

# SWAN BOARD MEETING AGENDA

## SWAN

800 Quail Ridge, Westmont, IL 60559

January 17, 2020 - Time 9:30 a.m.

Conference Room

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

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the January 17, 2020 SWAN Board Meeting Agenda (Exhibit pgs. 1-2)

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

4. Action Item – Approval of SWAN Financials, December (Exhibit pgs. 3-9)

- a. Balance sheet and detail of expenditures for December 2019
- b. Approval of the payment of bills for December 1, 2019 through December 31, 2019 in the amount of \$198,664.81

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

5. Action Item – Acceptance of the December 20, 2019 SWAN Board Meeting Minutes (Exhibit pgs. 10-12)

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

6. Action Item – Acceptance of the November 15, 2019 SWAN Finance Committee Meeting Minutes (Exhibit pgs. 13-14)

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

7. Action Item – Acceptance of the January 8, 2020 SWAN ByLaws Committee Meeting Minutes (Exhibit pgs. 15-16)

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

8. Reports

- a. Board President Report
- b. Executive Director Report (Exhibit pgs. 17-19)
- c. Operations Report (Exhibit pgs. 20-38)
- d. Treasurer Report
- e. Board Calendar (Exhibit pgs. 39-41)

9. Discussion Item – Update on EBSCO Group Purchase for SWAN Libraries (Exhibit pgs. 42-49)

10. Discussion Item – SWAN ByLaws Revision (Exhibit pgs. 50-62)

11. Discussion Item—FY21 Budget & Fees for Committee of the Whole Meeting (Exhibit pgs. 63-89)

12. Next Board Meeting

The Committee of the Whole Meeting will be held on February 4, 2020 at Oak Brook Public Library at 10:00 a.m.

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

13. Adjournment

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

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

<b>December 2019</b>	<b>YTD Actual</b>	<b>FY20 Revised Budget</b>	<b>50%</b>
Revenues	1,660,377.42	3,301,526.00	50%
Expenses	1,552,568.55	3,385,086.00	46%
Excess of Revenues over (under) Expenses	107,808.87	(83,560.00)	

**SWAN**  
Balance Sheet  
As of 12/31/2019

**Balance End Of**  
**Month**

Average Interest Rates & Interest  
Earned during December

**Assets**

**Cash & cash equivalents**

Cash- MaxSafe	1,403,136.43
Cash- Hinsdale Bank Checking	467,677.10
<b>Total Cash &amp; cash equivalents</b>	<b>1,870,813.53</b>

1.75%	\$ 2,088.14
0.00%	\$ -
<b>Investment Income</b>	<b><u>\$ 2,088.14</u></b>

**ProPay Funds**

ProPay Funds	36.35
<b>Total ProPay Funds</b>	<b>36.35</b>

**Accounts receivables**

Accounts Receivable	33,571.00
<b>Total Accounts receivables</b>	<b>33,571.00</b>

**Prepaid expenses**

Deposits	23,467.08
Vendor Credits	856.94
Prepaid Expenses	456,402.47
<b>Total Prepaid expenses</b>	<b>480,726.49</b>

**Capital assets, net**

Building And Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(328,413.89)
<b>Total Capital assets, net</b>	<b>39,364.97</b>

**Other Assets**

Deferred Outflows - OPEB	8,157.00
<b>Total Other Assets</b>	<b>8,157.00</b>
<b>Total Assets</b>	<b><u>2,432,669.34</u></b>

**Liabilities**

**Accrued Liabilities**

Accrued Liabilities	13,888.63
<b>Total Accrued Liabilities</b>	<b>13,888.63</b>

**Other Postemployment Benefits**

Postemployment Benefits	39,101.00
<b>Total Other Postemployment Benefits</b>	<b>39,101.00</b>

**Deferred revenue**

Deferred Revenue	45,324.52
Deferred Revenue - MAGIC Fee Supplement Grant	175,366.00

<b>Total Deferred revenue</b>	<b>220,690.52</b>
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**Compensated absences**

Compensated Absences	99,559.16
<b>Total Compensated absences</b>	<b>99,559.16</b>

**Facilities**

Rent Payable	48,438.56
<b>Total Facilities</b>	<b>48,438.56</b>

**Other liabilities**

Deferred Inflows - OPEB	14,016.00
<b>Total Other liabilities</b>	<b>14,016.00</b>
<b>Total Liabilities</b>	<b><u>435,693.87</u></b>

**Net Assets**

**Beginning Net Assets**

Unrestricted	1,889,166.60
<b>Total Beginning Net Assets</b>	<b>1,889,166.60</b>

**Current YTD Net Income**

<b>Total Net Assets</b>	<b><u>1,996,975.47</u></b>
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**Total Liabilities and Net Assets**

<b><u>2,432,669.34</u></b>
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**SWAN**  
Statement of Revenues and Expenses  
From 12/1/2019 Through 12/31/2019  
(50.00% through FY2020)

		Current Month		YTD Actual	YTD Revised Budget	Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget					
<b>Revenue</b>								
4050	Other Grants	0.00	416.00	0.00	2,500.00	5,000.00	0.00%	RAILS Grants
4060	Fees For Services And Materials	228,385.33	228,387.00	1,370,311.98	1,370,313.00	2,740,626.00	49.99%	SWAN Quarterly, Annual, and Semi-Annual Fees
4061	Internet & Enhanced Access Fees	303.25	0.00	1,819.50	0.00	0.00	0.00%	SWAN Annual Internet Access Fees
4070	Reimbursements	97.92	634.00	8,482.69	3,800.00	7,600.00	111.61%	Member Reimbursements and SWANx Sponsor Table Registrations
4071	Reimbursements - Lost Materials	(1,828.03)	0.00	1,900.91	0.00	0.00	0.00%	Reciprocal Borrowing and ILL Losses
4072	Reimbursements - Collection Agency Fees	0.00	75.00	30.00	450.00	900.00	3.33%	Reciprocal Borrowing and ILL Loss Collection Agency Fees
4075	Group Purchase Receipts	0.00	60.00	360.00	360.00	721.00	49.93%	Group Purchases for Members
4080	Investment Income	2,088.14	1,834.00	15,132.97	11,000.00	22,000.00	68.78%	Interest
4090	Other Revenue	<u>43,723.22</u>	<u>43,723.25</u>	<u>262,339.37</u>	<u>262,339.50</u>	<u>524,679.00</u>	<u>49.99%</u>	RAILS Support to SWAN
<b>Total Revenue</b>		<u>272,769.83</u>	<u>275,129.25</u>	<u>1,660,377.42</u>	<u>1,650,762.50</u>	<u>3,301,526.00</u>	<u>50.29%</u>	
<b>Expenses</b>								
5000	Library Professionals	26,466.86	24,915.00	164,985.43	161,950.00	323,900.00	50.93%	Staff Salaries
5010	Other Professionals	55,720.02	74,208.00	349,748.14	482,350.00	964,700.00	36.25%	Staff Salaries
5020	Support Services	24,703.19	19,862.00	156,311.18	129,100.00	258,200.00	60.53%	Staff Salaries
5030	Social Security Taxes	7,737.56	9,108.00	48,877.45	59,200.00	118,400.00	41.28%	Social Security Taxes
5050	Worker's Compensation	247.92	184.00	1,598.23	1,100.00	2,200.00	72.64%	Worker's Compensation Insurance
5060	Retirement Benefits	10,308.81	10,838.00	64,796.65	70,450.00	140,900.00	45.98%	Retirement Benefits and Retirement Plan Fees
5070	Health, Dental, Life And Disability Insurance	17,766.22	19,550.00	107,622.72	117,300.00	234,600.00	45.87%	Health, Dental, Life & Disability Insurance
5080	Other Fringe Benefits	0.00	209.00	0.00	1,250.00	2,500.00	0.00%	Tuition Reimbursements
5085	Wellness Benefits	0.00	425.00	99.00	2,550.00	5,100.00	1.94%	Staff Wellness
5100	Recruiting	0.00	75.00	0.00	450.00	900.00	0.00%	Background Checks and Job Postings
5110	Print Materials	0.00	666.00	1,892.52	4,000.00	8,000.00	23.65%	Printed Items (Branded)
5130	E-Resources	0.00	41.00	0.00	250.00	500.00	0.00%	ALA TechSource Subscription
5140	Rent/Lease	8,465.77	8,826.00	59,619.93	52,952.00	105,904.00	56.29%	Facility Lease (Including Tenant's Share of Real Estate Taxes, Operating Expenses, and Insurance)
5150	Utilities	478.43	534.00	3,021.26	3,200.00	6,400.00	47.20%	Gas and Electric
5160	Property Insurance	130.42	125.00	760.26	750.00	1,500.00	50.68%	Flood Insurance
5170	Repairs And Maintenance	0.00	99.00	182.96	590.00	1,180.00	15.50%	Key Fob Maintenance and Other Facility Maintenance
5180	Custodial/Janitorial Service And Supplies	904.39	709.00	4,423.70	4,250.00	8,500.00	52.04%	Cleaning Services and Supplies
5190	Other Buildings and Grounds	0.00	9.00	177.00	50.00	100.00	177.00%	Security Camera Surveillance Subscription

**SWAN**  
Statement of Revenues and Expenses  
From 12/1/2019 Through 12/31/2019  
(50.00% through FY2020)

		Current Month		YTD Actual	YTD Revised		Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget		Budget				
5250	In-State Travel	581.79	184.00	821.65	1,100.00	2,200.00	37.34%	In-State Travel	
5260	Out-Of-State Travel	0.00	916.00	362.81	5,500.00	11,000.00	3.29%	Out-of-State Travel	
5270	Registrations And Meeting, Other Fees	221.04	241.00	1,218.58	1,450.00	2,900.00	42.02%	Snacks, Supplies, and Lunches for Meetings and Staff Events	
5280	Conferences And Continuing Education Meetings	825.00	1,166.00	17,161.28	7,000.00	14,000.00	122.58%	Sirsi Dynix Training and Staff Conference and Class and Test Registrations as well as SWANx and Usability Study Expenses	
5300	Liability Insurance	765.41	741.00	4,560.73	4,450.00	8,900.00	51.24%	General Liability, Crime, Cyber Crime, and D&O Insurance	
5310	Computers, Software And Supplies	5,491.03	5,203.00	23,946.73	31,213.00	62,426.00	38.36%	Computer, Software, and Supplies under \$5,000 Individual Cost as well as Subscriptions for Adobe Creative Cloud, Adobe Acrobat Pro, Sonicwall Licenses, Microsoft Office 365, Panda Security, SendGrid Email Delivery System, Asana Project Management, Go To Assist Software, Go To Meeting Software, Microsoft pfSense Usage, and Microsoft Azure	
5320	General Office Supplies And Equipment	239.30	334.00	3,913.70	2,000.00	4,000.00	97.84%	Office Supplies and Equipment under \$5,000 Individual Cost Including Coffee	
5330	Postage	59.65	75.00	419.32	450.00	900.00	46.59%	Postage	
5380	Telephone And Telecommunications	1,587.52	1,616.00	8,859.36	9,700.00	19,400.00	45.66%	Phone, Chat, and Internet	
5390	Equipment Rental	0.00	309.00	1,638.22	1,850.00	3,700.00	44.27%	Copier Lease and Usage	
5400	Equipment Repair And Maintenance Agreements	54,715.50	54,475.00	328,185.13	326,850.00	653,700.00	50.20%	Sirsi Dynix Annual Maintenance, Sirsi Dynix eRC Connectors, Sirsi Dynix Blue Cloud Mobile Subscription, EBSCO Open Athens Subscription, EBSCO Discovery Subscription, Lenovo Warranty, Smartnet Maintenance, NetGate Support, Global Sonicwall Licenses, and Linux Software Maintenance	
5410	Legal	0.00	416.00	0.00	2,500.00	5,000.00	0.00%	Legal Fees	
5420	Accounting	2,000.00	1,796.00	5,350.00	10,777.00	21,555.00	24.82%	Audit and Actuary Expenses	
5430	Consulting	86.67	166.00	520.02	1,000.00	2,000.00	26.00%	HR Source Costs	
5435	Payroll Service Fees	256.80	325.00	1,667.85	1,950.00	3,900.00	42.76%	Paylocity Payroll Service Fees	
5440	Contractual Staff	0.00	200.00	0.00	1,200.00	2,400.00	0.00%	Answering Service Costs	

**SWAN**  
Statement of Revenues and Expenses  
From 12/1/2019 Through 12/31/2019  
(50.00% through FY2020)

		Current Month		YTD Actual	YTD Revised Budget	Total Revised Budget	Percent of Annual Budget	General Ledger Line Item Detail
		Current Month Actual	Revised Budget					
5450	Information Service Costs	29,779.74	28,016.00	163,352.58	168,100.00	336,200.00	48.58%	Formsite Membership Costs, OCLC Fees, Authority Processing, Syndetic Reviews, SSL Certificate Costs, Survey Monkey Subscription, MailChimp Subscription, ALA RDA Toolkit, WebDewey, and EBSCO Novelist Subscription
5480	Other Contractual Services	1,785.39	3,775.00	8,825.87	22,650.00	45,300.00	19.48%	Unique Management Placements and Monthly Notice Printing
5485	Group Purchases	0.00	60.00	361.75	360.00	721.00	50.17%	Group Purchases for Members including Credit Card Swipes
5490	Depreciation	2,847.29	0.00	17,083.74	0.00	0.00	0.00%	Monthly Depreciation Expense
5500	Professional Association Membership Dues	238.00	34.00	438.00	200.00	400.00	109.50%	Professional Memberships for SWAN and Staff
5510	Miscellaneous	(54.61)	84.00	(237.79)	500.00	1,000.00	(23.77)%	Member Overpayments and Double Payments to be Reimbursed, Allowance for Doubtful Accounts Additions, Credit Card Overage Charges, as well as Reciprocal Borrowing and Vendor Adjustments from Prior Years
5515	Miscellaneous - E-Commerce Fees	<u>(71.25)</u>	<u>0.00</u>	<u>2.59</u>	<u>0.00</u>	<u>0.00</u>	0.00%	Fees for SWAN ProPay Account Used for Testing
<b>Total Expenses</b>		<b><u>254,283.86</u></b>	<b><u>270,515.00</u></b>	<b><u>1,552,568.55</u></b>	<b><u>1,692,542.00</u></b>	<b><u>3,385,086.00</u></b>	<b><u>45.86%</u></b>	
<b>Excess of Revenues over (under) Expenses</b>		<b><u>18,485.97</u></b>	<b><u>4,614.25</u></b>	<b><u>107,808.87</u></b>	<b><u>(41,779.50)</u></b>	<b><u>(83,560.00)</u></b>		

**SWAN**

Check/Voucher Register - Check and Disbursement Register

1003 - Cash- Hinsdale Bank Checking

From 12/1/2019 Through 12/31/2019

<b>Effective D...</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
12/9/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Dec. 7, 2019	5,154.41
12/9/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Dec. 7, 2019	1,729.90
12/12/2019	Paylocity Corporation	Net Wages: Dec. 7, 2019	36,797.33
12/12/2019	Paylocity Corporation	Payroll Taxes: Dec. 7, 2019	15,664.41
12/13/2019	Paylocity Corporation	Payroll Service Fees: Dec. 7, 2019	90.60
12/17/2019	First Bankcard	Dec. 2019 Credit Card Payment of Oct./Nov. Balances	6,825.44
12/18/2019	Cintas #769	Mats for Doorway Entry	107.80
12/18/2019	Cintas #769	Mats for Doorway Entry	75.29
12/18/2019	Comcast	Internet Service 12/15/19-1/14/20	1,255.00
12/18/2019	Ian Nosek	Travel Reimbursement -6/6/19-11/22/19	126.12
12/18/2019	Lauterbach & Amen, LLP	FY2019 Audit-Final	2,000.00
12/18/2019	Limricc-Phip	Health Insurance for December 2019	22,555.58
12/18/2019	Wellness Insurance Network-WIN	Life Insurance for December 2019	186.20
12/18/2019	Marcive, Inc.	Authority Processing	429.00
12/18/2019	Nicor Gas	Gas 11/12-12/13/19	186.64
12/18/2019	ProQuest LLC	Catalog Enhancement	30,784.15
12/18/2019	Robin Hoffstetter	ALA Dues	238.00
12/18/2019	Reliance Standard Life Insurance Co.	LTD/STD for January 2020	928.58
12/18/2019	T.A. Systems Inc.	Office Cleaning	560.00
12/18/2019	Unique Management Services, Inc.	Placements for November 2019	26.85
12/18/2019	Unique Management Services, Inc.	Overdue Notices for November 2019	1,758.54
12/18/2019	Virginia Blake	Travel Reimbursement 9/17-11/5/19	47.88
12/18/2019	Cintas #769	Mats for Doorway Entry	75.29
12/18/2019	ComEd	Electric 11/14-12/17/19	291.79
12/18/2019	Dawne Tortorella	Travel Reimbursement 7/5/19-12/5/19	407.79
12/19/2019	Green Hills Public Library District	Green Hills Activity in SWAN ProPay July - Nov. 2019	1,753.07
12/23/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Dec. 21, 2019	5,154.40
12/23/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Dec. 21, 2019	1,729.90
12/26/2019	Quail Ridge Drive Investors, LLC	January 2019 Rent Payment	8,756.70
12/26/2019	Paylocity Corporation	Net Wages: Dec. 21, 2019	37,037.65
12/26/2019	Paylocity Corporation	Payroll Taxes: Dec. 21, 2019	15,764.30



**SWAN**

Check/Voucher Register - Check and Disbursement Register

1003 - Cash- Hinsdale Bank Checking

From 12/1/2019 Through 12/31/2019

<b>Effective D...</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Amount</b>
<b>12/27/2019</b>	<b>Paylocity Corporation</b>	<b>Payroll Service Fees: Dec. 21, 2019</b>	<b>166.20</b>
		<b>Total 1003 - Cash- Hinsdale Bank Checking</b>	<b>198,664.81</b>
<b>Report Total</b>			<b>198,664.81</b>

# SWAN BOARD MEETING MINUTES

SWAN  
800 Quail Ridge Drive, Westmont, IL 60559  
9:30 a.m.

December 20, 2019

## Call to Order, Roll Call

President Bodewes called the meeting to order at 9:34 a.m. The following members were present to establish a quorum:

Ted Bodewes

Stacy Wittmann

Julie Milavec

Dawn Bussey

Jane Jenkins (arrived at 9:43)

Robin Wagner

## Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Dawne Tortorella, SWAN Assistant Director

Ginny Blake, SWAN Office Manager

No public comment.

## Action Item – Acceptance of the December 20, 2019 SWAN Board Meeting Agenda

Milavec moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 20, 2019 SWAN BOARD MEETING AGENDA AS AMENDED

Motion carried by unanimous voice vote.

**Action Item – Approval of SWAN Financials, November 2019**

Wittmann moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1, 2019 THROUGH NOVEMBER 30, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR NOVEMBER 2019 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Wittmann, Bodewes, Bussey, Milavec, Wagner

Questions from the board in reference to the above financials were discussed at November meeting. Skog will provide information at January 2020 meeting: G/L # 5280 & G/L #5050 over budget.

**Action Item – Acceptance of the November 15, 2019 SWAN Board Meeting Minutes**

Milavec moved, seconded by Bussey that it be

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

Motion carried by unanimous voice vote.

One correction was noted and incorporated.

**Board President Report**

No Report

**Executive Director Report**

Skog discussed the online feedback received from the Clarity Report. Decision was to wrap up, discuss again at the February Board meeting and update the membership at the March Quarterly as well as coming up with a clarity action plan.

Skog mentioned going “fine free” should be a topic at the March Quarterly Meeting.

Skog had his meeting with RAILS and discussed the hourly rates RAILS informed him on for accounting services after June 30, 2020.

The financial report showed both Calumet Park & Harvey making payments.

## **Operations Report**

Tortorella indicated Oak Lawn will not longer be a cataloging library.

## **Treasurer Report**

None

## **Board Calendar**

No questions or feedback.

## **Discussion Item – FY21 Budget Draft**

Skog went over the FY21 budget summary along with the new Chart of Accounts for both revenue & expenses. Discussion continued with the revenue and expense details and descriptions. G\L #5599 does not show a budget amount, but Skog will investigate. RAILS charges for FY20 audit will be added to Accounting budget line, #5820. Skog continued with the membership fee charts, their tax payments and bonds. Skog will show separate charts for special schools, and academic. The final explanations on the reserves plan was explained. Skog will have this information again at January meeting and he will then post.

## **Discussion Item – Strategic Objective 3: 501c3 Option & Feedback**

Bodewes walked thru the objective to the membership at the Quarterly meeting on December 5<sup>th</sup>. There were questions but not a lot of feedback. Bodewes feels it merited discussing again. Skog mentioned several options. The Board decided to have a committee to further the discussion on the 501c3 objective. A discussion to have a bylaws committee meeting in January was decided upon.

## **Discussion Item – Record Retention Plan Draft**

The board reviewed the retention plan as presented and agreed to have the Executive Director begin the step to have it reviewed and approved by the State Archivist

**Bodewes ended the meeting at 11:30 a.m.**

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Dawn Bussey, Board Secretary

# SWAN BOARD FINANCE COMMITTEE MEETING NOTES

SWAN

800 Quail Ridge, Westmont, IL 60559

November 15, 2019

Conference Room

## **Call to Order, Roll Call 11:00 a.m.**

Jamie Bukovac, SWAN Board Treasurer

Dawn Bussey, SWAN Board Secretary

Julie Milavec, SWAN Board Representative

## **Introduction of Visitors/Public Comment**

No visitors were at the meeting.

