

**PLP Executive Committee Agenda
October 21, 2024
10:00 a.m.**

Via Zoom

<https://us02web.zoom.us/j/88253631182?pwd=jebI30PJLnaqMVBbiOSMiGXrIETBcX.1>

Meeting ID: 882 5363 1182, Passcode: 754353

Call-in Option (669) 444-9171

PLP Executive Committee

Hillary Theyer, Monterey County Free Libraries (Chair)
Tess Mayer, Berkeley Public Library
Allison McKee, Contra Costa County Library
Gayathri Kanth, Palo Alto Public Library

Tim Wallace, San Bruno Public Library
Elnora Tayag, San Mateo Community College District
Michelle Perera, Sunnyvale Public Library

I. Introductions

II. Approval of Consent Items (Action Item)

Theyer

- A. Adoption of the Agenda
- B. Approval of the June 24, 2024 Minutes Attachment 1, pg. 4
- C. Review of the FY 2024-25 Innovation and Technology Grant Recipients Attachment 2, pg. 7
- D. Review of Financial Support for Staff Development Initiatives and Activities Recipients Attachment 3, pg. 52
- E. Correspondence
 - 1. CLSA Advocacy Letter to Assemblymember David Alvarez Attachment 4, pg. 53
 - 2. CLSA Advocacy Letter to Senator Dave Cortese Attachment 5, pg. 56
 - 3. CLSA Advocacy Letter to Senator John Laird Attachment 6, pg. 59
 - 4. SB 1383 Advocacy Letter Attachment 7, pg. 62

III. Old Business

- A. FY 2023-24 Staff Development Committee Annual Report Alvarado Attachment 8, pg. 67
- B. CLSA Ad Hoc Group Update Theyer Attachment 9, pg. 70
- C. Update on FY 2024-25 PLP Strategic Priorities Activities Frost Attachment 10, pg. 79
- D. PLP Gold Update Wasterlain

IV. New Business

- | | | |
|---|-------|------------------------|
| A. Approval of New PLP Executive Committee Member
(Action Item) | Frost | Attachment 11, pg. 87 |
| B. Finance | | |
| 1. Approval of First Amendment to the FY 2024-25
PLP/PLS Contract for Fiscal and Administrative
Services (Action Item) | Frost | Attachment 12, pg. 88 |
| 2. Review and Approval of the CLSA 2023-24 Annual
Report (Action Item) | Frost | Attachment 13, pg. 90 |
| 3. Review and Approval of the CLSA 2023-24 System
Expenditure Report (Action Item) | Frost | Attachment 14, pg. 95 |
| 4. Review and Approval of the CLSA 2024-25 Detailed
Budget (Action Item) | Frost | Attachment 15, pg. 104 |

V. Reports

- | | | |
|---------------------------|--------|------------------------|
| A. PLP President's Report | Theyer | |
| B. PLP CEO's Report | Frost | |
| C. State Library Report | Pham | Attachment 16, pg. 111 |

VI. Agenda Building for Next Meeting on January 27, 2025

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.”

Meeting Locations:

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

Harrison Memorial Library, NE Corner of Mission and 6th Avenue, Carmel-by-the-Sea, CA 93921

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

Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301

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



Pacific Library Partnership

PLP Executive Committee**June 24, 2024****10:00 a.m.****Via Zoom****MINUTES****Committee:**

Tracy Gray, Chair, Mountain View Public
 Tess Mayer, Berkeley Public Library
 Alison McKee, Contra Costa County Library
 Hillary Theyer, Monterey County Free
 Tom Rosko, Naval Postgraduate
 Tim Wallace, San Bruno Public
 Michelle Perera, Sunnyvale Public

System Staff:

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

Others:

Lena Pham, CSL
 Gayathri Kanth, PAPT

The meeting was called to order by President Gray at 10:02 a.m. McKee present at 10:29 a.m.

I. Introductions**II. Approval of Consent Items****A. Adoption of the Agenda****B. Approval of the May 17, 2024 Minutes****C. Minutes from May 17, PLP Administrative Council (Review Only)****D. FY 2024-25 Innovation and Technology Grant Guidelines****E. Confirmation of Financial Support for Staff Development Initiatives and Activities Guidelines****F. Approve the FY 2024-25 LSTA Intent to Award Grant Letters**

A motion was made, and approved via roll call vote, to approve the Consent Items. McKee was not present, all others voted in the affirmative. (M/S Wallace/Gray)

III. Old Business**A. PLP Gold Update**

Wasterlain announced PLP Gold applications opened in early June and would be accepted until July 12th. He discussed the application review process and timeline.

IV. New Business**A. Approval of the FY 2024-25 Strategic Activities**

Frost provided an overview of the PLP FY 2024-25 strategic activities. Wasterlain explained the Innovation and Technology grants will have a priority towards proposals centered around sustainability, emergency responses, and climate change. Gray noted many of the AI trainings provided by ALA were focused on academic audiences and there was still a need for AI training with public libraries in mind. A motion was made, and approved via roll call vote, to approve

the FY 2024-25 Strategic Activities. McKee was not present, all others voted in the affirmative. (M/S Theyer/Rosko)

B. Review and Approval of Revised FY 2024-25 CLSA Menu of Services and Ad Hoc Update

Frost explained the Governor has not yet finalized the FY 2024-25 budget. She noted the California Library Services Board approved two versions of the CLSA fund allocation: one fully funded and one reduced by 50%. She advised the Committee to also approve two budgets, to account for the uncertainty and allow staff to complete the budget in a timely manner after the outcome is announced. Frost described the work of the PLP ad hoc group composed of Gray and Theyer to develop strategies for gather information required in new CLSA reporting documents. She asked if others would volunteer to be involved. Wallace volunteered and Gray and Theyer agreed to continue. Frost noted that at the May meeting, the PLP Executive Committee approved the use of fund balance to purchase a Flipster subscription for 8 libraries in FY 2024-25, but acknowledged this may not be a feasible long-term solution for FY 2025-26 and future years. Frost asked if the Committee wanted to consider holding back funds to offset cuts in FY 2025-26. McKee asked if libraries could choose to apply their CLSA funds towards the areas of greatest need in the system rather than using them directly. She noted these funds could potentially be applied to uses in FY 2025-26 to reduce the need to hold back the limited funds available in FY 2024-25. The Committee discussed wording and methods to achieve this. The Committee discussed the prudent use fund balance and what is considered a good amount to reserve. Frost explained the CLSA Plans of Service documents and the changes in the new reporting. A motion was made, and approved unanimously via roll call vote, that the PLP Executive Committee approve the FY 2024-25 CLSA menu of services, with the expansion of the definition of “other” to include shared initiatives, and to approve the CLSA budget at 100% and 50% as presented, with the proviso that whatever state budget is approved will determine which budget is adopted; and that staff will work with the Ad Hoc Committee to develop a mechanism to allow PLP libraries an option to allocate their funds to the greatest need, out of a spirit of equity. (M/S Theyer, McKee)

C. Approve of the FY 2024-25 CLSA Plans of Service and Budget

A motion was made, and approved unanimously via roll call vote, to approve the CLSA Plan of Service and budget, with the proviso that staff will work with the State Library and make any changes required, including the finalized approved allocation. (M/S Wallace/Theyer)

D. Finance

1. Approval of the PLP FY 2024-25 Budget

Yon presented the FY 2024-25 budget. He explained the budget showed both a scenario with CLSA funds at 100% and another scenario with CLSA funds at 50%. A motion was made, and approved unanimously via roll call vote, to approve the FY 2024-25 50% funding budget with the proviso that the final budget will reflect the State Library’s actual approved CLAS allocation to PLP.

E. FY 2024-25 PLP Executive Committee Schedule

Wasterlain asked the Committee to review the schedule and inform him of any conflicts.

V. Reports

A. PLP President's Report

Gray reported on feedback she heard from other directors regarding the annual meeting, noting it was positive and participants seemed engaged. Gray announced this was her last meeting before terming out and thanked the Committee.

B. PLP CEO's Report

Frost thanked Gray for her time on the Committee. Frost welcomed Gayathri Kanth from Palo Alto Public Library as the new SVLS representative on the Executive Committee. Wasterlain announced two upcoming grant openings.

C. State Library Report

Pham provided a report of California State Library activities.

VI. Agenda Building for Next Meeting on October 21, 2024

- Advocacy letter review
- Ad Hoc Committee update
- CLSA annual reports
- Innovation and Technology grants
- Strategic Activities update

VII. Public Comment

No public comment.

VIII. Announcements

No announcements.

IX. Adjournment

The meeting was adjourned by President Gray at 11:22 a.m.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Burlingame Public Library

Project Title: Sustainable Future: Integrating AI, 3D Printing, and VR into Learning Experiences

Select category you are applying under:

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

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

1. Please provide a one paragraph project summary.

Sustainable Future will focus on older adult education through interactive programming in the library's reopening makerspace, The LAB. The combination of guest speakers, open lab demonstrations, and workshops will highlight the important intersections of AI, 3D printing, and VR within all three target areas of the PLP Innovation and Technology Grant: sustainability, emergency preparedness, and climate change. With grant funded technology including 3D printers, AI software, and VR headsets, community members will be able to participate with a hands-on (or VR headset on) approach to library programming that will lead to engaging, immersive learning experiences. At the end of the grant period, community members will have learned how advancing technologies can help lead to a sustainable future.

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

Sustainable Future runs parallel with both the library's strategic plan and the City of Burlingame's Age Friendly City Plan. The interactive makerspace programs will help achieve Goal C of the plan that aims to provide enriching experiences for all ages. As an example, VR headsets can promote both play and learning through games focused on climate change education. The grant will also help achieve Goal D that celebrates and educates with diversity, equity, and inclusion by making grant funded equipment accessible to the community. And finally, adult-focused programming will run parallel with the City of Burlingame's Age Friendly

City Plan by providing opportunities for older adults to learn and experience new technology with their peers.

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

The programming behind Sustainable Future will consist of interactive workshops and open lab hours for older adults. While the library does STEAM programming for younger age groups, the technology listed in the grant is still very new to our older adult demographic. The combination of workshops and open lab hours ensures that we provide as many opportunities as possible for our audience to participate. And while the main plan for programming focuses on a single technology, there is potential for expansion to include programming that combines technologies together. For example, a 3D printing workshop could have participants utilize the VR headsets to model designs in virtual space or use AI tools to help them design their 3D models.

Interactive Workshops – Throughout the grant period, interactive workshops will be held in the library’s makerspace. The programs will be designed so that they can be offered multiple times throughout the grant period. The following programs will be offered a week apart from each other. The 3-week program set will be defined as a rotation.

3D Printing & Sustainability – These 1-hour programs will introduce the technology of 3D printing and its role in sustainability by printing everyday items at home. Attendees will learn how to use the 3D printers in The Lab as well. Each participant will start a print job at the beginning of the program and leave with an item at the end. Example: 3D printing sessions on creating tools and supplies for emergency preparedness.

AI & Sustainability – These 1-hour programs will discuss how AI tools can help community members develop sustainable practices in life and at home. Through hands-on demonstrations and interactive discussions, attendees will gain insights into AI-driven solutions for energy efficiency, waste reduction and recycling, water conservation, and sustainable gardening.

VR & Climate Change/Emergency Preparedness- The Meta Quest VR headsets will provide interactive programs featuring a series of films on climate change hosted and produced by Biosphere VR. The films will be viewed in VR through headsets by participants. Afterward, a discussion will be presented on the experience of seeing climate change in action within the VR lens. Additionally, the headsets will be used for VR programming on emergency preparedness training and participation in mixed reality emergency scenarios.

Open Lab Hours – Each week, The LAB will have dedicated hours set for community drop in to practice and learn about 3D Printing, AI, and VR. The LAB open hours will be time for participants from the above programming to experiment on their own using the various grant-funded technology.

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

The goals and objectives behind the grant are as follows:

Goals

- **Promote digital literacy** – Introduce technology through interactive workshops that highlight the technology available in The LAB
- **Increase climate change awareness** – Use VR headsets to provide immersive viewing experiences on climate change through group watching and post discussions
- **Spark innovation and creativity** – Provide community members with the space and technology to flex their creative muscles and create connections with others
- **Build sustainable practices within the community** – Build knowledge within the community on sustainable practices in day-to-day life
- **Reintroduce the library’s makerspace to the community** – Active programs visible to library visitors and workshop marketing generate curiosity and knowledge about the library’s makerspace

Objectives

- **Increase adult programming in the library’s makerspace** – 12 programs held in The LAB to increase visibility and activity in the newly reopened makerspace
- **Open lab hours** – Facilitate 8 hours of open lab per week for drop in experimentation
- **Host four guest speakers who specialize in the respective technologies** – Create community connections with local experts to share their knowledge with their neighbors
- **Evaluate program impact** – We will provide surveys and allow for patrons to provide feedback to measure the impact of our grant project

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

- **September 2024** – Purchase 3D printers, VR Headsets, and subscribe to ChatGPT Plus
- **October – November 2024** – Plan 12 Sustainable Future workshops, book guest speakers, schedule weekly open lab hours, develop marketing plan for grant period
- **December 2024** – Marketing and promotion of Sustainable Future
- **January/February 2025** – Sustainable Future begins with first rotation of programming and open lab hours start
- **February/March 2025** – Second rotation of programming
- **April/May 2025** – Third rotation of programming
- **June 2025** – Analysis of survey data and submission of final narrative

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

We will use outcome-based evaluation with two outcomes success measures: 1) community members learned about a new piece of technology in the library and 2) community members learned how to use a new piece of technology in the library. These outcomes will be measured by a combination of open lab attendance and total workshop registrations. Pre-surveys and post-surveys will be handed out at open labs and workshops to ascertain additional qualitative data. Follow up emails thanking patrons for attending will also link to online versions of surveys. The overall project will be deemed successful if the results of these surveys provide significant data that the two outcomes were met.

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

Currently, The LAB houses enough space for eight pieces of technology in a workshop or classroom set up. A great example is our 8 sewing machines that allow participants to have a dedicated machine to work with. As such, our project budget aims to bring that same total to the equipment proposed.

Item	Quantity	Cost	Total
Bambu Carbon X1 Combo	3	\$1,449	\$4,347
Filament	25	\$19.99	\$499.95
ShapeLab VR CAD Software	1	\$69.99	\$69.99



Meta Quest 3 Mixed Reality Headsets	8	\$499.99	\$3,999.92
ChatGPT Plus 1 year Subscription	1	\$240	\$240
Guest speaker fee	4	\$200	\$800
Total Requested			\$9,956.86

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

Since Sustainable Future programming is both repeatable and hosted by library staff, the workshops can be repeated over again even after the grant term. Hosting open lab hours can be extended as a volunteer opportunity that creates inter-generational community programming which is another tenet of the Age Friendly City Plan. Additionally, 3D printing supplies and filament can be supported by the Burlingame Library Foundation. More importantly, the technology infrastructure provided by the grant will provide the library with the tools necessary to ensure programming is still possible as technology advances. There is added potential for an increase in services, especially in The LAB. For example, the library can fold a select number of the VR headsets into our technology lending program. Also, the new tools and technology can become the basis for additional offerings of STEAM programming for the younger demographics of our community. Taken together, the Sustainable Future grant doubles as catalyst for the library's continued efforts in The LAB and community learning through hands on experiences.

Complete Only for Category B Grants:

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

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

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: College of San Mateo

Project Title: Power Up! Secure Charging for Student Success at CSM Library

Select category you are applying under:

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

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

Secure Charging at SJPL (2019-20); Secure Charging at Contra Costa County Public Library (2021-22); Charging Lockers at Oakland Public Library (2022-23)

1. Please provide a one paragraph project summary.

At the College of San Mateo, the Library is the “Third Place” on campus, a place for students to gather that is separate from their home (first place) and separate from their workplace (second place). Students are on campus for an extended period of time and in between a morning class and an afternoon class, they come to the Library to study, gather, collaborate, relax, and sometimes sleep. These charging lockers will provide a basic need for secured charging for students’ cell phones and devices. Our students are digital natives and use their cell phone, devices, and multiple apps for their courses via Canvas learning management system, email, various cloud platforms (Google Workspace, Microsoft 365), collaborative communication (Slack, MS Teams) and WEPA cloud printing, as well as library databases, collections, streaming media, and research guides. The charging stations will ensure fully charged cell phones and devices that support student success and access. This also provides added security that students can study, work, and rest at the Library for an extended period of time throughout the school day.

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

This project fits our CSM Library Mission to provide equitable and welcoming access to Library information, services, and spaces; to strengthen and empower our college community; to foster a climate of inclusion, curiosity, and intellectual exploration that puts the needs of students first. It also fits our strategic directions for CSM’s Library Modernization Project to provide access to technology, library resources and collections, study spaces, and ensure a safe and

welcoming library experience that supports students and community members in their information and technology needs.

Built in 1963, CSM Library’s legacy spaces has challenges including limited power outlets in the building. The Library Modernization Project is part of CSM’s Capital Outlay Plan, however in April 2024 the San Mateo Community College District and Board of Trustees has deferred the modernization for a later time. In the meantime, CSM Library continues to support 21st century academic modalities, pedagogy, services, and technology in a 20th century building. These charging lockers will provide a basic need for secured charging for students’ cell phones and devices. A bank of charging lockers will maximize the number of devices charged for every one power source due to limited power outlets.

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

The placement of the 4 charging stations includes the Library’s Main Floor, Mezzanine, Makerspace, and the Learning Center. These spaces are high traffic student areas on campus where they gather to study, collaborate, check-out instructional materials and course reserves, access databases and print collections, tinker in the makerspace, and seek tutoring and reference services.

CSM Library actively partners with our ethnic and cultural Learning Communities—Katipunan (Filipino), Puente (Latinx), Mana (Pacific Islander), Umoja (African American/Black), Brothers Empowering Brothers (BIPOC), and Leading Ladies (BIPOC)—for student-driven Library and Makerspace programming, inclusive collections, and spaces to gather. We hold Maker Studio Labs with Engineering, Digital Media, and Experimental Music courses. The Learning Center hosts football Power Hour while the Library hosts Men’s and Women’s Basketball Study Hall.

