

PLS Executive Committee Agenda

November 7, 2024

2:00 p.m. via Zoom

<https://us06web.zoom.us/j/83531890683?pwd=qb7aGn0wbP2C1xblRXcPvXYexjTv75.1>

Meeting ID: 835 3189 0683 Passcode: 530062

Call-in Option: 669-444-9171

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 September 5, 2024 Minutes Attachment 1, pg. 3
- II. New Business**
 - A. PLP CLSA Allocation to PLS Libraries for FY 2024-25 Frost
 - B. Budget for PLS Shared OverDrive Collection Frost Attachment 2, pg. 5
 - C. PLS Revised Procurement Policy (**Action Item**) Frost Attachment 3, pg. 7
 - D. Rebalancing PLAN and Delivery Formulas Frost Attachment 4, pg. 15
(**Action Item**)
- 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 agendized pursuant to state law.)
- V. Agenda Building**
 - 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
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 process 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.

Peninsula Library System

To: PLS Executive Committee
From: Carol Frost
Subject: Reconsideration of Shared OverDrive Allocations in Response to Jurisdictional Budget Reductions
Date: November 7, 2024

Background

The Council approved a five-year shared OverDrive budget for the public libraries which included an additional \$50,000 annually, from \$425,000 in FY 2019-20 to \$625,000 in FY 2023-24. At the December 7, 2023, Council meeting, the Council approved a three-year OverDrive budget which included an additional \$50,000 annually for FY 2024-25 through FY 2026-27.

There was a request to review this three-year allocation for the FY 2025-26 budget. The purpose of this memo is to collect feedback so that it can be used in developing the PLAN preliminary FY 2025-26 budget.

Discussion

At the December 2023 meeting, several options were considered, including a continuation of the current \$50,000 annual increase, a 5% increase, and a 3% increase. The Council adopted a reduced schedule (from five years to three years), with an annual \$50,000 increase.

Continuation of \$50,000 Annual Increase for 3 Years

		\$50K/Year Increase		
		2024/25	2025/26	2026/27
Jurisdiction	PLAN Formula FY24/25 adjusted*	\$675,000	\$725,000	\$775,000
Burlingame	8.76%	\$59,124	\$63,503	\$67,883
Daly City	5.91%	\$39,901	\$42,857	\$45,812
Menlo Park	6.67%	\$45,056	\$48,393	\$51,731
Redwood City	11.44%	\$77,188	\$82,906	\$88,624
San Bruno	3.71%	\$25,054	\$26,910	\$28,766
San Mateo County	42.73%	\$288,440	\$309,805	\$331,171
San Mateo Library	12.38%	\$83,597	\$89,790	\$95,982
South San Francisco	8.39%	\$56,640	\$60,836	\$65,031
Community College	0.00%	\$0	\$0	\$0
eBook Chair Cost**		(\$39,000)	(\$39,000)	(\$39,000)
OverDrive Funds Available **	100%	\$636,000	\$686,000	\$736,000

*PLAN Formula will change yearly. This is an estimate using the adjusted FY 24/25 formula for all years.

** Annual cost includes the \$39,000 for eBook Chair.

In past years, the Council has directed some or all of its collective California Library Services Act (CLSA) funds towards eBooks. In FY 2023-24, PLS allocated \$23,457 of its \$70,762 CLSA allocation towards repurchasing expired OverDrive titles with holds, and \$47,305 towards a switch replacement project.

In FY 2024-25, the approved State budget included a 50% reduction of CLSA funds, which is also projected for FY 2025-26. Although the final CLSA FY 2024-25 amount allocated to PLS is not known at this time, it could be assumed that it would be roughly \$35,380.

When that amount is known, the Council will review and allocate those funds to either the shared OverDrive collection, or to further assist with the costs associated with the switch replacement project.

Recommendation

It is recommended that the PLS Executive Committee provide feedback on whether to continue with the three-year funding formula with an annual increase of \$50,000 for the shared OverDrive collection or modify it for FY 2025-26. This feedback will inform a wider discussion on the topic with the PLS Administrative Council.

