

PrairieCat Circulation Committee

Agenda

April 28, 2026

The Circulation Committee will meet on Tuesday, April 28th 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. Approve minutes for February 24, 2026 meeting
6. AI circulation data policy
7. 48 vs. 72 hours paging list setting
8. Sierra 6.5 Enhancements
9. Update: Vega Reports and Account Portal
10. Reminder: Effective 06/01/2026, Sierra Limit by Format Changes
11. Reminder: Close screens in Sierra
12. Reminder: Proper handling of other libraries' items
13. BYPT "Bring Your Problems Time"
14. Adjournment
15. Next meeting—Tuesday, June 23, 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 Committee

Draft Minutes

February 24, 2026

MEMBERS PRESENT: Bazarek (PT), Bonny (PC), Elsner (HC), Jenson (PC), Landis (PC), Linnell (BD), O’Hara (PC), Slanicky (PC), Baldine (MR), Tedder (PC), Wiegert (FP), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Erickson (FR), Kofoid (GV), Miller (UE), Snidanko (HD), Wood (JO)

GUESTS PRESENT: Baldine (MR), Barry (SY), Bartoszek (ML), Boles (OD), Bowman (LI), Brozovich (RP), Carter (SL), Chapman (RL), Chessman (ML), Christiansen (MX), Close (SR), DePatis (BR), Douglas (SL), Evans (SY), Fane (LP), Finnerty (NC), Fitzgerald (JH), Frechmann (EA), Gamlin (ML), Gove (TF), Groth (EM), Gyorkos (BY), Hancock (LP), Harnish (FP), Hartman (SC), Hess (BD), Hoffman (TC), Hoste (CL), Ippolito (RP), Iwanski (YK), Jensen (PC), Katrein (RL), Kozinski (DK), Kuhn (MT), Lockwood (MN), Magierski (HR), Martin (MP), Mason (RL), Mosier (PR), Navarro (TC), Ni (KR), Owens (MN), Ozyuk (KR), Ramirez (DK), Reckamp (BY), Regan (MN), Roubal (HK), Salazar (MU), Slazyk (PE), Stanley (EJ), Steinke (LI), Sutera (HR), Swanson (EJ), Terry (MU), Thomas (RK), Thompson (KK), Towne (NL), Vieira (MU), Watson (HC), Youngstrum (RL), Zielezinski (SA).

1. Welcome

2. Roll call of committee members for attendance

3. Review of agenda for additions/changes

Sierra 6.5 Limits by Format enhancement was moved up to number 6 so people could leave early if they needed to.

4. Approve minutes for October 28, 2025, meeting

There were not enough committee members for a quorum, so the vote was tabled until the next meeting.

5. VEGA account portal update

O’Hara (PC) gave an update on the VEGA account portal. The re-release for the VEGA account portal has been rescheduled for March 3, 2026. PrairieCat staff have a meeting with Innovative on Thursday, March 26, 2026, to discuss issues with VEGA.

O'Hara (PC) will send an email update after the meeting. If issues are not resolved, the date will be extended. Account linking has been delayed until fixed.

6. Sierra 6.5 Limits by Format enhancement

There is a new feature in Sierra release 6.5 for patron checkout limits. These limits only affect basic online and full participating PrairieCat libraries.

Current limits by format:

- Max item A = DVD
- Max item B = audiobooks
- Max item C = music CDs
- Max item D = other formats

Proposed new limits:

- Max item A = DVD
- Max item B = videogames
- Max item C = hotspots
- Max item D = miscellaneous

All basic online and fully participating libraries should review the Sierra 6.5 Limits spreadsheet (PBLOCKS by Library worksheet tab) for their library. It can be found here: <https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2026-02-24>. If you need changes, please open a Help Desk ticket.

6.1. Current limits for patron type 107

The current limits for patron type 107 non-PrairieCat reciprocal borrowers are:

- Max item A (DVDs): 3
- Max item B (Audiobooks): 3
- Max item C (Music CDs): 3
- Max item D (Other): 5

Effective 06/01/2026, these limits will change to:

- Max item A (DVDs): 3
- Max item B (Videogames): 1
- Max item C (Hotspots): 0
- Max item D (Other): 0

7. AI circulation data policy

There needs to be an AI circulation policy. The packet for February 24, 2026, PC Circulation Meeting includes a proposed AI policy. There are not enough committee members present for a quorum, so the policy cannot be adopted today. We want to make sure that sure that patron and staff data is protected.

