

PLS Administrative Council Agenda
October 8, 2026
2:00 p.m.
Burlingame Public Library, Community Room
480 Primrose Road, Burlingame, CA 94010

Peninsula Library System Administrative Council

Brad McCulley, Burlingame Public Library (Chair)	Chelssee De Barra, San Mateo County Community College
Chela Anderson, Daly City 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

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|---|------------|----------------------|
| I. Introductions and Roll-Call | McCulley | |
| II. Approval of Consent Items (Action Item) | McCulley | |
| A. Approval of Agenda | | |
| B. Approval of August 6, 2026 Minutes | | Attachment 1, pg. 3 |
| C. PLAN Report and Update | | Attachment 2, pg. 5 |
| D. 2026 Summer Learning Challenge Final Report | | Attachment 3, pg. 8 |
| E. Correspondence | | |
| 1) Advocacy Correspondence to California | | |
| Senator Becker | | Attachment 4, pg. 11 |
| III. Old Business | | |
| A. Update on PLS Ad Hoc Groups for Empower | Wasterlain | |
| Card Expansion and Shared Programming | | |
| Analysis | | |
| IV. New Business | | |
| A. Review and acceptance of 2 nd Round | | |
| Broadband Grants (Action Item) | Wasterlain | Attachment 5, pg. 13 |
| B. PLP CLSA Zip Books Discussion | Wasterlain | Attachment 6, pg. 26 |
| C. Library Device Lending for Vulnerable HSA | | |
| Clients | Anderson | Attachment 7, pg. 29 |
| D. Discussion of Circulation Hotspots | All | Attachment 8, pg. 31 |
| V. Reports | | |
| A. System Chair Report | McCulley | |
| B. PLP Executive Committee Update | Frost | |
| C. System Administration | Frost | |
| VI. Public Comment - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.) | | |
| VII. Review of Draft Agenda Calendar, Agenda Building for December 3, 2026 Meeting | McCulley | Attachment 9, pg. 33 |

VIII. Announcements

IX. Adjournment

**PLS Administrative Council
August 6, 2026 2:00 p.m.
Menlo Park Public Library, Belle Haven Branch
100 Terminal Ave, Menlo Park, CA 94025**

MINUTES

Council Representative Present:

Brad McCulley, BPL (Chair)
Chela Anderson, DCL
Nicholas Szegda, MPL
Liz Meeks, RCL
Tim Wallace, SBL
Elise Staples, SMCL
Rukshana Singh, SMPL
Valerie Sommer, SSFPL

System Staff:

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

The meeting was called to order at 2:00 p.m. by Chair McCulley.

I. Introductions and Roll Call

II. Approval of Consent Items

- A. Approval of Agenda**
- B. Approval of June 4, 2026 Minutes**
- C. PLAN Report and Update**
- D. FY 2025-26 Measure K Final Report**
- E. PLS FY 2024-25 Audit**

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

III. Old Business

IV. Update on PLS Ad Hoc Groups for Empower Card Expansion and Shared Programming Analysis

Wasterlain discussed recent meetings with the two ad hoc groups. He noted the Empower Card ad hoc was determining what resources should be shared in order to get quotes from vendors for countywide access. He stated the Shared Programming ad hoc was gathering data on past programs. Wasterlain reported the Shared Programming ad hoc identified marketing as being an important component of systemwide events. McCulley asked if marketing could be part of the ad hoc. Wasterlain responded it would be best to have a dedicated marketing group with people who have capacity for it.

V. New Business

A. Discussion of Circulating Hotspots

The Committee discussed the loaning and reserve rules for hotspots in their jurisdictions. Many directors noted high demand for the items, but also a high loss rate. Singh asked if hotspots were reaching the population the devices are intended to benefit. It was requested to revisit this discussion in October.

B. Transition of PLS Leadership

McCulley announced Frost will retire from PLS on November 2, 2026. He thanked her for her leadership of PLS. McCulley recommended Wasterlain be appointed as Executive Director, effective November 3, 2026. A motion was made, and unanimously passed, to appoint Wasterlain as Executive Director, effective November 3, 2026. (Sommer/Wallace)

VI. Reports

A. System Chair Report

No report.

B. PLP Executive Committee Update

Frost discussed the August 5, 2026 PLP Executive Committee meeting, noting PLP will allow libraries to choose to use CLSA funds for regional Zip Books services. She stated this will an option on the PLP CLSA Menu of Services in FY 2026-27.

C. System Administration

None

VII. Public Comment

There was no public comment.

VIII. Review of Draft Agenda Calendar, Agenda Building for October 8, 2026 Meeting

- Meeting to be held October 8, 2026 at 2pm due to conflict with the Future of Libraries conference on October 1, 2026
- Meeting to be held at Burlingame Public Library
- Hotspot Discussion
- Summer Learning Report
- CLSA funds
- Ad Hoc Updates

IX. Announcements

Meeks announced the Director recruitment for Redwood City Library will close on August 15, 2026.

X. Adjournment

The meeting was adjourned at 2:48 p.m. by Chair McCulley.

PLAN Projects Report

October 1, 2026

1. BiblioCloud Records

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.

2. 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.

3. 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 is working on a request from the PLS Circulation Managers' Committee for more information and pricing on including email notices.