CSM By the Numbers (From CSM Impact Report 2022-2023)

- 13,180 enrolled (unduplicated)
- 45% First generation college students
- 49% female, 48% male, 3% non-disclosed or binary

Race/Ethnic Demographics

- Hispanic 32%
- White, Non-Hispanic 26%
- Asian 20%
- Filipino 7%
- Multiracial 7%
- Black, Non-Hispanic 3%
- Unknown/Undisclosed 3%
- Pacific Islander 2%

Course Delivery

- In Person 55%
- Online 28%
- Hybrid 10%
- Synchronous 6%

Graduates – 885 Associate Degrees

- 25% Low income
- 8% With a disability
- 2% Veterans

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

The goal of this project is for students to have access to power to ensure their phones and devices are charged throughout their school day. This ensures continuity in access to their cloud platforms (Canvas LMS, MS 365, WEPA) and library databases, streaming media, and research guides. This offering also provides added security that students can study, work, rest at the Library for an extended period of time throughout the school day, the Library as their Third Place.

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

October 2024

- Meet with ITS and Facilities on placement and planning
- Meet with Library Outreach team for promotion plan

November 2024

- Order and receive charging stations and accessories

December 2024-January 2025

- Installation between Fall 2024 and Spring 2025 semesters during recess/closed to public
- Train faculty, staff, and student assistants

January 2025 and beyond

- At the start of the Spring 2025 semester promote the charging lockers to students and community users via signage and social media

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

Success of the project will be evaluated by usage statistics, perceptions, and feedback from student and community users. Library faculty, staff, and student assistants will also provide feedback on usage and operations.

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

Projected Budget

Item Description	Qty	Unit Price	Amount
Guardian-8 Charging Locker	4	\$ 1,385.00	\$ 5,540.00
Floor Stand for Guardian-8	4	\$ 218.00	\$ 872.00
Replacement Cables, Apple Lightening		\$ 300.00	\$ 300.00
Replacement cables, Type C & Micro USB		\$ 200.00	\$ 200.00
Tax (estimate)			\$ 665.28
Shipping (estimate)			\$ 500.00
Total			\$ 8,077.28

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

The charging stations will be monitored and inspected by Library and ITS personnel on a regular basis to ensure they are in good working order and ready for students at the top of every semester. CSM Library plans to purchase replacement cables as needed and look into an extended warranty. The impact on Library and ITS personnel will be minimal after the grant cycle.

Complete Only for Category B Grants:

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

College of San Mateo chose to replicate three grants: Secure Charging at SJPL (2019-20), Secure Charging at Contra Costa County Public Library (2021-22), and Charging Lockers at Oakland Public Library (2022-23). These projects appealed to us because they have been successfully executed 3x and replicated 2x that we wanted to implement it to support student success and our community members at CSM. As mentioned above, our students are digital natives and use their phone apps for Canvas LMS, Microsoft 365, WEPA cloud printing, Library databases, research guides, and streaming media so it is critical for students to have access to power to ensure their phones and devices are charged throughout their school day.

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

CSM Library’s project proposal only differs in the number of units being purchased at 4.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: California State University, Monterey Bay (CSUMB)

Project Title: Sensory-friendly study pods

Select category you are applying under:

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

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

Project Zenbooth: Opening Doors by Closing & Soundproofing Walls (Oakland Public Library, 2017-18)

1. Please provide a one paragraph project summary.

The Tanimura and Antle Library at California State University, Monterey Bay was a state-of-the-art building when it opened in 2008. The building's atrium extends from the first to the third floor, and while aesthetically appealing, has the unanticipated effect of allowing noise to carry throughout the building. Many of our students work collaboratively in the library, and the colocation of classrooms and student services in the library building creates additional foot traffic and noise. While many students take the background noise in stride, our users with sensory sensitivities sometimes struggle to study in an environment with visual and aural distractions. The CSUMB Library has study rooms, but these are primarily designed for groups, are not soundproof, and have glass windows or doors that can lead to visual distraction. Sensory-friendly study pods would provide a critical resource for our neurodivergent students. We are proposing a pilot project with a single study pod that would allow us to assess the demand for the pod and the features that are most critical for our sensory-sensitive students, with the intention of acquiring additional pods in the future.

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

CSUMB Library Mission and Values

Mission

The CSUMB Library provides information resources, user-centered services, and an inviting, collaborative environment to foster intellectual curiosity, sustain scholarship and creativity, and inspire lifelong learning for the diverse community we serve. A sensory-friendly study pod for neurodivergent students aligns with the CSUMB Library's mission by providing a user-centered

service that meets the unique needs of its diverse community. By creating an inviting environment that reduces sensory overload, the pod fosters inclusivity, comfort, and collaboration, ensuring all students feel welcome. In addition, it supports intellectual curiosity, sustained scholarship, and lifelong learning by removing barriers that could hinder neurodiverse students' engagement with learning materials. This addition to the library demonstrates our commitment to diversity, inclusion, and creating a supportive space for all students.

Values

Access

- The pod is designed to minimize sensory distractions, creating a comfortable and focused environment that enables neurodiverse students to better access and utilize academic materials. This tailored space supports their academic, intellectual, and creative endeavors by ensuring that they have an inclusive environment that meets their specific sensory needs, allowing them to fully engage with the library's resources.

Student Success

- The pod provides a forward-thinking and creative solution to support the diverse needs of neurodivergent students. By offering a specialized space designed to reduce sensory overload, the library demonstrates its commitment to the success of all students, ensuring that those with sensory sensitivities have an environment conducive to focus and learning.

Continuous Improvement

- By adding a pod to our library, the library demonstrates its commitment to learning from its community and adapting services to better meet their needs. This initiative reflects a willingness to embrace new ideas and create innovative solutions that contribute to both professional and organizational growth, ensuring that the library evolves to serve all students more effectively.

Diversity, Equity, and Inclusion

- By providing a space tailored to students with sensory sensitivity, the library ensures that all individuals, regardless of their neurological differences, have equitable access to resources and a conducive learning environment. This inclusive approach fosters a sense of belonging and acknowledges the importance of diverse identities and needs in the academic community.

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

The CSUMB Library serves approximately 6,500 students, as well as faculty and staff, and our weekly gate count average is over 10,000 entries per week. Forty-nine percent of our students

are first-generation college students, 50% identify as members of historically underserved racial or ethnic groups, and 29% are low income. While the actual number of students with disabilities is certainly higher, 835 students have registered with the Student Disability and Accessibility Center (SDAC). Seventy-three percent of these students (~610 students) identify as neurodivergent. The library has sought input from SDAC regarding the needs of their students, and they report students seeking soundproof spaces that are free from visual distractions. We have identified the Zenbooth as the most economical study pod that meets these needs.

The Zenbooth has a number of sensory-friendly features. It is soundproof, which is critical for students with auditory sensitivities, allowing them to focus without the distraction of ambient noise. The enclosed design minimizes visual stimuli, benefiting students who experience visual overstimulation or have difficulty filtering out visual distractions. This can be particularly helpful for individuals with ADHD or autism spectrum disorders. Users can adjust lighting and ventilation within the booth, empowering neurodivergent students to create a personalized sensory environment that suits their individual needs. The consistent, defined area of the booth provides a sense of security and routine, which can be comforting for students who thrive on structure and may experience anxiety in less defined spaces.

The Zenbooth also aligns well with the CSUMB Library's commitment to sustainability and environmental responsibility. Zenbooth's manufacturing process prioritizes waste reduction and uses renewable resources, such as particle board from recycled materials. The study pods are built for long-term durability, leading to less frequent replacements, and with a process that repurposes off-cut wood into shipping pallets for the booths, maximizing the use of materials and reducing waste. Zenbooth partners with Greenspark to support reforestation initiatives, and plants a tree for every booth ordered.

We are particularly committed to providing study spaces that meet the needs of our neurodivergent students given the impact of library study rooms on student success. In 2023, the CSUMB Library conducted a value study that used hierarchical regression models to determine how the use of our library contributes to different measures of student success. We found that for every additional hour of library study room reservation, a student's unit completion rate (the percentage of enrolled units that are completed) increased by 0.6% ($\beta=.006$, $p<.001$). For every additional hour of study room reservation, a student's cumulative GPA increased by 0.009 ($\beta=.009$, $p<.001$), and their likelihood of graduation/retention increased by 7.3% ($\beta=1.073$, $p<.001$). It is clear that our study rooms have an impact on student performance, and we are enthusiastic about the prospect of offering neurodivergent students a space that better meets their needs. We will continue to work with the Student Disabilities and Accessibility Center once the study pod is installed to help increase awareness and use among this target population.

We propose to use PLP funding toward the purchase of a Zenbooth Quad, the Zenbooth product that is ADA compliant for wheelchair accessibility. We are considering this to be a pilot project, in which we evaluate the demand for the study pod and collect user feedback on its features. If

the study pod is as popular as we anticipate, we will seek additional funding sources to acquire additional pods. Because the PLP funding will not cover the entire cost of a Zenbooth Quad, we will pursue additional funding to cover the remaining cost (similar to the Oakland Public Library's grant that we are replicating). Our most promising secondary funding source is CSUMB's Student Fee Advisory Committee, which allocates money collected from student fees to projects that are important to students. While funding the whole booth would exceed their limit, the difference between the PLP grant funding amount and the cost of the Zenbooth is within their scope. Additional funding sources that could cover this difference, or possibly fund a second study pod, include the Ford Family Foundation and the Mellon Foundation. In the case that we are not able to secure additional funding by the end of the PLP grant cycle, our plan would be to purchase a smaller Zenbooth product that would be fully covered by PLP funding and to continue to seek funding for a second, ADA accessible study pod.

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

Goals

The main goal of bringing a sensory-friendly study pod into the library is to improve student success for neurodivergent students by providing a supportive environment that minimizes sensory distractions, allowing for better focus and engagement with academic materials.

Objectives

- Provide a dedicated, quiet space designed to minimize sensory distractions, making the library environment more accessible and welcoming for neurodivergent students.
- Contribute to student success by fostering an environment that reduces sensory overload, enabling neurodivergent students to better focus on their academic tasks and improve their overall well-being.
- Promote a culture of diversity, equity, and inclusion by recognizing and addressing the unique challenges faced by neurodivergent students.

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

Activity	Nov - Dec 2024	Jan 2024	Feb 2024	Mar 2024	Apr 2025 - Jun 2026	Jul 2026
Secure additional funding	X	X				
Execute preliminary purchasing paperwork		X				
Order a Zenbooth			X			
Install the Zenbooth and add it to the existing online reservation system for study rooms				X		
Create and post promotional materials for Zenbooth				X		
Monitor the number of hours the Zenbooth is used				X	X	X
Collect voluntary Zenbooth user feedback				X	X	X
Evaluate and report on the success of the Zenbooth						X

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

The study pod will be added to our existing online reservation system for study rooms. This system allows us to track the total number of hours that the study pod is reserved during the semester, and the number of unique users. We will consider the pilot successful if during the 2025-26 academic year (the first full year of implementation) the study pod is reserved for 50% or more of the hours it is available, and if it is used by at least 60 unique users (approximately 10% of our neurodivergent students). A successful pilot will prompt the pursuit of additional funding to acquire a second study pod. In addition to usage data, we will also collect user feedback through a Google Form that users can access by scanning a QR code posted in the study pod. The form will include questions about how satisfied users are with the study pod

features and the ease of reserving the pod, and will also allow open-ended comments. We will continue to seek input from the Student Disability and Accessibility Center to gauge their perspective on how well the study pod is meeting the needs of their students.

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

The Zenbooth model we plan to purchase is \$18,478.33 including shipping, installation, 10" kick door for ADA compliance, and taxes (see photo.) We will seek additional funding for the \$6,478.33 that would not be covered by PLP funding.

- \$14,145 - Zenbooth Quad (includes anticipated 5% discount for educational institutions)
- \$1,600 - Shipping
- \$806.29 - California State Tax
- \$33.90 - Monterey County Tax
- \$201.57 - Seaside City Tax
- \$67.19 - Monterey County District Tax
- \$134.38 - Monterey County Local Tax
- \$1,490 - Professional Installation

ZENBOOTH

Products ▾

Who We Serve

Compare

Sustainability

FAQs

Cc



Zenbooth Quad

\$14,890.00

*Starting at \$314/month**

Color Finish: Maple Exterior/Maple Interior



Manufacturing Speed: 🧑‍🏭 Standard - Ships within 30 days

🧑‍🏭 Standard - Ships within 30 days

🚀 RUSH - Ships Next Week (+\$900)

Should additional funding be unavailable, our alternate purchase proposal is as follows: \$10,635.50 including shipping and installation of Zenbooth Duo.

- \$8,445.50 - Zenbooth Duo (includes anticipated 5% discount for educational institutions)
- \$1,300 - Shipping
- \$890 - Professional Installation



Zenbooth Duo

\$8,890.00

Starting at \$187/month*

Color Finish: Maple Exterior/Maple Interior



Manufacturing Speed: 🚚 Standard - Ships within 30 days

🚚 Standard - Ships within 30 days

🚀 RUSH - Ships Next Week (+\$500)

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

The library anticipates few ongoing costs for the Zenbooth. Any necessary maintenance will be performed by our institution’s facilities team. After piloting the initial pod, the library will consider applying for additional funding from the Ford Family Foundation and the Mellon Foundation to implement additional sensory-friendly study pods.

Complete Only for Category B Grants:

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

We selected the Oakland Public Library’s “Project Zenbooth” grant to replicate because they have successfully implemented study pods in two of their library branches. While our project is very similar, in that it attempts to meet patrons’ competing needs for privacy and collaboration, the population our library serves is distinct. They anticipated their users needing study pods in order to have private conversations, work remotely, and even conduct storytimes with incarcerated parents. The features of the Zenbooth that make these activities possible also serve the needs of our population, which are to have a sensory-friendly environment for studying free from distractions. We have drawn on their timeline to create our own, and concur with their (implicit) assessment that Zenbooth is the preferred product to meet the needs of library users.

We contacted the Oakland Public Library to see what their experiences with the Zenbooth have been and whether they could share the lessons they have learned. They report their Zenbooth

being very popular, with at least 3-5 uses per day. Similar to what we are proposing, they use an online reservation system. They provided some valuable tips, such as ideal positioning for proper ventilation and the desirability of providing a trash can inside the pod. We also consulted with the Monterey Public Library, which has a different brand of study pod, and found that one of its features would not be practical for our context, affirming our decision to use the Zenbooth rather than an alternate vendor.

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

The pricing of Zenbooths, while still competitive compared to similar products, have increased since the Oakland Public Library received their grant in 2017. Similar to their grant proposal, the PLP funding will not cover the entire cost, and we are actively seeking additional funding, as noted above.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Hayward Public Library

Project Title: Placemaking - Find Yourself @ the Library

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

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

Though “innovation” in libraries often focuses on technology, Hayward has been reimagining how public libraries should look and how we can reflect the diversity of our communities, and how we should be serving new immigrants, many of whom arrive full of hope, and are often disheartened at the xenophobia they face or see reported in the news. Hayward Public Library (HPL) is expanding the “Libraries as the third place” to “Libraries as Placemakers”. A recent study finds Hayward the most ethnically and linguistically diverse of all medium and small cities in the US. Most residents see the Library as a welcoming and safe place for our diverse community and new immigrants. We have been piloting a very successful and popular “Placemaking” project for a couple of years by having representative, and larger than life, art/symbols around the library during heritage months and to celebrate special occasions. This is not a few book-displays or occasional programming, but 3- to 4-week long, unapologetic and beautiful decorations that cannot be missed or avoided as people walk into our two locations, accompanied by cultural programming. Families can see themselves and be reminded of their cultural and lived heritage, of the diversity of our nation, and immigrants can feel welcome in an often-difficult new environment.

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

Hayward just completed a new strategic plan which will be presented to the community shortly. The new mission states: Hayward Public Library provides diverse programming and

resources, supports personal and educational growth, inspires creativity, and contributes to the health and success of a thriving Hayward.

Of the six strategic goal areas highlighted in the plan, one is *Culture and Heritage* which is about “Cherishing Hayward’s shared diversity and history” and to “Foster understanding, respect, and inclusivity”, and to “Nurture Hayward’s cultural and ethnic diversity.” This innovative grant project fits perfectly in helping us achieve these goals. In addition, high among the City’s strategic priorities is Racial Equity.

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

Hayward is one of the most ethnically and linguistically diverse cities in the US with 38.9% being foreign born, and 59.3% speaking a language other than English at home. Hayward Unified school district lists 39 languages and language groups among the primary language spoken at home by its students. Hayward is also one of the poorest cities in the Bay Area, with 8.5% of families living below the federal poverty level. It is largely a working-class community, with many new immigrants arriving from a constantly changing native countries. A large portion of the community has little discretionary income, even for something as basic as the internet, and certainly very little for the arts or cultural events. Those who seek cultural pursuits or reminders of their own history or heritage, must travel to cities like San Francisco or Oakland, which adds the burden of transportation costs.

Most Hayward residents see the Library as a welcoming and safe place for new immigrants, and depend on it for educational and recreational needs, as well as for art, music, and other cultural pursuits. It is also seen as a safe place for people to express themselves and their gender identities. During our recent strategic planning, a large number of respondents, including library users and community leaders, expressed their appreciation of our cultural/inclusive programming and our seasonal and cultural decorations. They strongly acknowledged their value, and expressed their desire to see more of these programs and displays. Many neighboring libraries have expressed their appreciation of what Hayward is doing and asked questions about how we organize the project.

Recognizing the responsibility and trust placed in us, HPL is committed to growing this “Placemaking” project that it has been testing out for the last three years. The goal is to present Hayward Public Library as a meaningful cultural and learning center, where people can appreciate beautiful art in all its forms, where families can see themselves and be reminded of their cultural and lived heritage, and where we can all gain a greater appreciation of our uniqueness and commonalities.

This project consists of two major elements: The art installation/décor and the accompanying programs, but this grant application only seeks support for the art décor.

