

# PLS Circulation Managers Committee Agenda

April 16, 2026

2:00 PM

Hybrid Meeting

Belle Haven Library

100 Terminal Avenue, Menlo Park, CA 94025

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzw>

Q1.1

Meeting ID: 981 8343 0071

Passcode: 313596

**Facilitator:** Homer Martinez (RCL)

**Recorder:** SMCL

## I. Introductions and Roll Call

## II. Approval of Consent Items (Action Item)

- A. Approval of March 19, 2026, Minutes Attachment 1 pg 4
- B. 02.07.02 New Code Request Form 5RASG Attachment 2 pg 8
- C. 02.07.02A New Code Request Form Instructions Attachment 3 pg 9
- D. 02.07.02 New Code Request Form i-Types for Patron Checkout Limits Table Attachment 4 pg 11
- E. 12.01 Sierra Offline Check-Out Attachment 5 pg 13
- F. 12.02 Sierra Offline Uploading Attachment 6 pg 19

## III. Reports

- A. PLS Delivery Report
  - 1). Special Delivery Tags (**Action Item**)
- B. PLAN Report

## IV. Old Business

- A. New Patron Checkout Limits table – PLAN (**Action Item**)
- B. 1SOLO p-type follow up – SMCL
  - 1). Currently not being used for 1ONLA accounts
  - 2). Should cards be deleted after 90 days, similar to TEMP cards?

## V. New Business

- A. (**Action Item**)

## VI. Announcements

**VII. Public Comment** - (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)

## VIII. Agenda Building for May 21, 2026, Meeting

## **IX. Adjournment**

**Brown Act:** This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (b)(3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

In accordance with 54953.8(b)(8), please contact [info@plsinfo.org](mailto:info@plsinfo.org) for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

### **Meeting Locations**

Burlingame Library, 480 Primrose Rd, Burlingame, CA 94010

Daly City Library, 40 Wembley Drive, Daly City, CA 94015

Menlo Park Library, 800 Alma Street Menlo Park 94025

Redwood City Library, 1044 Middlefield Rd, Redwood City, CA 94063

San Bruno Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Libraries, 125 Lessinga Court, San Mateo, CA 94402  
San Mateo Public Library, 55 West 3<sup>rd</sup> Ave, San Mateo, CA 94402  
South San Francisco Library, 901 Civic Campus Way, South San Francisco, CA 94080

Next Meeting: **May 21, 2026**

Recorder: **SMP**

Next PLS Administrative Council Meeting: April 23, 2026

**Recorder:**

DCL – January 2026

MPL – February 2026

SBL – March 2026

SMCL – April 2026

SMP – May 2026

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026

RCL – October 2026

SMCL – November 2026

SMP – December 2026

**PLS Circulation Managers Committee Minutes**

March 19, 2026

2:00 PM

Hybrid Meeting

Belle Haven Library

100 Terminal Avenue, Menlo Park, CA 94025

Zoom Meeting:

<https://redwoodcity.zoom.us/j/98183430071?pwd=OR8EKFPqtChfbZxOBsGmz7wr8xzwQ1.1>

Meeting ID: 981 8343 0071

Passcode: 313596

**Facilitator:** Homer Martinez (RCL)

**Recorder:** SBL

**Present:** Geralyn O'Brien (BPL), Molly Cronin (DCL), Nora Mercer (MPL), Homer Martinez (RCL), Raquel Metcalfe (SBL), Ciera Pasturel (SMCL), Jon Jung (SMP), Brian Malibiran (SSF)

**Guests:** Vanessa Walden (PLAN), Daniel Kith (PLS), Justin Wasterlain (PLS), Natalie Juhl (DCL)

**I. Introductions and Roll Call**

**II. Approval of Consent Items (Action Item) – MSP BPL/MPL**

- |   |                   |
|---|-------------------|
| A. Approval of February 19, 2026, Minutes   | Attachment 1 pg 4 |
| B. 02.07.02 New Code Request 2BALG & 2EALG  | Attachment 2 pg 7 |
| C. 03.02.01 PLS Patron Types and Privileges | Attachment 3 pg 8 |

**III. Reports**

**A.** PLS Delivery Report: For special deliveries please use the green tag note section, to ensure a record of the bin, if needed. More info to come regarding what tags to use for regular vs special delivery.

