

## Circulation Services Committee

September 9, 2021

Call to Order/Introductions: Kim Sharp (WHLK): Secretary: Amy Viergutz (CANT)

Kim Sharp announced that the current Chair Elect – Mary Boertman (HZPK) had to step down. The meeting was held without that position being filled.

Approval of Agenda: Terri Lancaster (CHEL) moved and Jonathan Deahl (WATE) seconded

Approval of May 2021 minutes: Terri Lancaster (CHEL) moved and Tina Fleishmann (BRIT) seconded

New Business:

- **Temporary cards – changing the home library and other issues – Jon (WATE)**  
If you issue a temporary card to a patron use your library as the home library (put in the home field). Put their home library in the municipality field. Please don't update an expired card.
- **Statistics and library usage since school started – Terri (CHEL)**  
Libraries are noticing an increase in check outs and foot traffic, but not back to pre-pandemic numbers. Most libraries are back to their normal hours. In person programming is not back at many libraries, those always bring in more people. Many libraries are reporting seeing students coming back into the buildings for studying. Evening hours are still not back to previous numbers.
- **Replacement for the Avery labels for MeLCat – Terri (CHEL)**  
Reports of the Avery 6464 labels not removing well from items have been reported from many MeLCat participating libraries. These labels are no longer available for sale at Office Depot, only available at Avery website. Some libraries are using the smaller Avery 6460 labels – not reporting removal issues and MeLCat offers a template for these. A few libraries are using removable sticky receipt paper and have created their own label (CANT, REDF). Some are using a paper label and attaching it to items with removable tape. It has been noticed that the 6464 labels, do have a shelf life – once they are older they are harder to remove.
- **Overriding other libraries' fines so patrons can check out – Terri (CHEL)**  
In cases where a patron has a lost item on their account – do not override or cancel that item. In doing that it changes the account and the home library will lose that information. If it is not your item, do not change the account.
- **Cards for minors and policies regarding those cards – Casey (SLYN)**  
Question was raised of who can have access to a minor's card. The person in the "sponsor" field can renew the card. The person/persons in the "authorized" field can pay the fines. Some libraries will switch the person in the "sponsor" field at the time of the card renewal. Some give a 30 day extension to allow the "sponsor" to come in and renew the card. The question was raised if you can issue/renew a card to a minor who has a driver's license – legally the patron must be 18 to issue/renew a card.

- **Accepting payment for another library's damaged item – patron keeping the item – Casey (SLYN)**

If an item from a library is damaged and the patron brings it to another library, they pay for it at this library, can they keep the item? It was decided that the library needs to call the owning library and check on their policy for damaged items. Many libraries do not allow the patrons to keep an item after paying for the damage.

- **Old card numbers in the note field – Teneia (REDF)**

There are often old library card numbers in the note field of patrons' accounts. During the CARL transfer, any item in the note field was kept. LIVN keeps the old library card number in case the patron has an Overdrive account, so that the old and new number can be merged in their Overdrive account. Home libraries should clear out their old notes. Never clear out a note from another library.

#### SASUG Update

- A new CARL log in will go into effect on 9/28/2021. All shared libraries will be getting a new password update. These will go out in delivery the week of 9/13/2021.
- There is testing of the CARL upgrade in process.
- The TLN training information is now password protected.
- The new catalog went live on 9/7/2021.

#### Discussion

- Diana Pierce (BRIT) asked for discussion on what to do when you receive a book from another library that has noticeable damage. BRIT puts a removable sticker on the item listing the damage, so that their patron is not held liable for the damage – they leave this sticker on the item so the home library can see that it was noted. But in one instance their patron was billed for this noted damage. The discussion that followed stated that most libraries do note any damage so that their patron is not liable and that they would not bill a patron for this.

#### Election of officers

- Kristen Tait (BALD) offered to accept the Chair elect position
- Emily Good (OAPK) offered to accept the Secretary position
- Still in need of a Chair – please contact Kim Sharp or any other members if you would like to discuss this position
- The committee cannot hold the November 2021 meeting without the 3 positions being filled.

Next meeting: November 11, 2021 9:30 am – Virtual

Adjournment and tabling of the election of a Chair: Teneia Combs (REDF) moved and Casey Branch (SLYN) seconded

Attendance – all remote

Elizabeth Alexander (LIVS)  
Sara Ault (BRND)  
Katerli Bounds (CANT)  
Casey Branch (SLYN)  
Dawn Chlebo (MILF)  
Katrina Clark (HMTK)  
Teneia Combs (REDF)  
Carolyn Coutegan (ROMS)  
Jonathan Deahl (WATE)  
Tina Fleischmann (BRIT)  
Emily Good (OAPK)  
Mary Graulich (DEXT)  
Bonnie Holzerland (MDHT)  
Terri Lancaster (CHEL)  
Christine Marion (OXFD)  
Ann McCoy (WAYN)  
Judy McIntosh (NORT)  
Alta Moore (LYON)  
Anne Neville (TLN)  
Kim Oakley (ALPK)  
Diana Pierce (BRIT)  
Pam Quakenbush (LYON)  
Marion Reed (HIGH)  
Edmond Richardson (PONT)  
Sandy Ruhmann (ALPK)  
Kim Sharp (WHLK)  
Colleen Tabaka (TAYL)  
Kristen Tate (BALD)  
Linda Tingley (AUBN)  
Amy Viergutz (CANT)  
Lynda Wiltse (TREN)  
Donna Winter (LVCC)

Submitted by Amy Viergutz (CANT)