

Acquisitions Technical Group Meeting

Wednesday, March 16, 2022

Meeting held virtually via Zoom

9:30 am

Meeting Attendees: See attachment

1. **Call to order:** Victoria Pichla Luz at 9:35 AM.
2. **Approval of Minutes:** There were no additions or corrections to the minutes from Sept. 15, 2021, Mary G. (Indian Trails) made a motion to approve minutes from Sept 15, 2021 Brenda G. (Ela) 2nd. Minutes from Sept. 15, 2021 were approved.
3. **Additional items:** There was discussion on Credits and Promotional credits in Amazon. There were several different suggestions on handling credits. We also discussed the purging of invoices and purchase orders. Polaris will allow you to purge invoices/purchase orders before a specific date but it doesn't delete the Fund or the Fiscal year records and they can't be deleted manually either.
4. **Officer reports:**
 - a. Chair -- Victoria Pichla Luz asked if any of the members would like nominate themselves for the 2022-2023 Vice Chair and/or Secretary. It is two meetings a year currently. There were no volunteers. Victoria suggested we can have a special election for these two positions this summer. She also reviewed the job duties of Vice Chair and Secretary.
 - b. Vice Chair – Sandy Homuth had no comments
 - c. Secretary – Kelly Brungraber, absent
5. **CCS Staff Report:**
 - a. Rachel Fischer

Rachel had previously sent the [Staff Report](#) for review prior to the meeting. The report included:

7.1 Upgrade, new information can be found in the What's New in Polaris and Leap 7.1.

There will be 2 Acquisitions Leap webinars, April 19 at 1 pm for Set up Tasks and April 26 at 1 pm for EDI Workflows.

Links to new and updated documentation.
6. **Business:**

- a) Rachel Fischer presented the [Canceled Publications Procedures](#). It is recommended to uncheck Display in PAC with canceled items. When your vender cancels an item please notify the Acquisitions Group. She stressed each library will need to cancel their holds. If you are the last person on the canceled item, you can delete the record. Virginia does delete Bibliographic Records (which have no items attached) on a monthly basis.
- b) Rachel reviewed the [Fiscal Year Rollover presentation](#).
- c) Lay Diep led a discussion on purging or deleting purchase orders and invoices. Rachel can purge orders and invoices before a specified date. If anyone is interested they can request this as part of the fiscal year rollover process.
- d) A review of [Capitalization on PDR's](#) can be found on the Wiki.
- e) Sandy Homuth led a discussion on applying Amazon promotional discounts to invoices.
- f) Lay Diep led a discussion on crediting invoices.
- g) Rachel reviewed the CCS Resources. See the [presentation slides](#) for more information.

Adjournment: Lay made a motion to adjourn and T. Visser second; meeting adjourned at 10:25 am.

Next meeting is September 21, 2022

Attendees:

Library:	Name:
CCS	Rachel Fischer
Cary	Linda Conn, Brad Peterson
Crystal Lake	Lisa Gates, Teresa Henning
Ela	Brenda Gornick
Evanston	Kassy Trejo
Glenview	Deborah Kieres
Grayslake	Deb Kissinger
Highland Park	Sue Therrien, Catherine Eilers
Huntley	Sandy Homuth
Indian Trails	Mary Godley
Lake Forest	Amy Begoun, Lynn Krambeer
Lincolnwood	Stephanie Haugan
McHenry	Keith Walker
Morton Grove	Helga Scherer
Niles-Main	Victoria Pichla Luz, Lynna Ton, Magda Wuehr, Jamie King
Northbrook	Barb Mayer, Brian Nelson
Palatine	Lay Diep
Prospect Heights	Jan May, Nora Mastny, Kathy Schad
Round Lake	Tana Visser
Winnetka-Northfield	Stephanie Girardi