

PLS Administrative Council Agenda

April 3, 2025

2:00 p.m. Via Zoom

<https://us06web.zoom.us/j/83985442670?pwd=HkT9kyScyPV1jPado7miwaLEVqPV0E.1>

Meeting ID: 839 8544 2670 Passcode: 149007

Call-in Option: (669) 444-9171

**Peninsula Library System Administrative Council**

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

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

- I. **Introductions and Roll-Call** Wallace
- II. **Approval of Consent Items (Action Item)** Wallace
  - A. Approval of Agenda
  - B. Approval of February 6, 2025 Minutes Attachment 1, pg. 4
  - C. Minutes from March 6, 2025 PLS Executive Committee (Review Only) Attachment 2, pg. 7
  - D. PLAN Report and Update Attachment 3, pg. 9
  - E. PLS Youth Services Workgroup Initiative Update Attachment 4, pg. 12
- III. **Old Business**
  - A. FY 2024-25 Postage Cost Analysis and Recommendations Young Attachment 5, pg. 14
- IV. **New Business**
  - A. Recommendations from the PLS Executive Committee
    - 1) Structural Consideration for PLS Administration Budget Long-Term Sustainability (**Action Item**) Frost Attachment 6, pg. 16
    - 2) Recommendation for FY 2025-26 Funding for System-wide Youth Services Work Group Initiatives (**Action Item**) Evans Attachment 7, pg. 21
  - B. PLS BiblioCore Subscription Value Increase and One-Time Implementation Fee (**Action Item**) Frost Attachment 8, pg. 24
  - C. Review of Fees and Fines Revenue and Associated Service Fees for System Managed Services Yon Attachment 9, pg. 26

- D. PLS eBook Collection Development Statement with AB 1825 Justifications Frost Attachment 10, pg. 30
- E. Formation of Nominating Committee for FY 2025-26 PLS Officers Wallace Attachment 11, pg. 32
- F. PLS Representative for PLP Executive Committee Frost Attachment 12, pg. 33

**V. Reports**

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

**VI. Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

**VII. Review of Draft Agenda Calendar, Agenda Building for June 5, 2025 Meeting** Wallace Attachment 13, pg. 34

**VIII. Announcements**

**IX. Adjournment**

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

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

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

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

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

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

**Meeting Locations**

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

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

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

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

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

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

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

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

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

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

**PLS Administrative Council  
February 6, 2025  
Burlingame Public Library, 480 Primrose Road, Burlingame, CA 94010**

**MINUTES**

**Council:**

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

**System Staff:**

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

**Others:**

Joshua Rees, DCL

The meeting was called to order at 2:04 p.m. by Chair Wallace.

**I. Approval of Consent Items**

- A. Approval of Agenda**
- B. Approval of December 5, 2024 Minutes**
- C. Minutes from January 14, 2025 PLS Executive Committee (review only)**
- D. PLAN Report and Update**
- E. PLS Executive Director/PLP CEO Annual Review**

A motion was made, and unanimously passed, to approve the Consent Items (M/S Sommer/LaTorra)

**II. Old Business**

**A. eBook Purchasing Chair Mid-Year Report**

Rees provided an overview of eBook activities from the past six months. He noted that use continues to grow, but strategic purchasing has resulted in some hold wait times to be reduced. Rees discussed ongoing eMaterial price increases and the resulting effect on the collections.

**B. PLS Revised Procurement Policy**

Yon reviewed updates made to the procurement policy in relation to Council direction. A motion was made, and passed unanimously, to approve the updated PLS procurement policy. (M/S Anderson/McCulley)

**C. Formation of Ad Hoc Committee to Research Potential Formula Changes for FY 2026-27**

Singh, Sommer, and Tommy McMahon (InfoServices Committee) will form an Ad Hoc committee to explore potential PLAN and Delivery formula changes for FY 2026-27.

**III. New Business****A. Day in the District Coordination**

Frost discussed the CLA Legislative Committee's priorities and noted messaging about federal funding was forthcoming. The directors volunteered to set up meetings with their representatives.

**B. PLS CLSA Allocation to PLS Libraries for FY 2024-25**

Frost discussed the 50% reduction in CLSA funding in FY 2024-25 and noted San Mateo County Libraries and Redwood City Public Library have elected to reallocate their CLSA funds to be used for areas of the greatest need in the PLP system. Frost reviewed the new reporting requirements for CLSA funding and recommended the eBook Chair and director of the eBook Chair's library lead in providing the information needed for the reports should the funding be used for eBooks. A motion was made to allocate \$21,054 of PLS CLSA funds towards the purchase of eBooks in languages other than English. Tayag abstained, and all others voted in the affirmative. (M/S LaTorra/Sommer)

**C. Recommendations from the PLS Executive Committee****1) Review of Delivery and PLAN Formulas for SMCCCD**

Frost reviewed how SMCCCD is charged for Delivery and PLAN services and discussed the proposed 2.4% increase to the flat fee.

**2) PLS Delivery Preliminary Budget and Formula for FY 2025-26**

Wasterlain reviewed updates to the Delivery budget. He noted a vehicle replacement schedule adopted in 2022 reflected an electric vehicle would be purchased in FY 2025-26. He described the current lack of electric trucks which would be feasible for delivery usage and a recent evaluation of the PLS offices electrical infrastructure which would make the installation of charging stations cost prohibitive. Wasterlain recommended replacing one of the older delivery trucks with a gas-powered vehicle in FY 2025-26 to ensure the fleet remains reliable, with the intention to continue to explore electric vehicles as the market changes. There was agreement among the Council to proceed with this recommendation. Moore and LaTorra noted difficulties they have had with the reliability and repairability of their electric vehicles and agree market options are not robust enough for all types of e-vehicles. A motion was made, and passed unanimously, to approve the FY 2025-26 Delivery formula, and defer passing the budget until the June meeting. (M/S Moore/McCulley)

**3) PLS PLAN Preliminary Budget and Formula for FY 2025-26 and End-of-Life Replacement Schedule**

Young reviewed updates to the PLAN budget. He noted funds had been included to hire a consultant for an ILS study in FY 2025-26. Young discussed postage charges and stated PLAN and the Circ Managers were investigating ways to reduce those costs. Young discussed the updated end-of-life schedule and some strategies to reduce library costs for the maintenance of older equipment. A motion was made, and passed unanimously, to approve the FY 2025-26 PLAN

formula and defer passing the budget until the June meeting. (M/S Sommer/Despain)

**IV. Reports**

**A. System Chair Report**

No report.

**B. System Administration**

Frost reported on PLP AI Training in March. Young provided an update on mobile app improvements. Yon discussed vendor errors made in CENIC billing and PLS staff efforts to correct them.

**V. Public Comment**

There was no public comment.

**VI. Agenda Building for Next Meeting on April 3, 2025**

- Bibliocommons memo from InfoServices
- Postage Memo from Circ Managers

**VII. Announcements**

Moore announced renovations of the Marina branch of SMPL would likely begin in June or July 2025. He asked for recommendations for companies that can relocate books during a renovation. Despain reported the Belmont branch of SMCL would close for three to four months in March for renovation. She discussed recent labor agreements, and the board approval of SMCL's strategic plan. Moore announced his resignation as director from the San Mateo Public Library and introduced Rukshana Singh as the interim director. All congratulated Moore on his new appointment and thanked him for his work.

