



49-99 COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL MEETING

Thursday, May 2, 2024
10:30 am - 12:00 PM

Hybrid Meeting

Stanislaus County – Turlock Library
550 N. Minaret Ave., Turlock, CA 95380

Join Zoom Meeting:
<https://us06web.zoom.us/j/87033523845?pwd=Yv3e0VSat5uGhb17x3dkYW6baVU7Gw.1>

Meeting ID: 870 3352 3845

Alternate Meeting Locations:
Amador County Library, 530 Sutter St., Jackson, CA 95642
Calaveras County Library, 1299 Gold Hunter Rd., San Andreas, CA 95249

Agenda

All items may be considered for action.

1. Opening
 - a. Chairperson's Welcome Sarah Dentan
Chair introduces any guests or new members.
 - b. Roll Call

2. Public Forum Sarah Dentan
Opportunity for any guest or member of the public to address the Council on any item of 49-99 business that is not on the current agenda.

- | | |
|---|---------------|
| 3. Consent Calendar | Sarah Dentan |
| <i>All items on the consent calendar may be approved with a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.</i> | |
| a. Minutes of the March 7, 2024, meeting | |
| 4. Adoption of the Agenda | Sarah Dentan |
| 5. Budget Status Report FY 2023/24
(DISCUSSION) | Andy Beck |
| 6. Consideration of Travel Reimbursements
(ACTION) | Wayne Walker |
| 7. SCLC Agreement for Administrative and Fiscal Services
for FY 2024/25
(ACTION) | Wayne Walker |
| 8. Proposed Budget FY 2024/25
(ACTION) | Andy Beck |
| 9. LINK+/Delivery Update
(DISCUSSION) | Wayne Walker |
| 10. CLSA Plan of Service and Budget FY 2024/25
(ACTION) | Wayne Walker |
| 11. Officers for FY 2024/25
(DISCUSSION) | Wayne Walker |
| 12. Other | Sarah Dentan |
| 13. Chair Report | Sarah Dentan |
| 14. State Library Report | Rachel Tucker |
| 15. Meeting Schedule FY 2024/25
(ACTION) | Sarah Dentan |
| 16. Roundtable | |
| 17. Adjournment | |



ACTION ITEMS

Meeting: 49-99 Administrative Council Meeting

Date: May 2, 2024

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



49-99 COOPERATIVE LIBRARY SYSTEM

ADMINISTRATIVE COUNCIL MEETING

Thursday, March 7, 2024

10:30 am - 12:00 PM

Meeting Locations:

Amador County Library, 530 Sutter St., Jackson, CA 95642

Calaveras County Library, 1299 Gold Hunter Rd., San Andreas, CA 95249

Cesar Chavez Public Library, 605 N. El Dorado St., Stockton, CA 95202

Lodi Public Library, 201 W. Locust St., Lodi, CA 95204

Stanislaus County Library, 1500 I St., Modesto, CA 95354

Tuolumne County Public Library, 480 Greenley Rd., Sonora, CA 95370

Minutes draft

Attendance

Dentan, Sarah – Stanislaus
Einstadter, Laura – Amador
Fontanilla, Jenni – Stockton-San Joaquin
Giddens, Nancy – Calaveras
Martin, Andriana - Lodi

Other

Aitken, Eric – Tuolumne, as guest
Beck, Andy – SCLC
Graver, Lori – SCLC
Tucker, Rachel – CSL
Walker, Wayne - SCLC

1. Opening
Meeting called to order at 10:31 AM.
2. Public Forum
Sarah Dentan
Opportunity for any guest or member of the public to address the Council on any item of 49-99 business that is not on the current agenda.
None.

3. Consent Calendar Sarah Dentan
All items on the consent calendar may be approved with a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Minutes of the September 7, 2023 meeting
MSP (Giddens/Fontanilla) to accept the Consent Calendar, as presented.
5 yes, 0 no, 0 abstain

4. Adoption of the Agenda Sarah Dentan
Chair adopted the Agenda, without changes.

5. Budget Status Report FY 2023/24 Andy Beck
The Budget Status Report for fiscal year 2023/24 reflects the reconciled bank statement through January 31, 2024. Revenues include membership dues which are 84% received. There are no unexpected expenses. Through January 2024, the System has a budget surplus of \$36,385.

6. Membership Dues FY 2024/25 Andy Beck
MSP (Fontanilla/Giddens) to approve membership dues and Califa dues schedules for fiscal year 2024/25.
5 yes, 0 no, 0 abstain

7. LINK+/Delivery Update Wayne Walker
Unity Delivery charges remain lower compared to the previous fiscal years. SCLC requests a volunteer within 49-99 to be the point of contact for run LINK+ circulation statistics for inclusion on CLSA reports. SCLC staff does not have access to the LINK+ database. Dentan volunteered Erin Rose, a member of Stanislaus staff.

8. Audit Report FY 2022/23 Andy Beck
MSP (Giddens/Einstadter) to accept the Financial Audit for FY 2022/23.
5 yes, 0 no, 0 abstain

9. CLSA Plan of Service Update Wayne Walker
The 49-99 Cooperative Library System receives annual funds via the California Library Services Act (CLSA), to promote resource sharing within the system. On October 19, 2023, the California Library Services Board (CLSB) approved the 49-99 Plan of Service FY 2023/24. Since then, staff received and filed the required paperwork with the State Library to claim CLSA funds for the cooperative. The CLSA funds (\$150,126) were received in December.

The preliminary system allocations for FY2024/25 have not been announced. The preliminary allocations will define the Plan of Service; 49-99 allocates all available funds towards the LINK+ service.

