

PLS Executive Committee Agenda – Special Meeting

**May 23, 2025
1:00 p.m. via Zoom**

<https://us06web.zoom.us/j/85925298626?pwd=qaBugtiLYnQxibaQCa0C5xV0dQZUjZ.1>

Meeting ID: 859 2529 8626; Passcode: 323240

Call-in Option: 669 444 9171

Peninsula Library System Executive Committee

Chela Anderson, Daly City Public Library (Chair)

Brad McCulley, Burlingame Public Library

Tim Wallace, San Bruno Public Library (Vice Chair)

Anne Marie Despain, San Mateo County Libraries

- I. Approval of Consent Items (Action Item)** Anderson
 - A. Adoption of Agenda
 - B. Approval of May 1, 2025 Minutes Attachment 1, pg. 3
- II. Old Business**
 - A. Finance
 - 1) Review and Approval of the FY 2025-26 PLS/PLP Contract for Administrative and Fiscal Services **(Action Item)** Frost Attachment 2, pg. 5
 - 2) Review and Approval of the FY 2025-26 Budget and Recommendation to PLS Council **(Action Item)** Yon Attachment 3, pg. 7
- III. Reports**
 - A. Administration Frost
- IV. Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendaized pursuant to state law.)
- V. Agenda Building for Next Meeting on July 3, 2025**
- VI. Announcements**
- VII. Adjournment**

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

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

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

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

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

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

Meeting Locations

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

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

San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94006

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

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

PLS Executive Committee

May 1, 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

The meeting was called to order at 2:03 p.m. by Chair Anderson.

I. Approval of Consent Items

- A. Adoption of Agenda**
- B. Approval of March 6, 2025 Minutes**
- C. Fund Allocation for the PLS eBook Purchasing Chair for FY 2025-26**
- D. Approval of Second Amendment to the FY 2024-25 PLP/PLS Contract for Fiscal and Administrative Services**

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. Finance****1) Review of the FY 2025-26 PLS/PLP Contract for Administrative and Fiscal Services**

Frost informed the Committee that the proposed contract would need to be changed due to information learned about federal funding since the packet was released. Despain proposed holding a special meeting to approve a corrected version of the PLS/PLP contract. No action taken.

2) Review of the FY 2025-26 Budget and Recommendation to PLS Council

Yon provided an overview of the PLS budget, including changes to the previous proposed PLAN budget. Due to the FY 2025-26 PLS/PLP contract not being finalized, Frost asked that no action be taken on this item. She stated staff will adjust the budget in relation to the updated contract revenue and bring a revised version to the upcoming Special Meeting for review and approval. No action taken.

3) Acceptance of the PLS FY 2023-24 Audit and Recommend Acceptance to the PLS Council

Yon stated the FY 2023-24 audit shows a clean opinion. A motion was made, and passed unanimously, to accept the FY 2023-24 PLS Audit and recommend acceptance to the PLS Council. (M/S McCulley/Despain)

4) FY 2025-26 PLS Executive Committee Meeting Schedule

Anderson reviewed the FY 2025-26 schedule with the Committee. No changes were suggested.

III. Reports

A. Administration

No report.

IV. Public Comment

No public comments were made.

V. Agenda Building for the July 3, 2025 meeting

- Special Meeting proposed for May 23, 2025 to review revised versions of the FY 2025-26 PLS/PLP contract and the FY 2025-26 PLS Budget

VI. Announcements

No announcements.

VII. Adjournment

The meeting was adjourned at 2:30 p.m. by Chair Anderson.

To: PLS Executive Committee
From: Carol Frost
Subject: Review and Approval of FY 2025-26 PLP/PLS Contract for Administrative and Fiscal Services
Date: May 23, 2025

Background

The Pacific Library Partnership (PLP) contracts with the Peninsula Library System for fiscal and administrative oversight.

The draft proposed PLP/PLS contract varies significantly from prior contracts. PLP has been notified by the State Library that, as of their notification to us on April 25, 2025, that there would be no FY 2025-26 LSTA funds. PLP has, for the last many years, been a partner with the California State Library on several statewide LSTA grants, and for the last two years, has administered three LSTA grants.

The PLP/PLS contract has included staff time to administer these grants. The contract has been reduced by \$61,277 to reflect that loss of revenue of staff time for PLP.

The PLP/PLS Baseline Contract for FY 2025-26 would originally have been \$1,077,585, had there been LSTA funding. The revised contract, reflecting the loss of LSTA funding, is \$1,016,308.

Recommendation

This contract has been reviewed and approved by the PLP Executive Committee meeting on May 16, 2025.

It is recommended that the Executive Committee approve the FY2025-26 contract for \$1,016,308.

Should any information change, a contract amendment will be prepared to reflect that change.

