

SVLS Administrative Council Meeting
Agenda
October 7, 2024
Sunnyvale Public Library
665 W. Olive Avenue, Sunnyvale, CA 94086
3:00 p.m.

SVLS Administrative Council

Gayathri Kanth, Palo Alto City Library (Chair)
Patty Wong, Santa Clara City Library (Vice-Chair)
Jill Bourne, San Jose Public Library
Jennifer Weeks, Santa Clara County Library District

Michelle Perera, Sunnyvale Public Library
Ryan Baker, Los Gatos Public Library
Tracy Gray, Mountain View Public Library

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|--------------|--|--------|----------------------|
| I. | Call to Order and Introductions | Kanth | |
| II. | Approval of Consent Items (Action Item) | Kanth | |
| | A. Adoption of Agenda | | |
| | B. Approval of the July 18, 2024 Minutes | | Attachment 1, pg. 2 |
| III. | Old Business | | |
| | A. PLP World Language Project Changes | Baker | Attachment 2, pg. 5 |
| | B. Collaborative Projects Using SVLS Reserves
(Action Item) | Kanth | Attachment 3, pg. 9 |
| | C. Consideration of 2024 Contribution to
Silicon Valley Reads (Action Item) | Weeks | Attachment 4, pg. 10 |
| | D. Dolly Parton Imagination Library Update | Weeks | |
| IV. | New Business | | |
| | A. Emergency Operations Center Discussion | Kanth | |
| V. | Reports | | |
| | A. Silicon Valley Reads | Weeks | |
| | B. PLP Executive Committee Update | Perera | |
| | C. Report of System Administration | Frost | |
| VI. | Announcements and Updates from Libraries | | |
| VII. | Agenda Building and Location for Next Meeting on January 16, 2025 | | |
| VIII. | Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to state law.) | | |
| IX. | Adjournment | | |

**SVLS Administrative Council Meeting
MINUTES
July 18, 2024
San Jose Public Library, Calabazas Branch
1230 S. Blaney Ave, San Jose, CA 95129**

Council:

Patty Wong, Santa Clara City Library, Vice Chair
 Ryan Baker, Los Gatos Library
 Tracy Gray, Mountain View Public Library
 Julie Finklang, Palo Alto City Library
 Michelle Ornat, San Jose Public Library
 Jennifer Weeks, Santa Clara County Library District
 Garrett Kuramoto, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
 Justin Wasterlain, PLP

I. Call to Order and Introductions

The meeting was called to order at 10:05 a.m. by Vice Chair Wong.

II. Approval of Consent Items**A. Adoption of Agenda****B. Approval of the April 24, 2024 Minutes****C. Revised FY 2024-25 SVLS Meeting Schedule**

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

III. Old Business**A. SVLS Technical Services Update**

Baker discussed conversations he had with the SVLS Technical Services group as well as other libraries related to the world languages project. He noted the group sees high quality cataloging records as the focus of the project to address an equity issue found in non-English records. Baker acknowledged this is an important task, but states libraries have expressed the need for assistance with title and vendor selection. Baker suggested the world languages project become separate from the SVLS Technical Services group. He suggested this would allow the SVLS Technical Services group to work on other projects they haven't had capacity for. Baker recommends the world languages project becomes a larger PLP-wide group that can incorporate additional aspects such as identifying core collections or high demand materials. Wong suggested a new world languages group should have an updated charge defining the aims of the project. She added cataloging should remain a part of the project, though the priority level would be lower. Baker stated he would continue to work with the SVLS Technical Services group on the subject and bring recommendations for next steps to the October PLP Executive Committee meeting.

B. Collaborative Projects Using SVLS Reserves

Frost stated SVLS currently uses collaborative funds annually to support Silicon Valley Reads. Wasterlain provided a description of how the BALIS regional system used reserve funds to create a successful Spotify advertising campaign for eAudiobooks. Frost described the MOBAC regional system's use of reserves to purchase a subscription to dPlan, an emergency preparedness planning tool. The Council asked to revisit this conversation in October when they have had more time to consider possible collaborative projects.

IV. New Business

A. State Budget and Local Implications

Ornat reported on the ending of SJPL's hotspot lending program and other services due to budget cuts. Wong noted this resulted in Santa Clara City receiving many requests for hotspots they could not accommodate. She asked that SVLS libraries share information about service reductions to better prepare neighboring libraries which may get an influx of requests. Weeks noted the challenge of digital equity for local communities when patrons from other jurisdictions are also in need of the same limited services. Frost reported CLSA funding will be reduced by 50% in FY 2024-25. Wong inquired if libraries could defer their share of CLSA funds and have the funds go to less resourced libraries. Wong noted State Library funding for ESL programs may be lost in two years and there is a need to explore alternative funding and fundraising options.

V. Reports

A. Silicon Valley Reads

Weeks announced the 2025 Silicon Valley Reads theme is "innovation for social good."

