

PrairieCat Circulation Committee

Draft Minutes

July 1, 2025

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

MEMBERS ABSENT: Bazarek (PT), Linnell (BD), Snidanko (HD), Wood (JO)

GUESTS PRESENT: Brozovich (RP), Christiansen (MX), Fane (LP), Hansen (CH), Hoffman (TC), Hoste (CL), Kohlert (MI), Kozinski (DK), Miller (UE), Nawa (CN), Owens (MN), Regan (MN), Slazyk (PE), Spsychalski (OR), Thomas (RK), Towne (NL), Watson (HC), Zielezinski (SA).

1. Welcome - Landis (PC) started the meeting and welcomed everyone.

2. Roll call of committee members for attendance

3. Review of agenda for additions/changes

Landis (PC) requested item 20 "Holds" be added to the agenda.

The following motion was made:

- **Motion to approve the agenda with the addition of item 20**
made by: Sangston (MA)
- **Seconded by:** Kofoid (GV)
- **Vote result:** Motion passed with no opposition

4. Approve minutes for August 27, 2024 meeting

The following motion was made:

- **Motion to approve the August 27, 2024 minutes as written**
made by: Sangston (MA)
- **Seconded by:** Kofoid (GV)
- **Vote result:** Motion passed with no opposition

5. Approve minutes for February 25, 2025 meeting

The following motion was made:

- **Motion to approve the February 25, 2025 minutes as written made by:** Kofoid (GV)
- **Seconded by:** Sangston (MA)
- **Vote result:** Motion passed with no opposition

6. Welcome to newly elected committee members

Emily Kofoid from Graves-Hume (GV) and Eric Linnell from Wilmington (WL) were re-elected to 3-year terms and Danielle Bazarek from Pecatonica (PT) was newly elected to a 3-year term. Thank you all for your willingness to serve!

7. Open seat—the committee needs to make a 1-year appointment

The committee does have one open seat, and instead of a special election, the committee needs to appoint someone to fill this seat. This seat will be for 1 year only, through June 2026. Nominations were requested and three people volunteered: Tammi Slazyk from Peotone (PE), Matt Miller from Putnam County (UE), and Denise Towne from New Lenox (NL). A secret ballot was held, with committee members sending their choice to Landis (PC) by chat. Matt Miller (UE) was elected to the committee for a one-year term. The next election will be in April 2026.

8. Membership Update

Mills & Petrie Memorial Library and Gymnasium has upgraded from Union List to Basic Online and went live May 29, 2025. Congratulations to Jill and Suzanne at Mills & Petrie.

9. Innovative Mobile App

Delegates Assembly voted to approve the Innovative Mobile contract. PrairieCat staff are working with Innovative on implementation, and staff will prepare training and marketing materials for libraries. Timeline TBD. Estimate Go Live in Fall 2025. There are 70 out of 140 circulating libraries that will be using the mobile app. Library staff can be added to the mailing list. Patrons will be notified of the change when we get closer to Go Live.

10. Decision Center logins, change effective 08/01/2025

For security reasons, the dcprcat logins that are used to access Decision Center will be disabled, effective 08/01/2025. If you use Decision Center, please log a help desk ticket as soon as possible and request Decision Center permission. PrairieCat staff will update your Sierra named login and that is the login you will use to access Decision Center. If you do not currently have a Sierra named login and you need access to Decision Center, PrairieCat staff will create a login for you. Please do not wait until August 1st to request this!

11. Sunsetting direct holds in RSA catalog

Some of you may remember years ago, there was a Share Illinois website that gave us the ability to log into other consortiums' catalogs (like Pinnacle, SWAN, CCS, RSA) and place holds directly for our patrons. That website was removed years ago and most libraries use Find More Illinois and/or OCLC to place holds. Even though the website was removed years ago, PrairieCat libraries still had the ability to place holds directly in RSA's catalog. RSA has indicated that they will remove that access very soon.

No one present at the meeting is currently using it. Landis (PC) will tell RSA that they can go ahead and proceed.

12. New monthly report for damaged items

Beginning in July 2025, a new monthly report will be distributed that lists items with a status of damaged. More than 500 items have been at this status for more than year, some for a few years, so we do appreciate the libraries reviewing their items and cleaning these up.

