**Agenda**

**CCS Circulation Technical Group**

**Virtual ZOOM Meeting**

**October 8, 2021**

**9:30a – 11:30a**

1. **Call to order** Meeting called to order
2. **Approval of minutes from July 9, 2021** Minutes approved
   * 1. Ann @ Prospect Heights move Keri @ Fox River Valley seconded

All Yea’s no Nay’s

1. **Additions to the agenda**

Cary – entry of overdues

Staff paying of lost items to other libraries

CCS policy: may need to get feedback from Governing board

1. **Officer reports** 2 min
2. Chair None
3. Vice Chair None
4. Introduced Sam Bunte: account services assistant to the team,
5. Secretary None

1. **CCS staff reports**
2. Updates from Mieko

Link into chat to lead to word document as role call

Slide presentation: @ 5:47 in recording

Registering new card at one ccs from another – write over patrons current account instead of starting a new one.

Vega timeline shifting (spring 2022) – continue to review/play with

New web site MONDAY 10/11 @ 9:12 in recording

November 1 will go to new site L2 LOGIN

Oct 14 demo of new web site: can bookmark pages, download meeting info to outlook/goggle calendar, web reports can be personalized

Evanston – Race/Ethnicity Field only displays in EVK patrons. Do not modify or fill in this field. If they move to another library the ‘register at’ field will clear that field

Update bug found – Leave site box shows CLICK cancel

1. **Old Business - None**

1. **New Business**
2. Approval of new segment for the Circulation Manual:  10 min

“Users with Multiple Library Cards” (ACTION)

New segment read, call to approve

Karen @ Fremont moved to approve

Maggie @ Round Lake seconded

1. Approval of recommended claims returned workflow: @ 16 min in recording

**If unresolved, an active claim should remain on the patron’s record for**

**minimum of one month and maximum of one year before the owning**

**library removes the item. (ACTION)**

Some discussion on general information. Of all claims only 9% are CCS intra loans.

Claims report is run daily

Up to 5 claims allowed. Total claims history is listed

How to resolve:

Found > Checked in

Billed > Payed

Manually Resolved: Declare Lost waive in dialogue box @ 21 min in recording

No other library should be billing a library’s claims

@25 min in recording discussion

Call to approve

Maggie @ Round lake motioned to approve above ACTION

Lynn @ Lake Villa seconded

Verbal call for Yea or Nay: all yea – no nays

Removing a claims item at year – best practice – who is responsible

claiming library or owning library? @ 31 min in recording (lengthy discussion)

Owning Library ultimately responsible

CCS add expiration date on claims and after year it is deleted?

To Do: check in it dept automate claims items, add tab to report – items you claimed and items claimed on your materials

1. WLK Do you allow your staff cards to be used outside of your library?  10 min

(Kim / Wilmette) @ 1:15 in recording

Wilmette had staff cards useable at all libraries. No longer, asking others policy

Prevent them via Patron Code – restricted limits are not automatic, but CCS can add in limits

Des Plaines, Fox River Valley, don’t restrict to home library

In transit overdues: Kerri @ DPK @ 1:22 in recording

Kerri @ DUK Recently noticed uptick in items overly long in transit, has anyone else noticed?

Maggie Round Lake: Confirming collecting from staff for lost ILL items but isn’t sending money to home library, its being given to her library. Does she continue to do this?

Kim Wilmette: billing patron for damage on intra-loan after it was received @ home library, but EVK did check it in without noting damage. Question is shouldn’t the two libraries talk before billing their patron?

YES

 @ 1:32 in recording

What is policy – Mieko: Pg 41 governing board policies: no billing for lost or damaged intra ccs loan material

Damaged items procedures is available Mieko will clarify language about posting bills

1. **Adjournment**
2. Maggie RLK motioned
3. Karen MUK seconded

**Next Meeting**

**January 14, 2022**

**Tentatively Virtual ZOOM Meeting**

**Sign in sheet next page**

**Circulation Technical Group: Meeting Sign In**

**October 8, 2021**

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| **Library** | **Name(s)** |
| Algonquin |  |
| Cary |  |
| Crystal Lake |  |
| Des Plaines | Michelle Meyer-Edley, John Lavalie, Dana Jenkins |
| Ela |  |
| Evanston | Gabriela Mansera |
| Fox River Valley | Keri Carroll and Sam Bunte |
| Fremont | Karen Bolton |
| Glencoe |  |
| Glenview | Karen Kee |
| Grayslake | Shannon Sheedlo |
| Highland Park |  |
| Huntley | Donna Klehr and Denise Wahl |
| Indian Trails |  |
| Lake Forest | Tori Sergel |
| Lake Villa | Lynn Firman |
| Lincolnwood | Stephanie Haugan |
| McHenry |  |
| Morton Grove | Jeff Ray |
| Niles-Maine |  |
| Northbrook | Susan Wolf |
| Palatine | Rosalie Scarpelli |
| Park Ridge |  |
| Prospect Heights | Ann M. Thomas |
| Round Lake | Maggie Rodriguez, Alisha Smaby, Jian Rao |
| Wilmette | Kim Hegelund |
| Winnetka-Northfield | Courtney Volny, Sydney Clark, Brandon Marshall |
| Zion-Benton | Kris Nichols |
| CCS | Mieko Fujiura-Landers |
| Other |  |