## **Discussion Item – Review Initial FY21 Budget Draft**

Review of the FY21 budget with Skog giving explanations of costs, increases, etc. Committee made recommendations for several account changes and descriptions for the new chart of accounts. Budget lines for personnel and facility would remain at the same level as FY20. The FY21 budget would include the second year of BLUEcloud Mobile app for all libraries in SWAN (Year 1 and setup expenses was paid using reserves in FY20). Skog discussed the 3 fee charts for FY21 membership fees, noting some of the increases and decreases to libraries. RAILS LLSAP support to SWAN increased for FY21 and this discount is passed on to all public libraries to help reduce membership fees.

## **Reserves Worksheet**

Skog discussed the reserves and utilizing them for the SWAN personnel laptop refresh/replacement, the goal to create a mobile training lab for Quail Ridge, and funds to assist libraries switch from ProPay magnetic swipes to the EMV/chip & PIN if those devices become available in FY21.

## **Discussion Item— SirsiDynix Agreement Extension**

Discussion on coming to an agreement with SirsiDynix and the extension. Skog presented goals for the extension and will work on some options for length of the extension. SirsiDynix will offer long-term agreements to fix escalation of the annual maintenance at a lower percentage in exchange for a long-term agreement. This helps the organization control costs.

**Adjournment**

12:30 p.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Dawn Bussey  
Board Secretary

DRAFT

# SWAN BOARD BYLAWS COMMITTEE NOTES

## SWAN

800 Quail Ridge, Westmont, IL 60559

January 8, 2020 9:30 a.m.

Conference Room

### Call to Order, Roll Call

Meeting was called to order at 9:30 a.m.

Stacy Wittmann, SWAN Board Vice President, Eisenhower Public Library District

Robin Wagner, SWAN Board representative, South Holland Public Library Director

### Introduction of Visitors/Public Comment

Aaron Skog, Executive Director was in attendance.

### Discussion Item – SWAN ByLaws Revisions

The overall goal of the revisions as directed by the SWAN Board is to expand membership input through advisory voting, which can be done primarily online, rather than requiring in-person voting at meetings. In-person meetings present problems with meeting a quorum or a supermajority of the membership.

The ByLaws version (approved in September 7, 2017) was reviewed in its entirety. The document will be shared in a redlined version with comments at the SWAN Board meeting on January 17, 2020. The goal will be to share the revision online and at the March 4, 2020 SWAN Quarterly meeting have discussion with the membership and seek approval on the ByLaws revision.

Areas of the ByLaws needing revision:

1. Article 2 Purpose: update to include language of SWAN's Mission.
2. Article 3, Section 4. Elections: clarify with the attorney on electronic voting for Board elections
3. Article 3, Section 8. Board Voting: modify to have advisory poll for the Membership and Board approval of SWAN's annual budget
4. Article 3, Section 10. Vacancy and Removal of Board Members: Skog suggested that some language be included to remove Board representatives by the Membership, as a check against Board representatives deemed to be inattentive to the Membership.
5. Article 4, Section 1. Budget: revise to have Membership input as advisory with approval by the Board, including budget amendments.
6. Article 4, Section 2. Contracts and Expenditures: revise to have the Board approve expenditures not included the budget.

7. Article 8. Fiscal Year: revise to have the Board approve fiscal year changes.
8. Article 9, Members and Membership, Section 1. Levels of Membership: revise to have the Board approve the addition of levels of participation in SWAN.
9. Article 9, Members and Membership, Section 2. Eligibility for Membership: revise to have the Board approve the addition of new member libraries.
10. Article 9, Members and Membership, Section 4. Meetings of Member Libraries: revise the 30-day requirement of written notice.
11. Article 9, Members and Membership, Section 5. Responsibilities of Member Libraries: revise the requirement of a late fee.
12. Article 9, Members and Membership, Section 6. Voting: remove the entire section 6 as it is duplicative within the ByLaws. There is a need to incorporate revision of the SWAN intergovernmental agreement requiring 2/3 Membership approval elsewhere in the ByLaws.
13. Article 10, Termination of Membership and Dissolution of SWAN, Section 3. Procedure Upon Dissolution of SWAN: make sure the voting requirement matches the Article 3 Section 8. The Committee discussed the “including data” wording as part of the assets transferred, wondering if this language should be stronger.
14. Article 12 Amendment of ByLaws: revise to remove the requirement of presenting at the September Quarterly meeting in order to provide flexibility on the meeting date.

Two questions for the legal counsel were referred to Skog to bring back to the SWAN Board and ByLaws Committee.

1. Board elections are conducted by electronic vote by the Membership. Are there any concerns that electronic voting on Board elections is in violation of OMA? Are there steps or ByLaws language we should consider?
2. Revising SWAN ByLaws in Article XII requires 2/3 Member Libraries vote affirmative at any regular meeting, but could this be revised to allow electronic voting on the revision instead? The 2/3 threshold is an ongoing concern with SWAN's size of 97 libraries total would mean 65 affirmative votes. We typically never have 65 library directors representing the Membership in person at a regular meeting.

**Meeting adjourned at 11:24 a.m.**



# SWAN Executive Director Report

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*January 17, 2020*

## SWAN Strategic Plan 2019-2023

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

### Clarity Task Force

The presentation of the report to the membership is complete. The online feedback is open until January 31<sup>st</sup>. To date there are 16 responses from library staff. There will be a reminder sent out with the e-newsletter on January 21<sup>st</sup>.

### Suggested Timeline for Next Steps

Meeting	Activity	Date
Clarity Meeting	Review 4 research findings	September 11, 2019
Clarity Meeting	Draft Clarity Report & Shared Diagnosis	October 9, 2019
Clarity Meeting	Finalize Clarity Report & Shared Diagnosis	November 13, 2019
SWAN Board Meeting	Clarity presentation to SWAN Board	November 15, 2019
SWAN Quarterly Meeting	Clarity presentation to SWAN membership	December 5, 2019
Clarity Meeting	Clarity reviews written membership feedback	February 12, 2020
SWAN Board Meeting	Board reviews findings & recommendations	February 21, 2020

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

### SWAN ByLaws Review

The SWAN ByLaws Committee met on January 8<sup>th</sup> to review the areas of the organization bylaws as they pertain to membership decision making and voting. The details of this meeting are in the January 17<sup>th</sup> SWAN Board packet in the committee meeting notes. The document is redlined in the packet.

## EBSCO Subscription Database Group Purchase

SWAN Electronic Resources Consultant Robin Hofstetter has negotiated with RAILS and EBSCO on a group purchase for subscription e-content. There is a separate report in the January 17, 2020 SWAN Board meeting packet on the details of the negotiation and options for SWAN member libraries.

## Fiscal Year 2021 Budget

The second budget draft and membership fees for FY21 are on the SWAN Board January 17, 2020 agenda for discussion. The Committee of the Whole meeting is set for Tuesday, February 4<sup>th</sup> at Oak Brook Public Library

## Monthly Financial Report

### Revenue & Expense Report

Last month, two expenses within the report were inquired on at the board meeting. Below is an explanation.

#### 5280: Conferences & Continuing Education Meetings 122.58%

Total budget for FY20 was \$14,000 and our expenses YTD total \$17,161.28

\$5,375.83	Staff CE Expenses (UX classes, Project Management class, Azure training, etc.)
\$10,135.45	SWANx19 Expenses (MVCC rental, supplies, etc.)
\$1,650.00	Other CE Expenses (Usability study gift cards, etc.)

This line will likely have some minor activity for the remainder of the fiscal year, but the largest expenses have already occurred.

#### 5500: Professional Associate Membership Dues 109.50%

Total budget for FY20 was \$400 and our expenses YTD total \$438.00

\$200.00	ILA Membership Dues
\$238.00	ALA Membership Dues

The ALA Conference is in June and is locally hosted in Chicago so expect one other ALA Membership for FY20. No other activity is expected.

### Accounts Receivable Update

SWAN has received all of the invoiced second quarter SWAN fees of \$657,888. As of December 31, the libraries with outstanding prior and current period SWAN fees, include:

- Harvey – Owing \$24,132 in total, which includes the first and fourth quarters of fiscal year 2019 as well as fees for the last three quarters of fiscal year 2018. SWAN received its last payment from Harvey on November 26 for a reciprocal borrowing invoice in the amount of \$117.97. A letter was sent to Library Director Antonia McBride outlining the expected payment schedule for the next two years of membership fees.
- Calumet Park – SWAN received identical payments from Calumet Park on July 15, August 12, September 23, October 11, and November 14 in the amounts of \$3,755 that completely paid off all prior and current period SWAN fees. In addition, SWAN recently received additional payments from Calumet Park on December 5 and 30 each in the amount of \$2,500. These paid off their last partially outstanding reciprocal borrowing invoice in the amount of \$55.55, as well as their third quarter SWAN fees with the remainder (\$1,634.70) recorded as a credit on their account to be applied against their upcoming reciprocal borrowing invoices and their fourth quarter SWAN fees.
- University Park – Owing \$4,236.25 for first quarter FY20 SWAN fees. Please note that University Park made payment for the second quarter SWAN fees as of October 28.

# Operations Report: January 17, 2020

## Member Engagement – All Staff

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

## Site Visits, Training, and Networking

During the past reporting period (December 14<sup>th</sup> – January 17<sup>th</sup>):

Date	Event Name	Attendees	Teams Represented	Topic
12/16/2019	Training: Article Search and EBSCO	Robin	UX	Training
12/20/2019	SWAN Board Meeting	Aaron, Ginny, Dawne	Admin	Governance
1/7/2020	Training: Member Update - Symphony 3.6.2	Steven, Ian, Dave, Michael, Vickie, Scott, Sam, Claudia, Tara, Crystal, Aaron, Dawne	Admin, Bib Svcs, IT, UX	Training
1/8/2020	Site Visit (St. Charles Public Library) - Library Closing/Move	Tara, Dawne	UX, Admin	Site Visit
1/9/2020	Training: Member Update - BLUEcloud Central 19.10.0	Steven, Dave, Vickie, Michael, Scott, Sam, Claudia, Diane, Tara, Crystal, Dawne	Admin, Bib Svcs, IT, UX	Training
1/9/2020	Cataloging Advisory Meeting	Scott, Sam, Claudia, Diane, Sue, Angela	Bib Svcs	Member meeting
1/13/2020	Site Visit (Hinsdale Public Library) - Clarity Feedback Review	Dawne	Admin	Site Visit
1/15/2020	Training: BLUEcloud Analytics Overview	Dawne	Admin	Training
1/16/2020	Site Visit (Homewood Public Library) - Analytics Training and Consultation	Dawne, Vickie	Admin, IT	Site Visit
1/17/2020	Site Visit (Westmont Public Library) - Clarity Feedback Review	Dawne	Admin	Site Visit
1/17/2020	Training: Open Lab - OCLC Configuration	Dawne	Admin	Training

## SirsiDynix & Vendor Partner Support & Consulting

- 1/10 – Sure Sailing (SWAN staff from all departments participate)
  - API code Outreach search interests error
  - Patron renewal on Enterprise
  - BLUEcloud Analytics identification of methods for capturing unique counts on patron renewal
  - WorkFlows and BLUEcloud Central account management/security

- 1/10 – Networking: LLSAP/OHM Development (Scott, Steven, Dave, Dawne)
- 1/14 – Research & Development: Aspen Discovery Demo (Tara, Crystal, Robin, Scott, Steven, Rudy, Aaron, Dawne)

## **SWAN Assistant Director (Dawne Tortorella)**

### **Fine-Free Panel – February 19, 2020**

Interest in going fine-free has peaked and SWAN will be hosting a panel discussion and networking event on February 19<sup>th</sup> 1:30 – 4:00 (<https://www.librarylearning.info/events/?eventID=30716>). We will be joined by Andrea Telli, Commissioner of the Chicago Public Library and Laura Gorczyca Hanes, Circulation Coordinator for the Chicago Public Library, as well as leaders in our SWAN libraries who have implemented fine-free circulation policies. Staff from CCS will also participate in the panel as their consortium is also supporting a growing interest in fine-free.

Vickie, Crystal, and Dawne are coordinating this event and facilitating the panel discussion.

### **Member Update Sessions**

To help member libraries prepare for system updates and answer any questions, SWAN staff have started scheduling Member Update Session prior-to, or soon after, product releases to outline new features, enhancements, bug fixes, timeline and impact. These sessions are recorded and shared on the SWAN Support Site.

These include:

- Enterprise 5.0.1 Update (December 10) - <https://support.swanlibraries.net/tutorial/67013>
- Symphony/WorkFlows 3.6.2 Update (January 7) - <https://support.swanlibraries.net/tutorial/67057>
- BLUEcloud Central 19.10.0 (January 9) - available in the SharePoint project folder for libraries participating in our BLUEcloud staff client R&D

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

### **Cataloging Advisory Group**

The first Cataloging Advisory Group in its new format and membership structure took place on Friday, January 10<sup>th</sup>. Topics included setting up a system of regular audit of new full catalog records and cycle of critical feedback, more clearly defining the roles and responsibilities of OCLC Cataloging Libraries, reviewing the planned bibliographic updates on President’s Day weekend, continued work refining SWAN Cataloging Standards documentation, and setting group goals for 2020.

Notes will be available shortly. For our next meeting in March, SWAN will be creating a draft process document for bibliographic review as well as a draft of refined cataloging rules better distinguishing local SWAN practice from RDA- and OCLC-established guidelines.

## President's Day Weekend Bibliographic Updates

The President's Day Weekend database rebuild will allow SWAN to perform some planned bibliographic updates that would otherwise be too large to be accommodated by our nightly indexing processes. Distributing these changes over several days or months is logistically difficult and would take up the processing bandwidth SWAN devotes to member-requested changes such as batch item and call number edits. See at the end of this report *Addendum: President's Day - Bibliographic Database Cleanup & Rebuild – 2/17/2020*.

The changes fall into three different categories:

1. Changes affecting holds – One of the major changes the rebuild will commit is the implementation of invalid ISBN, ISSN, and UPC processing. SWAN catalogers have made changes to properly label these standard numbers as invalid when they appear as duplicates in certain situations (such as an ISBN for a single book on a record for a book club bag containing that book). After the rebuild, these invalid numbers will no longer be used for bibliographic matching, improving the Acquisitions module's accuracy when attaching order and items to existing records.
2. We will also fit in some correction of call numbers with volume information. We will not alter any call numbers themselves, but we do perform periodic cleanup on non-visible indicators that tell the system where volume information resides. This should simplify hold process for multi-volume book sets and periodicals where call number data is incorrect.
3. Cleanup to accommodate changes to cataloging practice – Following our review of SWAN cataloging standards, particularly fields to delete, and changes to general cataloging practice introduced with RDA, we will be making some large-scale cuts of redundant and deprecated fields including subject headings from vocabularies SWAN does not use, GMD format data in title statements, and prices attached to ISBN fields. Some of these excess fields may be inadvertently skewing search relevancy, creating unusable search links in Enterprise, or otherwise making the catalog more difficult to use for patrons.
4. Cleanup of junk data – Bibliographic catalogs accumulate MARC data related to item and order processing as well as vendor and pre-publication data. Most of this is irrelevant after its mechanical role is played, and while it does not display to the public or affect searching, it is visually distracting. SWAN will remove a number of junk tags to make records easier to read and evaluate.

Finally, because the timing works out, we will fit in two other sets of changes that wouldn't usually require waiting for a rebuild:

1. MARCIVE Comprehensive Notification Service -- This is the process in which MARCIVE provides updates authority records to overlay our existing collection and also bibliographic records where controlled headings have changed since they were first processed.

2. St. Charles location change – To accommodate a collection move, these item edits will also be processed.

All of these changes will make use of the SirsiDynix API. We are deriving the necessary scripts and commands now so our processing on Sunday, February 16<sup>th</sup> will go as quickly as possible. Due to the number of changes queued, processing should still take the entire day of the 16<sup>th</sup>, but it will not interrupt library operations.

SWAN is also pulling data to report on how many records and fields are affected by these changes. This data is not yet ready.

### OHM Update (OSMOSIS Replacement)

With the progress we have made developing the OHM tool, SWAN has set a goal of migrating from our regular TMQ processing early. This will allow us to continue developing the full range of OHM’s specifications while providing the other participating LLSAPs with a demonstration of its capabilities from start to finish. We hope to make this switch by the time of our next planned TMQ batchload on March 1<sup>st</sup>. We do not anticipate member libraries will see any impact from this, but those who keep a close eye on OCLC holdings may notice some fluctuation. There are a few key differences between OHM and TMQ’s OSMOSIS. We will outline these for the membership when the time comes.

### Cataloging Counts: SWAN Bibliographic Services

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

For December, there were 273 upgrades of minimal level records in OCLC to full records.

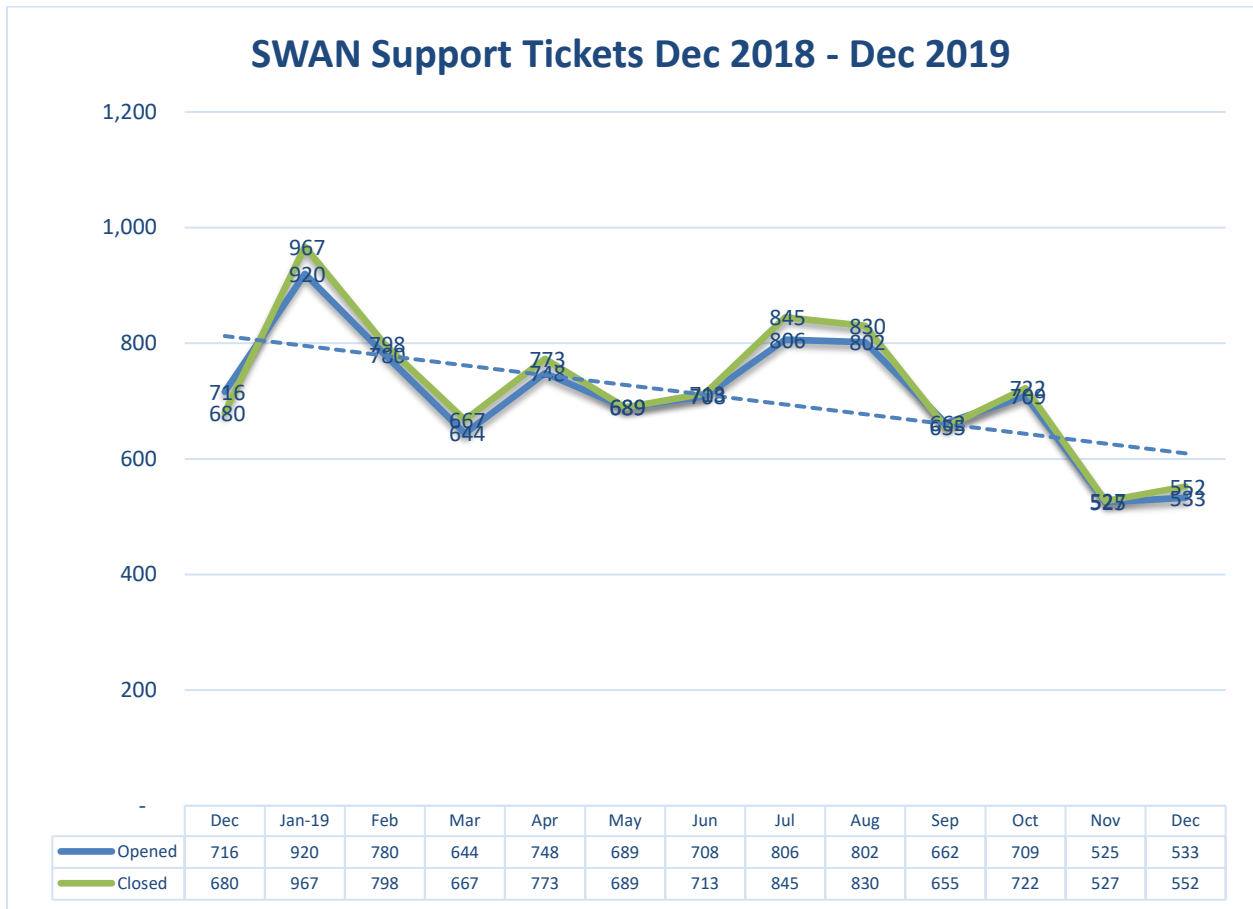
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Orig 2017</b>	96	132	169	131	133	209	266	184	96	195	93	112	<b>1,816</b>
<b>Copy 2017</b>	3,133	3,616	3,203	3,576	3,456	2,954	3,848	4,856	3,031	3,135	3,392	4,054	<b>42,254</b>
<b>Orig 2018</b>	122	89	147	70	119	148	118	167	116	209	194	92	<b>1,591</b>
<b>Copy 2018</b>	3,896	3,348	5,157	4,614	2,851	1,493	2,138	2,459	2,010	1,866	1,376	2,056	<b>33,264</b>
<b>Orig 2019</b>	126	82	106	211	92	163	127	175	171	102	97	107	<b>1,569</b>
<b>Copy 2019</b>	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362	2,605	1,648	1,587	<b>24,656</b>

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

### Support Tickets

As of January 10<sup>th</sup>, 43 tickets are currently open. On January 9<sup>th</sup>, several tickets were submitted regarding an outage of the MobileCirc platform. It was determined that the issue stemmed from an

upgrade bug which impacted all SirsiDynix MobileCirc users. The upgrade was rolled back, resolving the issue on January 10<sup>th</sup>.



