



SWAN ADMINISTRATORS' & DIRECTORS' QUARTERLY MEETING

Meeting Packet

December 3, 2020

10:00 A.M.



SWAN Administrators' & Directors' Quarterly Meeting

December 3, 2020

10:00 a.m. – 12:00 p.m.

Online Meeting (details below)

Per Illinois Public Act 101-0640, this meeting will be held by remote attendance

Agenda

1. Call to order and welcome
2. Public comment
3. Introduction of new library directors
4. Action Item – Approval of the September 3, 2020 Quarterly meeting minutes
5. Information – Library service models & trends during the pandemic
6. Information Item – Aspen Discovery investigation update
7. Information Item – “SWAN100” project update: addition of Glenside, Roselle, & Warrenville Public Library Districts, including system-wide Offline Circulation details
8. Information Item – Update on EBSCO group-purchase implementation & renewal
9. Information Item – Fiscal Year 2022: LLSAP funding grant
10. Announcements and questions
11. Next meeting March 4, 2021

Meeting Information

The SWAN Quarterly meeting is an open meeting. Register in advance for the GoToMeeting Webinar and you will be sent details on how to join to the email address you provide. While this meeting is held within the GoToWebinar account, it is an open meeting and does not require pre-approval.

<https://attendee.gotowebinar.com/register/7229845713217922061>

After registering, you will receive a confirmation email containing information about joining the webinar.

SWAN Administrators' Quarterly Meeting Minutes

September 3, 2020 10:00 a.m.
Meeting Held Virtually

1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:00 a.m. Bodewes, Bussey, Jenkins, Milavec, Wagner and Wittmann were present to establish a quorum

2. Public Comment

No public comment

3. Introduction of Visitors

Christyn Rayford – South Holland Public Library Director

4. Action Item - Approval of the June 4, 2020 Quarterly Meeting Minutes

Julie Milavec (DGS) moved to approve the June 2020 Quarterly meeting minutes
Stacy Wittmann (ESS) seconded. Motion carried by unanimous vote.

5. Information Item – 2020 SWAN Board Election Results

Jessie Blazek was appointed to the Board, replacing Robin Wagner

6. Information Item – Aspen Discovery Investigation update

Tara Wood discussed the work that SWAN has been doing with Aspen. Usability testing has begun with Oak Lawn and their staff in May. SWAN has done remote testing as well. Wood discussed some of the top features Aspen has vs. Enterprise, like “group records” as being one of the biggest things that would be of benefit. A demonstration on placing holds was shown. SWAN will use Bywater for support, development, and upgrades if Aspen is right for us. The next phase will be to make a recommendation in the project to a “pilot phase”. Testing and development in a pilot project with 5-7 libraries as the recommended next step, which includes usability testing with patrons and library staff. Skog will be discussing the next steps with the Board on the 18th of October.

7. Information Item – BLUEcloud Acquisitions & rental collection update

Scott Brandwein presented the work using Baker & Taylor to order books in a rental collection. The ordering process will be used within BLUEcloud Acquisitions to further our preparedness for the libraries using Symphony Acquisitions to migrate to BLUEcloud Acquisitions. The new libraries joining SWAN will be our first group of libraries to utilize BLUEcloud Acquisitions, which helps SWAN prepare training and resolving issues in advance of a wider migration.

8. Information Item – Update on EBSCO Group-purchase Implementation

Robin Hofstetter gave an update for the EBS CO SWAN Group Purchase. SWAN will continue the partnership with RAILS for the same package we currently have. We expect a new package by end of the year. An overview of the EBSCO statistics shows Novelist Plus was the most popular database for the first month. The SWAN Support site has tutorials, training, etc. from EBSCO. The SWAN Patron site has each library listed with all EBSCO databases. EBSCO is great resource for schools and can be used by students. The next step will be the possibility of adding “Ancestry” as a group purchase.

9. Information Item – SWAN’s 2020 strategic initiatives & goals

Brandwein continued with an overview of the OCLC Holdings Manager (OHM) and how it was built by SWAN and benefits all Illinois consortia.

Steven Schlewitt discussed the four major components of SWAN’s Securities Initiative: An explanation of “reducing the hops”, third party vendors integration and Disaster Recovery/ILS Platform Reliability.

Dawne Tortorella discussed the “SWAN 100” project. An explanation of the Migration timeline we given.

Aaron Skog went over the REALM project test results.

10. Announcements and Questions

The next SWAN Quarterly will be December 3, 2020. The next SWAN Board Meeting will be September 18, 2020.

11. Next meeting December 3, 2020

Motion to adjourn

Adjournment: 11:45 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

SWAN Executive Director Report

December 3, 2020 SWAN Quarterly Meeting

1 INTRODUCTION

This is a quarterly written report to SWAN libraries on activities for the past quarter. Last quarter's report was an update on SWAN's strategic plan and the implementation of various projects associated with that work called the tactical plan. You can read the written update in the [posted packet for the September 3, 2020 meeting](#).

