# SWAN BOARD MEETING AGENDA

**January 22, 2021 9:30 a.m.**

**Online Meeting**

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

**https://www.gotomeet.me/SWANBoard**

**You can also dial in using your phone.**

**United States: +1 (571) 317-3122**

**Access Code: 327-092-957**

**New to GoToMeeting? Get the app now and be ready when your first meeting starts:**

**https://global.gotomeeting.com/install/763185053**

1.  Call to Order, Roll Call

2.  Introduction of Visitors/Public Comment

    Public comment is allowed at SWAN meetings

3.  Action Item – Acceptance of the January 22, 2021 SWAN Board Meeting Agenda

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 22, 2021 SWAN BOARD MEETING AGENDA AS PRESENTED

4.  Discussion Item – RAILS LLSAP FY22 funding    (Exhibit pgs. 3-10)

5.  Action Item – Approval of SWAN Financials, December (Exhibit pgs. 11-17)

    a.  Balance sheet and detail of expenditures for December 2020

    b.  Approval of the payment of bills for December 1, 2020 through December 31, 2020 in the amount of $53,203.88

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

6.  Action Item – Acceptance of the December 18, 2020 SWAN Board Meeting Minutes

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 18, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED (Exhibit pgs. 18-21)

7. Action Item – Acceptance of the January 12, 2021 Committee of the Whole Meeting Minutes  (Exhibit pgs. 22-24)

> RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 12, 2021 COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

8. Action Item – Authority to Pay Bills for January 2021 through June 2021

> RESOLVED, THAT THE SWAN BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO SIGN ALL CHECKS AND PAYMENTS, AND FOR THE SECOND SIGNATURE WILL UTILIZE THE TREASURER'S STAMP WITH PRIOR APPROVAL ELECTRONICALLY, UNTIL JUNE 30, 2021

9. Reports
    a. Board President Report
    b. Executive Director Report  (Exhibit pgs. 25-27)
    c. Operations Report  (Exhibit pgs. 28-42)
    d. Treasurer Report
    e. Board Calendar  (Exhibit pgs. 43-44)

10. Discussion Item – EBSCO group-purchase year-2 renewal  (Exhibit pg. 45)

11. Discussion Item – SWAN Fiscal Year 2022 draft budget  (Exhibit pgs. 46-83)

12. Adjournment

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

| SWAN Board Member | Library | Office | Term Expires |
| --- | --- | --- | --- |
| Ted Bodewes | Thomas Ford Memorial Library | President | July 1, 2023 |
| Jennifer Cottrill | Midlothian Public Library | | 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 |

January 6, 2021

Dear Ted and SWAN Board Members,

Thank you for your letter of December 28, 2020.  I appreciate you laying out SWAN's concerns with the RAILS LLSAP funding formula.  I am sorry that you found the explanations that we provided at the December Quarterly meeting insufficiently clear. That was certainly not our intention!  I don't think I have to tell you that we prize our relationship with SWAN, and indeed, with all of the consortia. Speaking personally, I was a library director in SWAN and I served on the SWAN board so it's especially important to me that we communicate clearly with each other.

After I received your letter, I listened to the SWAN board meeting of December 18, 2020, so that I was able to gain a deeper understanding of the SWAN board's concerns and questions.  The purpose of this letter is to respond to the specific questions in your letter.  In addition, I am also requesting that RAILS staff, and Paul Mills, the Chair of our Consortia Committee, attend the next SWAN board meeting so that we can fully address all concerns and questions in person.  I noted several misunderstandings in the board meeting conversation that I think it is essential we clarify for everyone's benefit.  These issues are complex and need not only historical and financial context, but also the opportunity for SWAN board and RAILS staff to ask and answer follow up questions to ensure we reach a complete understanding.

*Your questions: Why did the funding to SWAN decrease for FY 2022 and what is the reasoning behind it?*

Generally, our funding changes based on the data we collect from consortia through the grant application each year. We use a three-year rolling average where possible so large discrepancies or one-time events can be evened out to not inordinately affect a consortium's funding in any one year. Attached is a chart that shows historical changes in funding for all consortia under the LLSAP Support Grant model.

Also attached are two memos that explain the formula, along with a chart with supplemental information. It is correct that the formula did change in FY 2022. These weren't substantive changes, but an iteration of the formula concept that was originally established beginning in FY2016 and has evolved several times since then. As you can read in Anne Slaughter's memo of April 16, 2018, we previously used metrics related to bibliographic quality and user-centered services. We found that these values, while important, are difficult to judge objectively and equitably.

We also removed flat amount per member library (agencies) because it was redundant when we started using collection expenditures for all types of member libraries in a consortium. Finally, we introduced the use of quartiles for two of the metrics to sort and subdivide the library data, and allocate the funding according to quartile. We anticipate that this tactic will pair with the use of three-year averages to smooth out significant shifts in the data.

I also want to address one very important issue that came up during the board meeting – the relationship between our values and the metrics we use to determine funding for consortia.  You can see from the attached documents that we specifically and directly relate our metrics and formula to the values we hold and, especially, to the great importance that we place on resource sharing.

I hope these documents will help to address some of your concerns discussed in the board meeting as well as answer your specific questions in your letter.  We look forward to the opportunity to discuss with the board the other issues discussed at the board meeting, especially the basis of RAILS funding through the Area and Per Capita Grant; how other LLSAPs manage their annual funding from RAILS; the entire resource sharing landscape in RAILS; the great diversity of member libraries in RAILS and the variety of their needs; and to more fully discuss the relationship between metrics and our values.

Very truly yours,

Deirdre Brennan
Executive Director
Reaching Across Illinois Library System

## LLSAP Support Allocations FY2018-FY2022

Before FY2020, the value of in-kind services was calculated and deducted from the total allocation. In FY2020 and subsequent years, the value of in-kind services other than personnel was not calculated or deducted from the total allocation, and these services are now provided in addition to the grant funding. RSA's personnel expenses are included in their total allocation; all other figures show financial awards unless otherwise noted.

| | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2015-FY2021 Catalog Membership Grants made to new members |
|---|---|---|---|---|---|---|
| CCS | $0 | $0 | $167,319 | $164,088 | $187,966 | $166,490 |
| PLC | $0 | $0 | $53,571 | $53,038 | $53,887 | $0 |
| PrairieCat | $678,890* | $767,905<br><br>Includes $588,542 in financial support plus in-kind services | $559,731 | $533,081 | $559,218 | $785,787 |
| RSA | $746,188* | $817,927* | $893,925 | $881,012 | $857,120 | $176,515 |
| RRLC | $0 | $0 | $50,775 | $56,764 | $69,118 | $26,348 |
| SWAN | $568,629<br><br>Includes $503,447 in financial support plus in-kind services | $664,167<br><br>Includes $598,985 in financial support plus in-kind services | $524,679 | $562,018 | $522,691 | $535,161 |
| Total | $1,993,707<br><br>The balance of the budgeted $2,250,000 was provided to MAGIC | $2,250,000 | $2,250,000 | $2,250,000 | $2,250,000 | $1,690,301 |

*Provided entirely as in-kind services

April 16, 2018

> **TO:** **RAILS Consortia Committee**
> **FROM:** **Anne Slaughter, RAILS Director of Technology Services**
> **SUBJECT:** **FY2020 RAILS LLSAP Support Formula**

As recommended by the RAILS Consortial Model Working Group in 2017, we will introduce an annual grant process in FY2020 to determine and award financial and in-kind support to LLSAPs. Along with current LLSAPs (PrairieCat, RSA, and SWAN), independent consortia in the RAILS service area will be welcome to apply for this grant, thus becoming RAILS LLSAPs.

Work on the application and support formula has been completed, and an application packet will be provided to RAILS consortia at the end of this month. Applications will be due in August, with grant awards determined thereafter. The RAILS Board will approve the overall grant amount as part of the RAILS budget process in Spring 2019.

## Support Formula

The formula for distributing FY2020 LLSAP support grant funding is detailed below. The model for this formula is based on the one used in FY2016–2019 LLSAP contracts, while the specific key values and metrics used have evolved in keeping with RAILS priorities and the recommendations of the RAILS Consortial Model Working Group.

For LLSAPs that use RAILS in-kind services, cost-recovery expenses—calculated per-service based on actual RAILS budgeted expenses—will be incorporated as in-kind support into the total grant award. LLSAPs that receive in-kind services where budgeted expenses are higher than the amount of their grant award pay the balance in fees to RAILS. LLSAPs that do not receive in-kind services, or the budgeted expenses for their in-kind services do not exceed the amount of their award, receive quarterly payments from RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS.

| Metrics | Allocation method and/or weighting |
|---|---|
| **Key Value:** Support is distributed equitably, with an emphasis on feasible participation for libraries of all types, sizes, and funding levels | |
| Number of member libraries (agencies) | Flat amount. Three year average. |
| Number of public circulating libraries with LLSAP annual fee as 3% or greater of library's total annual operating budget | 30% of total allocation, distributed according to total per LLSAP. If OCLC fees are not included in LLSAP membership, include them in the calculation for this item. Three year average. |
| Number of nonpublic circulating libraries with collection budgets under $10,000 | 30% of total allocation, distributed according to total per LLSAP. Three year average. |
| **Key Value:** Resource sharing activities | |
| Total annual interlibrary loan and reciprocal borrowing transactions | 30% of total allocation, distributed per LLSAP. Three year average. |

| Metrics | Allocation method and/or weighting |
|---|---|
| **Key Value:** Bibliographic quality | |
| Cataloging standards are documented and reviewed at least annually | 2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated. |
| Centralized cataloging services offered (staff FTE) | 2.5% of total allocation, divided by total FTE across LLSAPs. Distributed according to cataloging staff FTE per LLSAP. |
| **Key Value:** User-centered services are prioritized | |
| Steps have been taken to analyze and/or improve the user experience of the web catalog, including usability studies, member workgroup devoted to UX, etc. | 2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated. |
| Steps have been taken toward reducing or simplifying, in general:<br>• Circulation policies<br>• Holds policies<br>• Item types | 2.5% of total allocation, divided by number of LLSAPs qualifying for the allocation. Per LLSAP: Y=funds allocated, N=funds not allocated. |

# RAILS
## REACHING ACROSS ILLINOIS LIBRARY SYSTEM

April 20, 2020

| | |
|---|---|
| **TO:** | **RAILS Consortia Committee** |
| **FROM:** | **Anne Slaughter** |
| **SUBJECT:** | **FY2022 LLSAP Support Formula** |

We have completed our work on the FY2022 formula for distributing RAILS funding as direct support to RAILS LLSAPs, via the RAILS LLSAP Support Grant program. Our work on the formula assumed that we will continue budgeting $2,250,000 of the RAILS budget to support LLSAPs, but final funding levels are contingent on state funding to RAILS. As you know, this work has been ongoing since last summer, with the following objectives:

- Evolve the current formula for greater stability
- Retain our core values of supporting resource sharing activities, and equitably distributing that support
- Use a single formula that is rational, explainable, and accounts for the diversity of needs and demographics across the RAILS consortial landscape.

The final version of the formula, presented below, was developed to be stable and self-balancing, with several built-in "safeguards" to help prevent disproportionate fluctuations in annual support allocations to LLSAPs. We have continued the use of three-year averages where practical, introduced the use of quartiles, and continued to allocate portions of the funding across multiple metrics, with higher amounts allocated to the less volatile metrics. The allocations in the final formula reflect our goals, and have the lowest average impact on current support numbers with the sample data we used. In our testing, we used the most current datasets available to us for each metric. We acknowledge that as the numbers for each consortium change in any given metric from year to year, support numbers will fluctuate accordingly. However, we may also implement minor tweaks to the allocations in order to mitigate disproportionately negative impacts to any one LLSAP, if needed.

We will incorporate the formula and related data collection into the annual LLSAP Support Grant application process. Final awards will be calculated using data supplied in the application, the most recent IPLAR, and the FY2020 LLSAP annual report contained in the RAILS Annual Report to the Illinois State Library.

We have made some adjustments to the timeline from previous years to accommodate the many pandemic-related delays we have all experienced. We intend to distribute the applications to LLSAPs on or around June 15, with a deadline of September 1. If further adjustments to this timeline are required, we will give LLSAPs as much notice as possible. Additionally, final timing of some steps may be subject to change based on approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita grant and progress on the state budget. Funding is contingent on the availability of state funding.

## LLSAP Support Grant Formula

| Metric | Allocated | Quartile Allocations | | | | Data Source |
|---|---|---|---|---|---|---|
| | | **Tier 1** Bottom 25% | **Tier 2** 25-50% | **Tier 3** 50-75% | **Tier 4** Top 25% | |
| **Collection Expenditures** Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources) | $750,000 | 40% | 30% | 20% | 10% | Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application  Three year average. |
| **Annual Fee % of Operating Budget** LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only) | $700,000 | 40% | 30% | 20% | 10% | Operating budget: IPLAR  Annual fee: reported by LLSAP in application, including OCLC |
| **ILL/RB Transactions** Total annual interlibrary loan and reciprocal borrowing transactions | $400,000 | Allocation is relative to the percent of the total transactions each LLSAP accounts for. | | | | zILLANE reports (LLSAP section of RAILS Annual Report to the Illinois State Library). Three year average. |
| **Multi-type Bonus** Multitype membership bonus (nonpublic libraries only) | $400,000 | Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for. | | | | Reported by LLSAP in application. Three year average. |

## Automation in RAILS

| LLSAP members | 383 | 29.7% |
|---|---|---|
| CARLI I-Share members | 62 | 4.8% |
| Standalone libraries *Includes LLSAP union list members | 706 | 54.8% |
| Nonautomated libraries | 138 | 10.7% |

## LLSAP Participation in RAILS

Does not include union list participants.

| CCS | 28 |
|---|---|
| PLC | 6 |
| PrairieCat | 99 |
| RSA | 139 |
| RRLC | 11 |
| SWAN | 100 |
| Total | 383 |

## LLSAP Support Formula Values

| Metric | Function | Rationale |
|---|---|---|
| *Key Value: Resource sharing activities* | | |
| **ILL/RB Transactions** Total annual interlibrary loan and reciprocal borrowing transactions | Distribution is relative to the percent of the total transactions each LLSAP accounts for, regardless of other characteristics of the LLSAP or member libraries. | Directly reflects the contributions of an individual LLSAP to the total volume of resource sharing in all RAILS LLSAPs. |
| *Key Value: Support is distributed equitably, with an emphasis on feasible participation for libraries of all types, sizes, and funding levels* | | |
| **Annual Fee % of Operating Budget** LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only) | Distributed across quartiles, where the bottom 25% of all LLSAP member libraries (Tier 1) pay the highest percentage of their budget for their LLSAP membership. Tier 1 receives 40% of the allocation, and the remaining tiers receive 30%, 20%, and 10%, respectively. | Benefits libraries that are less well-funded and making a greater proportional investment in their LLSAP membership. |
| **Collection Expenditures** Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources) | Distributed across quartiles, where the bottom 25% of all LLSAP member libraries (Tier 1) spend the least per capita on their collection. Tier 1 receives 40% of the allocation, and the remaining tiers receive 30%, 20%, and 10%, respectively. | Benefits libraries that have a comparatively smaller collection budget for the size of their service population. For public libraries, the RAILS membership standards included in 2021 certification in addition to the Serving Our Public standards help to provide a control against underfunding a collection budget. |
| *Key value: Increase consortial membership* | | |
| **Number of Members** | Not a separate metric, but the Annual Fee and Collection Expenditures metrics are calculated using data from each individual library, replacing the flat per-agency amount in previous formulas. | Each member library's data drives additional funding to the LLSAP, according to the structure of the metric. |
| **Multi-type Allocation** Multi-type membership bonus (nonpublic libraries only) | Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for. | Benefits LLSAPs with multi-type membership. |

# SWAN Library Services
# Balance Sheet
# As of December 31, 2020

|  | Balance End of Month |
|---|---:|
| **ASSETS** | |
| Cash and Cash Equivalents | |
| Hinsdale Bank - Operating - 2176 | $ 728,485.35 |
| Hinsdale Bank - MM - 5010 | 991,850.25 |
| Propay Funds | $ 42.86 |
| Total Cash and Cash Equivalents | $ 1,720,378.46 |
| | |
| Current Assets | |
| Accounts Receivable | 40,568.26 |
| REINT Receivable | - |
| Other Receivables | 10,781.50 |
| Deposits | 23,467.08 |
| Prepaid Expenses | 173,728.13 |
| Spares Inventory | 1,732.50 |
| Total Current Assets | $ 250,277.47 |
| | |
| 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 | $ 1,995,457.46 |
| **LIABILITIES** | |
| Current Liabilities | |
| Accrued Liabilities | $ 19,909.99 |
| Deferred Revenue | 1,819.50 |
| Deferred Revenue - MAGIC Fee Supplement Grant | 142,368.50 |
| Accrued Payroll | 31,748.60 |
| Compensated Absences | 101,725.72 |
| Lease Payable | 46,247.39 |
| Total Current Liabilities | $ 343,819.70 |
| | |
| Long Term Liabilities | |
| | |
| Total Liabilities | $ 343,819.70 |
| **FUND BALANCE** | |
| Beginning Net Assets | |
| Unrestricted | 2,060,444.23 |
| Total Beginning Net Assets | 2,060,444.23 |
| Current YTD Net Income | (408,806.47) |
| | |
| Total Fund Balance | 1,651,637.76 |
| | |
| Total Liabilities and Fund Balances | $ 1,995,457.46 |

# Statement of Revenue and Expenses Summary
## For the 6 Months Ended December 31, 2020

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| 4000 - Membership Fees | $27,181.45 | $1,341,291.26 | $2,851,863.00 | $ 1,510,571.74 | 47.03% |
| 4100 - Membership Reimbursements | 4,240.05 | 220,765.99 | 435,394.00 | 214,628.01 | 50.70% |
| 4200 - Reimbursement for Losses | 1,608.06 | 19,058.87 | 900.00 | (18,158.87) | 2,117.65% |
| 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 | 78.77 | 746.20 | 37,000.00 | 36,253.80 | 2.02% |
| 4600 - Reserve Fund Transfer | 21,684.25 | 21,684.25 | 62,379.00 | 40,694.75 | 34.76% |
| **Total Revenue** | 54,792.58 | 1,884,555.57 | 4,018,654.00 | 2,134,098.43 | 46.90% |
| | | | | | |
| **Expenses** | | | | | |
| 5000 - Salaries & Wages | 105,674.93 | 690,358.88 | 1,546,800.00 | 856,441.12 | 44.63% |
| 5020 - Personnel Benefits | 9,883.40 | 220,405.94 | 516,200.00 | 295,794.06 | 42.70% |
| 5100 - Building & Grounds | 9,899.12 | 71,973.75 | 123,304.00 | 51,330.25 | 58.37% |
| 5200 - Professional Development | 935.00 | 8,236.30 | 24,800.00 | 16,563.70 | 33.21% |
| 5300 - Membership Development | - | 3,159.00 | 9,400.00 | 6,241.00 | 33.61% |
| 5400 - Information & Technology Services | 51,840.47 | 780,564.62 | 1,133,700.00 | 353,135.38 | 68.85% |
| 5500 - General Office | 55.60 | 738.81 | 5,300.00 | 4,561.19 | 13.94% |
| 5600 - Hardware & Equipment | 6,366.86 | 9,272.09 | 81,700.00 | 72,427.91 | 11.35% |
| 5700 - Insurance | 778.33 | 13,971.30 | 9,200.00 | (4,771.30) | 151.86% |
| 5800 - Contractual Services | 3,292.18 | 45,540.54 | 139,210.00 | 93,669.46 | 32.71% |
| 5900 - Library Materials & Content | - | 446,775.94 | 425,000.00 | (21,775.94) | 105.12% |
| 6000 - Interest & Fees | 413.13 | 2,364.87 | 4,040.00 | 1,675.13 | 58.54% |
| **Total Expenses** | 189,139.02 | 2,293,362.04 | 4,018,654.00 | 1,725,291.96 | 57.07% |
| | | | | | |
| **Excess Revenues less Expenses** | $ (134,346.44) | $ (408,806.47) | $ 0.00 | $ 408,806.47 | |

# Statement of Revenue and Expenses
## For the 6 Months Ended December 31, 2020

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| **Revenue** | | | | | |
| 4010 - SWAN Full Membership Fees | $ 27,181.45 | $ 1,341,291.26 | $ 2,851,863.00 | $ 1,510,571.74 | 47.03% |
| 4110 - Member One-Time Project Receipts | 0.00 | 0.00 | 14,000.00 | 14,000.00 | 0.00% |
| 4190 - Member Group Purchase Receipts | 4,240.05 | 220,765.99 | 421,394.00 | 200,628.01 | 52.39% |
| 4220 - Reimbursement Losses for Resource Sharing | 1,608.06 | 19,058.87 | 0.00 | (19,058.87) | 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 | 78.77 | 746.20 | 37,000.00 | 36,253.80 | 2.02% |
| 4600 - Reserve Fund Transfer | 21,684.25 | 21,684.25 | 62,379.00 | 40,694.75 | 34.76% |
| **Total Revenue** | 54,792.58 | 1,884,555.57 | 4,018,654.00 | 2,134,098.43 | 46.90% |
| | | | | | |
| **Expenses** | | | | | |
| 5000 - Salaries & Wages | 105,674.93 | 690,358.88 | 1,546,800.00 | 856,441.12 | 44.63% |
| 5021 - FICA Expense | (3,024.08) | 39,603.24 | 118,400.00 | 78,796.76 | 33.45% |
| 5022 - State Unemployment Insurance | 0.00 | 8,930.00 | 0.00 | (8,930.00) | 0.00% |
| 5023 - Worker's Compensation | 800.92 | 5,776.99 | 3,000.00 | (2,776.99) | 192.57% |
| 5024 - Retirement Benefits | 5,671.15 | 56,735.14 | 140,900.00 | 84,164.86 | 40.27% |
| 5025 - Health, Dental, Life And Disability Insurance | 6,435.41 | 109,250.57 | 246,300.00 | 137,049.43 | 44.36% |
| 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 | 9,240.37 | 64,292.59 | 105,904.00 | 41,611.41 | 60.71% |
| 5120 - Utilities | 0.00 | 3,211.69 | 6,400.00 | 3,188.31 | 50.18% |
| 5130 - Property Insurance | 138.75 | 2,472.47 | 1,500.00 | (972.47) | 164.83% |
| 5140 - Repairs & Maintenance | 0.00 | 177.00 | 1,300.00 | 1,123.00 | 13.62% |
| 5150 - Custodial Service & Supplies | 520.00 | 1,820.00 | 8,100.00 | 6,280.00 | 22.47% |
| 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 | 610.00 | 5,179.00 | 5,400.00 | 221.00 | 95.91% |
| 5240 - Professional Association Membership Dues | 325.00 | 873.00 | 2,500.00 | 1,627.00 | 34.92% |
| 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 | 0.00 | 2,615.69 | 1,200.00 | (1,415.69) | 217.97% |
| 5399 - Annual Conference | 0.00 | 300.00 | 2,500.00 | 2,200.00 | 12.00% |
| 5410 - Infrastructure Licensing | 4,295.02 | 29,552.41 | 42,000.00 | 12,447.59 | 70.36% |
| 5420 - Application Software Licensing | 1,405.28 | 12,615.84 | 18,400.00 | 5,784.16 | 68.56% |
| 5430 - Server Software Licensing | 129.83 | 779.03 | 13,900.00 | 13,120.97 | 5.60% |
| 5440 - Library Services Platform | 41,491.41 | 649,206.90 | 927,200.00 | 277,993.10 | 70.02% |
| 5450 - Data Management Services | 332.40 | 10,394.98 | 27,500.00 | 17,105.02 | 37.80% |
| 5460 - Information Subscription Service | 1,465.91 | 64,693.46 | 74,600.00 | 9,906.54 | 86.72% |
| 5470 - Subscription Support Services | 0.00 | 1,392.14 | 10,100.00 | 8,707.86 | 13.78% |
| 5480 - Telecommunications | 2,070.62 | 11,279.86 | 19,400.00 | 8,120.14 | 58.14% |
| 5490 - Group Purchases - Services | 650.00 | 650.00 | 600.00 | (50.00) | 108.33% |
| 5510 - Office Supplies | 55.60 | 568.22 | 4,000.00 | 3,431.78 | 14.21% |
| 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 | 1,592.80 | 3,700.00 | 2,107.20 | 43.05% |
| 5620 - Hardware | 6,160.00 | 6,242.28 | 63,200.00 | 56,957.72 | 9.88% |
| 5690 - Group Purchases - Hardware | 2.01 | 1,437.01 | 14,800.00 | 13,362.99 | 9.71% |

# Statement of Revenue and Expenses
## For the 6 Months Ended December 31, 2020

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|---|---|---|---|---|---|
| 5700 - Insurance | 778.33 | 13,971.30 | 9,200.00 | (4,771.30) | 151.86% |
| 5810 - Legal | 0.00 | 848.00 | 5,000.00 | 4,152.00 | 16.96% |
| 5820 - Accounting | 1,193.19 | 16,711.43 | 20,610.00 | 3,898.57 | 81.08% |
| 5830 - Consulting | 86.67 | 770.02 | 5,000.00 | 4,229.98 | 15.40% |
| 5840 - Payroll Service Fees | 249.10 | 1,597.55 | 3,900.00 | 2,302.45 | 40.96% |
| 5850 - Contractual Agreements | 0.00 | 12,275.00 | 56,500.00 | 44,225.00 | 21.73% |
| 5860 - Notification & Collection | 1,763.22 | 13,088.54 | 35,300.00 | 22,211.46 | 37.08% |
| 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 | 413.13 | 2,361.77 | 3,700.00 | 1,338.23 | 63.83% |
| 6020 - Merchant Account Fees | 0.00 | 3.10 | 40.00 | 36.90 | 7.75% |
| 6099 - Annual Conference Merchant Fees | 0.00 | 0.00 | 300.00 | 300.00 | 0.00% |
| **Total Expenses** | 189,139.02 | 2,293,362.04 | 4,018,654.00 | 1,725,291.96 | 57.07% |
| | | | | | |
| **Excess Revenues less Expenses** | $ (134,346.44) | $ (408,806.47) | $ 0.00 | $ 408,806.47 | |

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| **Vendor Checks** | | | | | | |
| Lenovo | | | | 8180 | 12/15/20 | 6,160.00 |
| 5620 | Hardware | Lenovo USB C Dock -40, Invoice # 6455859082 | 6,160.00 | | | |
| LIMRiCC | | | | 8181 | 12/15/20 | 23,680.75 |
| 5025 | Health, Dental, Life And Disability Insurance | December Insurance, Health, Life, Dental, Vision | 23,680.75 | | | |
| Marcive, Inc. | | | | 8182 | 12/15/20 | 332.40 |
| 5450 | Data Management Services | MARC authority service - Invoice # 391805 | 332.40 | | | |
| Plymouth Rockets, Inc. | | | | 8183 | 12/15/20 | 650.00 |
| 5490 | Group Purchases - Services | Kitkeeper Pilot, Invoice # 20201116-073017 | 650.00 | | | |
| Reaching Across Illinois Library System | | | | 8184 | 12/15/20 | 188.19 |
| 5820 | Accounting | Nov. 2020 - Services related to fiscal audit for 2020, Invoice # 7424 | 188.19 | | | |
| The Hartford, Inc. | | | | 8185 | 12/15/20 | 502.00 |
| 5023 | Worker's Compensation | Additional charge - final audit W/C, Acct. #13742216 | 502.00 | | | |
| Unique Integrated Communications, Inc. | | | | 8186 | 12/15/20 | 1,410.00 |
| 5860 | Notification & Collection | Curbside communicator monthly fee, Invoice #580878 | 1,410.00 | | | |
| Unique Integrated Communications, Inc. | | | | 8187 | 12/15/20 | 353.22 |
| 5860 | Notification & Collection | Notices - Nov. Invocie # 597608 | 353.22 | | | |
| Wellness Insurance Network-WIN | | | | 8188 | 12/15/20 | 174.39 |
| 5025 | Health, Dental, Life And Disability Insurance | Life Insurance - Dec. | 174.39 | | | |
| First Bankcard | | | | 50041 | 12/15/20 | 6,685.86 |
| 5230 | Staff Professional Development | Harassment Training for SWAN employees | 485.00 | | | |
| 5240 | Professional Association Membership Dues | ILA Membership Dues - Aaron | 250.00 | | | |
| 5240 | Professional Association Membership Dues | ILA Membership Dues - Dawne | 200.00 | | | |

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5410 | Infrastructure Licensing | Logmein "go to meeting" | 113.99 | | | |
| 5410 | Infrastructure Licensing | Microsoft azure support | 100.00 | | | |
| 5410 | Infrastructure Licensing | Logmein "go to meeting: | 103.63 | | | |
| 5410 | Infrastructure Licensing | Microsoft "pay as you go" | 3,365.86 | | | |
| 5410 | Infrastructure Licensing | Sendgrid | 332.66 | | | |
| 5410 | Infrastructure Licensing | Microsoft azure Basic | 24.00 | | | |
| 5410 | Infrastructure Licensing | Microsoft azure pfsense | 184.80 | | | |
| 5410 | Infrastructure Licensing | Microsoft azure premium | 18.00 | | | |
| 5420 | Application Software Licensing | Formsite | 999.95 | | | |
| 5420 | Application Software Licensing | Mailchimp Monthly Charge | 38.24 | | | |
| 5480 | Telecommunications | Microsoft Skype | 288.00 | | | |
| 5480 | Telecommunications | Grasshopper | 47.62 | | | |
| 5510 | Office Supplies | Office Depot - supplies | 29.99 | | | |
| 5510 | Office Supplies | "Past due" Stamp | 10.61 | | | |
| 5510 | Office Supplies | Gift card for Usability Testing | 15.00 | | | |
| 5610 | Equipment Rental/Maintenance | Genesis Monthly charge - copier | 76.50 | | | |
| 5690 | Group Purchases - Hardware | Propay - WVD | 2.01 | | | |
| T.A. Systems Inc. | | | | 50042 | 12/03/20 | 260.00 |
| 5150 | Custodial Service & Supplies | T.A. Systems Inc. Cleaning Services | 260.00 | | | |
| Genesis Technologies, Inc. | | | | 50043 | 12/21/20 | 128.35 |
| 5610 | Equipment Rental/Maintenance | Genesis Technologies, Inc. Invoice # 28250354 | 128.35 | | | |
| T.A. Systems Inc. | | | | 50044 | 12/28/20 | 260.00 |
| 5150 | Custodial Service & Supplies | T.A. Systems Inc. | 260.00 | | | |
| Lauterbach & Amen, LLP | | | | 50045 | 12/28/20 | 1,005.00 |
| 5820 | Accounting | Lauterbach & Amen, LLP - December | 1,005.00 | | | |
| Reliance Standard Life Insurance Co. | | | | 50046 | 12/30/20 | 913.35 |
| 5025 | Health, Dental, Life And Disability Insurance | Reliance Standard Life Insurance Co. - STD, LTD | 913.35 | | | |
| Comcast | | | | 50047 | 12/30/20 | 1,260.00 |

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|---|---|---|---|---|
| 5480 | Telecommunications | Comcast | 1,260.00 | | | |
| Quail Ridge Drive Investors, LLC | | | | 50048 | 12/30/20 | 9,240.37 |
| 5110 | Rent/Lease | Quail Ridge Drive Investors, LLC - new rate - January 2021 | 9,240.37 | | | |
| | | | | | **Check List Total** | 53,203.88 |

# SWAN Board Meeting Minutes

**December 18, 2020 9:30 a.m.**
**Online Meeting**
**Per Illinois Public Act 101-0640**

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

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

   a. Ted Bodewes
   b. Dawn Bussey
   c. Jennifer Cottrill, left at 11:30 a.m.
   d. Jane Jenkins
   e. Julie Milavec
   f. Stacy Wittmann

2. **Introduction of Visitors/Public Comment**
   Aaron Skog, SWAN Executive Director
   Dawne Tortorella, SWAN Assistant Director
   Ginny Blake, SWAN Business Manager
   Jamie Paicely, Director – Flossmoor Public Library
   Ricardo Hernandez, Staff – Prairie Trails Public Library
   Laura Van Cleve, Director – Richton Park Public Library District
   Jennifer Cutshall, Director – Steger-South Chicago Heights Public Library
   Karen Keefe, Director – Hinsdale Public Library
   Julia Coen, Director – Westmont Public Library, arrived at 9:41 a.m. and left at 9:43 a.m.
   Brittany Smith, Staff – Westmont Public Library, arrived at 9:38 a.m. and left

   No public comment

3. **Action Item**
   Acceptance of December 18, 2020 SWAN Board Meeting Agenda

   Milavec moved, seconded by Wittmann that it be

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

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

4. **Action Item**

Approval of SWAN Financials, November 2020

Milavec moved, seconded by Wittmann that it be

> RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR NOVEMBER 1
> THRU NOVEMBER 30, 2020 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF
> EXPENDITURES FOR NOVEMBER 2020 AS PRESENTED

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

5. **Action Item**

Acceptance of the November 20, 2020 Board Meeting Minutes

Milavec moved, seconded by Wittmann that it be

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

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

6. **Reports**

   a. Board President Report
      None
   b. Executive Report
      Skog went over the "Update on Activities", The SWAN Budget FY22, Monthly Financials,
      the LLSAP FY22 Grant and Monthly Financials.