Reminder: to place items in the correct bins. Transit items in transit bins and holds in holds bins. Also, place tags facing correctly on the delivery totes when going out.

**B.** PLAN Report: Ill Sierra trainings. Finished last Circ training today. Will schedule a last special Circ training meeting soon. In the process of moving away from iTiva to Innovative Phone Alerts. Using same text being used currently. May take up to 6 weeks to finish the project, around May/June. Offline Circ, next topic during the Circ training. Had issues with uploading items after the last offline episode. If you have the old Ill Offline Client do not use. Uninstall old offline client and download the updated Sierra Offline Client.

**IV. Old Business**

- A.** Review of FAQ for PLS webpage – RCL (**Action Item**) Attachment 4 pg 10. MSP MPL/BPL
- B.** Empower Card update -RCL –Info Services is asking for statistical information but very hard to get that information. Info Services Group is working on a list of which library has what database. Then present it to Admin Council to see how to move forward.

## V. New Business

- **A. New Patron Block table – PLAN (Action Item) –** Dropped all p-types except for the ones that were used by the Colleges. In the process of creating the excel spreadsheet to convert to new version. Once new tables are live, we will use the new tables moving forward. If you want to limit a certain collection funded by the Friends/Foundation of the Library to your patrons, it now can be done. Circ Managers will create I-types to limit check-out numbers on certain collections.

**B. 1SOLO patron type expiration date – SMCL (Action Item) –** Ciera will follow up that County online accts will expire in 90 days and use 1Solo P-type and if they are expired after 90 days will be purged similar to temp cards. SMCL is using 1Solo p-type instead of 1Onla p-type.

## VI. Announcements-

**DCL:** Molly is leaving DCL and going to RCL on 3/21. Natalie will be attending Circ Mtgs.

**MPL:** MPL and MPB will be closed next Fri, 3/27 for staff retreat. Closed Sat, 4/4 library staff will help with Egg Hunt.

**SBL:** Recruiting for a Page will send information.

**SMPL:** Hiring Senior Library Asst soon and a per diem P/T Asst. SM Libraries will have event *San Mateo Celebrates* to celebrate Community, the week of April 19-25.

**VII. Public Comment -** (Individuals are allowed three minutes, groups in attendance five minutes. It is system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendized pursuant to state law.)

## VIII. Agenda Building for April 16, 2026, Meeting

- Special delivery tags
- Create I-types to limit check-out number on certain collections
- New patron block table

## IX. Adjournment

**Brown Act:** This meeting abides by Cal. Gov't Code § 54953.

Cal. Gov't Code § 54953(b)(1) "Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding."

Cal. Gov't Code § 54953(j)(6) A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."

Gov't Code § 54953 (b)(2) "Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. If the legislative body of a local agency elects to use teleconferencing, the legislative body of a local agency shall comply with all of the following:

(A) All votes taken during a teleconferenced meeting shall be by rollcall.

(B) The teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.

(C) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(D) The legislative body shall allow members of the public to access the meeting, and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3."

Gov't Code § 54953 (b)(3) "If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e)."

In accordance with 54953.8(b)(8), please contact [info@plsinfo.org](mailto:info@plsinfo.org) for requesting a reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132).

### **Meeting Locations**

Burlingame Library, 480 Primrose Rd, Burlingame, CA 94010

Daly City Library, 40 Wembley Drive, Daly City, CA 94015

Menlo Park Library, 100 Terminal Avenue, Menlo Park, CA 94025

Redwood City Library, 1044 Middlefield Rd, Redwood City, CA 94063

San Bruno Library, 701 Angus Avenue West, San Bruno, CA 94066

San Mateo County Libraries, 125 Lessinga Court, San Mateo, CA 94402

San Mateo Public Library, 55 West 3<sup>rd</sup> Ave, San Mateo, CA 94402

South San Francisco Library, 901 Civic Campus Way, South San Francisco, CA 94080

Next Meeting: May 21, 2026

Recorder: **SMP**

Next PLS Administrative Council Meeting: April 23, 2026

### **Recorder:**

DCL – January 2026

MPL – February 2026

SBL – March 2026

SMCL – April 2026

SMP – May 2026

SSF – June 2026

BPL – July 2026

DCL – August 2026

MPL – September 2026  
RCL – October 2026  
SMCL – November 2026  
SMP – December 2026

**02.07.02 New Code Request Form (rev. 2/26/25)**

Part I

**FORM**

*Goal: Maintain uniform location codes, patron types, item types and loan rules to better serve the public by standardizing all codes for use by all PLS libraries.*

Request Date: 3/25/26 Requesting Library: RCLRequestor's email: hmartinez@redwoodcity.org A. Location Code  C. Item Type B. Patron Type  D. Loan Rule E. Patron Code 2

**(See section 02.07.02A New Code Request Instructions for detailed information on how to properly format a new code)**

Proposed New Code: 5RASG

Item Location Label for the Proposed New Code (100-character length max):

Redwood City - Downtown Coleccion Para Adultos en Espanol Novelas Graficas

Give detailed answers to the questions for the proposed new code:

A. Location codes: To what library and collection does this item belong? **Spanish graphic novels** Is this a new location code? **Yes** Why is it different from the location codes your library already uses? **New collection** If the proposal uses an existing location code, show how p-types and i-types are affected in the equation that is the LRDT. **Items check out NF 3WK 5RN NP** Does the new location code need to be assigned to a Max Item Table? **No**

## 02.07.02A New Code Request Instructions (rev. 4/3/26) Draft – only including sections that need to be updated.

*Goal: Maintain uniform location codes, patron types, item types and loan rules to better serve the public by standardizing all codes for use by all PLS libraries.*

These are detailed instruction for formatting new codes. The actual form and element tables can be found in section 02.07.02 New Code Request Form. When requesting new patron types or loan rules, the corresponding table needs to be included as part of the request.

- 3) The third character is for audience: A = adult; J = juvenile; Y = young adult and R = reserves (colleges only). The third character “X” or “T” can also be used to limit the number of items a patron can borrow at a time. The third character must be unique in order to use the **Patron Checkout Limits Max-Item Tables** in the ILS.
  - a. X = exceptions to electronic devices – The “X” in a location code is used to limit the number of electronic devices a patron can borrow at a time. The limit is set to 1 computer/laptop and 1 hotspot. (This character cannot be used for other library collections, per the PLS Circulation Managers meeting on November 16, 2017.)
  - b. T = Library of Things – The “T” in a location codes is used to limit the number of Library of Things a patron can borrow at a time. The limit is set to 3 items (per the PLS Circulation Managers meeting on January 16, 2025)
  - c. **Patron Checkout Limits Table Max-Item Tables** will be used to limit the number of items a SMCL patron type can borrow (2100 items) and 50 City-Library items. City Libraries limit the total number of borrowed items to 50. Patron Checkout Limits Table will also be used with item types to limit the number of items a patron can borrow systemwide. For example, 1 hotspot, 1 laptop or 3 video games at a time.  
~~Currently, there are 4 tables in the ILS. Any changes to Max-Item Tables need to be approved at a PLS Circulation Managers meeting.~~
    - ~~I. Table A is used to limit the items can borrow at a time. The patron type (p-type) is used to apply this limit. City-Library p-types are limited to 50 items and SMCL patron types to 2100 items.~~
    - ~~II. Tables B (laptops) and C (hotspots) are using location codes with the third character “X” to limit the number of electronic devices a patron can borrow at a time. The current limit is set to 1 computer/laptop and 1 hotspot at a time.~~
    - ~~III. Table D (Library of Things) is using location codes with the third character “T” to limit the number of items a patron can borrow at a time.~~
  - d. PLAN needs to be informed if a new code will be assigned to a **Patron Checkout Limits Max-Item Table**.

C. Item Types – The table allows the library to define up to 256 unique labels. (For example: book print, dvd, cd, magazine, etc.) Each label consists of up to 32 characters that describe an item. The format is composed of audience first, then material type, e.g., AD periodicals. For the Patron Checkout Limits Table, a number following the i-type description will be used to indicate the number of items that can be borrowed (e.g., AD VIDEO GAMES 3 indicates a patron can only borrow 3 video games at a time.). For each i-type, a loan period must be specified. (Note: Link+ loan rules are set by Sierra.)

- AD – adult
- JV – juvenile
- MA – adult media
- MJ – juvenile media

**02.07.02 New Code Request Form (rev. 2/26/25)**

## Part I

**FORM**

***Goal: Maintain uniform location codes, patron types, item types and loan rules to better serve the public by standardizing all codes for use by all PLS libraries.***

Request Date: 4/3/26 Requesting Library: RCL

Requestor's email: hmartnez@redwoodcity.org

- A. Location Code                       C. Item Type
- B. Patron Type                               D. Loan Rule
- E. Patron Code 2

**(See section 02.07.02A New Code Request Instructions for detailed information on how to properly format a new code)**

Proposed New Code:

AD EQUIPMENT 1  
AD SMALL EQUIPMENT 1  
AD KIT 1  
JV KIT 1  
AD WI-FI DEVICE 1  
AD VIDEO GAMES 1  
AD VIDEO GAMES 3  
JV VIDEO GAMES 1  
JV VIDEO GAMES 3

Give detailed answers to the questions for the proposed new code:

- C. Item types (I-types): What types of material is it – print, media, or equipment? **kits, games, equipment** Is this a new i-type? **Yes** Who may check it out and how long will it be borrowed. **Each jurisdiction will determine who borrows items and how many of each item system-wide.** Which patrons have privileges to check out this item? **Will be determine by the current use of items.** Adult, juvenile, nonresident; all patrons or library use only? What makes it

different from the other i-types already defined? **These new i-types will be used with the new Patron Checkout Limits table. There is no change to existing i-types** If the proposal uses an existing i-type, list the patrons and location codes that may or may not be included in the LRDT.

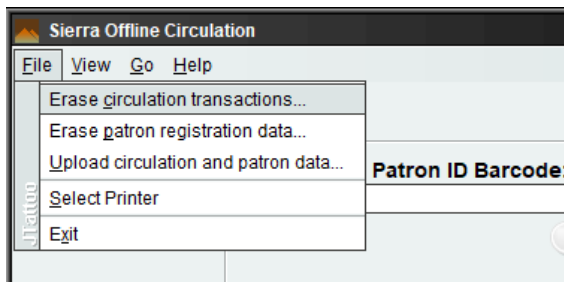
***Be prepared to attend and discuss the request at a Circulation Manager's Meeting.***

## 12.01 Sierra Offline – Check-Out (rev. 4/7/26)

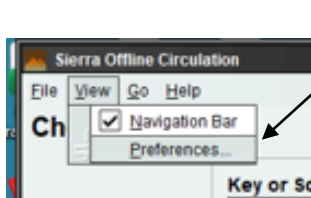
Note: Each jurisdiction determines if they are using the Check-In or Patron Registration functions. If used, transactions are processed in this order: Check-ins (recommended to use a specific computer), Patron Registration and then Checkouts. [For Patron Registration setup, see Setting System Prompts for Patron Registration from the Sierra Manual.].

Before you use Sierra Offline Circulation to check out, [verify the Preferences dialog box to ensure that the correct Statistics Group Number has been preset. Otherwise, Sierra Offline will not upload correctly.](#)

1. Open Sierra Offline Circulation
2. **ERASE** any prior circulation transactions in order to avoid uploading transaction from a previous downtime session. *(Do not select “erase transactions” if the transactions have not been uploaded, for example, Sierra has been down for 2 days.)*



2. Click **VIEW** and then **PREFERENCES** to open the dialog box



3. The following information needs to be added the **Preference** dialog box on [each](#) desk terminal.

Preferences

Statistics Group: 150

Date Format: mdy

Check barcode validity

Due Slips

None  One slip per patron  One slip per item

Message to print on due slips:

Line 1: Redwood City Downtown Library

Line 2: 650-780-7010

Lines to eject: 5

Patron Registration Settings:

Tag	Prompt	Default

Clear Patron Registration Settings

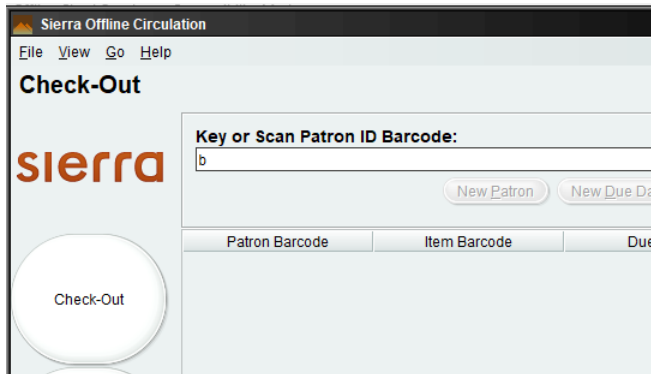
Apply Reset Quit

- A. Enter the correct **Statistics Group number** (or terminal number). See section 07.04 Terminal Numbers for your correct number terminal number
- B. The **Date Format** is **mdy**
- C. The **Check barcode validity** box needs to be marked
- D. For **Due Slips**, select **One slip per patron**
- E. For **Message to print on due slips (optional)**:
  - 1). Line 1 – Enter branch name
  - 2). Line 2 – enter branch phone number and/or website
- F. The **Lines to eject** field – enter 5
- G. Click **APPLY**
- H. Click **QUIT**
- I. [You are now ready to use the Offline software.](#)

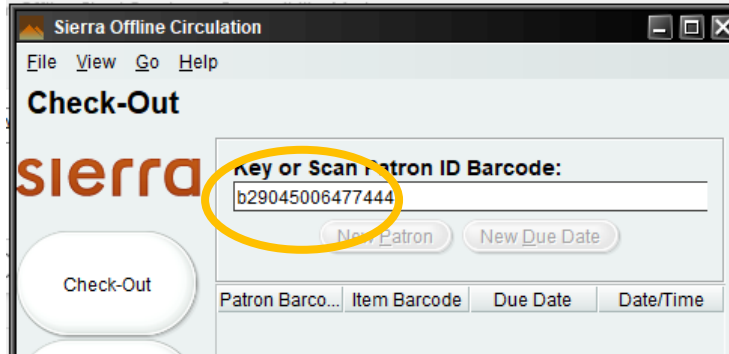
## Checking Out Items

***Do not use Offline for hourly check-outs. Use an alternative method (e.g. manual check-out form).***

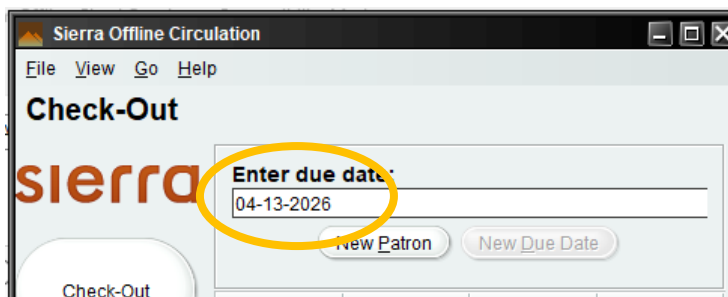
1. Click on **Checkout** icon to open **Check-Out** mode. (Usually defaults to Check-Out.)



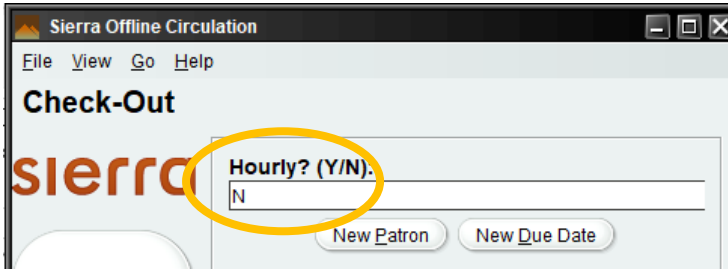
2. Key or scan **patron ID barcode**. Do not erase the “b”. Press **ENTER**



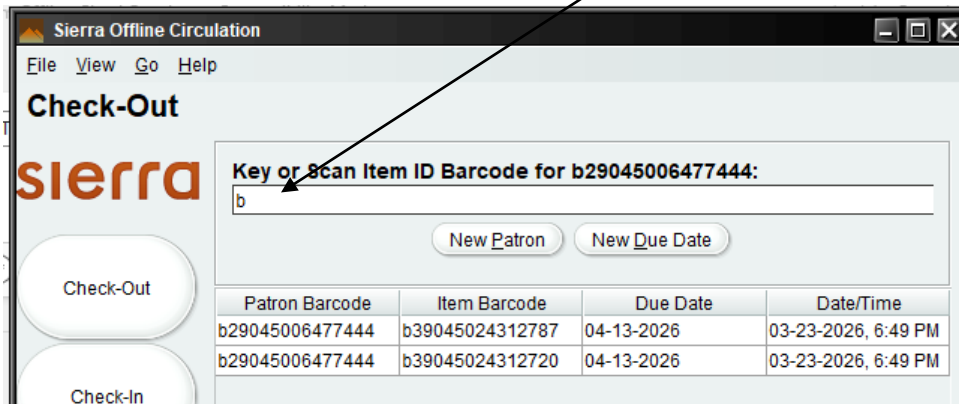
3. Enter the **due date** (format mm-dd-yyyy) for the items that you will check out to the patron. (Recommend: All items check out for 3 weeks. Staff may forget to alter due dates based on items borrowed). Then press **ENTER**



