**Minutes of Evergreen Advisory Committee Meeting**

Via Zoom

Wednesday, February 2, 2022 at 2:30 PM

**Committee Members Present:** Debby Emerson (Wadsworth/Livingston), Lisa Gricius (Warsaw/Wyoming), Kimberly Iraci (Williamson/Wayne), Margo Prak (Bloomfield/Ontario), Erin Robinson (Arcade/Wyoming)

**Others Present:** Dan Guarracino (Automation Librarian, PLS), Kathryn Riedener (Cataloging, PLS)

**Absent:** Kelsy Hibbard-Baker (Geneva/Ontario), Ron Kirsop (Executive Director, PLS)

1. **Call to order**

The meeting began at 2:38pm.

1. **OWWL Policy Review**

The committee reviewed OWWL policies regarding renewals and bills. The policies can be [found here](https://docs.owwl.org/Evergreen/OwwlPolicy). The actual policies are in italics, while normal text is the committee’s discussion and recommendations.

1. **Renewal limits**

*The number of allowed renewals for a specific type of material is set by the* ***CirculationModifier*** *according to library policies and/or the Standard Loan policies. (EAC 2/2022, 11/2013)*

 No discussion or changes.

1. **Renewal limit overrides**

*Avoid renewing items beyond the renewal limits. If the item belongs to another library, do not override the renewal limit without the permission of the owning library. (EAC 2/2022, OWWLAC, 3/2014)*

No discussion or changes.

1. **Renewals blocked for items with holds**

*Items with holds - title, volume, or copy level - cannot be renewed. The item must be checked in and routed to the next pending hold. (OWWLAC, 2/22/2006, 11/2013)*

No discussion or changes.

1. **Renewals possible for accounts with circulation blocks**

*There are no renewal blocks based on circulation blocks - fines $5.00 and more, or 5 or more overdue items. Overdue items can be renewed to finalize bills and stop additional bills from accruing. (EAC 2/2022, OWWLAC, 5/2016)*

*It is recommended practice that library staff renew any overdue items to finalize bills before accepting payment for overdue materials.*

We discussed if this is relevant or needed changes and settled on no changes.

1. **Overdue Materials**

*Bills for* ***overdue materials*** *may be paid at any library and the bill payment kept by that library regardless of where the materials were checked out, where the materials were checked in, or who owns the materials. (EAC 2/2022, 11/2013)*

No discussion or change.

1. **Lost Materials and Damaged Materials**

*Bills for* ***lost and damaged materials*** *may be paid at any library* ***but the payment must be forwarded to the owning library.***

* *Lost/damaged bills are paid using the* ***PaymentType*** *“Passthru” to clarify accounting at the payment library.*
* *If being paid by check, the check must be addressed to the owning library.*
* *Checks and cash may be sent to the owning library via delivery. Place the check/cash in an envelope with accompanying patron and item information, then place the envelope in one of the maroon delivery bags.*

*See: PayBills*

*(EAC 2/2022, 11/2013)*

Changing the wording on “*Lost/Damaged bills are paid using the* ***Payment Type “****Work” and an annotation for the owning library. “Check and cash may be sent to the owning library via delivery. Place the check/cash in an envelope with accompanying patron and item information, then place in a large size envelope and send in delivery”*

1. **Lost Materials Processing Fee bills**

*If a library charges processing fees in addition to lost materials bills, then the library should roll the fee into the item price or use the system-generated Lost Materials Processing Fee bill. No libraries should create manual bills, after the fact. Contact PLS to configure the system-generated processing fee bill. (EAC 2/2022, 1/2014)*

 No discussion or changes.

1. **“Credit”**

*Libraries should not convert excess payment into credit. (EAC 2/2022, OWWLAC, 9/25/2012, 11/2013)*

 No discussion or changes.

1. **Forgiving Bills**

*When not holding a patron responsible for a fine, for whatever reason, use the “Forgive” PaymentType to clear the fine; add an annotation to attach relevant explanatory notes. (11/2013)*

Discussed how Void Billing is being used by some libraries. "Void All Bills" removes evidence in both the Staff Client and the patron end that a Bill ever existing. This halts the paper trail, which may be questioned in an audit. No changes.

1. **New business**
2. **Default search location in Evergreen**

*We’d like to discuss changing the default search location for newly registered patrons. Right now, a patron’s default search location is their home library, but we’re wondering if setting the default search location to OWWL would be a more patron-friendly approach. This would mean that searches, by default, would be at the consortium level when a patron logs in to their account.*

The EAC recommends all new patron’s default search location will be OWWL for a more patron-friendly approach.

1. **Mobile app**

*We’re planning to work with a developer to have a mobile app for iOS and Android developed. We had discussed this briefly at one point last year, too. We wanted to check in with you all to see if there are any big “wishlist” items before we dive in.*

The EAC had a various list of wishful ways with what the app could have. Dan noted them all.

1. **Expunging existing fines**

*We’ve had a few requests from libraries who have gone (or are planning to go) fine-free for help expunging existing fines. We wanted to start a conversation with you all about the best way to approach this.*

The EAC discussed and decided that the best action would be to take this discussion to PLSDAC.

1. **Staff privileges**

*Folks with staff privileges at multiple libraries or who have moved between libraries issued new accounts.*

A bug was discovered if an employee works at more than one OWWL library that certain payments would not record correctly. Short term fix is that the employee will have separate logins for each library – this is called the Margo Fix. Plan in the future to fix this bug and go back to the employee having one login.

1. **Evergreen upgrade**

*Evergreen upgrade coming later this year.*

PLS is looking into what version to upgrade to (3.7 or 3.8) which will effect the timeline of the upgrade.

1. **Tracking Evergreen changes**

*A new way of tracking Evergreen changes (*[*https://docs.owwl.org/Evergreen/EvergreenChangelog*](https://docs.owwl.org/Evergreen/EvergreenChangelog)*)*

**4. Next meeting date/time**

April 6th at 2:30pm on Zoom.

**5. Adjourn**

The meeting adjourned at 4:04pm

Respectfully submitted,

Erin Robinson