

## Core and Circulation Meeting

April 10<sup>th</sup>, 2012

Prairie River Library - Lapwai, ID

Attendance: Vicki Johnson, ACL; Claudia Jones, Lisa Curnutt, Dixie Alford, RIV; George Williams, LCD; Colleen Olive, KHS; Karen Willis, Ellen Tomlinson, CMP; Carol Robinson, OHS; Michelle Berreth, WPL; Juliana Schiweck, LDO; Bonnie Holland, CHS; Eddie Lusting, GCL; Tina Sperry, LMS; Robanna Brosten, Shayla Ryan, Ana Smith, LEW.

Circulation meeting was called to order by Juliana Schiweck and George Williams.

**Koha Offline circulation** - George handed out a procedure to download Koha Offline Circulation tool. This is a contingency plan in the event that we are forced to withdraw from WIN earlier. This option will allow checking in, checking out, paying fines, and checking main patron's information.

**Koha password security** - Since Koha can be accessed from any place any time, it is recommended to change library passwords when a staff member leaves and remove privileges from their account.

It would be helpful that each library generates a list of future passwords to be changed in the coming months.

The need of a confidentiality agreement signed with new staff or even current staff would be the Directors decision. System will be much more susceptible of patron information being exposed.

**Fines and fees transfers among libraries** – Jennifer Ashby will e-mail Clearwater with the decision reached at the Directors meeting on 4/11/12 regarding the procedure for routing money from fines and fees. Please wait for official communication to proceed with the changes.

**Overdue Notices** - All notices are edited the same for all libraries, except for overdue notices, which each library can edit according to their needs.

Every night Koha will e-mail notices to patrons. If patron does not have an e-mail address, then the library that checks out the item to the patron will get an e-mail with a file containing this notice, and this library will print and mail the notice to the patron. Patron can turn off other notices options, except for the overdue notice option.

**Directors recommended an ILL person to join the OPAC** - Ana (LEW) will be the person who joins the OPAC committee to make recommendations for the Web page related to interlibrary loan.

## Other circulation issues:

- **“Library”** in patron’s record is the library were the patron initially got into the system.
- 
- Do not use the option report “Bulk delete” for deleting a group of expired patrons. Ruth from Bywaters will be able to run a report with criteria given by the library.
- George is still working on staff accounts to match Voyager. Anybody who has a “Staff” category will have to go to Set privileges option and assign permissions.
- Every patron who had a “patron” category got migrated as a “minor”
- Bonnie suggested that subs would be able to work off-line in order to keep patron’s privacy.
- George and Shayla will create and e-mail to Valnet libraries a check list with all the requirements that libraries need to have ready to go live on 4/23/12.
- On Sunday 4/22, Shayla and George will set up global preferences and send an email to Valnet libraries containing the permanent Koha link and other information needed.
- After going live, and within a few days, libraries need to run reporter to get the last overdue notices from Voyager. After running statistics for the month, we can delete the reporter module by 5/31/12.
- **Reminder:** Please e-mail Vicki by April 15<sup>th</sup> with your vote yes or no (1 vote per library) to the Circulation Committee proposed bylaw changes.

Next meeting scheduled: Tuesday, 5/8/12 at 9:00 a.m.  
General circulation meeting - Prairie River Library

Minutes by: Karen Willis & Ana Smith