



Southern California Library Cooperative
Technology Committee Meeting
October 28, 2021, 10:00 a.m. – 12 noon

Possible Zoom Meeting Site

- Altadena Library, 600 E Mariposa St., Altadena, CA 91001
- Arcadia Library, 20 W. Duarte Rd., Arcadia, CA 91006
- Azusa City Library, 729 N. Dalton Ave., Azusa, CA 91702
- Beverly Hills Library, 444 N Rexford Dr, Beverly Hills, CA 90210
- Camarillo Public Library, 4101 Las Posas Rd, Camarillo, CA 93010
- Glendale Public Library, 222 E Harvard St, Glendale, CA 91205
- Glendora Public Library, 140 Glendora Ave, Glendora, CA 91741
- Inglewood Public Library, 101 W Manchester Blvd, Inglewood, CA 90301
- Long Beach Public Library, 200 W. Broadway, Long Beach, CA 90802
- Los Angeles Public Library, 630 W. 5th Street, Los Angeles, CA 90071
- Palos Verdes Library District, 701 Silver Spur Road, Rolling Hills Estates, CA, 90274
- South Pasadena Library, 1100 Oxley St, South Pasadena, CA 91030
- Thousand Oaks Library, 1410 E. Janss Road, Thousand Oaks, CA 91362
- Torrance Public Library, 3301 Torrance Blvd, Torrance, CA 90503
- Ventura County Library, 800 S. Victoria Av., Ventura, CA 93009

For this meeting please log into Zoom online here:

<https://us02web.zoom.us/j/83621755941?pwd=cGc0U0ZxejRZang5N1hRMXJjRiB4QT09>

Meeting ID: 836 2175 5941

Passcode: 703568

Agenda

All items may be considered for action.

- | | |
|---|-------------------|
| 1. Call to Order and Roll Call | Edward Hernandez |
| 2. Reading and approval of minutes | Edward Hernandez |
| 3. Adoption of the agenda | Edward Hernandez |
| 4. Public Forum | Edward Hernandez |
| 5. Election of Officer | Edward Hernandez |
| 6. Digital Assets Management Platform Task Force | Edward Hernandez |
| 7. Round Robin | Committee Members |

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

254 North Lake Avenue #874 • Pasadena, California 91101

(626) 283-5949 • Fax (626) 283-5949

Website: <http://www.socallibraries.org> • E-mail: sclcadmin@socallibraries.org



Procedures for Assigning Voting Representation
at SCLC Technology Committee Meetings

The member library's assigned Technology Committee member must complete and sign the SCLC Technology Committee Representative Form prior to each meeting where a proxy is to be assigned to participate and vote on behalf of the library. The form must be received by the Technology Committee Secretary staff prior to the meeting.

SCLC Technology Committee Representative Form

TO: Technology Committee Secretary, Samantha Yeung, SYEUNG@tolibrary.org

FROM: _____
Name, Library

SUBJECT: SCLC Technology Committee Representative

I am unable to attend the SCLC Technology Committee meeting on _____ .
Date

I have appointed _____
Name, Position

to represent the _____ at this meeting.
Library Name

Signature

Date

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Agenda Item #2

Southern California Library Cooperative
Technology Committee Meeting
March 11, 2021

For this meeting please log into Zoom online here:

<https://us02web.zoom.us/j/83665178637?pwd=QzVyL243TXNRWnZuRzczZIR3N3pSdz09>

Meeting ID: 836 6517 8637

Passcode: 796848

Minutes Draft

Members Present

Armitage, Amanda – Ventura
Arreguin, Robert – Santa Clarita
Beck, Jaimelee - Palmdale
Buehler, Craig - Torrance
Garza, Lori – Sierra Madre
Gudea, Sorin – Los Angeles (County)
Hahn, Michael – Glendale
Hassen, Leila - Azusa
Hertzell, Christine – Long Beach
Hogg, Amanda - Burbank
Kellermeyer, Christopher – Altadena
Latkoczy, Laszlo – Palos Verdes
Mitchum, Cynthia – South Pasadena
Parker, Timothy – Redondo Beach
Roncal, Benjamin – Los Angeles (City)
Russell, Rebecca – San Marino
Shu, Evena – Monterey
Sisivath, Shannen – Alhambra
Songster, Jennifer- Long Beach
Stewart, Karilyn - Calabasas
Torres, Anita – Pomona
Venegas, Greco – Santa Monica
White, Rochelle – Glendora
Yeung, Samantha – Thousand Oaks

