

Minutes
PAS
December 10, 2020
9:30 am
Zoom

Roll Call: D. Wischmeyer (CCS); K. Weiss (CCS); B. Fyolek (Crystal Lake, PAS President); L. McClain (Glencoe, PAS Vice President); M. Golembiewski (PHK, PAS Co-Secretary); J. Katsion (Fox River Valley, PAS Co-Secretary); T. Caldara (Lake Villa); V. Jaffe (Palatine); C. Eilers (Highland Park); J. Lavalie (Des Plaines); M. Reynolds (Cary); C. Tropea (Huntley); L. Preston (Park Ridge); A. Kunzen(Huntley); Melissa (Morton Grove); R. Fischer (CCS); A. Thomas (Prospect Heights); K. Durov (Northbrook); S. Plagge (Fox River Valley); P. Strain (McHenry); David Pettersen (Prospect Heights); L. Bigelow (Wilmette); L. Frey (Zion-Benton); M. Morgan (Winnetka-Northfield); J. Bojda (Evanston); M. Essign (Niles Maine); K. Comferford (Glenview); C. DeThorne (Grayslake); N. Weber (Crystal Lake)

Link to Meeting Recording: <https://www.youtube.com/watch?v=mQjSdpKjnfk&feature=youtu.be>

1. Approve minutes from 9/17 meeting
 - a. M. Essign (Niles Maine) made the motion and P. Strain (McHenry) seconded to approve the minutes from the September 17, 2020 meeting. The motion passed.
2. CCS Updates
 - a. K. Weiss (CCS) CCS gave an update on the plans to redesign the CCS website. There has been an RFP open on their website, but it is closing and on Monday, Dec. 14, CCS will begin considering bids for the website design. The new website should be launched by the end of the fiscal year.
3. Display of Serials
 - a. K. Weiss (CCS) presented a [PowerPoint](#) on how certain serials display as monographs in the catalog as well as the possible impact this has on the ability of patrons to place item level holds versus bibliographic level holds on materials. CAMM has asked for feedback on whether to continue the current these titles should display as serials.
 - b. The group discussed the issues that this would create in allowing patrons to place volume level holds versus item level holds. There was discussion that changing the catalog as little as possible might be better for patrons.
 - c. Feedback will be passed on to CAMM before they vote on this issue.
4. Custom Pre-Expiration Notices
 - a. Two libraries approached CCS about customizing library card expiration notices to patrons that their library cards were about to expire to include a link for renewing library cards online
 - b. K. Weiss (CCS) [presented](#) about the suggestion from Huntley to customize renewal notices for patrons to include information for patrons on how to renew their library cards (with the possibility of including a URL to the library's website or just additional information on renewal procedures specific to their library). Individual libraries could decide whether to opt into it. URLs cannot be shortened; the message would need to be

customized to make sure the URL did not break up in a text message with limited characters.

- c. PAS Members in attendance gave positive feedback to this idea

5. Cataloging of On Order Records

- a. There was a clarification that this item referred specifically to the cataloging of forthcoming titles that did not yet have a release date. Previously, member libraries had been surveyed about whether they would want to allow the inclusion of records for materials that did not yet have a release date to allow patrons to place holds on these items.
- b. D. Wischmeyer (CCS) provided an update on the forthcoming records. When PAK joined CCS, they had previously catalogued forthcoming items that did not yet have a release date for pre-order. This has been brought to various CCS committees, including SCRAP, and surveys have been sent to the PAS and Acquisition groups, to discuss how this practice would impact workflow and patron experience. D. Wischmeyer reported that results from the survey indicated there was concern about the impact on patron holds on these items. The Database Management group decided they need more information before voting on this issue at their last meeting.
- c. PAS members in attendance discussed possible challenges of including forthcoming records in the catalog.
 - i. K. Durov (NBK) shared that in her ILS group that they were against this because it might make it difficult from patron perspectives knowing whether an item is on-order or forthcoming, how to cancel and manage holds for forthcoming items that are delayed, and the opportunity for misinformation at service points.
 - ii. D. Wischmeyer (CCS) noted that according to data gathered on patron hold practices, most holds were placed within the two weeks after items were available to circulate.
<https://datastudio.google.com/reporting/42c61021-e9da-47e9-b88d-62b6d86dacce>
She also said that most likely if this is approved, patrons will only be allowed to place holds on forthcoming items from their home libraries. There was also concern about how to prevent patrons from placing holds on items from other libraries and seeing these records that are unavailable to them.
 - iii. Wilmette concerned from a librarian point of view if these items never become available or if they are delayed.
 - iv. Niles Maine Concern that by creating forthcoming records we could satisfy a small portion of patrons and cause a disproportionate amount patron dissatisfaction.

