PLP Executive Committee Agenda

May 21, 2021
1:30 p.m. via Zoom

https://us02web.zoom.us/j/84526156092?pwd=K1ZWt1nMVdCa0tVRDJnM3k5TIZNZz09
Meeting ID: 845 2615 6092 Password: 597726
Call-in Option: (669) 900-6833

I. Introductions

II. Approval of Consent Calendar (Action Item)
   A. Adoption of the Agenda
   McCulley
   B. Approval of the January 25, 2021 Minutes
   McCulley  Attachment 1 pg. 3

III. Old Business
   A. PLP Executive and Middle Manager Professional Development Program (Action Item)
   Frost  Attachment 2 pg. 8
   B. Rescinding Withdrawal of Menlo Park from PLS and PLP (Action Item)
   Frost  Attachment 3 pg. 9

IV. New Business
   A. PLP Annual Meeting Debrief
   McCulley
   B. PLP Innovation and Technology Grant Guidelines (Action Item)
   Alvarez  Attachment 4 pg. 13
   Frost  Attachment 5 pg. 14
   D. Acceptance of FY 2020/21 Fiscal Agent of Lunch at the Library Grant (Action Item)
   Frost  Attachment 6 pg. 64
   E. Review and Approve Request from Monterey Public Library for Reduced Membership for One Year (Action Item)
   Frost  Attachment 7 pg. 65
   F. Review and Approve Request from Palo Alto City Library for Reduced Membership for One Year (Action Item)
   Frost  Attachment 8 pg. 66
   G. Finance
      1. Approval of the FY 2020/21 PLP/NLS Contract Amendment (Action Item)
      Frost  Attachment 9 pg. 67
      2. Approval of FY 2020/21 PLP/PLS Contract Amendment (Action Item)
      Frost  Attachment 10 pg. 69
3. Approval of PLP/NorthNet FY 2021/22 Contract (Action Item) Frost Attachment 11 pg. 71
4. Approval of PLP/PLS FY 2021/22 Contract (Action Item) Frost Attachment 12 pg. 73
5. FY 2021/22 CLSA Budget and Menu (Action Item) Frost Attachment 13 pg. 75
6. PLP FY 2021/22 Draft Budget Discussion Yon Attachment 14 pg. 78
H. Review and Approval of PLP FY 2021/22 Plans of Service (Action Item) Frost Attachment 15 pg. 85
I. FY 2021/22 PLP Executive Committee Meeting Schedule Alvarez Attachment 16 pg. 97

V. Reports
A. PLP President’s Report McCulley
B. PLP CEO’s Report Frost
C. State Library Report DePriest Attachment 17 pg. 98

VI. Agenda Building for Next Meeting on June 21, 2021

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

VIII. Announcements

IX. Adjournment

Due To The State Of California’s Declaration Of Emergency – This Meeting Is Being Held Pursuant To Authorization From Governor Newsom’s Executive Order N 29-20

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) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov’t Code § 54953(b).
PLP Executive Committee

January 25, 2021
10:00 a.m. via Zoom

MINUTES

Committee:
Brad McCulley, President
Susan Nemitz, Vice-President
Ryan Baker
Cindy Chadwick
Tracy Gray
Valerie Sommer
Jamie Turbak
Inga Waite

System Staff:
Carol Frost, PLP
Yemila Alvarez, PLP
Andrew Yon, PLP

Others:
Meg DePriest, CSL

The meeting was called to order at 10:01 am by President McCulley.

I. Introductions
The libraries shared introductions.

II. Approval of Consent Calendar
A. Adoption of the Agenda, McCulley
B. Approval of the October 19, 2020 Minutes, McCulley
   The consent calendar was approved unanimously as presented via roll-call vote.
   (Baker/Nemitz)

III. Old Business
A. PLP Strategic Priorities Update
   Frost presented the memo in detail, mentioning the topic of the Spring Workshop will be Compassionate Strategies for Patron Engagement. There have been three staff development initiatives and activities funded for this fiscal year.

B. Updates on PLP Support for Staff Development Initiatives and Activities
   Alvarez presented the memo in detail stating the January call for funding resulted in an additional $200 in requests for funding for a total annual expenditure of $2,400. The remaining $2,600 of the 2020/21 budget will fall to fund balance.
C. Menlo Park Update

Frost reported on the item stating that since the last meeting, the Menlo Park Public Library has completed an RFP process for a new ILS and the Menlo Park City Council will be reviewing proposals in February. Since the Menlo Park City Council has approved a resolution to leave PLS, this means the library will no longer be eligible to be part of PLP. There is always a possibility that the Menlo Park City Council will opt not to approve an ILS. In that case, both PLS and PLP would require documentation, which could stop the process of withdrawal. It has always been the case that CENIC has always been a benefit of being a member of a system. CENIC and Califa have asked if the Menlo Park Public Library would be able to remain on the PLS network after July 1. Menlo Park Public Library has been included in the current CENIC RFP for new broadband, and to receive the CENIC discount. There is a question of whether they are eligible for these discounts since they will not be part of PLP. Frost has asked the State Library for clarification. Between now and May there will be a CLSB meeting and at that time a letter will need to be submitted by PLP informing the Board of Menlo Park Library’s intent to leave PLP, should the current status not change. This will result in a lower CLSA distribution to PLP because it will not include the Menlo Park population. There was a question as to whether Menlo Park’s intent is to remain a member of PLS but not participate in the ILS, and a response that Menlo Park has not submitted anything formal in writing indicating what their intent is. No Action was taken.

IV. New Business

A. Update on PLP CLSA Funds and State Budget

Frost reported on the Governor’s FY 2021-22 preliminary budget, which includes restored funding for Zip Books and Lunch at the Library, but includes a 50% budget reduction for CLSA, from $3.6M to $1.8M. Although the preliminary budget includes funds for Lunch at the Library, it is not guaranteed that PLP will be the fiscal agent for this grant. For the CLSA Communications and Delivery (C&D) budget, there are expenses which must be paid, such as delivery, website, communications, etc., which are considered baseline costs. In FY 2020-21 PLP was able to utilize some prior-year funds to make up for the 50% reduction, so libraries did not experience any reduction in their allocation, and PLP was also able to allocate funding for Flipster. It is estimated that if there is again a 50% reduction in FY 2021-22, there will be approximately $69,000 remaining after paying for Flipster, and approximately $84,000 remaining of prior-year CLSA funds. CLA has written a letter to the Governor and finance committees advocating for full funding and PLP will also be writing a letter. There was a question about what decisions would need to be made if the funding remains at 50%. It was mentioned that libraries receiving allocations would receive half their existing allocations, and that if libraries were to retain Flipster, the Executive Committee could consider having those libraries apply their allocations to the subscription, rather than taking the funds off the top, but it may result in some out-of-pocket costs for those libraries. There was a question as to whether members have been notified of the potential cuts and consensus
that this would be a good idea. Frost agreed to email the membership with the information.

Frost presented the item stating that the original submission is on page 16 of the packet. Staff have since identified Jamie LaRue as the project lead. PLP staff have reached out to the Freedom to Read Foundation and are in discussions for them to potentially be a community partner. Another element consists of an advisory committee that includes some PLP Directors as well as potentially a representative from the Freedom to Read Foundation. There will be a series of about five workshops, and each workshop would likely feature an expert on the workshop topic. An SJSU iSchool professor is interested in participating. The challenge with the community partner is that they cannot receive funds. The application is due at the end of February. There was discussion of hoping to identify a local Social Justice or BIPOC organization to participate on the project.

C. National Library Legislative Day
Usually at the January PLP Executive Committee meeting the Committee decides which members will be traveling to Washington, D.C. to participate in the National Library Legislative Day. Due to the pandemic, last year ALA pivoted to a virtual event and the assumption is that with the ongoing pandemic, it would continue virtually for FY 2021/22. This year’s travel allocation would fall to fund balance. There was discussion of what advocacy efforts should be and it was mentioned that written letters often hold more sway for the topics being advocated. There are several pieces of federal legislation coming up that supports libraries and broadband. The Alameda County Library has an advisory board that would be interested in writing letters. It was discussed that the libraries would be interested in sharing sample letters as a framework for the library boards. When ALA releases their talking points, PLP would be able to take some of their talking points and incorporate them into sample letters as well.

D. Discussion of PLP Annual Meeting on May 21, 2021
1. Planning and Speaker
McCulley mentioned there have been topics selected for the Public Library Directors’ Forum, including updates from the CREI groups, Recovering Together, Intersection of Social Justice and Emergency Response/Recovery, and creating authentic community connections. There was discussion of having a panel of library staff that are doing this work to discuss what their plans have been. There was discussion of having a topic be how to get buy-in from jurisdictions for moving social justice work forward in general. McCulley would like to participate in finding some speakers for the annual meeting and is interested in a survey going out to see who has started EDI work, and who is furthest along. It was shared that every department in Oakland is supposed to have a Race and Equity
Team and their Department of Transportation has a presentation that Turbak will share out to the group. McCulley, Nemitz, and Chadwick will work to try and identify speakers for the Annual Meeting.

2. **Nominating Committee Selection**

The Nominating Committee for Officers will be McCulley, Baker, and Gray.

V. **Reports**

A. **State Library Report**

DePriest mentioned the networking conversations for Directors have moved to Tuesdays and have been attempting to include more feedback from participants. It is an opportunity for Directors to see what is happening throughout the State and directors are encouraged to attend. The Directors thanked DePriest and the State Library for offering the networking conversations and there was consensus that these are hugely appreciated, especially for reopening questions and concerns.

B. **PLP President’s Report**

Burlingame’s Council goal setting session was Zoom-bombed over the weekend by some people in upstate New York. It was traumatic because of the actions they took and what was projected. The EAP department has gotten involved to support staff that was exposed to the incident. The Committee was urged to review their existing Zoom protocols and take preventative measures if necessary.

C. **PLP CEO’s Report**

The CLSA Claim Forms have been sent out to libraries. CLA sent an email to the finance committee asking for funds for PPE for libraries as one-time emergency funds. Senator Umberg plans to reintroduce the Student Success Initiative bill for schools to partner with libraries. Assemblymember Aguirre-Curry is expected to reintroduce ACA-1, which would amend the constitution so that libraries and other specific industries would need a simple majority, rather than a 2/3 vote to pass a bond measure. Advocates can be writing letters to support these measures. It was requested that information on best practices for Zoom content be included in the Data Privacy discussion topics.

VI. **Closed Session Pursuant to Government Code Section 54957: PLS Executive Director/PLP CEO**

The Committee provided a report from the Closed Session. The members expressed they are very appreciative of the work that PLP staff does, noting that staff juggle so many balls and take a lot of pressure off of the Directors’ plates, where there is not always the bandwidth to do this work at the individual library level. The Committee expressed appreciation for Frost’s communications being clear and concise and for Frost’s political skills. It was expressed that this is a really difficult job in a normal year and staff appreciate the patience and discretion brought to the position in these particularly trying times.
VII. Agenda Building for Next Meeting on May 21, 2021
   A. Discussion of Proposed 2021/22 Plan of Service and Use of CLSA funds
   B. Review of FY 2021/22 Budget
   C. Review of FY 2021/22 PLS/PLP Annual Contract
   D. Approval of FY 2021/22 PLS/NorthNet Contract
   E. LSTA Grant Application
   F. Proposed Budget Adjustments for FY 2020/21
   G. PLP Leadership Development Program and Budget Proposal
   H. Debrief on Annual Meeting

VIII. Public Comment
   There was no public comment.

IX. Adjournment
   The meeting was adjourned at 11:36 am by President McCulley.
To: PLP Executive Committee  
From: Carol Frost, CEO  
Subject: FY 2021/22 Executive and Middle Management Professional Development Programs  
Date: May 21, 2021

In FY 2020/21 the Executive Cohort was on hiatus, and the Middle Management Program had 11 participants. It met one time in person, in February 2020. The rest of the meetings were abbreviated from a full day to partial days, and were all virtual (Zoom) due to Covid-19. The cost of the participants was reduced from $900 to $500 due to this change.

For FY 2021/22, the PLP Executive Committee agreed to move the program from a calendar year to the fiscal year. Jane Light and Carol Frost propose that the recruitment commence in May or June 2021, and that the program commence once it is safe to hold the meetings in person, rather than virtually.

The PLP budget includes the following:

- An assumption that the programs will be for 10 months, from September 2021 through June 2022.
- The Middle Management cost will be pro-rated from $900 to $750, with an estimated 10 people, for a revenue of $7,500.
- The Executive Cohort will be pro-rated from $1,000 to $833, with an estimated 10 directors, for a revenue of $8,333.
- Total revenue $15,833.
- For expenditures, in FY 2020/21, the materials budget, which includes food for the meetings, was dropped to $2,000. Light reports a typical cost of $20 per person per meeting. The budget includes $8,000 for refreshments.
- In past years, Light’s contract has been $13,100 ($100/hour for 106 hours) plus reimbursable expenses. Light reports that the actual cost is 14 hours per month for each program. This would bring her contract, pro-rated for 10 months, to $28,000.
- Taking into account all the factors above, the PLP budget will include $20,167 of costs not covered from the projected revenue.

Recommendation

It is recommended that the PLP Executive Committee approve the costs associated with the FY 2021/22 PLP Executive and Middle Management Professional Development Programs.
To: PLP Executive Committee  
From: Carol Frost, CEO  
Subject: Rescinding Withdrawal of Menlo Park from PLS and PLP  
Date: May 21, 2021

Background

At the April 1, 2021 Peninsula Library System Administrative Council meeting, Sean Reinhart, the Menlo Park Director of Library and Community Services, presented a City Council Resolution to rescind the resolution to withdraw from PLS, and, by default, PLP. The PLS Administrative Council approved this resolution, and the Menlo Park Public Library will continue as an active member of PLS and PLP.

PLP sent a letter to the Menlo Park Director of Library and Community Services on October 27, 2020 notifying him of PLP’s acceptance of the letter from him to the PLS Council dated July 31, 2020 of Menlo Park Library’s intent to withdraw, and that “should the Menlo Park Public Library choose to reverse course and not take this action, the Menlo Park Public Library must notify the Pacific Library Partnership no later than January 18, 2021 so that PLP may approve the change in status…”

To date, PLP has received no communication from the Menlo Park Public Library.

Recommendation

Attached is a draft letter from the PLP CEO to the Menlo Park Director of Library and Community Services, notifying him of PLP’s acceptance of rescinding their withdrawal from PLS. It is recommended that the PLP Executive Committee approve the Resolution to rescind the resolution to withdraw from PLS, and, by default, PLP, and to notify the Menlo Park Public Library.
MEMORANDUM

Date: February 25, 2021
To: Carol Frost, PLS Executive Director
    PLS Administrative Council
From: Sean Reinhart, Menlo Park Director of Library & Community Services

Subject: Resolution No. 6612 rescinding notification of intent to withdraw from Peninsula Library System

The Menlo Park City Council on February 9, 2021 adopted Resolution No. 6612 Rescinding its Notification of Intent to Withdraw from the Peninsula Library System Joint Powers Agreement. The fully executed resolution is here attached for your reference.

To be clear, the intent of this action is for Menlo Park to remain in PLS as a full and active member with no change to current participation in databases, network, ILS, committees, etc., into the foreseeable future. The withdrawal issue is closed and won't be revisited.

If I understand the process correctly, the PLS Administrative Council may now consider taking a formal action to accept the rescission of the notification of intent to withdraw (quite a mouthful), which if accepted by the PLS Administrative Council would result in Menlo Park remaining a member of the PLS JPA.

It is a pleasure to work with you and I'm grateful that we have arrived at this outcome. I wholeheartedly encourage my colleagues on the PLS Administrative Council to accept the rescission at the next opportunity.
RESOLUTION NO. 6612

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK
RESCINDING ITS NOTIFICATION OF INTENT TO WITHDRAW FROM THE
PENINSULA LIBRARY SYSTEM JOINT POWERS AUTHORITY

WHEREAS, the City of Menlo Park is a member of the Peninsula Library System Joint Powers Authority (“JPA”); and

WHEREAS, the City of Menlo Park on July 14, 2020 issued a notification of intent to withdraw from the Peninsula Library System JPA effective July 1, 2021; and

WHEREAS, the City of Menlo Park wishes to remain a full and active member of the Peninsula Library System JPA as of July 1, 2021, without interruption, and to retain all the benefits and responsibilities membership described therein;

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Menlo Park rescinds its notification of intent to withdraw from the Peninsula Library System JPA, and confirms its intent to remain a full and active member therewith.

I, Judi A. Herren, City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the ninth day of February, 2021, by the following votes:

AYES: Combs, Mueller, Nash, Taylor, Wolosin

NOES: None

ABSENT: None

ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ninth day of February, 2021.

Judi A. Herren, City Clerk
May 24, 2021

Sean Reinhart, Library Services Director
Menlo Park Library
800 Alma Street
Menlo Park, CA 94025

Subject: Menlo Park Library Participation in Pacific Library Partnership

Dear Sean,

At the April 1, 2021 Peninsula Library System Administrative Council meeting, the Council accepted your memo dated February 25, 2021 notifying the PLS Council of the City Council’s Resolution No. 662 Rescinding its Notification of Intent to Withdraw from the Peninsula Library System Joint Powers Agreement.

The PLP Executive Committee met on May 21, 2021 and approved a motion to accept the letter referenced above. With this action, the Menlo Park Public Library will remain a member of the Pacific Library Partnership, and will continue to have access to all rights, privileges and communications related to PLP membership.

The PLP Executive Committee is pleased that PLP will be able to continue its relationship with the Menlo Park Public Library. If you have any questions, feel free to contact me.

Sincerely,

Carol Frost
Chief Executive Officer
Pacific Library Partnership
PLP Innovation and Technology Grant Guidelines

Each fiscal year through a competitive process, the Pacific Library Partnership awards grants to PLP libraries to support innovation and technology. Grants are typically awarded in two categories: Innovation and Technology Opportunity Grants, and the Grant Replication Program. The purpose of the grants is to support a new idea, program or vision, which can then be replicated by other libraries. The PLP Executive Committee may define a specific focus for the grants.

Guidelines for Award

1. The PLP Executive Committee shall determine the amount available to be awarded.
2. Both PLP academic and public libraries are eligible to apply for the grant.
3. A library may submit more than one application, but awards will be limited to one project per organization per fiscal year.
4. All applications must be reviewed and signed by the submitting organization’s Library Director.
5. A panel of reviewers outside of PLP will review all applications and rank them. Awards will be based on these recommendations. The PLP CEO and Executive Committee may work with libraries to modify their applications, and they will make the final award determinations.
6. Only projects that have a timeline of completion within the fiscal year applied will be considered.
7. All funds awarded must be expended by June 30 of the fiscal year awarded. Should the library experience an unforeseen circumstance which may require additional time, they may contact PLP administration to discuss an extension.
8. Any unspent funds at the completion of the project must be returned to PLP.
9. Successful awardees will be asked to complete a final report at the conclusion of the grant cycle and must be willing to share their experience with other PLP libraries at appropriate meetings and conferences.

Allowable Costs

Funds awarded may be used for goods or services related to the project or for staff time. No more than 25% of the total amount awarded may be used for staffing costs. Indirect costs are not allowed.
Project Description

Social justice, in its broadest sense of the word, ensures all people have equal access to a host of societal benefits, including wealth, health, employment, housing, etc. The equal access often is denied due to implicit and explicit bias on a personal and institutional level, and societal barriers, whether intentional or not. Our profession, through the ALA Code of Ethics and Bill of Rights, builds on the concepts of free and impartial access and neutrality in libraries. However, this altruistic vision quite often does not translate into equitable collections, access and programming, and our structures of the profession, including the requirement of the masters degree, the whiteness of our profession, and our hiring practices can perpetuate inequities. The “Intellectual Freedom and Social Justice: A Primer for Libraries” project will create a series of discussions for Pacific Library Partnership (PLP) member libraries’ staff focusing on intellectual freedom and social justice. These discussions will be created in conjunction with consultant Jamie LaRue, and will incorporate expert speakers on each of the topics, including foundational values of our profession, historical context of social justice and racial inequity, community analysis, human resources, and moving into action. The expected benefit from these conversations is that library staff will become more familiar with the intersection of social justice and intellectual freedom as a foundational framework for discussion and understanding their own privilege and implicit biases which may create barriers to diversity, equity, and inclusion in their staffing, programs and services.

