PLS Executive Committee Agenda

January 14, 2025
1:00 p.m. via Zoom

https://us06web.zoom.us/j/85415840303?pwd=aDktMUhppIbxQxK5TyL3bbB7WeDW57.1
Meeting ID: 854 1584 0303; Passcode: 044915
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 November 7, 2024 Minutes		Attachment 1, pg. 3
II.	**New Business**		
	A. Review of Delivery and PLAN Costs for SMCCCD	Frost	Attachment 2, pg. 5
	B. PLS Delivery Preliminary Budget and Formula for FY 2025-26 **(Action Item)**	Wasterlain	Attachment 3, pg. 7
	C. PLS PLAN Preliminary Budget and Formula for FY 2025-26 **(Action Item)**	Young	Attachment 4, pg. 10
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 for Next Meeting on March 6, 2025**

VI. **Announcements**

VII. **Human Resources**

A.

1) Closed Session Pursuant to Government Code 54957: Executive Director/PLP CEO Annual Review **(Action Item)**	Anderson	Attachment 5, pg. 18

2) Report of Closed Session Actions   Anderson

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
San Bruno Public Library, 701 Angus Avenue West, 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

Peninsula Library System

PLS Executive Committee
November 7, 2024
2:00 p.m. via Zoom

MINUTES

Committee: **System Staff:**
Chela Anderson, Chair, Daly City Public Library   Carol Frost, PLS
Brad McCulley, Burlingame Public Library   Justin Wasterlain, PLS
Tim Wallace, San Bruno Public Library

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.

Peninsula Library System

To: **Ellie Tayag, Director of Learning Commons, College of San Mateo**
From: **Carol Frost, PLS Executive Director**
Subject: **SMCCCD Percentage of Draft PLAN and Delivery Formulas for FY 2025-26**
Date: **January 6, 2025**

When the San Mateo County Community College District (SMCCCD) moved to the Alma library services platform, the colleges moved from being a full member (participating in the shared ILS and all services), to continuing to participate in PLS at a different level as an Associate Member. The PLS Administrative Council approved the definition of an Associate Member during its October 6, 2022 meeting as a non-public library which agrees to provide shared services to other PLS libraries and also brings value to PLS residents or PLS as a whole.

PLS recognizes the value which SMCCCD brings to PLS and appreciates the continued participation by the colleges. Since leaving the ILS, PLS and SMCCCD have annually discussed the shared costs to come to a mutual agreement. The purpose of this memo is to propose the costs for SMCCCD for FY 2025-26.

Resource Sharing of Materials

All PLS libraries purchased OCLC WorldShare in 2019 so that the libraries could continue sharing items between SMCCCD and PLS libraries. This was discontinued effective January 2023, with all parties agreeing that this is not a required component for resource sharing.

In FY 2023-24, an Ad Hoc Committee comprised of Circulation Managers and Reference staff reviewed other products and ways to share resources. The Council agreed with the assessment that informal collaboration is sufficient at this time. Both PLS and SMCCCD have added to their catalogs the ability to search each other's catalog for materials. Both agencies will also give each other's patrons library cards for free. We appreciate SMCCCD's willingness to continue to explore ways to facilitate resource sharing, as it benefits all users.

Delivery Services and Formula

For FY 2023-24, it was agreed between PLS and SMCCCD that, rather than continuing to use the Delivery Formula, a $15,000 flat Delivery service cost for SMCCCD was adopted. There was agreement that a flat fee is more representative of a baseline cost that will ensure SMCCCD receives the levels of delivery service it requires and PLS can meet its operational needs for delivering to the campuses. In FY 2024-25, a 4% CPI was applied to the base fee, for a total of $15,600.

For FY 2025-26, it is recommended that a 2.4% CPI increase be applied to the base fee, based on the November 2024 Bay Area CPI index, and taking into account the overall increase to the

Delivery budget, including staffing and depreciation costs. This will increase the cost from $15,600 to $15,975.

Should additional stops be added or the volume of materials increase over the course of the fiscal year, SMCCCD's Delivery service costs may be renegotiated during FY 2025-26.

PLAN Services

For the PLAN IT centralized budget, the services which the colleges will continue to have access to include submitting Help Desk tickets for technical questions; participation in the various committees and their list-servs (Circulation, Cataloging, Information Services, Council, IT Group); and access to FIDO, the PLS SharePoint site, which has resources and provides a community of interest for various staff.

In FY 2020-21 a base fee of $17,500 was established for PLAN services for SMCCCD. In each subsequent year, a varying increase was applied, including a 4% increase in FY 2024-25, for a total of $19,874. For FY 2025-26, it is recommended that a 2.4% CPI increase be applied to the base fee, taking into account the November 2024 Bay Area CPI index, as well as overall increase to the PLAN IT budget, for a total of $20,351.

In FY 2024-25, the colleges participated in three databases, with a cost of $2,652. We assume that the colleges would like to continue participation in those three databases. Below is a summary of the consortia-shared cost increases for the databases for FY 2025-26:

> O'Reilly: no increase
> Data Axle: no increase
> Pronunciator: no increase

In recognition of no increased costs, we proposed continuing the rate of $2,652. Should additional databases be purchased in the next fiscal year which the colleges wish to participate in, additional costs will be added by using the PLAN formula percentage.

The total PLAN cost would be $23,003.

Summary

	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Delivery	$19,538	$18,994	$17,929	$15,000	$15,600	$15,975
PLAN Central	$17,500	$17,500	$18,200	$19,110	$19,874	$20,351
Databases	$2,500	$2,500	$2,500	$2,575	$2,652	$2,652
Total	$39,538	$38,994	$38,629	$36,685	$38,126	$38,978

Should you have any questions, please let me know. The draft preliminary budgets will be presented to the PLS Executive Committee in January and to the PLS Administrative Council in February.   The Council may choose to defer approval until June or may choose to approve the formulas at the February meeting.

Peninsula Library System

To: **PLS Executive Committee**
From: **Justin Wasterlain, Assistant Director**
Subject: **Delivery Preliminary Budget and Formula for FY 2025-26**
Date: **January 14, 2025**

Attached is the preliminary Delivery Budget and Formula for FY 2025-26. Please note the following items:

Salaries and Benefits
- Salaries and Benefits reflect a 3% Cost of Living Adjustment.
- Benefited employees working Saturday shifts receive a 5% shift differential for hours worked on those days.

