

**PLS Administrative Council Agenda**

**December 5, 2024**

**2:00 p.m. Via Zoom**

<https://us06web.zoom.us/j/85121984003?pwd=N6U1ws5JdsZvtpQK1DAnRRZ9Wlc7rE.1>

Meeting ID: 851 2198 4003 Passcode: 223224

Call-in Option: (669) 444-9171

**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 October 10, 2024 Minutes Attachment 1, pg. 3
  - C. Minutes from November 7, 2024 PLS Executive Committee (Review Only) Attachment 2, pg. 5
  - D. PLAN Report and Update Attachment 3, pg. 7
  - E. PLS Youth Services Workgroup Annual Report Attachment 4, pg. 11
  - F. PLS Circulation Managers Committee Annual Report Attachment 5, pg. 16
- III. New Business**
  - A. Recommendations from the PLS Executive Committee
    - 1) PLS Revised Procurement Policy (Action Item) Yon Attachment 6, pg. 17
  - B. PLP CLSA Allocation to PLS Libraries (Action Item) Frost Attachment 7, pg. 25
  - C. Reconsideration of Shared OverDrive Allocations in Response to Jurisdictional Budget Reductions (Action Item) Frost Attachment 8, pg. 27
  - D. Consideration of Rebalancing PLAN and Delivery Formulas (Action Item) Frost Attachment 9, pg. 29
- 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 February 6, 2025 Meeting**

Wallace

Attachment 10, pg. 35

- Day in the District
- PLAN Preliminary Budget and Formula for FY 2025-26
- PLS Delivery Preliminary Budget and Formula for FY 2025-26
- Executive Director Annual Review

VII. **Announcements**

VIII. **Adjournment**

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

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

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

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

- (A) All votes taken during a teleconferenced meeting shall be by rollcall.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

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

**Meeting Locations**

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

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

Menlo Park Public Library, 800 Alma Street, Menlo Park, CA 94025

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

San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Community College District, 1700 West Hillsdale Boulevard, San Mateo, CA 94402

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

San Mateo Public Library, 55 West 3<sup>rd</sup> Avenue, San Mateo, CA 94402

South San Francisco Public Library, 901 Civic Campus Way, South San Francisco, CA 94080

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

## PLS Administrative Council

October 3, 2024 - 2:00 p.m.

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

## MINUTES

**Council:**

Tim Wallace, Chair, SBL  
 Brad McCulley, BPL  
 Chela Anderson, DCL  
 Sarah La Torra, RCL  
 Elnora Tayag, SMCCD  
 Anne-Marie Despain, SMCL  
 James Moore, SMP  
 Brian Malibiran, SSF

**System Staff:**

Carol Frost, PLS  
 Justin Wasterlain, PLS  
 Scott Young, PLS

**Others:**

Pam Evans, RCL

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

**I. Introductions and Roll call****II. Approval of Consent Items****A. Approval of Agenda****B. Approval of June 6, 2024 Minutes****C. Minutes from September 5, 2024 PLS Executive Committee (review only)****D. PLAN Report and Update****E. Measure K Non-Select Notice****F. Summer Learning Challenge Final Report****G. San Mateo County Reads Preview**

A correction was made to Redwood City's statistics in Item F. The final numbers should be recorded as 7,086 sign ups, 9,032 books distributed, 246 programs, and 9,073 attendees. Young provided additional details to Item D. A motion was made and passed to approve the Consent Items with the corrections stated. Moore was not present, all others voted in the affirmative. (M/S Despain/La Torra)

**III. New Business****A. Recommendations from the PLS Executive Committee****1) Approval of Revised Youth Services Work Group Program Budget Allocations**

Evans described how the discontinuation of Measure K funding would affect the budget for Summer Learning in Summer 2025. The Youth Group proposed reallocating a portion of funding for PLCAF, YANovCon, and San Mateo County Reads to provide graphic design services for Summer Learning and allow each jurisdiction to provide one scholarship. A motion was made, and passed, to approve the revised Youth Services Work Group program budget allocations. Moore was not present, all others voted in the affirmative. (La Torra/McCulley)

**B. Approval of Revised PLS eBook Collection Development Statement and PLS eBook Request for Reconsideration Form**

The Council reviewed the eBook Collection Development Statement and eBook Request for Reconsideration form. Frost noted the policy does not include a time frame that would specify when an item could be reviewed again after a failed challenge. La Torra suggested 3 years. A motion was made, and passed, to approve the revised eBook Collection Development Statement and Request for Reconsideration form with the change to the Reconsideration form stating, "Once a title has been reviewed, no further challenges to this title will be considered for the next three years." Moore was not present, all others voted in the affirmative. (M/S Despain/La Torra)

**C. PLAN Cybersecurity Mitigation Project Update**

Young provided a brief update on the activities accomplished in the second year of the Cybersecurity Mitigation Project and a list of activities that will occur in the third year.

**IV. Reports**

**A. System Chair Report**

No report.

**B. PLP Executive Committee Update**

Frost provided information about changes to CLSA reporting requirements and potential activities libraries will need to do to meet them. She noted that in consideration of the 50% reduction to CLSA funds in FY 2024-25, the PLP Executive Committee is exploring the option for libraries to forgo their allocations and have the funds redirected to areas of greatest need in the system. Wasterlain reported the PLP GOLD program began at the end of September. He discussed the PLP Staff Development Committee's Future of Libraries conference.

**C. System Administration**

Frost noted PLS staff were reviewing and updating PLS's purchasing policy.

**V. Public Comment**

There was no public comment.