4. PLS VPN Upgrade

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

5. Data Center UPS Refresh Project

The UPS (Uninterruptible Power Supply) at the PLS Data Center is going end of life soon, so it's scheduled to be replaced this fiscal year. This UPS supports PLS' main servers and core infrastructure network equipment for our consortium. PLAN is currently evaluating three service providers to assist with this refresh project. This project is scheduled to be completed by December 2026.

6. Marina Library Construction Project

The Marina Library is currently under construction for a remodel and is tentatively scheduled for reopening in early 2027. PLAN is working with the library, the construction team, and PLS' vendors to prepare for the gate installation and reinstall the fiber internet service.

7. Broadband Grants

PLAN was recently awarded additional grant funding from our broadband grant application that was submitted last fiscal year. Four additional projects that were not originally awarded have now been selected for funding due to a surplus of grant funds. The four projects awarded in this 2nd round of funding are:

- PLS Main Firewall Refresh Project
- BPL Switch and Wireless Access Point Refresh Project
- SMPL Switch and Wireless Access Point Refresh Project
- SMCL Wireless Access Point Refresh Project

PLAN Projects Report

October 1, 2026

Projects in Progress

Projects	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
BiblioCloud Records	N/A	Aug 2025	Oct 2026	Vanessa Walden	Implement add-on features to the BiblioCore subscription bundle.
Redesign of PLAN ServiceDesk support portal	N/A	Jan 2026	Dec 2026	Will Jay	Redesigning the support portal to enhance user experience, improving efficiency for support teams, and aligning the portal with evolving business needs.
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.
Credit Card Machine EOL hardware swap	N/A	Aug 2026	Sep 2026	Will Jay & Josh Shreffler	All branches have been swapped out except for Burlingame. Because of how the current CC Terminal is setup on the self-checks, the new terminals need their own dedicated network connection which Burlingame currently doesn't have enough ports to provide. Working on a solution.
San Bruno Public Library RFID Gate Damaged Replacement	N/A	Jul 2026	Aug 2026	Will Jay	The replacement gate came in cracked but it is currently installed and working. Envisionware is working on getting another replacement gate to replace the new cracked one.
Online Patron Registration Forms	N/A	May 2026	Sep 2026	Vanessa Walden	Online forms must be ADA compliant, built on

PLAN Projects Report

October 1, 2026

					secure infrastructure and have customizable features for each library
Annual Lyngsoe AMH Maintenance	N/A	Jun 2026	Oct 2026	Will Jay	RSH, HMB, FOS, Central, SCL, MIL, and SMP have been completed. BEL, BRI, RCL, BPL, and SSF are being scheduled for some time in October.
FIDO Sharepoint Migration	N/A	OCT 2026	Jan 2027	Josh Shreffler	Migrate the FIDO SharePoint site from Classic to Modern

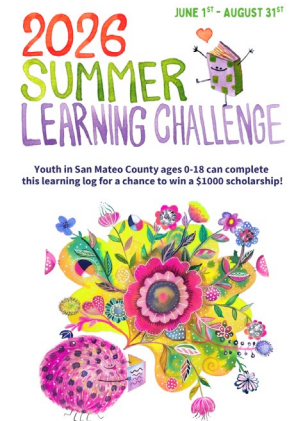
Future Projects

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 Migration Pricing and Discussion	N/A	TBD	TBD	Scott Young & Vanessa Walden	Migrate Sierra from an on-premise environment to hosted by Clarivate
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	Clarivate is working on technical and workflow improvements for consortia
PLAN Asset Inventory	N/A	Jun 2026	TBD	Will Jay	Validate and consolidate the current asset inventory to ensure it functions as the definitive source of truth

To: PLS Administrative Council
From: Elise Staples, Chair, PLS Youth Services Workgroup
Subject: PLS Summer Program Final Report
Date: October 8, 2026

Summer 2026

Thousands of kids, teens, and adults joined us for an amazing summer of books and programs across the county. Through significant outreach efforts at schools, parks, community events, shelters, camps and affordable housing sites we brought summer outside of the library walls. In the lead up, the PLS Youth workgroup shared ideas, collaborated on transferring data, planned for prizes, and managed the budget. Five PLS jurisdictions developed a shared set of graphics from local artist Nica Lorber, with the remaining libraries each utilizing their own approach. Even with our differences in place, each jurisdiction put forth a dynamic experience that centered books and learning.



The 2026 summer budget included \$8,000 to support each location in awarding a \$1,000 college scholarship as a grand prize. \$2,240 in unused graphic design funds were used to purchase 32 CuriOdyssey park passes. Another PLS wide prize was 380 San Francisco Giants tickets generously donated by the organization. Having a set of shared prizes creates an equitable and easier to market program. Special thanks to Pam Evans at Redwood City for coordinating and distributing these prizes. Local funds were used to support other prizes such as additional scholarships, tote bags, stem kits, gift cards to local businesses, kites, and various raffle prizes.

