

Minutes
PAS Technical Group
100 Tri State International Drive
Suite 122 Lincolnshire, IL 60069
Fishbowl Meeting Room
September 18, 2025
9:30 – 11:00 AM

1. Call to order (9:33 AM)

- a. B. Oberhauser (Cary) called the meeting to order at 9:33 AM.

2. Approval of minutes from last meeting

- a. Minutes from the June 26, 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 – D. Wischmeyer
 - i. Vernon Area migration update – please remember to complete the staff survey; last day to submit responses is September 22; next migration will be in 2026 when Wauconda and Rolling Meadows join CCS
 - ii. Governing Board updates
 - 1. OrangeBoy Analytics Tool has been approved – coming in 2026
 - 2. Discovery Layer tool update – Bibliocore was selected, tentative launch in Spring 2026. Details will be announced in CCS e-newsletter
 - iii. Staffing Updates
 - 1. Molly S. joined CCS as Manager of Analytics and Technology
 - 2. Vivian joined CCS as their first ever practicum student
 - iii. ILL items on weeded item record sets – please do not add ILL items to weeding record sets, these items bring monthly item purge to a halt

6. Old Business

- a. None

7. New Business

- a. Vernon Migration Recap (discussion) – T. Gossage, Northbrook
 - i. Lively discussion about how each library managed communication, library card signups and renewals, and patron holds through the migration period

- ii. PAS members shared patron feedback (some thought the offline period was too long, some were confused by library messaging) and staff observations (trying to minimize disruptions for other departments in offline period, managing card renewals or holds using spreadsheets); good idea to frame migrations in a positive light, focus on what patrons are gaining after the short outage
- b. Publishing & Emailing Simply Reports (presentation) – D. Wischmeyer, CCS
 - i. Debra demonstrated how to Save and Publish your Simply Reports
 - ii. Reach out to CCS (submit a ticket) to schedule regular (weekly, monthly) delivery of these reports to your email
- c. Requesting a Custom Report from CCS (presentation) – D. Wischmeyer, CCS
 - i. Submit a ticket to CCS if you're having trouble building a specific report
 - ii. These can be added to Web Reports for regular access if requested
- d. Library Showcase: Custom Collection Development Tool (presentation) – L. Martin, Winnetka-Northfield
 - i. Lisa demonstrated use of a heatmap generator to show spontaneous browsing and checkout data, showed how their library is using this data in collection management
 - ii. Documents were emailed with PAS agenda
- e. Ways to Make Training Fun (discussion)
 - i. Libraries shared the ways they keep training engaging – many suggested including easter eggs in training examples or fun pictures, memes, or gifs
- f. Library of Things Item Sharing (discussion)
 - i. Libraries shared/discussed their most popular LOT items
 - ii. Debra showed a report of LOT items in CCS with over 50 checkouts

8. Adjournment

- a. B. Oberhauser (Cary) adjourned the meeting at 11:23 AM

Next meeting: Thursday, December 11, 2025, Zoom

Attendance

Library	Attending
Algonquin	
Cary	B. Oberhauser
Crystal Lake	
Des Plaines	J. Lavalie, T. Munton, M. Meyer-Edley, L. Rubio, D. Jenkins
Ela	
Evanston	
Fox River Valley	S. Bunte
Fremont	K. Montello

Glencoe	
Glenview	
Grayslake	S. Sheedlo
Highland Park	
Huntley	M. Whisenhunt, E. Steffensen
Indian Trails	
Lake Forest	
Lake Villa	
Lincolnwood	
McHenry	M. Spaargaren, A. Stansbury
Morton Grove	
Mount Prospect	J. Collins
Niles-Maine	A. Carey
Northbrook	T. Gossage
Palatine	I. Sanchez
Park Ridge	E. Fardoux
Prospect Heights	M. Golembiewski
Round Lake	
Warren-Newport	
Waukegan	
Wilmette	C. Blair
Winnetka-Northfield	L. Martin
Zion-Benton	
CCS	D. Wischmeyer, K. Lyons, V. Flores
Guests	