

# PLS Circulation Managers Committee Minutes

February 19, 2026

2:00 PM

Hybrid Meeting

Burlingame Public Library - Upper-Level Meeting Room

480 Primrose Rd, Burlingame, CA 94010

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzwQ1.1>

Meeting ID: 981 8343 0071

Passcode: 313596

**Facilitator:** Homer Martinez (RCL)

**Recorder:** MPL

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

**Guests:** Vanessa Walden (PLAN), Daniel Kith (PLS), Richard Brooks (SSF)

## I. Introductions and Roll Call

## II. Approval of Consent Items (Action Item)

- |  |                    |
|--|--------------------|
| A. Approval of January 15, 2026, Minutes         | Attachment 1 pg 4  |
| B. 02.07.02 New Code Request 5hy9f               | Attachment 2 pg 8  |
| C. 02.07.02 New Code Request 5rjsh               | Attachment 3 pg 9  |
| D. 02.07.02 New Code Request 5ralg, 5halg, 5salg | Attachment 4 pg 10 |

## III. Reports

- A. PLS Delivery Report
- B. PLAN Report

## IV. Old Business

- A. (Action Item)

## V. New Business

- A. Review of FAQ for PLS webpage (Action Item) Attachment 5 pg 11
- B. Removing unused patron types and item types (Action Item) Attachment 6 pg 14

## 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 March 19, 2026, 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 rollcall.

(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 (b)(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)."

In accordance with 54953.8(b)(8), please contact [info@plsinfo.org](mailto:info@plsinfo.org) for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

### **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 3<sup>rd</sup> Ave, San Mateo, CA 94402

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

Next Meeting: March 19, 2026

Recorder: **SBL**

Next PLS Administrative Council Meeting: February 5, 2026

**Recorder:**

DCL – January 2026

MPL – February 2026

SBL – March 2026

SMCL – April 2026

SMP – May 2026

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

**PLS Circulation Managers Committee Minutes**

January 15, 2026

2:00 PM

Hybrid Meeting

Burlingame Public Library - Upper-Level Meeting Room

480 Primrose Rd, Burlingame, CA 94010

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzwQ1.1>

Meeting ID: 981 8343 0071

Passcode: 313596

**Facilitator:** Homer Martinez (RCL)

**Recorder:** DCL

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

**Guests:** Vanessa Walden (PLAN), Richard Brooks (SSF) Stevie Norman (SSF) Natalie Juhl (DCL)

**Absent:**

**I. Introductions and Roll Call**

**II. Approval of Consent Items (Action Item) MSP SBL/SSF Attachment 1 pg. 4**

**A. Approval of December 18, 2025, Minutes - Corrections**

- a. Remove SSF from the absent line
- b. The "item message" was from SMCL for items that have a waiver – underused field

**III. Reports**

**A. PLS Delivery Report**

**B. PLAN Report**

1. Sierra Enhancements Demo – PLAN – Vanessa will provide more detailed information

**A. Hit List**

- a. Patron check out limits – 4 item table replacement
- b. Inventory Options – if interested contact Vanessa
- c. Patron Numbers in Clear Holds
- d. Previous step for creating patron records
- e. Being able to "tab" to use enter key to select.

**IV. Old Business**

**A. Empower card update – MPL/RCL**

- a. Was taken to Admin Council. They were interested in a roll out but had questions about costs and usage etc. Said questions will be passed off

to InfoServices to answer Admin Council requests. Potential update on project in late spring.

## V. New Business

- A. Sierra software upgrade – PLAN Attachment 2 pg. 7
- B. Adding "Check Contents" message to Item Message field – SMP (**Action Item**)
  - 1. In tandem with a message requesting a waiver, non-traditional non-holdable library items also need a reminder to check the contents. Gentle reminder to staff to get the required paperwork and items to the patron. MSP BPL/SSF
  - 2. Vanessa implemented into Sierra.

## VI. Announcements

- MPL – Hiring Hourly Library Assistant
- RCL- Lucy Palasek new Adult Services Librarian. Magda Galindo has retired in December 2025.
- SBL – Has anyone talked to SMC Alhad Dighe Sustainability Specialist re: energy and water saving toolkits? Now that we are not able to place holds in Classic Catalog, what is the process? First work around is the PLS App. Second is to place a hold in the Classic Catalog at the desk.
- PLAN – there has been a mass clean up of old holds. Good job Vanessa.
- SMCL – Introducing a new collection item, Book Club in a Bag – a bit of a delay on the roll out. ETA to be determined.

