

**PLS Administrative Council Agenda**

**June 4, 2026**

**2:00 p.m.**

**San Mateo Public Library, 55 W. 3<sup>rd</sup> Avenue, San Mateo, CA 94402**

**Peninsula Library System Administrative Council**

Chela Anderson, Daly City Public Library (Chair)	Chelssee De Barra, San Mateo County Community College
Brad McCulley, Burlingame Public Library	Stephanie Roach, San Mateo County Community College
Nicholas Szegda, Menlo Park Public Library	Anne-Marie Despain, San Mateo County Libraries
Sarah LaTorra, Redwood City Public Library	Rukshana Singh, San Mateo Public Library
Tim Wallace, San Bruno Public Library	Valerie Sommer, South San Francisco Public Library

- |  |          |                      |
|--|----------|----------------------|
| <b>I. Introductions and Roll-Call</b>  | Anderson |                      |
| <b>II. Approval of Consent Items (Action Item)</b>   | Anderson |                      |
| <b>A.</b> Approval of Agenda   |          |                      |
| <b>B.</b> Approval of April 23, 2026 Minutes   |          | Attachment 1, pg. 3  |
| <b>C.</b> Minutes from May 7, 2026 PLS Executive Committee (Review Only)   |          | Attachment 2, pg. 6  |
| <b>D.</b> Approval of 2 <sup>nd</sup> Contract Amendment of FY 2025-26 PLS/PLP Contract for Fiscal and Administrative Services and Budget Adjustment |          | Attachment 3, pg. 8  |
| <b>E.</b> PLAN Report and Update   |          | Attachment 4, pg. 10 |
| <b>F.</b> PLS Youth Services Work Group Summer Learning Challenge Overview   |          | Attachment 5, pg. 13 |
| <b>G.</b> eBook Purchasing Chair Annual Report for FY 2025-26  |          | Attachment 6, pg. 16 |
| <b>H.</b> Fund Allocation for the PLS eBook Purchasing Chair   |          | Attachment 7, pg. 27 |
| <b>III. New Business</b>   |          |                      |
| <b>A.</b> Election of New PLS Administrative Council and Executive Committee Officers for FY 2026-27 <b>(Action Item)</b>                            | Anderson | Attachment 8, pg. 31 |
| <b>B.</b> Recommendations from the PLS Executive Committee   |          |                      |
| <b>1)</b> Approval of the FY 2026-27 Budget <b>(Action Item)</b>   | Yon      | Attachment 9, pg. 32 |

C. FY 2026-27 PLS Administrative Council Meeting Schedule

Anderson

Attachment 10, pg. 47

**IV. Reports**

A. System Chair Report

Anderson

B. PLP Executive Committee Update

Frost

C. System 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 Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

**VI. Review of Draft Agenda Calendar, Agenda Building for August 6, 2026 Meeting**

Anderson

Attachment 11, pg. 48

**VII. Announcements**

**VIII. Adjournment**

## PLS Administrative Council

April 23 2026

2:00 p.m.

## MINUTES

**Council Representative Present:**

Chela Anderson, DCL (Chair)  
 Brad McCulley, BPL  
 Nicholas Szegda, MPL  
 Sarah La Torra, RCL  
 Tim Wallace, SBL  
 Stephanie Roach, SMCCCD  
 Anne-Marie Despain, SMCL  
 Rukshana Singh, SMPL  
 Valerie Sommer, SSFPL

**System Staff:**

Carol Frost, PLS  
 Justin Wasterlain, PLS  
 Andrew Yon, PLS  
 Vanessa Waldman, PLAN  
 Scott Young, PLAN  
 Jenny Barnes, RCL  
 Homer Martinez, RCL  
 Fiona Potter, RCL  
 Derek Wolfgram, RCL  
 Desiree Wong, MPL

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

**I. Introductions and Roll Call****II. Approval of Consent Items****A. Approval of Agenda****B. Approval of February 3, 2026 Minutes****C. PLAN Report and Update**

A motion was made, and passed, to approve the consent items. Singh was not present; all others voted in the affirmative. (M/S Sommer/La Torra)

**III. Old Business****A. Review of Recommendation of PLS Ad Hoc Group for PLAN Formula**

Frost reviewed the ad hoc group's process in assessing the existing formula and its recommended changes. She noted the group tested many iterations of the formula, including changes to the base fee. Frost stated the group decided to maintain the 10% base fee, remove wireless statistics since the metric was no longer meaningful, and include a metric for AMH and self-check machines. She noted the inclusion of this new metric better accounted for how PLAN time is spent. Wallace asked if the circulation statistics included eBooks. Walden responded only physical books were considered. A motion was made, and passed unanimously via roll call vote, to adopt the new formula and begin implementation in FY 2027-28. (M/S La Torra/Sommer)

**B. Empower Card Update**

Wasterlain introduced the database list Council requested from the Circulation Managers Committee and InfoServices Committee. He suggested if there was an interest in pursuing a systemwide Empower card or a universal card, an ad hoc committee representing directors, circulation, youth services, and adult services staff

be formed to work together on recommendations. He noted there were too many stakeholders involved to have this worked on in separate committees. Wallace was supportive of forming an ad hoc committee. Barnes, Martinez, McCulley, and Anderson volunteered to be on the committee. SMCL, YSWG, and InfoServices would recommend members to also participate.

**IV. New Business**

**A. Formation of Ad Hoc Committee for Shared Programming Analysis**

Frost discussed a recommendation made during the February 3, 2026 meeting to form an ad hoc committee to review existing shared programming, analyze its impact, recommend potential changes, and explore new opportunities. She noted the committee’s work would inform the FY 2027-28 budget for shared programming. Directors recommended staff from SMCL, Burlingame, and Menlo Park, as well as representatives from the YSWG and InfoServices committee be invited to participate when the committee begins.

**B. Recommendations for the FY 2026-27 Funding for System-Wide Youth Services Work Group Initiatives**

Wong provided an overview of the recommendations from the YSWG. She stated the work group was requesting the following for FY 2026-27: \$15,000 for PLCAF, \$15,000 for YANovCon, and \$63,000 for Summer Learning (\$8,000 for scholarships, \$5,000 for graphics, and \$50,000 to increase accessibility and equity). Wong noted PLCAF appeals to all ages and asked for more representation from adult services staff to help with planning. Wong stated that at least three libraries have moved away from a systemwide summer learning challenge to focus on their own programs and have been successful in doing so. She noted there was still a need for shared graphics since smaller libraries had less capacity to do their own internal graphics or reading logs. Five libraries would share logs in FY 2026-27. Wong noted that all libraries expressed that the funding for scholarships was important. Wong stated the \$50,000 for accessibility would be used mainly to send mailers countywide. The directors noted that most of their adult summer learning programs were modest or meant to engage parents with children in the program, but not a focus of their programming. McCulley recommended InfoServices could discuss Summer Learning programming. He recommended that PLCAF and YANovCon be held on alternating years to reduce the workload on staff and the impact on budgets. Despain, La Torra, Sommer, and Szegda agreed. Roach noted SMCCCD would prefer PLCAF since it is the program they participate in. Wallace and McCulley felt that reviewing budget request for YSWG programs should be done in December before budgets become finalized. Frost stated staff would work with the YSWG to bring this item to the Council sooner in FY 2026-27. La Torra and Sommer noted \$50,000 for mailers may not be an effective use of funds. Yon stated he would include the shared programming budget into the PLS All Fees to ensure staff had a full listing of costs. A motion was made, and passed unanimously via roll call vote, to approve \$15,000 for PLCAF, \$8,000 for Summer Learning scholarships, \$5,000 for Summer Learning graphics, and \$2,000 for miscellaneous Summer Learning expenses. (M/S La Torra/Sommer)

**C. Approval of Credit Card Settlement Distribution**

Yon stated a credit card settlement had resulted in \$1,276.59 in funds being returned to PLS. He noted the funds would be distributed through the PLAN formula and applied towards e-commerce fees. A motion was made, and passed unanimously via roll call vote, to approve the credit card fees refund cost share. (M/S Sommer/McCulley)

**D. Formation of Nominating Committee for FY 2026-27 PLS Officers**

Sommer and Wallace volunteered to serve as the nominating committee. The committee will present a slate of officers at the June 4, 2026 meeting.

**E. PLS Report: Comparison Study of the Library Services Platform Environment**

Young provided an overview of the library services platform report drafted by Marshall Breeding for PLS. He noted the conclusion is for PLS to maintain Sierra for the short term but consider new options such as Polaris over the next few years. Breeding also recommended PLS to stay on BiblioDiscovery. Szegda asked why PLS didn't consider open source. Frost noted there weren't good open source options for the needs of PLS as a consortium. A motion was made, and passed unanimously via roll call vote, to accept the comparison study of the library services platform environment created by Marshall Breeding. (M/S McCulley/Sommer)

**F. End-of-Life Replacement Schedule**

Young asked when would be the best time to present the updated replacement schedule. The directors asked for it to be submitted in December so it could inform their budget requests.

**V. Reports**

**A. System Chair Report**

No report.

**B. PLP Executive Committee Update**

Frost announced upcoming PLP events.

**C. System Administration**

None

**VI. Public Comment**

There was no public comment.

**VII. Review of Draft Agenda Calendar, Agenda Building for June 4, 2026 Meeting**

- Meeting to be held at San Mateo Public Library
- PLS Budget
- Nominating Committee Results
- Meeting Schedule

**VIII. Announcements**

Wallace announced San Bruno has purchased a holds locker.

**IX. Adjournment**

The meeting was adjourned at 4:00 p.m. by Chair Anderson.

## PLS Executive Committee

May 5, 2026

2:00 p.m. via Zoom

## MINUTES

**Committee:**

Brad McCulley, Burlingame Public Library  
 Chela Anderson, Daly City Public Library  
 Sarah La Torra, 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 2:03 p.m. by Vice Chair Anderson.

**I. Approval of Consent Items****A. Adoption of Agenda****B. Approval of January 15, 2026 Minutes**

A motion was made, and passed via roll-call vote, to approve the consent items. McCulley was not present, all others voted in the affirmative. (M/S La Torra/Singh)

**II. New Business****A. Finance****1) Review of the FY 2026-27 PLS/PLP Contract for Administrative and Fiscal Services**

Frost provided an overview of the FY 2026-27 PLS/PLP contract. She noted last year's contract was created under the assumption that there would not be additional grant work during the fiscal year. She stated there would be grant work in FY 2026-27, including a grant which will result in a significant amount of staff time. Frost noted the additional work for this grant was added to the contract as a separate item. Frost reported there would be a final contract amendment for FY 2025-26 submitted to the Council for approval in June. A motion was made, and passed unanimously via roll call vote, to approve the FY 2026-27 PLS/PLP contract of \$1,126,405 and additional work of \$21,254 for a total of \$1,147,659 and recommend adoption to the Administrative Council. (M/S McCulley/Singh)

**2) Fund Allocation for the PLS eBook Purchasing Chair for FY 2026-27**

Frost stated Menlo Park Public Library served as the eBook Purchasing Chair for FY 2025-26 and would do so again in FY 2026-27. She noted only \$8,451 of the \$39,000 Purchasing Chair funding has been spent. Frost recommended that Menlo Park be allowed to use the remaining FY 2025-26 funds through FY 2026-27 and redirect the normal allocation for eBook Chair of \$39,000 in FY 2026-27 to the eBook collection. A motion was made, and passed unanimously, that the PLS Executive Committee approve the use of the unspent final FY 2025-26 Menlo Park's eBooks Purchasing Chair funds estimated at \$30,549 for FY 2026-27, and that the normal annual allocation of \$39,000 be suspended in FY 2026-27, with those funds being

redirected back to collections; and recommend to the PLS Council the approval of the revised eBooks allocation. (M/S Anderson/Singh)

**3) Review of the FY 2026-27 PLS Budget and Recommendation to PLS Council**

Yon reviewed changes made to the PLAN and Delivery budgets and provided an overview of the PLS Administration and Building budgets. He stated the Administration budget still uses fund balance but noted it was lower than in previous years due to the grant revenue and moving the shared programming costs to its own budget. La Torra asked for the shared programming costs to be reflected in the all-fees section of the PLS budget. Yon discussed building projects and expressed hope that Suite 100 would be occupied during this fiscal year. A motion was made, and passed unanimously, to approve the FY 2026-27 PLS budget, and recommend adoption by the PLS Administrative Council. (M/S La Torra/Anderson)

**4) FY 2026-27 PLS Executive Committee Meeting Schedule**

McCulley announced the FY 2026-27 PLS Executive Committee meeting schedule.

**III. Reports**

**A. Administration**

Young discussed PLAN's response to the recent network outage.

**IV. Public Comment**

No public comments were made.

**V. Agenda Building for July 2, Meeting**

- Meeting may be cancelled if there is no business to discuss.

**VI. Announcements**

No announcements.

**VII. Human Resources**

**A. Personnel**

**1) Closed Session Pursuant to Government Code 54957: Executive Director Transition**

McCulley announced the meeting was moving to closed session

**2) Report of Closed Session Actions**

McCulley reported no actions were taken.

**VIII. Adjournment**

Meeting adjourned by Chair McCulley at 3:08 pm.

**To:** PLS Administrative Council  
**From:** Carol Frost  
**Subject:** Approval of Second Contract Amendment to the FY 2025-26 PLS/PLP Contract for Fiscal and Administrative Services  
**Date:** June 4, 2026

### **Background**

Both PLP and PLS Executive Committees have approved the first amendment to the FY 2025-26 PLP/PLS contract for fiscal and administrative services.

The purpose of this memo is for the Administrative Council to approve the second amendment, which outlines additional work.

### **Additional Grant Work**

The first amendment revised contract total is \$1,069,269.

This second contract amendment includes additional work for two contracted FY 2025-26 statewide grants: Networking California Library Resources and Literacy and Learning Initiatives. The attached second contract amendment includes a total of \$44,241 for additional staff time.

The total amount of indirect revenue is \$54,774. 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 costs (\$5,477) be allocated to PLS, and 90% (\$49,247) be allocated to PLP.

