

PLS Executive Committee Agenda

March 7, 2024
2:00 p.m. via Zoom

<https://us06web.zoom.us/j/88064033272?pwd=Rd2ZLZ4Vx5CpcDdWGf7LQbjpL2LrFb.1>

Meeting ID: 880 6403 3272; Passcode: 824077

Call-in Option: 669 444 9171

Peninsula Library System Executive Committee

Tim Wallace, San Bruno Public Library (Chair)

Derek Wolfgram, Redwood City Public Library

Anne-Marie Despain, San Mateo County Libraries (Vice-Chair)

James Moore, San Mateo Public Library

I. Approval of Consent Items (Action Item)

- | | | |
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| A. Adoption of Agenda | Wallace | |
| B. Approval of January 4, 2024 Minutes | Wallace | Attachment 1, pg. 3 |

II. Old Business

- | | | |
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| A. Executive Committee Charter Review and Rotation Discussion (Action Item) | Frost | Attachment 2, pg. 7 |
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III. New Business

- | | | |
|--|-----------|----------------------|
| A. Finance | | |
| 1) Review and Approval of Summer FY 2023-24 Measure K Budget (Action Item) | Bruxvoort | Attachment 3, pg. 10 |
| 2) Recommendations for FY 2024-25 Funding for YANovCon, PLCAF, and San Mateo County Reads (Action Item) | Bruxvoort | Attachment 4, pg. 12 |
| 3) Discussion of Potential Cost Saving for FY 2024-25 End-of-Life Hardware Replacement (Action Item) | Frost | Attachment 5, pg. 13 |

IV. Reports

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

VI. Agenda Building for Next Meeting on May 2, 2024

VII. Announcements

VIII. Adjournment

Brown Act: This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) “Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.”

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) “Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.”

Gov't Code § 54953 (3) “If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e).”

Meeting Locations

Redwood City Public Library, 1044 Middlefield Road, Redwood City, 94063

San Bruno Public Library, 701 Angus Avenue W., San Bruno, CA 94006

San Mateo County Library, 125 Lessingia Court, San Mateo, CA 94402

San Mateo Public Library, 55 West 3rd Avenue, San Mateo, CA 94402

PLS/PLP Offices, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

**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 libraries, 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 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.

To: PLS Executive Committee
From: Carol Frost
Subject: Executive Committee Charter Review and Rotation Discussion
Date: March 7, 2024

Background

At the January 4, 2024 PLS Executive Committee meeting, there was a discussion about modifying the chair rotation schedule for the Executive Committee and possibly the Administrative Council. The discussion addressed the original formation of the Executive Committee and if there was a current need for the continuation of the Committee.

The purpose of this memo is to provide further information for discussion and consider possible next steps.

Establishment of PLS Executive Committee

The PLS Bylaws provide for some type of budget or finance committee. Article VIII. Section 1. states, "There shall be a Budget Committee limited to Council members."

A Finance Committee existed for many years. It was comprised of PLS Directors, with San Mateo County Libraries having a permanent seat on the committee in recognition of the percentage of overall system costs carried by SMCL. The Committee met once or twice a year and could be called together on an ad hoc basis if additional input was required.

At the June 12, 2015 PLS Administrative Council meeting, item 3.B. of the Minutes reflects the following:

Report from the Personnel Committee Meeting: Ben Ocon distributed a summary of the meeting of the Ad Hoc PLS Personnel Committee, which was established at the last Council meeting to discuss the role of such a committee going forward. In attendance were: Derek Wolfgram, Susan Holmer, Ben Ocon, Susan Hildreth, and Terry Jackson. This group recommended that the PLS Council consider: updating the Executive Director job description and then reviewing other positions in the organization; establishing a goal setting process with an evaluative component for the Executive Director; that the PLS Council become more knowledgeable of the Executive Director's work, which could be achieved through more detailed reports at PLS Council meetings; that the PLS Council proactively gain a better understanding of the work of employees under the PLS umbrella (e.g. Califa staff); **and that the PLS Council consider combining the functions of the Finance Committee and the Personnel Committee into an Executive Committee comprised of the Chair, Vice-Chair, previous Chair and one at-large member.** The Council concurred with the recommendations and asked that an action item formalizing these recommendations be brought to the August PLS Council meeting.

