Automation Committee
Agenda Packet

January 21, 2026	Online via Microsoft Teams	10:00 a.m.

Enclosed are the agenda and prepared attachments for this meeting.

Copies of these materials may be made at the public's expense.

The public may participate by using the following URL:

https://go.sjvls.org/automation260121

To participate in the meeting by telephone, call:

(559) 785-0133

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The public may also participate at any of these teleconference locations:

Coalinga-Huron District Library: 305 NORTH 4TH ST, COALINGA CA 93210

Fresno County Public Library: 2420 MARIPOSA ST, FRESNO CA 93721

Kern County Library: 701 TRUXTUN AVE, BAKERSFIELD CA 93301

Kings County Library: 110 S. 11TH AVE, HANFORD CA 93230

Madera County Library: 121 NORTH G ST, MADERA CA 93637

Mariposa County Library: 4978 10TH ST, MARIPOSA CA 95338

Merced County Library: 2100 O ST, MERCED CA 95340

Porterville City Library: 15 E. THURMAN AVE. SUITE A, PORTERVILLE, CA 93257

Tulare County Library: 200 WEST OAK AVE, VISALIA CA 93291

Tulare Public Library: 475 NORTH M ST, TULARE CA 93274

Accessibility and Accommodations: In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Joaquin Valley Library System at (559) 600-6256 no later than 10:00 a.m. on Tuesday January 20, 2026.

Public records: Disclosable public records related to this agenda are available for public review at the Fresno County Public Library, Business Office, located at 2420 Mariposa Street, Fresno, CA 93721, during regular business hours, 8:00 a.m. – 5:00 p.m., Monday through Friday.

AGENDA

A. COUNCIL OPENING

1. Call to Order
2. Introductions
3. Adoption of the Agenda
4. Public Comment – The Public may comment on any items relative to SJVLS and not on the agenda.

B. APPROVAL OF MINUTES OF NOVEMBER 19, 2025 (ATTACHMENT 1)

C. ITEMS FOR DISCUSSION AND ACTION

1. DISCUSSION: ILS RFP – Wymer (Attachment 2)
2. DISCUSSION: BCA Reports Migration – Guenzi
3. ACTION: Automate Waiving Lost Processing Fees – Wymer (Attachment 3)
4. DISCUSSION: Paperless Notices – Wymer (Attachment 4)

D. STAFF REPORTS

1. Senior Network Systems Engineer
2. Associate System Administrator
3. System Administrator

E. CALENDAR ITEMS

1. Set the date and agenda building for the next meeting, tentatively March 25, 2026, at the Visalia Library.

F. ANNOUNCEMENTS

1. Committee members are invited to share items relating to collaboration, innovation, and professional development of interest to the Committee.

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Automation Committee Meeting
November 19, 2025

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. Yvonne Galvan (Coalinga-Huron), Tiffany Polfer (Fresno), Kristie Pratt (Kern), Brian Martin (Kings), Sarah McIntyre (Madera), Matt Johnson (Mariposa), Smruti Deshpande (Merced), Alex Pollock (Porterville), Sheri Haveman (Tulare City), Chris Wymer (Chair), Stephen Guenzi (SJVLS), Rachel Nelson (SJVLS)
   ii. OTHERS PRESENT
      1. Kevin Nelson (SJVLS), Aaron Lusk (SJVLS), Logic Vang (SJVLS), and Darla Wegener (Tulare County)
   iii. ABSENT
      1. Faythe Arredondo (Tulare County)
2. Introductions were conducted.

C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda as distributed.
   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. McIntyre (Madera) seconded the motion.
   ii. The motion passed with Polfer (Fresno), and Johson (Mariposa) abstaining.

F. PROJECTS FOR DISCUSSION AND ACTION

1. Syndetics Unbound Content for ERC Titles
   i. Wymer informed the committee that Kern County recently asked if Enterprise was able to display Syndetics Unbound enriched content for digital materials. Wymer investigated how the content is displayed and determined enriched content can be added for digital materials. It

requires adding ISBN, and the Syndetics Unbound widget to the detail display for ERC content. Once those changes are made, enriched content for digital materials will display the same way it does for physical items. Wymer provided a demonstration of the current set up without enriched content, and what it looks like when it's added.

ii. McIntyre asked about whether the enrichments, for example the list of other titles in the series, will be able to link to other digital titles. Wymer wasn't sure and would have to investigate if it's possible to make this work. One potential issue is with our current holdings export, Syndetics Unbound doesn't receive information about digital holdings, and as a result cannot track what digital titles members own.

iii. Polfer (Fresno) motioned to enable enriched content for digital titles effective Monday morning.
    1. Johnson (Mariposa) seconded.
    2. The motion passed.