PURCHASING POLICY

MISSION:

The intent of this policy is to promote transparent, fair and open competition in ethically procuring the best value in products and services that meet the Peninsula Library System's operational requirements.

1. General Requirements for Making Purchases

a. Use of Requisitions

To the extent that a requisition represents a request to make a purchase or spend Peninsula Library System funds, authorized staff shall make purchases, rentals, and contracts only upon proper written requisition. (Government Code Section 25501). The term "written" does not preclude the use of electronic format. Nor does the requisition need to be a separate document, but a function of making a request in the purchase order and/or contract creation.

b. Executing Purchase Orders

To the extent that use of a purchase order is the equivalent of a contract and all contracts require a purchase order, except as otherwise provided by law, no purchase shall be made by a Peninsula Library System's employee without obtaining a purchase order or other written authority from their direct supervisor.

2. Unlawful Purchases

a. If any department purchases or contracts for supplies, materials, equipment, or contractual services contrary to the provisions of this policy, the purchase order or contract may be declared void. The head of the department which made the purchase or contract may, depending on the circumstances, be personally liable for the purchase amount which may be recovered by the Peninsula Library System.

b. Unlawful purchases identified by the Executive Director or designee through the accounts payable audit process will be held and rerouted back to the responsible department and appropriate purchasing personnel.

3. Goods and Related General Services

a. Goods or commodities are products, including materials, equipment, and supplies. General Services are services such as janitorial, security guard, pest control, landscape maintenance, and other maintenance work as defined in Public Contract Code Section 22002, but not inclusive of professional services.

b. Goods and related general service procurement transactions are authorized by the Executive Director or designee.

4. Professional Services Agreements and Memorandum of Understanding (MOUs)

- a. Professional services require extended analysis, the exercise of discretion, and independent judgment in their performance and/or the application of an advanced, specialized type of knowledge, expertise, or training, customarily acquired either by a prolonged course of study or equivalent experience in the field.

- b. List of Transactions Generally Required (Not All-Inclusive):

The following transactions generally require preparation of Professional Services agreements:

- Services provided directly by licensed professionals such as attorneys, accountants, real estate brokers, architects, and non-licensed professionals such as software developers, financial experts, and other consultants.
 - Certain legal services, litigation-related legal expenses, investigators, experts, and materials required for confidential employment-related investigations.
 - Grant awards or agreements that require certain firms or individuals to perform the work.
- c. The Executive Director or designee is authorized to enter into and execute on behalf of the Peninsula Library System any contract for professional services.
 - d. MOUs may be required for services between public agencies. This could be used for joint services between agencies, such as delivery service. The Executive Director or designee is authorized to enter into and execute on behalf of the Peninsula Library System any MOU.

5. Transactions EXEMPT from Procurement Policies and Procedures

- a. List of Transactions Generally Exempt (Not All-Inclusive):

The following transactions generally require preparation of a requisition for tracking purchase types but are otherwise exempt from these procurement policies and procedures. A direct payment voucher or claim for payment will be used as applicable for payment processing:

- Utilities, where there is no reasonable basis for competitive procurement, for example, telephone/cell phone communications, electric power, water, solid waste and debris collection (unless in relation to a construction project) and sewage
- Advertising
- Insurance
- Fees, taxes, etc.
- Membership fees
- Employees reimbursements and other miscellaneous payments on behalf of employees (workshop fees, membership fees, etc.)
- Marketing of bonds and other forms of debt or debt management products, including, but not limited to, interest rate management agreements
- Transactions eligible for credit card procurement method such as dues, memberships, subscriptions, professional development training, and related expenses, i.e., approved

- travel, lodging, and meals, as well as books and periodicals
- Purchases or payments made from, or the disposition to, other federal, state, and local governments, associations, universities/colleges, and non-profit organizations
- Printing services
- Credit card payments
- Refunds
- Postage costs

6. Credit Card Policies

The Peninsula Library System participates in a credit card program for use by Peninsula Library System's staff.