Library	Sign-ups / Participants	Finishers
Burlingame	2,943	1,220
Daly City	694	602
Menlo Park	1,660	661
Redwood City	7,045	1,337
San Bruno	1,988	635
San Mateo City	5,364	1,339
San Mateo County	Not Tracked	4415
South San Francisco	5,326	1,067
Total		11,276

Program and Outreach Highlights



Burlingame Public Library's Reading Rodeo featured Family Fun Nights with Circus of Smiles, Magician Brian Scott, and Unique Derique. The program wrapped up with an End of Summer Hoedown featuring live square-dancing calls and a Faux Farm Livestock Show for artists and makers. BPL librarians visited 10 elementary schools and went classroom-to-classroom to inform children about the summer reading program. Their teen librarian also visited two middle schools to do book talks and publicize the teen Reading Rodeo program.

At **Daly City Public Library**, 45 teen volunteers assisted with The Summer Learning Challenge providing immense help to the program. Their outreach was focused on community events and regular school visits and field trips.

The return of Library Fun Week kicked off the **Menlo Park Library** Summer Reading Game. Running from June 1 through June 6, MPL held themed crafts each day and ended the week with a Stuffed Animal Sleepover event at both Library locations. The Annual Summer Puppetry Festival also returned featuring five puppet shows, two presentations, a puppet related craft, and a film screening spread across both library locations throughout the summer. These events spanned all age groups.

Menlo Park's outreach strategy was to say yes to everything by accommodating all requests for class visits or tabling events. They successfully completed 8 outreach events, 5 class visits, and 3 tabling events. MPL also hosted 8 visits for the city-run camp programs and visited the city-run Child Development Centers 26 times for in-class Storytimes. Other outreach included 3 visits to a local family shelter, offering their onsite preschool Storytimes. Between these events, over 1000 giveaway books were distributed to participants.

Redwood City Public Library's focus was on weekly performers, storytimes, and craft programs for different ages. The Lunch at the Library grant provided free lunch Monday through Friday to ages 0-18. On the last day of Lunch at the Library, they held a Petting Zoo, which drew hundreds of families! RCPL visited every school in May and early June, distributing books and signing all students up for the Summer Learning Challenge. Throughout the summer, staff also tabled at community events, including Music in the Park and Redwood City Pride.

Summer programming highlights for **San Bruno Public Library** included a magic show by Brian Scott, an immersive puppet show by Wylding Wood, a drumming performance and workshop with Everybody Drummm!, and performances by Coventry and Kaluza and For Goodness Snakes. Outreach happened at all four public elementary schools within the San Bruno Park School District, engaging a total of 922 students across 42 classes to promote the Summer Reading Program. Additionally, 958 books were distributed at the Juneteenth Celebration and

Community Day, Big Lift Inspiring Summers program, Second Harvest Food Bank Distributions, and the San Bruno Park School District Preschools.

For **San Mateo Public Library** the biggest highlight of the summer was their Storytime in the Park series! To bring the joy of storytime directly to families in their neighborhoods, they visited three parks located across the city. Over 2,000 people attended these special outdoor storytimes. Other program highlights included a cross-stitch club, art labs, book clubs, 3D printing, a butterfly release party, a Summerween party, and a writing contest.

SMPL got the word out about summer by visiting seven elementary schools along with two visits each to Aragon and San Mateo High Schools. Staff continued connecting with the community throughout the summer by attending events at affordable housing complexes, the Central Park Music Series, National Night Out, and the local Jr. Giants end of summer awards and party.

A Summer Adventure awaited **San Mateo County Library** visitors. An annual visit from CaveSim gave 2,433 community members of all ages the chance to learn about cave systems and gear up to explore over 600 ft of tunnels. Other program highlights included Giant Bubble Shows, thrilling wrestling from Lucho Libre, and music with Soul4 Kidz. The summer outreach included a focused effort to present Summer Adventure at schools and the County Faire. Kids were invited to grab a free book and start exploring the many options for reading, learning, and engaging with the library available to them.



South San Francisco Public Library hosted programs including a Disco Dance Party with DJ Chico Chi, Big Bubble Show, Puppet Show “Unearth a Story,” Magic Show with Perry Yan, Uncle Jer, Rhythm Builders, Mission Science Workshop, and more. They saw over 16,500+ attendees at summer programs this year, including storytimes and premiere Summer Learning events.

SSF Staff distributed vouchers to the SSFUSD schools to promote the Summer Learning Challenge and encourage kids to redeem for a free book at the library. Other outreach and marketing included social media, email newsletters, and promoting during class/camp visits.

Planning for the Future of Summer

Summer 2026 brought a season of joy and learning to each and every community. The PLS Youth workgroup believes that there are untapped opportunities to make the summer programs even better. We continue thinking creatively about how to market summer and increase participation. Looking Ahead to Summer 2027, we hope to continue our success with unique and joyful programming that appeals to children and the wider community.

August 14, 2026

The Honorable Senator Becker
California State Senate
1021 O Street, Suite 6520
Sacramento, CA 95814

RE: AB 2790 (Communications and Conveyance Committee)

POSITION: Support - SENATE FLOOR: THIRD READING FILE

Dear Senator Becker,

On behalf of the Peninsula Library System, I am writing to share our support for AB 2790 (Assembly Communications and Conveyance Committee) **which is currently on the Senate Floor, awaiting a vote.** This important measure provides much-needed statutory clarity regarding eligibility requirements for the California Teleconnect Fund (CTF) program and ensures that California's schools, libraries, and community colleges continue to obtain the affordable broadband essential to serving their communities.