### **Recommendation**

It is recommended that the Administrative Council approve the second contract amendment to the FY 2025-26 PLP/PLS contract, for an additional \$49,718, for a total revised contract of \$1,118,987, and approve the budget adjustment. This contract will be approved by the PLP Executive Committee at their June 23, 2026 meeting.

PLP/PLS CONTRACT  
 July 1, 2025 to June 30, 2026  
**2nd Amendment**

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

<b>PLP/PLS Baseline Contract</b>	<b>\$1,016,308</b>
<b>First Contract Amendment</b>	<b>\$1,069,269</b>

**Additional Grant Work for PLP:**

	<b>Amount</b>
Staff Time Related to FY25-26 Networking California Library Resources Grant	\$30,428
Staff Time Related to FY25-26 Literacy and Learning Initiatives Grant	\$13,813
<b>TOTAL Staff Support Costs</b>	<b>\$44,241</b>
Indirect Cost Related to FY25-26 Networking California Library Resources Grant	\$18,256
Indirect Cost Related to FY25-26 Literacy and Learning Initiatives Grant	\$36,518
<b>TOTAL Indirect Costs</b>	<b>\$54,774</b>
<b>10% of Indirect costs</b>	<b>\$5,477</b>
<b>TOTAL CONTRACT AMENDMENTS</b>	<b><u>\$49,718</u></b>
<b>TOTAL REVISED CONTRACT</b>	<b><u>\$1,118,987</u></b>

# PLAN Projects Report

June 4, 2026

## 1. LibTools Replacement

PLAN is working with the developer to increase the maximum number of barcodes generated. The remaining functions of the LibTools website are either no longer needed or included in Sierra and will not be replaced by PLAN.

## 2. BiblioSuggest & BiblioCloud Records

The new BiblioSuggest forms for submitting suggestions for purchase are live and PLAN is working with the Information Services representatives and BiblioCommons to provide instruction on managing requests and responses and resolve a few issues. PLAN is working on the implementation of OverDrive BiblioCloud Records (BCR). The PLS Information Services Committee has paused the implementation of hoopla BCR, expressing concerns with how the entire catalog of hoopla records will impact search results.

## 3. Phone Alerts Cloud Migration

The new telephone notification system went live on May 19, 2026.

## 4. Patron Blocks Revisions

ILL introduced new functionality to manage patron blocks that allows libraries to set circulation policies by library location, jurisdiction or item type. PLAN is working with the Circulation Managers to do essential database cleanup and implement new patron blocks that more accurately reflect the libraries' policies.

## 5. ADA Title II Compliance

1. Websites managed by PLAN: PLAN is working with a web developer to review and prioritize remediations.
2. Shared eResources: PLAN is reviewing the accessibility documentation from each of the providers to ensure they are compliant or working on compliance by the deadline.
3. Patron-facing catalog (discovery layers, patron online registration and payment portal): Bringing the branding colors into compliance for each BiblioCommons site is nearly complete, with only one library outstanding. The online patron registration pages will be remediated next. PLAN continues discussions with BiblioCommons and Clarivate to ensure that the publicly available digital services are compliant.

## 6. Online Patron Registration Forms

PLAN is exploring third-party options to replace the online patron registration forms. The current forms are not ADA compliant and not compatible with modern browser security policies. PLAN will present a cost and features comparison matrix and coordinate demos with the PLS Circulation Managers Committee who will make a recommendation for purchase to the PLS Executive Committee.

## 7. PLS VPN Upgrade

PLAN is currently working to upgrade our current VPN service. This project is expected to be completed by August 2026.

# PLAN Projects Report

June 4, 2026

## 8. PLS Hyper-V Virtual Server Migration

PLAN has migrated 42 of our 44 total servers to our new virtual environment. The remaining two servers that need to be migrated to our new virtual environment is expected to be completed by May 2026.

### Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
BiblioSuggest & BiblioCloud Records	N/A	Aug 2025	Jun 2026	Vanessa Walden	Implement add-on features to the BiblioCore subscription bundle.
Redesign of PLAN ServiceDesk support portal	N/A	Jan 2026	Oct 2026	Will Jay	Redesigning the support portal to enhance user experience, improving efficiency for support teams, and aligning the portal with evolving business needs.
Phone Alerts Cloud Migration to IPA	N/A	May 2025	May 2026	Scott Young & John Sarmiento	Migrate from on prem legacy servers to a cloud-based solution
ADA Title II Compliance	N/A	Aug 2025	Apr 2027	Vanessa Walden	All publicly accessible digital services, documents and resources must comply with WCAG 2.1 Level AA guidelines.
Patron Block Revisions	N/A	Jan 2026	Apr 2026	Vanessa Walden	Redesign and revise the patron block policies in Sierra
PLS Admin Sharepoint Site Migration	N/A	Mar 2026	Apr 2026	Josh Shreffler	Migrated the PLS Admin Sharepoint Site from classic to modern
Daly City Libraries selfCheck Upgrade	N/A	Jan 2026	May 2026	Will Jay	All branches have been completed, and the selfChecks are working without any issues. Side shelves were also installed on the selfChecks to provide more space for the patrons.
Credit Card Machine EOL hardware swap	N/A	Apr 2026	May 2026	Will Jay & Josh Shreffler	PLAN will inventory, receive, and swap the old credit card terminal. No cost for the replacement hardware.
Redwood City Public Library RFID Gate Damaged Replacement	N/A	Jan 2026	June 2026	Will Jay	The acrylic plastic part on an RFID gate panels was damaged and wire was exposed. A replacement panel was ordered and is pending install.
San Bruno Public Library RFID Gate Damaged Replacement	N/A	April 2026	TBA	Will Jay	The acrylic plastic part on one of the RFID gate panels was damaged. A quote was requested and generated. Waiting for approval to order.
Online Patron Registration Forms	N/A	May 2026	August 2026	Vanessa Walden	Online forms must be ADA compliant, built on secure infrastructure and have customizable features for each library

# PLAN Projects Report

June 4, 2026

## Future Projects

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Sierra Servers RHEL 9 OS Upgrade	N/A	TBD	TBD	John Sarmiento & Vanessa Walden	Sierra is certified to run on RHEL 9 starting with version 6.3
Sierra Cloud pricing and discussion	N/A	TBD	TBD	Scott Young & Vanessa Walden	TBD
Sierra Training Servers	N/A	TBD	TBD	Josh Shreffler, John Sarmiento & Vanessa Walden	Turn up training servers to be used for off-production testing of upgrades and security
LX Starter Email Notices	N/A	TBD	TBD	Vanessa Walden	Ill is working on technical and workflow improvements for consortia
PLAN Asset Inventory	N/A	Jan 2026	TBD	Will Jay	Validate and consolidate the current asset inventory to ensure it functions as the definitive source of truth
Annual Lyngsoe AMH Maintenance	N/A	June 2026	TBA	Will Jay	Planning for Lyngsoe's AMH maintenance has started. Working with Lyngsoe and various library branches to set up updates for onsite maintenance.

**To:** PLS Administrative Council  
**From:** Desiree Wong, Chair, PLS Youth Services Work Group  
**Subject:** PLS Youth Services Work Group Summer Learning Challenge Overview  
**Date:** June 4, 2026

## Overview

This year, libraries in the Peninsula Library System libraries are providing four different Summer Learning Challenges. All libraries will be visiting local schools and participating in community events to promote the programs. In addition, library jurisdictions will be offering a wide range of programming for youth and families throughout the summer. Redwood City Public Library, San Bruno Public Library, South San Francisco Public Library, Daly City Public Library and San Mateo Public Library are using shared reading logs and bookmarks. Burlingame Public Library, San Mateo County Libraries and Menlo Park Public Library are each developing independent programs.

## Budget

FY 2025-2026 includes \$5,000 for graphics and \$8,000 for one scholarship per jurisdiction (which was rolled over from last year's budget). \$2,000 has been spent on graphics. The remaining \$3,000 will be spent on shared prizes, such as CuriOdyssey Passes and San Mateo County Park Passes.

## Upcoming Highlights

Each jurisdiction is focusing on school outreach leading up to summer to get the word out about our summer reading programs. Some jurisdictions are taking books and logs into the schools for better dissemination, while others are offering presenting and encouraging patrons to visit the library to sign up.

We are also all working hard to create unique programming for our patrons over the summer. Some highlights are:

- Menlo Park Libraries is hosting their annual Summer Puppetry festival
- San Mateo County Libraries are hosting Cave Adventures events throughout their system hosted by CaveSim and Wrestling Storytimes with Lucha Libro
- Redwood City Public Library is hosting Acrobatic Storytimes with Nikki Borodi and The Muscle
- Daly City Public Library and San Mateo Public Library are hosting Uncle Jer's traveling bee show
- Burlingame Public Library is hosting a series of Family Fun Nights with Magic Shows, Puppet shows, and music
- South San Francisco Public Library is hosting a Disco Dance Party with DJ Chico Chi for kids and families

### Joint Program

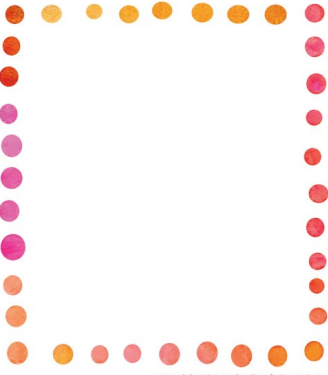
Summerlearners.org, hosted by PLS, has not been updated. It currently has a message letting patrons know to come back for more information starting June 1. We have experienced some difficulty with creating a successful landing page for summer learning now that only some of the jurisdictions are participating in the PLS wide Summer Learning Challenge. Last year, we posted links to individual libraries' summer pages but there were many issues with broken links. We are discussing what potential options we have for the future, including discontinuing the page. Currently, a ticket has been submitted asking for generic information about Summer Learning and the 2026 graphic.

Staff has updated the Google Forms online and each jurisdiction will print paper logs and bookmarks using their own funding. Logs are available in English, Spanish, and Chinese.

The artwork for this year's shared Summer Learning Challenge was provided by artist Nica Lorber. Pam Evans coordinated an agreement with Nica.


### READING LOG FOR CHILDREN BELOW:

Draw a picture of your summer adventures!




**2026 SUMMER LEARNING CHALLENGE** JUNE 1<sup>ST</sup> - AUGUST 31<sup>ST</sup>

Youth in San Mateo County ages 0-18 can complete this learning log for a chance to win a \$1000 scholarship!



Artwork by Nica Lorber/Poofy Emporium

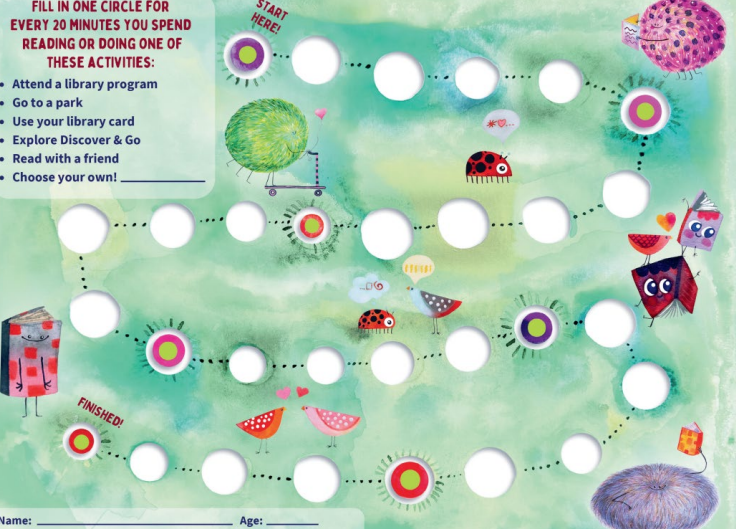
Submit your completed log to any of these libraries:



**FILL IN ONE CIRCLE FOR EVERY 20 MINUTES YOU SPEND READING OR DOING ONE OF THESE ACTIVITIES:**

- Attend a library program
- Go to a park
- Use your library card
- Explore Discover & Go
- Read with a friend
- Choose your own! \_\_\_\_\_

START HERE!



FINISHED!

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Email/Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_

READING LOG FOR TEENS AND ADULTS BELOW:



2026  
SUMMER  
LEARNING CHALLENGE

JUNE 1<sup>ST</sup> - AUGUST 31<sup>ST</sup>

Take part in the  
Summer Learning  
Challenge for a  
chance to win a  
**\$1000 scholarship.**

SOUTH SAN FRANCISCO PUBLIC LIBRARY  
DALY CITY PUBLIC LIBRARY  
REDWOOD CITY PUBLIC LIBRARY  
SAN BRUNO PUBLIC LIBRARY

The poster features a central illustration of a large, green, fuzzy creature with a smiling face, holding a coffee cup and a book. Below it are several smaller, colorful characters, including a book, a ladybug, and a bird. The background is white with a decorative border of colorful arrows.

Read or listen to a book and write a brief review. Return your reading log by **August 31<sup>st</sup>**.

Title: \_\_\_\_\_

Write your book review:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Phone or Email: \_\_\_\_\_

Zip code: \_\_\_\_\_



Decorative illustrations at the bottom of the form include a purple flower, a green plant, a pink ladybug, a yellow book character, and a blue plant.

**To:** PLS Administrative Council  
**From:** Rose Waldman, eBook Purchasing Chair  
**Subject:** eBook Purchasing Chair End of Year Report  
**Date:** June 4, 2026

### **Fiscal Year 2025-2026 Use**

The circulation for eBooks and audiobooks (not including magazines) continues to increase, with 1,634,579 checkouts in Fiscal Year 2025-2026 (as compared to the 1,362,602 checkouts, not including magazines, in 2024-2025), and a growing number of patrons using OverDrive. There are now 73,635 unique patrons, and there are 38,102 new users since July 1, 2025. Factoring in the 70,097 unique patrons reported last year, that indicates that while there is a rate of attrition in account usage, the rate of adoption is still greater.

OverDrive Magazines has increased over the past year to a total of 346,024 uses (averaging 34,602 uses per month, as opposed to the average 30,587 per month reported last year). Magazine functionality did not change between July of 2025 and the present.

