AUTOMATION COMMITTEE
July 28th, 2021
10:00 a.m.
Via Teams- The public may participate using the link below:
https://go.sjvls.org/automation210728

AGENDA

  I.   **Call to Order**
  II.   **Roll Call and Introductions**
  III. **Adoption of Agenda**
  IV. **Comments from the Public**
  V.   **Approval of Minutes of May 26th, 2021 (Attachment 1)**
  VI. **Projects for Discussion & Action**

      A. Discussion: Circ Rules and Catalog Settings Review - Wymer
      B. Discussion: ECF Funding Record Keeping Requirements (Attachment 2) – Wymer/Nelson
      C. Discussion: Borrowers in Collections – Wymer
      D. Discussion and Action: Enterprise and Web Services Upgrades – Wymer
      E. Discussion and Action: Kids Catalog Set up – Wymer/Drake
      F. Discussion and Action: Drivers License in Borrower Records – Wymer
      G. Discussion: Shafter Separation from Kern County – Wymer
      H. Discussion: Mobile Printing – Nelson
      I. Discussion: Resource and Budget Planning for FY 2022-2023 – Wymer
      J. Status Report on Projects – Wymer/Drake/Nelson

  VII. **Set date and Agenda building for next meeting, tentatively September 29th, 2021, via Teams.**
  VIII. **Announcements**

Automation Committee Meeting
May 26th, 2021
Via Teams
Draft Minutes

Present:
Rebecca Adams, Anthony Arellano, Faythe Arredondo, Yvonne Galvan, Dani Haas, Mary Jo Lawrence, Smruti Deshpande, Kristie Pratt, Mollie Roache and Chris Wymer (chair)

Excused:
Brian Martin

Also Present: Mike Drake, Logic Vang, Aaron Lusk

I.   The meeting was called to order at 10:00 AM by Chris Wymer.

II.   Roll call was conducted.

III.   Adoption of Agenda – The agenda was adopted as distributed.

IV.   Comments from the Public - None.

V.   The minutes of March 3rd, 2021 were adopted as distributed.

VI.   Projects for Discussion and Action

A. Discussion and Action: Kids Catalog Setup
1. The committee provided feedback on the set up of the new Kids Catalog profile. Previously, committee members were shown a demonstration of the profile and asked to work with their staff to identity any potential additions or modifications to search categories, search options, as well as the general look and feel of the catalog.
2. Staff provided quality suggestions for additions to search categories, including adding new categories that were not part of the initial set up, or enhancing the standard categories with additional searches that are common requests at their libraries. Some of the new broader categories that were suggested included: California, Presidents, U.S. States, Countries, Biographies, Stories, Music, My Body, Popular Searches, History, and Transportation. In addition to new broader categories, staff identified potential modifications to existing categories, those included: adding Memorial Day, Veteran's Day, and Labor Day to holidays, Gender Identity and Autism to Kid's Concerns, Chupacabra and La Llorona to Spooky Things, Math, Biomes, and Climate Change to Science, and including Plays under Stories. Wymer informed the committee that if they want to add new categories, or modify the icon used for any of them, they can locate icons through SirsiDynix's subscription to flaticon.com. Wymer and Drake will compile the suggested additions and modifications into a single document, define the JSON values for the changes, and schedule a meeting with the JSAs to finalize the modifications.
3. After reviewing search categories, the committee discussed the available search options. It was decided that the UPC, Bib Number, OCLC, ISSN, and ISBN search fields would be removed to simplify the options presented to kids using the catalog. Facet options were also discussed. There were two suggestions for improvements to

existing facets. One suggestion was to change the publication date slider to a list of years. The second suggestion was to have the More Subjects facet view default to an A-Z list instead of sorting by number of results. Additionally, it was asked if Accelerated Reader ratings could be included. Wymer noted that if we cannot include them through the bib records, we can provide a link in the footer of the page to access the Accelerated Reader website.

4. Lastly, the committee provided feedback on the look and feel of the kids' catalog. Deshpande noted that in the mobile view it is difficult to find the home button, that some searches place the user in the middle of the results list instead of at the top, and that there isn't an advanced search option on the home page. Pratt noted that the size of the Place Hold button could be reduced, as it's a bit large currently. Pratt also observed that the "Add to My List" functionality is missing in the Kids Catalog. There was also a question about the coloring of the icons in the A-Z search category, and whether we can control what colors they show in, as well as what we can do to optimize the colors for color blind users. Wymer and Drake will investigate these possible changes and implement them if they can.

B. Discussion: 2021 COSUGI Conference Recap

1. Wymer and Drake provided the committee members with a summary of the sessions they attended during COSUGI and new features or products that were announced. Wymer provided an update on the status of BlueCloud Circulation and Cataloging development, noting that key features needed in each product are still in development. The lack of these features, like customizable circulation receipts or editing a due date, prevents us from setting them up. Wymer provided an update on BlueCoud Analytics, noting that they are developing a feature that will allow us to query live data from the database, and adding user management abilities. Wymer provided an update on development in Enterprise, as well as noting a new product, Discovery File Manager, could make managing catalog customizations much easier. Drake added that Discovery File Manager was impressive and would make managing the backend of the catalog easier. Wymer also provided a review of an open-source product, Xataface, that might have applications within SJVLS.

C. Discussion: New Email Processor and Email CKO Receipts

1. Wymer provided the committee with an update on the status of the new email and SMS processor for Horizon. While there are bugs in the SMS processor that prevent us from using it, reports from other library systems indicate the email processor works correctly and would allow SJVLS libraries to enable email CKO receipts. The biggest challenge is testing all email functionality to make sure it works correctly. Wymer will work with Nelson to set up a VM for the processor, and work with SirsiDynix to configure it. He will provide the JSAs with an update once it's installed and testing is completed.