2. BC Analytics Report Migration

i. Guenzi updated the committee on his work to migrate Jasper reports to BC Analytics. There are approximately 170 reports to migrate from Jasper, but a few were no longer needed and weren't migrated. He then shared where the migrated reports are saved. He replicated the folder structure from Jasper in BC Analytics to make it easier to navigate and find migrated reports. The report description also contains the name of the report from Jasper, to make it easier for staff to find the specific Jasper reports they need.

ii. He also informed the committee that there are some reports that were problematic and haven't been migrated yet. Or they're in process but not complete and ready to use. He asked committee members to let him know if any of those reports are needed, so he can prioritize migrating them. He also let the committee know that some reports are not filtered yet and return results from all members. There are also some reports that were created with a focus on a specific branch or jurisdiction and haven't been customized for each member. If anyone uses those reports and they're not customized to your branches, you can contact Stephen and ask him to customize them.

iii. He also discussed some of the differences in how reports get their data. Some reports use the default harvested data in BC Analytics and others connect live to Horizon when the report runs, but there are some that harvest data at a specific time and have to be refreshed to get new values. For those reports, he'd like to know when staff have them scheduled so he can create a refresh schedule to make sure the report always has fresh data when it runs. Members can let him know what the schedule should be.

iv. He then discussed next steps for the report migration. He asked members to start reviewing both the Jasper and BC Analytics versions of reports to make sure they match, and to let him know about any discrepancies when they find them. He'd also like to get feedback on filters and prompts, both pros and cons. Both negative and positive feedback and welcomed. It's good to know when reports work as

intended so they can be marked "complete" on our migration spreadsheet.

3. ILS/LMS RFP Development
    i. Wymer provided an update on the ILS/LMS RFP. He recently attended the CLA conference and met with all the ILS vendors in attendance. In total he talked to 5 vendors about their systems. The vendors he met with were: Innovative, OCLC, Millonex, ByWater, and Civica. He also noted that SirsiDynix did not have a presence at CLA. He tried to get an understanding of their user interfaces, hosting models, included features, and other details pertinent to SJVLS's shared ILS model. Wymer then provided a summary of his impressions of the systems he saw.
    ii. Deshpande shared her impressions on Civica's ILS – Spydus. She was impressed with the user interface and features that are included by default.
    iii. Wymer informed the committee that SJVLS needs to decide whether the RFP will require that the new ILS has to allow SJVLS to host it in our data center, or if we're willing to consider ILSes that are only hosted by the vendor. Over the last 3 years, SJVLS has invested more than $200,000 in the infrastructure needed to host the ILS ourselves. Moving to a model where the vendor hosts the system would potentially make those investments moot, but requiring systems to allow us to host would limit our options. Wymer then discussed various situations where he would be okay with a vendor hosted solution and where a vendor hosted solution would be a non-starter.
    iv. Wymer then shared his current anticipated timeline for the RFP and migration. His current plan is to release the RFP in early January, and have vendor responses due in March. SJVLS will review responses to determine whether the system is something SJVLS will be able to administer and maintain. Any systems that meet SJVLS's needs, those vendors will move forward to presenting to Automation Committee staff, plus other key staff. Those presentations will be scheduled in April. Each member will submit a single score for their jurisdiction, and each member's scores will be averaged to determine the winning response. Once a winner is determined, SJVLS will start working on the migration, with a goal of going live on the new system in April 2027.

4. Windows 11
    i. Wymer thanked everyone for their efforts to deploy Windows 11 and CloudNine throughout the system. So far 485 PCs have migrated, which is great progress.
    ii. Lusk informed committee members that once 2026 starts, he will begin sending out reports about PCs that still need to migrate.

5. Borrower Address Clean-up Reports
    i. In August, Fresno County Library staff that run notices for everyone informed SJVLS about a problem they encounter on a regular basis with the formatting of mailing addresses. In each notice batch there are a couple of notices with incomplete address information. If those notices are mailed, they get returned, and SJVLS is charged postage for the returned mail. To avoid the unnecessary postage costs, staff look up the

       address and write the missing portion on the notice. This takes a lot of extra time and effort on their part, and requires them to scan through every printed notice, daily.

    ii. Wymer created a new report to help with the problem and identify incomplete addresses before the borrower receives a notice. The report locates borrowers with active mailing addresses that are missing the address, city and state, or postal code values. The report changes the background to red for the missing address elements, to make it easier to determine what's missing.

    iii. While Wymer was reviewing report results, he noticed some borrowers with California addresses were from cities that are not included in the City/State table in Horizon. He asked committee members to let him know when staff encounter missing city values so they can be added. Pratt shared that she has a spreadsheet of all California cities and whether they have corresponding City/State values in Horizon. She will share it with Wymer so the missing cities can be added.

G. STAFF REPORTS

1. Senior Systems Network Engineer
   i. Nelson let the committee know the PC Order is complete. The test of drop shipping PCs directly to headquarters went well, except for sales tax being charged by the delivery destination, not the ordering location. There was a small hardware configuration issue. The PCs were ordered with VGA ports and card readers but were not included when they were shipped. The missing components are being shipped separately, and Nelson and Vang will work with members to retrofit them where they're needed. The other issue is the PCs now ship with wireless mice and keyboards by default. If any members need wired keyboards for public PCs, Fresno donated their surplus wired keyboards to SJVLS. They can be given out to any member that needs them.
2. Associate System Administrator
   i. Guenzi's only update is that he's been working extensively on the BC Analytics report migration.
3. System Administrator
   i. Wymer recently spent a lot of time resolving a billing issue with T-Mobile and ECF funding. It's finally reached a positive conclusion and is a huge relief for him.
   ii. Wymer's also spent time recently helping members set up acquisitions ordering for new vendors. He has some outstanding requests that he needs to follow up on.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
   i. January 21, 2026 online via Microsoft Teams.

I. ANNOUNCEMENTS

1. Johnson shared that staff are getting used to CloudNine and continuing to deploy Windows 11.

2. Deshpande shared that Merced is getting ready to start deploying Windows 11.
3. Pratt shared that Kern County will be closed Thursday through Saturday for Thanksgiving, and from 12/24/25 through 1/1/26 for Winter Recess. They will also be closed on Friday, December 5, 2026, for an all-staff training day.
4. Polfer shared that Fresno is preparing for their next phase of infrastructure projects. The Central Library will be closed for an extensive period of time and are still looking for a temporary location. The Selma renovation is still on-going.

J. ADJOURNMENT

1. There being no further business to discuss the meeting adjourned at 11:14 a.m.

DATE: January 21, 2026

TO: SJVLS Automation Committee

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: ILS RFP

DISCUSSION:

The ILS RFP is ready to release. SJVLS is sharing the procurement timeline and details about what SJVLS members will need to do during the RFP Process.

Timeline

Date	Activity
1/26/26	RFP officially released and shared with vendors
2/3/26	Deadline for vendors to submit questions for the vendor teleconference
2/5/26	Vendor Teleconference
2/27/26	RFP responses due
3/2/26 – 3/6/26	SJVLS reviews responses – determines which systems will meet our requirements
3/3/26 – 3/20/26	Demo access to test systems (if vendors can provide)
3/17/26 – 3/20/26	Vendor presentations to SJVLS and member library staff. SJVLS will schedule 2 presentations each day and give vendors 3 hours for their presentation (2 to 2.5 hours to present and a half hour to an hour for questions/clarification). Presentations will be done through Teams.
3/23/26	Member library scores due to SJVLS
3/25/26	Automation Committee meets to select winner and make a recommendation to Administrative Council
4/3/26	Award recommendation presented to Administrative Council for final approval.

SJVLS Member Library Responsibilities

SJVLS's members will make the final decision on what our next ILS will be. SJVLS member libraries will need to be prepared to review the proposals, do tests on demo systems where vendors provide them, and have staff attend the vendor presentations.

Important Dates

Please be prepared for these activities:

- **March 9-13**: Reading proposals from vendors SJVLS advances to the presentation round and doing tests in demo systems (if they're provided).
- **March 17-20** (actual dates will depend on the number of vendors in this round): two 3-hour presentations per day from vendors.
- **March 17-23**: Members score vendors responses
- **March 25**: In person Automation Committee meeting to finalize the recommendation to Administrative Council. If you know you cannot make this date, please be prepared to send a proxy to vote on your jurisdiction's behalf.

