

PLS Administrative Council Agenda

February 1, 2024

2:00 p.m.

San Mateo Public Library – Laurel Room  
55 W. 3<sup>rd</sup> Avenue, San Mateo, CA 94402

**Peninsula Library System Administrative Council**

Anne-Marie Despain, San Mateo County Libraries (Chair)  
Brad McCulley, Burlingame Public Library  
Chela Anderson, Daly City Public Library  
Derek Wolfgram, Redwood City Public Library  
Elnora Tayag, San Mateo County Community College District

James Moore, San Mateo Public Library  
Sean Reinhart, Menlo Park Public Library  
Tim Wallace, San Bruno Public Library  
Valerie Sommer, South San Francisco Public Library

**I. Approval of Consent Items (Action Item)**

- |   |         |                      |
|---|---------|----------------------|
| A. Approval of Agenda   | Despain |                      |
| B. Approval of December 7, 2023 Minutes                               | Despain | Attachment 1, pg. 3  |
| C. Minutes from January 4, 2024 PLS Executive Committee (Review Only) | Despain | Attachment 2, pg. 7  |
| D. PLAN Report and Update   | Farid   | Attachment 3, pg. 11 |

**II. Old Business**

- |   |       |                      |
|---|-------|----------------------|
| A. eBook Purchasing Chair Mid-Year Report | Rees  | Attachment 4, pg. 16 |
| B. Measure K Application Update           | Frost | Attachment 5, pg. 22 |

**III. New Business**

- |  |            |                       |
|--|------------|-----------------------|
| A. Recommendation from the PLS Circulation Managers on Discontinuation of Collection Services ( <b>Action Item</b> ) | Juhl       | Attachment 6, pg. 30  |
| B. Establishing Roll-Over Budget for PLS Shared OverDrive Collection ( <b>Action Item</b> )                          | Frost      | Attachment 7, pg. 33  |
| C. Day in the District Coordination  | Despain    | Attachment 8, pg. 35  |
| D. Recommendations from the PLS Executive Committee  |            |                       |
| 1) Review of Delivery and PLAN Formulas for SMCCCD   | Frost      | Attachment 9, pg. 38  |
| 2) PLS Delivery Preliminary Budget and Formula for FY 2024-25 ( <b>Action Item</b> )                                 | Wasterlain | Attachment 10, pg. 40 |

- 3) PLS PLAN Preliminary Budget and Formula for FY 2024-25 (**Action Item**) Farid Attachment 11, pg. 43
- 4) PLS Executive Director/PLP CEO Annual Review (**Action Item**) Despain Attachment 12, pg. 51
- E. PLS Equipment Inventory with End-of-Life and Consideration of Central AMH Replacement Schedule (**Action Item**) Farid Attachment 13, pg. 56

**IV. Reports**

- A. System Chair Report
- B. System Administration

**V. Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

**VI. Review of Draft Agenda Calendar, Agenda Building for April, 4 2024 Meeting** Despain Attachment 14, pg. 77

**VII. Announcements**

**VIII. Adjournment**

**PLS Administrative Council**  
**December 7, 2023**  
**2:00 p.m.**

**MINUTES**

**Council:**

Anne Marie Despain, Chair, SMCL  
 Brad McCulley, BPL  
 Chela Anderson, DCL  
 Derek Wolfgram, RCL  
 Tim Wallace, SBL  
 Elnora Tayag, SMCCCD  
 James Moore, SMPL  
 Adam Elsholz, SSF

**System Staff:**

Carol Frost, PLS  
 Justin Wasterlain, PLS  
 Farrukh Farid, PLAN  
 Vanessa Walden, PLAN  
 Andrew Yon, PLS

**Others:**

Barbara Bruxvoort, SBL  
 Geralyn O'Brien, BPL  
 Zack Whitley

The meeting was called to order at 2:01 p.m. by Chair Despain.

**I. Approval of Consent Items**

**A. Approval of Agenda**

**B. Approval of October 5, 2023 Minutes**

**C. Minutes from November 3, 2023 PLP Executive Committee (Review Only)**

**D. PLAN Report and Update**

**E. PLS Circulation Managers Committee Annual Report**

**F. PLS Youth Services Workgroup Annual Report**

**G. PLS Youth Services Update**

Frost requested Bruxvoort provide a verbal report. Bruxvoort reported United Against Hate events were successful and thanked Jenny Barnes, Kathy von Mayrhauser, and Sarah Spence for their work on the series. A motion was made and approved via roll-call vote to accept the Consent Items. Wolfgram was not present, all others voted in the affirmative. (M/S McCulley/Wallace)

**II. New Business**

**A. Discontinuation and Replacement of Communico Mobile App**

Whitley reported on the decision to discontinue Communico app. He noted the Information Services Committee felt a new app should be identified and an ad hoc group was formed with members from Redwood City Public Library, San Mateo Public Library, and South San Francisco Public Library to determine required and

desired features. Wolfgram asked if there was a timeline for replacement. Whitely responded it would be as soon as possible. Frost added that an RFP for a new app would be tentatively scheduled to be released in February.

**B. PLS Grant Application for Measure K in FY 2024-25**

Frost reported a working group was formed to develop a new Measure K application for FY 2024-25. She noted the Summer Learning Initiative would be adjusted to respond to new Measure K priorities, but mostly remain the same, should PLS be awarded the grant. Frost stated it was unclear if new Measure K funding would be distributed upfront or done on a reimbursement basis.

**C. Reallocating Unexpended eBook Purchasing Chair Funds**

Frost reviewed the memo, including the current approved workflow. She noted the timing of the eBook Purchasing Chair library to return any unexpended eBook Purchasing Chair funds to the OverDrive budget would not allow for it to be used in the same fiscal year. She proposed two options. One would apply the unexpended funds to offset cost share for libraries in following fiscal year. The second option would roll the unexpended funds into the following fiscal year's OverDrive budget. Moore suggested it would be prudent to review the use of any unexpended funds each year to ensure the funds would go towards uses with high impact. A motion was made, and approved via roll-call vote, to annually apply any remaining eBook Chair funds to the next fiscal year by augmenting the overall OverDrive budget, and that the FY 2022-23 remaining \$17,203 be used in FY 2023-24 to repurchase expired titles with holds in the OverDrive shared collection. Tayag abstained, all others voted in the affirmative. (M/S Wolfgram/McCulley)

**D. Recommendations from the PLS Executive Committee**

**1) Recommendations on Free Printing for PLS Libraries**

Walden summarized the Circulation Manager's report evaluating the feasibility of free printing. The Committee had reviewed several data points and summarized the pros and cons of a PLS-wide policy for free printing and copying. It was noted that any fees related to printing and copying are part of the Master Fee Schedules of individual jurisdictions, which could be a significant barrier to any PLS-wide policy. The report highlighted some potential workarounds suggested by the Circulation Managers. Moore voiced concern that free printing could lead to waste and asked if environmental concerns were a consideration. Walden responded that sustainability was not an issue raised by the jurisdictions, but there was a concern about the cost of materials. A motion was made, and unanimously approved via roll-call vote, to accept the report from the Circulation Managers Committee which recommends that there should not be a PLS-wide policy for free printing and copying, and individual jurisdictions may implement their own policies. (M/S Wolfgram/Moore)

**2) Comparison of Vega Discover and BiblioCore**

Walden reviewed key points in the comparison report of Vega Discover and BiblioCore which were outlined in the memo. Despain voiced appreciation for

Walden’s work. A motion was made, and approved via roll-call vote, to adopt a strategy to take no action at this time, and to have the review of discovery layers be incorporated into an ILS comparison study at a future date. Tayag abstained, all others voted in the affirmative. (M/S Wallace/Wolfgram)

**3) Budget for PLS Shared OverDrive Collection**

Frost noted the five-year budget for the shared OverDrive collection was ending in FY 2023-24. She reviewed statistical data provided by the eBook Purchasing Chair to illustrate usage trends. Frost stated better communication between PLS and the eBook Purchasing Chair was needed to ensure funds were fully expended. She identified a need to determine how unexpended funds would be rolled over into the following fiscal year. A motion was made, and approved via roll-call vote, to approve the Executive Committee’s recommendation that the shared OverDrive budget be increased annually by \$50,000 for the next three years. Tayag abstained, all others voted in the affirmative. (M/S Wolfgram/McCulley)

**4) PLP CLSA Allocation to PLS Libraries for FY 2023-24**

Frost reported \$70,762 was available to PLS libraries through CLSA funds in FY 2023-24. She relayed recommendations from the eBook Purchasing Chair for potential uses if the funds are collectively allocated to eBooks. Frost suggested funds could be used for the upcoming replacement of network switches in FY 2024-25, noting that the network switches are estimated to cost \$5,000 each. Frost stated PLS has three years to use CLSA funds, allowing FY 2023-24 funds to be used in tandem with FY 2024-25 should it be beneficial. The Council debated on the benefit of using the funds collectively for eBooks or for individual jurisdiction network switches. Moore and McCulley favored the simplicity of using the funds collectively on eBooks. Wolfgram stated appreciation for the eBook Purchasing Chair’s clear and actionable recommendations. Anderson and Elsholz stated a preference towards using the funds for network switches. Elsholz asked for more information on any unexpended eBook funds in prior years. Wallace and Despain did not express a strong opinion for either option but Despain recognized eBook wait times were problematic for users. Frost proposed that a portion of the CLSA funds could be allocated towards a purpose and defer the decision on the remaining funds until a later date. A motion was made, and approved via roll-call vote, to allocate \$23,457 of FY 2023-24 CLSA funds towards repurchasing expired titles in the shared OverDrive eBook collection and defer a decision of the remaining \$47,305 until a later date. Tayag abstained and Despain was absent at the time of voting. All others voted in the affirmative (M/S Wolfgram/McCulley).

**III. Reports**

**A. System Chair Report**

No report.

**B. System Administration**

Frost reported PLS’s current bank would no longer support governmental accounts after December 31, 2023. She stated staff are in talks with a new bank.

**IV. Public Comment**

There was no public comment.

**V. Agenda Building for Next Meeting on February 1, 2024**

Meeting to held at San Mateo Public Library

- Budget reviews
- Midyear report from eBook Purchasing Chair
- Process for unexpended OverDrive budget allocations
- Day in the District information
- Executive Director annual review

**VI. Announcements**

Despain announced the San Mateo County Libraries Foundation agreed to be the fiscal entity for the Dolly Parton Imagination Library in San Mateo County.

**VII. Adjournment**

The meeting was adjourned at 3:22 p.m. by Vice Chair Wallace

**PLS Executive Committee  
January 4, 2024  
2:00 p.m. via Zoom**

**MINUTES**

**Committee:**

Tim Wallace, Chair, San Bruno Public Library  
Derek Wolfram, Redwood City Public Library  
Anne-Marie Despain, Vice Chair, San Mateo County Libraries  
James Moore, Vice Chair, San Mateo Public Library

**System Staff:**

Carol Frost, PLS  
Justin Wasterlain, PLS  
Andrew Yon, PLS  
Farrukh Farid, PLAN  
Vanessa Walden, PLAN

The meeting was called to order at 2:02 p.m. by Chair Wallace.

**I. Approval of Consent Items****A. Adoption of Agenda****B. Approval of November 3, 2023 Minutes**

A motion was made, and approved via roll-call vote, to approve the Consent Items. (M/S Moore/Despain)

**II. Old Business****A. Measure K Update**

Frost reported on the Measure K application being developed by PLS and the Youth Services Work Group. She noted the application was due on January 5, 2024 and applicants would be notified of their status in April. Frost described the new Measure K priorities the application would address. Wolfram thanked Frost and the Youth Services Work Group for their efforts.

**III. New Business****A. Recommendation from PLS Circulation Managers on Discontinuation of Collection Services**

Walden reviewed the Circulation Manager's recommendation to discontinue collection services with Unique Management Systems. She stated an ad hoc group was created to develop a local materials recovery process with agreed upon language for the notifications. Walden noted a local process may incur additional costs. Moore proposed he was open to discontinuing collection services but did not feel the tone of UMS's language was problematic. He asked for more details about the new policy and the projected timeline. Despain asked if it would be possible to discontinue services before July and whether it could be an opportunity to save money. Walden responded that although the contract is month-to-month, the Circulation Managers would like time to develop and approve a new local materials recovery process before discontinuing the current one. She added, because this could have a fiscal impact, the end of the fiscal year



seemed like an appropriate end date. Wolfgram asked if the new process would be individual by library or centralized. Walden responded it would be a centralized automated process, noting the annual cost to re-print a bill after 30 days is estimated to be \$19,000, and to print a materials recovery notice would be \$2,500 annually. Wallace and Wolfgram stated the item should be voted on by the full Council, with Wallace voicing a preference that all libraries choose to move forward with the same process to avoid patron confusion. A motion was made, and passed via roll call vote, with the Executive Committee recommendation to the Administrative Council the discontinuation of collection services through Unique Management Services and that an alternative process be put in place as soon as possible. Moore abstained, all other parties voted in the affirmative. (M/S Wolfgram/Despain)

**B. Establishing Roll-Over Budget for PLS Shared OverDrive Collections**

Frost described past practices for eBook Chair budget tracking and recommended the adoption of guidelines to promote transparency. Frost and the current eBook Chair developed a process where an annual budget would be tracked using Excel and available on FIDO so others could review and access the information. She added the eBook Chair will review monthly invoices for accuracy, establish a FY cutoff date, and meet with PLS staff frequently to review the budget. Despain agreed with the guidelines and added the director of the eBook Chair’s library should be involved as well. Despain recommended PLS decide the format of how the funds will be tracked to meet the organization’s needs. Wolfgram suggested modifications to the tracking format could be discussed during check-in meetings. Moore approved of PLS taking more ownership of the process and supporting eBook Chairs in fulfilling their charge. Wallace asked if fund balance would be used should the budget be overspent. Yon answered it would. A motion was made, and unanimously approved by roll call vote, to adopt the proposed guidelines with the discussed changes and designate that unspent eBook funds be rolled over into the next fiscal year in an additive fashion. (M/S Wolfgram/Moore)

**C. Finance**

**1) Review of Delivery and PLAN Formulas for SMCCCD**

Frost described the Delivery and Plan fees proposed to SMCCCD. She explained the Delivery fee and PLAN costs were a 4% CPI increase over FY 2023-24 with a 3% increase for database costs. Wolfgram noted the 4% increase for the Colleges was out of alignment with the change in cost to public library, which ranged from 7 to 13%. He asked for the Colleges’ flat fee to be more representative of the percentage of change experienced by the public libraries in future years.

**2) PLS Delivery Preliminary Budget and Formula for FY 2024-25**

Wasterlain explained the preliminary Delivery budget and formula for FY 2024-25. Despain asked if there were any changes to the Delivery formula. Wasterlain responded the formula was not changed and still determined costs by a combination of the number of stops serviced and the volume of materials that are delivered to a jurisdiction. A motion was made, and unanimously approved by roll call vote, to approve and recommend to the Administrative Council the adoption of the Delivery



Formula, and to defer the approval of the Delivery budget until the May meeting. (M/S Moore/Wolfgram)

**3) PLS PLAN Preliminary Budget and Formula for FY 2024-25**

Farid described the preliminary budget and formula for PLAN. Wolfgram identified a set of incorrect percentages in the PLAN Local summary budget to be corrected. A motion was made, and unanimously approved by roll call vote, to approve and recommend to the Administrative Council the adoption of the PLAN Formula, and to defer the PLAN budget until the May meeting. (M/S Wolfgram/Moore)

**D. PLS Equipment Inventory with End-of-Life**

Farid described the information in the end-of-life inventory list. Yon noted the AMH at County Central may last longer than the proposed 10 year lifespan, but a replacement schedule should be established for it and other high-cost equipment. Yon suggested the replacement schedule could incorporate a blended approach using Delivery and PLAN reserves, fund balance, and library contributions. Wolfgram asked for potential funding models to be brought to the Administrative Council for discussion. Despain noted that while the AMH was working well and may last past ten years, the planning should assume replacement will be needed in 2027 given the volume of materials it processes on a regular basis.

**E. Discussion of Change to Rotation of Leadership of Chairs for PLS Executive Committee and PLS Administrative Council**

Despain provided information on the formation of the Executive Committee. She stated it was intended for personnel and budget matters. Despain noted there was previously a finance committee with standing members who had capacity to serve on it and advise the CEO on financial issues. She added serving on both the Administrative Council and the Executive Committee requires a significant time commitment and seemed duplicative at times. Despain asked whether recommendations from the Executive Committee provided direction to the Administrative Council discussions and suggested Council be asked if Committee endorsements were helpful. Despain recommended items could go directly to Council if they did not relate to personnel matters or collective financial concerns. Wallace stated it was useful to have issues discussed in the Committee before moving to Council to help refine the recommendations. Moore suggested reviewing the Executive Committee's charter at the next meeting. He asked if there was a better method for Committee membership than rotation. Despain stated the rotation did not suit the Executive Committee well and membership may be better based on capacity for the work. Moore noted the rotation ensured everyone participated and takes ownership for decisions.

**IV. Reports**

**A. Administration**

Frost reported PLS was in the final stages of moving to US Bank after the previous bank discontinued service to governmental agencies.

**V. Public Comment**

No public comments were made.

**VI. Agenda Building for the March 7, 2024 meeting**

**A. Executive Committee Charter Review and Rotation Discussion**

**B. AMH Replacement Schedule Proposals**

**VII. Announcements**

No announcements.

**VIII. Human Resources**

**A.**

**1) Closed Session Pursuant to Government Code 54957: Executive Director/PLP CEO Annual Review**

**2) Report of Closed Session Actions**

The Committee accepted the Executive Director's accomplishments and workplan without change. The Committee recognized the exemplary work performed over the past year and shared its appreciation.

**IX. Adjournment**

The meeting was adjourned at 4:12 p.m. by Chair Wallace.

# PLAN Projects Report

February 1, 2024

## 1. SCAT Table Improvements

PLAN continues the analysis of the Dewey/Non-Dewey SCAT Tables for the other seven PLS public libraries. PLAN has gathered call number data from three libraries and is working on the call number data for the remaining five libraries. After the data has been compiled, it will be analyzed to find common subject area ranges and make improvements to the existing tables to include as many call number ranges as possible. This project will improve statistical reporting on circulation based on call number ranges from Sierra for all library collections.

## 2. Encoding Level Load Profile

PLAN is working to make system updates to begin using the new profiles for acquisitions records, fully cataloged records from vendors and OCLC, and creating catalog records on-the-fly.

## 3. Sierra Scheduler Implementation

PLAN is working with the Cataloging Standards Working Group and Circulation Managers Committee to implement the Scheduler function which was installed with the last Sierra software upgrade. The Scheduler function allows review file creation and loading and output of MARC files to be automatically executed either at one time or on a recurring schedule. Protocols will be in place for staff to request PLAN to schedule jobs in Spring 2024.

## 4. Multi-Factor Authentication (MFA)

PLAN has successfully implemented MFA for all PLS staff including VPN users.

## 5. ServiceDesk Ticketing System

PLAN has begun the phased rollout of the new help desk service ticketing system as planned, beginning with PLS administrative staff and the IT Group. A survey was sent out to the beta group, and PLAN is currently testing and implementing improvements per the feedback received. The new ServiceDesk will be rolled out to all PLS staff in the first quarter of 2024. PLAN will provide documentation on using the new ServiceDesk service for all staff.

## 6. SMCL Data Cabling Project

The cabling for the libraries in group 1 and 2 was completed in 2023. Portola Valley and Woodside libraries in group 3 are pending approval from the City of Portola Valley.

## 7. New South San Francisco Library

The 2 (of 6) outdoor WiFi Access Points (WAPs) installations have been completed. The remaining 4 are pending construction completion. Software for Copy Payment Manager has been ordered. The copier will be set up by early March 2024.

## PLAN Projects Report

February 1, 2024

### 8. Windows Server Upgrade

PLAN is upgrading 60 plus Windows 2012 and 2016 servers to Windows server 2022. This project will be completed in Summer 2024.

### 9. Domain Controllers upgrade

All 18 Domain Controllers (DC) are being upgraded from Windows server 2012R2 to Windows server 2022. Each library jurisdiction, including PLS/PLAN (excluding colleges) has two DCs each. 16 DCs have already been upgraded and tested. This project is expected to be completed in Spring 2024.

### 10. Linux Server Upgrade

PLAN has upgraded 8 out of the 10 Linux servers to the latest version. This project will be completed by Spring 2024.

### 11. 24-Hour Library Vending Kiosk

PLAN is working with San Mateo County Libraries in coordinating the deployment of a new Envisionware 24-Hour Library Vending Kiosk at the Sánchez library. This project is pending construction of the vending kiosk's canopy, which has been delayed due to weather.

### 12. Cybersecurity monitoring with Endpoint Detection and Response (EDR)

PLAN purchased the Managed EDR solution called Managed Detection and Response (MDR). Engineers from Fortinet assisted PLAN with the successful implementation. With the MDR solution in place, the cybersecurity of the PLS network and systems will be securely monitored remotely by a professionally trained Fortinet engineering team and managed by PLAN.

### 13. New Menlo Park Library

PLAN is working with CENIC and AT&T for the network/internet circuit installation at the new library. The circuit implementation and the network equipment installation are estimated to be completed in mid-February 2024. PLAN has also placed orders for the self-checks, RFID pads, an AMH and other related equipment through Bibliotheca. PLAN will assist the library with securely connecting the library to the PLS network and integrating digital resources. The equipment installation will start soon after the network is ready in mid-February.

### 14. Online security trainings for library staff

The credit card security training is currently pending deployment for MPL. All other jurisdictions have been completed. Expected completion is by the end of January 2024.

## PLAN Projects Report

February 1, 2024

### **15. Phone system replacement project for PLS Office**

PLAN staff have selected the existing phone vendor, Twisted Pair, to provide the new Voice over IP (VoIP) system, which is supported by Wildix. The implementation is currently in the planning phase. This project is expected to be completed by the end of February 2024.

### **16. Print Release Stations/Self-checks installation**

PLAN is working with San Mateo Public Libraries (SMPL) IT and the Envisionware tech to replace the 5 old X1s Print Release Stations (PRS) with the new X11 self-checks/PRS. This project will be completed by mid-February 2024.

