



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

July 16, 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), Matt Johnson (Mariposa), Smruti Deshpande (Merced), Alma Guzman (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair), Stephen Guenzi (SJVLS)
  - ii. OTHERS PRESENT
    1. Kevin Nelson (SJVLS), Logic Vang (SJVLS), Aaron Lusk (SJVLS), Crystal Pina-Juarez (Tulare City)
  - iii. ABSENT
    1. Sarah McIntyre (Madera),
2. Introductions were conducted.

#### C. ADOPTION OF THE AGENDA

1. Pratt (Kern) motioned to adopt the agenda as distributed.
  - i. Polfer (Fresno) 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. Polfer (Fresno) motioned to adopt the minutes as distributed.
  - i. Pratt (Kern) seconded the motion.
  - ii. The motion passed.

#### F. PROJECTS FOR DISCUSSION AND ACTION

1. Update Default Notice Language
  - i. Fresno County submitted a request to update the default notice language used for holds. They observed the notice still contains language from the COVID pandemic about libraries having different hours and/or offering curbside pickup, which is no longer the practice at their branches. Because default notice language is shared by all

members, all members need to review and agree to the notice language. If the committee would be reviewing holds language, it seemed logical to review the rest of the notice language at the same time.

- ii. The committee reviewed the default notice language for all notices, and recommended changes to overdue notices, except the first notice, lost notices, and hold notices. The changes to overdue notice language were to standardize how we handle the distinction between a single item and multiple items. The changes to the lost notice were to address that some members still charge a processing fee for lost items and others do not. The language was updated to clarify that a processing may be charged, if applicable. The changes to hold notices were to remove the references to curbside pickup and limited hours, as well as a revision to the Spanish translation of the SMS holds message.
  - iii. After reviewing the notice language, Wymer shared that this week he noticed Telemessaging is only making calls for first overdue notices, when it's configured to also send calls for second overdue notices. He would like to update the configuration to send two notices. Pratt asked if increasing the number would mean that final overdue notices would be sent as phone calls, since Kern only sends a first overdue notice before sending the final. Wymer believes it should continue sending final notices as lost notices but will review the call file after making the change to ensure that's the case.
  - iv. Wymer will implement the revised notice language and have it start being used the day after the meeting.
    1. Johnson (Mariposa) motioned to modify the notice language with the committee's revisions.
      - a. Deshpande (Merced) seconded.
      - b. The motion passed.
2. Changes in Zipbook Tracking and Reporting
- i. At the previous meeting, the committee discussed changes and challenges with Zipbooks. Beginning this year, the State Library is requiring libraries that use Zipbooks funding to add at least 80% of the titles to their collections. Committee members shared their approaches to tracking Zipbooks. Johnson said he requires any title purchased to have a record available in WorldCat and uses a spreadsheet he received from Madera County to track their purchases and offered to share it with anyone who's interested. Haveman shared Tulare City's process for ordering titles, which includes creating placeholder bibliographic and item records for the Zipbook. This is being done so the borrower will receive notices when the Zipbook needs to be returned, and so it's easier for staff to track what materials have been returned. Haveman shared that lately she's been encountering errors when she checks in returned Zipbooks and the system cannot delete the placeholder bibliographic record.
  - ii. Wymer believes there are a couple of reasons the bibliographic record cannot be deleted, and that the use of Fast Add records for Zipbook orders is likely the source of the problem discussed at the previous meeting. Because the Zipbook record includes a field for ISBN, this

prevents a complete record from being imported into Horizon. Recently, Wymer has overlaid placeholder Zipbooks records with full records when the titles are on the best seller list. With full records in Horizon, other members are linking their materials to the record, as they're supposed to. When Zipbooks are returned, they're configured to delete the item and bibliographic record when they're checked in, however, Horizon will not delete a bibliographic record when there are still items attached. Wymer will work with Haveman to update their process and Zipbook collection to address the issue and update their workflow.