8. Gmail notice explanation

Jensen (PC) gave an update on Gmail notice issues. Gmail started new rules in early 2024 which has caused some patron's emails to not go through. PrairieCat staff have made some changes that should fix the problem. If you see any problems with patron emails not going through, please forward examples to jason.jenson@prairiecat.org or matt.maturo@prairiecat.org.

9. Training server data refresh and upgrade to 6.5

Data on the training server was refreshed the week of March 16, 2026. The data on the training sever is updated every three to five years because of costs identified with that. The training server will be down all day Wednesday, February 25, 2026, and the morning of Thursday, February 26, 2026, for the installation of Sierra release 6.5. The training server should be back up by noon on Thursday, February 26, 2026.

10. BYPT “Bring Your Problems Time”

11. Adjournment

The meeting was adjourned at 2:15 pm.

12. Next meeting—Tuesday, April 28, 2026, 1:00 p.m. via Zoom. [Register in L2.](#)

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

Sierra 6.5 Enhancements

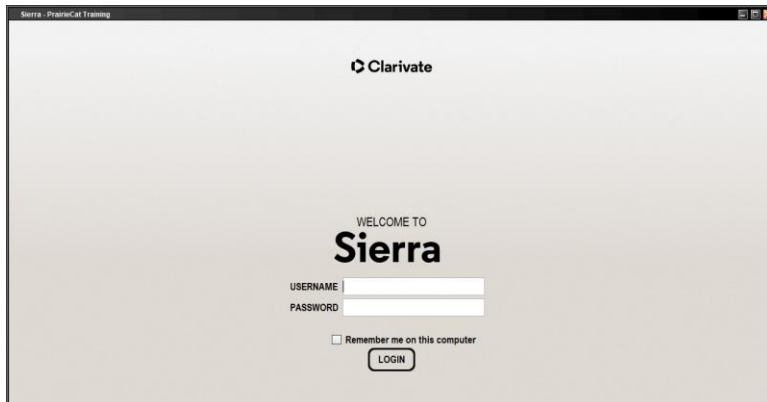
Accessibility improvements in Sierra SDA

As part of ongoing accessibility efforts, Sierra 6.5 includes updates to the Circulation screens in the Sierra Desktop App to improve compliance with WCAG 2.0 and 2.1 (Level A & AA).

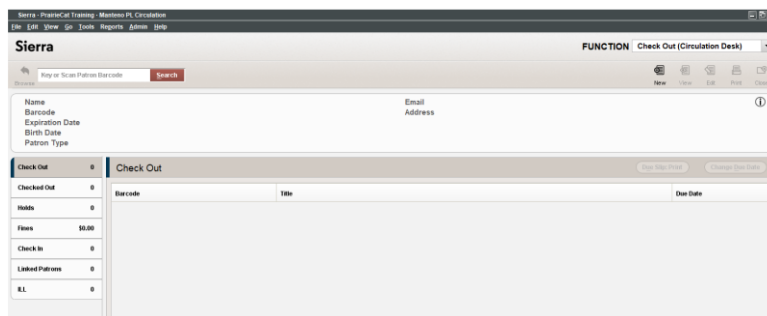
Key Enhancements:

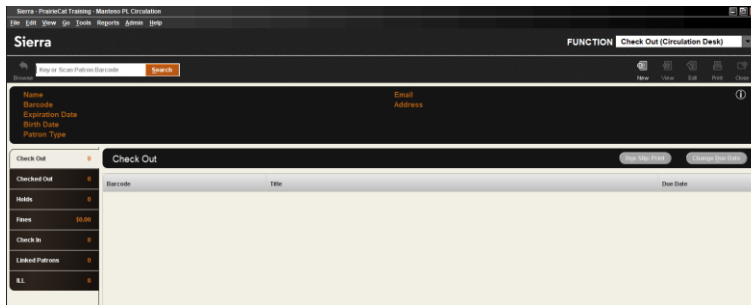
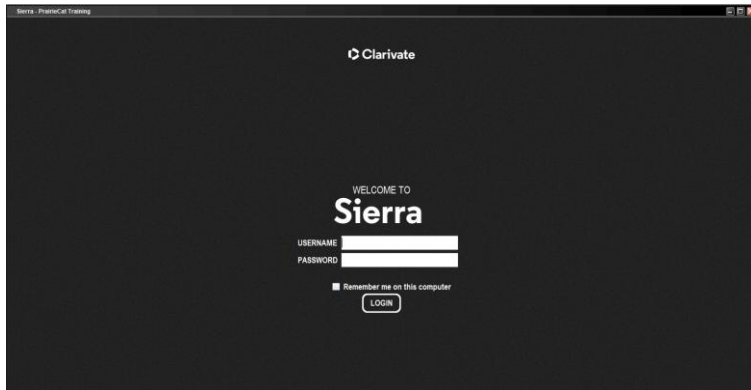
- Improved color contrast and focus indicators
- Added accessible names, roles, and labels to buttons and panels
- Enhanced keyboard navigation