**VI. Agenda Building for Next Meeting on December 5, 2024**

- Circulation Manager's annual report
- Youth Services annual report
- CLSA allocations
- PLS purchasing policy

**VII. Announcements**

The Council discussed activities and events at their jurisdictions.

**VIII. Adjournment**

The meeting was adjourned at 2:46 p.m. by Chair Wallace.

## PLS Executive Committee

November 7, 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

**System Staff:**

Carol Frost, PLS  
 Justin Wasterlain, PLS

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

**I. Approval of Consent Items****A. Adoption of Agenda****B. Approval of September 5, 2024 Minutes**

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

**II. New Business****A. PLP CLSA Allocation to PLS Libraries for FY 2024-25**

Frost confirmed the FY 2024-25 approved State budget included a reduction of CLSA funding by 50%. The preliminary share for PLS libraries is \$28,357. Frost noted the PLP Executive Committee is concerned how this reduction will affect smaller libraries, and it is exploring the possibility of allowing libraries to redirect funds towards systems that would have the greatest need. Frost described the way PLS utilized CLSA funding in FY 2023-24, noting some funds were used towards the shared eBook collection, and \$47,305 was held back to apply to the cost of replacement switches for libraries. She stated the cost for switches may come in lower than previously expected and could be reallocated towards the shared OverDrive collection should the Administrative Council choose to. This will be discussed at the December Council meeting.

**B. Budget for PLS Shared OverDrive Collection**

Frost reviewed the previous Council decisions for funding the shared OverDrive eBook collection. She noted for the next three years, including FY 2024-25, the Administrative Council approved an annual increase of \$50,000. In June 2024, the Council requested this automatic increase be revisited during the FY 2025-26 budget in case library budgets are reduced. Wallace, McCulley, and Anderson reaffirmed the need for the \$50,000 increase and felt it should be discussed with the Administrative Council. Frost stated eBook statistics would be provided at the December Administrative Council meeting.

**C. PLS Revised Procurement Policy**

Yon discussed changes to the PLS Procurement Policy, noting updates to threshold levels requiring informal and formal quotes. He noted the updated thresholds bring PLS into alignment with most PLS jurisdictions and will reduce staff time spent on routine

purchases. Yon provided information on the addition of a single and sole source justification request document. A motion was made, and passed unanimously, to approve the updated PLS Purchasing Policy and recommend adoption by the Council. (M/S McCulley/Wallace)

**D. Rebalancing PLAN and Delivery Formulas**

Frost noted metrics for the existing PLAN and Delivery formulas were created in 2013. Since that time, technology trends have changed, and the metrics used for the formula would benefit from being reevaluated. Frost stated the metric of wired PCs was becoming less relevant as libraries reduced the number of those items in their buildings. She noted there was no metric that included self-check machines and AMHs, despite a large amount of PLAN staff time being dedicated to their maintenance. Frost presented an updated PLAN formula that reduced the weight given to wired PCs and included a fourth metric that accounted for the number of self-check machines and AMHs per jurisdiction. She asked for feedback and other ideas for how to rebalance the PLAN formula. The Committee asked for additional scenarios to be presented to the Administrative Council in December. Wasterlain discussed the existing Delivery formula noting that 25% of costs are based on the number of stops a jurisdiction has, and 75% of costs relates to the number of items sent to a jurisdiction. He stated if there was an interest in shifting the ratio between circulation and stops, libraries with a higher number of stops would be negatively impacted. Wallace asked if there was a metric that could account for libraries who were net lenders. Wasterlain agreed to explore what that could look like and return to the Administrative Council in December with more information. Frost stated San Mateo County Community College District would receive a percentage increase to their flat fee that was aligned with the increases seen by the public libraries. No action was taken.

**III. Reports**

**A. Administration**

Frost announced PLS has hired a new Accounting Assistant and an IT Support Technician. Yon stated PLS was incorrectly billed for CENIC costs, and he was working with Imperial County Department of Education to resolve the issue.

**IV. Public Comment**

No public comments were made.

**V. Agenda Building for the January 14, 2025 meeting**

- Review of Delivery and PLAN formulas for SMCCCD
- PLS Delivery Preliminary Budget and Formula for FY 2025-26
- PLS PLAN Preliminary Budget and Formula for FY 2025-26

**VI. Announcements**

No announcements.

**VII. Adjournment**

The meeting was adjourned at 3:09 p.m. by Chair Anderson.

# PLAN Projects Report

December 5, 2024

## 1. Mobile App

The app is now live, and libraries are beginning to promote it to their patrons. The app developer (Solus) continues to work on resolving minor functionality issues. PLAN is working with Ill 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 FreshService Asset Management Project

PLAN counted and tagged all of the library physical inventory including AHM and self-check equipment and loaded it into the inventory module. PLAN is in the process of working with the IT Group members to verify its 100% correct.

## 5. Linux Server Upgrade

The Zabbix server is the last Linux server to be upgraded and should be completed by December 30, 2024. We are also looking into cloud-based alternatives.

## 6. LX Starter Implementation

PLAN has begun the implementation of LX Starter, the new patron email notices. Library staff will be able to customize and brand modern-looking email notifications and manage bad email addresses. Each jurisdiction will designate a minimum of two users to manage email notifications. PLAN will create base templates, conduct virtual hands-on training and assist in testing the new notices in December 2024 and January 2025. The launch to patrons will be scheduled in February 2025.

## 7. SCAT Table Improvements

PLAN continues the analysis of the Dewey/Non-Dewey SCAT Tables for the other seven PLS public libraries. PLAN has gathered call number data from three libraries and is working on the call number data for the remaining five libraries. After the data has been compiled, it will be analyzed to find common subject area ranges and make improvements to the existing tables to include as many call number ranges as possible. This project will improve statistical reporting on circulation based on call number ranges from Sierra for all library collections. The estimated completion date for this project is December 2024.

