

PLS Administrative Council Agenda

Half Moon Bay Library
620 Correas St, Half Moon Bay, CA 94019

October 9, 2018
2:00 p.m.

- I. **Adoption of Agenda** (Action Item) Anderson
- II. **Approval of Consent Items** (Action Item)
 - A. Approval of August 23, 2018 Minutes Attachment 1
 - B. PLAN Report and Update Attachment 2
 - C. Revision of PLS Administrative Council and Executive Committee Chairs and Vice-Chairs Chronology Attachment 3
- III. **Old Business**
 - A. System-wide Auto Renewal Script Implementation Update Schultz
 - B. Update on Califa Transition Frost
 - C. PLS Marketing Committee - Commuter Campaign Update Barnes Attachment 4
 - D. Summer Learning Update & Final Report (to be distributed prior to meeting) Despain
- IV. **New Business**
 - A. One Book, One County Community Read Kramer/Lei Attachment 5
 - B. PLS Personnel Updates Frost
- V. **Reports**
 - A. System Administration Frost
- 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 agendaized pursuant to state law.)
- VII. **Agenda Building and Date for Next Meeting**
- VIII. **Announcements**
- IX. **Adjournment**
- X. **Tour of Half Moon Bay Library (Optional)**

PLS Administrative Council Minutes

**Burlingame Public Library – Upper Level Conference Room
480 Primrose Road, Burlingame, CA 94010**

August 23, 2018

1:00 p.m.

Council:

Susan Holmer, Chair, MPL
Brad McCulley, BPL
Elnora Tayag, CSM, SMCCCD
Chela Anderson, DCPL
Derek Wolgram, RCPL
Tim Wallace, SBPL
AnneMarie Despain, SMCL
Ben Ocon, SMPL
Valerie Sommer, SSFPL

System Staff:

Carol Frost, PLS
Yemila Alvarez, PLS
Monica Schultz, PLS

The meeting was called to order at 1:07 p.m. by Chair Holmer.

I. Adoption of Agenda

The Agenda was adopted as presented (M/S Sommer/Wolgram).

II. Approval of Consent Calendar (Action Item)

- A. Approval of June 7, 2018 Minutes
- B. Draft Minutes of the August 2, 2018 PLS Executive Committee Meeting (for information only)
- C. PLAN Report and Update

All items on the Consent Calendar were approved without comment. (M/S Wolgram/Ocon)

III. Old Business**A. Auto Renewal Script Discussion and Consideration of Systemwide Implementation**

Shultz reviewed Attachment 4 in detail, and the status of the pilot which San Mateo County libraries are currently undertaking for auto renewal of items. There is the ability to add more libraries to the pilot and should all libraries join, it would eliminate the current potential confusion when non-county library items are not renewed. There is also a possibility to allow the patron to opt-out of auto-renewal. The Council had questions about whether certain libraries can join if they are ready now, or if they must wait until all libraries are ready to join. There was a discussion about a worst-case scenario with one-third more renewals and the implications, which would include availability and increased circulation statistics. There was a suggestion from one of the Council members that this be implemented by all libraries. Council members expressed a desire that all the current technical issues be worked out before this moves forward system-wide, and Menlo Park expressed they are not interested in moving forward at this time. San Bruno and Daly City would need to discuss with city staff for inclusion. A motion was made to have the circulation committee determine the best date for all PLS libraries to come on board with the exception of Menlo Park to allow Menlo Park to be the exception to strengthen the rule with a goal to go live by the end of October. The motion passed. (M/S Wolgram/Ocon)

B. Summer Learning Update

Despain presented the Summer Learning update, stating that as of August 22, PLS had 83,000 student sign-ups, with not all jurisdictions reporting. The target was 99,000 youth. There was a reminder for the Council to notify staff to enter their statistics as soon as possible. Beanstack is live and 2,916 families signed up to track their reading goals. Additionally, 150,000 books were distributed to families with Measure K funding, including bilingual Spanish and Chinese books. For Big Lift Inspiring Summers, 1,300 kindergartners were served at 9 sites. Field trips were eliminated, but they are attempting to get them back. 95% of families reported they would recommend the program. 139 learning facilitators were hired, 52% of which were returning for the 2nd or 3rd summer. 85% said they would like to return. 98% said they would recommend the position to a friend. There was a question about whether data for each jurisdiction is available, and it will be put together once all of the remaining data from jurisdictions has been received and entered.

