Union List Members Meeting
March 11, 2025

Union List Representatives

Connie Baele (Mineral-Gold Public Library)

Jacqueline Peterson (Rockridge Schools)

Michele Thurston (Annawan Alba Township Library)

Julie Voss (Forreston Public Library)

Represent Union List members at Delegates Assembly by attending and voting.

Meet with PrairieCat staff to discuss issues as needed.

Contact unionrep@prairiecat.simplelists.com

Membership Update

- **Mills & Petrie Memorial Library and Gymnasium | Lee County**
  - Upgrading from Union List to Basic Online
  - Project Schedule TBD
  - Population Served: 967
  - Registered Cardholders: 465
  - Annual Circulation: approximately 4,863 items
  - Items: 17,073
  - Sierra Code: MI
  - RAILS Delivery Code: MPMY-12

PrairieCat

Member Events | Upcoming

New Director Welcome

◦ Wednesday, March 19, 2025 at 10 am

◦ [Online via Zoom](#)

Resource Sharing Summit

◦ Friday, April 11, 2025 10am **to** 2:30pm at the DeKalb Public Library

◦ Marketing Your Library: Strategies for Success and Accessibility | [Event Details](#)

Spring Member Updates

◦ Week of May 19 | Details TBA

Training | IPLAR Q&A

Got IPLAR questions? We can help! Drop in for an open Q&A. PrairieCat staff will be available during the sessions to assist with answering your questions about compiling your Sierra-specific statistics for the IPLAR. The sessions are via Zoom and the events are posted in L2 and on the PrairieCat website.

Please register in advance for your preferred Zoom session.

Monday, April 14, 2025	**10:00-11:00 AM**
Monday, May 12, 2025	**10:00-11:00 AM**
Monday, June 9, 2025	**10:00-11:00 AM**
Monday, July 14, 2025	**10:00-11:00 AM**
Monday, August 11, 2025	**10:00-11:00 AM**
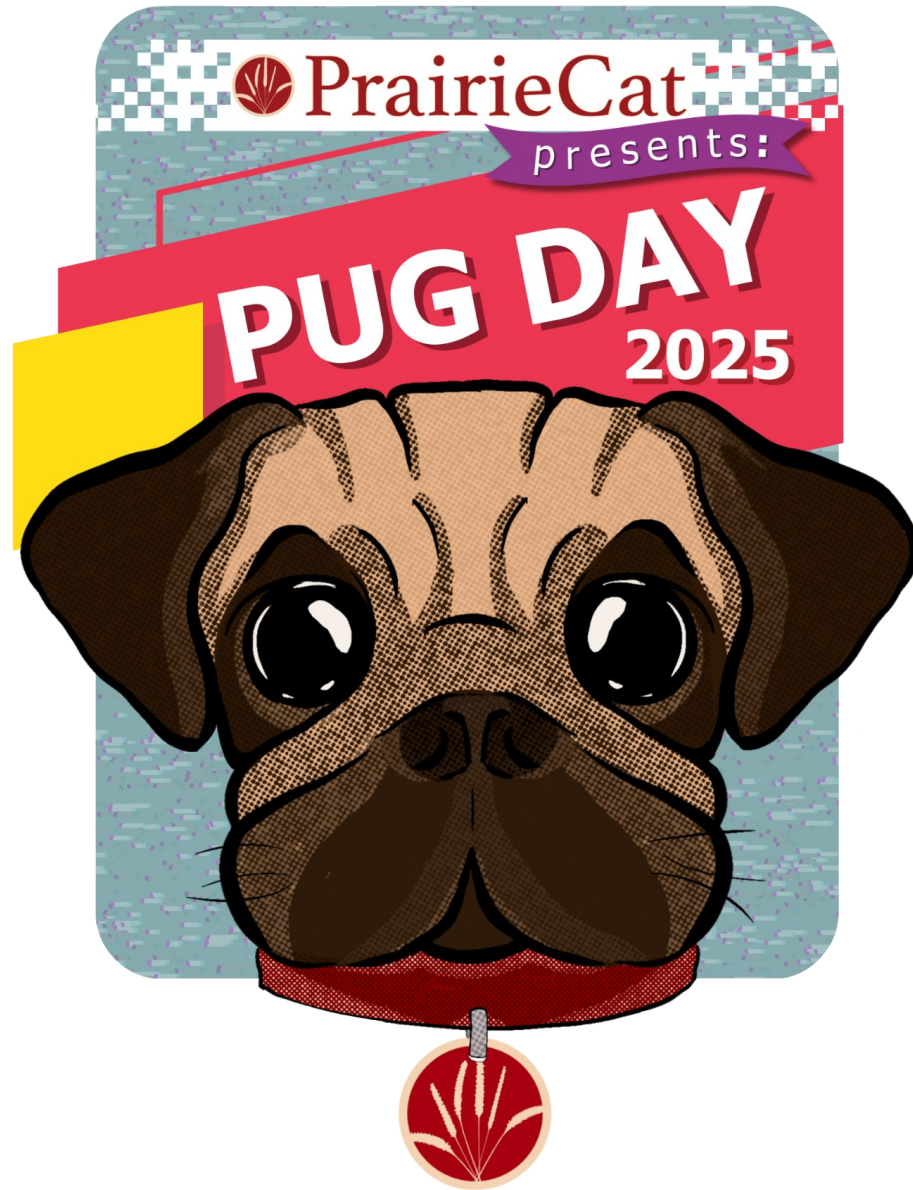
Member Events | PUG Day 2025

