

# SWAN BOARD MEETING AGENDA

## SWAN

800 Quail Ridge, Westmont, IL 60559

February 21, 2020 - Time 9:30 a.m.

Conference Room

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the February 21, 2020 SWAN Board Meeting Agenda (Exhibit pgs.1-2)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 21, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, January (Exhibit pgs. 3-10)

- a. Balance sheet and detail of expenditures for January 2020
- b. Approval of the payment of bills for January 1, 2020 through January 31, 2020 in the amount of \$177,118.10

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1 THROUGH JANUARY 31, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR JANUARY 2020

5. Action Item – Acceptance of the January 17, 2020 SWAN Board Meeting Minutes (Exhibit pgs. 11-14)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 17, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Acceptance of the February 4, 2020 SWAN Committee of the Whole Meeting Minutes (Exhibit pgs. 15-16)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 4, 2020 SWAN COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

7. Reports
  - a. Board President Report

- b. Executive Director Report (Exhibit pgs. 17-19)
  - c. Operations Report (Exhibit pgs. 20-28)
  - d. Treasurer Report
  - e. Board Calendar (Exhibit pgs. 29-31)
8. Discussion Item – Update on EBSCO Group Purchase for SWAN Libraries (Exhibit pgs. 32-36)
  9. Discussion Item – Update on SirsiDynix Agreement Extension
  10. Discussion Item – Board Election Timetable (Exhibit p. 37)
  11. Discussion Item – March 4, 2020 Quarterly Meeting Agenda (Exhibit p. 38)

12. Next Board Meeting

The next SWAN Quarterly Meeting of Directors & Administrators will be held on March 4, 2020 at Oak Brook Public Library at 10:00 a.m.

The next SWAN Board Meeting will be held on February 21, 2020 at SWAN Quail Ridge at 9:30 a.m.

13. Adjournment

\*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library		July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Secretary	July 1, 2022
Robin Wagner	South Holland Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

<b>January 2020</b>	<b>YTD Actual</b>	<b>FY20 Revised Budget</b>	<b>58%</b>
Revenues	1,935,454.56	3,301,526.00	59%
Expenses	1,804,043.39	3,385,086.00	53%
Excess of Revenues over (under) Expenses	131,411.17	(83,560.00)	

**SWAN**  
Balance Sheet  
As of 1/31/2020

	<b>Balance End Of Month</b>	
<b>Assets</b>		Average Interest Rates & Interest Earned during January
<b>Cash &amp; cash equivalents</b>		
Cash- MaxSafe	1,405,175.78	1.71%           \$ 2,039.35
Cash- Hinsdale Bank Checking	<u>963,438.40</u>	0.00%           \$ -
<b>Total Cash &amp; cash equivalents</b>	<b>2,368,614.18</b>	Investment Income <u>\$ 2,039.35</u>
<b>ProPay Funds</b>		
ProPay Funds	<u>36.35</u>	
<b>Total ProPay Funds</b>	<b>36.35</b>	
<b>Accounts receivables</b>		
Accounts Receivable	<u>154,915.89</u>	
<b>Total Accounts receivables</b>	<b>154,915.89</b>	
<b>Prepaid expenses</b>		
Deposits	23,467.08	
Vendor Credits	(3,043.68)	
Prepaid Expenses	<u>373,013.23</u>	
<b>Total Prepaid expenses</b>	<b>393,436.63</b>	
<b>Capital assets, net</b>		
Building And Improvements	6,895.00	
Equipment	36,500.50	
Computers	324,383.36	
Accumulated Depreciation	<u>(331,261.18)</u>	
<b>Total Capital assets, net</b>	<b>36,517.68</b>	
<b>Other Assets</b>		
Deferred Outflows - OPEB	<u>8,157.00</u>	
<b>Total Other Assets</b>	<b>8,157.00</b>	
<b>Total Assets</b>	<b><u>2,961,677.73</u></b>	
<b>Liabilities</b>		
<b>Accounts payable</b>		
Accounts Payable	<u>1,488.49</u>	
<b>Total Accounts payable</b>	<b>1,488.49</b>	
<b>Accrued Liabilities</b>		
Accrued Liabilities	<u>3,683.79</u>	
<b>Total Accrued Liabilities</b>	<b>3,683.79</b>	
<b>Other Postemployment Benefits</b>		
Postemployment Benefits	<u>39,101.00</u>	
<b>Total Other Postemployment Benefits</b>	<b>39,101.00</b>	
<b>Deferred revenue</b>		
Deferred Revenue	574,820.89	
Deferred Revenue - MAGIC Fee Supplement Grant	<u>160,283.00</u>	
<b>Total Deferred revenue</b>	<b>735,103.89</b>	
<b>Compensated absences</b>		
Compensated Absences	<u>99,559.16</u>	
<b>Total Compensated absences</b>	<b>99,559.16</b>	
<b>Facilities</b>		
Rent Payable	<u>48,147.63</u>	
<b>Total Facilities</b>	<b>48,147.63</b>	
<b>Other liabilities</b>		
Deferred Inflows - OPEB	<u>14,016.00</u>	
<b>Total Other liabilities</b>	<b>14,016.00</b>	
<b>Total Liabilities</b>	<b><u>941,099.96</u></b>	
<b>Net Assets</b>		
<b>Beginning Net Assets</b>		
Unrestricted	<u>1,889,166.60</u>	
<b>Total Beginning Net Assets</b>	<b>1,889,166.60</b>	
<b>Current YTD Net Income</b>	<u>131,411.17</u>	
<b>Total Net Assets</b>	<b><u>2,020,577.77</u></b>	
<b>Total Liabilities and Net Assets</b>	<b><u>2,961,677.73</u></b>	

**SWAN**  
Statement of Revenues and Expenses  
From 1/1/2020 Through 1/31/2020  
(58.33% through FY2020)

		Current Month		YTD Actual	YTD Revised Budget	Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget					
<b>Revenue</b>								
4050	Other Grants	0.00	417.00	0.00	2,917.00	5,000.00	0.00%	RAILS Grants
4060	Fees For Services And Materials	228,385.33	228,385.00	1,598,697.31	1,598,698.00	2,740,626.00	58.33%	SWAN Quarterly, Annual, and Semi-Annual Fees
4061	Internet & Enhanced Access Fees	303.25	0.00	2,122.75	0.00	0.00	0.00%	SWAN Annual Internet Access Fees
4070	Reimbursements	0.00	633.00	8,482.69	4,433.00	7,600.00	111.61%	Member Reimbursements and SWANx Sponsor Table Registrations
4071	Reimbursements - Lost Materials	21.83	0.00	1,922.74	0.00	0.00	0.00%	Reciprocal Borrowing and ILL Losses
4072	Reimbursements - Collection Agency Fees	10.00	75.00	40.00	525.00	900.00	4.44%	Reciprocal Borrowing and ILL Loss Collection Agency Fees
4075	Group Purchase Receipts	594.15	60.00	954.15	420.00	721.00	132.33%	Group Purchases for Members
4080	Investment Income	2,039.35	1,833.00	17,172.32	12,833.00	22,000.00	78.05%	Interest
4090	Other Revenue	<u>43,723.23</u>	<u>43,723.25</u>	<u>306,062.60</u>	<u>306,062.75</u>	<u>524,679.00</u>	<u>58.33%</u>	RAILS Support to SWAN
<b>Total Revenue</b>		<u>275,077.14</u>	<u>275,126.25</u>	<u>1,935,454.56</u>	<u>1,925,888.75</u>	<u>3,301,526.00</u>	<u>58.62%</u>	
<b>Expenses</b>								
5000	Library Professionals	26,466.86	24,915.00	191,452.29	186,865.00	323,900.00	59.10%	Staff Salaries
5010	Other Professionals	55,720.02	74,208.00	405,468.16	556,558.00	964,700.00	42.03%	Staff Salaries
5020	Support Services	24,808.56	19,862.00	181,119.74	148,962.00	258,200.00	70.14%	Staff Salaries
5030	Social Security Taxes	7,696.18	9,108.00	56,573.63	68,308.00	118,400.00	47.78%	Social Security Taxes
5050	Worker's Compensation	247.92	183.00	1,846.15	1,283.00	2,200.00	83.91%	Worker's Compensation Insurance
5060	Retirement Benefits	10,558.82	10,838.00	75,355.47	81,288.00	140,900.00	53.48%	Retirement Benefits and Retirement Plan Fees
5070	Health, Dental, Life And Disability Insurance	19,276.42	19,550.00	126,899.14	136,850.00	234,600.00	54.09%	Health, Dental, Life & Disability Insurance
5080	Other Fringe Benefits	0.00	208.00	0.00	1,458.00	2,500.00	0.00%	Tuition Reimbursements
5085	Wellness Benefits	49.98	425.00	148.98	2,975.00	5,100.00	2.92%	Staff Wellness
5100	Recruiting	0.00	75.00	0.00	525.00	900.00	0.00%	Background Checks and Job Postings
5110	Print Materials	22.38	667.00	1,914.90	4,667.00	8,000.00	23.93%	Printed Items (Branded) and Materials for Office
5130	E-Resources	0.00	42.00	0.00	292.00	500.00	0.00%	ALA TechSource Subscription
5140	Rent/Lease	8,465.77	8,825.00	68,085.70	61,777.00	105,904.00	64.29%	Facility Lease (Including Tenant's Share of Real Estate Taxes, Operating Expenses, and Insurance)
5150	Utilities	454.31	533.00	3,475.57	3,733.00	6,400.00	54.30%	Gas and Electric
5160	Property Insurance	130.42	125.00	890.68	875.00	1,500.00	59.37%	Flood Insurance
5170	Repairs And Maintenance	354.00	98.00	536.96	688.00	1,180.00	45.50%	Key Fob Maintenance and Other Facility Maintenance
5180	Custodial/Janitorial Service And Supplies	711.44	708.00	5,135.14	4,958.00	8,500.00	60.41%	Cleaning Services and Supplies
5190	Other Buildings and Grounds	(177.00)	8.00	0.00	58.00	100.00	0.00%	Security Camera Surveillance Subscription

