

## SVLS Administrative Council Meeting Agenda

**Santa Clara City Library**  
2635 Homestead Road  
Santa Clara, CA 95051  
Board Room  
(Map Enclosed)

**Thursday, September 29, 2016**

**2:00 p.m.**

- |       |                                                                                                                                                                                                                                                                                                                                                      |                        |              |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|
| I.    | Call to Order and Introductions                                                                                                                                                                                                                                                                                                                      | Keith                  |              |
| II.   | Adoption of Agenda (Action Item)                                                                                                                                                                                                                                                                                                                     | Keith                  |              |
| III.  | Approval of the July 22, 2016 minutes (Action Item)                                                                                                                                                                                                                                                                                                  | Keith                  | Attachment 1 |
| IV.   | Old Business                                                                                                                                                                                                                                                                                                                                         |                        |              |
|       | A. 3M Cloud Library Presentation                                                                                                                                                                                                                                                                                                                     | Goyal                  |              |
|       | B. Unified Platform Feasibility for SVLS                                                                                                                                                                                                                                                                                                             |                        |              |
|       | 1) Feedback from Member Libraries                                                                                                                                                                                                                                                                                                                    | Keith/Frost            |              |
| V.    | New Business                                                                                                                                                                                                                                                                                                                                         |                        |              |
|       | A. Cost Analysis to Join PLS/PLAN                                                                                                                                                                                                                                                                                                                    | Frost                  |              |
| VI.   | Reports                                                                                                                                                                                                                                                                                                                                              |                        |              |
|       | A. <i>Silicon Valley Reads</i> : Update                                                                                                                                                                                                                                                                                                              | Howe                   |              |
|       | B. PLP Executive Committee: Update                                                                                                                                                                                                                                                                                                                   | Frost/Macek/Ziesenhenn |              |
|       | C. Report of System Administration                                                                                                                                                                                                                                                                                                                   | Frost                  |              |
| VII.  | Agenda Building and Selection of Next Meeting Date                                                                                                                                                                                                                                                                                                   | Keith/Frost            |              |
| VIII. | Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a 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.) |                        |              |
| IX.   | Announcements and Reports from Libraries                                                                                                                                                                                                                                                                                                             |                        |              |
| X.    | Adjournment                                                                                                                                                                                                                                                                                                                                          |                        |              |



**Parking-** There is parking in front of the Library, along the right side of the building, and in the underground garage (enter at the far right corner).

**Travel Instructions-**

**HIGHWAY 280 (North & South):** Take the Saratoga Ave. exit (northbound travelers turn right; southbound travelers turn left). **Either: A)** Turn left on Kiely (first left after the freeway), follow Kiely to Homestead, turn right; and the library is on the left, just beyond St. Justin's Church. **Or: B)** Take Saratoga to San Tomas Expy, turn left, follow San Tomas to Homestead, turn left on Homestead, cross Las Palmas and turn right at the light. (sign: "Park, Library, Church.")

**HIGHWAY 101 (South):** Take the Bowers/Great America Parkway exit, and turn right onto Bowers. Follow Bowers, which becomes Kiely when it crosses El Camino Real, and turn left on Homestead. The library is on the left, beyond St. Justin's Church.

**HIGHWAY 101 (North):** Take the San Tomas/Montague Expy exit, and turn left onto San Tomas. Follow San Tomas to Homestead, turn right, and the library is on the right just past Las Palmas.

**Public Transit-**

**Bus Route:** #81 southbound stops on the northwest corner of Kiely and Homestead. #81 northbound stops at the northeast corner of Kiely. Return to Homestead, turn left, and continue to library.

## SVLS Administrative Council Meeting

### Action Minutes

Friday, July 22, 2016

**Mountain View Public Library**  
**585 Franklin Sreet**  
**Mountain View, CA 94041**

#### **Council:**

Hilary Keith, Chair, Santa Clara City  
 Rosanne Macek, Mountain View  
 Nancy Howe, Santa Clara County Library District (call-in)  
 Monique leConge Ziesenhenne, Palo Alto (call-in)  
 Dolly Goyal, Los Gatos (call-in)  
 Steve Sloan, Sunnyvale (call-in)

#### **System Staff:**

Carol Frost, PLP/SVLS  
 Terry Jackson, PLP/SVLS  
 Monica Schultz, PLS/PLAN

#### **Library Staff:**

Laura Shea-Clark, Mountain View  
 Robert Marshall, Los Gatos

**Guest:** Melissa Stockton, Quipu Group LLC (call-in)

- I. **Call to Order:** The meeting was called to order at 10:03 a.m. by Chair Hilary Keith.
- II. **Adoption of Agenda:** The agenda was approved as distributed. (M/S Macek/Ziesenhenne)
- III. **Approval of the Minutes:** The minutes of the January 29, 2016 meeting were approved as changed to remove the inadvertent C. from the continuation of item V.B. on page 2 and then item D becomes C. (M/S Ziesenhenne/Keith)
- IV. **New Business**
  - A. **3M Cloud Library Proposal:** Dolly Goyal shared Los Gatos Library's experience with the 3M Cloud. They are interested in SVLS libraries discussing a Cloudlink to share the same eBook resources. A library patron can sign on with their library card and check out materials from other libraries, with first priority going to the owning library. This has the potential to reduce holds queues and increase circulation. Half of the SVLS libraries currently use 3M. Feedback indicated a need for more information, and it was recommended that the 3M representative be invited to the next meeting to provide a demonstration of Cloudlink.
- V. **Old Business**
  - A. **Unified Platform Feasibility for SVLS**

