**ILL Technical Group Minutes**

**Date**: May 15, 2025

**Time**: 9:33 AM

**Location**: Zoom

**Call to Order**

* The meeting was called to order at 9:33 AM
* Previous session minutes were accepted as submitted.

**Officer Reports**

* No officer reports.

**CCS Staff Reports**

* **Mieko:** We are now “in the thick of it” with the Vernon Area Public Library migration. As of right now, member libraries will continue to request Vernon Area Library materials through WorldShare. At the upcoming meeting in August, Mieko will review handling duplicate ILL materials that’ll result from the migration/data merge. The offline period for this is planned for over Labor Day weekend to minimize disruption to service, though no official offline start date has been decided yet. On September 3nd Vernon staff and patrons should be able to start using Polaris. Also, a reminder that the quarterly bin count starts tomorrow! (May 16-22).

**New Business**

* 1. Elections (5 mins)

Amy Jung from Wilmette Public Library has stepped up to volunteer for Vice Chair, who also is Chair Elect for the year after they’ve served as Vice Chair. She was approved by the group.

 Jennifer Massa from Mount Prospect has stepped up as Secretary for the year 2025-2026

* 1. ILL Renewal Workflows - how do you manage renewals on ILL requests and loans - Adriene Galindo (PAK)(Discussion - 10 mins)

Adriene has recently taken on new responsibilities, which include ILL and Find More Illinois requests and is curious how other libraries’ ILL departments divvy up the workload and manage (auto)renewals of materials.

Some responses:

Patti from Indian Trails: “we place holds on items so our material does not auto renew”

Ashley from Grayslake: “At Grayslake, ILL renewals are not automatic. So, when it is requested in OCLC, I manually renew it and then accept the renewal in OCLC.”

Karen Bolton of Fremont, Ann Thomas of Prospect Heights, and Elliot Rowe of Des Plaines voiced that they have similar practices at their libraries.

Tony from Park Ridge: “If a patron asks for more time, we give an automatic two week renewal. But if they need more time beyond that we’ll contact the lending library and ask, and usually they’re very generous and accommodating. You can request a renewal directly through OCLC.”

* 1. Data entry for preferred vs legal names - Jeanie Kennedy (LFK) (Discussion and demo - (10 mins)

Committee members reaffirm that for nicknames, name changes, or anything along those lines—the preferred name can be placed in the “First Name” box in the patron registration window. Further along the application is a box that allows us to put the “Name on Identification” where you can put the full legal name. From that point on, typing in the legal name will pull up the account under the preferred name, the legal name will not be displayed without going into the account and looking at the “Name on ID” box.

* 1. Find More Analysis - feasibility of tracking time spent working on FMI - Mieko Fujiura-Landers (CCS) (Discussion - 10 mins)

Figuring out “Staff Time Spent Processing Loans on OCLC vs FMI” we’re looking for that data. Our membership in FMI was for a two-year trial period, which means we are hovering at the halfway point. The first year was spent acclimating and troubleshooting common issues with the platform. This upcoming year we intend to focus more on evaluating the service and making the ultimate decision whether CCS will continue to use FMI or not. One metric that we feel is important to coming to a decision about FMI is staff time. How often are we using FMI as opposed to other interlibrary loan services like OCLC? And how much time does it take to fill an FMI request vs an OCLC request? These are questions to think about as we continue to use FMI. Members spent this time discussing some of their department structuring around FMI. The consensus being that most members of this group have a designated staff member handling *all* FMI and OCLC requests alike, and it’s up to their discretion which service they use for which patron. The group also came to the consensus that we approach these requests as they come in, it’s harder to set aside a time during the workday to fulfill the requests because the requests themselves do not follow steady or regular hours. There is frequent jumping between FMI and OCLC to check for requests and most libraries check FMI before checking OCLC to fill patron requests. The group agreed that statistic tracking for **two weeks** should be sufficient enough to capture the sorts of statistics that we’re after. The group has had very few if any instances of items becoming lost through FMI, and in the cases that were cited—most libraries chose to forgive the cost of the book as opposed to billing the requesting library.

**MEETING ADJOURNED AT 10:18**

**ILL Technical Group: Meeting Sign In**
**May 15, 2025**

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| --- | --- |
| **Library** | **Name(s)** |
| Algonquin |  |
| Cary | Sue Boldt, Julie Poe |
| Crystal Lake |  |
| Des Plaines | Michelle F, Elliott R |
| Ela | Karen Brown |
| Evanston | Gabriela mansera |
| Fox River Valley | Keri Carroll |
| Fremont | Joyce Cumberland, Karen Bolton |
| Glencoe | Danny Burdett |
| Glenview | Yelena Dereka |
| Grayslake | Ashley Sulinckas |
| Highland Park |  |
| Huntley |  |
| Indian Trails | Patti Buehler , Nataliya Smyrnova |
| Lake Forest | Jeanie Kennedy |
| Lake Villa |  |
| Lincolnwood | Stephanie Haugan |
| McHenry |  |
| Morton Grove |  |
| Mount Prospect | Coriell DeCapri, Jenny Massa |
| Niles-Maine | Ly Nguyen |
| Northbrook | Andi Goese, Anastasia Karahalios |
| Palatine | Adriene Galindo |
| Park Ridge | Tony L |
| Prospect Heights | Sophie Bochula, Ann M. Thomas |
| Round Lake |  |
| Vernon | Sylvia Juhn |
| Warren-Newport | Amy Meyer, Donna Krocker |
| Waukegan |  |
| Wilmette | Megan Noone and Amy Jung |
| Winnetka-Northfield |  |
| Zion-Benton | Kris Nichols, Bob Bigden-Russell |
| CCS | Mieko Fujiura-Landers |
| Other |  |