

Circ Committee Meeting 3/10/26

Introducing Dana Hysell, the new Committee Chair and Director of the Field Library in Peekskill. Welcome to the committee Dana and many thanks to Kim Naples who had served as previous Committee Chair.

Evergreen Upgrade: May 13

It's everyone's favorite time of the year, Evergreen upgrading time! Our upgrade is scheduled for May 13, 2026.

- Lindsay will be sending out upgrade highlights and release notes soon.
- There is nothing appearance-wise that is changing and nothing major is changing. More to come!

Anonymization Standstill: The longer time period before transactions are anonymized in Evergreen was proposed at PLDA and it was met with some minor push back from some Directors who were concerned about potential FOIL requests.

- Lindsay stated that for analytics purposes, it would be helpful to maintain 14 months' worth of statistics.
 - Longer data retention would allow libraries to analyze:
 - Unique users
 - Active cardholders vs. registered cardholders
 - Collection usage trends
- However, for Circulation purposes, we wouldn't need them for more than 60 or 90 days.
- Lindsay is also in talks with our ILS Administrator about other ways to capture analytics.

Clear Holds Shelf Process: The correct way to clear expired holds is to pull the items off the Holds Shelf and check them in with the "Clear Holds Shelf" checkin modifier on.

- **DO NOT USE** "*CLEAR THESE HOLDS?*" button on the Holds Shelf list screen as that button doesn't work properly and is therefore, not the recommended practice.
- With the upcoming Evergreen upgrade, Lindsay will be able to disable this button. All libraries agreed that it would be helpful to disable it, so that it's no longer an issue.

- WLS will send out an email with the correct process and the steps involved.

What Not To Send Through Bins: Badly damaged items should *NOT* be sent to fill holds. If a DVD or CD case is cracked so badly that there are jagged edges, please do not put that item in the bins.

- Also, moldy books should *never* be sent to fill holds.
- Please communicate with your Circulation Staff that they need to inspect items before they are sent off to other libraries, and staff should feel empowered to not send anything that is in rough shape, especially if there are other copies available to fill the hold.
- If any library notices items seem to be getting damaged in the delivery bins, please communicate that to WLS so they can reach out to the drivers.
- Many libraries have noticed that media is getting mixed in with books which can cause plastic cases to break. Allison Pryor will reach out to the delivery service regarding packing the bins.

Discussion

Q: When do fine-bearing libraries empty their book drop and start levying their daily fines?

A: Most said once the library is open to the public, is when the fines will accumulate. Anything in the book drop before the library is open, will be backdated to the previous day.

Q: Do we need Pre-Cats? They sometimes cause more problems than they're worth as they hang around in the catalog.

A: We do need them as a last resort if an item hasn't been properly linked to the catalog, or the barcode is too damaged to be read by the scanner.

- CHA also uses them for a small collection that may only occasionally circulate.
- When used properly, pre-cats are helpful - but they do need to be deleted when the items are returned!

Q: Are fine free libraries also using the amnesty mode checkin modifier?

A: Yes, the majority of fine-free libraries are also using the amnesty mode modifier when checking items in.

Greenburgh has new study pods!: Greenburgh has a number of new study pods for patrons to use that have been in high demand. However, they require that the patron have a library card (for any Westchester library).

- Therefore, they have been making lots of TEMP cards and sending the information to the home libraries. All libraries appreciated the extra steps GRE has been taking and expressed gratitude for them.

Circulation policies for specific items: Circ policy/circ modifiers can be set so certain items will only be circulated by the owning library's patrons.

- Reach out to Lindsay for more information.

Announcements

- Look for emails soon regarding previews of the Evergreen upgrade!
- There will be an Evergreen training next week (3/16 10 am - 12 pm) for new hires or it can be used as a refresher for staff who might need one.
- **North Salem (NOR): Ruth Keeler** is temporarily closed due to maintenance issues and is therefore unavailable as a hold pickup location currently.
- **BRI is opening in April!** As you know, Briarcliff had extensive HVAC renovations and they are nearing the end. The last day to pickup holds at their temporary location is March 23. On April 4, they will cancel any holds that weren't picked up and send them back. They will then be closed for 2 weeks as they move back and settle in. On April 20, they will re-open at their permanent location. Hooray for BRI!

Successes

- POR has a new Director, Tee Cotter who was their Children's Librarian previously. Congratulations to Tee!

The next Circulation Committee meeting is scheduled for May 12, 2026 at 9:30am.

Respectfully Submitted,

Marie Trapasso

MTP/MVA