



**Santiago Library System
Tech Services & Technology Committee Meeting Agenda
October 24, 2023, at 1:00 p.m.
Meeting Taking place at Yorba Linda Public Library
4852 Lakeview Avenue, Yorba Linda, CA 92886**

Call to Order

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Oral Communications / Public Comments

Consent Calendar

5. Approve minutes of the July 27, 2023, Santiago Library System Tech Services & Technology Committee Meeting

Regular Business

6. Laptop Waivers
7. Procedure for Staff Borrowing In-House Equipment
8. Round Table Discussion

Adjournment

9. Agenda Preparation for next Meeting (January 2024), Location TBD
10. Adjournment



Santiago Library System
Tech Services & Technology Committee Meeting Minutes
July 27, 2023 at 1:00 p.m.
Meeting Taking place at Orange Public Library, Central Library, Rotary Room
407 E. Chapman Ave., Orange, CA 92866

Attendees:

April Lammers, Huntington Beach Public Library
Lara Paglinawan, City of Orange Library
Alex Jenkins, Newport Beach Public Library
Martin Lebria, Buena Park Library
Ann Duarte, Buena Park Library
April Lammers, Huntington Beach Public Library
Bethany Weinberg, Fullerton Public Library
Tim Balen, Placentia Library District
Ken Homsley, Yorba Linda Public Library
Tony Dillehunt, Mission Viejo Library District

Introduction:

Meeting called to order by Martin Lebria.
Agenda adopted.
Minutes of April 25, 2023, adopted.
No public comments.

Regular Business

1. Scheduling software for staff
 - a. Buena Park: Uses Excel spreadsheet, shared document that supervisors can edit and regular staff can view. Are looking to expand it as Circ and Ref uses their own sheets
 - c. OCPL: Has more than 30 locations, and has different schedules for branches
 - d. Orange: Uses a manual schedule, there is a team of schedulers with a staff calendar (there is a hierarchy for scheduling desk schedules based on workflow). Manual as do not want to purchase an automated system
 - e. Newport: Shared drive with a schedule sub-folder
 - f. Huntington Beach: Excel sheets. There is a set schedule, and we adjust it from there. A sheet at the end calculates desk hours of the week
 - g. Fullerton: Website has a shared staff page but is not used, so is separately-emailed staff sheets
 - h. Placentia: Excel spreadsheet shared on Sharepoint

- i. Mission Viejo: Microsoft Teams and Excel. Tried a demo with When to Work but it didn't have enough features for desk and task scheduling
- j. Software options and vendors were discussed including LibCal as a scheduler for event calendars and meeting room schedules, LibStaff for staff scheduling, When to Work, and Schedule 3W for more in-depth scheduling needs
- k.
- 2. Wonderbooks/Vox books
 - a. Orange: Wonderbooks are very popular so allow so allow 5 checkouts at a time. They are sent to Mends so they can charge for a few hours once returned. Phasing toward Wonderbooks vs. Audiobooks and read-a-longs for kids and teens. EDI pending. No issue with damaged or over-use
 - b. Huntington Beach: Very popular, have a spot in the back for charging
 - c. OCPL: Have Vox and Wonderbooks for 5 years+, purchasing is easy online. Because they are popular, are planning to increase the contract. Separate section in the stacks.
 - d. Fullerton: Considering adding
 - e. Placentia: Wonderbooks are very popular and are charged when they are returned in Circ
 - f. Yorba Linda: Considering it. AMH is very hard on their books and replacement charges are large. Phasing audiobooks out. Not wanting to invest in a new collection when already trying to manage the book budget. Recently had 1 million circs. Does use an EDI program Alpha G Consulting to mass receive items, and Alpha G Consulting is also used for auto-renewal
 - g. Mission Viejo: Does not have them

Round Table Discussion

Buena Park Library District

- HVAC Renovation will be underway. The library will be closed from August 14 through September 12. Passport services will not be available at this time.
- Windows 11 implementation on staff and public computers.
- Microsoft 365 Non-profit funding approved.
- Looking for Korean Cataloging services.
- Renewed Beanstack for future use.
- Nature Explorer Backpacks for Parks passes.
- Speaking to a vendor with regards to a new website.
- Looking a place to digitize a slide collection.

