

PLP Executive Committee Agenda

January 22, 2024
10:00 a.m. via Zoom

<https://us02web.zoom.us/j/82658451537?pwd=L3RYeUpKdHhSN0tkQ0ZrL0JDRlY4QT09>

Meeting ID: 826 5845 1537 Passcode: 392729

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)

- | | | |
|---|------|---------------------|
| A. Adoption of the Agenda | Gray | |
| B. Approval of the October 16, 2023 Meeting Minutes | Gray | Attachment 1, pg. 3 |

III. Old Business

- | | | |
|---|-------|---------------------|
| A. Update on FY 2023-24 PLP Strategic Priorities Activities | Frost | Attachment 2, pg. 6 |
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IV. New Business

- | | | |
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| A. FY 2023-24 Financial Support Requests for Staff Development Activities – 2nd Round (Action Item) | Wasterlain | Attachment 3, pg. 9 |
| B. PLP Middle Manager Cohort Plan and Funding (Action Item) | Wasterlain | Attachment 4, pg. 11 |
| C. Discussion of PLP Annual Meeting on May 17, 2024 | Gray | Attachment 5, pg. 16 |
| 1. Planning and Speaker | | |
| 2. Nominating Committee Selection | | |
| D. Finance | | |
| 1. Update on PLP FY 2023-24 CLSA Funds (Action Item) | Frost | Attachment 6, pg. 17 |

V. Reports

- | | | |
|---------------------------|-------|----------------------|
| A. PLP President’s Report | Gray | |
| B. PLP CEO’s Report | Frost | |
| C. State Library Report | Pham | Attachment 7, pg. 18 |

VI. Agenda Building for Next Meeting on May 17, 2024

VII. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is System policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to State law.)

VIII. Announcements

IX. Human Resource Closed Session

- A. Closed Session Pursuant to Government Code 54957: Gray Attachment 8, pg. 25
Executive Director/PLP CEO Annual Review (**Action Item**)
- B. Report of Closed Session Actions

X. Adjournment

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

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

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

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

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

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

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

Meeting Locations:

- Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA 94704
- Contra Costa County Library, 777 Arnold Drive, Martinez, CA 94553
- 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

October 16, 2023
10 a.m. via Zoom

MINUTES
Committee:

Tracy Gray, Chair, Mountain View Public
 Tess Mayer, Berkeley 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

Others:

Lena Pham, CA State Library
 Rebekah Gonzalez, San Jose Public

The meeting was called to order by Chair Gray at 10:02 a.m.

I. Introductions
II. Approval of Consent Items
A. Adoption of the Agenda
B. Approval of the August 17, 2023 Minutes
C. Approval of the June 26, 2023 Minutes
D. Review and Approval of the 2023-24 Innovation and Technology Grant Awards

Frost requested item IV.A be placed after item III.A. A motion was made, and passed unanimously via roll-call vote, to approve the Consent Items with the requested agenda change. (M/S Gray/Theyer)

III. Old Business
A. FY 2022-23 Staff Development Committee Annual Report

Wasterlain reported on the FY 2022-23 activities of the PLP Staff Development Committee on behalf of Christopher Ota, former PLP Staff Development Committee Chair. He thanked the Committee for their work.

B. Update on FY 2023-24 PLP Strategic Priorities Activities

Frost provided a description of the Strategic Priorities Activities. She reported that the restructuring of the Financial Support for Staff Development Initiatives and Activities has resulted in more funding submissions. She noted there may be increased capacity for training across the system. Theyer added there is increased capacity within partner agencies as well.

C. PLP Leadership Ad Hoc Group Update

Wasterlain reported on discussions held with the PLP Leadership Ad Hoc group. He stated the Ad Hoc group preferred maintaining the in-person nature of the program with monthly

meetings at different libraries. He noted the group would like to see more structure within the topics and content discussed throughout the course of the program. Wasterlain added the Ad Hoc group wanted to encourage participation from geographically diverse library systems. The Ad Hoc group will meet prior to January to discuss potential facilitators.

D. PLP AI Ad Hoc Group Update

The Committee discussed moving forward with an “AI 101” style training event. Perera noted that interest in this program could determine if a more in-depth program would be successful. Mayer reported hearing good feedback about the presenter at the Future of Libraries conference, Nick Tanzi. The Committee recommended reaching out to him to present again for this event.

IV. New Business

A. FY 2023-24 Staff Development Committee Activities

Gonzalez introduced herself as co-chair of the Committee and reported on feedback from the recent Future of Libraries conference. She discussed potential topics for upcoming virtual workshops and noted recordings of past workshops have been very popular, making the content more accessible to front line staff who may not have time to attend the live webinar. Gonzalez inquired if the Committee had any topics it would like to suggest for future workshops. Mayer responded interviewing skill workshops are of high interest, particularly around internal promotions. The Executive Committee suggested a variety of topics around intellectual freedom and first amendment rights. Perera recommended training that would encourage staff to take strategic risks and learn from failure. Frost proposed strategically writing grant proposals.

