**CCC LSP Project Circulation Working Group**

**Minutes**

**Wednesday, Apr. 28, 1:00 p.m. via Zoom**

1. Check in
   1. Kymber (Lake Tahoe Community College): Continuing to provide limited in-person services: <http://ltcc.edu/campusresources/library/index.php>
   2. Lena (Pasadena City College)—PCC Library working to reopen June 21, 2021 (beginning of Summer session). We will be following the city and county guidelines, which is currently at 75% capacity. The campus continues to work on safety/reopening plans through the campus-wide Task Force.
   3. Patty (Southwestern College)—reopening in the works as well. Safety measures (e.g. partitions) are pending. They’ve been asked to begin a reopening plan. She’s hoping that staff will be allowed to return in July 2021 so that they can prepare for the tentative Fall 2021 reopening.
      1. Fall 2021—30% face-to-face; 50% Student Services to be offered
      2. Once it becomes FDA approved, campus access will require vaccination for staff and will work to provide it on campus. To be negotiated with union.
   4. Lisa (Grossmont College)—reopening on Monday, May 3, 2021.
      1. 30 people at a time; geared towards students
      2. 4 hours a day, M-Th (10-2)
      3. Reopening plan: <https://docs.google.com/document/d/1zE3w4h0iWB4HqXFDMz1MMxikK4JF7hLrFWtF9pJT1a8/edit?usp=sharing>
   5. Amanda (City College of San Francisco)—meeting on Thursday, May 6th, for board to discuss/vote about reopening
      1. Possibility of expanding study and computer spaces on campus (separate from the library, separate entrance)
      2. Trying to envision a way to provide limited services to students, but this will depend on Thursday vote.
      3. Library Dean is retiring. Lots of changes. Budget issues (unrelated to COVID).
   6. Lynda and Tatiana (Diablo Valley College)—
      1. Summer—doors will be closed, but services will still be available by appointment (pickup, scanning services)
      2. 10am-2pm summer hours (T, W, Th); Monday is dedicated to scanning requests
      3. Classified is working 4/10, so they are getting Fridays off
      4. Short staff, so keeping doors closed is a safety measure
      5. Fall 2021 is still pending, but meeting is going to happen among the colleges in the district to brainstorm and plan
   7. Rebecca (Folsom Lake College)—Just submitted a reopening plan for Fall; currently a pickup service 3 days per week, during 4-hour chunks.
      1. A multi-college district, so reopening plan is a general outline per college library. Will wait to see if it is approved, and then modify it based on Sacramento County guidelines.
      2. Summer classes will only be courses that are too difficult to have remotely; still talks about increasing the percentage of Fall classes that will meet on campus.
   8. Efrain (Fullerton College)—Being asked to return on Aug. 2nd as a hybrid schedule for Classified Staff. Had opened cafeteria for study space, but now VP has requested that library provide study space. Classified staff reluctant to return. There was a walkthrough to begin talks about safety measures and distancing in the library (e.g., seating). He anticipates that Classified Staff will be required to return to campus in early August.
   9. Question:
      1. Patty—does a librarian have to be in the building in order for the building to be opened?
      2. Kymber—As long as a librarian is on-call (even remotely), services can still take place. This was the case before the pandemic at their college library.
      3. Lynda—It is a safety measure to have a librarian on-site. How do we reconcile the differences between the two different unions (faculty, classified) in order to make library services available now, if librarians opt to remain remote? This is pending.
      4. Tatiana—Classified Staff had the choice to return to campus because it was easier to do work from on-site.
      5. Lena—Pre-pandemic: A librarian has to be on-site during open hours. We relied on adjunct librarians during nights and weekend. Post-pandemic, we will have to modify our hours to ensure that a librarian is in the building (reinstatement of adjunct budget is still pending).
         * Efrain’s library has a similar model.
2. Office hours
   1. May 5 - Circulation statistics with analytics (Lynda)

