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

PrairieCat Circulation Committee

Agenda

October 27, 2026

The Circulation Committee will meet on Tuesday, October 27th at 1:00 p.m. via Zoom.

Register to attend the meeting (https://support.prairiecat.info/events/prairiecat-circulation-committee-meeting-2026-10-27).

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 25, 2026 meeting
5. Informational: PrairieCat Committee Restructuring
6. Discussion, Vote Required: Update list of Pre-defined Charges
7. Informational: Updates to Max Item A-B Limits, effective 11/01/2026
8. Informational: Vega Discover Update
   - 8.1. Fines and Fee Display
   - 8.2. Accessibility Fixes
   - 8.3. Enhanced Traffic Protection
   - 8.4. MEEP 2026 Winners
9. Informational: Sierra 6.6 Upgrade
10. Circulation Training/TalentLMS Update
11. Reminder: Dates Closed/Emergency Closures
12. BYPT “Bring Your Problems Time”
13. Adjournment
14. Next meeting—Tuesday, February 23, 2027, 1:00 p.m. via Zoom. Register in L2.

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PrairieCat Circulation Committee

Minutes

August 25, 2026

ATTENDANCE:

MEMBERS PRESENT: Barton (GE), Bazarek (PT), Bonny (PC), Erickson (FR), Finnerty (NC), Kofoid (GV), Landis (PC), Mendoza (EM), O'Hara (PC), Slanicky (PC), Tedder (PC), Towne (NL), Wiegert (FP), Zanelli (PC), Zielezinski (SA).

MEMBERS ABSENT: Linnell (BD), Snidanko (HD)

GUESTS PRESENT: Brozovich (RP), Brunschon (UE), Carter (SL), Christiansen (MX), Elsner (HC), Fane (LP), Finnegan (RL), Finney (JC), Hansen (CH), Harnish (FP), Ippolito (RP), Iwanski (YK), Kozinski (DK), Mosier (PR), Muhlstadt (LI), Owens (MN), Regan (MN), Spychalski (OR), Thomas (RK), Zielezinski (SA).

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

   No additions or changes were made to the agenda.

4. **Approve minutes for April 28, 2026, meeting**

   The following motion was made:

   • Motion to approve the minutes: Barton (GE)

   • Seconded by: Watson (HC)

   • Vote result: Motion passed with no opposition

5. **Welcome new committee members**

   Landis (PC) welcomed our new committee members. See the August 25, 2026 meeting packet for the list of the new committee members.

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6. **Update: High Demand Holds Report Threshold**

   The threshold for the **High Demand Holds Report** has always been set to 4, which means a title must have four holds before it will be listed on the report. Libraries can now submit a help desk ticket to request that the threshold for their individual library report be changed. Smaller libraries may benefit from a lower threshold, while larger libraries may prefer to set a higher threshold. The threshold for the consortium-wide report will remain at 4.

7. **Update: Macros for tabs in Checkout**

   You can now program function keys to move between the individual tabs (Checked-Out Items, Holds, Fines) while a patron record is open in the Checkout functions.

8. **Update: Use Manage Holds to identify patrons with soon-to-expire hold pickups**

   Documentation is available on the PrairieCat support site that explains how to use the Manage Holds function to identify patrons whose holds are approaching their pickup by date. This was requested by a library as they call patrons to remind them 1-2 days before the holds expire.

9. **Update: Vega Account Portal**

   O'Hara (PC) discussed the Vega Account Portal. My Account Portal is now live. It was delayed while we were waiting for Innovative to fix some issues. Documentation is available here.

   Idea Exchange can be accessed by any library staff to vote, comment on, and suggest enhancement ideas for the Vega Discovery product. Submit a Help Desk ticket if you have any questions or encounter any problems.

   Account linking is all or nothing. If used, it is available for everyone and we would not be able to give each library the option of turning it on/off, so it won't be implemented yet.

   Reading History in Vega Discovery can be found in the top right hand corner under Log In Name, My Account Portal. Then go to the left side of the screen under Checkouts and Reports and choose History. Also, on the left side of the screen under Account, look on the right side of the screen under the blue section the Reading History shows if it is opted in or out.

   The My Bookshelf bar only shows up for library staff with Showcase permissions, not for patrons.

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10. Reminder: PUG Day, 09/24 – 09/25, 2026

Smith (PC) discussed PUG Day. This year's PUG Day will be all virtual sessions done by Zoom. Register for each session that you want to attend. The 2027 PUG Day will be held in person in the Rockford area. Session and registration information can be found here. After the events, all the recordings except for the IPLAR session will be available. If you are having a viewing party at your library, please send an email to Elizabeth.smith@prairiecat.org to let her know who attended or open a Help Desk ticket so attendance can be maintained. If watching in Zoom later, Zoom will automatically track attendance.