B. Finance

1) Review and Approval of the CLSA 2022-23 Annual Report

Frost provided an overview of the report. A motion was made, and unanimously approved via roll-call vote, to approve the CLSA 2022-23 Annual report. (M/S Theyer/Perera)

2) Review and Approval of the CLSA 2022-23 System Expenditure Report

Frost provided an overview of the report. Rosko asked if the amount of roll-over funds was average. Frost noted the Committee held \$100,000 aside for future purchases in FY 2022-23 but did not allocate a use during the year. She noted this was a fiscally prudent decision in case CLSA funding was lowered in the following years. A motion was made, and unanimously approved via roll-call vote, to approve the CLSA 2022-23 System Expenditure Report. (M/S Gray/Rosko)

3) Review and Approval of the CLSA 2023-24 Detailed Budget

Frost provided an overview of the report. A motion was made, and unanimously approved via roll-call vote, to approve the CLSA 2023-24 Detailed Budget.

V. Reports

A. PLP President’s Report

No report



B. PLP CEO's Report

Frost updated the committee on the AmeriCorps grant. Frost reported on new and departing PLP Directors.

VI. Public Comment

No public comment.

VII. Announcements

No announcements.

VIII. Adjournment

The meeting was adjourned at 11:20 a.m.

DRAFT

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 determined that for FY 2024-25, the Middle Management Cohort should be supported, and a framework for that has been developed. A coordinator has been identified, and planning will commence in February 2024 for the FY 2024-25 Cohort. It has been decided to defer development of an Executive Program until at least FY 2025-26.*

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.*

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. *\$8,000 has been requested in the second round of funding for staff development initiatives. Santa Clara County Library District has requested \$2,500 to host a program on “the power of play.” The SVLS Technical Services Workgroup has requested \$4,000 for a program on MARC record manipulation and processing presented by Terry Reese, Head of Digital Initiatives, Infrastructure Support at Ohio State University. The School and Public Librarians Association of the Monterey Bay Area (SPLAMBA) has requested \$1,000 for a February workshop with Sharron Krull, an early childhood consultant and trainer. And the MOBAC Literacy committee has requested \$500 for their spring workshop.*

\$8,700 was requested in round one, but the actual costs for all events came in considerably below the initial request amount.

Activity 1d. Provide workshops focused on skill building.

Status: *The PLP Staff Development Committee will be holding its next workshop on February 15, 2024, titled “Moving Up: How to Interview for Your Next Promotion.” The Committee will hold its second virtual workshop on May 2, 2024. The topic will focus on learning from risk and is still being developed.*

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 met twice to research trainers and needs. PLP has hired Nick Tanzi, The Digital Librarian, for a webinar “AI in Libraries: A Roadmap to Understanding and Implementation” on January 31, 2024.*

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. A list-serv for Deputy Directors and Assistant Directors is in the process of being established by January 30, 2024. Additional groups will be formed as time permits.*

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
Subject: FY 2023-24 Financial Support Requests for Staff Development Activities – Round 2
Date: January 22, 2024

Background

During the May 19, 2023 PLP Executive Committee meeting, changes to the structure for financial support for staff development initiatives and activities were approved, including:

- Allocation of \$12,000 for staff development initiatives in FY 2023-24
- Use of a tiered award system allowing for
 - One \$4,000 grant that would be applied for by two or more libraries working collaboratively
 - Two \$2,500 grants that could be awarded to individual libraries
 - Two \$1,500 grants that could be awarded to individual libraries
- Applicants can request additional funding from the Executive Committee, if required
- Applicants should describe if it would be possible to scale down their program if the funding allocated is less than what is requested.

Discussion

In the first round of funding to be used between July 1, 2023 to December 31, 2023, \$8,700 was requested. Two groups requested \$4,000: the MOBAC Emergency Support Workgroup, and a partnership between Livermore Public Library and Pleasanton Public Library for an intellectual freedom workshop. In addition, the MOBAC Reference Committee requested \$500 and the MOBAC Technology Committee requested \$200.

While the guidelines specified only one award of \$4,000 in FY 2023-24, it was felt that the overall funding could support both requests.

Livermore Public Library and Pleasanton Public Library requested \$4,000 and spent \$1,883. Due to staffing changes disrupting the project, the MOBAC Emergency Support Workgroup spent \$397 of their \$4,000 allocation. The MOBAC Reference Committee spent \$150 of their allocation and the MOBAC Technology Committee spent \$71 of theirs.

Of the \$8,700 requested in the first round of funding, the total expenditure was \$2,501.16. \$9,498.84 remains of the total annual allocation for staff development training initiatives and activities.

PLP has received \$8,000 in funding requests during round two.

- Santa Clara County Library - \$2,500 for a workshop on “the power of play.”
- SVLS Technical Services Workgroup - \$4,000 for an in-person workshop on MARC record manipulation and processing presented by Terry Reese, Head of Digital Initiatives, Infrastructure Support at Ohio State University.
- SPLAMBA (School and Public Librarians Association of the Monterey Bay Area) - \$1,000 for a workshop led by Sharon Krull on February 16, 2024.
- MOBAC Literacy Committee - \$500 for a spring workshop

The MOBAC Emergency Support Workgroup has requested use of their remaining \$3,603 first-round funds through June 30, 2024.

Request #	LIBRARY/COMMITTEE NAME	ROUND	Requested Funds	Actual Expense Billed	Remaining Budget
1	MOBAC Emergency Support Work Group	1	\$4,000.00	\$397.26	\$3,602.74
2	Livermore/Pleasanton	1	\$4,000.00	\$1,883.05	\$2,116.95
3	MOBAC Reference Committee	1	\$500.00	\$150.00	\$350.00
4	MOBAC Tech Committee	1	\$200.00	\$70.85	\$129.15
5	Santa Clara County Library (pending)	2	\$2,500.00		\$2,500.00
6	Tech Services Workgroup (pending)	2	\$4,000.00		\$4,000.00
7	SPLAMBA (pending)	2	\$1,000.00		\$1,000.00
8	MOBAC Literacy (pending)	2	\$500.00		\$500.00
	TOTALS:		\$16,700.00	\$2,501.16	\$9,498.84
	Unfunded Amount				-\$2,103.90

Recommendation

To accommodate second-round requests in addition to extending MOBAC Emergency Support Workgroup’s first-round funding, and with consideration that projects may be underspent, it is recommended that the Committee approve the use of up \$2,104 from the PLP fund balance to fully fund all the requests received for Staff Development Activities and Initiatives if needed.

The PLP fund balance is currently \$2,048,155.

To: PLP Executive Committee
From: Justin Wasterlain, Assistant Director
Subject: PLP Middle Manager Cohort Plan and Funding
Date: January 22, 2024

Background

At the end of FY 2022-23, Jane Light retired from the PLP Executive Leadership and Middle Management Professional programs. An Ad Hoc group of Tracy Gray, Hillary Theyer, Valerie Sommer, Jayanti Addleman, Marlon Romero, Rukshana Singh, Patty Wong, and Justin Wasterlain have met to discuss desired features of the updated program and potential facilitators. A PLP library director suggested the group reach out to Luis Herrera, the former director of San Francisco Public Library, to inquire about becoming the new facilitator.

Discussion

Herrera has indicated he would be interested in facilitating a middle management leadership cohort. He met with the Ad Hoc group on January 3, 2024 to discuss what a successful program would look like and what features would be wanted in an updated program. Herrera has submitted a detailed proposal incorporating the Ad Hoc group's input (attached).

To ensure that there is adequate planning time before the beginning of the FY 2024-25 middle management leadership cohort, it is recommended that PLP contract with Herrera for the remainder of FY 2023-24 to provide time to prepare for the new program beginning in FY 2024-25. It is estimated that Herrera will spend up to 60 hours on planning the Middle Management Leadership Program at a rate of \$125 per hour, not to exceed \$7,500.

No funds were allocated for the Middle Management Leadership program in the FY 2023-24 budget.

Recommendation

It is recommended the Executive Committee review and approve the training proposal by Herrera. It is also recommended that the Committee approve a contract for up to \$7,500 from PLP fund balance to contract with Luis Herrera from February 1, 2024 through June 31, 2024 to prepare an updated middle management leadership program for FY 2024-25. The PLP fund balance is currently \$2,048,155.

Pacific Library Partnership Middle Management Leadership Program Preliminary Proposal

Following the successful multi-year leadership programs led by Jane Light, the Pacific Library Partnership seeks to redesign and restart a new and refreshed program. The opportunity to build on Jane's excellent work is an exciting venture that I would welcome.

In designing this new iteration, I reviewed background documents and evaluations of the previous cohorts, had informative discussions with Carol Frost, Justin Wasterlain, and Jane Light, and conducted a brainstorming session with PLP's Leadership Program Ad Hoc Group. In these discussions it became evident that PLP leaders want a next generation of leaders that aspire to executive level positions. To achieve this goal middle managers need to gain confidence in their skills and abilities to lead, have an understanding and breadth of knowledge of the complexities of leading organizations, understand the importance of developing networks, building strong working relationships and ultimately, be ready and willing to work collaboratively to contribute to their respective library organizations. These are challenging and dynamic times for libraries and these future leaders need skills that also incorporate strong values for service, collaboration, and compassion. With this in mind, I have formulated a preliminary proposal detailed below:

Project Description:

The Project will grow future library leaders at the middle-management level through a series of monthly learning experiences covering a wide range of topics and issues that will prepare, inspire, and develop the participants with skills that will serve them in their career development and contributions to their respective library organizations.