As of May 13, 2026, 196,657 items had been checked out, and 70,624 holds had been placed in the previous 30 days. On May 13, 2026 there were 80,730 items currently checked out and 151,175 items currently on hold. The average wait time for a hold was 26 days.

The percentage of use between audience types (Adult/Children/Teen) remained roughly on par with Fiscal Year 2024-2025, with Fiscal Year 2025-2026 seeing an average 73% of non-magazine circulation as adult titles, followed by 17.2% children's titles and 8.3% teen titles. This represents a 3% increase in use for Adults and a 1% increase in popularity for teen items, with a decrease for children's items.

We hold 1,855,000\* eBooks, which have circulated 875,585 times (for a total of .5 circ per item), and 102,744 audiobooks, which have circulated 740,495 times (for a total of 7 circ per item). So, while there have been more total circulations of eBooks, audiobooks show a much higher circ per item. The proportion of eBook to audiobook checkouts has held relatively steady over the past fiscal year. Last fiscal year audiobooks were reported to be 43.3% of the overall non-magazine usage, and that number has increased just a bit to 45.8%. Audiobooks are, of course, considerably more expensive than eBooks, which has to be factored into how the collection budget is allocated in response to demand.

*\*Please note that the inflated number of eBooks reflect the fact that OverDrive counts the lending model "metered access: 100 checkouts (concurrent users)" as 100 items.*

**Other Updates and Changes – July 2025 to May 2026**

The eBook Purchasing Chair duties are finishing the first year with Menlo Park (Rose Waldman). Chair responsibility will shift to Redwood City in July 2027, and Menlo Park will begin working with Redwood City to prepare for the transition of these duties in January 2027. The Chair and the team at MPL continue working with the selectors to streamline processes, including only ordering published titles, reordering expired titles, and including an appropriate mix of formats.

In September 2025, OverDrive implemented a change in their hold system. Patrons are now only allowed to have 25 holds at a time, additionally, if a patron does not want to check out a hold when it is ready, they must “suspend” the hold and choose to “unsuspend” the hold when they are ready to receive the item.

With the last PLS budget increase implemented, the eBook budget rose to \$725,000 for the fiscal year. The changed PLS expenditure oversight, and order tracking changes, resulted in \$9797.57 carrying over from FY 24/25 to FY 25/26. CLSA funds in the additional amount of \$21,418 have been approved for use on collections that take into consideration underserved communities. All working files are available on FIDO for anyone to view and see what is being ordered, what has been weeded, and what invoices have been paid.

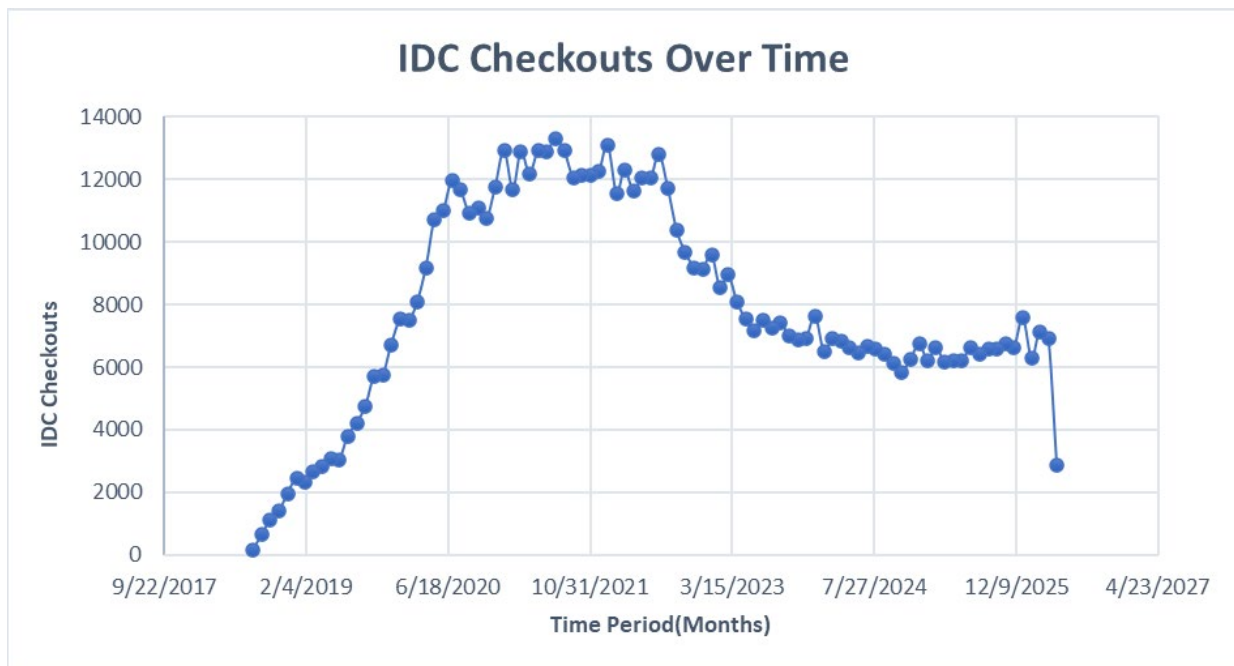
PLS jurisdictions continue to add items to their Advantage Collections which prioritize their patrons first – all then allow all PLS patrons access to the titles, which provides more titles and copies to all patrons.

**Instant Digital Cards**

The Instant Digital Card (IDC) program provides residents immediate access to Libby when opening an account with their phone number instead of a library card number. Phone numbers are verified via a service OverDrive contracts with, which verifies the billing address as being a resident (within San Mateo County). There are 19,605 IDC users who were active (checked out at least one item) this fiscal year. IDCs are valid for three years. Expired accounts prompt the user to obtain a library card and have their IDC account “merged” in order to continue their user history and holds. IDC accounts cost PLS \$0.50 per account. However, OverDrive provided all IDC accounts free of charge for the first six months of this fiscal year. An average of 213 new accounts were created per month in FY 25/26. This represents a slow downward trend in account creation (average per month last fiscal year was 340) that is aligned with year over year trends since the height of COVID. This trend makes the IDCs more affordable for PLS but does lead to the question of whether IDCs ought to be continued in future. Kevin Coon, the PLS OverDrive representative, shared that OverDrive is moving forward with plans to make IDCs renewable at the behest of LA County and San Diego libraries. These two large public libraries see IDCs as a gateway to access to books, literacy, and the library for those who for whatever reason may not be comfortable signing up for a library card. While PLS is unlikely to opt in to

renewable IDCs, this viewpoint, combined with the increased affordability of a slow but steady decline in use, is a persuasive argument for continuing to support Instant Digital Cards.

IDC Account Use			
(FY25/26 to 5/13/26)	Active Accounts	New Accounts	Total Checkouts
<b>FY 25/26</b>	19,605	2,243	84,970
<b>FY 24/25</b>	22,119	2,928	92,104
<b>FY 23/24</b>	23,706	2,913	101,908
<b>FY 22/23</b>	29,285	3,015	120,258
<b>FY 21/22</b>	35,656	3,827	156,182
<b>FY 20/21</b>	32,370	4,866	146,833
<b>FY 19/20</b>	20,888	6,284	84,915
<b>FY 18/19</b>	5,294	1,868	21,722



**Advantage Account Spending**

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

	FY 23/24	FY 24/25	FY25/26 to 5/13/26
Burlingame Public Library	\$4,585	\$8,242	\$933.59
Daly City Public Library	\$4,598	\$7,408	\$4,501.58
Menlo Park Public Library	\$20,153	\$18,971	\$12,305.82
<b>Peninsula Library System</b>	\$673,098	\$622,922	\$519,997.94
Redwood City Public Library	\$0	\$0	\$20,154.78
San Bruno Public Library	\$20,744	\$28,119	\$22,261.33
San Mateo County Libraries	\$673,557	\$1,195,707	\$716,109.90
San Mateo Public Library	\$1,844	\$0	\$0
South San Francisco Public Library	\$525	\$2,114	\$3,579.00
<b>Grand Total</b>	<b>\$1,399,104</b>	<b>\$1,883,483</b>	<b>\$1,299,843.94</b>

**Reciprocal Lending Agreement Statistics**

The reciprocal lending service continues to be utilized without issues. Searching and borrowing items works best in the Libby app. PLS has not made a system-wide marketing push, which might increase usage, but usage is increasing naturally, regardless. Use appears to be even between PLS and MARINet, but NorthNet is using PLS more than PLS is utilizing NorthNet resources (this does reflect the relative size of the respective collections). Only Perpetually Owned and Metered by Time copies can be used, which allows for more use without increased costs. Overall, all visitor checkouts using reciprocal lending have increased over the past year by about 80% on the PLS end and about 50% on the MARINet/NorthNet end.

Reciprocal Lending Agreement Statistics (7/1/25-5/13/2026)				Totals for FY 24/25
	MARINet	NorthNet	Totals	
PLS cardholders	567	303	870	464
CKO eBooks	4,058	1,643	5,701	4,302
CKO Audiobooks	2,181	819	3,000	2,912
<b>Total PLS Checkouts</b>	<b>6,239</b>	<b>2,462</b>	<b>8,701</b>	<b>7,214</b>
Unique Visitors to PLS	519	3,592	4,111	2,767
CKO eBooks	4,335	22,978	27,313	18,657
CKO Audiobooks	2,478	33,643	36,121	19,277
<b>Total Visitor Checkouts</b>	<b>6,813</b>	<b>56,621</b>	<b>63,434</b>	<b>37,934</b>

**Current Holdings**

Just like the physical collection, the shared collection holdings are a moving target. This is a snapshot of May 13, 2025, for all copies all patrons can use, which is both the shared collection and the shared advantage collections. *\*Please note that the inflated number of eBooks reflect the fact that OverDrive counts the lending model “metered access: 100 checkouts (concurrent users)” as 100 items.*

Formats	# of Copies Held Jan 2 2025	# of Copies Held Dec 27 2025	# of Copies Held May 13, 2026
eBook	175,526	1,850,000	1,855,000
Audiobook	71,290	98,781	102,744
Magazines	5,729	6,558	6,685
<b>Total</b>	<b>252,545</b>	<b>1,955,339</b>	<b>1,965,000</b>

**Usage Trends**

	Total Checkouts	Unique Users	Holds
<b>2026</b>	<b>1,979,771</b>	<b>73,615</b>	<b>745,070</b>
2025	2,096,997	73,047	839,704
2024	1,731,151	65,897	717,035
2023	1,302,891	55,489	538,220
2022	1,089,321	49,652	462,540
2021	1,144,397	46,077	473,347
2020	1,052,411	47,139	551,954

**Usage by Format**

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

Time Period	Checkouts by Format	% of CKOs	% CKO w/o Magazines
2025-26			
EBooks	875,585	44.6%	54.2%
Audiobooks	740,495	37.7%	45.8%
Magazine	346,024	17.6%	
2024-25			
eBooks	813,255	47.7%	56.7%
Audiobooks	622,074	36.5%	43.3%
Magazines	271,179	15.9%	

<b>2023-24</b>			
eBooks	735,111	49.5%	58.1%
Audiobooks	530,257	35.7%	41.9%
Magazines	219,663	14.8%	
<b>2022-23</b>			
eBooks	611,697	55.2%	59.3%
Audiobooks	420,207	37.9%	40.7%
Magazines	76,477	6.9%	
<b>2021-22</b>			
eBooks	617,245	57.8%	62.2%
Audiobooks	375,293	35.2%	37.8%
Magazines	74,577	7.0%	

**Checkouts by Title Audience**

Adult users are the primary drivers of use increases, with the percentage of adult audience usage at 73% of non-magazine circulation. Total checkouts of all audience levels are trending up.

<b>Time Period</b>	<b>CKOs by title audience</b>	<b>% of CKOs (no Magazines)</b>
<b>2025-26</b>		
Adult	1,221,377	73.0%
Teen	138,504	8.3%
Juvenile	288,342	17.2%
<b>2024-25</b>		
Adult	1,129,301	70.9%
Teen	131,371	8.2%
Juvenile	332,350	20.9%
<b>2023-24</b>		
Adult	893,094	69.5%
Teen	109,666	8.5%
Juvenile	281,418	21.9%
<b>2022-23</b>		
Adult	747,708	70.9%
Teen	87,523	8.3%
Juvenile	218,853	20.8%

**Weeded Titles**

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

Format	# of Titles Weeded (7/1/25 – 5/13/2026)
eAudiobook	224
eBook	2,475
<b>Total</b>	<b>2,699</b>

**PLS Spending Plan and expenditures to date and proposed FY 26/27 spending plan**

The PLS eBook Budget in 2024-25 was \$675,000 and increased by \$50,000 to \$725,000 for FY 2025-26. A portion of CLSA funds have been allocated for eBook usage, which provides funds for specific purposes above the budgeted allocation. The FY 2025-26 CLSA funds will be used towards the subscription renewal for All Access Comics and the purchase of non-English language eBooks in the two highest demand languages. \$30,549 will be rolled over from the FY 25-26 eBook Chair allocation.

	FY25/26 Budget	FY26/27 Budget
<b>PLS Budget Allocation</b>	<b>\$725,000</b>	<b>\$775,000</b>
platform fee	\$14,400	\$14,400
Instant digital cards (est)	\$2,500	\$2,500
marc records(est)	\$3,000	\$3,000
eBook Chair allocation	\$39,000	\$30,549 (ROLLED OVER)
Special Projects/One Book	\$10,000	\$10,000
Renew Simultaneous Use Subscriptions (Blackstone Audio & All-Access Comics)	\$27,500	\$27,500
Selectors & Language ordering	\$628,600	\$717,600

The intention with regard to the proposed Selectors & Language ordering budget is to keep each selection area similar, but dedicate more to holds, notify, and dedicated repurchasing of expired items. More budget will be dedicated to audiobooks, the use of which is trending up. Languages selected from Census data for San Mateo County, for top languages spoken at home.