### 3. Windows 11 Transition

- i. Wymer gave an update on the Windows 10 end-of-life date, and the system's transition to Windows 11. Since the last meeting Vang has done a lot of work to create and secure a Windows 11 image for staff and public use and no longer has the problems securing public PCs. Currently, the Windows 11 image for public PCs is ready for small-scale deployment and testing. SJVLS would like to deploy both Windows 11 and migrate PC Reservation to CloudNine at the same time. Staff PCs can be upgraded starting now.
- ii. For the public PCs, Vang's plan is to do a small test deployment in Fresno Central's computer lab and then expand it to all of Fresno Central. If the test deployment goes smoothly, he will be ready to start expanding to another small location. Wymer asked if there were any volunteers and Johnson volunteered to test in Mariposa after Fresno.
- iii. Wymer informed the committee that as the transition gets closer SJVLS will schedule a training to review the migration to CloudNine and provide more information about the service and how to update public PCs. To help with the initial deployment, SJVLS will set up a form where techs and/or JSAs can schedule a date to update a single branch. This will allow Vang to work closely with staff, review all the steps, and answer any questions they may have. Once a single branch is done, the hope is the tech and/or JSA will be able to upgrade their other branches on their own.
- iv. Wymer shared the following points of consideration with the committee regarding the change:
  1. Make sure your PCs can upgrade to Windows 11. Some older models can't run the newer operating system.
  2. Consider whether you need to purchase new PCs for the upgrade. To help with this, Vang will provide more information about what models cannot upgrade.
  3. The imaging process is the same for Windows 10 and 11.
  4. Staff should backup their bookmarks, saved passwords, and other browser settings, in case they're lost during the upgrade.

### 4. Migrating Reports to BC Analytics

- i. Wymer informed the committee that the ODBC connector for BC Analytics was installed earlier this month. Wymer and Guenzi have been learning how to use it and the best way to format reports using the connector.
- ii. Wymer would like to start by migrating the reports that are scheduled, so the reports from Jasper can be compared with the new ODBC reports

in BC Analytics. He asked the committee members to review the output of both reports and make sure they're consistent.

- iii. Wymer also asked the committee to review which reports they run that aren't scheduled. Those reports will be migrated as well, but Wymer doesn't have a way to track which are used.

## **G. STAFF REPORTS**

1. Senior Systems Network Engineer
  - i. Nelson provided an update on the 2021 Wifi Expansion project. Currently all locations are complete except for two branches with facilities issues.
  - ii. The 2024 E-Rate Category 2 project is moving along. SJVLS signed change orders last Friday and the project should start soon.
  - iii. Nelson mentioned that recently router power supplies have been dying unexpectedly and SJVLS was out of spares. He ordered additional power supplies to have spares available if more fail.
  - iv. The 2025 project is still waiting for a funding decision commitment letter. This project will upgrade headquarter routers to support future bandwidth upgrades and to set up a 5-year enterprise licensing agreement for our wireless access points, reducing the cost to members to provide Wifi in their branches.
2. Associate System Administrator
  - i. No report.
3. System Administrator
  - i. Wymer informed the committee that he's been working on training Guenzi and that Guenzi is doing a great job so far.
  - ii. Wymer let the committee know annual stats are compiled and ready to review.
  - iii. Wymer is working on a grant application to cover most of the unfunded portions of the E-Rate projects Nelson discussed.
  - iv. Wymer worked with Kings County to provide instructions and advice on the best way to handle Hanford's move to their temporary location.

## **H. CALENDAR ITEMS**

1. Date and location for next Automation Committee Meeting
  - i. September 17, 2025 at the Tulare Public Library.

## **I. ANNOUNCEMENTS**

1. Polfer announced that the Selma closure will be extended through August. She also shared that Fresno County is starting work on Student Success Cards, and that Summer Reading is in full swing.
2. Johnson shared that Mariposa County is discussing the transition of all government entities using .gov domains for their website and email. Mariposa may need to implement the change quicker than other members, but if that's the case SJVLS will work with them to help with the change.

## **J. ADJOURNMENT**

1. There being no further business to discuss the meeting adjourned at 11:41 a.m.