Scope of Work:

The project will bring together a cohort of approximately 10-12 participants from a variety of member libraries with representation from multi-type libraries in both urban and rural settings. The participants will be selected through an application process targeting library staff at the middle management level. The key objective of the program is a focus on structured learning sessions aimed at developing skills necessary to advance to higher level roles in library organizations. Each session will feature a subject matter expert, background readings, tours, and facilitated discussions to enrich and complement their learning experience.

Outcomes:

Specific and measurable outcomes may include but are not limited to the following:

- Grow future leaders that demonstrate self-confidence, compassion, and a commitment to lead and impact their libraries and communities
- Develop a wide range of managerial skills that prepare participants for future success and career ambitions
- Gain an understanding of professional and personal networks to enhance their career development

- Seek to understand the political dynamics of working with boards, support groups and other external agencies
- Discuss and learn how to navigate the political landscape and “real world” problems
- Recognize organizational dynamics in diverse cultural and multi-generational workplaces
- Value collaboration skills through team projects designed to address current workplace issues
- Expose participants to leaders in and outside the field
- Achieve an understanding of financial management and library governance and operations
- Learn approaches and strategies to identify and seek career mobility opportunities

Potential Topics:

Based on the input and my own perspective, the following are possible topics that would develop skills and leadership for the participants: (in no particular order)

- People and Culture – Understanding dynamics in human resource and organizational development as it relates to library culture and the impact of changes in society.
- Financial Management – Understanding the source of library funding and the basics of budget management, capital improvements, long range planning and other fiscal management issues.
- Governance – Gaining perspectives of how libraries are structured, their role in government or academic institutions and the role of boards and commissions, friends and foundations, etc.
- Personal Development – Learning how to develop a personal vision by understanding cores values, emotional intelligence, mindfulness, and self-care
- Skill Building – Developing effective skills in communication, active listening, presentations, committee work, change management, etc.
- Networking and Partnerships – Learning about the importance of building a professional and personal network that will support and enhance their careers
- Public Service in a Post Pandemic World – Society has changed, and these changes have brought new challenges in serving the public. Topics would include discussions in crisis management, public relations, and working with diverse clientele that require solutions through collaboration with external agencies.
- Hot Topics – This category will allow participants to identify issues they are facing in their organizations that are timely and relevant to leadership development. Participants will lead discussions and identify potential solutions.

Participant Engagement:

One of the unique aspects of the proposed program is the approach to full engagement of the cohort participants. Learning happens when participants are excited and motivated to become involved and curious in their personal growth. My approach will be to challenge participants to come prepared to learn, to be curious about the topics discussed, and to lean into discomfort in a safe and welcoming environment. I will apply

appreciative inquiry to engage participants in their personal journey for growth. This will happen by creating a climate of trust and support, allowing participants to be vulnerable to experiences and to share stories from their work life. I will set high expectations and establish group norms to build a cohort that demonstrates respect and appreciation for each other.

Commitment to DEI:

As a strong and dedicated leader in equity, diversity and social justice, I will incorporate these values into the entirety of the program. Each of the learning sessions will provide an opportunity to raise awareness, sensitivity and competence in DEI values.

Capstone Event:

The learning experiences will culminate with group projects that will be presented as a capstone or graduation event. The idea is to have the participants identify areas of interest and relevance related to service innovation, operations, organizational development, community engagement, etc. and work in teams to complete their project. The objective is to develop problem-solving skills through teamwork. The projects could conceivably be replicated or scaled within the PLP community.

Timeline:

Once this initial proposal is approved, I will develop the full design content during the next few months for final approval in late Spring 2024. PLP could then seek applications in early summer with the goal for a mid-September kickoff. The program would consist of eight monthly sessions running from September 2024 through May 2025.

Deliverables:

- Assist in vetting applications and selecting cohort participants
- Coordinate and facilitate eight sessions running monthly from September 2024 to May 2025
- Coach cohort through team projects
- Identify and invite speakers that complement learning sessions
- Coach participants in skill development through the duration of the program
- Provide progress reports to PLP administration on a quarterly basis with completion of final report

Estimated program costs:

Consultant fees: (\$24,000)

- Month planning sessions – 16 hours each at \$125 = \$2,000 x 8 sessions = \$16,000
- Session facilitation – 8 hours each at \$125 x 8 sessions = \$8,000

Speaker stipends: TBD

Travel and lodging: TBD

Food: TBD

Luis Herrera

Luis Herrera retired in 2018 after more than 40 years in public library service. He served for 13 years as City Librarian for the San Francisco Public Library. During his tenure, Mr. Herrera led the largest capital improvement program exceeding 200 million dollars in public and private support for the library system completing the renovation of 16 neighborhood branches and construction of 8 new libraries. Prior to his experience in San Francisco, he directed the Pasadena Public Library and also served as deputy director for the San Diego and the Long Beach Public Library Systems.