Songster, Jennifer – Long Beach

Staff Present

Bednarski, Diane – SCLC
Snodgrass, Nerissa – SCLC

Absent

Baffigo, Carlos – Pasadena
Balli, Shayna – Irwindale
Gallardo, Julie – Monrovia
Guerrero, Danielle – Arcadia
Herbert, Mark – El Segundo
Hernandez, Edward - Commerce
Ksenjak, Maksim – Beverly Hills
Lieber, Pam – Inglewood
Mangold, Joseph – Camarillo
Martin, Dan – Downey
Sanchez, Jacqueline - Whittier
Villa, Salvador - Moorpark
Zavinski, Tamara - Oxnard

Nikki Winslow – Admin Council Liaison

Member of the Public

Delano, Margaret – Azusa

All items may be considered for action.

1. **Call to order and Roll Call**
Technology Committee Chair Greco Venega called the second official meeting of the Technology Committee to order at 10:05 am.
 - a. Roll Call
2. **Public Forum**
There were no requests to speak.
3. **Approval of Minutes**
MSP (Christopher Kellermeyer/Amanda Hogg) to approve the minutes from the October 29, 2020 meeting.
4. **Adoption of Agenda**
MSP (Lori Gaza/Evena Shu) to adopt the Agenda for March 11, 2021 meeting.
5. **SLCL Member Library eResource Directory – Diane Bednarski**
Diane Bednarski (SCLC) introduced and shared the SCLC Member Library eResource Directory. Member libraries are asked to review and submit revisions by March 25, 2021. The revised directory guides the SCLC Admin Council on shared eResources acquisition and will be posted on the SCLC website.

MSP Shannen Sisivath/Evena Shu to share the eResources Directory with the Technology Committee for revision. Submit revisions by March 25, 2021. The document will be placed on the SCLC website as a reference and a collection development tool.
6. **Cooperative Library Card – Margaret Delano**
Discussions surrounded the current landscape of shared digital resources. All SCLC libraries have reciprocal borrowing privileges for physical materials. Some eResource vendors allow users to enter multiple library cards from different jurisdictions for borrowing purposes.
7. **Chromebook and Hotspot Programs – Laszlo Latkoczy**
Various libraries shared their experience on mobile-device lending programs:
 - Palos Verdes Library District has a lending program for Chromebook/T-mobile hotspots. Usage was more robust when the library was opened.
 - Ventura County Library has a very popular mobile-device lending program with 20 Chromebooks and hotspots. They are preparing to launch a 500 kits program focusing on the Senior population in the area by April 2021.
 - Glendale Library, Arts & Culture is partnering with the Verdugo Job Center for their mobile-device lending program. After consulting with their City I.T., the program goals, and considering usability, they have opted to use Microsoft Surface for their program.

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- Los Angeles Public Library has 1,400 T-mobile hotspots for lending. Their vendor pre-processes the hotspots with property labels along with a phone number. They report a 5-10% loss rate.

Borrowing policies:

Libraries report they post their lending policy on their websites. Some require borrowers to sign a separate borrowing agreement, and others incorporate a mobile-device lending agreement in their library card application process.

Funding Sources:

The American Rescue Plan Act was signed into law on 3/11/21. The California State Library has an upcoming call with Library Directors to gather their input on their vision on spending the ARPA funds.

The State Library still has remaining Cares Act funds for mobile-devices lending programs. Libraries must be CIPA compliant. Watch for a survey coming from the California State Library in the next two weeks. Libraries have the option to ask SCLC to manage the acquisition of these devices.

