PLS Administrative Council Agenda

February 6, 2025
2:00 p.m.
Burlingame Public Library – Upper-Level Meeting Room
480 Primrose Road, Burlingame, CA 94010

Peninsula Library System Administrative Council

Anne-Marie Despain, San Mateo County Libraries
Brad McCulley, Burlingame Public Library
Chela Anderson, Daly City Public Library
Sarah La Torra, Redwood City Public Library
Elnora Tayag, San Mateo County Community College District

James Moore, San Mateo Public Library
Sean Reinhart, Menlo Park Public Library
Tim Wallace, San Bruno Public Library (Chair)
Valerie Sommer, South San Francisco Public Library

I.	**Approval of Consent Items (Action Item)**	Wallace	
	A. Approval of Agenda		
	B. Approval of December 5, 2024 Minutes		Attachment 1, pg. 3
	C. Minutes from January 14, 2025 PLS Executive Committee (Review Only)		Attachment 2, pg. 6
	D. PLAN Report and Update		Attachment 3, pg. 8
	E. PLS Executive Director/PLP CEO Annual Review		Attachment 4, pg. 10
II.	**Old Business**		
	A. eBook Purchasing Chair Mid-Year Report	Rees	Attachment 5, pg. 15
	B. PLS Revised Procurement Policy **(Action Item)**	Yon	Attachment 6, pg. 23
	C. Formation of Ad Hoc Committee to Research Potential Formula Changes for FY 2026-27	Wallace	
III.	**New Business**		
	A. Day in the District Coordination	Wallace	Attachment 7, pg. 36
	B. PLP CLSA Allocation to PLS Libraries for FY 2024-25 **(Action Item)**	Frost	Attachment 8, pg. 37
	C. Recommendations from the PLS Executive Committee		
	1) Review of Delivery and PLAN Formulas for SMCCCD	Frost	Attachment 9, pg. 40

2) PLS Delivery Preliminary Budget and Formula for FY 2025-26 **(Action Item)**	Wasterlain	Attachment 10, pg. 42
3) PLS PLAN Preliminary Budget and Formula for FY 2025-26 and End-of-Life Replacement Schedule **(Action Item)**	Young	Attachment 11, pg. 46

IV. Reports

  A. System Chair Report

  B. System Administration

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 agendized pursuant to state law.)

VI. Review of Draft Agenda Calendar, Agenda Building for April 3, 2025 Meeting	Wallace	Attachment 12, pg. 68

VII. Announcements

VIII. Adjournment

Peninsula Library System

PLS Administrative Council
December 5, 2024
Via Zoom

MINUTES

Council:
Tim Wallace, Chair, SBL
Brad McCulley, BPL
Chela Anderson, DCL
Sean Reinhart, MPL
Sarah LaTorra, RCL
Elnora Tayag, SMCCD
Anne-Marie Despain, SMCL
James Moore, SMP
Valerie Sommer, SSF

System Staff:
Carol Frost, PLS
Justin Wasterlain, PLS
Scott Young, PLS
Andrew Yon, PLS

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

I. **Introductions and Roll Call**

II. **Approval of Consent Items**

   A. **Approval of Agenda**
   B. **Approval of October 10, 2024 Minutes**
   C. **Minutes from November 7, 2024 PLS Executive Committee (review only)**
   D. **PLAN Report and Update**
   E. **PLS Youth Services Workgroup Annual Report**
   F. **PLS Circulation Managers Committee Annual Report**
      Frost noted Attachment 4 did not have information related to San Bruno Public Library's Student Success Initiative Numbers at the time of release. She stated the numbers should be a total of 268 SSI cards for San Bruno, resulting in a total of 4,314 SSI cards system wide. A motion was made, and passed, to approve the consent items with the stated change to Attachment 4. Despain was not present, all others voted in the affirmative by roll call vote. (M/S LaTorra/Sommer)

III. **New Business**

   A. **Recommendations from the PLS Executive Committee**

      1) **PLS Revised Procurement Policy**
         Yon identified changes made to the revised Procurement Policy, including threshold limits, sole source and single source justification procedures, and credit card limits. Sommer asked for a list of PLS positions that are issued credit cards. Frost noted the default credit limit is $5,000, but exceptions could be made on an individual basis if necessary. Reinhart requested the inclusion of criteria for credit card usage, thresholds for credit card use, and overall limits to credit card use.

Yon noted these are found in the PLS Credit Card Policy and could be attached to the Purchasing Policy for reference. Reinhart expressed concern about the oversight of sole source purchases. Frost stated sole source justification is not used to bypass Council awareness of purchases and that sole source purchases over $50,000 would be brought to the Council for approval. Staff were instructed to update the policy with the stated changes for the February Council meeting. No action taken.

B. PLP CLSA Allocation to PLS Libraries

Frost stated $23,457 of the PLS FY 2023-24 CLSA allocation was used for the shared PLS OverDrive collection. She noted $47,305 of the CLSA allocation was reserved for replacing switches. Frost reported the cost of switches was lower than originally expected which resulted in San Bruno and South San Francisco not fully expending their funds. She stated these funds could be reallocated towards the OverDrive collection. A motion was made, and passed, to approve the reallocation of $4,290 of unused CLSA funds for switches to the shared OverDrive eBook collection. Tayag abstained, Despain was not present, all others voted in the affirmative by roll call vote. (M/S Sommer/Wallace)

C. Reconsideration of Shared OverDrive Allocation in Response to Jurisdictional Budget Reductions

The Council discussed trends in eBook usage and budget considerations of meeting the high demand for eMaterials. Moore noted a shared annual $50,000 increase in the PLS budget for OverDrive did not put a strain on SMPL's individual budget and was in favor to continue the increases. Despain and Moore stated more resources were being shifted towards digital materials in their systems. Sommer voiced a concern that consistent annual increases could become unsustainable and expressed interest in seeing statistics on eBook use. Reinhart asked if there were specific targets or metrics being met with eBook usage. Anderson noted continued incremental increases are easier to budget for than occasional large increases to catch up with demand. The Council agreed to maintain the $50,000 increase for eBooks in FY 2025-26, resulting in a total eBook budget of $725,000 and will revisit the increase when preparing for the FY 2026-27 budget.

D. Consideration of Rebalancing PLAN and Delivery Formulas

Frost stated the existing formulas for PLAN and Delivery had not been significantly changed for ten years. She noted staff had seen some changes in trends which may be useful metrics if the Council wanted to change the formulas. Frost pointed out that metrics related to self-check machines and automated material handling machines (AMH) were not considered in the current PLAN formula, but service to those items is a large percentage of PLAN staff's time. She also noted the metric for wired PCs has become less stable as libraries move away from wired PCs. Wasterlain presented potential changes to the Delivery formula related to the volume of materials lent or borrowed from other libraries. The Council stated no action would be taken to change the formulas for FY 2025-26. The Council recommended an ad

hoc group be formed to research the potential for changing formula metrics in the FY 2026-27 budget.

IV.   Reports

A. System Chair Report
No report.

B. PLP Executive Committee Update
Frost reported the PLP Executive Committee would meet soon to discuss CLSA allocations.

C. System Administration
Young reported a new IT Support Technician was hired. Frost stated AB 1825, the Freedom to Read Act, had been passed and the State Library was adjusting its guidance for how libraries should comply with the bill.

V.   Public Comment
There was no public comment.

VI.   Agenda Building for Next Meeting on February 6, 2025
- PLAN Preliminary Budget and Formula for FY 2025-26
- PLS Delivery Preliminary Budget and Formula for FY 2025-26
- Purchasing Policy with Updated Language
- Formula Ad Hoc Committee Formation
- Executive Director Annual Review
- Day in the District

VII.   Announcements
None.

VIII.   Adjournment
The meeting was adjourned at 3:45 p.m. by Chair Wallace.

Peninsula Library System

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

MINUTES

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

System Staff:
Carol Frost, PLS
Justin Wasterlain, PLS
Andrew Yon, PLS
Scott Young, PLS

The meeting was called to order at 1:03 p.m. by Chair Anderson.

I. **Approval of Consent Items**

   A. **Adoption of Agenda**
   B. **Approval of November 7, 2024 Minutes**
       Frost proposed to move Item IV (Public Comment) to follow the Consent Items. A motion
       was made, and unanimously approved, to approve the Consent Items with the stated
       agenda change. (M/S McCulley/Wallace)

II. **New Business**

   A. **Review of Delivery and PLAN Costs for SMCCCD**
       Frost stated SMCCCD would be charged a 2.4% CPI increase on its Delivery and PLAN flat
       fees in FY 2025-26.

   B. **PLS Delivery Preliminary Budget and Formula for FY 2025-26**
       Wasterlain stated the overall Delivery formula would not change in FY 2025-26, but the
       percentage of stops for all libraries is different due to a reduction of stops for MPL. He
       noted a vehicle was not recommended for purchase in FY 2025-26. The Committee
       discussed the lack of infrastructure at both the PLS Offices and County Central for e-
       vehicles and acknowledged the challenges in transitioning to e-vehicles at this point in
       time. There was an acknowledgement by the Committee that when the e-vehicle
       replacement plan was adopted, that it was an aspirational goal. The Executive
       Committee acknowledged that now might not be the time to purchase an e-vehicle, and
       that a gas vehicle purchase may be required. Wasterlain stated he would continue to
       monitor the market for improved options. A motion was made, and passed unanimously,
       to approve the Delivery Formula for FY 2025-26, defer the approval of the Delivery
       Budget until its May meeting, and recommend the Administrative Council approve the
       Delivery Formula. (M/S McCulley/Despain)

   C. **PLS PLAN Preliminary Budget and Formula for FY 2025-26**
       Young reported $15,000 was included in the PLAN budget to hire a consultant to
       perform an ILS review in FY 2025-26. He noted an increase in postage costs due to the
       increased number of Unique Management Services' statements being mailed, which

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have replaced the collection services. Since the notices cannot be broken down by library, the cost is in the PLAN Central budget. Young reported that PLAN and the Circulation Managers Committee were exploring ways to reduce these costs. Wallace inquired about the change in healthcare costs. Yon answered it was due to more employees utilizing the cafeteria plan than in the past. A motion was made, and approved unanimously, to approve the PLAN Formula for FY 2025-26, defer approval of the PLAN Budget until the May 2025 meeting, and recommend the Administrative Council approve the PLAN Formula. (M/S Wallace/McCulley)

III. Reports

A. Administration

Young reported on status of the switch replacement project. Yon stated billing for CENIC would be sent out once the provider corrected the billing information.

IV. Public Comment

No public comments were made.

V. Agenda Building for the March 6, 2025 meeting

VI. Announcements

No announcements.

VII. Human Resources

A.

1) Closed Session Pursuant to Government Code 54957: Executive Director/PLP CEO Annual Review

2) Report on Closed Session Actions

The Committee accepted the report and FY 2025-26 workplan.

