

**Resource Sharing Workflows Work Group**  
**December 5, 2024, 1 pm**  
**Video conference**

**Meeting Documents:** <https://www.scls.info/committees/resource-sharing-workgroup>

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89259572785?pwd=0tM3jFJsHWT2g3PdNZ8Niv1HzwEuB4.1>

**Attendees:**

- 1. Call to Order 1:04**
- 2. Approval of previous meeting minutes: 10/3/2024**
  - a. Motion, Roxanne, seconded by alyssa. Minutes approved.**
- 3. Action Items**
- 4. Discussion**
  - a. Review results of Post-It note study (Tim Drexler)
    - i. Paper copies were not added to spreadsheet. Tim started charting data that was included. No conclusive data until we have another sample for comparison. Three examples of data distribution. Box plot, histogram, dot plot. Box plot has orange reference line for average. Different shadings on the box plot indicate the 25<sup>th</sup>, 50<sup>th</sup>, and 75<sup>th</sup> percentiles. Each library has its own set of data graphs. Also did a comparison of libraries – not a lot of data from certain libraries but may be in paper copies. Once we have data from another part of the pilot – transit slips, we will have adequate data for a true comparisons. Comparing a given library to itself. Tim will publish when data is completely added and will announce to group.
  - b. Discuss transit slip pilot (for transit only and/or transit/hold slip)
    - i. When we are ready and libraries are informed, the plan is to un-hide the transit slip button in the Transit Hold pop-up to allow libraries the choice to print a transit slip. Not all libraries will be required to participate but need to know what that extra button does. Prefer to have as many libraries that performed the Post-It note study to participate as possible

to get enough data for comparison. But libraries are not required to participate.

- ii. Questions about issues with transit slips falling out of books.
- c. Discuss possible “no Post-It note study”
  - i. We are not certain about the parameters of this possible study. If dedicated bins were used this may work. But, if a bin needs sorting by Delivery, they would not have an indicator of which items were holds and which were returns unless a sorter was involved.
  - ii. Margie said that she thinks it is recording the time it takes to checkin an item to fill a hold going in transit to another location and just placing it in a bin compared to the time it takes to checkin in an item to fill a hold at another location, putting a Post-It note on it and placing it in a bin.
- d. Next steps for workgroup
  - i. Enter the data provided on paper documents. Tim will update dashboards.
  - ii. Discuss possible time frame for transit slip pilot, educational information to be provided to all libraries during this period and their options. How screen will look, what libraries can do at each library, does this impact their workflow?
  - iii. Discuss the “no Post-it note study” and what the particular parameters are (think Margie answered this question but confirm with Vicki).
  - iv. Discuss potential costs differences between using Post-it notes and receipt paper. We will probably have good data after the transit slip pilot to provide some information i.e. how many slips were printed vs using Post-its; estimated costs per type, etc. How many rolls of receipt paper does a library go through in a week just printing hold slips, payment receipts and checkout slips? And did that significantly increase during the transit slip pilot?

**5. Plan for Next meeting:** January 2, 2025

**6. Adjournment**

For more information about the Resource Sharing Workflows Work Group, contact Vicki Teal Lovely

Resource Sharing Workflows Work Group/Agenda/12-2024

