



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

### May 4, 2021

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## DRAFT MINUTES

### A. CALL TO ORDER

1. The meeting was called to order at 10:02 a.m. by Chris Wymer

### B. ROLL CALL AND INTRODUCTIONS

1. Roll call was conducted.
  - i. PRESENT
    1. Anthony Arellano, Faythe Arredondo, Kristin Baer, Smruti Deshpande, Yvonne Galvan, Brian Martin, Kristie Pratt, Chris Wymer (chair)
  - ii. EXCUSED
    1. Rebecca Adams, Heidi Clark, Mike Drake, Krista Riggs
  - iii. OTHERS PRESENT
    1. Kevin Nelson, Aaron Lusk, Logic Vang, Mark Lewis

### C. ADOPTION OF THE AGENDA

1. Arellano motioned to adopt the agenda with the added agenda item.
  - i. Pratt seconded the motion.
  - ii. The motion passed.

### D. PUBLIC COMMENT

1. There were no comments from the public.

### E. APPROVAL OF PREVIOUS MEETING MINUTES

1. Pratt motioned to adopt the minutes as distributed.
  - i. Deshpande seconded the motion.
  - ii. The motion passed.

### F. PROJECTS FOR DISCUSSION AND ACTION

1. Certification of the Need to Continue Virtual Meetings – Wymer
  - i. The committee discussed current conditions in their local jurisdictions and the need to continue meeting virtually.
    1. Martin motioned to continue virtual meetings.
    2. Baer seconded.

3. The motion passed.
  2. Charges for Damaged Items - Wymer
    - i. Recently a situation arose where a borrower damaged another jurisdiction's items. Staff at the check out library checked the item as damaged, captured the borrower information, and sent the item back to the owning library to determine if the borrower would be charged for the item. The owning library decided to charge the borrower but did so by checking the item out to the borrower again and setting the item as lost. This gave the borrower the impression that the check in library did not actually check the item in.
    - ii. Wymer asked if the Committee had previously discussed or approved a policy or procedure for this situation. The only procedure was how to check in the item to prevent it from filling holds, capture the borrower information, and return it to the owning library. The committee discussed a procedure to standardize how charges are added to borrower accounts. When the owning jurisdiction receives the damaged item, they will assess the damage and if they decide to charge the borrower, they will add a damaged block to the borrower's account with the cost of the item. In the comments for the block, staff will record the barcode, title, and a brief description of the damages. This information is being recorded to allow jurisdictions to communicate the reason for the charge when sending a patron to collections. Pratt added that Kern County includes a message to borrower note on the borrower record that an item was returned damaged, and the owning library may decide to charge them for the damage. Kern County also requires a screenshot of the last borrower details from within Horizon so they can document the charges for their collection agency. Arellano mentioned that documenting the damage before sending the item in transit is important to separate items damaged by patrons from items that were damaged in transit.
    - iii. Wymer will draft a procedure for handling damaged items and return to the committee at the next meeting for approval.
  3. MobileStaff Update – Wymer
    - i. Wymer provided an update on the newest version of MobileStaff, which introduces a field for recording driver's license/ID numbers in patron registration, which will allow SJVLS libraries to start using the app on bookmobiles and at pop up events.
    - ii. Wymer provided a demonstration of patron registration and highlighted a few differences between patron registration in Horizon and in MobileStaff. He also discussed the need to update the driver's license field used during patron registration, as well as the timing of the change. Wymer will document the process and send an email to the committee members with more details about the timing of the transition.
      1. Pratt motioned to transition the driver's license field to the new field and clean up old entries.
      2. Arellano seconded the motion.
      3. The motion passed.
  4. COSUGI Conference Recap – Wymer

- i. Wymer provided a summary of the sessions he attended at the COSUGI conference, focusing on planned development of Horizon and BlueCloud products. BlueCloud Circulation is starting to develop patron and item management features that would enable SJVLS libraries to begin testing it as a replacement for Horizon at circulation desks. Wymer also reviewed new features being introduced in the next release of Horizon. Noteworthy enhancements include the ability to specify a Preferred Name for patron notices, SIP enhancements including the ability to determine what patron personal information is returned with a SIP request, encrypting SIP communications, and being able to include “value of the library” messaging on self-check checkout receipts. The new version will also require SJVLS to migrate the Horizon database platform before we can upgrade. Wymer informed the committee that SirsiDynix’s next Enterprise release will be the final major release, then they will start developing a new discovery platform using their Cloud Source Open Access product as the foundation.
5. Palace Project – Wymer
  - i. Wymer gave the committee an update on the status of SJVLS’s participation in the Palace Project sponsored by the State Library. SJVLS’s Electronic Resources Committee (ERC) is in the process of evaluating whether to include the CloudLibrary shared e-Book and e-Audiobook collection, and if their staff ask about the project to let them know ERC will decide if we will participate.
6. Annual Patron Purge – Wymer
  - i. Wymer reminded the committee that the annual purge of inactive patrons will happen in June, and he will send out an email to confirm purge parameters in the next week or two. He asked if the committee wanted to include inactive self-registered patrons in this year’s purge. The decision was made to purge inactive self-registered borrowers using the same 3-year purge criteria as patrons that registered through the library. As a result of this decision, no self-registered borrowers will be purged this year.
  - ii. Pratt motioned to use the same purge criteria for self-registered borrowers that we use for regularly registered patrons.
  - iii. Arellano seconded the motion.
  - iv. The motion passed.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson reported that the Spring PC Order will be closing by the end of the week so the order can be placed.
2. System Administrator
  - i. Wymer reported that the Spring library card order was submitted last week. Wymer is in the process of drafting next year’s CLSA Plan of Service. He has also been working to finalize the agreement with CTC Energy and Technology. His final update was to report that he submitted a grant application for funding to pay for the costs to reconnect Porterville to SJVLS’s network.

#### **H. CALENDAR ITEMS**

1. Date and location for next Automation Committee Meeting
  - i. June 1, 2022 via Teams.

#### **I. ANNOUNCEMENTS**

1. Arellano announced that the Porterville Library is getting closer to re-opening in a new temporary location in the next few months. They do not have a firm date yet but are hoping to open in June or July.
2. Pratt shared that Kern County's final closed branch re-opened today.

#### **J. ADJOURNMENT**

1. There being no further business to discuss the meeting was adjourned at 11:35 a.m.