**VIII. Adjournment**

The meeting was adjourned at 3:32 p.m. by Chair Wallace.

## PLS Executive Committee

March 6, 2025

2:00 p.m. via Zoom

## MINUTES

**Committee:**

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

**System Staff:**

Carol Frost, PLS  
 Justin Wasterlain, PLS  
 Andrew Yon, PLS  
 Pam Evans, RCL

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

**I. Approval of Consent Items****A. Adoption of Agenda****B. Approval of January 14, 2025 Minutes****C. Youth Services Work Group Initiatives Update**

A motion was made, and passed, to approve the Consent Items. Despain was not present, all others voted in the affirmative (M/S McCulley/Wallace)

**II. New Business****A. Structural Considerations for PLS Administrative Budget Long-Term Sustainability**

Frost described the revenue sources for the PLS Administration budget. She noted that libraries do not directly contribute to the Administration budget and the budget is reliant on the revenue derived from the PLS/PLP contract and additional work done to support LSTA grant projects. She stated that the attempted federal funding freeze in January prompted staff to explore ways to reduce expenses in this budget to lower the amount of fund balance that would be needed should LSTA funding be eliminated. Frost identified the Youth Services' shared programming as an expense that could be moved out of the Administration budget to aid this. McCulley suggested that moving these programs to PLAN Local, to be paid by participating libraries would make sense. Wallace agreed that the items should be moved out of the Administration budget but was hesitant to take on new local expenses at the moment. Anderson and Despain also agreed the items should not be in the Administration budget, but there was no consensus as to where they should be moved to. Despain suggested this needed more conversation from the Administrative Council and there may be a need to make changes in a later budget cycle. Frost stated new charts would be created for the Administrative Council to show what each library would pay for if moved into the PLAN Local budget.

**B. Recommendations for FY 2025-26 Funding for System-wide Youth Services Work Group Initiatives**

Evans provided an overview of the current Youth Services Work Group (YSWG) Initiatives. She noted the loss of Measure K funding prompted the YSWG to reevaluate the programs to focus funding on the most impactful programs. She stated the YSWG

felt PLCAF and YANovCon were unique and beyond what any local system could do independently. Evans identified San Mateo County Reads as a program which could sunset, though work group members would continue to discuss possible collaborative projects with the County Office of Education. She noted the YSWG felt funding scholarships for summer learning was important for equity reasons and asked to provide a scholarship for each participating branch. A Committee member asked if PLCAF and YANovCon could be held on alternating years to reduce the staff workload and costs. Evans answered the idea had been discussed but there was a concern that a two-year gap for programs would cause a loss of institutional knowledge and public awareness between the events. Wallace voiced concern about increasing local funding during an uncertain budget time period but agreed with not continuing San Mateo County Reads. Despain asked for additional discussion to be held at the Administrative Council's April meeting. No action was taken.

**III. Reports**

**A. Administration**

Frost reported on changes to tenants at the PLS Office.

**IV. Public Comment**

No public comments were made.

**V. Agenda Building for the May 1, 2025 meeting**

- PLS/PLP Contract Amendments and FY 2025-26 Contract
- PLS Budget
- PLS Audit

**VI. Announcements**

No announcements.

**VII. Adjournment**

The meeting was adjourned at 3:14 p.m. by Chair Anderson.



## PLAN Projects Report

April 3, 2025

### 1. 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.

The table below compares the original cost estimates with the actual costs, highlighting the savings achieved. PLAN collaborated with multiple vendors and leveraged our substantial buying power to negotiate aggressive pricing, driving these cost reductions.

Library Jurisdictions	Quantity	Original Cost (per unit)	Actual Cost (per unit)	Savings
Burlingame	13	\$1,200	\$931	\$3,497
Daily City	8	\$1,200	\$931	\$2,152
Menlo Park	7	\$1,200	\$931	\$1,883
Redwood City	29	\$1,200	\$931	\$7,801
San Bruno	3	\$1,200	\$931	\$807
San Mateo County	76	\$1,200	\$931	\$20,444
San Mateo Public	13	\$1,200	\$931	\$3,497
South San Francisco	4	\$1,200	\$931	\$1,076
Total	153			<b>\$37,660</b>

### 2. Upgrade to Sierra 6.3

PLAN has scheduled the software upgrade to Sierra 6.3 on Sunday, April 20, 2025, starting at 10:00 PM. Impactful new features include moving the load table editing platform from the text-based system into the Sierra Desktop Application, adding records to an open review file in Create Lists, and the option to remove temporary fine payment locks on patron records that prevent them from paying fines.

### 3. LX Starter Implementation

PLAN met with III representatives, including the project managers for LX Starter and Sierra, at the Innovative Users Group Conference and discussed the roadblocks for PLS (and consortia in general) to implementing LX Starter. III is actively working on LX Starter to overcome the technical and workflow obstacles and is committed to rolling out improvements as soon as possible.

# PLAN Projects Report

April 3, 2025

## 4. Mobile App

III has agreed to provide individual app instances for the PLS public libraries (SMCL already has one). PLAN is working with III and Solus (app developer) to get the apps configured and ready for publication in the app stores as soon as possible.

## 5. 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 June 2025.

## 6. 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 June 2025.

## 7. SCAT Table Improvements

PLAN continues the analysis of the Dewey/Non-Dewey SCAT Tables for the PLS public libraries except SMCL (which uses a separate SCAT table). 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 June 2025.

# PLAN Projects Report

April 3, 2025

## Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
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.
III Mobile App	N/A	Mar 2025	Apr 2025	Vanessa Walden	Implement individual app instances in the app stores so patrons can search by the library's name
Encoding level load profile	N/A	Apr 2019	Jun 2025	Vanessa Walden	Impacts cataloging and acquisitions workflow of all Sierra member libraries
SCAT Table review & update	N/A	May 2019	Jun 2025	Vanessa Walden	Improves statistical reporting based on call number ranges
Sierra Scheduler	N/A	Nov 2023	Jun 2025	Vanessa Walden	Automate review file creation, loading and output of MARC records

## 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 Servers RHEL 9 OS Upgrade	N/A	TBD	TBD	John Sarmiento & Vanessa Walden	Sierra is certified to run on RHEL 9 starting with version 6.3
Sierra Cloud pricing and discussion	N/A	TBD	TBD	Scott Young & Vanessa Walden	
Sierra Training Servers	N/A	TBD	TBD	Josh Shreffler, John Sarmiento & Vanessa Walden	Turn up training servers to be used for off-production testing of upgrades and security
LX Starter Email Notices	N/A	TBD	TBD	Vanessa Walden	III is working on technical and workflow improvements for consortia

**To:** PLS Administrative Council  
**From:** Pam Evans, Chair, PLS Youth Services Work Group  
**Subject:** Youth Services Work Group Initiatives Update  
**Date:** April 3, 2025

### ***San Mateo County Reads 2024 Report Summary***

#### *Event Summary*

The theme for 2024's San Mateo County Reads was Voices of Resilience: Empowering Change Through Collective Action. The PLS ad hoc committee and San Mateo County Office of Education selected three books: *Change Starts with Us* by Sophie Beer for early learners, *Hoops* by Matt Tavares for lower grades, and *Free Lunch* by Rex Ogle for middle grades.

