



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

PrairieCat Circulation Committee

Agenda

June 24, 2025

The Circulation Committee will meet on Tuesday, June 24th at 1:00 p.m. via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2025-04-22) (<https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2025-04-22>).

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. Approve minutes for February 25, 2025 meeting
6. Welcome to newly elected committee members
7. Open seat—the committee needs make a 1-year appointment
8. Membership Update
9. Innovative Mobile App
10. Decision Center logins, change effective 08/01/2025
11. Sunsetting direct holds in RSA catalog
12. New monthly report for damaged items
13. REMINDER: Follow PrairieCat policies for handling other libraries' items
14. REMINDER: Item holds used only for internal library purposes
15. REMINDER: Do not use item status codes that begin with Z
16. REMINDER: VEGA Discover courses
17. REMINDER: [Member forums](#) available



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

18. REMINDER: [PUG Day 2025](#), September 26, 2025 at the Bend XPO in East Moline
19. REMINDER: IPLAR Q & A sessions in July and August. [Register in L2](#).
20. BYPT “Bring Your Problems Time”
21. Adjournment
22. Next meeting—Tuesday, August 26, 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.

PrairieCat Circulation Committee

Draft Minutes

February 25, 2025

MEMBERS PRESENT: Bonny (PC), Elsner (HC), Landis (PC), Linnell (WL), Sangston (MA), Slanicky (PC), Smith (PC), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Erickson (FR), Hansen (CH), Kofoid (GV), Shelton (MR), Snidanko (HD), Tedder (PC), Wiegert (FP), Wood (JO).

GUESTS PRESENT: Fane (LP), Fine (PR), Finnerty (NCK), Finney (JC), Hoffman (TC), Ippolito (RZ), Iwanski (YK), Kozinski (DK), Martin (MP), Mason (RL), Nobiling (RZ), Slazyk (PE), Thomas (RP), Watson (HC), Young (RK), Zielezinski (SA).

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

2. Roll Call of Committee Members for Attendance

3. Review of agenda for additions/changes - The correct date in agenda item number eight for the Vega Discover Showcases Q & A session is February 26, not February 25.

4. Approve minutes for August 27, 2024 meeting – There were only five committee members in attendance; six members are required for a quorum. The minutes for the August 27, 2024 meeting will be approved at the April 22, 2025 meeting.

5. New topics

5.1. Availability of 3-day Hold Pickup for Special Item Types ONLY –

At the last Circulation Committee meeting on August 27, 2024, it was approved to add a new 3-day hold pickup for special item types such as hotspots. This was approved by the PC Admin Council at their last meeting and has been added to the Uniform Circulation Rules, which is included in the February 25, 2025 PC Circulation Committee packet. Open a help desk ticket specifying the desired item type if your library would like to begin using it.

- 5.2. Sierra 6.3 upgrade** – The Sierra 6.3 release notes are available in the meeting packet. A date for installing 6.3 has not been set yet. Watch for an email update. There are not a lot of circulation changes. In Sierra 6.3, you will be able to place multiple volumes on hold at once. For example, this feature can be helpful if a patron wants volumes 1-5 of a graphic novel. Click on the first one, hold the <Ctrl> key and choose the rest. There has been a delay on the training server when using this feature. When 6.3 is implemented, it is recommended that libraries test this. It should quickly display that the holds were placed and then show another pop-up screen that will list the new holds if they were added successfully.
- 6. PUG Day 2025, September 26, 2025, at the Bend XPO in East Moline** – PUG Day will be in person this year on Friday, September 26, 2025 at the Bend XPO in East Moline. More information will be forthcoming.
- 7. Resource Sharing Summit, April 11, 2025, at DeKalb Public Library.**
[Register in L2](#) – The next Resource Sharing Summit will be held on April 11, 2025 at the DeKalb Public Library. The topic this year will be marketing your library strategies for success and accessibility. Everyone who does library marketing is encouraged to attend and you can register now in L2. There will be a couple of guest speakers that will be attending. Smith (PC) will send out another email when more information becomes available.
- 8. Vega Discover Showcases Q & A session. February 25, 2025 at 1:00 p.m.**
[Register in L2](#) – O'Hara (PC) will be hosting a Q and A session on the Vega Discover Showcases. The correct date is February 26, not February 25. It will be at 1 pm. You can register in L2.
- 9. IPLAR Q & A sessions, once monthly April through August. [Register in L2](#)** – PrairieCat staff will be doing IPLAR Q & A sessions once monthly from April through August. You can register in L2. IPLAR information is available on the PrairieCat support site. There is a worksheet and also an Excel tips sheet for working with all of the statistical reports. Talent LMS has videos on IPLAR in the course catalog and then under the Reports section. Scroll down to see a whole series of videos on how to work with the statistical reports to compile your IPLAR statistics. During the open sessions you can attend and ask anything about the IPLAR.