The establishment of the Executive Committee was approved at the August 5, 2015 PLS Administrative Council meeting.

At the October 8, 2015, PLS Executive Committee meeting, the following scope was adopted for the Committee:

- The Committee will provide guidance, direction, and oversight to the PLS Executive Director in matters related to Human Resources, Finance and other policy matters.
- The Committee will provide the Executive Director with performance feedback and establish a goal-setting process in collaboration with the Executive Director.
- The Committee will work with the Executive Director to update the Executive Director job description and to update other job descriptions within the organization.
- The Committee will help formulate and provide direction on financial strategies and structure, provide input on financial and personnel policies, review budget documents and provide advice and feedback on issues and policies relating to other entities under the PLS umbrella that contract with PLS for services.

The Executive Committee is needed to establish positions, such as the PLS Assistant Director position. At one time, while reviewing the budget forecasting, the Committee approved the posting of positions. This was discontinued several years ago. Currently, the Committee’s primary charge is to provide oversight and input on financial decisions and make recommendations on these items to the Administrative Council. This review provides guidance to staff when more clarity is needed and helps focus Administrative Council discussions. It has been noted that some financial issues which allow for jurisdictions to make individual decisions would be more appropriate for the full Council to avoid duplicative discussions.

Rotation Schedule

A rotation schedule for the PLS Council and Executive Committee was approved at the May 23, 2019 Executive Committee meeting. The general rotation is reverse alphabetical, with the Chair of the Executive Committee cycling in as the Chair of the Administrative Council at the conclusion of their one-year term. Based on the new definition of Participating Members (Public Libraries) and Associate Members, the San Mateo Community Colleges have been removed from the rotation.

PLS Executive Committee

Executive Committee Vice-Chair is Administrative Council Chair

<i>Fiscal Year</i>	<i>Chair</i>	<i>Vice-Chair</i>	<i>Past Chair</i>	<i>Incoming Chair</i>
2022/23	SMCL	SMP	SSF	SBL
2023/24	SBL	SMCL	SMP	RCL
2024/25	RCL	SBL	SMCL	MPL
2025/26	MPL	RCL	SBL	DCL
2026/27	DCL	MPL	RCL	BPL
2027/28	BPL	DCL	MPL	SSF
2028/29	SSF	BPL	DCL	SMP
2029/30	SMP	SSF	BPL	SMCL
2030/31	SMCL	SMP	SSF	SBL
2031/32	SBL	SMCL	SMP	RCL

PLS Administrative Council

Rotation is reverse alphabetical order of libraries

<i>Fiscal Year</i>	<i>Chair</i>	<i>Vice-Chair</i>
2022/23	SMP	SMCL
2023/24	SMCL	SBL
2024/25	SBL	RCL
2025/26	RCL	MPL
2026/27	MPL	DCL
2027/28	DCL	BPL
2028/29	BPL	SSF
2029/30	SSF	SMP
2030/31	SMP	SMCL
2031/32	SMCL	SBL

Discussion

At the January 4, 2024 Executive Committee meeting, the following was discussed:

- The composition of the previous Finance Committee, including the appointment of standing members with capacity to serve on it and advise the Executive Director on PLS financial issues.
- The distinction of which agenda items should receive Executive Committee input and which should be directed to the Administrative Council and bypass the Executive Committee.
- Whether the recommendations from the Executive Committee provide direction and enhance the discussion at the Administrative Council meetings. Should the Council be asked if the Executive Committee endorsements were helpful.
- The pros and cons of a rotation schedule for Chair and Vice Chair:
 - Some stated that it did not suit the Executive Committee well and membership may be better based on capacity for the work.
 - Other stated that it ensured all directors participated and took ownership for decisions.

In reviewing this information, and the current needs of PLS, the Committee may consider the following possibilities:

- Continue Executive Committee in its current form.
- Modify the charge, scope, or rotation of the Executive Committee to address concerns of duplicative discussions and member capacity.
- Transition the Executive Committee into a format that resembles the preceding Finance Committee and return it to a nomination basis.

Recommendation

It is recommended that the Executive Committee review the considerations and discuss possible changes and recommendations to be brought to the PLS Administrative Council.

