

PLP Executive Committee Agenda
PLP Office - Upstairs Conference Room
2471 Flores Street, San Mateo, CA 94403
January 31, 2018
10:00 a.m.

Conference Call Information:
 Conference Number: 1-800-503-2899
 Access Code: 3495538

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| I. | Adoption of the Agenda | Garzon | |
| II. | Old Business | | |
| | A. Approval of the October 20, 2017 Minutes (Action Item) | Garzon | Attachment 1 |
| | B. Review and Approve Funding Requests for PLP Support for Staff Development Initiatives and activities (Action Item) | Frost | Attachment 2 |
| | C. Update Regarding Use of the Remaining CLSA Funds | Frost | |
| | D. PLP Leadership Development Program Update | Frost | |
| | E. Update and Approval of Budget Increase for PLP Innovation Grants (Action Item) | Alvarez | Attachment 3 |
| III. | New Business | | |
| | A. Discussion of PLP Annual Meeting | Garzon | |
| | 1. Planning and Speaker | | |
| | 2. Nominating Committee Selection | | |
| | B. PLP Presence at National Library Legislative Day in Washington D.C. on May 7-8, 2018 (not to exceed \$1800 per person) (Action Item) | Frost | |
| | C. Discussion of PLP Ideas for FY 2018-2019 LSTA Grants | Frost | |
| IV. | Reports | | |
| | A. PLP President's Report | Garzon | |
| | B. PLP CEO's Report | Frost | |
| | C. State Library Report | Coles | |
| V. | Closed Session Pursuant to Government Code Section 54957: PLS Executive Director/PLP CEO (Action Item) | | Attachment 4 |
| VI. | Agenda Building and Location Selection for Annual Meeting on May 4, 2018 | | |

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 agendaized pursuant to State law.)

VIII. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). 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." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010
California State Library, 900 N Street, Sacramento, CA 95814
Monterey County Free Library, 188 Seaside Circle, Marina, CA 93933
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
Oakland Public Library, 125 14th Street, Oakland, CA 94612
Palo Alto City Library, 270 Forest Avenue, Palo Alto, CA 94301
Pleasanton Public Library, 400 Old Bernal Avenue, Pleasanton, CA 94566-7012
PLP Office, 2471 Flores Street, San Mateo, California 94403
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063
Santa Cruz Public Libraries, 117 Union Street, Santa Cruz, CA 95060
1748 Ellen Avenue, San Jose, CA 95125



Pacific Library Partnership

PLP Executive Committee Minutes

PLP Office
 Conference Room
 2471 Flores Street
 San Mateo CA 94403

October 20, 2017

1:00 p.m.

Committee:

President Gerry Garzon
 Vice-President Heidi Murphy (call-in)
 Jayanti Addleman (call-in)
 Brad McCulley
 Susan Nemitz
 Derek Wolfgram
 Monique Ziesenhenne

System Staff:

Carol Frost, PLP
 Andrew Yon, PLP
 Mary Alexander, PLP

Guest:

Jane Light

The meeting was called to order at 1:02 p.m. by President Gerry Garzon.

- I. **Adoption of the Agenda:** The Agenda was amended to move item II.D to II. B. (M/S Ziesenhenne/Wolfgram)
- II. **Old Business**
 - A. **Approval of the June 28, 2017 Minutes:** The Minutes were approved as distributed. (M/S Murphy/Wolfgram)
 - B. **PLP Leadership Development Programs Update:** Jane Light reviewed the *PLP Professional Development Programs* memo (distributed separately). 31 managers have participated in these leadership groups from 23 libraries. The current Executive and Middle Management programs will be ending in November and December. The Committee discussed ideas for increasing participation and outreach in the programs, including performing concentrated outreach to libraries that have not yet participated in the program. Jane also suggested the creation of a Middle Manager email discussion list to facilitate networking, Jane and Carol Frost will work to assess the program, and Jane will put out a call for participation for next year's groups. This will be discussed at the next meeting.
 - C. **Review of PLP Support for Committee Meetings:** Carol Frost reviewed the *Support for PLP Staff Development Initiatives and Activities* memo (Attachment 2). \$2,150 has been allocated from the budgeted \$3,000 to support initiatives and activities for the development of staff. The next call for proposals for financial support will be in December