- 1) Melissa Stockton of Quipu Group LLC walked the Council through the findings and recommendations in her study (Attachment 3). The Council voted (M/S Macek/Keith) to accept the study.
- 2) Next Steps: The Directors agreed they needed to go back and discuss the study and the implications with their respective staff members as there are several options available to the group in terms of how they might move forward. It was suggested that an SVLS Leadership Committee Group be formed to shepherd a potential project. Staff agreed to also look at costing out what membership in PLAN/PLS might look like. It was recommended that Council members discuss this internally and then put it on the agenda for the next SVLS Council meeting.
- 3) The Council voted (M/S Ziesenhenne/Macek) to approve \$14,000 for the Quipu Study and \$1,000 in PLAN staff time to be paid from the SVLS reserve fund of \$176,861.

## VI. Reports

- A. **Silicon Valley Reads:** Nancy Howe advised the group that the San Jose Library Foundation will no longer be a sponsor for *Silicon Valley Reads*. For 2017, the three primary sponsors are San Jose Public Library, Santa Clara County Office of Education and Santa Clara County Library District.
- B. **PLP Executive Committee Updates:** The PLP Executive Committee met on June 30<sup>th</sup> and will meet again on August 8<sup>th</sup> to talk about the additional funding that PLP will receive as a result of the actions taken by the CLSB at their July 12<sup>th</sup> meeting.
- C. **Report of System Administration:** Carol Frost updated the group on several strategic initiatives, including the Student Success Initiative and her initial work on exploring shared resources for language materials. Terry Jackson also reminded the Directors that the grant application materials for the 2016-17 PLP grant cycle have been distributed and that the deadline for applications is September 30<sup>th</sup>.

VII. **Agenda Building:** It was agreed to meet at the end of September to discuss next steps regarding the recommendations outlined in the Quipu SVLS Unified Platform Study. Terry will send out a doodle poll and also make sure that a 3M representative would be available for this meeting.

VIII. **Public Comment:** No public comment.

IX. **Adjournment:** The meeting was adjourned at 11:52 a.m.

# Peninsula Library System Information for Joining

## September 2016

## Peninsula Library System - Information for Joining

### Introduction

This document is in response to a request from the Silicon Valley Library System (SVLS) to the Peninsula Library System (PLS) for information on the general costs and scope of joining PLS for the purposes of utilizing the PLS shared integrated library system. This document provides an overview of PLS as well as a very general scope of work and costs and cannot be considered an official proposal for services until it has been reviewed and accepted by the Peninsula Library System Administrative Council.

### Peninsula Library System

The Peninsula Library System is a consortium of 35 city, county and community college libraries in San Mateo County. The collections and services of the PLS libraries are available to all the residents of San Mateo County. PLS is governed by an Administrative Council and makes decisions which support the mission of PLS:

"The Peninsula Library System strengthens local libraries through cooperation, enabling them to provide better service to their diverse communities."

In 1982, PLS established the Peninsula Libraries Automated Network (PLAN) to implement and operate a shared integrated library system. With a staff of 5 FTE, PLAN has since grown to support the automation activities of all PLS member libraries (**Attachment A**).

PLS has a robust delivery system which supports a five-day-a-week delivery to all of its locations.

PLS Administration supports the work of PLS. Other agencies also contract with PLS for services, including the Pacific Library Partnership (PLP), the California State Library, the Califa Group, and the NorthNet library cooperative. **Attachment B** represents the organizational chart of PLS.

### PLAN

The PLS IT department (PLAN) consists of an IT Director, a Database Manager, a Network Engineer, a Systems Engineer, and a Project Management Professional (PMP). PLS is able to provide a sophisticated, stable and secure network and system infrastructure. All PLS servers are located at the San Mateo County Community College District (SMCCCD) Information Technology Services office. PLAN has 24/7 monitored network support.

The PLAN network currently supports an estimated 1,650 terminals, 100 printers and 223 network devices in all 35 locations. PLS uses the Innovative Interfaces Sierra system as its automated library system. In addition, PLS subscribes to BiblioCommons for its online catalog discovery layer. PLS libraries also have shared collections including Gale Databases, Overdrive, enki and Safari.

In addition to network/system operations and ILS support, PLS offers centralized support for automation via scripts, PC and Print management, web support, RFID support, application development, Project Management, and purchase negotiations.

## Two Models for Joining PLS

In joining PLS, libraries must consider their network configuration and services, as well as the level of collaboration when joining the PLS consortium. A network will need to be established that allows access to the automated system while also maintaining connectivity to the City's networked resources. A study of the library network will be conducted for optimal service. There are two models to join PLS: a partial PLS membership or a full PLS membership.