13. REMINDER: Follow PrairieCat policies for handling other libraries' items

PrairieCat has received multiple reports recently of libraries not following PrairieCat policies regarding renewals, among other things. As a reminder, PrairieCat policy is that the maximum number of renewals allowed for other libraries' materials is three renewals or up to a total of nine weeks total checkout time. If you renew beyond that, you are violating PrairieCat policy. You do have the option of calling the owning library for permission to do another renewal.

There are currently 65 items (PrairieCat-wide) that have been renewed 5 or more times by libraries that don't own those items. Of those 65 items, 30 are checked out to staff accounts and it's those staff checkouts that have the highest numbers of renewals. Reinforce to your staff that they need to follow PrairieCat policy as well.

14. REMINDER: Item holds used only for internal library purposes

Item holds are to be placed only for internal library purposes, such as a cataloging issue or repair issue when the library needs that exact item.

PrairieCat does not page item level holds, so if you place an item level hold for a patron, you have placed a hold that could never be filled. And, for new materials, it is not necessary for you to place item level holds. For new materials, your items will always fill your patron's holds first. It is against PrairieCat policy to place item-level holds on another library's items. If asked for a page option when placing holds, always choose yes.

15. REMINDER: Do not use item status codes that begin with the letter Z

Please do not use any item status codes that start with the letter z. Those codes were put in place solely to keep similar items from migration projects together. PrairieCat is working towards resolving the items with these codes and removing the codes from the system.

16. REMINDER: VEGA Discover courses

These courses are available on TalentLMS and give you the information you need to customize your VEGA sites.

17. REMINDER: Member forums available

Member forums are available on the PrairieCat secure site. You can ask questions on issues and get replies from users on the same software.

18. REMINDER: PUG Day 2025, September 26, 2025 at the Bend XPO in East Moline

PUG Day will be in person this year at the Bend XPO in East Moline on September 26, 2025. Registration is now open and the program schedule is available on the support site. There is no registration fee. There is the option for the onsite catered lunch for \$16.00 per person. There are instructions in L2.

19. REMINDER: IPLAR Q & A sessions in July and August. Register in L2.

The 2 final office hours sessions for IPLAR statistics are scheduled for Monday, July 14th at 10:00 am and Monday, August 11th at 10:00 am. These are informal sessions where you can join and ask any questions you may have about compiling your PrairieCat-specific IPLAR statistics. You can register in L2 for a one-hour session. IPLAR training is available in Talent LMS and an IPLAR worksheet is available on the support site.

20. REMINDER: Holds

Before you place book club holds, always make sure that your library's copy is checked out and not available. Instead of placing one hold for 10 copies, you need to place 10 individual holds. The way the holds work now is off of the last letter that is in your library delivery code, which will be a B, G, or a Y. If you place holds and your library's delivery code ends with the letter B, other B libraries will be paged first. The idea is that those holds will be filled faster because those libraries are geographically closer to yours. This has been in place since May of 2019. We are finding that for bib level holds on records with fewer numbers of items attached, it is actually taking longer for holds to get filled because it must page the B libraries first. Only after those have been paged for 72 hours, then the system moves on to the remaining libraries to page for your remaining holds. So on July 13, 2025, PrairieCat is going to change the paging priority and set all libraries to the same priority. We are hoping that this will speed up the holds process. The change will be made on July 13, 2025 and will affect all holds placed on and after July 14, 2025. It will not affect holds that were placed prior to July 14, 2025. It will be tested for a couple of months. If it works, then some other changes to holds will

possibly be made. This will affect all holds, not just book club holds. Libraries may get more bins from a different letter library, depending on which libraries they are coming from (B, G, or Y). We don't know if the paging list will be bigger. After July 14, 2025, please monitor your holds, delivery bins, and paging lists. If you notice any issues let PrairieCat staff know. By having every library with the same priority, every library with an available copy should be paged on the first day. If you place five holds on the same record, five libraries with available items are going to get paged, so there shouldn't be any issues with people pulling the books then finding the holds have already been filled by someone else when they check in their items. If your library is closed on Sunday and you use your Sunday picklist, it could be an issue. Libraries are chosen at random from all available items. Your patrons still get preference for your items.

21. BYPT “Bring Your Problems Time”

No problems were brought up during the meeting.

22. Adjournment

23. Next meeting—Tuesday, August 26, 2025, 1:00 p.m. via Zoom.

Register in L2.