Operations
- The rent cost is not finalized. In FY 2024-25, SMCL will invoice PLS $15,218 for rent, 12% more than originally expected. For FY 2025-26, SMCL has estimated a rent cost of $16,740.
- For FY 2025-26, the Workers Comp insurance has increased for the Delivery budget, with an anticipated cost increase from $118,500 to $172,473.
- In the Vehicle Replacement Schedule presented in December 2022, an electric vehicle was scheduled for purchase in FY 2025-26. At this time, limited market options and availability of appropriate vehicles remain an issue, and a long-term overnight charging solution has not been identified to support fleet vehicles. Staff continue to explore possibilities, but do not recommend purchasing an electric vehicle in FY 2025-26.
- At the April 2024 Administrative Council meeting, the Council approved the creation of a Central AMH replacement reserve. Funds for the reserve will be collected from FY 2025-26 through FY 2027-28. Libraries will contribute $55,000 to the reserve in FY 2025-26.

Delivery Formula
- San Mateo County Community College District moved to a base fee model in FY 2023-24 to ensure their annual cost meets baseline operational needs for service to their locations. The new base fee for FY 2025-26 will increase 2.4%, to $15,975.
- The $15,975 base fee is taken from the top of the member shared costs prior to using the formula to determine individual library costs.
- For FY 2025-26, Menlo Park's stops have been reduced from 10 on the weekdays and 2 on Saturday to 5 on the weekdays and 1 on Saturday. The FY 2025-26 Delivery formula reflects this change. No other significant changes have been requested from libraries.

Recommendation
It is recommended the PLS Executive Committee approve the Delivery Formula now and defer approval of the Delivery Budget until its May meeting and recommend the Administrative Council approve the Delivery Formula.

PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed Budget

5-Day Plus Saturday Delivery Budget

DELIVERY (917)

GL Acct	Revenue	Adopted FY 24/25	Proposed FY 25/26	Note
3601	Other Agencies	$90,951	$93,080	*CLSA C&D Funds: $73,080; Special library delivery services $20,000*
3650	Delivery Shared Cost	**968,663**	**1,124,600**	***Members Shared Cost***
3650	Delivery Shared Cost	**57,524**	**65,632**	***Members Shared Cost (BPL, DLC, MLP, RCPL & SMCL Saturday Delivery)***
3000	Budget Fund Balance	**0**	**0**	*No vehicle purchase in FY 25/26*
	Total Revenue	**$1,117,138**	**$1,283,311**	*14.87%*

Expenditure

SALARIES & BENEFITS — *Total FTE= 7.55, Incl. 3% COLA and EE Merit Increases*

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
4101	Salaries	$429,866	$447,308	*Coded 7.55 FTE: Delivery Suprv (1.0 FTE), Drivers l & ll (3.8 FTE) & Sorter l & ll (2.75FTE)*
4101	Salaries	54,785	62,648	*Saturday Delivery Service*
4115	Hourly/On-Call Employees	8,750	11,075	*Non-coded Hourly-Sorter (.2FTE)*
4116	Pay Differential	2,739	2,984	*Pay Differential - Weekend*
4114	Overtime	2,000	2,000	
4102	Dental	12,767	11,785	
4103	Pension	37,211	39,301	
4104	Deferred Comp	77,306	88,477	
4105	Health	108,611	120,865	
4106	Workers' Comp	118,500	172,473	
4107	Medicare	7,194	7,598	
4108	Unemployment Insurance	9,923	10,480	
4109	Life Insurance	1,724	1,724	
4132	Employee Safety Footwear Allow.	2,400	200	*OSHA Safety Footwear ($200/per person)*
	Subtotal	**$873,776**	**$978,918**	*12.03%*

OPERATION

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
4211	Advertisement	$2,750	$680	*Job Postings*
4212	Communications	2,660	3,300	*Cell plan for supervisor and drivers ($2800), two phone replacements ($250/phone)*
4215	Rent	13,612	16,740	*SMCL Delivery Space*
4217	Equipment Maintenance	14,900	14,940	*AMH annual maintenance cost (Lyngsoe System)*
4218	Printing	1,200	1,200	*Library labels, delivery tags, toner, paper*
4230	Office Expense	500	500	*Office Supplies*
4233	Postage	50	0	*Postage*
4236	Vehicle Operating Expense	52,960	53,960	*Fuel $35,000 and maint. & repairs $18,000; GPS/Vehicle Tracking System ($960)*
4250	Misc Supplies	2,000	2,000	*Bin replacements, cleaning and other misc supplies*
4301	General Insurance	24,990	32,500	*Auto Insurance for 4 delivery vehicles*
4303	Travel and Meetings	50	50	*Staff Travel and Meetings*
4304	Education & Training	1,072	1,099	*Target Solutions - Staff Mandatory Trainings*
4373	Service Fees	350	350	*DMV Driving Records Monitoring; Background Checks*
4410	Vehicle Replacement Reserve	40,000	40,000	*Annual Vehicle Reserve Contribution*
4420	Central AMH Replacement Reserve	0	55,000	*Annual Central AMH Reserve Contribution*
4567	Computer Equipment	13,600	0	*No equipment replacement in FY 2025-26*
	Subtotal	**$170,694**	**$222,319**	*30.24%*

	Adopted FY 24/25	Proposed FY 25/26	
Total Salaries & Benefits and Operation	$ 1,044,470	$ 1,201,237	*15.01%*
6% Administrative Fee	$ 62,668	$ 72,074	
Delivery Reserve	$ 10,000	$ 10,000	
Total	$ 1,117,138	$ 1,283,311	*14.87%*

	FY24/25	FY25/26	
Delivery Reserve Balance	$28,532	$38,532	*35.05%*
Vehicle Replacement Reserve	$79,630	$119,630	*50.23%*
Central AMH Replacement Resereve	$0	$55,000	*100.00%*

FY 25-26 PLS Delivery Formula

SMCCD BASE FEE	$15,975
PUBLIC LIBRARY 5-DAY SHARED COST	$1,108,625
PUBLIC LIBRARY SATURDAY SHARED COST	$65,632
TOTAL	$1,190,232