Importance

The Public Library Association’s Committee on Equity, Diversity, Inclusion and Social Justice asks libraries to commit to self reflection and structural change, stating that “libraries have been—and still are—complicit in systems that oppress, exclude, and harm Black people, indigenous people, and people of color (BIPOC).” Part of our project includes a review the ALA Code of Ethics and Bill of Rights, the concept of “neutrality” in libraries, and social responsibility in libraries as a response to current social movements related to civil rights and race equity. This work is important as it relates to our ability as a profession to be more self-aware of biases and beliefs which may hinder our ability to serve underserved and vulnerable populations. It lays the foundational framework for beginning discussions about what we value as a profession and as individuals, and how these values impact the policies, procedures, and practices we develop in our libraries.

Goals

This project will help library staff begin the difficult conversations and explore their own biases around the intersection of intellectual freedom and social justice through a series of group discussions and discussion guides created by experts. Through this training PLP library staff will be able to develop a shared vocabulary around intellectual freedom and social justice, enabling conversations to continue at their own libraries and setting the foundation for furthering equity, inclusion and structural change. Subject matter experts will speak on specific areas, with the Oakland Department of Race and Equity, acting as a community partner, presenting on racial inequities and societal changes. An advisory group will help guide the process, and a toolkit will be developed with training materials. Three open Zoom conference calls will be held for PLP libraries and the project lead to facilitate discussions and questions between the workshops, and a Basecamp group will be implemented for libraries to share documents and collaborate.
ITEM 23. BRIEF ABSTRACT: Limiting your response to two (2) sentences, please provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s).

The "Intellectual Freedom and Social Justice: A Primer for Libraries" project will create a series of discussions for PLP member library staff on the topics of social justice and intellectual freedom. These discussions will help library staff explore personal and institutional biases, provide case studies, and discuss structural change using a racial equity lens, allowing libraries to further equity and inclusion, and to examine structural operational changes necessary in their libraries to incorporate more inclusive practices and services.

ITEM 24. COMMUNITY NEEDS, ASPIRATIONS AND ASSETS

Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations. (Max 300 words.)

PLP is one of the most racially diverse geographic regions in the nation. Our professional library community (librarians, library staff) have expressed a need for more education about racial inequities and social justice as it relates to our profession. The Bay Area Equity Atlas (https://bayareaequityatlas.org/indicators) tracks equity through measurable social indicators, and measures inequities created by structural racism and other social factors. The Atlas notes that Bay Area demographics have shifted between 2000 and 2015, with the White population decreasing from 49% to 41%, while Asian, Latino, Black and other populations have increased. An ALA report states that our profession as a whole is 86% White. Without understanding these changing communities and the inequities that impact them, library staff continue to be complicit in systems that oppress segments of the population.

PLP librarians and library staff aspire to develop a foundational framework for understanding their own privilege and implicit biases, and to define ways to eliminate barriers our profession has created to diversity, equity, and inclusion in their programs and services.

Library staff at several libraries have begun social justice work, developing plans to address inequities through internal reviews of their planning, decision-making, and resource allocation for potential restructuring into more racially equitable policies and programs. They are the assets from which PLP can build upon to support those library staff who are beginning this exploration. The more advanced library staff will benefit by learning about other library staff’s work and a stronger coalition will be developed between the libraries.

Through a series of workshops and discussion guides focusing on the concepts of social justice and intellectual freedom, library staff can be trained to establish a baseline understanding to build upon for EDI work. They will be empowered to address inclusive prosperity across the people, place, and power equity framework.

ITEM 25. COMMUNITY INVOLVEMENT

Describe how you have involved members of the targeted population in program planning and how you plan to involve them in implementing the proposed project. (Max 200 words.)

In Fall 2020, PLP’s ‘Future of Libraries’ conference theme was EDI. Topics covered included the whiteness of our profession, equitable hiring, racial inequities in society, and changes we can make. Following this event, PLP convened an ad hoc group of library directors in defining next steps for EDI training and discussions. During these conversations, the need for social justice and intellectual freedom training was identified based on PLP’s member-library staff’s expressed need for training to better understand inequities in the profession in order to better serve their diverse communities.

PLP library directors and staff will be surveyed for further refining the training content. An advisory group of 3-5 library directors, members of CLA’s Equity, Diversity, and Inclusion Interest Group, Cultural Competence experts, and the
project lead will guide the grant activities. It is important to meet each library where they are in the process of exploring the intersections of social justice and intellectual freedom, and to create an environment that is conducive to self-exploration of biases and assumptions. Staff can support each other through a Basecamp group. After training, staff can take their knowledge and the conversation guides back to their libraries and begin conversations with their staff and stakeholders.

ITEM 26. EQUITY, DIVERSITY AND INCLUSION
Describe how your agency demonstrates its commitment to equity, diversity and inclusion. (Max 150 words.)
PLP’s mission is to empower Bay Area member libraries through innovation, collaboration, and training. Our member libraries encompass all of the diversity of the Bay Area, including both public and academic libraries spanning from urban to rural communities. Each year PLP offers spring training on professional development, including topics on inclusivity and gender diversity. The theme of the October 2020 Future of Libraries was “Focus on Equity, Anti-Racism and Work in the New Normal.” This two-day conference provided training for our members and others in the state to remove barriers to serving diverse populations, developing more inclusive programs, creating accessible virtual environments, and conversations around examining the institutional language of libraries. We are committed to continue offering training opportunities to our member libraries that enable them to better serve their diverse communities.

ITEM 27. PROJECT PARTNERS AND COMMUNITY CONNECTIONS
Please list your Project Partners and/or Community Connections. Before submitting this application, local competitive applicants requesting less than $75,000 should have one community connection in place; local competitive applicants requesting $75,000 or more should have one project partner in place; collaborative competitive grant applicants should have one project partner in place.

<table>
<thead>
<tr>
<th>Partner Name and Type</th>
<th>Organization Type (see instructions for valid entries)</th>
<th>Legal Type (see instructions for valid entries)</th>
<th>Role on Project</th>
<th>Resources That Partner Will Contribute (materials/funds/staff)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oakland Department of Race and Equity.</td>
<td>Other: City Department</td>
<td>Local Government</td>
<td>Trainer</td>
<td>Will provide training on the elements of racial justice and system transformation as one of the sessions.</td>
</tr>
</tbody>
</table>
ITEM 28: PROJECT INTENT
Please describe the objective or expected result of the project. See instructions for details including the list of project intents.

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness. Improve the library workforce. Improve the library’s physical and technological infrastructure. Improve library operations.

ITEM 29: PLANNING AND EVALUATION
Please answer each area concisely and completely. For section A-D, limit responses to a total of four (4) pages.

29A. Anticipated Project Outputs – Please list services to be provided and/or products to be created in this project, including the approximate number of each. See instructions for more detail.

1 each - Perform an in-house survey of public and academic library directors, librarians, and other library staff in PLP to determine familiarity with social justice and intellectual freedom topics and understanding of the relationship between social justice and intellectual freedom.

1 each - Advisory group consisting of 3-5 PLP library directors, a member of CLA’s EDI interest group, cultural competence experts, PLP staff, and the project lead, to review the workshop topics outline developed by the project lead and PLP staff and the survey results. The advisory group will provide general consultation and guidance on the topics and structure of the workshops. They will provide input in developing the toolkit.

Contract with a project lead to oversee the development of workshop content and to present at trainings along with the facilitator and other contracted subject matter experts.

5 each – Workshops/trainings/conversations will be held for PLP members that will cover various aspects of intellectual freedom and social justice, estimated to be held between January and May 2021.

5 each – Create conversation guides for facilitating conversations on each workshop topic at PLP libraries.

1 each - Toolkit will be developed and distributed and placed on the PLP website.

1 each – Develop a community of practice/system of support for libraries to share resources, policies and guidelines via Basecamp and continue the work started at the workshops at their own libraries.

3 each – Open Conference calls. Three 60-minute open conference calls will be held for staff at PLP libraries to call in and ask questions, and for libraries to share information about best practices regarding social justice, intellectual freedom, and sharing of activities.

29B. Evaluation Plans:
The State Library will provide you with surveys to use to evaluate project activities and fulfill IMLS requirements. Please describe your additional plans for evaluating the impact of your project in response to your stated needs.

PLP will conduct a pre-survey of its members to identify their needs and to gain a baseline of knowledge of where they are in their understanding of the topics. At the end, PLP would like to hold a post survey to quantify how their understanding of the topics has increased, and what steps they will take to continue their work. These surveys will be held in addition to the IMLS Outcomes Survey.
29C. Sustainability. Should this project be successful, how will it be supported and sustained in the future?

The goal of the project is to train PLP libraries in social justice and intellectual freedom. Any efforts made to amend existing library policies, procedures, and practices would be funded locally by the libraries participating in training. PLP would continue to support the sharing of the toolkits, presentation slide decks and discussion guides via our website.

29D. Activities. Please select the appropriate IMLS-designated activities that will be implemented to accomplish your project and achieve your outcomes? Per IMLS, activities are actions through which the Intent (Item 28) of a project is accomplished and which account for at least 10% of the total resources committed to the project. IMLS has identified 4 types of Activities and associated Modes (methods by which the Activity is carried out). Select all that apply to your project and provide descriptions for each.

1. ☒ Instruction - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. (Check all that apply and provide a description including whether the format will be in-person, virtual, or both)
   - Program - Formal interaction and active user engagement (e.g., a class on computer skills).
   - Presentation - Formal interaction and passive user engagement (e.g., an author’s talk),
   - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
   - ☐ Other

   Description:

   Presentation:

   5 each – Intellectual Freedom and Social Justice Workshops - A series of five virtual trainings for PLP libraries to discuss the following proposed topics: Values (both personal and professional, including implicit and explicit bias, power and privilege); the history of Intellectual Freedom, the Bill of Rights and social justice; staffing (including the MLIS degree, whiteness in librarianship, recruitment and retention); overview of resources available to libraries and introduction to applying social justice and intellectual freedom to policies, collections, etc.; and community engagement. Training will include the development of conversation guides for facilitating conversations on each workshop topic at PLP libraries.

   Consultation:

   3 each – Open Conference calls. Three 60-minute open conference calls can be held for staff at PLP libraries to call in and ask questions, and for libraries to share information about best practices related to the concepts of social justice and intellectual freedom.

   1 each - Advisory group consisting of 3-5 PLP library directors, a member of CLA’s EDI interest group, cultural competence experts, PLP staff, and the project lead, to review the workshop topics outline developed by the project lead, PLP staff and the survey results. The advisory group will provide general consultation and guidance on the topics and structure of workshops. They will provide consultation and input in developing the toolkit.

2. ☒ Content - Involves the acquisition, development, or transfer of information and how information is made accessible. (Check all that apply and provide a description including whether the format will be physical, digital, or both)
   - Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies
(i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.

☒ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.

☐ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

☐ Lending - Provision of a library’s resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.

☐ Other

Description:

5 each – Conversation guides – on each topic covered during the PLP workshops

1 each – Social Justice and Intellectual Freedom Primer/Toolkit – The toolkit will be comprised of slide decks and conversations guides used to administer the workshops as well as other resources. Library staff can use to develop customized conversations for their individual library staff on the topics identified including resources, case studies, and potential partner organizations/topic facilitators

3. ☒ Planning & Evaluation - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*

☒ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.

☐ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

1 each - PLP will perform an in-house survey of public and academic library directors, librarians, and library staff in PLP to determine familiarity with social justice and intellectual freedom topics and understanding of the relationship between social justice and intellectual freedom (to be administered twice as a pre/post survey)

4. ☐ Procurement – May only be used for projects with an Institutional Capacity Intent (see Item 28).
Includes acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:
**ITEM 30: GRANT TIMELINE/ACTIVITIES**

Using this table, please briefly describe your major project outputs and when they will occur (the grant period starts July 1, 2021 and ends June 30, 2022). Please list them in chronological order where applicable.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month Started</th>
<th>Month Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan and schedule activities for the grant period</td>
<td>July 2021</td>
<td>September 2021</td>
</tr>
<tr>
<td>Form Advisory Group</td>
<td>July 2021</td>
<td>September 2021</td>
</tr>
<tr>
<td>Administer PLP in-house survey to members regarding familiarity and topics</td>
<td>August 2021</td>
<td>October 2021</td>
</tr>
<tr>
<td>Finalize list of content for workshop trainings, based on survey and Advisory Group input</td>
<td>September 2021</td>
<td>November 2021</td>
</tr>
<tr>
<td>Finalize list of subject matter experts for training topics</td>
<td>September 2021</td>
<td>December 2021</td>
</tr>
<tr>
<td>Develop content for training workshops</td>
<td>September 2021</td>
<td>January 2022</td>
</tr>
<tr>
<td>Deliver five training workshops</td>
<td>January 2022</td>
<td>May 2022</td>
</tr>
<tr>
<td>Develop Basecamp for community of practice/sharing among members and commence sharing</td>
<td>January 2022</td>
<td>June 2022</td>
</tr>
<tr>
<td>First open conference call</td>
<td>February 2022</td>
<td>March 2022</td>
</tr>
<tr>
<td>Second open conference call</td>
<td>March 2022</td>
<td>April 2022</td>
</tr>
<tr>
<td>Third open conference call</td>
<td>May 2022</td>
<td>June 2022</td>
</tr>
<tr>
<td>Compile training materials for toolkit/design toolkit/publish</td>
<td>April 2022</td>
<td>June 2022</td>
</tr>
<tr>
<td>Quarterly, Mid-Term, and Final Reports and Outcomes Survey development and dissemination as appropriate</td>
<td>July 2021</td>
<td>July 2022</td>
</tr>
</tbody>
</table>

**ITEM 31: BUDGET**

The budget should clearly identify the amounts requested and from what sources.
## Budget Category: Salaries/ Wages/ Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) PLP Assistant Director will supervise project (Project Coordinator) for 150 hours at $104 per hour (total $15,600, 7% FTE) including regular communication with consultants, liaising with PLP libraries for administration of programs, advising on development of all materials and online presence, completing reporting required by CSL. 100 hours will be billed to the grant at $10,400 and 50 hours will be in-kind at $5,200 for a total of $15,600.</td>
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<tr>
<td>2) Workshop attendees are estimated at 45 attendees per workshop x 5 sessions per workshop for a total of 225 attendees x $75 per hour (average) = $16,875. Attendees will be trained about the various components of social justice and intellectual freedom, and use the information to train staff, and use their new knowledge to influence their policies and procedures.</td>
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<tr>
<td>3) Advisory Group will consist of approximately 3-5 PLP library directors, SJSU staff, a member of CLA's EDI interest group and others, to provide input on the activities. Estimate 5 people at $125/hour, for 10 hours = $6,250</td>
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## Description:

### Budget Category: Consultant Fees

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<tr>
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<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
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<tbody>
<tr>
<td>1) Project Lead: Jamie LaRue</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>2) Facilitator, Michele Villagran</td>
<td>10,000</td>
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<td>10,000</td>
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<tr>
<td>3) Subject Matter Expert Contracted speakers</td>
<td>1,000</td>
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<td>1,000</td>
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<tr>
<td>4) Speaker, Oakland Department of Race and Equity</td>
<td></td>
<td>720</td>
<td>720</td>
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<tr>
<td>5) Web development of toolkit</td>
<td>12,000</td>
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<td>12,000</td>
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</table>

## Description:

1) The Project Lead, Jamie LaRue. Activities include overseeing the development and prepwork of workshop content, gathering and preparing handouts for workshops, presenting at 5 workshop trainings along with other contracted professionals, interfacing with advisory group, holding 3 open conference calls for libraries, engagement on Basecamp. 60 hours at $250/hr, for a total of $15,000.

2) The Facilitator, Michele Villagran present on various topics in the workshops, and will facilitate the development of the toolkit. 40 hours at $250/hr, for a total of $10,000.
3) Subject Matter Expert Contracted speakers. Two additional speakers with specific expertise will be identified to present on specific topics of workshops. Estimated cost is $100/hr, 10 hours.

4) Darlene Flynn, Director of the Oakland Department of Race and Equity, will offer one session on racial inequality as the community partner. Her time will be in-kind, estimating 6 hours of prep work at $120/hr, for a total of $720.

5) PLP will hire a consultant for web design of the print version and digital version of the toolkit. All content created will be section 508 compliant. $12,000

<table>
<thead>
<tr>
<th>Budget Category: Travel</th>
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<th>Cash Match &amp; In-Kind</th>
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<tbody>
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<tr>
<td>Subtotal</td>
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Description:

<table>
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<tr>
<th>Budget Category: Supplies/Materials</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
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<tr>
<td>1) Printing of Toolkit</td>
<td>1,750</td>
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<tr>
<td>Subtotal</td>
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</table>

Description:

1) The cost for printing the toolkit is estimated at $35 per toolkit. 50 copies=$1,750.

<table>
<thead>
<tr>
<th>Budget Category: Equipment ($5,000 or more per unit)</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
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### Budget Category: Equipment ($5,000 or more per unit)

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<th>Description</th>
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<tr>
<td><strong>Subtotal</strong></td>
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</table>

### Description:

<table>
<thead>
<tr>
<th>Description</th>
<th>LSTA</th>
<th>Cash Match &amp; In-Kind</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Basecamp software for communication</td>
<td>400</td>
<td>0</td>
<td>400</td>
</tr>
<tr>
<td>2) Zoom software for communication and conference calls</td>
<td>540</td>
<td>0</td>
<td>540</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>940</td>
<td>0</td>
<td>940</td>
</tr>
</tbody>
</table>

### Description:

1) The cost to set up and maintain a new PLP Basecamp Site for this project to support collaboration and sharing among libraries through a community of practice is $400 per year.

2) The cost for creation of a Zoom Pro account for the grant to facilitate the workshop sessions and open conference calls is estimated at $540 per year.

<table>
<thead>
<tr>
<th>Description</th>
<th>Project Total</th>
<th>$51,090</th>
<th>$29,195</th>
<th>$80,285</th>
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<tr>
<td>Indirect Cost Rate Applied</td>
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<tr>
<td>Indirect Cost</td>
<td></td>
<td>$5,109</td>
<td>$0</td>
<td>$5109</td>
</tr>
</tbody>
</table>

Check one:

☐ No Indirect  ☒ Federally negotiated indirect cost rate *  ☐ Indirect proposed cost rate *

* please attach supporting documentation if required

### Description:

The federally negotiated 10% cost rate supports project oversight and support, budget monitoring and accounting, and financial reporting, including coordination with 42 PLP library jurisdictions for grant communication; coordination of training workshops; survey distribution and tracking; and presentations at key PLP meetings about the project.

<table>
<thead>
<tr>
<th>Description</th>
<th>Grand Total</th>
<th>$56,199</th>
<th>$29,195</th>
<th>$85,394</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>$56,199</td>
<td>$29,195</td>
<td>$85,394</td>
</tr>
</tbody>
</table>
ITEM 32: LSTA RISK ASSESSMENT
See instructions.

ITEM 33: ATTACHMENTS
See instructions.

ITEM 34: INTERNET CERTIFICATION AND SIGNATURE
See Instructions.

ITEM 35: CERTIFICATION AND SIGNATURE

<table>
<thead>
<tr>
<th>LIBRARY NAME AND PROJECT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library/Organization</td>
</tr>
<tr>
<td>Project Title</td>
</tr>
</tbody>
</table>

Check the Appropriate Library Type

☐ Public Library  ☐ Academic  ☐ K-12 (School)  ☐ Multi-Type  ☒ Special/Other

LIBRARY DIRECTOR SIGNATURE

I have read and support this LSTA Grant Application.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library/Organization</td>
</tr>
<tr>
<td>Project Name</td>
</tr>
<tr>
<td>Library Director Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Library Director Mailing Address</td>
</tr>
<tr>
<td>City, State, Zip (9-digit)</td>
</tr>
</tbody>
</table>
Type name or insert digital signature above for application submitted via Submittable.