VIII. Adjournment

The meeting was adjourned at 1:43 p.m. by Chair Anderson.

PLAN Projects Report

February 6, 2025

1. **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 April 2025.

2. **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 April 2025.

3. **LX Starter Implementation**
   PLAN has put the implementation of LX Starter on hiatus. Functionality in the current version is not sufficient for the needs of PLS. PLAN will communicate with III regarding the barriers and monitor future releases for relevant enhancements.

4. **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 April 2025.

5. **Switch and WAP Refresh Project**
   The new PLS switches and wireless access points (WAPs) have been installed successfully so far at all SMCL locations. SBL, GRA, and MPL Main are the next three locations scheduled for installation.

PLAN Projects Report

February 6, 2024

Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Encoding level load profile	N/A	Apr 2019	Apr 2025	Vanessa Walden	Impacts cataloging and acquisitions workflow of all Sierra member libraries
SCAT Table review & update	N/A	May 2019	Apr 2025	Vanessa Walden	Improves statistical reporting based on call number ranges
Sierra Scheduler implementation	N/A	Nov 2023	Apr 2025	Vanessa Walden	Automate review file creation, loading and output of MARC records
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
Network Switch and AP refresh	N/A	June 2024	June 2025	John Sarmiento	All SMCL locations have been completed. SBL, GRA, and MPL Main are the next sites for installation.

Future Projects

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Implement Patch Management Software on ALL PLS computers	N/A	April 2025	June 2025	Josh Shreffler	Pilot and decide on a tool to manage patches and devices
Sierra Server RedHat 9.x OS Upgrade	N/A	TBD	TBD	John Sarmiento & Vanessa Walden	Support for Red Hat 9 comes in Sierra 6.3; currently on Sierra 6.2 and RedHat 8.6.
Sierra Cloud pricing and discussion.	N/A	TBD	TBD	Scott Young & Vanessa Walden	
LX Starter Email Notices	N/A	TBD	TBD	Vanessa Walden	LX Starter email notices allow libraries to send customized and brand email notices and provides email address management tools.

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.

Peninsula Library System

To: PLS Administrative Council
From: Joshua Rees, eBook Purchasing Chair
Subject: eBook Purchasing Chair Mid-Year Report
Date: February 6, 2025

Calendar Year 2024 Use Continues Rising

The circulation for eBooks and audiobooks continues to increase, with 1,731,161 checkouts in calendar year 2024, and a growing number of patrons using OverDrive (65,897 unique patrons).

OverDrive Magazines, totaling 266,732 uses (averaging 22,227 a month), remained fairly stable, with some monthly fluctuations. Magazine functionality did not change in 2024. There was a big change in Fall 2023 with the ability to subscribe to a title (auto checkouts of new issues) and a "Magazine Rack" feature in Libby, which separates magazines from eBooks/eAudio content, as well as the "One Tap" checkout function.

As of January 2, 2024, there were 29,614 unique eBook users, with 155,147 checkouts and 67,560 holds placed in the previous 30 days.

The percentage of use between audience types (Adult/Children/Teen) remained the same as 2023, with 2024 seeing an average 70.2% of non-magazine circulation as adult titles, followed by 21.4% children's titles and 8.4% teen titles. Overall, more eBooks circulate than audiobooks because the collection is larger (2/3 more eBook titles at 76,014 vs 26,645 eAudio titles), but the circulation of audiobooks has increased to 42.8% of the overall non-magazine usage. Some audience levels are seeing much higher audio use, such as Adult Non-Fiction with 58.1% eAudio use.

Other Updates and Changes – July 2024 to December 2024

The eBook Purchasing Chair duties are in the second year with Daly City (Joshua Rees). Daly City is working with Menlo Park to prepare for the transition of these duties in July 2025. The Chair continues working with the selectors to streamline processes, including only ordering published titles, reordering expired titles, and including an appropriate mix of formats.

With the next PLS budget increase implemented, the eBook budget rose to $675,000 for the fiscal year. The changed PLS expenditure oversight, and order tracking changes, resulted in $386 carrying over from FY 23/24 to FY 24/25. All working files are available on FIDO for anyone to view and see what is being ordered, what has been weeded, and what invoices have been paid.

PLS jurisdictions continue to add items to their Advantage Collections which prioritize their patrons first – most then allow all PLS patrons access to the titles, which provides more titles and copies to all patrons.

The chart below shows Advantage account spending per jurisdiction for last fiscal year, and this fiscal year to date, plus PLS's consortia spending for comparison.

	FY 23/24	FY 24/25 to 1/2/25
Burlingame Public Library	$4,585	$4,204
Daly City Public Library	$4,598	$0
Menlo Park Public Library (not shared)	$20,153	$6,204
Peninsula Library System	$673,098	$286,514
Redwood City Public Library (no Advantage account)	$0	$0
San Bruno Public Library	$20,744	$7,849
San Mateo County Libraries	$673,557	$303,465
San Mateo Public Library	$1,844	$912
South San Francisco Public Library	$525	$287
Grand Total	$1,399,104	$609,435

Reciprocal Lending Agreement Statistics

The reciprocal lending service continues to be utilized without issues. Searching and borrowing items works best in the Libby app. PLS has not made a system-wide marketing push and that might be good to consider in the future. Use appears to be even between PLS and MARINet, but NorthNet is using PLS more than PLS is utilizing NorthNet resources. Only Perpetually Owned and Metered by Time, copies can be used, which allows for more use without increased costs.

Reciprocal Lending Agreement Statistics (7/1/24-12/31/24)	MARINet	NorthNet	Totals
PLS cardholders	322	212	464
CKO eBooks	1,807	830	2,637
CKO Audiobooks	1,665	491	2,156
Total PLS Checkouts	3,472	1,321	4,793
Unique Visitors to PLS	301	1,805	2,106
CKO eBooks	1,501	10,201	11,702
CKO Audiobooks	1,211	11,726	12,937
Total Visitor Checkouts	2,712	21,927	24,639

Current Holdings

Just like the physical collection, the shared collection holdings are a moving target. This is a snapshot of Jan 2, 2025, for all copies all patrons can use, which is both the shared collection and the shared advantage collections.

Formats	# of Titles	# of Copies
eBook	76,014	175,526
Audiobook	26,110	71,290
Magazines	5,729	5,729
Total	**97,090**	**252,545**

Usage Trends

	Total Checkouts	Unique Users	Holds
2024	**1,731,151**	**65,897**	**717,035**
2023	1,302,891	55,489	538,220
2022	1,089,321	49,652	462,540
2021	1,144,397	46,077	473,347
2020	1,052,411	47,139	551,954

Usage by Format

This is a year-over-year breakdown for the past three years. OverDrive includes magazines with the totals so those are included even though they are not part of the eBook purchasing group's work/budget. The magazine change made in Libby in Fall 2023 reflects the increased magazine use and higher percentage of overall use. Audio book use continues to increase versus eBook use.

Time Period	Checkouts by Format	% of CKOs	% CKO w/o Magazines
2024			
eBooks	826,092	48.3%	57.2%
Audiobooks	619,258	36.2%	42.8%
Magazines	266,732	15.6%	
2023			
eBooks	670,239	52.2%	58.4%
Audiobooks	477,287	37.2%	41.6%
Magazines	135,863	10.6%	
2022			
eBooks	596,525	56.0%	60.4%
Audiobooks	391,326	36.7%	39.6%
Magazines	77,182	7.2%	

Checkouts by Title Audience

Adult users are the primary drivers of use increases, with the percentage of adult audience usage at 70.2% of non-magazine circulation. Total checkouts of all audience levels are trending up.

Time Period	CKOs by title audience	% of CKOs (no Magazines)
2024		
Adult	1,027,742	70.2%
Teen	122,669	8.4%
Juvenile	314,008	21.4%
2023		
Adult	820,014	70.3%
Teen	97,605	8.4%
Juvenile	249,225	21.3%
2022		
Adult	706,306	60.5%
Teen	84,133	7.3%
Juvenile	221,501	18.9%

Weeded Titles

Titles are weeded automatically by OverDrive throughout the week, and a weekly email complies all titles that are no longer visible to patrons in the shared collection. Some titles are reordered as part of the collection maintenance process due to high use, new holds as result of shared advantage copies, or selectors choosing to reorder. Titles reordered before expiring are not included in the weeding statistics below.

Format	# of Titles Weeded (7/1/24 – 1/2/25)
eAudiobook	99
eBook	1,030
Total	1,129

PLS Spending Plan and expenditures to date

The PLS eBook Budget in 2023-24 was $625,000 and increased by $50,000 to $675,000 for FY 2024-25. A portion of CLSA funds have been allocated for eBook usage in the previous year, which provides funds for specific purposes above the budgeted allocation. The use of FY 2024-25 CLSA funds will be determined soon and may increase the eBook budget.

Category	Annual	Expended	%
Holds Manager	$197,59	$98,508	50%
Adult Fiction	$99,382	$48,947	50%
J/YA	$105,22	$51,143	49%
Adult Nonfiction	$75,998	$37,255	52%
Spanish Adult	$9,354	$4,634	49%
Spanish Juvenile	$9,354	$5,120	52%
Chinese	$17,538	$8,878	51%
Additional languages – New FY 23/24	$17,538	$659	4%
Collection Maintenance--repurchasing expired items and expired items with holds.	$50,614	$24,910	50%
Blackstone Audio & All-Access Comics	$27,500	$15,500	56%
Platform fee	$14,400	$7,800	54%
Instant Digital Cards (est.)	$2,500	$995	40%
MARC Records (est.)	$3,000	$1,406	47%
eBook Chair allocation	33,000	$33,000	100%
Special Projects/ SM County Reads / YA NovCon, etc.	$12,000	$6,280	53%
Rollover – unspent FY 24/25 funds	$276	$276	100%
Total Budget Allocation (w/ Changes)	**$675,27**	$345,311	**51%**

World Language Collection

PLS has offered Spanish and Chinese eBook/eAudio titles for all ages for a number of years. Titles in additional languages were purchased using prior year rollover funds in May/June 2024. Languages were selected based on 2020 Census data of top languages spoken at home and is limited by title availability in OverDrive. Selectors for these languages will be solicited over the coming months. Advertising to staff and patrons also needs to occur to inform the community of these language options are available.

