

PRAIRIECAT CIRCULATION COMMITTEE
AGENDA
August 27, 2024
1:00 PM via Zoom

The PC Circulation Committee will meet Tuesday, August 27, 2024, at 1:00 pm via Zoom. To join the meeting, please visit:

<https://prairiecat-org.zoom.us/j/89721227822?pwd=vaGj9yy4pFNJ1akBulQQa9qXvL2Uy8.1>

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) Welcome to returning committee members
- 4) Welcome back to our school libraries
- 5) Review agenda for additions/corrections
- 6) Approval of minutes from April 23, 2024 (June 2024 meeting cancelled)
- 7) New topics
 - a) Review of paging list issues
 - b) Changes to PrairieCat Bylaws regarding Standing Groups
 - c) Migration from iTIVA to IPA (Innovative Phone Alerts)
 - d) 3-day hold pickup option for special item types ONLY (Vote required)
 - e) Repeated bills feature
- 8) Pending Projects/Reminders
 - a) VEGA (eRead integration and homepage customization)
 - b) [PUG Day](#)
- 9) BYPT "Bring Your Problems Time"

Next Circulation Committee meeting: October 22, 2024, 1:00 pm, via Zoom

**PRAIRIECAT CIRCULATION COMMITTEE
DRAFT MINUTES
April 23, 2024
1 pm via Zoom**

MEMBERS PRESENT: Bonny (PC), Elsner (HC), Erickson (FR), Hansen (CH), Kofoid (GV), Landis (PC), Linnell (BD), Sangston (MA), Shelton (WL), Slanicky (PC), Smith (PC), Tedder (PC), Wiegert (FP), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Snidanko (HD), Wood (JO).

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 October 24, 2023 – Sangston (MA) made a motion and Kofoid (GV) seconded to approve the October 24, 2023, minutes with one correction. Minutes approved.

V. Nominations for Circulation Committee Members – The Circulation Committee has two seats open, one tier 3 and one at large position. Nominations are being accepted until April 26 by emailing Carolyn Coulter, PrairieCat director at Carolyn.coulter@prairiecat.info, Emily.faulkner@prairiecat.info, or Kelly.mccully@prairiecat.info. The election will be held May 6-17.

VI. New Topics

a. Sierra 6.1 Upgrade: Reprint Bills Option – Sierra was upgraded to 6.1.0_10 on April 10, 2024. 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. See the April 23, 2024 meeting packet for more information.

b. Sierra 6.1 Upgrade: Repeated Bills Feature – Currently, replacement bills are mailed to patrons at 21 or 28 days after the due date (for fine-free libraries) and 44 days after the due date (for non-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 bill) to patrons after the replacement bill has been sent. This 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 for all libraries.

It was decided to add two additional bills, 30 days apart. Landis (PC) will work with Innovative to set it up and test it. Two libraries volunteered to test it. If your library would like to volunteer to test it, please email melissa.landis@prairiecat.info.

c. Feedback Requested for New Circulation Manager Checklist – A new circulation manager checklist is being created on the PrairieCat support site. Send suggestions to melissa.landis@prairiecat.org.

d. New Reference Document for Create Lists Added to Support Site – a new reference document for Creates Lists has been added to the PrairieCat support site.

e. PrairieCat Kids’s Catalog – Landis (PC) gave a brief demo of the new PrairieCat Kid’s Catalog. There will be more details at the member updates in May.

f. New and Upgrading Libraries – One school district is considering adding another campus to PrairieCat. Mills & Petrie Memorial Library and Gymnasium is upgrading from union list to basic online and is working on adding the rest of their collection. Byron Schools has completed an inventory on the second of three campuses. They will have holds at the second campus in the fall and will finish inventory on the third campus.

g. PUG Day – This year’s PUG Day will be virtual and will be on September 26-27. A link is available on the support site to submit a program

proposal to do a presentation. Registration and a final program will be available in June. Some good sessions have already been scheduled.

VII. Member Updates – Everyone is invited to attend the PrairieCat Member Updates, the dates and links to register are listed on the agenda. Please register in advance.

