

Missouri Evergreen Circulation Committee Minutes

Tuesday, July 28, 2026 at 11am

I. New Business

- A.** The MEC Executive Board has authorized Equinox to change the default value for the library setting **Item Status for Missing Pieces** to **"Missing Pieces"** for all MEC libraries. The change was completed on Monday, July 27th.
- B.** Registration is open and the agenda has been published for the upcoming Regional Circulation Trainings. There is still time to register, and we hope that libraries will consider sending a representative to one of the trainings. As of July 23rd, there were 58 people signed up. Use these links to sign up or view the agenda.
 - Registration link: [MEC Regional Circulation Trainings](#)
 - Agenda link: <https://canva.link/71t7d75i7gwx7jf>
- C.** Transit issues – for a full list of instructions see the MEC Circulation Best Practices document found on the MEC website under Circulation Resources.
 - Add a layer of packing on top of items sent in boxes. This can help to ensure that items aren't damaged when boxes are cut open.
 - Do not use tape on materials. Previously approved self-adhesive removable receipt paper and Scotch Removable Tape is permissible.
 - Place transit slips for audio-visual materials between the clear plastic cover and case insert, if possible, otherwise insert the transit slip in the case with the destination clearly visible. In our discussion the main concern, regardless of whether the slip was under the clear plastic or placed inside the item, was ensuring that the destination is clearly visible.
 - When using a previously used envelope or carton, remove, cover or black out all visible shipping addresses from previous shipments.
 - Follow MALA guidelines for placement of courier labels.
 - Courier Bags - Place a label in the clear label display window.
 - Tubs, totes and other packages - Affix a label to the package.
 - Packages/boxes - Place a label on the top and on at least one side.
 - Do not use USPS totes.
 - For libraries using the new tracking system, place the label on the short end of boxes.
- D.** MALA reports approximately 20 libraries, from the Kansas City and Columbia hubs, are currently using the new courier tracking system. They are hoping to bring on libraries from the Springfield and Joplin hubs this

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fall, possibly in August. Libraries in the Kansas City, Columbia, Springfield or Joplin hubs, who are not currently using the new courier tracking system are encouraged to communicate when they would like to receive training to ensure that any critical staff will be able to attend. Because of the high volume of items being sent in transit, libraries using the St Louis hub have been placed on hold pending improvements to the courier driver's scanning system.

- E. Instructions were given to show libraries how to limit the number of options displayed when registering patrons. This is done through Local Administration > Permission Tree Display Entries, and instructions are included at the end of these minutes. Libraries were encouraged to contact either the Circulation Chairman or Equinox with questions or requests for assistance.

II. Old Business

- A. Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **57—4/15/2026**
 - Periodically check that all "old" labels have been destroyed so that items do not accidentally receive an "old label."

III. Other

- A. Instructions were given to contact Liz Rudloff, Consortium Cataloger, at cataloger@moeveregreenlibraries.org or the cataloging committee at cathelp@moevergreenlibraries.org about possible bootleg DVD's. They will take care of contacting the owning library as well as verifying that the DVD in question is a legal release.
- B. MEC is in the process of developing a new consortium website. Libraries were asked to list the parts of the current MEC website that they use most frequently so that attention and emphasis to these features could be passed on to the website developers.
 - Libraries listed: contacts, the calendar / meeting dates, committee resource pages, the library list and their short codes, as well as meeting videos & minutes. A map indicating the libraries in each courier hub was mentioned as a "Wish List" item.
- C. Our next meeting will be August 25, 2026
- D. Working session for editing the Evergreen ILS Tasks document

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Limiting Viewable Patron Permissions in Patron Registration

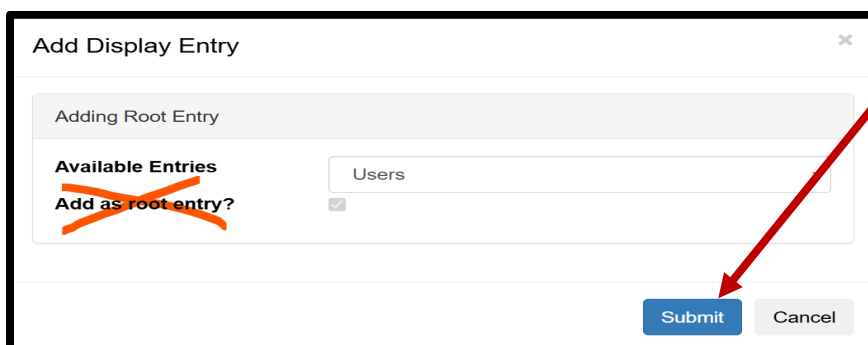
Individual libraries can limit the Patron Permission options available to staff in the Patron Registration Screen. If you don't want your staff to be able to select from all of the possible permissions when registering patrons, you can hide the selections that you don't want staff to choose. Follow these instructions to limit your Patron Permissions.

1. Ask Equinox to give at least one of your staff accounts permission at the consortium level to Manage Custom Permission Group Tree.



MANAGE_CUSTOM_PERM_GRP_TREE ☒ Consortium ▾

2. From that staff account, open **Administration > Local Administration > Permission Tree Display Entries**. Enter your library in the **Library** field then click **+Add**.
3. All of the patron and staff permissions will show up as **Available Entries** for you to select from. Select a permission used by your library from the dropdown menu and click **Submit**, NOT Add as root entry.



Add Display Entry

Adding Root Entry

Available Entries

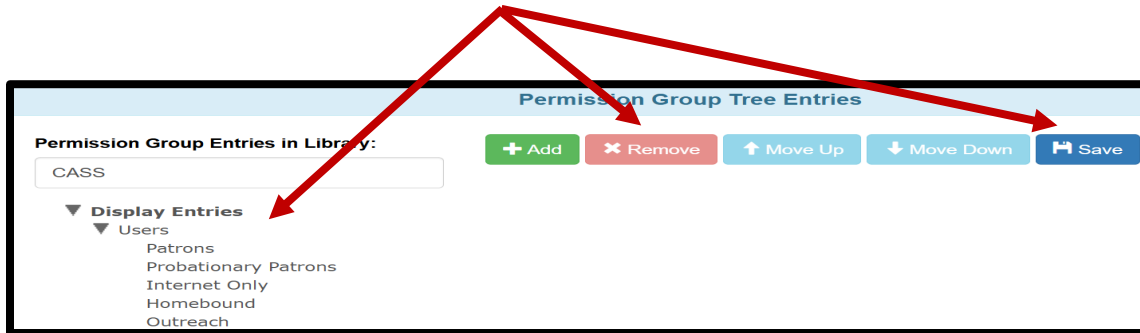
~~Add as root entry?~~ ☒

Users

Submit Cancel

4. When your list shows all of the permissions that you want to be displayed, click **Save**.

5. Removing permissions is also easy. Click on the permission in the list that you want to remove and click **Remove > Save**.



6. You can choose to display different permissions at different branches. Single location libraries should include their staff permission groups in this list. Multi branch libraries can include assignable staff permission groups only at the administrative location where staff accounts are created.