- v. Niles Maine- old hold report parameters might need to be adjusted based on forthcoming item holds that might expire after one year. D. Wischmeyer (CCS) responded that likely if this change was approved, forthcoming holds would be removed from this report and a new forthcoming hold report would need to be created.
 - d. Database Management will be voting on Monday, Dec. 14 if libraries should be allowed to create forthcoming records. D. Wischmeyer (CCS) will share this feedback with Database Management.
- 6. Reading Levels in Catalog Records
 - a. B. Fyolek (CLK) shared that there was a concern that during the pandemic more students and parents are looking for books at their reading levels now that they do not have access to their school libraries. Are all libraries experiencing an increase in these requests? Can we include reading levels such as Fountas and Pinnel on records in the catalog?
 - i. Glencoe- there is no increase in request for specific reading level materials
 - ii. Northbrook-K. Durov remembers previously under bibliocommons that the cataloging of reading level records were coming from OCLC or a broader place. We would have to have catalogers dedicated to ensuring these records are in place.
 - iii. Huntley- no increase in requests; there are charts that provide comparisons between AR and Lexile and Fountas and Pinnel <https://www.sos.wa.gov/assets/library/libraries/firsttuesdays/readingchart.pdf>
 - iv. Winnetka-Northfield has begun creating record sets for Fountas and Pinnel
 - v. Niles-Maine notes that while Lexile is a standardized reading measurement used across Illinois, Fountas and Pinnel is more local.
 - vi. K. Weiss (CCS) said that any record sets can be shared in the newsletter or make them sharable in the catalog. Record sets can also be added to the PAC. Put a ticket in for CCS for this option.
- 7. Pandemic modifications to services
 - a. Winnetka-Northfield posed this question because previously much of the circulation came from browsing which is now limited or not available. Libraries offered the following current solutions for showcasing collections when patrons can't browse in the building:
 - i. Prospect Heights- Making brochures to include with patron curbside checkouts
 - ii. McHenry- Display Lists and monthly newsletters highlighting new items
 - iii. Wilmette- themed bundle programs for winter; good response so far
 - iv. Huntley--grab and go shelves for picture books pulled out and added Personalized selection service with an online form
 - v. Northbrook- Personalized readers advisory book selection service, newsletters with ebooks, and ebook Booklists with Crafts

- vi. Grayslake- Hot Picks circulate temporarily, Reader Advisory form, chromebooks/hotspots circulating, curbside printing, binge boxes
 - vii. Evanston- online forms for all ages
 - viii. Park Ridge-Booklists online, a kids' page, virtual displays and staff picks on website
 - ix. Niles- What's Next? Forms, similar to NBK
 - x. Glencoe- Binge boxes
 - xi. Lake Villa- We have an online form, virtual displays on social media, live reference/RA, remote printing, etc.
 - xii. D. Wischmeyer-(CCS) reminded PAS members that if your library isn't already featuring customized features and highlights on their catalog they can add a help ticket to have CCS create some customized content.
- b. Free Printing
 - i. Lake Villa, Fox River Valley, Morton Grove: 20 pages per day
 - ii. Northbrook: Allowing print pick up
 - iii. Des Plaines: 10 pages per day
 - c. How much has chat service been used?
 - i. McHenry- curbside phones are busy and chat spikes
 - ii. Palatine- chat has been popular
 - iii. Prospect Heights- chat is used regularly and helps reduce phone calls
 - iv. Evanston- chat with youth services is not as popular
 - v. Wilmette noted that chat services are helpful if we have to close or go off-site again

8. Open Discussion

There were no new items for discussion.

9. Adjournment

a. Liz McClain (Glencoe) made the motion and Kelly Durov (Northbrook) seconded to adjourn the meeting. The motion passed.

Next meeting – 3/18/21, 9:30am

Recorded by: Meg Golembiewski (co-secretary) Prospect Heights Public Library