



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

### October 19, 2022

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## APPROVED MINUTES

### A. CALL TO ORDER

1. The meeting was called to order at 10:00 a.m. by Chris Wymer

### B. ROLL CALL AND INTRODUCTIONS

1. Roll call was conducted.
  - i. PRESENT
    1. Yvonne Galvan (Coalinga-Huron), Tiffany Polfer (Fresno), Kristie Pratt (Kern), Brian Martin (Kings), Sarah McIntyre (Madera County), Matt Johnson (Mariposa County), Smruti Deshpande (Merced), Anthony Arellano (Porterville), Marisol Rodriguez (Tulare County), Heidi Clark (Tulare City), Chris Wymer (Chair)
  - ii. OTHERS PRESENT
    1. Mike Drake (SJVLS), Mark Lewis (Kern), Kevin Nelson (SJVLS), Aaron Lusk (SJVLS), Logic Vang (SJVLS), Sheryl Haveman (Tulare Public)

### C. ADOPTION OF THE AGENDA

1. Clark motioned to adopt the agenda.
  - i. Arellano 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. Arellano motioned to adopt the minutes as distributed.
  - i. Polfer 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. While case numbers are declining in our service area, staff are still contracting COVID-19, and some members still have to close branches due to lack of staff on

occasions. Currently, it is still in the best interests of the health and safety of the committee to continue meeting virtually.

1. Clark motioned to continue virtual meetings.
  2. Martin seconded.
  3. The motion passed.
- ii. Bib Records for State Park Passes – Wymer
1. Wymer informed the committee that SJVLS is approaching the limit of 999 items linked to a bib record for State Park Passes from the State Library. Horizon has a limitation of 999 items linked to a bib record before we start encountering bugs and issues displaying items in the catalog. As of 10/13/2022 there were 451 items linked to the Park Pass bib record, and Kern County is expecting another 392 passes. Fresno reported that they're expecting another 500 passes, Tulare County is expecting another 100, and Kings is expecting another 90. Based on the expected additional passes, SJVLS needs to create a plan to manage access to passes and manage title tags in bibliographic records.
  2. The committee discussed different options, including creating distinct records for each member, dividing the records into North and South Valley records, or only creating separate records for members with large amounts of items. After discussion, the committee came to a consensus that the best experience for patrons would be to have a record for each member. The committee noted that there wasn't a perfect solution in this situation, and there will be a need for clear communication with staff and patrons.
  3. The next discussion was about the best way to update the new records to clearly communicate which record applies to which set of libraries. The goal was to make it as easy as possible for patrons. The committee's consensus was to modify the title fields for each record and add a sub-title that listed the library jurisdiction name. The same modification will be made to the fields for varying forms of a title. A general note will be added to the records indicating that the park passes record being viewed is for patrons of the library jurisdiction in the title.
  4. The final part of the discussion focused on how to implement these changes. Once the new records are created, the items belonging to a member library system will need to be removed from the old record and added to the new record for the jurisdiction. Once the items are transferred, any pending patron requests for the items also need to be moved to the correct record. Only a few SJVLS libraries have full access to the Cataloging module and the ability to work with MARC records. Given the limitation and the need to implement the change as smoothly as possible, it was decided to have SJVLS staff handle the conversion.
  5. Arellano motioned to create a Park Passes bib record for each member library system, add the jurisdiction name as a subfield b

in 245 and 246 tags, and to add a 500 note about which jurisdiction the record applies to.

- a. McIntyre second the motion
  - b. The motion passed
- iii. Update SMS Default Notice Language – Wymer
1. Wymer reported that the system office consistently receives feedback regarding the SMS notice language, especially the hold notice language, and requests to update the language used to include the word “library” somewhere in the message.
  2. Wymer reviewed the current SMS notice language, details about maximum message length and how diacritics impact it, and our current SMS subscription details. SJVLS purchases a “bucket” of messages to send each year. The maximum length of an SMS message is 160 characters before the message splits into multiple segments. A message with two segments counts as 2 SMS messages sent, in terms of our annual “bucket”. When a message contains a diacritic, each character in the message counts as two, halving the number of characters we can use. The overdue notice messages contain diacritics, and currently counts as two messages. He then reviewed the number of messages SJVLS sends monthly over the last year and a half. Wymer shared a proposed update to the hold message that Drake initially suggested, adding the word library as well as saying “Check ValleyCat for details.”
  3. Arellano commented that he believes removing the diacritics from the overdue messages will not have a negative impact on patron’s understanding of the message. Clark agreed with Arellano’s assessment. Deshpande and Pratt commented that they liked the addition of library and ValleyCat.
  4. Arellano proposed modifying the hold notice to say “A hold is ready for pickup at the library. Check ValleyCat for details. Sus articulos estan listos para recoger a la biblioteca. Verifique en ValleyCat.”
  5. Arellano proposed modifying the overdue notices to say “You have one or more library items overdue. This is the first notice. Tiene uno o mas articulos de la biblioteca vencidos. Este es su primer aviso.”
  6. The committee then reviewed general notice settings and preferences for borrowers.
  7. Arellano motioned to remove the diacritics from SMS notices and amend the notice language as discussed.
    - a. Clark seconded.
    - b. Motion passed.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson reported that the HP Printer order has arrived. He will begin preparing them to ship to the members that ordered them.
2. Associate System Administrator

- i. Drake provided an update Google Analytics in Enterprise. The older version of Analytics currently used in Enterprise will be retired on June 30, 2023, and Google Analytics 4 needs to be set up for sites to continue tracking usage. He has been configuring GA4 for the Enterprise profiles. He also reminded the committee that SJVLS has catalog usage stats if anyone is interested in viewing the data.
3. System Administrator
  - i. Wymer reported that he is working to clean up SJVLS's files in the basement and purge paperwork that SJVLS no longer needs to retain.
  - ii. Wymer received updates from USAC regarding the audit. The news is positive, and hopefully it means our funding applications will be funded soon.
  - iii. Lyris contact Wymer regarding setting up single sign on for SJVLS patrons into the Palace Project. Wymer reached out to Sirsi Dynix to see if it was possible. Lyris and Sirsi Dynix signed an agreement recently to integrate Palace into the service. Using this feature will come with an additional charge. Additionally, Chris Durr sent an email with a deadline for libraries to sign up for Palace. Wymer is going to seek clarification about how that impacts SJVLS, given our challenge with authentication. He will send a follow up email when he has more information.
  - iv. Wymer reported that he set up tracking spreadsheets for both SMS and eContent purchases.
  - v. Wymer reported that the web services update was completed on Monday. This fixes the bug with max OPAC renewals.

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

1. Date and location for next Automation Committee Meeting
  - i. November 16, 2022, at 10:00 am via Teams.

#### **I. ANNOUNCEMENTS**

1. Clark shared that she is working through the hiring process and dealing with being short staffed. Tulare City conducted interviews last week. They also have a community event scheduled for October 29<sup>th</sup> and are excited about it.
2. Polfer shared that Fig Garden will be receiving furniture soon. Once it's delivered Fig Garden will finally be able to open to patrons for the first time in two years. Staff are very excited.

#### **J. ADJOURNMENT**

1. There being no further business to discuss the meeting adjourned at 11:32 a.m.