



## LIBRARY OPERATIONS COMMITTEE AGENDA Wednesday, March 5, 2025– 10:00 a.m. Webinar

- 1) **10:00 A.M. CALL-TO-ORDER** Glynis Fitzgerald, Chair, Presiding Recorder; Kristina Uvalle, BG.
- 2) **ADOPT AGENDA** -
- 3) **\*APPROVE MINUTES** — February 5, 2025, by K. Uvalle (BG)
- 4) **CIRCULATION**
  - a) **Circulation Manual** - (Update) The latest changes have been made to the circulation section of the manual. The manual is posted on the ATS website under [Circulation Manual](#). The manual broke down by section and a complete copy is available for print out.
    - i) Follow-up on In Transit section

### IN TRANSIT (Needs Review)

The report will be available in Koha reports under custom reports for each jurisdiction. Each library should search its shelves within 2 weeks of receipt of the report and change item status accordingly. Items In-Transit to another library from the owning library should be checked first; then items In-Transit from libraries other than the owning library should be searched. It is recommended that libraries run the report on a quarterly basis as a 'Best Practice'.

- 5) **TECHNICAL**
  - a) **MessageBee Demo**
  - 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) **Follow up Items**
    - i) **Spanish Language option for Notices** – The Spanish translation tab is activated for Notices.
    - ii) **Item Group Holds** – Graphic novels have been moved into item groups. Training is being scheduled on how to keep records current.
    - iii) **Default Patron Messaging Settings** – Discuss whether to change the default to item due, holds, filled and auto renewal or advance notice and holds filled.
    - iv) **Patron Messages** – Working with Bywater to clean-up the 2022 'update address' messages.
- 6) **NEW PRODUCT DISCUSSION**
- 7) **ITEMS TO FORWARD**
- 8) **ADJOURNMENT**

Next Meeting: Wednesday, April 2<sup>nd</sup>. Online.



## LIBRARY OPERATIONS COMMITTEE MINUTES Wednesday, February 5, 2025– 10:00 a.m. Lompoc Public Library

Attending: Meg Weber, PR; Shannon St. Arnaud, SM; Dominic Keen, LM; Theo Farris, LM; Michelle Homsher, LM; Kim Crail, GO; Eric Castro, CC; Brenda Goldy, SP; Matt Duhon, BG; Kristina Uvalle, BG.

1) **10:07 A.M. CALL TO ORDER** Matt Duhon, Presiding  
Recorder; Kristina Uvalle (BG).

2) **ADOPT AGENDA** —

3) **\*\*APPROVE MINUTES** — January 8, 2025, by Kristina Uvalle

4) **TECHNICAL**

a) **MessageBee Service** – Discussion – MD (BG) reviewed the MessageBee Service being offered, discussing various pros and cons.

**ACTION ITEM:** Black Gold will schedule a demo for the next LOC meeting in March.

b) **CloudNine** – Update – MD (BG) is working to determine whether we will need to schedule individual meetings for each library's IT or if one meeting can be arranged for all libraries. He has a prep meeting scheduled for Feb. 27<sup>th</sup> to discuss the next steps.

c) **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) **Default Patron Messaging Settings (PR)** – Various options were discussed to use for default settings. The two preferred options are: Item due, Hold Filled and Auto renewal; or Advance notice and Holds Filled. Lompoc agreed to test whether Advanced Notice will accomplish the desired outcome of combining item due and auto renewal. KU (BG) will notify libraries once the change has been made.

**ACTION ITEM:** Turn on Spanish Language option for notices in Koha.

ii) **Messages** – Update –No real progress has been made as yet. It was discussed that libraries should be able to set their own policy on when and how to clean-up messages on their patron accounts. The issue of not being able to remove messages placed by other libraries is still a roadblock.

**ACTION ITEM:** BG will cleanup "update address" messages that were posted from the 2022 migration. Need to work up Best Practices on the use of Messages vs. Notes within Koha.

iii) **Item Group Holds** – Update – Lompoc staff is working through graphic novel item records. 407 records remaining of the 1380 targeted records. They anticipate it being done within the next week or two.

**ACTION ITEM:** Schedule training for libraries. Work on Best Practices for adding and maintaining items in an item group.

5) **CIRCULATION**

a) **\*Circ Manual – Circulation** – Completed a page-by-page review of the circulation section of the manual.

**ACTION ITEM:** Corrections and changes to the section will be made and posted to the ATS website under the Circulation Manual tab.

- 6) **ITEMS TO BE FORWARDED** – To Admin Council: change the number of days an item is kept on the holds shelf for 10 to 7.
- 7) **ADJOURNMENT** at 12:16 p.m. 1<sup>st</sup> MW (PR)/ 2<sup>nd</sup> DK (LM).