Automation Committee Meeting
July 28th, 2021
Via Teams
Draft Minutes

Present:
Rebecca Adams, Anthony Arellano, Faythe Arredondo, Yvonne Galvan, Dani Haas, Mary Jo Lawrence, Smruti Deshpande, Brian Martin, Kristie Pratt, Mollie Roache and Chris Wymer (chair)

Also Present: Mike Drake, Ashley Nuhfer, Logic Vang, Kevin Nelson, Kristin Baer

I.   The meeting was called to order at 10:01 AM by Chris Wymer.

II.   Roll call was conducted.

III. Adoption of Agenda – The agenda was adopted as distributed.

IV.   Comments from the Public - None.

V.   The minutes of May 26th, 2021 were adopted as distributed.

VI.   Projects for Discussion and Action

    A. Discussion: Circ Rules and Catalog Settings Review
        1. Wymer informed the committee that he would like to schedule a circulation rules and catalog configuration review with each JSA now that all member libraries are re-opening and resuming normal library services to make sure that the circulation rules in Horizon and any messages in the catalog are correct. Wymer will email each JSA a spreadsheet with their current circulation rules, and the JSAs will sign up for individual meetings to review their current configuration.

    B. Discussion: ECF Funding Record Keeping Requirements
        1. Wymer and Nelson provided committee members with an overview of the ECF Funding Program's record keeping requirements. ECF funds can be used to purchase laptops and hotspots to lend to patrons without a computer or internet access at home. Devices purchased with ECF Funds have individual device spending limits of $250 for hotspots, and $400 for laptops. Those spending limits must include any warranties, service contracts, recycling fees, taxes, and any other fees. Libraries that receive funding are required to keep records on the devices and services they purchase. The record keeping requirements include: a signed affidavit that the patron has an unmet need, the device type, the device make/model, the equipment serial number, the deidentified name of the person the device was lent to, the dates the device was loaned out and returned to patrons or the date that the library was informed the item was missing, lost, or damaged.
        2. Wymer presented possible ways that SJVLS could meet the record keeping requirements for the program. Wymer asked the committee about how the affidavits will be collected. Pratt asked if there was a set format for the affidavit, or if it could be a digital form or if a paper form was required. Nelson mentioned that USAC hasn't specified a required format for the affidavit. Pratt suggested that participating members could upload digital copies of the affidavits to the System Shared Drive. Nelson mentioned that it could be setup, and that the uploaded forms could then be uploaded to our e-rate consultants document management system. Arellano asked if there would be a system-wide form for

patrons to sign. Wymer mentioned that it would desirable if each jurisdiction didn't need to provide specific language related to borrowing the devices. Pratt asked if there were any additional considerations with minors and signing affidavits. Nelson mentioned that USAC's advice was to have the parents sign the affidavits for the minor. Lawrence replied that minors are not legally able to sign affidavits. Wymer noted that there could be potential problems if the parent signing the affidavit for the minor but isn't the responsible party on the minor's borrower record. Haas asked how we would track which borrowers already filled out an affidavit, Wymer replied that this could be handled with a note in the borrower record.

3. Wymer presented a possible option for recording the circulation of ECF devices. A custom task could be created to populate lending information within the ILS. Wymer provided a description of how the task would work. Another option would be to investigate using Web Services to query the data and record it to a database outside of the ILS.

4. Wymer discussed the policy implications of tracking borrower circulation data. The 1983 SJVLS Computer Use Agreement has a section regarding tracking circulation data, where the data collection can be done if it is a process that was authorized by law. This appears to give us the ability to meet these record keeping requirements without having to amend circulation policy.

5. Wymer presented an option for tracking a master list of devices. Track-it could be utilized to record the inventory of the individual devices, including their make/model and serial number. Bib records could be created in Horizon to allow devices to be linked to records that accurately describe all of the device features. The device serial numbers can be entered as notes in the item records.

6. Nelson discussed the per-device spending limits, as well as potential laptops that the system office would be able to support. Many of the members participating in the program received quotes for Chromebooks, which are devices SJVLS cannot support. Nelson informed the committee that after some research he found Lenovo laptops that are under the per-device limit, have adequate specifications, and can be managed by the existing public PC clean-up scripts.

7. Pratt asked if there were any requirements about the lending periods for the devices. Nelson mentioned that there aren't clear requirements at this time. Nelson's interpretation was that the loan periods could be determined by each member. Wymer noted that all of these devices would receive unique itypes, allowing them to use special circulation rules and making their activity easier to track.

8. Wymer will draft an ECF circulation policy and bring a draft version to the next committee meeting.

C. Discussion: Borrowers in Collections

1. Wymer provided the committee with an overview on the procedures for handling borrowers in collections. During the set up for the annual long-term borrower purge, there were more borrowers than normal that were in collections in one jurisdiction but did not have that jurisdiction's in-collections btype. In addition, there was evidence that staff were changing borrower's btypes from the in-collections btype to a regular btype, and waiving fees that were assigned by other jurisdictions.

2. To help clean up current borrowers in collections, SJVLS staff will create two reports to help identify borrowers that are in debt collect for a jurisdiction, but do not have the debt collect btype of that jurisdiction. He will also update the list of collections contacts for each jurisdiction and send an updated list to the JSAs.

D. Discussion and Action: Enterprise and Web Services Upgrades – Wymer

1. Wymer informed the committee that there are new versions of Enterprise and Web Services available, and he would like to schedule upgrades in the next month. The newest version of Enterprise introduces new search configuration options including stop words and synonym lists that will help us improve search results. Wymer would like to install the newest version of Web Services to make sure we're prepared for Merced to launch CEP. Fresno motioned to schedule updates to Enterprise and Web Services, Kern seconded. The motion passed unanimously. Wymer will inform the committee when the updates are scheduled.

