SAN JOAQUIN VALLEY LIBRARY SYSTEM
Automation Committee Meeting
July 17, 2024

DRAFT 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), Tiffany Polfer (Fresno), Kristie Pratt (Kern), Brian Martin (Kings), Alma Madrigal-Ward (Madera), Maureen McCormick (Mariposa), Smruti Deshpande (Merced), Anthony Arellano (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair)
   ii. OTHERS PRESENT
      1. Kevin Nelson (SJVLS), Logic Vang (SJVLS)
2. Introductions were conducted.

C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda.
   i. Polfer (Fresno) seconded the motion.
   ii. The motion passed with McCormick abstaining.

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. Arredondo (Tulare County) seconded the motion.
   ii. The motion passed with McCormick abstaining.

F. PROJECTS FOR DISCUSSION AND ACTION

1. 2021 Category 2 Project Update – Wymer
   i. Wymer provided an update on the status of the 2021 Category 2 project. He reviewed the timeline of the project, which started at the beginning of the COVID-19 pandemic. At the time, the State Library had grant funding to help libraries upgrade network infrastructure, which would cover the unfunded portion for Category 2 e-rate projects. The initial

scope of the project was to expand Wifi infrastructure through SJVLS, adding the service at locations that did not have it previously, expanding it at locations that needed more coverage, and adding outside wireless to broadcast library Wifi outside library branches.

ii. The project was delayed when SJVLS was audited by USAC. During an audit, USAC stops reviewing and approving pending funding requests. The audit delayed review of our 2021 application for nearly 2 years. While review was delayed, the equipment we were requesting went end-of-life. When USAC began reviewing the funding requests again, they denied our request because of the end-of-life equipment.

iii. SJVLS submitted requests to substitute the end-of-life equipment with current equipment, and after more review, the funding was finally approved in late March/early April.

iv. Last week SJVLS had the kick-off meeting for the project. During the meeting, SJVLS requested to prioritize the Fresno County branches using an outside vendor to provide Wifi, in order to allow them to end the contract. After that, SJVLS will prioritize Hanford, so the upgrades there can be completed before they close for renovations. Pratt asked if this project meant that Kern County could also end their contracts with outside vendors, and Wymer said yes, that's correct.

v. Wymer then reviewed the scope of the project per member, and asked committee members to review the branches included in the project and let SJVLS know if any of the buildings are leased.

2. MFA for Office365 – Wymer

i. Wymer gave an update on the multi-factor authentication transition that's currently underway. SJVLS has purchased and distributed authentication tokens to all members that needed them, and it's up to the member libraries to ensure they are distributed to staff in a timely manner.

ii. Wymer also informed the committee that SJVLS was able to defer the start date for MFA on all accounts. When Aaron Lusk enabled MFA and then immediately turned it off, Microsoft asked him to complete a survey about why it was being disabled. Lusk responded by stating SJVLS is in the process of purchasing tokens and distributing them to staff and that we need additional time to complete the process. This seems to have delayed Microsoft's imposed deadline of July 18.

iii. While there isn't a hard-and-firm deadline at this time, SJVLS still wants the members to prioritize completing the transition, so we can enable MFA and not have to worry about being forced to implement it.

iv. Some of the committee members provided updates about the transition in their jurisdictions. Porterville has enabled MFA for all of their staff, who are using the authenticator app or receiving phone calls at their desks. Fresno has received their tokens but hasn't started distributing them to staff. Kern is working on distributing them but is running into challenges related to the logistics of getting to branches while staff are there. This is further complicated by a lack of access to County vehicles. In Madera the transition is going smoothly. Tulare Public has had their librarians test using the authentication app. Their

director is testing tokens with one staff member to get familiar with the process, then they'll roll it out to the rest of their staff.

    v. Merced is nearly finished distributing tokens. There's a single staff member that presents a challenge because they only work on Saturdays, which is when Deshpande is off. In total, there's only four staff members that still need MFA enabled. In Mariposa, MFA has been set up with nearly all employees with the exception of a few extra help employees that work infrequently.

