

VALNet Circ. Meeting Minutes

November 14, 2017

Prairie River Library, Lapwai ID

Attendance: Vickie Coats, LPE; Lisa Puckett, PRLD; Lynn Johnson, MVSD; Dixie Alford, LAP; Shelley McPherson, OHS; Kaitlin Cushman, LEW; Aaron Butler, LEW; Colleen Olive, KSD; Rhonda Scott, ACL; Bonnie Holland, CHS; Della Gehring, PHS; Tamera Tyler, LAP; Kelli Pearson, LHS; Amy Agidius, MOS; Jessica Long, CMP.

Call to Order: Meeting was called to order at 9:00 a.m. by Vicki Coats, Chairman. Members present introduced themselves.

Approval of Minutes: Minutes from September 12, 2017 were reviewed and approved.

Elections: New Incoming Chair needed. Previously elected Incoming Chair (Kari Kerns), has accepted another position. Rhonda Scott volunteered to be the New Incoming Chair beginning Sept 2018 meeting. All present were in favor.

Fees/Paperwork: If a patron visiting your library does not live within your district but their card is up for renewal then please check with patron's home library first. It was agreed that there weren't any hard or fast rules which applied to every library. New staff is encouraged to call their mentor when in doubt.

Sending Money: Route any monies separately from other items. Note on the envelope inside what it's for with your branch and initials. Also, send a quick email to the receiving library so they'll be watching for it.

Staff Cards Procedures: Staff Cards are for KOHA login only. Be sure you are not using your staff card to checkout items.

Holds - Receiving Worn Items: If the damage is small or in keeping with the items usage and age, it's not necessary to note. If you feel it was missed or your patron may be held responsible please make a note of its condition upon arrival before checking out to patron.

VALNet Staff Pages - Alerting VALNet and ClearH2O of Staff Changes:

VALNet Staff Pages: Contact Lynn Johnson at Johnsonl@sd244.org email corrections or staff changes.

Clearh2o: Allisha Parot at aparot@aclib.org if you need to add someone as contact or cataloging.

We are hoping to have some clarification on whom does what the next Sys Admin Meeting.

Housekeeping

Missing in Transit Reports & Email: Thanks to those making an effort to follow the guidelines for responding to MIT emails during our last meeting, (Sept. 12, 2017), the amount of unnecessary emails has reduced.

It was pointed out that it's still important to check and respond to email directed specifically to your branches; ie. Inquiries on any items sent out from the home branch and whose arrival is beyond the acceptable timeline. Amy Agidius suggested using saved report #474 - "Missing in Transit" which shows anything in transit more than 14 days.

Setting-up New Cards – Browser Issues: If you are having difficulties in setting up a new patron account your web browser could be the problem. Try switching from Internet Explorer or Fire Fox and try Google. Chrome seemed to be popular.

Holds Not Showing Up: This continues to be an issue. A patron places holds for items that seemingly never show up on your holds lists. This is a "Help Ticket" issue. Keep in mind what Bywater will need to investigate; screen shots, clear explanation of what is going on, account numbers, date, etc. so that they can work on a solution. Leave a message on the Patrons Account where they can read it and place the hold for patron yourself. You can try deleting and placing a new hold. Record Level holds call for the 1st Available. If the patron has more than 1 hold on a single record you will often get a weird message.

Reference Books on Holds: When we switched from our previous system over to Koha some of your reference books began coming up on holds. Koha has several places a reference item needs to be checked. Have your cataloger contact Lynn Johnson for assistance.

Meeting Schedule 2017-2018

March 13, 2018

May 8, 2018

September 11, 2018

Next Meeting

March 13, 2018, 9am @ Lapwai

Adjournment

Meeting was adjourned at 10:28am.

Please send any questions or agenda items to Chairman Vickie Coats, LPE

Submitted by,

Tamera Tyler, Secretary