# PLAN Projects Report

February 1, 2024

## Projects Completed

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Fortinet EDR/MDR	N/A	Aug 2023	Jan 2024	Josh & John	Completed
MFA implementation for PLS staff including VPN users	N/A	Dec 2022	Jan 2024	Josh Shreffler	Completed

## Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
PCI compliance and Email security awareness training for PLS staff	N/A	Jan 2023	Continuous	John Sarmiento	Security trainings include: Email security, telecommuting security for VPN users and credit card security for staff working with credit card terminals
Encoding level load profile	N/A	Apr 2019	Apr 2024	Vanessa Walden	Impacts cataloging and acquisitions workflow of all Sierra member libraries
SCAT Table review & update	N/A	May 2019	Apr 2024	Vanessa Walden	Improves statistical reporting based on call number ranges
Sierra Scheduler implementation	N/A	Nov 2023	Apr 2024	Vanessa Walden	Automate review file creation, loading and output of MARC records
Domain Controllers OS Upgrade	RCL	Mar 2023	Feb 2024	Josh & Consultant	Upgrade all PLS domain controllers from server 2012R2 to 2022
Windows 10 Upgrades	N/A	July 2022	Jun 2024	Albert Camins	Upgrade Legacy 3M/Bibliotheca AMH PCs and 3M/Bibliotheca Self-Checks
Envisionware Copy Payment Manager for new South San Francisco (SSF) library	N/A	Sept 2023	Feb 2024	Josh Shreffler	Implementing Envisionware Copy Payment Manager for the new SSF library

## PLAN Projects Report

February 1, 2024

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
East Palo Alto Library Remodeling	N/A	Nov 2023	Feb 2024	John & Josh	PLAN assisted the library staff with moving the circuit and equipment to the second floor of the building. It will be moved back after the work is completed.
Replace old X1 type Print Release Stations (PRS) with new X11 type PRS at San Mateo Public Library	SMPL	Oct 2023	Feb 2024	Josh Shreffler	Order have been placed for 5 new X11 type Envisionware PRS to replace the legacy X1 type PRS at San Mateo Public Library
Upgrade legacy AMH with new Lyngsoe AMH at Burlingame Public library	N/A	Oct 2023	Apr 2024	Farrukh Farid Albert Camins	Order placed for new AMH. The old AMH will be decommissioned and replaced with a new one.
SMCL 24-hour vending Kiosk at Sanchez library	N/A	July 2023	TBD	Farrukh Farid	Project pending construction completion
NEW Menlo Park branch library	BHV	Nov 2023	TBD	Farrukh Farid	PLAN is working with the MPL team for Project planning and equipment installation.

### Future Projects

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Penetration Testing tool implementation	N/A	Feb 2024	June 2024	Josh	Pen testing is a tool used for finding and exploiting vulnerabilities in a network.
Zabbix server upgrade	N/A	TBD	TBD	John & Josh	PLAN uses Zabbix for monitoring PLS wide network equipment



**To: Administrative Council**  
**From: Joshua Rees**  
**Subject: eBook Purchasing Chair FY 2023-24 Mid-Year Report**  
**Date: February 2, 2024**

### **Calendar Year 2023 sees increased use**

The circulation of eBooks and eAudiobooks continues to increase, with 1,302,891 checkouts in calendar year 2023. An increasing number of patrons are using OverDrive – breaking 50,000 in a year for the first time in 2023 with 55,489 unique patrons.

OverDrive Magazines saw an increase from 6,743 checkouts in January 2023 to 24,789 checkouts in December 2023, which is an increase from 6% to 18% of total monthly OverDrive usage. This increase is due to a change OverDrive made to magazine functionality, including the ability to subscribe to a title which automatically checks out the new issue, a new “Magazine Rack” feature in Libby which separates magazines from eBooks/eAudio content, and a “One Tap” checkout function.

As of January 16, 2024, there were 25,932 unique users, with 136,737 checkouts and 60,037 holds in the previous 30 days.

In 2023, an average of 70.3% of non-magazine circulation was for adult fiction and non-fiction, followed by 21.4% for children’s titles and 8.4% for teen titles. The circulation of eAudiobooks has increased to 41% of the overall non-magazine usage, with some audience levels seeing much higher audio use, such as adult non-fiction with 56% eAudio use.

### **Other updates and changes – July 2023 to December 2023**

Daly City took over eBook Chair responsibilities in July. The transition included training and discussions with the outgoing chair of purchasing processes, tracking orders, budgets, invoices, and use. The Chair is working with the selectors to streamline processes, including only ordering published titles, reordering expired titles, and including an appropriate mix of formats. The PLS Executive Director also began meeting quarterly with the eBook chair to review the budget and evaluate spending levels and processes.

Additional oversight is being implemented to ensure full usage of the \$625,000 eBook budget allocation in FY 2023-24. New working files are now available on FIDO for anyone to view and see what is being ordered, what has been weeded, and what invoices have been paid.

The PLS Administrative Council authorized rolling over \$17,203 in unused eBook chair funds from FY 2022-23 to be used for replacement copies of expired titles with holds, and allocating \$23,457 of PLS FY 2023-24 CLSA funds to repurchase expired titles with holds. These two funds are being used two-fold: first to repurchase available perpetual use copies, then copies limited by number of checkouts, and finally those with use limited by time. CLSA funds were spent in December 2023 focusing on metered access by number of checkouts. The remainder is being spent in January 2024 to phase in repurchasing titles expired by time (most allow 24 months of use).

In September 2023, SMCL implemented a Shared Advantage Collection for all the titles/copies purchased by SMCL, which allows more use of expiring (by time) titles and of perpetually owned titles. This joined BPL, DCPL, SBL, and SSFPL which already share Advantage titles/copies.

**Reciprocal Lending Agreement Statistics**

The reciprocal lending service continues to be utilized without issues. Searching and borrowing items works best in the Libby app. PLS has not done a system-wide marketing push and that might be good to consider. Use appears to be even between PLS and MARINet, but NorthNet is using PLS resources more than PLS is utilizing NorthNet resources. Only Perpetually Owned and Metered by Time copies can be borrowed, which allows for more use without increased costs.

Reciprocal Lending Agreement Statistics (7/1/23-12/31/23)			
	MARINet	NorthNet Library	Totals
PLS cardholders	285	165	464
CKO eBooks	1,588	841	2,429
CKO Audiobooks	813	192	1,005
<b>Total PLS Checkouts</b>	<b>2,401</b>	<b>1,033</b>	<b>3,434</b>
Unique Visitors to PLS	14	1,341	1,355
CKO eBooks	1,540	6,060	7,600
CKO Audiobooks	683	6,682	7,365
<b>Total Visitor Checkouts</b>	<b>2,223</b>	<b>12,742</b>	<b>14,965</b>

**Current Holdings**

Below is a snapshot of the collection on January 16, 2024. It shows the combined collection available to all users (shared collection and shared advantage collections).

Formats	# of Titles	# of Copies
eBook	69,241	123,238
Audiobook	22,645	63,440
Magazines	5,204	5,204
<b>Total</b>	<b>97,090</b>	<b>191,882</b>

**Usage Trends**

2023	Total Checkouts	1,302,891	Unique Users	55,489	Holds	538,220
2022		1,089,321		49,652		462,540
2021		1,144,397		46,077		473,347
2020		1,052,411		47,139		551,954

**Usage by Format**

Below is usage data from the past three years. OverDrive includes magazines with the totals so those are included even though they are not part of the eBook purchasing group’s work/budget. The eAudiobook checkout percentage has gone up nearly 6%.

Time Period	Checkouts by Format	% of CKOs	% CKO w/o Magazines
<b>2023</b>			
eBooks	670,239	52.2%	58.4%
Audiobooks	477,287	37.2%	41.6%
Magazines	135,863	10.6%	
<b>2022</b>			
eBooks	596,525	56.0%	60.4%
Audiobooks	391,326	36.7%	39.6%
Magazines	77,182	7.2%	
<b>2021</b>			
eBooks	674,440	60.5%	64.0%
Audiobooks	378,808	34.0%	36.0 %
Magazines	60,190	5.5%	

**Checkout by Title Audience**

With all libraries reopened from Covid shutdowns, adult users are the primary drivers of increased use, with the percentage of the adult audience usage going up from 59.3% to 70.3% of non-magazine circulation.

Time Period	CKOs by title audience	% of CKOs (no Magazines)
<b>2023</b>		
Adult	820,014	70.3%
Teen	97,605	8.4%
Juvenile	249,225	21.4%
<b>2022</b>		
Adult	706,306	60.5%
Teen	84,133	7.2%
Juvenile	221,501	19.0%
<b>2021</b>		
Adult	691,851	59.3%
Teen	95,160	8.2%
Juvenile	296,210	25.4%

**PLS Spending Plan and Expenditures to Date**

The PLS eBook Budget was \$425,000 in FY 2019-20, which has increased annually by \$50,000 under a 5-year spending plan. CLSA funds have supplemented the OverDrive budget during some years, which provides funds for specific purposes above the general allocation. In FY 2023-24, the base budget is \$625,000 and has been supplemented with roll-over funds from FY 2022-23 (\$17,203) and a portion of PLS’s FY 2023-24 CLSA funds (\$23,457), as well as a \$500 patron donation for Science Fiction titles. The PLS Administrative Council has approved a plan to increase the eBook budget allocation by \$50,000 annually for the next three years as a way to address increasing use and publisher costs per copy.

Category	Annual	Expended	% Expended
Holds Manager	\$183,785	\$92,121	50%
Adult Fiction	\$99,769	\$49,554	50%
J/YA	\$105,020	\$60,030	57%
Adult Nonfiction	\$78,765	\$44,977	57%
Spanish Adult	\$9,189	\$5,032	55%
Spanish Juvenile	\$9,189	\$4,153	45%
Chinese	\$18,378	\$6,815	37%
Collection Maintenance-- repurchasing expired items and expired items with holds.	\$21,004	\$18,031	86%
Blackstone/All-Access Audio platform fee	\$27,500 \$14,400	\$15,500 \$8,400	56% 58%
Instant Digital Cards (est.)	\$3,500	\$973	28%
MARC Records (est.)	\$3,500	\$1,086	31%
eBook Chair allocation	\$39,000	\$39,000	100%
Special Projects/One Book	\$12,000	\$3,564	30%
Rollover – 22/23 Chair \$ - Expired titles with holds	\$17,203	\$4,432	26%
CLSA \$ - Expired titles with holds	\$23,457	\$23,535	100%
Donations	\$500	\$499	100%
Prepublication (submitted 22/23)	\$0	\$3,139	0%
<b>Total Budget Allocation (w/ Changes)</b>	<b>\$666,159</b>	<b>\$380,841</b>	<b>57%</b>

**Ownership of titles**

Publishers are moving toward Metered Access and away from perpetual access (One copy/One User), which is increasing the complexity of maintaining a collection of titles patrons are looking for – both new and previously published. All Metered Access titles eventually expire and then either need to be repurchased or weeded. The current OverDrive setting is to weed a title as it expires, unless there are existing holds.

Lending model	# of Copies	Total Cost	Ave Cost per copy
Metered Access: 100 checkouts (concurrent users)	11,200	\$8,391.25	\$0.75
Metered access: 12 months (one user)	373	\$13,269.33	\$35.57
Metered access: 24 months (one user)	3,445	\$157,705.70	\$45.78
Metered access: 26 checkouts (one user)	1,434	\$26,842.90	\$18.72
Metered access: 48 months (one user)	7	\$138.93	\$19.85
Metered access: 55 checkouts (one user)	2	\$21.98	\$10.99
Metered access: 60 months (one user)	4	\$255.00	\$63.75
Metered access: Earlier of 20 checkouts or 84 months (one user)	1	\$65.98	\$65.98
Metered access: Earlier of 24 checkouts or 24 months (one user)	37	\$423.29	\$11.44
Metered access: Earlier of 25 checkouts or 120 months (one user)	1	\$22.99	\$22.99
Metered access: Earlier of 25 checkouts or 24 months (one user)	210	\$1,944.70	\$9.26
Metered access: Earlier of 26 checkouts or 48 months (one user)	1	\$10.61	\$10.61
Metered access: Earlier of 26 checkouts or 60 months (one user)	1	\$44.59	\$44.59
Metered access: Earlier of 30 checkouts or 60 months (one user)	1	\$29.97	\$29.97
Metered access: Earlier of 36 checkouts or 24 months (one user)	1	\$24.71	\$24.71
Metered access: Earlier of 52 checkouts or 24 months (one user)	271	\$4,547.97	\$16.78
One copy/One user	2,343	\$99,452.47	\$42.45
<b>Grand Total</b>	<b>19,332</b>	<b>\$313,192.37</b>	

**Weeded titles**

Titles are weeded automatically by OverDrive throughout the week, and a weekly email compiles all titles that are no longer visible to patrons in the shared collection. Some titles are reordered as part of the collection maintenance process, due to high use, new holds as result of shared advantage copies, or selectors choosing to reorder.

Format	# of Titles Weeded (7/1/23 – 1/15/24)
eAudiobook	132
eBook	1379
<b>Total</b>	<b>1,511</b>

**PLS eBook Purchasing Chair Group FY 2023-24**

<p><b>Joshua Rees, Chair</b> Collection Services Manager, <b>eBook Chair (2023-2025)</b> Daly City Public Library <b>J/YA Fiction Selection—6 months/year-- (Mar/Apr; Jul/Aug; Nov/Dec)</b></p>	<p><b>Roz Kutler</b> Adult Services &amp; Programming Redwood City Public Library <b>Adult Nonfiction Selector (e/o month)</b></p>
<p><b>Michelle Wong</b> Librarian Foster City Library <b>Chinese Selection, all ages (Started 9/23)</b></p>	<p><b>Stacy Lein</b> Librarian II, Adult Services South San Francisco Public Library <b>Adult Nonfiction Selector (e/o month)</b></p>
<p><b>Kathryn Alexander</b> Librarian South San Francisco Library <b>Adult Fiction Selection—6 months (e/o month)</b></p>	<p><b>Cynthia Rider,</b> Adult Services Librarian Burlingame Public Library <b>Weeding, cancelling holds</b></p>
<p><b>Mary Alexander</b> Children’s Librarian San Mateo Public Library J/YA Fiction Selection—6 months/year <b>(Jan/Feb; May/June; Sept/Oct)</b></p>	<p><b>Ginny Mies,</b> Access Services Librarian San Mateo County Library <b>Holds Manager Review Curation manager</b></p>
<p><b>Michelle Baute</b> Librarian San Mateo Public Library <b>Adult/YA Selector</b></p>	<p><b>Marie Nguyen</b> Librarian I Daly City Public Library <b>Adult Fiction Selection – 6 months (e/o month)</b></p>
<p><b>Jennifer Bousquet</b> Children’s Librarian Burlingame Public Library <b>J Spanish Selector</b></p>	<p><b>Ciera Pasturel,</b> Access Services Librarian San Mateo County Library <b>Curation manager</b></p>
	<p><b>Barbara Bruxvoort</b> Library Services Manager, San Bruno Public Library <b>Past Chair (Pre 2021), eBook group</b></p>

**Frost, Carol**

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**From:** CEO\_MeasureKGrants <MeasureKGrants@smcgov.org>  
**Sent:** Tuesday, January 9, 2024 1:25 PM  
**Subject:** Notice of Funding Opportunity (NOFO) for 2024 Measure K Funds Update

Greetings,

The Measure K Notice of Funding Opportunity closed on Friday, January 5<sup>th</sup>, 2024. County Executives and staff are reviewing applications now with Subject Matter Expert evaluation to start later this week.

315 applications were submitted with requests totaling \$750 million over three years in the following Priority Areas:

- Children, Families, and Seniors 232, \$158.8 million in year one requests
- Emergency Preparedness 28, \$19 million in year one requests
- Housing and Homelessness 55, \$73.4 million in year one requests

The first year of requests alone totals more than \$251 million. This is more than seven times the \$35 million to \$37 million Measure K funding available annually, meaning the available funding can only cover 14 percent of the requests.

The evaluation committees will review each application thoroughly and thoughtfully to ensure that funding goes to those projects that provide the greatest good to the largest swath of the County and the most vulnerable.

The Board of Supervisors is expected to hear funding recommendations in March 2024 with contracts beginning by July 1, 2024.

More information about the Measure K process is available at [smcmeasurek.org](http://smcmeasurek.org).

To learn more about past Measure K-funded initiatives, the oversight committee, and annual reports, please visit <https://www.smcgov.org/ceo/measure-k>.

We appreciate your ongoing support in our partnership to meet residents' critical needs in San Mateo County.

Sincerely,

**Roberto Manchia** *(he/him\*)*

**County Chief Financial Officer**



**San Mateo County Executive's Office** | 400 County Center, 1st Floor | Redwood City, CA 94063

E: [rmanchia@smcgov.org](mailto:rmanchia@smcgov.org) | <https://www.smcgov.org/ceo>

\*We cannot assume we can tell the correct pronoun for a person. As an ally, an easy way to normalize the use of self-identified pronouns is to include them in your email signature. If cisgender individuals step up to normalize the inclusion of pronouns, it will be more affirming for transgender and gender diverse people to share pronouns. **Will you join me, in solidarity, to include your pronouns in your email signature?** For more details on pronouns and how you can be in solidarity with gender diverse and transgender individuals visit: <https://www.mypronouns.org/>


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# Peninsula Library System Proposal

## CONTACT INFORMATION

### Company

Peninsula Library System 

### Email

frost@plpinfo.org

### Contact

Carol Frost

### Address

32 W. 25th Ave, Suite 201  
San Mateo, CA 94403-2265

### Phone

(650) 349-5538

### Website

[www.plsinfo.org](http://www.plsinfo.org)

### Submission Date

Jan 5, 2024 8:04 AM

## ADDENDA CONFIRMATION

### Addendum #1

Confirmed Jan 4, 2024 11:16 AM by Carol Frost

### Addendum #2

Confirmed Jan 4, 2024 11:16 AM by Carol Frost

### Addendum #3

Confirmed Jan 4, 2024 11:16 AM by Carol Frost

## QUESTIONNAIRE

### 1. General Terms and Conditions\*

#### 1. Public Records

1. All applications, communications, and information submitted in response to this NOFO will become the property of the County and will be considered public records. As such, they may be subject to public review.
2. Any contract arising from this NOFO will be a public record.
3. Submission of any materials in response to this NOFO constitutes:
  1. Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
  2. Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
  3. Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
  4. Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

#### 2. Communications

1. As of the issuance date of this NOFO and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective applicant may discuss any matter relating to the NOFO with any officer, agent, or employee of the County, other than through OpenGov.
2. Applicants may not agree to pay any consideration to any company or person to influence the award of funding by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the award of funding.
3. The above restriction does not apply to communications with the County regarding business not related to this NOFO.

#### 3. Errors in applications

1. The County will not be liable for any errors in applications. Applications may be rejected as unresponsive if they are late, incomplete, missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining application requirements.

#### 4. Reservations of Rights by the County

1. The issuance of this NOFO does not constitute an agreement by the County that any award will actually be made by the County. The County expressly reserves the right at any time to:
  1. Waive or correct any defect or informality in any response, application, or application procedure;
  2. Reject any or all applications;

3. Reissue a NOFO;
  4. Prior to submission deadline for applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this NOFO, or the requirements for contents or format of the applications;
  5. Procure any materials, equipment or services specified in this NOFO by any other means; or
  6. Determine that no funds will be awarded.
5. No Waiver
1. No waiver by the County of any provision of this NOFO shall be implied from any failure by the County to recognize or take action on account of any failure by an applicant to observe any provision of this NOFO.

*Applicant has read, understood, and agreed to the above stated terms and conditions.*

Confirmed

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### 2. Statement of Minimum Qualifications\*

Applicants must submit a statement of minimum qualifications that addresses and provides supporting documentation as to each of the qualifications listed below. Any application that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of applications will be considered non-responsive and will not be eligible for an award.

Confirmed

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### 3. Applicant is a Firm or Joint Venture\*

Applicants are defined as the prime firm or joint venture that is submitting this grant application. Individuals are not eligible for a grant.

Applicant must be in good standing with Federal Government agencies and the State of California. Firms that have been debarred, suspended, proposed for debarment, or declared ineligible by Federal or State agencies will not qualify for an award.

Confirmed

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### 4. Enter your non-profit organization name. \*

The applicant is a non-profit organization registered in the State of California and showing a "current" status with the State Attorney General's Office (<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>) at the time of submission. If not applicable, please type "N/A".

N/A

[Click to Verify](#). Value will be copied to clipboard

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### 5. Enter your business name. \*

The applicant is a for-profit company registered in the State of California and has an active status in the Secretary of State's Business Search website (<https://bizfileonline.sos.ca.gov/search/business>). If not applicable, please type "N/A".

N/A

[Click to Verify](#). Value will be copied to clipboard

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### 6. Demonstrated Experience\*

Applicant has at least two (2) years of demonstrated experience within the last four (4) years immediately preceding the issuance of this NOFO providing services in the selected Priority Area

Yes

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### 7. Select the appropriate Measure K application Priority Area\*

The application shall be for funds to provide services within one (1) of the Measure K Priority Areas

Children, Families, and Seniors

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### 8. Enter up to three (3) of the applicable Subcategories your grant application addresses\*

A list of Subcategories is included in the [Scope of Work](#) section.

*Maximum response length: 345 characters*

2.2.8.5 Extended learning for youth

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### 9. Tell us about your organization\*

- Who are your staff?
- Where are your offices?
- Who are your volunteers?

*Maximum response length: 2750 characters*

The Peninsula Library System (PLS) is a consortium formed through a Joint Powers Authority of 8 public library jurisdictions and 3 community college libraries, with a total of 35 libraries in each of the cities and in the unincorporated areas of San Mateo County. The library jurisdictions include Burlingame Public Library, Daly City Public Library, Menlo Park Public Library, Redwood City Public Library, San Bruno Public Library, San Mateo County Libraries (including Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos and

Woodside), San Mateo Public Library, South San Francisco Public Library, and the three community college libraries of Cañada College, College of San Mateo, and Skyline College. PLS's mission is to strengthen local libraries through collaboration, enabling them to provide better services to their diverse communities.

PLS has approximately 28 staff supporting the consortium. Consortium activities include a central IT department, wide area network, shared software platform for circulation of materials between libraries, courier services, databases, shared programming, and fiscal oversight and compliance with all state laws regarding libraries. The PLS administration office is located in San Mateo. The member PLS libraries collectively have over 450 diverse staff reflecting the communities they serve.

This grant application is to support the PLS Summer Learning Initiative (SLI), led by the Youth Service Work Group (YSWG) and a Project Manager, with youth library staff and volunteers supporting the Initiative activities. Recognizing the strength of collaborative efforts, PLS has several committees, including the YSWG, which is composed of 8 experienced youth services managers from each of the public libraries, as well as a representative from the San Mateo County Office of Education. The youth librarians and other library staff are trained in literacy skills for youth, hold master's degrees in library science, and apply this expertise to the PLS SLI.

PLS public libraries annually engage hundreds of San Mateo County residents as volunteers to support their events, including teens, adults, and seniors, with approximately 50 volunteers supporting the SLI.

Since 2015, PLS has received Measure K funding to support the PLS SLI, where youth ages 0-18 participate in a summer-long reading and extended learning for youth activity program. This Measure K application is to continue an updated PLS SLI.

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**10. Tell us about your services and communities\***

- What communities do you serve?
- How do you serve your communities?
  - Please note any culturally and/or linguistically accessible services
- What similar services have you offered in the past?

*Maximum response length: 2750 characters*

The 35 PLS libraries serve diverse residents, reaching every corner of the county, including unincorporated areas. PLS libraries are open, free community spaces with tailored services including over 2.5 million items (books, music, eBooks, etc.) in over 50 languages; events for youth, families, teens, and adults in multiple languages (predominately English, Spanish and Chinese); and study and community gathering spaces. Library staff proactively develop services which address the needs of communities of all ages, including youth, families, seniors, unsheltered individuals, BIPOC, LGBTQ+ individuals, people with disabilities, immigrants, and English language learners. Libraries strive to increase literacy, build community, develop genuine relationships with residents and local organizations, and welcome all with programs and services, both in the library and out in the community, that further their education, interests, and aspirations.