Both SMCOE and PLS purchased and distributed copies of the books to libraries and schools. PLS Libraries hosted two virtual author visits with Rex Ogle and two virtual author visits with Matt Tavares. 10 classes registered for the Rex Ogle virtual author visits, but only 4-5 classes attended the live sessions. 50 classes registered for the Matt Tavares virtual author visits, but only 10-15 classes attended the live sessions. Despite efforts across PLS Libraries and outreach by the Office of Education the attendance and interest in these events was low.

Planning for SMCR started in April 2024 when PLS representatives met with SMCOE staff to select a theme for the event. From June-August, PLS librarians reached out to authors and agencies to find book/author combinations that would follow the theme and age ranges as well as include author visits. In September, PLS librarians confirmed and booked the authors. Books were purchased by both PLS and SMCOE at this time. SMCOE updated the SMCR webpage and created promotional materials for the events. SMCOE also partnered with the San Mateo County Superior Court Outreach Committee and asked for volunteers to go into local schools to read and talk about the book selected for early learners. To plan this event, the majority of the work is done during the summer, the busiest time for Youth Services programming and when SMCOE is not available.

#### *Expenditures*

PLS spent \$2,500 on Matt Tavares's two virtual presentations and \$3,695 for 390 book giveaways that were distributed to PLS libraries. SMCOE provided \$3,000 for Rex Ogle's two virtual presentations, and funds to purchase 690 books that were distributed among elementary and middle schools in San Mateo County.

### ***YANovCon 2025 Preliminary Report***

#### *Event Summary*

Saturday, February 8, 2025 was the 10<sup>th</sup> annual YANovCon, held at the Downtown Redwood City Public Library. The theme was "Coming of Age in a Digital World", and thirteen authors spoke about their experiences writing around this theme, among other topics. The day started with a Writing Workshop for Teens, hosted by Kara H.L. Chen (50 in attendance). Abigail Hing Wen gave the Keynote Address followed by a Q&A session led by Alyssa T. Chang, the 2024

Teen Short Story Contest Winner (49 in attendance). The three sessions were, “The Evolution of Friendships in a Digital Age: How Online Communities Support or Challenge Traditional Friendships” (52 in attendance), “Managing Mental Health in the Digital Age” (53 in attendance), and “Creating Authentic Characters: Bridging the Gap Between Reality and Technology in the Art of Storytelling” (51 in attendance).

*Expenditures*

Approximately \$9,400 brought thirteen authors to the event. Additionally, about \$5,000 purchased items for the day of the event (including food, prizes for short story contest winners, program materials etc.)

*Comments and Feedback*

*From Patrons:*

“Thank you for having the event here in Redwood City”

“I wish that it happened more often”

“We stumbled to this program, there should be more advertising”

***PLCAF 2025 Preview***

*Event Overview*

PLCAF will return in April with in-person author talks, workshops, and activities throughout the month and Small Press Comics Expos (SPCE) on Saturday, April 26, 2025. Workshops throughout PLS libraries include Drawing Comics for Kids with Minnie Pham (Half Moon Bay Library), Peanuts on the Go! with the Charles M Schultz Museum (Menlo Park Library) and Draw it! Get the Right Attitudes with Wahab Algarmi (Millbrae Library). Special guests at the 2025 SPCE include David Pepose (*Moon Knight, Space Ghost*) Julia Wertz (*Impossible People*), and Judd Winick (*Hilo*).

*Expenditures*

\$5,000 for Small Press Comics Expo. \$4,000 for special guests, remaining for advertising and day of expenses.

\$10,000 distributed to jurisdictions for local programs

*Past Comments and Feedback from the Small Press Expo 2024*

"I will do my utmost to make the event as enjoyable as possible and make many happy memories for the attendees, fellow tablers, and the staff!"

"Looking forward to the expo and other programming for this year!"

"Your event is amazing, and I hope to be a part of it again. Keep up the great work."

"Thank you all for making these library comic events! It really helps us local artists meet other fellow local artists and local audiences alike and keeps us creating! I hope to keep making more comics for events like PLCAF."

**To:** PLS Administrative Council  
**From:** Scott Young, PLAN IT Director  
**Subject:** FY 2024-25 Postage Cost Analysis & Recommendations  
**Date:** April 3, 2025

### Background

On February 1, 2024, on recommendation from the PLS Circulation Managers Committee, the PLS Administrative Council approved discontinuing the materials recovery process with Unique Management Services (UMS) and increased the patron fine block from services from \$25 to \$50, effective July 1, 2024. A new process engaging the services of UMS to mail two statements of charges to patrons who exceed the \$50 fine block and have items 60-days or 150-days overdue was finalized by the Circulation Managers on March 21, 2024, also effective July 1, 2024.

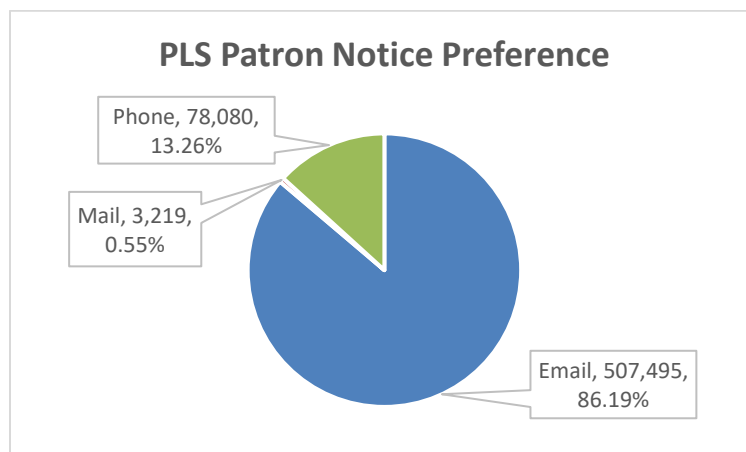
At that time, PLAN provided cost estimates to the PLS Administrative Council and Circulation Managers Committee for options of mailing one or two statements of charges. Postage costs for one statement were estimated to be \$2,500 for the first year (FY 2024-25) and \$1,500 annually thereafter. Sending a second statement increased the estimate to \$4,000 for the first year (FY 2024-25) and \$3,000 annually thereafter.

PLS increased the allocation for postage costs in FY 2024-25 by \$10,000 for a total of \$45,000, which includes all mailed hold pickup, hold cancellation, overdue, bill and statement of charges notices. During a mid-year budget review in December 2024, it became apparent that PLS was on track to exceed the original budget allocation.

The purpose of this memo is to review the recommendations of the PLS Circulation Managers to reduce postage costs as soon as possible and bring estimated costs in closer alignment with the FY 2024-25 allocation.

### Postage Cost Analysis

Patrons have three options for notification, and those selecting mail as their notice preference account for 0.55%. The estimated cost collectively for mailed hold pickup, hold cancellation and overdue notices is \$2,500 for the current fiscal year.



The cost per piece of mail increased steadily by 5-10% per year since FY 2022-23 and is currently \$0.88, including the cost for Unique services. The volume of hold pickup, hold cancellation and overdue notices increased by about 10% over the same time period, but only accounts for 4% of the overall estimated costs for this fiscal year.

