PLP Executive Committee Agenda
June 24, 2024
10:00 a.m.

Via Zoom
https://us02web.zoom.us/j/83003374169?pwd=iD45MnKnLd3LbjqbprZUSWMOljN6u5.1

Meeting ID: 830 0337 4169, Passcode: 613171
Call-in Option (669) 900-6833

PLP Executive Committee

Tracy Gray, Mountain View Public Library (Chair)	Tom Rosko, Naval Postgraduate School
Tess Mayer, Berkeley Public Library	Tim Wallace, San Bruno Public Library
Alison McKee, Contra Costa County Library	Elnora Tayag, San Mateo Community College District
Hillary Theyer, Monterey County Free Libraries	Michelle Perera, Sunnyvale Public Library

I. **Introductions**

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

   A. Adoption of the Agenda

   B. Approval of the May 17, 2024 Minutes   Attachment 1, pg. 4

   C. Minutes from May 17, 2024 PLP Administrative   Attachment 2, pg. 7
      Council (Review Only)

   D. FY 2024-25 Innovation and Technology Grant   Attachment 3, pg. 9
      Guidelines

   E. Confirmation of Financial Support for Staff   Attachment 4, pg. 11
      Development Initiatives and Activities Guidelines

   F. Approve the FY 2024-25 LSTA Intent to Award Grant Letters   Attachment 5, pg. 12

III. **Old Business**

   A. PLP Gold Update   Wasterlain

IV. **New Business**

   A. Approval of the FY 2024-25 Strategic Activities   Frost   Attachment 6, pg. 16
      (Action Item)

   B. Review and Approval of Revised FY 2024-25 CLSA   Frost   Attachment 7, pg. 18
      Menu of Services and Ad Hoc Update **(Action Item)**

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C. Approval of the FY 2024-25 CLSA Plans of Service and Budget **(Action Item)**	Frost	Attachment 8, pg. 21
D. Finance		
1. Approval of the PLP FY 2024-25 Budget **(Action Item)**	Yon	Attachment 9, pg. 40
E. FY 2024-25 PLP Executive Committee Meeting Schedule	Frost	Attachment 10, pg. 47

V. Reports

A. PLP President's Report	Gray	
B. PLP CEO's Report	Frost	
C. State Library Report	Pham	Attachment 11, pg. 48

VI. Agenda Building for Next Meeting on October 21, 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. 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."

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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

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Pacific Library Partnership

PLP Executive Committee
May 17, 2024
1:30 p.m.
Milpitas Public Library – 160 N. Main Street, Milpitas, CA 95035

MINUTES

Committee:	**System Staff:**
Tracy Gray, Chair, Mountain View Public	Carol Frost, PLP
Hillary Theyer, Monterey County Free	Justin Wasterlain, PLP
Tom Rosko, Naval Postgraduate	Andrew Yon, PLP
Tim Wallace, San Bruno Public	**Others:**
Michelle Perera, Sunnyvale Public	Josh Chisom, CA State Library

The meeting was called to order by President Gray at 1:30 p.m.

I.   **Introductions**

II. **Approval of Consent Items**

   A. **Adoption of the Agenda**

   B. **Approval of the January 22, 2024 Minutes**
       A motion was made, and unanimously approved, to approve the Consent Items. (M/S Theyer/Wallace)

III. **New Business**

   A. **PLP Annual Meeting Debrief**
       Committee members provided feedback on the annual meeting.

   B. **Approval of Greater Opportunities for Leadership Development (PLP GOLD) Budget**
       Wasterlain reviewed the budget proposed for the PLP GOLD program by the facilitator, Luis Herrera. He noted the honorarium and travel costs were set high since the program has not provided these budget items before and it was uncertain how heavily used they would be. Wasterlain explained the revenue from participation would not cover the expenses of the program, but noted PLP has always subsidized a percentage of leadership programs in the past. Theyer asked if libraries could pay in FY 2023-24 to use money currently available. Wasterlain noted the application timeline would not allow for libraries to know who was accepted to the program before the end of FY 2023-24. He stated that an option to split the payment across fiscal years could be factored into the application timeline for FY 2025-26. Frost added libraries who could not afford the $900 participation fee could ask for a reduction. A motion was made, and approved unanimously, to approve the costs associated with the FY 2024-25 PLP GOLD program. (M/S Theyer/Rosko)

   C. **Determine Funding for PLP FY 2024-25 Staff Development Initiatives**
       Theyer confirmed the MOBAC Emergency Response workgroup would not utilize the remainder of their staff development initiative funds. The Committee decided to maintain the funding

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allocation at $12,000 rather than raise it to $15,000 in light of potential CSLA funding cuts. A motion was made, and unanimously approved, to allocate $12,000 for system-wide staff development training and maintain the tiered funding to support collaboration among libraries. (M/S Theyer/Rosko)

D. **Discussion of PLP Strategic Priorities Workplan FY 2024-25**

Wasterlain discussed what he hoped the Strategic Priorities activity during the Administrative Council's annual meeting would accomplish. He stated he would review the input received during that activity and synthesize that information into updated Strategic Activities for FY 2024-25. The updated activities will be presented at the Executive Committee's June meeting.

E. **Finance**

1) **Approval of the PLP/PLS FY 2023-24 2nd Contract Amendment**

Frost provided an overview of the 2nd PLP/PLS contract amendment for FY 2023-24. A motion was made, and unanimously approved, to approve the PLP/PLS FY 2023-24 2nd contract amendment. (M/S Theyer/Rosko)

2) **Approval of PLP/NorthNet FY 2024-25 Contract**

Frost provided an overview of the contract. A motion was made, and unanimously approved, to approve the PLP/NorthNet FY 2024-25 contract. (M/S Theyer/Perera)

3) **Approval of PLP/PLS FY 2024-25 Contract**

Frost provided an overview of the contract. A motion was made, and unanimously approved, to approve the PLP/PLS FY 2024-25 contract. (M/S Theyer/Perera)

4) **FY 2024-25 CLSA Budget and Menu and Formation of Ad Hoc Committee**

Frost noted PLP kept $50,000 of CLSA funds unallocated for future use in FY 2023-24. She noted an additional $7,323 of rollover funds would be available for allocation. The Committee discussed the potential of a 50% reduction to CLSA funds in FY 2024-25. Frost proposed multiple options for the payment of Flipster for eight of the smallest libraries. Rosko proposed paying for Flipster using fund balance in FY 2024-25 instead of using CLSA funds. Theyer suggested maintaining staff development initiative funding to stay at $12,000 rather than increase to $15,000. Frost noted the California State Library's Plan of Service reporting forms changed and have new questions that would require library input. She asked for volunteers to form an ad hoc group to review the new forms and assist in developing a way to capture this information. Theyer and Gray volunteered. A motion was made, and was unanimously approved, to allocated $47,880 of fund balance to pay for Flipster in FY 2024-25, and distribute all CLSA funds to libraries in FY 2024-25 if reductions are made to CLSA funding. If CLSA funds are not reduced, $47,880 should be taken off the top of the CLSA funds to pay for Flipster, and an additional $50,000 should remain unallocated for future purchase, with the remaining CLSA funds being distributed to libraries. (M/S Gray/Theyer)

5) **Review and Approve Request from Pleasanton Public Library for Reduced Membership for One Year**

Frost informed the Committee that the Pleasanton Public Library requested a reduction in their membership fee for FY 2024-25 due to a capital improvement project being included in their FY 2022-23 operating expenditures budget. She noted they requested to stay at their previous tier and be charged $11,461 in FY 2024-25. A motion was made and approved

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unanimously to approve Pleasanton Public Library's request for reduced membership for one year in FY 2024-25. (M/S Theyer/Wallace)

6) **PLP FY 2024-25 Draft Budget Discussion**
Frost noted staff would develop two budgets: one with the full CLSA allocation and another with a 50% reduction to CLSA funds. She acknowledged the previous suggestion to maintain the allocation for staff development initiatives at $12,000 rather than increasing to $15,000. Frost noted that in the proposed budget with full CLSA funding, $34,331 is unallocated in the Administration budget and would go to fund balance. Should the 50% reduction occur, those funds would be used to offset the Administration budget costs. It was also suggested the allocation for Innovation and Technology grants could be reduced by $10,000 to $110,000 and the $7,000 allocation for the Staff Development Committee workshops could be reduced to $5,000.

7) **Acceptance of the PLP FY 2022-23 Audit**
Yon discussed the PLP FY 2022-23 audit noting that it was considered a clean opinion. A motion was made, and unanimously approved, to accept the PLP FY 2022-23 audit. (M/S Wallace/Theyer)

IV. **Reports**

A. **PLP President's Report**
Gray reported this would be her last meeting and expressed appreciation for her time on the Committee.

