

Missouri Evergreen Circulation Committee Minutes

Tuesday, March 26th at 11am

I. New Business

- A. The recommendation concerning the time frame for billing other MEC libraries for lost or damaged material (change to the Materials Best Handling Practices document) was approved by the committee after allowing time for any further comments or corrections. The following changes will be presented to the MEC Executive Board for approval then brought to the Membership for a vote hopefully at the April Membership Meeting.

Invoices may be sent for Lost material if the item has been Lost for six (6) months but not more than eighteen (18) months from the date it went into Lost status. Items that are Lost and Paid for or Damaged may be invoiced immediately. Libraries may use the ME-Report template **Library Money > Lists > Circulated Lost Items Between Libs** OR **Library Money > Lists > List circulation Bills from Owning Branch to Circulating Branch** to find libraries to bill for Lost items.

- B. Equinox has identified a bug causing lost fees to remain on patron's accounts when an item already marked lost is later marked as missing pieces or damaged. <https://bugs.launchpad.net/evergreen/+bug/1989607> This bug fix would allow lost fees to be automatically removed (depending on your library's settings) when items are changed from one status to another without having to check the item in first and then change the status to missing pieces or damaged.
- C. Running reports in Equinox— Recently report response times have slowed significantly causing concern for even greater slowdowns as more libraries join the consortium. Upon investigation we found that Equinox is currently able to run 2 reports concurrently. Reports are placed in a queue and will run in the order they were received. After discussion, it was decided that Rhonda Busse will bring the topic to the Executive Committee and pass on the suggestions that we inquire if it would be possible for Equinox to increase the number of reports they can run concurrently as well as to request that Equinox provide a matrix showing high traffic/volume times so libraries could try to strategically time when reports were generated.
- D. The grouped accounts interface has added the ability to view all the group member's expiration dates. Use the column picker to add the column called Privilege Expiration Date to enable this feature.

II. Old Business

- A. MEC Circulation Policy requires all member libraries to attend at least 4 Circulation Committee meetings annually. If no one from your library can attend, it is possible to view the recorded meeting by clicking on the MEC YouTube link found on the main page of the MEC website and to read the meeting minutes by going to Member Resources > Circulation Training Materials > then scrolling toward the bottom of the page. To receive credit for alternative attendance please notify the Circulation Chairman.
- Libraries will be given time to contact the Circulation Chairman to update their status before being asked to create a plan to attend or view regularly scheduled Circulation Committee meetings.

III. Other

- A. West Plains Public Library's go live date is March 28, 2024 There have been a few glitches with West Plains resource sharing settings. Do not send items in-transit to West Plains. Equinox is aware and is working to fix the issue. Resource sharing with West Plains will most likely begin sometime in mid-April.
- B. The MEC User's Conference will be held April 11-12 in Columbia, MO. It is not too late to register to attend in person or to receive links to view the sessions remotely.
- C. A new Circulation Committee member is needed.
- D. Diane Disbro's retirement. An open time was given to express appreciation to Diane for her efforts to make MEC great. Many expressed their gratefulness for her encouragement, the many questions she has answered and all the help she has given to MEC libraries. She will be missed!

Committee Members:

Belinda Birrer assistantdirector@poplarbluff.org

Rhonda Busse busser@casscolibrary.org

Janice Butcher jbutcher@dspl.missouri.org

Diane Disbro ddisbro@scenicregional.org

Jennifer Mathes jmathes@jeffcolib.org

Terri Moser terri@neosho.lib.mo.us

Lee Ann Santee leeann@blrlibrary.org

Sandy Welker swelker@rrlmo.org