

PLS Circulation Managers Committee Agenda

November 20, 2025

2:00 PM

Hybrid Meeting – Belle Haven Library
100 Terminal Avenue, Menlo Park, CA 94025
Zoom Meeting:

<https://us06web.zoom.us/j/88549952899?pwd=E7gBKY2HsKGhlsUN7tTqs4ezL5Zbs4.1>

Meeting ID: 885 4995 2899 Passcode: 6S0^Jr

Facilitator: Nora Mercer (MPL)

Recorder: SSF

I. Introductions and Roll-Call

II. Approval of Consent Items (Action Item)

- A. Approval of October 16, 2025 Minutes
- B. New Location Code Request - SMCL Book Club in a Bag

Attachment 1, pg. 3

Attachment 2, pg. 7

III. Reports

- A. PLS Delivery Report
- B. PLAN Report

IV. Old Business

- A. Chair rotation proposal (Action Item)

V. New Business

- A. Sierra Online Training – PLAN (Action Item) Attachment 3, pg. 10
- B. Cancel December meeting if no business (Action Item)

VI. Announcements

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.)

VIII. Agenda Building for December 18 Meeting

IX. Adjournment

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

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

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

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

Belle Haven Library, 100 Terminal Ave, Menlo Park, CA 94025

Burlingame Library, 480 Primrose Rd, Burlingame, CA 94010

Daly City Library, 40 Wembley Drive, Daly City, CA 94015

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

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

San Mateo County Libraries, 125 Lessinga Court, San Mateo, CA 94402

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

South San Francisco Library, 901 Civic Campus Way, South San Francisco, CA 94080

Next Meeting: December 18, 2025

Recorder: BPL

Next Admin Council Meeting: December 4, 2025

Recorder:

SBL – January 2025

BPL – December 2025

SMCL – February 2025

SMPL – March 2025

SSF – April 2025

BPL – May 2025

DCL – June 2025

RCL – July 2025

SBL – August 2025

SMCL – September 2025

SMPL – October 2025

SSF – November 2025

PLS Circulation Managers Committee Minutes

October 16, 2025

2:00 PM

Hybrid Meeting – Belle Haven Library
100 Terminal Avenue, Menlo Park, CA 94025

Zoom Meeting:

<https://us06web.zoom.us/j/88549952899?pwd=E7gBK2HsKGhlsUN7tTqs4ezL5Zbs4.1>
Meeting ID: 885 4995 2899 Passcode: 6S0^Jr

Facilitator: Nora Mercer (MPL)

Recorder: Jon Jung (SMP)

Present: Geralyn O'Brien (BPL), Molly Cronin (DCL), Nora Mercer (MPL), Homer Martinez (RCL), Raquel Metcalfe (SBL), Ciera Pasturel (SMC), Jon Jung (SMP), Brian Malibiran (SSF)

Guests: Daniel Kith (PLS), Richard Brooks (SSFP), Justin Wasterlain (PLS), Vanessa Walden (PLAN), Scott Young (PLS), Rose Waldman (MPL), Ky Bocangel (BPL)

I. Introductions and Roll-Call

II. Approval of Consent Items (Action Item) – DCL/RCL Approved with correction to name

“Hebert”

A. Approval of September 18, 2025 Minutes Attachment 1, pg. 3

III. Reports

A. PLS Delivery Report

i. No delivery on 11/11 due to holiday

B. PLAN Report

i. Vanessa is working on script applied to universal card students. Classic catalog is being phased out for public use in early January due to ADA non-compliance. Fine payment module on classic catalog will be completely removed for cost-cutting measures. Libraries are asked to prepare patrons for this change by migrating them to Bibliocommons and remove link(s) to the classic catalog on their respective websites. A message will be posted on the classic catalog to notify patrons that it will be phased out. Sierra servers will be migrated to a virtual environment this Sunday (10/19) evening/early morning so it will be down. Software upgrade will take place in November. Due to closure of Baker and Taylor, the purchase of book jackets will move from Content Café (a B&T subsidiary) to Syndetics Unbound, a ProQuest subsidiary.