The volume of mailed bills markedly increased by 22% over the last three fiscal years, accounting for almost 74% of the overall estimated costs for this fiscal year. There is no one definitive reason for this trend.

In FY 2024-25, the 60-day and 150-day statements of charges were implemented and account for 16% and 6% of the costs, respectively. See the charts below for volume and cost comparisons for each fiscal year.

	FY 2022-23		FY 2023-24		FY 2024-25		
	Actual Cost	% Mailed	Actual Cost	% Mailed	Cost through Jan. 2025	Est. Cost FY	% Mailed
Bills	\$27,125	92.71% (38,635)	\$37,094	95.41% (45,877)	\$23,944	\$41,544	73.69% (47,308)
Hold Pickup	\$1,354	4.64% (1,933)	\$1,516	3.92% (1,885)	\$978	\$1,858	3.29% (2,113)
Overdue	\$249	0.85% (356)	\$258	0.67% (320)	\$190	\$366	0.65% (417)
Hold Cancel	\$526	1.80% (751)	\$2	0.00% (2)	\$0	\$0	0.00% (0)
Statement 60*	\$0	N/A	\$0	N/A	\$5,455	\$8,975	15.8% (10,145)
Statement 150*	\$0	N/A	\$0	N/A	\$1,922	\$3,682	6.57% (4,219)
<b>Subtotal(PLAN Central)</b>	<b>\$29,254</b>		<b>\$37,667</b>		<b>\$32,489</b>	<b>\$56,423</b>	
Budgeted	\$25,000		\$25,000		\$45,000	\$45,000	
Materials Recovery**	\$17,193		\$14,957		\$0	\$0	
<b>Grand Total</b>	<b>\$46,447</b>		<b>\$53,827</b>		<b>\$32,489</b>	<b>\$56,423</b>	

\* Commencing in FY 2024-25 the PLAN Central budget included the statement costs as they cannot be broken out by library. \*\* Materials recovery was charged back to individual libraries.

**Recommendations**

The PLS Circulation Managers Committee has agreed to implement the following to reduce the cost of print notices.

- Reduce the number of statements by eliminating the 60 and 150 days and sending one statement at 90 days. This would result in an estimated annual cost savings of \$4,200, prorated for the remainder of the fiscal year (March – June) at \$1,800.
- Modify bill notices to be sent weekly instead of daily so that patrons receive notifications in a batch rather than individual notices per day. The fiscal impact is not quantifiable at this time, however, based on the total amount for mailing bills, cost savings would be assumed. This is being implemented and should be completed within the next few weeks, and costs will be monitored.
- Marketing campaign to encourage email notification preference. This will not have a significant fiscal impact but will prepare PLS for implementing a new system for email notifications.

PLAN will continue to monitor the impact on postage costs and provide the PLS Circulation Managers with regular updates. PLAN does not recommend an email-only process for bill or statement notices until PLS has an automated consortium-wide solution to managing emails.

**To:** PLS Administrative Council  
**From:** Carol Frost, Executive Director  
**Subject:** Structural Consideration for PLS Administration Budget Long-Term Sustainability  
**Date:** April 3, 2025

### **Background**

In February 2025, the federal Office of Budget and Management (OBM) unsuccessfully attempted to freeze funding for all federal grant programs, including funding from the Institute of Library and Museum Services (IMLS). IMLS annually provides all 50 states with Library Services and Technology Act (LSTA) funds, with California receiving the largest portion. Since then, a draft federal budget was released, which did not include any funding for IMLS and on March 15, an Executive Order was signed directing the IMLS to reduce all activity to the bare minimum required by law, which could eliminate LSTA funds. Additional attempts to restrict or eliminate federal funding could be expected over the next four years.

While the loss of LSTA funds would not directly affect any PLS activities, it would have a significant impact on the revenue PLS receives from the Pacific Library Partnership (PLP), which has a direct relationship to the PLS Administration budget.

The purpose of this memo is to review any possible impact of the loss of these funds to the PLS budget and to propose moving the Youth Services Work Group's shared programming funding out of the Administration budget and into its own budget to be funded by the participating libraries.

### **PLS Budget Overview**

The overall PLS Budget is composed of five sections: Administration, Delivery, PLAN Central, PLAN Local, and Building/Facilities.

Delivery, PLAN Central, and PLAN Local are zero-based budgets created annually in relation to expected service costs in the upcoming fiscal year. PLAN Local charges are library specific and billed to jurisdictions according to their ownership or usage of various products and services. The individual library share for PLAN Central and Delivery costs is determined by budget specific formulas that use key metric data to establish the percentage of the overall costs each library is responsible for. Libraries pay for these three services directly.

The Building/Facilities budget is generally self-supported through revenue received from the commercial rental of suites in the building owned by PLS. For special projects related to building maintenance or improvements, building reserves and fund balance may be utilized for any shortfall.

The Administration budget does not have direct revenue from the libraries. The budget is derived from four sources: revenue received from services PLS provides to PLP and PLP's contracted services to NorthNet, investment income, the 6% Administrative Fee from PLAN and Delivery budgets, and Fund Balance. This budget includes the salaries and benefits for PLS management and all administrative and accounting staff, as well as the shared library programming including PLCAF, YANovCon, and San Mateo County Reads. Fund Balance is



frequently relied on to balance the budget at the beginning of the fiscal year. In general, PLS receives additional revenue from PLP for grant work throughout the year which reduces the amount of Fund Balance required.

**Administration Budget Discussion**

For the purposes of this discussion, the FY 2023-24 PLS budget will be used. The approved budget includes \$199,085 of Fund Balance. During the year, the LSTA grants quite often require additional work, and PLP and PLS modify the contract between the agencies so that PLS is compensated for that additional staff time, which, in FY 2023-24, was \$91,622. Because of this additional revenue, the ending use of Fund Balance was \$107,463.

In the last several years, the Administration budget has included funds to support youth programs. There is no direct funding from libraries participating in these youth programs when they are in the Administration budget. Funding for youth programs has expanded, from budgeting \$2,200 for the Summer Reading Fund, to \$47,200 for PLCAF, YANovCon, and San Mateo County Reads in FY 2023-24. The Youth Services Work Group will be requesting \$65,000 in FY 2025-26, though roll-over funds could account for \$8,000 of that total.

The chart below illustrates the approved budget, as well as the potential impact of the loss of funds from LSTA grants. **Please note that the actual decrease in the amount of the contract between PLP and PLS for administrative services could be lower, but the number shown below is for illustrative purposes.**

Item	FY 2023-24 Budget		Scenario - No LSTA Funds	
	Budget	% of Total	Revised Budget	% of Total
<b>Revenue</b>				
PLP/PLS Contract	\$1,036,035	73%	\$1,025,000	71.9%
Interest Income	\$60,000	4%	\$60,000	4.2%
6% Administrative fee from PLAN and Delivery Budgets	\$130,867	9%	\$130,867	9.2%
Use of Fund Balance- Budgeted	\$199,085	14%	\$210,120	14.7%
<b>Total</b>	<b>\$1,425,987</b>	<b>100%</b>	<b>\$1,425,987</b>	<b>100%</b>
<b>Expenditures</b>				
Personnel	\$1,320,055	93%	\$1,320,055	92.6%
Office/Travel/Other expenses	\$58,732	4%	\$58,732	4.1%
PLCAF, YANovCon, SMCR, UAH, SR	\$47,200	3%	\$47,200	3.3%
<b>Total</b>	<b>\$1,425,987</b>	<b>100%</b>	<b>\$1,425,987</b>	<b>100%</b>
<b>Additional Revenue Not Budgeted</b>				
Additional Revenue from PLP LSTA grant work	\$91,622		0	
<b>Subtotal Additional Revenue</b>	<b>\$91,622</b>		<b>0</b>	
<b>Revised Use of Fund Balance</b>	<b>\$107,463</b>	<b>7.5%</b>	<b>\$210,120</b>	<b>14.7%</b>

A potential way to decrease the reliance on Fund Balance in the Administration budget would be to move the Youth Services shared programming to the PLAN Local budget, or to its own budget. This change would place the responsibility of supporting these programs onto the libraries which participate.