In the county, 55% of youth read at or above their grade level by the third grade. This percentage is lower in underserved youth communities, including those who may be Black, Hispanic or Latino, or are economically disadvantaged. Third grade reading proficiency is considered a milestone point where youth transition from learning to read to reading to learn. The San Mateo County's Big Lift has prioritized reducing these education achievement gaps and improving the education outcomes for these populations. Supporting these communities is a priority for PLS through the SLI.

Since 2014, PLS has leveraged Measure A and Measure K funding to support the SLI with between 80,000 and 90,000 annual participants. In the last five years, over 570,000 books have been distributed, and over 4,500 events and outreach activities have been held in multiple languages with over 280,000 attendees. Extended learning activities engage youth, focusing on hands-on learning and away from screen time. Topics range from STEAM (coding and robotics), to cultural performances celebrating the county's diversity. Prizes, including free books and passes to museums, parks, and events, encourage participation and grow the youths' home libraries. Scholarship drawings, internship opportunities, and volunteer programs enhance youth engagement.

The SLI is designed to inspire a love of reading, enhance childhood education outcomes through library-provided enrichment activities, reinforce gains students make during the school year, and prevent learning loss over the summer. The California Library Association reports reading five or more books over the summer can prevent school-year learning loss during the summer in K-8 students.

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**11. Tell us how you would use a Measure K funds, if awarded\***

- How does your idea improve outcomes for communities in this field?
- How would the Measure K funds be used for your program?
  - Staffing
  - Equipment
  - Services
- How does your proposal address the community's mental health needs or concerns?
  - Please note any culturally and/or linguistically accessible services

*Maximum response length: 2750 characters*

The SLI provides literacy and enrichment activities to about half of the 156,000 youth ages 0-18. Youth can lose 22% of school-year learning during summer; participants in library summer reading programs score higher on reading achievement tests the following school year than non-participating youth. Reading supports mental health by increasing cognitive functions and empathy, with reduced inattentiveness, stress, depression, and aggression. Academic achievement, including the likelihood of graduating can be predicted by a child's reading skill by third grade. Helping youth create their own home library with free books can be a significant factor in improving literacy outcomes.

PLS has added components to its SLI to respond to the revised Measure K parameters.

Staffing: Project Manager and YSWG librarians will lead the design and implementation. Approximately 40 staff and 50 volunteers will assist throughout the public libraries. Except for the Project Manager, all staff time is in-kind.

Equipment: None.

Services:

- Youth sign up for the 3-month SLI by visiting a library, attending community library outreach events, or when library staff visit their schools.
- Participants receive a free book when signing up. This attracts youth and creates a launchpad for the entire summer initiative.
- Weekly events at each library, schools and community events focus on different age groups, which promote continuous engagement, learning, and a sense of belonging. Events are in multiple languages (mainly English, Spanish, and Chinese) and provide opportunities for cultural exploration through activities such as African Drumming, cultural storytelling and dance.
- Budget includes funds to purchase books in English, Spanish and Chinese, supporting all levels of youth reading. Professional librarians will select books based on their suitability for multiple age ranges, cultural reflection, and general popularity
- Budget includes funds for at least two libraries hiring paid teen intern positions to assist with the SLI.
- In-kind participant incentives include museum passes, additional books and prizes.
- Budget includes funds for 36 grand prize drawings for \$1,000 ScholarShare 529 college fund scholarships at public libraries system-wide.
- Staff outreach to schools includes a new component of targeted outreach to Title I schools, reaching students in underserved communities. New outreach also includes other varied spaces (preschools, day care centers, home schools, medical centers, juvenile detention centers, parks and festivals) through community partnerships.
- Budget includes funds for marketing and outreach (fliers, bus ads, mailers, etc.) in multiple languages.

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**12. Tell us how your proposal supplements, enhances, relates to, or otherwise does not replicate other County services and programs in this area, if any\***

*Maximum response length: 2750 characters*

This proposal updates our existing SLI program utilizing Measure K funding to support county-wide library-driven summer learning enrichment activities. The SLI does not directly replicate any other County program or service; it produces a multiplier effect on programs sharing similar goals. The SLI complements San Mateo County's Big Lift initiative by providing high-quality summer enrichment activities and promoting engagement through reading and library activities at a large scale. In summer 2023, 55% of the county's youth participated in the SLI. This Initiative also aligns with the San Mateo County's Shared Vision 2025 Prosperous Community Goal to close education achievement gaps, particularly in school districts that are below the goal of 80% of students meeting third grade reading standards.

The SLI differs from other County programs in its support of building home libraries through the distribution of free books. By providing each participant with one initial book using Measure K funds, then additional books throughout the remainder of the program using local in-kind funds (including local funds and funds from the Friends of the Library groups), participants grow home libraries and experience reading for pleasure. A direct result is that youth are supported in maintaining and expanding literacy gains made during the prior school year during the summer months. Weekly events and outreach by library staff promote continued participation throughout the three-month initiative.

The prior SLI program is being enhanced with new activities to support the funding priorities. The enhancements include:

- More intention to ensure outreach at Title I schools, preschools, day care centers, home schools, medical centers, farmer's markets, juvenile detention centers, parks and festivals
- More diverse events to reflect the cultural diversity of each library community to foster cultural learning, continuous engagement, and a sense of belonging
- More intention for a wide selection of books chosen by trained librarians that meet the interests of all the community and that align with library collection development policies
- Increased marketing to expand reach to underserved youth communities

Outreach, events, and materials in multiple languages will enhance the ability to connect with youth.

Libraries are embedded in the communities they serve and are seen as trusted partners in the educational support and success of local youth. The SLI builds on the strengths of the existing relationships libraries have cultivated with school districts and other local organizations and leaders to ensure the program can make an impact in underserved youth communities.

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**13. Tell us about your Project/Program Manager\***

- What expertise does your Project/Program Manager have?
- Does your Project/Program Manager have any relevant certifications or licenses?
- How long has your Project/Program Manager been working in their field?
- What culturally and/or linguistically accessible services has your Project/Program Manager provided in the past?

*Maximum response length: 2750 characters*

The Project Manager is the Assistant Director of the Peninsula Library System (PLS) and the Pacific Library Partnership (PLP). Justin Wasterlain has a master's degree in library science and over 25 years of experience in the library field. Wasterlain has expertise in the oversight and execution of large-scale grant initiatives, and direct experience with the facilitation of youth enrichment programs.

As the current Assistant Director for PLP, he is responsible for multiple statewide grant initiatives with budgets ranging from \$250,000 to \$6.4 million, including a current \$6.4M grant with the California State Library for online homework help for all students statewide. In this role, he supports the financial administration, project oversight, and project reporting of these initiatives.

Previously he has worked as a Management Analyst and a Library Manager for the Santa Clara City Library. As their Management Analyst, he oversaw an \$11 million department budget. As a Library Manager, he planned and administered summer youth enrichment programs similar to the proposed SLI project. This experience provides him a deeper understanding of the funding needs and community engagement required to execute successful enrichment activities such as Summer Learning programs, school outreach events, and other community-focused activities that forward the aspirations of local youth and families. He currently assists the California State Library as a member of an equity workgroup to ensure state library-run grant programs are culturally responsive to their intended audiences and designed with intentionality around issues such as language accessibility.

The Project Manager will work with the 8 youth services managers in design and implementation. Approximately 40 staff and 50 volunteers will assist throughout the public libraries. The Project Manager will be responsible for oversight, budgeting and reporting.

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**14. Explain your proposed budget from the Price Proposal section\***

- How would you budget the Measure K funds?
- Would you fund staff positions with the Measure K funds?
- What percent of the Measure K funding would go toward administration costs?

*Maximum response length: 2750 characters*

The budget proposal is based on the resources needed to execute previous iterations of these activities over the past five years. The year 1 total budget is \$473,825 with slightly higher costs in year 2 (\$487,388) and year 3 (\$509,766) to support program expansion, for a total of \$1,470,979.

In year 1, \$360,000 is allocated for the purchase of books to distribute to local youth during the program. Professional librarians will select books based on their suitability for multiple age ranges, cultural appropriateness, and general popularity. The price of these materials is variable but will be acquired through well-regarded library vendors. The allocation for books in year 2 and 3 is \$372,000 and \$392,000, respectively. It is estimated that the cost for most books is between \$4-\$4.50, with between 80,000-90,000 books purchased in year 1, with additional annual purchases.

\$36,000 is allocated annually for education scholarships. Drawings will be held for 36 scholarships of \$1,000 each to be awarded to SLI participants at public libraries system-wide. The scholarships are administered under California's 529 ScholarShare savings program, restricting the use of the funds only for education purposes.

\$16,500 is allocated annually for 6 youth internships. The internships are managed through the participating SLI libraries, with funds being disbursed to the libraries on a reimbursement basis.

\$10,000 is allocated annually for the marketing and publicity of the initiative, including mailers, bus advertisements, flyers, etc, in multiple languages. Libraries will provide additional publicity for the program in-kind by their individual efforts.

\$8,250 is allocated for staff time to administer the program in year 1. PLS's Assistant Director will serve as the initiative's Project Manager, to support the activities. Budgets for year two (\$8,580) and three (\$8,923) will reflect a 4% annual CPI increase.

\$43,075 (10% of project costs) is budgeted for year 1 for overhead, including rent, utilities, equipment and services such as software, supplies, photocopiers, phone systems, general office expenses and IT support which aid the initiative. This includes an Accounting Assistant to process reimbursements, manage and track payments, and handle additional fiscal activities and the Controller and Operations Manager's time. Overhead will be budgeted at 10% for years 2 and 3, at \$44,308 and \$46,302, respectively.

It is estimated that annual in-kind expenditures are \$75,000 (from library Friends Groups) for about 18,000 supplemental books, prizes, and refreshments. Other in-kind includes the librarian and staff time for planning, outreach and events, estimated at 400 hours annually.

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**15. How would you measure success for your proposed program?\***

Please include outcome-focused SMART (Specific, Measurable, Attainable, Relevant, Time-based) goals.

- What outcomes would your proposed program improve?
- How would you measure success for your program?
- How would you measure progress towards increasing equity for communities who receive your services and within all County communities?

*Maximum response length: 2750 characters*

The SLI will address three main outcomes:

**1. Education Outcomes**

SLI will work towards reducing summer learning loss with a focus on the education outcomes in underserved youth communities. This will be accomplished by library staff engaging with Title I schools in the county. In year 1, staff will visit 60% of the county's 84 Title I schools to promote the SLI and the importance of literacy. Priority will be given to schools in districts receiving high levels of Title I aid. Expanding the number of schools visited by 10% each year and increasing the number of youth registration at these schools for the SLI will be a measure of success across the three years. Staff will also visit non-Title I schools as capacity allows.

2. Resource Awareness

PLS will expand community awareness of literacy and library resources through the strategic use of partnerships and marketing. PLS will connect with new and existing youth-focused partner agencies to assist with SLI outreach for hard-to-reach communities. PLS will launch a summer-long marketing campaign to raise awareness about the SLI. Intentional efforts will be made to market in underserved youth communities and in multiple languages. Staff will track the success of partner-supported activities and communications through attendance and survey response data. Trends in library statistical information will be used to assess changes in the use of library resources during the summer.

3. Youth Engagement

SLI will improve youth engagement with libraries and literacy. This will be accomplished by providing diverse and culturally relevant events and incentives as part of the SLI. Incentive materials will be selected with intentional efforts to highlight diversity and inclusion and be reflective of the multiple age ranges and interests of youth who will receive them. Staff will track events and outreach to ensure communities are being served equitably. Books and events will be offered in English, Spanish and Chinese. Attendance numbers will measure if the activities offered are relevant to the community. Annual SLI participation statistics will be used to measure youth engagement. It is estimated that in year 1, 80,000 youth will be registered. This may be slightly lower than the current program, as the focus is changing. PLS aims to increase total participation levels by 2% annually.

PRICE TABLES

Budget Proposal (Year 1)

Applicant Description of Items column: use this column to add details for the corresponding Expense Type. Line item 9: to be used if needed and shall be inclusive of any and all expenses not covered in the Expense Types above

Line Item	Expense Type	Quantity	Unit of Measure	Cost	Applicant...	Not A...	Total
1	Personnel costs	1	Lump sum	\$8,250.00	Project Manager		\$8,250.00
2	Administration/overhead costs (less than 15 percent)	1	Lump sum	\$43,075.00	10% of total cost		\$43,075.00
3	Materials and supplies	1	Lump sum	\$360,000.00	books for youth,		\$360,000.00
4	Equipment and technology		Lump sum			✓	
5	Consulting and professional services		Lump sum			✓	
6	Marketing and promotion	1	Lump sum	\$10,000.00	graphics, fliers, bus		\$10,000.00
7	Facility costs		Lump sum			✓	
8	Insurance		Lump sum			✓	
9	Other items determined by applicant	1	Lump sum	\$52,500.00	36 educational		\$52,500.00
<b>Total</b>							<b>\$473,825.00</b>

Budget Proposal (Year 2)

Applicant Description of Items column: use this column to add details for the corresponding Expense Type. Line item 9: to be used if needed and shall be inclusive of any and all expenses not covered in the Expense Types above

Line Item	Expense Type	Quantity	Unit of Measure	Cost	Applicant...	Not A...	Total
1	Personnel costs	1	Lump sum	\$8,580.00	4% increase Proj.		\$8,580.00
2	Administration/overhead costs (less than 15 percent)	1	Lump sum	\$44,308.00	10% of total cost		\$44,308.00
3	Materials and supplies	1	Lump sum	\$372,000.00	books for youth,		\$372,000.00



4	Equipment and technology		Lump sum			✓	
5	Consulting and professional services		Lump sum			✓	
6	Marketing and promotion	1	Lump sum	\$10,000.00	graphics, fliers, bus		\$10,000.00
7	Facility costs		Lump sum			✓	
8	Insurance		Lump sum			✓	
9	Other items determined by applicant	1	Lump sum	\$52,500.00	36 educational		\$52,500.00
<b>Total</b>							<b>\$487,388.00</b>

### Budget Proposal (Year 3)

Applicant Description of Items column: use this column to add details for the corresponding Expense Type. Line item 9: to be used if needed and shall be inclusive of any and all expenses not covered in the Expense Types above

Line Item	Expense Type	Quantity	Unit of Measure	Cost	Applicant...	Not A...	Total
1	Personnel costs	1	Lump sum	\$8,923.00	4% increase Proj.		\$8,923.00
2	Administration/overhead costs (less than 15 percent)	1	Lump sum	\$46,343.00	10% of total cost		\$46,343.00
3	Materials and supplies	1	Lump sum	\$392,000.00	books for youth,		\$392,000.00
4	Equipment and technology		Lump sum			✓	
5	Consulting and professional services		Lump sum			✓	
6	Marketing and promotion	1	Lump sum	\$10,000.00	graphics, fliers, bus		\$10,000.00
7	Facility costs		Lump sum			✓	
8	Insurance		Lump sum			✓	
9	Other items determined by applicant	1	Lump sum	\$52,500.00	36 educational		\$52,500.00
<b>Total</b>							<b>\$509,766.00</b>



## Peninsula Library System

**To:** PLS Administrative Council  
**From:** Natalie Juhl, Circulation Managers Committee Chair  
**Subject:** Recommendation from PLS Circulation Managers on Discontinuation of Collection Services  
**Date:** February 1, 2024

### Discussion

At the July 20, 2023 Circulation Managers Committee meeting, concerns were raised about Unique Management Services' (UMS) materials recovery process being a potential barrier to access for users. Some patrons reported the language in the materials recovery notices received from UMS is aggressive and some patrons have chosen not to return to the library after receiving one. The overall consensus of the Committee members was that this language is not in alignment with the inclusive mission of the libraries, does not accurately convey the scope of potential consequences for not returning materials and inquired whether it could be changed. PLAN met with UMS and reported to the Committee that the language in the notices was not alterable, with the exception of some areas that were not points of concern.

Committee members discussed at meetings on November 16 and December 14, 2023, and January 18, 2024, the potential of discontinuing the collections services and maintaining other mailed notice services provided by UMS. Potential alternatives for notifying patrons about billed materials and changing various patron blocks and billing thresholds in Sierra were considered.

### Usage and Cost

Each library jurisdiction was provided with their collection recovery statistics. Below is a snapshot of recovery from July 2022 to March 2023:

	Cash	Material	Waives	Total	Invoice Amount
<b>Burlingame</b>	\$721.23	\$5,682.10	\$42.00	\$6,445.33	\$599.65
<b>Daly City</b>	\$511.58	\$8,323.50	\$773.80	\$9,608.88	\$1,118.75
<b>Menlo Park</b>	\$959.37	\$5,302.73	\$75.81	\$6,337.91	\$769.70
<b>Redwood City</b>	\$1,329.54	\$15,034.97	\$385.42	\$16,749.94	\$1,682.60
<b>San Bruno</b>	\$376.97	\$5,425.12	\$68.80	\$5,869.89	\$724.95
<b>San Mateo County</b>	\$2,358.42	\$68,359.24	\$4,893.25	\$75,610.91	\$6,094.95
<b>San Mateo City</b>	\$2,421.95	\$15,251.20	\$962.97	\$18,636.12	\$1,915.30
<b>South San Francisco</b>	\$50.00	\$6,475.16	\$10,690.99	\$17,216.15	\$1,074.00

PLS is paying on average \$1,000 per month (\$12,000 annually) for materials recovery services. This service will increase to approximately \$1,200 per month (\$14,400 annually) with the UMS rate increase effective January 23, 2024.

PLS has a month-to-month contract with UMS, and there is no cancellation term.

Below is a chart of estimated UMS costs for additional mailed notices that were considered by the Circulation Managers (assuming rates do not increase).

Notice Type	1-Time Setup Fee	Monthly Cost	1st Year Cost	2nd Year Cost
Statement of charges	\$1,000	\$125	\$2,500	\$1,500
Materials recovery notice	\$1,000	\$125	\$2,500	\$1,500
Bill reprint after 30 days	\$1,000	\$1,500	\$19,000	\$18,000
Bill reprint after 60 days	\$1,000	\$900	\$11,800	\$10,800

- All the options can be implemented independently of each other.
- Statement of charges would likely be mailed only to patrons over the threshold for materials recovery (owed balance of \$50 or more).
- Sending two statements of charges (one at 60 days overdue and one at 150 days overdue) aligns with the 6-month period UMS attempts to recover materials from patrons.
- Approximately 50% of billed charges are returned, paid, or waived within 30 days after the billed date and would not need to be reprinted.
- Reprinting billed charges 60 days after the billed date would reduce the number of bills by about 70%.

**Discussion with PLS Executive Committee and Recommended Next Steps**

The Committee spoke with their respective directors about discontinuing the UMS collection services, with the general consensus that most directors feel comfortable with no longer using UMS for collections and libraries should continue to try to recover materials through alternative communications generated by PLS. If some libraries choose to continue materials recovery with UMS, this is possible. It may cause confusion with patrons, but each library could make its own choice.

At the PLS Executive Committee meeting, the Committee recommended to the Administrative Council the discontinuation of collection services through Unique Management Services, and that an alternative process be put in place as soon as possible. The proposed effective date was July 1, 2024, and it was requested that the Circulation Managers discuss alternative processes and timelines.

The Circulation Managers have formed an ad hoc group to determine an alternative materials recovery process, including updating the policy on the frequency of physical notifications, the wording on those notifications, and the determining the threshold of fines and bills that result in an account block. These proposed policy changes were discussed by the Circulation Managers Committee during its meeting on January 18, 2024.

The Circulation Managers Committee recommends the following policy updates to the notice cycle to replace the discontinuation of collections services provided by UMS.

1. Increase patrons blocked from services from owing \$25 or more to owing \$50 or more
2. Courtesy Notice (no change)
  - a. Sent via email only
  - b. Sent 2 days before due date
  - c. Materials automatically renewed, if eligible
3. Overdue Notice (no change)
  - a. Sent via email, phone, text (opt-in), or mail
  - b. 3-week checkouts: Sent 14 days past due date
  - c. 1-week checkouts: Sent 7 days past due date
  - d. Checkouts for 5 days or less: Sent 1 day past due date
4. Bill (no change)
  - a. Sent via mail only
  - b. Sent 30 days past due date for all checkouts except hourly loans
  - c. Hourly checkouts: Sent 9 days past due date
5. Statement of Charges (revised)
  - a. Sent via mail only
  - b. At least 1 item 60 days past due date
  - c. Total money owed \$50 or more
  - d. Note added to patron record when statement of charges is sent
  - e. Notice frequency TBD

The estimated cost for sending the statement of charges by mail, \$2,500 for the first year and \$1,500 annually thereafter, is significantly less than the annual cost for materials recovery service, \$14,400 annually at the recently increased rate. PLAN is researching the configurations necessary to ensure patrons receive one statement of charges after they surpass the threshold of owing \$50 or more and having at least one item 60 days overdue. PLAN will also discuss the possibility of an additional statement of charges sent 150 days overdue with the Circulation Managers at their committee meeting in February 2024. The second statement would still keep the costs less than the materials recovery service at an estimated \$4,000 for the first year and \$3,000 annually thereafter.

The Circulation Managers will review the text of each notice type and revise the language to emphasize the importance of returning materials and/or resolving accounts while maintaining good customer relations and focusing on inclusivity. The Circulation Managers will go back to the PLS Executive Committee should a recommendation with additional costs be developed.

### **Recommendation**

It is recommended that the PLS Administrative Council approve the discontinuation of collection services through Unique Management Services effective July 1, 2024, and accept the Circulation Managers' recommendations of policy changes and updates to the notice cycle effective July 1, 2024.

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** Establishing Roll-Over Budget for PLS Shared OverDrive Collection  
**Date:** February 1, 2024

## **Background**

At the June PLS Council meeting, the Council approved the PLS OverDrive budget. The PLS eBook chair works with the selectors for purchases, and the PLS eBook Chair works with PLS accounting for the monthly payment of invoices.

Each eBook Chair has had their own method for doing this, and the eBook Group has worked fairly independently in the past on tracking the budget. There has not been a process put in place to track unexpended funds, and it has not been determined whether any unexpended funds should roll over to the next fiscal year.

## **Establishing Guidelines for the eBook Chair Regarding Budget Tracking**

It is recommended that each eBook Chair follow these guidelines:

- Create an annual budget.
- Utilize the InfoServices eBooks section on FIDO to track the orders, invoices, and expenditures. Excel files for tracking the budget have been developed and each Chair will use these in coordination with PLS staff.
- The eBook Chair will work with selectors on purchases and will review the monthly invoices before they are paid by PLS accounting staff.
- To ensure all invoices are paid within the correct fiscal year, the eBook Chair should implement a cut-off date for purchases which do not fall within the monthly billing. The eBook Chair should work with the PLS accounting staff for all June invoices to identify in which fiscal year they should be paid.
- The eBook Chair should meet with the PLS Executive Director, Assistant Director and/or Controller on a quarterly basis to ensure that the budget is on track. PLS accounting staff will provide a quarterly expenditure report to the eBook Chair to ensure the budget is being expended.
- The eBook Chair's director should be included in budget tracking discussions.
- PLS staff will communicate with the eBook Chair should additional funding be added to the budget mid-year (e.g. CLSA funds).

## **Review of Data**

Below is an analysis of OverDrive expenditures, and the actual cost per fiscal year. Over the last five years, the funds remaining at the end of the fiscal year have varied.