Orange County Public Libraries (OCPL)

- Considering adding Law Depot to allow patrons to create legal forms, checked if any SLS libraries offer this service.
- Checking if other libraries offer a digital card, for example a digital card on CloudLibrary that can be scanned at the checkout desk.
- Considering a Library of Things collection. Discussion on how items are cataloged.
- RFP for a lending machine like Envisionware's lending machine, which is currently planned to be able to hold 300 items and have bins to catch returned items and to be at a sports park.

Orange Public Library:

- Local History Database and Landing page being upgraded
- Comprise PC and print management software being upgraded to PX version
- Adding more hotspots to the collection for checkout
- Coordinating upgrades to community rooms at Main Library and El Modena
- Removing FRBRish grouping for Enterprise
- Launched holdable parks passes
- Upcoming:
 - CENIC connection update for El Modena Branch – moving to AT&T from Spectrum
 - New security cameras being added
 - Symphony Upgrade
 - Investigating new Event and Room Booking software with Sirsi authentication
 - Investigating EDI for Wonderbooks
 - Blood Pressure Kits
 - El Modena Branch getting a brand new garden/outdoor space for patron use and possible program use. It will include a teaching garden. With this we will also be circulating portable charging stations for use in the patio area.

Newport Beach Public Library

- Newport Beach Public Library added the following Tech Toys (LoT equivalent) for circulation: keyboard, dslr cameras, new GoPros, photo lighting sets, Nintendo Switches.
- The Central Library is updating its security camera system, with branches to follow sometime in the future.
- NBPL recently completed a website refresh based on a new style guide with an emphasis on ADA compliance and phone based usage.
- The City of Newport Beach is exploring new website content management systems. This will be a lengthy process, but will eventually affect the library's website as well.

Huntington Beach Public Library

- Building power is back on (as it was out at the last SLS meeting in April).
- Got an automated materials handling machine (AMH), which is working well and patrons are getting used to it.
- Additional Parks Passes requested recently, and other SLS libraries added that they have also requested additional passes as well.
- New librarian in Technical Services starting in September.
- Makerspace updates: There is a new Pound Tech laser engraver. The makerspace's Glowforge died and were able to get a refurbish replacement one for \$600, but there is only exhaust space for one. The sewing and Glowforge machines are most popular.

Fullerton Public Library

- Hunt Branch should be complete soon and the city is planning for a soft opening in October.
- City Council and budget updates.
- New conference center is pending.
- Considering upgrading the internal paging system.

- Has had an intern to assist with the mystery collection.
- Changing DVD collection to be renewable (currently not renewable)
- Cancelling a few electronic resource subscriptions to re-evaluate current resources.
- Considering EBSCO's new financial literacy project that focuses on how to build credit or get a loan.

Placentia Library District

- New library website with the Streamline vendor is in development.
- Library app is in development.
- Currently has an RFP out for a contract graphic designer and social media specialist.
- Adding iPads to our Library of Things collection, as well as for staff use for programming or reference.
- Updates to our Hangar makerspace including a new interactive service model featuring all-ages crafts, and appointments to use the equipment including the Glowforge and Cricut.
- Added a Wolverine slide scanner to our Memory Lab and Library of Things collection.
- Launchpad tablets have been added to our Library of Things collection.
- IT is working on getting the infrastructure set up for the upcoming Bookmobile.

Yorba Linda Public Library

- Eliminated WorldBank online resource due to low usage.
- Slowly weeding out CDs and audiobooks.
- Hired a new 30-hour senior page.
- Working with IT for general updates.

Mission Viejo Library District

- Starting process to be hosted by SirsiDynix (currently hosted on site).
- Beginning to outsource cataloging and processing to Ingram.
- Has a Building Forward grant for a new HVAC system as it is original to the building.
- RFP underway for a new roof.
- Looking to get a new Local History presentation platform. Currently have Pass it Down but are looking for additional features.
- Plan to experiment with appointments for Passport Services.

Adjournment

3. Next meeting: October 2023 at Yorba Linda Public Library
4. Adjournment