2 WELCOME NEW LIBRARIES TO SWAN

Glenside, Roselle, and Warrenville Public Library Districts will begin circulation in SWAN on December 9th. We will detail specific areas of the required Offline Circulation for all member libraries during the December 3rd Quarterly meeting. The Offline Circulation details are on SWAN Support under "News."

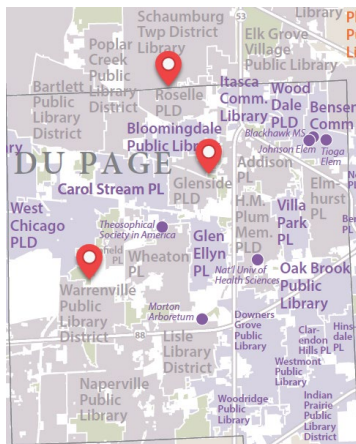
SWAN is open for admitting libraries every two years, e.g. FY21, FY23, etc. Once the FY22 SWAN budget is approved March 2021, no other libraries will be added for admission that fiscal year. Those libraries interested in joining SWAN will need to wait for the FY23 cycle. We are happy to meet and discuss opportunities to join SWAN as full member libraries at any point however!

2.1 THREE PUBLIC LIBRARIES APPROVED FOR MEMBERSHIP

Glenside, Roselle, and Warrenville libraries were approved for membership in March 2020.

2.2 REGION

These libraries are in the area where the New 19 libraries are located. The purple pins in the map below note the location of the four libraries. The four libraries are all within SWAN's geographic region and have significant reciprocal borrower activity.



2.3 REVENUE BENEFIT

The libraries Glenside, Roselle, and Warrenville bring in additional revenue through membership fees. The associated expenses with adding on libraries do not exceed the new revenue, bringing \$52,200 in net revenue to SWAN. SWAN would receive an estimated \$26,000 in a one-time joining fee for cash reserves.

2.4 RAILS CATALOG GRANT

RAILS awarded three separate Catalog grants with a requirement that funds must be spent within 18 months of being awarded the grant. We named this project “SWAN100” within the grant.

2.5 GO-LIVE TIMELINE

Here is a reminder of the timeline of the three libraries joining SWAN.

Offline circulation all libraries	Saturday, December 5 & Sunday, December 6
Circulation Go-Live	Wednesday, December 9
Open for full resource sharing	January 2021

3 ACCOUNTING SERVICE

SWAN switched from RAILS Finance to Lauterbach & Amen as its accounting service on July 1, 2020.

4 FY20 FINANCIAL AUDIT

The audit is complete and was accepted by the SWAN Board at its November meeting.

The FY20 budget and the actual expenses is in the table below. The fiscal year was a planned deficit budget, which actually ended under budget with \$171,280 going towards SWAN excess cash/reserves.

	FY20 Budget	FY20 Actual	Difference
Operating Revenues			
Fees for Services & Materials (Membership Fees)	\$2,740,626	\$2,740,120	(\$506)
Other Revenue (LLSAP Grant)	\$524,679	\$524,679	\$0
Grants	\$5,000	\$0	(\$5,000)
Reimbursements	\$9,221	\$22,178	\$12,957
Investment Income	\$22,000	\$23,104	\$1,104
Total Operating Revenues	\$3,301,526	\$3,310,081	\$8,555
Operating Expenses			
Total Salaries & Wages	\$1,546,800	\$1,389,416	(\$157,384)
Total Payroll Taxes & Personnel Benefits	\$504,600	\$414,199	(\$90,401)
Total Library Materials	\$8,500	\$1,915	(\$6,585)
Total Building & Grounds	\$123,584	\$122,266	(\$1,318)
Total Travel & Registration	\$30,100	\$27,058	(\$3,042)
Liability Insurance	\$8,900	\$9,153	\$253
Computers, Software and Supplies	\$62,426	\$59,248	(\$3,178)
General Office Supplies and Equipment	\$4,000	\$5,318	\$1,318
Postage	\$900	\$597	(\$303)
Other Supplies	\$0	\$0	\$0
Telephone and Telecommunications	\$19,400	\$20,510	\$1,110
Equipment Rental	\$3,700	\$3,049	(\$651)
Equipment and Software Maintenance Agreements	\$653,700	\$658,161	\$4,461
Legal	\$5,000	\$6,956	\$1,956
Accounting	\$21,555	\$8,410	(\$13,145)
Consulting	\$2,000	\$1,040	(\$960)
Payroll Service Fees	\$3,900	\$3,552	(\$348)
Contractual Staff	\$2,400	\$0	(\$2,400)
Information Service Costs	\$336,200	\$322,033	(\$14,168)
Contract Agreement W/ Systems, Member Libraries & Cooperatives	\$0	\$0	\$0
Other Contractual Services	\$45,300	\$40,410	(\$4,890)
Group Purchases	\$721	\$12,956	\$12,235
(Gain)/Loss on Asset Disposal	\$0	\$0	\$0
Professional Association Membership Dues	\$400	\$686	\$286
Miscellaneous	\$1,000	\$178	(\$822)
Miscellaneous - E-Commerce Fees	\$0	\$43	\$43
Interest	\$0	\$0	\$0