VIII. BYPT “Bring Your Problems Time”

a. Checking in an Item with a Pop-up Message – With Sierra 6.1, checking in an item that generates a pop-up message gives extra detail (title, author, call number). It pulls the call number from the bib record. If there is no bib record, then it displays the first volume attached. It is very noticeable when checking in library of things items. Staff can be checking in a telescope and call number for something else is displayed. Once you accept the checkout screen, the call number goes back to normal. Innovative is aware of it and its status “unresolved.”

b. Library Patron has Patron with Overdue Items at Another Library – Jen at NCK has a patron with overdue items at another library. The libraries forgave overdues during COVID, but if the fines accrued after COVID, the fines were probably not forgiven. Since the patron has a history of having overdue items, it was recommended that she contact the library that issued the fines.

IX. Next Circulation Committee Meeting: June 25, 2024, 1:00 pm, via Zoom.

Changes to PrairieCat Bylaws Regarding Standing Committees

Approved, Delegates Assembly, July 31, 2024

SECTION 1. MEMBERS OF CircC and TechC. The number of members of the PRAIRIECAT Circulation ~~Committee~~Committee (CircC) and the PRAIRIECAT Technical Services Committee (TechC) shall be eleven (11) elected representatives chosen through an election process by the Delegates Assembly. Their members will include:

- ~~Two~~One (12) members representing Tier 1 public library constituencies
- ~~Two~~One (12) members representing Tier 2 public library constituencies
- ~~Two~~One (12) members representing Tier 3 public library constituencies
- One (1) member representing academic, special, or school member libraries
- ~~Four~~Seven (74) members serving on an at large basis from any library type

Union List members are welcome to run for At Large seats. The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

~~No more than one representative from the same member library can serve on CircC at the same time or TechC at the same time.~~

In cases where we have no nominees to fill a seat, the size of the committee shall be adjusted until the next election cycle.

SECTION 2. TERMS OF OFFICE. Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only ~~two~~three (32) consecutive elected terms, ~~regardless of the length of the term.~~ Interim appointments Shall may be made by the committee to fill vacant seats until the next regularly scheduled election. CircC and TechC appointments ~~for less than six months~~

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to cover members departing before the end of their term do not count against the consecutive term limitation. ~~The six-year term limit applies to an individual CircC or TechC member, and does not limit a library from having different individuals serve as representatives on the CircC or TechC standing groups for more than two consecutive terms.~~

Repeated Bills

The repeated bills feature allows your library to send 2 additional bills, each 30 days apart, to patrons beyond the standard billing time frame. The chart below shows when overdue notices and bills are created:

Type of Library:	21 day bill (fine-free)	28 day bill (fine-free)	44 day bill (not fine free)
1st overdue notice:	7 days after due date	7 days after due date	7 days after due date
2nd overdue notice:	7 days after 1st notice	7 days after 1st notice	7 days after 1st notice
3rd overdue notice:	7 days after 2nd notice (bill)	14 days after 2nd notice (bill)	7 days after 2nd notice
4th overdue notice:	none	none	9 days after 3rd notice
5th overdue notice:	none	none	14 days after 4th notice (bill)
1st repeated bill (optional)	30 days after 3rd notice	30 days after 3rd notice	30 days after 4th notice
2nd repeated bill (optional)	30 days after 1st repeated bill	30 days after 1st repeated bill	30 days after 1st repeated bill

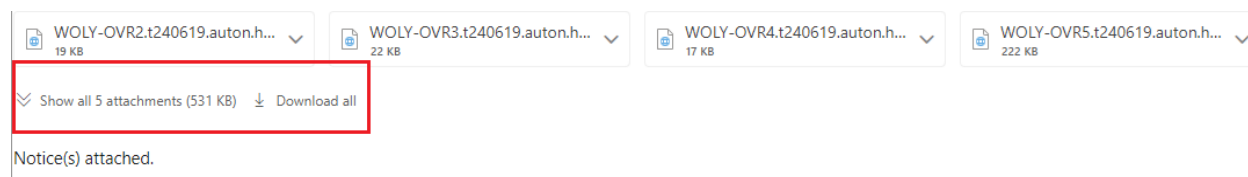
To implement this optional feature for your library, please read the FAQ below and then [log a helpdesk ticket](#) to request that it be set up for you.