The décor consists of very large and prominently displayed artistic decorations at both library locations. At the Downtown library these can consist of 10-foot-tall skulls suspended between floors for Day of the Dead, rainbow umbrellas and community comment cards all over the building for Pride month, decorated lanterns for Lunar New Year, or storyboards and historical flags in honor of Juneteenth. Displays are planned in conjunction with local artists and organizations, with a focus on aesthetics as well as cultural sensitivity. By June 2025, HPL will complete at least 4 major displays focused on the following themes: Dia de los Muertos/Day of the Dead, Festivals of Light/Winter Festivals from around the world, Lunar New Year/Festival of the Lanterns, and Pride Month.

A minimum of six programs accompany these displays, and will include art classes, arts/crafts exhibits, and music/dance programs. All these programs will be done in partnership with community organizations like the Hayward Arts Council and the Friends of the Hayward Public Library. Other partners include the Black Excellence Project (California State University East Bay), San Francisco Opera, the school district, dance and martial arts schools, art studios, cultural organizations, etc. Though libraries have long offered dance and music performances, HPL's placemaking initiative adds to this by tying in the décor which permeates the facilities and brings cultural images powerfully to the forefront, and brands HPL as an inclusivity-forward organization.

We realize that this grant does not fit perfectly into the categories of **sustainability, climate change, and/or emergency preparedness**, but it is a grant for our residents who are affected by all three of these topics, and it will impact HPL's effectiveness in dealing with these issues.

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

Though libraries have long offered dance and music performances, HPL's placemaking initiative adds to this by tying in the décor which permeates the facilities and brings cultural images powerfully to the forefront. This project will

- Make the Library a more welcoming place where people from diverse backgrounds and of different identities can "find themselves" prominently reflected
- Remind library users of the diversity of our neighbor, and the interesting contributions we all make to our communities
- Encourage exploration of our own cultural heritage, as well as that of our neighbors
- Remove the fear of those who are different from ourselves, and fight xenophobia through positive images
- Ease the fear of immigrants who are facing culture shock as well as first had xenophobia or hear about it from many sources
- Make the library a cultural and art center in a city that has few other free resources of this type

- And, of course, draw people into the library so they can discover the many other services we offer that can benefit them in any other parts of their lives.

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

Large Art/Heritage installations will be displayed at both libraries. Most displays will include cards inviting visitors to fill out/decorate them to depict how they celebrate the event or what it means to them, or to simply recommend books/other library materials related to the topic. Displays will all be accompanied by cultural programs/classes which will be funded by HPL and/or our partner organizations.

Tentative Schedule (more displays/programs may be added depending on available funding)

Décor planned:

October 2024 - Day of the Dead/Fall Festival: Traditional symbols Painted skulls, paper flowers, ancestors' altar

November/December 2024 Festivals of Light/Winter: Images, story boards, etc.

February 2025 - Lunar New Year: Lanterns, horses, other traditional symbols

June 2025 Pride Month: Rainbows and LGBTQIA+ symbols

Accompanying programs/classes (funded separately):

Oct 2024 Trunk or Treat/Promise Fest (showcasing diverse multicultural dance/music/art and activities)

Nov-Dec 2024 Kwanzaa dance & Percussion class

Feb-Mar 2025 Children's Art class/display for Lunar New Year

Feb 2025 Black History Month Sew n Sew - Art and Quilts

May 2025 Dance/Music from the Islands and Asia

June 2025 How do you celebrate Pride

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

Attendance and community response/requests will be the immediate measure of success of our displays and programs. HPL will be in regular contact with our major partner organizations, as well as other organizations and individuals who partner on individual events for their feedback. HPL keeps detailed track of numbers daily visitors as well as attendance at events and

will continue to do so during this grant. Attendance data will be compared with previous program/monthly attendance to measure success and improvement. HPL also plans to conduct surveys to measure the visibility, outreach success, and impact of the grant. Opportunities for ongoing feedback will be available through HPL's various social media sites as well as the comment cards available throughout our facilities. Pictures of events will be posted on HPL's social media, in response to which the community tends to give candid feedback. In addition to these, anecdotal and direct comments and feedback will be taken into consideration in measuring the impact of this Placemaking project.

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

Though this project includes both decorations/displays as well as programming, this grant application will only be used to fund the décor/displays.

Décor at the planned scale and for the length of time it needs to be kept up for full impact can be expensive, with displays generally costing HPL between \$3,500 and \$7,000 each. We tentatively expect to distribute the funding over the displays as follows:

Day of the Dead/Fall Festival - \$3,000

Festivals of Lights/Winter - \$4,000

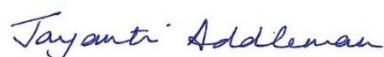
Lunar New Year - \$3,000

Pride Month - \$2,000

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

Hayward Public Library has applied for a significant National Endowment for the Arts Grant to cover our Placemaking project for 2 years starting in June of 2025. Even if we fail to receive the NEA grant, our City has acknowledged the value of this project and the Library's role in the City's inclusivity efforts. As they continue to see the impact of the project and how well it aligns with the City's strategic road map, we are optimistic about convincing the City to provide funding in the fiscal year and following year budgets for the project. We believe that the data we collect on the impact of our increased efforts in this direction through this PLP grant will go a long way towards demonstrating the importance of this project.

Respectfully submitted:



Jayanti Addleman, Director of Library Services
Hayward Public Library

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Monterey County Free Libraries

Project Title: Library of Things: Outdoor Adventures

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

1. Please provide a one paragraph project summary.

Monterey County Free Libraries (MCFL) is seeking to enhance the existing Library of Things available for circulation, by adding recreational items to the collection. The availability of these items will create greater accessibility to Monterey County outdoor spaces and provide ways for Monterey County residents of all income levels to utilize and enjoy the world-renowned outdoor spaces available in Monterey County on their own, or with their families and friends.

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

Monterey County Free Libraries is committed to serving as a Connection Hub by fostering meaningful community connections to resources and relationships that support all community members in fulfilling their potential. This project will deepen our commitment in providing our communities with greater access to materials and services that can enhance community wellness.

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

MCFL staff serve a population of 231,537, spread out over 3,000 square miles. The majority of the population is Hispanic or Latino (58.7%). Research conducted by MCFL's Racial Equity Committee found that MCFL serves communities with the highest Hispanic/Latino populations, who have the lowest California Healthy Place Index scores. Low California Healthy Place Index scores are an indicator of a person's overall life expectancy and well-being. MCFL believes in the importance of getting outside and the mental health benefits that being in nature can provide. This project serves all Monterey County Residents, but particularly those in lower

income brackets who may not be able to afford the items selected for purchase as part of this grant proposal, and those in more rural areas with less access to resources.

Implementation of the California State Parks Passes program enabled people with MCFL library cards to access these spaces, and this service has proven to be very popular. However, there is still a need to enhance the outdoor experience for MCFL users throughout the county. MCFL will has begun to circulate Hiking Backpack Kits as well as Disc Golf Kits, but to further enhance these offerings, MCFL has identified items to be added to the Library of Things that would enable County residents to get the most from the outdoor spaces. These items are easily contained within reasonably sized kits for ease of storage and transportation and include croquet, badminton, pickle ball, ring toss, bocce ball, and soccer. Through loaning out these items, MCFL aims to achieve greater accessibility and desire to utilize outdoor spaces in Monterey County among residents, as well as foster a connection to those spaces.

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

The goal of this project is to foster meaningful community connections to resources and relationships that support all community members in fulfilling their potential. Through loaning out outdoor recreational items, MCFL aims to achieve greater accessibility and desire to utilize outdoor spaces in Monterey County among residents, as well as foster a connection to those spaces.

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

- First 60 days: Order and receive Library of Things materials outlined in grant
- December 2024 - January 2025: Materials are cataloged and added to Koha, bilingual marketing materials are created and sent to branches for distribution.
- February 2025: Cataloged materials are sent out to the assigned branches for public circulation
- Final Reports submitted to PLP by June 30th, 2025

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

We will evaluate the project based on usage (circulation) as well as user satisfaction based on surveys.

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

\$1,250 – Compensation for staff time for cataloging and purchasing
\$5,000 – Library of Things: Outdoor Adventures materials

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

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Monterey Public Library

Project Title: Power Up! at Monterey Public Library

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

1. Please provide a one paragraph project summary.

During the 2022 and 2023 storms that knocked out power to the Monterey Peninsula, Monterey Public Library served as a Community Resiliency Hub for the area. We were one of the only buildings with a generator, and one of the only places in Monterey, Pacific Grove, Pebble Beach, and Carmel with internet access! When this happened, the Library used every single outlet through the building and surge protector. Many people forgot device chargers, and it was inefficient for one person to use a single outlet in some areas. We will add 2 device locker charging stations and add additional surge protector and desk outlets where possible through the library.

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

The Library Board is interested in the Library continuing to have the vision of a "Community Hub" with activities that bring people together at all times through the year. During critical events like the storms, flooding, and power outages, we serve a need for the community. The library has not been updated in 40+ years, and the facility is lacking power access in many areas. Increasing usage of the aging facility, and usability of existing resources is critical.

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

The library would add device charging banks and device charging lockers at additional sites in the building. Two new charging locker stations would be added for personal devices. Surge protectors throughout the building would be replaced with newer models.

The community members include unhoused patrons who are looking to charge their devices daily, college students from MPC, CSUMB, MIIS, NPS, and other schools, parents & young military families, high number of tourists and travelers.

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

Increase usage of device charging for general daily use, and during critical storm events in the area where the library serves as the designated Community Resiliency Hub.

Increasing access to personal devices allows members of the public to use the wifi and other library resources during critical periods as well to contact family and friends.

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

November 2024 Identify products to purchase

December 2024 order items to prepare for winter storms and install

January 2025+ identify any additional products needed

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

Usage of devices and member feedback

Community survey box in library lobby

Info in library newsletter

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

\$6,000 Library Charging Lockers

\$1,000 New surge protectors through the building

\$1,000 tabletop or freestanding charging space

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

The devices will be operational until they are damaged or no longer of use. We will choose devices with removal/replaceable USB-C & Lightning cables, as we have seen that the cables can become damaged or stolen. We will continue to offer these year-round.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Mountain View Public Library

Project Title: Wireless Charging Stations

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

1. Please provide a one paragraph project summary.

This project aims to install wireless chargers at strategic locations throughout the library. Requests for chargers, whether for phones, tablets, or computers have become exceedingly common, as people now rely on their devices for everything from directions to accessing health records. The increased use of two factor authentication means that even when using the library's computers, customers may need to access a charged phone or other device to gain access to their email or other accounts. In addition, the libraries own digital resources are often accessed in house on customers personal devices. To meet this need, the Mountain View Public Library seeks to provide discrete, wireless charging stations at tables and study carrels strategically located throughout the library. Usability is uncomplicated and requires only that the customer has a wireless charging enabled device. The device is simply placed on the charging pad, with no wires or other secondary processes necessary.

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

Mountain View Public Library has an ongoing mission to maintain and develop processes to ensure our services, programs and collections promote diversity, equity and inclusion within the community. We seek to accomplish this in a seamless and integrated fashion, incorporating universal design principles while employing the most technologically up-to-date equipment available, to reduce barriers and perceived and/or real hurdles to access. The increasing importance of digital resources in library collections and everyday importance of electronic devices for customers has led to a definite and real need for charging capabilities through discrete, but widely available charging. The growing predominance of wireless charging capabilities in mobile devices renders wireless charging stations a simple, effective solution to customers' needs. In addition, recent storms and heatwaves leading to power grid failures

across the city, have revealed pervasive instability of our infrastructure, effecting people's everyday lives in meaningful ways. These [power failures](#) have evinced a need that the library has at times struggled to meet. In these situations, the library has seen major upticks in customers seeking a cool, dry space with adequate seating and power. In fact, the Library welcomed 2,550 on March 15, 2023, due to storm-related power outages, a significant increase over the typical daily average of 900 visitors. Adequate charging has become an issue of equitable access to resources, and the library is uniquely situated to provide this resource.

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

Population Served:

Mountain View Public Library serves a diverse demographic of 86,535 residents, though that population grows to more than 120,850 during the day. In addition, [Mountain View's population is projected to grow](#) by the largest percentage within Santa Clara County (90%), passing the 100,000 mark well before 2040 thus increasing the library's role in provision of services, social and cultural programs, and job training access. This coupled with Mountain View's planned increase in affordable housing units aimed at stabilizing needs for the disabled and elderly indicates that the library needs to implement systems that will allow our customers equitable access to library services. This includes access to power sources for digital devices from which the library's digital resources can be accessed.

The Mountain View Public Library is committed to increasing access and engagement with customers by ensuring proper seating, lighting, temperature control and access to device charging, the latter of which has become an undeniable need and question of equitable access.

Proposed Project:

The project seeks the purchase of 200 under-table wireless charging pads. The proposed chargers reduce clutter on desks and tables by hiding the bulk of the system beneath the surface, with only a thin charging pad, nearly flush with the surface, indicating where customers should place their devices to take advantage of seamless charging.

The project proposal is for 200 individual units and the ancillary equipment and labor required to install the chargers on already existing library work surfaces within the library's ten reservable study rooms and strategically located, additionally, throughout the library's first and second floors. Given the expected heavy usage, additional units and charging pads will be purchased to quickly replace any that are damaged through normal wear and tear.

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

This project aims to increase barrier free access to the library’s digital resources and to customers’ own electronic accounts by providing access to device charging stations that will not fundamentally alter the library’s already offered, infrastructural resources, such as desks and study carrels. This project aims to meet anticipated needs in population growth and demographics, while accounting for an uptick in weather related incidents which could lead to some power grid failures within the community.

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

The project timeline is straightforward. Purchase of equipment and installation to be completed by January 2025. Production of the customized charging pads will take 20 to 30 days and installation should take no more than eight hours.

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

Evaluation of success of the project will be determined by survey responses by customers utilizing the equipment. We also plan to put QR codes on resonator pads linking to a short satisfaction survey. We will also perform sight checks to determine usage at set times of day.

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

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
One Point Tech Stealth Wireless Charger QB21 Pro	200	\$ 35.00	\$ 7,000.00
Resonator Pad Customization	200	\$ 2.00	\$ 400.00
Installation by hourly Library Assistants	16	\$ 46.89	\$ 750.24
Bracket and cable management solution	100		\$ 300.00
Power strips with surge arrest	20	\$13.99	\$ 279.80

TOTAL: \$8,730.04

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

Replacement chargers and resonator pads will be included in the library’s ongoing budget for supplies.

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: Pleasanton Public Library

Project Title: Sustainable Living

Select the category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

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

The Pleasanton Library is excited to explore a Sustainable Living program—a comprehensive gardening collection and interactive program series running from November 2024 to June 2025. Sustainable Living aims to empower our community by promoting self-sufficiency, healthier eating habits, and the joy of growing one’s own food. To support this, the Library would expand its “Library of Things” to include a variety of gardening tools and collaborate with the Livermore Amador Garden Club to offer workshops on sustainable practices, fostering community interaction and shared responsibility. Workshops would be offered at the Library and through Zippy! – the Library’s new outreach vehicle, which is scheduled to premier in late 2024.

Programming would be designed to reach individuals from different communities in Pleasanton, including: families, seniors, individuals in our Spanish and Chinese language speaking communities, and those who live in multi-family homes. Sustainable living through gardening and food growth is an important topic that touches all parts of our community.

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

In July 2019, the Pleasanton Library and Recreation Department launched a Strategic Plan with a goal to expand collaboration with City departments, local agencies, businesses, and other entities to better address community needs and interests. A prime example of this strategy would be to expand our partnership with the Livermore Amador Garden Club, StopWaste, and the City’s Public Works Department. Together,

we would offer workshops on vegetable gardening, composting, and sustainable practices. This collaboration not only enriches community knowledge but also underscores our commitment to inclusiveness, customer service, innovation, and collaboration—core values central to the Library's mission.

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

Pleasanton, a suburban community in the Tri-Valley region of the Bay Area, has a population of 79,871, according to the latest census data from Census.gov. This diverse community spans various cultures, economic backgrounds, and age groups. The Sustainable Living program is designed for the entire community, especially for those who lack resources to purchase tools or books needed for gardening and sustainable living, and for those who cannot easily access the library. Despite Pleasanton's median income of approximately \$183,970, 5.7% of the population lives below the poverty line, and 16.4% (13,010 individuals) are seniors.

To better serve Pleasanton's underserved populations and those who lack the means to purchase gardening tools and materials, the Sustainable Living program is built around three key elements:

1. *Expanding the Library of Things Collection*

- Assess the current Library of Things collection and identify any needed gardening tools, such as trowels, rakes, seed trays, watering cans, and child-friendly tools.
- Purchase and catalog gardening tools.
- Translate promotional materials into the multiple languages spoken within the Pleasanton community and distribute them through channels that reach underserved populations, such as local community groups, and senior facilities.
- Launch the expanded collection with a "Check-Out to Grow" event, where community members can learn about the available tools and how to check them out.

2. *Collaboration with the Livermore Amador Garden Club, StopWaste, the Environmental Education Division of the Library and Recreation Department and the City's Public Works Department*

- Coordinate with colleagues in the Livermore Amador Garden Club, StopWaste, Environmental Education Division and Public Works Department to outline workshop topics such as starting a vegetable garden, composting techniques, and sustainable gardening.
- Set dates for workshops and secure experts to lead them.
- Promote workshop through the library's communication channels.

- Hold workshops directly in underserved neighborhoods and senior living facilities, making participation easier for those with limited mobility or resources.
- Hold workshops leading up to the 2025 Earth Day Event.
- Host a special Earth Day celebration featuring demonstrations from workshop leaders and a community plant and seed swap.

3. *Zippy! - Outreach Vehicle Services Integration*

- Coordinate with the outreach vehicle services team to include gardening tools and related library materials in their delivery routes.
- Make regular visits to underserved communities, local service agencies, and senior living facilities.
- Provide on-site demonstrations in conjunction with tool deliveries.
- Collect feedback from participants to improve future services and offerings.

These adjustments will help ensure that the Sustainable Living Program is truly accessible and beneficial to those who need it most, aligning with the community's diverse needs and economic realities.

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

- Expand the Library of Things to provide community members access to gardening tools and support home gardening initiatives.
- Expand partnerships within the City and the community to better reach more community members.
- Educate the community on sustainable gardening practices through expert-led workshops.
- Integrate the outreach vehicle to extend the Sustainable Living Program's reach to underserved communities and seniors.

5. **Please include your project timeline (include details of activities).**

- **November 2024:** Assess needs, secure funding, and begin tool and book acquisition.
- **December 2024:** Catalog tools and books and plan outreach vehicle services integration.
- **January 2025:** Launch tool collection; prepare for workshops with partner agencies, divisions and departments.

- **February - March 2025:** Hold two workshops; continue tool lending and outreach vehicle services.
- **April 2025:** Celebrate Earth Day with community events, including a workshop, paper shredding, compost demonstration, and plant and seed swap.
- **May - June 2025:** Review program success and plan for future expansions.

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

- Program participant ranking of the program in meeting the educational goals of the program (KPI Metric - feedback/survey data).
- Monitor tool lending data and outreach vehicle service usage (KPI Metric – circulation statistics/program attendance data by location).
- Gather partner impact information (KPI Metric – feedback/survey data).

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

Budget Summary

Book collection on gardening			\$ 932.48
Gardening tools for circulation, mobile vehicle services, and programs			\$ 5,442.00
Workshop, program, and activity fees			\$ 2,500.00
Translation Services for Promotional materials			\$ 500.00
Total Cost			\$ 9,365.48

Detailed Budget

<i>Books on Gardening for Adults</i>	Unit Price	Copies	Total
The Vegetable Gardener's Bible by Edward C. Smith	\$ 8.56	2	\$ 17.12
Gaia's Garden: A Guide to Home-Scale Permaculture by Toby Hemenway	\$ 23.80	2	\$ 47.60
The Well-Tended Perennial Garden by Tracy DiSabato-Aust	\$ 22.00	4	\$ 44.00
All New Square Foot Gardening by Mel Bartholomew	\$ 14.00	2	\$ 28.00
Adult fiction on gardening for book club	\$ 25.00	10	\$ 250.00
Rodale's Basic Organic Gardening by Deborah L. Martin	\$ 29.00	2	\$ 58.00
Books on Gardening for Children			
Roots, Shoots, Buckets & Boots: Gardening Together with Children by Sharon Lovejoy	\$ 34.00	4	\$ 136.00
The Curious Garden by Peter Brown	\$ 13.00	6	\$ 78.00
Up in the Garden and Down in the Dirt by Kate Messner	\$ 7.19	4	\$ 28.76

How Groundhog's Garden Grew by Lynne Cherry	\$ 35.00	4	\$ 140.00
Gardening Lab for Kids: 52 Fun Experiments to Learn, Grow, Harvest, Make, Play, and Enjoy Your Garden by Renata Fossen Brown	\$ 24.00	4	\$ 96.00
Total Cost			\$ 923.48

Gardening tools for circulation, mobile vehicle services, and programs

Gardening tools for adults	\$ 50.00	10	\$ 500.00
Kids Gardening Sets	\$ 25.00	8	\$ 200.00
Garden Tool Cleaning Kit (bucket, 50lb of Sand, motor oil)	\$ 60.00	2	\$ 120.00
Flower Gardening Building STEM Toys Kids Garden Building Blocks Kit	\$ 18.00	4	\$ 144.00
Salad Microgreens Starter Kit	\$ 16.00	100	\$ 1,600.00
Watex Countertop Garden Kit Spring Bouquet	\$ 50.00	20	\$ 1,000.00
Compost Bins	\$ 27.00	50	\$ 1,350.00
Buzzy Seeds Terracotta Mini Grow Pots/Herb, Plants Flower Starter Kits for Kids & Adults - 12-Pack	\$ 33.00	16	\$ 528.00
Total cost			\$ 5,442.00

Workshop fees	\$ 300.00	3	\$ 900.00
Teen program - Terrarium Craft	\$ 600.00	1	\$ 600.00
Earth Day Event Activities	\$ 1,000.00		\$ 1,000.00
			\$ 2,500.00

<i>Translation services for promotional materials</i>			\$ 500.00
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Grand total amount applying for: \$ 9,365.48

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

Through strategic planning, community engagement, and resource allocation, Pleasanton Public Library plans to continue the Sustainable Living Program beyond the grant period. Here's the plan:

- **Community Partnership and Collaboration**
Continue building strong partnerships with local organizations like the garden club, environmental groups, and schools. These partnerships can provide ongoing support, expertise, and resources even after the grant ends.

- **Integration into Library Core Service**
Incorporate the Sustainable Living Program into the library's core services by making it a regular part of its offerings. This will make the program a permanent fixture rather than a time-limited project.
- **Securing Ongoing Funding**
Engage the Friends of the Library group to support the program through fundraising events and membership drives, such as annual book sales and ongoing book sales. Work with the City's Recycling Coordinator to leverage Measure D funding.
- **Community Engagement**
Foster a sense of community ownership by involving participants in the planning process. Encourage community members to suggest ideas.
- **Sustainability Advocacy**
Position the library as a hub for sustainable living in the community, offering resources and support for individual and collective efforts. This cultural shift can sustain interest and participation in the program over the long term.
- **Evaluation and Impact Measurement**
Use metrics such as tool circulation rates, workshop attendance, and participant feedback to assess success and areas for improvement.
Conduct an annual review to adjust the program's focus, resources, and goals based on community needs and feedback. This helps keep the program relevant and aligned with the library's mission "Discover, Connect, Share!"

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: San Bruno Public Library

Project Title: Reduce Plastic Pollution: Outdoor Water Station

Select category you are applying under:

Category A: Innovation and Technology Opportunity Grant

Category B: Grant Replication Program

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

1. Please provide a one paragraph project summary.

Microplastic pollution poses a significant threat to environmental and human health due to its pervasive presence and toxic effects. A recent pilot study by the San Francisco Estuary Institute found that “San Francisco Bay has more microplastic pollution than other major water bodies in the U.S. (San Francisco Estuary Institute, sfei.org, 2024).” One of the many sources of this pollution is plastic water bottles. Installing a water bottle refilling station at the San Bruno Public Library’s outside plaza area would be a small yet impactful step in reducing plastic waste. Each refill at this station could mean one less water bottle in a landfill or waterway. The new station, which would include both a bottle filler and drinking fountain, would replace the existing fountain. Accessible 24/7, this refilling station would offer free potable water to anyone in our community.

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

The Library’s mission emphasizes the “Utilization of modern technology” and a “responsiveness to the community.” As the Library adapts to the changing needs of the San Bruno community, it has become clear that some older fixtures, like the current drinking fountain, no longer fully meet those needs. Today, many Library patrons, including school-age children and adults carry reusable water bottles. Providing an easy way to refill these bottles is a crucial step in addressing microplastic pollution. Additionally, the Library serves as an auxiliary emergency center. In the event of a disaster, having an outdoor water station offering free potable water at all times for the public would be invaluable to the community.

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

Given the increasing concern over rising temperatures and drought conditions in California, the community is becoming more environmentally aware. This awareness extends to a growing need for accessible water bottle refill stations, which reduces waste. The San Bruno Public Library is ideally situated for such a water station, located between a school, City Hall, commercial properties, a residential neighborhood, and the major Peninsula thoroughfare, El Camino Real.

Installing a water bottle refill station at the Library's outdoor plaza would help reduce plastic waste by reducing the need for plastic water bottles, which can end up in landfills and waterways. This station, which would feature a bottle filler and a drinking fountain, replacing the current standard drinking fountain, would be available 24/7 at no cost to the individuals using it.

If this grant request is fulfilled, the City of San Bruno has preapproved and committed to the installation of a bottle filling station by December 2024. The filling station will be permanently attached to an outside wall of the San Bruno Library in its patio area, a location that sees high foot traffic and a place where many come to congregate.

The City of San Bruno is already planning to install water bottle filling stations in several parks within San Bruno. A similar water bottle filling station model has been specifically selected by the City's Facilities department to accommodate for the Library's particular building needs and application. This model is noted for its very low ongoing maintenance. The City will be financially and physically responsible for the installation and will perform any site modifications required for the installation, as well as cover any and all ongoing maintenance costs.

In addition to the water bottle filling station, the Library will spend \$1000 to obtain library materials on the topic of clean water/environmental stewardship/climate change. The Library will create a booklist in the Library's Bibliocommons catalog to provide easy access to these items in this collection.

San Bruno is a middle-class community with a population of approximately 43,000 people, including significant low-income areas. The nearby elementary schools, Belle Air and Allen, have reduced and free lunch rates of 59.4% and 59.8%, respectively (California Department of Education, 2024). The Library also serves a transient population, for whom having access to clean water is crucial, especially given the 18% increase in homelessness in San Mateo County over the past two years, according to the most recent San Mateo County "One Day Homeless Count."

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

Goal 1: Reduce community’s reliance on single use water bottles.

- Objective 1a: Acquire water bottle refill station.
- Objective 1b: Install water bottle refill station.
- Objective 1c: Market water bottle refill station to patrons in English and Spanish.
- Objective 1d: Evaluate the project.

Goal 2: Encourage people to learn about the topic of clean water/environmental stewardship/climate change.

- Objective 2a: Establish collection of library materials on clean water/environmental stewardship/climate change.
- Objective 2b: Create Bibliocommons booklist featuring these materials.
- Objective 2c: Distribute survey to determine what borrowers learned and steps they took or plan to take to protect the environment after using the station or reading the books.

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

ACTIVITY	MONTH(S)
Order the outdoor bottle filling station	October 2024
Order and process the related books and/or audiovisual materials	October 2024 – November 2024
Install the outdoor bottle filling station	October 2024 – December 2024
Create Bibliocommons booklist for the related books and/or audiovisual materials	November 2024
Promote the outdoor bottle filling station and booklist	January 2025 – June 2025
Distribute survey evaluations to patrons who use the filling station and/or check out the items on the booklist	Continuous
Prepare final report	June 2025

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

Library staff would use standardized outcomes measurement surveys from the Institute of Museum and Library Services. Surveys would be available at the circulation desk and provided to patrons using the water station or borrowing materials from the related collection. The survey would ask what patrons learned from the materials and what actions they plan to take to protect the environment after engaging with the water station or related materials.

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

EXPENSE	GRANT FUNDS REQUESTED	IN-KIND
ELKAY LK4408BF Wall-mount Bottle Filling Station Filter less, Non-refrigerated SKU: LK4408BFBLU	\$5083.75	\$0.00
Books and/or audiovisuals related to clean water/environmental stewardship/climate change	\$1000.00	\$0.00
Labor and materials to install bottle filling station	\$0.00	\$1500.00
First year maintenance cost: .50 hr. Maintenance Worker, .50 hour at \$30/hr = \$15 = .0002 FTE	\$0.00	\$15.00
Processing of books and/or audiovisuals related to clean water/environmental stewardship/climate change for circulation: 2 hrs. Library Assistant, 2 hours at \$23/hr = \$46 = .001 FTE	\$0.00	\$46.00
Manage all aspects of the grant project: 10 hrs. Information Systems Librarian, 10 hours at \$49/hr = \$490 = .005 FTE	\$0.00	\$490.00
Assist with all aspects of the grant project: 5 hrs. Accounting and Customer Service Representative, 5 hours at \$36/hr = \$180 = .002 FTE	\$0.00	\$180.00
Assist with marketing of the grant project: 5 hrs. Librarian, 5 hours at \$40/hr = \$200 = .002 FTE	\$0.00	\$200.00
SUBTOTAL	\$6083.75	\$2431.00

GRANT FUNDS REQUESTED: \$6083.75

IN-KIND FUNDS: \$2431.00

GRAND PROJECT TOTAL: \$8514.75



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

Library staff would monitor the water filling station and report any issues to the city's facilities department, which would handle maintenance. Any maintenance costs, including parts and labor, will be covered by the City's general fund budget.

The Library would continue to promote and circulate the clean water materials after the grant term, using survey feedback to guide future collection additions.

Complete Only for Category B Grants:

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

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

PLP Innovation and Technology Opportunity Grant Program Application

Library Name: South San Francisco Public Library

Project Title: Sustainable Community Arts and Travel Through Virtual Reality

Select category you are applying under:

<input checked="" type="checkbox"/>	Category A: Innovation and Technology Opportunity Grant
<input type="checkbox"/>	Category B: Grant Replication Program
If Category B is selected, enter the name of the grant you are replicating:	

1. Please provide a one paragraph project summary.

By acquiring a set of ten Virtual Reality headsets and software, South San Francisco Public Library will launch a program called **VR WORLD**. The virtual reality platform will include creative software, allowing groups of users to craft virtual artworks of any size and scope. Travel and nature software will enable the community to globetrot together and come face to face with animals in the wild from the comfort of the library. Immersive classes covering subjects like math, science, engineering, architecture, geography, technology, and design will be utilized as well.

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

South San Francisco recently opened a new main library that features a technology-rich Discovery Center, including a makerspace and digital media lab. The new building, at 80,000 square feet and shared with Parks & Recreation, represents a major investment in community services, and has proven to be a very popular destination for the community, and the region. Visits to the Library have skyrocketed, especially among students and older adults. By adding a set of ten virtual reality headsets, we will be able to engage students and older adults in groups with a range of educational experiences from art and technology to culture and travel.

South San Francisco Public Library has responded to the needs of its diverse community by developing a robust technology learning program, with a vast number of STEM programs offered all year round. This project will build on our programming by **blending tech with arts & crafts, culture, and travel**, without the need for consumables such as art supplies, paper products, fossil fuels for travel, etc. This grant request for virtual reality will move this goal along, creating educational experiences that are environmentally sustainable.

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

Description of Project. We are requesting \$13,174.00 for the purchase of RobotLab’s Advanced VR Classroom Pack, a set of 10 virtual reality (VR) headsets, including instructor tablet and network router hotspot. VR headsets are a combination of hardware and software. When placed on the eyes, the headset creates an immersive learning and entertainment experience set upon a “pretend” interactive world that looks real. This VR technology has the potential to positively impact the lives of our patrons through creative and educational experiences that would be virtually impossible without this technology. In addition, creating art in a virtual space can be an alternative to traditional library arts and crafts projects that generate waste.

The virtual reality headsets will be utilized in scheduled group events, all-year-round class visits, summer camp visits, and in-library check out by individual patrons.

RobotLab Website Link:

https://www.robotlab.com/store/vr-classroom-advanced-pack?srsltid=AfmBOoqnW1swQXtjvC0lxp6p3JwaFw9_iqxNLWA3tM-l01yz6lXTPgCw

Demographics.

This program will be open to everyone in South San Francisco, which is a diverse community of 66,000 residents. 40% of the population of South San Francisco are Asian and 33% are Hispanic or Latino. 18% are under 18 years old, and 17% are over 65 years old. 51.9% of the people in South San Francisco speak a non-English language.



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

The project goals for **VR WORLD** are:

- To continue to provide our patrons with access to current and advanced technologies, engaging them in learning experiences that enhance their skills and prepare them for modern work and life.
- Use technology to minimize the community’s environmental footprint by offering virtual workshops in arts and travel.

The objectives for **VR WORLD** are:

- Conduct 12 library staff-led workshops in the first year, serving at least 100 participants
- Offer access to the community in the Discovery Center each day the Library is open for patrons of all ages
- Provide as an option to the many teachers bringing their classes to the library for visits (anticipating more than 70 class visits per year)

5. Please include your project timeline (including details of activities).

Once the set is ordered and has arrived on site, we will complete set up and training within one month, while simultaneously promoting the first of the monthly workshops. By year’s end, we will have completed the following:

Grant Request	For Use at SSF Library Program	Description of Activities	Frequency and Number of Participants
1 set RobotLAB EXPEDITIONS VR Advanced Kit 10	ROBOTLAB EXPEDITIONS	Our trained staff will brief the patron on the usage of VR. Patrons will be able to create digital art, 3D sculpting, write, draw, and go on virtual tours around the world.	<ul style="list-style-type: none"> • Upon request 6 days a week at the Makerspace • Premier programming once a month. • Class visits during the schoolyear and the summer • Estimated participants 300 per year.

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

We will measure success by the number of programs we hold, attendance at programs, and the results of qualitative surveys. It is standard practice for the Library to continually assess the state of all our programs. For this project, we will initiate a feedback questionnaire for the **first five dates** and then adjust or evolve as needed. We anticipate holding at least one VR workshop per month, serving a full class of ten participants for each session. We will also make the headsets available to our many high school student volunteers, who regularly plan technology events



at the library. We will also measure regular use of the headsets by visitors of the Discovery Center. We will also monitor usage statistics and gather feedback from students and teachers during class visits. By making the headsets available every day to library visitors, utilizing them for workshops and class visits, we anticipate at least 300 users of the virtual reality equipment in the first year.

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

This grant will fund the purchase of one set of ten (10) virtual reality headsets, along with the needed tablet and router for connectivity.

The Library will pay for the sales tax of \$1,184.

Item	Quantity	Unit Cost	Subtotal	Tax	Shipping	Total
RobotLAB Expedition VR Kit with tablet and wireless router	1	\$11,990	\$11,990	\$1,184	FREE	\$13,174

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

We will continue with these programs for as long as the gadgets and tools are functional. Since they are part of our Discovery Center and Makerspace, people will be able to access the technology continually. We will use our general fund budget for any repairs needed. If equipment needs to be replaced, we can also expect support from our Friends of the Library, which provides the Library with \$20,000 per year for programming supplies and expenses.

To: PLP Executive Committee
From: Justin Wasterlain
Subject: Review of Financial Support for Staff Development Initiatives and Activities Recipients
Date: October 21, 2024

The PLP Executive Committee has allocated funding to support staff development initiatives and activities, such as trainings and workshops (in-person or virtual), which support the professional development of staff. Twice every fiscal year, a call for ideas goes out for those interested in requesting funding.

Libraries, standing committees, and working groups were encouraged to apply for funds for training or programs held between July 2024 through December 2024.

PLP received one request from Oakland Public Library for \$2,500.

