

## **Missouri Evergreen Circulation Committee Minutes**

Tuesday, March 24th at 11am

### **I. New Business**

- A.** Permission Project follow up – The majority of the Permission Project changes were moved to the production server on March 16, 2026. Cataloging Permission changes have been tentatively delayed until May. If you encounter any issues, please notify the Circulation Chairman so we can evaluate whether additional permissions need to be added to the new baseline. The following changes have been made:
- Moving all Circulator and Circulation Administrator accounts to the new default permissions
  - Discontinuing the “Non-Circ” patron group.
  - Moving the “Outreach” patron group to be in the hierarchy under “Patrons”.
  - Discontinuing the “General Staff” staff permission group
  - Discontinuing the “Data Review” staff permission group
  - Discontinuing the “Serials” staff permission group
- B.** Aged patron circulation information in circulation history discussion- Several libraries expressed opinions on both sides of this issue. Some approached the discussion from a circulation standpoint while others emphasized protecting patron privacy. Concerns were also raised about smaller libraries being able to maintain a robust collection if they could not access information about previous patrons.
- The Circulation Chairman polled other Evergreen Consortia as well as some other multi-branch library systems to inquire if they aged patron circulation information and if so, how long was that information available.
    - There does not appear to be a standard or preferred retention period. Patron information is currently aged at intervals of 7 days, 30 days, 6 months, 1 year, 18 months, 5 years and in one consortium, it is never aged.
  - The Missouri State Library was contacted to get their retention recommendation. Their position was that because this issue involved being able to retrieve patron information for “business purposes” the retention period could be up to 2 years.
  - Because the committee did not yet have a clear consensus, we recommended the current 30-day timeframe be left in place.
- C.** Evergreen Item Condition Reports-
- As part of a larger discussion on how to ensure patrons are protected from being billed for previous damage and how to reduce the number of times an item condition slip is lost, the committee decided not to authorize the use of item alerts at this time.
  - The committee will develop and post a larger, standardized version of the Missouri Evergreen Item Condition Report to reduce the likelihood of it becoming separated from items.
- D.** Relative and Global Queue position  
The global queue position represents a hold's place in the entire consortium-wide queue for that target (e.g., bib record, volume, or copy). In contrast, the relative

queue position is context-dependent—it varies based on the scope of the view and the specific screen you're looking at in Evergreen.

- **On the patron's Holds screen:** The relative position is almost always 1 for each hold, unless the patron has multiple holds on the same bibliographic record (in which case it reflects their order among those duplicate holds on that bib).
- **When viewing all holds for a single bibliographic record:**
  - If scoped to the consortium level, the relative queue position matches the global queue position.
  - If scoped to a system or library level, it shows only the position among holds within that scoped group.
- **On the Pull List (holds targeting items owned by "my" library/branch):** The relative queue position shows the order among competing holds that target local items on the same bib. This may differ from the global queue position, as it only considers holds that could be fulfilled by items your library owns or has targeted.

Important note: Queue positions (both global and relative) are dynamic and can change as holds are captured, canceled, or reordered due to circulation activity, manual adjustments, or changes in selection depth/proximity rules. Queue positions are calculated as if FIFO is being used as the as the Best Hold Sort Order.

#### **E. Regional Circulation Refresh—(Fall 2026)**

Libraries were requested to indicate if they were interested in attending so that locations could be selected as close as possible to interested libraries.

#### **F. The 2026 MEC User Conference registration is up and running!**

- The Conference is free to attend other than any hotel registrations.
- MEC has reserved a block of rooms for the conference for \$99 per night. Hotel reservations information is available under the Locations tab. Cut-off date for the discounted rate is March 24.
- Register at:  
<https://moevergreenlibraries.odoo.com/event?tags=%5B10%5D>

## **II. Old Business**

- A. Courier Label updates:** Please ensure your library is using Get Connected MALA Courier LABELS version **54—3/9/2026**
  - Periodically check that all “old” labels have been destroyed so that items do not accidentally receive an “old label.”
- B. Progress on the MALA courier tracking system** was shared by Rhonda Busse from Cass County and Lori Mangan and Jennifer Shea from North Kansas City Public Library. They answered questions from other MEC libraries regarding implementation time, required equipment, and space considerations.

## **III. Other**

- A. Bonne Terre Memorial Library's go-live date** is April 2<sup>nd</sup>. Resource sharing will begin April 15<sup>th</sup>.

- B. Sedalia Public Library's go-live date is April 9<sup>th</sup>. Resource sharing will begin on April 22<sup>nd</sup>.
- C. The committee plans to begin developing a standard list of reports and tasks that libraries should complete within the recommended timeframes. They also will work to establish a best practice for marking items missing when they have been in transit for an extended period.
- D. Our next meeting is **tentatively** scheduled for April 28, 2026. Because the MEC Users Conference is scheduled on Friday, April 24<sup>th</sup>, the Circulation Chairman will determine whether to cancel the regular meeting based on the significance of any new issues that arise.

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