PRAIRIECAT CIRCULATION COMMITTEE
AGENDA
June 22, 2021
1:00 PM via Zoom

The PC Circulation Committee will meet Tuesday, June 22, 2021, at 1:00 pm via Zoom. To join the meeting, please visit:

https://railslibraries.zoom.us/meeting/register/tJAocOqrrTgoG9anYPs60veh5IFCUsDO3wg0

These are open meetings and everyone is welcome to attend and to contribute, but only the committee members may vote.

Committee charge: *The 11 member elected standing group discusses circulation and OPAC topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher-level policy decisions. It also reviews circulation procedures and works together to resolve circulation issues.*

I.   Welcome

II.   Roll call for attendance

III.   Review agenda for additions/corrections

IV.   Approval of minutes from February 23, 2021

V.   Election results/new co-chair needed!

VI.   Call for nominations for a Tier 3 library to fill vacant committee seat

VII.   PUG Day

VIII.   New topics

    a. Proposal of AMH system for delivery and barcode placement

    b. New and Upgrading Members

    c. Update on notices

    d. Parent/guardian names in patron records

IX.   Training (TalentLMS)

X.   Friendly Reminders

    a. Remitting funds collected for lost/damaged items to owning library

XI.   BYPT 'Bring Your Problems Time

XII.   Next Circulation Committee meeting: August 24, 2020, 1:00 pm, via Zoom

PRAIRIECAT CIRCULATION COMMITTEE
DRAFT MINUTES
February 23, 2021
1:00 pm via Zoom

MEMBERS PRESENT: Abernathy-Morris (NL), Bonny (PC), Cox (EM), Hansen (CH), Landis (PC), Sebille (SL), Slazyk (PE), Smith (PC), Smith (RO), Studer (HD), Sullivan (PC), Watson (HC), Wilhoyt (BD), Zamorano (WO), Zanelli (PC)

MEMBERS ABSENT: Jensen (PC), Slanicky (PC), Wood (RO)

GUESTS: Christenson (KR), Christiansen (MX), Dale (RL), Fine (PR), Hoffman (TC), Kozinski (DK), Munger (LP), Nobling (RP), Posing (MN), Shelton (NL), Thomas (MX), Zielezinski (SA)

I.   **Welcome** – Hansen (CH) welcomed everyone and thanked Watson (HC) for her previous service as chair.

II.   **Roll Call for Attendance**

III. **Review Agenda for Additions/Corrections** – No changes were made to the agenda.

IV.   **Approval of minutes from August 25, 2020 -** Abernathy-Morris (NL) moved and Smith (RO) second to accept the August 25, 2020 minutes with one correction. Motion passed.

V.   **Pending Projects/Updates** – There are no new pending projects/updates.

VI.   **Training** - Landis (PC) demonstrated Talent LMS. All of the basic circulation classes are complete**.** The lower right hand corner has brackets you can click on that will make the screen full size. The gear symbol changes the playback speed of the videos. You can click the arrow to change the playback speed. It is recommended that you use the setting of 1.25. The lower left hand corner has the time so you can see where you are and how much time is remaining. All classes have closed captioning. You can go back and rewatch the videos as many times as you want. Class 7 is the last circulation class. It covers checking in items and fulfilling holds. You can download and print pdf files. It includes how to fulfill holds for Rockford University.

The create lists training is being added to Talent LMS. These classes are beta version and PC staff are looking for feedback. This does not replace the on demand training that you can request through the Help Desk. The course cataloging in circulation has two videos in the advanced circulation category. The first one is view outstanding holds, which review one library's report step by step. It has a companion document to go with it. The second one is how to do Sierra macros and has a document available as well.

VII. **New Topics**

a. **Processing of Old Billed Items** – February and March will not have an old billed items report. Items that would have been due in April and May of 2020 would have been on the February and March report, but libraries were closed because of COVID. The old billed items report will start up again in April.

b. **View Outstanding Holds One-on-One Training Available** – It is recommended that you run this report for your library weekly. It lists all of your patron's outstanding holds that have not been filled. This report can be difficult to work with. There is a video available in Talent LMS or you can send Landis (PC) an email or open a Help Desk ticket and she will set up a Zoom session with you and work with you step by step.

c. **Upgrade to Sierra 5.2 on 2/17/2021 and Known Issues** – An attachment in the packet for today's meeting lists the known issues with Sierra 5.2. The one for Express Lane checkout does not apply to us. We do not have that feature set. The main one that applies to us is modifying pickup date for items with out-of-scope pickup location. If an item by another library is on your holdshelf and you need to extend the pickup date for the item, Sierra will not allow you to because it is outside of your scope. This has reported to Innovative but it is still unresolved.