## PLAN Projects Report

December 5, 2024

### 8. Switch and WAP Refresh Project

PLS switches and wireless access points (WAPs) are in the process of being refreshed. PLAN made the purchases through the CMAS contract, and the gear has been received. We are now in the implementation phase and will be working with local IT staff to implement them throughout the next few months.

### New PLAN IT Staff Hired

We are happy to report we have hired a new team member. His name is Will Jay, and he comes to us from DocuSign where he spent 15 years. Jay will be taking over the IT Helpdesk duties, AHM and self-check support. He will also help with IT projects and tasks as he gets acclimated and trained.



# PLAN Projects Report

December 5, 2024

## Projects Completed

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
III Mobile App	N/A	Jan 2024	Oct 2024	Vanessa Walden	
Sierra 6.2 Software Upgrade	N/A	Aug 2024	Sep 2024	Vanessa Walden	
Network Refresh Equipment Ordered	SNZ	July 2024	Oct 2024	Josh	
PLAN ServiceDesk Asset Module	N/A	Sep 2024	Nov 2024	PLAN	

## Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
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
LX Starter Email Notices	N/A	Nov 2024	Feb 2025	Vanessa Walden	LX Starter email notices allow libraries to design and brand email notices by jurisdiction and provides email address management tools.
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	Purchased and received, currently implementing them

# PLAN Projects Report

December 5, 2024

## 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.
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.
Sierra Cloud pricing and discussion.	N/A	TBD	TBD	Scott/Vanessa	

**To: PLS Administrative Council**  
**From: Pam Evans, Chair, PLS Youth Services Workgroup**  
**Subject: PLS Youth Services Workgroup Annual Report FY 2023-2024**  
**Date: December 5, 2024**

The charge of the PLS Youth Services Workgroup is to collaborate among PLS libraries and with educational organizations for excellent, County-wide Youth Services programs serving children, teens, and families in all of San Mateo County. The Workgroup's work maximizes efficiency, shares institutional knowledge among libraries, organizes occasional formal trainings and provides informal mentoring for Youth Services staff. The group also coordinates with PLS and San Mateo County to direct funding to Summer Reading initiatives as needed.

Some initiatives the group is responsible for include the Summer Learning Challenge, San Mateo County Reads, Young Adult Novelist Convention, and the Peninsula Library Comic Arts Fest.

## **STUDENT SUCCESS INITIATIVE AND EMPOWER CARD UPDATES – FY 2023-2024**

### **Student Success Initiative**

PLS libraries continued to promote and offer Student Success Initiative cards to schools throughout San Mateo County. The ways in which student data is collected for the cards varies between jurisdictions and may impact the number of cards given out. Jurisdictions either collect the data digitally from their school districts or provide paper applications for students/families to fill out.

Number of new cards issued:

Burlingame Public Library—551

Daly City Public Library—373

*San Bruno Public Library—TBD*

*San Mateo Public Library—3,122*

*South San Francisco Public Library—0*

*Total number of cards issued during the 2023-2024 FY—4,046*

### **Empower Card**

Redwood City Public Library and San Mateo County Libraries partnered to offer the Empower Card which combines their library resources. The Empower Card builds on the success of the on-going, PLS-wide Student Success Initiative (SSI) and seeks to build a partnership between PLS libraries and school districts to issue public library card designed to simplify and expand student access to library resources.

Total number of new Empower Cards:

Redwood City Public Library—846

*San Mateo County Libraries— 2532*

**SAN MATEO COUNTY READS - OCTOBER 2023**



**San Mateo County Reads**

**Empowering Change: Stories of Climate Justice**  
Celebrating Resilience, Innovation, and Equity

Welcome to "San Mateo County Reads" – an inspiring collaborative reading event during the month of October hosted by our education and library communities. Delve into thought-provoking book selections that shed light on environmental challenges faced by marginalized groups, as we strive for a sustainable and equitable future. Engage in lively discussions, workshops, and activities that cultivate empathy, activism, and a sense of responsibility for our planet. Let's unite as a community, empower our youth, and become advocates for a greener, fairer world. Together, we can make a meaningful impact!



**THE WATER PRINCESS**  
Written by Susan Verde  
Illustrated by Peter Reynolds

The *Water Princess* by Susan Verde is a poignant children's book inspired by George Badier's true story. It follows Princess Gie Gie's daily struggle to fetch water in a water-scarce African village. With evocative language and beautiful illustrations, the book highlights the importance of clean water access and the resilience of children facing challenges. It encourages empathy and awareness about the global water crisis, inspiring young readers to take action and make a difference.



**THE BOY WHO HARNESSSED THE WIND**  
Written by William Kamkwamba

The *Boy Who Harnessed the Wind* is a true story set in a drought-stricken village in Malawi. Despite financial constraints, William Kamkwamba's passion for learning leads him to build a wind turbine, transforming his community with electricity and water for irrigation. His remarkable achievement brings hope and recognition globally, inspiring others for positive change.



Throughout the month of October 2023, participating PLS Libraries collaborated with San Mateo County Office of Education to provide the fifth San Mateo County Reads. The selected theme was: *Empowering Change: Stories of Climate Justice*. Two books were chosen to be discussed within San Mateo County, and a focus being on elementary and middle school students. The book chosen for early elementary students was *The Water Princess* by Susan Verde and illustrated by Peter Reynolds. The book selected for upper elementary/middle school students was *The Boy Who Harnessed the Wind* (Young Reader Edition) by William Kamkwamba. Both authors provided two virtual presentations which SMCL hosted using their Zoom account.

