

MINUTES of the Monarch Circulation Committee Meeting
April 25, 2019

Call the meeting to order: Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:36 am at Mead Public Library in Sheboygan, WI. Other members present: Pam Garcia, Waupun; Alison Hoffman, Monarch Library System; David Nimmer, Cedarburg; Elizabeth Daniels, Iron Ridge; Diane Kallas, Sheboygan; Rhonda Klemme, Mayville; Colleen Swart, Oostburg; Connie Lloyd, Germantown; Rosalia Slawson, Port Washington; Dave Witkowski, Cedarburg.

Public comment and correspondence: None.

Approval of minutes, March 28, 2019: Daniels moved to approve the March 28 minutes, Nimmer seconded. Motion carried.

New Member Welcome: The committee welcomes new members Rosalia Slawson from Port Washington and Connie Lloyd from Germantown.

Old Business

- a. **Update from Director's Council Meeting:** Directors approved allowing renewals for items that have holds on them but there are available copies in the system to fill those holds. Regarding username in the PAC, directors were wondering how this would affect the Monarch app. Directors would like consistency. Robert was going to look into this and report back to Directors. Hoffman will also check with other systems using usernames and how this works with self-check machines.
- b. **Blocked patrons in Overdrive, new handouts via email on 4/1:** A lengthy discussion ensued regarding what we would recommend to the Directors for the system-wide fine limit for accessing Overdrive content via the Libby/Overdrive app and the WPLC website. Do we want the system wide limit to be \$50, or something else? One main issue in place is that some libraries block Overdrive content via the Monarch catalog at amounts much less than \$50. Trending policies tend toward allowing access rather than denying access. Kloppmann would like Hoffman present when she brings this up at a Directors meeting. Nimmer will work on a document that will show a matrix of what services are blocked to patrons based on fines or system blocks. Hoffman will assist with data related to the Monarch PAC. We will review this again next month for possible intro to directors in June.

New Business

- a. **Book Kits with On-Demand Items:** Directors liked the idea of making book kits out of on demand books. Who will do this, who will store them, who decides which books to make into kits, who will circulate them? We discussed different options and possible ways to circulate, store and manage checkouts of these kits. A floating collection is an option for this scenario, Hoffman will bring back information on this to the next meeting.
- b. **Barcodes that don't match system barcodes:** When MWFLS merged, there are some patrons that have a barcode that doesn't have the right prefix as other patrons at the library. Robert mentioned to Kloppmann that registered libraries should issue patrons a correct barcode. Ex-MWFLS libraries have remnants of barcodes from when they were connected to other libraries systems; Beaver Dam, Randolph and Watertown are a few possibilities. Kloppmann will touch base with Robert regarding what the context/importance of numbers is to reporting purposes or what the issue is regarding barcodes that don't match libraries in Monarch.
- c. **Change wording in Polaris for "Lost" to "Lost/Damaged":** Nimmer recommends to directors to change lost to lost/damaged. Second by Slawson. Motion carried.

Open discussion: Kloppmann created documents in SharePoint related to book club best practice and noting damage options in the item record. The committee should look at these documents for the next meeting.

A question arose regarding whether or not a child should be denied getting a card because the parents have fines. Libraries thought no. Several different ideas were expressed to provide ideas for handling a situation such as this.

Items that circulate hourly in house are not identified in the annual report. Is there a more consistent way for all types of in-house circ to be tracked? We will look at this in the future.

Next Meeting: Next meeting May 23, 2019 at 9:30am at West Bend Public Library.

Adjourn: Kallas moved to adjourn, Daniels seconded. Meeting adjourned at 12:00pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Pamelyn Garcia".

Pamelyn Garcia, Monarch Circulation Committee Secretary