B. **PLP CEO's Report**
No report.

C. **State Library Report**
Chisom provided a report of California State Library activities.

V. **Agenda Building for Next Meeting on June 24, 2024**
- Finalize Budget
- PLP Gold Application Information
- Plan of Service Ad Hoc Group Update

VI. **Public Comment**
No public comment.

VII. **Announcements**
No announcements.

VIII. **Adjournment**
The meeting was adjourned at 2:38 p.m.

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Pacific Library Partnership

PLP Administrative Council Annual Meeting Minutes
Friday, May 17, 2024
9:30 a.m.
Milpitas Public Library – 160 North Main Street, Milpitas, CA 95035

Administrative Council Members		
Tracy Gray (Pres.) – Mountain View	Tom Rosko – Naval Postgraduate	Mary Abler – San Mateo County
Deb Sica – Alameda County	Jamie Turbak - Oakland	Patty Wong – Santa Clara City
Mike Eitner – Alameda Free	Alex Perez – Palo Alto	Jennifer Weeks – Santa Clara County
Tess Mayer – Berkeley	Heidi Murphy - Pleasanton	Valerie Sommers – S. San Francisco
Brad McCulley - Burlingame	Sarah La Torra – Redwood City	Michelle Perera - Sunnyvale
Jacqueline Grallo – CSUMB	Kate Eppler - Richmond	Alicia Martinez - Watsonville
Chela Anderson – Daly City	Francis Herbert - Salinas	
Ashlee Wright – Harrison Memorial	Tim Wallace – San Bruno	
Jayanti Addleman - Hayward	Michael Lambert – San Francisco	
Carol Pham – Los Gatos	Michelle Ornat – San Jose	
Hillary Theyer – Monterey County	Brian Simons – San Leandro	
Brian Edwards – Monterey Public	Teresa Morris – SMCCCD	
Other Attendees		
Carol Frost – PLP	Kelsey Nordstrom Sanchez - CSUMB	Scott Young - PLS
Justin Wasterlain – PLP	Lia Bushong - Pleasanton	
Luis Herrera – PLP	Josh Chisom – California State Library	

I. **Meeting Called to Order and Introductions**
   President Gray called the meeting to order at 9:30 a.m.

II. **Approval of Consent Items**
   A. **Adoption of the Agenda**
   B. **Approval of May 13, 2022 Minutes**
   C. **PLP FY 2022-23 Innovation Grants**
   A motion was made, and approved unanimously, to approve the consent items. (M/S Theyer/Wallace)

III. **New Business**

   A. **Election of FY 2024-25 Executive Committee and Officers**
   Gray reviewed the outgoing and incoming members of the Executive Committee and announced the slate of officers for FY 2024-25. A motion was made, and passed unanimously, to approve Hillary Theyer as President and Tim Wallace as Vice-President for FY 2024-25. (M/S Sommer/Murphy)

   B. **Introduction to the Greater Opportunities for Leadership Development Program (PLP GOLD)**
   Luis Herrera introduced a new middle management leadership program he has designed

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and will facilitate in FY 2024-25. The program is called Greater Opportunities for Leadership Development (PLP GOLD).

IV. Presentations

A. Presentations from FY 2023-24 Innovation and Technology Grant Recipients
Kelsey Nordstrom-Sanchez from CSUMB, Lia Bushong from Pleasanton, and Alicia Martinez from Watsonville gave presentations to share information about their FY 2023-24 Innovation and Technology grants.

B. PLP Regional System Presentations
Brian Simons (San Leandro, BALIS), Ashlee Wright (Harrison Memorial, MOBAC), Brad McCulley (Burlingame, PLS), Tracy Gray (Mountain View, SVLS), and Jennifer Weeks (Santa Clara County, SVLS) gave presentations on the activities of their regional systems. Simons discussed a regional marketing campaign across BALIS for Libby utilizing Spotify. Wright gave an overview on cooperative activities and individual milestones of MOBAC libraries. McCulley provided an overview of the PLS consortia. Gray and Weeks shared information about the Silicon Valley Reads program.

C. PLP Strategic Priorities Update and Input
Wasterlain provided an overview of FY 2023-24 Strategic Activities. He asked Council members to engage in an activity to help create activities for FY 2024-25. Member input will be reviewed and new activities will be synthesized and presented to the Executive Committee at its June meeting.

V. Reports

A. State and Federal Initiatives
Weeks and Martinez provided an update on CLA's legislative priorities and bills relevant to libraries, including SB321 which requires all students to receive a public library card by 3rd grade, and AB1825 which would attempt to restrict book bans at public libraries. Frost announced the Governor's May revised budget proposes to cut funding for Lunch at the Library programs and reduce CLSA funds by $1.8M.

B. State Library Report
Chisom provided an update about California State Library activities and opportunities.

C. PLP CEO's Report
Frost provided a brief report on PLP activities.

VI. Public Comment
No public comment.

VII. Adjournment
President Gray adjourned the meeting at 12:30 pm.

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Pacific Library Partnership
FY 2024-25 Innovation and Technology Grant Program

Background

Each fiscal year, through a competitive process, the Pacific Library Partnership awards grants to PLP libraries to support innovation, technology, and access. Grants are typically awarded in two categories: Innovation and Technology Opportunity Grants, and the Grant Replication Program. The purpose of the grants is to support a new idea, program, or vision, which can then be replicated by other libraries.

For FY 2024-25, priority will be given to libraries that submit grant proposals that focus on sustainability, although all ideas are eligible and will be considered.

Guidelines for Award

1. Both PLP academic and public libraries are eligible to apply for the grant.
2. A library may submit more than one application, but awards will be limited to one project per organization per fiscal year.
3. All applications must be reviewed and signed by the submitting organization's Library Director.
4. A panel of reviewers outside of PLP will review all applications and rank them. Awards will be based on these recommendations. The PLP CEO and Executive Committee may work with libraries to modify their applications, and they will make the final award determinations.
5. Only projects that have a timeline of completion within the fiscal year applied will be considered.
6. All funds awarded must be expended by June 30 of the fiscal year awarded. Should the library experience an unforeseen circumstance which may require additional time, they may contact PLP administration to discuss an extension.
7. Any unspent funds at the completion of the project must be returned to PLP.
8. Successful awardees will be asked to complete a final report at the conclusion of the grant cycle and must be willing to share their experience with other PLP libraries at appropriate meetings and conferences.

Allowable Costs

Funds awarded may be used for goods or services related to the project or for staff time. No more than 25% of the total amount awarded may be used for staffing costs. Indirect costs are not allowed.

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Category A: PLP Innovation and Technology Opportunity Grant Program

Funds will be available to implement an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Reviewers will be asked to evaluate applications based on these criteria:
1. Service that introduces a new idea, program or vision that is not currently used in PLP or surrounding libraries.
2. Service that may benefit other PLP members.
3. Service that may benefit other California libraries.

Category B: PLP Grant Replication Program

There have been a significant number of very successful grants that can easily be replicated in another jurisdiction. All the previously funded grants are posted on the PLP website at plpinfo.org and applicants are encouraged to review the past successful awardees. To view the previous grants, click here: http://plpinfo.org/innovation-grants/

Reviewers will be asked to evaluate applications based on these criteria:

1. Clear articulation of how the grant will be replicated.
2. Rationale for any changes or enhancements to the original grant application. It is expected that the grant funding request will not exceed the amount of the original grant. If it does exceed the original amount, a compelling case should be made for the increase in funding.
3. Demonstrated understanding of the concept, success and "lessons learned" from the original grant, and documentation of any follow-up with the original awardee.

Review Panel

The PLP CEO will recruit a three-person panel from outside of PLP to review funding applications and provide feedback on the proposals.

Timeline

Grant applications are due on Friday, August 30, 2024 by 5:00 p.m.

Note: Successful awardees will be asked to complete an evaluation/survey process at the conclusion of the grant cycle and must be willing to share their experience with other PLP libraries at appropriate meetings and conferences.

Adopted June 24, 2024 by PLP Executive Committee

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Pacific Library Partnership

PLP Financial Support Requests for Staff Development Initiatives and Activities

Each year, the PLP Executive Committee allocates dedicated funding to support professional development initiatives and activities, such as trainings and workshops, for the development of library staff. Twice a year (in June and December) a call for ideas that can be funded for January through June and July through December is put forth. If your library is considering training and would like to partner with other PLP libraries to expand the training, this is a great opportunity. In addition, if your regional network has ideas for training, they may also apply for funds.

Guidelines for Support

1. Requests can be made by a library director, an existing PLP system-wide committee, or a working group.
2. Proposed activities (training, workshop, or special event) must be open and accessible to all PLP libraries, and topics selected must be geared towards the interests of all PLP libraries and applicable to their needs.
3. Funds awarded may be used for reimbursement for a trainer, honorariums or speaking fees, printing costs for the event, and/or refreshments.
4. Estimated costs may be submitted as a placeholder for events that have not yet been finalized, and the exact amount will be reimbursed once receipts are submitted.
5. The maximum request amount will be determined each year by the PLP Executive Committee. Requests over the maximum amount must be brought to the Committee for approval at their next regularly scheduled meeting.
6. Special consideration will be given to libraries, committees and working groups that have not been funded previously.
7. Awardees that are unable to schedule a training during the awarded timeframe must notify PLP and request an extension. Funds cannot be carried over into the next fiscal year.

