

PLS Administrative Council Agenda

October 3, 2024

2:00 p.m.

Redwood City Public Library

1044 Middlefield Road, Redwood City, CA 94063

Peninsula Library System Administrative Council

Tim Wallace, San Bruno Public Library (Chair)
Brad McCulley, Burlingame Public Library
Chela Anderson, Daly City Public Library
Sean Reinhart, Menlo Park Public Library
Sarah La Torra, Redwood City Public Library

Elnora Tayag, San Mateo County Community College District
Anne-Marie Despain, San Mateo County Libraries
James Moore, San Mateo Public Library
Valerie Sommer, South San Francisco Public Library

- I. **Introductions and Roll-Call** Wallace
- II. **Approval of Consent Items (Action Item)** Wallace
 - A. Approval of Agenda
 - B. Approval of June 6, 2024 Minutes Attachment 1, pg. 3
 - C. Minutes from September 5, 2024 PLS Executive Committee (Review Only) Attachment 2, pg. 6
 - D. PLAN Report and Update Attachment 3, pg. 8
 - E. Measure K Non-Select Notice Attachment 4, pg. 12
 - F. Summer Learning Challenge Final Report Attachment 5, pg. 13
 - G. San Mateo County Reads Preview Attachment 6, pg. 22
- III. **New Business**
 - A. Recommendations from the PLS Executive Committee
 - 1) Approval of Revised Youth Services Work Group Program Budget Allocations (Action Item) Wallace Attachment 7, pg. 24
 - B. Approval of Revised PLS eBook Collection Development Statement and PLS eBook Request For Reconsideration Form (Action Item) Frost Attachment 8, pg. 26
 - C. PLAN Cybersecurity Mitigation Project Update Young Attachment 9, pg. 31

IV. Reports

- A. System Chair Report Wallace
- B. PLP Executive Committee Update Frost
- C. System Administration Frost

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 December 5, 2024 Meeting Wallace Attachment 10, pg. 34

VII. Announcements

VIII. Adjournment

Peninsula Library System

PLS Administrative Council

June 6, 2024

2:00 p.m.

South San Francisco Public Library

901 Civic Campus Way, South San Francisco, CA 94080

MINUTES

Council:

Anne Marie Despain, Chair, SMCL
 Ray DeLara, BPL
 Chela Anderson, DCL
 Elizabeth Meeks, RCL
 Sarah Jolley, SBL
 Teresa Morris, SMCCCD
 Rukshana Singh, SMP
 Valerie Sommer, SSF

System Staff:

Carol Frost, PLS
 Justin Wasterlain, PLS
 Andrew Yon, PLS

Others:

Brian Malibiran, SSF

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

I. Introductions and Roll call**II. Approval of Consent Items**

- A. Approval of Agenda
- B. Approval of February 1, 2024 Minutes
- C. Minutes from March 7, 2024 PLS Executive Committee
- D. PLAN Report and Update
- E. YANovCon 2024 Event Report

A motion was made, and passed unanimously, to approve the consent items. (M/S Sommer/Anderson)

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

Frost stated the San Mateo County Board of Supervisors would announce the results of the Measure K Notice of Funding Opportunity on June 25, 2024. She would inform the Council of the outcome.

IV. New Business**A. Election of New PLS Administrative Council and Executive Committee Officers for FY 2024-25**

Despain announced the slate of candidates. Wallace was nominated for Chair of the Administration Council and Vice Chair of the Executive Committee. Anderson was nominated for Vice Chair of the Administrative Council and Chair of the Executive Committee. McCulley was nominated for member-at-large. A motion was made, and

passed unanimously, to approve the PLS officers for FY 2024-25. (M/S Sommer/Morris)

B. Reconsideration of Shared eBook Allocations in Response to Jurisdictional Budget Reductions

Despain asked the Council if it wanted to reconsider the commitment of increasing the eBook budget by \$50,000 for FY 2024-25 through FY 2026-27. Sommer suggested maintaining the \$50,000 in FY 2024-25 but revisiting the increase next year. It was agreed to keep the \$50,000 increase to the eBook budget in FY 2024-25 and to revisit the increase for the FY 2025-26 budget. As there was no change to the recommended proposed budget, no action was taken.

C. Recommendations from the PLS Executive Committee

1) Approval of the PLS Mobile App

Frost expressed appreciation for the work done by the InfoServices Committee in choosing a mobile app for the system. She explained \$31,500 of unused funds allocated towards the FY 2023-24 Communico app subscription would be used towards the Innovative mobile app installation fee. She noted a remainder of \$2,500 would need to be covered by the participating libraries, except for San Mateo County Library who paid an installation fee when they purchased their app independently. Frost stated libraries would be invoiced prior to the fiscal year's end for the remainder of the installation fee. Frost noted all libraries' annual costs for the Innovate app will be lower than the previous Communico subscription. A motion was made to approve the use of FY 2023-24 funds for implementation costs, including an additional \$2,500 of local funds, and approve the four-year costs for the app, commencing in FY 2024-25. Morris abstained, all others voted in the affirmative. (M/S Anderson/Sommer)

2) Fund Allocation for the PLS eBook Purchasing Chair

Anderson stated the current eBook chair expects \$2,000 to remain of the \$39,000 allocated for FY 2023-24. She added the chair suggests efficiencies will reduce the time necessary for activities in FY 2024-25 resulting in a total need for \$35,000 in FY 2024-25. A motion was made to approve the allocation of \$35,000 in FY 2024-25 for the eBook chair, \$2,000 of which is rollover funds from FY 2023-24, and \$33,000 from the libraries. Morris abstained, all others voted in the affirmative. (M/S Singh/Sommer)

3) Approval of the FY 2024-25 Budget

Yon provided an overview of the FY 2024-25 budget. Frost stated Microsoft was discontinuing its educational discount for free Office 365 licenses. Due to this, an additional \$22,000 would be added to the PLAN budget to purchase new licenses for PLS users. A motion was made, and passed unanimously, to approve the FY 2024-25 budget with an additional \$22,000 for PLAN for Microsoft 365 licenses and an agreement to revisit the \$50,000 eBook increase in FY 2025-26. (M/S Sommer/Anderson)

4) Acceptance of the PLS FY 2022-23 Audit

A motion was made, and passed unanimously, to accept the PLS FY 2022-23 audit.
(M/S Sommer/Singh)

D. FY 2024-25 PLS Administrative Council Meeting Schedule

The Council reviewed the FY 2024-25 PLS Administrative Council meeting schedule.

V. Reports

A. System Chair Report

No report.

B. PLP Executive Committee Update

Frost provided details on a possible 50% reduction to CLSA funds in FY 2024-25. She noted PLP would use membership fee revenue to maintain the Flipster subscription offered to eight libraries with limited budgets. Wasterlain discussed the application process for the PLP GOLD middle management leadership program.

C. System Administration

No report.

VI. Public Comment

There was no public comment.

VII. Agenda Building for Next Meeting on August 1, 2024

VIII. Announcements

No announcements.

IX. Adjournment

The meeting was adjourned at 2:51 p.m. by Chair Despain.

PLS Executive Committee
September 5, 2024
2:00 p.m. via Zoom

MINUTES

Committee:

Chela Anderson, Chair, Daly City Public Library
 Brad McCulley, Burlingame Public Library
 Tim Wallace, San Bruno Public Library
 Anne-Marie Despain, Vice Chair, San Mateo County Libraries

System Staff:

Carol Frost, PLS
 Justin Wasterlain, PLS
 Pam Evans, Redwood City Public Library

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

I. Approval of Consent Items

- A. Adoption of Agenda**
- B. Approval of May 13, 2024 Minutes**
- C. Measure K Non-Select Notice**
- D. Approval of First Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services**

A motion was made, and passed unanimously, to approve the Consent Items. (M/S Wallace/McCulley)

II. Old Business**A. Approval of Revised Youth Services Work Group Program Budget Allocation**

Evans provided an overview of the budget allocations for the FY 2024-25 Summer Learning Initiative and other youth related cooperative programming approved by the Executive Committee at its March 7, 2024 meeting. She explained the loss of Measure K funding would result in only \$2,200 in funding available for Summer Learning in FY 2024-25. Evans proposed redirecting portions of the allocations for PLCAF, YANovCon, and San Mateo County Reads towards Summer Learning to sustain the program. PLCAF and YANovCon would allocate \$5,000 each towards Summer Learning. San Mateo County Reads would allocate \$800. Evans noted the funding would be used to support graphic design for Summer Learning and one \$1,000 scholarship per jurisdiction. A motion was made, and passed unanimously, to approve the proposed budget reallocations for system-wide programming and recommend adoption by the Administrative Council. (M/S McCulley/Wallace)

B. Continuation of Discussion of Executive Committee Role

Frost reviewed the memo which outlined the discussions to date by the PLS Executive Committee in defining their roles. Frost reaffirmed a commitment to transparency through the use of memos, contracts, and meetings to ensure that the PLS directors were informed and that processed is followed for review and approval of business. She introduced a chart describing which topics could be directed to the Executive

Committee, which could be placed on Consent, and which could be sent directly to the Administrative Council without the Executive Committee's review. Frost pointed out the Committee will be scheduled to meet six times during the fiscal year, but some meetings may be canceled due to lack of agenda items. Despain expressed appreciation for the efforts towards transparency. McCulley suggested staff should continue to explore actions for greater efficiency where possible. A motion was made, and passed unanimously, to affirm the scope of the Committee. (M/S McCulley/Wallace)

III. Reports

A. Administration

Frost reported guidelines were being provided to PLS committees to improve understanding of Brown Act compliance. She announced PLAN opened a recruitment for a new IT Support Technician.

IV. Public Comment

No public comments were made.

V. Agenda Building for the November 7, 2024 meeting

- PLP CLSA Allocations to PLS Libraries for FY 2024-25
- Consideration of adjustments to PLAN and Delivery formulas

VI. Announcements

Wallace announced Sarah Jolley was appointed as Library Services Manager at San Bruno.

VII. Adjournment

The meeting was adjourned at 2:45 p.m. by Chair Wallace.

PLAN Projects Report

October 3, 2024

1. Mobile App

PLS awarded the Mobile App contract to Innovative Interfaces, Inc. (III). The app went live in a soft launch in the Apple App Store on September 5, 2024. The app developer (Solus) is working on new compliance issues in the Google Play Store and a soft launch is expected soon. PLAN is working with III and Solus on searchability in the app stores so patrons can discover the app by searching their local library.

2. Encoding Level Load Profile

PLAN is making the final 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. The project's estimated completion date is December 2024.

3. Sierra Scheduler Implementation

PLAN is working with the Circulation Managers Committee to add and update sections of the Circulation Manual regarding the use of Create Lists, background information on the Sierra Scheduler functions, and how to submit Scheduler job requests. Protocols will be in place for staff to request Scheduler jobs in December 2024.

4. PLAN ServiceDesk

PLAN completed the refinements to ticketing automation and is in the implementation phase of the asset management tool. The next phase of the ServiceDesk implementation will include a searchable knowledge base and requesting routine PLAN services. This phase of implementation will begin after the completion of the FreshService Asset Management Project in November 2024.

5. PLAN FreshService Asset Management Project

PLAN is migrating the asset management inventory from the SharePoint site to the FreshService Asset Management module. PLAN is in the process of coordinating with the IT Group members to schedule inventory and asset tagging of library equipment at each location. The estimated completion date of this phase is October 2024.

6. Linux Server Upgrade

PLAN has upgraded 9 out of the 10 Linux servers to the latest version. The Zabbix server is the last one to be upgraded and will be completed by December 2024.

7. 24-Hour Library Vending Kiosk

PLAN completed the Sierra configurations, and the Sanchez Outpost was operational for the public in May 2024.

8. 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

PLAN Projects Report

October 3, 2024

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. The estimated completion date for this project is December 2024.