2017. The Committee approved up to \$5,000 for training requests. The requests will be reviewed at the January 2018 meeting. (M/S Ziesenhenne/McCulley)

- D. Discussion Regarding Use of the Remaining CLSA Funds:** Carol reviewed the memo *Discussion Regarding Use of the Remaining CLSA Funds* (Attachment 3). Several ideas were discussed, including 1) the purchase of digital scanners to be rotated among PLP libraries to support an overall digitization project with sharing of the scanned items; 2) refreshing the PLP website, which has not been significantly updated in the last ten years; 3) purchasing additional eContent such as Bibliotheca cloudLibrary; and 4) researching a shared Link+ model. The Committee agreed to allocate the remaining \$25,285 of the FY 2016/17 funds to redesign the PLP website, and directed Carol to continue conversations related to Link+. (M/S Wolfgram/McCulley)

III. New Business

A. Finance

1. **Acceptance of Annual CLSA Report, System Expenditure Report and FY 2017/18 Detailed Budget:** The Committee accepted the reports. (M/S Nemitz/McCulley)
2. **Approve Resolution: Authorizing Investment of Monies in Local Agency Investment Fund:** The Committee approved the Resolution to authorize PLP to deposit and withdraw monies in the Local Agency Investment Fund. (M/S Nemitz/Wolfgram)
3. **Discussion of Operating Reserve Policy:** Andrew Yon reviewed the *Discussion of Operating Reserve Policy* memo (Attachment 6). When the PLP Executive Committee approved the FY 2017/18 budget, it was asked if the current Operating Reserves Policy included a trigger or guideline to use the Operating Reserves. One such guideline may be that when the Fund Balance reaches three months of operating expenses, staff would notify the Executive Committee. The current Operating Reserves is equal to three months, so this would establish a six-month trigger. Staff recommends that a three-year projection of PLP funds be prepared in order to determine the long-term budget forecast before revising the current Operating Reserve Policy. The Committee agreed, and this will be presented at the next meeting.
4. **Analytics on Demand Additional Apps:** At the Analytics on Demand training in September, several libraries expressed interest in purchasing two additional modules for the software: Branch Insights and Demographics Now. The Committee approved the purchase of the Branch Insights app at the 50% participation level, using \$17,500 of the Fund Balance. (M/S Murphy/Wolfgram)

- B. PLP Regional Networking Event for Library Groups:** PLP has previously held networking events for support groups such as Commissions, Boards, and Friends. It was agreed that these are helpful, and that regional ones may be more effective than just one at the PLP office. BALIS, MOBAC, SVLS, and PLS can discuss holding them in three different locations, and can consider a rotation of locations on a schedule to be determined.

IV. Reports

- A. Annual Report from PLP Staff Development Committee:** Carol reviewed the report (Attachment 8). The Staff Development Committee has held two programs in FY 2016/17: *The Future of Libraries 12.0: Online Communities: Is Everyone Hanging Out Without Me?* in October 2016 and *Cracking the Code: Libraries Promoting Racial Equity* in April 2017.
- B. PLP President's Report:** Gerry Garzon informed the Committee that Yemila Alvarez will start as Assistant Director of PLS and PLP on October 30.
- C. PLP CEO's Report:** Carol reported that Gerry and Heidi Murphy will be attending a NorthNet-hosted plenary session for all cooperative library system chairs and vice-chairs. The Harwood-style conversation will focus on the systems working together and effectively communicating. PLP will be sharing a booth with the State Library and other cooperative systems in the CLA exhibit hall to promote recruitment and outreach. Submissions for the Innovation and Technology Opportunity Grants are now closed.
- D. State Library Report:** There was no report.

