



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

- 1) **10:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding  
Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA -**
- 3) **\*APPROVE MINUTES** — August 6, 2025, by Kristina Uvalle (BG)
- 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?
    - Do you ask guardians for proof of guardianship?
  - b) **Circ Manual Review** – Review current circulation manual for changes to library specific data and information. [Circ Manual Review Copy](#)
  - 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?
  - 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.
  - 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.
- 5) **NEW PRODUCT DISCUSSION**
- 6) **ITEMS TO FORWARD**
- 7) **ADJOURNMENT**

Next Meeting: Wednesday, October 1st. Online.

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



**LIBRARY OPERATIONS COMMITTEE MEETING**  
**Wednesday, August 6, 2025– 10:00 a.m. Microsoft**  
**Teams Meeting**

Attending: Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Analise McCully, GO; 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** — July 9, 2025, by K. Uvalle (BG). 1st DK / 2nd BG. Approved.

**4) TECHNICAL**

**a) Updates**

- i) **New Patron Type** – Needs Attention. We moved inactive patron accounts to a new category - Needs Attention. This will allow us to filter out accounts for reporting purposes and streamline the yearly patron purge process.
  - ii) **Ecard Update (PR)** – MW (PR) presented the PR version on their on-line card application and walked through the processing steps. This is still a manual process for them.
  - iii) **Message Bee** – Voice messages are going out. Email templates are ready to review. SMS text are ready for testing.
  - iv) **Hoopla Reindex** – Hoopla records have been re-indexed to reflect titles available by library.
- b) **Koha/Aspen Issues** – Discussion – A chance to talk about issues happening in Koha or Aspen. Libraries can email Glynis if they want to receive emails for Swank about upcoming availability of movies. LM and PR are interested in getting their own wands and will follow up with Glynis for details. Black Gold will look into development on the event module for Aspen. Report #'s 486 and 894 are helpful to look at patron accounts that may need purging.

**5) NEW PRODUCT DISCUSSION - N/A**

**6) ITEMS TO FORWARD - N/A**

**7) ADJOURNMENT at 10:55 a.m. 1st DK / 2nd BG.**

Next Meeting: Wednesday, September 3rd. Lompoc.