**OverDrive Collection Budget (including eBook Chair Funds) to Actual Expenditure through December 7, 2023**

	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Jurisdiction</b>	<b>\$425,000</b>	<b>\$475,000</b>	<b>\$525,000</b>	<b>\$575,000</b>	<b>\$625,000</b>
Burlingame	\$32,615	\$37,712	\$41,681	\$45,651	\$49,621
Daly City	\$25,973	\$30,012	\$33,172	\$36,331	\$39,490
Menlo Park	\$30,076	\$34,769	\$38,429	\$42,089	\$45,749
Redwood City	\$55,796	\$64,487	\$71,276	\$78,064	\$84,852
San Bruno	\$16,051	\$18,537	\$20,488	\$22,440	\$24,391
San Mateo County	\$167,745	\$193,904	\$214,314	\$234,725	\$255,136
San Mateo Library	\$52,490	\$60,662	\$67,048	\$73,433	\$79,819
South San Francisco	\$30,206	\$34,916	\$38,592	\$42,267	\$45,943
Community College	\$14,047	\$0	\$0	\$0	\$0
TOTAL	\$425,000	\$475,000	\$525,000	\$575,000	\$625,000
<b>CLSA Allocation</b>	<b>\$58,074</b>	<b>\$62,850</b>	<b>\$61,486</b>	<b>\$71,847</b>	<b>\$23,457</b>
<b>Roll-over unspent eChair funds</b>					<b>\$17,203</b>
<b>TOTAL OverDrive Budget</b>	<b>\$483,074</b>	<b>\$537,850</b>	<b>\$586,486</b>	<b>\$646,847</b>	<b>\$665,660</b>

<b>Y-T-D</b>					
<b>Total OD Materials Actual Exp</b>	<b>(\$511,436)</b>	<b>(\$604,253)</b>	<b>(\$494,811)</b>	<b>(\$527,167)</b>	<b>(\$188,955)</b>
			<i>BPL</i>		<i>DCPL</i>
<b>OverDrive Chair Expenditure*</b>			<b>(\$12,000)</b>	<b>(\$9,797)</b>	<b>(\$39,000)</b>
<b>Unexpended eChair funds</b>				<b>(\$17,203)</b>	
<b>Differ. Underspent/(Over)</b>	<b>(\$28,362)</b>	<b>(\$66,403)</b>	<b>\$79,675</b>	<b>\$92,680</b>	<b>\$437,705</b>
<b>Total Net Unspent OverDrive Funds FY 19/20 – FY 22/23:</b>				<b>\$77,590</b>	

\*The Burlingame Library did not fully expend the \$39,000 for the eBook Chair and used \$21,797 over FY 21-22 and FY 22-23. \$17,203 rolled into FY 23-24 budget. eBook Chair cost is part of allocation and not separate.

Without a process put in place to track unexpended funds, it can be challenging to fully and accurately expend a budget. In previous years, the unexpended funds have fallen to the Fund Balance.

The PLS Executive Committee recommends that the unexpended funds should roll over to the next fiscal year, in an additive fashion. At the December 2023 Council meeting, it was agreed that any unspent eBook Chair funds should roll over into the next fiscal year to be expended for collections.

**Recommendation**

The PLS Executive Committee recommends the Council approve the proposed guidelines for the eBook Chair regarding budget tracking and approve rolling over unspent funds to the next fiscal year.

## PLS Legislative Representatives

## California State Assembly Representatives

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
19	Ting, Philip	Daly City	(D)	8230	(916) 319-2019	455 Golden Gate Avenue, Suite 14600, San Francisco, 94102
21	Papan, Diane	Burlingame, Menlo Park (BHV), Redwood City, San Bruno, San Mateo County Libraries, San Mateo Public, South San Francisco, San Mateo County Community College District	(D)	4220	(916) 319-2021	1528 South El Camino Real, Suite 302, San Mateo, 94402
23	Berman, Marc	Menlo Park, San Mateo County Libraries (Atherton), SMCCCD (Canada)	(D)	6130	(916) 319-2023	721 Colorado Ave, Suite 101, Palo Alto, 94303

## California State Senators

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
11	Weiner, Scott	Daly City	(D)	6630	(916) 651-4011	455 Golden Gate Avenue, Suite 14800, San Francisco, 94102
13	Becker, Josh	Burlingame, Menlo Park, Redwood City, San Bruno, San Mateo County Libraries, San Mateo Public, South San Francisco, San Mateo County Community College District	(D)	7250	(916) 651-4013	1528 South El Camino Real, Suite 302, San Mateo, 94402

## US Congressional Representatives

District	Name	PLP Libraries	Party	Office Room	Phone	District Offices
15	Mullin, Kevin	Burlingame, Daly City, Redwood City, San Bruno, San Mateo Public, South San Francisco, San Mateo County Community College District	(D)	1404 LHOB	(202) 225-3531	1528 S. El Camino Real Suite 307, San Mateo, 94402
16	Eshoo, Anna G	Menlo Park, San Mateo County Libraries	(D)	272 CHOB	(202) 225-8104	698 Emerson St, Palo Alto, CA 94301



## 2024 LEGISLATIVE PRIORITIES

The California Library Association — through its members and advocates — works to make a difference for all Californians by providing adequately funded libraries, which transform lives through their programs and services.

At the state level, CLA actively advocates for the following:

### 1. Protection of 2021-22 and 2022-23 State Budget Augmentations in Light of a Challenging 2024-25 Budget year

During the 2021-22 and 2022-23 Budget years, the legislature and the Governor made a series of historic funding commitments to public library programs under the jurisdiction of the California State Library. This funding allowed public libraries to address much needed health and safety construction-related deficiencies, fed children at the library in need of a meal during the summer, provided books to homebound seniors, and much more. As such, the California Library Association respectfully requests that the legislature and Governor protect the valuable investments made in the areas of:

\* The California Library Services Act (CLSA) that fosters resource sharing among libraries, particularly in rural areas where funding challenges persist.

- a. \*Lunch at the Library, which provides 300,000+ free and nutritious lunches and literacy-rich programs annually at hundreds of libraries across the state during the summer months.
- b. \* Zip books, a program which supports the diverse informational needs of people in rural and underserved populations who cannot get to a physical library.
- c. \* Library infrastructure grants through the Building Forward Library Improvement Grant Program, which is providing critically important construction dollars to public libraries throughout the state for health and safety facility upgrades, ADA compliance, essential library building expansions and more.

### 2. New and Ongoing Funding Requests ( 2024-25 State Budget)

- a. \$3 million in one-time funding grants to assist public libraries in offsetting costs associated with the implementation of SB 321-Ashby, Statutes of 2023 (library cards for third graders).
- b. \$10 million in funding to support online job training and workforce development.
- c. \$5 million in ongoing funding for the training of library staff and hiring of social workers to support the de-escalation of behavioral trends in libraries.

### 3. Equitable Access to Critical Library and Information Services

- a. Broadband equity and digital literacy for unserved and underserved communities.
- b. Support the freedom to read and access to material with diverse points of view.
- c. Support libraries as a safe haven for all community members.
- d. Accessible buildings, including upgrades to critical infrastructure and support in times of disaster, such as wildfires and extreme heat.
- e. Early literacy, school readiness, adult literacy, career development, vocational support,



and assistance to vulnerable populations.

- f. Mandate credentialed Teacher Librarians in all California Public Schools and support the creation of a Library Lead position in the Statewide System of Support .
- g. Support for libraries to purchase digital content including eBooks and eAudiobooks at the same price as consumers.
- h. Support for California's law libraries.

CLA supports positive action in key areas, including, but not limited to

- **Equity, Inclusion and Anti-Racism**
- **Intellectual Freedom**
- **Privacy**
- **Net Neutrality**

CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.

**To:** Ellie Tayag, Director of Learning Commons, College of San Mateo  
**From:** Carol Frost, PLS Executive Director  
**Subject:** Draft PLAN and Delivery Formulas for FY 2024-25  
**Date:** December 18, 2023

When the San Mateo County Community College District (SMCCCD) moved to the Alma library services platform, the colleges moved from being a full member (participating in the shared ILS and all services), to continuing to participate in PLS at a different level as an Associate Member. The PLS Administrative Council approved the definition of an Associate Member during its October 6, 2022 meeting as a non-public library which agrees to provide shared services to other PLS libraries and also brings value to PLS residents or PLS as a whole.

PLS recognizes the value which SMCCCD brings to PLS and appreciates the continued participation by the colleges. Since leaving the ILS, PLS and SMCCCD have annually discussed the shared costs to come to a mutual agreement. The purpose of this memo is to propose the costs for SMCCCD for FY 2024-25.

### **Resource Sharing of Materials**

All PLS libraries purchased OCLC WorldShare in December 2019 so that the libraries could continue sharing items between SMCCCD and PLS libraries. It was agreed that the PLS-wide subscription would cease December 31, 2022. It was agreed that although this is not a required component for resource sharing, it is a tool which facilitates the easy sharing of materials.

In FY 2023-24, an Ad Hoc Committee comprised of Circulation Managers and Reference staff reviewed other products and ways to share resources. The Council agreed with the assessment that informal collaboration is sufficient at this time. Both PLS and SMCCCD have added to their catalogs the ability to search each other's catalog for materials. Both agencies will also give each other's patrons library cards for free. We appreciate SMCCCD's willingness to continue to explore ways to facilitate resource sharing, as it benefits all users.

### **Delivery Services and Formula**

For FY 2023-24, it was agreed between PLS and SMCCCD that, rather than continuing to use the Delivery Formula, a \$15,000 flat Delivery service cost for SMCCCD was adopted. There was agreement that a flat fee is more representative of a baseline cost that will ensure SMCCCD receives the levels of delivery service it requires and PLS can meet its operational needs for delivering to the campuses.

For FY 2024-25, it is suggested that 4% be applied to the base fee, taking into account the CPI index, as well as overall increase to the Delivery budget, including staffing and depreciation costs. This will increase the cost from \$15,000 to \$15,600.

Should additional stops be added or the volume of materials increase over the course of the fiscal year, SMCCCD’s Delivery service costs may be renegotiated during FY 2024-25.

**PLAN Services**

For the PLAN IT centralized budget, the services which the colleges will continue to have access to include submitting Help Desk tickets for technical questions; participation in the various committees and their list-servs (Circulation, Cataloging, Information Services, Council, IT Group); and access to FIDO, the PLS SharePoint site, which has resources and provides a community of interest for various staff.

In FY 2020-21 and FY 2021-22, a base fee of \$17,500 was established for PLAN services. In FY 2022-23, a 4% increase was applied, and in FY 2023-24, a 5% increase was applied, for a total of \$19,110. For FY 2024-25, it is suggested that 4% be applied to the base fee, taking into account the CPI index, as well as overall increase to the PLAN IT budget, for a total of \$19,874.

In FY 2023-24, the colleges participated in three databases, with a cost of \$2,575. We assume that the colleges would like to continue participation in those three databases: O'Reilly (previously Safari), Data Axle, and Pronunciator. Below is a summary of the consortia-shared costs for the databases for FY 2024-25:

- O’Reilly: (January – December subscription) 5% increase for 2025
- Data Axle: no increase
- Pronunciator: 3% increase

In recognition of these increased costs, we proposed a 3% increase for the databases, for an additional \$77, for a total of \$2,652. Should additional databases be purchased in the next fiscal year which the colleges wish to participate in, additional costs will be added by using the PLAN formula percentage.

The total PLAN cost would be \$22,526.

**Summary**

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>
<b>Delivery</b>	<b>\$19,538</b>	<b>\$18,994</b>	<b>\$17,929</b>	<b>\$15,000</b>	\$15,600
<b>PLAN Central</b>	<b>\$17,500</b>	<b>\$17,500</b>	<b>\$18,200</b>	<b>\$19,110</b>	\$19,874
<b>Databases</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,575</b>	\$2,652
<b>Total</b>	<b>\$39,538</b>	<b>\$38,994</b>	<b>\$38,629</b>	<b>\$36,685</b>	\$38,126

Should you have any questions, please let me know. The draft preliminary budgets will be presented to the PLS Executive Committee on January 4, 2024, and to the PLS Administrative Council on February 1, 2024. The Council may choose to defer approval until June or may choose to approve the formulas at the February meeting.

**To:** PLS Administrative Council  
**From:** Justin Wasterlain, Assistant Director  
**Subject:** Delivery Preliminary Budget and Formula for FY 2024-25  
**Date:** February 1, 2024

Attached is the preliminary Delivery Budget and Formula for FY 2024-25. Please note the following items:

### **Salaries and Benefits**

- Salaries and Benefits reflect a 4% Cost of Living Adjustment.
- Benefited employees working Saturday shifts receive a 5% shift differential for hours worked on those days.
- Member shared costs for Saturday delivery have decreased from \$62,061 to \$57,524 due to a decrease in staffing required.

### **Operations**

- The rent cost is not finalized, but San Mateo County Libraries Administration does not expect a significant change from the previous year.
- For FY 2024-25, the Workers Comp insurance has gone up significantly due to the number of injured employees, especially for the Delivery budget, with an anticipated cost increase from \$40,136 to \$118,500.
- In December 2022, the Administrative Council approved an annual \$40,000 flat fee vehicle replacement beginning in FY 2024-25. No vehicles will be purchased in FY 2024-25. It is expected a vehicle will be replaced in FY 2025-26.
- Computer equipment cost has increased due to the replacement of scanners for the central AMH.

### **Delivery Formula**

- San Mateo County Community College District moved to a base fee model in FY 2023-24 to ensure their annual cost meets baseline operational needs for service to their locations. The new base fee for FY 2024-25 will increase 4%, to \$15,600.
- The \$15,600 base fee is taken from the top of the member shared costs prior to using the formula to determine individual library costs.

### **Recommendation**

It is recommended the PLS Administrative Council approve the Delivery Formula now, and defer approval of the Delivery Budget until its June meeting.

PENINSULA LIBRARY SYSTEM  
FY2024-25 Proposed Budget

**5-Day Plus Saturday Delivery Budget**

**DELIVERY (917)**

<u>GL Acct</u>	<u>Revenue</u>	<u>Adopted</u> FY 23/24	<u>Proposed</u> FY 24/25	<u>Note</u>
3601	Other Agencies	\$87,572	\$89,600	CLSA C & D Funds: \$69,600; Special library delivery services \$20,000
3650	Delivery Shared Cost	<b>777,836</b>	<b>963,757</b>	<b>Members Shared Cost</b>
3650	Delivery Shared Cost	<b>62,061</b>	<b>57,524</b>	<b>Members Shared Cost (BPL, DLC, MLP, RCPL &amp; SMCL Saturday Delivery)</b>
3000	Budget Fund Balance	<b>0</b>	<b>0</b>	No vehicle purchase in FY 24/25
	<b>Total Revenue</b>	<b>\$927,469</b>	<b>\$1,110,881</b>	<b>19.78%</b>
<b><u>Expenditure</u></b>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
4101	Salaries	\$376,521	\$429,866	<b>Total FTE= 7.55, Incl. 4% COLA and EE Merit Increases</b> Coded 7.55 FTE: Delivery Suprv (1.0 FTE), Drivers I & II (3.8 FTE) & Sorter I & II (2.75FTE)
4101	Salaries	62,061	54,785	Saturday Delivery Service
4115	Hourly/On-Call Employees	7,975	8,750	Non-coded Hourly-Sorter (.2FTE)
4116	Pay Differential	4,137	2,739	Pay Differential - Weekend
4114	Overtime	2,000	2,000	
4102	Dental	10,874	12,767	
4103	Pension	33,492	37,210	
4104	Deferred Comp	99,230	77,306	
4105	Health	84,854	108,611	
4106	Workers' Comp	40,136	118,500	
4107	Medicare	6,475	7,194	
4108	Unemployment Insurance	8,931	9,923	
4109	Life Insurance	1,590	1,724	
	<b>Subtotal</b>	<b>\$738,276</b>	<b>\$871,375</b>	<b>18.03%</b>
<b><u>OPERATION</u></b>				
4211	Advertisement	\$2,750	\$2,750	Job Postings
4212	Communications	2,970	2,720	Cell plan for supervisor and drivers (\$2,660); Magic Jack Subscription (\$60)
4215	Rent	10,000	10,000	SMCL Delivery Space +10% CAM
4217	Equipment Maintenance	14,191	14,900	AMH annual maintenance cost (Lyngsoe System)
4218	Printing	1,200	1,200	Library labels, delivery tags, toner, paper
4230	Office Expense	500	500	Office Supplies
4233	Postage	50	50	Postage
4236	Vehicle Operating Expense	47,960	52,960	Fuel \$37,000 and maint. & repairs \$15,000; GPS/Vehicle Tracking System (\$960)
4250	Misc Supplies	2,000	2,000	Bin replacements, cleaning and other misc supplies
4301	General Insurance	22,500	24,990	Auto Insurance for 4 delivery vehicles (Incl. new vehicle)
4303	Travel and Meetings	100	100	Staff Travel and Meetings
4304	Education & Training	1,050	1,072	Target Solutions - Staff Mandatory Trainings
4373	Service Fees	350	350	DMV Driving Records Monitoring; Background Checks
4410	Vehicle Replacement Reserve	20,290	40,000	FY 24/25 Vehicle Reserve
4567	Computer Equipment	1,350	13,600	Laptop Replacement (\$1.6K) +Lyngsoe Scanners (\$12K)
4586	Vehicle Acquisition	0	0	
	<b>Subtotal</b>	<b>\$127,261</b>	<b>\$167,192</b>	<b>31.38%</b>
	<b>Total Salaries &amp; Benefits and Operation</b>	<b>\$ 865,537</b>	<b>\$ 1,038,567</b>	<b>19.99%</b>
	6% Administrative Fee	\$ 51,932	\$ 62,314	
	Delivery Reserve	\$ 10,000	\$ 10,000	
	<b>Total</b>	<b>\$ 927,469</b>	<b>\$ 1,110,881</b>	<b>19.78%</b>
		<b>FY23/24</b>	<b>FY24/25</b>	
	Delivery Reserve Balance	<b>\$28,532</b>	<b>\$38,532</b>	<b>35.05%</b>
	Vehicle Replacement Reserve	<b>\$54,124</b>	<b>\$94,124</b>	<b>73.90%</b>

## FY 24-25 PLS Delivery Formula

SMCCD BASE FEE	\$15,600
PUBLIC LIBRARY 5-DAY SHARED COST	\$948,157
PUBLIC LIBRARY SATURDAY SHARED COST	\$57,524
<b>TOTAL</b>	<b>\$1,021,281</b>

DELIVERY FORMULA: 25% BASED ON NUMBER OF STOPS AND 75% ON VOLUME

Library	# of Stops Mon-Fri	% of Stop	# of Saturday Stops	% of Sat stops	5 Day % of Usage	FY 24-25 Est. Monthly Usage (5 day)***	Saturday % of Usage	FY 24-25 Est. Monthly Usage (Sat)***	FY 23-24 Monthly Usage (From FY 23-24 Formula)	Variance (+/-)
BPL	10	6.71%	2	9.52%	9.39%	17,930	16.54%	2,266	17,820	13%
DCL*	19	12.75%	1	4.76%	8.02%	15,310	2.41%	330	14,050	11%
MPL	10	6.71%	2	9.52%	5.43%	10,376	9.32%	1,276	10,890	7%
RCL	15	10.07%	3	14.29%	11.13%	21,246	15.23%	2,086	21,120	10%
SBL	5	3.36%		0.00%	4.17%	7,966	0.00%	0	8,670	-8%
SMCO	65	43.62%	13	61.90%	40.40%	77,136	56.50%	7,740	78,590	8%
SMPL	15	10.07%		0.00%	14.78%	28,218	0.00%	0	28,200	0%
SSF	10	6.71%		0.00%	6.68%	12,756	0.00%	0	13,790	-7%
SMCCCD**										
<b>Total</b>	<b>149</b>	<b>100%</b>	<b>21</b>	<b>100.00%</b>	<b>100%</b>	<b>190,938</b>	<b>100.00%</b>	<b>13,698</b>	<b>193,130</b>	<b>6%</b>

Library	ANOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	5-Day DELIVERY FY 2024-25	Saturday Amount Base # of Stops	Saturday Amount Base On Usage	Saturday DELIVERY FY 2024-25	TOTAL DELIVERY COST FY 2024-25	FY2023-24 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	\$15,909	\$66,777	\$82,686	\$1,370	\$7,137	\$8,507	\$91,193	\$73,354	\$17,839
DCL*	\$30,226	\$57,019	\$87,246	\$685	\$1,039	\$1,724	\$88,970	\$67,918	\$21,052
MPL	\$15,909	\$38,644	\$54,552	\$1,370	\$4,019	\$5,389	\$59,941	\$50,379	\$9,562
RCL	\$23,863	\$79,127	\$102,990	\$2,054	\$6,570	\$8,624	\$111,615	\$91,432	\$20,183
SBL	\$7,954	\$29,668	\$37,622	\$0	\$0	\$0	\$37,622	\$32,084	\$5,538
SMCO	\$103,406	\$287,280	\$390,686	\$8,903	\$24,378	\$33,280	\$423,967	\$353,341	\$70,626
SMPL	\$23,863	\$105,093	\$128,956	\$0	\$0	\$0	\$128,956	\$102,738	\$26,218
SSF	\$15,909	\$47,509	\$63,418	\$0	\$0	\$0	\$63,418	\$53,651	\$9,767
SMCCCD**			\$15,600				\$15,600	\$15,000	\$600
<b>Total</b>	<b>\$237,039</b>	<b>\$711,118</b>	<b>\$963,757</b>	<b>\$14,381</b>	<b>\$43,143</b>	<b>\$57,524</b>	<b>\$1,021,281</b>	<b>\$839,897</b>	<b>\$181,384</b>

\*DCL Saturday delivery only for Westlake

\*\* SMCCCD has been charged a flat fee of \$15,600.

\*\*\* Usage statistics based on four quarterly two-week counts taken between 1/2023 and 10/2023

**To:** PLS Administrative Council  
**From:** Farrukh Farid, IT Director  
**Subject:** PLAN Preliminary Budget for FY 2024-25  
**Date:** February 1, 2024

Attached is the draft PLAN budget for FY 2024-25. Below are several items of note:

### Revenue

- In FY 2023-24, the Year 2 Cybersecurity Mitigation Project budget was \$82,965. PLAN will utilize \$47,660, leaving a remaining unexpended balance of \$35,305 to augment the FY 2024-25 Cybersecurity Mitigation Project.

### PLAN Central

#### Salaries and Benefits

- Salaries and Benefits reflect a 4% CPI adjustment.

#### Operations

- Communication costs for CENIC will decrease slightly due to discounts for the three 10GB lines. The CENIC discounts will be determined after verification with California Library Connect.
- Office expenses have decreased from \$1,150 to \$800 due to no printer replacement.
- Software License Fee (4310) has increased from \$40,000 to \$103,700, to include new annual cybersecurity monitoring services and licenses of \$32,365, new firewall warranty costs of \$14,000, VOIP phone system annual license and support of \$7,700, and other licenses.
- The Network Support and Maintenance budget will increase from \$35,000 to \$67,000. This includes one-time replacement costs for two switches and four WiFi access points at the administration office totaling \$14,800, and replacement of one central server in the data center for \$15,000.
- The budget includes the following for the Cybersecurity Mitigation Project:
  - The Year 3 Cybersecurity Mitigation Project budget has been moved to Software License Fee account (4310) from Professional Services account (4219) to budget accordingly for the purchase of the cybersecurity software subscriptions.
  - The Year 3 Cybersecurity Mitigation Project budget of \$36,540 includes \$35,305 of rollover funds.
  - Year 2 of the Cybersecurity Plan included \$35,465 for a SEIM networking security monitoring system, which was deferred to Year 3. This tool may not be required due to the other mitigation features being implemented. It is suggested that in the FY 2024-25 budget, those funds be redistributed to support new ongoing cybersecurity monitoring subscriptions of \$31,000 and other costs in that line item. These monitoring subscriptions will be ongoing costs for future budgets.
  - There is a separate Software Licenses line item for Year 3 Cybersecurity Mitigation Projects of \$1,235.



