SWAN Committee of the Whole Meeting Minutes

February 5, 2019
10:00 a.m. – 12:00 p.m.
Oak Brook Public Library, 600 Oak Brook Road, Oak Brook, IL 60523
Meeting Room

1. **Call to Order**

   Stacey Wittmann called the meeting to order at 10:00 a.m.

2. **Introduction of Visitors**

   Jane Jensen from GHS was welcomed by the group as the newest SWAN library. Jane shared appreciation to the SWAN community and staff for their support during the migration.

3. **Overview and Discussion of Proposed FY20 Budget, Membership Fees, and Reserves**

   Skog presented the FY20 budget. The FY20 budget includes all the finalized licensing for the 97 libraries and some operational increases such as printing additional notices. This is second year of our new fee formula. The process of working with the four counties to build the budget was smooth. The detail of the tax information would be helpful, also include bond information. This is the first year where RAILS has a new funding process for consortia like SWAN. This FY additional consortia are receiving funding. State funding through RAILS was reduced by $75,000. All public libraries are seeing fees go up with part of this due to decreased RAILS funding. This is now an annual grant applied to consortium and is calculated annually based on a grant request. Expectation moving forward is that our funding should remain steady.

   Budget does not include any additional libraries joining SWAN. We are looking at some of the

licensing costs and maintenance. The SirsiDynix contract increase is due to BLUEcloud Mobile. This agreement will be ending in this fiscal year. We are discussing at the Board level how to negotiate an extension and for how long of a period. This budget keeps the personnel line flat. Increases are due to increases in our big vendors SirsiDynix, EBSCO, OCLC, and Unique Management.

More increases on the public library side.

6-year reserve plan

SWAN has healthy reserves and has employed strategies in the past for freezing membership fees. For 19-20 we are pulling reserve funding to fund the BLUEcloud Mobile and we are also looking at FY21 replacing equipment which will be pulled from reserves. Moved entirely into the cloud so no need to buy equipment in the future and budget for those equipment purchases.

Questions: Robin Wagner (SHS) wanted to how the RAILS LLSAP grant from RAILS divided? Skog shared that it is based on a set of metrics, including resource sharing, library count, and composition of libraries. Edith Craig (SCD) observed there does not seem to be any of the strategic objectives or goals tied into this budget. Skog replied that funds tied into the 501c3 part of the strategic plan will tie into the next fiscal year. Colleen Waltman (BIS) wanted to know if the Wellness benefit – Is this the new? Skog replied, no, it has been in place for a few years.

4. **Overview of SWAN Strategic Plan 2019-2023**

   Julie Milavec presented the Strategic Plan. Process started early in 2018 working with Consulting Within Reach. Plan 2019-2023 is in the packet. The document is a guide for the Board and ED over the next 5 years. A tactical plan will be updated annually.

   Identity: defines how decisions are made. Decision making is driven on the patron experience,

patron rights, and security. We have made a big change at putting the patron at the forefront of this document.

Mission: networking component is now foundational to the organization.

Vision: Patron experience at the forefront, collaboration and collective identity – SWAN member libraries working together; ability to seize opportunities as they arise – be more nimble, try new things to solve problems

6 objectives in the plan – each has rationale, markers, and guiding principles.

Objective 1: Develop a shared and accurate diagnosis – getting proactive to determine where the dissatisfaction is; what are the roots of dissatisfaction. Need clear priorities on what we want to tackle first. CWR picked up on enough dissatisfaction that it needed to be an objective in the plan.

Objective 2: Delivery on the solutions that can be readily implemented, while focusing on long term solutions. By prioritizing the problems we are finding, we can address pain points.

Objective 3: Reconstitute as a Mission Driven 501c3 with clear representative governance practices. Our membership composition has restricted our ability to do business. By not being restricted by OMA, we can define our own bylaws and procedures for conducting business.

Objective 4: Increase presence of the patron perspective. SWAN had taken some steps forward in this area (DUX, hiring UX Manager). It is all about getting the stuff to them – the catalog should be a flagship service to every library user.

Objective 5: Strengthen the Collective Identity. We need to take collective responsibility, reinforce that, support efforts that bring us together – share member staff expertise.

Objective 6: Seek External Funding. How can we be innovative, how can we solve problems? We need funding of R&D so that our consortium can get to where we want to be and seek funding to support this activity without relying on membership to fund this research. We need to leverage SWAN as a brand in touching millions of folks in our geographic area. Grant writing abilities are still to be determined (in house or contracted).

Questions: Tim Jarzemsky (BDD) wanted to know more about the task force being formed as part of SWAN's strategic plan Objective 1 and how can we be involved in those discussions. Skog shared that the conclusions of the task force will be shared with the membership, and he will be seeking some affirmation from library leaders that the task force is on track. Robin Wagner (SHS) is there a precedent for consortium to be 501c3? Skog indicated that RSA and other consortium that were part of the strategic plan environmental scan are 501c3.   Zach Musil (ACS) asked if changing to 501c3 will change our funding from RAILS. Skog indicated it would not, as RSA is a 501c3 and received LLSAP funding. Tim Jarzemsky (BDD) the prioritized list is critical – who is going to help determine that list. Operational Think Tank/Task Force will be instrumental in the first step. Julie Milavec noted Objective 1 is critical in identifying issues. Dawn Bussey (GED) noted that SWAN cataloging standardization should shoot for what is best for the patrons. Robin Wagner (SHS) observed there is somewhat of a disconnect between library directors, Circulation groups, and Cataloging groups. Skog shared we are looking at developing online networking and forums which will help share expertise in our libraries amongst peers and across current silos. Edith Craig (SCD) encouraged everyone to look at the SWAN Board packet each month, and suggested that within

monthly reports, it would help to break out by advisory group. Skog noted that in the quarterly

packet there are several months of condensed Operational reports for directors to get summaries

on the advisory groups and other SWAN activities.

Next Membership Meeting: SWAN Quarterly March 7, 2019

Attendees agreed that OBD is a good location for meetings.

5. **Adjourn**

   11:03

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Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Tiffany Verzani
Board Secretary

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