

**PLP Executive Committee Agenda**

**PLP Office  
Upstairs Conference Room  
2471 Flores Street  
San Mateo, CA 94403  
October 20, 2017  
1:00 p.m.**

- |      |  |          |              |
|------|--|----------|--------------|
| I.   | Adoption of the Agenda   | Garzon   |              |
| II.  | Old Business   |          |              |
|      | A. Approval of the June 28, 2017 Minutes (Action Item)   | Garzon   | Attachment 1 |
|      | B. Review of PLP Support for Committee Meetings (Action Item)  | Frost    | Attachment 2 |
|      | C. Discussion Regarding Use of the Remaining CLSA Funds (Action Item)  | Frost    | Attachment 3 |
|      | D. PLP Leadership Development Programs Update  | Light    |              |
| III. | New Business   |          |              |
|      | A. Finance   |          |              |
|      | 1. Acceptance of CLSA FY 2016/17 Annual Report, System Expenditure Report and FY 2017/18 Detailed Budget (Action Item) | Frost    | Attachment 4 |
|      | 2. Approve Resolution: Authorizing Investment of Monies in Local Agency Investment Fund (Action Item)                  | Yon      | Attachment 5 |
|      | 3. Discussion of Operating Reserve Policy  | Yon      | Attachment 6 |
|      | 4. Analytics on Demand Additional Apps (Action Item)   | Frost    | Attachment 7 |
|      | B. PLP Regional Networking Event for Library Groups  | Wolfgram |              |
| IV.  | Reports  |          |              |
|      | A. Annual Report from PLP Staff Development Committee  | Frost    | Attachment 8 |
|      | B. PLP President's Report  | Garzon   |              |
|      | C. PLP CEO's Report  | Frost    |              |

D. State Library Report

Coles

V. Agenda Building for Next Meeting on January 31, 2018

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. Adjournment



## PLP Executive Committee Minutes

PLS Office  
2471 Flores Street  
San Mateo, CA 94403

June 28, 2017

10:00 a.m. via Conference Call

### Committee:

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

### System Staff:

Carol Frost, PLP  
Donna Truong, PLP  
Mary Alexander, PLP

### State Library:

Janet Coles (call-in)

The meeting was called to order at 10:03 a.m. by President Gerry Garzon.

- I. **Adoption of the Agenda:** The Agenda was adopted. (M/S Wolfgram/Addleman)
- II. **Old Business**
  - A. **Approval of the May 12, 2017 Minutes:** The Minutes were approved as distributed. (M/S Murphy/Wolfgram; McCulley and Romero abstained)
  - B. **Draft Minutes of the May 12, 2017 PLP Administrative Council Annual Meeting:** These Minutes were distributed for information purposes only.
  - C. **LSTA *Pitch an Idea* Grant: News Literacy:** Carol Frost reviewed the Pitch-an-Idea Grant Application (Attachment 3). The grant has been approved for the requested amount of \$50,000. The revised grant will focus on one regional meeting with PLP library staff and media partners, the creation of a News Literacy Working Group, and a News Literacy Resource Toolkit to be distributed to PLP libraries and hosted on the PLP website. The Committee voted to accept the grant. (M/S Romero/McCulley)
- III. **New Business**
  - A. **Finance**

P 1

- 1. Approve Allocation for the FY 2017/18 Innovation and Technology Opportunity Grants:** The funds for the Innovation and Technology Opportunity Grants are from the unallocated \$217,578 in the Systems Operations line item in the FY 2017/18 proposed budget. The Committee expressed that the grants are a way to bring value to PLP libraries and can help in leveraging funds for other grants. The Committee voted to approve the use of \$150,000 for the Innovation and Technology Opportunity Grants. (M/S Wolfgram/Ziesenhenn)
- 2. Analytics on Demand Renewal:** The current subscription period ends on June 30, 2017. The State Library had considered a state-wide purchase but is not pursuing it at this time. The Committee expressed that they wanted more training, which can be led by the PLP Analytics on Demand Advisory Group. The cost to renew the subscription for an additional 18 months, expiring in December 2018, is \$140,250. The Committee voted to approve renewing the Analytics on Demand subscription for eighteen months, using \$67,578 from the Systems Operations budget and the remaining from the Fund Balance. (M/S Murphy/McCulley)
- 3. Approval of FY 2017/18 PLS/PLP Contract:** The contract was approved. (M/S Addleman/Murphy; Wolfgram recused)
- 4. Approval of FY 2017/18 PLP Budget with Allocations as Determined for Analytics on Demand and the Innovation and Technology Opportunity Grants:** Donna Truong reviewed the PLP FY 2017/18 Budget (Attachment 7). PLP has an operating reserve of 3 months of operating costs. Discussion ensued about whether general parameters should be developed around the use of the operating reserve. The Committee discussed developing a budget threshold, which would define when to use the Fund Balance. They also discussed developing parameters for using the operating reserve, and/or developing a rainy day fund by percentage. It was agreed that the Directors would send their ideas and examples of their agencies' policies to Carol, and her staff will develop a draft document with options for the next meeting. The FY 2017/18 PLP budget with allocations as determined for Analytics on Demand and the Innovation and Technology Opportunity Grants was approved. (M/S Romero/McCulley)
- 5. Acceptance of FY 2017/18 CLSA Plan of Service:** The Committee approved the FY 2017/18 CLSA Plan of Service. (M/S Wolfgram/Murphy)
- 6. Discussion Regarding Use of the Remaining CLSA Funds:** PLP has until June 30, 2019 to spend the FY 2016/17 CLSB funds, which includes the \$100,000 allocated for SimplyE and \$75,285 of unallocated funds. Additionally, there is \$264,000 in unallocated FY 2017/18 funds. The Committee discussed several options for allocating the funds, including SimplyE, digitization initiatives, shared eContent, and offsetting the costs of system expenditures. It was asked if PLP could offer mini-