- a. Cardholders may use the PLS credit card to purchase goods in person, by telephone, by fax, by mail, or electronically over the Internet. The credit card may be used at any business establishment that accepts credit cards as a form of payment. The credit card may be used to make low dollar purchases of items when no other advantage in price, terms, or delivery time can be gained by using vendor quotes.
- b. Prohibited credit card purchases include, but not limited to, the following transactions:
 - Personal use
 - Professional services
 - Capital assets
 - Wire transfer, money order
 - Financial institutions: cash advance or withdrawal
 - Non-financial institutions: foreign currency, money orders, travel's check
 - Security brokers
 - Betting, casino gaming, off-track betting, alcohol, non-over-the-counter drugs
 - Political organizations
 - Fines
 - Court costs, alimony, child support
 - Bail and bond payments
 - Other restrictions as defined in the procedures or determined by the Executive Director or designee

This procedure applies to the purchase of items below the bidding threshold requirement. A Purchase Order Award is made to the vendor quoting the lowest price and meeting the technical requirements. Where the total purchase price (goods, tax, shipping, and other fees) is anticipated to exceed the minimum Purchase Order authorized amount, written quotations should be sought from at least three (3) qualified vendors.

7. Bidding Policies

It is PLS's policy to develop maximum competition for all purchases and to make awards based on the lowest qualified responsible bid received. Reasonable good faith efforts shall be made to solicit quotes/proposals/RFPs from local vendors as a first resource.

Commodities/Goods (Materials & Equipment)

\$1 to \$10,000 – Administrative Process

Competitive bidding is not required but may be desired depending on the situation. At the discretion of PLS purchasing staff, a purchase order will be issued to the vendor recommended by the requesting agency/department. Most orders in this range are suitable for processing by using the Procurement Credit Card as described in Section 6 or the vendor account's line of credit or Purchase Order. Staff who are approved to use a credit card for such purchases shall work with Administration regarding their credit card limit.

\$10,001 to \$50,000 – Unadvertised Written Quotations/ Proposals

PLS purchasing staff shall exercise best efforts to obtain a minimum of three (3) written informal Request for Quotations/Proposals. The determination as to the use of unadvertised written quotations/proposals process shall be based on the cost of the item(s), including all taxes, fees, freight, installation and any other miscellaneous costs. The procurement requirements shall not be artificially divided or fragmented to circumvent the purchasing process under this section or the Formal Bids and RFPs procedures. The number of vendors contacted may vary, depending on the dollar amount of the purchase and the time available to meet the procurement requirements. A Purchase Order Award is made to the lowest responsive and responsible vendor quoting the lowest price and meeting the technical requirements and services. Competitive bidding is not required.

Over \$50,000 – Formal Bids and RFPs

Competitive bidding is required. PLS purchasing staff will issue a formal Request for Proposals (RFP). The number of vendors/contractors contacted will vary depending on the dollar amount of the purchase and the time available to meet the procurement requirements. The RFP award will be made in accordance with the evaluation criteria, terms, and conditions set forth in the RFP.

Open Purchase Order Limitations

If the volume of business with a vendor exceeds \$10,000 during a year, the procedures for informal quotes or bidding set forth above are required for use.

8. Exceptions to Bidding

Single and Sole Source Purchases and Contracting

It is the policy of the Peninsula Library System to solicit competitive bids and proposals for its procurement requirements to maximize the best value in expenditure of its funds.

Single source procurement is a term used to designate a material, service, construction, or product required to be purchased from one specified vendor for strategic reasons or PLS requirements, and such purchase which are in the best interest of PLS and can meet the required need as specified, even if there is more than one source available.

Sole source procurement is used when there is only one supplier of the product of service due to the unique or unusual properties of specifications of the good or services sought. Sole source procurement may not be used unless there is clear and convincing evidence that only one source exists to fulfill the PLS's requirements. Sole source purchasing minimizes or eliminates competition and should be avoided whenever possible.

An exception may be granted based on two premises:

- Only a single company or organization can supply the product or service needed. As in the case of proprietary software maintenance, only the licensor of the product can provide support.
- PLS is the purchasing agent for all PLS libraries for goods and services related to either shared resources or networking. This includes standardized equipment such as network hardware (switches and routers) at each location; large hardware purchases for equipment which touches our integrated library automated network (self-check machines, automated materials handling (AMH) equipment); software for public computers for time management and to ensure safety; shared databases, accessories related to the network (RFID pads, RFID tags, etc.) as well as other goods and services (JPA agreement from May 25, 1982, Section 5. D.).