Revised and Adopted by the PLP Executive Committee, June 3, 2019
Second Revision Adopted by the PLP Executive Committee, Jun 21, 2022
Third Revision Adopted by the PLP Executive Committee, June 26, 2023

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CALIFORNIA STATE LIBRARY

June 6, 2024

Dear Carol Frost,

I'm pleased to notify you that the California State Library intends to award a grant to the **Pacific Library Partnership** to fund the proposed project, **Networking California Library Resources.** We intend to issue an award for the amount of **$1,187,653** as included in the application. Pending the addition of the artificial intelligence activity and associated costs, the final award is anticipated to be greater than this amount. Funding is contingent upon the passage of the 2024-2025 state budget and revisions to the application as noted below**.**

APPLICATION REVISIONS
- Please revise the application to reflect the cost of the artificial intelligence collaborative activity that will take place during the 24-25 project period, including the management and support of the collaborative and the actions the collaborative will take. In addition to updating the budget, please also adjust the project description and timeline and add an activity detailing the planned artificial intelligence collaborative work.

AWARD PACKET
Once the state budget has passed, you will receive an award packet that will include the official award letter, grant agreement and compliance certification documents, and a payment claim form. The award packet will be delivered via DocuSign.

PROJECT SUPPORT
LSTA awardees are provided support throughout the project period by a project support team comprised of a grant monitor and Library Programs Consultant from the State. Please note that your application, including budget information, will be provided to the Equity Advisor assigned to your project.

If you have any questions or concerns while finalizing your application, please reach out to Amanda Gamon, LSTA Coordinator and grant monitor assigned to this project, at amanda.gamon@library.ca.gov.

On behalf of the Library Development Services team at the State Library, we look forward to working with you during the 2024-2025 LSTA Capacity grant period!

Sincerely,

Lynne Oliva
Digitally signed by Lynne Oliva
Date: 2024.06.06
11:51:19 -07'00'

Lynne Oliva
Grants and Bureau Operations Manager
California State Library
916.603.6710

cc:

Library – Courts Building
P.O. Box 942837
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June 4, 2024

Dear **Carol Frost**,

I'm pleased to notify you that the California State Library intends to award a grant to **Pacific Library Partnership** to fund the proposed project, **Community-Centered Libraries (Equity-based Data-driven Decision Making for Community Impact).** Funding is contingent upon the passage of the 2024-2025 state budget**.**

AWARD PACKET
Once the state budget has passed, you will receive an award packet that will include the official award letter, grant agreement and compliance certification documents, and a payment claim form. The award packet will be delivered via DocuSign.

PROJECT SUPPORT
LSTA awardees are provided support throughout the project period by a project support team comprised of a grant monitor and Library Programs Consultant from the State. Please note that your application, including budget information, will be provided to the Equity Advisor assigned to your project.

If you have any questions or concerns while finalizing your application, please reach out to me at amanda.gamon@library.ca.gov.

On behalf of the Library Development Services team at the State Library, we look forward to working with you during the 2024-2025 LSTA Capacity grant period!

Sincerely,

Amanda Ramos Gamon
LSTA Coordinator
California State Library
916.603.6710

June 4, 2024

Dear **Carol Frost**,

I'm pleased to notify you that the California State Library intends to award a grant to **Pacific Library Partnership** to fund the proposed project, **Literacy Initiatives.** Funding is contingent upon the passage of the 2024-2025 state budget**.**

AWARD PACKET
Once the state budget has passed, you will receive an award packet that will include the official award letter, grant agreement and compliance certification documents, and a payment claim form. The award packet will be delivered via DocuSign.

PROJECT SUPPORT
LSTA awardees are provided support throughout the project period by a project support team comprised of a grant monitor and Library Programs Consultant from the State. Please note that your application, including budget information, will be provided to the Equity Advisor assigned to your project.

If you have any questions or concerns while finalizing your application, please reach out to me at amanda.gamon@library.ca.gov.

On behalf of the Library Development Services team at the State Library, we look forward to working with you during the 2024-2025 LSTA Capacity grant period!

Sincerely,

Amanda Ramos Gamon
LSTA Coordinator
California State Library
916.603.6710

Pacific Library Partnership

PLP Activities for FY 2024-25 to Support Strategic Priorities

Strategic Priority 1. Staff Training and Professional Development

Activity 1a. Offer leadership training that supports library middle managers through the commencement of the PLP Greater Opportunities in Leadership Development (PLP GOLD) program. The program will center equity as a foundational principle and explore new processes to ensure staff from more distant or lesser-resourced libraries have opportunities to participate.

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

Activity 1c. Calls will be put forth twice in FY 2024-25 for financial support of regional staff development training. Under-resourced libraries will be encouraged to apply and all libraries are encouraged to work collaboratively with other jurisdictions.

Activity 1d. Provide workshops focused on skill building. Potential topics are recruitment and retention of diverse library staff, navigating political power, and restorative justice.

Strategic Priority 2. Support Innovation, Technology and Access

Activity 2a-1. In FY 2024-25 the Innovation and Technology Grants will continue to be offered. Grants focused on innovations related to sustainability, climate change, and emergency preparedness will be encouraged during the FY 2024-25 grant cycle in response to Council interest.

Activity 2a-2. A selection of grantees will be invited to speak at the PLP Annual meeting in May to discuss their Innovation and Technology grants and the impacts created by the projects.

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

Activity 2b-2. Explore the potential of a system-wide digital marketing campaign for commonly held eResources.

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

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

Activity 3b-1. PLP will be the fiscal and administrative agent for the following grants:
- Statewide LSTA grants
  - Literacy Initiatives
  - Networking California Library Services
  - Community-Centered Libraries (previously Equity Based Data-Driven Decision Making for Community Impact)

Activity 3b-2. With the new California Library Services Act reporting, PLP will create an Ad Hoc Committee to develop metrics and evaluative tools to demonstrate the impact of PLP's use of CLSA funds on the communities we serve.

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 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.

Activity 4b-1. Assist in the establishment of additional communities of interest.

Activity 4b-2. Explore new opportunities for regional communications and networking.

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, grants for rebuilding and renovating libraries, emergency response, and sustainability. Working groups will be recruited to ensure a diversity of voices, life experiences, and identities are represented. The intended outcomes of group activities will be guided by principles of diversity, equity, and inclusion.

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

Activity 5a. In the spirit of equitable use of CLSA funds, continue offering Flipster as a magazine eCollection for the smallest libraries.

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

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Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Review and Approval of FY 2024-25 CLSA Menu of Services and Ad Hoc Update**
Date: **June 24, 2024**

Background
The Governor's January preliminary budget included full California Library Services Act (CLSA) funding. The Governor's May revised budget included a 50% reduction of CLSA funds. At the writing of this memo, the final state budget has not yet been approved. At the May 28, 2024 California Library Services Board meeting, the Board approved two budgets: one with full funding, and one with a 50% reduction.

At the May 17, 2024 PLP Executive Committee, the Committee provided direction to staff for reductions to make to the CLSA budget should there be a 50% reduction. An ad hoc group was formed to review the new reporting requirements of the newly revised CLSA.

The purpose of this memo is to review the ad hoc group recommendations, the proposed Plan of Service budget, and the menu of services.

Ad Hoc Group Discussion and Next Steps
On June 12, 2024, an ad hoc group of Tracy Gray, Hillary Theyer, and PLP staff met to discuss new reporting requirements from the California State Library as part of PLP's annual Plans of Service and Annual Report. The new requirements will involve collecting information related to the patron impact of the services being used with CLSA funds and actions being taken for community engagement and needs assessment of the member communities. PLP currently has no mechanism for gathering this information.

The ad hoc group discussed the difficulty of determining community need of such a diverse system. It was noted geographic and economic differences make generalizations unhelpful and local needs vary from location to location. It was felt the CLSA Menu of Services developed by PLP was an effective method of ensuring a variety of needs could be met. PLP staff will use surveys to ensure the menu options are reflective of current needs.

It was suggested that impact information could be collected as part of the claim process. As such, libraries could be asked to provide data or stories from the previous year to support the effect of their CLSA usage the year before.

The ad hoc group recommended these items, which have been included in the Plan of Service:

✓ Develop new systemwide and local data maps, such as poverty maps, language maps, distance to libraries, etc., which can assist PLP as a whole and the individual libraries in targeting underserved communities with CLSA-funded resources.

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✓ Require libraries to report positive outcomes because of CLSA-funded resources, such as comments about effectiveness from using a service. An example is a library using CLSA funds to support a shared OverDrive collection, and offering wrap-around services like holding clinics on how to use the Libby app.