10. 49-99 Cooperative Library Webpage Update Wayne Walker
 In 2023, the Council approved the creation of the 49-99 website as a subpage of SCLC’s website. This webpage includes 49-99’s name, logo, a brief description of the organization, a list of member libraries, and a link to meeting agendas. Staff updates the website regularly to post agendas, in compliance with the Brown Act, and update member library contact information, as needed. Currently, staff are working with Streamline to update the SCLC website, which will include an update to 49-99’s webpage. The estimated go live date for the new site is the end of March.
11. Other
 None.
12. Chair Report Sarah Dentan
 None.
13. State Library Report Rachel Tucker
 Reminder to obtain a Unique Entity Identifier (UEI), as required to receive federal grant funds. Request to sign up for the LDS newsletter. Application period is open for Groundwork grants. Career Online High school continues, no longer requiring a match of local monies. California Library Literacy Services (CLLS) are ongoing, including an upcoming conference and networking calls for small and rural libraries. Ongoing programs include California Libraries Learn, Digital Navigators, tutoring, Parks Passes, Public Library Staff Education, PebbleGo, and Ready or Not Cultural Heritage Disaster Preparedness program.
14. Roundtable
Amador – 2nd interviews happening for hiring a new director; Childrens’ Services hosting a successful new program for homeschooling parents, and bringing back STEM programs
Calaveras – two story walls have been installed, with a 3rd in development and a 4th being approved for installation in a government building; hosting Parks Pass conservation programs; books purchased for Summer Reading program, in which each child receives four books; planning the summer Lunch@theLibrary program
Stockton-San Joaquin – in the design phase for project funded by the Building Forward grant
15. Adjournment
 MSP (Fontanilla/Einstadter) to adjourn meeting at 11:14 AM.

Next meeting: May 2, 2024

222 E. Harvard St. • Glendale, CA 91205 • (626) 283-5949



Agenda Item 5

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Andy Beck, Controller, 49-99/SCLC

SUBJECT: **Budget Status Report FY 2023/24 (DISCUSSION)**

BACKGROUND: The Budget Status Report for fiscal year 2023/24 reflects the reconciled bank statement through March 31, 2024.

Financial highlights for revenues include membership dues which are 100% received. There are no unexpected expenses.

Through March 2024, the System has a budget surplus of \$31,105.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBITS:
a. Budget Status Report

**49-99 Cooperative Library System
Budget Status Report
March 31, 2024**

Agenda Item 5a

	<u>FY23/24 Budget</u>	<u>Prior Year Actuals</u>	<u>FY23/24 Actuals</u>	<u>Balance</u>	<u>% Unrealized</u>	<u>% Realized</u>	<u>Notes</u>
REVENUE							
CLSA Comm. & Delivery	\$ 120,101	\$ 128,035	\$ 102,353	\$ 17,748	15%	85%	Rec'd in 2/2024
CLSA System Admin	30,025	30,039	22,519	7,506	25%	75%	Rec'd in 2/2024
Membership Dues	38,220	38,220	38,220	-	0%	100%	100% received
Total revenues	<u>\$ 188,346</u>	<u>\$ 196,294</u>	<u>\$ 163,092</u>	<u>\$ 25,254</u>	<u>13%</u>	<u>87%</u>	
EXPENDITURES							
Comm. & delivery							
Delivery	\$ 55,000	\$ 56,466	\$ 39,275	\$ 15,725	29%	71%	Unity
Resource sharing	80,503	71,091	60,201	20,302	25%	75%	Innovative
Audit Fees	6,875	6,911	5,670	1,205	18%	82%	CJ Brown
Office supplies	1,272	-	954	318	25%	75%	
Telecommunications	1,997	519	1,498	499	25%	75%	
Total comm. & delivery	<u>145,647</u>	<u>134,987</u>	<u>107,598</u>	<u>38,049</u>	<u>26%</u>	<u>74%</u>	
Administration							
Administration expense	30,025	30,039	22,519	7,506	25%	75%	SCLC
Memberships	1,800	1,800	1,800	-	0%	100%	Califa
Meetings/conf./travel	700	180	-	700	100%	0%	
Other	174	60	70	104	60%	40%	Bank fees
Total administration	<u>32,699</u>	<u>32,079</u>	<u>24,389</u>	<u>8,310</u>	<u>25%</u>	<u>75%</u>	
Total expenditures	<u>\$ 178,346</u>	<u>\$ 167,066</u>	<u>\$ 131,987</u>	<u>\$ 46,359</u>	<u>26%</u>	<u>74%</u>	
SURPLUS (DEFICIT)	<u>\$ 10,000</u>	<u>\$ 29,228</u>	<u>\$ 31,105</u>	<u>\$ (21,105)</u>	<u>-211%</u>	<u>311%</u>	
Bank Balance							
As of March 31, 2024	<u>\$ 409,348</u>						



Agenda Item 6

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Christine Powers, Executive Director, 49-99/SCLC

SUBJECT: **Consideration of Travel Reimbursements (ACTION)**

BACKGROUND: The Executive Director attends conferences for professional development, and to maintain and expand the services of all five Systems. Moreover, when the Executive Director attends such events, she represents all five Systems. Some of the events the Executive Director may attend include, but are not limited to, conferences held by the American Library Association (ALA), California Library Association (CLA), and the Public Library Association (PLA).

In the past, when the Executive Director attended these events, the expenses were incurred by the Southern California Library Cooperative (SCLC) alone. To relieve the burden of these expenses, it is suggested that travel expenses for such events be allocated amongst the five Systems. The allocation methodology would be pro-rata based on the California Library Services Act (CLSA) appropriation for administration.

FISCAL IMPACT: FY 2024/25 pro-rata allocation is 8.80%.

RECOMMENDATION: Consider recommending the approval of travel reimbursement to SCLC for expenses incurred for conferences where the Executive Director represents all five Systems. The reimbursement is to be calculated pro-rata based on the CLSA appropriation for administration.

EXHIBITS: None



Agenda Item 7

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Christine Powers, Executive Director, 49-99/SCLC

SUBJECT: **SCLC Agreement for Administrative and Fiscal Services FY 2024/25 (ACTION)**

BACKGROUND: As members of a library cooperative system, the 49-99 Cooperative Library System receives funding from the California State Library. The Communications and Delivery Program of the California Library Services Act (CLSA) is specifically designed to assist and encourage cooperative efforts among California public libraries.

For the past several years, 49-99 has entered into annual agreements with the Southern California Library Cooperative (SCLC) for fiscal and administrative services. The attached one-year agreement, which runs from July 1, 2024, to June 30, 2025, reflects current staffing costs. These amounts were calculated using 49-99's share of the CLSA funding between the five systems managed by SCLC. 49-99's share of the CLSA funding is 8.80% which was applied to the total anticipated amount for office supplies and telecommunication.

FISCAL IMPACT: The fiscal impact has yet to be finalized, but currently, staff estimates approximately \$33,078. Of that amount, \$30,048 is the CLSA Preliminary System Budget Allocation for 49-99. It should be noted, however, that the California Library Services Board has not yet approved these figures and may be subject to change.