**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 February 19, 2026, Meeting

- Each Jurisdiction please review P types and I types
- Adding FAQ for Circ Manual and for the Public about how cards are assigned by Jurisdiction.

## 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 rollcall.

(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 (b)(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)."

In accordance with 54953.8(b)(8), please contact [info@plsinfo.org](mailto:info@plsinfo.org) for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

### **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 3<sup>rd</sup> Ave, San Mateo, CA 94402

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

Next Meeting: February 19, 2026

Recorder: **MPL**

Next PLS Administrative Council Meeting: February 5, 2026

**Recorder:**

DCL – January 2026

MPL – February 2026

SBL – March 2026  
SMCL – April 2026  
SMP – May 2026  
SSF – June 2026  
BPL – July 2026  
DCL – August 2026  
MPL – September 2026  
RCL – October 2026  
SMCL – November 2026  
SMP – December 2026

**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: 1/23/26 Requesting Library: RCL

Requestor's email: hmartinez@redwoodcity.org

- A. Location Code
- B. Patron Type
- C. Item 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: 5HY9F

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

5HY9F - Redwood City - Redwood Shores Teen Area New Fiction

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

- A. Location codes: To what library and collection does this item belong? **Redwood Shores's young adult collection** Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **Similar code exists at Downtown.** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Items will checkout for NF 3WK 5RN NP.** Does the new location code need to be assigned to a Max Item Table? **No** Which table? (Note: As of the 9/17/15 meeting, Link+ location codes are exempt from PLS Circulation Managers approval.)

**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: 1/23/26 Requesting Library: RCL

Requestor's email: hmartinez@redwoodcity.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: 5RJSH

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

Redwood City - Downtown Coleccion Para Ninos En Espanol Dias Festivos

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

- A. Location codes: To what library and collection does this item belong? **Spanish language holiday items** Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **Code creates a specific location code for this collection.** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Items will checkout for NF 3WK 5RN NP.** Does the new location code need to be assigned to a Max Item Table? **No** Which table? (Note: As of the 9/17/15 meeting, Link+ location codes are exempt from PLS Circulation Managers approval.)

**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: 1/23/26 Requesting Library: RCL

Requestor's email: hmartinez@redwoodcity.org

- A. Location Code
- B. Patron Type
- C. Item 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:  
 5RALG - Redwood City – Downtown Library of Things  
 5HALG – Redwood City - Redwood Shores Library of Things  
 5SALG – Redwood City – Schaberg Library of Things

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

- A. Location codes: To what library and collection does this item belong? **Redwood City Downtown, Redwood Shores and Schaberg** Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **New codes to expand our Library of Things collections** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Loan period may vary due to i-types. Items may be non-holdable.** Does the new location code need to be assigned to a Max Item Table? **No** Which table? (Note: As of the 9/17/15 meeting, Link+ location codes are exempt from PLS Circulation Managers approval.)

# FAQ

(Rev 1/23/26)

(Once Classic Catalog is no longer available for patron use, the FAQ's need to be updated.)

## What Library do I belong to?

(Note: Library cards are issued based on your home address)

## What Library do I belong to?

If your library card begins with:

29041, 29731	San Mateo County
29045, 29735	Redwood City Library

## What is my PIN? Can I change it?

Your Personal Identification Number (PIN) helps to protect your library account from being used by others. The PIN usually consists of four digits but can be as long as 64 digits. The default PIN may be the last four digits of the telephone number you provided when you applied for a library card. If you do not know your PIN, ~~When you try to login and cannot access your library account, your address and/or telephone number may be out of date in our records.~~ please bring photo identification and proof of your current home address in to one of our libraries to have this information updated for you.

## Under Privacy Policy

### Library Cards and Circulation Records

- To receive a library card, library users are required to provide identifying information such as name, birth date, and home mailing address. This identifying information is retained as long as the library user continues to use the library card.
- The library card issued is based on the home address. Patrons may only have one library card at a time.
- A library user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fees fines.
- The Library does not maintain a history of what a library user has previously checked out once books and materials have been returned on time.
- When replacement cost charges or fees fines accrue on a user's account, the Library does maintain records of items that have been borrowed but returned after the due date or are still outstanding on the user's record. When overdue materials are returned, ~~and all associated fines are paid~~, the information associated with the library card number is deleted.

