**Circulation Workgroup Meeting**

**Dec 17, 2019**

**In attendance:** Michelle Ohnstad (Chair), Sara Cassetti, Lori Lisowski, Lauren Saslow, Melissa Taylor, Antonio Lopez

# **Agenda**

1. **Michelle announced that she has been asked and agreed to co-chair the State Governance Committee.** This means she will be stepping down as Work Group Lead for Circulation. Sara Cassetti has been appointed to lead the Circulation Work Group. Michelle has brought Sara up to speed on the responsibilities and they are leading today’s meeting together.
2. **Sara will be taking over on leading the group in the future projects, including:**
   1. **Letters & Notices – Setting up Notifications**

Lauren mentioned some quirks that occurred post-cutover with letters & notices (notices were delivered in error that resulted in minor chaos for their unit the first couple of days). Lauren said she thought the situation was unavoidable and was temporary. They are working on cleaning everything up now. Lauren said their adding their individual campus information on the Library Details “Notes” field because their footer says LA Community College.

Sara suggested doing some outreach, either via the notices and/or the library website, that informs users of the LSP changes and the potential for delivery of notices in error or other idiosyncrasies.

* 1. **Using the CCC Network Zone for ILL**

Jessica Hartzwagon will be managing the Network Zone for the CCCs. Sara may want to invite her to Circulation Work Group meetings that pertain to her (discussions on this topic).

* 1. **Using Alma to manage print periodicals**

Michelle brought up the issue of figuring out how to use Alma for print periodicals management. Lauren mentioned again that

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1. **Housekeeping regarding the change in leadership of the group**

Michelle will need to cancel her meeting invitations and Sara will need to send out new ones. An announcement to the work group should also go out announcing the change, particularly since today’s meeting attendance is low due to the holidays.

The work group should continue through 2020, though nature of the work of the group may change over time.

Sara will add finding a new notetaker within the group to the next meeting’s agenda. Melissa has agreed to help with monitoring the chat since that can be a challenge when sharing your screen and leading the meeting.

1. ELUNA – ExLibris Users of North America is having a conference in May in LA, so everyone should consider attending. They run their own version of enhancement requests, and since the group is so huge, they have a lot of bargaining power in terms of those requests resulting in changes.

Lauren asked if Michelle knew anything about CCL paying for the colleges’ memberships to ELUNA. She does not have an update.