



SWAN Circulation Users Group Agenda

Wednesday, February 19, 2020, 9:30 AM – 12:00 PM
RAILS Main Meeting Room

Register on L2 - <https://www.librarylearning.info/events/?eventID=30242>

Chairs:

- Peggy Tomzik, co-chair, Eisenhower Public Library
- Juan Estrada, co-chair, Lansing Public Library

- I. Welcome and introductions
- II. Review of Offline Circ for upcoming scheduled downtime on Monday, February 24th.
 - a. Documentation -<https://support.swanlibraries.net/documentation/64828>
 - b. Training Recording -<https://support.swanlibraries.net/tutorial/67031>
- III. As a reminder, please ask your staff at your libraries to NOT tape routing slips to the front of items! Libraries find that taping routing slips to materials can cause damage.
- IV. What do libraries do in terms of guardianship or adoption? During a library card registration or renewal, how often do you ask to see the paperwork? Do you take the guardians word for it since they will be signing the responsibility statement? Marla Cole Wieringa-Matteson PL
- V. Jessica Nawrocki from FRS would like to hear from other libraries regarding their experiences with Circ technologies such as RFID, automatic materials handlers, selfchecks, credit card readers on self-checks and library media boxes or self-checks that allow for DVD and game dispensing.
- VI. Jessica Nawrocki from FRS is also interested in hearing about innovative front desk and workroom configurations. Her library is looking into a library expansion.
- VII. There are items on the MISSHLDSHF account since 2017. Stephanie DeYoung from Batavia PL would like to propose that we treat this account similarly to the Missing in Transit items: item library takes responsibility for the item if not found (no reimbursement between libraries), SWAN sends a monthly list to all libraries when items are close to 1 year checked out, and SWAN discards those that aren't found.
- VIII. What are libraries doing in terms of the move to the \$15.00/hour minimum wage? Is your library already preparing?

- IX. What are your libraries' policies regarding using personal devices for work related activities such as checking work email or texting managers when ill? The law says if we require our employees to check their emails from home or text their managers, the employer must pay a portion of either or both the employee's cell phone bill or internet fees. How are managers at libraries dealing with this? Are libraries paying this fee or not requiring work from home or ignoring the law?
- X. At the ILL User's Group Meeting, the ILL Fee Management system was discussed. Some libraries are using this Fee Management system as a revenue stream in their library. What other creative ways are libraries raising funds?
- XI. Other Topics?
- XII. Next Meeting
Wednesday, April 15, 2020, 9:30 AM – 12:00 PM (RAILS Main Meeting Room) - Register on L2
[\[https://www.librarylearning.info/events/?eventID=30243\]](https://www.librarylearning.info/events/?eventID=30243)