- For partial membership, PLS requires a site-to-site VPN to access the Sierra ILS server (see **Attachment C** for diagram). The minimum bandwidth is 200Mbps and the library is responsible for providing and maintaining the bandwidth. It includes full access to the shared ILS and its modules. Partial members will also have access to Unique Management (collection agency), Content Café, and an instance of BiblioCommons. The library participates in shared collections (placing and filling holds) as well as delivery.
- For full PLS membership, the library joins the PLS backbone (1Gbps at the library and 10Gbps at the headend) and uses the PLS standard network hardware: Cisco ME3600 Layer 3 Switch, Cisco 2960 Switch (see **Attachment D** for diagram). It includes full access to the shared ILS and its modules as well as access to Unique Management (collection agency), Content Café, and an instance of BiblioCommons. The library participates in shared collections (placing and filling holds) as well as delivery. In addition, the library has access to PLS eBooks including Safari, Overdrive, enki, Gale Databases, and EZProxy. The library also has access to PC and Print management software (EnvisionWare).

Chart 1 outlines the features available to partial and full membership. Please refer to the “Cost for Joining” section for pricing information.

<b>Chart 1: Membership Comparison Services</b>	<b>Partial Member</b>	<b>PLS Member</b>
Join PLS Network through Site to Site VPN	✓	
Join PLS Network on CENIC. 1Gbps at branch and 10Gbps at headend		✓
Shared ILS	✓	✓
BiblioCommons Discovery Layer, Content Café and Boopsie	✓	✓
Unique Management Collection Agency	✓	✓
Delivery	✓	✓
PC and Print Management (EnvisionWare)		✓
eBooks (Safari, Overdrive, enki) and Gale Databases		✓

## PLS Services for Partial and Full Members

PLS offers many services to its members. Below is a general overview of those services available to both partial and full members. Analysis of the library's existing services would need to be compared to the PLS services before implementation. For components which interface with the Sierra system, compatibility would need to be verified.

The PLS installation of Sierra uses the following modules:

- *Acquisitions* – Most PLS libraries use the Sierra Acquisitions module for ordering materials. Since local fiscal agents have specific requirements for record-keeping and finances, PLS libraries have their own library-specific Acquisitions setup.
- *Circulation* – PLS has one shared database, and circulation policies must be agreed upon by the Circulation Managers. See **Attachment E** for existing loan periods. As a shared database, confidentiality and patron privacy are very important, and libraries must all adhere to PLS privacy standards.
- *Cataloging* – With nearly a million titles and over three million items, PLS libraries catalog locally and each is responsible for the records contributed to Sierra and used by the system as a whole. An onsite cataloger is necessary at the library to ensure the continuing quality of the overall database and to work with the PLS Database Manager to retrieve reports from the system.
- *Serials* - Most PLS libraries use the Sierra Acquisitions module for receiving and managing magazines and serials.

The following are additional components and services related to the services of PLS:

*Automated Materials Handling (AMH)* – PLS libraries use different vendors for AMH, which are configured to read the various RFID tags used by PLS libraries. They are not configured to read barcodes.

*Barcodes* - PLS uses Codabar 14-digit barcodes. Each library has an assigned prefix range for patron and item barcodes (**Attachment F**). A review of the library's barcodes would need to be determined for compatibility with existing PLS barcode ranges.

*BiblioCommons* – PLS libraries have a shared subscription to BiblioCommons, a discovery layer with Content Café and additional social elements. Libraries also have access to the traditional WebPac web-based catalog interface.

*Delivery* – PLS's collaboration allows patrons at any library to request materials from any other library. PLS supports a five-day-a-week delivery to all of its locations following three defined routes. PLS also supports delivery to other PLP libraries. To make materials available in a timely manner, a library joining PLS would include an analysis of anticipated volume and frequency of delivery would be conducted in order to move materials effectively.



*Fines and Fees* – The PLS Circulation Managers determine and propose to the PLS Administrative Council procedures for assessing fines and fees. **Attachment G** outlines the current fee structures within PLS.

*Materials Recovery* - PLS utilizes Unique Management Services for the recovery of seriously overdue library materials and fines. This service focuses on the return of library materials past a 65-day period and the collection of fines and fees above \$40.

*Patron Notification* – PLS uses email, text, phone and print notification for patrons of holds, overdue items, and items becoming due. Notices are managed by the PLAN staff.

*RFID* – PLS libraries use a variety of RFID tags. Self-checks and other check-out equipment is configured to read the various tags. The community colleges do not use RFID.

*Self-Checks* – 3M/Bibliotheca self-check machines are used throughout PLS. Some minor reprogramming may be necessary to transition the library’s self-checks to work with Sierra. The self-checks only read RFID, and any community college materials are checked out at the circulation desk.

## Other PLS Services

As a consortium, PLS offers a variety of additional services which support the mission of PLS. Although this list is not exhaustive, it is representative of the vast resources available to the members.

### Services for Both Partial Members and Full Members

*Committees* – The success of the Peninsula Library System is largely due to the ability of its libraries to work together. To stay successful, PLS calls on its members to participate in several committees aimed at keeping the focus on quality service for library patrons. To this end, PLS has established a wide range of committees which support the collaboration and policies and procedures. Those include the PLS Administrative Council, PLS Executive Committee, Cataloging Group, Circulation Services, Information Services, Children’s Group, Teen Group, Marketing Group and Analytics on Demand Group.

*PLAN Contract Services* - As a library system, PLS is able to offer value-added services to its members through membership fees and other cooperative efforts. In addition, libraries who need additional technical assistance may contract with PLAN for services.