To: PLS Executive Committee
From: Barbara Bruxvoort, Chair, PLS Youth Services Work Group
Subject: Review and Approval of FY 2023-24 Measure K Budget
Date: March 7, 2024

Background

Annually, the Youth Services Work Group recommends to the PLS Executive Committee a budget for utilizing Measure K funds during the Summer Learning Challenge. For the summer of FY 2023-24, \$388,289 of Measure K funds has been allocated by San Mateo County for this purpose. \$3,762 of unspent funds from FY 2022-23 will be rolled over resulting in a total allocation of \$392,051. Menlo Park Public Library and the San Mateo County Community College District will not be participating and are excluded from this budget.

Discussion

The Youth Services Work Group has defined five main categories the funds will be used for: scholarships, internships, books, art/publicity, and passes.

Each library will offer at least two \$1,000 scholarships to participants. \$32,000 will be allocated for a total of 32 scholarships to be distributed.

Redwood City Public Library will be the only library to offer Measure K-funded internships this summer. \$10,000 will be allocated for these internships. The library interns perform various duties as assigned for the operation of the Summer Learning Challenge from June through August. They assist with programs, room setup, storytimes, craft preparation, and clean-up. They may also recommend books to children and families with children, record statistical data, hand out take-home kits, and attend outreach events at local school and community sites.

The Youth Services Work Group has selected illustrator Jordan Bumber for this year's Summer Learning Challenge artwork, which is being administered by the San Mateo Public Library. \$4,700 has been allocated for the purpose of art and publicity.

\$3,762 of unspent funds from FY 2022-23 will be rolled over to purchase as many San Mateo County Park passes as that amount can accommodate. The park passes were a very popular prize last summer, as are the circulating park passes. The circulating passes are available in every PLS library including the community colleges, thanks to the San Mateo County Parks Foundation.

\$341,589 will be allocated to purchase books as giveaway prizes to participants.

The funds are allocated using the FY 2022-23 PLAN Formula percentages, with adjustments made to account for the absence of Menlo Park Public Library and the San Mateo County Community College District.

Recommendation

The PLS Youth Service Work Group recommends the PLS Executive Committee approve the detailed Measure K Budget for the 2024 Summer Learning Challenge (FY 2023-24) and recommend adoption of the budget to the PLS Administrative Council.

FY 2023-24 Measure K Budget Allocation:

\$390,264

Updated: February 28, 2024

Allocation by Category

LIBRARY	Scholarships	Internships	Artist, Publicity	Books	TOTAL Allocation by Jurisdiction FY2023-24 Funds	PLS GiveAways Using Remaining FY 2022-23 Funds	Revised TOTAL
Burlingame Public Library	\$2,000			\$33,247	\$35,247		\$35,247
Daly City Public Library	\$4,000			\$20,998	\$24,998		\$24,998
Redwood City Public Library	\$3,000	\$11,000	\$3,500	\$31,454	\$48,954		\$48,954
San Bruno Public Library	\$2,000			\$12,957	\$14,957		\$14,957
San Mateo County Library	\$13,000			\$160,067	\$173,067	\$1,975	\$175,042
San Mateo Public Library	\$10,000			\$49,112	\$59,112		\$59,112
South San Francisco Public Library	\$2,000			\$29,955	\$31,955		\$31,955
TOTAL	\$36,000	\$11,000	\$3,500	\$337,789	\$388,289	\$1,975	\$390,264