Additional contract costs consist of the following estimated charges:

Office supplies: \$880
Telecommunications: \$1,650
Meeting: \$500

These amounts were calculated using 49-99's share of the CLSA funding between the five systems managed by SCLC. 49-99's share of the CLSA funding is 8.80%, which was applied to the total anticipated amount for office supplies and telecommunication. While it is not anticipated, should the California Library Services Board change the Preliminary System Budget Allocations, these figures may change accordingly. Additionally, should the Council approve the 49-99's contributions towards travel reimbursement for the Executive Director, that will also be reflected in the agreement.

RECOMMENDATION: Authorize the 49-99 Administrative Council Chair to sign the agreement.

EXHIBIT:

- a. Agreement between 49-99 and SCLC

**AGREEMENT between
49-99 COOPERATIVE LIBRARY SYSTEM and
SOUTHERN CALIFORNIA LIBRARY COOPERATIVE**

This statement of terms constitutes the Agreement whereby SOUTHERN CALIFORNIA LIBRARY COOPERATIVE (SCLC) will provide Administrative and Fiscal Agent services for 49-99 COOPERATIVE LIBRARY SYSTEM (49-99).

WHEREAS:

- Both Parties acknowledge the importance of regional resource sharing and other programs to improve library service and will collaborate in a planning process to identify and develop long-term programs and services to accomplish these goals.
- Service standards for CLSA programs will be those required by the California Library Services Act (CLSA).
- Revenues, expenditures, reserves, and the annual 49-99 member fees for services to be provided within a fiscal year are detailed in the 49-99 Budget. The Budget may be amended or replaced by the 49-99 Administrative Council without requiring consideration or re-approval of this agreement.

1. Dates and Amendments

- The Agreement is effective July 1, 2024.
- The Agreement will be a one-year contract, renewable annually if approved by 49-99 and SCLC Administrative Councils no later than May 31 of the preceding fiscal year.
- Changes in the Agreement may be negotiated at the request of either party. Any changes or amendments must be in writing and approved by the 49-99 and SCLC Administrative Councils.

2. Administrative Services

SCLC staff will provide Administrative Services for 49-99, to include:

- Preparing a System Plan of Service, System Detailed Budget, and Annual Report in compliance with the requirements of CLSA and the California State Library and subject to approval by the 49-99 Administrative Council.
- Maintaining records and reporting all required statistics in compliance with CLSA and other applicable state and federal requirements.
- Communicating with the 49-99 Council's Chair and members regularly using email, telephone, regular U.S. mail and other methods as appropriate.
- Coordinating Administrative Council meetings, including preparing and distributing Agendas and Minutes, and committee meetings as needed.

- Sending at least one SCLC staff member to personally attend the regularly scheduled May 49-99 Administrative Council meeting; having at least one SCLC staff member attend other meetings virtually.
- Preparing financial reports prior to each Council meeting showing revenues, expenditures, and reserves and submitting such reports as part of the meeting agenda packet.
- Annually developing a budget in collaboration with 49-99 Administrative Council for programs or services to be provided in the subsequent fiscal year.
- Negotiating and drafting agreements with vendors, contractors, or consultants on behalf of 49-99 for services specifically authorized by CLSA. The Administrative Council will have final approval over choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to 49-99.
- Supporting special projects and additional activities not specifically authorized and/or fully funded by CLSA as desired by the 49-99 Administrative Council. (Service levels and costs to be negotiated with the Council and added as attachments to the agreement, subject to SCLC staff capacity.)
- Submitting an annual audit to the California State Controller as required by governmental agencies.
- Maintaining all appropriate files and records as required by state and federal laws and by 49-99's own record retention policies.

The 49-99 Administrative Council and its members will provide SCLC with administrative oversight regarding 49-99 programs and services through:

- Maintaining close contact with member libraries to review their activities and needs.
- Providing SCLC with meeting schedules, agendas, and materials for any 49-99 committees that may be established and acting as liaisons to any such committees to ensure continuity and stability.
- Monitoring CLSA-required activities and service levels.
- Maintaining close contact with all parties involved in any non-CLSA projects.
- Approving choices of, contracts with, and performance of any third-party vendors, contractors, or consultants providing services to 49-99.

3. Fiscal Agent Services

SCLC staff will provide Fiscal Agent Services for 49-99, to include:

- Arranging for the receipt, deposit, disbursement, and accounting of funds allocated by the State of California or federal government.

- Collecting and depositing member fees and other fees or revenues due to 49-99, whether by grant application, invoice, or other means.
- Working with 49-99 Cooperative Library System's Council, establish procedures for handling receivables and payables in a timely manner, including submitting requests for approval to the Council's Chair for payments in excess of \$5,000.
- Providing comprehensive revenue, expenditure, and reserve financial reports prior to each Council meeting in accordance with the reporting requirements of CLSA and generally accepted accounting principles.
- Working with 49-99's Administrative Council, prepare and submit reports as required by the State of California or the California Library Services Board, including the Annual Report for Special Districts to the State Controller.
- Establishing procedures to have an independent financial audit performed at the end of the fiscal year. *(Note: Cost of the audit is not covered by this agreement.)*
- Maintaining all appropriate files and records as required by state and federal laws and by 49-99's own record retention policies.

The 49-99 Administrative Council will provide SCLC with administrative oversight of fiscal agent services through:

- Reviewing quarterly fiscal reports and requesting explanations as needed; reviewing and responding to expenditure requests or budget amendments at Administrative Council meetings.
- Addressing and resolving any policy or procedural issues brought forward by SCLC staff to ensure that fiscal services are delivered efficiently, accurately, and at a competitive rate, as determined by 49-99.

4. Dissolution of Agreement

In the event that this Agreement is terminated, SCLC will return to 49-99 all funds, files, and financial records in its custody. SCLC will cause an audit to take place within ninety (90) days of the expiration of the Agreement. Any funds remaining after all 49-99 expenditures and obligations are accounted for will be returned to 49-99 or to its designated entity within thirty (30) days following acceptance of the audit paid for equally by the 49-99 and SCLC Administrative Councils.

5. Changes in Legislation

Should the California Library Services Act be legislatively amended or restructured in the future, the Administrative Councils for 49-99 and SCLC shall amend this Agreement in compliance with any required changes.

