# SWAN BOARD MEETING AGENDA

**February 17, 2023 9:30 a.m.**

**Blue Island Public Library**
**2433 York Street**
**Blue Island, IL 60406-2011**

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 17, 2023 SWAN Board Meeting Agenda

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 17, 2023 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, January 2023 (Exhibit pgs. 3-16)

   a. Balance sheet and detail of expenditures for January 2023
   b. Approval of the payment of bills for January 1, 2023, through January 31, 2023 in the amount of $66,139.24

   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1 THROUGH JANUARY 31, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR JANUARY 2023

5. Action Item – Acceptance of the January 20, 2023, SWAN Board Meeting Minutes (Exhibit pgs. 17-20)

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 20, 2023 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Acceptance of the February 7, 2023, SWAN Committee of the Whole Meeting Minutes (Exhibit pg. 21)

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 7, 2022 SWAN COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

7. Action Item – Acceptance of the October 4, 2022, SWAN Committee of the Whole Meeting Minutes (Exhibit pg. 22)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 4, 2022 SWAN COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

8. Reports

   a. Board President Report (Exhibit pgs. 23-29)
   b. Executive Director Report (Exhibit pgs. 30-35)
   c. Operations Report (Exhibit pgs. 36-56)
   d. Treasurer Report
   e. Board Calendar (Exhibit pgs. 57-59)

9. Discussion Item – SWAN fiscal year 2024 budget & fees draft (Exhibit pgs. 60-85)

10. Discussion Item – March Quarterly meeting agenda (Exhibit pg. 86)

11. Information Item—Board election timetable (Exhibit pgs. 87-88)

12. 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, 2023 |
| Jennifer Cottrill | Midlothian Public Library | Vice-president | July 1, 2023 |
| Dorothy Koll | Acorn Public Library District | | July 1, 2024 |
| Tim Jarzemsky | Bloomindale Public Library | Treasurer | July 1, 2024 |
| Anna Wassenaar | Blue Island Public Library | | July 1, 2025 |
| Colleen Waltman | Homewood Public Library | | July 1, 2025 |
| Jesse Blazek | Palos Heights Public Library | Secretary | July 1, 2025 |

# SWAN Library Services
## Balance Sheet
## As of January 31, 2023

| | Balance End of Month |
|---|---|
| **ASSETS** | |
| Cash and Cash Equivalents | |
| Hinsdale Bank - Operating - 2176 | $ 1,657,914.96 |
| Hinsdale Bank - MM - 5010 | 1,003,276.67 |
| Propay Funds | $ 42.86 |
| Total Cash and Cash Equivalents | $ 2,661,234.49 |
| Current Assets | |
| Accounts Receivable | 300,661.42 |
| REINT Receivable | - |
| Other Receivables | - |
| Deposits | 23,467.08 |
| Prepaid Expenses | 9,774.34 |
| Spares Inventory | 1,732.50 |
| Total Current Assets | $ 335,635.34 |
| Capital Assets, net | |
| Building and Improvements | 6,895.00 |
| Equipment | 36,500.50 |
| Computers | 324,383.36 |
| Accumulated Depreciation | (348,905.85) |
| Total Capital Assets, net | $ 18,873.01 |
| Total Assets | $ 3,015,742.84 |
| **LIABILITIES** | |
| Current Liabilities | |
| Accounts Payable | $ 9,107.03 |
| Deferred Revenue | 1,819.50 |
| Deferred Revenue - MAGIC Fee Supplement Grant | 1.59 |
| Accrued Payroll | 45,062.73 |
| 457B Payable | (2,091.40) |
| Retirement Payable | (711.65) |
| Compensated Absences | 123,319.88 |
| Lease Payable | 31,030.39 |
| Total Current Liabilities | $ 207,538.07 |
| Long Term Liabilities | |
| Total Liabilities | $ 207,538.07 |
| **FUND BALANCE** | |
| Beginning Net Assets | |
| Unrestricted | 2,430,972.46 |
| Total Beginning Net Assets | 2,452,167.46 |
| Current YTD Net Income | 356,037.31 |
| Total Fund Balance | 2,808,204.77 |
| Total Liabilities and Fund Balances | $ 3,015,742.84 |

# Statement of Revenue and Expenses Summary
## For the 7 Months Ended January 31, 2023

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| 4000 - Membership Fees | $749,864.11 | $2,249,219.97 | $3,003,359.00 | $ 754,139.03 | 74.89% |
| 4100 - Membership Reimbursements | 1,326.92 | 454,278.34 | 445,686.00 | (8,592.34) | 101.93% |
| 4200 - Reimbursement for Losses | 7,277.36 | 28,206.63 | 50,000.00 | 21,793.37 | 56.41% |
| 4300 - Grant Revenue | 131,845.25 | 395,535.75 | 527,381.00 | 131,845.25 | 75.00% |
| 4400 - Registration & Event Receipts | - | 3,330.00 | 12,000.00 | 8,670.00 | 27.75% |
| 4500 - Investment & Interest | 3,581.15 | 17,620.11 | 1,000.00 | (16,620.11) | 1,762.01% |
| 4600 - Reserve Fund Transfer | - | - | 34,000.00 | 34,000.00 | 0.00% |
| **Total Revenue** | 897,421.98 | 3,170,481.22 | 4,143,426.00 | 972,944.78 | 76.52% |
| **Expenses** | | | | | |
| 5000 - Salaries & Wages | 111,725.84 | 799,750.54 | 1,546,800.00 | 747,049.46 | 51.70% |
| 5020 - Personnel Benefits | 37,706.86 | 242,230.79 | 494,900.00 | 252,669.21 | 48.95% |
| 5100 - Building & Grounds | 11,004.91 | 77,490.34 | 124,270.00 | 46,779.66 | 62.36% |
| 5200 - Professional Development | - | 2,747.41 | 20,000.00 | 17,252.59 | 13.74% |
| 5300 - Membership Development | - | 95.91 | 3,900.00 | 3,804.09 | 2.46% |
| 5400 - Information & Technology Services | 23,412.43 | 1,132,609.40 | 1,238,600.00 | 105,990.60 | 91.44% |
| 5500 - General Office | 176.24 | 1,778.88 | 2,100.00 | 321.12 | 84.71% |
| 5600 - Hardware & Equipment | - | 8,373.12 | 55,800.00 | 47,426.88 | 15.01% |
| 5700 - Insurance | (125.00) | 14,064.00 | 11,100.00 | (2,964.00) | 126.70% |
| 5800 - Contractual Services | 1,480.54 | 35,665.47 | 70,200.00 | 34,534.53 | 50.81% |
| 5900 - Library Materials & Content | 10,833.90 | 493,383.79 | 564,006.00 | 70,622.21 | 87.48% |
| 6000 - Interest & Fees | 34.61 | 1,260.76 | 5,050.00 | 3,789.24 | 24.97% |
| 6100 - Other Expenses | - | - | 3,607.00 | 3,607.00 | 0.00% |
| **Total Expenses** | 197,790.33 | 2,814,443.91 | 4,147,033.00 | 1,332,589.09 | 67.87% |
| **Excess Revenues less Expenses** | $ 699,631.65 | $ 356,037.31 | $ (3,607.00) | $ (359,644.31) | |

# Statement of Revenue and Expenses
## For the 7 Months Ended January 31, 2023

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| 4010 - SWAN Full Membership Fees | $ 746,225.11 | $ 2,245,580.97 | $ 2,999,659.00 | $ 754,078.03 | 74.86% |
| 4011 - SWAN Internet Access Membership Fees | 3,639.00 | 3,639.00 | 3,700.00 | 61.00 | 98.35% |
| 4190 - Member Group Purchase Receipts | 1,326.92 | 454,278.34 | 445,686.00 | (8,592.34) | 101.93% |
| 4220 - Reimbursement Losses for Resource Sharing | 7,277.36 | 28,206.63 | 50,000.00 | 21,793.37 | 56.41% |
| 4240 - E-Commerce Transactions | 3,527.19 | 22,290.42 | 70,000.00 | 47,709.58 | 31.84% |
| 4310 - RAILS Support to SWAN | 131,845.25 | 395,535.75 | 527,381.00 | 131,845.25 | 75.00% |
| 4499 - Annual Conference Receipts | 0.00 | 3,330.00 | 12,000.00 | 8,670.00 | 27.75% |
| 4510 - Interest Income | 3,581.15 | 17,620.11 | 1,000.00 | (16,620.11) | 1762.01% |
| 4600 - Reserve Fund Transfer | 0.00 | 0.00 | 34,000.00 | 34,000.00 | 0.00% |
| **Total Revenue** | 897,421.98 | 3,170,481.22 | 4,143,426.00 | 972,944.78 | 76.52% |
| **Expenses** | | | | | |
| 5000 - Salaries & Wages | 111,725.84 | 799,750.54 | 1,546,800.00 | 747,049.46 | 51.70% |
| 5021 - FICA Expense | 8,233.19 | 58,813.62 | 118,400.00 | 59,586.38 | 49.67% |
| 5023 - Worker's Compensation | 0.00 | 5,416.00 | 3,900.00 | (1,516.00) | 138.87% |
| 5024 - Retirement Benefits | 15,898.86 | 80,350.32 | 140,900.00 | 60,549.68 | 57.03% |
| 5025 - Health, Dental, Life And Disability Insurance | 13,564.82 | 97,430.86 | 228,800.00 | 131,369.14 | 42.58% |
| 5026 - Tuition Reimbursements | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00% |
| 5085 - Staff Wellness | 9.99 | 219.99 | 400.00 | 180.01 | 55.00% |
| 5110 - Rent/Lease | 9,791.42 | 68,454.54 | 113,160.00 | 44,705.46 | 60.49% |
| 5120 - Utilities | 711.49 | 5,719.81 | 5,700.00 | (19.81) | 100.35% |
| 5130 - Property Insurance | 0.00 | 802.50 | 650.00 | (152.50) | 123.46% |
| 5140 - Repairs & Maintenance | 177.00 | 563.49 | 1,560.00 | 996.51 | 36.12% |
| 5150 - Custodial Service & Supplies | 325.00 | 1,950.00 | 3,200.00 | 1,250.00 | 60.94% |
| 5210 - Conference Travel | 0.00 | 0.00 | 6,000.00 | 6,000.00 | 0.00% |
| 5220 - Staff Meetings | 0.00 | 277.41 | 400.00 | 122.59 | 69.35% |
| 5230 - Staff Professional Development | 0.00 | 1,440.00 | 6,800.00 | 5,360.00 | 21.18% |
| 5240 - Professional Association Membership Dues | 0.00 | 530.00 | 2,500.00 | 1,970.00 | 21.20% |
| 5250 - Educational Material | 0.00 | 0.00 | 800.00 | 800.00 | 0.00% |
| 5260 - Online Learning | 0.00 | 500.00 | 3,500.00 | 3,000.00 | 14.29% |
| 5310 - Travel Reimbursement | 0.00 | 95.91 | 1,400.00 | 1,304.09 | 6.85% |
| 5330 - Library Professional Development | 1,540.00 | 4,993.50 | 6,700.00 | 1,706.50 | 74.53% |
| 5399 - Annual Conference | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00% |
| 5420 - Application Software Licensing | 39.99 | 14,135.82 | 20,600.00 | 6,464.18 | 68.62% |
| 5430 - Server Software Licensing | 21,316.78 | 70,018.92 | 96,600.00 | 26,581.08 | 72.48% |
| 5440 - Library Services Platform | 1,000.00 | 913,459.70 | 985,700.00 | 72,240.30 | 92.67% |
| 5450 - Data Management Services | 318.66 | 27,049.40 | 30,500.00 | 3,450.60 | 88.69% |
| 5460 - Information Subscription Service | 0.00 | 73,652.63 | 77,100.00 | 3,447.37 | 95.53% |
| 5470 - Subscription Support Services | (399.07) | 6,836.15 | 7,700.00 | 863.85 | 88.78% |
| 5480 - Telecommunications | 1,096.07 | 6,151.85 | 14,500.00 | 8,348.15 | 42.43% |
| 5490 - Group Purchases - Services | 40.00 | 21,304.93 | 5,900.00 | (15,404.93) | 361.10% |
| 5510 - Office Supplies | 135.15 | 1,222.09 | 1,500.00 | 277.91 | 81.47% |
| 5520 - Postage | 41.09 | 537.34 | 600.00 | 62.66 | 89.56% |
| 5599 - Annual Conference Supplies | 0.00 | 19.45 | 0.00 | (19.45) | 0.00% |
| 5610 - Equipment Rental/Maintenance | 0.00 | 1,282.20 | 3,700.00 | 2,417.80 | 34.65% |
| 5620 - Hardware | 0.00 | 5,993.02 | 40,000.00 | 34,006.98 | 14.98% |
| 5690 - Group Purchases - Hardware | 0.00 | 1,097.90 | 12,100.00 | 11,002.10 | 9.07% |
| 5700 - Insurance | (125.00) | 14,064.00 | 11,100.00 | (2,964.00) | 126.70% |
| 5810 - Legal | 86.00 | 86.00 | 1,500.00 | 1,414.00 | 5.73% |
| 5820 - Accounting | 1,055.00 | 7,360.00 | 18,900.00 | 11,540.00 | 38.94% |
| 5830 - Consulting | 0.00 | 6,275.00 | 19,200.00 | 12,925.00 | 32.68% |
| 5840 - Payroll Service Fees | 339.54 | 2,415.58 | 4,800.00 | 2,384.42 | 50.32% |

# Statement of Revenue and Expenses
## For the 7 Months Ended January 31, 2023

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| 5860 - Notification & Collection | 0.00 | 9,796.64 | 16,900.00 | 7,103.36 | 57.97% |
| 5870 - Recruitment | 0.00 | 1,599.25 | 0.00 | (1,599.25) | 0.00% |
| 5899 - Annual Conference Facility Contract | 0.00 | 8,133.00 | 8,900.00 | 767.00 | 91.38% |
| 5910 - Print Materials | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 5920 - Reimburse for Resource Sharing | 7,555.60 | 28,087.79 | 50,000.00 | 21,912.21 | 56.18% |
| 5930 - Electronic Resources | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0.00% |
| 5940 - E-Commerce Payment Transactions | 3,278.30 | 22,873.00 | 70,000.00 | 47,127.00 | 32.68% |
| 5990 - Group Purchases - Content | 0.00 | 442,423.00 | 429,006.00 | (13,417.00) | 103.13% |
| 6010 - Bank Fees | 34.61 | 1,255.81 | 4,700.00 | 3,444.19 | 26.72% |
| 6020 - Merchant Account Fees | 0.00 | 4.95 | 50.00 | 45.05 | 9.90% |
| 6099 - Annual Conference Merchant Fees | 0.00 | 0.00 | 300.00 | 300.00 | 0.00% |
| 6110 - Depreciation | 0.00 | 0.00 | 3,607.00 | 3,607.00 | 0.00% |
| **Total Expenses** | 197,790.33 | 2,814,443.91 | 4,147,033.00 | 1,332,589.09 | 67.87% |
| **Excess Revenues less Expenses** | $ 699,631.65 | $ 356,037.31 | $ (3,607.00) | $ (359,644.31) | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| **Vendor Checks** | | | | | | |
| Acorn Public Library | | | | 9392 | 01/12/23 | 46.93 |
| 5940 | E-Commerce Payment Transactions | Acorn Public Library | 46.93 | | | |
| Batavia Public Library | | | | 9393 | 01/12/23 | 251.12 |
| 5940 | E-Commerce Payment Transactions | Batavia Public Library | 251.12 | | | |
| Bensenville Community Public Library District | | | | 9394 | 01/12/23 | 11.31 |
| 5940 | E-Commerce Payment Transactions | Bensenville Community Public Library District | 11.31 | | | |
| Berwyn Public Library | | | | 9395 | 01/12/23 | 27.27 |
| 5940 | E-Commerce Payment Transactions | Berwyn Public Library | 27.27 | | | |
| Bloomingdale Public Library | | | | 9396 | 01/12/23 | 386.00 |
| 5940 | E-Commerce Payment Transactions | Bloomingdale Public Library | 386.00 | | | |
| Blue Island Public Library | | | | 9397 | 01/12/23 | 7.08 |
| 5940 | E-Commerce Payment Transactions | Blue Island Public Library | 7.08 | | | |
| Broadview Public Library District | | | | 9398 | 01/12/23 | 31.34 |
| 5940 | E-Commerce Payment Transactions | Broadview Public Library District | 31.34 | | | |
| Calumet City Public Library | | | | 9399 | 01/12/23 | 103.29 |
| 5940 | E-Commerce Payment Transactions | Calumet City Public Library | 103.29 | | | |
| Carol Stream Public Library | | | | 9400 | 01/12/23 | 78.78 |
| 5940 | E-Commerce Payment Transactions | Carol Stream Public Library | 78.78 | | | |
| Chicago Heights Public Library | | | | 9401 | 01/12/23 | 19.78 |
| 5940 | E-Commerce Payment Transactions | Chicago Heights Public Library | 19.78 | | | |
| Clarendon Hills Public Library | | | | 9402 | 01/12/23 | 42.63 |
| 5940 | E-Commerce Payment Transactions | Clarendon Hills Public Library | 42.63 | | | |
| Crete Public Library District | | | | 9403 | 01/12/23 | 6.47 |
| 5940 | E-Commerce Payment Transactions | Crete Public Library District | 6.47 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Flossmoor Public Library | | | | 9404 | 01/12/23 | 34.65 |
| 5940 | E-Commerce Payment Transactions | Flossmoor Public Library | 34.65 | | | |
| Forest Park Public Library | | | | 9405 | 01/12/23 | 47.45 |
| 5940 | E-Commerce Payment Transactions | Forest Park Public Library | 47.45 | | | |
| Franklin Park Public Library District | | | | 9406 | 01/12/23 | 62.57 |
| 5940 | E-Commerce Payment Transactions | Franklin Park Public Library District | 62.57 | | | |
| Geneva Public Library District | | | | 9407 | 01/12/23 | 122.49 |
| 5940 | E-Commerce Payment Transactions | Geneva Public Library District | 122.49 | | | |
| Glen Ellyn Public Library | | | | 9408 | 01/12/23 | 95.28 |
| 5940 | E-Commerce Payment Transactions | Glen Ellyn Public Library | 95.28 | | | |
| Glenside Public Library | | | | 9409 | 01/12/23 | 38.80 |
| 5940 | E-Commerce Payment Transactions | Glenside Public Library | 38.80 | | | |
| Grande Prairie Public Library | | | | 9410 | 01/12/23 | 49.63 |
| 5940 | E-Commerce Payment Transactions | Grande Prairie Public Library | 49.63 | | | |
| Green Hills Public Library District | | | | 9411 | 01/12/23 | 70.66 |
| 5940 | E-Commerce Payment Transactions | Green Hills Public Library District | 70.66 | | | |
| Hinsdale Public Library | | | | 9412 | 01/12/23 | 106.66 |
| 5940 | E-Commerce Payment Transactions | Hinsdale Public Library | 106.66 | | | |
| La Grange Park Public Library District | | | | 9413 | 01/12/23 | 13.87 |
| 5940 | E-Commerce Payment Transactions | La Grange Park Public Library District | 13.87 | | | |
| Lansing Public Library | | | | 9414 | 01/12/23 | 122.83 |
| 5940 | E-Commerce Payment Transactions | Lansing Public Library | 122.83 | | | |
| Markham Public Library | | | | 9415 | 01/12/23 | 53.85 |
| 5940 | E-Commerce Payment Transactions | Markham Public Library | 53.85 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Maywood Public Library District | | | | 9416 | 01/12/23 | 21.82 |
| 5940 | E-Commerce Payment Transactions | Maywood Public Library District | 21.82 | | | |
| Oak Park Public Library | | | | 9417 | 01/12/23 | 878.24 |
| 5940 | E-Commerce Payment Transactions | Oak Park Public Library | 878.24 | | | |
| River Forest Public Library | | | | 9418 | 01/12/23 | 51.21 |
| 5940 | E-Commerce Payment Transactions | River Forest Public Library | 51.21 | | | |
| River Grove Public Library District | | | | 9419 | 01/12/23 | 42.35 |
| 5940 | E-Commerce Payment Transactions | River Grove Public Library District | 42.35 | | | |
| Roselle Public Library | | | | 9420 | 01/12/23 | 38.31 |
| 5940 | E-Commerce Payment Transactions | Roselle Public Library | 38.31 | | | |
| South Holland Public Library | | | | 9421 | 01/12/23 | 17.96 |
| 5940 | E-Commerce Payment Transactions | South Holland Public Library | 17.96 | | | |
| St. Charles Public Library District | | | | 9422 | 01/12/23 | 93.04 |
| 5940 | E-Commerce Payment Transactions | St. Charles Public Library District | 93.04 | | | |
| Sugar Grove Public Library District | | | | 9423 | 01/12/23 | 136.91 |
| 5940 | E-Commerce Payment Transactions | Sugar Grove Public Library District | 136.91 | | | |
| University Park Public Library District | | | | 9424 | 01/12/23 | 12.86 |
| 5940 | E-Commerce Payment Transactions | University Park Public Library District | 12.86 | | | |
| Villa Park Public Library | | | | 9425 | 01/12/23 | 32.98 |
| 5940 | E-Commerce Payment Transactions | Villa Park Public Library | 32.98 | | | |
| Westmont Public Library | | | | 9426 | 01/12/23 | 100.21 |
| 5940 | E-Commerce Payment Transactions | Westmont Public Library | 100.21 | | | |
| Woodridge Public Library | | | | 9427 | 01/12/23 | 21.67 |
| 5940 | E-Commerce Payment Transactions | Woodridge Public Library | 21.67 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Alsip-Merrionette Park Public Library | | | | 9428 | 01/18/23 | 345.01 |
| 5920 | Reimburse for Resource Sharing | Alsip-Merrionette Park Public Library | 345.01 | | | |
| Batavia Public Library | | | | 9429 | 01/18/23 | 217.69 |
| 5920 | Reimburse for Resource Sharing | Batavia Public Library | 217.69 | | | |
| Bedford Park Public Library District | | | | 9430 | 01/18/23 | 54.05 |
| 5920 | Reimburse for Resource Sharing | Bedford Park Public Library District | 54.05 | | | |
| Beecher Community Library District | | | | 9431 | 01/18/23 | 50.00 |
| 5920 | Reimburse for Resource Sharing | Beecher Community Library District | 50.00 | | | |
| Bensenville Community Public Library District | | | | 9432 | 01/18/23 | 47.57 |
| 5920 | Reimburse for Resource Sharing | Bensenville Community Public Library District | 47.57 | | | |
| Bloomingdale Public Library | | | | 9433 | 01/18/23 | 40.67 |
| 5920 | Reimburse for Resource Sharing | Bloomingdale Public Library | 40.67 | | | |
| Bridgeview Public Library | | | | 9434 | 01/18/23 | 185.32 |
| 5920 | Reimburse for Resource Sharing | Bridgeview Public Library | 185.32 | | | |
| Broadview Public Library District | | | | 9435 | 01/18/23 | 26.01 |
| 5920 | Reimburse for Resource Sharing | Broadview Public Library District | 26.01 | | | |
| Carol Stream Public Library | | | | 9436 | 01/18/23 | 280.30 |
| 5920 | Reimburse for Resource Sharing | Carol Stream Public Library | 280.30 | | | |
| Chicago Public Library | | | | 9437 | 01/18/23 | 49.22 |
| 5920 | Reimburse for Resource Sharing | Chicago Public Library | 49.22 | | | |
| Chicago Ridge Public Library | | | | 9438 | 01/18/23 | 154.00 |
| 5920 | Reimburse for Resource Sharing | Chicago Ridge Public Library | 154.00 | | | |
| Cicero Public Library | | | | 9439 | 01/18/23 | 187.64 |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5920 | Reimburse for Resource Sharing | Cicero Public Library | 187.64 | | | |
| Crestwood Public Library District | | | | 9440 | 01/18/23 | 115.00 |
| 5920 | Reimburse for Resource Sharing | Crestwood Public Library District | 115.00 | | | |
| Eisenhower Public Library District | | | | 9441 | 01/18/23 | 71.02 |
| 5920 | Reimburse for Resource Sharing | Eisenhower Public Library District | 71.02 | | | |
| Elmwood Park Public Library | | | | 9442 | 01/18/23 | 100.31 |
| 5920 | Reimburse for Resource Sharing | Elmwood Park Public Library | 100.31 | | | |
| Flossmoor Public Library | | | | 9443 | 01/18/23 | 263.20 |
| 5920 | Reimburse for Resource Sharing | Flossmoor Public Library | 263.20 | | | |
| Franklin Park Public Library District | | | | 9444 | 01/18/23 | 131.50 |
| 5920 | Reimburse for Resource Sharing | Franklin Park Public Library District | 131.50 | | | |
| Geneva Public Library District | | | | 9445 | 01/18/23 | 248.54 |
| 5920 | Reimburse for Resource Sharing | Geneva Public Library District | 248.54 | | | |
| Hillside Public Library | | | | 9446 | 01/18/23 | 46.93 |
| 5920 | Reimburse for Resource Sharing | Hillside Public Library | 46.93 | | | |
| Hodgkins Public Library District | | | | 9447 | 01/18/23 | 104.01 |
| 5920 | Reimburse for Resource Sharing | Hodgkins Public Library District | 104.01 | | | |
| Homewood Public Library District | | | | 9448 | 01/18/23 | 261.26 |
| 5920 | Reimburse for Resource Sharing | Homewood Public Library District | 261.26 | | | |
| Itasca Community Library | | | | 9449 | 01/18/23 | 130.88 |
| 5920 | Reimburse for Resource Sharing | Itasca Community Library | 130.88 | | | |
| Kaneville Public Library District | | | | 9450 | 01/18/23 | 31.01 |
| 5920 | Reimburse for Resource Sharing | Kaneville Public Library District | 31.01 | | | |
| La Grange Public Library | | | | 9451 | 01/18/23 | 297.21 |
| 5920 | Reimburse for Resource Sharing | La Grange Public Library | 297.21 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Lansing Public Library | | | | 9452 | 01/18/23 | 182.30 |
| 5920 | Reimburse for Resource Sharing | Lansing Public Library | 182.30 | | | |
| Matteson Public Library | | | | 9453 | 01/18/23 | 89.01 |
| 5920 | Reimburse for Resource Sharing | Matteson Public Library | 89.01 | | | |
| Messenger Public Library of North Aurora | | | | 9454 | 01/18/23 | 222.17 |
| 5920 | Reimburse for Resource Sharing | Messenger Public Library of North Aurora | 222.17 | | | |
| Midlothian Public Library | | | | 9455 | 01/18/23 | 8.60 |
| 5920 | Reimburse for Resource Sharing | Midlothian Public Library | 8.60 | | | |
| Nancy L. McConathy Public Library District | | | | 9456 | 01/18/23 | 14.00 |
| 5920 | Reimburse for Resource Sharing | Nancy L. McConathy Public Library District | 14.00 | | | |
| National University of Health Sciences | | | | 9457 | 01/18/23 | 42.95 |
| 5920 | Reimburse for Resource Sharing | National University of Health Sciences | 42.95 | | | |
| Northlake Public Library District | | | | 9458 | 01/18/23 | 334.91 |
| 5920 | Reimburse for Resource Sharing | Northlake Public Library District | 334.91 | | | |
| Oak Brook Public Library | | | | 9459 | 01/18/23 | 117.08 |
| 5920 | Reimburse for Resource Sharing | Oak Brook Public Library | 117.08 | | | |
| Oak Lawn Public Library | | | | 9460 | 01/18/23 | 426.97 |
| 5920 | Reimburse for Resource Sharing | Oak Lawn Public Library | 426.97 | | | |
| Palos Heights Public Library | | | | 9461 | 01/18/23 | 136.50 |
| 5920 | Reimburse for Resource Sharing | Palos Heights Public Library | 136.50 | | | |
| Palos Park Public Library | | | | 9462 | 01/18/23 | 9.05 |
| 5920 | Reimburse for Resource Sharing | Palos Park Public Library | 9.05 | | | |
| Park Forest Public Library | | | | 9463 | 01/18/23 | 276.02 |

