PrairieCat Technical Services Committee
AGENDA
August 10, 2023

The PC Technical Services Committee will meet Thursday, **August 10, 2023**, 09:30 AM - 11:30 AM Central Time via Zoom.

Register in advance for this meeting:

https://prairiecat-org.zoom.us/meeting/register/tZUodOGsrj4uGdcJALjvJgz7J16QbrHxQy4z

After registering, you will receive a confirmation email containing information about joining the meeting.

Committee charge*: This 11-member elected standing group discusses technical services topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher-level policy decisions.*

It also reviews technical services procedures and works together to resolve technical services issues.

The meetings are open meetings, so anyone is welcome to attend, but voting is limited to the 11 committee members.

I.   Welcome

II.   Roll call for attendance

III.   Review agenda for additions/corrections

IV.   Approval of minutes from April 13, 2023

V.   Special vote – new committee member

VI.   Original Cataloging Services

        CMC
        Cataloging Maintenance Center
        618-467-8649
        pthomas@illinoisheartland.org
        RAILS
        World Language Cataloging Services Program
        630.734.5128
        nincy.george@railslibraries.info

PrairieCat

- *Contact:*

  PrairieCat
  (877) 542-7257
  magda.bonny@prairiecat.org
  sandy.tedder@prairiecat.org

- *Webform*

VII. Pending Projects/Updates and Discussion:

   a. MARC member guidelines proposed updates/requirements

   b. Decision Center update

   c. PrairieCat Support Site Redesign

   d. Vega

VIII. New Topics

   a. Reminder – Properly entering ON-ORDER items

   b. National Geographic magazine – proposed division of by decade

   c. Kohl's Care editions

   d. Non-OCLC local history/genealogical records

IX. Membership updates

X. PUG Day

XI. BYPT "Bring your Problems Time"

XII. Ideas for "Did you know"?

XIII. Questions, comments, etc.

XIV. Adjourn

XV. **Next meeting is Thursday, Oct 12, 2023**

   Meeting will be held via Zoom 9:30 a.m. – 11:00 a.m.

MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.**)**

PrairieCat Technical Services Committee
FY2023

CUG and TSUG Representation: Elections will take place in May each year, concurrent with Administrative Council elections.

Tier 1 public libraries – 2 seats

Tier 2 public libraries – 2 seats

Tier 3 public libraries – 2 seats

Academic/Special/School libraries – 1 seat

At-Large members – 4 seats

     Union List members are welcome to run for At-Large seats.

Seat	Office	Name	Email	Library	Term Expires
Tier 3 Public		Jenna Diedrich	diedrichj@galenalibrary.org	Galena PL (GA)	Jun 30, 2024
Tier 1 Public		Deborah Shippy	dshippy@molinelibrary.org	Moline Public Library	Jun 30, 2026
At Large		Eric Linnell	emchapman@reddicklibrary.org	Bourbonnais PLD (BD)	Jun 30, 2026
At Large		Tricia Dean	tdean@wilmingtonlibrary.org	Wilmington PLD (WL)	Jun 30, 2026
Tier 2 Public		Alice Groth	grotha@eastmolinelibrary.org	East Moline PL (EM)	Jun 30, 2025
Tier 2 Public		Kat Solheim	kats@nippersinklibrary.org	Nippersink PLD (KR)	Jun 30, 2025
At Large		Tracy Evans	tracye@sycamorelibrary.org	Sycamore PL (SY)	Jun 30, 2025
Tier 1 Public		Kim Brozovich	brozovich.kimberly@rigov.org	Rock Island PL (RP)	Jun 30, 2024
Tier 3 Public		Nicole West	nikki@rivervalleylibrary.org	River Valley DL (RD)	Jun 30, 2025
At Large	Chair	Lora Totton-Schwarz	lorat@woodstockil.info	Woodstock PL (WO)	Jun 30, 2025
Academic/Special/School		Carol Conderman	cconderman@mail.meridian223.org	Meridian CUSD #223 (MS)	Jun 30, 2024