______________________________  2/23/2021

Print application and have Library Director sign in blue ink.
Mail original to the California State Library (see instructions for more information and address details).
List of Contacts Made and Research in Defining This Project

PLP held a Future of Libraries conference on October 7-8, 2020, with the theme “Focus on Equity, Anti-Racism and Work in the New Normal,” which included 14 programs covering topics including diversity and language, the California Cultivating Race Equity and Inclusion (CREI) Initiative, the 4 I’s of Oppression, and community engagement. As a result of this conversation, PLP directors began sharing about their various work in the areas of equity, diversity and inclusion. Some of the smaller and more rural libraries commented that they did not have resources available to them, and that they don’t even know how to start the work.

Based on this, an ad hoc group was formed, comprised of the library directors from Santa Cruz Public Libraries, Los Gatos Library, Oakland Public Library and Alameda County Library District. The group explored the GARE Libraries Report, and the GARE Racial Equity Toolkit, and Alameda County shared their equity plans as CREI participants. The Oakland Public Library shared their City of Oakland Department of Race and Equity plans. The ad hoc group developed an outline for PLP staff to explore, with the intent that PLP could apply for an LSTA grant in this area.

PLP staff met with Patty Wong and Chantel Walker about potentially collaborating with CREI on this grant. We shared the outline, and they were not interested in partnering. However, they suggested, upon review of our outline, that we narrow the focus, since libraries cannot bring about meaningful change without first understanding the personal and institutional biases that lead to oppression. PLP staff reviewed the CREI grant application to ensure that their development of the PLP grant would not duplicate any elements of the CREI grant.

We reached out to the ALA Office of Intellectual Freedom, the PLA Task Force on Equity, Diversity, Inclusion and Social Justice, PolicyLink, and RaceForward. Although they were interested in this project, they stated they did not have the bandwidth to formally support the project.

We were provided an e-introduction to Martin Garnar, the Director of the Library at Amherst College, who in an expert in ethics, privacy, and intellectual freedom. He is the chair of the ALA office for Diversity, Literacy and Outreach Services, Advisory Committee, and the former chair of the ALA Intellectual Freedom Committee and Committee on Professional Ethics. The PLP staff held a conversation with him. He was very enthusiastic about our project and provided great feedback on fine tuning our topics. He referred us to Loida Garcia Febo, through his association with the Freedom to Read Foundation.
Martin provided us with an e-introduction to Loida, and PLP staff met with her to discuss the idea. She mentioned that the Freedom to Read Foundation (FTRF) was convening a new ad hoc group specifically on Intellectual Freedom and Social Justice. We continued to work with the FTRF, and they indicated they were very interested in being our community partner. Unfortunately, although they were very interested in our project, and noted that there was huge alignment with their work, they did not have capacity to act as a community partner.

We spoke with Jamie LaRue, the former Executive Director of both the American Library Association’s Office for Intellectual Freedom, and the Freedom to Read Foundation. Through many conversations, we decided to use him as the project lead.

PLP staff spoke with Assistant Professor at the San Jose State iSchool and founder of Cultural Co., LLC, Dr. Michelle Villagran. Dr. Villagran’s expertise is conflict management, cultural intelligence and the understanding of diversity & inclusion. Her familiarity with topics such as whether the MLIS is needed, the whiteness of librarianship, and the areas of diversity and biases is extensive. Being a Southern California resident, we felt she would understand the needs of the California community. We decided to bring her on to the project as a facilitator.

PLP staff spoke with Darlene Fynn, the Director of the City of Oakland’s Department of Race and Equity and Jamie Turbak, the Oakland Public Library Director. We discussed the alternative model (not GARE) that Oakland is using to train their staff and residents about racial inequities. They have a very interesting equity indicators report which rates various aspects, such as education, transportation, law enforcement, incarceration, community stressors, etc., through a rubric designed by the City University of New York’s Institute for State and Local Governance. Darlene is a firm believer that doing DEI work without first looking at racial inequities is hostile to the BIPOC community, and that it will not result in any long-lasting change. She talked about unpacking racism in an organization, and how there are systems in place that normalize behavior because it is comfortable. She offered to provide training, as a community partner, to discuss racial inequities along with structural change work.

Trainings:
Carol Frost attended the workshop “Intellectual Freedom and Social Justice” hosted by LibraryWorks, presented by Jamie LaRue.

Carol Frost registered for the PLA Leadership Lab: Embedding EDI in Library Leaders, and is currently taking this class. It is her intent to further her knowledge of these topics, with the hope of having a deeper understanding before the grant work begins, should PLP be awarded the grant.

We looked, in addition, at numerous other reports and spoke with others, but these are the major activities. Please let PLP staff know should you have any questions.
Assistant Director

FLSA: Exempt

Under general direction, assists the Executive Director by assuming broad responsibilities for the oversight of systems' operations of the Pacific Library Partnership (PLP) and the Peninsula Library System (PLS) as well as to other contracting organizations/agencies. Provides complex administrative support to the Executive Director.

**Essential Duties and Responsibilities:**

Assists the Director in planning, directing and managing the services, activities and operations of PLP and PLS and other contracting organizations/agencies; coordinates and communicates with member libraries, including library Directors and staff.

Works with the PLP and PLS Executive Committees, PLP and PLS Administrative Councils and administrative and/or executive councils of other contracting organizations/agencies. Attends and participates in all meetings of these entities, prepares agendas and minutes and oversees preparation of reports for meetings in compliance with California law. Responds to concerns or issues from the Executive Committees or Councils. Provides support to other legacy systems within PLP (Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative System (MOBAC), Silicon Valley Library System (SVLS) as required.

Helps to ensure that the strategic plans, annual plans, programs, and services of PLP and PLS include input from system members and are consistently relevant to all stakeholders.

Is engaged in developing professional development and continuing education opportunities for member libraries to proactively meet the need for current and future challenges and in the development of products and services designed to meet the varying needs of member libraries. Identifies innovative service trends to share with and model in member libraries.

Actively promotes understanding of the roles, services, and value of PLP and PLS to member libraries and individual staff.

Provides supervision for management, professional, technical and clerical staff. Responsibilities may include hiring, interviewing, and training of employees as appropriate; planning, assigning, and directing work, including performance evaluation and appraisal.
In coordination with the Director and Controller, directs the development and administration of the systems’ budgets; coordinates the forecasting of funds needed to carry out the strategic plans and priorities of the systems.

Provides expertise on library technology activities and electronic resources to the systems.

Oversees all operations of the IT department of PLS, the Peninsula Libraries Automated Network (PLAN). Oversees all operations of delivery services provided to PLS and PLP member libraries. May oversee PLS facilities and operations units. Serve as the project manager for services provided by PLS or through contracts with other systems or entities. Perform other duties as assigned.

Maintains an in-depth understanding (or the ability to gain such understanding) of the relationship between local libraries, library systems and the State Library, the California Library Services Act and other California laws governing public libraries.

Qualifications:

Education
ALA accredited Master’s degree in a library-related field.

Experience
Five or more years of related professional experience, including three years of administrative and supervisory experience; or, equivalent technical training, education and/or experience.

Skills and Abilities:

Management: Plans, assigns, evaluates, and directs the work of professional and technical staff. Includes staff in planning and decision-making; develops staff’s skills and encourages growth; provides regular performance feedback.

Analytical Thinking: Analyzes complex situations or problems, seeks input from stakeholders, and evaluates options and implements agreed-upon proposals.

Innovation: Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas.

Technical Skills: Principles and practices of administration in the public sector, including human resources, budget preparation and administration, project management and service design and delivery. Principles and practices of modern library services and library organizational structure. Principles and practices of library technology and the delivery of electronic resources and services to users. Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities.
**Strategic Thinking:** Develops strategies to achieve organizational goals; understands the strengths and weaknesses of the organizations served; identifies external threats and opportunities; adapts strategy to changing conditions.

**Integrity:** Possesses the highest standards of character and integrity.

**Communication:** Expresses ideas clearly and effectively, both orally and in writing; responds well to questions; speaks and writes well to report, persuade and advocate; establishes and maintains effective work relationships. Solicits and applies internal and external user feedback.

**Relationship Building:** Develops and maintains positive relationships with Committee and Council members associated with the library systems. Demonstrates group presentation skills. Responds quickly and effectively to the needs of member libraries and to prioritize workload accordingly.

**Judgement:** Displays willingness to make decisions; exhibits sound and accurate judgement; includes the appropriate people in the decision-making process; makes timely decisions. Makes sound recommendations and decisions based on research and analysis.

**Visionary Leadership:** Displays passion and optimism; inspires respect and trust; motivates others to fulfill the vision.

**Knowledge of:**

Principles and practices of administration in the public sector, including human resources, budget preparation and administration, project management and service design and delivery.

Principles and practices of modern library services and library organizational structure.

Principles and practices of library technology and the delivery of electronic resources and services to users.

Principles and practices of personnel, employee supervision and business management relevant to operation of PLS, PLP and other contracting agencies and organizations.

Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities.

**Work Environment and Physical Demands:**

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or work rooms. Frequent travel within the service area and the State is required.
Resume

Job history

- **CEO, LaRue & Associates.** November 2018 -- present.
Organizations and awards

- In December, 2013, the Board of Trustees of the Douglas County Libraries renamed the 45,000 sf library in Highlands Ranch, CO, to the James H. LaRue Library.
- First place, *Public Libraries* Feature Article Contest, for the article "Last One Standing," Jan/Feb 2012 issue.
- Chairman, Community Advisory Board, National Children's Study, 2010-2013.
- Greater Parker Foundation Board member, 2010-2011.
- John Cotton Dana Award for the Douglas County Libraries, 2007, for the 2006 project "Page to Stage."
- Castle Rock Chamber of Commerce's 2003 Business Person of the Year.
- Treasurer, Douglas County Youth Initiative Executive Board, 2006.
- Advisory Council, School of Library & Information Management, Emporia State University, 2000-2012.
- Colorado Librarian of the Year, 1998.
Sample Presentations

- Over 50 keynotes and workshops nationally and internationally on Intellectual Freedom for the American Library Association during 2016-2018.
- Keynote, North Dakota State Library, Bismarck, ND, April 7, 2014.
- "Managing the Talent," a preconference with Sharon Morris for the Public Library Association, Indianapolis, IN, March 12, 2014.
PUBLICATIONS

EDUCATION

Pepperdine University, Graduate School of Education & Psychology
Doctor of Education in Organizational Leadership
Dissertation: Examination of Cultural Intelligence within Law Firm Librarians in the United States: A Mixed Methods Study
December 2015

Pepperdine University, Straus Institute
Master of Dispute Resolution
May 2013

Pepperdine University, Straus Institute
Certificate in Dispute Resolution
May 2011

University of North Texas, College of Business
Master of Business Administration
Major: Strategic Administrative Management
May 2008

University of North Texas, School of Library and Information Sciences
Master of Science in Library Science
Major: Law Librarianship and Legal Informatics
May 2004

University of Nevada Las Vegas, College of Business
Bachelor of Science in Business Administration
Majors: International Business and Management
May 2001

ACADEMIC EXPERIENCE

San José State University, School of Information
Assistant Professor
August 2018 – Present

University of North Texas
Lecturer; Faculty
September 2015 – August 2018
Director, New Mexico cohort

California Institute of Advanced Management (CIAM)
Professor
September 2016 – April 2018

Woodbury University
Adjunct Professor
February 2013 – April 2018

University of North Texas
Adjunct Professor
January 2014 – August 2015

University of North Texas
Local Program Coordinator CA MSLS/MSIS Programs
November 2009 – August 2018

ACADEMIC ASSIGNMENT
DR. MICHELE A. L. VILLAGRAN

a. Areas of Interest

Cultural Intelligence
Diversity, Inclusion, Community and Equity
Information Needs / Behaviors of Specific Groups
Information and Society / Culture
International / Comparative Librarianship
Law Libraries
Libraries and Society / Culture
Serving Multicultural Populations
Social justice in library and information science
Special and Corporate Libraries

Courses

• DRU 501 Leadership based on Drucker’s Principles, California Institute of Advanced Management, Master of Business Administration
• INFO 200 Information Communities, San José State University, Master of Library and Information Science
• INFO 281 Cultural Competence for Information Professionals, San José State University, Master of Library and Information Science
• INFO 289 Advanced Topics in Library and Information Science (e-Portfolio), San José State University, Master of Library and Information Science
• INFO 298 Special Studies, San José State University, Master of Library and Information Science
• INFO 4685 Information Resources and Services in Culturally Diverse Communities, University of North Texas, Bachelor of Information Science
• INFO 5000 Information and Knowledge Professions, University of North Texas, Master of Science, Library/Information Science
• INFO 5020 Economics of Information, University of North Texas, Master of Science, Library/Information Science
• INFO 5090 Practicum and Field Study, University of North Texas, Master of Science, Library/Information Science
• INFO 5200 Information Organization, University of North Texas, Master of Science, Library/Information Science
• INFO 5303 Financial and Human Resources Management, University of North Texas, Master of Science, Library/Information Science
• INFO 5347 Digital Citizenship, University of North Texas, Master of Science, Library/Information Science
• INFO 5366 Law Library Management, University of North Texas, Master of Science, Library/Information Science
• INFO 5685 Information Resources and Services in Culturally Diverse Communities, University of North Texas, Master of Science, Library/Information Science
• INFO 5970 Advanced Seminar I, University of North Texas, Master of Science, Library/Information Science
• INFO 5980 Advanced Seminar II, University of North Texas, Master of Science, Library/Information Science
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• LEAD 302 Critical Analysis and Decision Making, Woodbury University, Bachelor of Arts in Leadership
• LEAD 504 Conflict Resolution, Woodbury University, Master of Arts in Organizational Leadership
• LEAD 512 Critical Thinking and Emotional Intelligence, Woodbury University, Master of Arts Leadership
• LEAD 519 Leading Innovation and Organizational Change, Woodbury University, Master of Arts Leadership
• MKT 501 Marketing Management, California Institute of Management, Master of Business Administration

b. Service

San José State University, School of Information
• Diversity Committee Chair, 2019-Present
  o Planned & coordinated Diversity Webinar Series with eight diverse speakers and diversity-related presentations, January-November 2020
  Member, 2018-2019
    o Planned & coordinated Transgender Inclusion in Libraries webinar presentation, March 25, 2019 with record attendance 100+
• REFORMA SJSU School of Information Student Group Faculty Advisor 2020-Present (founder of new student group)
• REFORMA School of Information Liaison 2018-Present
• Thesis Advisor (2018-2020); Thesis Committee member (2020-Present)
• PhD Gateway Involvement 2018-Present
  o Attended online PhD Gateway July residency, July 27-30, 2020
    ▪ Presented Recap of prep for students with Bernier
    ▪ Presented Writer’s block? Challenges & opportunities for PhD students
  o Attended online PhD Gateway meeting, June 8, 2020
    ▪ Presented Presenting on your Research with Bernier
  o Attended online PhD Gateway meeting, April 13, 2020
  o Attended online PhD Gateway March residency, March 9-10, 2020
  o Attended online PhD Gateway meeting, January 27, 2020
  o Attended online PhD Gateway meeting, November 11, 2019
  o Attended PhD Gateway July residency, July 29-August 1, 2019
    ▪ Served as discipline expert for Cherry-Ann Smart final seminar, July 30, 2019
    ▪ Presented Crafting a Vision Statement
    ▪ Presented Pitching the Value of your Contribution with Demasson
  o Attended online PhD Gateway meeting, June 10, 2019. Joined us as an observer for Salvador Barragan’s final seminar when the panel discusses his work to get a general idea of the process.
  o May 13, 2019, Presenter, Transferability, Replication, and Building on your doctoral research
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- Attended online PhD Gateway March residency, March 11-12, 2019
- Attended online PhD Gateway meeting, February 11, 2019
- Attended online PhD Gateway meeting, January 14, 2019

- Faculty Research Committee (FRC) meeting, April 11, 2019, Presenter, *Diversity in Librarianship*
- Research presentation, September 9, 2020, attended online Dr. Hofman’s presentation: Resilient Recordkeeping: Records and Data in an Era of Fragility
- San José State University School of Information T3 (Teaching tips & Techniques) Series
  - Presenter, *Gender Inclusive Practices in the Classroom & Curriculum*, April 29, 2020
- Library 2.020 conference
  - Volunteer moderator, June 17, 2020
  - Volunteer moderator, March 10, 2020
- Community profiles: faculty article, 2019, Catching Up with Dr. Michele Villagran, [https://ischool.sjsu.edu/community-profile/catching-dr-michele-villagran](https://ischool.sjsu.edu/community-profile/catching-dr-michele-villagran)

San José State University, College of Professional and Global Education
- Equity, Diversity & Inclusion (EDI) Committee
  - Chair, Fall 2020-Present

San José State University, College of Health and Human Sciences
- Committee to Enhance Equity and Diversity (CEED)
  - Member, Fall 2018-Summer 2019

San José State University, Center for Faculty Development
- Fall 2020 Jump Start (Orientation) for new faculty
  - We@SJSU: my story video (7/17/2020)
  - RTP@SJSU: RSCA research example video (7/17/2020)
  - Jump Start Canvas Peer Mentor Facilitator (7/20-8/9/2020)

Pepperdine University
- Served on PhD dissertation committee for (Dr.) John Mark Davidson, 2019-2020

University of North Texas, Department of Information Science
- End of Program Assessment Committee
  - Chair, 2017-2018
  - Chair, 2016-2017
- Department Chair Evaluation and Reappointment Departmental Guidelines Ad hoc Committee
  - Member, 2016-2017
- Lecturer Search Committee
  - Member, 2015-2017
- External Affairs Committee
  - Member, 2015-2016

University of North Texas, College of Information
- Alumni Society member, 2011-2018
DR. MICHELE A. L. VILLAGRAN

- Membership Chair, Alumni Society, 2016-2017
- President of the Alumni Society, 2014-2015; Past President, 2015-2016
- Chair of the Alumni Society Board, 2014-2015
- Member of College of Information LIS Board of Advisors, 2014-2015

SCHOLARSHIP

GRANTS (funded/proposed/denied)

- 2020, April. Funded. ($750). *Integrating Immigrants into the LIS Workforce: A Pilot, Collaborative Project*, Association for Library and Information Science Education
- 2019, April. Denied. ($5,000). *Examining Cultural Intelligence within Public Librarians in California*, Central RSCA Grant Program for Unit 3 faculty for their research, scholarship and creative activities, San José State University
- 2019, January. Funded. ($500). *Professional Development Grant*, New Faculty Jump Start, San José State University
- 2018, November 1. Denied. ($2,500). *Cultural Intelligence within Special Librarians*, Sybil Weir/John Galm Endowment Award, San José State University
- 2017, Summer. Funded. ($1,250). *Center for Learning Enhancement, Assessment, and Redesign Grant*, Course Design Institute (CDI), Used to redesign INFO 4685/5685, University of North Texas

RESEARCH PROJECT

- Legal Responses to the COVID-19 Emergency in Latin America and the Caribbean (March 2020-present)
  - News monitor of the rapidly developing situation of COVID-19 in Argentina, Uruguay, Chile. Focus on the legal response to the pandemic and how governments and local authorities are creating or adapting the law to confront this emergency situation.

PUBLICATIONS

*Journal Articles (Refereed, published)*
the next generation of LIS academic leaders. *Journal of Education for Library and Information Science, 62*(3). 389-396. [https://doi.org/10.3138/jelis.61.3.08](https://doi.org/10.3138/jelis.61.3.08)


**Journal Articles (Refereed, submitted)**


**Journal Articles (Refereed, in preparation)**


**Books (Refereed, published)**

DR. MICHELE A. L. VILLAGRAN

Book Chapters (Refereed, published)


Book Chapters (Refereed, accepted/forthcoming)

Book Chapters (Refereed, accepted/revise/resubmit)

Magazine Articles (Editor Reviewed)


Other Works: Electronic Media/Newsletter Article/Dissertation (Non Refereed)
Villagran, M. A. L. [@dr_malvillagran]. (in press). WOC+LIB LA highlighting who I am and why I am an information worker @wocandlib [Tweet]. Twitter.