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5920 | Reimburse for Resource Sharing | Park Forest Public Library | 276.02 | | | |
| Prairie State College | | | | 9464 | 01/18/23 | 344.00 |
| 5920 | Reimburse for Resource Sharing | Prairie State College | 344.00 | | | |
| Prairie Trails Public Library District | | | | 9465 | 01/18/23 | 16.81 |
| 5920 | Reimburse for Resource Sharing | Prairie Trails Public Library District | 16.81 | | | |
| Riverdale Public Library District | | | | 9466 | 01/18/23 | 45.00 |
| 5920 | Reimburse for Resource Sharing | Riverdale Public Library District | 45.00 | | | |
| Roselle Public Library | | | | 9467 | 01/18/23 | 57.96 |
| 5920 | Reimburse for Resource Sharing | Roselle Public Library | 57.96 | | | |
| South Holland Public Library | | | | 9468 | 01/18/23 | 39.71 |
| 5920 | Reimburse for Resource Sharing | South Holland Public Library | 39.71 | | | |
| Sugar Grove Public Library District | | | | 9469 | 01/18/23 | 33.26 |
| 5920 | Reimburse for Resource Sharing | Sugar Grove Public Library District | 33.26 | | | |
| The Morton Arboretum | | | | 9470 | 01/18/23 | 25.00 |
| 5920 | Reimburse for Resource Sharing | The Morton Arboretum | 25.00 | | | |
| The Theosophical Society in America | | | | 9471 | 01/18/23 | 20.00 |
| 5920 | Reimburse for Resource Sharing | The Theosophical Society in America | 20.00 | | | |
| Thornton Public Library | | | | 9472 | 01/18/23 | 84.15 |
| 5920 | Reimburse for Resource Sharing | Thornton Public Library | 84.15 | | | |
| Tinley Park Public Library | | | | 9473 | 01/18/23 | 363.01 |
| 5920 | Reimburse for Resource Sharing | Tinley Park Public Library | 363.01 | | | |
| Villa Park Public Library | | | | 9474 | 01/18/23 | 252.45 |
| 5920 | Reimburse for Resource Sharing | Villa Park Public Library | 252.45 | | | |
| Warrenville Public Library District | | | | 9475 | 01/18/23 | 100.81 |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5920 | Reimburse for Resource Sharing | Warrenville Public Library District | 100.81 | | | |
| Westchester Public Library | | | | 9476 | 01/18/23 | 47.11 |
| 5920 | Reimburse for Resource Sharing | Westchester Public Library | 47.11 | | | |
| Wood Dale Public Library District | | | | 9477 | 01/18/23 | 21.03 |
| 5920 | Reimburse for Resource Sharing | Wood Dale Public Library District | 21.03 | | | |
| Woodridge Public Library | | | | 9478 | 01/18/23 | 807.39 |
| 5920 | Reimburse for Resource Sharing | Woodridge Public Library | 807.39 | | | |
| ByWater Solutions | | | | 9479 | 01/19/23 | 1,000.00 |
| 5440 | Library Services Platform | ByWater Solutions migrating the Aspen Discovery Service | 1,000.00 | | | |
| Comcast | | | | 9480 | 01/19/23 | 759.95 |
| 5480 | Telecommunications | Comcast 1/1/23-1/31/23 | 759.95 | | | |
| Grande Prairie Public Library | | | | 9481 | 01/19/23 | 45.00 |
| 5920 | Reimburse for Resource Sharing | Grande Prairie Public Library | 45.00 | | | |
| ICS Learning Group | | | | 9482 | 01/19/23 | 385.00 |
| 5330 | Library Professional Development | ICS Learning Group December | 385.00 | | | |
| ICS Learning Group | | | | 9483 | 01/19/23 | 385.00 |
| 5330 | Library Professional Development | ICS Learning Group - November | 385.00 | | | |
| Klein, Thorpe and Jenkins, Ltd. | | | | 9484 | 01/19/23 | 86.00 |
| 5810 | Legal | Klein, Thorpe and Jenkins, Ltd. - General Srvs, | 86.00 | | | |
| Lauterbach & Amen, LLP | | | | 9485 | 01/19/23 | 1,055.00 |
| 5820 | Accounting | Lauterbach & Amen, LLP services for December 2022 | 1,055.00 | | | |
| LIMRiCC | | | | 9486 | 01/19/23 | 16,148.30 |
| 5025 | Health, Dental, Life And Disability Insurance | LIMRiCC January 2023 | 16,148.30 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| Marcive, Inc. | | | | 9487 | 01/19/23 | 318.66 |
| 5450 | Data Management Services | Marcive, Inc. December | 318.66 | | | |
| Nicor Gas | | | | 9488 | 01/19/23 | 425.25 |
| 5120 | Utilities | Nicor Gas 12/14/22-01/13/23 | 425.25 | | | |
| Pantheon Systems, Inc. | | | | 9489 | 01/19/23 | 7,375.00 |
| 5430 | Server Software Licensing | Pantheon Systems, Inc. 12/19/22-12/18/23 | 7,375.00 | | | |
| Reliance Standard Life Insurance Co. | | | | 9490 | 01/19/23 | 1,644.46 |
| 5025 | Health, Dental, Life And Disability Insurance | Reliance Standard Life Insurance Co. - Feb. 2023 | 1,644.46 | | | |
| Rudolph Host | | | | 9491 | 01/19/23 | 74.99 |
| 5510 | Office Supplies | Rudolph Host | 74.99 | | | |
| The Hartford, Inc. | | | | 9492 | 01/19/23 | 22.00 |
| 5700 | Insurance | The Hartford, Inc. - Business Owners Policty #83BAPY3092 | 22.00 | | | |
| Unique Integrated Communications, Inc. | | | | 9493 | 01/19/23 | 40.00 |
| 5490 | Group Purchases - Services | Unique Integrated Communications, Inc. Curbside Comm. SWAN | 40.00 | | | |
| Wellness Insurance Network-WIN | | | | 9494 | 01/19/23 | 171.00 |
| 5025 | Health, Dental, Life And Disability Insurance | Wellness Insurance Network-WIN January 2023 | 171.00 | | | |
| First Bankcard | | | | 50216 | 01/19/23 | 14,967.07 |
| 5510 | Office Supplies | First Bankcard - Stupar Flowers 11/18 | 31.86 | | | |
| 5510 | Office Supplies | First Bankcard - Mariano's 12/14 | 28.30 | | | |
| 5430 | Server Software Licensing | First Bankcard - Microsoft Azure 11/19 | 6,921.37 | | | |
| 5480 | Telecommunications | First Bankcard - Grasshopper 11/25 | 48.12 | | | |
| 5140 | Repairs & Maintenance | First Bankcard - Imperial Surveillance 12/1 | 177.00 | | | |
| 5520 | Postage | First Bankcard - USPS postage 12/1 | 41.09 | | | |

# SWAN Library Services
## Check Register
All Bank Accounts
January 2023

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5430 | Server Software Licensing | First Bankcard - Microsoft Premium 12/2 | 18.00 | | | |
| 5430 | Server Software Licensing | First Bankcard - Microsoft Basic 12/4 | 24.00 | | | |
| 5480 | Telecommunications | First Bankcard - Microsoft teams calling plan 12/4 | 288.00 | | | |
| 5470 | Subscription Support Services | First Bankcard - Sendgrid 12/5 | 370.93 | | | |
| 5420 | Application Software Licensing | First Bankcard - Mailchimp | 39.99 | | | |
| 5430 | Server Software Licensing | First Bankcard - Microsoft Azure - 12/11 | 6,978.41 | | | |
| ComEd | | | | 50217 | 01/30/23 | 286.24 |
| 5120 | Utilities | ComEd - 12/16-1/19 | 286.24 | | | |
| Quail Ridge Drive Investors, LLC | | | | 50218 | 01/30/23 | 9,791.42 |
| 5110 | Rent/Lease | Quail Ridge Drive Investors, LLC Feb. | 9,791.42 | | | |
| T.A. Systems Inc. | | | | 50219 | 01/30/23 | 325.00 |
| 5150 | Custodial Service & Supplies | T.A. Systems Inc. QR Cleaning Srv, December | 325.00 | | | |
| | | | | | **Check List Total** | 66,139.24 |

# SWAN Board Meeting Minutes

**January 20, 2023 9:30 a.m.**

**Blue Island Public Library**
**2433 York Street**
**Blue Island, IL 60406-2011**

1. **Call to Order, Roll Call**

   President Bodewes called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Ted Bodewes
   c. Jennifer Cottrill
   d. Dorothy Koll
   e. Colleen Waltman
   f. Anna Wassenaar

2. **Introduction of Visitors/Public Comment**

   Aaron Skog – Executive Director - SWAN
   Ginny Blake – Business Manager - SWAN
   Scott Brandwein – Assistant Director - SWAN

   No public comment

3. **Action Item**

   Acceptance of January 20, 2023, SWAN Board Meeting Agenda

   Cottrill moved, seconded by Waltman that it be

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 20, 2023, SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by unanimous voice vote:

4. **Action Item**

   Approval of SWAN Financials, December 2022

   Cottrill moved, seconded by Wassenaar that it be

   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR

DRAFT

DECEMBER 1 THROUGH DECEMBER 31, 2022 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR DECEMBER 2022.

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Cottrill, Koll, Waltman, Wassenaar

**5. Action Item**

Acceptance of December 16, 2022, SWAN Board Meeting Minutes

Blazek moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE DECEMBER 16, 2022 SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

**6. Reports**

a. Board President Report

None

b. Executive Director Report

Skog presented to the Addison Public Library Board of Trustees and the SWAN agreement was approved at the meeting. SWAN has hired Cynthia Romanowski as the new Bibliographic Service Manager. The RAILS Support Grant for FY24 requires approval by January 31st. There were a few delays in receiving the tax reports but the FY24 budget draft is now complete. Skog reviewed the December financial report. The Committee of the Whole meeting will be Tuesday, February 7th and will be held virtually.

c. Operations Report

Brandwein discussed the Operations Report.

d. Treasurer Report

None

e. Board Calendar

Blazek & Skog still have the task to complete the closed session review.

**7. Action Item**

Approval of RAILS FY24 Grant Agreement

Cottrill moved, seconded by Blazek that is be

RESOLVED THE SWAN BOARD APPROVES THE RAILS FY24 GRANT AGREEMENT

DRAFT

Motion carried by roll call vote with the following results:
Ayes: Blazek, Bodewes, Cottrill, Koll, Waltman, Wassenaar

**8. Discussion Item**

FY24 Budget & Fee Draft

Skog discussed the FY24 budget & fee draft which was introduced at the November meeting. The highlights discussed were the addition of MessageBee, Improvements in hosting & security and the addition of Addison Public Library.

**9. Discussion Item**

Addison Public Library impact study

Skog reviewed the impact study.

**10: Adjournment**

Bodewes adjourned the meeting at 10:28 A.M.

DRAFT

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Jesse Blazek

Board Secretary

DRAFT

# SWAN Committee of the Whole Meeting Minutes

**February 7, 2023**
**Online meeting**
**Per Illinois Public Act 101-0640**
**Meeting recording available**
**https://youtu.be/P9RkVCySHkM**

DRAFT

**Call to Order**

Meeting started 10:01 a.m.

**Public Comment**

There was no public comment.

**SWAN Fiscal Year 2024 budget presentation**

Presentation on SWAN budget and the approval process. The EBSCO year-4 renewal was presented. Questions were addressed during the meeting. The presentation was recorded and posted.

Meeting adjourned at 10:37 a.m.

Minutes Prepared by Aaron Skog

Respectfully Submitted,

_____

Jesse Blazek, Board Secretary

# SWAN Committee of the Whole Meeting Minutes

**October 4, 2022**
**Online meeting**
**Per Illinois Public Act 101-0640**
**Meeting recording available**
**https://youtu.be/GLG0A5SBOvI**

DRAFT

**Call to Order**

Meeting started 10:01 a.m.

**Public Comment**

There was no public comment.

**MessageBee Proposal**

Presentation on MessageBee and the approval process for the expense of the service for all 100 libraries. Questions were addressed during the meeting. The presentation was recorded and posted.

Meeting adjourned at 10:49 a.m.

Minutes Prepared by Aaron Skog

Respectfully Submitted,

_____

Jesse Blazek, Board Secretary



# Library Enhancements Committee Findings

ALEXI GIANNOULIAS • SECRETARY OF STATE

# Library Enhancements Committee Findings

Our committee's vision for **Library Enhancements** is to champion access to information by equitably distributing library resources (e.g., online education resources, databases, and e-books), activating collaborative partnerships, and supporting freedom of thought.

If successful, this would mean increased library utilization, reduced number of Illinois residents not served by a library system, and increased number of inter-office initiatives.

The following table highlights the challenges and opportunities Library Enhancements Committee found, and public feedback we received.

| Challenge / Opportunity | What We Heard |
|---|---|
| Opportunity to improve equity of access to libraries and library resources | ▪ "We need to find a way to offer public library services to the one million residents of IL without access today"<br>▪ "Libraries are anchors in our communities and provide much-needed services to residents of Illinois"<br>▪ "Secretary of State needs to be a catalyst to expand access. There are one million Illinois residents without access to library resources or basic information needs"<br>▪ "There are some libraries with budgets of less than $20,000" |
| Desire to provide a statewide resource package (e.g., databases and online educational resources) | ▪ "A core database package would equalize the information playing field and give every single person in the state the same access to essential and authoritative resources that can help them navigate their daily lives"<br>▪ "My mid-sized library, for example, sets aside $65,000 for databases that we'd much rather use on programming or hiring another staff member" |
| Opportunity to narrow digital divides with technology hubs and mobile services (e.g., DMV pop-ups) | ▪ "A state-coordinated and funded digital library would increase access and start to make a dent in the one million currently unserved"<br>▪ "Please coordinate across departments to offer services everywhere people go (i.e., DMV kiosks in libraries)" |
| Desire to support freedom of thought and diverse stories | ▪ "We need to affirm the importance of materials that represent all viewpoints and denounce the efforts of intimidation by those who seek to stifle representation and freedom of thought"<br>▪ "BIPOC and LGBTQ+ authors and readers are being disproportionately targeted for removal from library collections" |

In addition to the opportunities outlined above, the committee noted the following.

| Challenge / Opportunity | What We Heard |
|---|---|
| Shortage of qualified librarians and library media specialists | ▪ "Every school in Illinois needs a certified librarian. Not only do they curate collections to the needs of their school, but they also provide valuable instruction on information literacy"<br>▪ "I am the only certified librarian for approximately 1,200 students"<br>▪ "School districts need to have full-time, certified librarians in each building for students to be successful, master academic standards, and graduate with bright futures ahead of them" |
| Libraries are often inequitably funded and budget burdened, with an opportunity to leverage Secretary of State resources to funding gaps (e.g., for school libraries) | ▪ "Grants for public school libraries are very important to curating the best library possible for their patrons"<br>▪ "We need more funding to improve buildings and collections, especially as libraries are some of the last refuges for those experiencing homelessness"<br>▪ "Investing in public libraries invests in infrastructure, communities, education, businesses, and people of all ages" |
| Impact may be accelerated through collaborative partnerships | ▪ "Librarians also order books for the school and provide activities that form community and parent partnerships"<br>▪ "We can't accomplish everything we want to without partnerships. We are stronger together" |
| Desire to leverage Secretary of State resources to support school libraries | ▪ "Decades of research, some of which is specific to Illinois, supports further investment in school libraries"<br>▪ "Data proves that schools with school libraries provide students with a more thorough and higher quality education!" |

**Recommendations:**

Specific recommendations from the Library Enhancements Committee included:

- Strengthen collaborative relationships with partner organizations (e.g., ILA[6], RAILS[7], and IHLS[8]) to expand access
- Use Illinois State Library (ILS) budget to provide statewide library resources (i.e., databases) to increase access to information and relieve budget-burdened libraries
- Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books)

[6] Illinois Library Association (ILA)

[7] Reaching Across Illinois Library System (RAILS)

[8] Illinois Heartland Library System (IHLS)

- Create an environment to attract and retain certified librarians and library media specialists
- Explore ways to expand and equitably distribute funding across libraries statewide
- Leverage the Illinois Library and Information Network (ILLINET) to educate and engage the public
- Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites)
- Engage the public to drive understanding of end-user demands

To address these opportunities, the Library Enhancements Committee proposes the following strategies and short- and long-term actions the Office may take.

| Potential strategy | Short-term actions | Long-term actions |
|---|---|---|
| Strengthen collaborative relationships with partner organizations (e.g., ILA, RAILS, and IHLS) to expand access | ▪ Collaborate with partner organizations and state agencies to understand the demographic characteristics of unserved areas<br>▪ Begin to identify opportunities to offer library cards to educators, students, and school staff | ▪ Help shape legislation to expand equitable access (e.g., universal library system)<br>▪ Explore TBBS[9] expansion opportunities, including additional outreach and education<br>▪ Host book talks and events to generate conversation, including diverse authors or stories with diverse characters<br>▪ Identify opportunities to improve trustee education and engagement<br>▪ Explore public-private (e.g., Amazon and Rivian) partnerships to expand resources and access in rural communities<br>▪ Leverage Secretary of State platform to educate system members, funders, and other stakeholders about who is unserved in Illinois |
| Use ISL[10] budget to provide statewide library resources (i.e., databases) | ▪ Fund a statewide core suite (e.g., ProQuest, Gale, EBSCO, | ▪ Leverage ISL negotiating power to supplement statewide resources with additional databases (e.g., |

[9] Talking Book and Braille Service (TBBS)

[10] Illinois State Library (ISL)

| Potential strategy | Short-term actions | Long-term actions |
|---|---|---|
| to increase access to information and relieve budget-burdened libraries | and World Book) of electronic databases<br>▪ Explore opportunities to support CARLI's[11] Online Educational Resources Initiative<br>▪ Create a line item in the ISL budget to finance library initiatives such as Online Educational Resources (OERs) | Reference USA, JSTOR, and The New York Times) and training<br>▪ Use ISL purchasing power to negotiate with publishers to increase access to e-books and reduce associated licensing fees (i.e., License to Read) |
| Advance technology adoption and digital resources to automate internal procedures (e.g., recordkeeping), expand public facing services (e.g., WiFi), and remove geographic barriers in accessing library resources (e.g., e-books) | ▪ Explore ways to digitize and automate paperwork requirements<br>▪ Continue to expand high-speed internet in rural service regions | ▪ Partner with academic institutions (e.g., University of Illinois, University of Chicago) to develop a Digital Navigator[12] program<br>▪ Explore options to offer a statewide digital library with partner organizations (e.g., ILA, RAILS, and IHLS) and academic institutions<br>▪ Explore solutions like rentable hot spots in places where Wi-Fi expansion may be limited<br>▪ Identify partners to co-host digital literacy workshops (e.g., navigating library resources)<br>▪ Revise Secretary of State protocol or make it easier for libraries to automate record keeping (e.g., Document Retention Process)<br>▪ Identify opportunities to participate (e.g., workshops, informational seminars) in the Federal Communications Commission's E-rate program to help schools and libraries obtain affordable broadband<br>▪ Identify partners to raise awareness about important |

[11] Consortium of Academic and Research Libraries in Illinois (CARLI)

[12] Digital navigators are trained individuals, typically based in a community organization, who provide tailored support for the full spectrum of digital inclusion needs, from internet and device access to digital skill building

| Potential strategy | Short-term actions | Long-term actions |
|---|---|---|
| | | community topics (e.g., health, financial, and education services) |
| Create an environment to attract and retain certified librarians and library media specialists | ▪ Partner with academic institutions (e.g., University of Illinois, and University of Chicago) to identify policy and monetary levers<br>▪ Partner with peer organizations (e.g., ILA, RAILS, and IHLS) to offer professional development opportunities | ▪ Encourage and empower young adults to participate in library-affiliated programs<br>▪ Raise awareness (e.g., grant opportunities and progress updates) at library-related conventions (e.g., Illinois Library Association's Annual Conference)<br>▪ Explore an Illinois State Library Fellowship Program<br>▪ Explore opportunities to expand scholarships, offer subsidized loans, and pilot tuition reimbursement programs |
| Explore ways to expand and equitably distribute funding across libraries statewide | ▪ Baseline grant allocations and their intended versus actual return on investment<br>▪ Explore opportunities to make thoughtful appointments (e.g., Illinois State Library Advisory Committee and the Director of Illinois State Library) to support potential recommendations (e.g., databases, online educational resources, e-books, and certified librarians) | ▪ Explore additional Library Services and Technology Act (LSTA) grant opportunities for community colleges<br>▪ Prioritize grant allocations based on need and impact potential<br>▪ Leverage Secretary of State platform to educate municipalities and explore local levy options<br>▪ Identify grant opportunities to better support summer reading programs<br>▪ Develop a suite of out-of-the-box marketing and public engagement templates for libraries to use |

In addition to the above, this committee recommended the following potential strategies and actions to take.

| Potential strategy | Short-term actions | Long-term actions |
|---|---|---|
| Leverage the Illinois Library and Information Network (ILLINET) to educate (e.g., DEI and sustainability) and engage the public | ▪ Stand-up a monthly special topic series (e.g., Climate & Sustainability Month, New Entrepreneur 101, DEI[13], and LGBTQ+ Rights)<br>▪ Leverage Secretary of State platform to generate press exposure for public, school, and academic libraries (e.g., a calendar of the major library week celebrations and conventions) | ▪ Explore ways to bring Spanish language literacy programs to public libraries<br>▪ Pilot subsidized iREAD programs in partnership with the Illinois Library Association<br>▪ Continue to support successful ISL initiatives (e.g., afterschool programming and grant funding), build on enhancements, and pilot new ideas (e.g., expanded adult literacy programs)<br>▪ Increase collaboration and coordination between existing literacy programs (e.g., Adult Literacy and Child Literacy)<br>▪ Raise awareness for Illinois State Library Patent Repository |
| Leverage existing Secretary of State assets to test inter-agency collaborations (e.g., mobile DMV sites) | ▪ Identify pilot opportunities across Secretary of State departments | ▪ Increase DMV mobile service pop-up sites across library system partners<br>▪ Stand-up voter registration sites before elections in high-traffic areas (e.g., Cook, Lake, and Kane County) in conjunction with local clerks and recorders<br>▪ Identify opportunities to partner with Secretary of State Department of Business Services; the State Chamber of Commerce; and the new University of Illinois Innovation Center to offer tutorials and new entrepreneur workshops |
| Engage the public to drive understanding of end-user demands | | ▪ Assess offerings across libraries (e.g., books and other resources) and compare against user demands |

[13] Diversity, Equity, and Inclusion (DEI)

# SWAN Executive Director Report

*February 17, 2023*

## Update on Activities

**Addison Public Library**
The approval crossed the 67 required yes votes for the library to join SWAN as a full member. The approval vote e-ballot is open until February 22nd. The final voting tally will be posted as part of our OMA requirement.