*Website* – PLS has its own shared website, [www.plsinfo.org](http://www.plsinfo.org). In addition, libraries maintain their own website. The Information Services Committee is responsible for the content of the website.

### Services for Full Members

*Email, Office 365* – As part of a full membership to PLS, staff have access to PLS email addresses, Office 365 and cloud storage. Email accounts can be forwarded to jurisdictional email accounts.

*Robust Network* – PLS participates in the CENIC Network, with 1Gbps at libraries and 10Gbps at the headend.

*Shared Resources* – PLS libraries pay jointly for some resources such as Gale Databases, Overdrive, Safari and enki. In addition, libraries may choose to add additional resources individually.

## Cost for Joining

One-time costs for joining PLS, as well as annual costs, are based on a sample library with a main location and no branches, a population of 100,000, and annual circulation of 1 million items per year. A detailed plan for one-time costs can be found in **Attachment H**. The one-time cost for joining as a partial member is \$228,660, and the one-time cost for joining as a full member is \$339,572.

PLS Libraries pay an annual PLP membership. Currently, the PLS membership is included in the PLP costs. In addition, there are three costs which are shared: PLAN, PLAN Local, and Delivery.

**PLAN Costs:** PLAN consists of the staff, as well as the core functionality, including networking (hardware, software, configuration, monitoring and maintenance), Sierra, hardware and peripherals, and Microsoft Office 365. All PLS libraries pay for PLAN based on a formula: 10% base fee (the FY 2016/17 base fee was \$14,527), and the remaining 90% is divided equally with 50% resident circulation and 50% technology (network devices, wired PCs, WiFi users). SMCCCD pays a flat fee plus a designated annual variable. For a full member, an estimated annual cost for a sample library is \$190,000, and a partial member annual cost is estimated to be \$102,264 (applying only resident costs per the formula and not the technology costs due to the library paying those separately).

**PLAN Local Costs:** These consist of BiblioCommons, Content Café, Boopsie and Unique Management. These 4 services apply to both full and partial membership. Full membership also subscribes to EnvisionWare PC and print management, Safari, Overdrive, enki, Gale Databases, and EZProxy. For a full member, an anticipated annual cost for a sample library is \$80,000, and a partial member annual cost is estimated to be \$19,000.

**Delivery Costs:** PLS member libraries pay for Delivery staff and costs associated with five-day-a-week (Monday – Friday) delivery. In FY 2016/17 PLS will be installing a central sort AMH unit at its main location in San Mateo. The \$30,000 quote reflects a five-day-a-week delivery, based on a million items circulating per year and one location. An analysis of the needs of the library would need to be determined for final cost.

In comparing your library actual size to PLS, you may refer to **Attachment I**. The PLS Administrative Council is the ultimate authority on the membership requirements and joining PLS.

## Proposed Work Plan

Whether the library chooses to join PLS as a partial or full member, there are four key areas to be addressed for the project to be successful.

### Phase I - Create the Team

The library and PLAN staff will begin a more detailed discussion of the many issues involved in the project. The combined staff will choose two project coordinators - one from the library and one from PLS - who will develop a project team to coordinate efforts and create a detailed project plan.

- Conduct meeting with Library key staff and PLS staff to choose project coordinators and begin discussion of work plan
- Project coordinators draft work plan, timeline, and milestones
- Invite Library team members to PLS libraries to observe automation functions, as appropriate
- Invite Library team members to PLS committees to observe discussions, as appropriate

### Phase II - Establish the Network

Assessment of the library network is needed to determine any required improvements necessary for joining the PLS network. This study will also include provisions for network design for staff access to any local city or other networks so no administrative networking functions will be lost to library staff. Additionally, the network will need to be established with plenty of lead-time so library staff can begin to work with PLS staff on the hardware components of the Sierra system.

- Verify equipment, wiring, routing, and network design for library
- Purchase equipment as required, routers and switches
- Order, install and test network connection between library to PLS offices
- If applicable: Install and test connection to existing City as needed (City network equipment already installed by City staff)
- Test connection of library workstations to PLS network

### Phase III - Sierra ILS Setup and Conversion

Conduct a detailed study of the library holdings to evaluate catalog records, barcodes, patron types and item types. From this study PLS will begin to work with Innovative to create agency records and begin planning for data conversion from the library system to PLS. This study will also evaluate the library collections for overlap and duplication since a high level of duplication will require more staff hours for record clean-up.

- Create library as a new agency in Sierra with access to cataloging, acquisitions, circulation, and public access functions
- Establish circulation, cataloging, acquisitions, notices and public access functions
- Work with Innovative to evaluate data prior to loading on PLS's Sierra ILS

- Load test records provided by library into Sierra ILS to determine any special programming required
- Complete any special programming and conduct second test of data load
- Implement new BiblioCommons site for Library
  - PLS coordinates with library on layout colors, logos, and links
- Add library account to Unique Management
- Load data for library to begin using
- Once live, perform a final test of circulation, acquisitions, cataloging and public access (WebPac and BiblioCommons) by PLS, Innovative, and BiblioCommons

#### **Phase IV – Education and Training**

Devise a training plan for library staff to use, update, delete and edit library records for accuracy and timelines. Accurate records are essential to providing quality library services. PLS will work with library staff to provide quick and easy access to record upkeep.

