

Meeting summary for Circulation Advisory Council (03/05/2025)

[Zoom summary edited by Joe]

Quick recap

The team welcomed new members and addressed ongoing issues, with a focus on email routing and the transition from *Encore* to *Vega*. The transition to *LX Starter* was also discussed, with unclear impact on text messaging and an uncertain timeline. Laurie's transition to an interim Head of Circ at Troy and training offers for new hires were also highlighted.

Next steps

- Joe to send out a list of people who receive reply-to emails for patron responses to "Do not reply" emails.
- Joe to change Deanna's reply-to email address to Emily's for the Washington Avenue branch.
- All libraries to review the Reply-to email list and provide corrections to Joe.
- UHLS team to provide updates on the timeline for moving from *Encore* to *Vega*.
- UHLS team to research and configure *LX Starter* for notice customization.
- Rob to provide *Sierra* training to Troy's new Head of Circulation.
- Rob to provide *Sierra* training to Julie, the new manager at Valley Falls.
- Laurie to introduce Troy's new head of Circulation at the next meeting.
- All libraries to reach out to Laurie (dryerl@thetroylibrary.org) if they notice any issues with Troy's *Sierra* operations.

Summary

New Members and Email Routing Issue

In the meeting, the team welcomed new members such as Jessica and Allison, and congratulated Julie on her new role as a manager. They also discussed an ongoing issue with some library card expiration emails being incorrectly routed to individuals, which Joe agreed to address. There were no other significant issues or decisions made during the meeting. The team is expected to make corrections to the email routing list.

Encore to Vega Transition and LX Starter

Joe discussed the upcoming transition from *Encore* to *Vega*, a process that will take at least the second half of 2025. He also mentioned the introduction of *LX Starter*, a system that will allow them to configure their own notices. However, the timeline for *LX Starter* was not confirmed. Laurie and UHLS clarified that *LX Starter* would affect email notices but the impact on text messaging was unclear. Joe also mentioned that *LX Starter* is better integrated with *Vega*, but the exact timeline for its implementation was not provided.

Transition and Training at Troy

In the meeting, Laurie Dryer discussed her transition to an interim Head of Circ over at Troy and the hiring of a new person for the position, who is expected to join the next meeting. Joe and Rob offered immediate training to Laurie and the new hire, emphasizing the effectiveness of this approach. Joe inquired about the situation at Troy, while Laurie acknowledged the busy period they were experiencing. Joe also extended training offers to Julie, the new manager at Valley Falls, who is still getting familiar with her role. Joe encouraged the sharing of techniques and skills among the participants, and confirmed that the next meeting would be in April.