



SAN JOAQUIN VALLEY LIBRARY SYSTEM

Automation Committee Meeting

March 22, 2023

APPROVED MINUTES

A. CALL TO ORDER

1. The meeting was called to order at 10:00 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), Smruti Deshpande (Merced), Heidi Clark (Tulare City), Chris Wymer (Chair)
 - ii. EXCUSED
 1. Sarah McIntyre (Madera), Matt Johnson (Mariposa), Anthony Arellano (Porterville), Faythe Arredondo (Tulare County)
 - iii. OTHERS PRESENT
 1. Kevin Nelson (SJVLS), Mike Drake (SJVLS)

C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda.
 - i. Clark (Tulare City) 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 with a revision to the Senior Network Engineer's report. The correct year for CENIC bids is Year 9.
 - i. Polfer (Fresno) seconded the motion.
 - ii. The motion passed.

F. PROJECTS FOR DISCUSSION AND ACTION

1. Updating Mobile Phone Type Descriptions in Horizon – Wymer
 - i. Wymer introduced Kern County's proposal to update the descriptions for mobile phone types in Horizon. Pratt shared that the current descriptions for the mobile phone types are confusing for staff and patrons regarding what types of notices are sent with each type. She is

requesting to update the wording to make the types of notices clearer in the description. The new proposed phone type descriptions were discussed, and the consensus was the descriptions were an improvement.

- ii. The new phone type descriptions are:
 - M – Mobile, SMS capable with telephone notices
 - M-no – Mobile, SMS capable, NO phone notices
 - 1. Clark (Tulare City) motioned to adopt the mobile phone descriptions as proposed.
 - 2. Deshpande (Merced) seconded the motion.
 - 3. The motion passed.

2. Standardizing istat Descriptions in Horizon – Wymer

- i. Wymer informed the committee that a recent request for a report on audiobook usage for a member library was more challenging than it should have been as a result of varying terms used to describe audiobooks in istat descriptions. The inconsistency in terms is not limited to audiobooks and presents challenges when compiling data for the Annual State Report. As a result, Wymer is proposing establishing a controlled vocabulary and naming convention for istat descriptions to make it easier for everyone to work with other member's istat codes in reports.
- ii. Wymer wants to establish controlled terms for the following aspects of istat descriptions: jurisdiction, audience, format, and language.
- iii. The committee discussed options for each part of the istat description. Clark pointed out that there are istats in the list that are no longer used, and the committee discussed potentially deleting istats that are no longer needed. The concern with deleting istats is losing the description of the material and the ability to do long term analysis on collection usage, because there would not be an easy way to determine what material the istat applied to. Drake mentioned that there may not be a need to delete istats, since they do not use a large amount of storage space in the database. Wymer asked about the date range staff use when performing long term analysis. The consensus among committee members was 10 years of historic stats for collection usage are what are needed for data analysis. After discussion, any unused istats that are not currently associated with a collection code and have not appeared in the stats table for more than 10 years will be deleted.
- iv. The discussion on recording jurisdiction focused on how to present jurisdiction names at the beginning of descriptions. Options considered were spelling the full name, or using a two-letter abbreviation. The consensus was that abbreviations are common within Horizon, and staff would understand what they mean. It would also save space in the description text.
- v. The discussion on audiences focused on how to present the main audience for an istat. The committee's consensus for adult materials was to omit adult from the description. For Young Adult and Juvenile materials, the discussion centered on whether to abbreviate the term, or spell it out completely. Deshpande and Galvan commented that the abbreviations YA and J are common and well understood by staff. Pratt

mentioned that the decision on how to represent Young Adult material should be used for Juvenile materials too, for consistency.

