**AUTOMATION AND TECHNICAL SERVICES
(ATS) OPERATIONS COMMITTEE AGENDA
January 5, 2022– 10:00 a.m.
Video Webinar – ATS Ops**

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

Meeting number: 625 911 376

Join by phone: 1-650-479-3208 Call-in toll number (US/Canada)
Access code: 625 911 376

* 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** — November 3, 2021, by Kristina Uvalle (BG)

4) **CIRCULATION** –

5) **ILL –**

6) **TECHNICAL** —

    a) *Discuss practical operations for all 3 separate KOHA Migrations

        i) Holds – restrict patrons to new 'systems' for placement/pickup? Stop holds placement?

        ii) Renewals – decrease? Stop?

        iii) ACQ – cannot be migrated to KOHA – stop ordering to clear PO, etc?

        iv) ILL – first thoughts on this process

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, February 2, 2022 – Webinar

13) **ADJOURNMENT**

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

**AUTOMATION AND TECHNICAL SERVICES
(ATS) OPERATIONS COMMITTEE AGENDA
November 3, 2021– 10:00 a.m.
Video Webinar – ATS Ops**

Attending: Angelica Fortin, Karen Christiansen, PR; Marci Cunningham, SLO; Selena Fierro, SM; Brent Fields, GV; Alain Dussert, SB; Justin Formanek SP; Kim Hunter, ATS; Matt Duhon, ATS; Teresa Van Doren, ATS; Glynis Fitzgerald, Kristina Uvalle, BG

* Item accompanies the agenda

1) **10:02 A.M. CALL TO ORDER** Kim Hunter, Chair, Presiding
   Recorder; Kristina Uvalle (BG)

2) **ADOPT AGENDA** — 1st SF /2nd JF Approved.

3) ***APPROVE MINUTES** — October 6, 2021, by Kristina Uvalle (BG) - 1st JF /2nd AD Approved.

4) **CIRCULATION** –

   a) *** Discuss patron address change (un-curated)**

   Patrons to be able to make address change. Polaris will block any address changes in Aspen. SLO – yes; PR – No; SB – yes; SM – Yes; GV – Yes; SP- Yes. KH (BG) will check with Lompoc and make changes as requested.

   b) *** Review Best Practices for Hotspot Usage – PR**

   Angelica reviewed the agenda item and indicated they have some repeat offenders monopolizing the hotspots and only returning them when they are shut off from service. Paso is considering giving them a warning at 2x and at 3 infractions suspending them. Selena said they had the same issue with a few people and gave them warnings and a few they suspended for 3 months, and they have not 're-offended'.

5) **ILL – N/A**

6) **TECHNICAL** —

   a) **Discuss/Review Aspen installation/patron feedback**

   Discussion on complaints received by Black Gold include "can't find their library',
   Can't find items – discussion about the tab's differentiation
   Paso and GO have gotten the same feedback. In addition, GO has helped patrons with their lists. Paso has also provided a link to all libraries, but other members have not – maybe other locations should consider the link

   b) **Process to change global Aspen options**

   Kim indicated that global changes for Aspen should be submitted through Ops. These are changes that impact all locations. If a request for a change is emailed to Black Gold and the sender doesn't know it is a global change, Black Gold/Ops chair will let them know it is a global request and ask them to submit a request form for the next Ops meeting

   c) **Polaris 7.0 upgrade follow-up**

   KH (BG) reported that the upgrade went well and was faster than usual with no major issues at this time.

   d) *** KOHA Migration – Go Live 4/25/22**

GF (BG) reported the Directors have decided to migrate to Koha to be completed before June 1, 2022. Bywater has us scheduled for a Go Live date of 4/25/21. Sb will be getting their own instance of Koha and SLO has not committed to getting its own instance but should have an answer by 11/22/21. The conversion will require weekly meetings and a lot of work for everyone. Currently, the intention is to move the existing rules in Polaris over to Koha and that BG will host Koha on its own servers. Several committee members asked that the meetings not be scheduled for Mondays.AD (SB) reported SB has a Go Live date of May 2nd. The target is to have the test server up and running by February and have 5 weeks of extensive testing before the Go Live date in April.

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?**
   Koha installation. SF (SM) reported SM is still working to get Cloud Library set-up.

   c) **PCI Informational Minute –**
   MD (BG) shared that with credit card payments going through LEAP with Polaris and Comprise, we will have to work out how Koha handles credit card transactions and ensure it is PCI Compliant.

8) BLACK GOLD UPDATE

GF (BG) reported Carpinteria is waiting on final approval from the State Library Board to join Black Gold as its own jurisdiction. The Overdrive magazine subscription has been renewed. MD (BG) the new Palo Alto system is going the data center in the next two weeks. Once it is complete everyone will have download the new version for VPN. KH (BG) reported monthly reports are going out today and working to see if Bywater has worked its indexing issues this past week.

9) ROUNDTABLE – N/A

10) ITEMS TO BE FORWARDED — (To Council or other committees) – N/A

11) AGENDA BUILDING – N/A

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

13) ADJOURNMENT – at 11:28 a.m. 1st KC /2nd JF Approved.

		PRIORITY LEVEL: (1-Low 3 – High)	
TOPIC:	Discussion regarding the transition to Koha		☐ 1 ☒ 2 ☐ 3
SUBMITTED BY:	Glynis Fitzgerald		
TYPE OF ITEM:	☒ For Discussion ☐ For Recommendation ☐ Other: _____		

BACKGROUND STATEMENT

BACKGROUND: *Describe why you are bringing this item before the committee. What problem are you trying to solve?*	Currently, we are working towards separating from a single ILS to 3 instances of Koha, we need to discuss possible scenarios and procedures to ensure a smooth transition. • Upon migration, any circs that are outside new ILS configurations will only show up as being checked out to the borrowing library, but not through the ILL so the data will be incomplete. 1-Should we consider restricting patrons from the "new" separate ILSs for placement of holds and pickup? 2- Should we stop renewals or decrease the number of renewals? • Acquisitions in Polaris will not migrate to Koha. Should this be a consideration in placing future POs in Polaris. Should they be cleared at some point? • Koha ILL – this will be a new process for the libraries. We need to start discussions on how this will be handled and possibly develop new circ parameters.

OUTCOME(S)

DESIRED OUTCOME(S): *Describe your desired outcome(s)*	These are initial <u>discussions only</u>. ByWater implementation will begin in January. We will know much more about the migration and interaction of the separate ILSs through the Koha ILL as the implementation begins.
OTHER COMMENTS:	