- V. Agenda Building for Next Meeting on January 31, 2018:** The next meeting will be a call-in meeting. Items to be included on the Agenda for the next meeting include:
- Review of Committee Support
 - PLP Operating Reserve Fund
 - PLP Website Redesign Update
 - National Legislative Day
 - PLP Innovation Grants Update
 - Mid-Year Budget Adjustment
 - PLP Annual Meeting

VI. Public Comment: None.

VII. Adjournment: The meeting adjourned at 3:01 p.m.

To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Support for PLP Staff Development Initiatives and Activities
Date: January 31, 2018

Background

At the May 2017 PLP Executive Committee meeting, \$3,000 was allocated to support initiatives and activities, such as trainings and workshops, which enhance the development of staff. It was agreed that twice a year (in June and December) a call for proposals would be put forth, and administrative staff would review and approve the requests.

A total of \$2,150 was requested and approved in June. Of this amount, \$1,611.75 has been expended. Upon recommendation from PLP staff at the October 20, 2017 meeting, the Executive Committee granted staff the authority to approve requests up to \$5,000. The December call for activities for January to June has resulted in \$4,300 in additional requests for funding for FY 2017/18. The requests include:

- \$700 from the MOBAC School and Public Librarians Association of the Monterey Bay Area (SPLAMBA) for a program entitled *Windows & Mirrors: Diversity in Children's Books*. Funding will include development and printing of related booklists, funding for the workshop refreshments, gifts for presenter and incentives for attendees.
- \$100 from MOBAC Literacy committee for one training
- \$3,500 from PLS Youth Services Committee for training on providing sensory story times and teen programming for special needs youth.

Additionally, the Palo Alto library has also put forth a program for \$5,000 for FY 2018/19. Below is a synopsis of the program.

Palo Alto City Library (PACL) is proposing to host an event focusing on “positioning libraries for the future,” the core idea for the successful PLP Technology and Innovation grant project PACL organized in 2017. The grant enabled PACL to purchase a NAO and a Beam robot, and to build a creative VR workstation. PACL has gained valuable insights about engaging communities in making robotic technology part of our services. Throughout the grant project, a number of PLP libraries have visited PACL and shown a great deal of interest in learning more about it. To leverage the positive outcome and responses from other PLP libraries, PACL sees the value of continuing the idea of exploration and experimentation in the areas of technology application in library services. PACL is proposing to host an event with a keynote speaker (may be someone like [Eric Chan](#)) who will provide inspiration, a library technology practitioner who will share personal experiences, and a group breakout session(s) to allow participants to share ideas and envision their own position in the future of using technology to enhance library services.”

Recommendation

It is recommended that the PLP Executive Committee consider allocating an additional \$911.75 to cover the remaining requests for FY 2017/18. It is also recommended that PLP consider providing Palo Alto a commitment for funding in the FY 2018/19 budget so that they may commence with planning.

To: PLP Executive Committee
From: Yemila Alvarez, Assistant Director
Subject: Update and Approval of Budget Increase for PLP Innovation Grants
Date: January 31, 2018

Background

In the FY 2017/18 Adopted Budget, \$150,000 was allocated for the Innovation and Technology Opportunity Grants.

An announcement went out in mid-July to PLP member libraries requesting submissions for allocations. The 19 submitted grant applications were evaluated by a panel of Library Directors from outside of PLP. Based on panel recommendations, eleven applications were funded at their requested amount and two were funded at a reduced amount for a total of 13 funded projects, as indicated below.

LIBRARY	PROJECT TITLE	FUNDED AMOUNT
Contra Costa County Library	Power Tower at Contra Costa County Regional Medical Center Hospital	\$14,799.00
Monterey County Free Libraries	Librarians Unleashed Program	\$9,975.00
Monterey County Free Libraries	Wi-Fi to Go, Wi-Fi Hotspot Lending Program	\$6,050.00
Mountain View Public Library	Digital Discovery Through Touchscreen Kiosks	\$14,187.98
Oakland Public Library	Project Zenbooth: Opening Doors by Closing & Soundproofing Walls	\$15,000.00
Palo Alto City Library	RE: Maker Fair	\$5,000.00
Pleasanton Public Library	Community Creativity Center	\$9,975.00
Redwood City Public Library	Preschool STEM Discovery	\$15,000.00
Salinas Public Library	Tech for Teens	\$15,000.00
San Francisco Public Library	Aira Navigation for People who are Blind or have low Vision	\$8,800.00
San Mateo County Libraries	Robots and Inspiring Summers	\$15,000.00
Santa Clara City Library	California 360 - Our Community Creates a Virtual World	\$8,000.00
South San Francisco Public Library	Teen Digital Media Lab	\$15,000.00
TOTAL FUNDED		\$151,786.98

