Agenda
PAS
Virtual
March 17, 2022
9:30 – 11:00 AM

Join Zoom Meeting
https://us02web.zoom.us/j/81103400985?pwd=alZ5aml6UlRVZCs5dHFPMjhmV2JqUT09
Meeting ID: 811 0340 0985
Passcode: 162207

1. **Call to order**

2. **Approval of minutes from last meeting**

3. **Additions to the agenda**

4. **CCS staff reports**
   a. Kathleen Weiss (5 minutes)
      i. Enhancements to Email Notices

5. **Old Business**

6. **New Business**
   a. Bite-Size Training: Simply Reports Delivered to Your Inbox (20 minutes)
      i. A short training demonstrating how automate delivery of your frequently used Simply Reports to your inbox with examples from the Lincolnwood and Niles-Maine libraries (Kathleen, CCS)
   b. Diversity Audit Dashboard (70 minutes)
      i. Member Services Librarian – Technical Services, Rachel Fischer will demonstrate a Diversity Audit Dashboard from CCS. This tool can present a valuable framework for analyzing and measuring diversity within your library collection while also identifying areas for growth. (Rachel, CCS)
      ii. PAS group members will participate in a design thinking activity called "I Like, I wish, What If" to give feedback on the Diversity Audit Dashboard. This research activity will allow CCS to gather suggested improvements for the tool. (Kathleen, CCS)
   c. Diversity Audit Dashboard – User Testing (5 minutes)
      i. An explanation of how your library can get involved with evaluating the Diversity Audit Dashboard (Kathleen, CCS)

7. **Adjournment**

[Next Meeting is scheduled for June 16, 2022, at 9:30 AM via Zoom]

All matters on the agenda may be discussed, amended, and acted upon