Over the last five years, Luis has focused on consulting with libraries in the areas of organizational development, strategic planning and staff development. Luis' vision is to position public libraries as vital community assets that serve as anchor institutions promoting life-long learning and community development. In 2019 he partnered with Harvey Rose Associates to conduct a comprehensive strategic planning process for the Tacoma Public Library. In 2022, he participated as a strategic partner with Berk Associates in a strategic planning process for the Boise Public Library. Additional consulting projects have included board strategic planning retreats for the Daly City Public Library Associates, Kansas City Public Library and the Las Vegas Clark County Library District. Past projects have included strategic planning for the Saint Paul (MN), Sedona (AZ) and the Charlotte Mecklenburg County Library (NC).

Luis is committed to developing future leaders with skills to serve our diverse communities. In 2020, he was retained by Patty Wong and Chantel Walker to participate as coach/trainer for the California Racial Equity Initiative (CREI) which consisted of over twenty library cohorts engaged in a comprehensive statewide Diversity, Equity and Inclusion (DEI) initiative.

He has served as president of the Public Library Association, the California Library Association and REFORMA, the National Association to Promote Library Services to the Spanish Speaking. In January 2012, Luis was named Library Journal's Librarian of the Year. In 2014, Mr. Herrera was appointed by President Barack Obama to the Institute of Museum and Libraries Board and served in that capacity for 10 years. He also served as chair of the American Library Association's Center for the Future of Libraries. During his time at the San Francisco Public Library, Luis was invited to speak internationally in library development and leadership including Australia, Brazil, China, England and New Zealand. In 2018, the San Francisco Public Library was named Library Journal's Library of the Year. And in 2019, Luis was selected to the California Library Hall of Fame. He currently serves as trustee of the San Francisco Museum of Modern Art and the Golden Gate National Parks Conservancy.

Luis holds a BS in Education from the University of Texas El Paso, a Master of Library Science from the University of Arizona, and a Master in Public Administration from the California State University Long Beach. He lives in Benicia with his wife Nancy who is also a librarian.



Election of the FY 2024-25 Executive Committee and Officers

The PLP Nominating Committee (TBD) is pleased to nominate the following for FY 2024-25:

New candidates to serve on the PLP Executive Committee (first year of first term):

One member from SVLS

The Nominating Committee is also pleased to propose the following slate of officers for 2024-25:

President:

Vice-President:

The following will be serving the second year of their first term:

Alison McKee, Contra Costa County Library

Tim Wallace, San Bruno Public Library

Michelle Perera, Sunnyvale Public Library

The following will be serving the first year of their second term:

Tess Mayer, Berkeley Public Library

Hillary Theyer, Monterey County Free Libraries

The following will be serving the second year of their second term:

Thomas (Tom) Rosko, Naval Postgraduate School

Elnora (Ellie) Tayag, San Mateo Community College District

Our thanks and appreciation to the following Executive Committee member, who has completed their terms:

Tracy Gray, Mountain View Public Library

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Update on PLP CLSA Funds
Date: January 22, 2024

BACKGROUND

The purpose of this memo is for the PLS Executive Committee to review the current CLSA budget and discuss any modifications or future purchases.

FY 2023-24 CLSA FUNDS

Based on CLSA FY 2023-24 allocations, the PLP Executive Committee made the following decisions:

\$142,261	CLSA FY 2023-24 System Administration Allocation
\$569,046	CLSA FY 2023-24 Baseline Allocation
\$114,890	Roll-over FY 2022-23 Unexpended Funds (includes allocation for future purchases)
\$826,197	Total

\$142,261	System Administration staffing
\$245,767	Websites, Delivery, Communication tools
\$42,727	Flipster subscription for the 8 smallest libraries
\$345,442	Allocate to member libraries to choose from the approved menu of items
\$50,000	Reserve for future purchases

The Governor's preliminary budget for FY 2023-24 does not include any reductions to the CLSA funds, although with the expected \$38B budget shortfall, there is always a possibility of a reduction when the May Budget Revise is issued.

DISCUSSION

A system has three years to expend the CLSA funds, and funds must be used to support resource sharing between three or more libraries. PLP has a practice that all roll-over funds are spent in the next fiscal year. Roll-over funds may result from unexpended budgeted items, or by funds that are earmarked and not expended.