IV. Old Business

- A. Empower Card memo to Admin Council (**Action Item**) Attachment 2, pg. 8
 - i. Memo will be presented to Admin Council as-is. **SSF/SBL Approved.**

V. New Business

- A. Chair rotation proposal (**Action Item**) – Info Services
 - i. It was observed that libraries were sometimes responsible to chair committees at the same time, which creates a burden on a single jurisdiction to drive the core aspects of the consortium. To remedy this, a proposal was made to change chairperson duties from a fiscal year rotation instead of a calendar year rotation to help offset some of the current rotation imbalances. If rotation is changed to fiscal year rotation, then annual report to Admin Council will be made in June instead of December. Info Services will send out a copy of the proposed rotation so that a vote can be made at the November meeting.
- B. Annual Report to Admin Council (**Action Item**) Attachment 3, pg. 10 **BPL/SSFPL**

Approved with changes

- i. Changes proposed:
 - 1. “New Members” updated to reflect that Molly Cronin (DCL) and Ciera Pasturel (SMCL) joined as new members.
 - 2. Unique is no longer contracted for library materials recovery services. Circ managers agreed to additional statement of charges notices, but after discovering the cost of mailing, frequency of notices was changed to consolidate billed items onto one notice to help reduce these costs. Bills for lost items go out weekly on Fridays and statement of charges notices are mailed out on the 1st of every month.
 - 3. Max item table is being used by SMCL so their patrons can check out 2100 items.
 - 4. Empower card holders are considered adults at 18 years of age, but aged out of the Empower program at 20 years of age and, in turn, issued a 2904 card.
 - 5. Empower “aging out” and Bad Phone Numbers, Bad Emails scripts added.

6. Batch check-in process was synchronized with statement of charges notices so that items are not checked in until they are "uncollectables".

VI. Announcements

- A. BPL – None**
- B. DCL – Serramonte reopened today (10/16)**
- C. MPL – Both branches will be closed on 10/25 to assist with Halloween Parade. New self-checks and security gates at Main. All PCs in entire building were upgraded to Windows 11. New AMH in November.**
- D. RCL – Closed on 10/27 for Staff Development Day. Hiring for several positions – Librarians, Assistants, Techs, etc. - see CalOpps.**
- E. SBL – None**
- F. SMCL – None**
- G. SMPL – Main Library will be closed on 10/30 & 10/31 due to a maintenance situation. HIL will remain open both days.**
- H. SSFPL – None**

VII. 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.)

VIII. Agenda Building for November 20 Meeting

- A. Cancel December meeting if no business**
- B. Chair rotation proposal**

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02.07.02 New Code Request Form (rev. 2/26/25)

Part I

FORM

Goal: Maintain uniform location codes, patron types, item types and loan rules to better serve the public by standardizing all codes for use by all PLS libraries.

Request Date 11/17/25 Requesting Library San Mateo County Libraries (SMCL)

Requestor's email: pasturel@smcl.org

A. Location Code

C. Item Type

B. Patron Type

D. Loan Rule

E. Patron Code 2

(See section 02.07.02A New Code Request Instructions for detailed information on how to properly format a new code)

Proposed New Code:

0kacb: Bookmobile - Book Club in a Bag
1aacb: Atherton - Book Club in a Bag
1bacb: Belmont - Book Club in a Bag
1eacb: East Palo Alto - Book Club in a Bag
1facb: Foster City Book Club in a Bag
1hacb: Half Moon - Bay Book Club in a Bag
1macb: Millbrae - Book Club in a Bag
1nacb: North Fair Oaks - Book Club in a Bag
1pacb: Pacifica Sharp Park - Book Club in a Bag
1racb: Brisbane - Book Club in a Bag
1sacb: San Carlos - Book Club in a Bag
1vacb: Portola Valley - Book Club in a Bag
1wacb: Woodside - Book Club in a Bag
1zacb: Pacifica Sanchez - Book Club in a Bag

Item Location Label for the Proposed New Code (100-character length max):

Book Club in a Bag

Give detailed answers to the questions for the proposed new code:

A. Location codes: To what library and collection does this item belong? - **This collection (Book Club in a Bag) belongs to San Mateo County Libraries. It will be available at 14 locations in total (all 13 branches and the bookmobile).**

Is this a new location code? - **Yes, this is a new location code.**

Why is it different from the location codes your library already uses? - **Creates new location codes (14) for this collection because we don't have a loan rule determiner with the ptype (all of PLS) and item type (kit) that would give us a 6-week loan period.**

If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. Does the new location code need to be assigned to a Max Item Table? **No** Which table? **N/A**

(Note: As of the 9/17/15 meeting, Link+ location codes are exempt from PLS Circulation Managers approval.