11. BYPT "Bring Your Problems Time"

11.1. Log out of Sierra at the end of the day and reopen it in the morning

- Always log out of Sierra at the end of each day.
- When you start Sierra, the software downloads the latest versions of multiple tables, such as the **Loan Rule Table**, **Patron Blocks Table**, **Days Closed Table**, etc. Starting Sierra fresh each morning ensures that the latest versions of these tables and all circulation parameters are up-to-date. This is very important since these tables are updated regularly by PrairieCat staff.
- Close and reopen the **Checkin** function regularly to help ensure that all transactions are processed promptly and efficiently.

11.2 Long In Transit Report

Jensen (PC) runs a Long In Transit report to identify items that have been in transit to or from your library for an extended period. If these items remain unaccounted for, they may eventually be marked as Missing.

Keep in mind that schools may have items held at their delivery hub while they are closed for the summer. These items may not be checked in or processed until the schools reopen, so they can remain on the Long In Transit report during that period.

11.3 Withdrawn and New Libraries

Dakota School District and Unity Trinity Medical in Rock Island have withdrawn from PrairieCat and their items have been deleted.

Putnam County Primary School is now live on PrairieCat.

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11.4 Self Checkouts need to be rebooted

The Self-checkout units should be rebooted at the end of each day and logged back in each morning. This ensures that the Loan Rule Table, Location Table, and other system tables are refreshed regularly and remain up to date.

11.5 The DVD Landman bootleg copies

Watch for pirated items. The DVD Landman was advertised without a release date. Any bootleg copies are to be returned, not moved to the good record in Sierra. Tedder (PC) sent an email to pcgroupall with instructions for handling bootleg items. Please have your other library staff sign up for the email lists if they haven't already signed up. Tedder (PC) will also check on the DVD Tulsa King season 3 and will send an email to everyone.

11.6 Saving Paging Lists

It was asked how long the Paging Lists should be saved. Each library should save at least two months' worth of Paging Lists in their PrairieCat email account. You can create a separate folder named Archived Paging Lists and transfer the paging lists to that folder if you wish to remove them from the Inbox. PrairieCat staff regularly access older paging lists to research holds issues.

11.7 "New" patron types at some libraries

Some libraries use a "New" patron type for new patrons. These patrons are typically allowed fewer checkouts or fewer holds or could even be restricted to local use only at their home library. If a patron goes to another library and isn't allowed to checkout materials, Sierra will display a warning message. You should not override the message. You can always open a Help Desk ticket if you are unsure about why you're receiving the message.

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11.8 Help Desk Tickets

- Any staff at a library can open a Help Desk ticket. There is a way to "cc" a Help Desk ticket to other library staff. Landis (PC) will send instructions on how it can be done.
- The Help Desk system will time out after one hour of inactivity. If the ticket has timed out, you will be able to submit the ticket and there is no indication that it timed out. You will not receive a confirmation email and PrairieCat staff are not notified that you have submitted a ticket.
- When submitting a Help Desk ticket, provide as much relevant information as possible. Include:
    - A detailed description of what you were doing when the issue occurred.
    - Examples or specific steps that demonstrate the problem.
    - Information about how you were logged in when the issue occurred.
    - Screenshots of the issue, when applicable.
    - The exact wording of any error messages displayed on the screen.
    - Providing complete and detailed information will help the Help Desk staff identify and resolve issues more efficiently.

12. Adjournment

13. Next meeting—Tuesday, October 27, 2026, 1:00 p.m. via Zoom. Register in L2.

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This is the current list of predefined charges available when you place a manual charge on a patron's account. Reasons in red boxes have been used within the last year and a half.

The goal is to reduce the size of the list and ensure that the list is of optimal usefulness.

I will require a vote from the committee to finalize the list. Implementation date is effective 11/01/2026.

	Amount	Reason
1	$0.00	Book drop fee
2	$0.00	Certified letter
3	$0.00	Checking out a DVD/Blu-ray/Video
4	$0.00	Checking out an item
5	$0.00	Collection agency fee
6	$0.00	Computer disk
7	$0.00	Computer paper
8	$0.00	Computer use fee
9	$0.00	Damaged CD case
10	$0.00	Damaged DVD case
11	$0.00	Damaged material
12	$0.00	Delivery handling fee
13	$0.00	Donation
14	$0.00	DVD player rental
15	$0.00	Fax sending/receiving
16	$0.00	Hold not picked up
17	$0.00	ILL fee
18	$0.00	ILL fee - not picked up
19	$0.00	ILL overdue
20	$0.00	Item from book sale
21	$0.00	Laminating fee
22	$0.00	Late fee
23	$0.00	Lost barcode
24	$0.00	Lost ILL materials
25	$0.00	Lost library card
26	$0.00	Lost media case
27	$0.00	Memorial
28	$0.00	Migration fines and overdues
29	$0.00	Miscellaneous charges
30	$0.00	Miscellaneous missing
31	$0.00	Missing book jacket / cover
32	$0.00	Missing audio case
33	$0.00	Missing audio booklet / insert
34	$0.00	Missing DVD case
35	$0.00	Non-resident library card
36	$0.00	Overdue reserves charge
37	$0.00	Photocopies or printing
38	$0.00	Postage fee
39	$0.00	Processing replacement item
40	$0.00	Reciprocal library bill
41	$0.00	Returned check (NSF)
42	$0.00	Not in Use
43	$0.00	Service charge
44	$0.00	Unreturned

