**Agenda**

**CCS Circulation Technical Group**

**Virtual**

**Live – via ZOOM**

**Friday, January 12, 2024**

**9:30AM – 11:30AM**

1. **Call to order** 5 min
2. **Approval of minutes from last meeting** 5 min
3. **Additions to the agenda** 5 min
4. **Officer reports** 5 min
	1. Chair
	2. Vice Chair
	3. Secretary
5. **CCS staff reports** 15 min
	1. Updates from M. Fujiura-Landers
	2. Updates from D. Wischmeyer
6. **Old Business -**None
7. **New Business**
	1. 7.5 Leap Functionality for Damaged Circulation Status - M. Fujiura-Landers/CCS (ACTION) 20 min
		1. [How-to page](https://ccsliborg.sharepoint.com/%3Ab%3A/s/CCSTraining/EWfhiX5ccEhCvQrM20cq1PQBGeln19UZ0Y4nW_1RbWdU5g?e=Ntaa5t) (draft)
	2. Revisions to Damaged Procedures - M. Fujiura-Landers/CCS (ACTION) 15 min
		1. [Revised procedures](https://ccsliborg.sharepoint.com/%3Ab%3A/s/CCSTraining/ETPJUdtNlnFJr15CXKLSFe8BiAr9WKbuBNJqWy9P6nX6WQ?e=3qzUEu) (draft)
	3. Leap Settings Tips - M. Fujiura-Landers/CCS (Presentation) 15 min
8. **Adjournment**

**Next Meeting**

**Friday, April 12, 2024**

**9:30am-11:30am**

**In Person-CCS OFFICE**

**100 Tri-State International Drive, Suite 122, Lincolnshire, IL 60069**

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