

PLS Executive Committee Agenda

September 11, 2024

2:00 p.m. via Zoom

<https://us06web.zoom.us/j/89803480601?pwd=Vus0Lf2GHYnnnwxBg268OehoyCubbS.1>

Meeting ID: 898 0348 0601; Passcode: 116395

Call-in Option: 669 444 9171 US

Peninsula Library System Executive Committee

Brad McCulley, Burlingame Public Library (Chair)

Chela Anderson, Daly City Public Library (Vice Chair)

Derek Wolfgram, Redwood City Public Library

Rukshana Singh, San Mateo Public Library

- I. Approval of Consent Items (Action Item)** McCulley
- A. Adoption of Agenda
 - B. Approval of May 23, 2025 Minutes Attachment 1, pg. 3
- II. New Business**
- A. Review of Broadband Grant Awards Frost Attachment 2, pg. 5
 - B. Update on PLS Budget and Grant Work Frost Attachment 3, pg. 6
 - C. FY 2025-26 Measure K District Frost
Discretionary Grant Update (Standing Item)
- III. Reports**
- A. Administration Frost
- IV. Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to state law.)
- V. Agenda Building**
- FY 2025-26 PLS/PLP Contract Amendment
 - Revised FY 2025-26 PLS Administration Budget
 - Update from Ad Hoc Committee for PLS Delivery and PLAN Formulas
 - PLP CLSA Allocation to PLS Libraries for FY 2025-26 (November)
 - Review of Delivery and PLAN Formulas for SMCCCD (January)
 - PLS Delivery Preliminary Budget Formula for FY 2026-27 (January)
 - PLS PLAN Preliminary Budget and Formula for FY 2026-27 (January)

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

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

San Mateo Public Library, 55 West 3rd Avenue, San Mateo, CA 94402

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

PLS Executive Committee

May 23, 2025

1:00 p.m. via Zoom

MINUTES

Committee:

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

System Staff:

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

The meeting was called to order at 1:02 p.m. by Chair Anderson.

I. Approval of Consent Items**A. Adoption of Agenda****B. Approval of May 1, 2025 Minutes**

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

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

Frost reported the FY 2025-26 PLS/PLP contract had been reduced from \$1,077,585 to \$1,016,308 to account for the expected reduction of LSTA grant activities in FY 2025-26. She noted the PLP Executive Committee approved the contract on May 16, 2025. Frost stated the information about LSTA grants remains in flux and there is a possibility some grant work may occur throughout the year. She indicated a contract amendment would be made should that occur. A motion was passed, and unanimously approved, to approve the FY 2025-26 PLS/PLP contract for \$1,016,308.

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

Yon reviewed changes made to the Delivery and PLAN budgets. Frost noted California Collaborative Connectivity grants may be available through the California State Library. If possible, PLAN will apply for the grant to lower the cost for a firewall replacement planned in FY 2025-26. Yon reported he was notified by PLS's insurance provider the previous week that they would no longer be able to provide coverage. He noted the budgeted amount for insurance costs is likely to change when a new provider is identified. Yon explained a line item in the Administration Budget which shows the 6% Administrative Fees from the Delivery and PLAN budgets being applied as revenue to the Administration Budget. Frost reported the Administration budget compensates for a loss of revenue related to LSTA grants by reducing staff salaries by

\$61,277 through management staff furloughs and a reduction in staff hours. She noted this change will go into effect in October since activity for existing grants will be performed through September. Frost asked that no action be taken on this item while PLS staff work to get updated insurance costs. No action was taken.

III. Reports

A. Administration

Frost reported Daly City Public Library and South San Francisco Public Library notified PLS that they were invited to submit a \$50,000 district discretionary Measure K grant application to Supervisor Speier's office earlier in the week. The supervisor's staff are reviewing the preliminary grant application, and the final version is not yet complete. If approved, the funds will be available systemwide for providing community events and programs which encourage community connections.

IV. Public Comment

No public comments were made.

V. Agenda Building for the July 3, 2025 meeting

VI. Announcements

No announcements.

VII. Adjournment

The meeting was adjourned at 1:39 p.m. by Chair Anderson.

Peninsula Library System

To: PLS Executive Committee
From: Carol Frost, Executive Director
Subject: Review of Broadband Grant Awards
Date: September 11, 2025

As was previously noted in the June PLAN report to the Council, PLAN applied for multiple broadband grants offered by the California State Library through the California Collaborative Connectivity Grant. Below is a summary of the grants submitted and the amounts. The total grant request per project was \$50,000, and in some cases below, the projects exceeded that amount. Each application included a local match using the LIPC. Of the 11 applications, 2 were for PLS centralized needs, and 9 were for libraries to cover costs for the replacement switches and wireless access points. San Mateo County Libraries included 2 applications, one for the switches and one for wireless access points, as these projects both exceeded \$50,000.

