

PRAIRIECAT CIRCULATION COMMITTEE
APPROVED MINUTES
June 28, 2022
1:00 pm via Zoom

MEMBERS PRESENT: Cox (EM), Dale (RL), Hansen (CH), Jensen (PC), Landis (PC), Sangston (MA), Slanicky (PC), Smith (PC), Tedder (PC), Wiegert (FP), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Abernathy (NL), Bonny (PC), Slazyk (PE), Smith (RO), Watson (HC), Wood (RO).

GUESTS: Brozovich (RP), Christenson (KR), Fane (LP), Fine (PR), Gunn (EJ), Hoffman (TC), Hoste (CL), Iffland (RD), Ippolito (RP), Kallan (WL), Kofoid (GV), Linnell (BD), Posing (MN), Schultz (BL), Thomas (MX), Thompson (KK), Woodley (WR), Yoeckel (SN).

- I. Welcome** – Dale (RL) began the meeting and welcomed everyone.
- II. Roll Call of Committee Members for Attendance**
- III. Review Agenda for Additions/Corrections** – An update on fine free libraries was added to section V. g. in the agenda.
- IV. Approval of Minutes from April 26, 2022** – Wiegert (FP) made a motion and Sangston (MA) seconded to approve the April 26, 2022 minutes with corrections. Minutes approved.
- V. New Topics**
 - a. Election Results** – Two people were re-elected to the committee, Jolyce Abernathy from New Lenox PLD (NL) and Jenny Hansen from Cherry Valley PLD (CH). Two new members were elected, Eric Linnell from Bourbonnais PLD (BD) and Emily Kofoid from Graves-Hume PLD (GV).
 - b. New Co-Chair Needed** – The committee needs a new co-chair. Katy Wiegert (PT) is moving from Pecatonica PLD to Freeport PL and can finish out her term on the committee. She volunteered to be co-chair.
 - c. Upgrade to Sierra 5.4 (see meeting packet for enhancements and known issues)** – We recently upgraded from Sierra version 5.2 to version 5.4. Today’s meeting packet includes a list of enhancements and some known issues. The View Outstanding Holds function has been changed to Manage Holds. You can set your pickup location for

all items and can now specify a date range instead of before a specific date. It is recommended that you check it at least monthly. Landis (PC) will do a new training video within the next couple of weeks. If wanted, she can do a one-on-one Zoom session for your library. To schedule a one-on-one session, contact Landis (PC) at melissa.landis@prairiecat.info. The session should only take a half hour. With the new Manage Holds function, you can fix a hold from within the function and refresh the screen. You can email it to yourself or export it to Excel. When placing holds, it will now automatically page for title. The Create Lists function has some enhancements to make it a little easier to work with. The known issues are not too bad. See today's meeting packet for more information.

- d. Change to Non-Resident Cards Legislation for Non-Residents Under the age of 18** – On May 13 there was a change in legislation signed that gives library boards the option to waive fees for non-residents to patrons under the age of 18. This is different from Cards4Kids. New patron 3 code values were added to keep statistics in case it becomes necessary to report them on the annual IPLAR report. The new values are: 25 Veteran NF (no fee), 26 Cards4Kids (no fee), and 27 NR Kids NF (no fee). Adults still have to pay for a non-resident card. The FAQ document does not include the most recent change in legislation.
- e. Help Desk Changes** – The new PrairieCat Help Desk software will take effect on July 11, 2022. Matt Maturo (PC) did a training presentation yesterday and this morning, which were recorded. This morning's presentation was 15 minutes long. You do not need a login to enter a ticket. The old helpmenow@prairiecat.info is being phased out. An email will be sent out when the new Help Desk training recording is available.
- f. Reminders About eCommerce** – When sending a patron to the OPAC in person at the library to login to Encore and pay their bill online, make sure you close out the patron's account in Sierra first. As a safety feature, if the patron's account is open in Sierra, the software will lock out the patron for 15 minutes. The minimum amount that can be paid is \$1.01. If a patron owes less than \$1.01, the patron cannot pay online.
- g. Fine Free Libraries** – There are now 42 libraries that are fine free, with two more to be added on July 1, 2022. Out of all the PrairieCat libraries, 32% are now fine free. A short PDF presentation on

becoming fine free is available. Email Landis (PC) if interested at melissa.landis@prairiecat.info and she will email it to you.

- h. In-Process Items** –There are 130 items that are stuck with a status of In-Process. This status will not fill holds and does not page. The PC Technical Services Users Group decided a couple of weeks ago to update this status after 90 days. After 60 days, PrairieCat staff will generate a report of all items with a status of In-Process. You will have 30 days to locate and check in the item or after 90 days the item will be checked in by PrairieCat staff and the status changed to Available. The first list of In-Process Items has not been distributed yet.
- i. Updates on Membership**
 - i. Lostant Public Library** – The Lostant Public Library continues to manually add their collection and are a little over 50% finished.
 - ii. Putnam Primary School** – The Putnam Primary School has been adding items over the summer.
 - iii. Byron Schools** – The Byron Schools have been upgrading items.
 - iv. Mount Carroll District Library** – The Mount Carroll District Library is upgrading from a union list library to basic online and are also doing a building renovation. They have temporarily moved to a building down the street.
 - v. North Chicago Public Library** – The North Chicago Public Library is doing a full migration from TLC to PrairieCat. Innovative and PrairieCat staff are currently reviewing data from a test extract of their data.
 - vi. Rock Island Public Library** – The Rock Island Public Library is opening a new branch in the fall called the Watts-Midtown Branch. They are receiving and adding items to the database.
- VI. PUG Day 2022** – The PrairieCat Users Group (PUG) Day is an annual event hosted by PrairieCat. It covers Sierra and PrairieCat specific topics to general library topics. This year it will be a virtual event on Thursday and Friday, September 22 and 23, 2022. There are 10 sessions scheduled. Registration should be available in July. Most sessions will be

recorded so you can view them later. Contact Smith (PC) at elizabeth.smith@prairiecat.info with questions.

VII. BYPT “Bring Your Problems Time”

- a.** East Moline Public Library Holds – The East Moline Public Library was shut down for two months and their items were non-holdable. They are now back open and are in the process of filling 300-400 holds. Landis (PC) reported that since East Moline reopened, the paging list has not been working for them. Innovative does not know why it is not working. Please be patient while waiting for holds from East Moline. If only East Moline owns the title, contact Tami Cox and she will send the items.

VIII. Next Circulation Committee Meeting: August 23, 2022, 1:00 pm, via Zoom