PLP Executive Committee Agenda
December 19, 2024
1:00 p.m.

Via Zoom
https://us02web.zoom.us/j/84181294993?pwd=XaBaDZaRNrFtpyjkJtpuibWTc6qHDE.1
Meeting ID: 841 8129 4993, Passcode: 295884
Call-in Option (669) 900-6833

PLP Executive Committee

Hillary Theyer, Monterey County Free Libraries (Chair)	Gayathri Kanth, Palo Alto Public Library
Tess Mayer, Berkeley Public Library	Tim Wallace, San Bruno Public Library
Allison McKee, Contra Costa County Library	Elnora Tayag, San Mateo Community College District
Ashlee Wright, Harrison Memorial Library	Michelle Perera, Sunnyvale Public Library

I. Introductions

II. Approval of Consent Items (Action Item)   Theyer

     A. Adoption of the Agenda

     B. Approval of the October 21, 2024 Minutes   Attachment 1, pg. 3

III. Old Business

     A. Update on AI Training **(Action Item)**   Frost   Attachment 2, pg. 6

     B. Update on PLP FY 2024-25 CLSA Funds **(Action Item)**   Frost   Attachment 3, pg. 18

IV. New Business

     A. Formation of Nominating Committee for FY 2025-26 Officers   Frost   Attachment 4, pg. 23

     B. Discussion of PLP Annual Meeting on May 16, 2025   Frost

     C. Approval of PLP In-Person Event Code of Conduct Policy **(Action Item)**   Frost   Attachment 5, pg. 24

V. Reports

     A. PLP President's Report   Theyer

     B. PLP CEO's Report   Frost

     C. State Library Report   Pham   Attachment 6, pg. 30

VI. Agenda Building for Next Meeting on May 16, 2025

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

VIII. Announcements

IX. Human Resource Closed Session

    A. Closed Session Pursuant to Government Code 54957:   Theyer   Attachment 7, pg. 38
        Executive Director/PLP CEO Annual Review **(Action Item)**
    B. Report of Closed Session Actions   Theyer

X. Adjournment

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

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

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

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

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

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

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

Meeting Locations:
Berkeley Public Library, 2090 Kittredge Street, Berkeley, CA 94704
Contra Costa County Library, 777 Arnold Drive, Martinez, CA 94553
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
San Bruno Public Library, 701 Angus Avenue W., San Bruno, CA 94066
San Mateo County Community College District, 1700 West Hillsdale Boulevard, San Mateo, CA 94402
Sunnyvale Public Library, 665 West Olive Avenue, Sunnyvale, CA 94086
PLP Office, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

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Pacific Library Partnership

PLP Executive Committee
October 21, 2024
10:00 a.m.
Via Zoom

MINUTES

Committee:
Hillary Theyer, Chair, Monterey County Free
Tess Mayer, Berkeley Public Library
Alison McKee, Contra Costa County Library
Ashlee Wright, Harrison Memorial Library
Gayathri Kanth, Palo Alto Public Library
Tim Wallace, San Bruno Public
Michelle Perera, Sunnyvale Public

System Staff:
Carol Frost, PLP
Justin Wasterlain, PLP
Andrew Yon, PLP
Others:
Tierney Alvarado, Livermore Public Library
Ryan Baker, Los Gatos Library
Rebekah Gonzalez, San Jose Public Library
Ryan Baker, Los Gatos Library
Lena Pham, CSL

The meeting was called to order by President Theyer at 10:00 a.m.

I. **Introductions**

II. **Approval of Consent Items**

A. **Adoption of the Agenda**
B. **Approval of the June 24, 2024 Minutes**
C. **Review of the FY 2024-25 Innovation and Technology Grants**
D. **Review of Financial Support for Staff Development Initiatives and Activities Recipients**
E. **Correspondence**
   1) **CLSA Advocacy Letter to Assemblymember David Alvarez**
   2) **CLSA Advocacy Letter to Senator Dave Cortese**
   3) **CLSA Advocacy Letter to Senator John Laird**
   4) **SB 1383 Advocacy Letter**

It was requested item III.C be moved after item III.A. A motion was made, and unanimously approved via roll-call vote, to approve the Consent Items with the changes. (M/S Wallace/Mayer)

III. **Old Business**

A. **FY 2023-24 Staff Development Committee Annual Report**
Tierney Alvarado, FY 2023-24 co-chair of the PLP Staff Development Committee, provided an overview of the Committee's activities in FY 2023-24. Frost thanked the Committee for its work. She requested the Committee provide additional workshops for the current year in alignment with the PLP Strategic Activities, item 1.D.

B. **CLSA Ad Hoc Group Update**
Theyer described a collection of data to assist libraries when reporting statistics on their communities in future CLSA reporting. Frost suggested holding a PLP-wide meeting to discuss

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changes to the CLSA reporting forms once the forms were finalized. Frost noted a question was raised on whether libraries could contribute some or all of their CLSA allocation to areas of the greatest need in the system. She stated a survey would be sent out to PLP membership to gauge interest in that idea. The Committee agreed to move the January 27, 2025 meeting date to January 13, 2025 to finalize the CLSA reporting form without delaying fund distribution to libraries.

C. Update on FY 2024-25 PLP Strategic Priorities Activities
Baker reported on developments with the PLP World Language project to better address needs of membership. He noted the terminology would change to "languages other than English (LOTEs)" to better reflect the scope of the project. Baker stated there would be a shift towards assistance with locating vendors and ordering core collections for LOTE materials. He noted he would reach out to libraries to identify staff who is already doing this work and may be able to contribute to the project. The Committee discussed various AI related events in recent months and explored potential trainings PLP could offer on the subject. Theyer proposed AI policy development was a needed topic. Mayer noted that front line staff required more experience and familiarity with AI technologies. A sub-committee was formed with Frost, Mayer, and Kanth to develop future AI training. The Committee stated a preference to prioritize AI training over the development of a system-wide digital materials marketing project. Frost reported on the status of continuing and sunsetting state grants.

D. PLP GOLD Update
Wasterlain reported the first session of the PLP GOLD program occurred in late September. Luis Herrera, the program facilitator, has informed PLP staff that the session was a success, and the cohort is excited and engaged.

IV. New Business

A. Approval of New PLP Executive Committee Member
Frost announced that Tom Rosko has taken a position outside of PLP and could no longer serve on the Executive Committee. To maintain the inclusion of two MOBAC libraries on the Committee, the MOBAC Council met and recommended Ashley Wright of Harrison Memorial Library to be the interim MOBAC representative for the PLP Executive Committee for the remainder of the fiscal year. A new representative from MOBAC will be nominated for FY 2025-26. A motion was made, and unanimously approved via roll-call vote, to approve Wright's inclusion to the Executive Committee for the remainder of FY 2024-25.

