

Monarch Library System
All Directors Council
August 8, 2019
9:30 a.m.

West Bend Community Memorial Library
630 Poplar Street
West Bend, WI 53095

Please join the meeting, by clicking on this link:

<http://go.teamviewer.com/v11/m12159100>

Meeting ID: m12-159-100

Amended Agenda

1. Call the meeting to Order
2. Public Comment and Correspondence
3. Approval of the agenda
4. Approval of the minutes: June 13, 2019
5. Staff Shout Out
6. Monarch System Reports: Please review written reports in the packet.
 - a. Director Update
 - b. Other reports as needed
7. Committee Reports
 - a. Circulation Committee Report

Recommendation 1: The Circulation Committee recommends that the wording in Polaris is updated from “Declare Lost” to “Declare Lost/Damaged.”

*This will help with any confusion when charging patrons for damaged material

*Whether the item is lost or damaged, charges are assessed the same way. This should help clear up confusion

Recommendation 2: The Circulation Committee recommends to **NOT** activate the username function of Polaris do the to the face that it cannot be used everywhere – possibly leading to confusion with patrons and staff.

Recommendation 3: The Circulation Committee recommends that all libraries use Alison’s guide for cataloging consistency for book kits. All other details as far as containers, housing and reserves will not be included in a best practice document.

Recommendation 4: The Circulation Committee recommends that is a patron lives in a community with a library “registered at” should be that community’s library. If they live in a community without a library, “registered at” should be the library were the patron gets their card.

Libraries who would like to issue cards for neighboring libraries are welcome to, however, it is up to each library as to whether or not they would like to do so. We recommend patron records be updated to reflect this by the end of 2019, so that annual reports will accurately reflect patron counts.

Updates and Reminders:

*The Circulation Committee will be sending out a best practice/policy of the month. This will be emailed to the CIRC email mailing list as well as to directors. Our first email will be sent on Friday, August 9th. Please add all circ staff with emails (generic or individual staff member) to this mailing list so that they are receiving this information.

*Our best practice document for damaged items will be finalized at our August meeting (8/22/19Z). This document will be circulated as soon as possible once it is finalized.

- b. ILS Committee Report
- 8. Old Business
 - a. RB Digital old material (discussion)
- 9. Other Business
 - a. Resource Workgroup
 - b. Technology Workgroup
 - c. Update on Iron Ridge library
- 10. New Business
 - a. Electronic Communication from System
 - b. Meeting Protocols (discussion)
- 11. Next All Directors Council Meeting: September 12, @ 9:30 a.m. location to TBA
- 12. Adjourn