C. Update on Califa Transition

PLS has not yet transitioned completely away from Califa. Frost reported that since the last meeting there have been two amendments that Califa has requested to extend the contract, including assistance with their audit, which is happening this week. PLS has given Califa all of the documents and they will perform the audit at their offices. PLS has provided Califa with an extract of their data from our accounting system, which was delivered yesterday. Tomorrow is the end of the contract.

IV. New Business

A. Discussion of Revision of Peninsula Library System Policy Statement and Procedures for Law Enforcement Visits Related To the USA Patriot Act

The document *Peninsula Library System Policy Statement and Procedures for Law Enforcement Visits Related to the USA Patriot Act* (created in 2003) was presented, and staff is recommending it be reviewed and updated. The Council had questions surrounding whether an attorney should be contacted to help us review and update, or whether the information from ALA is sufficient. There was discussion around whether the policy and the procedures need to be split into two documents with general consensus that that would be a better approach. There was discussion around procedures for how staff should respond when people come and ask for information. There was agreement that staff could draft a document and then bring it back to the Council for review before taking to legal review. Council members agreed to share their existing policies for individual jurisdictions with staff.

B. PLS Personnel Updates

PLS has 2 vacant positions that are currently in the process of recruitment: an Account Clerk II and the ILS Database Administrator.

C. Review of PLS Meeting Schedule for FY 2018/19

The draft PLS Meeting Schedule for 2018/2019 was presented. There was a decision to change the October 4 meeting to October 9th at 2pm at Half Moon Bay library.

D. Revision of Rotation Schedule of PLS Executive Committee and Administrative Council (Action Item)

Chair Holmer announced she will be retiring in October and as a result the current rotation schedule of PLS Executive Committee and Administrative Council Chairs and Vice-Chairs should be revised. There was discussion around the likeliness of the existing schedule to remain relevant, given the long length of time it covers and the frequency with which it may need to be changed due to unforeseen issues. There was consensus to draft a new schedule through FY 2024 and to review the schedule for revisions again at that time. The Council developed a chart reflecting the recommended rotation schedule through 2024 as illustrated below.

	ADMINISTRATIVE COUNCIL CHAIR/ EXECUTIVE COMMITTEE VICE CHAIR	ADMINISTRATIVE COUNCIL VICE CHAIR/ EXECUTIVE COMMITTEE CHAIR
FY 2018 - 2020	DCL	BPL
FY 2020 - 2022	BPL	MPL
FY 2022 - 2024	MPL	SSF

There was a motion made and passed to accept the new rotation as indicated on the chart.
(M/S Sommer/Wolfgram)

V. Reports

A. System Administration

The PLP technology and innovation grants close on September 14th. PLS libraries are encouraged to submit their applications.

VI. Public Comment

There was no public comment.

VII. Agenda Building and Date for Next Meeting

- A. 10/9 at HMB at 2pm**
- B. Salary Survey**
- C. Summer Learning Update & Final Report**
- D. Update on Marketing Campaign**
- E. County Office of Education on County READS initiative**
- F. Patriot Act Update**
- G. Personnel Update**

VIII. Announcements

Announcements were shared by all.

IX. Adjournment

The meeting was adjourned at 2:37p.m. (M/S Sommer/Anderson)

PLAN Projects Report

October 9, 2018

1. Sierra Auto-Renew

All PLS jurisdictions except Menlo Park will join the Auto-Renew feature which is scheduled to go live on October 30 as per the direction of the PLS Administrative Council. Circulation Managers are set to standardize the email notice during the October Circulation meeting.

2. Student Initiative

PLAN has learned how to manipulate the script used to deduplicate and upload records to the ILS. PLAN has standardized the script which will minimize the turnaround time for completing the upload from one month to one week.

