Minutes
PAS Technical Group
100 Tri State International Drive
Suite 122 Lincolnshire, IL 60069
Fishbowl Meeting Room
June 26, 2025
9:30-11 am

1. **Call to order (9:37 AM)**
   a. H. Sadowski (Algonquin) called the meeting to order at 9:37 am.
2. **Approval of minutes from last meeting**
   a. Minutes from the March 27, 2025 meeting were approved by unanimous consent as distributed.
3. **Additions to the agenda**
   a. None.
4. **Officer Reports**
   a. Chair - none
   b. Vice Chair - none
   c. Secretary - none
5. **CCS staff reports**
   a. [CCS Updates - M. Fujiura-Landers](#) (CCS)
      i. Old Polaris usernames are being cleaned up; a reminder that when staff turnover occurs, please submit a ticket to remove them.
      ii. Discovery Layer Updates
          1. The Governing Board plans to select at the September meeting
          2. There was an agenda item submitted with a question about how record sets would transfer over to the new discovery layer. Right now we have no definitive answer until we know our discovery layer, but CCS will be working with the vendor to try to make the transition as smooth as possible.
             a. If we go with Vega Discover, we will be able to use Polaris record sets to create showcases in their PAC - unsure if we can migrate what's existing or if we need to recreate, but CCS will be working with the vendor to make a smooth transition.
             b. If we go with Bibliocore, featured lists will need to be rebuilt using Bibliocore tools
      iii. Upcoming New Polaris Features - planned for version 8.0 (two releases from now)
          1. Improved display functionality: there will be a temporary display shelf location that will clear as soon as the item is checked in - location of display will be visible to patrons & staff, will revert to the original shelf location once the item is checked in
          2. Dated patron notes - will automatically add date/username

3. Exact search in Leap will now mirror the client in terms of articles (ignoring articles)

    iv. [Vernon Migration Update](#)

        1. There is a webinar scheduled for August 6 to review offline & go live schedule, services, demo of offline circulation - register through L2 - will be recorded & posted.

        2. Vernon is currently undergoing training, checking data, preparing for go-live.

        3. [Offline and go live](#)

            a. Vernon offline August 28

            b. All other CCS libraries will be offline on August 29 at the start of the day

            c. All libraries resume Polaris operations, Vernon live with CCS on Wednesday, September 3

            d. Innovative will redirect SIP authentication & PAC traffic to the training database - SIP authenticating services will remain functional based on the last training load

        4. [Summary of services available/unavailable](#)

6. Old Business

    a. PAS Officer Appointments

        i. Chair - B. Oberhauser (Cary)

        ii. Vice Chair - D. Jenkins (Des Plaines)

        iii. Secretary - A. Stansbury (McHenry)

7. New Business

    a. Polaris Feature: "End of Term" due dates - M. Fujiura-Landers (CCS)

        i. This is an existing option for school/teacher cards that are only valid during the school year; it uses the patron code to set hard due dates for the end of the school year. Any checkout will not exceed this end-of-term date as long as it is checked out *before* that date. There is an option to automatically reset once past the end of term date

        ii. There was a question about feasibility of using this feature with book clubs - Mieko is going to investigate whether this feature can be used monthly vs. annually.

        iii. Reach out to Mieko via the help desk if you're interested in using this feature; Park Ridge is currently the only library using.

    b. Web Reports Highlights - M. Fujiura-Landers (CCS)

        i. Statistics: Monthly Stats by [Code]

            1. The Web Reports database contains several monthly reports of circulation statistics broken down by statistical code.

            2. If you are a multibranch library, you can look at the circulation by branch or the library as a whole.

            3. The Stastical Code monthly reports provides the total number of items with that code in use, various data about how those items

moved throughout the month, including information about how your materials circulated at other libraries & vice versa.

4. Provides a ratio of checkouts - if the ratio is high, patrons are checking out more than what you own.

    ii. Policies: Material Loan Limits

1. This is not a report, but an interactive tableau that can be used if you want to look at material type limits for a certain material type or patron code at another library.
2. For example - how many videogames can a Park Ridge patron check out at Lincolnwood?

    iii. Policies: Polaris Policies

1. This report pulls data from various Polaris tables and gives you the database values for various codes/values if you need them for a vendor.

    iv. Polaris Users and Permission Groups

1. This report allows you to review your library's staff accounts and permissions. CCS recommends reviewing users by last login date to see who may need to be activated.
2. Tabs on the spreadsheet explain what each permission actually includes access to.

    v. Extra Special - Old and All Record Sets

1. In this section of reports, you can review record sets that haven't been edited in a while, and delete them to clear the database.
2. This report includes record sets still in existence that were created by users who have since been deleted - CCS can transfer ownership of the record set to an existing user if it's a record set you'd like to kee.

c. Library Idea Exchange (Discussion)

    i. Share something cool from your library or something you want to shout out from another library!