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https://ischool.sjsu.edu/ciri-blog/resources-planning-research-and-writing


https://pepperdine.contentdm.oclc.org/digital/collection/p15093coll2/id/573/rec/1

**CONFERENCE ACTIVITY**

**Conference Paper (Refereed)**


**Proceedings/Book of Abstracts (Refereed)**

https://ali.memberclicks.net/alise-2020-schedule
DR. MICHELE A. L. VILLAGRAN


**Paper Presentations (Refereed)**


**Conference Sessions/Keynotes/Symposiums (Invited/Non-Refereed)**


Villagran, M. A. L. (2020, July 8). *Asian-American Law Librarians Caucus, the Black Caucus of the American Association of Law Libraries, the Jewish Law Librarian Caucus, the Latino Caucus, the Native Peoples Law Caucus, the Diversity & Inclusion Committee, and SR-SIS Joint Roundtable* [Webinar moderator]. American Association of Law Libraries. Online.


Villagran, M. A. L. (2020, January 30-31). *Crafting a vision statement* [Conference session]. Association for Library and Information Science Education Leadership Academy, Palm Desert, CA, United States. [https://ali.memberclicks.net/2020-leadership-academy](https://ali.memberclicks.net/2020-leadership-academy)
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Conference Sessions (Non-Refereed)

Last updated 9/20/2020


Villagran, M. A. L. (2017, June 2-4). How cultural intelligence (CQ) makes a difference: Ability to adapt to new cultural settings [Conference session]. The Teaching Professor Conference, St. Louis, MO, United States.


Villagran, M. A. L. (2016, June 30-July 1). How cultural intelligence (CQ) makes a difference: (Are you...


Panels (Refereed)


Panels (Invited/Non-Refereed)


Panels (Non-Refereed)


PROFESSIONAL

INDUSTRY & LIBRARY EXPERIENCE

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DR. MICHELE A. L. VILLAGRAN

CulturalCo, LLC
CEO and President December 2014 – Present

LAC Group
Director, Client Development May 2013 – November 2014
Director, Business Development & Client Services October 2012 – May 2013
Director, Business Development & Recruiting November 2011 – October 2012

LA Law Library
Director, Communications February 2011 – October 2011

West, a Thomson Reuters business
Librarian Relations Manager June 2007 – January 2011

Mayer Brown Rowe & Maw LLP
Legal Information Manager June 2005 – June 2007

Weil Gotshal & Manges LLP
Assistant Librarian June 2004 – June 2005

Lionel Sawyer & Collins
Law Library Assistant May 2003 – May 2004

Las Vegas-Clark County Library District
Adult Services Assistant May 2001 – May 2004
Circulation Assistant May 1997 – May 2001
Page September 1994 – May 1997

SERVICE TO THE COMMUNITY

Los Angeles County July 10, 2019
Emerging Leaders: Public Speaking Course,
two hour session for 18 emerging leaders

Lyrisis Spring 2019
Partnership, Presenter
Diversity Issues in Information Environments: Cultural Intelligence Series,
three 1.5 hour online sessions

Center for Conflict Resolution January 2013 – Present
Volunteer Mediator

Kaiser Permanente, Oakland, CA January 2013 – August 2013
Extern - Health Care Ombudsman – Mediator (HCOM) Program

PROFESSIONAL SERVICE: ASSOCIATION COMMITTEE ACTIVITY

Joséph P. Healey Library at UMass Boston / Institute of Museum and Library Services (IMLS) (2019-)

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- Joined core team for IMLS grant serving as the expert on cultural diversity

Association for Library and Information Science Education (2018-)
- Jean Tague Sutcliffe Doctoral Student Poster Competition Co-Chair 2021 conference (2020-2021)
- Panel (Juried & SIG) Co-Chair 2020 conference (2019-2020)

REFORMA National
- RNCVII Marketing & Public Relations Committee member (2020-2021)
- Education Committee, Chair (2018-)
- International Relation Committee member (2018-2019)

REFORMA Los Angeles
- Outreach & Membership, Co-Chair (2020-)

California Academic and Research Libraries Association
- DIAL Planning Committee (2017)
- Conference Proceedings Team (2018)

Special Libraries Association
- Academic Division Secretary (2019-2020)
- Interviewed for article on bias & microaggressions for Information Outlook (12/1/18)
- San Diego Chapter Secretary (2018-2020)
- Diversity and Inclusion Caucus team founder (2018)
  - Co-Convener (2018-2020)
- Diversity and Inclusion Task Force (2017)
- Diversity Leadership Development Program committee member (2015-2016; dissolved 2016)
- Student & Academic Affairs Committee (2009)

American Association of Law Libraries (AALL)
- Spectrum Article of the Year Award Jury Member (2020-2021)
- Candidate for Secretary, Executive Board candidate for 2020
- Annual Meeting Poster Session Award Jury Member (2019-2020)
- Continuing Professional Education Committee (2018-2019)
- Private Law Librarians & Information Professionals SIS Membership Chair (2014-2015)
- Private Law Librarians & Information Professionals SIS Board Member, Member-at-Large Officer (2007-2009)
- Latino Caucus member (2011-); Latino Caucus Secretary/Treasurer (2011-2013)
- Diversity & Inclusion Committee (2009-2013)
- Leadership Development Special Committee (2007-2009)

AALL Chapter, San Diego Area Law Libraries (SANDALL)
- Past President (2017-2018)
- President (2016-2017)
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- Vice President (2015-2016)
- CONNECT Mentor (2015-)
- Public Relations Committee (2015-), Co-Chair (2020-)

AALL Chapter, Southern California Association of Law Libraries (SCALL)
- Newsletter Committee (2007-2014)
- Bibliography Committee, Annual Institute (2013)
- Bibliography Committee, co-chair, Annual institute (2010)
- Grants Committee (2012-)
- Library School Liaison Committee (2011-)

AALL Chapter, other
- SWALL Membership Committee (2004-2005)
- Houston Area Law Libraries (HALL) Secretary (2004-2005)
- Western Pacific chapter (WestPac) Public Relations Committee (2002-2004)
- WestPac Membership Committee (2002-2004)

Joint Conference of Librarians of Color
- Blogger, Conference (2018)
- Exhibits & Sponsorships Subcommittee (2017 – 2018)

International Conference on Knowledge Management Conference
- Promotion and Website Support (2016-2017)

International Leadership Association
- Leadership Development Member Interest Group member (2015 – Present)

California Library Association
- Conducted mock interviews and reviewed resumes at 2018 Annual Conference
- Latino Services Interest Group Co-Chair (2020-)

Current Memberships

National Center for Faculty Development & Diversity 2018 – Present
Association for Library and Information Science Education (ALISE) 2018 – Present
Los Angeles Latino Chamber of Commerce 2015 – Present
REFORMA National 2015 – Present
- Los Angeles Chapter (2015-)
International Leadership Association 2015 – Present
Association for Conflict Resolution 2013 – Present

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California Academic and Research Libraries Association 2012 – 2019

American Library Association 2011 – 2020
• Association of College and Research Libraries (2019-2020)
• Reference and User Services Association (2019-2020)
  o Business Reference and Services Section
  o Reference Services Section
• Ethnic and Multicultural Information Exchange Round Table (2015-2020)
• Library Research Round Table (2019-2020)

California Library Association 2011– Present
• Latino Services Interest Group

Special Libraries Association (SLA) 2003 – 2020
Member of the following chapters, divisions, and caucuses of SLA:
• Southern California Chapter
• San Diego Chapter
• Legal Division
• Academic Division
• Diversity Inclusion Community Equity Caucus
• Economic Development, Empowerment & Entrepreneurship Caucus
• Gay, Lesbian, Bisexual and Transgender Caucus
• Scholarly Communications Section (DAC)

American Association of Law Libraries (AALL) 2002 – Present
• San Diego Area Law Libraries (SANDALL)
• Southern California Association of Law Libraries (SCALL)
• Academic Law Libraries SIS
• Latino Caucus

EDITORIAL ACTIVITY

Reviewer, Institute of Museum and Library Services grants Unable to disclose for anonymity

Reviewer, Journal of Librarianship & Information Science September 2020 – Present

Reviewer, Library Diversity and Residency Studies Journal August 2020 – Present

Reviewer, Asia Pacific Education Review June 2020 – Present

Reviewer, 2020 iConference 2019

Reviewer, IGI Global 2019

Reviewer, Qualitative and Quantitative Methods in Libraries Journal June 2019 – Present

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Reviewer, Emerald Publishing  
March 2019 – Present

Reviewer, Common Ground Research Networks  
July 2018 – Present

Reviewer, IMC Review: Journal of Integrated Marketing Communications  
November 2016

Co-Editor, Librarian News Digest, Pinhawk LLC,  
November 2013 – March 2014  
• Edited through use of html and disseminated to over 2,500+ subscribers daily  
• Curated newsletter to include articles and blog posts of current interest to librarians and an editorial that highlights 1-3 items

LICENSES & CERTIFICATIONS

• Racial Healing Circle Practitioner by ALA/AAC&U March 2019  
• Unconscious Bias Certification by the Cultural Intelligence Center, LLC March 2017  
• Conflict Dynamic Profile Certification by the Center for Conflict Dynamics at Eckerd College, August 2014  
• Level 2 Cultural Intelligence Certification by the Cultural Intelligence Center, LLC January 2013  
• Level 1 Cultural Intelligence Certification by the Cultural Intelligence Center, LLC January 2011

AWARDS & HONORS

• Association for Library and Information Science Education Community Conn@ct Mini-Grant Award, 2020-2021  
• San José State University School of Information Distinguished Service Award (Faculty), 2020  
• American Association of Law Libraries Foreign, Comparative, and International Law Special Interest Sections’ (AALL FCIL-SIS) Interest Group/Committee Project of the Year Award, May 2020  
• REFORMA Los Angeles Chapter Member Spotlight, September 2019  
• American Association of Law Libraries Diversity and Inclusion Librarian of the Month, September 2019  
• American Association of Law Libraries Joséph L. Andrews Legal Literature Award, July 2019  
• American Association of Law Libraries, Monthly Member Profile, June 2019  
• American Association of Law Libraries, Member-Get-A-Member-Program Recruiter Award, 2019  
• San José State University Annual Author & Artist Award 2018  
• Special Libraries Association Presidential Citation for Diversity and Inclusion Task Force 2017  
• Center for Computer-Assisted Legal Instruction (CALI) Excellence for the Future Award, Pepperdine University School of Law for excellent achievement in the study of Mediation Theory and Practice Spring 2011  
• Recognized by the University of North Texas Dept. of Library and Information Sciences as a Rising Star in 2009 for outstanding professional achievement and service to my communities, state and the nation  
• University of North Texas Dean’s Honor List

PROFESSIONAL DEVELOPMENT

• Attended online symposium “Critical Librarianship & Pedagogy Symposium” – September 1-17

Last updated 9/20/2020
• Attended online webinar “Honoring 100 years of women’s voting and leadership” – August 22, 2020
• Attended online webinar “Racism in America: Policing, Protests, and LIS” – ALISE – July 30, 2020
• Attended online workshop “BYO Beer & Edits virtual writing workshop” – American Association of Law Libraries – July 24, 2020
• Attended online webinar “Ibram X. Kendri How to be an antiracist” – Prince George County Libraries – July 20, 2020
• Attended online webinar “Just Mercy discussion: A reimagining justice event” – Pepperdine University – July 16, 2020
• Attended online webinar “Cross Cultural Communication” – July 15, 2020
• Attended online webinar “Conversation on Race featuring Black Alumni” – Pepperdine University – July 15, 2020
• Attended online webinar “Preparing tenure and promotion materials” 3-part series – National Center for Faculty Development & Diversity – July 15, 2020; July 22, 2020; August 5, 2020
• Attended online webinar “Recording Lectures: Hints and Tips for Success” – San José State University School of Information T3 (Teaching tips & Techniques) Series – July 15, 2020
• Attended online webinar “Leveraging diversity” – July 13, 2020
• Attended online “Advancing Racial Equity and Inclusion in the Workplace Symposium” – Denver Public Library – July 8-10, 2020
• Attended online webinar “Racial Justice Imperative in Ethical Lawyering” – Pepperdine University – July 9, 2020
• Attended online webinar “International Education: Developing Students CQ/Cultural Competence in the Midst of Crisis” – July 9, 2020
• Attended online webinar “Supporting Underserved Students in a Crisis” – July 9, 2020
• Attended online webinar “Bias Reduction: A Training Through the Diversity Icebreaker” – July 9, 2020
• Attended online webinar “Race & Social Equity: Let’s Have the Conversation” – July 8, 2020
• Attended online webinar “D&I in Germany Event Series. #4 Inclusive Language” – July 7, 2020
• Attended online webinar “Reading and Talking about Race: An Intro to ALA’s Great Stories Club (Part 1: Deeper Than Our Skins)” – June 30, 2020
• Attended online webinar “D&I in Germany Event Series. #3 Working in a Multicultural Team” – June 30, 2020
• Attended online webinar “Librarians With Spines Author Showcase #1” – June 27, 2020
• Attended REFORMA Virtual Noche de Cuentos Event – June 26, 2020
• Attended online webinar “Grants Seeker Webinar with the National Endowment for the Humanities (NEH)” – June 25, 2020
• Attended online webinar “DACA Decision: SJSU Town Hall Meeting” – June 24, 2020
• Attended online training Race Forward “Building Racial Equity: Foundations” – June 24, 2020
• Attended online webinar “Diversity, Equity, and Inclusion in NSF Broader Impacts” – June 23, 2020
• Attended online webinar “Librarian of Congress Carla Hayden chats with current National Ambassador for Young People’s Literature Jason Reynolds and former National Ambassador Jacqueline Woodson about ways to hear and support young people during a period of nationwide protest against injustice.” – June 19, 2020
• Attended online webinar “LIS Pedagogy Chat: Moving Beyond Diversity Day: Anti-racist Approaches to the LIS Curriculum” – June 19, 2020
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• Attended REFORMA Northeast Chapter’s 16th Annual Joint Mini-Conference (JMC) 2020, our first virtual conference: “Facing New Challenges: Working in Community, Responding to Crisis” – June 19, 2020
• Attended online webinar “ACRL ULS PDC: Deficit or equity: Decoding implicit thinking and practice in information literacy teaching and learning” – June 18, 2020
• Attended online webinar “From Refugee to Librarian: In our own words” – June 18, 2020
• Attended online webinar “From Project to Publication—the Art of Manuscript Revision” – National Center for Faculty Development & Diversity – June 17, 2020
• Attended online webinar “Spotlight on Mexico: Fulbright U.S. Scholar Opportunities” – June 17, 2020
• Attended online webinar “Virtual Coffee Chat: Giving Voice to What Weighs Upon Us” – June 16, 2020
• Attended online webinar “What You Need to Know About Student Services: But Didn’t Ask!” – San José State University School of Information T3 (Teaching tips & Techniques) Series – June 16, 2020
• Attended online webinar “D&I in Germany Event Series. #1 Racism & White Privilege” – June 16, 2020
• Attended online webinar “Importance of Operating with Cultural and Emotional Intelligence in H & SC” – June 12, 2020
• Attended online webinar “ALA Roundtable - COVID-19: Adapting to the New Normal” – June 12, 2020
• Attended online webinar “Protest & Disinformation” – June 12, 2020
• Attended online webinar “Humanities for All Project Grant Applicant Webinar” – June 11, 2020
• Attended online webinar “Sorry....You Just Don't Fit into our Culture: unconscious bias in hiring decisions” – June 10, 2020
• Attended online webinar “Celebration for BIPOC LIS Grads” – June 9, 2020
• Attended online webinar “Introducing SJSU’s Revitalization & Adaptation Plan for RSCA” – June 4, 2020
• Attended online webinar “Diversity Dialogues: Building Pipelines for Diversity” – May 28, 2020
• Attended online webinar “Conversation with Dr. Kendi: Racial Equity During and After the COVID-19 Pandemic” – May 21, 2020
• Attended online webinar “ACRL IS IDPC: Instruction and Outreach for Diverse Populations: Indigenous Students” – May 21, 2020
• Attended online webinar “ACRL ILFSC : Connecting Justice to Frameworks: Information Literacy in Social Work” – May 21, 2020
• Attended online webinar “Using Cognitive Theory to Boost Long-Term Retention of Legal Research Skills” – May 20, 2020
• Attended online webinar “Humanities for All Quick Grant Application Webinar” – May 18, 2020
• Attended Black Caucus American Library Association Virtual Conference – May 15-16, 2020
• Attended online webinar “I am ... Safe Zones: Sticks and Stones LGBTQA 101” – May 13, 2020
• Attended online reading “Online Reading of Sabrina and Corina with Kali Fajardo-Anstine” – REFORMA – May 8, 2020
• Attended online webinar “Navigating Accessibility to Support All Library Users” – May 7, 2020
• Attended online webinar “Using Emotional Intelligence and Mindfulness to Navigate the Stress of Life” – May 7, 2020
• Attended online webinar “Writing articles for Insights and other journals” – May 7, 2020
• Attended online webinar “It’s a PhD not a Nobel Prize: What are PhD examiners thinking?” – May 4, 2020
• Attended online webinar “Inclusive Teaching in the Online Classroom” – May 1, 2020
• Attended online symposium “BIPOC in LIS Mental Health Summit: Call to Action Symposium” – May 1, 2020
• Attended online summit “Transforming Knowledge, Transforming Libraries Virtual Summit” – IMLS – May 1, 2020
• Attended online webinar “Strategic Responses & Best Practices for Helping Business Students develop their CQ in the Online Classroom” – April 28, 2020
• Attended online webinar “Spotlight on Spain: Fulbright U.S. Scholar Program applicants” – April 27, 2020
• Attended online webinar “Fifty Years of Chicana Feminist Praxis, Theory, and Resistance” – April 23, 2020
• Attended online webinar “Opportunities in Social Sciences and the Humanities for Fulbright U.S. Scholar Applicants” – April 22, 2020
• Attended online webinar “Preparing winning grant applications” – April 21, 2020
• Attended online webinar “Restorative Justice Practices” - Teaching of Community of Practice (TCoP) – April 16, 2020
• Attended online webinar “Canvas Rubrics and Their Course Role” – San José State University School of Information T3 (Teaching tips & Techniques) Series – April 7, 2020
• Attended online webinar “How Diversity Professionals Can Support the Needs of a Remote Workforce” – March 27, 2020
• Attended online webinar “How to Challenge Race and Gender Bias in Student Evaluations” – National Center for Faculty Development & Diversity – March 24, 2020
• Attended online webinar “Knowing what you don’t know: Medical Micro-aggressions” – March 18, 2020
• Attended online webinar “Live Interview Series: So, you wanna publish something?” – American Association of Law Libraries – March 11, 2020
• Attended online webinar “How and Why to Give Effective Feedback through ROCK-SOLID Coaching” – San José State University School of Information T3 (Teaching tips & Techniques) Series – February 19, 2020
• Attended online webinar “How to align your time with your priorities” - National Center for Faculty Development & Diversity – February 13, 2020
• Attended online webinar “Creating References Using Seventh Edition APA Style” – February 13, 2020
• Attended online webinar “‘Every Semester needs a plan’” – National Center for Faculty Development & Diversity – January 16, 2020
• Attended one-hour online webinar “Working on Ourselves: Mitigating Unconscious Bias in Literature Searching” – December 9, 2019
• Attended online webinar “Doing the Work Externally and Internally: Race, Equity, Diversity and Inclusion” – December 5, 2019
• Attended one-hour online webinar “Addressing Diversity and Implicit Bias In Your Classroom and Your Law School” – November 14, 2019
• Participated in “ALISE AcWriMo (Academic Writing Month), a Writing Challenge” – November 2019
• Attended online webinar “Creating Safe Spaces” – November 8, 2019
DR. MICHELE A. L. VILLAGRAN