**SWAN**  
Statement of Revenues and Expenses  
From 1/1/2020 Through 1/31/2020  
(58.33% through FY2020)

		Current Month		YTD Actual	YTD Revised Budget	Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget					
5250	In-State Travel	326.16	183.00	1,147.81	1,283.00	2,200.00	52.17%	In-State Travel
5260	Out-Of-State Travel	0.00	917.00	362.81	6,417.00	11,000.00	3.29%	Out-of-State Travel
5270	Registrations And Meeting, Other Fees	184.90	242.00	1,403.48	1,692.00	2,900.00	48.39%	Snacks, Supplies, and Lunches for Meetings and Staff Events
5280	Conferences And Continuing Education Meetings	1,547.00	1,167.00	18,708.28	8,167.00	14,000.00	133.63%	Sirsi Dynix Training and Staff Conference and Class and Test Registrations as well as SWANx and Usability Study Expenses
5300	Liability Insurance	765.41	742.00	5,326.14	5,192.00	8,900.00	59.84%	General Liability, Crime, Cyber Crime, and D&O Insurance
5310	Computers, Software And Supplies	4,306.57	5,202.00	28,253.30	36,415.00	62,426.00	45.25%	Computer, Software, and Supplies under \$5,000 Individual Cost as well as Subscriptions for Adobe Creative Cloud, Adobe Acrobat Pro, Sonicwall Licenses, Microsoft Office 365, Panda Security, SendGrid Email Delivery System, Asana Project Management, Go To Assist Software, Go To Meeting Software, Microsoft pfSense Usage, and Microsoft Azure
5320	General Office Supplies And Equipment	647.78	333.00	4,561.48	2,333.00	4,000.00	114.03%	Office Supplies and Equipment under \$5,000 Individual Cost Including Coffee
5330	Postage	0.00	75.00	419.32	525.00	900.00	46.59%	Postage
5380	Telephone And Telecommunications	1,592.52	1,617.00	10,451.88	11,317.00	19,400.00	53.87%	Phone, Chat, and Internet
5390	Equipment Rental	294.35	308.00	1,932.57	2,158.00	3,700.00	52.23%	Copier Lease and Usage
5400	Equipment Repair And Maintenance Agreements	54,559.83	54,475.00	382,744.96	381,325.00	653,700.00	58.55%	Sirsi Dynix Annual Maintenance, Sirsi Dynix eRC Connectors, Sirsi Dynix Blue Cloud Mobile Subscription, EBSCO Open Athens Subscription, EBSCO Discovery Subscription, Lenovo Warranty, Smartnet Maintenance, NetGate Support, Global Sonicwall Licenses, and Linux Software Maintenance
5410	Legal	0.00	417.00	0.00	2,917.00	5,000.00	0.00%	Legal Fees
5420	Accounting	0.00	1,796.00	5,350.00	12,573.00	21,555.00	24.82%	Audit and Actuary Expenses
5430	Consulting	86.67	167.00	606.69	1,167.00	2,000.00	30.33%	HR Source Membership
5435	Payroll Service Fees	256.80	325.00	1,924.65	2,275.00	3,900.00	49.35%	Paylocity Payroll Service Fees
5440	Contractual Staff	0.00	200.00	0.00	1,400.00	2,400.00	0.00%	Answering Service Costs

**SWAN**  
Statement of Revenues and Expenses  
From 1/1/2020 Through 1/31/2020  
(58.33% through FY2020)

		Current Month		YTD Actual	YTD Revised Budget	Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget					
5450	Information Service Costs	26,515.91	28,017.00	189,868.49	196,117.00	336,200.00	56.47%	Formsite Membership Costs, OCLC Fees, Authority Processing, Syndetic Reviews, SSL Certificate Costs, Survey Monkey Subscription, MailChimp Subscription, ALA RDA Toolkit, WebDewey, and EBSCO Novelist Subscription
5480	Other Contractual Services	2,699.93	3,775.00	11,525.80	26,425.00	45,300.00	25.44%	Unique Management Placements, Monthly Notice Printing, and HR Support Costs
5485	Group Purchases	0.00	60.00	361.75	420.00	721.00	50.17%	Group Purchases for Members including Credit Card Swipes
5490	Depreciation	2,847.29	0.00	19,931.03	0.00	0.00	0.00%	Monthly Depreciation Expense
5500	Professional Association Membership Dues	0.00	33.00	438.00	233.00	400.00	109.50%	Professional Memberships for SWAN and Staff
5510	Miscellaneous	57.64	83.00	(180.15)	583.00	1,000.00	(18.01)%	Member Overpayments and Double Payments to be Reimbursed, Allowance for Doubtful Accounts Additions, Credit Card Overage Charges, as well as Reciprocal Borrowing and Vendor Adjustments from Prior Years
5515	Miscellaneous - E-Commerce Fees	0.00	0.00	2.59	0.00	0.00	0.00%	Fees for SWAN ProPay Account Used for Testing
<b>Total Expenses</b>		<b>251,474.84</b>	<b>270,512.00</b>	<b>1,804,043.39</b>	<b>1,963,054.00</b>	<b>3,385,086.00</b>	<b>53.29%</b>	
<b>Excess of Revenues over (under) Expenses</b>		<b>23,602.30</b>	<b>4,614.25</b>	<b>131,411.17</b>	<b>(37,165.25)</b>	<b>(83,560.00)</b>		

**SWAN**

Check/Voucher Register - Check and Disbursement Register

1003 - Cash- Hinsdale Bank Checking

From 1/1/2020 Through 1/31/2020

<b>Effective D...</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
1/6/2020	ICMA Retirement Corporation	Retirement Deduction and Contribution: Jan. 4, 2020	5,154.41
1/6/2020	ICMA Retirement Corporation	Retirement Deduction and Contribution: Jan. 4, 2020	1,729.90
1/9/2020	Paylocity Corporation	Net Wages: Jan. 4, 2020	36,847.46
1/9/2020	Paylocity Corporation	Payroll Taxes: Jan. 4, 2020	15,614.51
1/10/2020	Paylocity Corporation	Payroll Service Fees: Jan. 4, 2020	90.60
1/14/2020	Acorn Public Library	January 2020 RB Payables	196.03
1/14/2020	Alsip-Merrionette Park Public Library	January 2020 RB Payables	488.00
1/14/2020	Beecher Community Library District	January 2020 RB Payables	64.00
1/14/2020	Bloomington Public Library	January 2020 RB Payables	308.56
1/14/2020	Bensenville School District 2	January 2020 RB Payables	38.27
1/14/2020	Brookfield Public Library	January 2020 RB Payables	613.85
1/14/2020	Batavia Public Library	January 2020 RB Payables	284.03
1/14/2020	Blue Island Public Library	January 2020 RB Payables	159.39
1/14/2020	Bedford Park Public Library District	January 2020 RB Payables	111.00
1/14/2020	Broadview Public Library District	January 2020 RB Payables	167.01
1/14/2020	Bridgeview Public Library	January 2020 RB Payables	451.73
1/14/2020	Calumet City Public Library	January 2020 RB Payables	135.01
1/14/2020	Cicero Public Library	January 2020 RB Payables	206.85
1/14/2020	Chicago Ridge Public Library	January 2020 RB Payables	393.00
1/14/2020	Carol Stream Public Library	January 2020 RB Payables	42.34
1/14/2020	Crestwood Public Library District	January 2020 RB Payables	22.00
1/14/2020	Downers Grove Public Library	January 2020 RB Payables	41.30
1/14/2020	Eisenhower Public Library District	January 2020 RB Payables	271.97
1/14/2020	Evergreen Park Public Library	January 2020 RB Payables	63.98
1/14/2020	Flossmoor Public Library	January 2020 RB Payables	169.08
1/14/2020	Forest Park Public Library	January 2020 RB Payables	555.52
1/14/2020	Franklin Park Public Library District	January 2020 RB Payables	159.56
1/14/2020	Frankfort Public Library District	January 2020 RB Payables	59.31
1/14/2020	Glen Ellyn Public Library	January 2020 RB Payables	16.55
1/14/2020	Green Hills Public Library District	January 2020 RB Payables	7.01
1/14/2020	Hinsdale Public Library	January 2020 RB Payables	145.88
1/14/2020	Hodgkins Public Library District	January 2020 RB Payables	18.00
1/14/2020	Homewood Public Library District	January 2020 RB Payables	169.90
1/14/2020	Hillside Public Library	January 2020 RB Payables	167.01