	# of items	2024 Checkouts
English	64,349	1,694,703
Spanish	5,839	14,500
Chinese	5,605	8,930
Tagalog	314	128
Hindi	375	249
Russian	578	1,101
Samoan	17	3
Tongan	7	2
Portuguese	528	835
French	549	4,619
Korean	230	1,078
Japanese	262	3,747
Persian	257	67
Arabic	231	67
Italian	436	1,871
Vietnamese	380	110
Ukrainian	586	51
Totals	**80,038**	**1,732,061**

Ownership of titles

Publishers are moving toward metered access and away from perpetual access (one copy/one user), which is increasing the complexity of maintaining a collection of titles patrons are looking for – both new and previously published. All metered access titles eventually expire and then either need to be repurchased or weeded. The current OverDrive setting is to weed a title as it expires unless there are existing holds. Some publishers, like Scholastic, have begun offering more titles in the 100 concurrent checkout versions, and at a more affordable cost for Children's titles than Adult titles from other publishers ($20-$30 vs $139).

Here's what has been purchased in the past 6 months.

Lending model	# of Copies	Total Cost	Ave Cost per copy
Metered Access: 100 checkouts (concurrent users)	35,700	$9,200.75	$0.26
Metered access: 12 months (one user)	442	$13,936.18	$31.53
Metered access: 24 months (one user)	2,199	$116,655.78	$53.05
Metered access: 26 checkouts (one user)	1,149	$21,890.97	$19.05
Metered access: 48 months (one user)	10	$128.21	$12.82
Metered access: 52 checkouts (one user)	4	$96.21	$24.05
Metered access: 60 months (one user)	9	$675.00	$75.00
Metered access: Earlier of 24 checkouts or 24 months (one user)	48	$509.37	$10.61
Metered access: Earlier of 25 checkouts or 24 months (one user)	110	$1,059.20	$9.63
Metered access: Earlier of 36 checkouts or 24 months (one user)	2	$64.05	$32.03
Metered access: Earlier of 52 checkouts or 24 months (one user)	202	$3,483.50	$17.25
One copy/One user	2,676	$118,774.64	$44.39
Grand Total	**42,551**	**$286,473**	

PLS eBook purchasing group 24-25 fiscal year – updated 12/2024

Joshua Rees, Chair Collection Services Manager, **eBook Chair (2023-2025)** Daly City Public Library rees@plsinfo.org 650-746-8302 **J/YA Fiction Selection—6 months/year--(Mar/Apr; Jul/Aug; Nov/Dec)**	**Roz Kutler** Adult Services & Programming, Redwood City Public Library Phone: (650) 780-7058 E-mail: rkutler@redwoodcity.org **Adult Nonfiction Selector** **(e/o month rota)**
Michelle Wong Librarian Foster City Library wongmi@smcl.org **Chinese Selection, all ages** (Started 9/23)	**Stacy Lein** Librarian II, Adult Services South San Francisco Public Library lein@plsinfo.org **Adult Nonfiction Selector** **(e/o month rota)**
Kathryn Alexander Librarian South San Francisco Library alexanderk@plsinfo.org **Adult Fiction Selection—6 months** **(e/o month rota)**	**Cynthia Rider,** Adult Services Librarian, Burlingame Public Library rider@plsinfo.org 650.558.7407 **Weeding, cancelling holds** **Previous role: Adult Fiction Selection—6 months /year (e/o month rota), eBook chair (2021-2023)**
Mary Alexander Children's Librarian San Mateo Public Library malexander@cityofsanmateo.org **J/YA Fiction Selection—6 months/year (Jan/Feb; May/June; Sept/Oct)**	**Ciera Pasturel,** Access Services Librarian San Mateo County Library pasturel@smcl.org 650-312-5255 **Holds Manager orders (Started 11/24)** **Curation manager**
Michelle Baute Librarian San Mateo Public Library mbaute@cityofsanmateo.org **Adult/YA Spanish Selector**	**Marie Nguyen** Librarian I, Daly City Public Library nguyen@plsinfo.org 650-746-8303 **Adult Fiction Selection—6 months** **(e/o month rota)**
David Jimenez Children's Librarian Menlo Park Public Library djimenez@menlopark.gov 650-330-2528 **J Spanish Selector** (Started 5/24)	

PURCHASING POLICY

PURPOSE:

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 that are 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 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 a 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 Cards**

a. Specific PLS managers and supervisors will be provided with credit cards. Cardholders shall adhere to the PLS Credit Card Policy (see **Exhibit A**). Individual monthly credit card limits will be $5,000 with a single purchase limit of $1,500. The Executive Director or Controller may approve credit card limits in excess of this amount based on operational needs, and credit card limits may be temporarily increased due to a specific need (e.g. for a repair on a delivery truck).

b. Cardholders may use the PLS credit card to purchase goods in person, by telephone, by electronic 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.

c. Prohibited credit card purchases include, but are 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

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 may 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, the vendor account's line of credit, or Purchase Order.

   $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 material, service, construction, or product required to be purchased from one specified vendor for strategic reasons or PLS requirements, and such purchases 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 B)**. 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.

The Executive Director or designee may conduct negotiations, as appropriate, as to price, delivery, and terms. Single and sole source purchasing decisions above $50,000 shall be brought to the PLS Executive Committee and Administrative Council for review and approval.

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*

Peninsula Library System

PLS CREDIT CARDS POLICY

OVERVIEW

Purpose

This credit card policy establishes who can receive a PLS credit card and the acceptable use for using credit cards in making minor supply and service purchases and paying for travel expenses when on PLS business.

Objectives

By using credit cards instead of other payment options, PLS strives to:

- Reduce procurement and payment processing costs.

- Improve vendor relations by making transactions with PLS easier.

- Enhance internal control by better identifying specific employee/contractors making minor supply and service purchases on behalf of PLS and improving the accuracy of account distributions between programs and projects.

POLICY

The Administration will issue PLS credit cards only to specific supervisors and managers where purchasing supplies and services on behalf of PLS is an integral part of their job duties as approved by the Executive Director.

The identified positions eligible for having an issued credit card include: Executive Director, Assistant Director, Controller, IT Director, Operations Manager, Fiscal Specialist, and Delivery Supervisor. Although these positions have been identified, they may not all be issued a card unless there is a demonstrated need.

The primary responsibility for ensuring the appropriate use of credit cards lies with each employee assigned a card. Department heads are responsible for ensuring that employees are aware of their responsibilities, and for implementing appropriate review and payment procedures within their department.

- Purchasing limits are defined in the PLS Purchasing Policy. Based on written justification by the department head, the Controller or Executive Director may approve credit or per transaction limits in excess of this amount.

- Credit cards should never be used to circumvent established competitive purchasing procedures. This means no purchases for goods or services should be made in excess of amounts that would otherwise require competitive bidding. Authorized users should adhere to the PLS Purchasing Policy for guidance.

- Credit cards shall not be used for professional services that provide support services to PLS operations. Such services are generally provided through Professional Services agreements. Professional Services include legal, design, marketing, architectural, financial, and Information Technology services to name a few examples.

- *Credit cards shall not be used for the purchase of fixed assets. Fixed assets are any asset or set of assets with an original purchase value of $1,000 or more (including Sales Tax, shipping and handling and other fees) and a useful life expectancy of 3 years or more.*

- Credit cards may be used in paying for travel expenses. However, PLS's *Travel Expense Reimbursement Policy* will still apply to all such credit card payments, including attaching original receipts for parking and toll and use of the Reimbursement Request Form.

- **Employees will not use PLS credit cards for personal expenses even if the intent is to reimburse PLS later**. Charging personal expenses on PLS cards is a misuse of PLS funds. Doing so will result in disciplinary action, up to and including termination.

- All employees assigned a credit card will adhere to this policy and the PLS Purchasing Policy. The person assigned the credit card will be responsible for all purchases made on the credit card.

- Recognition that delegating authority to an employee to purchase via credit card is not conceptually different from delegating authority to them to purchase from an open contract on a vendor account. Department heads should consider issuing cards in the same manner that they would consider authorizing employees to use open vendor accounts.

Competitive Bidding. PLS's competitive bidding standards apply to all types of payment methods, including credit card purchases. Generally, credit card purchases will be for smaller expenditures. While there may be exceptions as allowed under PLS's purchasing policies, this means individual purchases should not exceed amounts that would require competitive bidding and only purchase orders, or formal agreements should be used for purchases in excess of the amount specified in the PLS Purchasing Policy.

PROCEDURES

Requesting Credit Cards. Department heads should submit credit card requests to Administration to approve cardholders. The default monthly credit card limit is $5,000.

Department heads will need to include supplemental justification for credit limits above this amount.

Criteria. Department heads should consider the following factors in requesting credit cards for their staff and setting credit limits:

- Purchasing supplies and services on behalf of the PLS is an integral part of the employee's job duties.

- Consideration of the employee's ability to accept the terms and accountability of using a PLS credit card for purchases.

- Frequency of use, diversity of vendors, and dollar value of purchases made by the employee.

Cardholder Agreement. Before receiving a credit card, the employee will sign a "credit cardholder use agreement" (Exhibit A) setting forth their obligations under this program.

Monthly Process for Payment. Each month, the card holder will complete a Credit Card Expense Report. The monthly report will include an itemized list of all charges, the Accounting Program and General Ledger Code for the item to be charged to the departmental budget, and include supporting documentation for credit card purchases, such as itemized receipts.

Once the Credit Card Expense Report is complete, the card holder should give the completed form and complete documentation to their direct supervisor for review and approval. Upon completion of review, the direct supervisor will provide the completed documentation to the appropriate designated person for processing.

Timely Payment. Department heads are responsible for ensuring that each credit card statement (along with appropriate supporting documentation reconciled to the statement) is submitted to designated staff for payment in a timely manner. Based on the statement cycle date, Accounting staff will establish specific monthly payment schedules for credit card statements. To avoid posting errors, administrative charges and late fees, Accounting staff will pay all credit card charges based on the "master account" on a timely basis, even if supporting documentation is not yet received from the operating departments. When subsequently received, the supporting documentation will be retroactively reconciled to the payment. Instances where this occurs should be very rare and due to extenuating circumstances. Accounting staff will notify the Controller of any such instances of late or inaccurate payment submittals. After reviewing the circumstances, the Controller will recommend to the department head appropriate follow-up action, including cancellation of card privileges and disciplinary action.

Disputed Charges and Fraud. Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. Standard forms (provided by the

issuing bank) are available from Administration for this purpose. Departments should pay the statement in full—including any disputed amounts—to avoid finance charges and late fees; when resolved, this will result in a credit to the account on the next monthly statement.

Lost or Stolen Cards. Cardholders are responsible for ensuring that Administration is notified immediately if a card is lost or stolen. Failure to do so may result in making the cardholder responsible for any fraudulent use of the card.

Disciplinary Action. Department heads are responsible for all disciplinary action surrounding misuse of cards, including requesting cancellation of card privileges.

Return of the Card Upon Request or Termination. Cardholders will immediately surrender their card upon request of their department head. Administration is responsible for retrieving the credit card when an employee/contractor separates from the PLS. Use of the credit card for any purpose after its surrender is prohibited.

