

**PLS CIRCULATION MANAGERS MEETING
MINUTES
Thursday, May 17, 2018**

San Mateo Public Library, The laurel Room, 55 W. 3rd Ave., 2:00-4:30pm

Present: Homer Martinez/RCL; John Boggs/PLAN;; Geralyn O'Brien/BPL; Giuliano Costantini SMCL; Nick Dellaporta/CSM;; Shawnte Santos/SSF; Raquel Metcalfe/SBL; Juan Quinonez/MPL; Natalie Juhl/DCL; Nicol White/SMPL; Sandra Kirkpatrick PLS; Lori Lisowski/SKY

Not present: Monica Shultz/PLAN; Paul Gaskins/CAN

Facilitator: Raquel Metcalfe (SBL)
Recorder: Shawnte Santos (SSF)

I. Agenda Review

II. Approval of April 19, 2018 Minutes

Change "agenda" to "minutes"

- SSI (Action Item 2A)- we are giving schools the barcodes for students who already have cards or are part of SSI (only if schools ask).
- Action Item 2B should read REGJ instead of REGA, effective June 1st, 2018 that we increase age through age 19. Adult status/PTYPE will begin at age 20. Admin Council was informed that circ managers agreed to require a birthday for all JUV cards. Raquel will open a ticket for John Boggs to write the script, to be an ongoing process.
- Homer will update FIDO circ manual sections to reflect any changes. Circ Managers agreed that Homer will not need to bring minor changes to the group, only major changes.

M/S/P: HM RCL/ NJ DCL

III. Public comments: Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Circulation Managers from discussing or acting on any matter not agendized pursuant to state law.

IV. PLAN Items:

1. PLS delivery report
 2. PLAN reports
- Classic Catalog FAQ has been updated but is not yet live (expected by 5/28); how-to videos to be uploaded in July.

- Libraries have all submitted design changes for Communico app; updates are expected to go live in June.
- HMB is piloting Envisionware for both self- checks and staff workstations to possibly replace 3M. Pilot results will be reported by PLAN in the future; no recommendation to be made at this time, it is only a test.
- Request for anything that circ managers do that's repetitive that can be automated in order to save time.
- Auto renewal script for county is complete and ready to go by next week- ONLY for county items checked out for county patrons, but will be available for anyone who is interested.

V. Action items:

1. Next Vice-Chair – Paul Gaskins or Nick Dellaporta to discuss rotation plan within the three colleges.
 - Lori will be official rep for colleges; Nick will attend regularly.
 - Lori will be added as the circulation manager for the colleges/Paul to be removed from editing on FIDO. SKY manager should open ticket for Sierra permissions.

2. Student Initiative – All

A. SSI Proposal – Homer (RCL)

Takes a lot of time (checking database for duplicate records, etc.), can we use specific patron types similar to ONLA- would expire in 3 years, same privileges and access to electronic databases but if they want to check out physical materials in a library, they would have to come to a desk so we can check for duplicates and catch them as they come in. SMCO not in agreement with proposal because SSI wants students to have cards with no additional requirements. Burden on students/front line staff to check for duplication rather than checking when cards are issued. Will create inactive cards. Other suggestions for reducing duplicates? Discussion to continue at future meetings. Another issue- do we need a new PTYPE for 18-19 year olds so bills don't go to their parents, or can guardian name just be removed from their record when they turn 18? Does Unique rely on patron type?

B. 02.07.02 New Code Request Form for ONLJ p-types – Homer (RCL)

Postponed for future meeting. Pending more information.

C. Update on Student Success Initiative Pilot Project Scope Report – Giuliano (SMCL)

Youth Services Committee has offered to take lead in making the roadmap and provide guidelines re: marketing and programming. Would provide contact and priority of districts to implement, circ managers would execute, they would coordinate w/schools to distribute. A subcommittee has been formed to start the roadmap- Natalie will be joining this subcommittee. An SSI toolkit is available to anyone who is interested.

3. New Code Requests:

A. Redwood City Library – Homer (RCL)

Patron Code 2: 1ONLJ; 2ONLJ; 3ONLJ; 4ONLJ; 5ONLJ; 6ONLJ; 7ONLJ;
8ONLJ; CONLJ

(for use with SSI proposal)

- Tabled for future meeting.

B. Burlingame Library – Gerlayn (BPL)

Location Code: **2yalu** - Lucky Day Collection – Main Level; **2ealu** – Lucky Day Collection – Easton Branch

- M/S/P- HM/RCL JQ/MP

C. Half Moon Bay Library – Sandy (SMCL)

Loan Rule: HMB Temp – From 6/29 extend loan time of anybody checking out at HMB to 9/1/18 due date.

- Proposal to change to T 65DA 0RN NP
- M/S/P- conditionally upon receiving the rest of the information and changing loan rule name: HM/RCL GO/BPL

VI. Informational Items:

Change this to “informational items/questions”?

Can we send BPL job descriptions and pay scale for Library Aides (pages)?

Update on new ILS for colleges- conference call last week to talk about the new library services platform, a cloud based platform. Intent to award contract to Ex Libris for all 114 community colleges in the state; not mandatory but highly encouraged. 96/114 colleges are interested. 6 pilots upcoming, the closest one to us is Foothill, but none of the pilot sites are part of a consortium. District here has made no decisions on changing ILS. Possibility that the colleges can be in both systems. More updates to come.

To do: Raquel will open up a ticket to delete all “working” web management reports.

VII. Circulation Manual in FIDO Review and Approve:

1. 03.01 Patron Library Cards M/S/P: GO/BPL RM/SBL
2. 03.01.01 Student Initiative and Big Lift - tabled
3. 02.07.03 The Loan Rule Determiner Table M/S/P: NW/SMP SS/SSF
4. 03.04 Patron Entry Protocols M/S/P: NJ/DCL RM/SBL
5. 04.01 Establishing Fines and Fee Structure M/S/P: GO/BPL LL/SKY
6. 06.02.01 Create List – Files: M/S/P: NJ/DCL GC/SMC
7. 07.01 A Novice User’s Guide to Web Management Reports – **section 7: Circ managers agreed to send Homer feedback ASAP (by June 4 at the latest) so he can send to Sandra K.**
8. 07.02 Working with Web Management Data
9. 07.03 Variations Using Web Management Reports

10. 07.04 Terminal Numbers

VIII. Agenda Building/Future Agenda Items:

Raquel to request a member of the Youth Services Committee to attend June meeting.

Move Public Comments to end of meeting agenda.

Section 7 of Circ Manual.

IX. Announcements:

SKY: Will officially have a new director by June 11

RCL: Fair Oaks reopening sometime in June.

MPL: Comic Con this Saturday, 2-7

Pending deadline dates and forthcoming events:

Admin Council report:

Admin Council next meeting:

Circulation Managers' next meeting: June 21, 2018

Next Recorder: BPL

2018 List of recorder rotation:

SMCCD: January 2018

SMCL: February

SMP: March

SSF: April

BPL: May

DCL: June

MPL: July

RCL: August

SMCCD: September

SMCL: October

SMP: November

SSF: December