**Attendance**

Susan Verde presentations: 60 classes, 1405 students and teachers

William Kamkwamba presentations: 140 classes, 2,000 students and teachers

**Budget**

\$5,000 was allocated for San Mateo County Reads in FY 2023-24. This funding provided Youth Services to pay for speaker fees and book giveaways.

Author presentations: \$2,000

Book giveaways: \$3,000

San Mateo County Office of Education provided \$1,000 for one of William Kamkwamba's virtual presentations, book bundles for the elementary and middle schools in San Mateo County, the graphics, and used their website to promote the events and to share family resources.

**YA NOVCON – FEBRUARY 2024**

Peninsula Libraries Present  
**YANovCon 2024**  
 Young Adult Novelist Convention  
 Saturday, February 3  
 11:00 AM - 4:30 PM

**Keynote Speaker Ray Stoeve,  
 Writing Workshop with Lily Meade,  
 Author Panels and Book Signings!**

**Featured Authors:**

Julie Abe | Candace Buford | Kara HL Chen | H.E. Edgmon | Maureen Goo | Byron Graves |  
 Jason June | Sean McGinty | Lily Meade | Lio Min | Sonora Reyes | Hannah V. Sawyer | Ray Stoeve

**South San Francisco Public Library  
 901 Civic Campus Way**

Learn More & Register:  
[bit.ly/YANovCon2024](https://bit.ly/YANovCon2024)

**2024 SHORT STORY CONTEST**  
 Open for submissions  
 December 1 - 31, 2023

**This Year's Theme:  
 To Be You  
 Identity in the Age of Censorship**

Submit at:  
[bit.ly/ShortStoryContest2024](https://bit.ly/ShortStoryContest2024)

**Prizes:**

- 1st Place - Large Book Bundle & Journal
- 2nd Place - Medium Book Bundle & Journal
- 3rd Place - Small Book Bundle & Journal

**Guidelines:**

- Open to 8th - 12th graders who reside or go to school in San Mateo County.
- Work must be original.
- 500 words or less.
- Stories can be realistic, sci-fi, fantasy, mystery, dystopian, or any genre!

Winners to be announced at YANovCon on February 3, 2024 at the Library | Parks and Recreation Center (901 Civic Campus Way, South San Francisco)

The Peninsula Library System’s 9<sup>th</sup> annual Young Adult Novelist Convention (YANovCon) was held on Saturday, February 3, 2024, at the South San Francisco Public Library, Parks & Recreation Center. Books, Inc. partnered with us and spent the day on site providing books for sale in support of the event. With a theme of “To Be You: Identity in the Age of Censorship,” the convention featured thirteen Young Adult novelists, all with popular current releases, who participated in a consecutive series of five different programs over the course of the day. Authors included Lily Meade, Ray Stoeve, Julie Abe, Amurene Goo, Byron Graves, H.E. Edgmon, Candace Buford, Kara GL Chen, Lio Min and Sonora Reyes.

The YANovCon Short Story Contest for Teens was held prior to the convention. The contest was open for submissions from December 1 – 31, 2023. At the request of SMCL, the committee agreed to include the option for participants to submit stories in Spanish; this was intended as a trial to assess the possibility of adding more World Languages in future years. There were 20 submissions to the story contest, all in English (no Spanish submissions).

**Attendance**

Teen Writing Workshop: 34

Opening Address: 48

Panel Discussion: Building Empathy through Teen Literature: Exploring Different Identities & Perspectives: 37

Panel Discussion: Authenticity Unleashed: Defying Conformity and Self-Censorship: 34

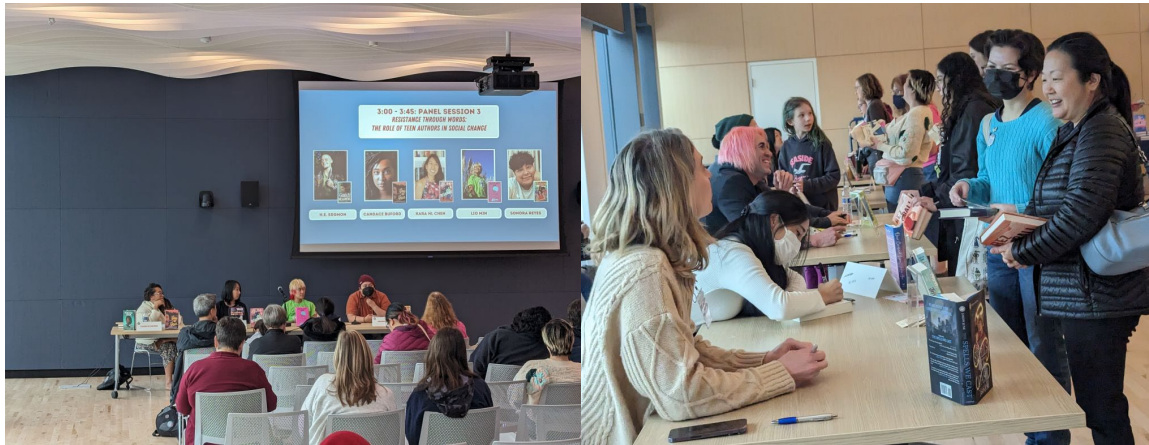
Panel Discussion: Resistance Through Words: The Role of Teen Authors in Social Change: 36

Author Signing: 40

**Budget**

\$15,000 was allocated for YANovCon in FY 2023-24. These funds paid for most of the author honorariums and miscellaneous day-of expenses.

