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PrairieCat Technical Services User Group
Draft Minutes
November 12, 2026

1. **Call to order/welcome**

2. **Roll call of committee members for attendance**

   MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Dean (WL), Elsner (HC), Evans (SY), Fane (LP), Finnerty (NC), Groth (EM), Landis (PC), Lemke (DK), Nissen (RU), Schriner (KK), Tedder (PC), Zanelli (PC).

   MEMBERS ABSENT: Slanicky (PC), Smith (PC).

   GUESTS: Berkley (MX), Boles (OD), Brown (BD), Burdelik (NL), Christmann (LS), Collins (NL), Eychaner (CH), Fine (PR), Graff (SD), Grega (CC), Hoste (CL), Hotchkiss (LP), Jones (RP), Kozinski (DK), Martin (MP), Mladic (LP), Muhlstadt (LI), Navarro (FR), Ramirez (DK), Regan (MN), Richardson (EM), Riewerts (RD), Sangston (MA), Shippy (MX), Thomas (RP), Ward (YK), Zurawicz (NL)

3. **Review agenda for addition/changes**

   No additions or changes were made to the agenda.

4. **Approve minutes for November 5, 2026, Technical Services Committee meeting**

   The following motion was made:
   - **Motion to approve the minutes with one correction:** Evans (SY)
   - **Seconded by:** Finnerty (NC)
   - **Vote result:** Motion passed with no opposition

5. **New topics**

   5.1. Informational: Vega Discover Update

   The scheduled presentation regarding Vega Discover, fines, and related upgrades was postponed because the presenters were unavailable.

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Members were directed to the October 27, 2026, PrairieCat Circulation Committee meeting agenda and packet, where the related topics and supporting links were available. The October 17, 2026, PrairieCat Circulation Committee minutes had not been posted yet.

5.1.1. Fines and Fee Display

Information on the fines and fee display can be found here:

https://knowledge.ag-software.clarivate.com/vega-discover/Release_Notes/Discover/2026/Discover_2026_RN_October.htm#fines-and-fees-displays-branch

5.1.2. Accessibility Fixes

Information on accessibility fixes can be found here:

https://knowledge.ag-software.clarivate.com/vega-discover/Release_Notes/Discover/2026/Discover_2026_RN_October.htm#accessibility-updates

5.1.3. Enhanced Traffic Protection

Information on enhanced traffic protection can be found here:

https://knowledge.ag-software.clarivate.com/vega-discover/Release_Notes/Discover/2026/Discover_2026_RN_October.htm#enhanced-traffic-protection-for-the-vega-discover

5.1.4. MEEP 2026 Winners

Information on the MEEP 2026 winners can be found here:

https://portal.productboard.com/iii/15-vega-product-portal/tabs/64-discover

5.2. Informational: Sierra Production Server upgraded to version 6.6

The Sierra production server was upgraded to version 6.6 overnight on November 11, 2026. The upgrade was completed successfully, and the system appeared to be functioning as expected.

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The upgrade primarily involved behind-the-scenes system and administrative changes. Members were not expected to notice significant changes in their day-to-day use of Sierra.

Libraries were asked to submit a Help Desk ticket if they encounter any issues so the appropriate PrairieCat team can investigate.

5.3. Informational: PrairieCat Committee Restructuring

An overview of PrairieCat's committee restructuring was presented.

A working group consisting of committee and standing group members, along with PrairieCat staff, met in August and submitted recommendations to the Administrative Council. The council's decisions were communicated to the groups on October 6, 2026.

The restructuring included the following changes:

1. Resource Sharing Committee: Discontinued. Resource sharing discussions and decisions will be handled by the Circulation Users Group and Technical Services Committee, as appropriate.

2. Training Committee: Discontinued. Training related discussions and decisions will be handled by Circulation, User Experience, Technical Services groups, as appropriate. Much of the training is now delivered through self-paced courses in Talent LMS, with materials primarily developed by PrairieCat staff.

3. Technical Services Committee: Will remain in place, retaining responsibility for formal business, decision-making, and voting. Regular meetings will transition to a broader Technical User Group (TSUG) format.

The TSUG format is intended to encourage collaboration and provide opportunities for technical services staff from member libraries to share procedures, ask questions, and address common concerns. The committee will continue formal business and votes when necessary.

The recent member survey showed strong interest in this approach, with the largest group of respondents supporting a blended structure that retains the elected committee while incorporating broader TSUG format.

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The remaining groups will continue without structural changes. The User Experience and Circulation groups will remain as they are, with the Engagement Committee assuming responsibility for annual summit planning in addition to PUG Day.

For Technical Services, the primary change is that our meetings will shift from a committee focused format to a user group format while the elected committee retains its formal responsibilities.

Our goal is to encourage collaboration, share knowledge, and keep members informed about our technical services procedures, changes, and responsibilities.

5.4. Meeting frequency and schedule

1. Meetings will move from a bi-monthly to a quarterly schedule. The quarterly schedule was favored in the member survey and is intended to provide more time to develop meaningful agenda topics and address ongoing projects.

2. Meetings will continue to be held on the second Thursday of the month at the established meeting time of 9:30 am.

3. The remaining FY26/27 meeting dates are:

    - **February 11, 2027**

    - **May 13, 2027**

4. Meetings will generally be held via Zoom. In-person meetings may be offered when appropriate, with Zoom participation continuing to be available for those unable to travel.

5.5. Annual participation expectation

Each PrairieCat member library will be expected to have at least one technical services representative participate in at least one live TSUG meeting during each fiscal year (July through June)

1. Participation may be in person or through Zoom. Implementation will begin in FY28. Although the requirement has been approved,

2. Reviewing meeting minutes or recordings will not satisfy the live participation requirement.

3. Libraries are encouraged to attend all meetings whenever possible.

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4. An exemption request process will be available for libraries experiencing staffing shortages, limited staff availability, or other operational challenges. Requests must be submitted in advance and will be reviewed for approval. Approved exemptions will apply only to the specific fiscal year.

5.6. Meeting recordings

PrairieCat is considering making meeting recordings available to member libraries as an additional resource for reviewing discussions and information presented during meetings. Currently, the recordings are only used by PrairieCat staff to assist in compiling the meeting minutes.

Distribution methods and retention periods still need to be determined due to storage limitations. Listening to the recordings will not count toward the live participation requirement

No questions or comments were raised regarding the restructuring, meeting schedule, or participation requirements.

6. Pending projects/updates and discussion

6.1. Serials holdings project

Work has begun on running reports for member library serial holdings. Libraries will receive notifications identifying records requiring review.

The notification process has been delayed due to unforeseen circumstances.
Work on the project will resume, and the goal is to get the project back on schedule.

7. Technical Services Policy and Procedure Manual

A standing agenda item will be introduced for the ongoing review of the PrairieCat Technical Services Policy and Procedure Manual.

The purpose of the review is to make the manual a more actively used resource rather than a document consulted only when questions or problems arise.

At each meeting, a particular section or topic will be selected for review and discussion.
The group will have opportunities to:

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1. Clarify policy and procedural requirements.
2. Discuss questions and areas of confusion.
3. Identify sections needing additional explanation.
4. Identify outdated information requiring revision.

The manual is available on the PrairieCat Support Site under Policies and Procedures, Technical Services. Members can access and download the existing PDF file. You need to be logged in to be able to view it.

8. Technical Services Focus

A second standing agenda item, Technical Services Focus, will provide opportunities for short, practical demonstrations and presentations covering specific technical services tasks, processes, and procedures.

Potential topics may include:

1. How to run or respond to specific PrairieCat reports.
2. How to recognize and respond to library-specific email notifications.
3. Review when and how to create miscellaneous volume records.
4. Clarifications of procedures, recurring errors, or changes in established processes.

Topics will be selected based on member questions, recurring errors, procedural changes, and areas where additional guidance would be helpful.

The goal is to provide practical guidance that members can apply to their daily work.

9. Conferences, webinars, and training

An additional recurring agenda item will be established to provide opportunities for PrairieCat staff and library members to share information and takeaways from professional development activities.

Members will be encouraged to share useful information, resources, ideas, and practices gained from conferences, webinars, workshops and other training opportunities.

These standing agenda items are intended to make TSUG meetings more informative and engaging, with opportunities for members to learn from one another and take away practical information applicable to their libraries.

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No questions or additional suggestions were raised.

10. BYPT "Bring Your Problems Time

Reminders:

- For **FALL** or **HOLIDAY** magazine/volume call numbers, spell out instead of using a three-character abbreviation. Members were directed to the PrairieCat Support Site under Volume Records and Established Form of Entry for the applicable guidelines.

- For **board books**, include a message for PrairieCat staff when submitting your file. An alert cannot be set up to alert PrairieCat staff of the presence of board books.

- It is appreciated, but not required, if you include a message for PrairieCat staff when submitting your Notepad file that includes **Large Type**. **Blu-ray**, or **other specialized formats**. Incorrect format types can affect how materials display in Sierra and how patrons identify and locate items. Tedder (PC) explained that the default format for text materials is **Book**, while visual materials default to DVD. PrairieCat staff and MARC members have processes in place to identify and adjust certain specialized formats; however, not all formats can be automatically identified.

- When you are marking items for discard and withdrawal, if they are checked out to an internal account like Repair, please check them in before you mark them. If they have an item level hold on them, please either cancel the hold or transfer it, then mark the item discard/withdrawal, and do not mark items that are checked out to patrons or that are at a billed status. Every month when the discard report is run, many items error out because of these issues and need to be resolved manually.

11. Ideas for "Did you know?"

Send ideas for "Did you know?" to sandy.tedder@prairiecat.org or open a help desk ticket. You can also send ideas for future meeting demonstrations.

12. Adjournment

The meeting was adjourned at 10:07 am.

13. Next meeting – February 11, 2027 @ 9:30 AM

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MARC/MARC-trainee Catalogers meeting to follow Technical Services Committee meeting. (Zoom session will be open @ 11:00 AM but meeting will start at 11:15 AM)

The regular MARC/MARC-trainee Catalogers meeting was not held on November 12, 2026.