3. Updating Cataloging Policy – Wymer

    i. With the recent changes to cataloging within SJVLS, the committee reviewed the current Policy on the Addition of Bibliographic Records to the SJVLS Shared Catalog and discussed what needs to change or be added to reflect the new approach to cataloging. Wymer informed the committee that he already knows he needs to acknowledge that each member is allowed to copy catalog their own materials, and that he needs to add a section that addresses how libraries request the creation of new catalog records. Wymer presented the committee with a set of questions focused on the change to copy cataloging.

    ii. The first question for discussion was what criteria new staff need to meet in order to obtain permissions to copy catalog records. After discussion, the committee agreed that new staff should, at a minimum, watch the recorded copy cataloging training, and do a practice set of records to demonstrate their understanding of the Cataloging Procedures. SJVLS will need to develop the practice materials, along with procedures for reviewing the practice exercises. Additionally, they would also need to watch or review any additional trainings identified by SJVLS. Examples of additional trainings could include SirsiDynix webinars on the cataloging module in Horizon, OCLC Connexion trainings, or CALL or Library Juice Academy courses. Lastly, the request to grant staff access to cataloging in Horizon needs to come from either the jurisdiction's director, or the JSA. The director or JSA will be responsible for ensuring the new staff member completed the required trainings.

    iii. The second question discussed who reviews the records imported by copy cataloging staff, and if review was necessary. The committee agreed that review is necessary and suggested using a peer review model. In jurisdictions with multiple staff members doing copy cataloging work, they will review each other's work to ensure SJVLS standards are being followed. In smaller jurisdictions, or jurisdictions where only one staff member does copy cataloging, they will work with other solo catalogers and peer review their records. To facilitate the review, SJVLS will work on creating reports that track records imported by copy cataloging staff and find a way to view the records individually. It was suggested that new staff's work be reviewed weekly, and we'd use a longer period for established cataloging staff, likely once a month.

    iv. The third question related to handling situations where a staff member does not follow SJVLS's cataloging guidelines. The consensus was to remember that people are humans, and humans occasionally make mistakes. With that in mind, in these situations the focus would be on trying to help staff understand the guidelines as opposed to being

punitive. Wymer proposed the idea of a "3 strikes" model, where staff aren't punished for making mistakes, but if peer review reveals that certain guidelines are consistently not followed, then the staff member will lose their cataloging permissions. They will be expected to review the cataloging training materials. They will also have to allow their JSA to review the records they export from Connexion, and if they meet the guidelines, the JSA will import the records for them. Once they've demonstrated they can meet guidelines consistently, their cataloging permissions will be restored.

    v. The fourth question related to how to handle a situation where an entire jurisdiction does not follow the cataloging guidelines. The committee agreed that this would be a very rare situation, but it's something that should be addressed before it becomes a problem. In the event an entire jurisdiction fails to follow the cataloging guidelines, all staff in the jurisdiction will lose their cataloging permissions. If this situation ever comes up, it will become an item for Administrative Council to discuss. The jurisdiction's cataloging staff will be expected to work with SJVLS on re-training and to demonstrate their compliance with SJVLS's cataloging guidelines. After completing re-training and demonstrating compliance, SJVLS will restore their permissions.

    vi. The final question asked if there was anything in the current policy that should be removed, or sections that should be updated, and if there were any suggestions on how to order the policy. Arellano mentioned that the policy will need to have procedures for how to request new original records. Wymer reviewed the sections of the current policy and addressed which sections are still relevant, which sections need to be revised, and which sections no longer apply.

    vii. Wymer will take the feedback and ideas mentioned during the discussion and draft an updated Cataloging Policy. He will bring it back to the committee for discussion and review at the September meeting.

