

PLS Executive Committee Agenda

November 6, 2025

2:00 p.m. via Zoom

<https://us06web.zoom.us/j/82528511809?pwd=qSKzwiD7yno2hXv3iZaGtY94F62mAv.1>

Meeting ID: 825 2851 1809; Passcode: 709747

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 September 11, 2025 Minutes | | Attachment 1, pg. 3 |
| II. Old Business | | |
| A. Approval of Broadband Grant Awards
(Action Item) | Frost | Attachment 2, pg. 5 |
| III. New Business | | |
| A. Approval of Redirecting CLSA Funds from
Switches to eBooks (Action Item) | Frost | Attachment 3, pg. 22 |
| B. Approval of First Contract Amendment to the
FY 2025-26 PLS/PLS Contract for Fiscal and
Administrative Services (Action Item) | Frost | Attachment 4, pg. 23 |
| C. FY 2025-26 Measure K District
Discretionary Grant Update (Standing Item) | Wasterlain | |
| D. PLS Delivery Discussion | Wasterlain | |
| E. Review of Recommendation of PLS Ad Hoc
Group for PLAN and Delivery Formula | Frost | Attachment 5, pg. 26 |
| IV. Reports | | |
| A. Administration | Frost | |
| V. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Executive Committee from discussing or acting on any matter not agendized pursuant to state law.) | | |

VI. Agenda Building and new date for January meeting

- 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)

VII. Announcements

VIII. Adjournment

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

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

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

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

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

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

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

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

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

Meeting Locations

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

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
September 11, 2025
2:00 p.m. via Zoom**

MINUTES

Committee:

Brad McCulley, Burlingame Public Library
Chela Anderson, Chair, Daly City Public Library
Derek Wolfgram, Redwood City Public Library
Rukshana Singh, San Mateo Public Library

System Staff:

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

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

I. Approval of Consent Items

A. Adoption of Agenda

A motion was made, and unanimously approved via roll-call vote, to adopt the agenda for September 11, 2025. (M/S Anderson/Wolfgram)

B. Approval of May 23, 2025 Minutes

A motion was made, and passed via roll-call vote, to approve the minutes of the May 23, 2025 meeting. Wolfgram abstained, all others voted in the affirmative. (M/S Anderson/Singh)

II. New Business

A. Review of Broadband Grant Awards

Young reported on the status of the broadband grants. He noted that PLAN submitted 11 applications on behalf of all the libraries, and five applications will be awarded. Frost added the State Library awarded \$600,000 worth of grants in total, and PLS's five grants reflected \$103,000 of that amount. Per the grant application guidelines, projects which occurred and finished in FY 2024-25 were allowable, and the applications included the switch and wireless access point replacements. Since libraries may have difficulties accepting funds for money spent in FY 24-25, the grant awards will be applied towards any hardware costs those 5 libraries will have this fiscal year. Frost stated the award letters would be brought to Council for approval when they are received.

B. Update on PLS Budget and Grant Work

Frost described how the FY 25-26 adopted PLS budget was created with the understanding that there would be no LSTA grant funds available this fiscal year due to federal cuts in IMLS funding. Because of this, the Administration budget includes staff furloughs and reduced staffing to account for the loss of revenue. Frost reported the State Library has been informed it will receive LSTA funds and recently invited PLP to work on two partner grants this year. She noted PLP previously was awarded three grants, and the two grants will be reduced in scope, but this work will provide revenue

for PLS that was not previously expected. Because the grants have not yet been awarded, Frost stated that PLS will begin with the originally budgeted furloughs and hours reductions until PLP receives official grant award letters. She noted that PLP would need to accept the grants first and approve a contract amendment between PLP and PLS for the additional work. At that point, the contract amendment and a revised Administration budget will be brought to PLS for approval. It is unclear when this will happen. She noted after the approvals, the furloughs and hours reductions would be modified to account for the new revenue. Wolfgram asked clarifying questions related to which federal fiscal year the State funds were associated with. McCulley inquired about legal cases centered on IMLS funds not being made available.

