

## RSAC Minutes – January 7, 2025, 10:00AM

### Roll Call:

Committee Chairperson: Carol Bancroft (Clinton Community)  
Vice Chairperson: Laurie Shedrick (MHLS)  
Columbia County: Michelle Hoffman (2025) & Shea Wert (2027)  
Dutchess County: Tom Lawrence (2027) & Carol Bancroft (2025)  
Greene County: Jaki Elmo-Emel (2025)  
Putnam County: Donna Perolli (2027) & Gina Loprinzo (2025)  
Ulster County: Darren Lanspery (2027) Gisi Vella (2025)  
MHLS-Rebekkah Smith Aldrich

1. Call to order
2. Identify Secretary – Gina Loprinzo
3. Approve [minutes from October 17, 2024 meeting](#)
  - a. Carol Bancroft motioned to approve, seconded by Tom Lawrence.  
Approved unanimously.

4. Deleting lost, missing, billed, etc. items  
Background: We have numerous item records in our database that have been lost, missing, billed etc. for decades. MHLS does suppress these items from public view, but they often remain in the collection indefinitely and tied to that deletion of patrons with checked out items. Technically, these items have billed status, so if we interpret that to mean items in billed status over 7 years, can these items be batch checked in and marked lost, so that we can delete the patrons associated with them?

It was suggested that instructional information should be sent to member libraries, with an April 1<sup>st</sup> deadline to deal with items in lost/missing/billed/on search status for more than 7 years. Items will then be removed by MHLS staff. **Include as Action Item at the February DA Meeting.**

5. Lost in Transit  
Process for tracking - statistics etc.

Discussion revolved around the possibility of tracking whether items go missing from particular libraries more often than others. Laurie spoke with Tom Finnegan and found there are only a handful of lost in transit items each year. Committee members will bring the discussion to their county meetings to assess the issue and discuss the process for correction/searching for missing items. Laurie will send out instructions for reporting.

Directors should also be reminded of the Admin Sierra Checklist posted in the Knowledge Base under the Library Admin Toolbox. It was also suggested that tips be included in future MHLS Bulletins.

6. Time on Holdshelf – seven business days

There are a few libraries that are open 2-3 days/week, which has led to the possibility of items sitting on their holdshelves for up to a month. There is the option of creating different loan rules for them; however, they typically have a low volume of holds

delivered per year. Therefore, it was recommended that this be monitored to see if it continues to be an issue.

## 7. MHLS Updates

a. Laurie reported there has been a bit of a delay in making the mobile app available to all libraries, but it will happen soon. LX Starter is moving out, with 42 libraries using it.

b. Rebekkah talked about the importance of advocacy at this time.

c. There is a new section on e-resources in the annual report this year.

## 8. Adjourn: 11:03AM

The next meeting will be in March, date to be determined in February by a Doodle Poll.

### **Action Item #2: Removal of long suppressed items with status of lost missing, billed in transit and discard**

**Background:** We have numerous item records in our database that have been lost, missing, billed etc. for decades. MHLS does suppress these items from the public view, but they often remain in the collection indefinitely. If these items are in billed status, and still checked out to the patrons, it makes it impossible to delete the patrons who are expired for more than 3 years with items outstanding for more than 7 years.

**Recommendation:** Allow MHLS staff to delete records that have the status of Lost & paid, Discard, Claims returned or remain checked out with a Billed status of longer than 7 years. This would become a regular annual maintenance task for MHLS to complete. MHLS will provide a spreadsheet in shelf order that can be filtered to any member library. A period of 4 weeks will be provided for libraries to review/search the records slated for deletion. MHLS will post a notification to the Notices list when the report is ready for review and again 7 days before the scheduled deletion.

**Status:** Discussed at the RSAC on 01/07/2025

**Effective Date:** Spring 2025