

Circulation Services Subcommittee Meeting

June 2, 2020 at 1 pm

Phone/video conference

Present: Zach Ott (BAR), Margie Navarre-Saaf (MAD), Emily Harkins (WAU), Kelly Heasty (MCF), Erica Kersten (PIN), Eddie Glade (STP), Barbara Henderson (MID), Autumn Baumann (POR), Tanya Bolchen (FCH)

Recorder: Michelle Karls (SCLS)

SCLS Staff Present: Heidi Oliverson, Cindy Weber, Vicki Teal Lovely

1. Receipt template testing results - anything to share?
 - a. Testing has been a lower priority with other things going on. STP responded to say it is working for them.
2. Book Group holds - should we start adding these requests to the Delivery schedule (if it is okay with Delivery)?
 - a. A library asked if they could send emails to other libraries to pull items for their book group holds. MAD has book club kits if patrons are willing to come in to them up. They can call a phone reference line to request a kit. They are not sending out materials to other libraries for their book clubs. MCF has suspended all book club holds, however, yesterday they did un-suspend holds for one book club and told them we are not sure if they will get the books in time. Opening up holds for book clubs seems like it could overwhelm delivery when we're just getting started with it again. STP will un-suspend holds but they have told them they are not sure if they will be received in time. Sending out emails seems like it could get overwhelming for libraries. We have two small libraries filling holds and they have completed their holds queue and can run it as normal. Library staff can un-suspend holds for books clubs starting in July and since we are doing returns, some might be able to be filled. We will put information in an email about holds and how graduated filling holds for other library near their delivery route is going but at this time. This could change and will be reevaluated if needed. BAR has been trying to get creative, and created a book discussion on one topic, then found books in their collection on that topic that patrons could pick from. Their problem is returns, they have 20 bins that need to go out and they are not receiving enough empty bins.
3. Filling holds for pickup at another library - survey and work in progress
 - a. There are some libraries who have started this project including BAR, MAD branches, and MCF. FCH moving to this next week next week and they just started taking in returns. Libraries in attendance are accepting returns now but some only during limited/curbside hours. STP is encouraging returns and there is a significant amount on the quarantined table. They've been able to keep up with returns so far. MCF didn't see the survey and they didn't realized they could fill holds in their route. K. Heasty will talk to the director about this.

4. Weekly CSS meetings - do we still want to have weekly meetings in order to react quickly to changes? Move to bi-weekly? Go back to once a month?
 - a. The group agreed to change the special meetings from weekly to bi-weekly.
5. Next meeting is June 9 – regular meeting. After the June 9th we will go to bi-weekly meeting. We'll set those up and Michelle will share schedule at next week's meeting.