The Executive Committee may consider ways in which the earmarked \$50,000 future purchases may be expended.

In Spring 2023, PLP conducted a survey encompassing multiple topics. Most of the feedback for ideas related to additional shared resources includes items which would not be eligible using CLSA funds. Video or music streaming was mentioned, including Kanopy, but Kanopy's current model may be too expensive for PLP to consider a shared subscription.

California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated January 10, 2024

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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 | Entity Registrations](https://sam.gov). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

Please sign up today for our forthcoming new [newsletter!](#) Please share this with your teams as well.

Upcoming Opportunities:

The following five LSTA opportunities opened on January 10, 2024 and will close on March 6, 2024: Community Impact Grants, Play for All, Sustainable California Libraries, Teens Succeed, and eBooks for All. Please check this [webpage](#) for all the information you need, including funding amounts and application guidelines. To prepare your application, please familiarize yourself with the [California State Library LSTA Five-Year Investment Plan](#). The California State Library LSTA Team will host an information session **on Wednesday January 17, 2024 from 10:00 a.m. to 11:00 a.m.** Please register for the [Zoom meeting](#) to learn more about these opportunities.

Groundwork Grants: Cultural Heritage Disaster Preparedness Project Grant Opportunity Coming Soon!

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this opportunity launches in January 2024.

Grant Highlights:

- **Goals:** To provide funds and resources to institutions with historically and culturally significant collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections, including archives, museums, libraries, historical societies and sites, nonprofits, higher education institutions, local governments, and Native American Tribal governments.
- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support, including disaster planning development, recovery kits, training, supplies and equipment, and more.

► Subscribe for Future Updates:

Don't miss out on this funding opportunity! [Join the mailing list](#) to stay informed.

How to Apply:

Applications will open mid-**January 2024** on a rolling basis. Application guidelines will be available soon on the Groundwork Grants [website](#). Applicants are strongly encouraged (but not required) to receive a free [Ready or Not consultation](#) before applying. *For more information, please contact Grace Bautista at grace@myriadconsultants.org.*

As natural disasters continue to threaten California's cultural heritage, we hope you'll join us in safeguarding your collections and communities through this extraordinary opportunity.

Open Opportunities

[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

[California Library Literacy Services – Ongoing](#)

The combined CLLS 2023-2024 Mid-Year Report and 2024-2025 Pre-Application opened in Counting Opinions on January 3, 2024, and is due no later than 5 p.m. on **Wednesday, January 31, 2024**. For more information, contact clls@library.ca.gov. Please note that the final 10% of 2023-2024 adult literacy funding will be released to libraries when the mid-year report is approved. The pre-application is required and helps the State Library calculate 2024-2025 award projections. In addition, if your library has not yet completed updates on the 2022-2023 final report, please complete these as quickly as possible to enable the State Library to approve the reports and calculate 2024-2025 award projections.

The Writer to Writer Challenge for adult learners will be held on a statewide basis, in conjunction with the 40th anniversary of CLLS in 2023-2024, with **entries due no later than Feb. 15, 2024**. We have also added networking calls for **small/rural CLLS libraries** and anticipate additional communities of practice to be announced later this fiscal year. Training continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting [calendar](#).

There is an **in-person team orientation for new CLLS coordinators**, new directors at CLLS libraries, and coordinators/directors working with someone new to CLLS. We intend the

orientation to involve both the coordinator and the director. The date is February 7, 2024, at the San Diego Central Library. The Literacy Initiatives grant will reimburse travel costs. For more information, contact clls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [subscribe](#) directly. CALL also launched a printable schedule 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.

Connected California Digital Navigators - Ongoing

The free, virtual, bilingual (English & Spanish) [Connected California](#) Digital Navigators service helps Californians:

- access free and low-cost internet and devices
- grow digital skills
- discover library and community resources

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.

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

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

If 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.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to those who applied, and applicants are notified of selection status in January 2024. LSTA funded.

Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view 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. 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 State of CA funded.

Networking and Training

Community-Centered Libraries: Harnessing the Power of Data to Equitably Serve Your Community

A yearlong initiative brought to you by the State Library and the Pacific Library Partnership, [Community-Centered Libraries](#) offers training and tools to help libraries make data-driven decisions for community impact. Training is offered in multiple formats to meet the needs of all California Library Staff. Read more in the CALL blogpost [Choose Your Own Data Adventure!](#)

This initiative includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Building Equity-Based Summers Learning Series

For information on the Building Equity Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email bebs@cla-net.org

Career Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources

The 2024 CAREer Pathways webinar series is now posted. Learn more about the online resources on the [CAREer Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Library staff can also [view the archived webinars on the CALL Academy CAREer Pathways channel](#).

