

## Agenda

Circulation Technical Group  
Crystal Lake Public Library  
126 W Paddock St. Crystal Lake, IL 60014  
January 10, 2020  
9:30am

1. Call to Order 5 min
2. Approval of minutes October 11, 2019 5 min
3. Additions to the agenda/parking lot 10 min
4. Officer Reports
  - a. Chair 5 min
  - b. Vice Chair 5 min
  - c. Secretary 5 min
5. CCS Staff Reports
  - a. Mieko 20 min
6. Old Business (NONE)
7. New Business
  - a. Hold Wrapper Standards (Mieko/CCS)
  - b. Circulation Manual Draft sections 3-5 (Mieko/CCS) **FOR ACTION** 20 min
  - c. In-Transit Damages/Missing Procedures **FOR ACTION** 20 min
  - d. Information on receipts/impact on patron privacy (Ann PHK) 20 min
  - e. Picklist Processing- staff and hours spent (Mari/CLK) 25 min
  - f. Rubber bands, labels, zip ties from CTS (Kim/EVK) 5 min
8. Adjournment

Next Meeting  
Crystal Lake Public Library  
126 W Paddock St. Crystal Lake, IL 60014  
April 10, 2020