

PRAIRIECAT CIRCULATION COMMITTEE
APPROVED MINUTES
February 22, 2022
1:00 pm via Zoom

MEMBERS PRESENT: Abernathy (NL), Bonny (PC), Cox (EM), Dale (RL), Hansen (CH), Slanicky (PC), Slazyk (PE), Smith (PC), Smith (RO), Tedder (PC), Watson (HC), Wiegert (PT), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Hettinger (PC), Landis (PC), Sangston (MA), Wood (RO).

GUESTS: Badger (SR), Bank (CC), Bowman (LI), Brozovich (RP), Choteau (RP), Conderman (MS), Fine (PD), Hoffman (TC), Hoste (CL), Ippolito (RP), Nobling (RP), Posing (MN), Shelton (NL), Thomas (MX), Zielezinski (SA).

- I. Welcome** – Watson (HC) began the meeting and welcomed everyone.
- II. Roll Call for Attendance**
- III. Review Agenda for Additions/Corrections** – Two items were added to the agenda, PrairieCat Email Migration and Find More Illinois.
- IV. Approval of Minutes From June 22, 2021** – a new vote is needed due to a non-committee member making a second to approve the June 22, 2021 minutes. Hansen (CH) made a motion and Slazyk (PE) seconded to approve the June 22, 2021 minutes as written. Minutes approved.
- V. Approval of Minutes From August 24, 2021** - Hansen (CH) made a motion and Slazyk (PE) seconded to approve the August 24, 2021 minutes as written. Minutes approved.
- VI. Approval of Minutes From October 26, 2021** - Hansen (CH) made a motion and Slazyk (PE) seconded to approve the October 26, 2021 minutes as written. Minutes approved.
- VII. Project to Add Parent/Guardian Names to Patron Records** – The new field in the patron record for parent/guardian names is now available. The field must be manually inserted into the patron record. To insert the field, **press <ctrl> + I** and choose **r Care Of**. We are currently unable to print the parent/guardian information on the notices. **Continue to use the first line of the address field in the patron record if you want the parent/guardian name to print on notices.** The parent/guardian will not be moved from the address field to the Care Of field at this time.

VIII. New Topics

- a. VOTE NEEDED: Approval Required for Wording Changes to Multiple Overdue Notices** – The packet for today’s meeting includes the new wording for the notices. Changes were made to cover the fine free libraries as well as libraries assessing fines. Motion made by Cox (EM) and 2nd by Dale (RL) to accept the new wording. There was no discussion. The wording changes as written in the packet were approved.
- b. Non-PrairieCat Reciprocal Borrower Forms** – It is no longer necessary to collect the non-PrairieCat reciprocal borrower forms and submit them to PrairieCat staff. New non-PrairieCat reciprocal borrowing patron records will be checked monthly by PrairieCat staff and corrected if needed. Libraries can still use the forms if needed for their own retention policy but it is not required by PrairieCat. The forms will be removed from the PrairieCat support site. This change takes effect immediately and all documentation will be changed to reflect this change.
- c. Pink Condition Slips** – Continue to request the pink condition slips on the PrairieCat support site (<https://support.prairiecat.info/>). The forms are only being sent out on a weekly basis by PrairieCat staff. PrairieCat staff are not working in the office five days per week and are rotating when staff go into the office to ship out the forms. Please plan in advance and order the forms before you run out.
- d. Member Updates:**
 - i. Lostant Community Library** – Continues to add their collection to the database.
 - ii. Putnam County Primary School** – Like other schools, staff have been shifted back into the classroom. The district media coordinator is trying to get someone back into the library to do data entry.
 - iii. Ida Public Library Bookmobile** – There is now a collection in the database for the Ida bookmobile. The bookmobile will be going live in March. As with our other bookmobiles, it will be a non-holdable collection. If you place a hold on a title owned by both Ida main and Ida bookmobile, if the main copy is available, the item will be supplied.

- IX. Training (Talent LMS)** – If anyone has suggestions for potential training videos, please submit them to Landis (PC) at melissa.landis@prairiecat.info. A request has been made for a video on how to deal with damaged and lost items and is on the list.
- X. PrairieCat Email Migration** -- An email was sent out last week that PrairieCat staff have begun the transition in changing the domain in their email address. Instead of being [first name].[last name]@railslibraries.info, they are now [first name].[last name]@prairiecat.info. For example, instead of ed.zanelli@railslibraries.info, it is now ed.zanelli@prairiecat.info. The RAILS address will still work for now. Mail coming from PrairieCat staff will now come from the new email address.
- XI. Find More Illinois** – The Find More Illinois ILL overlay interface is changing. They are also making membership opportunities available. Fees are currently being waived. Currently there is a lag in pulling in all of the PrairieCat holdings. You can find more information at: <https://findmoreillinois.org/>.
- XII. BYPT 'Bring Your Problems Time'**
- a. Hold Wrappers** – East Moline is moving into a new building and asked for suggestions on doing their hold wrappers. They will have an open hold shelf for patrons to pick up their own holds. Some libraries use the first four letters of the patron's last name, first initial, and the last four digits of the patron's barcode. Reddick Library had a patron who was taking items for other patrons, so they started putting the items on the shelf with the spine down so the patrons can't see the titles. Reddick now keeps all holds behind the circulation desk.
 - b. Update on Vega** – The development of Vega continues. PrairieCat staff are working with Innovative to develop Vega. We do not have a Go Live date yet.
- XIII. Location Codes** – A weed of the location codes is being done. The policy for location codes states that there must be at least 25 items in each code. Slanicky (PC) is working on cleaning these up. About 300 location codes don't have any items and about 600 have between 1-24 items attached. The empty codes will be deleted. The location list has 400 lines and slows down Sierra when it downloads to your computer when you login.

XIV. Next Circulation Committee Meeting – April 26, 2022, 1:00 pm, via Zoom.