**Expenditures per Area in Fiscal Year 2025-2026**

Category	Annual	Expended	% Expended
Holds Manager	\$212,467	\$163,851.74	77%
Adult Fiction	\$106,862	\$85,506.51	80%
J/YA	\$113,148	\$84,759.58	75%
Adult Nonfiction	\$81,718	\$ 69,988.89	85%
Spanish Adult	\$10,215	\$9,344.54	91%
Spanish Juvenile	\$10,371	\$8,797.31	84%
Chinese	\$18,858	\$14,174.22	75%
Additional World Languages	\$18,387	\$7,209.47	39%
Collection Maintenance--repurchasing expired items and expired items with holds.	\$56,574	\$36,375.40	64%
Blackstone Audio	\$12,000	\$0	0%
High demand hold audiobooks	\$15,500	\$15,457.25	99%
Platform fee	\$14,400	\$12,000	83%
Instant Digital Cards (est.)	\$2,500	\$735	29%
MARC Records (est.)	\$3,000	\$1,985	66%
eBook Chair allocation	\$39,000	\$6,888.88	16%
Special Projects/ YA NovCon, etc.	\$10,000	\$6,573.61	65%
Rollover – unspent FY 24/25 funds	\$9,797	\$0	0%
CSLA Funds – All Access Comics and Spanish/Chinese Collection	\$21,418	\$19,938.11	93%
<b>Total Budget Allocation (w/ Changes)</b>	<b>\$756,216</b>	<b>\$536,376.04</b>	<b>70%</b>

**Expenditures per Format in Fiscal Year 2025-2026**

Format	# of Titles	Cost of Titles	Cost of MARC Records	Total
eBook	8,688	\$276,248.29	\$1,113.00	\$277,361.29
eAudio	3,360	\$222,455.59	\$872.00	\$223,327.59

### World Language Collection

PLS has offered Spanish and Chinese eBook/eAudio titles for all ages for several years. Titles in additional languages have been allocated funds based on 2020 Census data of top languages spoken at home and is very much limited by title availability in OverDrive. We are perennially short on selectors for this collection; currently MPL is selecting for three languages without a fluent specialist. A challenge of selecting for this collection is the lack of availability of suitable items to purchase in some of the languages. Advertising to staff and patrons also needs to occur to inform the community that these language options are available.

	# of items added since 7/1/2025	Total Checkouts 7/1/25 - 4/30/26
English	14,214	1,864,486
Spanish	981	14,361
Chinese	555	6,829
Tagalog	42	63
Hindi	40	261
Russian	117	1,086
Samoan	0 (MPL selecting default)	5
Tongan	0 (MPL selecting default)	3
Portuguese	23	762
French	96	5,487
Korean	32	1,110
Japanese	91	4,455
Persian	0 (Little Item Availability)	46
Arabic	0 (MPL selecting default)	91
Italian	114	2,059
Vietnamese	44	134
Ukrainian	0 (Selector started 4/26)	106
Totals	<b>16,349</b>	<b>917,303</b>

### Ownership of titles

Publishers continue to embrace metered access (MA) over perpetual access (OC/OU), which is increasing the complexity of maintaining a collection of titles patrons are looking for – both new and previously published. All metered access titles eventually expire and then either need to be repurchased or weeded. In place of OC/OU, MA of the 24 month and 12 month variety, along with MA 100 checkouts with concurrent users and MA 26 checkouts, are now the most purchased types of lending models. The current OverDrive setting is to weed a title as it expires unless there are existing holds. That said, OC/OU still accounts for slightly under half of the lending model types purchased thus far.

MA: 100 Checkouts items are more commonly offered as a lending model option for children’s materials and select popular items. OC/OU and metered access by years and number of checkouts are common options for both children, YA, and adult items. Selectors have been instructed to purchase the longest/highest option available, e.g. 48MO over 24 MO, to avoid having to repurchase copies as frequently.

**Purchases by lending model in Fiscal Year 2025-2026**

Lending model	Sum of Copies	Sum of Cost (USD)	Ave Cost per copy
Metered Access: 100 checkouts (concurrent users)	20,600	\$11,766.24	\$0.57
Metered access: 12 months (one user)	173	\$5,397.48	\$31.20
Metered access: 24 months (one user)	4,591	\$233,090.96	\$50.77
Metered access: 26 checkouts (one user)	1,620	\$35,862.81	\$22.14
Metered access: 28 checkouts (one user)	5	\$41.27	\$8.25
Metered access: 48 months (one user)	48	\$621.78	\$12.95
Metered access: 52 checkouts (one user)	56	\$920.44	\$16.44
Metered Access: 53 checkouts (concurrent users)	1,272	\$298.20	\$0.23
Metered access: 60 months (one user)	3	\$225.00	\$75.00
Metered access: Earlier of 24 checkouts or 24 months (one user)	95	\$1,181.05	\$12.43
Metered access: Earlier of 25 checkouts or 24 months (one user)	350	\$3,556.70	\$10.16
Metered access: Earlier of 26 checkouts or 48 months (one user)	4	\$189.85	\$47.46
Metered access: Earlier of 30 checkouts or 60 months (one user)	2	\$44.94	\$22.47
Metered access: Earlier of 36 checkouts or 24 months (one user)	9	\$191.46	\$21.27
Metered access: Earlier of 52 checkouts or 24 months (one user)	437	\$7,870.73	\$18.01
Metered access: Earlier of 52 checkouts or 36 months (one user)	2	\$7.62	\$3.81
Metered access: Earlier of 52 checkouts or 48 months (one user)	1	\$7.53	\$7.53
One copy/One user	4,834	\$218,723.88	\$45.25
<b>Grand Total</b>	<b>34,102</b>	<b>\$519,997.94</b>	

PLS eBook purchasing group 25-26 fiscal year – updated 05/2026

<p><b>Rose Waldman, Chair</b>                  Library and Community Services Supervisor – Library,                  Menlo Park Public Library  <a href="mailto:rfwaldman@menlopark.gov">rfwaldman@menlopark.gov</a> - 650-330-2516  <b>eBook Chair (2025-2027)</b>                  Assisted by Nora Mercer and David Jimenez</p>	<p><b>Kathryn Alexander</b>                  Librarian II, Adult Services, South San Francisco Library  <a href="mailto:alexanderk@plsinfo.org">alexanderk@plsinfo.org</a>  <b>Adult Fiction and French Selection</b></p>
<p><b>Michelle Wong</b>                  Librarian, Foster City Library  <a href="mailto:wongmi@smcl.org">wongmi@smcl.org</a>  <b>Chinese and Japanese Selection, all ages</b></p>	<p><b>Stacy Lein</b>                  Librarian II, Adult Services, South San Francisco Public Library  <a href="mailto:lein@plsinfo.org">lein@plsinfo.org</a>  <b>Adult Nonfiction Selector</b></p>
<p><b>Joshua Rees</b>                  Collection Services Manager, Daly City Public Library  <a href="mailto:rees@plsinfo.org">rees@plsinfo.org</a> - 650-746-8302  <b>J/YA Selection</b></p>	<p><b>Roz Kutler</b>                  Adult Services &amp; Programming, Redwood City Public Library  <a href="mailto:rkutler@redwoodcity.org">rkutler@redwoodcity.org</a> - 650-780-7058  <b>Adult Nonfiction Selector</b></p>
<p><b>Erica Hamilton</b>                  Children’s Librarian, San Mateo Public Library  <a href="mailto:ehamilton@cityofsanmateo.org">ehamilton@cityofsanmateo.org</a>  <b>J/YA Selection</b></p>	<p><b>Ciera Pasturel</b>                  Access Services Librarian, San Mateo County Library  <a href="mailto:pasturel@smcl.org">pasturel@smcl.org</a> - 650-312-5255  <b>Holds Manager orders, Curation manager</b></p>
<p><b>Michelle Langkafel</b>                  Librarian, San Mateo Public Library  <a href="mailto:mLangkafel@cityofsanmateo.org">mLangkafel@cityofsanmateo.org</a>  <b>Adult/YA Spanish Selector</b></p>	<p><b>Marie Nguyen</b>                  Librarian I, Daly City Public Library  <a href="mailto:nguyen@plsinfo.org">nguyen@plsinfo.org</a> - 650-746-8303  <b>Adult Fiction Selection</b></p>
<p><b>David Jimenez</b>                  Spanish Language Librarian, Menlo Park Public Library  <a href="mailto:djimenez@menlopark.gov">djimenez@menlopark.gov</a> - 650-330-2528  <b>J Spanish Selector</b></p>	<p><b>Caroline Yee</b>                  Librarian, San Bruno Public Library  <a href="mailto:yeec@plsinfo.org">yeec@plsinfo.org</a> - 650-616-7016  <b>Italian Selector</b></p>
<p><b>Justin Pham</b>                  Librarian, San Mateo County Library  <a href="mailto:phamj@smcl.org">phamj@smcl.org</a>  <b>Hindi, Korean, Russian, Vietnamese Selector</b></p>	<p><b>Jason Yap</b>                  Librarian, Burlingame Public Library  <a href="mailto:yap@plsinfo.org">yap@plsinfo.org</a> - 650-558-7400  <b>Tagalog Selector</b></p>
<p><b>Donya Sultani</b>                  Project Read Coordinator, San Mateo Public Library  <a href="mailto:sultani@cityofsanmateo.org">sultani@cityofsanmateo.org</a> - 650-522-7848  <b>Persian Selector</b></p>	<p><b>Daniel Keough</b>                  Adult Services Manager, Burlingame Public Library  <a href="mailto:keough@plsinfo.org">keough@plsinfo.org</a> - 650-558-7434  <b>Ukranian, Portugese Selector</b></p>

## Peninsula Library System

**To: PLS Administrative Council**  
**From: Carol Frost**  
**Subject: Fund Allocation for PLS eBook Purchasing Chair for FY 2026-27**  
**Date: June 4, 2026**

### Background

At the August 2021 PLS Executive Committee meeting, the Committee approved funding a part-time eBook Purchasing Chair for a two-year period, per an alphabetical rotation for the Chair. The position is now an itemized cost in the OverDrive budget. **Exhibit 1** includes the approved workflow for funding, **Exhibit 2** is the approved rotation schedule, and **Exhibit 3** is the approved duties. Per the PLS Administrative Council, \$39,000 will be allocated annually from the OverDrive budget to the PLS library which is the eBook Purchasing Chair.

The Menlo Park Public Library has been the eBook Purchasing Chair for FY 2025-26 and will continue for FY 2026-27. Menlo Park expects to expend \$8,451 by the end of FY 2025-26, with an estimated \$30,549 in unspent funds for eBook Chair activities.

The unspent \$30,549 funds will remain with Menlo Park and rolled over to FY 2026-27 for the eBook Chair duties. It is recommended that due to the low amount used by Menlo Park this year, the FY 2026-27 budget will use only the rolled over \$30,549, rather than the normal annual \$39,000. The revised FY2026-27 OverDrive's cost share amount will be \$775,000 without the eBook Purchasing Chair funds as shown.

FY 2026-27 OverDrive Budget					eBook Purchasing Chair	Overdrive Subscription
PLAN FORMULA						
Amount to Be Distributed					\$ -	\$775,000.00
Library Jurisdictions	% Share	Include in Estimate (Y/N)	Base Amt	Revised % based upon libraries participation	Annual Cost Share	Annual Cost Share
Burlingame	8.50%	Y	0.0850	8.61%	\$0	\$66,765
Daly City	5.46%	Y	0.0546	5.53%	\$0	\$42,856
Menlo Park *	6.47%	Y	0.0647	6.56%	\$0	\$50,813
Redwood City	10.53%	Y	0.1053	10.67%	\$0	\$82,723
San Bruno	3.46%	Y	0.0346	3.50%	\$0	\$27,157
San Mateo County	43.00%	Y	0.4300	43.57%	\$0	\$337,637
San Mateo Public	11.94%	Y	0.1194	12.10%	\$0	\$93,744
South San Francisco	9.33%	Y	0.0933	9.46%	\$0	\$73,305
Community Colleges	1.31%	N	0.0000	0.00%	\$0	\$0
<b>Total</b>	<b>100.00%</b>		<b>0.9869</b>	<b>100.00%</b>	<b>\$0</b>	<b>\$775,000</b>

\*eBook Purchasing Chair

**Recommendation**

The PLS Executive Committee recommends the PLS Council approve the use of the unspent final FY2025-26 Menlo Park’s eBooks Purchasing Chair funds estimated at \$30,549 for FY 2026-27, and that the normal annual allocation of \$39,000 be suspended in FY 2026-27, with those funds being redirected back to collections.

As a reminder, the Council approved a 3-year allocation for eBooks, which ends in FY 2026-27 with an allocation of \$775,000. The multi-year allocation will be reviewed mid-year in FY 2026-27.

**Exhibit 1**

Below is the approved workflow for libraries to support the eBook position (Updated December 2023):

- The public libraries will be invoiced at the beginning of the fiscal year for the full OverDrive budget, including the itemized cost of \$39,000 to support the eBook Purchasing Chair library.
- After payment is received from the libraries, a full \$39,000 distribution will be paid to the eBook Purchasing Chair library.
- The eBook Purchasing Chair library will bill back actual staffing costs against the \$39,000 received.
- The eBook Purchasing Chair library will report any unexpended funds to the Administrative Council at the end of the fiscal year.
- The eBook Purchasing Chair library will issue a check for the unspent funds at the end of the fiscal year to the PLS Administration. Unexpended funds will be returned to the OverDrive budget to be applied to the following fiscal year’s OverDrive budget.

**Exhibit 2**

**Approved rotation for the eBook Purchasing Chair and Deputy Chair\*\***

<b>FISCAL YEAR</b>	<b>CHAIR</b>	<b>DEPUTY CHAIR</b>
2021-2022	Burlingame	
2022-2023	Burlingame	Daly City
2023-2024	Daly City	
2024-2025	Daly City	Menlo Park
2025-2026	Menlo Park	
2026-2027	Menlo Park	Redwood City
2027-2028	Redwood City	
2028-2029	Redwood City	San Mateo City
2029-2030	San Mateo City	
2030-2031	San Mateo City	San Mateo County

2031-2032	San Mateo County	
2032-2033	San Mateo County	South San Francisco
2033-2034	South San Francisco	
2034-2035	South San Francisco	San Bruno*
2035-2036	San Bruno	
2036-2037	San Bruno	Burlingame

\*San Bruno was moved to the bottom of the rotation for fairness

\*\*The Director of each library would appoint who the participating party would be to serve the 3-year commitment when their year came up in rotation, and additionally that if a volunteer expresses interest outside of rotation, this would be accommodated until no volunteer was available, at which point the rotation would resume.