PLP/PLS CONTRACT

July 1, 2025 to June 30, 2026 with Reduced Services

Scope of Services for PLP and NorthNet Systems

Administration, Operation & Accounting

Oversee the action plan to institute strategic directions

Coordinate and attend System Executive and Council Meetings

* Prepare and distribute System Executive and Council Meeting agenda packets & minutes

* Make arrangements for System Executive and Council Meetings

* Prepare and submit reports to System Executive and Council Meeting regarding system activities

Maintain systems member rosters and directories

Prepare, monitor, and report on CLSA activities, funding and reports in consultation with System Executive Committees

Represent and advocate for PLP and NLS regionally, statewide and nationally

Distribute legislative, State Library and federal/IMLS correspondence

Coordinate with member libraries for delivery needs

Pursue grant and other funding opportunities

Administer and evaluate system contracts

Explore cooperative purchasing opportunities with other systems or regions

Prepare and monitor systems budget in consultation with System Executive Committees

Prepare Professional Services and Contractual Services agreements

Invoice preparation, accounts receivable and payable

Systems acquisitions and invoice payments

Systems narrative and financial reporting (grant & non-grant)

Prepare annual IRS 1099 form for contractors

Coordinate systems annual Single Audit and Financial Statements

Prepare annual statements of LAIF interest earned, Statement of Economic Interest, etc.

Indirect costs contribute to overhead that enable the Peninsula Library System to manage the activities of the Pacific Library Partnership, including rent, utilities, equipment and services (e.g. photocopiers, phone systems, janitorial service, IT support).

	Revised FTE	Hourly Rate	Revised Amount	Original FTE	Original Amount
Chief Executive Officer	0.784	\$ 143.72	\$ 234,407	0.800	\$239,150
Assistant Director	0.863	\$ 120.83	\$ 217,011	0.875	\$219,911
Controller	0.584	\$ 120.61	\$ 146,541	0.600	\$150,521
Office Manager	0.615	\$ 76.04	\$ 97,331	0.625	\$98,852
Fiscal/Admin Services Specialist	0.453	\$ 76.04	\$ 71,630	0.463	\$73,150
Accounting Assistant II	0.394	\$ 50.24	\$ 41,193	0.719	\$75,109
Administrative Assistant	0.500	\$ 51.10	\$ 53,144	0.500	\$53,144
Office Assistants	0.717	\$ 27.41	\$ 40,884	0.842	\$48,011
IT Director	0.050	\$ 114.18	\$ 11,875	0.050	\$11,875
TOTAL PLP & NLS Staffing Support Costs	4.96		\$ 914,016	5.47	\$969,723
<i>(Time included for administering PLP and NorthNet)</i>					
Adobe Acrobat Licenses		\$	500		\$ 500
Records Storage Rental		\$	4,000		\$ 4,000
Director & Assistant Director pro-rated auto allowance		\$	5,400		\$ 5,400
Total PLP & NLS Staffing Support & Auto Allow. Costs		\$	923,916		\$979,623
10% Overhead		\$	92,392		97,962
Total PLS/PLP BASELINE CONTRACT		\$	1,016,308		\$1,077,585

FY 24-25 PLP/PLS Contract	Amount
Admin Staffing Cost	\$ 938,796
PLS Director & Asst Auto Allowance	\$ 5,400
10% Overhead	\$ 94,420
Total	\$ 1,038,616
Contract Amendments	\$ 28,730
TOTAL CONTRACT	\$ 1,067,345

To: PLS Executive Committee
From: Andrew Yon
Subject: Review of the FY 2025-26 Budget and Recommendation to PLS Council
Date: May 23, 2025

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

DELIVERY BUDGET

At the February PLS Administrative Council meeting, the Council reviewed the Delivery budget for FY 2025-26. Two minor changes include a slightly higher amount for vehicle repairs, based on current budget needs, and the inclusion of Professional Liability insurance (which was previously included in the Administration budget). As noted previously, the budget includes the use of \$65,000 from the Vehicle Replacement Reserve for a new truck, and local contributions of \$55,000 for the Central AMH Replacement Reserve.

PLAN CENTRAL AND LOCAL BUDGET

Since the PLAN budget was presented at the February PLS Administrative Council meeting, the only update to the PLAN Central Budget is the inclusion of Professional Liability insurance (which was previously included in the Administration budget). As noted previously, the budget includes the use of \$108,500 from the PLAN Reserves to replace the Firewall and ITiva servers.

The following changed items should be noted for the PLAN Local Budget:

- The OverDrive eMagazine three-year subscription has been negotiated, with a 15% discount for a multi-year commitment. The cost is \$38,250/year, from \$35,000/year.
- Another 3-year extension for EBSCO Databases was secured at the same price as previous years, at \$112,350/year.
- Prior budgets included bundled costs for self-checks and RFID maintenance. This budget includes more detailed costs related to AMH warranties, Envisionware and Bibliotheca. As is always the case, libraries are only invoiced for what their actual costs are from the vendors.

ADMINISTRATION BUDGET

A large portion of the revenue for the Administration Budget is derived from the contract with the Pacific Library Partnership (PLP) for fiscal and administrative oversight. Over the last several months, the Trump Administration has made significant changes to the Institute of Museum and Library Services (IMLS) funding. IMLS funding to California includes the Grants to States program, which is the Library Services and Technology Act (LSTA funds). In FY 2024-25, the California State Library received nearly \$16 million in LSTA funds. In 2023, PLP was awarded a five-year partnership with the State Library for three statewide LSTA grants, dependent upon funding. In FY 2024-25, PLP administered nearly \$2 million of those funds through collaboration partnerships with the State Library for statewide grant programs.