C. FY 2025-26 Measure K District Discretionary Grant Update

Wasterlain provided an update on the Measure K District Discretionary Grant. He noted there was the potential of three larger community programs featuring Mychal Threats discussing mental health. He stated the events may be at South San Francisco, Redwood City, and Half Moon Bay. Wasterlain mentioned other programming was still being developed by the ad hoc group.

III. Reports

A. Administration. General updates were provided on Administration and Yon provided updates on building renovations to Suites 100 and 204.

IV. Public Comment

No public comments were made.

V. Agenda Building for the November 6, 2025 meeting

- FY 2025-26 PLS/PLP Contract Amendment (if grants have been awarded)
- Revised FY 2025-26 PLS Administration Budget (if grants have been awarded)
- Update from Ad Hoc Committee for PLS Delivery and PLAN formulas
- PLP CLSA Allocation to PLS Libraries for FY 2025-26 (will go to Council unless need for Exec review)
- Review of Delivery and PLAN Formulas for SMCCD (January)
- PLS Delivery Preliminary Budget Formula for FY 2026-27 (January)
- PLS PLAN Preliminary Budget and Formula for FY 2026-27

VI. Announcements

Anderson, McCulley, and Singh provided library updates.

VII. Adjournment

The meeting was adjourned at 2:39 p.m. by Chair McCulley.

Peninsula Library System

To: PLS Executive Committee
From: Carol Frost
Subject: Approval of Broadband Grant Awards
Date: November 6, 2025

Background

PLS was awarded the Broadband grant in September 2025 by the California State Library through the California Collaborative Connectivity Grant. The grant total is for \$108,915 of funding to 6 PLS libraries for switches and wireless access points (WAPs) replacement costs, and for a PLAN networking monitoring project.

For the PLAN networking monitoring, the \$4,500 had been included in the approved FY 2025-26 PLAN budget. Since the time that the budget was approved, PLAN has become aware of an unanticipated need from the Circulation Managers for the development of a barcode app, which will allow them to order barcodes in a consecutive order. The former tool had broken, and so the budgeted funds for the networking monitoring will be redirected to support this new project.

The six libraries receiving grants are Daly City, Menlo Park, Redwood City, San Bruno, San Mateo County, and South San Francisco. The Broadband grant will reimburse a significant portion of the libraries' switches and WAPs costs. The libraries paid those invoices in FY 2024-25.

With the Broadband grant funds covering most of the switches and WAPs replacement costs, there will be \$62,301 available of excess paid funds. The chart below details the cost per library. PLAN will work with the local libraries to determine priority projects to apply these funds towards in FY 2025-26.

<u>LIBRARY</u>	Total Switches, Supplies & WAPs Costs	Grant Funded Amount*	Grant Funds Applied - Total Net Switches, Supplies & WAP Costs	Libraries Paid Switches & WAP Costs	Unused Libraries Paid Funds
DCL	\$15,946.44	\$15,149.13	\$797.31	\$10,991.94	\$10,194.63
MPL	\$10,763.78	\$8,072.84	\$2,690.94	\$6,868.08	\$4,177.14
RCL	\$47,544.32	\$35,658.15	\$11,886.17	\$37,874.82	\$25,988.65
SBL	\$4,648.32	\$3,749.39	\$898.93	\$2,820.27	\$1,921.34
SSF	\$7,853.60	\$4,844.07	\$3,009.53	\$4,838.83	\$1,829.30
SMCL	\$122,985.52	\$36,941.47	\$86,044.05	\$104,234.02	\$18,189.97
TOTAL	\$209,741.98	\$104,415.05	\$105,326.93	\$167,627.96	\$62,301.03

* PLAN Grant Funds \$4,500 Omitted

Recommendation

At the October 2025 PLS Administrative Council meeting, the Council delegated authority to the PLS Executive Committee to approve the final award amounts. It is recommended that the Executive Committee approve the California Collaborative Connectivity Grant grants of \$108,915.