### Exhibit 3

#### Duties of eBook Purchasing Chair

This position is a rotating, 2-year assignment for a staff person at an existing PLS member library. The member library would receive funds as backfill to help free up the time of the chairperson to fulfill the duties of the eBook Purchasing Chair. The person will supervise selection, manage the budget and vendor relationship, and report to the InfoServices Committee and Administrative Council.

#### Budget Tracking:

It is recommended that each eBook Chair follow these guidelines:

- Create an annual budget.
- Utilize the InfoServices eBooks section on FIDO to track the orders, invoices, and expenditures. Excel files for tracking the budget have been developed and each Chair will use these in coordination with PLS staff.
- The eBook Chair will work with selectors on purchases and will review the monthly invoices before they are paid by PLS accounting staff.
- To ensure all invoices are paid within the correct fiscal year, the eBook Chair should implement a cut-off date for purchases which do not fall within the monthly billing. The eBook Chair should work with the PLS accounting staff for all June invoices to identify in which fiscal year they should be paid.
- The eBook Chair should meet with the PLS Executive Director, Assistant Director and/or Controller on a quarterly basis to ensure that the budget is on track. PLS accounting staff will provide a quarterly expenditure report to the eBook Chair to ensure the budget is being expended.
- The eBook Chair’s director should be included in budget tracking discussions.
- PLS staff will communicate with the eBook Chair should additional funding be added to the budget mid-year (e.g., CLSA funds).

**Supervise selection:**

- coordinate eBook selectors in the eBook Purchasing Group for monthly ordering of materials
- recruit eBook selectors (create job descriptions, communicate effectively with PLS committees, Administrative Council and member libraries' staff)
- train eBook selectors as needed
- convene the eBook Purchasing Group 1-2 times/year to discuss and adjust budget priorities
- communicate regularly with eBook Purchasing Group members
- oversee the eBook collection in terms of identifying gaps and expired content for eBook Purchasing Group selectors to address
- route eBook purchasing requests to appropriate selector

**Manage OverDrive budget:**

- purchase OverDrive carts created by selectors
- monitor budget expenditure
- coordinate with PLS for invoice approval
- work with PLS Executive Director for budget coordination, grant opportunities, general reporting
- keep PLS Executive Director apprised of developments

**Vendor relationship:**

- primary liaison to eBook vendor for content
- evaluate eBook vendor service-model changes
- implement new eBook service initiatives due to changes by vendor or library services
- manage eBook account users' access and permissions

**Report out:**

- prepare and present mid-year and year-end reports to InfoServices Committee and Administrative Council
- attend PLS committee meetings as needed, up to 6 times per year

It is anticipated this would be an average of 10-15 hours per week (520-780 hours/year).

**To:** PLS Administrative Council  
**From:** Valerie Sommer and Tim Wallace  
**Subject:** Election of New PLS Administrative Council and Executive Officers for FY 2026-27  
**Date:** June 4, 2026

### **Background**

At the April 2026 meeting, a nominating committee was formed with Sommer and Wallace to present a slate of candidates for both the Administrative Council and Executive Committee at the Council's June meeting. This memo establishes the slate of officers for FY 2026-27.

The ad hoc group has proposed the following slate of officers for FY 2026-27:

#### *PLS Administrative Council*

- Chair: Brad McCulley, BPL
- Vice-Chair: Rukshana Singh, SMPL

#### *PLS Executive Committee*

- Chair: Rukshana Singh, SMPL
- Vice-Chair: Brad McCulley, BPL
- At Large Member: Sarah La Torra, RCL
- At Large Member: Anne-Marie Despain, SMCL

### **Recommendation**

It is recommended the Administrative Council approve the proposed slate of officers for FY 2026-27 for the Administrative Council and the Executive Committee.

**To:** PLS Administrative Council  
**From:** Andrew Yon  
**Subject:** Approval of the FY 2026-27 Budget  
**Date:** June 4, 2026

Attached is the proposed FY 2026-27 budget. Below are several items which should be noted:

#### **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. When the FY 2025-26 budget was approved, LSTA grant funds had been suspended, so the overall contract was reduced. When the grants were later reinstated, a contract amendment was approved between the agencies to reflect the increased work.

The FY 2026-27 contract between PLP and PLS includes staff time for LSTA grant work. In addition, one of the grants requires work well beyond what is common for LSTA grants, and the proposed agency contract includes that additional time. Between this, and moving the shared programming into its own budget, the Administration budget reflects \$82,495 use of fund balance. It is hoped that over the year, additional grant work will be required, which will bring the use of fund balance down, or eliminate it.

Worker's Compensation costs have increased due to higher insurance renewal rates. At the February 2026 Council meeting, when reviewing the PLS Executive Director's work plan, the Council recommended a one-time bonus of \$12,000 for the Executive Director. That has been included in this budget.

#### **DELIVERY BUDGET**

At the February PLS Administrative Council meeting, the Council reviewed the Delivery budget for FY 2026-27. Since that time, staffing needs have changed after the retirement of a long-term employee. To ensure proper coverage, the .8 FTE Driver I position will be increased to a full-time position in FY 2026-27. To offset this, the hourly driver position will not be necessary and has been removed from the budget.

Additional funds have been added to Miscellaneous Supplies (4250). In recent months, a higher number of bins than normal have been removed from circulation due to damage or wear and tear and must be replaced in bulk.

As presented in February, the Delivery space rent cost was an estimate. In FY 2025-26, the rent was 24% more than budgeted, due to County DPW increasing facility service charges for the County Library Administration building. Given the rent increases over the previous three years, \$28,552 will be budgeted for rent, a 30% increase over FY 2025-26's actual cost.

Finally, although the cost of fuel has increased dramatically since the draft budget was presented, the budget includes an estimate which reflects the hope that the fuel costs may decrease, knowing as well that the County's contracted fuel vendor is lower than the retail cost.

**PLAN CENTRAL AND LOCAL BUDGET**

Since the PLAN budget was presented at the February PLS Administrative Council meeting, a few items have been updated. The overall CENIC cost for both PLAN Central and for PLAN Local has decreased, due to a new FY 2026-27 CENIC contract pricing. A new patron registration portal is needed, and \$12,500 in Professional Services (Consultants) has been added for this development. PLAN Local includes \$4,055 for SMCL’s additional MS Office 365 Education A3 licenses.

**SYSTEM BUILDING BUDGET**

The anticipated rental revenue is \$305,000, based on current leased spaces and one office vacancy on the 1<sup>st</sup> floor, which is expected to be difficult to lease as a result of the current leasing market.

- Building Improvement includes \$43,000 for the HVAC replacement of an end-of-life unit for 2471 Flores St leased space. The vacant ground floor suite will be updated with a restroom and new flooring at a cost of \$77,000. The previous tenant had leased the space for 30 years and vacated the space in April last year. The renovations will 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.

**PLS SHARED PROGRAMMING BUDGET**

At the April 2026 PLS Council meeting, it was agreed that \$15,000 would be allocated to the Summer Learning Challenge, and \$15,000 for the PLCAF. It has been agreed that commencing in FY 2026-27, costs for shared programming would become its own budget, to be charged back to libraries. The Community Colleges have expressed interest in participating in the PLCAF, so this program cost will include the colleges, and the SLC will include only the public libraries.

**Shared Programming Cost Distribution**

PLCAF			Summer Learning			FY26-27
	Budget	\$15,000		Budget	\$15,000	
Library	PLAN Formula %	Library Share	Revised PLAN Formula %	Scholarship	Library Share	TOTAL SHARED COST
BPL	8.50%	\$1,275	8.61%	\$1,000	\$603	\$2,878
DCPL	5.46%	\$819	5.53%	\$1,000	\$387	\$2,206
MPL	6.47%	\$971	6.56%	\$1,000	\$459	\$2,430
RCPL	10.53%	\$1,580	10.67%	\$1,000	\$747	\$3,327
SBPL	3.46%	\$519	3.51%	\$1,000	\$245	\$1,764
SMCO	42.99%	\$6,449	43.57%	\$1,000	\$3,050	\$10,499
SMPL	11.94%	\$1,791	12.10%	\$1,000	\$847	\$3,638
SSFPL	9.33%	\$1,400	9.45%	\$1,000	\$662	\$3,062
SMCCCD	1.31%	\$196	0.00%		\$0	\$196
	<b>100.00%</b>	<b>\$15,000</b>	<b>100.00%</b>	<b>\$8,000</b>	<b>\$7,000</b>	<b>\$ 30,000</b>

**RESERVES CONTRIBUTIONS**

In the proposed FY 2026/27 budget, the following Reserves have been designated:

\$68,532 Delivery Reserve  
\$116,922 Vehicle Replacement Reserve  
\$100,000 Central AMH Replacement Reserve  
\$355,434 PLAN Reserve  
\$0 System Building Reserve  
Total Reserve Contributions: \$640,888

The Operating Reserve balance is \$574,596.

**RECOMMENDATION**

It is recommended that the PLS Administrative Council adopt the proposed FY 2026-27 budget.

PROPOSED PLS ALL FEES

	BPL 26/27	BPL 25/26	BPL 24/25	DCPL 26/27	DCPL 25/26	DCPL 24/25
<b>JPA Fees (Pay to PLP)</b>	<b>\$16,641</b>	\$16,641	\$15,641	<b>\$11,641</b>	\$11,641	\$11,641
<b>DELIVERY</b>	\$99,219	\$107,759	\$91,193	\$113,117	\$105,610	\$88,970
<b>PLAN CENTRAL</b>	\$135,954	\$135,278	\$127,217	\$87,268	\$91,189	\$85,856
<b>Total PLS Fees</b>	<b>\$251,814</b>	<b>\$259,679</b>	<b>\$234,050</b>	<b>\$212,026</b>	<b>\$208,440</b>	<b>\$186,467</b>
<b>PLAN LOCAL - Cost Recovery</b>						
<i>(-) RFID Maint (SelfChks+ AMH+Other Eqp)</i>			\$10,398			\$21,274
(+) Bibliotheca Maint. (SelfChks+other equipment)	\$3,918	\$3,994		\$17,295	\$21,539	
(+) Envisionware Maint. (SelfChks+other equipment)	\$10,207	\$10,520	\$6,778	\$7,614	\$8,270	\$10,580
(+) AMH Lyngsoe Maintenance		\$13,274				
CENIC 1GB with E-rate & CTF Discounts	\$1,476	\$2,462	\$3,850	\$2,970	\$4,934	\$7,698
APs Maintenance	\$183			\$183		
Authority Control Maint. Charge	\$1,212	\$1,167	\$1,174	\$778	\$787	\$792
BiblioCommons (fine + language)	\$10,039	\$9,219	\$9,275	\$6,444	\$6,214	\$6,259
Clarivate Mobile App	\$4,053	\$3,939	\$3,810	\$2,602	\$2,655	\$2,571
Domain Controller/Add'l Servers (Discontinued)		\$400	\$400		\$400	\$400
Faronics DeepFreeze	\$8,020	\$8,020	\$7,610	\$1,156	\$1,156	\$1,550
TeamViewer (Discontinued)			\$294			\$199
<b>eResources</b>						
Clarivate Syndetics	\$2,001	\$2,022	\$2,044	\$1,284	\$1,363	\$1,380
Data Axle	\$1,112	\$1,098	\$1,105	\$714	\$740	\$746
EBSCO	\$9,679	\$9,781	\$9,841	\$6,213	\$6,593	\$6,641
eMagazine	\$4,027	\$3,330	\$3,153	\$2,585	\$2,245	\$2,128
O'Reilly (Safari) eBooks	\$1,671	\$1,608	\$1,618	\$1,072	\$1,084	\$1,092
OverDrive Collection	\$66,765	\$63,119	\$59,124	\$42,856	\$42,548	\$39,901
Pronunciator	\$1,116	\$1,122	\$1,125			
Future Purchases (Discontinued)			\$1,728			\$1,166
<b>Total PLAN LOCAL</b>	<b>\$125,479</b>	<b>\$135,076</b>	<b>\$123,328</b>	<b>\$93,767</b>	<b>\$100,528</b>	<b>\$104,377</b>
<b>Shared Library Programs</b>						
PLCAF & Summer Learning Challenge (SLC)	\$2,878			\$2,206		
<b>Grand Total</b>	<b>\$380,171</b>	<b>\$394,754</b>	<b>\$357,378</b>	<b>\$307,999</b>	<b>\$308,968</b>	<b>\$290,844</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+Local+Shared Prog.</i>						
	<b>MPL 26/27</b>	<b>MPL 25/26</b>	<b>MPL 24/25</b>	<b>RCL 26/27</b>	<b>RCL 25/26</b>	<b>RCL 24/25</b>
<b>JPA Fees (Pay to PLP)</b>	<b>\$10,641</b>	\$10,641	\$9,641	<b>\$25,641</b>	\$25,641	\$19,641
<b>DELIVERY</b>	\$61,000	\$62,480	\$59,941	\$130,922	\$130,027	\$111,615
<b>PLAN CENTRAL</b>	\$103,470	\$101,624	\$96,947	\$168,448	\$170,832	\$166,087
<b>Total PLS Fees</b>	<b>\$175,111</b>	<b>\$174,745</b>	<b>\$166,529</b>	<b>\$325,011</b>	<b>\$326,500</b>	<b>\$297,342</b>
<b>PLAN LOCAL - Cost Recovery</b>						
<i>(-) RFID Maint (SelfChks+ AMH+Other Eqp)</i>			\$24,154			\$37,131
(+) Bibliotheca Maint. (SelfChks+other equipment)	\$17,410	\$50,856				
(+) Envisionware Maint. (SelfChks+other equipment)	\$2,067	\$2,273	\$5,565	\$13,601	\$19,501	\$14,412
(+) AMH Lyngsoe Maint.						
CENIC 1GB with E-rate & CTF Discounts	\$1,560	\$2,467	\$3,850	\$2,220	\$3,695	\$5,774
APs Maintenance	\$183			\$365		
Authority Control Maint. Charge	\$923	\$877	\$895	\$1,502	\$1,474	\$1,533
BiblioCommons (fine + language)	\$7,640	\$6,925	\$7,068	\$12,438	\$11,642	\$12,109
Clarivate Mobile App	\$3,085	\$2,959	\$2,904	\$5,022	\$4,974	\$4,974
Faronics DeepFreeze	\$812	\$812	\$813	\$3,321	\$3,321	\$3,075
Clarivate (floating collections, Link+)	\$18,570	\$18,026	\$18,026			
Domain Controller/Add'l Servers (Discontinued)		\$400	\$400		\$400	\$400
TeamViewer (Discontinued)			\$224			\$384
<b>eResources</b>						
Clarivate Syndetics	\$1,523	\$1,519	\$1,558	\$2,479	\$2,553	\$2,669
Data Axle	\$846	\$825	\$842	\$1,378	\$1,387	\$1,443
EBSCO	\$7,366	\$7,348	\$7,499	\$11,992	\$12,352	\$12,848
eMagazine	\$3,065	\$2,502	\$2,403	\$4,990	\$4,205	\$4,117
O'Reilly (Safari) eBooks	\$1,271	\$1,208	\$1,233	\$2,070	\$2,030	\$2,112
OverDrive Collection	\$50,813	\$47,417	\$45,056	\$82,723	\$79,708	\$77,188
Pronunciator	\$849	\$843	\$857	\$1,382	\$1,417	\$1,469
Future Purchases (Discontinued)			\$1,317			\$2,256
<b>Total PLAN LOCAL</b>	<b>\$117,983</b>	<b>\$147,257</b>	<b>\$124,665</b>	<b>\$145,484</b>	<b>\$148,659</b>	<b>\$183,893</b>
<b>Shared Library Programs</b>						
PLCAF & Summer Learning Challenge (SLC)	\$2,430			\$3,327		
<b>Grand Total</b>	<b>\$295,524</b>	<b>\$322,002</b>	<b>\$291,193</b>	<b>\$473,822</b>	<b>\$475,159</b>	<b>\$481,235</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+Local+Shared Prog.</i>						

