



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Automation Committee Meeting

July 19, 2023

APPROVED MINUTES

A. CALL TO ORDER

1. The meeting was called to order at 10:03 a.m. by Chris Wymer

B. ROLL CALL AND INTRODUCTIONS

1. Roll call was conducted.
 - i. PRESENT
 1. Yvonne Galvan (Coalinga-Huron), Kristie Pratt (Kern), Brian Martin (Kings), Heidi Clark (Tulare City), Faythe Arredondo (Tulare County), Chris Wymer (Chair), Trinitie Wood (Porterville), Krista Riggs (Madera)
 - ii. EXCUSED
 1. Tiffany Polfer (Fresno), Matt Johnson (Mariposa), Sarah McIntyre (Madera), Smruti Deshpande (Merced), Anthony Arellano (Porterville)
 - iii. OTHERS PRESENT
 1. Kevin Nelson (SJVLS), Mike Drake (SJVLS), Sheri Haveman (Tulare City)

C. ADOPTION OF THE AGENDA

1. Pratt (Kern County) motioned to adopt the agenda.
 - i. Clark (Tulare City) 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 with revisions to correct grammar and spelling.
 - i. Pratt (Kern County) seconded the motion.
 - ii. The motion passed.

F. PROJECTS FOR DISCUSSION AND ACTION

1. Remove old Driver's License Field from Borrower Record Display – Wymer

enhancement to patron's preferred pickup locations. Previously, when a patron's preferred pickup location was no longer available, Enterprise would default to the first available pickup location for that jurisdiction. Often the location selected was not a branch that was easily accessible for a patron, and it created complications trying to correct the wrong pickup locations. The new version of Enterprise will prompt patrons to update their preferred pickup location when viewing their My Account preferences, helping avoid the issues we encountered previously. The new version of the Kid's Catalog fixes a bug in the search breadcrumbs and provides other small enhancements.

- ii. Pratt asked if they were able to get statistics on the usage of the Kid's Catalog template. Drake will investigate what's possible in Google Analytics and give Pratt an update.
 - iii. Pratt (Kern County) motioned to upgrade Enterprise and the Kid's Catalog template.
 1. Clark (Tulare City) seconded.
 2. The motion passed.
5. Upgrade Web Services to the Latest Version – Wymer
- i. Wymer informed the committee that a new version of Web Services has been released. This version introduces support for the database changes in the newest version of Horizon. It also introduces new end points to support new features added to BlueCloud products. Wymer would like to upgrade Web Services now in order to continue testing new releases of BlueCloud Circulation and Cataloging as well as preparing for the Horizon upgrade.
 - ii. Martin (Kings County) motioned to upgrade Web Services.
 1. Pratt (Kern County) seconded.
 2. The motion passed.
6. Self-Registration – Wymer
- i. Wymer provided answers to the committee's questions from the previous meeting about self-registration. Wymer informed the committee that address updates to USPS data take between 1 and 3 months, and new addresses can take the same amount of time to become valid.
 - ii. For young adult patrons whose last name does not match their parent or guardian's last name, the self-registration form could ask for parent/guardian information to help avoid errors during the registration process. While it would simplify the verification process, implementing this feature isn't straightforward because some of our member libraries do not require parent/guardian information for young adult cards. Pratt asked if the form could ask for the information, but not use it when creating borrower records. Wymer said he would check with the vendor. Martin asked why we need to record parent/guardian information on young adult cards. Wymer said that it's needed in the event a borrower is sent to collections.
 - iii. A solution to patrons entering their home address twice is to change how we display the address fields on the form. Currently, home and mailing address fields are displayed when the form loads, and patrons have to check a checkbox to indicate that their home address is the

same as their mailing address. By changing the mailing address to not display when the form loads, and making the checkbox selected by default, patrons would have to uncheck the box to enter an additional address.

- iv. To address confusion regarding what information is needed in the suffix field, the vendor recommends changing from a free-text field to a select list of possible values. This would introduce controls over the data being entered into the database.
 - v. The vendor indicated that members could add the form to the web pages. The form would inherit the member's web page styles, ensuring consistency across different web sites.
7. Cataloging Services to non-Cat Center Libraries – Wymer
- i. Wymer informed the committee that Fresno County has announced they will no longer offer cataloging services to non-cat center libraries, effective June 30, 2024. This will require SJVLS to completely change our model for importing and creating bibliographic records.
 - ii. Pratt mentioned that Kern County would not be able to take over the work previously performed by Fresno County.
 - iii. Clark asked Wymer what options were possible and could be considered. Currently, there are 3 possible approaches to changing how we manage cataloging. The first option would be to allow all members to create, import, and manage records at their discretion. The second option would be to outsource cataloging services for non-cataloging member libraries to a 3rd party vendor. The last option would be to expand SJVLS staff and add a cataloger. Each approach has its own pros and cons, and there isn't a clear best option.
 - iv. Riggs mentioned that with proper training and trust in staff, that it could be possible for each member to catalog their own materials. Galvan asked if they would be given training if each member handles their own catalog records.
 - v. Wymer said that this item would be presented to Administrative Council at their next meeting, and the Council would determine our next steps. Wymer would like to see a working group created, composed of 2 members that are Cataloging Centers and 2 members that are not, to balance perspectives when considering potential options.

G. STAFF REPORTS

- 1. Senior Systems Network Engineer
 - i. Nelson provided an update on the network. CENIC Year 9 projects are starting to move forward. Additionally, we're down to seven T1 connections, and four 10mbps branches. Nelson informed the committee that SJVLS is still waiting on funding decisions from USAC regarding the large WiFi Expansion project.
- 2. Associate System Administrator
 - i. Drake informed the committee that he completed a request from Merced to delete unused collection codes. He learned a lot during the process, and it will be helpful when we need to delete more in the future. If anyone would like to clean up their unused codes, they can contact him to start the process.

3. System Administrator
 - i. Wymer informed the committee that the new Telemessaging server was received and installed. He's going to start working with the Telemessaging software vendor to migrate the Telemessaging software to the new server. He will keep the committee updated on dates for the migration.
 - ii. Wymer then informed the committee that the first set of closed locations were deleted for Kern County.
 - iii. Wymer informed the committee that the annual stats reports are ready for the members. He will send a reminder email in early September, as the State Report deadline gets closer. He asked the committee members to forward him a copy of the State Library Report when they receive it, so he can review the data collected and make sure SJVLS is recording it.
 - iv. Wymer let the committee know that the Electronic Resources Committee is preparing to release a survey on e-Resources for patrons to respond to. The link will be posted in both Enterprise and BC Mobile, and he'll send an update when the survey goes live.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
 - i. Wednesday September 20, 2023, at 10:00 am at the Woodward Park Library.

I. ANNOUNCEMENTS

1. Martin shared that he's setting up patron surveys on self-check stations. It's a new feature from TechLogic.
2. Clark shared that Tulare Public Library wrapped up their Summer Reading Program. They set a community goal of reading 45,000 minutes, and at the end of the program the community read more than 72,000 minutes. Clark is preparing for school visits to the library from 4th grade classes.

J. ADJOURNMENT

1. There being no further business to discuss the meeting adjourned at 11:44 a.m.