## What if I need to dispute my fines or fees?

Many fees are non-refundable. Since policies vary at PLS libraries, contact your local library before paying any fees. They can explain the ~~fines and~~ fees that appear on your account. If you have a question about a payment do the following:

- Check to see if the fee/~~fine~~ still shows in your account. If it still shows there, your payment didn't go through.
- Check in your credit card statement to see if the payment appears.

- Check your confirmation email.

Please have a copy of your statement and confirmation email when you contact your local library. If you find a charge on your credit card that needs to be disputed, your credit card company will help you with the proper procedure.

### How do I pay my **fin**es/fees online?

In BiblioCommons, go to the Fees tab and select the fees to pay. Once you click Pay Selected, you will be directed to a Peninsula Library System Secure Payment Form to enter your credit card information.

In the Classic Catalog:

- Click “Pay Fees” in the yellow menu bar.
- Log in to your account using your library barcode number and your PIN.
- In the white box on the left, click on the “unpaid fines and bills” link.
- Click on the “Pay Online” button.
- You will be directed to a Peninsula Library System Secure Payment Form to enter your credit card information.

### What do I do if I’m on vacation when my books on hold become available? I don’t want to lose my place in the holds queue!

**As long as all copies are in use**, you can freeze or pause your holds so they don’t become available while you’re away. When you come back you can unfreeze your holds and still have your same place in the holds queue.

### How long will it take for my hold to arrive?

While we try to get your library materials to you as quickly as possible, holds that are currently in a “Check Shelf” status may take **3 to 5 business days** ~~several days~~ to arrive. Deliveries take place Mondays through Saturdays at most libraries (excluding holidays), and we will notify you (via email, text, phone or postal mail, depending on your account settings) as soon as your items are ready to pick up. Items currently checked out may take longer to fill holds since current borrowers will need to return the items first.

### Holds in BiblioCommons:

To view your holds, log into your account and go to On Hold.

- To suspend or freeze/pause a hold:
  - When viewing your holds, you can choose the Pause option to delay the hold being filled **as long as no copies are available or has not been filled**.
  - When ready to resume your hold, choose the Resume option. Holds can only be paused if all holdable copies are currently unavailable.
- To cancel a hold:
  - If you no longer wish to have a specific item on hold, you can cancel the request.
- To change the pickup location:
  - If you would like to change the pickup location for an item, you can do so if the hold has not yet been filled.

If you have further questions or need assistance, contact your local library.

## How do I renew items?

The Peninsula Library System will automatically renew eligible items two days before the due date. The new due dates will be based on the original due dates. You will receive notification two days in advance of the due date alerting you which items have been renewed and which items cannot be renewed. Items with holds/reserves or that have reached the maximum renewal limit will not renew. Your library account must be current and have a balance of ~~fifty fifteen~~ dollars (\$~~50 15~~) or less for automatic renewals to work.

Code	Label	Meaning	SMCL	BPL	DCL	MPL	RCL
0	NONE	TEST					
1	1REGA	Resident Adult	196,591	8	128	28	37
2	2REGA	Resident Adult	61	13,986	25		
3	3REGA	Resident Adult	77		15,579		1
4	4REGA	Resident Adult	75		2	12,623	4
5	5REGA	Resident Adult	182	2	4	24	24,277
6	6REGA	Resident Adult	6	1	4		3
7	7REGA	Resident Adult	213	10	4	2	4
8	8REGA	Resident Adult	19	1	34		
21	1REGJ	Resident Juvenile (0-17)	44,345	6	23	35	13
22	2REGJ	Resident Juvenile (0-17)	16	5,480	14	2	
23	3REGJ	Resident Juvenile (0-17)	11		4,599		
24	4REGJ	Resident Juvenile (0-17)	25			2,414	
25	5REGJ	Resident Juvenile (0-17)	7		1	8	11,687
26	6REGJ	Resident Juvenile (0-17)	3		1		
27	7REGJ	Resident Juvenile (0-17)	34	2	1		1
28	8REGJ	Resident Juvenile (0-17)	3	1	4		
41	1NRA	Non-Resident Adult	13,899	1	42	6	1
42	2NRA	Non-Resident Adult	25	1,298	6	1	
43	3NRA	Non-Resident Adult	22		2,531		
44	4NRA	Non-Resident Adult	45		5	3,903	2
45	5NRA	Non-Resident Adult	11		2	3	2,716
46	6NRA	Non-Resident Adult	2				
47	7NRA	Non-Resident Adult	24	1	6		1
48	8NRA	Non-Resident Adult	8	1	10		1
49	CNRA	Non-Resident Adult					
61	1NRJ	Non-Resident Juvenile (0-17)	910		2		
62	2NRJ	Non-Resident Juvenile (0-17)	2	98			
63	3NRJ	Non-Resident Juvenile (0-17)	5		333		
64	4NRJ	Non-Resident Juvenile (0-17)	2			295	
65	5NRJ	Non-Resident Juvenile (0-17)					192
66	6NRJ	Non-Resident Juvenile (0-17)					
67	7NRJ	Non-Resident Juvenile (0-17)	3				
68	8NRJ	Non-Resident Juvenile (0-17)	1		1		
69	CNRJ	Non-Resident Juvenile (0-17)					
81	1TEMP	Temporary	436		1	2	1
82	2TEMP	Temporary		10			
83	3TEMP	Temporary	2		151		
84	4TEMP	Temporary	6			92	
85	5TEMP	Temporary	3				187
86	6TEMP	Temporary					
87	7TEMP	Temporary					
88	8TEMP	Temporary					

