

VALNet Circ. Meeting Minutes (awaiting approval)

Nov. 3, 2015

Prairie River Library – Lapwai, ID

Attendance: Rhonda Scott, ACL; Carol Robinson, OHS; Marcia Player, CMP; Bonnie Holland, CHS; Greg Betzold, LEW; Lisa Puckett, LAP; Lynn Johnson, MVSD; Vicki Coats, LPH; George Williams, LCLD; Carma Hammon, LAP; Kari Kerns, LDO.

Meeting was called to order at 9:05 by Greg Betzold, Chairman. Members present introduced themselves and named their favorite movie.

1. **September 15, 2015 minutes.**

One correction was noted. Joseph Higgins is from ASH not ACL. Minutes approved as corrected.

2. **Wet & damaged items at ACL**

Rhonda reported that ACL had some items come in from courier that were wet or damaged. She asked if others have had similar problems. No one present reported similar problem.

3. **Courier schedule:**

The previous item led to a question from George regarding courier delivery timing. He reports that they have experienced below average quantities of items on Weds with above average quantities on Thursdays. Lewiston & Clarkston school librarians reported that the delivery times have been irregular. Some of the problem may be attributed to the courier having other items to deliver. Greg will take concerns to next Valnet Board meeting.

4. **Circ Group email list:**

Greg handed around a copy of the Circ (Circulation) email list for updating. Jennifer Ashby @ ACL manages the list and will get it updated.

5. **Lost item payments:**

Lynn asked if everyone could be reminded that when you receive payment for other libraries' lost/damaged items be sure to apply the payment to the patron's account then send the information to the owning library right away. Send the info either by e-mail or printing out the information to be sent by courier to the owning library. Please do not change the status of the item. Each library handles these items differently.

6. **Communication with local schools:**

Greg reported that LEW has recently visited the various Lewiston School libraries. They advised the staff members that if one of their students has overdues @ LEW but needs to check out items from their school libraries he is happy to allow the schools to override the restriction in order to allow a student to get the books they need for school work.

7. **Circ Group By-laws:**

Annual reading and review of the by-laws was done. No changes were needed at this time.

8. **Statistics for Valnet Board**

George asked if there were stats that the group thought would be useful for the Valnet Board. He has placed links on the KOHA Home Page to some reports that the directors discussed at their last meeting. A discussion and demo followed regarding using the KOHA reports.

Lynn asked if a report could be created that counts items received/sent to libraries that belong to outside agencies. There is currently a report that counts all items received/sent. This report does not differentiate between items returning to an owning library and items to fill holds. George said he could try to create a report to do this.

Greg offered to send info to everyone regarding which reports he uses for various monthly stats.

9. Library communications:

Rhonda asked what the best way to contact other libraries about Missing in Transit books? Some libraries have not responded to emails. We try to maintain current working email addresses for each library on the Valnet staff pages. Verify that you have a working address on the page at <http://www.valnet-staff.org/staff-contact-info.html>. If after you send an email you don't get a reply follow up with a phone call. In some cases this is the best way to communicate with other libraries.

10. Updating Valnet Staff Pages:

The officers (Greg, George & Lisa) will work to review the Valnet Staff pages. Updates and recommendations will be presented at the next meeting. Input from all Circ Group members are welcome and can be sent to gbetzold@CityofLewiston.org

11. Printing receipts

Kari asked if there is a way to print receipts from KOHA bigger format. George checked the settings and reported that he could not see a way to adjust the size. It was suggested that she may be able to copy and paste into a document and enlarge the receipt there.

12. Items missing from a borrowing library:

Dixie submitted a written question asking how others handle items that are sent to their libraries and then go missing. Greg reported that he contacts the owning library and lets them know the situation so they can discuss how to proceed.

13. Adjournment:

There being no other agenda items or questions the meeting was adjourned.

14. Next meeting:

March 8, 2016; 9:00 AM @ LAP

Please send any questions or agenda items to Chairman Greg Betzold (gbetzold@cityoflewiston.org) for addition to the next meeting agenda.

Submitted by,
Lisa Puckett,
Secretary