Summary of Funded Projects

Project Title	Funding Request	Grant Cap	LIPC Level	Amount over Cap	Match	Total Library Responsibility	Amount Funded
Network Switch and Wireless Access Point Refresh Project - Daly City Library	\$15,946.45	\$50,000.00	LIPC Level 2	\$0.00	\$797.32	\$797.32	\$15,149.13
Network Switch and Wireless Access Point Refresh Project - San Bruno Library	\$4,411.05	\$50,000.00	LIPC Level 3	\$0.00	\$661.66	\$661.66	\$3,749.39
Network Switch Refresh Project - San Mateo County Library	\$52,234.11	\$50,000.00	LIPC Level 4	\$2,234.11	\$13,058.53	\$15,292.64	\$36,941.47
Network Switch and Wireless Access Point Refresh Project - Redwood City Library	\$47,544.20	\$50,000.00	LIPC Level 4	\$0.00	\$11,886.05	\$11,886.05	\$35,658.15
Network Switch and Wireless Access Point Refresh Project - South San Francisco Public Library	\$6,458.77	\$50,000.00	LIPC Level 4	\$0.00	\$1,614.69	\$1,614.69	\$4,844.08
Network Monitoring System Upgrade Project	\$6,000.00	\$50,000.00	LIPC Level 4	\$0.00	\$1,500.00	\$1,500.00	\$4,500.00
Network Switch and Wireless Access Point Refresh Project - Menlo Library	\$10,763.79	\$50,000.00	LIPC Level 4	\$0.00	\$2,690.95	\$2,690.95	\$8,072.84
Totals	\$143,358.37	\$350,000.00		\$2,234.11	\$32,209.20	\$34,443.31	\$108,915.06

PENINSULA LIBRARY SYSTEM

BUDGET ADJUSTMENTS

Fiscal Year: FY2025-26

BUDGET ADJ #2

New CCC Grant Budget 11/6/25

Description	GL Account	Grant Budget
California Collaborative Connectivity Grant		
<u>Revenue</u>		
Other Agencies	100-210-3601	\$ 32,210
State Library	100-210-3667	\$ 108,915
Total Revenue		\$ 141,125
<u>Expenditure</u>		
Network Support & Maintenance	100-210-4439	\$ 141,125
Total Expenditure		\$ 141,125

Budget Justification:

California Colaborative Connectivity (CCC) Grant awarded on September 1, 2025.

Approval

Executive Committee Chair: _____

Executive Director _____



AGREEMENT BETWEEN THE PENINSULA LIBRARY SYSTEM AND THE IMPERIAL COUNTY OFFICE OF EDUCATION FOR THE IMPLEMENTATION OF THE CALIFORNIA COLLABORATIVE CONNECTIVITY GRANT

This Agreement, hereinafter referred to as “Agreement,” establishes an Agreement between the Imperial County Office of Education (“ICOE”) and the Peninsula Library System (“Agency”) in support of broadband connectivity improvements under the California Collaborative Connectivity (CCC) Grant administered by the California Library Connect program managed by ICOE.

This Agreement is entered into as of September 1, 2025. All written communications between the parties shall be addressed as follows, unless and until amended in writing by the respective party.

ICOE:

Luis Wong
Chief Executive Officer
1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6158
Email: luis.wong@icoe.org

Peninsula Library System:

Scott Young
IT Director
32 W 25th Ave. Suite 201
San Mateo, CA 94403
Phone: 650-349-5538
Email: youngs@plsinfo.org

1. **Background.**

The California Collaborative Connectivity (CCC) Grant, administered by the California Library Connect program and funded by the California State Library, is a funding opportunity designed to strengthen broadband infrastructure in public libraries across California. With support from remaining funds under AB 128 in the amount of \$750,000, this program prioritizes underserved and hardship-impacted communities by providing up to \$100,000 per project for connectivity improvements, \$50,000 for internal network infrastructure, and \$10,000 for staff training.

The Agency applied to the CCC grant and was awarded pursuant to the Grant Guidelines (<https://drive.google.com/file/d/1seIS8R2UEj67q1m8miEjUdZMkfuop-kJ/view?usp=sharing>) during the summer of 2025.

2. **Effective Date and Term.**

- a. The Effective Date of the Agreement shall be the date the last party to this Agreement signs the Agreement.
- b. The Term of the Agreement shall be from the Effective Date of this agreement through June 30, 2027.

Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

3. Definitions and Key Descriptors.

- a. "Parties" refers to the Imperial County Office of Education (ICOE) serving as the lead and fiscal agent for the California Library Connect program (CLC) and the subsequent California Collaborative Connectivity Grant (CCC), and the Peninsula Library System (Agency).
- b. "Party" refers to either ICOE or the Agency.
- c. "CLC" refers to the California Library Connect program sponsored by the California State Library, with the mission to enable California library patrons and staff across the state to access a reliable high-speed network.
- d. "CCC" refers to the California Collaborative Connectivity Grant funded under the California State Library Building Forward Funds (AB128).
- e. Grantees are California Public Library Jurisdictions or their representatives that applied for funding during the application period of June 1, 2025, through July 31, 2025, and were awarded based on a multi-reviewer scoring of all received applications.

4. ICOE Responsibilities. Imperial County Office of Education, as the administrator of the CCC Grant, will have the following responsibilities:

- a. Disburse grant funds on a reimbursement basis, contingent on submission of paid invoices, receipts, and proof of payment (e.g., cleared checks or bank statements), and compliance with the CCC Grant's eligible cost categories, project scope, and reporting requirements.
- b. Review and process reimbursement requests in a timely manner.
- c. Provide ongoing assistance and programmatic guidance.
- d. Notify the Agency of any changes to disbursement procedures or grant policy updates.

5. AGENCY Responsibilities. In order to receive services through this Agreement, Agency agrees to:

- a. Comply with all grant program requirements, eligibility conditions, and deadlines.
- b. Provide documentation of all expenditures and local match contributions, if applicable.
- c. Ensure project completion by June 30, 2026.
- d. Submit progress reports and a final impact survey.
- e. Maintain complete financial and project records for audit purposes for 5 years.
- f. Use funds only for approved, eligible purposes.
- g. Report any potential issues or problems that may prevent the Agency from meeting its obligations under this agreement.

6. Grant Funds Disbursement. In order to receive services through this Agreement, Agency acknowledges that:

- a. Grant funds will be disbursed on a reimbursement basis contingent upon submission of proper documentation as described herein. Notwithstanding the foregoing, **thirty percent (30%) of the total awarded grant amount will be**

Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

- withheld until the Agency has submitted all required final reports, including financial documentation and program impact survey, and ICOE has approved such reports as complete.**
- b. Final payment shall be made within thirty (30) days following ICOE's approval of the Agency's final reporting.
7. **Proper Use Of Grant Funds.** In order to receive services through this Agreement, the Agency agrees that:
- a. Funds awarded under this Agreement may not be used to supplant, replace, or reduce any other grant funding received from the California State Library. Grant funds must be used to supplement existing resources and expand program capacity, not to substitute for funding already awarded or otherwise available through other California State Library grants.
 - b. The Grantee shall not seek reimbursement for any expenses used to meet cost-sharing or matching requirements of any other California State Library-funded program.
8. **Grant Reporting.** In order to receive services through this Agreement, Agency agrees to the following:
- a. Progress Reports: A first progress report is due no later than January 31, 2026. A second progress report is due no later than July 31, 2026. If the project is completed prior to July 31, 2026, the Agency may forgo submission of the second progress report.
 - b. Final Report and Impact Survey: A final report, including the required impact survey, is due no later than November 30, 2026. If the project is completed earlier, the Agency may submit the final report and impact survey prior to this date.
 - c. Early Completion Option: Should the Agency complete the project before July 31, 2026, it may submit the final report in lieu of the second progress report. Upon ICOE's acceptance of the final report and impact survey, the Agency shall be eligible to receive the withheld thirty percent (30%) of its grant award, notwithstanding the November 30, 2026, deadline.
9. **Project Timelines.** All Parties understand that the timeline **for completing the activities for this project is June 30, 2026.** Time is of the essence, and all Parties agree to use their best efforts to meet the expected timeframe.
10. **Grant Project Description.** In order to receive funding through this Agreement, Agency agrees to use funds according to the applicant's grant submission(s) as detailed in Appendix A.
11. **Funding Amount.** Total amount funded is \$108,915.06, as detailed in Appendix A.

