



NEOMIN Library Services
Library User Group Meeting
Tuesday, April 9, 2024 at 12:30 PM
Location: NEOMIN Training Lab

Agenda

Welcome & Attendance

NEOMIN Spring Library Training

Year-End Library Support Statistics

Compulsory Return Date - Survey & Policies

INFOhio Users Council

- NEOMIN Recruitment

Would you like to be an INFOhio ICoach?

- ICoach Interest Form

End-of-Year Library Tasks

- 2024 End-of-Year Checklist for Libraries
 - Enter closed dates for 2024-25
 - Submit CRD dates via survey
 - Run overdue reports
 - Using global item modify
 - Mark long overdue items lost
 - Cleanup inactive patrons
 - Review staff accounts and submit changes
 - Clear in transit items
 - Remove uncataloged SmartPort titles
 - Complete and inventory
 - Run statistics reports
 - Suspend overdue notices sent by email
 - Update your book river in ISearch
 - Run "Favorite" reports: *cleanup, advocacy, literacy, etc*
 - Run database cleanup reports
 - Review INFOhio summer learning for students
 - Explore INFOhio campus
 - Generate library attendance graphs and charts
 - Review library policies
 - Gather statistics for electronic resources and OPAC use
- Optional scripts that NEOMIN can run:
 - Clear Old Check-outs
 - Total Holds Created
 - Total Renewals
 - Yearly Circulation Statistics (usually provided via email)
 - Monthly Circulation Statistics (usually provided via email)

Adjourn

- Next meeting: Tentatively scheduled for Tuesday, September 10, 2024