Peninsula Library System Information Services Committee

November 17, 2026
10:00 AM
IN PERSON
Redwood City Public Library
1044 Middlefield Rd, Redwood City, CA 94063

or
ZOOM
sanbruno.ca.gov/infoservices

Meeting ID: 810 0122 6891
Passcode: 264676

Dial by Your Location
+1 669 444 9171 U.S.
Find your local number: us06web.zoom.us/u/kdF571Nrx4

Peninsula Library System Information Services Committee

Jason Yap, Burlingame Public Libraries
Zack Whitley, Daly City Public Library
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

I.	**Introductions and Roll-Call**	Wilma L.
II.	**Approval of Consent Items**	Wilma L.
	a. Approval of Agenda (Action Item)	
	b. Approval of Minutes (Action Item)	
III.	**Old Business**	
	a. Updates to Website	Zack W.
	b. New Ad Hoc Committees	Justin W.
	c. Vendors (In General)	Everyone
IV.	**New Business**	
	a. BiblioSuggest	Stacy L.
	b. Language Learning Resource* (Action Item)	Vanessa W.
	*Materials Distributed Separately	
	c. AI Collection Development (Action Item)	Paul V.
	d. Promoting Shared Resources	Wilma L.
V.	**Reports**	
	a. Ebook	
	b. Bib Standards	

- **c.** Children/Teen
- **d.** Circ Managers
- **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 agendized pursuant to state law).

VII. **Review of Draft Agenda Calendar, Agenda** Wilma L.

VIII. **Announcements**

IX. **Adjournment**

X. **Recorder:** Burlingame (Daly City 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:

(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 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, South San Francisco, CA 94080

Peninsula Library System Information Services Committee

October 20, 2026
10:00 AM

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Stacy Lein, South San Francisco Public Library
Vanessa Walden, PLAN

I. Introductions and Roll-Call — Wilma L.

The meeting was called to order at 10:04 AM.

II. Approval of Consent Items — Wilma L.

Pham (SMCL) submitted a motion to approve the agenda and minutes. The motion was seconded by Vaughn (SMPL). The agenda and minutes were, without corrections, unanimously approved by roll call.

III. Old Business

a. Updates to Website — Zack W.

Whitley (DCPL) requested items from the What's Happening page be removed and he will request PLAN rearrange some boxes. Vanessa updated the FAQ page and made changes about instructions for the Classic Catalog, also removed all references. Committee can review the rest of the changes before they are made. References to patron pins as last four digits of their phone number will also be removed for security reasons. Pham agreed that removing those references would be best. All libraries felt the same way. Some expressed a preference that patrons set their own pin, instead of the automatic phone number. Circulation Managers would be the committee to suggest the change for patrons to set their own pin. Whitley will wait two days to review changes before submitting.

b. New Ad Hoc Committees — Justin W.

No updates.

c. Vendors (In General) Everyone

Pham (SMCL) requested to hear feedback about the upcoming Linked Plus changes that are coming. Walden recommended SMCL, MPL, and SMPL meet offline to discuss upcoming changes to the service.

IV. New Business

a. Language Learning Resource Vanessa W.

Walden (PLAN) sent the quotes and extended the trials for Mango and Transparent Languages. Yap (BPL) liked the app and iPad view for Transparent Languages. Pham (SMCL) asked if we changed, would more libraries join? Lein (SSFPL) and Lee (SBL) agreed that the cost may not be worth it based on current usage of Pronunciator. Vaughn (SMPL) mentioned that Pronunciator not having an app is disappointing. PLS would be paying double if we went with either resource and left Pronunciator. Walden (PLAN) said we still have a few months before we decide on a new vendor or keep Pronunciator. Vaughn will email Pronunciator to see if an app is forthcoming.

b. O'Reilly Renewal (Action Item) Vanessa W.