DELIVERY FORMULA: 25% BASED ON NUMBER OF STOPS AND 75% ON VOLUME

Library	# of Stops Mon-Fri	% of Stop	# of Saturday Stops	% of Sat stops	5 Day % of Usage	FY 25-26 Est. Monthly Usage (5 day)***	Saturday % of Usage	FY 25-26 Est. Monthly Usage (Sat)***	FY 24-25 Monthly Usage (From FY 24-25 Formula)	Variance (+/-)
BPL	10	6.94%	2	10.00%	9.58%	17,195	13.42%	1,950	20,196	-5%
DCL*	19	13.19%	1	5.00%	7.94%	14,240	3.30%	480	15,640	-6%
MPL	5	3.47%	1	5.00%	5.67%	10,170	9.29%	1,350	11,650	-1%
RCL	15	10.42%	3	15.00%	10.89%	19,545	15.07%	2,190	23,332	-7%
SBL	5	3.47%		0.00%	4.43%	7,950	0.00%	0	7,966	0%
SMCO	65	45.14%	13	65.00%	39.68%	71,200	58.93%	8,565	84,876	-6%
SMPL	15	10.42%		0.00%	15.05%	27,000	0.00%	0	28,218	-4%
SSF	10	6.94%		0.00%	6.76%	12,120	0.00%	0	12,756	-5%
SMCCCD**										
Total	**144**	100%	**20**	100.00%	100%	**179,420**	100.00%	**14,535**	204,634	-5%

Library	AMOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	5-Day DELIVERY FY 2025-26	Saturday AMOUNT BASE # OF STOPS	Saturday AMOUNT BASE ON USAGE	Saturday DELIVERY FY 2025-26	TOTAL DELIVERY COST FY 2025-26	FY2024-25 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	$19,247	$79,685	$98,932	$1,641	$6,604	$8,245	$107,177	$91,620	$15,557
DCL*	$36,569	$65,991	$102,560	$820	$1,626	$2,446	$105,006	$89,422	$15,584
MPL	$9,623	$47,130	$56,753	$820	$4,572	$5,392	$62,146	$60,223	$1,923
RCL	$28,870	$90,575	$119,446	$2,461	$7,417	$9,878	$129,324	$112,148	$17,176
SBL	$9,623	$36,842	$46,465	$0	$0	$0	$46,465	$37,817	$8,648
SMCO	$125,105	$329,955	$455,060	$10,665	$29,006	$39,671	$494,732	$425,988	$68,744
SMPL	$28,870	$125,123	$153,994	$0	$0	$0	$153,994	$129,623	$24,371
SSF	$19,247	$56,167	$75,413	$0	$0	$0	$75,413	$63,746	$11,667
SMCCCD**			$15,975				**$15,975**	$15,600	$375
Total	**$277,156**	**$831,469**	**$1,124,600**	**$16,408**	**$49,224**	**$65,632**	**$1,190,232**	**$1,026,187**	**$164,045**

*DCL Saturday delivery only for Westlake

** SMCCCD has been charged a flat fee of $15,975

*** Usage statistics based on four quarterly two-week counts taken during 2024

Peninsula Library System

To: **PLS Executive Committee**
From: **Scott Young, IT Director**
Subject: **PLAN Preliminary Budget for FY 2025-26**
Date: **January 14, 2025**

Attached is the draft PLAN budget for FY 2025-26. Below are several items which should be noted:

Revenue
- The Cybersecurity Mitigation Project has been completed, so no funds are allocated.
- In anticipation of replacing the Firewall and iTiva Server (for Telecirc), $108,500 from fund balance has been allocated.

PLAN Central

Salaries and Benefits
- Salaries and Benefits reflect a 3% CPI adjustment.

Operations
- Professional Services (4219) includes $15,000 to hire an outside consultant for an ILS review.
- Postage (4233) has been increased from $45,000 to $58,000. The anticipated costs for mailing out the additional notices are higher than expected. For the first 4 months of FY 2024-25, $21,000 has been billed. Due to this, the budget will be increased. PLAN will work with the Circulation Managers to examine costs.
- Communication costs for CENIC will decrease slightly due to discounts for the three 10GB lines. The CENIC discounts will be determined after verification with California Library Connect.
- Software License Fee (4310) includes $18,400 to move iTiva to a cloud-based solution. This cost is comparable to hosting it internally and will shift the security to Innovative (Clarivate). There is a one-time $8,500 implementation fee, which is covered using Fund Balance.
- Software License Fee (4310) for Cybersecurity Subscriptions has been moved into its own line item for transparency.
- Network Support and Maintenance (4439) includes $100,000 to replace the firewall, using Fund Balance.

PLAN Local
- There are no increases to the shared databases.
- The mobile app's annual costs are included.

PLAN Formula
- The base fee for SMCCCD will increase by 2.4% from $19,874 to $20,351, and the database participation will remain the same at $2,652 for the 3 databases (Data Axle,

Peninsula Library System

O'Reilly (formerly Safari) and Pronunciator), due to no price increase. For any additional databases, the colleges will pay their portion of the percentage of the approved PLAN formula.

Recommendation

It is recommended that the PLS Executive Committee approve the PLAN Formula and defer the PLAN Budget until the May meeting and recommend to the Administrative Council the adoption of the PLAN Formula.

