SLS Circulation Committee Meeting Minutes
Huntington Beach Public Library
December 15, 2022

1. Call to Order
Caroline Wilkins called the meeting to order at 10:03am.

2. Roll Call
Anaheim Public Library, Susi Pineda
Buena Park Library District, Caroline Wilkins
Fullerton Public Library, Alysha Long
Huntington Beach Public Library, Kim Withey
Mission Viejo Library, Joshua Standifer
Orange Public Library, Deniss Sok
Santa Ana Public Library, Alma Valdez-Barragan

Not Present:
Newport Beach Public Library
Orange County Public Library
Placentia Public Library
Yorba Linda Public Library

2. Adoption of Agenda
Agenda was adopted as presented with no changes.

3. Oral Communications
There were no members of the public who wished to speak.

4. Consent Calendar
Approval of Minutes
Joshua Standifer motioned to approve the September 15, 2022 minutes. Deniss Sok seconded. Minutes were approved unanimously.

Continuing Business
Yearly Fiscal Processes

The Circulation group discussed yearly, monthly, and weekly reports. The group agreed running reports in a timely manner is essential for tracking and reporting. Examples include:
• Purging Accounts – Deleting patrons accounts that are expired or have not been used. These reports ranged from 3-7 years.
• Summary Reports – Data includes number of users and new user registrations.
• Circulation Reports – Lost/Assume, missing items, collection accounts, claims return, and courtesy reports such as overdue, available holds, and fines.

New Business
Future meetings: Dates, times, and agenda topics.
• March 16, 2023: 10:00 am at Santa Ana Public Library.
  o Homebound Services and Zip Books.
• June 15, 2023: 10:00 am at Fullerton Public Library.
  o TBD.
• September 7, 2023: 10:00 am at Buena Park Library District.
  o TBD.
• December 21, 2023: 10:00 am at Anaheim Public Library.
  o TBD.

Roundtable
Each member updated the committee on news from his/her library.

Next Meeting
The next meeting will be held March 16 at Santa Ana Public Library, hosted by Alma Valdez-Barragan. The scheduled topic of discussion is Homebound Services and Zip Books.

Adjournment
The meeting adjourned at 11:56 am.