Total Other Expenses	\$1,171,502	\$1,152,299	(\$19,203)
Total Operating Expenses	\$3,385,086	\$3,138,801	(\$246,285)
Total Statement of Revenues	\$3,301,526	\$3,310,081	
Difference Revenue & Expenses (Loss)	(\$83,560)	\$171,280	

5 SWAN FY22 BUDGET

An initial draft of the budget was reviewed with the Board.

FY22 budget highlights

- Net revenue for 3 new libraries: expenses for the addition of new libraries is \$52,931 and the estimated membership fees for the three libraries is \$105,130 which nets \$52,199 additional revenue to SWAN
- Aspen Discovery expense of \$85,000 taken from SWAN reserves
- No increase to personnel salary expense line
- Reduced travel and eliminated annual conference (SWAN Expo) expenses

Remaining budget work

I am working with Dawne and Steven on a replacement of the voice automation notification system, known as SVA. This server was purchased in 2015 and is located in RAILS Burr Ridge data center. The goal is to replace this system with one that will reside in SWAN's cloud infrastructure or be a contracted service with another provider. The expenses are not finalized at this point of the budget process.

The EBSCO year-2 renewal is being negotiated and will be discussed the December 3rd Quarterly meeting.

Budget Timeline

The membership presentation of the budget will take place in February 2021. The final budget approval will take place at the March 4, 2021 SWAN Quarterly meeting.

Library directors can always refer to prior year budget and membership fees on the SWAN Support website under this URL: <https://support.swanlibraries.net/about/budget>

6 LLSAP FY22 GRANT AWARD

The funding for the six local library system automation program (LLSAP) within RAILS received their funding award letters on November 12th. Below are the funding amounts for the six organizations, with the changes from FY21 and FY22 noted.

	FY21	FY22	Change	% Change
CCS	\$164,087.75	\$187,966.00	\$23,878.25	15%
Pinnacle	\$53,037.96	\$53,887.00	\$849.04	2%
PrairieCat	\$533,080.90	\$559,218.00	\$26,137.10	5%
RRLC	\$56,763.60	\$69,118.00	\$12,354.40	22%
RSA	\$881,011.87	\$857,120.00	(\$23,891.87)	-3%
SWAN	\$562,017.92	\$522,691.00	(\$39,326.92)	-7%
	\$2,250,000.00	\$2,250,000.00		

SWAN's LLSAP grant funding over the past years is the following.

Fiscal Year	LLSAP Funding to SWAN	SWAN Size	SWAN Budget	Percentage of LLSAP Funding of SWAN Total Budget
FY22 draft	\$522,691	100	\$3,599,538	15%
FY21	\$562,018	97	\$3,598,654	16%
FY20	\$524,679	97	\$3,371,976	16%
FY19	\$598,985	97	\$3,114,401	19%
FY18	\$505,842	78	\$2,806,050	18%
FY17	\$472,000	78	\$2,511,764	19%

The SWAN fee formula utilizes an LLSAP discount for all public libraries. The amount is divided equally by all public libraries, so with three additional public libraries joining SWAN combined with the \$39,326.92 reduction in the grant, each library will have a lower discount.

LLSAP Discount: FY21 (for 92 public libraries)	\$562,018	\$6,109
LLSAP Discount: FY22 (for 95 public libraries)	\$522,691	\$5,502
Difference		\$607

Below is the RAILS LLSAP funding formula which made its debut in the FY22 award grant.

RAILS FY22 LLSAP Funding Formula						
Metric	Allocated	Quartile Allocations				Data Source
		Tier 1	Tier 2	Tier 3	Tier 4	
		Bottom 25%	25-50%	50-75%	Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	\$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	\$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	\$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports (LLSAP section of RAILS Annual Report to the Illinois State Library). Three year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	\$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three

			year average.
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7 MEMBERSHIP MEETING SCHEDULE FOR 2021

The meeting schedule for next year was approved by the SWAN Board. User group and advisory meetings are scheduled for 2021 as well. You can find meetings listed on SWAN Support under [Meetings & Documents](#).

