

**PLP Executive Committee Agenda
SPECIAL MEETING**

**February 24, 2025
9:00 a.m.**

Via Zoom

<https://us02web.zoom.us/j/81967129719?pwd=btuE5nn5mIHFsZa8bVhkqBYvhVvKlk.1>

Meeting ID: 819 6712 9719, Passcode: 240836

Call-in Option (669) 900-6833

PLP Executive Committee

Hillary Theyer, Monterey County Free Libraries (Chair)
Tess Mayer, Berkeley Public Library
Allison McKee, Contra Costa County Library
Ashlee Wright, Harrison Memorial 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 December 19, 2024 Minutes

Attachment 1, pg. 3

III. New Business

A. Structural Consideration for PLP Budget
Long-Term Sustainability

Frost

Attachment 2, pg. 6

IV. Reports

A. PLP President's Report

Theyer

B. PLP CEO's Report

Frost

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

VI. 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.)

VII. Announcements

VIII. 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

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**December 19, 2024****1:00 p.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
 Tim Wallace, San Bruno Public Library
 Elnora Tayag, San Mateo County Community
 College District
 Michelle Perera, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
 Justin Wasterlain, PLP

Others:

Lena Pham, CSL

The meeting was called to order by President Theyer at 1:01 p.m.

I. Introductions**II. Approval of Consent Items****A. Adoption of the Agenda****B. Approval of October 21, 2024 Minutes**

A motion was made, and unanimously approved via roll-call vote, to approve the Consent Item. (M/S Wright/Tayag)

III. Old Business**A. Update on AI Training**

Frost reported on activities of the AI Ad Hoc Group. She announced PLP was awarded a \$5,000 grant through California Libraries Learn (CALL) to provide in-person, hands-on AI training at three locations in March. Frost stated CALL's grant would fund the trainer costs, but PLP would be responsible to pay for the trainer's travel, program supplies, and refreshments. A motion was made, and approved unanimously via roll-call vote, to accept the \$5,000 Local CALL grant funding and authorize up to \$4,000 from PLP reserves to support the additional initiative costs. (M/S McKee/Wallace)

B. Update on PLP FY 2024-25 CLSA Funds

Frost reviewed options for potential ways to reallocate CLSA funds to better support equity in FY 2024-25. Mayer and McKee suggested libraries willing to reallocate their CLSA funds reallocate all of their funds to maximize the funds available to others. Perera volunteered to reallocate Sunnyvale's CLSA funds. The Committee discussed the merit of using reallocated CLSA funds for Flipster in FY 2025-26. Wallace asked to see statistics to ensure Flipster was being used enough to justify the expense. No decision was made about how

Flipster would be funded in FY 2025-26. A motion was made, and unanimously approved via roll-call vote, to hold back 50% of the reallocated funds for future use and redistributing the remainder to libraries with budgets below \$10,000,000. (M/S McKee/Mayer)

IV. New Business

A. Formation of Nominating Committee for FY 2025-26 Officers

Frost noted Tayag and Wright would cycle off the Committee and representatives from PLS and MOBAC would be needed to replace them. Wallace and Wright volunteered to form the nominating committee.

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

The Committee discussed potential topics for the annual meeting. Theyer suggested a discussion on state and local budget issues. Mayer suggested topics related to the impact of the election, censorship issues, and AI. McKee suggested hearing about how people are responding and partnering to address immigration issues. Wallace suggested a presentation from the State on the Freedom to Read Act. An ad hoc committee was formed by Theyer, McKee, and Wallace to continue planning the annual meeting.

C. Approval of PLP In-Person Event Code of Conduct Policy

Frost described the need for an in-person code of conduct policy for PLP events. She noted attendees would be required to agree to the policy in order to register for events. Theyer suggested guidelines be drafted to establish the procedures and personnel responsible for executing the conduct policy. She recommends the policy should state the PLP Executive Committee designates the authority to enforce the policy to PLP Staff. Staff will draft guidelines and update the policy as needed. Staff will bring both back to the Executive Committee in May for review and approval.

V. Reports

A. PLP President's Report

No report given.