Code	Label	Meaning	SMCL	BPL	DCL	MPL	RCL
101	1NCOL	No Collection Agency	314				
102	2NCOL	No Collection Agency					
103	3NCOL	No Collection Agency			4		
104	4NCOL	No Collection Agency	2			2	
105	5NCOL	No Collection Agency					
106	6NCOL	No Collection Agency					
107	7NCOL	No Collection Agency					
108	8NCOL	No Collection Agency					
121	1STF	Staff	726		2		4
122	2STF	Staff	3	71	1		
123	3STF	Staff			51		
124	4STF	Staff	2			45	
125	5STF	Staff				1	27
126	6STF	Staff					
127	7STF	Staff	1				
128	8STF	Staff	1		4		
129	CSTF	Staff					
131	1SOLO only circ county items	County Foster Youth	2,241				1
141	1GSP	Special Privileges	9				
142	2GSP	Special Privileges		24			
143	3GSP	Special Privileges			2		
144	4GSP	Special Privileges	10			34	
145	5GSP	Special Privileges	4				17
146	6GSP	Special Privileges					
147	7GSP	Special Privileges	1				
148	8GSP	Special Privileges	12		12		
151	1GSPJ	Special Privileges	406		2		
161	1TEA	Teacher	1,655				
162	2TEA	Teacher		52			
164	4TEA	Teacher				13	
165	5TEA	Teacher					146
167	7TEA	Teacher					
168	8TEA	Teacher	1		1		
181	1ONLA	Online Registration	10				1
182	2ONLA	Online Registration		338			
183	3ONLA	Online Registration			685		
184	4ONLA	Online Registration	3			860	
185	5ONLA	Online Registration					1,329
186	6ONLA	Online Registration					
187	7ONLA	Online Registration					
188	8ONLA	Online Registration					

Code	Label	Meaning	SMCL	BPL	DCL	MPL	RCL
199	STAFF OPAC	TEST					
200	DO NOT USE	DO NOT USE					
201	DO NOT USE	DO NOT USE					
203	ILL	Interlibrary Loan		1			
205	TRAINING	TEST	40	2	1	1	1
221	1INTER	Internal Use	769				
222	2INTER	Internal Use		11			
223	3INTER	Internal Use					
224	4INTER	Internal Use				1	
225	5INTER	Internal Use					41
226	6INTER	Internal Use					
227	7INTER	Internal Use					
228	8INTER	Internal Use					
229	CINTER	Internal Use					

