

PRAIRIECAT CIRCULATION COMMITTEE
AGENDA
April 23, 2024
1:00 PM via Zoom

The PC Circulation Committee will meet Tuesday, April 23, 2024, at 1:00 pm via Zoom.
To join the meeting, please visit:

<https://prairiecat-org.zoom.us/j/83834294134?pwd=eW83MU92QkVVTlJCRHJyNHBLUmwXQT09>

These are open meetings and everyone is welcome to attend and to contribute, but only the committee members may vote. Six Committee Members are required to have a quorum.

Committee charge: *The 11-member elected standing group discusses circulation and OPAC 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 circulation procedures and works together to resolve circulation issues.*

- 1) Welcome
- 2) Roll call of committee members for attendance
- 3) Review agenda for additions/corrections
- 4) Approval of minutes from October 24, 2023 (February 2024 meeting cancelled)
- 5) Nominations for Circulation Committee Members
- 6) New topics
 - a) Price for ILL items printed on bills (only affects libraries that use the ILL module)
 - b) Sierra 6.1 Upgrade: reprint bills option
 - c) Sierra 6.1 Upgrade: repeated bills feature
 - d) Feedback requested for [New Circulation Manager Checklist](#)
 - e) New [reference document](#) for Create Lists added to support site
 - f) [PrairieCat Kid's Catalog](#)
 - g) New and Upgrading Libraries
 - h) [PUG Day](#)

7) Member updates

Tuesday, May 7, 2024 | 10:00 am | [Pearl City Public Library District](#)

Tuesday, May 7, 2024 | 1:00 pm | [Fossil Ridge Public Library District](#)

Wednesday, May 8, 2024 | 10:00 am | [Woodstock Public Library](#)

Wednesday, May 8, 2024 | 1:00 pm | [Sherrard Public Library District](#)

Friday, May 10, 2024 | 10:00 am | [Zoom](#)

8) BYPT "Bring Your Problems Time"

Next Circulation Committee meeting: June 25, 2024, 1:00 pm, via Zoom

**PRAIRIECAT CIRCULATION COMMITTEE
DRAFT MINUTES
October 24, 2023
1:00 pm via Zoom**

MEMBERS PRESENT: Elsner (HC), Erickson (FR), Kofoid (GV), Landis (PC), Linnell (BD), Sangston (MA), Slanicky (PC), Smith (PC), Snidanko (HD), Tedder (PC), Wiegert (FP), Wood (JO), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Bonny (PC), Hansen (CH), Shelton (WL).

GUESTS PRESENT: Calbow (UE), Carter (SL), Christenson (KR), Christiansen (MX), Close (SR), Fane (LP), Fine (PR), Gunn (EJ), Hancock (LP), Hoste (CL), Ippolito (RP), Kozinski (DK), Martin (MP), Mason (RL), Owens (MN), Peschang (RD), Smaga (PE), Struthers (PD), Studer (HD), Thomas (RK), Watson (HC), Waugamon (PT), Yoeckel (SN), Zielezinski (SA).

I. Welcome – Landis (PC) began the meeting and welcomed everyone.

II. Roll Call of Committee Members for Attendance

III. Review Agenda for Additions/Corrections – No additions or changes were made to the agenda.

IV. Approval of Minutes from August 22, 2023 – Sangston (MA) made a motion and Linnell (BD) seconded to approve the August 22, 2023, minutes as written. Minutes approved.

V. New Topics

a. Sierra 6.0 Upgrade – Sierra will be upgraded on the production server to version 6.0 the evening of October 24, 2023. Landis (PC) gave an overview of the Sierra 6.0 Enhancement/Fixes provided in the October 24, 2023, meeting packet.

b. Fine Free Libraries Update – There are a total of 103 public libraries in PrairieCat. There are officially fifty fine free public libraries and three large fine free school libraries. Some of the 103 public libraries are union list libraries that are automatically fine free, so the total of fine free libraries is actually little higher than fifty. Two more public libraries are considering going fine free.

c. Fine-Free Guide - The Resources section of the website has a document titled A Guide to Going Fine Free and can be found here:

<https://support.prairiecat.info/documentation/policies-procedures-documentation-circulation-fines-and-bills-9>.

RAILS List – RAILS maintains a list of libraries that are fine free. Searches can be limited to only PrairieCat libraries or to a single county. It is a self-reporting portal, so perhaps not every library has added their information. <https://railslibraries.org/libraries/fine-free>.

- d. New Item Type: 85 Library of Things Items** – A new item type of 85 has been added for Library of Things Items. Having an accurately labelled item type helps with statistical reporting. If you want to switch your LOT items to item type 85, please open a Help Desk ticket. PrairieCat will need to modify your loan rules and can also bulk edit the item type for you.
- e. New and Upgrading Libraries** – Winnebago Public Library and the Putnam County Primary School will be going live in January 2024.
- f. PUG Day, Call for Engagement Committee Volunteers** – The format for PUG Day alternates every other year, with one year virtual and the following year in-person. The 2024 PUG Day will be virtual and the 2025 PUG Day will be in-person. In-person events will be held in alternating locations throughout the PrairieCat area to make it easier for more libraries to participate. The Engagement Committee manages PUG Day and is looking for volunteers. The Engagement Committee meets five times per year via Zoom for one hour. If you would like to volunteer to serve on the Engagement Committee, please email elizabeth.smith@prairiecat.org.
- g. Upcoming Innovative Webinars, Illinois Book Ban Legislation and Library Marketing** – Innovative is offering various webinars and a list can be found here: <https://www.iii.com/events/> A couple of webinars that you may be interested in are The fight against book bans with Illinois state senator Laura Murphy on October 30, 2023 and Marketing 101 for libraries on November 9, 2023.