As per the request from SMCL, PLAN is working on building a script to add patron barcodes to the deduplication output file. Adding the barcodes of duplicate records will allow for libraries to provide patron barcode numbers to students who already have a library card.

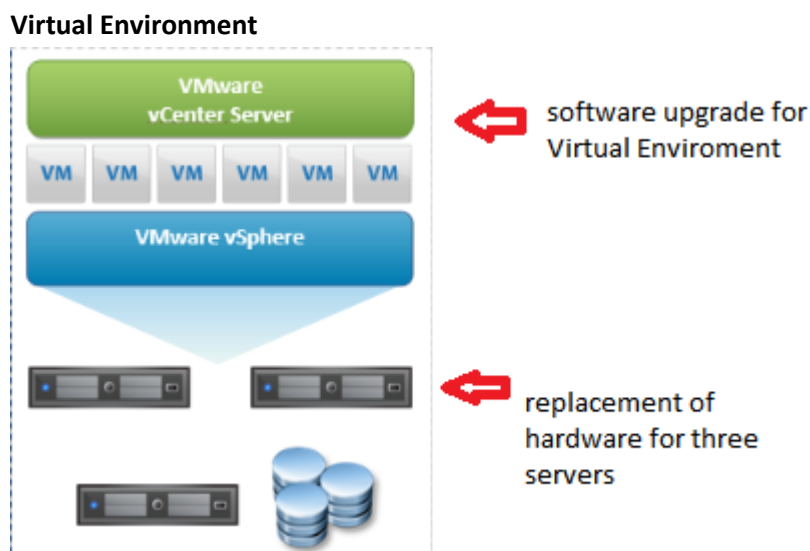
3. Replacement of Server Hardware and Virtual Infrastructure Upgrade

The virtual server environment is due for an upgrade as the current software which hosts all virtual servers is out of date. The upgrade provides internet browser compatibility for the administration of servers as well as new features for advanced management.

The upgrade requires replacing three host servers because the host server's hardware is not compatible with the virtual software upgrade. The host servers are scheduled to be replaced in early November and the virtual environment upgrade in mid-November.

During the server replacement and software upgrade all PLS hosted applications will not be accessible EnvisionWare, PLS and PLP websites, and limited access to BibliobliComons. The upgrades will be perform during offhours for minimal impact.

Funding for the server hardware replacement is covered by the unused funds from the network grant.



PLAN Projects Report

October 9, 2018

4. Wireless Access Point Upgrades

Wireless Access Point upgrades are scheduled to be completed by November. PLAN has received feedback of patrons noticing faster connection speeds after replacing the hardware. All sites have been upgraded except Millbrae and Redwood Shores as it requires assistance from facilities due to the location of the hardware. PLAN is working with the library and facilities to schedule the upgrades.

5. Tableau Server

PLAN has been working with SMCL and RCPL to better understand and explain the requirements for the reports to ICIMO the data company. During the project review, it was discovered that reports specific to terminal numbers which are used to gather particular circulation data are not accessible through Tableau. These reports reside on a proprietary section of the database which is not available via the backend. PLAN is working with the vendor to find other alternatives for getting the data.

List of reports below have been created but are still being modified a per library feedback.

Reports Requested by Circ

All reporting will be at an overview level then get more granular (PLS, Jurisdiction, Branches)

1. "Loan To" and "Borrowed From"
2. Collection - items owned by different jurisdictions and/or branches
3. Libraries items circulated: their own, others', their own by other libraries
4. New cards
5. Total active cards - total inactive cards, either expired a certain time or no circ activity for a certain time
6. Material type
7. Material type by language
8. Patron with direct loan
9. Patron with home library
10. Items marked "missing" 6 months ago, or more
11. Items marked "lost & paid" 6 months ago, or more
12. Items marked "claims returned"
13. Old Holds –list of items with holds that are still showing "check shelf". Hold can be an item level hold or bib level hold. These are holds that were placed two or more months ago.
14. Turnover rates
15. Items marked "withdrawn," but the two fields are not marked "withdrawn."
16. Items that have exceeded the renewal limits
17. Items that have been suppressed but have been returned and show "check shelf."
18. Mismatched item barcodes and location codes
19. Collection Analysis on all call numbers
20. list of holds that are in high demand

PLAN Projects Report

October 9, 2018

6. Library Tools and Notifications

Library Tools is an application developed by PLAN in 2014 which allow library staff to get barcode ranges, change library hours which display on plsinfo.org, submit orders for items purchased through PLAN, and signup for text notifications regarding outages.