Code	Label	Meaning	SBL	SMPL	SSF	SMCCCD
0	NONE	TEST				
1	1REGA	Resident Adult	24	269	73	9
2	2REGA	Resident Adult	2	19	9	
3	3REGA	Resident Adult	8	8	35	
4	4REGA	Resident Adult		5	3	
5	5REGA	Resident Adult		26	6	1
6	6REGA	Resident Adult	10,350	2	3	
7	7REGA	Resident Adult	4	35,777	10	3
8	8REGA	Resident Adult	6	15	11,629	
21	1REGJ	Resident Juvenile (0-17)	6	44	17	
22	2REGJ	Resident Juvenile (0-17)	1	8	2	
23	3REGJ	Resident Juvenile (0-17)			6	
24	4REGJ	Resident Juvenile (0-17)		1	1	
25	5REGJ	Resident Juvenile (0-17)		4	2	
26	6REGJ	Resident Juvenile (0-17)	3,782		1	
27	7REGJ	Resident Juvenile (0-17)	1	11,106		
28	8REGJ	Resident Juvenile (0-17)	1	1	5,347	
41	1NRA	Non-Resident Adult	5	47	18	4
42	2NRA	Non-Resident Adult		2	2	
43	3NRA	Non-Resident Adult			3	
44	4NRA	Non-Resident Adult	1	3	5	
45	5NRA	Non-Resident Adult	1	3	2	
46	6NRA	Non-Resident Adult	471		3	
47	7NRA	Non-Resident Adult	1	2,893	4	
48	8NRA	Non-Resident Adult	3	4	2,686	
49	CNRA	Non-Resident Adult				28
61	1NRJ	Non-Resident Juvenile (0-17)	2		3	
62	2NRJ	Non-Resident Juvenile (0-17)				
63	3NRJ	Non-Resident Juvenile (0-17)		1	1	
64	4NRJ	Non-Resident Juvenile (0-17)				
65	5NRJ	Non-Resident Juvenile (0-17)		1		
66	6NRJ	Non-Resident Juvenile (0-17)	34			
67	7NRJ	Non-Resident Juvenile (0-17)		145	3	
68	8NRJ	Non-Resident Juvenile (0-17)			446	
69	CNRJ	Non-Resident Juvenile (0-17)				1
81	1TEMP	Temporary		1		
82	2TEMP	Temporary				
83	3TEMP	Temporary				
84	4TEMP	Temporary				
85	5TEMP	Temporary	1			
86	6TEMP	Temporary	81			
87	7TEMP	Temporary		117	1	
88	8TEMP	Temporary			82	

Code	Label	Meaning	SBL	SMPL	SSF	SMCCCD
101	1NCOL	No Collection Agency				
102	2NCOL	No Collection Agency				
103	3NCOL	No Collection Agency				
104	4NCOL	No Collection Agency				
105	5NCOL	No Collection Agency				
106	6NCOL	No Collection Agency				
107	7NCOL	No Collection Agency				
108	8NCOL	No Collection Agency				
121	1STF	Staff	1	4	6	
122	2STF	Staff	2	4	2	
123	3STF	Staff				
124	4STF	Staff				
125	5STF	Staff			1	
126	6STF	Staff	26	2	2	
127	7STF	Staff	2	87		
128	8STF	Staff		1	69	
129	CSTF	Staff				
131	1SOLO only circ county items	County Foster Youth		2	2	
141	1GSP	Special Privileges				1
142	2GSP	Special Privileges		2		
143	3GSP	Special Privileges				
144	4GSP	Special Privileges		1		
145	5GSP	Special Privileges				
146	6GSP	Special Privileges	12		1	
147	7GSP	Special Privileges				
148	8GSP	Special Privileges	2	8	3,199	
151	1GSPJ	Special Privileges			6	
161	1TEA	Teacher		3	1	
162	2TEA	Teacher				
164	4TEA	Teacher				
165	5TEA	Teacher				
167	7TEA	Teacher		65	1	
168	8TEA	Teacher	2	1	109	
181	1ONLA	Online Registration			1	
182	2ONLA	Online Registration				
183	3ONLA	Online Registration				
184	4ONLA	Online Registration				
185	5ONLA	Online Registration				
186	6ONLA	Online Registration	92			
187	7ONLA	Online Registration		1,320		
188	8ONLA	Online Registration			1,073	

Code	Label	Meaning	SBL	SMPL	SSF	SMCCCD
199	STAFF OPAC	TEST				
200	DO NOT USE	DO NOT USE				
201	DO NOT USE	DO NOT USE				
203	ILL	Interlibrary Loan				
205	TRAINING	TEST	1		1	
221	1INTER	Internal Use				
222	2INTER	Internal Use				
223	3INTER	Internal Use				
224	4INTER	Internal Use				
225	5INTER	Internal Use				
226	6INTER	Internal Use	2			
227	7INTER	Internal Use				
228	8INTER	Internal Use			5	
229	CINTER	Internal Use				