Tickets Submitted to SWAN

### General Projects

- Project OHM development, collaboration with LLSAPs – Rudy with Scott (Bib Svcs)
- On-order item hold cancellation custom notice development – Rudy with Scott (Bib Svcs) and Tara (UX)
- Staff laptop image refresh – Ian
- Continued SharePoint and shared file storage cleanup – Steven with Operations Team
- BLUEcloud Central Securities SPP, permissions review – Steven, Dave, Michael, Ian
- WorkFlows Offline training video – Ian
- Membership “New User” documentation on support site – Michael with Lauren (UX)
- BLUEcloud Pilot User Additions – Steven, Dave, Michael, Ian

### Symphony 3.6.2 Upgrade

On Thursday, January 16<sup>th</sup>, SWAN will go live on the latest Symphony release, version 3.6.2. As noted on the [support site news post](#), the upgrade will require after-hours downtime, beginning at 11pm on



Wednesday, January 15<sup>th</sup>. Following completion of the upgrade, library IT staff will have up to one month (until February 17<sup>th</sup>) to install the latest WorkFlows client associated with the upgrade in order to observe all upgrade benefits. IT staff will also need to submit a completion survey to indicate the success of their library's client updates, following suit with previous Symphony version refreshes. SWAN staff have summarized the benefits of this release in a recently recorded [webinar](#).

### **Annual Patron Purge / Database Record Maintenance**

The annual patron purge is now well underway with several tasks complete. Following the cutoff date of January 3<sup>rd</sup> for additional criteria requests, SWAN staff have now created the necessary reports to process the record cleanup and will proceed in the upcoming weeks. The annual purge process will conclude by the end of January, following which the IT team will continue discussions on how to automate and increase the frequency of the process to maintain a cleaner database overall.

### **SirsiDynix Data Control Pilot**

Since September, the SWAN API Team have been participating in a pilot program for the beta SirsiDynix product, Data Control. This product is designed, essentially, to remove the technical hurdles associated with developing Symphony API queries to poll and manipulate data directly in the database, providing greater opportunities for SWAN admin staff to work with the data without having extensive technical system knowledge.

Maintaining biweekly check-ins with the SirsiDynix pilot program staff and a largely open format for testing, the API Team determined that while the product does simplify API work and assist in query development as expected, much of SWAN's API work to export data or make large volume record modifications still require direct command line access to the Symphony server, negating the benefits of the tool. The team has shared this feedback with the SirsiDynix pilot program staff and will continue to monitor the evolution of the product as it is released to a wider audience in the upcoming months.

### **Presidents' Day (February 17<sup>th</sup>) Offline & Database Rebuild**

To accomplish several high priority database maintenance tasks noted in the attached *Addendum: President's Day - Bibliographic Database Cleanup & Rebuild – 2/17/2020*, SWAN is planning an entire day of Offline circulation on Presidents' Day (February 17<sup>th</sup>). The database maintenance is expected to begin the evening of Sunday, February 16<sup>th</sup>, and will likely extend throughout Monday the 17<sup>th</sup>. During that time, all SWAN services will be impacted and largely unavailable, requiring the use of WorkFlows in Offline mode to maintain essential circulation functions. To avoid confusion over the 3.6.2 upgrade, scheduled for January 15<sup>th</sup>, SWAN IT staff have planned to submit a news post detailing the database maintenance following that upgrade, specifying services impacted, how to proceed in Offline mode, and what to expect throughout the maintenance process.

### **Email Notice Tracking**

As of January 9<sup>th</sup>, SWAN sent 388,977 emails from the Symphony server over the previous 30-day period and observed a delivery success rate of 98.99% (385,029), with 0.11% (411) of those emails bouncing due to a patron email issue and 0.00% (19) of those emails reported as SPAM by the patron.

## Outage Tracking (as of January 9<sup>th</sup>)

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
12/17/2019	23:00	120	Enterprise	Yes	No	Enterprise 5.0.1 upgrade

## SWAN User Experience (Tara Wood)

### Advisory Groups

Circulation Advisory and Discovery and User Experience Advisory (DUX) meet the week of January 20<sup>th</sup>. The first meeting of the e-Resources Advisory group will be in February.

### BLUEcloud Circulation

We are about to enter the second phase of BLUEcloud Circulation testing, working with circulation, adult, and youth services staff at Eisenhower Public Library. Crystal has developed a plan for testing that includes regular checkins, weekly assignments, and desk observations that will span the next six months.

Our goal is to identify the immediate areas of improvement needed for all public service points to be able to use BLUEcloud Circulation as their primary patron service tool for checkins, checkouts, placing holds, and patron account services, including paying bills and looking up accounts.

In addition, the report for our Fall 2019 desk observations with circulation and public services staff is available in the attached *Addendum: BLUEcloud Circulation SPP - Desk Observation Report Fall 2019*.

### BLUEcloud Mobile

BLUEcloud Mobile will be getting an update in January 2020. We don't yet have an exact date from SirsiDynix when the update will be rolled out to the app stores. This release will include some improvements to administrative functions, including the ability to change the colors of tabs and icons. On the patron-facing end, patrons will now be able to place holds on on-order items. In addition, they can add an image to display in their account.

### Online Patron Renewals

Crystal is testing functionality from SirsiDynix that would allow patrons to renew their cards online through Enterprise. She was able to successfully set up a test and get the renewal button to appear in a patron's account when their account is 4 weeks from expiring.

She has more testing to do to determine how patrons that are blocked are impacted and what messaging may be possible in these situations.

**Your status: ALERT**

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

Renew

### New Patron Help Site

Content development and design are nearing completion on the new patron help site. Lauren is working on adding some design enhancements, including a revised color scheme and icons. Tara is working with colleagues in ITSS to build the online patron registration form currently in development with the Oak Park Public Library. At the end of January, we plan to go live in our Azure environment.

### **Enterprise 5.0.1 Release**

The Enterprise 5.0.1 release is complete! Patrons now have access to a responsive catalog that will adapt to devices of all sizes.

Following the upgrade, some enhancements were made to the display of on order and display items, which are detailed on the support site: <https://support.swanlibraries.net/news/2020-01/67042>

### **Discovery Platform Evaluation**

Tara scheduled a demo of the Aspen Discovery platform for January 14<sup>th</sup>. SWAN staff have compiled questions around user features, hosting and authentication, and administrative features. We will share what we learn from the demo in the next Discovery and User Experience meeting on January 23<sup>rd</sup>.

While we've recently rolled out many improvements to Enterprise, we don't want to put all of our eggs in one basket. We'd like to continue to investigate important improvements to relevancy, grouped records, and other features in both Enterprise and alternate systems.

## **ADDENDUM: President's Day - Bibliographic Database Cleanup & Rebuild - 2/17/2020**

1. Invalid ISBN/ISSN/UPC Implementation – This is the change that will prevent invalid numbers (preceded by \$z) from being used to bibliographic matching.
2. GMD purge
3. Call Number Analytic Tweaking - Removing or adding \$z indicators as necessary. Call numbers will remain otherwise unchanged.
4. 9xx Cleanup
  - a. 999
  - b. 947
  - c. 948
  - d. 949
  - e. 936
  - f. 938
5. LINC/MAGIC/GHS Title Control Number Standardization
6. Fields to Delete Cleanup
  - a. BISAC
  - b. 263 field (record with catalog date only)
  - c. Fast headings(?)
  - d. Sears
  - e. 653
  - f. 6xx \_3, \_4, \_5(?)
  - g. 020 \$c(?)
7. 856 Cleanup (based on \$3) (?)
8. MARCIVE Comprehensive Notification Service
9. Update of St. Charles locations to facilitate collection move

## **ADDENDUM: BLUEcloud Circulation SPP - Desk Observation Report Fall 2019**

**Prepared by Crystal Vela, January 2020**

### **Introduction**

SWAN is participating in the BLUEcloud Circulation Strategic Partner Program (SPP) with SirsiDynix. SWAN staff has partnered with member libraries to evaluate the current functionality of BLUEcloud Circulation and identify the enhancements needed to make this a viable staff tool.

### **Summary**

To identify priorities for development, SWAN staff observed and interviewed staff at three SWAN libraries participating in the BLUEcloud Circulation evaluation.

We identified the following core public service functional areas:

1. Looking up an item
2. Placing holds
3. Looking up a patron
4. Checking materials in and out
5. Paying bills

We found several areas of improvement that would make BLUEcloud Circulation more useful for staff in these core areas. These include adding the ability to remove a hold for patrons, adding a backdate functionality for book drop checkins, and the ability to email checkout receipts. Since the observations were conducted, several features identified have already been added, including the back date and email receipt functionality.

### **Methods**

UX manager Tara Wood and UX consultant Crystal Vela visited Eisenhower Public Library, Hinsdale Public Library, and St. Charles Public Library. We asked our 3 libraries that were participating in the first round of the BLUEcloud Circulation Strategic Partnership Program (SPP) testing to arrange interviews with library staff and desk observations in youth services, adult services, and circulation. The pilot team members are:

- Peggy Tomzik, Eisenhower Circulation Department Head
- Ridgeway Burns, Hinsdale Youth Services Department Head
- Bonni Ellis, St. Charles Circulation Department Head

### **Interviews**

We interviewed staff from each department of the three participating libraries. Crystal Vela, UX Consultant moderated the interview questions, while Tara Wood UX Manager took notes. The interview was scripted, and participants had access to the interview questions prior to the interview. Participants were recruited by their respective department heads as well as the SPP partners.

## Desk Observations

Desk observations consisted of 30-minute sessions at youth and adult service desks and 1-hour sessions at the circulation desks. Tara and Crystal observed staff in their interactions with patrons while conducting on-the-fly, contextual interviews about staff work processes. In some cases, staff at the desk were also present in the interviews.

## Participants

As promised, we gave our participants anonymity they will be referred instead of by name, by their library's agency code and a numeric value. We had interview participants and desk observation participants, at some libraries there was overlap, and in others we observed an entirely different set of people.

### Interview Participants

ESS01: Has been with the library for 11 years and spends a lot of time at the service desk assisting patrons' birth through grade 6.

ESS02: Has worked at the library for 9 years and spends time programming updating the website.

ESS03: Splits time between ILL, OCLC and Circulation desk.

ESS04: Main responsibilities are with OCLC and Worldshare.

HDS01: Works with OCLC, and provides home delivery services and works the Circulation desk

HDS02: Works anywhere between 15-30 hours on the Adult Services desk a week. Also purchases materials and does programming for the department.

SCD01: Works the Youth Services desk at least 2 hours a day and provides programming.

SCD02: Works the Reference desk regularly and handles many questions about electronic resources.

SCD03: Works with holds in the Circulation department and does desk and phone shifts.

### Desk Observation Participants

#### *Circulation*

ESS05: Works the Circulation desk from time to time. Handles major issues with patrons.

SCD03: Works the Circulation desk and places holds throughout the day. Thinks that book covers are important to have visible when providing this service.

HDS03: Works the Circulation desk exclusively and will look up titles and place titles on hold for patrons if other service desk isn't available.

HDS02: Works the desk alone and provides book box subscriptions.

### *Youth Services*

ESS06: Works the desk regularly and uses Enterprise initially.

ESS02: Worked at the library for 11 years. Begins all searches in Enterprise prior to moving over to Workflows to place a hold.

SCD04: Youth Services Department employee

SCD05: Youth Services Department employee

### *Adult Services*

SCD06: Prefers to use Workflows when searching and does not like having covers for items and prefers the scroll through option that Workflows has to offer.

ESS07: Uses Workflows to locate an item. Works the reference desk regularly.

ESS02: Uses Workflows almost exclusively as well as places many OCLC holds.

## **Findings & Recommendations**

Participants work the desk throughout the day and use many wizards in Workflows to assist their patrons correctly. Through our observations we were able to identify the following functions that are used.

### **1. Item Search**

#### **Core functionality**

Staff search in a variety of ways including using Google and Amazon for more obscure titles. Reference and Youth Services desks will search in Enterprise before going into Workflows so they can show the patron an image of the title. Once they are in Workflows, they use title and author searches most frequently.

- When looking up a title, staff stated that the necessary information listed in the results.
  - Location
  - Pub Year
  - Format
  - Availability “On Shelf/Checked Out
  - Ability to at least limit to “My Library”

#### **Difficulties**

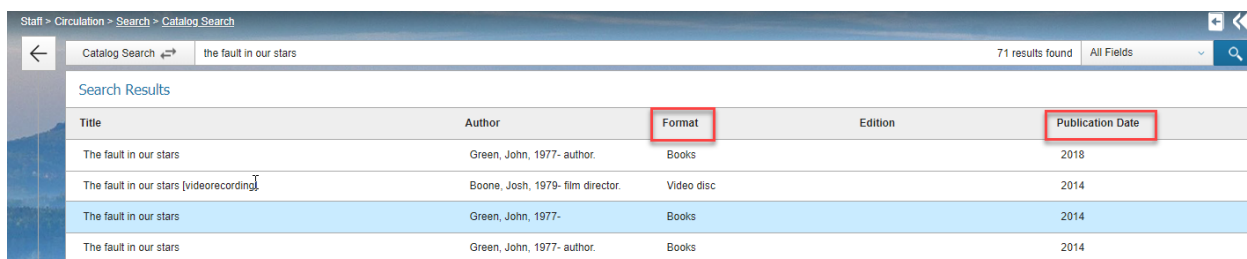
- Some participants rely on book covers while assisting patrons, and they must go back and forth between Enterprise and Workflows.
- Cannot currently limit to home library’s items in BLUEcloud Circulation
- Cannot currently limit to items available at home library

## Recommendations-Item Search

### *Add item covers in search results*

**Priority: Medium**

Currently when doing a catalog search in BLUEcloud Circulation you do get some of the above information on the initial search results screen.



Title	Author	Format	Edition	Publication Date
The fault in our stars	Green, John, 1977- author.	Books		2018
The fault in our stars [videorecording]	Boone, Josh, 1979- film director.	Video disc		2014
The fault in our stars	Green, John, 1977-	Books		2014
The fault in our stars	Green, John, 1977- author.	Books		2014

In order to obtain additional information, staff will have to click on the title. However, what will be noticeably helpful to staff is the book jacket display in the catalog. This may eliminate staff going back and forth between Workflows and Enterprise.

### *Link from catalog to staff interface*

**Priority: Medium**

With a web-based system it may be possible to link between the patron-facing catalog and the staff interface, increasing efficiency for library staff using both tools.

## 2. Holds

### Core functions

- Ability to place holds including searching for items. Staff needs the ability to look up an item.
- Remove holds

### Difficulties

- Staff cannot predict how long it may take to get an item, and the hold queue does not always reflect the actual order of hold fulfillment.

## Recommendations-Holds

### *Add remove hold functionality*

**Priority: High**

Currently, BLUEcloud Circulation has the capability to search for items and place items on hold. During the placing-hold process staff can enter a suspend and unsuspend date. However, once the hold is placed, they are not able to remove a hold. The need for this functionality has been reported to Sirsi Dynix through their SPP, and it was added to their log. They seem to



understand that this is essential for library staff and we were told that they are “working steadily on holds improvements for the next several release cycles”. SWAN and SPP volunteers will look out for this functionality.

### *Add patron hold queue information*

Show where a user is in the queue for an item. This functionality is already available in BLUEcloud Mobile and could be helpful to staff trying to understand how long it may take for a patron to get a hold.

That said, due to the complexities of our hold configuration, this queue will still not accurately reflect when a patron may get an item. For example, a reciprocal borrower can be at the top of the list but any other patrons in the system below them in the queue will receive an item first. More research into holds configuration in tandem with display improvements would be needed to address this complex issue.

## 3. Check-in

### Core functions

- Backdate capability: this functionality is extremely important when checking in items from the morning book drop.

### Difficulties

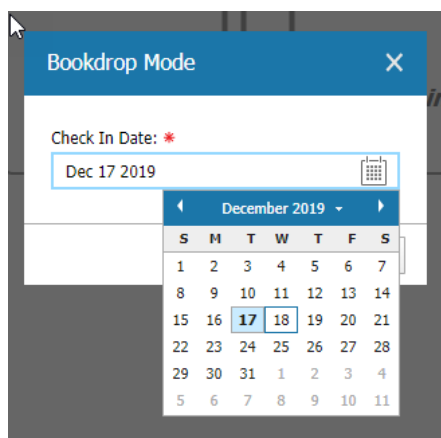
- At the time of this research, backdate capability was not available.

### Recommendations-Check-in

#### *Backdate functionality*

**Priority: High**

This functionality has been addressed by SirsiDynix. On the Check-in screen there is an option to check in a book drop, which has further capability of backdating through a calendar helper.



## 4. Checkout

### Core functionality

- Print and email checkout receipts stood out, seeing how every transaction required staff to print or email the patron a receipt that listed the titles and their due dates.

### Difficulties

- At the time of this research, email receipts were not available. One library was experiencing printing issues.

### Recommendations-Checkout

#### *Email and print checkout receipts*

**Priority: Medium**

SirsiDynix has built in this functionality. Staff can email and print checkout receipts. The options are recognizable and labeled clearly.



<input checked="" type="checkbox"/>	Title	Call Number	Item ID	Due Date	Check Out Date
<input checked="" type="checkbox"/>	Terrible Tuesday	Executioner	31140000709771	Jan 08 2020 11:59pm CST	Dec 18 2019 11:32am CST

## 5. Patron Management

### Core functionality

- Modifying/Registering users including searching for users.
  - The 3 key patron identifiers are LAST and FIRST name, Birthdate and Phone Number. Common ways staff search for a patron is by first and last name while they cross-reference the birthdate. Some staff also use caller ID while conducting a reference phone interview; they will search the system by the phone number to obtain patron information and then place a hold.
  - Birthdate: is essential with a consortium of over 1 million patrons in order to differentiate between patrons with similar names.

### Difficulties

- Searching combined indexes is not available.

### Recommendations-Patron Management

**Priority: Medium**

Although the ability to search combined indexes like name AND birthdate is not a functionality that is available currently, when looking a patron up by their name staff will see birthdates in the search results.

Patron Results						Patron Registration
Name	Patron ID	Alt ID	Date of Birth	Phone Number	Address	

Library staff also have the ability to search by the following fields, which include both Birthdate and Phone and were vital to their daily interactions.

Patron Search → Scan or search for patrons 3 results found

Patron Results

Name	Patron ID	Alt ID	Date of Birth	Phone Number

- Home phone
- Name
- Alt ID
- Birth Date
- Bus/School
- Comment
- Company
- Daytime phone
- Email
- Group ID
- Home phone
- License#

Staff > Circulation > Search > Catalog Search > The fault in our stars

Catalog Search → the fault in our stars 71 results found All Fields

Search Results

- The fault in our stars
- The fault in our stars [videorecording]
- The fault in our stars
- The fault in our stars
- The fault in our stars [videorecording]
- The fault in our stars [videorecording]
- The fault in our stars
- The fault in our stars [videorecording]
- The fault in our stars
- The fault in our stars [videorecording]
- The fault in our stars
- The fault in our stars [large print]
- The fault in our stars [sound recording]
- The fault in our stars [large print]
- The fault in our stars [sound recording]

The fault in our stars

**Author** Green, John, 1977- author.  
**Edition** [Penguin Mini edition.].  
**ISBN/ISSN** 9780525555742  
**Subject** Cancer in adolescence -- Juvenile fiction.; Terminally ill -- Juvenile fiction.; Terminally ill children -- Juvenile fiction.; Young women -- Conduct of life -- Juvenile fiction.; Conduct of life -- Juvenile fiction.; Friendship -- Juvenile fiction.; Sick -- Juvenile fiction.; Physicians -- Juvenile fiction.; Youth -- Death -- Juvenile fiction.; Cancer -- Juvenile fiction.; Cancer.; Cancer in adolescence.; Conduct of life.; Friendship.; Physicians.; Sick.; Terminally ill.; Terminally ill children.; Young women -- Conduct of life.; Romance fiction.; Juvenile works.

Call Number / Items

Call Number	Library	Item ID	Item Type	Current Location	Home Location
YA MINI GREEN, J.	ESS	31134004972782	PAPERBACK	STACKS_YA	STACKS_YA
YA MINI GREEN, J.	ESS	31134004972881	PAPERBACK	STACKS_YA	STACKS_YA
YA MINI GREEN, J.	ESS	31134004972824	PAPERBACK	STACKS_YA	STACKS_YA
TEEN FICTION GR...	TFS	31321007494811	BOOK	DISPLAY_J	2NDFLOOR

Title and Copy Holds (0)

Patron ID	Name	Status	Date Placed	Pickup Library	Hold Expiration Date
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## Auto Renewals

- Staff noted that the implementation of autorenewals was a “game changer”.

## Recommendations-Auto Renewals

Since this is a report that we run on Workflows, this is a feature that would still go on in the background as it does now, and this would not impact the development of BLUEcloud Circulation.

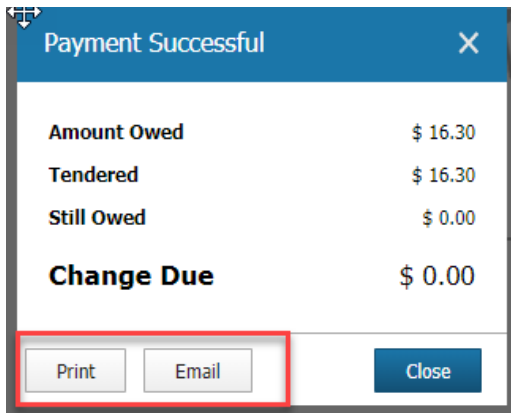
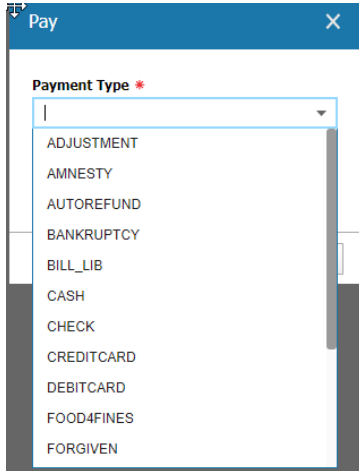
## 6. Paying Bills

- Paying bills, although essential, wasn’t the biggest concern amongst staff. All libraries handle paying bills differently, some libraries will accept payment at any service desk, while others send patrons back to the Circulation department so the functionality would need to be there for everyone to use.