Friday, January 22, 2021	Regular SWAN Board Meeting
Friday, February 19, 2021	Regular SWAN Board Meeting
Thursday, March 4, 2021	Quarterly
Friday, March 19, 2021	Regular SWAN Board Meeting
Friday, April 23, 2021	Regular SWAN Board Meeting
Friday, May 21, 2021	Regular SWAN Board Meeting
Thursday, June 3, 2021	Quarterly
Friday, June 18, 2021	Regular SWAN Board Meeting
Friday, July 23, 2021	Regular SWAN Board Meeting
Friday, August 20, 2021	Regular SWAN Board Meeting
Thursday, September 2, 2021	Quarterly
Friday, September 17, 2021	Regular SWAN Board Meeting
Friday, October 22, 2021	Regular SWAN Board Meeting
Friday, November 19, 2021	Regular SWAN Board Meeting
Thursday, December 2, 2021	SWAN Quarterly Meeting
Friday, December 17, 2021	Regular SWAN Board Meeting

Appendix C: FY2022 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric			% of Total
Collection Expenditures Per Capita	\$750,000		33%
Annual Fee as Percentage of Library Operating Budget	\$700,000		31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000		18%
Multi-type (nonpublic) Membership	\$400,000		18%
Total	\$2,250,000		100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$28,539	\$52,214	\$107,213	\$0	\$187,966	8.4%
Pinnacle	\$10,364	\$17,051	\$26,471	\$0	\$53,887	2.4%
PrairieCat	\$214,392	\$224,709	\$60,117	\$60,000	\$559,218	24.9%
RRLC	\$23,819	\$4,510	\$789	\$40,000	\$69,118	3.1%
RSA	\$307,819	\$222,179	\$57,122	\$270,000	\$857,120	38.1%
SWAN	\$165,067	\$179,336	\$148,288	\$30,000	\$522,691	23.2%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita						
Quartile	1	2	3	4		
Dollars per library	\$3,158	\$2,394	\$1,596	\$789		
Money Allocation	1	2	3	4	Total	
Percent of Total	40%	30%	20%	10%	100%	
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000	

CE/Pop	1	2	3	4	Total
CCS	0	2	4	22	28
Pinnacle	0	2	3	1	6
PrairieCat	27	35	21	15	98
RRLC	3	4	2	2	11
RSA	48	33	40	17	138
SWAN	17	18	24	38	97
Total	95	94	94	95	378

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,787	\$6,383	\$17,368	\$28,539
Pinnacle	\$0	\$4,787	\$4,787	\$789	\$10,364
PrairieCat	\$85,263	\$83,777	\$33,511	\$11,842	\$214,392
RRLC	\$9,474	\$9,574	\$3,191	\$1,579	\$23,819
RSA	\$151,579	\$78,989	\$63,830	\$13,421	\$307,819
SWAN	\$53,684	\$43,085	\$38,298	\$30,000	\$165,067
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget						
Quartile	1	2	3	4		
Dollars per library	\$3,590	\$2,692	\$1,818	\$897		
Money Allocation	1	2	3	4	Total	
Percent of Total	40%	30%	20%	10%	100%	
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000	

AF/OE	1	2	3	4	Total
CCS	1	10	7	10	28
Pinnacle	3	2	0	1	6
PrairieCat	33	24	15	16	88
RRLC	0	0	1	3	4
RSA	26	27	22	18	93
SWAN	15	15	32	30	92
Total	78	78	77	78	311

AF/OE	1	2	3	4	Total
CCS	\$3,590	\$26,923	\$12,727	\$8,974	\$52,214
Pinnacle	\$10,769	\$5,385	\$0	\$897	\$17,051
PrairieCat	\$118,462	\$64,615	\$27,273	\$14,359	\$224,709
RRLC	\$0	\$0	\$1,818	\$2,692	\$4,510
RSA	\$93,333	\$72,692	\$40,000	\$16,154	\$222,179
SWAN	\$53,846	\$40,385	\$58,182	\$26,923	\$179,336
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	7,864,302	26.8%
Pinnacle	1,941,736	6.6%
PrairieCat	4,409,686	15.0%
RRLC	57,855	0.2%
RSA	4,189,999	14.3%
SWAN	10,877,200	37.1%
Total	29,340,778	100.0%

ILL/RB	Total
CCS	\$107,213
Pinnacle	\$26,471
PrairieCat	\$60,117
RRLC	\$789
RSA	\$57,122
SWAN	\$148,288
Total	\$400,000

Multitype (Nonpublic) Membership Bonus				
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Money Allocation	Academic	School	Special	Total
Percent of Total	10.5%	85.0%	4.5%	100.00%
Dollar Amount	\$42,000	\$340,000	\$18,000	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
Total	10.5%	85.0%	4.5%	100.0%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
Total	\$42,000	\$340,000	\$18,000	\$400,000