The chart below illustrates the effect on the budget when the shared programming is moved out of the Administration budget.

Item	Scenario - No LSTA Funds, YSWG moved to PLAN Local	
	Revised Budget	% of Total
<b>Revenue</b>		
PLP/PLS Contract	\$1,025,000	74.3%
Interest Income	\$60,000	4.4%
6% Administrative fee from PLAN and Delivery Budgets	\$130,867	9.5%
Use of Fund Balance- Budgeted	\$162,920	11.8%
<b>Total</b>	<b>\$1,378,787</b>	<b>100%</b>
<b>Expenditures</b>		
Personnel	\$1,320,055	95.7%
Office/Travel/Other expenses	\$58,732	4.3%
PLCAF, YANovCon, SMCR, UAH, SR	\$0	0.0%
<b>Total</b>	<b>\$1,378,787</b>	<b>100%</b>
<b>Additional Revenue Not Budgeted</b>		
Additional Revenue from PLP LSTA grant work	0	0%
<b>Subtotal Additional Revenue</b>	<b>0</b>	<b>0%</b>
<b>Revised Use of Fund Balance</b>	<b>\$162,920</b>	<b>11.8%</b>

**Cost Sharing for Youth Services Work Group Shared Programming**

Another agenda item for this Council meeting is the Youth Services Work Group’s proposal of a total shared programming budget of \$65,000 for FY 2025-26.

For the purposes of this memo, it is not asked for the Council to approve the allocation. This will be done in a separate agenda item. The discussion below is illustrative of different ways in which the program could be funded, which staff is asking the Council to approve.

The FY 2025-26 request includes \$15,000 for PLCAF, \$15,000 for YANovCon, \$5,000 for graphic design for Summer Learning, and \$30,000 for a scholarship offered by each public library branch during Summer Learning. In their proposal, \$8,000 of this total could be funded by roll over from the FY 2024-25 Administration budget to go towards one \$1,000 scholarship per jurisdiction. The use of this \$8,000 was approved in August 2024 when existing funds were reallocated to adjust for the loss of Measure K funding. If the funding is approved for FY 2025-26, \$57,000 of new funds would be needed from the libraries to support the programming and remaining scholarships. If the shared programming funding is moved to its own budget, the costs for PLCAF, YANovCon, and Summer Learning graphics could be distributed via the PLAN Local formula. The additional scholarships would be managed locally.

The core shared costs are \$15,000 for PLCAF, \$15,000 for YaNovCon, and \$5,000 for Summer Learning graphics. The following chart shows what would be charged to each library using the PLAN formula if all jurisdictions participated. If jurisdictions choose not to participate in one or all of the programs, costs for participating libraries would increase. Please note, the San Mateo County Community College District has participated in PLCAF in the past and have been included for that program.

	PLAN Formula (FY25-26)	PLCAF Cost Share	PLAN Formula no colleges (FY25-26)	YANovCon Cost Share	SLC Graphic Design	Total w/o Scholarships
BPL	8.59%	\$1,289	8.70%	\$1,305	\$435	\$3,029
DCPL	5.79%	\$869	5.87%	\$880	\$293	\$2,042
MPL	6.46%	\$969	6.54%	\$982	\$327	\$2,278
RCPL	10.85%	\$1,628	10.99%	\$1,649	\$550	\$3,826
SBPL	3.99%	\$599	4.04%	\$606	\$202	\$1,407
SMCO	42.02%	\$6,303	42.56%	\$6,385	\$2,128	\$14,816
SMPL	12.38%	\$1,857	12.54%	\$1,881	\$627	\$4,365
SSFPL	8.64%	\$1,296	8.75%	\$1,313	\$438	\$3,046
SMCCCD	1.28%	\$192	0.00%	\$0	\$0	\$192
<b>TOTAL</b>	<b>100.00%</b>	<b>\$15,000</b>	<b>100.00%</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$35,000</b>

The YSWG proposes that scholarships be provided by each branch library, for a total of 30 scholarships. With the exception of each jurisdiction receiving \$1,000 for a scholarship paid through FY 2024-25 roll-over funds, the remaining scholarships would be managed locally and not through PLS if the shared programming funding is moved to its own budget. The following chart is for illustrative purposes of what total costs would be when including scholarships.

	PLCAF Cost Share	YANovCon Cost Share	SLC Graphic Design	# of Branches	FY 2024-25 Roll Over for Scholarships	SLC pro-rated scholarship cost distributed by # branches	Total w/ Scholarships
BPL	\$1,289	\$1,305	\$435	2	\$1,000	\$1,000	\$4,029
DCPL	\$869	\$880	\$293	4	\$1,000	\$3,000	\$5,042
MPL	\$969	\$982	\$327	2	\$1,000	\$1,000	\$3,278
RCPL	\$1,628	\$1,649	\$550	3	\$1,000	\$2,000	\$5,826
SBPL	\$599	\$606	\$202	1	\$1,000	\$0	\$1,407
SMCO	\$6,303	\$6,385	\$2,128	13	\$1,000	\$12,000	\$26,816
SMPL	\$1,857	\$1,881	\$627	3	\$1,000	\$2,000	\$6,365
SSFPL	\$1,296	\$1,313	\$438	2	\$1,000	\$1,000	\$4,046
SMCCCD	\$192	\$0	\$0	0	\$0	\$0	\$192
<b>TOTAL</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>30</b>	<b>\$8,000</b>	<b>\$22,000</b>	<b>\$57,000</b>

**Recommendation**

It is recommended the PLS Administration Council review the funding structure for the PLS Administration budget and approve moving the Youth Services Work Group Shared Programming funding out of the Administration budget and to create a new programming budget to be supported by participating libraries.

It should be decided if this change will occur in FY 2025-26. If not put into effect until FY 2026-27, the shared programming budget will remain in the Administration budget in FY 2025-26.

**To:** PLS Administrative Council  
**From:** Pam Evans, Chair, PLS Youth Services Work Group  
**Subject:** Recommendation for FY 2025-26 Funding for System-wide Youth Services Work Group Initiatives  
**Date:** April 3, 2025

### Background

The PLS Youth Services Work Group is responsible for the coordination of four system-wide annual events: Summer Learning Challenge (SLC), Young Adult Novelist Convention (YANovCon), Peninsula Comic Arts Fest (PLCAF), and San Mateo County Reads (SMCR).

