

**PLP Executive Committee**

**Agenda**

**PLP/PLS Offices  
2471 Flores Street  
San Mateo, CA 94403**

**Monday, August 8, 2016**

**10:00 a.m. - 12:00 p.m.**

**Lunch will be provided at the conclusion of the meeting**

- |      |   |         |              |
|------|---|---------|--------------|
| I.   | Adoption of the Agenda (Action Item)  | Chisaki |              |
| II.  | Old Business  |         |              |
|      | A. Approval of the June 30, 2016 minutes (Action Item)  | Chisaki | Attachment 1 |
|      | B. 2017 PLP Leadership Plan and Discussion (Action Item)  | Light   |              |
|      | C. CLSB Agenda Item #5 from July 12, 2016 Meeting   | Frost   | Attachment 2 |
|      | D. Revised CLSA Plan of Service:<br>Recommendations and Discussion (Action Item)  | Frost   | Attachment 3 |
| III. | Reports   |         |              |
|      | A. PLP President's Report   | Chisaki |              |
|      | B. PLP System Director's Report   | Frost   |              |
|      | C. State Library Report   | Hanks   |              |
| IV.  | Agenda Building for Next Meeting and Meeting Schedule   |         |              |
| V.   | 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.) |         |              |
| VI.  | 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**

Alameda Free Library, 1550 Oak Street, Alameda, CA 94501  
Cabrillo College Library, 6500 Soquel Drive, Building 1000, Aptos, CA 94010  
Monterey County Free Libraries, 188 Seaside Circle, Marina, CA 93933  
Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041  
Oakland Public Library, 125 14<sup>th</sup> 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  
Redwood City Public Library, 1044 Middlefield Road, Redwood City, CA 94063

CA State Library, 900 N St, Sacramento, CA 95814

### **Conference Call Information**

Conference Number: 1-800-503-2899

Access Code: 3495538

# PLP Executive Committee Meeting

## Minutes

Thursday, June 30, 2016

PLP/PLS Offices  
2471 Flores Street  
San Mateo, CA 94403

### Attendees:

Vice-President Gerry Garzon, Heidi Murphy, Georg Romero, Derek Wolfgram, Monique Ziesenhenne, Jayanti Addleman (call-in), Susan Hanks, State Library liaison (call-in)  
Staff: Susan Hildreth, Carol Frost, Donna Truong, Terry Jackson, PLP

The meeting was convened by Vice-President Garzon at 10:05 a.m.

- I. **Adoption of the Agenda:** Agenda adopted as distributed. (M/S Murphy/Romero)
- II. **Old Business**
  - A. **Approval of the May 6, 2016 minutes:** The minutes of the May 6, 2016 meeting were approved as distributed. (M/S Ziesenhenne/Murphy)
  - B. **Updates**
    1. **CLSB:** Susan Hildreth advised the Committee that the CLSB meeting would take place on July 12<sup>th</sup> and that she and Carol Frost would be there to represent PLP. There are seven concept proposals that were submitted by PLP for the one-time additional funds, and each indicated the level of interest statewide. A revised Plan of Service for additional ongoing C&D funds will need to be submitted. There may need to be a small working group or an additional meeting of the Executive Committee to accommodate discussion and provide direction as to how the additional CLSA monies should be allocated. It is anticipated that a revised Plan of Service will need to be submitted in September.
    2. **LSTA Pitch an Idea *Student Success Initiative Grant*:** Attachment 2 of the agenda packet is the final grant submission for \$50,000. Per the direction of the PLP Executive Committee, we have included \$50,000 matching funds from PLP to support this initiative. We are very fortunate to have identified someone for the educational services coordinator position. Her name is Katie Leach, and she has worked on the student card initiative in Shasta County. On p. 16 of the packet is the list of names for the Advisory Committee. As a reminder, the grant calls for 8-10 pilot libraries from within PLP and NorthNet, as well as 4-5 mentor sites. The advisory group will help in putting together a call for libraries for participation and will help review the applications. This process will take place over the summer.

