

**AUTOMATION AND TECHNICAL SERVICES  
(ATS) OPERATIONS COMMITTEE AGENDA  
May 5, 2021– 10:00 a.m.  
Video Webinar – ATS Ops**

<https://blackgold.webex.com/blackgold/j.php?MTID=mc6c00e9d264a125f0788425caca2d8a3>

Meeting number: 625 911 376

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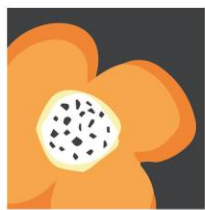
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\* Item accompanies the agenda

- 1) **10:00 A.M. CALL TO ORDER** Kim Hunter, Chair, Presiding Recorder; Kristina Uvalle (BG)
- 2) **ADOPT AGENDA** —
- 3) **\*APPROVE MINUTES** — April 7, 2021 by Kristina Uvalle (BG)
- 4) **CIRCULATION** –
  - a) Discuss reports (PR)
  - b) Circulation Manual review (Click [here](#) for most recent version)
- 5) **ILL** –
- 6) **TECHNICAL** —
  - a) Discuss/Review Aspen installation
- 7) **ONGOING DISCUSSION ITEMS**
  - a) What Technology vendor(s) are you in discussions with for your library? —
  - b) Are any new installs of technology hardware planned? —
  - c) PCI Informational Minute
- 8) **BLACK GOLD UPDATE**
- 9) **ROUNDTABLE**
- 10) **ITEMS TO BE FORWARDED** — (To Council or other committees)
- 11) **AGENDA BUILDING**
- 12) **NEXT MEETING** — 10:00 a.m., Wednesday, July 7, 2021 – Webinar
- 13) **ADJOURNMENT**

Distribution — email notice of web-posted agenda packet (available at [www.ats.blackgold.org](http://www.ats.blackgold.org)): Karen Christiansen, PR; Marci Cunningham, SLO; Selena Fierro, SM; Joanne Britton SM; Dominic Keen, Donn Adolfo, Jonathon Cardenas, LM; Alain Dussert, Molly Wetta, SB; Marie Crusinberry GO; Justin Formanek SP; Kim Hunter, ATS; Matt Duhon, ATS; Glynis Fitzgerald, BG; Directors [File Copy];



**AUTOMATION AND TECHNICAL SERVICES  
(ATS) OPERATIONS COMMITTEE MINUTES  
April 7, 2021– 10:00 a.m.  
Video Webinar – ATS Ops**

Attending: Angelica Fortin, PR; Marci Cunningham, SLO; Dawn Jackson, SM; Dominic Keen, LM; Alain Dussert SB; Marie Crusinberry, GV; Justin Formanek, SP; Kim Hunter, ATS; Matt Duhon, ATS; Glynis Fitzgerald, BG; Kristina Uvalle, BG.

