

**Lakeland Library Cooperative
Circulation Committee Meeting
March 22, 2023
Zoom
1:30 P.M.**

Unofficial Notes

- I. Call to Order
 - A. Rachel calls the meeting to order
- II. Additions/Changes to the Agenda
 - A. None
- III. Approve the Agenda
 - A. Motion by Veronica, second by Ben
- IV. Approve the Minutes of the November 30, 2022 meeting (attached)
 - A. Motion by Veronica, second by Rogena
- V. Director's report: Carol Dawe
 - A. Working on general standards and intellectual freedom issues
 - B. Working with libraries with challenges
 - C. If you have need of Lakeland, please ask, either Carol directly or through the Tech Help email – tech-help@llcoop.org
- VI. Member Services report: Amber McLain
 - A. Patron Point, still working out some kinks
 - 1. Reports full of sensitive data, so figuring that out
 - B. Capira enhancements on the way, ability to self-update items
- VII. ILS Manager report: Sheryl VanderWagen
 - A. Videogame sharing update
 - 1. All libraries answered the survey sent out
 - 2. Sharing should be all set and requestable
 - 3. New iTypes available
 - 4. If you need a sharing location code, request one from Sheryl
 - B. Updating DVD's & Music to shareable
 - 1. If you would like your collection to be shareable, make sure to correctly set the location codes
 - C. GRPL/KDL Patron API check
 - 1. GRPL got a new website and this link was left behind, but has now been updated again
 - 2. If you use the GRPL link, be aware it may move again
 - 3. https://oldwww.grpl.org/cgi-bin/llc_restricted/eginfo.cgi
 - 4. <https://llcoop.org/ils-information/>
 - D. One day courtesy notice update
 - 1. Sheryl has been quite busy, so this is still coming
 - 2. Sheryl will alert us when this is actually getting turned on
 - E. MeLCat reports

1. Reminder, please be checking these reports regularly, MeL recommends monthly
 2. If you would need to bill for something, the MeL timeline only allows for 6 months
 3. Look for the procedures on the [MeL Wiki](#)
 - a) Username: melhelp
 - b) Password: mlum2s
- F. Merge patron records update if any
1. Thought there was an issue, but it was a special circumstance
 2. MeL transactions interfere with the merge, you cannot merge accounts until the MeL transactions clear
- G. Institutional due dates on some MeLCat loans
1. Random items were getting checked out with the incorrect due date
 2. Sheryl has fixed the loan rule setting that was causing this, so it should not happen anymore
 3. This was being caused when a Lakeland patron was placing a hold after a MeL hold had been placed and prepped
 4. If it does happen to you, please let Sheryl know
- H. Sierra 5.6 upgrade
1. Coming in April, either the 19th or 26th
 2. No new features, just fixes
 3. One of the fixes deals with the API issues that was mentioned in the MeLCat listserv
 4. Deals with renewing MeL items through BiblioCommons
- I. Renewal of items belonging to other libraries
1. Please remind your staff that they should not be taking advantage of other libraries' items, they should not renew more than the twice that is allowed
- J. Holds in Capira vs BiblioCommons
1. Multi-volume issues in Capira still exists, has not been fixed
 2. There is an issue with Capira's communication with Sierra
 3. Capira is working with BiblioCommons on this and the hope is that the Sierra update will help with this
 4. BiblioCommons has an update coming shortly as well that may help with this
 - a) Sheryl will be testing this soon
- VIII. Ongoing Business
- A. Pink Slip reminder
1. Please make sure you are using the specific two-letter code for each library, don't route it to the hub
 2. Also, please face the two-letter code towards the back of the book, just like the green dots

3. New two-letter code map:
<https://drive.google.com/file/d/1j7HcbKXJG1ZeOg1-IZHaNXVCfzlnM0vV/view>

IX. Round Robin

- A. Marking items for display
 1. Herrick uses the OPACMSG and IMESSAGE in the item records to route our items, see screenshots in appendix
 2. It is not recommended to use other libraries' books on your displays
 - a) Fines or fines free can be confusing
 - b) Hold shelf issues
 3. Side note, libraries may be eligible for a free Canva Pro account, Sara at Herrick may be able to help you through that process, sdevries@herrickdl.org
- B. Damaged Items from Other Libraries
 1. Amber will look into sharing slips through Canva
 2. Should we have a universal LLC process for this?
 3. Universal, shared forms seem to be requested
 4. As a reminder, please do not check in a damaged item, this loses the previous patron information and any protection you patron may have had
 5. Some libraries add a note to the patron's record, which can be very helpful to the owning library
 - a) Please do not put notes on the item record if the item does not belong to you
 6. Send what you use for a green slip to Rachel (rachel@sllib.org) so she can craft a universal slip by **Monday, March 27th, 2023**
- C. Forwarding Circulation Committee info to other library staff
 1. Those who have signed up on [this form](#) should be sure to share any info with the rest of their staff
 2. The emails will no longer go to llc_all, though the minutes will still go out to everyone
 3. The minutes are also available on the LLC website - <https://llcoop.org/circulation-forum-committee/>
 4. If you need some discrete help getting information disbursed to the whole library, let Carol know
- D. Deceased Patrons
 1. What do we do about checked out items?
 2. It's hard to do anything unless we are notified
 - a) You can change the account so it doesn't get sent to Unique
 3. Zeeland just checks them in and sets them to missing
 4. Patmos will often forgive the collections fee if it gets to that stage
 5. Kimberly Rice at says they check everything in and waive it
 6. Herrick, if we are told, just works with the patron in any way they need
 7. MG checks the items in and withdraws them

- X. Next Meeting Dates May 24th at Grant District Library, Grant Michigan
 - A. <https://events.getlocalhop.com/circulation-committee/event/cXiXnfAG9v/>
 - B. Look for the link to the Google doc for agenda items
 - C. Reminder to [fill in this form](#) to get the emails related to this committee
- XI. Adjournment

Herrick Display Procedure

At HDL we make use of the sticky message feature in Sierra. We do set the status to display, but that disappears after a patron check the item out. Sheryl created some IMESSAGE and OPACMSGs for us. The IMESSAGE will pop up when the item is checked in and that tells the pages to give the book to someone who works on displays. We have five IMESSAGES that we can use, one for adult displays, one for kids displays, one for teen displays, one for displays at our branch, and one for our book bike as we do not have a separate collection for that. The OPACMSG used to display on the OPACs when patrons searched for items, but that does not currently work with BiblioCommons (we've put in a ticket). We use the OPACMSG to indicate the exact display an item is on so we can find it for patrons. Besides telling us where our items are, another way this is helpful is that when a display is finished, we can use the IMESSAGE and OPACMSG to Create a List. You can create an item search list looking for the combination of tags you used and then just go down the results list and change those fields back to blank or No Message much faster than scanning each book in as it comes to you. This also allows you to change it on items that are currently checked out without messing up that check out.

STATUS	i DISPLAY
INTL USE	0
COPY USE	0
IMESSAGE	x MAIN DISPLAY
OPACMSG	x SOUTH ROCKET

Select

BOOK BIKE DISPLAY v	DUPLICATE CASE c
KIDS DISPLAY z	MAIN DISPLAY x
NO MESSAGE -	NORTH BR DISPLAY w
ON THE FLY f	STAFF PICKS d
STORAGE ITEM s	TEEN DISPLAY y

OK Cancel

Select

-	ARCHIVES a	ASK AT CIRCULATION DE r
BOOK BIKE b	CITIZENSHIP c	CLASSICS l
COMM DISPLAY o	DEPOSIT REQ. d	DISPLAY p
EXPRESS e	HOLIDAY h	KIDS DISPLAY k
MAIN DISPLAY 1	NEW n	NORTH BR DISPLAY 2
NORTH ROCKET w	OVERSIZE v	REFERENCE q
SOUTH ROCKET x	STORAGE s	TEEN DISPLAY t

OK Cancel

Review File Name:

Store Record Type:

Range:

Classic

Enhanced

JSON

Classic

Group Ungroup Insert Line Duplicate Line Append Line Delete Clear All

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	IMESSAGE	equal to	x	
2	AND	ITEM	OPACMSG	equal to	o	

If you have any questions, you can email Sheryl or me at jvredveld@herrickdl.org

ZOOM CHAT LOG

13:35:43 From Veronica Pitchford to Everyone:
So moved

13:35:43 From Amber McLain (Lakeland Library Cooperative) to Everyone:
<https://docs.google.com/document/d/1Y9kFeN3Y53mtlOepx3iYSvYT-qLeNuYs/edit>

13:35:54 From Ben Knight HPL to Everyone:
2nd Ben at HPL

13:36:20 From Rachel to Everyone:
https://docs.google.com/document/d/1LCKENYLIyIeglSwhw4k6GAdX4a4L7f16Kga_ke5ExRs/edit

13:36:34 From Carol Dawe (Lakeland Library Cooperative) to Amber McLain (Lakeland Library Cooperative) (Direct Message):
In case I get pulled away.

13:36:52 From Veronica Pitchford to Everyone:
So moved - Veronica @ MG

13:37:00 From Rogena Simon to Everyone:
2nd MH Rogena

13:47:45 From Amber McLain (Lakeland Library Cooperative) to Everyone:
<https://llcoop.org/ils-information/>
https://oldwww.grpl.org/cgi-bin/llc_restricted/eginfo.cgi

13:49:46 From Alicia to Everyone:
Reacted to "<https://llcoop.org/i...>" with 


13:55:19 From Carol Dawe (Lakeland Library Cooperative) to Amber McLain (Lakeland Library Cooperative) (Direct Message):
Stay on after the meeting and we can talk. Let's wait to talk to Gene before we proceed with creating other access to the dashboard etc. just until we can talk in case you are working while this meeting is going on.

13:56:04 From Amber McLain (Lakeland Library Cooperative) to Carol Dawe (Lakeland Library Cooperative) (Direct Message):
Not working on this no, just organizing my to-do list

13:56:27 From Amber McLain (Lakeland Library Cooperative) to Carol Dawe (Lakeland Library Cooperative) (Direct Message):
But you got it

14:09:24 From Carol Dawe (Lakeland Library Cooperative) to Amber McLain (Lakeland Library Cooperative) (Direct Message):
I just approved all invoices and payroll 😊

14:10:18 From Amber McLain (Lakeland Library Cooperative) to Everyone:
Re: two letter code - I made a new map at the request of one library, so you all benefit 😊
<https://drive.google.com/file/d/1j7HcbKXJG1ZeOg1-lZHANXVCfzlnM0vV/view?usp=sharing>

14:10:48 From Rachel to Everyone:


14:11:52 From Melissa Huisman - Hudsonville to Everyone:
what's the difference?

14:12:43 From Melissa Huisman - Hudsonville to Everyone:
ok - thank you!

14:13:23 From Melissa Huisman - Hudsonville to Everyone:
What about using other libraries books as displays?

14:13:37 From Melissa Huisman - Hudsonville to Everyone:
ethics

14:15:16 From Melissa Huisman - Hudsonville to Everyone:
No problem - we get extra copies for book clubs.

14:15:20 From Sarah P to Everyone:
HPL used to do that, I have stopped that practice because of the way that the hold status works and then the patron can't use a self check out because the item is showing on hold for someone else and if we actually check it in then it goes back to transit. IT was a huge mess that I said no thank you to

14:15:32 From Sarah P to Everyone:
Hastings

14:16:38 From Sarah P to Everyone:
canva now has a qr code creator if you use canva, it's been incredibly helpful for us with marketing displays and items we dont' have here physically

14:17:47 From Melissa Huisman - Hudsonville to Everyone:
what!!!!!!

14:17:53 From Melissa Huisman - Hudsonville to Everyone:
I paid extra

14:17:59 From Sarah P to Everyone:
we did ours through our friends group

14:18:05 From Jen/Lake Odessa to Everyone:
WHAT

14:18:14 From Leann to Everyone:
We create lists in Bibliocommons with the books that round out the displays and then include that with the display

14:18:22 From Jen Vredeveld to Everyone:
sdevries@herrickdl.org

14:18:31 From Jen Vredeveld to Everyone:
Sara can help you if you have questions

14:19:17 From Melissa Huisman - Hudsonville to Everyone:
yES!

