



## CIRCULATION COMMITTEE

### Minutes

**DATE:** Thursday, April 15, 2021 2:00pm

**LOCATION:** Via Zoom

**IN VIRTUAL ATTENDANCE:** Laure Barrett (Clifton), Francine Falcone (Cedar Grove), Mary Martin (Wanaque), Janine Rinaldi (Wayne), Brian Sedita (Totowa), Luca Manna, and Eli Cardona

Approval of March 18, 2021 minutes

Luca gave an update on lost cards being purged from Workflows. The last three User ID's will remain in User's notes unless someone modifies the record. It remains unknown as to how these records will be purged from Workflows – either batch or manual by each library. It is unknown how frequently this cleanup will be run once a system is in place to purge the records.

The threshold for which a lost card would be purged was in question. Three years was discussed. Mary suggested not collecting this information at all. In this case, there would be no need to conduct a periodic cleanup of these records. This suggestion seemed to be received well by most.

Pop Up workshops were reviewed for those that did not attend the March meeting. Brian reported back on his experience running a Pop Up Workshop for Totowa's Library of Things. Modifying loan periods and item type creation were discussed in reference to non-traditional items.

A reminder was made to brainstorm possible Pop Up Workshop topics related to Circulation.

A reminder was made to brainstorm possible topics to review if there is a 2021 Circulation Summit.

Possible topics mentioned throughout the meeting:

- How to access and review language on bills and hold notices
- Paying fines with credit card
  - Luca added that Cedar Grove had the idea to use a tablet. Set up an app with the online payment and hand over the tablet to the patron to input credit card info.
- Accessing the holds report through the Mobile Circ app if you are on a tablet.

The PPRC (Content management site) was reviewed. An email was sent with the link. It was suggested that everyone take a look at the new site as time permits and bring feedback to a future meeting. [PPRC.palsplus.org](http://PPRC.palsplus.org)

Library card renewal language was reviewed in an effort to make our language friendlier and clear (current PALS, current MAIN, and suggested updates to PALS). The committee reworded the suggested updates and Eli will check if PALS can have dynamic information including the patron's current, on file, Name, Address, Phone, and Email included in the notice as MAIN has. Eli will also check to see if the home library can be included as the signature of the email. If not, it will appear at the top of the notice as it does in other notices.

It was questioned whether or not each library can have their own notice with their own language rather than a system wide notice.

Brian asked if there could be a prompt to renew a patron's account during the checkout process if a staff member is alerted that the card will be expiring soon rather than having to exit the Checkout, navigate to Renew User, and then go back to Checkout. The possibility that staff members would get this alert 30 days before an account expiring was discussed in order to keep the account active for automatic renewals and for users that may be utilizing digital materials.

Luca asked if anyone had noticed an unusual amount of bounced back emails. It was noted that this may not impose as great of an issue as originally thought, because the issue hasn't been consistent.

Laure introduced the idea to run holds reports on weekends to alleviate the workload on Monday. The implications of the report being run on Saturdays and Sundays were discussed. This seemed to be favored by most. If reports are run on a day your library is closed, the list should be pulled for the day the library reopens. There may be more items in this case.

The next meeting will be Thursday, May 20 at 2:00pm on Zoom.

The meeting adjourned at 3:26.