✓ Review current data points which have previously been gathered, such as circulation for eMaterials, and develop new data, such as impact as a result of the funds, and also community engagement activities. This will inform how our activities and use of CLSA funds have supported our diverse communities.

Due to these new requirements being introduced close to the Plans of Service submission deadline, PLP has answered the questions to the best of its ability on the new form.

It is recommended that PLP expand the ad hoc group in Fall 2024 to create the metrics and collection tools for this information in preparation for FY 2025-26. The FY 2024-25 Plans of Service will be submitted by August 1, 2024.

CLSA Menu of Services
In FY 2023-24, the following menu of items was approved for PLP public libraries for CLSA funds. In parentheses are the number of libraries which claimed that item on their claim form: The following menu of items will be offered to PLP libraries for use with CLSA funds in FY 2024-25:

- OverDrive in a shared environment (17)
- OCLC CloudLibrary Consortia product (2)
- Link+ (12)
- Palace eBooks-for-All Project (1)
- Broadband hardware costs (11)
- CENIC telecommunication costs, costs for warranties in data center (1)
- An "other" option allowing suggestions for other products (0)

Based on the choices, it is recommended that these categories remain, with one modification: that the 'other' option be updated to include for other shared initiatives as well as shared products. With the anticipated 50% reduction of CLSA funds, some libraries may develop creating ways to share resources.

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FY 2024-25 CLSA Allocation and Plan of Service Budget

The Plan of Service and associated budget is being submitted at the 50% allocation level. Should the approved state budget include full funding, the documents will be updated and resubmitted.

Below is a chart which outlines the differences between the full CLSA funding and the 50% reduction budget:

Item	Full Funding	50% Funding
System Administration Allocation	$142,034	$73,561
Baseline Communication and Delivery Allocation	$568,138	$294,242
Shared Flipster Subscription for 8 libraries	$47,880	$0 (use Fund Balance)
Reserving funds for future use	Could be considered	No sufficient funding to support this – the $50,000 from FY 2023-24 and unexpended $7,323 will be used in FY 2024-25
Allocation to libraries	$337,082	$120,329

Recommendation

It is recommended the Executive Committee approve the FY 2024-25 CLSA Menu of Services.

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CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024-2025 Communication, Delivery and Resource Sharing Program

Application Instructions and Guidelines

California State Library
Sacramento
May 1, 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	
Response: Pacific Library Partnership	
Organization Name	
Response: Pacific Library Partnership	
Application Title	
Response: Pacific Library Partnership_CLSA Communication and Delivery Program_2024-2025	
Authorized Representative Information	
Response: Ms. Carol Frost CEO, Pacific Library Partnership 650-349-5538 Frost@plpinfo.org 32 W. 24th Avenue, Suite 201 San Mateo, CA 94403-2265	
Alternate Contact Information	
Response: Carol Frost CEO, Pacific Library Partnership Frost@plpinfo.org 650-349-5538	

Administrative Council Chair Information	
Response: Hillary Theyer PLP President Monterey County Free Libraries Director theyerha@countyofmonterey.gov 831-883-7566	
Goal (California State Library Five Year Plan for Grantmaking)	
Response: Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.	
Primary Audience(s) for Project	Response pre-populated by the State Library.
Response: General Population	
Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN: 270303588	

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Brief Abstract	
Response: The Pacific Library Partnership (PLP) will provide shared resources, including shared courier services and eCollections, for its member libraries with the expected benefit of providing PLP residents the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources.	
Description	
Response: The Pacific Library Partnership will use CLSA funds in accordance with the specified uses per California law to support equitable access to shared resources among three or more libraries. PLP includes the eight counties of the San Francisco Bay Area (Alameda, Contra Costa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Monterey, and San Benito County). The region is diverse, with approximately 8.5% economically disadvantaged, and 44% non-English speaking, spanning both urban and rural areas. Library budgets range from a few thousand dollars to several million.	

A portion of the funds will be used to support the communication tools of PLP, including Zoom and the website. A significant portion will be used to support courier services among the libraries within the four regions: BALIS (Bay Area Library and Information System), MOBAC (Monterey Bay Area Cooperative Library System), PLS (Peninsula Library System), and SVLS (Silicon Valley Library System).

Because the needs of the PLP libraries across the region are so diverse, PLP will allocate funds to the public libraries by formula to spend on local needs, including: networking/broadband costs; limited hardware costs related to CENIC; Link+; purchasing OverDrive eMaterials in a shared environment; purchases of shared eMaterials in OCLC's CloudLibrary; and eBooks-for-All Palace project. The local libraries will fill out the claim forms for reporting purposes and to verify how they will use the funds locally to best serve the diverse needs of their residents.

Providing a mechanism for sharing of physical materials assists the public libraries in improving services to the underserved by ensuring books and other physical materials can move freely past jurisdictional boundaries and reach various communities. This breaks down the physical barriers and supports collaboration. Shared eCollections in a variety of languages supports the desired outcome of equitable access to shared collections.

Agency Information	

Response:

PLP's mission is to empower Bay Area libraries through innovation, collaboration and training. The purpose of this regional system is to improve the services of its constituent member libraries by maintaining existing CLSA (California Library Services Act) programs, leading research and development efforts to ensure that libraries are best positioned to respond to demographic, economic, and cultural changes through innovative and collaborative approaches to programming and services, and the enhancement of collective resource building and sharing.

Through a process of input in winter 2022, including surveys and conversations with libraries, the updated FY 2023/24 – FY 2025/26 Strategic Priorities have been adopted, with five areas of focus: Staff Training and Professional Development; Support Innovation, Technology, and Access; Seek Grants and Collaborative Opportunities Reflecting Regional Needs of PLP Libraries; Support and Strengthen Individual Libraries Through Connection; Strive to Bring Value to PLP Member Libraries.

PLP's Strategic Priorities are annually revised and approved activities align with the California Library Services Act. PLP system-wide training which aligns with the Strategic Priorities often focuses on EDI and serving underserved communities. Allowing the libraries to choose from a menu of services for using CLSA funds supports collaborative opportunities and diverse regional needs. An example is the eight Peninsula Library System libraries using CLSA funds to supplement the cost of a shared eBook collection, with collections in languages reflecting those spoken in their communities. Similarly, PLP, in a spirit of equity, has used CLSA funds to purchase a Flipster subscription for eight of the smallest libraries, recognizing the community need, and that the individual libraries could not afford the subscription on their own. The consortium negotiated a lower price for those libraries, which benefits everyone.

Impact to Date	

Response:

PLP regularly surveys its members to determine CLSA funding priorities which will benefit the greatest number of public libraries and their communities, and to determine how to most equitably distribute and allocate CLSA funding. The core service is delivery, where over 2,611,316 items are shared annually among the 35 public libraries.

At times, PLP has chosen to allocate most of the CLSA funding to support Analytics on Demand, so that libraries could examine local demographics and design services catered to various needs. More recently, in a spirit of equity, PLP has used CLSA funds to support a shared eMagazine collection among eight of its smallest libraries. The libraries state "We could not afford this resource without CLSA funds."

Over the last several years, the libraries have reported that having a menu of items to choose from with a local distribution of CLSA funds has benefited their communities.

In 2020-21, when CLSA funds were cut by 50%, PLP began to allocate CLSA funds to 'future purchases,' so that should an opportunity come forth during the year, funds would be available. Since PLP allocated $50,000 in FY 2023-24 in this manner, those funds will assist PLP in FY 2024-25 to partially offset the 50% reduction.

The yearly unpredictable variance of CLSA funds creates a burden, as a majority of CLSA funds supports subscriptions that directly benefit the community. It is more desirable to examine a service and choose to continue it or not based on value, rather than discontinuing it solely because of budgetary restraints. A major lesson learned by PLP is, if feasible, budgeting CLSA funds to include future purchases can assist when there is a reduction in CLSA funds, but it is not a long-term solution. The smallest libraries do not have local budgets to replace the CLSA funds.

Community Needs, Aspirations, and Assets Response	

Response:

The large geographic area represented by PLP libraries results in an extremely diverse population served across the system. Libraries range from well-resourced urban libraries, under-resourced rural libraries, and a combination of everywhere in between. At the system level, 44% of residents are non-English speaking, with 27% of the population identifying as Hispanic and 29% as Asian. 15% of residents are classified as functionally illiterate. And 8% of the population is considered economically disadvantaged. Aggregated numbers over such a large territory do not accurately represent the specific needs, aspirations, and assets found in the local communities served by individual PLP jurisdictions.

PLP relies on the experience and expertise of library directors and their staff to understand and anticipate the needs of their specific communities. For some libraries, delivery is a critical need to ensure materials can be shared efficiently to rural locations with limited local collections. For others, the ability to purchase shared eResources supports increasingly high local demand for

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eBooks and eAudiobooks as the price for these materials continue to increase. In other locations, support of broadband services and hardware helps ensure residents lacking access to the internet have the ability to connect at the library.

