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AUTOMATION COMMITTEE
August 26th, 2020
10:00 a.m.
Via Teams- The public may participate using the link below:

https://go.sjvls.org/automation200826

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AGENDA

  I.   **Call to Order**
  II.   **Roll Call and Introductions**
  III.   **Adoption of Agenda**
  IV.   **Comments from the Public**
  V.   **Approval of Minutes of July 22nd, 2020 - Attachment 1**
  VI.   **Projects for Discussion & Action**

   A. **Discussion: ILS RFP Process - Wymer**
   B. **Discussion: Horizon Upgrade - Wymer**
   C. **Discussion: Click and Collect - Wymer**
   D. **Discussion and Action: Holds at Kings County Locations - Wymer**
   E. **Status Report on Projects – Drake/Nelson/Wymer**

  VII.   **Set date and Agenda building for next meeting, tentatively September 30th, via Teams.**
  VIII. **Announcements**

In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Christopher Wymer at 559-600-6256 no later than:
10:00 AM on Tuesday, August 25th, 2020.

The disclosable public records related to this agenda are available for public inspection at:
Fresno County Public Library, Business Office
2420 Mariposa Street
Fresno, CA 93721

Automation Committee Meeting
July 22, 2020
Via Teams
Draft Minutes

Present:
Rebecca Adams, Tony Arellano, Faythe Arredondo, Smruti Deshpande, Yvonne Galvan, Dani Haas, Mary Jo Lawrence, Brian Martin, Kristie Pratt, Mollie Roache and Chris Wymer (chair)

Also Present: Mike Drake, Kevin Nelson, Amy Taylor, Natalie Rencher, Nathan Boyer

I.   The meeting was called to order at 10:02 AM by Chris Wymer.

II.   Roll call was conducted. Mike Drake was introduced to the committee. He is transferring to SJVLS from Fresno County Library.

III.   Adoption of Agenda – The agenda was adopted as distributed.

IV.   Comments from the Public - None.

V.   The minutes of May 27th, 2020 were approved as distributed.

VI.   Projects for Discussion and Action

   A. Intranet Planning -- Boyer
       1. Boyer provided an update on the work that has been done to update the intranet. In the past year, SJVLS began migrating content from the Source to test using Sharepoint as an intranet platform. At this time, it is predominately set up to store policies and other documentation. Boyer wanted to gather information from the committee about how they use the intranet.
       2. Committee members indicated they use the intranet to look up past computer order information, look up forms, access training and documentation, and other how-to type documents. Pratt mentioned that she has not used the intranet as often since the search function does not work. There are also challenges with access with more staff members working from home.

   B. COVID-19 Update – Wymer
       1. Wymer provided an update on the restarting of phone notifications for holds. He was able to re-record the hold message to include instructions to contact your library to schedule a pickup time. Phone notices started going out last week, and everything seems to be working correctly.
       2. Wymer provided an update on restarting overdue processes. As a result of extending due dates, large numbers of items were due on the same day. To reduce the volume of items being returned, Wymer and Drake staggered due dates in small batches at the beginning of July. Wymer informed the committee of some concerns he had about resuming overdues. Specifically, he needed to find a way to prevent items checked out from closed systems (Kings County and Porterville) from being marked as lost. As long as he can prevent that from happening, overdues will resume on July 27th.

C. BC Mobile Click and Collect – Wymer
   1. Wymer provided the committee with an update on a new feature being developed for our mobile app – Click and Collect. Committee members were sent a powerpoint presentation from SirsiDynix that provided information about how the feature. Click and Collect will provide a way to help with scheduling hold pickups by allowing patrons to let the library know they are on their way. The committee discussed the possibility of being involved in pilot testing of the feature. There were questions about configuration and access that Wymer will investigate.
D. Horizon Upgrade Planning – Wymer
   1. Wymer reviewed the new features released in the new version of Horizon. Noteworthy features in this release include:
      • Ability to merge borrower records
      • Total price of items checked out on checkout receipt
      • Designate claimed return items age to lost
      • Passwords in addition to PINs for borrower accounts
      • Password complexity requirements for staff logins
      • Changing the pickup location of a hold on the hold shelf
      • Increased characters from 80 to 255 for comments on patron accounts as well as being able to edit comments
   2. Wymer will work with SirsiDynix to schedule the upgrade in early September and will provide the committee with the upgrade date once it is scheduled.
E. Spanish Translations – Wymer
   1. Wymer asked about the possibility of putting together a group of staff members to assist with Spanish translations of messages in patron interfaces like the catalog and mobile app. In the past we have been inconsistent at updating the Spanish language interfaces, and Wymer wants to correct that moving forward. Kern indicated they possibly have 2 staff members, Kings and Tulare Public also indicated they many have some staff that can help as well. Committee members will check with their directors and staff to check availability.
F. Status Report on Projects – Drake/Nelson/Wymer
   1. Drake did not have any projects to provide an update on. He is learning about the different products we administer.
   2. Nelson informed the committee that the CENIC amendment 7 for year 6 will be signed today. He has also been in communication with the State Library about a grant to cover the non-recurring telecommunications costs, worth approximately $1.6 Million. Kevin is putting together a list of requests to send to the state. Committee members can email their requests to Kevin, and he will include them in his request.
   3. Wymer provided an update on self-registrations. Since the service went live on July 1st, there were 444 successful registrations, and 718 rejections. It looks like the eCARD service has been popular. Darla Wegner from Tulare County suggested creating a more user-friendly URL that can be included in printed marketing materials. Wymer asked the committee what they thought would work best. The committee decided on https://www.sjvls.org/ecard. Boyer will work to set up the re-direct. Wymer also mentioned that we are in the final year of our contract with Sirsi Dynix, so we need to begin putting together a solicitation for the Library Management System (LMS). Wymer will research the processed used for the last solicitation and begin preparations for the new solicitation before the next meeting.

VII.   The next Automation Committee meeting will be August 26th, 2020 online via Teams.

VIII.   Announcements –
1.   Madera County was awarded a bookmobile grant from the State Library. They are in the early planning stages at this point.
2.   Mariposa County received a grant to build a tutoring center for their Literacy Program. The grant helped cover the costs of construction, and the work is almost completed.

There being no further business the meeting was adjourned at 11:28 a.m.