

SWAN BOARD MEETING AGENDA

November 19, 2021 9:30 a.m.

Glen Ellyn Public Library

400 Duane Street

Glen Ellyn, IL 60137-4508

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 November 19, 2021 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 19, 2021 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, October 2021 (Exhibit pgs. 3-14)

a. Balance sheet and detail of expenditures for October 2021

b. Approval of the payment of bills for October 1, 2021 through October 31, 2021 in the amount of \$107,140.36

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1 THROUGH OCTOBER 31, 2021 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR OCTOBER 2021

5. Action Item – Acceptance of the October 22, 2021 SWAN Board Meeting Minutes (Exhibit pgs. 15-17)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 22, 2021 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports

a. Board President Report

b. Executive Director Report (Exhibit pgs. 18-21)

c. Operations Report (Exhibit pgs. 22-36)

d. Treasurer Report

e. Board Calendar (Exhibit pgs. 37-38)

7. Action Item – Accept the SWAN fiscal year 2021 financial audit

8. Action Item – Approve the SWAN Board and Membership meeting schedule for 2022 (Exhibit pg. 39)

9. Discussion Item – SWAN Fiscal year 2023 budget priorities & analysis (Exhibit pgs. 40-66)

10. Discussion Item – December 2, 2021 Directors' & Administrators' Quarterly meeting agenda (Exhibit pg. 67)

11. Adjournment

| SWAN Board Member | Library | Office | Term Expires |
|--------------------------|-------------------------------------|----------------|---------------------|
| Ted Bodewes | Thomas Ford Memorial Library | President | July 1, 2023 |
| Jennifer Cottrill | Midlothian Public Library | Vice President | July 1, 2023 |
| Dawn Bussey | Glen Ellyn Public Library | Treasurer | July 1, 2022 |
| Jane Jenkins | Green Hills Public Library District | Secretary | July 1, 2022 |
| Charity Gallardo | La Grange Public Library | | July 1, 2024 |
| Tim Jarzemsky | Bloomindale Public Library | | July 1, 2024 |
| Jesse Blazek | Palos Heights Public Library | | July 1, 2022 |

SWAN Library Services
Balance Sheet
As of October 31, 2021

| | Balance End of Month |
|---|-------------------------|
| ASSETS | |
| Cash and Cash Equivalents | |
| Hinsdale Bank - Operating - 2176 | \$ 1,544,350.32 |
| Hinsdale Bank - MM - 5010 | 983,251.87 |
| Propay Funds | \$ 42.86 |
| Total Cash and Cash Equivalents | \$ 2,527,645.05 |
| | |
| Current Assets | |
| Accounts Receivable | 234,320.06 |
| REINT Receivable | - |
| Other Receivables | - |
| Deposits | 23,467.08 |
| Spares Inventory | 1,732.50 |
| Total Current Assets | \$ 259,519.64 |
| | |
| Capital Assets, net | |
| Building and Improvements | 6,895.00 |
| Equipment | 36,500.50 |
| Computers | 324,383.36 |
| Accumulated Depreciation | (346,583.95) |
| Total Capital Assets, net | \$ 21,194.91 |
| | |
| Total Assets | \$ 2,808,359.60 |
| LIABILITIES | |
| Current Liabilities | |
| Deferred Revenue | \$ 1,819.50 |
| Deferred Revenue - MAGIC Fee Supplement | 68,512.00 |
| Grant | |
| Accrued Payroll | 40,906.76 |
| Compensated Absences | 108,060.39 |
| Lease Payable | 39,788.11 |
| Total Current Liabilities | \$ 259,086.76 |
| | |
| Long Term Liabilities | |
| Total Liabilities | \$ 259,086.76 |
| FUND BALANCE | |
| Beginning Net Assets | |
| Unrestricted | 2,237,560.37 |
| Total Beginning Net Assets | 2,262,362.37 |
| | |
| Current YTD Net Income | 286,910.47 |
| | |
| Total Fund Balance | 2,549,272.84 |
| | |
| Total Liabilities and Fund Balances | \$ 2,808,359.60 |

Statement of Revenue and Expenses Summary
For the 4 Months Ended October 31, 2021

| | <u>Month-to-Date Actual</u> | <u>Year-to-Date Actual</u> | <u>Annual Budget</u> | <u>Remaining Budget</u> | <u>% Collected Expended</u> |
|--|---------------------------------|--------------------------------|--------------------------|-----------------------------|---------------------------------|
| Revenue | | | | | |
| 4000 - Membership Fees | \$726,985.08 | \$1,459,233.72 | \$2,921,563.44 | \$ 1,462,329.72 | 49.95% |
| 4100 - Membership Reimbursements | 1,760.00 | 433,201.00 | 463,984.00 | 30,783.00 | 93.37% |
| 4200 - Reimbursement for Losses | 14,196.85 | 30,877.56 | 30,900.00 | 22.44 | 99.93% |
| 4300 - Grant Revenue | 130,672.75 | 263,345.50 | 522,691.00 | 259,345.50 | 50.38% |
| 4500 - Investment & Interest | 21.33 | 78.92 | 2,000.00 | 1,921.08 | 3.95% |
| 4600 - Reserve Fund Transfer | - | - | 90,000.00 | 90,000.00 | 0.00% |
| Total Revenue | <u>873,636.01</u> | <u>2,186,736.70</u> | <u>4,031,138.44</u> | <u>1,844,401.74</u> | <u>54.25%</u> |
| Expenses | | | | | |
| 5000 - Salaries & Wages | 107,711.12 | 482,652.84 | 1,546,800.00 | 1,064,147.16 | 31.20% |
| 5020 - Personnel Benefits | 37,337.78 | 142,476.19 | 500,000.00 | 357,523.81 | 28.50% |
| 5100 - Building & Grounds | 10,291.55 | 53,948.63 | 125,854.00 | 71,905.37 | 42.87% |
| 5200 - Professional Development | 700.00 | 1,279.18 | 16,200.00 | 14,920.82 | 7.90% |
| 5300 - Membership Development | 93.18 | 242.70 | 2,000.00 | 1,757.30 | 12.14% |
| 5400 - Information & Technology Services | 33,173.15 | 708,206.66 | 1,267,800.00 | 559,593.34 | 55.86% |
| 5500 - General Office | 410.76 | 1,122.25 | 3,000.00 | 1,877.75 | 37.41% |
| 5600 - Hardware & Equipment | 128.35 | 1,430.97 | 4,700.00 | 3,269.03 | 30.45% |
| 5700 - Insurance | - | 10,261.03 | 9,400.00 | (861.03) | 109.16% |
| 5800 - Contractual Services | 23,152.66 | 36,238.00 | 103,060.00 | 66,822.00 | 35.16% |
| 5900 - Library Materials & Content | 17,896.27 | 460,390.14 | 485,584.00 | 25,193.86 | 94.81% |
| 6000 - Interest & Fees | 334.82 | 1,577.64 | 3,740.00 | 2,162.36 | 42.18% |
| 6100 - Other Expenses | - | - | 4,522.00 | 4,522.00 | 0.00% |
| Total Expenses | <u>231,229.64</u> | <u>1,899,826.23</u> | <u>4,072,660.00</u> | <u>2,172,833.77</u> | <u>46.65%</u> |
| Excess Revenues less Expenses | <u>\$ 642,406.37</u> | <u>\$ 286,910.47</u> | <u>\$ (41,521.56)</u> | <u>\$ (328,432.03)</u> | |