10. Member forums – Member forums are now available on the PrairieCat website under Members, Member Forums. These are very similar to the RAILS forums but the advantage of these is that everyone here is on the same ILS (Integrated Library System). It is easier getting suggestions for how to deal with something when it comes from someone with the same software that you are using.

11. Pending Projects & Reminders -

11.1. Limit search results by current location/scope – There is the ability to limit search results by current location and scope. This is something that Slanicky (PC) has been working on quite a bit. Landis (PC) did a demonstration on how to limit a search. She was logged in as Manhattan Public Library. When looking at the summary screen, on the right is a drop-down menu with the choices of All, Current Location, and Current Scope. If you are library with a single location, you will choose Current Location. If you are a library with more than one branch, you will want to use the Current Scope option, and the search will limit the search to your branches. If your library is at the end of the alphabet, such as Yorkville, this will limit the search to only Yorkville instead of having to scroll all the way down to the bottom of the list.

11.2. Status of fine free libraries—62% of PrairieCat public libraries are fine free! – We have 93 public libraries in PrairieCat that are eligible to go fine free. Of those, 58 are fine free, or 62% of our eligible libraries are now fine free.

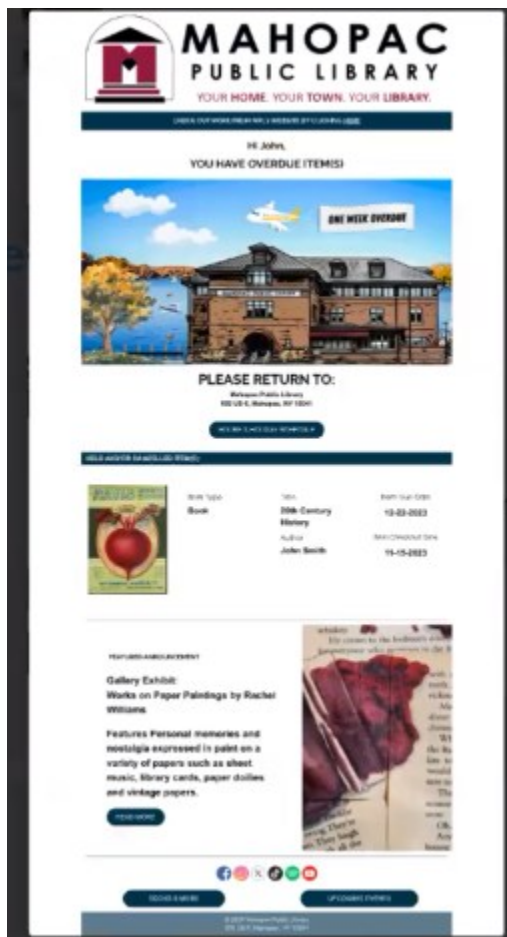
12. BYPT “Bring Your Problems Time” –

12.1. Shortcut in the Search Holds Function – Elsner (HC) asked if the c:75 shortcut code for HC in the search holds function is going away. It is not going away. Example: w Keyword horsemaid c:75. It is probably most helpful if you have branches, because you can immediately see which branch owns the item if only one branch has it. Another way to limit a search is with a “b” and your 2-letter code. Example: w Keyword horsemaid b:mn. The b and c shortcut codes only work in a keyword search.

