

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, June 27th at 11am

I. Public Comments

II. New Business

A. The next regional training refresh will be Tuesday, September 12th at Livingston County Library. To register please email your name, library and any special dietary restrictions to: Sue Lightfoot-Horine
director@livingstoncountylibrary.org

B. Report for Data Integrity/Purging project:

1. Patron Accounts with Expiration Dates and Balance Owed (updated with balance less than or equal to)

- This report is found under Templates > Equinox > General Templates From Equinox (ME)
- Output will display these columns: Barcode, Active, Privilege Expiration Date, and Short (Policy) Name, which is the library name.
- Output will NOT include patrons whose accounts are Barred or already deleted.
- You will be able to limit the output to include only patrons who owe less than a dollar amount that your library has decided is an acceptable threshold for deletion.
- Output will show both Active and Inactive patron accounts. Active will be designated with the numeral 1 in the Active column. Inactive will be designated with the numeral 0 in the Active column.

2. Questions were posed about how to proceed after the report was run, and we walked through the next steps to complete deleting.

3. Step by step directions will be sent to the following lists by the end of the week or at the latest the start of next week.

- mecirc@lists.more.net
- moevergreen@lists.more.net
- medirectors@lists.more.net

4. Reminders were given that the actual deleting doesn't need to be done immediately. The goal is to have it complete by December 31, 2023 so that Equinox can do the batch purge in January 2024 before we upgrade to 3.10 in February 2024.

C. Training for trainers discussion

1. Rhonda Busse explained the need to increase the number of trainers for future yearly regional in-person circulation training. We discussed how

we have divided up the state into quadrants, but feel like it may be more sustainable if we broke it into smaller sections. Liz Rudloff, MEC consortium cataloger, will send Rhonda a map of the consortium divided into 6 sections, with the goal of keeping travel time to less than 2 hours.

2. We asked for people who are good at training or for people who would like to learn to train to volunteer by emailing Rhonda Busse. LeeAnn Santee said she would be willing, but would first need to check with her Director.
3. Plans were made to gather names and plan a Zoom meeting to actually train the trainers.

III. Old Business

A. Reorganizing the Circulation Training page under Member Resources on the Missouri Evergreen website

1. The project had been delayed pending an Executive Board discussion on how to proceed with a revamp of the current MEC website.
2. Plans were made to schedule a Zoom meeting to work on the project. Rhonda will email the working group to set up a time that works for all.

IV. Other

Committee Members:

Belinda Birrer assistantdirector@poplarbluff.org

Rhonda Busse busser@casscolibrary.org

Janice Butcher jbutcher@dspl.missouri.org

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