- Attended online webinar “Canvas Studio: But how do I know if they *watched* my video?” – San José State University School of Information T3 (Teaching tips & Techniques) Series – November 5, 2019
- Attended Conference on Inclusion and Diversity in Library and Information Science “Everyone Counts: Civic Engagement among Vulnerable Communities” – University of Maryland – November 1, 2019
- Attended one-hour online webinar “AALL State of the Profession” – October 31, 2019
- Attended online webinar “A View From Within: Open House Tour” – San José State University School of Information T3 (Teaching tips & Techniques) Series – October 17, 2019
- Attended online webinar “The Networking Game: Engaging with Colleagues at Your Consortia, Professional Associations, and Conferences” – October 9, 2019
- Attended LAUC-B conference “Shelf Awareness: The Intersections of social justice and critical librarianship” – San Francisco – October 4, 2019
- Attended online webinar “Positive Impact of VoiceThread on Teaching and Learning” – San José State University School of Information T3 (Teaching tips & Techniques) Series – September 24, 2019
- Attended online webinar “LGBTQ History: Supporting Diversity in Research and Teaching, and Why It Matters” – September 20, 2019
- Attended online webinar “ACRL ULS PDC: “Raise Your Voice: Increasing Diversity and Inclusion by Participating in Scholarly Peer Review” – September 10, 2019
- Attended IDEAL ‘19: Advancing Inclusion, Diversity, Equity, and Accessibility in Libraries and Archives – Association of Research Libraries at The Ohio State University Campus – August 6-7, 2019
- Attended online webinar “ACRL DSS OR & DCDG: Confronting Algorithmic Bias in Open Research Collections” – July 24, 2019
- Attended online webinar “Latina/o Engagement: Case Studies to Connect Your Community” – June 6, 2019
- Attended online webinar “ACRL ISCPPC: Virtual Program on Integrating Social Justice and the Framework in Information Literacy Instruction” – May 20, 2019
- Attended online webinar “The Importance of Being Inclusive: Diversity in Collection Development for Academic Libraries” – May 17, 2019
- Attended online webinar “Ethnic Affiliates of the American Library Association” – May 2, 2019
- Attended online webinar “ACRL ULS PDC: I Didn't Mean Anything by It: How Racial Microaggressions are Perceived” – April 23, 2019
- Attended online webinar “AR/VR: Classroom Instruction and eCampus Tools” – San José State University School of Information T3 (Teaching tips & Techniques) Series – April 18, 2019
- Attended online SJSU Teaching Community of Practice meeting, Strategies for Success: Sharing ideas for reducing challenges in our respective teaching practices” – March 15, 2019
- Attended two-hour online faculty workshop “Best Practices to Engage Students in the Learning Process (Faculty Panel)” – March 15, 2019
- Attended online webinar training “A View from Within: Open House Tour of Two Canvas Core Courses” – San José State University School of Information T3 (Teaching tips & Techniques) Series – March 12, 2019
- Attended one-hour webinar “Meet NVivo: Using NVivo as a Research Tool” – March 1, 2019
- Attended one-hour online webinar “February 2019 Presidential Web Chat with Hal Kirkwood” – February 28, 2019
- Attended one-hour online webinar “Intergenerational Engagement” – February 28, 2019
• Attended one-hour online webinar “Using Social Media as a Tool to Advocate Diversity and Inclusion” – February 21, 2019
• Attended one-hour online webinar “Mindful Leadership: Diversity, Equity, and Inclusion in the Academic Library Information Literacy Program” – February 20, 2019
• Attended one-hour online webinar “Beyond Library Diversity Residencies: Strategies to Recruit, Retain and Promote Librarians of Color” – February 19, 2019
• Attended two-hour online faculty workshop “Strategies to Involve Students in RSCA/Campus and CHHS Resources” on February 15, 2019
• Attended online webinar training “Open Access in Research and Teaching” – San José State University School of Information T3 (Teaching tips & Techniques) Series – February 15, 2019
• Attended one-hour online webinar “Practical Management or Practical Magic Webinar: The Hiring Process from Both Ends: Seeking a Job and Hiring Talented People” – January 30, 2019
• Attended one-hour online webinar "Humanities for All Project Grant Application" – December 14, 2018
• Attended one-hour online webinar "We Know Equity, Diversity, and Inclusion are Important... Now What?" – December 13, 2018
• Attended ACRL ULS PDC online webinar “Tenure-Track Positions: Could I Survive? Could I Thrive?” – December 6, 2018
• Attended online webinar “Demystifying the Publication Process” – December 5, 2018
• Attended two-hour new faculty jump start workshop “New Faculty Jump Start Workshop: Diversity, Engage Students” – December 5, 2018
• Attended two-hour new faculty jump start workshop “New Faculty Jump Start Workshop: Internships, Public Affairs” – December 4, 2018
• Attended online webinar training “Lessons Learned: Teaching Tips from EOQA Alumni” – San José State University School of Information T3 (Teaching tips & Techniques) Series – November 28, 2018
• Attended two-hour online faculty workshop “Understanding RTP Policies, Guidelines, and Processes” on November 16, 2018.
• Attended two-hour new faculty jump start workshop “Supporting Faculty Research and Self-Governance & Top Policies” – November 7, 2018
• Attended two-hour new faculty jump start workshop “All Things Curriculum” – November 6, 2018
• Attended one-hour online webinar "SPSS Refresher (Online)" on November 5, 2018.
• Attended iSchool Faculty Research Committee (FRC) informal online meet-up for faculty on October, 25, 2018 related to Dr. Hicks research.
• Attended online "Library 2.018: Social Crisis Management in a 21st Century World" on October 17, 2018.
• Attended one-hour online webinar "NVivo I: Getting Started with NVivo" on October 11, 2018.
• Attended one-hour online webinar entitled “Recommendations for Incorporating Internet-Based Data Collection for Sensitive Topics within Vulnerable and Marginalized Populations” on October 11, 2018.
• Attended one-hour online webinar hosted by International Leadership Association entitled “You, Too, Can Publish: Tips and Techniques from Leadership Educator Book Authors” on October 9, 2018.
• Attended online webinar training “Secrets of Outstanding Teachers Part 2” – San José State University School of Information T3 (Teaching tips & Techniques) Series – October 2, 2018
• Attended two-hour new faculty jump start workshop Student Support Services – The Faculty Perspective · Academic Advisor Role (formal and informal) · MyGPS Suite · Retention and Graduation Initiative – October 2, 2018
• Attended two-hour online faculty workshop “Maximizing Productivity in Research and Scholarship” on September 21, 2018.
• Attended two-hour new faculty jump start workshop Institutional Effectiveness and Analytics · Student and Faculty Profiles/Data · Institutional research support · Student Opinion of Teaching Effectiveness (SOTE) process · Assessment Academic Technology Classroom Support Services & Procedures – September 5, 2018
• Attended online webinar “Culture Talk: Culture and Cultural Identity” with presenter Nanette Missoghi – August 23, 2018
• Attended online recording “Conversation with SLA President Roberto Sarmiento” – Special Libraries Association – August 16, 2018
• Attended online webinar training “Sage Research Methods” – San José State University – August 7, 2018
• Attended online webinar training “Secrets of Outstanding Teachers Part 1” – San José State University School of Information T3 (Teaching tips & Techniques) Series – July 24, 2018
• Attended online webinar “Expanding LIS Education in the U.S. Department of State’s Diplomacy Lab Program: Mapping LGBTI Cultural Representations of Difference in Historical Sub-Saharan Africa” – ALISE Gender Issues SIG and Special Libraries Association’s Education Division – July 13, 2018
• Attended online webinar training “Teaching Tips and Techniques” – San José State University School of Information T3 (Teaching tips & Techniques) Series – July 12, 2018
• Attended online recording training “Rubrics Teaching Tips & Techniques” from April 24, 2014 – San José State University School of Information T3 (Teaching tips & Techniques) Series – June 29, 2018
• Attended online recording training “Canvas and Speed Grading” from July 17, 2014 – San José State University School of Information T3 (Teaching tips & Techniques) Series – June 29, 2018
• Attended online recording training “Research Productivity” from April 26, 2018 – San José State University School of Information T3 (Teaching tips & Techniques) Series – June 19, 2018
• Attended online webinar “What Colour Is Your Diversity? Demystifying Diversity for Librarians” – June 19, 2018
• Attended online webinar “Exploring (de)Authenticity: Impact on PoC; Implications for Practice--A Conversation with Kaetrena Davis Kendrick” - May 31, 2018
• Attended online webinar “Immigration and Cultural Diversity: What does it mean for Special Libraries in Western Canada?” – May 31, 2018
• Attended online webinar “Diversity Dialogues: Hidden Disabilities and Visible Solutions” - April 26, 2018
February 17, 2021

Dear Carol,

Thank you to you and your team for talking with me about your grant application, *Intellectual Freedom and Social Justice: A Primer for Libraries*. I was delighted to learn that there is an alignment between the topics of your project and the work we are doing at the Department of Race and Equity in Oakland.

I understand that the Pacific Library Partnership proposes to offer a series of five or six workshops to their member libraries, focusing on various topics of intellectual freedom and social justice. They will review the library foundational values of inclusiveness and explore them with a critical lens that explores institutional and personal, implicit and explicit bias. They will also explore social justice issues, including the root causes of racial disparities and problem solving to advance equity focused system change. Another session will focus on the impacts of whiteness on the climate of librarianship, some best practices to increase equity in recruitment, interviewing, onboarding, and retention of Black, Indigenous, People of Color (BIPOC) staff. All the trainings will include discussions about actions libraries can take, including problem solving to remove barriers to moving toward a more just culture and equitable institutional systems. Other sessions will focus on community engagement and partnership with communities most impacted by racial disparities to advance community centered solutions to social justice challenges. There is an advisory board that will finalize the topics, and different trainers that will be brought in for various topics.

The Oakland Department of Race and Equity agrees to act as a community partner for this project for Fiscal Year 2021/22. We will agree to provide a training session exploring racial justice basics, focused on understanding institutional racism, its impact on BIPOC communities and system transformation change process. The session length will be somewhere between 90 minutes and a few hours, depending upon final discussions with you. It will be held some time during the grant period, from July 1, 2021 to June 30, 2022.

Please accept this letter of agreement between our two agencies for the *Intellectual Freedom and Social Justice: A Primer for Libraries* project.

Sincerely,

Darlene Flynn, Director
City of Oakland, Department of Race and Equity
Social Justice and Intellectual Freedom: A Primer for Libraries

A. Foundational Social Justice and Intellectual Freedom Values
   a. Personal Values
      i. Identity
      ii. Implicit/Explicit bias
      iii. Power and Privilege
      iv. Relationship Management
   b. Professional Values
      i. Literacy
      ii. Access – All Are Welcome
      iii. Individual Service
         1. Customer Service principles
         2. Intellectual Freedom
      iv. Community Support
         1. Turning Outward
         2. Citizenship
         3. Public happiness
      v. Good Stewardship
         1. Accountability
   c. Priorities (or prioritizing values)
      i. The Human Story
      ii. The Bigger Frame

B. History
   a. Intellectual Freedom
      i. Library Bill of Rights and Interpretations
      ii. Policies
      iii. Challenges
      iv. Causes
      v. Responses
      vi. The Law
   b. Social Justice
      i. Social Responsibility
      ii. BLM Protests
      iii. Critical Race Theory
      iv. Safety
   c. Case Studies

C. Staffing:
   a. MLIS degree – needed?
   b. Recruitment
      i. Whiteness in Librarianship
      ii. Representation: Hiring to ensure staff match our communities
   c. Interviewing
i. Organizational fit vs. institutional bias

d. Onboarding
e. Coaching
f. Retention and barriers to retention
   i. Microaggressions
   ii. Emotional Labor
   iii. Cultural Erasure
   iv. Tokenism

D. Community Engagement
   a. Demographics
      i. What value are we bringing to our libraries, and are we missing segments of our population?
   b. Outreach
      i. Surveys
      ii. Harwood
      iii. Community Interviews
      iv. Building Networks
   c. Programming
   d. Politics and funding

E. Overview of Resources Available to Libraries
   a. Programs/Resources
      i. GARE
      ii. ALA/PLA
      iii. Local resources, like City/County EDI Departments
   b. Introduction to applying social justice and intellectual freedom to libraries/communities
      i. Policies
      ii. Collections
      iii. Forming city or library EDI groups
      iv. Starting conversations with staff
   c. Case studies

F. Wrap-up – putting it all together.
   a. Drop-in mutual support
   b. Moving to Action
May 11, 2021

Carol Frost, Executive Director
Pacific Library Partnership
32 W. 25th Avenue, Suite 201
San Mateo, CA 94403

Subject: Lunch at the Library Project
Title: Application for Lunch at the Library Management Partner 2020-2021

Dear Carol:

With this letter, the State Library approves your application to become the State Library’s partner agency for the Lunch at the Library project in the 2020-2021 fiscal year.

The Pacific Library Partnership will be the administrative and fiscal agent for state funds appropriated for the continuation of California’s Lunch at the Library program. The State Librarymonitor on this project will be Annly Roman who can be contacted at annly.roman@library.ca.gov. The advisor on this project will be Natalie Cole, who can be contacted at natalie.cole@library.ca.gov.

Annly will reach out to you shortly to confirm a project budget, implementation plan and reporting schedule. After that, we’ll issue an award letter prior to the project start date. The project period will begin on May 24, 2021 and end on December 31, 2021.

Respectfully yours,

Greg Lucas
California State Librarian

Enclosures

Cc: Natalie Cole
    Reed Strege
    Annly Roman
May 13, 2021

Carol Frost
CEO, Pacific Library Partnership
Executive Director, Peninsula Library System
32 W. 25th Avenue, Suite 201
San Mateo, CA

Dear Ms. Frost,

Monterey Public Library has been a member of the Pacific Library Partnership since MOBAC first joined PLP many years ago. We regard consortia participation as vital to our services. We wish to continue our PLP membership into the future.

Due to the ongoing impact of the coronavirus pandemic on our City's revenues, the Monterey Public Library budget for fiscal year 2021-22 has been set at $1.8M a decrease of 46% from the pre-pandemic budget of $3.2M per year, but nevertheless an increase compared to this year's budget of $1.2M. Given this significant reduction to previous funding levels, we respectfully request that the PLP Executive Committee hold our participation fee of at $8,641. We anticipate that our FY2022-23 budget will be $2.2M.

Thank you in advance for your consideration, and please let me know if you have any questions concerning this request.

Sincerely,

Inga Waite
Library & Museums Director
May 5, 2021

Carol Frost  
CEO, Pacific Library Partnership  
Executive Director, Peninsula Library System  
32 W. 25th Avenue, Suite 201  
San Mateo, CA

Dear Ms. Frost,

Palo Alto City Library has been a member of the Pacific Library Partnership for many years. We view consortia participation as vital to our services. We wish to continue our membership into the future.

Due to the devastating impact of the coronavirus pandemic on our City’s revenues, the Palo Alto City Library budget for Fiscal Year 2020-21 was reduced to $8.4 million from $10.3 million in FY 2019-20. In FY2021-22, our proposed budget sees a further reduction to $8.3 million. Given this sudden, unexpected, and significant reduction to our budget after FY20, we respectfully request that the PLP Executive Committee adjust our participation fee of $25,641 for FY22 (based on our FY20 budget) to $18,641 reflecting our last 2 years budget level of $8M -$8,999,999.

Thank you in advance for your consideration and please let me know if you have any questions concerning this request.

Sincerely,

Gayathri Kanth

Gayathri Kanth
Interim Library Services Director
To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of Amendment to FY 2020/21 NLS/PLP Contract for Administrative and Fiscal Services
Date: May 21, 2021

BACKGROUND

The approved FY 2020/21 NLS/PLP contract for fiscal and administrative services is $310,366.

NLS annually receives a Public Library Staff Education Program (PLSEP) grant to support library staff in their pursuit for their Masters in Library Science. In FY 2020/21, the California State Library allowed staff time to be charged to the grant.

The PLP staff time to perform the work for this grant is $3,697. The attached contract amendment is for this amount.

The NorthNet Executive Committee has reviewed and approved this contract amendment at their April 2021 meeting.

RECOMMENDATION

It is recommended that the Executive Committee approve the additional $3,697 FY2020/21 contract amendment for a total contract of $314,063.
1st Amendment Proposed Work: PLP / NorthNet Contract FY 2020/21

TOTAL APPROVED CONTRACT $310,366

The following additional services were provided to NLS for FY 2020/21:

**Increased work related to the NLS PLSEP grant - staff time**

<table>
<thead>
<tr>
<th>Staff</th>
<th>Additional Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller</td>
<td>2.08 hours at $104.98 /hour</td>
<td>$218</td>
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<tr>
<td>Operation Manager</td>
<td>45 hours at $64.30 /hour</td>
<td>$2,894</td>
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<tr>
<td>Accounting Clerk</td>
<td>10 hours at $48.01/hour</td>
<td>$480</td>
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<tr>
<td>Administrative Assistant</td>
<td>5 hours at $21.07/hour</td>
<td>$105</td>
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</table>

Total Staff Time Costs $3,697

**TOTAL AMENDED CONTRACT** $314,063
To: PLP Executive Committee
From: Carol Frost, CEO
Subject: Approval of Amendment to FY 2020/21 PLP/PLS Contract for Administrative and Fiscal Services
Date: May 21, 2021

BACKGROUND

The approved FY 2020/21 PLP/PLS contract for fiscal and administrative services is $984,060. The purpose of this memo is to review the additional work and contract amendment.

Additional Work Related to the PLSEP Grant:
Both NorthNet and PLP annually receive a Public Library Staff Education Program (PLSEP) grant to support library staff in their pursuit for their Masters in Library Science. In FY 2020/21, the California State Library allowed staff time to be charged to the grant.

For NLS, the staff time to perform the work for this grant is $3,697. For PLP, the staff time to perform the work is $3,762.

Additional Work Related to Statewide Grants:
During this fiscal year, additional staff work was needed for the Lunch at the Library and Statewide Literacy Initiatives grants, totaling $8,723. PLP received the funds for this, and this contract amendment will transfer the funds to PLS for the work performed.

RECOMMENDATION

It is recommended that the Executive Committee approve the additional $16,182 FY2020/21 contract amendment for a total contract of $1,000,242.
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>PLP/PLS Baseline Contract (Approved)</td>
<td>$984,060</td>
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<tr>
<td>Additional Work for PLP:</td>
<td></td>
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<tr>
<td>Increased work related to the PLP PLSEP grant - staff time</td>
<td>$3,762</td>
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<tr>
<td>Grant modification for Lunch at the Library</td>
<td>$8,000</td>
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<td>for additional staff time for deliverables</td>
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<tr>
<td>Grant modification for Statewide Literacy Initiatives</td>
<td>$723</td>
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<tr>
<td>for additional staff time for deliverables</td>
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<td>Total PLP additional work:</td>
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<tr>
<td>Additional work for NLS:</td>
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<tr>
<td>Increased work related to the NLS PLSEP grant - staff time</td>
<td>$3,697</td>
</tr>
<tr>
<td>Total Additional Work</td>
<td>$16,182</td>
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<tr>
<td>Total Amended Contract:</td>
<td>$1,000,242</td>
</tr>
</tbody>
</table>
To: PLP Executive Committee  
From: Carol Frost, CEO  
Subject: Approval of FY 2021/22 PLP/NLS Baseline Contract for Administrative and Fiscal Services  
Date: May 21, 2021

**Background**

The NorthNet Library System (NLS) contracts with PLP for fiscal and administrative work. PLP was awarded the bid to administer NLS in February 2018. As part of that bid, PLP provides NLS with a baseline contract for work.

If there is any additional work, such as activities or work related to grants, a separate proposal is developed with the anticipated additional work to be done during the fiscal year. At the writing of this memo, NLS has not been notified of any decision regarding the NLS LSTA FY 2021/22 LSTA grant. Should NLS be awarded that grant, a contract for additional work will be presented at the next NLS Executive Committee meeting reflecting that work, and any additional work.