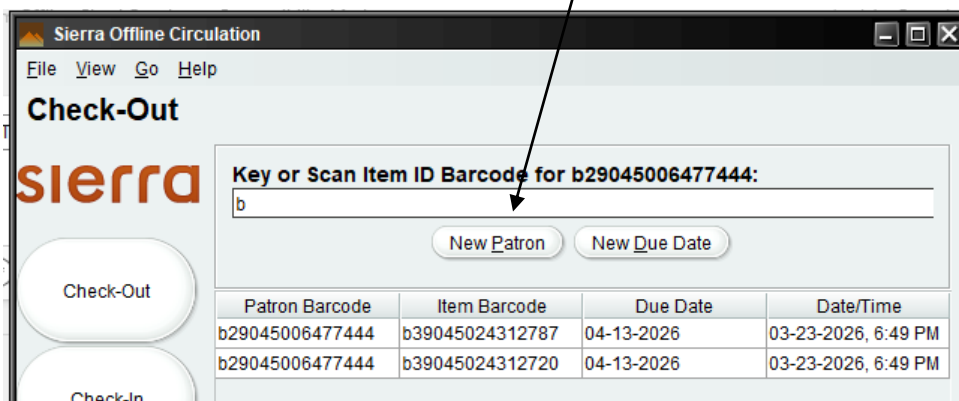
4. Select 'N' when prompted for **hourly loan rule**. Then press **ENTER**



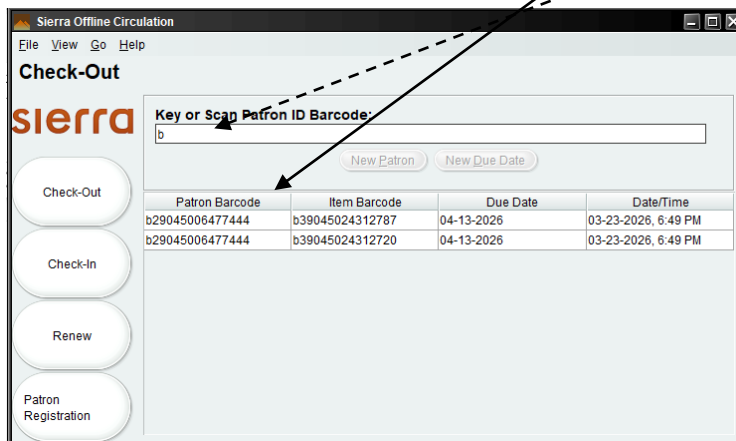
5. Use the **Rfid workstation pad** to scan the **item barcode** for **each item** that you are checking out to the patron.



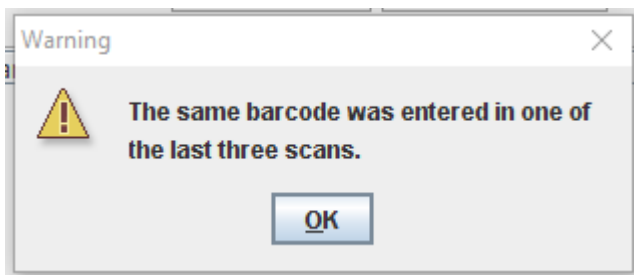
6. After all items are checked out, click the **NEW PATRON** button on task bar.