14:19:19 From Anna-NADL to Everyone:
yes

14:19:26 From Veronica Pitchford to Everyone:
yes!

14:19:30 From Henika District Library - Courtney to Everyone:
yes

14:19:30 From Lisa Vande Bunte to Everyone:
Yes

14:19:30 From Sarah P to Everyone:
yes

14:19:32 From Kimberly Rice to Everyone:
YES - Kim@OL

14:19:34 From Pam O. to Everyone:
yes

14:19:35 From Melissa Huisman - Hudsonville to Everyone:
WE KNOW YOU ARE

14:19:37 From Ben Knight HPL to Everyone:
Yes

14:19:38 From Rhonda Burns/AL to Everyone:
Yes

14:21:00 From Melissa Huisman - Hudsonville to Everyone:
a UNIVERSAL LAKELAND DAMAGE FORM WOULD BE NICE

14:21:18 From Leann to Everyone:
I thought Lakeland has procedures in place

14:21:29 From Melissa Huisman - Hudsonville to Everyone:
They do, but everyone uses diferent forms

14:22:32 From Anna-NADL to Everyone:

That is the issue we are having at NADL, books with bindings broken in two and no way to track the patron who had it because it was checked in

14:24:18 From Anna-NADL to Everyone:

we also look in the item record in sierra for notes about damages at NADL

14:26:06 From Melissa Huisman - Hudsonville to Everyone:

send samples to Sheryl or amber to compile

14:26:14 From Veronica Pitchford to Everyone:

Reacted to "send samples to Sher..." with 🙌

14:26:16 From Rogena Simon to Everyone:

Do we use green slips in books still?

14:26:28 From Melissa Huisman - Hudsonville to Everyone:

our damaged slip is green

14:26:54 From Leann to Everyone:

Could we send someone what we use and then one person compiles the information into one slip

14:27:25 From Rachel to Everyone:

Rachel@sllib.org

14:28:04 From Melissa Huisman - Hudsonville to Everyone:

Sorry, where is she at?

14:28:07 From Melissa Huisman - Hudsonville to Everyone:

duh

14:28:15 From Rachel to Everyone:

Circ Super at SLDL :)

14:28:20 From Jen/Lake Odessa to Everyone:

Winner gets chocolate??

14:28:23 From Melissa Huisman - Hudsonville to Everyone:

saw it after I hit send!

14:28:27 From Rachel to Everyone:

lol

14:28:57 From Kimberly Rice to Everyone:

Thank you Rachel!

14:30:45 From Rogena Simon to Everyone:

Send minutes to llc_all

14:31:31 From Sarah P to Everyone:

anything that needs to be passed on to staff we go over at staff meetings each month. The director and assistant director receive the emails so we have conversations if there are questions

14:31:39 From Rachel to Everyone:



14:33:03 From Lynel Danckaert to Everyone:

We have a folder by the circulation desk. Any major announcements and procedure changes are put in there and the staff can read through them at slow times.

14:33:10 From Rachel to Everyone:



14:35:12 From Carol Dawe (Lakeland Library Cooperative) to Everyone:

Does anyone have a policy?

14:36:49 From Kimberly Rice to Everyone:

We also check them in and waive everything

14:37:06 From Melissa Huisman - Hudsonville to Everyone:

you can always go to the estate sale..


14:37:35 From Veronica Pitchford to Everyone:

For our materials, we remove them from the patron's account and withdraw them.

14:37:37 From Kimberly Rice to Everyone:

Thanks for the laugh Melissa

14:37:51 From Melissa Huisman - Hudsonville to Everyone:

Reacted to "Thanks for the laugh..." with 

14:37:52 From Amber McLain (Lakeland Library Cooperative) to Everyone:

Next Meeting: Next meeting:

<https://events.getlocalhop.com/circulation-committee/event/cXjXnfAG9v/>

14:39:00 From Rogena Simon to Everyone:

Thank you!