grants to libraries for digitization projects. Staff will look into this. The discussion will continue at the next PLP Executive Committee meeting. The Committee agreed to allocate \$150,000 from the remaining CLSA FY 2016/17 funds for enki and SimplyE. (M/S Murphy/Romero)

- B. Leadership Development Program Update:** Carol reviewed the memo sent by Jane Light (Attachment 10). The Committee discussed the option of holding the Executive training every other year rather than annually. This will be revisited at a later meeting.
- C. PLP Strategic Priorities:** The Committee discussed strategic priorities for the upcoming year, including the LSTA Student Success Initiative and News Literacy Resource Toolkit grants, the International Language Resources Sharing Initiative, and Analytics on Demand with associated training. Heidi Murphy mentioned the idea of crowd-sourced training materials, which might be listed on the PLP website. The PLP Staff Development Committee can discuss this at their next meeting.
- D. FY 2017/18 PLP Executive Committee Meeting Schedule:** The schedule (Attachment 11) was discussed.

#### **IV. Reports**

- A. PLP President's Report:** None.
- B. PLP CEO's Report:** Carol announced that Andrew Yon has been hired for the position of Controller and will begin on July 17. Recruitment for the Assistant Director position will be forthcoming. Carol reminded the Committee that requests for funds to support system training closes July 7.
- C. State Library Report:** Janet Coles informed the Committee that the award letters for the Pitch-an-Idea grants have now been sent out. Funding for 2017/18 state-wide grants is in the process of being secured. A new LSTA five-year plan is being finalized.

- V. Agenda Building for Next Meeting on October 20, 2017:** Items to be included on the Agenda for the next meeting include:
  - CLSA allocations
  - Updates on Assistant Director recruitment
  - Fund Balance policy discussion
  - Approval of Annual CLSA Report and detailed budget

- VI. Public Comment:** None.

- VII. Adjournment:** The meeting adjourned at 11:59 a.m.

**To:** PLP Executive Committee  
**From:** Carol Frost, CEO  
**Subject:** Support for PLP Staff Development Initiatives and Activities  
**Date:** October 20, 2017

### **Background**

At the May 12, 2017 PLP Executive Committee, \$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 up to \$1,500 would be available for library staff training per the specified six-month period, with administrative staff reviewing and approving the requests.

From the June requests, a total of \$2,150 was requested and approved. These include:

- "Librarian's Guide to Homelessness" training by Ryan Dowd, hosted by Sunnyvale Public Library, with three workshops: Sunnyvale, Salinas and San Mateo County (\$1,000)
- "Beyond the Reference Desk: Facilitating Social Justice, Equity and Inclusion in Libraries" on October 27th hosted by the MOBAC Reference Committee (\$650)
- An innovation workshop from the MOBAC Technology Committee (\$500)

### **Recommendation**

The next call for proposals for financial support for PLP Staff Development Initiatives and Activities will be done in December 2017, and \$850 remains of the original allocation.

Given the level of interest, staff recommends that the PLP Executive Committee grant staff the authority to approve requests up to \$5,000. The request will be reviewed at the January, 2018 meeting.



**To:** PLP Executive Committee  
**From:** Carol Frost, CEO  
**Subject:** Discussion Regarding Use of the Remaining CLSA Funds  
**Date:** October 20, 2017

### Background

At the June PLP Executive Committee meeting, the following items were approved using CLSA funds:

enki renewal	\$100,000
SimplyE	\$50,000 (up to this amount, through June 30, 2019)

The following balances remain:

2016/17:	\$25,285	(to be spent by June 30, 2019)
2017/18:	\$264,005	(to be spent by June 30, 2020)

### Further Discussion of Allocations

Below are additional projects which the PLP Executive Committee may consider funding using CLSA funds.

#### ***Digitization Projects***

At the June meeting, it was requested that staff review the possibility of offering digitization grants to individual PLP libraries using CLSA funds. Per the State Library, this would potentially meet the statutory requirement as outlined in the Education Code: "Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." The type of digitization project would need to also meet the requirements of resource sharing, which "refers to the allowed use or application of a resource created, purchased or leased by one (1) or more participating libraries' with three (3) or more participating libraries."