### III. New Business

- A. **Acceptance of the CLSA Plan of Service:** Georg Romero asked about the rural underserved frontier and if we are required to use this definition of underserved. Staff will check on this. The Executive Committee voted to approve the CLSA Plan of Service. (M/S Romero/Murphy)
- B. **Approval of the 2016-17 PLP contract with PLS:** Susan walked the Committee through the contract and explained that the salary information reflected the total employee costs, including benefits. Susan also called out the extent to which PLP is funding PLS. She advised that the Committee should look at the meeting schedule as it relates to the legacy systems and provide a bench mark of what PLP provides to these systems in terms of staff support. The Executive Committee approved the 2016-17 PLP contract with PLS. (M/S Romero/Murphy, with Wolfgram recusing himself)
- C. **Approval of the 2016-17 PLP Budget:** Susan reviewed the PLP Budget for 2016-17 and the budget summary that was part of Attachment 5. Donna Truong advised the group that there is money in the budget for training and consultant work. The Executive Committee voted to approve the 2016-17 PLP Budget. (M/S Ziesenhenne/Romero)
- D. **Approval of the PLP Reserve Policy:** Susan outlined the information in Attachment 6 which explains the purpose, definition and goals of the PLP Operating Reserves Policy. The operating reserves are equal to three months of the operating costs. For 2016-17, the PLP Operating Reserve Fund will be \$313,383. The Executive Committee voted to approve the PLP Reserve Policy. (M/S Murphy/Romero)
- E. **Use of the remaining \$32,000 in CLSA 2015-16 funds:** Susan reminded the group that these funds were still unencumbered and needed to be spent by June 30, 2018.
- F. **Use of the \$110,000 encumbered with CENIC:** The group inquired if we could get these funds back from CENIC. Carol suggested using them to give libraries a prorated share and to use the \$32,000 in a similar way with those libraries that are not on CENIC. It was agreed to look at this by a date to be determined when it would be known if new libraries were joining CENIC and then evaluate the efficacy of the total fund distribution.
- G. **2016-17 PLP Possible Programming Content and Activities**
  - 1. **2016-17 Innovation and Technology Opportunity Grants:** Monique Ziesenhenne asked if we could include feedback as to any awards or recognition that grants had received and also that criteria regarding sustainability be included in the grant application. Terry Jackson said she would add these elements and that the grants application announcement for 2016-17 would go out on July 11, 2016.
  - 2. **Innovation Fest Expansion/Augmentation:** Carol advised that PLP had received a request from Alameda County for additional funds to support their Innovation Fest, which is scheduled for October 21 at the Castro Valley Library. Their original grant award was for \$15,000, and they are requesting another \$10,000. The funds are available from the grants allocated. They want to use the additional funds to support what they are calling an

Innovation Curriculum. The idea is for them to bring in two trainers, Carson Block and Crystal Schimpf, who will be introducing participants to hackathon principles like fail-fast methodologies and rapid prototyping. It is anticipated that PLP libraries will all be encouraged to participate in what could become an annual event.