PLS takes the integrity of the shared network environment very seriously. When supplies, equipment, or services are uniformly adopted or otherwise standardized, or when an item is designated to match others in use by PLS libraries, the purchase may be exempt from bidding requirements or be made with limited competition to distributors of the manufacturer of the standardized item. Compatibility issues between differing technologies will also be considered for exception. When standardized equipment is purchased, PLS follows a vendor selection process based on the following criteria:

- Compatibility with the network and does not cause disruption with any other library
- Product quality
- Quality of Service (QOS)
- The comfort level of the staff (PLS and Library's) with the vendor and the product
- Price

Sole or single source purchases are an exception to the competitive solicitation requirement and must always be requested using the Single/Sole Source Justification Request Form (**Exhibit A**). Sole and single source purchases will require approval in advance for all instances. This ensures the highest security and integrity of the network, and also creates a consistent environment that is essential to support 35 locations. ensures the highest security and integrity of the network, and also creates a consistent environment that is essential to support 35 locations.

The Executive Director or designee may conduct negotiations, as appropriate, as to price, delivery, and terms.

9. Piggyback Purchasing

PLS may arrange to enter into purchase contracts with a vendor for the purchase of supplies or services, the pricing and terms of which have been previously established by another public agency, provided that the Executive Director or designee determines that a “piggyback” purchase is in the PLS’s best interests.

10. Emergency Purchases

The item(s) purchased *are immediately necessary* for:

- The continued operation of the office or department involved; or
- Are immediately necessary for the preservation of life or property.

Technically, an emergency need is one that could not have been foreseen. Failure to submit a Purchase Requisition on time does NOT constitute a valid emergency.

11. Use of Grant Funds for Procurement of Goods and Services

PLS may be the recipient of various grant funds. Grant sources include private donations, and/or local, state, and federal funding streams. In some instances, the source of funds will dictate the procurement method. It is important to identify any special procurement requirements, including any matching requirements or other commitments, before the grant application process, but not later than upon notification of grant award.

Adopted 12/06/2019
Revised 11/07/2024

Sole/Single Source Justification Request Form

(PLS Purchasing Policy Section 8. Exception to Bidding)

Attach this completed form to requisitions when competitive bids are not solicited. *(Required for requisitions greater than \$50,000)*

Requested Single/Sole Source Supplier

Date:	<input type="text"/>	Company Name:	<input type="text"/>
Dept:	<input type="text"/>	Rep Name:	<input type="text"/>
Requestor:	<input type="text"/>	Address:	<input type="text"/>
P.O. #:	<input type="text"/>	City, State, Zip:	<input type="text"/>
		Rep Email:	<input type="text"/>

TYPE OF PROCUREMENT: (Select one)

<p>Sole Source: <input type="checkbox"/></p> <p>Only one supplier can supply the required commodity or service, Peninsula Library System engages one supplier based on below written justification.</p>
<p>Single Source: <input type="checkbox"/></p> <p>Although two or more suppliers can provide the required commodity or service, Peninsula Library System selects one supplier over another based on written justification on page 2.</p>

Briefly describe the description of item(s) and/or service(s) including installation if required; item should include brand, model, and part number if applicable.

Description of Item or Service:
(If additional space is needed, include in a separate page)

Estimated Cost: \$ _____

CRITERIA FOR VALIDATION OF SINGLE/SOLE SOURCE:

- Compatibility or interchangeable with existing equipment
- Only Vendor/Supplier offering the product and/or service
- Unique feature(s) which department needs for functionality of critical system already procured from that supplier
- Other justifications for sole source may be identified by department, but they must be reviewed and approved by Executive Director.

Single/Sole Justification:

Explain why the recommended company is the only Single/Sole source for this purchase it is important to sufficiently address the key reason(s) for awarding an order without soliciting competitive bids. If applicable, provide supporting evidence for the Single/Sole source conclusion and why other vendors/suppliers are unable to meet the department's purchasing needs.