* Need questions for analytics guests
* Lynda—update: got together with the systems librarian to create a list of items that are required to be collected for statistics. Decided that a more granular list would be more appropriate for circulation. Next meeting, going to figure out what canned reports are ready to go, and figure out how to create other reports and how to extract that data.
* Questions will come up once they figure out if they can’t figure out canned reports for certain items.
* Lori—are there any current examples that can be shared? The Analytics team was excited to collaborate with us and will be at next week’s meeting. Do we have any current questions to give to them next week that are circulation related, so that they can use them to compile a presentation?
* Tatiana has questions for the Analytics group that she can share.
  + Has found that some reports are very useful, but they are hard to find/locate. Finding certain reports can be complicated to find.
* Please send questions to Lori by the end of tomorrow, 4/29, that you would like for the Analytics team to cover.
* Cathy—it might be good to have a list of **report names** and how to find them, as well as for what purpose to use these reports (e.g. state report). A **master list of reports**, canned and created, would be very helpful.
* Lynda—will the master list include mainly circulation related stats or stats in general?
  + Cathy—maybe this can be a larger project in collaboration with Analytics in the future, but to start we could focus on circulation (start small).
  1. May 19
     1. Alma app demo (Parisa)—absent for today’s meeting
        + Patty—question: Can you log in with your credentials, or do you have to use admin credentials? Her credentials are not working.
     2. Lost and damaged items (Lisa)
        + She has created procedures:
          1. How to convert items to lost in Alma
          2. How to add damaged fees in Alma
          3. How to create a work order to send to another dept (e.g. another library, I.T.); she wanted the status of those items to not be “available”, but to not have them checked out to a fake account.
          4. Are there other procedures that others would want?

Lori—this is a great place to start! Suggestion: share them with the group so that the group can test them and share feedback, in time for the office hour.

It is written specifically for Lisa’s library, so she is going to share it with Patty for feedback before sharing it with the group.

1. LibGuide for LSP project
   1. Everything is on the wiki, which will now be moved to the new LibGuide. Lori needs volunteers for help with this migration to the new platform. The circ group has a lot of content on the wiki. Please email Lori by the end of tomorrow, 4/29, with your interest to help. You will be contacted at a later time with access to the new LibGuide. The deadline for this migration is June 15th.
   2. Caroline—decision needs to be made about what content will be migrated and what items will not migrate. The work group needs to make that decision as well.
      1. Meeting Notes (anything pdf or doc) has been migrated by Caroline. She needs for the group to decide about misc. documents and recordings that should migrate and that should not be included. Do you want to keep an archive? Let Caroline know.
   3. Lori—some of the recording locations are unknown, for those of us who are newer to the group.
   4. Caroline—if those recordings need to be archived, then we need to identify who has access to those older recordings. Some of the links are not functioning. We can begin moving over whatever we want to the LibGuide.
      1. Caroline is happy to help anyone who is not familiar with the use of LibGuides and is interested in learning.
2. NERS follow-up
   1. No updates on the vote. Will follow up about this item at the next meeting.
3. Work group participation for 2021-22 school year
   1. If you are interested in participating, please complete the following form **by May 14, 2021:**[**https://forms.gle/LUxVHnxsLgm2G3kF9**](https://forms.gle/LUxVHnxsLgm2G3kF9)
   2. You will need to fill out the form if you are interested in continuing to serve in the work groups for next academic year. The work group leads tend to change in a new academic year.
   3. If you are faculty, you are approved by Academic Senate. If you are classified you are approved by the governance committee. There is no limit to the number of members per college.
   4. Lori—question: how much longer would the group like to meet for the rest of the school year? Last year the group met until early June.
      1. Lynda—would be helpful to at least meet once a month during the summer.
      2. Patty—would also like once a month.
      3. After May, one meeting a month in June, July and August

**Upcoming Calendar Items:**

Next meeting: May 12, 1:00 p.m.

Next office hour: May 5, 4:00 p.m.

LSP Wednesday Webinar Series: 11:00 a.m. weekly

LSP Governance Committee meeting: May 7

**Rotation for Minutes:**Apr. 28: Lena, Pasadena City College

May 12: Patty, Southwestern College

May 26: Amanda, City College of San Francisco