When you are entering a new patron record in Sierra, when you enter the PIN number appears blank, but once the patron record is saved, it is fine.

If an item has a two or three character material type, the item will not appear on the high demand holds report. We only have five of these – slides (sl), book with disc (bwd), digital (dp), audio-enabled book (ae), and preloaded table (pt). These material types probably will not be on your high demand hold report, so it shouldn't be a problem

d. **Item Type – is the Current Item Type Framework Too Restrictive for Your Current Needs?** –The item type controls how items circulate. For example, if you have computers, rokus, library of things items, and stem kits and you all want these things to circulate differently and you feel like you don't have enough choices, you can email John Slanicky (john.slanicky@railslibraries.info) and let him know you would like to see a new item type, why you would like to see it and what you would use it for. Then he will collate that information and we might add some new item types.

VIII. Demonstration

a. **Look up Patron Bills Once an Item Has Been Deleted Using Create Lists Function** – If you are checking in a returned and you find an item with your barcode, your ownership markings and it's in good condition but when you check it in, it's not found, chances are it could be a long overdue item that was deleted. If you have the ability to use create lists you can run a report to find the item. Landis (PC) demonstrated how to use create lists to find the patron. A class is available in TalentLMS that explains the procedure to determine which patron was billed for the item.

IX. BYPT "Bring Your Problems Time"

a. **Payments for Lost Items not Being Cleared From Patron Record** – Studer (HD) reported that she received a check from another library where the patron paid for one of HD's lost items and the bill was still on the patron record. Most of the libraries present at the meeting said they remove the bill from the patron record as soon as they receive payment. That way the patron can check out items right away.

b. **Hold Not Available on Last Item in the Database** – Zanelli (PC) reminded everyone that if they own the last copy of a title on hold and the item is not available to fill the hold, please notify the library that placed the hold so the hold can be cancelled and the patron notified that it is no longer available.

X.   **Next Circulation Committee Meeting: April 27, 2020, 1:00 pm, via Zoom**

PrairieCat Circulation Committee / Meeting Schedule
FY2022 (July 2021 – June 2022)

Seat	Office	Name	Email	Library	Term Expires
Tier 3 Public			Nomination Needed!		
At Large		Rici Dale	eddale@reddicklibrary.org	Reddick Public Library (RL)	Jun 30, 2024
Tier 1 Public		Jolyce Abernathy-Morris	jmorris@newlenoxlibrary.org	New Lenox Public Library District (NL)	Jun 30, 2022
At Large		Beth Wood	bwood@rwrlibrary.org	Robert W. Rowe Public Library District (RO)	Jun 30, 2022
Tier 2 Public	Chair (FY21)	Jenny Hansen	jennyh@cherryvalleylib.org	Cherry Valley Public Library District (CH)	Jun 30, 2022
Tier 3 Public		Patti Smith	pdsmith@rwrlibrary.org	Robert W Rowe Public Library District (RO)	Jun 30, 2022
At Large		Tami Cox	coxt@eastmolinelibrary.org	East Moline PL (EM)	Jun 30, 2023
Tier 2 Public		Tammi Slazyk	teslazyk@peotonelibrary.org	Peotone Public Library District (PE)	Jun 30, 2023
Academic/Special /School	Chair (FY22)	Laura Watson	laura.watson@highland.edu	Highland Community College (HC)	Jun 30, 2023
At Large		Samantha Wilhoyt	swilhoyt@bourbonnaislibrary.org	Bourbonnais PLD (BD)	Jun 30, 2023
Tier 1 Public		Carrie Zamorano	carriez@woodstockil.info	Woodstock PL (WO)	Jun 30, 2023

See 2nd page for meeting dates/times

FY21 Meeting Schedule:

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

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

Aug 24, 2021	Zoom	1:00 pm - 3:00 pm
Oct 26, 2021	Zoom	1:00 pm - 3:00 pm
Feb 22, 2022	Zoom	1:00 pm - 3:00 pm
April 27, 2021	Zoom	1:00 pm - 3:00 pm
June 28, 2022	Zoom	1:00 pm - 3:00 pm