



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

September 17, 2025

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### DRAFT MINUTES

#### A. CALL TO ORDER

1. The meeting was called to order at 10:05 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), Sarah McIntyre (Madera), Alex Pollock (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair), Stephen Guenzi (SJVLS)
  - ii. OTHERS PRESENT
    1. Kevin Nelson (SJVLS)
  - iii. ABSENT
    1. Tiffany Polfer (Fresno), Matt Johnson (Mariposa), Smruti Deshpande (Merced)
2. Introductions were conducted.

#### C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda as distributed.
  - i. Arredondo (Tulare County) 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. Pollock (Porterville) seconded the motion.
  - ii. The motion passed.

#### F. PROJECTS FOR DISCUSSION AND ACTION

1. Decouple HIP from Horizon
  - i. Wymer apologized for the recent issue that prevented SMS notices from being sent for 2 weeks, as well as the short, HIP outage when he had to reconfigure HIP so SMS messages could be sent again. Because of the outage, Wymer re-visited whether HIP could be decoupled from Horizon and found out the bug that prevented it in the past has been resolved. The bug was in SMS messages. If Horizon was decoupled from HIP,

patrons with a hold ready to pick up would receive an SMS hold notice every time SMS messages were sent, until they picked up their hold. SJVLS sends SMS messages 3 times a day, so patrons could receive up to 30 notices about a hold if they didn't come in to pick it up. This was not an ideal user experience, and Wymer wanted to avoid making libraries and patrons deal with it. Now that this is resolved, SJVLS would like to move forward and decouple HIP. Wymer proposed making the change on Monday, September 22.

1. Pratt (Kern) motioned to decouple HIP.
  - a. McIntyre (Madera) seconded the motion.
  - b. The motion passed.
2. Auto-Renew Notice Language
  - i. At the previous meeting, Automation Committee reviewed and updated notice language, however, Wymer forgot to include Auto-Renew notices. In addition, Madera had a patron who mis-interpreted the header in the notice and thought it meant all their items were renewed, which wasn't the case. Wymer asked the committee if they had any suggestions to revise the notice language.
  - ii. The committee discussed various options and decided to remove the "AUTO-RENEW NOTICE" header, shorten the 3<sup>rd</sup> sentence so it's easier to understand, and add formatting to the auto renew status and due date fields so they are more obvious when scanning the notice.
  - iii. The committee asked if the items listed in the notice could be sorted by renewal status, and whether items not eligible for auto renewal are listed in the auto renew notice email.
  - iv. Wymer will test out the updated notice configuration as well as the questions from the committee and report back. The new configuration will be implemented on Monday, September 29.
  - v. Pratt (Kern) motioned to update the auto renew notice.
    1. McIntyre (Madera) seconded the motion.
    2. The motion passed.
3. Preferred Names and Mailed Notices
  - i. While working on migrating reports to BC Analytics, Wymer discovered there are patrons with only their first name in the preferred name field in their records. Wymer was concerned that only having a single name could create confusion or issues for staff or create issues with delivering mailed notice and asked the committee for their feedback.
  - ii. Committee members said it hasn't been an issue for them so far. Kern County is going to update their registration form to ask for a preferred first and last name. Other members aren't concerned. The group will leave things as they are for now.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson let the committee know the PC Order form is open and will close at the beginning of October. For this round of the PC Order, Nelson would like to test having member's PCs shipped directly to their headquarters, as a test to prepare for the renovation of Fresno County's Central Library branch. This would require staff at member libraries to

- record serial numbers and send them to him so he can finalize the transfer of ownership.
  - ii. Nelson also informed the committee that the Year 12 bid requests were sent to ICOE and CENIC.
- 2. Associate System Administrator
  - i. Guenzi let the committee know he's still learning all the different systems. He thanked them for their patience on work orders.
- 3. System Administrator
  - i. Wymer let the committee know about the upcoming renovation of the Fresno County Central Library branch, and that he's doing everything he can to ensure the closure's impact on the members is as minimal as possible. When there are confirmed dates, he will update the committee with all the details of the project and the impact on SJVLS and its members.
  - ii. Wymer then informed the committee that on September 5, Backstage Library Works submitted a request to increase cataloging prices, in accordance with our agreement. The revised pricing increases the per-record costs of original cataloging by \$0.50 per record and now includes pricing and terms to enhance brief records already found in OCLC's database.
  - iii. Wymer then provided an update on migrating reports to BC Analytics. Reports are being migrated as Wymer gets time to work on them. He is trying to test various types of reports and workout problems with migration, to get an understanding of how to resolve them. He ran into an issue migrating the main monthly stats report, because BC Analytics will not run the SQL the same way the old platform did.
  - iv. Wymer's final update was to let the committee know that SJVLS was awarded funding through the California Collaborative Connectivity Grant Program. The total award is \$31,174 and will cover the unfunded portion of the E-Rate Category 2 project.

## **H. CALENDAR ITEMS**

- 1. Date and location for next Automation Committee Meeting
  - i. November 19, 2025 online via Microsoft Teams.

## **I. ANNOUNCEMENTS**

- 1. Pratt gave an update on Kern County's renovation projects. The Wasco and Arvin closures were extended. The Ridgecrest branch will start their renovation soon and will be closed for 2 months. Kern County Library will keep offering express services during the renovation. She also shared the Rosamond branch re-opened, but the other branches are still closed.
- 2. Arredondo shared that the Springville branch is on pace to re-open in January. The Alpaugh and Orosi renovations will begin soon. Her last update was that Tulare County's Book Lockers to allow after-hours hold pickup are now in service.

## **J. ADJOURNMENT**

- 1. There being no further business to discuss the meeting adjourned at 11:03 a.m.