3. Leadership Groups- Update: Carol reported on behalf of Jane Light and shared that Jane is very pleased with the groups and feels that they have been successful. As Jane has pointed out, the purpose of these groups is for sharing, support, and professional development. This year, Carol is part of the executive group. Additionally, with the newly formed middle manager class, Dolly Goyal has been appointed the new Director of the Los Gatos Public Library, so she has moved to the executive group, and Jane Cronkhite has just accepted the associate director position for Monroe County Public Library in Bloomington, Indiana.
  4. Cataloging and Acquisition of Language Materials: Carol acknowledged that this item was high in the interest category as a result of the strategic planning process. She has contacted interested libraries and will have a group conference call within two weeks to discuss exploring shared resources among PLP libraries for language sharing for acquisitions and cataloging. Carol hopes to use the Innovation Fest as a tool to get this project off the ground. The Executive Committee was also interested in the selection and cataloging of media and a list of which libraries own what language collections.
  5. PLP Bicycle-Related Community of Practice: PLP had previously expressed an interest in developing a community of practice for PLP libraries who have received an innovation grant regarding bicycles. Carol reported that she had reached out to them and proposed several ways in which we could create this community. She received very little response, and it appears that the greater Bay Area has created a Facebook group for support. Based on this, it seems that libraries have organically formed their own community, and there has been no indication of needed resources from PLP.
  6. 3M Cloud Library Proposal: Dolly Goyal, Director of Los Gatos Public Library, asked to place this item on the agenda to assess the level of interest. Dolly walked the Committee through the PowerPoint and her explanatory memo. The group expressed interest and thought an SVLS pilot would be a good starting point. They also asked about the simply E application and how that might compare. Terry and Carol said they would add this item to the SVLS Administrative Council meeting, scheduled for July 22<sup>nd</sup>.
- H. **Review of 2016-17 PLP Executive Committee Meeting Schedule and a Semi-Annual Directors Meeting:** Carol reviewed the upcoming meeting schedule and it was noted the next meeting, scheduled for October 31<sup>st</sup>, was probably too far out in terms of the CLSB and the additional funds. The Committee agreed to add a meeting on August 8<sup>th</sup> at 10:00. The other meeting dates at this time are: October 31, January 31 and May 5. Carol also raised the possibility of holding a semi-annual Directors meeting, rather than just an annual meeting, especially in light of the potential increase in funding and activities for PLP. The Committee liked this idea and staff will look at how this might best be accomplished in terms of scheduling and timing.

#### IV. Reports

A. **PLP President's Report:** None

B. **PLP CEO's Report:** None

C. **State Library Report:** Susan Hanks shared information on upcoming State Library initiatives including Touchpoints, Harwood Institute training and the Get Involved efforts for teens and veterans.

V. **Reportable Action from the Closed Session Pursuant to Government Code Section 54957: Leadership Transition Plan:** Carol Frost to serve as System Director during the six-month transition, and the PLP and PLS chairs will plan meetings with Carol during this time period.

VI. **Agenda Building for Next Meeting:** The outcomes from the July 12<sup>th</sup> CLSB meeting will be the main focus of the August 8<sup>th</sup> meeting.

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

VIII. **Adjournment:** The meeting was adjourned at 12:20 p.m.

## Document 5

## ACTION

**AGENDA ITEM:** CLSA Proposed Budget for FY 2016/17

**ISSUE TO COME BEFORE THE BOARD AT THIS MEETING:** Consideration of the 2016/17 Ongoing \$1.75 Million and the 2016/17 One-Time CLSA Augmentation of \$3 Million.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board adopt the 2016/17 CLSA budget totaling \$1,750,000 for allocation to Cooperative Library Systems and direct the Cooperative Systems to file an amended plan of service to address how these funds will be used specifically to promote and enhance resource sharing using 21<sup>st</sup> century technologies.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board adopt \$1 million of the 2016/17 CLSA one-time budget augmentation to expand the Zip Books program statewide.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board adopt \$500,000 of the 2016/17 CLSA one-time budget augmentation to connect the remaining, unconnected California libraries to enki, purchase new content for the enki system and lay the groundwork for the deployment of the SimpleE eBook discovery app.

**RECOMMENDED MOTION FOR CONSIDERATION BY THE BOARD:** I move that the California Library Services Board directs the California State Library staff to investigate further options for the remaining one-time funds that would improve access for all Californians to both materials and services offered by public libraries and present recommendations for consideration by the Board at its next meeting.

**BACKGROUND:**

Approved in 1977, the California Library Services Act is aimed at providing access to information to all Californians, particularly underserved populations such as those who are economically disadvantaged and geographically isolated.

California's budget for the fiscal year beginning July 1, 2016 includes \$4.75 million in new funding under the California Library Services Act. These funds are in addition to the \$1.88 million that has been continuously appropriated under the act for the past several years.