The PLP/PLS contract in the past has included revenue for PLS for staff time to perform the work of these grants.

On April 25, 2025, PLP received notification from the California State Library that no LSTA funding would be available for FY 2025-26. The State Library has committed to fully completing the work of the FY 2024-25 grants through their end date of September 2025, and PLP has received the funds in full.

The PLP budget includes LSTA funds to cover the Q4 LSTA grant work through September 2025. The PLP/PLS contract for FY 2025-26 includes this staff time, but has been reduced by \$61,279, to reflect the loss of revenue from staff time for the other 3 quarters in FY 2025-26.

The PLS Administration Budget includes accounting staff, office staff, and administration staff. To address the loss of revenue and associated less staff time required for the grants, the PLS Administration budget includes a number of furloughed days for all the managers, including the Executive Director, Controller, and Assistant Director, as well as a reduction in staff hours for several employees. These cuts will be implemented October 1, 2025 after the completion of grant work.

- The FY 2025-26 PLS/PLP Contract for baseline work has been reduced to \$1,016,308 and includes work for Q1 2025 related to LSTA grants for the State Library.
- Revenue from LAIF account is estimated to increase to \$180,800 as a result of increased LAIF interest rates.
- The 6% administrative fees from the PLAN and Delivery budgets are shown as revenue, to make the use of them more transparent in this budget.
- Salaries and Hourly employees budget lines include a 3% COLA adjustment to align with City of San Mateo's minimum wage annual increase.
- Overall salaries have been reduced by approximately \$61,000 to reflect the loss of grant-related activities. This is being achieved through staff furloughs and reduction in staff time, effective October 1, 2025.
- Per the April 2025 PLS Administrative Council approval, a total of \$43,000 is allocated for Youth Services Work Group shared programming. \$15,000 has been allocated for PLCAF, \$15,000 for YANovCon, and \$5,000 for Children Summer Reading graphic design. \$8,000 is being rolled over from FY 2024-25 for \$1,000 scholarships which were approved in this fiscal year, but which will pay out in November 2025. It should be noted that these program funds are not charged back to libraries but are included in the use of fund balance to maintain these programs. Commencing in FY 2026-27, they will be moved to a separate budget and Council will confirm if participating libraries will be charged back or funded in a different manner.
- The cost for Professional Liability insurance will be spread between the Administration, PLAN and Delivery budgets.
- The budget reflects the use of \$117,840 of Fund Balance.

Should additional opportunities for grant funding or LSTA grant partnerships with the State Library become available, a modification of the contract would be needed to restore staff time.

As noted at the April PLS Council meeting, commencing in FY 2026-27, it is recommended that the Youth Programming costs move out of the Administration budget, as they do not have a direct revenue stream. This will lower the use of Fund Balance.

If the contract between PLP and PLS does not increase due to grant activity, the contract will be less in FY 2026-27.

SYSTEM BUILDING BUDGET

- The \$245,500 rental revenue is based on current leased spaces and one office vacancy on the 2nd floor, which is expected to be difficult to lease as a result of the current leasing market.
- Building Improvement includes a portion of the HVAC Phase 2 Project to replace an HVAC unit and update a ground floor vacant suite with a restroom and new flooring. The previous tenant had vacated the space in April and had leased the space for over 30 years. The space is need of renovation to enhance its functionality and presentation.
- The annual Building Reserve contribution of \$6,500 has been deferred due to the building budget shortfall.
- Should PLS be able to rent out the remaining vacant space sooner, additional revenue may occur that can be applied to this shortfall.

USE OF FUND BALANCE AND RESERVES POLICY

In the proposed FY 2025/26 budget, the following Reserves have been designated:

\$10,000 Delivery Reserve
\$40,000 Vehicle Replacement Reserve
\$55,000 Central AMH Replacement Reserve
\$30,000 PLAN Reserve
\$0 System Building Reserve
Total Reserve Contributions: \$ 135,000

The Operating Reserve balance is \$574,596.

RECOMMENDATION

It is recommended that the PLS Executive Committee approve the PLS budget and recommend to the PLS Administrative Council the adoption of the FY 2025-26 budget.