B. Finance

1. Approval of First Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services
A motion was made, and approved unanimously via roll-call vote, to approve the first amendment to the FY 2024-25 PLP/PLS Contract for fiscal and administrative services. (M/S Wallace/Wright)

2. Review and Approval of the CLSA 2023-24 Annual Report
A motion was made, and approved unanimously via roll-call vote, to approve the CLSA 2023-24 Annual Report. (M/S Wallace/Mayer)

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3. **Review and Approval of the CLSA 2023-24 System Expenditure Report**
A motion was made, and approved unanimously via roll-call vote, to approve the CLSA 2023-24 System Expenditure Report. (M/S Wright/Mayer)

4. **Review and Approval of the CLSA 2024-25 Detailed Budget**
Frost reviewed the CLSA 2024-25 detailed budget. She noted the absence of the shared Flipster subscription is due to the Committee requesting it be funded using PLP reserves. Frost stated $17,512 in roll-over funds could be added to the $120,329 CLSA allocation for distribution to libraries, or it could be held back to offset the reduction of CLSA funds in FY 2025-26. A motion was made, and approved unanimously via roll-call vote, to approve the CLSA 2024-25 detailed budget with $17,512 of roll-over funds being added to the $120,329 CLSA allocation for distribution for libraries, for a total of $137,992. (M/S Wallace/Kanth)

V. **Reports**

A. **PLP President's Report**
No report given.

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

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

VI. **Agenda Building for Next Meeting on January 13, 2025**
- Review of CLSA survey and approval of CLSA claim forms
- CEO review and workplan for 2025

VII. **Public Comment**
No public comment.

VIII. **Announcements**
No announcements.

IX. **Adjournment**
The meeting was adjourned by President Gray at 11:41 a.m.

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From:	Lisa Barnhart
To:	Frost, Carol
Cc:	Robbins, Julianna@CSL; Gina Robinson; Tamar Kirschner
Subject:	Approval and Next Steps for Local CALL
Date:	Tuesday, November 19, 2024 1:23:02 PM
Attachments:	Local CALL Checklist.pdf
	PLP LC.pdf

Hi Carol,

I am happy to let you know that your Local CALL learning event has been approved for support! Thank you for the details you provided. We are particularly pleased that this training can focus on rural library staff since that is one of our priorities for this year. I have attached a PDF of your submission for your records.

We are providing a Local CALL Checklist for you as you proceed with planning. (Please let me know if you are unable to view it, however I have also attached a copy to this email). If you are interested in Crystal Trice for this, I would suggest that you go ahead and contact her at crystal@scissors-glue.com to determine what her fee would be. Once you know her fee we can approve the budgeted amount up to $5,000 as per our checklist guidelines. Keep in mind that it is best for her to include any travel in her overall fee since we will issue a check for the full amount and can not reimburse for travel.

We look forward to hearing how your event goes and what connections and networks were formed through it. Thank you for submitting this Carol.

Lisa Barnhart
Project Manager
309.287.2111
Subscribe to the CALL Newsletter

Local CALL Interest Form

Please use this form to let us know what regional training you would like to see supported through CALL. This program is intended to provide support for in-person customized training at the local level and to encourage networking and connections between libraries with similar continuing education needs.

*This opportunity is brought to you by California Libraries Learn (CALL), a joint project of the California Library Association and the California State Library. CALL is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Parameters for Local CALL

Please read the following before completing this form.

- Interest forms will only be accepted from the proposed host library representative.
- The window to submit the form is open between October 24th and December 31, 2024. All training must be completed by July 31, 2025.
- Host library must be a public library or a library cooperative in California.
- Total budget for the training may not exceed $5,000.
- Allowable expenses are presenter/trainer fees and facility fees if the facility is outside of the host library.
- Training must be open to the host library staff as well as library staff in the region.
- Topics for the training are not limited, but special consideration will be given to topics identified in the CALL Needs Assessment and the [California State Library LSTA 5-Year Plan](#).
- Host library will be responsible for all logistics, including registration, scheduling and promotion of the event, trainer/presenter communications, as well as distribution of a required LSTA survey after the event.
- CALL can assist with identifying a presenter or trainer if requested.

Host Library Name *

Pacific Library Partnership

Contact Person (First and Last name) *

Carol Frost

Contact Email *

frost@plpinfo.org

Re-type Email Address *

frost@plpinfo.org

Host Library Jurisdiction: Choose One *

Other (please list your library below) ⌄

If you selected "Other" please type your library's name below:

Pacific Library Partnership

What is the training or presentation you would like to host? Please include as much detail as you can. *

PLP is interested in hands-on training for staff to become more familiar with AI tools, with the expected outcomes of them feeling more comfortable and, by association being better able to assist their customers in their AI questions. Based on our research of the needs of PLP libraries, the smaller libraries would benefit the most from this training, although it has overall benefit to all PLP libraries. As is often the case, larger libraries hold trainings for staff about current topics, but smaller libraries quite often do not have the same capacity. Hosting this training levels the playing field for staff to receive hands-on training to on AI in a lab setting, where staff can actually experience hands-on exploration of the tools. We would like to offer some type of AI training with preference for staff of smaller libraries to attend, and then opening up to staff of larger libraries and libraries outside of PLP if there is still room. When speaking with Bev Schwartzberg about PLP's desire to hold hands-on training for AI, she shared a training "ChatGPT and AI: Transform your daily work and your library's services" from Library 2.0. This includes a 3.5 hour training led by Crystal Trice. From the Niche catalog, it is clear that Ms. Trice has held other AI trainings for CALL. We would hope to use CALL's expertise in training with AI to determine the actual training/trainer for this initiative.

What is your preferred or target date for delivery of this training? List all dates in order of preference. *

Jan/Feb 2025, depending on trainer availability

Why is this topic important to your host library staff and to other libraries in the area? (Please include any information related to how you identified this topic and how you are aware of its importance) *

PLP member libraries have expressed through surveying and meetings that they continue to be interested in AI training. AI training was a part of the strategic priorities in FY 2023-24, and PLP created an AI task group to explore different trainers. In October 2023, PLP hosted Nick Tanzi, the Digital Librarian, as the keynote speaker for the Future of Libraries conference. Nick spoke about AI and the effect on libraries. The AI task force recommended that PLP hire Nick a second time for additional training for PLP staff. This was done in January 2024. PLP libraries continue to express interest in AI training. The FY 2024-25 strategic priorities include seeking out additional AI training for members. Staff have reported that they would like hands-on training to become more comfortable with AI, so that they will be able to assist their patrons in their AI questions and create AI trainings for their communities.

How do you anticipate using the funding support for this training? Please include as many details as possible and remember that funding is only available up to $5,000. (Allowable expenses are presenter/trainer fees and facility fees if the facility is outside of the host library) *

We have not reached out to the trainer, and would appreciate if CALL could assist us in identifying the costs for this training. Should the cost of the trainer exceed $5,000 PLP can pay for those additional costs. We plan to hold the training at one of the libraries which has a computer lab. This would be gratis. All CALL funds would be used to support the speaker cost. Ideally, if possible, it would be great to hold more than one training, depending on the speaker costs.

What support will the host library provide? (Staff time, copies, promotional materials, facility) *

PLP will identify a host library, which will have a computer lab for hands-on training. Any photocopies for the training will be paid for by PLP. All promotional materials will be developed in house, and will be shared electronically. All staff time will be gratis.

Based on the most recent CALL Needs Assessment, the following topics are important to California library workers. Please choose any that are related to the training you hope to host. *

- [x] Community Engagement
- [ ] Equity, Diversity, Inclusion and Belonging
- [ ] Outreach and Partnerships
- [ ] Leadership, Management and Administration
- [ ] Wellbeing and Mental Health of Library Staff
- [x] Other: Technology Training

How do you plan to publicize this event to other libraries in the area? (Please note: all publicity * needs to include the CALL funding statement*).

