Automation Committee
Agenda Packet

August 24, 2022   10 a.m.   Online via Teams

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/automation220824

To participate in the meeting by telephone, call:

(559) 785-0133

Enter Phone Conference ID: 141 396 49#

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, August 23, 2022.

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 JULY 27, 2022 (ATTACHMENT 1)

C. ITEMS FOR DISCUSSION AND ACTION

1. ACTION: Recertification of the need to Continue Virtual Meetings - Wymer
2. DISCUSSION: New Jasper Server Update – Drake
3. DICSUSSION: End of Windows 7 Support – Nelson
4. DICSUSSION: Enterprise Catalog Theme Updates – Wymer

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 Wednesday, September 21, 2022, online via Microsoft Teams.

F. ANNOUNCEMENTS

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

G. ADJOURNMENT

SAN JOAQUIN VALLEY LIBRARY SYSTEM
Automation Committee Meeting
July 27, 2022

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. Kristin Baer, Heidi Clark, Smruti Deshpande, Yvonne Galvan, Kelly Jo Jones, Brian Martin, Kristie Pratt, Krista Riggs, Marisol Rodriguez, Chris Wymer (chair)

   ii. EXCUSED

      1. Anthony Arellano

   iii. OTHERS PRESENT

      1. Mike Drake, Mark Lewis, Kevin Nelson, Tiffany Polfer, Logic Vang

C. ADOPTION OF THE AGENDA

1. Riggs motioned to adopt the agenda.
   i. Clark 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. Clark motioned to adopt the minutes as distributed.
   i. Baer seconded the motion.
   ii. The motion passed.

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. Deshpande seconded.
      3. The motion passed.

2. Damaged Item Procedures – Wymer
    i. Wymer reviewed the procedures for handling damaged items that belong to another jurisdiction with the committee. When items are returned damaged, staff will check the item in as damaged, and note the previous borrower information for the owning library. They will add a message to borrower block informing the patron of the damages and the owning will assess and decide about charges. Pratt suggested some revisions to the procedures to clarify terms. Clark suggested that the procedure include directions for handling items that pose a public health hazard. Wymer will add instructions to call the owning library to find out how they want to proceed, and to not send the item back through shipment. When the item arrives at the owning location, they will decide about charges and update the patron's record accordingly.
        1. Clark motioned to send the recommended procedures to Admin Council for approval.
        2. Pratt seconded.
        3. The motion passed.
3. COVID-19 Customizations – Wymer
    i. Wymer asked the committee if the COVID-19 customizations in Horizon could be removed. With the outbreak of the Oak Fire this change was delayed because the customization to suspend patron holds needed to be implemented for Mariposa. Once the Oak Fire is under control and Mariposa resumes regular operations, Wymer will stop running these processes. Any locations still in the group will be reconfigured as closed locations.
4. Review of Horizon Staff Accounts – Wymer
    i. Wymer informed the committee that he would like them to review their staff accounts in Horizon and delete any accounts where the staff member no longer works for the library. Wymer will run a report and distribute a list to each JSA. Later a review of staff passkeys and permissions will be conducted to make sure staff have appropriate levels of access within Horizon.
5. Original Cataloging Services Update – Wymer
    i. Wymer informed the committee that Fresno's cataloger is out on an extended leave through the middle of September. As a result of the leave, SJVLS currently does not have the ability to offer cataloging services to its members. Wymer intends to ask Admin Council to create a sub-committee to explore alternatives for cataloging services in the system.
6. New Enterprise Theme Feedback – Wymer
    i. Wymer reviewed the feedback received on the new catalog theme. He showed some of his proposed updates and reviewed each section of the catalog to get feedback on the design. The current design has some challenges with appropriate color contrast, and the committee put together suggestions to improve it.

G. STAFF REPORTS

1. Senior Systems Network Engineer

      i. Nelson reported that the Spring PC Order was placed, the delivery time should be quicker than the previous order. Prices have continued to rise. He noted that ordering printers is a challenge. They are unavailable through all his normal suppliers.

2. Associate System Administrator
    i. Drake reported that he is working to migrate reports to the new Jasper Server.
3. System Administrator
    i. Wymer reported that a large amount of his time has been spent working to finalize the new catalog theme, and update Kids Catalog styles to work with the new color palette.
    ii. Wymer also spent a lot of time processing the invoices for the start of the fiscal year.
    iii. Wymer provided an update on the Bad Email Address Jasper Report challenge from the previous month. He moved the report to BC Analytics so it could run, and he did not have to compromise security on the new Jasper Server. Wymer will email the committee instructions on setting up the report in Analytics.
    iv. Wymer reported he spent time working on the BCAP Audit from USAC. The audit findings require SJVLS to pay back our e-rate credits, draft policies and procedures to address the issues found in the audit, and have our members update their Internet Safety Policies before USAC will take any action on our pending funding requests.
    v. Wymer has been working with California Library Connect to resolve billing issues where we had duplicate circuits in operation at locations at the same time.
    vi. Wymer reported that he had a meeting with staff from Lyrasis to discuss authentication into the State Library's Palace Project collection. During the meeting Lyrasis indicated they would be able to work with our existing authentication server to process Palace logins. After the meeting Lyrasis staff reached out to inquire if Wymer could create new authentication scripts based off the Millennium API syntax, to allow Palace logins to be processed without any additional work on Lyrasis's part. Wymer noted that he is not pleased with the request, or the time commitment required to implement it.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
    i. August 24, 2022, at 10:00 am via Teams.

I. ANNOUCEMENTS

1. Clark reported that Tulare Public is dealing with staff shortage issues. Currently, they do not have any full-time circulation staff. She recently interviewed for a librarian position and will be doing second rounds soon.
2. Martin shared that he ran a model building project and a Minecraft server for Kings County's Summer Reading Program, and it was a big success. Wymer asked Martin if he would be interested in sharing his program with the rest of the committee in the lead up to next year's Summer Reading Program.

3. Baer shared that this was her last week with Fresno County Public Library. She starts a new position next week. Tiffany Polfer will be taking over her duties as JSA and on Automation Committee.
4. Jones reported that Mariposa is investigating purchasing self-check stations. She asked the committee to share any recommendations or information about self-check systems at their libraries.

J. ADJOURNMENT

1. There being no further business to discuss the meeting was adjourned at 11:47 a.m.