



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

### May 24, 2023

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### APPROVED MINUTES

#### A. CALL TO ORDER

1. The meeting was called to order at 10:01 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), Sarah McIntyre (Madera), Smruti Deshpande (Merced), Anthony Arellano (Porterville) Heidi Clark (Tulare City), Faythe Arredondo (Tulare County), Chris Wymer (Chair)
  - ii. EXCUSED
    1. Matt Johnson (Mariposa)
  - iii. OTHERS PRESENT
    1. Brian Martin (Kings), Kevin Nelson (SJVLS), Mike Drake (SJVLS)

#### C. ADOPTION OF THE AGENDA

1. Clark (Tulare City) motioned to adopt the agenda.
  - i. Polfer (Fresno) 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. Clark (Tulare City) motioned to adopt the minutes as distributed.
  - i. Deshpande (Merced) seconded the motion.
  - ii. The motion passed.

#### F. PROJECTS FOR DISCUSSION AND ACTION

1. COSUGI Conference Report – Wymer
  1. Wymer provided an update on information shared about SirsiDynix products at the 2023 COSUGI Conference. Products discussed were: Horizon, Web Services, Enterprise, CloudSource Discovery, Universal Harvester, SIP, BC Analytics, BC Mobile and BC Circulation.

2. Telemessaging Server Replacement – Wymer
  - i. Wymer informed the committee that the current Telemessaging server is only under warranty through March 2024, and the current operating system's end of life date is in October 2023. He asked the committee to support a recommendation to Administrative Council to replace the current server with costs not to exceed \$15,000. Funding for the purchase is already included in the budget. SJVLS staff have gathered quotes for a replacement server and migration services from SirsiDynix to migrate the Telemessaging software from the old server to the new server. SJVLS will re-use the existing telephony cards to reduce the costs of the project by \$3,600. Purchasing the server through Dell instead of SirsiDynix will save approximately \$3,000.
  - ii. Arellano (Porterville) motioned to send a recommendation to Administrative Council to replace the Telemessaging server and have SirsiDynix provide migration services, with project costs not to exceed \$15,000.
    1. Deshpande (Merced) seconded.
    2. The motion passed.
3. Self-Registration Policy Review – Wymer
  - i. Wymer provided a review of the current self-registration policy and configuration, and asked the committee how the current self-registration criteria were working in practice. The consensus was that self-registration has been an appreciated and convenient service for patrons, especially during the pandemic, although there are users attempting to circumvent duplicate borrower policies to create multiple borrower records. Other challenges included some confusion about what's required when filling out the self-registration form, and that patrons weren't aware they did not need to provide their street address twice. Other issues included name and address verification preventing borrowers from registering after they just moved into the area, and issues with young adult cards when the patron's last name isn't the same as their parents. Wymer will work with the self-registration vendor to see if there are any ways to improve the process.
  - ii. The committee also discussed potential improvements to self-registration, including the ability to host the self-registration form on their web page, and using the form as a "pre-registration" when the patron is signing up for a card within the branch. SJVLS staff will work with the vendor to see what's possible and report back to the committee.
4. Deleting Unused Locations, Itypes, and Collection Codes – Wymer
  - i. Wymer informed the committee that codes within Horizon can be deleted, if a member desires. Previously, we were not able to delete locations, so closed library branches still display and exist within Horizon. The current version of Horizon supports deleting locations and other codes. Wymer provided committee members with considerations before deleting a code, and informed the committee that they can open a work order to request any codes be deleted prior to Annual Stats compilation on July 1.

5. Inactive Self-Registered Patron Purges – Wymer
  - i. Wymer asked the committee to consider included inactive self-registered patrons in the upcoming inactive patron purges. Since self-registration went live, SJVLS has not purged expired accounts. Last year Automation Committee decided to give self-registered patrons an extra opportunity to convert self-registered accounts to full accounts. His proposed criteria are accounts that have been expired longer than 12 months and owe less than the 3-year purge threshold for the jurisdiction. Borrowers would have a period of at least 18 months to verify their accounts prior to being included in a purge. Wymer estimated that approximately 9,250 accounts would be purged based on this criterion.
  - ii. Pratt (Kern) motioned to purge self-registered borrower accounts that have been expired longer than 12 months and owe less than a jurisdiction's 3-year purge threshold.
    1. Clark seconded.
    2. The motion passed.
6. FY 2023-24 Meeting Schedule – Wymer
  - i. Wymer presented the proposed Automation Committee meeting schedule for the upcoming fiscal year.
  - ii. Pratt motioned to accept the proposed schedule as distributed.
    1. Polfer seconded.
    2. The motion passed.

#### **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson informed the committee that the PC Order has been submitted. He does not have estimated delivery dates. Nelson also provided an update on the network, noting that there are only 12 branches remaining with speeds lower than 100 mbps, and 10 of those locations are scheduled to be upgraded. Seven of those locations are under contract to migrate to faster speeds with Geolinks, however those locations are stalled due to challenges installing infrastructure.
2. System Administrator
  - i. Wymer informed the committee that he's been working on drafting agenda items for this meeting and Friday's Admin Council meeting. He informed the committee that he's finished the ECF tracking script. He's also working on grant applications for broadband improvements and finalizing the upcoming year's budget.

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

1. Date and location for next Automation Committee Meeting
  - i. July 19, 2023, at 10:00 am at the Visalia Library.

#### **I. ANNOUNCEMENTS**

1. Pratt shared that Kern County's Beale and Southwest branches have expanded hours and are open Monday through Saturday. They are gearing up for Summer Reading Program.

## **J. ADJOURNMENT**

1. There being no further business to discuss the meeting adjourned at 11:55 a.m.