The application has been enhanced to provide for a nicer GUI, separate permissions which allow library staff to have access to different features of the application, and now gives anyone in PLS the ability to signup for text notifications from PLAN.

The new Library Tools will now keep a record of what a library has ordered while also sending an email receipt to the staff member submitting the order.

Library Tools and Notifications can be located on the front page of the [pls helpdesk](http://pls.helpdesk) (helpdesk.plsinfo.org).



PLAN Projects Report

October 9, 2018

Projects in Progress

Project	Pilot Site	Project Start Date	Completion Date	Project Lead	Notes
Tableau – Server for PLS	N/A	June 2018	December 2018	Albert Camins ILS Administrator	Project end date has been moved to December because of library feedback. Additional work is required.
Wireless Access Points Replacements	SMPL	January 2018	November 2018	John Sarmiento	Pending facilities for Millbrae and Shores
PO module for financial system	N/A	July 2018	December 2018	Monica Schultz	Project delayed due to other pressing projects
iTivia	N/A	November 2018	December 2018	PLAN	New phone renewal system for Sierra. Project on hold until ILS Admin is hired
Evaluate and implement Replacement of Packet Shaper	N/A	August 2018	December 2018		
Virtual Server Chassis OS Upgrade	N/A	November 2018	November 2018	John Sarmiento Josh Shreffler	Date change due to the need to replace host servers

Revision of PLS Administrative Council and Executive Committee Chairs and Vice-Chairs Chronology

PLS Administrative Council

Rotation is reverse alphabetical order of libraries. Positions are held for 2 years

Fiscal Year	Chair	Vice-Chair
2018/19	DCL	BPL
2019/20	DCL	BPL
2020/21	BPL	MPL
2021/22	BPL	MPL
2022/23	MPL	SSF
2023/24	MPL	SSF

PLS Executive Committee

Established at the August 6, 2015 PLS Administrative Council meeting, the Executive Committee provides direction and oversight to the PLS Executive Director in matters related to the Finance and Human Resources as well as any other policy matters. The PLS Executive Committee would be responsible for providing the Director with performance feedback and establishing a goal-setting process in collaboration with the Executive Director. It is comprised of the current PLS Administrative Council Chair, the Vice-Chair, the Past-Chair, and one at-large member. The rotation will follow the rotation of the PLS Administrative Council.

Fiscal Year	Chair	Vice-Chair (current Admin Council Chair)	Past Chair	At-Large
2018/19	BPL	DCL	RCL	
2019/20	BPL	DCL	RCL	
2020/21	MPL	BPL	DCL	
2021/22	MPL	BPL	DCL	
2022/23	SSF	MPL	BPL	
2023/24	SSF	MPL	BPL	

PLS Marketing Committee - Commuter Campaign Update

Administrative Council, October 9, 2018

Advertising Campaign timeline

Ad type	Start/Finish	Placement
Bus ad cards	9/1-11/30/18	One adcard on all 315 Samtrans buses, throughout San Mateo County
Digital billboards	9/1-9/30/18 Apr 2019	Daly City off 280 San Carlos off 101
Van wrap	Fall 2018 (10 year life)	All three PLS delivery vans
Bus shelters	Dec 2018	Selected bus shelters adjacent to Caltrain stations
Caltrain ad cards	Jan 2019 (3 months)	
Social media	Ongoing	Each PLS library will be putting social media ad on their feeds.
In-person outreach	Ongoing	Flyers, bookmarks
Digital card follow up	TBD	Follow up mailers sent by each jurisdiction to Instant Digital Card subscribers, urging full library card sign-up

Overdrive Instant Digital Card Details

Signups

August - September 2018: 478

How IDC works

With IDC, users are able to create an account in PLS OverDrive using their mobile phone number. Users see a prompt on the log-in screen of the OverDrive website and in the OverDrive and Libby apps. Users provide their name and mobile number, and OverDrive looks up their address using a third-party service called Cognito. If their recent address matches a zip code in the PLS service area, Overdrive issues them access using their mobile number to sign in.

About IDC Accounts

IDC accounts can be merged in the same way that accounts are currently merged through Overdrive's marketplace. IDC cards are good for 3 years. A customer can potentially have a library card AND an IDC account.

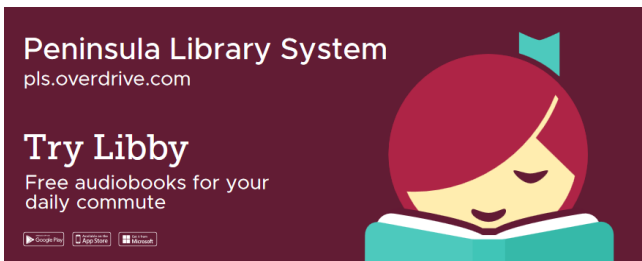
Media



Ad on SamTrans Bus

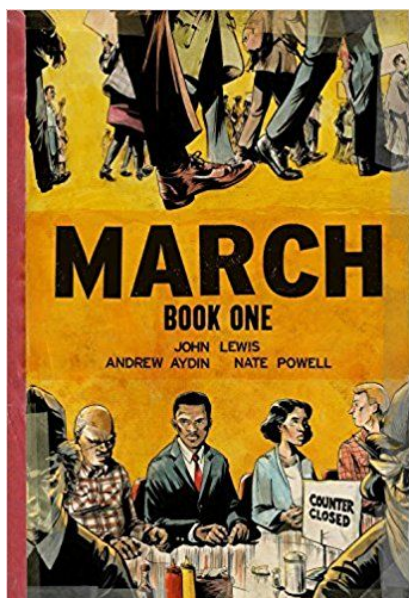


Billboard graphic



PLS Delivery Van

ONE Book, ONE County
San Mateo County Office of Education
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From Common Sense Media.... *March* is a powerful testament to the courage and resourcefulness of those who fought and died for equal rights. By writing about his childhood and education, John Lewis, with the scripting assistance of Andrew Aydin, makes the tale personal, while offering glimpses of larger-than-life figures such as [Martin Luther King, Jr.](#)

[Nate Powell](#)'s black-and-white artwork clearly illustrates the action and gives each character a mark of uniqueness. Highly recommended.

John Robert Lewis is the U.S. Representative for Georgia's 5th congressional district, serving since 1987 and is the dean of the Georgia congressional delegation. He was a leader in the American Civil Rights Movement and chairman of the Student Nonviolent Coordinating Committee (SNCC), playing a key role in the struggle to end segregation. He is a member of the Democratic Party and is one of the most liberal legislators.

Congressman John Lewis (GA-5) is an American icon, one of the key figures of the civil rights movement. His commitment to justice and nonviolence has taken him from an Alabama sharecropper's farm to the halls of Congress, from a segregated schoolroom to the 1963 March on Washington, and from receiving beatings from state troopers to receiving the Medal of Freedom from the first African-American president.

Now, to share his remarkable story with new generations, Lewis presents *March*, a graphic novel trilogy, in collaboration with co-writer Andrew Aydin and New York Times best-selling artist Nate Powell (winner of the Eisner Award and LA Times Book Prize finalist for *Swallow Me Whole*).

March is a vivid first-hand account of John Lewis' lifelong struggle for civil and human rights, meditating in the modern age on the distance traveled since the days of Jim Crow and segregation. Rooted in Lewis' personal story, it also reflects on the highs and lows of the broader civil rights movement.

Book One spans John Lewis' youth in rural Alabama, his life-changing meeting with Martin Luther King, Jr., the birth of the Nashville Student Movement, and their battle to tear down segregation through nonviolent lunch counter sit-ins, building to a stunning climax on the steps of City Hall.

