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PrairieCat Circulation Committee

Agenda

February 24, 2026

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

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2026-02-24) (<https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2026-02-24>).

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 October 28, 2025 meeting
5. VEGA account portal update
6. AI circulation data policy
7. Gmail notice explanation
8. Training server data refresh and upgrade to 6.5
9. Sierra 6.5 Limits by Format enhancement
10. BYPT “Bring Your Problems Time”
11. Adjournment
12. Next meeting—Tuesday, April 28, 2026, 1:00 p.m. via Zoom. [Register in L2.](#)

PrairieCat Circulation Committee

Draft Minutes

October 28, 2025

MEMBERS PRESENT: Bazarek (PT), Bonny (PC), Elsner (HC), Erickson (FR), Kofoid (GV), Landis (PC), Linnell (WL), Miller (UE), O'Hara (PC), Sangston (MA), Slanicky (PC), Smith (PC), Tedder (PC), Wiegert (FP), Zamorano (WO), Zanelli (PC).

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

GUESTS PRESENT: Brozovich (RP), Carter (SL), Evert (EJ), Fane (LP), Fine (PR), Hansen (CH), Hoffman (TC), Hoste (CL), Ippolito (RP), Kozinski (DK), Kuhn (MT), Martin (MP), Mason (RL), McDevitt (MD), Nava (CN), Nobiling (RP), Ramirez (DK), Regan (MN), Slazyk (PE), Thomas (RK), 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**
No changes or additions were made to the agenda.
- 4. Approve minutes for July 1, 2025 meeting**
The following motion was made:
 - **Motion to approve the July 1, 2025 minutes as written made by:** Weigert (FP)
 - **Seconded by:** Sangston (MA)
 - **Vote result:** Motion passed with no opposition
- 5. Sierra 6.4 software update**
The training server is now at version 6.4 and is being tested to ensure everything is working correctly before upgrading the production server in November 2025 or December 2025. See the October 28, 2025, meeting packet for more information.
- 6. Innovative Product Status Board**
The Innovative Product Status Board shows what Innovative is doing to enhance Sierra. This board lists details on enhancements and you can vote and comment. One feature we are looking forward to is patron checkout limits by item type, item location, and library locations. We currently have four categories where we can limit by format: DVDs, audiobooks, music CDs and then Other. Some libraries use Other for hotspots, STEM kits or video games. The new feature will provide more granularity. We will have more details in 2026. When you review the Product Status Board, be aware that some options won't apply to PrairieCat and some will apply to PrairieCat staff only, not member library staff.

7. Automatic Renewals, Gauge Interest

The Administrative Council has asked PrairieCat staff to investigate implementation of automatic renewals. If PrairieCat offers this feature, it would be opt-in.

When courtesy notices are generated, eligible items (regardless of owning library) are renewed. There are several hurdles to be overcome, but PrairieCat would select several libraries to test the feature before offering it to the remaining libraries. Several libraries (nine) indicated they are interested in this feature.

8. Regional prioritization holds project delayed indefinitely

At the July 2025 meeting, regional prioritization of holds was discussed. Regional prioritization pages geographically close libraries first. For example, if your delivery code ends in “B”, the system will try to fill those holds with items from other B libraries before paging G and Y libraries. We have delayed this project indefinitely because of concerns raised that it would take longer for some libraries to receive items.

9. Issue with patrons attempting to renew items via non-standard methods

At Prairie Cat, staff have received a number of phone calls directly from patrons trying to renew their items, and we've also had multiple patrons who have attempted to set up accounts in Talent LMS to renew their items. The help desk language has been updated to make it clear that it's for library staff, not for patrons to be submitting tickets.

Member libraries in attendance did not indicate they have seen these same issues.

10. Time to submit closed dates

Landis (PC) has received closed dates from over 20 libraries. Now is the time to submit your closed dates if you have not done so already. Landis (PC) will enter the first half of the 2026 holidays in late 2025 and the remainder in March 2026. Days closed documentation is available on PrairieCat Support site that explains how the dates are entered and how you should submit them.