Summary of Training: DB Bedford is a nationally known speaker and performance coach who specializes in Emotional Intelligence. Mr. Bedford provided an excellent training on leadership at Oakland Public's recent Branch Manager's retreat. To develop leadership potential among current staff -- a goal of Oakland's Racial Equity Action Plan -- OPL plans to offer this same training to Library Assistants in early 2025. The training will be open to PLP members of all levels.

The program will be held on January 10, 2025. An extension to this cycle has been allowed to accommodate this date.

May 15, 2024

The Honorable David Alvarez, Chair
 Assembly Budget Subcommittee #3 on Education Finance
 1021 O Street, Suite 5320
 Sacramento, CA 95814

RE: GOVERNOR'S MAY REVISIONS – STATE LIBRARY: OPPOSED TO CUTS TO CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001, LUNCH AT THE LIBRARY 6120-140-0001, AND HELPNOW ONLINE TUTORING

Dear Chair Alvarez,

The Pacific Library System (PLP), a consortium of 43 public and academic libraries located in the eight counties of the San Francisco Bay Area, respectfully requests that your subcommittee reject the Governor's May Revision proposals which would make deep and significant cuts to both the California Library Services Act and the Lunch at the Library program, and a request to continue to fund the HelpNow statewide online homework tutoring program, <https://www.library.ca.gov/services/to-libraries/online-tutoring/>.

CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001

The California Library Services Act is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265, and requires that funds be used for resource sharing among three or more libraries. The FY 2023-24 budget allocation was \$3,630,000, and the Governor's May Revised Budget includes a 50% reduction of \$1.8M for both FY 2024-25 and 2025-26. The \$3.6M amount has not been increased for years, despite inflation, and is shared among the 184 libraries jurisdictions and 1,128 public libraries.

The highest uses of CLSA funds statewide include:

- ✓ Support delivery service between libraries to share over **5 million items** annually, at 18 cents per item. None of these funds support collection purchases; funding ensures that materials reach rural and isolated populations.
- ✓ Purchase shared eCollections (eBooks, eMagazines) which are used nearly **2 million times** annually.
- ✓ Support a shared collection of physical materials among 70 library jurisdictions statewide of over **2 million items**.

Providing funding to support the sharing of physical and electronic materials ensures that people with and without out access to the internet can remain engaged and informed.

PLP libraries benefit greatly from the California Library Services Act funds, primarily supporting the courier services that annually delivers over 2.8M books and library materials among libraries, travelling 128,000 miles to reach the more densely as well as sparsely populated areas. The director of the Cabrillo Community College Library states, "*Cabrillo College's participation in PLP's courier service allows us to partner intentionally with our public library*

colleagues to extend our collection's intellectual reach to those library users who do not come to our campuses as students, but who want to access academic materials that are beyond the typical scope of a public library's collection."

Many PLP libraries utilize CLSA funds to support the costs of Link+, a shared collection among 70 libraries, which expands patron access to library collections and delivers materials to locations around the state. The director of San Leandro Public Library notes, *"There is no way we can collect materials in a meaningful way in all the languages spoken in our diverse community. If residents speak languages we do not have capacity to purchase, such as Japanese, Portuguese, Italian, etc., they can request them from the 70+ libraries in the Link+ consortium."* This service greatly benefits under-resourced communities and is made possible through CLSA funds.

LUNCH AT THE LIBRARY 6120-140-0001

The Governor's May Revision proposes the "elimination" of \$5.5 million for the "Lunch at the Library" funding -- a reduction which will lead to public libraries throughout the state dropping their participation in the critically important food and enrichment program. Lunch at the Library, operated by the State Library and California's public libraries, serves California youth who are in need of a nutritious meal during the summer months. In Summer 2023, "California public libraries worked with community partners to serve over 271,000 meals to children and teens at public library meal sites and community meal sites. This included 183 public library meal sites and library staff bringing pop-up library and enrichment services to 412 community meal sites." (Source: *California State Library Report to the Legislature, 2022-23.*) The Report notes "typically, over 2 million California children who qualify for free and reduced-price school lunches do not receive free USDA meals during the summer." Public libraries regularly report that for some children who attend our programs, the summer meal may be the only meal that particular child receives all day. And, in some of the rural counties, the Lunch at the Library program may be the only location nearby where families can take their children to have a meal.

Lunch at the Library programs often have a ripple effect that isn't just about the nutritional benefit. Alameda County Library's Newark Library Manager states *"For three years, Newark Library has offered ESL for kids in conjunction with Lunch at the Library. This is for children ages 9-13 who are brand new arrivals in the US and speak no English. The goal is to help them learn to count in English and learn basic phrases to help them navigate school, as well as learn about local geography. We have had children from China, Oaxaca, and Honduras, among other places. Some have never used a computer before, so we also introduce typing and coding. And everyone gets a library card."*

HelpNow Statewide Online Homework Tutoring Program

Finally, the State Library submitted a request to continue to support for live online homework help, at \$3.3M annually. This has been funded through the state for the last two years, supporting youth with live online tutoring. In 2023, it was accessed 1,772,518 times for practice tests, tutorials, flashcards, and assistance with writing essays. There were over 250,000 live tutoring sessions during the last school year.

Libraries need to be able to support their communities, and providing funding at the state level creates contracts that are more cost effective than each library paying on their own.

The Governor passed SB321 last year, for the Student Success Act, and it is an unfunded mandate where libraries are to work with schools to provide library cards for youth. It is simply not enough to give a child a library card – there needs to be services to attract them to the library and that enrich their education. We are asked to provide more to our students, and yet funding to support initiatives to provide these crucial wrap-around services are being taken away, during this critical time when youth are coming out of the pandemic and continue to need support. CLSA funds support youth eBook collections, Lunch at the Library provides wrap-around services on a daily basis to youth, and HelpNow assists them with their studies.

We understand that the state is facing a very challenging Budget deficit in 2024-25, balancing the Budget on the backs of children in need of a nutritional meal or our small and rural libraries, is unacceptable. **The Pacific Library Partnership suggests that some funds could be taken from the Lunch at the Library program to support the HelpNow program, and that all funds for CLSA remain intact.** Alternatively, PLP believes the legislature should consider expanding the amount of the draw-down in the State’s Reserve account beyond what the Governor is for Budget year 2024-25, to avoid devastating cuts to California’s public libraries.

Thank you for your consideration.

Sincerely,



Tracy Gray
Pacific Library System President, and Mountain View Public Library Director

May 15, 2024

Senator Dave Cortese
1021 O Street, Suite 6630
Sacramento, CA 95814

RE: GOVERNOR'S MAY REVISIONS – STATE LIBRARY: OPPOSED TO CUTS TO CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001, LUNCH AT THE LIBRARY 6120-140-0001, AND HELPNOW ONLINE TUTORING

Dear Senator Cortese,

The Pacific Library System (PLP), a consortium of 43 public and academic libraries located in the eight counties of the San Francisco Bay Area, respectfully requests that your subcommittee reject the Governor's May Revision proposals which would make deep and significant cuts to both the California Library Services Act and the Lunch at the Library program, and a request to continue to fund the HelpNow statewide online homework tutoring program, <https://www.library.ca.gov/services/to-libraries/online-tutoring/>.

PLP is within your district.

CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001

The California Library Services Act is defined in Title 5 of the California Code of Regulations, sections 20100 – 20265, and requires that funds be used for resource sharing among three or more libraries. The FY 2023-24 budget allocation was \$3,630,000, and the Governor's May Revised Budget includes a 50% reduction of \$1.8M for both FY 2024-25 and 2025-26. The \$3.6M amount has not been increased for years, despite inflation, and is shared among the 184 libraries jurisdictions and 1,128 public libraries.

The highest uses of CLSA funds statewide include:

- ✓ Support delivery service between libraries to share over **5 million items** annually, at 18 cents per item. None of these funds support collection purchases; funding ensures that materials reach rural and isolated populations.
- ✓ Purchase shared eCollections (eBooks, eMagazines) which are used nearly **2 million times** annually.
- ✓ Support a shared collection of physical materials among 70 library jurisdictions statewide of over **2 million items**.

Providing funding to support the sharing of physical and electronic materials ensures that people with and without access to the internet can remain engaged and informed.

PLP libraries benefit greatly from the California Library Services Act funds, primarily supporting the courier services that annually delivers over 2.8M books and library materials among libraries, travelling 128,000 miles to reach the more densely as well as sparsely populated areas. The director of the Cabrillo Community College Library states, "*Cabrillo College's*

participation in PLP's courier service allows us to partner intentionally with our public library colleagues to extend our collection's intellectual reach to those library users who do not come to our campuses as students, but who want to access academic materials that are beyond the typical scope of a public library's collection."

Many PLP libraries utilize CLSA funds to support the costs of Link+, a shared collection among 70 libraries, which expands patron access to library collections and delivers materials to locations around the state. The director of San Leandro Public Library notes, *"There is no way we can collect materials in a meaningful way in all the languages spoken in our diverse community. If residents speak languages we do not have capacity to purchase, such as Japanese, Portuguese, Italian, etc., they can request them from the 70+ libraries in the Link+ consortium."* This service greatly benefits under-resourced communities and is made possible through CLSA funds.

LUNCH AT THE LIBRARY 6120-140-0001

The Governor's May Revision proposes the "elimination" of \$5.5 million for the "Lunch at the Library" funding -- a reduction which will lead to public libraries throughout the state dropping their participation in the critically important food and enrichment program. Lunch at the Library, operated by the State Library and California's public libraries, serves California youth who are in need of a nutritious meal during the summer months. In Summer 2023, "California public libraries worked with community partners to serve over 271,000 meals to children and teens at public library meal sites and community meal sites. This included 183 public library meal sites and library staff bringing pop-up library and enrichment services to 412 community meal sites." (Source: *California State Library Report to the Legislature, 2022-23*.) The Report notes "typically, over 2 million California children who qualify for free and reduced-price school lunches do not receive free USDA meals during the summer." Public libraries regularly report that for some children who attend our programs, the summer meal may be the only meal that particular child receives all day. And, in some of the rural counties, the Lunch at the Library program may be the only location nearby where families can take their children to have a meal.

Lunch at the Library programs often have a ripple effect that isn't just about the nutritional benefit. Alameda County Library's Newark Library Manager states *"For three years, Newark Library has offered ESL for kids in conjunction with Lunch at the Library. This is for children ages 9-13 who are brand new arrivals in the US and speak no English. The goal is to help them learn to count in English and learn basic phrases to help them navigate school, as well as learn about local geography. We have had children from China, Oaxaca, and Honduras, among other places. Some have never used a computer before, so we also introduce typing and coding. And everyone gets a library card."*

HelpNow Statewide Online Homework Tutoring Program

Finally, the State Library submitted a request to continue to support for live online homework help, at \$3.3M annually. This has been funded through the state for the last two years, supporting youth with live online tutoring. In 2023, it was accessed 1,772,518 times for practice tests, tutorials, flashcards, and assistance with writing essays. There were over 250,000 live tutoring sessions during the last school year.

Libraries need to be able to support their communities, and providing funding at the state level creates contracts that are more cost effective than each library paying on their own.

The Governor passed SB321 last year, for the Student Success Act, and it is an unfunded mandate where libraries are to work with schools to provide library cards for youth. It is simply not enough to give a child a library card – there needs to be services to attract them to the library and that enrich their education. We are asked to provide more to our students, and yet funding to support initiatives to provide these crucial wrap-around services are being taken away, during this critical time when youth are coming out of the pandemic and continue to need support. CLSA funds support youth eBook collections, Lunch at the Library provides wrap-around services on a daily basis to youth, and HelpNow assists them with their studies.

We understand that the state is facing a very challenging Budget deficit in 2024-25, balancing the Budget on the backs of children in need of a nutritional meal or our small and rural libraries, is unacceptable. **The Pacific Library Partnership suggests that some funds could be taken from the Lunch at the Library program to support the HelpNow program, and that all funds for CLSA remain intact.** Alternatively, PLP believes the legislature should consider expanding the amount of the draw-down in the State’s Reserve account beyond what the Governor is for Budget year 2024-25, to avoid devastating cuts to California’s public libraries.

Thank you for your consideration.
Sincerely,



Tracy Gray
Pacific Library System President, and Mountain View Public Library Director

May 15, 2024

The Honorable John Laird, Chair
 Senate Budget Subcommittee #1 on Education Finance
 1021 O Street, Suite 8720
 Sacramento, CA 95814

RE: GOVERNOR'S MAY REVISIONS – STATE LIBRARY: OPPOSED TO CUTS TO CALIFORNIA LIBRARY SERVICES ACT 6120-211-0001, LUNCH AT THE LIBRARY 6120-140-0001, AND HELPNOW ONLINE TUTORING

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Thank you for your consideration.

Sincerely,



Tracy Gray
Pacific Library System President, and Mountain View Public Library Director

September 24, 2024

Zoe Heller, Director
Department of Resources, Recycling, and Recovery (CalRecycle)
1001 I Street
Sacramento, CA 95814

RE: SB 1383-Lara (2016) – Implementation Challenges for Public Libraries

Dear Director Heller,

The Pacific Library Partnership (PLP) is a consortium of 43 public and academic libraries located in the eight counties of the San Francisco Bay Area (Alameda, Contra Costa, Monterey, San Benito, Santa Clara, Santa Cruz, San Francisco and San Mateo County Counties) The California Library Association (CLA) is the statewide association representing public libraries. Collectively, our two groups are deeply concerned with the recent reports that CalRecycle auditors have determined that public library “books, magazines, and other published items” that are part of a public library collection, are now subject to extremely burdensome and costly compliance requirements under the SB 1383-Lara (2016) implementation. PLP and CLA are requesting that CalRecycle amend existing regulations to exempt library “books, newspapers, and other published items” from recycled paper procurement requirements. Alternatively, we would request that CalRecycle immediately issue a formal letter that could be sent to local government representatives and printed on your public-facing website, clarifying that there is no intent for public library materials purchased for library collections, to be subject to the SB 1383 law, and educate CalRecycle auditors accordingly regarding the change.

Over the course of the last few months, CalRecycle auditors have indicated to cities, counties, and special districts that “jurisdictions must follow the recycled-content paper procurement requirements under SB 1383 when purchasing physical books.” In fact, your CalRecycle website at <https://calrecycle.ca.gov/organics/slcp/procurement/recycledpaper/> lists a series of included items such as “magazines,” “publications,” “newsprint,” and book paper.”

This massive upheaval regarding how public libraries will need to procure materials moving forward has reverberated through the public library community in California due to its wide ranging, negative implications for library staff. Specifically, CalRecycle mandates that cities, counties, and special districts obtain either: 1) “Product Vendor Certification,” from a project vendor indicating the “minimum percentage, if not the exact percentage of postconsumer material in the products,” or 2) “Product Vendor Certification and Other Verification” which requires written documentation from the product vendor certifying the products are eligible to be labeled with an unqualified recyclable label.”

The “real world” application of this requirement is that every public library in the state would need to reach out to thousands of publishers and/or distributors to obtain a letter certifying the above standards. This unrealistic exercise will most certainly pull library staff away from valuable programs and services and channel their job duties into securing letters from publishing houses or middle-men suppliers. A CalRecycle auditor wrote to one of our county representatives recently, “Jurisdictions must follow the recycled-content paper procurement requirements under SB 1383 when purchasing physical books. CalRecycle recognizes there may be circumstances where vendors would be unable to properly certify in writing: 1) the minimum percentage, if not the exact percentage, of postconsumer material in the paper products and printing and writing paper; and 2) that paper products or printing and writing papers provided to the jurisdiction are eligible to be labeled with an unqualified recyclable label per 14 CCR Section 18993.3(b). A jurisdiction may note in its implementation record that the vendor was not able to provide the certification and the reasons why, and CalRecycle would not enforce the mandate in circumstances where it is impossible for a jurisdiction to comply.....If the magazines that the jurisdiction receive are free and there is nothing being procured, it is not necessary for the jurisdiction to request the business to certify in writing the items under 14 CCR Section 18993.3(c).” On the latter issue of the magazines alone, the public libraries regularly subscribe to various publications – thus, they are not free. Under the auditor’s direction, public libraries would need to contact magazine publishers for recycled content verification.

It should be said that SB 1383 was not a bill on PLP’s or CLA’s collective radar in 2016, as the measure was largely promoted in the legislature at that time as an effort to encourage Californians to find ways to divert organic waste from landfills, to address harmful methane production. Both CLA and PLP representatives listened in on a recent SB 1383 webinar hosted by CalRecycle which continued the theme of promoting the removal of organics/food waste from the landfills by encouraging partnerships with local agencies and community-based organizations which might be in a position to accept the food. We are struggling to understand how public libraries have become involved in this law. While we agree that every step should be taken to use recycled content paper towels, copy paper, calendars and other resources listed on your SB 1383 section of the website where possible, adding public library books, magazines, and newspapers, appears to be a broad overreach of what the legislature intended when they adopted the measure in 2016. If CalRecycle’s intent was for cities, counties, and special districts to use recycled content paper when producing their own locally published magazines and books, that distinction is remarkably unclear at this time and does not comport with what your auditor told one of our counties, as indicated above. It is clear from the auditor’s note that the public library would still need to contact e.g. a magazine publisher for a compliance letter unless “the magazine was free.”

Libraries are perhaps the gold standard of what going above and beyond recycling can look like in a society. In California, residents checked out our shared physical materials over 142 million times in fiscal year 22-23. A physical book can be borrowed sometimes more than 100 times before it needs to be replaced! Imagine all of the books and magazines that are saved through the model of freely allowing our materials to be shared among our communities.

When libraries’ well-loved physical books and magazines are worn out, or when the information in them is no longer current, we all do the right thing already. Our first choice is to give the deselected

materials to our Friends of the Library, so that they can sell the items, and, in turn, provide funding back to the libraries to support programs like summer reading for kids.

Our industry has several vendors who will pick up our deselected materials (most of the time for free). The vendor then sorts through them, repurposes what they can by sending the items to third world countries to continue to be used, or, if they are in poor shape, the materials are then recycled and turned into pulp. There is also one vendor who really likes libraries to give them their deselected books so that they can reutilize them in architectural design.

In addition to physical items, public libraries are bastions of saving paper by allowing patrons to check out e-materials. There are 1,127 public libraries in California. In fiscal year 2022-23, California library users checked out a total of 66.4 million eBooks, eAudiobooks and eVideos.

Public libraries get it – we even offer programs to our customers and partner with local agencies to inform people how to recycle, upcycle, and use their recycling for crafting.

At the San Leandro Public Library (a city of about 87,000), the library director calculated the impact of compliance of SB1383. Here is his assessment:

“The impact is thousands of hours of inputting book purchases. Our book budget is roughly \$220,000. The average price of a book is about \$30, so that’s ~7,333 items we need to individually track. Each time we track them it takes about 5-10 minutes because the tracker is not built for book purchases but for office paper purchases. It takes time to find all the correct information for each item. Conservatively, that’s 611 hours of staff time spent just tracking if a book was printed on recycled paper. Add magazines and newspapers into it, you’re talking another 7,000+ more items annually, half of which come daily as newspapers. So that’s approximately 1,200 hours total. The cost of that in dollars is approximately \$83,630-\$114,290 depending on who is doing the entering since staff at various levels purchase materials, but because the orders are finalized at the higher level, it’s likely the higher level of staff would be filling out the tracker upon purchase. That’s just the cost of the person doing it (benefits included). What’s not accounted is that same cost in opportunity cost of what they’re not doing. 1,200 hours is nearly 60% of a fulltime person. That’s a lot of service to the community that is not getting done because of this requirement. Examples include services desks not being staffed fully (which leads to burnout and turnover... more costs), projects being cancelled or postponed, children’s and adult programming to the public is lessened in quality for lack of prep time and potentially in quantity as well, and other operational efficiencies, policies, or procedures are not being worked on.”

In addition to the staff time required to track this, there are implications about getting information from the publishers. Libraries buy all kinds of materials to ensure we have equitable collections – that can mean comic books for reluctant readers, thick cardboard laminated board books for babies, materials from Guadalajara for pulp fiction, romance paperbacks, new hardcover fiction and nonfiction – the list goes on and on.

Compliance with SB1383 presents problems such as what is described below from the San Leandro Library Director:

“The added problem with this, on top of what is outlined above, is that we have no way to buy an alternative version of a printed publication on recycled paper. Publishers print what they print. There’s not recycled paper version of books to choose from. And in most cases, we do not buy direct from publishers. We buy from distributors or wholesalers who have no control over what publishers print on either. Here is a response from one of our vendors so you see the scale of the issue: ‘Most if not all the binderies have historically been using recycled materials. We supply printed material from over 75,000 publishers and imprints so considering that we’re the distributor not the publisher, I’m not sure what information we’ll be able to provide.’”

The Santa Clara City Library Director reached out to Ingram, one of the top five publishers, to see how they might comply with SB1383. Below is Ingram’s response:

“We, Ingram Library Services LLC (“ILS”), carry out our operations with care for the environment, in compliance with all applicable environmental laws. We regularly evaluate our compliance with environmental laws and regulations and encourage best practices throughout our business. We are aware of California’s passage of Senate Bill 1383. At present, ILS is unable to ascertain the amount of recycled content in the books we supply to our customers as such information has not been made available to us by our suppliers. At your convenience, please feel free to review our Environmental, Social & Governance Report linked here to further understand our approach to environmental efficiencies and reduction of waste.”

To comply with SB1383, every single library jurisdiction (there are 186 public library jurisdictions, and over 1,200 public libraries in California), would have to reach out to all of these book vendors, who are stating that they cannot necessarily provide the information being requested of them.

The Santa Clara County Library District did an analysis of their collection to identify the age and likely composition of materials:

“Anecdotally, we do know that industry standards are changing, and most major publishers are using a 20-40% recycled paper for sustainability. Also, many of the smaller book publishers are already using 100% recycled paper but verifying all of this would be onerous and likely only provable for books acquired within the last few years.”

In conclusion, we are requesting that library-purchased published print materials be exempt from SB 1383 compliance requirements. As stated, it creates an undue burden that would require redirecting staff from performing outreach and public programming to compliance activities, leading to a degradation of patron services, all while libraries are already complying with ensuring deselected materials are being responsibly recycled. Both the PLP and CLA look forward to working with you in the days ahead to find a way to rectify this situation and we appreciate your consideration.

Sincerely,



Carol Frost, CEO
Pacific Library Partnership



Shawn M. Thrasher, President
California Library Association

Pacific Library Partnership Member Libraries

Alameda County Library	Pacific Grove Public Library
Alameda Free Library	Palo Alto City Library
Berkeley Public Library	Pleasanton Public Library
Burlingame Public Library	Redwood City Public Library
Cabrillo Community College Library	Richmond Public Library
California State University Monterey Bay Library	Salinas Public Library
Contra Costa County Library	San Benito County Free Library
Daly City Public Library	San Bruno Public Library
Gavilan Community College Library	San Francisco Public Library
Harrison Memorial Library (Carmel)	San Jose Public Library
Hartnell Community College Library	San Juan Bautista–Carl Martin Luck Memorial Library
Hayward Public Library	San Leandro Public Library
Los Gatos Public Library	San Mateo County Community College District
Livermore Public Library	San Mateo County Library
Mountain View Public Library	San Mateo Public Library
Menlo Park Public Library	Santa Clara City Library
Monterey County Free Libraries	Santa Clara County Library District
Monterey Institute of International Studies Library	Santa Cruz City-County Library System
Monterey Peninsula College Library	South San Francisco Public Library
Monterey Public Library	Sunnyvale Public Library
Naval Postgraduate School, Dudley Knox Library	Watsonville Public Library
Oakland Public Library	

cc: Mindy McIntyre, Chief Deputy Director of CalRecycle
Elizabeth MacMillan, Consultant, Assembly Natural Resources Committee
Christina DiCaro, KP Public Affairs, Lobbyist, California Library Association



Pacific Library Partnership

To: PLP Executive Committee
From: Rebekah Gonzalez, Tierney Alvarado – PLP Staff Development Committee Co-Chairs
Subject: Annual Committee Report FY 2023-2024
Date: October 21, 2024

Purpose

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

Goals

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

Committee Chairs FY 2023-2024

- Tierney Alvarado
 - Term: Representing Livermore Public Library, July 2023 – June 2024
- Rebekah Gonzalez
 - Term: Representing San Jose Public Library, July 2023 – June 2024

Accomplishments

- The Committee planned, promoted, and implemented the following staff development trainings: The Future of Libraries 2023 in-person conference in October; and two virtual online trainings in February and in May 2024.
- The Committee widened our pool of potential speakers for the spring workshops by sending out surveys for library staff who may be interested in being on the panel for the workshop topic.
- In coordination with PLP Administration, the Committee recruited representatives from Richmond, City of San Mateo, San Bruno, Contra Costa, and Santa Clara County.

- The Committee held six virtual meetings in FY 2023-2024. Meeting dates: July 11, 2023, September 12, 2023, November 14, 2023, January 9, 2024, March 12, 2024, and May 14, 2024.

Staff Development Trainings

Future of Libraries 2023: Enhancing User Experiences.

- Project team:
 - Conference Co-Chairs: Kyle Hval (Mountain View)
 - Emcee: Rebekah Gonzalez (San Jose)
 - Speaker Coordinators: Duties were shared by committee members who recruited respective speakers
 - Marketing: Jenny Miner (Burlingame)
 - Facilities and Technology: Meiyi Ouyang (San Francisco)
- Dates and times: 9 a.m.-4 p.m., October 3, 2023.
- Location: San Francisco Public Library, Main Library, Koret Auditorium
- Description: A full-day conference focusing on current library issues and trends. Talks and panels included the following topics:
 - Artificial Intelligence and the Library
 - Navigating First Amendment Rights
 - Strategies for Successful Programming
 - Negotiating Prices for Performers and Speakers
- Registration, fees, attendance numbers.
 - Registration fee: \$30.00
 - Registered: 197
- Survey results: We had 27 respondents of which 92% responded that they learned something useful from the conference. One hundred percent of respondents rated the conference as “very high quality” or “high quality.”

#1 Spring Virtual Workshop 2024: Moving Up: How to Interview for Your Next Promotion

- Project team members:
 - Chair and Speaker Coordinator: Kyle Hval (Mountain View).
 - Chat Moderator: Susan Dickinson (Pleasanton).
 - Marketing: Aydin Kwan (Sunnyvale).
- Date and time: 10 a.m.-11:30 a.m., February 15, 2024
- Format: Online on the Zoom platform.
- Description: The Pacific Library Partnership’s Staff Development Committee hosted Moving Up: How to Interview for Your Next Promotion, a virtual panel discussion, on February 15. The program featured library managers and human resources staff who gave advice on preparing for promotions.
- Registration, fees, attendance numbers.
 - Registration fee: Free
 - Attended: 123

- Survey results: We had 70 respondents of which 66% were “very satisfied” with the workshop, while all respondents felt that they learned something useful from the workshop.

#2 Spring Virtual Workshop 2024: Transforming Your Work Through Risks Big and Small

- Project team members:
 - Co-Chair: Aydin Kwan (Sunnyvale) and Susan Dickinson (Pleasanton)
 - Speaker Coordinators: Rebekah Gonzalez (San Jose) and Aydin Kwan (Sunnyvale).
 - Marketing: Meishi Ramos (Richmond).
 - Chat Moderator: Rita Morin (San Mateo).
 - Evaluation: Meiyi Ouyang (San Francisco).
 - Zoom Coordinator: Kyle Hval (Mountain View)
- Date and time: 10 a.m.-11:30 a.m., May 2, 2024.
- Format: Online on the Zoom platform.
- Description: The workshop featured staff from a variety of library classifications discussing their experiences with taking risks in the workplace and how those risks enriched their work and/or workplace. Speakers discussed risks which may have been considered “failures” in the short-term, as well as successes.
- Registration, fees, and attendance numbers.
 - Registration fee: Free
 - Attended: 67
 - All registrants received a link to the recording of the workshop.
- Survey results: We had 24 respondents of which 75% stated they were “very satisfied” with the workshop, while 96% responded that they learned something useful from the workshop.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: CLSA Ad Hoc Group Update
Date: October 21, 2024

Background

The new CLSA Plan of Service reporting has been redesigned by the State Library to more closely match the new LSTA five-year plan, aligning it with Goal 4, “Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.”

New questions on the CLSA Plan of Service form include: “Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations;” “Describe how you will engage underserved community members with your designed plan and activities;” as well as requiring a list of anticipated outputs and evaluation metrics.

At the May 17, 2024 PLP Executive Committee meeting, an ad hoc group was formed to review the new reporting requirements of the revised CLSA reporting forms. The group was expanded at the June meeting.

At the June 24, 2024 PLP Executive Committee meeting, the Committee discussed ways to more equitably distribute the funds to the members.

The purpose of this memo is to review the ad hoc group recommendations and consider alternative ways to distribute the funds.

Ad Hoc Group Discussion

The ad hoc group of Tracy Gray, Hillary Theyer, Tim Wallace 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 the following:

1. The CLSA Claim form (**see Exhibit A**) has been modified in two ways: it includes places for the libraries to report additional statistical data points; and three narrative questions have been added to address how their CLSA funds are being used to serve underserved populations, and to query how they will measure the impact. Next year's form can be modified to ask for data points on these measurements.
2. Although the ad hoc group had an initial goal of 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, it was felt that this was too difficult to do using PolicyMap. A draft curated list of resources for data has been developed (**Exhibit B**).

Gathering this data will inform how our activities and use of CLSA funds have supported our diverse communities.

Other ideas may include:

- ✓ Holding a virtual information session in January to explain the forms and reporting requirements
- ✓ Asking if some libraries would like to create a standard survey which all libraries who claim funds for electronic resources could use, to answer the question about reaching out to their communities.
- ✓ Determining if libraries would like a Basecamp group for support

Ideas to More Equitably Distribute the Funds

The CLSA allocation to libraries for FY 2024-25 and FY 2025-26 is funded at 50% of the prior year's allocation. At the June 24, 2024 PLP Executive Committee meeting, the Committee discussed strategies to minimize the impact of this reduction for libraries.

In prior years, the PLP Executive Committee would hold back some funds for 'future purchases.' Those prior year funds are being used to close the gap in FY 2024-25.

Ideas which were discussed at the June meeting included:

- ✓ Rather than libraries choosing from a menu of items and using their funds, could libraries choose to apply their CLSA funds towards the areas of greatest need in the system rather than using them directly, out of a spirit of equity.
- ✓ Rather than holding back funds off the top from all libraries for future purchases, could libraries choose to apply their allocations towards collective system-wide future purchases in FY 2025-26 to close any gaps that occur during that fiscal year?
- ✓ The Committee approved the use of fund balance to purchase a Flipster subscription for 8 libraries in FY 2024-25, rather than using CLSA funds. This is not a tenable ongoing solution. If some libraries chose to not claim their allocation, or chose to allocate their funds toward areas of greatest need in the system, in a spirit of equity, those redirected CLSA funds could be used in FY 2025-26 for the shared Flipster subscription. A prior PLP membership survey indicated that most of the libraries benefiting from this service could not afford the subscription without assistance from CLSA funds.

In considering these options, some further steps may include:

1. Sending a survey to the PLP Directors, which would include the information for their CLSA distribution, and asking if they would individually elect to forego a distribution in FY 2024-25, with the funds to be redirected to the areas of greatest need in the system, or if they prefer to receive their allocation to support local resource sharing. The survey could be distributed, and the results could be reviewed at the January 2025 PLP Executive Committee meeting to determine next steps for the allocations.
2. If PLP chooses to allocate CLSA funds in a different way, staff will need to discuss this with the State Library to determine whether a revised Plan of Service will need to be presented to the California Library Service Board at their Spring 2025 meeting.



PACIFIC LIBRARY PARTNERSHIP CLAIM FORM

California Library Services Act (CLSA) Distribution of Funds for FY 2024-25

Library: _____

Amount of Approved Allocation: _____

Please indicate how your funds will be spent by placing a checkmark next to the item. ***Should you plan to allocate funds to more than one category, please indicate that by entering the dollar amount for each item.***

SECTION 1 – CLAIM INFORMATION

<p>Shared Digital Content</p> <p>\$ _____ OverDrive (only for the 20 libraries which are in a shared environment)</p> <p>\$ _____ Palace eBooks-for-All Project (materials that will be shared)</p> <p>\$ _____ OCLC Consortia CloudLibrary</p> <p>For Shared Digital Content, please indicate the estimated number of titles to be purchased and circulation _____ # of Titles _____ Circulation</p>
<p>Link + Software and Associated Courier</p> <p>\$ _____ Link+ Software and Associated Courier</p> <p>For Link+, please provide: Number of items loaned: _____ Number of items borrowed: _____</p>
<p>Telecommunication Costs</p> <p>\$ _____ Broadband hardware routers and switches (this should not be claimed multiple years in a row) List items to be purchased _____</p> <p>\$ _____ CENIC telecommunication costs, costs for covering warranties in data center (only by rural libraries) List ways funds will be used _____</p>
<p>Other Collaborative Projects</p> <p>_____</p> <p>Please discuss with PLP before claiming</p>

SECTION 2: COMMUNITY SERVED BY CLSA FUNDING

Completion of the following questions is required for CLSA distribution to the library. Please answer to the best of your ability with regard to how your library allocates CLSA funds.

Please provide a written answer for each question.

- 1. Describe how, for the activities you chose to use your CLSA allocation, the funds help your library to serve underserved groups in your jurisdiction. Please include the underserved groups you are serving, as well as the activities.** *Examples of underserved groups may include: geographically isolated populations; persons with disabilities; adults with limited literacy skills; immigrant populations, etc. Examples of activities may include: purchasing shared eMaterials in multiple languages or in response to a community need; replacing an older router to improve network speed for access to computers in the library.*
- 2. Describe how you promote services funded with CLSA funds to the underserved groups in your jurisdiction. If you have not specifically promoted to the underserved, how would you promote going forward?** *Examples might include: allocating some CLSA funds to buy OverDrive items in languages other than English and then developing promotional materials or providing training on how to use Libby; partnering with a community organization to provide training on a service funded by CLSA funds, developing and delivering training on CLSA-funded services*
- 3. Describe how you will, in the next 12 months, measure the *impact* of the services to the underserved groups in your jurisdiction. (Outcomes versus Outputs) PLEASE NOTE: Next year you will be asked for the data to support how you are measuring the impact of the services.** *Examples might include: developing a survey for those underserved groups to ensure your library understands their needs (such as what genres to select in for underserved communities)*

Library: _____

Amount of Approved Allocation: _____

Certification

I hereby certify that the library named above shall use these funds for CLSA approved purposes as indicated above that facilitate resourcing sharing among the PLP Members in FY 2024-25. I understand that the use of CLSA funds is defined by law, and that my library's allocation may only be used in the way indicated.

