



# SAN JOAQUIN VALLEY LIBRARY SYSTEM

## Automation Committee Meeting

### January 21, 2026

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## DRAFT MINUTES

### A. CALL TO ORDER

1. The meeting was called to order at 10:02 a.m. by Chris Wymer

### B. ROLL CALL AND INTRODUCTIONS

1. Roll call was conducted.
  - i. PRESENT
    1. Yvonne Galvan (Coalinga-Huron), Kristie Pratt (Kern), Brian Martin (Kings), Alma Madrigal-Ward (Madera), Matt Johnson (Mariposa), Smruti Deshpande (Merced), Alex Pollock (Porterville), Faythe Arredondo (Tulare County), Sheri Haveman (Tulare City), Chris Wymer (Chair), Stephen Guenzi (SJVLIS), Rachel Nelson (SJVLIS)
  - ii. OTHERS PRESENT
    1. Kevin Nelson (SJVLIS), Aaron Lusk (SJVLIS), and Logic Vang (SJVLIS)
  - iii. ABSENT
    1. Tiffany Polfer (Fresno)
2. Introductions were conducted.

### C. ADOPTION OF THE AGENDA

1. Johnson (Mariposa) motioned to adopt the agenda as distributed.
  - i. Pratt (Kern) 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. Deshpande (Merced) motioned to adopt the minutes as distributed.
  - i. Pratt (Kern) seconded the motion.
  - ii. The motion passed with Madrigal-Ward (Madera) abstaining.

### F. PROJECTS FOR DISCUSSION AND ACTION

1. ILS RFP
  - i. Wymer reviewed the draft ILS RFP, went over the timeline of activities, and discussed what member library staff will need to be prepared for with testing demo systems, attending vendor presentations and scoring responses. Wymer informed the committee that they can have as many staff members as they want to attend vendor presentations and

requested that members try their best to send staff with knowledge and experience with different ILS modules. The examples he provided were branch managers or circulation supervisors, catalogers, acquisitions staff, and admin. The goal is to ensure each member has sufficient representation to cover all their use cases and have a chance to ask clarifying questions about specific parts of the vendor's ILS. That way when scores are compiled, they are as accurate as possible. Vendor presentations will be scheduled for March 17-20, with 2 presentations per day. Each vendor will be allotted 3 hours for their presentation and for SJVLS and members to ask questions.

- ii. Wymer then reviewed the scope of work and supplemental questions about ILS functionality. The committee reviewed the details of SJVLS's current ILS environment and made updates where necessary. During the review, Pratt pointed out that the questions about ILS functionality did not ask about grace periods. Wymer will add that section before publishing the RFP.

## 2. BC Analytics Report Migration

- i. Guenzi gave an update on the BC Analytics migration. He would like to set up meetings with JSAs to review what reports are important to them, which ones are working and which need improvements, and to set up subscriptions.

## 3. Automate Waiving Lost Processing Fees

- i. Wymer proposed an update to Horizon circulation rules to enable the automatic waiving of lost processing fees when a lost item is returned. He thought enabling this feature would make checking in a lost item easier for staff. Committee members were not eager to enable the feature, and some members do not charge them. After discussion, the committee decided to continue the current workflows to resolve lost processing fees when a lost item is returned.

1. Deshpande (Merced) motioned to keep the process the way it currently is.
2. Arredondo (Tulare County) seconded.
3. The motion passed.

## 4. Paperless Notices

- i. Wymer informed the committee that there have been problems lately with the folder/sealer machine used to seal mail notices and will need to be replaced. With the recent issues, Wymer thought this would be a good time to discuss potentially moving towards paperless notices for everything but final overdue, lost, and billing notices. Hold and overdue notices would change to only being sent as email, SMS, and phone notices. Wymer is not looking to make any changes right away and wanted to see what the members thought about the idea.
- ii. Martin asked if there was a way to allow patrons to opt-in to paperless notices, to gauge patron interest. Wymer said it wasn't something that could be set up right now in Horizon, but it was a good idea.
- iii. Johnson said he would need some time to consider the impact, but it sounds like a good idea. He also mentioned that the increasing costs of sending mail are another reason to look into it.

- iv. Pratt shared that Kern reduced their print costs by removing the option to select paper notices from their borrower application and only send them if a patron does not have an email address or phone number. Additionally, they reduced the number of overdue notices they send so only the first and final overdue and lost notices are sent.
- v. Wymer then shared the costs for sending different notices from fiscal year 2024-25. Paper notices were significantly more expensive than the other notice methods.

## **G. STAFF REPORTS**

- 1. Senior Systems Network Engineer
  - i. Nelson gave an update on the new ILS virtual cluster. He received the invoice for the hardware, which means the order is progressing. He hopes to receive and install the new cluster before Fresno's renovation begins.
  - ii. He gave an update on the 2024 Category 2 project that replaces routers and expands WiFi. The order is still progressing.
  - iii. The 2025 Category 2 project to replace headquarter routers and Meraki access point licensing is also moving forward. Headquarter routers take about 100 days to ship, and once they're received SJVLS will schedule their replacement. The Meraki access points will have a 5-year license, and the portion not funded by E-Rate will be covered by a grant.
  - iv. The 2026 Category 2 project is still in planning. This year's project will focus on replacing end of life access points.
  - v. Nelson informed the committee that the price of PCs has increased significantly, due to increasing costs for RAM. The costs of the next PC Order will be higher than it's been in the past.
- 2. Associate System Administrator
  - i. Guenzi had no report.
- 3. System Administrator
  - i. Nelson let the committee know she'll be sitting in on the BC Analytics meetings too, and if there's anything that would be helpful to have, please let her know. She wants to build effective communication between everyone, especially as we begin to migrate to a new system.
  - ii. Nelson reiterated the request to put together a well rounded team to review ILS proposals and how important this change will be.
- 4. Administrative Librarian
  - i. Wymer informed the committee that he worked on the problem with pulling in enriched content for ERC titles. When he went to enable the new widget, he discovered the widget pulls in enriched content twice on the mobile view. He can't explain why it does that, and needs to check closer.
  - ii. Wymer informed the committee that he recently had a meeting with cooperative chairs and State Library staff to discuss their Vision Statement. The Vision Statement is intended to guide California Libraries for the next 20 years. It will be presented to Administrative Council to endorse at their next meeting.

## **H. CALENDAR ITEMS**

1. Date and location for next Automation Committee Meeting
  - i. March 27, 2026, at the Tulare Public Library.

## **I. ANNOUNCEMENTS**

1. Pratt shared that the Wasco, Arvin, and Delano branches have re-opened. There are still 3 locations closed for renovations, and Ridgecrest is still offering pop-up services. The closures for Kern County infrastructure renovations are nearly complete.
2. Arredondo shared that Tulare County is preparing to close for their infrastructure renovations. The Alpaugh branch will close sometime in February. Springville will be opening in March, and Orosi will be closing in April.
3. Johnson shared that Mariposa County is participating in Every Story Counts, and the One Coast, One Book program.

## **J. ADJOURNMENT**

1. There being no further business to discuss the meeting adjourned at 12:21 p.m.