- ☑ Email (List-serves, targeted)
- ☑ Blog post
- ☐ Newsletter
- ☐ Other: _____

I estimate that _____ staff from my library system will attend. *

- ○ 10-25
- ● 26-50
- ○ 51-75
- ○ Over 75

I will reserve _____ seats for library staff from outside of my library system. *

- ● 10-25
- ○ 26-50
- ○ 51-75
- ○ Over 75

Are you willing to update CALL staff on your training plans and debrief on how the learning event went? *

⦿ Yes

◯ No

Comments/Questions:

Although we stated above that 26-50 people would attend, this is based on the assumption that there would be just one session of the training. Depending on the cost, it might be interesting to try to do two or more trainings, either on the same day and same location, or else in 2 different regions, since PLP is so large. We can share the training announcement with other systems which are geographically close, such as NLS and Black Gold. We see this partnership with CALL as a natural progression of the AI training we have already offered. By allowing it to be in person, we think will benefit all of the participants and they can support each other real-time. The financial assistance from CALL would be appreciated, as with the 50% reduction of CLSA funds, PLP is covering expenses which normally would be covered by CLSA.

What happens next?

- CALL staff will review your interest form and get back to you with any questions
- You can expect to hear something within 2 weeks of your submission

This form was created inside of California Library Association.

Google Forms

Local CALL Checklist

Congratulations on approval of your Local CALL learning event. Please keep in mind the following parameters as you plan and deliver your event.

- Total budget for the training may not exceed $5,000.
- Allowable expenses are presenter/trainer fees and facility fees if the facility is outside of the host library.
- Training must be open to the host library staff as well as library staff in the region.
- Host library will be responsible for all logistics, including registration, scheduling and promotion of the event, trainer/presenter communications, as well as distribution of a required LSTA survey after the event.
- CALL can assist with identifying a presenter or trainer if requested.

To support you in a successful delivery we have created a checklist to guide your process.

Within 1 month of approval (if possible)

- ☐ **Communicate** your plans to all relevant staff and administration at your library. This will help to ensure that there is no misunderstanding about the use of space and resources for your delivery.
- ☐ **Gather** a team of colleagues to assist in your marketing and promotion efforts. Because this is an in person event, you will want to provide plenty of time for colleagues to plan time away from their usual responsibilities.
- ☐ **Confirm** all dates, times and fees with your presenter(s) or speaker(s) as soon as possible.
- ☐ **Email** the following information about your speaker/presenter to Lisa Barnhart (lbarnhart@cla-net.org) and Christine Bolivar (cbolivar@cla-net.org) to initiate any contracts.
  - ☐ Name, email, address and phone number
  - ☐ Scope of work (i.e. description of the event and what will the presenter be doing)
  - ☐ Date of delivery
  - ☐ Fees
- ☐ **Provide a detailed budget** for your event to Lisa Barnhart (lbarnhart@cla-net.org) keeping in mind the parameters of the support.

2-3 months prior to your event

- ☐ **Reach out to local and regional libraries** and other potential attendees with initial information about your date (topic, date, time, etc.). Be sure to let them know they are welcome and that this event was planned with them in mind.
- ☐ **Use all relevant marketing channels**, both regional and statewide, on a periodic basis as reminders and to ensure good attendance. For social media posts please use #LocalCALL. If you post to CLATalk, ensure that you use the funding statement below and indicate the regional focus of your event.
- ☐ **You are required to use the following statement** on all promotional materials: *This opportunity is brought to you by California Libraries Learn (CALL), a joint project of the California Library Association and the California State Library. CALL is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.*
- ☐ **Provide a registration method** that includes a confirmation for those who plan to attend. If possible, provide a calendar reminder. Even if your venue has a capacity limit, remember typically there is a significant attrition rate between those who intend to come and those who show up, so start a waitlist when you reach your expected capacity.
- ☐ **Meet with your presenter/speaker** to discuss your expectations for the day and their requirements for delivery. This will help to avoid any day-of-delivery misunderstandings.
- ☐ **Email Lisa Thompson** (lthompson@cla-net.org) and request an LSTA Survey for your event. You must have this available for the day of delivery.

1 week prior to your event

- ☐ **Check in with any colleagues** who are assisting with the event and communicate your expectations
- ☐ **Send a reminder to all registrants**. If you have a limited capacity for registration, ask them to let you know if they are not able to attend so you can reach out to anyone on a wait list. Include information (if needed) about public transportation and parking options.
- ☐ **Confirm** the arrival time and logistics with your speaker/presenter.

Day of your event

- ☐ **Provide a staff person** to welcome attendees. Because one of the goals of this opportunity is to support regional networking, plan a fun method for the host library staff and guest attendees to get to know each other.
- ☐ **Document** the total number of attendees with a sign-in sheet and indicate the specific number from the host library and guests. Take pictures to share locally and with CALL.
- ☐ **Provide the LSTA Survey link** - or a QR code for it - more than once during the delivery. A QR code at the end of a presentation or printed on attendee tables works well to ensure a good response. **NOTE:** The LSTA survey is a requirement of the funder for this opportunity. Please make sure that as many attendees as possible complete the survey.

Within 1 month after your event

- ☐ **Debrief** with your colleagues about the event to find out what went well, and what was a challenge.
- ☐ **Complete** the Local CALL Event Debrief form (coming soon). We want to know what worked, what didn't and how we can continue to support local learning.
- ☐ **Send pictures** from your event to Kelera Bates (kbates@cla-net.org) and Lisa Barnhart (lbarnhart@cla-net.org) to be used in CALL Letters.
- ☐ **Remind your presenter**/speaker to submit their invoices as required to Lisa Barnhart (lbarnhart@cla-net.org) and Christine Bolivar (cbolivar@cla-net.org).
- ☐ **Submit any additional allowable** and approved expenses to Lisa Barnhart (lbarnhart@cla-net.org) and Christine Bolivar (cbolivar@cla-net.org).

Questions? Reach out to Lisa Barnhart (lbarnhart@cla-net.org), CALL Project Manager.

AI for Libraries: A Hands-On Workshop
Pacific Library Partnership Proposal
_____

Overview
This proposal outlines a series of in-person, hands-on workshops designed to equip library staff with the knowledge and skills necessary to understand, utilize, and navigate the world of artificial intelligence (AI). These workshops will explore the potential benefits and limitations of AI, providing practical applications for both front-line and back-office library staff.

Learning Objectives
Upon completion of this workshop, participants will be able to:

1. **Define AI** and understand its basic concepts, particularly generative AI and large language models.

2. **Identify potential applications of AI** in library services and operations.

3. **Develop effective prompts** to maximize the potential of AI tools.

4. **Evaluate the ethical implications** of AI and its potential biases.

5. **Practice using AI tools** to support professional work, including communication, research, and project planning.

6. **Discuss ethical considerations** and responsible use of AI in libraries, including privacy, copyright, and equitable access.

Workshop Format
Each workshop will be a 3-hour session, including a 15-minute break and refreshments. The sessions will be interactive, combining presentations, demonstrations, and hands-on activities. Participants will have ample opportunity to practice using AI tools and discuss ethical concerns with peers and the instructor.