Register for upcoming CAREer Pathways webinars by following the links below:

- **Troubleshooting and FAQs for CAREer Pathways Resources**
Wednesday, February 21, 2024, 11:00 am – 12:00 pm
- **Northstar: Implementation and Outreach**
Wednesday, March 13, 2024, 11:00 am – 12:00 pm
- **Northstar: How Patrons Can Use It**
Wednesday, April 3, 2024, 11:00 am – 12:00 pm

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 2024

HelpNow New Year Reminders for Your Students
Tuesday, January 9, 2024, 3:30–4:30 pm

As students head back to the classroom after the holidays, now is the perfect time to share the many ways HelpNow can help students achieve their academic goals. Learn what's new with HelpNow and discover strategies for sharing this statewide service with your community.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

[Register in advance for the New Year Reminders webinar](#)

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. The next Public Library Directors Networking Call is scheduled for **Wednesday January 17, 2024, from 3:30 to 4:30 p.m.** Registration information will be available soon.

Projects marked "LSTA funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.

PLS Executive Director/PLP CEO Accomplishments January - December 2023

The accomplishments below represent the work of the PLS staff as well as the Executive Director, and the Executive Director recognizes the staff's hard work in completing the activities.

Peninsula Library System Projects

- Continue exploration of electrification of Delivery trucks and incorporate any changes into the budget. **Completed/Ongoing: PLS continues to watch changing legislation and industry standards. Commencing with the FY 2023-24 PLS Delivery budget, a line item has been added to budget for additional costs related to electrification.**
- Continue Cybersecurity Mitigation Plan for PLS internal and external networks, including implementing Multi-Factor Identification and purchasing a new, more secure Help Desk system. **Completed/Ongoing: Year 1 of the three-year plan has been completed. Multi-factor authentication has been completed, and a new help desk ticketing system is being implemented. Additional mitigation steps have been implemented to enhance the network security infrastructure.**
- By querying other library systems, performing research, and working with the PLS committees and groups, perform an in-depth comparison of Vega Discovery and BiblioCommons. **Completed/Ongoing: The comparison has been completed and the Council has agreed to continue to watch developments and incorporate this into the ILS study in FY 25-26.**
- Implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. **Estimated date of completion: Ongoing: PLS continues to watch the development of this suite of products. The email notices version was released for stand-alone libraries but is still in development for consortia. When it becomes available, PLAN will work with the Circulation Managers on testing and implementation.**
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. **Deferred : The Load Profile project has taken longer than expected, so this subject heading project will commence in 2024.**

Pacific Library Partnership Projects

- In December 2022, PLP submitted applications to be the multi-year fiscal partner with the State Library for four statewide LSTA grants, including a new statewide Public Library Staff Education Program (PLSEP) grant, as well as the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. If PLP is awarded

some or all of these, we will work with the State Library on the FY 2023-24 applications and complete the fiscal activities of the grant. **Completed: PLP was awarded three of the four applications it applied for: Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project.**

- Complete the work of the FY 2022-23 and any FY 2023-24 Statewide LSTA grants in partnership with the California State Library. Complete the work of Year 2 of the statewide Workforce Development Career Pathways Project for statewide databases, and the Statewide Online Tutoring Partner Program Grants. Continue the Year 1 works of the AmeriCorps grant to support/supplement the statewide adult literacy grant, and, if awarded Year 2, commence with that work. **Completed/Ongoing. Both the Workforce Development Career Pathways Project and the Statewide Online Tutoring Partner Program have end dates of Fall 2024. After much examination, it was determined that it was not in PLP's best interest to apply for Year 2 of the AmeriCorps grant. The Year 1 AmeriCorps grant will be completed by the end of January 2024.**
- Work with the PLS Executive Committee to determine next steps regarding the PLP Executive and Middle Management leadership training, and whether the program will be discontinued or redesigned. **An Ad Hoc Group has identified priorities for leadership training and has determined that the initial focus should be on middle managers. A trainer has been identified, and a more developed plan will be created for implementation, along with a timeline.**
- Survey the PLP membership regarding CLSA priorities and PLP strategic initiatives. Incorporate findings into CLSA menu of services and in forming new PLP strategic priorities. **Completed. The new three-year priorities were created and enhanced through an Ad Hoc Group to ensure that each goal incorporated an equity lens. The priorities and initiatives were adopted by PLP, and work has begun on the activities.**
- To continue further professional development opportunities, the PLP Staff Development Committee will host additional Brown Bag virtual discussions related to self-promotion, interview skill building, or networking and communication. **Completed: The Workshop "Seeing Yourself as an Asset" was held in March, with 143 registrants and 80 attendees. Another one is planned in February 2024: "Moving Up: How to Interview for Your Next Promotion." Independent of the Staff Development Committee, PLP held "Prepare Your Library for Collection Development Challenges" in March. Participants shared their collection development and reconsideration policies and discussed ways to strengthen them.**
- With Governor Newsom lifting pandemic-related emergency rules by February 28, 2023, revisit with all PLP committees regarding the Brown Act. Commence reconvening some meetings in person and keeping others virtual. **Completed. All Committees are aware of the updates to the Brown Act and are in compliance. Some Committees are meeting solely in person, some have chosen to alternate between in-person and virtually, and some continue to meet virtually.**
- Continue to provide strategic direction and management to NorthNet Library System. Complete the activities related to the CLSA formula study by an outside consultant and implement any

