

**Minutes**  
**PAS**  
**Virtual**  
**December 15, 2022**  
**9:30am**

**Recording:** <https://www.youtube.com/watch?v=FcgSAHQ8qzk&t=2s>

M. Golembiewski (Prospect Heights) called the meeting to order at 9:30 a.m.

**1. Approval of minutes**

- a. L. McClain (Glencoe) motioned and J. Amundsen (Glencoe) seconded to approve the drafted minutes from the September 15, 2022 PAS meeting.

**2. Additions to the agenda**

- a. A. Parmele (Algonquin) requested to add Novelist Book Chat to the agenda.

**3. Officer reports**

- a. None

**4. CCS staff reports**

- a. Polaris System Issues: D. Wischemeyer (CCS) reported that there has been a recent uptick in Polaris system issues. Most of the issues have been related to digital content records, and CCS is working closely with staff at Innovative to implement a solution. If your library is experiencing an issue in Polaris, and the issue is preventing you from completing your day to day tasks, the best practice is always to call the main number at CCS. This number is monitored by all CCS staff during the week, and will be answered by the “on call” staff member on the weekend. If you are experiencing a problem that doesn’t require immediate assistance, the best practices are as follows:
  - i. If you haven’t seen a status notice go out, please give CCS a call or fill out a ticket.
  - ii. If you have seen a status notice go out, and the symptoms you’re experiencing match those in the notice, you do not have to reach out.
  - iii. If you’re experiencing symptoms that differ from those in the status notice, please fill out a ticket detailing the new symptoms.
- b. Diversity Audit: R. Fischer (CCS) demonstrated and provided a summary of the updates that have been made to the CCS Diversity Audit Tool. There are several new categories that have been added to the tool, including “women,” “low income,” and “immigrants.” A feature has also been added that will indicate when an item is new, though this may result in some titles appearing twice in a report, as a result of one record being listed for new items, and another for the items that are no longer new. The formula that calculates average lifetime circs has also been updated, and will now divide total number of circs by number of item records, instead of bibliographic records. This will likely result in a lower average lifetime circ. number. Finally, several polls were launched to help guide further updates to the tool.

- c. Target Audience Presentation: R. Fischer (CCS) reviewed the target audience filter in the PAC, and how the target audiences are assigned by catalogers. In general, “General” refers to items with no particular audience, “Adult” is for items geared towards adults, “Adolescent” is for items geared for teens ages 14-17 years old, and “Youth” is for kids ages 0-15 years old. When items fall into more than one category, the cataloger will select the category that reflects the lower age group. Due to the large age range assigned to youth items, filtering by reading level may also be a way to return more precise results for younger readers.

## 5. Old Business

- a. None

## 6. New Business

- a. Genrefying Children’s Picture Books: V. Jaffe (Palatine) and S. Spetter (Des Plaines) shared their experiences with projects where youth picture book collections were separated out based on different genres. V. Jaffe (Palatine) recounted a project at Arlington Heights Memorial Library and advised making sure you have a “general” collection so you’re not trying to force items into categories where they might not fit. Furthermore, having too many genres can cause confusion for patrons, and lead to books by the same author being separated into different genres. Instead, it is advisable to have fewer, well defined categories to avoid confusion. Categories that worked well included dinosaurs, ABCs, 123s, and bedtime stories, and getting feedback from local teachers may also be helpful in developing categories.
- b. S. Spetter (Des Plaines) shared a similar project that was undertaken at Des Plaines Public Library. This was a very large, but very well received project that reduced the number of materials in the collection, yet also increased the circulation of the collection. Steps that were taken ahead of time to make sure the project was a success included:
  - i. Getting “buy in” from all departments that would be involved in the project. This involved meeting with departments such as circulation, tech. services, and cataloging, both individually and as a group, to make sure all concerns could be met.
  - ii. Allotting enough lead time to plan the project. It took about 3 years to plan the project so it could be smoothly put into place.
  - iii. Accounting for processing changes, such as putting spine labels on the front of forward facing materials to make them easier to shelve and locate.
  - iv. Determining how the project will be paid for. This project was funded by a combination of grants, library funds, and partnerships/donations.Time lapse videos were also taken and shared with the public. In the end, the collection was reduced by 5000 books, but the collection circulated at a rate that was about 26% higher!
- c. Purchase Alert Report: K. Weiss (CCS) summarized what the purchase alert report is, and then launched an activity to help CCS learn more about how staff are using the report, and how it might be improved. Attendees submitted feedback regarding what works with the report, what is challenging about the report, desired improvements, and any questions about the report. Any additional feedback can be sent to K. Weiss (CCS) via email at [kweiss@ccslib.org](mailto:kweiss@ccslib.org).