Single/Sole Justification Approval

I certify that the information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Single/Sole source justification precludes the use of full and open competitive bids.

DEPARTMENT SIGNATORY:

SUPERVISOR SIGN: _____ DATE: _____

PRINTED NAME: _____

APPROVED: _____ **DATE:** _____

PLS EXECUTIVE DIRECTOR OR AUTHORIZED DESIGNEE

To: PLS Executive Committee
From: Carol Frost
Subject: Rebalancing PLAN and Delivery Formulas
Date: November 7, 2024

Background

The PLAN and Delivery formulas were adopted by the PLS council in 2013.

The purpose of this memo is to review the current PLAN and Delivery formulas and consider whether the current metrics are sufficient in capturing staff time, or whether additional metrics should be added to the PLAN and Delivery formulas.

PLAN Formula

The current PLAN formula includes:

- A baseline, comprised of 10% of the overall PLAN budget
- Of the remaining 90%, it is divided into equally weighted parts:
 - 50% of circulation
 - 50% of the average technology indicators

The technology indicators consist of three items:

- Network devices (including routers, switches, and wireless access points)
- Wired PCs (including both staff and public)
- Wireless statistics

Below is a chart by year with the percentages by data point. For each fiscal year, the data points come from 2 years prior. For instance, for FY 2022-23, the data points are from FY 2020-21. The chart reflects data from prior to the pandemic, to after the pandemic, for comparative purposes.

Six Year Comparison of Data from Approved PLAN Formula From That Year

	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	Average %
BPL							
Circ	7.72%	9.76%	7.89%	8.29%	9.57%	10.12%	8.89%
Network Devices	8.63%	7.98%	7.98%	7.26%	7.19%	7.19%	7.71%
Wired PCs	4.53%	7.61%	7.61%	4.88%	5.87%	5.87%	6.06%
Wifi	8.24%	7.55%	7.59%	5.60%	7.12%	6.64%	7.12%
Total Percentage	7.67%	8.98%	8.17%	7.54%	8.46%	8.64%	8.24%
DCPL							
Circ	4.70%	5.17%	4.68%	3.14%	4.36%	4.41%	4.41%
Network Devices	7.19%	7.60%	7.60%	6.31%	6.56%	6.56%	6.97%
Wired PCs	6.51%	8.56%	8.56%	6.57%	6.89%	6.89%	7.33%
Wifi	5.99%	5.21%	4.89%	4.53%	5.70%	4.38%	5.12%
Total Percentage	6.11%	6.68%	6.43%	5.20%	6.00%	5.83%	6.04%
MPL							
Circ	7.96%	9.33%	6.34%	4.10%	7.93%	7.91%	7.26%
Network Devices	5.40%	5.70%	5.70%	5.05%	5.00%	5.00%	5.31%
Wired PCs	5.72%	6.57%	6.57%	4.94%	1.77%	1.77%	4.56%
Wifi	5.47%	5.08%	5.30%	4.03%	5.32%	5.65%	5.14%
Total Percentage	7.08%	7.93%	6.65%	5.13%	6.54%	6.58%	6.65%
RCPL							
Circ	12.71%	14.79%	10.33%	9.90%	12.62%	12.02%	12.06%
Network Devices	19.78%	19.39%	17.49%	16.72%	16.88%	16.88%	17.86%
Wired PCs	8.78%	11.15%	9.25%	8.39%	5.18%	5.18%	7.99%
Wifi	15.48%	12.65%	11.66%	13.05%	11.22%	9.79%	12.31%
Total Percentage	13.13%	14.17%	11.50%	11.28%	11.75%	11.28%	12.19%
SBPL							
Circ	3.78%	4.29%	4.61%	2.38%	3.25%	3.44%	3.63%
Network Devices	2.52%	2.66%	2.66%	1.89%	1.88%	1.88%	2.25%
Wired PCs	2.15%	2.85%	2.85%	2.28%	2.86%	2.86%	2.64%
Wifi	1.68%	1.67%	1.71%	1.93%	1.44%	1.35%	1.63%
Total Percentage	3.78%	4.20%	4.35%	3.19%	3.59%	3.66%	3.80%
SMCO							
Circ	43.64%	33.32%	45.88%	56.96%	42.17%	43.58%	44.26%
Network Devices	41.01%	38.40%	40.30%	46.06%	45.94%	45.94%	42.94%
Wired PCs	49.49%	31.72%	33.62%	50.36%	52.80%	52.80%	45.13%
Wifi	42.37%	45.63%	46.31%	56.09%	47.24%	47.06%	47.45%
Total Percentage	39.47%	33.11%	39.40%	49.10%	41.54%	42.15%	40.80%
SMPL							
Circ	12.72%	14.20%	14.20%	9.77%	13.08%	12.05%	12.67%
Network Devices	7.19%	7.22%	7.22%	6.94%	6.88%	6.88%	7.06%
Wired PCs	16.31%	23.08%	23.08%	16.20%	16.98%	16.98%	18.77%
Wifi	15.15%	16.20%	16.40%	7.70%	16.84%	14.23%	14.42%
Total Percentage	12.35%	14.40%	14.45%	10.13%	13.06%	12.22%	12.77%
SSFPL							
Circ	6.76%	9.13%	6.08%	5.46%	7.02%	6.46%	6.82%
Network Devices	8.27%	11.03%	11.03%	9.78%	9.69%	9.69%	9.92%
Wired PCs	6.51%	8.47%	8.47%	6.38%	7.64%	7.64%	7.52%
Wifi	5.61%	6.02%	6.14%	7.07%	5.13%	10.91%	6.81%
Total Percentage	7.11%	9.05%	7.72%	7.10%	7.67%	8.28%	7.82%
SMCCCD							
	3.31%	1.48%	1.34%	1.32%	1.38%	1.35%	1.70%