B. PLP Executive Committee Update

Wasterlain provided an update on PLP GOLD, Staff Development Initiative grants, and the Staff Development Committee's Future of Libraries conference on October 2, 2024.

C. Report of System Administration

Frost stated CLSA reporting would become more in line with LSTA reporting. She noted this would require additional quantitative and qualitative information from the libraries receiving funds. Frost announced an ad hoc group was formed to help define the metrics and tools needed for collecting this information.

VI. Announcements and Updates from Libraries

Directors provided updates about the activities at their libraries.

VII. Agenda Building and Location for Next Meeting

Meeting date will be changed due to member availability.

- Review SVLS Technical Services and PLP World Languages project recommendations for PLP Executive Committee

- Collaborative Projects Using SVLS Reserves
- EOC Collaboration

VIII. Public Comment

No public comment.

IX. Adjournment

The meeting was adjourned at 12:05 p.m. by Vice Chair Wong.

DRAFT

To: Silicon Valley Library System Administrative Council
From: Ryan Baker
Subject: Proposed Changes to the PLP World Languages Project and SVLS Technical Services Workgroup Involvement
Date: October 7, 2024

The SVLS Executive Board thanks and appreciates the work of the SVLS Technical Services Workgroup for spearheading the initial working model of the World Languages Project to address the needs of our multilingual communities in Silicon Valley. Moving forward, the project is recommended to transfer to a working group under the umbrella of the Pacific Library Partnership with the goal of expanding the project scope to a larger number of library systems, and incorporating collection development tools alongside the cataloging tools already developed by the SVLS Technical Services Workgroup. Members of the Technical Services Workgroup are welcome to volunteer in the new PLP-led project as it transitions forward either in project administrative project-support capacity or a language specialist capacity.

PLP draft workplan for support of collections in languages other than English

Terminology:

LOTE(s) = Languages other than English. This abbreviation encompasses both the idea of dominant “world languages”, as well as heritage languages, and marginalized or endangered languages, while specifically excluding English as a dominant default.

Language Specialists = Library staff with fluency and or functional experience in a language other than English.

Guiding principle / Project overview:

LOTEs collections are a necessity for public libraries to meet the dynamic needs of California communities as it pertains to equity of access to reading materials for multilingual communities. In addition to providing access to primary language materials, these collections promote and support bilingual language acquisition, reinforce the strength of heritage languages, and provide a global connection to authors, ideas, and voices for our diverse library users.

It is recognized that many California libraries, especially smaller and mid-sized jurisdictions, have either limited or no in-house Language Specialists that can support the LOTEs material needs of their changing communities. This project hopes to leverage language expertise across library jurisdictions for shared workload, inter-library collaboration, and cooperative support for the benefit of California’s multi-lingual communities.

We also recognize that there is a significant gap between the needs of a larger library system with an established experience of providing LOTEs materials to a historically linguistically diverse community, and the challenges facing communities that are working to accommodate newly changing community linguistic demographics. With the principle of equity across all California communities, this project will seek to tackle in the first phase an achievable basic level of access to LOTEs materials to communities that are deficient in their LOTEs offerings,

rather than attempting to address higher service level issues facing large established collections.

Background:

In 2016, the Pacific Library Partnership (PLP) member libraries identified the desire to coordinate LOTE materials acquisition and cataloging for member libraries. Surveys were conducted by an ad hoc committee to address the need and willingness to participate. In 2018, the Silicon Valley Library System's (SVLS) Technical Services Workgroup took over the initial implementation of the project, with work focusing primarily on the cataloging and technical aspects of the project. In 2025, the project will be positioned under the umbrella of PLP with the goal of expanding the project at a State-wide level to create a base-level of contribution and support for California's multilingual communities.

Workplan:

Phase one goal (Beginning January 2025) – Establish a base level of equity and access for community LOTE needs supporting libraries with the least amount of in-house LOTE language specialty ability; defined as being able to provide a curated core collection in the target language with annual additions of new and popular materials aimed at providing the tools to support tripling a collecting size over a three-year period.

1. Advertising of project through PLP to member libraries.
2. Recruit three volunteers for project administration.
3. Develop framework template for cumulative field searchable records list. Establish capacity of record keeping.
4. Establish shared document platform and migrate applicable existing documents to new platform.
5. Identify cadres of support for original language troubleshooting in ILS system displays.
6. Create standard record input overlay for data files.
7. Recruit volunteer Language Specialists in the following *initial* target languages for both collection development and cataloging:
 - a. Spanish
 - b. Mandarin
 - c. Cantonese
 - d. Vietnamese
 - e. Japanese
 - f. Korean
 - g. Hindi
 - h. Punjabi
 - i. Tamil
 - j. French
 - k. German

- l. Arabic
- m. Russian
- n. Farsi/Persian
- o. Ukrainian
- p. Portuguese
- q. Tagalog