- Author Honorarium and Business License Reimbursement: \$12,310
- Day of Expenses: \$1,434
- Swag: \$714
- Short Story Contest Prizes: \$516



**PENINSULA LIBRARIES COMIC ARTS FEST – APRIL 2024**

**PLCAF KICKOFF DAY: Saturday, April 6 from 10:00 am - 4:00 pm**  
 South San Francisco Library | Parks & Recreation Center  
 901 Civic Campus Wy, South San Francisco

PLCAF presents Kickoff Day, a chance to support small press comics by buying directly from the creators! Over thirty comics creators will be in attendance selling comics, books, and prints. Special guests include Gary Whitta, Ngozi Ukazu & Molly Osterberg, and Lalo Alcaraz. See the full lineup of exhibiting artists at [www.comicartsfest.com](http://www.comicartsfest.com)

**Sara Alfageeh Portfolio Reviews 10:30 am - 12:30 pm**  
 Sit down with award-winning artist, author, and game developer Sara Alfageeh for a Portfolio Review. Discuss your chops and get feedback on your art with working artists whose credits include Google, Star Wars, Avatar: The Last Airbender, and more. Sign up for a time slot at [comicartsfest.com](http://comicartsfest.com).

**Gary Whitta 11:00 am**  
 Gary Whitta is a screenwriter and author best known as co-writer of *Rogue One: A Star Wars Story*. Gary has also written for the animated TV series *Star Wars Rebels*. His first novel, *Abominable*, was published in 2015 to critical acclaim.

**Molly Osterberg & Ngozi Ukazu 12:30 pm**  
 Join us for a conversation between Molly Osterberg and Ngozi Ukazu! Molly Osterberg is an *Sigarette* and *Prism* award-winning graphic novelist. Her graphic novel debut, *The Wind Boy*, is being adapted into a feature film by Netflix and her latest book, *The Girl From The Sea*, debuted as a #1 YA bestseller. Ngozi Ukazu is a DC Comics artist, NYT best-selling graphic novelist, and the creator of *Check, Please! BUNNY* and the forthcoming graphic novel *FLIP*.

**Lalo Alcaraz 2:00 pm**  
 Lalo Alcaraz is an award-winning visual media artist and television film writer. A Los Angeles resident, he is the creator of the syndicated daily comic strip *La Caramelo* seen in the L.A. Times and other newspapers nationwide.

**LA CARAMOLO**  
 Lalo Alcaraz is an award-winning visual media artist and television film writer. A Los Angeles resident, he is the creator of the syndicated daily comic strip *La Caramelo* seen in the L.A. Times and other newspapers nationwide.

**AUTHOR TALKS ALL THROUGHOUT APRIL**  
**Kay Davault**  
 Sunday, April 7, 7:00 pm — San Mateo Main Public Library  
 Please join us in the Book Bubble at San Mateo Public Library - Main, and meet illustrator and comic artist Kay Davault! In this event, she will talk about how she got into comics and her process when making them!

**All dates and times are subject to change. Please check [www.comicartsfest.com](http://www.comicartsfest.com) for up-to-date information.**

**Julie Wertz, Jason Shigo, Briana Loewinshon & Thien Pham**  
 Saturday, April 13, 3:30 pm — South San Francisco Library  
 Join us in the Community Room at South San Francisco Main Library for a comic reading from artists Julie Wertz (*Impossible People*), Jason Shigo (*Adventures in Comics*), Briana Loewinshon (*Lighthouse*), and Thien Pham (*Family Style*). Familiarize yourself with some work from each artist followed by a Q&A.

**Jonah Newman**  
 Tuesday, April 16, 4:00 pm — Daly City John Daly Public Library  
 Meet creator Jonah Newman as he presents his debut graphic novel, *Out of Left Field*. When he's not creating, editing, or reading comics, you might find Jonah binge-listening to history podcasts, playing in an LGBTQ+ softball league, or getting way too invested in his fantasy baseball team.

**Nick Sosanovic: Comics as a Way of Thinking**  
 Saturday, April 20, 2:00 pm — Burlingame Public Library  
 Nick Sosanovic, author of *Disfranchisement* and professor of Comics Studies at SFSD will present on his experiences writing and drawing his doctoral dissertation entirely in comic form. In this presentation and workshop, Nick will explore the importance of visual thinking and comics-making as both an educator and artist. Afterwards he'll lead a comic-making workshop to put comics as a way of thinking into practice. Register to be entered into a drawing to win a copy of *Disfranchisement*.

**Thien Pham**  
 Family Style: Memories of an American from Vietnam  
 Wednesday, April 24, 6:30 pm — Menlo Park Library  
 Meet Thien Pham, and learn about his immigrant experience and his graphic memoir, told through the lens of food. Thien is a graphic novelist, comic artist, and educator based in Oakland. Currently, Pham is working on his next graphic novel, teaching, and editing *Art*.

**Shawn Harris & Mac Barnett**  
 Saturday, April 27, 1:00 pm — Half Moon Bay Ted Adick Community Center  
 Join us as New York Times bestselling author Mac Barnett and Caldecott Honor award-winning illustrator Shawn Harris discuss their newest collaboration, *The First Cat in Space ate Pizza!* Local book store Ink Spill Books will be selling copies of Shawn Harris and Mac Barnett's books for signing after the event.

