

Circulation Services: Workflow Improvements through Technology

Introduction

- Circulation Services Manager
- Extensive experience in circulation services and staff training.
- Passionate about leveraging technology to optimize library day-to day operations.

Learning Objectives:

- By the end of this session, I hope you will:
 - Identify opportunities to improve circulation workflows through technology.
 - Learn best practices for implementing new tools and training staff.
 - Explore strategies for reducing repetitive tasks and transitioning to digital processes.

About St. Charles PL



- Monthly physical circulation between 70,000 and 80,000
- Annual physical circulation 854,511

Agenda

- Automated Material Handling (Lyngsoe)
- staffCirc TRAK Shelf Manager
- Inventory
- MobileStaff app for faster, more flexible library card registration.
- Digital reporting to eliminate paper-based processes
- Bluetooth Scanner



Technology Enhancements

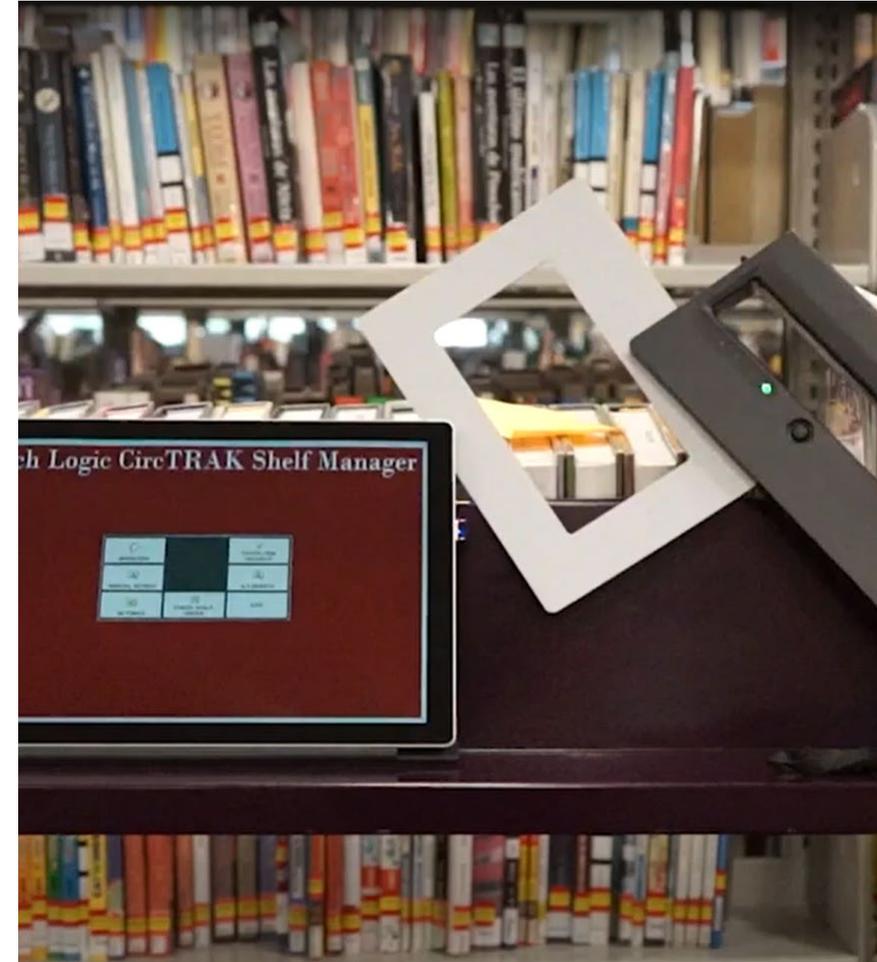
CircTRAK Shelf Manager

- Second scans & inventory
- Increased accuracy & speed
- Allows us to connect dynamically to our ILS for real-time shelf scanning.
- Alerts staff of any items in an exemption status. This includes holds, items in transit, lost, missing, claimed returns, and even RFID-tagged items that have been deleted from the catalog.
- Can scan multiple items at once with greater accuracy and speed.
- Streamlines our workflow, reduces staff workload, and improves accuracy.



Cost

Shelf Management System w/14" Laptop	\$4,995.00
Extended Warranty year two	\$272.80
Inventory Wand License Year 2	\$220.00
Total	\$5,547.80