Of the \$4.75 million, \$1.75 million is ongoing, allocated under the "Communications and Delivery" section of the act -- nearly doubling continued spending under the act to \$3.63 million. The remaining \$3 million is one-time funding, the use of which is left largely to the board's discretion.

At its previous meeting, the board adopted \$1.88 million for allocation to the Cooperative Library

Systems, the total allocation for systems for the fiscal year that ended June 30, 2016.

Decisions on allocating the \$1.75 million for the fiscal year that began July 1 were deferred to this meeting in order to weigh its allocation in conjunction with decisions on allocating the \$3 million in one-time funds.

### **ALLOCATING THE \$1.75 MILLION**

In keeping with the direction provided by the board, the State Library recommends the Cooperative Systems be directed to use the ongoing \$1.75 million to enhance cost-effective resource sharing among their library members.

The State Library recommends the board require the systems to indicate how they will advance cost-effective resource sharing by demonstrating in their amended plans of service that they are addressing issues such as:

- Development of e-content through digitization or other methods.
- Improved access to library e-books or other library digital materials.
- Alternate delivery methods such as the federally funded pilot project, Zip Books (See below)
- Assistance to member libraries in costs associated with connecting to the California Research and Education Network via the State Library Broadband Project.

### **ALLOCATING THE ONE-TIME \$3 MILLION**

The remaining \$3 million in one-time money is appropriated by a budget trailer bill that also updates the act to make it more reflective of 21<sup>st</sup> Century technologies. The budget bill, SB 826, and the trailer bill, AB 1602, were signed by the governor on June 27, 2016.

The trailer bill also requires the library to submit a report to lawmakers and the Department of Finance by September 1, 2017 summarizing grants awarded, project descriptions and use of e-resources enabled by the funds as well as “the progress of grantees toward establishing regional or statewide e-resource platforms.”

At its last meeting on April 8<sup>th</sup>, the board requested that the State Library and California’s nine regional library systems offer proposals on how these funds should be used for consideration at the board’s July 12 meeting.

The board stressed that priority for expenditure of these funds was to promote and enhance resource sharing among libraries on a statewide or regional level. Other considerations the board said it would weigh in evaluating spending proposals include:

- Sustainability,
- System-wide or statewide benefits,
- Opportunities for multi-agency partnerships, and
- Improved access to underserved individuals.

### **Funding Options:**



The budget and the act give the board latitude in determining how the \$3 million in new funds is allocated. Options for the board to consider:

- 1) Allocate the one-time funds as a lump-sum grant(s) for programs selected by the board
- 2) Allocate the one-time funds as grants to the systems using the existing allocation formula for ongoing funds with direction from the board on how the funds should be used. That direction would be addressed in an amendment to the systems plan of service.
- 3) A combination of Options 1 and 2

### **State Library Recommendations:**

Allocate the \$3 million in one-time funds as grants under the “Special Services Programs” section of the act. Doing so gives the board a better opportunity to develop a statewide approach and eliminate the complexities inherent in coordinating the funding and management of a single program through nine cooperative systems.

Included in the board member’s agenda packets (Document 5, Exhibits B-U) are summaries of the spending proposals for the \$3 million submitted by the cooperative systems and several independent public libraries. Also included are letters from a few cooperative systems (Document 5, Exhibits V-X) giving opinions on how the funds should be allocated.

Given the goal of the act, the board’s emphasis on enhancing resource sharing among libraries on a statewide or regional level and the Legislature’s emphasis on increased access to e-resources, the State Library recommends moving forward now with two proposals:

- 1) Allocate \$1 million to expand Zip Books, (Exhibit G) currently a pilot program in rural counties, into a demonstration project for all California libraries to provide cheaper, more efficient delivery of requested items to library patrons. Under the Zip Book program, if a library doesn’t have a book requested by the patron, the library buys a copy and has it delivered directly to the patron who returns it to the library when finished. The library can then add the book to its collection. This process is cheaper and more efficient than the normal delivery process. This grant would cap statewide spending at \$1 million with priority given to public library jurisdictions with the lowest per capita spending.
- 2) Allocate \$500,000 to boost statewide availability of e-materials by adding \$200,000 in new content to enki, an online platform of 50,000 downloadable titles including classic literature in the public domain, encyclopedias, fiction, non-fiction, travel, cooking and crafts. An additional \$100,000 would connect the state’s libraries not yet using enki for three years. The remaining \$200,000 would be used to facilitate the eventual statewide deployment of SimplyE, an open source app allowing for the discovery and reading of eBooks from multiple eBook platforms like Overdrive and 3M’s Biblioteca (portions of Exhibits J and L).
- 3) The State Library recommends pursuing other investments that require more

investigation and is requesting the board approve continued investigation of the concepts outlined below, which seek to expand and improve access to existing information, postponing final decisions on the remaining \$1.5 million in one-time funds until its fall meeting.

A key way to expand access to undeserved communities is making information easier to find. Several proposals put forward by systems and explored independently by the State Library could make it far easier for Californians to access both materials and services offered by public libraries but more investigation of costs and capacity is required. **Final action would need to be postponed until the board's fall meeting.**

### **Lack of Awareness**

A recurring trend in Pew Center surveys about libraries and how their communities view them is lack of awareness of the programs and services libraries offer (<http://www.pewinternet.org/2016/04/07/libraries-and-learning/>). In an April 2016 survey, 22 percent of respondents said they didn't know if their library has an e-book lending program – even though an estimated 90 percent of libraries have such programs.

In a 2013 Pew survey, 46 percent of respondents said they feel they know “some” of what their library offers and 20 percent say they don't know “much.”

Focus groups held in conjunction with Pew's surveys routinely say listing events and resources on a library's website isn't enough. Librarians in the focus groups say almost every day at least one patron tells them, “I didn't know that was available.”

How in a state as economically and geographically diverse as California can a greater number of Californians learn how much is available to them at their local library?

A multiplicity of strategies might be needed. For some underserved communities the cost of transportation can be the principal barrier. But whether through phones, pads or laptops most Californians have access to the Internet.

### **Improved Searchability**

One of the concepts the State Library thinks warrants further consideration is the Bibframe initiative by the Library of Congress. This new method of organization would make materials held by California's public libraries are made accessible by Google search rather than only through a library's website.

Potentially, through Google calendar, not only would a library's materials be findable without going to the library's webpage but so would programs and events like Storytime, adult literacy courses and job fairs.

The Library of Congress is refining its new Bibframe 2.0. However, several local public libraries including Napa and Sacramento are entering into contracts with a private company using open source software developed with the Library of Congress to begin

applying Bibframe to libraries. At least one other vendor appears to offer a similar product.

The vendor named in Exhibit K says it can offer this service to all of California's libraries for less expense than the proposal in Exhibit K but the company's proposal to do so lacks sufficient specificity and transparency to be considered at this time.

The State Library would like to spend the next six weeks working with the Library of Congress to determine how and when Bibframe can be deployed in California's libraries and the information held by libraries opened up to easier Internet access.

### **New Organization of Information**

Another way to boost accessibility is to use search tools that connect related concepts rather than use a keyword – the direction in which the Web is moving.

The State Library has been in conversations with Yewno.com, which offers a new, more intuitive and more focused way of searching for information. Pioneered by Stanford University and others, the search tool would give public library patrons access to over 50 million pieces of information – and growing -- organized by relevance. The company went public in April and is preparing a proposal on how it could be used by public libraries.

Putting the Yewno discovery tool in public libraries would provide any Californian anywhere in the state with an easily searchable database – a key goal in being used in academic institutions like MIT and, soon, the University of California at Berkeley.

Like Bibframe, more exploration is needed to determine how Yewno could begin appearing in public libraries.