B. PLP CEO's Report

Frost reported PLP was asked by the State to submit Laura Bush grant for AI. She noted PLP was also invited to apply for a Rural Voices LSTA grant.

C. State Library Report

Pham provided a report of California State Library activities.

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

- Budget
- CLSA Funds
- Revised Code of Conduct and Guidelines

VII. Public Comment

No public comment.

VIII. Announcements

No announcements.

IX. Human Resources Closed Session

A. Closed Session Pursuant to Government Code 54957: Executive Director/PLP CEO Annual Review

B. Report of Closed Session

Theyer reported the workplan was approved.

X. Adjournment

The meeting was adjourned by President Theyer at 3 p.m.

DRAFT

To: PLP Executive Committee
From: Carol Frost
Subject: Structural Consideration for PLP Budget Long-Term Sustainability
Date: February 24, 2025

Background

In February 2025, the federal Office of Budget and Management (OBM) attempted to freeze funding for all federal grant programs, including funding from grants from the Institute of Library and Museum Services (IMLS). IMLS annually provides all 50 states with Library Services and Technology Act (LSTA) funds, with California receiving the largest portion. The freeze was temporarily blocked and ultimately the directive from the OBM was rescinded. In this instance, PLP's activities were not disrupted. Additional attempts to restrict or eliminate federal funding could be expected over the next four years.

The Pacific Library Partnership has a long-standing relationship with the State Library, where PLP partners with the State Library for statewide LSTA grants. In FY 2024-25, PLP has been awarded three statewide LSTA grants: Networking California Library Resources, Literacy Initiatives, and Community-Centered Libraries.

Should funding be reduced or eliminated for these grant programs, or future grants, it would result in a significant loss of revenue and would necessitate changes to the PLP budget.

PLP Budget Discussion

This memo will use the FY 2024-25 PLP budget for illustrative purposes. Revenue for PLP is derived from five main funding sources: PLP membership fees, the contract between the NorthNet Library System and PLP, the California Library Services Act, interest income, and PLP staffing and indirect costs from LSTA grants. A small additional amount of revenue is generated by workshop fees and miscellaneous sources. The amounts and percentages these sources make of the budget can be found in the chart below. To illustrate the effect a loss of funding could have, below is a chart showing PLP's revenue sources in FY 2024-25 and a comparison without LSTA funding, CLSA roll-over funds, and reduced interest income. The combined reduction of this funding creates a shortfall of \$350,314.

Scenario - No LSTA Funds, No Roll-over CLSA					
Item					
Revenue	Budget	% of Total	Revised Budget	% of Total	Difference
Membership Fees	\$705,544	40%	\$705,544	40%	\$0
NorthNet Contract	\$190,187	11%	\$190,187	11%	\$0
LSTA Staff & Indirect	\$167,991	10%	\$0	0%	(\$167,991)
CLSA 50% Reduction	\$367,803	21%	\$367,803	21%	\$0
CLSA Roll-over	\$57,323	3%	\$0	0%	(\$57,323)
Interest Income (LAIF)	\$155,000	9%	\$30,000	2%	(\$125,000)
Workshop Fees	\$15,800	1%	\$15,800	1%	\$0
Fund Balance	\$67,224	4%	\$67,224	4%	\$0
Miscellaneous	\$17,251	1%	\$17,251	1%	\$0
Total Revenue	\$1,744,123	100%	\$1,393,809	80%	(\$350,314)

The chart above is only an example of what could happen. To balance the budget, PLP would need to develop a strategy which might include the use of fund balance as well as a reduction in other activities.

PLP has been very fortunate in that because of sound fiscal management, it has been able to offer many activities that directly benefit its membership, and that add value to its members. For the purposes of the memo, we are referring to them as discretionary activities. Some of the major discretionary activities which PLP pays for include the Innovation and Technology grants to libraries, the system-wide Staff Developing Training grants to libraries, the PLP Gold program, and the Future of Libraries conference. Both PLP GOLD and the Future of Libraries conference generate some revenue, but they are not intended to recoup all the funds spent on the programs to ensure participation by underfunded libraries is possible.

