

# SWAN BOARD MEETING AGENDA

December 18, 2020 9:30 a.m.

Online Meeting

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

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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 December 18, 2020 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 18, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, November (Exhibit pgs. 3-9)
  - a. Balance sheet and detail of expenditures for November 2020
  - b. Approval of the payment of bills for November 1, 2020 through November 30, 2020 in the amount of \$68,749.56

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 30, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR NOVEMBER 2020

5. Action Item – Acceptance of the November 20, 2020 SWAN Board Meeting Minutes (Exhibit pgs. 10-13)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 20, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports
  - a. Board President Report
  - b. Executive Director Report (Exhibit pgs. 14-19)

- c. Operations Report (Exhibit pgs. 20-34)
  - d. Treasurer Report
  - e. Board Calendar(Exhibit pgs. 35-36)
7. Discussion Item – RAILS LLSAP FY22 funding
  8. Discussion Item – EBSCO group-purchase year-2 renewal (Exhibit pgs. 37-53)
  9. Discussion Item – SWAN Fiscal Year 2022 draft budget (Exhibit pgs. 54-91)
  10. Action Item – Approve RAILS LLSAP FY22 funding agreement (Exhibit pgs. 92-106)
  11. Adjournment

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

<b>SWAN Board Member</b>	<b>Library</b>	<b>Office</b>	<b>Term Expires</b>
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library		July 1, 2023
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library	Secretary	July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Treasurer	July 1, 2022
Jesse Blazek	Palos Heights Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

**SWAN Library Services  
Balance Sheet  
As of November 30, 2020**

	<b>Balance End of Month</b>
<b>ASSETS</b>	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	\$ 847,065.25
Hinsdale Bank - MM - 5010	991,771.48
Propay Funds	\$ 42.86
Total Cash and Cash Equivalents	\$ 1,838,879.59
 Current Assets	
Accounts Receivable	40,092.56
REINT Receivable	-
Other Receivables	10,781.50
Deposits	23,467.08
Prepaid Expenses	218,537.12
Spares Inventory	1,732.50
Total Current Assets	\$ 294,610.76
 Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(342,977.33)
Total Capital Assets, net	\$ 24,801.53
 Total Assets	\$ 2,158,291.88
<b>LIABILITIES</b>	
Current Liabilities	
Accrued Liabilities	\$ 19,909.99
Deferred Revenue	1,819.50
Deferred Revenue - MAGIC Fee Supplement Grant	143,727.50
Accrued Payroll	31,748.60
Federal Income Taxes Payable	10,635.32
Retirement Payable	4,508.87
Dental Insurance Payable	720.30
Life X Payable	199.08
Medical Insurance Payable	10,931.19
Vision Insurance Payable	134.22
Compensated Absences	101,725.72
Lease Payable	46,247.39
Total Current Liabilities	\$ 372,307.68
 Long Term Liabilities	
Total Liabilities	\$ 372,307.68
<b>FUND BALANCE</b>	
Beginning Net Assets	
Unrestricted	2,060,444.23
Total Beginning Net Assets	2,060,444.23
Current YTD Net Income	(274,460.03)
Total Fund Balance	1,785,984.20
Total Liabilities and Fund Balances	\$ 2,158,291.88

**Statement of Revenue and Expenses**  
**For the 5 Months Ended November 30, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
<b>Revenue</b>					
4000 - Membership Fees	\$250,616.56	\$1,314,109.81	\$2,851,863.00	\$ 1,537,753.19	46.08%
4100 - Membership Reimbursements	38,332.94	216,525.94	435,394.00	218,868.06	49.73%
4200 - Reimbursement for Losses	9,606.23	17,450.81	900.00	(16,550.81)	1,938.98%
4300 - Grant Revenue	-	281,009.00	623,518.00	342,509.00	45.07%
4400 - Registration & Event Receipts	-	-	7,600.00	7,600.00	0.00%
4500 - Investment & Interest	76.05	667.43	37,000.00	36,332.57	1.80%
4600 - Reserve Fund Transfer	-	-	62,379.00	62,379.00	0.00%
<b>Total Revenue</b>	<u>298,631.78</u>	<u>1,829,762.99</u>	<u>4,018,654.00</u>	<u>2,188,891.01</u>	<u>45.53%</u>
<b>Expenses</b>					
5000 - Salaries & Wages	106,096.52	584,683.95	1,546,800.00	962,116.05	37.80%
5020 - Personnel Benefits	40,951.72	210,772.54	516,200.00	305,427.46	40.83%
5100 - Building & Grounds	9,928.23	62,074.63	123,304.00	61,229.37	50.34%
5200 - Professional Development	125.00	7,301.30	24,800.00	17,498.70	29.44%
5300 - Membership Development	2,915.69	3,159.00	9,400.00	6,241.00	33.61%
5400 - Information & Technology Services	57,604.98	728,724.15	1,133,700.00	404,975.85	64.28%
5500 - General Office	181.72	683.21	5,300.00	4,616.79	12.89%
5600 - Hardware & Equipment	204.85	2,905.23	81,700.00	78,794.77	3.56%
5700 - Insurance	778.33	13,192.97	9,200.00	(3,992.97)	143.40%
5800 - Contractual Services	19,427.78	42,248.36	139,210.00	96,961.64	30.35%
5900 - Library Materials & Content	-	446,775.94	425,000.00	(21,775.94)	105.12%
6000 - Interest & Fees	467.35	1,701.74	4,040.00	2,338.26	42.12%
<b>Total Expenses</b>	<u>238,682.17</u>	<u>2,104,223.02</u>	<u>4,018,654.00</u>	<u>1,914,430.98</u>	<u>52.36%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 59,949.61</u>	<u>\$ (274,460.03)</u>	<u>\$ 0.00</u>	<u>\$ 274,460.03</u>	

**Statement of Revenue and Expenses**  
**For the 5 Months Ended November 30, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
<b>Revenue</b>					
4010 - SWAN Full Membership Fees	\$ 250,616.56	\$ 1,314,109.81	\$ 2,851,863.00	\$ 1,537,753.19	46.08%
4110 - Member One-Time Project Receipts	0.00	0.00	14,000.00	14,000.00	0.00%
4190 - Member Group Purchase Receipts	38,332.94	216,525.94	421,394.00	204,868.06	51.38%
4220 - Reimbursement Losses for Resource Sharing	9,606.23	17,450.81	0.00	(17,450.81)	0.00%
4230 - Collection Agency Fees	0.00	0.00	900.00	900.00	0.00%
4310 - RAILS Support to SWAN	0.00	281,009.00	562,018.00	281,009.00	50.00%
4320 - Other Grant Revenue	0.00	0.00	61,500.00	61,500.00	0.00%
4499 - Annual Conference Receipts	0.00	0.00	7,600.00	7,600.00	0.00%
4510 - Interest Income	76.05	667.43	37,000.00	36,332.57	1.80%
4600 - Reserve Fund Transfer	0.00	0.00	62,379.00	62,379.00	0.00%
<b>Total Revenue</b>	<u>298,631.78</u>	<u>1,829,762.99</u>	<u>4,018,654.00</u>	<u>2,188,891.01</u>	<u>45.53%</u>
<b>Expenses</b>					
5000 - Salaries & Wages	106,096.52	584,683.95	1,546,800.00	962,116.05	37.80%
5021 - FICA Expense	7,693.72	42,627.32	118,400.00	75,772.68	36.00%
5022 - State Unemployment Insurance	0.00	8,930.00	0.00	(8,930.00)	0.00%
5023 - Worker's Compensation	298.92	4,976.07	3,000.00	(1,976.07)	165.87%
5024 - Retirement Benefits	10,430.02	51,313.99	140,900.00	89,586.01	36.42%
5025 - Health, Dental, Life And Disability Insurance	22,529.06	102,815.16	246,300.00	143,484.84	41.74%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	0.00	110.00	5,100.00	4,990.00	2.16%
5110 - Rent/Lease	9,175.37	55,052.22	105,904.00	50,851.78	51.98%
5120 - Utilities	289.11	3,211.69	6,400.00	3,188.31	50.18%
5130 - Property Insurance	138.75	2,333.72	1,500.00	(833.72)	155.58%
5140 - Repairs & Maintenance	0.00	177.00	1,300.00	1,123.00	13.62%
5150 - Custodial Service & Supplies	325.00	1,300.00	8,100.00	6,800.00	16.05%
5190 - Other Building Maintenance	0.00	0.00	100.00	100.00	0.00%
5210 - Conference Travel	0.00	0.00	11,000.00	11,000.00	0.00%
5220 - Staff Meetings	0.00	0.00	600.00	600.00	0.00%
5230 - Staff Professional Development	0.00	4,569.00	5,400.00	831.00	84.61%
5240 - Professional Association Membership Dues	125.00	548.00	2,500.00	1,952.00	21.92%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	2,184.30	4,500.00	2,315.70	48.54%
5310 - Travel Reimbursement	0.00	243.31	2,800.00	2,556.69	8.69%
5320 - Membership Meetings	0.00	0.00	2,900.00	2,900.00	0.00%
5350 - Marketing & Promotional Material	2,615.69	2,615.69	1,200.00	(1,415.69)	217.97%
5399 - Annual Conference	300.00	300.00	2,500.00	2,200.00	12.00%
5410 - Infrastructure Licensing	2,778.55	25,257.39	42,000.00	16,742.61	60.14%
5420 - Application Software Licensing	404.27	11,210.56	18,400.00	7,189.44	60.93%
5430 - Server Software Licensing	129.84	649.20	13,900.00	13,250.80	4.67%
5440 - Library Services Platform	45,241.41	607,715.49	927,200.00	319,484.51	65.54%
5450 - Data Management Services	4,062.00	10,062.58	27,500.00	17,437.42	36.59%
5460 - Information Subscription Service	2,965.91	63,227.55	74,600.00	11,372.45	84.76%
5470 - Subscription Support Services	0.00	1,392.14	10,100.00	8,707.86	13.78%
5480 - Telecommunications	2,023.00	9,209.24	19,400.00	10,190.76	47.47%
5490 - Group Purchases - Services	0.00	0.00	600.00	600.00	0.00%
5510 - Office Supplies	181.72	512.62	4,000.00	3,487.38	12.82%
5520 - Postage	0.00	170.59	900.00	729.41	18.95%
5599 - Annual Conference Supplies	0.00	0.00	400.00	400.00	0.00%
5610 - Equipment Rental/Maintenance	204.85	1,387.95	3,700.00	2,312.05	37.51%
5620 - Hardware	0.00	82.28	63,200.00	63,117.72	0.13%
5690 - Group Purchases - Hardware	0.00	1,435.00	14,800.00	13,365.00	9.70%

**Statement of Revenue and Expenses**  
**For the 5 Months Ended November 30, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
5700 - Insurance	778.33	13,192.97	9,200.00	(3,992.97)	143.40%
5810 - Legal	0.00	848.00	5,000.00	4,152.00	16.96%
5820 - Accounting	6,092.50	15,518.24	20,610.00	5,091.76	75.29%
5830 - Consulting	336.67	683.35	5,000.00	4,316.65	13.67%
5840 - Payroll Service Fees	249.10	1,348.45	3,900.00	2,551.55	34.58%
5850 - Contractual Agreements	12,275.00	12,275.00	56,500.00	44,225.00	21.73%
5860 - Notification & Collection	474.51	11,325.32	35,300.00	23,974.68	32.08%
5870 - Recruitment	0.00	250.00	900.00	650.00	27.78%
5899 - Annual Conference Facility Contract	0.00	0.00	12,000.00	12,000.00	0.00%
5910 - Print Materials	0.00	5,001.49	5,000.00	(1.49)	100.03%
5920 - Reimburse for Resource Sharing	0.00	19,036.25	0.00	(19,036.25)	0.00%
5930 - Electronic Resources	0.00	1,059.89	0.00	(1,059.89)	0.00%
5990 - Group Purchases - Content	0.00	421,678.31	420,000.00	(1,678.31)	100.40%
6010 - Bank Fees	464.25	1,698.64	3,700.00	2,001.36	45.91%
6020 - Merchant Account Fees	3.10	3.10	40.00	36.90	7.75%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
<b>Total Expenses</b>	<u>238,682.17</u>	<u>2,104,223.02</u>	<u>4,018,654.00</u>	<u>1,914,430.98</u>	<u>52.36%</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ 59,949.61</u>	 <u>\$ (274,460.03)</u>	 <u>\$ 0.00</u>	 <u>\$ 274,460.03</u>	

## SWAN Library Services

### Check Register

All Bank Accounts

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Comcast				8167	11/18/20	<u>1,260.00</u>
5480	Telecommunications	Acct. # 708660136	1,260.00			
ComEd				8168	11/18/20	<u>217.67</u>
5120	Utilities	Acct # 7347559092 10/15-11/16	217.67			
EBSCO Information Services				8169	11/18/20	<u>5,250.00</u>
5440	Library Services Platform	Open Athens, EBSCO, set up fees for 3 new libraries, invoice # 1000139875-1	3,750.00			
5460	Information Subscription Service	Novelist for 3 new libraries, invoice # 1000139875-1	1,500.00			
Employee Benefits Corporation				8170	11/18/20	<u>250.00</u>
5830	Consulting	Yearly non-discrimination census processing, invoice # 3073809	250.00			
LIMRiCC				8171	11/18/20	<u>21,441.32</u>
5025	Health, Dental, Life And Disability Insurance	November Health, Dental, Life, Vision	21,441.32			
Marcive, Inc.				8172	11/18/20	<u>364.50</u>
5450	Data Management Services	authority processing, invoice # 391528	364.50			
Nicor Gas				8173	11/18/20	<u>71.44</u>
5120	Utilities	Acct. # 57-44-18-6411 3, 10/13-11/13	71.44			
Reaching Across Illinois Library System				8174	11/18/20	<u>3,697.50</u>
5450	Data Management Services	RDA Toolkit- 7/1/20 to 6/30/21 - 4 users - invoice # 6976	3,697.50			
Reaching Across Illinois Library System				8175	11/18/20	<u>592.50</u>
5820	Accounting	October charges for transition- Invoice # 7395	592.50			
Reliance Standard Life Insurance Co.				8176	11/18/20	<u>913.35</u>
5025	Health, Dental, Life And Disability Insurance	LTD, STD December	913.35			

## SWAN Library Services

### Check Register

All Bank Accounts

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Unique Integrated Communications, Inc.				8177	11/18/20	<u>474.51</u>
5860	Notification & Collection	Invoice # 597022 October notice printing	474.51			
Wellness Insurance Network-WIN				8178	11/18/20	<u>174.39</u>
5025	Health, Dental, Life And Disability Insurance	Life Insurance - November	174.39			
ICMA Retirement Corporation				8179	11/19/20	<u>250.00</u>
5024	Retirement Benefits	10/1/20-12/31/20 retirement benefit plan	250.00			
Genesis Technologies, Inc.				50034	11/19/20	<u>128.35</u>
5610	Equipment Rental/Maintenance	Monthly charges	128.35			
BYWater Solutions				50035	11/23/20	<u>12,275.00</u>
5850	Contractual Agreements	BYWater Solutions, ASPEN 2nd & final pymt. Invoice # 5443	12,275.00			
Quail Ridge Drive Investors, LLC				50036	11/30/20	<u>9,175.37</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - December 2020, Invoice #320129	9,175.37			
T.A. Systems Inc.				50037	11/30/20	<u>325.00</u>
5150	Custodial Service & Supplies	T.A. Systems Inc. Oct. cleaning Invoice # 48501	325.00			
Lauterbach & Amen, LLP				50039	11/24/20	<u>5,500.00</u>
5820	Accounting	Lauterbach & Amen, LLP Invoice for audit FY20 Invoice # 50857	5,500.00			
First Bankcard				50040	11/14/20	<u>6,388.66</u>
5240	Professional Association Membership Dues	ILA - Aaon 10/1	125.00			
5350	Marketing & Promotional Material	SWAN 100 Welcome Ktis- VistaPrint 9/18	1,147.50			
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - Collage.com 9/19	116.84			
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - Amazon 9/22	42.94			
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - Amazon 9/23	89.67			
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - Office Max 9/23	148.32			



## SWAN Library Services

### Check Register

All Bank Accounts

November 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - MY M&M 9/24	500.87			
5350	Marketing & Promotional Material	SWAN 100 Welcome Kits - cardsandbanners 10/2	569.55			
5399	Annual Conference	ILA - Scott 10/14	150.00			
5399	Annual Conference	ILA - Rudy 10/14	150.00			
5410	Infrastructure Licensing	payment 10/1	-5,000.00			
5410	Infrastructure Licensing	microsoft premium 10/3	18.00			
5410	Infrastructure Licensing	microsoft basic 10/3	24.00			
5410	Infrastructure Licensing	sendgrid 10/5	324.07			
5410	Infrastructure Licensing	adobe acropro sub. 10/14	3,926.11			
5410	Infrastructure Licensing	microsoft 10/16	172.55			
5410	Infrastructure Licensing	logmein 10/17	113.99			
5410	Infrastructure Licensing	logmein 9/17	-24.71			
5410	Infrastructure Licensing	logmein 9/17	-314.38			
5410	Infrastructure Licensing	microsoft pf sense 9/19	178.31			
5410	Infrastructure Licensing	microsoft support 9/20	100.00			
5410	Infrastructure Licensing	microsoft pay as you go 9/20	3,060.26			
5410	Infrastructure Licensing	logmein 9/20	103.63			
5410	Infrastructure Licensing	grasshopper - 9/25	44.64			
5420	Application Software Licensing	mailchimp 10/10	37.18			
5480	Telecommunications	skype 10/4	288.00			
5510	Office Supplies	2 gift cards - amazon - usability testing 10/1	30.00			
5510	Office Supplies	amazon order for refrig. filter 10/4	37.51			
5510	Office Supplies	SWAN business envelopes 10/6	114.21			
5610	Equipment Rental/Maintenance	Genesis monthly service 9/25	76.50			
6010	Bank Fees	9/28	35.00			
6020	Merchant Account Fees	propay - Roselle 10/2	1.03			
6020	Merchant Account Fees	propay - Warrentville 10/2	1.05			
6020	Merchant Account Fees	Glenside - 10/2	1.02			

**Check List Total** 68,749.56

# SWAN Board Meeting Minutes

November 20, 2020 9:30 a.m.  
Online Meeting  
Per Illinois Public Act 101-0640  
Meeting recording

## 1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:33 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Dawn Bussey
- d. Jennifer Cottrill
- e. Jane Jenkins
- f. Julie Milavec
- g. Stacy Wittmann

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director  
Dawne Tortorella, SWAN Assistant Director  
Ginny Blake, SWAN Business Manager

No public comment

## 3. Action Item

Acceptance of November 20, 2020 SWAN Board Meeting Agenda

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE NOVEMBER 20, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

## 4. Action Item

Approval of SWAN Financials, October 2020

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR OCTOBER 1, 2020 THRU OCTOBER 31, 2020 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR OCTOBER 2020 AS PRESENTED

Motion carried by roll call vote with the following results:  
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

Skog noted that these reports reflect the FY20 audit. Some lines are over budget, but Skog is looking into and will see these balance out.

## 5. Action Item

Acceptance of the October 16, 2020 Board Meeting Minutes

Cottrill moved, seconded by Wittmann that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE OCTOBER 16, 2020 SWAN BOARD MEETING AS PRESENTED

Motion carried by roll call vote with the following results:  
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

## 6. Reports

### a. **Board President Report**

Bodewes would like to thank SWAN employees again for their excellent responses and dedicated work during this time.

### b. **Executive Report**

The FY20 audit is complete. There are several to-do items on the list which SWAN will keep an eye on and discuss when necessary. The FY22 budget was discussed with the addition of two new expenses: Niche Academy and KitKeeper. The highlights for the budget were explained more in detail. The LLSAP FY22 Grant Award was discussed with a suggestion to have RAILS explain/discuss the changes. The EBSCO renewal increase for FY22 will be coming in higher than last year due to the new three libraries added, with 3% increase at work case scenario.

### **Operations Report**

The SWAN100 project will be live on SWAN by beginning of December. A summary of trends would be nice to show at the Quarterly Meetings. Tortorella will work on putting together graphs for each library. "Holds" are holding steady. The new libraries will be using BLUEcloud Acquisition in a hybrid approach. SWAN is expecting to see a big jump in tickets in the next reporting cycle due to the recent set of closures. The Aspen Pilot is underway. SWAN had 13-14 libraries apply and will be selecting 5-7 for the pilot.

### **Board Calendar**

One outstanding action item for closed session minutes six-month review.

**7. Action Item**

Approve the SWAN Board and Membership meeting schedule for 2021

RESOLVED, THAT THE SWAN BOARD APPROVED THE SWAN BOARD AND MEMBERSHIP MEETING SCHEDULE FOR 2021

Cottrill moved, seconded by Wittmann that it be.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

**8. Action Item**

Acceptance of the SWAN Fiscal Year 2020 financial audit

RESOLVED, THAT THE SWAN BOARD APPROVED THE SWAN FISCAL YEAR 2020 FINANCIAL AUDIT

Cottrill moved, seconded by Wittmann that it be.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

**9. Discussion Item**

SWAN Fiscal Year 2022 draft budget

Skog and Bussey worked on the budget with a few adjustments to keep budget lines within the amount being spent. Skog continued to breakdown the budget highlights: Three new libraries, Aspen Discovery, Niche Academy and Kitkeeper. He also discussed the general ledger lines with some explanations on changes, etc. The Budget Summary was discussed with the December Board meeting as a time to discuss and complete the budget for the COW Meeting February 2021. The SWAN Reserves fee charts were explained by Skog as well.

**Discussion Item**

SWAN December 3, 2020 Quarterly meeting agenda

The draft agenda was discussed with a few additions/changes.

**Adjournment**

Board meeting adjourned at 10:49 a.m.

Cottrill moved, seconded by Wittmann that it be

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Julie Milavec

Board Secretary

DRAFT

# SWAN Executive Director Report

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*December 18, 2020*

## Update on Activities

### **New Director's Orientation**

I have scheduled an orientation for new library directors to learn about all things SWAN. This is actually an overview that any member library director could attend to learn about what SWAN membership includes, how resource sharing works, and how to stay involved in any SWAN activities.

<https://librarylearning.org/event/2021-02-18/swan-directors-orientation#main-content>

### **Locker Panel Discussion**

I will be facilitating a panel discussion with three library staff on the use of lockers in libraries for retrieval of requested items.

<https://librarylearning.org/event/2021-01-07/swan-library-locker-panel-discussion>

## SWAN FY22 Budget

The second draft of the SWAN budget is included for your review. We will have one more opportunity to finalize the budget at the January meeting.

### **FY22 budget second draft highlights**

- Net revenue for 3 new libraries: expenses for the addition of new libraries is \$52,931 and the estimated membership fees for the three libraries is \$105,130 which nets \$52,199 additional revenue to SWAN
- Aspen Discovery support expense of \$85,000 taken from SWAN reserves
- No increase to personnel salary expense line, but leaves room for an additional full-time position of web-developer (currently on hold)
- Lowered the 5025 Health, Dental, Life & Disability Insurance due to the switch within LIMRiCC from BlueCross BlueShield to Aetna. There had been an anticipated 10% increase for 6 months in the prior budget
- Reduced travel, and annual conference (SWAN Expo) lines
- Increase of \$6,000 within the 5410 Infrastructure Licensing to accommodate additional Microsoft Azure usage due to Aspen and other services we anticipate for FY22
- Unique Management notice printing expense of \$21,600 is lower for FY22 by \$12,800 based on the prior 12 months printing expenses pre-pandemic
- Flood insurance for SWAN equipment in the RAILS datacenter is eliminated as there will no longer be any active equipment at that address, which lowers the property insurance by \$1,600

**Niche Academy**

Niche Academy service is a year-to-year subscription of online tutorials and learning tools for public library users. The tools are already in use at 18 SWAN member libraries and comes highly recommended. SWAN's Niche Academy subscription would allow embedded widgets and tutorials into the SWAN catalog and [www.swanlibraries.net](http://www.swanlibraries.net) patron help site. These tutorials will assist library users from all SWAN member libraries in EBSCO databases, SWAN catalog, mobile app, and other targeted tutorials for commonly shared resources. This subscription would not affect existing Niche Academy library subscriptions. Niche Academy pricing is based on population. SWAN's library service population would be \$12,000 annually.

**KitKeeper**

KitKeeper is an online subscription through Plymouth Rocket that will help member libraries better manage book club kit reservations and share those kits throughout the SWAN membership. KitKeeper will be managed as a group-purchase for participating member libraries at \$25 per library.

**Book Club Kits**

The opportunity with KitKeeper is to create shared book club kits among member libraries. The pilot with Baker & Taylor ordering of best seller rental copies last year will transition to a pilot with book club material. The 5910 Print Materials budget line will allocate \$5,000 towards this project.

**Voice Notification Replacement**

The FY22 budget includes a recommended replacement of the SirsiDynix Voice Automation (SVA) system that has already reached end-of-life (acquired in 2015). Rather than put in place another on-premise server, we are recommending a contractual arrangement with Unique Management to perform voice notification to library patrons. This will cost \$15,000 in FY22 and we expect this to be slightly lower in FY23 around \$14,500.

**Remaining budget work**

If the EBSCO year-2 renewal does not move forward, it would not make sense to retain Niche Academy in the FY22 budget.

## LLSAP FY22 Grant Award

The SWAN Quarterly meeting on December 3<sup>rd</sup> allowed the SWAN Board and membership the opportunity to ask RAILS Executive Director Dee Brennan and Anne Slaughter questions about the funding formula and SWAN's decrease for FY22. This is a repeat of information shared last month in my report for the discussion item on this month's agenda.

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

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

<b>Fiscal Year</b>	<b>LLSAP Funding to SWAN</b>	<b>SWAN Size</b>	<b>SWAN Budget</b>	<b>Percentage of LLSAP Funding of SWAN Total Budget</b>
FY22 draft	\$522,691	100	\$3,586,354	15%
FY21	\$562,018	97	\$3,188,514	18%
FY20	\$524,679	97	\$3,371,976	16%
FY19	\$598,985	97	\$3,114,401	19%
FY18	\$505,842	78	\$2,806,050	18%
FY17	\$472,000	78	\$2,511,764	19%

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

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



## Board Considerations

### **SWAN Committee of the Whole**

I propose this meeting date be held on Tuesday, February 9, 2021 at 10am as an online meeting with library directors and administrators to review the proposed budget and discuss the EBSCO year-2 renewal.

### Monthly Financial Report

This month would be 42% of the budgeted revenue and expenses. SWAN's financial are presented in a cash basis for this current fiscal year 2021. Monthly reports from years prior were presented on accrual basis. Lauterbach & Amen's advice on this change was that GASB requires SWAN to present its fiscal audit on an accrual basis, but that does not actually mean the monthly financial reports would also need to follow the same accrual presentation.

### **Accounts Receivable Update: November 2020**

4010 - SWAN Full Membership Fees: the second quarter invoices were sent out in October. We are near 50% revenue for this line as expected. We have outstanding membership fee invoices in accounts receivable for Calumet Park, Glen Ellyn, Harvey, Lyons, North Riverside, Palos Park, Schiller Park, Steger-South Chicago Heights, Thomas Ford, and William Leonard)

4220 - Reimbursement Losses for Resource Sharing: the invoices issued in July as part of the SWAN-to-SWAN member library for lost and paid material are recorded in this line. This line will offset against the 5920 Reimburse for Resource Sharing expense line. We do not have a budget amount for this line in FY21.

4310 – RAILS Support to SWAN: the second payment to SWAN was received in October, so this line is now precisely at 50%.

4510 – Interest Income: SWAN's Money Market is performing very poorly due to the economic downturn. The interest revenue is only at 1.8% where it would have been expected to be 42%.

4600 – Reserve Fund Transfer: the activity in this line reflects the joining fee paid by Glenside, Roselle, and Warrenville as a reserve fund contribution. This line was not budgeted for, so it will appear as additional revenue.

### **Accounts Payable Update: November 2020**

5023 – Worker's Compensation: this line is over the budgeted amount for two reasons. The first is that our full payment for FY21 was made in September at \$3,587 for the renewal of October 1, 2020 through September 30, 2021. The second reason is there are 3 months of pre-paid worker's compensation insurance expenses from the prior year that was recorded in October. This will be adjusted at the end of

the fiscal year to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses. We will just have to live with this line being overbudget for now.

5110 – Rent/Lease: the expenses in this line reflect 6 months of rent payments, even though we are only 5 months into this budget.

5130 – Property Insurance: this line is temporarily over budget. As noted in the introduction above, this will be adjusted next month to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses.

5230 – Staff Professional Development: recent expenses include HR Source’s “boot camp” that was a three-day training session we requested SWAN’s three managers attend.

5350 – Marketing & Promotional Material: the SWAN100 project expenses for providing the three incoming libraries printed bookmarks, signage, and some library staff stress kits is recorded in November’s expenses and it listed in the check register.

5440 – Library Services Platform: November activity includes an EBSCO Discovery Service, and OpenAthens payment and one-time setup for the three new libraries.

5460 - Information Subscription Service budget line is 84.76% spent as the EBSCO subscription to Novelist Select is fully recorded in this budget line. November has the \$1,500 payment to add Novelist Select licensing for the three new libraries.

5620 – Hardware: the staff replacement of laptops will begin to have activity in December. The laptops and peripherals have been ordered, and they will be switched out early next year.

5690 – Group Purchases Hardware: the budgeted \$14,000 for EMV/”chip & PIN” devices for libraries to replace the ProPay magnetic swipes has yet to be spent as no device has been released.

5700 – Insurance budget line records the business and liability insurance covered by Hartford and Travelers insurance. This line is the full year’s expense for SWAN. However, 3 months of FY20 pre-paid expenses have been recorded in this line as part of the fiscal close for FY20. This will be adjusted at the end of the fiscal year to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses. We will just have to live with this line being overbudget for now.

5820 – Accounting: the financial audit was completed by Lauterbach & Amen and the \$5,500 payment is reflected in this month’s report and is listed on the check register. This line also is where the RAILS Finance total expenses of \$3,850.45 charged to SWAN in support provided in support of the FY20 audit during the July – November 2020 months. Lauterbach’s monthly expense to SWAN is \$1,005 which is a 5-month total of \$5,025.

5850 – Contractual Agreements: the second \$12,275 payment to ByWater Solutions for development and support of the Aspen Discovery pilot is recorded in this line and is reflected in the November check register.

5910 - Print Materials budget line is 99% spent as the Baker & Taylor rental collection pilot project is underway and fully funded for FY21.

5920 Reimburse for Resource Sharing: the expenses for this budget line are part of the SWAN-to-SWAN member library for lost and paid material. This line will offset against the 4220 Reimbursement Losses for Resource Sharing revenue line.

# Operations Report: December 2020

## Member Engagement – All Staff

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

## Site Visits, Training, and Networking

During the past reporting period (November 17<sup>th</sup>- December 14<sup>th</sup>) SWAN100 project training and meetings required “all hands-on deck” during the week of December 7th. Note, more SWAN staff attended events but due to online meeting, attendance is not fully reflected. Staff presenting and primarily involved in facilitation are acknowledged.

Date	Event Name	Attendees	Teams Represented	Topic
11/17/2020	SWAN Fireside Chat #20	Aaron, Dawne, Tara, Robin, Steven	Admin, Bib Srvs, IT, UX	Member meeting
11/18/2020	Circulation Advisory	Crystal, Sam	UX, Bib Srvs	Member meeting
11/18/2020	Training: SWAN100 BLUEcloud Acquisitions	Sam, Scott, Vickie, Claudia, Dawne	Bib Srvs	New member project
11/19/2020	Public Service Users	Crystal, Helen	UX, Admin	Member meeting
Mondays 11/23 - 12/14/2020	SWAN100 Weekly Project Mtg	Dawne, Steven, Scott, Sam, Aaron (+others)	Admin, Bib Srvs, IT	New member project
11/20/2020	Training: Serials Control	Claudia, Scott, Sam	Bib Srvs	Training
11/25/2020	SWAN100 Office Hours	Dawne, Sam, Vickie	Admin, Bib Srvs, IT	New member project
11/30/2020	SWAN100 Pre-Flight Planning Meeting	Aaron, Dawne, Steven, Scott, Sam (+others)	Admin, Bib Srvs, IT, UX	New member project
12/2/2020	BLUEcloud Acquisitions Consultation (Glenside)	Sam, Scott, Claudia, Diane	Bib Srvs	New member project
12/2/2020	Training: SWAN100 Offline	Ian, Steven	IT	New member project
12/3/2020	BLUEcloud Acquisitions Consultation (Warrenville)	Sam, Scott, Claudia, Diane	Bib Srvs	New member project
12/3/2020	SWAN Quarterly	Aaron, Dawne, Tara, Steven, Scott, Robin	Admin, Bib Srvs, IT, UX	Governance
12/4/2020	BLUEcloud Acquisitions Consultation (Roselle)	Sam, Scott, Claudia, Diane	Bib Srvs	New member project
12/4/2020	SWAN100 Check-in - Patron Load	Dawne, Steven, Scott, Sam, Aaron (+others)	Admin, Bib Srvs, IT, UX	New member project
12/9 - 12/13/2020	SWAN100 - GO LIVE	All Staff	All	New member project

12/9 - 12/11/2020	SWAN100 Onsite Consultation (Glenside, Roselle, Warrenville)	Dave, Dawne, Michael	IT, Admin	New member project
12/14/2020	Aspen Pilot: Project Kick-Off	Tara, Scott, Crystal, Robin	UX, Bib Srvs	Research & Development

## Research & Development, Vendor Engagement

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

Date	Event Name	Attendees	Teams Represented	Topic
Tuesdays:				
11/17 - 12/8/2020	ByWater - Aspen weekly pilot check-in	Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin	UX, Admin, IT, Bib Srvs	Research & Development
Mondays:				
11/23 - 12/14/2020	SWAN100 Project Meeting with SirsiDynix	Aaron, Dawne, Steven, Scott, Sam	Admin, UX, IT, Bib Srvs	New Member Vendor Relationship
12/3/2020	OCLC Group Services	Aaron, Dawne	Admin	Vendor Relationship

## SWAN Assistant Director (Dawne Tortorella)

### SWAN100 LIVE!!!

Glenside Public Library District, Roselle Public Library District, and Warrenville Public Library District are all live on SWAN as of Wednesday, December 9<sup>th</sup>. Special thanks to all the staff from our new libraries for their attention to detail and hard work during the past 9 months. We had our first project planning meeting on site at Roselle Public Library District on Friday, March 13<sup>th</sup>. And we all know how our lives were changed immediately on that day as COVID shutdowns began.

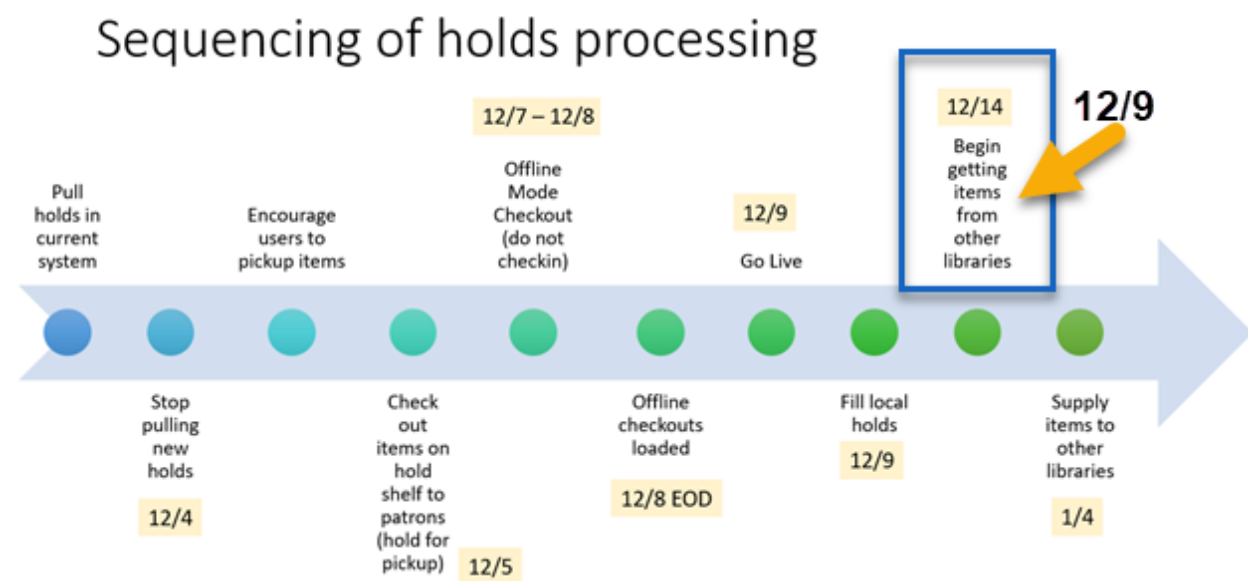
SWAN staff modified migration plans to facilitate a complete online consultation, training, and support structure for this project. After approximately 100 online meetings and training sessions, we capped off the migration week with Dave Pacin, Michael Szarmach, and Dawne Tortorella being onsite at Glenside, Warrenville, and Roselle. We'd like to say we finally got to see the faces we had come to know over the past months, but fortunately we were all masked!

The entire SWAN team facilitated ongoing virtual support rooms where staff could drop in with questions, screen share, and dig into data issues together. Kudos to the exceptional core SWAN team - Scott Brandwein, Samantha Dietel, Steven Schlewitt, and Dawne Tortorella, all SWAN staff, our new library colleagues, and the SirsiDynix project and data teams for making this a memorable and smooth migration.

### *Holds management for SWAN100*

It felt like Christmas as the SWAN library deliveries started arriving on the Go Live day, about 5 days earlier than expected.

Staff at our new libraries quickly adjusted to the influx and managed to process all incoming materials as well as pulling material for the hold shelves/curbside pick-up. Curbside processing differences amongst libraries presented additional modified work processes that staff were quick to learn. The value of resource sharing with 100 libraries was readily apparent!



#### Item and user count for SWAN100

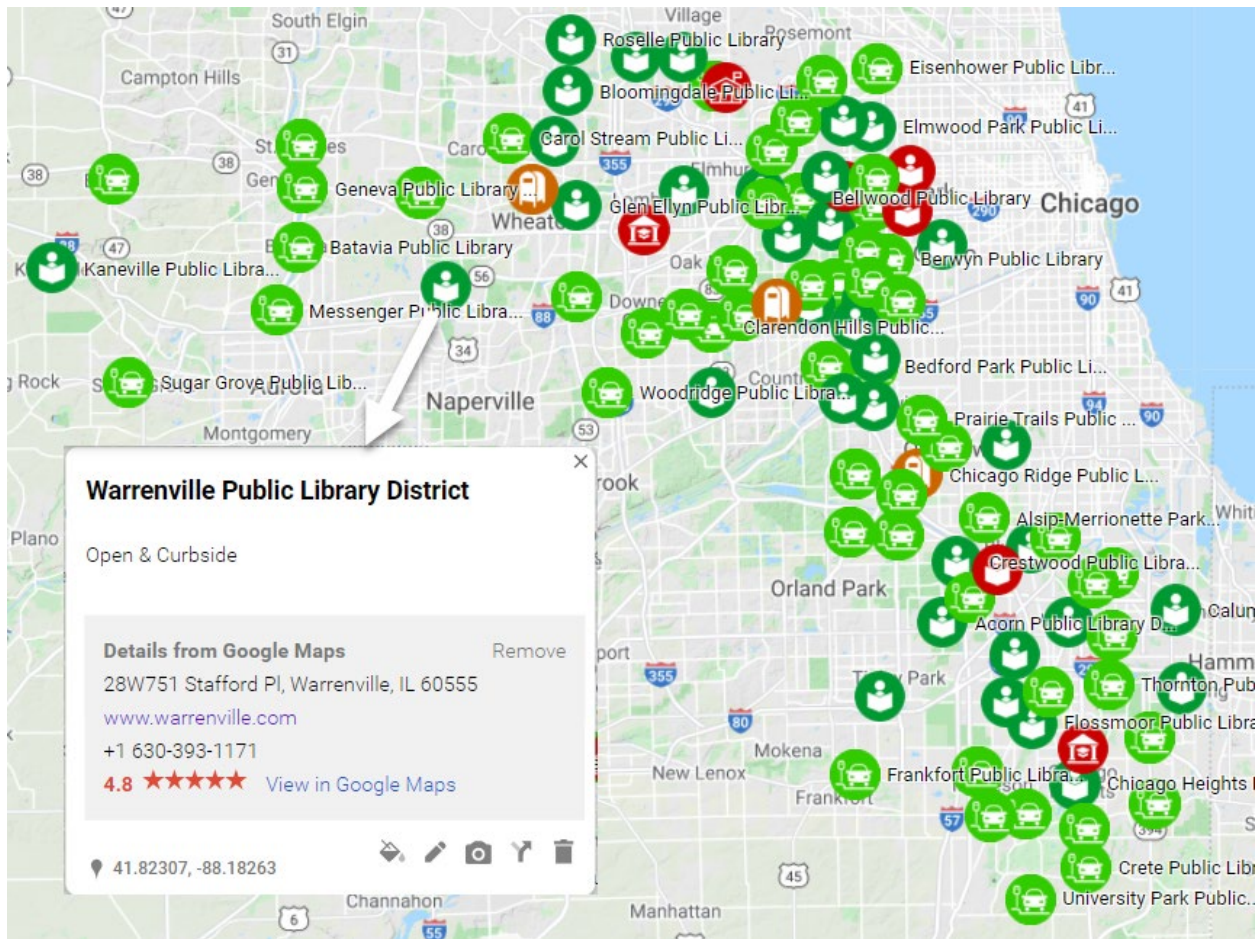
The increase in collections and patrons is statistically consistent with an increase of 3 libraries to our consortium.

	Libraries	Items	Cardholders
<b>Total</b>	<b>100</b>	<b>8,131,352</b>	<b>1,068,592</b>
<b>New Libraries</b>	<b>3</b>	<b>280,996</b>	<b>46,391</b>
<b>97 Libraries</b>	<b>97</b>	<b>7,850,356</b>	<b>1,022,201</b>
<b>Percentage Increase</b>	<b>3.09%</b>	<b>3.58%</b>	<b>4.54%</b>

#### COVID-19

We will continue the monthly Fireside Chat sessions as an opportunity to stay connected. Tuesday, December 15<sup>th</sup> Fireside recaps the successful migration and looking forward. We will continue to update the [Library Services Status](#) and [Status Map](#) to reflect reported changes to services via the [Library Status Update & Services Request Form](#).

Based on Board request, the [Status Map](#) was created to assist libraries in easily checking neighboring libraries. The google map can be zoomed, and icons clicked, to provide more detail about the library. It is provided as a staff tool in monitoring our consortium closures and service limits.



The current state of changes across SWAN, as of December 14<sup>th</sup>:

- 3-day quarantine required for items going in delivery (reduced from 7-day based on RAILS Delivery changes)
- Fine free block based on days overdue is 21 days (normally 14)
- Fine accrual delayed for 7 days
- 1st overdue notice sent at 14 days; 2nd at 21 days
- Hold pick-up notices run once a day at 2 PM
- Notice wording changes for COVID-19 are outlined on the [Patron Notices & Notifications](#) page.

The following actions will be taken, based on library request only, and will not be done consortium-wide.

- Extension of due dates
- Extension of patron expiration dates
- Changing of customized notices, where possible
- Modification of hold slips/wrappers to assist library with closed hold shelves
- Hold restrictions (limit by patron profile)

As this situation will continue to be fluid during the coming months, SWAN advises member libraries to:

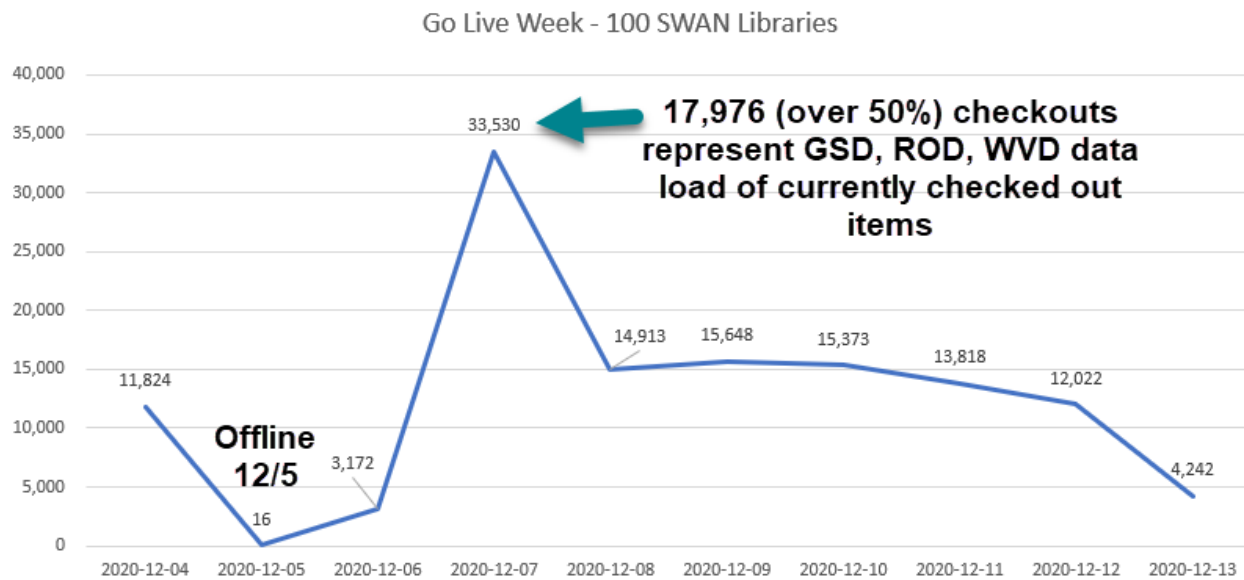
- Maintain a resource page on your library website which can be linked to directly in Enterprise banners.
- If open for curbside or hold pick-up, fill local holds.
- Do not pull items for libraries that are closed.
- If possible, keep book drop open to facilitate returns.

***A look at the numbers***

Since Thanksgiving we have seen a significant drop in circulation. This is not matched by 2019 circulation patterns. The decrease in circulation on December 5-6<sup>th</sup> (15 on 12/5 and 3,172 on 12/6) is attributed to offline circulation. But, Monday, following this rebuild, circulation only rose to 15,554; the lowest Monday circulation count since July.

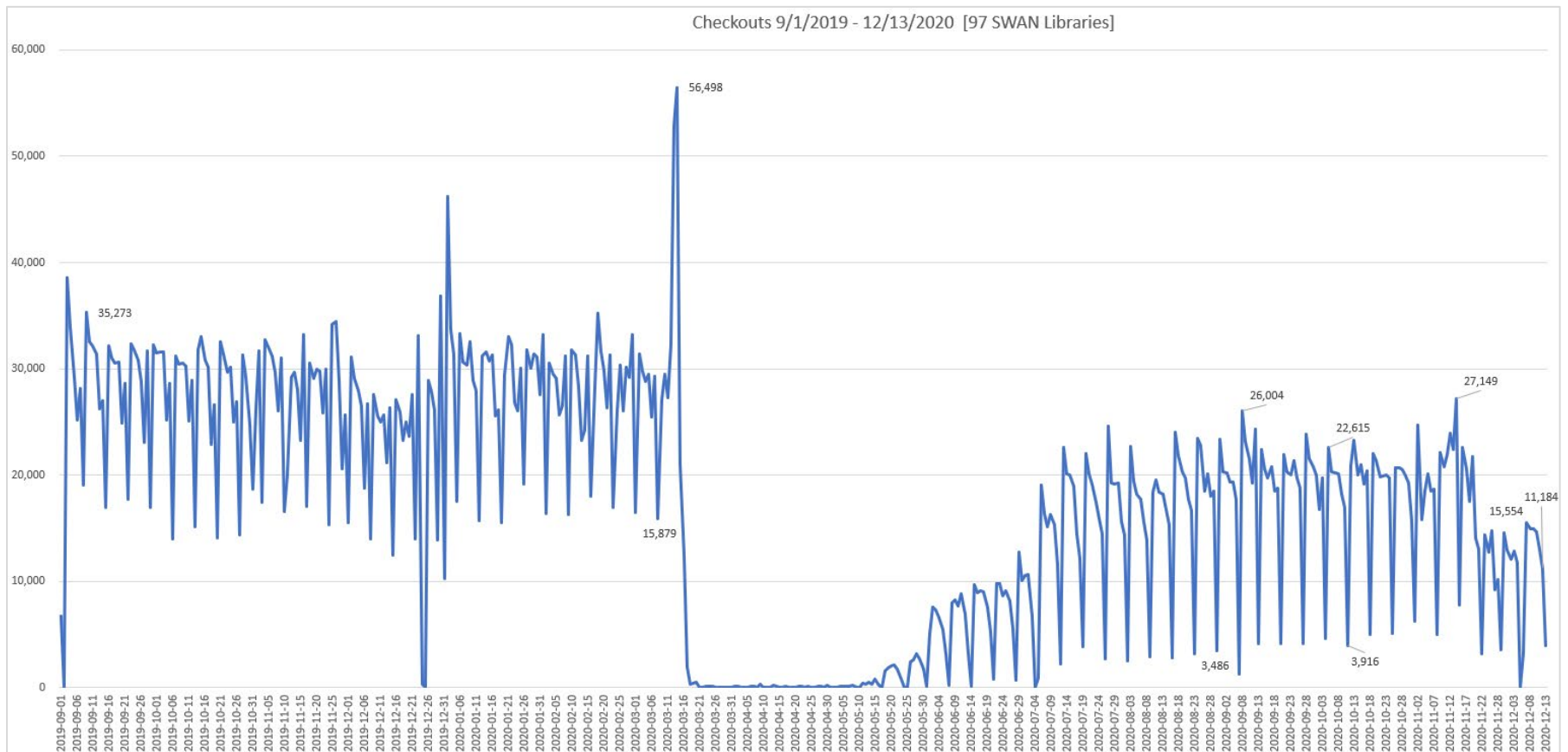
December 9<sup>th</sup> – December 12<sup>th</sup> shows that the new libraries represented 5.5% of total SWAN circulation.

	SWAN 97	SWAN100	% Increase
12/9/2020	14,930	15,648	4.81%
12/10/2020	14,691	15,373	4.64%
12/11/2020	13,071	13,818	5.71%
12/12/2020	11,184	12,022	7.49%
	53,876	56,861	5.54%

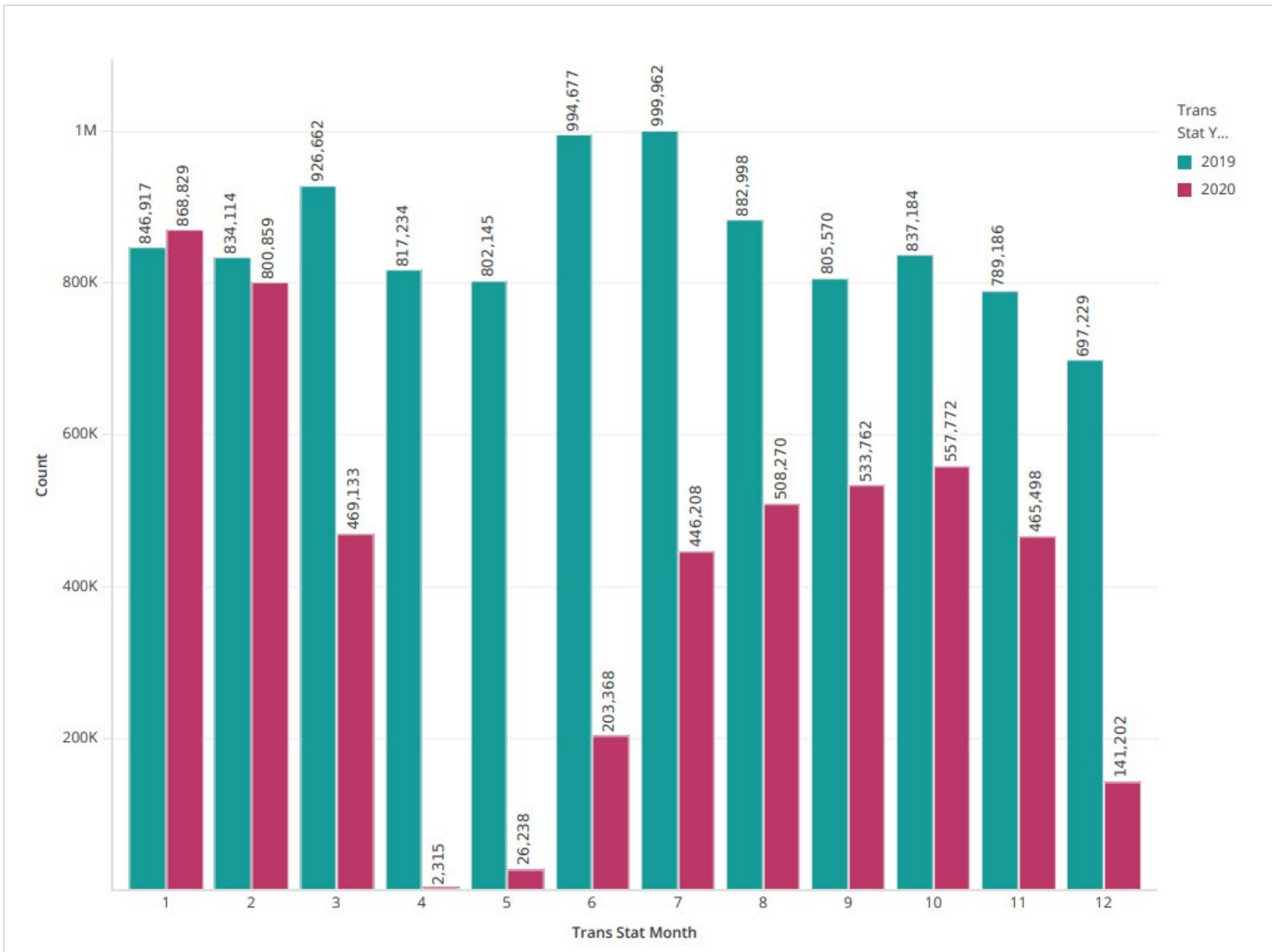




For comparison purposes, the circulation graph below includes 97 SWAN libraries only.

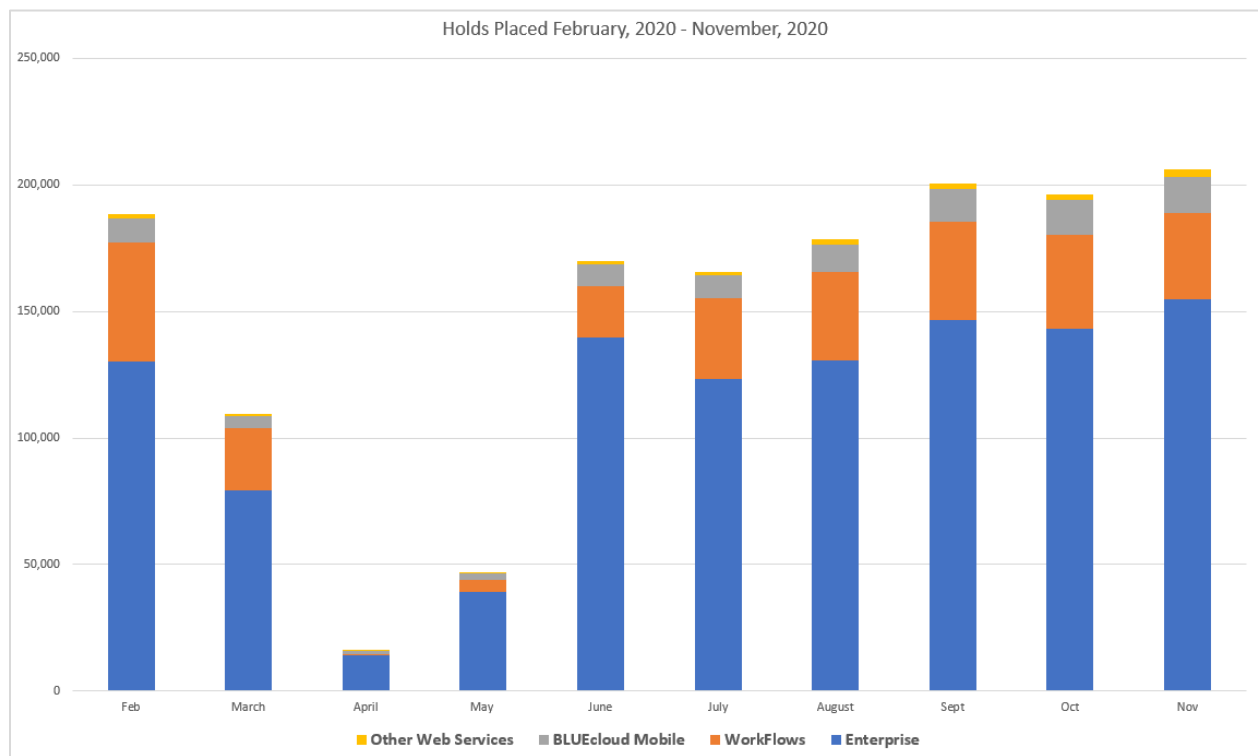


An additional dossier in BLUEcloud Analytics is under development to compare circulation statistics of current year against prior. We hope to release this to the membership so that they can compare consortium-wide, as well as their own library's circulation. If desired, a comparison with peer libraries could also be selected. The following chart shows 2019 vs 2020 monthly circulation across SWAN.



Holds patterns remain consistent. With more library closures, patron placed holds increased by 3% to 84% of total holds placed.

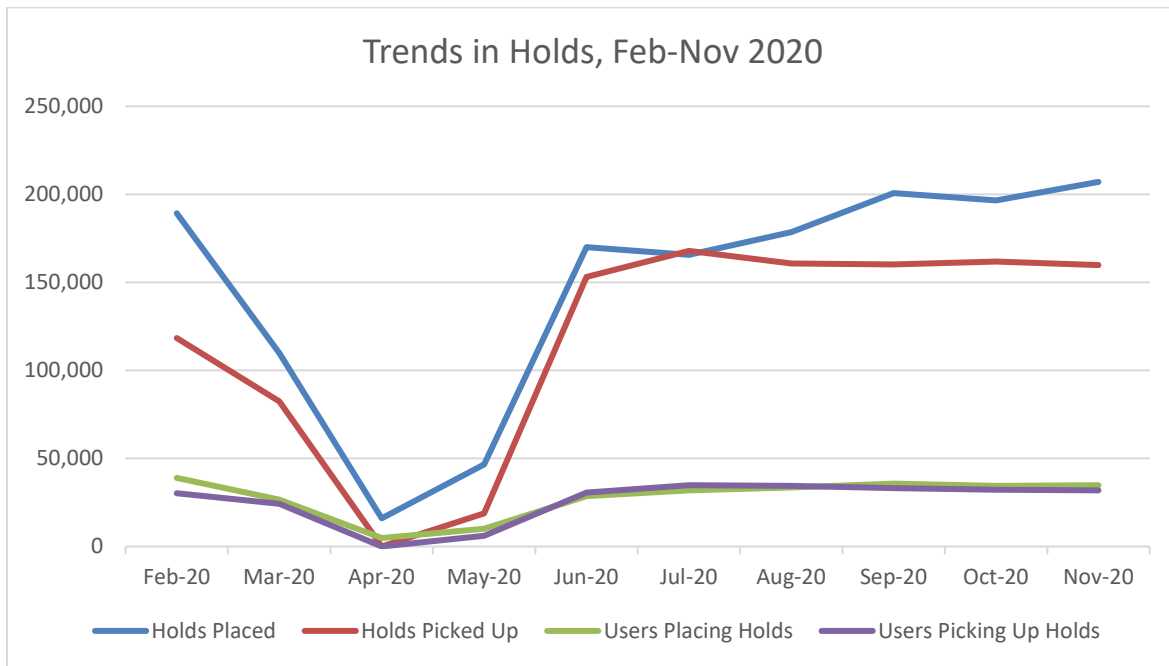
Hold Client	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Total
Enterprise	130,418	79,426	14,232	39,091	139,859	123,369	130,554	146,813	143,171	154,837	1,101,770
WorkFlows	46,661	24,577	381	4,628	20,051	31,761	35,159	38,774	37,014	33,932	272,938
BLUEcloud Mobile	9,800	4,597	1,235	2,601	8,557	9,137	10,683	12,735	13,718	14,568	87,631
Other Web Services	1,814	951	167	212	1,410	1,196	1,995	2,104	2,319	2,681	14,849
Bookmyne	317	95	11	18	41	167	129	185	212	97	1,272
Unknown	231	127	0	1	0	6	1	40	27	11	444
SIP2	27	31	0	0	0	9	18	12	18	2	117
BLUEcloud Circ	14	20	0	0	12	3	21	1	2	5	78
	189,282	109,824	16,026	46,551	169,930	165,648	178,560	200,664	196,481	206,133	1,272,966
% Placed by Patron	75%	77%	98%	90%	88%	81%	80%	81%	81%	84%	95%
% mobile apps	6%	5%	9%	6%	6%	6%	7%	7%	8%	8%	8%



Mobile app use is consistently around 8% of total holds or approximately 10% of holds placed by patrons. It is important to consider this level of adoption as more services are embedded into the mobile apps such as the SirsiDynix Mobile App “Click and Collect” feature.

Looking at the trend in holds placement and pick-up, consistency is remarkable since June. As curbside services continue, these numbers will likely stay steady through the winter as our most loyal patrons continue to place and pick up holds (~32,000 per month which represents 3% of our total patron population).

November did show an increase in the number of holds placed with patrons anticipating closures and curbside services.



	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
Jan-20				
Feb-20	189,282	118,451	38,982	30,320
Mar-20	109,824	82,356	26,678	24,235
Apr-20	16,026	65	4,845	36
May-20	46,551	18,875	10,072	6,054
Jun-20	169,930	153,061	28,556	30,607
Jul-20	165,648	167,893	31,816	34,825
Aug-20	178,560	160,834	33,557	34,457
Sep-20	200,668	160,263	35,640	33,141
Oct-20	196,482	161,777	34,529	32,265
Nov-20	207,062	159,751	34,758	31,945
<b>NOTE: log files only provide hold details transactions since 2/10/2020</b>				

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

### **SWAN100 Migration**

Now that our newest members have gone live, Bibliographic Services is continuing our work to fully incorporate their catalog data with ours. Most of the work is finished. Bibliographic matching, populating formats, SWAN-specific search facets, and most serial cleanup are all complete. What remains is finishing up serials work in consultation with Roselle, a small collection of records that require cleanup for Warrenville, and an evaluation of graphic novel and bookset records, which are known problem areas in the bibliographic matching process.

Finally, we are working on the mini-reclamation for the new libraries' OCLC holdings. We have requests with OCLC to remove their current holdings. When that is complete, we will use the OCLC Holdings Manager (OHM) to refresh their holdings so they are up to date.

### **BLUEcloud Acquisitions**

We spend a large portion of November working on BLUEcloud Acquisitions to make sure it was ready for our new libraries to use. Each library has a different acquisitions need, and we were able to successfully onboard each site without falling back on Symphony Acquisitions. The BLUEcloud offering has some room to grow, however, and we are keeping a close eye on their development timeline to seize upon new features as they are rolled out. We are particularly interested in support for multi-line orders and accommodation for invoice line-items for delivery/gas charges, taxes, etc.

These critical features will bring the tool closer to being ready for the greater SWAN membership. As it stands, the concessions that may be required by our current members to transition are too great, but the support we've received during the SWAN100 is promising, and we are optimistic about the future of this tool.

### **Serials Call Number Training**

We received positive feedback on last month's training initiative to refresh member catalogers on procedures for serial call numbers. During November, we trained staff from approximately 25 libraries, a number chosen to keep the session sizes small. After the start of the new year, we will do another round with a group of similar size with the goal of training staff from all libraries by late March or early April.

### **Cataloging Counts: SWAN Bibliographic Services**

*Counts do not include sixteen 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 November, there were 105 upgrades of minimal level records in OCLC to full records.

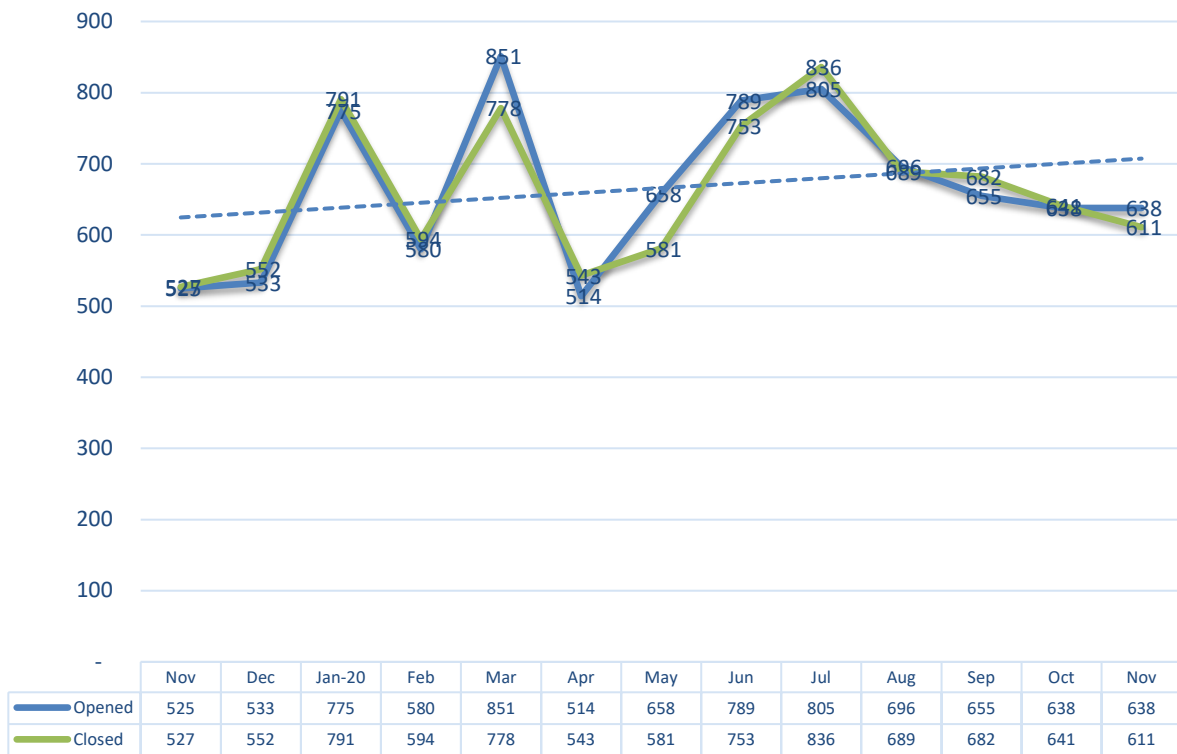
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Orig 2018</b>	122	89	147	70	119	148	118	167	116	209	194	92	<b>1,591</b>
<b>Copy 2018</b>	3,896	3,348	5,157	4,614	2,851	1,493	2,138	2,459	2,010	1,866	1,376	2,056	<b>33,264</b>
<b>Orig 2019</b>	126	82	106	211	92	163	127	175	171	102	97	107	<b>1,569</b>
<b>Copy 2019</b>	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362	2,605	1,648	1,587	<b>24,656</b>
<b>Orig 2020</b>	99	111	69	152	98	129	88	102	76	62	56		
<b>Copy 2020</b>	1,908	1,717	1,863	2,270	2,357	2,496	2,237	1,886	2,405	1,723	1,901		

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

### Support Tickets

The team continued to see tickets relating to the SWAN100 migration this period, typically pertaining to configuration and general questions. Additionally, many libraries have submitted closure and reopening status updates; the team facilitated 80 of these types of requests in addition to closure/reopening consultation requests.

## SWAN Support Tickets November 2019 - November 2020



Tickets Submitted to SWAN

### Aspen Project

- Aspen Symphony staff user creation – Dave
- DNS reconfiguration for additional library profiles - Steven
- Documentation review and team follow-up – IT team

### SWAN100 Project

- Ongoing SWAN100 project coordination – Steven with Dawne (Admin)
- 3<sup>rd</sup> party vendor integration setup calls – Steven
- General training assistance – Vickie
- Documentation page for generic WorkFlows users – Michael
- Go-Live “War Room” testing and setup – Steven, Ian
- Go-Live rebuild oversight and communication – Steven
- Label template consultations – Dave
- BLUEcloud User Agreement collection – Steven
- SFTP setup and patron/item data transfers – Steven
- Symphony report & notices setup – Michael, Vickie, Steven

## Library Vendor Integrations

- Lynda.com to LinkedIn Learning library migration coordination – Steven with Robin (UX)
- OPS - Smiota pickup locker discussion and setup calls – Steven

## General Projects

- COVID-19 library services tracking and Symphony updates – Michael, Dave, Vickie, Ian
- Library “Fine Free” consultations and configuration – Vickie with Crystal (UX) and Sam (Bib Srvcs)
- FY21 staff laptop hardware refresh – Steven
- Click & Collect setup and testing – Ian, Steven with Tara (UX)
- SWAN staff remote work survey – Steven
- IT budget estimates for FY22 – Steven
- OHM November uploads – Rudy
- BLUEcloud Mobile beacon hardware testing – Rudy
- Nightly bib update script – Rudy with Scott (Bib Srvcs)

## SWAN100 Support

December 5<sup>th</sup> through the 13<sup>th</sup> was especially busy for the IT/System Support team as they coordinated triage response to many SWAN100 go-live questions and oversaw technical aspects of the migration data load. Beginning Saturday, December 5<sup>th</sup>, Steven oversaw the Symphony database rebuild process, requiring the use of WorkFlows in Offline mode over the estimated two-day period. This rebuild ended up taking less than 20 hours end-to-end, which included non-standard operations to accommodate record adjustments. This was a record rebuild time for SWAN as these procedures continue to show improvement following the migration to the Azure server environment. Steven and Dave coordinated support throughout the rebuild weekend to ensure libraries were able to navigate Offline mode and access available services.

During the week of December 7<sup>th</sup>, the team coordinated frontline support for the migration and were assisted by SWAN staff from all departments. Dave, Michael, and Dawne deserve the highest recognition for their support, having physically visited the migrating libraries to assist on-site. To complement their presence, Vickie, Ian, Steven, Sam (Bib Srvcs), Scott (Bib Srvcs) and Rudy provided “War Room” remote support for each library via GoToMeeting, making themselves available to the migrating libraries throughout their business hours and inviting all library staff to attend the open meeting rooms where they could shout out questions and share screens to walk through the answers. This support model carried through the weekend with continued live support via GoToMeeting during library business hours.

Most questions asked in these live meetings were answered immediately and ranged from general circ how-to's to bib record assistance. For those questions requiring escalation, staff leveraged Microsoft Teams to create internal discussion threads to find an appropriate solution or staff from other departments chimed in to assist. All-in-all, the migrating libraries indicated a “smooth go-live,” observing few significant issues.



## Email Notice Tracking (Last 6 Months)

Reading Date	Total Emails Sent	Success Rate	Bounces	Marked SWAN as SPAM
6/12/2020	79,945	98.60% (78,826)	0.08% (67)	0.02% (16)
7/10/2020	167,274	98.77% (165,221)	0.35% (583)	0.01% (15)
9/11/2020	353,921	99.00% (350,374)	0.20% (719)	0.00% (14)
10/9/2020	366,634	99.09% (363,287)	0.08% (285)	0.01% (21)
11/12/2020	361,783	99.08% (354,451)	0.06% (217)	0.00% (15)
12/14/2020	301,838	99.10% (299,135)	0.05% (163)	0.00% (13)

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

Date	Time	Elapsed (Min)	Service	Planned ?	Lib Hours?	Reason
12/5/2020	01:40	1200 (20hr)	Symphony	Yes	Yes	Scheduled offline for database rebuild
12/5/2020	01:40	60	Web Services	Yes	Yes	Intermittent Web Services outages during database rebuild
12/5/2020	01:40	60	Enterprise	Yes	Yes	Intermittent Enterprise My Acct outages during database rebuild
12/5/2020	23:45	480 (8hr)	Web Services	No	No	Unexpected WS outage during nightly maintenance

## SWAN User Experience (Tara Wood)

### Aspen Discovery

#### Aspen Pilot preparations

The pilot kickoff meeting is Monday, December 14<sup>th</sup>, and beginning January 11<sup>th</sup>, 2021, the pilot libraries will meet weekly with SWAN staff for training and testing.

SWAN selected 7 pilot libraries from 14 applicants, based on size, geographic location, eResources, and cataloging library status. The following libraries are participating in the pilot:

- Chicago Ridge Public Library
- Downers Grove Public Library
- Oak Brook Public Library
- Oak Park Public Library
- St.Charles Public Library District
- Tinley Park Public Library
- Villa Park Public Library

The UX team is also preparing for the research phase of the pilot, which will include usability testing, usage data analysis, surveys, and other methods based on the research questions we define with the pilot libraries.

#### Testing and development progress

SWAN staff continue to meet weekly with ByWater staff for ticket reviews. Recent improvements include:

- Adding holds functionality for volumes and serials
- Scoping for library website indexing, which allows us to include library websites in search results
- Axis 360 integration
- Improvements to alerts functionality to post both system wide and individual library messages – this will be something libraries can post themselves in Aspen.

Priority development items remaining include:

- Issues with editing email addresses in patron accounts
- Setting up ProPay integration
- Permissions enhancements
- Enhancements to record grouping functionality

The UX team is close to completing a comprehensive testing script, some of which we will provide as testing assignments to our pilot libraries.

### **BLUEcloud Mobile**

Click & Collect was recently updated to include a web interface for patrons, in addition to the app interface, making this a more attractive and accessible option for curbside services.

Due to low interest from the membership and other high priority projects, testing of Click & Collect and patron self-service features has been on hold through the migration. IT and UX plan to resume work on this project in the new year.

### **Curriculum development**

Crystal is continuing to work on an interactive training for Circulation Basics. In addition, she is investigating the potential for Niche Academy to provide training content for patrons and staff.

### **Professional development**

The UX team completed Course 4 of the User Experience and Design Specialization in Coursera, which covered prototyping methods. We've started the next course in the specialization, which covers surveys, analytics, and online testing at scale – perfectly timed to coincide with our Aspen Pilot research.

### **SWAN 100**

The new libraries are live! The transition to Enterprise and BLUEcloud Mobile went smoothly, due to advanced set up of the catalog, eResources, and app templates. However, we ran into system-wide eRC (eResource Central) issues that complicated our testing process for the new libraries.

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

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
Wednesday, July 1, 2020		SWAN FY21 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.
Saturday, August 1, 2020		LLSAP Grant application package due to RAILS
Friday, August 14, 2020	Regular SWAN Board Meeting	CANCELLED
Friday, August 21, 2020	SWAN Expo	Annual conference at Moraine Valley Community College
Thursday, September 3, 2020	Quarterly	Introduce new SWAN Board members
Friday, September 18, 2020	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
August–September 2020		RAILS reviews LLSAP grant applications and determines awards
Thursday, October 1, 2020		RAILS responds with award letter and grant agreement
Friday, October 16, 2020	Regular SWAN Board Meeting	Aaron begins work on FY22 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 20, 2020	Regular SWAN Board Meeting	Board accepts FY20 audit.
		Aaron to bring FY21 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2021 calendar.
Thursday, December 3, 2020	Quarterly	Announce FY22 Budget Process
Friday, December 18, 2020	Regular SWAN Board Meeting	Review of FY22 Budget Draft.
		Approve FY22 LLSAP grant agreement
Friday, January 1, 2021		Signed LLSAP grant agreements due to RAILS
Friday, January 22, 2021	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 2021 [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 2, 2021	Membership Meeting	Meeting to discuss FY21 budget, fees, and reserves worksheet.
Friday, February 19, 2021	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
Thursday, March 4, 2021	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 19, 2021	Regular SWAN Board Meeting	Determine if Personnel Committee meeting is needed.

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

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
March 2021 [TBD]	Personnel Committee [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 23, 2021	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 2021 [TBD]	SWANcom	Announce election info.
Friday, May 21, 2021	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 3, 2021	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 18, 2021	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY23 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Wednesday, June 30, 2021		OCLC State-wide Group Services Agreement Ends

# EBSCO database usage analysis

Aaron Skog, SWAN Executive Director

## Overview

This is SWAN’s first analysis of the EBSCO group-purchase of databases. The approach taken below is to examine the performance of the database usage overall, rather than a library by library breakdown.

SWAN paid RAILS \$420,000 for a 1-year subscription to a group of databases for 92 public libraries in SWAN. These libraries have a total service population of 1.8 million. We now have 5 months of usage data to look at and see if there are any trends.

## What is the proper measure for cost per use?

We need to establish a standard metric for determining a cost per use that is appropriate for discussion. We have 5 months of usage data and thus can determine a transaction cost.

For comparison, if we look at the cost per service population based on the 92 public library’s tax total, we have a metric based on population served. A second approach is to use the average annual public library collection budget expenditures versus total circulation, we have a different metric to compare with. A third metric is provided below which shows the group-purchase cost based on service population. The fourth table shows the 5-month usage compared with 5-months database expense.

Public library tax dollars per person	
Total 92 public libraries annual tax revenue	\$162,202,746.36
Population Served	1,877,206
<b>Library tax dollars spent per service area person</b>	<b>\$86.41</b>

SWAN Library	Print Materials Budget (books, newspapers, etc.)	Physical Item Circulation	Print Budget / Circ Transaction
Public library total	\$8,587,135	16,753,109	\$0.51
<b>Public library averages</b>	<b>\$95,412.61</b>	<b>182,0991</b>	<b>\$0.81</b>

SWAN EBSCO cost per service area person	
Population served	1,877,206
EBSCO database 1-year total cost	\$420,000.00
<b>EBSCO cost per service area person</b>	<b>\$0.22</b>

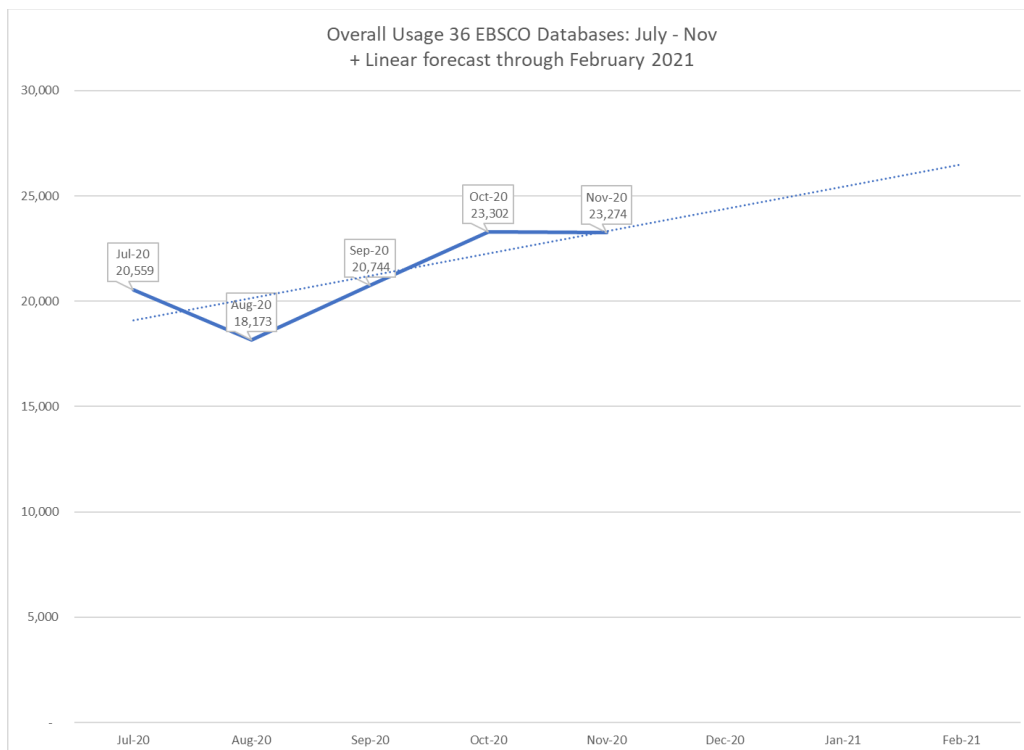
SWAN EBSCO usage per total service population	
SWAN EBSCO total price 1-year	\$420,000.00
Months of current subscription	5
5 months EBSCO cost	\$175,000.00
EBSCO package total usage: July 1 – November 30, 2020	106,052
<b>Usage to date transaction cost:</b>	<b>\$1.65</b>

## Summary

Overall usage of the EBSCO databases is increasing. The past 5 months show a 13% increase in usage overall. While it is difficult to predict if after another 5 months there would be a continued increase at 13%, we can at least say past performance could be a guide that it will continue to increase. Library circulation and usage overall does have seasonal effects and the pandemic makes it even more difficult to predict if usage is lower or higher than normal.

The transaction cost per use is also somewhat subjective. There is a “core” set of databases that all 92 public libraries are using. Obviously, usage in a database will be low if only 1 library is using it. We should establish a transaction metric for database usage to determine if the group-purchase overall is successful.

We have completed no analysis in how libraries are promoting these databases or training the public in their use. The Aspen Discovery will have some features to promote the EBSCO research databases within its catalog to patrons, so those are features SWAN staff will stay focused on while that new catalog is being piloted.



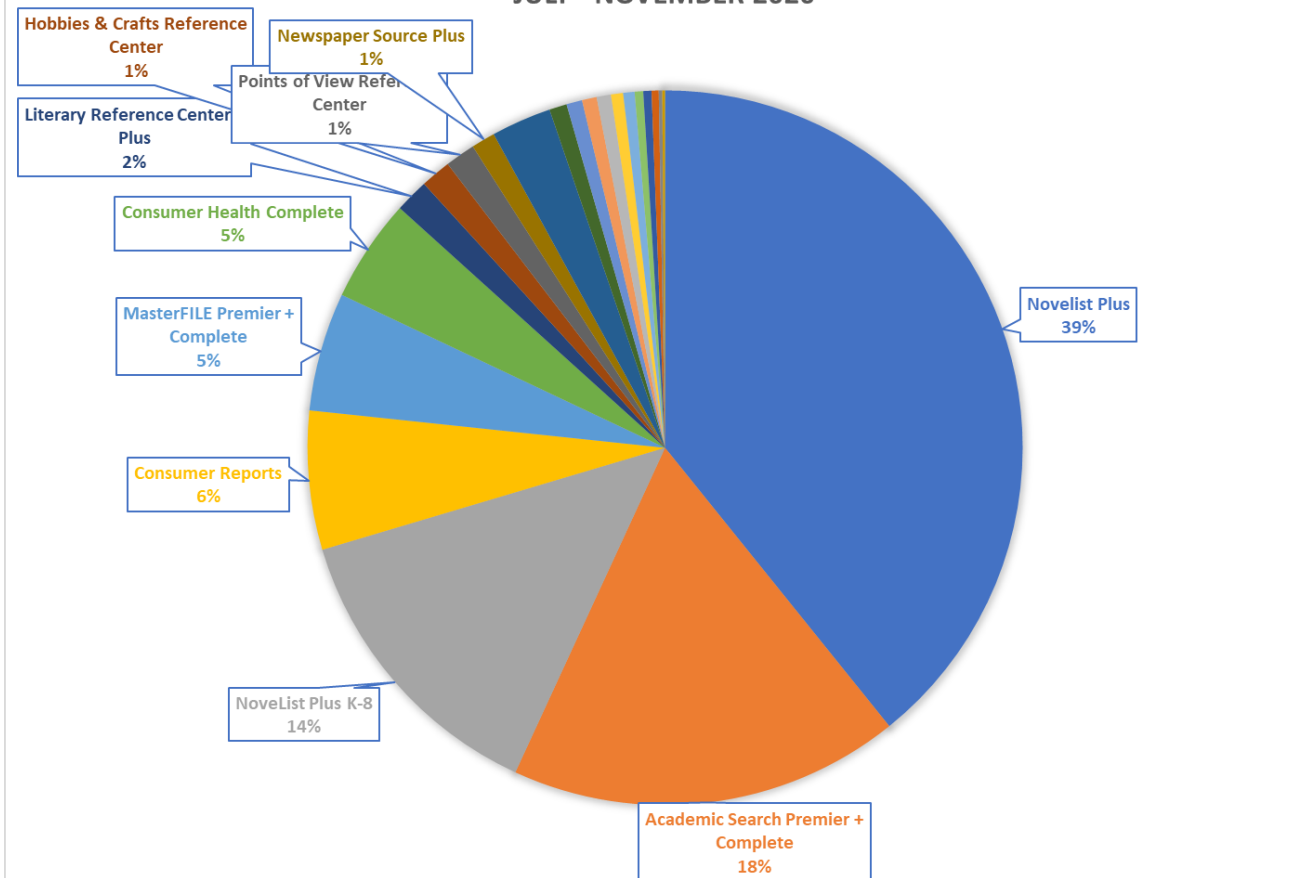
## Top 10 performers & 13 “core” database usage

The top 10 databases includes “core” databases used by all 92 public libraries, plus some optional databases selected by libraries.

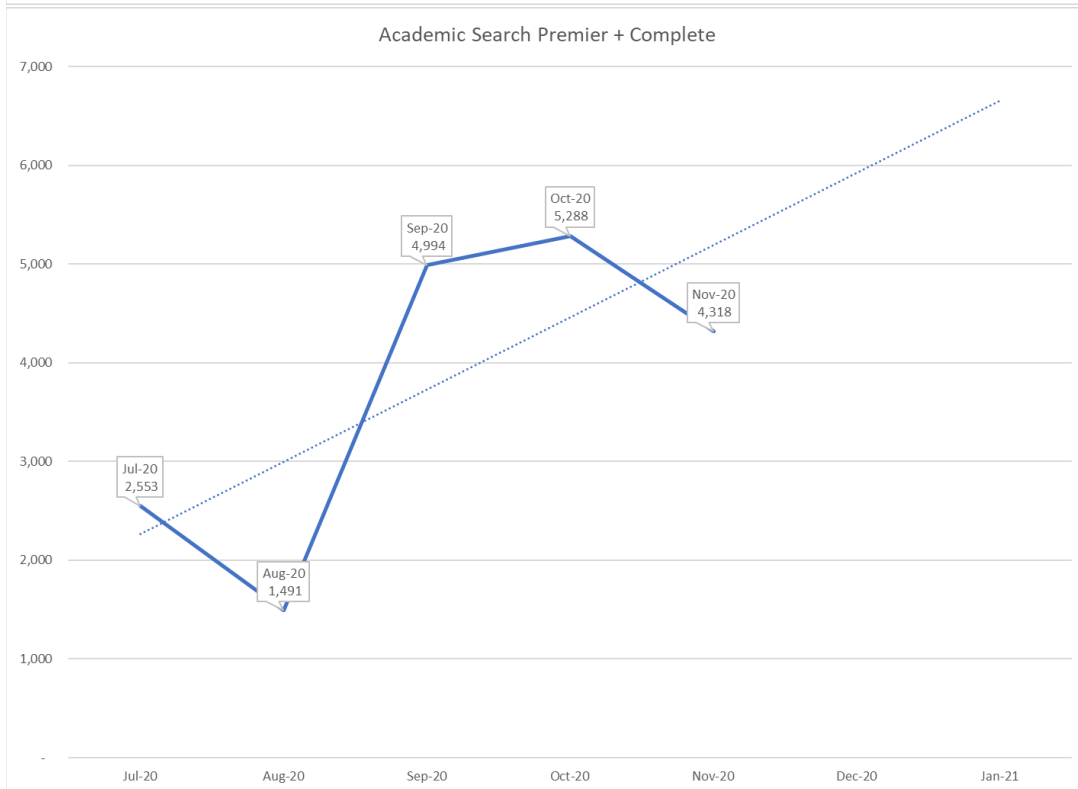
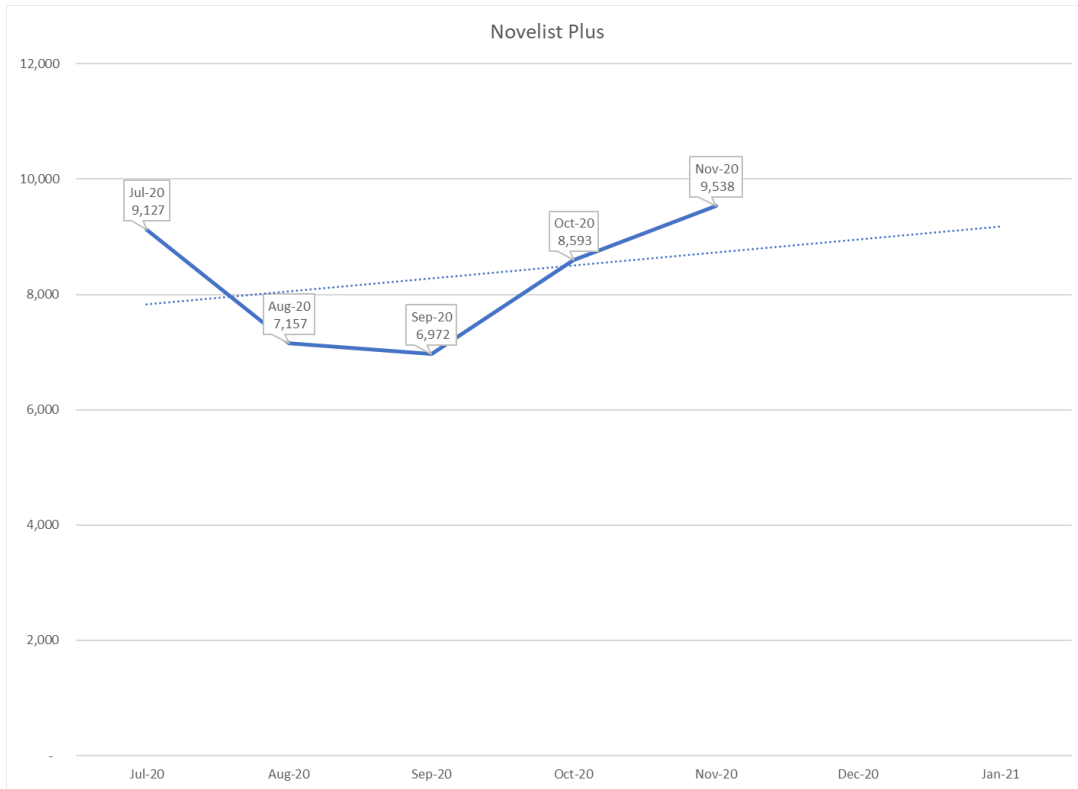
<b>EBSCO Database: Top 10</b>	<b>Total Usage 5 months: July - Nov</b>	<b>Required Core Database vs Optional</b>
Novelist Plus	41,387	Core
Academic Search Premier + Complete	18,644	Core
NoveList Plus K-8	14,266	Core
Consumer Reports	6,628	Core
MasterFILE Premier + Complete	5,659	Core
Consumer Health Complete	4,921	Core
Literary Reference Center + Plus	1,612	Core
Hobbies & Crafts Reference Center	1,450	Optional
Points of View Reference Center	1,444	Optional
Newspaper Source Plus	1,136	Optional

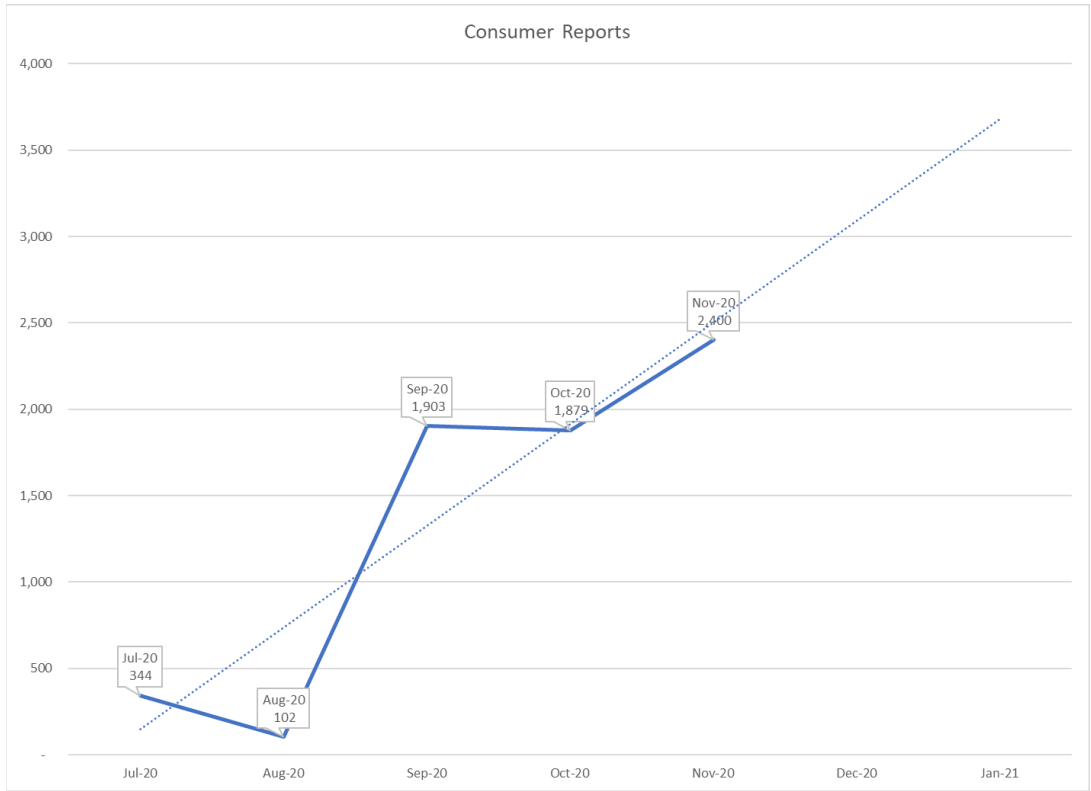
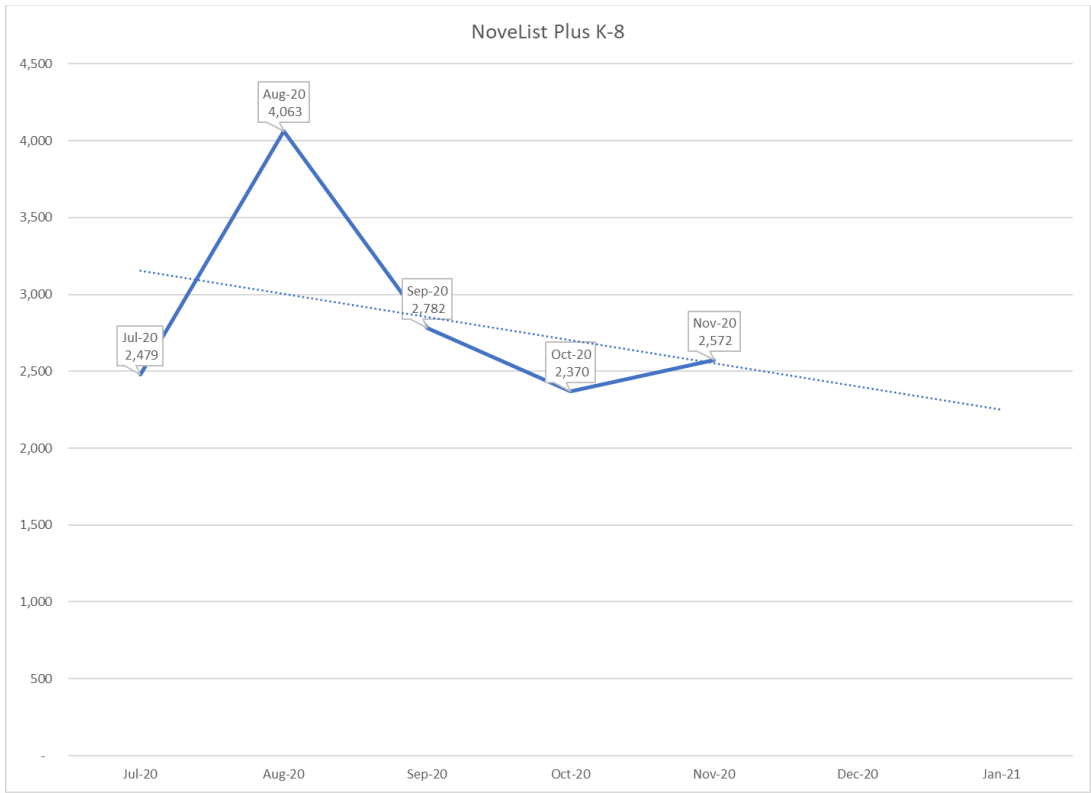
<b>EBSCO Database: 13 "core" databases</b>	<b>Total Usage</b>
Novelist Plus	41,387
Academic Search Premier + Complete	18,644
NoveList Plus K-8	14,266
Consumer Reports	6,628
MasterFILE Premier + Complete	5,659
Consumer Health Complete	4,921
Points of View Reference Center	1,444
Business Source Premier + Complete	1,448
Primary Search	750
History Reference Center	700
Middle Search Plus	682
Auto Repair Source	542
Science Reference Center	406

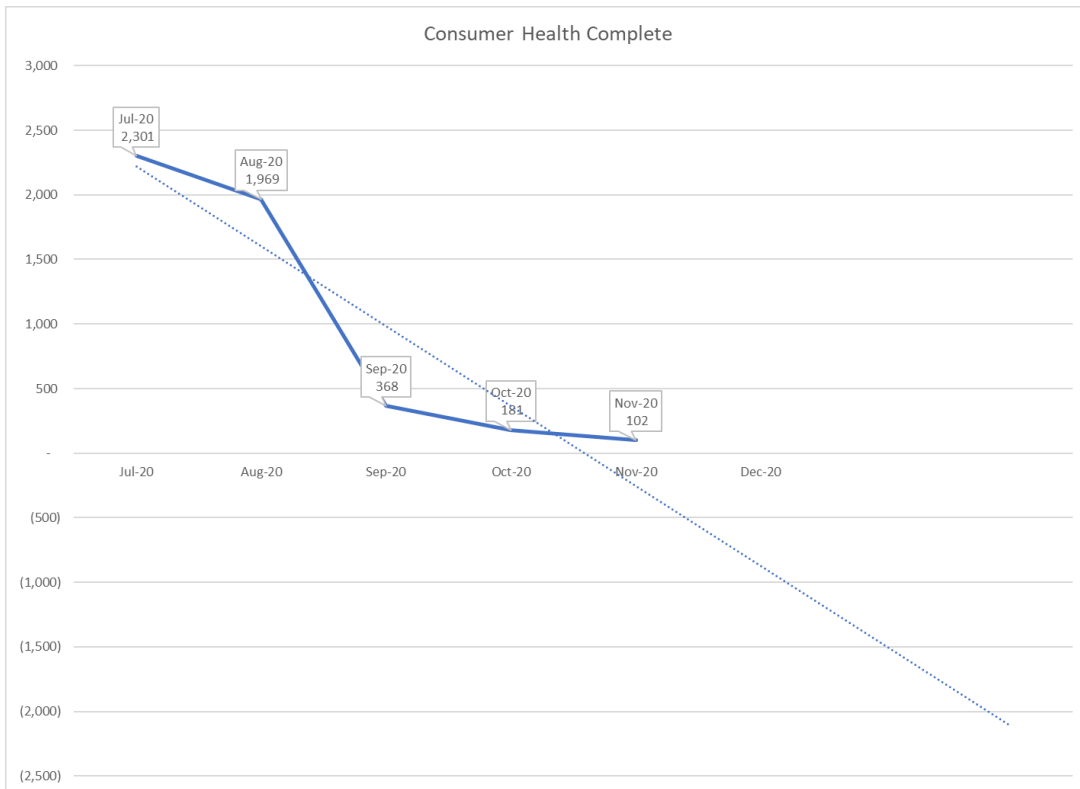
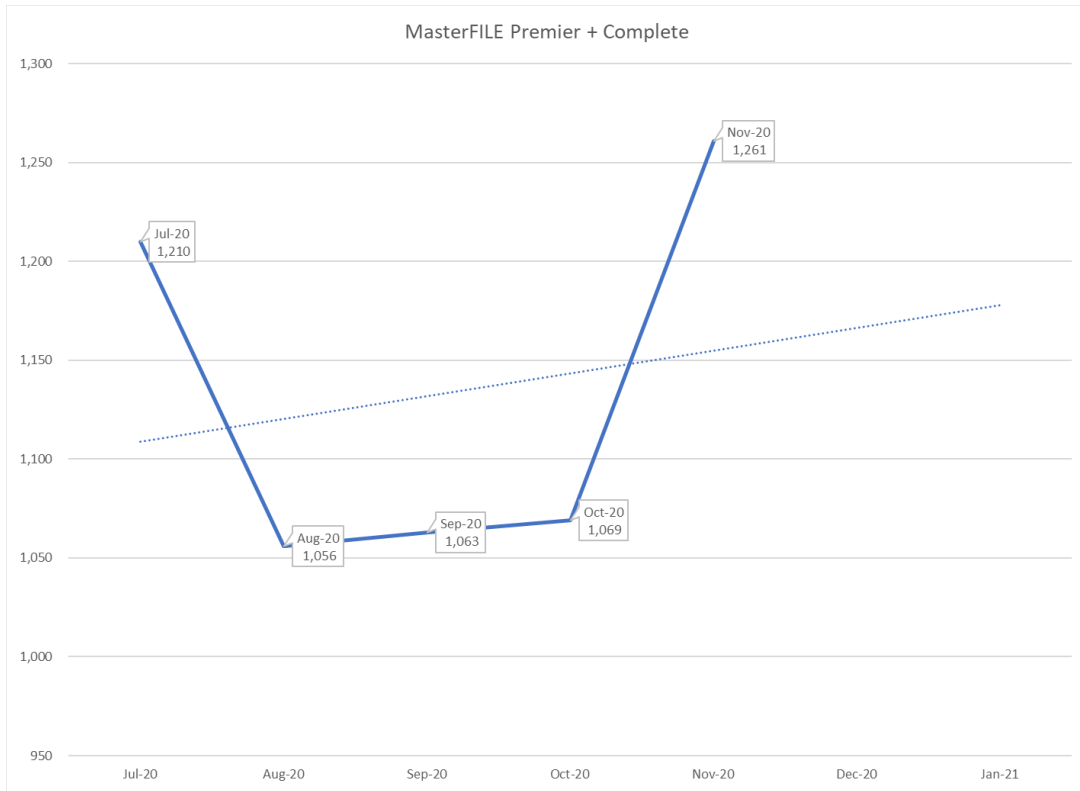
**TOTAL USAGE 36 EBSCO DATABASES: TOP 10 PERFORMERS  
JULY - NOVEMBER 2020**

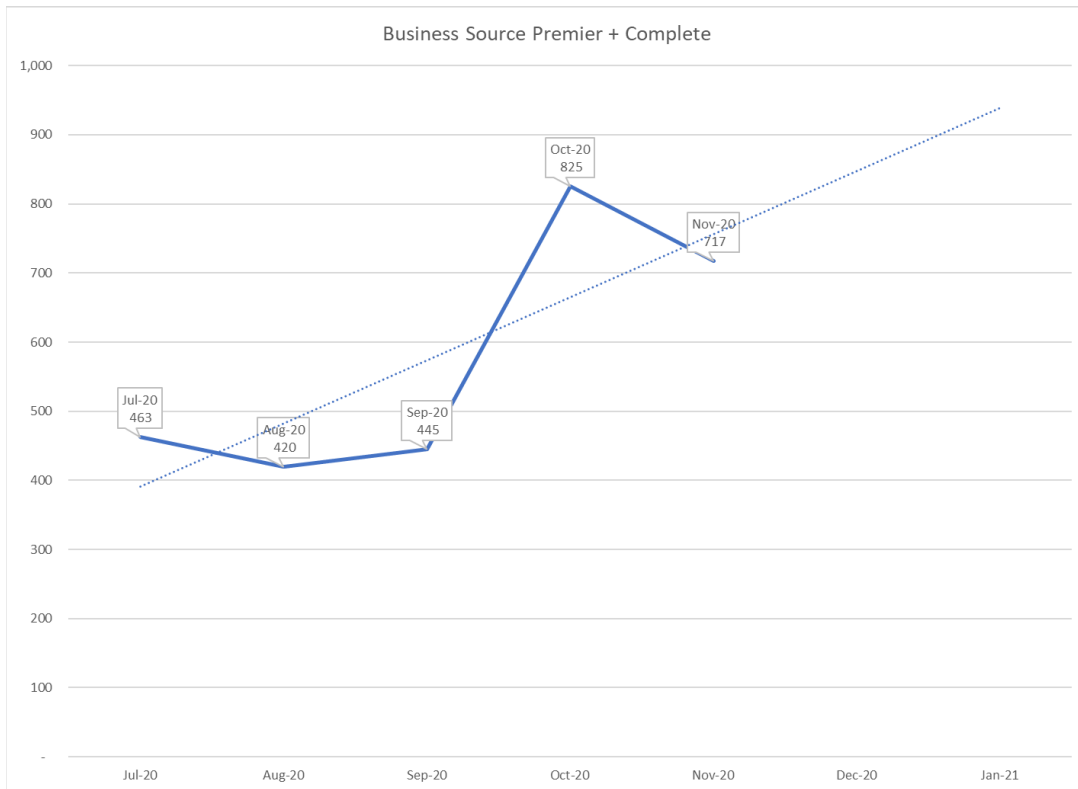
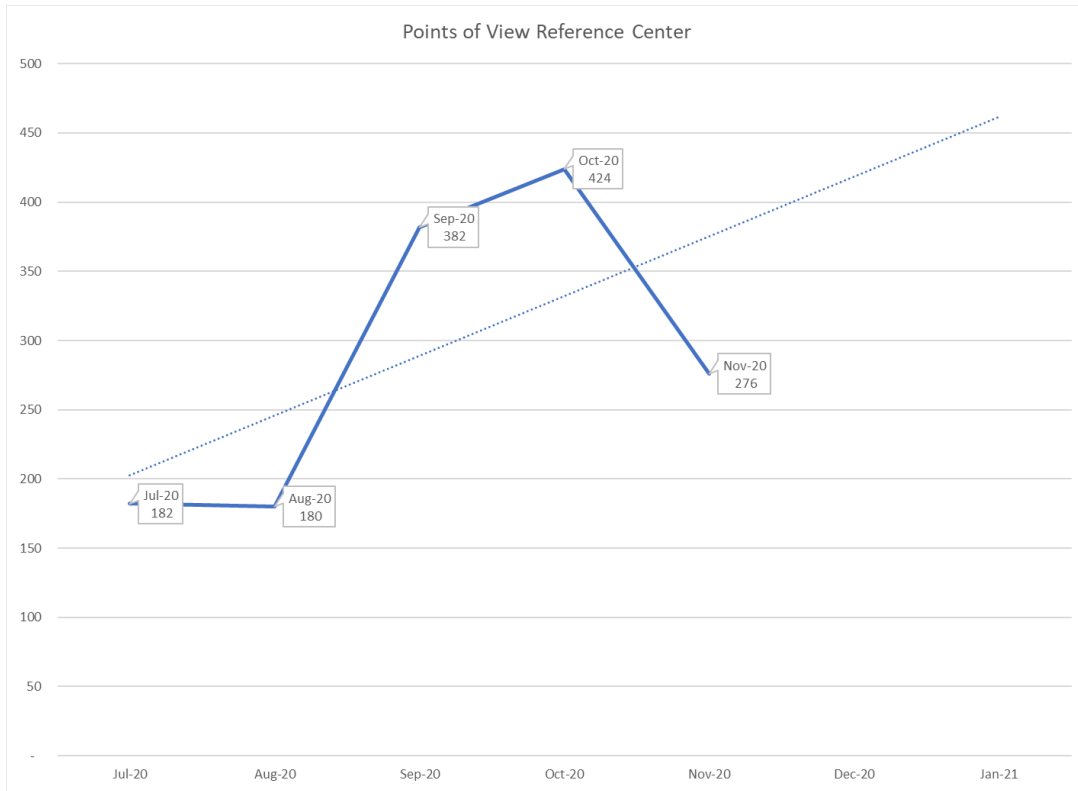


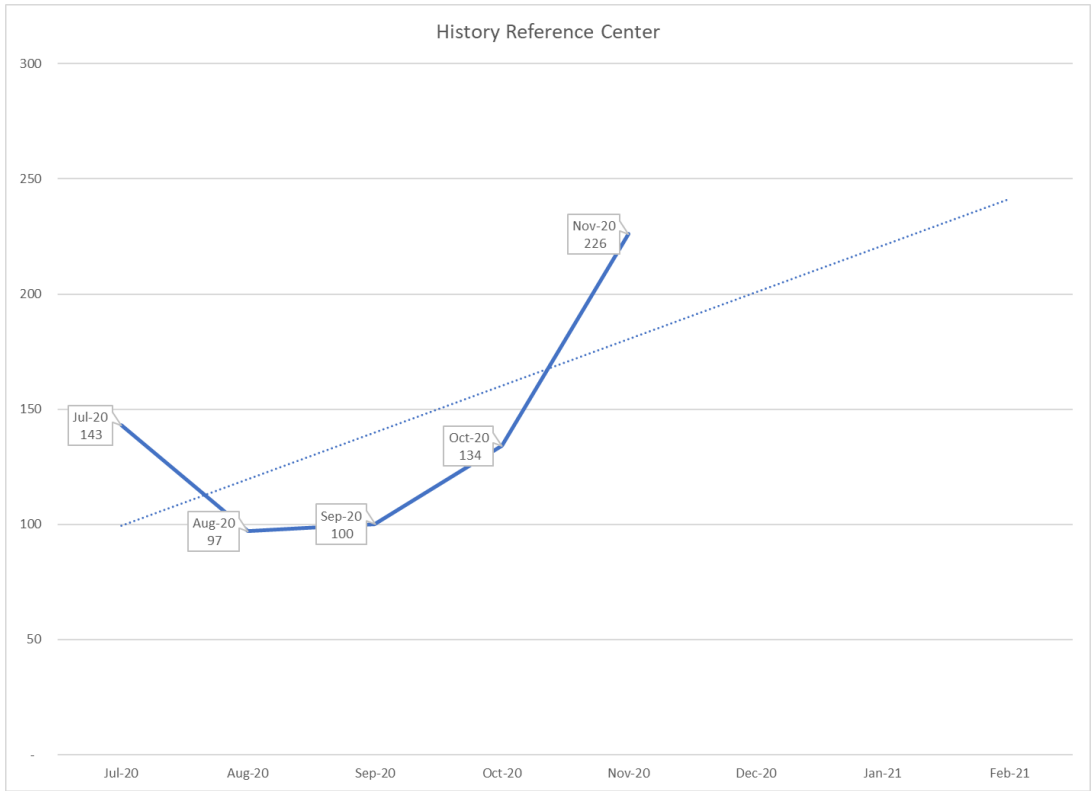
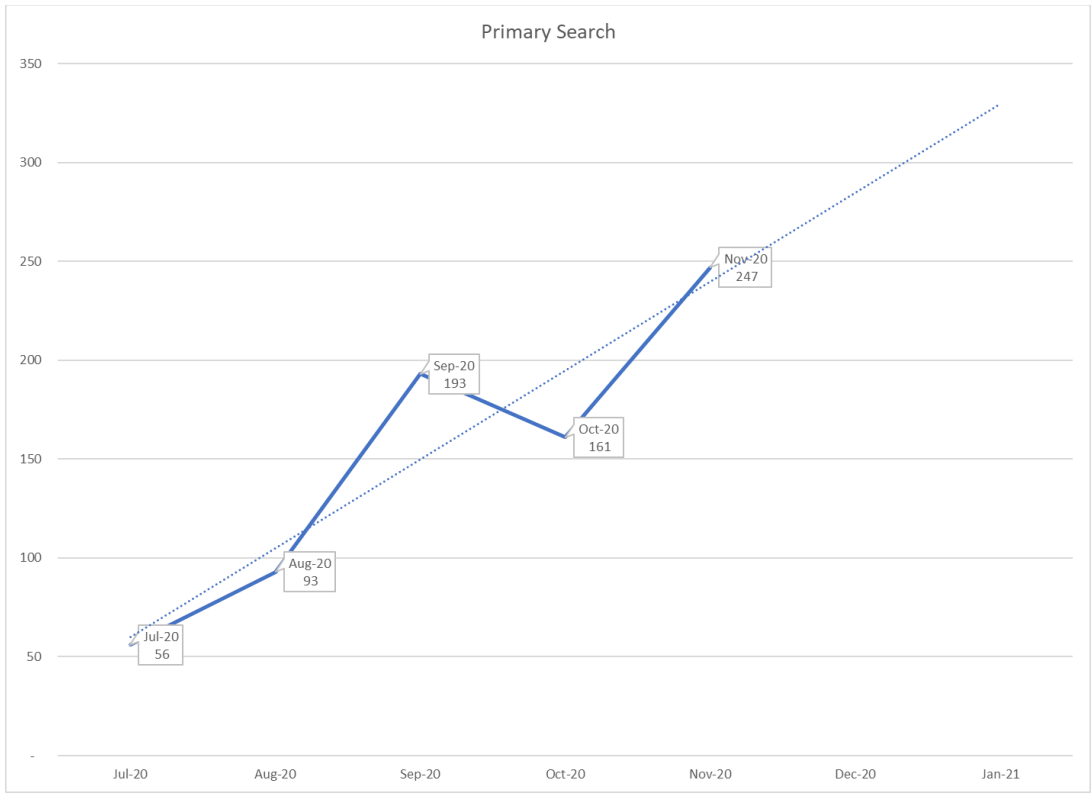


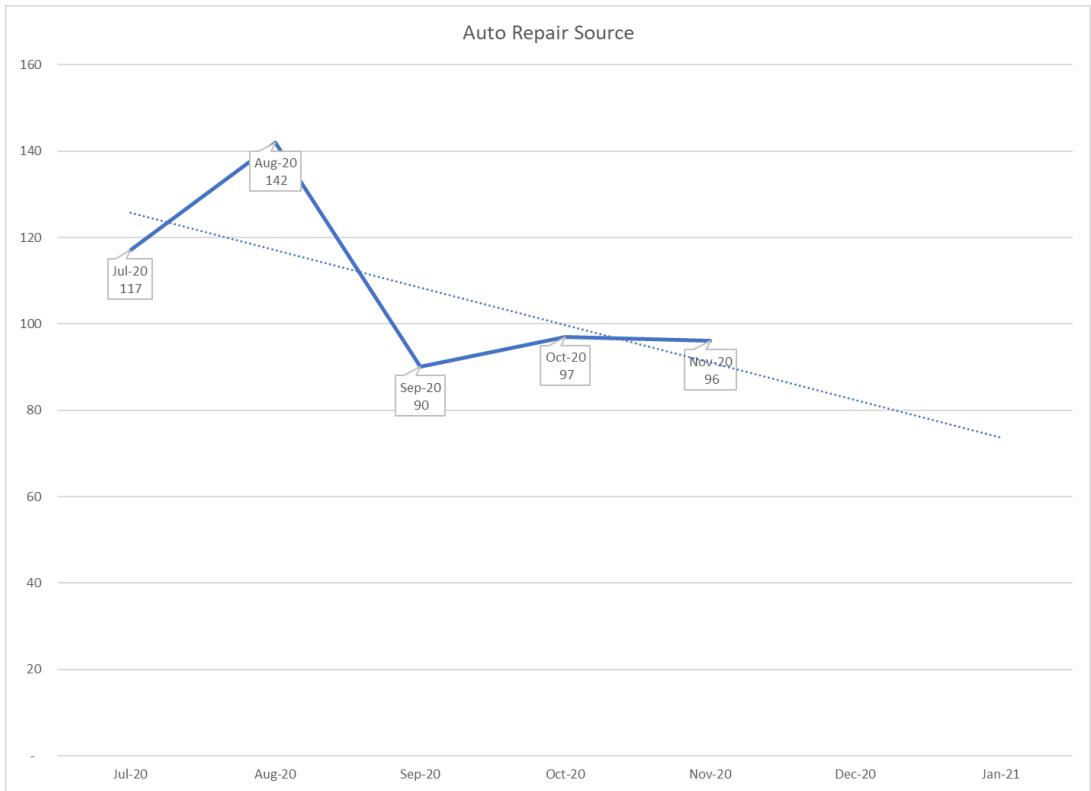
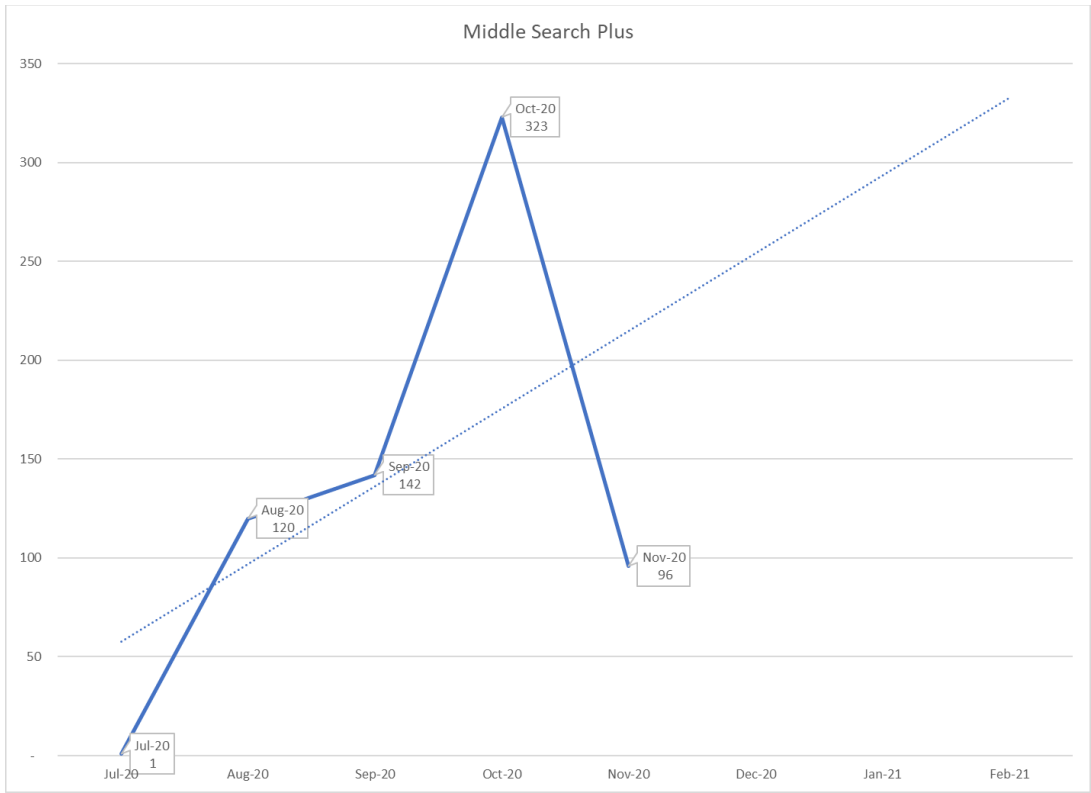


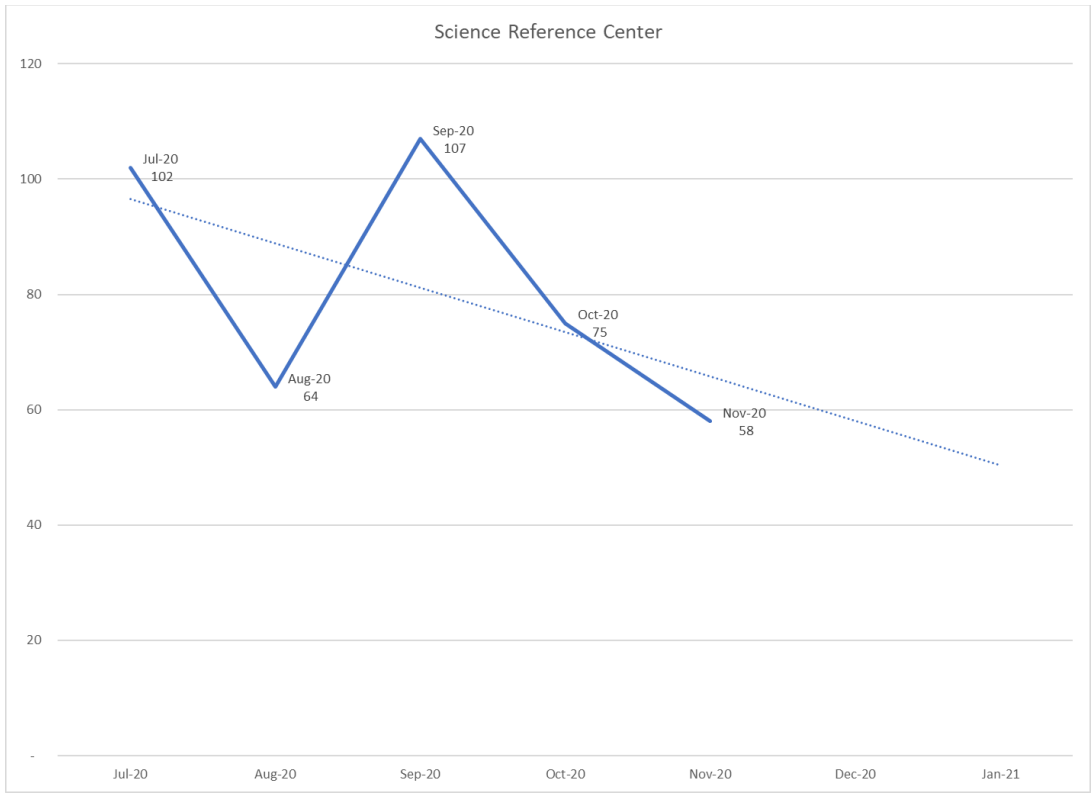












## SWAN EBSCO Total Usage 5 Months: July – November 2020

EBSCO Database	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Total Usage	Number of Libraries with Selection
Academic Search Premier + Complete	2,553	1,491	4,994	5,288	4,318	18,644	92
Auto Repair Source	117	142	90	97	96	542	92
Biography Reference Bank (H.W. Wilson)	89	64	84	67	33	337	92
Business Source Premier + Complete	463	420	445	825	717	2,870	92
Children's Core Collection (H.W. Wilson)	7	36	17	15	1	76	11
Consumer Health Complete	2,301	1,969	368	181	102	4,921	92
Consumer Reports	344	102	1,903	1,879	2,400	6,628	92
Education Research Complete	18	22	42	33	52	167	92
Fiction Core Collection (H.W. Wilson)	12	9	28	12	10	71	11
History Reference Center	143	97	100	134	226	700	92
Hobbies & Crafts Reference Center	354	251	99	329	417	1,450	35
Home Improvement Reference Center	62	28	11	6	24	131	24
Legal Information Reference Center	311	124	166	98	141	840	92
Literary Reference Center + Plus	229	444	218	421	300	1,612	85
MasterFILE Premier + Complete	1,210	1,056	1,063	1,069	1,261	5,659	92
Middle and Junior High Core Collection (H.W. Wilson)	68	2	4	1	-	75	11
Middle Search Plus	1	120	142	323	96	682	92
Newspaper Source Plus	153	92	310	431	150	1,136	39
Nonfiction Core Collection (H.W. Wilson)	17	33	128	103	112	393	11
Novelist Plus	9,127	7,157	6,972	8,593	9,538	41,387	92
NoveList Plus K-8	2,479	4,063	2,782	2,370	2,572	14,266	92
Poetry & Short Story Reference Center	-	-	-	-	-	-	1
Points of View Reference Center	182	180	382	424	276	1,444	92
Primary Search	56	93	193	161	247	750	92
Public Library eBook Collection (EBSCOhost)	-	13	22	-	8	43	11
Read It!	41	10	12	34	34	131	19
Religion & Philosophy Collection	-	-	-	-	3	3	3
Science Reference Center	102	64	107	75	58	406	92
Senior High Core Collection (H.W. Wilson)	12	7	-	1	8	28	11
Small Business Reference Center	87	51	54	318	70	580	92
Small Engine Repair Reference Center	4	13	6	14	2	39	12
Vocational and Career Collection	17	20	2	-	2	41	18
<b>Totals</b>	<b>20,559</b>	<b>18,173</b>	<b>20,744</b>	<b>23,302</b>	<b>23,274</b>	<b>106,052</b>	



# EBSCO Group Purchase: Year-2 Renewal

**Aaron Skog, SWAN Executive Director**

## Year-1 Overview

SWAN Electronic Resources Consultant Robin Hofstetter spent much of 2018 talking with various vendors on a group purchase for e-content. The vendor that expressed interest in working out some purchase for SWAN was EBSCO. The catch was that EBSCO would only work with SWAN through a deal that had already been put in place between EBSCO and RAILS. SWAN was not able to negotiate directly with EBSCO on the database group purchase. Much of the terms and structure were largely created by RAILS through their prior negotiations with EBSCO. The group-purchase offer to SWAN from EBSCO was to have all 92 public libraries participate in a RAILS EBSCO “package B” but at a substantially discounted total price. All 92 public libraries were required to participate in order to get that single price. There was discussion in December 2019 and in February and March 2020 meetings where the deal was put to a majority vote. The savings for this offer was extremely compelling: the total price of the package through the RAILS deal would have cost \$840,000 in total, but instead was discounted 50% of that total for SWAN.

The group-purchase was approved by membership at the SWAN March 2020 Quarterly meeting. Individual library’s database selection was completed in April. EBSCO provided all required database configuration and links in July 2020. That same month, SWAN paid \$420,000 in a total invoice to RAILS for the database EBSCO Group B package. Within this subscription, RAILS holds the EBSCO license and SWAN has a separate memo of understanding with EBSCO on what is required. SWAN integrated the EBSCO databases within SWAN’s public Article Search in Enterprise for all 92 libraries in July. SWAN provided database URLs to all public libraries built with SWAN’s OpenAthens proxied access. These database links are listed on SWAN patron website under each library.

We have 5 months of usage data (July – November 2020) and the overall usage has increased 13% since the first month. Training classes were provided to libraries on July 9 and October 7 on using the database links and how to get usage statistics out of EBSCOadmin. Both classes were recorded and posted in SWAN Support. Digital marketing material was provided to SWAN libraries. EBSCO usage statistics are posted for the membership as a SWAN-wide usage total. SWAN’s posted statistics serve as a reference example for how each individual library should calculate their own library usage for IPLAR reporting.

## SWAN tiered discounts used in group purchase

Based on announced meetings held in December 2019 and February 2020 of library directors, many directors in attendance expressed enthusiasm for the group-purchase. A majority were willing to forego their full discount in favor of receiving a discount if it would allow libraries that needed a greater discount to participate.

In response to that pricing structure direction, SWAN created four groups of discounts for member libraries. The SWAN progressive discounts were based on the full Group B price as a greater percentage

of that library's budget. This allowed our pricing structure to even steeper discounts to those libraries where a full-purchase price might have been impossible.

<b>SWAN Group-purchase pricing tiers year-1</b>	<b>% discount off full RAILS EBSCO price</b>
Group 1 discount: 23 libraries	73%
Group 2 discount: 23 libraries	48%
Group 3 discount: 23 libraries	44%
Group 4 discount: 23 libraries	38%

#### Steps for SWAN group-purchase price formula

1. Determine RAILS EBSCO price based on library's population (RAILS requirement)
2. Use public library's tax revenue (same metric used in SWAN membership fee)
3. Compare EBSCO price against library tax revenue to determine what percentage of the full EBSCO price would be against the library's tax revenue
4. Sort libraries large to small on price percentage
5. Group libraries into 4 tiers of 23 libraries
6. Apply a graduated discount against the groups

In other words, if the EBSCO price was a larger percentage of that library's budget, the library would qualify for a greater discount.

Pricing was created and finalized at the March 2019 SWAN Quarterly meeting. The EBSCO group-purchase fee chart is posted along with SWAN's FY21 budget and membership fees.

[https://support.swanlibraries.net/system/files/Public/202003/SWAN\\_FY21\\_EBSCO.pdf](https://support.swanlibraries.net/system/files/Public/202003/SWAN_FY21_EBSCO.pdf)

## Year-2 renewal assumptions

The renewal discussion would coincide with SWAN's annual budget process. We were only 4 months into the subscription's first year and we would already need to begin discussions on the year-2 approach. Since the year-1 took quite an effort to accomplish, it seemed appropriate that year-2 would continue with what had been established:

1. SWAN would move forward with the same RAILS Group B package
2. We would negotiate with RAILS any increase as a percentage on top of the \$420,000 SWAN total
3. All 92 libraries from year-1 would remain in the group-purchase, and the three new libraries would be added with a fixed price per library to the final total cost, bringing us to 95 public libraries to be factored into the year-2 pricing
4. Tiered discounts would be used again using four groups with 24, 24, 24, and 23 libraries in each quartile

In essence, continuity with EBSCO was desired during a global pandemic so that library staff and patrons could promote and begin using the online databases.

## FY22 Price Negotiations

RAILS EBSCO Group B pricing for FY22 is expected to go up 11% for those not in SWAN libraries, while SWAN was proposed a 3% EBSCO database increase for its 92 libraries (adding in our 3 new libraries at a

different add-on price). This was EBSCO’s opening offer which we hope to get lower through negotiations. The year-2 conservative high end number for SWAN is \$450,584. It should be noted that EBSCO will negotiate multi-year deals with a fixed low escalation percentage, if libraries believe this should be worth pursuing. We should not be expecting low escalation rate increases as long as we renew on an annual basis.

**Option1: EBSCO group-purchase year-2 same as year-1**

The pricing chart would be complete and could be shared at the COW in February.

**Option 2: year-2 EBSCO group-purchase with possible opt-out**

Feedback at the December 3, 2020 SWAN Quarterly has some libraries requesting an opt-out from the EBSCO group-purchase.

The libraries opting out of SWAN EBSCO would need to understand the following:

- All 95 public libraries in SWAN would remain listed with EBSCO as participating, even if they opted out
- Those libraries opting out would no longer be able to negotiate an individual database deal with EBSCO; the RAILS Group B purchase would be the only package available
- Novelist, Novelist K8 and other databases would not be available to libraries opting out

This follows the group-services approach that has been set within Illinois at the state-level. For example, OCLC pricing and the group services package is set for all libraries. No individual library can negotiate its own rate or package with OCLC.

**Libraries expressing desire to opt-out**

Thus far from the response at the 12/3 SWAN Quarterly, several public library directors have expressed a desire to opt-out. A preliminary worst case scenario would be 23 libraries might opt-out, leaving \$78,153 in revenue to be made up for with the remaining 72.

To make up for the revenue shortfall, the tier discounts we have created for libraries would need to be adjusted. Keep in mind that the EBSCO 3% increase must also be included in total revenue collected in order to pay the RAILS EBSCO invoice.

<b>SWAN Group-purchase pricing tiers</b>	<b>% discount off full RAILS EBSCO price: Year-1</b>	<b>Year-2 discount (estimate, not final)</b>	<b>Average Increase</b>
Group 1 discount	73%	60%	\$1,184
Group 2 discount	48%	33%	\$1,260
Group 3 discount	44%	29%	\$1,380
Group 4 discount	38%	23%	\$2,026

Group 1 discount would be a mix of libraries receiving a bigger discount in year-2 and some libraries increasing 13% from year-1.

**Option 2: opt-out next steps**

If opting out was a feature that SWAN wanted to include in the year-2 renewal, the following would need to happen.

1. Determine those libraries considering opting out based on preliminary year-2 pricing for all 95 public libraries.
2. Build an EBSCO year-2 fee chart with the libraries remaining in the group-purchase. It will be likely all libraries will experience some increase in order to make up the EBSCO revenue loss.
3. Present at the February COW the proposed pricing with opt-out versus required participation for comparison.
4. Set a deadline for official opt-out so that the pricing voted on at the March 2, 2021 Quarterly is final.

### Option 3: scuttle the deal entirely

The opt-out scenario of having libraries upset with increases blaming those opting out of the deal could lead to a SWAN decision to abandon this group purchase altogether.

Leaving this group purchase deal with EBSCO would not be without ramifications.

- Individual libraries that want their EBSCO deals through RAILS will get a sticker shock as EBSCO wants to increase the RAILS pricing 11% for the A and B packages.
- Leaving entirely without some other deal in place could ruin SWAN's reputation as a negotiating partner with EBSCO for future deals.

### Option 4: build EBSCO deal into SWAN membership fees

Rather than build a separate pricing chart, we could instead just add the EBSCO expense to SWAN's budget and let the membership fee formula include that additional expense. This approach would essentially bring the EBSCO subscription into the SWAN operating budget and the membership fee formula would be the method used for cost sharing. The separate progressive pricing structure for the group-purchase would be abandoned.

### Option 5: wait for the state-wide deal

Based on comments by RAILS Executive Director Deirdre Brennan at the December 3<sup>rd</sup> quarterly meeting, a state-wide online database deal is not actively being worked on at this time. If a statewide deal were desired, Dee recommended a more ground-up approach to advocating for that bigger than SWAN approach. I believe waiting for a state-wide deal in hopes of a "free" database package will most likely be disappointing.

## Recommendation

This recommendation is based on answering the question "Do the 1.9 million persons served by the 95 public libraries in SWAN deserve an opportunity to have a common set of online research databases available to them?" The answer is an emphatic yes, they do. The current pandemic compels SWAN to provide something for everyone, and to ensure this online research is affordable as best as we can make it for our member libraries.

To that end, we have structured an offering that does have a common base of online research but also allows libraries some flexibility in selecting some preferred databases. We have also worked to make that affordable for all public libraries through a progressive pricing structure.

This effort within the consortium is new and it does require some compromise. Many libraries supporting this group-purchase have set aside some of the savings to ease the financial burden

experienced by others. Allowing libraries to individually opt-out at this second year is inadvisable, as it will increase the price of those that remain as participants in the EBSCO deal. The year-1 compromise was some libraries were required to participate, but other libraries would help those libraries with a greater financial need by taking less than the full 50% savings they could have had owed to them. In hindsight, the EBSCO group-purchase that SWAN approved participation in on at its March 2019 membership meeting should have been a two-year subscription.

### **Suggested Process & Resolutions for Membership Vote**

I recommend SWAN move forward with option 1 which is to bring the year-2 package forward for discussion and a membership approval.

RESOLVED THAT SWAN RENEW WITH RAILS THE EBSCO DATABASE GROUP PURCHASE FOR ALL 95 PUBLIC LIBRARY MEMBERS OF SWAN FOR A 1-YEAR SUBSCRIPTION FOR JULY 1, 2021 THROUGH JUNE 30, 2022 FOR AN AMOUNT NOT TO EXCEED \$450,584 WITH THE SWAN GROUP PRICING STRUCTURE AS PRESENTED.

Should option 1 not pass, a second vote should be held to allow the SWAN year-2 renewal take place with an opt-out option.

RESOLVED THAT SWAN RENEW WITH RAILS THE EBSCO DATABASE GROUP PURCHASE FOR THOSE PUBLIC LIBRARY MEMBERS OF SWAN OPTING IN FOR A 1-YEAR SUBSCRIPTION FOR JULY 1, 2021 THROUGH JUNE 30, 2022 FOR AN AMOUNT NOT TO EXCEED \$450,584. WITH THE SWAN GROUP PRICING STRUCTURE AS PRESENTED.

Should this second resolution fail to pass, the EBSCO group purchase for SWAN would effectively not be renewed a second year for the FY22 SWAN Budget.

# SWAN Budget Information & Guidelines

Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

December 18, 2020 SWAN Board Draft

## Introduction

### Revenue & Expense, Reserves, & Membership Fees

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

### New Budget Lines

This year we added expense line #5920 "Reimbursement for Resource Sharing" to record any of the expenses which occur within SWAN's centralized billing for unreturned materials between libraries.

## Budget Highlights

### Reduced Expenses

The FY22 budget reduced expenses and froze various budget lines in an effort to reflect the changing services brought upon SWAN by the global pandemic. The total expenses in SWAN increased only 1.1% with the FY22 budget, while adding some new features for libraries.

### Three New Libraries

The libraries Glenside, Roselle, and Warrenville bring in additional revenue through membership fees. The associated expenses with adding on libraries do not exceed the new revenue, bringing \$52,200 in net revenue to SWAN.

### Reduced Revenue: Money Market Interest & RAILS Grant Funding

RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691. Combined with the loss of interest revenue from the Money Market account, a total of \$74,327 revenue loss needed to be generated in an increase to membership fees at an overall rate of 2.8%.

### New: Aspen Discovery

Pending the affirmation of member libraries, the Aspen Discovery catalog will run concurrently with Enterprise for this budget year. The support expense will be taken from reserves, see revenue line #4600 and expense line #5440. You can read more about SWAN's Aspen Discovery on the support site at <https://support.swanlibraries.net/aspen>

### New: Niche Academy, KitKeeper, & Book Club Kits

Niche Academy service is a year-to-year subscription of online tutorials and learning tools for public library users. The tools are already in use at 15 SWAN member libraries and comes highly recommended. SWAN's Niche Academy subscription would allow embedded widgets and tutorials into the SWAN catalog and [www.swanlibraries.net](http://www.swanlibraries.net) patron help site, and would better assist library users in the online environment. This subscription would not affect existing Niche Academy library subscriptions. Niche Academy pricing is based on population which based on SWAN's library service population would be \$12,000 annually. KitKeeper is an online subscription through Plymouth Rocket that will help member libraries better manage bookclub kits. KitKeeper will be managed as a group-purchase for participating member libraries at \$25 per library. This budget funds at \$5,000 a pilot to create shared book club kits that can be requested by participating libraries in the book club kit pilot.

## Revenue



## Membership Fees

<b>4010</b>	<b>SWAN Full Membership Fees</b>	<b>\$2,931,863</b>
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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.

<b>4011</b>	<b>SWAN Internet Access Membership Fees</b>	<b>\$3,700</b>
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The Internet Access level service for school libraries continues through this fiscal year with 10 schools participating with partner SWAN member public libraries.

## Membership Reimbursements

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

This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for the FY22 budget.

**4190 Member Group Purchase Receipts \$463,984**

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries is \$420,000 for year 2. Additional group purchases are ongoing with renewals with Envisionware for self-check software.

## Reimbursement for Losses

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**4220 Reimbursement Losses for Resource Sharing \$30,000**

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

**4230 Collection Agency Fees \$900**

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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**4310 RAILS Support to SWAN \$522,691**

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY22 to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees.

**4320 Other Grant Revenue \$0**

The one-time grant revenue from adding new libraries would be recorded in this line. No new libraries are planned in this budget year, as SWAN now adds new member libraries every other year.



## Registration & Event Receipts

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**4499 Annual Conference Receipts \$0**

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. The FY22 budget does not plan for an annual conference.

## Investment & Interest

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**4510 Interest Income \$2,000**

SWAN interest income fell mid-way through last year's budget.

**4520 Investment Income \$0**

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

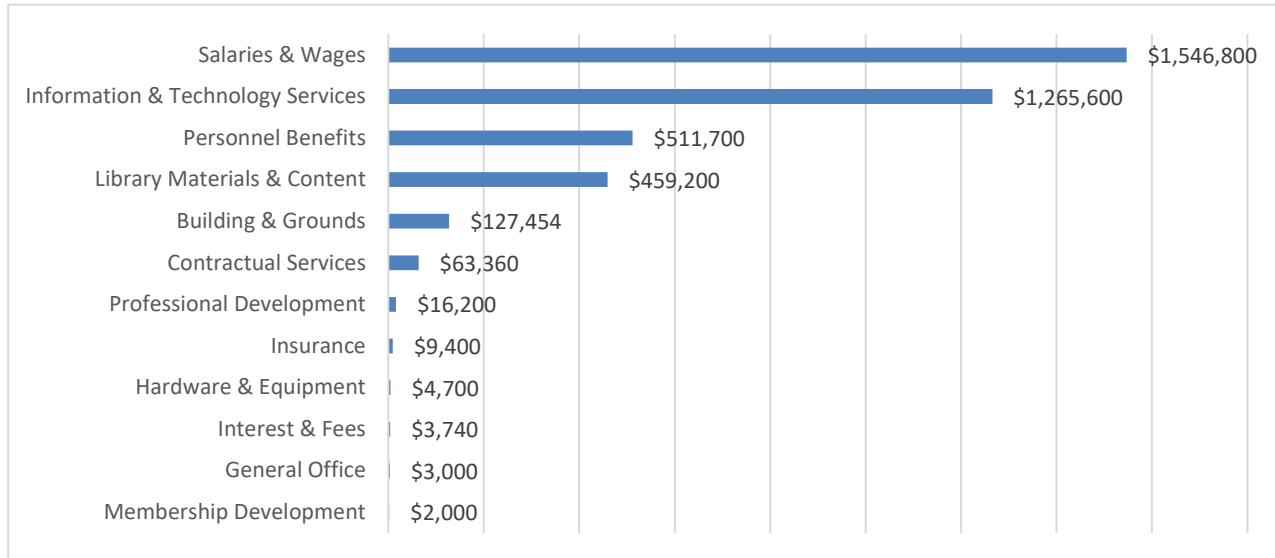
## Reserve Fund Transfer

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**4600 Reserve Fund Transfer \$85,000**

Aspen Discovery support with ByWater Solutions will be taken from reserves. See the expense line 5440 Library Services Platform for its one-time expense increase for FY22.

## Expenses



### Salaries & Wages

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

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. The FY21 budget has no increases from the prior year's budget. There is one proposed position that is on hold that this budget could support.

### Personnel Benefits

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

Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). No change from the prior budget.

**5022 State Unemployment Insurance -**

Organization pays unemployment directly should it be required.

**5023 Worker's Compensation \$3,000**

Organization insurance provided by insurance vendor.

**5024 Retirement Benefits \$140,900**

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

**5025 Health, Dental, Life And Disability Insurance \$234,600**

Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY22 rates from LIMRiCC are lower based on the switch from BlueCross BlueShield to Aetna.

**5026 Tuition Reimbursements \$2,500**  
Tuition reimbursement benefit for employees.

**5085 Staff Wellness \$600**  
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 \$110,104**  
SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY22. Refer to SWAN's FY20 audit for the full debt obligation of the office lease.

**5120 Utilities \$5,700**  
Facility electricity and natural gas expenses are recorded in this line. Based on 6 months of actual expenses in 2020, this expense is lower for the FY22 budget.

**5130 Property Insurance \$0**  
Property and flood insurance covers office space furniture and equipment, and the RAILS 125 Tower Drive data center equipment. There will no longer be any active equipment at the RAILS data center, so this insurance is no longer needed.

**5140 Repairs & Maintenance \$900**  
Used for facility repairs including door fob security maintenance and repairs.

**5150 Custodial Service & Supplies \$9,000**  
SWAN's cleaning service was changed for two days per week.

**5190 Other Building Maintenance \$150**  
Used for alarms and security cameras related to facility expense.

## 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 new SWAN budget structure ensures expenses associated with each category are understood and budgeted appropriately, as they have at times made it difficult to understand mid-year expenses properly.

**5210 Conference Travel \$0**

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. Due to the pandemic, there is no planned conference travel in the FY22 budget.

**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 \$8,800**

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**

The FY22 budget reduced some of the online learning expenses for employees.

**5260 Online Learning \$3,500**

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

## 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 \$800**

The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel reduced for the FY22 budget due to the pandemic, but some mileage reimbursement will occur.

**5320 Membership Meetings \$0**  
Refreshments for the 50+ membership advisory and user group meetings held annually, such as coffee and donuts, or other activity supplies. Reduced to zero for the FY22 budget due to the pandemic.

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

**5399 Annual Conference \$0**  
SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo for 2021 will remain suspended and this expense is reduced to zero.

### **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 \$48,000**  
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. The FY22 budget includes an increase to cover expenses for SWAN hosting Aspen and additional servers within our Azure infrastructure.

**5420 Application Software Licensing \$19,000**  
Expenses related to SWAN's support software application include employee tools to create videos, deploy client software, design presentations, run meetings, and create instructional material. Vendor licensing includes: Formsite (webform software subscription), SurveyMonkey (for ongoing usability Input), MailChimp for e-newsletter, 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 \$14,000**  
The server licensing expenses related to SWAN's library services platform to run SirsiDynix Symphony and test systems. The membership virtual private network utilizing SonicWALL is supported through a group purchase of 100 nodes at \$12,155 annually for FY22 to keep SonicWALL appliances on the most current version of the software.

- 5440 Library Services Platform \$1,036,800**  
 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 FY22, SirsiDynix expenses are budgeted for \$512,632, OCLC at \$268,449, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$170,708 total. This line includes licensing three libraries to licensing for OCLC, EBSCO Discovery Services, and OpenAthens. New for this year is support from ByWater Solutions for SWAN's Aspen Discovery Services at \$85,000.
- 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 \$88,600**  
 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 increased Novelist Select licensing. New in this year's budget is Niche Academy, which provides online content to library patrons for instruction on using eBooks and other public library e-content.
- 5470 Subscription Support Services \$9,900**  
 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 \$20,400**  
 Expenses associated with SWAN facility connection to the internet and phone support.
- 5490 Group Purchases - Services \$12,600**  
 SWAN will periodically arrange a software group purchase. Those expenses are recorded here if libraries are invoiced back for the expense, which would be recorded as revenue in the budget line 4190. The budget is supporting an ongoing Envisionware software group purchase for a self-check system, which has annual maintenance for support. New to this budget in FY22 is Curbside Communicator with Unique Management, which is a \$12,000 expense offset by revenue from SWAN invoicing member libraries for the service.

## 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 \$1,500**

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

**5520 Postage \$1,500**

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

**5550 Furniture \$0**

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

**5599 Annual Conference Supplies \$0**

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo for 2021 will be suspended due to the global pandemic.

## 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 \$1,000**

Expenses for this budget related to SWAN staff peripheral devices.

**5690 Group Purchases - Hardware \$0**

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN. No group purchases planned for the FY22 budget.

## Insurance

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

**5700 Insurance \$9,400**

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





**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 Reimbursement for Resource Sharing \$30,000**

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

**5930 Electronic Resources \$0**

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

**5990 Group Purchases - Content \$450,584**

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY22. 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 banking service for lock box deposits was added to this budget line at \$2,700 annually.

**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 \$0**

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

**6099 Annual Conference Merchant Fees \$0**  
Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line. The SWAN Expo is suspended for FY22 due to the global pandemic.

## Asset Management

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**6110 Depreciation \$2,322**  
For proprietary funds and government-wide financial statements only. Depreciation charges are intended to allocate the cost of a fixed asset over the estimated useful life of the unit in a systematic and rational manner using the straight-line method. The number of physical assets depreciated has fallen dramatically since SWAN moved to an infrastructure-as-a-service model and no longer needs to purchase servers over \$5,000. SirsiDynix migration and operating system server migration expenses are in their final years of depreciation.

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

**6130 Vacation Expense \$2,200**  
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	FY21 Budget	FY22 Budget	Change
4000 Membership Fees	\$2,851,863	\$2,935,563	\$83,700
4100 Membership Reimbursements	\$435,394	\$463,984	\$28,590
4200 Reimbursement for Losses	\$900	\$30,900	\$30,000
4300 Grant Revenue	\$623,518	\$522,691	(\$100,827)
4400 Registration & Event Receipts	\$7,600	\$0	(\$7,600)
4500 Investment & Interest	\$37,000	\$2,000	(\$35,000)
4600 Reserve Fund Transfer	\$62,379	\$85,000	\$22,622
<b>Total Revenue</b>	<b>\$4,018,654</b>	<b>\$4,040,138</b>	<b>\$21,485</b>
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0
5020 Personnel Benefits	\$516,200	\$500,000	(\$16,200)
5100 Building & Grounds	\$123,304	\$125,854	\$2,551
5200 Professional Development	\$24,800	\$16,200	(\$8,600)
5300 Membership Development	\$9,400	\$2,000	(\$7,400)
5400 Information & Technology Services	\$1,133,100	\$1,264,200	\$131,100
5500 General Office	\$5,300	\$3,000	(\$2,300)
5600 Hardware & Equipment	\$81,700	\$4,700	(\$77,000)
5700 Insurance	\$9,200	\$9,400	\$200
5800 Contractual Services	\$139,210	\$66,060	(\$73,150)
5900 Library Materials & Content	\$425,000	\$485,584	\$60,584
6000 Interest & Fees	\$4,040	\$3,740	(\$300)
<b>Total Operating Expenses</b>	<b>\$4,018,054</b>	<b>\$4,027,538</b>	<b>\$9,485</b>
6100 Asset Management	\$13,607	\$4,522	(\$9,085)
Excess of revenues over (under) estimated expenses	\$21,500	\$0	

Revenue & Expense Budget		FY21 Budget	FY22 Budget	Change
<b>Revenue</b>				
<b>4000</b>	<b>Membership Fees</b>			
4010	SWAN Full Membership Fees	\$2,851,863	\$2,931,863	\$80,000
4011	SWAN Internet Access Membership Fees	\$0	\$3,700	\$3,700
<b>4100</b>	<b>Membership Reimbursements</b>			
4110	Member One-Time Project Receipts	\$14,000	\$0	(\$14,000)
4190	Member Group Purchase Receipts	\$421,394	\$463,984	\$42,590
<b>4200</b>	<b>Reimbursement for Losses</b>			
4220	Reimbursement Losses for Resource Sharing	\$0	\$30,000	\$30,000
4230	Collection Agency Fees	\$900	\$900	\$0
<b>4300</b>	<b>Grant Revenue</b>			
4310	RAILS Support to SWAN	\$562,018	\$522,691	(\$39,327)
4320	Other Grant Revenue	\$61,500	\$0	(\$61,500)
<b>4400</b>	<b>Registration &amp; Event Receipts</b>			
4499	Annual Conference Receipts	\$7,600	\$0	(\$7,600)
<b>4500</b>	<b>Investment &amp; Interest</b>			
4510	Interest Income	\$37,000	\$2,000	(\$35,000)
4520	Investment Income	\$0	\$0	\$0
<b>4600</b>	<b>Reserve Fund Transfer</b>	\$62,379	\$85,000	\$22,622
<b>Total Revenue</b>		<b>\$4,018,654</b>	<b>\$4,040,138</b>	<b>\$21,485</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	\$3,000	\$3,000	\$0
5024	Retirement Benefits	\$140,900	\$140,900	\$0
5025	Health, Dental, Life And Disability Insurance	\$246,300	\$234,600	(\$11,700)
5026	Tuition Reimbursements	\$2,500	\$2,500	\$0
5085	Staff Wellness	\$5,100	\$600	(\$4,500)
<b>5100</b>	<b>Building &amp; Grounds</b>			
5110	Rent/Lease	\$105,904	\$110,104	\$4,201
5120	Utilities	\$6,400	\$5,700	(\$700)

<b>Revenue &amp; Expense Budget</b>		<b>FY21 Budget</b>	<b>FY22 Budget</b>	<b>Change</b>
5130	Property Insurance	\$1,500	\$0	(\$1,500)
5140	Repairs & Maintenance	\$1,300	\$900	(\$400)
5150	Custodial Service & Supplies	\$8,100	\$9,000	\$900
5190	Other Building Maintenance	\$100	\$150	\$50
<b>5200</b>	<b>Professional Development</b>			
5210	Conference Travel	\$11,000	\$0	(\$11,000)
5220	Staff Meetings	\$600	\$600	\$0
5230	Staff Professional Development	\$5,400	\$8,800	\$3,400
5240	Professional Association Membership Dues	\$2,500	\$2,500	\$0
5250	Educational Material	\$800	\$800	\$0
5260	Online Learning	\$4,500	\$3,500	(\$1,000)
<b>5300</b>	<b>Membership Development</b>			
5310	Travel Reimbursement	\$2,800	\$800	(\$2,000)
5320	Membership Meetings	\$2,900	\$0	(\$2,900)
5350	Marketing & Promotional Material	\$1,200	\$1,200	\$0
5399	Annual Conference	\$2,500	\$0	(\$2,500)
<b>5400</b>	<b>Information &amp; Technology Services</b>			
5410	Infrastructure Licensing	\$42,000	\$48,000	\$6,000
5420	Application Software Licensing	\$18,400	\$19,000	\$600
5430	Server Software Licensing	\$13,900	\$14,000	\$100
5440	Library Services Platform	\$927,200	\$1,036,800	\$109,600
5450	Data Management Services	\$27,500	\$27,500	\$0
5460	Information Subscription Service	\$74,600	\$88,600	\$14,000
5470	Subscription Support Services	\$10,100	\$9,900	(\$200)
5480	Telecommunications	\$19,400	\$20,400	\$1,000
5490	Group Purchases - Services	\$600.00	\$12,600.00	\$12,000
<b>5500</b>	<b>General Office</b>			
5510	Office Supplies	\$4,000	\$1,500	(\$2,500)
5520	Postage	\$900	\$1,500	\$600
5550	Furniture	\$0	\$0	\$0
5599	Annual Conference Supplies	\$400	\$0	(\$400)
<b>5600</b>	<b>Hardware &amp; Equipment</b>			
5610	Equipment Rental/Maintenance	\$3,700	\$3,700	\$0
5620	Hardware	\$63,200	\$1,000	(\$62,200)
5690	Group Purchases - Hardware	\$14,800	\$0	(\$14,800)
<b>5700</b>	<b>Insurance</b>	<b>\$9,200</b>	<b>\$9,400</b>	<b>\$200</b>

<b>Revenue &amp; Expense Budget</b>		<b>FY21 Budget</b>	<b>FY22 Budget</b>	<b>Change</b>
<b>5800</b>	<b>Contractual Services</b>			
5810	Legal	\$5,000	\$5,000	\$0
5820	Accounting	\$20,610	\$17,560	(\$3,050)
5830	Consulting	\$5,000	\$1,000	(\$4,000)
5840	Payroll Service Fees	\$3,900	\$3,600	(\$300)
5850	Contractual Agreements	\$56,500	\$0	(\$56,500)
5860	Notification & Collection	\$35,300	\$38,000	\$2,700
5870	Recruitment	\$900	\$900	\$0
5899	Annual Conference Facility Contract	\$12,000	\$0	(\$12,000)
<b>5900</b>	<b>Library Materials &amp; Content</b>			
5910	Print Materials	\$5,000	\$5,000	\$0
5920	Reimbursement for Resource Sharing	\$0	\$30,000	\$30,000
5930	Electronic Resources		\$0	\$0
5990	Group Purchases - Content	\$420,000	\$450,584	\$30,584
<b>6000</b>	<b>Interest &amp; Fees</b>			
6010	Bank Fees	\$3,700	\$3,700	\$0
6020	Merchant Account Fees	\$40	\$40	\$0
6030	Interest Payment	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$300	\$0	(\$300)
<b>Subtotal Expenses</b>		<b>\$3,997,154</b>	<b>\$4,040,138</b>	<b>\$21,485</b>
<b>6100</b>	<b>Asset Management</b>			
6110	Depreciation	\$3,607	\$2,322	(\$1,285)
6120	(Gain)/Loss on Asset Disposal		\$0	
6130	Vacation Expense	\$10,000	\$2,200	(\$7,800)
<b>Total Expenses</b>		<b>\$3,997,154</b>	<b>\$4,040,138</b>	<b>\$42,985</b>
<b>Total Revenue (from above)</b>		<b>\$4,018,654</b>	<b>\$4,040,138</b>	
<b>Excess of revenues over (under) estimated expenses</b>		<b>\$21,500.00</b>	<b>\$0.00</b>	
		<b>FY21 Budget</b>	<b>FY22 Budget</b>	

## SWAN Reserves Plan: Updated for FY22 Budget

<b>Capital Expenditures (anything over \$5,000)</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</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>	<b>July 2023-June 2025</b>
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,035,646	\$1,998,710	\$1,998,710	\$1,998,710	\$1,998,710
Reserves collected & Impact Fee	\$26,283	\$0	\$0	\$0	\$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service*	\$0	\$0	\$0	\$0	\$0
Firewall replacement: no longer required with cloud-based Infrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
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>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>
Maintain 4 months operating in reserve (policy)	(\$1,332,385)	(\$1,346,713)	(\$1,414,048)	(\$1,484,751)	(\$1,558,988)
<b>Over/(Under) Reserve Policy</b>	<b>\$666,325</b>	<b>\$651,997</b>	<b>\$584,662</b>	<b>\$513,959</b>	<b>\$439,722</b>
Operating Budget (5% increases each year after FY21)	\$3,997,154	\$4,040,138	\$4,242,145	\$4,454,252.63	\$4,676,965.26

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

**Chart 1: Membership Fee Chart for FY22 SWAN Budget  
(July 1, 2021 - June 30, 2022)**

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	Fee Total FY22	FY21 Fees	Change FY22 vs FY21
Acorn Public Library District	\$ 28,107	(\$5,502)	\$ 22,605	\$ 22,171	\$ 434
Alsip-Merrionette Park Public Library District	\$ 40,409	(\$5,502)	\$ 34,907	\$ 34,743	\$164
Batavia Public Library District	\$ 52,034	(\$5,502)	\$ 46,532	\$ 46,672	(\$140)
Bedford Park Public Library District	\$ 31,314	(\$5,502)	\$ 25,812	\$ 25,233	\$579
Beecher Community Library District	\$ 20,803	(\$5,502)	\$ 15,301	\$ 14,772	\$529
Bellwood Public Library	\$ 34,485	(\$5,502)	\$ 28,983	\$ 29,723	(\$740)
Bensenville Community Public Library District	\$ 33,237	(\$5,502)	\$ 27,735	\$ 27,371	\$364
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 21,495	(\$5,502)	\$ 15,993	\$ 15,478	\$515
Berwyn Public Library	\$ 51,286	(\$5,502)	\$ 45,784	\$ 46,379	(\$595)
Bloomington Public Library	\$ 46,617	(\$5,502)	\$ 41,115	\$ 41,052	\$63
Blue Island Public Library	\$ 29,436	(\$5,502)	\$ 23,934	\$ 23,783	\$151
Bridgeview Public Library	\$ 28,673	(\$5,502)	\$ 23,171	\$ 23,038	\$133
Broadview Public Library District	\$ 29,136	(\$5,502)	\$ 23,634	\$ 23,089	\$545
Brookfield Public Library	\$ 39,951	(\$5,502)	\$ 34,449	\$ 34,142	\$307
Calumet City Public Library	\$ 32,275	(\$5,502)	\$ 26,773	\$ 26,916	(\$143)
Calumet Park Public Library	\$ 19,436	(\$5,502)	\$ 13,934	\$ 13,468	\$466
Carol Stream Public Library	\$ 54,107	(\$5,502)	\$ 48,605	\$ 46,862	\$1,743
Chicago Heights Public Library	\$ 25,684	(\$5,502)	\$ 20,182	\$ 19,985	\$197
Chicago Ridge Public Library	\$ 31,233	(\$5,502)	\$ 25,731	\$ 25,479	\$252
Cicero Public Library	\$ 34,759	(\$5,502)	\$ 29,257	\$ 29,264	(\$7)
Clarendon Hills Public Library	\$ 25,257	(\$5,502)	\$ 19,755	\$ 19,236	\$519
Crestwood Public Library District	\$ 23,052	(\$5,502)	\$ 17,550	\$ 17,039	\$511
Crete Public Library District	\$ 35,040	(\$5,502)	\$ 29,538	\$ 29,631	(\$93)
Dolton Public Library District	\$ 28,673	(\$5,502)	\$ 23,171	\$ 23,716	(\$545)
Downers Grove Public Library	\$ 70,520	(\$5,502)	\$ 65,018	\$ 58,340	\$6,678
Eisenhower Public Library District	\$ 53,974	(\$5,502)	\$ 48,472	\$ 47,554	\$918
Elmwood Park Public Library	\$ 33,541	(\$5,502)	\$ 28,039	\$ 27,573	\$466
Evergreen Park Public Library	\$ 29,298	(\$5,502)	\$ 23,796	\$ 23,338	\$458
Flossmoor Public Library	\$ 30,713	(\$5,502)	\$ 25,211	\$ 24,882	\$329
Forest Park Public Library	\$ 35,808	(\$5,502)	\$ 30,306	\$ 30,024	\$282
Frankfort Public Library District	\$ 41,163	(\$5,502)	\$ 35,661	\$ 35,042	\$619
Franklin Park Public Library District	\$ 35,897	(\$5,502)	\$ 30,395	\$ 29,909	\$486
Geneva Public Library District	\$ 66,972	(\$5,502)	\$ 61,470	\$ 61,537	(\$67)
Glen Ellyn Public Library	\$ 58,624	(\$5,502)	\$ 53,122	\$ 53,438	(\$316)
Glenside Public Library District	\$ 50,939	(\$5,502)	\$ 45,437		
Glenwood-Lynwood Public Library District	\$ 27,236	(\$5,502)	\$ 21,734	\$ 21,890	(\$156)
Grande Prairie Public Library District	\$ 32,221	(\$5,502)	\$ 26,719	\$ 26,496	\$223
Green Hills Public Library District	\$ 39,412	(\$5,502)	\$ 33,910	\$ 36,226	(\$2,316)
Harvey Public Library District	\$ 26,093	(\$5,502)	\$ 20,591	\$ 20,486	\$105
Hillside Public Library	\$ 30,055	(\$5,502)	\$ 24,553	\$ 23,771	\$782
Hinsdale Public Library	\$ 45,643	(\$5,502)	\$ 40,141	\$ 39,765	\$376
Hodgkins Public Library District	\$ 23,445	(\$5,502)	\$ 17,943	\$ 17,365	\$578
Homewood Public Library District	\$ 39,227	(\$5,502)	\$ 33,725	\$ 33,432	\$293
Indian Prairie Public Library District	\$ 53,097	(\$5,502)	\$ 47,595	\$ 47,988	(\$393)
Itasca Community Library	\$ 32,754	(\$5,502)	\$ 27,252	\$ 26,671	\$581
Justice Public Library District	\$ 20,858	(\$5,502)	\$ 15,356	\$ 14,785	\$571
Kaneville Public Library District	\$ 18,600	(\$5,502)	\$ 13,098	\$ 12,570	\$528
La Grange Public Library	\$ 41,289	(\$5,502)	\$ 35,787	\$ 35,373	\$414
LaGrange Park Public Library District	\$ 35,827	(\$5,502)	\$ 30,325	\$ 30,094	\$231
Lansing Public Library	\$ 40,017	(\$5,502)	\$ 34,515	\$ 34,996	(\$481)
Lyons Public Library	\$ 24,389	(\$5,502)	\$ 18,887	\$ 18,405	\$482
Markham Public Library	\$ 22,735	(\$5,502)	\$ 17,233	\$ 16,623	\$610
Matteson Area Public Library District	\$ 41,104	(\$5,502)	\$ 35,602	\$ 34,615	\$987
Maywood Public Library District	\$ 30,186	(\$5,502)	\$ 24,684	\$ 24,418	\$266
McCook Public Library District	\$ 21,864	(\$5,502)	\$ 16,362	\$ 15,725	\$637
Melrose Park Public Library	\$ 26,973	(\$5,502)	\$ 21,471	\$ 20,909	\$562
Messenger Public Library of North Aurora	\$ 35,288	(\$5,502)	\$ 29,786	\$ 29,217	\$569
Midlothian Public Library	\$ 31,859	(\$5,502)	\$ 26,357	\$ 24,505	\$1,852
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 20,249	(\$5,502)	\$ 14,747	\$ 14,321	\$426
National University of Health Sciences	\$ 11,667		\$ 11,667	\$ 11,667	\$0
North Riverside Public Library District	\$ 27,651	(\$5,502)	\$ 22,149	\$ 21,735	\$414
Northlake Public Library District	\$ 36,276	(\$5,502)	\$ 30,774	\$ 30,521	\$253
Oak Brook Public Library	\$ 27,008	(\$5,502)	\$ 21,506	\$ 21,255	\$251
Oak Lawn Public Library	\$ 70,984	(\$5,502)	\$ 65,482	\$ 66,262	(\$780)
Oak Park Public Library	\$ 104,923	(\$5,502)	\$ 99,421	\$ 97,015	\$2,406
Palos Heights Public Library	\$ 30,024	(\$5,502)	\$ 24,522	\$ 24,464	\$58



**Chart 1: Membership Fee Chart for FY22 SWAN Budget  
(July 1, 2021 - June 30, 2022)**

<b>SWAN Library</b>	<b>Base + Funding Fees (No State LLSAP Grant)</b>	<b>State LLSAP Grant Discount</b>	<b>Fee Total FY22</b>	<b>FY21 Fees</b>	<b>Change FY22 vs FY21</b>
Palos Park Public Library	\$ 22,346	(\$5,502)	\$ 16,844	\$ 16,336	\$508
Park Forest Public Library	\$ 36,297	(\$5,502)	\$ 30,795	\$ 31,271	(\$476)
Prairie State College	\$ 23,333		\$ 23,333	\$ 23,333	\$0
Prairie Trails Public Library District	\$ 36,254	(\$5,502)	\$ 30,752	\$ 30,251	\$501
Richton Park Public Library District	\$ 26,838	(\$5,502)	\$ 21,336	\$ 20,715	\$621
River Forest Public Library	\$ 30,240	(\$5,502)	\$ 24,738	\$ 24,309	\$429
River Grove Public Library District	\$ 22,038	(\$5,502)	\$ 16,536	\$ 16,018	\$518
Riverdale Public Library District	\$ 22,532	(\$5,502)	\$ 17,030	\$ 16,754	\$276
Riverside Public Library	\$ 28,611	(\$5,502)	\$ 23,109	\$ 22,669	\$440
Roselle Public Library District	\$ 35,793	(\$5,502)	\$ 30,291		
Schiller Park Public Library	\$ 27,965	(\$5,502)	\$ 22,463	\$ 21,943	\$520
South Holland Public Library	\$ 38,233	(\$5,502)	\$ 32,731	\$ 32,092	\$639
St Charles Public Library District	\$ 96,050	(\$5,502)	\$ 90,548	\$ 91,246	(\$698)
Steger-South Chicago Heights Public Library District	\$ 21,702	(\$5,502)	\$ 16,200	\$ 15,810	\$390
Stickney-Forest View Public Library District	\$ 29,756	(\$5,502)	\$ 24,254	\$ 23,767	\$487
Sugar Grove Public Library District	\$ 24,066	(\$5,502)	\$ 18,564	\$ 18,037	\$527
Summit Public Library District	\$ 21,247	(\$5,502)	\$ 15,745	\$ 15,294	\$451
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 31,801	(\$5,502)	\$ 26,299	\$ 25,602	\$697
Thornton Public Library	\$ 19,209	(\$5,502)	\$ 13,707	\$ 13,123	\$584
Tinley Park Public Library	\$ 68,186	(\$5,502)	\$ 62,684	\$ 63,364	(\$680)
Town and Country Public Library District	\$ 30,692	(\$5,502)	\$ 25,190	\$ 24,577	\$613
University Park Public Library District	\$ 23,303	(\$5,502)	\$ 17,801	\$ 17,264	\$537
Villa Park Public Library	\$ 38,896	(\$5,502)	\$ 33,394	\$ 41,521	(\$8,127)
Warrenville Public Library District	\$ 34,748	(\$5,502)	\$ 29,246		
West Chicago Public Library District	\$ 39,671	(\$5,502)	\$ 34,169	\$ 33,829	\$340
Westchester Public Library	\$ 30,283	(\$5,502)	\$ 24,781	\$ 24,334	\$447
Westmont Public Library	\$ 36,695	(\$5,502)	\$ 31,193	\$ 30,731	\$462
William Leonard Public Library District	\$ 20,119	(\$5,502)	\$ 14,617	\$ 13,616	\$1,001
Wood Dale Public Library District	\$ 41,831	(\$5,502)	\$ 36,329	\$ 35,813	\$516
Woodridge Public Library	\$ 54,901	(\$5,502)	\$ 49,399	\$ 49,171	\$228
Worth Public Library District	\$ 25,513	(\$5,502)	\$ 20,011	\$ 19,560	\$451

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
Acorn Public Library District	\$1,114,513.21				\$1,114,513.21	(\$60,825.00)	\$1,053,688.21
Alsip-Merrionette Park Public Library District	\$2,893,217.08				\$2,893,217.08	(\$585,000.00)	\$2,308,217.08
Batavia Public Library District			\$4,209,374.29		\$4,209,374.29	(\$715,575.00)	\$3,493,799.29
Bedford Park Public Library District	\$1,380,795.45				\$1,380,795.45	\$0.00	\$1,380,795.45
Beecher Community Library District				\$308,873.61	\$308,873.61	\$0.00	\$308,873.61
Bellwood Public Library	\$1,704,127.07				\$1,704,127.07	\$0.00	\$1,704,127.07
Bensenville Community Public Library District		\$1,576,909.64			\$1,576,909.64	\$0.00	\$1,576,909.64
Berkeley Public Library	\$379,480.70				\$379,480.70	\$0.00	\$379,480.70
Berwyn Public Library	\$3,417,440.72				\$3,417,440.72	\$0.00	\$3,417,440.72
Bloomington Public Library		\$2,941,293.65			\$2,941,293.65	\$0.00	\$2,941,293.65
Blue Island Public Library	\$1,189,279.08				\$1,189,279.08	\$0.00	\$1,189,279.08
Bridgeview Public Library	\$1,369,938.59				\$1,369,938.59	(\$258,462.50)	\$1,111,476.09
Broadview Public Library District	\$1,427,023.88				\$1,427,023.88	(\$268,305.00)	\$1,158,718.88
Brookfield Public Library	\$2,261,524.53				\$2,261,524.53	\$0.00	\$2,261,524.53
Calumet City Public Library	\$1,578,766.67				\$1,578,766.67	(\$100,000.00)	\$1,478,766.67
Calumet Park Public Library	\$169,524.39				\$169,524.39	\$0.00	\$169,524.39
Carol Stream Public Library		\$3,705,176.27			\$3,705,176.27	\$0.00	\$3,705,176.27
Chicago Heights Public Library	\$806,610.55				\$806,610.55	\$0.00	\$806,610.55
Chicago Ridge Public Library	\$1,372,499.82				\$1,372,499.82	\$0.00	\$1,372,499.82
Cicero Public Library	\$1,732,122.87				\$1,732,122.87	\$0.00	\$1,732,122.87
Clarendon Hills Public Library		\$763,119.62			\$763,119.62	\$0.00	\$763,119.62
Crestwood Public Library District	\$538,277.00				\$538,277.00	\$0.00	\$538,277.00
Crete Public Library District				\$1,760,766.73	\$1,760,766.73	\$0.00	\$1,760,766.73
Dolton Public Library District	\$1,111,491.52				\$1,111,491.52	\$0.00	\$1,111,491.52
Downers Grove Public Library		\$5,378,934.10			\$5,378,934.10	\$0.00	\$5,378,934.10
Eisenhower Public Library District	\$4,358,781.13				\$4,358,781.13	(\$667,147.00)	\$3,691,634.13
Elmwood Park Public Library	\$1,607,840.41				\$1,607,840.41	\$0.00	\$1,607,840.41
Evergreen Park Public Library	\$1,175,161.59				\$1,175,161.59	\$0.00	\$1,175,161.59
Flossmoor Public Library	\$1,319,488.10				\$1,319,488.10	\$0.00	\$1,319,488.10
Forest Park Public Library	\$1,839,037.81				\$1,839,037.81	\$0.00	\$1,839,037.81
Frankfort Public Library District	\$22,647.27			\$2,362,528.30	\$2,385,175.57	\$0.00	\$2,385,175.57
Franklin Park Public Library District	\$1,848,137.20				\$1,848,137.20	\$0.00	\$1,848,137.20
Geneva Public Library District			\$6,621,022.03		\$6,621,022.03	(\$1,603,882.88)	\$5,017,139.15
Glen Ellyn Public Library		\$4,669,993.11			\$4,669,993.11	(\$504,182.00)	\$4,165,811.11
Glenside Public Library District		\$3,750,230.10			\$3,750,230.10	(\$368,157.52)	\$3,382,072.58
Glenwood-Lynwood Public Library District	\$1,423,356.59				\$1,423,356.59	(\$458,412.50)	\$964,944.09
Grande Prairie Public Library District	\$1,473,236.36				\$1,473,236.36	\$0.00	\$1,473,236.36

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
Green Hills Public Library District	\$2,561,630.45				\$2,561,630.45	(\$355,000.00)	\$2,206,630.45
Harvey Public Library District	\$848,310.35				\$848,310.35	\$0.00	\$848,310.35
Hillside Public Library	\$1,252,411.54				\$1,252,411.54	\$0.00	\$1,252,411.54
Hinsdale Public Library	\$385,959.47	\$2,679,323.66			\$3,065,283.13	(\$223,312.00)	\$2,841,971.13
Hodgkins Public Library District	\$578,312.29				\$578,312.29	\$0.00	\$578,312.29
Homewood Public Library District	\$2,329,095.76				\$2,329,095.76	(\$141,395.00)	\$2,187,700.76
Indian Prairie Public Library District	\$223,035.61	\$3,379,077.13			\$3,602,112.74	\$0.00	\$3,602,112.74
Itasca Community Library		\$2,472,699.88			\$2,472,699.88	(\$945,039.00)	\$1,527,660.88
Justice Public Library District	\$314,510.31				\$314,510.31	\$0.00	\$314,510.31
Kaneville Public Library District			\$84,262.76		\$84,262.76	\$0.00	\$84,262.76
La Grange Public Library	\$3,024,431.34				\$3,024,431.34	(\$626,450.00)	\$2,397,981.34
LaGrange Park Public Library District	\$1,853,738.69				\$1,853,738.69	(\$12,738.00)	\$1,841,000.69
Lansing Public Library	\$2,454,202.92				\$2,454,202.92	(\$185,900.00)	\$2,268,302.92
Lyons Public Library	\$689,566.48				\$689,566.48	(\$15,000.00)	\$674,566.48
Markham Public Library	\$773,180.28				\$773,180.28	(\$267,218.75)	\$505,961.53
Matteson Area Public Library District	\$2,379,118.59				\$2,379,118.59	\$0.00	\$2,379,118.59
Maywood Public Library District	\$1,265,706.77				\$1,265,706.77	\$0.00	\$1,265,706.77
McCook Public Library District	\$578,273.25				\$578,273.25	(\$161,217.50)	\$417,055.75
Melrose Park Public Library	\$938,080.61				\$938,080.61	\$0.00	\$938,080.61
Messenger Public Library of North Aurora			\$1,786,052.05		\$1,786,052.05	\$0.00	\$1,786,052.05
Midlothian Public Library	\$1,436,320.71				\$1,436,320.71	\$0.00	\$1,436,320.71
Nancy L. McConathy Public Library District	\$307,065.54			\$92.71	\$307,158.25	(\$54,772.44)	\$252,385.81
North Riverside Public Library District	\$1,007,242.03				\$1,007,242.03	\$0.00	\$1,007,242.03
Northlake Public Library District	\$2,529,887.72				\$2,529,887.72	(\$643,100.00)	\$1,886,787.72
Oak Brook Public Library		\$941,675.00			\$941,675.00	\$0.00	\$941,675.00
Oak Lawn Public Library	\$5,756,513.97				\$5,756,513.97	(\$330,275.00)	\$5,426,238.97
Oak Park Public Library	\$9,956,538.98				\$9,956,538.98	(\$1,069,345.03)	\$8,887,193.95
Palos Heights Public Library	\$1,249,213.91				\$1,249,213.91	\$0.00	\$1,249,213.91
Palos Park Public Library	\$466,284.00				\$466,284.00	\$0.00	\$466,284.00
Park Forest Public Library	\$1,543,409.14			\$345,503.26	\$1,888,912.40	\$0.00	\$1,888,912.40
Prairie Trails Public Library District	\$1,884,559.68				\$1,884,559.68	\$0.00	\$1,884,559.68
Richton Park Public Library District	\$1,346,525.57				\$1,346,525.57	(\$422,187.50)	\$924,338.07
River Forest Public Library	\$1,271,263.21				\$1,271,263.21	\$0.00	\$1,271,263.21
River Grove Public Library District	\$434,884.62				\$434,884.62	\$0.00	\$434,884.62
Riverdale Public Library District	\$485,232.90				\$485,232.90	\$0.00	\$485,232.90
Riverside Public Library	\$1,105,118.85				\$1,105,118.85	\$0.00	\$1,105,118.85
Roselle Public Library District		\$1,837,492.46			\$1,837,492.46	\$0.00	\$1,837,492.46

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
St Charles Public Library District		\$577,238.54	\$7,405,162.19		\$7,982,400.73	\$0.00	\$7,982,400.73
Schiller Park Public Library	\$1,039,225.86				\$1,039,225.86	\$0.00	\$1,039,225.86
South Holland Public Library	\$2,086,400.80				\$2,086,400.80	\$0.00	\$2,086,400.80
Steger-South Chicago Heights Public Library District	\$284,362.57			\$133,875.28	\$418,237.85	(\$17,647.32)	\$400,590.53
Stickney-Forest View Public Library District	\$1,221,904.19				\$1,221,904.19	\$0.00	\$1,221,904.19
Sugar Grove Public Library District			\$1,384,960.93		\$1,384,960.93	(\$743,300.00)	\$641,660.93
Summit Public Library District	\$854,099.73				\$854,099.73	(\$499,913.50)	\$354,186.23
Thomas Ford Memorial Library	\$1,698,635.85				\$1,698,635.85	(\$268,147.00)	\$1,430,488.85
Thornton Public Library	\$146,321.51				\$146,321.51	\$0.00	\$146,321.51
Tinley Park Public Library	\$4,461,139.34			\$1,213,401.34	\$5,674,540.68	(\$533,600.00)	\$5,140,940.68
Town and Country Public Library District			\$1,317,303.53		\$1,317,303.53	\$0.00	\$1,317,303.53
University Park Public Library District	\$9,313.32			\$554,547.46	\$563,860.78	\$0.00	\$563,860.78
Villa Park Public Library		\$3,001,457.04			\$3,001,457.04	(\$847,450.00)	\$2,154,007.04
Warrenville Public Library District		\$1,898,505.40			\$1,898,505.40	(\$167,511.50)	\$1,730,993.90
West Chicago Public Library District		\$2,233,045.39			\$2,233,045.39	\$0.00	\$2,233,045.39
Westchester Public Library	\$1,275,629.27				\$1,275,629.27	\$0.00	\$1,275,629.27
Westmont Public Library		\$1,929,551.58			\$1,929,551.58	\$0.00	\$1,929,551.58
William Leonard Public Library District	\$239,163.87				\$239,163.87	\$0.00	\$239,163.87
Wood Dale Public Library District		\$2,453,302.70			\$2,453,302.70	\$0.00	\$2,453,302.70
Woodridge Public Library		\$3,528,171.40		\$257,972.34	\$3,786,143.74	\$0.00	\$3,786,143.74
Worth Public Library District	\$789,247.05				\$789,247.05	\$0.00	\$789,247.05

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Schedule Submitted?	Bond?	County	End of Bond Date
Acorn Public Library District	\$ 60,825	Yes	Yes	Cook	12/1/2029
Alsip-Merrionette Park Public Library District	\$ 585,000	Yes	Yes	Cook	12/15/2020
Batavia Public Library District	\$ 715,575	Yes	Yes	Kane	12/31/2018
Bedford Park Public Library District	\$ -		No		
Beecher Community Library District	\$ -		No		
Bellwood Public Library	\$ -		No	Cook	
Bensenville Community Public Library District	\$ -		No		
Berkeley Public Library	\$ -		No	Cook	
Berwyn Public Library	\$ -		No	Cook	
Bloomington Public Library	\$ -		No		
Blue Island Public Library	\$ -		Unknown	Unknown	
Bridgeview Public Library	\$ 258,463	Yes	Yes	Cook	12/1/2027
Broadview Public Library District	\$ 268,305	Yes	Yes	Cook	12/31/2033
Brookfield Public Library	\$ -		No		
Calumet City Public Library	\$ 100,000	Yes	Yes	Cook	
Calumet Park Public Library	\$ -		Unknown	Unknown	
Carol Stream Public Library	\$ -		No		
Chicago Heights Public Library	\$ -		No		
Chicago Ridge Public Library	\$ -		No		
Cicero Public Library	\$ -		No	Cook	
Clarendon Hills Public Library	\$ -		No		
Crestwood Public Library District	\$ -		No		
Crete Public Library District	\$ -		No		
Dolton Public Library District	\$ -		No		
Downers Grove Public Library	\$ -	Yes	Yes	DuPage	1/31/2017
Eisenhower Public Library District	\$ 667,147	Yes	Yes	Cook	6/15/2027
Elmwood Park Public Library	\$ -		No		
Evergreen Park Public Library	\$ -		No		
Flossmoor Public Library	\$ -		No		

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Schedule Submitted?	Bond?	County	End of Bond Date
Forest Park Public Library	\$ -		No		
Frankfort Public Library District	\$ -		No		
Franklin Park Public Library District	\$ -		No		
Geneva Public Library District	\$ 1,603,883	Yes	Yes	Kane	12/31/2037
Glen Ellyn Public Library	\$ 504,182	Yes	Yes	DuPage	
Glenside Public Library District	\$ 368,158	Yes	Yes		
Glenwood-Lynwood Public Library District	\$ 458,413	yes	Yes	Cook	12/1/2030
Grande Prairie Public Library District	\$ -		No		
Green Hills Public Library District	\$ 355,000				
Harvey Public Library District	\$ -		Unknown	Unknown	
Hillside Public Library	\$ -		No		
Hinsdale Public Library	\$ 223,312	Yes	Unknown	Unknown	
Hodgkins Public Library District	\$ -		No		
Homewood Public Library District	\$ 141,395	Yes	Yes	Cook	4/1/2020
Indian Prairie Public Library District	\$ -		No		
Itasca Community Library	\$ 945,039	Yes	Yes	DuPage	12/31/2023
Justice Public Library District	\$ -		No		
Kaneville Public Library District	\$ -		Unknown	Unknown	
La Grange Public Library	\$ 626,450	Yes	Yes	Cook	12/1/2024
LaGrange Park Public Library District	\$ 12,738	yes	Yes	Cook	12/16/2023
Lansing Public Library	\$ 185,900	Yes	Yes	Unknown	
Lyons Public Library	\$ 15,000	Yes	Yes	Cook	
Markham Public Library	\$ 267,219	Yes	Yes	Cook	1/1/2025
Matteson Area Public Library District	\$ -		No		
Maywood Public Library District	\$ -		No		
McCook Public Library District	\$ 161,218	No	Yes	Cook	12/15/2022
Melrose Park Public Library	\$ -		No	Cook	
Messenger Public Library of North Aurora	\$ -		No	Kane	
Midlothian Public Library	\$ -		No		

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Schedule Submitted?	Bond?	County	End of Bond Date
Nancy L. McConathy Public Library District	\$ 54,772		No		
North Riverside Public Library District	\$ -		No		
Northlake Public Library District	\$ 643,100	No	Yes	Cook	12/31/2024
Oak Brook Public Library	\$ -		Unknown	Unknown	
Oak Lawn Public Library	\$ 330,275	Yes	Yes	Cook	12/31/2021
Oak Park Public Library	\$ 1,069,345	Yes	Yes	Cook	3/30/2021
Palos Heights Public Library	\$ -		No		
Palos Park Public Library	\$ -		No		
Park Forest Public Library	\$ -		No		
Prairie Trails Public Library District	\$ -		No		
Richton Park Public Library District	\$ 422,188	Yes	Yes	Cook	6/30/2033
River Forest Public Library	\$ -		No		
River Grove Public Library District	\$ -		No	Cook	
Riverdale Public Library District	\$ -		No	Cook	
Riverside Public Library	\$ -		No	Cook	
Roselle Public Library District	\$ -				
St Charles Public Library District	\$ -		No	Kane	#N/A
Schiller Park Public Library	\$ -		Unknown	Unknown	
South Holland Public Library	\$ -		No		
Steger-South Chicago Heights Public Library District	\$ 17,647	Yes	Yes	Cook Will	7/20/2021
Stickney-Forest View Public Library District	\$ -		Unknown	Unknown	
Sugar Grove Public Library District	\$ 743,300		Unknown	Unknown	
Summit Public Library District	\$ 499,914	Yes	Yes	Unknown	
Thomas Ford Memorial Library	\$ 268,147		No		
Thornton Public Library	\$ -		No		
Tinley Park Public Library	\$ 533,600	Yes	Yes	Cook Will	12/22/2022
Town and Country Public Library District	\$ -		Unknown	Unknown	
University Park Public Library District	\$ -		No		
Villa Park Public Library	\$ 847,450	Yes	Yes	DuPage	12/31/2036

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Schedule Submitted?	Bond?	County	End of Bond Date
Warrenville Public Library District	\$ 167,512	Yes		DuPage	12/1/2029
West Chicago Public Library District	\$ -		No		
Westchester Public Library	\$ -		No		
Westmont Public Library	\$ -		No	DuPage	
William Leonard Public Library District	\$ -		No	Cook	
Wood Dale Public Library District	\$ -		No	DuPage	
Woodridge Public Library	\$ -		No		
Worth Public Library District	\$ -		No		



### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018
Acorn Public Library District	\$ 61,605.00	\$ 61,380.00	\$ 61,120.00	\$ 60,825.00
Alsip-Merrionette Park Public Library District	\$ 585,325.00	\$ 588,075.00	\$ 585,450.00	\$ 585,000.00
Batavia Public Library District	\$ 708,500.00	\$ 726,975.00	\$ 721,500.00	\$ 715,575.00
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	\$ 254,062.50	\$ 259,112.50	\$ 258,462.50	\$ 258,462.50
Broadview Public Library District		\$ 222,702.50	\$ 271,905.00	\$ 268,305.00
Brookfield Public Library				
Calumet City Public Library	\$ 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	\$ 614,076.00	\$ 623,487.00	\$ 617,829.00	
Eisenhower Public Library District	\$ 773,805.00	\$ 748,505.00	\$ 665,899.33	\$ 667,147.00
Elmwood Park Public Library				
Evergreen Park Public Library				
Flossmoor Public Library				

### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018
Forest Park Public Library				
Frankfort Public Library District				
Franklin Park Public Library District				
Geneva Public Library District			\$ 317,985.00	\$ 1,603,882.88
Glen Ellyn Public Library	\$ 510,328.00	\$ 508,108.00	\$ 503,982.00	\$ 504,182.00
Glenside Public Library District	\$ 363,715.02	\$ 365,615.02	\$ 367,115.02	\$ 368,157.52
Glenwood-Lynwood Public Library District	\$ 454,912.50	\$ 454,512.50	\$ 454,012.50	\$ 458,412.50
Grande Prairie Public Library District				
Green Hills Public Library District	\$ 335,000.00	\$ 335,000.00	\$ 350,000.00	\$ 355,000.00
Harvey Public Library District				
Hillside Public Library				
Hinsdale Public Library	\$ 199,582.00	\$ 209,712.00	\$ 216,612.00	\$ 223,312.00
Hodgkins Public Library District				
Homewood Public Library District	\$ 142,625.00	\$ 139,025.00	\$ 140,350.00	\$ 141,395.00
Indian Prairie Public Library District				
Itasca Community Library	\$ 206,476.00	\$ 205,738.00	\$ 204,787.00	\$ 945,039.00
Justice Public Library District				
Kaneville Public Library District				
La Grange Public Library	\$ 627,850.00	\$ 627,550.00	\$ 622,050.00	\$ 626,450.00
LaGrange Park Public Library District				\$ 12,738.00
Lansing Public Library	\$ 191,425.00	\$ 191,787.50	\$ 186,625.00	\$ 185,900.00
Lyons Public Library	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 252,575.00	\$ 257,718.75	\$ 262,600.00	\$ 267,218.75
Matteson Area Public Library District				
Maywood Public Library District				
McCook Public Library District	\$ 164,250.00	\$ 160,290.00	\$ 161,030.00	\$ 161,217.50
Melrose Park Public Library				
Messenger Public Library of North Aurora				
Midlothian Public Library				

### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018
Nancy L. McConathy Public Library District		\$ 55,543.54	\$ 54,772.44	\$ 54,772.44
North Riverside Public Library District				
Northlake Public Library District	\$ 692,619.00	\$ 845,269.00	\$ 633,600.00	\$ 643,100.00
Oak Brook Public Library				
Oak Lawn Public Library	\$ 326,150.00	\$ 329,400.00	\$ 327,400.00	\$ 330,275.00
Oak Park Public Library	\$ 3,067,594.00	\$ 2,594,238.00	\$ 1,088,804.00	\$ 1,069,345.03
Palos Heights Public Library				
Palos Park Public Library				
Park Forest Public Library				
Prairie Trails Public Library District				
Richton Park Public Library District	\$ 423,187.50	\$ 423,087.50	\$ 422,587.50	\$ 422,187.50
River Forest Public Library				
River Grove Public Library District				
Riverdale Public Library District				
Riverside Public Library				
Roselle Public Library District				
St Charles Public Library District				
Schiller Park Public Library				
South Holland Public Library				
Steger-South Chicago Heights Public Library District		\$ 8,823.66	\$ 17,647.32	\$ 17,647.32
Stickney-Forest View Public Library District				
Sugar Grove Public Library District	\$ 678,550.00	\$ 702,950.00	\$ 721,150.00	\$ 743,300.00
Summit Public Library District		\$ 548,985.23	\$ 492,790.00	\$ 499,913.50
Thomas Ford Memorial Library				\$ 268,147.00
Thornton Public Library				
Tinley Park Public Library	\$ 517,400.00	\$ 522,200.00	\$ 531,000.00	\$ 533,600.00
Town and Country Public Library District				
University Park Public Library District				
Villa Park Public Library			\$ 835,241.94	\$ 847,450.00

### Chart 3: Public Library Bond Amounts Reported

<b>Public Library</b>	<b>Annual Debt Service 2015</b>	<b>Annual Debt Service 2016</b>	<b>Annual Debt Service 2017</b>	<b>Annual Debt Service 2018</b>
Warrenville Public Library District			\$22,636.25	\$167,511.50
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 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Acorn Public Library District	\$ 61,495.00	\$ 61,095.00	\$ 60,660.00
Alsip-Merrionette Park Public Library District	\$ 589,100.00	\$ 587,600.00	
Batavia Public Library District	\$ 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	\$ 257,450.00	\$ 259,850.00	\$ 256,850.00
Broadview Public Library District	\$ 269,705.00	\$ 271,005.00	\$ 266,630.00
Brookfield Public Library			
Calumet City Public Library	\$ 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			
Eisenhower Public Library District	\$ 667,187.00	\$ 668,571.00	\$ 670,311.00
Elmwood Park Public Library			
Evergreen Park Public Library			
Flossmoor Public Library			

### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Forest Park Public Library			
Frankfort Public Library District			
Franklin Park Public Library District			
Geneva Public Library District	\$ 1,537,071.26	\$ 1,562,196.26	\$ 1,565,271.26
Glen Ellyn Public Library	\$ 497,562.00		
Glenside Public Library District	\$ 368,625.02	\$ 368,682.52	\$ 368,140.02
Glenwood-Lynwood Public Library District	\$ 452,612.50	\$ 453,912.50	\$ 454,912.50
Grande Prairie Public Library District			
Green Hills Public Library District	\$ 365,000.00	\$ 370,000.00	\$ 380,000.00
Harvey Public Library District			
Hillside Public Library			
Hinsdale Public Library	\$ 229,812.00	\$ 241,112.00	\$ 247,112.00
Hodgkins Public Library District			
Homewood Public Library District	\$ 142,053.75	\$ 137,396.25	
Indian Prairie Public Library District			
Itasca Community Library			
Justice Public Library District			
Kaneville Public Library District			
La Grange Public Library	\$ 625,550.00	\$ 629,450.00	\$ 623,050.00
LaGrange Park Public Library District	\$ 148,600.00	\$ 149,775.00	\$ 155,725.00
Lansing Public Library	\$ 184,500.00	\$ 187,800.00	\$ 185,900.00
Lyons Public Library	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 93,150.00	\$ 93,150.00	\$ 93,150.00
Matteson Area Public Library District			
Maywood Public Library District			
McCook Public Library District	\$ 161,017.50	\$ 165,415.00	\$ 164,035.00
Melrose Park Public Library			
Messenger Public Library of North Aurora			
Midlothian Public Library	\$ 212,609.69	\$ 209,708.50	\$ 212,069.50

### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Nancy L. McConathy Public Library District	\$ 54,772.44	\$ 527,467.40	
North Riverside Public Library District			
Northlake Public Library District	\$ 647,200.00	\$ 689,000.00	\$ 691,750.00
Oak Brook Public Library			
Oak Lawn Public Library	\$ 327,900.00	\$ 328,900.00	\$ 329,600.00
Oak Park Public Library	\$ 1,075,733.95	\$ 1,070,807.08	
Palos Heights Public Library			
Palos Park Public Library			
Park Forest Public Library			
Prairie Trails Public Library District			
Richton Park Public Library District	\$ 422,187.50	\$ 421,000.00	\$ 419,000.00
River Forest Public Library			
River Grove Public Library District			
Riverdale Public Library District			
Riverside Public Library			
Roselle Public Library District			
St Charles Public Library District			
Schiller Park Public Library			
South Holland Public Library			
Steger-South Chicago Heights Public Library District	\$ 17,647.32	\$ 17,647.32	\$ 116,200.68
Stickney-Forest View Public Library District			
Sugar Grove Public Library District	\$ 764,250.00	\$ 789,000.00	\$ 812,400.00
Summit Public Library District	\$ 506,771.50	\$ 508,364.00	\$ 539,779.50
Thomas Ford Memorial Library	\$ 245,800.00	\$ 243,800.00	\$ 241,600.00
Thornton Public Library			
Tinley Park Public Library	\$ 535,200.00	\$ 510,800.00	\$ 536,400.00
Town and Country Public Library District			
University Park Public Library District			
Villa Park Public Library	\$ 838,250.00	\$ 831,850.00	\$ 840,050.00

### Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Warrenville Public Library District	\$169,874.75	\$167,188.25	\$169,452.00
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 [2018 data reported]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY22 Total
<b>National University of Health Sciences</b>	365	28,618	\$ 2,000	\$ 9,667	\$ 11,667
<b>Prairie State College</b>	3,765	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	FY22 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	FY22 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

**SWAN EBSCO Group-purchase discount pricing: 4 pricing groups  
Year-2 renewal: July 1, 2021 - June 30, 2022**

Library Name	EBSCO FY22 Pricing:		SWAN FY22		FY21 Price (Year-1)	Increase / (Decrease)
	RAILS Group B Package with 3% increase	Price Quartile	Group Purchase Discount	Group- Purchase Price (Year-2)		
Acorn Public Library District	\$13,661	Group 1	73%	\$3,689	\$3,477	\$212
Beecher Community Library District	\$5,423	Group 1	73%	\$1,464	\$1,422	\$43
Berkeley Public Library	\$5,423	Group 1	73%	\$1,464	\$1,422	\$43
Calumet Park Public Library	\$5,423	Group 1	73%	\$1,464	\$1,422	\$43
Chicago Heights Public Library	\$13,263	Group 1	73%	\$3,581	\$3,477	\$104
Cicero Public Library	\$24,947	Group 1	73%	\$6,736	\$6,539	\$196
Crestwood Public Library District	\$5,423	Group 1	73%	\$1,464	\$1,422	\$43
Harvey Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Justice Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Kaneville Public Library District	\$3,111	Group 1	73%	\$840	\$815	\$24
Lyons Public Library	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Markham Public Library	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Melrose Park Public Library	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Nancy L. McConathy Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Richton Park Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
River Grove Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Riverdale Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Steger-South Chicago Heights Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Sugar Grove Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Summit Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Thornton Public Library	\$3,111	Group 1	73%	\$840	\$815	\$24
University Park Public Library District	\$5,423	Group 1	73%	\$1,464	\$2,738	(\$1,274)
William Leonard Public Library District	\$5,423	Group 1	73%	\$1,464	\$1,422	\$43
Worth Public Library District	\$9,202	Group 1	73%	\$2,485	\$2,412	\$72
Blue Island Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Bridgeview Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Calumet City Public Library	\$13,263	Group 2	48%	\$6,897	\$6,696	\$201
Chicago Ridge Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Clarendon Hills Public Library	\$5,423	Group 2	48%	\$2,820	\$2,738	\$82
Dolton Public Library District	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Evergreen Park Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Glenwood-Lynwood Public Library District	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Grande Prairie Public Library District	\$13,263	Group 2	48%	\$6,897	\$6,696	\$201
Green Hills Public Library District	\$13,263	Group 2	48%	\$6,897	\$7,211	(\$314)
Maywood Public Library District	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
McCook Public Library District	\$3,111	Group 2	48%	\$1,618	\$1,570	\$47
Midlothian Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Palos Heights Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Palos Park Public Library	\$3,111	Group 2	48%	\$1,618	\$1,570	\$47
Prairie Trails Public Library District	\$13,263	Group 2	48%	\$6,897	\$6,696	\$201
River Forest Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
South Holland Public Library	\$9,202	Group 2	48%	\$4,785	\$5,003	(\$218)
Stickney-Forest View Public Library District	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Thomas Ford Memorial Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
Town and Country Public Library District	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139
<b>Warrenville Public Library District</b>	<b>\$10,452</b>	Group 2	48%	<b>\$5,435</b>	<b>NEW</b>	
Westchester Public Library	\$9,202	Group 2	48%	\$4,785	\$4,646	\$139

**SWAN EBSCO Group-purchase discount pricing: 4 pricing groups  
Year-2 renewal: July 1, 2021 - June 30, 2022**

Library Name	EBSCO FY22 Pricing:		Group Purchase Discount	SWAN FY22		FY21 Price (Year-1)	Increase / (Decrease)
	RAILS Group B Package with 3% increase	Price Quartile		Group Purchase Price (Year-2)	Group- Purchase Price (Year-2)		
Bellwood Public Library	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Bensenville Community Public Library District	\$9,202	Group 3	44%	\$5,153	\$4,646	\$507	
Berwyn Public Library	\$18,093	Group 3	44%	\$10,132	\$9,837	\$295	
Broadview Public Library District	\$5,423	Group 3	44%	\$3,037	\$2,948	\$88	
Crete Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Elmwood Park Public Library	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Forest Park Public Library	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Frankfort Public Library District	\$13,263	Group 3	44%	\$7,427	\$7,211	\$216	
Franklin Park Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
<b>Glenside Public Library District</b>	<b>\$15,064</b>	Group 3	<b>44%</b>	<b>\$8,436</b>	<b>NEW</b>		
Hillside Public Library	\$5,423	Group 3	44%	\$3,037	\$2,948	\$88	
Hodgkins Public Library District	\$3,111	Group 3	44%	\$1,742	\$1,691	\$51	
Homewood Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
LaGrange Park Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Messenger Public Library of North Aurora	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
North Riverside Public Library District	\$5,423	Group 3	44%	\$3,037	\$2,948	\$88	
Northlake Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Oak Brook Public Library	\$5,423	Group 3	44%	\$3,037	\$2,948	\$88	
Park Forest Public Library	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Riverside Public Library	\$5,423	Group 3	44%	\$3,037	\$2,948	\$88	
<b>Roselle Public Library District</b>	<b>\$10,452</b>	Group 3	<b>44%</b>	<b>\$5,853</b>	<b>NEW</b>		
Villa Park Public Library	\$9,202	Group 3	44%	\$5,153	\$5,539	(\$386)	
West Chicago Public Library District	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Westmont Public Library	\$9,202	Group 3	44%	\$5,153	\$5,003	\$150	
Alsip-Merrionette Park Public Library District	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Batavia Public Library District	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Bedford Park Public Library District	\$3,111	Group 4	38%	\$1,929	\$1,872	\$56	
Bloomington Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Brookfield Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Carol Stream Public Library	\$13,263	Group 4	38%	\$8,223	\$7,984	\$240	
Downers Grove Public Library	\$13,263	Group 4	38%	\$8,223	\$7,984	\$240	
Eisenhower Public Library District	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Flossmoor Public Library	\$5,423	Group 4	38%	\$3,362	\$2,948	\$414	
Geneva Public Library District	\$13,263	Group 4	38%	\$8,223	\$7,984	\$240	
Glen Ellyn Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Hinsdale Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Indian Prairie Public Library District	\$13,263	Group 4	38%	\$8,223	\$7,984	\$240	
Itasca Community Library	\$5,423	Group 4	38%	\$3,362	\$3,264	\$98	
La Grange Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Lansing Public Library	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Matteson Area Public Library District	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Oak Lawn Public Library	\$18,093	Group 4	38%	\$11,218	\$10,891	\$327	
Oak Park Public Library	\$18,093	Group 4	38%	\$11,218	\$10,891	\$327	
Schiller Park Public Library	\$9,202	Group 4	38%	\$5,705	\$4,646	\$1,060	
St Charles Public Library District	\$18,093	Group 4	38%	\$11,218	\$10,891	\$327	
Tinley Park Public Library	\$18,093	Group 4	38%	\$11,218	\$10,891	\$327	
Wood Dale Public Library District	\$9,202	Group 4	38%	\$5,705	\$5,539	\$166	
Woodridge Public Library	\$13,263	Group 4	38%	\$8,223	\$7,984	\$240	

November 12, 2020

Aaron Skog  
System Wide Automated Network  
800 Quail Ridge Dr.  
Westmont, IL 60559

Dear Aaron,

I am delighted to inform you that SWAN's application for a RAILS LLSAP Support Grant for FY2022 has been approved.

The following services will continue for the period of July 1, 2021-June 30, 2022:

- Core services:
  - Prospective new members eligible to apply for Catalog Membership Grants
  - Use of RAILS meeting rooms
  - Conference calling account
  - Opportunities for communication and collaboration among LLSAPs
- Optional services:
  - Delivery services to SWAN facility

In addition to the above services, you will receive a financial award of \$522,691. This award is contingent on the availability of state funding, and will be distributed in quarterly payments beginning on July 1, 2021. We will follow up with a grant agreement shortly.

Your reporting requirements for FY2022 will have two components:

1. Annual report directly to RAILS, due on July 31, 2022. We will provide an updated template before the start of the fiscal year.
2. If required of RAILS, the LLSAP portion of RAILS' annual report to the Illinois State Library which occurs after the fiscal year is complete. We typically receive our reporting instructions from the Illinois State Library in August, with the report due in September.

If you have any questions, please reach out to Anne Slaughter, RAILS Director of Technology Services, at [anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info) or 630-734-5127. Thank you for your commitment to resource sharing in Illinois libraries, and the excellent service you provide to your member libraries. We are pleased to partner with you in these efforts.

Sincerely,



Deirdre Brennan, RAILS Executive Director

cc: Anne Slaughter, RAILS Director of Technology Services

## RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS"), a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: [dee.brennan@railslibraries.info](mailto:dee.brennan@railslibraries.info) Attention to: Deirdre Brennan, Executive Director

Grantee: System Wide Automated Network (SWAN)

Street Address: 800 Quail Ridge Dr. City/State/Zip: Westmont, IL 60559

Email Address: [aaron@swanlibraries.net](mailto:aaron@swanlibraries.net) Attention to: Mr. Aaron Skog

<b>Grant Amount: Total Allocation</b>	<b>\$522,691</b>
<b>Budgeted cost of in-kind services</b>	<b>\$0</b>
<b>Financial support</b>	<b>\$522,691</b>

Effective Date: July 1, 2021 Termination Date: June 30, 2022

**THIS AGREEMENT** is made and entered into the above-referenced date, by and between, Grantee and RAILS.

**Whereas**, Local Library System Automation Programs (LLSAPs) are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries, and

**Whereas**, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

**Whereas**, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

**Whereas**, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

**NOW, THEREFORE**, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

**Article 1: Term and Termination.** Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

**Article 2: Services and Costs.** Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

**Article 3: Funding.** If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

**Article 4: Reporting Requirements.** The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2022. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

**Article 5: Records and Documentation.** The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

**Article 6: Freedom of Information Act.** The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

**Article 7: Liability.**

**A. Indemnity.** The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

**B. Defense Expense.** The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

**C. Limited Liability.** RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System (“ILS”) is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party’s reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

**Article 8: Applicable Law.** This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

**Article 9: Notices.** All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

**Article 10: Breach.** Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

**Article 11. No Third Party Beneficiaries.** No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

**Article 12: Certification.** The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee’s



knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

**Article 13: Insurance**

Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

**Article 14: Amendments; Waivers**

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

**Article 15: Relationship of the Parties**

RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

**Article 16: Severability**

The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

**Article 17: Entire Agreement**

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

**Article 18: Successors**

This Agreement shall be binding upon successors of the Parties.

**Article 19: Authority**

Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

**Article 20: Execution in Counterparts**

This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the Execution Date.

**GRANTEE**

**ATTEST**

Signature: \_\_\_\_\_

\_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Title: President or Director

Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**RAILS**

Signature: \_\_\_\_\_

Printed Name: Deirdre Brennan

Title: Executive Director

## Appendix A – SERVICES PROVIDED BY RAILS

### Core Services

*All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.*

#### *Meeting Rooms*

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account

#### *Grants for New Members*

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

### Optional Services – Level 1

*Cost-recovery expenses will not be deducted from Grantee's total support allocation.*

#### *Delivery Services to LLSAP Facility*

1. RAILS shall provide delivery service five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, etc., if delivery times are outside of LLSAP's normal business hours.

## Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
  - a. Ensure the ability of all LLSAPs to meet the needs of their members.
  - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
  - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
  - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.

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

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

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

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

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

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

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

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

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

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

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

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

**Multi-type (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.5%	85.0%	4.5%	100.00%
Dollar Amount	\$42,000	\$340,000	\$18,000	\$400,000

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

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

## Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$522,691 to Grantee in FY2022. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X		
5320	Office supplies		X	
5330	Postage		X	
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies	X		
5380	Telephone (includes data, fax, and cell phones)	X		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X		
5435	Payroll service fees	X		
5440	Contractual staff	X		
5450	Information services costs	X		
5460	Agreements with systems, members, others	X		
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		



RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts and for lock boxes for receipt of fees paid by Grantee members.

Appendix F – FY2022 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]