The California Teleconnect Fund is one of California's cornerstone universal service programs, providing discounts on eligible monthly telecommunications and broadband services for schools, libraries, community colleges, hospitals, and community-based organizations. When the California Public Utilities Commission (CPUC) established the program in 1996, the goal was to expand access to emerging communications technologies such as telephone service and dial-up internet. To simplify implementation, the CPUC modeled portions of the program after the federal E-Rate program and modeled eligibility based on E-Rate definitions.

After nearly three decades of affordable broadband, educational institutions and libraries are using broadband to address the needs of students and library patrons in ever-expanding ways. High-speed connectivity is no longer limited to classrooms or public computer labs – it is critical to daily operations. Broadband continues to support classroom instruction and digital learning platforms, while creating efficiencies in library services, cybersecurity, student information systems, emergency communications, facility operations, transportation, and campus safety. Publicly available data indicates that the CTF program provides approximately \$31 million annually in support to California's schools, libraries, and community colleges, helping these institutions deliver essential educational and public services while maximizing limited public resources.

Our consortium of libraries within San Mateo County within your district, including Burlingame Public Library, Menlo Park Public Library, Redwood City Public Library, San Bruno Public Library, San Mateo County Libraries, San Mateo Public Library, and South

32 West 25th Avenue, Suite 201, San Mateo, CA 94403 T: 650-349-5538 F: 650-349-5089

San Francisco Public Library, benefit greatly from CTF. Through CTF, our public libraries offer public computers to support youth homework help and STEM learning, adult education classes, and general access to the Internet for people who do not have it at home.

Unfortunately, the CPUC's current recertification process has raised concerns for schools and libraries. In recent recertification reviews, the Commission has decided that certain locations owned and operated by otherwise eligible schools, libraries, and community colleges are no longer eligible for participation, despite being previously considered eligible and integral to the institution's educational or public service mission. These new interpretations create unnecessary uncertainty, increase costs for public institutions, and threaten broadband investments that have been relied upon for decades.

AB 2790 resolves this issue by clearly affirming in statute that facilities owned and operated by eligible schools, libraries, and community colleges are eligible for the CTF program, adds Transitional Kindergarten, and recognizes the governance structures used by schools, libraries and community colleges. The bill also modernizes the statute to reflect how telecommunications networks are designed and operated today, ensuring the program remains aligned with current technology while preserving the Legislature's longstanding intent to support affordable connectivity for California's public institutions.

The Legislature and Administration have made historic investments to advance California's Broadband for All initiative and close the digital divide. AB 2790 builds upon that commitment by protecting one of the state's most effective affordability programs for public institutions. At a time when schools, libraries, and community colleges face significant fiscal pressures, reducing access to broadband discounts would move California in the wrong direction. AB 2790 ensures these institutions can continue directing scarce public dollars toward educating students, serving patrons, and strengthening their communities rather than facing higher telecommunications costs.

For these reasons, we are pleased to support AB 2790, and **urge you to vote 'aye' when the bill comes before you on the Senate Floor at the close of Session.**

Sincerely,



Carol Frost
Executive Director, Peninsula Library System

cc: Christina DiCaro, California Library Association lobbyist,
Christina@dicaroadvocacy.com

Peninsula Library System

To: PLS Administrative Council
From: Justin Wasterlain, Assistant Director
Subject: Approval of Broadband Grant Awards for FY 2026-27
Date: October 8, 2026

Background

PLS was awarded the Broadband grant in September 2025 by the California State Library through the California Collaborative Connectivity Grant. The grant total was for \$108,915 of funding to 6 PLS libraries for switches and wireless access points (WAPs) replacement costs, and for a PLAN networking monitoring project. The six libraries receiving grants were Daly City, Menlo Park, Redwood City, San Bruno, San Mateo County, and South San Francisco.

PLS was notified in September 2026 that additional Broadband grant funds were available, and they have awarded PLS the following.

Awarded Grant – 2 nd Round	Project	Amount of Grant Award (award plus LIPC)	Amount of matching funds (LIPC)	Grant Amount Funded	Library Paid Invoice (Net of CLSA Funds)	Total Grant Funded & Paid Invoice	Total Project Cost	Library Fund Credit for Library to Repurpose
Burlingame	Network Switch & Wireless AP	\$22,263.09	\$5,565.77	\$16,697.32	\$16,266.28	\$32,963.60	\$22,974.59	\$9,989.01
San Mateo Public	Network Switch & Wireless AP	\$23,347.45	\$3,502.12	\$19,845.33	\$17,217.43	\$37,062.76	\$24,802.65	\$12,260.11
San Mateo County	Wireless AP	\$50,000	\$12,500	\$37,500	\$70,751.44	\$108,251.44	\$70,751.44	\$37,500.00
PLAN	Data Center Firewall	\$35,164.92	\$8,791.23	\$26,373.69	\$0.00	\$26,373.69	\$0.00	\$26,373.69
Total		\$130,775.46	\$30,359.12	\$100,416.34	\$104,235.15	\$204,651.49	\$118,528.68	\$86,122.81

The PLAN Data Center Firewall was paid for in FY 2025-26 using PLAN Reserve funds. The \$26,393.69 will go back to the PLAN Reserves Fund in FY 2026-27.