PROPOSED PLS ALL FEES

	SBL 26/27	SBL 25/26	SBL 24/25	SMPL 26/27	SMPL 25/26	SMPL 24/25
<b>JPA Fees (Pay to PLP)</b>	<b>\$9,641</b>	\$9,641	\$9,641	<b>\$19,641</b>	\$17,641	\$17,641
<b>DELIVERY</b>	\$49,627	\$46,739	\$37,622	\$160,975	\$154,901	\$128,956
<b>PLAN CENTRAL</b>	\$55,301	\$62,750	\$53,909	\$190,890	\$194,790	\$179,877
<b>Total PLS Fees</b>	<b>\$114,569</b>	<b>\$119,130</b>	<b>\$101,173</b>	<b>\$371,506</b>	<b>\$367,332</b>	<b>\$326,474</b>
<b>PLAN LOCAL - Cost Recovery</b>						
<i>(-) RFID Maint (SelfChks+ AMH+Other Eq)</i>			\$6,161			\$65,965
<i>(+) Bibliotheca Maint. (SelfChks+other equipment)</i>				\$28,304	\$28,853	
<i>(+) Envisionware Maint. (SelfChks+other equipment)</i>	\$6,838	\$7,105	\$5,098	\$15,639	\$15,442	\$15,735
<i>(+) AMH Lyngsoe Maint.</i>				\$35,108	\$35,108	
CENIC 1GB with E-rate & CTF Discounts	\$750	\$1,234	\$1,925	\$2,220	\$3,695	\$5,774
APs Maintenance	\$183			\$183		
Authority Control Maint. Charge	\$493	\$541	\$497	\$1,702	\$1,680	\$1,660
BiblioCommons (fine + language)	\$4,083	\$4,276	\$3,930	\$14,096	\$13,275	\$13,114
Clarivate Mobile App	\$1,649	\$1,827	\$1,615	\$5,691	\$5,671	\$5,387
Faronics DeepFreeze	\$462	\$462	\$325	\$3,936	\$3,936	\$4,059
Clarivate <i>(floating collections, Link+)</i>						
Domain Controller/Add'l Servers <i>(Discontinued)</i>		\$400	\$400		\$400	\$400
TeamViewer <i>(Discontinued)</i>			\$125			\$416
<b>eResources</b>						
Clarivate Syndetics	\$814	\$938	\$866	\$2,809	\$2,912	\$2,891
Data Axle	\$452	\$509	\$468	\$1,562	\$1,582	\$1,562
EBSCO	\$3,937	\$4,537	\$4,170	\$13,590	\$14,084	\$13,914
eMagazine	\$1,638	\$1,545	\$1,336	\$5,655	\$4,795	\$4,459
O'Reilly (Safari) eBooks	\$680	\$746	\$685	\$2,346	\$2,315	\$2,287
OverDrive Collection	\$27,157	\$29,278	\$25,054	\$93,744	\$90,887	\$83,597
Pronunciator	\$454	\$521	\$477	\$1,566	\$1,616	\$1,591
Future Purchases <i>(Discontinued)</i>			\$732			\$2,443
<b>Total PLAN LOCAL</b>	<b>\$49,590</b>	<b>\$53,920</b>	<b>\$53,866</b>	<b>\$228,149</b>	<b>\$226,251</b>	<b>\$225,255</b>
<b>Shared Library Programs</b>						
PLCAF & Summer Learning Challenge (SLC)	\$1,764			\$3,638		
<b>Grand Total</b>	<b>\$165,923</b>	<b>\$173,050</b>	<b>\$155,038</b>	<b>\$603,293</b>	<b>\$593,583</b>	<b>\$551,729</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+Local+Shared Prog.</i>						
	<b>SMCO 26/27</b>	<b>SMCO 25/26</b>	<b>SMCO 24/25</b>	<b>SSF 26/27</b>	<b>SSF 25/26</b>	<b>SSF 24/25</b>
<b>JPA Fees (Pay to PLP)</b>	<b>\$35,641</b>	\$35,641	\$35,641	<b>\$17,641</b>	\$18,641	\$16,641
<b>DELIVERY</b>	\$485,413	\$497,412	\$423,967	\$84,738	\$75,858	\$63,418
<b>PLAN CENTRAL</b>	\$687,530	\$661,382	\$620,638	\$149,270	\$135,990	\$121,873
<b>Total PLS Fees</b>	<b>\$1,208,584</b>	<b>\$1,194,435</b>	<b>\$1,080,246</b>	<b>\$251,649</b>	<b>\$230,489</b>	<b>\$201,932</b>
<b>PLAN LOCAL - Cost Recovery</b>						
<i>(-) RFID Maint (SelfChks+ AMH+Other Eq)</i>			\$106,570			\$18,881
<i>(+) Bibliotheca Maint. (SelfChks+other equipment)</i>				\$3,456	\$3,523	
<i>(+) Envisionware Maint. (SelfChks+other equipment)</i>	\$34,801	\$47,952	\$53,264	\$19,099	\$19,780	\$9,975
<i>(+) AMH Lyngsoe Maint.</i>	\$62,462	\$62,462				
CENIC 1GB with E-rate & CTF Discounts	\$10,320	\$17,293	\$26,944	\$1,500	\$2,467	\$3,849
APs Maintenance	\$3,471			\$2,466		
Authority Control Maint. Charge	\$6,131	\$5,705	\$5,727	\$1,331	\$1,173	\$1,125
BiblioCommons (fine + language)	\$50,768	\$45,072	\$45,249	\$11,022	\$9,267	\$8,885
Clarivate Mobile App	\$20,498	\$19,256	\$18,588	\$4,450	\$3,959	\$3,650
Faronics DeepFreeze	\$12,120	\$12,120	\$13,320	\$765	\$765	\$734
Clarivate <i>(floating collections, Link+)</i>	\$32,075	\$32,382	\$33,130			
Domain Controller/Add'l Servers <i>(Discontinued)</i>		\$400	\$400		\$400	\$400
MS 365 Education A3	\$4,055					
TeamViewer <i>(Discontinued)</i>			\$1,436			\$282
<b>eResources</b>						
Clarivate Syndetics	\$10,118	\$9,886	\$9,973	\$2,197	\$2,033	\$1,958
Data Axle	\$5,624	\$5,370	\$5,391	\$1,221	\$1,104	\$1,059
EBSCO	\$48,947	\$47,821	\$48,009	\$10,627	\$9,833	\$9,427
eMagazine	\$20,367	\$16,281	\$15,383	\$4,422	\$3,348	\$3,021
O'Reilly (Safari) eBooks	\$8,448	\$7,861	\$7,891	\$1,834	\$1,616	\$1,550
OverDrive Collection	\$337,637	\$308,592	\$288,439	\$73,305	\$63,451	\$56,640
Pronunciator	\$5,641	\$5,488	\$5,489			
Future Purchases <i>(Discontinued)</i>			\$8,429			\$1,655
<b>Total PLAN LOCAL</b>	<b>\$673,485</b>	<b>\$644,941</b>	<b>\$694,635</b>	<b>\$137,696</b>	<b>\$122,320</b>	<b>\$122,692</b>
<b>Shared Library Programs</b>						
PLCAF & Summer Learning Challenge (SLC)	\$10,499			\$3,062		
<b>Grand Total</b>	<b>\$1,892,568</b>	<b>\$1,839,376</b>	<b>\$1,774,881</b>	<b>\$392,407</b>	<b>\$352,808</b>	<b>\$324,624</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+Local+Shared Prog.</i>						

PROPOSED PLS ALL FEES

	SMCCCD 26/27	SMCCCD 25/26	SMCCCD 24/25	PLS Total 26/27	PLS Total 25/26	PLS Total 24/25
<b>JPA Fees (Pay to PLP)</b>	<b>\$3,000</b>	\$3,000	\$3,000	<b>\$150,128</b>	\$149,128	\$139,128
<b>DELIVERY</b>	\$16,454	\$15,975	\$15,600	\$1,201,465	\$1,196,762	\$1,021,281
<b>PLAN CENTRAL</b>	\$20,962	\$20,351	\$19,874	\$1,599,092	\$1,574,187	\$1,472,278
<b>Total PLS Fees</b>	<b>\$40,416</b>	<b>\$39,326</b>	<b>\$38,474</b>	<b>\$2,950,685</b>	<b>\$2,920,077</b>	<b>\$2,632,688</b>
<b>PLAN LOCAL - Cost Recovery</b>						
<i>(-) RFID Maint (SelfChks+ AMH+Other Eqp)</i>						\$290,535
<i>(+) Bibliotheca Maint. (SelfChks+other equipment)</i>				\$70,383	\$108,764	
<i>(+) Envisionware Maint. (SelfChks+other equipment)</i>				\$109,867	\$130,843	\$121,407
<i>(+) AMH Lyngsoe Maint.</i>				\$97,570	\$110,844	
CENIC 1GB with E-rate & CTF Discounts				\$23,016	\$38,247	\$59,664
APs Maintenance				\$7,217		
Authority Control Maint. Charge				\$14,073	\$13,403	\$13,403
BiblioCommons (fine + language)				\$116,532	\$105,891	\$105,891
Clarivate Mobile App				\$47,050	\$45,240	\$43,500
Faronics DeepFreeze				\$30,592	\$30,592	\$31,486
Clarivate <i>(floating collections, Link+)</i>				\$50,645	\$50,409	\$51,156
Domain Controller/Add'l Servers <i>(Discontinued)</i>					\$3,800	\$3,800
MS 365 Education A3				\$4,055		
TeamViewer <i>(Discontinued)</i>						\$3,360
<b>eResources</b>						
Clarivate Syndetics				\$23,225	\$23,225	\$23,340
Data Axle	\$928	\$884	\$884	\$13,838	\$13,500	\$13,500
EBSCO				\$112,350	\$112,350	\$112,350
eMagazine				\$46,750	\$38,250	\$36,000
O'Reilly (Safari) eBooks	\$928	\$884	\$884	\$20,319	\$19,351	\$19,351
OverDrive Collection				\$775,000	\$725,000	\$675,000
Pronunciator	\$884	\$884	\$884	\$11,892	\$11,892	\$11,892
Future Purchases <i>(Discontinued)</i>			\$274			\$20,000
<b>Total PLAN LOCAL</b>	<b>\$2,740</b>	<b>\$2,652</b>	<b>\$2,926</b>	<b>\$1,574,373</b>	<b>\$1,581,601</b>	<b>\$1,635,635</b>
<b>Shared Library Programs</b>						
PLCAF & Summer Learning Challenge (SLC)	\$196			\$30,000		
<b>Grand Total</b>	<b>\$43,352</b>	<b>\$41,978</b>	<b>\$41,401</b>	<b>\$4,555,058</b>	<b>\$4,501,678</b>	<b>\$4,268,323</b>
<i>Grand Total = JPA fees+Delivery+PLAN Central+Local+Shared Prog.</i>						

