

**MINUTES of the Monarch Circulation Committee Meeting**  
**June 27, 2019**

**Call the meeting to order:** Amanda Kloppmann, Chair from Mequon, called the Monarch Circulation Committee Meeting to order at 9:41 am at Elkhart Lake Public Library, Elkhart Lake, WI. Other members present: David Nimmer, Cedarburg; Pam Garcia, Waupun; Alison Hoffman, Monarch Library System; Elizabeth Daniels, Iron Ridge; Rosalia Slawson, Port Washington; Diane Kallas, Sheboygan; Colleen Swart, Oostburg. Betty McCartney, Elkhart Lake Library Director, was also present.

**Public comment and correspondence:** Betty welcomes us to Elkhart Lake.

**Approval of minutes, May 23, 2019:** Daniels moved to approve the May 23 minutes as corrected, Kallas seconded. Motion carried.

**Old Business**

Kloppmann informed us of results from the last Directors meeting. The recommendations relating to creating book kits was approved. Discussion was held on how to figure out how many copies are available from In-Demand. Kallas suggested that a library looking to create a book kit investigate through the Polaris database to see how many In-Demand copies are available. Hoffman may create a report to show how many copies exist.

Directors also approved removing the blocking of the free text block when patrons are accessing Overdrive.

- a. **“Registered At” Discussion:** “Registered At” is interpreted different ways in different library systems. Some view it as the library where a patron obtained their library card and/or which library they primarily use. Others view it as the librated community in which the patron lives. Currently, Robert uses the “registered at” field and Pstat to determine library counts for statistics. Hoffman will check with Robert to see if there is another way to collect statistics for DPI. When registering patrons from other municipalities, if libraries have to choose the other municipality’s library, patron codes may not be included in the list of codes used by the library where the patron is getting their card. Other issues involve patrons going to libraries to get a card just to use that library’s databases. This is specifically related to library card number, however, and not registered library. We will discuss this again.
- b. **Damage Noting:** Emily Laws from West Bend started a best practices document regarding damaged items. There are still a few pictures of damaged items we need to complete the document. Kloppmann will put it up as a draft so we can add pictures of damage needed for the document.
- c. **Other Barcodes in System:** At times, patrons have other barcodes (non-Polaris library cards). The concern is that patrons are not getting access to all resources available to them.
- d. **Enable Username Option in Polaris:** When this was discussed with Directors, whether or not to enable this was split. The circulation committee recommends to not activate the username option due to the fact that it cannot be used everywhere, possibly leading to confusion among patrons/staff. Kallas moves, Daniels seconds. Motion carried.

**New Business**

- a. **Cataloging Book Kits From In Demand Collection Best Practice:** We will not be creating a best practice document. Libraries can create book kits however they would like. We recommend when creating a book kit, Hoffman’s guide for cataloging should be used for consistency. Nimmer moves, Slawson seconds. Motion carried.
- b. **Collection Agency Blocks:** Sometimes when trying to check out to a patron, they have a Collection Agency Block and staff cannot check them out. The account appears to be mostly clear, possibly with a small amount of fines that wouldn’t normally block the patron from checking out. Collection agency blocks might remain if the update report is not run before the patron accumulates more fines. A solution to this would be to change permissions to allow staff to override collection agency blocks at checkout.

**Open discussion:** Kallas mentioned that they are having a difficult time with items from other libraries that don't have RFID tags. Their equipment works better with RFID tags than barcodes. What is the possibility of tagging other libraries' items when they come in? LSTA funds may be available for Monarch to do this in the future. Discussion and investigation will need to take place.

**Next Meeting:** July 25, 2019 at 9:30am at USS Liberty Memorial Public Library in Grafton.

**Adjourn:** Meeting adjourned at 11:47am.

Respectfully submitted,

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

Pamelyn Garcia, Monarch Circulation Committee Secretary