Popular options:

Billing Fee

Book Sale

Copies

Damaged Book

Hotspot Reactivation Fee

Postage & Handling Fee

New Card Fee

Replacement Card Fee

Replacement Cost

Semi-popular:

Cleaning Fee

Barcode Replacement

Requested Additions:

Merchandise Sales

Rental Fee

Proposed New Charges:	
1.	Barcode replacement
2.	Billing fee
3.	Book drop fee
4.	Book sale
5.	Checking out AV material
6.	Cleaning fee
7.	Collection agency fee
8.	Damaged material
9.	Fax sending/receiving
10.	Hotspot reactivation fee
11.	ILL fee
12.	Laminating fee
13.	Late fee
14.	Lost materials
15.	Merchandise sales
16.	Miscellaneous
17.	Missing pieces
18.	Non-resident library card
19.	Overdue reserves charge
20.	Photocopies or printing
21.	Postage fee
22.	Processing replacement item
23.	Reciprocal library bill
24.	Replacement card fee
25.	Replacement cost
26.	Rental fee

The following changes will be made to Max Item A and Max Item B tables, effective 11/01/2026:

```
Item types & locs for category A

Current Values:
ITEM TYPES: NONE
 OR
LOCATIONS:
lsmdv,anmdv,bdmdn,bdmdv,bladv,bmmdv,brmdv,breav,bymdv,byjav,clmdv,cnmdv,comdv,ctmdv,dkmdv,dkman,dkjdv,emmdv,epmdv,fgmdv,
flmdv,fpmdv,fpjdv,gamdv,grmdv,gvmdv,hcmav,hkmdv,hkmfd,hnmdv,hrjdv,jhmnd,jhmdv,kkman,kkmav,kkjav,krjdv,kradv,limdv,lpadv,
lpjdv,mamdv,mamjv,mbmdv,hradv,mlmav,mljav,mneav,mnjav,mnmdv,mnyav,mrmdv,mrmnd,mrmjd,nlgdn,ormdv,pemdv,peman,pomdv,prmdv,
prmnd,ptmdv,ptmnd,pumdv,rkmdv,rkmjv,rlmdv,rlmnd,rpmdv,rpmjv,rtmdv,rtmjv,ruadv,samdv,sbmdv,scmdv,scmjd,sdmdv,slmdv,snjav,
snmav,srmdv,srmjv,syadn,syadv,syjdv,tfadv,tfjdv,ykmdv,ykjdv,chadv,lradv,lrjdv,bljdv,bladn,wdjdv,wdjdw,wdmdv,wdmdw,msmnd,
msmdv,muadv,mujav,mujdv,mumav,mpmdv,mpjav,cpmdv,ncjdv,ncmdv,lomdv,wpadu,wpadv,wpjdu,wpjdv,mngtv,mkmav,bymdw,nlmdv,nljdv,
lijav,ccmdv,crmdv,cvmdv,eamdv,elmdv,fradv,frjdv,hdmdv,hemdv,himdv,joadv,mmmdv,mtmdv,ogmdv,plmdv,rdmdv,romdv,rzmjv,semdv,
tcmdv,tcmjd,tmmdv,wlmdv,wrmdv,wrmjd,odmdv,rzmdv
```

```
Item types & locs for category A

Current Values:
ITEM TYPES: 50,51,52,53,54,55
 OR
LOCATIONS: NONE
```

```
Item types & locs for category B

Current Values:
ITEM TYPES: NONE
 OR
LOCATIONS:
ejavg,gamag,mnmvg,mrmvg,mumvg,mxavg,mxjvg,ncmvg,rlmvg,rkmag,rpmag,rtmag,srmvg,symvg,wdmjg,crmvg,woaal,nljvg,nlmvg,bljvg,
muglt,jomvg,brjvg
```

```
Item types & locs for category B

Current Values:
ITEM TYPES: 57,58
 OR
LOCATIONS: NONE
```