9. Switch and WAP Replacement Project

PLS network switches and wireless access points (WAPs) will be going end of life this fiscal year. PLAN is planning to make these purchases through an existing government contract instead of going through an RFQ process. We've received final pricing under the FOCUS contract and we're currently working on obtaining similar pricing under the CMAS contract to compare for our due diligence. Once we determine the best contract to move forward with, PLAN will place these orders and start planning/coordinating these respective upgrades with local IT staff. These equipment upgrades are estimated to be completed by the of June 2025.

10. Cyber security awareness month staff training

October is Cyber Security awareness month. PLAN will be deploying online security courses to selected staff. The first type is email security training for jurisdictions that would like to opt in. Some jurisdictions receive similar training from their respective City or County IT departments. The second type is credit card security training that's required for frontline staff that help with managing/maintaining the devices such as self-checks and Envisionware kiosks that have a credit card terminal. Estimated completion of these training deployments is by the end of October 2024.

11. Recruitment for IT Support Technician

A vacancy has occurred in PLAN and a new recruitment is underway for an IT Support Technician. Interviews will be held in October.

PLAN Projects Report

October 3, 2024

Projects Completed

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Lyngsoe AMH at Burlingame Public Library	N/A	Oct 2023	May 2024	Albert Camins	
Domain Controllers OS Upgrade	RCL	Mar 2023	May 2024	Josh Shreffler & Consultant	
SMPL print release stations & self-checks	N/A	Feb 2024	April 2024	Josh Shreffler	
SMCL 24-hour vending Kiosk at Sanchez Library	N/A	July 2023	Jul 2024	PLAN	
Menlo Park Belle Haven Community Campus Library	BHV	Nov 2023	May 2024	PLAN	

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 training includes Email security, telecommuting security for VPN users and credit card security for staff working with credit card terminals. Our annual PCI verification has been completed in May 2024.
Encoding level load profile	N/A	Apr 2019	Dec 2024	Vanessa Walden	Impacts cataloging and acquisitions workflow of all Sierra member libraries
SCAT Table review & update	N/A	May 2019	Dec 2024	Vanessa Walden	Improves statistical reporting based on call number ranges
Sierra Scheduler implementation	N/A	Nov 2023	Dec 2024	Vanessa Walden	Automate review file creation, loading and output of MARC records

PLAN Projects Report

October 3, 2024

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Ill Mobile App	N/A	Jan 2024	Oct 2024	Vanessa Walden	Publish a library app for all the PLS public libraries (except SMCL)
Sierra 6.2 Software Upgrade	N/A	Aug 2024	Sep 2024	Vanessa Walden	Upgrade to Sierra 6.2 is the final step to prepare for implementing LX Starter email notifications.
Envisionware Copy Payment Manager for the South San Francisco Grand Ave Library	N/A	Oct 2024	Nov 2024	Josh Shreffler	Implement Envisionware copy payment manager for Grand Ave Library to manage coping
Network Switch and AP refresh	N/A	June 2024	June 2025	John Sarmiento	Vendor decisions have been made, waiting for pricing

Future Projects

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Penetration testing tool implementation	N/A	Feb 2024	June 2024	Josh Shreffler	Pen testing is a tool used for finding and exploiting vulnerabilities in a network.
LX Starter Email Notices	N/A	TBD	TBD	Vanessa Walden	LX Starter email notices allow libraries to design and brand email notices by jurisdiction and provide bounced email management tools.
Sierra Server RedHat 9.x OS Upgrade	N/A	TBD	TBD	John Sarmiento & Vanessa Walden	Support for Red Hat 9 will begin with Sierra 6.3. PLS is currently on Sierra 6.2 and RedHat 8.6.

Frost, Carol

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 | <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/>

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and protected information. Any unauthorized review, use, disclosure is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

To: PLS Administrative Council
From: Pam Evans, Chair, PLS Youth Services Workgroup
Subject: PLS Summer Learning Challenge Final Report
Date: October 3, 2024

Through independent efforts and collaboration, all PLS jurisdictions created an exceptional Summer Learning Challenge in 2024. Thanks to \$390,264 in Measure K funding (including \$1,975 in roll-over funds from FY 2022-23), seven jurisdictions purchased books to give away and awarded thirty-one \$1,000 college scholarships. The funds were also used for graphics and some design fees for reading logs and promotional materials. Redwood City hired youth interns with Measure K funds, and several other libraries also hired interns through local programs, and/or had Teen Volunteers.

The summer reading graphics were created by Jordan Rose Bumber, coordinated by the San Mateo Public Library (see image below).

Libraries continued to use the Google form created by San Mateo Public Library which allowed participants to sign up and complete the Summer Learning Challenge. There were 501 online registrations.

Redwood City Public Library coordinated with the San Francisco Giants to distribute vouchers for Giants games, and San Mateo County Library negotiated with the County Parks to provide each branch with a County Parks annual pass to give away.

By the end of this year's Summer Learning Challenge, there were over 78,000 participants and more than 100,000 books were distributed. Over 109,000 people attended the libraries' 2,300 programs this summer.



Signups and Book Distribution

Library	Sign-ups 2024	Under 5 Sign-ups	School Age Sign ups	Teen Sign-ups	Total Books Given Out	
Burlingame Public Library	3,055	402	2,117	536	3,753	includes books purchased with other funding
Daly City Public Library	4,492	463	3,061	968	4,995	
Redwood City Public Library	6,998	754	5,932	312	6,317	includes books purchased with other funding
San Bruno Public Library	1,752	341	1,288	123	3,499	includes books purchased with other funding
San Mateo County Libraries	45,818	948	18,668	26,202	66,963	includes books purchased with other funding
San Mateo Public Library	6,110	617	4,110	1,383	6,971	includes books purchased with other funding
South San Francisco Public Library	10,328	1,887	7,820	621	10,685	includes books purchased with other funding
PLS Totals	78,553	5,412	42,996	30,145	103,183	

