



LIBRARY OPERATIONS COMMITTEE AGENDA
Wednesday, February 4, 2026– 10:00 a.m.
Lompoc Public Library

- 1) **11:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA -**
- 3) ***APPROVE MINUTES** — January 14, 2026, by Kristina Uvalle (BG)
- 4) **TECHNICAL**
 - a) **Items Records Cleanup** – Discussion. Create Best Practice for Item Record Cleanup. Including timelines, dealing with items checked out with charges, changes to global settings, who is responsible for the cleanup and reports available to use for reference.
 - b) **Hotspots (LM)** - Is it possible to separate out a library's hotspots from everyone else's? Maybe create a separate bib record for each library? Since hotspot devices are only checked to the home library patrons, patrons are asking what their "real number in line is", they could be 50 in line but really 5 in line for their home library ones.
 - c) **Adding Item Types (GV)** - Goleta is doing an overhaul of our cataloging and processing procedures and we'd like to create 'Teen Fiction' and 'Teen Non-fiction' item types if feasible.
 - d) **Item Types vs. Collection Codes** – Discuss item types vs collection code and how libraries are using these.
 - e) **Koha/Aspen Issues** – Discussion. A chance to talk about issues happening in Koha or Aspen.
- 5) **NEW PRODUCT DISCUSSION**
- 6) **ITEMS TO FORWARD**
- 7) **ADJOURNMENT**

Next Meeting: Wednesday, March 4th. 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; Brenda Goldy, SP; Directors; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG



LIBRARY OPERATIONS COMMITTEE MINUTES
Wednesday, January 14, 2026– 10:00 a.m.
Teams Meeting

- 1) **10:03 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding
Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA** – 1st KC (PR) / 2nd JB (SM). Approved.
- 3) ***APPROVE MINUTES** — 1st KC (PR) / 2nd JB (SM). Approved. November 12, 2025, by Kristina Uvalle (BG)
- 4) **TECHNICAL**
 - a) **Items Records Cleanup** – Discussion. GF (BG) Introduced the topic of cleaning up item records that are lost/damaged/unavailable for holds. She reviewed available reports for identifying lost items (reports #40, # 37, #187). Theo Farias (LM) created instructions for deleting items with charges that need to remain in a patron's account. JB (SM) reported that the library has received permission to delete patron accounts that have charges that are more than 7 years old.
ACTION ITEMS: Post instructions for deleting items with charges to ATS website. Email instructions and reports templates to Ops Committee as well.
 - b) **Koha/Aspen Issues** – Discussion. A chance to talk about issues happening in Koha or Aspen. Goleta is in the process of moving items from storage and has asked about the wand's availability. Lompoc currently has it and will check to see where they are at with it. There is interest in having a wand workshop to review how different libraries can use the wand for their collections.
 - c) **Updates**
 - i) **Message Bee** – Bywater has discovered a race condition happening between Koha and Message Bee that was causing incorrect notices being sent out to patrons. Adjustments have been made to correct the issue. Holds Cancelled notices have been added to Message Bee. Libraries can edit the templates on the Message Bee pages.
- 5) **NEW PRODUCT DISCUSSION** – N/A
- 6) **ITEMS TO FORWARD** – Discussion of Best Practices for Item Cleanup to February Ops Meeting.
- 7) **ADJOURNMENT** at 11:06 a.m. 1st DK (LM) / 2nd KC (PR).

Next Meeting: Wednesday, February 4th. Lompoc.

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; Brenda Goldy, SP; Directors; Matt Duhon, BG; Glynis Fitzgerald, BG; Kristina Uvalle, BG

Item Record Cleanup

Purpose

The overall goal is to create and maintain a current database of items available for checkout to patrons. A regular cleanup of item records will allow libraries to address issues with unfilled holds, lost and damaged items that need to be replaced and ensure the ILS database is accurate and concise.

Responsibility

Each library will establish an internal procedure outlining who is responsible for maintaining item records for their library branches. This includes determining how long a lost or damaged item remains in Koha, how frequently a cleanup should occur and communicating with Black Gold or other libraries when issues occur.

Black Gold will facilitate and/or provide any support or training as needed and help with any questions as they arise.

Procedures

Lost Items

How long are they kept in the system?

Are they deleted or replaced?

Dealing with lost items that have charges associated with them.

Holds Unavailable

Moving Item Level Holds to next available

Manually cancelling holds

Global Setting **(cannot be changed by library)**

A screenshot of a Koha configuration page. It shows a dropdown menu set to 'Don't set', followed by the text 'default expiration date for holds automatically. If enabled, set expiration date'. There is a text input field containing '0', followed by a dropdown menu set to 'days', and the text 'from reserve date.'. Below this is a note: 'NOTE: If DefaultHoldExpirationdatePeriod is left blank, no default expiration date is set.'

Adding Replacement Fees to the Patron's Account while Deleting Lost Items

Detailed instructions are available on the ATS website under the Aspen/Koha section. [Adding Replacement Fees](#)

Helpful Reports

- All Items with a Lost Status (Report 40)
- Holds That Cannot be Filled (Report 37)
 - This report can be run by branch
- Holds without Holdable Items (Report 187)
 - All libraries
- Holds without Holdable Items (Report 1164)
 - By branch