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P 11

	BPL 25/26	BPL 24/25	BPL 23/24		DCPL 25/26	DCPL 24/25	DCPL 23/24
JPA Fees (Pay to PLP)	$15,641	$15,641	$15,641		$11,641	$11,641	$11,641
DELIVERY	$107,177	$91,193	$73,354		$105,006	$88,970	$67,918
PLAN CENTRAL	$137,278	$127,217	$117,109		$92,537	$85,856	$83,014
Total PLS Fees	**$260,096**	**$234,050**	**$206,103**		**$209,184**	**$186,467**	**$162,573**
PLAN LOCAL - Cost Recovery							
RFID Maint *(SelfChks+ AMH+Libr Connect)*	$10,238	$10,398	$27,913		$21,687	$21,274	$23,247
Envisionware	$7,117	$6,778	$6,455		$11,109	$10,580	$10,076
Domain Controller/Additional servers	$400	$400	$400		$400	$400	$400
CENIC 1 G with E-rate discount	$2,462	$3,850	$3,378		$4,934	$7,698	$6,815
Authority Control Maint. Charge	$1,167	$1,174	$962		$787	$792	$682
BiblioCommons (fine + language)	$9,219	$9,275	$8,756		$6,214	$6,259	$6,207
Innovative Mobile App	$3,939	$3,810			$2,655	$2,571	
DeepFreeze	$8,020	$7,610	$7,610		$1,156	$1,550	$1,550
TeamViewer	$337	$294	$288		$227	$199	$204
eResources							
Content Café Ebsco	$2,062	$2,044	$2,031		$1,390	$1,380	$1,440
Data Axle	$1,098	$1,105	$1,085		$740	$746	$769
EBSCO	$9,781	$9,841	$9,641		$6,593	$6,641	$6,834
eMagazine	$3,134	$3,153	$3,089		$2,113	$2,128	$2,190
OverDrive Collection	$63,119	$59,124	$51,723		$42,548	$39,901	$40,719
O'Reilly (Safari) eBooks	$1,608	$1,618	$1,470		$1,084	$1,092	$1,042
Pronunciator	$1,122	$1,125	$1,135				
Future Purchases		$1,728	$1,692			$1,166	$1,199
Total PLAN LOCAL	**$124,824**	**$123,328**	**$130,333**		**$103,637**	**$104,377**	**$108,218**
Grand Total	**$384,919**	**$357,378**	**$336,436**		**$312,821**	**$290,844**	**$270,792**
Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local							

	MPL 25/26	MPL 24/25	MPL 23/24		RCL 25/26	RCL 24/25	RCL 23/24
JPA Fees (Pay to PLP)	$9,641	$9,641	$9,641		$19,641	$19,641	$19,641
DELIVERY	$62,146	$59,941	$50,379		$129,324	$111,615	$91,432
PLAN CENTRAL	$103,126	$96,947	$90,528		$173,357	$166,087	$162,655
Total PLS Fees	**$174,913**	**$166,529**	**$150,548**		**$322,322**	**$297,342**	**$273,728**
PLAN LOCAL - Cost Recovery							
RFID Maint *(SelfChks+ AMH+Libr Connect)*	$24,623	$24,154	$28,789		$37,378	$37,131	$46,201
Envisionware	$5,844	$5,565	$5,300		$15,132	$14,412	$13,726
Domain Controller/Additional servers	$400	$400	$400		$400	$400	$400
CENIC 1 G with E-rate discount	$2,467	$3,850	$3,407		$3,695	$5,774	$5,082
Authority Control Maint. Charge	$877	$895	$744		$1,474	$1,533	$1,337
BiblioCommons (fine + language)	$6,925	$7,068	$6,768		$11,642	$12,109	$12,161
Innovative Mobile App	$2,959	$2,904			$4,974	$4,974	
DeepFreeze	$812	$813	$813		$3,321	$3,075	$3,075
Innovative Modules *(floating collections, Link+)*	$18,026	$18,026	$17,333				
TeamViewer	$253	$224	$223		$426	$384	$400
eResources							
Content Café Ebsco	$1,549	$1,558	$1,570		$2,604	$2,669	$2,822
Data Axle	$825	$842	$839		$1,387	$1,443	$1,507
EBSCO	$7,348	$7,499	$7,453		$12,352	$12,848	$13,391
eMagazine	$2,354	$2,403	$2,388		$3,958	$4,117	$4,291
OverDrive Collection	$47,417	$45,056	$42,105		$79,708	$77,188	$72,860
O'Reilly (Safari) eBooks	$1,208	$1,233	$1,137		$2,030	$2,112	$2,042
Pronunciator	$843	$857	$877		$1,417	$1,469	$1,576
Future Purchases		$1,317	$1,308			$2,256	$2,350
Total PLAN LOCAL	**$124,731**	**$124,665**	**$125,915**		**$181,899**	**$183,893**	**$192,220**
Grand Total	**$299,645**	**$291,193**	**$276,463**		**$504,220**	**$481,235**	**$465,948**
Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local							

	SBL 25/26	SBL 24/25	SBL 23/24		SMPL 25/26	SMPL 24/25	SMPL 23/24
JPA Fees (Pay to PLP)	$9,641	$9,641	$9,641		$17,641	$17,641	$17,641
DELIVERY	$46,465	$37,622	$32,084		$153,994	$128,956	$102,738
PLAN CENTRAL	$63,678	$53,909	$49,663		$197,669	$179,877	$180,689
Total PLS Fees	**$119,784**	**$101,173**	**$91,387**		**$369,304**	**$326,474**	**$301,069**
PLAN LOCAL - Cost Recovery							
RFID Maint *(SelfChks+ AMH+Libr Connect)*	$6,127	$6,161	$6,870		$66,733	$65,965	$65,462
Envisionware	$5,353	$5,098	$4,855		$16,522	$15,735	$14,986
Domain Controller/Additional servers	$400	$400	$400		$400	$400	$400
CENIC 1 G with E-rate discount	$1,234	$1,925	$1,704		$3,695	$5,774	$5,082
Authority Control Maint. Charge	$541	$497	$408		$1,680	$1,660	$1,485
BiblioCommons (fine + language)	$4,276	$3,930	$3,713		$13,275	$13,114	$13,510
Innovative Mobile App	$1,827	$1,615			$5,671	$5,387	
DeepFreeze	$462	$325	$325		$3,936	$4,059	$4,059
Innovative Modules *(floating collections, Link+)*							
TeamViewer	$156	$125	$122		$485	$416	$445
eResources							
Content Café Ebsco	$957	$866	$861		$2,970	$2,891	$3,134
Data Axle	$509	$468	$460		$1,582	$1,562	$1,674
EBSCO	$4,537	$4,170	$4,089		$14,084	$13,914	$14,876
eMagazine	$1,454	$1,336	$1,310		$4,513	$4,459	$4,767
OverDrive Collection	$29,278	$25,054	$27,562		$90,887	$83,597	$91,530
O'Reilly (Safari) eBooks	$746	$685	$623		$2,315	$2,287	$2,268
Pronunciator	$521	$477	$481		$1,616	$1,591	$1,751
Future Purchases		$732	$718			$2,443	$2,611
Total PLAN LOCAL	**$58,378**	**$53,866**	**$57,733**		**$230,363**	**$225,255**	**$237,804**
Grand Total	**$178,162**	**$155,038**	**$149,120**		**$599,668**	**$551,729**	**$538,873**

Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs

	SMCO 25/26	SMCO 24/25	SMCO 23/24		SSF 25/26	SSF 24/25	SSF 23/24
JPA Fees (Pay to PLP)	$35,641	$35,641	$35,641		$16,641	$16,641	$16,641
DELIVERY	$494,732	$423,967	$353,341		$75,413	$63,418	$53,651
PLAN CENTRAL	$671,157	$620,638	$574,848		$138,000	$121,873	$106,148
Total PLS Fees	**$1,201,530**	**$1,080,246**	**$963,830**		**$230,054**	**$201,932**	**$176,440**
PLAN LOCAL - Cost Recovery							
RFID Maint *(SelfChks+ AMH+Libr Connect)*	$106,870	$106,570	$116,577		$18,900	$18,881	$34,363
Envisionware	$55,927	$53,264	$50,728		$10,474	$9,975	$9,500
Domain Controller/Additional servers	$1,400	$1,400	$1,400				
CENIC 1 G with E-rate discount	$17,293	$26,944	$23,521		$2,467	$3,849	$3,408
Authority Control Maint. Charge	$5,705	$5,727	$4,725		$1,173	$1,125	$872
BiblioCommons (fine + language)	$45,072	$45,249	$42,980		$9,267	$8,885	$7,936
Innovative Mobile App	$19,256	$18,588	$23,370		$3,959	$3,650	
DeepFreeze	$12,120	$13,320	$13,320		$765	$734	$734
Innovative Modules *(floating collections, Link+)*	$32,382	$33,130	$31,939				
TeamViewer	$1,648	$1,436	$1,415		$339	$282	$261
eResources							
Content Café Ebsco	$10,083	$9,973	$9,972		$2,073	$1,958	$1,841
Data Axle	$5,370	$5,391	$5,325		$1,104	$1,059	$983
EBSCO	$47,821	$48,009	$47,326		$9,833	$9,427	$8,739
eMagazine	$15,323	$15,383	$15,165		$3,151	$3,021	$2,800
OverDrive Collection	$308,592	$288,439	$249,568		$63,451	$56,640	$48,932
O'Reilly (Safari) eBooks	$7,861	$7,891	$7,217		$1,616	$1,550	$1,333
Pronunciator	$5,488	$5,489	$5,570				
Future Purchases		$8,429	$8,306			$1,655	$1,534
Total PLAN LOCAL	**$698,212**	**$694,635**	**$685,278**		**$128,573**	**$122,692**	**$128,633**
Grand Total	**$1,899,742**	**$1,774,881**	**$1,649,108**		**$358,627**	**$324,624**	**$305,072**

Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs

FY 2025-26
PROPOSED PLS ALL FEES

	SMCCCD 25/26	SMCCCD 24/25	SMCCCD 23/24		PLS Total 25/26	PLS Total 24/25	PLS Total 23/24
JPA Fees (Pay to PLP)	$3,000	$3,000	$3,000		$139,128	$139,128	$139,128
DELIVERY	$15,975	$15,600	$15,000		$1,190,232	$1,021,281	$839,897
PLAN CENTRAL	$20,351	$19,874	$19,110		$1,597,153	$1,472,278	$1,383,763
Total PLS Fees	$38,849	$38,474	$37,110		$2,926,037	$2,632,688	$2,362,788
PLAN LOCAL - Cost Recovery							
RFID Maint (SelfChks+ AMH+Libr Connect)					$292,556	$290,535	$349,420
Envisionware					$127,478	$121,407	$115,626
Domain Controller/Additional servers					$3,800	$3,800	$3,800
CENIC 1 G with E-rate discount					$38,247	$59,664	$52,397
Authority Control Maint. Charge					$13,403	$13,403	$11,216
BiblioCommons (fine + language)					$105,891	$105,891	$102,031
Innovative Mobile App					$45,240	$43,500	$23,370
DeepFreeze					$30,592	$31,486	$31,486
Innovative Modules (floating collections, Link+)					$50,409	$51,156	$49,272
TeamViewer					$3,871	$3,360	$3,360
eResources							
Content Café Ebsco					$23,690	$23,340	$23,672
Data Axle	$884	$884	$858		$13,500	$13,500	$13,500
EBSCO					$112,350	$112,350	$112,350
eMagazine					$36,000	$36,000	$36,000
OverDrive Collection					$725,000	$675,000	$625,000
O'Reilly (Safari) eBooks	$884	$884	$859		$19,351	$19,351	$17,991
Pronunciator	$884	$884	$858		$11,892	$11,892	$12,249
Future Purchases		$274	$283			$20,000	$20,000
Total PLAN LOCAL	$2,652	$2,926	$2,858		$1,653,269	$1,635,635	$1,668,993
Grand Total	$41,501	$41,401	$39,968		$4,579,782	$4,268,323	$4,031,781
Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs							

PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed PLAN Budget

PLAN Central (951)

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
	Revenues			
3660	PLAN Shared Cost	$ 1,472,278	$ 1,597,153	Includes 6% for administrative fees
3682	PLAN Recovery Cost	5,950	5,950	Special projects
3732	Ecommerce Pass-Through Revenue			Pass-Thru Ecommerce revenue to PLS Libraries
3000	Budget Fund Balance	39,105	0	Roll-Over Funds for Cybersecurity Mitigation Project Unspent Funds
3000	Budget Fund Balance	55,000	108,500	PLAN Reserve Funds - Firewall and ITiva Server Replacements
	Total Revenues	**$1,572,333**	**$ 1,711,603**	*8.86%*

