

VALNet Circ. Meeting Minutes

September 12, 2017

Prairie River Library, Lapwai ID

Attendance: Rhonda Scott, ACL; Bonnie Holland, CHS; Jessica Long, CMP; Colleen Olive, KSD; Dani Reynolds, GCL; Angela Norman, GCL; , Colleen Olive, KSD; Dixie Alford, LAP; Lisa Puckett, LAP; Tamera Tyler, LAP; Kaitlin Cushman, LEW; Amy Agidius, LCLD; Kari Kerns, LDO; Chris Bunce, LMS; Vicki Coats, LPE; Shawnee Stacy, LPH; Lynn Johnson, MVSD; Shelley McPherson, OHS; Della Gehring, PHS; Kim Ward, PPL,

Call to Order: Meeting was called to order at 9:07 by Lisa Puckett, Chairman. Members present introduced themselves.

Minutes: Minutes from May 9, 2017 were reviewed and approved.

Election of Officers - The following officers were elected:

Incoming Chair (2018-2019): Kari Kerns, LDO

Chair: Vicki Johnson, LPE

Secretary: Tamera Tyler, LAP

At the completion of elections the meeting Chair duties were turned over to 2017-18 Chair, Vickie Coats, LPE. Lisa Puckett will serve as Past Chair.

Fees/ Fines

Reminder: Overdue fines may be kept by the collecting library but fees for lost or damaged items are still collected and returned to the owning library.

Q. Can we renew a patron's account if it does not fall in your district? Example: A patron was frequenting a library outside his district and wanted to checkout items but his card was up for renewal. First check to see if the patron moved to your district? If so, please update the *mailing* address and *home* library on their account. If they have not moved, it's acceptable to renew their account for one month and checkout at your own discretion. Please advise them to visit their home branch to renew and place a note on their account.

Routing Damaged Items

Remember any damaged item from another library should be checked in before routing back to its home branch. Also helpful, is to date, initial and list your branch code on all notes. This helps tremendously in case the branch needs to follow-up.

Missing in Transit Email (MIT)

Before sending an MIT, check with the sending library.

Branches that have searched but not found item should reply only to sender to keep email from bogging down. In the case that the item is FOUND please do "Reply All."

VALNet Staff Pages

Reminder: Inform new employees about VALNet meetings and direct them to the website for staff directory and information. VALNet Staff Page link is located on left side of KOHA home page

Updates & Staff Changes – Please contact Lynn Johnson at Johnsonl@sd244.org

Circulation Mentor Program- Anyone new to VALNet and would like assistance may contact with questions. Mentors- Please contact your branches as a reminder to them that you are available to help with questions.

Meeting Schedule 2017-2018

November 14, 2017

March 13, 2018

May 8, 2018

September 11, 2018

Other Items

Associated Rural Small Libraries Conference, (ARSL). Lisa P. and Lisa C. attended the 2 ½ day conference in St. George. Lisa says that the conference is geared more towards rural libraries and smaller budgets. They had great speakers, programming ideas and workshops to choose from. Several notable authors came in and spoke. Next year's workshop will be held in Springfield, IL.

American Library Association Conference, (ALA). Lynn Johnson attended the July conference and thought it was great. She encourages other libraries to participate and to watch for the free conference offerings through The Idaho Commission for Libraries (ICfL). You need to look for them in the spring and register right away. Her conference, travel and room were all covered by ICfL. She recommended it especially for new staff coming in.

Housekeeping

Courier Envelopes- please use one side only of the envelope to affix a new routing slip. It gets to be messy and confusing for our couriers when we double side. Be sure to mark out old 3 letter codes.

Old Messages on Patrons Account – If message has been passed along and no longer needed, please delete it. Use your judgment.

Assisting Patrons Who Insist They've Returned Items-

- Check the shelf with the patron present if possible.
- Let them know you will send out an APB to other branches
- Renew item(s) if you haven't done so and ask them to continue looking.

Record Level Holds – You can put 3 holds on same record. If there are other copies available you can select next available.

Overriding Hold Restrictions: Watch for restrictions on patrons' accounts with fines/fees over \$5. Do not override restrictions when placing holds. Patrons with over \$5 in fines cannot place a hold for themselves. Lisa P. demonstrated how it worked from OPAC.

Next Meeting

Nov. 14, 2017, 9am @ Lapwai

Adjournment

Meeting was adjourned at 10:34am.

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

Submitted by

Tamera Tyler, Secretary