PLP may consider purchasing several digital scanners which can be rotated to libraries to scan items, where those items are made available for sharing. PLP may also consider hosting a regional platform for digitized documents, such as historical documents. The need would need to be defined in order to develop a fuller proposal. Below are examples of other system cooperatives with digitization projects:

- The Southern California Library Cooperative (SCLC) has submitted a CLSA plan that envisions the purchase of scanners to digitize material through digital-labs, or 'digi-labs.' One will be located at the SCLC office and shared by all member libraries, and a second one will be rotated among member libraries. The member libraries will digitize local content, such as stories created from local writing programs. A shared platform will be developed and content will be available to read or download for free. Staff will be trained on the use of the equipment, metadata tagging, and uploading to a shared platform. All materials will be made available not only to SCLC libraries, but all libraries in California to utilize resource sharing opportunities.
- The Black Gold library cooperative received a local history digitization grant, and has created a site for their photos, <http://www.luna.blackgold.org/luna/servlet>. Although this was paid for through a grant, this would be allowable for CLSA funds.

### ***Updating PLP Website***

Within the last year, PLP has been updating the content of the PLP website, which has not had any significant changes in ten years. More traffic has been coming to the website due to the grant projects, and the current layout of the website is outdated and can be difficult for navigation. PLP may use CLSA funds to update the layout of the website. This will enable the site to serve as a more robust communication tool for PLP libraries, including the ability to promote system and local activities and initiatives, share thought pieces contributed by members, and potential resource sharing.

### ***Purchasing Additional eContent***

PLP may consider purchasing shared eContent from a particular vendor for individual or groups of libraries. Below are examples of for sharing eContent:

- Seventeen California Libraries have purchased Bibliotheca's cloudLibrary for digital sharing of eBooks. Each library purchases its own collection, and can share specific sections of their collection by purchasing a consortium license to cloudLibrary. Patrons of the owning library may place holds on their libraries' collection, but cannot place holds on another library's collection. An item checked out will count as a checkout for the owning and borrowing library, much like a virtual inter-library loan. Huntington Beach, Los Gatos, San Diego Public, Ontario city, Redondo Beach and Alameda County are some of the libraries participating in cloudLibrary.
- The NorthNet library system allocates funds to its members for purchasing Zinio and OverDrive as a shared collection.
- SCLC pays for shared subscriptions to Overdrive and Zinio.

***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, or for Broadband needs (hardware and networking costs).

### **Future Potential Use of Funds**

At the last California Library Services Board meeting, the Board approved updated language for Communications and Delivery which include subscription tools which support the assessment of system-wide services to allow libraries to respond to the changing needs of their communities. The language must now go through the approval channel of the state, and at this time there is no update on when that process may be completed. The California State Library's interpretation of this includes subscriptions such as Analytics on Demand. In view of this current status, our Plan of Service did not reflect any language pertaining to the proposed changes.



CALIFORNIA LIBRARY SERVICES ACT  
**2016/17 SYSTEM PROGRAM ANNUAL REPORT**  
COOPERATIVE LIBRARY SYSTEM

Pacific Library Partnership

\_\_\_\_\_  
System Name

\_\_\_\_\_  
System Fiscal Agent Jurisdiction

Report submitted by: \_\_\_\_\_  
Signature of System Chair

Contact person: \_\_\_\_\_ Carol Frost \_\_\_\_\_ Phone: \_\_\_\_\_ 650-349-5538 \_\_\_\_\_

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

\_\_\_\_\_  
Signature of agent of fiscal authority responsible  
for accuracy of fiscal accounting and reporting

\_\_\_\_\_  
Date

## CLSA Funding for Communications and Delivery

### Section 1

#### Program Workload

<b>COMMUNICATIONS ACTIVITY, FY 2016/17</b>		
What is the number of messages sent via each communication device listed below, on an annual basis?	Number of Messages	Annual Cost of Service
a. Telephone / Telefacsimile	N/A	\$2,392
b. Internet (including electronic mail)	N/A	N/A
c. Other (specify)		
Total	N/A	\$2,392

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

<b>INTRASYSTEM DELIVERY ACTIVITY, FY 2016/17</b>					
Items sent by:	Items delivered to member public libraries in the two-week sample period:				
	August 3-16,2016	October 19- November 1, 2016	February 1-14, 2017	May 9-22, 2017	Total multiplied by 6.5
a. System member public libraries	131,679	127,508	127,679	127,618	3,344,146
b. Non-public libraries in System area	1,517	1,337	1,817	1,335	39,039
Total	133,196	128,845	129,496	128,953	3,383,185
				System Owned	Contracted Vendor
c. Number of delivery vehicles				0	6
d. Number of miles traveled by all System vehicles				0	126,828
e. Percentage of items delivered by:					
U.S. Mail <u>  1  </u> %    UPS <u>  0  </u> %    System Van <u>  </u> %    Contracted Van <u>98.9</u> %    Other <u>  0.1  </u> %					
f. Total number of e-books circulated through member public libraries using CLSA funds					67,328

## Section 2

### Plan of Service Objective Evaluation

1. Were the goals for the Communications and Delivery Program met through the on-going CLSA funding? Please explain. How did the community benefit?

The goals for the C&D Program were met through the on-going CLSA funding.

The funds were used to support resource sharing by moving materials within the Pacific Library Partnership from location to location in support of resource sharing. Delivery continues to be the first priority of PLP member libraries for the use of System funding. Libraries throughout our system depend on the resource sharing to enhance the breadth and depth of their individual collections and delivery is the critical component that makes this possible. PLP currently provides delivery in four separate service areas within the region, with each service area receiving a CLSA subsidy for delivery according to a PLP Executive Committee-approved formula. All communities benefit from the reliable resource sharing of delivery, which enhances collections and allows materials to move between systems in a timely manner.

