

**MINUTES of the Monarch Circulation Committee Meeting  
May 23, 2019**

**Call the meeting to order:** Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:35 am at West Bend Community Memorial Library, West Bend, WI. Other members present: Pam Garcia, Waupun; Alison Hoffman, Monarch Library System; Elizabeth Daniels, Iron Ridge; Rhonda Klemme, Mayville; Connie Lloyd, Germantown; Rosalia Slawson, Port Washington; Diane Kallas, Sheboygan.

**Public comment and correspondence:** None.

**Approval of minutes, April 25, 2019:** Daniels moved to approve the April 25 minutes, Klemme seconded. Motion carried.

**Old Business**

- a. **Blocked patrons in Overdrive:** Discussion continued from last meeting concerning ebooks and blocking access based on fines and philosophies of different libraries. Nimmer's helpful spreadsheet was discussed; Daniels moves to recommend to remove blocking of Libby/Overdrive if the patron has a free text block on their account. Second by Lloyd. Motion carried.

Kloppmann will send to Directors the spreadsheet data created by Nimmer so that Directors can review their individual settings and also a worksheet in case they want to change their settings.

- b. **Book Kits with On-Demand items:** Who would be willing to be involved? Possibly extra copies from other libraries can be added to the book club kits after the demand is off. Libraries interested in creating a kit will be responsible for creating the kits which involves requesting copies for the kits from the on-demand discards, cataloging the kits, determining how someone will reserve the kits, weeding kits as necessary and storing the kits. Floating collection was determined to be too complicated to set up; this scenario makes more sense for main/branch library setups. Let others know by replying all to discard list to express interest in creating a kit.

Kallas moved to recommend that libraries interested in creating a book club kit will pursue, complete and manage the creation, cataloging, storing, loaning and weeding of the kits. Slawson seconds. Motion carried.

- c. **"Registered At" Discussion:** It was decided this discussion would be tabled and members should discuss this with their Directors and bring feedback to the next meeting in June. However, the following discussion did occur. Alison confirmed that Gale Courses and RB Digital statistics prepared by Robert use both the 'Registered At' rather than account number prefix. For annual statistics, patron counts rely on both the 'Pstat code' and the 'Registered At' fields. Other database access and services rely on account number prefix. There was a discussion about the impact of video streaming and how patrons from communities that do not offer it and going to those communities that do offer it to request a library card. For example, a Germantown patron would go to Mequon for a new card. The 'Registered At' field would be Germantown and the card would be a Mequon card/prefix. This is common and will only grow as these services become more popular. Sheboygan and Grafton continue to have other library patron cards to use for when patrons from surrounding communities request a card at their library.

**New Business**

None.

**Open discussion:** Amanda asked if libraries add free text blocks when they send out overdue notifications. No one indicated their libraries do this.

Connie asked for other library practices when running programs like 'Food for Fines'. It was confirmed that a library can waive any overdue fines from any patron that comes to their library as well as overdue fines for any library's material, in the case of a 'Food for Fines' situation. It cannot be used to pay for damage, replacement or processing fees of any library material.

**Next Meeting:** June 27, 2019 at 9:30am at Elkhart Lake Public Library.

**Adjourn:** Slawson moved to adjourn, Klemme seconded. Meeting adjourned.

Respectfully submitted,

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

Pamelyn Garcia, Monarch Circulation Committee Secretary