SAN JOAQUIN VALLEY LIBRARY SYSTEM
Automation Committee Meeting
May 15, 2024

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. Yonne Galvan (Coalinga-Huron), Kristie Pratt (Kern), Brian Martin (Kings), Sarah McIntyre (Madera), Smruti Deshpande (Merced), Anthony Arellano (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair)
    ii. OTHERS PRESENT
        1. Kevin Nelson (SJVLS), Mike Drake (SJVLS), Aaron Lusk (SJVLS), Logic Vang (SJVLS), Heidi Clark (Tulare City)
    iii. EXCUSED
        1. Tiffany Polfer (Fresno)

C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda.
    i. Deshpande (Merced) 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 (Kern) motioned to adopt the minutes as distributed.
    i. Martin (Kings) seconded the motion.
    ii. The motion passed.

F. PROJECTS FOR DISCUSSION AND ACTION

1. Pre-Notification of Borrower Purge – Wymer
    i. Wymer informed the committee that Fresno County has requested a list of borrowers that would be purged in the upcoming inactive borrower purges. Their goal was to send a notification to the borrower that their

account was going to be deleted and offer them a chance to reactivate their accounts.

ii. Given that this request would require SJVLS to generate the full list of patrons that meet purge criteria, Wymer proposed extending the same notification to any borrower in the system that also has an email address in their borrower record.

iii. Wymer would generate the list of patrons approximately 30 days before the purge happens, then generate a second list of those accounts with an email address. Using JT Mail, Wymer will create a notification message and send it to the patrons. He informed the committee that to prevent gmail from labeling SJVLS as "spam", we only send an email once every 5 seconds. As a result, it may take a few days to send all of the patron purge notifications.

iv. McIntyre asked if the only patrons that would be notified are those with emails. Wymer said that it would only be through email, because SJVLS did not want to incur the postage costs associated with printing and mailing physical notices, and there is not a recording in Telemessaging for this type of notice.

v. Pratt asked if it would be possible to send an example of the email notice, so they can share it with staff before its sent.

vi. Arellano asked if using resources like Hoopla or OverDrive would prevent them from being deleted. Wymer said if the resource updates the patron's last authentication date, then they'll be fine. Pratt mentioned that they've seen some resources that do not. Wymer will double check.

vii. Arellano (Porterville) motioned to approve sending patrons a notification that their account would be deleted.
   1. Martin (Kings) seconded.
   2. The motion passed.

2. FY 2024-2025 Meeting Schedule – Wymer
   i. Wymer presented the proposed Automation Committee meeting schedule for fiscal year 2024-2025. There were no changes or problems identified.
   ii. Arellano (Porterville) motioned to approve the meeting schedule.
      1. Deshpande (Merced) seconded.
      2. Motion passed.

3. CLSA Plan of Service Metrics – Wymer
   i. Wymer informed the committee of a change to the State Library's Plan of Service forms starting next fiscal year. The change requires cooperative system to begin demonstrating that their activities funded with CLSA funds align with stated community needs and aspirations to serve underserved communities in their service area. It also requires cooperatives to create metrics that demonstrate the success of the activity funded through CLSA.
   ii. SJVLS uses CLSA funds for delivery services to move materials between member library systems. Delivery services are the most cost-effective use of CLSA funds, since system delivery significantly expands access to materials for all member library systems, especially library locations in remote and rural parts of the system.

   iii. For metrics to demonstrate the effectiveness of delivery services, Wymer proposed creating a report that showed the number of bibliographic records each member library system gains access to through SJVLS membership. So, it would be something like "Coalinga-Huron gains access to an additional 175,000 titles as a result of membership in SJVLS." Wymer also proposed creating a daily process to track the number of holds going to a jurisdiction where the jurisdiction does not own a copy of the title. This would allow us to report on the number sent for the year at the end of the year and demonstrate whether the use of funds was cost-effective.

   iv. Wymer then shared that the Governor's May revision of the budget included cutting CLSA funding by 50%. If the cut becomes official, SJVLS will not be able to fully fund delivery, and may need to consider alternative uses of CLSA funds. If we were to move forward with funding a different activity, the metrics we need to track would be different.

   v. Arellano asked if creating a separate report to track the number of holds where the receiving location did not own a copy was necessary. SJVLS already reports on the number of materials sent between members each quarter. Clark mentioned that tracking when members gain access to materials they would not have had access to otherwise, helps member libraries tell the story of the value of SJVLS membership, and can be useful when justifying membership dues to stakeholders.