8. **Technology Plans** – Amanda Hogg

Committee members discussed the benefits and challenges of technology plans. A technology plan needs to be updated regularly to reflect the community's needs. Some members expressed that they find it challenging to devote resources to update their plans during the pandemic. Some advocated for a simple plan to articulate technology needs or to seek funding opportunities. Members are encouraged to exchange technology plans.

9. **Meeting Schedule** – Greco Venegas

MSP Laszlo Latkoczy/Evena Shu to approve the following dates for 2021 meetings on the second Thursdays in March, May, and August; first Thursday in November 2021.

10. **Round Robin** – Greco Venegas

- Alhambra Public Library
 - Alhambra Public Library transitioned their Axis 360 and Flipster collection to OverDrive. They are still offering Hoopla.
 - They have been opened for in-person access for two months with 30-minute computer sessions and browsing of the collection. They are opened from 12:30–4:30 pm on Tuesday – Thursday. They average 70 visitors per day but have noticed an upward trend in the recent days, to around 120 visitors.
- Asuza Public Library
Asuza Public Library is planning a soft reopening on April 5, 2021, by appointment with computer access.
- Palos Verdes Library District

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Palos Verdes Library District has a tentative reopening date of April 6, 2021. The library will offer 30-minutes computer-sessions and will allow browsing of the physical collection under limited capacity.

- Pomona Public Library
Pomona Public Library is launching its new website at the end of March. They welcome feedback from the Technology Committee.
- Thousand Oaks Library
Thousand Oaks Library signed an agreement to purchase a 64-bin Remote Book Locker with Bibliotheca to provide service at the Newbury Park Library. Newbury Park Library remained closed in response to the current COVID-19 pandemic. The lockers will offer a contactless service to the community and extend access to library materials beyond the traditional service hours. We are scheduled for installation in the Spring quarter.

10. **Adjournment**

The meeting was adjourned at 11:46 am.

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Southern California Library Cooperative
Technology Committee Meeting
August 12, 2021
10:00 a.m. – 12 noon

For this meeting please log into Zoom online here:

<https://us02web.zoom.us/j/89883367066?pwd=NjlmRTZlV3RvSUV2YWJTVXdhUjZuZz09>

Meeting ID: 898 8336 7066
Passcode: 785432

Minutes Draft

Delano, Margaret - Azusa
Hahn, Michael – Glendale
Hassen, Leila - Azusa
Herbert, Mark – El Segundo
Hertzel, Christine – Long Beach
Kellermeyer, Christopher – Altadena
Martin, Dan – Downey
Nikki Winslow – Admin Council Liaison
Parker, Timothy – Redondo Beach
Sanchez, Jacqueline - Whittier
Shu, Evena – Monterey
Steward, Karilyn - Calabasas
Torres, Anita – Pomona
Venegas, Greco – Santa Monica
Vinke, Dana -- Ventura
White, Rochelle – Glendora
Yeung, Samantha – Thousand Oaks

Member of the Public

Radbill, Olivier – South Pasadena
Robinson, Jasen – Calabasas

Staff Present

Bednarski, Diane – SCLC

Absent

Armitage, Amanda – Ventura
Arreguin, Robert – Santa Clarita
Baffigo, Carlos – Pasadena
Balli, Shayna – Irwindale
Beck, Jaimelee - Palmdale
Buehler, Craig - Torrance
Gallardo, Julie – Monrovia
Garza, Lori – Sierra Madre
Gudea, Sorin – Los Angeles (County)
Guerrero, Danielle – Arcadia
Hernandez, Edward - Commerce
Hogg, Amanda - Burbank
Ksenjak, Maksim – Beverly Hills
Latkoczy, Laszlo – Palos Verdes
Lieber, Pam – Inglewood
Mangold, Joseph – Camarillo
Mitchum, Cynthia – South Pasadena
Roncal, Benjamin – Los Angeles (City)
Russell, Rebecca – San Marino
Sisivath, Shannen – Alhambra
Songster, Jennifer- Long Beach
Villa, Salvador – Moorpark
Zavinski, Tamara - Oxnard

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All items may be considered for action.