Director's Signature: _____ Title: _____

Name: _____ Date: _____

The completed and signed CLSA Claim form can be submitted as a PDF attachment via email to PLPClaims@plpinfo.org or by mail with an original signed signature by February 28, 2025 to:

**Pacific Library Partnership
Attn: Accounting Dept
32 West 25th Avenue, Suite 201
San Mateo, CA 94403**

For Staff use:

Approved by: Carol Frost, CEO

Signature: _____ Date: _____

Data Library – assistance in determining community need

DRAFT 10.8.24 - in progress by Hillary Theyer theyerha@countyofmonterey.gov

Basic Census Data Tools

[Data \(census.gov\)](#)

Criteria for addition:

Accessible to all without paid subscription

Ideally accessible without an account or password or login

Applicable to the PLP service area, or any portion thereof

Speaks to community need under what libraries will need to demonstrate

Current as data is available

Aging and Disabilities

California's Data Dashboard on Aging:

[Index - Master Plan for Aging \(ca.gov\)](#)

California Department of Aging Data and Reports:

[Data & Reports | California Department of Aging - State of California](#)

Facts about California's Elderly (maps by County):

[Facts About California's Elderly - Data & Reports | California Department of Aging - State of California](#)

Find your Area Agency on Aging:

aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Service_Area_Map/

San Francisco – Department of Disability and Aging Services Plans and Reports

[DAS Plans and Reports | sfhsa.org](#)

San Mateo County Area Agency on Aging

[Area Plan - San Mateo County Health \(smchealth.org\)](#)

Santa Clara County

[Sourcewise Area Plan on Aging | Sourcewise \(mysourcewise.com\)](#)

Monterey County

[Area Plan | County of Monterey, CA](#)

Poverty

Poverty in California Fact Sheet (has Bay Area and Central Coast as regions):

[Poverty in California \(ppic.org\)](#)

California Poverty Measure (can download by County or legislative district):

[California Poverty Measure Data - Stanford Center on Poverty and Inequality](#)

California Poverty by County and Legislative District (interactive):

[California Poverty by County and Legislative District - Public Policy Institute of California \(ppic.org\)](http://ppic.org)

Education

EdData – school district summaries by County
[EdData - Home Page \(ed-data.org\)](http://ed-data.org)

California School Dashboard
[California School Dashboard \(CA Dept of Education\) \(caschooldashboard.org\)](http://caschooldashboard.org)

KidsData Monterey County
[pdf \(kidsdata.org\)](http://kidsdata.org)

Center for Educational Statistics
[National Center for Education Statistics \(NCES\) Home Page, a part of the U.S. Department of Education](http://nces.ed.gov)

Language

Language spoken at home (Census, filter by geography)
[S1601: LANGUAGE SPOKEN AT HOME - Census Bureau Table](http://nces.ed.gov)

Limited English Proficiency (Census filter by geography)
[Limited english proficiency - Census Bureau Tables](http://nces.ed.gov)

Rural

Definitions of Rural:
Federal (USDA) tools to determine rurality:
[USDA ERS - Data for Rural Analysis](http://ers.usda.gov)

Atlas of Rural and Small Town America (USDA)
[USDA ERS - Atlas of Rural and Small-Town America](http://ers.usda.gov)

Fact Sheet on Rural California (Public Policy Institute)
[Rural California - Public Policy Institute of California \(ppic.org\)](http://ppic.org)

Rural Health Information Hub
[Rural Health Information Hub](http://ruralhealthinfo.org)

State Guide for California – Social Determinants of Health and Rural Healthcare
[Rural health for California Overview - Rural Health Information Hub](http://ruralhealthinfo.org)

California's rural populations map (from the CA State Library)
[California's Rural Populations Map - California State Library](http://ca.gov)

USDA Rural Data Gateway

[Rural Data Gateway | Rural Development \(usda.gov\)](#)

A federal resource, however the USDA funds a lot of rural services.

California office of the USDA Rural Data - [California | Rural Development \(usda.gov\)](#)

Data for Rural Analysis – USDA

[USDA ERS - Data for Rural Analysis](#)

Connectivity

IN PROGRESS

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.

***Status: In progress.** The recruitment resulted in 14 members for the inaugural PLP GOLD program, which was higher than the 12 people anticipated. A total of 19 people applied for the program, demonstrating the continued need for this. The first meeting was held on September 27, 2024, at Hayward Public Library. It is too soon to know if people will claim funds for mileage or lodging. It was requested that we purchase the book Library 2035: Imagining the Next Generation of Libraries by Sandra Hirsch for the participants. Due to cost savings of \$1,000 from not requiring speaker fees for at least the first two sessions, this was accommodated.*

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

***Status: In progress.** The Future of Libraries conference on October 2 was sold out, with 221 registrations, which has not happened since well before the pandemic. The topic was “Navigating Change: Tools for Conquering Contemporary Challenges.” Topics for future virtual workshops will be determined in the next few months, drawing upon feedback from prior trainings and those gathered through the Future of Libraries evaluation survey.*

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.

***Status: In progress.** The first round resulted in one request for funding from Oakland Public Library for an Emotional Intelligence workshop with DB Bedford.*

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

***Status: Not yet started.** These topics could be shared with the PLP Staff Development Committee for future trainings, or PLP could choose to do a separate training for either the entire membership or for targeted groups.*

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.

Status: In progress. PLP received 10 submissions for a total of \$92,353.

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.

Status: Not yet started. This was very successful for the 2024 annual meeting. The speakers will be chosen later in this fiscal year.

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.

Status: Not yet started. Staff is requesting feedback from the Executive Committee for further ideas.

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

Status: Not yet started. Staff is requesting feedback from the Executive Committee for further ideas.

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.

Status: Ongoing

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)

Status: In progress. In addition to the work being done on these grants, PLP was asked to collaborate with the State Library for an IMLS Laura Bush grant for AI training nation-wide. The preliminary application was submitted in September 2024.

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.

Status: In progress. The Ad Hoc group has met and are continuing to develop the new forms. It is anticipated that the new forms will be used in January or February 2025 once CLSA funds are received.

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.

Status: In progress. See attached recommendations.

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

Status: In progress.

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

Status: Not yet started.

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.

Status: In progress.

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.



Status: In progress. Due to the 50% reduction of CLSA funds, this was funded using reserves. Ideas for future support include asking participating libraries to use their CLSA allocation to pay their portion and use local funds to cover the remaining; determine if there are other CLSA funds available by shifting priorities and surveying participating library members for other strategies.

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

Status: Ongoing.

To: PLP Executive Committee
From: Ryan Baker
Subject: Proposed Changes to the PLP World Languages Project and SVLS Technical Services Workgroup Involvement
Date: October 21, 2024

The SLVS Executive Board thanks and appreciates the work of the SLVS 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 LOTE materials to communities that are deficient in their LOTE 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:

<ul style="list-style-type: none"> i. ISBN ii. OCLC# iii. Author iv. Title (original language) v. Title (Romanized) 	<ul style="list-style-type: none"> vi. Title (English translation) vii. Summary in English (520) viii. Subject headings in English ix. Call Number (suggested) x. Price (retail)
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- 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 LOTE's 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 PLP Executive Committee approve this draft work plan.

To: PLS Executive Committee
From: Carol Frost
Subject: Approval of New PLP Executive Committee Member
Date: October 21, 2024

The PLP Executive Committee is comprised of eight members, with two from each region. The slate of members for FY 2024-25 was approved at the PLP annual membership meeting in May 2024.

Tom Rosko, one of the Executive Committee representatives for MOBAC, has left the Dudley Knox Library at the Naval Postgraduate School and will no longer be able to serve on the PLP Executive Committee.

Ashlee Wright, the Library Director for the Harrison Memorial Library (Carmel), has volunteered to complete the remainder of Tom Rosko's term, through June 30, 2025. The MOBAC Administrative Council has approved this.

A term is two years, and a member typically serves two terms. MOBAC has agreed that at its March 2025 meeting, they will identify a person for the two-year PLP Executive Committee term from July 1, 2025 to June 30, 2027.

Recommendation

It is recommended that the Executive Committee approve the nomination of Ashlee Wright to the Committee to complete the vacant seat through June 30, 2025.

To: PLP Executive Committee
From: Carol Frost
Subject: Approval of First Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services
Date: October 21, 2024

Background

The PLP and PLS budgets include \$1,038,616 for the FY 2024-25 PLP/PLS contract for fiscal and administrative services.

The purpose of this memo is for the Executive Committee to approve the first amendment, which outlines additional work.

Additional Grant Work

The first contract amendment includes additional work and staff time for four statewide grants which PLP oversees that will be ending in Q1 of FY 2024-25: CAREer Pathways Workforce Development, Online Tutoring, Equity Based Data Decision Making, and Networking California Library Resources. The attached first contract amendment includes \$22,107 for staff time.

As is the case with all grants which PLP administers for the State Library, all additional staff time performed for grants requires a contract amendment between the two agencies, since PLS staff performs the work and should be compensated.

The total amount of revised indirect revenue is \$2,808. In consideration of the time needed to oversee, administer, and perform the work, as well as general Indirect costs, it is recommended that 10% of the Indirect, \$281, be allocated to PLS, and 90% be allocated to PLP. This is in alignment with past practices.

Recommendation

It is recommended that the Executive Committee approve the first contract amendment to the FY 2024-25 PLP/PLS contract, for an additional \$22,388, for a total contract of \$1,061,004.

This contract has been approved by the PLS Executive Committee at their September 5, 2024 meeting.



PLP/PLS CONTRACT
July 1, 2024 to June 30, 2025

1st Amendment

Additional Work Related to Statewide Grants

PLP/PLS Baseline Contract \$ 1,038,616

Additional Grant Work for PLP:

	Amount
Staff Time Related to CAreer Pathways Workforce Development Grant	\$ 2,403
Staff Time Related to Online Tutoring Grant	\$ 10,950
Staff time Related to FY 2023-24 Equity Based Data Decision Making Grant	\$ 4,175
Staff Time Related to FY23-24 Networking California Library Resources Grant	\$ 4,579

TOTAL Staff Support Costs	1st Amendment Total	\$	22,107
	10% of Indirect costs of \$2,808	\$	281
	TOTAL REVISED CONTRACT	\$	22,388

Total Revised Contract \$ 1,061,004

CALIFORNIA LIBRARY SERVICES ACT
2023/24 SYSTEM PROGRAM ANNUAL REPORT
COOPERATIVE LIBRARY SYSTEM

Pacific Library Partnership

System Name

Pacific Library Partnership

System Fiscal Agent Jurisdiction

Report submitted by: _____
DocuSigned by:
Hillary Theyer
67A9664F6DB2433...
Signature of System Chair (Hillary Theyer)

Contact person: Carol Frost

Phone: 650-349-5538

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

DocuSigned by:
Carol Frost
1353DA83BDA64A8...
Signature of agent of fiscal authority responsible for accuracy of fiscal accounting and reporting

8/26/2024
Date

CLSA Funding for Communications and Delivery

Section 1

Program Workload

What is the number of messages sent via each communication device listed below, on an annual basis?	Annual Cost of Service
a. Telephone / Tele facsimile	\$3,493
b. Internet (including electronic mail)(PLP/MOBAC Web Hosting, Basecamp, Doodle, Zoom, Domains)	\$6,005
c. Other (specify) (example postage)(Postage, office supplies)	\$1,599
Total	\$11,097

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

INTRASYSTEM DELIVERY ACTIVITY, FY 2023/24					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 07 –20, 2023	October 09-22, 2023	Jan. 15-28, 2024	April 22- May 05, 2024	Total multiplied by 6.5
a. System member public libraries	110,471	96,782	100,027	94,461	2,611,316
b. Non-public libraries in System area	10	20	27	41	637
Total	110,481	96,802	100,054	94,502	2,611,953
<i>NOTE: We understand the physical delivery counts may be difficult to obtain, please just note on the report if you were able to collect any data.</i>				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	7
d. Number of miles traveled by all System vehicles					73,938
e. Percentage of items delivered by:					
U.S. Mail <u>1%</u> UPS _____% System Van _____% Contracted Van <u>98.9%</u> Other <u>0.1%</u>					
f. Total number of e-books purchased/circulated through member public libraries using CLSA funds.					2,310 purchased/ 61,671 circulations

Section 2

Plan of Service Objective Evaluation

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

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

PLP expended \$209,990 of CLSA funding on Delivery. PLP member libraries continue to prioritize delivery services for use of CLSA system funding. Libraries throughout the system depend on the ability to share materials and resources as a mechanism to enhance the breadth and depth of their individual collections and Delivery is the critical component that makes this sharing possible. PLP currently provides Delivery in four separate service areas within the region, with each services area receiving a CLSA subsidy for operations according to a formula approved by the PLP Executive Committee. All communities benefit from the reliable sharing of resources enabled by Delivery, which enhances collections and allows materials to move from library to library in a timely manner.

The typical delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of one full-time Delivery Supervisor, three full-time drivers, one part-time driver, additional hourly sorting and driving staff and 4 delivery vans. Five jurisdictions provide additional local funds for 6-days-a-week service. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) have 2-day courier delivery service. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week. The delivery service has 2 touch points – once a week in San Mateo and Gilroy. In September 2023, a courier unexpectedly stopped servicing one of the routes. A new courier was located, but this resulted in the delivery budget being underspent by \$21,142.

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

In FY 2023-24, PLP allocated \$345,444 back to libraries for them to choose their own priority for expending CLSA funds, based on an approved menu, with the expectation that all members would benefit equally from CLSA funding through an allocation per library by PLP formula. Libraries were given the option to choose from the following menu choices: OverDrive (\$85,295, 9 libraries), Bibliotheca's CloudLibrary Consortia product (\$8,031, 2 libraries); Palace eBooks-for-All (\$13,329, 1 library), Broadband hardware costs (\$82,093, 11 libraries); CENIC telecommunication costs (\$391, 1 library) and Link+ (\$156,305, 12 libraries).

\$42,727 of CLSA funds were allocated to purchase a shared eMagazine collection (Flipster) of 23 titles benefitting 8 of the smallest libraries, to ensure equitable access.

2. **How much has been spent of the System’s funding for the FY 2023/24? If not all the funds have been spent, are you on track to expend funds by June 2026; please explain. (Be specific answer should reflect all the programs approved per Plans of Service)**

The FY 2023-24 Plan of Service included the following:

Delivery to Libraries

Budgeted: \$231,132 of CLSA funds (including \$220,322 of FY 23-24 funds and \$10,810 of FY 22-23 funds). **Expended:** \$209,990 (all FY 22-23 funds expended). The remaining FY23-24 \$21,142 will be carried over to FY 2024-25.

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

Budgeted: \$14,635 (including \$13,645 of FY 23-24 funds and \$990 of FY 22-23 funds). Expended: \$10,940 (all FY 22-23 funds expended). The \$3,695 remaining will be carried over to FY 2024-25.

Flipster: Budgeted: \$42,727. Expended: \$42,727.

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

Budgeted: \$395,442 (including \$292,352 of FY 23-24 funds and \$103,090 of FY 22-23 funds). Expended: \$345,444. The remaining \$49,998 will be carried over to FY 2024-25.

Total amount to be carried over for FY 2024-25: \$74,835 (\$21,142, \$3,695 and \$49,998).

PLP is on track to expend the funds by June 2026.

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

The FY 2023-24 CLSA budget included the following roll-over funds from FY 2022-23:

FY2022-23 funds: \$10,810 from Service A, Delivery (due to under-expenditures). Allocated to FY 2023-24 Service A, Delivery. All FY 2022-23 Delivery funds expended.

FY2022-23 funds: \$990 from Service B, Local Costs (due to under-expenditures). Allocated to FY 2023-24 Service B, Local Costs. All FY 2022-23 local costs funds expended.

FY2022-23 funds: \$103,090 from Service D, eResources and other services chosen by libraries, and future purchases (due to a desire to hold some funds back for future purchases. No future purchases were purchased in FY 2022-23). Allocated to FY 2023-24 Service D, eResources and other services chosen by libraries, and future purchases. All FY 2022-23 funds expended.

A total of \$114,890 of rollover funds from FY 2022-23 were used as part of the FY 2023-24 budget. These funds were fully expended in FY 2023-24.

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

All prior year CLSA rollover funds have been expended.

5. Is your System planning to roll over any funds from FY 2023/2024? Please provide the amount and the reason the funds will be rolled over.

\$74,835 of FY 2023-24 CLSA baseline funds will be rolled over to FY 2024-25. The funds are derived from underspending for courier and local costs, as well as funds allocated for future purchases, which were not utilized.

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

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

Local funding for delivery: PLS member libraries contributed \$777,836 in local funds to support 5-day delivery. Several PLS member libraries contributed an additional \$62,061 in local funds towards 6-day deliveries.

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

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

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

**California Library Services Act
System Expenditure Report – FY 2023/24**

System Name: Pacific Library Partnership

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Program 1: C&D System Administration											
Salaries & Benefits	\$982,996	\$142,261	\$0	\$0	\$133,329	\$707,406	\$0	\$0	\$982,996	\$0	\$0
PC& E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$982,996	\$142,261	\$0	\$0	\$133,329	\$707,406	\$0	\$0	\$982,996	\$0	\$0
Notes:											
Program 2: System C&D (baseline)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$683,936	\$494,211	\$114,890	\$0	\$0	\$0	\$0	\$0	\$609,101	\$74,835	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$683,936	\$494,211	\$114,890	\$0	\$0	\$0	\$0	\$0	\$609,101	\$74,835	\$0
Notes:	\$74,835 of the \$569,046 FY 2023-24 funds will roll over to FY 2024-25. All FY 2022-23 funds were expended										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c.	d.	e.	f.			
Total Funds Budgeted	(funds from FY 2023-2024)	CLSA Program	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance		
Program 3: System Operations											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$211,589	\$0	\$0	\$0	\$0	\$211,589	\$0	\$0	\$211,589	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$211,589	\$0	\$0	\$0	\$0	\$211,589	\$0	\$0	\$211,589	\$0	\$0
Notes:											

Program 4: FY23-24 Equity-Based Data-Driven Decision Making for Community Impact											
Salaries & Benefits	\$21,071	\$0	\$0	\$0	\$16,059	\$0	\$0	\$0	\$16,059	\$0	\$5,012
Operating Expenses	\$262,799	\$0	\$0	\$0	\$247,800	\$0	\$0	\$0	\$247,800	\$0	\$14,999
Materials	\$6,263	\$0	\$0	\$0	\$6,263	\$0	\$0	\$0	\$6,263	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$12,408	\$0	\$0	\$0	\$9,306	\$0	\$0	\$0	\$9,306	\$0	\$3,102
Program Total	\$302,541	\$0	\$0	\$0	\$279,428	\$0	\$0	\$0	\$279,428	\$0	\$23,113
Notes:											

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b. CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	c. LSTA	d. Local funds/fees	e. Interest	f. Other			

Program 5: FY23-24 Literacy Initiatives											
Salaries & Benefits	\$62,498	\$0	\$0	\$0	\$52,587	\$0	\$0	\$0	\$52,587	\$0	\$9,911
Operating Expenses	\$712,923	\$0	\$0	\$0	\$455,504	\$0	\$0	\$0	\$455,504	\$0	\$257,419
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$62,055	\$0	\$0	\$0	\$46,569	\$0	\$0	\$0	\$46,569	\$0	\$15,486
Program Total	\$837,476	\$0	\$0	\$0	\$554,660	\$0	\$0	\$0	\$554,660	\$0	\$282,816