12. Termination.

- a. In the event that any Party fails to perform on a material term of this Agreement, the other Parties have the right to terminate the Agreement upon sixty (60) days' written notice, with all other rights and remedies available to it at law and equity.

13. Indemnification.

- a. Agency agrees to indemnify, defend, and hold harmless ICOE, its officers, agents, and employees against any claim, liability, loss, injury, or damage imposed on ICOE arising out of the Agency's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of ICOE, its officers, agents, and employees. If obligated to indemnify, defend, or hold harmless the Agency under this Agreement, the Agency shall reimburse ICOE for all costs, attorney's fees, expenses, and liabilities associated with any resulting legal action. The Agency shall seek ICOE approval of any settlement that could adversely affect the ICOE, its officers, agents, or employees.
- b. ICOE agrees to indemnify, defend, and hold harmless the Agency, its officers, agents, and employees against any claim, liability, loss, injury, or damage imposed on the Agency arising out of ICOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of the Agency, its officers, agents, and employees. If obligated to indemnify, defend, or hold harmless ICOE under this Agreement, ICOE shall reimburse the Agency for all costs, attorney's fees, expenses, and liabilities associated with any resulting legal action. ICOE shall seek the Agency's approval of any settlement that could adversely affect the Agency, its officers, agents, or employees.

14. **Arbitration.** ICOE and Agency agree that should any controversy or claim arise out of or relating to this Agreement, they will first seek to resolve the matter informally for a reasonable period of time not to exceed forty-five (45) days. If the dispute remains, it shall be subject to mediation with a mediator agreed to by ICOE and Agency and paid for by ICOE and Agency, absent an agreement otherwise. If, after mediation, there is no resolution of the dispute, ICOE and Agency agree to resolve the dispute by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on an arbitrator's award may be entered in any court having jurisdiction thereof.

- a. ICOE and Agency shall select one arbitrator pursuant to the AAA's Commercial Arbitration Rules.
- b. The arbitrator shall present a written, well-reasoned decision that includes the arbitrator's findings of fact and conclusions of law. The agreement shall be binding and conclusive on ICOE and Agency.
- c. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing Party's actual damages, except as may be required by statute. The arbitrator shall have no authority to award equitable relief. Any arbitration award initiated under this clause shall be limited to monetary damages and shall include no injunction or direction to either Party other than the direction to pay a monetary amount. As determined by the arbitrator, the

Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

arbitrator shall award the prevailing Party, if any, all of its costs and fees. The term “costs and fees” includes all reasonable pre-award arbitration expenses, including arbitrator fees, administrative fees, witness fees, attorney’s fees and costs, court costs, travel expenses, and out-of-pocket expenses such as photocopy and telephone expenses. The arbitrator's decision is not reviewable, except to determine whether the arbitrator complied with sections (b) and (c) of this paragraph.

15. **Governing Law and Venue.** The laws of the State of California shall govern this Agreement. Proper venue for any dispute regarding this Agreement shall lie in Imperial County, California.
16. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of agreement between the Parties pertaining to the subject matter of the Agreement. It supersedes all prior and contemporaneous understandings or agreements by the Parties. Neither Party has been induced to enter the Agreement by, nor is either Party relying on, any representation or warranty outside those expressly set forth in the Agreement.
17. **Interpretation.** This Agreement shall be interpreted to give effect to its fair meaning and shall be construed as though all Parties prepared it.
18. **Assignment.** Unless authorized in writing by all Parties, no Party shall assign or transfer any rights or obligations covered by this Agreement. Any unauthorized assignment or transfer shall constitute grounds for termination by the other Parties.
19. **Compliance with Laws.** The Parties shall, at their own cost and expense, comply with all local, state, and federal ordinances, regulations, and statutes now in force and which may hereafter be enacted that affect this Agreement.
20. **No Waiver of Default.** No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that instance or any other instance. Any waiver must be in writing and shall only apply to that instance.
21. **Successors and Assigns.** All representations, covenants, and warranties set forth by, on behalf of, or for the benefit of any Party herein shall be binding upon and inure to the benefit of such Party and its successors and assigns.
22. **Amendment.** This Agreement may only be altered, amended, or modified by a written instrument executed by both ICOE and Agency. ICOE and Agency agree to waive any right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or altered by oral agreement, course of conduct, waiver, or estoppel.
23. **Severability.** If any one or more of the provisions of this Agreement is held to be invalid, illegal, or unenforceable, then such provision or provisions shall be severed

Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

from the Agreement, and the remaining provisions of the Agreement shall continue in full force and effect and shall not be affected, impaired, or invalidated in any way.

