



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

January 17, 2024

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### DRAFT MINUTES

#### A. CALL TO ORDER

1. The meeting was called to order at 10:16 a.m. by Chris Wymer

#### B. ROLL CALL AND INTRODUCTIONS

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

#### C. ADOPTION OF THE AGENDA

1. Pratt (Kern) 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. Arellano (Porterville) motioned to adopt the minutes as presented.
  - i. Deshpande (Merced) seconded the motion.
  - ii. The motion passed.

#### F. PROJECTS FOR DISCUSSION AND ACTION

1. Guidelines on Adding Notes to Other Member's Materials – Wymer
  - i. Wymer presented the draft guidelines to the committee for review and comment. Pratt asked if the guidelines could be updated to have staff enter the branch code instead of the full branch name when entering a check in note for damages on an item. She also noted that the check in

note field in Horizon is limited to 80 characters, and recommended adding instructions for staff on how to handle notes that are longer than 80 characters. Her recommendation was to have staff enter "See internal notes" as the check in note, and then provide the full check in note details as an internal note.

- ii. When discussing procedures for items missing from the hold shelf, Pratt noted that when an item is checked in as damaged, the "Damaged" check-in note that is automatically added overwrites any previous check-in note that was already there. Wymer stated he had an idea for a Jasper Report that could run nightly to find items where a previous check-in note was overwritten. Pratt also requested to add a step to the guidelines that instructs staff to delete the Damaged check-in note when checking in an item missing from the hold shelf, since the item itself is missing, not damaged.
  - iii. The committee also discussed what reports would be needed to track items that go missing. It was decided that 3 reports will be created. The first will list all items with a status of "trace" with an internal note that contains "MISSING FROM HOLD SHELF". The second report is similar but has a filter to limit the results to only items with the note since a specific date. The final report would be for found items, which are items that have a missing internal note, but no longer have a status of "trace". That would imply that the items were found in one form or another. Wymer will create the reports and let the JSAs know when they're ready.
  - iv. Clark (Tulare Public) motioned to adopt the guidelines with the changes discussed during the meeting.
    1. Polfer (Fresno) seconded.
    2. The motion passed.
2. Horizon Post-Migration – Wymer
- i. Wymer provided an update on the new Horizon server's performance post-migration, and asked for feedback on how the migration went in their libraries. Pratt commented that since the migration, merging borrowers takes significantly less time. Deshpande and Polfer agreed and mentioned that it's much better now. One challenge post-migration is the need to enter the database credentials every time a staff member logs into a workstation for the first time. There are also a few workstations where the credentials are not saved after staff logoff. Wymer is not sure why that's happening on specific workstations for specific staff members and will have to research it further.
  - ii. Arellano asked about laptops having problems post-migration. Wymer asked him to reach out to Logic to make sure the laptops are set up correctly.
3. New at the Library Search Limit – Wymer
- i. Due to Drake's absence at the meeting, Wymer presented the New at the Library search limits to the committee. SJVLS can create search limits in the online catalog that automatically search for and display new materials for a member library. The limit is constructed using a combination of itypes or collection codes, plus a filter for pub date on the current year. In order to keep results relevant as the year progresses,

- a filter for bib# greater than a specific number can be added to the limit, reducing materials to those that were added since a certain date.
- ii. Any member that wants to add the Search Limits can open a ticket and request the limits be set up. SJVLS will need to know an English and Spanish name for the limit, for example “New Children’s DVDs”, plus the itype, collection code, or combination of itype and collection code for items that should be included in the limit.
4. SJVLS Collection Development Policy – Wymer
- i. The committee reviewed the current draft SJVLS Collection Development Policy, along with Electronic Resource Committee’s comments on the draft. Clark shared the background and intent of the policy with the rest of the committee. The committee then reviewed the policy section by section, making comments on how to improve or clarify various sections.
  - ii. They did not have comments on the Purpose section of the policy.
  - iii. In the “Selection Criteria for Shared Resources” the committee recommended adding “Electronic” to the section title, so it reads “Selection Criteria for Shared Electronic Resources”. This is because SJVLS only purchases shared electronic resources like eBooks, Databases, and other electronic applications like language learning. SJVLS does not select or purchase physical materials. The committee also recommended re-wording the bullet point relating to the ability to catalog materials in SJVLS’s ILS and update it to “ability of electronic resources to integrate with SJVLS’s ILS, when applicable.”
  - iv. In the section labeled “Deselection Criteria” the committee recommended updating the title to “Deselection Criteria for Shared Electronic Resources.” The committee also recommended separating the criteria into two sections, one relating to eBooks and a second relating to Databases, to make the process clear for each type of resource. The committee also posed a question about what happens when an article or journal contained in a larger database package is challenged, given that SJVLS typically does not have the ability to remove individual articles or titles from our subscriptions.
  - v. In the section titled “Reconsideration of Shared Materials”, the committee recommended updating the title to read “Reconsideration of Shared Electronic Resources” for clarity. The committee’s first recommendation was to separate the process to request reconsideration for eBooks from requests to reconsider databases or other electronic resources, since they are two distinct processes. The committee had several questions and observations regarding the process for hearing reconsideration requests for eBooks. The first question was about the best way for patrons to submit reconsideration requests. The current draft states that patrons must mail their request to either the Administrative Librarian or the Administrative Council of SJVLS but does not provide an address to mail the letter to. The committee discussed whether an online form would be better, and if emailed requests would be acceptable. Pratt commented that this section should indicate what elements are needed to submit a reconsideration request and suggested that it be added to this section.

The committee also discussed who can submit a request for reconsideration and recommended that requests be limited to residents of SJVLS's service area, or card holders at an SJVLS member library, if their residence is outside SJVLS's service boundaries. From there the discussion focused on questions about scenarios for when an ad-hoc committee would be needed, and how the committee should be composed. It was recommended that the section be re-worded to read "An ad hoc committee of library professionals and/or members of the public may be formed by the Administrative Council when deemed necessary." Further discussion focused on the ambiguity regarding the ad hoc committee, including, how is the committee composed? What are the circumstances when Administrative Council would create a committee? Who chairs or oversees the committee's work? How many members are on the committee, and who can volunteer to participate? Do committee members need to reside within SJVLS's boundaries? How will we inform the public that the committee is being formed? What reports or recommendations will the committee produce regarding their decision? Their final recommendation was to add a statement that Administrative Council's decisions are final to the section stating a letter will be sent regarding their decision, and to develop a form letter for such responses. After considering eBooks, the committee recommended moving the section discussing ERC hearing reconsideration requests for Databases and other Electronic Resources to its own section after eBooks. They also recommended clarifying how ERC will decide on a reconsideration request, and what happens after a decision is made.

- vi. The committee recommended moving the second paragraph under "Reconsideration of Shared Materials" to its own section at the beginning or end of the policy and naming the section "Regarding Minors Access to Electronic Resources." They also recommended re-wording the first sentence to read "SJVLS and its member libraries do not act *in loco parentis*, or in place of parents/guardians, regarding access to materials within the consortium."
- vii. In the section titled "Reconsideration of Jurisdiction-Owned Materials" the committee recommended renaming it to "Jurisdiction-Owned Materials and Electronic Resources." The committee recommended clarifying the first bullet point by changing "in which the patron is a cardholder" to "where the item will be checked out" given that patrons registered in one jurisdiction can check out physical materials from any other jurisdiction, and when they do, that jurisdiction's checkout rules apply. The committee also recommended updating the second bullet point to state "Concerns about an item in a library jurisdiction's individual collection or Electronic Resources, must be addressed directly with the specific library following that jurisdiction's policies and procedures. They recommended switching the order of the sentences in the third bullet point and replacing "Materials under review" with "Challenged materials." The committee felt the last bullet point wasn't clear but had a difficult time finding updated wording.