- In person professional development conference

- Friday, September 26, 2025 in East Moline, IL

- Program information and registration coming Summer 2025

Strategic Planning FY25-FY27

✓ Annual Strategic Plan Evaluation Surveys

💬 Staff feedback

👤 Member feedback

👥 Working group will present strategic plan to Administrative Council then Delegates

Budget Preview

- FY26 Budget
- On the agenda for Delegates Assembly on Wed, Apr 30, 2025 at 10:30 am
- Meeting details on support site

Budget Preview

- Union List per library and reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual.

- FY26 Draft Budget | Projected Union List Fee $1,050
  - $949.75 Base Fee
  - $100.25 Reserve Contribution
  - Stable rate compared to FY25

Member Forums Now Available

- ❑ Peer-to-peer discussions
- ❑ Library related topics
- ❑ Log in to view and post

Members

- Member Directory
- Membership Information
- Committees & User Groups
- Site Visit Request
- ▸ Member Forums

Member Forums

Forums are a place where PrairieCat members can discuss topics of interest within our consortium community. We encourage you to create forum topics for discussions and information sharing. Share your expertise and ask your fellow PrairieCat members for advice.

Forums are intended for peer-to-peer discussions around library service and PrairieCat related topics. Members must be logged in to view and post comments. Receive email notifications by clicking the Subscribe slider at the top of each forum page. Subscribe to a main forum category to be emailed when a new sub-topic is created. Subscribe to specific sub-topics to be notified of new comments.

To create a forum topic, select the appropriate category and select **Add a Forum Topic.**

Review the Forum Policy before participating.

Search

| Search forum posts and replies | Apply |

Forum	Topics	Comments	Latest
Adult Programming and Services A forum to discussion adult programming and services.	0	0	
Cataloging and Technical Services A forum for cataloging and technical services topics.	0	0	
Children's Programming and Services A forum to discuss all things related to children's programming - tips, recommendations, any issues, etc.	0	0	

PrairieCat eNewsletter

[Sign up for the monthly eNewsletter](#)

From the website – News > PrairieCat eNewsletter

Member Compliance Reminder

Responsibilities of Member Libraries

-Complying with PrairieCat policies and procedures as detailed in the IGA, Bylaws, General Policy Manual, Circulation Policies and Procedures Manual, and Technical Services Policies and Procedures Manual

-Twice a year, Administrative Council reviews member compliance report regarding:

-**OCLC membership**

-**Adding items to PrairieCat**

-**Lending materials on PrairieCat**

-**Item Entry Certification**

Member Compliance Reminder

Responsibilities of Member Libraries

The Technical Services Policies state that all member libraires
Enter your new acquisitions into the PrairieCat database on a current basis.

Once you log in to the PrairieCat website, you can view Policies and Procedures here.

Training | TalentLMS

- Holds
- Searching
- Vega Discover
- Circulation
- Advanced Circulation
- Reports – Decision Center and Create Lists
- ILL Module Overview
- Technical Services – Acquisitions, Cataloging: Item Entry, and Serials

Visit prairiecat.talentlms.com to log in or sign up for an account.

Training | TalentLMS

Past 30 days

- 16 New Users
- 114 Logged In Users
- 408 Log Ins
- 245 Courses Completed

- Always call, submit help desk, schedule on-demand training if you have questions.