### **Challenge Grant**

One way to jumpstart innovation is to through a challenge grant like those the Knight Foundation and others put forward. Perhaps innovators exist who can accomplish the goals of improved access for all Californians more efficiently, more globally or both.

A portion of these funds could be earmarked for a grant that would challenge the applicants with deploying the resources of California's 1,100 libraries – 64 million print, 14 million e-materials, more than 22,000 Internet stations – to address a key California "need."

## **GENERAL OVERALL PROGRAM UPDATES:**

**CURRENT STATUS:** At the Sacramento meeting in April 2016, the board adopted \$1.88 million in on-going funding from the governor's preliminary budget, released in January 2016, in order to provide cooperative systems with a partial payment as soon as the budget act was signed. The board will be reviewing the Plans of Service for those funds at the July 2016 meeting.

**To:** PLP Executive Committee  
**From:** Carol Frost, System Director, PLP  
**Subject:** Revised CLSA Plan of Service Recommendations  
**Date:** August 8, 2016

### **Background**

The original PLP CLSA funding for FY 16/17 was \$360,429. At the July 12, 2016 CLSB meeting, an additional \$333,731 was allocated to PLP. These funds fall within the guidelines of Communication and Delivery, with the further direction of the Board:

*In keeping with the direction provided by the board, the State Library recommends the Cooperative Systems be directed to use the ongoing \$1.75 million to enhance cost-effective resource sharing among their library members. The State Library recommends the board require the systems to indicate how they will advance cost effective resource sharing by demonstrating in their amended plans of service that they are addressing issues such as:*

- Development of e-content through digitization or other methods.*
- Improved access to library e-books or other library digital materials.*
- Alternate delivery methods such as the federally funded pilot project, Zip Books*
- Assistance to member libraries in costs associated with connecting to the California Research and Education Network via the State Library Broadband Project.*

The amended Plan of Service for these additional funds is due August 29, 2016.

### **Available Funds**

PLP has the following CLSB funds available:

\$32,000	remaining unallocated funds from FY 15/16
\$95,943	FY 16/17 unallocated funds from original award
\$333,731	additional FY 16/17 funds (\$266,985 for C&D, up to \$66,746 for administration)
\$461,674	total

PLP has three years from receipt of funds to expend the funds. The FY 15/16 funds must be spent by June 30, 2018. The FY 16/17 funds must be spent by June 30, 2019. Potential initiatives for funding are listed below.

### **Use of \$394,928 Communication and Delivery Funds**

**enki:** PLP previously used C&D funds for a subscription to enki. The CLSB, at its last meeting, set aside funds for additional enki content and to pay for libraries not currently on enki. ***It is recommended that PLP renew the subscription to enki for FY 16/17 for \$137,100. (note: total PLP cost is \$139,350, but PLP did not pay for San Juan Bautista cost of \$2,250 in FY 15/16).***

**CENIC Broadband network costs:** There are some considerations for this.

- Pay for some network CENIC costs, by some type of formula. Six libraries are not on CENIC, and one of them is in talks of joining in Year 3.
- Pay for some of the hardware for libraries which are on CENIC but do not have branches connected. Those libraries include Monterey County, Oakland and San Francisco.
- The State Library just made this determination “Giving broad, modern interpretations to “materials location information” and “exchanging materials and information,” C&D funds for hardware for libraries, whether on CENIC or not, “fits within the communications component of CLSA. This would include equipment, installation, monthly service fees, etc.” ***This interpretation is significant, and opens PLP up to allowing member libraries to offset costs. It is recommended that PLP consider allocating some funds towards these costs.***

**Reserve for possible new investment in 16/17 or 17/18:** The CLSB has taken action to fund the infrastructure for SimplyE (<http://www.librarysimplified.org/consortia-project-design.html>). Although we are not sure when this discovery app will be available, the State Library has confirmed that the cost to subscribe to this service will be eligible for CLSA funding. PLP could be the first system in CA to pilot Simply E. Also the CLSB has yet to determine priorities for \$1.5M in 16/17 funding. State Library staff are investigating the implementation of a discovery layer ( i.e. Zepheira’s bibframe or similar) that will provide easy browser access to library records and events. The costs for this service is not clear as yet but hopefully would be eligible for CLSA funding as well. ***It is recommended that PLP consider leaving funds in the fund balance for these initiatives from the State Library.***

**Delivery:** Sufficient funds were allocated in the first Plan of Service for delivery. No further funds are needed.

**Shared eContent:** The State Library defines shared e-content as any 2 or more members of a library system sharing access to or costs for e-content. As an alternative use for these CLSA funds in FY 17/18, PLP has a system could identify an e-content provider that all or most of the member libraries either were subscribing to with local funds and/or wished to subscribe to using CLSA funds. The member engagement in such an initiative, which could save members local funds to reallocate for other purposes, could be undertaken in FY 16/17 in preparation for FY 17/18.

**Provide money back to systems for allowable use:** A disbursement of funds could be given to each jurisdiction to offset costs of allowable expenditures within the definition of Communications and Delivery. Such costs would include ILL/Link+, eMaterials, delivery costs not covered by initial CLSA funds (such as PLS costs for delivery).

### Use of \$66,746 Administration Funds

***Additional components to Analytics on Demand (AOD):*** Fifteen of the PLP libraries using the PLP AOD subscription were interested in PLP purchasing an eBook ‘app’ which will allow them to import eBook user data. This will allow an analysis of this group of users which is widely unstudied. ***PLP has notified Califa to move forward with this purchase, and Admin funds can cover the cost. \$15,000***

***CLSAinfo.org:*** Earlier this year, PLP was notified that a new site, CLSAinfo.org, had been built by the Black/Gold cooperative, with the intent that all libraries can share information, such as RFPs, contracts, policies, etc. ***Black/Gold is asking each library system to help offset the costs. \$1918.***

***System Support: With the additional initiatives, it is recommended that some of the Administrative Funds support the use of contract staff for support.***

### References – California State Law, System Communications and Delivery

C&D funds support the cost of providing communications and delivery systems that enable the sharing of resources through interlibrary loans and the rapid interchange of information by telephone, fax, U.S. Mail, courier services, and van deliveries. In recent fiscal years, nearly 2.6 million messages and over 14.6 million items have been annually delivered with the support of this program.

From CLSA legislation

Sec. 18745. System communications and delivery. Each system shall annually apply to the state board for funds for intra system communications and delivery. Proposals shall be based upon the most cost-effective methods of exchanging materials and information among the member libraries.

ARTICLE 7. COMMUNICATION AND DELIVERY Sec. 20235. Definition of reporting terms. In complying with the reporting requirements of Section 20135, each system shall report the following items using the following definitions with respect to the communication and delivery programs: (a) “Message” means the transmission of a discrete body of information from one library to another by means of a telecommunications system to a single individual or institutional addressee. Many separate items of information may be contained in a single message. The same body of information transmitted 31 to several addressees at physically distinct locations constitutes several, not one, messages. Written information physically conveyed by delivery van, U.S. mail, or other courier services is not considered a “message” for communications and delivery reporting purposes. (b) “Item delivered” means the physical removal of a discrete item from one library to another by means of a delivery van, U.S. mail, courier service, or other delivery system. Reasonable judgment shall be exercised in determining particular “items” status (e.g., a carton containing 10,000 brochures is one -- not 10,000 items). (c) “Frequency/schedule of delivery service” means that specific (daily, twice weekly, weekly, etc.) frequency of delivery service received by member libraries. If not all members receive the same frequency of delivery service, the number of member libraries served on each differing schedule must be reported. (d) “Other” means that when a system employs communications or delivery methods other than those specifically cited on the standard reporting forms, the system must specify the method(s) employed and separately account for the message or delivery volume for each such method.