Workshop Options and Fees
A. **Two in-person workshops** in different locations in the region. $3,500

B. **Three in-person workshops** in different locations in the region. $5,000

C. **Follow-up one-hour Zoom discussion(s)** so that staff can share their experiences with AI after the workshop. We can schedule one, or several so that staff have more options for when they can attend. $500 per session

Travel and Expenses estimates

Travel expenses, including transportation and lodging, will be billed separately based on actual costs.

- **Airfare** from Portland, Oregon: $350
- **Shuttles** home to PDX: $125 + $125 = $250
- **Shuttles** SFO/SJC to lodging: $150 + $150 = $300
- **Lodging**: $275 per night x 2-4 nights = $1,100 (or less)
- **Ubers**: $600-$1000
- **Per diem for meals**: $79 per day = $316 (or less)
- **Total estimate:** $3,316

Crystal Trice | scissors-glue.com | crystal@scissors-glue.com

With over two decades of experience in libraries and education, Crystal Trice is passionate about helping people work together more effectively in transformative, but practical ways. As founder of Scissors & Glue, LLC, Crystal partners with libraries and schools to bring positive changes through interactive training and hands-on workshops. She is a Certified Scrum Master and has completed a Masters Degree in Library & Information Science, and a Bachelor's Degree in Elementary Education and Psychology. She is a frequent national presenter on topics ranging from project management to conflict resolution to artificial intelligence. She currently resides near Portland, Oregon, with her extraordinary husband, fuzzy cows, goofy geese, and noisy chickens. Crystal enjoys fine-tip Sharpies, multi-colored Flair pens, blue painters tape, and as many sticky notes as she can get her hands on.

Pacific Library Partnership

To: **PLP Executive Committee**
From: **Carol Frost, CEO**
Subject: **Update on PLP FY 2024-25 CLSA Funds**
Date: **December 19, 2024**

Background
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 and October 21, 2024 PLP Executive Committee meetings, the Committee discussed strategies to minimize the resulting potential negative fiscal effects to libraries. It was agreed that staff would survey members about the effect and discuss those findings and present scenarios to consider which would address any concerns from libraries.

Discussion
The PLP libraries can be broken down into 3 major tiers based on budget size.

TIER 1 LIBRARIES Budget below $10M (23 libraries)	TIER 2 LIBRARIES Budget $10-20M (5 libraries)	TIER 3 LIBRARIES Budget Above $20M (7 libraries)
Alameda Free Library	Monterey County Free Libraries	Alameda County Library
Burlingame Public Library	Oakland Public Library	Berkeley Public Library
Daly City Public Library	Redwood City Public Library	Contra Costa County Library
Harrison Memorial - Carmel	Santa Clara City Library	San Francisco Public Library
Hayward Public Library	Santa Cruz Public Libraries	San Jose Public Library
Livermore Public Library		San Mateo County Libraries
Los Gatos Public Library		Santa Clara County Library
Menlo Park Public Library		
Monterey Public Library		
Mountain View Public Library		
Pacific Grove Public Library		
Palo Alto Public Library		
Pleasanton Public Library		
Richmond Public Library		
Salinas Public Library		
San Benito County Library		
San Bruno Public Library		
San Juan Bautista Public Library		
San Leandro Public Library		
San Mateo Public Library		
South San Francisco Public Library		
Sunnyvale Public Library		
Watsonville Public Library		

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A survey was sent to all PLP public library directors. Of the 35 library jurisdictions, 31 responses were received. Libraries were provided with the 50% CLSA allocation distribution and asked "With the 50% reduction of CLSA funds this year and next year, please rate the effect it would have on you to be able to support the resources you expend your CLSA funds on." The chart below shows the effect. One library with a small budget indicated it would have a major impact, and the majority of libraries (14 of the smallest, and 3 of the middle tier), note that it would have some effect.

Chart of Effect of Budget
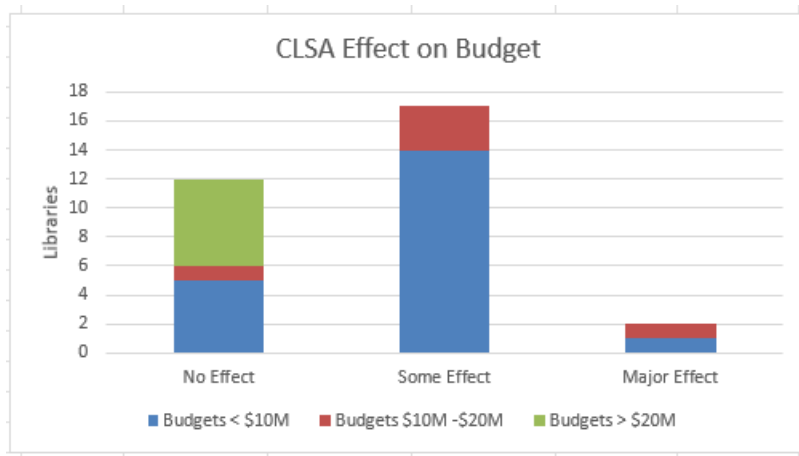
The survey included the question "Knowing you will have a 50% reduction in your CLSA allocation, would your library consider reallocating some or all of your CLSA funds to support libraries who will have a financial burden with the 50% reduction of funds?" The chart below indicates that 16 libraries say they could redirect some of their funds. However, it is interesting to note that although several libraries indicated a willingness, many expressed that this would be difficult. Quotes included:

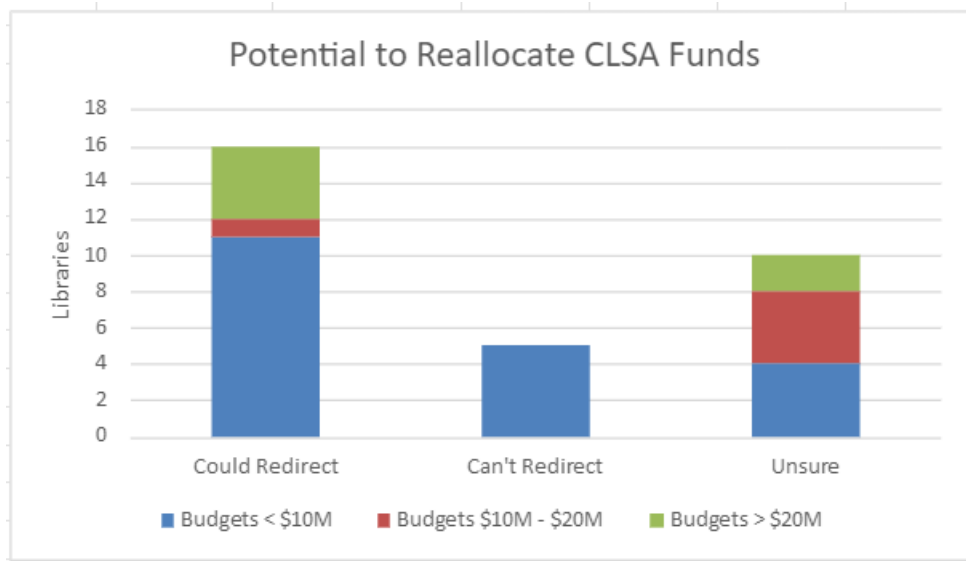*"Times are getting harder and harder."*

"We will make it work, but hopefully not forever."