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
0		11		11	1		13
1	AD COLLEGE CATALOGS T						1
2	AD ENCYCLOPEDIA T	226					165
3	AD EQUIPMENT NT	4,797	23	244	125	31	
4	AD HOLIDAY T					422	
5	AD ILL NT	1					
6	AD NEW PRINT T	4		458			
7	AD PAMPHLETS T	213					
8	AD PAPERBACKS T	540	1,867			2,601	104
9	AD PERIODICALS T	8,682	3,400	2,979	1,689	1,515	605
10	AD PRINT T	203,132	124,541	101,895	51,069	73,292	35,702
11	AD SMALL EQUIPMENT	1	71	186		75	
12	AD TEST MEDIA NT	1					2
13	AD TEST PRINT T			1,086			10
14	AD PRINT NF COUNTY WORLD LANGUAG	21,916					
15	AD KIT	3,088	33	28	21	91	42
16	AD PARK PASSES	4	43		41	69	
17	JV ENCYCLOPEDIAS T	155	66	208			8
18	JV HOLIDAY T	24		2,775		4,097	5,363
19	JV PAPERBACKS T	19	9,915	995			187
20	JV PERIODICALS T	931	240	373	318		26,339
21	JV PRINT T	289,635	55,939	78,293	45,961	89,125	
22	JV SERIES T	28					
23	JV KIT	130			262	321	1
24	JV BOARD BOOK	20,347			1,920	4	1
25	JV PARK PASSES						
26	LIBRARY USE ONLY T	235,393	2,246	7,205	1,638	2,792	551
27	AD WI-FI DEVICE					238	
28							
29	MA DVDS 3WK T	4,824	1,180		1,373	1,174	3,117
30	MA BOOKS ON CD T	4,144	2,572	1,964	2,228	2,337	516
31	MA BOOKS ON TAPE NT	1		250	1		
32	MA CASSETTES NT						14
33	MA CD-ROMS T	4					
34	MA CDS T	9,103	3,909	6,244	3,897	5,374	4,198
35	MA DVDS T	28,072	6,885	7,879	11,746	9,838	3,520
36	MA HOLIDAY MEDIA NT						3
37	MA INSTRUCTIONAL MEDIA NT	5			3		39
38	MA NEW MEDIA NT	207		120	5		
39	MA NONFICTION BOOKS ON CD T	5		1,240	1	542	213
40	MA NONFICTION BOOK ON TAPE NT			36			
41	MA NONFICTION CASSETTES NT	1			8		
42	MA NONFICTION CD-ROMS T						
43	MA NONFICTION CDS T	87			216	259	1
44	MA NONFICTION DVDS T	257	1,078	3,890	49	3,728	1
45	MA NONFICTION VIDEOS NT	6		36	54		24

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
46	MA VIDEOS NT	28	749		181		74
47	MA PLAYAWAY T						
48							
49	MJ DVDS 3WK T	114	130		10	166	1,890
50	MJ BOOKS ON CD T	1,018	1,120	949	736	341	314
51	MJ BOOKS ON TAPE NT			38	3		
52	MJ CASSETTES NT				3		4
53	MJ CD-ROMS T	29			2		
54	MJ CDS T	1,094	245	915	213	392	690
55	MJ DVDS T	6,239	2,314	4,669	1,330	2,915	
56	MJ HOLIDAY MEDIA NT			199			1
57	MJ INSTRUCTIONAL MEDIA NT						4
58	MJ NONFICTION BOOKS ON CD T			72		18	5
59	MJ NONFICTION BOOK ON TAPE NT						
60							
61	MJ NONFICTION CD-ROMS T	225					
62							
63	MJ NONFICTION DVDS T	20	127	1,829	106	191	
64	MJ NONFICTION VIDEOS NT			4	2		
65	MJ VIDEOS NT	4			1		
66	MJ PLAYAWAY T						1
67	AD VIDEO GAMES					63	
68	JV VIDEO GAMES					105	12
69	RESERVE ARTICLES 2HR T					17	
70							
71	RESERVE BOOKS 2HR T						
72	RESERVE BOOKS 16HR T						
73	RESERVE BOOKS 24 HR T						
74							
75	RESERVE BOOKS 3DA T						
76	RESERVE EQUIPMENT 1HR NT						5
77	RESERVE BOOKS 3WK T						
78	RESERVE EQUIPMENT 4HR NT	456					
79	RESERVE EQUIPMENT 16HR NT		7	43	17		
80	RESERVE MEDIA 2HR NT	301			51		
81	RESERVE MEDIA 3HR NT	1			11		
82	RESERVE MEDIA 24HR T	130					
83	RESERVE MISC 2HR NT						
84							
85	RESERVE MEDIA 3DA NT				121		
86	RESERVE MEDIA 7 DA NT				38		
87	RESERVE PERIODICALS 2HR T						
88	RESERVE TESTS 2HR T	1					
89							
90	RESERVE EQUIPMENT 8WK T			7			
91							