- NEW Users must complete email account verification within 24 hours
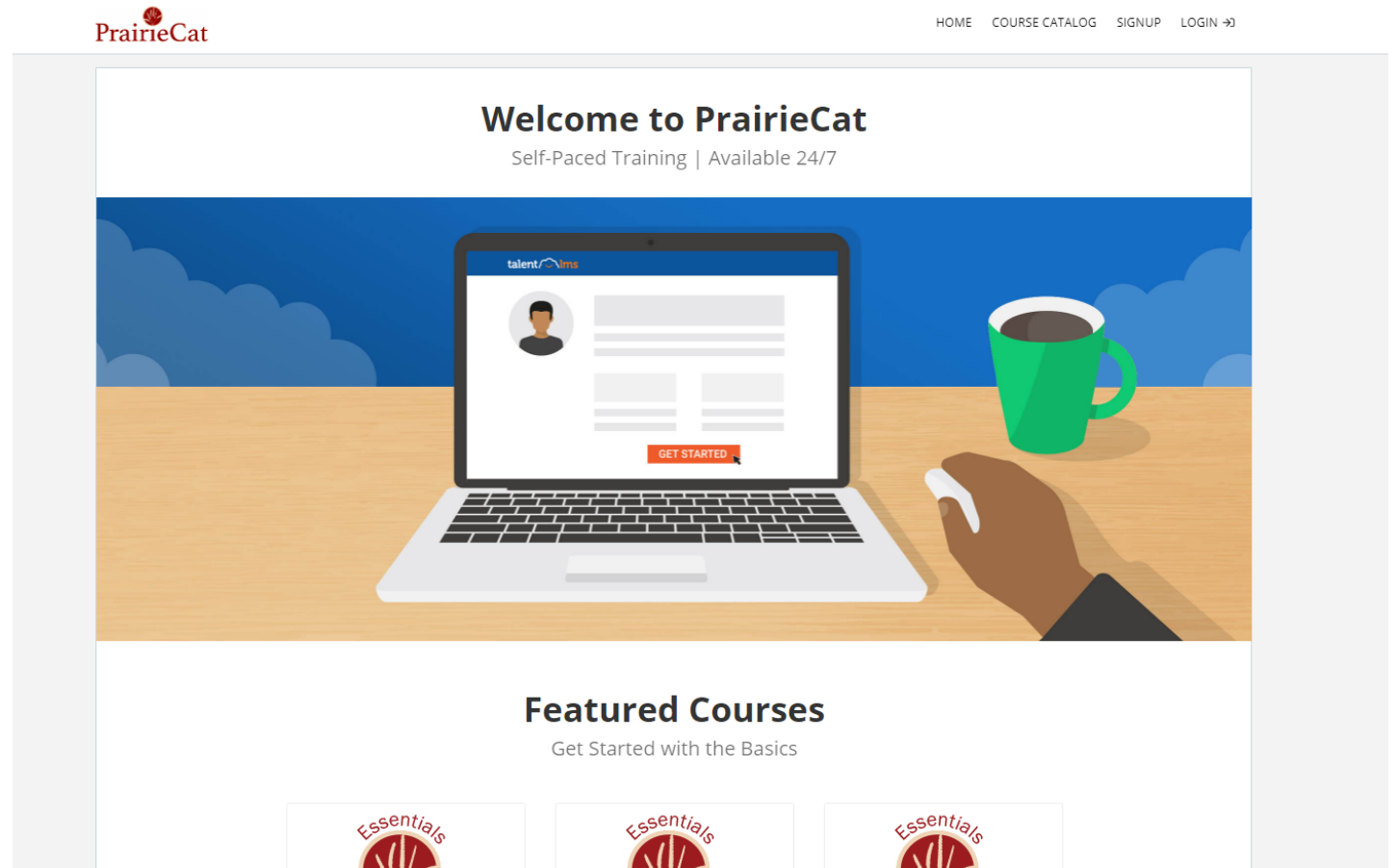
Reminders from RAILS and more…

❑ 2025 Illinois State Library Annual Certification| Deadline March 31

❑ Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey | Deadline March 31 |
 See PrairieCat support site for additional resources on gathering statistics

❑ Free Social Justice for Libraries Course available for RAILS Members

❑ Trustee Training available for RAILS Members

❑ Find More Illinois | Allows libraries and patrons to search multiple
 library catalogs in a single discovery interface.