      Operations Report
      Tortorella announced we are now 100 total libraries, with the 3 new libraries having
      gone live in SWAN on December 9, 2020. The status of libraries during the pandemic
      was implemented as an interactive Google Map online. The Operations Report shows
      there has been a decline in circulation overall, which is not unusual. SWAN still active
      patrons that have kept holds placed at the prior year's levels. Another milestone was
      reached with the 3 new libraries are live in BLUEcloud Acquisition. We have about 600
      support tickets a month, which is steady. The Aspen Discovery project pilot has been
      launched and updates will continued to be shared by the User Experience Manager,
      Tara Wood.

      Treasurer Report
      One item on the financials seems to have a large percentage already used up. Skog
      indicated the reason and does not see it increasing for the rest of FY21.

Board Calendar

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

7. **Discussion Item**

RAILS LLSAP FY22 Funding Agreement

Skog discussed the RAILS LLSAP FY22 grant reward.  Changes along with a discussion amongst members was given at the December Quarterly meeting where Deidre Brennan along with several RAILS employees gave a breakdown of the changes.  Skog discussed what the Board would like to do for next steps.  The Board discussed and decided to have Skog draft a letter for Bodewes to send to Deidre Brennan.  It was decided to send the letter from the entire board.

8. **Discussion Item**

EBSCO Group-purchase year – 2 renewal

Skog explained the Year 1 overview including the group pricing.  The year 2 renewal, FY22 price negotiations.  Skog discussed the options of opting out for libraries and what that will mean to remaining libraries. A graph showing data usage would be helpful, which Tortorella will provide.

Skog discussed the suggested process and resolution solutions for membership votes. There will be a COW meeting on January 12th with a discussion on this Group Purchase.

9. **Discussion Item**

SWAN Fiscal Year 2022 draft budget

Skog went over the Revenue & Expenses, reserves and membership fees for the FY22 budget. Budget summary and changes from last year to this year was shown.

10. **Action Item**

RESOLVED, THAT THE SWAN BOARD APPROVED THE RAILS LLSAP FY22 Funding Agreement

Milavec moved, seconded by Wittmann that it be.

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

**Adjournment**

Board meeting adjourned at 11:38 am

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Julie Milavec

Board Secretary

# SWAN BOARD COMMITTEE MEETING OF THE WHOLE
# Library Directors & Administrators

### MINUTES
**January 12, 2021 Time 10 a.m.**
**Held Remotely**

**Call to Order:** Ted Bodewes called the meeting to order at 10:02 a.m.

**Attendees**

| Last Name | First Name | Email Address | Library |
|---|---|---|---|
| Koll | Dorothy | dkoll@acornlibrary.org | Acorn |
| Kamin | Pamela | pkamin@bataviapubliclibrary.org | Batavia |
| Weber | Barb | bweber2ster@gmail.com | Bedford Park |
| Grosso | Jill | director@beecherlibrary.com | Beecher |
| Feddersen | Susan | sfeddersen@benlib.org | Bensenville |
| Jarzemsky | Tim | tjarzemsky@mybpl.org | Bloomingdale |
| Sporleder | Christine | csporleder@mybpl.org | Bloomingdale |
| Wassenaar | Anna | awassenaar@blueislandlibrary.org | Blue Island |
| Hovanec | Jennifer | jhovanec@calumetcitypl.org | Calumet City |
| Knasiak | Lisa | lknasiak2@gmail.com | Chicago Heights |
| Wishnick | Dana | dwishnick@chicagoridgelibrary.org | Chicago Ridge |
| Gnat-Hernandez | colleen | cgnat@cicerolibrary.org | Cicero |
| Craft | Lori | craftl@clarendonhillslibrary.org | Clarendon Hills |
| Amschl | Tiffany | tamschl@cretelibrary.org | Crete |
| Dienes | Susan | susandienes@gmail.com | Crete |
| Milavec | Julie | jmilavec@dglibrary.org | Downers Grove |
| Wittmann | Stacy | wittmanns@eisenhowerpld.org | Eisenhower |
| McKeever | Lucas | lmckeever@elmwoodparklibrary.org | Elmwood Park |
| Olvera Trejo | Andrea | aolvera-trejo@elmwoodparklibrary.org | Elmwood Park |
| VERZANI | TIFFANY | tverzani@elmwoodparklibrary.org | Elmwood Park |
| Seidl | Nicki | seidln@evergreenparklibrary.org | Evergreen Park |
| Paicely | Jamie | paicelyj@flossmoorlibrary.org | Flossmoor |
| Lavin | Skye | slavin@fppl.org | Forest Park |
| Nawrocki | Jessica | jnawrocki@frankfortlibrary.org | Frankfort |
| Rice | Melissa | mrice@frankfortlibrary.org | Frankfort |
| Saeli | Marie | msaeli@fppld.org | Franklin Park |
| Bussey | Dawn | dawnbussey@gepl.org | Glen Ellyn |
| Jenkins | Jane | jjenkins@greenhillslibrary.org | Green Hills |
| McBride | Antonia | amcbride@harvey.lib.il.us | Harvey |

| | | | |
|---|---|---|---|
| Peake | Kim | kpeake@harvey.lib.il.us | Harvey |
| Losey | Douglas | dlosey@hillsidelibrary.org | Hillside |
| Keefe | Karen | kkeefe@hinsdalelibrary.info | Hinsdale |
| Prendergast | Tim | tprendergast@hodgkinslibrary.org | Hodgkins |
| Bukovac | Jamie | jamieb@ippl.info | Indian Prairie |
| Murray | Frank | fmurray@itascalibrary.org | Itasca |
| Phillips | Shayne | director@kanevillelibrary.org | Kaneville |
| Gallardo | Charity | director@lagrangelibrary.org | LaGrange |
| Johnson | Chuck | chuck@lagrangelibrary.org | LaGrange |
| Richter | Roberta | roberta@lagrangelibrary.org | LaGrange |
| Buckson | Kate | kateb@lplibrary.org | LaGrange Park |
| Hilker | Dan | hilkerd@lyonslibrary.org | Lyons |
| Berggren | Kathy | kberggren@mapld.org | Matteson |
| Flanagan | Margaret | flanaganm@mpplibrary.org | Melrose Park |
| Davis | George | gkdavis@messengerpl.org | Messenger |
| Cottrill | Jennifer | jcottrill@midlothianlibrary.org | Midlothian |
| Starosta | Natalie | bazann@northriversidelibrary.org | North Riverside |
| Bartnik | Laura | lbartnik@northlakelibrary.org | Northlake |
| Ocampo | Raleigh | rocampo@northlakelibrary.org | Northlake |
| Coduto | Michelle | mcoduto@oak-brook.org | Oak Brook |
| Post | Jacob | jpost@oak-brook.org | Oak Brook |
| Seleb | David J. | d.seleb@oppl.org | Oak Park |
| Blazek | Jesse | jblazek@phlibrary.org | Palos Heights |
| Harvey | Kendall | kharvey@prairietrailslibrary.org | Prairie Trails |
| Lema | Mary Ann | mlema@prairietrailslibrary.org | Prairie Trails |
| Bertucci | Joanna | joanna.bertucci@riverforestlibrary.org | River Forest |
| Perez | Jorge | jperez@rivergrovelibrary.org | River Grove |
| Rayford | Christyn | christyn@southhollandlibrary.org | South Holland |
| Craig | Edith | ecraig@scpld.org | St Charles |
| Cutshall | Jennifer | jcutshall.director.ssch@gmail.com | Steger |
| Drew | Hadiya | h.drew@summitlibrary.info | Summit |
| Bodewes | Ted | bodewes@fordlibrary.org | Thomas Ford |
| Dejnowski | Kathy | kdejnowski@thorntonlibrary.org | Thornton |
| Musil | Zachary | zmusil@tplibrary.org | Tinley Park |
| Dobersztyn | Paul | paul@warrenville.com | Warrenville |
| Hill | Tom | tom@warrenville.com | Warrenville |
| Whitmer | Sandy | director@warrenville.com | Warrenville |
| Weseloh | Benjamin | bweseloh@wcpld.info | West Chicago |
| Marbella | Fidencio | fidenciom@westchesterpl.org | Westchester |
| Coen | Julia | jcoen@westmontlibrary.org | Westmont |
| Smith | Brittany | bsmith@westmontlibray.org | Westmont |

| Dube | Pam | pdube@woodridgelibrary.org | Woodridge |
|------|-----|---------------------------|-----------|
| Hall | Carol | chall@worthlibrary.com | Worth |

**Overview of the EBSCO year –1 subscription for all SWAN public libraries**

After some feedback from the Quarterly Meeting in December, The SWAN board decided to hold this Committee of the Whole Meeting.  There will be another COW Meeting in February to review SWAN draft budget.

Skog reviewed the EBSCO group purchase package options, purchase pricing tiers, and the individual pricing vs group purchases.  Robin Hofstetter gave an explanation as well on the individual pricing vs group pricing.  Skog continued to discuss the ESBCO database links, an overview was given on the SWAN Progressive pricing structure. Skog & Hofstetter went over the ESBCO usage statistics.  An explanation of the proper measure for cost per use was given by Skog.

**Options for the EBSCO year 2 subscription**
The 5 options were given with explanations of each by Skog.  The SWAN Board asked for a recommendation, which Skog gave.

**Recommended approach for membership approval vote of the year - 2 renewal**
The membership approval vote was explained.  This vote will be done by the membership, not by the Board.  A forum for the members was given for questions and answers.

**Adjourn**

Bodewes adjourned the meeting ended 11:10 a.m.

# SWAN Executive Director Report

*January 22, 2021*

## 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

**Membership Voting Platform**

I am finalizing a voting platform for the membership to use for the EBSCO year-2 renewal, budget approval, and the upcoming board election. This system will need to allow secure online voting to take place rather than requiring online attendance at a membership meeting with voting conducted by rollcall. I will likely test out the selected platform with board members prior to any final decision.

## SWAN FY22 Budget

The third draft of the SWAN budget is included for your review. This is the version that will be presented at the COW on February 9th 10 a.m.

**Niche Academy**

Originally proposed as part of the FY22 budget to support online research databases, this $12,000 expense was removed.

## Board Considerations

**Resolution for Check Signing & Stamp**

The agenda this month contains an action to approve my signing checks and the use of the facsimile signature stamp.

**EBSCO Year-2 Renewal**

I have included a memo outlining the Committee of the Whole feedback and suggest dates for a membership vote on the renewal options.

**Committee of the Whole Meeting – Budget Presentation February 9, 2021**

The next meeting will be held Tuesday, February 9th at 10 a.m. using GoToWebinar. This meeting will focus only on the FY22 budget, membership fees, and reserves.
https://support.swanlibraries.net/meeting/84221

# Monthly Financial Report

This month would be 50% 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: December 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.

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: December 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 7 months of rent payments, even though we are only 6 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.

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: January 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 (December 15th – January 18th) the SWAN100 consultation and training support continued and our Aspen pilot project went into full swing. 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 |
|---|---|---|---|---|
| 12/15/2020 | SWAN Fireside Chat #21 | Aaron, Dawne, Tara, Robin, Steven | Admin, Bib Srvs, IT, UX | Member meeting |
| 12/15/2020 | SWAN100 Consultation WorkFlows (Roselle) | Ian, Rudy | IT | New member project |
| 12/15/2020 | Training: Serials (LaGrange Park) | Sam, Claudia | Bib Srvs | Training |
| 12/16/2020 | Pre-Cat Configuration Consultation (Messenger) | Scott, Claudia | Bib Srvs | Consultation |
| 12/16/2020 | SWAN100 Office Hours | Dawne, Sam, Vickie | Admin, Bib Srvs, IT | New member project |
| 12/17/2020 | Library Neighbor Consultation (Midlothian) | Dawne | Admin | Consultation |
| 12/17/2020 | Locker Panel Discussion Planning (Downers Grove, Oak Park, Villa Park) | Aaron, Steven, Ian, Dawne | Admin, IT | Research & Development |
| 12/18/2020 | SWAN Board Meeting | Aaron, Ginny, Dawne | Admin | Governance |
| 12/21/2020 | SWAN100 Project Meeting | Aaron, Dawne, Steven, Scott, Sam | Admin, Bib Srvs, IT | New member project |
| 12/22/2020 | SWAN100 BLUEcloud Analytics Lab | Dawne, Vickie | Admin, IT | New member project |
| 12/23/2020 | Swan100 Office Hours | Dawne | Admin | New member project |
| 12/28/2020 | SWAN100 BLUEcloud Analytics Lab | Dawne | Admin | New member project |
| 12/30/2020 | SWAN100 Office Hours | Dawne | Admin | New member project |
| 1/4/2021 | Pre-Cat Configuration Consultation (Messenger) | Scott, Claudia | Bib Srvs | Consultation |
| 1/5/2021 | Fiscal Year Rollover Consultation (Oak Brook) | Scott | Bib Srvs | Consultation |
| 1/6/2021 | Research Interview Curbside (Downers Grove) | Crystal | UX | Research & Development |