6. Payment to SCLC for its Services

As payment in full for these services for FY 2024/25 (July 1- June 30) SCLC shall reimburse itself from the:

- Indirect fees from grants up to 10% and negotiated staffing over 10% when applicable.
- CLSA System Administration fees up to the designated 20%, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding.
- CLSA Communication and Delivery Fees: Offices Supplies and Telecommunications, a shared cost that is subject to approval by the Administrative Council as part of the system annual budget, to be paid in full upon receipt by 49-99 of CLSA funding from the State, within 30 days of receipt of the funding.
- Travel reimbursements for Executive Director to conferences in which she represents 49-99.
- Other administrative and fiscal fees to be negotiated. (*See Attachment A*)

7. Signatures

49-99 Administrative Council Chair

Date

SCLC Executive Director

Date

Attachment A - Administrative and Fiscal Fee Schedule for Additional Services

Hourly Staffing Rates*

Executive Director	\$102.08
Deputy Director	\$78.40
Controller	\$68.13
Project Manager	\$67.99
Administrative Assistant	\$25.00
Operational (in addition to hourly)	\$35.00
Grant	Indirect 10% (additional staff hours paid)
Non-CLSA project	Negotiated based on hourly rate
Contracts for CLSA projects	Up to CLSA System Administration allocation, then negotiated based on hourly rate
Travel	Up to CLSA System Administration allocation, then negotiated based on hourly rate and travel expenses

*Hourly rates for non-CLSA projects subject to change with SCLC Administrative Council authorized increases to staff salaries or benefits.



Agenda Item 8

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Andy Beck, Controller, 49-99/SCLC

SUBJECT: Proposed Budget FY 2024/25 (ACTION)

BACKGROUND: The Proposed Budget for the upcoming FY 2024/25 is attached for your review.

REVENUE: The California State Library has released the preliminary allocations of the CLSA funding. The budget has been calculated based on this information and the previously approved membership dues.

EXPENSES: Projected expenses were calculated based on approved future increases, contracts, expenses from prior years, and historical trends. Depending on the subjectivity of the estimate, each item of expense has been rounded up.

Points to review:

- CLSA system administration will be paid to SCLC.
- Spending of CLSA funds must be approved by the Council.
- If the Council decides on projects outside of CLSA funding, the cost will be negotiated.
- A surplus of \$3,709 is projected.
- Membership dues will supplement expenses for communications and delivery by \$31,486.
- Membership dues will supplement expenses for administrative expenses by \$3,025.

FISCAL IMPACT: Next step is approval of funds at the California Library Service Board (CLSB) and final approval of the Governor's budget.

RECOMMENDATION: Approve the Proposed Budget pending final approvals of CLSB and Governor's budget.

EXHIBITS: Proposed Budget FY 2024/25



Agenda Item 9

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, 49-99/SCLC

SUBJECT: Link+/Delivery Update (DISCUSSION)

BACKGROUND: Overall monthly Unity Delivery charges have remained lower on average as of late compared to the previous fiscal years. No issues to report on overall courier delivery service.

The renewal invoice from Innovative for the LINK+ INN-Reach license for Year 4 of 5, (June 1, 2024 – May 31, 2025) has been received and scheduled for payment.

FISCAL IMPACT: None

RECOMMENDATION: None

EXHIBIT: None



Agenda Item 10

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, 49-99/SCLC

SUBJECT: CLSA Plan of Service and Budget FY 2024/25 (ACTION)

BACKGROUND: Each year 49-99 submits a Plan of Service to be approved by the California Library Services Board. Please review and come prepared to provide content for the report if needed.

The California Library Services Act (CLSA) preliminary system budget allocation for FY 2024/25 includes available fund amounts of \$120,190 for the Baseline Budget and \$30,048 for the System Administration Budget, for a total of \$150,238.

FISCAL IMPACT: To be determined.

RECOMMENDATION: Approve the 49-99 Administrative Council Chair to work with SCLC staff to complete and sign the FY 2024/25 CLSA Plan of Service and Budget for submission to the State Library.

EXHIBIT:

- a. CLSA Preliminary System Budget Allocations FY 2024/25
- b. CLSA Plan of Service FY 2024/25



CALIFORNIA LIBRARY SERVICES ACT
PLAN OF SERVICE AND BUDGET

For use with 2024/2025 Communication & Delivery Program

Application Instructions and Guidelines

California State Library
Sacramento
April 2024

Greg Lucas, Chief Executive Officer
California Library Services Board

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INTRODUCTION

This guide is intended to provide all the information you need to complete the California Library Services Act (CLSA) Plan of Service application for 2024-2025, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application.

You are required to provide the following information to have your funding approved:

1. CLSA Plan of Service Narrative Application – Due date to be determined
2. CLSA Plan of Service Budget– One worksheet for each fiscal year you hold funds

PHYSICAL DELIVERY COUNTS – FY 2024-2025:

Systems are required to count, record, and report the number of deliveries they make during four sample two-week periods per year. Please note the dates below for the four two-week periods for the 2024-2025 fiscal year.

The number of items should be reported on your System Annual Report for FY 2024-2025, which is due at the State Library on September 2, 2025. Please count all items, including envelopes, for physical items going one way through your System delivery.

August 12 - August 25, 2024

October 14 - October 27, 2024

January 06 - January 19, 2025

April 28 - May 11, 2025

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California Library Services Act states that:

"The Legislature finds and declares that it is in the interest of the people of the state to ensure that all people have free and convenient access to all library resources and services that might enrich their lives, regardless of where they live or of the tax base of their local government." ([18701](#))

"It is the intent of the Legislature to provide all residents with the opportunity to obtain from their public libraries needed materials and informational services by facilitating access to the resources of all libraries in this state. This policy shall be accomplished by assisting public libraries to improve service to the underserved of all ages, and by enabling public libraries to provide their users with the services and resources of all libraries in this state." ([18702](#))

"Each system shall annually apply to the state board for funds for intrasystem communications and delivery and resource sharing. Proposals shall be based upon the most cost-effective methods of exchanging print and digital materials and information among the member libraries." ([18745](#))

GOAL FOUR OF THE FIVE-YEAR PLAN

Activities supported with California Library Services Act funds contribute to the achievement of Goal Four of the State Library's Five-Year Plan for Grantmaking:

Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

SUPPORT FOR COOPERATIVE SYSTEMS

Cooperative systems are assigned a liaison who participates in system meetings, provides updates from the State Library, and is available for support and consultation on the system's activities, and a

grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the Plan of Service application.
- Guidance to help applicants provide the requested information.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Applicant Organization Name	The name of the system applying for the funds.
Response:	
Organization Name	(If different from above) The name of the system whose activities the funds will benefit.
Response:	
Application Title	The title should use the following format: Org name_CLSA Communication and Delivery Program_Fiscal Year For example: Santiago Library System CLSA Communication and Delivery Program 2024-2025
Response:	
Authorized Representative Information <ul style="list-style-type: none"> • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number <i>(Please use the format 123-456-7890)</i> • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code <i>(Must be entered in the format 12345-6789)</i> 	The Authorized Representative is the legally-designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement executing the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person

identified in your Library Profile form in our online Grants Management System.

