Core Mentor Group Meeting Minutes
July 10, 2012 - 9:00 a.m.
<u>Prairie River Library</u>

<u>Attendance:</u>   Vicki Johnson ACL; Karen Willis CMP; Debbie Urquhart GCL; Colleen Olive KES; Juliana Schiweck LDO; George Williams MOS; Lisa Curnutt RIV; Robanna Brosten LEW, Ana Smith, LEW.

Meeting was called to order at 9:05 a.m. by Juliana

<u>1. Lisa - Clarification on how to handle patron requests submitted via OPAC</u>.
Requests made by patrons in our Suggestions Management module will come up all in one site. This list can be sorted by agency. Each library will manage their requests independently, and patron will receive an e-mail with status of the request.

<u>2. Lisa - Request to discuss deleting old stat codes. What should be done with patrons whose home library is one branch, but the old stat code refers to another agency?</u>

We will need to include within the Additional attributes and identifiers field in the patron's record, an attribute that shows the library district that patron lives in. George will find out the mechanics of this process at the next Valnet Director's meeting.

<u>3. Vicki – Koha screen prints and discussion of Koha oddities:</u>

--- <u>how to avoid giving a patron account a credit when a lost item is paid for and is then checked out to discard?</u>
Create a manual invoice, credit will be removed.   If the item will be deleted, do not create a manual invoice that includes barcode. Include only title/author/owning library and initials.

--- <u>found one instance of conflicting info on the patron holds information. Note said it was at ACL waiting to be picked up...but information below, under the holds prompt said it had not yet been transferred from owning library.</u>

George will send a ticket to Koha to find out how this issue can be fixed.

---<u>need to review how to tell who owns the item when another library puts a note or charge in the patron's record? Also, does the name of the library on the printed invoice indicate owning library or where it was printed and money was collected?</u>

We may include 3 letter library code before note to indicate owning library. The patron's home library will be shown in the manual invoice. When a book from another agency is lost, we may send a printout of the invoice for replacement purposes, and send the money collected later.

4. <u>Lisa - In the fines/fees portion of a patron's record, is there anything in the works – maybe in the next Koha release – that would allow writing off partial amounts of a charge, and the ability to add comments when doing write-offs or payments?</u>

George will ask Koha about this option .

<u>Other items discussed during this meeting:</u>   George mentioned that the update of Koha 3.8 may be put off until the glitches in this new version are ironed out, especially the ones related to the lack of overdue notices and Holiday Calendar.

Meeting adjourned at 11:15 a.m.

<u>Next Meeting</u>: Tuesday, September 11th at 9:00 a.m. at Lapwai - Circulation meeting, followed by Mentor Group meeting.

Minutes taken by Karen Willis & Ana Smith