## Recommendations-Paying Bills

**Priority: Medium**

The ability to pay bills is now full functioning. Staff can select all bills or just one and they have access to select a proper payment type. Once the transaction is complete, they also have the option to print or email receipts.



## Conclusion/Next Steps

We have concluded Phase I of the BLUEcloud Circulation testing. Recommendations have been given to Sirsi Dynix and many of them have been addressed. We will be moving on to the next phase of the project. Eisenhower Public Library will move forward with incorporating more testers throughout their library in multiple departments. Saint Charles Public Library will have selected staff use the client for limited in house functions while going through their renovation. SWAN will incorporate more libraries as the product develops.

## Appendix

### Introduction

Hello, my name is Crystal Vela, I am a consultant for the UX department at SWAN, with me today is Tara Wood, the manager of the UX department. I will start off asking you some questions while Tara takes notes. We are then going to do some desk observations. The desk observations schedule is below.

1 Hour at the Circulation Desk  
30 Minutes at the Youth Services Desk  
30 Minutes at the Adult Services Desk

We are here to observe the daily workflow at your service desks. We would like you to know that we will be visiting a few other libraries and once we have completed our interviews and observations, we will be compiling the results without names. This interview is entirely voluntary on your part, if for any reason you would like to stop, please let us know and we can end the interview.

### Warm-Up Questions

- What is your role in the library?
- How many hours do you spend at the service desk each week?
- What are some of your daily duties?

### Questions

1. When a patron asks you to look up an item how do you start your search?
2. What tools do you use to place a hold for a patron? a. i.e.: Enterprise and Workflows a Google search?
3. Tell us how you assist patrons placing holds on an OPAC?
  - a. Do you assist with logging them in?
  - b. What do you do if the patron forgets their pin and has fines on their account?
4. What do you do if a patron calls in to place a hold, what are the steps you take?
5. If a patron calls and needs to place a hold but has a fine or overdue material, how do you proceed?
6. What are some of your search strategies?
7. What are some of your strategies for placing holds on series?
8. What are the most important things that you would like to see displayed after searching for an item?
9. How do you place holds on a long list of items from a patron?
10. Tell us how you manage public service functions across different service desks. If a patron wants to place a hold, but must pay a fine first, are they sent to the Circulation desk to pay and then back to reference to place the hold. Does the Circulation Desk also place holds?
11. Tell us how your departmental arrangements assist or conflict with assisting a patron find an item on the shelf?
  - a. Are you able to walk away from your desk?
  - b. Does the initial search happen at the Circ desk and then the patron is sent to another area if you have it on shelf?
12. If you could wave a magic wand and get one thing that would make your job easier, what would that one thing be?
13. Pretend that one day, just poof, no more Workflows or any other ILS. They're all gone, and we must build one from scratch. We can build 10 staff functions before we open on Monday. What are the 10 things you need to run your desk in this crisis mode?
14. Walk us through your process of creating a patron both from and existing patron and brand new.

## Follow-Up

- Is there anything else we should know?

## Conclusion

Thank you so much for participating. Those are all the questions that we have. If anything, else occurs to you after this interview, please let me know. We might follow up with you if we have any follow up questions. Do you have any questions? Thank you

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

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

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

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
		Approve FY21 LLSAP grant agreement
Wednesday, January 1, 2020		Signed LLSAP grant agreements due to RAILS
Friday, January 17, 2020	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review. Review Succession Plan for ED.
January 2020 [TBD]	SWANcom	Board present draft budget to membership.
	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
Tuesday, February 4, 2020	Membership Meeting	Meeting to discuss FY21 budget, fees, and reserves worksheet.
Friday, February 21, 2020	Regular	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
		Closed session minutes 6 month review.
Thursday, March 5, 2020	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2020	Regular SWAN Board Meeting	Determine if Finance/Personnel Committee meeting is needed.
March 2020 [TBD]	Finance Committee/ Personnel Committee Joint [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 17, 2020	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.
May 2020 [TBD]	SWANcom	Announce election info.
Friday, May 15, 2020	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.



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

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

# SWAN Electronic Resources Group Purchase Proposal for FY2021

Robin Hofstetter, Electronic Resources Consultant, SWAN User Experience

## Background

SWAN's library services platform provides the ability for libraries to include select and specific online subscription content into a single search within our Enterprise system. What we call "Article Search" is a combination of EBSCO Discovery Service (sometimes called EDS) and the OpenAthens user authentication service. Libraries in SWAN individually decide on databases to subscribe to. When Robin started as the Electronic Resources Consultant at SWAN, the goal was to populate the Article Search with whatever e-content the libraries subscribed to on their own.

Starting with the configuration of all EBSCO profiles for Article Search, the first necessary task was to do an inventory of EBSCO databases and EBSCO partner databases. After Robin completed the inventory, they found that 43 of the 93 public libraries had no current paid content to add to the Article Search research discovery. Robin proposed that this would be an opportunity for SWAN to make a group purchase of database content to add to the catalog.

The SWAN Fall 2019 [usability study](#) found that patrons were able to use Article Search to successfully complete research activities. Adult patrons investigated research on topics of interest, and completed research to provide homework assistance for their children. Librarians are using it to help students find necessary articles for assignments. Robin has taught three SWAN courses so far on *Article Search for Research and Reference Support* and has another scheduled for April 2020. Although Article Search is helpful for all of SWAN, it is particularly beneficial for libraries that have subscription database content to add. Robin's goal is to even the advantage for those 43 libraries by negotiating a group purchase with EBSCO for SWAN.

## Benefits of Group Purchase

Group purchasing of content is a common practice for consortia — the negotiating power and simplified licensing offer the most significant impact. SWAN libraries are already participating in OverDrive consortia for resource sharing of eBooks. The Pinnacle Library Cooperative practices group purchases for their consortium, providing OverDrive, Unique Management's chat service, ReferenceUSA, and an EBSCO database package. SWAN has arranged group purchases with EBSCO and Gale prior to the 2015 migration and adoption of Article Search.

The single license group purchase benefit will be that all SWAN libraries would have a common "baseline" of electronic content. The EBSCOadmin configurations will be simple to use as a knowledge base, and the Article Search feature in Enterprise will be loaded with valuable content available to the 1.8 million total service population of SWAN libraries. The current EBSCO licensing for 49 libraries would be greatly simplified and the 43 libraries without electronic subscription content would finally have something to offer their communities.

Working from a position of a shared baseline of subscription e-content, we can further develop training and outreach material to help our libraries reach key community partners including business, social services, and school-based curriculum companion guides. This focused outreach and community engagement would be used as catalyst for applying for information-based grants to help SWAN libraries promote and expand use of electronic information resources. Access to electronic information can be immediate for our service population as we integrate online patron registration with access to these resources (online patron registration is under development and expected to be operational by end of FY20).

[See [https://connect.ebsco.com/s/article/EBSCO-Discovery-Service-EDS-Best-Practices-Guide-Promotion-Training?language=en\\_US](https://connect.ebsco.com/s/article/EBSCO-Discovery-Service-EDS-Best-Practices-Guide-Promotion-Training?language=en_US)]

## EBSCO Negotiations

Early in 2019, Robin approached the EBSCO sales team. EBSCO stated that most database subscriptions were contracted using RAILS database packages, and EBSCO would not work with SWAN directly to license any databases that were within the RAILS packages.

Robin reached out to Leila Heath, Library Resources and Programs Manager at RAILS. Robin and Leila worked together to negotiate with EBSCO. Leila worked for all RAILS libraries looking for rate consistency, and Robin focused on a SWAN group purchase, billed through RAILS from EBSCO. The RAILS package through EBSCO are in two tiers called “Package A” and “Package B,” with B being the more expensive having a maximum of 17 selected databases.

Partnered with RAILS, SWAN had a higher negotiating power. Currently, 16 libraries have “Package A” at a price of just over \$87,000, 25 libraries have “Package B” at just over \$247,000. Within SWAN, 8 libraries have sets of EBSCO packages they negotiate outside of RAILS for just over \$94,000. Currently, SWAN subscriptions total up to a current EBSCO sale to just over \$429,000.

Leila and Robin proposed that EBSCO work with RAILS for a SWAN library-wide single license for “Package B.” SWAN would have a contract with RAILS and the license would be signed by RAILS with EBSCO.

These joint negotiations resulted in EBSCO offering a SWAN-wide subscription for 92 public libraries at \$420,000 which is a lower total cost than the 46 libraries are paying currently combined.

## Group Purchase Recommendation

All public libraries in SWAN would receive a 51% decrease in the RAILS “Package B” tiered pricing through total participation in a SWAN group purchase.

SWAN staff would coordinate the licensing, configuration within the catalog, and authentication. Each library can make some decisions around selection each year to compile the 17 databases they get in “Package B.” Robin will work with libraries on the renewals each year. As part of assisting libraries with renewals and management of databases, SWAN staff can keep track of these resources through the BLUEcloud electronic Resource Management (eRM) tool which can provide continuity of workflow and a long-term goal of maintaining usage statistics for analysis. eRM tools can be difficult to manage for individual libraries but managed through a central service can be extremely helpful.

<b>RAILS EBSCO A Package</b>	<b>RAILS EBSCO B Package</b>
<p>SWAN libraries would no longer have Package A but would be upgraded to Package B as part of the group purchase. Provided below as background.</p>	<p>This is the group purchase package SWAN is proposing. All libraries currently using Package A will transition to the B package by July 1, 2020</p>
<p>Package A includes:</p> <ol style="list-style-type: none"> <li>1. ConsumerReports.org</li> <li>2. Consumer Health Complete</li> <li>3. MasterFILE Premier*</li> <li>4. NovelList Plus</li> </ol> <p>AND your choice of any two (2) of the following databases:</p> <ol style="list-style-type: none"> <li>1. Upgrade to MasterFILE Complete*</li> <li>2. Academic Search Premier*</li> <li>3. Biography Reference Center*</li> <li>4. Education Research Complete</li> <li>5. Read It!</li> <li>6. History Reference Center*</li> <li>7. Hobbies &amp; Crafts Reference Center</li> <li>8. Home Improvement Reference Center</li> <li>9. Legal Information Reference Center*</li> <li>10. Literary Reference Center*</li> <li>11. Newspaper Source*</li> <li>12. Poetry &amp; Short Story Reference Center</li> <li>13. Points of View Reference Center*</li> <li>14. Primary Search*</li> <li>15. Religion &amp; Philosophy Collection</li> <li>16. Small Business Reference Center*</li> <li>17. Small Engine Repair Reference Center</li> <li>18. Vocational &amp; Career Collection</li> <li>19. Children’s Core Collection</li> <li>20. Middle School &amp; Junior High Core Collection</li> <li>21. Senior High Core Collection</li> <li>22. Fiction (adult) Core Collection</li> <li>23. Nonfiction (adult) Core Collection</li> <li>24. Graphic Novels Core Collection</li> </ol>	<p>Package B includes:</p> <ol style="list-style-type: none"> <li>1. Academic Search Premier*</li> <li>2. Auto Repair Reference Center</li> <li>3. Business Source Premier*</li> <li>4. Consumer Health Complete</li> <li>5. ConsumerReports.org</li> <li>6. History Reference Center*</li> <li>7. Literary Reference Center*</li> <li>8. MasterFILE Premier*</li> <li>9. Middle Search Plus*</li> <li>10. NovelList Plus</li> <li>11. Points of View Reference Center*</li> <li>12. Primary Search*</li> <li>13. Science Reference Center*</li> </ol> <p>AND your choice of any four (4) of the following databases:</p> <ol style="list-style-type: none"> <li>1. Upgrade to MasterFILE Complete*</li> <li>2. Upgrade to Academic Search Complete*</li> <li>3. Biography Reference Center*</li> <li>4. Upgrade to Business Source Complete*</li> <li>5. Education Research Complete</li> <li>6. Read It!</li> <li>7. History Reference Center*</li> <li>8. Hobbies &amp; Crafts Reference Center</li> <li>9. Home Improvement Reference Center</li> <li>10. Legal Information Reference Center*</li> <li>11. Literary Reference Center Plus*</li> <li>12. Newspaper Source Plus*</li> <li>13. Poetry &amp; Short Story Reference Center</li> <li>14. Points of View Reference Center8</li> <li>15. Primary Search*</li> <li>16. Public Library eBook Collection</li> <li>17. Religion &amp; Philosophy Collection</li> <li>18. Small Business Reference Center*</li> <li>19. Small Engine Repair Reference Center</li> <li>20. Vocational &amp; Career Collection</li> <li>21. Core Collections Package, including...</li> <li>22. Children’s Core Collection</li> </ol>

RAILS EBSCO A Package	RAILS EBSCO B Package
	23. Middle School & Junior High Core Collection 24. Senior High Core Collection 25. Fiction (adult) Core Collection 26. Nonfiction (adult) Core Collection 27. Graphic Novels Core Collection
	*Notes the database is "Article Search friendly" and is recommended

## Pricing

Based on the RAILS "Package B" tiered pricing, each public library would receive a 51.7% discount with full SWAN participation. The chart below shows the comparison of EBSCO pricing.

We made every best effort to gather current pricing. The following comparison is based on RAILS EBSCO package tiers as of Monday, January 14, 2020.

SWAN Library Name	Option 1: SWAN FY21 Group- Purchase: Need Everyone to Get 52% Discount	Option 2: RAILS 2020 EBSCO "Package B" Individual Opt- in Pricing
Acorn Public Library District	\$6,460	\$12,877
Alsip-Merrionette Park Public Library District	\$4,482	\$8,934
Batavia Public Library District	\$4,482	\$8,934
Bedford Park Public Library District	\$1,515	\$3,020
Beecher Community Library District	\$2,641	\$5,265
Bellwood Public Library	\$2,641	\$5,265
Bensenville Community Public Library District	\$4,482	\$8,934
Bensenville Elementary School District #2		
Berkeley Public Library	\$2,641	\$5,265
Berwyn Public Library	\$8,813	\$17,566
Bloomington Public Library	\$4,482	\$8,934
Blue Island Public Library	\$4,482	\$8,934
Bridgeview Public Library	\$4,482	\$8,934
Broadview Public Library District	\$2,641	\$5,265
Brookfield Public Library	\$4,482	\$8,934
Calumet City Public Library	\$6,460	\$12,877
Calumet Park Public Library	\$2,641	\$5,265

SWAN Library Name	Option 1: SWAN FY21 Group- Purchase: Need Everyone to Get 52% Discount	Option 2: RAILS 2020 EBSCO "Package B" Individual Opt- in Pricing
Carol Stream Public Library	\$6,460	\$12,877
Chicago Heights Public Library	\$6,460	\$12,877
Chicago Ridge Public Library	\$4,482	\$8,934
Cicero Public Library	\$12,151	\$24,220
Clarendon Hills Public Library	\$2,641	\$5,265
Crestwood Public Library District	\$2,641	\$5,265
Crete Public Library District	\$4,482	\$8,934
Dolton Public Library District	\$4,482	\$8,934
Downers Grove Public Library	\$6,460	\$12,877
Eisenhower Public Library District	\$4,482	\$8,934
Elmwood Park Public Library	\$4,482	\$8,934
Evergreen Park Public Library	\$4,482	\$8,934
Flossmoor Public Library	\$2,641	\$5,265
Forest Park Public Library	\$4,482	\$8,934
Frankfort Public Library District	\$6,460	\$12,877
Franklin Park Public Library	\$4,482	\$8,934
Geneva Public Library District	\$6,460	\$12,877
Glen Ellyn Public Library	\$4,482	\$8,934
Glenwood-Lynwood Library District	\$4,482	\$8,934
Grande Prairie Library District	\$6,460	\$12,877
Green Hills Public Library District	\$6,460	\$12,877
Harvey Public Library District	\$4,482	\$8,934
Hillside Public Library	\$2,641	\$5,265
Hinsdale Public Library	\$4,482	\$8,934
Hodgkins Public Library District	\$1,515	\$3,020
Homewood Public Library District	\$4,482	\$8,934
Indian Prairie Public Library District	\$6,460	\$12,877
Itasca Public Library	\$2,641	\$5,265
Justice Public Library District	\$4,482	\$8,934
Kaneville Public Library District	\$1,515	\$3,020
La Grange Park Public Library District	\$4,482	\$8,934
La Grange Public Library	\$4,482	\$8,934
Lansing Public Library	\$4,482	\$8,934
Lyons Public Library	\$4,482	\$8,934

<b>SWAN Library Name</b>	<b>Option 1: SWAN FY21 Group- Purchase: Need Everyone to Get 52% Discount</b>	<b>Option 2: RAILS 2020 EBSCO "Package B" Individual Opt- in Pricing</b>
<b>Markham Public Library</b>	\$4,482	\$8,934
<b>Matteson Public Library</b>	\$4,482	\$8,934
<b>Maywood Public Library District</b>	\$4,482	\$8,934
<b>McCook Public Library District</b>	\$1,515	\$3,020
<b>Melrose Park Public Library</b>	\$4,482	\$8,934
<b>Messenger Public Library of North Aurora</b>	\$4,482	\$8,934
<b>Midlothian Public Library</b>	\$4,482	\$8,934
<b>Morton Arboretum</b>		
<b>Nancy L. McConathy Library District</b>	\$4,482	\$8,934
<b>National University of Health Sciences</b>		
<b>North Riverside Public Library District</b>	\$2,641	\$5,265
<b>Northlake Public Library District</b>	\$4,482	\$8,934
<b>Oak Brook Public Library</b>	\$2,641	\$5,265
<b>Oak Lawn Public Library</b>	\$8,813	\$17,566
<b>Oak Park Public Library</b>	\$8,813	\$17,566
<b>Palos Heights Public Library</b>	\$4,482	\$8,934
<b>Palos Park Public Library</b>	\$1,515	\$3,020
<b>Park Forest Public Library</b>	\$4,482	\$8,934
<b>Prairie State College</b>		
<b>Prairie Trails Public Library District</b>	\$6,460	\$12,877
<b>Richton Park Public Library District</b>	\$4,482	\$8,934
<b>River Forest Public Library</b>	\$4,482	\$8,934
<b>River Grove Public Library District</b>	\$4,482	\$8,934
<b>Riverdale Public Library</b>	\$4,482	\$8,934
<b>Riverside Public Library</b>	\$2,641	\$5,265
<b>Schiller Park Public Library</b>	\$4,482	\$8,934
<b>South Holland Public Library</b>	\$4,482	\$8,934
<b>St Charles Public Library District</b>	\$8,813	\$17,566
<b>Steger-South Chicago Heights Library District</b>	\$4,482	\$8,934
<b>Stickney-Forest View Library District</b>	\$4,482	\$8,934
<b>Sugar Grove Public Library District</b>	\$4,482	\$8,934
<b>Summit Public Library District</b>	\$4,482	\$8,934
<b>Theosophical Society in America</b>		
<b>Thomas Ford Memorial Library</b>	\$4,482	\$8,934

SWAN Library Name	Option 1: SWAN FY21 Group- Purchase: Need Everyone to Get 52% Discount	Option 2: RAILS 2020 EBSCO "Package B" Individual Opt- in Pricing
<b>Thornton Public Library</b>	\$1,515	\$3,020
<b>Tinley Park Public Library</b>	\$8,813	\$17,566
<b>Town and Country Public Library District</b>	\$4,482	\$8,934
<b>University Park Public Library District</b>	\$2,641	\$5,265
<b>Villa Park Public Library</b>	\$4,482	\$8,934
<b>West Chicago Public Library District</b>	\$4,482	\$8,934
<b>Westchester Public Library</b>	\$4,482	\$8,934
<b>Westmont Public Library</b>	\$4,482	\$8,934
<b>William Leonard Public Library District</b>	\$2,641	\$5,265
<b>Wood Dale Public Library District</b>	\$4,482	\$8,934
<b>Woodridge Public Library</b>	\$6,460	\$12,877
<b>Worth Public Library District</b>	\$4,482	\$8,934
<b>Totals</b>	<b>\$420,000</b>	<b>\$837,171</b>

Not included:

- Bensenville Elementary School District #2 (all students are Bensenville Public Library cardholders and therefore will have access through their public library)
- Morton Arboretum
- National University of Health Sciences
- Prairie State College
- Theosophical Society in America

### Next Steps

This pricing will be shared as part the FY2021 SWAN budget and membership fees for library discussion at the Committee of the Whole meeting on February 4, 2020. The SWAN Board can incorporate feedback from that membership meeting and arrange the final decision at the March 4<sup>th</sup> Quarterly meeting.

If we move forward with the group purchase, SWAN will send out letters to all member public libraries detailing the purchase and specify what is included and who they will work with at SWAN to be ready for the July 1, 2020 start date. We will offer online classes between March and July detailing the purchase and continue to expand our course list on our e-content solution through Article Search.



## Questions & Answers

Below are some initial questions we anticipate with answers. We can expand on this list as more questions come up through discussion.

- 1. When would this EBSCO subscription begin and who should I contact to select the databases within the Package B?**

**Answer:** The subscriptions will begin on July 1, 2020. SWAN and EBSCO will work together to help libraries to select databases beginning in March.

- 2. If the Membership decided to not move forward with the SWAN-wide purchase, what happens with the EBSCO pricing?**

**Answer:** RAILS will be offering Package A and Package B with tiered pricing based on population. Libraries can work with RAILS to license individual packages. Payment would be made to RAILS. License renewals would be handled by each library and RAILS.

- 3. Who is responsible for configuration of these databases within EBSCO Discovery Services? And, how will patrons access these resources from the library's website?**

**Answer:** SWAN will configure the access for the subscription databases in EBSCO Discovery services. Patrons can access the resources through links provided by SWAN to the library to add to the website.