Response:

Alternate Contact Information

- Alternate Contact Name
- Alternate Contact Title
- Alternate Contact Email Address
- Alternate Contact Business Phone Number *(Please use the format 123-456-7890)*

The Alternate Contact is the person who manages the day-to-day activities of the project and is the point of contact for State Library staff. They should be a staff person, not a member of the administrative council.

This may be the person previously referred to as Project Coordinator in earlier Plan of Service materials.

Response:

Administrative Council Chair Information

- Administrative Council Chair Name
- Administrative Council Chair Title
- Administrative Council Chair Email Address
- Administrative Council Chair Business Phone Number *(Please use the format 123-456-7890)*

Response:

Goal (California State Library Five Year Plan for Grantmaking)

Response Pre-populated by the State Library.

Response:

Goal 4: Strengthen equitable resource-sharing and access to information, services, and opportunity with an emphasis on local community strengths and challenges.

Primary Audience(s) for Project

Response pre-populated by the State Library.

Response:

General Population

Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.
EIN:	

Signatures:

1. Authorized Representative
2. Date Plan of Service approved by Administrative Council Chair and Signature

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
<p>Brief Abstract Provide a brief summary of your plan for this year including what you will do, for whom, and for what expected benefit. (Word limit: 60)</p>	Ensure that your statement clearly and concisely represents your plan for this year. This statement may be used for publicity purposes.
Response:	
<p>Description Describe</p> <ol style="list-style-type: none"> A. What you will do; B. How you will do it; C. What you aim to achieve; D. Why; and, E. For whom. <p>(Word limit: 300)</p>	<p>Provide a description that enables the reader to understand your plan for this year if they were to read only this response and no other portion of the application.</p> <p>The text should demonstrate how the proposed communication, delivery, and resource sharing activities will assist public libraries in improving service to the underserved of all ages and enable public libraries to provide their users with the services and resources of all libraries in your system.</p> <p>It should summarize your planned activities; describe how implementing the activities will achieve your desired outcomes; include information about your system's underserved populations and how your plan responds to their needs and aspirations; and connect to your timeline and budget.</p>
Response:	
<p>Agency Information Tell us the overarching mission, vision, goals, and objectives that have been set for your system. (Word limit: 300)</p>	The response should align with your most recent strategic plan or other guiding documents.
Response:	

<p>Impact to Date Describe the impact to date, results, and lessons learned from implementing actions described in previous plans of service. (Word limit: 300)</p>	<p>Ensure that the impact, lessons learned, or successes are evident and well-supported.</p>
<p>Response:</p>	
<p>Community Needs, Aspirations, and Assets Response Describe the community needs that this plan is intended to meet, the community aspirations with which it is intended to align, and how your plan responds to your stated community needs and aspirations. (Word limit: 300)</p>	<p>Include discussion of the needs, aspirations, and assets of the underserved communities that your plan will focus on and information about how and why these communities are underserved.</p> <p>Ensure that the community needs and aspirations are evident and well-supported, and demonstrate that your plan for communication, delivery, and resource sharing activities will respond to those needs and aspirations and will effectively contribute toward eliminating barriers to accessing library services faced by the identified underserved communities.</p>
<p>Response:</p>	
<p>Community Engagement Describe how you will engage underserved community members with your designed plan and activities. (Word limit: 300)</p>	<p>Provide information about how participating libraries and the system as a whole will identify, reach out to, and connect with members of underserved communities. Include any new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations.</p> <p>The information provided should connect to your overall description, activity descriptions, the timeline, and the budget.</p>
<p>Response:</p>	
<p>Intent</p>	<p>Response pre-populated by the State Library</p>
<p>Response: Information Access: Improve access to information</p>	
<p>Anticipated Outputs</p>	<p>Outputs are quantifiable measures of services and/or products to be created or provided. Be</p>

<p>List your anticipated outputs. Include services to be provided and/or products to be created as well as the approximate number of each.</p>	<p>sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.</p> <p>Ensure that the outputs connect to the overall description, activities, and budget, and will help to address the stated needs and aspirations.</p> <p>Outputs should include the names of services subscribed to; anticipated circulation numbers for items purchased that circulate, e.g., print books, eBooks, audiobooks; delivery numbers during sample count weeks; and the numbers of libraries that participate in purchased resources, services, and programs.</p> <p>Examples: One delivery service will be operated and [insert number] of items will be delivered between [insert number] of libraries.</p> <p>[Insert number] eBook licenses will be purchased from [insert name of service, e.g., Overdrive] for [insert number] libraries and the titles will circulate [insert number] times.</p> <p>One Integrated Library System will be purchased from [insert name of service] for use by [insert number] libraries.</p> <p>[Insert number] items will be loaned and [insert number] items will be borrowed through membership of the [insert name] inter library loan service.</p>
<p>Response:</p>	
<p>Evaluation Plans What metrics will you use to assess whether your activities delivered positive outcomes. (Word limit: 300)</p>	<p>Describe the metrics you will use and how your system defines positive outcomes.</p>
<p>Response:</p>	
<p>Sustainability How is your cooperative system preparing and planning for the future? (Word limit: 300)</p>	<p>Include information about your plans for your system to evolve, which services are your system's priorities, and how the system will be</p>

	funded if state funds were reduced or eliminated.
Response:	
Summary of library participation in resources, services, and programs	List below each of the resources, services, and programs that will be provided and supported with your CLSA funds. For each one, identify participating libraries and, if applicable, why non-participating libraries are not participating.
Response (add sections as needed):	
Resource/service/program name:	
Participating libraries: All or Some (if "some", list participating jurisdictions)	
If applicable, why did some libraries not opt into this resource/service/program:	
Resource/service/program name:	
Participating libraries: All or Some (if "some", list participating jurisdictions)	
If applicable, why did some libraries not opt into this resource/service/program:	
Resource/service/program name:	
Participating libraries: All or Some (if "some", list participating jurisdictions)	
If applicable, why did some libraries not opt into this resource/service/program:	
Any other comments?	
Response:	

ACTIVITIES

Describe the activities you will support with your California Library Services Act funds.