*Network devices include routers, switches, and wireless access points

In reviewing the data, the number of network devices (including routers, switches, and wireless access points) has stayed fairly consistent over the years. The data point with the greatest variance has been the number of wired PCs (staff and public). That number may vary for a variety of reasons, including that staff are asked annually to self-report the number, many libraries have moved to fewer computers and more space for personal seating for people to use their own laptops or loanable laptops, and, during COVID, the counting may have been inconsistent due to libraries being closed.

The chart below includes six years of data for computers.

Number of Public and Staff Computers

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
BPL	80	88	88	75	86	86
DCPL	115	99	99	101	101	101
MPL	101	76	76	76	26	26
RCPL	158	129	107	129	76	76
SBPL	38	33	33	35	42	42
SMCO	874	367	389	774	774	774
SMPL	288	267	267	249	249	249
SSFPL	115	98	98	98	112	112
SMCCCD	n/a	n/a	n/a	n/a	n/a	n/a

PLAN staff has seen a steady increase in tickets to service the self-checks and AMHs and recommends updating the formula to include this fourth data point to more accurately capture PLAN staff time. In the chart below, the blue indicates the current formula, and the purple (right three columns) indicates the change in percentage due to the addition of self-checks and AMHs.

Current Formula Technology Indicators with Addition of Self Checks and AMHS

	2022/23 Network Devices	% of Network Devices	2022/23 Wired PCs	% of Wired PCs	2022/23 Wi-Fi Stats	% Wi-Fi Stats	Avg % Tech Indicators	Self- Checks and AMHs	% Self- Checks and AMHs	Avg % Tech Ind w/ 4 points
BPL	23	7.19%	86	5.87%	21,030	6.64%	6.56%	8	7.55%	6.81%
DCPL	21	6.56%	101	6.89%	13,892	4.38%	5.95%	8	7.55%	6.35%
MPL	16	5.00%	26	1.77%	17,901	5.65%	4.14%	9	8.49%	5.23%
RCPL	54	16.88%	76	5.18%	31,038	9.79%	10.62%	11	10.38%	10.56%
SBPL	6	1.88%	42	2.86%	4,269	1.35%	2.03%	2	1.89%	1.99%
SMCO	147	45.94%	774	52.80%	149,145	47.06%	48.60%	45	42.45%	47.06%
SMPL	22	6.88%	249	16.98%	45,090	14.23%	12.70%	18	16.98%	13.77%
SSFPL	31	9.69%	112	7.64%	34,579	10.91%	9.41%	5	4.72%	8.24%
Total	320	100%	1,466	100.00%	316,944	100.00%	100.00%	106	100.00%	100.00%

The chart below applies the new indicators to the existing formula, and the resulting overall difference in cost.