#### **Phase V - Add Delivery Route**

- Invite library team members to PLS Administration and Delivery to discuss adding library to PLS's delivery route
- Propose new delivery route to library and PLS

**Attachment A**  
**Peninsula Library System Libraries**

**Burlingame Public Library:**

Main  
Easton Branch

**Daly City Public Library:**

Serramonte Main Library  
Bayshore Library  
John D. Daly Library  
Westlake Library

**Menlo Park Public Library:**

Main  
Belle Haven Branch

**Redwood City Public Library:**

Main - Downtown Library  
Fair Oaks Branch  
Redwood Shores Branch  
Schaberg Branch

**San Bruno Public Library:**

Main

**San Mateo City Library:**

Main  
Hillsdale Branch  
Marina Branch

**South San Francisco Public Library:**

Main  
Grand Avenue Branch  
Community Learning Center

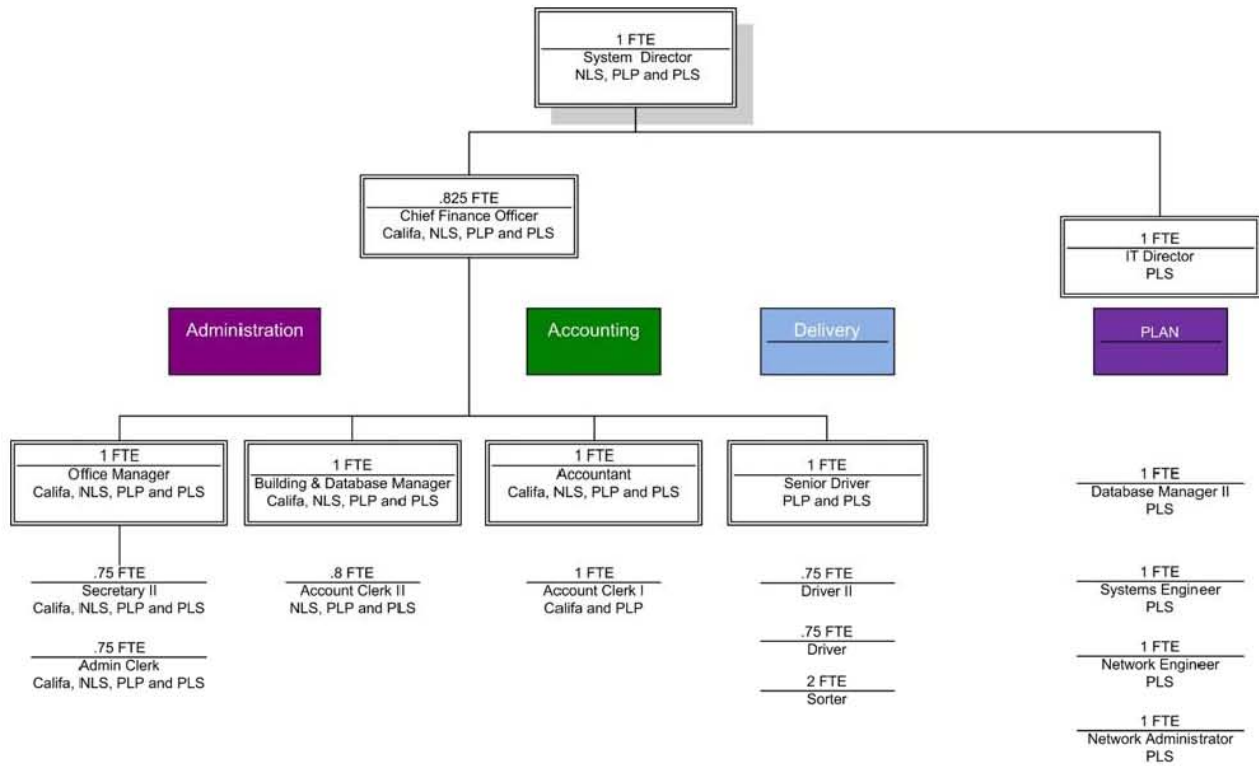
**San Mateo County Libraries:**

Atherton Branch  
Belmont Branch  
Brisbane Branch  
East Palo Alto Branch  
Foster City Branch  
Half Moon Bay Branch  
Millbrae Branch  
Pacifica (Sanchez) Branch  
Pacifica (Sharp Park) Branch  
Portola Valley Branch  
San Carlos Branch  
Woodside Branch