**PLAN Local**

- The annual renewal for Envisionware’s Branch Manager subscription and equipment/service warranty renewals have been included for libraries with Envisionware equipment.
- The O’Reilly subscription cost includes a 5% increase for a total of \$19,351.
- Placeholder funds of \$31,500 are included for the replacement mobile app.

**PLAN Formula**

- The base fee for SMCCCD will increase by 4% from \$19,110 to \$19,874, and the database participation will increase 3%, from \$2,575 to \$2,652 for the 3 databases (Data Axle, O’Reilly (formerly Safari) and Pronunciator). For any additional databases, the colleges will pay their portion of the percentage of the approved PLAN formula.

**Recommendation**

It is recommended that the PLS Administrative Council approve the FY 2024-25 PLAN Formula and defer the PLAN Budget until the June meeting for the final approval.

PENINSULA LIBRARY SYSTEM  
FY2024-25 Proposed PLAN Budget

**PLAN Central (951)**

GL Acct	Adopted FY 23/24	Proposed FY 24/25	Note
<b>Revenues</b>			
3660 PLAN Shared Cost	\$ 1,415,700	\$ 1,456,473	Includes 6% for administrative fees
3682 PLAN Recovery Cost	5,950	5,950	Special projects
3732 Ecommerce Pass-Through Revenue			Pass-Thru Ecommerce revenue to PLS Libraries
3000 Budget Fund Balance	24,800	35,305	Roll-Over Funds for Cybersecurity Mitigation Project Unspent Funds
3000 Budget Fund Balance	0	0	
<b>Total Revenues</b>	<b>\$1,446,450</b>	<b>\$ 1,497,728</b>	<b>3.55%</b>
<b>Expenditures</b>			
<b>SALARIES &amp; BENEFITS</b>			
			<b>Total FTE= 5.0, Incl. 4% COLA and EE Merit Increases</b>
4101 Salaries	\$594,856	\$616,492	1.0 FTE IT Director and 4.0 FTE IT Staff
4100 Auto Allowance	\$1,200	\$1,200	
4102 Dental	5,023	5,442	
4103 Pension	44,614	46,237	
4104 Deferred Comp	92,241	93,351	
4105 Health	26,776	26,776	
4106 Workers' Comp	1,763	5,526	
4107 Medicare	8,625	8,939	
4108 Unemployment Insurance	6,068	6,288	
4109 Life Insurance	795	862	
4135 Employee Communication Allow.	8,500	8,500	
Total Salaries & Benefits	<b>\$790,461</b>	<b>\$819,613</b>	<b>3.69%</b>
<b>OPERATIONS</b>			
4211 Advertisement	\$ 500	\$ 500	Job Postings
4212 Communication	38,750	28,600	(2) 10G CENIC costs (\$13,000 w/ E-Rate)+Collector Circuit (\$6K w/E-Rate); III Telecirc+landlines (\$8.4K), Comcast (1.2k)
4215 Rent	25,000	25,000	
4217 Equipment Maint	156,250	160,700	Sierra Maint.(\$160K); PCs Warr. Renewal (\$700)
4219 Professional Services	107,965	25,000	Consultants (\$25K) <b>Note:</b> Cybersecurity costs have been moved to #4310
4220 Contract Services	55,000	55,000	SMCCCD for hosting all servers and support
4230 Office Expense	1,150	800	Office supplies
4250 Misc. Supplies	3,000	3,000	Computer supplies & accessories
4233 Postage	25,000	35,000	Overdue Notices and Unique Management
4301 General Insurance	15,215	15,976	Equipment Property and Cybersurity Liability Insurances
4302 Membership Fees & Dues	300	300	Professional memberships for staff
4303 Travel & Meeting	9,000	9,000	Professional conferences;staff mileage
4304 Education & Training	12,000	12,000	Staff training
4305 Subscriptions	1,337	1,404	OCLC - Cataloging and Metadata
<b>4310 Software License Fee</b>	<b>40,000</b>	<b>103,700</b>	Cybersecurity Monitoring Subscriptions (31K), iTiva (\$16.6K), Fortinet Firewall (\$14K), VOIP (\$7.7K), Microsoft Azure (\$7.9K), Pen Testing (\$6K), Knowbe4 (\$5.5K), Freshworks Help Desk (\$5K), Listserv Server (\$4K), Go Daddy (\$1.6K), Linux OS, EZ Proxy, Carbonite, Domain Names, Adobe Pro, ...
<b>4310 Software License Fee</b>		1,235	Cybersecurity Mitigation Year3 -Patch Management
4373 Service Fees	1,700	1,500	Credit card fees for E-commerce \$1,300; E-waste Fee \$200
4439 Network Support & Maint	35,000	67,000	Network Maint(14K), includes Replace 2 switches (\$10K); Replace 4 WiFi APs (\$4.8K); Replace 1 Dell host server (\$15K), Barracuda(13.5K), VMWare (8.3K), Cisco SmartNet (\$500), RFID Pad (\$300)
4567 Computer Equipment	0	0	Staff PC with software
<b>Total Operations</b>	<b>\$ 527,167</b>	<b>\$ 545,715</b>	<b>3.52%</b>
<b>Total Expenditure</b>	<b>\$ 1,317,628</b>	<b>\$ 1,365,328</b>	<b>3.62%</b>
6% Administrative Fee	\$ 98,822	\$ 102,400	
PLAN Reserve	\$ 30,000	\$ 30,000	
<b>Total</b>	<b>\$ 1,446,450</b>	<b>\$ 1,497,728</b>	<b>3.55%</b>
	<b>FY 23/24</b>	<b>FY 24/25</b>	
<b>PLAN Reserves Balance</b>	<b>\$299,934</b>	<b>\$329,934</b>	<b>10.00%</b>

Peninsula Library System

FY 2024-25

PLAN Formula Schedule

PLAN Formula (Approved 2/7/2013)	FY 24/25
PLAN Shared Costs	\$1,456,473
*Revised SMCCCD Base Fee	\$19,874
10% Base Fee (PLAN shared cost -SMCCCD Flat Fee)	\$143,660
50% Resident Circulation	\$646,469
50% Technology	\$646,469
<b>Total</b>	<b>\$1,456,473</b>

RESIDENT CIRCULATION	FY 22/23	% Library Circulation
BPL	244,859	10.12%
DCPL	106,744	4.41%
MPL	191,433	7.91%
RCPL	290,641	12.02%
SBPL	83,240	3.44%
SMCO	1,054,161	43.58%
SMPL	291,411	12.05%
SSFPL	156,165	6.46%
<b>Total</b>	<b>2,418,654</b>	<b>100%</b>

TECHNOLOGY	FY 22/23 Network Devices	% of Network Devices	FY 22/23 Wired PCs	% of Wired PCs	FY 22/23 Wifi Stats	% Wifi Stats	Avg % Technology Indicators
BPL	23	7.19%	86	5.87%	21,030	6.64%	6.56%
DCPL	21	6.56%	101	6.89%	13,892	4.38%	5.95%
MPL	16	5.00%	26	1.77%	17,901	5.65%	4.14%
RCPL	54	16.88%	76	5.18%	31,038	9.79%	10.62%
SBPL	6	1.88%	42	2.86%	4,269	1.35%	2.03%
SMCO	147	45.94%	774	52.80%	149,145	47.06%	48.60%
SMPL	22	6.88%	249	16.98%	45,090	14.23%	12.70%
SSFPL	31	9.69%	112	7.64%	34,579	10.91%	9.41%
<b>Total</b>	<b>320</b>	<b>100%</b>	<b>1,466</b>	<b>100.00%</b>	<b>316,944</b>	<b>100.00%</b>	<b>100.00%</b>

SMCCCD New Base Fee

<b>FY24/25 New Base Fee*</b>
<b>\$19,874</b>

<b>FY23/24 Base Fee</b>
<b>\$19,110</b>

	10% Base Fee =	\$143,660	Circulation	Technology	FY 24/25 PLAN Formula with SMCCCD Base Fee	FY 24/25 PLAN and SMCCCD Base Fee Cost Distribution	FY 23/24 PLAN Formula w/SMCCCD Flat Fee	FY 23/24 SMCCD Flat Fee PLAN Cost Distribution
BPL	\$	17,957	\$ 65,447	\$ 42,428	8.64%	\$ 125,832	8.46%	\$ 117,109
DCPL	\$	17,957	\$ 28,531	\$ 38,433	5.83%	\$ 84,921	6.00%	\$ 83,014
MPL	\$	17,957	\$ 51,167	\$ 26,767	6.58%	\$ 95,892	6.54%	\$ 90,528
RCPL	\$	17,957	\$ 77,684	\$ 68,638	11.28%	\$ 164,279	11.75%	\$ 162,655
SBPL	\$	17,957	\$ 22,249	\$ 13,117	3.66%	\$ 53,323	3.59%	\$ 49,663
SMCO	\$	17,957	\$ 281,761	\$ 314,166	42.15%	\$ 613,884	41.54%	\$ 574,848
SMPL	\$	17,957	\$ 77,890	\$ 82,072	12.22%	\$ 177,920	13.06%	\$ 180,689
SSFPL	\$	17,957	\$ 41,741	\$ 60,849	8.28%	\$ 120,547	7.67%	\$ 106,148
<b>SMCCCD</b>	<b>\$</b>	<b>19,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>1.36%</b>	<b>\$ 19,874</b>	<b>1.38%</b>	<b>\$ 19,110</b>
<b>Total</b>	<b>\$</b>	<b>163,534</b>	<b>\$ 646,469</b>	<b>\$ 646,469</b>	<b>100.00%</b>	<b>\$ 1,456,473</b>	<b>100.00%</b>	<b>\$ 1,383,763</b>

\*4% CPI Adjustment

PENINSULA LIBRARY SYSTEM  
 FY2024-25 Proposed PLAN LOCAL Budget

**PLAN LOCAL (952)**

		Adopted FY 23/24	Proposed FY 24/25	Note
<b><u>GL Acct</u></b>	<b><u>Revenue</u></b>			
3674	Reimbursable Costs	\$1,668,993	\$1,564,467	
	<b>Total Revenues</b>	<b>\$1,668,993</b>	<b>\$1,564,467</b>	<b>(6.26%)</b>
	<b><u>Expenditure</u></b>			
4445	Reimbursable Library Expense	\$1,668,993	\$1,564,467	
	<b>Total Expenditure</b>	<b>\$1,668,993</b>	<b>\$1,564,467</b>	<b>(6.26%)</b>

**FY 2024-25 PROPOSED PLS FEES**

	BPL 24/25	BPL 23/24	BPL 22/23	DCPL 24/25	DCPL 23/24	DCPL 22/23
<b>JPA Fees (Pay to PLP)</b>	\$15,641	\$15,641	\$15,641	\$11,641	\$11,641	\$10,641
<b>DELIVERY</b>	\$91,193	\$73,354	\$72,556	\$88,970	\$67,918	\$61,796
<b>PLAN CENTRAL</b>	\$125,832	\$117,109	\$103,998	\$84,921	\$83,014	\$71,791
<b>Total PLS Fees</b>	<b>\$232,666</b>	<b>\$206,103</b>	<b>\$192,195</b>	<b>\$185,532</b>	<b>\$162,573</b>	<b>\$144,228</b>
<b>PLAN LOCAL - Cost Recovery</b>						
RFID Maint (SelfChks+ AMH+Libr Connect)	\$3,505	\$27,913	\$27,561	\$21,912	\$23,247	\$23,318
Envisionware	\$6,778	\$6,455	\$6,455	\$10,580	\$10,076	\$10,076
Domain Controller/Additional servers	\$400	\$400	\$400	\$400	\$400	\$400
CENIC 1 G with E-rate discount	\$3,850	\$3,378	\$3,942	\$7,698	\$6,815	\$7,931
Debt Collect				\$2,927	\$2,927	\$2,927
Authority Control Maint. Charge	\$1,174	\$962	\$641	\$792	\$682	\$442
BiblioCommons (fine + language)	\$9,275	\$8,756	\$7,365	\$6,259	\$6,207	\$5,084
Communico Mobile App	\$4,818	\$2,703	\$2,330	\$3,251	\$1,916	\$1,609
DeepFreeze	\$7,610	\$7,610		\$1,550	\$1,550	\$1,605
TeamViewer	\$294	\$288	\$233	\$199	\$204	\$161
OCLC Worldshare (Discontinued)			\$517			\$3,759
<b>eResources</b>						
Content Café Ebsco	\$2,044	\$2,031	\$1,809	\$1,380	\$1,440	\$1,249
Data Axle	\$1,105	\$1,085	\$968	\$746	\$769	\$668
EBSCO	\$9,841	\$9,641	\$8,690	\$6,641	\$6,834	\$6,841
eMagazine	\$3,153	\$3,089	\$2,888	\$2,128	\$2,190	\$1,994
OverDrive Collection	\$55,861	\$51,723	\$47,585	\$43,977	\$40,719	\$37,462
O'Reilly (Safari) eBooks	\$1,618	\$1,470	\$1,453	\$1,092	\$1,042	\$1,003
Pronunciator	\$1,162	\$1,135	\$965			
Future Purchases	\$1,728	\$1,692	\$1,509	\$1,166	\$1,199	\$1,042
<b>Total PLAN LOCAL</b>	<b>\$114,216</b>	<b>\$130,333</b>	<b>\$125,206</b>	<b>\$112,697</b>	<b>\$108,218</b>	<b>\$126,653</b>
<b>Grand Total</b>	<b>\$346,881</b>	<b>\$336,436</b>	<b>\$317,401</b>	<b>\$298,230</b>	<b>\$270,792</b>	<b>\$270,881</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local</i>						
	MPL 24/25	MPL 23/24	MPL 22/23	RCL 24/25	RCL 23/24	RCL 22/23
<b>JPA Fees (Pay to PLP)</b>	\$9,641	\$9,641	\$10,641	\$19,641	\$19,641	\$19,641
<b>DELIVERY</b>	\$59,941	\$50,379	\$43,986	\$111,615	\$91,432	\$78,915
<b>PLAN CENTRAL</b>	\$95,892	\$90,528	\$70,744	\$164,279	\$162,655	\$155,607
<b>Total PLS Fees</b>	<b>\$165,474</b>	<b>\$150,548</b>	<b>\$125,370</b>	<b>\$295,535</b>	<b>\$273,728</b>	<b>\$254,163</b>
<b>PLAN LOCAL - Cost Recovery</b>						
RFID Maint (SelfChks+ AMH+Libr Connect)	\$24,879	\$28,789	\$28,876	\$4,661	\$46,201	\$45,758
Envisionware	\$5,565	\$5,300	\$5,300	\$14,412	\$13,726	\$13,726
Domain Controller/Additional servers	\$400	\$400	\$400	\$400	\$400	\$400
CENIC 1 G with E-rate discount	\$3,850	\$3,407	\$3,960	\$5,774	\$5,082	\$7,939
Debt Collect	\$2,372	\$2,372	\$2,372	\$5,245	\$5,245	\$5,245
Authority Control Maint. Charge	\$895	\$744	\$436	\$1,533	\$1,337	\$959
BiblioCommons (fine + language)	\$7,068	\$6,768	\$5,010	\$12,109	\$12,161	\$11,021
Communico Mobile App	\$3,671	\$2,090	\$1,585	\$6,290	\$3,755	\$3,487
DeepFreeze	\$813	\$813	\$1,011	\$3,075	\$3,075	\$4,656
Innovative Modules (floating collections, Link+)	\$18,026	\$17,333	\$15,976			
TeamViewer	\$224	\$223	\$158	\$384	\$400	\$348
OCLC Worldshare (Discontinued)			\$1,253			\$2,506
<b>eResources</b>						
Content Café Ebsco	\$1,558	\$1,570	\$1,230	\$2,669	\$2,822	\$2,706
Data Axle	\$842	\$839	\$658	\$1,443	\$1,507	\$1,448
EBSCO	\$7,499	\$7,453	\$7,074	\$12,848	\$13,391	\$12,241
eMagazine	\$2,403	\$2,388	\$1,965	\$4,117	\$4,291	\$4,321
OverDrive Collection	\$45,473	\$42,105	\$38,736	\$78,689	\$72,860	\$67,031
O'Reilly (Safari) eBooks	\$1,233	\$1,137	\$988	\$2,112	\$2,042	\$2,173
Pronunciator	\$885	\$877	\$657	\$1,516	\$1,576	\$1,444
Future Purchases	\$1,317	\$1,308	\$1,026	\$2,256	\$2,350	\$2,258
<b>Total PLAN LOCAL</b>	<b>\$128,974</b>	<b>\$125,915</b>	<b>\$118,673</b>	<b>\$159,532</b>	<b>\$192,220</b>	<b>\$189,667</b>
<b>Grand Total</b>	<b>\$294,447</b>	<b>\$276,463</b>	<b>\$244,043</b>	<b>\$455,067</b>	<b>\$465,948</b>	<b>\$443,830</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local</i>						

**FY 2024-25 PROPOSED PLS FEES**

	SBL 24/25	SBL 23/24	SBL 22/23	SMPL 24/25	SMPL 23/24	SMPL 22/23
<b>JPA Fees (Pay to PLP)</b>	\$9,641	\$9,641	\$9,641	\$17,641	\$17,641	\$17,641
<b>DELIVERY</b>	\$37,622	\$32,084	\$23,100	\$128,956	\$102,738	\$95,410
<b>PLAN CENTRAL</b>	\$53,323	\$49,663	\$44,055	\$177,920	\$180,689	\$139,795
<b>Total PLS Fees</b>	<b>\$100,586</b>	<b>\$91,387</b>	<b>\$76,796</b>	<b>\$324,517</b>	<b>\$301,069</b>	<b>\$252,846</b>
<b>PLAN LOCAL - Cost Recovery</b>						
RFID Maint (SelfChks+ AMH+Libr Connect)	\$6,366	\$6,870	\$6,704		\$65,462	\$30,573
Envisionware	\$5,098	\$4,855	\$4,855	\$15,735	\$14,986	\$14,986
Domain Controller/Additional servers	\$400	\$400	\$400	\$400	\$400	\$400
CENIC 1 G with E-rate discount	\$1,925	\$1,704	\$1,980	\$5,774	\$5,082	\$5,922
Debt Collect	\$2,085	\$2,085	\$2,085	\$5,594	\$5,594	\$5,594
Authority Control Maint. Charge	\$497	\$408	\$272	\$1,660	\$1,485	\$862
BiblioCommons (fine + language)	\$3,930	\$3,713	\$3,120	\$13,114	\$13,510	\$9,901
Communico Mobile App	\$2,042	\$1,146	\$987	\$6,812	\$4,171	\$3,132
DeepFreeze	\$325	\$325	\$168	\$4,059	\$4,059	\$4,160
Innovative Modules (floating collections, Link+)						
TeamViewer	\$125	\$122	\$99	\$416	\$445	\$313
OCLC Worldshare (Discontinued)			\$361			\$3,759
<b>eResources</b>						
Content Café Ebsco	\$866	\$861	\$766	\$2,891	\$3,134	\$2,431
Data Axle	\$468	\$460	\$410	\$1,562	\$1,674	\$1,301
EBSCO	\$4,170	\$4,089	\$4,630	\$13,914	\$14,876	\$15,377
eMagazine	\$1,336	\$1,310	\$1,223	\$4,459	\$4,767	\$3,882
OverDrive Collection	\$29,767	\$27,562	\$25,357	\$98,853	\$91,530	\$84,208
O'Reilly (Safari) eBooks	\$685	\$623	\$615	\$2,287	\$2,268	\$1,953
Pronunciator	\$492	\$481	\$409	\$1,642	\$1,751	\$1,298
Future Purchases	\$732	\$718	\$639	\$2,443	\$2,611	\$2,028
<b>Total PLAN LOCAL</b>	<b>\$61,311</b>	<b>\$57,733</b>	<b>\$55,081</b>	<b>\$181,615</b>	<b>\$237,804</b>	<b>\$192,079</b>
<b>Grand Total</b>	<b>\$161,897</b>	<b>\$149,120</b>	<b>\$131,877</b>	<b>\$506,132</b>	<b>\$538,873</b>	<b>\$444,925</b>
<i>Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs</i>						
	SMCO 24/25	SMCO 23/24	SMCO 22/23	SSF 24/25	SSF 23/24	SSF 22/23
<b>JPA Fees (Pay to PLP)</b>	\$35,641	\$35,641	\$30,641	\$16,641	\$16,641	\$15,641
<b>DELIVERY</b>	\$423,967	\$353,341	\$317,540	\$63,418	\$53,651	\$39,374
<b>PLAN CENTRAL</b>	\$613,884	\$574,848	\$677,237	\$120,547	\$106,148	\$97,911
<b>Total PLS Fees</b>	<b>\$1,073,492</b>	<b>\$963,830</b>	<b>\$1,025,418</b>	<b>\$200,606</b>	<b>\$176,440</b>	<b>\$152,927</b>
<b>PLAN LOCAL - Cost Recovery</b>						
RFID Maint (SelfChks+ AMH+Libr Connect)	\$110,002	\$116,577	\$114,905	\$397	\$34,363	\$34,052
Envisionware	\$53,264	\$50,728	\$50,728	\$9,975	\$9,500	\$9,500
Domain Controller/Additional servers	\$1,400	\$1,400	\$1,400			
CENIC 1 G with E-rate discount	\$26,944	\$23,521	\$25,844	\$3,849	\$3,408	\$3,960
Debt Collect	\$13,586	\$13,586	\$13,586	\$2,945	\$2,945	\$2,945
Authority Control Maint. Charge	\$5,727	\$4,725	\$4,174	\$1,125	\$872	\$603
BiblioCommons (fine + language)	\$45,249	\$42,980	\$47,964	\$8,885	\$7,936	\$6,934
Innovative Linked Data						
Communico Mobile App		\$13,269	\$15,175	\$4,615	\$2,450	\$2,194
DeepFreeze	\$13,320	\$13,320	\$8,700	\$734	\$734	\$765
Innovative Modules (floating collections, Link+)	\$33,130	\$31,939	\$27,511			
Innovative Mobile App	\$24,535	\$23,370	\$41,315			
TeamViewer	\$1,436	\$1,415	\$1,515	\$282	\$261	\$219
OCLC Worldshare (Discontinued)			\$3,759			\$361
<b>eResources</b>						
Content Café Ebsco	\$9,973	\$9,972	\$11,778	\$1,958	\$1,841	\$1,703
Data Axle	\$5,391	\$5,325	\$6,302	\$1,059	\$983	\$911
EBSCO	\$48,009	\$47,326	\$41,927	\$9,427	\$8,739	\$8,221
eMagazine	\$15,383	\$15,165	\$18,807	\$3,021	\$2,800	\$2,719
OverDrive Collection	\$269,533	\$249,568	\$229,603	\$52,847	\$48,932	\$45,018
O'Reilly (Safari) eBooks	\$7,891	\$7,217	\$9,459	\$1,550	\$1,333	\$1,368
Pronunciator	\$5,667	\$5,570	\$6,286			
Future Purchases	\$8,429	\$8,306	\$9,826	\$1,655	\$1,534	\$1,421
<b>Total PLAN LOCAL</b>	<b>\$698,871</b>	<b>\$685,278</b>	<b>\$690,564</b>	<b>\$104,325</b>	<b>\$128,633</b>	<b>\$122,894</b>
<b>Grand Total</b>	<b>\$1,772,363</b>	<b>\$1,649,108</b>	<b>\$1,715,982</b>	<b>\$304,931</b>	<b>\$305,072</b>	<b>\$275,821</b>
<i>Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs</i>						