The purpose of this memo is to present the baseline contract for FY 2021/22.

**Discussion of Baseline Budget**

The FY 2021/22 baseline contract includes preparing and monitoring budgets and contracts such as OverDrive eBooks and eMagazines, Link+, Proquest Heritage Quest, and Gale subscriptions; contracts with delivery vendors; oversight of PLSEP; filing regular CalPERS paperwork; invoice payment, billing and distribution of CLSA funds; preparing meeting agenda packets for NLS as well as the three legacy systems, and other general support. It includes 8 hours per week of the NLS Coordinator’s time.

The FY 2021/22 baseline contract is $130,563 which is the same amount as FY 2020/21.

**Note About NLS Contract with PLP for Fiscal and Administrative Services**

The current multi-year contract will expire in June 2022, and NLS will need to issue an RFP in the Fall 2021 for a new contract.

**Recommendation**

This contract has been reviewed and approved by the NLS Executive Committee at its May 2021 meeting. It is recommended that the PLP Executive Committee approve the baseline contract of $130,563 for FY 2021/22.
## PLP / NorthNet Baseline Contract FY 2021/22

### Administration

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<tr>
<th>Staff</th>
<th>FTE</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>CEO</td>
<td>0.05</td>
<td>2 hours/week at $123.71/hour</td>
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<tr>
<td>Office Manager</td>
<td>0.20</td>
<td>8 hours/week @ $63.32/hour</td>
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<tr>
<td>Administrative Assistant II</td>
<td>0.04</td>
<td>1.50 hours/week @ $50.72/hour</td>
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</table>

**Subtotal - Administration** | 0.29 | $43,163 |

### Fiscal Accounting

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<th>Staff</th>
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<tr>
<td>Controller</td>
<td>0.10</td>
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<tr>
<td>Account Clerk</td>
<td>0.08</td>
<td>3 hours/week at $43.81</td>
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<tr>
<td>Fiscal/Admin Services Spec.</td>
<td>0.09</td>
<td>3.5 hours/week at $63.32</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>0.10</td>
<td>4 hours/week at $21.40</td>
</tr>
</tbody>
</table>

**Subtotal - Fiscal Acctg** | 0.36 | $43,924 |

### Total Staffing

| | | $118,287 |

### Mileage

- 3 round trips @242 mile@ 56 cents per mile | $407 |

**Total** | | **$118,694** |

10% Overhead | **$11,869** |

**Total FTE** | **0.85** |

**Grand Total** | **$130,563**
To: PLP Executive Committee  
From: Carol Frost, CEO  
Subject: Approval of FY 2021/22 PLP/PLS Contract for Administrative and Fiscal Services  
Date: May 21, 2021

BACKGROUND

The Pacific Library Partnership (PLP) contracts with the Peninsula Library System for fiscal and administrative oversight. The PLP/PLS Contract for FY 2021/22 is $896,377, which reflects a $5,039 increase from the previous year’s contract. The following should be noted:

- There is typically at least one contract amendment annually, based on additional staff work related to PLP and NorthNet Library System (NLS) grants. The FY 2020/21 State Budget eliminated funding for Zip Books, which NorthNet administered, and Lunch at the Library, which PLP administered. These grants both resulted in approximately $90,000 of PLS staff time. The Governor’s January 2021 preliminary budget for FY 2021/22 includes funds for both of these programs. Should NLS and PLP receive these grants, contract amendments will be made.

- Both PLP and NLS have applied for LSTA regional grants, which include some staff time. The estimated date for the State Library to notify systems is May 20. Should one or both of these grants be accepted, contract amendments will be made to reflect that time.

RECOMMENDATION

This contract has been reviewed and approved by the PLS Executive Committee in May 2021.

It is recommended that the Executive Committee approve the FY 2021/22 contract for $896,377.
**Administration, Operation & Accounting**

Oversee the action plan to institute strategic directions
Coordinate and attend System Executive and Council Meetings
  * Prepare and distribute System Executive and Council Meeting agenda packets & minutes
  * Make arrangements for System Executive and Council Meetings
  * Prepare and submit reports to System Executive and Council Meeting regarding system activities
Maintain systems member rosters and directories
Prepare, monitor, and report on CLSA activities, funding and reports in consultation with System Executive Committees
Represent and advocate for PLP and NLS regionally, statewide and nationally
Distribute legislative, State Library and federal/IMLS correspondence
Coordinate with member libraries for delivery needs
Pursue grant and other funding opportunities
Administer and evaluate system contracts
Explore cooperative purchasing opportunities with other systems or regions
Prepare and monitor systems budget in consultation with System Executive Committees
Prepare Professional Services and Contractual Services agreements
Invoice preparation, accounts receivable and payable
Systems acquisitions and invoice payments
Systems narrative and financial reporting (grant & non-grant)
Prepare annual IRS 1099 form for contractors
Coordinate systems annual Single Audit and Financial Statements
Prepare annual statements of LAIF interest earned, Statement of Economic Interest, etc.

<table>
<thead>
<tr>
<th></th>
<th>FTE</th>
<th>Hourly Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>0.75</td>
<td>$123.71</td>
<td>$192,988</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>0.88</td>
<td>$104.11</td>
<td>$189,480</td>
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<tr>
<td>Controller</td>
<td>0.55</td>
<td>$101.51</td>
<td>$116,127</td>
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<td>Office Manager</td>
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<td>$63.32</td>
<td>$82,316</td>
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<td>Office Assistants</td>
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<td>IT Director</td>
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<tr>
<td><strong>TOTAL PLP &amp; NLS Staffing Support Costs</strong></td>
<td><strong>5.37</strong></td>
<td><strong>$</strong></td>
<td><strong>811,588</strong></td>
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</table>

(Time included for administering PLP and NorthNet)

Director & Asst Director prorated auto allowance $3,300

Total PLP & NLS Staffing Support & Auto Allowance Costs $814,888

10% Overhead $81,489

**Total PLS/PLP BASELINE CONTRACT** $896,377

<table>
<thead>
<tr>
<th>FY 20/21 PLP-PLS Contract</th>
<th>Amount</th>
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<tr>
<td>Admin Staffing Cost</td>
<td>$807,007</td>
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<tr>
<td>PLS Director &amp; Asst Auto Allowance</td>
<td>$3,300</td>
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<td>10% Overhead</td>
<td>$81,031</td>
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<td>Total</td>
<td>$891,338</td>
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<td>NLS Contract Amendment</td>
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<td><strong>TOTAL CONTRACT</strong></td>
<td><strong>$984,060</strong></td>
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To: PLP Executive Committee  
From: Carol Frost, CEO  
Subject: CLSA Allocations and PLP Menu for FY 2021/22  
Date: May 21, 2021

BACKGROUND

PLP annually receives California Library Services Act (CLSA) funds that may be used for resource sharing. For the last three years, funds were allocated back to public libraries (respectively) to select from a menu of services that was approved by the PLP Executive Committee based on surveyed member needs.

ESTABLISHMENT OF MENU OF FLIPSTER SUBSCRIPTION

In FY 2021/22, the following menu of items was approved for PLP public libraries for CLSA funds:

Based on the survey sent to member libraries, the following menu was approved at the May Executive Committee meeting:

- enki (libraries negotiate their own subscriptions)
- OverDrive (only for the 20 libraries which are in a shared environment)
- Bibliotheca's CloudLibrary Consortia product
- Broadband hardware costs (not to be used ongoing)
- CENIC telecommunication costs, costs for warranties in data center (for more rural libraries)
- Link+
- SimplyE
- For a library to purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year.
- For three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk.

The PLP Executive Committee also agreed to use CLSA funds ‘off the top’ to pay for a PLP-negotiated Flipster eMagazine shared platform for 14 libraries with the smallest budgets. Based on the reduced allocations this year, the PLP Executive Committee has several options for supporting Flipster.

Option 1: Allocate ‘off the top’ funds for Flipster. The cost for Flipster for FY 2021/22 will be reduced from $70,206 to $69,521 based on two magazines being discontinued, for a total reduction of 25 to 23 magazines. If this were taken off the top using C&D funds, $216,737 would remain for all libraries.

Option 2: Include Flipster in the allocation to libraries. In this option, the distribution to all libraries would be $286,258, and the 14 libraries would have enough funds to cover the cost, if the cost were spread out among participating members. The chart below represents those costs distributed.

Option 3: At the June 2020 Executive Committee meeting, it was asked if additional libraries could join the Flipster subscription. The Executive Committee may choose to open this up to additional members. The current subscription is from July 1 to June 30.

Option 4: The Executive Committee may choose to discontinue the subscription to Flipster.
### Option 2: Shared Cost of Flipster Using CLSA Funds, Based on CLSA Allocation to All Libraries

<table>
<thead>
<tr>
<th>Library</th>
<th>CLSA Distribution</th>
<th>Flipster Cost</th>
<th>Net CLSA Funds</th>
</tr>
</thead>
<tbody>
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<td>Alameda Free Library</td>
<td>$5,257</td>
<td>$4,902</td>
<td>$355</td>
</tr>
<tr>
<td>Harrison Memorial Library - Carmel</td>
<td>$3,902</td>
<td>$3,639</td>
<td>$263</td>
</tr>
<tr>
<td>Hayward Public Library</td>
<td>$7,063</td>
<td>$6,587</td>
<td>$476</td>
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<tr>
<td>Los Gatos Public Library</td>
<td>$4,354</td>
<td>$4,060</td>
<td>$294</td>
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<tr>
<td>Monterey County Free Libraries</td>
<td>$8,869</td>
<td>$8,271</td>
<td>$598</td>
</tr>
<tr>
<td>Monterey Public Library</td>
<td>$3,902</td>
<td>$3,639</td>
<td>$263</td>
</tr>
<tr>
<td>Mountain View Public Library</td>
<td>$7,063</td>
<td>$6,587</td>
<td>$476</td>
</tr>
<tr>
<td>Pacific Grove Public Library</td>
<td>$3,902</td>
<td>$3,639</td>
<td>$263</td>
</tr>
<tr>
<td>Richmond Public Library</td>
<td>$7,063</td>
<td>$6,587</td>
<td>$476</td>
</tr>
<tr>
<td>Salinas Public Library</td>
<td>$5,257</td>
<td>$4,902</td>
<td>$355</td>
</tr>
<tr>
<td>San Benito County Library</td>
<td>$3,902</td>
<td>$3,639</td>
<td>$263</td>
</tr>
<tr>
<td>San Juan Bautista Public Library</td>
<td>$339</td>
<td>$316</td>
<td>$23</td>
</tr>
<tr>
<td>Sunnyvale Public Library</td>
<td>$8,869</td>
<td>$8,271</td>
<td>$598</td>
</tr>
<tr>
<td>Watsonville Public Library</td>
<td>$4,805</td>
<td>$4,481</td>
<td>$324</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$74,547</strong></td>
<td><strong>$69,521</strong></td>
<td><strong>$5,026</strong></td>
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</table>

It is worth noting that when the libraries were chosen in FY 2020/21 for this collection, they all had a budget under $8M. Using the updated budget numbers, the Monterey County Free Libraries and Sunnyvale Library have a reported budget expenditure of over $9M. The Pleasanton, Livermore, and several PLS libraries also have budgets under $10M, but already have existing shared eMagazine collections.

It is recommended Committee approve a menu of items and determine the details of the Flipster subscription for FY 2021/22.

**REMAINING AND FUTURE PLP CLSA FUNDS**

In FY 2020/21 the approved California State budget included a 50% reduction of CLSA funds, and the preliminary FY 2021/22 CLSA budget also reflects a 50% reduction. Per California law, a system has three years from receipt of funds to expend them. Through being fiscally conservative, PLP has been able to use roll-over funds to offset the reduction. However, the roll-over funds will be completely expended by FY 2022/23, based on the projections below, and allocations to libraries will be significantly less.
**PLP CLSA Draft Budget for FY 2021/22 with Flipster paid through libraries’ allocation**

<table>
<thead>
<tr>
<th>PLP CLSA</th>
<th>FY 2019/20</th>
<th>FY 2020/21 50% reduction</th>
<th>FY 2021/22 50% reduction</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Funding</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>System Administration</td>
<td>$140,253</td>
<td>$72,967</td>
<td>$73,356</td>
<td>membership fee to cover difference</td>
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<td>Communication and Delivery (C&amp;D)</td>
<td>$561,011</td>
<td>$291,865</td>
<td>$293,422</td>
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<tr>
<td>Prior Year C&amp;D Funds*</td>
<td>$453,373</td>
<td>$535,631</td>
<td>$218,000</td>
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<tr>
<td><strong>TOTAL CLSA ALLOCATION</strong></td>
<td>$1,154,637</td>
<td>$900,463</td>
<td>$584,778</td>
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</table>

<table>
<thead>
<tr>
<th>DETAIL Communication &amp; Delivery</th>
<th>FY 2019/20 (actual expenditures)</th>
<th>FY 2020/21 50% reduction (projected expenditures)</th>
<th>FY 2021/22 50% reduction</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Budget</td>
<td>$1,014,384</td>
<td>$827,496</td>
<td>$512,422</td>
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<tr>
<td>Office supplies/web hosting/Zoom, Postage, etc.</td>
<td>($18,780)</td>
<td>($26,680)</td>
<td>($14,310)</td>
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<tr>
<td>Delivery*</td>
<td>($159,973)</td>
<td>($207,232)</td>
<td>($211,854)</td>
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<tr>
<td>Flipster 14 libraries</td>
<td>($70,206)</td>
<td></td>
<td></td>
<td>FY21/22 Flipster $69,521</td>
</tr>
<tr>
<td>Allocated to libraries</td>
<td>($300,000)</td>
<td>($301,135)</td>
<td>($286,258)</td>
<td>Libraries pay for Flipster using allocation</td>
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<tr>
<td><strong>Total C&amp;D Baseline Expended</strong></td>
<td>($478,753)</td>
<td>($605,253)</td>
<td>($512,422)</td>
<td></td>
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<tr>
<td><strong>Roll-over funds for next year</strong></td>
<td>$535,631</td>
<td>$222,243</td>
<td>$0</td>
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</tr>
</tbody>
</table>

In FY 2019/20, cost savings of $44,867 for reduced delivery due to pandemic.

**RECOMMENDATIONS**

It is recommended that the PLP Executive Committee
- Approve a menu of CLSA choices for public libraries to choose from for FY 2021/22
- Approve where to place the cost for Flipster for the FY 2021/22 budget
- Approve the CLSA allocation for public libraries for FY 2021/22
To: PLP Executive Committee  
From: Andrew Yon, Controller  
Subject: Review of PLP FY 2021/22 Draft Budget  
Date: May 21, 2021  

Background  
The purpose of this memo is to provide a preview of the PLP FY 2021/22 budget for consideration.

Budget Summary  
Below are highlights of the PLP FY 2020/21 budget. The overall budget is $1,614,693, which is 18% less than last year’s budget of $1,965,498.

Administration  
Revenues:  
- Other Agency revenue (3601) is from administering the NorthNet library baseline contract. Should NLS be awarded their LSTA grant, and be awarded the fiscal agent for Zip Books, a contract amendment will be made for additional services.
- CLSA System Administration funds (3667) have been reduced by 50% per the Governor’s recommended budget.
- Membership fees (3661) are based on the FY 2019/20 operating expenditures reported by libraries to the State Library, using the adopted formula. The request for decreased costs for Monterey Public and Palo Alto City libraries have been incorporated into the budget.
- The LSTA indirect (3668) revenue is lower due to decreases in oversight of statewide grants.
- PLP has just been awarded the fiscal agent for the Lunch at the Library program. As the budget is developed, and additional revenue will be added to the existing budget and presented to the Committee at the June meeting.
- Although none of the four PLP legacy systems have CalPERS obligations, BALIS does pay for health care costs for retirees from the BALIS reserve.

Expenditures:  
- Travel/Meetings budget (4303) includes the past several years’ practice of allocating $5,400 towards the National Legislative Day in Washington DC. The Executive Committee may choose to reduce or eliminate these funds and allocate them at the October meeting if necessary.
- Workshop Expenses budget (4434) reflects $5,000 for support for PLP Staff Development initiatives and activities. In FY 2019/20, PLP allocated $10,000, and in FY 2020/21, it was reduced to $5,000. There were 3 requests for funding in FY 2020/21, totaling $2,200. The PLP Executive Committee may choose to reduce these funds.

Communication and Delivery  
- The FY 2020/21 CLSA Communication and Delivery (3667) allocation has been reduced by 50% per the Governor’s recommended budget.
- The State Library budget (3667) reflects $218,000 of previous year unallocated CLSA funds.
- Communications (4212) budget has increased due to costs for Zoom, Basecamp, and other tools.
• Delivery (4220) costs have increased by 2% CPI adjustment and the postage (4233) costs have been reduced due to lower rental cost of a new postage meter and decrease postage usage.
• The budget reflects $286,258 of CLSA C&D funds (3667) which may be allocated to libraries.

System Operations

• The Workshop Fees (3661) revenue reflects the revenue generated from the PLP Staff Development Committee’s Spring Fling and Future of Libraries workshops, as well as the revenue from the PLP Executive and Middle Management Leadership groups. The State Library’s California Libraries Learn (CALL) has met with PLP staff to discuss underwriting the cost for the Fall 2021 Future of Libraries program. The revenue for the Executive and Middle Management cohorts is based on 10 participants each, for a pro-rated cost for 10 months.
• Membership fees (3661), in previous years, were sufficient for PLP to allocate $150,000 for Innovation Grants. In previous fiscal years, PLP allocated $100,000. Because of the 50% reduction in CLSA System Admin funds, the FY 2020/21 budget was reduced to $74,196. Of that, 6 grants were awarded for a total of $29,085. The draft budget includes $56,302 for Innovation Grants. The Committee may choose to allocate other funds to supplement this.
• The BALIS Council may choose to allocate some of the BALIS reserve to support staff development initiatives in FY 2021/22.

Fund Balance:

• The budget presented does not utilize any fund balance.
• The PLP Ending Fund Balance is estimated to be $1,950,000. It should be noted that this includes roll-over CLSA funds.

Operating Reserve:

• The Operating Reserve Fund is equal to three months of the administrative costs. For FY 2021/22, three months of Operating Reserve is $313,383.

Grants

• Grants will be included in the CLSA Annual Report.

Recommendation

Based on the direction provided by the Committee, the budget will be updated and presented at the June meeting for approval.
## FY 2021-22 PLP Membership Fees

<table>
<thead>
<tr>
<th>Library</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda County Library</td>
<td>$35,641</td>
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<tr>
<td>Alameda Free Library</td>
<td>$11,641</td>
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<td>Berkeley Public Library</td>
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<td>Burlingame Public Library</td>
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<td>Cabrillo College Library</td>
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<td>CSU Monterey Bay Library</td>
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<td>Los Gatos Public Library</td>
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<td>Menlo Park Public Library</td>
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<td>Monterey County Free Libraries</td>
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<td>Monterey Peninsula College Library</td>
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<td>Mountain View Public Library</td>
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<td>Naval Post Graduate School Library</td>
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<td>San Bruno Public Library</td>
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<td>San Francisco Public Library</td>
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<td>San Jose Public Library</td>
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<tr>
<td>San Juan Bautista Public Library</td>
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<tr>
<td>San Mateo County Community College District</td>
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<td>San Mateo County Library</td>
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<td>San Mateo Public Library</td>
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<td>Santa Cruz Public Libraries</td>
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<td>UC Santa Cruz Library</td>
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<tr>
<td>Watsonville Public Library</td>
<td>$10,641</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$656,903</strong></td>
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## FY 2021-22 PLP PROPOSED BUDGET SUMMARY

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<th>(920)</th>
<th>(924)</th>
<th>(928)</th>
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<tr>
<td><strong>Revenue</strong></td>
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<tr>
<td>Interest Income</td>
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<td></td>
<td>$28,500</td>
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<td>Other Agencies</td>
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<td>Member Fees</td>
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<td>$57,999</td>
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<td>Workshop Fees</td>
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<td>$27,833</td>
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<td>State Grant-CLSA</td>
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<td>State Grant-LSTA</td>
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<td>Mileage</td>
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<td>Contractual Services</td>
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<td>$216,614</td>
<td>$1,128,991</td>
<td></td>
</tr>
<tr>
<td>Office Expense</td>
<td>$1,000</td>
<td>$750</td>
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<tr>
<td>Postage</td>
<td>$800</td>
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<td>$800</td>
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</tr>
<tr>
<td>Special Departmental</td>
<td>$286,258</td>
<td></td>
<td>$56,302</td>
<td>$342,560</td>
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<tr>
<td>Library Materials</td>
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</tr>
<tr>
<td>General Insurance</td>
<td>$3,000</td>
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<td>$3,000</td>
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</tr>
<tr>
<td>Membership Fees/Dues</td>
<td>$4,500</td>
<td></td>
<td>$15,030</td>
<td>$19,530</td>
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<tr>
<td>Travel &amp; Meetings</td>
<td>$8,900</td>
<td></td>
<td>$1,000</td>
<td>$9,900</td>
</tr>
<tr>
<td>Education &amp; Training</td>
<td>$800</td>
<td></td>
<td></td>
<td>$800</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$830</td>
<td></td>
<td>$830</td>
<td></td>
</tr>
<tr>
<td>Service Fees</td>
<td>$300</td>
<td></td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Reimbursable - Legacy System EXP</td>
<td>$8,400</td>
<td></td>
<td>$8,400</td>
<td></td>
</tr>
<tr>
<td>Workshop Expenses</td>
<td>$5,000</td>
<td></td>
<td>$14,000</td>
<td>$19,000</td>
</tr>
<tr>
<td>Lease Equipment</td>
<td>$600</td>
<td></td>
<td></td>
<td>$600</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>$987,939</td>
<td>$512,422</td>
<td>$114,332</td>
<td>$1,614,693</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Fund Balance (GF001)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>$1,724,162</td>
<td></td>
<td>$1,950,000</td>
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<tr>
<td>Estimated Ending Fund Balance</td>
<td>$1,950,000</td>
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<td></td>
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</tr>
<tr>
<td><strong>Reserve</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Reserve</td>
<td>$313,383</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Fund Balance &amp; Reserve</td>
<td>$2,263,383</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Administration (920)

<table>
<thead>
<tr>
<th>GL Acct</th>
<th>Revenues</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>3601</td>
<td>Other Agencies</td>
<td>$8,400</td>
<td>$8,400</td>
<td>BALIS Retirees Medical -BALIS Reserve</td>
</tr>
<tr>
<td>3601</td>
<td>Other Agencies</td>
<td>310,366</td>
<td>130,563</td>
<td>NorthNet Contract</td>
</tr>
<tr>
<td>3661</td>
<td>Member Fees</td>
<td>580,677</td>
<td>598,904</td>
<td>PLP Membership Fees</td>
</tr>
<tr>
<td>3667*</td>
<td>State Grant-CLSA</td>
<td>72,967</td>
<td>73,356</td>
<td>CLSA System Admin Funds</td>
</tr>
<tr>
<td>3668</td>
<td>Federal Grant</td>
<td>190,000</td>
<td>176,716</td>
<td>LSTA Grants-Indirect Costs Prior &amp; Current Year Use of Fund Balance</td>
</tr>
<tr>
<td>3000</td>
<td>Fund Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Revenues**  
$1,162,410  $987,939  (15.01%)

## Expenditures

<table>
<thead>
<tr>
<th>GL Acct</th>
<th>Expenditures</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>4216</td>
<td>Mileage</td>
<td>$300</td>
<td>$300</td>
<td>MIP Acctg Software Maint. &amp; Support</td>
</tr>
<tr>
<td>4217</td>
<td>Equipment Maintenance</td>
<td>5,000</td>
<td>5,232</td>
<td>Envelopes and checks (Discont. PLP Directory)</td>
</tr>
<tr>
<td>4218</td>
<td>Printing</td>
<td>500</td>
<td>500</td>
<td>NLS Sys. Coord. ($31.2K); Consultants ($5K)</td>
</tr>
<tr>
<td>4219</td>
<td>Professional services</td>
<td>120,700</td>
<td>36,200</td>
<td>PLS Contract $896,377; Audit Services $16,000</td>
</tr>
<tr>
<td>4220</td>
<td>Contractual Services</td>
<td>1,000,060</td>
<td>912,377</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>4230</td>
<td>Office Expense</td>
<td>3,000</td>
<td>1,000</td>
<td>Professional Liability Insur-PLP Board Members</td>
</tr>
<tr>
<td>4301</td>
<td>General Insurance</td>
<td>3,000</td>
<td>3,000</td>
<td>CLA, ALA, BayNet &amp; other membership fees</td>
</tr>
<tr>
<td>4302</td>
<td>Member Fees/Dues</td>
<td>4,500</td>
<td>4,500</td>
<td>NLS Sys. Coord. ($31.2K); Consultants ($5K)</td>
</tr>
<tr>
<td>4303</td>
<td>Travel/Meetings</td>
<td>9,400</td>
<td>8,900</td>
<td>Annual Conferences ($3.5K); Nat'l Legislation Day ($5.4K)</td>
</tr>
<tr>
<td>4304</td>
<td>Education &amp; Training</td>
<td>800</td>
<td>800</td>
<td>Formsite ($300); SurveyMonkey ($350); Library Journal ($180)</td>
</tr>
<tr>
<td>4305</td>
<td>Subscriptions</td>
<td>500</td>
<td>830</td>
<td>Banking fees and IRS 1099 eFile Fee</td>
</tr>
<tr>
<td>4373</td>
<td>Service Fees</td>
<td>400</td>
<td>300</td>
<td>System-wide Non-Fee Trainings</td>
</tr>
<tr>
<td>4448</td>
<td>Reimbursable - Legacy System Expenses</td>
<td>8,400</td>
<td>8,400</td>
<td>BALIS Retirees Medical Cost -BALIS Reserve</td>
</tr>
<tr>
<td>4585</td>
<td>Lease Equipment</td>
<td>850</td>
<td>600</td>
<td>Postage meter</td>
</tr>
</tbody>
</table>

**Total Expenditure**  
$1,162,410  $987,939  (15.01%)

*Note - pending approval of CSL FY21/22 CLSA funds allocation*
PACIFIC LIBRARY PARTNERSHIP
FY 2021-22 PROPOSED BUDGET

**CLSA COMMUNICATIONS & DELIVERY (924)**

<table>
<thead>
<tr>
<th>GL Acct</th>
<th>Revenues</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>3601</td>
<td>Other Agencies</td>
<td>$2,000</td>
<td>$1,000</td>
<td>MOBAC Add'l Delivery Service</td>
</tr>
<tr>
<td>3667*</td>
<td>State Library-CLSA</td>
<td>291,865</td>
<td>293,422</td>
<td>CLSA C &amp; D Allocation</td>
</tr>
<tr>
<td>3667</td>
<td>State Library</td>
<td>411,389</td>
<td>218,000</td>
<td>FY2020-21 Roll-over CLSA Funds</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td></td>
<td><strong>$705,254</strong></td>
<td><strong>$512,422</strong></td>
<td><strong>(27.34%)</strong></td>
</tr>
</tbody>
</table>

**EXPENDITURES**

<table>
<thead>
<tr>
<th>GL Acct</th>
<th>Description</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>4212</td>
<td>Communication</td>
<td>$5,000</td>
<td>$8,000</td>
<td>PLP Conference Call #; ZOOM ($800); Basecamp ($1K); Landlines</td>
</tr>
<tr>
<td>4220</td>
<td>Contractual Services</td>
<td></td>
<td>207,232</td>
<td>211,854</td>
</tr>
<tr>
<td>4220</td>
<td>Contractual Services</td>
<td>70,206</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4220</td>
<td>Contractual Services</td>
<td>13,680</td>
<td>4,760</td>
<td>Website Hosting Fees $2,380 (PLP) &amp; $2,380 (MOBAC Website)</td>
</tr>
</tbody>
</table>

**Systems Delivery 2% CPI Adj.**

<table>
<thead>
<tr>
<th>System</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALIS</td>
<td>$58,515</td>
</tr>
<tr>
<td>MOBAC</td>
<td>63,036</td>
</tr>
<tr>
<td>PLS (CLSA Fund)</td>
<td>62,763</td>
</tr>
<tr>
<td>SVLS</td>
<td>27,540</td>
</tr>
<tr>
<td><strong>Total Systems Delivery</strong></td>
<td><strong>$211,854</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GL Acct</th>
<th>Description</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>4230</td>
<td>Office Expenses</td>
<td>2,000</td>
<td>750</td>
<td>Delivery Supplies (tags, labels, etc) - BALIS &amp; SVLS</td>
</tr>
<tr>
<td>4233</td>
<td>Postage</td>
<td>6,000</td>
<td>800</td>
<td>US Postal, UPS &amp; FEDEX</td>
</tr>
<tr>
<td>4234*</td>
<td>Special Departmental -CLSA</td>
<td>401,136</td>
<td>286,258</td>
<td>CLSA Allocation to Libraries</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td></td>
<td><strong>$705,254</strong></td>
<td><strong>$512,422</strong></td>
<td><strong>(27.34%)</strong></td>
</tr>
</tbody>
</table>

*Note - pending approval of CSL FY21/22 CLSA funds allocation*
## SYSTEM OPERATION (928)

<table>
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<tr>
<th>GL Acct</th>
<th>Revenues</th>
<th>Adopted FY20/21</th>
<th>Proposed FY21/22</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>3510</td>
<td>Interest Income</td>
<td>$49,000</td>
<td>$28,500</td>
<td>Investments Interest Income (LAIF &amp; CD)</td>
</tr>
<tr>
<td>3661</td>
<td>Member Fees</td>
<td>56,226</td>
<td>57,999</td>
<td>PLP Membership Fees (Prorated)</td>
</tr>
<tr>
<td>3663</td>
<td>Workshop Fees</td>
<td>$17,000</td>
<td>$27,833</td>
<td>Future of Libraries &amp; Spring Workshop ($12K); Exec &amp; Mid-Mgmt Training ($15,833)</td>
</tr>
<tr>
<td>3674</td>
<td>Reimbursable Costs</td>
<td>$30,000</td>
<td>$0</td>
<td>FY20/21 Staff Dev. Initiatives from BALIS Reserve</td>
</tr>
<tr>
<td>3000</td>
<td>Fund Balance</td>
<td>-</td>
<td>-</td>
<td>Use of Fund Balance</td>
</tr>
<tr>
<td></td>
<td><strong>Total Revenues</strong></td>
<td><strong>$152,226</strong></td>
<td><strong>$114,332</strong></td>
<td><strong>(24.89%)</strong></td>
</tr>
<tr>
<td>4219</td>
<td>Professional Services</td>
<td>$25,000</td>
<td>$28,000</td>
<td>Consultant for Exec &amp; Mid-Mgmt Training</td>
</tr>
<tr>
<td>4234</td>
<td>Special Departmental</td>
<td>74,196</td>
<td>56,302</td>
<td>Innovation Grants</td>
</tr>
<tr>
<td>4302</td>
<td>Membership Fees</td>
<td>15,030</td>
<td>15,030</td>
<td>Califa membership for members</td>
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<tr>
<td>4303</td>
<td>Travel &amp; Meetings</td>
<td>1,000</td>
<td>1,000</td>
<td>Mileage</td>
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<tr>
<td>4434</td>
<td>Workshop Expenses</td>
<td>7,000</td>
<td>14,000</td>
<td>Staff Development Fee-Based Training ($6,000)- Future of Libraries &amp; Spring Workshop, Mid-Mgmt Training Refreshments &amp; Supplies ($8,000)</td>
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<tr>
<td>4448</td>
<td>Reimb. -Legacy System Expenses</td>
<td>30,000</td>
<td>-</td>
<td>FY20/21 BALIS Staff Dev. Initiatives</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditure</strong></td>
<td><strong>$152,226</strong></td>
<td><strong>$114,332</strong></td>
<td><strong>(24.89%)</strong></td>
</tr>
</tbody>
</table>
# System Information

## FY 2021/2022

<table>
<thead>
<tr>
<th>System Name:</th>
<th>Pacific Library Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director:</td>
<td>Carol Frost</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:frost@plpinfo.org">frost@plpinfo.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>32 W 25th Ave., Suite 201</td>
</tr>
<tr>
<td>City:</td>
<td>San Mateo</td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>Zip:</td>
<td>94403</td>
</tr>
<tr>
<td>Phone:</td>
<td>650-349-5538</td>
</tr>
<tr>
<td>Fax:</td>
<td>650-349-5089</td>
</tr>
</tbody>
</table>

System Chair for FY 2021/2022 (if known): Ryan Baker

Fiscal Agent:

Date approved by Administrative Council:

<table>
<thead>
<tr>
<th>X</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of System Administrative Chair for FY 2021/2022</td>
<td>Date</td>
</tr>
</tbody>
</table>

Print Name: Ryan Baker
**Demographics of System Service Area**

**System Population Profile, FY 2021/2022**

**Total Population of System Service Area: 7,144,213**

*Total Population of the System Service Area should come from the State Library certified population numbers*

<table>
<thead>
<tr>
<th>Underserved Population</th>
<th>Number</th>
<th>Percentage of Total Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economically Disadvantaged (Below poverty level)</td>
<td>628,062</td>
<td>9.27%</td>
</tr>
<tr>
<td>Institutionalized</td>
<td>49,990</td>
<td>0.70%</td>
</tr>
<tr>
<td>Aged (65+)</td>
<td>1,004,306</td>
<td>13.61%</td>
</tr>
<tr>
<td>Children &amp; Youth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Under 5</td>
<td>407,069</td>
<td>5.76%</td>
</tr>
<tr>
<td>- 5 to 9</td>
<td>406,869</td>
<td>5.76%</td>
</tr>
<tr>
<td>- 10 to 14</td>
<td>419,642</td>
<td>5.85%</td>
</tr>
<tr>
<td>- 15 to 19</td>
<td>406,682</td>
<td>5.67%</td>
</tr>
<tr>
<td>Handicapped</td>
<td>650,384</td>
<td>9.09%</td>
</tr>
<tr>
<td>Speakers of limited English or English as a Second Language</td>
<td>1,195,581</td>
<td>17.06%</td>
</tr>
<tr>
<td>Non-English Speaking</td>
<td>3,027,568</td>
<td>41.94%</td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Black</td>
<td>392,249</td>
<td>5.46%</td>
</tr>
<tr>
<td>- Hispanic</td>
<td>1,832,833</td>
<td>25.65%</td>
</tr>
<tr>
<td>- Asian</td>
<td>1,922,410</td>
<td>26.33%</td>
</tr>
<tr>
<td>- Native American</td>
<td>36,822</td>
<td>0.49%</td>
</tr>
<tr>
<td>- Other (specify)</td>
<td>41,926</td>
<td>0.59%</td>
</tr>
<tr>
<td>Geographically Isolated (RURAL) * see note</td>
<td>132,676</td>
<td>1.86%</td>
</tr>
<tr>
<td>Functionally Illiterate</td>
<td>1,065,144</td>
<td>14.91%</td>
</tr>
<tr>
<td>Shut-In</td>
<td>268,085</td>
<td>3.73%</td>
</tr>
</tbody>
</table>

List source(s) of this data: (example US Census Bureau, California Library Statistics, Population Projections from Department of Finance)

- Total Population – California State Library – Certified Population Figures
- Economically Disadvantaged - 2015-2019 American Community Survey 5-Year Estimates
- Institutionalized - American Fact Finder/2010 Profile of General Population and Housing Characteristics (DP-1)
- Age Demographics - 2015-2019 American Community Survey, Demographic and Housing Estimates (DP05)
- Handicapped - 2015-2019 American Community Survey, Disability Characteristics (S1810)
Describe briefly how this data will be used to plan CLSA-funded services:

The demographics of the System Service Area remain consistent from last year. We will use this information to inform the activities and strategic plans of PLP.

Comments/ Additional Information:

* Geographically Isolated/ Rural
For the 2010 Census, the Census Bureau classified as urban all territory, population, and housing units located within urbanized areas (UAs) and urban clusters (UCs), both defined using the same criteria. The Census Bureau delineates UA and UC boundaries that represent densely developed territory, encompassing residential, commercial, and other nonresidential urban land uses. In general, this territory consists of areas of high population density and urban land use resulting in a representation of the "urban footprint." Rural consists of all territory, population, and housing units located outside UAs and UCs.

* Typically, Rural Areas are cities with populations of less than 10,000
## C&D Service Program Budget Request FY 2021/2022 (Section 18745)

### System Administration

#### (a) Personnel (Salaries & Personnel)

<table>
<thead>
<tr>
<th>Classification</th>
<th>FTE/NO of positions</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>.24     /1</td>
<td>$50,920</td>
<td>$12,048</td>
<td>$62,968</td>
</tr>
<tr>
<td>Controller</td>
<td>.03     / 1</td>
<td>$5,133</td>
<td>$1,262</td>
<td>$6,395</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>.02     / 1</td>
<td>$1,939</td>
<td>$645</td>
<td>$2,583</td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>.01     / 1</td>
<td>$1,001</td>
<td>$408</td>
<td>$1,409</td>
</tr>
<tr>
<td><strong>Total of (a)</strong></td>
<td>.31     /1</td>
<td>$58,994</td>
<td>$14,362</td>
<td>$73,356</td>
</tr>
</tbody>
</table>

#### (b) Planning, Coordination, & Evaluation (PC&E)

<table>
<thead>
<tr>
<th>Classification</th>
<th>FTE/NO of positions</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total (b)</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

#### (c) Indirect Cost (Do not include PC&E and provide description of services)

<table>
<thead>
<tr>
<th>Classification</th>
<th>FTE/NO of positions</th>
<th>Salary</th>
<th>Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total of (c)</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Total of (a-c) $ 73,356**
### Baseline Budget

#### (d) Operations

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Office supplies</td>
<td>$750</td>
</tr>
<tr>
<td>2. Duplication/Photocopy</td>
<td>$</td>
</tr>
<tr>
<td>3. Training (C&amp;D program related)</td>
<td>$</td>
</tr>
<tr>
<td>4. E-Resources (Enki, Zinio, OverDrive, etc.)</td>
<td>$67,258</td>
</tr>
<tr>
<td>5. Contract Services for Delivery (UPS, US Postal Service, Contracted Van)</td>
<td>$211,854 courier, $800 postage</td>
</tr>
<tr>
<td>6. System van/vehicle (fuel/insurance/maintenance)</td>
<td>$</td>
</tr>
<tr>
<td>7. Telecommunications (Internet/web/tech support/phone/fax/VOIP/telecomm equipment maintenance/web software)</td>
<td>$</td>
</tr>
</tbody>
</table>

Specify what funds were used for: **Website hosting/Support/Web Development; ZOOM, 800# Phone; FAX**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Resource Sharing (Zipbooks, Link+, document depository)</td>
<td>$</td>
</tr>
</tbody>
</table>

* Breakdown of cost i.e. software/subscription/delivery

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Other (with prior approval) and Planning, Coordination, &amp; Evaluation (PC&amp;E) not used in System Administration</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total of (d)** $293,422

#### (e) Capital Outlay

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Equipment (specify)</td>
<td>$</td>
</tr>
<tr>
<td>2. Equipment revolving fund</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total of (e)**

#### (f) Anticipated Current (2019/2020) Year-end Balance in the Equipment Revolving Fund

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
</table>

**Total of (a-e)** $293,422

---

418 89
### 2021/2022 PROPOSED CLSA BUDGET

#### BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Communications &amp; Delivery Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>$73,356</td>
</tr>
<tr>
<td>PC&amp;E</td>
<td></td>
</tr>
<tr>
<td>Indirect</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>$73,356</td>
</tr>
<tr>
<td>Operations</td>
<td>$293,422</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>$293,422</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$366,778</td>
</tr>
</tbody>
</table>

C&D FUNDING: System Administration 20%
System Baseline 80%
Funding for Communications and Delivery – FY 2021/2022

There are two sections to this portion of the plan. The first section requires your best estimate for workload for the physical delivery of items, and estimated totals for e-resources, training, and broadband usage. The second section contains several questions that help us understand your plans for communication and delivery.