B. Patron types (P-types): Different patrons have differing privileges. Is this a new p-type? What are the checkout and hold limits for this new p-type? How long before this card expires? Does the new p-type need to be assigned to a Max Item Table? What makes it different from the other patron types already defined? If the proposal is not for a new p-type, list the p-types that may or may not be included in the LRDT. Include the Patron Block Element Form below when submitting a request for a new patron type. **Does not apply.**

C. Item types (I-types): What types of material is it – print, media, or equipment? Is this a new i-type? Who may check it out and how long will it be borrowed. Which patrons have privileges to check out this item? Adult, juvenile, nonresident; all patrons or library use only? What makes it different from the other i-types already defined? If the proposal uses an existing i-type, list the patrons and location codes that may or may not be included in the LRDT. **Does not apply. We will be using the kit item type.**

D. Loan rules: Loan rules define the loan period, renewals, holds, processing fee and notice cycle. Is this a new loan rule? What is the loan period, number of renewals and holdability? What is the notice and billing cycle? Which

location codes are used? How are existing patron (p-types) and materials (i-types) affected? What makes this rule different from existing loan rules?

Reminder: current loan rules do not assess overdue fines. Include the New Loan Rule Elements Form below when submitting a request for a new loan rule

Does not apply. We will be using the existing 6-week loan period, 2 renewals, holdable loan rule.

E. Patron Code 2 (P2): How will this be used with patron types? Are there any special privileges with the patron types and the Patron Code 2? What are the check-out, hold and renewal limits for this new patron? How long before this card expires? **Does not apply.**

Be prepared to attend and discuss the request at a Circulation Manager's Meeting.

Peninsula Library System

To: PLS Information Services Committee
From: Scott Young, IT Director
Subject: Sierra Online Training
Date: November 20, 2025

Background

PLS libraries have expressed interest in receiving training for library staff on several modules in Sierra, including Circulation, Create Lists and Statistics and Reports. PLAN consulted with Clarivate representatives to negotiate training sessions, number of seats available for each session and cost.

Online Training

Clarivate will conduct three online training modules, broken out into 1-3 sessions (depending on the length of the module). Exact dates will be determined after the training has been approved.

- Circulation (6 hours/2-3 sessions)
- Create Lists (2 hours/1 session)
- Sierra Statistics and Web Management Reports (2 hours/1 session)

The training content will pay particular attention to the PLS consortium configuration of Sierra and recordings will be made available to staff on FIDO. These training sessions will be conducted on a train-the-trainer model, with the goal of preparing the attendees to transfer knowledge to other library staff. Each module will have 14 seats available to library staff (one seat will be used by PLAN) and will be allocated based on the PLAN Formula for FY 2025-26 (see below).

FY 2025/26 PLAN FORMULA					
Library Jurisdiction	% Share	Amount to Be Distributed:			14
		Include in Estimate (Y/N)	Base Amt	Revised %	
Burlingame	8.64%	Y	8.64%	8.76%	1
Daly City	5.83%	Y	5.83%	5.91%	1
Menlo Park	6.58%	Y	6.58%	6.67%	1
Redwood City	11.28%	Y	11.28%	11.44%	2
San Bruno	3.66%	Y	3.66%	3.71%	1
San Mateo County	42.15%	Y	42.15%	42.73%	5
San Mateo Public	12.22%	Y	12.22%	12.39%	2
South San Francisco	8.28%	Y	8.28%	8.39%	1
Community College	1.35%	N	0.0000	0.00%	0
Total PLS share	100.00%		0.9864	100.00%	14

Peninsula Library System

Costs

The total cost for all three training modules is \$4,350. PLAN will cover \$500 of the cost, leaving \$3,850 to be distributed across the libraries based on the PLAN Formula for FY 2025-26 (see below). Please note costs are for all three training modules and cannot be allocated individually.

FY 2025/26 PLAN FORMULA					
Library Jurisdiction	% Share	Include in Estimate (Y/N)	Amount to Be Distributed:		\$3,850.00
			Base Amt	Revised %	
Burlingame	8.64%	Y	8.64%	8.76%	\$337.23
Daly City	5.83%	Y	5.83%	5.91%	\$227.55
Menlo Park	6.58%	Y	6.58%	6.67%	\$256.81
Redwood City	11.28%	Y	11.28%	11.44%	\$440.27
San Bruno	3.66%	Y	3.66%	3.71%	\$142.85
San Mateo County	42.15%	Y	42.15%	42.73%	\$1,645.15
San Mateo Public	12.22%	Y	12.22%	12.39%	\$476.96
South San Francisco	8.28%	Y	8.28%	8.39%	\$323.18
Community College	1.35%	N	0.0000	0.00%	\$0.00
Total PLS Cost	100.00%		0.9864	100.00%	\$3,850.00

Recommendation

It is recommended that the PLS libraries consult with their administrators to determine if Sierra training aligns with staff development goals and budgets. If a library does not opt into the offered trainings, the available seats and costs can be redistributed among the remaining participants.