Number of Programs and Attendees

Library	Programs	Attendees
Burlingame Public Library	101	8,737
Daly City Public Library	106	3,764
Redwood City Public Library	158	7,706
San Bruno Public Library	107	4,033
San Mateo County Libraries	1,742	78,226
San Mateo Public Library	125	6,580
South San Francisco Public Library	128	6,005
PLS Totals	2,467	115,051

Scholarships Awarded

Library	Scholarships Given Out	Amount
Burlingame Public Library	2	\$2,000.00
Daly City Public Library	4	\$4,000.00
Redwood City Public Library	3	\$3,000.00
San Bruno Public Library	2	\$2,000.00
San Mateo County Libraries	13	\$13,000.00
San Mateo Public Library	3	\$3,000.00
South San Francisco Public Library	4	\$4,000.00
PLS Totals		\$31,000.00

Program Summary by Library

BURLINGAME

Burlingame – Outreach Burlingame Library children’s librarians visited 10 elementary schools in Burlingame and Hillsborough promoting Summer Learning Challenge in 106 individual classrooms reaching out to 2,627 children. The Teen Librarian visited both public middle schools in Burlingame and Hillsborough, and the two parochial schools in Burlingame, promoting the program in 35 middle school classrooms to 1,084 students. At each school the librarians visited, they received a large turnout at the library for students excited to get their reading log and pick up their first free book.

Burlingame – Programs Highlights of the summer programs include two kickoff celebrations to get the fun started – one at the Main Library and one at the Easton Branch Library. The celebrations featured live music, crafts, free books, reading logs, and fresh popcorn. 445 people attended the two events. Other highlights included an all-summer scavenger hunt in the Children’s Room (1,217 participants) and at the Easton Branch (325 participants) with two different themes – Paris and Summer Olympics. Burlingame Library’s Bonjour to Reading theme included Paris decorations, special storytimes in six different world languages, mini crafts that revolved around the Paris Olympics, and a special StoryWalk featuring *Nanette’s Baguette* by Mo Willems. The library hosted Family Fun Nights outdoors across the street from the Main Library on Tuesday evenings featuring Coventry and Kaluza Circus & Comedy Show, The Fratello Marionettes, Magicians Brian Scott and James Chan, RhythmALLogy Drums, Magical Moonshine Puppets, and Unique Derique Comedy and Hambone Body Percussion. A special Easton Branch show featured a bilingual music presentation by Mariela Herrera. The end-of-summer outdoor performance was the Wild Things Animal Show. 48 regular storytimes had a total attendance of 3,339 patrons. The library successfully hosted four "Teen Tuesdays" in June and July, offering a range of interactive activities including making friendship bracelets, a macaron and coffee social, a build-your-own boba workshop, and a no-bake film festival. In August, Burlingame library facilitated a forum titled "Tell Me More," where teens had the opportunity to learn valuable skills for discussing difficult conversations with one another.

Burlingame – Giveaways Burlingame Library offered weekly giveaways of eight small stuffed animals during the summer. Children put a giveaway ticket in the giveaway box with each library visit to either the Main Library or Easton Branch Library. There was also a summer-long bingo program with reading and learning experiences on each square of the bingo card. When elementary age children completed the bingo card, they received a giveaway ticket for a chance to win a large stuffed French bulldog, one bulldog at the Main Burlingame Library and one at the Easton Branch Library. The Burlingame Library Foundation provided further funding for a CuriOdyssey family membership giveaway for both the Main and the Easton Branch. The library continued the annual 8-week gift card giveaway for book review submissions by teens. The gift cards to local Burlingame businesses were a popular prize to get teens writing book reviews on what they read this summer.

DALY CITY

Daly City—Outreach Daly City Public Library staff distributed books and reading logs to all Daly City elementary, middle, and high schools, as well as to several preschools. Books and reading logs were also given out at the two Big Lift sites in Daly City, community events such as Shine Family Day, the Daly City Children’s Day Celebration, Colma’s Community Fair, National Night Out, and the Recreation Department’s Resource Day.

Daly City—Programs Daly City provided weekly craft programs at all 4 locations. In addition, there were special performers: Play-filled art class by Risa Lenore, It’s Yoga Kids, Insect Discovery Museum, East Bay Vivarium, Magical Mark, Mariela’s Music Time, Mike the Magician, and Balloons and Bubbles. There was also a weekly drop-in program called Creative Play, which allowed children and families to stop by and play with a Rigamajig, puzzles, games, and participate in other STEM activities. Families loved this additional program offering. The library had its final summer party and hosted a Bubbles and Balloons program. The party was outside and done in partnership with the Recreation staff.

Daly City—Lunch at the Library Daly City secured a Lunch at the Library Pop-up grant for \$6,663 from the state library, and throughout the summer was able to provide reading logs, books, enrichment presentations and activities to four lunch sites in Daly City. Two of the sites were part of the Big Lift Inspiring Summer initiative. Those scholars also received library cards and enjoyed field trips to one of the Daly City Public Library branches.

MENLO PARK PUBLIC LIBRARY

Menlo Park did not participate in Measure K funds, all programming was funded through local sources.

Menlo Park – Outreach MPPL provided special visits to the city-run summer camps and schools – offering library tours, scavenger hunts, free books, and storytime either weekly or bi-weekly for a total of 26 visits over a 10 week period. Approximately 378 free books were given to children enrolled in the city-run summer camps and schools. Additionally, library staff also provided 6 additional outreach visits for Menlo Park Schools with summer school programs, provided a mixture of library tours, storytime, and informational sessions discussing what services and materials the library provides.

Menlo Park – Programs MPPL summer outdoor events (including music, animal visits, and puppet shows) on the library lawn on select Thursday mornings drew impressive crowds, with an average of 220 attendees per event. Weekend family events at the new Belle Haven Community Campus also saw much higher attendance than we were able to accommodate at the prior Belle Haven Library – approximately 400 patrons across 6 summer events. Our bi-annual Library Adventure event, which occurs the middle of summer, is our full-scale library scavenger hunt open to all ages and hosted 212 guests.

