



**AUTOMATION AND TECHNICAL SERVICES
(ATS) OPERATIONS COMMITTEE AGENDA
Wednesday, October 5, 2022– 10:00 a.m.
WEBINAR**

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Meeting number: 625 911 376

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* Item accompanies the agenda

- 1) **10:00 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle (BG)
- 2) **ADOPT AGENDA** —
- 3) ***APPROVE MINUTES** — September 7, 2022, by Kristina Uvalle (BG)
- 4) **CIRCULATION** –
 - a) Circ Manual update
- 5) **ILL** –
 - a) *Previous Barcode Issue (PR) - Determine if the field Previous Barcode can be made inactive. If not, determine if and where we want this info to display.
 - b) *Non-Black Gold Library Card Expiration (PR) - Discuss and select criteria for eliminating “download only” patrons residing outside BG service areas and recommend this process to Council for approval.
 - c) *Quipu Age Limits (SM) - Eliminate the age requirement or adjust the Quipu application to allow parents to apply for their child.
- 6) **BLACK GOLD UPDATE**
- 7) **ROUNDTABLE**
- 8) **ITEMS TO BE FORWARDED** — (To Council or other committees)
- 9) **AGENDA BUILDING**
- 10) **NEXT MEETING** — 10:00 a.m., Wednesday, November 2, 2022 (Goleta)
- 11) **ADJOURNMENT**

Distribution — email notice of web-posted agenda packet (available at www.ats.blackgold.org): Karen Christiansen, PR; Selena Fierro, SM; Joanne Britton SM; Dominic Keen, LM; Elizabeth Saucedo, GO; Carla Mason, GO; Eric Castro, CC; Justin Formanek, SP; Matt Duhon, ATS; Glynis Fitzgerald, BG; Directors [File Copy];



AUTOMATION AND TECHNICAL SERVICES (ATS) OPERATIONS COMMITTEE MEETING MINUTES Wednesday, September 7, 2022– 10:00 a.m.

Attending: Karen Christiansen, PR; Selena Fierro, SM; Dominic Keen, LM; Eric Castro, CC; Justin Formanek, SP; Matt Duhon, ATS; Glynis Fitzgerald, BG; Kristina Uvalle, BG; Teresa Van Doren, BG.

- 1) 10:07 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle (BG)
- 2) ADOPT AGENDA** — 1st KC/ 2nd SK. Approved.
- 3) *APPROVE MINUTES** — August 3, 2022, by Kristina Uvalle (BG). 1st JF/2nd DK. Approved.
- 4) CIRCULATION** –
 - a) Circ Manual update – Still need edits and updates from PR, GO and PR.
- 5) ILL** –
 - a) Aspen issues
 - i) Park Passes – need to be listed as “passes” item type to hide from other catalogs. Libraries that want to have their Park Passes hidden in other catalogs will have to change the Item Type from Library of Things to Passes. Please contact Kristina to make any changes.
 - ii) Other issues/ongoing tickets – TV (BG) reported she is working with Bywater and Baker & Taylor to reset the login and passwords for the EDI settings. Progress is being made but is slow going partly due to issues that Baker & Taylor has been having with a ransomware attack. As a result, Content Café has been temporarily turned off.
 - b) Koha issues
 - i) Digital Collections in Koha – GF (BG) reported that Enki, Overdrive and Hoopla load directly through API with all available titles for each library. Not every title displayed will be available to every library due to individual library limits. Encourage staff to use Aspen when doing searches for ebooks and audio books to guarantee availability.
 - ii) Other issues/ongoing tickets – Claims Never Had currently applies charges if used. Do any libraries use this? PR, SM, SP, and CC do not use it. LM deletes charges if they do use it. BG will ask to have Claims Never Had removed as an option and relabel Claims Returned to Claims Returned/Never Had.

We are working to get the Student Card import templates set-up and ready to use. After reviewing the demo for Capira, Ops recommends upgrading to Capra v3 for approval by the Admin Council.
- 6) BLACK GOLD UPDATE**
 - a) CENIC Update (MD) – MD (BG) reported Cenic changed vendors to AT&T. Change over went smoothly. Working on changing Lompoc to a new vendor as well.
 - b) EDI Status (GF) – Waiting on Baker & Taylor for new usernames and passwords. Bywater is working on new tags so we can finish set-up and continue testing.
 - c) We have a scheduled delivery to SLO and SB schedule for this Friday. Admin Council will have to decide whether to continue the monthly deliveries to the end of the year.
 - d) Patron label was changed to ‘Legal Name if Different’.
- 7) ROUNDTABLE** – N/A

- 8) **ITEMS TO BE FORWARDED** — Recommend Capria to the Administrative Council
- 9) **AGENDA BUILDING** – Finalize Circ Manual at November meeting
- 10) **NEXT MEETING** — 10:00 a.m., Wednesday, October 5, 2022 (Webinar)
- 11) **ADJOURNMENT** at 11:01 a.m. 1st DK/ 2nd JF. Approved.