RESPONSIBILITIES

- **Cardholders.** Purchase supplies and services on behalf of PLS in accordance with these guidelines.

- **Department Heads.** Authorize issuance of credit cards and set credit limits; develop and implement departmental procedures to ensure that payments are appropriately reviewed and approved, processed in a timely manner and that all supporting documentation is retained, reconciled to monthly statements and attached to payment vouchers; and oversee implementation of these guidelines.

- **Administration.** Establish "master account" relationship with issuing bank; issue credit cards as requested by department heads in accordance with these guidelines; process credit card payment vouchers in accordance with the PLS's accounts payable policies and procedures; ensure that the monthly "master account" is paid in full on a timely basis; develop guidelines ("best practices") for departmental payment procedures; help resolve billing disputes; and replace lost or stolen cards. Retrieve credit cards from employee/contractors separating from PLS.

SUMMARY

These guidelines cannot cover every issue, exception or contingency that may arise in using PLS credit cards. Accordingly, the basic standard that should always prevail is to use common sense and good judgment in the use and stewardship of PLS resources.

Approved by PLS Administration
Updated on TBD

Peninsula Library System
CREDIT CARDHOLDER USE AGREEMENT

System Name: Peninsula Library System

Employee/contractor: _____ Department/System: _____

The above-named employee/contractor (Cardholder) of the PLS has been issued a system credit card. The Cardholder has been provided with a copy of the PLS's credit card policy, and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

1. **Official Use Only.** PLS credit cards are for official System use only. Charging personal expenses on PLS cards is a misuse of system funds and a serious breach of the PLS's ethics policy. Doing so—even if the intent is to reimburse the system later—will result in disciplinary action, up to and including termination.

2. **Timely, Accurate and Supported Payments.** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and attached to Credit Card Expense Report.

3. **Disputed Charges.** The vendor and issuing bank will be notified immediately of any disputed charges.

4. **Lost or Stolen Cards.** The issuing bank and Administration will be notified immediately of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.

5. **Surrender Upon Request or Separation.** The credit card will be immediately surrendered upon retirement, termination or upon request of the department head. Use of the credit card for any purpose after its surrender is prohibited.

6. **Credit Card Information.** The credit limit of this card is $5,000. The issuing bank is US Bank.

7. **Other Restrictions.** No cash advance.

_____   _____
Cardholder Signature   Date   Department Head Signature   Date

DISTRIBUTION: Original—Cardholder Personnel File Copies—Administration, Department Head and Cardholder

RETURN OF PLS CREDIT CARD UPON SEPARATION FROM PLS EMPLOYMENT
I HEREBY SURRENDER the credit card issued to me by the PLS to the Administration Department. I declare that all outstanding charges on the credit card are for official PLS business and will be paid through established procedures.

_____   _____
Cardholder Signature   Date   Administration   Date

Peninsula Library System

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: [ ]   **Company Name:** [ ]

Dept: [ ]   **Rep Name:** [ ]

Requestor: [ ]   **Address:** [ ]

P.O. #: [ ]   **City, State, Zip:** [ ]

                                   Rep Email: [ ]

TYPE OF PROCUREMENT: (Select one)

Sole Source: ☐

Only one supplier can supply the required commodity or service, Peninsula Library System engages one supplier based on below written justification.

Single Source: ☐

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.

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: $ _____

CRITERA 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.

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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

Single/Sole Source Form Revised 10/1/24.

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PLS Legislative Representatives

California State Assembly Representatives

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
19	Stefani, Catherine	Daly City	(D)	N/A	(916) 319-2019	455 Golden Gate Avenue, Suite 14600, San Francisco, 94102
21	Papan, Diane	Burlingame, Menlo Park (BHV), Redwood City, San Bruno, San Mateo County Libraries, San Mateo Public, South San Francisco, San Mateo County Community	(D)	4220	(916) 319-2021	1528 South El Camino Real, Suite 302, San Mateo, 94402
23	Berman, Marc	Menlo Park, San Mateo County Libraries (Atherton), SMCCCD (Canada)	(D)	6130	(916) 319-2023	721 Colorado Ave, Suite 101, Palo Alto, 94303

California State Senators

District	Name	PLP Libraries	Party	Capitol Building Room	Phone	District Offices
11	Weiner, Scott	Daly City	(D)	6630	(916) 651-4011	455 Golden Gate Avenue, Suite 14800, San Francisco, 94102
13	Becker, Josh	Burlingame, Menlo Park, Redwood City, San Bruno, San Mateo County Libraries, San Mateo Public, South San Francisco, San Mateo County Community College District	(D)	7250	(916) 651-4013	1528 South El Camino Real, Suite 302, San Mateo, 94402

US Congressional Representatives

District	Name	PLP Libraries	Party	Office Room	Phone	District Offices
15	Mullin, Kevin	Burlingame, Daly City, Redwood City, San Bruno, San Mateo Public, South San Francisco, San Mateo County Community College District	(D)	1404 LHOB	(202) 225-3531	1528 S. El Camino Real, Suite 307 San Mateo, 94402
16	Liccardo, Sam	Menlo Park, San Mateo County Libraries	(D)	1117 LHOB	(202) 225-8104	Not Listed

Peninsula Library System

To: **PLS Administrative Council**
From: **Carol Frost**
Subject: **PLP CLSA Allocation to PLS Libraries for FY 2024-25**
Date: **February 6, 2025**

Background

Each year the Pacific Library Partnership (PLP) receives funds from the California Library Services Act (CLSA). These funds can be spent on public library activities related to Communications and Delivery. The menu of items which PLP libraries will be able to choose from includes:

- OverDrive in a shared environment
- Bibliotheca's CloudLibrary Consortia product
- Link+
- Palace Project/eBooks for All
- Broadband hardware
- CENIC telecommunication costs, data center warranties
- Other approved collaborative projects

Discussion and Options for PLS Shared Use of CLSA Funds

The State's budget for FY 2024-25 and FY 2025-26 includes a 50% reduction of CLSA funds. In acknowledgement of a potential hardship for the smallest libraries, the PLP Executive Committee requested that public libraries be surveyed to assess whether larger libraries would be willing to redirect some of their funds to smaller libraries. Within PLS, two libraries (Redwood City and San Mateo County Libraries) agreed to this.

Based on this, the allocation for PLS public libraries distribution in FY 2024-25 is $21,054.

PLS libraries have historically chosen to accept the funds as a consortium and allocate the funds towards identified activities from the menu of choices indicated above, which has typically been to support the shared eBook collection.

Ideas to support the shared PLS OverDrive Collection

In the last five years, PLS has chosen to allocate the funds towards OverDrive. For
- FY 2021-22: CLSA funds were used to purchase the All-Access Comics collection and to buy materials to support system-wide events such as YANovCon, San Mateo County Reads, Peninsula Libraries Comic Arts Fest, and the 80th Anniversary of Executive Order 9066.
- FY 2022-23: CLSA funds were allocated to support the increase of Blackstone audiobooks; purchase of Tandor Media simultaneous use audiobooks; and adding

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additional world language content with a focus on children's materials in Russian, Ukrainian, French, and Tagalog.

- FY 2023-24: CLSA funds were used to support the expansion of language materials, repurchasing expired titles (metered access) with holds, and reducing wait time for holds.

Should PLS choose to allocate the FY 2024-25 CLSA funds to the shared OverDrive collection, the eBook Chair has indicated that the funds could be used to supplement the following:

1. Repurchasing titles with holds, ideally spread over a few months.
2. Purchasing additional copies of titles with many holds, particularly for perpetual titles versus copies to expire.
3. Purchasing non-English titles, as the allocated funds for the year are fairly low ($1,462) for each of 11 languages (less for 2 other languages that have very few titles available). These languages were added last year to go beyond Spanish and Chinese, so are still fairly small collections. Here's a list of languages and the number of copies added last year - which was done with some of the roll-over funds from previous years.

Language	Copies	Language	Copies
English	12,395	Italian	337
Chinese	1,000	Tagalog	264
Spanish	928	Persian	256
Ukrainian	566	Arabic	229
Portuguese	485	Korean	218
Russian	438	Japanese	162
Vietnamese	379	Samoan	16
Hindi	375	Tongan	6
French	352		

New CLSA Reporting Requirements

 The CLSA claim form has been modified to include narrative, which must be completed. The State Library is now requiring that all libraries demonstrate how the use of their funds supports their communities. Below are the three questions.

1. Describe how CLSA funds help your library to serve underserved groups in your jurisdiction.   Examples of underserved may include: geographically isolated populations; persons with disabilities; adults *with limited literacy skills; immigrant populations, etc.*
2. Describe how you promote services funded with CLSA to the underserved groups in your jurisdiction. If you have not specifically promoted to the underserved, how would you promote going forward?
3. Describe how you will, in the next 12 months, measure the impact of services to the underserved groups in your jurisdiction. (Outcomes versus Outputs)

PLS will need to determine who will be responsible for answering these questions, and develop answers before the claim form is submitted.

Recommendation

It is recommended that the Council approve the distribution of FY 2024-25 CLSA funds and determine the method for answering the questions, along with gathering statistics as needed.

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 Administrative Council**
From: **Justin Wasterlain, Assistant Director**
Subject: **Delivery Preliminary Budget and Formula for FY 2025-26**
Date: **February 6, 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 recommend purchasing a gas vehicle while better options are developed for electric trucks. $65,000 from the Vehicle Replacement Reserve will be utilized to purchase a new 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 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 Administrative Council approve the Delivery Formula now and defer approval of the Delivery Budget until its June 2025 meeting.

