

# PLS CIRCULATION MANAGERS MEETING

## AGENDA

November 21, 2024, 2:00-4:30 pm

Hybrid Meeting – Burlingame Public Library,  
Upper Level Meeting Room  
480 Primrose Road, Burlingame, CA 94010

### Join Zoom Meeting

Meeting ID: 870 4605 9921

Passcode: 925944

<https://us02web.zoom.us/j/87046059921?pwd=aUlwcTc1L2p4VEgzTWppUmVWZi9nUT09>

Facilitator: Natalie Juhl, DCL

Recorder: Homer Martinez, RCL

- I. Agenda Review
- II. Approval of the Consent Calendar (Action Item)
  - a. Minutes from meeting – October 17, 2024
- III. PLAN Items
  - a. PLS Delivery Report
  - b. PLAN Report
- IV. Action Items
  - a. Changing the batch check-in process – RCL
  - b. Removing the C- Collections manual block from patron accounts - RCL
  - c. Cancel December meeting?
- V. Informational Items
  - a. Priority list/format for holds in Sierra – BPL
  - b. Check out limits for Video Games – SSF
- VI. Circulation Manual in FIDO Update/Review/Approve (ongoing)
- VII. Agenda Building
- VIII. Announcements

- IX. Public comments: 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 Circulation Managers from discussing or acting on any matter not on the agenda pursuant to state law.

**Brown Act Brown Act:** This meeting abides by Cal. Gov't Code § 54953. Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding." Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

- (A) All votes taken during a teleconferenced meeting shall be by roll call.
- (B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.
- (C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.
- (D) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3." Gov't Code § 54953 (3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

#### Meeting Locations

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

Menlo Park Library, 800 Alma Street, Menlo Park, CA 94025

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

Next Meeting: December 19, 2024

Recorder: SBL

Next Admin Council Meeting: December 5, 2024

Recorder:

RCL - January 2024

SBL - February 2024

SMCCCD - March 2024

SMCL - April 2024

BPL - May 2024

SSF - June 2024

SMP - July 2024

No meeting in August 2024

MPL - September 2024

SMCL - October 2024

RCL - November 2024

SBL - December 2024

**PLS CIRCULATION MANAGERS MEETING**

**MINUTES**

**October 17, 2024, 2:00-4:30 pm**

**Hybrid Meeting – Central County Administration, Board Room**

**125 Lessingia Court, San Mateo, CA 94402**

**Join Zoom Meeting**

Meeting ID: 870 4605 9921

Passcode: 925944

<https://us02web.zoom.us/j/87046059921?pwd=aUlwcTc1L2p4VEgzTWppUmVWZi9nUT09>

Facilitator: Natalie Juhl, DCL

Recorder: Ginny Mies, SMCL

Present : Geralyn O'Brien (BPL), Natalie Juhl (DCL), Nora Mercer (MPL), Sarah Jolley (SBL), Ginny Mies (SMCL), Jon Jung (SMPL), Brian Malibrán (SSF)

Guests: Vanessa Walden (PLAN), Daniel Kith (PLS), Molly Cronin (DCL)

- I. Agenda Review
  - a. Informational item added – Colleges attending Circulation Managers meetings (MSP: SSF/SMPL, all approved)
- II. Approval of the Consent Calendar (Action Item) (MSP: BPL/SMPL, all approved)
  - a. Minutes from meeting – September 19, 2024
  - b. New location code request **8sjho** – SSF
  - c. New location code request **8sj8q** – SSF
  - d. New location code request **8gygr** – SSF
  - e. New location code request **8gy9f** – SSF
  - f. New location code request **8gjgr** – SSF
  - g. New location code request **8ga9r** – SSF
    - i. Move to Action Item.
  - h. New location code request **8ga9y** – SSF
  - i. New location code request **8ga9c** – SSF
    - i. Move to Action Item.

- j. New location code request **8ga9m** – SSF
  - k. New location code request **8gafy** – SSF
  - l. New location code request **8garm** – SSF
- III. PLAN Items
- a. PLS Delivery Report
    - i. November 4: Drivers are switching routes. Hourly driver Andrew will be trained on the Central route.
    - ii. Holiday schedule not available yet.
  - b. PLAN Report
    - i. No reports.
- IV. Action Items
- a. Annual Report to Admin Council – DCL (MSP: SSF/SMCL, all approved)
    - i. UMS fees waived retroactively
  - b. SSF Location Codes (MSP: BPL/MPL, all approved)
    - i. New Romance for Grand should be 8ga9r
    - ii. Sci-Fi for Grand should be 8ga9p
- V. Informational Items
- a. Sanchez Outpost (tape) - BPL
    - i. SMCL is looking into alternative solutions with Pacifica staff
  - b. Colleges attending as needed
    - i. Colleges will be out of the minutes rotation starting in November.
  - c. Some UMS \$10 fees still showing on patron accounts. PLAN will clear.
  - d. Vanessa will send out information about fiscal impact regarding the batch check-in process.
- VI. Circulation Manual in FIDO Update/Review/Approve (ongoing)
- VII. Agenda Building
- a. Changing the batch check-in process – RCL (November)
  - b. Cancel December meeting?
- VIII. Announcements
- a. DCL – Librarian III position recruiting on CalOpps
  - b. MPL – Getting a new roof at Main. Do not anticipate having to close. Front door may be closed.
  - c. SBL – Recruiting for Librarian I/II (internal) on Government Jobs.
  - d. SMPL – Recruiting for aides starting next week.
  - e. SSF – 1 Librarian I position open at Grand
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