Activities are defined as actions through which the intent or objectives of a project or plan are accomplished. Activities are grouped into four activity types: Instruction, Content, Planning & Evaluation, and [Procurement](#). Each activity type is further broken out by [Mode](#) and Format, and each activity has target Beneficiaries. Beneficiaries are the groups of people who benefit from an activity. Further information is available in Appendix B.

The State Library has preselected activity types, modes, formats, and beneficiaries for the most common activities reported by the cooperative systems.

- If your system does not offer a certain activity, please enter N/A in response to the title prompt.

- If you have activities to report that are not covered by the activities described on this form, please add them at the end of the activities section. Refer to the categories and information in the table below for guidance.

Please reach out to the State Library if you have questions.

<p>Activity 1: Electronic Materials (Resource Sharing)</p> <p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, content such as eBooks and AudioBooks. This includes licenses and materials purchased from vendors such as Overdrive, Bibliotheca, Kanopy, Hoopla, and Lyrisis.</p>	<p>Include in your description the names of all services you will purchase from or subscribe to, to provide electronic materials for libraries and their communities and the anticipated total number of eBooks and AudioBooks to be purchased.</p> <p>Please note: systems will be asked to report in the system annual report on the number of electronic materials (e.g. eBooks, audio books) purchased or licensed and, for each service, the number of circulations and the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"> ○ General Population ○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none"> • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused • If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White • If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p>	

<p>Activity 2: Learning Platforms (Resource sharing)</p>	<p>Please note: systems will be asked to report in the system annual report on the learning</p>
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<p>Complete this activity section if funds will be used to purchase (acquire), on behalf of libraries, learning platforms that provide learning resources for the public. This includes licenses and materials purchased from vendors such as Transparent Language and Trueflix.</p>	<p>platform(s) purchased and, for each platform, the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"> ○ General Population ○ Targeted Group <p>If targeted group:</p> <ul style="list-style-type: none"> • Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban • If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused • If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White • If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs • Is the activity directed at groups that fall into a category not already captured? If yes, please describe. <p>Categories: Activity: Content Mode: Acquisition Format: Digital</p>	

<p>Activity 3: Inter Library Loan (Delivery) Complete this activity section if funds will be used to support inter library loan activities, for example, subscriptions or memberships to OCLC and Link+.</p>	<p>Please note: systems will be asked to report in the system annual report on the number of items loaned and borrowed through the inter library loan delivery system and, for each service, the number and names of participating libraries.</p>
<p>Response:</p> <p>Title:</p> <p>Description (90-160 words):</p> <p>Beneficiaries (General Population):</p> <ul style="list-style-type: none"> ○ General Population 	

- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Activity 4: Intra System Lending (Delivery)

Complete this activity section if funds will be used to support intra system lending, including contractor vans, courier delivery, and postage.

Please note: systems will be asked to report in the system annual report on physical delivery counts during three sample two-week periods, and the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs

- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Content

Mode: Lending

Format: Digital or physical or combined digital and physical

Physical items sent by system member public libraries:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Physical items sent by non-public libraries in system area:

Physical items delivered to system member public libraries:

Physical items delivered to non-public libraries in system area:

Total:

Number of system-owned delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Number of contracted vendor delivery vehicles that physically move items:

Frequency/schedule of physical delivery service:

Percentage of items to be physically delivered by:

US Mail:

UPS:

System Van:

Contracted Van:

Other:

Other: please describe

Activity 5: Programming (Resource Sharing)

Complete this activity section if funds will be used to support programming provided by libraries, for example, DigiLabs.

Please note: systems will be asked to report in the system annual report on the number of programs offered, number of programming sessions, number of participants, program outcomes, and the number and names of participating libraries (and, where appropriate, branches).

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban

- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Instruction

Mode: Program

Format: In-person, virtual, combined in-person and virtual, other

Activity 6: Library Management and Operations (Resource Sharing)

Complete this activity section if funds will be used to procure services to support library management and operations, for example, an Integrated Library System (ILS).

Please note: systems will be asked to report in the system annual report on the ILS purchased and the number and name of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 7: Library Broadband (Communications and Delivery)

Complete this activity section if funds will be used to procure services that help libraries provide high-speed broadband, including broadband service charges, hardware, and networking equipment.

Please note: systems will be asked to report in the system annual report the number and names of participating libraries.

Response:

Title:

Description (90-160 words):

Beneficiaries (General Population):

- General Population
- Targeted Group

If targeted group:

- Which best describes the geographic community of the targeted group (select all that apply): urban, rural, suburban
- If the activity is directed at those in one or more of the following economic situations, select one or more: people living below the poverty line, people at risk of poverty, unemployed, unhoused
- If the activity is directed at any of the following populations, select one or more: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Pacific Islander, White
- If the activity is directed at any of the following groups, select one or more: families, caregivers, intergenerational groups, immigrants/refugees, non-English speakers, those with disabilities, those with limited functional literacy or informational skills, Incarcerated, decarcerated, entrepreneurs
- Is the activity directed at groups that fall into a category not already captured? If yes, please describe.

Categories:

Activity: Procurement

Activity 8: System Operations (Resource Sharing, Communications and Delivery)

Complete this activity section if funds will be used to procure services and items that support cooperative system operations in support of the CLSA program, for example, audit services, website maintenance, Zoom, telephone, content management software, survey system, internet services etc.

Response:

Title:

Description (90-160 words):

Beneficiaries: Library Workforce

Categories:

Activity: Procurement

Do you have other activities to describe? Add here any activities that are not covered by the activity descriptions above. Please add tables as needed.

Other Activity:	
Response:	
Title:	
Description (90-160 words):	
Beneficiaries:	
Categories:	

TIMELINE

List your major activities and when they will occur

The timeline is designed to capture the major activities and when they begin and end. It must include all activities listed in the application (for example, when subscriptions or content will be purchased, programs will be delivered) and should connect to the overall description.

List activities in chronological order where applicable. Ensure that the timeline is realistic and feasible; includes sufficient detail for the reader to understand what will happen and when; and is consistent with the project description, activities, and budget.

