

Circulation Services Meeting
Allen Park Public Library
September 14, 2017

Bill Wines (COMM) called the meeting to order at 9:37 AM. Secretary Kim Sharp was unable to attend, and Sandy Ruhmann offered to record the minutes. The committee members introduced themselves. Bill explained that Vince Nash, head of TLN delivery was on the agenda but needed to be moved up and would give his report after the SASUG report. The motion to approve the agenda as amended was made by Terri (CHEL), seconded by Jon (WATE), and approved unanimously. There was a small spelling change to the May minutes. Motion to approve the amended minutes was made by Colleen (TAYL) and seconded by Megan (FARM).

SYSTEM AND SASUG UPDATES: Brigette (TLN)

The announced Sirsi upgrade for June was not necessary and there will be no further upgrades to Sirsi unless there is a critical reason.

The move to CARL will likely take place over Memorial Day weekend with a go-live date of the day after Memorial Day.

The calling tree test took place on September 8. 87% of the libraries received the call. Bill (COMM) suggested that circ staff be reminded regularly about the calling tree so that new staff knows what it is. He also reminded everyone to make sure every library has an up to date calling tree easily available.

CEU's are no longer given for TLN classes. They are no longer required by the Library of Michigan.

Passwords for Work Flows change September 26.

Offline Module Documentation is available through a link from TLN.

Brandon is leaving TLN effective September 20. Brigette (TLN) explained the TLN procedure for closing them out of TLN and what TLN libraries need to do if they serve Brandon patrons. None of the Brandon data will migrate to CARL. Ann Neville (TLN) sent an email to sasusers and sasdirectors explaining the procedures and a copy of the email was given to everyone present. Jon (WATE) asked if SASGUEST should be used for as a user profile all stand-alone libraries. Brigette said yes.

TLN DELIVERY: Vince Nash

If there is a holiday, delivery will be a day later. For example, the Monday delivery will be on Tuesday.

Drivers now have tablets in their trucks so that they can be tracked while on their routes. Let Vince know ASAP if there is a problem with delivery so that it can possibly be corrected right away. There are three new drivers: Ken, Keith, and Maury.

If there is a cancellation of a route, it might be made up on Saturday if possible.

Let TLN know by a help desk ticket if your library is closed for a day as early as possible.

Having books in numerical order is a help for sorters.

If there are any problems with delivery, including how the books are placed in bins, please contact TLN and inform them.

There are 1100 new blue bins. Don't hoard bins. If a library runs out of bins, books can be placed in boxes.

There was further discussion of delivery problems including delivering too early before libraries open and RIDES delivery problems.

OLD BUSINESS

The next meetings will be held at the following libraries:

November 9, 2017	Salem-South Lyon
January 11, 2018	Huntington Woods
March 8, 2018	Farmington Hills
May 10, 2018	Chelsea
September 13, 2018	Commerce

Terri (CHEL) moved to accept these locations. Jon (WATE) seconded, unanimously approved.

See-Note bills have been used for lost or damaged items. All libraries should make sure the owning library gets the money for the item. Notes from other libraries should not be deleted.

NEW BUSINESS

Brigette provided the link to review the Offline Mode in Work Flows which is used when Work Flows is down to save information. Bill (COMM) suggested that there be a demonstration at the November meeting.

There was a discussion of Paid Time Off and other benefits for part-time staff. Some libraries have this, many do not. Some libraries base it on number of hours worked. Much of the discussion was about shift switching and lack of communication with supervisors.

Food for Fines was brought up and Terri said she would send an email asking for information from libraries who participate in this.

The discussion on microfilm was tabled until November.

Temporary RFID tags are used by a few libraries. The majority of libraries present did not seem to find these to be a problem.

There was a question about implementing the new operating system and due dates. There was a worry about everything being due at once. It was decided to wait until the beginning of the new system to worry about this. No information about training for the new system is available yet.

Nominations for new officers was discussed. Kelly Bennett (FERN) volunteered to be chair-elect and she was accepted unanimously. There was no one interested in being secretary so it was decided that the

chair would send an email looking for a volunteer and this would be re-visited in November. Agenda items for November should be submitted to Bill (COMM) and Jon (WATE) will be taking over as chair at the November meeting.

Chelsea announced that they are now a Unique Management library.

Bill (COMM) reminded the group that the Lost Item Survey is available on the TLN website with information about other libraries' requirements when an item is lost.

A motion to adjourn was made by Terri (CHEL) at 11:35. It was seconded by Jon (WATE). It was approved unanimously.

Respectfully submitted,
Sandy Ruhmann (ALPK)

ATTENDANCE:

Brigette Felix TLN
Bill Wines COMM
Hannah Lesniak WIXM
Kristen Tait BALD
Kelly Bennett FERN
Megan Drozan FARM
Gloria Finzel FMHL
Lynda Wiltse TREN
Jonathan Deahl WATE
Amy Viergutz CANT
Colleen Tabaka TAYL
Terri Lancaster CHEL
Sandy Ruhmann ALPK
Kim Oakley ALPK
Sandie Schulenburg BRIT

REMOTE ATTENDANCE:

Elizabeth Korey BLOO
GhadaBochenek LIVS
Jenni Gannod CLAW
KathiDimond MANC
Patti Davies SSLN
Christine Marion OXFD