

PLS Executive Committee Agenda

September 5, 2024

2:00 p.m. via Zoom

<https://us06web.zoom.us/j/84366904003?pwd=Ty9y8OlrXAtQCRmYo4V81ZQPBOmhQ.1>

Meeting ID: 843 6690 4003; Passcode: 881680

Call-in Option: 669 444 9171 US

**Peninsula Library System Executive Committee**

Chela Anderson, Daly City Public Library (Chair)

Brad McCulley, Burlingame Public Library

Tim Wallace, San Bruno Public Library (Vice Chair)

Anne Marie Despain, San Mateo County Libraries

- I. Approval of Consent Items (Action Item)** Anderson
  - A. Adoption of Agenda
  - B. Approval of May 13, 2024 Minutes Attachment 1, pg. 3
  - C. Measure K Non-Select Notice Attachment 2, pg. 6
  - D. Approval of First Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services Attachment 3, pg. 7
  
- II. Old Business**
  - A. Approval of Revised Youth Services Work Group Program Budget Allocations (Action Item) Evans Attachment 4, pg. 9
  - B. Continuation of Discussion of Executive Committee Role (Action Item) Frost Attachment 5, pg. 11
  
- III. Reports**
  - A. Administration Frost
  
- IV. 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 agendaized pursuant to state law.)
  
- V. Agenda Building**
  - PLP CLSA Allocation to PLS Libraries for FY 2024-25 (November)
  - Review of Delivery and PLAN Formulas for SMCCCD (January)

- PLS Delivery Preliminary Budget Formula for FY 2024-25 (January)
- PLS PLAN Preliminary Budget and Formula for FY 2024-25 (January)

## VI. Announcements

## VII. 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

Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010

Daly City Public Library, 40 Wembley Drive, Daly City, CA 94015

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

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

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

**PLS Executive Committee****May 13, 2024****1:00 p.m. via Zoom****MINUTES****Committee:**

Tim Wallace, Chair, San Bruno Public Library  
 Sarah La Torra, 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  
 Scott Young, PLAN

The meeting was called to order at 1:02 p.m. by Chair Wallace. Moore joined meeting at 1:53 p.m.

**I. Approval of Consent Items****A. Adoption of Agenda****B. Approval of March 7, 2024 Minutes****C. Fund Allocation for the PLS eBook Purchasing Chair for FY 2024-25**

A motion was made, and approved, to approve the Consent Items. Moore was not present, all others voted in the affirmative. (M/S Despain/La Torra)

**II. New Business****A. Finance****1) Approval of the PLS Mobile App**

Young announced Innovative was chosen as the vendor for the new PLS mobile app and provided an overview of the budget. He noted there is a \$2,500 gap between funds budgeted for the previous mobile app in FY 2023-24 and the implementation fee for the new mobile app that would be charged this year. He stated the first year's subscription cost for the mobile app would be billed in FY 2024-25. Young noted PLAN would provide participating libraries with a questionnaire about design and feature options. A motion was made to approve the use of FY 2023-24 funds for the mobile app implementation costs, including an additional \$2,500 of local funds, and approve the five-year costs for the app, commencing in FY 2024-25. Moore was not present, all others voted in the affirmative. (M/S La Torra/Despain)

**2) Approval of the PLS/PLP FY 2023-24 2<sup>nd</sup> Contract Amendment**

Frost provided an overview of the PLS/PLP FY 2023-24 2<sup>nd</sup> contract amendment. A motion was made to approve the PLS/PLP FY 2023-24 2<sup>nd</sup> contract amendment. Moore was not present, all others voted in the affirmative. (M/S La Torra/Despain)

**3) Review and Approval of FY 2024-25 PLS/PLP Contract for Administrative and Fiscal Services**

Frost provided an overview of the PLS/PLP contract for administrative and fiscal

services in FY 2024-25. She noted staff time was tracked for PLS and PLP to maintain transparency. A motion was made to approve the FY 2024-25 PLS/PLP contract for administrative and fiscal services, and recommend adoption by the Administrative Council. Moore was not present, all others voted in the affirmative. (M/S La Torra/Despain)