4.   Cataloging Transition – Wymer

   i. Wymer provided an update on the cataloging transition. Copy cataloging training is schedule for next week on May 21 and 22. Wymer divided the training into two days, because of the amount of content to cover. A 4-hour training on a single day would have been difficult to schedule and condensing the training into 2 hours would be challenging to cover everything.

   ii. The first day is going to be focused on a general introduction to cataloging and MARC records. He'll then provide an overview of Connexion, so staff are familiar with the interface. He'll then go through and have staff get their Connexion client configured, and he'll finish with an overview of how to search for records. Staff will have 10 practice exercises to complete before the next day.

   iii. The second day will begin with a review of the practice exercises. Wymer will then provide a review of SJVLS's bibliographic standards, and then cover how to select the right record to export. From there he'll review how to modify records to meet SJVLS's requirements, and how to export the record from WorldCat. He'll then cover importing the record into Horizon, including import sources. He'll finish with a review of common mistakes, how to fix them, and a review of useful tools.

   iv. Wymer then provided an update on the Original Cataloging RFP. SJVLS received two bids, one from OCLC and one from Backstage Library Works. Based on the proposed pricing, the Cataloging Committee proposed awarding the contract to Backstage. OCLC's pricing and requirements were difficult for SJVLS to work with. Their pricing was significantly higher than Backstage, and required all items be mailed to them, or we would be charged an additional fee. They also required a

minimum of 200 records per year, which is more than SJVLS has originally cataloged yearly in the last 5 years. Lastly OCLC did not support some of the languages the members said they would potentially need cataloged.

    v. Backstage was able to work with our full list of languages, and their pricing was significantly cheaper than OCLC's. They were willing to work solely with digital surrogates, so items would not need to be mailed to the vendor. The only potential issue was that they require a single point of contact, so all cataloging requests need to go through SJVLS staff.

G. STAFF REPORTS

1. Senior Systems Network Engineer
   i. Nelson informed the committee that the PC Order was submitted. The model of barcode scanner that we've ordered in the past was discontinued. He found a new model that supports scanning barcodes on digital devices, like phone screens.
   ii. He also informed the committee that he's continuing to work on the CENIC bids and WiFi Expansion project.
2. Associate System Administrator
   i. Drake gave an update on a recent project to delete ILL bib records for Fresno. He mentioned that if you have bibs that you need deleted, to mark the last item on it as withdrawn so that the kill item and kill bib process includes those records.
3. System Administrator
   i. Wymer provided an update on Mobile Printing. The quote was signed and returned to Envisionware. On May 28, Envisionware will train Logic in installing the service. Once he's trained, Logic will set up Fresno County's mobile printing instances, and then move onto the other members as well as providing training.
   ii. Wymer informed the committee that Horizon 7.6.1 was recently released. SJVLS will wait until after Summer Reading ends to schedule the upgrade.
   iii. Wymer provided an update on the new version of BC Mobile. At this time there isn't a date for general availability.
   iv. Wymer informed the committee that the library card order shipped yesterday. He'll let members know when the cards arrive.
   v. Wymer provided an update on the System Administrator job posting. There were 3 candidates interviewed. SJVLS offered the position to 2 candidates, but both declined.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
   i. July 17, 2024, at 10:00 am online via Microsoft Teams.

I. ANNOUNCEMENTS

1. Pratt announced that Southwest's closure has been extended until September 3, and due dates for items checked out from Southwest were extended. Pratt also announced that Kern has plans to expand branch hours soon.

J. ADJOURNMENT

  1. There being no further business to discuss the meeting adjourned at 10:59 a.m.