

ALL-WALS Agenda With Notes
Ripon Public Library Building
August 30th, 2022

Agenda:

9:00-9:15: breakfast and Info-Bingo.

9:15-12:00 –ALL-WALS

1. Updates

- a. **Notices** –changed wording on Bill Notices, both ours and Unique’s.
- b. **Switched to new online pay system for the catalog** – We are now using ProPay which is what the cardswipe-at-desk uses. This should reduce the merchant account fees. It also should make the quarterly reports easier for Melissa.
 - i. **Q:** is there a need to track online vs at-desk bill payments *for fines*? The reports will still separate out Sales items, donations, etc. But is there a pressing reason not to combine OVERDUE, LOST, UI-ITEM, etc bills?

2. Review, Remind, Refresh!

- a. **Pharos best practices/FAQ** - Handout
 - i. Non Pharos libs-tell patrons to restart after use
 - ii. Pharos Libraries--Don’t share guest cards/PINS with guests
- b. **Shortloan** – <https://extranet.winnefox.org/content/shortloan-items>
 - i. Email arrives every Monday. Attached file has 2 tabs: 1 of things to MAKE ShortLoan, 1 tab of things to REMOVE from Shortloan.
 - ii. check email address.
- c. **Patron Notes** – Please be careful what info you put in patron’s notes. Avoid personal, pejorative, or unnecessary information.

Be sure to add your library code(first 2 letters of WF login), name & date.
Preferred format: “Library firstname last initial date.” Example: PI ColletteR
07/04/2022

Remember to remove notes when no longer necessary. This includes Lost Item notes.

- d. **Video Games** – limits?

Break --

3. WCTS Update

4. FAC --

It has been three years since we first implemented the Favorite Author Club. In that time, we have seen patron usage of the feature grow exponentially; while early on we have added several authors, we have yet to remove any authors.

Given the number of authors on the list and the time involved in updating the Favorite Author Club every week, this means that we have not been able to add new authors in some time.

- a. Are the authors on the list still valid?
- b. Should some be removed?
- c. Should others be added?

Also, are there any comments or issues that should be addressed? Like Patterson?

5. MISSHOLD – Handout of MISSHOLD list procedures

- a. Remember to look for **all** the items on the list, look especially carefully if your library is the Item Library or the Checkout Library.
- b. If you don't find the items, Mark Item Missing (on 3Special toolbar)

6. PINS – Here's where we're at:

- a. I discovered that we **can** allow "anything goes" like Nicole suggested at last ALL-WALS. That is, even once the switch is flipped, a PIN can accept alpha/special characters w/o requiring them. So one patron could use "123456" while another uses "N3verG_355Th1sP@sswOrd!"
- b. It appears that existing patrons can continue using existing PINs until someone changes it for some reason.
- c. However, WF will alert staff logins that their PIN is going to expire.
- d. Almost everyone's password will be expired when the switch gets flipped. HOWEVER, it doesn't seem to stop one from signing into the catalog.
- e. I haven't figured out how to test if/how the patron gets notified that their PIN is about to expire.
- f. I am waiting to hear answers to some of these questions, from other systems who have already implemented the new PIN settings.