**SWAN**

Check/Voucher Register - Check and Disbursement Register

1003 - Cash- Hinsdale Bank Checking

From 1/1/2020 Through 1/31/2020

<u>Effective D...</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Check Amount</u>
1/14/2020	Indian Prairie Public Library District	January 2020 RB Payables	7.82
1/14/2020	Itasca Community Library	January 2020 RB Payables	350.15
1/14/2020	Kaneville Public Library District	January 2020 RB Payables	20.00
1/14/2020	La Grange Public Library	January 2020 RB Payables	551.63
1/14/2020	Lyons Public Library	January 2020 RB Payables	43.51
1/14/2020	Markham Public Library	January 2020 RB Payables	197.26
1/14/2020	Matteson Public Library	January 2020 RB Payables	186.00
1/14/2020	McCook Public Library District	January 2020 RB Payables	83.93
1/14/2020	Midlothian Public Library	January 2020 RB Payables	171.94
1/14/2020	Melrose Park Public Library	January 2020 RB Payables	43.02
1/14/2020	Messenger Public Library	January 2020 RB Payables	888.48
1/14/2020	National University of Health Sciences	January 2020 RB Payables	144.95
1/14/2020	North Riverside Public Library District	January 2020 RB Payables	8.02
1/14/2020	Oak Brook Public Library	January 2020 RB Payables	89.03
1/14/2020	Oak Lawn Public Library	January 2020 RB Payables	973.88
1/14/2020	Oak Park Public Library	January 2020 RB Payables	1,515.89
1/14/2020	Palos Heights Public Library	January 2020 RB Payables	157.40
1/14/2020	Palos Park Public Library	January 2020 RB Payables	49.00
1/14/2020	Prairie State College	January 2020 RB Payables	338.00
1/14/2020	Prairie Trails Public Library District	January 2020 RB Payables	58.05
1/14/2020	River Grove Public Library District	January 2020 RB Payables	58.79
1/14/2020	Riverside Public Library	January 2020 RB Payables	136.07
1/14/2020	Schiller Park Public Library	January 2020 RB Payables	76.50
1/14/2020	South Holland Public Library	January 2020 RB Payables	475.75
1/14/2020	St. Charles Public Library District	January 2020 RB Payables	207.62
1/14/2020	Theosophical Society	January 2020 RB Payables	54.95
1/14/2020	Thornton Public Library	January 2020 RB Payables	51.01
1/14/2020	Tinley Park Public Library	January 2020 RB Payables	124.56
1/14/2020	Town & Country Public Library District	January 2020 RB Payables	96.93
1/14/2020	West Chicago Public Library	January 2020 RB Payables	205.08
1/14/2020	Westchester Public Library	January 2020 RB Payables	23.02
1/14/2020	Wood Dale Public Library District	January 2020 RB Payables	222.46
1/14/2020	Woodridge Public Library	January 2020 RB Payables	16.07
1/15/2020	First Bankcard	Jan. 2020 Credit Card Payment of Nov./Dec. Balances	5,784.38
1/16/2020	Comcast	Internet Service 1/15-2/14/20	1,260.00
1/16/2020	Dolton Public Library District	Reimbursement for Check #1819	52.00
1/16/2020	Genesis Technologies, Inc.	New Copier Lease	217.85

**SWAN**

Check/Voucher Register - Check and Disbursement Register

1003 - Cash- Hinsdale Bank Checking

From 1/1/2020 Through 1/31/2020

<u>Effective D...</u>	<u>Vendor Name</u>	<u>Transaction Description</u>	<u>Check Amount</u>
1/16/2020	Genesis Technologies, Inc.	Service & Toner for New Copier	76.50
1/16/2020	HR Source	HR Consulting	93.75
1/16/2020	ICMA Retirement Corporation	ICMA Dues 1/1/20-3/31/20	250.00
1/16/2020	Limricc-Phip	Health Insurance for January 2020	24,768.85
1/16/2020	Wellness Insurance Network-WIN	Life Insurance for January 2020	183.89
1/16/2020	Marcive, Inc.	Authority Processing for December 2019	346.98
1/16/2020	Michael Szarmach	Staff Reimbursement-Travel	243.51
1/16/2020	Scott Brandwein	Staff Reimbursement	10.21
1/16/2020	T.A. Systems Inc.	Cleaning Service for December 2019	560.00
1/16/2020	Unique Integrated Communications, Inc.	December Placements	17.90
1/16/2020	Unique Management Services, Inc.	Notices	2,588.28
1/16/2020	Victoria Totton	Staff Reimbursement-Site Visits	30.68
1/16/2020	Cintas	Mats for Doorway Entry	75.29
1/16/2020	Nicor Gas	Gas 12/19/19-1/12/20	157.73
1/21/2020	ICMA Retirement Corporation	Retirement Deductions and Contributions: Jan. 18, 2020	5,154.41
1/21/2020	ICMA Retirement Corporation	Retirement Deductions and Contributions: Jan. 18, 2020	1,729.90
1/23/2020	Paylocity Corporation	Net Wages: Jan. 18, 2020	36,691.54
1/23/2020	Paylocity Corporation	Payroll Taxes: Jan. 18, 2020	15,523.39
1/24/2020	Quail Ridge Drive Investors, LLC	February 2020 Rent Payment	8,545.07
1/24/2020	Paylocity Corporation	Payroll Service Fees: Jan. 18, 2020	166.20
		<b>Total 1003 - Cash- Hinsdale Bank Checking</b>	<b>177,118.10</b>
<b>Report Total</b>			<b>177,118.10</b>

# SWAN BOARD MEETING MINUTES

January 17, 2020 9:30 a.m.

SWAN 800 Quail Ridge Drive, Westmont, IL

## 1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Ted Bodewes
- b. Jamie Bukovac
- c. Dawn Bussey
- d. Robin Wagner
- e. Stacy Wittmann

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director  
Dawne Tortorella, SWAN Assistant Director  
Ginny Blake, SWAN Office Manager  
Edith Craig, St. Charles Public Library

There was no public comment.

## 3. Action Item

Acceptance of the January 17, 2020 SWAN Board Meeting Agenda

Wittmann moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 17, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

## 4. Action Item

Approval of SWAN Financials, January 2020

Bussey moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR DECEMBER 1, 2019 THROUGH DECEMBER 31, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR DECEMBER 2019 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Wittmann, Bodewes, Bussey, Wagner, Bukovac

## 5. Action Item

Acceptance of the December 20, 2019 SWAN Board Meeting Minutes

Wagner moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 20, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

**6. Action Item**

Acceptance of the November 15, 2019 Finance Committee Meeting Minutes

Bukovac moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 15, 2019 FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

**7. Action Item**

Acceptance of the January 8, 2020 ByLaws Committee Meeting Minutes

Wagner moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 8, 2020 BYLAWS COMMITTEE MEETING MINUTES

Motion carried by unanimous voice vote

**8. Reports**

**a. Board President Report**

No report

**b. Executive Director Report**

Skog recapped that the Clarity Task Force feedback is open until January 31<sup>st</sup> with discussion to follow at the February Board Meeting. Skog also recapped the ByLaws Review as well as the FY2021 budget. SWAN will have some down time on January 21, which is President's Day. The board would like to see a different day for this because libraries are very busy that day. Skog will follow up with IT to pick another day. The agenda for the COW meeting will include FY21 Budget & the ByLaws Revision.

**c. Operations Report**

There was a brief discussion on the BLUEcloud circulation desk observation report with some recommendations for clarification. Tara Wood to follow up.

**d. Treasurer Report**

No report

**e. Board Calendar**

Reviewed as presented

**9. Discussion Item**

Update on EBSCO Group Purchase for SWAN Libraries

Robin Hofstetter presented the EBSCO Group Purchase option. Robin worked with Leila Heath at RAILS to negotiate the pricing for SWAN. Robin discussed the cost to the members, the RAILS EBSCO package options A & B, the benefits to the members and the simplifying of the invoicing to the members. There is an option to use LLSAP Grant funds to offset the SWAN purchase in order to help the libraries that are small and do not have the extra funds to purchase. Skog discussed how the fees will be charged. Monthly statistics to all the libraries was discussed. Robin will reach out to the library contacts and the board members agreed that this discussion should be done at the COW meeting in February.

**10. Discussion Item**

SWAN ByLaws Revision

Skog included a memo outlining the changes. The board discussed the revisions for membership voting, advisory voting, dissolution and the ByLaws. The members would like an email from the attorney on paper ballot voting. Skog to follow up. Wittmann will revise the changes the board agreed on and will present at the COW meeting in February.

**11. Discussion Item**

FY21 Budget & Fees for Committee of the Whole Meeting.

Skog reviewed the FY21 Budget & Fees to the Board. Discussion on a few G/L Accounts and placement was discussed.

**12. Adjournment**

There being no further business before the Board, President Bodewes called to adjourn the meeting.

Motion carried and the meeting adjourned at 11:37 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Dawn Bussey

Board Secretary

DRAFT

# SWAN BOARD COMMITTEE MEETING OF THE WHOLE

## MINUTES

February 4, 2020 - Time 10 a.m.