Recommendation

The \$151,786.98 for all projects exceeds the allocated \$150,000. It is recommended that the PLP Executive Committee approve the additional \$1,786.98 using Fund Balance for the 13 innovation projects.

**PLS Executive Director/PLP CEO Accomplishments
January - December 2017**

Each January, I provide PLS and PLP a summary of the activities related to my Work Plan for my annual review. Below is an accounting of the activities for January to December 2017.

Peninsula Library System

- After completion of review by external consultant, develop and present recommendations to PLS Executive Committee on CFO position, administrative overhead cost distribution, methodology, and relationship with Califa. Implement changes as directed by Committee. **Completed. Hired external consultant, who produced three reports for PLS and recommended elements have been pursued/implemented. Remodeled to create new, smaller conference room.**
- With the approval of the PLS Executive Committee, commence recruitment for Controller. **Completed. Controller began in July 2017.**
- With the approval of the PLS Executive Committee, commence recruitment for Assistant Director. **Completed. Assistant Director began in November 2017.**
- Submit Pitch an Idea for ZipBooks for Teens. If grant awarded, work with PLS staff for implementation. **Completed. Worked with PLS staff. Pitch was not accepted.**
- Assist in review of eResource sharing within PLS. Completed/in progress. **Task Force formed, and I participate in the Task Force.**
- After completion of AMH Central Sort, review staffing effects and work flow and provide analysis and potential staffing recommendations by September or October 2017. **In progress. Upon analysis of installation, additional modules were purchased and installed in June 2017. Analysis of efficiencies to be presented at the January 2018 meetings.**
- Create draft updated policy and procedures on Patron Privacy to ensure clearer directions and to reflect current policy. **Not completed due to other priorities. To be carried over to next work plan.**

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- Provide strategic direction and management to NorthNet Library System (NLS), working closely with system coordinator, NLS directors and PLS staff. **Completed/ongoing. This last year, one of the legacy systems required extensive negotiations with CalPERS to prevent them being in default. Working as the lead, we negotiated with the non-paying library members and CalPERS for a payment schedule to prevent the default (additional time was billed to reflect this time). At the direction of the NLS Council, we also hired an attorney to review all CalPERS obligations. We also issued an RFP and are doing an assessment of Link+ for all NLS members.**
- Continue the implementation of the Student Success Initiative within PLP and NorthNet. **Completed/ongoing. The FY 2016/17 grant was completed. I worked with the State Library to successfully pitch the idea of taking this grant state-wide for FY 2017/18. The grant has over 50 libraries state-wide participating.**
- As part of the PLP strategic initiatives, continue to explore and develop an effective model for resource sharing of international language materials. **Not completed/in progress. This was placed on hold due to competing priorities and limited staff. It will be carried over to next Fiscal Year, and the Assistant Director will take the lead on this.**

- Submit Pitch an Idea Grant for News Literacy. If grant awarded, implement project. **Completed/in progress. Grant awarded, and work is on schedule to be completed by end of grant. Five PLP libraries are participating in the Working Group to develop the toolkit which will be shared with all PLP libraries.**
- Work with California State Library around specific statewide initiatives, including the potential of expanding the student success library card initiative state-wide. **Completed – see above regarding the student success initiative.**
- Working with the other state-wide system coordinators, take the lead in working with them and the State Library staff in changing the CLSA regulatory language to reflect current and future resource sharing. **Completed/Ongoing.**

Additional items of note:

I have worked closely with the PLS Directors in continuing to define a long-term viable budget strategy to ensure the future fiscal sustainability. In addition, the transition of Califa to its own separate organization will continue to be a priority, including determining the fiscal and staffing effects to PLS.

