



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

### April 6, 2022

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## 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. Kristin Baer was introduced as the interim JSA for Fresno County and is filling in after Dani Haas's retirement.

#### i. PRESENT

1. Heidi Clark, Kristin Baer, Kristie Pratt, Yvonne Galvan, Faythe Arredondo, Rebecca Adams, Anthony Arellano, Brian Martin, Krista Riggs, Amy Taylor, Chris Wymer (chair)

#### ii. EXCUSED

1. Smruti Deshpande

#### iii. OTHERS PRESENT

1. Mike Drake, Kevin Nelson, Aaron Lusk, Logic Vang, Mark Lewis

### C. ADOPTION OF THE AGENDA

1. Pratt motioned to add an item to Projects for Discussion and Action to discuss circulation rules and policies for the new State Park Pass program. The need for the agenda item arose after the agenda was published.
  - i. Arellano seconded the motion.
  - ii. The motion passed unanimously.
2. Clark motioned to adopt the agenda with the added agenda item.
  - i. Pratt 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. The minutes of March 6, 2022 were approved as distributed.

### F. PROJECTS FOR DISCUSSION AND ACTION

1. Certification of the Need to Continue Virtual Meetings – Wymer

- i. The committee discussed current conditions in their local jurisdictions and the need to continue meeting virtually.
    1. Baer motioned to continue virtual meetings.
    2. Adams seconded.
    3. The motion passed.
2. State Library Park Pass Program - Pratt
  - i. As a part of a new program, the State Library is providing day-use passes for patrons to visit State Parks and would like the passes to be a combination of “lucky day” passes that don’t fill hold requests and passes that can be requested. In addition, they would like the passes to be fine free. Pratt asked the committee about their approach to the new State Library Park Pass program, how to handle requests within the system, and what information local staff need to provide SJVLS if new item types are needed. Riggs shared that when she asked the State Library about making passes requestable and the State said their preference would be to allow passes to be requested, but not float between libraries. As a result, they’re going to take the approach of not allowing requests on their initial allotment of passes. Baer reported that Fresno’s approach is going to be making some of the items “lucky day” but allowing requests on the others. The committee discussed request rules and procedures for changing whether the passes can be requested, along with the information the system office needs to create new item types. Changing from not filling holds to filling holds is a simple process and can easily be accommodated. For new item types, SJVLS staff need to know any exceptions to the circulation defaults, such as a \$0 fine rate, and how many renewals are allowed.
  - ii. The next point that was discussed was whether checking out these passes would be limited to that member’s patrons. Madera’s item type was created with rules to limit checkout to only Madera residents. The committee discussed what checkout and request limitations make sense in terms of allowing patrons to use the passes and make the process easier for staff. Only allowing residents of a library jurisdiction to request and checkout passes has the potential to deny non-resident borrower types the ability to use this service, and updating borrower types to the jurisdiction they live in will change the e-resources borrowers can access. Galvan inquired about how long other members are planning on allowing the passes to checkout. Madera’s plan is to allow 3-week checkouts, as was Tulare Public. Merced’s plan was for a 2-week checkout. Taylor commented that it would be preferable for the entire system to have a standard approach to handling non-resident borrowers so that all patrons receive the same treatment in accessing passes but allow individual jurisdictions to determine local policy for allowing requests and checkout periods. It was agreed that non-resident borrowers may not live in a member’s jurisdiction, but by registering with that member and using their locations that branch is effectively their main branch. Taylor commented that even if a borrower resides outside of the system boundaries, their registration and usage of the local branch shows they’re more likely to use that library than where they live. Clark commented that non-resident borrowers have shown

they have the wherewithal to get a card in that jurisdiction and use those resources, so they should be allowed to use all the resources available. Drake asked about how to handle child borrowers. Pratt commented that she wasn't sure about restricting child borrowers from checking out, because sometimes parents get a card for their children but not themselves. Riggs commented that Madera's approach was to only allow adult borrowers was that taking a day trip to a State Park would require an adult to travel to the location. If an adult doesn't already have a card that would be a good time to encourage them to register. The committee's consensus on checkouts was that any borrower registered within a jurisdiction should be able to check out passes from that jurisdiction. Once the item types are created, the system office will also create reports to identify passes that age to lost so they can be deactivated.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson reported that the Spring PC Order is open, but there isn't finalized pricing now because of supply chain problems. CENIC projects are still in progress.
2. Associate System Administrator
  - i. Drake reported that he's been working on State Park Passes and will be busy with that for the foreseeable future.
3. System Administrator
  - i. Wymer reported that he hasn't had a lot of time to work on System Administrator tasks. He was out of the office for a period, which prevented him from working on projects. He's working on reconnecting Porterville to the network, along with developing procedures for ECF devices. He's worked with the State Library on revising the Annual Plan of Service forms. Wymer also reported about problems encountered with DayEnd the previous week. A new DayEnd PC was set up and since Wednesday it has been running successfully again. His other update was that he's working on recording CENIC e-rate disbursements.

## **H. CALENDAR ITEMS**

1. Date and location for next Automation Committee Meeting
  - i. May 4, 2022 via Teams.

## **I. ANNOUNCEMENTS**

1. Pratt announced that the Wilson and Lamont branches re-opened this week. Kern County now only has one branch that's still closed, their Northeast branch. They just need to hire and train staff and then the branch will re-open as well.
2. Clark announced that she's filling in for Roache while she's out on leave. Tulare Public is currently down two staff members and working short staffed.
3. Martin announced that he set up a Minecraft server for Kings County's Summer Reading Program for Teens and Adults. If anyone is interested, he can provide the login information. He has the world set up and is working to recreate the library.

## **J. ADJOURNMENT**

1. There being no further business to discuss the meeting was adjourned at 11:00 a.m.