E. Discussion and Action: Kids Catalog Set up

1. Wymer updated the committee on the work to customize the kids catalog profile. Drake was able to add the requested custom categories, and icons. Wymer informed the committee that he was also able to work out the customizations needed to use the kids catalog as both a profile and a room. The only remaining challenge was recreating the custom search categories for a Spanish profile because many of the searches do not return results. He asked the committee if they wanted the same custom searches to be available in Spanish. Arellano asked to move forward with the kids catalog as it was currently presented and to work on creating the custom Spanish categories once the profile was live. Wymer informed the committee that this was possible. Arellano motioned to move forward with the kid's profile in its current configuration and to add the Spanish customizations over time. Merced seconded the motion. The motion passed unanimously.

F. Discussion and Action: Driver's License in Borrower Records

1. The newest version of Horizon introduced a driver's license column to the borrower record. Previously, SJVLS was storing a borrower's driver's license in a custom field. This custom field is not used by other applications other than Horizon and prevented libraries from using mobile applications to register borrowers at outreach events. Wymer would like to investigate copying the values from the custom field to the newly created field, so that members can take advantage of mobile registration options. One consideration with the change is there may be some values that won't copy from the old field to the new field because of differences in data type. Wymer is not sure how many records would be affected.

2. The committee discussed different options for re-configuring the borrower registration views to account for the new field. The decision was made to alter the borrower registration and edit views to make it easier for staff to know which field was which. Roache asked if the borrower registration standards would need to be updated because of the differing data type. Pratt inquired about removing notice fields from the borrower registration view that are no longer used but leaving them in the edit view so they can be accessed for the records that use them. At the next committee meeting the borrower registration standards will be reviewed and updated, if needed.

3. Roache motioned to update the driver's license and borrower registration and edit views, Kern seconded. The motion passed unanimously.

G. Discussion: Shafter Separation from Kern County

1. Wymer informed the committee that the Shafter City Library separated from the Kern County Library System and is operating as an independent city library. This means the city of Shafter is no longer considered a system member of SJVLS, and any residents from Shafter will be registered as in-state, out-of-system borrowers.

H. Discussion: Mobile Printing

1. Nelson asked the committee members how they are handling mobile printing within their jurisdictions. Fresno is currently trying to figure out how to handle printing of web pages, because their vendor changed the way the function works. Kern is using mobile print through Envisionware, as are Tulare Public Library, Kings County, and Madera County.

Vang explained that the issue Fresno is encountering is that previously a URL could be pasted into the mobile print interface to print the content of the web page. That process has changed and is no longer supported. The proposed solution is to print the webpage as a PDF, and then submit the PDF for mobile printing. Currently, Fresno is considering having patrons email the URL they want printed to a branch email address, where staff will open the webpage and send it for printing. This presents security risks, as there isn't a way to verify if the links are safe prior to clicking them and goes against best practices for network security. The other jurisdictions started the mobile printing solution after this feature was removed, so they haven't had to work out this problem.

I. Discussion: Resource and Budget Planning for FY 2022-2023

    1. Wymer asked the committee if there were any resources they want to pursue adding to the automation system in fiscal year 2022-2023. To add any new resources, we will need to increase the automation budget, which means they need to be presented to Admin Council during the budget planning cycle that begins in January.

    2. Pratt suggested looking into costs for the kid's version of the mobile app, to complement the kid's catalog profile for Enterprise.

    3. Wymer asked the committee if there was any interest in an email newsletter or marketing type platform. Pratt mentioned that Kern County is in the middle of a 3-year agreement with LibraryAware.

    4. Roache inquired about the possibility of a consortia OverDrive subscription. Wymer mentioned that proposal was previously brought up with Nathan Boyer and the Electronic Resources Committee. One of the problems is some of SJVLS's members already belong to other OverDrive reciprocal lending agreements and would have to leave those before we could start one for SJVLS. The second problem is when this was presented to Admin Council, Admin Council decided not to pursue a reciprocal lending agreement. Pratt inquired if any CloudLibrary licenses would migrate to OverDrive. Wymer wasn't sure but would investigate the question.

    5. Pratt asked about the possibility of investigating other options for printed and email notices.

    6. Wymer will research the possible options and bring the information back to the committee at the next meeting.

J. Status Report on Projects – Wymer/Drake/Nelson

    1. Wymer informed the committee that he has been working on the kids catalog customizations. The new SirsiDynix Master Agreement has been signed, and the new agreement includes a new product: BlueCloud e-Resource Management, a product for managing and tracking e-resource usage statistics. Wymer and Nelson set up a new server for the new email and SMS processor for Horizon. Once it's set up, this will allow us to start sending email CKO receipts.

    2. Drake informed the committee that he has been working on a PERL script to automate the updating of OCLC holdings, as well as working with Web Services that will provide us with more options to work with data from Horizon. Drake was able to automate adding a block to 2,000 borrower's accounts to help with Shafter's separation from Kern County, which was something SirsiDynix said couldn't be done.

    3. Nelson informed the committee that the CENIC year 6 installs are moving along. We received notice from Geolinks that the first fixed wireless branches installed at Piedra, but that's only one end of the circuit. There's still a long process ahead of us. He also updated the committee that we need to migrate our older Linux servers to new versions that are not going out of support.

VIII. Announcements
   A. Lawrence shared that Madera County's bookmobile is almost finished being set up, and they expect it to be ready to go into service in October. There's a possibility that they may be opening a new branch in Raymond in the coming years.

There being no further business the meeting was adjourned at 12:02 p.m.