"Our city is asking for cuts as well, so this impact is much greater than it might be normally. There is a chain reaction effect from the cut. Every dollar counts. I'm combing my budget to cut over $200K. There's not a lot of room to cut that much without cutting services."

"I would have to cut some other services to pay for this, but could afford to do this."

"It is possible that we could find another source of funding to cover the shortfall, but I would need to do some investigation to determine this."

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Chart of Ability to Reallocate Funds

Potential to Reallocate CLSA Funds

Based on this feedback, staff have developed several scenarios for consideration.

Option 1
Provide all libraries with their current draft allocation. Continue to use Fund Balance for shared Flipster collection.

Option 2
Choose a reduced amount for libraries with larger budgets and redistribute equally to libraries with smaller budgets.

In this scenario, three tiers have been developed (as indicated on page 1 of this memo):
Tier 1: libraries with budgets below $10M
Tier 2: libraries with budgets between $10-$20M
Tier 3: libraries with budgets above $20M

Although 11 of the 23 Tier 1 libraries indicated they would be willing to reallocate a portion of their funds, it is the staff's assessment that the Tier 1 libraries' allocations should not be reduced based on the comments mentioned above. Instead, it is proposed that Tier 2 and Tier 3 libraries, which indicated a willingness to fully reallocate their funding be provided with a reduced CLSA allocation of $3,946. The $3,946 is based on the allocation that a library with a budget between $9-10M would receive (i.e., the highest rate of a Tier 1 library) in the current CLSA allocation chart by library budget. It was not felt prudent to ask any jurisdiction to fully forego CLSA funding given the current budget environment.

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The reduction would affect the following libraries:
- Redwood City Public Library ($10M - $14M budget)
- Berkeley Public Library ($20M - $30M)
- Contra Costa County Library ($30M+ budget)
- San Mateo County Libraries ($30M+ budget)
- Santa Clara County Library ($30M+ budget)

The reduction of funds from these five libraries would allow $13,062 to be redistributed. Divided evenly across the 23 Tier 1 libraries, each Tier 1 library would receive an additional $568 to their CLSA allocations.

Tier 2 and 3 libraries which did not indicate an ability to reallocate funds or who were uncertain if they could, will not be affected by this. Their allocation will match what is in Option 1.

Option 3
Choose a reduced amount for libraries with larger budgets and redistribute that <u>by a percentage of library budget size/membership fee</u> to libraries with smaller budgets.

This option is similar to option 2, but the funds are redistributed according to a membership fee percentage rather than evenly distributed. This is consistent with how CLSA funds are normally allocated for jurisdictions. Under this option, the range of additional funds provided to Tier 1 libraries is between $32 to $847.

Tier 2 and 3 libraries who did not indicate an ability to reallocate funds or who were uncertain if they could, will not be affected by this. Their allocation will match what is in Option 1.

Option Comparison
Under Option 2, all Tier 1 libraries benefit equally regardless of size. Under Option 3, Tier 1 libraries who pay more in PLP membership fees will benefit more than libraries which pay less.

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Budget Size	Option 1	Option 2	Option 3
Under $500,000	$152	$772	$183
Up to $999,999			
$1M - $1,999,999	$1,736	$2,356	$2,109
$2M - $2,999,999	$1,937	$2,557	$2,353
$3M - $3,999,999	$2,138	$2,758	$2,597
$4M - $4,999,999	$2,339	$2,959	$2,841
$5M - $5,999,999	$3,143	$3,763	$3,818
$6M - $6,999,999	$3,344	$3,964	$4,062
$7M - $7,999,999	$3,545	$4,165	$4,306
$8M - $8,999,999	$3,746	$4,366	$4,550
$9M - $9,999,999	$3,946	$3,946	$4,793
$10M - $14,999,999	$5,152	$5,152	$5,152
$10M - $14,999,999 *	$5,152	$3,946	$3,946
$15M - $19,999,999	$5,554	$5,554	$5,554
$20M -$29,999,999	$6,157	$6,157	$6,157
$20M -$29,999,999 **	$6,157	$3,946	$3,946
$30M+	$7,161	$7,161	$7,161
$30M+***	$7,161	$3,946	$3,946

*1 library
**1 library
***3 libraries

Flipster

Seven of eight libraries which participate in the shared Flipster subscription replied to the survey. When asked if they would be able to afford the Flipster subscription if it were not purchased by PLP, three libraries felt they could, but four were unsure or felt they could not.

In FY 2024-25, the shared Flipster subscription cost $47,880 and was purchased using fund balance. This was done as a stop gap measure since notice of the 50% reduction of CLSA funds came late in the fiscal year and libraries would not be able to accommodate changes to their existing budgets.

The Committee will need to decide whether to continue providing the shared Flipster subscription in FY 2025-26, and if so, whether PLP will pay for this entirely out of fund balance or CLSA funds, or if participating libraries will be required to cover some amount of costs.

Recommendation

It is recommended that the PLP Executive Committee consider whether they would like to modify the FY 2024-25 CLSA allocation to libraries and provide direction on funding the FY 2025-26 shared Flipster subscription.

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Pacific Library Partnership

Election of the FY 2025-26 Executive Committee and Officers

The PLP Nominating Committee (Names) is pleased to nominate the following for FY 2025-26:

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

Name MOBAC representative
Name: PLS Representative

The Nominating Committee is also pleased to propose the following slate of officers for FY 2025-26:

President: **Name**
Vice-President: **Name**

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

Gayathri Kanth, Palo Alto City Library

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

Alison McKee, Contra Costa County Library
Tim Wallace, San Bruno Public Library
Michelle Perera, Sunnyvale Public Library

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

Tess Mayer, Berkeley Public Library
Hillary Theyer, Monterey County Free Libraries

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

Elnora (Ellie) Tayag, San Mateo Community College District
Ashlee Wright, Harrison Memorial Library (Carmel)

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PLP In-Person Workshops, Webinars and Conferences Code of Conduct Policy

The Pacific Library Partnership holds professional conferences, workshops and webinars to enable its members to receive continuing education and build professional networks. PLP is committed to providing a safe, productive, and welcoming environment for all meeting participants and PLP staff. All participants, including, but not limited to, attendees, speakers, volunteers, PLP staff members, service providers, and all others are expected to abide by this Code of Conduct. This Policy applies to all in-person PLP workshops, webinars and conferences, collectively referred to as "events," including those on public or private platforms.

PLP is strongly committed to diversity, equity, and the free expression of ideas.

Event participants have a right to learn and network in an atmosphere that is respectful, safe, and free of disturbances. Behavior that disrupts or obstructs others' participation, threatens the safety of attendees or staff, or inhibits the ability for staff or speakers to perform their duties is strictly prohibited. PLP has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our events. If someone feels they have experienced harassment or hear of any incidents of unacceptable behavior at a PLP event, that person may inform designated staff so that appropriate action can be taken. Disruptive behavior includes, but is not limited to:

- Harassment, intimidation, or discrimination in any form. Verbal abuse of any attendee, speaker, volunteer, PLP staff member, service provider, or other event guest.
- Examples of harassment and verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin unless the subject of the event discussion, or threatening or stalking any attendee, speaker, volunteer, PLP staff member, service provider, or other meeting guest.
- Obscene, homophobic, sexist, or hateful content amounting to legally prohibited harassment.
- Specific and imminent threats of violence or illegal activity.
- Personal attacks, insults, or threatening language that are likely to provoke the listener or reader to resort to immediate violence.
- Potentially libelous or slanderous statements.
- Private and personal information published without consent where the publication amounts to an unlawful violation of privacy rights.
- Comments unrelated to the content of the discussion.
- Commercial promotions or spam.
- Organized political activity.
- Violations of copyright, trademark right or other intellectual property right of any third party.
- Disruption of presentations during sessions or at other events organized by PLP throughout the event. All participants must comply with the instructions of the moderator and any PLP event staff.