Sierra Access | IP Address Changes

You must notify PrairieCat if your IP Address will be changing.

Access to Sierra will be disrupted if PrairieCat is not aware of an IP Address change.

Logins | Staff Transitions

Named Tech Logins

❑ Only for staff that add new items to the PrairieCat database and are item entry certified.

❑ Please submit a help desk ticket to notify PrairieCat of staffing changes.

❑ Named logins are not to be shared.

Shared Circ Logins

❑ Each library has a shared circulation login assigned to their library

❑ This is for library staff to use for basic circulation / ILL functions like checking in and checking out

If you have questions about how to log in to Sierra or how the logins are setup at your library, please contact the Help Desk.

Paging List Reminder

Reminder to use the library's "checked out" account to checkout an item that the agency receives a hold request in Sierra for, but the item is currently checked out to a local patron in your local system.

This will move the hold request to the next available library the next time the paging list is generated.

You are required to process 1 paging list (morning or afternoon) each day that your library is open.

Sierra Inventory: Collection Comparison

- Have you done a weeding project at your agency and updated your shelf-list and maybe didn't update Sierra?

- Are you tired of receiving hold requests in Sierra (or in OCLC) for titles that you no longer own?

Accurate holdings in PrairieCat ensures accurate holdings in WorldCat and up-to-date links to your library from FirstSearch, WorldCat Discovery, and WorldCat.org enable people to connect with the resources and services your agency provides.

Sierra Inventory: Collection Comparison

Highly encourage Union Listing members to do a collection comparison / inventory.

- *Request* a manageable listing of a specific group of records. Do NOT request your entire collection, which can be very overwhelming! *Examples: Fiction ; Adult Fiction ; Juvenile 600's ; Biographies : E/Easy books.*

- *Perform* comparison of items locally owned to what is in Sierra.

- *Identify* what is *no longer owned.*

- *Return listing* to PrairieCat staff so the no longer owned items can be deleted from the database.

Circulation | Maintenance Reports

Please review the reports, especially those emails with members agency codes in the Subject.

All maintenance reports are now ONLY available on the Support Site (*Statistics & Reports>Monthly Reports*)

Long Intransit Report lists items that have been Intransit for 30+ days prior to the report date. Use list to locate the item at your agency and check the item in Sierra, if found.*

Items that are INTRANSIT for 60+ days are updated to MISSING.

Missing Report lists items that have had a Status of Missing for 180+ days prior to the report date. Use this list to locate the item at your agency and check the item in Sierra, if found.*

Items that are MISSING for 270+ days are updated to WITHDRAWN and ***removed*** from the database.

*Use *Seek & Find online form* for items not located at your agency or the sending agency. (Training & Resources>Other Resources>Forms>Circulation group)

Opening / Closing Form

Resources > Forms

Public Library:
https://support.prairiecat.info/forms/public-library-closing-form

School Library:
https://support.prairiecat.info/forms/school-academic-library-openingclosing-form

More details on end of School Year procedures shared soon.

PrairieCat

Members   News   Events & Meetings   Services   Training   Resources   About   Staff Intranet

Quick System Status: ● Sierra   ● Vega Discover   ● eCommerce

Home › Resources › Member Forms

Resources
- Codes
- ▸ Forms
- Policies & Procedures
- Sierra Essentials
- Online Catalog & Patron Services
- Circulation
- Technical Services
- Interlibrary Loan (ILL) module
- Reporting Tools
- Support
- Statistics & Reports
- Software Downloads

Member Forms

For issues not covered by one of the forms below, submit a Help Desk ticket.

General

Public Library Closing Form — If your library is closing due to weather, building issues, or other circumstances, please submit this form so your library's settings can be adjusted.

Request On Demand Training — A selection of advanced courses are offered live On Demand via online meetings or in person. To request On Demand training, submit the form. Registration is required for all training.

School & Academic Library Opening/Closing Form — Use this form to report school reopening in the fall, school closing in the summer, and unexpected closure during the school year.

Site Visit Request — Interested in learning more about PrairieCat services? PrairieCat staff would love to visit your library or schedule a virtual site visit.

Interlibrary Loan

ILL Department Set-up Form — If your library would like to be configured to enable patrons (or staff on the patron's

Any questions

CONTACT ELIZABETH.SMITH@PRAIRIECAT.ORG