In reviewing the work flows of the units, I have worked with staff to identify efficiencies. In the last year, we have moved from issuing paper checks for accounts payable to a direct deposit process for paying vendors and contract workers, which has resulted in a quicker turn-around in payments and more closely aligned us with industry standards. We have also begun analysis of paperless retention of accounts payable and accounts receivable and are testing it to turn on for FY 2018/19. This will reduce the amount of paper filed, and may free up staff time.

In order to increase communication and ensure transparency, implemented the use of Basecamp for all PLP grants as well as with the CSL regarding grant tracking for statewide grants which PLP administers on behalf of the state.

Based on the PLP decision to continue with Analytics on Demand, an Ad Hoc Advisory Committee has been formed, and training has been scheduled on a regular basis.

I have been working with the California State Library staff on the next LSTA five-year goals for California. I have attended several meetings in Sacramento with the CSL staff and the other system coordinators.

I have attended all the CLSB meetings, and have advocated on behalf of PLP and NLS for regulatory language changes. In particular, working with the PLP President, we presented at the October CLSB meeting to successfully convince the Board to leave in the language regarding contiguous borders.

I am beginning my second year on the CLA Legislative and Advocacy Committee, and lobbied in April in Sacramento. I also attended the National Library Legislative Day in Washington D.C. in May 2017.

I presented along with a cohort of librarians at CLA for the student success initiative, and we have been accepted to present at PLA on this topic.

In addition to working on the Student Success and News Literacy Grants, PLP was also awarded two CLSA grants for expanding SimplyE and enki statewide, and NLS was awarded the CLSA Zip books grant for statewide expansion. I have been working closely with the appropriate partners on these projects.

All of the above were 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.

PLS Executive Director/PLP CEO Work Plan

January - December 2018

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2018 Work Plan:

Peninsula Library System

- With the CFO, continue to analyze and develop an administrative overhead cost distribution and methodology and present recommendations to PLS Executive Committee for consideration of the FY 2018/19 budget. Implement changes as directed by Committee.
- Continue to work with the PLS Executive Committee and Califa for the transition of Califa from PLS. Identify and plan for fiscal and staffing changes.
- After completion of AMH Central Sort review of staff effects and work flow analysis is presented to the PLS Executive Committee in January 2018, implement any changes as directed by the Committee.
- Continue to review efficiencies for PLS work flows in accounting. Ensure staff complete the analysis of paperless retention of accounts payable and accounts receivable and implement it for FY 2018/19.
- Present at the Public Library Association conference in Philadelphia with San Francisco Public Library and Contra Costa Library on “Change and evolution in 21st century public library collections and technical services,” discussing the sharing between the PLS consortia libraries.
- Assist in review of eResource sharing within PLS.
- Create draft updated policy and procedures on Patron Privacy to ensure clearer directions and to reflect current policy.

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- Respond to the NLS RFP for Administrative and Fiscal Services (due February 1). Should PLP be awarded contract, provide strategic direction and management to NorthNet Library System (NLS), working closely with system coordinator, NLS directors and PLS staff. Develop an implementation plan for Link+ per the direction of the NLS Executive Committee. Continue work on CalPERS obligations for legacy systems, and work on modifying Bylaws to allow individual members join NLS, rather than only systems.
- Continue the implementation of the statewide Student Success Initiative, and work with the California State Library to consider continuing this as a grant in FY 2018/19. This project involves two Educational Services Coordinators as contract workers, and 45 libraries throughout the state.
- Support the PLS Executive Committee as well as the four legacy systems by attending meetings and responding to requests and initiatives.
- As part of the PLP strategic initiatives, continue to explore and develop an effective model for resource sharing of international language materials.

- Put out a call for PLP Pitch an Idea Grants, and apply if directed by PLP Executive Committee. If grant awarded, implement project.
- Work with California State Library around specific statewide initiatives.
- Working with the other state-wide system coordinators, take the lead in working with them and the State Library staff in changing the CLSA regulatory language to reflect current and future resource sharing.
- Present at the Public Library Association conference in Philadelphia on the Student Success Initiative with a cohort of grant participants.

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.