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PLP reserves the right to take any action deemed necessary and appropriate, including immediate removal of a participant from the event without warning or refund, in response to any incident where the participant engages in disruptive behavior and/or violates the behavior policy of the venue, and PLP reserves the right to prohibit attendance at any future event, virtually or in person.

In addition to the above, PLP has adopted the Brave Space Agreements, https://www.mmg.earth, developed by Bunny McKensie Mack, to ensure respect and equitable discourse:

"We agree to struggle against racism, sizeism, transphobia, classism, sexism, ableism, and the way we internalize myths and misinformation about our own identities and the identities of other people.

We know that no space can be completely "safe" and we agree to work together towards harm reduction, centering those most affected by injustice in the room.

We agree to sit with the discomfort that comes with having conversations about race, gender, identity, etc. We agree to try our best not to shame ourselves for the vulnerability that these kinds of conversations require.

We are to value the viewpoints of other people that do not challenge or conflict with our right to exist.

We agree that it's okay to have feelings. It's okay to feel uncomfortable when discussing complex topics about accountability, equity, relationships, justice, and care."

PLP Guidelines for Social Media and Public Forums policy Adopted January 2022
Revised for In-Person events January 2025

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PLP Social Media and Online Forum Policy

The Pacific Library Partnership (PLP) offers a blog, webinars, video-conferencing, and other social software tools to engage with the community it serves and to facilitate an online platform of communication between PLP and member library staff and other participants about PLP or library-related issues. PLP's social media applications and services are not intended to be traditional unlimited or limited public forums for the general exchange of ideas and viewpoints. Instead, these are intended as platforms to facilitate the sharing of ideas, opinions, and information about specific topics and library-related issues selected by PLP.

Comments posted to PLP-sponsored online media websites and platforms, or comments/input during a webinar are moderated by PLP or member library staff. PLP recognizes and respects differences in opinion. All comments, posts, and messages are solely the opinion of the author and their publication does not imply endorsement or agreement by PLP. PLP reserves the right to monitor and review content before it is posted on any platform, and to modify or remove any messages or postings that it deems, in its sole discretion, to be:

•   Obscene, homophobic, sexist, or hateful content amounting to legally prohibited harassment.
•   Specific and imminent threats of violence or illegal activity.
•   Personal attacks, insults, or threatening language that are likely to provoke the listener or reader to resort to immediate violence.
•   Potentially libelous or slanderous statements.
•   Private and personal information published without consent where the publication amounts to an unlawful violation of privacy rights.
•   Comments unrelated to the content of the discussion.
•   Hyperlinks to material that is not directly related to the discussion.
•   Commercial promotions or spam.
•   Organized political activity.
•   Violations of copyright, trademark right or other intellectual property right of any third party.

By using the PLP's platforms, applications, or services, participants agree to abide by this policy and all other rules and policies of the Pacific Library Partnership. Abuse or violations of this policy may result in the responsible poster being barred from participating in or posting any subsequent messages to PLP's social media sites or online forums. Participants are personally responsible for their commentary and may be held personally liable to an offended party for commentary that is defamatory, obscene, proprietary, or libelous. In addition, participants agree to indemnify PLP and its employees, from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred which arise out of or are related to posted

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content. Forums and messaging may not be used for commercial purposes or for organized political activity.

In addition to the above, PLP has developed Standards of Engagement for Online Forums, to ensure respect and equitable discourse.

Standards of Engagement for Online Forums
Source: https://www.mckensiemack.com/agreements

We agree to struggle against racism, sizeism, transphobia, classism, sexism, ableism, and the way we internalize myths and misinformation about our own identities and the identities of other people.

We know that no space can be completely "safe" and we agree to work together towards harm reduction, centering those most affected by injustice in the room.

We agree to sit with the discomfort that comes with having conversations about race, gender, identity, etc. We agree to try our best not to shame ourselves for the vulnerability that these kinds of conversations require.

We are to value the viewpoints of other people that do not challenge or conflict with our right to exist.

We agree that it's okay to have feelings. It's okay to feel uncomfortable when discussing complex topics about accountability, equity, relationships, justice, and care.

Adopted by PLP Executive Committee January 28, 2022

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PLP Guidelines for Moderators of Social Media and Online Forums

The Pacific Library Partnership (PLP), by law, is considered a local public (government) agency and as such is bound by First Amendment guidelines for protected speech when it invites public communication.

Under those standards, local government agencies are allowed to control the content of their own speech activities. For instance, if PLP decides to hold a virtual public presentation on the subject of racial equity in library functions, with invited public input on that subject, it can lawfully block or bar off-topic public input (e.g., how to build a non-reinforced garden wall) during that presentation.

If there is doubt that an input from the public/virtual participant is off-topic, offensive or not, the moderator may use these two questions to assess what speech is allowable:

➢ Is the public comment or post generally within the scope of the subject being presented?
➢ Does the comment fall within the First Amendment guidelines of protected speech?

Local government agencies are not allowed to suppress speech based on its content, unless it meets the criteria for unprotected speech.

In general, the questions below are guidelines for speech which is not protected. This is not a complete list. but provides guidance on determining whether the speech is protected. Please refer to the **PLP Social Media and Online Forum Policy** for further information:

➢ Is the speech obscene?
➢ Is the speech pornographic?
➢ Does the speech amount to fighting words?
➢ Does the speech incite violence?
➢ Is the speech a statement of intent to commit a crime?
➢ Is the speech sexual, racial or other prohibited harassment?
➢ Is the statement not within the scope of the subject being presented?
➢ Is the speech defamatory?
➢ Does the speech invade intellectual property rights?

Legally prohibited harassment is intentional harassment by words which are based upon race, gender, sexual identity/preference, disability, ethnicity, or other protected classification/category. Speech that is offensive to a listener or makes a listener uncomfortable, may or may not make it legally prohibited harassment. Care should be given to analyze the "intent" element rather than limit your analysis to how it makes a moderator or others feel. Sometimes the very words used are sufficient evidence of intent to harass.

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For example, a speaker's use of words which are commonly viewed as racial epithets, for instance use of the "N" word, can usually be viewed as intentional, unprotected, and can be shut down. Should a participant include the term 'negro' in their input/comments, this may seem offensive or make the moderator/others feel uncomfortable. However, a person may self-identify with this term. Care should be used to consider all viewpoints.

The moderator should resolve in favor of allowing an on-topic speech if the words used are not viewed by all as prohibited speech and bad intent has not been established. The moderator can follow up with the speaker privately in the event a decision is made later that the speech was unprotected.

Speech that may make others feel uncomfortable should not be deleted, nor the speaker barred, unless it fits one or more categories listed above.
If there's any question about the appropriateness of a comment, the moderator should bring the matter to the attention of a PLP staff person. The PLP staff person will make an assessment on the matter and will determine whether action should be taken.