5-Day Plus Saturday Delivery Budget

DELIVERY (917)

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
	Revenue			
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**	**1,128,500**	***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	65,000	*Vehicle Replacement Reserve Funds*
	Total Revenue	**$1,117,138**	**$1,352,211**	*21.04%*
	Expenditure			
	SALARIES & BENEFITS			*Total FTE= 7.55, Incl. 3% COLA and EE Merit Increases*
4101	Salaries	$429,866	$447,308	*Coded 7.55 FTE: Delivery Suprv (1.0 FTE), Drivers I & II (3.8 FTE) & Sorter I & II (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			
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*
4586	Vehicle Acquisition	0	65,000	*New Replacement Truck*
	Subtotal	**$170,694**	**$287,319**	*68.32%*
	Total Salaries & Benefits and Operation	$ 1,044,470	$ 1,266,237	*21.23%*
	6% Administrative Fee	$ 62,668	$ 75,974	
	Delivery Reserve	$ 10,000	$ 10,000	
	Total	$ 1,117,138	$ 1,352,211	*21.04%*

	FY24/25	FY25/26	
Delivery Reserve Balance	**$38,532**	**$48,532**	*25.95%*
Vehicle Replacement Reserve	**$114,414**	**$89,414**	*(21.85%)*
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	$1,112,525
PUBLIC LIBRARY SATURDAY SHARED COST	$65,632
TOTAL	$1,194,132

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	$19,315	$79,965	$99,280	$1,641	$6,604	$8,245	$107,525	$91,620	$15,905
DCL*	$36,698	$66,223	$102,921	$820	$1,626	$2,446	$105,367	$89,422	$15,945
MPL	$9,657	$47,296	$56,953	$820	$4,572	$5,392	$62,345	$60,223	$2,122
RCL	$28,972	$90,894	$119,866	$2,461	$7,417	$9,878	$129,744	$112,148	$17,596
SBL	$9,657	$36,972	$46,629	$0	$0	$0	$46,629	$37,817	$8,812
SMCO	$125,545	$331,116	$456,661	$10,665	$29,006	$39,671	$496,333	$425,988	$70,345
SMPL	$28,972	$125,564	$154,536	$0	$0	$0	$154,536	$129,623	$24,913
SSF	$19,315	$56,364	$75,679	$0	$0	$0	$75,679	$63,746	$11,933
SMCCCD**			$15,975				$15,975	$15,600	$375
Total	$278,131	$834,394	$1,128,500	$16,408	$49,224	$65,632	$1,194,132	$1,026,187	$167,945

*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

PLS VEHICLE REPLACEMENT SCHEDULE - UPDATED JANUARY 2025

Estimated Zero-Emission Vehicle Replacement Cost (Annual CPI)	Gas Powered Vechicle Replacement Cost (Annual CPI)	FY	Annual Vehicle Replacement Charge	Vehicle Purchase Amount	Vehicle Replacement Fund Balance
$ 98,500	$ 63,050	2024-25	$ 40,000		$ 114,414
$ 103,918	$ 65,000	2025-26	$ 40,000	$ 65,000	$ 89,414
$ 109,633	$ 68,575	2026-27	$ 40,000		$ 129,414
$ 115,663	$ 72,347	2027-28	$ 40,000	$ 72,347	$ 97,067
$ 122,024	$ 76,326	2028-29	$ 40,000		$ 137,067
$ 128,736	$ 80,524	2029-30	$ 40,000	$ 128,736	$ 48,332
$ 135,816	$ 84,952	2030-31	$ 40,000		$ 88,332
$ 143,286	$ 89,625	2031-32	$ 40,000		$ 128,332
$ 151,167	$ 94,554	2032-33	$ 40,000		$ 168,332
$ 159,481	$ 99,755	2033-34	$ 40,000		$ 208,332
$ 168,252	$ 105,241	2034-35	$ 40,000	$ 168,252	$ 80,080
$ 177,506	$ 111,029	2035-36	$ 40,000		$ 120,080

Peninsula Library System

To:	**PLS Administrative Council**
From:	**Scott Young, IT Director**
Subject:	**PLAN Preliminary Budget for FY 2025-26**
Date:	**February 6, 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.
- Health insurance costs increased by 116% from the previous year. The health costs increase was due to an additional employee health insurance enrollment, and a 10% increase in health insurance premium costs by CalPERS annual health insurance costs.
- Deferred Compensation costs decreased -25% from the previous year due to lower retirement contributions by employees as more employee benefits allowance is used towards health costs.

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, 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 Administrative Council approve the PLAN Formula and defer the PLAN Budget until the May meeting.

End-Of-Life Replacement Schedule

In recognition of each library's need to forecast network and hardware equipment replacement costs, PLAN has developed an inventory list to help track assets, their approaching End-Of-Life (EOL) and associated estimated costs for replacement. Through the use of this list, which will be updated annually by PLAN, libraries and PLAN can anticipate upcoming replacements and work together to maintain a secure and up-to-date network system.

Asset	Replacement Schedule	Fiscal Year
Switches	7 years	FY 2032-33
Wireless Access Points (APs) Indoor	6 years	FY 2031-32
PC for Envisionware Management Console	5 years	FY 2025-26
Wireless Access Points (APs) Outdoor	6 years	FY 2031-32 or later
Automated Material Handling (AMH)	10 years	Varies by location
PC for AMH	4 years	Varies by vendor & install date
Self-checks	7 years	Varies by install date
PC for Self-Check	4 years	Varies by install date
Print Release Stations (PRS)	7 years	Varies by install date
Library Document Station (LDS)	10 years	Varies by install date
Coin and Bill Acceptor (CBA)	10 years	Varies by install date
RFID Gates	10 years	Varies by install date
RFID Pads	10 years	Varies by install date
Credit Card (CC) Terminals	10 years	Varies by install date

	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	$107,525	$91,193	$73,354		$105,367	$88,970	$67,918
PLAN CENTRAL	$136,786	$127,217	$117,109		$92,205	$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	$62,345	$59,941	$50,379		$129,744	$111,615	$91,432
PLAN CENTRAL	$102,757	$96,947	$90,528		$172,735	$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	$46,629	$37,622	$32,084		$154,536	$128,956	$102,738
PLAN CENTRAL	$63,450	$53,909	$49,663		$196,961	$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
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	$496,333	$423,967	$353,341		$75,679	$63,418	$53,651
PLAN CENTRAL	$668,752	$620,638	$574,848		$137,505	$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)*	$115,470	$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 Linked Data							
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

	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		$1,194,132	$1,021,281	$839,897
PLAN CENTRAL	$20,351	$19,874	$19,110		$1,591,502	$1,472,278	$1,383,763
Total PLS Fees	**$38,849**	**$38,474**	**$37,110**		**$2,924,762**	**$2,632,688**	**$2,362,788**
PLAN LOCAL - Cost Recovery							
RFID Maint *(SelfChks+ AMH+Libr Connect)*					$301,156	$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 Linked Data							
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**		**$1,661,869**	**$1,635,635**	**$1,668,993**
Grand Total	**$41,501**	**$41,401**	**$39,968**		**$4,586,631**	**$4,268,323**	**$4,031,781**

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

PLAN Central (951)

GL Acct	Revenues	Adopted FY 24/25	Proposed FY 25/26	Note
3660	PLAN Shared Cost	$ 1,472,278	$ 1,591,502	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	**$1,572,333**	**$ 1,705,952**	*8.50%*

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	6,237	
4103	Pension	46,237	49,945	
4104	Deferred Comp	93,351	70,500	
4105	Health	26,776	57,882	
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**	**$881,563**	*7.56%*

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/Supp	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**	**$ 1,559,025**	*8.66%*
	6% Administrative Fee	**$ 107,605**	**$ 116,927**	
	PLAN Reserve	**$ 30,000**	**$ 30,000**	
	Total	**$ 1,572,334**	**$ 1,705,952**	*8.50%*

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

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Peninsula Library System
FY 2025-26
PLAN Formula Schedule

PLAN Formula (Approved 2/7/2013)		FY 25/26
	PLAN Shared Costs	$1,591,502
*Revised SMCCCD Base Fee		$20,351
10% Base Fee (PLAN shared cost -SMCCCD Flat Fee)		$157,115
50% Resident Circulation		$707,018
50% Technology		$707,018
	Total	$1,591,502

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 =	$157,115	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	$	19,639	$ 71,253	$ 45,893	8.59%	$ 136,786	8.46%	$ 117,109
DCPL	$	19,639	$ 32,459	$ 40,107	5.79%	$ 92,205	6.00%	$ 83,014
MPL	$	19,639	$ 54,784	$ 28,334	6.46%	$ 102,757	6.54%	$ 90,528
RCPL	$	19,639	$ 79,120	$ 73,976	10.85%	$ 172,735	11.75%	$ 162,655
SBPL	$	19,639	$ 25,034	$ 18,776	3.99%	$ 63,450	3.59%	$ 49,663
SMCO	$	19,639	$ 315,521	$ 333,591	42.02%	$ 668,752	41.54%	$ 574,848
SMPL	$	19,639	$ 85,922	$ 91,399	12.38%	$ 196,961	13.06%	$ 180,689
SSFPL	$	19,639	$ 42,925	$ 74,941	8.64%	$ 137,505	7.67%	$ 106,148
SMCCCD	$	20,351	$ -	$ -	1.28%	$ 20,351	1.38%	$ 19,110
Total	$	177,466	$ 707,018	$ 707,018	100.00%	$ 1,591,502	100.00%	$ 1,383,763

*2.4% CPI Adjustment (November 2024 BLS)

PLAN LOCAL (952)

GL Acct		Adopted FY 24/25	Proposed FY 25/26	Note
	Revenue			
3674	Reimbursable Costs	$1,615,635	$1,661,869	
	Total Revenues	**$1,615,635**	**$1,661,869**	*7.76%*
	Expenditure			
4445	Reimbursable Library Expense	$1,615,635	$1,661,869	
	Total Expenditure	**$1,615,635**	**$1,661,869**	*7.76%*

Burlingame Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MAIN			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	6	$1,283	$7,698	$270	$1,620	1/1/2025	7	1/1/2032	$1,347	$8,083
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	11	$909	$9,999	$287	$3,157	1/1/2025	6	1/1/2031	$954	$10,499
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400			10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$326,169	$326,169	$14,853	$14,853	5/1/2024	10	5/1/2034	$342,477	$342,477
Envisionware Management Console	Envisionware	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$5,000	$5,000
Self-Check - Countertop	Envisionware X11	6	$3,950	$23,700	$1,034	$6,206	6/1/2020	7	6/1/2027	$4,148	$24,885
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,895	$1,895			8/1/2015	10	8/1/2025	$1,990	$1,990
RFID Gates	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	6/1/2012	10	6/1/2022	$9,844	$9,844
RFID Pads RFID Pad Workstation	Bibliotheca	4	$895	$3,580			9/10/2018	6	9/10/2028	$940	$3,759
RFID Pads STF WKSTN:896	Bibliotheca	12	$1,095	$13,140			6/1/2012	12	6/1/2022	$1,150	$13,797
RFID Pads (1-PadS#)	Envisionware	1	$590	$590			2/24/2020	4	2/24/2030	$620	$620
RFID Pads (DiscReaderS#)	Envisionware	1	$390	$390			2/24/2020	4	2/24/2030	$410	$410

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
EASTON			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000.00	$1,000.00	$618.70	$618.70	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283.00	$1,283.00	$270.00	$270.00	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	2	$909.00	$1,818.00	$287.00	$574.00	1/1/2025	6	1/1/2031	$954	$1,909
Envisionware Management Console	Dell	1	$1,000.00	$1,000.00	$80.00	$80.00	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop	Envisionware X11	1	$3,950.00	$3,950.00	$1,034.00	$1,034.00	6/1/2020	7	6/1/2027	$4,148	$4,148
RFID Pads	Bibliotheca	3	$1,095.00	$3,285.00	$253.00	$759.00	02/2011	13	02/2021	$1,150	$3,449

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

Daly City Libraries - Equipment Inventory

SERAMONTE (MAIN)