FY 2025-26				Revised 4/23/25			
PROPOSED PLS ALL FEES							
	BPL	BPL	BPL		DCPL	DCPL	DCPL
	25/26	24/25	23/24		25/26	24/25	23/24
JPA Fees (Pay to PLP)	\$16,641	\$15,641	\$15,641		\$11,641	\$11,641	\$11,641
DELIVERY	\$109,185	\$91,193	\$73,354		\$107,088	\$88,970	\$67,918
PLAN CENTRAL	\$134,616	\$127,217	\$117,109		\$90,742	\$85,856	\$83,014
Total PLS Fees	\$260,441	\$234,050	\$206,103		\$209,471	\$186,467	\$162,573
PLAN LOCAL - Cost Recovery							
(-) RFID Maint (SelfChks+ AMH+Other Eqp)		\$10,398	\$27,913			\$21,274	\$23,247
(+) Bibliotheca Maint. (SelfChks+other equipment)	\$3,994				\$21,539		
(+) Envisionware Maint. (SelfChks+other equipment)	\$10,749	\$6,778	\$6,455		\$8,169	\$10,580	\$10,076
(+) AMH Lyngsoe Maint.	\$13,274						
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	\$2,022	\$2,044	\$2,031		\$1,363	\$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	\$3,352	\$3,153	\$3,089		\$2,259	\$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	\$135,664	\$123,328	\$130,333		\$100,669	\$104,377	\$108,218
Grand Total	\$396,105	\$357,378	\$336,436		\$310,140	\$290,844	\$270,792
Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local							
	MPL	MPL	MPL		RCL	RCL	RCL
	25/26	24/25	23/24		25/26	24/25	23/24
JPA Fees (Pay to PLP)	\$10,641	\$9,641	\$9,641		\$25,641	\$19,641	\$19,641
DELIVERY	\$63,298	\$59,941	\$50,379		\$131,748	\$111,615	\$91,432
PLAN CENTRAL	\$101,127	\$96,947	\$90,528		\$169,995	\$166,087	\$162,655
Total PLS Fees	\$175,065	\$166,529	\$150,548		\$327,384	\$297,342	\$273,728
PLAN LOCAL - Cost Recovery							
(-) RFID Maint (SelfChks+ AMH+Other Eqp)		\$24,154	\$28,789			\$37,131	\$46,201
(+) Bibliotheca Maint. (SelfChks+other equipment)	\$ 50,856						
(+) Envisionware Maint. (SelfChks+other equipment)	\$1,983	\$5,565	\$5,300		\$19,548	\$14,412	\$13,726
(+) AMH Lyngsoe Maint.							
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	\$1,519	\$1,558	\$1,570		\$2,553	\$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	\$2,518	\$2,403	\$2,388		\$4,233	\$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	\$147,236	\$124,665	\$125,915		\$149,160	\$183,893	\$192,220
Grand Total	\$322,301	\$291,193	\$276,463		\$476,544	\$481,235	\$465,948
Grand Total = JPA fees+Delivery+PLAN Central+PLAN Local							

FY 2025-26				Revised 4/23/25			
PROPOSED PLS ALL FEES							
	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	\$47,409	\$37,622	\$32,084		\$157,120	\$128,956	\$102,738
PLAN CENTRAL	\$62,443	\$53,909	\$49,663		\$193,836	\$179,877	\$180,689
Total PLS Fees	\$119,492	\$101,173	\$91,387		\$368,597	\$326,474	\$301,069
PLAN LOCAL - Cost Recovery							
(-) RFID Maint (SelfChks+ AMH+Other Eqp)		\$6,161	\$6,870			\$65,965	\$65,462
(+) Bibliotheca Maint. (SelfChks+other equipment)					\$28,853		
(+) Envisionware Maint. (SelfChks+other equipment)	\$6,800	\$5,098	\$4,855		\$11,467	\$15,735	\$14,986
(+) AMH Lyngsoe Maint.					\$35,108		
Domain Controller/Additional servers	\$400	\$400	\$400		\$400	\$400	\$400
CENIC 1 G with E-rate discount	\$1,234	\$1,925	\$1,704		\$3,695	\$5,774	\$5,082
Authority Control Maint. Charge	\$541	\$497	\$408		\$1,680	\$1,660	\$1,485
BiblioCommons (fine + language)	\$4,276	\$3,930	\$3,713		\$13,275	\$13,114	\$13,510
Innovative Mobile App	\$1,827	\$1,615			\$5,671	\$5,387	
DeepFreeze	\$462	\$325	\$325		\$3,936	\$4,059	\$4,059
Innovative Modules (floating collections, Link+)							
TeamViewer	\$156	\$125	\$122		\$485	\$416	\$445
eResources							
Content Café Ebsco	\$938	\$866	\$861		\$2,912	\$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	\$1,555	\$1,336	\$1,310		\$4,826	\$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	\$53,781	\$53,866	\$57,733		\$222,793	\$225,255	\$237,804
Grand Total	\$173,273	\$155,038	\$149,120		\$591,389	\$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		\$18,641	\$16,641	\$16,641
DELIVERY	\$503,969	\$423,967	\$353,341		\$76,944	\$63,418	\$53,651
PLAN CENTRAL	\$658,141	\$620,638	\$574,848		\$135,324	\$121,873	\$106,148
Total PLS Fees	\$1,197,751	\$1,080,246	\$963,830		\$230,909	\$201,932	\$176,440
PLAN LOCAL - Cost Recovery							
(-) RFID Maint (SelfChks+ AMH+Other Eqp)		\$106,570	\$116,577			\$18,881	\$34,363
(+) Bibliotheca Maint. (SelfChks+other equipment)					\$3,523		
(+) Envisionware Maint. (SelfChks+other equipment)	\$46,910	\$53,264	\$50,728		\$16,669	\$9,975	\$9,500
(+) AMH Lyngsoe Maint.	\$62,462						
Domain Controller/Additional servers	\$1,400	\$1,400	\$1,400				
CENIC 1 G with E-rate discount	\$17,293	\$26,944	\$23,521		\$2,467	\$3,849	\$3,408
Authority Control Maint. Charge	\$5,705	\$5,727	\$4,725		\$1,173	\$1,125	\$872
BiblioCommons (fine + language)	\$45,072	\$45,249	\$42,980		\$9,267	\$8,885	\$7,936
Innovative Mobile App	\$19,256	\$18,588	\$23,370		\$3,959	\$3,650	
DeepFreeze	\$12,120	\$13,320	\$13,320		\$765	\$734	\$734
Innovative Modules (floating collections, Link+)	\$32,382	\$33,130	\$31,939				
TeamViewer	\$1,648	\$1,436	\$1,415		\$339	\$282	\$261
eResources							
Content Café Ebsco	\$9,886	\$9,973	\$9,972		\$2,033	\$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	\$16,387	\$15,383	\$15,165		\$3,369	\$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	\$645,653	\$694,635	\$685,278		\$119,569	\$122,692	\$128,633
Grand Total	\$1,843,404	\$1,774,881	\$1,649,108		\$350,478	\$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		\$149,128	\$139,128	\$139,128
DELIVERY	\$15,975	\$15,600	\$15,000		\$1,212,736	\$1,021,281	\$839,897
PLAN CENTRAL	\$20,351	\$19,874	\$19,110		\$1,566,574	\$1,472,278	\$1,383,763
Total PLS Fees	\$39,326	\$38,474	\$37,110		\$2,928,438	\$2,632,688	\$2,362,788
PLAN LOCAL - Cost Recovery							
(-) RFID Maint (SelfChks+ AMH+Other Eqp)						\$290,535	\$349,420
(+) Bibliotheca Maint. (SelfChks+other equipment)					\$108,764		
(+) Envisionware Maint. (SelfChks+other equipment)					\$122,295	\$121,407	\$115,626
(+) AMH Lyngsoe Maint.					\$110,844		
Domain Controller/Additional servers					\$3,800	\$3,800	\$3,800
CENIC 1 G with E-rate discount					\$38,247	\$59,664	\$52,397
Authority Control Maint. Charge					\$13,403	\$13,403	\$11,216
BiblioCommons (fine + language)					\$105,891	\$105,891	\$102,031
Innovative Mobile App					\$45,240	\$43,500	\$23,370
DeepFreeze					\$30,592	\$31,486	\$31,486
Innovative Modules (floating collections, Link+)					\$50,409	\$51,156	\$49,272
TeamViewer					\$3,871	\$3,360	\$3,360
eResources							
Content Café Ebsco					\$23,225	\$23,340	\$23,672
Data Axle	\$884	\$884	\$858		\$13,500	\$13,500	\$13,500
EBSCO					\$112,350	\$112,350	\$112,350
eMagazine					\$38,500	\$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		\$1,577,175	\$1,635,635	\$1,668,993
Grand Total	\$41,978	\$41,401	\$39,968		\$4,505,613	\$4,268,323	\$4,031,781
Grand Total = JPA Fees+Delivery+PLAN Central+PLAN Local Costs							