Menlo Park – Summer Reading Game Menlo Park’s Summer Reading Game, funded by the Friends of the Library, had 1,566 people sign up between June 1st and August 31st, with a total of 511 finishers who came into the library to receive prizes. Including both starting and finishing

prize books, we gave away 2,016 books. Registration increased for both our teen category and our adult categories, with 157 teens signing up (compared to 110 in 2023) and a remarkable 618 adults (up from 349 in 2023). Youth participant numbers saw a very small increase. We saw a 4% increase in signups at the Belle Haven Library, with about 10% of the overall participants self-selecting Belle Haven as their home library. Readers who reached their reading goal for the summer were given a book and a ticket to enter our Prize Basket Drawing at the end of the summer for a chance to win one of our 16 themed Prize Baskets.

REDWOOD CITY

Redwood City— Outreach For the 2024 Summer Learning Challenge, Redwood City Public Library gave away over 9,000 books to children 0-18 years old. The Youth Services team distributed these books at sixteen K-8 schools, four high schools and all the child development programs and pre-schools, private and public, in Redwood City. The book giveaways continued through the summer at all three library locations, community events and programs including at Lunch at the Library pop-up outreach. At a community partner’s summer program, RCPL went at the beginning of the summer to sign children up for the program and returned at the end of the summer to celebrate program completion. In total, over 8,000 children participated in the Summer Learning Challenge!

Redwood City— Programs Redwood City Public Library annual Summer Learning Challenge included weekly performances, storytimes, Makerspace programs and book clubs. Standout programs included a weekly STEAM at the Library program, Stories in the Park, and Beginning Reader Book Clubs. The Teen Center provided nearly daily events including Movie Nights, Video Game Nights, Film Club and Open Makers. Teen program attendance was 700 for the summer! When RCPL staff were out in the community at various events, students often recognized them from their summer visits, illustrating the positive connections between the library and the children.

Redwood City— Interns The library hired four interns with Measure K funds this summer representing local high schools. In addition to creating and running programs and events in the library, including storytimes, they attended numerous outreach community events and passed out books all over Redwood City.

SAN BRUNO

San Bruno — Outreach and books The Library worked with the San Bruno Park School Districts’ media specialists to get 775 books into the hands of San Bruno elementary school students. An additional 1,543 books were distributed at the Juneteenth celebration in the park, as well as in the Big Lift Inspiring Summers program, Second Harvest Food Bank Distributions, and the San Bruno Park School District Preschool.

San Bruno — Programs The library had a performer series which included a magic show, a music performance by Cascada de Flores, yoga in the park, an author talk and drawing workshop with Jen de Oliveira, and an outdoor bubble show. The library also offered passive

crafts available in the children’s room based on the weekly craft afternoons, and outreach to Big Lift Inspiring Summers via the Lunch at the Library pop-up programming grant.

San Bruno — Interns/Volunteers This summer San Bruno Library added a new Reading Buddies program where teen volunteers were paired with students, grade K-3 in order to improve and maintain reading abilities, demonstrate effective reading techniques, and build confidence. The Reading Buddies program not only helped younger students improve their reading skills, but it also fostered meaningful connections between teens and kids. Reading Buddies had 27 participants attend the program 79 times over the course of the program. Teen volunteers continued to participate in weekly, planning/social meetings and assist with hands-on craft afternoons. 13 teen volunteers dedicated a total of 219 hours this summer, serving the community and forming new friendships.

SAN MATEO CITY

Children’s — In May, the Children’s Librarians worked with media aides, teachers, preschool educators, and volunteers across the San Mateo Foster City School District to conduct summer outreach, prioritizing the Title I schools and state-subsidized preschools while scheduling the different groups. At all the outreach events library staff was welcomed with open arms and smiling faces eager to get their hands on the latest graphic novel or middle grade fiction.

The Summer Programming kicked off just a few days after school let out and continued until school went back into session in mid-August. Some highlights were a weekly storytime in the park with current Children’s Librarians, former Children’s Librarians, and library support staff playing ukeleles. From the first storytime in the park to the last, the attendance stayed steady with over 100 people attending weekly. By the second storytime in the park, staff had to purchase better headsets and a louder speaker to amplify their voices! Seven performers were booked for weekly entertainment at the Main Library and its two branches. Other programs included crafts and STEAM-related activities, a book club, a Rubik's cube event, a science fiction writing workshop, and storytimes at local early childhood programs. A last-minute addition to the programming calendar was a scary story writing contest and party based on Summerween, a day to celebrate Halloween in July that originated from an episode of Disney Channel’s Gravity Falls series. Children used the prompt “What was that sound in the woods?” Due to the popularity of the contest three age groups were created and each winner was awarded Gravity Fall’s merchandise, books and a gift card. The summer ended with an epic End of Summer S’mores Party!

Teen — In May the Teen Librarian worked with Aragon, Hillsdale and San Mateo High School to organize outreach events at each high school location in San Mateo. Additionally, the librarian did Summer Learning outreach at Hillcrest and was able to signup 32 students. This year the teen programs included the ever-popular after-hours Summer Party scavenger hunt as well as an after-hours Paint and Sip. San Mateo also hosted a perfumer workshop and had several craft programs.

SAN MATEO COUNTY

Summer at our libraries has always been a time of excitement, and this year we added a dash of adventure. My Summer Adventure, our newly redesigned and equity-focused summer program invited kids, teens, and adults to set their own goals and explore the world through books, nature, and unique experiences. With vibrant artwork by award-winning local artist Shawn Harris, our community blazed their own trails, returning with journals filled with incredible stories.

To celebrate the joy of being outdoors and the inspiration found in our libraries, we distributed limited-edition library cards, tote bags, stickers, and bubbles across our communities. Program participants are also entered to win a \$1,000 college scholarship or an Annual County Parks Pass, ensuring they can continue their adventures all year long.

San Mateo County—Programs Partnering with San Mateo County Parks, we hosted 22 programs where park rangers introduced new users to their local parks. From coastal story times and junior ranger activities in San Pedro Valley to hikes and visits from performers, we brought the adventure outside to showcase the awe-inspiring nature around us. We also took many of our library programs outdoors such as Watercolors in the garden, magic shows, and more.