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	4	$909	$3,636	$287	$1,148	1/1/2025	6	1/1/2031	$954	$3,818
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$1,200			10/1/2020	6	10/1/2026	$1,260	$1,260
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	4	11/1/2025	$1,050	$1,050
Self-Check - Kiosk 8420 (new guts)	Bibliotheca	2	$1,848	$3,696			5/20/2020	7	7/1/2027	$6,085	$12,170
Print Release Stations (PRS)	Envisionware (Custo	2	$1,800	$3,600			9/1/2015	10	9/1/2025	$1,890	$3,780
Library Document Station (LDS)	Envisionware	1	$6,595	$6,595			2/1/2023	7	2/1/2030	$6,925	$6,925
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,895	$1,895			7/1/2025	10	7/1/2025	$1,990	$1,990
RFID Gates Model 9102, direct mount	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	10/1/2011	10	10/1/2021	$9,844	$9,844
RFID Pad Workstation	Bibliotheca	2	$8,496	$16,992			4/1/2019	10	4/1/2029	$8,921	$17,842
RFID Pads STF WKSTN:896	Bibliotheca	7	$1,095	$7,665			8/1/2011	10	8/1/2021	$1,150	$8,048

WESTLAKE

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor	Extreme Networks	2	$909	$1,818	$287	$574	1/1/2025	6	1/1/2031	$954	$1,908
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Table Top 8420 (new guts)	Bibliotheca	1	$1,848	$1,848			5/20/2020	7	7/1/2026	$4,688	$4,688
Self-Check - Table Top 8422 (new guts)	Bibliotheca	1	$1,848	$1,848			5/20/2020	7	7/1/2026	$4,688	$4,688
Print Release Stations (PRS)	Envisionware (Custo	1	$1,800	$1,800			9/1/2015	7	9/1/2022	$1,890	$1,890
Library Document Station (LDS)	Envisionware	1	$6,595	$6,595			2/23/2023	7	2/1/2030	$6,925	$6,925
Coin and Bill Acceptor (CBA)	Envisionware	1	$3,570	$3,570			7/1/2015	10	7/1/2025	$3,749	$3,749
RFID Gates Model 9102, direct mount	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	10/1/2011	10	10/1/2021	$9,844	$9,844
RFID Pads STF WKSTN:896	Bibliotheca	4	$1,095	$4,380	$1,194	$4,776	8/1/2011	10	8/1/2021	$4,599	$18,396

Daly City Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
JOHN DALY			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) AP5010	Extreme Networks	1	$909	$909	$287	$287	1/1/2025	6	1/1/2031	$954	$954
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Kiosk 8420 (new guts)	Bibliotheca	2	$1,848	$3,696			5/20/2020	10	7/1/2026	$6,085	$12,170
Print Release Stations (PRS)	Envisionware (Customized)	1	$1,800	$1,800			9/1/2015	10	9/1/2025	$1,890	$1,890
RFID Gates	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	10/1/2011	10	10/1/2021	$9,844	$9,844
RFID Pad Workstation	Bibliotheca	1	$8,496	$8,496		$0	6/1/2012	10	6/1/2022	$8,921	$8,921
RFID Pads STF WKSTN:896	Bibliotheca	3	$1,095	$3,285	$1,194	$3,582	8/1/2011	10	8/1/2021	$1,150	$3,449
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
BAYSHORE			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Cisco	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor	Extreme Networks	1	$909	$909	$287	$287	1/1/2025	6	1/1/2031	$954	$954
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$1,200		$0	8/1/2021	6	8/1/2027	$1,260	$1,260
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Table Top 8420 (new guts)	Bibliotheca	2	$1,848	$3,696			5/20/2020	10	7/1/2026	$4,688	$4,688
Print Release Stations (PRS)	Envisionware (Customized)	1	$1,800	$1,800			9/1/2015	10	9/1/2025	$1,890	$1,890
Library Document Station (LDS)	Envisionware	1	$6,595	$6,595			2/23/2023	7	2/23/2030	$6,925	$6,925
Coin and Bill Acceptor (CBA)	Envisionware	1	$3,570	$3,570		$0	2/1/2023	10	2/1/2033	$3,749	$3,749
RFID Gates	Bibliotheca Model 9	1	$9,375	$9,375	$1,194	$1,194	6/1/2012	10	6/1/2022	$9,844	$9,844
RFID Pads STF WKSTN:896	Bibliotheca	3	$1,095	$3,285	$450	$1,350	8/1/2011	10	8/1/2021	$1,150	$3,449

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

Menlo Park Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MAIN			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$1,283	$3,849	$270	$810	1/1/2025	7	1/1/2032	$1,347	$4,041
Wireless Access Points (APs) Indoor	Extreme Networks	7	$1,200	$8,400	$105	$735	1/1/2018	6	1/1/2024	$909	$6,363
Automatic Material Handling (AMH)	Bibliotheca	1	$166,794	$166,794	$14,853	$14,853	4/1/2013	10	4/1/2023	$178,552	$178,552
Envisionware Management Console	Envisionware	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Desktop - Proline	Bibliotheca	3	$2,998	$8,994	$1,374	$4,122	6/1/2012	7	6/1/2019	$3,148	$9,444
Self-Check - Countertop	Bibliotheca	1	$4,465	$4,465	$1,034	$1,034	6/1/2012	7	6/1/2019	$4,688	$4,688
Self-Check 500 - Kiosk	Bibliotheca	1	$7,899	$7,899	$1,299	$1,299	4/1/2019	7	4/1/2026	$8,294	$8,294
Print Release Stations (PRS)	Envisionware	1	$5,695	$5,695			11/1/2015	10	11/1/2025	$5,980	$5,980
RFID Gates	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	1/1/2012	10	1/1/2022	$9,844	$9,844
RFID Pads STF WKSTN:896	Bibliotheca	6	$1,095	$6,570	$450	$2,700	6/1/2011	10	6/1/2021	$1,150	$6,899
Credit Card (CC) Terminals	Heartland Terminal S3	4	$550	$2,200	$450	$1,800	6/1/2012	10	6/1/2022	$578	$2,310

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
Belle Haven			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$5,000	$15,000	$255	$766	1/26/2024	7	1/26/2031	$5,250	$15,750
Wireless Access Points (APs) Indoor	Extreme Networks	2	$1,200	$2,400	$105	$210	1/26/2024	6	1/26/2030	$1,260	$2,520
UPS in MPOE	Eaton	1	$4,150	$4,150			1/26/2024	6	1/26/2030	$4,357	$4,357
Envisionware Management Console	Envisionware	1	$1,000	$1,000	$80	$80	6/1/2024	5	11/1/2025	$1,050	$1,050
Self-Check - Kiosk	Bibliotheca	3	$9,950	$29,850	$1,500	$4,500	6/1/2024	7	6/1/2031	$10,448	$31,343
RFID Pads STF WKSTN:896	Bibliotheca	3	$883	$2,649	$450	$1,350	6/1/2024	10	6/1/2034	$927	$2,781
RFID Gates	Bibliotheca	1	$9,375	$9,375	$1,194	$1,194	6/1/2024	10	6/1/2034	$9,844	$9,844

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

Redwood City Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MAIN			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	9	$1,283	$11,547	$270	$2,430	1/1/2025	7	1/1/2032	$1,347	$12,124
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	18	$909	$16,362	$287	$5,166	1/1/2025	6	1/1/2031	$954	$17,180
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400			10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$393,800	$393,800	$14,853	$14,853	3/1/2023	10	3/1/2033	$413,490	$413,490
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Desktop - Proline	Envisionware X11	4	$2,950	$11,800	$1,374	$5,495	5/1/2020	7	5/1/2027	$3,098	$12,390
Self-Check - Countertop	Envisionware X11	1	$3,950	$3,950	$1,034	$1,034	5/1/2020	7	5/1/2027	$4,148	$4,148
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	$10,000	$10,000			2/1/2023	7	2/1/2030	$10,500	$10,500
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895			9/1/2015	10	9/1/2025	$1,990	$1,990
RFID Gates RFID-GATE 3D-R-U 1 isle	Envisionware	1	$4,595	$4,595	$1,194	$1,194	6/1/2020	10	6/1/2030	$4,825	$4,825
RFID-GATE 3D-R-U 2-Aisle (B)	Envisionware	1	$6,495	$6,495			6/1/2020	10	6/1/2030	$6,820	$6,820
RFID Pads (Deskpads 1-PadS#)	Envisionware	14	$590	$8,260			2/24/2020	10	2/24/2030	$620	$8,673
RFID Pads (DiscReaderS#)	Envisionware	20	$390	$7,800			2/24/2020	10	2/24/2030	$410	$8,190
Credit Card (CC) Terminals	EnvisionWare MX915	2	$390	$780			2/25/2020	10	2/25/2030	$410	$819
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
SHORES			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	5	$1,283	$6,415	$270	$1,350	1/1/2025	7	1/1/2032	$1,347	$6,736
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	8	$909	$7,272	$287	$2,296	1/1/2025	6	1/1/2031	$954	$7,636
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400			10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$340,600	$340,600	$14,853	$14,853	6/1/2023	10	10/1/2032	$357,630	$357,630
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Desktop - Proline	Envisionware	3	$2,950	$8,850	$1,374	$4,122	6/1/2020	7	5/1/2027	$3,098	$9,293
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895			9/1/2015	10	9/1/2025	$1,990	$1,990
RFID-GATE 3D-WA-U 2-Wide Aisle	Envisionware	2	$8,895	$17,790			6/1/2020	10	5/1/2030	$9,340	$18,680
Credit Card (CC) Terminals	EnvisionWare MX915	3	$390	$780			2/25/2020	10	2/25/2030	$410	$819
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	End Of Life (EO		Est Replacement Cost	
SCHABERG			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Estimated	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	2	$909	$1,818	$287	$574	1/1/2025	6	1/1/2031	$954	$1,909
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Kiosk	Envisionware	1	$4,950	$4,950	$1,299	$1,299	6/1/2020	7	5/1/2027	$5,198	$5,198
RFID Gates	Envisionware RFID-GATE 3D-R-U 1-Aisle (B)	1	$4,595	$4,595	$1,194	$1,194	6/1/2020	10	5/1/2030	$4,825	$4,825

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

San Bruno Library - Equipment/Software Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MAIN			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP550	Extreme Networks	3	$1,200	$3,600	$105	$315	1/1/2018	6	1/1/2024	$909	$2,727
Wireless Access Points (APs) Outdoor AP510C	Extreme Networks	2	$1,200	$2,400	$105	$210	7/1/2022	6	7/1/2028	$1,260	$2,520
Self-Check - Countertop	Envisionware	3	$3,500	$11,400	$1,034	$3,103	2/1/2023	7	2/1/2030	$3,990	$11,970
RFID Gates	Envisionware	2	$10,550	$21,100	$1,000	$2,000	2/1/2023	10	2/1/2033	$11,078	$22,155

