



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Automation Committee Meeting

January 12, 2022

APPROVED MINUTES

I. CALL TO ORDER

- A. The meeting was called to order at 10 a.m. by Chris Wymer

II. ROLL CALL

- A. Roll call was conducted.

i. PRESENT

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

ii. OTHERS PRESENT

1. Kristin Baer, Mike Drake, Mark Lewis, Kevin Nelson

III. ADOPTION OF THE AGENDA

- A. The agenda was adopted as distributed.

IV. PUBLIC COMMENT

- A. There were no comments from the public.

V. APPROVAL OF PREVIOUS MEETING MINUTES

- A. The minutes of December 15, 2021 were adopted as distributed.

VI. PROJECTS FOR DISCUSSION AND ACTION

- A. Certification of the Need to Continue Virtual Meetings – Wymer
 - i. Based on the recently extended mask mandate and on-going pandemic the committee voted to certify the need to continue virtual meetings.
- B. Borrower Registration Standards – Wymer
 - i. The committee reviewed the revisions to the Borrower Registration Data Entry Standards discussed during the previous meeting. Arellano inquired about the recently added email receipt functionality and if the fields need to be included in the standards. Pratt then pointed out a similar entry needed to be created for the auto-renew checkbox. Wymer agreed to add those fields into the document.
 - ii. The committee then discussed the timing of modifying the borrower registration view to remove the Parent/Guardian address fields that are no longer used and making the PIN# field required in borrower records.

The committee agreed to make the modifications on Sunday, January 16.

- iii. Porterville motioned to accept the Borrower Registration Data Entry Standards with the inclusion of the descriptions for auto-renew and allow email receipt options. Kern seconded. The motion passed.
- C. Electronic Device Lending Guidelines – Wymer
- i. Wymer presented the updated Electronic Device Lending Guidelines that included the modification to the description of adult borrowers permitted to borrow electronic devices.
 - ii. Porterville motioned to accept the Electronic Device Lending Guidelines as presented. Tulare Public seconded. The motion passed with Madera abstaining.
- D. Modifying Analytics Data Extract – Wymer
- i. Wymer presented the committee with a request to modify the Analytics data extract process to include PII. The rationale for the change is to make sure Merced County can utilize all the features when their subscription to the Community Engagement Platform (CEP) begins. CEP includes an email marketing module that simplifies creating and managing email marketing campaigns and includes a feature that allows dynamic creation of email recipients using values found in borrower records. To build the dynamic lists, CEP utilizes BlueCloud Analytics to query records. Currently, we do not extract PII and the information available in Analytics is not robust enough on its own to generate the lists required by CEP.
 - ii. Wymer informed the committee that this modification would also allow for the creation of other borrower-based reports that were not possible previously. This includes the ability to generate and print overdue notices through Analytics and utilize images and custom formatting options not available in Horizon. Another benefit is the ability to create reports to locate improperly formatted data in borrower records. He also discussed the need for security and limiting access to reports with PII to prevent the risk of a data breach.
 - iii. Kern motioned to modify the Analytics data extract to include PII. Merced seconded. The motion passed.
- E. Library Card Orders – Wymer
- i. Wymer informed the committee the Library Card order window will open at the beginning of March and requested that any members who want to use a custom design begin finalizing their designs. The new SJVLS logo is nearly finalized, it will be presented to Admin Council on Friday for approval. If approved, Wymer will send the image file to the JSAs so they can include it in their card designs. Wymer also informed the committee that our vendor has requested to modify their pricing. He's going to present the updated pricing to Admin Council on Friday.
- F. Status Report on Projects – Nelson/Drake/Wymer
- i. Nelson gave an update on PC orders, some of the items in our order have been delayed due to supply chain issues. He also doesn't have an estimate on when HP printers will be available or delivered, they're all out of stock. If members need printers, he recommends looking into purchasing a Xerox, but there aren't any guarantees. He recommends

members contact him early with any equipment needs to account for delays in delivery and availability.

- ii. Drake gave an update on his work to improve the authentication process for patrons using LinkedIn Learning. He worked with LinkedIn staff to modify the authentication method used to better protect patron's PII. As of this morning, he received confirmation that the new authentication method is working without problems, and all the members' accounts were going to switch to use this method.
- iii. Wymer provided an update on the upcoming Enterprise 5.0.1 upgrade, scheduled for Tuesday January 18. The upgrade process will result in Enterprise being down for up to 5 hours. New features coming with the upgrade include integrations for OverDrive Magazines, a Facebook "share" button, new search end points for ERC content, and a synonym file. Wymer also provided an update on the recent modification to usage stat periods. Horizon has a table that tracks the number of times an item linked to a bib checked out at a location over a period of time. Previously, usage stats were configured to start on July 1 and end on June 30. This made it impossible to report the number of checkouts during a calendar year, because the data didn't exist. Wymer created new stat usage periods that will cover 6 months at a time. This will allow us to have better reporting options for the members. Wymer's final update related to hiring for a new System Administrator. The position was posted in November, and 8 candidates applied. After receiving the written questions portion of the hiring process, the candidate pool was reduced to 3. During interviews, there was one candidate that the hiring committee believe would be a good fit for the position and a job offer was extended. Unfortunately, the candidate declined the job offer. Wymer now has the choice of leaving the current posting up or closing it and trying to revise the posting to better describe the position.

VII. CALENDAR ITEMS

- A. Date and location for next Automation Committee Meeting
 - i. February 9, 2022 via Teams.

VIII. ANNOUNCEMENTS

- A. Kings County shared that they're receiving a bookmobile and hope to receive it in June.
- B. Madera County's bookmobile is scheduled to happen in two weeks.

IX. ADJOURNMENT

- A. There being no further business to discuss the meeting was adjourned at 10:58 a.m.