Expenditures

SALARIES & BENEFITS

Total FTE= 5.0, Incl. 3% COLA and EE Merit Increases

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
4101	Salaries	$616,492	$665,936	*1.0 FTE IT Director and 4.0 FTE IT Staff*
4100	Auto Allowance	$1,200	$1,200	
4102	Dental	5,442	6,257	
4103	Pension	46,237	49,945	
4104	Deferred Comp	93,351	69,500	
4105	Health	26,776	64,119	
4106	Workers' Comp	5,526	4,052	
4107	Medicare	8,939	9,656	
4108	Unemployment Insurance	6,288	6,793	
4109	Life Insurance	862	862	
4135	Employee Communication Allow.	8,500	8,500	
	Total Salaries & Benefits	**$819,613**	**$886,820**	*8.20%*

OPERATIONS

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
4211	Advertisement	$ 500	$ 680	*Job Postings*
4212	Communication	26,200	21,660	*(2) 10G Headends CENIC+Collector Circuit (w/Erate & CTF Credits Applied; III Telecirc landline ($6K); Comcast (1k); Dept Cellphone Usage ($660)*
4215	Rent	25,000	25,000	
4217	Equipment Maint (Sierra License/Sup	160,700	166,200	*Sierra Maint.($165.5K); PCs Warr. Renewal ($700)*
4219	Professional Services	27,000	40,000	*Consultants ($25K), ILS Review ($15K)*
4220	Contract Services	55,000	55,000	*SMCCCD for hosting all servers and support*
4230	Office Expense	800	900	*Office supplies*
4250	Misc. Supplies	3,000	3,000	*Computer supplies & accessories*
4233	Postage	45,000	58,000	*Unique Management Overdue Notices and Statement of Charges*
4301	General Insurance	15,976	11,606	*Equipment Property and Cybersurity Liability Insurances*
4302	Membership Fees & Dues	300	300	*Professional memberships for staff*
4303	Travel & Meeting	9,000	9,000	*Professional conferences;staff mileage*
4304	Education & Training	12,000	12,000	*Staff training*
4305	Subscriptions	1,205	1,266	*OCLC - Cataloging and Metadata*
4310	**Software License Fee**	126,900	90,000	*MS Office 360 A3 ($21K), iTiva ($18.4K plus one-time $8.5K implementation), Microsoft Azure ($5.6K),VOIP ($7.7K),Freshworks Help Desk ($6.8K) , Knowbe4 ($5.8K), Listserv Server ($3.5K), Go Daddy ($1.6K), Linux OS ($3K), EZ Proxy ($800), Adobe Acrobat Pro ($1.7K), Email Security SPAM/Bkup ($4K).*
4310	**Software License Fee**	5,035	41,100	*Cybersecurity Subscriptions: Firewall Maint and IPS ($16.9K), FortiAV ($5.7K), FortiEDM/MDR ($14.4K), FortiAnalyzer/Auth ($1.6K), Patch Mgmt. ($2.5K).*
4373	Service Fees	4,500	1,200	*Credit card fees for E-commerce $1,000; E-waste Fee $200*
4439	Network Support & Maint	97,000	128,600	*Barracuda Server Backups ($16K), VMWare ($12.6K), Firewall Replacement including 5 Year Support Services ($100K).*
4567	Computer Equipment	0	11,950	Staff PC with software
	Total Operations	**$ 615,116**	**$ 677,462**	*10.14%*
	Total Expenditure	**$ 1,434,729**	**$ 1,564,282**	*9.03%*
	6% Administrative Fee	**$ 107,605**	**$ 117,321**	
	PLAN Reserve	**$ 30,000**	**$ 30,000**	
	Total	**$ 1,572,334**	**$ 1,711,603**	*8.86%*

	FY 24/25	FY 25/26	
PLAN Reserves Balance	**$348,934**	**$270,434**	*(22.50%)*

PLAN Formula (Approved 2/7/2013)		FY 25/26
PLAN Shared Costs		$1,597,153
*Revised SMCCCD Base Fee		$20,351
10% Base Fee (PLAN shared cost -SMCCCD Flat Fee)		$157,680
50% Resident Circulation		$709,561
50% Technology		$709,561
	Total	$1,597,153

RESIDENT CIRCULATION	FY 23/24	% Library Circulation
BPL	243,101	10.08%
DCPL	110,742	4.59%
MPL	186,910	7.75%
RCPL	269,942	11.19%
SBPL	85,410	3.54%
SMCO	1,076,493	44.63%
SMPL	293,149	12.15%
SSFPL	146,451	6.07%
Total	2,412,198	100%

TECHNOLOGY	FY 23/24 Network Devices	% of Network Devices	FY 23/24 Wired PCs	% of Wired PCs	FY 23/24 Wifi Stats	% Wifi Stats	Avg % Technology Indicators
BPL	25	6.94%	71	5.48%	28,240	7.05%	6.49%
DCPL	19	5.28%	90	6.95%	19,200	4.79%	5.67%
MPL	17	4.72%	28	2.16%	20,593	5.14%	4.01%
RCPL	52	14.44%	86	6.64%	41,296	10.30%	10.46%
SBPL	8	2.22%	55	4.25%	6,003	1.50%	2.66%
SMCO	166	46.11%	606	46.80%	194,949	48.64%	47.18%
SMPL	27	7.50%	225	17.37%	55,740	13.91%	12.93%
SSFPL	46	12.78%	134	10.35%	34,762	8.67%	10.60%
Total	360	100%	1,295	100.00%	400,783	100.00%	100.00%

SMCCCD New Base Fee

FY25/26 New Base Fee	FY24/25 Base Fee
$20,351	$19,874

	10% Base Fee =	$157,680	Circulation	Technology	FY 25/26 PLAN Formula with SMCCD Base Fee	FY 25/26 PLAN and SMCCD Base Fee Cost Distribution	FY 24/25 PLAN Formula w/SMCCD Flat Fee	FY 24/25 SMCCD Flat Fee PLAN Cost Distribution
BPL	$	19,710	$ 71,509	$ 46,058	8.60%	$ 137,278	8.46%	$ 117,109
DCPL	$	19,710	$ 32,575	$ 40,252	5.79%	$ 92,537	6.00%	$ 83,014
MPL	$	19,710	$ 54,981	$ 28,436	6.46%	$ 103,126	6.54%	$ 90,528
RCPL	$	19,710	$ 79,405	$ 74,242	10.85%	$ 173,357	11.75%	$ 162,655
SBPL	$	19,710	$ 25,124	$ 18,844	3.99%	$ 63,678	3.59%	$ 49,663
SMCO	$	19,710	$ 316,656	$ 334,791	42.02%	$ 671,157	41.54%	$ 574,848
SMPL	$	19,710	$ 86,231	$ 91,728	12.38%	$ 197,669	13.06%	$ 180,689
SSFPL	$	19,710	$ 43,079	$ 75,211	8.64%	$ 138,000	7.67%	$ 106,148
SMCCCD	$	20,351	$ -	$ -	1.27%	$ 20,351	1.38%	$ 19,110
Total	$	178,031	$ 709,561	$ 709,561	100.00%	$ 1,597,153	100.00%	$ 1,383,763

