

Peninsula Library System Information Services Committee

November 18, 2025

10:00am

Downtown Redwood City Public Library
1044 Middlefield Rd
Redwood City, CA 94063

AND

<https://redwoodcity.zoom.us/j/95797168146?pwd=Mr5NzSpSXQk2URNpKWiOqaVTc7bAxy.1>

Meeting ID: 957 9716 8146

Passcode: 565849

Dial by your Location

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

Find your local number: <https://us06web.zoom.us/j/kdF571Nrx4>

Peninsula Library System Information Services Committee

Fiona Potter, Redwood City Public Library

Jason Yap, Burlingame Public Libraries

Zack Whitley, Daly City Public Library

Vanessa Walden, Peninsula Library System

Scott Young, Peninsula Library System

Iris Keenan, Menlo Park Libraries

Heriberto Madrigal, Redwood City Public Library

Wilma Lee, San Bruno Public Library

Justin Pham, San Mateo County Libraries

Mary Torres Volken, San Mateo County Community
Colleges

Paul Vaughn, San Mateo Public Library

Stacy Lein, South San Francisco Public Library

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|-------------|---|-----------------|
| I. | Introductions and Roll-Call | Fiona |
| II. | Approval of Consent Items | Fiona |
| | a. Approval of Agenda (Action Item) | |
| | b. Approval of Minutes (Action Item) | |
| III. | Old Business | |
| | a. Renewal of O'Reilly for Public Libraries (Action Item) | Everyone |
| | b. Renewal All Access Comics for Overdrive (Action Item) | Everyone |
| | c. Updates to Website | Zack |
| | d. Measure K Programming Updates | Stacy/Heriberto |
| IV. | New Business | |
| | a. Vendors (in general) | Everyone |
| V. | Reports | |
| | a. Ebook | |
| | b. Bib Standards | |

- c. Children/Teen
 - d. Circ Sups
 - e. Directors
 - f. Marketing
- 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** Fiona
- VIII. Announcements**
- IX. Adjournment**
- X. Recorder:** Burlingame (Daly City is next in rotation for December)

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:

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

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.

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

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

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

Meeting Locations

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

Daly City Public Library, 134 Hillside Blvd, Daly City, CA 94014

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

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

San Bruno Public Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Community College District, 3401 CSM Drive, San Mateo, CA 94402

San Mateo County Library, 125 Lessingia Court, San Mateo, CA 94402

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

South San Francisco Public Library, 901 Civic Campus Way, S. San Francisco, CA 94080

Peninsula Library System Information Services Committee

October 21, 2025

10:00am

<https://redwoodcity.zoom.us/j/95797168146?pwd=Mr5NzSpSXQk2URNpKWlOqaVTc7bAxy.1>

Meeting ID: 957 9716 8146

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Peninsula Library System Information Services Committee

Heriberto Madrigal, Redwood City Public Library
Jason Yap, Burlingame Public Libraries
Zack Whitley, Daly City Public Library
Vanessa Walden, Peninsula Library System
Rose Waldman, Menlo Park Libraries

Wilma Lee, San Bruno Public Library
Ciera Pasturel, San Mateo County Libraries
Paul Vaughn, San Mateo Public Library
Stacy Lein, South San Francisco Public Library

- I. **Introductions and Roll-Call** Heriberto
- II. **Approval of Consent Items** Heriberto
 - a. Approval of Agenda (Action Item)
 - b. Approval of Minutes (Action Item)

Consent Agenda was approved unanimously. First motion by South San Francisco, second motion by Menlo Park.
- III. **Old Business**
 - a. Chair Distribution Recommendation Everyone (Action Item)

Rose with Menlo Park presented her recommendation to adjust the chair schedule for PLS committees and groups at the Circulation Managers meeting. At this time no change will be made, and Info Services will review again in January 2026. Vanessa with PLS advised that this will be agendized for the November Circ Managers meeting.
 - b. Updates to Website Zack

The *Get the App* page was updated to direct patrons to the Apple App store or the Google Play store instead of the app instance for each library. <https://plsinfo.org/get-the-app/>
 - c. Measure K Programming Updates Stacy/Heriberto

PLS decided that the scavenger hunt project that included all the PLS libraries would not be funded. Instead, the funds would be distributed to libraries so they could have more small programs. Justin with PLS needs names of program contacts to send the award letters too.
 - d. Custom Images for Bibliocommons Vanessa

Vanessa will be meeting with the Cataloging Group to discuss custom images for “Library of Things” items available for check out. Vanessa also advised that we are scheduled to begin the process for implementing Biblio Suggest in November. Launch date is still TBD.

IV. New Business

- a. Vendors (in general) Everyone
Each library discussed their acquisitions status for materials since the closure of Baker & Taylor. Most libraries are working with Brodart, Ingram and Libraria. Some libraries reported ordering books through Amazon Business which applies a library discount like Baker & Taylor. Vanessa advised that cover art of materials we see in Bibliocommons is provided by Content Café a product of Baker & Taylor. She is looking into another vendor called Syndetics Unbound.

V. Reports

- a. Ebook
In November, the Ebook Committee will discuss the renewal of the comic book collection and if we should add the mystery and romance collection. PLS received funding to purchase materials for disadvantaged readers. Kevin, Overdrive Rep, will investigate why we are no longer subscribed to the Lucky Day Collection feature.
- b. Bib Standards
None
- c. Children/Teen
None
- d. Circ Sups
They have been reviewing the Empower program data. A memo was drafted and submitted to Admin Council that advised the Committee would like to reassess the program and if it should continue.
- e. Directors
None
- f. Marketing
The Marketing Committee will not be reinstated at this time.

- 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 agendized pursuant to state law).
- None

- VII. Review of Draft Agenda Calendar, Agenda** Heriberto
Vote on renewing O’Reilly for Public Libraries
Vote on spending additional money on Overdrive products.
Meeting will be held at the Redwood City Library downtown branch.

VIII. Announcements

San Mateo Public library will be closed October 30-31 for a water line replacement.
Sean Rinehart is retiring from Menlo Park

Redwood City has four full-time librarian positions open.

IX. Adjournment

Meeting Adjourned at 11:09 AM

X. Recorder: Burlingame

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

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South San Francisco Public Library, 901 Civic Campus Way, S. San Francisco, CA 94080

To: PLS Information Services Committee
From: Scott Young – IT Director
Subject: O'Reilly Subscription Renewal
Date: November 18, 2025

The annual subscription of O'Reilly is due for renewal in January 2026.

Background:

PLS subscribes to O'Reilly through Califa and prices are based on the number of libraries participating in the subscription. A higher number of participating libraries lowers the annual subscription cost per library.

O'Reilly subscriptions run from February 1 to January 31, annually. The current subscription will expire on January 31, 2025. Califa requires a minimum of 30 days advance notice to cancel the subscription, which would be January 1, 2025.

Usage Statistics:

Listed below are the statistical reports on usage of O'Reilly eBooks in the calendar years 2023, 2024 & 2025.

Year: 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Units viewed	51,067	40,139	55,413	48,735	50,398	36,064	46,285	48,643	43,098	42,381	42,381	42,381	542,709
Distinct Queries	546	499	599	602	648	616	704	781	655	531	651	556	7,388
Title Click Searches	230	209	247	243	264	304	395	414	267	295	289	187	3,344

Average Units Viewed = 46,222

Average Distinct Queries = 618

Year: 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Units viewed	44,223	46,471	43,345	52,825	46,084	42,491	44,408	60,950	56,902	60,612	40,377	30,009	568,697
Distinct Queries	805	722	535	520	487	528	546	539	695	835	631	535	7,378
Title Click Searches	282	259	175	202	186	187	227	245	233	343	221	185	576,075