## Staff Changes

**Dawne Tortorella retirement**
The weeks leading up to Dawne's retirement were extremely productive. Dawne cross trained with Scott on many areas such as e-commerce reconciliation and GIS software data updates. Dawne also created two courses for the online learning system, "Demand Management" and "Resource sharing in SWAN" which are valuable to new directors or new libraries joining SWAN.

## Board Considerations

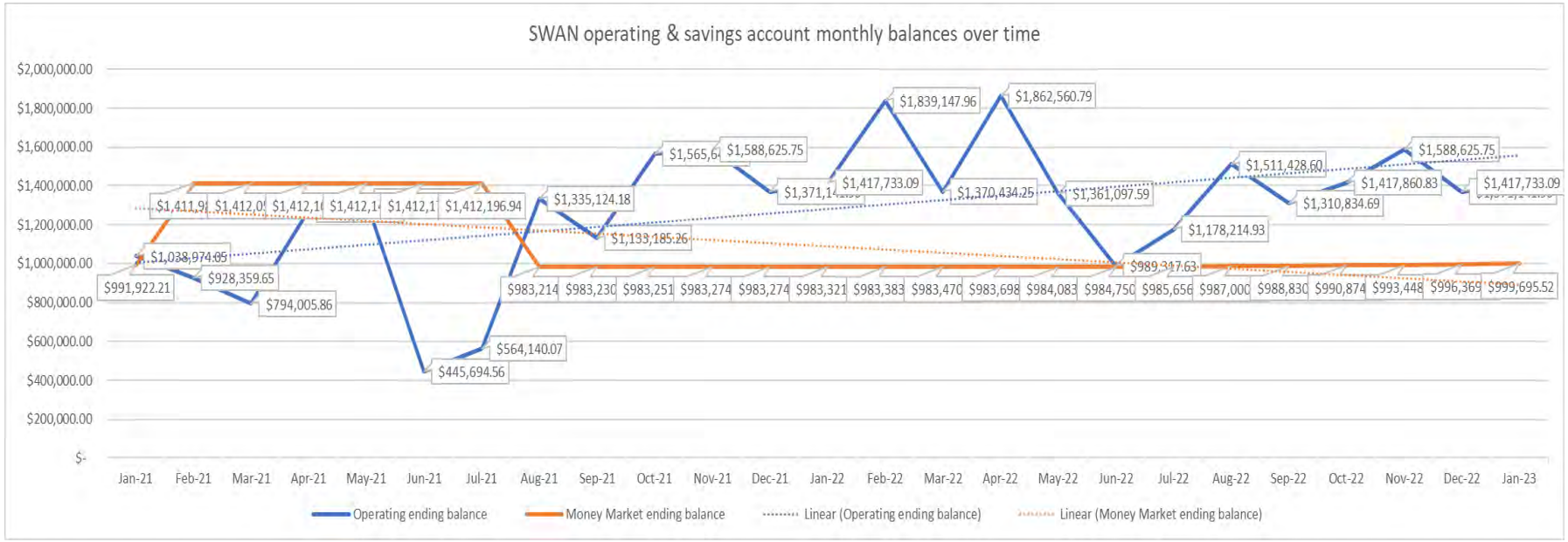
**Investing SWAN Reserve Funds**
I reached out to two organizations suggested to see if SWAN would be eligible to join and to learn what investment options would be provided. Both Illinois Metropolitan Investment Fund (IMET) and Illinois Funds have answered that SWAN would be eligible to apply to join either or both groups.

### Money Market (current)

The yield on the Money Market account has improved significantly in the last few months. Interest paid in the past year totaled $16,374. MaxSafe account offers liquidity and FDIC coverage for the full balance without having to collateralize.

| | **January 2021** | **January 2023** |
|---|---|---|
| **Annual percentage yield earned** | 0.09% | 4.30% |
| **Interest-bearing days** | 31 | 31 |
| **Average balance for APY** | $991,850 | $999,695.52 |
| **Interest earned** | $71.96 | $3,581.15 |

The monthly balances of the checking and savings accounts for SWAN are charted below. In July 2021, the transfer of $429,000 funds from the Money Market savings account was approved by the SWAN board per my recommendation to cover a low balance. Since that time, the operations fund checking account has only dipped below $1 million once in June 2022.



## Illinois Funds

The Illinois Funds program has around 1,500 participants throughout the State of Illinois, including municipalities, school districts, universities, and many more local government entities.

With an Illinois Funds account, SWAN would be able accept direct deposits from State agencies, earn interest, and have access to withdraw funds from the account at any time at no charge. The Illinois Funds accounts have the highest rating from the Fitch Ratings agency, which signifies excellent safety of invested principal.

Illinois Funds verified and confirmed SWAN's eligibility for the Illinois Funds. There is an enrollment form and Terms and Conditions. We can complete the forms and return them via email to the Illinois Funds staff who process upon receipt.

Details:
Overview

## IMET: Illinois Metropolitan Investment Fund

I spoke with IMET Executive Director Sofia Anastopoulos about the eligibility of SWAN to join and the investment options. IMET has 160 participants, which are units of local government, municipalities, and libraries. The LINC consortia participated in IMET, so SWAN is eligible to join. IMET has two options for participating organizations, (1) Convenience Fund, and (2) CORE Fund. The Convenience Fund has 90% of the IMET portfolio, and it is comprised of collateralized bank deposits, FDIC insured certificates of deposit and US government securities. CORE is intended for longer investments of 1 to 3 years.

Details:
Convenience Fund
CORE Fund

## Next steps

I spoke with SWAN Treasurer Tim Jarzemsky about the two options, and we agreed that it would be useful to SWAN to join one or both groups and have options to invest. Tim advised to focus on having a variety of investing options for SWAN and to avoid "chasing yield" as a goal. We agreed that the Money Market is performing well for SWAN currently, but that our options were limited in prior years when the rate of return was low. Having investment options in addition to the Max Safe savings would be beneficial for the SWAN consortia. We could start with small amounts of $100,000 for each investment selected and become familiar with having SWAN funds in additional accounts.

I am interested in hearing board representatives' ideas and questions about these investment options.

**FY2024 budget draft**

The budget is presented in a final draft for this month's meeting before going to the full membership for approval. The Committee of the Whole meeting recording on February 7th is posted on the event page. SWAN Committee of the Whole Meeting | SWAN Library Services (swanlibraries.net)

## Monthly Financial Report

**Balance Sheet**

The Fund Balance Unrestricted line for January is at $2,430,972.46 which is unchanged from the month prior.

| | |
|---|---|
| Fund Balance Unrestricted | $2,430,972.46 |
| Expenses to be paid from reserve | ($43,500.00) |
| | $2,387,472.46 |
| SWAN annual expense budget | $4,147,033.00 |
| | 58% |
| Number of months operating expense in reserve | 6.9 |

**Revenue & Expense Report**

This month would be 58% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2023. The total revenue reflects library membership fee payments for three quarters, which would bring in 75% of SWAN revenue. Expenses appear higher than 50% due to prepaid expenses from the prior fiscal year which are now recorded in the appropriate budget lines, noted below.

| SWAN FY23 | FY23 Budget | Ending January 2023 | Percentage of budget YTD 58% |
|---|---|---|---|
| **Total Revenue** | $4,143,426.00 | $3,170,481.22 | 77% |
| **Total Expenses** | $4,147,033.00 | $2,814,443.91 | 68% |
| **Over / (Under)** | **($3,607.00)** | **$356,037.31** | |

**Accounts Receivable Update**

4010 - SWAN Full Membership Fees: the third quarter invoices were sent out in October. We are currently at 74.86% of what should be 75% for this line.

4190 – Member Group Purchase Receipts: we invoice the EBSCO database group-purchase libraries their full amount due rather than adding the payment to the quarterly membership fees. We have received 101.93% of the $445,686 budget line.

4220 - Reimbursement Losses for Resource Sharing: the invoices issued as part of the SWAN-to-SWAN member library for lost and paid material are recorded in this line. This line will offset against the 5920 Reimburse for Resource Sharing expense line.

4310 – RAILS Support to SWAN: the third quarterly payment to SWAN was received so this revenue is at 75%.

4510 – Interest Income: SWAN's Money Market has performed better than expected for the past three months with almost 5 times the expected revenue. Currently, the rate for January is 4.3% where the rate one year ago was 0.02%.

**Accounts Payable Update**

5000 – Salaries & Wages: this line remains under budget for the year-to-date expenses.

5023 – Worker's Compensation insurance: this line reflects 3 months prepaid expenses of insurance coverage from the prior fiscal year.

5130 – Property Insurance: this line reflects 3 months prepaid expenses of insurance coverage from the prior fiscal year.

5430 – Server Software Licensing: expenses related to the hosting of Symphony, Aspen, and the support/ticketing systems are recorded in this budget line. We elected to add a second Aspen server for internal testing of software releases prior to upgrading our production/live Aspen. The addition of this second server has increased our monthly Azure costs.

5440 – Library Services Platform: payments to ByWater, OCLC, SirsiDynix, and EBSCO have been recorded. This line reflects prepaid expenses for SirsiDynix, ByWater Solutions, and EBSCO. OCLC group-services fees are paid in full, bringing the total expenses for this budget line to 92.67%.

5450 – Data Management Services: expenses for RDA ToolKit and WebDewey are paid in full for the year. ArcGIS software subscription with Esri is included in this budget line expense.

5460 - Information Subscription Service budget line is 95.53% spent as the EBSCO subscription to Novelist Select is fully recorded in this budget line.

5490 – Group Purchases Services: while this line is overbudget, it is due to the new Library Pass Comics Plus online subscription at $13,907 being completed. This is an opt-in subscription for libraries, and the

libraries will be invoiced by SWAN next month and be recorded in the 4190 Member Group Purchase Receipts as revenue.

5700 – Insurance: prepaid expenses for D&O, business, and cybercrime are reflected.

5990 – Group Purchases – Content: EBSCO group-purchase expense has been completed.

# Operations Report: February 2023

## Summary

Membership engagement activities and statistics are reported through month-end of January 2022. System outages will be reported as of final assembly of the report to ensure that any critical system issues are documented as quickly as possible. Highlighted activities represent on-site library events.

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# Member Engagement – All Staff

A recap of member engagement activities in January 2023.

## Site Visits, Training, and Consultation

Member engagement activities, including meetings, on-site visits, training, and consultation are noted for the reporting period. Highlighted activities represent on-site library events.

| Date | Event Name | Teams Responsible | Category |
|---|---|---|---|
| 1/4/2023 | Office Hours: ILL/Circ/Outreach | All | Consultation |
| 1/9/2023 | Office Hours: Aspen | User Experience | Consultation |
| 1/11/2023 | Office Hours: BLUEcloud Analytics | Administration, Information Technology & System Support | Consultation |
| 1/12/2023 | Office Hours: Cataloging | Bibliographic Services | Consultation |
| 1/12/2023 | Consultation: Circulation + Hold Maps (McCook) | Information Technology & System Support | Consultation |
| 1/17/2023 | Consultation: BLUEcloud Analytics (Theosophical Society) | Information Technology & System Support | Consultation |
| 1/17/2023 | Consultation: MobileStaff Registration (North Riverside) | Information Technology & System Support | Consultation |
| 1/18/2023 | Circulation Advisory | User Experience | Member meeting |
| 1/18/2023 | Office Hours: Circ/Hold Map | Information Technology & System Support | Consultation |
| 1/18/2023 | Consultation: Patron Point Settings (Indian Prairie) | Information Technology & System Support | Consultation |
| 1/19/2023 | Consultation: BLUEcloud Analytics Reports (Dolton) | Information Technology & System Support | Consultation |
| 1/20/2023 | SWAN Board Meeting | Administration | Governance |
| 1/23/2023 | Cataloging Training (National University of Health Sciences) | Bibliographic Services | Training |
| 1/23/2023 | BLUEcloud Analytics Training (Broadview) | Information Technology & System Support | Training |
| 1/25/2023 | Office Hours: BLUEcloud Staff | Information Technology & System Support | Consultation |
| 1/25/2023 | Consultation: BLUEcloud Analytics (Frankfort) | Information Technology & System Support | Consultation |
| 1/26/2023 | Discovery & User Experience Advisory | User Experience | Member meeting |
| 1/31/2023 | SWAN Fireside Chat #46 | All | Member meeting |

## User Group and Advisory Meeting Recap

All 2023 meetings are posted in L2, search "swan2023." On the SWAN Support Site, visit the SWAN Events Calendar for a full listing of upcoming events.

### Discovery & User Experience Advisory (1/26/2023)

In the January 2023 meeting for DUX, the group set resolutions for the new year, including patron research ideas and UX techniques to build on. They also completed a testing activity for the Aspen LiDA app, currently in beta, which has seen several performance improvements since the group last tested. We are continuing to work through the development priorities the group set in the November 2022 meeting.

### Circulation Advisory (2/18/2023)

The focus for this year's Circulation Advisory members is on developing a curriculum and onboarding process for new circulation managers. Prior to this meeting, the group submitted ideas for a circulation manager training curriculum, and during the meeting members discussed the training topics in more depth. SWAN staff are working to develop this work into an onboarding checklist and fill in any gaps in our current training offerings. In addition, the group discussed the idea of a mentor program for circulation managers.

# Major Projects & Research

## Addison Public Library

We have set up a training schedule for the year and have invited all project team staff at Addison to this series of events. Training will consist of weekly hour-long sessions on all topics relevant to the SWAN experience including pre-requisite "homework assignments" that include pre-recorded sessions, our online learning offerings, and select third-party training options. This is the overall timeline:

- February & March – General SWAN Policies, Governance, Support, Project Planning
- March & April – Circulation Basics, Aspen
- May & June – EBSCO, BLUEcloud Mobile, Resource Sharing & OCLC
- June through August – Cataloging, Acquisitions
- August through October – Reports & Statistics, Notifications
- October & November – Go-live Preparations

Alongside these trainings, we will commence weekly meetings with our project teams. Finally, we are meeting with SirsiDynix support the week of February 13th to discuss the project timeline with our project lead on their side.

## Aspen Discovery

Aspen 23.01 was released January 18th. This release included a major PHP software update and most notably, Aspen now updates the charge history rule settings in Symphony when a patron turns their reading history on or off in the catalog.

The Aspen LiDA app also saw major performance improvements with this release, which allows SWAN to begin more thorough testing and provide feedback on app features. Beginning with the February

release, we will post the Aspen LiDA release notes to the SWAN Community Forums for DUX members or anyone else interested to test. We'll continue to test and monitor app development in conjunction with DUX to assess when we are ready for an Aspen LiDA pilot program.

We also migrated to ByWater Solutions supported hosting on January 16th. The server migration was extremely smooth and completed by about 9:30AM. Thanks to ByWater staff and Rudy Host for making sure the migration was a success!

## BLUEcloud Staff (Acquisitions, Cataloging, Circulation, MobileStaff)

Working with the Alsip-Merrionette Public Library staff, Crystal Vela identified issues with the Receive Transit function in BLUEcloud Circulation. This function was not using our hold map settings and any items checked in using this function were not properly routed. Crystal worked with Dave Pacin to remove this feature from BLUEcloud Circulation permissions, and staff can use the Checkin feature as an alternative. In addition, Crystal is investigating an additional issue with items with a value in the number of pieces field that is greater than one.

## BLUEcloud Analytics Permissions

The release of BLUEcloud Analytics version 23. 01 included a reworking of permissions and the elimination of a user-level tier. They are migrating users from a now-defunct Analyst level to the Reporter level, which no longer includes the ability to create folders, reports, or dossiers. They also cannot edit dossier settings. Users are still able to subscribe to reports off of SWAN templates.

This has not affected all users as it appears to be taking place as part of a wider SirsiDynix rollout. We are monitoring this situation and determining the best course of action to maintain users' ability to gather statistics.

## Security Initiatives

### Managed Detection & Response (MDR) Research

Arctic Wolf, the MDR provider we are investigating, provided some preliminary licensing costs. We have scheduled another demo in mid-February for the remaining ITSS staff, Scott, and Aaron.

### TLS-SIP2 Migration

Kanopy's move to OverDrive's Ozone authentication service will require block rules to match across services. Kanopy sent a spreadsheet with the block rules for all SWAN libraries using either service. Of the nearly 90 OverDrive subscribers, only a third of them also subscribe to Kanopy and only a third of those have disparities in their rules. We will be confirming a timeline for the change and prepare communications for the membership.

As we have been reviewing our vendor connections, ComicsPlus was identified as a vendor that is already connecting over a TLS encrypted port but does not have patron PIN enabled. As part of our commitment to securing our external connections, ComicsPlus authentication will require the use of PINs as of March 1st.

## Enhanced Patron Notifications – MessageBee

MessageBee configuration continues to be in the hands of Unique Management, who is working on creating templates for all e-mail and SMS message types for our 100 libraries. Initially we worked with a single library's templates to establish that they were using the correct language, links, and formatting. This required a lot of communication with Unique Support as we ironed out the initial templates. Unique then began creating templates for 5 additional libraries. These templates had some elements that did not copy over correctly from the initial batch, and we are currently still in this phase of the evaluation.

The process is taking longer than expected, but we are still on track for our rough timeline. We have plenty of time before the planned SMS switch from SirsiDynix to MessageBee in May. Once these initial templates are ready, we will move on to creating SWAN's local templates. These will be used for notifications that go out to non-SWAN users including Chicago Public Library reciprocal borrowers. This will form our testing group. Once complete, we will migrate these notifications to MessageBee, monitor their performance, and begin generating statistics on our MessageBee dashboard. At that point, we will have material for use in member staff training. We are waiting to schedule training until we are confident in the templates and have statistic populated.

## External Collaboration & Partnerships

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community.

| Date | Event Name | Teams Involved | Topic |
|---|---|---|---|
| Tuesdays | ByWater - Aspen weekly check-in | All (UX Lead) | Partnerships |
| Alternate Wednesdays | Aspen Grouped Work Working Group | Bibliographic Services | Partnerships |
| 1/17/2023 | Aspen Community Meeting | User Experience, Bibliographic Services | Partnerships |
| 1/3/2023; 1/17/2023; 1/31/2023 | Unique - MessageBee | All | Partnerships |
| 1/25/2023 | SirsiDynix Sure Sailing | All | Partnerships |

### Aspen Grouped Work Working Group

This is a collaboration between Scott and 3 members of the Aspen community from Nashville Public Library (TN) and Arlington Public Library (VA). The group's goal is to identify trends in the groups' use of manual record grouping in order to make recommendations to ByWater on improving automated record grouping for all Aspen users. The group has already identified and reported some anomalies in how grouped work metadata is being stored, which has impeded our analysis. We also hope to isolate specific inconsistencies within vendor-provided metadata for e-resources that can help bridge the gap between that metadata and traditional authority control.

# Support, Documentation, and Training

Details on support tickets, documentation, and training.

## Issue/Outage:

### Indexing Issue

We had a couple of indexing issues reported late Friday afternoon on January 27th. A case was opened with SirsiDynix and clean-up scripts were run, but did not appear to correct the reported records. That evening, one of our overnight processing reports, ADUText, finished abnormally. The clean-up scripts found an unusually large number of edit keys, which were then passed through our dynamic indexing process. That evening, our edit count email alerted us to 430k edits queued up for overnight processing. Tyler Cazier from SirsiDynix worked with Ian Nosek past midnight to isolate the keys processed during the morning clean-up scripts. Around 16k edits were then processed early Sunday morning. This report ran excessively long Sunday morning. Michael Szarmach worked with Tyler and determined that the report was still attempting to process the isolated keys. Once these were removed from the queue, the report concluded. Our regularly scheduled reports were delayed as a result; however, the report schedule was back on track as of 1:30 Sunday afternoon.

On Sunday evening, our edit count appeared normal, and ADUText finished without errors as well as our weekly reindexing report. Unfortunately, the 430k edits that were isolated represented live records that were dropped from the main index during the ADUText report that terminated abnormally on Saturday. SirsiDynix support increased our simultaneous report count, allowing them to run a targeted reindexing report without disrupting the daily report schedule. In order to reduce potential issues during the reindexing, a partial cataloging freeze was enacted on Monday morning. The reindexing report finished early Monday afternoon, and all of the problematic records that had been reported were now properly searchable. Monday night's overnight processing window concluded without issue. Once the integrity of the index was verified Tuesday morning, the partial cataloging freeze was lifted.

### Outage tracking

We are making a slight modification in reporting downtime to better align with industry standards. Beginning in 2023, scheduled maintenance will no longer be recorded as an outage. As SWAN provides advance notice for any significant planned downtime and we have ensured that it was scheduled to minimize disruption, scheduled maintenance will not count against SWAN's uptime.

Uptime percentage in January 2023 was 99.998%. Due to the changes in outage tracking, January's uptime represents an increase over past years total uptime.

- 2017 – 99.995%
- 2018 – 99.986%
- 2019 – 99.992%
- 2020 – 99.989%
- 2021 – 99.993%
- 2022 – 99.992%

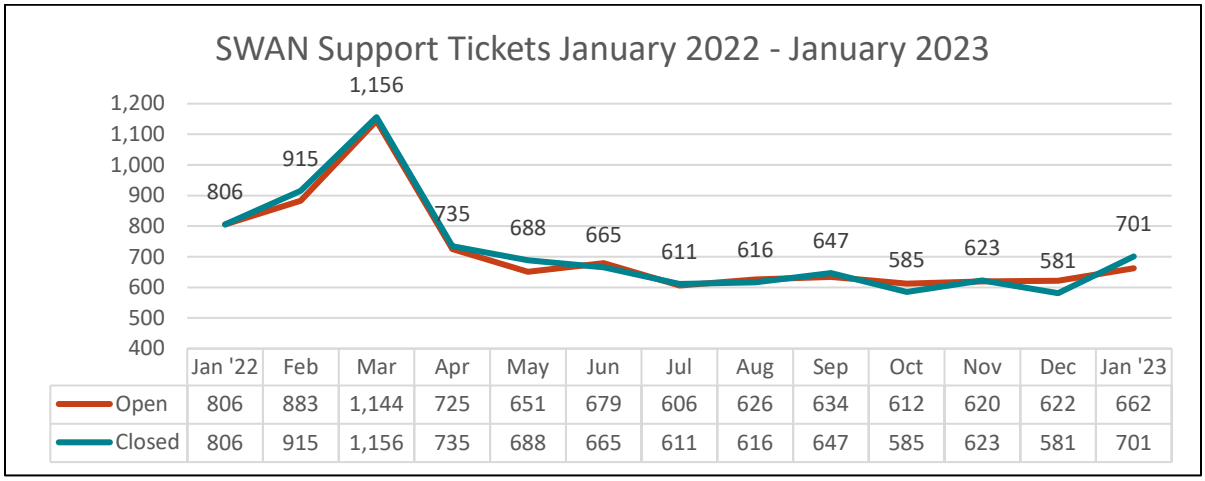
These events will continue to be recorded in the System Maintenance/Outage Tracking along with new Aspen releases, other system upgrades, and unplanned downtime or 'true' outages.