Since FY 2013-14, PLS has received over \$300,000 per year from Measure K funds. These funds were used to purchase give away books, hire interns, provide one \$1,000 scholarship per branch, and commission and produce artwork to be available to all PLS libraries. With the exception of the programming paid for with local funds, Measure K funds have covered almost all PLS spending for SLC in recent years. In FY 2024-2025, the PLS budget originally included \$2,200 for SLC.

For the other three initiatives, in FY 2024-25, PLS originally budgeted:

- YANovCon - \$20,000
- PLCAF - \$20,000
- San Mateo County Reads - \$7,000

This amount reflects a significant increase discussed and approved by the Executive Committee FY 2022-23.

In August 2024, when PLS learned it would no longer receive annual Measure K funding, the Youth Services Work Group requested and received approval to reallocate the FY 2024-25 funds as follows:

	Original Budget	Approved Change	Difference
PLCAF	\$ 20,000	\$ 15,000	\$ (5,000)
YANovCon	\$ 20,000	\$ 15,000	\$ (5,000)
SMCR	\$ 7,000	\$ 6,200	\$ (800)
SLC	\$ 2,200	\$ 13,000	\$ 10,800
<b>Total</b>	<b>\$ 49,200</b>	<b>\$ 49,200</b>	<b>\$ -</b>

The redirected funds dedicated to SLC 2025 will be used to provide one \$1,000 scholarship to each jurisdiction and \$5,000 will go towards artwork/logs available to all PLS libraries.

### San Mateo County Reads

With the loss of Measure K Funds, the PLS Youth Workgroup has reevaluated which events have the biggest impact for its communities. Based on the outcomes from 2024 and previous SMCR events, the Work Group is discussing its potential collaboration on this project for 2025.

### PLCAF 2026

The Youth Services Work Group feels the revised budget of \$15,000 for PLCAF is sufficient and recommends this become the annual budget for this program moving forward.

### **YANovCon 2026**

The Youth Services Work Group feels the revised budget of \$15,000 for YANovCon is sufficient and recommends this become the annual budget for this program moving forward.

### **SLC 2025**

The Youth Services Work Group approached SLC 2025 planning through an equity lens, thinking about what opportunities should be available to all children in San Mateo County and of those opportunities, what could PLS fund system-wide to make the most impact. Each jurisdiction is working independently to replace Measure K funds to provide prize books, and each jurisdiction provides its own programming with local funding. After multiple discussions, the Youth Services Work Group agreed that offering a \$1,000 scholarship to each public library branch in the system is a unique and valuable service that it hopes to continue. While some libraries could fund scholarships independently, small jurisdictions may not have that ability. Due to this disparity, it is felt that the system-wide funding of scholarships will ensure residents across the county have equitable access to this opportunity.

The Work Group will use \$5,000 of FY 2024-25 funds for graphics and use \$8,000 for scholarships (one per jurisdiction). Since scholarships will not be paid out before June 30, 2025, and the funds are in the Administration budget, the Work Group recommends rolling those funds over into FY 2025-26 and adding \$22,000 to provide a total of 30 \$1,000 scholarships in the summer of 2025. The scholarships will be paid out in November 2025. Moving forward, it is requested to maintain this level of funding for scholarships annually.

To accommodate the lack of Measure K funding, the Youth Services Work Group is requesting an additional \$5,000 annually for shared graphic design and printing of Summer Learning Challenge 2026 collateral like reading logs and bookmarks in FY 2025-26.

In total, it is recommended that \$35,000 be allocated for the Summer Learning Challenge in FY 2025-26. This total includes the \$8,000 of roll over funds from FY 2024-25, \$22,000 for additional scholarships for 2025, and \$5,000 for graphics for the summer of 2026.

### *Comments and Feedback*

“I am so grateful for this scholarship. This will make a big difference when it is my child's time to go to college. Family and friends have contributed to the account for special events like birthdays or holidays. The account is growing and we are happy to wait for it to grow until it is time for college. This gift is so meaningful to me because your generosity will allow my child to study with less of a burden. Thank you again!”

-Recipient Parent

“Thank you for this scholarship! I was so excited to be chosen to win this scholarship. I was surprised in a good way. I read many books in the summer not knowing that I'd win. I still read books because it is fun and I enjoy it.”

-2024 Recipient

**Recommendation**

The Youth Services Work Group recommends the Administrative Council approve the following FY 2025-26 budget for system-wide initiatives.

Program	Roll-Over Funds	New Request	Total
SLC Graphics		\$5,000	\$5,000
SLC	\$8,000	\$22,000	\$30,000
PLCAF		\$15,000	\$15,000
YANovCon		\$15,000	\$15,000
<b>TOTAL</b>		<b>\$57,000</b>	<b>\$65,000</b>

There is an acknowledgement that the Council will be discussing moving the funding for the Youth Programming from the Administration Budget to a new programming budget. If this is done, the Council may consider the following in approving the youth programs for FY 2025-26.:

- If the Council would like to support scholarships, would the Council like to use the \$8,000 allocation from FY2024-25 which is in the Administration budget and roll it over to FY 2025-26, or would the Council prefer not to roll over the funds, and increase the total budget request from \$57,000 to \$65,000.
- Determining the allocation for the youth programs for the FY 2025-26 budget.

**To:** PLS Administrative Council  
**From:** PLS Information Services Committee  
**Subject:** PLS BiblioCore Subscription Value Increase & One-Time Implementation Fee  
**Date:** April 3, 2025

### Background

BiblioCommons conducted an internal review of the services they were providing to all customers and approached the Information Services Committee to offer the opportunity to add BiblioCommons products, up to the value of 35% of our current subscription. BiblioCommons offered four products, valued at varying percentages of the current BiblioCore subscription.

Product Name	% Value
BiblioSuggest	15%
BiblioCloud Records	15%
BiblioEvents	20%
BiblioLanguages	25%

Adding products will not increase the annual subscription cost for the duration of our continued subscription. If a member library is currently under contract for any of these products, the associated subscription costs will continue for the duration of that subscription. PLS currently has a paid subscription for BiblioLanguages (Spanish and Traditional Chinese). SMCL currently has a paid subscription to BiblioSuggest and receives BiblioEvents free with the BiblioWeb subscription. These current subscriptions and their associated costs will not be impacted by adding these products to the PLS BiblioCore subscription bundle.

BiblioCommons presented the PLS Information Services Committee with demonstrations of the products being offered on August 20 and September 17, 2024. The options were discussed during the committee meetings and separately with library administrators and staff. On October 15, 2024 the PLS Information Services Committee voted to select the addition of BiblioCloud Records and BiblioSuggest.

### Selected BiblioCommons Products

#### *BiblioCloud Records*

This product displays eContent holdings for OverDrive and hoopla in the catalog without the loading, maintenance and deselection of MARC records in the PLS database. The holdings are exposed using an API integration. This will improve functionality for patrons and staff by displaying real-time holdings in the BiblioCommons catalog without the intervention of PLAN or PLS library technical services staff. These records will not be available or searchable in the classic catalog.

#### *BiblioSuggest*

This product is a suggestion-tracking module that helps libraries automatically manage patron suggestions efficiently and equitably. Patrons can suggest titles for purchase while browsing, searching and viewing their account. Patrons can track the status of their request on their dashboard. Staff can easily filter and manage patron requests in a centralized interface and replace the current local procedures for managing suggestions which are not integrated with the catalog or BiblioCommons.