Many years ago, John Lewis and other student activists drew inspiration from the 1958 comic



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book "Martin Luther King and the Montgomery Story." Now, his own comics bring those days to life for a new audience, testifying to a movement whose echoes will be heard for generations.

ANDREW AYDIN is creator and co-author of the #1 New York Times best-selling graphic memoir series, MARCH, which chronicles the life of Congressman and civil rights icon John Lewis. Co-authored with Rep. Lewis and illustrated by Nate Powell, MARCH is the first comics work to ever win the National Book Award, and is a recipient of the Coretta Scott King Book Award, the Printz Award, the Sibert Medal, the YALSA Award for Excellence in Nonfiction, the Will Eisner Comics Industry Award, the Robert F. Kennedy Book Award Special Recognition, and the Walter Award, among others. The Washington Post heralded the completion of the MARCH trilogy, saying, "the closest American peer I've found to Maus has arrived."

Following MARCH, Aydin wrote the 2016 X-Files Annual (IDW) and contributed to an upcoming issue of Bitch Planet (Image) as well as the 2016 CBLDF Annual Liberty

Goal-

One Book, One County hopes to promote literacy and foster community and discussion by inviting folks to share a reading experience. This program hopes to deepen an appreciation of reading and further engage children and their families in conversations that promote understanding of important social issues and topics.

According to Stefanie Sanford, Civic Engagement means more Civic Education, "A good civic education builds all three—it equips young people with an understanding of democracy, the skills to effectively put that knowledge to work in their local communities to solve problems, and the confidence that their efforts will make a difference."

Why-

Research shows that when students have their families and communities involved, their educational opportunities are increased as well as their academic achievement. Reading widely and often is a fundamental practice that is happening less in our digital age but has a large effect on student achievement. A shared reading experience can promote conversations, create connections and deepen the motivation to continue reading for other purposes.

Why One Book?

- Family literacy
- School-wide conversation
- Community conversation
- Increase in attention span
- Establish a culture of literacy
- Promote Read-Alouds within Family



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For kids

- Talk builds understanding -use talk as a bridge to deeper understanding
- Student engagement and classroom culture
- Increase in read-aloud within the family

For Schools-

- Increased conversations between students and all teachers participating
- Modeling of a great literacy practice
- Opportunities for theme based collaboration
- Common language and practice
-

For Districts-

- Unique opportunity to connect district support teams to community- site leadership, support staff, teachers & students
- Creates common language & commitment from school site leadership for staff and students

Needs to Consider for Implementation

- Site Coordinator
- Materials for schools- books? Time?
- Supplemental funding for activities related
- Timeline
- Publicize
- Events that support
- assembly/announcements/etc
- Reading schedules
- Books
- In-school activities
- Activities at home

Possible Related Activities-

- Book Discussion Circles
- Films to Support Screening
- Book Discussion Questions
- Related programs (based on book content) Workshops
- Lectures (Civic Engagement Groups)
- Author Visits
- Exhibit? Student work
- Arts
- Programs with Schools



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- Book list for younger students
- Book list for further reading
- Playlist
- Podcast list
- Social movement events
- Businesses (bookstores) & Partnership
- Social media
- Voter registration/pre
- Voter awareness talks
- History of Voting Rights in the US
- County Voting speakers

Computer Tech

- Make an app- code.org /app lab 13+
- Make a meme with vid code/brainpop create your own message
 - 3-5 scratch animate a debate/story/talking & listening
 - K-2 coding access scratch junior...creating a telegami/explain everything/toon tastic (kindness)call to action and a reason why

Event- with mixed teams...community members

Need to support-teams need computer/ access to wifi/projector

Budget

- Speaker Event - Authors and other student activist groups.

Andrew Aydin- \$10,000 + Travel

Nate Powell-\$10,000 + Travel

John Lewis- If possible with related events in the area

- Event Space Rental
- Catering for Event
- School and Library Visits from Authors
- Contest: What's your March? Art & Writing
- Newsletter Printing and Distribution
- Promotional Materials
- Book Fund -Scholarships to Teachers & School Sites for class sets