recommended changes for the FY 2023-24 budget. **Completed: The study and all follow-up questions have been addressed and the work has been completed and implemented. An Ad Hoc Group has been formed to write budget definitions, and several products have been explored for use of CLSA funds. NLS has adopted strategic priorities, and the activities are being addressed by various groups.**

Legislative Work

- In 2023, participate as a member of the CLA Advocacy and Legislative Committee for my sixth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests. **Completed. Of note is SB321, the Student Success bill authored by Senator Ashby, which was signed into law by Governor Newsom. Senator Ashby was familiar with the Student Success program at the Sacramento Public Library. That library was part of the PLP statewide Student Success Initiative, funded through an LSTA grant from the State Library. PLP should be very proud that an idea which was generated from its members, and then spread statewide, has been enacted into law. Over my time on the Legislative Committee, I have worked with two Senators and on three bills regarding Student Success.**

PLS Executive Director/PLP CEO Work Plan January - December 2024

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2024 Work Plan. I would like to acknowledge that the Work Plan represents the work of all staff, and that I do not claim credit for the work performed by the staff. I recognize and support their hard work in completing the activities.

Peninsula Library System Projects

- Apply for the San Mateo County Measure K three-year grant by January 2024. If awarded, work with the PLS Youth Group to implement a modified program. If not awarded, work with the Youth Group to reimagine summer learning programs. *Estimated date of completion: Spring/Summer 2024*
- With the InfoServices Committee, identify requirements and optional features for a catalog discovery mobile app. If necessary, release an RFP and implement the app. *Estimated date of completion: June 2024*
- Work with eBook Chair to develop better tracking of OverDrive budget. *Estimated date of completion: Spring 2024*
- Complete Year 2 of Cybersecurity Mitigation Plan for PLS internal and external networks and commence with Year 3 activities, including implementing a third-party 24/7 network system security monitoring system. *Estimated date of completion: December 2024*
- Apply for a broadband grant to replace the indoor WiFi access points and consider also applying for funds to replace the switches. *Estimated date of completion: December 2024*
- When ready for consortia, implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *Estimated configuration completion Winter 2024*
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. *Estimated date of completion: Winter 2024*

Pacific Library Partnership Projects

- Research a tool to automate the process of issuing and tracking various claim forms from PLP, NLS and PLS. Perform a test run with one of the claim forms. *Estimated date of completion: May 2024*
- Complete the work of the FY 2023-24 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2024-25 grant applications and complete the fiscal activities of the grant. *Estimated date of completion: December 2024*

- Complete the work of the two FY 2022-24 state-funded Statewide grants in partnership with the California State Library, including the Workforce Development Career Pathways Project for statewide databases, and the Online Tutoring Partner Program Grants. *Estimated date of completion: Fall 2024*
- Continue the development with the PLP Executive Committee to design and implement the newly imagined PLP Middle Management leadership training. *Estimated date of completion: Summer 2024*
- Continue implementation of PLP Strategic Priority activities, including establishing communities of practice. *Estimated date of completion: December 2024*
- To continue further professional development opportunities, the PLP Staff Development Committee will host additional virtual workshops related to self-promotion, interview skill building, or networking and communication. *Estimated time of first event: February 2024*
- Provide additional opportunities for workshops and trainings as needed. In January 2024, hold a virtual training for PLP members regarding AI. *Estimated date of completion: December 2024*
- Continue to provide strategic direction and management to NorthNet Library System. *Estimated date of completion: December 2024*

Legislative Work

- In 2024, participate as a member of the CLA Advocacy and Legislative Committee for my seventh year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.

Ongoing work

- Support PLP, its four legacy systems, and NorthNet by attending meetings and responding to requests and initiatives. This includes attending 24 meetings annually supporting BALIS, MOBAC, PLS and SVLS, 4 meetings for PLP, and 6 meetings for NorthNet, for a total of 34 meetings.
- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Coordinate with other systems for the Spring and Fall California Library Services Board meetings, focusing on CLSA regulatory language interpretations, funding, and priorities. Attend CLSB meetings with NLS and PLP Chairs.

All of the above will be accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.