*2.4% CPI Adjustment (November 2024 BLS)

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PLAN LOCAL (952)

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
	Revenue			
3674	Reimbursable Costs	$1,615,635	$1,653,269	
	Total Revenues	**$1,615,635**	**$1,653,269**	*7.76%*
	Expenditure			
4445	Reimbursable Library Expense	$1,615,635	$1,653,269	
	Total Expenditure	**$1,615,635**	**$1,653,269**	*7.76%*

PLS Executive Director/PLP CEO Accomplishments
January - December 2024

The accomplishments below represent the work of the PLS staff as well as the Executive Director, and the Executive Director recognizes the staff's hard work in completing the activities.

Peninsula Library System Projects

- Apply for the San Mateo County Measure K three-year grant by January 2024. If awarded, work with the PLS Youth Group to implement a modified program. If not awarded, work with the Youth Group to reimagine summer learning programs. ***Completed: The application was submitted, and PLS was not awarded the funding. PLS staff has worked with the Youth Group to develop alternative fundings and to re-envision the program for future years.***
- With the InfoServices Committee, identify requirements and optional features for a catalog discovery mobile app. If necessary, release an RFP and implement the app. ***Completed: An RFP was issued and awarded. The app went live in September.***
- Work with eBook Chair to develop better tracking of OverDrive budget. ***Completed: An agreed upon tracking system and regular check-ins regarding expenditures has been established.***
- Complete Year 2 of Cybersecurity Mitigation Plan for PLS internal and external networks and commence with Year 3 activities, including implementing a third-party 24/7 network system security monitoring system. ***Completed/Ongoing. Endpoint Detection Response (EDR) and Managed Remediation and Detection (MDR) were implemented and have been protecting the PLS networks successfully. Anti-virus has been added to servers to increase the security fabric and to protect the network more thoroughly.***
- Apply for a broadband grant to replace the indoor Wi-Fi access points and consider also applying for funds to replace the switches. ***Not Completed/Alternative Solution Found. The State Library discontinued the broadband grant program. Staff developed other funding strategies, including use of CLSA funds for switches, and allowing libraries flexibility in which fiscal year they would prefer for the Wi-Fi replacement.***
- When ready for consortia, implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. ***In process. The program was not ready until fall/winter 2024. Project planning has commenced and should be completed by Spring 2025.***
- Using an equity, diversity and inclusion lens, the PLS Database Manager will work with the Cataloging and Acquisitions Group to implement subject heading changes that reflect a more inclusive point of view, based on regional and national trends and recommendations. ***Deferred. This was brought to the Cataloging Work Group, and it was not expressed as a priority. PLAN staff will continue to research.***

Other Activities:
- ***Recruitment of new IT Director, IT Support Technician and Accounting Assistant.***
- ***Worked with eBook Chair to update the PLS eBook Collection Development Policy***

Pacific Library Partnership Projects

- Research a tool to automate the process of issuing and tracking various claim forms from PLP, NLS and PLS. Perform a test run with one of the claim forms. ***Partially Completed/Ongoing. After research, PLP has purchased an expanded subscription to DocuSign. This should streamline signing and processing of claim forms. This should be ready for the CLSA claim forms***.

- Complete the work of the FY 2023-24 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2024-25 grant applications and complete the fiscal activities of the grant. ***Completed. All reports completed on time and budgets expended fully. During the year, we were asked to complete additional activities, such as an AI summit in Sacramento, and a travelling advisor program for the adult literacy program.***

- Complete the work of the two FY 2022-24 state-funded Statewide grants in partnership with the California State Library, including the Workforce Development CAreer Pathways Project for statewide databases, and the Online Tutoring Partner Program Grants. ***Completed. All reports completed on time and budgets expended fully. In addition to the work, we developed advocacy collateral and worked with stakeholders to advocate for future funding for the programs.***

- Continue the development with the PLP Executive Committee to design and implement the newly imagined PLP Middle Management leadership training. ***Completed. Two Ad Hoc groups provided insight for elements for the redesigned program. The redesigned program is called Greater Opportunities for Leadership Development (PLP GOLD). PLP hired Luis Herrera as the lead for this program. A recruitment for members was very successful, with 19 applicants and 13 selected participants being enrolled in the program.***

- Continue implementation of PLP Strategic Priority activities, including establishing communities of practice. ***Completed/Ongoing.*** A listserv for Assistant Directors with 22 members was created in January 2024. ***A community of interest for Administrative and Analyst staff with 28 members was created in April 2024. Both groups were initiated by member suggestions and have become active communities. Staff provide regular updates to the PLP Executive Committee on the Strategic Priority activity updates.***

- To continue further professional development opportunities, the PLP Staff Development Committee will host additional virtual workshops related to self-promotion, interview skill building, or networking and communication. Completed: ***The Staff Development Committee hosted a successful, in-person, Future of Libraries conference in October 2024 with over 200 registrants. Speakers discussed censorship, MLIS requirements, serving multi-lingual communities, and sustainability programming. The Committee hosted two well- attended virtual workshops related to interview skills for promotional opportunities and strategic risk taking.***

- Provide additional opportunities for workshops and trainings as needed. In January 2024, hold a virtual training for PLP members regarding AI. ***Completed. PLP hosted a virtual training "AI in Libraries: A Roadmap to Understanding and Implementation" in January 2024 with Nick Tanzi. 112 PLP members attended the session with an additional 122 viewing the recording. PLP also assisted the California State Library with the planning of an AI summit held in Sacramento in April 2024. AI training continues to be an identified priority by PLP members, and additional training is being***

explored for Winter/Spring 2025. This will be hands-on training. PLP applied for and received up to $5,000 of funding from CALL for this training.