- d. Local Subject Headings for Diversity: V. Jaffe (Palatine) presented on a recent diversity audit conducted at the Palatine Public Library. This was an extensive project undertaken by the library, and the goal was to make sure the audit was thoughtful and purposeful, and not just conducted to check a box. As a part of this process, the following steps were shared as being important to the success of the project:
  - i. Staff buy-in: It was important to make sure the selectors knew why the diversity audit was being done, and that it did have meaning, and was not simply being done to check a box. Meetings were scheduled with each selector, and regular updates were held to make sure concerns could be addressed, and goals could be met.
  - ii. Set reasonable goals: A goal of 25% diversity in new purchases was established for the library as a whole, keeping in mind that individual parts of the collection may have an easier or harder time reaching that goal. Clear documentation and scheduled updates helped to keep people on track, and made it easier to keep diversity in the minds of selectors when ordering materials.
  - iii. Define your collections: It's important to define and be purposeful about which collections you'll be evaluating. Not every item that enters the collection needs to be evaluated for diversity. 000s and 500s, for instance, often do not cover diverse topics, and may not have an author, or may instead have a group of authors. Instead, clearly define which areas you'll evaluate to better focus your efforts.
  - iv. Establish and define the terms you'll use to assess the collection. (i.e. BIPOC subject, LGBTQIA+ subject, etc.) When assigning a subject heading to an item, it should be clear that the author or item can be identified with the term being assigned. It's best not to make assumptions. Guidelines were set that approximately five minutes should be spent trying to determine if an item fit a subject heading. The information used to come to these decisions should be easily and openly available, without too much searching.
  - v. A baseline diversity measure was taken at the start of the project, and will be reassessed after 3 years to evaluate how successful the project has been.
  
- e. In the interest of time, it was decided that the topic of the Novelist Book Chat feature would be discussed either at the PAS meeting in March, or through a discussion shared through the PAS listserv.

**7. Adjournment**

L. McClain (Glencoe) motioned to adjourn the meeting and P. Strain (McHenry) seconded. The meeting adjourned at 11:26 a.m.

**Attendance**

<b>Library</b>	<b>Attending</b>
Algonquin	A. Parmele, H. Sadowski
Cary	M. Reynolds
Crystal Lake	D. Dvorak
Des Plaines	S. Spetter, J. Lavalie, D. Whittingham

Ela	
Evanston	
Fox River Valley	J. Katsion
Fremont	
Glencoe	L. McClain, A. Finstad
Glenview	S. Baylaender, K. Comerford
Grayslake	
Highland Park	
Huntley	M. Whisenhunt, L. Steffensen, J. Smolzer, L. Bargiel
Indian Trails	N. Papushina
Lake Forest	
Lake Villa	
Lincolnwood	
McHenry	P. Strain
Morton Grove	
Niles-Maine	
Northbrook	
Palatine	A. Galindo, V. Jaffe
Park Ridge	
Prospect Heights	M. Golembiewski, D. Pettersen
Round Lake	
Wilmette	J. Amundsen
Winnetka-Northfield	S. Zaharako
Zion-Benton	
CCS	K. Weiss, D. Wischmeyer, R. Fischer, R. Parth
Guests	