Revised PLAN Formula with Additional Tech Indicator

	Base Fee	Circulation	Technology	FY 24/25 PLAN Formula with SMCCD Base Fee	FY 24/25 PLAN and SMCCD Base Fee Cost Distribution	FY24/25 Technology with new indicator	FY 24/25 PLAN Formula with SMCCD Base Fee	FY 24/25 PLAN and SMCCD Base Fee Cost Distribution	Difference
BPL	\$18,155	\$ 66,167	\$ 42,867	8.64%	\$127,189	\$ 44,143	8.73%	\$128,465	\$ 1,276
DCPL	\$18,155	\$ 28,845	\$ 38,117	5.78%	\$85,117	\$ 39,081	5.85%	\$86,081	\$ 964
MPL	\$18,155	\$ 51,730	\$ 28,663	6.69%	\$98,548	\$ 37,987	7.33%	\$107,872	\$ 9,324
RCPL	\$18,155	\$ 78,539	\$ 71,155	11.40%	\$167,849	\$ 74,353	11.62%	\$171,047	\$ 3,198
SBPL	\$18,155	\$ 22,494	\$ 15,369	3.80%	\$56,018	\$ 16,024	3.85%	\$56,673	\$ 655
SMCO	\$18,155	\$ 284,861	\$ 308,417	41.53%	\$611,433	\$ 292,773	40.47%	\$595,789	\$ (15,644)
SMPL	\$18,155	\$ 78,747	\$ 83,775	12.27%	\$180,677	\$ 86,816	12.48%	\$183,717	\$ 3,041
SSFPL	\$18,155	\$ 42,200	\$ 65,218	8.53%	\$125,573	\$ 62,405	8.34%	\$122,760	\$ (2,813)
SMCCCD	\$19,874	\$0	\$0	1.35%	\$19,874	\$0	1.35%	\$19,874	
Total	\$165,114	\$653,582	\$653,582	100%	\$1,472,278	\$653,582	100%	\$1,472,278	

Delivery Formula

In the current Delivery formula, 25% of library costs are based upon the number of stops a library has and 75% of their costs are based upon the estimated volume of materials delivered to their locations. It was suggested by the Council that circulation is down across the libraries and volume may not be as significant an indicator in coming years. In response to this, PLS staff explored the potential for an additional indicator to rebalance the formula.

Delivery staff feel the volume of materials remains an important indicator for the Delivery formula since the circulation of materials through the system is the purpose of the service. However, the percentage of costs attributed to volume can be adjusted if felt appropriate. It should be noted that reducing the percentage attributed to volume may result in libraries with a higher percentage of stops being negatively affected by the change, since the percentage for stops would increase, unless another factor were added to the formula.

If an additional data point were to be added, mileage could be considered as a potential indicator due to its correlation with wear and tear on delivery vehicles. Using existing GPS data based on the routes, a percentage of how much mileage is driven each day as part of the full route can be determined. The routes are designed to be as efficient as possible, making it a stable indicator to use.

Using the current formula, the approved FY 2024-25 Delivery formula reflects an increase in costs to libraries ranging from 15-24%, with the average increase being 18%.

