

**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, claimsreturn, 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.
 - Homebound Services and Zip Books.
- June 15, 2023: 10:00 am at Fullerton Public Library.
 - TBD.
- September 7, 2023: 10:00 am at Buena Park Library District.
 - TBD.
- December 21, 2023: 10:00 am at Anaheim Public Library.
 - 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.