### System Maintenance & Outage Calendar

| | | | | |
|---|---|---|---|---|
| Aspen Unresponsive | Wed 1/4/2023 | Wed 1/4/2023 | Aspen load spiked shortly after 15:00. OverDrive harvest agent appeared to be using exce... | Outage, UX |
| Aspen release to test (PM) | Thu 1/5/2023 | Fri 1/6/2023 | | UX |
| Test Server Refreshed | Thu 1/5/2023 | Fri 1/6/2023 | Data on Test server EOD Jan 4, 2023 | SirsiDynix |
| Aspen Unresponsive | Sat 1/7/2023 | Sat 1/7/2023 | Aspen's load was quite high and all CPUs were pegged. Things appear to have stabilized af... | Outage, UX |
| BLUEcloud Central 23.01.00 & Microstrategies release | Mon 1/9/2023 | Tue 1/10/2023 | The BLUEcloud Central 23.01.00 release includes an upgrade to MicroStrategy version 2021 ... | SirsiDynix |
| Drupal 7 update | Wed 1/11/2023 | Thu 1/12/2023 | | UX |
| Aspen Migration from Self-Hosted to SaaS | Sun 1/15/2023 | Tue 1/17/2023 | Includes downtime on patron login, Aspen holds, and real-time availability. | UX |
| Aspen release to production (PM) | Tue 1/17/2023 | Wed 1/18/2023 | | |
| BLUEcloud Analytics - No New Reports (MIcrostrategy 20... | Fri 1/20/2023 | Sat 1/21/2023 | The remaining BLUEcloud Analytics instances will not require downtime for the MicroStrate... | SirsiDynix |
| BLUEcloud Central 23.01.00 MicroStrategy 2021 upgrade | Sat 1/21/2023 | Sun 1/22/2023 | The remaining BLUEcloud Analytics instances will not require downtime for the MicroStrate... | SirsiDynix |
| ADUText Abnormal | Sat 1/28/2023 | Sun 1/29/2023 | ADUText finished abnormally, executed cleanup scripts, notified SD | SirsiDynix |
| Long Running ADUText | Sun 1/29/2023 | Mon 1/30/2023 | Due to problems stemming from previous night's ADUText, 430k keys were set to process. ... | SirsiDynix |
| Partial Cataloging Freeze | Mon 1/30/2023 | Wed 2/1/2023 | Partial Cataloging freeze began 1/30 at 10:45AM and was lifted 1/31 at 10:45AM Due to the ... | SirsiDynix |

## Support Tickets

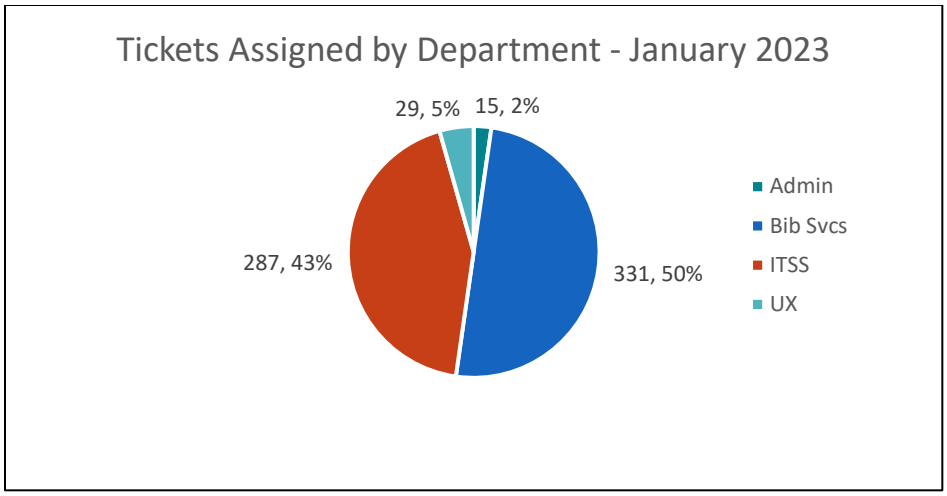
Data labels reflect tickets closed each month.




| | Jan '22 | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan '23 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Open | 806 | 883 | 1,144 | 725 | 651 | 679 | 606 | 626 | 634 | 612 | 620 | 622 | 662 |
| Closed | 806 | 915 | 1,156 | 735 | 688 | 665 | 611 | 616 | 647 | 585 | 623 | 581 | 701 |

**SWAN Support Tickets Opened/Closed in Past 12 Months**

Our Bibliographic Services team handled half of January's tickets. They also continue to be the most efficient team, represented by the lowest average article/ticket ratio of 4.73.




## Support Site

Our support site team is working on an upgrade from Drupal 7 to Drupal 9. We have completed a cleanup of modules on the original Drupal 7 site and have set up a new Drupal 9 site. We are now testing the migration process to move content from the Drupal 7 site to a new Drupal 9 site.

### Documentation Updates

No new documentation was added in January. Vickie Totton and Ian Nosek are currently working to update the documentation for MobileStaff.

## On-site Training and Consultation

Bibliographic Services staff continue to provide on-site training for libraries with new staff and transitions. Work continues with National University of Health Sciences in cataloging training.

## Training Modules & Recordings

In this reporting period, we have added three new online self-paced training offerings related to holds:

- PS301: Resource Sharing
- PS303: Holds Daily Processing
- PS304: Demand Management

These courses cover many aspects of holds and demand management in the SWAN ecosystem, including practical topics for member staff and in-depth “how the sausage is made” topics on how holds are managed by Symphony and Aspen behind the scenes. One more course in this series (PS302: Placing, Canceling, & Modifying Holds) is forthcoming.

We are also developing a series of courses on local cataloging practices, covering all topics that make SWAN’s MARC records unique. These will be of use to both cataloging staff and patron services staff

that  wish to fully understand our local access points and record practices. We aim to publish these courses by Spring 2023.

In addition, the UX Team and Scott Brandwein are updating the webinars for Aspen trainings for both library staff and Aspen administrators. We aim to complete these updates by mid-February.

### Learning Management System (SWAN Online Learning)

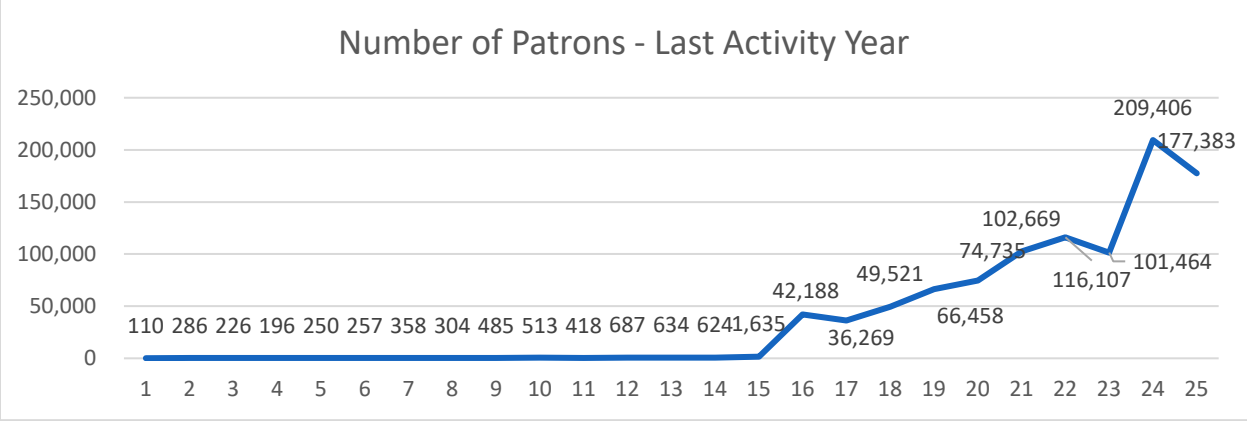
On January 23rd, we updated to a new interface in Inquisiq, our learning management platform. While there were few changes on the library staff facing end, the administration interface changed significantly. Crystal identified several bugs following the upgrade and is working with the vendor HireRoad to resolved them.

# Maintenance

## Automatic Monthly Patron Record Removal

On January 15th, 905 inactive patron records > 9 years were removed from the database. Starting in February 2023, this threshold will be reduced to 8 years of inactivity.

As of February 3, 2023, there were 177,383 patrons active since start of 2023. Coupled with 2022 active users (209,406) this represents 39.3% of total patron database. Since January 1, 2020, 61% of the total patron database has been active.  As we continue to update and remove inactive users, the active percentage of patrons continues to increase. SWAN still recommends purging all patron records with last activity date prior to 1/1/2013 regardless of outstanding bills.




## Notification Monitoring

Through verification of past reporting, the following notice tracking data reflects volume of message sent through each method (email, text, voice) and rates of success.

## Email notice tracking

SendGrid statistics reflect emails sent from SWAN. These totals also include SWANcom messages and BLUEcloud Analytics subscriptions sent out to each library's aliased email. Approximately 20% of email traffic is attributable to these non-notification communications.

Failed counts reflect individual email addresses (Addresses) as well as messages impacted (Messages). We did see a slight drop in our success rate in January, a large number of messages was dropped due to bounces. We'll dig a little deeper to see if there's an apparent reason for the increase in drops.

| | | | Addresses | | | Messages | | |
|---|---|---|---|---|---|---|---|---|
| Month/Yr | Total Emails Sent | Success Rate | Email Addresses Bounced | Email marked SWAN as SPAM | Invalid Emails | Blocks | Bounce Drops | Spam drops |
| January, 2022 | 414,381 | 96.94% (401,716) | 645 | 31 | 153 | 2,772 | 8,653 | 1,696 |
| February, 2022 | 385,196 | 96.97% (373,511) | 1,551 | 38 | 116 | 3,102 | 7,365 | 1,077 |
| March, 2022 | 418,531 | 97.67% (408,766) | 523 | 37 | 120 | 2,357 | 6,274 | 1,382 |
| April, 2022 | 390,872 | 97.72% (381,971) | 563 | 43 | 153 | 1,969 | 5,402 | 1,622 |
| May, 2022 | 414,381 | 96.94% (401,716) | 645 | 31 | 153 | 2,772 | 8,653 | 1,696 |
| June, 2022 | 429,334 | 96.85% (415,790) | 758 | 46 | 174 | 2,946 | 9,336 | 1,717 |
| July, 2022 | 432,080 | 97.78% (422,516) | 596 | 65 | 202 | 1,920 | 5,664 | 1,902 |
| August, 2022 | 454,501 | 96.88% (452,300) | 709 | 59 | 239 | 2,819 | 9,996 | 2,116 |
| September, 2022 | 434,604 | 96.41% (418,980) | 655 | 51 | 252 | 3,263 | 10,960 | 2,050 |
| October, 2022 | 446,583 | 96.80% (432,311) | 618 | 48 | 273 | 2,919 | 9,567 | 2,247 |
| November, 2022 | 417,528 | 96.58% (415,344) | 563 | 37 | 294 | 2,978 | 9,877 | 2,344 |
| December, 2022 | 402,970 | 96.42% (400,868) | 455 | 45 | 244 | 2,917 | 10,208 | 2,316 |
| January, 2023 | 446,637 | 95.12% (443,495) | 727 | 45 | 255 | 4,652 | 16,958 | 2,392 |

## Phone Notice Tracking

Phone notifications are sent through SWAN's contracted service with Unique Management and relies on their MessageBee voice delivery system. We continue to see a slight increase in failed calls recently.

| Month, Yr | Total Calls Attempted | Success Count | Success Rate | Failed Count | Failure Rate |
|---|---|---|---|---|---|
| January, 2022 | 8,846 | 8,580 | 96.99% | 266 | 3.01% |
| February, 2022 | 7,197 | 6,995 | 97.19% | 201 | 2.79% |
| March, 2022 | 8,890 | 8,678 | 97.62% | 212 | 2.38% |
| April, 2022 | 8,316 | 8,077 | 97.13% | 239 | 2.87% |
| May, 2022 | 9,920 | 9,693 | 97.71% | 227 | 2.29% |
| June, 2022 | 8,762 | 8,520 | 97.24% | 242 | 2.76% |
| July, 2022 | 8,443 | 8,197 | 97.09% | 246 | 2.91% |
| August, 2022 | 9,337 | 9,073 | 97.17% | 264 | 2.83% |
| September, 2022 | 8,404 | 8,169 | 97.20% | 235 | 2.80% |
| October, 2022 | 8,503 | 8,165 | 96.02% | 278 | 3.27% |
| November, 2022 | 8,514 | 8,251 | 96.91% | 263 | 3.09% |
| December, 2022 | 7,615 | 7,324 | 96.18% | 282 | 3.70% |
| January, 2023 | 8,164 | 7,843 | 96.07% | 308 | 3.77% |

### SMS notice tracking

SMS text messages are routed to SirsiDynix as part of our annual maintenance agreement. After the failed text message delivery in May, we returned to expected success rates on deliveries. Daily reports sent to libraries for immediate follow-up on failed text messages.

| Month/Yr | Hold | Manual | Overdue | Total | Error Phone# | Error | Queued | Success % |
|---|---|---|---|---|---|---|---|---|
| April, 2022 | 31,773 | 38 | 37,147 | 68,958 | 200 | 1,661 | 599 | 96.43% |
| May, 2022 | 28,595 | 44 | 38,093 | 66,732 | 210 | 19,268 | 878 | 69.50% |
| June, 2022 | 32,418 | 42 | 38,588 | 71,048 | 154 | 1,634 | 729 | 96.46% |
| July, 2022 | 33,468 | 42 | 41,040 | 74,550 | 90 | 1,358 | 702 | 97.12% |
| August, 2022 | 32,717 | 55 | 41,241 | 74,013 | 87 | 1,126 | 633 | 97.51% |
| September, 2022 | 34,209 | 26 | 34,747 | 68,982 | 71 | 1,008 | 563 | 97.62% |
| October, 2022 | 32,265 | 42 | 44,160 | 76,467 | 68 | 1,185 | 666 | 97.49% |
| November, 2022 | 28,437 | 37 | 37,416 | 65,890 | 61 | 1,003 | 642 | 97.41% |
| December, 2022 | 28,851 | 49 | 36,780 | 65,680 | 70 | 992 | 498 | 97.62% |
| January 2023 | 36,587 | 55 | 38,495 | 75,137 | 82 | 1,150 | 518 | 97.67% |

# SWAN Announcements

## Staff Development & Presentations

Cynthia Romanowski started in her role as Bibliographic Services Manager on February 6th. She has met with all of SWAN's internal staff so far and attended Cataloging Office Hours and Cataloging Advisory to start to get to know our membership. We are excited to have her aboard.

# Appendix: Statistics

## Cataloging & Collections

Cataloging statistics highlight the shared bibliographic database of physical materials maintained by our SWAN libraries and SWAN centralized cataloging staff.

### OCLC Cataloging Counts

*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.*

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Orig 2020** | 99 | 111 | 69 | 152 | 98 | 129 | 88 | 102 | 76 | 62 | 56 | 46 | **1,088** |
| **Copy 2020** | 1,908 | 1,717 | 1,863 | 2,270 | 2,357 | 2,496 | 2,237 | 1,886 | 2,405 | 1,723 | 1,901 | 1,704 | **24,467** |
| **Orig 2021*** | 41 | 53 | 54 | 73 | 49 | 88 | 49 | 71 | 80 | 65 | 72 | 104 | **799** |
| **Copy 2021*** | 1,632 | 1,847 | 1,911 | 1,480 | 1,720 | 1,756 | 1,580 | 1,916 | 2,367 | 1,463 | 2,295 | 1,802 | **21,769** |
| **Orig** 2022** | 84 | 143 | 93 | 57 | 106 | 97 | 52 | 133 | 87 | 74 | 55 | 77 | **1,058** |
| **Copy** 2022** | 1,808 | 2,283 | 2,059 | 2,299 | 2,239 | 1,886 | 1,976 | 2,706 | 1,944 | 1,918 | 2,010 | 2,275 | **25,403** |
| **Orig 2023** | 114 | | | | | | | | | | | | |
| **Copy 2023** | 2,925 | | | | | | | | | | | | |

* In January 2021, one of our Bibliographic Services Support Specialists reduced hours from 37.5 to 19.5 per week.

** In early 2022, our part-time Bibliographic Services Support Specialists stopped contributing due to illness. In late November 2022, we hired two part-time Bibliographic Services Clerks to assist with cataloging.

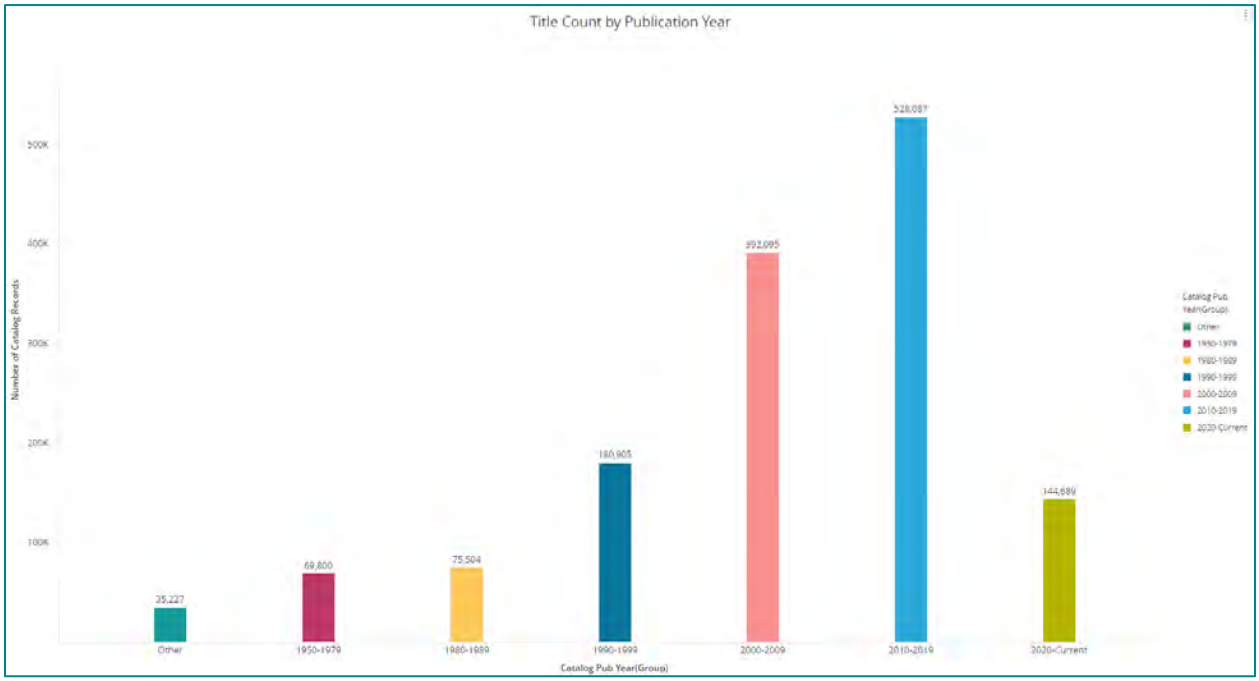
### Catalog title and item counts

#### *Title Count by Publication Year*

Unique titles (catalog keys) were tallied based on publication year. Missing or inaccurate publication dates represent a very small percentage of the database. Current title count is 1.4 million. Over 10% of the collection has a publication year since 2020.

| Catalog Pub Year(Group) | Number of Catalog Records | Percent to Total (Number of Catalog Records) |
|---|---|---|
| **Total** | **1,428,219** | **100.00%** |
| Other | 35,560 | 2.49% |
| 1950-1979 | 69,567 | 4.87% |

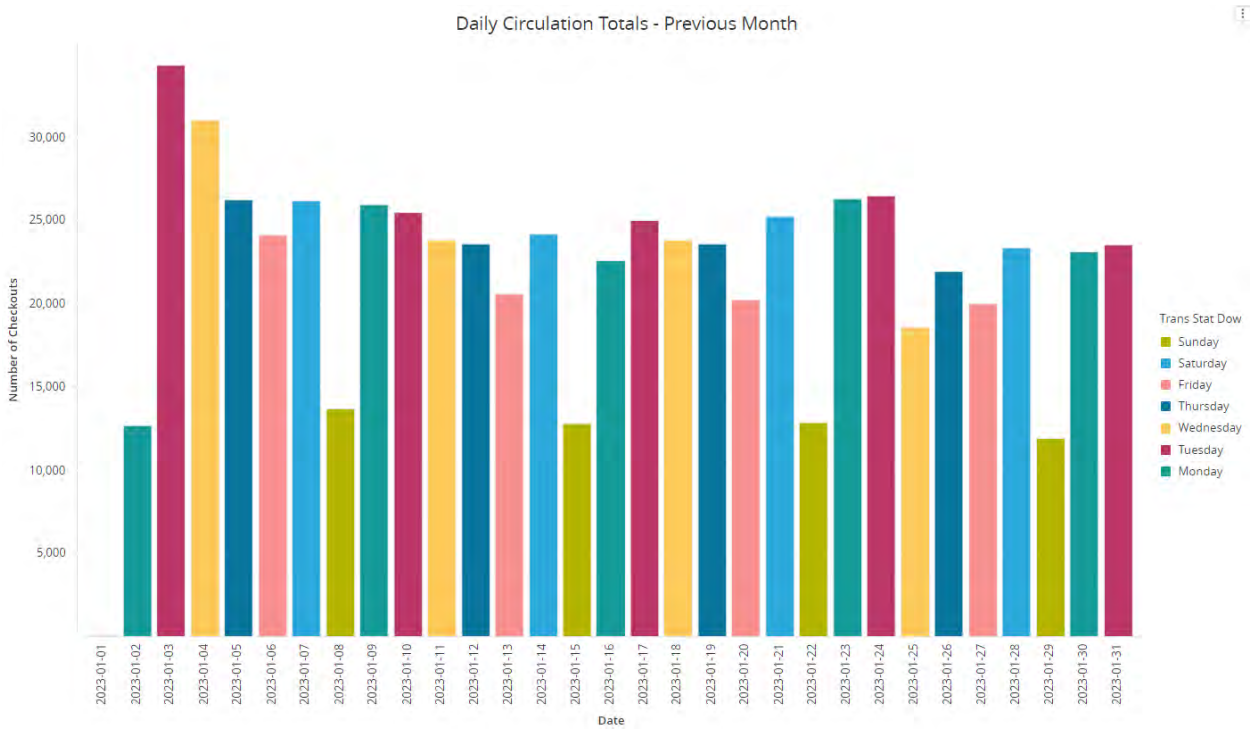
| | | |
|---|---|---|
| 1980-1989 | 75,180 | 5.26% |
| 1990-1999 | 180,354 | 12.63% |
| 2000-2009 | 391,183 | 27.39% |
| 2010-2019 | 527,374 | 36.93% |
| 2020-Current | 149,001 | 10.43% |




# Circulation

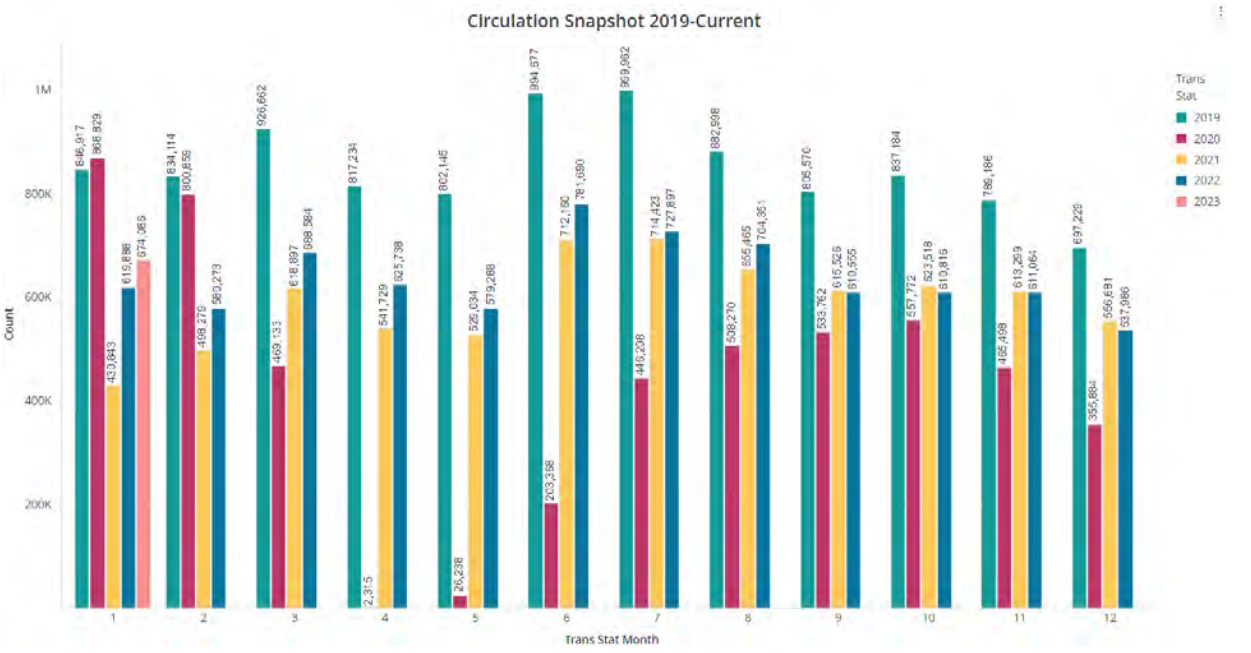
## Circulation in prior month

January circulation peaked just after the New Year holiday as expected and then settled into our regular weekly ebb and flow afterwards.