    ii. Retirement Fair - H. Sadowski (Algonquin)

1. Shout out to Vernon Area for the original idea
2. Libraries tend to have programs focusing on end-of-life stuff like will planning for the retirement-age crows - this fair showcases awesome things you can do in retirement - places to volunteer, activities to engage in, opportunities to engage as a lifelong learner, vendor tables showcasing things to do, snacks, raffles.

    iii. Summer Reading - H. Sadowski (Algonquin)

1. Did preregistration for Summer Reading this year in tandem with school visits - geared toward reducing the rush at the start of summer reading. It has been very successful, everything has gone very smoothly.
2. Passive program - they have a field behind the library, put out a storywalk-style path but with characters relating to the summer

reading theme. Inside, you can pick up an activity sheet to find the characters along the trail. The activity gets people outdoors, using the space available, and offering patrons another way to engage with the library!

    iv.   Seek & Find - B. Oberhauser (Cary)
1. Created a seek & find inside the library with colored circles hidden throughout the youth area. In a Seek and Find inside the library, with circles hidden throughout the youth area. Trying a new way of doing the seek & find that's more sustainable/eco-friendly than printing off color papers for them to check off.
2. They tried reusable slips and dry-erase markers, but the dry-erase markers were being used to draw elsewhere. Now they are using velcro dots on laminated sheets - kids move the velcro dots from the bottom of the paper to the top when they find each thing, and then reset the page when they are finished.
3. Tracking participation by counting how many prizes go out (they may choose a sucker or a pin).

    v.   [Cards for Kids Act](#) - B. Oberhauser (Cary)
1. This inter-governmental agreement allows kids qualifying for a nonresident fee card to receive one with the fee waived. They would get a full juvenile nonresident access card. RAILS has a [map of IL library service areas with school districts](#) as well as some more information on nonresident cards on their [website](#).

    vi.   iSpy Box at Crystal Lake - M. Fujiura-Landers (CCS)

    vii.   International Snack Club at Round Lake - M. Fujiura-Landers (CCS) Mieko

    viii.   Level Up at Your Library
1. Pac-Man Path - A. Pauls (Round Lake)
    a. Staff put together a Pac-Man path on the floor of the department. Masking tape and paper with packing tape on the carpet.
2. Small arcade machine - H. Sadowski (Algonquin)

    ix.   Best Dog Voting - L. Rubio (Des Plaines)
1. Theme is Tails & Tales, whole community is getting into March Madness style voting bracket for the best dog

    x.   Around Town with Mango - E. Fardoux (Park Ridge)
1. Summer Reading mascot travels around town; each week goes to a different place and kids can visit the library to see a clue, then go ou to try and find Mango. They then return to the library and fill out a slip about where they found Mango to win an "I found Mango!" t-shirt.

    xi.   Pop-Up Prize Days - M. Wisenhunt (Huntley)
1. They are trying to get people to come more regularly without requiring a check-in every week. Pop-up days throughout the

summer, where you get an extra chance to win a prize for checking in. Post pop-up day, the week before online to give people a heads up.

        xii.   Summer Reading Youth vs. Adults - M. Golembiewski (Prospect Heights)
1. Adult is in a friendly competition with youth about SR participants and has started incentivizing people! There's a game only adults can play - but kids see it & want to play, so the encouragement is to get the grown-up to sign up for Summer Reading and give the kid their turn. Everyone can play once a day!

        xiii.   Post Office Display - A. Pauls (Round Lake)
1. Had a really successful display about the post office, how the mail works, etc - thought bubbles with fun facts like that you can mail a coconut!

    d. Future Planning Activity (Discussion)
        i.   Help shape the future of PAS by sharing your thoughts about what your expectations for the group are, and topics you might like to see discussed or demonstrated during our meetings.

8. Adjournment

Next meeting: September 18, 2025, at 9:30 am
Location: CCS Office, Lincolnshire, IL
All matters on the agenda may be discussed, amended, and acted upon

Attendance

Algonquin	Henry Sadowski
Cary	Becky Oberhauser
Crystal Lake	
Des Plaines	John Lavalie, Lynn Rubio, Dana Jenkins, Tia Munton
Ela	
Evanston	
Fox River Valley	
Fremont	Krissy Montello
Glencoe	
Glenview	
Grayslake	

Highland Park	
Huntley	Michelle Wisenhunt
Indian Trails	
Lake Forest	
Lake Villa	
Lincolnwood	
McHenry	Marla Spaargaren, Alie Stansbury
Morton Grove	
Mount Prospect	Jenny Massa, Julie Collins
Niles-Maine	
Northbrook	
Palatine	
Park Ridge	Emily Fardoux
Prospect Heights	Meg Golembiewski
Round Lake	Anna Pauls
Vernon	
Warren-Newport	
Waukegan	
Wilmette	
Winnetka-Northfield	
Zion-Benton	
CCS	Mieko Fujiura-Landers