- 4. Will usage statistics be available and how will those be shared for the libraries?**

**Answer:** EBSCO provides database usage statistics in COUNTER compliant format. SWAN will provide each library with annual EBSCO usage statistics.

- 5. My library has renewed EBSCO databases already, will there be some credit or reimbursement from SWAN or EBSCO?**

**Answer:** SWAN will work with EBSCO and the libraries on individual credits for previous subscriptions.

## Questions for the SWAN Board

1. Should SWAN try to require this for all public libraries?
2. If this is a deal for e-content all public libraries should participate in, what would the approval look like? A membership vote of the majority approving? 3/5ths? 2/3rds?
3. SWAN staff has collected some individual library pricing with EBSCO, but we are reluctant to share it publicly. Do you think there is a problem with sharing individual library's current pricing with other member libraries?

**Date:** January 17, 2020  
**To:** SWAN Board  
**From:** Aaron Skog, Executive Director  
**Re:** Revisions to SWAN ByLaws



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The SWAN Board in 2018 requested a legal opinion on the areas of SWAN ByLaws which pertain to Membership voting and online participation and how these intersect with the Illinois Open Meetings Act. Work on the ByLaws was set aside to allow the 501(c)3 investigation to move forward. At the December 2019 Board meeting it was agreed to convene the ByLaws Committee and bring recommended revisions to the organization ByLaws.

The revisions to the ByLaws encompass three main areas. The ByLaws define “Membership” and “Board” as distinct, with separate roles for approving specific activities.

1. Online Membership voting for SWAN Board: a January 2020 legal opinion requested by the ByLaws Committee determined that Board elections should either be made in-person at a Membership meeting, or have the online election be an advisory poll which the sitting Board members would endorse as the successors to the seats. The second approach is recommended.
2. Budget approval can have an online advisory poll to obtain Membership feedback, but the actual approval of the budget would become a Board approval.
3. Revision of the ByLaws would be set as a 3/5 Membership approval, lowering it slightly from 2/3 approval.

The document in the packet is redlined and contains comments specific to the revisions.

These changes allow expanded membership input to take place online. The Open Meetings Act however forbids official decision-making taking place online, so in order to allow SWAN to allow expanded online participation the compromise is to shift some Membership approval authority to the SWAN Board.

This timeline incorporates ByLaws approval and the admission of three new member libraries.

<b>February 4, 2020</b>	Include agenda topic on ByLaws for COW and begin official 30 day posting
<b>March 5, 2020</b>	Discuss and seek approval of revisions to SWAN ByLaws at scheduled Quarterly membership meeting
<b>May 1 -30, 2020</b>	Online membership poll to admit 3 new libraries
<b>June 19, 2020</b>	SWAN Board votes on admitting 3 new libraries

# ByLaws of System Wide Automated Network ("SWAN")

Created and Adopted: (9/1/2010)

Reviewed and Amended: (9/7/2017)

*Current SWAN bylaws, approved 9/7/17*

Recommended Revisions: 1/9/2020

## Article I - Authority

SWAN is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois; and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

## Article II – Purpose

SWAN is an organization of Member Libraries (“Members,” “Membership”) participating in an Library Services Platform (“LSP”) which seeks to improve patron ease of access to information, resources, and services through serving our member libraries. SWAN is dedicated to supporting our community of member libraries by sharing resources and technology. Integrated Library System (“ILS”) which is dedicated to improving services for Member Libraries by sharing resources, technology, and a planned process of individual and collective growth.

**Commented [AS1]:** Recommendation: This change is tied to the new 2019-2023 Mission and Vision.

Mission:

“SWAN seeks to improve patron ease of access to information, resources, and services through serving our member libraries. SWAN is dedicated to supporting our community of member libraries by sharing resources and technology.”

## Article III – SWAN Board

### Section 1. General powers

To the extent not otherwise expressly provided in these Bylaws, the affairs of SWAN shall be managed by the SWAN Board. In addition, the Board has the powers set forth in the Intergovernmental Agreement Establishing SWAN and Authorizing Membership. Board members attend and direct meetings of their Members, solicit input from their Members, and are communication conduits for their Members. SWAN shall not have or exercise any power which is not granted to a public library or public library district pursuant to Illinois law.

### Section 2. Membership of Board

The SWAN Administrators’ Board (hereinafter “Board”) consists of seven administrators (i.e. directors, executives) from Members and elected by the Members.

### Section 3. Terms of office

Each Board member shall serve for a term of three years. Board members may serve two consecutive terms, but must then be off the Board for one year before running again. Board seats run on a 2-2-3

election cycle. The newly-elected Board Member will begin his or her term effective July 1st, except in the case where there is an appointment to fill an open term.

#### **Section 4. Elections**

Candidates for the Board must currently hold a Director-level position at a Member Library. Board members are elected at large by Member Libraries. Candidates for Board member may self-nominate with a Statement of Interest. Names of candidates will be released during the first week of April. An ~~electronic election advisory poll~~ will be held during the first two (2) weeks of May, if a competitive number of nominees are received. The SWAN Executive Director will announce, following certification, the winner(s) of the open seats on the Board. The Board will use the advisory vote tally to determine the successors to the Board representatives. In the event of a tie for a single seat, the Board President will call for a runoff ~~election advisory poll~~ to be held ~~electronically~~ through the final day of May. ~~The SWAN Executive Director will announce the winner of the runoff election on the first workday of June. The SWAN Board will determine the runoff tally to determine the successor to the single seat.~~

**Commented [AS2]:** Recommendation: the Board ByLaws Committee sought a legal opinion on the electronic voting of Board representatives. There are two options for SWAN, (1) Board elections are held in person with voting by Membership representatives in person at the Membership meeting, or (2) allow electronic voting as advisory votes, which is then reviewed by the Board and used to determine the successor representatives. We recommend option 2.

#### **Section 5. Meetings**

The Board shall establish a schedule of regular meetings as it deems appropriate, except that the Board shall meet not less than eight (8) times per calendar year. Meetings of the Board will be held customarily at SWAN Headquarters or a Member Library, but under special circumstances they may be held elsewhere with prior approval of the Board.

Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act and general Parliamentary Procedure. Each July, the annual schedule of meetings will be posted and distributed to Members. Meetings may be canceled or rescheduled by agreement of Board members and Members shall be notified at least two (2) days in advance by electronic communication.

Four Board members constitute a quorum. If less than a quorum of the members of the Board is present at a meeting, a majority of the members of the Board present may adjourn the meeting to another time and shall provide the Members with two (2) days' notice of that meeting.

#### **Section 6. Special meetings**

Special meetings of the Board may be called by or at the request of the President, or any three (3) members of the Board. Special meetings will be held at SWAN Headquarters or a Member Library, but under special circumstances they may be held elsewhere within the State of Illinois with prior approval of the Board. The Board shall provide the Members with two (2) days' notice of special meetings.

#### **Section 7. Notice**

Subject to the provisions of Section 5 above, no further notice of annual or regularly scheduled meetings of the Board need be given to the individual members of the Board. Except as hereinafter provided, notice of any special meeting of the Board shall be given at least two (2) business days prior thereto by telephone, or by electronic telecommunications. If given by electronic telecommunications, such notice shall be deemed to be delivered when the electronic telecommunications is sent, provided, however, that the electronic communications must be filed with the minutes of proceedings of the Board. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid.

In the event that the President or any three (3) members of the Board shall determine that there is a financial or other emergency to SWAN, an emergency special meeting of the Board may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

**Section 8. Board voting**

Except as provided below, a simple majority of a quorum of the Board shall be sufficient to pass upon all matters. A greater vote than a majority of a quorum of the Board shall be required to approve the following matters:

1. Any amendment of these Bylaws shall require a ~~three-fifths (3/5)~~ two-thirds (2/3) vote of Member libraries present at any regular or special meeting of the membership of SWAN, for approval by Board; provided, however, no amendment shall have the effect of depriving a Member of a vested contractual right without the consent of the Member.
2. Dissolution of SWAN shall require a two-thirds (2/3) vote of Members for approval by the Board.
3. ~~The proposed budget and Annual Fees Schedule shall be approved by a vote of two-thirds (2/3) of all of the Members present at the March Quarterly meeting, for ratification by the SWAN Board after the membership vote. The Member Libraries that are not present at the March meeting shall be deemed to have approved said budget.~~
3. Any amendment of the SWAN intergovernmental agreement shall require two-thirds (2/3) vote of Members libraries present at any regular or special meeting of the membership of SWAN, for approval by Board; provided, however, no amendment shall have the effect of depriving a Member of a vested contractual right without the consent of the Member.

**Commented [AS3]:** Recommendation: (see Article 12) Attorney Review & Recommendation: amending the ByLaws must be in person and cannot be conducted electronically or remotely. The threshold 2/3 of Member libraries approving changes would be 67 libraries in the affirmative once SWAN is 100 libraries in size. The recommendation to lower this threshold slightly to 3/5 allows this to be slightly lower at 60 in the affirmative, without making the requirement too low.

**Commented [AS4]:** Recommendation: In an effort to have more Membership participation remotely and the OMA requirement that Member representatives cannot vote unless physically present, this revision shifts budget approval to the Board. However, this would be a Board vote for approval after a membership presentation and feedback on the budget. The Membership would have an "advisory poll" on budget. The goal is expanding the input.

**Commented [AS5]:** Recommendation: the Article IX Section 6 did specify the voting requirement for amending the SWAN IGA. The IGA in effect creates the SWAN entity, and if amended will require all Member libraries in SWAN to reapprove the IGA. However, the ByLaws should provide a means to amend the IGA should it reason to do so arise.

**Section 9. Compensation**

Members of the Board shall not receive any compensation from SWAN for their services, other than reimbursement of expenses approved by the Board.

**Section 10. Vacancy and removal of Board members**

The Board shall declare a vacancy in the office of Board member when an elected or appointed Board member declines, fails, or is ineligible or unable to serve. Absence without cause from three regular board meetings within any one year period shall be a basis for declaring a vacancy.

If a Board member vacates office the Board shall appoint a replacement to complete the term.

**Article IV - Officers**

**Section 1. Officers**

The Board shall elect from among their number a President, Vice President, Secretary and Treasurer. The Board may also appoint additional officers and assign duties to them. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2 below. Only those persons who are members of the Board are eligible for election to the office of President, Vice President, Secretary and Treasurer.

## **Section 2. Election and term of office**

Officers will be elected at the beginning of each fiscal year. Each officer shall hold office until his/her successor has been duly elected or until he/she shall resign or vacate office, or shall have been removed as hereinafter set forth. Election of an officer shall not of itself create contract rights.

## **Section 3. Vacancies**

In the event that the office of President becomes vacant, the Vice-President shall assume the duties of the President, and the Board shall elect one of its members to the office of Vice-President for the remainder of the term. In the event one of the other offices becomes vacant, the Board shall elect at the next Board meeting one of its other members to fill the remainder of the term.

## **Section 4. Removal from office**

Any officer elected or appointed by the Board may be removed by a majority vote of Board members whenever in its judgment the best interests of SWAN would be served thereby.

## **Section 5. President**

The President shall preside at all meetings of the Board. The President may request information from any officer or the Board or any employee or independent contractor of SWAN. The President shall vote on all matters that come before the Board. The President shall have such other powers and duties as are set forth in these Bylaws and as he or she may be given from time to time by action of the Board. The President shall approve the agenda, which shall be prepared by the Executive Director. Except in those instances which the authority to execute is expressly delegated to another officer or agent of SWAN or a different mode of execution is expressly prescribed by the Board or these Bylaws, he/she may execute for SWAN any contracts, deeds, mortgages, or other instruments which the Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Board, according to the requirements of the form of the instrument.

## **Section 6. Vice President**

The Vice President shall carry out all duties of the President during the absence or inability of the President to perform such duties and shall carry out such other functions as are assigned from time to time by the President or the Board. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of SWAN or a different mode of execution is expressly prescribed by the Board or these Bylaws, the Vice President may execute for SWAN any contracts, deeds, mortgages or other instruments which the Board has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Board, according to the requirements of the form of the instrument.

## **Section 7. Treasurer**

The Treasurer shall be the principal accounting and financial officer of SWAN. He/she shall:

1. have charge of and be responsible for the maintenance of adequate books of account for SWAN;

2. have charge and custody of all funds and securities of SWAN, and be responsible therefore, and for the receipt and disbursement thereof and, subject to the provisions of Sections 3 and 4 of Article V below, shall deposit such funds and securities in such banks or financial institutions as the Board shall approve from time to time;
3. perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board; and
4. shall serve as Secretary of SWAN in the absence of the official Secretary.

The Board shall purchase insurance coverage for the Treasurer to ensure the faithful discharge of the Treasurer's duties. Such coverage shall also be purchased for any other officer, employee or independent contractor who shall have the right to authorize the transfer or payment of funds. The amount of insurance shall be determined by the Board and may be changed, from time to time, by a vote of the Board.

#### Section 8. Secretary

The Secretary shall record the minutes of the meetings of the Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of SWAN; and perform all duties of the office of Secretary; and such other duties as from time to time may be assigned to him/her by the President or by the Board.

#### Article V - Financial matters

##### Section 1. Budget

At least one week prior to the March Quarterly meeting, the Board shall prepare and submit to the Members a budget for SWAN's operations in the forthcoming fiscal year. SWAN's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. It is the responsibility of the Board to consider Membership feedback specific to the budget and to provide a variety of methods of Member input.

The proposed budget and Annual Fees Schedule shall be approved by the Board at the regularly scheduled March Board meeting, approved by a vote of two-thirds (2/3) of all of the Members present at the March Quarterly meeting. The Member Libraries that are not present at the March meeting shall be deemed to have approved said budget.

Should the Board during the course of any fiscal year determine that the approved budget of SWAN requires amendment, the Board shall prepare, tentatively approve, and submit to the Member Libraries for approval an amended budget in the same manner as hereinbefore required. The Member Libraries shall have the same period of time to pass upon any proposed amendment and shall act upon same in the same manner as hereinbefore provided. Monthly financial reports will be provided at each SWAN Board meeting.

##### Section 2. Contracts and expenditures

The Board may authorize any officer or officers, agent or agents of SWAN, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of SWAN and such authority may be general or confined to specific instances.

**Commented [AS6]:** Recommendation: move the budget approval to the Board and expand Membership input on the budget through in-person meetings, online, and incorporate advisory polling.

**Commented [AS7]:** Recommendation: the goal is to allow the Board to manage and approve budget amendments but notify Member libraries on those budget changes.

SWAN may contract with agents, employees, vendors, independent contractors or other entities for administrative services, accounting/fiscal services, or any services necessary to carry out and accomplish the purposes of SWAN.

Expenditures not included in the annual budget ~~which arise between meetings of the Administrators of the Member Libraries, may be voted on by electronic means. The SWAN Executive Director shall tally the vote and report it to the Board. The Board shall ratify the vote of the Member Libraries, unless more than 1/3 of the Member Libraries vote against the expenditure. If more than 1/3 of the Member Libraries vote against the expenditure, the issue must be referred to a meeting of Administrators of the Member Libraries are approved by the SWAN Board.~~

In the event of an emergency situation that impacts the day-to-day operations of SWAN, the Executive Director, with approval of the SWAN Board President, or the Vice-President if the President is not available, is authorized to expend funds to resolve the emergency. In this event, a purchase may be made on a single quotation as is deemed prudent by the President or Vice-President as needed, in response to the emergency.

### **Section 3. Checks, drafts, etc.**

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of SWAN, shall be signed and countersigned by such officer or officers, agent or agents of SWAN and in such manner as shall from time to time be determined by resolution of the Board.

### **Section 4. Deposits**

All funds of SWAN shall be deposited from time to time to the credit of SWAN in such banks, trust companies, or other depositories as the members of the Board may approve; provided, however, that all such deposits and investments shall be in financial institutions in which monies of public libraries may be deposited or invested in, in compliance with the requirements of 30 ILCS 225/1 et seq. and 30 ILS 235/1 et seq.

### **Section 5. Gifts**

The Board may accept or reject on behalf of SWAN any contribution, gift, bequest or devise for the general purposes or for any special purpose of SWAN.

### **Section 6. Audits**

An audit shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois, which accountant shall be designated by the Board. Such audit shall include a report to the Board and the professional opinion of the accountant as to the financial status of SWAN and as to the accuracy of the audit.

### **Section 7. Financial policy**

The Board has established a Financial Policy regarding investments and the management of funds.

## **Article VI - Committees and Executive Director**

### **Section 1. Committees**



The Board shall establish standing and ad hoc committees as deemed necessary. Committees may be composed of Member Library staff, administrators, SWAN staff, and others invited as deemed pertinent by the Board. Members of these committees shall be appointed by the Board.

### Section 2. SWAN Executive Director

The SWAN Executive Director shall be responsible for administering the policies adopted by the Board, supervising SWAN operations, and serving as advisor to the Board. The SWAN Executive Director shall implement the long range plan, hire and evaluate the personnel, procure independent contractors, purchase materials, and undertake such other activities as may be necessary for the operation of SWAN, subject to the policies established by the Board.

The SWAN Executive Director is authorized to expend money as provided in the approved operating budget of SWAN and within the fiscal policy established by the Board, and no further approval for each specific operating expenditure shall be required. At each regular meeting of the Board, the SWAN Executive Director shall prepare and present a listing of all bills to be paid subject to the approval of the Board. The SWAN Executive Director or Assistant Director shall attend all Board meetings. The SWAN Executive Director shall report directly to the Board. The Board has the authority over the Executive Director's employment, performance evaluations, salary, and termination.

### Article VII - Books and records

SWAN shall keep correct and complete books and records of accounts and shall also keep minutes of the meetings of the membership of SWAN, and of proceedings of the Board and committees having any of the authority of the Board. SWAN shall keep at its principal office a record giving the names and addresses of the members of the Board. All books and records of SWAN may be inspected by any Member Library or member of the Board, or the agent or attorney thereof, for any proper purpose at any reasonable time.

### Article VIII - Fiscal year

The fiscal year of SWAN shall be July 1 to June 30. The fiscal year may be changed by majority vote of the ~~Member Libraries Board~~.

### Article IX - Members and membership

#### Section 1. Levels of membership

Members in SWAN consist of those who have executed the Intergovernmental Agreement Establishing SWAN and Authorizing Membership.

Other levels of participation may be established and authorized by the ~~Members Board~~ for purposes of access to the ~~HSLSP~~. Conditions and costs would be defined in a separate Agreement as approved by a ~~majority vote of Members and adopted by~~ the SWAN Board. These Libraries ~~shall not have voting rights-voting rights would be specified in the Agreement.~~

#### Section 2. Eligibility for membership

Any public, academic, school or special library (as defined below) may be admitted to membership in SWAN, but only upon compliance with the following conditions:

**Commented [AS8]:** Recommendation: The fiscal year of SWAN may impact its budget cycle, however, like the budget approval process recommendation above, this revision moves the approval to the Board.

**Commented [AS9]:** Recommendation: when the ByLaws were created, SWAN had 3 types participation: Full, Enhanced, and Internet Access. There is now only Full and Internet Access. However, if other participation is created, this would be a Board decision.

1. The new Member Library shall sign a copy of the Intergovernmental Agreement for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in SWAN, and shall transmit to the Secretary of SWAN a certified copy of the Ordinance or Resolution of such new Member Library providing for such signing and the signed Intergovernmental Agreement.
2. ~~The addition of the new Member Library requires approval by the affirmative vote of two thirds (2/3) Board. It is the responsibility of the Board to consider Membership feedback specific to admitting libraries, and the Board should provide a variety of methods for Member input, of all the active Member Libraries of SWAN. Such vote may be conducted by electronic means. The SWAN Executive Director shall tally the vote and report it to the Board. The Board shall ratify the vote on the new Member Library upon receiving the tally of the Member Libraries vote, as long as at least two thirds (2/3) of the Member Libraries have voted in the affirmative.~~ Active membership with SWAN begins when the new member goes live on the software, unless otherwise arranged in a formal agreement with the SWAN Executive Director and approved by the SWAN Board.
3. The new Member Library shall pay to SWAN such sum of money as an impact fee as proposed by the Board ~~and approved by a majority of all members present at any regular or special meeting.~~ The new active Member Library shall also pay a pro-rated share of SWAN's budgeted expenses for the fiscal year then current (in accordance with Article V, Section 7). For purposes of these Bylaws, the Members of SWAN are referred to as "Member Libraries," the terms "Member Libraries" and "Member Library" include each new Member Library as of the effective date of its active membership in SWAN.

**Commented [AS10]:** Recommendation: like the budget approval process, Membership input is important, but approval will reside with the Board. The wording from the budget: "It is the responsibility of the Board to consider Membership feedback specific to the budget and to provide a variety of methods of Member input."

The following terms shall have the following meanings:

1. Public Library - A tax-supported public library established by a governmental unit which is either authorized to levy a tax for library purposes, or which supports the library at least in part from local tax revenues other than federal revenue- sharing, and established by a city, village, incorporated town, township, county or library district under Illinois statutes. Free public libraries established by villages but not supported at least in part from local tax revenues, and incorporated free public libraries not established by a unit of local government are not included in this definition.
2. School Library - The library or libraries of an elementary and/or secondary school district, or private elementary and/or secondary schools under a single governing authority in the State of Illinois.
3. Academic Library - The library or libraries of an institution of education beyond the secondary level which is authorized to operate in the State of Illinois.
4. Special Library - Any other library or resource center of, or under, the governing authority of any body or institution not defined herein above in the State of Illinois.
5. Library - Any entity which serves the basic information and library needs of its constituents through a bibliographically- organized collection of library materials and which has at least one employee whose primary duty it is to serve as librarian, where the collection of library materials

has permanent financial support, is accessible centrally, and occupies identifiable quarters in one or more principal locations.

### Section 3. Transfer of membership.

Membership in SWAN is not transferable or assignable.

### Section 4. Meetings of member libraries

Meetings of Member Libraries will be held a minimum of four (4) times per calendar year. ~~Thirty (30) days' prior written notice of the time and place of meetings shall be given to all Member Libraries.~~ Membership meetings must include a quorum of the Board. The SWAN Board President may call special meetings of the Member Libraries.

Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act and general Parliamentary Procedure.

### Section 5. Responsibilities of member libraries

The administrator of each Member Library shall be the voting agent for that library, unless she/she designates an alternate for the library. Each Member Library shall conform to SWAN's established policies and procedures for integrated library service. In the event that any Member Library shall fail to conform to such standards, the Board shall investigate and take such action as the Board may determine to be appropriate pursuant to Article XI below.

Each Member Library shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by SWAN with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by SWAN in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library's membership in SWAN or thereafter.

### Payments

Each Member Library shall pay any invoice in full, such payment to be made within ninety (90) days of receipt of the bill. Regular billing statements will be transmitted to all Member Libraries. SWAN's billing statement will include all applicable fees from the SWAN Annual Fee Schedule. Rates for each fee may change from time to time as approved by the Members as a part of the budget process. Details on current fees are available on request from the SWAN Executive Director. A late fee shall may be charged to each Member Library which fails to pay its billing statements within ninety (90) days after receipt thereof.

### Financial arrearages

In the event that a Member Library fails to timely pay its billing statement from SWAN, or fails to pay within seventy (70) days after written demand any interest or penalty imposed hereunder, the Board may suspend the active membership status of such Member Library and thereby deny SWAN systems, services and support to such Member Library, until such payment is made in full. If such Member Library fails to make full payment within ninety (90) days after such termination of services, the Board may take

**Commented [AS11]:** Recommendation: OMA requires SWAN to post meetings and announce the location. The Board will make every attempt to provide libraries advance notice.

**Commented [AS12]:** Note: OMA takes care of the meeting notification and posting.

**Commented [AS13]:** Recommendation: revised to allow some discretion on requiring a late fee. Rather than "shall" the word "may" is used.

such other action as is necessary or appropriate, including litigation against such Member Library and termination of its agreement with SWAN.

### Section 6. Voting

The following items require membership vote to pass:

- ~~Budget & Revisions (In-person affirmative vote of 2/3 of all members present is required; initial budget at March Quarterly)~~
- ~~Bylaws & Revisions (In-person affirmative vote of 2/3 of all members present at any regular or special meeting is required)~~
- ~~Annual Fees (In-person affirmative vote of 2/3 of all members present is required; at March Quarterly)~~
- ~~IGA Amendments (Affirmative vote of 2/3 of all members)~~
- ~~Dissolution of SWAN (Affirmative vote of 2/3 of all members)~~
- ~~Adding New Member Libraries (Affirmative vote of 2/3 of all members)~~
- ~~Impact Fees (Affirmative vote of 2/3 of all members)~~
- ~~Adding Libraries to Other Levels of Participation (Majority vote)~~
- ~~Election of Board Members (Majority vote)~~
- ~~Changes to Fiscal Year (Majority vote)~~

The Board may seek input from Member Libraries in the form of an ~~electronic advisory~~ vote on any issue related to the ~~budget, revisions to the budget, annual fees, impact fees, adding new member libraries, fiscal year, or on HS~~ or operations of SWAN and shall determine whether a majority vote or supermajority vote is required for approval of a specific matter, unless a specific voting requirement is set forth elsewhere in these Bylaws or required by law. The SWAN Executive Director shall tally the ~~advisory~~ -vote and report it to the Board. ~~The Board shall ratify the vote of the Member Libraries.~~

### Section 7. Reinstatement

A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library, as set forth in Section 1 of this Article. Such reinstated Member Library shall pay any fees as established in Section 2 of this Article.

### Article X - Termination of membership and dissolution of SWAN

#### Section 1. Obligations upon termination of membership

A Member Library terminating its membership in SWAN shall continue to be fully obligated for all payments and other duties owed by such Member Library as stated in the Intergovernmental Agreement, section 20. Each terminating Member Library must comply with the then-current SWAN protocols with respect to the terminating Member Library's data conversion and related tasks.

#### Section 2. Rights upon termination of membership

**Commented [AS14]:** Voting Section: remove entirely. Verify the various sections within the ByLaws where voting takes place to ensure these are accounted for (IGA, etc.).

**Commented [AS15]:** Ask attorney.

**Commented [AS16]:** Article 9 Section 1: eligibility for membership. Add the ability to change the IGA document as a 2/3 threshold vote. Add a second paragraph.

**Commented [AS17]:** Technically, the membership would violate OMA as we presently have them electronically vote and then the board ratifies the wishes of the membership.

**Commented [AS18]:** Is the electronic vote of board members in violation of OMA?

At the expense of a terminating Member Library, SWAN shall remove such terminating Member Library's patron file and item file, and shall copy in machine-readable form such terminating Member Library's entries in SWAN's bibliographic database. Such terminating Member Library shall have no rights or interest in any hardware or software purchased by SWAN, in the SWAN database, or in any other assets (real or personal, tangible or intangible, or mixed) of SWAN.

### Section 3. Procedure upon dissolution of SWAN

Upon the adoption of a resolution of dissolution by two-thirds of the Member Libraries of SWAN, SWAN shall cease to conduct its affairs except insofar as may be necessary for the proper winding up thereof, and shall immediately cause a notice of the proposed dissolution to be mailed to each Member Library and to each known creditor of SWAN. SWAN shall then proceed to collect its assets and apply and distribute them as hereinafter provided:

1. All liabilities and obligations of SWAN shall be paid or adequate provision shall be made therefore from the reserve fund;
2. All assets, including data, held by SWAN upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements;
3. Any surplus assets or funds shall be distributed by SWAN in the ratio/percentages represented in the then-current (at the time of the dissolution) SWAN Annual Fee Schedule.

### Article XI - Enforcement procedures

In the event that a Member Library fails to comply with these Bylaws or with any rule or regulation of SWAN:

1. Such Member Library shall be given a written notice requesting compliance. At the written request of such Member Library, a representative of the Board and the Executive Director will meet with such Member Library to discuss the failure to comply and the corrective action needed for compliance.
2. Unless such Member Library has taken all required corrective action within the time period set forth in said written notice or, if a hearing was requested, within the time period imposed by the Board after such hearing, the Board may suspend the active membership status of such Member Library and thereby deny computer services and database access to such Member Library, until such corrective action is taken. The Member Library shall not thereby be released from any of its obligations under the Intergovernmental Agreement and these Bylaws, including the obligation to make financial payments to SWAN.
3. If such Member Library has not taken such corrective action within ninety (90) days after such termination of services, the Board may take such other action as it deems necessary or appropriate, including litigation against such Member Library including termination of the Agreement between SWAN and the Member Library.

### Article XII - Amendment of ByLaws

**Commented [AS19]:** Is this clear enough? See the above section 2 in this Article. Check with Dawne T on the MAGIC dissolution and how Poplar Creek was handled.

**Commented [AS20]:** Attorney Review & Recommendation: amending the ByLaws must be in person and cannot be conducted electronically or remotely. The threshold 2/3 of Member libraries approving changes would be 67 libraries in the affirmative once SWAN is 100 libraries in size. The recommendation to lower this threshold slightly to 3/5 allows this to be slightly lower at 60 in the affirmative, without making the requirement too low.

The Bylaws may be amended, altered, added to or repealed upon the affirmative vote of ~~three-fifths (3/5) two-thirds (2/3)~~ three-fifths (3/5) of all the Member Libraries present at any regular or special meeting of the membership of SWAN, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Member Libraries thirty (30) days prior to such meeting. The Bylaws should be reviewed by the SWAN Board every two (2) years, ~~to be presented at the September Quarterly meeting.~~

**Article XIII – Notices**

All notices of claims or any other notice required to be given pursuant to these Bylaws, shall be in writing, shall be sent by certified

mail and shall be addressed to:

SWAN

800 Quail Ridge Drive

Westmont, IL 60559

Attention: Executive Director

# SWAN Budget Information & Guidelines

Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

## Introduction

### New Chart of Accounts

This budget reflects a new chart of accounts. The conversion of the prior fiscal year 2020 (FY20) budget is included for comparison with the fiscal year 2021 (FY21) budget.

## Budget Highlights

### Three Libraries Joining SWAN

The libraries Glenside, Roselle, and Warrenville have expressed interest in becoming full members of SWAN. The one-time expenses are included in the budget, along with expected membership fee revenue and increases to the software maintenance from EBSCO, OCLC, and SirsiDynix.

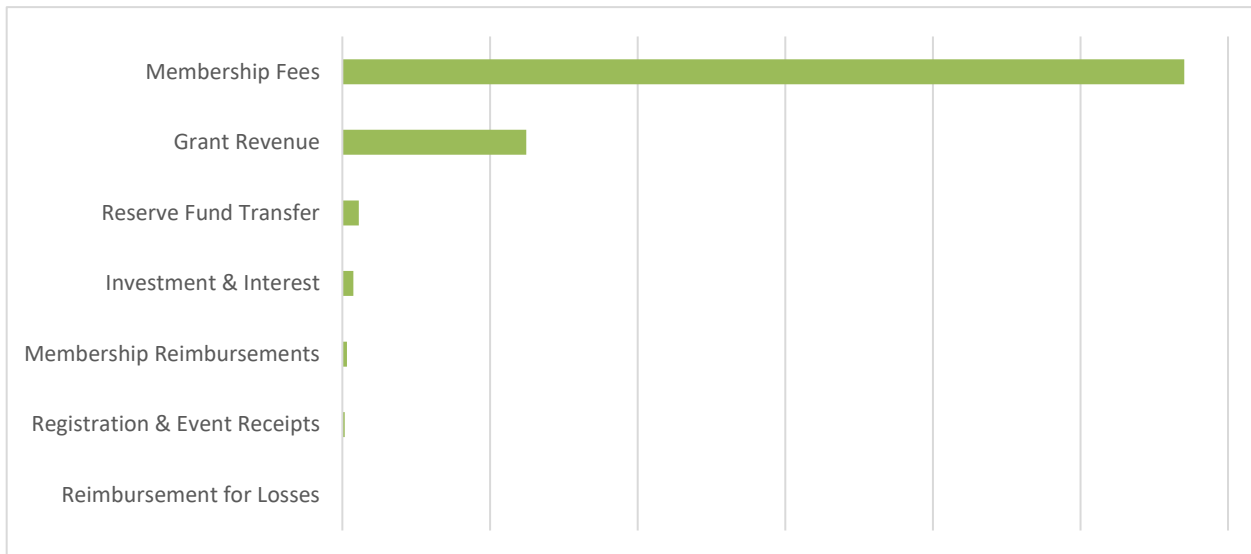
### SWAN Laptops, Training Lab, EMV Swipes

The cash reserves will be used to replace SWAN employee laptops which are now reaching the end of warranty. These laptops will be repurposed for a SWAN training lab. The reserves will also be used to help fund the EMV chip readers to replace 1 magnetic swipe should ProPay announce the devices are available.

### Mobile App

The BLUEcloud Mobile app is funded within the FY21 budget. The year 1 subscription and one-time costs were paid from reserves in the previous budget.

## Revenue



## Membership Fees

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**4010 SWAN Full Membership Fees** \$ 2,854,263

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. FY21 membership fee revenue on average does not increase. There are exceptions however, based on the formula, particularly for public libraries undergoing property tax or debt service changes within a given year. SWAN's FY21 membership fees are based on the 2017 tax year.

**4011 SWAN Internet Access Membership Fees** \$ -

The Internet Access level service for school libraries continues through this fiscal year, but the fees collected are left out of the budget as this service possibly will end pending a final decision by the SWAN Board.

## Membership Reimbursements

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

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 the FY21 budget.

**4190 Member Group Purchase Receipts** \$ 14,673

Libraries that reimburse SWAN for group purchases are indicated in this budget line. The FY21 budget includes \$14,000 for a group purchase of ProPay chip and PIN devices (specifically called EMV devices) that would replace existing magnetic swipes. ProPay has not announced the release of these devices, but this budget anticipates their release.

## Reimbursement for Losses

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**4220 Reimbursement Losses Outside of SWAN** \$ -

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** \$ -

SWAN will collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices.



## Grant Revenue

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<b>4310</b>	<b>RAILS Support to SWAN</b>	<b>\$</b>	<b>562,018</b>
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RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY21 increased due to metrics SWAN provided to RAILS. This support from RAILS is translated directly to the public libraries in SWAN as an LLSAP support discount. The discount for each public library in SWAN increased to \$6,109 from \$5,703 within the FY21 SWAN Membership Fees.

<b>4320</b>	<b>Other Grant Revenue</b>	<b>\$</b>	<b>61,500</b>
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The one-time grant revenue from adding three new libraries via the RAILS Catalog Grant are recorded in this budget line. For the FY21 budget, the \$61,500 in revenue are based on the add-on costs for migrating data from the library standalone systems into SWAN's SirsiDynix software.

## Registration & Event Receipts

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<b>4499</b>	<b>Annual Conference Receipts</b>	<b>\$</b>	<b>7,600</b>
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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.

## Investment & Interest

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<b>4510</b>	<b>Interest Income</b>	<b>\$</b>	<b>37,000</b>
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SWAN interest income continues to grow beyond expectations. The FY21 budget is based on the FY19 actual budget total.

<b>4520</b>	<b>Investment Income</b>	<b>\$</b>	<b>15,000</b>
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SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

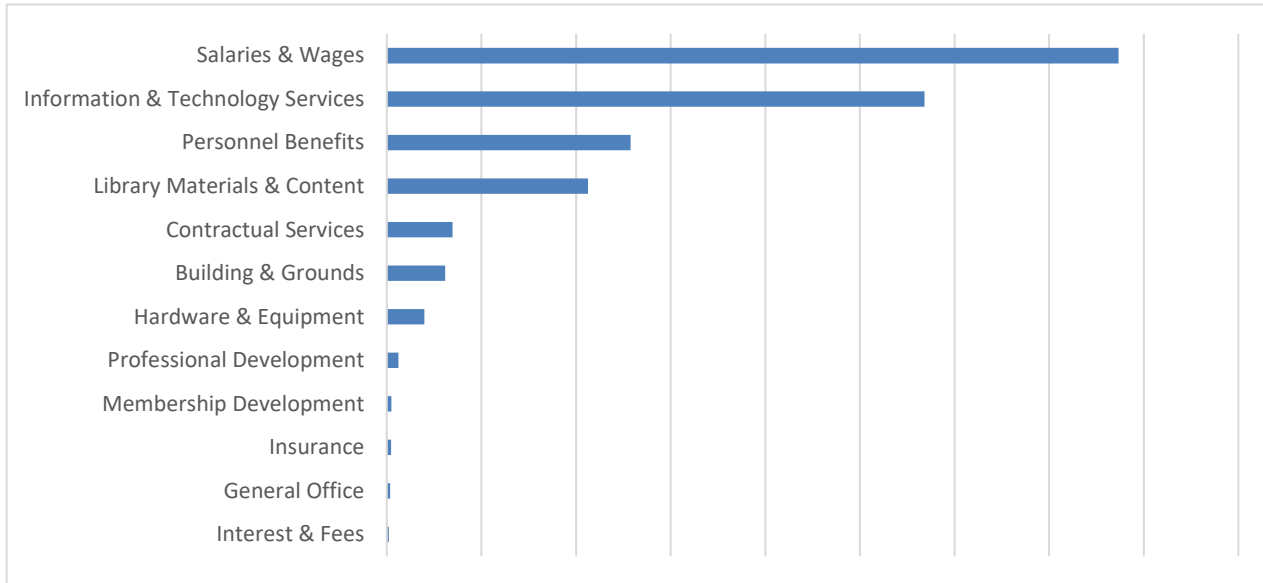
## Reserve Fund Transfer

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<b>4600</b>	<b>Reserve Fund Transfer</b>	<b>\$</b>	<b>62,379</b>
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Based on budget need, the fiscal year may rely on funds allocated from the SWAN reserves. The SWAN FY21 budget will utilize reserves for a SWAN employee laptop replacement of \$44,219 and \$14,000 to replace library ProPay magnetic swipes with a single EMV chip reader per library with an existing swipe. SWAN is also dedicating \$5,000 from the reserves in a book rental trial with Baker & Taylor to supplement popular titles to reduce hold queue wait times.

## Expenses



### Salaries & Wages

<b>5000</b>	<b>Salaries &amp; Wages</b>	<b>\$ 1,546,800</b>
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SWAN has left positions unfilled to remain flexible within the strategic plan. The FY21 budget has no increases from the prior year's budget.

### Personnel Benefits

<b>5021</b>	<b>Social Security Taxes</b>	<b>\$ 118,400</b>
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Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). No change from the prior budget.

<b>5022</b>	<b>State Unemployment Insurance</b>	<b>-</b>
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Organization pays unemployment directly should it be required.

<b>5023</b>	<b>Worker's Compensation</b>	
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Organization insurance provided by insurance vendor.

<b>5024</b>	<b>Retirement Benefits</b>	
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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).

<b>5025</b>	<b>Health, Dental, Life And Disability Insurance</b>	
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Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). For FY21 there is an anticipated increase overall to the plan expense of 10%.

**5026 Tuition Reimbursements**  
Tuition reimbursement benefit for employees.

**5085 Staff Wellness**  
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**

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

**5110 Rent/Lease** **\$ 105,904**  
SWAN has an 8-year lease for the headquarters at 800 Quail Ridge. The General Accounting Standards Board (GASB) requires SWAN to record total rent for the entirety of the lease, and then expense each month of the 8-year lease term. This results in \$70,155.72 being recorded for each year for FY18 – FY24, and \$17,539.38 for FY25, the final year of the lease. Additional expenses vary each year, including charges for property taxes, facility operating expenses, and lease insurance. No change from the prior year budget.

**5120 Utilities** **\$ 6,400**  
Facility electricity and natural gas expenses are recorded in this line. No change from the prior budget year.

**5130 Property Insurance** **\$ 1,500**  
The FY21 budget includes the 800 Quail Ridge furniture and equipment, and the RAILS 125 Tower Drive data center equipment. SWAN will retain some equipment in the RAILS data center related to the voice notification (SVA) system in the RAILS data center, but all other SWAN servers are no longer there.

**5140 Repairs & Maintenance** **\$ 1,300**  
Used for facility repairs including door fob security maintenance and repairs.

**5150 Custodial Service & Supplies** **\$ 8,100**  
SWAN's cleaning service for two days per week was changed and the FY21 budget reflects a lower cost service.

**5190 Other Building Maintenance** **\$ 100**  
Used for alarms and security cameras related to facility expense. No change from the prior budget.

## Professional Development

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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 FY21 budget is our first opportunity to ensure 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** **\$ 11,000**

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.

**5220 Staff Meetings** **\$ 600**

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

**5230 Staff Professional Development** **\$ 5,400**

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**

SWAN employees will need to purchase reading and course material on US design, and agile development in FY21.

**5260 Online Learning** **\$ 4,500**

SWAN employees will participate in online learning with companies Coursera, OS Training, and Microsoft in FY21.

## Membership Development

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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** **\$ 2,800**

The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually.

**5320 Membership Meetings** \$ **2,900**  
Refreshments for the 50+ membership advisory and user group meetings held annually, such as coffee and donuts, or other activity supplies.

**5350 Marketing & Promotional Material** \$ **1,200**  
Expenses related to printing library promotional material such as bookmarks or brochures.

**5399 Annual Conference** \$ **2,500**  
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.

### **Information & Technology Services**

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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.

**5410 Infrastructure Licensing** \$ **42,000**  
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.

**5420 Application Software Licensing** \$ **18,400**  
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, Envisionware One-Stop Self-Checkout Software, Adobe Acrobat, Adobe Creative Suite, Asana, Axure RP 8 Perpetual Pro License, Articulate Storyline, Storyblocks, LastPass, Microsoft Office O365, Microsoft Visio Pro O365, Ecobee, Panda Virus Protection & Patch Management, and MSI Package Installer.

**5430 Server Software Licensing** \$ **13,900**  
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 FY21 to keep SonicWALL appliances on the most current version of the software.

**5440 Library Services Platform \$ 930,800**

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 FY21, SirsiDynix expenses are budgeted for \$508,278, OCLC at \$254,927, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$167,577 total. This line includes licensing three libraries to SWAN full membership for the second half of FY21.

**5450 Data Management Services \$ 27,500**

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 \$10,000 annually.

**5460 Information Subscription Service \$ 74,600**

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 increase the licensing for Novelist in FY21.

**5470 Subscription Support Services \$ 10,100**

SWAN's support platform includes remote desktop assistance to library staff, online training, and remote monitoring of systems for SWAN on-call staff. New to FY21 is the TalentLMS learning management system. This service will be used to create library staff coursework and classes provided through SWAN, SirsiDynix, EBSCO, and OCLC depending on library role. Expenses associated with this budget line include: Citrix GoToAssist, Citrix GoToMeeting (Plus for 100 attendees), Learning Management System through TalentLMS, StatusCake (for site monitoring and alerting SWAN staff to outages), and the volume email service through SendGrid (patron notification plus library notification).

**5480 Telecommunications \$ 19,400**

Expenses associated with SWAN facility connection to the internet and phone support.

**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 Envisionware software group purchase for a self-check system, which has annual maintenance for support.

## General Office

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

**5510 Office Supplies** \$ **4,000**

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

**5520 Postage** \$ **900**

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** \$ **-**

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** \$ **-**

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations.

## Hardware & Equipment

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

**5610 Equipment Rental/Maintenance** \$ **3,700**

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

**5620 Hardware** \$ **63,200**

SWAN FY21 expenses associated with SWAN employee peripherals for the replacement of SWAN staff laptops. The FY21 budget includes RFID equipment for inventory research & testing, self-check equipment, and a new network switch for the headquarters facility. This line has a large increase due to the cycle to replace SWAN staff laptops has come due after 5 years of use (the original purchase was made in 2016). A subset of these laptops will be repurposed for the laptop training cart for employees to provide membership instruction at the SWAN headquarters. The FY21 budget also includes the one-time expense for the EMV chip reader for BLUEcloud Commerce that SWAN pledged to provide libraries as a replacement of one EMV chip reader for one magnetic swipe. This replacement is a one-time expense in the FY21 budget totaling \$14,000.





**5860 Notification & Collection** \$ **35,300**

SWAN has contracted with a vendor to print all user notices through Unique Management Services. The

**5870 Recruitment** \$ **900**

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

**5899 Annual Conference Facility Contract** \$ **12,000**

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. The FY21 budget anticipates \$12,000 for the event based on prior contracts.

## Library Materials & Content

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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** \$ **5,000**

This line is intended for print collections supplied to member libraries, either through a direct order through Baker & Taylor, or rental copies via the jobber. SWAN is also dedicating \$5,000 from the reserves in a book rental trial with Baker & Taylor to supplement popular titles to reduce hold queue wait times.

**5920 Electronic Resources** \$ **-**

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.

**5990 Group Purchases - Content** \$ **-**

If SWAN negotiated and offered a group purchase for online subscriptions through EBSCO, Gale, ProQuest, or other vendors, it would be recorded in this budget line and the associated revenue offset in the revenue 4190 budget line.

## Interest & Fees

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**6010 Bank Fees** \$ **3,700**

Expenses associated with bank fees for stopping checks or other services are recorded in this line. The lock box service will be added to this budget line at \$2,700 annually. This service was under the RAILS Finance department and is recommended by the accounting service provided under Lauterbach & Amen.

**6020 Merchant Account Fees** \$ **40**

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** \$ -

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. SWAN's FY21 budget includes expenses associated with the Eventbrite online payment fee.

## Asset Management

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**6110 Depreciation** \$ **3,607**

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** \$ -

**6130 Vacation Expense** \$ **10,000**

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. The Balance Sheet reflects the fact that Compensated Absences has been adjusted for the year-end to show, as of June 30 of the given fiscal year, the current value of this earned but unused vacation. This is more a potential than actual liability as employees most likely will use most of their vacations while being employed.

## SWAN Budget Summary

SWAN Budget	FY20 Budget	FY21 Draft	Change
4000 Membership Fees	\$2,740,626	\$2,854,263	\$113,637
4100 Membership Reimbursements	\$721	\$15,394	\$14,673
4200 Reimbursement for Losses	\$900	\$900	\$0
4300 Grant Revenue	\$529,679	\$623,518	\$93,839
4400 Registration & Event Receipts	\$7,600	\$7,600	\$0
4500 Investment & Interest	\$22,000	\$37,000	\$15,000
4600 Reserve Fund Transfer	\$83,560	\$62,379	(\$21,182)
<b>Total Revenue</b>	<b>\$3,385,086</b>	<b>\$3,601,054</b>	<b>\$215,968</b>
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0
5020 Personnel Benefits	\$503,700	\$515,400	\$11,700
5100 Building & Grounds	\$123,584	\$123,304	(\$280)
5200 Professional Development	\$11,900	\$24,800	\$12,900
5300 Membership Development	\$27,100	\$9,400	(\$17,700)
5400 Information & Technology Services	\$1,077,000	\$1,136,700	\$59,700
5500 General Office	\$4,900	\$4,900	\$0
5600 Hardware & Equipment	\$4,700	\$81,700	\$77,000
5700 Insurance	\$8,900	\$9,200	\$300
5800 Contractual Services	\$81,055	\$139,210	\$58,155
5900 Library Materials & Content	\$8,000	\$5,000	(\$3,000)
6000 Interest & Fees	\$1,000	\$4,040	\$3,040
<b>Total Operating Expenses</b>	<b>\$3,398,639</b>	<b>\$3,600,454</b>	<b>\$201,815</b>
6100 Asset Management	\$41,647	\$13,607	
Excess of revenues over (under) estimated expenses	(\$14,053)	\$0	

Revenue & Expense Budget		FY20		
		Budget	FY21 Draft	Change
<b>Revenue</b>				
<b>4000</b>	<b>Membership Fees</b>			
4010	SWAN Full Membership Fees	\$2,740,626	\$2,854,263	\$113,637
4011	SWAN Internet Access Membership Fees	\$0	\$0	\$0
<b>4100</b>	<b>Membership Reimbursements</b>			
4110	Member One-Time Project Receipts		\$0	
4190	Member Group Purchase Receipts	\$721	\$15,394	\$14,673
<b>4200</b>	<b>Reimbursement for Losses</b>			
4220	Reimbursement Losses Outside of SWAN	\$0	\$0	
4230	Collection Agency Fees	\$900	\$900	\$0
<b>4300</b>	<b>Grant Revenue</b>			
4310	RAILS Support to SWAN	\$524,679	\$562,018	\$37,339
4320	Other Grant Revenue	\$5,000	\$61,500	\$56,500
<b>4400</b>	<b>Registration &amp; Event Receipts</b>			
4499	Annual Conference Receipts	\$7,600	\$7,600	\$0
<b>4500</b>	<b>Investment &amp; Interest</b>			
4510	Interest Income	\$22,000	\$37,000	\$15,000
4520	Investment Income	\$0	\$0	
<b>4600</b>	<b>Reserve Fund Transfer</b>	\$83,560	\$62,379	(\$21,182)
<b>Total Revenue</b>		<b>\$3,385,086</b>	<b>\$3,601,054</b>	<b>\$215,968</b>

<b>Expenses</b>				
<b>5000</b>	<b>Salaries &amp; Wages</b>	\$1,546,800	\$1,546,800	\$0
<b>5020</b>	<b>Personnel Benefits</b>			
5021	Social Security Taxes	\$118,400	\$118,400	\$0
5022	State Unemployment Insurance	-	-	
5023	Worker's Compensation	\$2,200	\$2,200	\$0
5024	Retirement Benefits	\$140,900	\$140,900	\$0
5025	Health, Dental, Life And Disability Insurance	\$234,600	\$246,300	\$11,700
5026	Tuition Reimbursements	\$2,500	\$2,500	\$0
5085	Staff Wellness	\$5,100	\$5,100	\$0

Revenue & Expense Budget		FY20		
		Budget	FY21 Draft	Change
<b>5100</b>	<b>Building &amp; Grounds</b>			
5110	Rent/Lease	\$105,904	\$105,904	\$0
5120	Utilities	\$6,400	\$6,400	\$0
5130	Property Insurance	\$1,500	\$1,500	\$0
5140	Repairs & Maintenance	\$1,180	\$1,300	\$120
5150	Custodial Service & Supplies	\$8,500	\$8,100	(\$400)
5190	Other Building Maintenance	\$100	\$100	\$0
<b>5200</b>	<b>Professional Development</b>			
5210	Conference Travel	\$11,000	\$11,000	\$0
5220	Staff Meetings		\$600	\$600
5230	Staff Professional Development		\$5,400	\$5,400
5240	Professional Association Membership Dues	\$400	\$2,500	\$2,100
5250	Educational Material		\$800	\$800
5260	Online Learning	\$500	\$4,500	\$4,000
<b>5300</b>	<b>Membership Development</b>			
5310	Travel Reimbursement	\$2,200	\$2,800	\$600
5320	Membership Meetings	\$2,900	\$2,900	\$0
5350	Marketing & Promotional Material	\$8,000	\$1,200	(\$6,800)
5399	Annual Conference	\$14,000	\$2,500	(\$11,500)
<b>5400</b>	<b>Information &amp; Technology Services</b>			
5410	Infrastructure Licensing	\$36,700	\$42,000	\$5,300
5420	Application Software Licensing	\$16,500	\$18,400	\$1,900
5430	Server Software Licensing	\$12,900	\$13,900	\$1,000
5440	Library Services Platform	\$883,400	\$930,800	\$47,400
5450	Data Management Services	\$28,300	\$27,500	(\$800)
5460	Information Subscription Service	\$73,100	\$74,600	\$1,500
5470	Subscription Support Services	\$6,700	\$10,100	\$3,400
5480	Telecommunications	\$19,400	\$19,400	\$0
5490	Group Purchases - Services	\$500	\$600.00	
<b>5500</b>	<b>General Office</b>			
5510	Office Supplies	\$4,000	\$4,000	\$0
5520	Postage	\$900	\$900	\$0

Revenue & Expense Budget		FY20		
		Budget	FY21 Draft	Change
5550	Furniture	\$0	\$0	\$0
5599	Annual Conference Supplies			
<b>5600</b>	<b>Hardware &amp; Equipment</b>			
5610	Equipment Rental/Maintenance	\$3,700	\$3,700	\$0
5620	Hardware	\$1,000	\$63,200	\$62,200
5690	Group Purchases - Hardware	\$0	\$14,800	\$14,800
<b>5700</b>	<b>Insurance</b>	<b>\$8,900</b>	<b>\$9,200</b>	<b>\$300</b>
<b>5800</b>	<b>Contractual Services</b>			
5810	Legal	\$5,000	\$5,000	\$0
5820	Accounting	\$21,555	\$20,610	(\$945)
5830	Consulting	\$2,000	\$5,000	\$3,000
5840	Payroll Service Fees	\$3,900	\$3,900	\$0
5850	Contractual Agreements	\$0	\$56,500	\$56,500
5860	Notification & Collection	\$45,300	\$35,300	(\$10,000)
5870	Recruitment	\$900	\$900	\$0
5899	Annual Conference Facility Contract	\$2,400	\$12,000	\$9,600
<b>5900</b>	<b>Library Materials &amp; Content</b>			
5910	Print Materials	\$8,000	\$5,000	(\$3,000)
5920	Electronic Resources	\$0	\$0	\$0
5990	Group Purchases - Content	\$0	\$0	\$0
<b>6000</b>	<b>Interest &amp; Fees</b>			
6010	Bank Fees	\$1,000	\$3,700	\$2,700
6020	Merchant Account Fees	\$0	\$40	\$40
6030	Interest Payment	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$0	\$300	\$300
<b>Subtotal Expenses</b>		<b>\$3,399,139</b>	<b>\$3,601,054</b>	<b>\$201,815</b>
<b>6100</b>	<b>Asset Management</b>			
6110	Depreciation	\$31,647	\$3,607	
6120	(Gain)/Loss on Asset Disposal			
6130	Vacation Expense	\$10,000	\$10,000	
<b>Total Expenses</b>		<b>\$3,399,139</b>	<b>\$3,601,054</b>	<b>\$201,915</b>
<b>Total Revenue (from above)</b>		<b>\$3,385,086</b>	<b>\$3,601,054</b>	
<b>Excess of revenues over (under) estimated expenses</b>		<b>-\$14,053</b>	<b>\$0.00</b>	

## SWAN Reserves Plan: Updated for FY21 Budget

<b>Capital Expenditures (anything over \$5,000)</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
	<b>July 2019-June 2020</b>	<b>July 2020-June 2021</b>	<b>July 2021-June 2022</b>	<b>July 2022-June 2023</b>	<b>July 2023-June 2024</b>
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$1,832,719	\$1,758,521	\$1,721,585	\$1,721,585	\$1,721,585
Reserves collected & Impact Fee	\$9,362	\$26,283	\$0	\$0	\$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
Vendor services: estimated consulting for server OS upgrades, migrations, etc.	\$0	\$0	\$0	\$0	\$0
Firewall replacement: no longer required with cloud-based Infrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
Funds for Accounting Service Year 1	(\$13,110)				
Funds for BLUEcloud Mobile Purchase + Year 1	(\$70,450)				
Funds for Popular Book Title Rental		(\$5,000)			
Funds for EMV commerce devices (chip & PIN)		(\$14,000)			
Funds for SWAN staff computer replacement		(\$44,219)			
Future ILS Migration Budget (\$465,740)					
<b>Total</b>	<b>\$1,758,521</b>	<b>\$1,721,585</b>	<b>\$1,721,585</b>	<b>\$1,721,585</b>	<b>\$1,721,585</b>
Maintain 4 months operating in reserve (policy)	(\$1,133,046)	(\$1,200,351)	(\$1,260,369)	(\$1,323,387)	(\$1,389,557)
<b>Over/(Under) Reserve Policy</b>	<b>\$625,474</b>	<b>\$521,233</b>	<b>\$461,216</b>	<b>\$398,197</b>	<b>\$332,028</b>
Operating Budget (5% increases each year after FY21)	\$3,399,139	\$3,601,054	\$3,781,106	\$3,970,162	\$4,168,669.81

\* Cloud subscription: Infrastructure-as-a-Service (IaaS) is the recommended direction for SWAN for its future servers. IaaS

**Chart 1: Membership Fee Chart for FY21 SWAN Budget  
SWAN Board Draft #2**

<b>SWAN Library</b>	<b>SWAN Fee (No State LLSAP Grant)</b>	<b>State LLSAP Grant Discount</b>	<b>Fee Total FY21</b>	<b>Last Year's Fees</b>	<b>Increase from Last Year</b>
Acorn Public Library District	\$28,306	(\$6,109)	\$22,197	\$21,880	\$317
Alsip-Merrionette Park Public Library District	\$40,893	(\$6,109)	\$34,784	\$34,962	(\$178)
Batavia Public Library District	\$52,836	(\$6,109)	\$46,727	\$45,877	\$850
Bedford Park Public Library District	\$31,371	(\$6,109)	\$25,262	\$24,800	\$462
Beecher Community Library District	\$20,897	(\$6,109)	\$14,788	\$14,626	\$162
Bellwood Public Library	\$35,866	(\$6,109)	\$29,757	\$28,693	\$1,064
Bensenville Community Public Library District	\$33,511	(\$6,109)	\$27,403	\$26,951	\$452
Bensenville Elementary School District #2	\$17,500		\$17,500	\$17,500	\$0
Berkeley Public Library	\$21,604	(\$6,109)	\$15,496	\$15,404	\$91
Berwyn Public Library	\$52,543	(\$6,109)	\$46,434	\$46,176	\$258
Bloomington Public Library	\$47,209	(\$6,109)	\$41,100	\$40,646	\$454
Blue Island Public Library	\$29,919	(\$6,109)	\$23,810	\$22,732	\$1,078
Bridgeview Public Library	\$29,174	(\$6,109)	\$23,065	\$22,336	\$729
Broadview Public Library District	\$29,224	(\$6,109)	\$23,115	\$23,627	(\$512)
Brookfield Public Library	\$40,291	(\$6,109)	\$34,182	\$33,454	\$728
Calumet City Public Library	\$33,056	(\$6,109)	\$26,948	\$25,725	\$1,222
Calumet Park Public Library	\$19,592	(\$6,109)	\$13,483	\$13,239	\$244
Carol Stream Public Library	\$53,026	(\$6,109)	\$46,918	\$47,092	(\$175)
Chicago Heights Public Library	\$26,117	(\$6,109)	\$20,008	\$19,348	\$660
Chicago Ridge Public Library	\$31,617	(\$6,109)	\$25,508	\$25,182	\$326
Cicero Public Library	\$35,407	(\$6,109)	\$29,298	\$32,832	(\$3,534)
Clarendon Hills Public Library	\$25,367	(\$6,109)	\$19,259	\$18,942	\$317
Crestwood Public Library District	\$23,167	(\$6,109)	\$17,059	\$16,890	\$169
Crete Public Library District	\$35,774	(\$6,109)	\$29,666	\$29,381	\$284
Dolton Public Library District	\$29,853	(\$6,109)	\$23,744	\$23,179	\$564
Downers Grove Public Library	\$64,518	(\$6,109)	\$58,409	\$57,156	\$1,253
Eisenhower Public Library District	\$53,719	(\$6,109)	\$47,610	\$44,792	\$2,819
Elmwood Park Public Library	\$33,714	(\$6,109)	\$27,605	\$27,217	\$388
Evergreen Park Public Library	\$29,473	(\$6,109)	\$23,365	\$22,884	\$481
Flossmoor Public Library	\$31,020	(\$6,109)	\$24,911	\$24,587	\$324
Forest Park Public Library	\$36,168	(\$6,109)	\$30,059	\$29,267	\$792
Frankfort Public Library District	\$41,192	(\$6,109)	\$35,083	\$34,359	\$724
Franklin Park Public Library District	\$36,053	(\$6,109)	\$29,944	\$28,930	\$1,014
Geneva Public Library District	\$67,718	(\$6,109)	\$61,609	\$60,259	\$1,350
Glen Ellyn Public Library	\$59,610	(\$6,109)	\$53,502	\$52,970	\$532
Glenwood-Lynwood Public Library District	\$28,025	(\$6,109)	\$21,916	\$22,386	(\$471)
Grande Prairie Public Library District	\$32,636	(\$6,109)	\$26,527	\$25,892	\$635
Green Hills Public Library District	\$41,601	(\$6,109)	\$35,492	\$35,738	(\$245)
Harvey Public Library District	\$26,618	(\$6,109)	\$20,509	\$19,734	\$776
Hillside Public Library	\$29,908	(\$6,109)	\$23,799	\$23,117	\$682
Hinsdale Public Library	\$45,921	(\$6,109)	\$39,812	\$38,877	\$935
Hodgkins Public Library District	\$23,494	(\$6,109)	\$17,385	\$17,116	\$270
Homewood Public Library District	\$39,580	(\$6,109)	\$33,471	\$33,738	(\$267)
Indian Prairie Public Library District	\$54,153	(\$6,109)	\$48,044	\$47,166	\$878
Itasca Community Library	\$32,811	(\$6,109)	\$26,702	\$26,256	\$446
Justice Public Library District	\$20,910	(\$6,109)	\$14,801	\$14,833	(\$31)



**Chart 1: Membership Fee Chart for FY21 SWAN Budget  
SWAN Board Draft #2**

<b>SWAN Library</b>	<b>SWAN Fee (No State LLSAP Grant)</b>	<b>State LLSAP Grant Discount</b>	<b>Fee Total FY21</b>	<b>Last Year's Fees</b>	<b>Increase from Last Year</b>
Kaneville Public Library District	\$18,693	(\$6,109)	\$12,584	\$12,455	\$129
La Grange Public Library	\$41,523	(\$6,109)	\$35,414	\$34,409	\$1,005
LaGrange Park Public Library District	\$36,238	(\$6,109)	\$30,130	\$29,634	\$496
Lansing Public Library	\$41,146	(\$6,109)	\$35,037	\$34,866	\$171
Lyons Public Library	\$24,535	(\$6,109)	\$18,426	\$18,423	\$4
Markham Public Library	\$22,750	(\$6,109)	\$16,641	\$16,293	\$348
Matteson Area Public Library District	\$40,764	(\$6,109)	\$34,655	\$35,619	(\$964)
Maywood Public Library District	\$30,555	(\$6,109)	\$24,446	\$24,039	\$407
McCook Public Library District	\$21,851	(\$6,109)	\$15,742	\$15,483	\$260
Melrose Park Public Library	\$27,042	(\$6,109)	\$20,933	\$21,792	(\$859)
Messenger Public Library of North Aurora	\$35,360	(\$6,109)	\$29,251	\$28,607	\$644
Midlothian Public Library	\$30,642	(\$6,109)	\$24,533	\$24,126	\$407
Morton Arboretum	\$12,500		\$12,500	\$12,500	\$0
Nancy L. McConathy Public Library District	\$20,446	(\$6,109)	\$14,337	\$14,044	\$294
National University of Health Sciences	\$11,667		\$11,667	\$14,333	(\$2,666)
North Riverside Public Library District	\$27,869	(\$6,109)	\$21,760	\$21,478	\$281
Northlake Public Library District	\$36,665	(\$6,109)	\$30,556	\$27,873	\$2,683
Oak Brook Public Library	\$27,389	(\$6,109)	\$21,280	\$22,180	(\$901)
Oak Lawn Public Library	\$72,450	(\$6,109)	\$66,341	\$65,370	\$971
Oak Park Public Library	\$103,239	(\$6,109)	\$97,130	\$78,026	\$19,105
Palos Heights Public Library	\$30,601	(\$6,109)	\$24,492	\$25,598	(\$1,106)
Palos Park Public Library	\$22,464	(\$6,109)	\$16,355	\$15,979	\$376
Park Forest Public Library	\$37,416	(\$6,109)	\$31,307	\$31,235	\$72
Prairie State College	\$23,333		\$23,333	\$18,667	\$4,666
Prairie Trails Public Library District	\$36,395	(\$6,109)	\$30,286	\$29,859	\$428
Richton Park Public Library District	\$26,848	(\$6,109)	\$20,739	\$20,450	\$289
River Forest Public Library	\$30,446	(\$6,109)	\$24,338	\$24,019	\$318
River Grove Public Library District	\$22,146	(\$6,109)	\$16,037	\$15,872	\$165
Riverdale Public Library District	\$22,882	(\$6,109)	\$16,773	\$16,085	\$688
Riverside Public Library	\$28,804	(\$6,109)	\$22,695	\$22,369	\$326
Schiller Park Public Library	\$28,077	(\$6,109)	\$21,968	\$21,653	\$315
South Holland Public Library	\$38,239	(\$6,109)	\$32,130	\$31,198	\$932
St Charles Public Library District	\$97,464	(\$6,109)	\$91,355	\$89,438	\$1,917
Steger-South Chicago Heights Public Library District	\$21,937	(\$6,109)	\$15,828	\$15,671	\$158
Stickney-Forest View Public Library District	\$29,904	(\$6,109)	\$23,795	\$23,457	\$337
Sugar Grove Public Library District	\$24,167	(\$6,109)	\$18,058	\$17,805	\$253
Summit Public Library District	\$21,420	(\$6,109)	\$15,311	\$14,328	\$983
Theosophical Society in America	\$12,500		\$12,500	\$12,500	\$0
Thomas Ford Memorial Library	\$31,741	(\$6,109)	\$25,632	\$25,081	\$551
Thornton Public Library	\$19,247	(\$6,109)	\$13,138	\$12,945	\$193
Tinley Park Public Library	\$69,549	(\$6,109)	\$63,440	\$64,223	(\$784)
Town and Country Public Library District	\$30,714	(\$6,109)	\$24,605	\$27,439	(\$2,834)
University Park Public Library District	\$23,393	(\$6,109)	\$17,284	\$16,945	\$339
Villa Park Public Library	\$47,678	(\$6,109)	\$41,569	\$32,624	\$8,946
West Chicago Public Library District	\$39,978	(\$6,109)	\$33,869	\$33,377	\$492
Westchester Public Library	\$30,471	(\$6,109)	\$24,362	\$24,117	\$246

**Chart 1: Membership Fee Chart for FY21 SWAN Budget  
SWAN Board Draft #2**

<b>SWAN Library</b>	<b>SWAN Fee (No State LLSAP Grant)</b>	<b>State LLSAP Grant Discount</b>	<b>Fee Total FY21</b>	<b>Last Year's Fees</b>	<b>Increase from Last Year</b>
Westmont Public Library	\$36,876	(\$6,109)	<b>\$30,767</b>	\$30,348	\$420
William Leonard Public Library District	\$19,740	(\$6,109)	<b>\$13,631</b>	\$13,502	\$130
Wood Dale Public Library District	\$41,964	(\$6,109)	<b>\$35,855</b>	\$35,473	\$382
Woodridge Public Library	\$55,338	(\$6,109)	<b>\$49,229</b>	\$48,741	\$488
Worth Public Library District	\$25,692	(\$6,109)	<b>\$19,583</b>	\$19,328	\$255

Chart 2: County Tax Payments for 2017  
SWAN FY21 Fee Chart

Library Name	Cook County Treasurer Tax Year 2017	DuPage County Treasurer Tax Year 2017	Kane County Treasurer Tax Year 2017	Will County County Treasurer Tax Year 2017	Total Tax Revenue Issued	Bond Amount (Removed)	Public Library Tax Revenue Total
Acorn Public Library District	\$1,093,416.54				\$1,093,416.54	(\$61,120.00)	\$1,032,296.54
Alsip-Merrionette Park Public Library District	\$2,861,684.38				\$2,861,684.38	(\$585,450.00)	\$2,276,234.38
Batavia Public Library District			\$4,178,005.78		\$4,178,005.78	(\$721,500.00)	\$3,456,505.78
Bedford Park Public Library District	\$1,335,236.83				\$1,335,236.83	\$0.00	\$1,335,236.83
Beecher Community Library District				\$300,160.98	\$300,160.98	\$0.00	\$300,160.98
Bellwood Public Library	\$1,779,445.31				\$1,779,445.31	\$0.00	\$1,779,445.31
Bensenville Community Public Library District	\$0.00	\$1,546,744.32			\$1,546,744.32	\$0.00	\$1,546,744.32
Berkeley Public Library	\$370,055.83				\$370,055.83	\$0.00	\$370,055.83
Berwyn Public Library	\$3,427,524.25				\$3,427,524.25	\$0.00	\$3,427,524.25
Bloomington Public Library		\$2,900,391.65			\$2,900,391.65	\$0.00	\$2,900,391.65
Blue Island Public Library	\$1,191,740.46				\$1,191,740.46	\$0.00	\$1,191,740.46
Bridgeview Public Library	\$1,376,560.22				\$1,376,560.22	(\$258,462.50)	\$1,118,097.72
Broadview Public Library District	\$1,394,966.22				\$1,394,966.22	(\$271,905.00)	\$1,123,061.22
Brookfield Public Library	\$2,216,758.94				\$2,216,758.94	\$0.00	\$2,216,758.94
Calumet City Public Library	\$1,601,780.89				\$1,601,780.89	(\$100,000.00)	\$1,501,780.89
Calumet Park Public Library	\$171,196.03				\$171,196.03	\$0.00	\$171,196.03
Carol Stream Public Library		\$3,475,300.02			\$3,475,300.02	\$0.00	\$3,475,300.02
Chicago Heights Public Library	\$816,016.14				\$816,016.14	\$0.00	\$816,016.14
Chicago Ridge Public Library	\$1,359,532.10				\$1,359,532.10	\$0.00	\$1,359,532.10
Cicero Public Library	\$1,734,061.96				\$1,734,061.96	\$0.00	\$1,734,061.96
Clarendon Hills Public Library		\$741,925.31			\$741,925.31	\$0.00	\$741,925.31
Crestwood Public Library District	\$524,510.54				\$524,510.54	\$0.00	\$524,510.54
Crete Public Library District				\$1,770,382.98	\$1,770,382.98	\$0.00	\$1,770,382.98
Dolton Public Library District	\$1,185,163.59				\$1,185,163.59	\$0.00	\$1,185,163.59
Downers Grove Public Library		\$5,228,799.03			\$5,228,799.03	(\$617,829.00)	\$4,610,970.03
Eisenhower Public Library District	\$4,209,630.28				\$4,209,630.28	(\$665,899.33)	\$3,543,730.95
Elmwood Park Public Library	\$1,566,741.88				\$1,566,741.88	\$0.00	\$1,566,741.88
Evergreen Park Public Library	\$1,147,694.18				\$1,147,694.18	\$0.00	\$1,147,694.18
Flossmoor Public Library	\$1,300,528.53				\$1,300,528.53	\$0.00	\$1,300,528.53
Forest Park Public Library	\$1,809,294.44				\$1,809,294.44	\$0.00	\$1,809,294.44
Frankfort Public Library District	\$22,651.65			\$2,283,082.30	\$2,305,733.95	\$0.00	\$2,305,733.95
Franklin Park Public Library District	\$1,797,880.44				\$1,797,880.44	\$0.00	\$1,797,880.44
Geneva Public Library District			\$6,413,540.15		\$6,413,540.15	(\$1,486,330.00)	\$4,927,210.15
Glen Ellyn Public Library		\$4,629,932.58			\$4,629,932.58	(\$503,982.00)	\$4,125,950.58
Glenwood-Lynwood Public Library District	\$1,458,534.07				\$1,458,534.07	(\$454,012.50)	\$1,004,521.57
Grande Prairie Public Library District	\$1,460,247.08				\$1,460,247.08	\$0.00	\$1,460,247.08
Green Hills Public Library District	\$2,696,226.27				\$2,696,226.27	(\$350,000.00)	\$2,346,226.27
Harvey Public Library District	\$865,526.55				\$865,526.55	\$0.00	\$865,526.55

**Chart 2: County Tax Payments for 2017  
SWAN FY21 Fee Chart**

Library Name	Cook County	DuPage County	Kane County	Will County	Total Tax Revenue Issued	Bond Amount (Removed)	Public Library Tax Revenue Total
	Treasurer Tax Year 2017	Treasurer Tax Year 2017	Treasurer Tax Year 2017	Treasurer Tax Year 2017			
Hillside Public Library	\$1,190,598.08				\$1,190,598.08	\$0.00	\$1,190,598.08
Hinsdale Public Library	\$374,926.16	\$2,614,806.54			\$2,989,732.70	(\$216,612.00)	\$2,773,120.70
Hodgkins Public Library District	\$556,805.41				\$556,805.41	\$0.00	\$556,805.41
Homewood Public Library District	\$2,286,821.78				\$2,286,821.78	(\$140,350.00)	\$2,146,471.78
Indian Prairie Public Library District	\$236,905.68	\$3,349,738.53			\$3,586,644.21	\$0.00	\$3,586,644.21
Itasca Community Library		\$1,682,334.36			\$1,682,334.36	(\$204,787.00)	\$1,477,547.36
Justice Public Library District	\$301,443.84				\$301,443.84	\$0.00	\$301,443.84
Kaneville Public Library District			\$82,322.42		\$82,322.42	\$0.00	\$82,322.42
La Grange Public Library	\$2,960,564.56				\$2,960,564.56	(\$622,050.00)	\$2,338,514.56
LaGrange Park Public Library District	\$1,816,245.85				\$1,816,245.85	\$0.00	\$1,816,245.85
Lansing Public Library	\$2,487,866.65				\$2,487,866.65	(\$186,625.00)	\$2,301,241.65
Lyons Public Library	\$674,699.02				\$674,699.02	(\$15,000.00)	\$659,699.02
Markham Public Library	\$745,898.52				\$745,898.52	(\$262,600.00)	\$483,298.52
Matteson Area Public Library District	\$2,263,497.75				\$2,263,497.75	\$0.00	\$2,263,497.75
Maywood Public Library District	\$1,254,577.21				\$1,254,577.21	\$0.00	\$1,254,577.21
McCook Public Library District	\$555,474.52				\$555,474.52	(\$161,030.00)	\$394,444.52
Melrose Park Public Library	\$907,419.04				\$907,419.04	\$0.00	\$907,419.04
Messenger Public Library of North Aurora			\$1,729,424.83		\$1,729,424.83	\$0.00	\$1,729,424.83
Midlothian Public Library	\$1,263,198.54				\$1,263,198.54	\$0.00	\$1,263,198.54
Nancy L. McConathy Public Library District	\$310,251.98			\$100.00	\$310,351.98	(\$54,772.44)	\$255,579.54
North Riverside Public Library District	\$989,114.84				\$989,114.84	\$0.00	\$989,114.84
Northlake Public Library District	\$2,492,016.14				\$2,492,016.14	(\$633,600.00)	\$1,858,416.14
Oak Brook Public Library		\$941,675.00			\$941,675.00	\$0.00	\$941,675.00
Oak Lawn Public Library	\$5,722,161.57				\$5,722,161.57	(\$327,400.00)	\$5,394,761.57
Oak Park Public Library	\$9,526,329.65				\$9,526,329.65	(\$1,088,804.00)	\$8,437,525.65
Palos Heights Public Library	\$1,259,107.12				\$1,259,107.12	\$0.00	\$1,259,107.12
Palos Park Public Library	\$454,980.81				\$454,980.81	\$0.00	\$454,980.81
Park Forest Public Library	\$1,594,198.29			\$338,440.27	\$1,932,638.56	\$0.00	\$1,932,638.56
Prairie Trails Public Library District	\$1,831,743.86				\$1,831,743.86	\$0.00	\$1,831,743.86
Richton Park Public Library District	\$1,310,842.56				\$1,310,842.56	(\$422,587.50)	\$888,255.06
River Forest Public Library	\$1,243,856.07				\$1,243,856.07	\$0.00	\$1,243,856.07
River Grove Public Library District	\$423,527.02				\$423,527.02	\$0.00	\$423,527.02
Riverdale Public Library District	\$496,319.58				\$496,319.58	\$0.00	\$496,319.58
Riverside Public Library	\$1,081,578.33				\$1,081,578.33	\$0.00	\$1,081,578.33
St Charles Public Library District		\$563,043.90	\$7,303,711.62		\$7,866,755.52	\$0.00	\$7,866,755.52
Schiller Park Public Library	\$1,009,720.59				\$1,009,720.59	\$0.00	\$1,009,720.59
South Holland Public Library	\$2,013,927.55				\$2,013,927.55	\$0.00	\$2,013,927.55
Steger-South Chicago Heights Public Library District	\$290,186.04			\$130,398.20	\$420,584.24	(\$17,647.32)	\$402,936.92

**Chart 2: County Tax Payments for 2017  
SWAN FY21 Fee Chart**

Library Name	Cook County Treasurer Tax Year 2017	DuPage County Treasurer Tax Year 2017	Kane County Treasurer Tax Year 2017	Will County County Treasurer Tax Year 2017	Total Tax Revenue Issued	Bond Amount (Removed)	Public Library Tax Revenue Total
Stickney-Forest View Public Library District	\$1,190,200.89				\$1,190,200.89	\$0.00	<b>\$1,190,200.89</b>
Sugar Grove Public Library District			\$1,344,406.52		\$1,344,406.52	(\$721,150.00)	<b>\$623,256.52</b>
Summit Public Library District	\$844,633.27				\$844,633.27	(\$492,790.00)	<b>\$351,843.27</b>
Thomas Ford Memorial Library	\$1,371,741.12				\$1,371,741.12	\$0.00	<b>\$1,371,741.12</b>
Thornton Public Library	\$137,048.89				\$137,048.89	\$0.00	<b>\$137,048.89</b>
Tinley Park Public Library	\$4,289,767.52			\$1,349,302.52	\$5,639,070.04	(\$531,000.00)	<b>\$5,108,070.04</b>
Town and Country Public Library District			\$1,270,304.28		\$1,270,304.28	\$0.00	<b>\$1,270,304.28</b>
University Park Public Library District	\$9,350.09			\$537,416.62	\$546,766.71	\$0.00	<b>\$546,766.71</b>
Villa Park Public Library		\$2,946,779.94			\$2,946,779.94	\$0.00	<b>\$2,946,779.94</b>
West Chicago Public Library District		\$2,185,791.74			\$2,185,791.74	\$0.00	<b>\$2,185,791.74</b>
Westchester Public Library	\$1,246,287.88				\$1,246,287.88	\$0.00	<b>\$1,246,287.88</b>
Westmont Public Library		\$1,879,256.65			\$1,879,256.65	\$0.00	<b>\$1,879,256.65</b>
William Leonard Public Library District	\$185,832.65				\$185,832.65	\$0.00	<b>\$185,832.65</b>
Wood Dale Public Library District		\$2,382,017.81			\$2,382,017.81	\$0.00	<b>\$2,382,017.81</b>
Woodridge Public Library		\$3,451,541.49		\$252,186.48	\$3,703,727.97	\$0.00	<b>\$3,703,727.97</b>
Worth Public Library District	\$773,981.48				\$773,981.48	\$0.00	<b>\$773,981.48</b>

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY21 Fee Formula (2017)	End of Bond Date	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019
Acorn Public Library District	\$ 61,120	12/1/2029	\$ 61,605.00	\$ 61,380.00	\$ 61,120.00	\$ 60,825.00	\$ 61,495.00
Alsip-Merrionette Park Public Library District	\$ 585,450	12/15/2020	\$ 585,325.00	\$ 588,075.00	\$ 585,450.00	\$ 585,000.00	\$ 589,100.00
Batavia Public Library District	\$ 721,500	12/31/2018	\$ 708,500.00	\$ 726,975.00	\$ 721,500.00	\$ 715,575.00	\$ 726,150.00
Bedford Park Public Library District	\$ -						
Beecher Community Library District	\$ -						
Bellwood Public Library	\$ -						
Bensenville Community Public Library District	\$ -						
Berkeley Public Library	\$ -						
Berwyn Public Library	\$ -						
Bloomington Public Library	\$ -						
Blue Island Public Library	\$ -						
Bridgeview Public Library	\$ 258,463	12/1/2027	\$ 254,062.50	\$ 259,112.50	\$ 258,462.50	\$ 258,462.50	\$ 257,450.00
Broadview Public Library District	\$ 271,905	12/31/2033		\$ 222,702.50	\$ 271,905.00	\$ 268,305.00	\$ 269,705.00
Brookfield Public Library	\$ -						
Calumet City Public Library	\$ 100,000		\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Calumet Park Public Library	\$ -						
Carol Stream Public Library	\$ -						
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	\$ 617,829	1/31/2017	\$ 614,076.00	\$ 623,487.00	\$ 617,829.00		
Eisenhower Public Library District	\$ 665,899	6/15/2027	\$ 773,805.00	\$ 748,505.00	\$ 665,899.33	\$ 667,147.00	\$ 667,187.00
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	\$ 1,486,330	12/31/2037			\$ 1,486,330.00	\$ 651,690.00	\$ 651,340.00
Glen Ellyn Public Library	\$ 503,982		\$ 510,328.00	\$ 508,108.00	\$ 503,982.00		
Glenwood-Lynwood Public Library District	\$ 454,013	12/1/2030	\$ 454,912.50	\$ 454,512.50	\$ 454,012.50	\$ 458,412.50	\$ 452,612.50
Grande Prairie Public Library District	\$ -						
Green Hills Public Library District	\$ 350,000		\$ 335,000.00	\$ 335,000.00	\$ 350,000.00	\$ 355,000.00	\$ 365,000.00
Harvey Public Library District	\$ -						
Hillside Public Library	\$ -						
Hinsdale Public Library	\$ 216,612		\$ 199,582.00	\$ 209,712.00	\$ 216,612.00	\$ 223,312.00	\$ 229,812.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY21 Fee Formula (2017)	End of Bond Date	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019
Hodgkins Public Library District	\$ -						
Homewood Public Library District	\$ 140,350	4/1/2020	\$ 142,625.00	\$ 139,025.00	\$ 140,350.00	\$ 141,395.00	\$ 142,053.75
Indian Prairie Public Library District	\$ -						
Itasca Community Library	\$ 204,787	12/31/2023	\$ 206,476.00	\$ 205,738.00	\$ 204,787.00	\$ 203,625.00	\$ 202,250.00
Justice Public Library District	\$ -						
Kaneville Public Library District	\$ -						
La Grange Public Library	\$ 622,050	12/1/2024	\$ 627,850.00	\$ 627,550.00	\$ 622,050.00	\$ 626,450.00	\$ 625,550.00
LaGrange Park Public Library District	\$ -	12/16/2023				\$ 12,738.00	\$ 148,600.00
Lansing Public Library	\$ 186,625		\$ 191,425.00	\$ 191,787.50	\$ 186,625.00	\$ 185,900.00	\$ 184,500.00
Lyons Public Library	\$ 15,000		\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 262,600	1/1/2025	\$ 252,575.00	\$ 257,718.75	\$ 262,600.00	\$ 267,218.75	\$ 93,150.00
Matteson Area Public Library District	\$ -						
Maywood Public Library District	\$ -						
McCook Public Library District	\$ 161,030	12/15/2022	\$ 164,250.00	\$ 160,290.00	\$ 161,030.00	\$ 161,217.50	\$ 161,017.50
Melrose Park Public Library	\$ -						
Messenger Public Library of North Aurora	\$ -						
Midlothian Public Library	\$ -						
Nancy L. McConathy Public Library District	\$ 54,772			\$ 55,543.54	\$ 54,772.44	\$ 54,772.44	\$ 54,772.44
North Riverside Public Library District	\$ -						
Northlake Public Library District	\$ 633,600	12/31/2024	\$ 692,619.00	\$ 845,269.00	\$ 633,600.00	\$ 643,100.00	\$ 647,200.00
Oak Brook Public Library	\$ -						
Oak Lawn Public Library	\$ 327,400	12/31/2021	\$ 326,150.00	\$ 329,400.00	\$ 327,400.00	\$ 330,275.00	\$ 327,900.00
Oak Park Public Library	\$ 1,088,804	3/30/2021	\$ 3,067,594.00	\$ 2,594,238.00	\$ 1,088,804.00	\$ 1,069,345.03	\$ 1,075,733.95
Palos Heights Public Library	\$ -						
Palos Park Public Library	\$ -						
Park Forest Public Library	\$ -						
Prairie Trails Public Library District	\$ -						
Richton Park Public Library District	\$ 422,588	6/30/2033	\$ 423,187.50	\$ 423,087.50	\$ 422,587.50	\$ 422,187.50	\$ 422,187.50
River Forest Public Library	\$ -						
River Grove Public Library District	\$ -						
Riverdale Public Library District	\$ -						
Riverside Public Library	\$ -						
St Charles Public Library District	\$ -						
Schiller Park Public Library	\$ -						
South Holland Public Library	\$ -						
Steger-South Chicago Heights Public Library District	\$ 17,647	7/20/2021		\$ 8,823.66	\$ 17,647.32	\$ 17,647.32	\$ 17,647.32
Stickney-Forest View Public Library District	\$ -						
Sugar Grove Public Library District	\$ 721,150		\$ 678,550.00	\$ 702,950.00	\$ 721,150.00	\$ 743,300.00	\$ 764,250.00
Summit Public Library District	\$ 492,790			\$ 548,985.23	\$ 492,790.00	\$ 499,913.50	\$ 506,771.50
Thomas Ford Memorial Library	\$ -						

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY21 Fee Formula (2017)	End of Bond Date	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019
Thornton Public Library	\$ -						
Tinley Park Public Library	\$ 531,000	12/22/2022	\$ 517,400.00	\$ 522,200.00	\$ 531,000.00	\$ 533,600.00	\$ 535,200.00
Town and Country Public Library District	\$ -						
University Park Public Library District	\$ -						
Villa Park Public Library	\$ -	12/31/2035				\$ 393,400.00	\$ 387,400.00
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 (IBHE Profile), rounded to nearest 1,000 \* 2 [2017 data reported]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY21 Total
<b>National University of Health Sciences</b>	365	28,618	\$ 2,000	\$ 9,667	\$ 11,667
<b>Prairie State College</b>	4,164	46,264	\$ 8,000	\$ 15,333	\$ 23,333

### School Libraries

- 1) Student Population (Illinois Report Card), rounded to nearest 1000 \* 5 [2018-2019 Report Card data]
- 2) Building Location/Branch Fee \$2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY21 Total
<b>Bensenville School District #2</b>	2,218	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	FY21 Total
<b>Morton Arboretum</b>	1	23,534	\$ 2,500	\$ 10,000	\$ 12,500
<b>The Theosophical Society in America</b>	1	29,044	\$ 2,500	\$ 10,000	\$ 12,500