## Monthly total comparison since 2019

January broke our trend of slight declines in circulation over the previous year with a jump from 2022-2023 counts. This month saw the most significant year over year growth since June 2022.

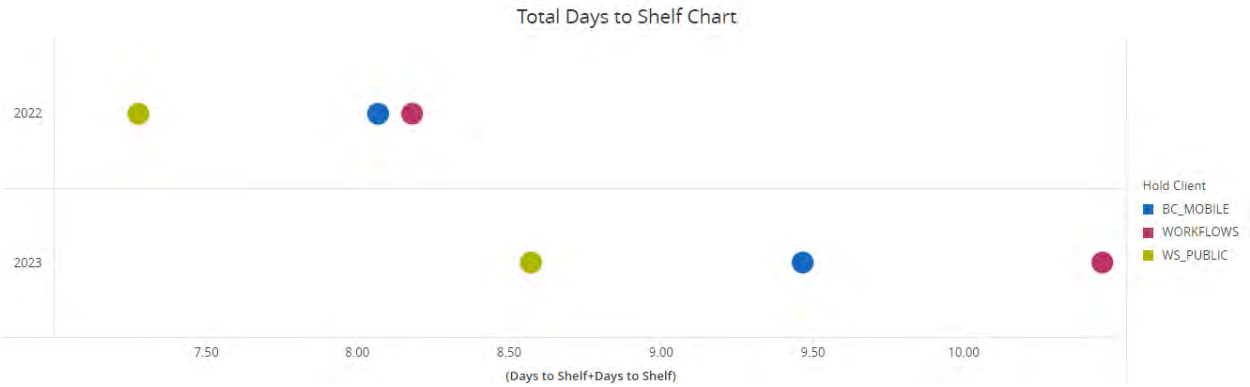


# Holds

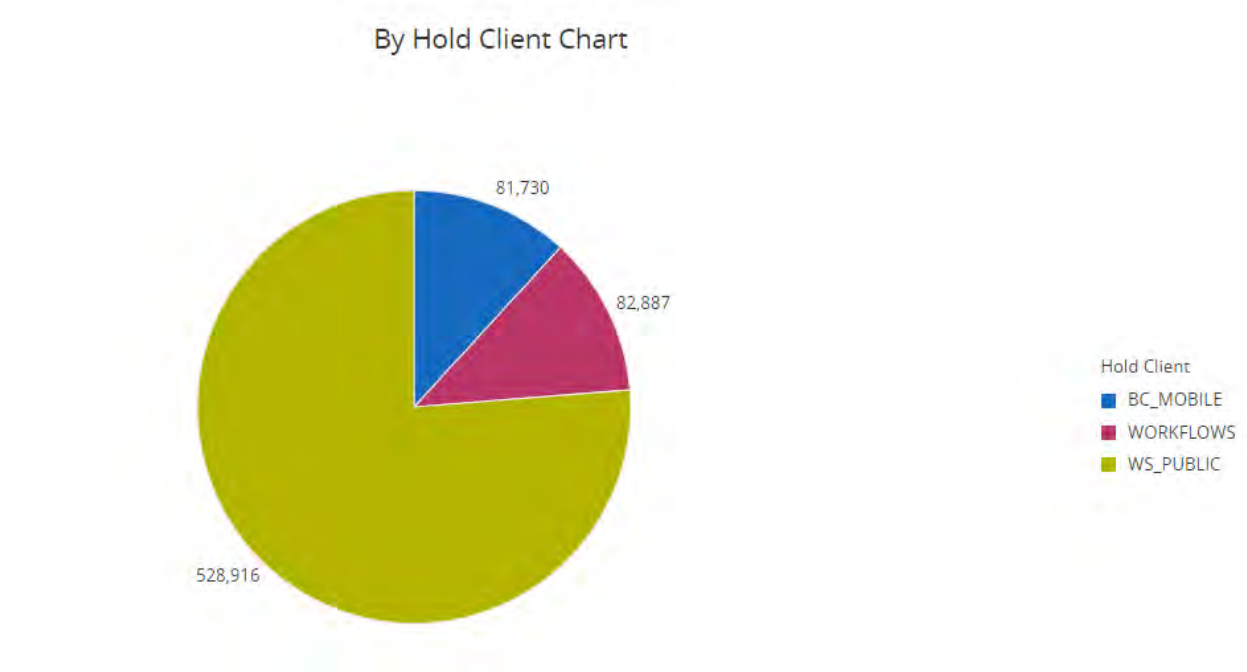
## Time to Fill Analysis

For this month of January, we are showing 2022 and 2023 time-to-fill data on one chart, as it illustrates the significant impact holiday closures can have on holds fulfillment. On average, time to fill increased by 1-2 days for holds that arrived in January. No other mitigating factors would have come into play here outside of closures of libraries and delivery related to December holidays and New Year's Day.

In this chart, 2022 represents holds filled between August and December of 2022. The 2023 graph represents holds filled in January only.

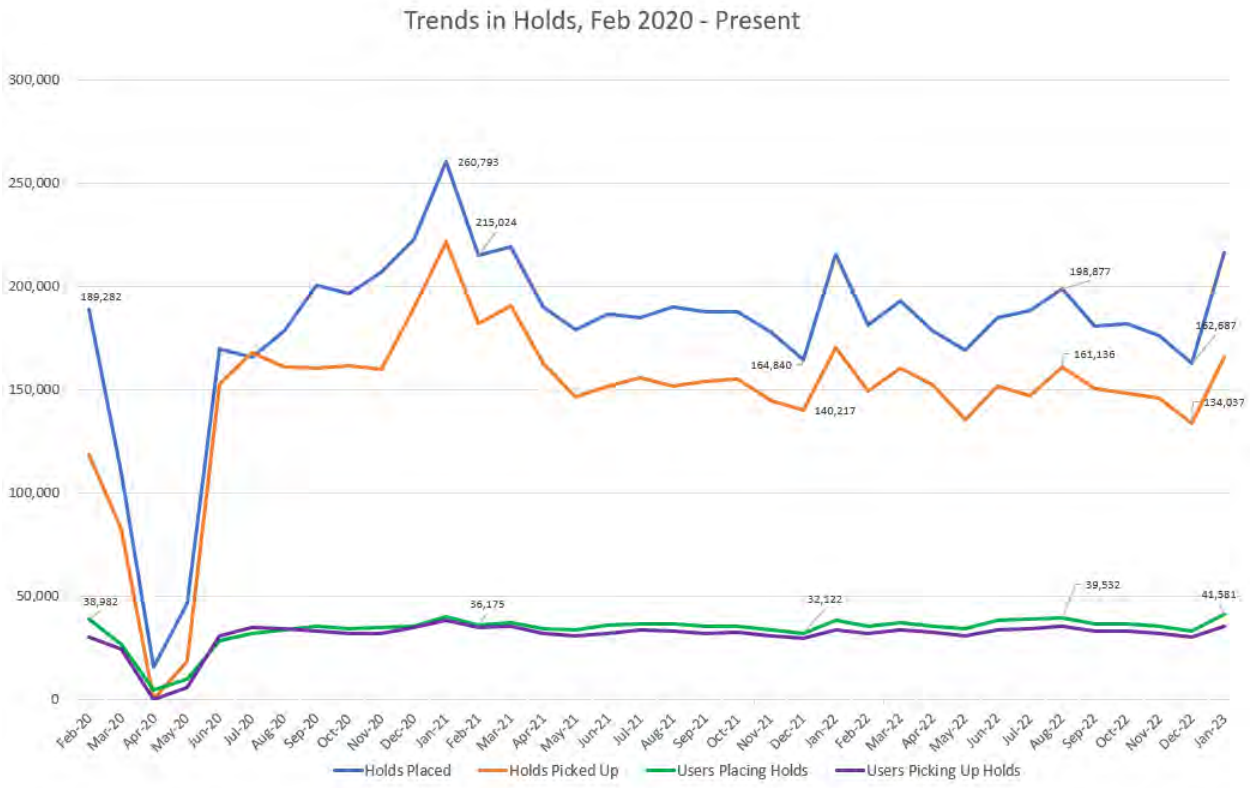



During the six-month period, 528,916 holds were placed and filled in Aspen, compared to 81,730 for BLUEcloud Mobile and 82,887 for WorkFlows. Over 75% of holds placed and filled, during this time period, were placed in Aspen.




## Holds Placement & Pick-up

The number of patrons placing holds was 41,581, a number that reflects an increase in user hold engagement in January. December 2022 vs December 2021 did show a decrease in number of patrons placing holds, as well as number of holds placed and picked-up. This is the highest number of users placing holds in a month since calculation began in February 2020. Total holds placed in January also peaked at 216,457, comparable but slightly higher than last January's number.




## Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 124,272 in January. Non-SWAN reciprocal borrowing included include 20,930 checkouts.

### OCLC Worldwide Resource Sharing

Our combined OCLC interlibrary loan statistics show that SWAN continues to be a net lender. Despite an increase in borrowing activity, we lent 1.6 items for each item borrowed.




# Online Public Catalog - Aspen

## Patron Use Report updates

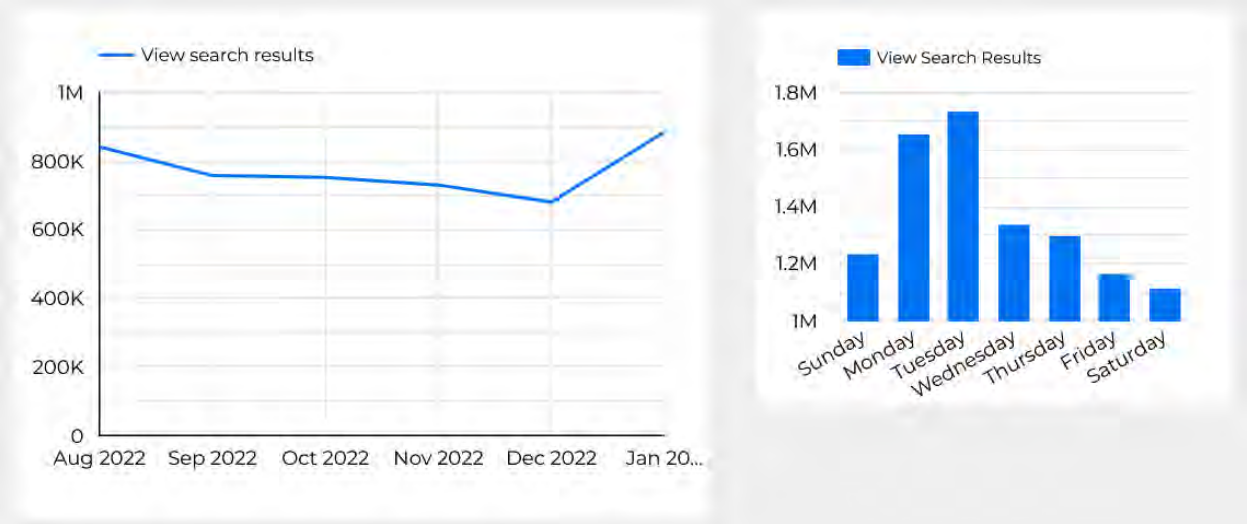
On July 1, 2023 Google will no longer support Universal Analytics, which powers much of our patron use report data for Aspen. As of January 2023, we have transitioned to Google Analytics 4 to track insights into patron catalog usage.

## Top 25 Searches in Aspen (January 2022)

1. spare
2. colleen hoover
3. ps4 games
4. nintendo switch
5. lessons in chemistry
6. it ends with us
7. board books
8. verity
9. tar
10. dvd
11. detective and mystery fiction
12. winter
13. the seven husbands of evelyn hugo
14. james patterson
15. pokemon
16. louise penny
17. minecraft
18. atomic habits
19. martin luther king jr
20. tomorrow and tomorrow and tomorrow
21. movies
22. snow
23. everything everywhere all at once
24. historical fiction
25. avatar

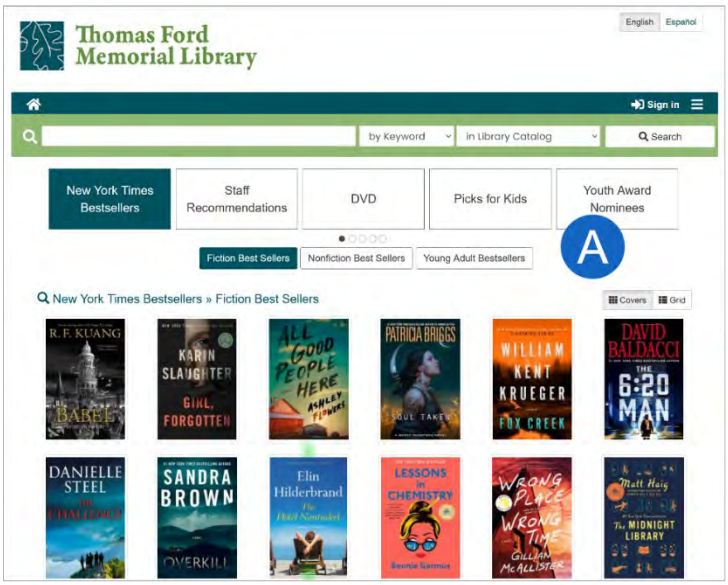
## Results Pageviews in Aspen

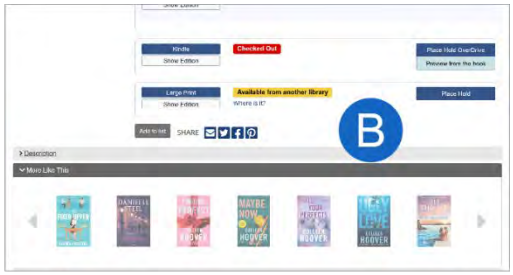
In January 2023 we saw the highest usage of Aspen since we went fully live in May 2022.

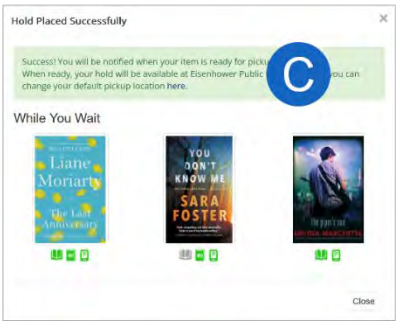


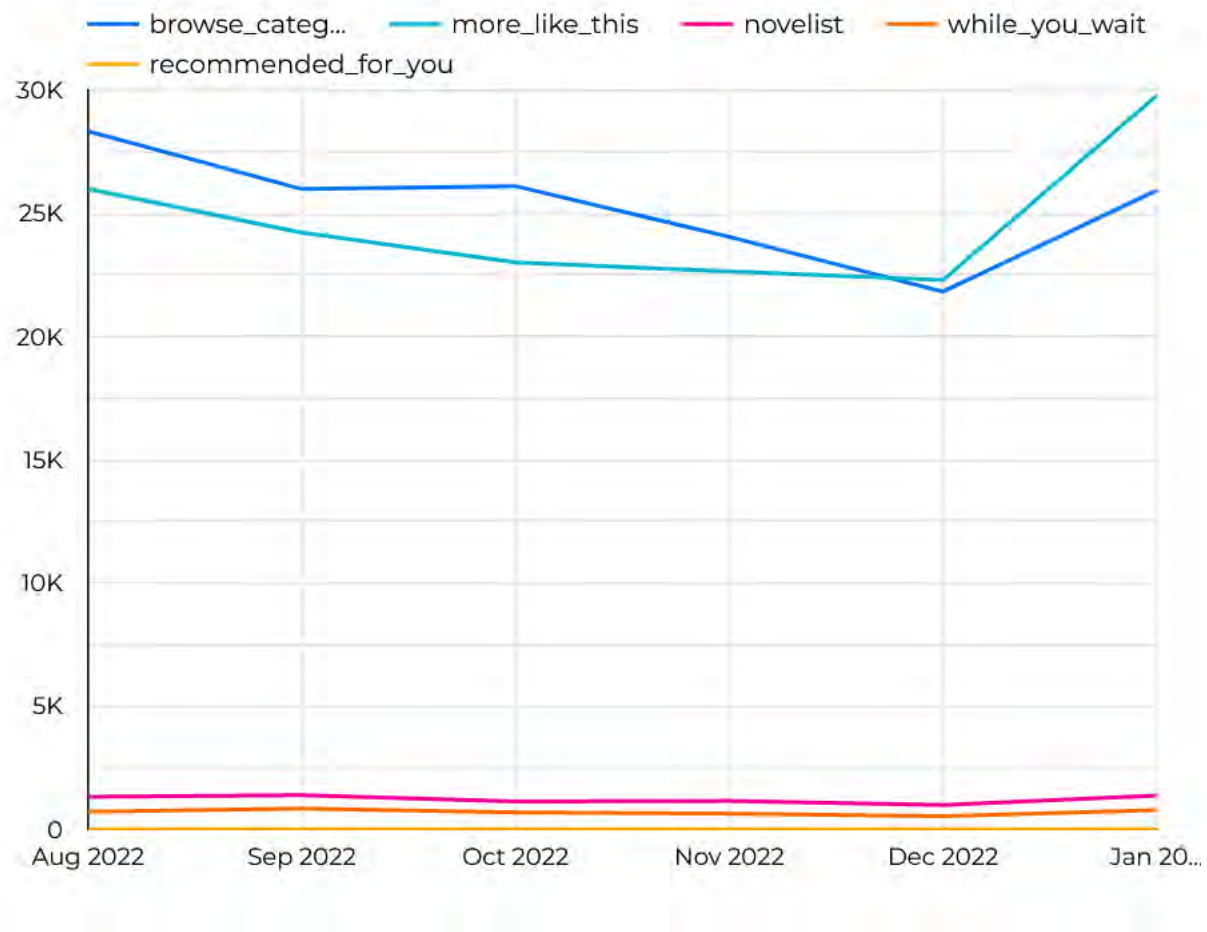

## Usage of Recommendations

Browse categories appear on the home page and they are generated by library staff (A). “More Like This” are auto-generated by Syndetics and appear on a grouped work or record detail page (B). “While You Wait” are auto-generated by Aspen, and appear when you place a hold or view your holds and checkouts (C). This data measures clicks on title recommendations presented to patrons.




browse_categ...
more_like_this
novelist
while_you_wait
recommended_for_you
30K
25K
20K
15K
10K
5K
0
Aug 2022
Sep 2022
Oct 2022
Nov 2022
Dec 2022
Jan 20...

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

| DATE | MEETING TYPE | ACTION ITEMS |
|---|---|---|
| Thursday, July 1, 2021 | | SWAN FY21 Budget goes into effect. |
| Friday, July 23, 2021 | 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. |
| Friday, August 20, 2021 | Regular SWAN Board Meeting | Decision if meeting will meet a quorum |
| Friday, August 20, 2021 | SWAN Expo | CANCELLED Annual conference at Moraine Valley Community College |
| Thursday, September 2, 2021 | Quarterly | Introduce new SWAN Board members |
| Wednesday, September 15, 2021 | | RAILS LLSAP Funding application due |
| Friday, September 17, 2021 | Regular SWAN Board Meeting | Closed session minutes 6 month review<br>Identify SWAN policies to review. Review budget process timetable with SWAN Board. |
| October | | RAILS reviews LLSAP grant applications and determines awards |
| Friday, October 22, 2021 | Regular SWAN Board Meeting | Aaron begins work on FY23 budget, brings questions to SWAN Board if needed. |
| Wednesday, November 17, 2021 | Finance Committee | Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed. |
| Friday, November 19, 2021 | Regular SWAN Board Meeting (Glen Ellyn) | Board accepts FY21 audit. |
| | | Aaron to bring FY23 Budget draft; Board discuss Fees and determines next steps. |
| | | Set Board approves meeting dates for 2022 calendar. |
| Thursday, December 2, 2021 | Quarterly | Announce FY23 Budget Process |
| Friday, December 17, 2021 | Regular SWAN Board Meeting (Glen Ellyn) | Review of FY23 Budget Draft. |
| | | Approve FY23 LLSAP grant agreement |
| Thursday, January 13, 2022 | SWANcom | Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting. |
| Friday, January 21, 2022 | Regular SWAN Board Meeting (La Grange) | 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 Succesion Plan for ED. |
| January 2022 [TBD] | SWANcom | Board present draft budget to membership. |
| Monday, January 31, 2022 | | Signed LLSAP grant agreements due to RAILS |
| Tuesday, February 1, 2022 | Membership Meeting | Meeting to discuss FY23 budget, fees, and reserves worksheet. |
| Friday, February 18, 2022 | Regular SWAN Board Meeting (La Grange) | 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. |
| Thursday, March 3, 2022 | Quarterly | Roll call vote to approve SWAN budget. Announce Board election process. |
| Friday, March 18, 2022 | Regular SWAN Board Meeting (virtual) | Determine if Personnel Committee meeting is needed. |
| | | Ratify budget |
| | | Sikich security audit findings presentation |

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

| DATE | MEETING TYPE | ACTION ITEMS |
|---|---|---|
| March 2022 (TBD) | Personnel Committee [if needed] | SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations. |
| Friday, April 22, 2022 | Regular SWAN Board Meeting (Midlothian) | 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 2022 (TBD) | SWANcom | Announce election info. |
| Friday, May 20, 2022 | Regular SWAN Board Meeting (Bloomingdale) | Review Board Self-Evaluation Results. |
| | | Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion. |
| Thursday, June 2, 2022 | Quarterly | Board Election Results. Vote on Bylaw amendments (if any). |
| Friday, June 17, 2022 | Regular SWAN Board Meeting (Bloomingdale) | Review/Write Off Allowance for Doubtful Accounts |
| | | RAILS provides FY24 consortial support grant applications to consortia. |
| | | Director Evaluation - Provide results and discuss (Executive Session). |
| Thursday, June 30, 2022 | | OCLC State-wide Group Services Agreement Ends |
| Friday, July 1, 2022 | | SWAN FY23 Budget goes into effect |
| | | FY23 RAILS LLSAP grant payments and in-kind services begin |
| Friday, July 15, 2022 | 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. |
| Sunday, July 31, 2022 | | FY23 LLSAP Grant semiannual report due to RAILS |
| Friday, August 19, 2022 | SWAN Expo | Annual conference at Moraine Valley Community College |
| Friday, August 19, 2022 | Regular SWAN Board Meeting | If needed |
| Thursday, September 1, 2022 | SWAN Quarterly Meeting | Introduce new SWAN Board members |
| Friday, September 16, 2022 | Regular SWAN Board Meeting | Closed session minutes 6 month review<br>Identify SWAN policies to review. Review budget process timetable with SWAN Board. |
| Friday, October 21, 2022 | Regular SWAN Board Meeting | Aaron begins work on FY24 budget, brings questions to SWAN Board if needed. |
| Friday, November 18, 2022 | Regular SWAN Board Meeting | Board accepts FY22 audit. |
| | | Aaron to bring FY24 Budget draft; Board discuss Fees and determines next steps |
| | | Set Board approves meeting dates for 2023 calendar |
| Thursday, December 1, 2022 | SWAN Quarterly Meeting | |
| Friday, December 16, 2022 | Regular SWAN Board Meeting | Review of FY24 Budget Draft. Approve FY24 LLSAP grant agreement |
| January 2023 (TBD) | SWANcom | Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting. |
| Friday, January 20, 2023 | Regular SWAN Board Meeting | Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review. |
| Tuesday, January 31, 2023 | | FY24 LLSAP Grant agreement due to RAILS |
| February 2023 (TBD) | SWAN Committee of the Whole Meeting | Meeting to discuss FY24 budget, fees, and reserves worksheet. |

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

| DATE | MEETING TYPE | ACTION ITEMS |
|---|---|---|
| Friday, February 17, 2023 | Regular SWAN Board Meeting | Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review. |
| Thursday, March 2, 2023 | SWAN Quarterly Meeting | Approval vote on FY24 budget |
| Friday, March 17, 2023 | Regular SWAN Board Meeting | Ratify budget. Determine if Personnel Committee meeting is needed. |
| Friday, April 21, 2023 | Regular SWAN Board Meeting | Review and approve Board Self Evaluation Form; assign date for completion. |
| Friday, May 19, 2023 | Regular SWAN Board Meeting | Review Board Self-Evaluation Results. |
| Thursday, June 1, 2023 | SWAN Quarterly Meeting | |
| Friday, June 16, 2023 | Regular SWAN Board Meeting | Review/Write Off Allowance for Doubtful Accounts |

# SWAN Budget Information & Guidelines

Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

## Introduction

The SWAN budget is introduced to the SWAN Board at its November meeting, with scheduled input from library directors at a February Committee of the Whole meeting, and concluding with a membership approval at the March SWAN Quarterly meeting.