San Mateo County – Interns We welcomed 29 high school interns from our local communities to the library this summer. These interns played a vital role in reaching underserved populations and infusing our spaces with youthful energy and creativity. One intern shared, "I really enjoy how professional and also fun this internship is. I feel like I've learned lots of new skills that I can carry with me for future jobs."

SOUTH SAN FRANCISCO

South San Francisco—Outreach SSFPL distributed books to elementary schools throughout South San Francisco and in the libraries during the Summer Learning Challenge. More than 10,000 books were distributed this year, an increase of more than 50% over the number of books distributed last year.

South San Francisco—Programs SSF Youth Services staff hosted a total of 128 programs during the 2024 Summer Learning Challenge, with a total attendance of 6,005, an increase of 54% over last year. Popular programs included the regular storytime, done outdoors with a yoga theme, which attracted an average of 80 participants; firefighter storytime, with 115 attendees; a Super Smash Bros. video game tournament; Amgen-led science programs; and a kids rock concert with Soul4Kidz. The Library also hosted ongoing summer camp visits with City of South San Francisco's summer camps and Big Lift Inspiring Summers sites with storytimes and Makerspace activities.

The Summer Learning Challenge culminated with an End of Summer Celebration with numerous activities in the park outside the library, such as button making, face painting, bubbles, and friendship bracelets. The Fire Department also provided a storytime out on the lawn, and families got to take pictures with a fire truck in the parking lot. Children were also invited to

grab make-and-take kits, do it yourself craft activities for building a butterfly wood house and creating a bug jar.

South San Francisco—Summer Intern and Teen Volunteers The Library provided many teens with their first work experiences this summer. More than any other City Department, the Library employed seven teen interns as part of the Youth Summer Internship Program. Teens worked in the Discovery Center, on the Summer Learning Table, and in Circulation, at both library locations. In addition to the interns, the Library has 30 active teen volunteers, many of whom contributed significant hours during the summer.

To: PLS Administrative Council
From: Sarah Spence, PLS Youth Co-Chair San Mateo County Reads Committee
Subject: 2024 San Mateo County Reads Update
Date: October 3, 2024

San Mateo County Reads (SMCR) is a partnership between the Peninsula Library System (except for San Mateo Public Library), and San Mateo County Office of Education (SMCOE), Curriculum and Instruction Services. The 2024 budget for the PLS Youth Workgroup to help fund this partnership is \$6,200. The committee is highlighting three books this year – a book for early learners, one for older elementary school students, and a book for middle school students.

This year, San Mateo County Reads will take place throughout the months of October and November. The PLS budget will provide two virtual author events as well as giveaway books for the participating libraries.

Theme: Voices of Resilience - Empowering Change Through Collective Action

Book Selections: The committee requested input from PLS youth librarians to choose three books – one for early learners, one for upper elementary, and one for middle school. Book titles for high school students and adults were not selected this year.

Book for Early Learners—*Change Starts with Us* by Sophie Beer

Book for Upper Elementary—*Hoops* by Matt Tavares

Book for Middle School – *Free Lunch* by Rex Ogle

Upcoming Events:

Tuesday, October 29, 2024 – two virtual events will be presented via Zoom at 9 am and 1:30 pm featuring author Rex Ogle. San Mateo County Libraries will host the Zoom webinar events. Registration will be open to everyone, with the intended audience being elementary school-aged students and classrooms within San Mateo County. Details are still being worked out but San Mateo County Libraries’ and SMCOE staff will likely moderate the events together.

Thursday, November 14 – two virtual events will be presented via Zoom at 9 am and 1:30 pm featuring author Matt Tavares. San Mateo County Libraries will host the Zoom webinar events. Registration will be open to everyone, with the intended audience being middle school students and classrooms within San Mateo County. Details are still being worked out but San Mateo County Libraries’ or other PLS staff and SMCOE staff will likely moderate the events together.

Budget:

\$2,500 – Matt Tavares virtual events

\$3,700 – Books for library giveaways



San Mateo County Reads

2024 Theme: Voices of Resilience: Empowering Change Through Collective Action

Get ready for *San Mateo County Reads* – an inspiring community event this fall! Discover three amazing books that showcase the power of working together to tackle today's biggest challenges. Join us in turning ideas into action and making our world better, one page at a time.

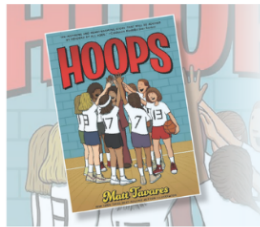
In a world where challenges abound, from discrimination to oppression, from injustice to inequality, a chorus of voices rises, each telling a story of resilience, courage, and the power of collective action. "Voices of Resilience" is a testament to the enduring power of the human spirit and the transformative potential of collective action. It is a call to action, urging readers to join the chorus of voices demanding a better, more equitable world for all.



CHANGE STARTS WITH US - Early Learner Selection

Written and Illustrated by Sophie Beer

Environmental change begins with small actions like planting trees, conserving water, and recycling. This children's book shows young readers how they can help protect the Earth through simple acts of activism, emphasizing that everyone can contribute to creating a better world.



HOOPS - Elementary School Selection

Written and Illustrated by Matt Tavares

In 1975 Indiana, the newly-formed Wilkins Regional High School girls' basketball team faces numerous challenges, including lack of resources and support. Despite practicing in an elementary school and creating makeshift uniforms, the undefeated Lady Bears, guided by a dedicated female coach, achieve remarkable success. This illustrated story highlights the perseverance of young women fighting for equality in sports.



FREE LUNCH - Middle School Selection

Written by Rex Ogle

Free Lunch portrays childhood poverty through Rex, a sixth-grader in a wealthy school district. It highlights the challenges of food insecurity, including the stigma of free meal programs and the daily struggles with hunger, inadequate clothing, and unstable housing. The book offers a candid look at poverty's impact on American youth through Rex's authentic perspective.