24. **Execution of Counterparts.** If this Agreement is executed in counterparts, each counterpart shall be deemed an original, and all such counterparts or as many of them as ICOE and Agency preserve undestroyed shall together constitute one and the same Agreement.
25. **Authority.** ICOE and Agency warrant and represent that they have the authority to enter into this Agreement in the names, titles, and capacities stated herein and on behalf of the entities, persons, or firms named herein and that all legal requirements to enter into this Agreement have been fulfilled.
26. **Nondiscrimination.** During the performance of this Agreement, the Parties shall not discriminate against any employee, applicant, student or other person connected to this Agreement in a manner prohibited by the laws of the United States or the State of California (including, but not limited to, on the basis of religion, race, color, national origin, handicap, ancestry, sex, sexual orientation, marital status or age).
27. **Notice.** Any notice given under this Agreement shall be in writing to the Parties' representatives and shall be deemed delivered three (3) days after the deposit in the United States mail, certified or registered, postage prepaid, and addressed to the parties. Parties shall promptly update each other when representatives and contact information change.

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Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

The Parties' representatives shall be:

ICOE:

Luis Wong
Chief Executive Officer
1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6158
Email: luis.wong@icoe.org

Peninsula Library System:

Scott Young
IT Director
32 W 25th Ave. Suite 201
San Mateo, CA 94403
Phone: 650-349-5538
Email: youngs@plsinfo.org

Communications regarding the administration of this Agreement shall be made to the Parties' representatives. Communications regarding technical matters underlying the Agreement can be made to either the Parties' representatives or the following persons:

ICOE:

Angela Jones
Program Specialist
1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6158
Email: ajones@icoe.org

Peninsula Library System:

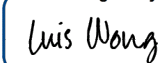
Scott Young
IT Director
32 W 25th Ave. Suite 201
San Mateo, CA 94403
Phone: 650-349-5538
Email: youngs@plsinfo.org

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date hereof.

For Imperial County Office of Education

Luis Wong
Chief Executive Officer, Network Initiatives

DocuSigned by:



500215E0EBDB4C1...

Signature

10/9/2025

Date Signed

For Peninsula Library System

Carol Frost
Executive Director

DocuSigned by:



1353DA83BDA64A8...

Signature

10/9/2025

Date Signed

Appendix A – Grant Project Details

Project 1

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch and Wireless Access Point Refresh Project - Daly City Library

Project Description: The Daly City Library has five network switches and eight wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are ninety total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 19,200 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 2
Funding Request	\$15,946.45
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$797.32
Total Library Responsibility	\$797.32
Total Amount Funded	\$15,149.13

Project 2

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch and Wireless Access Point Refresh Project - San Bruno Library

Project Description: The San Bruno Library has one network switch and three wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are fifty-five total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 6,003 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 3
Funding Request	\$4,411.05
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$661.66
Total Library Responsibility	\$661.66
Total Amount Funded	\$3,749.39

Project 3

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch and Wireless Access Point Refresh Project - Redwood City Library

Project Description: The Redwood City Library has fifteen network switches and twenty-nine wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are eighty-six total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 41,296 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 4
Funding Request	\$47,544.20
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$11,886.05
Total Library Responsibility	\$11,886.05
Total Amount Funded	\$35,658.15

Project 4

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch and Wireless Access Point Refresh Project - South San Francisco Public Library

Project Description: The South San Francisco Public Library has two network switches and four wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff's ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are one hundred thirty-four total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 34,762 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 4
Funding Request	\$6,458.77
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$1,614.69
Total Library Responsibility	\$1,614.69
Total Amount Funded	\$4,844.07

