LIBRARY OPERATIONS COMMITTEE AGENDA
Wednesday, January 8, 2025– 11:00 a.m.
Webinar

1) **10:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
   Recorder; Eric Castro, Carpinteria Library.

2) **ADOPT AGENDA** —

3) ***APPROVE MINUTES** — September 4, 2024, by Meg Weber (PR) ; November 6, 2024, by Glynis Fitzgerald (BG).

4) **TECHNICAL**

   a) **CloudNine – Discussion –** Review the demo of CloudNine. Gather feedback and discuss possible timelines and requirements by libraries to make the switch.

   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) **Last Patron (LM) -** There is a new feature that can allow staff to choose to go back to one of the last 3 patron accounts they have opened. Some of LM staff are interested in it.

      ii) **Messages (LM) -** We would like to be able to delete messages from all libraries. There are so many messages that are generic and can/should be deleted. Sometimes this affects staff being able to see checkouts. This was previously discussed with no conclusion.

5) **NEW PRODUCT DISCUSSION**

6) **NEXT MEETING** — 10:00 a.m., Wednesday, February 5, 2025 (Lompoc)

7) **ADJOURNMENT**

Distribution — email notice of web-posted agenda packet (available at www.ats.blackgold.org): Meg Weber, PR; Joanne Britton-Holland SM; Shannon St. Arnaud, SM; Dominic Keen, LM; Kim Crail, GO; Eric Castro, CC; Brenda Goldy, SP; Matt Duhon, BG; Glynis Fitzgerald, BG; Directors [File Copy];

LIBRARY OPERATIONS COMMITTEE MINUTES
Wednesday, September 4, 2024– 10:00 a.m.
Black Gold Admin. Office
580 Camino Mercado, Arroyo Grande

Attending: Meg Weber, PR; Shannon St. Arnaud, SM; Theo Faris, Dominic Keen, LM; Jody Thomas Eric Castro, CC; Brenda Goldy, SP; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, (BG).

1) **10:06 A.M. CALL TO ORDER:** Glynis Fitzgerald, Chair, Presiding
   Recorder; Meg Weber, Paso Robles Library.

2) **ADOPT AGENDA** — 1st/ 2nd Approved

3) ***APPROVE MINUTES** — 1st/2nd Approved. July 10, 2024, by Shannon St. Arnaud (SM)

4) **CIRCULATION**

   a) **Reports**

      i) ***Review Best Practices for Circ Manual** – Review best policy for cleaning up custom reports and duplicating report templates and reports created by other jurisdictions.

         (1) You can run other library's reports, but not edit them. Always duplicate before changing any sql. Put WIP in reports which aren't fully functional yet or in progress.

      ii) **Report Workshop** – Theo Faris (Lompoc Library). Demonstration of basic report building with examples of common reports for library use. Participants are encouraged to bring a laptop to practice building their own reports.

         (1) **When building reports**: Always duplicate existing reports instead of editing them. Edit name, change report group. Enter subgroup (recommended, not required), Report is public: ALWAYS no., Cache Expiry: leave as-is, add notes summarizing purpose of report along with branch code/initials.

         (2) Covered some tips on formatting SQL code. Use Koha Database Schema link on report creation page to reference table names.

5) **TECHNICAL**

   a) **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) **Item Types** – Discussion – Discuss current item types available, the effect adding item types have to library operations and reporting for the Cooperative. Discuss reasonable parameters for adding item types and possible solutions for specialty items in the catalog.

         (1) Started the conversation about item types and the need to reduce the total number of item types in Koha. Each library needs to do some clean-up and reviewing of item types to assess what we do and don't need.

      ii) **Changing Patron Search default in Koha**. – Discussion – DK(LM). Can the Patron search be modified? Is it possible to change the default Patron Search under the Search Type. Currently the default search type is Starts With, and we would like the default to be Contains (Starts With and Contains are the only options). It is much more useful with contains because it will search for what is entered vs. starts with only searches the beginning.

      (1) Group discussed and unanimously agreed that "Contains" should be default. Change was applied immediately.