- vi. The discussion on formats focused on what terms to use for common media formats: Audiobooks, Movies and TV Shows, Music, Large Print, and Serials. After discussion, the consensus was to omit “book” from print materials and use the following for other formats:
 1. Audiobooks
 - a. Book on CD
 - b. Book on MP3
 - i. Used for playaways and other audio editions of a book that come with a built-in media player.
 - c. Book with CD
 - i. Used for printed materials that come with an accompanying audio recording of the text. For example, read-a-long children’s books.
 2. Movies and TV Shows
 - a. DVD
 - b. Blu-ray
 - c. DVD Set
 - d. Blu-ray Set
 - e. DVD & Blu-ray Combo
 - f. VHS (if applicable)
 3. Music
 - a. Music CD
 4. Large Print
 - a. Large Print
 5. Language
 - a. Full name of language
 - b. If multiple languages are included under a single istat use the term “Foreign Languages”
 6. Serials
 - a. Periodical
 - vii. The committee discussed naming conventions for istat descriptions and came to the consensus on this syntax:
 1. {JURISDICTION} {AUDIENCE} {LANGUAGE – if applicable} {FORMAT} {ANY OTHER DESCRIPTION}
 - viii. Pratt (Kern) motioned to adopt the proposed controlled vocabulary for istat description and naming conventions, with a deadline of June 30, 2023, to complete the description revision.
 1. Clark (Tulare City) seconded.
 2. The motion passed.
3. Draft 2023-2026 Technology Plan – Wymer
 - i. Wymer presented the draft Technology Plan to the committee. The goals for the plan were identified during the Technology Planning Summit, held in November 2022. The goals are:
 1. Modernize SJVLS Server and Network Infrastructure
 2. Streamline eContent Offerings
 3. Improve Patron-facing Network Infrastructure
 4. Establish More Working Groups

5. Continue to Pursue Funding Opportunities for Network Infrastructure
 - ii. Wymer and Kevin went through the proposed objectives and projects for SJVLS to meet the technology goals.
 - iii. Clark (Tulare City) motioned to approve sending a recommendation to Admin Council to adopt the 2023-2026 Draft Technology Plan.
 1. Deshpande seconded.
 2. The motion passed.
4. Palace Project Update – Wymer
 - i. Wymer updated the committee on the progress with the Palace Project. SJLVS received the grant funding from the State Library and selectors can start purchasing titles soon. Accounts in the Palace Marketplace have been created for selectors, and they received training on how to navigate and create carts. The eBook interest survey closed on 3/16, and we received 764 responses. Wymer will distribute the results soon.
 - ii. He informed the committee about a delay in setting up patron authentication. Because of a hard to locate error in web services, patron authentication occasionally fails. Wymer has a ticket open with SirsiDynix and working with SirsiDynix and Palace staff to resolve the error.

G. STAFF REPORTS

1. Senior Systems Network Engineer
 - i. Nelson informed the committee that the PC Order is open and he will be sending an announcement soon. PC prices continue to increase, and this order's model will cost \$1,270. The PC model this time is a small form factor. Currently, there is no close date for the PC order.
2. Associate System Administrator
 - i. Drake informed the committee that he has been working with Kern County to set up in-app checkout of materials in BC Mobile. It works similar to a self-check. If other members are interested, they can reach out to discuss setting it up.
3. System Administrator
 - i. Wymer informed the committee that the Library Card Order is currently open. It will remain open until April 3, and the order will be submitted on April 10.
 - ii. Wymer has been working on PLSEP reimbursements and reporting.
 - iii. Wymer gave an update on the process to get a quote for a replacement server for TM3. He received an initial quote from SirsiDynix. After reviewing it with Nelson and his team, potential modifications to the hardware quote were identified. Wymer has sent the modifications back to SirsiDynix to see if they can be accommodated.
 - iv. Wymer updated the committee on the bug in email notices and receipts where non-breaking spaces are being represented as ?. This week SirsiDynix released a patch for the email processor that corrects this issue. Wymer will be installing the patch in the morning of 3/23.

H. CALENDAR ITEMS

1. Date and location for next Automation Committee Meeting
 - i. May 24, 2023, at 10:00 am online via Teams.

I. ANNOUNCEMENTS

1. Pratt shared that Kern County is gearing up for Summer Reading Program.
2. Deshpande shared that Merced County will be opening a new Teen Center. They're excited.
3. Clark shared the Tulare Public Library will be hosting their Garden Festival on April 1st. Recently they launched a seed library program, with the seeds available rotating seasonally to match current growing conditions.

J. ADJOURNMENT

1. There being no further business to discuss the meeting adjourned at 12:20 p.m.