**San Mateo County Community College District  
Libraries:**

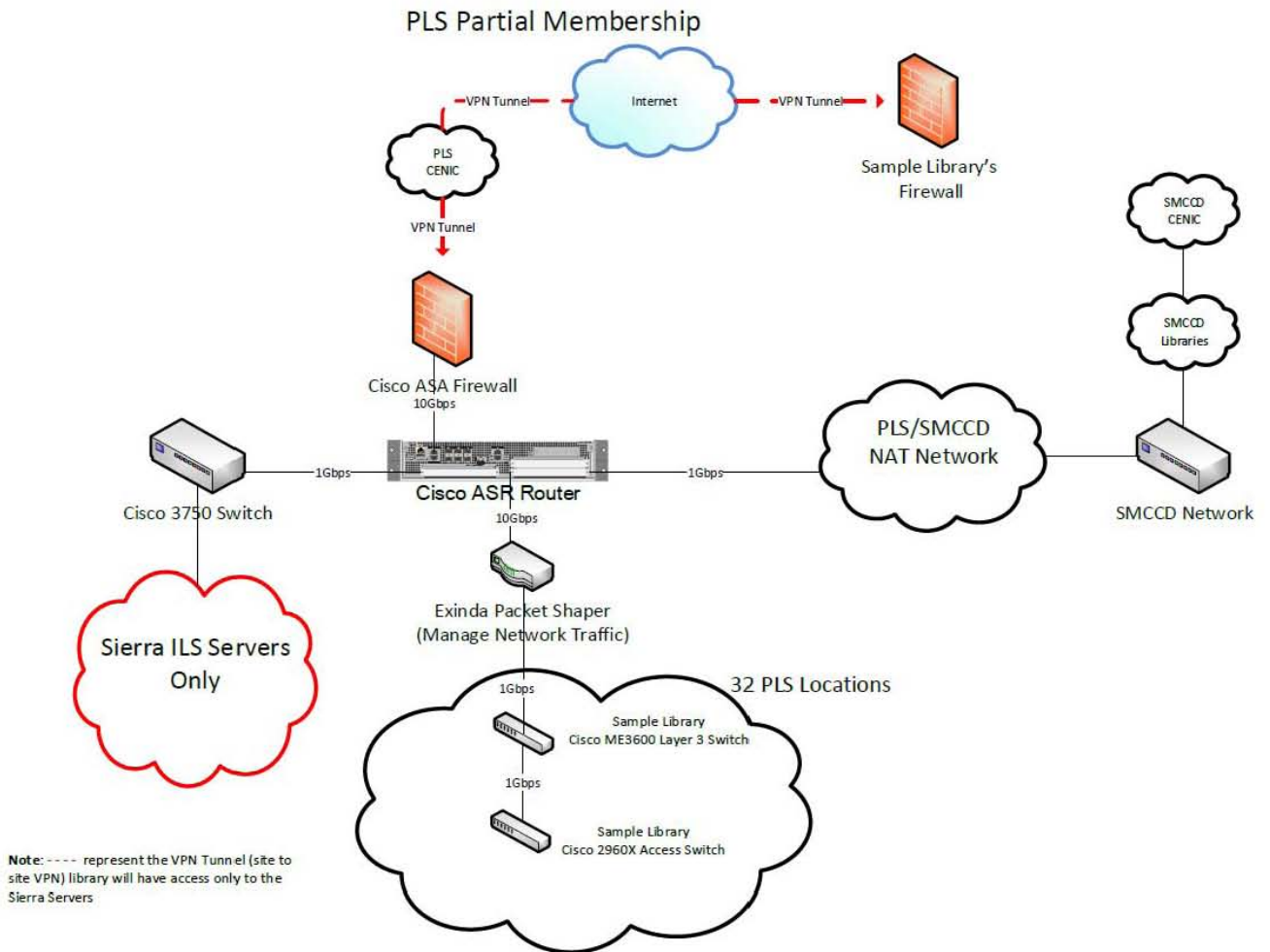
Canada College Library  
College of San Mateo Library  
Skyline College Library