Program 6: FY23-24 Networking California Library Resources											
Salaries & Benefits	\$51,244	\$0	\$0	\$0	\$31,137	\$0	\$0	\$0	\$31,137	\$0	\$20,107
Operating Expenses	\$1,082,633	\$0	\$0	\$0	\$914,383	\$0	\$0	\$0	\$914,383	\$0	\$168,250
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$42,198	\$0	\$0	\$0	\$27,297	\$0	\$0	\$0	\$27,297	\$0	\$14,901
Program Total	\$1,176,075	\$0	\$0	\$0	\$972,817	\$0	\$0	\$0	\$972,817	\$0	\$203,258

Program 7: Online Tutoring Program Partner (multi-year grant, May 25, 2022 to September 30, 2024)											
Salaries & Benefits	\$50,736	\$0	\$0	\$0	\$0	\$0	\$0	\$31,106	\$31,106	\$0	\$19,630
Operating Expenses	\$6,342,269	\$0	\$0	\$0	\$0	\$0	\$0	\$6,304,269	\$6,304,269	\$0	\$38,000
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,995	\$0	\$0	\$0	\$0	\$0	\$0	\$5,247	\$5,247	\$0	\$1,748
Program Total	\$6,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$6,340,622	\$6,340,622	\$0	\$59,378

Budget and expenditures reflect entire grant over two years

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

Salaries & Benefits	\$75,112	\$0	\$0	\$0	\$0	\$0	\$0	\$46,126	\$46,126	\$0	\$28,986
Operating Expenses	\$10,092,477	\$0	\$0	\$0	\$0	\$0	\$0	\$10,056,201	\$10,056,201	\$0	\$36,276
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$32,411	\$0	\$0	\$0	\$0	\$0	\$0	\$24,281	\$24,281	\$0	\$8,130
Program Total	\$10,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,126,608	\$10,126,608	\$0	\$73,392

Budget and expenditures reflect entire grant over two years

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

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

Program 10: FY22-23 California Library Metrics

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

Program 11: FY22-23 Literacy Initiatives

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

Program 12: :FY22-23 Networking California Library Resources											
Salaries & Benefits	\$11,814	\$0	\$0	\$0	\$11,814	\$0	\$0	\$0	\$11,814	\$0	\$0
Operating Expenses	\$103,400	\$0	\$0	\$0	\$103,400	\$0	\$0	\$0	\$103,400	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$6,462	\$0	\$0	\$0	\$6,462	\$0	\$0	\$0	\$6,462	\$0	\$0
Program Total	\$121,676	\$0	\$0	\$0	\$121,676	\$0	\$0	\$0	\$121,676	\$0	\$0

Program 13: FY22-23 Economic Mobility and California Public Libraries											
Salaries & Benefits	\$3,512	\$0	\$0	\$0	\$3,512	\$0	\$0	\$0	\$3,512	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$3,512	\$0	\$0	\$0	\$3,512	\$0	\$0	\$0	\$3,512	\$0	\$0

Grand Total System Expenditures	\$21,676,349	\$636,472	\$114,890	\$0	\$2,212,643	\$918,995	\$0	\$17,076,557	\$20,959,557	\$74,835	\$641,957
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Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Service A (as described in Plans of Service): Delivery to Libraries											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$231,132	\$199,180	\$10,810	\$0	\$0	\$0	\$0	\$0	\$209,990	\$21,142	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$231,132	\$199,180	\$10,810	\$0	\$0	\$0	\$0	\$0	\$209,990	\$21,142	\$0
Notes:	All FY 2022-23 funds are expended, and all local funds expended. The unexpended \$21,142 of FY 2023-24 funds will roll to FY 2024-25 and be used for shared Delivery Services.										
Service B (as described in Plans of Service): Local Costs (Office Supplies, Postage, Website, Zoom, Communication, etc.)											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$14,635	\$9,950	\$990	\$0	\$0	\$0	\$0	\$0	\$10,940	\$3,695	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$14,635	\$9,950	\$990	\$0	\$0	\$0	\$0	\$0	\$10,940	\$3,695	\$0
Notes:	All FY 2022-23 funds are expended. The \$3,695 of unexpended FY 2023-24 funds, will roll over to FY 2024-25, with \$3,695 being applied to the Telecommunications costs.										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.	CLSA Rollover	CLSA Rollover	c.	d.	e.	f.			
Total Funds Budgeted	(funds from FY 2023-2024)	CLSA Program	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance
Service C (as described in Plans of Service): Flipster											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$42,727	\$42,727	\$0	\$0	\$0	\$0	\$0	\$0	\$42,727	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$42,727	\$42,727	\$0	\$0	\$0	\$0	\$0	\$0	\$42,727	\$0	\$0
Notes:	All FY 2023-24 funds expended										
Service D (as described in Plans of Service): eResources and Other Services Chosen By Libraries, Future Purchases											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$395,442	\$242,354	\$103,090	\$0	\$0	\$0	\$0	\$0	\$345,444	\$49,998	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$395,442	\$242,354	\$103,090	\$0	\$0	\$0	\$0	\$0	\$345,444	\$49,998	\$0
Notes:	<p>All FY 2022-23 funds expended. Remaining \$49,998 unexpended FY 2023-24 funds will roll over to the FY 2024-25 budget.</p> <p>Library spent the funds on the following activities:</p> <ul style="list-style-type: none"> OverDrive - \$85,295 Link+ - \$156,305 CloudLibrary - \$8,031 Palace eBook for All - \$13,329 Broadband hardware - \$82,093 Telecommunication - \$391 										

Programs	Source of Funds for Expenditure								Total		
	a.	State			Federal	Local			g.	h.	i.
		b.			c.	d.	e.	f.			
Total Funds Budgeted	CLSA Program (funds from FY 2023-2024)	CLSA Rollover 2022/2023	CLSA Rollover 2021/2022	LSTA	Local funds/fees	Interest	Other	Expended (B-F)	Encumbered (B-F)	Unexpended Balance	
Service E (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											
Service G (as described in Plans of Service):											
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PC&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Notes:											

CLSA Programs Rollover	Expended Funds	Encumbered Funds			Unexpended Funds	
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY21/22	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Prior Year FY22/23	\$0	\$0			\$0	Notes:
Program 1: C&D System Administration						
CLSA Rollover Funds from Year FY23/24	\$0	\$0			\$0	Notes:
Program 2: C&D (baseline)						
CLSA Rollover Funds from Year FY23/24	\$0	\$74,835			\$0	Notes: \$74,835 of FY 23/24 C&D baseline funds are rolling over to FY 2024-25

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

To: PLP Executive Committee
From: Carol Frost
Subject: Review and Approval of CLSA FY 2024-25 Detailed Budget
Date: October 21, 2024

Background

The FY 2024-25 approved PLP budget included an estimation of \$57,323 of rollover FY 2023-24 funds to be allocated in FY 2024-25.

Since that time, the final expenditures have been calculated, resulting in a revised total of \$74,835 of rollover FY 2023-24 funds.

The purpose of this memo is to review the allocation of those funds.

Discussion

The courier services' final expenditures were lower than projected due to a change in the MOBAC courier mid-year. This was the major factor in the resulting higher roll-over amount of \$74,835.

The approved budget included:

- ✓ Moving the Flipster cost of \$47,880 out of Communications and Delivery, and into the Operating budget, using fund balance.
- ✓ Allocation of all prior year FY 2022-23 \$50,000 roll-over funds to support the allocation to libraries, to minimize the impact of the 50% CLSA reduction of funding
- ✓ Allocating \$120,329 to libraries for their own CLSA menu choice

PLP's deadline to submit the FY 2024-25 CLSA Plan of Service Detailed Budget was August 1. Because of this, a report was submitted (see attached) which allocated the additional \$17,512 of roll-over funds to libraries, for a total revised amount to the libraries of \$137,992.

Recommendation

The PLP Executive Committee may consider whether they would like to maintain the current approved budget allocation of \$120,329 to libraries. They may choose to allocate the additional \$17,512 to the libraries, or they may choose to hold those funds back and allocate them in FY 2025-26 to offset the 50% CLSA reduction, or they may choose to use some of the funds to pay for the shared Flipster collection.

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

Fiscal year 2024-2025: System Administration

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			
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Total income: fiscal year 2024-2025	\$73,561				
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Total remaining: fiscal year 2024-2025	\$0				
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Fiscal year 2024-2025: Baseline Funds

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 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	\$32,824		Activity 7: Library Broadband		Allocation to libraries, estimation of hardware (routers, switches) to be purchased for effective resource sharing.
Total Equipment	\$32,824	\$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	\$198,858		Activity 4: Intra System Lending		Systemwide contract: Courier service for four regional systems for effective resource sharing
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
Software Licenses	\$710		Activity 8: System Operations		Licenses for Doodle and SurveyMonkey (partial), communication tools to assist in arranging meetings and surveying members for effective resource sharing.
Webhosting and Website Security	\$2,860		Activity 8: System Operations		Webhosting services for PLP websites, communication tool for effective resource sharing; Brown Act compliance
Telecommunications	\$215		Activity 8: System Operations		Office Telephones
Innovative Link+ Resource Sharing Subscription	\$12,514		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	\$42,645		Activity 1: Shared eResources		Allocation to libraries, estimate some libraries may allocate CLSA funds towards other shared eCollections, such as OverDrive (\$34,070), OCLC CloudLibrary (\$3,201), or Palace eBooks for All (\$5,326)
Broadband telecommunication costs	\$166		Activity 7: Library Broadband		Allocation to libraries for effective resource sharing; estimate some libraries may allocate CLSA funds to support broadband telecommunication costs
Total Services	\$259,768	\$0			

Total expenses: baseline	\$294,242	\$0			
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Total income: fiscal year 2024-2025	\$294,242				
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Total remaining: fiscal year 2024-2025	\$0				
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Total expenses administration and baseline	\$367,803	\$68,474			
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Total income: fiscal year 2024-2025	\$367,803				
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Total remaining: fiscal year 2024-2025	\$0				
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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.	It is expected that PLP will expend all these fund by the end of FY 2024-25.

Fiscal year 2023-2024: System Administration

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 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			
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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		
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Total remaining: fiscal year 2023-2024	\$0				
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Fiscal year 2023-2024: Baseline Funds

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
System Delivery Contracts	\$21,142		Activity 4: Intra System Lending		Systemwide contract: Courier service for four regional systems for effective resource sharing
Innovative Link+ Resource Sharing Subscription	\$49,998		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	\$3,695		Activity 8: System Operations		Unexpended funds from FY 2023-24 C&D funds. Office telephones.
Total Services	\$74,835	\$0			

Total expenses: baseline	\$74,835	\$0			
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Total income: fiscal year 2023-2024	\$ 74,835				
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Total remaining: fiscal year 2023-2024	\$0				
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Total expenses administration and baseline	\$74,835	\$0			
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Total income: fiscal year 2023-2024	\$ 74,835				
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Total remaining: fiscal year 2023-2024	\$0				
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I do not have 2022-2023 roll over funds

System Name: PACIFIC LIBRARY PARTNERSHIP

Fiscal Year 2022-2023	Response:
2022-2023 fiscal year funds, must be expended by June 30, 2025.	

Fiscal year 2022-2023: System Administration

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.

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 equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a

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			
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Total income: fiscal year 2022-2023	500		Do not include your full original 2022-2023 funds. Include only those funds that are remaining from the 2022-2023 fiscal year		
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Total remaining: fiscal year 2022-2023	\$500				
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Fiscal year 2022-2023: Baseline Funds

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

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 equipment purchased specifically for the activities described in the Plan of Service. Include each item of equipment on a					
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
Total Services	\$0	\$0			

Total expenses: baseline	\$0	\$0			
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Total income: fiscal year 2022-2023					
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Total remaining: fiscal year 2022-2023	\$0				
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Total expenses administration and baseline	\$0	\$0			
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Total income: fiscal year 2022-2023					
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Total remaining: fiscal year 2022-2023	\$0				
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California State Library, Library Development Services
 Cooperative Library System Liaison Report
Updated October 9, 2024

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State Library News

LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

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.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024. Data are due no later than Thursday, October 31, 2024.

- [California Public Libraries Survey 23-24 Blank Form \(Excel\)](#): Includes all questions, for use in gathering data for reporting. Includes information about changes for this fiscal year.
- [2023-2024 Survey Instructions](#): Definitions for each data element.
- [Monthly Stats Workbook \(Excel\)](#): An excel sheet to aid in tracking monthly stats and programming
- [FAQ](#): Frequently asked questions about the survey.
- [View the August 29, 2024 Information Session Recording](#)

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](#)

Contact 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. We welcome your thoughts and feedback; 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](#)

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

We look forward to your suggestions and feedback as we continue to develop more materials for your use in the weeks and months ahead.

California Revealed

California Revealed strives to engage in memory work that is reparative and reflexive, acting as a bridge between heritage organizations and the communities they serve. The project seeks to expand the historical narrative of California by collaborating with regional organizations, including public libraries, archives, museums, historical societies, and community groups, to digitize, preserve, and provide online access to their archival materials. The project aims to lower the barriers to digitization by providing equitable access to free services and training. *LSTA-funded.*

California Revealed, in partnership with the [California History-Social Science Project](#) (CHSSP), created an Educator Fellowship program. This is a special opportunity for California's K-12 educators to research and create curricular materials in history and the social sciences using CA-R's digital collections, of which sound and moving images are especially vast. Classroom source sets developed by the Educator Fellows are freely available for libraries, teachers, and the public to use at [Educator Fellowship | California History-Social Science Project](#). For questions, contact CARevealed@library.ca.gov or team@californiarevealed.org.

Open Opportunities

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

[2024-2025 Public Library Staff Education Program – Due October 31 at 12:00 Noon](#)

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is now open!

The Public Library Staff Education Program is a tuition reimbursement program. The program supports the improvement of library services to California’s diverse communities.

The program reimburses California public and county law library staff who:

- are pursuing a master’s degree in library and information science and
- show a commitment to serving California’s diverse communities

The Public Library Staff Education Program is a partnership of the California State Library and the Southern California Library Cooperative.

Get more information and prepare to apply for the [California Public Library Staff Education Program](#). **Student applications are due Thursday, October 31, 2024 at 12 p.m. (noon).**

Contact the PLSEP team at wwalker@socallibraries.org with any questions.

[Lunch at the Library Annual Funding Opportunity](#)

The [Lunch at the Library](#) grant application period is now open. The deadline to apply is Wednesday, November 20, 2024, at noon (12:00 PST). For more information on how to apply, please visit the [Application Instructions - California State Library](#).

Libraries that apply to take part in Lunch at the Library will receive Lunch at the Library Core Program funds to support the following core summer meals activities:

- **Library Meal Sites:** jurisdictions serving USDA summer meals and providing enrichment programming at their library sites including Farm to Summer activities and offering teens workforce readiness skills as they assist with the library meal site.
- **Pop-Up Libraries at Community Meal Sites:** jurisdictions taking pop-up library programming to other community meal sites including Farm to Summer activities and offering teens workforce readiness skills as they assist at community meal sites.
- **Books provided to build home libraries:** Funds can be used to provide books to USDA meal site attendees to build home libraries which include literature connecting families to summer reading.
- **Farm to Summer programming:** Funds can be used to create Farm to Summer programming focused on connecting children, teens, and families with locally sourced, sustainable food.

An Information Session and a series of Office Hours for applicants will be taking place in the upcoming weeks.

- **Lunch at the Library Opportunity Office Hours:**
 - Wednesday, October 9, 2024, from 9:00am-11:00am. [Register here.](#)
 - Thursday, October 24, 2024, from 2:00pm-4:00pm. [Register here.](#)
 - Tuesday, November 19, 2024, from 8:00am-10:00am. [Register here.](#)

For questions email Lunch@library.ca.gov.

[Now recruiting volunteer Peer Reviewers for California State Library grant applications!](#)
We are seeking volunteer library staff to become Peer Reviewers for California State Library grant applications. As peer reviewers, library staff will help the State Library make meaningful investments in library programs and services.

In launching this program, we hope to enrich the grantmaking process with new perspectives directly from library staff. Our goal is to create a pool of grant reviewers that represents the diversity of California’s library staff and communities.

Want to learn more? Register to attend the [Peer Review Information Session](#) on **October 8, 2024, 3:00pm**. The session will be recorded.

Timeline

- Applications are due **November 7, 2024, at noon**.
- Peer reviewer applications submitted after the deadline will be considered on a rolling basis.
- The grant review period will start in March 2025.

Learn more on the new [Peer Review page](#).

Current Projects and Services

[Alexander Street Now available for Public Libraries](#)

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content. Local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too). You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

For guidance and details about the 2023-2024 reporting information session, and for details about how data collection has changed for the 2024-2025 program year, visit <https://www.library.ca.gov/grants/manage/#clls>.

There will be three CLLS-linked supersessions at the CLA conference in Pasadena on Thursday, Oct. 17, in addition to concurrent sessions later in the conference. For information on ongoing training, 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/> For more information on any of these programs, contact clls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL) - Ongoing

Support professional development for your staff by visiting www.callacademy.org and the CALL [calendar](#) to explore 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](#). Anyone may [subscribe](#) to the CALL Letters newsletter 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 library staff; anyone can complete the [CALL for Presentations](#). Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, will focus on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

In addition to webinars, which will be announced shortly, there are two cohort learning opportunities that enable participants to learn from trainers on-line and in-person. Participants will apply what they learn by completing a project relevant to their work at the library.

[Share the cohort opportunity page with your staff](#) and encourage them to apply to join a cohort. Their participation will build their skills, strengthen your library's communications with and about your community, and benefit the people in your library service area.

[eBooks for all - Ongoing](#)

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an 'always available' collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

[Parks Pass Program – Ongoing](#)

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

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.

[PolicyMap Statewide Subscription for all public library workers](#)

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.

[Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#)

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, 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](#). State of CA funded.

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. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

[Next Directors Networking Call](#)

The next Public Library Directors Networking Call is scheduled for Wednesday, **November 20, 2024, from 3:30 to 4:30 p.m.** We look forward to hearing from our special guests and sharing State Library news. California public library directors will receive an invitation to the Zoom meeting via email.

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