600 Oak Brook Road Oak Brook, IL 60523

**SWAN Board Members in Attendance:** Julie Milavec, Downers Grove Public Library, Stacy Wittman, Eisenhower Public Library, Dawn Bussey, Glen Ellyn Public Library, Jane Jenkins, Green Hills Public Library District, Ted Bodewes, Thomas Ford Public Library

**Call to Order:** Ted Bodewes called the meeting to order at 10:00 a.m.

**Introduction of New Library Directors and Visitors:** Sara Kennedy, Green Hills Public Library District, Sean Birmingham, Villa Park Public Library District, Tim Prendergast, Hodgkins Public Library District, Lana Magnative, Oak Lawn Public Library

### Discussion Item

#### **EBSCO Database Group-Purchase Opportunity for SWAN Public Libraries**

Skog began the discussion with the E-Resources background, Robin Hofstetter discussed the purchase opportunity with EBSCO. Robin worked with Leila at RAILS to negotiate pricing for SWAN. They discussed the benefits, cost to the members with two packages offered, the approach options for libraries who cannot afford the fee. Robin will work with libraries on renewals each year. The board was very receptive to the idea. Skog discussed the RAILS Grant option. Skog discussed the next steps if we move forward with the group purchase. Skog will add some more analysis for the March Quarterly Meeting.

### Discussion Item

#### **Proposed FY21 Budget, Membership Fees, and Reserves**

Overview and Discussion of Proposed FY21 Budget Draft, Membership Fees, and Reserves  
Skog introduced the process and explained the documents included in today's packet. The three new libraries revenue & expense are including in the budget for the first six months. Skog explained this new budget is different from the past ones with the new accounting firm of Lauterbach & Amen which should be easier to follow. Some expense lines were discussed along with explanations.

### Discussion Item

#### **SWAN ByLaws Revision**

Skog began with the summary of ByLaws issues and Stacy Wittmann discussed the three main areas that the revisions encompass.

## **Announcements**

St. Charles Public Library is getting ready for temporary move and during their renovation, Batavia Public Library will be assisting. Geneva Public Library looking to open new facility soon. Villa Park Public Library had their soft open October 2019.

The next SWAN Board Meeting will be held on February 21, 2020 at SWAN Quail Ridge Meeting Room at 9:30 a.m.

The next SWAN Quarterly Meeting will be on March 5, 2020 at Oak Brook Public Library at 10:00 a.m.

## **Adjourn**

Meeting ended 11:20 a.m.



# SWAN Executive Director Report

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*February 21, 2020*

## SWAN Strategic Plan 2019-2023

Objective 1: Develop a Shared and Accurate Diagnosis of Member Dissatisfaction Around the Existing ILS and OPAC (Staff Interface and Online Catalog)

### Clarity Task Force

The presentation of the report to the membership is complete. The online feedback was open until January 31<sup>st</sup>. Clarity reviewed the 17 comments from 13 libraries.

1. Bloomingdale: 2
2. Bridgeview: 1
3. Glen Ellyn: 3
4. Hillside: 1
5. Hinsdale: 1
6. Itasca: 1
7. La Grange Park: 2
8. Matteson: 1
9. Messenger: 1
10. Oak Brook: 1
11. River Forest: 1
12. Westmont: 1
13. Worth: 1

### Recommendations from Clarity:

- After receiving the Clarity comments, Dawne already proactively visited 2 libraries to help with issues and sent one issue reported as a comment through to SWAN support to be addressed.
- Based on the comment and issues, Aaron and Dawne should conduct specific library site visits. For at least one of the libraries, Aaron and Ted Bodewes should consider a site visit.
- Some library staff took the examples Clarity provided for consortia standardization a bit too extreme, e.g. SWAN will mandate all collections be holdable, including reference collections. Follow up by SWAN staff and within 2020 advisory groups will ensure local needs are possible within the desired standardization.
- Suggestion for organizing the BLUEcloud reports and providing an improved overview of the reports available will be added to the 2020 Tactical Plan to be completed by SWAN staff.

- SWAN procedures can be complicated, so a focus on simplifying them should be undertaken. This could require some standardization within the consortium to reduce steps to complete a task.
- Clarity reps liked the idea of a call for volunteers to help with a number of issues identified within the written report. This process would identify the issues and background expertise of library staff, and the opportunity to self-nominate for the task force. The group size and composition would be determined by Aaron and Dawne. This suggestion will be incorporated into the 2020 Tactical Plan.

### Suggested Timeline for Next Steps

Meeting	Activity	Date
<b>Clarity Meeting</b>	Review 4 research findings	September 11, 2019
<b>Clarity Meeting</b>	Draft Clarity Report & Shared Diagnosis	October 9, 2019
<b>Clarity Meeting</b>	Finalize Clarity Report & Shared Diagnosis	November 13, 2019
<b>SWAN Board Meeting</b>	Clarity presentation to SWAN Board	November 15, 2019
<b>SWAN Quarterly Meeting</b>	Clarity presentation to SWAN membership	December 5, 2019
<b>Clarity Meeting</b>	Clarity reviews written membership feedback	February 12, 2020
<b>SWAN Board Meeting</b>	Board reviews findings & recommendations	February 21, 2020
<b>SWAN Board Meeting</b>	Aaron updates 2020 Tactical Plan, updates Board	March 20, 2020

### SWAN Objective 3: Reconstitute as a Mission Driven 501c3 with Clear Representative Governance Practices

#### **SWAN ByLaws Review**

The SWAN ByLaws Committee met on January 8<sup>th</sup> to review the areas of the organization bylaws as they pertain to membership decision making and voting. Stacy Wittmann gave a verbal update at the COW on February 4<sup>th</sup>. The revised bylaws and memo are posted online:

<https://support.swanlibraries.net/bylaws>

#### **EBSCO Subscription Database Group Purchase**

The group-purchase was introduced to libraries at the Committee of the Whole meeting on February 4<sup>th</sup>. The consensus was to move forward with a pricing scheme that allows the libraries who are struggling to

pay for online subscription databases. There are three funding/pricing options for the Board to consider within the February 21nd meeting agenda and packet.

## Fiscal Year 2021 Budget

The budget will be presented at the March 4<sup>th</sup> Quarterly meeting.

## Monthly Financial Report

### Accounts Receivable Update

SWAN has received \$566,172.50 of the total invoiced third quarter SWAN fees of \$667,099.50 within less than one month of billing. As of January 31, the libraries with outstanding prior and current period SWAN fees, include:

- Harvey – Owing \$29,141.97 in total, which includes the third quarter of the current fiscal year plus the most recent reciprocal borrowing invoice and other invoices past due. SWAN has since received a payment from Harvey on February 3rd in the amount of \$7,950.03 which was applied against their second and third quarter fiscal year 2018 SWAN fees to bring their total outstanding amount down to \$21,191.94.
- Calumet Park – SWAN received identical payments from Calumet Park on July 15, August 12, September 23, October 11, and November 14 in the amounts of \$3,755.00 that completely paid off all prior and current period SWAN fees. In addition, SWAN recently received additional payments from Calumet Park on December 5 and 30, each in the amount of \$2,500.00. These paid off their last partially outstanding reciprocal borrowing invoice in the amount of \$55.55, as well as their third quarter SWAN fees with the remainder (\$1,634.70) recorded as a credit on their account to be applied against their upcoming reciprocal borrowing invoices and their fourth quarter SWAN fees. As of February 10, SWAN received another payment in the amount of \$865.30, part of which was applied against their most recent reciprocal borrowing invoice and the remainder was recorded as a credit on their account to be applied against their upcoming reciprocal borrowing invoices and their fourth quarter SWAN fees. This brings their total credit balance to \$2,433.00.
- University Park – Owing \$4,293.86 for first quarter fiscal year 2020 SWAN fees plus the most recent fiscal year 2020 reciprocal borrowing invoice. Please note that University Park made payment for their second and third quarter SWAN fees as of October 28 and January 27, respectively.

SWAN Internet Access level libraries were invoiced on January 29<sup>th</sup> in the total amount of \$3,639.00.

# Operations Report: February 21, 2020

## Member Engagement – All Staff

The following abbreviations are used to show departments: UX – User Experience, Bib Srvs – Bibliographic Services, IT – Information Technology and Systems Support, Admin – Administration.

## Site Visits, Training, and Networking

During the past reporting period (January 18<sup>th</sup> – February 17<sup>th</sup>):

Date	Event Name	Attendees	Teams Represented	Topic
1/17/2020				
1/21/2020	Training: Quarterly Billing Overview & Check-In	Helen, Dawne, Ginny	Admin	Training
1/21/2020	Site Visit (Kaneville Public Library) - Services	Aaron, Dawne	Admin	Site Visit
1/21/2020	Site Visit (Alsip-Merrionette Park Public Library District) - Cataloging Users Planning	Claudia	Bib Srvs	Site Visit
1/22/2020	Circulation Advisory Meeting	Crystal, Sam, Vickie, Steven, Dave, Rudy, Tara, Dawne	UX, Bib Srvs, IT, Admin	Member meeting
1/22/2020	Training: BLUEcloud Analytics Advanced	Dawne	Admin	Training
1/23/2020	Site Visit (Tinley Park Public Library) - Brainstorming Hold Map and Item Type	Aaron, Dawne, Sam	Admin	Site Visit
1/23/2020	Discovery & User Experience Meeting	Tara, Lauren, Aaron, Dawne, Michael	UX, IT, Admin	Member meeting
1/24/2020	Outreach Users Meeting	Crystal, Dawne	UX, Admin	Member meeting
1/29/2020	Site Visit (Green Hills Public Library District) - User Registration	Vickie	IT	Site Visit
1/30/2020	Training: Circulation Basics	Crystal	UX	Training
2/4/2020	Committee of the Whole	Aaron, Robin, Tara, Crystal, Dawne, Steven, Sam	Admin, UX, Bib Srvs, IT	Governance
2/5/2020	Site Visit (Westmont Public Library) - Acquisitions	Sam, Vickie	Bib Srvs, IT	Site Visit
2/5/2020	Training: BLUEcloud Analytics Open Lab	Dawne	Admin	Training
2/6/2020	Cataloging Users Meeting	Claudia, Scott, Sam, Sue, Diane, Angela, Aaron, Dawne	Bib Srvs, IT	Member meeting

