

## **Circulation Technical Group Agenda**

### **In Person**

**October 9, 2025**

**In Attendance:** Belinda Husak (ALK), Apisara Houltram (ALK), Michelle Meyer-Edley (DPK), John Lavalie (DPK), Karen Brown (EAK), Laurie White (EAK), Keri Carroll (DUK), Karen Bolton (MUK), Gwen Johnson (GRK), Rosa Lloyd (WGK), Donna Ramirez (WGK), Tori Sergel (LFK), Stephanie Haugan (LNK), Patrick Toto (MJK), Janine Wisniewski (MPK), Rachel Martin (MPK), Kim Hegelund (NBK), Alisha Smaby (RLK), Dustin Smaby (VEK), Marilyn McClelland (WKK), Matthew Hoffman (WLK), Paula Pavelski (ZIK), Kris Nichols (ZIK), Debra Wischmeyer (CCS), Kiara Lynons (CCS)

1. **Call to order:** 9:31am

2. **Approval of minutes from last meeting**

Minutes approved by unanimous consent

3. **Additions to the agenda**

Use of "Unavailable" as a circulation status Kim (NBK)

Teacher cards- renewals? Laurie (EAK)

Minor cards Stephanie (LNK)

Permission cards Gwen (GRK)

4. **Officer reports**

a. Chair - Nothing

b. Vice Chair - nothing

c. Secretary - not in attendance

5. **CCS staff reports**

a. **Debra Wischmeyer**

- i. **Bibliocore** our new discovery layer
- ii. **Mieko** now Project Manager
- iii. **Welcome Kiara** as our new Member service specialist (incl ILL/Circ)
- iv. **New members should** be approved at next Director’s meeting: Rolling Meadows and Wauconda for fall 2026? That’s 33 & 34!
- v. **Message Bee: change of wording on expiration and bill notices.** In future notices will substitute “the library” with the actual name of the library sending the notice. Should see this change in the notices next week

6. **Old Business** - none

7. **New Business**

a. **Proposed changes to Wireless Carrier field, attachment (Action) –**

- i. Message bee doesn’t need to know the carrier that patrons use since it does not change email to text as the Polaris system currently does! Great news as we will no longer have to ask patrons for their wireless carrier. But the system cannot remove the wireless carrier setting from the registration form. **Proposed adjustment:** When registering or modifying a patron, staff would change the field from (None) to a single option to set up the patron for text notices. If registering online for a card or editing their account via the PAC to receive texts, patrons would select the general entry as well.

- ii. Motion to reduce the Wireless Carrier list to single entry “text”

Motion to approve: Karen Bolton (MUK)

Second: Rachel Martin (MPK)

Passed with voice vote, 0 members voted no or abstained. Should be implemented by November 3

- b. **Message Bee Refresh - CCS (PRESENTATION):** Kiara reviewed how staff can use Message Bee to access Delivery Failed reports, Communication preferences and detailed search
  - i. **Power point presentation:** Can check patrons by communication preference or see patrons in detailed search by Patron Type, phone or patron record ID.
  
- c. **Simply Reports Permissions – CCS (PRESENTATION):** Kiara reviewed how to view Simply Reports permissions groups in [CCS Help Desk](#). As a reminder, not all staff members have access to Simply Reports. If a staff member needs access, please request that by submitting a ticket at <mailto:Help@ccslib.org> and listing the needed permission groups.
  - i. Circulation
  - ii. Selectors
  - iii. Technical Services
  - iv. Technical Services with Acquisition
  - v. Serials

Kim (NBK) requested that CCS include option to add FMI access (Find More Illinois) in ticketing system.

- d. **Reviewing Member Account Hard blocks**
  - i. Libraries would like to be informed about the hard block of their patron, though generally there has been discussion between the libraries involved prior to the need to block.
  - ii. It is important to honor hard blocks. You can offer to hold material for patrons, send it to their home library so they can get it once the block is cleared, etc.
  - iii. When adding a note to patrons' account please put newest note at the top
  - iv. Reminders of checking for cd/discs before returning

- v. Helpful discussion on reviewing privileges for employees: who can or cannot override a block?
- vi. Note: Circ/ILL will review the messaging in the circulation manual regarding overriding blocks

e. **Staging/Organizing items to shelve (discussion) Dustin (Vernon)**

- i. **Do you check items in, and add items to a cart, or do you organize them by collection while checking in?**

Most libraries have a system of checking in and sorting items on to carts by collections, or areas of the library.

Several libraries extended invitations to come and see their set ups

f. **Shelf-checks on Lost/Paid items (discussion) Dustin (Vernon)**

- i. Vernon switched from Horizon to Polaris which does it very differently. Other libraries have done the same and were able to offer advice on how to work with the new systems and self-checks. Also suggested reports to view regularly for updates on Lost, Billed, Paid in CCS Reports

g. **License Plate Renewal Sticker Services: Apisara (ALK)**

- i. Service fee charge? 7.75/8.00/9.00

h. **Books by Mail Service: most libraries do not mail**

Algonquin does supply this service but only ALK patrons.

Must be returned to the library, not by mail

Most difficult when children's books are involved, expensive as there can be many per order.

**Additions to meeting:**

i. **Kim (NBK) How do people use “Unavailable” in Circulation status for an item**

Generally used when item is on a desk, as a temporary status for item until it is determined what will be done – repair, missing, withdrawn

j. **Laurie (EAK) Teachers cards**

Laurie discussed the renewal process for their Educational patron code. EAK would like teacher cards to not auto-renew and was inquiring about other libraries’ workaround. CCS will research any IGAs libraries have with schools and the RAILS policies on limiting a specific card’s renewal.

k. **Stephanie (LNK) Minor/Adult cards**

LNK is working on their minor to adult card policies and requested other libraries share their policy.

i. **Gwen (GRK) Granting pickup/checkout permission on library cards**

GRK requested more information on who has permission to pick up holds for patrons. Most libraries shared that if someone comes with the person’s library card, they accept that as consent and allow the check-out. However, if they don’t have a library card/picture of the card, and they are not listed as an association, they cannot check out for the patron.

8. **Library Showcase: Lake Forest’s New Vending machine, Courtyard Re-do- Tori (LFK)**

Work has begun in the courtyards of the library with an eye to improving the old garden space. Repairing the old walls, gates, and improving the blue slate for walking were important repairs. The furniture will be updated along with many of the plants. Updated plants and trees will be added to replace the damaged ones during storms over the last year.

**New vending machine!** International Library Service [AutoLend Library](#).

Located at the train station on the other side of town. Replaces our old DVD-to-go machine, as patrons were looking for more than just movies. It dispenses books, movies, and mobile hotspots. By turning it into a branch, it makes moving materials around just like any intransit. So far, the experience is going well.

It took a long time to get the vending machine, and then to get it up and running. AutoLend Library had previously worked with standalones, so it took some work to adjust the settings to a shared catalog. Shout out to Bob and all at CCS. Currently, staff are re-stocking the vending machine once a week and collecting returned material.

**9. Adjournment:**

- a. Meeting adjourned at 11:46am

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