PLCAF 2024 was a month-long celebration of the importance of comics as literature in a visual art form and enabling aspiring artists and readers of all ages through author visits, workshops and comics-related programs. We started the month on April 6 with PLCAF Kickoff Day that highlighted our keynote speakers, Ngozi Ukazu, Molly Knox Osterberg, Gary Whitta, and Lalo Alcaraz. It also featured a Small Press Comics Expo with over 40 independent artists selling their comics, zines and handmade wares. Throughout the month there were 9 author visits and 21 workshops with illustrators. Authors included Sara Alfageeh, Kay Davault, Jonah Newman, Nick

Sousanis, Shawn Harris and Mac Barnett. 631 people attended the kickoff event, and 733 people attended the other programs throughout the month.

From participating artist Lalo Alcaraz: "The event reminded me that librarians and educators do can do a good job promoting literacy through comics, I attend one such fest at a high school district in the San Bernardino area and it is as wholesome as can be and it's wonderful to see people bring their kids to get them exposed to comics."

**Budget**

\$15,000 was allocated for YANovCon in FY 2023-24, which paid for most of the author honorariums and swag:

- Author Honorarium and Workshops: \$13,944
- Swag: \$960



Small Press Comics Expo

**To:** PLS Administration Council  
**From:** Natalie Juhl, Chair, PLS Circulation Managers Committee  
**Subject:** Circulation Managers Committee – 2024 Annual Report  
**Date:** December 5, 2024

### Charge

The Circulation Managers Committee is in charge with the function of the library circulation throughout the Peninsula Library System. We resolve issues that have to deal with patrons and their borrowing privileges, item loan periods, and communications between PLS libraries and patrons. In addition, we solve problems and raise questions with anything that may involve our integrated library system (ILS).

### Membership

The committee welcomed one new member, Molly Cronin, Circulation Manager (DCL).

### Projects

- **Notice for expiring holds** – A new notice was created to remind patrons via email of unfilled holds on their account that are set to expire within 60 days.
- **UMS** – The committee recommended to the Administration Council to discontinue with Material Recovery Service and it was approved. A subcommittee was formed to iron out all the changes that needed to be made to reflect the decision. Regular updates were provided to the Circulation Managers and on July 1, 2024, all patron accounts were cleared of any Material Recovery fees. \$10 Agency fees were waived retroactively. As an alternate way of notification, new Statement of Charges notices are sent to patrons owing more than \$50.00 in billed items at 60 days and 150 days overdue.
- **Circulation Manual** – Various sections of the manual were updated, mainly to reflect the changes with UMS.
- **San Mateo County Park Passes** – A subcommittee has been formed to work on purchasing San Mateo County Park passes as a group. Since the libraries will no longer receive free passes, it was decided to work on a group purchase before the current passes expire.
- **Location Codes and I-types** – Many requests from the jurisdictions to create location codes for new collections were reviewed and approved. I-types for Park Passes were created to gather circulation statistics.
- **PLS Vendor List** - A list of vendors was uploaded to FIDO for quick reference when ordering library supplies (barcodes, library cards, etc)
- **Internal Staff Lines** – A chart of internal staff phone lines was uploaded to FIDO for library staff to connect with other libraries when needed.

### Ongoing System Management

Throughout the year, the committee reviews and approves requests to create and/or review loan rules, item types and patron codes. We also maintain and follow a calendar of regular database cleanup activities.



## 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><b>Sole Source:</b> <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><b>Single Source:</b> <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



## Peninsula Library System

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** PLP CLSA Allocation to PLS Libraries  
**Date:** December 5, 2024

**Background**

Each year, the PLS Administrative Council discusses the PLP CLSA allocation to PLS. The purpose of this memo is to review the FY 2023-24 allocations, and the preliminary FY 2024-25 allocations.

**Status of CLSA FY 2023-24 Allocations for Switches and Shared OverDrive eBook Collection**

During the December 7, 2023 Administrative Council meeting, the \$70,762 of FY 2023-24 PLS CLSA funds was discussed, The Council approved allocating \$23,457 towards repurchasing expired titles in the shared OverDrive eBook collection. The allocation of the remaining \$47,305 in CLSA funds was deferred until a later date.

At the April 11, 2024 Council meeting, it was agreed to allocate the remaining \$47,305 in CLSA funds towards the switches being replaced in FY 2024-25.

Staff was able to piggyback off an existing contract and obtain the switches at a greatly reduced cost from the original estimate. The chart below reflects the estimated costs, and actual cost by library, including the use of CLSA funds.

The left four columns are what was presented as part of the budget, and the 3 right columns represent the actual costs, along with the adjustments when applying the CLSA allocation. It should be noted that for San Mateo Public Library, a network redesign resulted in additional switches being added to the library. For San Mateo County and Menlo Park libraries, the number of switches decreased due to decisions to reduce the number of public computers, and offering laptops which can be checked out and which can use the WiFi network.

Library Jurisdiction	Estimated Number of Switches	Estimated Cost of Switches (\$5,000 ea)	Roll-Over FY23-24 CLSA Funds	Estimated Adjusted Library Cost for Switches	Actual Number of Switches	Actual Cost	Adjusted Final Library Cost After CLSA Funds Applied
Burlingame	7	\$35,000	\$5,435	\$29,565	7	\$10,872	\$5,437
Daly City	7	\$35,000	\$4,045	\$30,955	5	\$8,499	\$4,454
Menlo Park	5	\$25,000	\$3,350	\$21,650	3	\$4,201	\$851
Redwood City	17	\$85,000	\$6,825	\$78,175	15	\$20,431	\$13,606
San Bruno	2	\$10,000	\$3,350	\$6,650	1	\$1,828	(\$1,522)
San Mateo County	44	\$220,000	\$12,385	\$207,615	35	\$52,234	\$39,849
San Mateo Public	3	\$15,000	\$6,130	\$8,870	8	\$12,700	\$6,570
South San Francisco	2	\$10,000	\$5,783	\$4,217	2	\$3,015	(\$2,768)
<b>Total PLS cost</b>	<b>87</b>	<b>\$435,000</b>	<b>\$47,303</b>	<b>\$387,697</b>	<b>76</b>	<b>\$4,843</b>	<b>\$66,478</b>

Both the San Bruno and South San Francisco libraries' total cost is less than their CLSA allocation. It is recommended that each library determine how to reallocate their underspent CLSA funds.

