**Lakeland Library Cooperative**
**Circulation Committee Meeting**
**May 24, 2023**
**Grant District Library, Grant Michigan**
**1:30 P.M.**

**AGENDA**

I.     Call to Order

II.     Additions/Changes to the Agenda

III.     Approve the Agenda

IV.     Approve the Minutes of the March 22, 2023 meeting (attached)

V.     Director's report: Carol Dawe

VI.     Member Services report: Amber McLain

VII.     ILS Manager report: Sheryl VanderWagen
    A.     Update on Due date slips/email of same
    B.     New 1-day courtesy notice reminder (questions)
    C.     Monthly status reports cleanup
    D.     Web Management reports: Broken REPORTS image
    E.     Create Lists slowness and reminder
    F.     New itypes AGAIN (added two more)
    G.     MeLCat/My Mel Link updates
    H.     Document of locations that share videogames to LLC

VIII.     Ongoing Business
    A.     Green Slips (attached)
    B.     Meeting Method- in person or via Zoom
        1.     Make Winter meeting virtual?

IX.     Any Other Business

X.     Next Meeting Dates August 23, 2023 at Herrick District Library in Holland, MI

XI.     Adjournment

**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](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
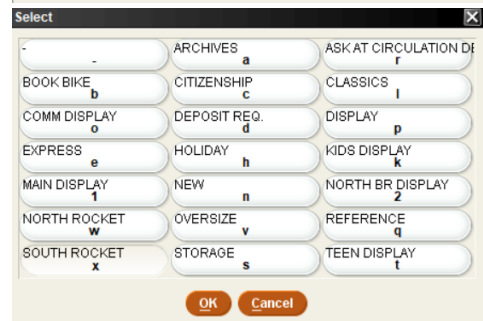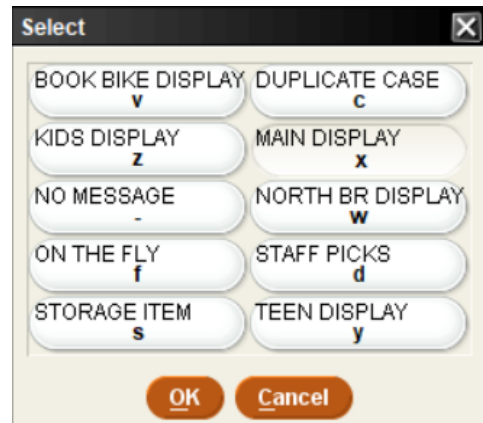
3. New two-letter code map: https://drive.google.com/file/d/1j7HcbKXJG1ZeOg1-lZHaNXVCfzlnM0vV/view

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/cXjXnfAG9v/
    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.
If you have any questions, you can email Sheryl or me at jvredeveld@herrickdl.org





| Review File Name: | HO Comm Display | | | | | | |
|---|---|---|---|---|---|---|---|
| Store Record Type: | ITEM i | | | | | | |
| Range ▼ | | Start | i10000008 | | Stop | i* | |

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 | | |

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:
        2nded Ben at HPL
13:36:20 From  Rachel  to  Everyone:

https://docs.google.com/document/d/1LCKENYLIyIeglSwhw4k6GAdX4a4L7f16Kga_ke
5ExRs/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:
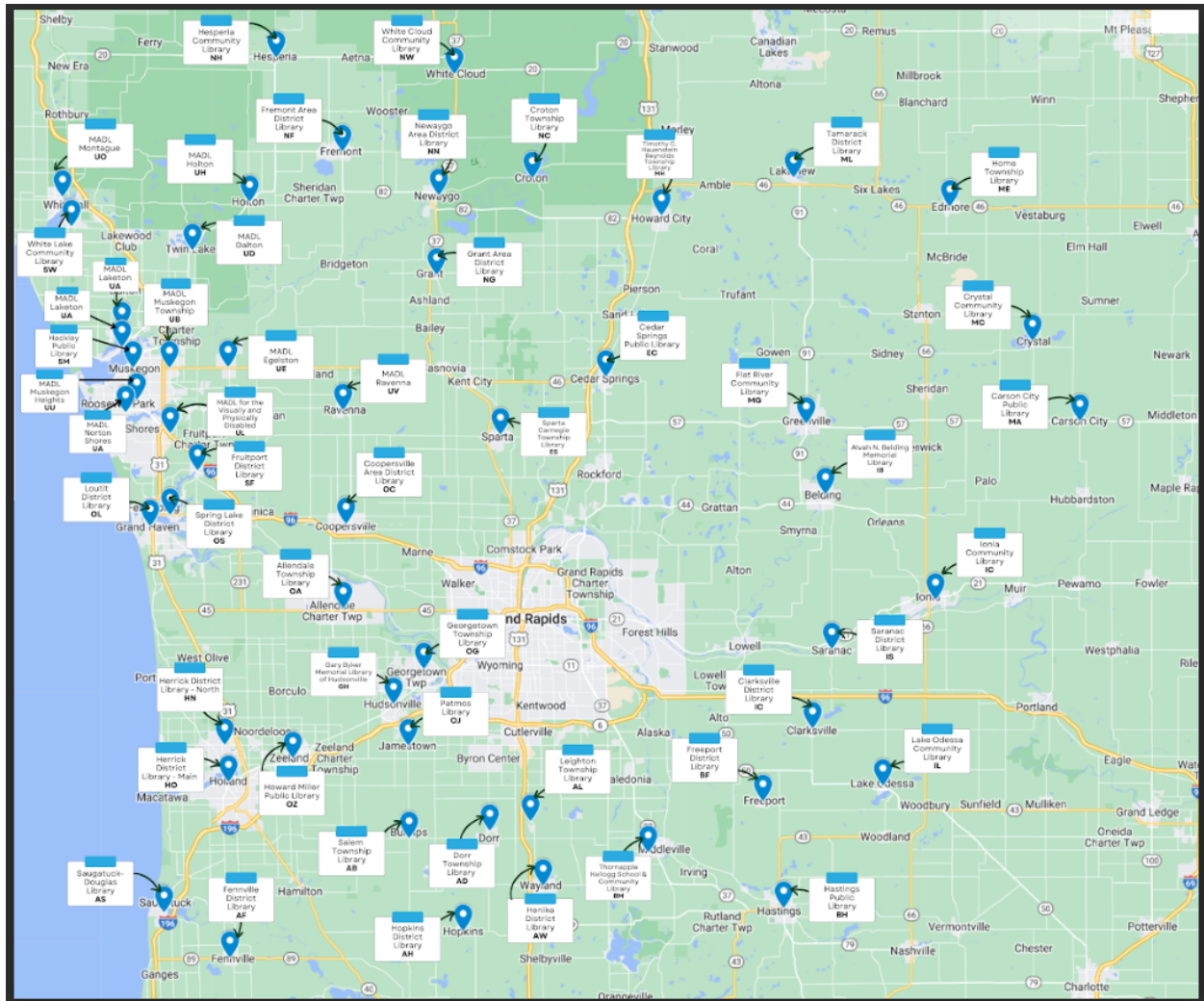        you can always go to the estate sale..
14:37:35 From  Veronica Pitchford  to  Everyone:
        For our materials, we remove them from the patron's account and
withdraw them.
14:37:37 From  Kimberly Rice  to  Everyone:
        Thanks for the laugh Melissa
14:37:51 From  Melissa Huisman - Hudsonville  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!

return to: _____

## Damaged Item / Missing Pieces

Item Title: _____
Item barcode: _____
Patron Name: _____
Card #: _____
Date Ret'd: _____
Checked in? ☐ Yes ☐ No
Message on patron acct? ☐ Yes ☐ No
Damage: _____
_____
_____
_____

Staff Initials: _____
Staff Library Code: _____

Missing: Barcode  Page  Label  Jacket
         Case  CD sleeve  Disc  Insert
         Other _____

Damaged: Spine  Marked  Torn
         Moisture  Dog Eared
         Stained
         Other _____

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return to: _____

## Damaged Item / Missing Pieces

Item Title: _____
Item barcode: _____
Patron Name: _____
Card #: _____
Date Ret'd: _____
Checked in? ☐ Yes ☐ No
Message on patron acct? ☐ Yes ☐ No
Damage: _____
_____
_____
_____

Staff Initials: _____
Staff Library Code: _____

Missing: Barcode  Page  Label  Jacket
         Case  CD sleeve  Disc  Insert
         Other _____

Damaged: Spine  Marked  Torn
         Moisture  Dog Eared
         Stained
         Other _____

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return to: _____

## Damaged Item / Missing Pieces

Item Title: _____
Item barcode: _____
Patron Name: _____
Card #: _____
Date Ret'd: _____
Checked in? ☐ Yes ☐ No
Message on patron acct? ☐ Yes ☐ No
Damage: _____
_____
_____
_____

Staff Initials: _____
Staff Library Code: _____

Missing: Barcode  Page  Label  Jacket
         Case  CD sleeve  Disc  Insert
         Other _____

Damaged: Spine  Marked  Torn
         Moisture  Dog Eared
         Stained
         Other _____

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return to: _____

## Damaged Item / Missing Pieces

Item Title: _____
Item barcode: _____
Patron Name: _____
Card #: _____
Date Ret'd: _____
Checked in? ☐ Yes ☐ No
Message on patron acct? ☐ Yes ☐ No
Damage: _____
_____
_____
_____

Staff Initials: _____
Staff Library Code: _____

Missing: Barcode  Page  Label  Jacket
         Case  CD sleeve  Disc  Insert
         Other _____

Damaged: Spine  Marked  Torn
         Moisture  Dog Eared
         Stained
         Other _____

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## LLC Procedures:

Step 1: Make sure the item is checked out to the last patron

Step 2: Fill out the green form as completely as possible

Step 3: Add a message to the patron account

Step 4: Send back to the owning library (see instructions below if your location has additional steps)

## Internal Procedures:

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