The current delivery model is as follows: The libraries in San Mateo County (PLS) have 5-days-a-week delivery using PLS-employed staff consisting of three drivers, sorting staff and 3 delivery vans. Libraries in Contra Costa County, Alameda County, and San Francisco City and County (BALIS) have 2- or 3-day courier delivery service depending on usage. The libraries in Santa Clara County (SVLS) contract with PLS for delivery service for a driver and van 2 days per week. Libraries in Monterey, Santa Cruz and San Benito Counties (MOBAC) have courier delivery service 2 or 3 days a week with 2 jurisdictions providing additional local funds for 5-days-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

2. Were the goals for the **one-time state funding** in the C&D program met as stated in the supplemental plan of service? Please explain how funding was used to benefit the community. (if applicable)

The goals for the one-time funding for Communication and Delivery were met.

The one-time funding allowed PLP to expand the services with the allowable costs of Communication and Delivery in relation to resource sharing using 21<sup>st</sup> century technologies.

- Along with the ongoing funds, PLP renewed its subscription to enki for \$100,000. This allowed our patrons to access to the diverse collection of digital materials which stretch beyond the scope of most traditional library vendors. This is also in alignment with the CLSB's approval of funds to further expand enki state-wide.
- PLP distributed \$119,643 back to its libraries to support hardware and connection costs. Several member PLP libraries expressed a need for further funds for their networks, which, in some cases, will allow them to purchase hardware to connect branches to CENIC, and in other cases, offset the costs of monthly network fees, whether they are on CENIC or not.
- Allocation of \$100,000 for further development of the SimplyE eBook app. This is in alignment with the State Library's recommendation and the CLSB's approval of funds to further expand the development of the agnostic eBook reader platform. This will achieve several goals: respond to patron comments about difficulty in having several different platforms for reading eBooks based on vendor, increase usage of all eBook vendors by using this agnostic device so patrons

won't be choosing content based on vendor, but based on interest and exposure to greater content.

- Some funds were not allocated in anticipation of future regulatory language changes which might allow a broader use of funds.

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

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

- 1) Local funding for delivery: PLS member libraries contribute \$587,416 in local funds to support 5-day delivery. Two MOBAC member libraries also provide local funds (\$2,000) to supplement additional delivery.
- 2) Inter-Library Loan Services: Libraries fund inter-library loan services locally, including OCLC World Share and LINK+.
- 3) Broadband: In Fiscal Year 2016/17, PLP libraries used local funds for to invest in their connectivity via broadband to the CalREN network. In addition, one-time CLSA funds were used to support local broadband activities.
- 4) Digital Collections: PLS provides a shared eBook collection for its member libraries. All PLP libraries participated in the enki eBook platform. Individual libraries purchase eBook, eAudio, digital magazine and eMusic for their patrons.

**California Library Services Act  
System Expenditure Report – FY 2016/17**

System Name: Pacific Library Partnership

Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 1: System Administration</b>								
Salaries & Benefits	\$498,690	\$138,832	\$0	\$359,858	\$0	\$0	\$498,690	\$0
Operating Expenses	\$305,234	\$0	\$168,228	\$137,006	\$0	\$0	\$305,234	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$803,924	\$138,832	\$168,228	\$496,864	\$0	\$0	\$803,924	\$0
<b>Program 2: System Communications and Delivery</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$557,328	\$555,328	\$0	\$2,000	\$0	\$0	\$557,328	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$557,328	\$555,328	\$0	\$2,000	\$0	\$0	\$557,328	\$0
<b>Program 3: System Operations</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$233,420	\$0	\$0	\$156,581	\$7,520	\$69,319	\$233,420	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$233,420	\$0	\$0	\$156,581	\$7,520	\$69,319	\$233,420	\$0

Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 4: CA Audiovisual Preservation Project FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$605,992	\$0	\$605,992	\$0	\$0	\$0	\$605,992	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$605,992	\$0	\$605,992	\$0	\$0	\$0	\$605,992	\$0
<b>Program 5: CA Immigrant Alliance Phase II FY16-17</b>								
Salaries & Benefits	\$1,680	\$0	\$1,680	\$0	\$0	\$0	\$1,680	\$0
Operating Expenses	\$23,750	\$0	\$23,750	\$0	\$0	\$0	\$23,750	\$0
Materials	\$700,000	\$0	\$700,000	\$0	\$0	\$0	\$700,000	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$725,430	\$0	\$725,430	\$0	\$0	\$0	\$725,430	\$0
<b>Program 6: CA Library Metrics FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$185,363	\$0	\$185,363	\$0	\$0	\$0	\$185,363	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$185,363	\$0	\$185,363	\$0	\$0	\$0	\$185,363	\$0

Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 7 : CA Preservation Program FY 16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$169,440	\$0	\$169,440	\$0	\$0	\$0	\$169,440	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$169,440	\$0	\$169,440	\$0	\$0	\$0	\$169,440	\$0
<b>Program 8: CA Rural Library Initiative FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$59,750	\$0	\$59,750	\$0	\$0	\$0	\$59,750	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$59,750	\$0	\$59,750	\$0	\$0	\$0	\$59,750	\$0
<b>Program 9: Literacy Initiatives FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$213,000	\$0	\$213,000	\$0	\$0	\$0	\$213,000	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$213,000	\$0	\$213,000	\$0	\$0	\$0	\$213,000	\$0

Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 10 : Networking CA Library Resources FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$380,110	\$0	\$380,110	\$0	\$0	\$0	\$380,110	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$380,110	\$0	\$380,110	\$0	\$0	\$0	\$380,110	\$0
<b>Program 11: PLSEP FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$86,607	\$0	\$86,607	\$0	\$0	\$0	\$86,607	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$86,607	\$0	\$86,607	\$0	\$0	\$0	\$86,607	\$0
<b>Program 12: Student Success Initiative FY16-17</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000	\$0



Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 13: Veterans Connect FY16-17</b>								
Salaries & Benefits	\$114,000	\$0	\$114,000	\$0	\$0	\$0	\$114,000	\$0
Operating Expenses	\$254,650	\$0	\$254,650	\$0	\$0	\$0	\$254,650	\$0
Materials	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$40,000	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$408,650	\$0	\$408,650	\$0	\$0	\$0	\$408,650	\$0
<b>Program 14: Cross-Platform ebook Discovery App &amp; Reader FY17 - FY19</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$181,818	\$181,818	\$0	\$0	\$0	\$0	\$181,818	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$181,818	\$181,818	\$0	\$0	\$0	\$0	\$181,818	\$0
<b>Program 15: Shared CA eBook Platform FY17 - FY19</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$94,000	\$94,000	\$0	\$0	\$0	\$0	\$94,000	\$0
Materials	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$200,000	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$294,000	\$294,000	\$0	\$0	\$0	\$0	\$294,000	\$0

Programs	Source of Funds for Expenditure						Total	
	a. Total Funds Budgeted	State	Federal	Local			g. Expended/ encumbered (b through f)	h. Unexpended Balance
		b. CLSA	c. LSTA	d. Local funds/fees	e. Interest	f. Other		
<b>Program 16: Literacy Initiatives FY15-16</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$15,138	\$0	\$15,138	\$0	\$0	\$0	\$15,138	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$15,138	\$0	\$15,138	\$0	\$0	\$0	\$15,138	\$0
<b>Program 17 : CA Library Metrics FY15-16</b>								
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$81,900	\$0	\$81,900	\$0	\$0	\$0	\$81,900	\$0
Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$81,900	\$0	\$81,900	\$0	\$0	\$0	\$81,900	\$0
<b>Program 18: Veterans Connects FY15-16</b>								
Salaries & Benefits		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$60,346	\$0	\$60,346	\$0	\$0	\$0	\$60,346	\$0
Materials	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$3,000	\$0
Equipment	\$1,813	\$0	\$1,813	\$0	\$0	\$0	\$1,813	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$65,159	\$0	\$65,159	\$0	\$0	\$0	\$65,159	\$0
Grand Total System Expenditures	\$5,117,029	\$1,169,978	\$3,214,767	\$655,445	\$7,520	\$69,319	\$5,117,029	\$0

**California State Library**  
**System Detailed Budget – FY 2017/18**

System Name: **Pacific Library Partnership**

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 1: System Administration</b>						
Salaries & Benefits	\$139,187		\$515,822	\$0	\$0	\$655,009
Operating Expenses	\$0	\$200,795	\$1,398	\$0	\$0	\$202,193
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$139,187	\$200,795	\$517,220	\$0	\$0	\$857,202
<b>Program 2: System Communications and Delivery</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$556,748	\$0	\$2,000	\$0	\$0	\$558,748
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$556,748	\$0	\$2,000	\$0	\$0	\$558,748
<b>Program 3: System Operation/Committee Support</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$0	\$304,670	\$12,000		\$316,670
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$304,670	\$12,000	\$0	\$316,670

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 4: CA Library Metrics FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses		\$188,853	\$0	\$0	\$0	\$188,853
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$188,853	\$0	\$0	\$0	\$188,853
<b>Program 5: CA Preservation Program FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$176,840	\$0	\$0	\$0	\$176,840
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$176,840	\$0	\$0	\$0	\$176,840
<b>Program 6: CA Literacy Initiatives FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$194,050	\$0	\$0	\$0	\$194,050
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$194,050	\$0	\$0	\$0	\$194,050

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 7: Networking CA Library Resources FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$231,305	\$0	\$0	\$0	\$231,305
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$231,305	\$0	\$0	\$0	\$231,305
<b>Program 8: News Literacy Resource Toolkit FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$45,455	\$0	\$0	\$0	\$45,455
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$45,455	\$0	\$0	\$0	\$45,455
<b>Program 9: Rural Initiative : CA Rural &amp; Tribal Libraries FY17/18</b>						
Salaries & Benefits	\$0	\$20,480	\$0	\$0	\$0	\$20,480
Operating Expenses	\$0	\$62,100	\$0	\$0	\$0	\$62,100
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$82,580	\$0	\$0	\$0	\$82,580

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 10: Student Success Initiative FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$128,230	\$0	\$0	\$0	\$128,230
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$128,230	\$0	\$0	\$0	\$128,230
<b>Program 11: Veterans Connect FY17/18</b>						
Salaries & Benefits	\$0	\$96,000	\$0	\$0	\$0	\$96,000
Operating Expenses	\$0	\$178,324	\$0	\$0	\$0	\$178,324
Materials	\$0	\$24,500	\$0	\$0	\$0	\$24,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$298,824	\$0	\$0	\$0	\$298,824
<b>Program 12: CA PLSEP FY17/18</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$98,340	\$0	\$0	\$0	\$98,340
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$98,340	\$0	\$0	\$0	\$98,340

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 13: CA Library Metrics FY 16/17</b>						
Salaries & Benefits	\$0	\$96,000	\$0	\$0	\$0	\$96,000
Operating Expenses	\$0	\$178,324	\$0	\$0	\$0	\$178,324
Materials	\$0	\$24,500	\$0	\$0	\$0	\$24,500
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$298,824	\$0	\$0	\$0	\$298,824
<b>Program 14: Cross-Platform eBook Discovery App &amp; Reader FY17 - FY19</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$114,568	\$0	\$0	\$0	\$0	\$114,568
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$114,568	\$0	\$0	\$0	\$0	\$114,568
<b>Program 15: Shared CA eBook Platform/Libr Owned Content FY17 - FY19</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$76,985	\$0	\$0	\$0	\$0	\$76,985
Materials	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$176,985	\$0	\$0	\$0	\$0	\$176,985

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA	b. LSTA	c. Local	d. Interest	e. Other	f. Total
<b>Program 16: CA Audiovisual Preservation Project FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$271,318	\$0	\$0	\$0	\$271,318
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$271,318	\$0	\$0	\$0	\$271,318
<b>Program 17: CA Immigrant Alliance Phase II FY16-17</b>						
Salaries & Benefits	\$0	\$1,680	\$0	\$0	\$0	\$1,680
Operating Expenses	\$0	\$14,000	\$0	\$0	\$0	\$14,000
Materials	\$0	\$700,000	\$0	\$0	\$0	\$700,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$715,680	\$0	\$0	\$0	\$715,680
<b>Program 18 : CA Preservation Program FY 16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$31,145	\$0	\$0	\$0	\$31,145
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$31,145	\$0	\$0	\$0	\$31,145
<b>Program 19 : CA Rural Library Initiative FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$11,328	\$0	\$0	\$0	\$11,328
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$11,328	\$0	\$0	\$0	\$11,328



Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 20 : Literacy Initiatives FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$40,791	\$0	\$0	\$0	\$40,791
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$40,791	\$0	\$0	\$0	\$40,791
<b>Program 21 : Networking CA Library Resources FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$142,984	\$0	\$0	\$0	\$142,984
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$142,984	\$0	\$0	\$0	\$142,984
<b>Program 22 : PLSEP FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$18,558	\$0	\$0	\$0	\$18,558
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$18,558	\$0	\$0	\$0	\$18,558
<b>Program 23 : Student Success Initiative FY16-17</b>						
Salaries & Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$0	\$5,350	\$0	\$0	\$0	\$5,350
Materials	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$5,350	\$0	\$0	\$0	\$5,350

Programs	Income Sources					
	State	Federal	Local			Total
	a. CLSA Program	b. LSTA	c. Local funds/fees	d. Interest	e. Other	f. Total Budgeted
<b>Program 24: Veterans Connect FY16-17</b>						
Salaries & Benefits	\$0	\$114,000	\$0	\$0	\$0	\$114,000
Operating Expenses	\$0	\$10,513	\$0	\$0	\$0	\$10,513
Materials	\$0	\$4,603	\$0	\$0	\$0	\$4,603
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$129,116	\$0	\$0	\$0	\$129,116

<b>Grand Total System Budget FY17/18</b>	\$987,488	\$3,310,366	\$823,890	\$12,000	\$0	\$5,133,744
<b>Encumbered Funds from Prior Year FY16/17</b>	\$475,818	\$1,251,324	\$0	\$0	\$0	\$1,727,142

## RESOLUTION

RESOLUTION OF

2009 - 01

**AGENCY ADDRESS**     2471 Flores St.  
San Mateo, CA 94403

**AGENCY PHONE NUMBER**     650 349 5538

**AUTHORIZING INVESTMENT OF MONIES**

**IN THE LOCAL AGENCY INVESTMENT FUND**

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Pacific Library Partnership/ Executive Committee hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Pacific Library Partnership;

**NOW THEREFORE, BE IT RESOLVED**, that the Executive Committee hereby authorizes the deposit and withdrawal of Pacific Library Partnership; monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Pacific Library Partnership; officers holding the title(s) specified herein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Carol Frost  
(NAME)

Andrew Yon  
(NAME)

\_\_\_\_\_  
(NAME)

CEO  
(TITLE)

CFO  
(TITLE)

\_\_\_\_\_  
(TITLE)

Carol Frost

Andrew Yon

(SIGNATURE)

(SIGNATURE)

\_\_\_\_\_  
(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by Executive Committee by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

**PASSED AND ADOPTED**, by the Executive Committee of Directors of Pacific Library Partnership of State of California on 10/20/2017.

I hereby certify this form to be true and correct.

**To:** PLP Executive Committee  
**From:** Andrew Yon, Controller  
**Subject:** Discussion of Operating Reserve Policy  
**Date:** October 20, 2017

## Background

At the June 2017 PLP Executive Committee meeting, the Committee discussed the Fund Balance and the Operating Reserve. The question arose as to whether a policy exists regarding a trigger for using the Operating Reserve. It was requested that staff consider this and report back at the October meeting.

