

Meeting started at 1:46pm

Agenda:

Select a Recorder: Veronica Pitchford

Approve the Minutes of the January 27, 2010 meeting: Lance Werner correction to last minutes. Motion to approve Dorothy Johnson (SM), Dwayne Betcher (HO) second. Motion carried.

ITEMS

*Bills to collecting Libraries for manual charges*

LLC policy manual: libraries will bill for damages or manual items. One library sent an invoice and the other library refused to pay for manual charges. If you get an invoice because you collected the money, you are responsible to pay the owning library for them.

*Missing Pieces/damaged item procedures*

Don't check item in. Green slip it and send it back to owning library. Place note on patron record. Not checking in preserves the last patron information. And the note serves as a reminder for both staff and patron about the damaged item.

*Item returns for libraries not on the LLC delivery system*

LLC gets items in delivery which do not belong to participating libraries. If you receive items that are not from LLC participating libraries, or MeLCat items, package and mail the item to the owning library. If the owning library is on MeL delivery, it is permissible to return them via MeL delivery. This is your responsibility, not LLC's. LLC does not have a budget for mailing these items. Martin is no longer a member of Lakeland. If you receive books that belong to Martin, you will have to send them through MeL Delivery.

*Deleting items & OCLC Reclamation project*

Get through the list that Sheryl sent out by June 1st. If you are interested in weeding lists, now is the time to contact Sheryl.

OCLC will do this one time for free. When the reclamation project is finished, Worldcat will display holdings of specific member libraries rather than just the generic "Lakeland Libr. Cooperative."

OCLC will strip the LKR holdings symbol from our records, then look at the records and reset each library's local symbol. Once we send a copy of the database to OCLC, the ability to delete by barcode will not be an option in Millennium. Libraries will have to use the withdrawn status and LLC staff will regularly delete the items. Once OCLC is updated we will need to keep the holdings up-to-date, reporting additions and deletions to OCLC. Martha and Sheryl are still working out the details of the procedure for this reporting.

## PATRONS

### *Review of Collection Agency settings and options*

Partial payments on collection agency fees. What do you collect first? There isn't a right or wrong way to collect, but majority collect from the top down. If the collection agency fee is paid first, then a library may wonder why the collection agency block is on the record when the fees are under \$40.00 and may remove the collection agency block. You have to pay off to \$00.00 for the collection agency block to be removed. Patrons do not realize that they are still in collections even if the Collection Agency fee has been paid, but the balance was not paid to \$00.00.

Fines only-special parameters. We have four sets of parameters. If the fine balance on a patron's account is over \$40.00, then the patron will be sent to collections. The Fines only reports are run the first Monday of each month. The system looks at the patron's balance at the time the report is run. If the balance is over \$40.00, they will go to collections, regardless of when the patron was charged. The special reports only look at the date of the first fine listed on the record to determine if the patron qualifies to be sent to collections.

Fines only - if you want to participate, contact Sheryl. If you no longer want to participate, contact Sheryl.

You can log into your account at Unique to access your reports. You can see new transactions, change of address information and more. Check with your director for log in passwords to access this information.

### *Deleting expired patrons*

100,588 expired patrons were deleted Saturday, March 20 by Sheryl. These patrons expiration date was older than three years with a \$00.00 balance. Sheryl plans on doing this annually. Twenty percent of the database consisted of these out dated records.

### *Patron barcodes on notices*

Patron barcodes are no longer printed on any system notices. If patrons continue out of habit to use the last four digits of their phone number as a PIN, this would give anyone receiving a copy of that email notice (holds and overdues) enough information to access another patron's record. The same setting had to be applied to all types of notices, also including printed and TNS notices.

### *No Reciprocal returns pilot project*

The trial period is scheduled to go to June 1<sup>st</sup> after which, it will be evaluated to determine if there was a measurable reduction in delivery.

## UPDATES

### *Pink ILL Stickers update*

Circulation Meeting  
March 24, 2010 1:30 pm  
Alvah N Belding Library (IB)

We are switching vendors. Another order will go in shortly (a couple weeks). If you have an excess number of stickers, let Sheryl know as there are libraries that are out. Pressable sticker (very removable and reuseable once or twice) \$9-10 per thousand. Another is Ultra Removable (heavier sticker and a little bit of a lamenant on it so it doesn't tear as easily) they run somewhere between the current one's (\$3.??/ thousand) and Pressable. These run \$5-6 per thousand, but not reuseable. Circulation forum like the Ultra Removable better.

Stickers go on interloaned items that come in from another library. If you own it and it's getting picked up at your library, you do not need to place a sticker on the item.

#### *Custom software that will limit reciprocal borrowing update*

The Lakeland board agreed to purchase the software to limit the reciprocal borrowing. example: Patrons from OS can check out at OL but may only take XX number of items, and vice verse. (LLC board committee will determine limit uniformity) If you go to your home library, the regular limits currently in place apply. This will affect patrons that pick up holds at libraries other than their own. They may not be able to pick up all their items at one time.

Reciprical borrowing is severely off balance. It will reinforce that a patron should use their home library and drive down volume in delivery.

#### *Software fixes*

Barcode issues with MeLCat items

3m check out machines. MeLCat item barcode problems. Ill fix.

Patch for floating collections.

Location code didn't change.

OPAC issue-place items in book cart then try to place multiple holds, the cart will disappear completely if the patron isn't logged in first.

#### *Email Addresses on Patron Records*

Double emails on a record. The system will only send notices to the one on the top. It will not generate notices to all the emails.

Next meeting: May 26, 2010 at Salem Township Library AB  
Meeting adjourned at 3:35pm

Circulation Meeting  
March 24, 2010 1:30 pm  
Alvah N Belding Library (IB)