Section 1
Estimated Workload of Physical Delivery

<table>
<thead>
<tr>
<th>Physical Items Sent by:</th>
<th>Physical Items Delivered to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>System Member Public Libraries</td>
</tr>
<tr>
<td>a. System member public library</td>
<td>3,101,761</td>
</tr>
<tr>
<td>b. Non-public libraries in System area</td>
<td>1,398</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
<tr>
<td>c. Number of delivery vehicles that physically move items</td>
<td>7</td>
</tr>
<tr>
<td>d. Frequency/schedule of physical delivery service</td>
<td>3-6 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Percentage of items to be physically delivered by:</th>
<th>U.S. Mail</th>
<th>UPS</th>
<th>System Van</th>
<th>Contracted Van</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Mail</td>
<td>1.1%</td>
<td>.1%</td>
<td>0%</td>
<td>98.8%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Estimated Totals for e-Resources, Training, and Broadband Usage

f. Estimated total number of e-resources to be purchased (circulated/downloaded/streamed, etc.) by residents of System member libraries

1 subscription with 23 shared eMagazine titles

g. Percentage of CLSA funds to be spent on e-resources?

22.92%

h. Percentage of CLSA funds to be used for Broadband technology improvements

0%
Section 2

1. Describe the goals for the Communication and Delivery funding. Please specify how the System will spend its allocation of funding and provide specifics amounts allocated for each service or program. How will the System support the needs of their community? How will the System determine these needs? How will the System evaluate that the goals were met and the funding has met the needs of the community?

In FY 2021/22, the primary use of CLSA funds will be to support physical delivery and resource sharing within PLP. PLP member libraries continue to place the highest value and priority on the delivery of materials. The ability to provide delivery services in support of resource sharing allows member libraries to enhance the breadth and depth of their individual collections. PLP supports four separate delivery services throughout the PLP service area, and each region’s cost for delivery is covered either partially or fully, based on a baseline of delivery service.

In Spring of 2020, PLP surveyed its member libraries to review the current CLSA allocations and to gather ideas for shared eResources which might be funded with CLSA funds. At the May 2021 PLP Executive Committee meeting, the Committee approved continuation of the model established in 2021 for distribution of CLSA funds, allocating funds to PLP public libraries based on a formula. Libraries may choose from the following menu of shared services: a subscription to enki; networking/broadband costs; costs related to Link+; purchasing Overdrive or CloudLibrary eMaterials in a shared environment; funds to support SimplyE; purchase software which supports curbside pick-up, for either their primary or one of their primary methods of delivery of material to patrons for the upcoming year; and for three or more libraries to join together and purchase software that supports remote reference, such as ZenDesk. PLP will continue to provide the option of a shared PLP-purchased eMagazine collection for 14 libraries.

With the 50% reduction of funds, the funding priority is to support essential services, including delivery, a toll-free 800 number and Zoom subscription for communication, and web support. The CLSA FY 2021/22 budget includes $212,654 for delivery and $13,510 for these other essential services. The remainder of the funds, $67,258 are allocated to eResources, to partially pay for a shared eMagazine resource subscription for 14 members. The PLP Executive Committee has been prudent in annual allocations and leaves fund to roll over into the next year as a precaution. In FY 2021/22, the budget will include the remaining $218,000 to supplement the total cost of the shared eMagazine collection, and to allocate the remaining approximately $200,000 back to libraries by a formula to choose from the menu of items mentioned above. It is estimated that libraries will use $44,000 for Link+, $11,000 for CENIC and broadband hardware, and $145,000...
for local eResources. It is not known at this time if any libraries may choose funds for SimplyE, curbside pickup or for remote reference.

As in past years, delivery and other statistics will be evaluated along with usage patterns to determine the most effective delivery schedules. We will remain responsive to the local needs of our members in offering delivery services. By surveying member libraries on a regular basis on their local needs, we can ensure the funds are supporting the needs of the community.

2. How will the System’s Communication and Delivery funds be disbursed (i.e., system wide, allocated to individual libraries, mix)? If not all libraries are participating in programs/services indicate which ones are and why others are not served (i.e. choice, funds, etc.).

The Communication and Delivery funds are allocated into two categories. The first category are the baseline services for PLP, including delivery, as well as basic communications. In the last year because of the pandemic, the use of Zoom for communication has increased significantly, and the baseline costs include Zoom, a toll-free 800 number phone line, as well as costs for the website support. Funds support delivery services within each of the four PLP regions as well as between the regions. The delivery is handled through a combination of couriers as well as outsourcing the Peninsula Library System’s in-house delivery. Delivery benefits all PLP member libraries, and the contracts and funds are managed centrally. The FY 2021/22 budget includes $226,164 for delivery and baseline services.

The second category is allocating a portion of CLSA funds back to the libraries for them to choose their own priority for expending CLSA funds, based on an approved menu for the libraries to choose from, with the expectation that all members will benefit equally from CLSA funding through an allocation per library by PLP formula. A claim form will be distributed to each library indicating how they will spend the CLSA funds so that we may track their usage. This will help inform PLP regarding local priorities and ideas for future CLSA allocations. The menu of items for FY 2021/22 is referenced in Question 1 above.

In FY 2020/21, the PLP Executive Committee, to ensure equity and access among members, agreed to allocated funds to the 14 libraries with the smallest budgets ($8M and below) for a shared eMagazine resource. The 50% reduction in funding will not fully cover the cost, and in FY 2021/22 the PLP Executive Committee will determine whether the funds will be again taken ‘off the top’ of CLSA funds, or will be part of the allocation to libraries, where the library will use their allocation to pay for their portion of the $69,521 eMagazine subscription. PLP estimates using $218,000 of prior year CLSA funds.

3. Are the programs funded by CLSA being supplemented with local funds and if so how much or what percentage of the funding? Please briefly describe how any non-CLSA funds will be used to support communication and delivery. This information will help to document the significant contributions of non-CLSA funds toward library cooperation in California.
PLS member libraries are contributing $665,726 in local funds to support 5-day delivery. Many PLP members use local funds for ILL services such as OCLC inter-library loan and Link+. Nearly all PLP libraries also use local funds for eResources.

4. If the System is providing e-resources, what exactly are those e-resources? (i.e. number of books, kind of titles, how many libraries are you providing this service to, any circulation statistics if available)

As stated above, PLP purchased a shared eMagazine collection consisting of 23 titles benefitting 14 of the smallest libraries, to ensure equitable access. Through the additional funds being allocated, libraries will be able to use CLSA funds for local shared eResources. Once the libraries have completed and returned their claim forms, the overall distribution of funds to eResources will be determined. Based on the selections made for FY 2020/21, it is anticipated that at least 15 of the 34 public libraries will choose to use their CLSA funds for eResources, including eBooks, eAudiobooks, and eMagazines from Overdrive, CloudLibrary in the consortial environment, enki, and Zinio. Materials purchased will be a mix of fiction and nonfiction for adults and youth. In FY 2020/21, estimated circulation for shared eResources was 94,000.

5. Describe the System’s current delivery model. Specify if it changed from last year or if the System will be making any changes in the upcoming year.

The delivery model in prior years has been as follows: The libraries in San Mateo County (PLS) have a 5-day-a-week or 6-day-a-week delivery using PLS-employed staff consisting of four drivers, sorting staff and 4 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) have a 2-day courier delivery service. 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-day-a-week service. The delivery service has 2 touch points – once a week in San Mateo and Gilroy.

Due to the COVID-19 pandemic, delivery services were halted for several libraries and slowly restarted throughout FY 2020/21.

Changes anticipated in FY 2021/22 include potential reductions in service delivery days due to the impact of the COVID-19 pandemic, based on library need. The two MOBAC jurisdictions providing additional local funds to support 5-days-a-week service have plans to reduce service to 4-days-a-week. PLP staff regularly communicates with member libraries to determine delivery needs and amend the courier schedules as needed.
6. What is the estimated average cost (including library and system staff time) to move one item in the region? Please provide a description of how the System utilized C&D administrative funding? (i.e. staff, what type of staff, do which program did you allocate staff, how much time was allocated)

The estimated cost to move one item in the region is $0.21. Administrative funding is allocated to 0.24 FTE of the CEO, .03 of the Controller, .02 of the Operations Manager and .01 of the Accounting Clerk, for a total of .31 FTE. The allocated time supports attending over 22 Council and Committee meetings annually to support the four regions of PLP as well as the PLP Executive Committee and Administrative Council; work with members and the Executive Committee to allocate CLSA funds; oversee contract negotiations for work related to expenditures of funds; oversight and activities related to budgeting, accounting and finance to ensure all CLSA budgets and reports are submitted and ensure compliance; liaison with California Library Staff; and attending California Library Service Board meetings.

7. Will the System be using any of the communications funding to address broadband connectivity issues? If so what were the funds used for and what were the connectivity issues?

PLP will be distributing funds to local libraries to address local priorities. It is possible that one or more libraries may use CLSA funds to support broadband connectivity, including purchasing network hardware at their main location or at branches. In FY 2020/21, two libraries used CLSA funds to support ongoing CENIC costs or to purchase networking hardware.

Future Plans for Cooperative System
Given the uncertainty of State funding, how is your cooperative system preparing and planning for the future? How will the System be funded? What services are priorities? And lastly, how will your system evolve?

The structured PLP membership dues provide stable funding for PLP and support the strategic priorities of the system. PLP has additionally established a reserve policy which will ensure safeguards for the organization. Because PLP is administered by the Peninsula Library System, there is staffing that allows PLP to offer additional services, which includes administering statewide grants.

Through a process of input in Spring 2020, including surveys and conversations with libraries, the following FY 2020/21 – FY 2023/24 Strategic Priorities have been adopted: Staff Training and Professional Development; Support Innovation and Technology; Continue to Seek Grants that Reflect the Regional Needs of PLP Libraries; Maximize the Knowledge and Strength of PLP Individual Libraries. PLP continues to evolve and change through these strategic priorities.

During the upcoming year, the following initiatives will support these priorities:

**Staff training and professional development:** For several years, PLP has offered two one-year management development programs: the Library Leadership Council for Executive Managers
Innovation and Technology: Each year, PLP allocates funds for Innovation and Technology Opportunity Grants for member libraries. These grants support the implementation of an idea, program or vision that provides a new service model or brings a fresh idea or interpretation to an existing model of library service. Grants are also available for libraries to leverage an idea from another library and tailor it to their community’s needs. Recent grants include maker spaces, outreach, and robots in the library. PLP also regularly scans the field for new advances in technology to identify shared technology to support some or all PLP members. In FY 2020/21, the priority was on reimagined serviced related to COVID-19. The PLP Executive Committee will be setting the priorities for the FY 2021/22 grants.

Grants: In FY 2021/22, PLP submitted an LSTA Competitive grant "Social Justice and Intellectual Freedom: A Primer for Libraries." The project will create a series of discussions for PLP member library staff on the topics of social justice and intellectual freedom. These discussions will help library staff explore personal and institutional biases, provide case studies, and discuss structural change using a racial equity lens, allowing libraries to further equity and inclusion, and to examine structural operational changes necessary in their libraries to incorporate more inclusive practices and services.

PLP Website: The PLP website allows for collaboration and sharing of ideas and initiatives as outlined in the above strategic priorities. PLP will continue to maintain the website as a key source of communication with our members.

PLP Shared Cataloging/Acquisitions of International Language Materials: In 2018, the Silicon Valley Library System (the PLP member libraries in Santa Clara County) formed the regional Technical Services Group which has established guidelines for sharing information regarding cataloging and acquisitions of international language materials, and they are actively sharing selection lists with each other through a Basecamp group. In the PLP survey, 21 libraries expressed interest in accessing these shared lists and participating in this initiative. In FY 2020/21, this project was expanded to all PLP libraries to increase resource sharing and knowledge base. This expansion will continue in FY 2021/22.
FY 2021/22 PLP Executive Committee Meeting Schedule

Monday, June 21, 2021, 10 a.m.

Monday, October 18, 2021, 10 a.m.

Monday, January 24, 2022, 10 a.m. (Adjusted due to MLK Holiday)

Friday, May 20, 2022, at the conclusion of the PLP Annual Director’s Meeting

Monday, June 20, 2022, 10 a.m.
Research Institute for California Public Libraries (RIPL)

There are still seats available, and registration closes May 17th. This two-day virtual event, happening May 25-26, will NOT be your typical online conference or webinar. Instead, it will provide an immersive learning experience, with interactive sessions that include application and discussion, and opportunities to form connections with other library staff interested in data and evaluation. Registration is limited to 125 participants. Learn more and register here: https://www.ripleffect.org/ca2021/ or contact Meg DePriest for more information.

California Library Literacy Services

Applications from returning CLLS adult and family literacy programs opened May 3, 2021, and are due no later than Wednesday, June 2, 2021, at 11:59 p.m. For more information, contact Bev Schwartzberg at beverly.schwartzberg@library.ca.gov or Annly Roman at annly.roman@library.ca.gov.

California Libraries Learn (CALL)

CALL now has its own newsletter, CALL Letters, and users can subscribe directly for up-to-date information on staff professional development needs. Please do take a moment and subscribe today. Also encourage your staff members to create a login to access the many online, self-paced learning opportunities available through CALL Academy.

California Libraries Learn (CALL), a joint project of the California State Library and the California Library Association, offers a comprehensive, no-cost training portfolio for your library staff members, including 24/7 online professional development. Visit www.callacademy.org and check the frequently updated calendar to explore the options. Upcoming opportunities include courses from Library Journal, Infopeople, and Library Juice Academy, plus multiple live webinars and workshops each week.

Public Library Directors Forum

The Public Library Directors Forum took place online on the last four Thursdays in April. The Forum focused on racial equity and inclusion, preparing for and recovering from crises and disasters, and creating authentic community connections. If you have questions, please contact natalie.cole@library.ca.gov.

Build Back Boldly outlet update

At the request of the Legislature, the State Library opened the outlet section of the Public Libraries Survey last week so that libraries could update their infrastructure needs. The California Research Bureau created a tool to track the deferred maintenance and modernization needs of each library building by legislative district. As of Monday, April 26, 2021, the State Library had received responses representing about 55% of California’s 1,129 library buildings showing a combined cost of $3.8 billion for deferred maintenance and modernization improvements and current internet speed each building is able to offer.
Public Libraries and Parks Partners

Library Development Services distributed a snapshot survey to California public libraries staff to gather information about public libraries' activities and partnerships with national, state, county/local parks and green spaces. A summary of responses is available on the State Library statistics page or can be accessed here. The survey opened on May 4, 2021, and data for the summary represents responses retrieved on May 7, 2021.

Funding Recently Announced: Hotspots and Chromebooks for CIPA compliant libraries

108 CIPA compliant library jurisdictions will be eligible for funds or equipment to help bridge the digital divide with Hotspots and Chromebooks. This CAREs act funded project will total 1.6 million dollars. For more information contact Chris Durr at chris.durr@library.ca.gov

Interactive Family Learning in California’s Libraries

California public libraries are designing and delivering high quality, interactive learning opportunities to engage young children and their families all across the state. The newly published report Together, Learning More! Interactive Family Learning in California’s Libraries highlights innovative programs that encourage social interaction and provides a research-backed lens on the impact on children’s life-long learning and social-emotional development. The April webinar with the report’s author will be posted as a self-guided learning module on CALL Academy this spring, joining the earlier webinar Embracing Risk-Friendly Learning, available at https://my.nicheacademy.com/callacademy/course/28672. For more information, contact Shana Sojoyner.

Lunch at the Library and Summer @ Your Library

Please contact Summer @ Your Library / Lunch at the Library project staff for assistance with starting a library summer meal program, or for assistance with your already established summer meal programs. Program staff can assist with helping to connect with meal providers and/or community partners; or can assist with questions about reimbursement funds or with any other summer meal program needs. Send us an email and let's start a conversation! Contact:
- Trish Garone, Lunch at the Library Program Manager, pgarone@cla-net.org
- Kari Johnson, Lunch at the Library Meals and Partnerships Coordinator, kjohnson@cla-net.org.

Summer @ Your Library provides California public library staff with program planning resources, training, a set of quality principles and indicators, and a framework and support for presenting outcomes-based summer programs. All California public libraries are eligible to receive:
- Free iREAD summer reading & learning resource guides.
- A free premium subscription to the Beanstack online literacy tool and platform (through May 2023). Please contact Summer @ Your Library project staff at summeratyourlibrary@cla-net.org to request your iREAD resource guides, or to get started with Beanstack.

California Revealed
California Revealed previews three upcoming grant opportunities for work with historical records, images, and outreach. For more information, visit www.californiarevealed.org and https://californiarevealed.org/content/news.

- **California Revealed: Digitization and Preservation Assistance**
  Application due: Friday, August 13, 2021

- **Cataloging California: Description Assistance**
  Application due: Friday, December 3, 2021

- **Our Collections, Our Communities: Outreach Assistance**
  Application due: Friday, December 3, 2021

**Public Library Staff Education Program**

The Public Library Staff Education Program is a tuition reimbursement program developed by the California State Library to assist California libraries with staff professional development. Funding for credentialed training is provided to enable library staff to acquire the knowledge and skills needed to support valuable programs and services in their communities. Financial and Tracking Reports were due from grantees by 4/30/21. For questions, please contact lena.pham@library.ca.gov

**Developing Leaders in California Libraries**

In partnership with the California State Library, the California Library Association (CLA) is presenting another year of exciting new Leadership Development opportunities for library staff in California. In addition to the Leadership Cohort, New Leaders Cohort, and Leadership Challenge Cohort programs, the Developing Leaders in California Libraries project is offering a series of “My Leadership Journey” webinars open to all staff to attend:

- **May 21st @ 4pm John Szabo**

To register for webinars, please visit DLCL WEBINARS | CLA Leadership

**Networking Conversations**

Networking conversations for California libraries continue, are posted on CLA’s calendar as they are scheduled (https://www.cla-net.org/events/event_list.asp), and we encourage you to register to attend. There are calls for a variety of interest groups, including frontline staff, youth services staff, branch supervisors, assistant directors, and marketing and PR professionals. Directors’ calls occur once a month in 2021. Upcoming calls include:

- **Tuesday, May 18, 3:30-5 p.m., Library Directors**
- **Wednesday, May 19, 2-3:30 p.m., CLLS**
- **Wednesday, May 19, 3-4:20 p.m., Branch Supervisors and Managers**

**LSTA Updates: CopyCat Grants**

Mid-year reports for project activities from Dec 2020-April 2021 are due by 5/31/21. Report forms can be found at Copycat Grant Toolkits - California State Library under “Manage Your Grant.” Grantees first point of contact are their project advisor. Other questions? Contact lena.pham@library.ca.gov
JobNow and VetNow

We recently met with Summer @ the Library folks to introduce them to a folder of materials available to use at summer reading sites, lunch sites, and any curbside or grab and go locations. The materials invite patrons to use the tools for job seeking. Questions about this or anything else related to JobNow/VetNow/LearnNow can be directed to Jody.Thomas@library.ca.gov.

A(nother) snapshot survey was sent out to better understand what tools and platforms public libraries are using for skill building, adult learning, and workforce development, and what tools and platforms you would like to have if money were not an impediment. The survey was sent out on the Directors’ listserv and it is not too late to take it. Here is the link.

California COVID Diaries

Californians can share the impact the COVID-19 pandemic on their lives through a community-based archive. The aim of California COVID Diaries is to collect, preserve and make available to the public materials created by Californians, documenting their personal experiences during the COVID-19 pandemic. A Spanish-language version of the submission form is also available. Visit https://coviddiaries.library.ca.gov/ or e-mail coviddiaries@library.ca.gov for more information.

New Staff Member

We are very pleased to announce that Reed Strege is the new Assistant Bureau Chief in Library Development Services. Please join us in welcoming Reed to the team.