PROJECT TIMELINE (add rows to the table as needed)

Activity	Month Started	Month Ended

BUDGET INFORMATION

[Budget Form \(Excel\)](#) **Complete the budget section of the application.**

Each budget category on your application requires an explanation of the expenses. Please complete one budget sheet for each fiscal year you hold funds. If you do not intend to spend funds from a fiscal year you hold funds this year you still need to complete the bottom portion of the sheet. (2022-2023, 2023-2024, and 2024-2025)

APPENDIX A: GLOSSARY FOR CLSA PLAN OF SERVICE APPLICATIONS

Co-Design

The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website:

[https://www.vrtality.org/about/our-philosophy/.](https://www.vrtality.org/about/our-philosophy/))

Community Aspirations

Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."

(For more information about aspirations, see the Harwood Tools page on the California State Library website: <https://www.library.ca.gov/services/to-libraries/harwood/tools/>)

Community Needs

Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.

(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at <https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main> and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: <https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer>)

Community Stakeholders

Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Equity

Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.

(Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at <https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/>)

Library Development Services (LDS)

A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives;

collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

E-Resources

Electronic resources (or e-resources) are materials in digital format accessible electronically (allowed use or application of a resource created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries).

Resource Sharing

Resource sharing refers to the allowed use or application of a resourced created, purchased, or leased by one (1) or more participating libraries with three (3) or more participating libraries.

APPENDIX B: ACTIVITY INFORMATION

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	<p>In-person (carried out face-to-face)</p> <p>Virtual (mediated by a computer, computer network, or mobile device)</p> <p>Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device)</p> <p>Other (describe)</p>
Content	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 such as publishers and vendors. to obtain	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.

		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.	Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.]) Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata. Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])

			Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and 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.	<p>Digital (computer-mediated). The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata.</p> <p>Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]). The medium may be encased in a protective housing made of another material [plastic, metal, etc.]</p> <p>Combined digital and physical</p>
	Preservation	Effort that extends the life or useful 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.	In-house Third party
Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure.	N/A

APPENDIX C: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

System for Award Management (SAM)

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are **required to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.

Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE



Agenda Item 11

DATE: May 2, 2024
TO: 49-99 Administrative Council
FROM: Wayne Walker, Deputy Director, 49-99/SCLC

SUBJECT: **Officers for FY 2024/25 (DISCUSSION)**

BACKGROUND: Following the alphabetical by Library name rotation process, Sarah Dentan rotated in and assumed the Chair position for FY 2023/24 and 2024/25. Jenni Fontanilla (Stockton – San Joaquin County Public Library) rotated in and assumed the Vice-Chair position for FY 2023/24 and 2024/25. There are no changes needed for the Officers for the 49-99 Administrative Council at this time.

FISCAL IMPACT: None

RECOMMENDATION: Informational

EXHIBIT: None

California State Library, Library Development Services
 49-99 Library System Liaison Report
 May 2, 2024

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State Library News

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

LDS Newsletter

Please sign up today for our new [newsletter!](#) Please share this with your teams as well.

Broadband Program News

The California State Library has selected the Imperial County Office of Education as the new Broadband Access Administrator, tasked with connecting public libraries to the California Research and Education Network (CalREN, managed by the CENIC Corporation). For those who were unable to attend our webinar on the transition, you may view the recording and slides by following the links below:

[Click here for the presentation slides.](#)

[Click here for a recording of the webinar.](#) If you are asked for a passcode, it is: ^f*a9=ef

Open Opportunities

Groundwork Grants

The California State Library, in partnership with Myriad Consulting & Training, is happy to share exciting news that over \$1 million in funding is available for cultural heritage emergency preparedness projects in California. Funded by the state of California, this [grant opportunity](#) is now open!

Grant Highlights:

- **Goals:** To provide funds and resources to California institutions with collections, prioritizing those that document underrepresented and historically excluded communities.
- **Scope:** A California-wide initiative to strengthen emergency readiness for institutions with collections of all types.
- **Awards:** Maximum award amount of \$15,000, with options for emergency preparedness support.

How to Apply:

Application guidelines are available at <https://www.groundworkgrants.org/> Applications are open on a rolling basis until May 31, 2024. Applicants are *strongly encouraged* to receive a free [Ready - or Not assessment](#) before applying. For more information about the grant opportunity, please contact Grace Bautista at grace@myriadconsultants.org.

As natural disasters continue to threaten California’s cultural heritage, we hope you’ll join us in safeguarding your collections and communities through this extraordinary opportunity.

Career Online High School

The [Career Online High School](#) (COHS) program **no longer requires libraries to provide a local cash match commitment to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Community-Centered Libraries

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

Current Projects and Services

California Library Literacy Services – Ongoing

The 2024-2025 CLLS funding application (state funded) for currently participating programs opened in April and is due **May 30, 2024**. All CLLS libraries have received their projected award amounts for adult literacy and family literacy. There is a new block grant model that applies **ONLY** for programs offering family literacy; these programs receive a single projected adult and family literacy award amount and programs may allocate these funds between programs within given parameters (a minimum of 51% for adult literacy services and 26% for family literacy services). ESL award letters have already been sent. For more information, contact clls@library.ca.gov.

The Literacy Initiatives project (LSTA funded) is offering virtual tutor training on a statewide basis this summer. Any volunteer awaiting training at their local CLLS program may sign up for this 16-hour series, offered twice in June and once in August. Contact clls@library.ca.gov for more information.

Funding is available for learner and learner-led events, including trainings, meetings, and conferences. Events must be completed by August 30, 2024. There is a short application for programs and learner leaders to complete. Questions? Contact cls@library.ca.gov.

We have also added networking calls for **small/rural CLLS libraries** and a community of practice for non-English first-language literacy projects and opened a family literacy discussion to plan for next year's training. Training continues for CLLS program staff and volunteers, including monthly networking calls and more. Please visit the CLLS training and meeting [calendar](#). The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/>

The next CLLS Coordinator/Staff Networking Call is cancelled for May and will return in June. For more information, contact cls@library.ca.gov.

