LIBRARY OPERATIONS COMMITTEE AGENDA
Wednesday, May 7, 2025– 10:00 a.m.
Lompoc Public Library

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1) **10:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
   Recorder; Kristina Uvalle, BG.

2) **ADOPT AGENDA** -

3) ***APPROVE MINUTES** — April 25, 2025, by G. Fitzgerald (BG)

4) **TECHNICAL**

   a) **Training – Item Group Holds –** Theo Farris (Lompoc Library) will conduct a training on adding items to the Items Group Holds in Koha. Best Practices and procedures for creating and maintaining Item Group Holds in the catalog.

   b) **Koha/Aspen Issues** – Discussion – A chance to talk about issues happening in Koha or Aspen. Discuss possible changes of global settings to optimize Koha functionality.

      i) **Dealing with Lost and/or Damaged items -** Discussion - How does your library handle it when items loaned to other libraries are returned damaged? How are lost items addressed? What is the policy when a patron is a repeat offender? What are some possible solutions to deal with issues concerning patrons from other libraries?

      ii) **Cloud 9 –** Update – Update where libraries are with the Cloud 9 migration. Any issues or questions that have cropped up.

      iii) **Message Bee - Update** – Timeline for the migration to Message Bee for email notices and phone notifications. Discuss prep work needed prior to the migration.

5) **NEW PRODUCT DISCUSSION**

6) **ITEMS TO FORWARD**

7) **ADJOURNMENT**

Next Meeting: Wednesday, July 10th. Online.

Distribution: Melissa Bailey, PR; Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Michelle Homsher, LM; Kim Crail, GO; Directors; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG