



**PrairieCat Technical Services Committee
REVISED DRAFT MINUTES
April 13, 2023**

ATTENDANCE

MEMBERS PRESENT: Bonny (PC), Brozovich (RP), Chapman (RL), Conderman (MS), Dean (WL), Fane (LP), Groth (EM), Landis (PC), Slanicky (PC), Smith (PC), Solheim (KR), Swanson (FR), Tedder (PC), Totton Schwarz (WO), West (RD), Zanelli (PC).

MEMBERS ABSENT: Diedrich (GA)

GUESTS PRESENT: Bowman (LI), Carter (SL), Eychaner (CH), Collins (NL), DeBord (YK), Eychaner (CH), Fine (PR), Finnerty (NCK), Jones (RP), Kessler (CC), Kozinski (DK), Lawruk (SE), Lemke (DK), Linnell (BD), McSweeney (HD), Posing (KK), Saathoff (CO), Schriener (KK), Schulze (DK), Sciacky (MK), Shippy (MX), Solheim (KR), Thomas (RP), Ward (YK).

- I. Welcome** – Sandy Tedder (PC) and Totton Schwarz (WO) began the meeting at 9:30 am and welcomed everyone.
- II. Roll call for attendance**
- III. Review agenda for additions/corrections** – The date for the next meeting is June 8, not the 23rd.
- IV. Approval of minutes from February 9, 2023**

Dean (WL) moved, and Brozovich (RP) seconded to approve the minutes from the February 9, 2023, meeting with corrections. Motion passed.

- V. New Topics**
 - a. MARC Member Guidelines Proposed Updates/Requirements** – There is an increased number of members interested in becoming MARC members. It takes about six months to one year to go through all the steps

and all the software. Only staff members of basic online and fully participating libraries would be eligible to become MARC members. Union list members have minimal access to the PrairieCat database. They can only add and edit items. If a union list library is going online and is interested in becoming a MARC member, the library needs to wait until it goes live so the staff have time to get familiar with the software before becoming MARC members.

Proposal: Have MARC training offered twice per year in January and June. Only staff members of basic online and fully participating libraries would be eligible to become MARC members.

Dean (WL) moved, and Conderman (MS) seconded to approve the proposal. Motion passed.
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The proposal will go to the Delegates Assembly for final approval.

- b. Decision Center Update** – Decision Center was to be upgraded, but the upgrade has been delayed. Details will be sent when they become available.

VI. Pending Projects/Updates and Discussion:

- a. Removal of Empty Location Codes** – We have over 4,000 location codes on the system. Every time members login to Sierra, a new copy of all the location codes gets downloaded to their computer. Having a smaller list of location codes would allow Sierra to load a little faster. According to PrairieCat policy, each location code must contain at least twenty-five items. Exceptions are **e-resource**, **on order**, and **new**. Under **Statistics/Reports, April 2023** on the PrairieCat support site at <https://support.prairiecat.info/>, is a listing (labeled: **Location codes (to be deleted) with fewer than 25 items April 2023**) of Location codes that have fewer than 25 items. Members are encouraged to review the list to see which Location code(s) at their library will be removed. Codes with

zero (0) items will be the first to be removed from the system. The first part of the list has all the location codes that have no items attached. Members who have had Create Lists training can make a list of their items by location code or can open a Help Desk ticket requesting a list to be run for them. Slanicky (PC) will clean up the location codes as time allows. There is no estimated timeline for this project.

- b. PrairieCat Support Site Redesign** – PrairieCat staff continue to work with Cherry Hill, the vendor, that is doing the support site redesign. All support documentation will be easier to find on the redesigned site because it will be searchable. The site is run on the newest version of Drupal because the old version is no longer supported by the developers. The tentative launch date for the new website is the end of May/beginning of June 2023. Website training will be provided for library staff once it has been launched.
- c. Vega Discover** – PrairieCat staff continue to work with Innovative to develop the new Vega Discover product. Coulter (PC) is working with sets of five libraries at a time to integrate Vega Discover with OverDrive. The first five libraries that are now integrated with OverDrive are: Johnsbury, DeKalb, East Moline, Freeport, and Princeton. The next round of libraries will be Bourbonnais, Rock Island, Byron, New Lenox and possibly Highland Community College. The libraries that use Hoopla and other vendors will be added at a later date. Updates are provided to the membership with a summary of the issues/questions that are being reported by libraries and staff that are discussed at the Innovative Vega meetings. The FAQ section of the PrairieCat website has been updated with new information. Project updates can be found on the PrairieCat website (<https://support.prairiecat.info/>).
- d. Reading History Log** - At first it was believed that the reading history log would not transfer over from Encore. Innovative has now confirmed that the reading history log will be retained if the patron is currently using it in

Encore. The first time the patron uses reading history in Vega Discover, it will be transferred from Encore. It may take a couple of hours for it to start working. If it does not work, click on the **Opt-in** button and it will start tracking the patron's reading history in Vega Discover.

- e. **eCommerce** - PrairieCat staff will discuss the integration of eCommerce with Innovative.

VII. Membership updates

- a. **Lostant Community Library** – The Lostant Community Library has gone live. They were once a non-automated library and used a RAILS grant to join PrairieCat.
- b. **Rock Island Public Library** – The new Watts-Midtown branch is now open.
- c. **Putnam Primary School** – Over the summer, staff from the junior high and high school will be entering items for the primary school. When they are finished, all three buildings will be automated.
- d. **Mount Carroll District Library** – The Mount Carroll District Library is updating its membership from union listing to basic online and is doing renovations. Like other libraries, they have been having supply chain issues. They hope to be finished before summer reading begins.
- e. **Byron Schools** – PrairieCat staff did a data dump for the three Byron school buildings three years ago. They are reviewing items and updating fields that could not hold any migrated data. One building is finished. On May 1, 2023, there will be a status update on the second building. They hope to have the third building finished at the end of the next school year.
- f. **Winnebago Public Library** – The Winnebago Public Library is entertaining the idea of rejoining PrairieCat as a union listing library. Winnebago used to be a union listing library several years ago. The Winnebago High School is a union listing library and it would be great for

both the public and high school libraries to be in PrairieCat as union listing libraries.

- g. Wilmington Public Library** – It was submitted in the chat that the Wilmington Public Library is getting some furniture for a reading area and supply chain issues are affecting the timing.

VIII. PC Member Update – The PC member updates are usually in April, but this year will be in May 2023 instead. There will be several in-person member updates and one virtual session. More information to come.

IX. PUG Day – PUG Day has been scheduled for September 29, 2023, and will be a one-day conference at Waubensee Community College. The PrairieCat Engagement Committee is now accepting program proposals. If someone (or a group) would like to present at PUG Day, they should fill out this form: <https://forms.gle/8Xr5HDY6WJsrzNDH6>. (Since the Google form has the option for users to upload a presenter photo, users will be prompted to log in to Google). If this is an issue for you, please contact Liz at elizabeth.smith@prairiecat.org. Everyone is encouraged to participate at PUG Day.

X. BYPT “Bring your Problems Time.”

- a. In/Out Error** – Today some libraries are experiencing an In/Out Error when checking in items and trapping holds. There is a ticket open with Innovative and the rest of the PrairieCat staff not in this meeting are working with Innovative to resolve the issue.

XI. Ideas for “Did you know”? - No one had any suggestions.

XII. Questions, comments, etc.

- a. Dixie DeBord Retirement** – Dixie DeBord from Yorkville Public Library (YK) will be retiring in May 2023. PrairieCat staff thanked Dixie for contributing with database cleanup projects over the years. Congratulations and best wishes for your retirement. Dixie wrote in the chat [this is] “my last TSUG meeting. It has been an honor working with

everyone, staff and members. Thank you all. Carry on with the wonderful work you do. I will miss you all and these meetings!”

XIII. Adjourn - The meeting was adjourned at 10:17 am.

XIV. Next meeting is Thursday, June 8, 2023

MARC/MARC-trainee Catalogers meeting to follow Technical Services

Committee meeting. (Zoom session will be open @ 11:00 but meeting will start at 11:15 a.m.)