- 1) **10:01 A.M. CALL TO ORDER** Kim Hunter, Chair, Presiding Recorder; Kristina Uvalle (BG)
- 2) **ADOPT AGENDA** — 1<sup>st</sup> MC (SLO) 2<sup>nd</sup> AD (SB) Approved.
- 3) **\*APPROVE MINUTES** — March 3, 2021 by Kristina Uvalle (BG) – 1<sup>st</sup> DJ (SM) 2<sup>nd</sup> AD (SB) Approved.
- 4) **CIRCULATION** –
  - a) \* Annual patron delete parameters (KH) - Changes to the delete parameters: GV to 5 years instead of 2 years; SB to 3 years instead of 5 years.
  - b) Hotspots (GF) – Admin Council has decided to reclassify hotspots as a reimbursable item rather than a shared material within the Cooperative. A couple of the jurisdictions have opted to manage their own devices, Black Gold will continue to manage the rest. This decision is currently going through the budget process and will probably go into effect on July 1<sup>st</sup>. MC (SLO) suggested changing the material type from “T-Mobile Hotspot” to “Hotspot”. KH (BG) agreed and stated that changes to the Circ Manual will be made to reflect the change in policy.
  - c) \*Discuss ID entry in patron record (GF referred by AC) – GF (BG) reported that BG received a clean review from the forensic review. KH (BG) is working with Polaris Data Services for possible alternatives to entering driver’s license data into the system. Currently, the thought is to use the last four digits and letters identifying the type of ID used. We are still trying to determine what is possible. This will require another change to the circ manual.
  - d) \*Discuss patron printing (BA) - [Click here](#) for informational brochures (provided by BG) – Discussed various options available. KH (BG) will set-up demos for interested parties and help determine the needs of individual libraries and research options for further review.
  - e) \*IUG review (KH) – [Click here](#) to access report. KH (BG) reviewed highlights to this year’s IUG. Her complete review is available on the ATS website.
- 5) **ILL – N/A**
- 6) **TECHNICAL** —
  - a) Demo review (Insignia, Aspen) – GF (BG) reported BG signed the contract with Bywater for Aspen on Tuesday. We have a questionnaire to fill out and are in the process of setting up a kick-off meeting and establishing a timeline. We will keep everyone updated as things progress. BG will provide a URL and login for the training server for anyone interested.
- 7) **ONGOING DISCUSSION ITEMS**
  - a) What Technology vendor(s) are you in discussions with for your library? —
  - b) Are any new installs of technology hardware planned? —
    - SB- installing Cisco Umbrella through AMS.net
    - LM- got rid of cash register and replaced with drawer.
    - SM- replacing older machines both public and staff. Applying for a hotspot grant.
    - PR – applying for a grant to add hotspots and Chromebooks. Looking at laptops to replace desktops at the public stations.

SLO – applying for the hotspot grant. Go a Dymo printer to test for making labels.

- c) PCI Informational Minute – MD(BG) cautioned that cyber-attacks have been ramping up and encouraged everyone to use due diligence and be certain that patron information is not accessible to outsiders. KH (BG) stated that there have been a lot more phishing emails coming through.

- 8) **BLACK GOLD UPDATE** – MD (BG) reported that the forensic review revealed that several reports being ran are being saved to the server. He is in the process of deleting them. There are approximately 10,000 documents to delete and will be a 2–3-month process to clean them all up. He cautioned everyone to move reports to a local workstation as opposed to opening them on the servers. Staff can use an alternate access to Simply reports by accessing the URL: [Polaris.blackgold.org/simplyreports](http://Polaris.blackgold.org/simplyreports).

KH (BG) reported work is continuing for clean-up of shelf locations. Spreadsheets will be added to the ATS website for reference.

- 9) **ROUNDTABLE** N/a

- 10) **ITEMS TO BE FORWARDED** — N/A

- 11) **AGENDA BUILDING** – N/A

- 12) **NEXT MEETING** — 10:00 a.m., Wednesday, May 5, 2021 – Webinar

- 13) **ADJOURNMENT** at 11:17 a.m. 1<sup>st</sup> MC (SLO) 2<sup>nd</sup> MC (GV) Approved.

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<b>TOPIC:</b>	BG Reports	<b>PRIORITY LEVEL:</b> (1-Low 3 – High)	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<b>SUBMITTED BY:</b>	Karen @ Paso		
<b>TYPE OF ITEM:</b>	<input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Recommendation <input type="checkbox"/> Other: _____		
<b>BACKGROUND STATEMENT</b>			
<b>BACKGROUND:</b> <i>Describe why you are bringing this item before the committee. What problem are you trying to solve?</i>	<p>I am trying to get input from each jurisdiction about what reports (such as Lost/Missing, Holds Alert, etc.) you are currently using and what your best practices for them are.</p> <ol style="list-style-type: none"> <li>1. Which reports do you use?</li> <li>2. How frequently do you run them?</li> <li>3. What do you do with them? (Search items? Delete Items? Purchase items? Other?)</li> <li>4. Are there any reports you run regularly that you find useful that BG is not running for you?</li> <li>5. Do we want to be more uniform in our approach to this data?</li> </ol>		
<b>OUTCOME(S)</b>			
<b>DESIRED OUTCOME(S):</b> <i>Describe your desired outcome(s)</i>	I am mainly asking to find out if we are on track with our reports, if we are addressing them in a manner similar to others, etc.		
<b>OTHER COMMENTS:</b>			