

**CLN Loans Group Meeting**  
**2/18/16**  
**Minutes**

10:20-11:00 am

Deb Higgins facilitated.

Present were Deb Higgins, Jill Chase., Jill Tofferi, Greg Tisher, Constance Murphy, Therese Marcy.....

Minutes from last meeting were accepted.

Greg Tisher has agreed to become the new facilitator for the Loans group.

Everyone agrees that the new messenger service is going well. It was mentioned that the main challenge is remembering to count items before they are picked up or delivered by the service. We were reminded that there is no delivery on federal holidays.

Greg asked for and received confirmation regarding his use of report #222 for circulation statistics. If you input the date range from day 1 of the first month to day 1 of the second month, you will get an accurate monthly count.

Constance asked if there was a way for the Long overdue(Lost) designation to be automatically removed when a book is renewed. It was discussed that most libraries do not renew when the material is that long overdue.

Constance also asked if there is a standard operating procedure for submitting tickets to Bywater. Deb said that she would send a general procedure to Constance. Therese wanted to know who is responsible for submitting tickets. Deb said that we should initially bring up an issue or a problem on Basecamp to see if there is any solution or if everyone agrees that a ticket should be written. Deb said that there are multiple people who can submit tickets but there seemed to be some confusion on this point. Deb and Wendy have been the go-to ticket submitters.

Deb informed the group that Chris Kirby is working with Bywater on Overdrive authentication of patron card numbers.

Deb informed the group that the problem of duplicating overdue notices seems to have been solved. Let her know if this comes up again.

Bywater is very helpful when you need a report created. Deb has had reports written for her by Bywater in one day.

Deb is doing inventory and will send a How-to to Jill T. There is a tutorial on the Bywater site.

It was agreed to table the check-in procedure discussion until the next meeting.

We agreed that it would be a good plan to have a regular meeting schedule. Tuesday seems to be the most approved day of the week. Constance will check with the catalog group to confirm which Tuesdays are open.

Respectfully submitted,

Constance Murphy

Deborah Rawson Memorial Library