**FY 2024-25 PLP CLSA Allocation to PLS Libraries**

The FY 2024-25 approved State budget included a reduction of CLSA funding by 50%. The preliminary share expected for PLS libraries is estimated at \$28,357. The PLP Executive Committee is concerned about how this reduction will affect smaller libraries, and it is exploring the possibility of allowing libraries to redirect funds towards systems that would have the greatest need. A CLSA survey has been issued and the results will be discussed at the January 2025 PLP Executive Committee meeting. A survey has been sent to each library director for their input.

At the February 2025 PLS Administrative Council meeting, the final CLSA allocation to PLS will be presented. The Council can discuss whether they would like to allocate their FY 2024-25 CLSA funds to the shared OverDrive eBook collection or support the switch replacement costs.

**Recommendations**

It is recommended that the San Bruno and South San Francisco libraries allocate the \$4,290 of CLSA funds to the shared OverDrive eBook collection.

## Peninsula Library System

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** Reconsideration of Shared OverDrive Allocations in Response to Jurisdictional Budget Reductions  
**Date:** December 5, 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)
<b>OverDrive Funds Available **</b>	<b>100%</b>	<b>\$636,000</b>	<b>\$686,000</b>	<b>\$736,000</b>

\*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. The preliminary PLS CLSA allocation for FY 2024-25 is \$28,357.

When PLP finalizes the CLSA allocation in January, the final amount will be presented to the PLS Administrative Council for review and allocation, which could include either the shared OverDrive collection, or to further assist with the costs associated with the switch replacement project for some libraries.

### **eBook Statistics**

Comparing the 30-day period prior to November 17, 2023, and November 19, 2024, there is an 18.8% increase in eBooks checked out, and an 18.6% increase in the number of holds placed. There are currently 9,455 more users with holds than last year, but the average number of days patrons waited for a hold has decreased by 6%.

*October 20, 2024 – November 19, 2024*

Checkout: 62,447

Holds Placed: 68,658

Materials Available: 106,987 titles with 247,971 copies (including Advantage owned copies/titles)

*October 18, 2023 – November 17, 2023*

Checkout: 52,533

Holds Placed: 57,886

Materials Available: 96,118 titles with 188,425 copies (including Advantage owned copies/titles)

### **Recommendation**

It is recommended that the PLS Administrative Council 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 the PLAN budget for FY 2025-26.

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** Consideration of Rebalancing PLAN and Delivery Formulas  
**Date:** December 5, 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 trends to consider whether the current metrics are sufficient in capturing staff time, or if modifications should be considered.

## 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.

In reviewing the data, the number of network devices (including routers, switches, and wireless access points) has stayed fairly consistent over the years, although with the switch replacement project, that data point may change for some libraries.

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.

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

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

The chart below includes six years of data for public and staff computers connected to the network.

**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

The report from 2013 which details the formula states that it does not include self-checks. In thinking about the current formula, it does not fully reflect how PLAN staff spend their time, particularly, for support of AMH and self-checks. PLAN staff have seen a steady increase in tickets to service the self-checks and AMHs.

When discussing options with the PLS Executive Committee, staff explored modifying the formula to include a 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%
<b>Total</b>	<b>320</b>	<b>100%</b>	<b>1,466</b>	<b>100.00%</b>	<b>316,944</b>	<b>100.00%</b>	<b>100.00%</b>	106	100.00%	100.00%

The chart below applies the new indicators to the existing formula, and the resulting overall difference in cost (formula with 10% base fee, 50% technology including switches, routers, wireless access points, and the addition of AMH and self-checks).

**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	
<b>Total</b>	<b>\$165,114</b>	<b>\$653,582</b>	<b>\$653,582</b>	<b>100%</b>	<b>\$1,472,278</b>	<b>\$653,582</b>	<b>100%</b>	<b>\$1,472,278</b>	

The PLS Executive Committee requested staff to explore additional options. Below is a summary of three different scenarios, with a comparison of the cost to the original formula.

LIBRARY	FY24/25 PLAN and SMCCCD Base Fee Original Formula	Base Fee Plus: Formula 25% Circ, 75% Bundled Tech (Router, Switch, Wifi AP, AMH, Self-Check)	Difference from Original Formula	Base Fee Plus: Formula 20% ea: Circ, Network Devices, Computer, WiFi, AMH & Self-Check	Difference from Original Formula	Base Fee Plus: Formula 35% Circ, 25% Network, 10% Computers, 10% Wifi, and 20% AMH Self-Checks	Difference from Original Formula
BPL	\$ 127,217	\$120,395	(\$6,822)	\$115,283	(\$11,934)	\$123,489	(\$3,727)
DCPL	\$ 85,856	\$89,333	\$3,478	\$93,109	\$7,253	\$91,317	\$5,461
MPL	\$ 96,947	\$111,796	\$14,849	\$97,704	\$757	\$106,790	\$9,843
RCPL	\$ 166,087	\$186,546	\$20,459	\$166,421	\$334	\$181,434	\$15,347
SBPL	\$ 53,909	\$48,925	(\$4,984)	\$50,261	(\$3,649)	\$52,729	(\$1,181)
SMCO	\$ 620,638	\$587,405	(\$33,233)	\$611,583	(\$9,055)	\$596,540	(\$24,098)
SMPL	\$ 179,877	\$174,455	(\$5,422)	\$187,600	\$7,723	\$174,919	(\$4,959)
SSFPL	\$ 121,873	\$133,549	\$11,676	\$130,443	\$8,570	\$125,187	\$3,314
SMCCCD	\$ 19,874	\$19,874	\$0	\$19,874	\$0	\$19,874	\$0
<b>Total</b>	<b>\$ 1,472,278</b>	<b>\$1,472,278</b>	<b>\$0</b>	<b>\$1,472,278</b>	<b>\$0</b>	<b>\$1,472,278</b>	<b>\$0</b>

