**Agenda**

**CCS Circulation Technical Group**

**Virtual ZOOM Meeting**

**April 8, 2022**

**9:30a – 11:30a**

1. **Call to order: 9:32 am**  2 min
2. **Approval of minutes from January 14, 2022.**  2 min

Motion to approve: Nina Hasalhorst Cary

Second: Maggie Rodriguez Round lake

1. **Additions to the agenda** 2 min

Nothing to add – will do parking lot material at the end

1. **Officer reports** 2 min
   1. Chair - None
   2. Vice Chair - None
   3. Secretary - None
2. **CCS staff reports**
   1. Updates from Debra and/or Mieko. 5 min
      1. Starts 1min: 28 in – 9m:40

Mieko slide presentation: updates to Languages spoken at home, custom notice holds re-eval end of June, plain text overdue is an issue, meetings next year, ILL update to “request” status, 7.1 upgrade

1. **Old Business - None**
2. **New Business 9min : 59 in**
   1. Revised documentation:

“Re-registering or Updating Users” (ACTION ITEM) (Mieko - CCS) 15 min

Mieko – slide presentation NCOA accommodation for re-reg/updating users

Added to account: Non-blocking note, library assigned block (possible), new address listed, previous home also listed.

Remove the – patron Prev home, non-blocking note and possible block Invalid address

Pick up point needs to be updated on established holds, copy former barcode, and add to previous number to make e-book transfers smoothly. May need to establish a workflow for this process. Indian Trails has a form if patron uses e-material. Question about notices still being sent.

26 min Motion to approve Karen Bolton Fremont/ Ann Thomas Prospect heights

Vote: Yes - all No - none

* 1. Collections Submission Update: Linked Item Records (Mieko - CCS) 10 min
     1. Mieko – slide presentation (27m in)

Manual Fee for collections must also be connected to an item record barcode

Some issues with self-checkouts and payments of these records.

* 1. Election of Vice Chair/Chair Elect and Secretary for FY22-23 34m in

(July '22-June '23) (Mieko - CCS) 15 min

Chair Keri Carroll fox river valley

Vice Chair Athena Crouse Niles

Motion: Anastasia Second: Kerri Carroll

Secretary Tori Sergel Lake Forest

Motions: Anastasia Second Kim

* 1. How does your library handle book discussion books? Who requests

the copies? ILL staff or Adult Services? (Karen Kee - GVK) 41min in 10 min

Who requests: Most thru Adult or YA Reference, some include ILL or thru circ

* 1. Does your library provide batteries and/or ear buds for Playaway’s?

(Kim Hegelund - WLK) 43m 5 min

Send input

* 1. Does your library have a 24/7 locker system? (Kim Hegelund - WLK) 5 min

NBK Jenn -having issues, company suggested D Tech vendor, Glencoe may also have lockers. Schaumburg, Barrington, Elk Grove have outside lockers

* 1. Do you use an application for library cards? I know this was discussed

years ago, but wanted to revisit. (Kim Hegelund - WLK) 49min 10 min

Yes along with some questions about interest Lynn F

McHenry includes questions about how messaging done, etc

* 1. Library of Things – who has them, does circulation handle the wiping

of data, like Rokus, GoPro, and anything that would store patron data?

Best circulating item and anything you feel is a lot of work to maintain.

(Kim Hegelund - WLK) 51 min 10 min

Assorted answers: most circ handles to some degree, varies who cleans equipment and wipes info

Also discussed: Sewing machines, American girl dolls, cases etc.

2024 NEXT BIG ECLIPSE!!!

**Parking Lot:** 1 hour in

**Nina: RAILS preference on slips** – what is everyone doing

Rails slips: 3 digits use works fine but sometimes the 3 letters are different ex: DUQ/DUK depends, or WNK/Wnpld some add DR – what do we do MUST it be branch?

Mieko says Leap will always show pick up location. Believes Rails prefers main branch lettering – also sent link to rails codes

**Karen: Drive up window** 1Hr 17m in – soft opening. Wanted feedback on hours? Do they match library hours, at close any issues clearing line, length of shift at drive up, do you have buzzer when they pull up,

**Anastasia:** 1Hr 24m in - Apps for digital library cards

Communico,/ My libro /Cardstar

New Managers / Staff introduce themselves to the group 5 min

Nina introduced Cheryl Allen who will be taking over for her

1. **Adjournment**

**Motion Ann Thomas**

**Second Nina Haselhors**

**Next Meeting**

**July 8, 2022**

**Virtual ZOOM Meeting**

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

**Circulation Technical Group: Meeting Sign In**  
**April 8, 2022**

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| --- | --- |
| **Library** | **Name(s)** |
| Algonquin |  |
| Cary | Cheryl Allen, Nina Haselhorst |
| Crystal Lake |  |
| Des Plaines | Michelle Meyer-Edley, John Lavalie, Dana Jenkins |
| Ela | Laurie White |
| Evanston | Gabriela Mansera |
| Fox River Valley | Keri Carroll, Sam Bunte |
| Fremont | Karen Bolton |
| Glencoe |  |
| Glenview | Karen Kee |
| Grayslake | Ashley Sulinckas, Shannon Sheedlo |
| Highland Park |  |
| Huntley |  |
| Indian Trails | Donna Ramirez |
| Lake Forest | Tori Sergel (and Choosri) |
| Lake Villa | Lynn Firman, Rachel Quan |
| Lincolnwood | Stephanie Haugan |
| McHenry | Lisa Horist |
| Morton Grove | Jeffrey Ray |
| Niles-Maine | Athena Crouse |
| Northbrook | Jennifer Hovanec |
| Palatine | Rosalie Scarpelli, Karen Bollman |
| Park Ridge | Anastasia Rachmacij |
| Prospect Heights | Ann M. Thomas |
| Round Lake | Maggie Rodriguez, Alisha Smaby |
| Wilmette | Kim Hegelund, Mark Cegielski |
| Winnetka-Northfield |  |
| Zion-Benton | Paula Pavelski , Kris Nichols |
| CCS | Mieko Fujiura-Landers |
| Other |  |