

PLS Circulation Managers Committee Agenda

December 18, 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: MPL

Recorder: BPL

- I. Introductions and Roll-Call**
- II. Approval of Consent Items (Action Item)**
 - A. Approval of November 20, 2025 Minutes Attachment 1, pg. 3
- III. Reports**
 - A. PLS Delivery Report
 - B. PLAN Report
- IV. Old Business**
- V. New Business**
 - A. Item Message for materials requiring waivers – SMCL (Action Item)
- VI. Announcements**
- 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 January 15 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: January 15, 2025

Recorder: DCL

Recorder:

SBL – January 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

BPL – December 2025

PLS Circulation Managers Committee Minutes

November 20, 2025

2:00 PM

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

Facilitator: Nora Mercer (MPL)

Recorder: Brian Malibiran (SSF)

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), Justin Wasterlain (PLS), Vanessa Walden (PLAN), Scott Young (PLS), Stevie Norman (SSFPL) Francis Hebert (SMCL)

I. Introductions and Roll-Call

II. Approval of Consent Items (Action Item) – BPL/RCL Approved by Circ Managers

A. Approval of October 16, 2025 Minutes	Attachment 1, pg. 3
B. New Location Code Request – SMCL Book Club in a Bag	Attachment 2, pg. 7

III. Reports

A. PLS Delivery Report

- i. Closures on November 27th and 28th. Will resume on Saturday November 29th.
Closed on Thursday December 25th, and January 1st.

B. PLAN Report

- i. Begun implementation of BiblioSuggest, begin taking down the forms that the libraries have been hosting. Vanessa submitted a request to allow for anonymous suggestions.
- ii. Sierra will release version 6.5 around January. Classic catalog closure date pushed to February.
 - 1. 6.5 - more flexibility limiting checkouts, item type, library location, and patron type. It is another table that will be visible to us. Open and edit patron record from the item record field. Update inventory date and inventory field without having to do a separate process. New permission to limit data in patron create list. Certain permissions cannot do anything with the patron record from the create lists.

IV. Old Business

A. Chair rotation proposal (**Action Item**) - MSP realign PLS Circ Managers chair rotation with the rest of the PLS Committee's, effective Jan 2026 by switching from calendar year to fiscal year. To accomplish this change, RCL will chair for 9 months Jan – Sep 2026, SBL Oct 2026 – June 2027. End of the year report for 2026 tbd. DCL/SBL BPL, DCL, MPL, RCL, SBL, SMCL, SMP Yay.

SSF Nay.

V. New Business

A. Sierra Online Training – PLAN (**Action Item**) MSP BPL/RCL Approved by Circ Managers.

Attachment 3, pg. 10

i. Quote includes circulation parameters. 1 session of 6 hours of circulation. Pricing is based on the PLAN formula. \$3900, PLAN will fund \$500, and the rest will be distributed along the libraries. Circ Parameters include loan rules, back end work. 15 seats per training, and seats distributed along PLAN formula. This will be recorded. Vanessa will email

B. Cancel December meeting if no business (**Action Item**) If no action items MSP SSF/BPL Approved by Circ Managers

VI. Announcements

BPL – New admin assistant Kristine Herbert. Closed Nov 27th and 28th. Closed to the public Dec 24th and 31st, but staff will be there.

DCL – New hires to announce in January 2026. Closed on Nov 27th and 28th. DCL closed Dec 24th – January 4th. Open on January 5th.

MPL – Closed on Nov 27th and 28th. Closed Dec 24th and 25th, closing early on 31st at 6PM instead of 8pm. Closed on Jan 1. New event happening on Dec 12th, night at the library fantasy ball.

RCL – Closed on Nov 27th and 28th. Closed Dec 24th and 25th, and 31st and Jan 1. Days closed table to adjust for the next 6 months.

SBL – Hiring a Library Assistant II/Homework Center Supervisor. Nov 27 – 30th. Dec 25-28th closed. New Year's Eve close at 5pm. Close on Jan 1. City Hall wants to close for 2 weeks.

SMCL – Close at 5pm on Nov 26th. Closed on Nov 27-28th. Close at 5pm on Dec 24th, closed on Dec 25. Close at 5pm on Dec 31st. Closed on Jan 1th. Sharp Park Dec 2nd and 3rd, holds are not being transferred.

SMPL – Close at 5pm on Nov 26th. Closed on Nov 27-28th. Closed to the public on Dec 24th, closed on Dec 25th. Closed to the public on Dec 31st. Closed on Jan 1.

SSF – Close at 6pm on Nov 26th. Closed on Nov 27-28th. Dec 24th close at 1pm. Closed on Dec 25th. Close at 1pm on Dec 31st and closed on Jan 1.

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 December 18 Meeting

IX. Adjournment

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Recorder: BPL

Next Admin Council Meeting: December 4, 2025

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SMCL – February 2025

SMPL – March 2025

SSF – April 2025

BPL – May 2025

DCL – June 2025

RCL – July 2025

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