| Date | Event Name | Attendees | Teams Represented | Topic |
|---|---|---|---|---|
| 1/6/2021 | Fiscal Year Rollover Consultation (Villa Park) | Scott | Bib Srvs | Consultation |
| 1/6/2021 | SWAN100 Office Hours | Dawne, Steven | IT, Admin | New member project |
| 1/7/2021 | Research Interview Curbside (Woodridge) | Crystal | UX | Research & Development |
| 1/7/2021 | SWAN Cataloging Advisory | Scott, Claudia, Sam, Diane, Angela, Sue | Bib Srvs | Member Meeting |
| 1/7/2021 | Library Locker Panel Discussion | Aaron, Dawne, Ian, Steven | Admin, IT | Research & Development |
| 1/8/2021 | Research Interview Curbside (Eisenhower) | Crystal | UX | Research & Development |
| 1/8/2021 | Research Interview Curbside (Elmwood Park) | Crystal | UX | Research & Development |
| 1/8/2021 | Fine Free Consultation (Green Hills) | Dawne | Admin | Consultation |
| 1/8/2021 | BLUEcloud Analytics Consultation (Glenside) | Aaron, Dawne | Admin | Consultation |
| 1/11/2021 | Aspen Pilot: Weekly Meeting | Tara, Robin, Scott, Crystal (+others) | UX, Bib Srvs, IT, Admin | Research & Development |
| 1/11/2021 | Account Profiles for Legislative Code Changes (Batavia, Blue Island, Carol Stream) | Aaron, Dawne, Crystal | Admin, UX | Consultation |
| 1/12/2021 | SWAN COW - EBSCO Year-2 | Aaron, Robin, Ginny, Dawne | Admin, UX | Governance |
| 1/12/2021 | Item Type Consolidation Consultation (Messenger) | Sam | Bib Srvs | Consultation |
| 1/12/2021 | Book Discussion Support Consultation (Warrenville) | Helen | Admin | Consultation |
| 1/13/2021 | KitKeeper Pilot (Downers Grove, Geneva) | Helen, Dawne | Admin | Research & Development |
| 1/13/2021 | SWAN100 Training: BLUEcloud Mobile app Admin | Tara | UX | Training |
| 1/15/2021 | Fine Free Consultation (Crete) | Vickie | IT | Consultation |
| 1/18/2021 | Aspen Pilot: Weekly Meeting | Tara, Robin, Scott, Crystal (+others) | UX, Bib Srvs, IT, Admin | 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: 12/15-1/12 | ByWater - Aspen weekly pilot check-in | Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin | UX, Admin, IT, Bib Srvs | Research & Development |

| | | | | |
|---|---|---|---|---|
| 12/21/2021 | SWAN100 Project Meeting with SirsiDynix | Aaron, Dawne, Steven, Scott, Sam | Admin, UX, IT, Bib Srvs | New Member |
| 1/8/2021 | OCLC - Z39.50 for Automatic No | Aaron, Dawne, Scott | Admin, Bib Srvs | Research & Development |
| 1/13/2021 | ByWater - Database Encryption Discussion | Rudy, Steven | IT | Collaboration |
| 1/14/2021 | Smiota Smart Locker Discussion | Steven | IT | Vendor Relationship |

# SWAN Assistant Director (Dawne Tortorella)

## SWAN100 Update

This project is considered complete as all libraries are now fully participating in resource sharing and completing final training sessions. While we continue to uncover minor data issues and differences in processing that may be challenging, our new libraries are fast and eager learners. We are thrilled to have them as partners.

## KitKeeper

The KitKeeper pilot project is being led by Helen Pinder, SWAN Resource Sharing Consultant. We have met with staff from our pilot libraries (Downers Grove and Geneva) for training and will begin bi-weekly meetings to set consortium-wide best practices and cataloging/circulation policies to facilitate reservation schedules and sharing book discussion kits between libraries.

## COVID-19

Closures continue to be monitored through our Library Services Status page. Temporary closures have occurred throughout the membership due to staff exposure or positivity. The next monthly Fireside Chat is scheduled for Tuesday, January 26th.

## *A look at the numbers*

Starting on 12/7/2020, circulation counts include all 100 libraries. Jump in circulation on 12/7/2020 accounts for circulation data loaded during migration for GSD, ROD, WVD. Over 50% (17,976) of the 33,530 circulation transactions on 12/7/2020 represent existing checkout transactions loaded for the incoming libraries.

The impact of COVID during the holiday period is obvious in the chart. Comparing the first Monday, 2020 (1/6/2020) and the first Monday, 2021 (1/4/2021), checkouts were 33,305 versus 19,417. While this represents 58% of pre-COVID checkouts, it should also be noted that 2021 transactions represent 100 vs 97 libraries, so the decrease is more substantial.

Checkouts 9/1/2019 - 12/13/2020  [100 SWAN Libraries]

56,498

17,976 from data load for new libraries

35,273

33,305

33,530

26,004

19,417

15,879
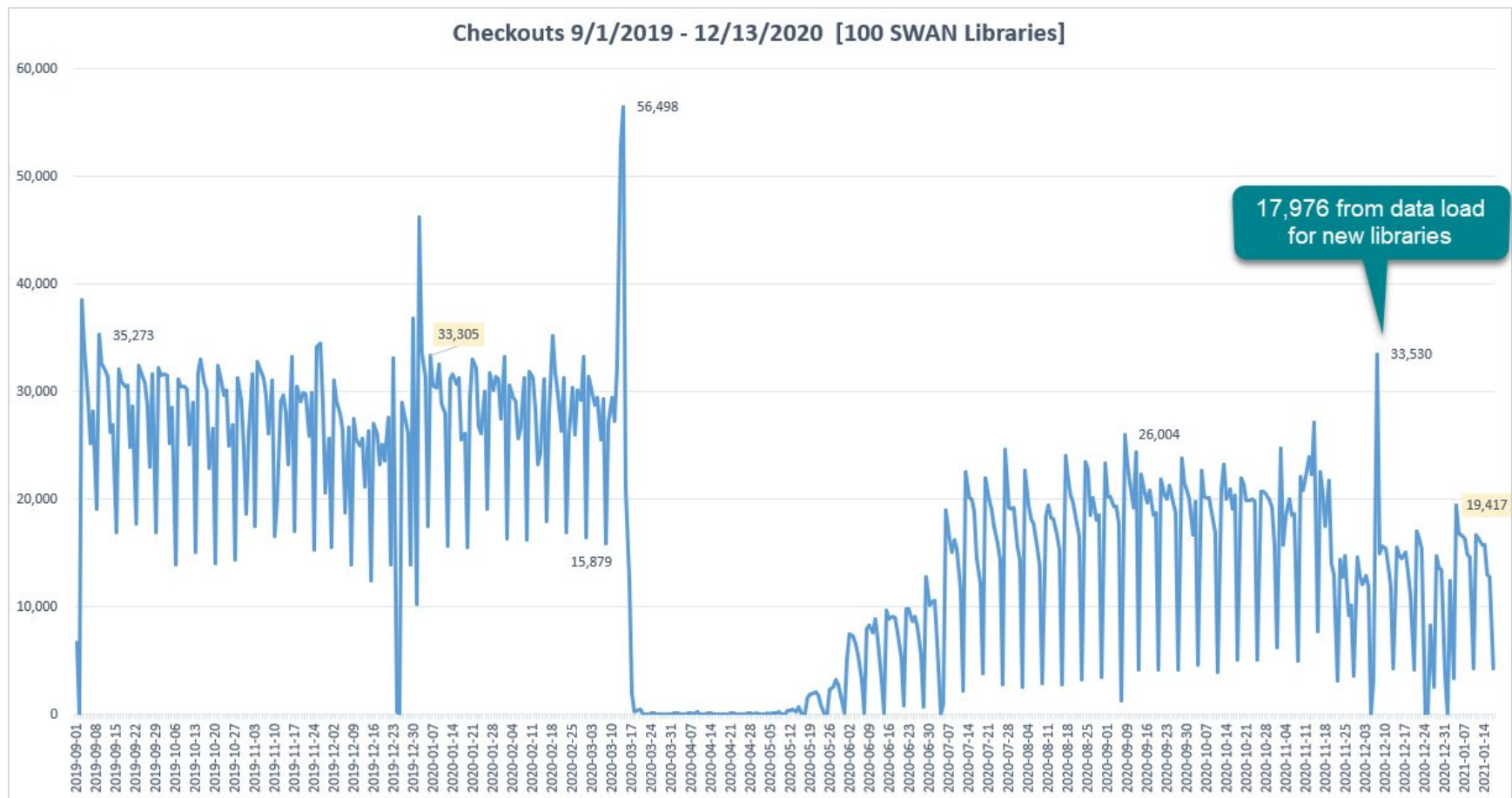
Comparing SWAN wide 2019 vs 2020 monthly circulation for 97 libraries, shows the gains made from June through October have reversed in November and December. This is likely due to increased restrictions and precautions patrons are taking with the increase in COVID cases.
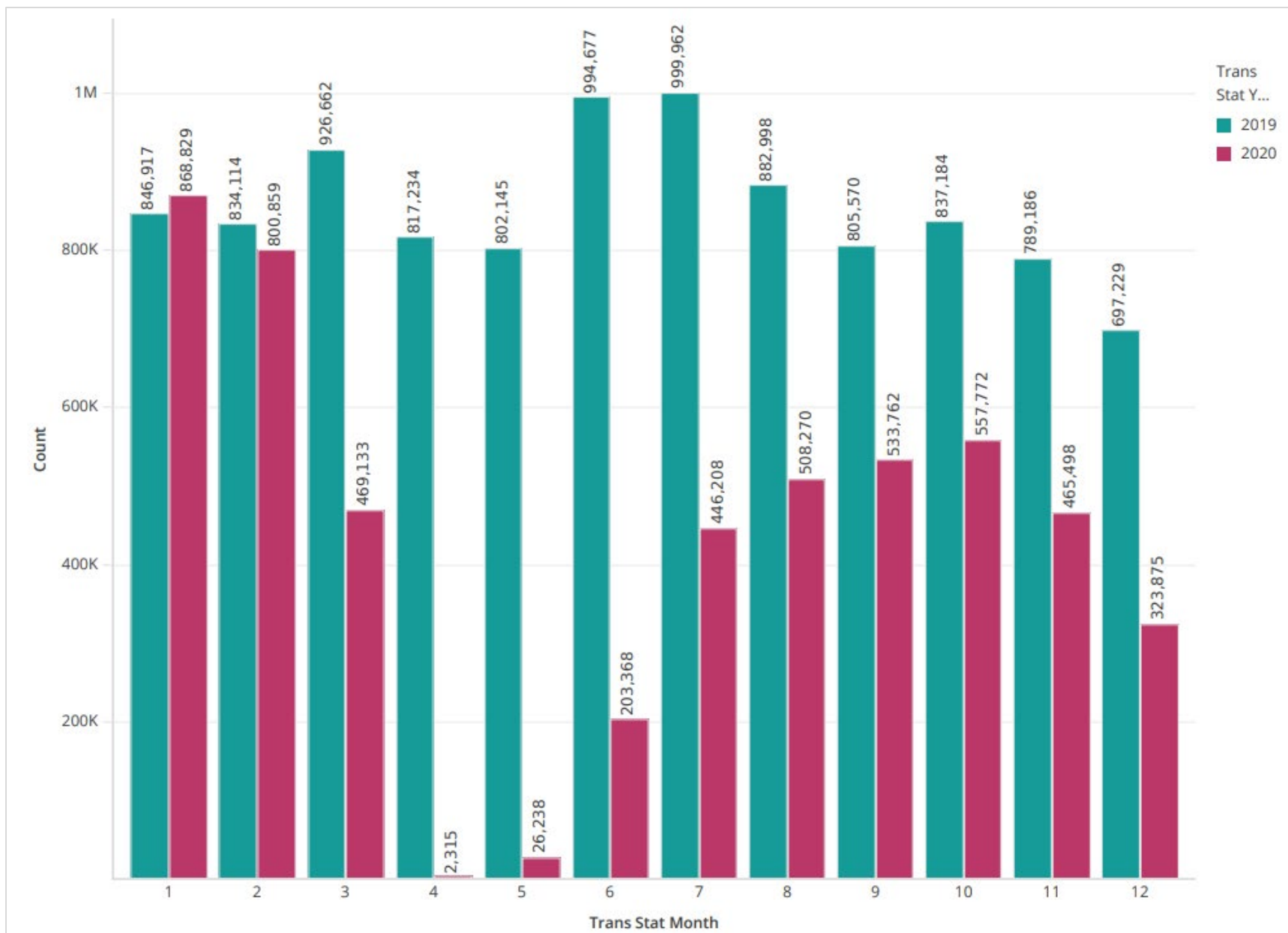
Reviewing checkouts of the 97 libraries in 2019 vs 2020 illustrates the impact of COVID in the spring, growth in summer, and again downturn in late fall.

| Month | 2019 | 2020 | % of Circ |
|---|---|---|---|
| January | 846,917 | 868,829 | 102.59% |
| February | 834,114 | 800,859 | 96.01% |
| March | 926,662 | 469,133 | 50.63% |
| April | 817,234 | 2,315 | 0.28% |
| May | 802,145 | 26,238 | 3.27% |
| June | 994,677 | 203,368 | 20.45% |
| July | 999,962 | 446,208 | 44.62% |
| August | 882,998 | 508,270 | 57.56% |
| September | 805,570 | 533,762 | 66.26% |
| October | 837,184 | 557,772 | 66.62% |
| November | 789,186 | 465,498 | 58.98% |
| December | 697,229 | 323,875 | 46.45% |
| | **10,233,878** | **5,206,127** | **50.87%** |
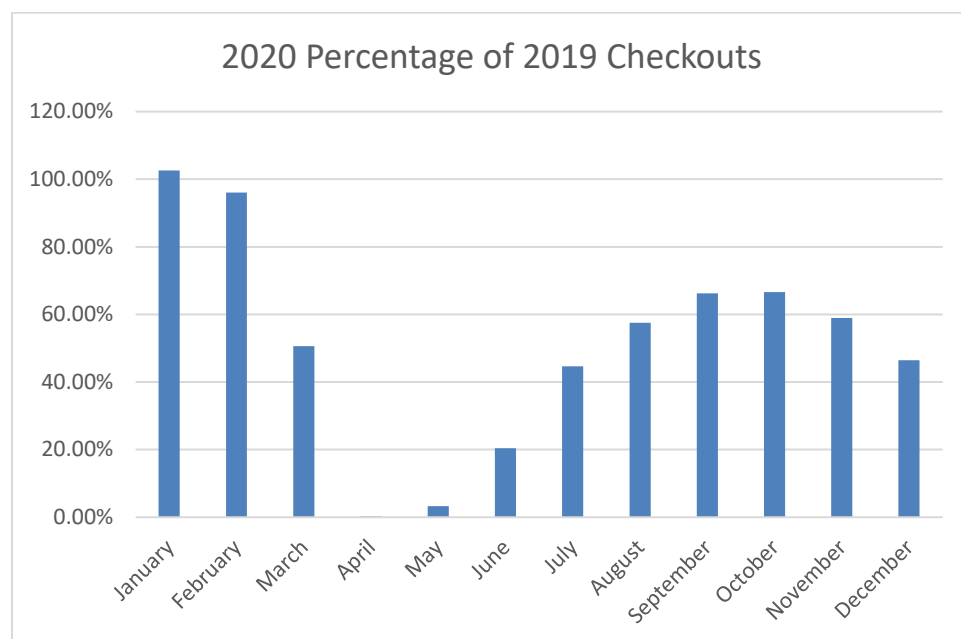


Holds patterns remain consistent. The stability of this metric illustrates how consistent patron behavior remains when placing holds. Of note is the increase in holds placed in November and December, despite the decrease in checkouts.