These updates support a more inclusive experience for all users. Accessibility improvements will continue in future releases.

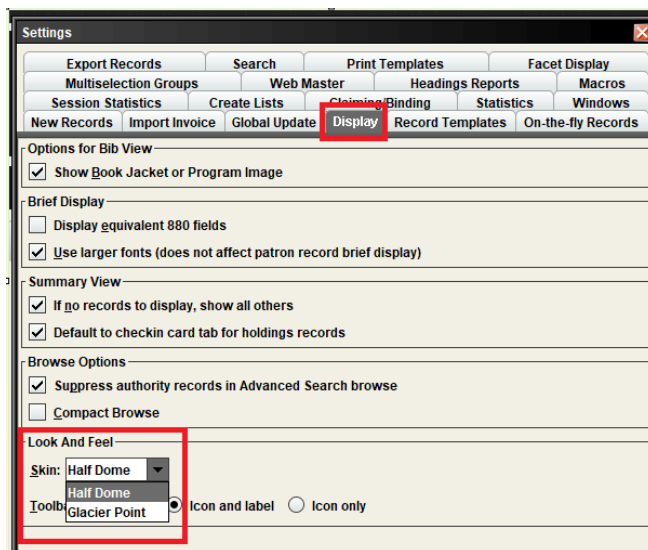


Glacier Point Skin





To change the appearance of Sierra: Admin→Settings→Display→Select your option→Save Settings→OK



Open and edit patron record from item record

Staff can now quickly open and edit a patron record directly from an item record in Sierra. This enhancement saves time and reduces friction when managing overdue items, updating patron details, or reviewing checkouts—no need to open a separate session or search manually.

Key Features:

- Double-click or right-click patron number to view or edit the record
- New Patron View Actions menu available in item records
- Edit option opens the patron record in the Check Out (Circulation Desk) screen

User Benefits:

- Faster access to patron details
- Reduces need to switch screens or perform manual searches
- Improves efficiency in circulation tasks

This enhancement simplifies patron management and improves staff productivity

Copy No.	1	Inventory Date	- -
Item Code 1	1024	Checkin Location	41 Bourbonna
Item Code 2	- - -	No. of Renewals	0
Item Type	0 Book	No. of Overdues	0
Price	\$30.00	Overdue Date	- -
Checkout Date	02-13-2026 10:49AM	Item Use 3	0
Checkout Location	392 Kankakee PL	Recall Date	- -
Due Date	04-07-2026	Total Checkouts	59
Patron No.	1203479	Total Renewals	5
Last Patron	1232800	Checkout Date	01-10-2026 0
Last Checkin	02-10-2026		
Local Dewey Call Number	099	P OWE	

2026 10:49AM to due on 04-07-2026

Ctrl-X
Ctrl-C
Ctrl-V

Copy
Paste

Patron View Actions

- View patron w/item checked out
- Edit patron w/item checked out
- View last patron to check out item
- Edit last patron to check out item
- View circulation history

When you select the Edit patron option, Sierra opens the checkout function with that patron record. It does not return you to the item record!

Changes to limits by format, effective 06/01/2026:

Current limits:

- Max item A = DVD
- Max item B = audiobooks
- Max item C = music CDs
- Max item D = other formats

Will change to:

- Max item A = DVD
- Max item B = videogames
- Max item C = hotspots
- Max item D = miscellaneous

Changes to limits by format for patron type 107 non-PrairieCat reciprocal borrowers:

Current limits:

- Max item A (DVDs): 3
- Max item B (Audiobooks): 3
- Max item C (Music CDs): 3
- Max item D (Other): 5

Will change to:

- Max item A (DVDs): 3
- Max item B (Videogames): 1
- Max item C (Hotspots): 0
- Max item D (Other): 0