FY 2025-26 PLS PROPOSED BUDGET SUMMARY						
	(919)	(917)	(951)	(952)	(956)	
	Admin	Delivery	PLAN Central	Local	Building	TOTAL
Revenue						
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Other Agencies	\$1,016,308	\$93,080				\$1,109,388
PLAN Shared Cost			\$1,566,574			\$1,566,574
PLAN Cost Recovery			\$8,510			\$8,510
PLAN Reimbursable Cost				\$1,577,175		\$1,577,175
Delivery Shared cost		\$1,196,761				\$1,196,761
Interest Income	\$180,800					\$180,800
Rental Income					\$245,500	\$245,500
Administrative Fees	\$191,891					\$191,891
Use of Delivery and Reserves		\$65,000	\$108,500			\$173,500
Roll-over of Prior Year Funds	\$8,000					\$8,000
Use of Fund Balance	\$103,671				\$76,403	\$180,074
Total Revenue	\$1,500,670	\$1,354,840	\$1,683,584	\$1,577,175	\$321,903	\$6,438,172
Salaries & Benefits	\$1,389,028	\$978,918	\$881,563	\$0	\$0	\$3,249,509
Expenditure						
Advertisement	\$582	\$680	\$680	\$0	\$0	\$1,942
Worker's Comp for Contractor						\$0
Communications	\$200	\$3,300	\$21,660		\$3,900	\$29,060
Rent		\$16,740	\$25,000			\$41,740
Equipment Maint		\$14,940	\$166,200			\$181,140
Printing	\$7,000	\$1,200				\$8,200
Professional Services			\$40,000			\$40,000
Contractual Services	\$25,775		\$55,000		\$33,500	\$114,275
Office Expense	\$2,250	\$500	\$900			\$3,650
Utilities					\$26,000	\$26,000
Special Departmental	\$43,000					\$43,000
Postage		\$0	\$58,000			\$58,000
Vehicle Operating Expense		\$55,960				\$55,960
Repair & Maintenance					\$18,000	\$18,000
Misc Supplies	\$1,400	\$2,000	\$3,000		\$1,800	\$8,200
General Insurance	\$1,350	\$32,980	\$12,566		\$9,000	\$55,896
Membership Fees/Dues	\$1,210		\$300			\$1,510
Travel & Meetings	\$300	\$50	\$9,000			\$9,350
Education & Training	\$1,100	\$1,099	\$12,000			\$14,199
Subscriptions			\$1,266			\$1,266
Software License Fees	\$85		\$131,100			\$131,185
Service Fees	\$12,050	\$350	\$1,200			\$13,600
Network Support & Maint			\$128,600			\$128,600
Vehicle Replacement Reserve		\$40,000				\$40,000
Central AMH Replacement Res.		\$55,000				\$55,000
Computer Equipment	\$7,425	\$0	\$11,950			\$19,375
Vehicle Replacement Acquisition		\$65,000				\$65,000
Reimbursable Library Expenses				\$1,577,175		\$1,577,175
Property Taxes					\$2,600	\$2,600
Building Improvements					\$113,500	\$113,500
Building Principal					\$88,575	\$88,575
Building Interest					\$25,028	\$25,028
Total Expenditure	\$1,492,755	\$1,268,717	\$1,559,985	\$1,577,175	\$321,903	\$6,220,535
Administrative Fee		\$76,123	\$93,599	\$0	\$0	\$169,722
Reserves Contribution		\$10,000	\$30,000	\$0	\$0	\$40,000
TOTAL	\$1,492,755	\$1,354,840	\$1,683,584	\$1,577,175	\$321,903	\$6,430,257
	Fund Balance	FY 24/25	FY25/26		Reserves	FY25/26
Beginning Fund Balance		\$2,383,928	\$1,888,498		Building Reserve	\$6,500
Change (+/-)		(\$495,430)	(\$180,074)		PLAN Reserve	\$323,934
Estimated Ending Fund Balance		\$1,888,498	\$1,708,424		Delivery Reserve	\$48,532
					Central AMH Reserve	\$55,000
					Vehicle Replacement Reserve	\$89,414
					(Restricted) Operating Reserve	\$574,596
			P 13		Total Reserves	\$1,097,976

PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed Administration Budget

ADMINISTRATION (919)

		Adopted 24/25	Proposed 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3601	Other Agencies	\$1,038,616	\$1,016,308	PLP/PLS contract (LSTA Funding Reduction)
3510	Interest Income	135,000	180,800	Investment Interest (LAIF)
3665	Administrative Fees	0	191,891	Delivery \$74,964 and PLAN \$116,927
3668	Federal Grants	0	0	
3000	Budget Fund Balance	0	8,000	Roll-over Scholarship Funds
3000	Budget Fund Balance	337,577	95,671	Use of Fund Balance
Total Revenue		\$1,511,193	\$1,492,670	(1.23%)

Expenditures

Salaries & Benefits

Total FTE= 8.23, Incl. 3% COLA and EE Merit Increases

4100	Auto Allowance	\$600	\$6,000	Dir. & Asst. Dir. Mileage Allowance
4101	Salaries	1,034,583	1,010,715	Coded FTE=7.48
4115	Hourly/On-Call Employees	43,270	38,619	Non-Coded FTE=0.75 FTE Hourly Staff: Office Assistants
4102	Dental	4,223	7,017	
4103	Pension	80,839	82,214	
4104	Deferred Comp	175,834	182,323	
4105	Health	23,758	26,710	
4106	Workers' Comp	11,145	6,975	
4107	Medicare	15,629	15,895	
4109	Life Insurance	1,379	1,379	
4108	Unemployment Insurance	10,994	11,181	
Subtotal Salaries & Benefits		\$1,402,254	\$1,389,028	(0.94%)

OPERATION

4211	Advertisement	\$1,164	\$582	Job Postings
4212	Communications	1,220	200	Zoom
4218	Printing	7,500	7,000	Copier Cost Per Copy Lease; PLS Bookmarks (\$4K)
4220	Contractual Services	27,798	25,775	Audit(\$11K); PLS Storage (\$12,275); Consultants (\$2.5K)
4230	Office Expense	1,150	2,250	Office Supplies (paper, pens, toners, etc); Checks Order (\$500)
4234	Special Departmental	49,200	43,000	Special Projects - PLCAF (\$15K); YANovCon (\$15K); Children Summer Reading Graphics (\$5K); FY 24-25 scholarship rollover (\$8K)
4250	Misc Supplies	1,200	1,400	Misc Supplies; Labor Law poster
4301	General Insurance	1,400	1,350	Professional Liability Insurance (\$1K); Business Property (\$350)
4302	Membership Fees	1,000	1,210	CA Chamber of Commerce \$700; Costco \$120; Amazon \$180
4303	Travel & Meeting	300	300	
4304	Education & Training	1,072	1,100	Target Solutions - Staff Mandatory Trainings
4310	Software License Fee	85	0	Doodle Subscription
4373	Service Fees	12,550	12,050	Health Ins.(\$550); ADP P/R (\$7K); Pension(\$3K); Bank (\$1.5K)
4567	Computer Equipment	3,300	7,425	Staff PC Replacement
Subtotal		\$108,939	\$103,642	