PLAN FORMULA DISTRIBUTION - FORMULA DISTRIBUTION						Graphic Artist Contribution				
FY 2023-24 Amount to Be Distributed						\$ 388,289	\$ 4,700			
Library Jurisdictions	% Share*	Include in Estimate (Y/N)	Base Amount	Revised % Based Upon Libraries Participation	Total Measure K Funds Distribution	Cost Share	REVISED Measure K Distribution	Graphic Artist Distribution	TOTAL Distribution	
Burlingame	8.46%	Y	8.46%	9.19%	\$35,679	\$432	\$35,247		\$35,247	
Daly City	6.00%	Y	6.00%	6.52%	\$25,304	\$306	\$24,998		\$24,998	
Menlo Park	6.54%	N	0.00%	0.00%	\$0	\$0	\$0		\$0	
Redwood City	11.75%	Y	11.75%	12.76%	\$49,554	\$600	\$48,954		\$48,954	
San Bruno	3.59%	Y	3.59%	3.90%	\$15,140	\$183	\$14,957		\$14,957	
San Mateo County	41.54%	Y	41.54%	45.12%	\$175,188	\$2,121	\$173,067		\$173,067	
San Mateo Library	13.06%	Y	13.06%	14.18%	\$55,078	\$667	\$54,412	\$4,700	\$59,112	
South San Francisco	7.67%	Y	7.67%	8.33%	\$32,347	\$392	\$31,955		\$31,955	
Community Colleges	1.39%	N	0.00%	0.00%	\$0	\$0	\$0		\$0	
Total PLS	100.00%		92.07%	100.00%	\$388,289	\$4,700	\$383,589	\$4,700	\$388,289	

* From FY 2023-24 PLAN Formula

To: PLS Executive Committee
From: Barbara Bruxvoort, Chair, PLS Youth Services Work Group
Subject: Recommendations for FY 2024-25 Funding for YANovCon, PLCAF, and San Mateo County Reads
Date: March 7, 2024

Background

In FY 2023-24, the PLS Youth Services Work Group was responsible for the coordination of four system-wide annual events which were funded as follows:

- Young Adult Novelist Convention (YANovCon): \$15,000
 - Serves young adults
- Peninsula Library Comic Arts Fest (PLCAF): \$15,000
 - Serves all ages, including adults
- San Mateo County Reads (SMCR): \$5,000
 - Serves elementary and middle school
- United Against Hate (UAH): \$10,000
 - Serves youth and adults

Discussion:

For FY 2024-25, the Youth Services Work Group recommends:

- *Discontinuation of United Against Hate as a joint PLS project.*
While the UAH program achieved a good attendance and was featured in libraries' UAH initiatives across the peninsula, Youth Services Librarians found that it was difficult to organize and promote effectively only three weeks after SMCR. It was also found that UAH is now widely programmed in local libraries and joint programming no longer filled a unique niche in this area.
- *Reallocation of \$10,000 in UAH funding to increase funding for YANovCon and PLCAF.*
Costs for in-person author visits continue to climb, and in-person visits have associated travel and housing costs. It is recommended YANovCon and PLCAF each receive an additional \$5,000, bringing the total for each program to \$20,000 in FY 2024-25.
- *Increase funding of SMCR by \$2,000 for a total of \$7,000 in FY 2024-25.*
SMCR is a joint project of PLS and the San Mateo County Office of Education and, as such, also receives funding and in-kind support from SMCOE.

Recommendation:

The Youth Services Work Group recommends the Executive Committee approve budgeting \$20,000 for YaNovCon, \$20,000 for PLCAF, and \$7,000 for San Mateo County Reads.

To: PLS Executive Committee
From: Carol Frost
Subject: Discussion of Potential Cost Saving for FY 2024-25 End-of-Life Hardware Replacement
Date: March 7, 2024

Background

Over the last several Administrative Council meetings, some budget topics have been discussed which need clarification.

Use of PLAN Reserves for Data Center Hardware

The PLAN budget includes an annual \$30,000 contribution to the PLAN reserves. During the February 2024 meeting, the preliminary FY 2024-25 PLAN Central Budget includes funds for server replacements at the data center per the asset replacement schedule. A discussion ensued about using PLAN reserves for the data center equipment, rather than including those costs in the PLAN Central Budget.

Staff would like to request formal directions that identifies the use of the PLAN reserve funds for the data center equipment replacement to the extent that this is possible.

FY 2024-25 One-Time Costs (Switches, Indoor Wireless Access Points and Central AMH)

During the February 1, 2024 PLS Administrative Council meeting, when reviewing the end-of-life replacement schedules, it was noted that individual libraries should use the schedule for monitoring their specific costs. In FY 2024-25, the schedule includes replacements of switches and indoor wireless access points (WAPs) for each library. In addition, the development of a cost replacement schedule for the central AMH was discussed, which would include local contributions for the next four fiscal years. A concern was raised by at least one director about potential budget cuts in upcoming years for some jurisdictions. In a discussion related to replacement schedules for end-of-life equipment, it was asked if there were other funds which could be redirected to assist with some of these costs.

