

## **VALNet Circulation Meeting Minutes**

March 14, 2017

Prairie River Library, Lapwai, Idaho

### **Attendance:**

Lisa Puckett PRLD; Vickie Coats LPH; Kaitlin Cushman LEW; Stacie Echanove LCLD; Lynn Johnson GEM MVSD; Jessica Long CMP; Becky Schmidt LPE; Bonnie Holland CHS; Della Gehrig PHS; Rhonda Scott ACL; Colleen Olive KMS; Angela Norman GCL; Billi Cooper THS/OHS.

### **Call to Order:**

Meeting was called to order at 9:06 by Chair- Lisa Puckett.

### **Introductions:**

All present introduced themselves and gave a short review of what was happening at their library. Lisa Puckett shared their ICFL training and suggested others might be interested in the same training. Lynn Johnson noted that she is on the Steering Committee which is meeting this Friday and asked members to send along any information they wish to share with the committee. Colleen Olive reported on KMS's project "Trip to Somewhere" which is keeping patrons at their library busy. Angie Norman shared that GCL is renovating their children's area. Rhonda Scott reported that patrons have been experimenting with Lego Robotics at ACL. Jessica Long reported that CMP is completing their expansion and will be having an open house. Stacy Echanove was happy to say that their self-checkout process is up and running. Vickie Coats from LPH will be attending the "Make it in the Library" training in Lewiston at the end of the month (Lynn and Angela will also be attending). Rebecca Schmidt from LPE has just finished celebrating Dr. Seuss's birthday. Kaitlin Cushman reported that LEW will have their 2<sup>nd</sup> floor completed in May!

### **Agenda:**

Agenda was previewed with no additions or changes at this time.

### **Minutes**

Minutes from November 8, 2016 were reviewed and approved. Minutes will be posted on Staff Pages.

### **Fines and Fees:**

Beginning March 15, 2017 all fines except those for damaged and lost items are to be kept by the library that collects the fine. This is an experimental change that will continue until May 15, 2017. At that time, the directors will evaluate the effectiveness of the trial and decide whether we will continue. Please send any fees collected for damaged or lost books to the owning library along with a copy of the item record in a sealed envelope inside of courier envelope. It is also requested that we keep a record of all fine transactions during this trial period with the name of the library charging the fine, the amount of the fine collected and the date it was received.

### **Check-in problem:**

Several members reported that they are continuing to have a problem with items being checked in showing on screen as checked in, but are not being removed from patron accounts without several attempts. Lisa Puckett recommended that we keep track of this and report it to our Sys Admin (found on the staff pages). It appears to be an issue with the Firefox browser and may be a cache problem. Colleen Olive from KMS has volunteered to email directions on setting your Firefox to clear the cache automatically each day.

### **Damaged Items Via Courier:**

Several libraries reported water damage on items that appear to be due to courier error or oversight. We are to keep a record of this including date, sending library and courier. Couriers have been asked to notify libraries if anything happens to cause books to become wet. If this continues, notify your director or contact Marianne Funk at LHS. She is the courier liaison and will be able to help.

### **Notes on Damaged Items to Other Libraries:**

It was requested by several members that if you send a note regarding damage to a book to please include a detailed explanation and your initials as well as the 3 letter library code and date.

### **Renewal Limits:**

Jessica from CMP reported that libraries have been renewing items for a third time without consulting them. Only the library owning the item is allowed to override a renewal limit that has been exceeded. If you wish to check the item in and recheck it to the same patron as long as there are no holds, please contact the owning library to notify them and get their okay.

### **Housekeeping:**

Another reminder was given that courier envelopes should not be "over" taped or stapled. This makes them difficult or impossible to open. Another reminder was to check that only one 3-letter code is on the envelope.

### **Tips and Tricks:**

Angie from GCL asked for a report that would help her find out which areas in her collection to weed out or build up. The following reports were discussed:

Report #672- This report will tell you the age of the items regarding publication date, the date your library added the item to your collection, how often it has been checked out and when it was last seen. If you download this report into Excel format, you can sort by these categories.

Report #261- This report will give you a shelf list with circulation information by branch.

Report #211- This is a lost item report. In addition to showing which items you may want to replace, you can download it into Excel format and copy the barcodes to paste into the "batch item delete" tool on Koha. The ability to use this tool must be assigned to your log in for you to be able to use it. NOTE- be careful with deleting items because if an item is lost and has not yet been paid for, you will not know where to send the fine to.

Use the Holds Awaiting Pickup tool in KOHA to check and see if you have items waiting on your shelves that your patrons have put a hold on but have not picked up. After 7 days they need to be returned to the owning library.

Use the Holds Ratio tool to view which items have the most holds placed on them. This could be valuable when deciding which items to purchase for your collection.

### **Deleting Patrons**

We discussed deleting patrons once they graduate if you are a school library or if their card has been expired for more than 2 years in a public library. Of course you would not delete a patron who still owes a fine or is paying a fee to remain a patron of your library.

If you have a patron that has left your patron area and you choose not to delete them, you can expire their card so they will need to talk to their new librarian and leave a message for other libraries stating that the patron needs a new home library.

### **APB and MIT items**

If you have an item that is missing in transit, check your shelves first, then contact the sending library to see if it is on their shelves for some reason. If it is not, send an email out to

[clearh2o@aclib.org](mailto:clearh2o@aclib.org) (this will go to every library in the VALNet system). In the email state the name of the item, when it was sent and which library it was coming from. When you receive one of these emails, please do the courtesy of looking on your shelves and inform the library with the missing that it was not there. IF it is there, reply with a "respond to all" to let everyone know that it has been found and they don't need to continue to look.

**For the Good of the Order:**

Lynn Johnson reports that the Bibliographic Standards Committee has been renamed the Cataloging Committee.

Kaitlin Cushman from LEW has requested that if a patron from Northwest Children's Home comes to you, please contact LEW and do not check out to them.

**Next Meeting:**

May 9, 2017 9 a.m. @ LAP

**Adjournment:**

Meeting was adjourned at 11:10 a.m.