2/7/2020	Site Visit (Westchester Public Library) - Staff In Service Fine Free	Vickie, Crystal	IT, UX	Site Visit
2/10/2020	Site Visit (Geneva Public Library) - New Library Move Planning	Dawne, Aaron, Helen	Admin	Site Visit
2/11/2020	ILL Users Meeting	Helen, Dawne, Vickie	Admin, IT	Member meeting
2/11/2020	Site Visit (Messenger Public Library of North Aurora) - Pre-Cat Transition	Scott, Claudia	Bib Srvs	Site Visit
2/12/2020	Clarity Task Force Meeting	Dawne, Aaron, Scott, Steven, Tara	Admin, Bib Srvs, IT, UX	Governance
2/13/2020	Training: Serving Homebound Patrons Using WorkFlows Outreach	Crystal, Dawne	UX, Admin	Training
2/13/2020	Training: OCLC WorldCat Discovery & WorldShare ILL Integration	Dawne	Admin	Training
2/17/2020	Site Visit (Midlothian Public Library) - Remodeling/Closure Planning	Dawne	Admin	Site Visit

#### SirsiDynix & Vendor Partner Support & Consulting

- 1/22 – Consultation on Online Patron Registration with Oak Park Public Library (IT, UX)
- 2/12 – Crystal is leading a group of SirsiDynix developers/LRM and SWAN staff/members in troubleshooting ongoing problems with Outreach Search Interests. She coordinated a live test with SirsiDynix lead developer and SWAN IT to monitor system logs as the issues was replicated.
- 2/14 – Sure Sailing, consultation with SirsiDynix
  - Hold processing review, including hold map behavior
  - BLUEcloud Analytics – pulling various methods of renewing a user for reporting purposes
  - Review of identification of bills with no item information, causing database errors when accessing the bill
  - Item count reset against a large consortium database and inability to update on an annual basis due to reindexing requirements

### SWAN Assistant Director (Dawne Tortorella)

#### Library Renovations, Closures, New Facilities

Library closures due to renovations and new facilities are happening at a steady pace which is exciting news for our patrons. To help make these closures as smooth as possible for patrons and staff of the affected library, as well as SWAN partner libraries, we are working closely with libraries to provide recommended changes in procedures, access to collections, and circulation/hold map entries. These changes are carefully planned with the affected library and include an onsite visit, as well as ongoing virtual meetings to check progress and coordinate tasks.

Dawne and Helen will serve as contacts in coordination of these projects. Of particular note are the St. Charles Public Library move to Haines Middle School starting in early March and the Geneva Public Library opening of their new facility later this spring.

## **SWAN Bibliographic Services (Scott Brandwein)**

### **Cataloging User Group**

The first Cataloging User Group of 2020 took place at Villa Park Public Library. Chaired by Claudia Nickson (Bibliographic Services Consultant, SWAN) and Sandra Leyva (Patron Services Manager, Alsip-Merrionette Park Public Library), the member-driven agenda included discussion of varying practices regarding on-order records, bibliographic markers useful to searching for audio materials on vinyl, interface changes, Library of Things best practices, and demonstrations of some features of SWAN's support site and ticketing system. Feedback seemed positive, and we are excited to see how this group and Cataloging Advisory can work together in the future.

### **February 23-24 Weekend Bibliographic Updates**

The rebuild originally planned for President's Day weekend was moved back to instead begin the evening of February 23<sup>rd</sup>, but the list of bibliographic updates remains unchanged. We will send the membership a finalized list of expected updates during the week of February 17<sup>th</sup>.

### **Messenger Public Library District of North Aurora Cataloging Status**

Messenger Public Library's Head of Technical Services, Joanne Galloway, is retiring at the end of February, and they have opted to step down as a member of our OCLC Cataloging Libraries. SWAN met with Messenger staff to discuss this transition, and we are working on getting reports and permissions cleaned up. Messenger will be transitioning their internal workflows over the coming weeks up to the official changeover date of February 27<sup>th</sup>.

SWAN staff are grateful for the contributions Joanne and the Messenger staff have made to the quality of our bibliographic database since the 2018 migration.

### **RDA New Concepts Workshops**

SWAN Bibliographic Services staff will be participating in a workshop series on new and updated RDA entities introduced by the IFLA Library Reference Model. This will serve to keep our staff up-to-date on emerging features of RDA and report back to Cataloging Advisory to examine the changes and adopt them into local practice as necessary. Regardless of the level in which SWAN and member catalogers utilize the new entities, we will have to ensure that our software (Symphony and Enterprise) is configured to recognize, index, and display any new elements. We have had difficulty in the past with new RDA elements conflicting with Symphony configuration, and this is an opportunity to keep ahead of these possible issues. The workshop series runs for 5 weeks starting February 19<sup>th</sup>.

### **OHM Update (OSMOSIS Replacement)**

SWAN still plans on transitioning away from TMQ's services early by March 1<sup>st</sup>. With this in mind, we've begun running comparison data between TMQ's process and SWAN's model. TMQ performed a batchload in February that was not previously planned, and they have provided the files of adds and

deletes that they sent to OCLC for processing. This is the first time we have had this data, and we can use it to compare the adds and deletes generated by OHM using the same bibliographic extracts. We will be doing this with data from a single library and sending adds and deletes to OCLC for this small batch as a test. If successful, we will be able to move forward with our March 1<sup>st</sup> transition as planned.

Once we get a better picture of this data, we can update the membership on the differences they can expect in holdings maintenance.

### Cataloging Counts: SWAN Bibliographic Services

*Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.*

For January, there were 237 upgrades of minimal level records in OCLC to full records.

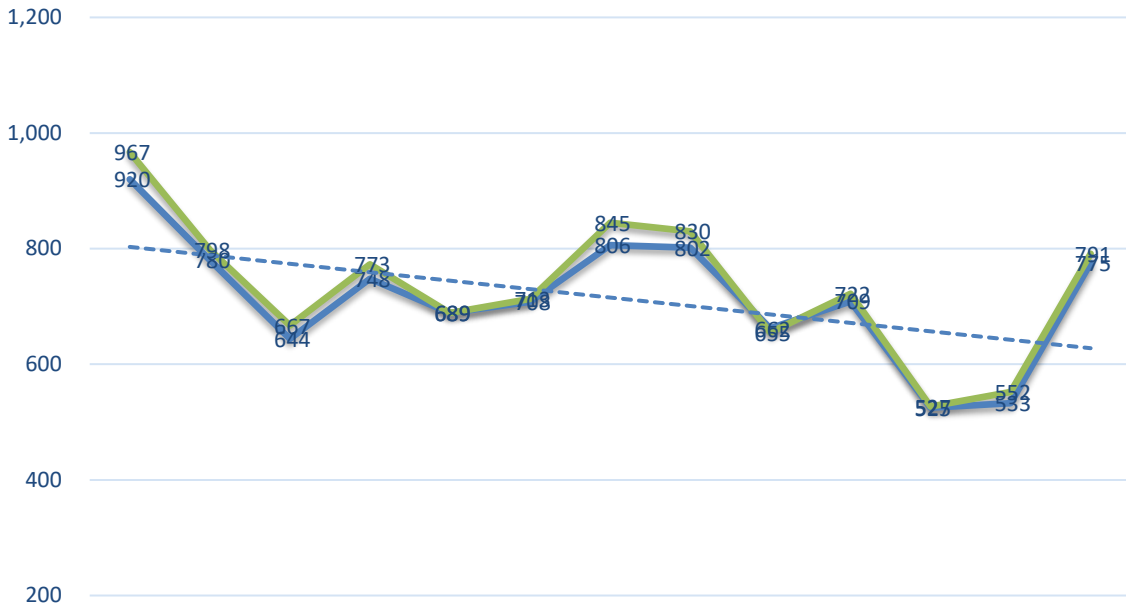
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Orig 2018</b>	122	89	147	70	119	148	118	167	116	209	194	92	<b>1,591</b>
<b>Copy 2018</b>	3,896	3,348	5,157	4,614	2,851	1,493	2,138	2,459	2,010	1,866	1,376	2,056	<b>33,264</b>
<b>Orig 2019</b>	126	82	106	211	92	163	127	175	171	102	97	107	<b>1,569</b>
<b>Copy 2019</b>	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362	2,605	1,648	1,587	<b>24,656</b>
<b>Orig 2020</b>	99												
<b>Copy 2020</b>	1,908												

### SWAN IT & System Support Services (Steven Schlewitt)

#### Support Tickets

As of February 14<sup>th</sup>, 68 tickets are currently open. Several notable tickets opened during the last month relate to the Symphony 3.6.2 upgrade, with questions over feature enhancements or troubleshooting/assistance requests with the WorkFlows update.