**Subscription Costs**

There is no increased cost to the annual PLS BiblioCore subscription. The one-time implementation fees will be \$2,650 and below is the cost breakdown for each product.

Product Name	Implementation Fee
BiblioSuggest	\$1,250
BiblioCloud Records	\$1,400
<i>OverDrive</i>	<i>\$700</i>
<i>hoopla</i>	<i>\$700</i>
<b>Total Implementation Fees</b>	<b>\$2,650</b>

**Recommendation**

The PLS Information Services Committee recommends that the PLS Administrative Council approve the expense of \$2,650 for the one-time implementation fees of BiblioCloud and BiblioSuggest in FY 2025-26. If the expenses are approved, PLAN will coordinate with the PLS Information Services Committee and BiblioCommons on the implementation plan and timeline.

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** Review of Fees and Fines Revenue and Associated Service Fees for System Managed Services  
**Date:** April 3, 2025

### **Background**

Since the last report from October 2022 which covered January-June 2022, revenues from fines and fees have increased for most libraries with Redwood City and San Mateo County libraries being the exception.

The purpose of this memo is to provide further information regarding the associated fees for accepting credit card payment. This memo only applies to libraries that have credit card processing on self-checks or print release stations.

### **Credit Card Processor Fees and Fixed Service Costs**

The cost of credit card processing at self-checks and print release stations is a combination of fixed monthly/annual costs and a per credit card transaction cost. The fixed monthly/annual costs are independent of the number of transactions that are processed and must be paid, even if no credit card transactions are processed during the month. Transaction-related costs are only assessed when there is a credit card transaction and vary by type of card, amount of the transaction and other factors. Adding or removing locations will have no impact on the fees paid for credit card transaction processing.

### **Monthly/Annual Fixed Service Costs:**

There are two factors which comprise the monthly/annual fixed costs. Those include the service and regulatory fees, and the annual reporting fee.

***Service and Regulatory Fees:*** \$420 Annual for each Jurisdiction (Merchant ID)

This is the cost associated with keeping a library's account open with Heartland, allowing the call service center to be properly staffed, maintaining the relationship with Sysnet, and maintaining the merchant protection program.

***Annual Reporting Fee:*** \$245 per Jurisdiction (Merchant ID)

Covers cost of required reporting for Government and regulatory agencies.

***Total Annual Fee Cost:*** \$665 (\$55.41 per month down from \$76.75 per month in 2022)

**Non-EMV Fee:** Since the last report, this additional fee type has been added. Transactions that do not use the chip to process payment are assessed as an additional 1% fee on the transaction amount. In addition, if more than 10% of the monthly transactions are not paid by chip, a flat fee of \$25 is charged. This fee has not been included in the Total Annual Fee Cost since this fee is dependent on the user and is not consistently applied.

These fixed service costs are by jurisdiction and are independent of the number of actual credit card terminals that take cards at the libraries. The monthly fixed service costs are subtracted from each library's monthly disbursement of credit card revenue.

**Transaction Related Charges**

Each card type (Visa, Mastercard, Discover) has a different fee structure. Fees can be either a flat fee per transaction, a percentage of the transaction amount, or a combination of both. The fee depends on the type of card (Credit or Debit card, pre-paid or non-prepaid, if it is a service station or retail-issued card, etc.). Actual transaction-related costs and its effect on net revenue can vary depending on the card type transaction amount, etc.

Flat Fees per transaction range from \$0.02 to \$0.25 per transaction. Percentage Fees range from 0% to 2.95% of the transaction amount. An individual credit card transaction may have both a Flat Fee and a Percentage Fee assessed.

**Self-Check/Print Release Credit Card Revenue and Fees for January-December 2024 Without Annual Maintenance**

Library	Revenue	Fees (Fixed and Transaction Related, Pro-Rated Annual Reporting Fee)	Net Revenue/Loss
BURLINGAME	\$7,212.83	(\$2,091.47)	\$5,121.36
DALY CITY	\$0.00	\$0	\$0
MENLO PARK	\$2,138.28	(\$1,196.96)	\$941.32
REDWOOD CITY	\$1,384.90	(\$1,229.72)	\$155.18
SAN BRUNO	\$1,968.90	(\$1610.79)	\$358.11
SAN MATEO COUNTY	\$767.01	(\$1,200.20)	(\$433.19)
SAN MATEO PUBLIC	\$17,170.63	(\$3,142.83)	\$14,027.80
SOUTH SAN FRANCISCO	\$8,796.40	(\$2,451.59)	\$6,344.81

*These values do not include monies collected through the Classic Web OPAC or Bibliocommons.*

**Maintenance Costs**

**Self-Check and Print Release Credit Card Terminals Annual Maintenance and Service Charges.**

*The Annual Hardware Maintenance costs include warranty costs, equipment rental fee, and payware portal services that allow communication between the self-checks/print release stations and the credit card processor.*

<b>Self-Check and Print Release Credit Card Terminals Annual Maintenance and Service Charges</b>		
<b>Library</b>	<b>Envisionware Credit Card Terminals. **\$583.44/Yr. Per Terminal</b>	<b>Total Annual Envisionware Credit Card Maint. And Service Charges</b>
BURLINGAME	7	\$4,084.08
DALY CITY	0	\$0
MENLO PARK *	0	\$0
REDWOOD CITY	8	\$4,667.52
SAN BRUNO	1	\$583.44
SAN MATEO COUNTY	16	\$9,335.04
SAN MATEO PUBLIC	5	\$2,917.20
SOUTH SAN FRANCISCO	6	\$3,500.64
<b>TOTAL</b>	<b>43</b>	<b>\$25,087.92</b>

*\*Bibliotheca no longer charges specific fees related to Credit Card Processing such as payware portal services, as such they do not have associated hardware maintenance costs.*

*\*\*Include credit card terminal rental fee and maintenance.*

**Self-Check/Print Release Credit Card Revenue and Fees for January – December 2024 with Maintenance and Service Charges (All-Inclusive Costs Chart)**

*This table shows credit card revenue after all Credit Card Fees and Annual Maintenance, and Service Fees have been applied. Negative value in parenthesis.*

<b>Library</b>	<b>Credit Card Revenue</b>	<b>Credit Card Fees</b>	<b>Subtotal</b>	<b>Jan-Dec 2024 Maintenance and Service Charges</b>	<b>Jan-Dec 2024 Grand Total</b>
BURLINGAME	\$7,212.83	(\$2,091.47)	\$5,121.36	(\$4,084.08)	\$1,037.28
DALY CITY	\$0.00	\$0	\$0	\$0	\$0
MENLO PARK	\$2138.28	(\$1,196.96)	\$941.32	\$0	\$941.32
REDWOOD CITY	\$1,384.90	(\$1,229.72)	\$155.18	(\$4667.52)	(\$4,512.34)
SAN BRUNO	\$1,968.90	(\$1610.79)	\$358.11	(\$586.44)	(\$228.33)
SAN MATEO COUNTY	\$767.01	(\$1,200.20)	(\$433.19)	(\$9,335.04)	(\$9,768.23)
SAN MATEO PUBLIC	\$17,170.63	(\$3,142.83)	\$14,027.80	(\$2,914.20)	\$11,110.60
SOUTH SAN FRANCISCO	\$8,796.40	(\$2,451.59)	\$6,344.81	(\$3,500.64)	\$2,844.17

**Number of Transactions by Transaction Amount**

As stated in the section above, the processing cost associated with a credit card transaction is a combination of fixed and transaction percentage charges. Fixed charges do not vary according to the amount of the transaction while the percentage-based charges do.