12.2 LX Starter – Zamorano (WO) asked for an update on LX Starter. LX Starter is an Innovative product that allows you to customize your overdue notices to patrons in email format. This is one of things that was originally released as a standalone product and the consortium version was released later. Landis (PC) has done some work with LX Starter, but we aren’t quite ready to set up anything with the libraries who volunteered to test it. For any patrons who have notice preference set to email, their notices get emailed to them. You can design them with your library’s logo and your

library's information. It will include a screenshot of the item and all of the item information, and they look really nice. It is called LX Starter because the LX stands for library experience. Once notices are published, library staff will need to check for bounced and spam emails and handle the patron records accordingly. It is not something that you can set up and forget about it. There is some work involved on the back end for the libraries that decide to adopt this. Let Landis (PC) (melissa.landis@prairiecat.info) know if your library is interested in using LX Starter.

Example:



12.2. Vega Staff User Accounts - Smith (PC) said that PrairieCat staff will be announcing Vega staff user accounts in a couple of weeks. This will allow library staff to have a Vega staff account at this point, for Vega Discover, so that you can customize the homepage and edit the links at the top of your Vega site. There are courses available in Talent LMS and there will be a few Zoom Q & A sessions in March and April. If your library is interested in customizing your Vega site, someone at the library will need to have a user account to manage it. More information will be out in a couple of weeks.

13. Adjournment – The meeting was adjourned at 1:32 pm.

14. Next meeting—Tuesday, April 22, 2025, 1:00 p.m. via Zoom. [Register in L2.](#)

**PrairieCat Circulation Committee / Meeting Schedule
FY2026 (July 2025 – June 2026)**

Seat	Name	Email	Library	Term Expires
OPEN SEAT				
Academic/Special /School	Lisa Elsner	Lisa.elsner@highland.edu	Highland Community College (HC)	Jun 30, 2026
At Large	Tari Sangston	mautinolibrary@yahoo.com	Richard A. Mautino Memorial Library (MA)	Jun 30, 2026
At Large	Shannon Snidanko	ssnidanko@homerlibrary.org	Homer Township Public Library (HD)	Jun 30, 2026
Tier 2 Public	Devin Wood	devin@johnsburglibrary.org	Johnsburg Public Library (JO)	Jun 30, 2026
Tier 1 Public	Carrie Zamorano	carriez@woodstockil.info	Woodstock PL (WO)	Jun 30, 2026
At Large	Sue Erickson	saerickson@fossilridge.org	Fossil Ridge Public Library (FR)	Jun 30, 2027
Tier 3 Public	Katy Wiegert	kwiegert@freeportpubliclibrary.org	Freeport Public Library (FP)	Jun 30, 2027
At Large	Danielle Bazarek	danielle@pecatonicalibrary.com	Pecatonica Public Library District (PT)	Jun 30, 2028
Tier 3 Public	Emily Kofoid	kofoidemily@gmail.com	Graves-Hume Public Library District (GV)	Jun 30, 2028
Tier 2 Public	Eric Linnell	elinnell@wilmingtonlibrary.org	Wilmington Public Library District (WL)	Jun 30, 2028

11 Committee members, 6 are required to have a quorum. Members will include:

One member representing Tier 1 public library constituencies

One member representing Tier 2 public library constituencies

One member representing Tier 3

One member representing academic, special, or school member libraries

Seven members serving on at large basis from any library type

FY26 Meeting Schedule:

Bi-monthly meetings in even-numbered months: August, October, February, April, June.

4th Tuesdays at 1pm. Registration information in L2.

Aug 26, 2025	Zoom	1:00 pm - 3:00 pm
Oct 28, 2025	Zoom	1:00 pm - 3:00 pm
Feb 24, 2026	Zoom	1:00 pm - 3:00 pm
April 28, 2026	Zoom	1:00 pm - 3:00 pm
June 23, 2026	Zoom	1:00 pm - 3:00 pm