**4) Approval of the FY 2024-25 Budget and Recommendation to PLS Council**

Yon provided an overview of changes made to the PLS FY 2024-25 budget since it was reviewed in January 2024. La Torra inquired about unspent cybersecurity project funds in FY 2023-24 being used to offset project costs in FY 2024-25. Frost noted the timeline for the project was aggressive. To ensure activities were done well, the speed of the project was reduced and activities not completed in FY 2023-24 would be scheduled in FY 2024-25, the final year of the project. Wallace asked about the increase in postage costs related to Unique Management Services. Yon noted they were offset by the discontinuation of Unique Management Services' collections service. Yon noted Silicon Valley Bank was no longer able to accommodate governmental accounts resulting in PLS moving to US Bank. This has resulted in increased banking fees. Frost discussed the 4% cost of living adjustment, noting the challenge of the budget being off cycle from minimum wage increases and needing to base the COLA on an estimate of what it will be. La Torra asked if the PLS Building reserves was sufficient. Yon noted the building reserves were zeroed out when conducting the HVAC replacement in the previous year. He stated an interest in creating a building masterplan to better plan for building repair and maintenance needs. A motion was made to approve the PLS FY 2024-25 budget and recommend adoption to the PLS Administrative Council. Moore was not present, all others voted in the affirmative. (M/S Despain/La Torra)

**5) Acceptance of the PLS FY 2022-23 Audit and Recommend Acceptance to PLS Council**

Yon announced the PLS audit received a clean opinion. Despain inquired how long PLS has used the same auditor. Yon stated PLS would do a request for proposal in August or September for a vendor. A motion was made to approve the PLS FY 2022-23 audit and recommend acceptance to the PLS Council. Moore was not present, all others voted in the affirmative. (M/S La Torra/Despain)

**B. Further Discussion of Executive Committee Role**

Wallace provided a recap of the previous meeting discussions on this topic. Despain asked if there were any items that solely went to the Committee but not the Administrative Council. Frost answered contract amendments would only go to the Committee. Despain proposed routine items on consent for the Committee could bypass the Committee and go directly to the Administrative Council. Wallace approved of this idea and suggested staff could determine what was considered routine. Despain stated if an item needed guidance or required deeper research, it could be brought to the

Committee first. The Committee requested staff create a list of potential routine items that could bypass the Committee and be directed to Council.

**C. FY 2024-25 PLS Executive Committee Meeting Schedule**

Wallace reviewed the FY 2024-25 PLS Executive Committee meeting schedule.

**III. Reports**

**A. Administration**

Frost reported the Board of Supervisors may announce additional Measure K awards at its June 11, 2024 meeting. She announced cuts made in the Governor's budget eliminating Lunch at the Library programs, a \$40M reduction to the Dolly Parton Imagination Library initiative, and a 50% reduction of CLSA funding. La Torra inquired if there has been discussion in a consortium purchase of an online tutoring platform. Despain suggested the InfoServices Committee could investigate this.

**IV. Public Comment**

No public comments were made.

**V. Agenda Building for the July 11, 2024 meeting**

- List of routine items which could potentially bypass Committee approval

**VI. Announcements**

Wallace announced Sarah Jolley is the Acting Library Services Manager at San Bruno. La Torra announced Heriberto Madrigal would be serving as Interim Division Manager at Redwood City.

**VII. Adjournment**

The meeting was adjourned at 2:32 p.m. by Chair Wallace.

**Frost, Carol**

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**From:** CEO\_MeasureKGrants <MeasureKGrants@smcgov.org>  
**Sent:** Monday, July 8, 2024 5:26 PM  
**To:** Frost, Carol  
**Subject:** Measure K NOFO Opportunity Update

Dear Peninsula Library System,

The County has completed its evaluation of the application to support the Summer Learning Initiative that you submitted in response to the Measure K Notice of Funding Opportunity (NOFO) for 2024 Measure K Funds. After careful consideration and going through the 315 applications, for a total requested amount of \$251M for the first year alone, we regret to inform you that your application was not selected for funding.

Thank you for your application to the San Mateo County Measure K NOFO. I would like to acknowledge the time and effort your organization committed to by making an application during this process. The County is best able to serve its residents when it partners with community-based organizations that support our shared communities.

We want to thank you for your application, interest, and dedication to improving outcomes for County residents. We look forward to your participation in future NOFOs and other competitive procurement processes.

Should you have any questions about this matter, please feel free to utilize the Measure K contact information on the Measure K website, <https://smcmeasurek.org/>.

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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**To:** PLS Executive Committee  
**From:** Carol Frost  
**Subject:** Approval of First Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services  
**Date:** September 5, 2024

### **Background**

The PLP and PLS budgets include \$1,038,616 for the FY 2024-25 PLP/PLS contract for fiscal and administrative services.