During the period of January 2024 to December 2024 there was a total of 11,196 credit/debit card transactions at the self-checks and print release stations. Below is a table showing numbers of transactions by amount for this period. During this period, 4,338 transactions under \$0.50 accounted for 38.75% of the total transactions and 2.92% of revenue, and approximately 54.19% of the transactions were under \$1 and accounted for only 6.20% of revenue.

<b>Credit/Debit Card Transactions by Amount for Jan-Dec 2024</b>				
<b>Individual Transaction Amount</b>	<b>Number of Transactions</b>	<b>Percentage of Total Transactions</b>	<b>Transaction Totals</b>	<b>Percentage Of Revenue</b>
0 to \$0.50	4,338	38.75%	\$1,148.13	2.92%
\$.51 to \$1.00	1,729	15.44%	\$1,291.45	3.28%
\$1.01 to \$5.00	3,453	30.84%	\$7,952.29	20.22%
\$5.01 to \$10.00	781	6.98%	\$5,783.93	14.71%
\$10.01 to \$15.00	301	2.69%	\$3,801.20	9.67%
\$15.01 to \$20.00	200	1.79%	\$3,597.15	9.15%
\$20.01 to \$25.00	132	1.18%	\$3,025.09	7.69%
\$25.01 to \$50.00	199	1.78%	\$6,649.23	16.91%
\$50.01 to \$100.00	44	.39%	\$2,889.17	7.35%
\$100.01 to \$250.00	17	.15%	\$2,434.71	6.19%
\$250.01 to \$500.00	2	.02%	750.90	1.91%

**Summary**

“No Late Fine” policies and expanded free printing have reduced credit card revenues for some libraries. Libraries with low or negative credit card revenue may opt to discontinue the support of credit card readers on self-check and/or print release stations and depend on fine payment through Bibliocommons.

The large number of low value credit card transactions also have a negative impact on revenue as Flat Fees transaction charges consume a larger percentage of revenue for low value transactions.

Libraries may be able to reduce the impact of credit card fees on revenue by doing the following:

- Set a minimum transaction amount for credit card payments on self-checks and print release stations. This will reduce the percentage of revenue lost to fees. For instance, 84.9% of the transactions are under \$5 but the credit card revenue accounts for only 25.39% of total revenue.
- Encourage patrons to use the chip or tapping for credit card payment instead of the magnetic strip to avoid the non-EMV transaction fee.
- Reduce the number of credit card enabled stations at each location where feasible and encourage patrons to pay fines via the OPAC or Bibliocommons.

Below is the Peninsula Library System’s eBook Collection Development Statement. The statement includes existing language which is in alignment with the requirements of the California Freedom to Read Act (AB 1825) but not verbatim from the Act. The act requires alignment with the following statements:

1. The collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Statements which align with the items above have been identified, and their superscript number refers to the statement in the Act it satisfies.

### **PLS EBOOK COLLECTION DEVELOPMENT STATEMENT**

PLS (Peninsula Library System) acknowledges that its member libraries have individual collection development policies. This statement is not intended to reflect or replace those individual local policies but rather is designed to serve the cooperative nature of the shared eBook collection. The PLS Consortium eBook collection reflects the diversity of its contributing communities<sup>1</sup> and strives to support an informed public<sup>2</sup>. As such, the collection represents diverse points of view and may include materials that some members of the public consider to be controversial in nature<sup>3</sup>. PLS provides free and equitable access<sup>2&4</sup> to the shared eBook collection to all users. PLS neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by PLS.

#### ***Material Selection***

Material selection is intended to respond to the recreational and lifelong learning needs of our library community<sup>3&4</sup>. This electronic collection is meant to supplement the physical collection of each of the libraries, not to replace it.

The PLS eBook collection primarily emphasizes:

- **Popular Materials:** Popular fiction and non-fiction in all formats and for all ages.
- **Lifelong Learning:** Provides a collection of enriching, accurate, and timely non-fiction across a variety of subject matter in all formats and for all ages.<sup>3&4</sup>

### **General Criteria**

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

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

### **De-selection Criteria**

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

### **Patron Requests**

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

### **Patron Donations**

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

### **Patron Requests for Reconsideration**

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

**Guidelines for Ad Hoc PLS Nomination Committee**

1. Officers in both the PLS Administrative Council and Executive Committee hold office over the course of a fiscal year.
2. Annually during the April Administrative Council meeting, an ad hoc nomination committee will be formed.
3. The nomination committee should be composed of 2-3 members of the Administrative Council.
4. The ad hoc nomination committee will be tasked with recommending the Chair and Vice Chair for the Administrative Council as well as the Executive Committee.
5. The ad hoc nomination committee will consult in advance with any director being proposed as a candidate to ensure their willingness and capacity to serve in that role.
6. The slate of recommendations will be brought to the June Administrative Council meeting as an action item to approve the officers for the following fiscal year.

**PLS Executive Committee**

Executive Committee Vice-Chair is Administrative Council Chair

<i>Fiscal Year</i>	<i>Chair</i>	<i>Vice-Chair</i>	<i>Past Chair</i>	<i>Member at Large</i>
2022/23	SMCL	SMP	SSF	SBL
2023/24	SBL	SMCL	SMP	RCL
2024/25	DCL	SBL	SMCL	BPL

**PLS Administrative Council**

Administrative Council Chair is Executive Committee Vice-Chair

<i>Fiscal Year</i>	<i>Chair</i>	<i>Vice-Chair</i>
2022/23	SMP	SMCL
2023/24	SMCL	SBL
2024/25	SBL	DCL



**To:** PLS Administrative Council  
**From:** Carol Frost, Executive Director  
**Subject:** PLS Representative for the PLP Executive Committee  
**Date:** April 3, 2025

The PLP Executive Committee is comprised of eight members, two representing each regional system: BALIS, MOBAC, PLS, and SVLS. Committee members serve two terms or two years each.

In FY 2025-26, Tim Wallace (San Bruno) will be serving the first year of his second term. Elnora Tayag (San Mateo County Community College District) will be cycling off of the Committee.

Anne-Marie Despain has agreed to serve on the PLP Executive Committee as the second PLS representative.

## Peninsula Library System

<b>Month</b>	<b>Standing Items</b>
All	PLAN Report and Update
All	System Chair Report
All	Administration Report
<b>Month</b>	<b>Annual Items</b>
February	CLA Day in the District
February	PLAN Preliminary Budget and Formula for FY 20XX-20XX
February	PLS Delivery Services Preliminary Budget and Formula for FY 20XX-20XX
February	Executive Director/PLP CEO Annual Review
February	Mid-Year Report from eBook Chair
April	Review and Approval of Summer Learning Budget
April	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
<b>Month</b>	<b>Additional Upcoming Items</b>