

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, August 22nd at 11am

I. Public Comments

II. New Business

- A.** New Circulation committee member: Karen Jones from Jefferson County Library
Thank you to Meredith McCarthy for many years of service to the Circulation committee and Circulation community.
- B.** The next in-person Regional Training day will be Tuesday, September 12th at the Livingston County Library's Main Library, located at 450 Locust St in Chillicothe, MO.
- C.** Add heat to a known bug which would make the Default Hold Pickup Location a required field. <https://bugs.launchpad.net/evergreen/+bug/2031339> There is an explanation of what it is and how to create an account to "add heat" on the right side of the [MEC homepage](#).
- D.** Damaged Items between libraries. Handling items damaged by your patrons that belong to other ME libraries or when one of your items is damaged by another library's patron requires cooperation between ME libraries.
- Because a library is not able to mark another library's items damaged, please call or email the other library to notify them of the damage so they can decide if they want to bill your patron and can mark their item damaged.
 - Please don't create/place a grocery bill on another library's patron. Allow the ILS to create a system bill. It is also helpful to provide a brief description of the damage when you place the bill.
 - Occasionally libraries will choose not to bill your patron especially if they are not planning on replacing the item or if the damage is minimal. For help in determining if the damage is billable vs normal wear and tear, see the Damaged Items Best Practices document located in Circulation Training Materials.
 - If a damaged bill is created, be sure to provide a preferred email or physical address so the other library can send an invoice.
- E.** How to spot a fake/bootleg DVD. Kate Coleman spoke about some ways to tell if a DVD is fake or bootlegged. There is an excellent article on how to spot a fake/bootleg DVD on the ME Circulation Training Page (found under the Member Resources tab). If you see something suspicious—refer the item to your library's cataloger or the ME Cataloging Committee to ensure the item is legit.
- F.** Zoom Ask the Director meeting on the 4th Monday of each month at 1:00pm. (Monday, Aug 28th)

Join Zoom Meeting

<https://zoom.us/j/92785298918?pwd=YmIFRWh4Z3dxOXdsTDA2eDV3MHhsQT09>

Meeting ID: 927 8529 8918

Passcode: 986139

III. Old Business

A. Questions or problems with the instructions for Deleting Expired Patron Accounts.

- A request has been made for a report that indicates a long expired patron who has been marked as a Group Lead. The report is called:
Patron Accounts with Expiration Dates and Balance Owed (updated with balance less than or equal to with Group Lead field) and is located under Administration>Reports>Templates>Equinox>General Templates From Equinox (ME)
- This report contains all the same fields as the original sent out with the instructions on how to delete patrons but adds the column to indicate patrons that have been marked as a Group Lead.

IV. Other

A. Further explanations about billing for lost/damaged items between libraries were shared with our newest library, Cape Girardeau.

B. It was suggested that Rhonda Busse resend the instructions for deleting long expired patrons, adding the information about the new report that can filter for Group Lead Accounts.

Committee Members:

Belinda Birrer assistantdirector@poplarbluff.org

Rhonda Busse busser@casscolibrary.org

Janice Butcher jbutcher@dspl.missouri.org

Diane Disbro ddisbro@scenicregional.org

Karen Jones kjones@jeffcolib.org

Terri Moser terri@neosho.lib.mo.us

Lee Ann Santee leeann@blrlibrary.org

Sandy Welker swelker@rrlmo.org