



**Santiago Library System
Tech Services & Technology Committee Meeting Agenda
February 6, 2024, at 1:00 p.m.
Meeting Taking place at Staff Meeting Room, Newport Beach Public Library
1000 Avocado Avenue, Newport Beach, CA 92660**

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 October 24, 2023, Santiago Library System Tech Services & Technology Committee Meeting

Regular Business

6. Library Mobile Apps
7. Graphic Design and Public Communications
8. Round Table Discussion

Adjournment

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



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

Attendees:

Martin Lebria, Buena Park Library
Katie Sverapa, Orange County Public Libraries
Bethany Weinberg, Fullerton Public Library
Ken Homsley, Yorba Linda Public Library
Tim Balen, Placentia Library District
Lara Paglinawan, City of Orange Library
April Lammers, Huntington Beach Public Library
Donald Hilliard, Anaheim Public Library
Alex Jenkins, Newport Beach Public Library
Lynn Nguyen, Santa Ana Public Library
Anh Vu, Santa Ana Public Library

Introduction:

Meeting called to order by Martin Lebria.
Agenda adopted.
Minutes of July 27, 2023, adopted.
No public comments.

Regular Business

11. Laptop Waivers

- a. BP: Previously had in-house laptops and had waivers and would hold the ID, and is considering adding again
- b. OCPL: Have grant-funded laptops but not purchasing any more laptops, and also have in-use laptops
- c. Fullerton: Have laptops and are working on approving the policy so none are circulating
- d. YL: Have grant-funded Chromebooks that have not been returned but are not replacing, and have some adult in-use
- e. Orange: In-house use laptops and leave their ID, and have portable power banks to check out for in-house use
- f. P: No in-library use checkouts but there are the grant-funded Chromebooks and hotspots, as well as we recently added iPads

- g. HB: In-library use laptops but no outside checkouts. There is a charging station in children's and the laptops are set up to work on the children's WiFi
- h. Anaheim: Check out Chromebook and hotspot kits to veterans
- i. NB: Allow in-house use checkouts and hold IDs, and also check out power banks and DVD drives for in-house and outside checkouts
- j. SA: About 30 state-funded Chromebooks for in-house use. Have a lending agreement for the laptops and hotspots. There is also a laptop kiosk and scan their card to check out for in-house use; it becomes disabled if not returned after a time period. The city also has 500 Chromebooks made available from a grant that are 3-month checkouts.

12. Procedure for Staff Borrowing In-House Equipment

- a. BP: Currently, staff check in with Martin
- b. OCPL: Each branch has a branch laptop and iPad, as well as lighting kits if filming. Recently signed a contract with LibCal for staff equipment and room reservation booking.
- c. SA: Have laptops and hotspots available for staff to borrow, cataloged in the system. Staff members have special-use library cards. The hotspot has the iOS address whitelisted.
- d. YL: Staff have Surface tablets, and 4 in-house use Surface tablets to share. The tablets have Horizon installed for inventory and discarding.
- e. Orange: Have equipment for the pop-up library, 3 iPads and Chromebooks with Mobile Staff and a Bluetooth scanner and a mobile receipt printer, which has been working well. Also using Mobile Staff for inventory. Also have a staff tech supply closet.
- f. HB: No system
- g. Anaheim: Started cataloging staff iPads in Horizon, and extra laptops at each branch
- h. NB: No system, have an iPad at each branch for programming or Beanstack registration

Round Table Discussion

Yorba Linda

- AMH system broke and a replacement part is on the way
- Hiring 4 new pages, and clerks

Orange

- Upgrading PC and print management system
- Now set up with EDI for WonderBooks
- Comprise (SAM) for patron printing
- Started circulating Blood Pressure kits in partnership with the American Heart Association
- Added portable power stations
- Upgrading Symphony from 3.7
- Looking at LibCal reservation system
- Demo for Comics Plus, which is available from CloudLibrary

Placentia

- New website under development
- Library app under development with Solace
- Technical Services Librarian retiring soon
- Baker and Taylor professional ordering
- Vinyl collection added
- Bookmobile in development – need a new location and processing

- New contract graphic designer

Huntington Beach

- City Council updates: Review board for all children's purchases. 7 hours of public comments.
- New librarian assisting with digital outreach and technical services
- Moving from CloudLibrary to OverDrive
- Looking at Laptops Anytime and new self-checkout kiosks

Anaheim

- Added weekend hours as well as funding for staff for the additional hours
- Considering scheduling software. Soleatics software did not work out so trying SnapSchedule
- Moving patron computers around from computer labs to make more flexible rooms for programs
- Added a new AV system at Haskett
- Haskett is working on remodeling rooms for a makerspace and Memory Lab that will have a green screen and sound booth
- Use the MDM enterprise-level iPad management for staff iPads
- 3D printer programs teaching participants to use TinkerCad, as well as digital art programs using iPads and open mic nights

Newport

- NBPL has been holding a Coding for Kids program every week for the month of October. Aimed at 6-11 year olds, this 4 session course uses Scratch requires registration. NBPL will hold a follow up Version 2.0 in November (2-part continuation for those that attended). There has been a waitlist for every session. NBPL will definitely be holding these events again in future.
- NBPL also started the Makerspace Thursdays series of programming held on the first Thursday of each month. Aimed at 8-11 year olds, the program is mostly art-focused, with the use of different mediums every month. More advanced tech tools are just being demoed by library staff for the children. This will help staff become more familiar with the tech in anticipation of generating interest in the technology, and eventually aging up the program for more advanced users.
- The City IT Department updated the security cameras at Central; branches likely to follow sometime in the coming months.
- Catalog computer screensavers now display marketing for library events and services.

Santa Ana

- Received 500 grant-funded Chromebooks, which had funding end recently so funding is now with general fund
- Upgraded existing LaptopsAnytime kiosk from 6 to 12 laptops
- Four capital projects: Main library renovation, Newhope renovation, new Delhi branch library, and an outdoor library with a book kiosk
- New public printer system with TBS

Buena Park

- HVAC Project almost complete.
- Community Room/Basement is closed due to water damage.
- Public Computers has been updated to Windows 11
- Online passports reservation system is on temporary hold - is able to take patrons but call to check first
- LEAP webapp testing for mobile and off-site library transactions.

OCPL

- Signed contract for Springshare for LibCal software for room reservations
- RFPs for library lending machine, Envisionware for PC reservation, e-commerce and printing; and for world language materials
- Aliso Viejo and Dana Point branches may close in winter
- Cleaning up acquisitions model on Symphony and checking with Sirsi Dynix
- Wondering about library card on Apple Wallet (can be done with Google Wallet)
- Added C3 for public printing for the county and library system
- Checking about the book lending machine at the park

Fullerton

- Updated on AMH
- Hunt Branch re-opening plans
- New community center
- Launched automated messaging and will be adding an electronic newsletter, using Unique
- Planning for a Harry Potter themed Yule Ball this winter
- Comparing California libraries staffing, budget, collection budget, and other info

Adjournment

13. Agenda Preparation for next Meeting (January 2024), Location Newport Beach Public Library
 - a. Newport Beach
14. Adjournment