	Project	Grant Funds Requested	Matching Funds (LIPC)	Total Grant Request	Actual Project Cost	Funded
PLAN	Data Center Firewall	\$42,500	\$7,500	\$50,000	\$81,679.75	\$0
PLAN	Zabbix Network Monitoring	\$5,100	\$900	\$6,000	\$6,000	\$0
Subtotal PLAN		\$47,600	\$8,400	\$56,000	\$87,780	\$0
Burlingame	Switches & Wireless AP	\$19,528.40	\$3,446.19	\$22,974.59	\$22,974.59	\$0
Daly City	Switches & Wireless AP	\$15,946.45	\$797.32	\$16,743.77	\$16,743.77	\$15,946.45
Menlo Park	Switches & Wireless AP	\$9,149.22	\$1,614.57	\$10,763.79	\$10,763.79	\$0
Redwood City	Switches & Wireless AP	\$40,412.57	\$11,886.05	\$50,000	\$52,298.62	\$40,412.57
San Bruno	Switches & Wireless AP	\$4,190.50	\$661.66	\$4,852.16	\$4,852.16	\$4,190.50
San Mateo County	Switches	\$42,500	\$12,500	\$50,000	\$52,234.11	\$37,500
San Mateo County	Wireless AP	\$42,500	\$7,500	\$50,000	\$70,751.44	\$0
San Mateo Public	Switches & Wireless AP	\$23,562.52	\$1,240.13	\$24,802.65	\$24,802.65	\$0
South San Francisco	Switches & Wireless AP	\$5,489.95	\$1,614.69	\$7,104.64	\$7,104.64	\$5,489.95
Subtotal Libraries		\$203,279.61	\$41,260.61	\$237,241.60	\$260,227.15	\$103,539.47
TOTAL		\$250,879.61	\$49,660.60	\$293,241.60	\$347,906.90	\$103,539.47

PLAN will attend a webinar on September 11, where the award regulations will be discussed. The five library jurisdictions have been notified, and PLAN will be working with them. The awards will be included in the October Administrative Council packet for acceptance.

To: PLS Executive Committee
From: Carol Frost, Executive Director
Subject: Update on Grant Work and PLS Administration Budget
Date: September 11, 2025

As noted at previous PLS Council meetings, the FY2025-26 PLS budget was created based on the expected loss of revenue of LSTA grant funds through PLS's contract with the Pacific Library Partnership for Fiscal and Administrative Services.

The purpose of this memo is to provide an update on the status of potential grant work, and how it will affect the PLS budget in FY2025-26.

Current Approved Budget and Discussion of Next Steps

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 PLS approved budget was built based on the information provided at that time from the State Library that there would be no funding for IMLS Grants to States (LSTA).

The PLP/PLS contract in the past has included revenue for PLS for staff time to perform the work of these grants. The approved FY 2025-26 PLS budget includes \$24,013 in staff time to perform the FY 2024-25 Q4 LSTA grant work through September 2025, which is included in the FY 2025-26 contract between the agencies. This reflects a reduction of \$61,278 in staff costs from previous years.

Commencing October 1, after the completion of Q4 LSTA grant work, the approved PLS budget includes a reduction of staff time in the Administration budget including a number of furlough days for all the managers, including the Executive Director, Assistant Director, and Controller, as well as a reduction in staff hours for several administrative employees.

Previously, PLP was awarded a five-year cycle for administering 3 statewide grants, which are funded year-by-year, with no commitment for funding for future years, as is typical for grants. The State Library has updated information regarding available funding for 2 of the 3 statewide grants for FY 2025-26. The scope of the work of the grants will be greatly reduced in comparison to prior years, as will the staff time.

Because of this, additional revenue will result for PLS, with a better fiscal position than the approved FY 2025-26 PLS budget. At the writing of this memo, the State's LSTA budgets have not been finalized, therefore we cannot report on the exact amount of total revenue for PLS staff time.

In consideration of this uncertainty, the administrative staff reduction will commence in October as budgeted. When the grants are awarded and the new revenue is confirmed, the staffing reductions will be adjusted accordingly. If the grants are not awarded, the originally budgeted staffing reductions will be continued.

Next Steps

Once the grants have been awarded, a contract amendment between PLP and PLS will be created to reflect the additional staff work, a revised Administration budget will be created and presented to the Council, and staffing reductions will be modified accordingly.

PLS can continue to review the revenue for the Administration budget to ensure that the revenue supporting the Administration staff reflects the work performed.