3 terms expiring 2024: Jenna Diedrich, Kim Brozovich, Carol Conderman

5 terms expiring 2025: Alice Growth, Kat Solheim, Tracy Evans, Nicole West, Lora Totton-Schwarz

3 terms expiring 2026: Deborah Shippy, Eric Linnell, Tricia Dean

PrairieCat Technical Services Committee
DRAFT MINUTES
April 13, 2023

ATTENDANCE

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Conderman (MS), Dean (WL), Fane (LP), Groth (EM), Landis (PC), Slanicky (PC), Smith (PC), Solheim (KR), Swanson (FR), Tedder (PC), Totton Schwarz (WO), West (RD), Zanelli (PC).

MEMBERS ABSENT: Diedrich (GA)

GUESTS PRESENT: Bowman (LI), Carter (SL),ychaner (CH), Collins (NL), DeBord (YK), Eychaner (CH), Fine (PR), Finnerty (NCK), Jones (RP), Kessler (CC), Kozinski (DK), Lawruk (SE), Lemke (DK), Linnell (BD), McSweeney (HD), Posing (KK), Saathoff (CO), Schriner (KK), Schulze (DK), Sciacky (MK), Shippy (MX), Solheim (KR), Thomas (RP), Ward (YK).

I. **Welcome** – Sandy Tedder (PC) and Totton Schwarz (WO) began the meeting at 9:30 am and welcomed everyone.

II. **Roll call for attendance**

III. **Review agenda for additions/corrections** – The date for the next meeting is June 8, not the 23rd.

IV. **Approval of minutes from February 9, 2023**

> Dean (WL) moved, and Brozovich (RP) seconded to approve the minutes from the February 9, 2023, meeting with corrections. Motion passed.

V. **New Topics**

   a. **MARC Member Guidelines Proposed Updates/Requirements** – There is an increased number of members interested in becoming MARC members. It takes about six months to one year to go through all the steps

and all the software. Only staff members of basic online and fully participating libraries would be eligible to become MARC members.Union list members have minimal access to the database and they can only add and edit items. If a union list library is going online and is interested in becoming a MARC member, it needs to wait until it is live so the staff have time to get familiar with the software before becoming MARC members.

Proposal: Have MARC training offered twice per year in January and June. Only staff members of basic online and fully participating libraries would be eligible to become MARC members.

Dean (WL) moved, and Conderman (MS) seconded to approve the proposal. Motion passed.

The proposal will go to the Delegates Assembly for final approval.

b. **Decision Center Update** – Decision Center was to be upgraded, but the upgrade has been delayed. Details will be sent when they become available.

VI.   **Pending Projects/Updates and Discussion:**

a. **Removal of Empty Location Codes** – We have over 4,000 location codes on the system. Every time members login to Sierra, a new copy of all the location codes gets downloaded to their computer. Having a smaller list of location codes would allow Sierra to load a little faster. According to PrairieCat policy, each location code must contain at least twenty-five items. Exceptions are **e-resource**, **on order**, and **new**. Under **Statistics/Reports, April 2023** on the PrairieCat support site at https://support.prairiecat.info/, is a listing (labeled: **Location codes (to be deleted) with fewer than 25 items April 2023**) of Location codes that have fewer than 25 items.   Members are encouraged to review the list to see which Location code(s) at their library will be removed. Codes with

zero (0) items will be the first to be removed from the system. The first part of the list has all the location codes that have no items attached. Members who have had Create Lists training can make a list of their items by location code or can open a Help Desk ticket requesting a list to be run for them. Slanicky (PC) will clean up the location codes as time allows. There is no estimated timeline for this project.

b. **PrairieCat Support Site Redesign** – PrairieCat staff continue to work with Cherry Hill, the vendor, that is doing the support site redesign. All support documentation will be easier to find on the redesigned site because it will be searchable. The site is run on the newest version of Drupal because the old version is no longer support by the developers. The tentative launch date for the new website is the end of May/beginning of June 2023. Website training will be provided for library staff once it has been launched.