The 3 libraries will be able to use the library credit for projects in FY 2026-27, and should work with the PLAN IT Director to identify the projects the credit will be applied towards.

Recommendation

It is recommended that the PLS Council approve the \$100,416.34 Broadband grant by the California State Library through the California Collaborative Connectivity Grant.



AGREEMENT 2 BETWEEN THE PENINSULA LIBRARY SYSTEM AND THE IMPERIAL COUNTY OFFICE OF EDUCATION FOR THE IMPLEMENTATION OF THE CALIFORNIA COLLABORATIVE CONNECTIVITY GRANT

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

This Agreement is entered into as of September 14, 2026. All written communications between the parties shall be addressed as follows, unless and until amended in writing by the respective party.

ICOE:

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

Peninsula Library System:

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

1. Background.

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

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

2. Effective Date and Term.

- a. The Effective Date of the Agreement shall be the date the last party to this Agreement signs the Agreement.

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

- b. The Term of the Agreement shall be from the Effective Date of this agreement through June 30, 2027.

3. Definitions and Key Descriptors.

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

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

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

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

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

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

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

- a. Grant funds will be disbursed on a reimbursement basis contingent upon submission of proper documentation as described herein. Notwithstanding the foregoing, **thirty percent (30%) of the total awarded grant amount will be withheld until the Agency has submitted all required final reports, including financial documentation and program impact survey, and ICOE has approved such reports as complete.**
 - b. Final payment shall be made within thirty (30) days following ICOE's approval of the Agency's final reporting.
7. **Proper Use of Grant Funds.** In order to receive services through this Agreement, the Agency agrees that:
 - a. Funds awarded under this Agreement may not be used to supplant, replace, or reduce any other grant funding received from the California State Library. Grant funds must be used to supplement existing resources and expand program capacity, not to substitute for funding already awarded or otherwise available through other California State Library grants.
 - b. The Grantee shall not seek reimbursement for any expenses used to meet cost-sharing or matching requirements of any other California State Library-funded program.
8. **Grant Reporting.** In order to receive services through this Agreement, Agency agrees to the following:
 - a. Final Report and Impact Survey: A final report, including the required impact survey, is due no later than November 30, 2026. If the project is completed earlier, the Agency may submit the final report and impact survey prior to this date.
 - b. Upon ICOE's acceptance of the final report and impact survey, the Agency shall be eligible to receive the withheld thirty percent (30%) of its grant award, notwithstanding the November 30, 2026, deadline.
9. **Project Timelines.** All Parties understand that the timeline **for completing the activities for this project is November 30, 2026.** Time is of the essence, and all Parties agree to use their best efforts to meet the expected timeframe.
10. **Grant Project Description.** In order to receive funding through this Agreement, Agency agrees to use funds according to the applicant's grant submission(s) as detailed in Appendix A.
11. **Funding Amount.** Total amount funded is \$100,416.34, as detailed in Appendix A.
12. **Termination.**

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

13. Indemnification.

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

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

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

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

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

15. **Governing Law and Venue.** The laws of the State of California shall govern this Agreement. Proper venue for any dispute regarding this Agreement shall lie in Imperial County, California.
16. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of agreement between the Parties pertaining to the subject matter of the Agreement. It supersedes all prior and contemporaneous understandings or agreements by the Parties. Neither Party has been induced to enter the Agreement by, nor is either Party relying on, any representation or warranty outside those expressly set forth in the Agreement.
17. **Interpretation.** This Agreement shall be interpreted to give effect to its fair meaning and shall be construed as though all Parties prepared it.
18. **Assignment.** Unless authorized in writing by all Parties, no Party shall assign or transfer any rights or obligations covered by this Agreement. Any unauthorized assignment or transfer shall constitute grounds for termination by the other Parties.
19. **Compliance with Laws.** The Parties shall, at their own cost and expense, comply with all local, state, and federal ordinances, regulations, and statutes now in force and which may hereafter be enacted that affect this Agreement.
20. **No Waiver of Default.** No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that instance or any other instance. Any waiver must be in writing and shall only apply to that instance.
21. **Successors and Assigns.** All representations, covenants, and warranties set forth by, on behalf of, or for the benefit of any Party herein shall be binding upon and inure to the benefit of such Party and its successors and assigns.
22. **Amendment.** This Agreement may only be altered, amended, or modified by a written instrument executed by both ICOE and Agency. ICOE and Agency agree to waive any right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or altered by oral agreement, course of conduct, waiver, or estoppel.
23. **Severability.** If any one or more of the provisions of this Agreement is held to be invalid, illegal, or unenforceable, then such provision or provisions shall be severed from the Agreement, and the remaining provisions of the Agreement shall continue in full force and effect and shall not be affected, impaired, or invalidated in any way.