These internal guideline are used in conjunction with the **PLP Social Media and Online Forum Policy**. The policy should be shared with all participants and speakers before any PLP sponsored event.

Adopted by PLP Executive Committee January 28, 2022

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California State Library, Library Development Services
Cooperative Library System Liaison Report
Updated December 2, 2024

State Library News

LDS Newsletter

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

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library project. In her new role she will be focused on providing support specifically for tribal and rural libraries. In the new year, watch for a monthly Community of Practice specific for staff working in rural libraries. Please also help spread the word about the IMLS [Native American Library Services: Basic Grant,](#) which is now open.

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](#).

The 2025-26 LSTA grant program cycle is opening soon. The State Library webpages will be updated with instructions and information about the opportunities in mid-December, and the application period will open shortly after the New Year. Please check your inboxes for further announcements from the State Library.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024 and closed October 31, 2024. The data will be submitted to IMLS in January and available for use by the public and all libraries some time in March.

You are encouraged to review your submissions and contact [LibraryStatistics@library.ca.gov](#) if you find any entry errors you would like corrected.

While you wait for the full dataset, you can access [2024 California Public Library Staff Survey.](#) The snapshot survey, conducted every three years, enables you to view salary ranges for ten positions commonly included in California public libraries' staff. The table includes library type (county, city, etc.), population served, size of service area, number of outlets (branches and bookmobiles), and county. You can sort the table in LibPAS by clicking on those headings. You can also download the whole dataset by clicking on the little excel icon.

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.

The California State Library has expanded its [Library Marketing Toolkits](#) for local libraries to include a [Holiday and New Year's toolkit](#), including videos from California State Librarian Greg Lucas. The toolkit encourages Californians to reach for their library card instead of a credit card to save money during the holidays. The marketing web page now includes press release templates, social media messaging suggestions, graphics, videos, and pictures.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view of California cultures and histories represented by California Revealed collections offers countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at [California Revealed](#). If you visit or have recently visited the CA Revealed website, please take a moment to fill out the [website user survey](#). User feedback is critical in helping the project improve website experience and better understand its benefits to the community. For any comments or questions, please contact [CARevealed@library.ca.gov](#) or [team@californiarevealed.org](#).

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. Please keep in mind you have until January 1, 2026, to have your policy on file with the State Library.

We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

Career Online High School
The Career Online High School (COHS) program is open to all public libraries in the state and **there is no required local match 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

Student Success Cards for All Working Group
The California State Library is seeking volunteer members for a Student Success Cards for All Working Group. Time as a member of the working group will allow library staff to share their experiences and expertise with Student Success Card partnerships.

Members will support libraries working on Student Success Card partnerships by helping develop the following:
- Toolkits.
- Networking calls.
- Training opportunities.

Working group members should have:
- Experience in developing, promoting, and implementing a Student Success Card program in their library.
- Skills in establishing and continuing partnerships with school districts.
- Time to commit to working group virtual meetings and assignments.

Interest forms are due on **Wednesday January 8th, 2025 at 12:00 pm noon**.

For more information visit the Student Success Cards for All Working Group webpage or email the State Library at studentsuccess@library.ca.gov with any questions.

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 starting in August 2024. The State Library plans to announce the additions formally in mid-August, but 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), and will be announcing additional content-based overviews in the press announcement. 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 information on ongoing training, visit the CLLS training and meeting calendar. Monthly networking calls for general CLLS topics, family literacy, and ESL are scheduled for December. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. 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) – Local CALL opportunity (Submit by December 31, 2024) and ongoing CALL

Local CALL - Do you have a training topic to bring to your region? Would you like to network and learn with library colleagues near you? CALL has been listening and we know you want more in-person events, but it's hard to take time away from your library. Local CALL provides a chance for your library, or library cooperative, to host a learning event and invite your colleagues. CALL will provide financial support up to $5,000. For more details and guidelines see the CALL Blog and the Local CALL Interest Form. Now you can learn, network, stay local and support your staff and colleagues with Local CALL! **Submit your interest form by December 31, 2024.**

Ongoing CALL - Access professional development for *all* members of your staff by visiting www.callacademy.org and the CALL calendar. Subscribe to the CALL Letters newsletter for weekly updates. Have a good training idea? Anyone can complete the CALL for Presentations. Encourage all levels of your staff 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, focuses 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

Upcoming webinars and recordings of previous sessions are available on the Community-Centered Libraries webpage and in CALL Academy.

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.

Public Library Staff Education Program (PLSEP) 2024-2025 Applications Under Review

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is closed, as of October 31, 2024. In December 2024, all applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list. PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. View the PLSEP timeline. Contact the PLSEP team at wwalker@socallibraries.org with any questions.

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

There will be no Public Library Directors Networking Call in December. The January call will be on Wednesday, January 15, 2025, at 3:30 p.m.

Pacific Library Partnership

PLS Executive Director/PLP CEO Accomplishments
January - December 2024

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

Peninsula Library System Projects

- Apply for the San Mateo County Measure K three-year grant by January 2024. If awarded, work with the PLS Youth Group to implement a modified program. If not awarded, work with the Youth Group to reimagine summer learning programs. *Completed: The application was submitted, and PLS was not awarded the funding. PLS staff has worked with the Youth Group to develop alternative fundings and to re-envision the program for future years.*

- With the InfoServices Committee, identify requirements and optional features for a catalog discovery mobile app. If necessary, release an RFP and implement the app. *Completed: An RFP was issued and awarded. The app went live in September.*

- Work with eBook Chair to develop better tracking of OverDrive budget. *Completed: An agreed upon tracking system and regular check-ins regarding expenditures has been established.*

- Complete Year 2 of Cybersecurity Mitigation Plan for PLS internal and external networks and commence with Year 3 activities, including implementing a third-party 24/7 network system security monitoring system. *Completed/Ongoing. Endpoint Detection Response (EDR) and Managed Remediation and Detection (MDR) were implemented and have been protecting the PLS networks successfully. Anti-virus has been added to servers to increase the security fabric and to protect the network more thoroughly.*

- Apply for a broadband grant to replace the indoor Wi-Fi access points and consider also applying for funds to replace the switches. *Not Completed/Alternative Solution Found. The State Library discontinued the broadband grant program. Staff developed other funding strategies, including use of CLSA funds for switches, and allowing libraries flexibility in which fiscal year they would prefer for the Wi-Fi replacement.*

- When ready for consortia, implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *In process. The program was not ready until fall/winter 2024. Project planning has commenced and should be completed by Spring 2025.*

- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. *Deferred. This was brought to the Cataloging Work Group, and it was not expressed as a priority. PLAN staff will continue to research.*

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Other Activities:
- *Recruitment of new IT Director, IT Support Technician and Accounting Assistant.*
- *Worked with eBook Chair to update the PLS eBook Collection Development Policy*

Pacific Library Partnership Projects

- Research a tool to automate the process of issuing and tracking various claim forms from PLP, NLS and PLS. Perform a test run with one of the claim forms. ***Partially Completed/Ongoing. After research, PLP has purchased an expanded subscription to DocuSign. This should streamline signing and processing of claim forms. This should be ready for the CLSA claim forms****.*