VI. Friendly Reminders

- a. Demo of Transfer Holds Procedure** – Holds can get stuck at the item level and never get filled. For example, an item is checked in, a message comes up on the screen that the item is on hold, and staff select “**Fulfill hold**”. While staff are preparing the item for delivery, they realize the item is damaged or missing a part and they check in the item a second time and choose “**Checkin, do not fulfill hold**”.

The item now has a status of "Available", but the hold is stuck as an item level hold from the first time it was checked in. This means no other library will be paged for the hold and the hold will sit there until that specific item is checked in. You need to select that hold and choose **transfer holds**. It will tell you that one hold is being transferred from the item record. It is going to be pre-filled with the bib number. If it is a volume, the second option will be the volume number that you need. So you want to make sure you are transferring it to the right place. If it is a regular bib with no volumes, you just choose **OK**. That transfers it back to a bib level hold so that another library can be paged for it. Make sure everyone who is working with the paging list is aware of this because this is one of the main reasons why holds get stranded.

VII. BYPT "Bring Your Problems Time"

- a. Some Bib Records Need to be Devolumized** - Slanicky (PC) sent an email recently about the need to de-volumize some bib records. For bib records with more than 700 items attached, the holdings data is truncated when it is loaded into Vega. This can make it appear that your library doesn't own a title when you actually do. For now the only workaround is to split those bib records into their separate volume records.

That is a project that Slanicky (PC) is working on. It may be something that you will want to mention to your circulation staff. We have 22 titles that are affected by this, and it was evenly split between magazine and graphic novel titles. Some affected titles are Bone by Jeff Smith, Phoebe and the Unicorn, People, and National Geographic. PrairieCat staff will keep everyone updated on the progress of this cleanup.

- b. Patron Notice Preference** – A library changed a patron's notice preference to "phone," but the patron was still getting emails. Certain notices, like the courtesy notice, are only emailed. Even if the notice preference field is set to "phone," the patron will still get certain notices by email. If there is a problem with the patron accessing their email, delete the email field in the patron record to prevent them from receiving emails.

VIII. Next Circulation Committee Meeting: February 27, 2024, via Zoom.

PRAIRIECAT's VERSION OF SIERRA WAS UPGRADED TO 6.1.0_10

EFFECTIVE 04/10/2024

SIERRA 6.1 UPGRADE: REPRINT BILLS OPTION

Starting with this release, Sierra will now save copies of bills for 60 days. When you reprint a bill, it is a copy of the original bill, including the original date and amount. The printed copy does not reflect any partial payments made against the bill.

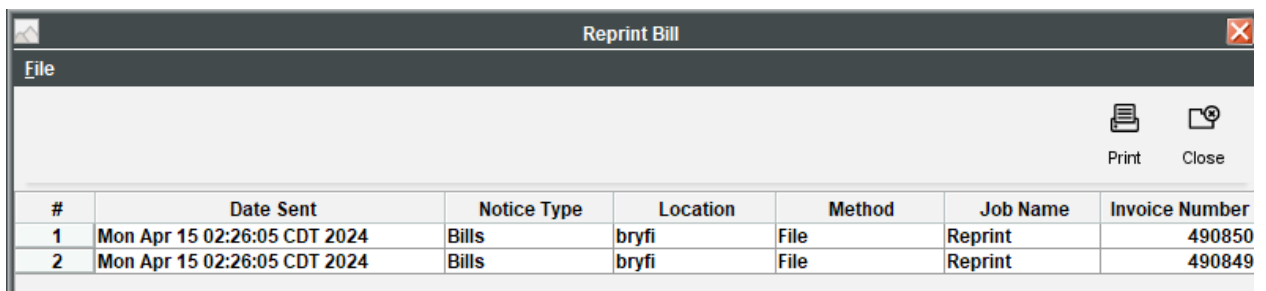
This is useful if a patron states they never received the bill.

To be eligible for reprinting, the bill must:

- Not be fully paid or waived. Partially paid bills are eligible.
- Have been generated after Sierra 6.1 was installed (04/10/2024)

To print a copy of a bill:

1. Retrieve the patron record
2. Select the FINES tab
3. Click the REPRINT BILL button. A list of bills available for reprinting will be displayed:



The screenshot shows a window titled "Reprint Bill" with a "File" menu. In the top right corner, there are "Print" and "Close" buttons. Below the menu is a table with the following data:

#	Date Sent	Notice Type	Location	Method	Job Name	Invoice Number
1	Mon Apr 15 02:26:05 CDT 2024	Bills	bryfi	File	Reprint	490850
2	Mon Apr 15 02:26:05 CDT 2024	Bills	bryfi	File	Reprint	490849

4. Select a bill, click Print, then select a printer.
5. Sierra will:
 - Print a copy of the bill
 - Add an entry to the Notice History table with a job name of "Reprint"

SIERRA 6.1 UPGRADE: REPEATED BILLS

Currently, replacement bills are mailed to patrons at 21 or 28 days after the due date (for fine-free libraries) or 44 days after the due date (for non-fine-free libraries). Once the replacement bill has been generated, no further bills are produced.

This new option will allow us to send additional bills (essentially duplicates of the original replacement bill) to patrons after the replacement bill has been sent. For example, we could choose to send 2 additional bills 30 days apart.

Libraries can choose to have these additional bills sent or not; however, the number of bills and the timeframe for sending them is a consortium-wide setting and cannot be customized for individual libraries.

Prior to releasing this functionality to all PrairieCat libraries, we need:

- A consensus from the Circulation Committee about the number of additional bills to be sent
- A consensus from the Circulation Committee about the timeframe
- Several volunteers to test this feature for approximately 6 months before we make it available to all libraries