California Libraries Learn (CALL) - Ongoing

Plan your professional development by visiting www.callacademy.org and the CALL [calendar](#) to explore the options. Look at the CALL [blog](#) for relevant training on grant writing, co-design, and other high-interest topics. Any library worker may subscribe to the [Leadership for All monthly mailings](#). CALL has its own newsletter, *CALL Letters*, and users may [subscribe](#) directly. CALL also launched a printable schedule for libraries to distribute to staff without newsletter access. Have a good idea? CALL Homegrown features learning opportunities suggested and designed by California library staff; anyone can complete the [CALL for Presentations](#). Staff-generated programs that address issues of concern to bilingual, bicultural audiences and staff are of particular interest and will be co-branded with the Seguimos Creando Enlaces project. Encourage your staff members to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Tutoring Project – Ongoing

Every internet connected Californian is now able to access live, 24/7 online tutoring and homework help in all K-12 subjects. The passing of [AB 128](#) by the California State Legislature enabled the California State Library to partner with the Pacific Library Partnership in bringing this service to all CA Public Libraries. All California public libraries are able to offer Brainfuse's online tutoring and homework assistance service, HelpNow, to their users for two years at no cost. Every California student, with or without a library card, has access to 24/7 online tutoring in core K-12 subjects. Spanish language tutors will be available as well as tutors fluent in Mandarin, Cantonese, Vietnamese, and Tagalog.

[See here for Full details on the Statewide tutoring project.](#) State of CA funded.

For Online Tutoring questions, email catutoring@library.ca.gov.

Parks Pass Program – Ongoing

Cindy Zalog, the full-time Parks Pass manager, can be reached at cindy.zalog@library.ca.gov for all questions, ideas, and feedback.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com.

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

Public Library Staff Education Program

The [California Public Library Staff Education Program](#), developed in partnership with the Southern California Library Cooperative, received 209 student applications for the 2023-24 year! Thank you to all library staff who applied. For any questions, email wwalker@socallibraries.org LSTA funded.

PebbleGo Science: Early Literacy in STEM - Ongoing

The PebbleGo Science resource provides age-appropriate content (for ages preschool through second grade) and interactive activities in STEM subjects (science, math, technology and engineering), and is available in both English and Spanish. The resource also includes a collection of 25 interactive eBooks in both languages as well.

Fill out the [form](#) on the [PebbleGo California site](#) to be sent information on how to connect to your Integrated Library System. The setup form is created for the school library environment, but if you fill it out, it will open a ticket with Capstone and a technician will get in touch with your library to walk you through the authentication process.

Ready or Not

The [“Ready – Or Not” Cultural Heritage Disaster Preparedness Project](#) team invites California-based cultural heritage organizations to view information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations, and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. Recordings can be viewed at [“Ready – Or Not”: Cultural Heritage Disaster Preparedness Project](#). If you have additional questions, reach out to the team at CAready@nedcc.org. State of CA funded.

Networking and Training

Student Success Library Cards For All Listening Sessions: May 2024

The California State Library is convening a series of nine one-hour listening sessions on Zoom to discuss the Student Success Cards for All program. These sessions will bring library leaders together to talk about the Student Success initiative and allow the State Library to gather feedback about local programs. Attendees will be encouraged to ask questions. A library leader with a current successful program will share information at each meeting.

The Student Success initiative comes from new California legislation – [SB 321 \(Ashby\)](#) – that helps get Student Success cards into the hands of every California kid who wants one.

At least one representative from each of the 186 library jurisdictions should attend a session. The results of these listening sessions will inform the resources on the State Library webpage and will help serve as a foundation for program planning in the 2024-2025 school year and beyond.

If you or your designee(s) cannot attend your scheduled meeting time, please contact Alexis Lacroix at Pacific Library Partnership at lacroix@plp.info with one preferred alternate date. Please see the schedule below.

Day	Date	Time	Cooperative System
Tuesday	5/14/2024	1:00 p.m.	SJVLS
Wednesday	5/15/2024	10:00 a.m.	Serra
Thursday	5/16/2024	10:00 a.m.	Black Gold
Tuesday	5/21/2024	10:00 a.m.	Inland
Wednesday	5/22/2024	10:00 a.m.	Santiago
Thursday	5/23/2024	10:00 a.m.	SCLC
Tuesday	5/28/2024	10:00 a.m.	NorthNet
Wednesday	5/29/2024	10:00 a.m.	PLP
Thursday	5/30/2024	10:00 a.m.	49-99 & Unaffiliated

Building Equity-Based Summers Learning Series

For information on the Building Equity Based Summers Project please visit: [Building Equity-Based Summers - California State Library](#) or email bebs@cla-net.org

Career Pathways Workforce & Upskilling Resources: 2024 Webinars & Resources

The 2024 CAREer Pathways webinar series is now complete for Spring 2024. Learn more about the online resources on the [CAREer Pathways Staff Resource page](#), where you can find platform details, administration, marketing materials and more. Library staff can also [view the archived webinars on the CALL Academy CAREer Pathways channel](#).

New to the library or not sure which platforms your library offers? Check out the [CAREer Pathways Services Locator map](#).

The January budget does not include funds to continue CAREer Pathways in the fiscal year that begins July 1, 2024. The January budget is a proposed budget, and the spending plan proposed in January isn't the budget that will be signed by the Legislature, or the one signed by the governor, six months from now. However, at this time, this program is not included for funding in the state budget and is scheduled to conclude September 2024.

If you have any questions, please contact: CAPathways@library.ca.gov or see the [CAREer Pathways Staff Resources page](#).

[Online Tutoring Training 2024](#)

Summer Service and Keeping Students Going Wednesday, May 15, 2024, 3:30–4:30 pm

The school year is coming to a close, but HelpNow is still available to support student learning. Join us to learn about HelpNow resources that can help students continue learning and beat the summer slide.

This webinar is for all library workers and educators, from frontline staff to administrators. The webinar will be recorded for future viewing.

[Register in advance for the Summer Service webinar](#)

[2024 Sustainability Summit: May 21, 9:00 AM – 12:00 Noon – Registration Open Now!](#)

Join libraries across California and their community partners to share best practices from the current #SustainableCALibraries projects and beyond. Open to anyone who works in California libraries and anyone who partners with California libraries. Join us for a morning of shared solutions and inspiration for climate action!

- [View the 2024 Sustainability Summit Program](#)
- [Register for the 2024 Sustainability Summit](#)

[Next Directors Networking Call](#)

We look forward to hearing from our special guests, sharing State Library news, and having time for open discussion in small groups. The next Public Library Directors Networking Call is scheduled for **Wednesday May 15, 2024 from 3:30 to 4:30 p.m.** There will be no call in April.

Projects marked "LSTA funded" are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked "State of CA funded" are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



Agenda Item 15

**49-99 Meeting Dates - proposed
FY 2024/25**

Thursday, September 5, 2024

10:30am

Location TBD

Thursday, December 5, 2024

10:30am

Virtual

Thursday, March 6, 2025

10:30am

Virtual

Thursday, May 1, 2025

10:30am

Location TBD