PLP currently has Operating Reserves Policy (the entire text of the policy is included at the end of this memo for reference) which states:

*The Operating Reserves Fund is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure.*

The policy sets the Operating Reserve at three months of operating costs, and it is reviewed each fiscal year when the budget is developed. The funds are separate from the Fund Balance.

## Discussion

The current accounting practice is for use of the Fund Balance for items, good or services which have not been budgeted during the fiscal year which the Committee would like to acquire. Accordingly, the Fund Balance would be drawn upon rather than the Operating Reserve, which is viewed as a fail-safe for unanticipated situations which exceed the funds in the Fund Balance. Should revenue exceed expenses, staff would ensure that the Operating Reserve is funded, and the remaining funds would be deposited in the Fund Balance.

Additional parameters can be included in the existing policy to more clearly outline when the Operating Reserve would be used.

Those may include setting a trigger amount for a minimum of the Fund Balance. Although this could be done by a percentage, in our analysis it would be more appropriate to set it at three-months of the operating costs, to match the current policy for the Operating Reserve. For instance, when the Fund Balance is depleted to where only three months of operating funds are available, staff would notify the PLP Executive Committee and appropriate steps and discussions would ensue. Steps which may be considered at that time include the reduction of staff or services, review of member participation fees, or other considerations.

As staff has discussed this issue, we recommend that more time be allotted in order to prepare a three-year projection of PLP funds to determine the long-term budget forecasts and subsequent potential use of Fund Balance before a revision to the current policy is completed.

## PACIFIC LIBRARY PARTNERSHIP OPERATING RESERVES POLICY

### PURPOSE

The purpose of the Operating Reserves Fund policy for Pacific Library Partnership is to ensure the stability of the mission, programs and ongoing operations of the organization. The Operating Reserves Fund is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserves Fund may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Pacific Library Partnership for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserves Fund policy will be implemented in concert with the other governance and financial policies of Pacific Library Partnership and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

### DEFINITIONS AND GOALS

The Operating Reserves Fund is defined as the designated fund set aside by action of the PLP Executive Committee. The minimum amount to be designated as the Operating Reserves will be established in an amount sufficient to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserves serve a dynamic role and will be reviewed and adjusted in response to internal and external changes. The target minimum Operating Reserves Fund is equal to **three months** of the operating costs. The calculation of operating costs includes all recurring, predictable expenses such as service contracts, occupancy, office, travel, programs, and ongoing professional services. Reimbursable or pass-through programs, depreciation, in-kind, and other non-cash expenses are not included in the calculation.

The amount of the Operating Reserves Fund target minimum will be calculated each year after approval of the annual budget, reported to the Executive Committee, and included in the regular financial reports.

June 30, 2016

**To:** PLP Executive Committee  
**From:** Carol Frost, CEO  
**Subject:** Analytics on Demand (AOD) Update and Additional Apps  
**Date:** October 20, 2017

### Background

At the June 2017 PLP Executive Committee meeting, it was agreed that PLP would renew Analytics on Demand (AOD) for an 18-month subscription for \$140,250 from July 1, 2017 to December 31, 2018. This includes five applications, or apps: Marketing Action – Patrons, Marketing Action – Non-Patrons, Patron Profiles, the eBook app (for 13 libraries), and the Dashboard (a visual business intelligence tool).

To enhance the PLP community of practice for the libraries, the following has been done: the PLP AOD list-serv has been extended; an AOD Advisory Board comprised of staff from San Francisco Public Library, Oakland, Library, Santa Cruz Public Library, Alameda County Library and Livermore Public Library has been meeting to discuss best practices for PLP members; and a Basecamp site has also been set up.

AOD training was held in September with fifteen staff attending. Several libraries were interested in having PLP purchase two additional modules: Branch Insights and DemographicsNow. Another training will be held in November.

### Recommendation

It is recommended that the PLP Executive Committee consider the purchase of Branch Insights and DemographicsNow using the Fund Balance (\$900,000).

*Branch Insights* – This allows libraries to review use by home branch versus non-home branch users. For instance, if a library closes a branch for renovations, it will quantify the patron use at other branches.

*DemographicsNow* – This is for use by both customers and library staff. Users may create their own custom geographies and load them into AOD for customized data sets. AOD offers standard geographic limiters, such as city, county, zip code, census, or congressional district. With DemographicsNow, a library can create a limit, such as a five-minute drive time, or a mile radius, around a library. Patrons could upload their client data to better understand them. Santa Cruz Public Library and Harrison Memorial currently subscribe to this product.

### Pricing for Branch Insights and Demographics Now

Pacific Library Partnership		
	Participation	Quote
Branch Insights	100%	\$ 35,000.00
Branch Insights	50%	\$ 17,500.00
DemographicsNow	100%	\$ 81,805.00 *
DemographicsNow	50%	\$ 51,128.00 **

*Subscription good through December 31, 2018*

\*will bundle Branch Insights at no additional cost with DemographicNow subscription

\*\*does not include Branch Insights and excludes current subscribers

## Pacific Libraries Partnership Staff Development Committee 2016-2017 Annual Report

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### Purpose

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

### Goals

1. The PLPSDC will promote, publicize, and share information about staff development events to member libraries.
2. The PLPSDC will identify and creatively respond to the unmet staff development needs of participating member libraries in an effective, efficient, and timely manner.
3. The PLPSDC will plan and implement workshops based on the identified staff development needs and interests of participating member libraries, which will be open to all interested persons.
4. The PLPSDC will recruit new members as needed, who will attend meetings regularly and participate actively on the committee.
5. The PLPSDC will serve in a mentoring capacity providing opportunities for support and guidance to new library staff developers.