Total Expenditure **\$1,511,193** **\$1,492,670** **(1.23%)**

FY 2024-25 PLP/PLS Contract

Baseline Contract	\$1,038,616
Contract Amendment(s)	\$22,388
Total PLP/PLS Baseline Contract	\$1,061,004

**PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed Budget**

5-Day Plus Saturday Delivery Budget

DELIVERY (917)

	<u>Adopted</u>	<u>Proposed</u>	
	<u>FY 24/25</u>	<u>FY 25/26</u>	<u>Note</u>
<u>GL Acct</u>			
<u>Revenue</u>			
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	1,131,129	Members Shared Cost (Includes 6% Administrative Fees)
3650 Delivery Shared Cost	57,524	65,632	Members Shared Cost (BPL, DCPL, MPL, RCPL & SMCL Saturday Delivery)
3000 Budget Fund Balance	0	65,000	Vehicle Replacement Reserve Funds
Total Revenue	\$1,117,138	\$1,354,840	21.28%

Expenditure

	<u>SALARIES & BENEFITS</u>		<u>Total FTE= 7.55, Incl. 3% COLA and EE Merit Increases</u>
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	55,960	Fuel \$35,000 and maint. & repairs \$20,000; GPS/Vehicle Tracking System (\$960)
4250 Misc Supplies	2,000	2,000	Bin replacements, cleaning and other misc supplies
4301 General Insurance	24,990	32,980	Auto Insurance for 4 delivery vehicles and Professional Liability Insurance
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 computer replacement in FY 2025-26
4586 Vehicle Acquisition	0	65,000	New Replacement Truck
Subtotal	\$170,694	\$289,799	69.78%

Total Salaries & Benefits and Operation \$ **1,044,470** \$ **1,268,717** **21.47%**

6% Administrative Fee \$ **62,668** \$ **76,123**

Delivery Reserve \$ **10,000** \$ **10,000**

Total \$ **1,117,138** \$ **1,354,840** **21.28%**

	<u>FY24/25</u>	<u>FY25/26</u>	
Delivery Reserve Balance	\$38,532	\$48,532	25.95%

Vehicle Replacement Reserve	\$114,414	\$89,414	(21.85%)
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Central AMH Replacement Reserve	\$0	\$55,000	100.00%
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FY 25-26 PLS Delivery Formula

SMCCD BASE FEE	\$15,975
PUBLIC LIBRARY 5-DAY SHARED COST	\$1,131,129
PUBLIC LIBRARY SATURDAY SHARED COST	\$65,632
TOTAL	\$1,212,736

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	<u>5-Day</u> DELIVERY FY 2025-26	<u>Saturday</u> AMOUNT BASE # OF STOPS	<u>Saturday</u> AMOUNT BASE ON USAGE	<u>Saturday</u> DELIVERY FY 2025-26	TOTAL DELIVERY COST FY 2025-26	FY2024-25 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	\$19,638	\$81,303	\$100,940	\$1,641	\$6,604	\$8,245	\$109,185	\$91,620	\$17,565
DCL*	\$37,312	\$67,331	\$104,642	\$820	\$1,626	\$2,446	\$107,088	\$89,422	\$17,666
MPL	\$9,819	\$48,087	\$57,905	\$820	\$4,572	\$5,392	\$63,298	\$60,223	\$3,075
RCL	\$29,456	\$92,414	\$121,871	\$2,461	\$7,417	\$9,878	\$131,748	\$112,148	\$19,600
SBL	\$9,819	\$37,590	\$47,409	\$0	\$0	\$0	\$47,409	\$37,817	\$9,592
SMCO	\$127,645	\$336,653	\$464,298	\$10,665	\$29,006	\$39,671	\$503,969	\$425,988	\$77,981
SMPL	\$29,456	\$127,663	\$157,120	\$0	\$0	\$0	\$157,120	\$129,623	\$27,497
SSF	\$19,638	\$57,307	\$76,944	\$0	\$0	\$0	\$76,944	\$63,746	\$13,198
SMCCCD**			\$15,975				\$15,975	\$15,600	\$375
Total	\$282,782	\$848,346	\$1,147,104	\$16,408	\$49,224	\$65,632	\$1,212,736	\$1,026,187	\$186,549

*DCL Saturday delivery only for Westlake

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

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

PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed PLAN Budget

PLAN Central (951)

		Adopted FY 24/25	Proposed FY 25/26	Note
<u>Revenues</u>				
3660	PLAN Shared Cost	\$ 1,472,278	\$ 1,566,574	Members Shared Cost (Includes 6% Administrative Fees)
3682	PLAN Recovery Cost	5,950	8,510	PLP VOIP (\$2,560); Special Projects
3732	Ecommerce Pass-Through Revenue			Pass-Thru Ecommerce revenue to PLS Libraries
3000	Budget Fund Balance	39,105		FY24-25 Unspent Cybersecurity Mitigation Project Funds
3000	Budget Fund Balance	55,000	108,500	Use of PLAN Reserve - Firewall and ITiva Server Replacements
	Total Revenues	\$1,572,333	\$ 1,683,584	7.08%
<u>Expenditures</u>				
<u>SALARIES & BENEFITS</u>				
				<u>Total FTE= 5.0, Incl. 3% COLA and EE Merit Increases</u>
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%
<u>OPERATIONS</u>				
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/Supl	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	12,566	Equipment Property, Professional, 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	\$ 678,422	10.29%
	Total Expenditure	\$ 1,434,729	\$ 1,559,985	8.73%
	6% Administrative Fee	\$ 107,605	\$ 93,599	
	PLAN Reserve	\$ 30,000	\$ 30,000	
	Total	\$ 1,572,334	\$ 1,683,584	7.08%
		FY 24/25	FY 25/26	
	PLAN Reserves Balance	\$348,934	\$270,434	(22.50%)