An AMH replacement schedule was discussed during this meeting, with the Council favoring a blended funding approach utilizing Delivery reserves, fund balance, and library contributions. A revised version of this approach utilizes \$50,000 from Delivery reserves, \$170,000 from fund balance, and \$220,000 from library contributions. The use of Delivery reserves and fund balance would occur at the time of replacement, estimated to be FY 2027-28. Library contributions would be spread over the course of four fiscal years, with a shared cost of \$55,000 a year.

Unallocated CLSA Funds

During the December 7, 2023 Administrative Council meeting, the \$70,762 of FY 2023-24 PLS CLSA funds was discussed, including whether some of those funds should be held back to be applied to the switch replacement project in FY 2024-25. The Council approved allocating \$23,457 of FY 2023-24 CLSA funds towards repurchasing expired titles in the shared OverDrive eBook collection. The allocation of the remaining \$47,205 in CLSA funds was deferred until a later date. FY 2024-25 CLSA funds have not been announced yet, but the estimated \$70,762 in funds could also be utilized when available to offset the cost of switches.

Additional Funding Sources

At the December 7, 2023 and February 1, 2024 Administrative Council meetings, the Council decided upon the following actions:

- Increase the shared OverDrive eBook budget by \$50,000 each fiscal year for the next three fiscal years starting in FY 2024-25.
- Roll over any unexpended OverDrive eBook funds from the previous fiscal year into the current fiscal year in an additive fashion. In FY 2022-23, \$92,680 was unexpended and will be rolled over into the shared OverDrive eBook budget for FY 2023-24.
- \$20,000 in the PLAN LOCAL budget reserved for mid-year database purchases (“Future Purchases”) was identified for potential reallocated towards hardware replacement costs.

Consideration of Options

It has been determined that CLSA funds could be used to offset costs for switches, if desired. WAPs are not eligible for the use of CLSA funds.

Considering the use of OverDrive funds, staff have discussed options with the eBook Chair. An option proposed was to spread the use of the \$92,680 over FY 2023-24 and FY 2024-25, along with redirecting the \$50,000 increase of OverDrive funds in FY 2024-25.

Several options for offsetting the one-time FY 2024-25 costs include:

- Directing \$47,305 of unallocated FY 2023-24 CLSA funds to offset jurisdiction costs for the replacement of switches in FY 2024-25.
- Allocating an additional estimated \$70,762 of FY 2024-25 CLSA funds when available towards replacement switches.
- Redirect \$50,000 increase of the OverDrive eBook budget towards the shared AMH replacement schedule cost in FY 2024-25.
- Reallocating \$20,000 in the PLAN LOCAL FY 2024-25 budget for “Future Purchases” towards the use of Wi-Fi Access Points replacement in FY 2024-25.
- Utilize \$45,000 of PLAN reserves to purchase three replacement VM host servers for the data center in FY 2024-25.
- Utilize \$50,000 of Delivery reserves and \$170,000 of fund balance in FY 2027-28 towards AMH replacement.

Item	Cost	CLSA Funds**	Redirected OverDrive Funds	Redirected Future Database Funds	PLAN Reserves	Delivery Reserves (FY27-28)	Fund Balance (FY27-28)	Revised Total
Switches	\$435,000	\$118,067						\$316,933
Indoor Wireless Access Points	\$169,200			\$20,000				\$149,200
AMH Replacement (FY27-28)*	\$440,000		\$50,000			\$50,000	\$170,000	\$170,000
DataCenter Servers	\$45,000				\$45,000			\$0
Total	\$1,089,200	\$118,067	\$50,000	\$20,000	\$45,000	\$50,000	\$170,000	\$636,133

* AMH costs would be divided up over 4 years at \$42.5K per year

** CLSA total from unallocated \$47,305 in FY 2023-24 and an estimated \$70,762 in FY 2024-25

Recommendation

It is recommended the Executive Committee discuss whether cost-saving measures are needed and which, if any, options should be presented to the Administrative Council for approval.