**FY 2024-25 PROPOSED PLS FEES**

	SMCCCD 24/25	SMCCCD 23/24	SMCCCD 22/23	PLS Total 24/25	PLS Total 23/24	PLS Total 22/23
<b>JPA Fees (Pay to PLP)</b>	\$3,000	\$3,000	\$3,000	\$139,128	\$139,128	\$133,128
<b>DELIVERY</b>	\$15,600	\$15,000	\$15,639	\$1,021,281	\$839,897	\$748,315
<b>PLAN CENTRAL</b>	\$19,874	\$19,110	\$18,200	\$1,456,473	\$1,383,763	\$1,379,338
<b>Total PLS Fees</b>	<b>\$38,474</b>	<b>\$37,110</b>	<b>\$36,839</b>	<b>\$2,616,882</b>	<b>\$2,362,788</b>	<b>\$2,260,782</b>
<b>PLAN LOCAL - Cost Recovery</b>						
RFID Maint ( <i>SelfChks+ AMH+Libr Connect</i> )				\$171,722	\$349,420	\$311,746
Envisionware				\$121,407	\$115,626	\$115,626
Domain Controller/Additional servers				\$3,800	\$3,800	\$3,800
CENIC 1 G with E-rate discount				\$59,664	\$52,397	\$61,479
Debt Collect				\$34,753	\$34,753	\$34,753
Authority Control Maint. Charge				\$13,403	\$11,216	\$8,388
BiblioCommons (fine + language)				\$105,891	\$102,031	\$96,400
Innovative Linked Data						
Communico Mobile App				\$31,500	\$31,500	\$30,500
DeepFreeze				\$31,486	\$31,486	\$21,065
Beanstack ( <i>Discontinued</i> )						
Innovative Modules ( <i>floating collections, Link+</i> )				\$51,156	\$49,272	\$43,487
Innovative Mobile App				\$24,535	\$23,370	\$41,315
TeamViewer				\$3,360	\$3,360	\$3,045
OCLC Worldshare ( <i>Discontinued</i> )			\$2,242			\$14,398
<b>eResources</b>						
Content Café Ebsco				\$23,340	\$23,672	\$23,672
Data Axle	\$884	\$858	\$833	\$13,500	\$13,500	\$13,500
EBSCO				\$112,350	\$112,350	\$105,000
eMagazine				\$36,000	\$36,000	\$37,800
OverDrive Collection				\$675,000	\$625,000	\$575,000
O'Reilly (Safari) eBooks	\$884	\$859	\$834	\$19,351	\$17,991	\$19,846
Pronunciator	\$884	\$858	\$833	\$12,249	\$12,249	\$11,892
Future Purchases	\$274	\$283	\$251	\$20,000	\$20,000	\$20,000
<b>Total PLAN LOCAL</b>	<b>\$2,926</b>	<b>\$2,858</b>	<b>\$4,994</b>	<b>\$1,564,467</b>	<b>\$1,668,993</b>	<b>\$1,592,710</b>
<b>Grand Total</b>	<b>\$41,401</b>	<b>\$39,968</b>	<b>\$41,833</b>	<b>\$4,181,349</b>	<b>\$4,031,781</b>	<b>\$3,853,492</b>
<i>Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs</i>						



## PLS Executive Director/PLP CEO Accomplishments January - December 2023

The accomplishments below represent the work of the PLS staff as well as the Executive Director, and the Executive Director recognizes the staff's hard work in completing the activities.

### Peninsula Library System Projects

- Continue exploration of electrification of Delivery trucks and incorporate any changes into the budget. **Completed/Ongoing: PLS continues to watch changing legislation and industry standards. Commencing with the FY 2023-24 PLS Delivery budget, a line item has been added to budget for additional costs related to electrification.**
- Continue Cybersecurity Mitigation Plan for PLS internal and external networks, including implementing Multi-Factor Identification and purchasing a new, more secure Help Desk system. **Completed/Ongoing: Year 1 of the three-year plan has been completed. Multi-factor authentication has been completed, and a new help desk ticketing system is being implemented. Additional mitigation steps have been implemented to enhance the network security infrastructure.**
- By querying other library systems, performing research, and working with the PLS committees and groups, perform an in-depth comparison of Vega Discovery and BiblioCommons. **Completed/Ongoing: The comparison has been completed and the Council has agreed to continue to watch developments and incorporate this into the ILS study in FY 25-26.**
- Implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. **Estimated date of completion: Ongoing: PLS continues to watch the development of this suite of products. The email notices version was released for stand-alone libraries but is still in development for consortia. When it becomes available, PLAN will work with the Circulation Managers on testing and implementation.**
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. **Deferred : The Load Profile project has taken longer than expected, so this subject heading project will commence in 2024.**

### Pacific Library Partnership Projects

- In December 2022, PLP submitted applications to be the multi-year fiscal partner with the State Library for four statewide LSTA grants, including a new statewide Public Library Staff Education Program (PLSEP) grant, as well as the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. If PLP is awarded

some or all of these, we will work with the State Library on the FY 2023-24 applications and complete the fiscal activities of the grant. **Completed: PLP was awarded three of the four applications it applied for: Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project.**

- Complete the work of the FY 2022-23 and any FY 2023-24 Statewide LSTA grants in partnership with the California State Library. Complete the work of Year 2 of the statewide Workforce Development Career Pathways Project for statewide databases, and the Statewide Online Tutoring Partner Program Grants. Continue the Year 1 works of the AmeriCorps grant to support/supplement the statewide adult literacy grant, and, if awarded Year 2, commence with that work. **Completed/Ongoing. Both the Workforce Development Career Pathways Project and the Statewide Online Tutoring Partner Program have end dates of Fall 2024. After much examination, it was determined that it was not in PLP's best interest to apply for Year 2 of the AmeriCorps grant. The Year 1 AmeriCorps grant will be completed by the end of January 2024.**
- Work with the PLS Executive Committee to determine next steps regarding the PLP Executive and Middle Management leadership training, and whether the program will be discontinued or redesigned. **An Ad Hoc Group has identified priorities for leadership training and has determined that the initial focus should be on middle managers. A trainer has been identified, and a more developed plan will be created for implementation, along with a timeline.**
- Survey the PLP membership regarding CLSA priorities and PLP strategic initiatives. Incorporate findings into CLSA menu of services and in forming new PLP strategic priorities. **Completed. The new three-year priorities were created and enhanced through an Ad Hoc Group to ensure that each goal incorporated an equity lens. The priorities and initiatives were adopted by PLP, and work has begun on the activities.**
- To continue further professional development opportunities, the PLP Staff Development Committee will host additional Brown Bag virtual discussions related to self-promotion, interview skill building, or networking and communication. **Completed: The Workshop "Seeing Yourself as an Asset" was held in March, with 143 registrants and 80 attendees. Another one is planned in February 2024: "Moving Up: How to Interview for Your Next Promotion." Independent of the Staff Development Committee, PLP held "Prepare Your Library for Collection Development Challenges" in March. Participants shared their collection development and reconsideration policies and discussed ways to strengthen them.**
- With Governor Newsom lifting pandemic-related emergency rules by February 28, 2023, revisit with all PLP committees regarding the Brown Act. Commence reconvening some meetings in person and keeping others virtual. **Completed. All Committees are aware of the updates to the Brown Act and are in compliance. Some Committees are meeting solely in person, some have chosen to alternate between in-person and virtually, and some continue to meet virtually.**
- Continue to provide strategic direction and management to NorthNet Library System. Complete the activities related to the CLSA formula study by an outside consultant and implement any

recommended changes for the FY 2023-24 budget. **Completed: The study and all follow-up questions have been addressed and the work has been completed and implemented. An Ad Hoc Group has been formed to write budget definitions, and several products have been explored for use of CLSA funds. NLS has adopted strategic priorities, and the activities are being addressed by various groups.**

### **Legislative Work**

- In 2023, participate as a member of the CLA Advocacy and Legislative Committee for my sixth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests. **Completed. Of note is SB321, the Student Success bill authored by Senator Ashby, which was signed into law by Governor Newsom. Senator Ashby was familiar with the Student Success program at the Sacramento Public Library. That library was part of the PLP statewide Student Success Initiative, funded through an LSTA grant from the State Library. PLP should be very proud that an idea which was generated from its members, and then spread statewide, has been enacted into law. Over my time on the Legislative Committee, I have worked with two Senators and on three bills regarding Student Success.**

## PLS Executive Director/PLP CEO Work Plan January - December 2024

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2024 Work Plan. I would like to acknowledge that the Work Plan represents the work of all staff, and that I do not claim credit for the work performed by the staff. I recognize and support their hard work in completing the activities.

### **Peninsula Library System Projects**

- Apply for the San Mateo County Measure K three-year grant by January 2024. If awarded, work with the PLS Youth Group to implement a modified program. If not awarded, work with the Youth Group to reimagine summer learning programs. *Estimated date of completion: Spring/Summer 2024*
- With the InfoServices Committee, identify requirements and optional features for a catalog discovery mobile app. If necessary, release an RFP and implement the app. *Estimated date of completion: June 2024*
- Work with eBook Chair to develop better tracking of OverDrive budget. *Estimated date of completion: Spring 2024*
- Complete Year 2 of Cybersecurity Mitigation Plan for PLS internal and external networks and commence with Year 3 activities, including implementing a third-party 24/7 network system security monitoring system. *Estimated date of completion: December 2024*
- Apply for a broadband grant to replace the indoor WiFi access points and consider also applying for funds to replace the switches. *Estimated date of completion: December 2024*
- When ready for consortia, implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *Estimated configuration completion Winter 2024*
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. *Estimated date of completion: Winter 2024*

### **Pacific Library Partnership Projects**

- Research a tool to automate the process of issuing and tracking various claim forms from PLP, NLS and PLS. Perform a test run with one of the claim forms. *Estimated date of completion: May 2024*
- Complete the work of the FY 2023-24 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2024-25 grant applications and complete the fiscal activities of the grant. *Estimated date of completion: December 2024*

- Complete the work of the two FY 2022-24 state-funded Statewide grants in partnership with the California State Library, including the Workforce Development Career Pathways Project for statewide databases, and the Online Tutoring Partner Program Grants. *Estimated date of completion: Fall 2024*
- Continue the development with the PLP Executive Committee to design and implement the newly imagined PLP Middle Management leadership training. *Estimated date of completion: Summer 2024*
- Continue implementation of PLP Strategic Priority activities, including establishing communities of practice. *Estimated date of completion: December 2024*
- To continue further professional development opportunities, the PLP Staff Development Committee will host additional virtual workshops related to self-promotion, interview skill building, or networking and communication. *Estimated time of first event: February 2024*
- Provide additional opportunities for workshops and trainings as needed. In January 2024, hold a virtual training for PLP members regarding AI. *Estimated date of completion: December 2024*
- Continue to provide strategic direction and management to NorthNet Library System. *Estimated date of completion: December 2024*

### **Legislative Work**

- In 2024, participate as a member of the CLA Advocacy and Legislative Committee for my seventh year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.

### **Ongoing work**

- Support PLP, its four legacy systems, and NorthNet by attending meetings and responding to requests and initiatives. This includes attending 24 meetings annually supporting BALIS, MOBAC, PLS and SVLS, 4 meetings for PLP, and 6 meetings for NorthNet, for a total of 34 meetings.
- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Coordinate with other systems for the Spring and Fall California Library Services Board meetings, focusing on CLSA regulatory language interpretations, funding, and priorities. Attend CLSB meetings with NLS and PLP Chairs.

*All of the above will be accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.*

**To:** PLS Administrative Council  
**From:** Farrukh Farid, IT Director  
**Subject:** PLS Equipment Inventory with End-Of-Life  
**Date:** February 1, 2024

In recognition of each library's need to forecast network and hardware equipment replacement costs, PLAN has developed an inventory list to help track assets, their approaching End-Of-Life (EOL) and associated estimated costs for replacement. Through this list, which will be updated annually by PLAN, libraries and PLAN can anticipate upcoming replacements and work together to maintain a secure and up-to-date network system.

### **Products Life Expectancies Management**

Each product, software, hardware, or operating system that PLAN staff manage and support comes with varying useful life expectancies. The useful life expectancy for products can be anywhere from a few years to many years. Variables include the vendor's continued support and, in some cases, no known industry standard for the lifespan of a product. With all this in mind, the inventory spreadsheet is set up to help manage two important things, the products patch/versions management, and the products End-of-Life management.

### **Security and Integrity**

Older and End-of-Life products can pose a serious threat to computer networks and devices. Threat actors, hackers, and attackers can easily exploit software, hardware, operating systems, and firmware that are no longer supported by their manufacturers. Newer products come with the latest and advanced level of security protection software that helps manage the security and integrity of the equipment.

### **Inventory Spreadsheet**

The inventory by library lists the type, manufacturer, and quantity along with the cost of initial purchase, the date it was purchased with an estimated date and/or actual date of its EOL. It also lists when the equipment was upgraded with the latest version/patch, and the number of years remaining for its replacement. With this information available PLAN can alert libraries if the equipment would need to be upgraded/replaced should its EOL be approaching within a year or two.

Asset	Replacement Schedule	Fiscal Year
Switches	7 years	FY 2024-25
Wireless Access Points (APs) Indoor	6 years	FY 2024-25
PC for Envisionware Management Console	5 years	FY 2025-26
Wireless Access Points (APs) Outdoor	6 years	FY 2025-26 or later
Automated Material Handling (AMH)	10 years	Varies by location
PC for AMH	5 years	Varies by vendor & install date
Self-checks	7 years	Varies by install date
PC for Self-Check	5 years	Varies by install date
Print Release Stations (PRS)	7 years	Varies by install date
Library Document Station (LDS)	10 years	Varies by install date
Coin and Bill Acceptor (CBA)	10 years	Varies by install date
RFID Gates	10 years	Varies by install date
RFID Pads	10 years	Varies by install date
Credit Card (CC) Terminals	10 years	Varies by install date

For the PCs in the chart above, upgrades may be required based on their operating system. For PCs with Windows 10, the end of life is expected to be between 2027 and 2032, because they are connected to the Microsoft Windows 10 Internet of Things (IoT) licensing. The date range is dependent on the Windows 10 version.

**Establishing a Replacement Schedule for Central AMH and PLAN Computer Hardware Costs**

PLS maintains reserves for PLAN, Delivery, and vehicle replacement.

The PLAN end of life schedule for the consortium centralized computer hardware located at the Data Center is generally funded by the PLAN Reserve. The PLAN Reserve includes a healthy balance, and some of those funds could be used to offset other computer hardware replacement costs. PLS has been fortunate that in the last six years, PLS has been awarded broadband grants to offset the costs. However, due to the state budget shortfall, those grant funds may be less available in the next several years.

PLAN reserves are intended to be used for the unexpected replacement of PLS Data Center network equipment and to ensure timely replacement of EOL equipment.

The Central AMH was purchased in 2017. Lyngsoe has suggested that AMHs should be replaced every 10 years, which for this unit, would be in approximately 2027. The estimated replacement cost is \$440,000. It is recommended that PLS consider developing an AMH replacement schedule and adding that cost to the FY 2024-25 budget to ensure adequate funds when required. The Delivery budget has a smaller Reserve, but it may be used to offset some of the cost of the AMH.



At the January 4, 2024 Executive Committee meeting, it was requested that Administrative Council be presented potential replacement schedule models for the AMH featuring a blended approach of funding from Delivery and PLAN reserves, PLS fund balance, and library contributions. While it may be possible to extend the life of the AMH beyond 2027, all models reach full replacement cost by FY 2027-28 to ensure that replacement can happen should it be necessary.

The three models below include varying levels of Delivery and PLAN reserves, fund balance (estimated at \$1,472,657), and library contributions. The chart below shows the estimated available Delivery and PLAN reserves through FY 2027-28. Currently, the Delivery reserve increases by \$10,000 each year. The PLAN reserve increases by \$30,000 annually. The modified available reserves exclude \$300,000 from the PLAN reserve, which could be used to cover the full cost of networking hardware replacement required in the next five years.

	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Delivery Reserve (\$10K increase/yr)	\$38,532	\$48,532	\$58,532	\$68,532
PLAN Reserves (\$30K increase/yr)	\$329,934	\$359,934	\$389,934	\$419,934
Total Reserves Available	\$368,466	\$408,466	\$448,466	\$488,466
Reserve for Data Center Equipment	\$300,000	\$300,000	\$300,000	\$300,000
<b>Modified Reserves Available</b>	<b>\$68,466</b>	<b>\$108,466</b>	<b>\$148,466</b>	<b>\$188,466</b>

**Full Depletion of Modified Reserves, \$100,000 from Fund Balance**

The following model depletes all available reserve funds (excluding those reserved for the data center) and uses \$100,000 from fund balance, with libraries contributing \$151,534 over a four-year period. Below, the model shows the individual library payments each year using the FY 2024-25 Delivery formula percentage. Please note, the actual individual costs will vary year to year when the Delivery formula is updated, but the overall costs will remain the same.

AMH Cost	\$440,000
Use of Reserves	\$188,466
Use of PLS Fund Balance	\$100,000
<b>Library Contribution (over 4 years)</b>	<b>\$151,534</b>

Cost (using FY 24-25 Delivery %)	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
BPL (8.93%)	\$3,383	\$3,383	\$3,383	\$3,383
DCPL (8.71%)	\$3,300	\$3,300	\$3,300	\$3,300
MPL (5.87%)	\$2,224	\$2,224	\$2,224	\$2,224
RCPL (10.93%)	\$4,141	\$4,141	\$4,141	\$4,141
SBPL (3.68%)	\$1,394	\$1,394	\$1,394	\$1,394
SMCO (41.51%)	\$15,725	\$15,725	\$15,725	\$15,725
SMPL (12.63%)	\$4,785	\$4,785	\$4,785	\$4,785
SSFPL (6.21%)	\$2,353	\$2,353	\$2,353	\$2,353
SMCCCD (1.53%)	\$580	\$580	\$580	\$580
TOTAL	\$37,884	\$37,884	\$37,884	\$37,884
<b>4-Year Library Contribution</b>	<b>\$151,534</b>			

**Maintain FY 2024-25 Reserve Levels After AMH Purchase, \$100,000 From Fund Balance**

The following model uses \$120,000 of Delivery and PLAN reserves in FY 2027-28 and \$100,000 from PLS fund balance, with libraries contributing \$220,000 over a four-year period. This model results in Delivery and PLAN reserves returning to the same levels as FY 2024-25 after the AMH is purchased. This maintains some flexibility for any other situations that may require the use of reserves.

AMH Cost	\$440,000
Use of Reserves	\$120,000
Use of PLS Fund Balance	\$100,000
<b>Library Contribution (over 4 years)</b>	<b>\$220,000</b>

Cost (using FY 24-25 Delivery %)	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
BPL (8.93%)	\$4,912	\$4,912	\$4,912	\$4,912
DCPL (8.71%)	\$4,791	\$4,791	\$4,791	\$4,791
MPL (5.87%)	\$3,229	\$3,229	\$3,229	\$3,229
RCPL (10.93%)	\$6,012	\$6,012	\$6,012	\$6,012
SBPL (3.68%)	\$2,024	\$2,024	\$2,024	\$2,024
SMCO (41.51%)	\$22,831	\$22,831	\$22,831	\$22,831
SMPL (12.63%)	\$6,947	\$6,947	\$6,947	\$6,947
SSFPL (6.21%)	\$3,416	\$3,416	\$3,416	\$3,416
SMCCCD (1.53%)	\$842	\$842	\$842	\$842
TOTAL	\$55,000	\$55,000	\$55,000	\$55,000
<b>4-Year Library Contribution</b>	<b>\$220,000</b>			

**Use \$150K from Reserves, \$150K from Fund Balance**

The final model uses \$150,000 from Delivery and PLAN reserves and \$150,000 from fund balance, with libraries contributing \$140,000 over a four-year period. By utilizing more fund balance than the previous models, there is an ability to retain some of the available reserves and reduce the shared costs to libraries.

AMH Cost	\$440,000
Use of Reserves	\$150,000
Use of PLS Fund Balance	\$150,000
<b>Library Contribution (over 4 years)</b>	<b>\$140,000</b>

Cost (using FY 24-25 Delivery %)	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
BPL (8.93%)	\$3,126	\$3,126	\$3,126	\$3,126
DCPL (8.71%)	\$3,049	\$3,049	\$3,049	\$3,049
MPL (5.87%)	\$2,055	\$2,055	\$2,055	\$2,055
RCPL (10.93%)	\$3,826	\$3,826	\$3,826	\$3,826
SBPL (3.68%)	\$1,288	\$1,288	\$1,288	\$1,288
SMCO (41.51%)	\$14,529	\$14,529	\$14,529	\$14,529
SMPL (12.63%)	\$4,421	\$4,421	\$4,421	\$4,421
SSFPL (6.21%)	\$2,174	\$2,174	\$2,174	\$2,174
SMCCCD (1.53%)	\$536	\$536	\$536	\$536
TOTAL	\$35,000	\$35,000	\$35,000	\$35,000
<b>4-Year Library Contribution</b>	<b>\$140,000</b>			

**Recommendation**

It is recommended the Administrative Council consider establishing a replacement schedule for the Central AMH to be included in the FY 2024-25 budget. It is recommended the Council choose from one of the models listed above or provide guidance on how the reserve, fund balance, and library contributions should be blended to achieve \$440,000 for a replacement AMH by FY 2027-28.