**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 since the pandemic and volume may not be as stable of 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.

The Executive Council asked if there was a way to factor in which libraries were net lenders or borrowers as part of the formula. The best method to do so would look at the volume of holds borrowed from other jurisdictions. In basing 25% of costs off this metric (and reducing overall volume to 50%), most net lenders would potentially see a reduction in their costs while net borrowers would see an increase.

Using FY 23/24 statistics for this example, the following numbers show what was lent and borrowed from other jurisdictions:

Jurisdiction	Lending	Borrowing
BPL	79,992	37,228
DCL	73,468	31,537
MPL	38,279	47,184
RCL	65,675	61,360
SBL	50,940	18,847
SMCL	100,591	243,120
SMPL	80,575	68,479
SSF	44,503	26,268
TOTAL	534,023	534,023

Below is the current approved formula used in FY 2024-25.

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

Library	AMOUNT 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
BPL	\$15,991	\$67,123	\$83,114	\$1,370	\$7,137	\$8,507	\$91,620
DCL*	\$30,383	\$57,315	\$87,697	\$685	\$1,039	\$1,724	\$89,422
MPL	\$15,991	\$38,844	\$54,835	\$1,370	\$4,019	\$5,389	\$60,223
RCL	\$23,986	\$79,537	\$103,523	\$2,054	\$6,570	\$8,624	\$112,148
SBL	\$7,995	\$29,822	\$37,817	\$0	\$0	\$0	\$37,817
SMCO	\$103,941	\$288,766	\$392,708	\$8,903	\$24,378	\$33,280	\$425,988
SMPL	\$23,986	\$105,637	\$129,623	\$0	\$0	\$0	\$129,623
SSF	\$15,991	\$47,755	\$63,746	\$0	\$0	\$0	\$63,746
SMCCCD**			\$15,600				\$15,600
Total	\$238,266	\$714,797	\$968,663	\$14,381	\$43,143	\$57,524	\$1,026,187

The chart below adds data on holds borrowed and applies a revised formula which includes 25% of costs on number of stops, 50% of costs on volume delivered to locations, and 25% of costs on holds borrowed from other jurisdictions.

**FY 2024-25 – 25% Stops, 50% Volume, 25% Holds Borrowed**

Library	AMOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	AMOUNT BASE ON HOLDS	5-Day DELIVERY FY 2024-25	Saturday AMOUNT BASE # OF STOPS	Saturday AMOUNT BASE ON USAGE	Saturday AMOUNT BASE ON HOLDS	Saturday DELIVERY FY 2024-25	NEW FORMULA COST FY 2024-25	FY2024-35 DELIVERY COST original	Variance (+/- )
BPL	\$15,991	\$44,749	\$16,610	\$77,350	\$1,370	\$4,758	\$1,003	\$7,130	\$84,480	\$91,620	(\$7,141)
DCL*	\$30,383	\$38,210	\$14,071	\$82,663	\$685	\$693	\$849	\$2,227	\$84,890	\$89,422	(\$4,531)
MPL	\$15,991	\$25,896	\$21,052	\$62,939	\$1,370	\$2,679	\$1,271	\$5,320	\$68,258	\$60,223	\$8,035
RCL	\$23,986	\$53,024	\$27,377	\$104,388	\$2,054	\$4,380	\$1,652	\$8,087	\$112,475	\$112,148	\$327
SBL	\$7,995	\$19,881	\$8,409	\$36,286	\$0	\$0	\$508	\$508	\$36,793	\$37,817	(\$1,024)
SMCO	\$103,941	\$192,511	\$108,473	\$404,926	\$8,903	\$16,252	\$6,547	\$31,702	\$436,627	\$425,988	\$10,639
SMPL	\$23,986	\$70,425	\$30,553	\$124,964	\$0	\$0	\$1,844	\$1,844	\$126,809	\$129,623	(\$2,815)
SSF	\$15,991	\$31,837	\$11,720	\$59,548	\$0	\$0	\$707	\$707	\$60,255	\$63,746	(\$3,491)
SMCCCD**				\$15,600					\$15,600	\$15,600	\$0
Total	\$238,266	\$476,532	\$238,266	\$968,663	\$14,381	\$28,762	\$14,381	\$57,524	\$1,026,187	\$1,026,187	\$0

In FY 2025-26, the number of stops will be adjusted with Menlo Park only having 6 stops a week instead of 12. After 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 Administrative Council consider whether to modify the PLAN and Delivery formulas, so that this information can be used to build the FY 2025-26 budgets.

## Peninsula Library System

<b>Month</b>	<b>Standing Items</b>
All	PLAN Report and Update
All	System Chair Report
All	Administration Report
<b>Month</b>	<b>Annual Items</b>
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
<b>Month</b>	<b>Additional Upcoming Items</b>