



BLACK GOLD

COOPERATIVE LIBRARY SYSTEM

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Blackgold.org

LIBRARY OPERATIONS COMMITTEE AGENDA Wednesday, October 1, 2025– 10:00 a.m. Teams Meeting

- 1) **10:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA -**
- 3) ***APPROVE MINUTES** — September 3, 2025, by Kristina Uvalle (BG)
- 4) **TECHNICAL**
 - a) **Message Bee** – Discuss the status on the Message Bee integration. Discuss options for the digest mode of notices by email. Review the need for additional templates for notices. The onboarding process of the marketing module.
 - 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.
 - c) **Updates** – Cloud 9. Device Survey.
- 5) **NEW PRODUCT DISCUSSION**
- 6) **ITEMS TO FORWARD**
- 7) **ADJOURNMENT**

Next Meeting: Wednesday, November 5th. Online.

Distribution: Karen Christiansen, PR; Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Michelle Homsher, LM; Terra Furuta, CC; Kim Crail, GO; Analise McCully, GO; Directors; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG



LIBRARY OPERATIONS COMMITTEE MINUTES Wednesday, September 3, 2025– 10:00 a.m. Lompoc Public Library

Attending: Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Analise McCully, GO; Eric Castro, CC; Brenda Goldy, SP; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG.

- 1) **10:03 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA** – 1st DK/ 2nd MW. Approved.
- 3) ***APPROVE MINUTES** — August 6, 2025, by Kristina Uvalle (BG) 1st DK / 2nd MW. Approved.
- 4) **TECHNICAL**
 - a) **Juvenile Cards (SM)** – Discussion. Santa Maria is looking for feedback from other Black Gold libraries about their best practices with juvenile cards. Our main questions are listed below.
 - Are parents/guardians able to get a library card for their child if the child is not present?
No, the child's presence is required to obtain a library card for them.
 - Do you ask guardians for proof of guardianship?
While proof of guardianship is not required, emphasis is placed on the guardian's understanding that they are liable for any items the child checks out.
 - b) **Circ Manual Review** – Review current circulation manual for changes to library specific data and information. [Circ Manual Review Copy](#)
Corrections and updates will be made, and an updated copy will be available on the ATS website.
 - c) **ATS Website** – Brainstorm with Ops members to make improvements and/or changes to the ATS website. What works? What is hard to find? Is there information you want available on the website that isn't there?
Add the distributions lists to the committee and user group pages. Add instruction pages for Message Bee and Cloud 9. Note that the Koha training recordings no longer work.
 - d) **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.
n/a
 - e) **Updates** – Message Bee. Status of voice, SMS and email notices. What other templates need to be added to Message Bee SMS and Email modules. Discuss any issues that have come up.
Craig with Cloud 9 can provide help if you have questions on your set-up. MD will send a link for a usage report for libraries with NYT access.
- 5) **NEW PRODUCT DISCUSSION** – BG (SP) reported that ordering through Brodart is still somewhat rocky, but they are hoping to work through issues soon. MD (BG) mobile printing through Cloud 9 is tentatively scheduled for 2026.
- 6) **ITEMS TO FORWARD** – n/a
- 7) **ADJOURNMENT** at 11:24 a.m. 1st MW /2nd DK.
- 8) Distribution: Karen Christiansen, PR; Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Michelle Homsher, LM; Terra Furuta, CC; Kim Crail, GO; Analise McCully, GO; Directors; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG