



SWAN ADMINISTRATORS' & DIRECTORS' QUARTERLY MEETING

Meeting Packet

March 4, 2021

10:00 A.M.



SWAN Administrators' & Directors' Quarterly Meeting

March 4, 2021

10:00 a.m. – 12:00 p.m.

Online Meeting (details below)

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

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the December 5, 2020 Quarterly Meeting Minutes
5. Discussion Item – SWAN FY22 budget, membership fees, reserves
6. Information Item – 2021 SWAN Board Election Process
7. Information Item—Aspen Discovery pilot update
8. Information Item – Library Use Policy
9. Announcements and Questions
10. Next meetings

Meeting Information

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

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/SWANBoard/swan-quarterly-meeting>

You can also dial in using your phone.

United States: +1 (571) 317-3122

Access Code: 593-454-013

SWAN Administrators' Quarterly Meeting Minutes

December 3, 2020 10:00 a.m.

Meeting Held Virtually

1. Call to Order and Welcome

President Bodewes called the meeting to order at 10:01 a.m. Blazek, Bodewes, Bussey, Jenkins, Milavec and Wittmann were present to establish a quorum

2. Public Comment

No public comment

3. Introduction of Visitors & New Library Directors

Deidre Brennan, RAILS Executive Director

Ann Slaughter – RAILS Director of Technology Services

Grant Halter – RAILS Data Analysis Manager

Tom Bartenfelder, Director – Glenside Public Library

Samantha Johnson, Director – Roselle Public Library

Sandy Whitmer, Director – Warrenville Public Library District

4. Action Item - Approval of the September 3, 2020 Quarterly Meeting Minutes

Julie Milavec (DGS) moved to approve the September 2020 Quarterly meeting minutes.

Jane Jenkins (GHS) seconded. Motion carried by quickpoll.

5. Information Item – Library service models & trends during the pandemic

Skog and Tortorella discussed the Library Service Status map that displays all the libraries and where they are at with COVID closures - open, closed, curbside only, etc. Status updates are done on a daily basis. Skog gave an update to the Library Services for 2021. Lockers, Home Delivery, Virtual services, Work-from-home challenges. Tortorella gave an overview of how Circulation has been impacted due to COVID19, also discussed the pattern of "Holds".

6. Information Item – Aspen Discovery Investigation update

Tara Wood gave an overview of the Pilot Project. Kickoff date is December 14th. Seven pilot libraries along with a timeline was discussed. Wood discussed the pilot links to take look at.

7. Information Item – "SWAN100" project update: addition of Glenside, Roselle & Warrenville Public Library Districts, including system-wide Offline Circulation details

Tortorella gave an update on the Migration timeline.

8. Update on EBSCO group-purchase implementation & renewal

Robin Hofstetter gave an overview on the EBSCO Group Purchase including data bases and next steps. A review of the EBSCO statistics was shown and discussed as well.

9. Information Item – Fiscal Year 2022: LLSAP funding grant

Skog gave an overview of budget planning.

Deidre Brennan, Ann Slaughter and Grant Halter from RAILS gave an overview of how the LLSAP funding Grant is allocated. Ann Slaughter discussed the formula used to support the LLSAP's, with Grant Halter explaining the metrics.

10. Announcements and Questions

A question/concern about the EBSCO costs increasing and a discussion about opting out of the program was discussed. Skog will discuss this “opting out” option at the next Board meeting.

The next SWAN Quarterly Meeting will be March 4, 2021. The next SWAN Board Meeting will be December 18, 2020.

Motion to adjourn

Adjournment: 11:28 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

EBSCO Year-2 Renewal: Approval Vote Tally Per Illinois Open Meetings Act

Organization	FirstName	LastName	Resolution Vote
Acorn Public Library District	Dorothy	Koll	Year-2 Renewal: All Public Libraries Required
Alsip-Merrionette Park Public Library District	Sarah	Cottonaro	Year-2 Renewal: Allow Public Library Opt-Out
Batavia Public Library District	George H.	Scheetz	Year-2 Renewal: All Public Libraries Required
Bedford Park Public Library District	Anne	Murphy	Did not vote
Beecher Community Library District	Jill	Grosso	Year-2 Renewal: Allow Public Library Opt-Out
Bellwood Public Library	Amy	Crump	Year-2 Renewal: All Public Libraries Required
Bensenville Community Public Library District	David	Sieffert	Year-2 Renewal: All Public Libraries Required
Berkeley Public Library	Ryan	Cox	Year-2 Renewal: Allow Public Library Opt-Out
Berwyn Public Library	Tammy	Sheedy	Year-2 Renewal: All Public Libraries Required
Bloomington Public Library	Tim	Jarzemsky	Year-2 Renewal: All Public Libraries Required
Blue Island Public Library	Anna	Wassenaar	Year-2 Renewal: Allow Public Library Opt-Out
Bridgeview Public Library	Chris	Sebuck	Year-2 Renewal: Allow Public Library Opt-Out
Broadview Public Library District	Keisha	Hester	Year-2 Renewal: Allow Public Library Opt-Out
Brookfield Public Library	Kimberly	Coughran	Year-2 Renewal: Allow Public Library Opt-Out
Calumet City Public Library	Jennifer	Hovanec	Year-2 Renewal: All Public Libraries Required
Calumet Park Public Library	Debra	Woods	Did not vote
Carol Stream Public Library	Susan	Westgate	Year-2 Renewal: Allow Public Library Opt-Out
Chicago Heights Public Library	Lisa	Knasiak	Did not vote
Chicago Ridge Public Library	Dana	Wishnick	Year-2 Renewal: All Public Libraries Required
Cicero Public Library	Sandra	Tomschin	Year-2 Renewal: All Public Libraries Required
Clarendon Hills Public Library	Lori	Craft	Year-2 Renewal: All Public Libraries Required
Crestwood Public Library District	Dan	Powers	Did not vote
Crete Public Library District	Susan	Dienes	Year-2 Renewal: Allow Public Library Opt-Out
Dolton Public Library District	Allyson	Withers	Abstain
Downers Grove Public Library	Julie	Milavec	Year-2 Renewal: All Public Libraries Required
Eisenhower Public Library District	Stacy	Wittmann	Year-2 Renewal: All Public Libraries Required
Elmwood Park Public Library	Tiffany	Verzani	Year-2 Renewal: All Public Libraries Required
Evergreen Park Public Library	Nicki	Seidl	Year-2 Renewal: Allow Public Library Opt-Out
Flossmoor Public Library	Jamie	Paicely	Year-2 Renewal: Allow Public Library Opt-Out
Forest Park Public Library	Pilar	Shaker	Year-2 Renewal: All Public Libraries Required
Frankfort Public Library District	Melissa	Rice	Year-2 Renewal: Allow Public Library Opt-Out
Franklin Park Public Library District	Marie	Saeli	Year-2 Renewal: Allow Public Library Opt-Out
Geneva Public Library District	Christine	Lazaris	Year-2 Renewal: All Public Libraries Required
Glen Ellyn Public Library	Dawn	Bussey	Year-2 Renewal: Allow Public Library Opt-Out
Glenside Public Library District	Tom	Bartenfelder	Year-2 Renewal: All Public Libraries Required
Glenwood-Lynwood Public Library District	Brian	Vagt	Did not vote
Grande Prairie Public Library District	Tracy	Ducksworth	Did not vote
Green Hills Public Library District	Jane	Jenkins	Year-2 Renewal: All Public Libraries Required
Harvey Public Library District	Antonia	McBride	Did not vote
Hillside Public Library	Douglas	Losey	Year-2 Renewal: All Public Libraries Required
Hinsdale Public Library	Karen	Keefe	Year-2 Renewal: Allow Public Library Opt-Out
Hodgkins Public Library District	Tim	Prendergast	Year-2 Renewal: Allow Public Library Opt-Out
Homewood Public Library District	Colleen	Waltman	Did not vote
Indian Prairie Public Library District	Jamie	Bukovac	Year-2 Renewal: Allow Public Library Opt-Out
Itasca Community Library	Frank	Murray	Year-2 Renewal: Allow Public Library Opt-Out
Justice Public Library District	Juanita	Durkin	Year-2 Renewal: Allow Public Library Opt-Out
Kaneville Public Library District	Shayne	Phillips	Year-2 Renewal: Allow Public Library Opt-Out
LaGrange Park Public Library District	Kate	Buckson	Year-2 Renewal: Allow Public Library Opt-Out
LaGrange Public Library	Charity	Gallardo	Year-2 Renewal: Allow Public Library Opt-Out
Lansing Public Library	Debbie	Albrecht	Year-2 Renewal: Allow Public Library Opt-Out
Lyons Public Library	Daniel	Hilker	Year-2 Renewal: Allow Public Library Opt-Out
Markham Public Library	Bridget	Roland	Year-2 Renewal: Allow Public Library Opt-Out
Matteson Area Public Library District	Kathy	Berggren	Did not vote
Maywood Public Library District	Stan	Huntington	Did not vote
McCook Public Library District	Maria	Solis	Did not vote
Melrose Park Public Library	Margaret	Flanagan	Year-2 Renewal: All Public Libraries Required
Messenger Public Library of North Aurora	G. Kevin	Davis	Year-2 Renewal: Allow Public Library Opt-Out
Midlothian Public Library	Jennifer	Cottrell	Year-2 Renewal: Allow Public Library Opt-Out
Nancy L. McConathy Public Library District	Rosie	Williams-Baig	Did not vote
North Riverside Public Library District	Natalie	Starosta	Did not vote
Northlake Public Library District	Laura	Bartnik	Year-2 Renewal: Allow Public Library Opt-Out
Oak Brook Public Library	Jacob	Post	Did not vote
Oak Lawn Public Library	Carol	Williams	Year-2 Renewal: Allow Public Library Opt-Out
Oak Park Public Library	David	Seleb	Year-2 Renewal: All Public Libraries Required
Palos Heights Public Library	Jesse	Blazek	Year-2 Renewal: Allow Public Library Opt-Out

EBSCO Year-2 Renewal: Approval Vote Tally

Per Illinois Open Meetings Act

Organization	FirstName	LastName	Resolution Vote
Palos Park Public Library	Kathryn	Sofianos	Year-2 Renewal: Allow Public Library Opt-Out
Park Forest Public Library	Barbara	Osuch	Did not vote
Prairie Trails Public Library District	Mary Ann	Lema	Year-2 Renewal: All Public Libraries Required
Richton Park Public Library District	Laura	Van Cleve	Year-2 Renewal: Allow Public Library Opt-Out
River Forest Public Library	Emily	Compton-Dzak	Year-2 Renewal: All Public Libraries Required
River Grove Public Library District	Jorge	Perez	Year-2 Renewal: All Public Libraries Required
Riverdale Public Library District	Katrina	Harris	Did not vote
Riverside Public Library	Janice	Foley	Year-2 Renewal: All Public Libraries Required
Roselle Public Library District	Samantha	Johnson	Year-2 Renewal: All Public Libraries Required
Saint Charles Public Library District	Edith	Craig	Did not vote
Schiller Park Public Library	Tina	Setzer	Did not vote
South Holland Public Library	Christyn	Rayford	Year-2 Renewal: Allow Public Library Opt-Out
Steger-South Chicago Heights Public Library District	Jennifer	Cutshall	Year-2 Renewal: Allow Public Library Opt-Out
Stickney-Forest View Public Library District	Leighton	Shell	Year-2 Renewal: Allow Public Library Opt-Out
Sugar Grove Public Library District	Shannon	Halikias	Did not vote
Summit Public Library District	Hadiya	Drew	Did not vote
Thomas Ford Memorial Library	Ted	Bodewes	Year-2 Renewal: All Public Libraries Required
Thornton Public Library	John	DeYoung	Year-2 Renewal: Allow Public Library Opt-Out
Tinley Park Public Library	Rich	Wolff	Year-2 Renewal: All Public Libraries Required
Town and Country Public Library District	Emily	Hoffman	Year-2 Renewal: Allow Public Library Opt-Out
University Park Public Library District	Tracy	Ducksworth	Did not vote
Villa Park Public Library	Sandra	Hill	Year-2 Renewal: Allow Public Library Opt-Out
Warrenville Public Library District	Sandy	Whitmer	Year-2 Renewal: All Public Libraries Required
West Chicago Public Library District	Benjamin	Weseloh	Year-2 Renewal: Allow Public Library Opt-Out
Westchester Public Library	Fidencio	Marbella	Year-2 Renewal: Allow Public Library Opt-Out
Westmont Public Library	Julia	Coen	Year-2 Renewal: Allow Public Library Opt-Out
William Leonard Public Library District	Priscilla	Coatney	Did not vote
Wood Dale Public Library District	Yvonne	Bergendorf	Year-2 Renewal: All Public Libraries Required
Woodridge Public Library	Pam	Dube	Year-2 Renewal: Allow Public Library Opt-Out
Worth Public Library District	Carol	Hall	Year-2 Renewal: Allow Public Library Opt-Out

Resolved that SWAN renew with RAILS the EBSCO database group purchase:

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.

45% 43

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.

31% 29

Abstain

1% 1

Did not vote

23% 22

Total public libraries in SWAN

100% 95

SWAN Budget Information & Guidelines

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

Final Version for Membership Approval

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%.

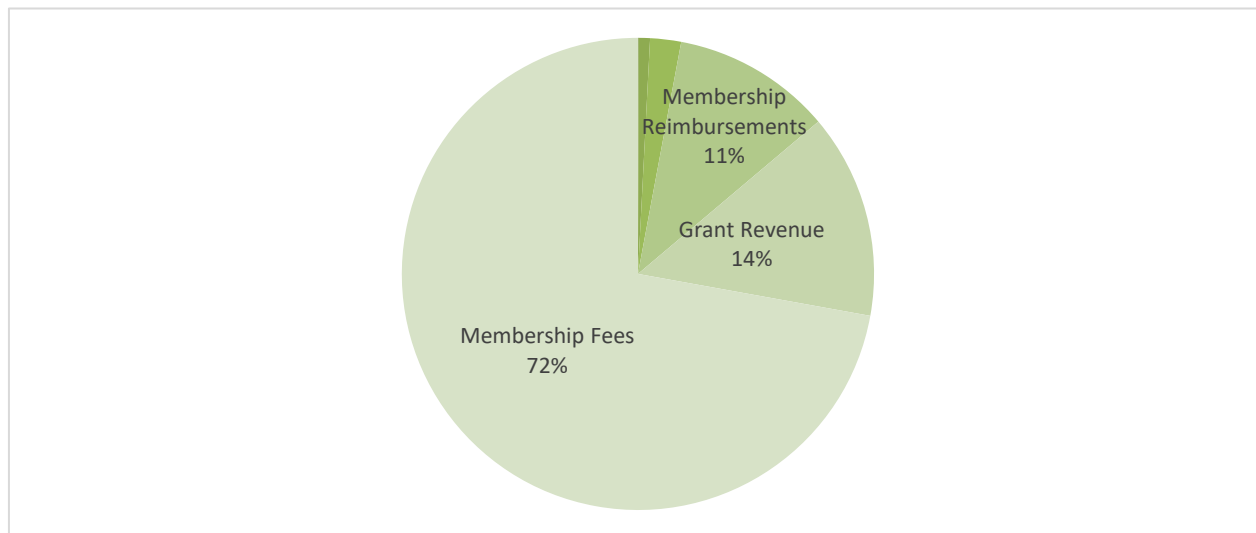
New: Aspen Discovery

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	\$2,917,863
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SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. FY21 membership fee revenue on average does not increase. There are exceptions however, based on the formula, particularly for public libraries undergoing property tax or debt service changes within a given year. SWAN's FY21 membership fees are based on the 2017 tax year.

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

4110	Member One-Time Project Receipts	\$0
<p>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.</p>		

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.

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.		

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

4310	RAILS Support to SWAN	\$522,691
<p>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.</p>		

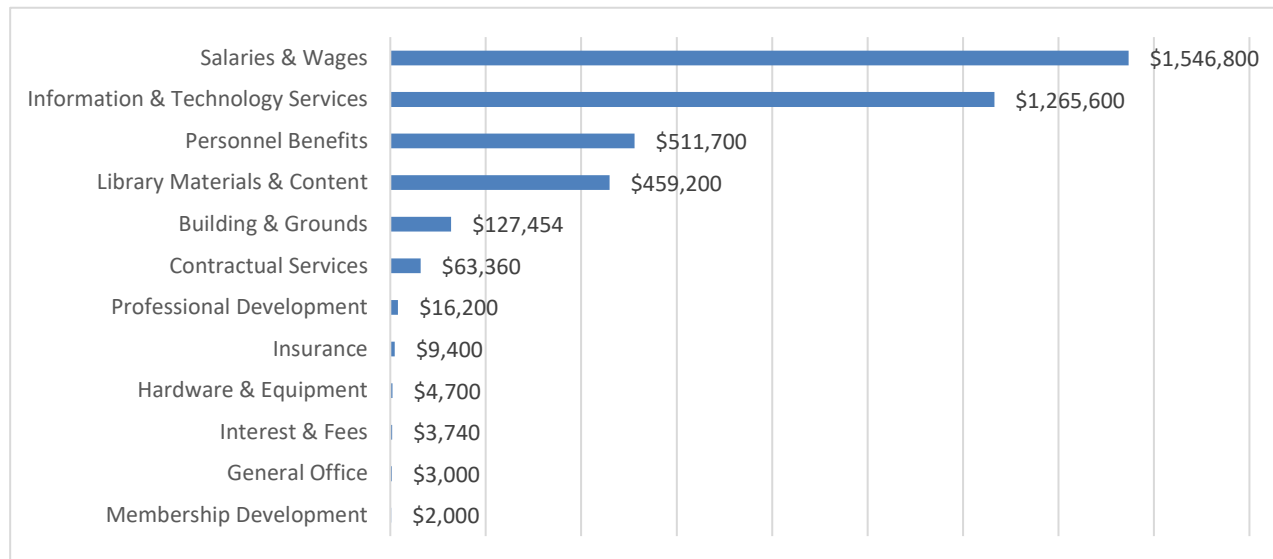
The one-time grant revenue from adding new libraries would be recorded in this line. No new libraries are planned in this budget year, as SWAN now adds new member libraries every other year.

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.		

4510	Interest Income	\$2,000
SWAN interest income fell mid-way through last year's budget.		

Reserve Fund Transfer		
4600	Reserve Fund Transfer	\$90,000
Aspen Discovery support with ByWater Solutions will be taken from reserves. See the expense line 5440 Library Services Platform for its one-time expense increase for FY22.		

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,546,800

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

Personnel Benefits

5021 Social Security Taxes \$118,400

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

5022 State Unemployment Insurance -

Organization pays unemployment directly should it be required.

5023 Worker's Compensation \$3,000

Organization insurance provided by insurance vendor.

5024 Retirement Benefits \$140,900

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

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

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

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

5085	Staff Wellness	\$600
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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
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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
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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
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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	\$1,050
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Used for facility repairs including door fob security maintenance and repairs.

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

5190	Other Building Maintenance	\$0
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Used for alarms and security cameras related to facility expense.

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.

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.

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

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.

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

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

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

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.

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.

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.

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

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.

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.

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.

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.

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
<p>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.</p>		
5450	Data Management Services	\$27,500
<p>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.</p>		
5460	Information Subscription Service	\$76,600
<p>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.</p>		
5470	Subscription Support Services	\$9,900
<p>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).</p>		
5480	Telecommunications	\$20,400
<p>Expenses associated with SWAN facility connection to the internet and phone support.</p>		
5490	Group Purchases - Services	\$12,600
<p>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.</p>		

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.

\$5,000

\$17,560

Journal of Management Education 36(8) 907-924

\$1,000

\$3,600

\$0

\$38,000

\$900

\$0

5910	Print Materials	\$5,000
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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
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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
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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
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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
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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
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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
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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
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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
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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
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6130	Vacation Expense	\$2,200
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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	\$2,921,563	\$69,700
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	\$90,000	\$27,622
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	\$2,917,863	\$66,000
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	\$90,000	\$27,622
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	\$1,050	(\$250)
5150	Custodial Service & Supplies	\$8,100	\$9,000	\$900
5190	Other Building Maintenance	\$100	\$0	(\$100)
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	\$0	(\$42,000)
5420	Application Software Licensing	\$18,400	\$22,000	\$3,600
5430	Server Software Licensing	\$13,900	\$62,000	\$48,100
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
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Excess of revenues over (under) estimated expenses	\$21,500.00	\$0.00
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FY21 Budget	FY22 Budget
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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	\$1,908,710	\$1,908,710	\$1,908,710
Reserves collected & Impact Fee	\$26,283	\$0	\$0	\$0	\$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service*	\$0	\$0	\$0	\$0	\$0
Firewall replacement: no longer required with cloud-based Infrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
Aspen Discovery Project		(\$85,000)			
Baker & Taylor Project	(\$5,000)	(\$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	\$1,908,710	\$1,908,710	\$1,908,710	\$1,908,710
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	\$564,997	\$497,812	\$427,267	\$353,194
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	\$ 28,013	(\$5,502)	\$ 22,511	\$ 22,171	\$ 340
Alsip-Merrionette Park Public Library District	\$ 40,290	(\$5,502)	\$ 34,788	\$ 34,743	\$45
Batavia Public Library District	\$ 51,893	(\$5,502)	\$ 46,391	\$ 46,672	(\$281)
Bedford Park Public Library District	\$ 31,214	(\$5,502)	\$ 25,712	\$ 25,233	\$479
Beecher Community Library District	\$ 20,723	(\$5,502)	\$ 15,221	\$ 14,772	\$449
Bellwood Public Library	\$ 34,378	(\$5,502)	\$ 28,876	\$ 29,723	(\$847)
Bensenville Community Public Library District	\$ 33,133	(\$5,502)	\$ 27,631	\$ 27,371	\$260
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 21,414	(\$5,502)	\$ 15,912	\$ 15,478	\$434
Berwyn Public Library	\$ 51,146	(\$5,502)	\$ 45,644	\$ 46,379	(\$735)
Bloomington Public Library	\$ 46,486	(\$5,502)	\$ 40,984	\$ 41,052	(\$68)
Blue Island Public Library	\$ 29,340	(\$5,502)	\$ 23,838	\$ 23,783	\$55
Bridgeview Public Library	\$ 28,578	(\$5,502)	\$ 23,076	\$ 23,038	\$38
Broadview Public Library District	\$ 29,040	(\$5,502)	\$ 23,538	\$ 23,089	\$449
Brookfield Public Library	\$ 39,833	(\$5,502)	\$ 34,331	\$ 34,142	\$189
Calumet City Public Library	\$ 32,173	(\$5,502)	\$ 26,671	\$ 26,916	(\$245)
Calumet Park Public Library	\$ 19,359	(\$5,502)	\$ 13,857	\$ 13,468	\$389
Carol Stream Public Library	\$ 51,667	(\$5,502)	\$ 46,165	\$ 46,862	(\$697)
Chicago Heights Public Library	\$ 25,594	(\$5,502)	\$ 20,092	\$ 19,985	\$107
Chicago Ridge Public Library	\$ 31,133	(\$5,502)	\$ 25,631	\$ 25,479	\$152
Cicero Public Library	\$ 34,652	(\$5,502)	\$ 29,150	\$ 29,264	(\$114)
Clarendon Hills Public Library	\$ 25,169	(\$5,502)	\$ 19,667	\$ 19,236	\$431
Crestwood Public Library District	\$ 22,968	(\$5,502)	\$ 17,466	\$ 17,039	\$427
Crete Public Library District	\$ 34,933	(\$5,502)	\$ 29,431	\$ 29,631	(\$200)
Dolton Public Library District	\$ 28,578	(\$5,502)	\$ 23,076	\$ 23,716	(\$640)
Downers Grove Public Library	\$ 70,343	(\$5,502)	\$ 64,841	\$ 58,340	\$6,501
Eisenhower Public Library District	\$ 53,830	(\$5,502)	\$ 48,328	\$ 47,554	\$774
Elmwood Park Public Library	\$ 33,436	(\$5,502)	\$ 27,934	\$ 27,573	\$361
Evergreen Park Public Library	\$ 29,201	(\$5,502)	\$ 23,699	\$ 23,338	\$361
Flossmoor Public Library	\$ 30,614	(\$5,502)	\$ 25,112	\$ 24,882	\$230
Forest Park Public Library	\$ 35,699	(\$5,502)	\$ 30,197	\$ 30,024	\$173
Frankfort Public Library District	\$ 41,044	(\$5,502)	\$ 35,542	\$ 35,042	\$500
Franklin Park Public Library District	\$ 35,788	(\$5,502)	\$ 30,286	\$ 29,909	\$377
Geneva Public Library District	\$ 66,802	(\$5,502)	\$ 61,300	\$ 61,537	(\$237)
Glen Ellyn Public Library	\$ 58,470	(\$5,502)	\$ 52,968	\$ 53,438	(\$470)
Glenside Public Library District	\$ 50,800	(\$5,502)	\$ 45,298		
Glenwood-Lynwood Public Library District	\$ 27,144	(\$5,502)	\$ 21,642	\$ 21,890	(\$248)
Grande Prairie Public Library District	\$ 32,119	(\$5,502)	\$ 26,617	\$ 26,496	\$121
Green Hills Public Library District	\$ 39,296	(\$5,502)	\$ 33,794	\$ 36,226	(\$2,432)
Harvey Public Library District	\$ 26,003	(\$5,502)	\$ 20,501	\$ 20,486	\$15
Hillside Public Library	\$ 29,957	(\$5,502)	\$ 24,455	\$ 23,771	\$684
Hinsdale Public Library	\$ 45,514	(\$5,502)	\$ 40,012	\$ 39,765	\$247
Hodgkins Public Library District	\$ 23,360	(\$5,502)	\$ 17,858	\$ 17,365	\$493
Homewood Public Library District	\$ 39,111	(\$5,502)	\$ 33,609	\$ 33,432	\$177
Indian Prairie Public Library District	\$ 52,953	(\$5,502)	\$ 47,451	\$ 47,988	(\$537)
Itasca Community Library	\$ 32,651	(\$5,502)	\$ 27,149	\$ 26,671	\$478
Justice Public Library District	\$ 20,778	(\$5,502)	\$ 15,276	\$ 14,785	\$491
Kaneville Public Library District	\$ 18,525	(\$5,502)	\$ 13,023	\$ 12,570	\$453
La Grange Public Library	\$ 41,169	(\$5,502)	\$ 35,667	\$ 35,373	\$294
LaGrange Park Public Library District	\$ 35,718	(\$5,502)	\$ 30,216	\$ 30,094	\$122
Lansing Public Library	\$ 39,900	(\$5,502)	\$ 34,398	\$ 34,996	(\$598)
Lyons Public Library	\$ 24,302	(\$5,502)	\$ 18,800	\$ 18,405	\$395
Markham Public Library	\$ 22,652	(\$5,502)	\$ 17,150	\$ 16,623	\$527

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
Matteson Area Public Library District	\$ 40,984	(\$5,502)	\$ 35,482	\$ 34,615	\$867
Maywood Public Library District	\$ 30,088	(\$5,502)	\$ 24,585	\$ 24,418	\$167
McCook Public Library District	\$ 21,782	(\$5,502)	\$ 16,280	\$ 15,725	\$555
Melrose Park Public Library	\$ 26,881	(\$5,502)	\$ 21,379	\$ 20,909	\$470
Messenger Public Library of North Aurora	\$ 35,180	(\$5,502)	\$ 29,678	\$ 29,217	\$461
Midlothian Public Library	\$ 31,757	(\$5,502)	\$ 26,255	\$ 24,505	\$1,750
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 20,170	(\$5,502)	\$ 14,668	\$ 14,321	\$347
National University of Health Sciences	\$ 11,667		\$ 11,667	\$ 11,667	\$0
North Riverside Public Library District	\$ 27,558	(\$5,502)	\$ 22,056	\$ 21,735	\$321
Northlake Public Library District	\$ 36,166	(\$5,502)	\$ 30,664	\$ 30,521	\$143
Oak Brook Public Library	\$ 26,916	(\$5,502)	\$ 21,414	\$ 21,255	\$159
Oak Lawn Public Library	\$ 70,806	(\$5,502)	\$ 65,304	\$ 66,262	(\$958)
Oak Park Public Library	\$ 104,677	(\$5,502)	\$ 99,175	\$ 97,015	\$2,160
Palos Heights Public Library	\$ 29,926	(\$5,502)	\$ 24,424	\$ 24,464	(\$40)
Palos Park Public Library	\$ 22,264	(\$5,502)	\$ 16,762	\$ 16,336	\$426
Park Forest Public Library	\$ 36,187	(\$5,502)	\$ 30,685	\$ 31,271	(\$586)
Prairie State College	\$ 23,333		\$ 23,333	\$ 23,333	\$0
Prairie Trails Public Library District	\$ 36,144	(\$5,502)	\$ 30,642	\$ 30,251	\$391
Richton Park Public Library District	\$ 26,747	(\$5,502)	\$ 21,245	\$ 20,715	\$530
River Forest Public Library	\$ 30,142	(\$5,502)	\$ 24,640	\$ 24,309	\$331
River Grove Public Library District	\$ 21,956	(\$5,502)	\$ 16,454	\$ 16,018	\$436
Riverdale Public Library District	\$ 22,449	(\$5,502)	\$ 16,947	\$ 16,754	\$193
Riverside Public Library	\$ 28,516	(\$5,502)	\$ 23,014	\$ 22,669	\$345
Roselle Public Library District	\$ 35,683	(\$5,502)	\$ 30,181		
Schiller Park Public Library	\$ 27,871	(\$5,502)	\$ 22,369	\$ 21,943	\$426
South Holland Public Library	\$ 38,119	(\$5,502)	\$ 32,617	\$ 32,092	\$525
St Charles Public Library District	\$ 95,822	(\$5,502)	\$ 90,320	\$ 91,246	(\$926)
Steger-South Chicago Heights Public Library District	\$ 21,621	(\$5,502)	\$ 16,119	\$ 15,810	\$309
Stickney-Forest View Public Library District	\$ 28,273	(\$5,502)	\$ 22,771	\$ 23,767	(\$996)
Sugar Grove Public Library District	\$ 23,980	(\$5,502)	\$ 18,478	\$ 18,037	\$441
Summit Public Library District	\$ 21,167	(\$5,502)	\$ 15,665	\$ 15,294	\$371
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 31,700	(\$5,502)	\$ 26,198	\$ 25,602	\$596
Thornton Public Library	\$ 19,132	(\$5,502)	\$ 13,630	\$ 13,123	\$507
Tinley Park Public Library	\$ 68,014	(\$5,502)	\$ 62,512	\$ 63,364	(\$852)
Town and Country Public Library District	\$ 30,592	(\$5,502)	\$ 25,090	\$ 24,577	\$513
University Park Public Library District	\$ 23,219	(\$5,502)	\$ 17,717	\$ 17,264	\$453
Villa Park Public Library	\$ 38,781	(\$5,502)	\$ 33,279	\$ 41,521	(\$8,242)
Warrenville Public Library District	\$ 34,641	(\$5,502)	\$ 29,139		
West Chicago Public Library District	\$ 39,555	(\$5,502)	\$ 34,053	\$ 33,829	\$224
Westchester Public Library	\$ 30,185	(\$5,502)	\$ 24,683	\$ 24,334	\$349
Westmont Public Library	\$ 36,584	(\$5,502)	\$ 31,082	\$ 30,731	\$351
William Leonard Public Library District	\$ 20,041	(\$5,502)	\$ 14,539	\$ 13,616	\$923
Wood Dale Public Library District	\$ 41,710	(\$5,502)	\$ 36,208	\$ 35,813	\$395
Woodridge Public Library	\$ 54,755	(\$5,502)	\$ 49,253	\$ 49,171	\$82
Worth Public Library District	\$ 25,424	(\$5,502)	\$ 19,922	\$ 19,560	\$362

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
Acorn Public Library District	\$1,114,513.21				\$1,114,513.21	(\$60,825.00)	\$1,053,688.21
Alsip-Merrionette Park Public Library District	\$2,893,217.08				\$2,893,217.08	(\$585,000.00)	\$2,308,217.08
Batavia Public Library District			\$4,209,374.29		\$4,209,374.29	(\$715,575.00)	\$3,493,799.29
Bedford Park Public Library District	\$1,380,795.45				\$1,380,795.45	\$0.00	\$1,380,795.45
Beecher Community Library District				\$308,873.61	\$308,873.61	\$0.00	\$308,873.61
Bellwood Public Library	\$1,704,127.07				\$1,704,127.07	\$0.00	\$1,704,127.07
Bensenville Community Public Library District		\$1,576,909.64			\$1,576,909.64	\$0.00	\$1,576,909.64
Berkeley Public Library	\$379,480.70				\$379,480.70	\$0.00	\$379,480.70
Berwyn Public Library	\$3,417,440.72				\$3,417,440.72	\$0.00	\$3,417,440.72
Bloomington Public Library		\$2,941,293.65			\$2,941,293.65	\$0.00	\$2,941,293.65
Blue Island Public Library	\$1,189,279.08				\$1,189,279.08	\$0.00	\$1,189,279.08
Bridgeview Public Library	\$1,369,938.59				\$1,369,938.59	(\$258,462.50)	\$1,111,476.09
Broadview Public Library District	\$1,427,023.88				\$1,427,023.88	(\$268,305.00)	\$1,158,718.88
Brookfield Public Library	\$2,261,524.53				\$2,261,524.53	\$0.00	\$2,261,524.53
Calumet City Public Library	\$1,578,766.67				\$1,578,766.67	(\$100,000.00)	\$1,478,766.67
Calumet Park Public Library	\$169,524.39				\$169,524.39	\$0.00	\$169,524.39
Carol Stream Public Library		\$3,705,176.27			\$3,705,176.27	(\$234,461.00)	\$3,470,715.27
Chicago Heights Public Library	\$806,610.55				\$806,610.55	\$0.00	\$806,610.55
Chicago Ridge Public Library	\$1,372,499.82				\$1,372,499.82	\$0.00	\$1,372,499.82
Cicero Public Library	\$1,732,122.87				\$1,732,122.87	\$0.00	\$1,732,122.87
Clarendon Hills Public Library		\$763,119.62			\$763,119.62	\$0.00	\$763,119.62
Crestwood Public Library District	\$538,277.00				\$538,277.00	\$0.00	\$538,277.00
Crete Public Library District				\$1,760,766.73	\$1,760,766.73	\$0.00	\$1,760,766.73
Dolton Public Library District	\$1,111,491.52				\$1,111,491.52	\$0.00	\$1,111,491.52
Downers Grove Public Library		\$5,378,934.10			\$5,378,934.10	\$0.00	\$5,378,934.10
Eisenhower Public Library District	\$4,358,781.13				\$4,358,781.13	(\$667,147.00)	\$3,691,634.13
Elmwood Park Public Library	\$1,607,840.41				\$1,607,840.41	\$0.00	\$1,607,840.41
Evergreen Park Public Library	\$1,175,161.59				\$1,175,161.59	\$0.00	\$1,175,161.59
Flossmoor Public Library	\$1,319,488.10				\$1,319,488.10	\$0.00	\$1,319,488.10
Forest Park Public Library	\$1,839,037.81				\$1,839,037.81	\$0.00	\$1,839,037.81
Frankfort Public Library District	\$22,647.27			\$2,362,528.30	\$2,385,175.57	\$0.00	\$2,385,175.57
Franklin Park Public Library District	\$1,848,137.20				\$1,848,137.20	\$0.00	\$1,848,137.20
Geneva Public Library District			\$6,621,022.03		\$6,621,022.03	(\$1,603,882.88)	\$5,017,139.15
Glen Ellyn Public Library		\$4,669,993.11			\$4,669,993.11	(\$504,182.00)	\$4,165,811.11
Glenside Public Library District		\$3,750,230.10			\$3,750,230.10	(\$368,157.52)	\$3,382,072.58
Glenwood-Lynwood Public Library District	\$1,423,356.59				\$1,423,356.59	(\$458,412.50)	\$964,944.09
Grande Prairie Public Library District	\$1,473,236.36				\$1,473,236.36	\$0.00	\$1,473,236.36

Chart 2: Public Library County Tax Payments

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

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
St Charles Public Library District		\$577,238.54	\$7,405,162.19		\$7,982,400.73	\$0.00	\$7,982,400.73
Schiller Park Public Library	\$1,039,225.86				\$1,039,225.86	\$0.00	\$1,039,225.86
South Holland Public Library	\$2,086,400.80				\$2,086,400.80	\$0.00	\$2,086,400.80
Steger-South Chicago Heights Public Library District	\$284,362.57			\$133,875.28	\$418,237.85	(\$17,647.32)	\$400,590.53
Stickney-Forest View Public Library District	\$1,221,904.19				\$1,221,904.19	(\$141,550.00)	\$1,080,354.19
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)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Acorn Public Library District	\$ 60,825	\$ 61,495.00	\$ 61,095.00	\$ 60,660.00
Alsip-Merrionette Park Public Library District	\$ 585,000	\$ 589,100.00	\$ 587,600.00	
Batavia Public Library District	\$ 715,575	\$ 726,150.00		
Bedford Park Public Library District	\$ -			
Beecher Community Library District	\$ -			
Bellwood Public Library	\$ -			
Bensenville Community Public Library District	\$ -			
Berkeley Public Library	\$ -			
Berwyn Public Library	\$ -			
Bloomington Public Library	\$ -			
Blue Island Public Library	\$ -			
Bridgeview Public Library	\$ 258,463	\$ 257,450.00	\$ 259,850.00	\$ 256,850.00
Broadview Public Library District	\$ 268,305	\$ 269,705.00	\$ 271,005.00	\$ 266,630.00
Brookfield Public Library	\$ -			
Calumet City Public Library	\$ 100,000	\$ 100,000.00		
Calumet Park Public Library	\$ -			
Carol Stream Public Library	\$ 234,461	\$ 234,461.00	\$ 234,461.00	\$ 234,461.00
Chicago Heights Public Library	\$ -			
Chicago Ridge Public Library	\$ -			
Cicero Public Library	\$ -			
Clarendon Hills Public Library	\$ -			
Crestwood Public Library District	\$ -			
Crete Public Library District	\$ -			
Dolton Public Library District	\$ -			
Downers Grove Public Library	\$ -			
Eisenhower Public Library District	\$ 667,147	\$ 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	Bond Amt for FY22 Fee			
	Formula (2018)	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	\$ 1,603,883	\$ 1,537,071.26	\$ 1,562,196.26	\$ 1,565,271.26
Glen Ellyn Public Library	\$ 504,182	\$ 497,562.00		
Glenside Public Library District	\$ 368,158	\$ 368,625.02	\$ 368,682.52	\$ 368,140.02
Glenwood-Lynwood Public Library District	\$ 458,413	\$ 452,612.50	\$ 453,912.50	\$ 454,912.50
Grande Prairie Public Library District	\$ -			
Green Hills Public Library District	\$ 355,000	\$ 365,000.00	\$ 370,000.00	\$ 380,000.00
Harvey Public Library District	\$ -			
Hillside Public Library	\$ -			
Hinsdale Public Library	\$ 223,312	\$ 229,812.00	\$ 241,112.00	\$ 247,112.00
Hodgkins Public Library District	\$ -			
Homewood Public Library District	\$ 141,395	\$ 142,053.75	\$ 137,396.25	
Indian Prairie Public Library District	\$ -			
Itasca Community Library	\$ 945,039			
Justice Public Library District	\$ -			
Kaneville Public Library District	\$ -			
La Grange Public Library	\$ 626,450	\$ 625,550.00	\$ 629,450.00	\$ 623,050.00
LaGrange Park Public Library District	\$ 12,738	\$ 148,600.00	\$ 149,775.00	\$ 155,725.00
Lansing Public Library	\$ 185,900	\$ 184,500.00	\$ 187,800.00	\$ 185,900.00
Lyons Public Library	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 267,219	\$ 93,150.00	\$ 93,150.00	\$ 93,150.00
Matteson Area Public Library District	\$ -			
Maywood Public Library District	\$ -			
McCook Public Library District	\$ 161,218	\$ 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	Bond Amt for FY22 Fee			
	Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Nancy L. McConathy Public Library District	\$ 54,772	\$ 54,772.44	\$ 527,467.40	
North Riverside Public Library District	\$ -			
Northlake Public Library District	\$ 643,100	\$ 647,200.00	\$ 689,000.00	\$ 691,750.00
Oak Brook Public Library	\$ -			
Oak Lawn Public Library	\$ 330,275	\$ 327,900.00	\$ 328,900.00	\$ 329,600.00
Oak Park Public Library	\$ 1,069,345	\$ 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	\$ 422,188	\$ 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	\$ 17,647.32	\$ 17,647.32	\$ 116,200.68
Stickney-Forest View Public Library District	\$ 141,550	\$ 139,250.00	\$ 141,950.00	\$ 139,550.00
Sugar Grove Public Library District	\$ 743,300	\$ 764,250.00	\$ 789,000.00	\$ 812,400.00
Summit Public Library District	\$ 499,914	\$ 506,771.50	\$ 508,364.00	\$ 539,779.50
Thomas Ford Memorial Library	\$ 268,147	\$ 245,800.00	\$ 243,800.00	\$ 241,600.00
Thornton Public Library	\$ -			
Tinley Park Public Library	\$ 533,600	\$ 535,200.00	\$ 510,800.00	\$ 536,400.00
Town and Country Public Library District	\$ -			
University Park Public Library District	\$ -			
Villa Park Public Library	\$ 847,450	\$ 838,250.00	\$ 831,850.00	\$ 840,050.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee			
	Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Warrenville Public Library District	\$ 167,512	\$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

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups

Year-2 renewal: July 1, 2021 - June 30, 2022

Final Pricing: 85 Public Libraries Participating

Library Name	Price Quartile	SWAN FY22		FY21 Price (Year-1)	Increase / (Decrease)
		Group Purchase Discount	Group- Purchase Price (Year-2)		
Kaneville Public Library District	Group 1	67%	\$1,026	\$815	\$211
Nancy L. McConathy Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Justice Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Summit Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
William Leonard Public Library District	Group 1	67%	\$1,790	\$1,422	\$368
Thornton Public Library	Group 1	67%	\$1,026	\$815	\$211
River Grove Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Markham Public Library	Group 1	67%	\$3,037	\$2,412	\$624
Beecher Community Library District	Group 1	67%	\$1,790	\$1,422	\$368
Chicago Heights Public Library	Group 1	67%	\$4,377	\$3,477	\$900
Cicero Public Library	Group 1	67%	\$8,232	\$6,539	\$1,693
Sugar Grove Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Berkeley Public Library	Group 1	67%	\$1,790	\$1,422	\$368
Lyons Public Library	Group 1	67%	\$3,037	\$2,412	\$624
Acorn Public Library District	Group 1	67%	\$4,508	\$3,477	\$1,031
Worth Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Harvey Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Crestwood Public Library District	Group 1	67%	\$1,790	\$1,422	\$368
Richton Park Public Library District	Group 1	67%	\$3,037	\$2,412	\$624
Melrose Park Public Library	Group 1	67%	\$3,037	\$2,412	\$624
University Park Public Library District	Group 1	67%	\$1,790	\$2,738	(\$948)
Grande Prairie Public Library District	Group 1	67%	\$4,377	\$6,696	(\$2,319)
Calumet City Public Library	Group 2	42%	\$7,693	\$6,696	\$997
South Holland Public Library	Group 2	42%	\$5,337	\$5,003	\$334
Stickney-Forest View Public Library District	Group 2	42%	\$5,337	\$4,646	\$691
Bridgeview Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Dolton Public Library District	Group 2	42%	\$5,337	\$4,646	\$691
Evergreen Park Public Library	Group 2	42%	\$5,337	\$4,646	\$691
McCook Public Library District	Group 2	42%	\$1,804	\$1,570	\$234
Palos Heights Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Maywood Public Library District	Group 2	42%	\$5,337	\$4,646	\$691
River Forest Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Westchester Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Clarendon Hills Public Library	Group 2	42%	\$3,145	\$2,738	\$408
Prairie Trails Public Library District	Group 2	42%	\$7,693	\$6,696	\$997
Chicago Ridge Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Palos Park Public Library	Group 2	42%	\$1,804	\$1,570	\$234
Thomas Ford Memorial Library	Group 2	42%	\$5,337	\$4,646	\$691
Midlothian Public Library	Group 2	42%	\$5,337	\$4,646	\$691
Warrenville Public Library District	Group 2	42%	\$6,062	NEW	
Green Hills Public Library District	Group 2	42%	\$7,693	\$7,211	\$482
Bensenville Community Public Library District	Group 2	42%	\$5,337	\$4,646	\$691
Oak Brook Public Library	Group 2	42%	\$3,145	\$2,948	\$197

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups

Year-2 renewal: July 1, 2021 - June 30, 2022

Final Pricing: 85 Public Libraries Participating

Library Name	Price Quartile	SWAN FY22		FY21 Price (Year-1)	Increase / (Decrease)
		Group Purchase Discount	Group- Purchase Price (Year-2)		
Elmwood Park Public Library	Group 3	38%	\$5,705	\$5,003	\$702
Roselle Public Library District	Group 3	38%	\$6,480	NEW	
Frankfort Public Library District	Group 3	38%	\$8,223	\$7,211	\$1,012
Bellwood Public Library	Group 3	38%	\$5,705	\$5,003	\$702
North Riverside Public Library District	Group 3	38%	\$3,362	\$2,948	\$414
Hodgkins Public Library District	Group 3	38%	\$1,929	\$1,691	\$237
Berwyn Public Library	Group 3	38%	\$11,218	\$9,837	\$1,381
Crete Public Library District	Group 3	38%	\$5,705	\$5,003	\$702
Messenger Public Library of North Aurora	Group 3	38%	\$5,705	\$5,003	\$702
Forest Park Public Library	Group 3	38%	\$5,705	\$5,003	\$702
LaGrange Park Public Library District	Group 3	38%	\$5,705	\$5,003	\$702
Franklin Park Public Library District	Group 3	38%	\$5,705	\$5,003	\$702
Riverside Public Library	Group 3	38%	\$3,362	\$2,948	\$414
Park Forest Public Library	Group 3	38%	\$5,705	\$5,003	\$702
Broadview Public Library District	Group 3	38%	\$3,362	\$2,948	\$414
Glenside Public Library District	Group 3	38%	\$9,340	NEW	
Hillside Public Library	Group 3	38%	\$3,362	\$2,948	\$414
Villa Park Public Library	Group 3	38%	\$5,705	\$5,539	\$166
Homewood Public Library District	Group 3	38%	\$5,705	\$5,003	\$702
West Chicago Public Library District	Group 3	38%	\$5,705	\$5,003	\$702
Flossmoor Public Library	Group 3	38%	\$3,362	\$2,948	\$414
Brookfield Public Library	Group 4	32%	\$6,257	\$5,539	\$718
Lansing Public Library	Group 4	32%	\$6,257	\$5,539	\$718
Alsip-Merrionette Park Public Library District	Group 4	32%	\$6,257	\$5,539	\$718
Matteson Area Public Library District	Group 4	32%	\$6,257	\$5,539	\$718
Carol Stream Public Library	Group 4	32%	\$9,019	\$7,984	\$1,035
Wood Dale Public Library District	Group 4	32%	\$6,257	\$5,539	\$718
Indian Prairie Public Library District	Group 4	32%	\$9,019	\$7,984	\$1,035
Itasca Community Library	Group 4	32%	\$3,688	\$3,264	\$423
Tinley Park Public Library	Group 4	32%	\$12,303	\$10,891	\$1,412
Oak Lawn Public Library	Group 4	32%	\$12,303	\$10,891	\$1,412
Hinsdale Public Library	Group 4	32%	\$6,257	\$5,539	\$718
Bloomington Public Library	Group 4	32%	\$6,257	\$5,539	\$718
Geneva Public Library District	Group 4	32%	\$9,019	\$7,984	\$1,035
Batavia Public Library District	Group 4	32%	\$6,257	\$5,539	\$718
Eisenhower Public Library District	Group 4	32%	\$6,257	\$5,539	\$718
Downers Grove Public Library	Group 4	32%	\$9,019	\$7,984	\$1,035
St Charles Public Library District	Group 4	32%	\$12,303	\$10,891	\$1,412
Bedford Park Public Library District	Group 4	32%	\$2,115	\$1,872	\$243
Glen Ellyn Public Library	Group 4	32%	\$6,257	\$5,539	\$718
Oak Park Public Library	Group 4	32%	\$12,303	\$10,891	\$1,412
Schiller Park Public Library	Group 4	32%	\$6,257	\$4,646	\$1,612

SWAN Board Elections

In July 2021, SWAN will have two positions up for election to the SWAN Board.

Timetable

Election Process Announced	March 4, 2021 (Quarterly)
Online Self-Nominations Accepted	April 5 – 30, 2021
Names of Candidates Released	May 3, 2021
Electronic Ballot	May 10 – May 31, 2021
Results Announced	June 1, 2021
Elected Candidates invited to June SWAN Board Meeting	June 18, 2021
Candidates' Terms Begin	July 1, 2021
July Board Meeting	July 23, 2021

SWAN Board

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

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

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

SWAN Board Meeting Schedule 2021

Friday, March 19, 2021

Friday, April 23, 2021

Friday, May 21, 2021

Friday, June 18, 2021

Friday, July 23, 2021

Friday, August 20, 2021

Friday, September 17, 2021

Friday, October 22, 2021

Friday, November 19, 2021

Friday, December 17, 2021

Date: March 4, 2021
To: SWAN Membership
From: Aaron Skog, Executive Director
Re: SWAN Library Use Policy



New Policy for SWAN Libraries: SWAN Library Use Policy

With the proliferation of cloud-based services, integration with 3rd party services, and planning for deployment of directory services for authentication, Dawne, Steven, Aaron, and Tara have drafted the SWAN Library Use Policy to specify library responsibilities when using SWAN's applications and services. As new services permit greater and more widespread access to sensitive patron data, this policy is needed to clarify the expectations of handling and reviewing the data.

This agreement was approved by the SWAN Board on February 19, 2021.

Examples of why this policy is needed

Access to SWAN Systems – SWAN's platform continues to expand Cloud-based offerings that are accessible from anywhere in the world to accommodate the increasing need to access patron data and perform library functions outside of the library. This policy ensures logins are maintained securely using strong passwords and are not shared among library staff, whenever applicable. This ensures greater protection from potentially malicious outside access, instills staff accountability, and requires that staff are adequately trained before handling sensitive information.

Handling of Patron Data – As patron data is being collected from an increasing number of outlets, this policy ensures data is collected, reviewed, and retained in a manner that is secure and complaint with expanding state and federal laws while also protecting the privacy of our patrons. It also specifies data that is explicitly prohibited from storing in the database.

Vendor Relationships – SWAN now provides integration with over 100 third-party vendors throughout the world to provide various services to our libraries and patrons. This policy defines the limitations of those relationships and the extent of permitted access for vendors. Vendors are required to sign and adhere to SWAN's Vendor Access Policy to protect patron privacy and data integrity.



Published on *SWAN Library Services* (<https://support.swanlibraries.net>)

Library Use Policy

Approved by the SWAN Board 2/19/2021

The SWAN Library Services Platform (LSP), is a suite of SWAN-supported tools and databases which include, but are not limited to SWAN Support systems, Symphony WorkFlows, EBSCO, BLUEcloud Central (and associated tools), BLUEcloud Analytics, Enterprise, and Aspen Discovery. These tools allow library staff access to a large amount of patron data along with personally identifiable information (PII) which includes circulation activity and sensitive contact information. SWAN and its member libraries have an obligation to protect the privacy, security, and integrity of users' personally identifiable information (PII) as part of our professional ethics and to satisfy obligations under state and federal laws

This policy specifies member library's responsibilities for using any tools or databases in conjunction with the SWAN LSP. By using the SWAN LSP suite of tools, you agree your library will:

- ensure that individual library staff have access to training in their job functions and are familiar with this agreement before gaining access to any SWAN LSP logins. Procedures are followed for onboarding new staff.
- maintain staff in the L2 directory.
- protect the security of SWAN LSP accounts by using strong passwords whenever applicable that incorporate letters, numbers, and symbols.
- refrain from saving passwords in ways that they may be accessible by non-designated staff, vendors, or patrons.
- not share SWAN LSP accounts, passwords, or access with any non-designated staff, vendors, or patrons.
- not share access to or privileged information from the SWAN LSP with external vendors or 3rd parties without coordinating a SWAN Vendor Access Policy agreement with SWAN staff beforehand.
- avoid exporting or printing out unnecessary patron information and will safeguard any data that has been exported/printed. Exported data that includes patron PII must be password protected and/or encrypted if transferred by any means.
- only collect patron data using SWAN-designed or approved tools. Data collected by non-SWAN tools must be encrypted end-to-end and appropriately secured to prevent unauthorized

access.

- only use patron data for library purposes. Accessing this data for non-library use is prohibited.
- notify SWAN immediately when a staff member with SWAN LSP access is no longer employed at your library so that the account can be deactivated or removed, or shared logins updated.
- If your library suspects a breach of your SWAN LSP accounts, the accounts of others, or the SWAN LSP in general, you will notify SWAN immediately.
- not store sensitive information in patron records, including social security number, driver's license number, or credit card.

Failure to respect any aspect of this policy may result in the suspension of access to SWAN LSP services at your library.

Source URL (modified on 02/19/2021 - 11:47): <https://support.swanlibraries.net/node/85218>