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

South San Francisco Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MAIN			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	5	$1,283	$6,415	$270	$1,350	1/1/2025	7	1/1/2032	$1,347	$6,736
Wireless Access Points (APs) Indoor	Extreme Networks	21	$1,200	$25,200	$287	$6,027	1/1/2018	6	1/1/2024	$954	$20,043
Wireless Access Points (APs) Outdoor	Extreme Networks	6	$1,200	$2,400			10/1/2022	6	10/1/2028	$1,260	$7,560
Automated Material Handling (AMH)	Lyngsoe	1	$308,000	$308,000	$14,853	$14,853	8/23/2023	10	5/1/2033	$323,400	$323,400
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - X11 Countertop	Envisionware	1	$3,500	$3,500	$1,034	$1,034	11/1/2022	7	11/1/2029	$3,675	$3,675
Self-Check - X11 Kiosk	Envisionware	1	$4,550	$4,550	$1,299	$1,299	11/1/2022	7	11/1/2029	$4,778	$4,778
Self-check - X11 Cash Vending Kiosk	Envisionware	4	$7,095	$28,380			11/1/2022	7	11/1/2029	$7,450	$29,799
RFID Gate-1 Aisle	Envisionware	1	$3,995	$3,995	$1,194	$1,194	11/1/2022	10	11/1/2032	$4,195	$4,195
RFID Gate-2 Aisle Transparent 3D	Envisionware	1	$7,995	$7,995	$1,194	$1,194	11/1/2022	10	11/1/2032	$8,395	$8,395
RFID Gate-2 Aisle radar people counter	Envisionware	1	$7,995	$7,995	$1,194	$1,194	11/1/2022	10	11/1/2032	$8,395	$8,395
RFID Gate-1 wide Aisle with radar	Envisionware	1	$8,100	$8,100	$1,194	$1,194	11/1/2022	10	11/1/2032	$8,505	$8,505
RFID Pads STF WKSTN:896	Envisionware	6	$1,095	$6,570	$450	$2,700	2/1/2011	10	2/1/2021	$1,150	$6,899

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
GRAND			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor	Extreme Networks	4	$1,200	$4,800	$287	$1,148	1/1/2018	6	1/1/2024	$954	$3,816
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400			10/1/2022	6	10/1/2028	$1,260	$2,520
Self-Check - Countertop	Envisionware X11	1	$3,950	$3,950	$1,034	$1,034	7/1/2021	7	7/1/2028	$4,148	$4,148
Self-Check - Kiosk	Envisionware X11	1	$7,595	$7,595	$1,299	$1,299	7/1/2021	7	7/1/2028	$7,975	$7,975
Coin and Bill Acceptor (CBA)	Bibliotheca 9101	1	$8,295	$8,295			2/1/2011	10	2/1/2021	$8,710	$8,710
RFID Pads RFID Pad WOrkstation	Bibliotheca 9102	2	$1,095	$2,190	$1,194	$2,388	2/1/2011	10	2/1/2021	$8,710	$8,710
RFID Pads (DiscReader)	Envisionware MX915	2	$504	$1,008			7/1/2021	10	2/1/2021	$1,150	$2,300
RFID Gates	Bibliotheca 9101	1	$8,295	$8,295			2/1/2011	10	2/1/2021	$8,710	$8,710

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

San Mateo City Public Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
MAIN											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	9	$909	$8,181	$287	$2,583	1/1/2025	6	1/1/2031	$954	$8,590
Automated Material Handling (AMH)	Lyngsoe	1	$1,196,306	$1,196,306	$14,853	$14,853	10/1/2016	10	10/1/2026	$1,256,121	$1,256,121
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Library Document Station (LDS)	Envisionware	1	$6,695	$6,695			3/1/2020	7	5/1/2027	$7,030	$7,030
Self-Check - 500D desktop kiosk	Bibliotheca	4	$6,258	$25,032			3/1/2023	7	5/1/2030	$6,571	$26,284
Self-Check 500-Fixed height	Bibliotheca	2	$7,935	$15,870	$1,034	$2,069	3/1/2023	7	3/1/2030	$8,332	$16,664
Print Release Stations (PRS)	Envisionware X11 Kiosk	3	$7,095	$21,285			10/1/2023	7	10/1/2030	$7,450	$22,349
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	3	$1,895	$5,685			04/2016	10	4/1/2026	$1,990	$5,969
RFID Gates	Bibliotheca 9102	2	$9,375	$18,750	$1,194	$2,388	8/1/2016	10	8/1/2026	$9,844	$19,688
RFID Pads STF WKSTN:896	Bibliotheca	6	$1,095	$6,570	$450	$2,700	8/1/2016	10	8/1/2026	$1,150	$6,899
Credit Card (CC) Terminals	Heartland (Bibiotheca)	6	$1,299	$7,794			8/1/2016	10	8/1/2026	$1,364	$8,184
Credit Card (CC) Terminals	Verifone 915	3	$350	$1,050	$407	$1,221	4/1/2016	10	4/1/2026	$368	$1,103

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
HILLSDALE											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	2	$909	$1,818	$287	$574	1/1/2025	6	1/1/2031	$954	$1,909
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400			10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check 500-Fixed height	Bibliotheca	2	$7,935	$15,870	$1,299	$2,598	3/1/2023	7	3/1/2030	$8,332	$16,664
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	$7,095	$7,095			10/1/2023	7	10/1/2030	$7,450	$7,450
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895			11/1/2015	10	11/1/2025	$1,990	$1,990
RFID Gates	Bibliotheca 9101	1	$1,895	$1,895			8/1/2016	10	8/1/2026	$1,990	$1,990
RFID Gates	Bibliotheca 9102	1	$9,375	$9,375	$1,194	$1,194	8/1/2016	10	8/1/2026	$9,844	$9,844
RFID Pads STF WKSTN:896	Bibliotheca	3	$1,095	$3,285	$450	$1,350	8/1/2016	10	8/1/2026	$1,150	$3,449
Credit Card (CC) Terminals	Verifone 915	3	$1,299	$3,897			8/1/2016	10	8/1/2026	$1,364	$4,092
Credit Card (CC) Terminals	Verifone 915	1	$350	$350	$407	$407	11/1/2015	10	11/1/2025	$368	$368

San Mateo City Public Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
MARINA											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	2	$909	$1,818	$287	$574	1/1/2025	6	1/1/2031	$954	$1,909
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400			10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check 500-Fixed height	Bibliotheca	2	$7,935	$15,870	$1,299	$2,598	3/1/2023	7	3/1/2030	$8,332	$16,664
Print Release Stations (PRS)	Envisionware X11 Kiosk	1	$7,095	$7,095			10/1/2023	7	10/1/2030	$7,450	$7,450
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895		$0	10/1/2016	10	10/1/2026	$1,990	$1,990
RFID Gates	Bibliotheca 9102	1	$9,375	$9,375	$1,194	$1,194	8/1/2016	10	8/1/2026	$9,844	$9,844
RFID Pads STF WKSTN:896	Heartland (Envisionware)	3	$1,095	$3,285	$450	$1,350	8/1/2016	10	8/1/2026	$1,150	$3,449
Credit Card (CC) Terminals	Bibliotheca	3	$1,299	$3,897			8/1/2016	10	8/1/2026	$1,364	$4,092
Credit Card (CC) Terminals	Verifone 915	1	$350	$350	$407	$407	10/1/2015	10	10/1/2025	$368	$368

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

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San Mateo County Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
COUNTY OFFICE											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	5	$909	$4,545	$287	$1,435	1/1/2025	6	1/1/2031	$954	$4,772
Wireless Access Points (APs) Outdoor	Extreme Networks	3	$1,200	$2,400	$98	$294	10/1/2020	6	10/1/2026	$1,260	$2,520
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
ATHERTON											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$1,283	$3,849	$270	$810	1/1/2025	7	1/1/2032	$1,347	$4,041
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	8	$909	$7,272	$287	$2,296	1/1/2025	6	1/1/2031	$954	$7,636
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400	$98	$98	10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$90,607	$90,607			4/1/2022	10	5/1/2031	$95,137	$95,137
Envisionware Management Console	Envisionware	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop (2x11)(1PRS)	Envisionware X11	3	$3,950	$15,800	$1,034	$4,138	9/1/2021	7	6/1/2028	$4,148	$16,590
Coin and Bill Acceptor (CBA)	Envisionware	1	$3,295	$3,295			9/1/2021	10	9/1/2031	$3,460	$3,460
RFID Pads (DiscReaderS#)	Envisionware	4	$429	$1,716			6/1/2021	10	6/1/2031	$6	$450
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
BELMONT											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	4	$1,283	$5,132	$270	$1,080	1/1/2025	7	1/1/2032	$1,347	$5,389
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	8	$909	$7,272	$287	$2,296	1/1/2025	6	1/1/2031	$954	$7,636
Wireless Access Points (APs) Outdoor	Extreme Networks	4	$1,200	$2,400	$98	$392	10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$119,854	$119,854	$14,853	$14,853	8/1/2019	10	12/1/2028	$125,847	$125,847
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - 2 Countertop & 2 PRS	Envisionware	4	$3,500	$14,000	$1,034	$4,138	10/2/2022	7	5/1/2029	$3,675	$14,700
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,895	$1,895			10/1/2015	10	10/1/2025	$1,990	$1,990
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
BRISBANE											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	4	$909	$3,636	$287	$1,148	1/1/2025	6	1/1/2031	$954	$3,818
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400	$98	$196	10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$118,968	$118,968	$14,853	$14,853	12/4/2020	10	7/1/2030	$124,916	$124,916
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop (3 X11) (1PRS)	Envisionware X11	4	$3,950	$15,800	$1,034	$4,138	6/10/2022	7	10/1/2026	$4,148	$16,590
Coin and Bill Acceptor (CBA)	Envisionware	1	$2,875	$2,875		$0	11/1/2015	10	11/1/2025	$3,019	$3,019
RFID Pads (1-PadS#)	Envisionware	4	$590	$2,360		$0	10/1/2019	10	10/1/2029	$620	$2,478
RFID Pads (DiscReaderS#)	Envisionware	4	$295	$1,180		$0	3/1/2021	10	3/1/2031	$310	$1,239