## SWAN Support Tickets Jan 2019- Jan 2020



	Jan-19	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Opened	920	780	644	748	689	708	806	802	662	709	525	533	775
Closed	967	798	667	773	689	713	845	830	655	722	527	552	791

Tickets Submitted to SWAN

### General IT & System Support Projects

- Project OHM development, collaboration with LLSAPs – Rudy with Scott (Bib Svcs)
- On-order item hold cancellation custom notice development – Rudy with Scott (Bib Svcs) and Tara (UX)
- Staff laptop image refresh – Ian, Michael
- BLUEcloud Central Acquisitions configuration – Steven with Sam (Bib Svcs)
- BLUEcloud Pilot user additions – Steven, Michael
- Annual Patron Purge – Dave, Vickie, Michael with Helen (Admin)
- SWAN Community Forums pilot – IT Team
- Library Market new vendor setup – Ian, Rudy
- Web Services 6.0 upgrade prep – Steven, Rudy
- Library “Fine Free” site visits and consultation – Vickie
- SWAN Patron Website system migration – Ian, Rudy with Tara (UX)
- SWANx 2020 planning – Steven with Admin Team



## Symphony 3.6.2 Upgrade Complete

With the help of SirsiDynix installation engineers, SWAN completed the upgrade to Symphony 3.6.2 on Thursday, January 16<sup>th</sup>, and began working with libraries to ensure completion of the WorkFlows client updates shortly after. As of February 14<sup>th</sup>, 70 libraries have reported successful completion of the update. Following the client update deadline of February 17<sup>th</sup>, the IT Team will begin reaching out to libraries individually to facilitate completion of remaining updates.

## Online Patron Registration

The SWAN-developed Online Patron Registration tool is nearing the pilot phase of development with the Oak Park Public Library soon adopting the tool for public use. Working with Martyn Churchouse of Oak Park, the development team (consisting of Rudy as the lead developer, Tara, Steven, Dave, and Vickie) has designed a tool that integrates with the SWAN Patron Website. The site provides registering patrons with a branded experience to gather the necessary information. Following built-in verifications of address and duplicate checks, a patron is generated on the Symphony server, ready for immediate use to place limited holds, access digital content and online reference materials. Prior to checkout of physical materials, the patron must follow-up with the library to have the account converted to a permanent card.

Following a successful pilot with Oak Park, the development team will be reaching out to other member libraries that have expressed interest. At the current rate of development, the tool is expected for membership-wide use by this Spring.

## Email Notice Tracking

As of February 14<sup>th</sup>, SWAN sent 427,067 emails from the Symphony server over the previous 30-day period and observed a delivery success rate of 98.96% (422,632), with 0.11% (449) of those emails bouncing due to a patron email issue and 0.00% (6) of those emails reported as SPAM by the patron.

## Outage Tracking (as of February 14<sup>th</sup>)

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
1/15/2020	22:40	330	Symphony	Yes	No	Symphony 3.6.2 upgrade
1/15/2020	22:40	330	Enterprise	Yes	No	Symphony 3.6.2 upgrade

## SWAN User Experience (Tara Wood)

### Advisory Groups

Circulation Advisory and Discovery and User Experience Advisory (DUX) met the week of January 20<sup>th</sup>. Circulation Advisory participated in a training outline activity to plan a series of new online circulation trainings that Crystal is developing. DUX completed a System Usability Scale (SUS) scale analysis of 9 discovery platforms as part of the Discovery Platform Evaluation.

The first meeting of the Public Services User Group will be February 20<sup>th</sup>, and Tara and Crystal will lead the first meeting. The first meeting of the e-Resources Advisory group will be February 27<sup>th</sup>, and Robin is the chair of that group.

### BLUEcloud Circulation

Phase 2 of the BLUEcloud Circulation evaluation begins this week. Additional staff at Eisenhower Public Library and Hinsdale Public Library will begin using BLUEcloud Circulation at public service desks, and SWAN ITSS staff have set up individual logins for all new participants. We received some positive feedback from Peggy Tomzik at Eisenhower Public Library on getting new staff set up in BLUEcloud Circulation. She reports that:

“Staff are doing very well! BLUEcloud, even at this stage, has a lot to offer, and there are definitely things we like, and other areas that will need to be developed further before we can fully depend on it at the Library Services Desk.”

### BLUEcloud Mobile

The BLUEcloud Mobile app received an upgrade. You can read more about the features of this upgrade on the support site: <https://support.swanlibraries.net/news/2020-01/67075>

### Online Patron Renewals

Crystal tested functionality from SirsiDynix that would allow patrons to renew their cards online through Enterprise. She was able to successfully enable this function on a test profile in Enterprise, and she is completing the documentation so libraries can enable this feature for patrons if they desire. This feature is available on an individual opt-in basis.

**Your status: ALERT**

**Your account expires:  
1/16/20**

Renew

For libraries interested in this feature:

- Patrons would receive an alert in their Enterprise account 28 days before their card expires with the option to renew their card
- Blocked patrons could still renew their card, but obviously wouldn't be able to use it until they clear the block
- The NCOA process can take care of patrons that renew their card but have moved

### New Patron Help Site

Crystal demoed the new patron help site at the January Circulation Advisory meeting. Rudy and Ian set up the new patron site on an Azure server, and we plan to go live with the site on March 2<sup>nd</sup>. We will be sharing the test link with user groups soon for feedback. The site will be linked from Enterprise profiles to replace the current, generic SirsiDynix catalog help.

### Support Site

Crystal will be leading a review of the SWAN support site, working with SWAN staff to audit their content for accuracy and usability. In this process, we expect to make some incremental improvements to existing documentation and identify any gaps in content.

In addition, SWAN staff added a new trainings page that should make training recordings easier to browse and search: <https://support.swanlibraries.net/meetings-trainings/tutorials/search>

### **New Online Trainings Available**

Crystal developed two new trainings this month, and the recordings are available on the SWAN Support Site:

- Circulation basics, which provides an overview of basic processes every circulation staff member or volunteer needs to know
- Serving homebound patrons using Workflows Outreach

There will be more to come!

### **Group Database Purchase**

As the EBSCO database purchase received positive feedback at the Committee of the Whole meeting, Robin and Tara are preparing for the configuration work on the horizon. Our ITSS colleagues are gathering up IP addresses for all of our libraries, which are needed to sign the EBSCO contract. In addition, we are working on a process to create and share OpenAthens links to resources for all of the libraries adding new resources.

### **Discovery Platform Evaluation**

We are at the final phase of the Discovery Platform Evaluation and plan to offer a full report of findings at the March DUX meeting.

The first phase of the evaluation was a comprehensive survey of library discovery platforms, which were evaluated against a set of inclusion and exclusion criteria by SWAN staff.

#### ***Inclusion criteria***

- Available for use or sale in the U.S. (with implementations for U.S. based customers)
- Web based
- Responsive catalog or mobile site (apps are not a factor in inclusion)
- Federated search of circulating physical materials and e-resources
- Live implementations for consortia

#### ***Exclusion criteria***

- Systems primarily for museums, schools, special libraries or special collections, or academic libraries – the system must be designed to handle a large volume of holds in a large consortium with a majority of public libraries
- Systems primarily for a single-site library or libraries with collections under a set threshold
- Systems no longer supported by the vendor

Of the 60 platforms found in the survey, 9 platforms met the inclusion criteria. The platform survey report is available on the SWAN support site:

[https://support.swanlibraries.net/sites/default/files/meeting/20\\_01\\_23/Discovery%20Platform%20Evaluation%20Survey.pdf](https://support.swanlibraries.net/sites/default/files/meeting/20_01_23/Discovery%20Platform%20Evaluation%20Survey.pdf)

In the second phase of the evaluation, the Discovery and User Experience Advisory Group (DUX) completed a System Usability Scale (SUS) analysis of the 9 discovery platforms, looking at core search functionality, search relevancy, and reader's advisory features. SUS is an industry standard scale used to reliably measure usability of products and services, including hardware, software, mobile devices, websites and applications. It is especially useful for comparing platforms. In this analysis, 4 platforms scored higher than Enterprise: BiblioCore, Aspen, Encore, and Koha.

BiblioCore and Aspen were selected for inclusion in the final phase of the evaluation, since they received the highest median scores and are ILS-agnostic, meaning we could move to these platforms on our current ILS, and if we were to ever migrate to another ILS we would have the possibility of keeping our discovery system.

In the final phase of the evaluation, SWAN staff will work with vendors to complete a weighted feature matrix for Enterprise, Aspen, and BiblioCore. The feature matrix consists of 200 features defined by SWAN staff and DUX, and it will help SWAN staff and member libraries to compare these three platforms.

It is important to note that the feature matrix compares the availability of features only and the scores that result from this analysis will not necessarily indicate "the best" platform. In addition to the results of the feature matrix, conversations about the future of our discovery system will need to address questions around:

- Open Source vs. proprietary platforms
  - One platform on the list, Aspen, is Open Source while Enterprise and Bibliocommons are proprietary – there are advantages and concerns with both types
- Development needs and processes
  - How easy will it be to develop or request development on these platforms?
- Long-term sustainability
  - Is the platform using modern standards, receiving regular updates, and otherwise demonstrating that it is a long-term solution for SWAN?
- Staffing and support
  - What does staffing at support look like for this platform, both for the vendor and within SWAN if we were to move to an Open Source platform?
- Strategic initiatives
  - How does this platform impact SWAN strategic initiatives, as outlined in the strategic plan and in the work of the Clarity Task Force?