Distribution — email notice of web-posted agenda packet (available at www.ats.blackgold.org): Karen Christiansen, PR; Selena Fierro, SM; Joanne Britton SM; Dominic Keen, LM; Elizabeth Saucedo, GO; Carla Mason, GO; Eric Castro, CC; Justin Formanek, SP; Matt Duhon, ATS; Glynis Fitzgerald, BG; Directors [File Copy];



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| TOPIC: | Previous Barcode issue | PRIORITY LEVEL: (1-Low 3 – High) | <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 |
| SUBMITTED BY: | Karen Christiansen | | |
| TYPE OF ITEM: | <input checked="" type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Recommendation <input type="checkbox"/> Other: _____ | | |
| BACKGROUND STATEMENT | | | |
| BACKGROUND: <i>Describe why you are bringing this item before the committee. What problem are you trying to solve?</i> | <p>In BG, we have always included the patron’s previous barcode information when they get a replacement card. In Koha there is a “previous barcode” field where this is entered. In past systems, the field was “read only” and did not allow any activity to happen if the patron (or someone else) tried to use that card. In Koha, if the old card is used, the patron record still displays and allows checkouts to occur. This can be an issue if the patron’s card was actually lost or stolen and someone else finds it and uses it. Fortunately the old card cannot be used to access the public internet (at least as Paso has Envisionware set up)</p> <ol style="list-style-type: none"> 1. Is there a way to make this field “inactive?” 2. If not, do we want to use a different field for this information? | | |
| OUTCOME(S) | | | |
| DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i> | Determine if the field can be made inactive (BG) If not, determine if and where we want this info to display. | | |
| OTHER COMMENTS: | | | |



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| TOPIC: | Out of Black Gold card expiration | PRIORITY LEVEL: (1-Low 3 – High) | <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 |
| SUBMITTED BY: | Karen Christiansen | | |
| TYPE OF ITEM: | <input checked="" type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For Recommendation <input type="checkbox"/> Other: _____ | | |
| BACKGROUND STATEMENT | | | |
| BACKGROUND: <i>Describe why you are bringing this item before the committee. What problem are you trying to solve?</i> | <p>BG allows anyone with proper identification to receive a physical library card from one of our jurisdictions. Because two jurisdictions have recently discontinued their membership in BG, we now have a large number of patrons who reside outside of our planned service areas who are registered and are using their cards to download items exclusively (once they receive their cards, they are no longer visiting the library), negatively impacting the number of available copies of items (Overdrive/Libby and Enki) and the libraries’ budgeted contributions(hoopla), causing longer waits for held items (Overdrive and Enki) and/or causing daily budget limits to be met (hoopla) in which no items can be borrowed until the next day.</p> <p>Because we would prefer to ensure the best possible service to those whose tax dollars we receive, we would like to limit the number of patrons accessing our downloadable collections. We propose that a method for deactivating physical and eCards be established. Our suggestion is that any cards outside our service area’s zip codes be eliminated if they have not checked out at least one physical item from the library in the past twelve months. We would also be open to other criteria for determining when patrons from outside our service area would be removed from our database.</p> | | |
| OUTCOME(S) | | | |
| DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i> | Discuss and select criteria for eliminating “download only” patrons residing outside BG service areas and recommend this process to Council for approval. | | |
| OTHER COMMENTS: | | | |



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| TOPIC: | Quipu age limit | PRIORITY LEVEL: (1-Low 3 – High) | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 |
| SUBMITTED BY: | | | |
| TYPE OF ITEM: | <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Recommendation <input type="checkbox"/> Other: _____ | | |
| BACKGROUND STATEMENT | | | |
| BACKGROUND: <i>Describe why you are bringing this item before the committee. What problem are you trying to solve?</i> | <p>A new California State Law that went into effect in January 2022, Senate Bill 1383, requires that all jurisdictions purchase paper products that meet these two requirements:</p> <ul style="list-style-type: none"> • Paper products made with at least 30% postconsumer recycled content. • Paper products that are recyclable with an unqualified recyclable label, meaning that recycling facilities are available to at least 60% of the consumers/communities where the item is sold <p>In trying to be compliant, we are trying to go digital with our library card applications, and eliminate the paper app. The issue with Quipu is the age limit requires patrons to be 13. Can we eliminate the age requirement, to allow for parents to apply?</p> | | |
| OUTCOME(S) | | | |
| DESIRED OUTCOME(S): <i>Describe your desired outcome(s)</i> | Eliminate the age requirement or adjust the Quipu application to allow parents to apply for their child. | | |
| OTHER COMMENTS: | | | |