Technology and Innovation grants are the largest discretionary expense in PLP’s budget. In FY 2024-25, these grants were funded up to \$110,000. While these grants are popular with nearly \$105,000 being awarded, they represent one of the few expenditures that could be reduced for a significant impact on the budget.

The PLP GOLD program included funding for honorariums and participant travel in FY 2024-25. Both of these categories are currently underspent. If PLP GOLD is continued in FY 2025-26, reducing or eliminating these funding sources for the program could be an option.

In FY 2024-25, there was a 50% reduction in CLSA funds and PLP used fund balance to cover the cost of a shared Flipster subscription. Some of the FY 2024-25 CLSA funds were held back and could be applied to a portion of the Flipster subscription in FY 2025-26, but it has not been determined if the Flipster subscription will be continued next fiscal year or how it would be funded.

The following chart shows a comparison between the approved FY 2024-25 budget expenditures and what a reduced budget could look like. **Please note, the suggestions in the chart do not attempt to fully balance the budget but are illustrative of ideas to begin a conversation.** If LSTA funding is reduced or eliminated, the contract between PLP and PLS would be less to account for the reduced workload. This chart shows a very rough estimate, but the exact amount the contract would be reduced has not yet been identified. The changes in discretionary expenses are an example of what could be done but would be subject to change depending on Committee priorities.

Expenditures	Budget	% of Total	Revised Budget	% of Total	Difference
PLP/PLS Contract	\$1,056,616	61%	\$1,025,000	67%	(\$31,616)
CLSA 50% Reduction	\$294,242	17%	\$294,242	19%	\$0
CLSA roll-over	\$57,323	3%	\$0	0%	(\$57,323)
Office/Travel/Other expenses	\$116,912	7%	\$120,000	8%	\$3,088
Non-Discretionary Expenses	\$1,525,093	87%	\$1,439,242	95%	(\$85,851)
Discretionary Expenses					
Innovation Grants	\$110,000	6%	\$40,000	3%	(\$70,000)
Staff Development Grants	\$12,000	1%	\$8,000	1%	(\$4,000)
PLP GOLD Consultant	\$27,000	2%	\$27,000	2%	\$0
GOLD travel	\$9,950	1%	\$0	0%	(\$9,950)
GOLD refreshments/supplies	\$2,700	0%	\$2,700	0%	\$0
GOLD Honorariums	\$4,500	0%	\$0	0%	(\$4,500)
Future of libraries	\$5,000	0%	\$5,000	0%	\$0
Flipster (using fund balance)	\$47,880	3%	\$0	0%	(\$47,880)
Discretionary Expenses	\$219,030	13%	\$82,700	5%	(\$136,330)
Total Expenditures	\$1,744,123	100%	\$1,521,942*	100%	(\$222,181)

*Illustrative only, not actual. Use of fund balance or other strategies would be needed to balance the overall budget.

Recommendation

It is recommended the PLP Executive Committee evaluate the budget in relation to current programs and define priorities and potential reductions in the case of a lack of revenue in the short or long-term.

