

Missouri Evergreen Circulation Committee Minutes

Tuesday, April 22, 2025

I. New Business

- A. New updated Checking the Transit List document—The circulation committee has written a new procedure for managing the transit list. Although the old instructions will still work, we believe the new procedure has less chance for errors because it allows libraries to cancel transits and mark items missing in one step. Libraries are encouraged to print the current instructions from the MEC website, if they want to continue using the old procedure. The new procedure will be posted under the Circulation Training Materials tab on the MEC website.
- B. Legacy reports
 - The legacy reports are now located in the new Evergreen reports module.
 - It is possible to change the reports URL to:
<https://cass.missourievergreen.org/eg/staff/reporter/legacy/main>
but with your library URL, to be able to access the old Legacy format.
However, it is "strongly encouraged" that we use the new angular reports.
- C. Message Bee Failure Report—MEC libraries are now able to receive a report identifying patrons whose SMS messages have failed.
 - After discussion, it was decided that the Failure Report should be sent out twice a month. The committee will re-evaluate after 3 months to determine if adjustments to the schedule are needed.
 - An informational document has been provided to the members of the circulation list serv explaining the meanings of the different failure reasons.
 - Double check that someone from your library is signed up for the circ list serv so corrections can be made if necessary.
 - **The circulation committee recommends that MEC libraries monitor the Message Bee Failure Report, contact patrons if the problem is not obvious and make any needed corrections on accounts that are experiencing failures.**
- D. CREATE DUPLICATE HOLDS library setting problems—No problems were reported after the implementation of patron initiated duplicate holds. One library reported they had not completed testing for one patron type and would let the Circulation Chairman know if they encountered any unexpected problems.
- E. Default hold notifications—The Circulation Chairman asked for each library represented at the meeting to reenter their library name and preferred choice for default hold notifications so that the committee had an accurate count.

II. Old Business

- A. Courier Label updates: A new version of courier labels have recently been released. Please make sure your library is using Get Connected MALA Courier LABELS version **50a-4/3/25**
 - Periodically check that all "old" labels have been destroyed so that items do not accidentally receive an "old" label.

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