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San Mateo County Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
EAST PALO ALTO											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	5	$909	$4,545	$287	$1,435	1/1/2025	6	1/1/2031	$954	$4,772
Wireless Access Points (APs) Indoor AP510C	Extreme Networks	1	$1,200	$105	$98	$98	5/1/2023	6	5/1/2029	$954	$954
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400	$98	$196	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (1x11)(1PRS)	Envisionware X11	2	$3,500	$7,000	$1,034	$2,069	3/1/2021	7	3/1/2028	$3,675	$7,350
Coin and Bill Acceptor (CBA)	Jamex (envisionware)	1	$1,895	$1,895		$0	11/1/2015	10	11/1/2025	$1,990	$1,990
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
FOSTER CITY											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$1,283	$3,849	$270	$810	1/1/2025	7	1/1/2032	$1,347	$4,041
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	11	$909	$9,999	$287	$3,157	1/1/2025	6	1/1/2031	$954	$10,499
Automated Material Handling (AMH)	Lyngsoe	1	$235,992	$235,992	$14,853	$14,853	7/22/2020	10	12/1/2028	$247,792	$247,792
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (3x11) (2PRS)	Envisionware	5	$3,500	$17,500	$1,034	$5,172	10/2/2022	7	7/1/2029	$3,675	$18,375
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895		$0	11/1/2015	10	11/1/2025	$1,990	$1,990
RFID Pads STF WKSTN:896	3M (Bibliotheca)	3	$1,095	$3,285	$450	$1,350	2/1/2011	10	2/1/2021	$1,150	$3,449
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
HALF MOON BAY											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	4	$1,283	$5,132	$270	$1,080	1/1/2025	7	1/1/2032	$1,347	$5,389
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	9	$909	$8,181	$287	$2,583	1/1/2025	6	1/1/2031	$954	$8,590
Wireless Access Points (APs) Indoor AP510C	Extreme Networks	2	$1,200	$105	$98	$196	5/1/2023	6	5/1/2029	$954	$1,908
Wireless Access Points (APs) Outdoor	Extreme Networks AP1130	2	$1,200	$2,400	$98	$196	1/1/2018	6	1/1/2024	$1,260	$2,520
Wireless Access Points (APs) Outdoor	Extreme Networks AP460C	2	$1,200	$2,400	$98	$196	10/1/2020	6	10/1/2020	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$177,514	$177,514	$14,853	$14,853	7/1/2018	10	7/1/2027	$186,390	$186,390
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop	Envisionware	4	$3,500	$14,000	$1,034	$4,138	6/1/2012	7	6/1/2019	$3,675	$14,700
Coin and Bill Acceptor (CBA)	Envisionware	2	$2,565	$5,130			5/1/2018	10	5/1/2028	$2,693	$5,387

San Mateo County Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
MILLBRAE			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$1,283	$3,849	$270	$810	1/1/2025	7	1/1/2032	$1,347	$4,041
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	5	$909	$4,545	$287	$1,435	1/1/2025	6	1/1/2031	$954	$4,772
Wireless Access Points (APs) Outdoor	Extreme Networks	3	$1,200	$2,400	$98	$294	10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$143,765	$143,765	$14,853	$14,853	8/5/2019	10	12/1/2028	$150,953	$150,953
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (2x11)(xPRS)	Envisionware	4	$3,500	$14,000	$1,034	$4,138	10/2/2022	7	5/1/2029	$3,675	$14,700
Coin and Bill Acceptor (CBA)	Jamex (Envisionware)	1	$1,895	$1,895		$0	10/1/2015	10	10/1/2025	$1,990	$1,990
RFID Pads STF WKSTN:896	Verifone 915	3	$504	$1,512		$0	10/1/2015	10	10/1/2025	$529	$1,588
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
NORTH FAIR OAKS			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	3	$909	$2,727	$287	$861	1/1/2025	6	1/1/2031	$954	$2,863
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400	$98	$98	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Kiosk	Envisionware	1	$4,950	$4,950	$1,299	$1,299	5/1/2020	7	5/1/2027	$5,198	$5,198
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
PACIFICA-SANCHEZ			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	3	$909	$2,727	$287	$861	1/1/2025	6	1/1/2031	$954	$2,863
Wireless Access Points (APs) Outdoor	Extreme Networks	3	$1,200	$2,400	$98	$294	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (1x11)(1PRS)	Envisionware X11	2	$3,500	$7,000	$1,034	$2,069	10/2/2022	7	10/1/2028	$3,675	$7,350
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,885	$1,885		$0	11/1/2015	10	11/1/2025	$1,979	$1,979
Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
PACIFICA-SHARP PARK			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	4	$909	$3,636	$287	$1,148	1/1/2025	6	1/1/2031	$954	$3,818
Wireless Access Points (APs) Outdoor	Extreme Networks	1	$1,200	$2,400	$98	$98	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (1x11) (1PRS)	Envisionware	1	$3,500	$3,500	$1,034	$1,034	10/2/2022	7	6/1/2029	$3,675	$3,675
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,885	$1,885		$0	11/1/2015	10	11/1/2025	$1,979	$1,979
RFID Pads STF WKSTN:896	Verifone 915	1	$504	$504		$0	11/1/2015	10	11/1/2025	$529	$529

San Mateo County Libraries - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
PORTOLA VALLEY											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	3	$909	$2,727	$287	$861	1/1/2025	6	1/1/2031	$954	$2,863
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400	$98	$196	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - (1x11)(1PRS)	Envisionware	2	$3,500	$3,500	$1,034	$1,034	10/2/2022	7	6/1/2019	$3,675	$3,675
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,895	$1,895			11/1/2015	10	11/1/2025	$1,990	$1,990
RFID Pads STF WKSTN:896	Verifone 915	1	$504	$504			11/1/2015	10	11/1/2025	$529	$529
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
SAN CARLOS											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	3	$1,283	$3,849	$270	$810	1/1/2025	7	1/1/2032	$1,347	$4,041
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	7	$909	$6,363	$287	$2,009	1/1/2025	6	1/1/2031	$954	$6,681
Wireless Access Points (APs) Outdoor	Extreme Networks	4	$1,200	$2,400	$98	$392	10/1/2020	6	10/1/2026	$1,260	$2,520
Automated Material Handling (AMH)	Lyngsoe	1	$129,065	$129,065	$14,853	$14,853	12/1/2018	10	12/1/2028		
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop	Envisionware X11	4	$3,500	$14,000	$1,034	$4,138	11/1/2022	7	6/1/2019	$3,675	$14,700
Print Release Stations (PRS)	Envisionware X11	1	$4,855	$4,855		$0	9/1/2012	7	9/1/2019	$5,098	$5,098
Coin and Bill Acceptor (CBA)	Envisionware	1	$1,895	$1,895		$0	11/1/2015	10	11/1/2025	$1,990	$1,990
Credit Card (CC) Terminals	Verifone 915	1	$504	$504		$0	11/1/2015	10	11/1/2025	$529	$529
Equipment Type	**Vendor**	**Qty**	**Purchase Price**		**Annual Warranty Cost**		**Date**	**Estimated - EOL**		**Est Replacement Cost**	
			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
WOODSIDE											
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	1	$1,283	$1,283	$270	$270	1/1/2025	7	1/1/2032	$1,347	$1,347
Wireless Access Points (APs) Indoor AP5010	Extreme Networks	4	$909	$3,636	$287	$1,148	1/1/2025	6	1/1/2031	$954	$3,818
Wireless Access Points (APs) Outdoor	Extreme Networks	2	$1,200	$2,400	$98	$196	10/1/2020	6	10/1/2026	$1,260	$2,520
Envisionware Management Console	Dell	1	$1,000	$1,000	$80	$80	11/1/2020	5	11/1/2025	$1,050	$1,050
Self-Check - Countertop	Envisionware	2	$3,500	$7,000	$1,034	$2,069	11/1/2022	7	6/1/2019	$3,675	$7,350

Estimated replacment costs reflect a 5% increase to original cost. Quotes would be obtained for actual costs.

These extimates can be used for budget purposes.

Datacenter Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
DATACENTER			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Firewall-Router, IPS, Log Collector (FortiAnalyzer)	Fortinet	1	$111,770	$111,770	$13,500	$13,500	1/1/2019	7	1/1/2026	$117,359	$117,359
Core Network Switches	Cisco	2	$11,426	$22,852		$0	11/1/2021	7	11/1/2028	$11,997	$23,994
VM Host Servers	Dell	1	$13,620	$13,620	$2,555	$2,555	9/28/2018	6	9/28/2024	$15,000	$15,000
VM Host Servers	Dell	1	$13,620	$13,620	$2,555	$2,555	9/28/2018	6	9/28/2024	$15,000	$15,000
VM Host Servers	Dell	1	$13,620	$13,620	$2,555	$2,555	9/28/2018	6	9/28/2024	$15,000	$15,000
Data Storage Array	Dell	1	$32,424	$32,424		$0	8/1/2022	5	8/1/2027	$34,045	$34,045
Backup Appliance	Baracuda	1	$7,275	$7,275	$13,300	$13,300	8/1/2021	5	8/1/2026	$7,638	$7,638
UPS	Eaton	2	$31,477	$62,953	$2,900	$5,800	7/1/2019	7	7/1/2026	$33,050	$66,101
iTiva Server	Dell	1	$3,355	$3,355		$0	12/1/2018	7	12/1/2025	$3,522	$3,522

PLS Office - Equipment Inventory

Equipment Type	Vendor	Qty	Purchase Price		Annual Warranty Cost		Date	Estimated - EOL		Est Replacement Cost	
PLS OFFICE & Server Room			Per Unit	Total	Per Unit	Total	Purchased	Yrs	Date	Per Unit	Total
Routers	Cisco	1	$1,000	$1,000	$619	$619	10/1/2022	7	10/1/2029	$1,050	$1,050
Switches	Fortinet	2	$1,283	$2,566	$270	$540	1/1/2025	7	1/1/2032	$1,347	$2,694
Wireless Access Points (APs) Indoor AP5010	Extreme Net	4	$909	$3,636	$287	$1,148	1/1/2025	6	1/1/2031	$954	$3,818

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Peninsula Library System

Month	Standing Items
All	PLAN Report and Update
All	System Chair Report
All	Administration Report

Month	Annual Items
February	CLA Day in the District
February	PLAN Preliminary Budget and Formula for FY 20XX-20XX
February	PLS Delivery Services Preliminary Budget and Formula for FY 20XX-20XX
February	Executive Director/PLP CEO Annual Review
February	Mid-Year Report from eBook Chair
April	Review and Approval of Summer Learning Budget
April	PLCAF, YANovCon, and SMCR Budget Recommendations from YSWG
April	Executive and Council Election/Rotation
April	PLS Budget Projections (as requested)
June	PLS Audit Review
June	Approval of PLS FY 20XX-XX Budget
June	Approval of PLS FY 20XX-XX Meeting Schedule
June	Summer Learning Update, PLCAF Report
June	End-of-Year Financial and Rotation Update from eBook Chair
October	Budget Update (if needed)
October	Summer Learning Report, SMCR Report (depending on program date)
December	Youth Services Annual Report
December	Circulation Managers Annual Report

Month	Additional Upcoming Items