Learn more at www.smcoe.org/SMCreads



To: PLS Administrative Council
From: Pam Evans, Chair, Youth Services Work Group
Subject: Approval of Revised Youth Services Work Group Program Budget Allocations
Date: October 3, 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
Total	\$ 49,200	\$ 49,200	\$ 0

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 PLS Executive Committee has reviewed the Youth Service Workgroup’s recommendations, and the Executive Committee recommends the PLS Council approve the reallocation of the system-wide programming funds for FY 2024-25.

To: PLS Administrative Council
From: Joshua Rees, PLS eBook Working Group Chair, Daly City Public Library
Subject: Approval of Revised PLS eBook Collection Development Statement and PLS eBook Request for Reconsideration Form
Date: October 3, 2024

Background

PLS created and approved an eBook Collection Development Statement along with a Request for Reconsideration Form in November 2016. During the years since, the use, size, and budget for the Overdrive eBook and eAudio collections have dramatically increased. The eBook Working Group (comprised of librarians from member libraries) has had many staffing changes, including a new rotating eBook Purchasing Chair position which changes every two years. Additional changes include adding dedicated funding to offset the Chair's working time; implementation of quarterly meetings between the Chair, the PLS Executive Director and PLS Assistant Director; and increased communication between PLS Accounting and the Chair. Along with the larger role that eBooks – specifically the Overdrive collection – have in library interactions with patrons, there is also the growing national discussion on access to library materials of all types.

In January 2024, the PLS Executive Director requested that the eBook Working Group and the Information Services Committee review the existing Collection Development Statement. This was largely due to an enquiry about donating eBooks to PLS. A small working group, consisting of the eBook Purchasing Chair (Joshua Rees), and two members of Information Services (Rose Waldman (MPL) and Zack Whitley (DCL)), have since reviewed and edited both documents.

Discussion

Proposed changes to the Collection Development Statement generally updates and clarifies the existing statement. eBook publishing changes, such as short term leases of titles, are now included as part of the de-selection criteria. A new section about patron donations was added, specifying that financial donations should go through the patron's local library, not PLS, and donations of eBook titles cannot be accepted due to technical issues and use agreements.

The Request for Reconsideration form has been updated to ask if the contesting person is submitting on behalf of a group and if the patron lives in the PLS service area. The Form was also updated to include some formatting adjustments and clearer wording.

The Information Services Committee reviewed and approved these documents at its June 18, 2024 meeting.

Recommendation

It is recommended that the revised Collection Development Statement and Request for Reconsideration form be accepted by the PLS Administrative Council for approval. Once approved, these are to be placed on the public website, plsinfo.org, for public access.

PLS EBOOK COLLECTION DEVELOPMENT STATEMENT

PLS (Peninsula Library System) acknowledges that its member libraries have individual collection development policies. This statement is not intended to reflect or replace those individual local policies but rather is designed to serve the cooperative nature of the shared eBook collection. The PLS Consortium eBook collection reflects the diversity of its contributing communities, and strives to support an informed public. As such, the collection represents diverse points of view and may include materials that some members of the public consider to be controversial in nature. PLS provides free and equitable access to the shared eBook collection to all users. PLS neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by PLS.

Material Selection

Material selection is intended to respond to the recreational and lifelong learning needs of our library community. This electronic collection is meant to supplement the physical collection of each of the libraries, not to replace it.

The PLS eBook collection primarily emphasizes:

- **Popular Materials:** Popular fiction and non-fiction in all formats and for all ages.
- **Lifelong Learning:** Provides a collection of enriching, accurate, and timely non-fiction across a variety of subject matter in all formats and for all ages.

General Criteria

To ensure a balanced collection, the following criteria are used by all selectors. Materials are selected according to one or more of the following criteria; an item need not meet all of these criteria in order to be added to the collection.

- Popular interest or demand
- Requests by the public
- Accuracy and timeliness of content
- Author's, artist's or publisher's qualifications and/or reputation
- Budget constraints and material availability
- Contribution of a work to the diversity of the collection Receipt of, or nomination for, major awards or prizes
- Relation to existing collection and other material on the subject

De-selection Criteria

The collection is regularly evaluated to ensure that the materials remain current and continue to reflect the interests and needs of the users. Maintenance is critical to keeping the collections current, attractive, responsive, diverse, and useful to the needs of the community. The collection is reviewed in light of the General Criteria and standards of professional librarianship on an ongoing basis for the purpose of deselection. Publisher constraints on type (and length) of ownership (or leasing) of titles/copies affects what titles may remain in the collection.

Patron Requests

All patron requests (title/author/subject) will be considered following individual library procedures. Requests can be made via the patron's local library and may be forwarded to the eBook working group for consideration. Requests are subject to the same selection criteria as other materials and are not automatically added to the collection; PLS is under no obligation to fill any particular request.

Patron Donations

Patrons who are so inclined may wish to donate to the PLS eBook collection. Financial donations should be discussed with the patron's home library, which will make a decision to accept or reject financial donations according to its policy. PLS does not accept non-financial eBook donations because their use is governed by contract rather than copyright laws.

Patron Requests for Reconsideration

Patrons questioning materials in the PLS eBook collection are encouraged to review the *Peninsula Library System eBook Collection Request for Reconsideration of Materials* document and form, which outlines the reconsideration process.

***Peninsula Library System eBook Collection
Request for Reconsideration of Materials***

The Peninsula Library System eBook collection supports intellectual freedom and has adopted the following statements: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the “Freedom to View” statement of the American Film and Video Association.

A library patron, who lives within the service area of the Peninsula Library System (the geographic boundaries of San Mateo County), questioning materials in the collection should contact the Library Director/Manager of their local library, who will give the patron a copy of this statement and review it with them. A library patron who still has questions regarding material in the PLS eBook collection may submit a complaint in writing, on a Request for Reconsideration of PLS Electronic Material form (attached), to the Director/Manager of their local library, who will present it at the soonest possible regularly scheduled PLS Information Services Committee meeting for review. The Committee may, at its discretion, appoint a panel of three professional librarians to review the request. Once a title has been reviewed no further challenges to this title will be considered.