**Attachment B**  
**PLS Organizational Chart**



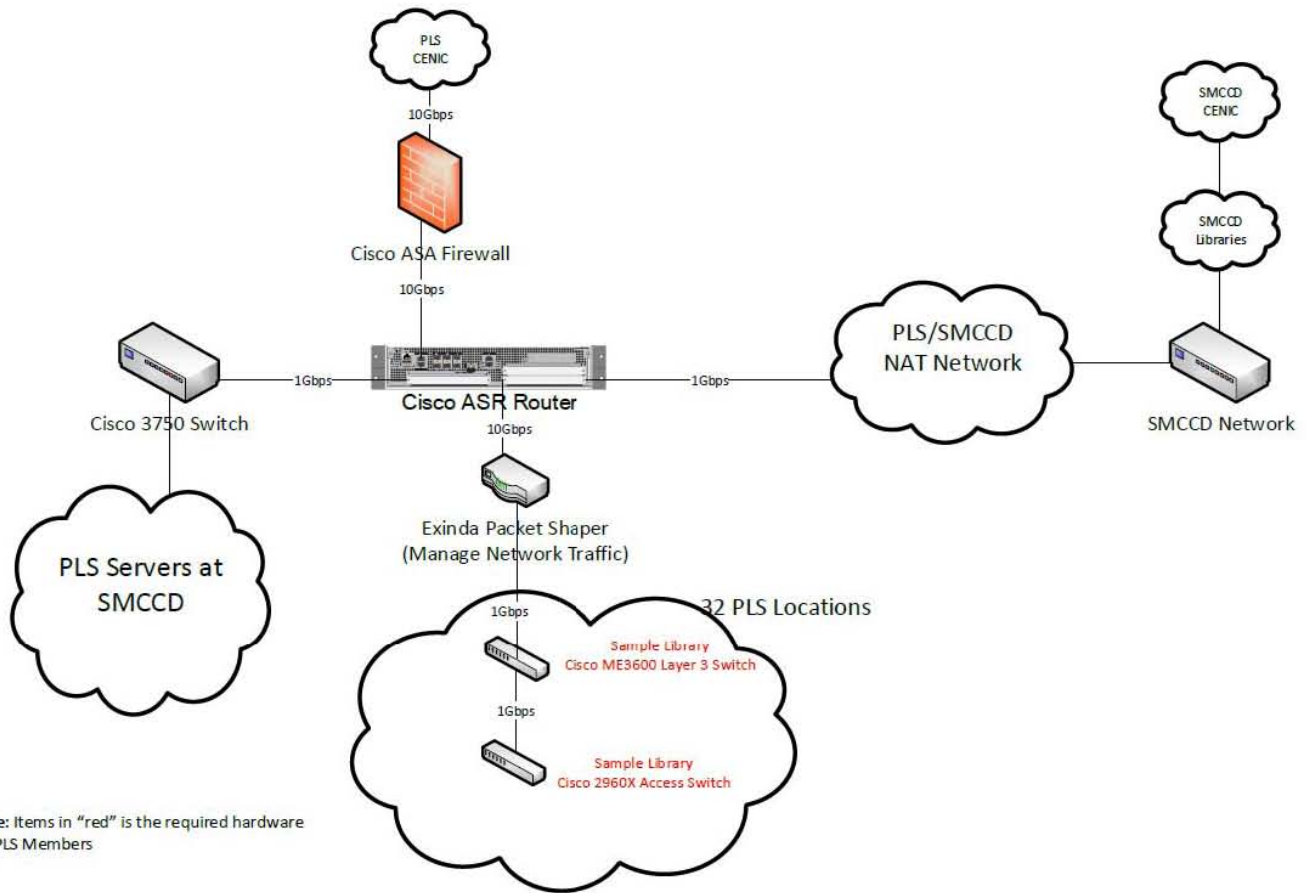
Updated: Sept. 2016

**Attachment C**  
**Site to Site VPN for Partial Membership**



Attachment D  
PLS Network

PLS Membership





**Attachment E**  
**PLS Table of Circulation Loan Periods**

The system-wide total item limit is 50. If a Loan Period is blank, the library either does not have or is phasing out. Most libraries have two-hour time-limits on Internet use.

<b>Adult New Books</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5 (Quick Picks - 1 renewal)
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

<b>Adult New Fiction</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5 (Quick Picks – 1 renewal)
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
Skyline		2W	1

<b>Adult Books</b>			
Library	Loan Period	Renew	Reserve Items
Burlingame	3W	2	
Daly City	3W	5	
Menlo Park	3W	2	
Redwood City	3W	5	
San Bruno	3W	5	
San Mateo County	3W	2	
San Mateo City	3W	2	
So. San Francisco	3W	5	
Skyline	3W	1	2 hr or 3 day or 2wk
CSM	2W	1	2 hr or 3 day
Cañada	2W	1	2 hr or 7day cluster

<b>Adult Magazines</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		1W	2
Daly City		1W	5
Menlo Park		Do not Circ	
Redwood City		3W	5
San Bruno		1W	5
San Mateo County		1W	2
San Mateo City		1W	N
So. San Francisco		1W	5
Skyline		3D	
CSM		3D	1
Cañada		3D or 1W cluster 0 ren or 2W 1ren	

<b>Rental Books</b>			
Library	Check out fee	Loan Period	Renew
Burlingame	\$2/ea	1W	N
Daly City			
Menlo Park			
Redwood City			
San Bruno			
San Mateo County			
San Mateo City	\$1.75/ea	1W	N
So. San Francisco			

<b>Audio cassettes</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park			
Redwood City			
San Bruno		3W	5
San Mateo County			
San Mateo City		3W	2
So. San Francisco			

<b>Bks on Tape/CD</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

<b>DVD's</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		1W	N
Daly City		3W	5
Media Center (also CD-Rom's)		1W	N
Menlo Park		1W	2
Redwood City		1W/3W	5
San Bruno		1W/3W	5
San Mateo County		1W	2
San Mateo City		1W	2
So. San Francisco		1W/3W	5

<b>Music CD's</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

<b>Cliff Notes</b>			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		honor system	
Redwood City			
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		1W	2
So. San Francisco			

Video Adult/Juvenile			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City			
Media Center		1W	N
Menlo Park		1W	2
Redwood City			
San Bruno		1W/3W	5
San Mateo County		1W	2
San Mateo City		1W	2
So. San Francisco			
CSM		24 hr/telecourse	

Encyclopedias			
Library	Check out fee	Loan Period	Renew
Burlingame		1W	N
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		1W/juv	N
So. San Francisco		3W	5

Test Books			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

Juvenile Books			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

Juvenile /YA bks Fiction			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

Juvenile /YA Biography			
Library	Check out fee	Loan Period	Renew
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

<b>Juvenile /YA bks county/state/mission</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5

<b>Juvenile /YA Magazines</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		1W	N
Daly City		3W	5
Menlo Park		honor system	
Redwood City		3W	5
San Bruno		1W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		1W/YA 3/W juv	5

**Attachment F****PLS Library Barcode Prefixes**

All Barcodes are 14 digits. Below are the prefixes by library.