https://www.youtube.com/watch?v=PnOn_H1VwK4

Vendor



MobileStaff app: Library Card Registration

- For faster, more flexible library card registration

7:13 PM Thu Jun 5 84%

Check Out Add User

Check In

Renew by User

Renew by Item

In-house Use

Item Status

Holds Pull List

Holds by User

Hold Shelf

Inventory

Deselect

Add User

Copy User

Modify User

Setup

Offline

Help

About

Take Photo

Delete Photo

General

Options

Auto Generate ID

Barcode *

User Type *

Library *

SCD

Keep Circ History

No History Circ Rule All Charges

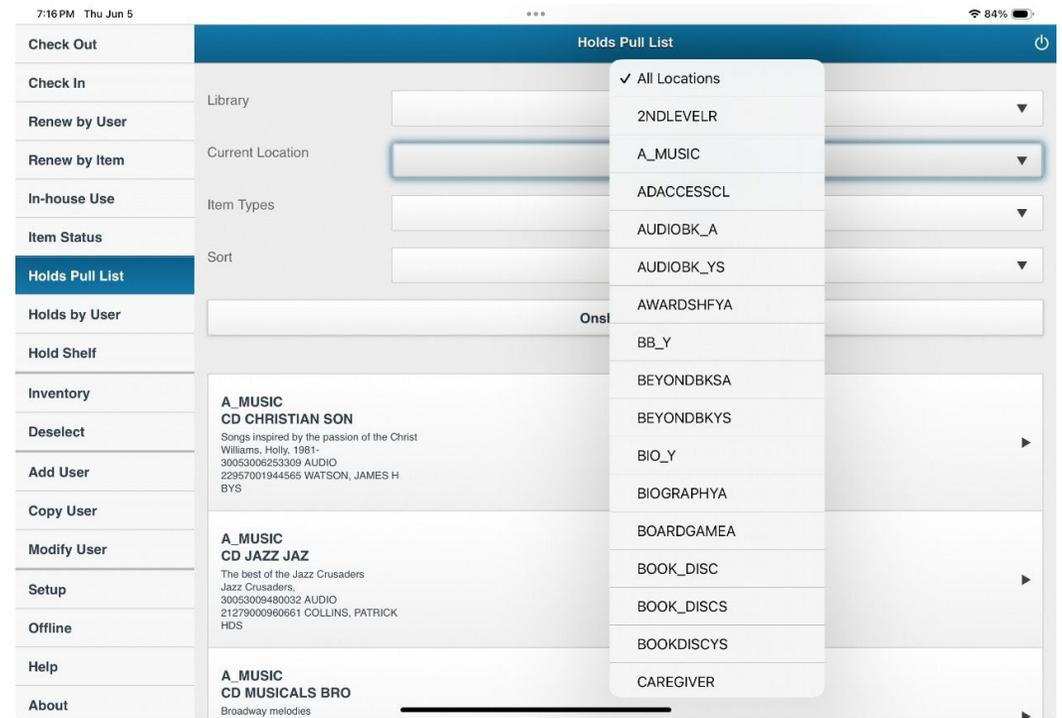
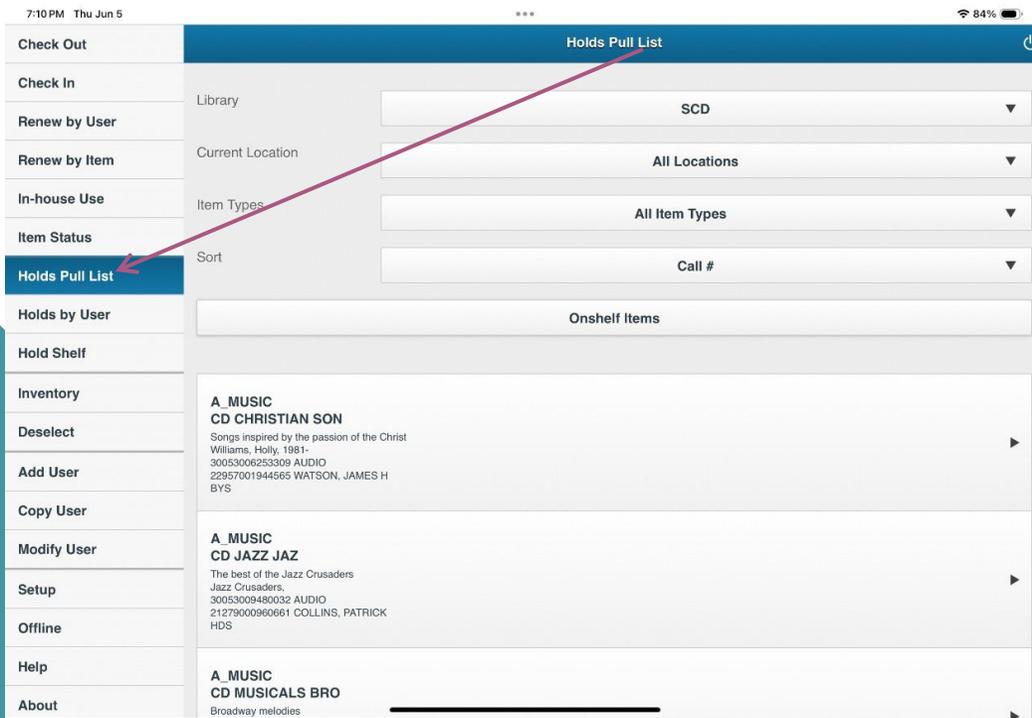
Language

Scan Driver License Barcode

Title

First Name

Add Cancel



MobileStaff app: Digital picklists

From Paper to Digital: Streamlining Reports

- Items in Transit 10-30 days Paged by Transiting Library and Paged by Item Library
- Missing from hold shelf items
- Missing items
- Pre-billing Shelf-Check. Items 30 days Overdue
- Pre-Collections Shelf-Check. Items 45 days Overdue
- Holds SCD-D In-transit with Copies On-Shelf
- Holds SCD In-Transit with Copies on Shelf
- Picklist
- Item Library and Patron Library - Shelf Check for Custom Longoverdue Report



Circulation Team SharePoint

SharePoint Search this site

CT Circulation Team Specialists Monthly Stats Edit Not following Site access

+ New Page details Analytics Published 6/5/2025 Share Edit

Circulation Team

Welcome Desk
Learn more →

Circulation Clerks

Circulation Outreach Specialist

Specialists

Notary Schedule

MIC Calendar

Trade Form TEMPLATE

Gimlet

Schedules

- Weekly Schedule for June 2025
- June 2025 circ clerk schedule

Task Trackers

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- Ongoing tech upgrades
- Utilizing RFID technology
- <https://www.youtube.com/watch?v=R5AMHSnccNs>



Looking Ahead

Thank You & Questions



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