If the request to remove is an electronic copy owned by only one library, the request for removal will be given to the owning library to address in accordance with their policies on requests for reconsideration.

PLS eBook Collection Request for Reconsideration of Electronic Materials

Review request initiated by: _____ Date: _____

Name: _____

Address: _____

City: _____ State: CA Zip Code: _____
(Address must be located in San Mateo County)

Phone: _____ Email: _____

Library card number : _____

Library (location most used) : _____

Do you represent : yourself _____ or an organization (name : _____)

Information about the material in question: (Please provide as much information as possible)

Author: _____

Title: _____

Publisher: _____

Copyright Date: _____ Format: _____

Have you completely read, listened to, or watched the title in question? Yes: _____ No: _____

What is your objection to the title in question? (specific pages/time stamps)

If you need more space for any answers, please use back side of sheet or attach a one separate page.

Please note that the PLS Information Services Committee meets monthly and your request will be reviewed at the soonest possible meeting (which may be affected by agenda deadlines).

To: PLS Administrative Council
From: Scott Young, IT Director
Subject: PLAN Cybersecurity Mitigation Project Update
Date: October 3, 2024

Based on the FY 2021-22 PLS wide area network and systems Cybersecurity Risk Assessment report by the outside consultant Illumant Inc, the PLS Council approved a three-year cybersecurity mitigation plan to restrain vulnerable systems and proactively manage potential cyberattacks. The purpose of this memo is to provide an update on the year 2 activities and review the year 3 activities.

MITIGATION SCHEDULE OF ACTIVITIES

Following a review of the cybersecurity assessment report provided by Illumant, Inc, PLAN presented the following three-year mitigation plan with recommended projects, tasks, and trainings based on their priority to the Administration Council at its June 9, 2022, meeting. The tasks and timeline were approved by Council.

Project/Task Name	Priority
New helpdesk ticketing system with integrated asset management and patch management modules	1
Implement password manager	1
Enable MFA	
PLS email login	1
VPN	1
Server access	1
Upgrade legacy Operating Systems (OS)	1
Implement Endpoint Detection and Response (EDR)	1
Security Training	
Cybersecurity awareness-first responder	1
PCI compliance	1
Technical / security	2
Audit backups and test restore	2
Implement SIEM - Network system security monitoring *	2
Patch management and MDM for computers	3
Implement recurring penetration testing and training	3
Fortinet Anti Virus installed on all PLS servers	3

**SIEM not required. Funds were redirected to additional security licenses*

CYBERSECURITY MITIGATION TASKS AND PROJECTS COMPLETED AND IN PROGRESS

FY 2022-2023 Completed Tasks

Helpdesk Ticketing System

FreshService was implemented and we are currently implementing the inventory module to help track library assets, serial numbers and end-of-life dates. This will help PLAN better support the libraries and their assets moving forward.

Implemented Password Manager

PLAN has completed the migration to 1Password to maintain passwords in a secure shared location.

Multi-Factor Authentication

For securely managing and safeguarding networks, systems and data integrity, Multi-Factor Authentication (MFA) was implemented. MFA requires two or more authentication methods to authenticate authorized users. PLAN divided this project into the following 3 main categories:

- MFA for Microsoft Office 365
- MFA for VPN users
- MFA tokens for special circumstances

The MFA project is 100% complete. This implementation will increase the security of the PLS Network and will reduce the PLS cybersecurity insurance cost significantly.

Upgrade Legacy Server Operating Systems

PLAN divided this project in 2 categories:

- Linux OS upgrade
- Windows server Operating Systems

Linux OS Upgrade

PLAN upgraded 9 out of 10 Ubuntu Linux servers to the latest version. The remaining Ubuntu server will be upgraded by December 2024.

Windows server OS upgrade

PLAN upgraded all Windows servers to the latest version of Windows Server 2022. This will help with keeping uniformity with the OS in the datacenter environment and will be easier to manage all servers with a single OS system.

Endpoint Detection and Response

Endpoint Detection Response (EDR) and Managed Remediation and Detection (MDR) were implemented and have been protecting the PLS networks successfully. Fortinet offers an endpoint security solution that continuously monitors end-users' devices to detect and respond to cyber threats such as spyware, ransomware and malware. We recently added anti-virus to our servers to increase the security fabric and to protect the network more thoroughly.

FY 2024-2025 Activities:

Penetration Testing

With the MDR solution in place, PLAN will be in a good position to initiate penetration testing. We will be hiring an outside vendor to perform a new penetration test and security analysis to verify progress and identify any vulnerabilities.

Patch Management/MDM

PLAN is exploring ways to more efficiently manage its fleet of PCs through Mobile Device Management (MDM) solutions, such as Microsoft Intune. This will enable streamlined deployment, monitoring, and security management across devices in the network.

Completed/Ongoing Activities:

Purged Sensitive Data

To reduce the risks to vulnerable data, PLAN worked with the libraries' IT Group and various committees to delete Personally Identifiable Information (PII) from the PLS servers. This is an ongoing task that requires team efforts from all stakeholders.

Systems Decommissioned

PLAN decommissioned Active Directory servers and legacy web servers that were no longer needed but still on the PLS network.

Cybersecurity Awareness Training for PLS Library Staff

PLAN continually provides Knowbe4 training to PLS staff to manage and reduce cybersecurity risks.

Cybersecurity Training for PLAN Staff

PLAN staff have been trained in the latest cybersecurity measures, tools, and technologies as they are being implemented. In addition, PLAN staff will take additional cybersecurity training to improve the cybersecurity posture of the PLS network and resources in the coming future.

Summary:

PLAN has implemented a comprehensive, multi-faceted approach to cybersecurity, focusing on key areas such as data protection, system upgrades, user authentication, and staff training to strengthen the security of the PLS network and resources.

Now in the third year of our mitigation plan, we are confident that the actions taken have addressed the primary concerns identified in the report. We will continue to actively monitor the environment and adopt industry-standard solutions to maintain robust security for PLS networks, staff, and systems.

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	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	Circulation Managers Annual Report
Month	Additional Upcoming Items