Memorandum of Understanding Between the Imperial County Office of Education and Peninsula Library System Regarding the California Collaborative Connectivity Grant

Project 5

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch Refresh Project - San Mateo County Library

Project Description: The San Mateo County Library has thirty-five network switches that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff's ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are six hundred and six total public and staff PCs that rely on these network switches for their connection to the CENIC network. The goal of this project is to replace these end-of-life switches (that are 10 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 4
Funding Request	\$52,234.11
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$2,234.11
Library Match (determined by LIPC)	\$13,058.53
Total Library Responsibility	\$15,292.64
Total Amount Funded	\$36,941.47

Project 6

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Monitoring System Upgrade Project

Project Description: The Peninsula Library System has a network monitoring system that monitors all of our consortium's network equipment used to connect our patrons and staff to the CENIC network. This monitoring system monitors our network equipment (routers, switches, and wireless access points) in the PLS Data Center as well as all our 32 library locations. These 32 locations support 1,300 staff and public PCs, 400,000+ wireless session per year, and 363 network devices (routers, switches, and wireless access points) that all utilize the CENIC network. This monitoring system is 8 years old and has been end-of-life since September 2020. The goal of this project is to upgrade this end-of-life monitoring system with the latest software version to maintain supported software in our infrastructure.

Project Budget:

LIPC Level	LIPC Level 4
Funding Request	\$6,000.00
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$1,500.00
Total Library Responsibility	\$1,500.00
Total Amount Funded	\$4,500.00

Project 7

Grant Category: Network Design (internal wiring, network equipment)

Project Title: Network Switch and Wireless Access Point Refresh Project - Menlo Library

Project Description: The Menlo Park Library has three network switches and seven wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are twenty-eight total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 20,593 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 4
Funding Request	\$10,763.79
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$2,690.95
Total Library Responsibility	\$2,690.95
Total Amount Funded	\$8,072.84

To: PLS Executive Committee
From: Carol Frost
Subject: Approval of Redirecting CLSA Funds from Switches to eBooks
Date: November 6, 2025

Background

At the December 7, 2023 meeting, the PLS Administrative Council approved \$47,305 of FY 2023-24 CLSA funds towards the switches being replaced in FY 2024-25. Since that time, PLS has received a Broadband grant to cover the costs of the switches and wireless access points (WAPs). At the December 5, 2024 PLS Council meeting, the Council approved redirecting \$4,290 of unused CLSA funds for San Bruno and South San Francisco libraries in excess of their switches replacement costs to the shared OverDrive collection and appointed the Executive Committee the authority to approve the final dollar amount, once staff calculated it.

Discussion

After considering the new grant funding and recalculating the libraries' use of the CLSA funds with Burlingame Public Library and San Mateo Public Library using their CLSA funds toward the switches replacement, there is \$30,902 of unused CLSA funds which can be redirected to shared OverDrive eBook collection.

Recommendation

It is recommended that \$30,902 of the unused CLSA funds be redirected from the switches replacement to the shared OverDrive eBook collection for FY 2025-26.

To: PLS Executive Committee
From: Carol Frost
Subject: Approval of First Contract Amendment to the FY 2025-26 PLS/PLP Contract for Fiscal and Administrative Services
Date: November 6, 2025

BACKGROUND

The PLS and PLP budgets include \$1,016,308 for the FY 2025-26 PLS/PLP contract for fiscal and administrative services.

In Spring 2025, PLP was notified that there would be no LSTA funding for grant work in FY 2025-26.

Based on this, the FY 2025-26 contract between PLP and PLS for Fiscal and Administrative Services was reduced to reflect no LSTA work for FY 2025-26 grants.

Recently the State Library notified PLP that it would like to continue with two of the three statewide grants, which have much smaller scopes of work and associated reduced revenue.

The purpose of this memo is for the Executive Committee to approve the first contract amendment, which outlines this work.

ADDITIONAL GRANT WORK

This first contract amendment includes additional work and staff time for the fourth quarter of the FY 2024-25 grant cycle which ended on September 30, 2025, and the new work for FY 2025-26 for two statewide grants: Networking California Library Resources and Literacy Initiatives. The attached second contract amendment includes a total of \$46,803 for staff time.