G. STAFF REPORTS

1. Senior Systems Network Engineer
   i. Nelson updated the committee on the recent emergency project to replace seven end-of-life firewalls at member library headquarters. The purchase order was sent last week, and this morning he received a notice that the new firewalls are scheduled for delivery today. Nelson will work with Vang and Lusk to determine a schedule for replacing firewalls and inform the members when their replacement is scheduled. He noted that replacing the firewalls will require the entire jurisdiction to be offline while the work is done.
   ii. Nelson also informed the committee that SJVLS is preparing to reach out to members to plan for the CENIC Year 11 bids. In addition to the normal request, he also mentioned that SJVLS needs to know if there will be any branches closing, moving, or opening during Year 11, so we can include those in the CENIC bid requests.
2. System Administrator
   i. Wymer informed the committee that he's continuing to work with SirsiDynix's SPP group for BC Circulation. This group is working with

SirsiDynix's product manager to work with SirsiDynix to add functionality needed by Horizon libraries.

    ii. Wymer informed the committee that the upgrade requests for Web Services and Horizon. The Web Services upgrade is required for SJVLS to migrate to BC Mobile 2.0 when it's released. SirsiDynix is scheduled to do upgrade prep for both Web Services and Horizon on July 25. The Web Services upgrade will happen in early August, and the Horizon upgrade will happen in late August or early September. The actual dates of the upgrades will be scheduled after the prep, and Wymer will inform committee members when a date is finalized. Wymer also reminded the committee that a Web Services upgrade will require downtime for the catalog, mobile app, and electronic resource authentication for some resources.

    iii. Wymer mentioned that he hasn't made a lot of progress on e-rate or the contract for the new original cataloging vendor. He asked Fresno County Library's Business Manager for advice regarding required Certificates of Insurance for the agreement and hasn't received a response in over a month. Right now, that's holding up the contract and the process.

    iv. Wymer also informed the committee that he's done some work to improve reporting from the EZ Proxy logs database. Previously, the EZ Proxy reports would take approximately 10 minutes to run, which was longer than it should take. Additionally, the report cannot be scheduled because the report uses input prompts to filter report start and end dates. He's made revisions to the reports to remove the need for date input prompts, so the report automatically runs for the previous month. He also optimized the database to allow the reports to run faster. As a result of the optimization, reports now return results in less than 30 seconds.

    v. Wymer informed the committee that there's one interview for the System Administrator position. The interview is scheduled for tomorrow. In the event we're unable to hire the candidate, Wymer will have to work with Fresno County HR to re-post the position.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
   i. September 18, 2024, at 10:00 am at the Tulare Public Library.

I. ANNOUNCEMENTS

1. Pratt announced that the Wilson and Holloway-Gonzales branches will be closing on August 6 for renovations. They're expected to re-open on January 6, 2025. More branches will close before the end of the year, but the other dates are not finalized at this time. Pratt reminded committee members that due dates for those items will be extended for items checked out from these branches.

2. Arredondo shared the Dinuba branch re-opened last Wednesday. Tulare County is hoping to break ground on Springville by September. Their next branch renovation will be Alpaugh, but there isn't a set start date at this time.

3. Arellano shared that Porterville received the Solar Charger backpack kits from the State Library grant. They also received a privacy booth for their library. He asked about original records for kits and library of things type materials.
4. Madrigal-Ward shared that Madera had to modify their hours at the main branch because their AC is broken. They are opening earlier and closing earlier to try to prevent being open when the building is too hot. It's creating issues because their patrons are having difficulty returning items.
5. McCormick shared that all Mariposa Library Branches were opened as cooling centers. For 10 days their locations were open from 11 a.m. to 8 p.m. They had to scramble to find staff to cover their branches, especially in their small remote branches. They'll likely be cooling centers again next week.
6. Polfer shared that four rural Fresno branches were also cooling centers. No services were provided, but the buildings were open.

J. ADJOURNMENT

1. There being no further business to discuss the meeting adjourned at 11:36 a.m.