

**MCLS Circulation Committee Meeting**  
**October 10, 2007**  
**Arcadia Public Library**

**In attendance:** Andre Gonzalez (ARC), Michelle Hoskins (ALT), Karen Mingle (AZU), Ida Nalbandian (BEV), Laura Goldstein (BUR), Gloria O'Donohoe (BUR, SAB), Claudia Herrera (CER), Olivia Audoma (CMM), Martha Urrea (CMM), Ernesto Mercado (DOW), Mark Herbert (ELS), Carlos Baffigo (DORA), Gina Olivera (GDL), Alan Romansky (GDL), Norberto Ledesma (LBPL), Christina Carlisle (MCLS), Rosario Garza (MCLS), Cynthia Maxwell (MON), Julie Villanueva (MPK), Abraham Maldonado (OXN), Carey Vance (PAS), Gina Eastman (POM), Eve Wittenmyer (PVP), Katie Markowitz (TOR)

**Call to Order:** meeting was called to order at 9:37 am.

**Approval of Agenda:** MSP (Carlos Baffigo, DORA/Julie Villanueva, MPK) to accept the agenda with one correction.

**System News:** Christina Carlisle updated circulation committee on system news.  
-Reference Center Staff has been reduced to two fulltime librarians and a part time administrative assistant. Christina Carlisle will also cover part time hours for administrative assistant.

-Shari Haber, reference librarian has returned to work.

-The MCLS Reference Center has new PCs with the MS Vista operating system.

-The workshop *Developing a Pro-Active Public Relations and Marketing Program*, originally scheduled for Tuesday, October 9<sup>th</sup> was cancelled. Hopefully it will be rescheduled for early 2008.

-The fall series of *Web 2.0/Library 2.0* is now full. The workshop will be repeated in January.

-Of the two new grants submitted, Big Box Programming, a Peninsula/MCLS proposal to develop a statewide database of library programming for both adults and children, was funded.

-Over the weekend of September 7<sup>th</sup> the van from the private delivery service which MCLS contracts for deliveries was stolen with all the materials. The van was recovered on October 9<sup>th</sup> with all it's contents. The material should be returned to MCLS today.

-The new MCLS website will be alpha tested starting 10/22. Rosario Garza stated that libraries will eventually be able to go into the website to update their own information. The website is expected to go live to the public by the end of November.

**Old Business:**

Approval of Minutes of May 9, 2007: MSP (Mark Herbert, ELS/Cynthia Maxwell, MON) to accept the minutes with two corrections.

-Structured Exchange topic for May 2008 meeting: Ideas were shared by the committee members. Karen Mingle (AZU) suggested the topic of what to do

when foster children incur overdue fines and fees. After much discussion, it was determined that many libraries have different policies. Christina Carlisle suggested that this topic be posted on the listserv. Julie Villanueva (MPK) suggested the topic of the evolution of roles of circulation staff and it was MSP (Carlos Baffigo, DORA/Karen Mingle, AZU) to accept this at the structured exchange topic for May.

### **New Business:**

-Change in Secretary Position: Sylvia Sandoval (CMM) will be unable to serve on the committee and Olivia Audoma (CMM) offered to replace her as secretary. MSP (Julie Villanueva, MPK/Gina Olivera, GDL) to accept Olivia Audoma as committee secretary.

-Selection of Workshop Topic (on March 12, 2008, location TBD): Christina Carlisle reported the AV Committee suggested doing a joint workshop on Security and Crime Prevention MSP (Ida Nalbandian, BEV/Mark Herbert, ELS) to accept the topic of Security and Crime Prevention to be held at Glendale Public Library. Andre Gonzalez and Carlos Baffigo volunteered to serve on the planning committee. Andre will contact vendors possibly from 3M or an RFID vendor. Carlos said he has a contact in retail who might make a presentation of their security practices that libraries could adopt. Christina will let the AV Committee know of the Circ Committees decision.

**Structured Exchange:** Claims Returned-Each library handles claims returned items in a different manner. Some search for items for 10 weeks, others search for 2 weeks straight everyday. Some search for items for 3 months. The number of how many claimed returned items a patron can have also differs. For some libraries, if a patron shows 3 claims returned within a 1-2 year period they are no longer allowed future claims returned. Others deal with multiple claims returned on a case by case basis. Processing fees also differ from \$8.80 to \$15 per item.

### **Agenda Building for Next Meeting January 9, 2008 at Glendora Library**

-Old Business: Report on workshop planning; approval of October 10<sup>th</sup> minutes.

-Structured Exchange: Dress code.

-New Business: demonstration of new MCLS website. An email can be sent to Christina Carlisle (MCLS) if anyone wants to add items to the agenda.

### **Roundtable:**

ALT-Circulation staff has now taken over the passports. Friends purchased popular DVDs to be rented for \$1.

ARC-Now has Envision ware. Revoked special teacher privileges. Toys have been purchased.

AZU-Patrons can now check out baskets from the library. They also received a new 3M security gate. Envision ware is scheduled soon for the computers. Sirsi acquisitions module should be running by spring 2008. Weeded items are going to the Friends so that they can sell them. A fish fossil, which tied in with SRP, is

on display. Author of *Aphrodite in Jeans* will be doing a signing on November 4<sup>th</sup>. Circulation stats are down. A bookmobile is coming soon.

BEV-Recruiting for new Library Director. Hired new Library Manager. Eliminated the number of items that can be checked out. This has increased circulation.

Positive comments regarding the city's smoking ban.

BUR-Held a library card campaign in September. Circulation and reference staff registered patrons for library cards at Back to School Night.

CER-Circulation and reference staff is now taking registrations for library programs. First week is designated for residents, second week is for non-residents. Non-residents are now being charged \$3 for ILL.

CMM-Branches are now open 6 days a week. Information library system expected to go live Feb. 14, 2008. Full-time library assistants have been hired for the branches. Both number of items to check out and the fine cap have increased.

DOW-Hired new circulation aides. "Greatest Generation Ever" pictures of World War II are on display.

ELS-In June an Author Fair was held. 43 authors and 800 people attended. Opening for senior librarian. Mold abatement is completed. New children's librarian has been hired. As of July 1<sup>st</sup> Internet is now free of charge. 8 new computers will be added, including wireless.

DORA-New computer and circulation desk. Circulation policy changed to no limits on check out items and everything is renewable. Library is in the architectural phase of expansion. Senior librarian hired.

GDL-Opened new store front library. Hired part-time help at Central library. Self hold service started Sept. 1<sup>st</sup>.

LBPL-New manager hired, as well as a new branch manager. Opened new branch in August to replace city's smallest branch. First green building in the city. Hours back to 7 days a week at main branch.

MON-Staff in the process of weeding and moving to temporary housing while library is being renovated. Down one library clerk.

MPK-Inventory being done manually. Email notification being done through Millenium. Using Library Elf for sending out courtesy notices.

OXN-Toys purchased through ELF Grant. Passport business is very busy.

PAS-Started new email notification. Teen forgiveness month this month. Library card registrations have increased due to patrons needing a card to sign up for the Internet.

PVP-Evaluating procedures for fines & fees. Hiring a children's librarian. In the process of weeding.

POM-Big Read program happening now through Nov. 14<sup>th</sup> in conjunction with Cal Poly Pomona. Title is *Bless Me Ultima*. Day of the Dead artwork is on display.

Circulation is down. YA librarian hired. Passport business is very busy.

TOR-New receipt printers had to be purchased because of interface problems with Sirsi.

Meeting adjourned at 12:30.

Submitted by Olivia Audoma (CMM)