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

	<i>(920)</i>	<i>(924)</i>	<i>(928)</i>	
	Admin	Comm. & Delivery	System Operation	TOTAL
<u>Revenue</u>				
Interest Income	\$ 155,000	\$ -	\$ -	\$ 155,000
Other Agencies	\$ 199,687	\$ 7,751		\$ 207,438
Member Fees	\$ 547,164		\$ 158,380	\$ 705,544
Workshop Fees			\$ 15,800	\$ 15,800
State Grant-CLSA	\$ 73,561	\$ 351,565		\$ 425,126
State Grant-LSTA	\$ 167,991			\$ 167,991
Reimbursable Costs			\$ 92,000	\$ 92,000
Fund Balance	\$ 19,344		\$ 47,880	\$ 67,224
Total Revenue	\$ 1,162,747	\$ 359,316	\$ 314,060	\$ 1,836,123
<u>Expenditure</u>				
Communications	\$ -	\$ 5,710	\$ -	\$ 5,710
Mileage	\$ 176			\$ 176
Equipment Maintenance	\$ 7,400			\$ 7,400
Printing	\$ 760			\$ 760
Professional Services	\$ 55,700		\$ 27,000	\$ 82,700
Contractual Services	\$ 1,056,616	\$ 230,917		\$ 1,287,533
Office Expense	\$ 1,000	\$ 750		\$ 1,750
Postage		\$ 900		\$ 900
Special Departmental		\$ 120,329	\$ 110,000	\$ 230,329
Library Materials				\$ -
General Insurance	\$ 3,000			\$ 3,000
Membership Fees/Dues	\$ 4,680		\$ 15,030	\$ 19,710
Travel & Meetings	\$ 6,500		\$ 9,950	\$ 16,450
Education & Training	\$ 200			\$ 200
Subscriptions	\$ 1,215		\$ 47,880	\$ 49,095
Software License Fee		\$ 710		\$ 710
Service Fees	\$ 3,500			\$ 3,500
Workshop Expenses	\$ 12,000		\$ 12,200	\$ 24,200
Reimbursable - Legacy System EXP	\$ 9,500		\$ 92,000	\$ 101,500
Lease Equipment	\$ 500			\$ 500
Total Expenditure	\$ 1,162,747	\$ 359,316	\$ 314,060	\$ 1,836,123

Fund Balance (GF001)	FY23/24	FY24/25 Est.
Beginning Fund Balance	\$ 2,048,155	\$ 2,165,931
Adjustment	\$ 185,000	
Estimated Ending Fund Balance	\$ 2,233,155	
Reserve		
Operating Reserve	\$ 313,383	
Total Fund Balance & Reserve	\$ 2,546,538	

**PACIFIC LIBRARY PARTNERSHIP
FY 2024-25 PROPOSED BUDGET**

ADMINISTRATION (920)

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

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

**PACIFIC LIBRARY PARTNERSHIP
FY 2024-25 PROPOSED BUDGET**

CLSA COMMUNICATIONS & DELIVERY (924)

<u>GL Acct</u>	<u>Revenues</u>	<u>Adopted FY23/24</u>	<u>50% CLSA Proposed FY 24/25</u>	<u>Note</u>
3601	Other Agencies	\$ 1,000	\$ 7,751	MOBAC Add'l Delivery Service
3667*	State Library-CLSA	569,046	294,242	CLSA Communications and Delivery Allocation (50% funding reduction)
3667	State Library	103,895	57,323	FY2023-24 Roll -over CLSA Funds (\$50K Future purchases, \$7,323 unexpended)
Total Revenues		\$ 673,941	\$ 359,316	(46.68%)
<u>EXPENDITURES</u>				
4212	Communication	\$ 8,100	\$ 5,710	ZOOM (\$800); Basecamp (\$1K); VOIP Phones (\$2,560); Cellphones (\$1,350)
4220	Contractual Services	232,132	227,317	Systems delivery contracts (\$219,566); MPL/PGPL Delivery (\$7,751)
4220	<i>Contractual Services</i>	4,000	3,600	Website Hosting PLP & MOBAC Websites \$1,750 ea; Website security (\$100)
Systems Delivery		4% CPI Adj.		
	BALIS (CLSA Fund)	\$56,056		
	MOBAC (CLSA Fund)	\$59,900		
	MOBAC (Local Funds)	\$3,700		
	PLS (CLSA Fund)	\$70,951		
	SVLS (CLSA Fund)	\$32,659		
Total Systems Delivery		\$ 223,266		
4230	Office Expenses	750	750	Delivery Supplies (tags, labels, etc)
4233	Postage	800	900	US Postal, UPS & FEDEX
4305	Subscriptions	42,727		Flipster Subscription (Funded by System Operations)
4310	Software License Fee	985	710	Doodle (\$85); SurveyMonkey (\$625)
4234*	Special Departmental -CLSA	334,447	120,329	CLSA Allocation to Libraries
4234*	Special Departmental -CLSA	50,000		Future Use
Total Expenditure		\$ 623,941	\$ 359,316	(42.41%)

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

**PACIFIC LIBRARY PARTNERSHIP
FY 2024-25 PROPOSED BUDGET**

SYSTEM OPERATION (928)

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