### Burlingame Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>MAIN</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	6	\$ 5,000	\$ 30,000	\$ 255	\$ 1,532	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 31,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	12	\$ 1,200	\$ 14,400	\$ 105	\$ 1,260	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 15,120	FY 24/25
Automated Material Handling (AMH)	3M (Bibliotheca)	1	\$ 246,257	\$ 246,257	\$ 14,853	\$ 14,853	04/2013	10		10	04/2023		Past due	\$ 258,570	\$ 258,570	In progress
PC	Dell	5		\$ -		\$ -	04/2022	1	Win 10	5	04/2027	10/2025	▶ 1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	6	\$ 3,950	\$ 23,700	\$ 1,034	\$ 6,206	06/2020	3		7	06/2027		▶ 3	\$ 4,148	\$ 24,885	
PC		6		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895		\$ -	08/2015	8		10	08/2025	08/2030	▶ 6	\$ 1,990	\$ 1,990	
RFID Gates	3M (Bibliotheca)	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pads RFID Pad Workstation	Bibliotheca	4	\$ 895	\$ 3,580		\$ -	09/2018	5		10	09/2028		▶ 4	\$ 940	\$ 3,759	
RFID Pads STF WKSTN:896	3M (Bibliotheca)	12	\$ 1,095	\$ 13,140		\$ -	06/2012	11		10	06/2022		Past due	\$ 1,150	\$ 13,797	Past due
RFID Pads (1-PadS#)	Envisionware	1	\$ 590	\$ 590		\$ -	02/2020	3		10	02/2030		▶ 6	\$ 620	\$ 620	
RFID Pads (DiscReaderS#)	Envisionware	1	\$ 390	\$ 390		\$ -	02/2020	3		10	02/2030		▶ 6	\$ 410	\$ 410	
Credit Card (CC) Terminals	EnvisionWare MX915	6		\$ -	\$ 504	\$ 3,024	02/2020	3		10	02/2030		▶ 6			
<b>TOTAL</b>		<b>159</b>		<b>\$345,327</b>											<b>\$ 362,593</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>EASTON</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	2	\$ 1,200	\$ 2,400	\$ 105	\$ 210	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 2,520	FY 24/25
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	1	3950	\$ 3,950	\$ 1,034	\$ 1,034	06/2020	3		7	06/2027		▶ 3	\$ 4,148	\$ 4,148	
PC	Dell	1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
RFID Pads	3M (Bibliotheca)	3	\$ 1,095	\$ 3,285	\$ 253	\$ 759	02/2011	12		10	02/2021		Past due	\$ 1,150	\$ 3,449	Past due
Credit Card (CC) Terminals	EnvisionWare MX915	1		\$ -	\$ 504	\$ 504	09/2020	3		10	09/2030		▶ 6			
<b>TOTAL</b>		<b>12</b>		<b>\$ 16,635</b>											<b>\$ 17,467</b>	

<b>BPL - GRAND TOTAL</b>		<b>171</b>		<b>\$361,962</b>											<b>\$ 380,060</b>	
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**Daly City Libraries - Equipment Inventory**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>MAIN - SERRAMONTE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	4	\$ 5,000	\$ 20,000	\$ 255	\$ 1,021	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 21,000	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861			10/2020	3		6	10/2026		▶ 2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Kiosk 8420	3M (Bibliotheca)	2	\$ 5,795	\$ 11,590	\$ 1,299	\$ 2,598	07/2019	4		7	07/2026		▶ 2	\$ 6,085	\$ 12,170	
	PC Dell	2		\$ -		\$ -	05/2012	11	Win 10	5		10/2025	▶ 1			FY 25/26
Print Release Stations (PRS)	Envisionware (Customized)	2	\$ 1,800	\$ 3,600		\$ -	09/2015	8		10	09/2025		▶ 1	\$ 1,890	\$ 3,780	FY 25/26
	PC	2		\$ -		\$ -	09/2015	8	Win 10	5		10/2025	▶ 1			FY 25/26
Library Document Station (LDS)	Envisionware	1	\$ 6,595	\$ 6,595			02/2023	0		7	02/2030		▶ 6	\$ 6,925	\$ 6,925	
	PC	1							Win 10			10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895		\$ -	07/2015	8		10	07/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Gates Model 9102, direct mount	3M (Bibliotheca)	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	10/2011	12		10	10/2021		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pad Workstation	Bibliotheca	2	\$ 8,496	\$ 16,992		\$ -	04/2019	4		10	04/2029		▶ 5	\$ 8,921	\$ 17,842	
RFID Pads STF WKSTN:896	3M (Bibliotheca)	7	\$ 1,095	\$ 7,665		\$ -	08/2011	12		10	08/2021		Past due	\$ 1,150	\$ 8,048	Past due
<b>TOTAL</b>		<b>134</b>													<b>\$ 89,642</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due In
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>WESTLAKE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	2	\$ 1,200	\$ 2,400	\$ 105	\$ 210	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 2,520	FY 24/25
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Table Top 8422	3M (Bibliotheca)	1	\$ 4,465	\$ 4,465		\$ -	10/2011	12		7	10/2018		Past due	\$ 4,688	\$ 4,688	Past due
	PC Dell	1		\$ -		\$ -	10/2020	3	Win 10	5	10/2025	10/2025	▶ 1			FY 25/26
Self-Check - Kiosk 8420	3M (Bibliotheca)	2	\$ 5,795	\$ 11,590	\$ 1,034	\$ 2,069	10/2011	12		7	10/2018		Past due	\$ 6,085	\$ 12,170	Past due
	PC Dell	2		\$ -		\$ -	10/2020	3	Win 10	5	10/2025	10/2025	▶ 1			FY 25/26
Print Release Stations (PRS)	Envisionware (Customized)	1	\$ 1,800	\$ 1,800		\$ -	09/2015	8		7	09/2022		Past due	\$ 1,890	\$ 1,890	Past due
	PC	1		\$ -		\$ -	09/2015	8	Win 10	5	09/2020	10/2025	▶ 1			FY 25/26
Library Document Station (LDS)	Envisionware	1	\$ 6,595	\$ 6,595			02/2023	0		7	02/2030		▶ 6	\$ 6,925	\$ 6,925	
	PC	1							Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 3,570	\$ 3,570		\$ -	07/2015	8		10	07/2025		▶ 1	\$ 3,749	\$ 3,749	FY 25/26
RFID Gates Model 9102, direct mount	3M (Bibliotheca)	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	10/2011	12		10	10/2021		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pads STF WKSTN:896	3M (Bibliotheca)	4	\$ 1,095	\$ 4,380	\$ 1,194	\$ 4,776	08/2011	12		10	08/2021		Past due	\$ 1,150	\$ 4,599	Past due
<b>TOTAL</b>		<b>22</b>													<b>\$ 53,734</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due In
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>JOHN DALY</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 1,260	FY 24/25
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Kiosk 8420	3M (Bibliotheca)	2	\$ 5,795	\$ 11,590	\$ 1,299	\$ 2,598	07/2019	4		10	07/2029		5	\$ 6,085	\$ 12,170	
	PC Dell	2		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Print Release Stations (PRS)	Envisionware (Customized)	1	\$ 1,800	\$ 1,800		\$ -	09/2015	8		10	09/2025		1	\$ 1,890	\$ 1,890	FY 25/26
RFID Gates	3M (Bibliotheca)	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	10/2011	12		10	10/2021		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pad Workstation	3M (Bibliotheca)	1	\$ 8,496	\$ 8,496		\$ -	06/2012	11		10	06/2022		Past due	\$ 8,921	\$ 8,921	Past due
RFID Pads STF WKSTN:896	3M (Bibliotheca)	3	\$ 1,095	\$ 3,285	\$ 1,194	\$ 3,582	08/2011	12		10	08/2021		Past due	\$ 1,150	\$ 3,449	Past due
<b>TOTAL</b>		<b>21</b>													<b>\$ 44,883</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due In
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>BAYSHORE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 1,260	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861		\$ -	08/2021	2		6	08/2027		3	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Table Top 8422	3M (Bibliotheca)	1	\$ 4,465	\$ 4,465	\$ 1,034	\$ 1,034	06/2012	11		10	06/2022		Past due	\$ 4,688	\$ 4,688	Past due
Print Release Stations (PRS)	Envisionware (Customized)	1	\$ 1,800	\$ 1,800		\$ -	09/2015	8		10	09/2025		1	\$ 1,890	\$ 1,890	FY 25/26
	PC Dell								Win 10	5		10/2025				FY 25/26
Library Document Station (LDS)	Envisionware	1	\$ 6,595	\$ 6,595			02/2023	0		7	02/2030		6	\$ 6,925	\$ 6,925	
	PC Dell	1							Win 10	5		10/2025	1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 3,570	\$ 3,570		\$ -	02/2023	0		10	02/2033		9	\$ 3,749	\$ 3,749	
RFID Gates	3M (Bibliotheca) Model 9102	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pads STF WKSTN:896	3M (Bibliotheca)	3	\$ 1,095	\$ 3,285	\$ 450	\$ 1,350	08/2011	12		10	08/2021		Past due	\$ 1,150	\$ 3,449	Past due
<b>TOTAL</b>		<b>16</b>													<b>\$ 40,059</b>	

<b>DCL - GRAND TOTAL</b>		<b>193</b>													<b>\$ 228,317</b>	
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### Menlo Park Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>MAIN</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	4	\$ 5,000	\$ 20,000	\$ 255	\$ 1,021	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 21,000	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	7	\$ 1,200	\$ 8,400	\$ 105	\$ 735	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 8,820	FY 24/25
Automated Material Handling (AMH)	3M (Bibliotheca)	1	\$ 166,794	\$ 166,794	\$ 14,853	\$ 14,853	04/2013	10		10	04/2023		Past due	\$ 175,134	\$ 175,134	Past due
	PC Dell	5		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Desktop - Proline	Bibliotheca	3	\$ 2,998	\$ 8,994	\$ 1,374	\$ 4,122	06/2012	11		7	06/2019		Past due	\$ 3,148	\$ 9,444	Past due
	PC HP	3		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-Check - Countertop	Bibliotheca	1	\$ 4,465	\$ 4,465	\$ 1,034	\$ 1,034	06/2012	11		7	06/2019		Past due	\$ 4,688	\$ 4,688	Past due
	PC HP	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-Check - Kiosk	Bibliotheca	1	\$ 7,899	\$ 7,899	\$ 1,299	\$ 1,299	04/2019	4		7	04/2026		2	\$ 8,294	\$ 8,294	FY 25/26
	PC HP	1		\$ -		\$ -	04/2019	4	Win 10	5	04/2024	10/2025	1			FY 25/26
Print Release Stations (PRS)	Envisionware	1	\$ 5,695	\$ 5,695	\$ -	\$ -	11/2015			10	11/2025		1	\$ 5,980	\$ 5,980	FY 25/26
RFID Gates	3M (Bibliotheca)	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	01/2012	12		10	01/2022		Past due	\$ 9,844	\$ 9,844	Past due
RFID Pads STF WKSTN:896	3M (Bibliotheca)	6	\$ 1,095	\$ 6,570	\$ 450	\$ 2,700	06/2011	12		10	06/2021		Past due	\$ 1,150	\$ 6,899	Past due
Credit Card (CC) Terminals	Heartland Terminal S300	4	\$ 550	\$ 2,200	\$ 450	\$ 1,800	06/2012			10	06/2022		Past due	\$ 578	\$ 2,310	Past due
<b>TOTAL</b>		<b>69</b>													<b>\$ 254,512</b>	
<b>BELLE HAVEN</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 1,260	FY 24/25
Envisionware Management Console		1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Kiosk	3M (Bibliotheca)	1	\$ 5,795	\$ 5,795	\$ 1,034	\$ 1,034	06/2012	11		7	06/2019		Past due	\$ 6,085	\$ 6,085	Past due
	PC Dell	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Print Release Stations (PRS)	Envisionware	1	\$ 5,695	\$ 5,695	\$ -	\$ -	11/2015	8		7	11/2022		Past due	\$ 5,980	\$ 5,980	Past due
<b>TOTAL</b>		<b>9</b>													<b>\$ 14,695</b>	
<b>MPL - GRAND TOTAL</b>		<b>78</b>													<b>\$ 269,206</b>	

### Redwood City Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>MAIN</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029	▶ 5	\$ 1,050	\$ 1,050		
Switches	Cisco	11	\$ 5,000	\$ 55,000	\$ 255	\$ 2,808	04/2015	8		7	04/2022	▶ 0	\$ 5,250	\$ 57,750	FY 24/25	
Wireless Access Points (APs) Indoor	Extreme Networks	19	\$ 1,200	\$ 22,800	\$ 105	\$ 1,995	01/2018	6		6	01/2024	▶ 1	\$ 1,260	\$ 23,940	FY 24/25	
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	10/2020	3		6	10/2026	▶ 2	\$ 904	\$ 1,808		
Automated Material Handling (AMH)	3M (Bibliotheca)	1	\$ 393,800	\$ 393,800	\$ 14,853	\$ 14,853	03/2023	0		10	03/2033	▶ 9	\$ 413,490	\$ 413,490		
	PC Dell	5		\$ -		\$ -			Win 10	5	10/2025	▶ 1			FY 25/26	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025	▶ 1	\$ 1,050	\$ 1,050	FY 25/26	
Self-Check - Desktop - Proline	Envisionware X11	4	\$ 2,950	\$ 11,800	\$ 1,374	\$ 5,495	05/2020	3		7	05/2027	▶ 3	\$ 3,098	\$ 12,390		
	PC Envisionware	4		\$ -		\$ -	04/2021	2	Win 10	5	04/2026	▶ 1			FY 25/26	
Self-Check - Countertop	Envisionware X11	1	\$ 3,950	\$ 3,950	\$ 1,034	\$ 1,034	06/2022	1		7	06/2029	▶ 5	\$ 4,148	\$ 4,148		
	PC Envisionware	1	-			\$ -	Jun-22	1	Win 10	5	06/2027	▶ 1				
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	\$ 10,000	\$ 10,000		\$ -	02/2023	0		7	02/2030	▶ 6	\$ 10,500	\$ 10,500		
Coin and Bill Acceptor (CBA)	amex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	09/2015	8		10	09/2025	▶ 1	\$ 1,990	\$ 1,990	FY 25/26	
RFID Gates RFID-GATE 3D-R-U	Envisionware	1	\$ 4,595	\$ 4,595	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022	Past due	\$ 4,825	\$ 4,825	Past due	
RFID-GATE 3D-R-U 2-Aisle (B)	Envisionware	1	\$ 6,495	\$ 6,495		\$ -	06/2012	11		10	06/2022	Past due	\$ 6,820	\$ 6,820	Past due	
RFID Pads (Deskpads 1-PadS#)	Envisionware	14	\$ 590	\$ 8,260		\$ -	02/2020	3		10	02/2030	▶ 6	\$ 620	\$ 8,673		
RFID Pads (DiscReaderS#)	Envisionware	20	\$ 390	\$ 7,800		\$ -	02/2020	3		10	02/2030	▶ 6	\$ 410	\$ 8,190		
Credit Card (CC) Terminals	EnvisionWare MX915	2	\$ 390	\$ 780		\$ -	02/2020	3		10	02/2030	▶ 6	\$ 410	\$ 819		
<b>TOTAL</b>		<b>168</b>													<b>\$ 557,442</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	End Of Life (EOL)		Est Replacement Cost		Upgrade	
			Per Unit	Total	Per Unit	Total				Estimated	Actual	Years left	Per Unit		Total
<b>SHORES</b>															
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029	▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	5	\$ 5,000	\$ 25,000	\$ 255	\$ 1,276	04/2015	8		7	04/2022	▶ 0	\$ 5,250	\$ 26,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	8	\$ 1,200	\$ 9,600	\$ 105	\$ 840	01/2018	6		6	01/2024	▶ 1	\$ 1,260	\$ 10,080	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	10/2020	3		6	10/2026	▶ 2	\$ 904	\$ 1,808	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 340,600	\$ 340,600	\$ 14,853	\$ 14,853	10/2022	1		10	10/2032	▶ 8	\$ 357,630	\$ 357,630	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025	▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Desktop - Proline	Envisionware	3	\$ 2,950	\$ 8,850	\$ 1,374	\$ 4,122	05/2020	3		7	05/2027	▶ 3	\$ 3,098	\$ 9,293	
	PC Dell	3		\$ -		\$ -	05/2020	3	Win 10	5	05/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	09/2015	8		10	09/2025	▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID-GATE 3D-WA-U 2-Wide Aisle	Envisionware	2	\$ 8,895	\$ 17,790		\$ -	05/2020	3		10	05/2030	▶ 6	\$ 9,340	\$ 18,680	
Credit Card (CC) Terminals	EnvisionWare MX915	3	\$ 504	\$ 1,512		\$ -	05/2020	3		10	05/2030	▶ 6	\$ 529	\$ 1,588	
<b>TOTAL</b>		<b>38</b>												<b>\$ 429,417</b>	



Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of	OS/NOS		End Of Life (EOL)			Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total			Purchased	Service	Version	Yrs	Estimated	Actual	Years left	
<b>SCHABERG</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 1,260	FY 24/25
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000			11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Kiosk	Envisionware	1	\$ 4,950	\$ 4,950	\$ 1,299	\$ 1,299	05/2020	3		7	05/2027		▶ 3	\$ 5,198	\$ 5,198	
	PC Dell	1		\$ -					Win 10	5		10/2025	▶ 1			
RFID Gates	Envisionware RFID-GATE 3D-R-U 1-Aisle (B)	1	\$ 4,595	\$ 4,595	\$ 1,194	\$ 1,194	05/2020	3		10	05/2030		▶ 6	\$ 4,825	\$ 4,825	
<b>TOTAL</b>		<b>8</b>													\$ 18,632	
<b>RCL - GRAND TOTAL</b>		<b>214</b>													\$ 1,005,492	

### San Bruno Library - Equipment/Software Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total			Purchased	Service	Yrs	Date	Actual	Years left	Per Unit
<b>MAIN</b>															
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1	7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8	7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	5	\$ 1,200	\$ 6,000	\$ 105	\$ 525	01/2018	6	6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 6,300	FY 24/25
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3	5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	3	\$ 3,800	\$ 11,400	\$ 1,034	\$ 3,103	02/2023	0	7	02/2030		▶ 6	\$ 3,990	\$ 11,970	
	PC HP	2		\$ -		\$ -			5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8	10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Gates	Envisionware	2	\$ 10,550	\$ 21,100	\$ 1,000	\$ 2,000	01/2023	1	10	01/2033		▶ 9	\$ 11,078	\$ 22,155	
RFID Pads STF WKSTN:896	Envisionware	5	\$ 790	\$ 3,950	\$ 450	\$ 2,250	02/2011	12	10	02/2021		Past due	\$ 830	\$ 4,148	Past due
Credit Card (CC) Terminals	Verifone 915	1	\$ 504	\$ 504		\$ -	Nov-15	8	10	11/2025		▶ 1	\$ 529	\$ 529	FY 25/26
<b>TOTAL</b>		<b>58</b>												\$ 59,691	
<b>SBL - GRAND TOTAL</b>		<b>58</b>												\$ 59,691	

**San Mateo City Public Libraries - Equipment Inventory**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
MAIN Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	9	\$ 1,200	\$ 10,800	\$ 105	\$ 945	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 11,340	FY 24/25
Automated Material Handling (AMH)	Lyngsoe	1	\$ 1,196,306	\$ 1,196,306	\$ 14,853	\$ 14,853	10/2016	7		10	10/2026		▶ 2	\$ 1,256,121	\$ 1,256,121	
PC Envisionware Management Console	Dell	5		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Library Document Station (LDS)	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - 500D desktop kiosk	Envisionware	1	\$ 6,695	\$ 6,695		\$ -	05/2020	3		7	05/2027		▶ 3	\$ 7,030	\$ 7,030	
PC Self-Check 500-Fixed height	Bibliothea	4	6258	\$ 25,032		\$ -	05/2020	3		7	05/2027		▶ 3	\$ 6,571	\$ 26,284	
PC Self-Check 500-Fixed height	Dell	4		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
PC Self-Check 500-Fixed height	Bibliothea	2	\$ 7,935	\$ 15,870	\$ 1,034	\$ 2,069	03/2023	0		7	03/2030		▶ 6	\$ 8,332	\$ 16,664	
PC Self-Check 500-Fixed height	Dell	2		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Print Release Stations (PRS)	Envisionware X11 Kiosk	3	\$ 7,095	\$ 21,285		\$ -	10/2023	0		7	10/2030		▶ 6	\$ 7,450	\$ 22,349	
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	3	\$ 1,895	\$ 5,685		\$ -	04/2016	7		10	04/2026		▶ 2	\$ 1,990	\$ 5,969	
RFID Gates	3M (Bibliothea) 9102	2	\$ 9,375	\$ 18,750	\$ 1,194	\$ 2,388	08/2016	7		10	08/2026		▶ 2	\$ 9,844	\$ 19,688	
RFID Pads STF WKSTN:896	3M (Bibliothea)	6	\$ 1,095	\$ 6,570	\$ 450	\$ 2,700	08/2016	7		10	08/2026		▶ 2	\$ 1,150	\$ 6,899	
Credit Card (CC) Terminals	Heartland (Bibliothea)	6	\$ 1,299	\$ 7,794		\$ -	08/2016	7		10	08/2026		▶ 2	\$ 1,364	\$ 8,184	
Credit Card (CC) Terminals	Verifone 915	3	\$ 350	\$ 1,050	\$ 407	\$ 1,221	04/2016	7		10	04/2026		▶ 2	\$ 368	\$ 1,103	
<b>TOTAL</b>		<b>314</b>													<b>\$ 1,388,979</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
HILLSDALE Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	2	\$ 1,200	\$ 2,400	\$ 105	\$ 210	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 2,520	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861		\$ -	10/2020	3		6	10/2026		▶ 2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check 500-Fixed height	Bibliothea	2	\$ 7,935	\$ 15,870	\$ 1,299	\$ 2,598	03/2023	0		7	03/2030		▶ 6	\$ 8,332	\$ 16,664	
PC Self-Check 500-Fixed height	Dell	1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	\$ 7,095	\$ 7,095		\$ -	10/2023	0		7	10/2030		▶ 6	\$ 7,450	\$ 7,450	
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Gates	3M (Bibliothea) 9101	1	\$ 1,895	\$ 1,895		\$ -	08/2016	7		10	08/2026		▶ 2	\$ 1,990	\$ 1,990	
RFID Gates	3M (Bibliothea) 9102	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	08/2016	7		10	08/2026		▶ 2	\$ 9,844	\$ 9,844	
RFID Pads STF WKSTN:896	3M (Bibliothea)	3	\$ 1,095	\$ 3,285	\$ 450	\$ 1,350	08/2016	7		10	08/2026		▶ 2	\$ 1,150	\$ 3,449	
Credit Card (CC) Terminals	Verifone 915	3	\$ 1,299	\$ 3,897		\$ -	08/2016	7		10	08/2026		▶ 2	\$ 1,364	\$ 4,092	
Credit Card (CC) Terminals	Verifone 915	1	\$ 350	\$ 350	\$ 407	\$ 407	11/2015	8		10	11/2025		▶ 1	\$ 368	\$ 368	FY 25/26
<b>TOTAL</b>		<b>23</b>													<b>\$ 56,619</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>MARINA</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	2	\$ 1,200	\$ 2,400	\$ 105	\$ 210	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 2,520	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861		\$ -	10/2020	3		6	10/2026		▶ 2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
	PC	1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			
Self-Check 500-Fixed height	Bibliotheca	2	\$ 7,935	\$ 15,870	\$ 1,299	\$ 2,598	03/2023	0		7	03/2030		▶ 6	\$ 8,332	\$ 16,664	
	PC	1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	\$ 7,095	\$ 7,095		\$ -	10/2023	0		7	10/2030		▶ 6	\$ 7,450	\$ 7,450	
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	10/2016	7		10	10/2026		▶ 2	\$ 1,990	\$ 1,990	
RFID Gates	3M (Bibliotheca) 9102	1	\$ 9,375	\$ 9,375	\$ 1,194	\$ 1,194	08/2016	7		10	08/2026		▶ 2	\$ 9,844	\$ 9,844	
RFID Pads STF WKSTN:896	Heartland (Envisionware)	3	\$ 1,095	\$ 3,285	\$ 450	\$ 1,350	08/2016	7		10	08/2026		▶ 2	\$ 1,150	\$ 3,449	
Credit Card (CC) Terminals	3M (Bibliotheca)	3	\$ 1,299	\$ 3,897		\$ -	08/2016	7		10	08/2026		▶ 2	\$ 1,364	\$ 4,092	
Credit Card (CC) Terminals	Verifone 915	1	\$ 350	\$ 350	\$ 407	\$ 407	10/2015	8		10	10/2025		▶ 1	\$ 368	\$ 368	FY 25/26
<b>TOTAL</b>		<b>18</b>													<b>\$ 53,579</b>	
<b>SMPL - GRAND TOTAL</b>		<b>355</b>													<b>\$ 1,499,177</b>	