1. Call to Order and Roll Call

Meeting call to order at 10:09 a.m.

2. Public Forum

There were no requests to speak

3. Adoption of Agenda

No changes, chair adopted the agenda

4. Auto-Graphics Montage Platform Discussion

The Committee discussed the contract terms of the DigiLab Auto-Graphics Montage project including the cost and storage size. There are about twenty libraries actively participating in the DigiLab project. Three libraries that subscribe to OCLC CONTENTdm reported positive support experiences. Members of the Committee recommended the following:

- a) the Committee evaluate a CONTENTdm solution based on the current use.
- b) include training on Metadata and Dublin Core in a future solution.
- c) align the DigiLab project with Calisphere for a larger exposure of digital assets.

5. Polaris Mobile Library Apps – Karilyn Steward and Jasen Robinson

Calabasas Library demonstrated the Polaris Mobile Library App and shared their implementation experience of the product by Innovative Interfaces. The backend of the mobile app is provided by Solus, a UK company partnering with Innovative Interfaces. The Polaris Library App offers digital library card, support patron self-checkout in an RFID environment, offers analytics reports, with a fully customizable user-interface.

6. Implementation of Remote Lockers – Samantha Yeung

Thousand Oaks Library shared their implementation of a 64-bin Bibliotheca Remote Lockers. The project started as a concept to provide access to the impacted Newbury Park Library community during the pandemic. The project took about 13 months from conceptualization to implementation, officially launched on May 17, 2021. We received positive feedback from users.

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7. Round Robin

Thousand Oaks Library

- Library went Fine Free on July 1, 2021.
- Open for Limited In-Person Service on April 21, expanded hours on May 13, Summer Hours on June 6, and full hours starting August 23.
- Transitioned from Drive-up Curbside service to Curbside-by-appointment using SpringShare Pickup Manager

Calabasas Library

- The Calabasas Library has finished Summer Reading Program. All programming and signups were online, except for two grab-and-go craft bag events.
- We are continuing to have limited hours and capacity with no date yet of returning to regular hours.
- We are hiring hourly staff again with one librarian position available and another soon.
- We now have a mobile app for patrons to use in the library to check out, check their accounts and more.

Santa Monica Public Library

- Suggested a special meeting in October vs. November to align with the meeting dates specified in the Standing Rules -- stated the annual election of officers would occur at the October Meeting
- Form a subgroup to conduct research and evaluate digital asset management platforms for the DigiLab Project with a presentation back to the Technology Committee in Winter 2022 for broader discussions.

8. Adjournment

Meeting adjourned at 11:15 a.m.

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ACTION ITEMS

Meeting: Technology Committee

Date: October 28, 2021

Library _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

Agenda Item: _____

___ Aye

___ Aye

___ Nay

___ Nay

___ Abstain

___ Abstain

Agenda Item: _____

Agenda Item: _____

___ Aye

___ Aye

___ Nay

___ Nay

___ Abstain

___ Abstain

Agenda Item: _____

Agenda Item: _____

___ Aye

___ Aye

___ Nay

___ Nay

___ Abstain

___ Abstain

Email completed forms to: nsnodgrass@socallibraries.org

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Agenda Item #5

DATE: October 28, 2021
FROM: SCLC Technology Committee
TO: SCLC Administrative Council
SUBJECT: Election of Officer

BACKGROUND:

FISCAL IMPACT: None

RECOMMENDATION: Information

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Agenda Item #6

DATE: October 28, 2021
TO: SCLC Technology Committee
FROM: SCLC Administrative Council
SUBJECT: Digital Assets Management Platform Task Force

BACKGROUND:

FISCAL IMPACT: None

RECOMMENDATION: Information

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Agenda Item #7

DATE: October 28, 2021
TO: SCLC Technology
FROM: All Committee Members
SUBJECT: Round Robins

DRAFT

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