PLP gathers information from library directors and the PLP Executive Committee throughout the year to devise a menu of services that address these needs and aspirations. A claim form is provided to libraries with the menu of services and they can select what to put their CLSA funds towards that best meets the needs of their local communities. PLP also utilizes its collective purchasing power to broker subscriptions to services.

The activities of CLSA align with the PLP Strategic Priorities to ensure that the diverse needs of the region is being met.

Community Engagement	

Response:

PLP's 35 public libraries and their directors are committed to adhering to the PLP Strategic Priorities adopted by the PLP Administrative Council and founded on the goal of identifying the most impactful services for their communities. Individual member libraries are actively engaged with their community stakeholders and community partners, where available, to ensure community engagement at a local level.

Methods of engagement conducted by library will vary based upon community demographics and needs as well as library capacity. Traditional outreach will be conducted by most participating libraries through marketing the availability of specific services such as Link+ or eResource collections. For libraries where tech literacy is a concern, programs may be held demonstrating how users can access these eResource collections on their devices or library computers and ensure they feel comfortable navigating the platform. Libraries partnering with community organizations working with non-English speaking residents may provide information on library resources available in their native languages, including how materials can be accessed through the resource sharing facilitated by CLSA funds. Libraries will explore other methods of outreach and engagement throughout FY 2024-25 to determine what methods connect with their communities and provide the most impact.

PLP will encourage community engagement among its members by conducting surveys that collect data and stories from participating libraries which help demonstrate the community benefit these services provide. Through its Strategic Priorities, PLP will continue to offer training to its library staff members to support them. For instance, EDI training can assist library staff in defining their community needs and how best to support underserved communities.

Intent	Response pre-populated by the State Library

Response:
Information Access: Improve access to information

Anticipated Outputs	

Response:

Three courier contracts will support three of the regions (BALIS, SVLS and MOBAC), and CLSA funds will be used to augment the in-house delivery service within PLS. This will benefit all PLP libraries with an estimated 2,611,953 items delivered.

Development of a survey or other measurement tool to gather statistics and impact for the shared eResources

Review of current menu of services for libraries to choose from, for their local CLSA allocation, including local shared eResources, Palace eBooks-for-all, Link+ subscription, other ILL, broadband hardware and broadband telecommunication costs. It is estimated that 12 libraries will use CLSA funds for Link+, 1 library would use funds to support broadband telecommunication costs, 11 libraries will use funds for broadband hardware, 20 libraries may use funds to support other shared eCollections, such as Palace eBook-for-all, OCLC Cloud Library, or shared OverDrive materials.

Evaluation Plans	

Response:

PLP will create an Ad Hoc group to closely review the new reporting requirements. They will develop metrics and methods for gathering data from member libraries when they fill out their claim form, as well as metrics for PLP as a whole.

Evaluation will include data points which have previously been gathered, such as circulation for eMaterials, but also new data, such as impact as a result of the funds, and also community engagement activities. This will inform how our activities and use of CLSA funds have supported our diverse communities.

The large geographic area represented by PLP libraries results in an extremely diverse population served across the system. Libraries range from well-resourced urban libraries, under-resourced rural libraries, and a combination of everywhere in between. At the system level, 44% of residents are non-English speaking, with 27% of the population identifying as Hispanic and 29% as Asian. 15% of residents are classified as functionally illiterate, and 8% of the population is considered economically disadvantaged. Aggregated numbers over such a large territory do not accurately represent the specific needs, aspirations, and assets found in the local communities served by individual PLP jurisdictions.

Because of this, PLP plans to develop new systemwide and local data maps, such as poverty maps, language maps, distance to libraries, etc., which can assist PLP as a whole and the individual libraries in targeting underserved communities with CLSA-funded resources.

To date, many libraries have stories with positive outcomes because of CLSA-funded resources, but they have not yet been gathered, such as comments about effectiveness from using a service. An example is a library using CLSA funds to support a shared OverDrive collection, and offering wrap-around services like holding clinics on how to use the Libby app.

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Sustainability	

Response:

The PLP Executive Committee is actively in discussion of sustainability of continued services as it anticipates a loss of state revenue in fiscal year 2024-25. Even without CLSA funds, the individual member libraries benefit from shared and pooled resources.

An ongoing issue remains where CLSA funds are not increasing, and, in the case of FY 2024/25, are being reduced, yet subscription costs continue to rise. Without additional funding, the sustainability of maintaining current levels of service is not tenable, and in many cases, the very small libraries do not have local funding to fill the gap. This results in a continued degradation of services.

In previous years, in the spirit of equity, PLP libraries have allocated CLSA funds to purchase a shared Flipster subscription for eight jurisdictions with the smallest budgets. Unfortunately, with the 50% funding reduction, PLP will not be able to support the shared Flipster subscription on an ongoing basis. The cut so late in the budget process will result in it being paid for with PLP fund balance in FY 2024/25, and most likely being discontinued in the future years. This will have a negative effect on the poorest communities.

Summary of library participation in resources, services, and programs	

Response (add sections as needed):

Resource/service/program name: Delivery/Courier Service
Participating libraries: All
If applicable, why did some libraries not opt into this resource/service/program: N/A

Resource/service/program name: Link+
Participating libraries:

- Alameda County Library
- Alameda Free Library
- Berkeley Public Library
- Contra Costa County Library
- Livermore Public Library
- Oakland Public Library
- Pleasanton Public Library
- Richmond Public Library
- San Francisco Public Library
- San Jose Public Library
- San Leandro Public Library
- Santa Clara City Library

If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.

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Resource/service/program name: Broadband telecommunication costs
Participating libraries: San Juan Bautista Public Library

If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.

Resource/service/program name: Broadband hardware
Participating libraries:
- Burlingame Public Library
- Daly City Public Library
- Menlo Park Public Library
- Redwood City Public Library
- Salinas Public Library
- San Bruno Public Library
- San Mateo County Libraries
- San Mateo Public Library
- Santa Clara County Library District
- South San Francisco Public Library
- Sunnyvale Public Library

If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.

Resource/service/program name: eCollections
Participating libraries:
- Burlingame Public Library
- Daly City Public Library
- Harrison Memorial Library
- Hayward Public Library
- Los Gatos Library
- Menlo Park Public Library
- Monterey County Free Library
- Monterey Public Library
- Mountain View Public Library
- Pacific Grove Public Library
- Palo Alto Public Library
- Redwood City Public Library
- San Benito County Library
- San Bruno Public Library
- San Mateo County Libraries
- San Mateo Public Library
- Santa Cruz Public Libraries
- South San Francisco Public Library
- Watsonville Public Library

If applicable, why did some libraries not opt into this resource/service/program: Libraries have a choice from a menu of options that include other services.

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Any other comments?	
Response:	

ACTIVITIES

Activity 1: Electronic Materials (Resource Sharing)	
Title: Electronic Material (Resource Sharing) Description: It is estimated that 20 libraries will choose from the menu of services to use CLSA funds to purchase shared eResources. Materials will be purchased through Overdrive, OCLC Cloud Library, and Palace eBooks for All. It is estimated that approximately 3,600 titles will be purchased Beneficiaries (General Population): o General Population Categories: Activity: Content Mode: Acquisition Format: Digital	

Activity 2: Learning Platforms (Resource sharing)	
Response: N/A	

Activity 3: Inter Library Loan (Delivery)	
Title: Interlibrary Loan (Delivery) Description : It is estimated that 12 libraries will choose from the menu of services to use CLSA funds to support Link+ services at their libraries. Link+ is a resource sharing system used by libraries to expand their users' access to materials and collections not available at their local library. Requested materials are delivered by courier between participating Link+ libraries. It is not known how many items will be loaned or borrowed, as the libraries use their funds to support the subscription costs, and not the courier piece. Beneficiaries (General Population): o General Population Categories: Activity: Content Mode: Lending Format: physical	

Activity 4: Intra System Lending (Delivery)	
Title: Intra System Lending (Delivery) Description: CLSA funds will be used to support delivery services to all PLP libraries. PLP supports four separate delivery services throughout the PLP service area, and each region's cost for delivery is covered either partially or fully, based on a baseline of delivery service. Beneficiaries (General Population):	

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o General Population
Activity: Content
Mode: Lending
Format: physical

Physical items sent by system member public libraries:
Physical items delivered to system member public libraries: 2,611,316
Physical items delivered to non-public libraries in system area: 0
Total: 2,611,316

Physical items sent by non-public libraries in system area:
Physical items delivered to system member public libraries: 637
Physical items delivered to non-public libraries in system area: 0
Total: 637

Number of system-owned delivery vehicles that physically move items: 0
Frequency/schedule of physical delivery service: N/A
Number of contracted vendor delivery vehicles that physically move items: 7
Frequency/schedule of physical delivery service: 2-6 days per week