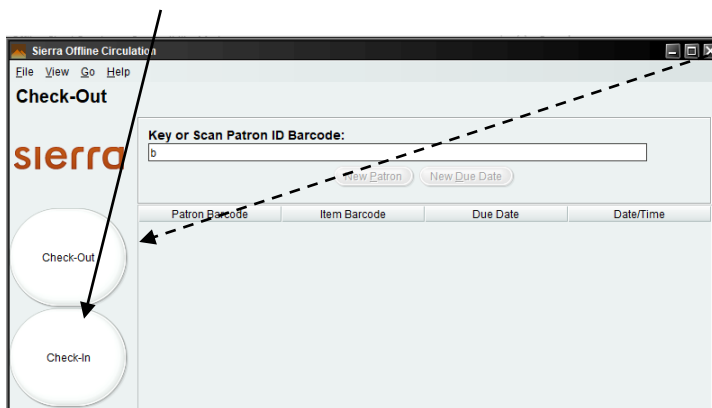
7. You may now key or scan new patron barcode for new checkout. After each new patron barcode, you will need to
  - Press **ENTER** to acknowledge the same due date
  - Press **ENTER** to acknowledge the 'N' hourly loan rule after scanning each new patron barcode.
 (Note: Once you click **NEW PATRON**, the previous *patron barcode* disappears.) You may still see the list of the previous items that were checked out.



8. If the message “same barcode was entered in one to the last three scans” appears, first try:

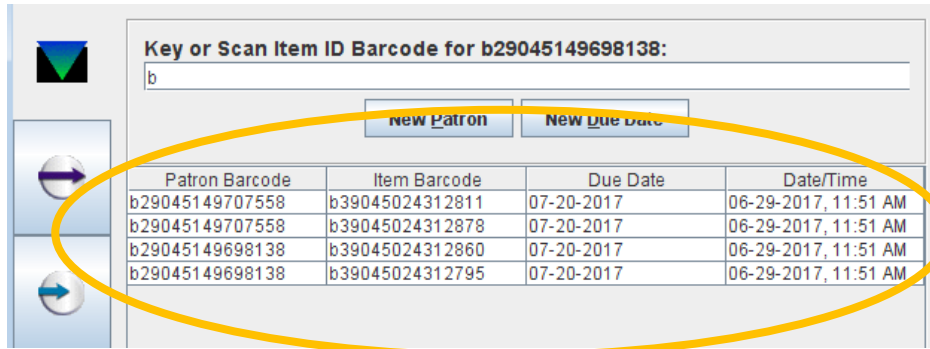


- A. Select **Check-In mode**, then go immediately back to **Check-Out Mode**.



B. If Offline still does not accept the patron barcode, then use a paper checkout form or excel spreadsheet.

9. As you scan new barcodes, a continuous list of patron barcodes and item barcodes will record.



Key or Scan Item ID Barcode for b29045149698138:

b

new Patron    New Due Date

Patron Barcode	Item Barcode	Due Date	Date/Time
b29045149707558	b39045024312811	07-20-2017	06-29-2017, 11:51 AM
b29045149707558	b39045024312878	07-20-2017	06-29-2017, 11:51 AM
b29045149698138	b39045024312860	07-20-2017	06-29-2017, 11:51 AM
b29045149698138	b39045024312795	07-20-2017	06-29-2017, 11:51 AM

10. If the ILS is down for multiple days, you can continue to use Sierra Offline on the next day. Remember to change the due date for the following day. Data will remain in Sierra Offline until you upload transactions and erase the data. However, if you upload transactions successfully, the data must be erased before using Sierra Offline again. See section 07.02 Sierra Offline Uploading for more information.

## 12.02 Sierra Offline – Uploading (rev. 4/7/26)

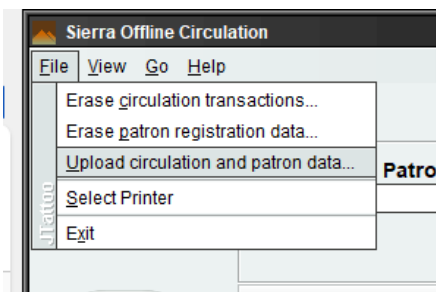
Please wait until you are contacted by PLAN staff or the Phone Tree before you begin uploading. (Follow instructions on your Phone Tree on who to contact next.) PLAN may contact Community Libraries directly. Do not log on to Sierra until contacted by PLAN staff or the Phone Tree.

(Note: Each jurisdiction determines if they are using the Check-In or Patron Registration functions. If used, transactions are processed in this order: Check-ins (recommended to use a specific computer), Patron Registration and then Checkouts.)