- Complete the work of the FY 2023-24 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2024-25 grant applications and complete the fiscal activities of the grant. ***Completed. All reports completed on time and budgets expended fully. During the year, we were asked to complete additional activities, such as an AI summit in Sacramento, and a travelling advisor program for the adult literacy program.***

- Complete the work of the two FY 2022-24 state-funded Statewide grants in partnership with the California State Library, including the Workforce Development CAreer Pathways Project for statewide databases, and the Online Tutoring Partner Program Grants. ***Completed. All reports completed on time and budgets expended fully. In addition to the work, we developed advocacy collateral and worked with stakeholders to advocate for future funding for the programs.***

- Continue the development with the PLP Executive Committee to design and implement the newly imagined PLP Middle Management leadership training. ***Completed. Two Ad Hoc groups provided insight for elements for the redesigned program. The redesigned program is called Greater Opportunities for Leadership Development (PLP GOLD). PLP hired Luis Herrera as the lead for this program. A recruitment for members was very successful, with 19 applicants and 13 selected participants being enrolled in the program.***

- Continue implementation of PLP Strategic Priority activities, including establishing communities of practice. ***Completed/Ongoing.*** A listserv for Assistant Directors with 22 members was created in January 2024. ***A community of interest for Administrative and Analyst staff with 28 members was created in April 2024. Both groups were initiated by member suggestions and have become active communities. Staff provide regular updates to the PLP Executive Committee on the Strategic Priority activity updates.***

- To continue further professional development opportunities, the PLP Staff Development Committee will host additional virtual workshops related to self-promotion, interview skill building, or networking and communication. Completed: ***The Staff Development Committee hosted a successful, in-person, Future of Libraries conference in October 2024 with over 200 registrants. Speakers discussed censorship, MLIS requirements, serving multi-lingual communities, and sustainability programming. The Committee hosted two well- attended virtual workshops related to interview skills for promotional opportunities and strategic risk taking.***

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- Provide additional opportunities for workshops and trainings as needed. In January 2024, hold a virtual training for PLP members regarding AI. *Completed. PLP hosted a virtual training "AI in Libraries: A Roadmap to Understanding and Implementation" in January 2024 with Nick Tanzi. 112 PLP members attended the session with an additional 122 viewing the recording. PLP also assisted the California State Library with the planning of an AI summit held in Sacramento in April 2024. AI training continues to be an identified priority by PLP members, and additional training is being explored for Winter/Spring 2025. This will be hands-on training. PLP applied for and received up to $5,000 of funding from CALL for this training.*

- Continue to provide strategic direction and management to NorthNet Library System. *Completed: During this last year, we have assisted NLS with developing a budget with a 50% CLSA reduction, assisted with an Ad Hoc group to redesign the CLSA claim form to position NLS to gather new data for the revised required reporting, renegotiating a five-year Link+ contract, assisted with the withdrawal of CSU Chico from NSCLS and NLS, written advocacy letters on behalf of NLS for CLSA funding, assisted with the development of Library-to-Go standards for sharing of Advantage Accounts, assisted with revising the strategic priorities, and worked with an Ad Hoc group to develop NLS budget definitions.*

Other Activities:
At the request of the State Library, applied for IMLS AI grant.

With the changes to the CLSA reporting, staff worked with a PLP Executive Ad Hoc group to redesign the CLSA reporting to match new reporting requirements.

Developed a budget with a 50% reduction in CLSA funds, and survey members to understand impacts by library. With this information, develop alternative options for PLP for FY 2024-25 and FY 2025-26.

Developed a PLP behavior policy for in-person workshops, to complement the one for virtual workshops.

Both the CEO and Assistant Director presented at multiple sessions at the California Library Conference, including a panel discussion for new directors, and panels on intellectual freedom.

Legislative Work

- In 2024, participate as a member of the CLA Advocacy and Legislative Committee for my seventh year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests. *Completed. Of note:*
  - *Worked with a subset of the Committee to meet with Assemblymember Muratsuchi for the development of AB1825, the Freedom to Read Act, which was signed into law.*

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- *As a response to PLP libraries which questioned whether libraries should be required to comply with SB1383 when purchasing physical collection materials, worked with multiple lobbyists and libraries to write a position paper to CalRecycle. Met with CalRecycle, which resulted in libraries being exempt from this.*
- *Wrote several advocacy letters for the FY 2024-25 budget to key legislators, and created templates which were used statewide, for advocacy of restoration of CLSA funding, funding for homework help, and for CAReer Pathways subscriptions.*
- *Met with several key legislators, including Senator Atkins in San Diego, and the pro Tempore Senator McGuire.*

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PLS Executive Director/PLP CEO Work Plan
January - December 2025

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2025 Work Plan. I would like to acknowledge that the Work Plan represents the work of all staff, and that I do not claim credit for the work performed by the staff. I recognize and support their hard work in completing the activities.

Peninsula Library System Projects

- Work with the eBook Chair and InfoServices Committee to ensure that the PLS eBook Collection Development and Reconsideration policy complies with the new AB1825 requirements. *Estimated date of completion: Spring/Summer 2025*
- Complete Year 3 of Cybersecurity Mitigation Plan for PLS internal and external networks, including file auditing for services and penetration testing. *Estimated date of completion: December 2025*
- Update accounting system modules for purchase orders and fixed assets. *Estimated date of completion: December 2025*
- Implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *Estimated date of completion: First quarter 2025*
- Issue RFP for HVAC replacement for several suites on the first floor of the building. *Estimated date of completion: Release RFP in January 2025, work performed by Summer 2025*
- Continue research on fleet electrification and charging stations options for an electrified fleet. *Estimated date of completion: December 2025*
- Investigate moving additional services into the cloud to increase security posture. *Estimated date of completion: December 2025*
- Develop project plan and budget exploration of ILS comparison. Commence project in FY 2025-26. *Estimated date of completion: December 2025*
- Continue exploration of modifications to the Delivery and PLAN formulas. *Estimated date of completion: December 2025*
- Work with libraries on their end-of-life equipment replacements. *Estimated date of completion: December 2025*

Pacific Library Partnership Projects

- Implement DocuSign to streamline the process of issuing, signing and tracking various claim forms from PLP, NLS and PLS. *Estimated date of completion: May 2025*
- Complete the work of the FY 2024-25 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2025-26 grant applications and complete the fiscal activities of the grant. *Estimated date of completion: December 2025*

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- If initial IMLS AI application grant request is approved, work with State Library and stakeholders to develop a full grant funding application. If approved, commence work of the grant. *Estimated date of completion: December 2025*
- Utilizing the grant funding from CALL, identify a trainer for in-person hands-on AI training, and identify hosting sites. *Estimated date of completion: Spring 2025*
- To continue further professional development opportunities, work with the PLP Staff Development Committee to host virtual workshops related to strategic priorities, including sustainability, climate change, and emergency preparedness. *Estimated time of first event: February 2025*
- Continue to provide strategic direction and management to NorthNet Library System. Specifically, work with NBCLS on retiree health benefits, work with Trinity County Library on their funding and status as a library, and work with Solano County and St. Helena on their continued relationship and the associated elements of becoming two separate entities. *Estimated date of completion: December 2024*

Legislative Work

- In 2025, participate as a member of the CLA Advocacy and Legislative Committee for my eighth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.

Ongoing work

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

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

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