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

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

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

The Parties' representatives shall be:

ICOE:

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

Peninsula Library System:

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

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

ICOE:

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

Peninsula Library System:

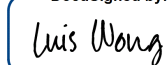
Scott Young
IT Director
32 W 25th Ave. Suite 201
San Mateo, CA 94403
Phone: 650-349-5538
Email: youngs@plsinfo.org

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

For Imperial County Office of Education

Luis Wong
Chief Executive Officer, Network Initiatives

DocuSigned by:



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Signature

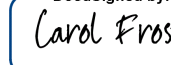
9/16/2026

Date Signed

For Peninsula Library System

Carol Frost
Executive Director

DocuSigned by:



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Signature

9/16/2026

Date Signed

Appendix A – Grant Project Details

Project 1

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

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

Project Description: The Burlingame Library has seven network switches and thirteen wireless access points that are going to be at end of life soon.

These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the Burlingame Public Library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are seventy-one total public and staff PCs that rely on these network switches for their connection to the CENIC network.

These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The Burlingame Library provided patrons with 28,240 wireless sessions during the 2024 - 2025 fiscal year.

The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 4 (25%)
Funding Request	\$22,263.09
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$5,565.77
Total Library Responsibility	\$5,565.77
Total Amount Funded	\$16,697.32

Application ID: 23

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

Project 2

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

Project Title: Wireless Access Point Refresh Project - San Mateo County Library

Project Description: The San Mateo County Library has seventy-six wireless access points that are going to be at end of life soon. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 194,949 wireless sessions during the 2024 - 2025 fiscal year.

The goal of this project is to replace these end-of-life wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendor.

Project Budget:

LIPC Level	LIPC Level 4 (25%)
Funding Request	\$70,751.44
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$20,751.44
Library Match (determined by LIPC)	\$12,500.00
Total Library Responsibility	\$33,251.44
Total Amount Funded	\$37,500.00

Application ID: 52

Project 3

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

Project Title: Network Switch and Wireless Access Point Refresh Project - San Mateo City Public Library

Project Description: The San Mateo City Public Library has eight network switches and thirteen wireless access points that are going to be at end of life soon. These network switches support the public computers within the library for patrons to access the CENIC network for educational and research purposes. These are critical services for the library. They also support the library staff’s ability to access the CENIC network, so that they may assist patrons with their library materials and research needs. There are two hundred twenty-five total public and staff PCs that rely on these network switches for their connection to the CENIC network. These wireless access points allow patrons to reach the internet (using their own personal devices) through the CENIC network. The library provided patrons with 55,740 wireless sessions during the 2024 - 2025 fiscal year. The goal of this project is to replace these end-of-life switches (that are 10 years old) and wireless access points (that are 7 years old) with new modern equipment that will continue to be supported by the respected vendors.

Project Budget:

LIPC Level	LIPC Level 3 (15%)
Funding Request	\$23,347.45
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$3,502.12
Total Library Responsibility	\$3,502.12
Total Amount Funded	\$19,845.33

Application ID: 49

Project 4

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

Project Title: Network Firewall Refresh Project

Project Description: The Peninsula Library System has a data center firewall that supports all of our consortium's CENIC connections. This includes two 10Gbps WAN circuits for our main internet connections and one 10Gbps WAN collector circuit that is our main hub for our 32 library locations' CENIC circuits. Our system supports 1,300 staff and public PCs, 400,000+ wireless session per year, and 363 network devices (routers, switches, and wireless access points) that utilize the CENIC network.

This data center firewall is 7 years old and is going end-of-life in April 2026. The goal of this project is to replace this end-of-life firewall along with its log collector server with a new firewall and log collector server to maintain supported hardware and software in our infrastructure.

Project Budget:

LIPC Level	LIPC Level 4 (25%)
Funding Request	\$35,164.92
Grant Cap	\$50,000.00
Amount Over Grant Cap	\$0.00
Library Match (determined by LIPC)	\$8,791.23
Total Library Responsibility	\$8,791.23
Total Amount Funded	\$26,373.69

Application ID: 39

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

Project title	Funding Request	Grant Cap	LIPC Level	Amount over Cap	Match	Total Library Responsibility	Amount Funded	Application No.
Network Switch and Wireless Access Point Refresh Project - Burlingame Library	\$22,263.09	\$50,000.00	LIPC Level 4 (25%)	\$0.00	\$5,565.77	\$5,565.77	\$16,697.32	23
Wireless Access Point Refresh Project - San Mateo County Library	\$70,751.44	\$50,000.00	LIPC Level 4 (25%)	\$20,751.44	\$12,500.00	\$33,251.44	\$37,500.00	52
Network Switch and Wireless Access Point Refresh Project - San Mateo City Public Library	\$23,347.45	\$50,000.00	LIPC Level 3 (15%)	\$0.00	\$3,502.12	\$3,502.12	\$19,845.33	49
Network Firewall Refresh Project	\$35,164.92	\$50,000.00	LIPC Level 4 (25%)	\$0.00	\$8,791.23	\$8,791.23	\$26,373.69	39
Totals	\$151,526.90	\$200,000.00		\$20,751.44	\$30,359.12	\$51,110.56	\$100,416.34	

To: PLS Administrative Council
From: Justin Wasterlain, Assistant Director
Subject: PLP CLSA Zip Books Discussion
Date: October 8, 2026

Background

Each year the Pacific Library Partnership (PLP) receives funds from the California Library Services Act (CLSA). These funds can be spent on public library activities related to Communications and Delivery. When the funding is known, the PLS Administrative Council discusses how it would like to allocate the CLSA funds.

The Governor's budget included clarifying language which indicated that all of the CLSA budgeted \$2.8 million should be allocated to the cooperatives, which meant that no CLSA funds could be redirected to the statewide Zip Books project administered by the State Library.

The nine cooperatives met with the State Library on July 22, 2026, to discuss whether the cooperatives will be allowed to use CLSA funds for Zip Books, since the Governor's budget specifies that CLSA funds cannot be used by the State Library for a Zip Books program. It was determined that the cooperatives could use CLSA funds for Zip Books. The State Library will not be supporting the program (for instance, through a list-serv). The cooperatives have agreed that if their membership wants to continue Zip Books, that sharing should be done among that cooperative, at least for this year, and that the rules of the Zip Books program should continue to be followed, where appropriate.

The purpose of this memo is to discuss the potential of allowing PLS libraries to use CLSA funds for Zip Books.

Discussion

The 9 cooperatives met with the State Library on July 22, where it was confirmed that:

- Cooperatives could use CLSA funds to support Zip Books
- The State Library would not support the program going forward (e.g. supporting a list-serv, etc.)
- It was agreed that the intent of "Zip," meaning quick delivery, must remain. So, for instance, using Amazon will still be required (as opposed to purchasing from other book vendors such as Ingram)
- It was recommended that the general Zip Book guidelines established by the State Library should be followed in FY 2026-27 to allow the cooperatives time to develop their own guidelines, should they choose to provide the service.
- Each cooperative should share the Zip Book items within their cooperative and can develop intra-cooperative sharing at a later date, as the programs evolve.

A survey was sent to PLP Directors in July to determine their interest in Zip Books. Of the 17 responses, 3 libraries (Hayward, San Bruno and Redwood City) noted they were interested, and

3 libraries might be interested (Burlingame, San Benito County, and Sunnyvale). PLP has agreed that it will add Zip Books to the CLSA Menu of Services claim form for FY 2026-27. Statistics collected from libraries which choose to claim funds for Zip Books will determine the effectiveness of such a program and whether it should be offered in future years.

Below is a chart of the PLS CLSA allocation by library:

Library	FY26/27 Allocation
Burlingame Library	\$6,347
Daly City Public Library	\$4,440
Menlo Park Public Library	\$4,058
Redwood City Public Library	\$9,779
San Bruno Public Library	\$3,677
San Mateo County Library	\$13,593
San Mateo Public Library	\$7,491
South San Francisco Public Library	\$6,728
Total PLS Distribution	\$56,114

Should Zip Books be implemented, the Council should discuss how it will allocate CLSA funds, and how they will be shared.

General Details of Zip Books

- PLP did not designate funds specifically for Zip Books. Each library would need to use some, or all, of their CLSA allocation for Zip Books.
- It is not known at this time whether other PLP libraries will use CLSA funds for Zip Books.
- Each library will do its own purchasing through their own Amazon accounts for Zip Books.
- The libraries participating would need to determine how they would share materials that they are not adding to the collection.
- Reporting statistics would be required.

Allocation of Funds Individually or as a Whole

- In past years, PLS has allocated all CLSA funds as a whole to benefit all of PLS, typically through funding eCollections.
- Should some libraries, such as Burlingame, Redwood City, and San Bruno, decide to use CLSA funds for Zip Books, how would the other libraries use their funds? Choices could include Link+ or OverDrive Advantage titles (which must be shared with the other libraries).
- Would there be any negative effect on the shared PLS OverDrive Collection if the CLSA funds are not directed towards that?
- If some libraries directed their CLSA funds towards the shared OverDrive collection, and others did not, is there an unequitable level of access?

Recommendation

It is recommended that the PLS Administrative Council discuss this at their October meeting, and defer a decision until the December meeting.

From: Kermit Allen <kallen1@smcgov.org>

Sent: Monday, September 21, 2026 4:03 PM

To: Chela Anderson <canderson@dalycity.org>

Subject: [EXTERNAL] Follow-up on Library Device Lending for Vulnerable HSA Clients

Hi Chela,

Thank you for taking my call last week. I am writing to follow up on our discussion in which I inquired whether the library would consider a modification to its technology lending program, one that would permit clients of the San Mateo County Human Services Agency who hold valid library cards and are either unhoused or facing housing insecurity (e.g., staying in a homeless shelter) to do the following:

1. Borrow a laptop (e.g., Chromebook) and portable Wi-Fi hotspot (e.g., Jetpack) in accordance with your standard lending policies and procedures
2. Use the devices for the allotted time period, either inside or outside the library, on a day-by-day basis
3. Return the device(s) to the lending desk before closing each day
4. Request that the device be held in their name "on reserve" until the next day or the next time they need it, within your normal lending window
5. Never take the device(s) overnight, ensuring the library's ability to safeguard them between uses

The CalFresh Employment and Training (CFET) program requires individuals who receive federally funded food assistance (SNAP) to meet new, more stringent work requirements beginning in FY 2026 in order to maintain eligibility for that benefit. Within a few months, similar mandatory work requirements will extend to Medi-Cal recipients nationwide as well.