**SWAN**  
**Calendar-Timetable of Deadlines and Board Action Requirements**

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
Monday, July 1, 2019		SWAN FY20 Budget goes into effect.
Friday, July 19, 2019	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation.
Thursday, August 1, 2019		LLSAP Grant application package due to RAILS
Friday, August 9, 2019	Regular SWAN Board Meeting	CANCELLED
Friday, August 16, 2019	SWAN Expo	Annual conference at Moraine Valley Community College
Friday, August 23, 2019	Regular SWAN Board Meeting	Discussion with Secretary on Closed Session Review
Thursday, September 5, 2019	Quarterly	Introduce new SWAN Board members
Friday, September 20, 2019	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
August–September 2019		RAILS reviews LLSAP grant applications and determines awards
Tuesday, October 1, 2019		RAILS responds with award letter and grant agreement
Friday, October 18, 2019	Regular SWAN Board Meeting	Aaron begins work on FY21 budget, brings questions to SWAN Board if needed.
November [TDB]	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 15, 2019	Regular SWAN Board Meeting	Board accepts FY19 audit.
		Aaron to bring FY20 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2020 calendar.
Thursday, December 5, 2019	Quarterly	Announce FY21 Budget Process
Friday, December 20, 2019	Regular SWAN Board Meeting	Review of FY21 Budget Draft.

**SWAN**  
**Calendar-Timetable of Deadlines and Board Action Requirements**

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
		Approve FY21 LLSAP grant agreement
Wednesday, January 1, 2020		Signed LLSAP grant agreements due to RAILS
Friday, January 17, 2020	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review. Review Succession Plan for ED.
January 2020 [TBD]	SWANcom	Board present draft budget to membership.
	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
Tuesday, February 4, 2020	Membership Meeting	Meeting to discuss FY21 budget, fees, and reserves worksheet.
Friday, February 21, 2020	Regular	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
		Closed session minutes 6 month review.
Thursday, March 5, 2020	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2020	Regular SWAN Board Meeting	Determine if Finance/Personnel Committee meeting is needed.
March 2020 [TBD]	Finance Committee/ Personnel Committee Joint [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 17, 2020	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.
May 2020 [TBD]	SWANcom	Announce election info.

**SWAN**  
**Calendar-Timetable of Deadlines and Board Action Requirements**

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
Friday, May 15, 2020	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 4, 2020	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 19, 2020	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY22 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Tuesday, June 30, 2020		OCLC State-wide Group Services Agreement Ends
Wednesday, July 1, 2020		SWAN FY21 Budget goes into effect
		FY21 RAILS LLSAP grant payments and in-kind services begin
Friday, July 17, 2020	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-
Sunday, January 31, 2021		FY21 LLSAP Grant semiannual reports due to RAILS

# EBSCO Group-Purchase Funding

Based on library director feedback received at the Committee of the Whole meeting, SWAN staff were tasked with coming up with a funding solution for the 92 public libraries that will participate in the subscription database group purchase. Many directors responded positively to the idea of some shared discount that perhaps was not the full 51% discount on the \$420,000 purchase but that some percentage be used to fund those libraries unable or unwilling to participate.

## Group-purchase arrangement

- All public libraries would be required to participate. There would not be an option for these libraries to seek local trustee approval and become a non-participant.
- SWAN would manage the license for July 1, 2020 – June 30, 2021
- SWAN would provide each library the final cost amount so that each library can record the expense in their appropriate budget line.
- SWAN would include the cost on the membership fee invoice.

## Next Steps

1. SWAN Board reviews the funding options presented and recommends the option to bring to the March 4<sup>th</sup> Quarterly meeting.
2. SWAN membership discusses the purchase and votes to move forward using the same voting requirements within the SWAN Bylaws for approving the budget.

## Funding Options

SWAN staff have created three options for funding the group purchase.

### **Option 1: 39% discount for 74 libraries & \$0 cost for 18 libraries**

Based on SWAN Electronic Resources Consultant Robin Hofstetter outreach, SWAN has identified 18 libraries that would prefer not to participate. The approach for FY21 would be to move forward with the purchase and work on the 18 libraries participating cost for next year.

1. Bensenville Community Public Library District
2. Blue Island Public Library
3. Calumet Park Public Library
4. Chicago Heights Public Library
5. Harvey Public Library District
6. Kaneville Public Library District
7. Markham Public Library
8. Maywood Public Library District
9. McCook Public Library District
10. Nancy L. McConathy Public Library District



11. North Riverside Public Library District
12. Northlake Public Library District
13. River Grove Public Library District
14. Riverdale Public Library
15. Steger-South Chicago Heights Library District
16. Summit Public Library District
17. Thornton Public Library
18. William Leonard Public Library District

**Option 2: 47% for everyone, but some have a higher discount**

Using the tax information gathered, SWAN created a discount that would be applied to individual libraries who receive a tax payment shortfall. This is based on the same tax information gathered for the SWAN FY21 budget. This does help some of the 18 libraries who would struggle to pay, but others included in the 18 only get the 47% discount. All libraries pay something.

For example, Harvey Public Library District only received 63% of its tax levy. This becomes an additional 37% added to the 47% for a total 84% reduction on the full EBSCO price.

**Option 3: SWAN Membership Fee Formula for Public Libraries Determines Price**

The SWAN public library formula would set a base price for the EBSCO purchase at \$2,283 per library and then using the same approach for the member fee formula, add an additional cost on top of the \$2,283. This means the discount per library varies widely, but all libraries get a discount (except Bedford Park). All libraries pay something.

Library	EBSCO Package B 2020 Full Pricing: No Discount	Pricing Option		Option 2: 47% Discount- Everyone Pays Something, But Some With Larger Discounts		Option 3: SWAN Membership Fee Formula \$2,283 Base Each Pays + Additional Based on Library Tax		Current Pricing Collected by SWAN
		1: 39% Discount + Some Pay \$0	Option 1 Discount %	Option 2 Equity Discount	Option 3 Discount %	Revenue	Discount %	
Acorn Public Library District	\$12,877	\$7,855	39%	\$6,493	50%	\$3,618	72%	\$0
Alsip-Merrionette Park Public Library District	\$8,934	\$5,450	39%	\$4,630	48%	\$5,226	41%	\$8,730
Batavia Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$6,753	24%	\$0
Bedford Park Public Library District	\$3,020	\$1,842	39%	\$1,601	47%	\$4,009	-33%	\$2,919
Beecher Community Library District	\$5,265	\$3,212	39%	\$2,790	47%	\$2,671	49%	\$0
Bellwood Public Library	\$8,934	\$5,450	39%	\$3,973	56%	\$4,584	49%	\$5,632
Bensenville Community Public Library District	\$8,934	\$0	100%	\$4,735	47%	\$4,283	52%	\$0
Berkeley Public Library	\$5,265	\$3,212	39%	\$2,809	47%	\$2,761	48%	\$3,168
Berwyn Public Library	\$17,566	\$10,715	39%	\$8,982	49%	\$6,715	62%	\$18,006
Bloomington Public Library	\$8,934	\$5,450	39%	\$4,735	47%	\$6,034	32%	\$15,113
Blue Island Public Library	\$8,934	\$0	100%	\$4,776	47%	\$3,824	57%	\$0
Bridgeview Public Library	\$8,934	\$5,450	39%	\$4,586	49%	\$3,729	58%	\$8,730
Broadview Public Library District	\$5,265	\$3,212	39%	\$2,717	48%	\$3,735	29%	\$3,168
Brookfield Public Library	\$8,934	\$5,450	39%	\$4,646	48%	\$5,149	42%	\$8,730
Calumet City Public Library	\$12,877	\$7,855	39%	\$5,171	60%	\$4,225	67%	\$13,094
Calumet Park Public Library	\$5,265	\$0	100%	\$2,104	60%	\$2,504	52%	\$0
Carol Stream Public Library	\$12,877	\$7,855	39%	\$6,825	47%	\$6,777	47%	\$0
Chicago Heights Public Library	\$12,877	\$0	100%	\$4,735	63%	\$3,338	74%	\$0
Chicago Ridge Public Library	\$8,934	\$5,450	39%	\$4,631	48%	\$4,041	55%	\$0
Cicero Public Library	\$24,220	\$4,844	80%	\$12,766	47%	\$4,525	81%	\$0
Clarendon Hills Public Library	\$5,265	\$3,212	39%	\$2,790	47%	\$3,242	38%	\$4,910
Crestwood Public Library District	\$5,265	\$3,212	39%	\$2,674	49%	\$2,961	44%	\$4,910
Crete Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$4,572	49%	\$8,730
Dolton Public Library District	\$8,934	\$5,450	39%	\$3,623	59%	\$3,815	57%	\$0
Downers Grove Public Library	\$12,877	\$7,855	39%	\$6,825	47%	\$8,246	36%	\$13,094
Eisenhower Public Library District	\$8,934	\$5,450	39%	\$4,647	48%	\$6,866	23%	\$5,632
Elmwood Park Public Library	\$8,934	\$5,450	39%	\$4,625	48%	\$4,309	52%	\$5,632
Evergreen Park Public Library	\$8,934	\$5,450	39%	\$4,582	49%	\$3,767	58%	\$0
Flossmoor Public Library	\$5,265	\$3,212	39%	\$2,580	51%	\$3,965	25%	\$0
Forest Park Public Library	\$8,934	\$5,450	39%	\$4,643	48%	\$4,623	48%	\$5,129
Frankfort Public Library District	\$12,877	\$7,855	39%	\$6,825	47%	\$5,265	59%	\$7,589

