Committee members present: Sandra Leyva (AMS), Julie Lombardo (WRS), Cynthia Maiello-Gluecklich (MPS), Victoria Muraiti (RFS), Debbie Sheehan (INS), Cheryl Pawlak (DGS), Jessica Nawrocki (FRS), Roberta Richter (LPS), Brittany Smith (WMS), Peggy Tomzik (ESS) Sue Feddersen (BVD)

SWAN staff present: Kate Boyle, Crystal Vela, Samantha Dietel, Vickie Totton

Visitors present: Mary Zappa (FPD), Irene Emanuel (FPD), Pat Sinacore (WCS), Jane Young (ADS), Moss (EPS), Leigh Ann Voss (RGS), Francisco Cruz (CIS), Sandra Baumgartner (CIS), Carolyn Ciesla (PCS), Michael Szarmach (MAGIC), Bonni Ellis (SCD), Juan A. Estrada (LSS), Lisa Knasiak (HDS), Marla Cole-Wieringa (MTS), Thom Webb (MTS), Sharon Shroyer (RSS), Sandy Frank (TFS), Tippi Price (OLS), Samantha Parkison (BVD), Sherri Starr (PTS), Felipe Altamirano (MWS), Mary Malach (MED), Manuel Vasquez (GPS), Crissy Barnat (CNS)

Treats: Thank you to Roberta for bringing treats this Month. Peggy has volunteered to bring treats in March.

Patron Purge: Vickie spoke about the changes to the patron purge this year. The libraries that have regular expiration dates on their cards will purge anyone with an expiration date before 1/1/15. If the library uses NEVER for an expiration date, anyone with a last activity date before 1/1/15 will be purged. SWAN will put out a report on BCA for libraries to run to see who and how many patrons meet the criteria and will potentially be removed. Patrons with bills for overdue or lost material will not be removed, unless the library requests SWAN to do so. Lists of patrons that were purged will not be supplied this year, since there will be access to the new BCA report for libraries to run prior to the purge.

Fine Free User Profile: After much thought, SWAN believes that are enough workarounds to accommodate staff being fine free without creating new user profiles. Please send Kate any procedures or policies that your library has in place for restricted use cards as well as fine free cards.

Missing on Hold Shelf User: A discussion was had as to find out what do we do with these items after they have been checked out to this user for a long period of time. Brittany voiced a fear that libraries might not use this, so they wouldn’t have to pay for items that have gone missing at their library. Peggy suggested that we shouldn’t make rules based on the lowest common denominator. Circ Advisory is asking that SWAN insert something into the Circulation policy stating that items not found on the hold shelf must be checked out this user. It was suggested items checked out to this user be included with our regular billing,

Chicago Non-SWAN RB Holds: Dawne looked at 3 months data and was able to see a slight uptake in holds at libraries that were promoting it. ESS for example went up. If you look at this overall, it’s a small blip, but if you look at the circ at ESS you will see that the impact is larger there. This is no longer a trial and all limits that were created for the trial are permanent; these limits were based on an agreement made with Chicago and the same limits apply to Non-SWAN RB, with the only exception being Chicago patrons can’t place holds on Console games.

Procedures for the On-Shelf Item with Holds report: Holds are filled depending on the timing of when the report was run. Sometimes you will encounter an item that you know your patron has on hold, but doesn’t show up on your report, that is because the hold was already trapped by another library. When we went live back in 2015 holds were first set to match your patron to your library’s items which resulted in a lot of items reaching a library only to be sent right back to the owning library making items go through trucking for long periods.

IPLAR & RAILS certification: Cindy is going to send us the IPLAR so we can check to see if we need to change the numbers on the documentation. Dawne reminded everyone that the RAILS certification is due soon.
**Long Overdue Report:** As libraries open tickets for the Custom Long overdue Report Vickie has been sending out patron cleanup reports. They list patrons that have your library and user profile but not your City in the address, patrons that don’t have your user profile but not your library or vice versa. Since the long overdue report is first running your library and your user profile it is important to make sure patron records are correct to ensure RB/ILL transactions are not being included. If you haven’t sent in a ticket but would like to start on this, please send in a ticket. The report removes the bill and process bill and creates a new long overdue bill for the item and a process X bill for the processing fee. The bill note has the item information instead of a separate note in the patron record. Vickie will be creating a shelf check report that everyone can subscribe to and check their shelves one last time prior to items being deleted. SWAN is working on the timing of the shelf check report and how it coincides with the long overdue report.

What’s new?
- A question arose about the new 19 transits and trucking. There will be a one-day delay
- Make sure that you are deleting the field and not just the text in the note in the patron records.

**SWANING**
- DGS: They revamped their book clubs and how they get their books, but it’s not going well. There are a lot of book clubs that are used to the old way, but they are trying to get them to the new norm.
- INS: is celebrating their 30-year anniversary.
- BYS: Tammy Sheedy is the interim director.
- LPS: Roberta got her MLIS in December.
- WMS: is having a maker fair on April 28th, various vendors and the library’s items will be on display.
- RSS: is having kickoff fundraiser for the remodel of their basement, it will be a wine tasting; Tickets are on sale!
- LSS: Juan has been put in charge of a program for patrons in need of a high school diploma. They are going to pay for people to get their High school diploma through career online high school online. He is going to PLA this year. Also, a reminder that when you need to remove a user from a group, you should use the “remove group membership” helper.
- PTS: Please call Sherri about items with mold or any unknown substance so she can delete the item. They especially don’t want the moldy material back.

**You Name It**

SWAN Circ Advisory Committee Meeting Dates 2018: 3/21/18, 5/16/18, 7/18/18, 9/19/18, 11/21/18