## Budget Highlights

**Addition of MessageBee**

The addition of MessageBee as the service to enhance notifications for all 100 member libraries is included in this budget. The MessageBee proposal was presented to membership in September 2022, as well as several virtual presenations that followed. It was approved for implementation at the December 2022 membership meeting. This budget continues the service with it fully implemented for all 100 libraries. We are excited to have MessageBee as an important component of the library services platform which SWAN provides.

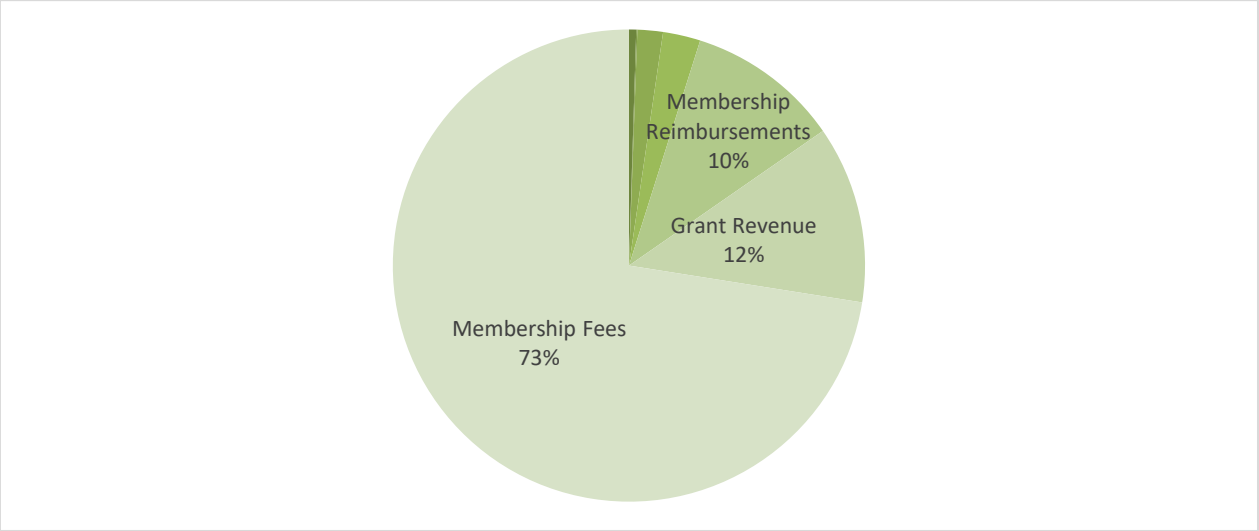
**Improvements in Hosting & Security**

This budget reflects changes to SWAN infrastructure, with a goal to improved security and performance. The budget expenses have shifted Aspen Discovery from a self-hosted environment to one supported by ByWater Solutions, as well as SWAN's Support website now residing in Pantheon hosting instead of SWAN's self-hosted environment in Azure. These vendor provided and supported enviroments offer improved performance and resolution of issues, as well as shifting the burden and liability of information security and hardening of servers to our preferred contracted vendors, away from SWAN. Much of this work was completed in the prior year, and this budget reduces or eliminates expenses associated with the prior self-hosting, but adds the new hosting expense.

**Addition of Addison Public Library**

Addison Public Library was approved for full membership in SWAN, and the library has approved the SWAN agreement. This budget includes the addition of the library from a revenue and expense standpoint. The one-time costs for data migration and set-up fees will be offset by a RAILS funding grant. The addition of Addison Public Library will bring 6 months of membership fee revenue to the consortia to this budget, which more than offsets expenses associated with the additional licensing of software and services.

## Revenue




## Membership Fees

**4010 SWAN Full Membership Fees $3,067,972**

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. Membership fee revenue includes 6 months of payments made by Addison Public Library totalling $35,183.50. SWAN's FY24 membership fees are based on the 2020 tax year, and based on the variations of the tax revenue and debt service per library, fees will fluctuate, but overall the membership fee budget line increases 1.0% from last year.

**4011 SWAN Internet Access Membership Fees $3,700**

The Internet Access level service for school libraries continues through this fiscal year with 10 schools participating with partner SWAN member public libraries.

## Membership Reimbursements

**4110 Member One-Time Project Receipts $0**

This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for this budget.

**4190 Member Group Purchase Receipts $443,223**

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 4. Additional group purchases are ongoing with renewals with Envisionware for self-check software. The group-purchase of Curbside Communicator was discontinued.

## Reimbursement for Losses

**4220 Reimbursement Losses for Resource Sharing $63,000**

Revenue associated with reimbursement for ILL or reciprocal borrowing with libraries outside of the SWAN consortium, e.g. Chicago Public Library.

**4230 Collection Agency Fees $0**

SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices. This budget no longer includes the revenue.

**4240 E-commerce transactions $45,680**

Payments made through the Aspen Discovery catalog by library users will be recorded as revenue and then distributed back to member libraries as an expense off-set in this budget.

## Grant Revenue

**4310 RAILS Support to SWAN $498,388**

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by $28,933 to a total of $498,388 for this budget year. The funding from RAILS is based on a formula which divides a grant $2.25 million between six entities known as LLSAPs.

**4320 Other Grant Revenue $16,624**

Revenue received as part of the addition of a new library to SWAN will be recorded in this budget line. This year's budget includes the addition of Addison Public Library that has one-time costs paid through the RAILS Catalog grant.

## Registration & Event Receipts

**4499 Annual Conference Receipts $3,400**

Any revenue collected as part of the SWAN Expo are recorded in this budget line. This includes vendor table fees or libraries invoices for the event to offset event catering. This budget includes the annual conference event.

## Investment & Interest

**4510 Interest Income $20,800**

SWAN interest income is generated from a Money Market account with interest rates adjusting based on financial markets. The rates over the past year have been steadily increasing, and this budget anticpates a higher yield than last year's budget.

**4520 Investment Income $0**

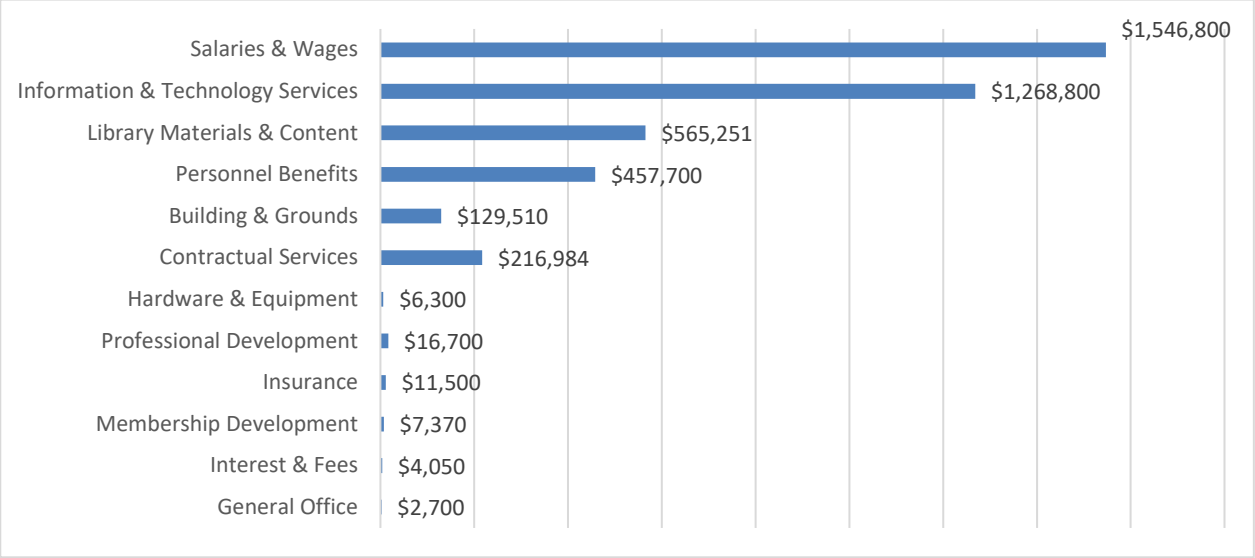
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

## Reserve Fund Transfer

**4600 Reserve Fund Transfer $73,800**

The reserve fund for SWAN is a tracked on the monthly finance report as unrestricted funds. The use of the excess operating fund is recommended for one-time expenses for the consortia, such as the addition of a new service that has one-time setup fees. This budget plans for consulting for SWAN's next strategic plan, as well as contracted company assistance for SWAN's support and public websites that are reaching end-of-life on their existing Drupal platform.

# Expenses




## Salaries & Wages

**5000 Salaries & Wages $1,546,800**

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. This is the 5th year that this budget line has not increased.

## Personnel Benefits

**5021 Social Security Taxes $118,400**

Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). The lower expense is due to position attrition.

**5022 State Unemployment Insurance $0**

Organization pays unemployment directly should it be required.

**5023 Worker's Compensation $4,500**

Organization insurance provided by insurance vendor.

**5024 Retirement Benefits $140,900**

SWAN provides its employees a 401a retirement plan through ICMA-RC. The organization does not provide a defined benefit plan or participate in Illinois Municipal Retirement Fund (IMRF).

**5025 Health, Dental, Life And Disability Insurance $192,400**

Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY23 rates from LIMRiCC have increased with the second year renewal with Aetna. However, this budget reflects a reduction due to changes with employee benefit selections.

**5026 Tuition Reimbursements $1,100**

Tuition reimbursement benefit for employees.

**5085 Staff Wellness $400**

Benefit offered to SWAN employees for participation within the employee Wellness Plan which includes incentives for breaktimes for walking, pedometers, exercise, and healthy lifestyles. No change from the prior budget.

## Building & Grounds

SWAN headquarters located at 800 Quail Ridge Drive in Westmont, Illinois includes expenses for the lease and operations of the headquarters.

**5110 Rent/Lease $117,300**

SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY24. The lease will end November 2024.

**5120 Utilities $6,700**

Facility electricity and natural gas expenses are recorded in this line. Based on actual expenses in 2022, this expense has a slight increase.

**5130 Property Insurance $650**

Property and flood insurance covers office space furniture and equipment.

**5140 Repairs & Maintenance $860**

Used for facility repairs including door fob security maintenance and repairs.

**5150 Custodial Service & Supplies $4,000**

SWAN’s cleaning service was changed for two days per week.

**5190 Other Building Maintenance $0**

Used for alarms and security cameras related to facility expense.

## Professional Development

SWAN's 2019-2023 five-year strategic plan places emphasis on delivering solutions to libraries using the talent of the SWAN employees. Prior budgets mixed the staff professional development and efforts to provide membership development. The new SWAN budget structure ensures expenses associated with each category are understood and budgeted appropriately, as they have at times made it difficult to understand mid-year expenses properly.

**5210 Conference Travel $6,000**

SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. There is planned conference travel in this 'budget.

**5220 Staff Meetings $900**

Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.

**5230 Staff Professional Development $4,000**

SWAN employees participate in presentations at ILA, ALA, COSUGI and other professional organization events. Attending the annual COSUGI conference is a must for SWAN staff as it allows the organization to plan for upcoming library software features and functions.

**5240 Professional Association Membership Dues $2,500**

SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual

**5250 Educational Material $800**

This budget reduces some of the online learning expenses for employees.

**5260 Online Learning $2,500**

SWAN employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

## Membership Development

This budget category focuses on providing professional development for the member libraries within SWAN. This includes SWAN staff consulting, leading meetings, and facilitating membership networking events.

**5310 Travel Reimbursement $800**

The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel expenses are reduced for the budget due to the pandemic, but some mileage reimbursement will occur.

**5320 Membership Meetings $0**

Refreshments for the 50+ membership advisory and user group meetings held annually, such as coffee and donuts, or other activity supplies. Reduced to zero for the budget due to the pandemic.

**5330 Library Professional Development $6,570**

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Expenses include Articulate Storyline, and Inquisiq, which are components of SWAN's Learning Management System. These expenses prior to FY23 were in the 5470 budget line for application software.

**5350 Marketing & Promotional Material $0**

Expenses related to printing library promotional material such as bookmarks or brochures.

**5399 Annual Conference $0**

SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo will take place for this fiscal year.

## Information & Technology Services

This budget category includes technology expenses related to SWAN's resource sharing platform. The platform includes expenses related to the technology required to run the platform for library content within the consortium.

**5420 Application Software Licensing $18,000**

Expenses related to SWAN's support software application include employee tools to create videos, deploy client software, design presentations, run meetings, and create instructional material. Vendor licensing includes: Formsite (webform software subscription), SurveyMonkey (for ongoing usability Input), MailChimp for e-newsletter, Adobe Acrobat, Adobe Creative Suite, Asana, Axure RP 8 Perpetual Pro License, Storyblocks, LastPass, Microsoft Office O365, Microsoft Visio Pro O365, Panda Virus Protection & Patch Management, and MSI Package Installer.

**5430 Server Software Licensing $105,200**

Expenses related to SWAN's support infrastructure including SSL Certificates for SWAN, domain subscription, SonicWALL Security licensing and subscription, Microsoft Active Directory, Microsoft Azure, and Microsoft Server licenses. This budget includes shift in expenses for SWAN hosting Aspen in Microsoft Azure as that service is migrated to ByWater Solutions hosting. The server licensing expenses related to SWAN's library services platform to run SirsiDynix Symphony and test systems. The membership virtual private network utilizing SonicWALL is supported through a group purchase of 100 nodes at $12,155 annually for FY22 to keep SonicWALL appliances on the most current version of the software.

**5440 Library Services Platform $1,016,300**

The heart of SWAN's resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY24, SirsiDynix expenses are budgeted for $443,095, OCLC at $300,804, and the Article Search integration through EBSCO Discovery Services and OpenAthens is $179,599 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is $85,000. SirsiDynix expenses no longer include a $13,000 package for text notifications. SWAN's SirsiDynix agreement sets a 1.9% escalation for the May 1, 2023 renewal. OCLC expenses for this budget are based on the prior year's total invoice and anticipates a 4% escalation. EBSCO expenses for OpenAthens and Discovery Service continue through FY25 with escalations capped at 2% and 1% respectively. ByWater Solutions support will enter the final year of a three-year agreement, which set annual maintenance with no escalations.

**5450 Data Management Services $33,000**

Expenses related to maintaining bibliographic and user data within the SWAN library services platform. This includes software provided to cataloging libraries to maintain bibliographic standards of the consortium. Vendors expenses include: ALA RDA Toolkit for Cataloging Libraries, WebDewey (OCLC negotiated directly with SWAN), MARCIVE (ongoing authority updates), The MARC of Quality (TMQ), and Unique Management Services National Change of Address (NCOA) patron database update expense at $13,000 annually.

**5460 Information Subscription Service $75,000**

SWAN's discovery platform includes multiple add-on services to add cover artwork and reading recommendations. Vendor expenses include: ProQuest Syndetic Solutions (book jackets, enhanced content), EBSCO Novelist Select (reviews content). The addition of three libraries to SWAN increased Novelist Select licensing.

**5470 Subscription Support Services $6,800**

SWAN's support platform includes virtual meeting hosting for all governance and user groups, remote desktop assistance to library staff, and remote monitoring of systems for SWAN on-call staff. Expenses associated with this budget line include: Zoom virtual meeting platform, StatusCake (for site monitoring and alerting SWAN staff to outages), and the volume email service through SendGrid (patron notification plus library notification).

**5480 Telecommunications $14,500**

Expenses associated with SWAN facility connection to the internet and phone support was lowered due to a renegotiated lease with Comcast.

**5490 Group Purchases - Services $600**

SWAN will periodically arrange a software group purchase. Those expenses are recorded here if libraries are invoiced back for the expense, which would be recorded as revenue in the budget line 4190. The budget is supporting an ongoing Envisionware software group purchase for a self-check system, which has annual maintenance for support.

## General Office

This category is primarily the expenses associated with running the organization's headquarters at 800 Quail Ridge Drive.

**5510 Office Supplies $2,200**

Expenses associated with routine office work including paper, staff supplies, and anything costing less than $5,000.

**5520 Postage $500**

Expenses associated with shipping printed material are recorded in this line. SWAN staff make best attempts to control shipping costs through bringing printed material to membership events.

**5550 Furniture $0**

If SWAN needs to add any training or collaboration furniture for the facility conference room or work areas, this is the budget and expense is recorded.

**5599 Annual Conference Supplies $0**

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo will take place this fiscal year.

## Hardware & Equipment

SWAN utilizes a very light footprint for its headquarters, staff, and services to libraries.

**5610 Equipment Rental/Maintenance $1,000**

All expenses associated with equipment leased at 800 Quail Ridge, including the single staff multi-use copier printer.

**5620 Hardware $4,200**

Expenses for this budget related to SWAN staff computer equipment, including repair and replacment.

**5690 Group Purchases - Hardware $1,100**

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN.

## Insurance

SWAN organization insurance includes insuring the SWAN governing board, facility, and business for risk of crime, cybercrime, and flood.

**5700 Insurance $11,500**

The SWAN organization insurance for directors and officers, cyber crime, and business owner's insurance.

## Contractual Services

The SWAN organization contracts with various companies for services such as a law firm for legal opinions, accounting services, financial audit, payroll, and notification services for library users.

**5810 Legal $1,500**

SWAN utilizes legal services with Klein, Thorpe, Jenkins for various activities and inquiries as they arise during the year.

**5820 Accounting $19,160**

Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

**5830 Consulting $75,000**

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line. This budget includes an increase for the Virtual Chief Security Officer (vCSO) which is a service that ensures SWAN protects is data, software systems, personnel, and libraries.

**5840 Payroll Service Fees $3,600**

Expenses for the payroll service provided through Paylocity.

**5850 Contractual Agreements $16,624**

Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. The addition of Addison Public Library to SWAN and the one-time expenses are recorded in this budget line.

**5860 Notification & Collection $92,200**

This budget includes the new service for all 100 member libraries to have email and SMS messages enhanced and sent through the MessageBee service provided by Unique Management at an annual cost of $76,686. All 100 library notifications sent via automated phone calls are also provided through MessageBee at $9,000 annually. SWAN has also contracted with a Unique Management to print all user notices at $5,560 annually.

**5870 Recruitment $0**

Costs for personnel search, advertising of an open position at SWAN.

**5899 Annual Conference Facility Contract $8,900**

SWAN Expo at Moraine Valley Community College Business and Conference Center has a one-day cost for the location plus food provided for the event. This budget has included the facility rental at the Business and Conference Center, but reduced the number of room space required.

## Library Materials & Content

SWAN's chart of accounts includes budget lines for the organization to provide content to libraries—be it print, electronic, or as a group purchase pass-through.

**5910 Print Materials $5,300**

This line is intended to supplement printing services for promotional material or print collections supplied to member libraries.

**5920 Reimbursement for Resource Sharing $63,000**

Expenses related to the SWAN member libraries centralized reimbursement of unreturned material. The expenses in this line are offset by revenue in the 4220 Reimbursement Losses for Resource Sharing line.

**5930 Group Purchases - Content $0**

This line's purpose is for online content provided to all libraries as part of SWAN's membership fees. It may include eBook content, online databases subscriptions, or other e-content.

**5940 E-commerce payment transactions $45,680**

Expenses related to the Aspen Discovery online payments through PayPal. Library payments will be collected in the revenue budget line 4240 and quarterly reconciliation and payments back to the libraries are recorded in this budget line.

**5990 Group Purchases - Electronic Resources $451,271**

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY24. The associated revenue offset in the revenue 4190 budget line.

## Interest & Fees

**6010 Bank Fees $3,700**

Expenses associated with bank fees for stopping checks or other services are recorded in this line. The banking service for lock box deposits was added to this budget line at $2,700 annually.

**6020 Merchant Account Fees $50**

SWAN subscribes to ProPay as part of the BLUEcloud Commerce required for online Enterprise payments. SWAN pays $40 annually, as do all member libraries within the ProPay service.

**6030 Interest Payment $0**

Expenses for any loan or debt service payments would be recorded in this line. SWAN currently has no expenses for this line.

**6099 Annual Conference Merchant Fees $300**

Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line.

## Asset Management

**6110 Depreciation $2,322**

For proprietary funds and government-wide financial statements only. Depreciation charges are intended to allocate the cost of a fixed asset over the estimated useful life of the unit in a systematic and rational manner using the straight-line method. The number of physical assets depreciated has fallen dramatically since SWAN moved to an infrastructure-as-a-service model and no longer needs to purchase servers over $5,000. SirsiDynix migration and operating system server migration expenses are in their final years of depreciation.

**6120 (Gain)/Loss on Asset Disposal $0**

**6130 Vacation Expense $0**

Per GASB, Vacation Expense is the account created to segregate the amount of the expense incurred by SWAN for the current years' addition or subtraction to the balance of earned but unused staff vacation time. This expense from budget in prior years was deemed no longer required for SWAN.