Statement of Revenue and Expenses
For the 4 Months Ended October 31, 2021

| | <u>Month-to-Date Actual</u> | <u>Year-to-Date Actual</u> | <u>Annual Budget</u> | <u>Remaining Budget</u> | <u>% Collected Expended</u> |
|--|---------------------------------|--------------------------------|--------------------------|-----------------------------|---------------------------------|
| Revenue | | | | | |
| 4010 - SWAN Full Membership Fees | \$ 726,985.08 | \$ 1,459,233.72 | \$ 2,917,863.44 | \$ 1,458,629.72 | 50.01% |
| 4011 - SWAN Internet Access Membership Fees | 0.00 | 0.00 | 3,700.00 | 3,700.00 | 0.00% |
| 4190 - Member Group Purchase Receipts | 1,760.00 | 433,201.00 | 463,984.00 | 30,783.00 | 93.37% |
| 4220 - Reimbursement Losses for Resource Sharing | 14,196.85 | 30,877.56 | 30,000.00 | (877.56) | 102.93% |
| 4230 - Collection Agency Fees | 0.00 | 0.00 | 900.00 | 900.00 | 0.00% |
| 4310 - RAILS Support to SWAN | 130,672.75 | 261,345.50 | 522,691.00 | 261,345.50 | 50.00% |
| 4320 - Other Grant Revenue | 0.00 | 2,000.00 | 0.00 | (2,000.00) | 0.00% |
| 4510 - Interest Income | 21.33 | 78.92 | 2,000.00 | 1,921.08 | 3.95% |
| 4600 - Reserve Fund Transfer | 0.00 | 0.00 | 90,000.00 | 90,000.00 | 0.00% |
| Total Revenue | <u>873,636.01</u> | <u>2,186,736.70</u> | <u>4,031,138.44</u> | <u>1,844,401.74</u> | <u>54.25%</u> |
| Expenses | | | | | |
| 5000 - Salaries & Wages | 107,711.12 | 482,652.84 | 1,546,800.00 | 1,064,147.16 | 31.20% |
| 5021 - FICA Expense | 8,034.92 | 35,201.59 | 118,400.00 | 83,198.41 | 29.73% |
| 5022 - State Unemployment Insurance | 0.00 | (6,580.00) | 0.00 | 6,580.00 | 0.00% |
| 5023 - Worker's Compensation | 0.00 | 896.73 | 3,000.00 | 2,103.27 | 29.89% |
| 5024 - Retirement Benefits | 10,143.60 | 45,727.94 | 140,900.00 | 95,172.06 | 32.45% |
| 5025 - Health, Dental, Life And Disability Insurance | 19,159.26 | 67,229.93 | 234,600.00 | 167,370.07 | 28.66% |
| 5026 - Tuition Reimbursements | 0.00 | 0.00 | 2,500.00 | 2,500.00 | 0.00% |
| 5085 - Staff Wellness | 0.00 | 0.00 | 600.00 | 600.00 | 0.00% |
| 5110 - Rent/Lease | 9,430.01 | 47,150.05 | 110,104.00 | 62,953.95 | 42.82% |
| 5120 - Utilities | 424.54 | 4,281.33 | 5,700.00 | 1,418.67 | 75.11% |
| 5130 - Property Insurance | 0.00 | 1,058.25 | 0.00 | (1,058.25) | 0.00% |
| 5140 - Repairs & Maintenance | 177.00 | 354.00 | 1,050.00 | 696.00 | 33.71% |
| 5150 - Custodial Service & Supplies | 260.00 | 1,105.00 | 9,000.00 | 7,895.00 | 12.28% |
| 5220 - Staff Meetings | 0.00 | 0.00 | 600.00 | 600.00 | 0.00% |
| 5230 - Staff Professional Development | 0.00 | 200.00 | 8,800.00 | 8,600.00 | 2.27% |
| 5240 - Professional Association Membership Dues | 200.00 | 200.00 | 2,500.00 | 2,300.00 | 8.00% |
| 5250 - Educational Material | 0.00 | 0.00 | 800.00 | 800.00 | 0.00% |
| 5260 - Online Learning | 500.00 | 879.18 | 3,500.00 | 2,620.82 | 25.12% |
| 5310 - Travel Reimbursement | 93.18 | 242.70 | 800.00 | 557.30 | 30.34% |
| 5350 - Marketing & Promotional Material | 0.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00% |
| 5410 - Infrastructure Licensing | 0.00 | 3,645.85 | 0.00 | (3,645.85) | 0.00% |
| 5420 - Application Software Licensing | 4,667.24 | 10,191.94 | 22,000.00 | 11,808.06 | 46.33% |
| 5430 - Server Software Licensing | 24,889.66 | 37,815.93 | 62,000.00 | 24,184.07 | 60.99% |
| 5440 - Library Services Platform | 284.00 | 567,364.19 | 1,036,800.00 | 469,435.81 | 54.72% |
| 5450 - Data Management Services | 280.08 | 12,373.62 | 27,500.00 | 15,126.38 | 44.99% |
| 5460 - Information Subscription Service | 0.00 | 65,876.50 | 76,600.00 | 10,723.50 | 86.00% |
| 5470 - Subscription Support Services | 936.00 | 4,013.39 | 9,900.00 | 5,886.61 | 40.54% |
| 5480 - Telecommunications | 1,596.17 | 4,765.24 | 20,400.00 | 15,634.76 | 23.36% |
| 5490 - Group Purchases - Services | 520.00 | 2,160.00 | 12,600.00 | 10,440.00 | 17.14% |
| 5510 - Office Supplies | 410.76 | 1,052.50 | 1,500.00 | 447.50 | 70.17% |
| 5520 - Postage | 0.00 | 69.75 | 1,500.00 | 1,430.25 | 4.65% |
| 5610 - Equipment Rental/Maintenance | 128.35 | 754.30 | 3,700.00 | 2,945.70 | 20.39% |
| 5620 - Hardware | 0.00 | 676.67 | 1,000.00 | 323.33 | 67.67% |
| 5700 - Insurance | 0.00 | 10,261.03 | 9,400.00 | (861.03) | 109.16% |
| 5810 - Legal | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 5820 - Accounting | 0.00 | 2,060.00 | 17,560.00 | 15,500.00 | 11.73% |
| 5830 - Consulting | 21,750.00 | 21,750.00 | 38,000.00 | 16,250.00 | 57.24% |
| 5840 - Payroll Service Fees | 346.56 | 1,718.12 | 3,600.00 | 1,881.88 | 47.73% |
| 5850 - Contractual Agreements | 0.00 | 2,000.00 | 0.00 | (2,000.00) | 0.00% |
| 5860 - Notification & Collection | 1,056.10 | 8,709.88 | 38,000.00 | 29,290.12 | 22.92% |
| SWAN Board Meeting | | | | | |