How will my library receive the notices?

The repeated bills will be delivered to your library's PrairieCat email account and you will be responsible for printing and mailing the notices. Bill notices are only available to patrons as print notices, i.e., they are not emailed directly to the patron.

The file name will be your library's 4-character code + OVRR.

Note that if you receive multiple notice files, you may need to click "Show all attachments" to see all of the notice files:



We've received the first repeated bills file and it is huge! Do we really need to print and mail all of these?

The first time repeated bills runs for your library, Sierra will create a bill for every eligible item your library owns, even those with very old due dates. The timeframe for repeated bills cannot be limited; this means the first run of repeated bills will be substantial as the system "catches up."

The first bill file could range from a few hundred to several thousand bills depending on the size of your library. Once that initial run has been completed, subsequent runs of repeated bills will apply to current billed items only.

You can choose to ignore the first run of repeated bills or, because the bills are sorted in due date order, you could download the file and work backwards from the end of the file, only printing and mailing the most recent bills.

Note that there could be some crossover between the first file and subsequent files. For example, a patron has 5 billed items with different due dates: the bills for 4 items could be generated in the first run and the bill for the 5th item could be in the second run.

There are bills for other libraries' patrons in my file. Why?

While overdue notices are sent to the patron's home library (and are combined and list each item that is overdue regardless of owning library), bills for individual items are sent to the owning library so that you can be informed that your item is billed and you may want to replace it.

For example, Library A patron checks out a Library A item and a Library B item. Both items reach bill status. Library A has opted into repeated bills and Library B has not. The patron will receive only a bill for the Library A item. However, all bills do show the total outstanding bills and fines due on a patron account.

Do repeated bills reflect payments the patron has made?

Yes! For example, a patron is billed for 5 items and pays for 1 item, the next repeated bill will show only the 4 remaining items.

Is it possible to have different wording on the repeated bills?

No, the repeated bills will have the same wording as the original replacement bill.

Repeated Bills feature introduced in Sierra 6.1 in April 2024



UNIFORM CIRCULATION RULES
APPROVED BY ADMINISTRATIVE COUNCIL 4/6/12,
REVISIONS APPROVED ON 08/07/20

Loan periods:

Each library may choose up to three loan periods of 7, 14 or 21 days. Outside this three loan period rule are course reserves, equipment, and in-house checkouts such as for, ILL, technical services, etc.

One day **grace period** for all materials, all libraries.

Fine rates – libraries may choose up to 3 per agency.

Maximum fine = \$10 for all “regular” items; \$50 for non-traditional materials (e.g. equipment).

Block amount: \$10 for all “regular” patron types

Renewals = maximum 3 (all items) with overrides OK for local materials for local patrons if no holds.

Uniform “adult” age is 18 – to automatically flip ptype from juvenile or YA to adult. Your library/agency can choose to have the “adult” age lower, but you will need to manually flip the profiles then. Some libraries are currently using YA already. Libraries can choose to use this category or not. If you choose to use the YA designation, you will need to manually flip from juvenile to YA.

Courtesy notices are required where applicable.

Notices will be produced in print format only for those users who do not have an email address or for libraries that don’t use phone notification or text notices, or if any of those notices fail in transmission. Bill and collection notices will be produced in print format for all libraries.

Hold shelf limit: items may remain on the holds shelf at libraries for a maximum of 6 business days. Can extend for local materials for local patrons if no holds exist.

Proposed change to Uniform Circulation Rules:

Hold shelf limit: items may remain on the holds shelf at libraries for a maximum of 6 business days. Can extend for local materials for local patrons if no holds exist.

Additionally, libraries can request a 3-day hold shelf limit (3 business days). Use of the 3-day limit is restricted to special item types such as hotspots.