## SWAN Budget Summary

| SWAN Budget | | FY23 Budget | FY24 Budget | Change |
|---|---|---|---|---|
| 4000 | Membership Fees | $3,003,359 | $3,071,672 | $68,313 |
| 4100 | Membership Reimbursements | $445,686 | $443,223 | ($2,463) |
| 4200 | Reimbursement for Losses | $120,000 | $108,680 | ($11,320) |
| 4300 | Grant Revenue | $527,381 | $515,012 | ($12,369) |
| 4400 | Registration & Event Receipts | $12,000 | $3,400 | ($8,600) |
| 4500 | Investment & Interest | $1,000 | $20,800 | $19,800 |
| 4600 | Reserve Fund Transfer | $0 | $73,800 | $73,800 |
| **Total Revenue** | | **$4,109,426** | **$4,236,587** | **$127,161** |
| | | | | |
| 5000 | Salaries & Wages | $1,546,800 | $1,546,800 | $0 |
| 5020 | Personnel Benefits | $494,900 | $457,700 | ($37,200) |
| 5100 | Building & Grounds | $124,270 | $129,510 | $5,240 |
| 5200 | Professional Development | $20,000 | $16,700 | ($3,300) |
| 5300 | Membership Development | $10,600 | $7,370 | ($3,230) |
| 5400 | Information & Technology Services | $1,232,700 | $1,268,800 | $36,100 |
| 5500 | General Office | $2,100 | $2,700 | $600 |
| 5600 | Hardware & Equipment | $55,800 | $6,300 | ($49,500) |
| 5700 | Insurance | $11,100 | $11,500 | $400 |
| 5800 | Contractual Services | $144,300 | $216,984 | $72,684 |
| 5900 | Library Materials & Content | $564,006 | $565,251 | $1,245 |
| 6000 | Interest & Fees | $5,050 | $4,050 | ($1,000) |
| **Total Operating Expenses** | | **$4,211,626** | **$4,233,665** | **$22,039** |
| | | | | |
| 6100 | Asset Management | $3,607 | $2,322 | ($1,285) |
| | | | | |
| Excess of revenues over (under) estimated expenses | | $0 | $0 | |

| Revenue & Expense Budget | | FY23 Budget | FY24 Budget |
|---|---|---|---|
| **Revenue** | | | |
| **4000** | **Membership Fees** | | |
| 4010 | SWAN Full Membership Fees | $2,999,659 | $3,067,972 |
| 4011 | SWAN Internet Access Membership Fees | $3,700 | $3,700 |
| **4100** | **Membership Reimbursements** | | |
| 4110 | Member One-Time Project Receipts | $0 | $0 |
| 4190 | Member Group Purchase Receipts | $445,686 | $443,223 |
| **4200** | **Reimbursement for Losses** | | |
| 4220 | Reimbursement Losses for Resource Sharing | $50,000 | $63,000 |
| 4230 | Collection Agency Fees | $0 | $0 |
| 4240 | E-commerce transactions | $70,000 | $45,680 |
| **4300** | **Grant Revenue** | | |
| 4310 | RAILS Support to SWAN | $527,381 | $498,388 |
| 4320 | Other Grant Revenue | $0 | $16,624 |
| **4400** | **Registration & Event Receipts** | | |
| 4499 | Annual Conference Receipts | $12,000 | $3,400 |
| **4500** | **Investment & Interest** | | |
| 4510 | Interest Income | $1,000 | $20,800 |
| 4520 | Investment Income | $0 | $0 |
| **4600** | **Reserve Fund Transfer** | $34,000 | $73,800 |
| **Total Revenue** | | **$4,143,426** | **$4,236,587** |
| **Expenses** | | | |
| **5000** | **Salaries & Wages** | $1,546,800 | $1,546,800 |
| **5020** | **Personnel Benefits** | | |
| 5021 | Social Security Taxes | $118,400 | $118,400 |
| 5022 | State Unemployment Insurance | - | $0 |
| 5023 | Worker's Compensation | $3,900 | $4,500 |
| 5024 | Retirement Benefits | $140,900 | $140,900 |
| 5025 | Health, Dental, Life And Disability Insurance | $228,800 | $192,400 |
| 5026 | Tuition Reimbursements | $2,500 | $1,100 |
| 5085 | Staff Wellness | $400 | $400 |
| **5100** | **Building & Grounds** | | |
| 5110 | Rent/Lease | $113,160 | $117,300 |
| 5120 | Utilities | $5,700 | $6,700 |
| 5130 | Property Insurance | $650 | $650 |

| Revenue & Expense Budget | | FY23 Budget | FY24 Budget |
|---|---|---|---|
| 5140 | Repairs & Maintenance | $1,560 | $860 |
| 5150 | Custodial Service & Supplies | $3,200 | $4,000 |
| 5190 | Other Building Maintenance | $0 | $0 |
| **5200** | **Professional Development** | | |
| 5210 | Conference Travel | $6,000 | $6,000 |
| 5220 | Staff Meetings | $400 | $900 |
| 5230 | Staff Professional Development | $6,800 | $4,000 |
| 5240 | Professional Association Membership Dues | $2,500 | $2,500 |
| 5250 | Educational Material | $800 | $800 |
| 5260 | Online Learning | $3,500 | $2,500 |
| **5300** | **Membership Development** | | |
| 5310 | Travel Reimbursement | $1,400 | $800 |
| 5320 | Membership Meetings | $0 | $0 |
| 5330 | Library Professional Development | $6,700 | $6,570 |
| 5350 | Marketing & Promotional Material | $0 | $0 |
| 5399 | Annual Conference | $2,500 | $0 |
| **5400** | **Information & Technology Services** | | |
| 5420 | Application Software Licensing | $20,600 | $18,000 |
| 5430 | Server Software Licensing | $96,600 | $105,200 |
| 5440 | Library Services Platform | $985,700 | $1,016,300 |
| 5450 | Data Management Services | $30,500 | $33,000 |
| 5460 | Information Subscription Service | $77,100 | $75,000 |
| 5470 | Subscription Support Services | $7,700 | $6,800 |
| 5480 | Telecommunications | $14,500 | $14,500 |
| 5490 | Group Purchases - Services | $5,900.00 | $600 |
| **5500** | **General Office** | | |
| 5510 | Office Supplies | $1,500 | $2,200 |
| 5520 | Postage | $600 | $500 |
| 5550 | Furniture | $0 | $0 |
| 5599 | Annual Conference Supplies | | |
| **5600** | **Hardware & Equipment** | | |
| 5610 | Equipment Rental/Maintenance | $3,700 | $1,000 |
| 5620 | Hardware | $40,000 | $4,200 |
| 5690 | Group Purchases - Hardware | $12,100 | $1,100 |
| **5700** | **Insurance** | **$11,100** | **$11,500** |
| **5800** | **Contractual Services** | | |
| 5810 | Legal | $1,500 | $1,500 |
| 5820 | Accounting | $18,900 | $19,160 |
| 5830 | Consulting | $19,200 | $75,000 |
| 5840 | Payroll Service Fees | $3,600 | $3,600 |
| 5850 | Contractual Agreements | $0 | $16,624 |

| Revenue & Expense Budget | | FY23 Budget | FY24 Budget |
|---|---|---|---|
| 5860 | Notification & Collection | $92,200 | $92,200 |
| 5870 | Recruitment | $0 | $0 |
| 5899 | Annual Conference Facility Contract | $8,900 | $8,900 |
| **5900** | **Library Materials & Content** | | |
| 5910 | Print Materials | $5,000 | $5,300 |
| 5920 | Reimbursement for Resource Sharing | $50,000 | $63,000 |
| 5930 | Group Purchases - Content | $10,000 | $0 |
| 5940 | E-commerce payment transactions | $70,000 | $45,680 |
| 5990 | Group Purchases - Electronic Resources | $429,006 | $451,271 |
| **6000** | **Interest & Fees** | | |
| 6010 | Bank Fees | $4,700 | $3,700 |
| 6020 | Merchant Account Fees | $50 | $50 |
| 6030 | Interest Payment | $0 | $0 |
| 6099 | Annual Conference Merchant Fees | $300 | $300 |
| ***Subtotal Expenses*** | | ***$4,143,426*** | ***$4,234,265*** |
| **6100** | **Asset Management** | | |
| 6110 | Depreciation | $3,607 | $2,322 |
| 6120 | (Gain)/Loss on Asset Disposal | | |
| 6130 | Vacation Expense | | |
| **Total Expenses** | | **$4,143,426** | **$4,236,587** |
| **Total Revenue (from above)** | | **$4,143,426** | **$4,236,587** |
| **Excess of revenues over (under) estimated expenses** | | $0.00 | $0.00 |

## SWAN Reserves Plan: Updated for FY24 Budget

| Capital Expenditures (anything over $5,000) | FY22 | FY23 | FY24 | FY25 | FY26 |
|---|---|---|---|---|---|
| | **July 2021-June 2022** | **July 2022-June 2023** | **July 2023-June 2024** | **July 2023-June 2025** | **July 2023-June 2026** |
| Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet | $2,241,167 | $2,107,667 | $2,073,667 | $2,017,459 | $2,017,459 |
| Reserves collected & Impact Fee | $0 | $0 | $17,592 | $0 | |
| Printer purchase | | ($34,000) | | | |
| Aspen Discovery Project | ($85,000) | | | | |
| Baker & Taylor Project | ($5,000) | | | | |
| Security audit | ($43,500) | | | | |
| Strategic planning consultant | | | ($36,000) | | |
| Website development consultant | | | ($37,800) | | |
| Funds for EMV commerce devices (chip & PIN) | | | | | |
| Funds for SWAN staff computer replacement | | | | | |
| Future ILS Migration Budget ($465,740) | | | | | |
| **Total** | **$2,107,667** | **$2,073,667** | **$2,017,459** | **$2,017,459** | **$2,017,459** |
| Maintain 4 months operating in reserve (policy) | ($1,357,079) | ($1,381,142) | ($1,450,199) | ($1,522,709) | ($1,598,845) |
| **Over/(Under) Reserve Policy** | **$750,588** | **$692,525** | **$567,260** | **$494,750** | **$418,614** |
| Operating Budget (5% increases each year after FY23) | $4,071,238 | $4,143,426 | $4,350,597.30 | $4,568,127.17 | $4,796,533.52 |
| Months operating in reserve | 6.21 | 6.01 | 5.56 | 5.30 | 5.05 |

* Infrastructure-as-a-Service (IaaS) is the recommended direction for SWAN for its future servers. IaaS is a subscription that will be an expense in the operating budget. The result is there is no server hardware purchased, therefore no need to budget as a capital expenditure.

# Chart 1: SWAN Membership Fees
## Fiscal Year 2024: July 1, 2023 - June 30, 2024

| SWAN Library | Base + Funding Fees (No State LLSAP Grant) | State LLSAP Grant Discount | SWAN Fee Total | Prior Year Fee | Increase/ (Decrease) |
|---|---|---|---|---|---|
| Acorn Public Library District | $ 29,231 | ($5,246) | **$ 23,985** | $ 23,208 | $776 |
| Alsip-Merrionette Park Public Library District | $ 40,399 | ($5,246) | **$ 35,153** | $ 35,038 | $114 |
| Batavia Public Library District | $ 61,271 | ($5,246) | **$ 56,025** | $ 47,752 | $8,273 |
| Bedford Park Public Library District | $ 32,763 | ($5,246) | **$ 27,517** | $ 26,518 | $999 |
| Beecher Community Library District | $ 21,431 | ($5,246) | **$ 16,185** | $ 15,715 | $470 |
| Bellwood Public Library | $ 34,624 | ($5,246) | **$ 29,378** | $ 29,256 | $122 |
| Bensenville Community Public Library District | $ 34,259 | ($5,246) | **$ 29,013** | $ 28,258 | $755 |
| Bensenville Elementary School District #2 | $ 17,500 | | **$ 17,500** | $ 17,500 | $0 |
| Berkeley Public Library | $ 22,424 | ($5,246) | **$ 17,178** | $ 16,520 | $658 |
| Berwyn Public Library | $ 51,232 | ($5,246) | **$ 45,986** | $ 45,882 | $104 |
| Bloomingdale Public Library | $ 47,144 | ($5,246) | **$ 41,898** | $ 41,808 | $89 |
| Blue Island Public Library | $ 29,993 | ($5,246) | **$ 24,746** | $ 24,324 | $422 |
| Bridgeview Public Library | $ 29,046 | ($5,246) | **$ 23,800** | $ 23,448 | $352 |
| Broadview Public Library District | $ 29,950 | ($5,246) | **$ 24,704** | $ 24,090 | $614 |
| Calumet City Public Library | $ 31,961 | ($5,246) | **$ 26,715** | $ 26,047 | $668 |
| Calumet Park Public Library | $ 19,981 | ($5,246) | **$ 14,734** | $ 14,256 | $478 |
| Carol Stream Public Library | $ 51,860 | ($5,246) | **$ 46,614** | $ 46,543 | $71 |
| Chicago Heights Public Library | $ 26,087 | ($5,246) | **$ 20,841** | $ 20,505 | $336 |
| Chicago Ridge Public Library | $ 31,785 | ($5,246) | **$ 26,539** | $ 26,280 | $259 |
| Cicero Public Library | $ 35,672 | ($5,246) | **$ 30,426** | $ 29,885 | $540 |
| Clarendon Hills Public Library | $ 26,163 | ($5,246) | **$ 20,917** | $ 20,332 | $584 |
| Crestwood Public Library District | $ 23,904 | ($5,246) | **$ 18,657** | $ 18,195 | $462 |
| Crete Public Library District | $ 35,926 | ($5,246) | **$ 30,680** | $ 30,071 | $610 |
| Dolton Public Library District | $ 27,374 | ($5,246) | **$ 22,127** | $ 23,148 | ($1,021) |
| Downers Grove Public Library | $ 72,365 | ($5,246) | **$ 67,118** | $ 66,830 | $289 |
| Eisenhower Public Library District | $ 56,040 | ($5,246) | **$ 50,794** | $ 49,546 | $1,247 |
| Elmwood Park Public Library | $ 34,563 | ($5,246) | **$ 29,317** | $ 28,570 | $747 |
| Evergreen Park Public Library | $ 30,262 | ($5,246) | **$ 25,016** | $ 24,507 | $508 |
| Flossmoor Public Library | $ 31,778 | ($5,246) | **$ 26,532** | $ 26,009 | $523 |
| Forest Park Public Library | $ 37,074 | ($5,246) | **$ 31,828** | $ 31,160 | $668 |
| Frankfort Public Library District | $ 42,875 | ($5,246) | **$ 37,628** | $ 36,855 | $774 |
| Franklin Park Public Library District | $ 37,225 | ($5,246) | **$ 31,979** | $ 32,092 | ($113) |
| Geneva Public Library District | $ 68,856 | ($5,246) | **$ 63,610** | $ 63,808 | ($197) |
| Glen Ellyn Public Library | $ 62,575 | ($5,246) | **$ 57,329** | $ 54,044 | $3,285 |
| Glenside Public Library District | $ 50,319 | ($5,246) | **$ 45,073** | $ 44,226 | $847 |
| Glenwood-Lynwood Public Library District | $ 28,443 | ($5,246) | **$ 23,196** | $ 26,412 | ($3,215) |
| Grande Prairie Public Library District | $ 31,668 | ($5,246) | **$ 26,422** | $ 27,174 | ($752) |
| Green Hills Public Library District | $ 42,143 | ($5,246) | **$ 36,897** | $ 35,863 | $1,034 |
| Harvey Public Library District | $ 27,880 | ($5,246) | **$ 22,634** | $ 20,715 | $1,919 |
| Hillside Public Library | $ 31,955 | ($5,246) | **$ 26,708** | $ 25,482 | $1,227 |
| Hinsdale Public Library | $ 47,493 | ($5,246) | **$ 42,246** | $ 41,273 | $974 |
| Hodgkins Public Library District | $ 24,349 | ($5,246) | **$ 19,103** | $ 18,418 | $685 |
| Homewood Public Library District | $ 39,865 | ($5,246) | **$ 34,619** | $ 33,968 | $651 |
| Indian Prairie Public Library District | $ 55,947 | ($5,246) | **$ 50,701** | $ 49,335 | $1,366 |
| Itasca Community Library | $ 33,833 | ($5,246) | **$ 28,586** | $ 27,948 | $639 |
| Justice Public Library District | $ 21,491 | ($5,246) | **$ 16,245** | $ 15,742 | $503 |
| Kaneville Public Library District | $ 19,142 | ($5,246) | **$ 13,895** | $ 13,457 | $438 |
| La Grange Public Library | $ 43,234 | ($5,246) | **$ 37,987** | $ 36,938 | $1,050 |
| LaGrange Park Public Library District | $ 35,631 | ($5,246) | **$ 30,385** | $ 29,595 | $790 |
| Lansing Public Library | $ 42,515 | ($5,246) | **$ 37,268** | $ 35,454 | $1,815 |
| Linda Sokol Francis Brookfield Library | $ 41,192 | ($5,246) | **$ 35,946** | $ 35,175 | $771 |

# Chart 1: SWAN Membership Fees
## Fiscal Year 2024: July 1, 2023 - June 30, 2024

| SWAN Library | Base + Funding Fees (No State LLSAP Grant) | State LLSAP Grant Discount | SWAN Fee Total | Prior Year Fee | Increase/ (Decrease) |
|---|---|---|---|---|---|
| Lyons Public Library | $ 25,101 | ($5,246) | **$ 19,855** | $ 19,331 | $524 |
| Markham Public Library | $ 24,864 | ($5,246) | **$ 19,618** | $ 19,017 | $601 |
| Matteson Area Public Library District | $ 41,257 | ($5,246) | **$ 36,011** | $ 35,891 | $120 |
| Maywood Public Library District | $ 31,115 | ($5,246) | **$ 25,869** | $ 24,935 | $934 |
| McCook Public Library District | $ 22,738 | ($5,246) | **$ 17,492** | $ 16,894 | $598 |
| Melrose Park Public Library | $ 27,867 | ($5,246) | **$ 22,621** | $ 23,219 | ($598) |
| Messenger Public Library of North Aurora | $ 36,434 | ($5,246) | **$ 31,188** | $ 30,532 | $656 |
| Midlothian Public Library | $ 31,328 | ($5,246) | **$ 26,081** | $ 24,967 | $1,115 |
| Morton Arboretum | $ 12,500 | | **$ 12,500** | $ 12,500 | $0 |
| Nancy L. McConathy Public Library District | $ 21,456 | ($5,246) | **$ 16,209** | $ 15,073 | $1,136 |
| National University of Health Sciences | $ 11,000 | | **$ 11,000** | $ 11,000 | $0 |
| North Riverside Public Library District | $ 28,511 | ($5,246) | **$ 23,265** | $ 22,697 | $568 |
| Northlake Public Library District | $ 37,893 | ($5,246) | **$ 32,647** | $ 31,963 | $684 |
| Oak Brook Public Library | $ 28,679 | ($5,246) | **$ 23,433** | $ 22,195 | $1,238 |
| Oak Lawn Public Library | $ 68,059 | ($5,246) | **$ 62,813** | $ 66,263 | ($3,450) |
| Oak Park Public Library | $ 101,310 | ($5,246) | **$ 96,064** | $ 104,951 | ($8,888) |
| Palos Heights Public Library | $ 34,370 | ($5,246) | **$ 29,124** | $ 28,619 | $504 |
| Palos Park Public Library | $ 23,011 | ($5,246) | **$ 17,765** | $ 17,265 | $500 |
| Park Forest Public Library | $ 35,754 | ($5,246) | **$ 30,508** | $ 28,705 | $1,803 |
| Prairie State College | $ 18,333 | | **$ 18,333** | $ 21,000 | ($2,667) |
| Prairie Trails Public Library District | $ 37,432 | ($5,246) | **$ 32,185** | $ 31,537 | $648 |
| Richton Park Public Library District | $ 27,540 | ($5,246) | **$ 22,294** | $ 21,516 | $778 |
| River Forest Public Library | $ 31,631 | ($5,246) | **$ 26,385** | $ 25,367 | $1,018 |
| River Grove Public Library District | $ 22,867 | ($5,246) | **$ 17,621** | $ 17,085 | $536 |
| Riverdale Public Library District | $ 22,675 | ($5,246) | **$ 17,429** | $ 16,988 | $441 |
| Riverside Public Library | $ 30,605 | ($5,246) | **$ 25,358** | $ 23,672 | $1,687 |
| Roselle Public Library District | $ 39,086 | ($5,246) | **$ 33,840** | $ 33,191 | $649 |
| Schiller Park Public Library | $ 29,538 | ($5,246) | **$ 24,291** | $ 23,219 | $1,072 |
| South Holland Public Library | $ 39,847 | ($5,246) | **$ 34,601** | $ 33,469 | $1,132 |
| St Charles Public Library District | $ 95,483 | ($5,246) | **$ 90,237** | $ 90,844 | ($608) |
| Steger-South Chicago Heights Public Library District | $ 22,453 | ($5,246) | **$ 17,206** | $ 16,689 | $517 |
| Stickney-Forest View Public Library District | $ 29,272 | ($5,246) | **$ 24,025** | $ 23,399 | $627 |
| Sugar Grove Public Library District | $ 24,846 | ($5,246) | **$ 19,600** | $ 19,049 | $550 |
| Summit Public Library District | $ 22,160 | ($5,246) | **$ 16,914** | $ 15,995 | $919 |
| Theosophical Society in America | $ 12,500 | | **$ 12,500** | $ 12,500 | $0 |
| Thomas Ford Memorial Library | $ 33,052 | ($5,246) | **$ 27,806** | $ 26,834 | $972 |
| Thornton Public Library | $ 19,792 | ($5,246) | **$ 14,546** | $ 14,141 | $405 |
| Tinley Park Public Library | $ 72,975 | ($5,246) | **$ 67,728** | $ 67,112 | $616 |
| Town and Country Public Library District | $ 32,094 | ($5,246) | **$ 26,848** | $ 26,086 | $762 |
| University Park Public Library District | $ 23,902 | ($5,246) | **$ 18,656** | $ 18,324 | $332 |
| Villa Park Public Library | $ 40,565 | ($5,246) | **$ 35,319** | $ 34,063 | $1,256 |
| Warrenville Public Library District | $ 35,849 | ($5,246) | **$ 30,603** | $ 29,922 | $681 |
| West Chicago Public Library District | $ 41,228 | ($5,246) | **$ 35,982** | $ 34,935 | $1,048 |
| Westchester Public Library | $ 31,159 | ($5,246) | **$ 25,913** | $ 25,416 | $498 |
| Westmont Public Library | $ 37,982 | ($5,246) | **$ 32,736** | $ 32,041 | $695 |
| William Leonard Public Library District | $ 20,734 | ($5,246) | **$ 15,488** | $ 14,911 | $577 |
| Wood Dale Public Library District | $ 43,317 | ($5,246) | **$ 38,070** | $ 37,227 | $843 |
| Woodridge Public Library | $ 55,735 | ($5,246) | **$ 50,489** | $ 50,561 | ($73) |
| Worth Public Library District | $ 26,348 | ($5,246) | **$ 21,102** | $ 20,473 | $629 |