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
92							
93							
94							
95							
96							
97		1					
98							
99							
100	ILL PRINT 6WK	2	3	1	1	8	
101	ILL MEDIA 3WK	2	1		1		
102							
103							
104							
105							
106							
107							
108							
109							
110							
111							
112							
113							
114							
115							
116							
117							
118							
119							
120							
121							
122							
123							
124							
125							
126							
127							
128							
129							
130							
131							
132							
133							
134							
135							
136							
137							

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
138							
139							
140							
141							
142							
143							
144							
145							
146							
147							
148							
149							
150							
151							
152							
153							
154							
155							
156							
157							
158							
159							
160							
161							
162							
163							
164							
165							
166							
167							
168							
169							
170							
171							
172							
173							
174							
175							
176							
177							
178							
179							
180							
181							
182							
183							

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
184							
185							
186							
187							
188							
189							
190							
191							
192							
193							
194							
195							
196							
197							
198							
199							
200	Link+ Book						
201							
202							
203	LINK+ media 7-day						
204	LINK+ media 21-day						
205							
206							
207							
208							
209							
210	LINK+ Training					1	
211		2					
212							
213							
214							
215							
216							
217							
218							
219							
220	PLAN TEST						
221							
222							
223							
224							
225							
226							
227							
228							
229							

Code	Label	SMCL	BPL	DCL	MPL	RCL	SBL
230							
231							
232							
233							
234							
235							
236							
237							
238		2					
239							
240							
241							
242							
243							
244							
245							
246							
247							
248							
249							
250							
<b>TOTAL</b>		845,663	218,704	227,121	125,454	202,141	83,740

Code	Label	SMPL	SSF	TOTAL
0		8	269	313
1	AD COLLEGE CATALOGS T	4		6
2	AD ENCYCLOPEDIA T		4	397
3	AD EQUIPMENT NT	404	2	5,629
4	AD HOLIDAY T		1	427
5	AD ILL NT	56		62
6	AD NEW PRINT T		3,897	4,365
7	AD PAMPHLETS T	16		236
8	AD PAPERBACKS T			5,120
9	AD PERIODICALS T	11,917	1,228	32,024
10	AD PRINT T	128,354	39,054	757,049
11	AD SMALL EQUIPMENT		94	438
12	AD TEST MEDIA NT			15
13	AD TEST PRINT T			1,109
14	AD PRINT NF COUNTY WORLD LANGUAG		1	21,931
15	AD KIT	276	23	3,617
16	AD PARK PASSES		50	223
17	JV ENCYCLOPEDIAS T			454
18	JV HOLIDAY T		17	12,294
19	JV PAPERBACKS T			11,135
20	JV PERIODICALS T	178	173	28,572
21	JV PRINT T	85,787	41,715	686,476
22	JV SERIES T			50
23	JV KIT		27	764
24	JV BOARD BOOK	1,436	803	24,535
25	JV PARK PASSES			25
26	LIBRARY USE ONLY T	10,650	1,396	261,897
27	AD WI-FI DEVICE			265
28				28
29	MA DVDS 3WK T	2,037	15,731	29,465
30	MA BOOKS ON CD T	3,686	1,493	18,970
31	MA BOOKS ON TAPE NT			283
32	MA CASSETTES NT			46
33	MA CD-ROMS T			37
34	MA CDS T	11,264	4,006	48,029
35	MA DVDS T	9,027	2,024	79,026
36	MA HOLIDAY MEDIA NT			39
37	MA INSTRUCTIONAL MEDIA NT			84
38	MA NEW MEDIA NT			370
39	MA NONFICTION BOOKS ON CD T		38	2,078
40	MA NONFICTION BOOK ON TAPE NT			76
41	MA NONFICTION CASSETTES NT			50
42	MA NONFICTION CD-ROMS T			42
43	MA NONFICTION CDS T		1	607
44	MA NONFICTION DVDS T	4	1	9,052
45	MA NONFICTION VIDEOS NT			165