- viii. The committee's suggestions and comments will be sent to the ad hoc committee along with ERC's comments for their consideration.
- 5. PC Reservation Session Pause Feature – Wymer
  - i. Wymer provided the committee with a quick overview of a feature in PC Reservation that allows patrons to lock the PC they're using without having to end their session. Pratt informed the committee that the feature isn't a "pause" but rather a "lock" of their session. Wymer then explained how the setting works, and that it can be enabled if other members wanted to offer the feature to their patrons. Anyone that's interested can contact Logic Vang about setting it up.
- 6. BC Mobile Development – Wymer
  - i. Wymer reviewed the events that occurred in November 2023 that led to the mobile app becoming unusable. During Thanksgiving weekend, Solus shutdown the servers that support the mobile app, and as a result, important functions like searching the catalog, placing requests, viewing current checkouts and holds stopped functioning. Additionally, SJVLS lost access to the administration interface, and cannot make any changes or put up a notice about the app no longer functioning. SJVLS removed the app from the Google Play and Apple App stores, so no new downloads can happen, but there's nothing we can do about patrons that already downloaded the app.
  - ii. Wymer then provided an update on the current development of BC Mobile 2.0 by SirsiDynix. SirsiDynix anticipates releasing the first version of the app in March. The app is being developed using the native tech stacks for Android and iOS devices, and the Administration interface is integrated into BC Central. Those are positives that will allow for the development of features that were missing in the previous version, such as push notifications.
  - iii. Wymer shared the pros and cons of the current development roadmap. Pros were the development using native tech stacks, integration of biometrics to login, and the integration of the Admin Interface into BC Central, which will allow for automatic updates to the mobile app when configuration changes are made. The cons of the current roadmap are the uncertainty about whether placing requests will be available in the first release, and that there's been no mention of ERC integration.
- 7. Maintaining URLs and other Enterprise Components – Wymer
  - i. Wymer informed the committee that if they make any changes to their library websites, they need to ensure the changes do not break links in the online catalog. If URLs are changed and that page is linked to from the online catalog, it's the member's responsibility to inform SJVLS and ask us to update the link to point to the correct page. Common pages with links in Enterprise are pay fines, and hours and locations.
  - ii. Wymer also informed the committee that he recently discovered we do not have Spanish versions of our display codes in Enterprise. Display codes provide the plain text description for elements like collection codes, locations, and item types from Horizon. Collection codes are used to inform patrons where they can find the material within the library. Some codes have display text that reads "Ask at Circ Desk" or "See Reference" and lack Spanish translations. In total, there are more than

1,500 display codes between all members. Wymer obtained a full list of Enterprise's display codes with their English and Spanish display text. He will separate the list by jurisdiction and send it to JSAs to fill out. There is no rush or deadline to complete this project, but JSAs should try to get Spanish display codes filled out when they have time to work on it.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson provided an update on the E-Rate WiFi Expansion project. Funding Commitment Decisions Letters were issued, and he is currently working with EdTechnologyFunds and AMS to finalize the project. He will be meeting with directors next week to finalize their parts of the project.
  - ii. Nelson also shared that he has not received the CENIC bids for the upcoming year. He will share them as soon as they're received.
  - iii. Nelson's final update was that all items from the PC Order have been received and are ready for pickup.
2. System Administrator
  - i. Wymer informed the committee that he completed a script to automatically update the test database nightly. The updates modify the name of all locations to include "- \*\*\*TEST DATABASE\*\*\*" and sets a custom "testing environment" background image for all accounts. The intent is to make it as obvious as possible that staff are connected to the test database.
  - ii. Wymer also informed the committee that he is working on an updated version of the app that logs patrons into eResources. Most of the groundwork is done, and now he needs to finish finalizing the individual login scripts for each member.
  - iii. Wymer's final update was to inform the committee that he was contacted by Lyris in December to create an enhancement request with SirsiDynix for the creation of an ERC connector for The Palace Project. To date it's received a lot of positive votes from other SirsiDynix customers, and Wymer hopes it will be accepted during formal enhancement request voting in February.

## **H. CALENDAR ITEMS**

1. Date and location for next Automation Committee Meeting
  - i. March 20, 2024, at 10:00 am at the Hanford Library.

## **I. ANNOUNCEMENTS**

1. Pratt announced that the Southwest branch is currently closed for renovations until June 2, 2024. All items checked out from Southwest had their due dates extended to June 3, 2024. The Lamont branch will be closing on February 1, and will not re-open until June 3, 2024. Due dates for items checked out from Lamont will also be extended.
2. Polfer shared that the Selma branch will be closing on March 1 for renovations.

## **J. ADJOURNMENT**

1. There being no further business to discuss the meeting adjourned at 1:30 p.m.