

PrairieCat Circulation Committee

Agenda

February 25, 2025

The Circulation Committee will meet on Tuesday, February 25th at 1:00 p.m. via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2025-02-25) (https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2025-02-25).

This is an open meeting and everyone is welcome and encouraged to attend and to contribute, but only the committee members may vote. Six committee members are required to have a quorum.

1. Welcome
2. Roll call of committee members for attendance
3. Review of agenda for additions/changes
4. Approve minutes for August 27, 2024 meeting
5. New topics
 - 5.1. Availability of 3-day hold pickup for special item types ONLY
 - 5.2. Sierra 6.3 upgrade
6. PUG Day 2025, September 26, 2025 at the Bend XPO in East Moline
7. Resource Sharing Summit, April 11, 2025 at DeKalb Public Library. [Register in L2.](#)
8. Vega Discover Showcases Q & A session. February 25, 2025 at 1:00 p.m. [Register in L2.](#)
9. IPLAR Q & A sessions, once monthly April through August. [Register in L2.](#)
10. Member forums
11. Pending Projects & Reminders
 - 11.1. Limit search results by current location/scope
 - 11.2. Status of fine free libraries—62% of PrairieCat public libraries are fine free!
12. BYPT “Bring Your Problems Time”
13. Adjournment
14. Next meeting—Tuesday, April 22, 2025, 1:00 p.m. via Zoom. [Register in L2.](#)

**PRAIRIECAT CIRCULATION COMMITTEE
DRAFT MINUTES
August 27, 2024
1 pm via Zoom**

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

MEMBERS ABSENT: Shelton (MR), Snidanko (HD), Slanicky (PC), Wood (JO).

GUESTS PRESENT: Brozovich (RP), Carter (SL), Christiansen (MX), Fane (LP), Fine (PR), Finnerty (NCK), Gunn (EJ), Hoffman (TC), Hoste (CL), Iwanski (YK), Kozinski (DK), Mason (RL), Slazyk (PE), Stanley (EJ), Thomas (RK), Young (RP), Zielezinski (SA).

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

II. Roll Call of Committee Members for Attendance

III. Welcome to Returning Committee Members – Congratulations to Katy Wiegert (FP) and Sue Erickson (FR) who were both re-elected to the committee with three-year terms ending June 30, 2027

IV. Welcome Back to our School Libraries – Landis (PC) welcomed back our school libraries. Now, all but eight of the school libraries are open, so their collections are set to holdable, and their paging lists are turned on. Of the remaining schools, six will be turned on over Labor Day weekend. One school will be closed until mid-September. The final school will be closed for maybe a month or so, as they are working on hiring a librarian.

V. Review Agenda for Additions/Corrections – Illinet and IPLAR statistics were added to the Pending Projects section.

VI. Approval of Minutes from April 23, 2024 (June 2024 meeting cancelled) – Linnell (BD) made a motion and Sangston (MA) seconded to approve the April 23, 2024, minutes as written. Minutes approved.

VII. New Topics

- a. Review of Paging List Issues-** We have been experiencing paging list issues for the past several weeks. Innovative upgraded the system operating software on our server. This was a required upgrade since the previous software is no longer supported. Unfortunately, that upgrade created multiple issues with the notices processes. We do

think that we have most of the issues resolved, but not all of them. For the time being, we are seeing that the afternoon paging lists are being distributed in a timely manner. Thank you for your patience as we deal with this issue. Thank you to Jason Jensen (PC) for working with Innovative to get this resolved.

b. Changes to PrairieCat Bylaws Regarding Standing Groups - At the July 2024 Delegates Assembly meeting, Carolyn Coulter (PC) explained changes we would like to make to the bylaws regarding the standing committees (Circulation and Technical Services). These changes should alleviate ongoing issues we have had filling seats on these committees:

- The PrairieCat Circulation Committee will have a total of eleven members.
- Union list members are welcome to run for At Large seats.
- Each member shall serve a term of three years.
- Members may now serve a maximum of three consecutive elected terms instead of two.
- Appointments to cover members departing before the end of their term do not count against the consecutive term limitation.
- More than one person from the same library can be on the committee.
- If a committee member has to drop off the committee, then the committee can make an interim appointment to fill that seat until the next election.