The purpose of this memo is for the Executive Committee to approve the first amendment, which outlines additional work.

### **Additional Grant Work**

The first contract amendment includes additional work and staff time for four statewide grants which PLP oversees that will be ending in Q1 of FY 2024-25: CAREer Pathways Workforce Development, Online Tutoring, Equity Based Data Decision Making, and Networking California Library Resources. The attached first contract amendment includes \$22,107 for staff time.

As is the case with all grants which PLP administers for the State Library, all additional staff time performed for grants requires a contract amendment between the two agencies, since PLS staff performs the work and should be compensated.

The total amount of revised indirect revenue is \$2,808. In consideration of the time needed to oversee, administer, and perform the work, as well as general indirect costs, it is recommended that 10% of the Indirect, \$281, be allocated to PLS, and 90% be allocated to PLP. This is in alignment with past practices.

### **Recommendation**

It is recommended that the Executive Committee approve the first contract amendment to the FY 2024-25 PLP/PLS contract, for an additional \$22,388, for a total contract of \$1,061,004.

This contract will be reviewed and approved by the PLP Executive Committee at their Fall 2024 meeting.



PLP/PLS CONTRACT  
July 1, 2024 to June 30, 2025

**1st Amendment**

Additional Work Related to Statewide Grants

**PLP/PLS Baseline Contract** \$ 1,038,616

**Additional Grant Work for PLP:**

	Amount
Staff Time Related to CA Career Pathways Workforce Development Grant	\$ 2,403
Staff Time Related to Online Tutoring Grant	\$ 10,950
Staff time Related to FY 2023-24 Equity Based Data Decision Making Grant	\$ 4,175
Staff Time Related to FY23-24 Networking California Library Resources Grant	\$ 4,579

<b>TOTAL Staff Support Costs</b>	<b>1st Amendment Total</b>	\$	<b>22,107</b>
	<b>10% of Indirect costs of \$2,808</b>	\$	<b>281</b>
	<b>TOTAL REVISED CONTRACT</b>	\$	<b>22,388</b>

**Total Revised Contract** \$ 1,061,004



**To:** PLS Executive Committee  
**From:** Pam Evans, Chair, Youth Services Work Group  
**Subject:** Approval of Revised Youth Services Work Group Program Budget Allocations  
**Date:** September 5, 2024

### **Background**

On July 8, 2024, PLS received official notification from the County of San Mateo that our application for Measure K grant funding supporting Summer Learning Challenge activities had not been approved. Based on the prior notification that the current grant funding would be ending, PLS will no longer have Measure K funding to support the Summer Learning Challenge commencing in FY 2024-25. This funding has been used by PLS libraries since 2014 to augment local funds spent on Summer Learning. Measure K funds strengthened outreach efforts to increase program participation and advance literacy goals in the County.

\$388,289 was available through Measure K funds in FY 2023-24. The funds were used in the following ways:

- \$32,000 for scholarships
- \$10,000 for internships
- \$4,700 for graphic design
- \$341,589 for giveaway books used as outreach

In addition to Summer Learning, PLS libraries annually develop cooperative programming for YANovCon, PLCAF, and San Mateo County Reads. At the March 7, 2024 Executive Committee meeting, the Youth Services work group requested the following budget changes for these programs, for a total of \$49,200 for the FY2024-25 budget:

- YANovCon – increase budget by \$5,000 to \$20,000
- PLCAF – increase budget by \$5,000 to \$20,000
- San Mateo County Reads – increase budget by \$2,000 to \$7,000
- Ongoing budget to support Summer Learning – remain at \$2,200

With the elimination of Measure K funding, there is only \$2,200 available to the Youth Services Workgroup for Summer Learning in FY 2024-25.

### **Discussion**

As a stopgap measure to maintain some system-wide Summer Learning activities, the Youth Services Workgroup proposed the reallocation of some funds from each of the other three system-wide cooperative programs.

	Current FY2024-25 Budget	Revised FY2024-25 Budget	Difference
YANovCon	\$ 20,000	\$ 15,000	\$ (5,000)
PLCAF	\$ 20,000	\$ 15,000	\$ (5,000)
SMCR	\$ 7,000	\$ 6,200	\$ (800)
Summer Learning	\$ 2,200	\$ 13,000	\$ 10,800
<b>Total</b>	<b>\$ 49,200</b>	<b>\$ 49,200</b>	<b>\$ 0</b>

YANovCon and PLCAF would return to their FY 2023-24 funding levels. San Mateo County Reads would maintain some of its increased budget instead of being returned to its previous level. This was done in recognition that the budget is the smallest of the three programs and planning has already begun.