**Statement of Revenue and Expenses
For the 4 Months Ended October 31, 2021**

| | Month-to-Date Actual | Year-to-Date Actual | Annual Budget | Remaining Budget | % Collected Expended |
|--|---------------------------------|--------------------------------|---------------------------|-----------------------------|---------------------------------|
| 5870 - Recruitment | 0.00 | 0.00 | 900.00 | 900.00 | 0.00% |
| 5910 - Print Materials | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00% |
| 5920 - Reimburse for Resource Sharing | 17,896.27 | 28,268.07 | 30,000.00 | 1,731.93 | 94.23% |
| 5930 - Electronic Resources | 0.00 | 1,348.07 | 0.00 | (1,348.07) | 0.00% |
| 5990 - Group Purchases - Content | 0.00 | 430,774.00 | 450,584.00 | 19,810.00 | 95.60% |
| 6010 - Bank Fees | 334.90 | 1,575.07 | 3,700.00 | 2,124.93 | 42.57% |
| 6020 - Merchant Account Fees | (0.08) | 2.57 | 40.00 | 37.43 | 6.43% |
| 6110 - Depreciation | 0.00 | 0.00 | 2,322.00 | 2,322.00 | 0.00% |
| 6130 - Vacation Expense | 0.00 | 0.00 | 2,200.00 | 2,200.00 | 0.00% |
| Total Expenses | <u>231,229.64</u> | <u>1,899,826.23</u> | <u>4,072,660.00</u> | <u>2,172,833.77</u> | <u>46.65%</u> |
| Excess Revenues less Expenses | <u>\$ 642,406.37</u> | <u>\$ 286,910.47</u> | <u>\$ (41,521.56)</u> | <u>\$ (328,432.03)</u> | |

SWAN Library Services

Check Register

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---------------------------------------|---|--|-----------|--------------|------------|------------------|
| Vendor Checks | | | | | | |
| Comcast | | | | 8470 | 10/19/21 | <u>1,260.00</u> |
| 5480 | Telecommunications | Comcast 10/15-11/14 | 1,260.00 | | | |
| ComEd | | | | 8471 | 10/19/21 | <u>380.69</u> |
| 5120 | Utilities | ComEd 9/16-10/15 | 380.69 | | | |
| David Pacin | | | | 8472 | 10/19/21 | <u>93.18</u> |
| 5310 | Travel Reimbursement | David Pacin - Chgo Ridge & Crete site visits | 93.18 | | | |
| ICS Learning Group | | | | 8473 | 10/19/21 | <u>350.00</u> |
| 5470 | Subscription Support Services | ICS Learning Group - Inquisiq LMS | 350.00 | | | |
| Illinois Library Association (Gov't.) | | | | 8474 | 10/19/21 | <u>200.00</u> |
| 5240 | Professional Association Membership Dues | Illinois Library Association (Gov't.) - 2021/22 dues for Scott Brandwein | 200.00 | | | |
| LIMRiCC | | | | 8475 | 10/19/21 | <u>20,914.70</u> |
| 5025 | Health, Dental, Life And Disability Insurance | LIMRiCC - section 56 | 20,914.70 | | | |
| Marcive, Inc. | | | | 8476 | 10/19/21 | <u>280.08</u> |
| 5450 | Data Management Services | Marcive, Inc. - MARC authority services | 280.08 | | | |
| Nicor Gas | | | | 8477 | 10/19/21 | <u>43.85</u> |
| 5120 | Utilities | Nicor Gas - 9/14-10/12 | 43.85 | | | |
| Reliance Standard Life Insurance Co. | | | | 8478 | 10/19/21 | <u>905.30</u> |
| 5025 | Health, Dental, Life And Disability Insurance | Reliance Standard Life Insurance Co. - STD, LTD nov. | 905.30 | | | |
| Sikich LLP | | | | 8479 | 10/19/21 | <u>21,750.00</u> |
| 5830 | Consulting | Sikich LLP - Information Security Risk Assessment Stds | 21,750.00 | | | |
| SirsiDynix, Inc. | | | | 8480 | 10/19/21 | <u>284.00</u> |
| 5440 | Library Services Platform | SirsiDynix, Inc. - eRC addtl. partner main acct. setup for BYS | 284.00 | | | |