Vaughn (SMPL) moved to vote on the O'Reilly renewal for the upcoming fiscal year, Pham (SMCL) seconded. The motion was unanimously approved by roll call. Lee (SBL) advised next year they might not renew unless the usage numbers improve and suggested we do more marketing as a consortium. Vaughn (SMPL) commented that maybe usage is down because there are no book covers in Bibliocommons. Walden (PLAN) said that can be fixed if we resubscribe to Content Café. Pham said Content Café is worth reviewing if we can't get covers from Library One. Pham suggested we consider Library One next fiscal year.

V. Reports

a. Ebook - None
b. Bib Standards - None
c. Children/Teen - None
d. Circ Managers – They are doing a deep dive into online patron registration.
e. Directors - None
f. Marketing - None

VI. Public Comment – None

VII. Review of Draft Agenda Calendar, Agenda Wilma L.

Vote on language app, Redwood City to host November meeting at Main, promoting shared resources.

VIII. Announcements

SSFPL promoted Stacy Lein to Program Manager II, Adult Services. Coming soon will have 3 full-time librarian positions open. RCPL has an adult services librarian position open for makerspace and adult services programing. RCPL had an interesting program about the history of drag culture. Paul (SMPL) asked who was going with Kanopy Kids. BPL, SBL, SMCL, DCPL, and SSFPL will be going with the new Kanopy Kids checkout model. SMCL has a Deputy Director of branch libraries position open.

IX. Adjournment – Meeting adjourned at 10:43 AM

X. Recorder: South San Francisco (Burlingame next in rotation for November)

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

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PLS EBOOK COLLECTION DEVELOPMENT STATEMENT

PLS (Peninsula Library System) acknowledges that its member libraries have individual collection development policies. This statement is not intended to reflect or replace those individual local policies but rather is designed to serve the cooperative nature of the shared eBook collection. The PLS Consortium eBook collection reflects the diversity of its contributing communities, and strives to support an informed public. As such, the collection represents diverse points of view and may include materials that some members of the public consider to be controversial in nature. PLS provides free and equitable access to the shared eBook collection to all users. PLS neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by PLS.

Material Selection

Material selection is intended to respond to the recreational and lifelong learning needs of our library community. This electronic collection is meant to supplement the physical collection of each of the libraries, not to replace it.

The PLS eBook collection primarily emphasizes:

- **Popular Materials:** Popular fiction and non-fiction in all formats and for all ages.
- **Lifelong Learning:** Provides a collection of enriching, accurate, and timely non-fiction across a variety of subject matter in all formats and for all ages.

General Criteria

To ensure a balanced collection, the following criteria are used by all selectors. Materials are selected according to one or more of the following criteria; an item need not meet all of these criteria in order to be added to the collection.

- Popular interest or demand
- Requests by the public
- Accuracy and timeliness of content
- Author's, artist's or publisher's qualifications and/or reputation
- Budget constraints and material availability
- Contribution of a work to the diversity of the collection Receipt of, or nomination for, major awards or prizes
- Relation to existing collection and other material on the subject

De-selection Criteria

The collection is regularly evaluated to ensure that the materials remain current and continue to reflect the interests and needs of the users. Maintenance is critical to keeping the collections current, attractive, responsive, diverse, and useful to the needs of the community. The collection is reviewed in light of the General Criteria and standards of professional librarianship on an ongoing basis for the purpose of deselection. Publisher constraints on type (and length) of ownership (or leasing) of titles/copies affects what titles may remain in the collection.

Patron Requests
All patron requests (title/author/subject) will be considered following individual library procedures. Requests can be made via the patron's local library and may be forwarded to the eBook working group for consideration. Requests are subject to the same selection criteria as other materials and are not automatically added to the collection; PLS is under no obligation to fill any particular request.

Patron Donations
Patrons who are so inclined may wish to donate to the PLS eBook collection. Financial donations should be discussed with the patron's home library, which will make a decision to accept or reject financial donations according to its policy. PLS does not accept non-financial eBook donations because their use is governed by contract rather than copyright laws.

Patron Requests for Reconsideration
Patrons questioning materials in the PLS eBook collection are encouraged to review the *Peninsula Library System eBook Collection Request for Reconsideration of Materials* document and form, which outlines the reconsideration process.