Code	Label	SMPL	SSF	TOTAL
46	MA VIDEOS NT	4	427	1,509
47	MA PLAYAWAY T			47
48				48
49	MJ DVDS 3WK T	112	2,791	5,262
50	MJ BOOKS ON CD T	1,053	333	5,914
51	MJ BOOKS ON TAPE NT			92
52	MJ CASSETTES NT			59
53	MJ CD-ROMS T			84
54	MJ CDS T	403	304	4,310
55	MJ DVDS T	3,229	436	21,187
56	MJ HOLIDAY MEDIA NT		1	257
57	MJ INSTRUCTIONAL MEDIA NT			61
58	MJ NONFICTION BOOKS ON CD T		1	154
59	MJ NONFICTION BOOK ON TAPE NT			59
60				60
61	MJ NONFICTION CD-ROMS T	6		292
62				62
63	MJ NONFICTION DVDS T			2,336
64	MJ NONFICTION VIDEOS NT			70
65	MJ VIDEOS NT			70
66	MJ PLAYAWAY T			67
67	AD VIDEO GAMES			130
68	JV VIDEO GAMES			185
69	RESERVE ARTICLES 2HR T			86
70				70
71	RESERVE BOOKS 2HR T			71
72	RESERVE BOOKS 16HR T			72
73	RESERVE BOOKS 24 HR T			73
74				74
75	RESERVE BOOKS 3DA T			75
76	RESERVE EQUIPMENT 1HR NT			81
77	RESERVE BOOKS 3WK T			77
78	RESERVE EQUIPMENT 4HR NT		103	637
79	RESERVE EQUIPMENT 16HR NT			146
80	RESERVE MEDIA 2HR NT			432
81	RESERVE MEDIA 3HR NT		1	94
82	RESERVE MEDIA 24HR T			212
83	RESERVE MISC 2HR NT			83
84				84
85	RESERVE MEDIA 3DA NT			206
86	RESERVE MEDIA 7 DA NT			124
87	RESERVE PERIODICALS 2HR T			87
88	RESERVE TESTS 2HR T	1		90
89				89
90	RESERVE EQUIPMENT 8WK T		2	99
91				91

Code	Label	SMPL	SSF	TOTAL
92				92
93				93
94				94
95				95
96				96
97				98
98				98
99				99
100	ILL PRINT 6WK		4	119
101	ILL MEDIA 3WK		1	106
102				102
103				103
104				104
105				105
106				106
107				107
108				108
109				109
110				110
111				111
112				112
113				113
114				114
115				115
116				116
117				117
118				118
119				119
120				120
121				121
122				122
123				123
124				124
125				125
126				126
127				127
128				128
129				129
130				130
131				131
132				132
133				133
134				134
135				135
136				136
137				137

Code	Label	SMPL	SSF	TOTAL
138				138
139				139
140				140
141				141
142				142
143				143
144				144
145				145
146				146
147				147
148				148
149				149
150				150
151				151
152				152
153				153
154				154
155				155
156				156
157				157
158				158
159				159
160				160
161				161
162				162
163				163
164				164
165				165
166				166
167				167
168				168
169				169
170				170
171				171
172				172
173				173
174				174
175				175
176				176
177				177
178				178
179				179
180				180
181				181
182				182
183				183

Code	Label	SMPL	SSF	TOTAL
184				184
185				185
186				186
187				187
188				188
189				189
190				190
191				191
192				192
193				193
194				194
195				195
196				196
197				197
198				198
199				199
200	Link+ Book			200
201				201
202				202
203	LINK+ media 7-day			203
204	LINK+ media 21-day			204
205				205
206				206
207				207
208				208
209				209
210	LINK+ Training			211
211				213
212				212
213				213
214				214
215				215
216				216
217				217
218				218
219				219
220	PLAN TEST			220
221				221
222				222
223				223
224				224
225				225
226				226
227				227
228				228
229				229

Code	Label	SMPL	SSF	TOTAL
230				230
231				231
232				232
233				233
234				234
235				235
236				236
237				237
238				240
239				239
240				240
241				241
242				242
243				243
244				244
245				245
246				246
247				247
248				248
249				249
250				250
<b>TOTAL</b>		269,912	116,452	2,120,562