With this revised FY2024-25 budget of \$13,000, the Summer Learning Challenge would be able to afford systemwide graphic design services (\$5,000) and provide each jurisdiction with a \$1,000 scholarship (\$8,000 total). Some jurisdictions may be able to provide additional scholarships with the help of their Friends groups, but budgeting for at least one provides some equity for jurisdictions who are unable to secure local funds. Since the Menlo Park Library has not participated in this activity in past years, but may consider participating in FY 2024-25, the budget includes an allocation for them, and can be redistributed if they choose not to participate. In past years, the majority of Measure K funding was used to purchase giveaway books for outreach. Given the scale of funding lost for this purpose, the Workgroup did not feel there would be a way to maintain this activity in a significant fashion and suggested libraries approach their Friends groups for independent funding.

The Youth Services Workgroup members and chairs of YANovCon, PLCAF, and SMCR agreed to the proposed reallocation of funds. The Workgroup has begun discussing how to budget for all four programs in FY 2025-26.

**Recommendation**

The Youth Services Workgroup recommends the Executive Committee approve the reallocation of system-wide programming funds and recommend adoption by the Administrative Council.

**To:** PLS Executive Committee  
**From:** Carol Frost  
**Subject:** Continuation of Discussion of Executive Committee Role  
**Date:** September 5, 2024

### **Background**

At the January 4, March 7, and May 13, 2024 PLS Executive Committee meetings, there were discussions related to the activities of the Executive Committee.

The purpose of this memo is to allow an opportunity for the Executive Committee to continue to discuss its scope, and further clarify which items should be presented to this Committee for review, and which should bypass this committee and go straight to Council for review and approval.

### **Scope for Executive Committee**

The scope below was adopted at the October 8, 2015, PLS Executive Committee meeting:

- 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 FY2023-24 Executive Committee agreed that the four guiding principles of the scope still stand, but they suggested that the Committee be modified to more of an advisory role. This was brought to the Administrative Council at the April 11, 2024 meeting. The Council confirmed this assessment.

### **Clarification of Activities**

At the May 13, 2024 PLS Executive Committee meeting, there was a discussion regarding the types of items which should be reviewed by the PLS Executive Committee and which items should be presented only at the PLS Administrative Council meeting for approval.

As more of an advisory role, it was agreed that items to be discussed at the Executive Committee will focus on collective budgetary items or topics requiring research and guidance. Financial issues that necessitate individual jurisdiction decisions will pass directly to the Administrative Council.

The following table provides an outline of items which would require Executive Committee review and which could bypass the Committee and go to the Administrative Council.

<b>Types of Items</b>	<b>Executive Committee</b>	<b>Administrative Council</b>
PLS Budget, PLAN Formula, Delivery Formula	Review preliminary in January for PLAN and Delivery.  Staff may bring back certain items if further direction from Executive Committee required, or significant changes.	Review in February and full budget in June for adoption
Staff questions about specific PLS-wide financial issues	Provide guidance, with recommendations	Present recommendations to Council
Proposed new services or expenses that would have an effect on the PLS budget or majority of libraries	Provide guidance, with recommendations	Present recommendations to Council
Routine committee or staff reports or requests	May include on consent	Present to Council
Budget decision that is an opt-in from libraries (e.g. databases)	Bypass Committee review	Present to Council
Deeper study of fiscal items	Provide guidance, with recommendations	Present recommendations to Council
Contract amendments between the Pacific Library Partnership and PLS for fiscal and administrative services	Review and approve	Bypass (per past practice)
<b>Specific Examples</b>	<b>Executive Committee</b>	<b>Administrative Council</b>
Summer Reading budget	Included on consent; if no other items on agenda, bypass and go to Council*	Yes
Committee activity expenditure reports (e.g., PLCAF, Summer Reading, eBook Chair)	Included on consent; if no other items on agenda, bypass and go to Council*	Yes

eBook Chair Report	Included on consent; if no other items on agenda, bypass and go to Council*	Yes
CLSA Allocation	Discuss if staff presenting options for Executive input to help focus Council discussion. If straightforward, bypass and go to Council*	Yes

\*If a PLS Executive Agenda consists only of items on consent, that meeting will be cancelled, and the items moved to the PLS Council agenda for approval.

**Recommendation**

It is recommended that the Executive Committee affirm the scope of the Committee.