Percentage of items to be physically delivered by:
US Mail:
UPS:
System Van:
Contracted Van: 100%
Other: 0%

Activity 5: Programming (Resource Sharing)	
Response: N/A	

Activity 6: Library Management and Operations (Resource Sharing)	
Response: N/A	

Activity 7: Library Broadband (Communications and Delivery)	

Response:
Title: Library Broadband (Communications and Delivery) Description: It is estimated that some PLP libraries will choose from the menu of service to allocate funds to support broadband needs. 12 libraries will utilize CLSA funds for broadband related activities. At least one library will use funds to support CENIC costs. 11 libraries will utilize funds to purchase broadband hardware and upgrade equipment that has reached end- of-life. Beneficiaries (General Population):   o General Population Categories: Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications, and Delivery)	

Response:
Title: System Operations (Resource Sharing, Communications, and Delivery) Description: CLSA funds will be used to support system operation functions. PLP purchases subscriptions from Zoom for teleconferencing, Doodle for meeting scheduling, and Survey Monkey for surveying membership. PLP purchases services to host and maintain two websites and a VOIP phone system. PLP also utilizes CLSA funds for delivery related office supplies such as postage and mailing materials. Beneficiaries: Library Workforce Categories: Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:	
Response: N/A	

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TIMELINE
List your major activities and when they will occur

PROJECT TIMELINE (add rows to the table as needed)

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

BUDGET INFORMATION

Please complete the accompanying Updates CLSA Plan of Service Budget Form (Excel).

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds in 2024-2025 you will still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

SIGNATURES

System Name: Pacific Library Partnership		
Director: Carol Frost	Director Email: frost@plpinfo.org	
Address: 32 W. 25th Ave, Suite 201	City: San Mateo	Zip: 94403
Phone: 650-349-5538		

System Chair for FY 2024-2025: Hillary Theyer	Fiscal Agent:

Date approved by Administrative Council:

Signature of FY 2024-25 Administrative Chair:	
Print Name: Hillary Theyer	Date:

System Name: PACIFIC LIBRARY PARTNERSHIP

Fiscal Year 2024-2025	Response:
If it will take you longer than one year to spend your 2024-2025 funds, specify why.	It is anticipated that all funds will be expended

Salaries/Wages/Benefits: System Administration

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

Position Title and FTE (Activities contributing to activities described in the Plan of Service only.)	CLSA Funds	Local Match			
1)CEO (.35 FTE)	$51,547	$48,461			
2)Assistant Director (.06 FTE)	$7,603	$5,603			
3)Controller (.07 FTE)	$8,024	$8,024			
4)Operations Manager (.04 FTE)	$2,895	$2,895			
5)Accounting Assistant II (.04 FTE)	$2,055	$2,055			
6)Administrative Assistant II (.03 FTE)	$1,437	$1,436			
Total Salaries/Wages/Benefits	$73,561	$68,474			

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

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

Equipment	CLSA Funds	Local Match			
Total Equipment	$0	$0			

Services: System Administration

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

Services	CLSA Funds	Local Match			
Total Services	$0	$0			

Total expenses: system administration	$73,561	$68,474			

Total income: fiscal year 2024-2025	$73,561				

Total remaining: fiscal year 2024-2025	$0				

Consultant Fees

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

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

Supplies/Materials

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

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Office supplies	$1,650		Activity 8: System Operations		Postage and General Supplies for effective resource sharing.
Total Supplies/Materials	$1,650	$0			

Includes delivery supplies (tags, labels), postage, and general supplies to support the program.

Equipment

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

Equipment	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Broadband hardware	$28,590		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	$28,590	$0			

Services

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

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
System Delivery Contracts	$219,566		Activity 4: Intra System Lending		Systemwide contract: Courier service for four regional systems for effective resource sharing
Innovative Link+ Resource Sharing Subscription	$4,449		Activity 3: interLibrary Loan (Delivery		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds towards shared Link+ contract
Shared eResource Collections	$37,146		Activity 1:Shared eResources		Allocation to libraries, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive ($28,796), OCLC CloudLibrary ($2,706), or Palace eBooks for All
Broadband telecommunication costs	$144		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommuncation costs
Zoom	$800		Activity 8: System Operations		Subscription to hold virtual regional committee meetings for effective resource sharing
Basecamp	$1,000		Activity 8: System Operations		Resource sharing and communication tool for effective resource sharing
Webhosting and Website Security	$187		Activity 8: System Operations		Webhosting services for PLP and MOBAC websites, communiction tool for effective resource sharing; Brown Act compliance. (Additional costs funded by FY 2023-24 C&D funds)
Software Licenses	$710		Activity 8: System Operations		Licenses for Doodle and SurveyMonkey, communication tools to assist in arranging meetings and surveying members for effective
Total Services	$264,002	$0			

| Total expenses: baseline | $294,242 | $0 | | | |

| Total income: fiscal year 2024-2025 | $294,242 | | | | |

| Total remaining: fiscal year 2024-2025 | $0 | | | | |

| Total expenses administration and baseline | $367,803 | $68,474 | | | |

| Total income: fiscal year 2024-2025 | $367,803 | | | | |

| Total remaining: fiscal year 2024-2025 | $0 | | | | |

☐ I do not have 2023-2024 roll over funds

System Name: PACIFIC LIBRARY PARTNERSHIP

Fiscal Year 2023-2024	Response:
If it will take you longer than one year to spend your remaining 2023-2024 funds, specify why.	

Salaries/Wages/Benefits: System Administration

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

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

Supplies/Materials: System Administration

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

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

Equipment: System Administration

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

Equipment	CLSA Funds	Local Match			
Total Equipment	$0	$0			

Services: System Administration

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

Services	CLSA Funds	Local Match			
Total Services	$0	$0			

Total expenses: system administration	$0	$0			

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

Total remaining: fiscal year 2023-2024	$0				

Consultant Fees

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

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

Supplies/Materials

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

Supplies/Materials	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Total Supplies/Materials	$0	$0			

Equipment

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

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

Services

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

Services	CLSA Funds	Local Match	Activity(ies) these funds are supporting	Previous Budget Categories	Description
Link+	50000		Activity 3: Interlibrary Loan		Funds from FY 2023-24 held in reserve for potential mid-year purchases, but remained unallocated in anticipation of potential cuts to CLSA funds in FY 2024-25. Funds will be distributed to libraries to support Link+ services.
Telecommunications	$3,910		Activity 8: System Operations		Uexpended funds from FY 2023-24 C&D funds. Office telephones, cell phone for CEO and Assistant Director
Webhosting and Website Security	$3,413		Activity 8: System Operations		Uexpended funds from FY 2023-24 C&D funds (remaining costs for this item will be funded by FY 2024-25 C&D funds. Webhosting services for PLP and MOBAC websites, communiction tool for effective resource sharing; Brown Act compliance
Total Services	$57,323	$0			

| Total expenses: baseline | $57,323 | $0 | | | |

| Total income: fiscal year 2023-2024 | $ 57,323 | | | | |

| Total remaining: fiscal year 2023-2024 | $0 | | | | |

Total expenses administration and baseline	$57,323	$0			
Total income: fiscal year 2023-2024	$ 57,323				
Total remaining: fiscal year 2023-2024	$0				

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Pacific Library Partnership

To: PLP Executive Committee
From: Andrew Yon, Controller
Subject: Approval of Proposed PLP FY 2024-25 Budget
Date: June 24, 2024

Background
The purpose of this memo is to provide the PLP Executive Committee with the FY 2024-25 budget for approval.

The Governor's January preliminary budget included full CLSA funding. The Governor's May revised budget included a 50% reduction of CLSA funds. At the writing of this memo, the final budget has not yet been approved.

Due to these changes, and to ensure that PLP can complete the creation of the FY 2024-25 budget, the proposed budget being presented includes two scenarios: one with full funding and one with the 50% CLSA funding reductions, taking into consideration the feedback provided by the Executive Committee at the May meeting.

Budget Summary
Since the budget was presented at the May meeting, the charts below outline the budget differences between the full funding and 50% funding levels.

Administration

Item	Full Funding	50% Funding
CLSA System Administration allocation	$142,035	$73,561
System-wide Staff Development Training	$15,000	$12,000
Fund Balance	($34,131) credit to Fund Balance	$19,344 Use of Fund Balance

Communications and Delivery

Item	Full Funding	50% Funding
CLSA Baseline allocation	$568,138	$294,242
Flipster subscription	$47,880	$0 *(Use $47,880 Fund Balance – moved to System Operations Budget)*
Allocation to Libraries	$346,345	$120,329

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$50,000 of Reserved funds for future use	$57,323 allocated to libraries, discontinued future purchases	$57,323 allocated to libraries. Not sufficient funding to support holding back funds for future purchases.