6) BLACK GOLD UPDATE

    a) Koha Upgrade - Scheduled for October.

    b) Operations Website Update- Kristina showed a new circ manual on Ops website

7) ROUNDTABLE— (PR) Closed Study Center. Applied for inspiration grant. Successful summer reading. (CC) Survived summer reading. Computer classes in English and Spanish. Citizenship Test Prep. (LM) Expanding parking lot and youth patio. Bookmobile charging spot and EV charging stations. (SM) Successful summer reading. Reached 1500 patrons more than last year. All staff meeting. Ancestry basics programming for adults. Mad scientist club for ages 6-12. (SP) Added Friday hours extended into fall. Finished big grant for Sustainable CA Libraries. Latino poetry grant through libraries of America.

8) ITEMS TO BE FORWARDED-- None

9) AGENDA BUILDING-- None

10) NEXT MEETING — 10:00 a.m., Wednesday, October 2, 2024 (Online)

11) ADJOURNMENT - at 1:04 p.m. 1st Brenda Goldy (SP)/ 2nd Meg Weber (PR).

Distribution — email notice of web-posted agenda packet (available at www.ats.blackgold.org): Meg Weber, PR; Joanne Britton-Holland SM; Shannon St. Arnaud, SM; Dominic Keen, LM; Lyric Nicolini, GO; Eric Castro, CC; Brenda Goldy, SP; Matt Duhon, BG; Glynis Fitzgerald, BG; Directors [File Copy];

LIBRARY OPERATIONS COMMITTEE MINUTES
Wednesday, November 6, 2024– 10:00 a.m.
Webinar

1) **10:06 A.M. CALL TO ORDER** Glynis Fitzgerald, Chair, Presiding
   Recorder; Brenda Goldy, Blanchard Library.

2) **ADOPT AGENDA** — 1st GV/ 2nd PR

3) ****APPROVE MINUTES** — September 4, 2024, by Meg Weber (PR) – Deferred to next meeting.

4) **CIRCULATION**

   a) **Reports**

      i) **Report 975** - Report 975 was contrasted with Report 352. The new improvement in Report 975 allows users to select multiple collections simultaneously, whereas Report 352 only supports the selection of one collection at a time.

      ii) **Report 983** – KU discussed the report on patrons with incorrect age categories. Libraries were advised to review and correct patron types in their reports.

   b) ***Circ Manual – Circulation** – Reviewed and discussed. Members are to update relevant tables with current information and return them to KU. Further discussion will continue at the next meeting.

5) **TECHNICAL**
   a) **Alexander Street Videos** – GF introduced the Alexander Street digital collection and demonstrated access methods. Libraries can place a link on their Aspen site under resources or as a placard, including it on their website, and TV is working to integrate records into the catalog for patron searches.
   b) **CloudNine – Discussion –** MD introduced the CloudNine Platform from Envisionware and its Reservation Service as an alternative to PCRes. Members showed interest, and GF committed to organizing a demo for the next meeting.
   c) **Enki Access Update:** Noted that access to https://demo.enkilibrary.org will be discontinued after January 2025. Libraries should use the geolocated Enki site: https://enki.biblioboard.com/home.
   d) **Koha/Aspen Issues** – Michelle Homsher (LOM) proposed a change to the "Lost Paid For" default setting, a global configuration. Libraries agreed to test this change on the training server and revisit the discussion at the next meeting.

6) **BLACK GOLD UPDATE** - Starting from the next meeting, the agenda format will be adjusted for greater effectiveness. The sections "Black Gold Update," "Roundtable," "Items to be Forwarded," and "Agenda Building" will be removed. A new section, "New Product Discussion," will be added for members to share and discuss potential new products or services.

7) **ROUNDTABLE – N/A**

8) **ITEMS TO BE FORWARDED – N/A**

9) **AGENDA BUILDING** – N/A

10) **NEXT MEETING** — 10:00 a.m., Wednesday, January 8, 2025 (Online)

11) **ADJOURNMENT** at 11:45 a.m. 1st GV/ 2nd SP.

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