Average Units Viewed = 47,391

Average Distinct Queries = 615

Year: 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Units viewed	34,468	37,012	38,716	39,887	38,197	27,013	34,223	45,174	36,192				330,882
Distinct Queries	614	554	734	677	709	499	648	765	524				330,882
Title Click Searches	219	226	181	241	238	185	276	389	259				330,882

Average Units Viewed = 36,765

Average Distinct Queries = 636

Legend:

- Units Viewed – Measures a piece of content a patron has viewed. It represents one (1) page of a book read or one (1) minute of video viewed.
- Distinct Queries – it is considered as a ‘Search’. O’Reilly considers it to be the most useful metric regarding search usage.
- Title Click Searches – is the count of ‘searches’ that resulted in the user clicking on a link and navigation to a title in the results.

Renewal Cost:

PLS paid \$19,351.44 for the current FY 2024/25 subscription. The subscription cost for FY 2025/26 is **\$20,319.01**, which is a 5% increase from the previous year. SMCCCD will pay a pre-agreed flat fee of \$884.00 and the remainder will be distributed across the PLS public libraries according to the PLAN Formula.

PLAN FORMULA				
Annual Subscription Cost				
Amount to Be Distributed				\$20,319.01
Library Jurisdictions	% Share	Include in Estimate (Y/N)	Revised % based upon participation	Future Annual Cost Share
Burlingame Public Library	8.64%	Y	8.76%	\$1,779.95
Daly City Library	5.83%	Y	5.91%	\$1,200.85
Menlo Park Library	6.58%	Y	6.67%	\$1,355.28
Redwood City Library	11.28%	Y	11.44%	\$2,324.49
San Bruno Library	3.66%	Y	3.71%	\$753.84
San Mateo County Libraries	42.15%	Y	42.73%	\$8,682.31
San Mateo Public Library	12.22%	Y	12.38%	\$2,515.49
South San Francisco Library	8.28%	Y	8.39%	\$1,704.76
San Mateo County Community Colleges	1.35%	Flat Fee	0.00%	\$884.00
Total Cost	100.00%		100.00%	\$20,319.01

Recommendation:

The statistics show that the average usage has decreased from 2024 to 2025, but not enough to justify discontinuing without a comparable replacement resource. PLAN recommends continuing the subscription and actively marketing the resource to patrons while exploring other resources that could fill this information niche.

What Is All Access Comics?

All titles (5701), unlimited simultaneous checkouts, 1 year - \$15,500.00

“Exclusively through OverDrive! Over 4,000 of the best comic and graphic novels from Disney, Marvel, IDW, Image, and Dark Horse! Readers of all ages will find something to love in this collection— including beloved characters and stories such as Frozen, Lion King, Star Wars, Mickey Mouse, Captain Marvel, Spider-Man, and The Avengers.”

All Access Comics Usage

Range	All Access Comics Circulation
12/2021-11/2022	13,479
12/2022-11/2023 -	15,017
12/2023-11/2024	19,167
December 2024	1,471
January 2025	1,677
February 2025	1,758
March 2025	1,505
April 2025	1,619
May 2025	1,946
June 2025	1,572
July 2025	1,713
August 2025	1,752
September 2025	1,561
October 2025	1,601
November 2025	283
Projection for remainder of contract	1369
Projected total for 12/2024-11/2025	19,827

Usage is increasing year over year, and cost per circ is about \$0.80, which is, by all accounts, very respectable.

All Access Comics Cost

1 year - \$15,500.00

There is no cost increase from previous year. Number of titles in the bundle have gone up by about 600, and circulation has increased.

Advised Action

All Access Comics is a successful model for providing a format that is high-use by underserved populations such as children and those with learning disabilities such as dyslexia at a reasonable cost per circulation. The ebook committee advises renewing the All Access Comics subscription with CSLA funding intended for increasing equity of access to such populations.