

PLS Circulation Managers Committee Agenda

July 16, 2026

2:00 PM

Hybrid Meeting

Belle Haven Library

100 Terminal Avenue, Menlo Park, CA 94025

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzw>

Q1.1

Meeting ID: 981 8343 0071

Passcode: 313596

Facilitator: Homer Martinez (RCL)

Recorder: BPL

I. Introductions and Roll Call

II. Approval of Consent Items (Action Item)

- | | |
|--|-------------------|
| A. Approval of June 18, 2025, Minutes | Attachment 1 pg 4 |
| B. 02.07.02 New Code Sp J Graphic Novel - RCL | Attachment 2 pg 7 |
| C. 02.07.02 New Code Sp Adult Nonfiction - RCL | Attachment 3 pg 8 |

III. Reports

- A. PLS Delivery Report
- B. PLAN Report

IV. Old Business

- A. (Action Item)

V. New Business

- A. In Transit Too Long – All (Action Item)
 - 1). Which status to use H or M
 - 2). Deleting In Transit messages
- B. Gates - BPL
 - 1) How gates should work
 - 2) End of life
 - 3) Can we all be on the same schedule
- C. County Park Passes – SMP (Action Item)
- D. Cancelling the August 20, 2026, meeting (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 agendaized pursuant to state law.)

VIII. Agenda Building for August 20, 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 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

Burlingame Library, 480 Primrose Rd, Burlingame, CA 94010

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

Menlo Park Library, 100 Terminal Ave, Menlo Park 94025

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: August 20, 2026

Recorder: **DCL**

Next PLS Administrative Council Meeting: August 6, 2026

Recorder:

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

SSF – January 2027

BPL – February 2027

PLS Circulation Managers Committee Minutes

June 18, 2026

2:00PM – 5:30PM

Hybrid Meeting

South San Francisco Public Library - Adult Collaboration Room #1

901 Civic Campus Wy, South San Francisco, CA 94080

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzw>

Q1.1

Meeting ID: 981 8343 0071

Passcode: 313596

Facilitator: Homer Martinez (RCL)

Recorder: SSF

Present: Ky Bocangel (BPL), Natalie Juhl (DCL), Nora Mercer (MPL), Homer Martinez (RCL), Raquel Metcalfe (SBL), Ciera Pasturel (SMCL), Mary Kwan (SMP), Brian Malibiran (SSF)

Guests: Vanessa Walden (PLAN), Daniel Kith (PLS) Richard Brooks (SSF), Francis Hebert (SMCL), Justin Wasterlain (PLS), Desiree Wong (MPL), Stevie Norman (SSF), Tommy McMahon (SMP), Justin Pham (SMCL), Scott Young (PLAN),

I. Introductions and Roll Call

II. Approval of Consent Items (Action Item) MSP MPL/SMCL

- A. Approval of May 21, 2026, Minutes
- B. 02.07.01 Patron Type Loan Rule Correction Form – RCL
- C. 02.07.01 Code Correction Form i-type #28 RCL
- D. 02.07.01 Code Correction Form i-type #74 – RCL
- E. 02.07.02 New Code Request Form J video games – RCL
- F. SBL Location Code Request for Holds Locker - SBL

III. Reports

- A. PLS Delivery Report – looking for hourly sorter
- B. PLAN Report –
 - i. Vanessa ran into some issues. There are 3 types of tables in the patron max checkouts. Jurisdictions, itypes, location codes.

IV. Old Business

- A. Online patron registration demos - PLAN
- B. Downtime debrief (**Action Item**)
 - 1). Storage of returned items not checked in during Downtime
 - i. We will contact Daniel on a case by case basis when there is downtime on where to store materials. There is limited space to store materials at County Central.
 - 2). Keep or discard the Downtime Phone Tree – **MSP SSF / SBL**

V. New Business
A. (Action Item)

VI. Announcements

MPL: Teen librarian Ella leaving end of month. Interim teen librarian. Closed on 3rd and 4th.

RCL: Senior Library Assistant's leaving: Reggie is leaving. Homer will be stepping down from his interim role. Closed on 3rd and 4th.

SSF: We have a new children's manager. July 4th Juneteenth event.

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Recorder: **BPL**

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Recorder:

SMP – May 2026

SSF – June 2026

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MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

SSF – January 2027

BPL – February 2027

DCL – March 2027

MPL – April 2027

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: 6/26/26 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:

5RJSG - Redwood City - Downtown Coleccion Para Ninos En Espanol Novelas Graficas

5SJSG - Redwood City - Schaberg Coleccion Para Ninos En Espanol Novelas Graficas

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

- A. Location codes: To what library and collection does this item belong? **Downtown and Schaberg**. Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **New juvenile 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 circ similar to other juvenile books**. 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)

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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: 5RASN

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

Redwood City - Downtown Coleccion Para Adultos En Espanol No Ficcio

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

- A. Location codes: To what library and collection does this item belong? **Downtown Library Spanish adult nonfiction collection** Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **Need to differentiate nonfiction from fiction for processing items. Current location code will be for Spanish fiction only.** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Same loan period as 5RASP** 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.)