The total amount of indirect revenue is \$61,562. In consideration of the time needed to oversee, administer, and perform the work, as well as general Indirect costs, it has been past practice that 10% of the Indirect (\$6,158) be allocated to PLS, and 90% (\$55,424) be allocated to PLP.

RECOMMENDATION

It is recommended that the Executive Committee approve the first contract amendment to the FY 2025-26 PLP/PLS contract, for an additional \$52,961, for a total contract of \$1,069,269, and approve the budget adjustment. This contract was approved by the PLP Executive Committee at their October 20, 2025 meeting.

PLP/PLS CONTRACT
July 1, 2025 to June 30, 2026
1st Amendment

This first contract shall be amended due to additional work related to LSTA grant work to be performed.

PLP/PLS Baseline Contract **\$1,016,308**

Additional Grant Work for PLP:

	Amount
Staff Time Related to FY24-25 Networking California Library Resources Grant	\$1,534
Staff Time Related to FY25-26 Networking California Library Resources Grant	\$21,383
Staff Time Related to FY25-26 Literacy and Learning Initiatives Grant	\$23,886
TOTAL Staff Support Costs	\$46,803
Indirect Cost Related to FY25-26 Networking California Library Resources Grant	\$27,998
Indirect Cost Related to FY25-26 Literacy and Learning Initiatives Grant	\$33,584
TOTAL Indirect Costs	\$61,582
10% of Indirect costs	\$6,158
TOTAL CONTRACT AMENDMENTS	\$52,961
TOTAL REVISED CONTRACT	\$1,069,269

PENINSULA LIBRARY SYSTEM

BUDGET ADJUSTMENTS

Fiscal Year: FY2025-26

BUDGET ADJ #3

PLP/PLS First Contract Amendment

Description	GL Account	Administration Budget
PLP/PLS First Contract Amendment		
<u>Revenue</u>		
Other Agencies	001-919-3601	\$ 52,961
Total Revenue		\$ 52,961
<u>Expenditure</u>		
Salaries	001-919-4101	\$ 44,798
Hourly/On-call Employees	001-919-4115	\$ 8,163
Total Expenditure		\$ 52,961

Budget Justification:

First contract amendment between PLP and PLS contract increase contract services compensation by \$52,961 due to two awarded LSTA grants. The additional revenue will increase the staffing budget to perform work needed for the LSTA grants.

Approval

Executive Committee Chair: _____

Executive Director _____

To: PLS Executive Committee
From: Carol Frost
Subject: Review of Recommendation of PLS Ad Hoc Group for PLAN and Delivery Formulas
Date: November 6, 2025

Background

The PLAN and Delivery formulas were adopted by the PLS Council in 2013.

At the December 2024 PLS Administrative Council meeting, the Council reviewed some potential rebalancing models to the PLS Delivery and PLAN formulas.

At the February 2025 Council meeting, an Ad Hoc Group was formed with Rukshana Singh, Valerie Sommer, and Tommy McMahon, to research the potential for changing formula metrics in the FY 2026-27 budget.

Discussion

The Ad Hoc Group has met three times and reviewed the original cost share model study from 2012 for PLAN and Delivery. The group agreed to focus on the Delivery formula first.

Statistics of the resident circulation, circulation between all jurisdictions and net circulation stats to other jurisdictions were reviewed, and noted:

- San Mateo County Libraries are the highest net borrower at a significantly higher rate than other libraries, with a borrowing ratio of 4.84%. No other jurisdiction even comes close.
- Burlingame and Daly City are the highest net lenders, at ratios of 1.45% and 1.42%, respectively.
- Redwood city is the closest to a net 0 lending ratio at 0.15%.

After much discussion, it was agreed that the current Delivery formula should be continued for the FY 2026-27 budget. The existing formula for Delivery bases 25% of costs on the number of stops a jurisdiction has, and 75% on volume of delivery.

Recommendation

The Ad Hoc group can continue working on the PLS PLAN formula, however, the group may want to add another member, as one member has left the group.