

CCS Acquisitions Technical Group

March 20, 2024

9:30 AM - 10:05 AM

Virtual Meeting via Zoom

Meeting Attendees (attached)

1. Call to Order

- a. The meeting was called to order by Kelly Brungraber (Chair, Indian Trails) at 9:30 AM.

2. Approval of minutes from September 20, 2023

- a. Motion to approve minutes from Lay Diep (Vice Chair, Palatine)
- b. Seconded by Mary Godley (Indian Trails)

3. Additions to the agenda: Discussion Topic - Processing Partial EDI Shipments (Rachel - CCS)

4. Officers Reports: None

5. Staff Reports

- a. Rachel Fischer (CCS)
 - i. Update on EDI Ordering in Leap: Innovative reports that the bugs have been fixed; EDI ordering through Leap is working correctly
 - ii. SFTP for Ingram: Ingram is no longer shutting down FTP access on April 15th, and will instead be switching to SFTP more gradually. CCS and Innovative are looking for volunteers to test EDI ordering with Polaris 7.5 and Ingram SFTP; let Rachel (CCS) know if you are interested.
 - iii. Polaris Upgrade: Upgrades will be rolling out in the 2nd and 4th quarters.
 - iv. Upcoming Training: Training for cataloging and serials staff will be scheduled for June 2024; however, all libraries are welcome to schedule customized training by contacting CCS.
 - v. Officer Nominations:
 1. Vice-Chair (Lay Diep, Palatine) will become Chair

2. Nominations needed for Vice-Chair and Secretary; contact Rachel (CCS) by mid-May if interested.

6. New Business

- a. [Fiscal Year Rollover Review](#) (Rachel - CCS)

7. Discussions

- a. Canceled publication procedures for combo packs (Rachel - CCS)
 - i. Looking for ideas on how to handle canceled publications when MWT cancels a combo pack but not the Blu-Ray or DVD. Current suggestion is for each library to remain aware of this issue. Lay Diep (Palatine) suggests noting the format (DVD or Blu-Ray) in the email.
- b. Processing partial shipments (Rachel - CCS)
 - i. Rachel led a brief discussion to gauge how often partial EDI shipments are being processed using the "Process EDI Invoice" function in the staff client.
- c. Patron account # in B&T item "notes" for holds (Megan Brown - WLK)
 - i. Brenda Gornick (Ela) deletes the note before downloading MARC records
 - ii. Stephanie Girardi (Winnetka-Northfield) deletes the number after placing the hold but leaves the note in the item records
- d. B&T items with long "on-order" status (Megan Brown - WLK)
 - i. Kathy Milfajt (McHenry) - regularly cleans up outstanding orders by communicating with selectors
 - ii. Rachel (CCS) highlighted the Outstanding Orders report, accessible via the staff client
 - iii. Lay Diep (Palatine) uses the SQL search for POLIs over 6 months in the staff client.
 - iv. Brad Peterson (Cary) uses B&T Customer Service dashboard to view all open POs.

8. Announcements: None

9. Adjournment

- a. Motion to adjourn was made by Kathy Milfajt (McHenry) at 10:05 AM.
- b. Seconded by Karin Nelson (Fox River Valley) at 10:05 AM.

List of Attendees:

Library	Attendee
Cary	Linda Conn, Brad Peterson
CCS	Rachel Fischer
Des Plaines	Lynne Rubio
Ela	Brenda Gornick
Evanston	Kassy Trejo
Fox River Valley	Karin Nelson
Fremont	Tracy Hucker
Glenview	Michael Gail, Niharika Shah, Deborah Kieres
Grayslake Area	Deb Kissinger
Highland Park	Sue Therrien
Indian Trails	Mary Godley, Kelly Brungraber
Lincolnwood	Stephanie Haugan
McHenry	Alesha Meads
Niles-Maine	Magda Wuehr, Victoria Pichla Luz, Jamie King
Palatine	Lay Diep
Waukegan	Fran Juergensmeyer
Wilmette	Megan Brown, Shanti D'Costa
Winnetka-Northfield	Stephanie Girardi