



**AUTOMATION AND TECHNICAL SERVICES
(ATS) OPERATIONS COMMITTEE AGENDA
Wednesday, February 1, 2023— 10:00 a.m.
Webinar**

<https://blackgold.webex.com/blackgold/j.php?MTID=m0b92925541c63b6d5f50c54457ba2366>

Meeting number: 2552 037 1728

Password: 020123 (020123 from video systems)

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Access code: 255 203 71728

* 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 — January 4, 2023, by Glynis Fitzgerald (BG)

4) CIRCULATION —

a) Circ Manual — Start the next round of edits with a clean copy.

i) What needs to be added with the switch to Koha?

ii) Are there any sections that need to be reworked because they are no longer relevant?

iii) Are there sections that need to be added pertaining to Aspen?

b) Koha upgrade — Discuss problems since the latest upgrade.

i) Lost custom settings

ii) Search errors. Items and patrons

iii) Any oddities that affect daily operations.

iv) Any issues within Aspen

v) Discuss date for next Koha upgrade. Establish a training protocol/checklist to check for errors. Use the in-person meeting scheduled in May to do a review on the training server as a group.

5) BLACK GOLD UPDATE

6) ROUNDTABLE

7) ITEMS TO BE FORWARDED — (To Council or other committees)

8) AGENDA BUILDING

9) NEXT MEETING — 10:00 a.m., Wednesday, March 1, 2023 (Webinar)

10) 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 MINUTES **Wednesday, January 4, 2023– 10:00 a.m. - Webinar**

Attendees: Justin Formanek, SP; Joanne Britton, SM; Elizabeth Saucedo, GO; Karen Christiansen, PR; Dominic Keen, LM; Eric Castro, CC; Matt Duhon, BG; Glynis Fitzgerald, BG.

1) 10:08 A.M. CALL TO ORDER

2) ADOPT AGENDA — 1st SM/2nd SP. Approved

3) *APPROVE MINUTES — November 2, 2022, by Kristina Uvalle (BG) – 1st SP/2nd LOM. Approved.

4) CIRCULATION –

a) Circ Manual update – SM inquired about data entry standards in Koha for Ward of the Court/Guardian

Discussion – Guardian has a letter saying the minor is a ward of the court/state and we will use that letter as source of the patron address. If there is a name of a guardian/foster parent, then this should be put into the 'Notes'.

SM asked that we keep Selena's name in the Circ manual but change her phone number - 805-925-0994 x 2514.

Once approved, clean up the edits so that it is more readable and then submit back to ATS with the updates for Notices and the inclusion of the Data Entry Standards for Wards of the Court.

Motion was made to present the Circ manual in it's current form to the Admin Council in order to approve existing changes. 1st SM/2nd PR. Approved.

b) Holiday Calendars - GF announced that the ATS calendar is now updated with the 2023 holidays and reminded everyone that they need to update the Koha calendar for all closures.

Discussion about Aspen – MD reminded everyone that the holiday announcement or note should be in the banner/heading so that patrons are aware of the closures.

c) Koha upgrade – Upgrade will be done on January 22 at 9pm and will take 1-2 hours.

Staff should be reviewing on the test server www.staff-blackgoldtest.bywatersolutions.com before the upgrade.

d) Unique (collections) update – an update on the status of print notices going out to patrons.

5) BLACK GOLD UPDATE - Capira upgrade is scheduled for January to February – more info to come. GF explained that LIDA is working but only in the basic form. All of the features are not being utilized. Focus right now is on getting Capira upgraded.

Delivery - Jan 16 is Martin Luther King Jr holiday, so GF suggested that the delivery that week be Wednesday instead of Tuesday. Members were ok with this switch and BG will confirm it with Kevin and then let the libraries know.

Technology Update - We will add this back to the agenda for future meetings.

6) ROUNDTABLE – N/A

7) ITEMS TO BE FORWARDED — Circ Manual

8) AGENDA BUILDING – N/A

9) NEXT MEETING — 10:00 a.m., Wednesday, February 1, 2023 (Santa Maria)

10) ADJOURNMENT at 11:11 a.m. 1st SM/2nd PR. Approved.

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