- Continue to provide strategic direction and management to NorthNet Library System. ***Completed: During this last year, we have assisted NLS with developing a budget with a 50% CLSA reduction, assisted with an Ad Hoc group to redesign the CLSA claim form to position NLS to gather new data for the revised required reporting, renegotiating a five-year Link+ contract, assisted with the withdrawal of CSU Chico from NSCLS and NLS, written advocacy letters on behalf of NLS for CLSA funding, assisted with the development of Library-to-Go standards for sharing of Advantage Accounts, assisted with revising the strategic priorities, and worked with an Ad Hoc group to develop NLS budget definitions.***

Other Activities:
At the request of the State Library, applied for IMLS AI grant.

With the changes to the CLSA reporting, staff worked with a PLP Executive Ad Hoc group to redesign the CLSA reporting to match new reporting requirements.

Developed a budget with a 50% reduction in CLSA funds, and survey members to understand impacts by library. With this information, develop alternative options for PLP for FY 2024-25 and FY 2025-26.

Developed a PLP behavior policy for in-person workshops, to complement the one for virtual workshops.

Both the CEO and Assistant Director presented at multiple sessions at the California Library Conference, including a panel discussion for new directors, and panels on intellectual freedom.

Legislative Work

- In 2024, participate as a member of the CLA Advocacy and Legislative Committee for my seventh year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests. ***Completed. Of note:***
  - *Worked with a subset of the Committee to meet with Assemblymember Muratsuchi for the development of AB1825, the Freedom to Read Act, which was signed into law.*
  - *As a response to PLP libraries which questioned whether libraries should be required to comply with SB1383 when purchasing physical collection materials, worked with multiple lobbyists and libraries to write a position paper to CalRecycle. Met with CalRecycle, which resulted in libraries being exempt from this.*
  - *Wrote several advocacy letters for the FY 2024-25 budget to key legislators, and created templates which were used statewide, for advocacy of restoration of CLSA funding, funding for homework help, and for CAReer Pathways subscriptions.*
  - *Met with several key legislators, including Senator Atkins in San Diego, and the pro Tempore Senator McGuire.*

PLS Executive Director/PLP CEO Work Plan
January - December 2025

In addition to the usual and customary work to be performed, I have identified the following to be included in my 2025 Work Plan. I would like to acknowledge that the Work Plan represents the work of all staff, and that I do not claim credit for the work performed by the staff. I recognize and support their hard work in completing the activities.

Peninsula Library System Projects

- Work with the eBook Chair and InfoServices Committee to ensure that the PLS eBook Collection Development and Reconsideration policy complies with the new AB1825 requirements. *Estimated date of completion: Spring/Summer 2025*
- Complete Year 3 of Cybersecurity Mitigation Plan for PLS internal and external networks, including file auditing for services and penetration testing. *Estimated date of completion: December 2025*
- Update accounting system modules for purchase orders and fixed assets. *Estimated date of completion: December 2025*
- Implement LX Starter email notices, the first module of Innovative's Vega suite that is included at no cost to all Sierra and Polaris libraries. *Estimated date of completion: First quarter 2025*
- Issue RFP for HVAC replacement for several suites on the first floor of the building. *Estimated date of completion: Release RFP in January 2025, work performed by Summer 2025*
- Continue research on fleet electrification and charging stations options for an electrified fleet. *Estimated date of completion: December 2025*
- Investigate moving additional services into the cloud to increase security posture. *Estimated date of completion: December 2025*
- Develop project plan and budget exploration of ILS comparison. Commence project in FY 2025-26. *Estimated date of completion: December 2025*
- Continue exploration of modifications to the Delivery and PLAN formulas. *Estimated date of completion: December 2025*
- Work with libraries on their end-of-life equipment replacements. *Estimated date of completion: December 2025*

Pacific Library Partnership Projects

- Implement DocuSign to streamline the process of issuing, signing and tracking various claim forms from PLP, NLS and PLS. *Estimated date of completion: May 2025*
- Complete the work of the FY 2024-25 LSTA Statewide grants in partnership with the California State Library, including the Equity-Based Data-Driven Decision-Making for Community Impact, Literacy Initiatives, and Networking California Library Resources project. Develop the three FY 2025-26 grant applications and complete the fiscal activities of the grant. *Estimated date of completion: December 2025*
- If initial IMLS AI application grant request is approved, work with State Library and stakeholders to develop a full grant funding application. If approved, commence work of the grant. *Estimated date of completion: December 2025*

- Utilizing the grant funding from CALL, identify a trainer for in-person hands-on AI training, and identify hosting sites. *Estimated date of completion: Spring 2025*
- To continue further professional development opportunities, work with the PLP Staff Development Committee to host virtual workshops related to strategic priorities, including sustainability, climate change, and emergency preparedness. *Estimated time of first event: February 2025*
- Continue to provide strategic direction and management to NorthNet Library System. Specifically, work with NBCLS on retiree health benefits, work with Trinity County Library on their funding and status as a library, and work with Solano County and St. Helena on their continued relationship and the associated elements of becoming two separate entities. *Estimated date of completion: December 2024*

Legislative Work

- In 2025, participate as a member of the CLA Advocacy and Legislative Committee for my eighth year. Provide feedback for initiatives and bring advocacy initiatives to PLP and NLS. Work with the CLA lobbyists, the CLA Board, the State Library, and library members in California and nationally to support regional and statewide library interests.

Ongoing work

- Support PLP, its four legacy systems, and NorthNet by attending meetings and responding to requests and initiatives. This includes attending 24 meetings annually supporting BALIS, MOBAC, PLS and SVLS, 4 meetings for PLP, and 6 meetings for NorthNet, for a total of 34 meetings.
- Work with the other statewide system coordinators to continue effective communication between cooperative system Chairs and Vice-Chairs. Coordinate with other systems for the Spring and Fall California Library Services Board meetings, focusing on CLSA regulatory language interpretations, funding, and priorities. Attend CLSB meetings with NLS and PLP Chairs.

All of the above will be accomplished by working closely with and being guided by PLS Executive Committee and Administrative Council as well as PLP Executive Committee and Council and NorthNet Boards.