Peninsula Library System

FY 2025-26

PLAN Formula Schedule

PLAN Formula (Approved 2/7/2013)	FY 25/26
PLAN Shared Costs	\$1,566,574
*Revised SMCCCD Base Fee	\$20,351
10% Base Fee (PLAN shared cost -SMCCCD Flat Fee)	\$154,622
50% Resident Circulation	\$695,800
50% Technology	\$695,800
Total	\$1,566,574

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
\$20,351

FY24/25 Base Fee
\$19,874

	10% Base Fee =	\$154,622	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	\$	19,328	\$	45,165	8.59%	\$ 134,616	8.46%	\$ 117,109
DCPL	\$	19,328	\$	39,471	5.79%	\$ 90,742	6.00%	\$ 83,014
MPL	\$	19,328	\$	27,884	6.46%	\$ 101,127	6.54%	\$ 90,528
RCPL	\$	19,328	\$	72,802	10.85%	\$ 169,995	11.75%	\$ 162,655
SBPL	\$	19,328	\$	18,478	3.99%	\$ 62,443	3.59%	\$ 49,663
SMCO	\$	19,328	\$	328,298	42.01%	\$ 658,141	41.54%	\$ 574,848
SMPL	\$	19,328	\$	89,949	12.37%	\$ 193,836	13.06%	\$ 180,689
SSFPL	\$	19,328	\$	73,752	8.64%	\$ 135,324	7.67%	\$ 106,148
SMCCCD	\$	20,351	\$	-	1.30%	\$ 20,351	1.38%	\$ 19,110
Total	\$	174,973	\$	695,800	100.00%	\$ 1,566,574	100.00%	\$ 1,383,763

*2.4% CPI Adjustment (November 2024 BLS)

PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed PLAN LOCAL Budget

PLAN LOCAL (952)

		Adopted	Proposed	
		FY 24/25	FY 25/26	Note
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<u>GL Acct</u>	<u>Revenue</u>			
3674	Reimbursable Costs	\$1,615,635	\$1,577,175	
	Total Revenues	\$1,615,635	\$1,577,175	7.76%
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	<u>Expenditure</u>			
4445	Reimbursable Library Expense	\$1,615,635	\$1,577,175	
	Total Expenditure	\$1,615,635	\$1,577,175	7.76%
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**PENINSULA LIBRARY SYSTEM
FY2025-26 Proposed Building Budget**

SYSTEM BUILDING (956)

		Adopted 24/25	Proposed 25/26	Note
<u>GL Acct</u>	<u>Revenue</u>			
3800	Rental Income	\$220,800	\$245,500	<i>Annual Rental Income</i>
3000	Budget Fund Balance	64,768	76,403	<i>Use of Fund Balance- HVAC Replc. and Space Renovation</i>
	Total Revenue	\$285,568	\$321,903	12.72%
	<u>Expenditure</u>			
4212	Communication	\$ 3,165	\$ 3,900	<i>Elevator Emerg. Phone (\$1.1K); Fire alarm monitoring \$2.8K</i>
4220	Contractual services	33,500	33,500	<i>Gardening & Tree Trimming Services (\$3K), Janitorial (\$10K), Pest Control (\$300); Leasing Agent Comm (\$18K)</i>
4231	Utilities	24,000	26,000	<i>PG&E, Garbage, and Water</i>
4244	Repair & Maintenance	20,000	18,000	<i>Elevator service (\$2.5K); HVAC (\$5.5K); Repairs & Other (\$10K)</i>
4250	Misc Supplies	2,000	1,800	<i>Building supplies (Janitorial supplies, LED bulbs, etc)</i>
4301	General Insurance	7,000	9,000	<i>Fire and Property Insurance</i>
4442	Property Taxes	2,300	2,600	<i>Building Property Taxes</i>
4591	Building Improvement	80,000	113,500	<i>HVAC Replc. (\$43K); Restroom Upgrade (\$48.5K); New Flooring & Interior Painting (\$22K)</i>
4603	Building Principal	83,928	88,575	<i>Mortgage Principal</i>
4604	Building Interest	29,675	25,028	<i>Mortgage Interest</i>
	Total Expenditure	\$285,568	\$ 321,903	12.72%
Building Maintenance & Repair Reserve		\$0	\$0	<i>Annual Building Reserve</i>
	Total	\$285,568	\$321,903	12.72%
		FY 24/25	FY 25/26	
<u>Building Reserves Balance</u>	\$	6,500	\$ 6,500	