D. Status Report on Projects

1. Drake is currently testing the kiosk mode functionality in MobileStaff. He hasn't worked with MobileStaff previously, and this is an opportunity to learn more about it.
2. Wymer provided an update on the Rivers project. Due to other requests, he hasn't had much time to work on the setup. He had an idea recently to move the links and other library information into the footer of the page, so they're still accessible when Rivers are enabled.

VII. The next Automation Committee meeting will be July 28th, 2021 online via Teams.

VIII. Announcements –

1. Pratt announced that Kern County's Summer Reading Program will begin on June 1st.
2. Arredondo shared that Tulare County is nearly finished with their RFID project, there is only one branch remaining. All of their branches re-opened for in-person service yesterday, May 25th.
3. Adams shared that Mariposa will be re-opening all their branches for in-person visits on June 16th.

There being no further business the meeting was adjourned at 12:16 p.m.

**EMERGENCY CONNECTIVITY FUND
RECORD KEEPING REQUIREMENTS**

This document summarizes the entity requirements for retaining documents. Note that EdTechnologyFunds, Inc.'s cloud-based documentation retention app – ErateSync will be updated to include an Emergency Connectivity Fund (ECF) category.

Documentation Retention

The FCC requires Emergency Connectivity Fund Program participants to retain records related to their participation in the Program sufficient to demonstrate compliance with all Program rules for at least 10 years from the last date of service or delivery of equipment. This 10-year document retention requirement is consistent with the document retention requirement in the E-Rate Program.

Devices and Services Purchased

Emergency Connectivity Fund Program participants are required to maintain inventories of devices and services purchased with Program support.

With that said, the ECF requires that schools and libraries keep track of and document the devices and other equipment that they distribute, and that includes documenting information about missing, lost, or damaged equipment the asset inventory as follows:

For devices provided to individuals, the asset inventory must include the following information:
    (a) device type (i.e., laptop, tablet, mobile hotspot, modem/router)
    (b) device make/model
    (c) equipment serial number
    (d) the (deidentified/anonymized) name of the person to whom the device was provided
    (e) the dates the device was loaned out and returned to the school or library or the date that the school or library was notified the device was missing, lost, or damaged.

The inventory for devices not provided to individual students, school staff, or library patrons, but used to provide service to multiple eligible users, for example, a Wi-Fi hotspot used to provide service on a school bus, the inventory must include the following information:
    (a) device type (i.e., laptop, tablet, mobile hotspot, modem/router)
    (b) device make/model
    (c) equipment serial number
    (d) the (deidentified/anonymized) name of the school or library employee responsible for that device
    (e) the dates the device was in service

USAC also requires Emergency Connectivity Fund Program participants to maintain a record of services purchased with Emergency Connectivity Fund support.

For services provided to individuals, this record of services must include the following information:

      (a) type of service provided (i.e., DSL, cable, fiber, fixed wireless, satellite, mobile wireless)

      (b) broadband plan details, including: upload and download speeds and monthly data cap

      (c) the (deidentified/anonymized) name(s) of the person(s) to whom the service was provided

      (d) the service address (for fixed broadband service only)

      (e) the installation date of service (for fixed broadband service only)

      (f) the last date of service as applicable (for broadband service only).

For services used to provide service to multiple eligible users, the service inventory must include the following information:

      (a) type of service provided (i.e., DSL, cable, fiber, fixed wireless, satellite, mobile wireless)

      (b) broadband plan details, including upload and download speeds and monthly data cap

      (c) the (deidentified/anonymized) name of the school or library employee responsible for the service

      (d) a description of the intended service area

      (e) the service address (for fixed broadband service only)

      (f) the installation date of service (for fixed broadband service only)

      (g) the last date of service as applicable (for fixed broadband service only).

Unmet Needs Narrative

Applicants applying for ECF funding will need to provide a narrative of how they obtained data in order to answer the question listed on the ECF Form 471's Unmet needs section. This information is required when submitting the FCC ECF 471 and may be requested if future audits are conducted.

Schools

In addition to the final unmet needs narrative, schools must retain any data used to create the narrative which can include one or more of the following:

      (a) A summary of parent/school staff survey data

      (b) One completed copy of the survey with the student or school staff member's name redacted

      (c) Parent/staff email requests

      (d) Technology requirements needed to access online learning resources

      (e) County or city connectivity data (include when data was collected).

Schools must also have documentation describing how instruction will be supported during the ECF funding period – on-campus, hybrid, some students fully remote, etc.

Libraries:

In addition to the final unmet needs narrative, libraries must retain any data used to create the narrative which may include one or more of the following:

      (a) A summary of patron survey data

      (b) One completed copy of the survey with the patron's name redacted

      (c) Parent/staff email requests

      (d) Technology requirements needed to access online learning resources

      (e) County or city connectivity data (include when data was collected).

Libraries must also have documentation describing how access to the library will be supported during the ECF funding period (on site, curbside pickup, lockers, kiosks, bookmobiles, etc.).

For Schools and Libraries:
Applicants need to retain a description of the population being served and why additional or new services are needed for devices and services requested for bookmobiles/school buses, senior/community centers, etc.

Other means of determining need could also be eligible.

Invoicing and Reimbursement

Invoicing
Applicants and service providers to submit, along with their reimbursement requests, invoices detailing the items purchased.

Proof of Payment
The ECF order will allow applicants who have entered into contractual arrangements or are otherwise legally obligated to purchase eligible equipment and services from their service provider, to submit requests for reimbursement before they have paid for the requested equipment and services. Applicants must pay their service provider within 30 days after receipt of funds and will be required to certify compliance and provide verification of payment to the service provider.