SWAN Library Services**Check Register**

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|---|---|--|---------------|---------------------|-------------------|---------------------|
| Unique Integrated Communications, Inc. | | | | 8481 | 10/19/21 | <u>750.00</u> |
| 5860 | Notification & Collection | Unique Integrated Communications, Inc. - MessageBee | 750.00 | | | |
| Unique Integrated Communications, Inc. | | | | 8482 | 10/19/21 | <u>520.00</u> |
| 5490 | Group Purchases - Services | Unique Integrated Communications, Inc. - curbside communicator | 520.00 | | | |
| Unique Integrated Communications, Inc. | | | | 8483 | 10/19/21 | <u>306.10</u> |
| 5860 | Notification & Collection | Unique Integrated Communications, Inc. Notices | 306.10 | | | |
| Wellness Insurance Network-WIN | | | | 8484 | 10/19/21 | <u>171.00</u> |
| 5025 | Health, Dental, Life And Disability Insurance | Wellness Insurance Network-WIN - Life Ins. | 171.00 | | | |
| Alsip-Merrionette Park Public Library | | | | 8485 | 10/20/21 | <u>123.29</u> |
| 5920 | Reimburse for Resource Sharing | Alsip-Merrionette Park Public Library | 123.29 | | | |
| Batavia Public Library | | | | 8486 | 10/20/21 | <u>433.85</u> |
| 5920 | Reimburse for Resource Sharing | Batavia Public Library | 433.85 | | | |
| Bedford Park Public Library District | | | | 8487 | 10/20/21 | <u>276.00</u> |
| 5920 | Reimburse for Resource Sharing | Bedford Park Public Library District | 276.00 | | | |
| Bellwood Public Library | | | | 8488 | 10/20/21 | <u>108.52</u> |
| 5920 | Reimburse for Resource Sharing | Bellwood Public Library | 108.52 | | | |
| Bensenville Community Public Library District | | | | 8489 | 10/20/21 | <u>135.58</u> |
| 5920 | Reimburse for Resource Sharing | Bensenville Community Public Library District | 135.58 | | | |
| Berkeley Public Library | | | | 8490 | 10/20/21 | <u>113.01</u> |
| 5920 | Reimburse for Resource Sharing | Berkeley Public Library | 113.01 | | | |
| Bloomington Public Library | | | | 8491 | 10/20/21 | <u>606.74</u> |