| Hold Client | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Enterprise | 130,418 | 79,426 | 14,232 | 39,091 | 139,859 | 123,369 | 130,554 | 146,813 | 143,171 | 154,839 | 165,671 | 1,267,443 |
| WorkFlows | 46,661 | 24,577 | 381 | 4,628 | 20,051 | 31,761 | 35,159 | 38,776 | 37,014 | 33,936 | 38,838 | 311,782 |
| BLUEcloud Mobile | 9,800 | 4,597 | 1,235 | 2,601 | 8,557 | 9,137 | 10,683 | 12,735 | 13,718 | 14,568 | 14,935 | 102,566 |
| Other Web Services | 1,814 | 951 | 167 | 212 | 1,410 | 1,196 | 1,995 | 2,104 | 2,320 | 2,681 | 2,673 | 17,523 |
| Unknown | 246 | 146 | 22 | 11 | 143 | 114 | 121 | 259 | 451 | 931 | 307 | 2,751 |
| Bookmyne | 317 | 95 | 11 | 18 | 41 | 167 | 129 | 185 | 212 | 97 | 88 | 1,360 |
| SIP2 | 27 | 31 | 0 | 0 | 0 | 9 | 18 | 12 | 18 | 2 | 0 | 117 |
| BLUEcloud Circ | 14 | 20 | 0 | 0 | 12 | 3 | 21 | 1 | 2 | 5 | 2 | 80 |
| | 189,297 | 109,843 | 16,048 | 46,561 | 170,073 | 165,756 | 178,680 | 200,885 | 196,906 | 207,059 | 222,514 | 1,703,622 |
| % Placed by Patron | 75% | 77% | 98% | 90% | 88% | 81% | 80% | 81% | 81% | 84% | 83% | 82% |
| % mobile apps | 6% | 5% | 9% | 6% | 6% | 6% | 7% | 8% | 8% | 9% | 8% | 7% |



Holds Placed February, 2020 - December, 2020
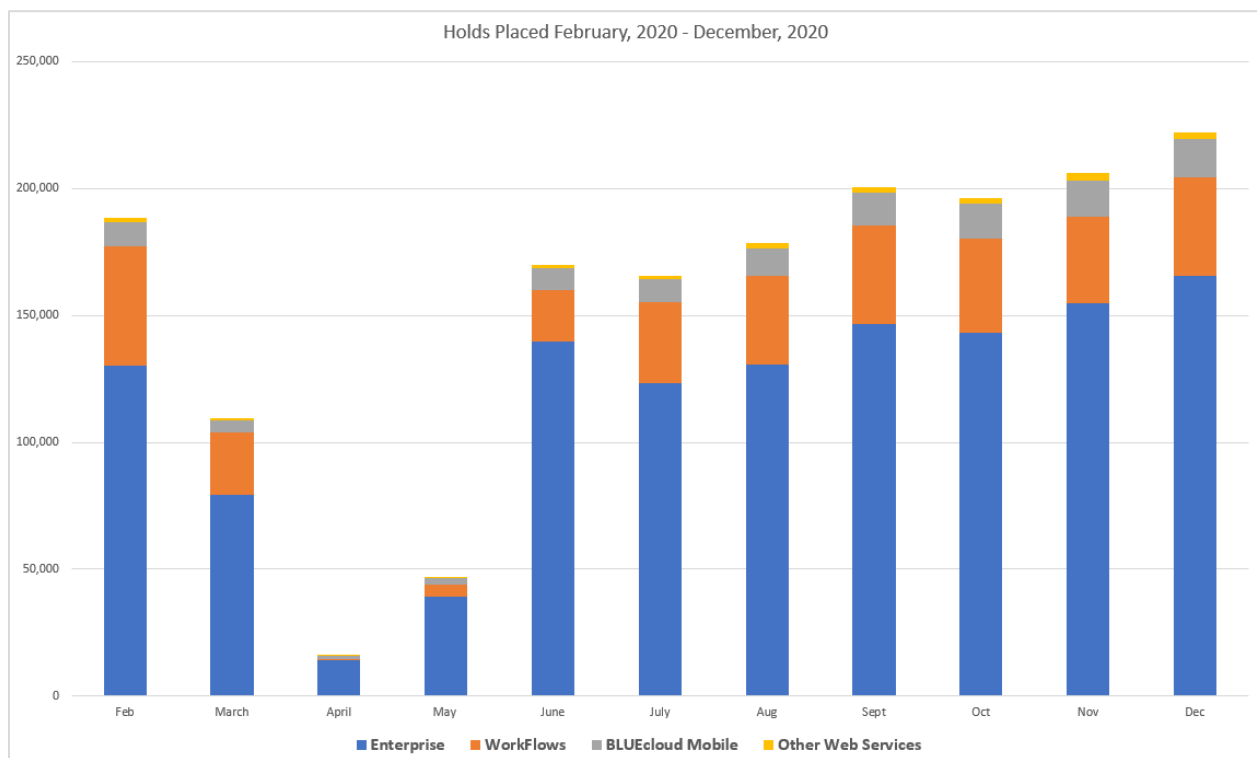
Again, of note: Mobile app use is consistently around 8% of total holds or approximately 10% of holds placed by patrons. It is important to consider this level of adoption as more services are embedded into the mobile apps such as the SirsiDynix Mobile App "Click and Collect" feature.

The number of holds placed in December represent an increase in both holds placed and number of users placing holds. This December jump is most likely attributed to our new libraries.

Given the consistent number of patrons who place and pick up holds, this demographic may be a valuable source of research as we evaluate new services. The steady ~35,000 patrons represent our most loyal customers.



Trends in Holds, Feb-Dec 2020
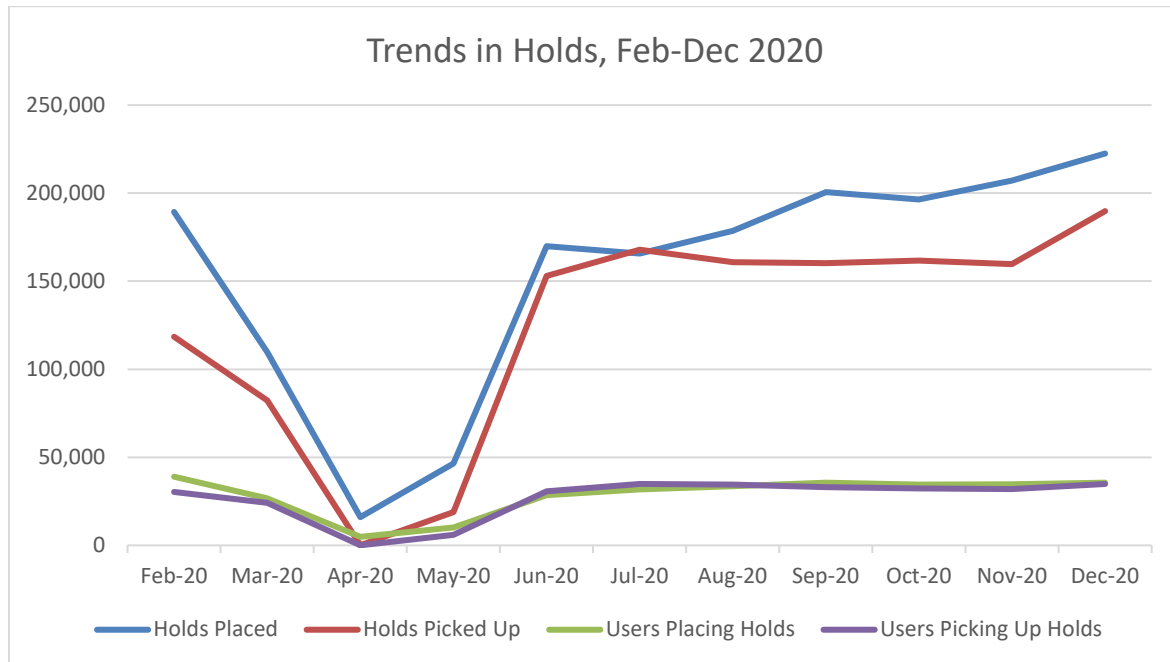
| | Holds Placed | Holds Picked Up | Users Placing Holds | Users Picking Up Holds |
|---|---|---|---|---|
| Jan-20 | | | | |
| Feb-20 | 189,282 | 118,451 | 38,982 | 30,320 |
| Mar-20 | 109,824 | 82,356 | 26,678 | 24,235 |
| Apr-20 | 16,026 | 65 | 4,845 | 36 |
| May-20 | 46,551 | 18,875 | 10,072 | 6,054 |
| 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 |
| Dec-20 | 222,514 | 189,803 | 35,626 | 34,856 |
| NOTE: log files only provide hold details transactions since 2/10/2020 | | | | |

## RAILS – RFP for Delivery Services

RAILS will be issuing an RFP for delivery services in February. As part of that process they have requested all LLSAPs to provide the following information:

- Number of items charged to "in transit" during each month
- Average number of libraries and branches open during December 2020

We are in the process of collecting this information which can be difficult, especially attempting to collect the information in the past. We will be analyzing log data to examine system commands which correlate to "receive from transit" (hF) and "transit item" (hE). With dynamic holds, it is important for us to look at this data in discrete time slices by unique item barcode and de-dupe. Automated material processing and double check-ins may inflate the "in transit" numbers without this additional filtering.

Once this data is collected, we will produce monthly reports that provide these snapshots by library.

## SWAN Bibliographic Services (Scott Brandwein)

### SWAN100 Migration and Moving On Presentation

We have finished all cleanup of SWAN100 bibliographic and item data that could reasonably be performed. As is always the case with these migrations, we will continue to find individual records that require cleanup, but we've performed all the broad strokes that we can.

We have also finished removing the new libraries' holdings from OCLC. This required a couple of passes and some additional work with a consultant at OCLC, but the holdings landscape is finally ready for reclamation. We will perform this the week of 1/18 as part of SWAN's regular OCLC updates using our OCLC Holdings Manager tool.

Next month, Samantha Dietel and I will be presenting at an Amigos Library Services virtual conference called *Moving On: Migrating Library Content and Data*. The session is called "Frontloading the Work of Data Migration" and will focus on the work SWAN performs prior to migrations including data profiling, user cleanup and matching, bibliographic merging, and OCLC holdings maintenance, drawing on our experience with SWAN100, Green Hills, and the New 19 migrations.

### Cataloging Advisory Meeting (1/7/2021)

Cataloging Advisory met in the first week of the year. We kept the meeting simple and focused on goals and priorities for 2021. Member priorities are in line with our own and include continued work smoothing out Library of Things guidelines and catalog records for objects, equipment, and ephemera; working on series and graphic novel records towards a goal of consistency and lessening cataloger burden; and call number cleanup where volume information is involved. (See below.)

### Serials/Multi-Volume Call Number Training and Cleanup

We are continuing the re-training initiative begun in November regarding serials volume information in call numbers by sending invitations to online seminars to staff at 30 more SWAN libraries. We hope to reach all member staff cataloging or receiving serials by spring. To accompany the training, we are looking closely at newly-cataloged serials issues to get a jump start on sorting out inconsistencies.

We are also sorting through about 45,000 call numbers for non-serial items with volume information to ensure these are appropriate. Many call numbers have unnecessary volume indicators that can interrupt the holds process, and we have seen an increase in reports of this situation over the past couple of months. So far, we have identified 10,000 call numbers for cleanup with 20,000 more candidate call numbers left to look at. Once this process is finished (by the end of January) we will run the updates in batch. Rest assured that we are not altering the call numbers themselves – the change is to an invisible data point that governs how the call number is interpreted by Symphony and Enterprise. Your call numbers will look the same and continue to match your shelf labels.

## 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 December, there were 103 upgrades of minimal level records in OCLC to full records.

| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Orig 2018** | 122 | 89 | 147 | 70 | 119 | 148 | 118 | 167 | 116 | 209 | 194 | 92 | **1,591** |
| **Copy 2018** | 3,896 | 3,348 | 5,157 | 4,614 | 2,851 | 1,493 | 2,138 | 2,459 | 2,010 | 1,866 | 1,376 | 2,056 | **33,264** |
| **Orig 2019** | 126 | 82 | 106 | 211 | 92 | 163 | 127 | 175 | 171 | 102 | 97 | 107 | **1,569** |
| **Copy 2019** | 2,565 | 1,952 | 1,939 | 2,352 | 2,032 | 2,070 | 1,672 | 1,872 | 2,362 | 2,605 | 1,648 | 1,587 | **24,656** |
| **Orig 2020** | 99 | 111 | 69 | 152 | 98 | 129 | 88 | 102 | 76 | 62 | 56 | 46 | **1,088** |
| **Copy 2020** | 1,908 | 1,717 | 1,863 | 2,270 | 2,357 | 2,496 | 2,237 | 1,886 | 2,405 | 1,723 | 1,901 | 1,704 | **24,467** |

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

### Support Tickets

There were no notable trends in support tickets for the previous month. With a quieter period during the holidays, the team used the opportunity to catch up on outstanding tickets.

### SWAN Support Tickets December 2019 - December 2020

| | Dec | Jan-20 | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Opened | 533 | 775 | 580 | 851 | 514 | 658 | 789 | 805 | 696 | 655 | 638 | 638 | 601 |
| Closed | 552 | 791 | 594 | 778 | 543 | 581 | 753 | 836 | 689 | 682 | 641 | 611 | 630 |

**Tickets Submitted to SWAN**
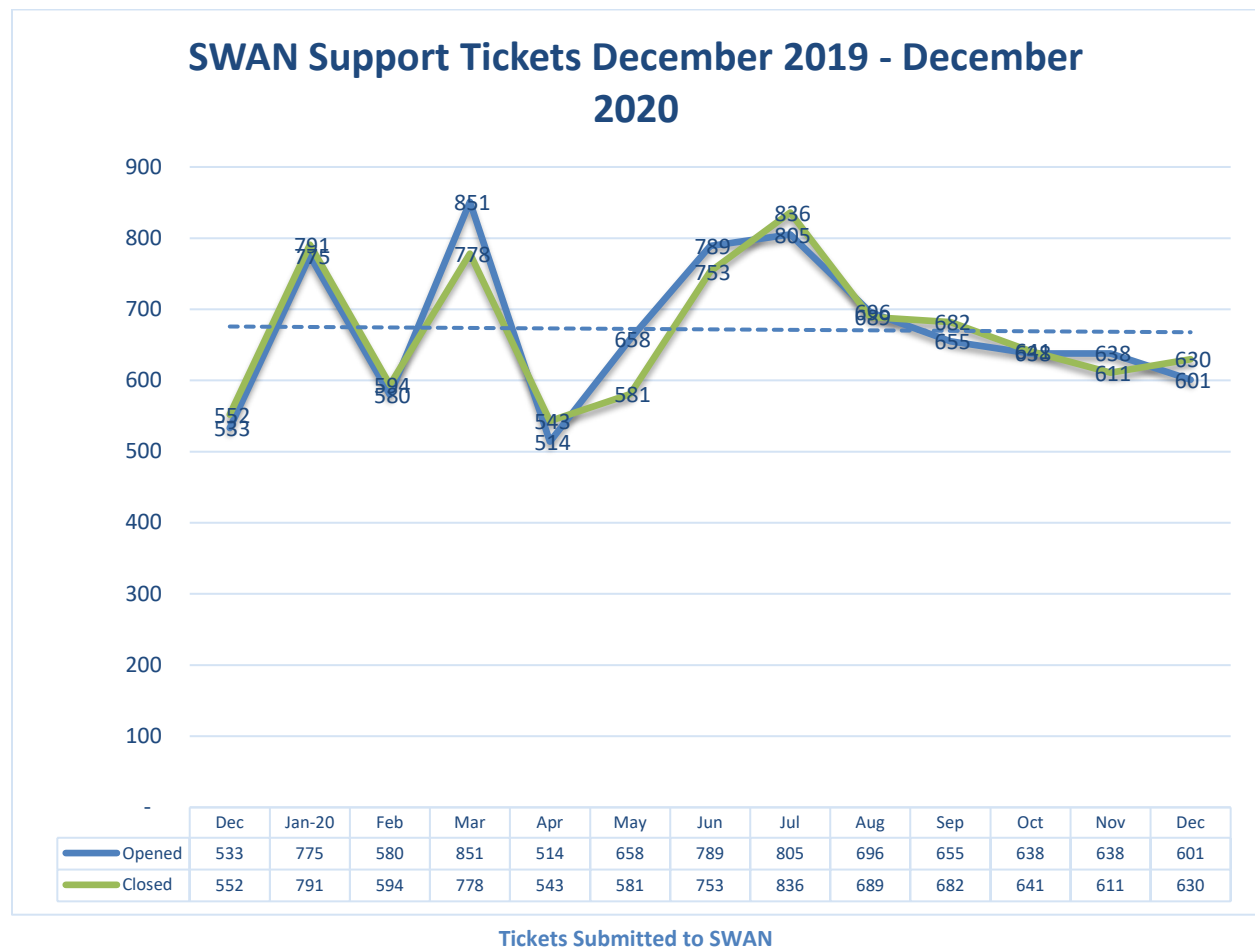
### Aspen Project
- Export script for bibliographic volume data – Rudy with Scott (Bib Srvcs)
- Web Services queries research and development – Rudy with Dawne (Admin), Tara (UX)
- Scripted improvements to system monitoring, daily status reporting – Rudy
- Aspen index troubleshooting – Rudy, Steven with Tara (UX)

### SWAN100 Project
- Post-migration user record and bill cleanup – Dave with Dawne (Admin)
- User statistics BLUEcloud Analytics report creation – Michael
- BLUEcloud Analytics report subscription setup – Vickie

### General Projects
- COVID-19 library services tracking and Symphony updates – Michael, Dave, Vickie, Ian

- Library Fine Free consultations and configuration – Vickie with Sam (Bib Srvcs)
- FY21 staff laptop hardware refresh – Steven
- Click & Collect setup and testing – Ian, Steven with Tara (UX)
- BLUEcloud Mobile self-checkout and beacon testing – Rudy
- OHM December uploads – Rudy
- Membership User Agreement drafting – Steven with Tara (UX), Dawne (Admin)
- Support Site Vendor Database – Steven, Ian with Tara (UX)
- Contract discussions with Zoom – Steven

## SirsiDynix BLUEcloud Mobile Click & Collect

Ian, Steven, and Tara have been investigating SirsiDynix's newly released Click & Collect, a new feature integrated with the BLUEcloud Mobile app that allows a patron to flag available holds on their account for a scheduled curbside pickup. The app then notifies library staff through the admin interface, so that the materials can be prepped and delivered to the patron upon their tracked arrival. This tool would act as an alternative to Curbside Communicator for patrons that utilize the SWAN Mobile App.

Through testing, Ian has identified issues with staff interface logins and the integrated chat module. He has escalated these issues to SirsiDynix development team for further investigation. As soon as these issues are resolved, we hope to offer a limited pilot to SWAN libraries to determine additional considerations for wider adoption in the membership.
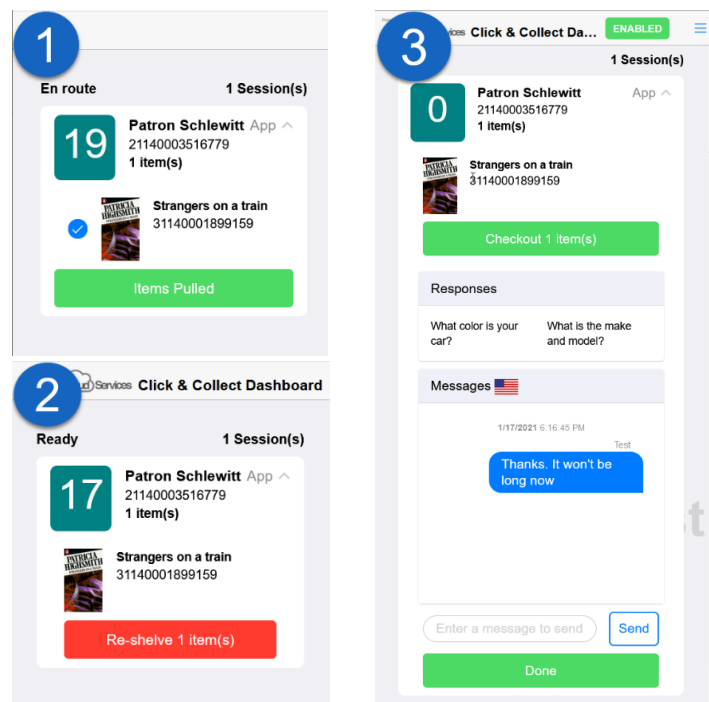


**Images of Click & Collect staff interface**
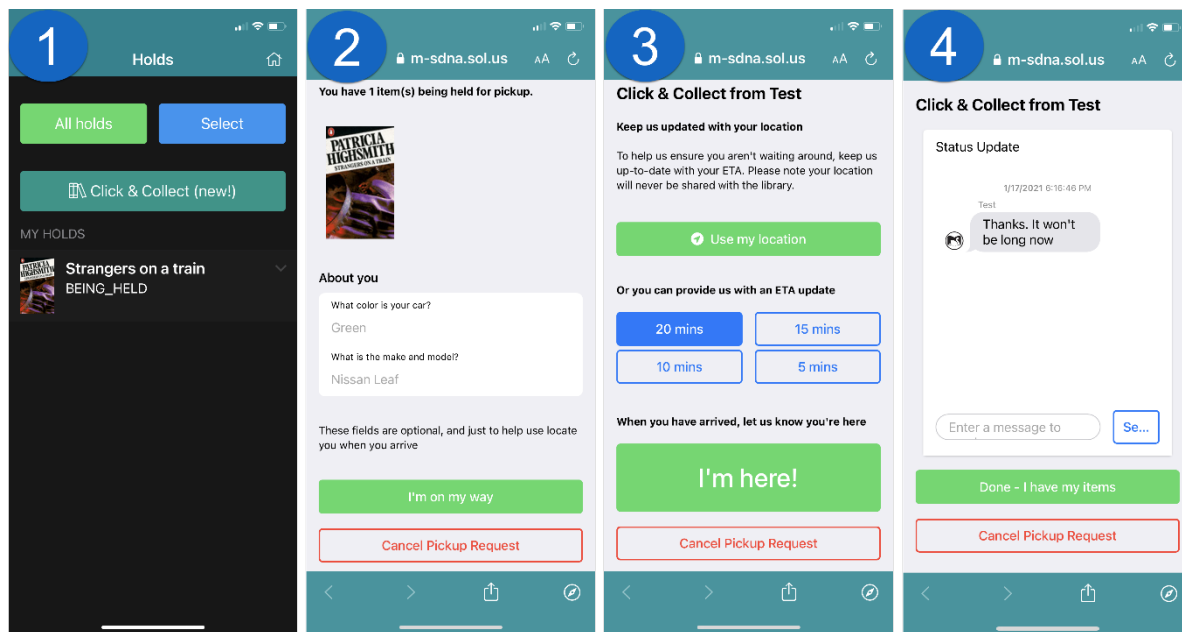
**Images of Click & Collect patron interface**

## Email Notice Tracking (Last 6 Months)

| Reading Date | Total Emails Sent | Success Rate | Bounces | Marked SWAN as SPAM |
|---|---|---|---|---|
| **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) |
| **1/17/2021** | 304,087 | 98.84% (300,559) | 0.12% (369) | 0.00% (12) |

## Outage Tracking (as of January 17th)

| Date | Time | Elapsed (Min) | Service | Planned? | Lib Hours? | Reason |
|---|---|---|---|---|---|---|
| **1/15/2021** | 16:55 | 2,520 (42 hrs) | SVA Phone Notice System | No | Yes | Outage caused by unexpected corruption of virtualization utility, resolved through reinstallation. |

# SWAN User Experience (Tara Wood)

## Aspen Discovery

### Aspen Pilot

The Aspen Pilot officially kicked off in December. SWAN staff and the team leads from each of the 7 pilot libraries are meeting weekly to review issues and train in the Aspen Administration interface.

Pilot libraries are currently preparing their catalogs for the beta launch, tentatively planned for the first week in February. They are also currently completing testing assignments around record grouping and patron accounts functionality.

Shortly following the beta release, we plan to conduct the following research activities:

- 3 rounds of usability testing at 3 of the pilot libraries
- SUPR-Q survey (Standardized User Experience Percentile Rank Questionnaire) to compare patron attitudes around Enterprise and Aspen
- At least one additional feature-specific survey in Aspen
- Usage statistics analysis, comparing usage metrics in Enterprise and Aspen
- A diary activity for pilot library staff supporting patrons

All-staff trainings for pilot libraries have been scheduled for the last week in January, which will prepare library staff for the beta launch. Tara, Crystal, Robin, and Scott will lead those trainings.

### Testing and development progress

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

- Resolved issues with editing email addresses in patron accounts
- Resolved issues with the e-content configuration in patron accounts
- Improvements to indexing speeds

Priority development items remaining include:

- Overdrive indexing issues – changes to the Overdrive APIs have made some titles not appear in Aspen
- Setting up ProPay integration
- Permissions enhancements
- Enhancements to record grouping functionality

We're also investigating alternate authentication methods for masquerade mode, which allow staff to use Aspen as a patron using only their barcode. As Aspen currently handles this, staff cannot masquerade as patrons that have not logged into the catalog before – making this feature difficult to use during our pilot. Rudy is investigating an alternate backend approach for masquerade mode that

would use a staff Web Services user, which should allow staff to place holds and view checkouts for patrons, whether or not they have logged into Aspen before.


### BLUEcloud Mobile

IT/SS staff identified several security issues with Click & Collect. While we are waiting for SirsiDynix to resolve those, Crystal is beginning to prepare documentation and a training plan for a future rollout.

### Curbside and pandemic services research

Crystal recently completed interviews with managers at 4 SWAN libraries with a focus on curbside and other pandemic services. She is currently in the analysis phase, and we will share the final report soon. The goal for this research project is to identify opportunities and pain points where SWAN can assist libraries in their new service models.

### Curriculum development

Crystal evaluated Niche Academy, and we have decided not to pursue this tool at this time. SWAN was initially interested in using tutorials for research databases to supplement the ESBCO group purchase; however, Crystal found that most of the tutorials in Niche are actually created and provided for free from EBSCO. Instead, we'll be pursuing how we could provide direct access to these tutorials through Aspen.

Crystal is also continuing work on an interactive training for Circulation Basics, using the Rise and Storyline platforms.

### Professional development

The UX team started Course 5 of the User Experience and Design Specialization in Coursera, which covers surveys, analytics, and online testing at scale – perfectly timed to coincide with our Aspen Pilot research. We are on track to complete the certification this summer.

Robin is presenting at the upcoming Electronic Resources in Libraries (ER&L) Conference with Steven. Their session, Remote Access Demand: Creating Temporary User Accounts Online, shares SWAN's development work in creating digital-only cards.

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

| DATE | MEETING TYPE | ACTION ITEMS |
|---|---|---|
| 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<br>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 Succesion 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. |

| DATE | MEETING TYPE | ACTION ITEMS |
|---|---|---|
| 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 |

| Date: | **January 22, 2021** |
|---|---|
| To: | **SWAN Board** |
| From: | **Aaron Skog, Executive Director** |
| Re: | **EBSCO Year-2 Renewal** |

**January 12, 2021 Committee of the Whole Meeting**

The meeting held had 72 library staff in attendance from 58 member libraries. The meeting recording, packet, and questions from session attendees is [publicly posted online](#).

**Timeline**

The intended plan is to allow electronic ballots to be cast by each library director at the 95 public libraries to vote the options for year-2 renewal. There would also be two votes on the final EBSCO pricing and FY22 budget and membership fees.

| Step | Dates |
|---|---|
| Electronic ballot year-2 option: vote to require all 95 public libraries or allow opt-out | Monday, February 1, 2021 – Sunday, February 7, 2021 |
| Approval Final EBSCO pricing | Friday, February 26 - Thursday, March 4, 2021 |
| Approval of SWAN FY22 Budget | Friday, February 26 - Thursday, March 4, 2021 |

**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.

Vote Option 1:

> 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.

Vote Option 2:

> 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.

Vote Option 3: Abstain

# SWAN Budget Information & Guidelines

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

January 22, 2021 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 0.9% 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: KitKeeper, & Book Club Kits**

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
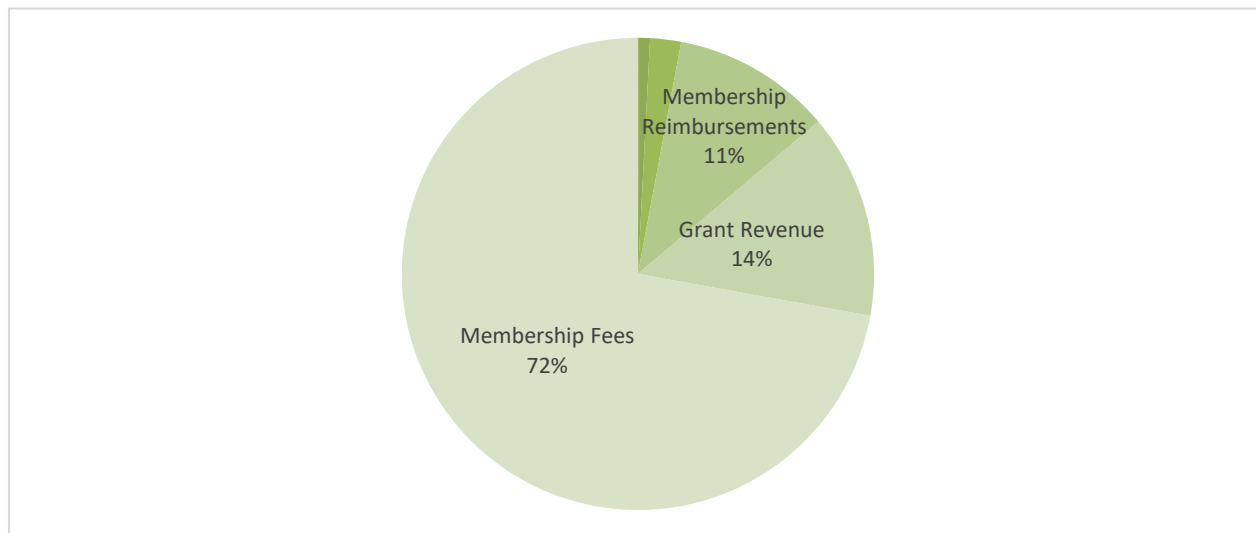


## Membership Fees

**4010          SWAN Full Membership Fees                                                         $2,922,863**

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. FY21 membership fee revenue on average does not increase. There are exceptions however, based on the formula, particularly for public libraries undergoing property tax or debt service changes within a given year. SWAN's FY21 membership fees are based on the 2017 tax year.

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

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

## Membership Reimbursements

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

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

**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

**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

**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

**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

**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 | $1,546,800 |
| Information & Technology Services | $1,265,600 |
| Personnel Benefits | $511,700 |
| Library Materials & Content | $459,200 |
| Building & Grounds | $127,454 |
| Contractual Services | $63,360 |
| Professional Development | $16,200 |
| Insurance | $9,400 |
| Hardware & Equipment | $4,700 |
| Interest & Fees | $3,740 |
| General Office | $3,000 |
| Membership Development | $2,000 |
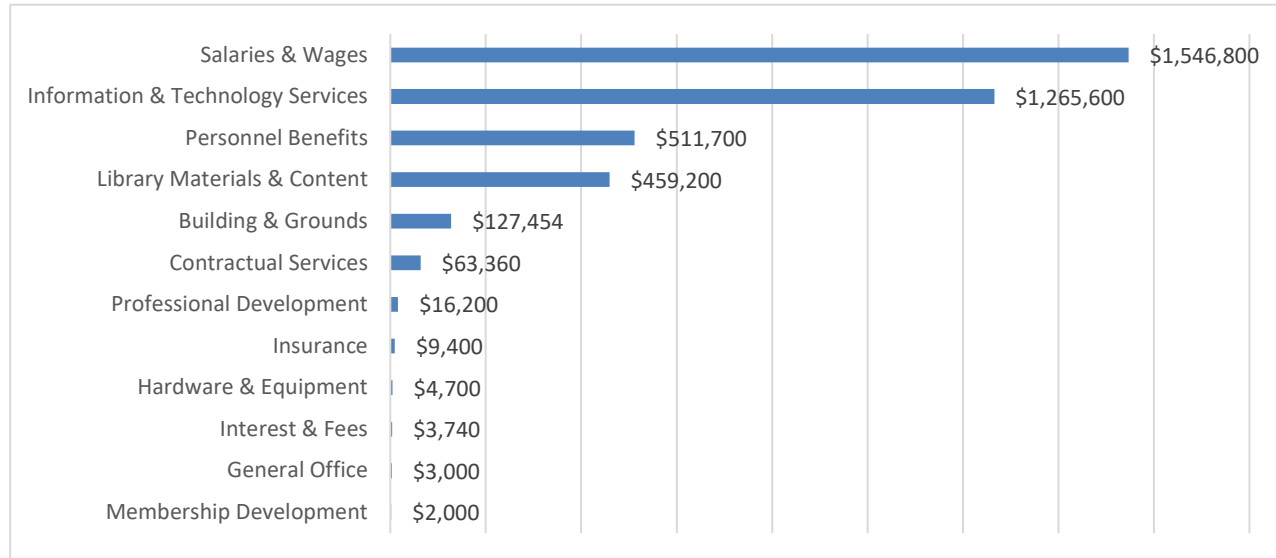
## Salaries & Wages

**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 BlueSheild 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

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

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

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

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**          **$22,000**

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                        $76,600**

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.

**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), StatusCake (for site monitoring and alerting SWAN staff to outages), Articulate Storyline (for interactive, online learning) 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

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

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

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.

## Contractual Services

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

**5810**          **Legal**                                                                      **$5,000**

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

**5820**          **Accounting**                                                         **$17,560**

Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen. The prior year expense for Other Postemployment Benefits (OPEB) report was eliminated.

**5830**          **Consulting**                                                           **$1,000**

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line.

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

Expenses for the payroll service provided through Paylocity.

**5850**          **Contractual Agreements**                                         **$0**

Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. SWAN is not adding new member libraries in FY22.

**5860**          **Notification & Collection**                               **$38,000**

SWAN has contracted with a vendor to print all user notices through Unique Management Services. The FY22 budget anticipates expenses for notice printing to be lower based on actual 12 months use prior to the pandemic.

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

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

**5899**          **Annual Conference Facility Contract**                     **$0**

SWAN Expo at Moraine Valley Community College Business and Conference Center has a one-day cost for the location plus food provided for the event. The FY22 budget has reduced this line to zero due to the pandemic suspending the SWAN Expo.

## Library Materials & Content

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

**5910**      **Print Materials**      **$5,000**

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

**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

**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 | $2,926,563 | $74,700 |
| 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 |
| **Total Revenue** | | **$4,018,654** | **$4,031,138** | **$12,485** |
| | | | | |
| 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 | $1,255,200 | $122,100 |
| 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) |
| **Total Operating Expenses** | | **$4,018,054** | **$4,018,538** | **$485** |
| | | | | |
| 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 |
|---|---|---|---|---|
| **Revenue** | | | | |
| **4000** | **Membership Fees** | | | |
| 4010 | SWAN Full Membership Fees | $2,851,863 | $2,922,863 | $71,000 |
| 4011 | SWAN Internet Access Membership Fees | $0 | $3,700 | $3,700 |
| | | | | |
| **4100** | **Membership Reimbursements** | | | |
| 4110 | Member One-Time Project Receipts | $14,000 | $0 | ($14,000) |
| 4190 | Member Group Purchase Receipts | $421,394 | $463,984 | $42,590 |
| | | | | |
| **4200** | **Reimbursement for Losses** | | | |
| 4220 | Reimbursement Losses for Resource Sharing | $0 | $30,000 | $30,000 |
| 4230 | Collection Agency Fees | $900 | $900 | $0 |
| | | | | |
| **4300** | **Grant Revenue** | | | |
| 4310 | RAILS Support to SWAN | $562,018 | $522,691 | ($39,327) |
| 4320 | Other Grant Revenue | $61,500 | $0 | ($61,500) |
| | | | | |
| **4400** | **Registration & Event Receipts** | | | |
| 4499 | Annual Conference Receipts | $7,600 | $0 | ($7,600) |
| | | | | |
| **4500** | **Investment & Interest** | | | |
| 4510 | Interest Income | $37,000 | $2,000 | ($35,000) |
| 4520 | Investment Income | $0 | $0 | $0 |
| | | | | |
| **4600** | **Reserve Fund Transfer** | $62,379 | $85,000 | $22,622 |
| | | | | |
| **Total Revenue** | | **$4,018,654** | **$4,031,138** | **$12,485** |
| | | | | |
| **Expenses** | | | | |
| **5000** | **Salaries & Wages** | $1,546,800 | $1,546,800 | $0 |
| | | | | |
| **5020** | **Personnel Benefits** | | | |
| 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) |
| | | | | |
| **5100** | **Building & Grounds** | | | |
| 5110 | Rent/Lease | $105,904 | $110,104 | $4,201 |
| 5120 | Utilities | $6,400 | $5,700 | ($700) |

| Revenue & Expense Budget | | FY21 Budget | FY22 Budget | Change |
|---|---|---:|---:|---:|
| 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 |
| | | | | |
| **5200** | **Professional Development** | | | |
| 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) |
| | | | | |
| **5300** | **Membership Development** | | | |
| 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) |
| | | | | |
| **5400** | **Information & Technology Services** | | | |
| 5410 | Infrastructure Licensing | $42,000 | $48,000 | $6,000 |
| 5420 | Application Software Licensing | $18,400 | $22,000 | $3,600 |
| 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 | $76,600 | $2,000 |
| 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 |
| | | | | |
| **5500** | **General Office** | | | |
| 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) |
| | | | | |
| **5600** | **Hardware & Equipment** | | | |
| 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) |
| | | | | |
| **5700** | **Insurance** | **$9,200** | **$9,400** | **$200** |

| Revenue & Expense Budget | | FY21 Budget | FY22 Budget | Change |
|---|---|---:|---:|---:|
| **5800** | **Contractual Services** | | | |
| 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) |
| | | | | |
| **5900** | **Library Materials & Content** | | | |
| 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 |
| | | | | |
| **6000** | **Interest & Fees** | | | |
| 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) |
| | | | | |
| *Subtotal Expenses* | | *$3,997,154* | *$4,031,138* | *$12,485* |
| | | | | |
| **6100** | **Asset Management** | | | |
| 6110 | Depreciation | $3,607 | $2,322 | ($1,285) |
| 6120 | (Gain)/Loss on Asset Disposal | | $0 | |
| 6130 | Vacation Expense | $10,000 | $2,200 | ($7,800) |
| | | | | |
| **Total Expenses** | | **$3,997,154** | **$4,031,138** | **$33,985** |
| | | | | |
| | | | | |
| **Total Revenue (from above)** | | **$4,018,654** | **$4,031,138** | |
| | | | | |
| | | | | |
| **Excess of revenues over (under) estimated expenses** | | $21,500.00 | $0.00 | |
| | | **FY21 Budget** | **FY22 Budget** | |

## SWAN Reserves Plan: Updated for FY22 Budget

| Capital Expenditures (anything over $5,000) | FY21 | FY22 | FY23 | FY24 | FY25 |
|---|---|---|---|---|---|
| | July 2020-June 2021 | July 2021-June 2022 | July 2022-June 2023 | July 2023-June 2024 | July 2023-June 2025 |
| 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 Intrastructure-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) | | | | | |
| **Total** | **$1,998,710** | **$1,998,710** | **$1,998,710** | **$1,998,710** | **$1,998,710** |
| | | | | | |
| Maintain 4 months operating in reserve (policy) | ($1,332,385) | ($1,343,713) | ($1,410,898) | ($1,481,443) | ($1,555,516) |
| | | | | | |
| **Over/(Under) Reserve Policy** | **$666,325** | **$654,997** | **$587,812** | **$517,267** | **$443,194** |
| | | | | | |
| Operating Budget (5% increases each year after FY21) | $3,997,154 | $4,031,138 | $4,232,695 | $4,444,330.13 | $4,666,546.64 |

* 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 | $ 28,032 | ($5,502) | $ 22,530 | $ 22,171 | $ 359 |
| Alsip-Merrionette Park Public Library District | $ 40,301 | ($5,502) | $ 34,799 | $ 34,743 | $56 |
| Batavia Public Library District | $ 51,896 | ($5,502) | $ 46,394 | $ 46,672 | ($278) |
| Bedford Park Public Library District | $ 31,231 | ($5,502) | $ 25,729 | $ 25,233 | $496 |
| Beecher Community Library District | $ 20,747 | ($5,502) | $ 15,245 | $ 14,772 | $473 |
| Bellwood Public Library | $ 34,393 | ($5,502) | $ 28,891 | $ 29,723 | ($832) |
| Bensenville Community Public Library District | $ 33,149 | ($5,502) | $ 27,647 | $ 27,371 | $276 |
| Bensenville Elementary School District #2 | $ 17,500 | | $ 17,500 | $ 17,500 | $0 |
| Berkeley Public Library | $ 21,438 | ($5,502) | $ 15,936 | $ 15,478 | $458 |
| Berwyn Public Library | $ 51,149 | ($5,502) | $ 45,647 | $ 46,379 | ($732) |
| Bloomingdale Public Library | $ 46,492 | ($5,502) | $ 40,990 | $ 41,052 | ($62) |
| Blue Island Public Library | $ 29,358 | ($5,502) | $ 23,856 | $ 23,783 | $73 |
| Bridgeview Public Library | $ 28,597 | ($5,502) | $ 23,095 | $ 23,038 | $57 |
| Broadview Public Library District | $ 29,059 | ($5,502) | $ 23,557 | $ 23,089 | $468 |
| Brookfield Public Library | $ 39,844 | ($5,502) | $ 34,342 | $ 34,142 | $200 |
| Calumet City Public Library | $ 32,189 | ($5,502) | $ 26,687 | $ 26,916 | ($229) |
| Calumet Park Public Library | $ 19,385 | ($5,502) | $ 13,883 | $ 13,468 | $415 |
| Carol Stream Public Library | $ 53,963 | ($5,502) | $ 48,461 | $ 46,862 | $1,599 |
| Chicago Heights Public Library | $ 25,615 | ($5,502) | $ 20,113 | $ 19,985 | $128 |
| Chicago Ridge Public Library | $ 31,150 | ($5,502) | $ 25,648 | $ 25,479 | $169 |
| Cicero Public Library | $ 34,667 | ($5,502) | $ 29,165 | $ 29,264 | ($99) |
| Clarendon Hills Public Library | $ 25,190 | ($5,502) | $ 19,688 | $ 19,236 | $452 |
| Crestwood Public Library District | $ 22,991 | ($5,502) | $ 17,489 | $ 17,039 | $450 |
| Crete Public Library District | $ 34,947 | ($5,502) | $ 29,445 | $ 29,631 | ($186) |
| Dolton Public Library District | $ 28,597 | ($5,502) | $ 23,095 | $ 23,716 | ($621) |
| Downers Grove Public Library | $ 70,332 | ($5,502) | $ 64,830 | $ 58,340 | $6,490 |
| Eisenhower Public Library District | $ 53,831 | ($5,502) | $ 48,329 | $ 47,554 | $775 |
| Elmwood Park Public Library | $ 33,451 | ($5,502) | $ 27,949 | $ 27,573 | $376 |
| Evergreen Park Public Library | $ 29,220 | ($5,502) | $ 23,718 | $ 23,338 | $380 |
| Flossmoor Public Library | $ 30,631 | ($5,502) | $ 25,129 | $ 24,882 | $247 |
| Forest Park Public Library | $ 35,712 | ($5,502) | $ 30,210 | $ 30,024 | $186 |
| Frankfort Public Library District | $ 41,053 | ($5,502) | $ 35,551 | $ 35,042 | $509 |
| Franklin Park Public Library District | $ 35,801 | ($5,502) | $ 30,299 | $ 29,909 | $390 |
| Geneva Public Library District | $ 66,794 | ($5,502) | $ 61,292 | $ 61,537 | ($245) |
| Glen Ellyn Public Library | $ 58,468 | ($5,502) | $ 52,966 | $ 53,438 | ($472) |
| Glenside Public Library District | $ 50,803 | ($5,502) | $ 45,301 | | |
| Glenwood-Lynwood Public Library District | $ 27,164 | ($5,502) | $ 21,662 | $ 21,890 | ($228) |
| Grande Prairie Public Library District | $ 32,135 | ($5,502) | $ 26,633 | $ 26,496 | $137 |
| Green Hills Public Library District | $ 39,307 | ($5,502) | $ 33,805 | $ 36,226 | ($2,421) |
| Harvey Public Library District | $ 26,023 | ($5,502) | $ 20,521 | $ 20,486 | $35 |
| Hillside Public Library | $ 29,975 | ($5,502) | $ 24,473 | $ 23,771 | $702 |
| Hinsdale Public Library | $ 45,521 | ($5,502) | $ 40,019 | $ 39,765 | $254 |
| Hodgkins Public Library District | $ 23,382 | ($5,502) | $ 17,880 | $ 17,365 | $515 |
| Homewood Public Library District | $ 39,122 | ($5,502) | $ 33,620 | $ 33,432 | $188 |
| Indian Prairie Public Library District | $ 52,955 | ($5,502) | $ 47,453 | $ 47,988 | ($535) |
| Itasca Community Library | $ 32,667 | ($5,502) | $ 27,165 | $ 26,671 | $494 |
| Justice Public Library District | $ 20,802 | ($5,502) | $ 15,300 | $ 14,785 | $515 |
| Kaneville Public Library District | $ 18,551 | ($5,502) | $ 13,049 | $ 12,570 | $479 |
| La Grange Public Library | $ 41,179 | ($5,502) | $ 35,677 | $ 35,373 | $304 |
| LaGrange Park Public Library District | $ 35,731 | ($5,502) | $ 30,229 | $ 30,094 | $135 |
| Lansing Public Library | $ 39,910 | ($5,502) | $ 34,408 | $ 34,996 | ($588) |
| Lyons Public Library | $ 24,324 | ($5,502) | $ 18,822 | $ 18,405 | $417 |

# 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 |
|---|---|---|---|---|---|
| Markham Public Library | $ 22,675 | ($5,502) | $ 17,173 | $ 16,623 | $550 |
| Matteson Area Public Library District | $ 40,994 | ($5,502) | $ 35,492 | $ 34,615 | $877 |
| Maywood Public Library District | $ 30,105 | ($5,502) | $ 24,603 | $ 24,418 | $185 |
| McCook Public Library District | $ 21,805 | ($5,502) | $ 16,303 | $ 15,725 | $578 |
| Melrose Park Public Library | $ 26,901 | ($5,502) | $ 21,399 | $ 20,909 | $490 |
| Messenger Public Library of North Aurora | $ 35,194 | ($5,502) | $ 29,692 | $ 29,217 | $475 |
| Midlothian Public Library | $ 31,774 | ($5,502) | $ 26,272 | $ 24,505 | $1,767 |
| Morton Arboretum | $ 12,500 | | $ 12,500 | $ 12,500 | $0 |
| Nancy L. McConathy Public Library District | $ 20,195 | ($5,502) | $ 14,693 | $ 14,321 | $372 |
| National University of Health Sciences | $ 11,667 | | $ 11,667 | $ 11,667 | $0 |
| North Riverside Public Library District | $ 27,577 | ($5,502) | $ 22,075 | $ 21,735 | $340 |
| Northlake Public Library District | $ 36,179 | ($5,502) | $ 30,677 | $ 30,521 | $156 |
| Oak Brook Public Library | $ 26,936 | ($5,502) | $ 21,434 | $ 21,255 | $179 |
| Oak Lawn Public Library | $ 70,795 | ($5,502) | $ 65,293 | $ 66,262 | ($969) |
| Oak Park Public Library | $ 104,643 | ($5,502) | $ 99,141 | $ 97,015 | $2,126 |
| Palos Heights Public Library | $ 29,944 | ($5,502) | $ 24,442 | $ 24,464 | ($22) |
| Palos Park Public Library | $ 22,287 | ($5,502) | $ 16,785 | $ 16,336 | $449 |
| Park Forest Public Library | $ 36,200 | ($5,502) | $ 30,698 | $ 31,271 | ($573) |
| Prairie State College | $ 23,333 | | $ 23,333 | $ 23,333 | $0 |
| Prairie Trails Public Library District | $ 36,157 | ($5,502) | $ 30,655 | $ 30,251 | $404 |
| Richton Park Public Library District | $ 26,767 | ($5,502) | $ 21,265 | $ 20,715 | $550 |
| River Forest Public Library | $ 30,159 | ($5,502) | $ 24,657 | $ 24,309 | $348 |
| River Grove Public Library District | $ 21,980 | ($5,502) | $ 16,478 | $ 16,018 | $460 |
| Riverdale Public Library District | $ 22,472 | ($5,502) | $ 16,970 | $ 16,754 | $216 |
| Riverside Public Library | $ 28,535 | ($5,502) | $ 23,033 | $ 22,669 | $364 |
| Roselle Public Library District | $ 35,697 | ($5,502) | $ 30,195 | | |
| Schiller Park Public Library | $ 27,890 | ($5,502) | $ 22,388 | $ 21,943 | $445 |
| South Holland Public Library | $ 38,131 | ($5,502) | $ 32,629 | $ 32,092 | $537 |
| St Charles Public Library District | $ 95,794 | ($5,502) | $ 90,292 | $ 91,246 | ($954) |
| Steger-South Chicago Heights Public Library District | $ 21,644 | ($5,502) | $ 16,142 | $ 15,810 | $332 |
| Stickney-Forest View Public Library District | $ 29,677 | ($5,502) | $ 24,175 | $ 23,767 | $408 |
| Sugar Grove Public Library District | $ 24,002 | ($5,502) | $ 18,500 | $ 18,037 | $463 |
| Summit Public Library District | $ 21,191 | ($5,502) | $ 15,689 | $ 15,294 | $395 |
| Theosophical Society in America | $ 12,500 | | $ 12,500 | $ 12,500 | $0 |
| Thomas Ford Memorial Library | $ 31,717 | ($5,502) | $ 26,215 | $ 25,602 | $613 |
| Thornton Public Library | $ 19,158 | ($5,502) | $ 13,656 | $ 13,123 | $533 |
| Tinley Park Public Library | $ 68,005 | ($5,502) | $ 62,503 | $ 63,364 | ($861) |
| Town and Country Public Library District | $ 30,610 | ($5,502) | $ 25,108 | $ 24,577 | $531 |
| University Park Public Library District | $ 23,241 | ($5,502) | $ 17,739 | $ 17,264 | $475 |
| Villa Park Public Library | $ 38,793 | ($5,502) | $ 33,291 | $ 41,521 | ($8,230) |
| Warrenville Public Library District | $ 34,656 | ($5,502) | $ 29,154 | | |
| West Chicago Public Library District | $ 39,566 | ($5,502) | $ 34,064 | $ 33,829 | $235 |
| Westchester Public Library | $ 30,202 | ($5,502) | $ 24,700 | $ 24,334 | $366 |
| Westmont Public Library | $ 36,598 | ($5,502) | $ 31,096 | $ 30,731 | $365 |
| William Leonard Public Library District | $ 20,066 | ($5,502) | $ 14,564 | $ 13,616 | $948 |
| Wood Dale Public Library District | $ 41,720 | ($5,502) | $ 36,218 | $ 35,813 | $405 |
| Woodridge Public Library | $ 54,755 | ($5,502) | $ 49,253 | $ 49,171 | $82 |
| Worth Public Library District | $ 25,445 | ($5,502) | $ 19,943 | $ 19,560 | $383 |

# 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 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** |
| Bloomingdale 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 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 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 | |
| Bloomingdale 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 | | | | |
| Bloomingdale 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

| Public Library | Annual Debt Service 2015 | Annual Debt Service 2016 | Annual Debt Service 2017 | Annual Debt Service 2018 |
|---|---|---|---|---|
| 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 | | | |
| Bloomingdale 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 |
|---|---|---|---|---|---|
| National University of Health Sciences | 365 | 28,618 | $ 2,000 | $ 9,667 | $ 11,667 |
| Prairie State College | 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 |
|---|---|---|---|---|---|
| Bensenville School District #2 | 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 |
|---|---|---|---|---|---|
| Morton Arboretum | 1 | 23,534 | $ 2,500 | $ 10,000 | $ 12,500 |
| The Theosophical Society in America | 1 | 29,044 | $ 2,500 | $ 10,000 | $ 12,500 |

| Library Name | Public Library Tax Revenue Total 2018 | EBSCO FY22 Pricing: RAILS Group B Package with 3% increase | Price Quartile | Group Purchase Discount | SWAN FY22 Group-Purchase Price (Year-2) | FY21 Price (Year-1) | Increase / (Decrease) |
|---|---|---|---|---|---|---|---|
| Acorn Public Library District | $ 1,053,688.21 | $13,661 | Group 1 | 73% | $3,689 | $3,477 | $212 |
| Beecher Community Library District | $ 308,873.61 | $5,423 | Group 1 | 73% | $1,464 | $1,422 | $43 |
| Berkeley Public Library | $ 379,480.70 | $5,423 | Group 1 | 73% | $1,464 | $1,422 | $43 |
| Calumet Park Public Library | $ 169,524.39 | $5,423 | Group 1 | 73% | $1,464 | $1,422 | $43 |
| Chicago Heights Public Library | $ 806,610.55 | $13,263 | Group 1 | 73% | $3,581 | $3,477 | $104 |
| Cicero Public Library | $ 1,732,122.87 | $24,947 | Group 1 | 73% | $6,736 | $6,539 | $196 |
| Crestwood Public Library District | $ 538,277.00 | $5,423 | Group 1 | 73% | $1,464 | $1,422 | $43 |
| Harvey Public Library District | $ 848,310.35 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Justice Public Library District | $ 314,510.31 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Kaneville Public Library District | $ 84,262.76 | $3,111 | Group 1 | 73% | $840 | $815 | $24 |
| Lyons Public Library | $ 674,566.48 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Markham Public Library | $ 505,961.53 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Melrose Park Public Library | $ 938,080.61 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Nancy L. McConathy Public Library District | $ 252,385.81 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Richton Park Public Library District | $ 924,338.07 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| River Grove Public Library District | $ 434,884.62 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Riverdale Public Library District | $ 485,232.90 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Steger-South Chicago Heights Public Library District | $ 400,590.53 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Sugar Grove Public Library District | $ 641,660.93 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Summit Public Library District | $ 354,186.23 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Thornton Public Library | $ 146,321.51 | $3,111 | Group 1 | 73% | $840 | $815 | $24 |
| University Park Public Library District | $ 563,860.78 | $5,423 | Group 1 | 73% | $1,464 | $2,738 | ($1,274) |
| William Leonard Public Library District | $ 239,163.87 | $5,423 | Group 1 | 73% | $1,464 | $1,422 | $43 |
| Worth Public Library District | $ 789,247.05 | $9,202 | Group 1 | 73% | $2,485 | $2,412 | $72 |
| Blue Island Public Library | $ 1,189,279.08 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Bridgeview Public Library | $ 1,111,476.09 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Calumet City Public Library | $ 1,478,766.67 | $13,263 | Group 2 | 48% | $6,897 | $6,696 | $201 |
| Chicago Ridge Public Library | $ 1,372,499.82 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Clarendon Hills Public Library | $ 763,119.62 | $5,423 | Group 2 | 48% | $2,820 | $2,738 | $82 |
| Dolton Public Library District | $ 1,111,491.52 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Evergreen Park Public Library | $ 1,175,161.59 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Glenwood-Lynwood Public Library District | $ 964,944.09 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Grande Prairie Public Library District | $ 1,473,236.36 | $13,263 | Group 2 | 48% | $6,897 | $6,696 | $201 |
| Green Hills Public Library District | $ 2,206,630.45 | $13,263 | Group 2 | 48% | $6,897 | $7,211 | ($314) |
| Maywood Public Library District | $ 1,265,706.77 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| McCook Public Library District | $ 417,055.75 | $3,111 | Group 2 | 48% | $1,618 | $1,570 | $47 |
| Midlothian Public Library | $ 1,436,320.71 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Palos Heights Public Library | $ 1,249,213.91 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Palos Park Public Library | $ 466,284.00 | $3,111 | Group 2 | 48% | $1,618 | $1,570 | $47 |
| Prairie Trails Public Library District | $ 1,884,559.68 | $13,263 | Group 2 | 48% | $6,897 | $6,696 | $201 |
| River Forest Public Library | $ 1,271,263.21 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| South Holland Public Library | $ 1,039,225.86 | $9,202 | Group 2 | 48% | $4,785 | $5,003 | ($218) |
| Stickney-Forest View Public Library District | $ 1,221,904.19 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Thomas Ford Memorial Library | $ 1,430,488.85 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| Town and Country Public Library District | $ 1,317,303.53 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |
| **Warrenville Public Library District** | **$ 1,730,993.90** | **$10,452** | **Group 2** | **48%** | **$5,435** | **NEW** | |
| Westchester Public Library | $ 1,275,629.27 | $9,202 | Group 2 | 48% | $4,785 | $4,646 | $139 |

| Library Name | Public Library Tax Revenue Total 2018 | EBSCO FY22 Pricing: RAILS Group B Package with 3% increase | Price Quartile | Group Purchase Discount | SWAN FY22 Group-Purchase Price (Year-2) | FY21 Price (Year-1) | Increase / (Decrease) |
|---|---|---|---|---|---|---|---|
| Bellwood Public Library | $ 1,704,127.07 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Bensenville Community Public Library District | $ 1,576,909.64 | $9,202 | Group 3 | 44% | $5,153 | $4,646 | $507 |
| Berwyn Public Library | $ 3,417,440.72 | $18,093 | Group 3 | 44% | $10,132 | $9,837 | $295 |
| Broadview Public Library District | $ 1,158,718.88 | $5,423 | Group 3 | 44% | $3,037 | $2,948 | $88 |
| Crete Public Library District | $ 1,760,766.73 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Elmwood Park Public Library | $ 1,607,840.41 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Forest Park Public Library | $ 1,839,037.81 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Frankfort Public Library District | $ 2,385,175.57 | $13,263 | Group 3 | 44% | $7,427 | $7,211 | $216 |
| Franklin Park Public Library District | $ 1,848,137.20 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| **Glenside Public Library District** | **$ 3,382,072.58** | **$15,064** | Group 3 | **44%** | **$8,436** | **NEW** | |
| Hillside Public Library | $ 1,252,411.54 | $5,423 | Group 3 | 44% | $3,037 | $2,948 | $88 |
| Hodgkins Public Library District | $ 578,312.29 | $3,111 | Group 3 | 44% | $1,742 | $1,691 | $51 |
| Homewood Public Library District | $ 2,187,700.76 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| LaGrange Park Public Library District | $ 1,841,000.69 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Messenger Public Library of North Aurora | $ 1,786,052.05 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| North Riverside Public Library District | $ 1,007,242.03 | $5,423 | Group 3 | 44% | $3,037 | $2,948 | $88 |
| Northlake Public Library District | $ 1,886,787.72 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Oak Brook Public Library | $ 941,675.00 | $5,423 | Group 3 | 44% | $3,037 | $2,948 | $88 |
| Park Forest Public Library | $ 1,888,912.40 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Riverside Public Library | $ 1,105,118.85 | $5,423 | Group 3 | 44% | $3,037 | $2,948 | $88 |
| **Roselle Public Library District** | **$ 1,837,492.46** | **$10,452** | Group 3 | **44%** | **$5,853** | **NEW** | |
| Villa Park Public Library | $ 2,154,007.04 | $9,202 | Group 3 | 44% | $5,153 | $5,539 | ($386) |
| West Chicago Public Library District | $ 2,233,045.39 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Westmont Public Library | $ 1,929,551.58 | $9,202 | Group 3 | 44% | $5,153 | $5,003 | $150 |
| Alsip-Merrionette Park Public Library District | $ 2,308,217.08 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Batavia Public Library District | $ 3,493,799.29 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Bedford Park Public Library District | $ 1,380,795.45 | $3,111 | Group 4 | 38% | $1,929 | $1,872 | $56 |
| Bloomingdale Public Library | $ 2,941,293.65 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Brookfield Public Library | $ 2,261,524.53 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Carol Stream Public Library | $ 3,705,176.27 | $13,263 | Group 4 | 38% | $8,223 | $7,984 | $240 |
| Downers Grove Public Library | $ 5,378,934.10 | $13,263 | Group 4 | 38% | $8,223 | $7,984 | $240 |
| Eisenhower Public Library District | $ 3,691,634.13 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Flossmoor Public Library | $ 1,319,488.10 | $5,423 | Group 4 | 38% | $3,362 | $2,948 | $414 |
| Geneva Public Library District | $ 5,017,139.15 | $13,263 | Group 4 | 38% | $8,223 | $7,984 | $240 |
| Glen Ellyn Public Library | $ 4,165,811.11 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Hinsdale Public Library | $ 2,841,971.13 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Indian Prairie Public Library District | $ 3,602,112.74 | $13,263 | Group 4 | 38% | $8,223 | $7,984 | $240 |
| Itasca Community Library | $ 1,527,660.88 | $5,423 | Group 4 | 38% | $3,362 | $3,264 | $98 |
| La Grange Public Library | $ 2,397,981.34 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Lansing Public Library | $ 2,268,302.92 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Matteson Area Public Library District | $ 2,379,118.59 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Oak Lawn Public Library | $ 5,426,238.97 | $18,093 | Group 4 | 38% | $11,218 | $10,891 | $327 |
| Oak Park Public Library | $ 8,887,193.95 | $18,093 | Group 4 | 38% | $11,218 | $10,891 | $327 |
| Schiller Park Public Library | $ 7,982,400.73 | $9,202 | Group 4 | 38% | $5,705 | $4,646 | $1,060 |
| St Charles Public Library District | $ 7,982,400.73 | $18,093 | Group 4 | 38% | $11,218 | $10,891 | $327 |
| Tinley Park Public Library | $ 5,140,940.68 | $18,093 | Group 4 | 38% | $11,218 | $10,891 | $327 |
| Wood Dale Public Library District | $ 2,453,302.70 | $9,202 | Group 4 | 38% | $5,705 | $5,539 | $166 |
| Woodridge Public Library | $ 3,786,143.74 | $13,263 | Group 4 | 38% | $8,223 | $7,984 | $240 |