Library	EBSCO Package B 2020 Full Pricing: No Discount	Pricing Option		Option 2: 47% Discount- Everyone Pays Something, But Some With Larger Discounts		Option 3: SWAN Membership Fee Formula \$2,283 Base Each Pays + Additional Based on Library Tax		Current Pricing Collected by SWAN
		1: 39% Discount + Some Pay \$0	Option 1 Discount %	Option 2 Equity Discount	Option 3 Discount %	Revenue	Discount %	
Franklin Park Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$4,608	48%	\$11,222
Geneva Public Library District	\$12,877	\$7,855	39%	\$6,825	47%	\$8,655	33%	\$0
Glen Ellyn Public Library	\$8,934	\$5,450	39%	\$4,735	47%	\$7,619	15%	\$8,463
Glenwood-Lynwood Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$3,582	60%	\$0
Grande Prairie Public Library District	\$12,877	\$7,855	39%	\$6,825	47%	\$4,171	68%	\$8,448
Green Hills Public Library District	\$12,877	\$7,855	39%	\$6,825	47%	\$5,317	59%	\$12,231
Harvey Public Library District	\$8,934	\$0	100%	\$1,432	84%	\$3,402	62%	\$0
Hillside Public Library	\$5,265	\$3,212	39%	\$2,660	49%	\$3,822	27%	\$4,910
Hinsdale Public Library	\$8,934	\$5,450	39%	\$4,735	47%	\$5,869	34%	\$0
Hodgkins Public Library District	\$3,020	\$1,842	39%	\$1,601	47%	\$3,003	1%	\$0
Homewood Public Library District	\$8,934	\$5,450	39%	\$4,535	49%	\$5,059	43%	\$8,730
Indian Prairie Public Library District	\$12,877	\$7,855	39%	\$6,825	47%	\$6,921	46%	\$0
Itasca Community Library	\$5,265	\$3,212	39%	\$2,790	47%	\$4,193	20%	\$0
Justice Public Library District	\$8,934	\$5,450	39%	\$4,586	49%	\$2,672	70%	\$5,632
Kaneville Public Library District	\$3,020	\$0	100%	\$1,601	47%	\$2,389	21%	\$0
La Grange Park Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$4,632	48%	\$5,632
La Grange Public Library	\$8,934	\$5,450	39%	\$4,701	47%	\$5,307	41%	\$5,632
Lansing Public Library	\$8,934	\$5,450	39%	\$4,382	51%	\$5,259	41%	\$13,555
Lyons Public Library	\$8,934	\$5,450	39%	\$4,476	50%	\$3,136	65%	\$8,730
Markham Public Library	\$8,934	\$0	100%	\$3,097	65%	\$2,908	67%	\$0
Matteson Area Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$5,210	42%	\$5,632
Maywood Public Library District	\$8,934	\$0	100%	\$3,606	60%	\$3,905	56%	\$0
McCook Public Library District	\$3,020	\$0	100%	\$1,556	48%	\$2,793	8%	\$0
Melrose Park Public Library	\$8,934	\$5,450	39%	\$4,812	46%	\$3,456	61%	\$8,730
Messenger Public Library of North Aurora	\$8,934	\$5,450	39%	\$4,735	47%	\$4,519	49%	\$8,730
Midlothian Public Library	\$8,934	\$5,450	39%	\$4,493	50%	\$3,916	56%	\$5,632
Nancy L. McConathy Public Library District	\$8,934	\$0	100%	\$4,735	47%	\$2,613	71%	\$0
North Riverside Public Library District	\$5,265	\$0	100%	\$2,752	48%	\$3,562	32%	\$0
Northlake Public Library District	\$8,934	\$0	100%	\$4,626	48%	\$4,686	48%	\$0
Oak Brook Public Library	\$5,265	\$3,212	39%	\$2,790	47%	\$3,500	34%	\$4,910
Oak Lawn Public Library	\$17,566	\$10,715	39%	\$8,982	49%	\$9,260	47%	\$18,006

Library	EBSCO Package B 2020 Full Pricing: No Discount	Option 1		Option 2: 47% Discount- Everyone Pays Something, But Some With Larger Discounts		Option 3: SWAN Membership Fee Formula \$2,283 Base Each Pays + Additional Based on Library Tax		Current Pricing Collected by SWAN
		Pricing Option 1: 39% Discount + Some Pay \$0	Option 1 Discount %	Option 2 Equity Discount	Option 2 Equity Discount	Option 3 Discount %	Option 3 Discount %	
Oak Park Public Library	\$17,566	\$10,715	39%	\$9,640	45%	\$13,195	25%	\$18,006
Palos Heights Public Library	\$8,934	\$5,450	39%	\$4,601	48%	\$3,911	56%	\$8,730
Palos Park Public Library	\$3,020	\$1,842	39%	\$1,562	48%	\$2,871	5%	\$0
Park Forest Public Library	\$8,934	\$5,450	39%	\$2,437	73%	\$4,782	46%	\$8,730
Prairie Trails Public Library District	\$12,877	\$7,855	39%	\$6,541	49%	\$4,652	64%	\$13,094
Richton Park Public Library District	\$8,934	\$5,450	39%	\$4,109	54%	\$3,431	62%	\$0
River Forest Public Library	\$8,934	\$5,450	39%	\$4,675	48%	\$3,891	56%	\$0
River Grove Public Library District	\$8,934	\$0	100%	\$4,566	49%	\$2,830	68%	\$0
Riverdale Public Library	\$8,934	\$0	100%	\$4,735	47%	\$2,924	67%	\$0
Riverside Public Library	\$5,265	\$3,212	39%	\$2,751	48%	\$3,681	30%	\$4,910
Schiller Park Public Library	\$8,934	\$5,450	39%	\$4,610	48%	\$3,588	60%	\$0
South Holland Public Library	\$8,934	\$5,450	39%	\$4,381	51%	\$4,887	45%	\$5,632
St Charles Public Library District	\$17,566	\$10,715	39%	\$9,310	47%	\$12,457	29%	\$0
Steger-South Chicago Heights Library District	\$8,934	\$0	100%	\$4,735	47%	\$2,804	69%	\$0
Stickney-Forest View Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$3,822	57%	\$0
Sugar Grove Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$3,089	65%	\$5,632
Summit Public Library District	\$8,934	\$0	100%	\$4,500	50%	\$2,738	69%	\$0
Thomas Ford Memorial Library	\$8,934	\$5,450	39%	\$4,699	47%	\$4,057	55%	\$5,632
Thornton Public Library	\$3,020	\$0	100%	\$1,451	52%	\$2,460	19%	\$0
Tinley Park Public Library	\$17,566	\$10,715	39%	\$9,110	48%	\$8,889	49%	\$18,006
Town and Country Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$3,925	56%	\$0
University Park Public Library District	\$5,265	\$3,212	39%	\$2,790	47%	\$2,990	43%	\$0
Villa Park Public Library	\$8,934	\$5,450	39%	\$4,735	47%	\$6,094	32%	\$21,272
West Chicago Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$5,109	43%	\$8,730
Westchester Public Library	\$8,934	\$5,450	39%	\$4,593	49%	\$3,894	56%	\$8,730
Westmont Public Library	\$8,934	\$5,450	39%	\$4,735	47%	\$4,713	47%	\$8,730
William Leonard Public Library District	\$5,265	\$0	100%	\$1,199	77%	\$2,523	52%	\$0
Wood Dale Public Library District	\$8,934	\$5,450	39%	\$4,735	47%	\$5,363	40%	\$0
Woodridge Public Library	\$12,877	\$7,855	39%	\$6,825	47%	\$7,073	45%	\$0
Worth Public Library District	\$8,934	\$5,450	39%	\$4,540	49%	\$3,284	63%	\$5,632
	<b>\$840,840</b>	<b>\$420,019</b>		<b>\$423,155</b>		<b>\$420,000</b>		<b>\$429,207</b>

# SWAN Board Elections

In July 2020, SWAN will have two positions up for election to the SWAN Board.

## Timetable

Election Process Announced	March 4 (Quarterly)
Self-Nominations Accepted	March 4 - 22
Names of Candidates Released	April 6
In Person Ballot at June Quarterly Meeting	June 6 (Quarterly)
Results Announced	June 6 (Quarterly)
Elected Candidates invited to June SWAN Board Meeting	June 19
Candidates' Terms Begin	July 1
July Board Meeting	July 17



# SWAN Administrators' & Directors' Quarterly Meeting

March 4, 2020

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library, 600 Oak Brook Road, Oak Brook, IL 60523  
Meeting Room

## Agenda

1. Call to Order and Welcome (Ted)
2. Public Comment (Ted)
3. Introduction of New Library Directors (Ted)
4. Action Item-- Approval of the December 5, 2019 Quarterly Meeting Minutes (Ted)
5. Action Item – Approval of Revised SWAN ByLaws (Stacy)
6. Action Item—Approval of the FY21 Budget & Fee Schedule (Ted & Aaron)
7. Action Item – Approval of FY21 EBSCO Group-Purchase for SWAN Public Libraries (Aaron)
8. Information Item – 2020 SWAN Board Election Process (Ted)
9. Information Item— What Does a Fine Fee Library Look Like? (Dawne)
10. Information Item – SWAN Community Forums Overview (Tara)
11. Information Item – SWAN & SirsiDynix Agreement Extension (Aaron)
12. Announcements and Questions (Ted)
13. Next meetings

## Meeting Information

Member Comment after each agenda item.

The Quarterly Meeting will be live-streamed via GoToMeeting. The URL below is specific to the date of the meeting. Please join the meeting from your computer, tablet or smartphone.

[Insert link here]