<b>Jurisdiction</b>	<b>Patron</b>	<b>Materials</b>
Burlingame Public Library	29042	39042
Daly City Public Library	29043	39043
Menlo Park Public Library	29044	39044
Redwood City Public Library	29045	39045
San Bruno Public Library	29046	39046
San Mateo Public Library	29047	39047
South San Francisco Public Library	29048	39048
San Mateo County Libraries	29041	39041
Cañada Community College District Library	29366	39366
College of San Mateo Community College District Library	29367	39367
Skyline Community College District Library	29368	39368

## Attachment G

### PLS Fines and Fee Structure (rev 1/28/15)

**Process:** Circulation Managers determine and propose to the PLS Administrative Council procedures for assessing fines and fees. After review and approval by the PLS Council, Circulation Managers implement the standards and incorporate them into the PLS Circulation Managers Manual. Any changes in fines and fees must be approved by the Administrative Council and the various members of the Joint Powers. Fines and fees are reviewed periodically, but particularly when PLS adopts a new integrated library system. New systems typically require re-programming of fines and fees.

#### Fines:

Overdue fines do not exceed the cost of the item.

- Adult items (non AV): \$.25 per day overdue
- High Fines Loans: \$1 per day overdue
- High Fines Loans: \$1 per hour overdue
- Hourly High High Fines: \$5 per hour overdue
- Hourly Extremely High Fines: \$60 per hour overdue (typically for a laptop)
- Maximum accrual of \$8 for adult items

#### Fees:

- \$2 processing fee for billed low price items
- \$5 processing fee for billed book
- \$10 Unique Management Collection charge
- \$50 processing for billed high price items

**Structure:** Loan rules in the ILS are set up to begin accruing overdue fees on the first day past the due date. The overdue fine posts to the patron's fine screen when the item is returned or renewed. When a 3-week item is overdue 30 days, the patron is billed. If the item is returned 30 or more days after the due date, the overdue fine maximum on an adult item is \$8.00 (.25/day). The bill includes the cost of the item plus the processing fee. The cost of the item is drawn from the item record. If the item record has no price, the price is drawn from the default price in the loan rule. If the item is returned, the cost of the item and the processing fee are subtracted from the total owed, and the maximum overdue charge, \$8 for an adult item, is added back in. If the item is not returned, the patron's account may be sent to a collection agency, Unique Management Services (for more details, see section 04.04), approximately 60 days after the due date, and a \$10 collection fee is assessed on the patron's record. If the item is returned after the account is sent to collection, the patron is responsible for the \$8 maximum overdue fine and the \$10 collection fee.

**Attachment H  
One-Time Costs**

Description of Expenditure	Partial PLS Member One Time Cost	PLS Member One Time Cost
<b>Phase II Establish the Network</b>		
Bandwidth Minimum 200Mbps	library cost	
CENIC backbone, 1Gbps		\$1,750
Cisco ME3600 Layer 3 Switch		\$5,394
Cisco 2960 switch		\$2,199
Network Configuration for site to site VPN	\$4,000	
Network Installation and configuration. Annual costs covered by PLAN shared costs		\$13,000
<b>Phase III Database Setup and Conversion</b>		
Data analysis of library data for conversion	\$5,000	\$5,000
Create new Sierra agency	\$2,000	\$2,000
Data Migration	\$7,000	\$7,000
Re-scope ILS	\$3,500	\$3,500
Sierra ILS shared cost (User Logins 30@\$1000 each)	\$30,000	\$30,000
Acquisitions Module: One time fee for purchasing instance of module	\$5,000	\$5,000
Staff Microsoft Office 365, email	n/a	included
RFID Tags (cost of tags if conversion is needed)	\$75,000	\$75,000
<b><i>The following are PLAN Local Costs. See report for further detail</i></b>		
<i>Unique Management</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>BiblioCommons</i>	<i>\$22,000</i>	<i>\$22,000</i>
<i>EBSCO Content Café</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Boopsie</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Safari</i>		<i>\$1,126</i>
<i>Overdrive</i>		<i>\$45,040</i>
<i>Gale Databases</i>		<i>\$12,878</i>
<i>EZ Proxy</i>		<i>\$500</i>
<i>EnvisionWare: PC and Print Management</i>		<i>\$13,025</i>
<b>Phase IV Education and Training</b>		
Training provided by Innovative (\$1600/day x 10 days)	\$16,000	\$16,000
Training on BiblioCommons provided by PLAN \$90/hr 24hrs	\$2,160	\$2,160
<b>Phase V-Add Delivery Route</b>		
Five Day Delivery: Quote based on one locations	\$30,000	\$30,000
<b>Administration</b>		
Project Manager- IT Director	\$20,000	\$40,000
<b>Total</b>	<b>\$228,660</b>	<b>\$339,572</b>

**Attachment I  
Comparison of Services**

	<b>Your Library</b>	<b>Peninsula Library System</b>
<b>Population</b>		766,041
<b>Registered Borrowers</b>		435,588
<b>Circulation</b>		5,637,118
<b>Collection Size:</b>		3,604,718
Items		2,625,120
Titles		978,006
Serials		1,592 titles
<b>Network:</b>		
Workstations, current		1,650
Workstations, projected		N/A
Internet Service Provider		CENIC
ISP speed		10Gbps headend, 1Gbps at each branch