Information on the bylaws is included in the meeting packet.

c. Migration from iTIVA to IPA (Innovative Phone Alerts) - In June 2024, the TNS (Telephone Notification System) software was migrated from iTiva to IPA (Innovative Phone Alerts). In the Checkout function, search for the patron and then you can click on View, Teleforms, to see the history of all telephone notifications the patron has received. This shows the phone number that was called and the Activity Date and Time. It never displays these in order for some reason, so you need to click on the column heading to sort it. It will tell you the notice type of Hold Pickup, Overdue, or Courtesy. It displays the title, call number, call status, recall, number of call attempts, and an ID number. This is an Innovative product, so you can now see more information than you could before. It was asked if the phone number that the notification comes from has been changed. The phone number is 888-542-7259 and has not been changed. As a reminder, patrons must have their notice preference set to phone and the phone number must be entered in XXX-XXX-XXXX format with nothing else in the field or telephone notifications will fail.

- d. 3-day Hold Pickup Option for Special Item Types ONLY (Vote Required)** – A 3-day hold pickup option has been suggested for hotspots. See pages 8-9 of the August 27, 2024, meeting packet for more information. The committee members liked the wording. A motion was made by Hansen (CH) and seconded by Wiegert (FP) to approve. Motion carried. It now needs to go to the Delegates Assembly and Admin Council for approval.

- e. Repeated Bills Feature** – Information on repeated bills is in the meeting packet. Five libraries tested the new repeated bills feature with Landis (PC). Two additional bill notices can be sent to the patron after 30 days each. The first run is for every item eligible, so the first one is very big. Subsequent runs are normal size. You can run it and ignore the first one. The file name for repeated bills will be your library's 4-character code followed by OVR. Bills are sent to the owning library of the item. Only the participating libraries appear on the bill if patrons used more than one library. The bill does include a total dollar amount for all items checked out at all libraries.

Zamorano (WO) tested the bills and gave a report to the committee. They are a fine free library, so their bills are created 21 days after the due date. Postage for the notices is too expensive to mail them all, so Woodstock was waiting two weeks before mailing the notices to see if the items would get returned. They now print and mail the repeated bills instead of the initial bill and this has saved postage costs.

Woodstock's first run of repeated bills was huge, so they worked on cleaning them up 50 pages at a time. They highly recommend using the new bills.

VIII. Pending Projects / Reminders

- a. Vega (eRead Integration and Homepage Customization)** – In Vega Discover, you can customize your homepage, add carousels of new items, add a maximum of ten links to the banner, and have a link to opt in to text alerts. The text alerts are still handled through Encore, so if the patron selects this option, it will take them to Encore, and then they can sign up for it, otherwise there is no way for a patron to sign up in Vega itself. Everything in Encore has not yet been added to Vega. You can use Idea Exchange to make suggestions for things you would like to see added to Vega.

- b. PUG Day 2024** –PUG Day will be September 26 and 27, 2024. All sessions will be virtual this year. Information is available on the

support site at: <https://support.prairiecat.info/pug-day-conference>. All sessions are listed with a description, information on the speaker, and available resources. You can register online. You are encouraged to attend and share this information with your coworkers.

- c. IPLAR Statistics** – Landis (PC) updated the IPLAR statistics worksheet. The use of resources section was updated. Talent LMS has a series of videos on how to fill out the IPLAR statistics. Once you are signed into Talent LMS, you can go to the course catalog, reports, and scroll down to the IPLAR statistics. The deadline for many libraries is September 1, 2024.
- d. Illinet ILL Survey** - Landis (PC) has updated the Illinet worksheet with the appropriate links and the fiscal year. These fiscal year reports are now available on the support site. This worksheet also tells you which reports you need to use to compile the statistics. The deadline for Illinet statistics is not until March 31, 2025.

IX. BYPT “Bring Your Problems Time”

- a. Preferred Patron Names** – Linnell (BD) asked about preferred patron names. To find information on preferred patron names on the support site, you can go to Resources, Policies & Procedures, or just search “create a patron record”. There is a section for Alternate names.

X. Next Circulation Committee Meeting: October 22, 2024, 1:00 pm, via Zoom. If you have a dog or cat that you would like to have featured on the slide show before the meeting starts, email it to Landis (PC) at melissa.landis@prairiecat.org.



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. 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.