



SWAN Circulation User Group Agenda

Wednesday, October 16, 2024 9:30 AM – 11:00 AM

Register on Zoom: <https://swanlibraries-net.zoom.us/join/91616413869>
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Co-Chairs:

- Peggy Tomzik, Chair, Eisenhower Public Library District
- Victoria Muraiti, River Forest Public Library

- I. Welcome and Introductions
- II. LONGOVRDUE bills on patron accounts – SWAN
- III. Self-Nomination for Circulation Advisory – SWAN
- IV. Large groups of students in the building after school – how do libraries handle a large influx of students?
- V. For libraries that circulate hotspots, Rokus, etc., at what point do you shut these items off when they are overdue? Are there any processes in place before the item(s) are shut off, e.g. calling patrons in advance?
- VI. What rules are in place for staff calling in sick? Can staff simply text their supervisor? Do they need to call? What if they just send an email?
- VII. Around the Zoom meeting.

VIII. Next meeting: Wednesday, February, 19, 2025 , 9:30 am