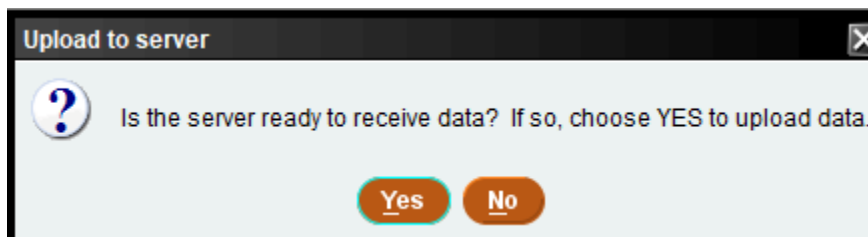
Each Check-Out terminal must be uploaded, one at a time. Then all manual transactions are inputted into Sierra. If Sierra Offline Check-in function is not used, do not begin check-ins until all information has been entered and data uploaded.

### To upload transactions from Sierra Offline:

1. Sierra Circulation needs to be up and running in order to begin the uploading procedures. Check that the Client is running. *Each terminal's transactions need to be uploaded*
2. From the **FILE** menu (in Sierra Offline), choose the **UPLOAD CIRCULATION AND PATRON DATA**

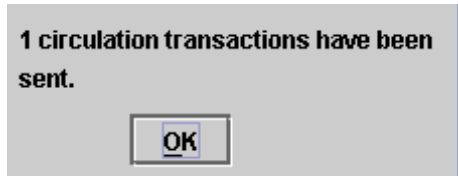


3. **UPLOAD TO SERVER** box appears. Click **YES**

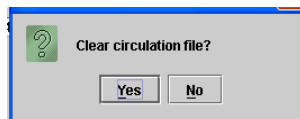


4. Sierra Offline Circulation connects to the server and uploads the PC's **patron.dat** and **circ.dat** files to the character-based system.

5. When the Sierra Offline Circulation completes uploading to the server, the box appears indicating how many transactions have loaded. Click **OK**



6. When the data has been uploaded, you will be prompted to **CLEAR/ERASE CIRCULATION TRANSACTIONS**. Click **YES**.

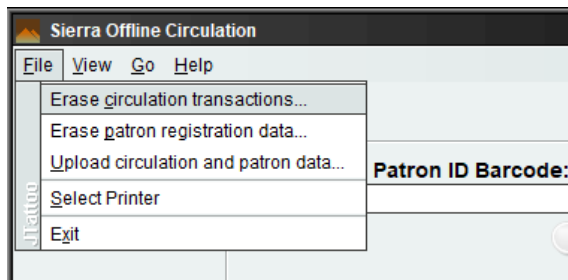


7. The circulation transactions have been uploaded to the Sierra server and are ready to be processed by PLAN Staff.
8. Notify PLAN you have uploaded your transaction. You may need to open a PLS hits ticket.
9. Once PLAN sees that multiple libraries have uploaded their files, PLAN will call the libraries who have not uploaded and ask them to wait while the transactions are processed.
10. **While PLAN is processing the transactions, no new files from libraries can be uploaded.**
10. PLAN will send each library a list of errors from their transactions. PLAN will send these to the circ email accounts or PLS Circulation Managers
11. Libraries will continue to upload as needed until all libraries have uploaded their files.

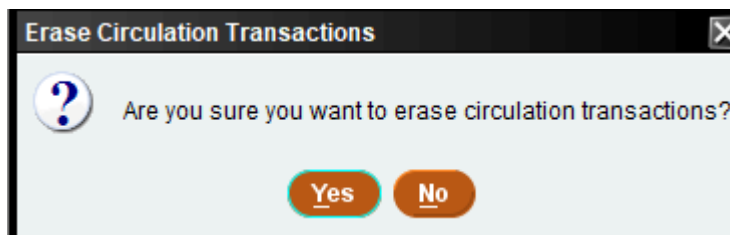
## ERASING CIRCULATION TRANSACTIONS

Transactions need to be erased from each terminal. If you used Patron Registration, select Erase Patron Registration Data after erasing circulation transactions.

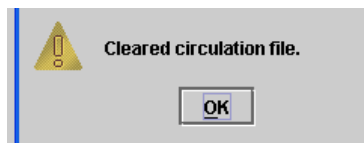
1. Click on **FILE** and select **ERASE CIRCULATION TRANSACTIONS**



3. Click **YES**



4. Click **OK** to acknowledge cleared circulation file



5. **CLOSE** and **EXIT** Sierra Offline.
6. You are done. Offline is now ready for use the next time.