c. **Vega Discover** – PrairieCat staff continue to work with Innovative to develop the new Vega Discover product. Coulter (PC) is working with sets of five libraries at a time to integrate Vega Discover with OverDrive. The first five libraries are now integrated with OverDrive: Johnsburg, DeKalb, East Moline, Freeport, and Princeton. The next round of libraries will be Bourbonnais, Rock Island, Byron, New Lenox and possibly Highland Community College. Some libraries use Hoopla and other vendors. Those will be added at a later date. PrairieCat staff will discuss the integration of eCommerce with Innovative. Project updates can be found on the PrairieCat website (https://support.prairiecat.info/). The updates provide the membership with a summary of the issues/questions that are being reported by libraries and staff that are discussed at the Innovative meetings. The FAQ section of the website has been updated. At first it was believed that the reading history log would not transfer over from Encore. Innovative has now confirmed that the reading history log will be retained if the patron is currently using it in Encore. The first time

the patron uses reading history in Vega Discover, it will sync from Encore. It may take a couple of hours for it to start working. If it does not work, click on the **Opt-in** button and it will start tracking the patron's reading history in Vega Discover.

VII.   Membership updates

a. **Lostant Community Library** – The Lostant Community Library has gone live. They were once a non-automated library and used a RAILS grant to join PrairieCat.

b. **Rock Island Public Library** – The new Watts-Midtown branch is now open.

c. **Putnam Primary School** – Over the summer, staff from the junior high and high school will be entering items for the primary school. When they are finished, all three buildings will be automated.

d. **Mount Carroll District Library** – The Mount Carroll District Library is updating its membership from union listing to basic online and is doing renovations. Like other libraries, they have been having supply chain issues. They hope to be finished before summer reading begins.

e. **Byron Schools** – PrairieCat staff did a data dump for the three Byron school buildings three years ago. They are reviewing items and updating fields that could not hold any migrated data. One building is finished. On May 1, 2023, there will be a status update on the second building. They hope to have the third building finished at the end of the next school year.

f. **Winnebago Public Library** – The Winnebago Public Library is entertaining the idea of rejoining PrairieCat as a union listing library. Winnebago used to be a union listing library several years ago. The Winnebago High School is a union listing library and it would be great for both the public and high school libraries to be in PrairieCat as union listing libraries.

g. **Wilmington Public Library** – It was submitted in the chat that the Wilmington Public Library is getting some furniture for a reading area and supply chain issues are affecting the timing.

VIII. **PC Member Update** – The PC member updates are usually in April, but this year will be in May 2023 instead. There will be several in-person member updates and one virtual session. More information to come.

IX. **PUG Day** – PUG Day has been scheduled for September 29, 2023, and will be a one-day conference at Waubonsee Community College. The PrairieCat Engagement Committee is now accepting program proposals. If someone (or a group) would like to present at PUG Day, they should fill out this form: https://forms.gle/8Xr5HDY6WJsrzNDH6. (Since the Google form has the option for users to upload a presenter photo, users will be prompted to log in to Google). If this is an issue for you, please contact Liz at elizabeth.smith@prairiecat.org. Everyone is encouraged to participate at PUG Day.

X. **BYPT "Bring your Problems Time."**

a. **In/Out Error** – Today some libraries are experiencing an In/Out Error when checking in items and trapping holds. There is a ticket open with Innovative and the rest of the PrairieCat staff not in this meeting are working with Innovative to resolve the issue.

XI. **Ideas for "Did you know"?** - No one had any suggestions.

XII. **Questions, comments, etc.**

a. **Dixie DeBord Retirement** – Dixie DeBord from Yorkville Public Library (YK) will be retiring in May 2023. PrairieCat staff thanked Dixie for contributing with database cleanup projects over the years. Congratulations and best wishes for your retirement. Dixie wrote in the chat [this is] "my last TSUG meeting. It has been an honor working with everyone, staff and members. Thank you all. Carry on with the wonderful work you do. I will miss you all and these meetings!"

XIII.   **Adjourn -** The meeting was adjourned at 10:17 am.

XIV.   **Next meeting is Thursday, June 8, 2023**

        MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)