Demo Systems/Test Access

For each vendor that provides access to a demo system, please be prepared to test functionality the week before presentations. The intent is to allow staff who will attend presentations to test standard functionality and start to gather questions about the ILSes in advance of the presentation. SJVLS requests that members do the following tests:

- Register a patron
- CKO items
    - Try editing a due date
    - Try forcing an item to lost
- CKI items
    - A standard CKI
    - An item from another location (testing transits)
    - An item with a hold
    - Bookdrop checkin and/or backdated CKI
    - Damaged CKI
- Place requests
- Fill requests
- Run the holds pull list
- Import MARC records
    - *CAT CENTERS* - edit a MARC record and/or create one from scratch
- Create an item record
- If you use Acquisitions, try creating a purchase order
- Search the catalog
    - Try pre-search limits
    - Try using facets to filter search results
    - Look at bib and item records/details
- Place a request in the catalog
- Create a list in the catalog

Scoring

Each jurisdiction will submit one scoring form with their score for each vendor. While it will be the responsibility of the Automation Committee representative to submit their scoring sheet, members are encouraged to work with staff in their jurisdiction to compile their scores. The scores of all 10 members will be averaged together, and the highest average score will be presented to Automation at their meeting on March 25 to make an official recommendation to Administrative Council for final approval.

The members can decide how many staff members they want to attend the presentations. SJVLS recommends sending staff that are knowledgeable about how your libraries operate and use Horizon, so that all specialized needs/use cases are represented during presentations.

DATE: January 21, 2026

TO: SJVLS Automation Committee

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Automate Waiving Lost Processing Fees

RECOMMENDED ACTION:

1. Approve enabling the automated waiving of lost processing fees when a lost item is returned.

Approval of the recommended action will authorize SJVLS to enable waiving lost processing fees when lost items are returned.

ALTERNATIVE ACTION(S):

Alternatively, Automation Committee could elect not to enable it for all members.

FISCAL IMPACT:

Approval of the recommended or alternative actions will not have an impact on SJVLS's budget or membership dues.

DISCUSSION:

Horizon version 7.5.4 introduced a new circulation parameter, parameter 57 – Lost Processing Fee Refund, which automatically waives the lost processing fee when a lost item is checked in. Enabling this feature would save staff time, because they wouldn't need to remember to waive lost processing fees after checking in lost items.

One consideration with enabling this feature is the impact on credits when a patron returns a lost item after paying for it. If the lost processing fee block still exists in the patron's block history, Horizon will give the borrower credit for the cost of the item as well as the lost processing fee. It is possible to prevent crediting the patron for the lost processing fee, but it requires all members to approve a change in the retention of lost processing fee blocks. Currently, Horizon is set to retain lost processing fee blocks in a patron's block history for 1460 days. We could reduce the retention to something as short as 3 days or 30 days to address that issue.

Tulare Public already has the feature enabled.

PRIOR AGENDA REFERENCE:

No prior reference.

Motion: _____   Second: _____

_____ PASSED   ____ REJECTED

DATE: January 21, 2026

TO: SJVLS Automation Committee

SUBMITTED BY: Chris Wymer – Administrative Librarian

SUBJECT: Paperless Notices

DISCUSSION:

Recently the folder/sealer machine used to seal printed notices has started to fail, requiring a service tech to come to Fresno Central and get it working again. The last time it failed, Fresno staff informed SJVLS that one of the metal sensors broke off and isn't there anymore. Given the age of the machine, it was purchased in April 2017, and its current condition, it will need to be replaced. SJVLS will work on quoting and purchasing a replacement.

With the folder/sealer needing replacement, this seems like an opportune time to review notices and consider ways to reduce the number of print notices we send. Print notices are the most expensive type of notice we send.

As a starting point for discussion, SJVLS would like to recommend continuing to send print notices for the blocks set to "Force Print Only", which are: lost item notices, final overdue notices, and billing notices. To achieve this, borrower records would need to be updated to use phone, email, or SMS as their notice preference. Additionally, borrowers with phone or email notice preferences that have phone or email correction requested blocks would still receive print notices, too. While not ideal, it's something we can accept as we work towards a more comprehensive paperless notice policy.