11. Update on TalentLMS circulation training videos

Training videos for circulation, holds, and searching are being updated, hopefully to be completed in the first quarter of 2026. The current videos will still be available while the new ones are being worked on. If anyone has suggestions on videos you would like to see, or, things that you found confusing about the existing videos, let Landis (PC) know.

12. REMINDER: Changes to patron templates can be made at any time, log a help desk ticket

Changes to your patron templates can be made at any time. If you're prompted for fields you don't need or use, those can be removed from the template. Also, a few libraries have logged help desk tickets to ask why they have to scroll through every library's template before they can find theirs. If you are experiencing that, it can be corrected, please log a help desk ticket.

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

Please follow Prairie Cat policies for handling other library's items. It is against Prairie Cat policy to mark another library's item as claims returned. If you have internal library use accounts (patron type 154), do not use those to place holds on other libraries' items. This patron type is for your library's items only. If you need to place holds for book clubs, the accounts used to place those holds need to be your regular patron type.

14. Innovative Mobile App Update

O'Hara (PC) demonstrated Moline's site. When you open a record, there are often many formats. If patrons want a very specific edition, if there are more than 12 copies, your patrons are able to search their location instead of choosing more at the bottom and then having to scroll through. Currently we cannot have the home library appear at the top of the list. If you have a mobile app that is enabled with self-checkout, it is location-based, so patrons must enable location access for the app and they must be inside the library to use it. Training videos will be available in mid-December 2025 about the CMS and how to customize and troubleshoot, as well as videos for patrons, so you can have those either on your website or show them to patrons as needed.

For now, all information is on the Vega Mobile FAQ LibGuide, and after January 2026 that information will be available on the policies and procedures page, and then Talent LMS courses. Quarterly sessions for 2026 are being scheduled for mobile app Q&A check-ins. Regarding the Baker and Taylor Boundless transition, PrairieCat staff will be removing the e-read materials from the Vega mobile app and Vega Discover, effective November 1, 2025. A banner will display in Vega Discover to inform patrons.

15. PUG Day 2025 Recap

PUG Day was in person in East Moline, on Friday, September 26, 2025. There were 260 people in attendance, with representation from 60 member libraries, which is a little more than half of our circulating members. There were 28 sessions, 11 of which were hosted by Prairie Cat member libraries, so it was great to see that level of involvement from members. Five sessions were hosted by PrairieCat staff, and then the remainder, by outside vendors, or outside speakers, or RAILS. In the feedback about the sessions, the content was very positive. There were a few problems with the venue and IT and catering. PrairieCat staff will start planning for a virtual 2026 event. You will be receiving a survey in early 2026 to gather ideas and suggestions for content, so preparations can begin. In 2027, PUG DAY will be in-person, most likely in the Rockford

area. Smith (PC) appreciates the PrairieCat staff and the folks that were able to present at PUG Day, to help make it a successful day for everyone.

16. BYPT “Bring Your Problems Time”

16.1 Loaning video games through OCLC

A library is adding video games to their collection and some of the staff are hesitant to loan them through OCLC. Wilmington and Putnam County will loan their video games through OCLC, Woodstock will not.

16.2 Retirement

Terry Sangston at Richard A. Mautino (MA) is retiring at the end of 2025.

17. Adjournment

The meeting was adjourned at 1:42 pm.

18. Next meeting – Tuesday, February 24, 2026, 1:00 pm via Zoom.

PrairieCat Circulation Services Users Group

Artificial Intelligence Use Policy

This policy reinforces the responsible and ethical use of patron data with Artificial Intelligence tools.

AI use with patron data must comply with the Illinois Library Records Confidentiality Act (75 ILCS 70/). Library staff shall not enter patron names, library card numbers, addresses, reading histories, fines, fees, or other personally identifiable information into AI tools.

Compliance with this policy is expected of all PrairieCat member library staff.

Concerns about AI use, data privacy, or policy violations should be reported to the PrairieCat director.

DRAFT