

**Circulation Committee Meeting Minutes
Farmington Hills Community Library
8 March 2018**

Jonathan Deahl called the meeting to order at 9:35 a.m.

Becky Willemsen (MDHT) moved to approve the agenda. Terri Lancaster (CHEL) seconded.

Terri Lancaster (CHEL) moved to approve the January 2018 minutes as amended. Linda Tingley (AUBN) seconded.

System and SASUG Updates: Brigette Felix (TLN)

Shared System Supplies

A list of shared system supplies, including item number, quantities and price are available on TLN's website at:

<http://tln.lib.mi.us/dept/shared-automation/files/sassupply.pdf>.

Many supplies are no cost. To order any of these supplies, open a help desk ticket, and specify the items and quantity needed. For questions regarding shared system supplies, contact Brigette Felix at bfelix@tln.lib.mi.us.

Calling Tree Test

A test of the calling tree procedures was performed on Monday, February 12 at 1:00 p.m. 75% of the libraries at the bottom of the calling tree branches reported receiving the call.

The calling tree is the primary method of communicating system problems, so it is vital that the most current calling tree be readily available to all staff, and that they are instructed about how to handle a calling tree message. The most current calling tree can be found on TLN's website at <http://tln.lib.mi.us/calling-tree/>.

Errors in Patron Records

A review of the patron database in preparation for the CARL migration has uncovered a large amount of incorrect records. 20,000 records are missing zip codes, names, driver's license numbers, and other fields. Please remind staff to correctly enter information into the patron database.

Patron and Item Barcodes

CARL.X requires numeric barcodes for both patron and item records. Therefore, any barcodes that contain alpha characters will need to be replaced by a 14-digit numeric barcode. Types of records with alpha character barcodes include those for book clubs, repair, and displays.

TLN will provide each library with a list of patrons and items that contain alpha characters, so that they can be corrected prior to the migration. Beginning immediately, libraries should discontinue the use of barcodes with alpha characters, and use only 14-digit barcodes.

Finding and Correcting Item Type Errors

Instructions about how to locate and correct item type errors can be found on TLN's website at

<http://tln.lib.mi.us/sasupdates/Files/Meeting%20of%20Feb%2022,%202018.pdf>.

TLN has new training equipment, including a screen, chairs, and computers.

Inkster Library is working on finding a temporary location. It will likely be later in the summer before they reopen.

CARL marketing documents and other information regarding the migration are available on TLN's website at <http://tln.lib.mi.us/dept/shared-automation/migration/>.

Celia Morse has worked to confirm CARL training for those who have signed up. There are no extra spots in classes, so trainees must attend the class for which they have been signed up.

Old Business

Microfilm: Bill Wines (COMM)

The discussion of circulating microfilm is ongoing. A survey is being taken of libraries that have microfilm readers. Although some libraries are willing to house and lend the microfilm, they are hesitant to accept responsibility for the condition and use of the microfilm.

TLN Damaged Materials Policy & Procedures: Tina Russette (CLAW)

Libraries are asked to disseminate and review with staff *TLN Damaged Materials Policy & Procedure*.

As a reminder of specific points of this policy:

- Libraries should not send damaged items to fill holds.
- An item received damaged in delivery should be marked MISSING and returned to the owning library with a note describing the damage and the date received.
- Libraries should never repair a damaged item belonging to another library.
- Scotch tape should never be used on another library's item for any reason.
- If an item is received damaged, but is acceptable to circulate, use a removable label only to note the damage to an item before checking it out to a patron.

New Business

Payments for Lost and Damaged Items: Terri Lancaster (CHEL)

When accepting payments for lost or damaged items, be sure to check which library owns the item. Full payments are required when accepting payments for another library's item. All payments for lost or damaged items must be routed to the owning library.

Helpful tips for training staff in policies and procedures:

Kelly Bennett (FERN) quizzes staff using Google Forms, which allows for different question types and immediate feedback. A link to this quiz will be emailed to the all-circ list.

Item Types for Language Kits/CDs: Tina Russette (CLAW)

CLAW asked which item type libraries favor for their language kits and CDs. There exist several appropriate item types for these materials, and it is up to the individual library which one they select. SLYN leaves it up to the librarians to choose the item type. BALD is able to create item types, and uses *Langkit* for their language kits.

DVDs/CDs and Self-Service Holds: Bill Wines (COMM)

COMM asked whether libraries lock cases for DVDs/CDs that are kept out for self-service holds? Some libraries lock the cases as they are able to. This is not always possible, since locking devices are not the same for each case company, and the company used varies by library. For libraries that have their self-serve hold shelf near a desk, locking cases to prevent theft isn't an issue. To prevent cases from locking during shipment, it is suggested that cases be turned upside down during delivery or that a slip of paper or transit slip be placed over the lock.

Items Returned from Smokers: Terri Lancaster (CHEL)

CHEL asked whether libraries bill for items that are returned smelling of smoke, and if there were suggestions for how remove the smell of smoke. ROAK sprays a white towel with Febreze, and Ziplocs this in with the item for a few days. Other suggestions include, wiping covers with Clorox wipes and airing out the item or using a covered plastic bin filled with kitty litter.

Fixed Schedules: Gloria Finzel (FMHL) and Megan Drozan (FMTN)

Farmington asked libraries to fill out a survey regarding their use of fixed schedules for their employees. Both ROAK and BALD use the program, *When to Work* for scheduling. *When to Work* is helpful for filling shift vacancies, employees are able to trade shifts, and the number of scheduled hours can be monitored.

Motion to adjourn was made at 11:45 a.m. by Becky Willemssen (MDHT). Terri Lancaster (CHEL) seconded.

Respectfully Submitted,
Emily Good (DHTN 7)

Attendees

Kim Sharp (WHLK 73)
Jonathan Deahl (WATE 64)
Colleen Tabaka (TAYL 26)
Rita Otzman (WAYN 23)
Amy Viergutz (CANT 77)
Elizabeth Alexander (LIV 21)
Sandra Jaslow (REDF 9)
Patti Davies (SLYN 97)
Tiffany Dentamaro (ROMS 22)
Sally Kohlenberg (HTWD 31)
Becky Willemssen (MDHT 29)
Dawn Chlebo (MILF 58)
Emily Good (DHTN 7)
Kim Oakley (ALPK 4)
Sandy Ruhmann (ALPK 4)
Kelly Carter (ROAK 65)
Marion Reed (HIGH 56)
Linda Tingley (AUBN 50)

Tina Fleischmann (BRIT 212)
Bill Wines (COMM 98)
Tina Russette (CLAW 15)
Barb Keresztury (SOGT 14)
Hannah Norman (WIXM 38)
Terri Lancaster (CHEL 216)
Linda Wiltse (TREN 16)
Kelly Bennett (FERN 69)
Judy McIntosh (NORT 13)
Brigette Felix (TLN 49)
Gloria Finzel (FMHL 36)
Megan Drozan (FMTN 33)
Kathie Brown (FMTN 33)

Remote Attendees

Kathy Dimond
Kristen Tait
Mary Boertmann
Mary Graulich
Pam Quackenbush
Elizabeth Korey
Donna K
Karen Schiller
Scott Draplick