**CCS Circulation Technical Group**

**July 9, 2021**

**9:30-11:30 am**

**Zoom**

1. Call to Order
   1. Chair Karen Kee called the meeting to order at 9:31 am
2. Approval of minutes
   1. Karen Fremont motioned and Erin Mckinnie @ Northbrook seconded to approve the drafted minutes from the April 9, 2021 circulation group meeting.
3. Additions to the agenda
   1. Michelle DP claims return – added to new business
4. Officer reports –
   1. None
5. CCS Staff Reports
   1. Mieko Fujiura-Landers -
      1. Valid **multiple accounts for a patron** – patrons paying taxes on property/properties that includes library taxes (unincorporated areas may vary) are allowed a card for that library, Illinois does not restrict patron to 1 home library. Checking into what rules may apply if the property they own is used to rent to others. **Staff cards** issued are usually reserved for that library only. Will check on wording for both issues. Will vote to approve wording in October.
      2. **CCS new website** – Coming to you late summer early fall. Combine learning and current ccs website streamline all the sites for easy access to anything CCS. No group user/pass, instead will use L2 account to access so make sure your account is updated. Links below for help
         1. <https://librarylearning.org/help>
         2. <https://www.youtube.com/watch?v=UvCKAcsCiKA>
      3. **Patron Data Reminders**
         1. Power Pac – Remember to clear out old registrations from cards never picked up. Contact [ccshelp@lib.org](mailto:ccshelp@lib.org) for assistance if needed
            1. Monthly Expired Pac Registrations
            2. Patrons who registered in the PAC but never came in to get a real barcode and now the expiration date in the record is in the past. A couple of reports available to help you with it, Web reports and in staff client. Don’t forget to remove or contact CCS for help At ccshelp@lib.org
         2. Blocks – when you resolve a patron's issue that has blocked the account it is helpful if any Notes in the account concerning the issue are also removed. Notes should include Date, Library 3 letter code and employee initials.
      4. **Hold Notices: August 9** updating notices wording and hopefully making them more mobile friendly. All modified standards done for Covid will be returning to previous standards.
6. Debra - CCS
   1. Add additional Demographic category-mid august: **Race/Ethnicity** (optional field) in Attributes Next week DEI will present to Governor Board Directors how to address use of the field
7. **Old Business:**
   1. Nomination for Vice Chair – Keri Carroll Fox river valley agreed to serve!
      1. Kim @ WLD motioned/Ann Marie @ prospect heights seconded
8. **New Business:**
   1. Kim Wilmette: Will be closed for capital improvement project 8/15-31 no staff. No: power, Rails or Pick up list or sending. Pick list resumes after Labor Day
      1. August 4 WLK will be hidden, Sept 1 open to patrons
   2. Ann Marie Prospect Heights: Barcode placement standards – RAILS
      1. Mieko – Rails idea came from: view via consultant study April 2021 Members update. Gathering ideas, but not currently recommending
      2. Barcodes are currently assorted in where they are placed, would be work intensive.
      3. Can set scanners to not read ISBN’s per John DPK
   3. Karen GVK: Going Fine Free- pointers and tips
      1. This fall, November? have board approval.
      2. Bulk removal, remove as you go? Bulk done by CCS via Innovative – there was a cost. DUK says the staff did it at their location, took about 2 weeks.
      3. Kim said at Evanston they removed lots of fines, which then allowed patrons to be removed. They lost a lot of patrons from database as fee was only thing keeping it there.
      4. Tori Lake Forest: Cleared fines that were blocking patrons. Anything smaller can be done when patrons came up.
      5. Keri DUK emailed those who were no longer blocked
      6. Jen @ Palatine: some learning curve on how long you can keep book, fine free isn’t forever checkout.
      7. Lengthy discussion on Fine Free – how much longer people get to keep material before pushed to return. 45 past due FLIPS to LOST, which happens after all other notices 3day, 15day, 28day have been sent. Can consider how many renewals you give to manage accounts and returns.
      8. Notice Preference must be set in patron’s account so proper notifications are sent and items are moved to Lost.
   4. Karen GVK: RFID
      1. Not automated handling aspect.
      2. Anastasia: Park Ridge – gates do beep green and red.
      3. Sometimes will read the checkout but does not always deactivate so gate can be wrong. Happens with Bibliotheca and Invisionware. Different tags from different libraries can be confusing to system. Indian Trials has a different tag which is problematic to systems.
      4. RFID tags can be sent back and reused (placed in ILL items to speed checkout)
      5. Erin @ Northbrook: Had Backstage do the tagging
      6. Kim did their own tagging. Started in January just about done. Changed some packaging and couldn’t work in teams.
      7. Kim: Bibliotheca – get all your training prior to anything, were not as coordinated. Can do inventory while tagging, need to code it in before starting RFID
      8. Wand not popular - expensive, hard to use, can read items on other shelves. Does not get all the kid's materials as spines small. Some still waiting on item
      9. Self checkouts 1000 has a lip that is a trip hazard. The 500 does not have that problem it can be on a stand
   5. Michelle DPK CLAIMS RETURN
      1. Currently mark Claims return – do shelf check if our item
      2. If not our item also mark claims return and assume the other library is checking shelf
      3. Some want email, some want call, but some libraries check claims return report via CCS reports. Policy does not require call to home library to put item in claims return.
      4. Will put into Old business for next time.
      5. Lengthy conversation on how to use Claims Return, when to/or can you bill patron for that item.
      6. Lost can then be deleted without changing status
      7. Claims: needs to be checked in/ withdrawn/ deleted (Mieko will check)
      8. Is there a way to find a Lost and paid as opposed to Lost not paid list
9. **Next meeting October 8, 2021 9:30 Zoom meeting**
10. Erin @ NBK motion to adjourn the meeting
11. Tori @LFK 2nds
12. 11:34 Ending meeting

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| Library | Attending |
| Algonquin |  |
| Cary | Nina Haselhorst |
| Crystal Lake |  |
| Des Plaines | Michelle Meyer-Edley /Dana Jenkins/John Lavalie |
| Ela | Laurie White |
| Evanston | Gabriela Mansera |
| Fox River Valley | Keri Carroll |
| Fremont | Karen Bolton |
| Glencoe |  |
| Glenview | Karen Kee |
| Grayslake |  |
| Highland Park | Danny Quinlan |
| Huntley |  |
| Indian Trails |  |
| Lake Forest | Tori Sergel |
| Lake Villa |  |
| Lincolnwood |  |
| McHenry |  |
| Morton Grove |  |
| Niles-Maine | Athena Crouse |
| Northbrook | Erin McKinnie |
| Palatine | Jennifer Sobel |
| Park Ridge | Anastasia Rachmaciej |
| Prospect Heights | AnnMarie Thomas |
| Round Lake | Alisha Smaby |
| Wilmette | Kim Hegelund |
| Winnetka-Northfield |  |
| Zion-Benton | Paula Pavelski |
| CCS | Mieko Fujiura-Landers & Debra Wischmeyer |
| Guest |  |