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support.prairiecat.info

PrairieCat Circulation Committee

Agenda

August 25, 2026

The Circulation Committee will meet on Tuesday, August 25th 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 April 28, 2026 meeting
5. Welcome new committee members
6. Update: [High Demand Holds Report](#) Threshold
7. Update: [Macros](#) for tabs in Checkout
8. Update: Use [Manage Holds](#) to identify patrons with soon-to-expire hold pickups
9. Update: Vega Account Portal
10. Reminder: PUG Day, 09/24 – 09/25
11. BYPT “Bring Your Problems Time”
12. Adjournment
13. Next meeting—Tuesday, October 27, 2026, 1:00 p.m. via Zoom. [Register in L2.](#)

PrairieCat Circulation Committee

Draft Minutes

April 28, 2026

MEMBERS PRESENT: Bazarek (PT), Bonny (PC), Elsner (HC), Erickson (FR), Kofoid (GV), Landis (PC), O'Hara (PC), Snidanko (HD), Tedder (PC), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Linnell (BD), Miller (UE), Slanicky (PC), Wiegert (FP).

GUESTS PRESENT: Brozovich (RP), Christiansen (MX), Drews (SD), Fane (LP), Finnegan (RL), Finnerty (NC), Finney (NC), Gilligan (CC), Hansen (CH), Hancock (LP), Hess (BD), Iwanski (YK), Kozinski (DK), Mendoza (EM), Mosier (PR), Owens (MN), Ozyuk (KR), Regan (MN), Slazyk (PE), Spychalski (OR), Thomas (RK), Thompson (KK), Watson (HC).

1. **Welcome**
2. **Roll call of committee members for attendance**
3. **Review of agenda for additions/changes**

No changes were made to the agenda.

4. **Approve minutes for October 28, 2025 meeting**

The following motion was made:

- **Motion to approve the October 28, 2025 minutes as written made by:** Erickson (FR)
- **Seconded by:** Zamarano (WO)
- **Vote result:** Motion passed with no opposition.

5. **Approve minutes for February 24, 2026 meeting**

The following motion was made:

- **Motion to approve the February 24, 2026 minutes as written made by:** Zamarano (WO)
- **Seconded by:** Bazarek (PT)
- **Vote result:** Motion passed with no opposition.

6. **AI circulation data policy**

The following motion was made:

- **Motion to approve AI circulation data policy with the addition of “or staff” made by:** Zamarano (WO)
- **Seconded by:** Erickson (FR)
- **Vote result:** Motion passed with no opposition.

7. 48 vs. 72 hours paging list setting

The number of hours for the paging list is currently set at 72 hours before it goes to another library. It has been set this way since 2012 to account for weekends and holidays. One library suggested changing it to 48 hours. The system prioritizes holds based on the library’s location. If a hold is placed by a library with a delivery code ending in “G”, the system pages the “G” libraries first, then moves on to the “B” and “Y” libraries. If, for example, a title has four copies, if a “G” library places a hold and one copy is at a “G” library, the “G” library is paged first. If the hold is not trapped, it waits 72 hours before moving on to the next library. It was decided to change the setting to 48 hours to fill holds faster. Landis (PC) will send out an email when the change is made.

8. Sierra 6.5 Enhancements

A date has not been set for the installation of Sierra 6.5. PrairieCat staff will notify all the libraries when the date becomes available. There are only a few changes in circulation. The Sierra screen will look different in both the glacier point skin (the white version) and the half dome skin (the dark version). The other big change in circulation is the ability to quickly open and edit a patron record directly from an item record in Sierra. See the April 28, 2026 meeting packet for more information.

9. Update: Vega Reports and Account Portal

O’Hara (PC) gave an update on the Vega reports and account portal. The update will bring the account portals back and the issues we had should be fixed. The My Bookshelf bar at the bottom will be removed. O’Hara (PC) will send an email update after the April 28, 2026 meeting. A new tab called Vega Records will be added. Permissions need to be set up. Each library needs one or two site admins. In Talent LMS, take the class to get permission. More information will be available later.

10. Reminder: Effective 06/01/2026, Sierra Limit by Format Changes

The limit by format changes will take effect on June 1, 2026. If you need to make any changes at your library, open a Help Desk ticket. See the April 28, 2026 meeting packet for more information.

11. Reminder: Close screens in Sierra

Make sure that you close your Sierra screen when you finish checking in or checking out items, so the transactions get processed. If a patron's record is open on one workstation and someone else is checking in items from the same patron on another workstation, it could cause a problem.

12. Reminder: Proper handling of other libraries' items

Any time you receive an item in delivery that is damaged, make sure you fill out a pink "Condition Report Slip". You can request the slips by opening a Help Desk ticket and the slips will be sent to you via RAILS delivery (or by mail if you do not receive RAILS delivery). You can find it under <https://support.prairiecat.info/>. Click on Resources, Forms, Circulation, Condition Report Slip. Make sure the slip stays on the front of the item so your patron does not get billed for it. Landis (PC) will send a reminder email about the slips.

13. Upcoming election for PC Circulation Committee members

Knippel (PC) will be sending an email about the upcoming election for the PC Circulation Committee members coming up on May 4-15. Please vote. Landis (PC) thanked everyone who volunteered to be on the ballot.

14. BYPT "Bring Your Problems Time"

No problems were presented.

15. Adjournment

The meeting was adjourned at 1:34 pm.

16. Next meeting—Tuesday, June 23, 2026, 1:00 p.m. via Zoom. [Register in L2.](#)

**PrairieCat Circulation Committee / Meeting Schedule
FY2026 (July 2026 – June 2027)**

Seat	Name	Email	Library	Term Expires
At Large	Shannon Snidanko	ssnidanko@homerlibrary.org	Homer Township Public Library District	Jun 30, 2029
Academic/Special /School	Laura Watson	laura.watson@highland.edu	Highland Community College (HC)	Jun 30, 2029
At Large	Jen Finnerty	jenniferf@ncplibrary.org	North Chicago Public Library (NC)	Jun 30, 2029
At Large	Jen Barton	director@genoalibrary.org	Genoa Public Library District (GE)	Jun 30, 2029
Tier 2 Public	Dominique Mendoza	mendozad@eastmolinelibrary.org	East Moline Public Library (EM)	Jun 30, 2029
Tier 1 Public	Denise Towne	dtowne@newlenoxlibrary.org	New Lenox Public Library District (NL)	Jun 30, 2029
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	librarydirector@graveshume.org	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 public library constituencies

One member representing academic, special, or school member libraries

Seven members serving on at large basis from any library type

FY27 Meeting Schedule:

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

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

Aug 25, 2026	Zoom	1:00 pm - 3:00 pm
Oct 27, 2026	Zoom	1:00 pm - 3:00 pm
Feb 23, 2027	Zoom	1:00 pm - 3:00 pm
April 27, 2027	Zoom	1:00 pm - 3:00 pm
June 22, 2027	Zoom	1:00 pm - 3:00 pm