**San Mateo County Libraries - Equipment Inventory**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>COUNTY OFFICES</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861		\$ -	12/2020	3		6	12/2026		2	\$ 904	\$ 904	
<b>TOTAL</b>		<b>8</b>													<b>\$ 17,494</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>ATHERTON</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	3	\$ 5,000	\$ 15,000	\$ 255	\$ 766	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 15,750	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	7	\$ 1,200	\$ 8,400	\$ 105	\$ 735	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 8,820	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		2	\$ 904	\$ 1,808	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 90,607	\$ 90,607		\$ -	05/2021	2	-	10	05/2031		7	\$ 95,137	\$ 95,137	
	PC Dell	2		\$ -		\$ -	05/2021	2	Win 10	5	05/2026	10/2025	1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	4	\$ 3,950	\$ 15,800	\$ 1,034	\$ 4,138	06/2021	2		7	06/2028		4	\$ 4,148	\$ 16,590	
	PC Dell	4		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 3,295	\$ 3,295		\$ -	09/2021	2		10	09/2031		7	\$ 3,460	\$ 3,460	
RFID Pads (DiscReaderS#)	Envisionware	4	\$ 429	\$ 1,716	0	\$ -	06/2021	2		10	06/2031		7	\$ 450	\$ 1,802	
<b>TOTAL</b>		<b>35</b>													<b>\$ 145,467</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>BELMONT</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	5	\$ 5,000	\$ 25,000	\$ 255	\$ 1,276	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 26,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	5	\$ 1,200	\$ 6,000	\$ 105	\$ 525	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 6,300	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	3	\$ 861	\$ 2,583		\$ -	12/2020	3		6	12/2026		2	\$ 904	\$ 2,712	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 119,854	\$ 119,854	\$ 14,853	\$ 14,853	12/2018	5		10	12/2028		4	\$ 125,847	\$ 125,847	
	PC Dell	5		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	4	\$ 3,500	\$ 14,000	\$ 1,034	\$ 4,138	05/2022	1		7	05/2029		5	\$ 3,675	\$ 14,700	
	PC	0							Win 10	5		10/2025				FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895		\$ -	10/2015	8		10	10/2025		1	\$ 1,990	\$ 1,990	
<b>TOTAL</b>		<b>28</b>													<b>\$ 179,899</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>BRISBANE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 118,968	\$ 118,968	\$ 14,853	\$ 14,853	07/2020	3		10	07/2030		▶ 6	\$ 124,916	\$ 124,916	
PC	Dell	5		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	4	\$ 3,950	\$ 15,800	\$ 1,034	\$ 4,138	10/2019	4		7	10/2026		▶ 2	\$ 4,148	\$ 16,590	
PC									Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 2,875	\$ 2,875		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 3,019	\$ 3,019	FY 25/26
RFID Pads (1-Pad\$#)	Envisionware	4	\$ 590	\$ 2,360		\$ -	10/2019	4		10	10/2029		▶ 5	\$ 620	\$ 2,478	
RFID Pads (DiscReader\$#)	Envisionware	4	\$ 295	\$ 1,180		\$ -	03/2021	2		10	03/2031		▶ 7	\$ 310	\$ 1,239	
<b>TOTAL</b>		<b>35</b>													<b>\$ 167,690</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>EAST PALO ALTO</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	3	\$ 5,000	\$ 15,000	\$ 255	\$ 766	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 15,750	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	2	\$ 3,500	\$ 7,000	\$ 1,034	\$ 2,069	03/2021	2		7	03/2028		▶ 4	\$ 3,675	\$ 7,350	
PC		0							Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Jamex (envisionware)	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
<b>TOTAL</b>		<b>17</b>													<b>\$ 34,038</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>FOSTER CITY</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	3	\$ 5,000	\$ 15,000	\$ 255	\$ 766	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 15,750	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	6	\$ 1,200	\$ 7,200	\$ 105	\$ 630	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 7,560	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 235,992	\$ 235,992	\$ 14,853	\$ 14,853	12/2018	5		10	12/2028		▶ 4	\$ 247,792	\$ 247,792	
PC	Dell	5		\$ -		\$ -	12/2018	5	Win 10	5	12/2023	10/2025	▶ 1			
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	5	\$ 3,500	\$ 17,500	\$ 1,034	\$ 5,172	07/2022	1		7	07/2029		▶ 5	\$ 3,675	\$ 18,375	
PC		0							Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Pads STF WKSTN:896	3M (Bibliotheca)	3	\$ 1,095	\$ 3,285	\$ 450	\$ 1,350	02/2011	12		10	02/2021		Past due	\$ 1,150	\$ 3,449	Past due
<b>TOTAL</b>		<b>35</b>													<b>\$ 299,353</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>HALF MOON BAY</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	4	\$ 5,000	\$ 20,000	\$ 255	\$ 1,021	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 21,000	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	9	\$ 1,200	\$ 10,800	\$ 105	\$ 945	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 11,340	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	3	\$ 861	\$ 2,583		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 2,712	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 177,514	\$ 177,514	\$ 14,853	\$ 14,853	07/2017	6		10	07/2027		▶ 3	\$ 186,390	\$ 186,390	
PC	Dell	5		\$ -		\$ -	07/2017	6	Win 10	5	07/2022	10/2025	▶ 1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	4	\$ 3,500	\$ 14,000	\$ 1,034	\$ 4,138	06/2012	11		7	06/2019		Past due	\$ 3,675	\$ 14,700	Past due
PC									Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	2	\$ 2,565	\$ 5,130		\$ -	05/2018	5		10	05/2028		▶ 4	\$ 2,693	\$ 5,387	
<b>TOTAL</b>		<b>36</b>													<b>\$ 243,628</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>MILLBRAE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	7	\$ 5,000	\$ 35,000	\$ 255	\$ 1,787	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 36,750	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	5	\$ 1,200	\$ 6,000	\$ 105	\$ 525	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 6,300	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	3	\$ 861	\$ 2,583		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 2,712	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 143,765	\$ 143,765	\$ 14,853	\$ 14,853	12/2018	5		10	12/2028		▶ 4	\$ 150,953	\$ 150,953	
PC	Dell	5		\$ -		\$ -	12/2018	5	Win 10	5	12/2023	10/2025	▶ 1			FY 25/26
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	4	\$ 3,500	\$ 14,000	\$ 1,034	\$ 4,138	05/2022	1		7	05/2029		▶ 5	\$ 3,675	\$ 14,700	
PC		1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	\$ 1,895	\$ 1,895		\$ -	10/2015	8		10	10/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Pads STF WKSTN:896	Verifone 915	3	\$ 504	\$ 1,512		\$ -	10/2015	8		10	10/2025		▶ 1	\$ 529	\$ 1,588	FY 25/26
<b>TOTAL</b>		<b>39</b>													<b>\$ 217,093</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>NORTH FAIR OAKS</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	3	\$ 1,200	\$ 3,600	\$ 105	\$ 315	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 3,780	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861	\$ -	\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Kiosk	Envisionware	1	\$ 4,950	\$ 4,950	\$ 1,299	\$ 1,299	05/2020	3		7	05/2027		▶ 3	\$ 5,198	\$ 5,198	
PC	Dell	1		\$ -		\$ -	05/2020	3	Win 10	5	05/2025	10/2025	▶ 1			FY 25/26
Credit Card (CC) Terminals	Verifone 915	1		\$ -	\$ 450	\$ 450	05/2020	3		10	05/2030		▶ 6			
<b>TOTAL</b>		<b>12</b>													\$ 22,482	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>PACIFICA-SANCHEZ</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 1,260	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722	\$ -	\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	2	\$ 3,500	\$ 7,000	\$ 1,034	\$ 2,069	10/2021	2		7	10/2028		▶ 4	\$ 3,675	\$ 7,350	
PC		2		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,885	\$ 1,885	\$ -	\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,979	\$ 1,979	FY 25/26
RFID Pads STF WKSTN:896	Verifone 915	1		\$ -	\$ 450	\$ 450				10						
<b>TOTAL</b>		<b>18</b>													\$ 24,997	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>PACIFICA-SHARP PARK</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	1	\$ 1,200	\$ 1,200	\$ 105	\$ 105	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 1,260	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861	\$ -	\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	1	\$ 3,500	\$ 3,500	\$ 1,034	\$ 1,034	06/2022	1		7	06/2029		▶ 5	\$ 3,675	\$ 3,675	
PC		1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895	\$ -	\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Gates	3M (Bibliotheca)	1		\$ -	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022		Past due			Past due
RFID Pads STF WKSTN:896	Verifone 915	1	\$ 504	\$ 504	\$ -	\$ -	11/2015	8		10	11/2025		▶ 1	\$ 529	\$ 529	FY 25/26
<b>TOTAL</b>		<b>14</b>													\$ 20,958	



Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>PORTOLA VALLEY</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	3	\$ 1,200	\$ 3,600	\$ 105	\$ 315	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 3,780	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	1	\$ 3,500	\$ 3,500	\$ 1,034	\$ 1,034	06/2012	11		7	06/2019		Past due	\$ 3,675	\$ 3,675	Past due
PC		1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Gates	3M (Bibliotheca)	1		\$ -	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022		Past due			Past due
RFID Pads STF WKSTN:896	Verifone 915	1	\$ 504	\$ 504		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 529	\$ 529	FY 25/26
<b>TOTAL</b>		<b>16</b>													<b>\$ 24,382</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>SAN CARLOS</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	6	\$ 5,000	\$ 30,000	\$ 255	\$ 1,532	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 31,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	5	\$ 1,200	\$ 6,000	\$ 105	\$ 525	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 6,300	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	3	\$ 861	\$ 2,583		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 2,712	
Automated Material Handling (AMH)	Lyngsoe	1	\$ 129,065	\$ 129,065	\$ 14,853	\$ 14,853	12/2018	5		10	12/2028		▶ 4	\$ 135,518	\$ 135,518	
PC	Dell	5		\$ -		\$ -	12/2018	5	Win 10	5	12/2023	10/2025	▶ 1			FY 25/26
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware X11	4	\$ 3,500	\$ 14,000	\$ 1,034	\$ 4,138	06/2012	11		7	06/2019		Past due	\$ 3,675	\$ 14,700	Past due
PC	Dell	4		\$ -		\$ -			Win 10	5						
Print Release Stations (PRS)	Envisionware X11	1	\$ 4,855	\$ 4,855		\$ -	09/2012	11		7	09/2019		Past due	\$ 5,098	\$ 5,098	Past due
Coin and Bill Acceptor (CBA)	Envisionware	1	\$ 1,895	\$ 1,895		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 1,990	\$ 1,990	FY 25/26
RFID Pads STF WKSTN:896	3M (Bibliotheca)	1		\$ -	\$ 1,194	\$ 1,194	06/2012	11		10	06/2022		Past due			Past due
Credit Card (CC) Terminals	Verifone 915	1	\$ 504	\$ 504		\$ -	11/2015	8		10	11/2025		▶ 1	\$ 529	\$ 529	FY 25/26
<b>TOTAL</b>		<b>40</b>													<b>\$ 200,447</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	OS/NOS Version	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total				Yrs	Date	Actual	Years left	Per Unit	Total	
<b>WOODSIDE</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		▶ 5	\$ 1,050	\$ 1,050	
Switches	Cisco	1	\$ 5,000	\$ 5,000	\$ 255	\$ 255	04/2015	8		7	04/2022	09/2024	▶ 0	\$ 5,250	\$ 5,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	▶ 1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	2	\$ 861	\$ 1,722		\$ -	12/2020	3		6	12/2026		▶ 2	\$ 904	\$ 1,808	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		▶ 1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - Countertop	Envisionware	2	\$ 3,500	\$ 7,000	\$ 1,034	\$ 2,069	06/2012	11		7	06/2019		Past due	\$ 3,675	\$ 7,350	Past due
PC		1		\$ -		\$ -			Win 10	5		10/2025	▶ 1			FY 25/26
RFID Pads STF WKSTN:896	Heartland (Envisionware)	3		\$ -	\$ 450	\$ 1,350	06/2012	11		10	06/2022		Past due			Past due
<b>TOTAL</b>		<b>19</b>													<b>\$ 21,548</b>	

<b>SMCL - GRAND TOTAL</b>		<b>352</b>													<b>\$ 1,596,994</b>	
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### South San Francisco Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>MAIN</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	5	\$ 5,000	\$ 25,000	\$ 255	\$ 1,276	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 26,250	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	21	\$ 1,200	\$ 25,200	\$ 105	\$ 2,205	06/2023	0		6	06/2029	03/2025	1	\$ 1,260	\$ 26,460	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	6	\$ 1,200	\$ 7,200		\$ -	06/2023	0		6	06/2029		5	\$ 1,260	\$ 7,560	
Automated Material Handling (AMH)	3M (Bibliotheca)	1	\$ 308,000	\$ 308,000	\$ 14,853	\$ 14,853	05/2023	0		10	05/2033		9	\$ 323,400	\$ 323,400	
	PC Dell	5		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Envisionware Management Console	Envisionware	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
Self-Check - X11 Countertop	Envisionware	1	\$ 3,500	\$ 3,500	\$ 1,034	\$ 1,034	11/2022	1		7	11/2029		5	\$ 3,675	\$ 3,675	
	PC Dell	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-Check - X11 Kiosk	Envisionware	1	\$ 4,550	\$ 4,550	\$ 1,299	\$ 1,299	11/2022	1		7	11/2029		5	\$ 4,778	\$ 4,778	
	PC Dell	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-check - X11 Cash Vending Kiosk	Envisionware	4	\$ 7,095	\$ 28,380		\$ -	11/2022	1		7	11/2029		5	\$ 7,450	\$ 29,799	
	PC	4		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
RFID Gate-1 Aisle	Envisionware	1	\$ 3,995	\$ 3,995	\$ 1,194	\$ 1,194	11/2022	1		10	11/2032		8	\$ 4,195	\$ 4,195	
RFID Gate-2 Aisle Transparent 3D	Envisionware	1	\$ 7,995	\$ 7,995	\$ 1,194	\$ 1,194	11/2022	1		10	11/2032		8	\$ 8,395	\$ 8,395	
RFID Gate-2 Aisle radar people counter	Envisionware	1	\$ 7,995	\$ 7,995	\$ 1,194	\$ 1,194	11/2022	1		10	11/2032		8	\$ 8,395	\$ 8,395	
RFID Gate-1 wide Aisle with radar	Envisionware	1	\$ 8,100	\$ 8,100	\$ 1,194	\$ 1,194	11/2022	1		10	11/2032		8	\$ 8,505	\$ 8,505	
RFID Pads STF WKSTN:896	Envisionware	6	\$ 1,095	\$ 6,570	\$ 450	\$ 2,700	02/2011	12		10	02/2021		Past due	\$ 1,150	\$ 6,899	Past due
<b>TOTAL</b>		<b>177</b>													<b>\$ 464,389</b>	

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Years of Service	OS/NOS	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade
			Per Unit	Total	Per Unit	Total				Purchased	Yrs	Date	Actual	Years left	Per Unit	
<b>GRAND</b>																
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1		7	10/2029		5	\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8		7	04/2022	09/2024	0	\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6		6	01/2024	03/2025	1	\$ 1,260	\$ 5,040	FY 24/25
Wireless Access Points (APs) Outdoor	Extreme Networks	1	\$ 861	\$ 861		\$ -	12/2020	3		6	12/2026		2	\$ 904	\$ 904	
Envisionware Management Console	Dell	1	\$ 1,000	\$ 1,000	\$ 80	\$ 80	11/2020	3		5	11/2025		1	\$ 1,050	\$ 1,050	FY 25/26
	PC	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-Check - Countertop	Envisionware X11	1	\$ 3,950	\$ 3,950	\$ 1,034	\$ 1,034	07/2021	2		7	07/2028		4	\$ 4,148	\$ 4,148	
	PC Dell - used as self-check & PRS	1		\$ -		\$ -			Win 10	5		10/2025	1			FY 25/26
Self-Check - Kiosk	Envisionware X11	1	\$ 7,595	\$ 7,595	\$ 1,299	\$ 1,299	07/2021	2		7	07/2028		4	\$ 7,975	\$ 7,975	
	PC Dell - used as self-check & PRS	1		\$ -		\$ -			Win 10	5		10/2025	1			
RFID Gates	3M (Bibliotheca) 9101, single	1	\$ 8,295	\$ 8,295		\$ -	02/2011	12		10	02/2021		Past due	\$ 8,710	\$ 8,710	Past due
RFID Pads STF WKSTN:896	3M (Bibliotheca) 9102 Dual	2	\$ 1,095	\$ 2,190	\$ 1,194	\$ 2,388	02/2011	12		10	02/2021		Past due	\$ 1,150	\$ 2,300	Past due
Credit Card (CC) Terminals	EnvisionWare MX915	2	\$ 504	\$ 1,008		\$ -	07/2021	2		10	07/2031		7	\$ 529	\$ 1,058	
<b>TOTAL</b>		<b>20</b>													<b>\$ 42,734</b>	

<b>SSF - GRAND TOTAL</b>		<b>197</b>													<b>\$ 507,123</b>	
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**PLS Office - Equipment Inventory**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	End Of Life (EOL)			Est Replacement Cost		Upgrade Due in	
			Per Unit	Total	Per Unit	Total			Estimated	Actual	Years left	Per Unit	Total		
PLS OFFICE & Server Room															
Routers	Cisco	1	\$ 1,000	\$ 1,000	\$ 619	\$ 619	10/2022	1	10/2027				\$ 1,050	\$ 1,050	
Switches	Cisco	2	\$ 5,000	\$ 10,000	\$ 255	\$ 511	04/2015	8	04/2020	09/2024	▶ 0		\$ 5,250	\$ 10,500	FY 24/25
Wireless Access Points (APs) Indoor	Extreme Networks	4	\$ 1,200	\$ 4,800	\$ 105	\$ 420	01/2018	6	01/2023	03/2025	▶ 1		\$ 1,260	\$ 5,040	FY 24/25
<b>TOTAL</b>				\$ 15,800										\$ 16,590.00	

Services/Contracts Service Type	Vendor Name	Quantity	Cost			Date	Years of Service	Estimated	Actual	Years left	Est Replacement Cost Per Unit	Est Replacement Cost Total	Upgrade Due in
			Months	Monthly	Annual								
1GB network circuit	CENIC	1	12	\$ 200	\$ 2,400								
DSL circuit	Comcast	1	12	\$ 79	\$ 948								
PLS Office VoIP Phone System	Wildex		12	\$ 560	\$ 6,720	12/2023							
<b>Total</b>				\$ 10,668									

**Datacenter - Equipment Inventory**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total			Yrs	Date	Actual	Years left	Per Unit	Total	
DATACENTER															
Firewall-Router, IPS, Log Collector (FortiAnalyzer)	Fortinet	1	\$111,770	\$ 111,770	\$ 13,500	\$ 13,500	01/2019	5	7	01/2026	04/2026	▶ 2	\$ 117,359	\$ 117,359	FY 25/26
Core Network Switches	Cisco	2	\$11,426	\$ 22,852		\$ -	11/2021	2	7	11/2028		▶ 4	\$ 11,997	\$ 23,994	
VM Host Servers	Dell	1	\$13,620	\$ 13,620	\$ 2,555	\$ 2,555	09/2018	5	6	09/2024	10/2025	▶ 1	\$ 15,000	\$ 15,000	FY 24/25
VM Host Servers	Dell	1	\$13,620	\$ 13,620	\$ 2,555	\$ 2,555	09/2018	5	6	09/2024	10/2025	▶ 1	\$ 15,000	\$ 15,000	FY 25/26
VM Host Servers	Dell	1	\$13,620	\$ 13,620	\$ 2,555	\$ 2,555	09/2018	5	6	09/2024	10/2025	▶ 1	\$ 15,000	\$ 15,000	FY 26/27
Data Storage Array	Dell	1	\$32,424	\$ 32,424		\$ -	08/2022	1	5	08/2027		▶ 3	\$ 34,045	\$ 34,045	
Backup Appliance	Baracuda	1	\$7,275	\$ 7,275	\$ 13,300	\$ 13,300	08/2021	2	5	08/2026		▶ 2	\$ 7,638	\$ 7,638	
UPS	Eaton	2	\$31,477	\$ 62,953	\$ 2,900	\$ 5,800	07/2019	4	7	07/2026		▶ 2	\$ 33,050	\$ 66,101	
iTiva Server	Dell	1	\$3,355	\$ 3,355		\$ -	12/2018	5	7	12/2025	12/2025	▶ 1	\$ 3,522	\$ 3,522	FY 25/26
<b>Total</b>				\$ 281,488		\$ 40,265							<b>Est. Required Reserve</b>	\$ 297,659	

**PLS Central AMH - Delivery**

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date Purchased	Years of Service	Estimated - EOL		End Of Life (EOL)		Est Replacement Cost		Upgrade Due in
			Per Unit	Total	Per Unit	Total			Yrs	Date	Actual	Years left	Per Unit	Total	
MAIN															
Automated Material Handling (AMH)	Lyngsoe	1	\$ 246,257	\$ 246,257	\$ 14,853	\$ 14,853	01/2017	7	10	01/2027		▶ 2	\$ 440,000	\$ 440,000	FY 27/28
<b>TOTAL</b>		<b>1</b>		\$ 246,257										\$ 440,000	

## Peninsula Library System

Month	Standing Items
All	PLAN Report and Update
All	System Chair Report
All	Administration Report
Month	Annual Items
February	CLA Day in the District
February	PLAN Preliminary Budget and Formula for FY 20XX-20XX
February	PLS Delivery Services Preliminary Budget and Formula for FY 20XX-20XX
February	Executive Director/PLP CEO Annual Review
February	Mid-Year Report from eBook Chair
April	Review and Approval of Summer Learning Budget
April	Measure K Budget Acceptance
April	PLCAF, YANovCon, UAH, and SMCR Budget Recommendations from YSWG
April	Executive and Council Election/Rotation
April	Midpoint Budget Adjustments
April	PLS Budget Projections (as requested)
June	PLS Audit Review
June	Approval of PLS FY 20XX-XX Budget
June	Approval of PLS FY 20XX-XX Meeting Schedule
June	Summer Learning Update, PLCAF Report
June	End-of-Year Financial and Rotation Update from eBook Chair
October	Budget Update (if needed)
October	Summer Learning Report, SMCR Report (depending on program date)
December	Youth Services Annual Report
December	UAH Report
December	Circulation Managers Annual Report
Month	Additional Upcoming Items