**FY 2026-27 PLS PROPOSED BUDGET SUMMARY**

	(919)	(917)	(951)	(952)	(956)	(960)	
	Admin	Delivery	PLAN Central	Local	Building	Shared Prog.	TOTAL
<b>Revenue</b>							
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Agencies	\$1,147,659	\$95,272					\$1,242,931
PLAN Shared Cost			\$1,599,092				\$1,599,092
PLAN Cost Recovery			\$9,178				\$9,178
PLAN Reimbursable Cost				\$1,574,373		\$30,000	\$1,604,373
Delivery Shared cost		\$1,201,465					\$1,201,465
Interest Income	\$181,000						\$181,000
Rental Income					\$305,000		\$305,000
Administrative Fees	\$164,445						\$164,445
<b>Roll-over of Prior Year Funds</b>							\$0
<b>Use of Fund Balance</b>	<b>\$82,495</b>		<b>\$40,000</b>		<b>\$34,638</b>		<b>\$157,133</b>
<b>Total Revenue</b>	<b>\$1,575,599</b>	<b>\$1,296,737</b>	<b>\$1,648,270</b>	<b>\$1,574,373</b>	<b>\$339,638</b>	<b>\$30,000</b>	<b>\$6,464,618</b>
<b>Salaries &amp; Benefits</b>	<b>\$1,518,606</b>	<b>\$1,009,113</b>	<b>\$946,093</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,473,812</b>
<b>Expenditure</b>							
Advertisement	\$599	\$680	\$680				\$1,959
Worker's Comp for Contractor							\$0
Communications	\$200	\$3,300	\$11,675		\$4,300		\$19,475
Rent		\$28,552	\$25,000				\$53,552
Equipment Maint		\$14,940	\$196,100				\$211,040
Printing	\$5,600	\$600					\$6,200
Professional Services			\$25,000				\$25,000
Contractual Services	\$26,634		\$55,000		\$44,500		\$126,134
Office Expense	\$1,750	\$500	\$900				\$3,150
Utilities					\$27,500		\$27,500
Special Departmental						\$30,000	\$30,000
Postage			\$52,500				\$52,500
Vehicle Operating Expense		\$55,960					\$55,960
Repair & Maintenance					\$17,500		\$17,500
Misc Supplies	\$3,400	\$3,500	\$3,000		\$2,500		\$12,400
General Insurance	\$1,657	\$15,125	\$10,002		\$6,985		\$33,769
Membership Fees/Dues	\$820		\$300				\$1,120
Travel & Meetings	\$300	\$150	\$9,000				\$9,450
Education & Training	\$1,133	\$1,133	\$12,000				\$14,266
Subscriptions			\$1,320				\$1,320
Software License Fees			\$94,900				\$94,900
Service Fees	\$13,050	\$350	\$900				\$14,300
Network Support & Maint			\$82,300				\$82,300
Vehicle Replacement Reserve		\$35,000					\$35,000
Central AMH Replacement Res.		\$45,000					\$45,000
Computer Equipment	\$1,850						\$1,850
Vehicle Replacement Acquisition							\$0
Reimbursable Library Expenses				\$1,574,373			\$1,574,373
Property Taxes					\$2,750		\$2,750
Building Improvements					\$120,000		\$120,000
Building Principal					\$91,130		\$91,130
Building Interest					\$22,473		\$22,473
<b>Total Expenditure</b>	<b>\$1,575,599</b>	<b>\$1,213,903</b>	<b>\$1,526,670</b>	<b>\$1,574,373</b>	<b>\$339,638</b>	<b>\$30,000</b>	<b>\$6,260,184</b>
Administrative Fee		\$72,834	\$91,600	\$0	\$0		\$164,434
Delivery and PLAN Reserves		\$10,000	\$30,000	\$0	\$0		\$40,000
<b>TOTAL</b>	<b>\$1,575,599</b>	<b>\$1,296,737</b>	<b>\$1,648,270</b>	<b>\$1,574,373</b>	<b>\$339,638</b>	<b>\$30,000</b>	<b>\$6,464,618</b>
	<b>Fund Balance</b>	<b>FY 25/26</b>	<b>FY26/27</b>		<b>List of Reserves</b>		<b>FY26/27</b>
	<b>Beginning Fund Balance</b>	<b>\$1,759,127</b>	<b>\$1,564,884</b>		<b>Building Reserve</b>		<b>\$0</b>
	<b>Change (+/-)</b>	<b>(\$194,243)</b>	<b>(\$157,133)</b>		<b>PLAN Reserve</b>		<b>\$355,434</b>
	<b>Estimated Ending Fund Balance</b>	<b>\$1,564,884</b>	<b>\$1,407,751</b>		<b>Delivery Reserve</b>		<b>\$68,532</b>
					<b>Central AMH Reserve</b>		<b>\$100,000</b>
					<b>Vehicle Replacement Reserve</b>		<b>\$116,922</b>
					<b>Operating Reserve (Restricted)</b>		<b>\$574,596</b>
					<b>Total Reserves</b>		<b>\$1,215,484</b>

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget**

**ADMINISTRATION (919)**

<u>GL Acct</u>	<u>Revenue</u>	Adopted 25/26	Proposed 26/27	Note
3601	Other Agencies	\$1,016,308	\$1,147,659	PLP/PLS contract
3510	Interest Income	180,800	181,000	Investment Interest (LAIF)
3890	Administrative Fees	169,722	164,445	Delivery \$72,834 and PLAN \$91,611
3000	Budget Fund Balance	8,000		Roll-over SRC Scholarship Funds
3000	Budget Fund Balance	117,840	82,495	Use of Fund Balance
	<b>Total Revenue</b>	<b>\$1,492,670</b>	<b>\$1,575,599</b>	<b>5.56%</b>

**Expenditures**

**Salaries & Benefits**

**Total FTE= 8.70, Incl. 3% COLA and EE Merit Increases**

4100	Auto Allowance	\$6,000	\$6,000	Dir. & Asst. Dir. Mileage Allowance
4101	Salaries	1,010,715	1,096,033	<b>Coded FTE=7.75 (includes one-time \$12k bonus for CEO)</b>
4115	Hourly/On-Call Employees	38,619	49,111	<b>Non-Coded FTE=0.95 FTE</b> Hourly Staff: Office Assistants
4102	Dental	7,017	7,016	
4103	Pension	82,214	85,886	
4104	Deferred Comp	182,323	204,770	
4105	Health	26,710	28,053	
4106	Workers' Comp	6,975	12,062	Worker Comp Insurance Higher Rate
4107	Medicare	15,895	16,605	
4109	Life Insurance	1,379	1,512	
4108	Unemployment Insurance	11,181	11,558	
	<b>Subtotal Salaries &amp; Benefits</b>	<b>\$1,389,028</b>	<b>\$1,518,606</b>	<b>9.33%</b>

**OPERATION**

4211	Advertisement	\$582	\$599	Job Postings
4212	Communications	200	200	Zoom
4218	Printing	7,000	5,600	Copier Maintenance \$1.6K; PLS Bookmarks (\$4K)
4220	Contractual Services	25,775	26,634	Audit(\$11K); PLS Storage (\$13,134); Consultants (\$2.5K)
4230	Office Expense	2,250	1,750	Office Supplies (paper, pens, toners, etc)
4234	Special Departmental	43,000		0 PLCAF, YANovCon; Children Summer Reading Graphics Budget - Moved to #960 - "PLS Shared Library Programs"
4250	Misc Supplies	1,400	3,400	Misc Supplies; Labor Law poster, conference table
4301	General Insurance	1,350	1,657	Commercial Liability & Professional Insurance
4302	Membership Fees	1,210	820	CA Chamber of Commerce \$700; Costco \$120;
4303	Travel & Meeting	300	300	
4304	Education & Training	1,100	1,133	Target Solutions - Staff Mandatory Trainings
4373	Service Fees	12,050	13,050	Health Ins.(\$550); ADP P/R (\$7.8K); Pension(\$3K); Bank (\$1.7K)
4567	Computer Equipment	7,425	1,850	Staff PC Replacement
	<b>Subtotal</b>	<b>\$103,642</b>	<b>\$56,993</b>	

**Total Expenditure**      **\$1,492,670**      **\$1,575,599**      **5.56%**

**FY 2025-26 PLP/PLS Contract**

<b>Baseline Contract</b>	<b>\$1,016,308</b>
<b>*Contract Amendment(s)</b>	<b>\$28,730</b>
<b>Total PLP/PLS Baseline Contract</b>	<b>\$1,045,038</b>

\*final contract amendment anticipated in June

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget**

5-Day Plus Saturday Delivery Budget

**DELIVERY (917)**

<u>Adopted</u>	<u>Proposed</u>	
FY 25/26	FY 26/27	Note

<u>GL Acct</u>	<u>Revenue</u>			
3601	Other Agencies	\$93,080	\$95,272	<i>CLSA C&amp;D Funds: \$75,272; Special library delivery services \$20,000</i>
3650	Delivery Shared Cost	<b>1,131,130</b>	<b>1,148,001</b>	<b>Members Shared Cost</b>
3650	Delivery Shared Cost	<b>65,632</b>	<b>53,464</b>	<b>Members Shared Cost (BPL, DLC, MLP, RCPL &amp; SMCL Saturday Delivery)</b>
3000	Budget Fund Balance	75,000	0	<i>No Vehicle Replacement in FY 26-27</i>
	<b>Total Revenue</b>	<b>\$1,364,841</b>	<b>\$1,296,737</b>	<b>(4.99%)</b>

**Expenditure**

**SALARIES & BENEFITS**

**Total FTE= 8.0, Incl. 3% COLA and EE Merit Increases**

4101	Salaries	\$447,308	\$467,937	<i>Coded 7.3 FTE: Delivery Suprv (1.0 FTE), Drivers I &amp; II (4 FTE) &amp; Sorter I &amp; II (2.3FTE)</i>
4101	Salaries	62,648	50,918	<i>Saturday Delivery Service</i>
4115	Hourly/On-Call Employees	11,075	30,549	<i>Non-coded Hourly-Sorter (.55FTE)</i>
4116	Pay Differential	2,984	2,546	<i>Pay Differential - Weekend</i>
4114	Overtime	2,000	2,000	
4102	Dental	11,785	11,785	
4103	Pension	39,301	41,205	
4104	Deferred Comp	88,477	101,950	
4105	Health	120,865	126,237	
4106	Workers' Comp	172,473	150,931	
4107	Medicare	7,598	7,966	
4108	Unemployment Insurance	10,480	10,988	
4109	Life Insurance	1,724	1,701	
4132	Employee Safety Footwear Allow.	200	2,400	<i>OSHA Safety Footwear (\$200/per person)</i>
	<b>Subtotal</b>	<b>\$978,918</b>	<b>\$1,009,113</b>	<b>3.08%</b>

**OPERATION**

4211	Advertisement	\$680	\$680	<i>Job Postings</i>
4212	Communications	3,300	3,300	<i>Cell plan for supervisor and drivers (\$2800), two phone replacements (\$250/phone)</i>
4215	Rent	16,740	28,552	<i>SMCL Delivery Space</i>
4217	Equipment Maintenance	14,940	14,940	<i>AMH annual maintenance cost (Lyngsoe System)</i>
4218	Printing	1,200	600	<i>Library labels, delivery tags, toner, paper</i>
4230	Office Expense	500	500	<i>Office Supplies</i>
4236	Vehicle Operating Expense	55,960	55,960	<i>Fuel \$35,000 and maint. &amp; repairs \$20,000; GPS/Vehicle Tracking System (\$960)</i>
4250	Misc Supplies	2,000	3,500	<i>Bin replacements, cleaning and other misc supplies</i>
4301	General Insurance	32,980	15,125	<i>Insurance for 4 delivery vehicles, Gen. Liability, Equipment Property</i>
4303	Travel and Meetings	50	150	<i>Staff Travel and Meetings</i>
4304	Education & Training	1,100	1,133	<i>Target Solutions - Staff Mandatory Trainings</i>
4373	Service Fees	350	350	<i>DMV Driving Records Monitoring; Background Checks</i>
4410	Vehicle Replacement Reserve	40,000	35,000	<i>Annual Vehicle Reserve Contribution</i>
4420	Central AMH Replacement Reserve	55,000	45,000	<i>Annual Central AMH Reserve Contribution</i>
4586	Vehicle Replacement Acquisition	75,000	0	<i>New Replacement Truck</i>
	<b>Subtotal</b>	<b>\$299,800</b>	<b>\$204,790</b>	<b>(31.69%)</b>

**Total Salaries & Benefits and Operation**    \$ 1,278,718    \$ 1,213,903    (5.07%)

6% Administrative Fee	\$ 76,723	\$ 72,834	
Delivery Reserve	\$ 10,000	\$ 10,000	
<b>Total</b>	<b>\$ 1,365,441</b>	<b>\$ 1,296,737</b>	<b>(5.03%)</b>

	<u>FY 25/26</u>	<u>FY 26/27</u>	
<b>Delivery Reserve Balance</b>	<b>\$58,532</b>	<b>\$68,532</b>	<b>17.08%</b>

<b>Vehicle Replacement Reserve</b>	<b>\$81,922</b>	<b>\$116,922</b>	<b>42.72%</b>
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<b>Central AMH Replacement Reserve</b>	<b>\$55,000</b>	<b>\$100,000</b>	<b>100.00%</b>
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**FY 2026-27 PLS Delivery Formula**

SMCCD BASE FEE	\$16,454
PUBLIC LIBRARY 5-DAY SHARED COST	\$1,131,547
PUBLIC LIBRARY SATURDAY SHARED COST	\$53,464
<b>TOTAL</b>	<b>\$1,201,465</b>

**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 26-27 Est. Monthly Usage (5 day)***	Saturday % of Usage	FY 26-27 Est. Monthly Usage (Sat)***	FY 25-26 Monthly Usage (From FY 25-26 Formula)	Variance (+/-)
BPL	10	6.94%	2	10.00%	8.54%	14,800	14.41%	2,310	19,145	-11%
DCL*	19	13.19%	1	5.00%	8.68%	15,045	3.65%	585	14,720	6%
MPL	5	3.47%	1	5.00%	5.50%	9,535	9.54%	1,530	11,520	-4%
RCL	15	10.42%	3	15.00%	10.98%	19,025	15.72%	2,521	21,735	-1%
SBL	5	3.47%		0.00%	4.69%	8,130	0.00%	0	7,950	2%
SMCO	65	45.14%	13	65.00%	38.45%	66,647	56.69%	9,090	79,765	-5%
SMPL	15	10.42%		0.00%	15.50%	26,860	0.00%	0	27,000	-1%
SSF	10	6.94%		0.00%	7.67%	13,295	0.00%	0	12,120	10%
SMCCCD**										
<b>Total</b>	<b>144</b>	<b>100%</b>	<b>20</b>	<b>100.00%</b>	<b>100%</b>	<b>173,337</b>	<b>100.00%</b>	<b>16,036</b>	<b>193,955</b>	<b>-2%</b>

