

CIRCULATION FORUM MEETING

AUGUST 3, 2011 1:30 pm

Tamarack District Library (ML)

Members Present: Sheryl VanderWagen-LLC, Dorothy Johnson-Hackley Public Library (SM), Laura Gould-Hastings Public Library (BH), Toni Jagger-Alvah N. Belding Memorial Library (IB), Laura Rodriguez-Irwin-Grant Area District Library (NG), Debra Poling-Sparta Township Library (ES), Ashley Hawley-Croton Township Library (NC), Cheryl Lucas-Tamarack District Library (ML), Norma Bard-Fennville District Library (AF), Veronica Pitchford-Flat River Community Library (MG), Chris Abma-Herrick District Library (HO), Dwayne Betcher-Herrick District Library (HO), Kathy DeBone-Spring Lake District Library (OS), Barbara Jingles-Grandville Branch (KJ), Karen Small-Wyoming Branch (KT), Pat Rosloniec-Cascade Township Branch (KE), Carol DeBoer-Henika District Library (AW), Elaine Bosch-GRPL (GR), Shanni Kerr-Ionia Community Library (IC)

Recorder Selected – Shanni Kerr Ionia Community Library (IC)

Meeting called to order at 1:35 by Sheryl VanderWagen, thank you to Tamarack District Library for hosting the meeting.

No Additions to Agenda.

Motion by Toni Jagger (IB) to approve the agenda. Second by Dorothy Johnson (SM). Motion Passed.

Motion by Dwayne Betcher (HO) to approve the minutes of the January 26, 2011 meeting. Second by Dorothy Johnson (SM). Motion Passed.

1. Items

- a. Staff need to pay better attention to patron home library when placing holds. There are mostly AV or new books being placed on item specific holds for items on shelf at other libraries. The thinking is that the patron wishes to drive to the owning library to pick the materials up, but are failing to communicate this to the owning library. There are two issues with this:
 - i. Library does not know that patron wishes to drive to their location to pick up item and cancels hold. There is no place on the item to state this intent.
 - ii. Clear hold shelf will clear the item automatically.

If you intend for your patron to drive to another library to pick an item specific book up, you or the patron need to communicate this with the owning library and have them pull the item at their discretion.

- b. Libraries are no longer able to delete items by barcode. You will need to use the withdrawn status and also change the ICODE2 to withdraw. The Reclamation Project

with OCLC is now complete. Hackley is not complete yet, they have unique collections and must be done separately. In regards to deletes from our system, before items are deleted and a list is sent to OCLC to update holdings, a report is sent to the owning library for confirmation of deletes.

- c. KDL has requested a Status Report change regarding the Status L Report and Status M Report. Currently the Status L Report list includes Lost, Lost and Paid, Billed, and Claims Returned. The Status M Report List includes Missing, Trace, Transit and Lost in Transit. Members present agreed that moving the Lost and Claimed Returned items to the Status M Report List was a good idea and the consensus was that Sheryl will make this change in all future reports. Sheryl will notify libraries of the change with the attached August Reports.

2. Patrons

- a. It is imperative to change both the P Type and the Home Library when changing the home library for patrons wishing to pick up their items at a library other than their actual home library. If these two fields do not match, when a patron goes to collections it creates more work to determine which library should be billed for the collection fee. If you change a patron to your library as the home library, you are responsible if they go to collections and will be responsible for the collection agency fee.
- b. When merging a patron that the original record is in collections you need to keep the original record with the original P number. If you merge to the new record, the old P number will be lost and this creates issues with Unique's ability to get updates on these patrons. PRESERVE THE ORIGINAL P NUMBER, watch the c blocks.

3. MeLCat

- a. INN-Reach Too Long reports/Our system does not bill items sent out on MeLCat. Please refer to the MeLCat manual section labeled MeLCat Lost and Damaged Items Procedures. (A copy of which can be found at the MCLS website.) Libraries have six months to send a bill. Also mentioned that the labeling procedure and process was much better.
- b. You cannot charge a service charge to utilize the MeLCat service. You can charge late fees and service fees on lost/damaged items. Lost items are billed to patrons at a cost of \$100.01. It is possible to work with the owning library on the cost of the item if it is a public library, but academic libraries are usually will not work with you on the \$100.01 cost. Libraries have six months to send a bill. The State of Michigan is using Federal dollars for this service so you cannot charge a service fee. (No known LLC libraries were using this practice but it was recently clarified the MeLCat Policies and Procedures by the Library of Michigan).
- c. Croton and Hudsonville went live on MeLCat in June. There are now only four LLC libraries who do not participate in MeLCat: Ionia, Jenison, Jamestown, and White Lake.

4. Updates

- a. Underfunded Contract Service areas update as follows: Olive Township was served by Herrick until June 2011 and is now served by Howard Miller as "underfunded" area. There are messages on all Olive Township patron records. Ensley Township was served

before by Grant and KDL. For the portion served by KDL, patrons have been notified they can obtain a KDL card that will expire on 12-31-2011 after that date they are no longer served. The “unofficial” word on Yankee Springs patrons in the Wayland School district is that they will be offered a non-resident card by Henika Library (AW) through 2012 and then if a millage has not passed, they too will not be served.

- b. The current yellow ½ sheet supply order form will be phased out as “free” materials are replenished. Currently LLC is running low on Children’s Registration Forms and pink transfer slips. Those will need to be reordered soon. Once those items run out, libraries will be billed as LLC orders new stock. Newer receipt printers can print the two digit library code on the receipts and can replace the pink transfer slips. Libraries will be billed on a quarterly basis and LLC will not be sending individual invoices for ordered items. As a reminder, barcodes, delivery dots and ILL stickers need to be ordered by the deadline stated in email. Special orders will drive up the cost for everyone in the end. The printer has quoted us this price based on quantity. The Vendor cannot do special orders between runs and maintain the low price we have been quoted.
- c. Maintenance update 8-3-11 includes some reported items such as broken holds and premature hold notifications and other software fixes. Reminder to stagger logins on Thursday due to new “jar” files. Libraries need to monitor reports of premature hold notification after the update so we can be sure that the problem was fixed.
- d. GRPL Evergreen purged of 176,000 “dead” records per Elaine Bosch and they are updating to a new version of Evergreen. Many of those patrons were LLC patrons who have not used a GRPL branch since their migration to Evergreen in fall 2008.

Next Meeting is scheduled for November 30, 2011 at 1:30 at Caledonia. Please note we will not hold the September 28 meeting. The date conflicts with the MIUG (Michigan Innovative User Group) meeting.

Meeting ended at approximately 4:00 pm.

Respectfully submitted by

Shanni Kerr

Ionia Community Library