FY 2024-25 – Current Formula: 25% Stops, 75% Volume

Library	ANOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	5-Day DELIVERY FY 2024-25	Saturday Amount Base # of Stops	Saturday Amount Base On Usage	Saturday DELIVERY FY 2024-25	TOTAL DELIVERY COST FY 2024-25	FY2023-24 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	\$15,991	\$67,123	\$83,114	\$1,370	\$7,137	\$8,507	\$91,620	\$73,354	\$18,266
DCL*	\$30,383	\$57,315	\$87,697	\$685	\$1,039	\$1,724	\$89,422	\$67,918	\$21,504
MPL	\$15,991	\$38,844	\$54,835	\$1,370	\$4,019	\$5,389	\$60,223	\$50,379	\$9,844
RCL	\$23,986	\$79,537	\$103,523	\$2,054	\$6,570	\$8,624	\$112,148	\$91,432	\$20,716
SBL	\$7,995	\$29,822	\$37,817	\$0	\$0	\$0	\$37,817	\$32,084	\$5,733
SMCO	\$103,941	\$288,766	\$392,708	\$8,903	\$24,378	\$33,280	\$425,988	\$353,341	\$72,647
SMPL	\$23,986	\$105,637	\$129,623	\$0	\$0	\$0	\$129,623	\$102,738	\$26,885
SSF	\$15,991	\$47,755	\$63,746	\$0	\$0	\$0	\$63,746	\$53,651	\$10,095
SMCCCD**			\$15,600				\$15,600	\$15,000	\$600
Total	\$238,266	\$714,797	\$968,663	\$14,381	\$43,143	\$57,524	\$1,026,187	\$839,897	\$186,290

The chart below uses FY 2024-25 data and applies a revised formula which includes 25% of costs on number of stops, 25% of costs on mileage, and 50% of costs on volume. In this scenario, most libraries would benefit from this change, but libraries with more stops would bear significantly higher percentage increases, from 2% to 34% .

FY 2024-25 – 25% Stops, 25% Mileage, 50% Volume

Library	ANOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	AMOUNT BASED ON MILEAGE	5-Day DELIVERY FY 2024-25	Saturday Amount Base # of Stops	Saturday Amount Base On Usage	Saturday Amount Base on Mileage	Saturday DELIVERY FY 2024-25	TOTAL DELIVERY COST FY 2024-25	FY2023-24 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	\$15,991	\$44,749	\$11,737	\$72,477	\$1,370	\$4,758	\$781	\$6,908	\$79,385	\$73,354	\$6,031
DCL*	\$30,383	\$38,210	\$31,691	\$100,283	\$685	\$693	\$781	\$2,159	\$102,442	\$67,918	\$34,524
MPL	\$15,991	\$25,896	\$5,086	\$46,973	\$1,370	\$2,679	\$355	\$4,404	\$51,377	\$50,379	\$998
RCL	\$23,986	\$53,024	\$14,085	\$91,096	\$2,054	\$4,380	\$809	\$7,244	\$98,339	\$91,432	\$6,907
SBL	\$7,995	\$19,881	\$7,825	\$35,701	\$0	\$0	\$0	\$0	\$35,701	\$32,084	\$3,617
SMCO	\$103,941	\$192,511	\$148,476	\$444,928	\$8,903	\$16,252	\$11,655	\$36,810	\$481,738	\$353,341	\$128,397
SMPL	\$23,986	\$70,425	\$11,346	\$105,757	\$0	\$0	\$0	\$0	\$105,757	\$102,738	\$3,019
SSF	\$15,991	\$31,837	\$8,020	\$55,848	\$0	\$0	\$0	\$0	\$55,848	\$53,651	\$2,197
SMCCCD**			\$0	\$15,600					\$15,600	\$15,000	\$600
Total	\$238,266	\$476,532	\$238,266	\$968,663	\$14,381	\$28,762	\$14,381	\$57,524	\$1,026,187	\$839,897	\$186,290

In FY 2025-26, the number of stops will be adjusted with Menlo Park only having 6 stops a week instead of 12. Since the opening of their new Belle Haven branch, they have decided to only have deliveries to their main location and move materials between branches in-house. This change will have an impact on the formula resulting in a minor redistribution of percentages to all libraries.

San Mateo County Community College District

For the PLAN and Delivery formulas, for the last several years, a CPI increase was applied to the colleges’ base fee. It was noted by one director that the CPI increase did not reflect the actual percentage increase of the overall change in cost to a public library’s contribution, which is higher than the CPI. It was recommended that commencing in FY 2025-26, the colleges’ portion of the formulas be increased to match the increase for the public libraries, rather than the CPI.

Recommendation

It is recommended that the PLS Executive Committee consider modifying the PLAN formula to include the self-checks and AMHs as data points, consider if the Delivery formula should be rebalanced including mileage as an indicator, and recommend this to the PLS Administrative Council.