Library	AMOUNT BASE # OF STOPS	AMOUNT BASE ON USAGE	5-Day DELIVERY FY 2026-27	Saturday AMOUNT BASE # OF STOPS	Saturday AMOUNT BASE ON USAGE	Saturday DELIVERY FY 2026-27	TOTAL DELIVERY COST FY 2026-27	FY2025-26 DELIVERY COST (Incl. Saturday)	Variance (+/-)
BPL	\$19,645	\$72,461	\$92,106	\$1,337	\$5,776	\$7,113	\$99,219	\$107,759	(\$8,540)
DCL*	\$37,325	\$73,661	\$110,986	\$668	\$1,463	\$2,131	\$113,117	\$105,610	\$7,507
MPL	\$9,822	\$46,684	\$56,506	\$668	\$3,826	\$4,494	\$61,000	\$62,480	(\$1,480)
RCL	\$29,467	\$93,147	\$122,614	\$2,005	\$6,303	\$8,308	\$130,922	\$130,027	\$895
SBL	\$9,822	\$39,805	\$49,627	\$0	\$0	\$0	\$49,627	\$46,739	\$2,888
SMCO	\$127,692	\$326,303	\$453,995	\$8,688	\$22,730	\$31,418	\$485,413	\$497,412	(\$11,999)
SMPL	\$29,467	\$131,507	\$160,975	\$0	\$0	\$0	\$160,975	\$154,901	\$6,074
SSF	\$19,645	\$65,093	\$84,738	\$0	\$0	\$0	\$84,738	\$75,858	\$8,880
SMCCCD**			\$16,454				\$16,454	\$15,975	\$479
<b>Total</b>	<b>\$282,887</b>	<b>\$848,660</b>	<b>\$1,148,001</b>	<b>\$13,366</b>	<b>\$40,098</b>	<b>\$53,464</b>	<b>\$1,201,465</b>	<b>\$1,196,762</b>	<b>\$4,703</b>

\*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 2025

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget**

**PLAN Central (951)**

		<b>Adopted FY 25/26</b>	<b>Proposed FY 26/27</b>	<b>Note</b>
<b><u>GL Acct</u></b>				
<b><u>Revenues</u></b>				
3660	PLAN Shared Cost	\$ 1,574,187	\$ 1,599,092	Includes 6% for administrative fees
3682	PLAN Recovery Cost	8,510	9,178	PLP VOIP (\$2,688); PLP Email Accounts (\$540); Special Projects
3732	Ecommerce Pass-Through Revenue			Pass-Thru Ecommerce revenue to PLS Libraries
3000	Budget Fund Balance	108,500	40,000	(FY26-27) \$40K UPS Replacement;(FY25-26) Firewall \$35K & \$8.5K iTiva -PLAN Reserves
	<b>Total Revenues</b>	<b>\$1,691,197</b>	<b>\$ 1,648,270</b>	<b>(2.54%)</b>
<b><u>Expenditures</u></b>				
<b><u>SALARIES &amp; BENEFITS</u></b>				
				<b><u>Total FTE= 5.0, Incl. 3% COLA and EE Merit Increases</u></b>
4101	Salaries	\$665,936	\$693,850	1.0 FTE IT Director and 4.0 FTE IT Staff
4100	Auto Allowance	\$1,200	\$1,200	
4102	Dental	6,237	9,356	
4103	Pension	49,945	52,039	
4104	Deferred Comp	70,500	63,028	
4105	Health	57,882	92,983	
4106	Workers' Comp	4,052	7,054	
4107	Medicare	9,656	10,061	
4108	Unemployment Insurance	6,793	7,077	
4109	Life Insurance	862	945	
4135	Employee Communication Allow.	8,500	8,500	
	<b>Total Salaries &amp; Benefits</b>	<b>\$881,563</b>	<b>\$946,093</b>	<b>7.32%</b>
<b><u>OPERATIONS</u></b>				
4211	Advertisement	\$ 680	\$ 680	Job Postings
4212	Communication	21,660	11,675	(2) 10GB CENIC Broadband (w/Erate & CTF Discounts) \$7K; III Teleirc landline (\$3K); Comcast (1K); Dept Cellphone Usage (\$675)
4215	Rent	25,000	25,000	
4217	Library Services Platform (LSP)	166,200	196,100	Sierra Maint.(\$173,700); IPA Innovative Phone Alerts (\$17K); Shoutbomb SMS (\$5.4K)
4219	Professional Services	40,000	25,000	Consultants: Sierra Contract Support \$10K, Web Hosting and Consulting \$2.5K, Patron Registration Project \$12.5K
4220	Contract Services	55,000	55,000	SMCCCD for hosting all servers and support
4230	Office Expense	900	900	Office supplies
4250	Misc. Supplies	3,000	3,000	Computer supplies & accessories
4233	Postage	58,000	52,500	Unique Management Overdue Notices and Statement of Charges
4301	General Insurance	15,976	10,002	Equipment Property, Professional, and Cybersecurity 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	1,266	1,320	OCLC - Cataloging and Metadata
4310	Software License Fee	92,300	65,000	MS Office 360 A3 (\$22K), Microsoft Azure (\$5.8K), VOIP (\$8K), Freshworks Help Desk (\$7.3K), Knowbe4 (\$5.5K), Listserv Server (\$3.7K), Go Daddy (\$1.6K), Linux OS (\$3.1K), EZ Proxy (\$900), Adobe Acrobat Pro (\$1.7K), Email Security SPAM/Bkup (\$4.2K);1Password (1.2K)
4310	Software License Fee	42,820	29,900	Cybersecurity Subscriptions: Firewall Maint and IPS (\$3K), FortiAV (\$6.1K), FortiEDM/MDR (\$13.8K), FortiAnalyzer/Auth (\$1K), NinjaOne Patch Mgmt. (\$5.2K)
4373	Service Fees	1,200	900	Credit card fees for E-commerce \$700; E-waste Fee \$200
4439	Network Support & Maint	63,600	82,300	UPS Replacement (\$40K); Barracuda Server Backups (\$17K) and Maintenance (\$14K); ExtremeCloud AP (\$8,600); Firewall Support Services (\$2.7K)
4567	Computer Equipment	11,950	0	Staff PC with software
	<b>Total Operations</b>	<b>\$ 620,852</b>	<b>\$ 580,577</b>	<b>(6.49%)</b>
	<b>Total Expenditure</b>	<b>\$ 1,502,415</b>	<b>\$ 1,526,670</b>	<b>1.61%</b>
	6% Administrative Fee	\$ 93,782	\$ 91,600	
	PLAN Reserve	\$ 30,000	\$ 30,000	
	<b>Total</b>	<b>\$ 1,626,197</b>	<b>\$ 1,648,270</b>	<b>1.36%</b>
		<b>FY 25/26</b>	<b>FY 26/27</b>	
	<b>PLAN Reserves Balance</b>	<b>\$ 365,434</b>	<b>\$355,434</b>	<b>(2.74%)</b>

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget  
PLAN FORMULA**

PLAN Formula (Approved 2/7/2013)	FY 26/27
PLAN Shared Costs	\$1,599,092
*Revised SMCCCD Base Fee	\$20,962
10% Base Fee (PLAN shared cost -SMCCCD Flat Fee)	\$157,813
50% Resident Circulation	\$710,159
50% Technology*	\$710,159
<b>Total</b>	<b>\$1,599,092</b>

RESIDENT CIRCULATION	FY 24/25	% Library Circulation
BPL	239,058	10.00%
DCPL	95,471	3.99%
MPL	190,132	7.95%
RCPL	262,926	10.99%
SBPL	75,325	3.15%
SMCO	1,074,479	44.93%
SMPL	279,724	11.70%
SSFPL	174,599	7.30%
<b>Total</b>	<b>2,391,714</b>	<b>100%</b>

TECHNOLOGY	FY 24/25 Network Devices	% of Network Devices	FY 24/25 Wired PCs	% of Wired PCs	FY 24/25 Wifi Stats	% Wifi Stats	Avg % Technology Indicators
BPL	24	6.84%	71	5.35%	30,536	6.93%	6.37%
DCPL	19	5.41%	87	6.56%	20,229	4.59%	5.52%
MPL	16	4.56%	33	2.49%	19,764	4.48%	3.84%
RCPL	50	14.25%	72	5.43%	44,867	10.18%	9.95%
SBPL	7	1.99%	29	2.19%	6,173	1.40%	1.86%
SMCO	163	46.44%	676	50.94%	220,250	49.95%	49.11%
SMPL	27	7.69%	225	16.96%	55,433	12.57%	12.41%
SSFPL	45	12.82%	134	10.10%	43,676	9.91%	10.94%
<b>Total</b>	<b>351</b>	<b>100%</b>	<b>1,327</b>	<b>100.00%</b>	<b>440,928</b>	<b>100.00%</b>	<b>100.00%</b>

**SMCCCD New Base Fee**

<b>FY26/27 New Base Fee*</b>
\$20,962

<b>25/26 Base Fee</b>
\$20,351

	10% Base Fee =	\$157,813	Circulation	Technology	FY 26/27 PLAN Formula with SMCCD Base Fee	FY 26/27 PLAN and SMCCD Base Fee Cost Distribution	FY 25/26 PLAN Formula w/SMCCD Flat Fee	FY 25/26 SMCCD Flat Fee PLAN Cost Distribution
BPL	\$	19,727	\$	45,245	8.50%	\$	8.59%	\$
DCPL	\$	19,727	\$	39,194	5.46%	\$	5.79%	\$
MPL	\$	19,727	\$	27,288	6.47%	\$	6.46%	\$
RCPL	\$	19,727	\$	70,652	10.53%	\$	10.85%	\$
SBPL	\$	19,727	\$	13,208	3.46%	\$	3.99%	\$
SMCO	\$	19,727	\$	348,764	43.00%	\$	42.01%	\$
SMPL	\$	19,727	\$	88,106	11.94%	\$	12.37%	\$
SSFPL	\$	19,727	\$	77,701	9.33%	\$	8.64%	\$
SMCCCD	\$	20,962	\$	-	1.31%	\$	1.29%	\$
<b>Total</b>	\$	<b>178,775</b>	\$	<b>710,159</b>	<b>100.00%</b>	\$	<b>100.00%</b>	\$

\*3% CPI Adjustment (November 2025 BLS)

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget**

**PLAN LOCAL (952)**

		Adopted FY 25/25	Proposed FY 26/27	Note
<b><u>GL Acct</u></b>	<b><u>Revenue</u></b>			
3674	Reimbursable Costs	\$1,615,635	\$1,574,373	
	<b>Total Revenues</b>	<b>\$1,615,635</b>	<b>\$1,574,373</b>	<b>7.76%</b>
	<b><u>Expenditure</u></b>			
4445	Reimbursable Library Expense	\$1,615,635	\$1,574,373	
	<b>Total Expenditure</b>	<b>\$1,615,635</b>	<b>\$1,574,373</b>	<b>7.76%</b>

**PENINSULA LIBRARY SYSTEM**  
**FY2026-27 Proposed Budget**  
**PLS Shared Library Programs Budget**

**PLS Shared Library Programs (960)**

Proposed  
FY 26/27

Note

**GL Acct**

**Revenue**

3674	Reimbursable Costs	\$30,000	Libraries Shared Programs
	<b>Total Revenues</b>	<b>\$30,000</b>	<b>100.00%</b>

**Expenditure**

4234	Special Departmental	\$30,000	<i>Special Projects - PLCAF (\$15K); Summer Learning Challenge (SLC) (\$15K)</i>
	<b>Total Expenditure</b>	<b>\$30,000</b>	<b>100.00%</b>

**PENINSULA LIBRARY SYSTEM  
FY2026-27 Proposed Budget**

**SYSTEM BUILDING (956)**

		Adopted 25/26	Proposed 26/27	Note
<b><u>GL Acct</u></b>				
<b><u>Revenue</u></b>				
3800	Rental Income	\$245,500	\$305,000	<i>Annual Rental Income</i>
3000	Budget Fund Balance	76,403	34,638	<i>2471 Flores HVAC Replc and Suite 100 Restroom Upgrade</i>
	<b>Total Revenue</b>	<b>\$285,568</b>	<b>\$339,638</b>	<b>18.93%</b>
<b><u>Expenditure</u></b>				
4212	Communication	\$ 3,900	\$ 4,300	<i>Elevator Emerg. Phone (\$1.1K); Fire alarm monitoring \$3.2K)</i>
4220	Contractual services	33,500	44,500	<i>Gardening Services (\$2K), Janitorial (\$24.5K), Leasing Agent Comm (\$18K)</i>
4231	Utilities	26,000	27,500	<i>PG&amp;E, Garbage, and Water</i>
4244	Repair & Maintenance	18,000	17,500	<i>Elevator service (\$1.7k); HVAC (\$5.8K); Repairs &amp; Other (\$10K)</i>
4250	Misc Supplies	1,800	2,500	<i>Building supplies (Janitorial supplies, LED bulbs, etc)</i>
4301	General Insurance	9,000	6,985	<i>Fire and Property Insurance</i>
4442	Property Taxes	2,600	2,750	<i>Building Property Taxes</i>
4591	Building Improvement	113,500	120,000	<i>2471 Flores HVAC Replc.(\$43K); Restroom Upgrade (\$55K); New Flooring &amp; Interior Painting (\$22K)</i>
4603	Building Principal	88,575	91,130	<i>Mortgage Principal</i>
4604	Building Interest	25,028	22,473	<i>Mortgage Interest</i>
	<b>Total Expenditure</b>	<b>\$ 321,903</b>	<b>\$ 339,638</b>	<b>5.51%</b>
	Building Maintenance & Repair Reserve	<b>\$0</b>	<b>\$0</b>	<i>Annual Building Reserve</i>
	<b>Total</b>	<b>\$321,903</b>	<b>\$339,638</b>	<b>5.51%</b>
		<b>FY 25/26</b>	<b>FY 26/27</b>	
	<b>Building Reserves Balance</b>	<b>\$ -</b>	<b>\$ -</b>	

**FY 2026-27 PLS Administrative Council Meeting Schedule**

August 6, 2026

October 1, 2026

December 3, 2026

February 4, 2027

April 1, 2027

June 3, 2027

All meetings will be held first Thursdays at 2 p.m., unless otherwise agreed upon. As per past practice, we will hold these dates for potential meetings but will cancel any meetings that are not deemed necessary.

## Peninsula Library System

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