In a previous role with a similar U.S. Department of Labor workforce program, I found that large segments of the population have significant gaps in digital literacy and basic computer skills. Many, if not most, participants also lack the financial means to afford a desktop or laptop computer and the monthly Wi-Fi service needed to use these tools to communicate, learn, and search and apply for jobs. In almost every instance, we find that these individuals first need to enroll in a digital literacy course, which itself requires access to a computer, creating a barrier before they can even begin to close the gap.

The San Mateo County Library and your technology lending program in particular are an essential and ideal partner for this agency and the populations we serve. I would appreciate your serious consideration of this or a similar policy that would make it possible to serve this vulnerable population, many of whom already qualify for your borrowing privileges.

I am glad to discuss further or answer any questions at your convenience. Thank you once again for your time and consideration.

Cheers,

Buz Allen
Employment Services Specialist II
kallen1@smcgov.org
550 Quarry Rd
San Carlos, CA 94070
Phone:



COUNTY OF SAN MATEO
HUMAN SERVICES AGENCY

Hot Spot Policies by Library

Burlingame (BPL)

- **50 hot spots** are available for checkout at the Main Library for all of San Mateo County residents
- **3-week loan period, no renewals.**
- Hot spots must be checked out and returned to Main Library @ the Lower-Level Desk
- Lost or Damaged Fees – Hot spot: \$60.00, Box case: \$10.00, Power Supply: \$15.00
- Patrons must sign the BPL Electronic Device Loan Agreement for first time checking out a device.
- Patrons must present a valid Peninsula Library System card and picture ID at time of checkout.
- Hot spots/ Electronic devices are checked out on a first-come-first-served basis and Library will not hold device.
- Only one hot spot may be checked out at a time throughout the Peninsula Library System.

Daly City (DCL)

- Hot spots are checked out for **3 weeks**, with **no renewals** and **no holds in Sierra**.
- Patrons can call the owning library to check availability. If available, the hot spot will be held for **2 hours** for pickup.
- Checkout is limited to **San Mateo County residents** with **adult accounts only**. **No TEMP cards**.
- Devices must be returned to the **service desk during open hours** at the **same owning location** where they were checked out.

Menlo Park Library (MPL)

- Available to **adult Menlo Park Library residents only** (4REGA cards).
- Checkout period is **1 week**.
- **No renewals.**
- **No holds.**
- **No tech agreement required.**
- Must be returned to the **service desk** at either Menlo Park Library location.

Redwood City Libraries (RCPL)

- Checkout period is **3 weeks**.
- **No renewals.**
- **No holds.**
- Hot spots must be returned **during library open hours** and **only to the Public Services Desk** (no AMH or book drops).
- Hot spots checked out from a branch must be returned to the **same branch**.
- Available to **all ages**, including customers with **P-type TEMP** cards.
- **One hot spot per account** system-wide (PLS).
- Customers are charged for any **missing parts**.
- Data service is stopped **1–3 days after the due date**.
- **No tech agreement required.**

San Bruno (SBL)

- **No holds or reservations** are allowed on any hot spot.
- Limit of **one hot spot and/or one Chromebook per cardholder** across the entire Peninsula Library System.
- Checkout period is **3 weeks**.
- If at least one hot spot or Chromebook is available at the time of renewal, the item **may be renewed for an additional 3 weeks**.
- After returning a hot spot and/or Chromebook, there is a **24-hour waiting period** before another can be checked out.
- Devices that are overdue will have service **terminated remotely 14 days after the due date**.
- Devices not returned within **30 days of the due date** are considered lost and will incur the **full replacement cost plus a processing fee**.
- Devices must be returned **directly to a staff member** at the San Bruno Public Library.
- Borrowers are responsible for any **loss or damage** that occurs during use or transit.
- Lost, stolen, or damaged devices should be reported to San Bruno Public Library staff **as soon as possible**.

San Mateo County Libraries (SMCL)

- Any individual with an **Adult PLS library card**, except holders of **non-SMCL TEMP cards**, may check out a hot spot.
- Checkout period is **3 weeks**.
- **Holdable**.
- **No renewals**.
- **No tech agreement required**.
- May be returned to **any library**.

San Mateo Public Library (SMPL)

- Hot spots are part of the **Technology Lending+** collection.
- **Only City of San Mateo and Town of Hillsborough residents with a San Mateo Public Library card** may borrow items from this collection.
- **PLS cardholders from other jurisdictions are not eligible**, even if they have a San Mateo Public Library card but do not reside in San Mateo or Hillsborough.
- The Technology Lending+ collection was funded by the **San Mateo Public Library Foundation** with the requirement that **San Mateo and Hillsborough residents** be the primary beneficiaries.
- Before referring patrons to San Mateo Public Library for a hot spot or other Technology Lending+ item, **verify that they meet the residency and eligibility requirements**.
- **Do not promise or imply** that patrons will be able to check out hot spots or other Technology Lending+ items unless they meet the eligibility requirements, as this may lead to disappointment.

South San Francisco (SSF)

- **No Hot spots available**.

Peninsula Library System

Month	Standing Items
All	PLAN Report and Update
All	System Chair Report
All	Administration Report
Month	Annual Items
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
Month	Additional Upcoming Items