

Missouri Evergreen Circulation Committee Minutes

Tuesday, September 24th at 11am

I. New Business

A. Test Server Staff Accounts

- Remember to renew staff accounts in the Test Server so that staff do not become “locked out” when these accounts expire. Equinox can fix the problem if it occurs, but they are requesting that libraries take steps to renew these accounts before there is an issue.
- Liz Rudloff reminded libraries that you must also add new staff accounts to the test server. She also mentioned that she usually extends those staff accounts for 5 years.

B. Aged Circulation status update: settings are being made to ensure that information for the last patron who checked out an item will be visible until the item is checked out again. This could be a really short time or could be years depending on the popularity of the item. Previous patrons will be moved to aged circulation.

C. MessageBee update: work is proceeding with making sure everything is ready for the MessageBee SMS message implementation. The target date will be sometime in the last quarter of 2024.

D. MLC library short codes: The MLC libraries short-codes are going to appear as MLC-BR, MLC-FE, MLC-KI, and so on. Despite the common prefix of MLC, though, the nine member libraries have unique addresses. MLC delivery is not handled centrally. Items transiting to MLC-BR will need to be sent to the Brentwood address and so on. The Evergreen transit slips will reflect these unique addresses.

- Heather Arnold also gave a brief history of the MLC libraries for those who had questions about the libraries that will soon be joining the Missouri Evergreen Consortium.

E. Story time cards-If your library uses the words Story Time or Storytime, instead of a regular barcode number, the best practice would be to include your library’s short code in the username. For example, PBSTORYTIME. This will prevent accidentally ordering materials on the wrong card.

II. Old Business

A. Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **49a—8/16/24**

- Periodically check that all “old” labels have been destroyed so that items do not accidentally receive an “old” label.

III. Other

A. MLC go live date is October 17th

B. Account Expiration discussion-A discussion was had on the pros and cons of 1 year renewals for patrons.

- Several libraries stated that in addition to using probationary patrons for people they could not verify addresses for, they used the 1 year expiration for “non-resident” patrons and a longer 2 or 3 year expiration period for their “resident” patrons.

- Longer expiration periods are usually being granted when the library card is initially made or when a patron reports a change that would classify them in the “resident” status.
 - Rhonda asked for libraries to respond in the chat if they were interested in possibly changing the system wide renewal interval to a longer time period.
- C. Belinda Birrer reported that on Tuesday, Sept. 24th Poplar Bluff realized that at least one of their reports was not working correctly because of aged circulations. Depending on where information is pulled from, aged circulations could also possibly affect other circulation reports. Tony Miller, MEC Reports Chairman, is currently working with Equinox to figure out how to correct the issue. Tony or Belinda will send out the results of what Equinox finds or suggests on the general listserv as quickly as possible. In the meantime, you can reach Tony at: userservices@poplarbluff.org if you have questions or need help.

Committee Members:

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