System Operations

Item	Full Funding	50% Funding
Flipster subscription	n/a	Use $47,880 of Fund Balance; libraries have been notified that subscription may not be paid 'off the top' and may need to consider alternate funding or discontinuing service.
Innovation Grants	$120,000	$110,000
Future of Libraries Speakers/Refreshments	$7,000	$5,000

Recommendation

It should be noted that the Governor's May revised CLSA proposed allocations is recommended for both FY 2024-25 and FY 2025-26.

PLP has been fiscally prudent in past years in allocating $50,000 towards future purchases. The proposed $50,000 for future purchases roll-over funds from FY 2023-24 for FY 2024-25 will help defray the 50% CLSA funding reduction.

It is recommended that the PLP Executive Committee approve the FY 2024-25 50% funding budget with the proviso that the final budget will reflect the State Library's actual approved CLSA allocation to PLP.

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FY 2024-25 PLP Membership Fees

Library	Amount
Alameda County Library	$35,641
Alameda Free Library	$15,641
Berkeley Public Library	$30,641
Burlingame Public Library	$15,641
Cabrillo College Library	$2,000
Contra Costa County Library	$35,641
CSU Monterey Bay Library	$2,000
Daly City Public Library	$11,641
Gavilan College Library	$1,500
Harrison Memorial Library - Carmel	$8,641
Hartnell College Library	$1,500
Hayward Public Library	$18,641
Livermore Public Library	$16,641
Los Gatos Public Library	$10,641
Menlo Park Public Library	$9,641
Middlebury Institute of International Studies	$1,500
Monterey County Free Libraries	$25,641
Monterey Peninsula College Library	$1,500
Monterey Public Library	$9,641
Mountain View Public Library	$16,641
Naval Post Graduate School Library	$5,000
Oakland Public Library	$35,641
Pacific Grove Public Library	$8,641
Palo Alto City Library	$19,641
Pleasanton Public Library*	$11,641
Redwood City Public Library	$25,641
Richmond Public Library	$11,641
Salinas Public Library	$16,641
San Benito County Library	$8,641
San Bruno Public Library	$9,641
San Francisco Public Library	$35,641
San Jose Public Library	$35,641
San Juan Bautista Public Library	$750
San Leandro Public Library	$17,641
San Mateo County Community College District	$3,000
San Mateo County Library	$35,641
San Mateo Public Library	$17,641
Santa Clara City Library	$25,641
Santa Clara County Library	$35,641
Santa Cruz Public Libraries	$27,641
South San Francisco Public Library	$15,641
Sunnyvale Public Library	$19,641
Watsonville Public Library	$11,641
TOTAL	**$705,544**

Requested a one-year membership reduction

FY 2024-25 PLP PROPOSED BUDGET SUMMARY
(50% CLSA Funding Reduction)

	(920) Admin	(924) Comm. & Delivery	(928) System Operation	TOTAL
Revenue				
Interest Income	$ 155,000	$ -	$ -	$ 155,000
Other Agencies	$ 199,687	$ 3,700		$ 203,387
Member Fees	$ 547,164		$ 158,380	$ 705,544
Workshop Fees			$ 15,800	$ 15,800
State Grant-CLSA	$ 73,561	$ 351,565		$ 425,126
State Grant-LSTA	$ 167,991			$ 167,991
Reimbursable Costs			$ 92,000	$ 92,000
Fund Balance	$ 19,344		$ 47,880	$ 67,224
Total Revenue	**$ 1,162,747**	**$ 355,265**	**$ 314,060**	**$ 1,832,072**
Expenditure				
Communications	$ -	$ 5,710	$ -	$ 5,710
Mileage	$ 176			$ 176
Equipment Maintenance	$ 7,400			$ 7,400
Printing	$ 760			$ 760
Professional Services	$ 55,700		$ 27,000	$ 82,700
Contractual Services	$ 1,056,616	$ 226,866		$ 1,283,482
Office Expense	$ 1,000	$ 750		$ 1,750
Postage		$ 900		$ 900
Special Departmental		$ 120,329	$ 110,000	$ 230,329
Library Materials				$ -
General Insurance	$ 3,000			$ 3,000
Membership Fees/Dues	$ 4,680		$ 15,030	$ 19,710
Travel & Meetings	$ 6,500		$ 9,950	$ 16,450
Education & Training	$ 200			$ 200
Subscriptions	$ 1,215		$ 47,880	$ 49,095
Software License Fee		$ 710		$ 710
Service Fees	$ 3,500			$ 3,500
Workshop Expenses	$ 12,000		$ 12,200	$ 24,200
Reimbursable - Legacy System EXP	$ 9,500		$ 92,000	$ 101,500
Lease Equipment	$ 500			$ 500
Total Expenditure	**$ 1,162,747**	**$ 355,265**	**$ 314,060**	**$ 1,832,072**

Fund Balance (GF001)	FY23/24		FY24/25 Est.
Beginning Fund Balance	$ 2,048,155		$ 2,165,931
Adjustment	$ 185,000		
Estimated Ending Fund Balance	$ 2,233,155		

Reserve	
Operating Reserve	$ 313,383

PACIFIC LIBRARY PARTNERSHIP
FY 2024-25 PROPOSED BUDGET

ADMINISTRATION (920)

GL Acct		Adopted FY23/24	100% CLSA Proposed FY 24/25	50% CLSA Proposed FY 24/25	Note
	Revenues				
3510	Interest Income	$ -	$ 155,000	$ 155,000	Interest Income (LAIF) (*moved from System Operation Budget*)
3601	Other Agencies	8,600	9,500	9,500	BALIS Retirees Medical -BALIS Reserve
3601	Other Agencies	188,575	190,187	190,187	NorthNet Contract
3661	Member Fees	579,514	535,164	547,164	PLP Membership Fees (Prorated-System Oper.)
3667*	State Grant-CLSA	142,261	142,035	73,561	CLSA System Admin Funds (50% reduction)
3668	Federal Grant	88,000	82,699	82,699	LSTA Grants-Indirect Costs
3668	Federal Grant	152,692	85,292	85,292	LSTA Grants- PLP Staffing Costs
3000	Fund Balance	(5,129)	(34,131)	19,344	Use of Fund Balance (Credit)
	Total Revenues	**$1,154,513**	**$ 1,165,746**	**$ 1,162,747**	*0.71%*
	Expenditures				
4216	Mileage	$ 300	$ 175	$ 176	Travel
4217	Equipment Maintenance	6,858	7,400	7,400	MIP Acctg Software Maint. & Support
4218	Printing	625	760	760	Envelopes and checks
4219	Professional services	55,700	55,700	55,700	NLS Sys. Coord. ($50.7K); Consultants
4220	Contractual Services	1,054,035	1,056,616	1,056,616	PLS Contract $1,038,616; Audit
4230	Office Expense	1,500	1,000	1,000	Office Supplies
4301	General Insurance	3,000	3,000	3,000	Professional Liability Insur-PLP Board Members
4302	Membership Fees	4,680	4,680	4,680	CLA, ALA , Urban Libraries, Amazon Prime
4303	Travel/Meetings	5,000	6,500	6,500	Annual Conferences, In-Person PLP Annual Mtg.
4304	Education & Training	300	200	200	
4305	Subscriptions	1,215	1,215	1,215	Library Journal ($190); DocuSign ($625); Formsite ($400)
4373	Service Fees	300	3,500	3,500	Banking fees and IRS 1099 eFile Fee
4434	Workshop Expenses	12,000	15,000	12,000	System-wide Staff Development Trainings (REDUCE to $12K if reduction)
4448	Reimbursable - Legacy System Expenses	8,600	9,500	9,500	BALIS Retirees Medical Cost -BALIS Reserve
4585	Lease Equipment	400	500	500	Postage meter
	Total Expenditure	**$ 1,154,513**	**$ 1,165,746**	**$ 1,162,747**	*0.71%*

Note - pending State Library approval of CSL FY24/25 CLSA funds allocation

CLSA COMMUNICATIONS & DELIVERY (924)

GL Acct	Revenues	Adopted FY23/24	100% CLSA Proposed FY 24/25	50% CLSA Proposed FY 24/25	Note
3601	Other Agencies	$ 1,000	$ 3,700	$ 3,700	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	569,046	568,138	294,242	CLSA Communications and Delivery Allocation (50% funding reduction)
3667	State Library	103,895	57,323	57,323	FY2023-24 Roll -over CLSA Funds ($50K Future purchases, $7,323
	Total Revenues	**$ 673,941**	**$ 629,161**	**$ 355,265**	*(47.29%)*
	EXPENDITURES				
4212	Communication	$ 8,100	$ 5,710	$ 5,710	ZOOM ($800); Basecamp ($1K); VOIP Phones ($2,560); Cellphones ($1,350)
4220	Contractual Services	**232,132**	223,266	223,266	Systems delivery contracts ($219,566); MPL/PGPL Delivery ($3,700)
4220	*Contractual Services*	4,000	3,600	3,600	Website Hosting PLP & MOBAC Websites $1,750 ea; Website security ($100)

Systems Delivery	4% CPI Adj.
BALIS (CLSA Fund)	$56,056
MOBAC (CLSA Fund)	$59,900
MOBAC (Local Funds)	$3,700
PLS (CLSA Fund)	$70,951
SVLS (CLSA Fund)	$32,659
Total Systems Delivery	**$ 223,266**

GL Acct		Adopted FY23/24	100% CLSA Proposed FY 24/25	50% CLSA Proposed FY 24/25	Note
4230	Office Expenses	750	750	750	Delivery Supplies (tags, labels, etc)
4233	Postage	800	900	900	US Postal, UPS & FEDEX
4305	Subscriptions	42,727	47,880		Flipster Subscription (50% reduction - Move to System Operations (non-CLSA Funded)
4310	Software License Fee	985	710	710	Doodle ($85); SurveyMonkey ($625)
4234	*Special Departmental -CLSA*	*334,447*	*346,345*	*120,329*	*CLSA Allocation to Libraries*
4234	*Special Departmental -CLSA*	*50,000*			*Future Use*
	Total Expenditure	**$ 623,941**	**$ 629,161**	**$ 355,265**	*(43.06%)*

Note - pending State Library approval of CSL FY24/25 CLSA funds allocation

PACIFIC LIBRARY PARTNERSHIP
FY 2024-25 PROPOSED BUDGET

SYSTEM OPERATION (928)

GL Acct	Revenues	Adopted FY23/24	100% CLSA Proposed FY 24/25	50% CLSA Proposed FY 24/25	Note
3510	Interest Income	$ 46,500	$ -	$ -	Interest Income (*moved to Admininstration Budget*)
3661	Member Fees	103,030	170,380	158,380	PLP Membership Fees (Prorated)
3663	Workshop Fees	3,000	15,800	15,800	Future of Libraries Conference ($5,000), Middle Management Training ($10,800)
3674	Reimbursable Costs	70,000	85,000	85,000	Initiatives from BALIS Reserve
3674	Reimbursable Costs	5,000	5,000	5,000	SVLS Silicon Valley Reads (SVLS) (pending approval)
3674	Reimbursable Costs	0	2,000	2,000	MOBAC dPlan Subscription (pending approval)
3000	Fund Balance			$ 47,880	Flipster Subscription
	Total Revenues	**$ 227,530**	**$ 278,180**	**$ 314,060**	*38.03%*
	EXPENDITURES				
4219	Professional Services	$ -	$ 27,000	$ 27,000	Consultant - Middle Management Training
4234	*Special Departmental*	120,000	120,000	110,000	Innovation Grants (reduce to $110,000 if 50% reduction)
4234	*Special Departmental*	5,000	-	-	Moved to Reimb. Legacy System Expenses (4448)
4302	Membership Fees	15,030	15,030	15,030	Califa membership for members
4303	Travel & Meetings	500	9,950	9,950	Mileage ($500); Lodging for Middle Management Training ($9,450)
4305	Subscriptions			47,880	Flipster Subscription
4434	Workshop Expenses	17,000	14,200	12,200	Future of Libraries Speakers refreshments ($7K - reduce to $5K if 50% reduction); middle management: training refreshments and supplies ($2.7K), honorarium ($4.5K)
4448	Reimb. -Legacy System Expenses	70,000	92,000	92,000	BALIS Initiatives ($70K) & Marketing Campaign ($15K); SVLS Silicon Valley Reads ($5K); MOBAC dPlan Subscription ($2K)
	Total Expenditure	**$ 227,530**	**$ 278,180**	**$ 314,060**	*38.03%*

Pacific Library Partnership

FY 2024-25 PLP Executive Committee Meeting Schedule

Monday, October 21, 2024, 10 a.m.

Monday, January 27, 2025, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 16, 2025, at the conclusion of the PLP Annual Director's Meeting

Monday, June 23, 2025, 10 a.m.

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

State Library News

LDS Newsletter

Please sign up today for our new newsletter! Please share this with your teams as well.

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. If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

2024-2025 LSTA Inspiration Grants

Application period opens in July 2024. The Inspiration Grants opportunity provides 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. Do you have a fully developed plan for an innovative library program that meets an immediate community need, is ready to start, and can be completed in nine months? If so, the State Library welcomes your Inspiration Grant application!

2022-2023 California Public Libraries Survey

The California Public Libraries Survey data for FY22-23 are now available. Access the entire dataset, five- and ten-year trend data, summary key ratios, and subject-specific tables in the public Ready Reports pages; more reports, including comparative data and an infographic, are available when directors and data submitters log in to their LibPAS accounts.

- **Ready Reports page available to the public**
- **Log in to LibPAS to access additional Ready Reports available to libraries**
- **LibPAS Video Tutorials Page**

Please don't hesitate to contact Meg DePriest at LibraryStatistics@library.ca.gov for help accessing your account or pulling reports from the portal. The Ready Reports were created in response to feedback from library directors. Please share your thoughts and feedback with us; our intent is to organize and make the data accessible to you and your stakeholders to support equity-based, data-driven planning and decision-making.

2024 Library Service Area Populations

The 2024 report of the unduplicated population served by each California public library jurisdiction is available:

- **Population Certification Memo from the State Librarian** (pdf)
- **Persons Served by California Public Libraries** (Excel)
- **Data Source: E-1 Cities, Counties, and the State Population and Housing Estimates with Annual Percent Change — January 1, 2023 and 2024**

Open Opportunities

Zip Books

The California State Library is pleased to announce that the Zip Books application is open. The application will be open until June 12, 2024, at 12:00pm, noon.

Please visit the Zip Books website for more information including the project guidelines, the link to the online application, and instructions.

The Zip Books program provides library users with speedy access to books that are not available at their local libraries. A patron simply requests the item, the library purchases it from Amazon, and the book is shipped directly to the patron's home. When finished, the patron returns it to the library and the library adds it to the collection.

The State Library will host an information session to go over the application and allow an opportunity for questions. An announcement will go out shortly with the date and time.

If you have any questions about the Zip Books program or the application, or if you need assistance, please email zipbooks@library.ca.gov.

Career Online High School

The Career Online High School (COHS) program is open to all public libraries in the state and **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 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and was due **May 30, 2024.** All CLLS libraries have received their projected

award amounts for adult literacy and family literacy. There is a new block grant model that applies ONLY for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy services). ESL award letters have already been sent. For more information, contact clls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact clls@library.ca.gov for more information. Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact clls@library.ca.gov. Please visit the CLLS training and meeting calendar. The CLLS website has migrated to the California State Library: https://www.library.ca.gov/services/to-libraries/clls/ The next CLLS Coordinator/Staff Networking Call is cancelled for May because of the all-CLLS conference May 21-23 and will return on June 12. 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. Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy. LSTA 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. For grant support after June 11, 2024, please contact Michelle Killian at michelle.killian@library.ca.gov.

The Parks Pass Program will be sunsetting at the end of this year. Parks Passes will be accepted by State Parks through December 31, 2024. Libraries and cooperatives interested in continuing to offer passes for checkout after this data may purchase passes directly from State Parks.

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 all library staff who applied! A mentorship program is being piloted. For any questions, email wwalker@socallibraries.org or plsep@library.ca.gov LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing
The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the form on the PebbleGo California site to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

Ready – Or Not: Cultural Heritage Disaster Preparedness Project
The Cultural Heritage Disaster Preparedness Project is a California State Library initiative, in partnership with NEDCC and Myriad, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California's underserved and underrepresented communities. To see some of the diverse places the Ready — Or Not team has assessed for disaster preparedness, browse the Ready — Or Not Participant Showcase.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at "Ready — Or Not": Cultural Heritage Disaster Preparedness Project — NEDCC. The webpage also provides 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. If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Community-Centered Libraries
The Community-Centered Libraries 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.

Networking and Training

Building Equity-Based Summers Learning Series
A monthly Community of Practice is available to all library staff to learn more about creating summer services that are centered in equity and community involvement. Please use this link to register for the next Community of Practice.

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 complete for Spring 2024. 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. New to the library or not sure which platforms your library offers? Check out the CAreer Pathways Services Locator map.

The January budget does not include funds to continue CAreer Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: CAPathways@library.ca.gov or see the CAreer Pathways Staff Resources page.

Community-Centered Libraries

A yearlong initiative brought to you by the California State Library and Pacific Library Partnership, the statewide initiative offers tools and training to help libraries center their communities as the plan and evaluate library programs and services. All recordings of the two webinar series, Equitable Data Practices and Culturally-Relevant Evaluation, are available on the Community-Centered Libraries webinar page. LSTA funded.

Next Directors Networking Call

The next Public Library Directors Networking Call is scheduled for **Wednesday, June 12, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. California public library directors will receive an invitation to the Zoom meeting via email.