- r. Language Specialists will be working in teams by language group, not by library. This will allow for collection development and record quality cross check, while easing the burden on a single library to fulfill workload in a LOTES area. We will be looking for contributors that are already producing the work for their respective libraries in these areas without the need to take on a significant additional workload. An optimum team should consist of two Language Specialists for acquisition/collection development and one for cataloging for one collection area within the language (e.g. Korean Juv Fiction, Mandarin Adult Fiction, Hindi Picture Books, etc).
- s. Desired outputs:
 - i. Core collection list (starter collection list) of approx. 300 titles for each LOTE collection area (Picture Books, Juvenile, Adult Fiction, and Adult Non-Fiction). These titles will comprise the curated “essentials”.
 - ii. Semi-annual curated collection maintenance lists of approx.150 titles in each LOTE collection area. These titles will comprise the newest releases and untranslated best sellers, as well as other popular or in-demand titles.
 - iii. Included with these lists will be vendor/supplier options, basic MARC records (short records for basic circulation needs), full MARC records, label processing templates (excel extract), and vetted original language marketing/signage.

- t. Basic MARC records consist of:
 - i. ISBN
 - ii. OCLC#
 - iii. Author
 - iv. Title (original language)
 - v. Title (Romanized)
 - vi. Title (English translation)
 - vii. Summary in English (520)
 - viii. Subject headings in English
 - ix. Call Number (suggested)
 - x. Price (retail)
8. Ascertain additional Language Specialists for other LOTEs, as well as other community language needs not listed above.
9. Identify any redundancies as the project overlaps with any current vendor services and develop additional value that augments the project.
10. Identify librarians that attend LOTEs publisher conventions or purchasing events.
11. Determine if joint (interagency) purchasing for LOTEs materials would provide significant discounts with specialty language vendors.
12. Introduce project to expanded at consortium levels outside of PLP.

Project reevaluation in July of 2026

Possible future considerations for expansion to Phase 2 if program is reported as successful:

- Determine interest of project at CLA/State level.
- Determine needs for program expansion to share or reduce workload for larger library systems with pre-established in-house Language Specialists' expertise in both selection and cataloging.
- Determine if key libraries would host LOTEs cataloging interns.
- Determine if opportunities for cross collaboration with tribal groups to promote limited publication and endangered California languages collections.
- Determine if it is possible to establish a letter of agreement and protocols for use and security for interagency Z39.50 access for expanded cataloging capabilities.

Recommendation

It is recommended the SVLS Administrative Council approve this draft work plan and recommend it for approval by the PLP Executive Committee.

To: Silicon Valley Library System Administrative Council
From: Gayathri Kanth
Subject: Collaborative Projects Using SVLS Reserves
Date: October 7, 2024

Background

During the April 24, 2024, meeting, the Council began a series of discussions about the potential for developing new collaborative projects using SVLS reserves. The reserve balance is currently \$116,257. The Council requested this item be revisited during the October 7, 2024, meeting to provide time for members to consider potential projects.

Historically, the SVLS Council has used reserves in a variety of ways. In 2016, \$14,000 was allocated to conduct a feasibility study of a shared ILS, including having other members join SVLS. In the past several years, the SVLS Council has approved the use of reserve funds to support the annual Silicon Valley Reads program. \$5,000 was allocated to the program in FY 2023-24 and another \$5,000 is being requested for FY 2024-25. This funding has been important to the longevity of Silicon Valley Reads and the program organizers hope the Council will continue to view this funding as a priority.

At the May 2024 PLP Administrative Council meeting, several directors from various regions highlighted shared initiatives, some of which included the use of their reserves. BALIS has used theirs for outreach campaigns for Libby, and MOBAC has used theirs to support a subscription to dPlan for disaster recovery planning.

Discussion

The Council may propose new uses for reserve funds. A workgroup can be formed of up to three Council members to explore potential collaborative projects if necessary.

To: Silicon Valley Library System Administrative Council
From: Carol Frost
Subject: Consideration of 2025 SVLS Contribution to Silicon Valley Reads
Date: October 7, 2024

Background

Silicon Valley Reads has been offering the One Book, One Community program since 2003. The Silicon Valley Library System Administrative Council has financially supported this event by annually allocating \$5,000.

At the October 31, 2023, meeting, the Council approved allocating \$5,000 to Silicon Valley Reads' 2024 program.

The 2025 Silicon Valley Reads theme is "Empowering Humanity: Technology for a Better World" and will include opportunities to learn from those on the forefront of the AI movement, explore ways in which technology impacts daily life, address questions related to ethics, and discuss how to create positive impact using the tools that are rapidly becoming accessible to everyone. The kickoff event for the series will be on Thursday, January 30, 2025.

Recommendation

SVLS has used the SVLS Fund Balance to contribute towards Silicon Valley Reads. The current Fund Balance is \$116,257.

It is recommended that the SVLS Administrative Council consider and approve the use of \$5,000 for Silicon Valley Reads, using SVLS Fund Balance.