### Objectives

To present no fewer than two programs on topics of general interest to library staff members including one appropriate for all levels of library staff.

#### ***The Future of Libraries 12.0: Online Communities: Is Everyone Hanging Out Without Me?***

was held at the San Francisco Public Library on October 5, 2016. The 1-day conference offered 8 sessions which focused on personal branding from presenters Oscar Garcia of LinkedIn and Albert Qian of Albert's List, along with innovative library initiatives that foster online community involvement. The program included a number of presentations and panels:

- *LinkedIn: Building Relationships Through a High-Tech Approach*  
Presenter: Oscar Garcia, Community Partnerships Manager, LinkedIn
- *Community Management Best Practices for Librarians*  
Presenter: Albert Qian, Founder and Community Manager, Albert's Job List and Referrals (Albert's List)
- *Meta-Panel Q&A for Online Community Speakers*  
Presenters:
  - Bill Kolb, Librarian III, San Francisco Public Library (moderator)
  - Oscar Garcia, Community Partnerships Manager, LinkedIn
  - Albert Qian, Founder and Community Manager, Albert's Job List and Referrals
- *Fad vs. FAB: Tech Trends*  
Presenters:

- Angela Ocana, Branch Librarian, Santa Clara City Library: Northside Branch Library
- Nichole King, Teen Librarian, Santa Clara County Library: Morgan Hill Community Library
- *Meetup: ALT Library*  
Presenters:
  - Amy Calhoun, Communications and Virtual Services Manager, Sacramento Public Library
  - Bryce Lovell, Branch Supervisor, Sacramento Public Library
- *Instagram: Bookface Friday*  
Presenter: Ray DeLara, Library Technology Specialist, Burlingame Public Library
- *Meta-Panel Q&A of Librarians*  
Presenters:
  - Bill Kolb, Librarian III, San Francisco Public Library (moderator)
  - Angela Ocana, Branch Librarian, Santa Clara City Library: Northside Branch
  - Nichole King, Teen Librarian, Santa Clara County Library: Morgan Hill Community Library
  - Amy Calhoun, Communications and Virtual Services Manager, Sacramento Public Library
  - Bryce Lovell, Branch Supervisor, Sacramento Public Library
  - Ray DeLara, Library Technology Specialist, Burlingame Public Library
- *Augmented Reality in Libraries*  
Presenters:
  - Christa Cliver, Director of Education and Business Development, Suitable Technologies/BEAM
  - Laura Lee, Marketing Manager, Quivervision

These events were recorded and posted to the PLP YouTube channel.

Evaluations reflected that the overall conference presentation was considered to be excellent by the attendees. Some attendees felt there was too large of an outside the library presence this year.

Future of Libraries: Registration Count: 149    Revenue: \$4,470    Expended: \$2,177

- To sponsor and organize an annual workshop for library staff at all levels.

***Cracking the Codes: Libraries Promoting Racial Equity*** presented by Tammy Johnson, facilitator from World Trust.

This presentation was offered at two locations during the month of April. The first was held at the Castro Valley Library in Alameda County on April 11, 2017; it was repeated on April 25 at the Martin Luther King Jr. Library in San Jose. Tammy Johnson facilitated discussion about racial inequity between each of the three segments in the video *Cracking the Codes: The System of Racial Inequity*. The video was developed by the organization World Trust, based in Oakland. The official write up of the video states: “This film asks America to talk about the causes and consequences of systemic inequity. Designed for dialogue, the film works to disentangle internal beliefs, attitudes and pre-judgments within, and it builds skills to address the structural drivers of social and economic inequities.



Cracking the Codes supports institutions and communities to deepen and shift the framing of racial disparities. The current conversation is not only shallow, but actually harmful. We continue to primarily focus on individuals, when institutional and structural inequities are the bigger problem.”

The half the survey responses indicated a rating of “excellent” for the event, and others gave the workshop high marks. Attendees appreciated covering this issue, though some got more out of it than others.

Spring Workshop: Registration Count: 95                      Revenue: \$1,425                      Expended: \$1,941

- To use the PLPSDC listserv as a means of publicizing library oriented activities, forums, conference, and training opportunities which have a non-profit library focus.
- Staff development, employment, and training opportunities are announced on the listserv whenever possible.
- To hold ongoing discussions about the future of library services and related staff development and training needs.
- To use the PLPSDC portion of the PLP website and the PLPSDC Facebook page to advertise and market current and future library events developed by the committee.

Posted workshop and conference info to <http://www.plpinfo.org/plpsdc/> including registration information, outlines, handouts, presentation slides, and video archives of PLPSDC events.

The committee considers workshop themes and formats encompassing a variety of in-person and electronic meeting options, and continually seeks input from personnel at all levels of the library about the greatest challenges they face in the library workplace.