# Chart 2: Public Library County Tax Payments

| Library Name | Cook County Treasurer Tax Year 2020 | DuPage County Treasurer Tax Year 2020 | Kane County Treasurer Tax Year 2020 | Will County County Treasurer Tax Year 2020 | Total Tax Revenue Issued | Bond Amount 2020 (Removed) | Public Library Tax Revenue Total 2019 |
|---|---|---|---|---|---|---|---|
| Acorn Public Library District | $1,193,910.46 | | | | $1,193,910.46 | ($61,095.00) | **$1,132,815.46** |
| Alsip-Merrionette Park Public Library District | $2,876,777.65 | | | | $2,876,777.65 | ($587,600.00) | **$2,289,177.65** |
| Batavia Public Library District | | | $4,450,320.62 | | $4,450,320.62 | $0.00 | **$4,450,320.62** |
| Bedford Park Public Library District | $1,498,557.55 | | | | $1,498,557.55 | $0.00 | **$1,498,557.55** |
| Beecher Community Library District | | | | $325,254.21 | $325,254.21 | $0.00 | **$325,254.21** |
| Bellwood Public Library | $1,691,236.69 | | | | $1,691,236.69 | $0.00 | **$1,691,236.69** |
| Bensenville Community Public Library District | | $1,653,420.34 | | | $1,653,420.34 | $0.00 | **$1,653,420.34** |
| Berkeley Public Library | $428,056.13 | | | | $428,056.13 | $0.00 | **$428,056.13** |
| Berwyn Public Library | $3,410,831.43 | | | | $3,410,831.43 | $0.00 | **$3,410,831.43** |
| Bloomingdale Public Library | | $2,987,569.24 | | | $2,987,569.24 | $0.00 | **$2,987,569.24** |
| Blue Island Public Library | $1,211,695.42 | | | | $1,211,695.42 | $0.00 | **$1,211,695.42** |
| Bridgeview Public Library | $1,373,584.02 | | | | $1,373,584.02 | ($259,850.00) | **$1,113,734.02** |
| Broadview Public Library District | $1,478,310.00 | | | | $1,478,310.00 | ($271,005.00) | **$1,207,305.00** |
| Brookfield Public Library | $2,371,295.73 | | | | $2,371,295.73 | $0.00 | **$2,371,295.73** |
| Calumet City Public Library | $1,415,537.13 | | | | $1,415,537.13 | $0.00 | **$1,415,537.13** |
| Calumet Park Public Library | $175,035.62 | | | | $175,035.62 | $0.00 | **$175,035.62** |
| Carol Stream Public Library | | $3,710,356.05 | | | $3,710,356.05 | ($234,461.00) | **$3,475,895.05** |
| Chicago Heights Public Library | $807,359.88 | | | | $807,359.88 | $0.00 | **$807,359.88** |
| Chicago Ridge Public Library | $1,397,328.89 | | | | $1,397,328.89 | $0.00 | **$1,397,328.89** |
| Cicero Public Library | $1,799,723.56 | | | | $1,799,723.56 | $0.00 | **$1,799,723.56** |
| Clarendon Hills Public Library | | $815,176.15 | | | $815,176.15 | $0.00 | **$815,176.15** |
| Crestwood Public Library District | $581,245.17 | | | | $581,245.17 | $0.00 | **$581,245.17** |
| Crete Public Library District | | | | $1,826,089.32 | $1,826,089.32 | $0.00 | **$1,826,089.32** |
| Dolton Public Library District | $940,527.84 | | | | $940,527.84 | $0.00 | **$940,527.84** |
| Downers Grove Public Library | | $5,598,950.24 | | | $5,598,950.24 | $0.00 | **$5,598,950.24** |
| Eisenhower Public Library District | $4,577,258.62 | | | | $4,577,258.62 | ($668,571.00) | **$3,908,687.62** |
| Elmwood Park Public Library | $1,684,963.66 | | | | $1,684,963.66 | $0.00 | **$1,684,963.66** |
| Evergreen Park Public Library | $1,239,583.22 | | | | $1,239,583.22 | $0.00 | **$1,239,583.22** |
| Flossmoor Public Library | $1,396,546.50 | | | | $1,396,546.50 | $0.00 | **$1,396,546.50** |
| Forest Park Public Library | $1,944,941.92 | | | | $1,944,941.92 | $0.00 | **$1,944,941.92** |
| Frankfort Public Library District | $34,865.06 | | | $2,510,661.16 | $2,545,526.22 | $0.00 | **$2,545,526.22** |
| Franklin Park Public Library District | $1,960,586.07 | | | | $1,960,586.07 | $0.00 | **$1,960,586.07** |
| Geneva Public Library District | | | $6,797,922.27 | | $6,797,922.27 | ($1,562,196.26) | **$5,235,726.01** |
| Glen Ellyn Public Library | | $4,585,351.81 | | | $4,585,351.81 | $0.00 | **$4,585,351.81** |
| Glenside Public Library District | | $3,685,021.78 | | | $3,685,021.78 | ($368,682.52) | **$3,316,339.26** |
| Glenwood-Lynwood Public Library District | $1,505,120.26 | | | | $1,505,120.26 | ($453,912.50) | **$1,051,207.76** |
| Grande Prairie Public Library District | $1,385,190.06 | | | | $1,385,190.06 | $0.00 | **$1,385,190.06** |
| Green Hills Public Library District | $2,839,816.18 | | | | $2,839,816.18 | ($370,000.00) | **$2,469,816.18** |
| Harvey Public Library District | $992,946.44 | | | | $992,946.44 | $0.00 | **$992,946.44** |
| Hillside Public Library | $1,414,855.87 | | | | $1,414,855.87 | $0.00 | **$1,414,855.87** |
| Hinsdale Public Library | $422,880.22 | $2,841,910.13 | | | $3,264,790.35 | ($241,112.00) | **$3,023,678.35** |
| Hodgkins Public Library District | $627,356.45 | | | | $627,356.45 | $0.00 | **$627,356.45** |

# Chart 2: Public Library County Tax Payments

| Library Name | Cook County Treasurer Tax Year 2020 | DuPage County Treasurer Tax Year 2020 | Kane County Treasurer Tax Year 2020 | Will County County Treasurer Tax Year 2020 | Total Tax Revenue Issued | Bond Amount 2020 (Removed) | Public Library Tax Revenue Total 2019 |
|---|---|---|---|---|---|---|---|
| Homewood Public Library District | $2,371,320.48 | | | | $2,371,320.48 | ($137,396.25) | **$2,233,924.23** |
| Indian Prairie Public Library District | $258,787.30 | 3,640,273.95 | | | $3,899,061.25 | $0.00 | **$3,899,061.25** |
| Itasca Community Library | | $1,609,303.49 | | | $1,609,303.49 | $0.00 | **$1,609,303.49** |
| Justice Public Library District | $331,419.53 | | | | $331,419.53 | $0.00 | **$331,419.53** |
| Kaneville Public Library District | | | $88,170.07 | | $88,170.07 | $0.00 | **$88,170.07** |
| La Grange Public Library | $3,212,134.51 | | | | $3,212,134.51 | ($629,450.00) | **$2,582,684.51** |
| LaGrange Park Public Library District | $1,945,306.54 | | | | $1,945,306.54 | ($149,775.00) | **$1,795,531.54** |
| Lansing Public Library | $2,696,049.66 | | | | $2,696,049.66 | ($187,800.00) | **$2,508,249.66** |
| Lyons Public Library | $720,244.73 | | | | $720,244.73 | ($15,000.00) | **$705,244.73** |
| Markham Public Library | $773,844.71 | | | | $773,844.71 | ($93,150.00) | **$680,694.71** |
| Matteson Area Public Library District | $2,378,085.29 | | | | $2,378,085.29 | $0.00 | **$2,378,085.29** |
| Maywood Public Library District | $1,327,959.64 | | | | $1,327,959.64 | $0.00 | **$1,327,959.64** |
| McCook Public Library District | $626,004.59 | | | | $626,004.59 | ($165,415.00) | **$460,589.59** |
| Melrose Park Public Library | $991,611.52 | | | | $991,611.52 | $0.00 | **$991,611.52** |
| Messenger Public Library of North Aurora | | | $1,878,630.86 | | $1,878,630.86 | $0.00 | **$1,878,630.86** |
| Midlothian Public Library | $1,559,633.61 | | | | $1,559,633.61 | ($209,708.50) | **$1,349,925.11** |
| Nancy L. McConathy Public Library District | $326,936.58 | | | $833.71 | $327,770.29 | $0.00 | **$327,770.29** |
| North Riverside Public Library District | $1,058,330.10 | | | | $1,058,330.10 | $0.00 | **$1,058,330.10** |
| Northlake Public Library District | $2,718,719.68 | | | | $2,718,719.68 | ($689,000.00) | **$2,029,719.68** |
| Oak Brook Public Library | | $1,075,680.00 | | | $1,075,680.00 | $0.00 | **$1,075,680.00** |
| Oak Lawn Public Library | $5,482,064.58 | | | | $5,482,064.58 | ($328,900.00) | **$5,153,164.58** |
| Oak Park Public Library | $9,666,785.09 | | | | $9,666,785.09 | ($1,070,807.08) | **$8,595,978.01** |
| Palos Heights Public Library | $1,664,947.49 | | | | $1,664,947.49 | $0.00 | **$1,664,947.49** |
| Palos Park Public Library | $488,824.99 | | | | $488,824.99 | $0.00 | **$488,824.99** |
| Park Forest Public Library | $1,498,837.08 | | | $309,383.53 | $1,808,220.61 | $0.00 | **$1,808,220.61** |
| Prairie Trails Public Library District | $1,981,947.73 | | | | $1,981,947.73 | $0.00 | **$1,981,947.73** |
| Richton Park Public Library District | $1,378,801.61 | | | | $1,378,801.61 | ($421,000.00) | **$957,801.61** |
| River Forest Public Library | $1,381,379.61 | | | | $1,381,379.61 | $0.00 | **$1,381,379.61** |
| River Grove Public Library District | $473,956.66 | | | | $473,956.66 | $0.00 | **$473,956.66** |
| Riverdale Public Library District | $454,008.62 | | | | $454,008.62 | $0.00 | **$454,008.62** |
| Riverside Public Library | $1,275,063.99 | | | | $1,275,063.99 | $0.00 | **$1,275,063.99** |
| Roselle Public Library District | $222,826.22 | $1,930,428.18 | | | $2,153,254.40 | $0.00 | **$2,153,254.40** |
| Schiller Park Public Library | $1,164,583.73 | | | | $1,164,583.73 | $0.00 | **$1,164,583.73** |
| South Holland Public Library | $2,232,072.80 | | | | $2,232,072.80 | $0.00 | **$2,232,072.80** |
| St Charles Public Library District | | 569,867.73 | $7,422,797.98 | | $7,992,665.71 | $0.00 | **$7,992,665.71** |
| Steger-South Chicago Heights Public Library District | $294,266.08 | | | $154,369.95 | $448,636.03 | ($17,647.32) | **$430,988.71** |
| Stickney-Forest View Public Library District | $1,278,998.34 | | | | $1,278,998.34 | ($141,950.00) | **$1,137,048.34** |
| Sugar Grove Public Library District | | | $1,467,795.40 | | $1,467,795.40 | ($789,000.00) | **$678,795.40** |
| Summit Public Library District | $909,055.83 | | | | $909,055.83 | ($508,364.00) | **$400,691.83** |
| Thomas Ford Memorial Library | $1,772,267.58 | | | | $1,772,267.58 | ($243,800.00) | **$1,528,467.58** |
| Thornton Public Library | $155,510.84 | | | | $155,510.84 | $0.00 | **$155,510.84** |

# Chart 2: Public Library County Tax Payments

| Library Name | Cook County Treasurer Tax Year 2020 | DuPage County Treasurer Tax Year 2020 | Kane County Treasurer Tax Year 2020 | Will County County Treasurer Tax Year 2020 | Total Tax Revenue Issued | Bond Amount 2020 (Removed) | Public Library Tax Revenue Total 2019 |
|---|---|---|---|---|---|---|---|
| Tinley Park Public Library | $4,759,867.60 | | | $1,413,052.53 | $6,172,920.13 | ($510,800.00) | **$5,662,120.13** |
| Town and Country Public Library District | | | $1,429,303.46 | | $1,429,303.46 | $0.00 | **$1,429,303.46** |
| University Park Public Library District | $13,622.52 | | | $567,486.78 | $581,109.30 | $0.00 | **$581,109.30** |
| Villa Park Public Library | | $2,984,676.33 | | | $2,984,676.33 | ($678,272.00) | **$2,306,404.33** |
| Warrenville Public Library District | | $1,985,283.32 | | | $1,985,283.32 | ($167,188.25) | **$1,818,095.07** |
| West Chicago Public Library District | | $2,375,062.43 | | | $2,375,062.43 | $0.00 | **$2,375,062.43** |
| Westchester Public Library | $1,332,520.96 | | | | $1,332,520.96 | $0.00 | **$1,332,520.96** |
| Westmont Public Library | | $2,038,918.02 | | | $2,038,918.02 | $0.00 | **$2,038,918.02** |
| William Leonard Public Library District | $253,079.79 | | | | $253,079.79 | $0.00 | **$253,079.79** |
| Wood Dale Public Library District | | $2,591,295.10 | | | $2,591,295.10 | $0.00 | **$2,591,295.10** |
| Woodridge Public Library | | $3,628,599.74 | | $248,485.59 | $3,877,085.33 | $0.00 | **$3,877,085.33** |
| Worth Public Library District | $834,332.82 | | | | $834,332.82 | $0.00 | **$834,332.82** |

# Chart 3: Public Library Bond Amounts Reported

| Public Library | Bond Amt for FY24 Fee Formula (2020) | Annual Debt Service 2020 | Annual Debt Service 2021 | Annual Debt Service 2022 | Annual Debt Service 2023 |
|---|---|---|---|---|---|
| Acorn Public Library District | $ 61,095 | $ 61,095.00 | $ 60,660.00 | $ 60,980.00 | $ 61,220.00 |
| Alsip-Merrionette Park Public Library District | $ 587,600 | $ 587,600.00 | | | |
| Batavia Public Library District | $ - | | | | |
| Bedford Park Public Library District | $ - | | | | |
| Beecher Community Library District | $ - | | | | |
| Bellwood Public Library | $ - | | | | |
| Bensenville Community Public Library District | $ - | | | | |
| Berkeley Public Library | $ - | | | | |
| Berwyn Public Library | $ - | | | | |
| Bloomingdale Public Library | $ - | | | | |
| Blue Island Public Library | $ - | | | | |
| Bridgeview Public Library | $ 259,850 | $ 259,850.00 | $ 256,850.00 | $ 253,650.00 | $ 255,250.00 |
| Broadview Public Library District | $ 271,005 | $ 271,005.00 | $ 266,630.00 | $ 267,455.00 | $ 267,872.50 |
| Brookfield Public Library | $ - | | | | |
| Calumet City Public Library | $ - | | | | |
| Calumet Park Public Library | $ - | | | | |
| Carol Stream Public Library | $ 234,461 | $ 234,461.00 | $ 234,461.00 | $ 234,461.00 | $ 234,461.00 |
| Chicago Heights Public Library | $ - | | | | |
| Chicago Ridge Public Library | $ - | | | | |
| Cicero Public Library | $ - | | | | |
| Clarendon Hills Public Library | $ - | | | | |
| Crestwood Public Library District | $ - | | | | |
| Crete Public Library District | $ - | | | | |
| Dolton Public Library District | $ - | | | | |
| Downers Grove Public Library | $ - | | | | |
| Eisenhower Public Library District | $ 668,571 | $ 668,571.00 | $ 670,311.00 | $ 670,671.00 | $ 672,103.00 |
| Elmwood Park Public Library | $ - | | | | |
| Evergreen Park Public Library | $ - | | | | |
| Flossmoor Public Library | $ - | | | | |
| Forest Park Public Library | $ - | | | | |
| Frankfort Public Library District | $ - | | | | |
| Franklin Park Public Library District | $ - | | | | |
| Geneva Public Library District | $ 1,562,196 | $ 1,562,196.26 | $ 1,565,271.26 | $ 1,576,546.26 | $ 1,580,946.26 |

# Chart 3: Public Library Bond Amounts Reported

| Public Library | Bond Amt for FY24 Fee Formula (2020) | Annual Debt Service 2020 | Annual Debt Service 2021 | Annual Debt Service 2022 | Annual Debt Service 2023 |
|---|---|---|---|---|---|
| Glen Ellyn Public Library | $ - | | | | |
| Glenside Public Library District | $ 368,683 | $ 368,682.52 | $ 368,140.02 | $ 372,115.02 | $ 365,565.02 |
| Glenwood-Lynwood Public Library District | $ 453,913 | $ 453,912.50 | $ 454,912.50 | $ 450,612.50 | $ 455,375.00 |
| Grande Prairie Public Library District | $ - | | | | |
| Green Hills Public Library District | $ 370,000 | $ 370,000.00 | $ 380,000.00 | $ 390,000.00 | $ 405,000.00 |
| Harvey Public Library District | $ - | | | | |
| Hillside Public Library | $ - | | | | |
| Hinsdale Public Library | $ 241,112 | $ 241,112.00 | $ 247,112.00 | $ 252,912.00 | $ 268,512.00 |
| Hodgkins Public Library District | $ - | | | | |
| Homewood Public Library District | $ 137,396 | $ 137,396.25 | | | |
| Indian Prairie Public Library District | $ - | | | | |
| Itasca Community Library | $ - | | | | |
| Justice Public Library District | $ - | | | | |
| Kaneville Public Library District | $ - | | | | |
| La Grange Public Library | $ 629,450 | $ 629,450.00 | $ 623,050.00 | $ 626,550.00 | $ 624,750.00 |
| LaGrange Park Public Library District | $ 149,775 | $ 149,775.00 | $ 155,725.00 | $ 151,525.00 | $ 147,150.00 |
| Lansing Public Library | $ 187,800 | $ 187,800.00 | $ 185,900.00 | $ 183,700.00 | |
| Lyons Public Library | $ 15,000 | $ 15,000.00 | $ 15,000.00 | $ 15,000.00 | $ 15,000.00 |
| Markham Public Library | $ 93,150 | $ 93,150.00 | $ 93,150.00 | $ 93,150.00 | $ 1,320,075.00 |
| Matteson Area Public Library District | $ - | | | | |
| Maywood Public Library District | $ - | | | | |
| McCook Public Library District | $ 165,415 | $ 165,415.00 | $ 164,035.00 | $ 162,285.00 | |
| Melrose Park Public Library | $ - | | | | |
| Messenger Public Library of North Aurora | $ - | | | | |
| Midlothian Public Library | $ 209,709 | $ 209,708.50 | $ 212,069.50 | $ 239,294.50 | $ 245,802.50 |
| Nancy L. McConathy Public Library District | $ - | | | | |
| North Riverside Public Library District | $ - | | | | |
| Northlake Public Library District | $ 689,000 | $ 689,000.00 | $ 691,750.00 | $ 685,900.00 | $ 2,155,525.00 |
| Oak Brook Public Library | $ - | | | | |
| Oak Lawn Public Library | $ 328,900 | $ 328,900.00 | $ 329,600.00 | | |
| Oak Park Public Library | $ 1,070,807 | $ 1,070,807.08 | | | |
| Palos Heights Public Library | $ - | | | | |
| Palos Park Public Library | $ - | | | | |

# Chart 3: Public Library Bond Amounts Reported

| Public Library | Bond Amt for FY24 Fee Formula (2020) | Annual Debt Service 2020 | Annual Debt Service 2021 | Annual Debt Service 2022 | Annual Debt Service 2023 |
|---|---|---|---|---|---|
| Park Forest Public Library | $ - | | | | |
| Prairie Trails Public Library District | $ - | | | | |
| Richton Park Public Library District | $ 421,000 | $ 421,000.00 | $ 419,000.00 | $ 421,162.50 | $ 423,050.00 |
| River Forest Public Library | $ - | | | | |
| River Grove Public Library District | $ - | | | | |
| Riverdale Public Library District | $ - | | | | |
| Riverside Public Library | $ - | | | | |
| Roselle Public Library District | $ - | | | | |
| Schiller Park Public Library | $ - | | | | |
| South Holland Public Library | $ - | | | | |
| St Charles Public Library District | $ - | | | | |
| Steger-South Chicago Heights Public Library District | $ 17,647 | $ 17,647.32 | $ 116,200.68 | | |
| Stickney-Forest View Public Library District | $ 141,950 | $ 141,950.00 | $ 139,550.00 | $ 142,150.00 | $ 139,650.00 |
| Sugar Grove Public Library District | $ 789,000 | $ 789,000.00 | $ 812,400.00 | $ 839,450.00 | |
| Summit Public Library District | $ 508,364 | $ 508,364.00 | $ 539,779.50 | $ 315,487.00 | |
| Thomas Ford Memorial Library | $ 243,800 | $ 243,800.00 | $ 241,600.00 | $ 239,200.00 | |
| Thornton Public Library | $ - | | | | |
| Tinley Park Public Library | $ 510,800 | $ 510,800.00 | $ 536,400.00 | | |
| Town and Country Public Library District | $ - | | | | |
| University Park Public Library District | $ - | | | | |
| Villa Park Public Library | $ 678,272 | $ 678,272.00 | $ 840,050.00 | $ 842,250.00 | $ 833,650.00 |
| Warrenville Public Library District | $ 167,188 | $167,188.25 | $169,452.00 | $166,666.00 | $168,830.25 |
| West Chicago Public Library District | $ - | | | | |
| Westchester Public Library | $ - | | | | |
| Westmont Public Library | $ - | | | | |
| William Leonard Public Library District | $ - | | | | |
| Wood Dale Public Library District | $ - | | | | |
| Woodridge Public Library | $ - | | | | |
| Worth Public Library District | $ - | | | | |

# Chart 4: Academic, School, Special Library Fees

## Academic Libraries

1) Student Population, rounded to nearest 1,000 * 2 [Fall 2020 IBHE profile]
2) Title Count rounded to nearest 1,000 / 3

| | Population | Item Count | Pop Fee | Item/Title Fee | FY24 Total |
|---|---|---|---|---|---|
| **National University of Health Sciences** | 523 | 27,441 | $ 2,000 | $ 9,000 | **$ 11,000** |
| **Prairie State College** | 2,633 | 37,263 | $ 6,000 | $ 12,333 | **$ 18,333** |

## School Libraries

1) Student Population, rounded to nearest 1000 * 5 [2021-2022 Illinois Report Card data]
2) Building Location/Branch Fee $2,500 per building

| | Population | Buildings | Pop Fee | Building Fee | FY24 Total |
|---|---|---|---|---|---|
| **Bensenville School District #2** | 1,976 | 3 | $ 10,000 | $ 7,500 | **$ 17,500** |

## Special Libraries

1) Title Fee (Tier 1 <10,000 $7,500; Tier 2 <40,000 $10,000; Tier 3 > 40,000 $12,500)
2) Building Location/Branch Fee $2,500 per building

| | Buildings | Title Count | Building Fee | Title Fee | FY24 Total |
|---|---|---|---|---|---|
| **Morton Arboretum** | 1 | 23,577 | $ 2,500 | $ 10,000 | **$ 12,500** |
| **The Theosophical Society in America** | 1 | 29,116 | $ 2,500 | $ 10,000 | **$ 12,500** |

# SWAN Administrators' & Directors' Quarterly Meeting

March 2, 2023
10:00 a.m. – 12:00 p.m.
Oak Brook Public Library
600 Oak Brook Road, Oak Brook, IL 60523
Meeting Room, or join the live stream of the meeting
https://swanlibraries-net.zoom.us/j/82234082998?pwd=a3ROSUx4dG9mbHhmNituSG1DZXlLQT09
Meeting ID: 822 3408 2998
Passcode: 806823

## Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the December 1, 2022 Quarterly meeting minutes
5. Action Item – Approval of the fiscal year 2024 budget & membership fees
6. Information Item— Mobile app evaluation update
7. Information Item—Board election for 2023
8. Announcements and Questions
9. Next meeting: June 1, 2023

Member Comment after each agenda item. The Quarterly Meeting will be live streamed via Zoom.

DRAFT

# SWAN Board Elections

In July 2023, SWAN will have two positions up for election to the SWAN Board.

## Timetable

| | |
|---|---|
| Election Process Announced | March 2, 2023 (Quarterly) |
| Online Self-Nominations Accepted | April 3 – 28, 2023 |
| Names of Candidates Released | May 1, 2023 |
| Electronic Ballot | May 8 – May 26, 2023 |
| Results Announced | June 1, 2023 |
| Elected Candidates invited to June SWAN Board Meeting | June 16, 2023 |
| Candidates' Terms Begin | July 1, 2023 |
| July Board Meeting | July 21, 2023 |

## SWAN Board

The SWAN Board is comprised of seven library directors/administrators elected at-large from the libraries in SWAN. Board meetings are held monthly on a Friday of each month at 9:30a.m.

Information for potential SWAN Board Members can be found online on SWAN Support:

https://support.swanlibraries.net/board-information/64973

## SWAN Board Meeting Schedule 2023

| | | |
|---|---|---|
| Friday, March 17, 2023 | Regular SWAN Board Meeting | Bloomingdale Public Library |
| Friday, April 21, 2023 | Regular SWAN Board Meeting | Bloomingdale Public Library |
| Friday, May 19, 2023 | Regular SWAN Board Meeting | Palos Heights Public Library |
| Thursday, June 1, 2023 | SWAN Quarterly Meeting | Oak Brook Public Library |
| Friday, June 16, 2023 | Regular SWAN Board Meeting | Palos Heights Public Library |
| Friday, July 21, 2023 | Regular SWAN Board Meeting | TBD |
| Friday, August 18, 2023 | Regular SWAN Board Meeting | TBD |
| Thursday, September 7, 2023 | SWAN Quarterly Meeting | TBD |
| Friday, September 15, 2023 | Regular SWAN Board Meeting | TBD |

| | | |
|---|---|---|
| Friday, October 20, 2023 | Regular SWAN Board Meeting | TBD |
| Friday, November 17, 2023 | Regular SWAN Board Meeting | TBD |
| Thursday, December 7, 2023 | SWAN Quarterly Meeting | TBD |
| Friday, December 15, 2023 | Regular SWAN Board Meeting | TBD |