

May 20, 2021 Circulation Committee Meeting Minutes

In Virtual Attendance: Laure Barrett (Clifton), Noel Cardona (Paterson), Cindy Corbett (Verona), Eli Cardona (Pals Plus), Joseph DeCesare (Little Falls), Luca Manna (Pals Plus) Janine Rinaldi (Wayne), and Brian Sedita (Totowa).

Approval of minutes – April 15, 2021.

Continued discussion of purging lost cards in workflows. Luca explained the functionality difference between 'User lost card' and 'Modify user' (inserting new card #). A lost card presented will identify as just that, a lost card which no changes should be made to. If a previous user ID is presented it will bring up the current user record. After some testing it was determined that once a lost card is purged it remains in previous user ID so it behaves the same as a 'modified user'. So in essence, moving forward, modifying the user removes the necessity to purge lost cards. Word will have to be shared with circulation specialists to adjust how lost cards are handled and Eli will check to see if the 'lost card wizard' could be disabled.

We reviewed the final minor changes in the language for library card renewal notices adding the sending library at the top of the notice and a 14 day timeline prior to expiration.

On hold shelf reports are available twice daily Mon-Fri and one time on Sat. Libraries do not have to run these reports as available but for those libraries interested it is available.

Luca recommended that a few topics would be needed to conduct a virtual pop-up workshop covering circulation tips/reminders. We could always just send out our tips and tricks for recommendations.

Renew user function is available through checkout mode when it's within 29 days of privilege expiration. If it's within that time frame a renew privilege wizard will be accessible.

We discussed libraries who were continuing with quarantining and fine free discharging. It was asked for the purpose of changing any email notifications sent about overdues/pre-overdues.

We discussed a situation where a Verona CO profile was able to checkout a Clifton item. The item was checked out inadvertently through Verona which allowed the checkout. The item was located on Clifton shelves and resolved.

Luca discussed the Kearny and Belleville libraries joining the PalsPlus consortium. The target date for Kearny is August 1, 2021. Luca also inquired as to staff from these new libraries possibly shadowing staff from other member libraries.

Eli added for circulation staff members to be aware credit card payments can be made through Book Myne app (which would be a secure transaction). Bookmyne app will only be around for a few more months.

Laure inquired about credit card payment reports to libraries and what the breakdown included. We may want to know what items that were lost were paid for, for purposes of collection development.

Next meeting June 17, 2021.

Meeting adjourned at 3:20.