

MINUTES of the Monarch Circulation Committee Meeting
March 28, 2019

Call the meeting to order: Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:35 am at Cedarburg Public Library in Cedarburg, 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. Cathy Holnagel from Cedarburg also sat in.

Public comment and correspondence: None.

Approval of minutes, February 28, 2019: Klemme moved to approve the February 28 minutes, Kallas seconded. Motion carried.

Old Business

- a. **Update from Director's Council Meeting:** We recommended to Directors to set guidelines for book clubs and what they can request. The circ committee will write up guidelines for requesting books for book clubs. We will likely look at requiring pickup at the home library. We feel book club holds should not precede patron holds. Book club organizers should look at the ratio report and constant demand list in WISCAT, and likely avoid those titles. Nimmer felt that books should be at least 6 months old. Directors liked the idea of using in demand books for book club kits once all patron holds were filled. Additionally, book club groups can look at WISCAT for existence of a kit and may be able to request the kit.

Kloppmann also requested a Washington County representative for the circ committee, as we currently do not have a representative on the committee from Washington County.

- b. **Damaged item document from Emily; Damage noted decision needed:** Emily would like a few pictures to add to her document. If you have any items with the indicated damage (and picture missing), please send them to Emily. We need to add how to handle replacement parts from other libraries (cases, barcodes, etc.). Kloppmann feels that minor damage (cases, barcodes) could be handled by calling the owning library to report the damage and to determine an amount to bill the patron. Another idea is to charge the patron what the owning library would charge.

How do we want to handle notes? Discussed library assigned blocks vs free text blocks vs physical condition blocks in detail. Can we add more detail to library assigned blocks? The committee will develop recommend wording for these library assigned blocks and libraries can choose which ones to add. Kloppmann will email the list out. Discussion took place about lost/damaged items. Perhaps we should change the Lost description to Lost/Damaged? We will do testing to see how this works and if it makes sense.

New Business

- a. **Renewing Setting Option, Alison:** There is an option in Polaris to allow patrons/staff to renew items that have a hold but there are other copies available within the system to fill the hold. Hoffman did extensive research on different scenarios. The circ committee felt that this option would work well in most scenarios. Nimmer made a motion to recommend to Directors to allow renewals if there are other copies to fill holds. Daniels seconded. Motion carried.
- b. **Blocks on Overdrive/Libby:** System wide, we can only choose one fine amount to block patrons from checking out material from the WPLC website/Libby app. Currently, it is set at \$50. Hoffman also provided a list of levels in which patrons are blocked from checking out Overdrive materials from the PAC (and renewing materials) within the catalog. These settings are set library by library. Hoffman will develop information and worksheets so we can review this before we ask Directors to review.
- c. **Username log in instead of barcode in Monarch Catalog:** Patrons can create a username instead of using their barcode for logging in to the PAC. However, staff would not see this, or be able to change it. However, patrons can log in with their barcode and then see their username, and would have the option to change it. Nimmer made a motion to recommend turning on the option allowing patrons to create usernames to log in to the PAC. Daniels seconds. Motion carried.

d. 2019 meeting locations: All dates are covered for 2019 except for November and December. Kloppmann will ask West Bend for November.

Open discussion: Klemme wondered what should be done if children are coming from other libraries wanting to check out material types that they don't allow for checkout to children (but they are allowed at the patron's home library). Members thought that Mayville should stick with their policies within their library. Klemme could review codes and add codes to allow checkouts of certain materials to certain types of patrons.

Anyone have libraries sending/wanting to send cash for lost/damaged items? Not many instances reported amongst circ committee members. We need another document describing how reconciliation report works/what is covered, etc. Nimmer will write something up.

Next Meeting: Next meeting April 25, 2019 at 9:30am at Mead Public Library.

Adjourn: Kallas moved to adjourn, Klemme seconded. Meeting adjourned at 12:02pm.

Respectfully submitted,



Pamelyn Garcia, Monarch Circulation Committee Secretary