SWAN Library Services

Check Register

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------------------------|--------------------------------|-----------------------------------|--------|--------------|------------|---------------|
| 5920 | Reimburse for Resource Sharing | Bloomington Public Library | 606.74 | | | |
| Bridgeview Public Library | | | | 8492 | 10/20/21 | <u>652.00</u> |
| 5920 | Reimburse for Resource Sharing | Bridgeview Public Library | 652.00 | | | |
| Broadview Public Library District | | | | 8493 | 10/20/21 | <u>169.00</u> |
| 5920 | Reimburse for Resource Sharing | Broadview Public Library District | 169.00 | | | |
| Calumet City Public Library | | | | 8494 | 10/20/21 | <u>699.01</u> |
| 5920 | Reimburse for Resource Sharing | Calumet City Public Library | 699.01 | | | |
| Calumet Park Public Library | | | | 8495 | 10/20/21 | <u>20.00</u> |
| 5920 | Reimburse for Resource Sharing | Calumet Park Public Library | 20.00 | | | |
| Carol Stream Public Library | | | | 8496 | 10/20/21 | <u>71.06</u> |
| 5920 | Reimburse for Resource Sharing | Carol Stream Public Library | 71.06 | | | |
| Chicago Heights Public Library | | | | 8497 | 10/20/21 | <u>136.00</u> |
| 5920 | Reimburse for Resource Sharing | Chicago Heights Public Library | 136.00 | | | |
| Chicago Public Library | | | | 8498 | 10/20/21 | <u>19.00</u> |
| 5920 | Reimburse for Resource Sharing | Chicago Public Library - | 19.00 | | | |
| Chicago Ridge Public Library | | | | 8499 | 10/20/21 | <u>660.01</u> |
| 5920 | Reimburse for Resource Sharing | Chicago Ridge Public Library | 660.01 | | | |
| Cicero Public Library | | | | 8500 | 10/20/21 | <u>5.92</u> |
| 5920 | Reimburse for Resource Sharing | Cicero Public Library | 5.92 | | | |
| Clarendon Hills Public Library | | | | 8501 | 10/20/21 | <u>99.47</u> |
| 5920 | Reimburse for Resource Sharing | Clarendon Hills Public Library | 99.47 | | | |
| Crestwood Public Library District | | | | 8502 | 10/20/21 | <u>30.03</u> |
| 5920 | Reimburse for Resource Sharing | Crestwood Public Library District | 30.03 | | | |
| Crete Public Library District | | | | 8503 | 10/20/21 | <u>41.40</u> |
| 5920 | Reimburse for Resource Sharing | Crete Public Library District | 41.40 | | | |

SWAN Library Services**Check Register**

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--------------------------------|--|---------------|---------------------|-------------------|---------------------|
| Downers Grove Public Library 5920 | Reimburse for Resource Sharing | Downers Grove Public Library | 893.43 | 8504 | 10/20/21 | <u>893.43</u> |
| Eisenhower Public Library District 5920 | Reimburse for Resource Sharing | Eisenhower Public Library District | 659.07 | 8505 | 10/20/21 | <u>659.07</u> |
| Elmwood Park Public Library 5920 | Reimburse for Resource Sharing | Elmwood Park Public Library | 413.83 | 8506 | 10/20/21 | <u>413.83</u> |
| Forest Park Public Library 5920 | Reimburse for Resource Sharing | Forest Park Public Library | 85.46 | 8507 | 10/20/21 | <u>85.46</u> |
| Glenside Public Library 5920 | Reimburse for Resource Sharing | Glenside Public Library | 600.53 | 8508 | 10/20/21 | <u>600.53</u> |
| Harvey Public Library District 5920 | Reimburse for Resource Sharing | Harvey Public Library District | 63.40 | 8509 | 10/20/21 | <u>63.40</u> |
| Hillside Public Library 5920 | Reimburse for Resource Sharing | Hillside Public Library | 117.00 | 8510 | 10/20/21 | <u>117.00</u> |
| Hinsdale Public Library 5920 | Reimburse for Resource Sharing | Hinsdale Public Library | 492.98 | 8511 | 10/20/21 | <u>492.98</u> |
| Hodgkins Public Library District 5920 | Reimburse for Resource Sharing | Hodgkins Public Library District | 195.00 | 8512 | 10/20/21 | <u>195.00</u> |
| Indian Prairie Public Library District 5920 | Reimburse for Resource Sharing | Indian Prairie Public Library District | 478.36 | 8513 | 10/20/21 | <u>478.36</u> |
| Itasca Community Library 5920 | Reimburse for Resource Sharing | Itasca Community Library | 133.47 | 8514 | 10/20/21 | <u>133.47</u> |
| Kaneville Public Library District 5920 | Reimburse for Resource Sharing | Kaneville Public Library District | 28.43 | 8515 | 10/20/21 | <u>28.43</u> |

SWAN Library Services**Check Register**

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--------------------------------|--|---------------|---------------------|-------------------|---------------------|
| La Grange Public Library 5920 | Reimburse for Resource Sharing | La Grange Public Library | 599.48 | 8516 | 10/20/21 | <u>599.48</u> |
| McCook Public Library District 5920 | Reimburse for Resource Sharing | McCook Public Library District | 38.90 | 8517 | 10/20/21 | <u>38.90</u> |
| Messenger Public Library of North Aurora 5920 | Reimburse for Resource Sharing | Messenger Public Library of North Aurora | 380.51 | 8518 | 10/20/21 | <u>380.51</u> |
| North Riverside Public Library District 5920 | Reimburse for Resource Sharing | North Riverside Public Library District | 129.78 | 8519 | 10/20/21 | <u>129.78</u> |
| Northlake Public Library District 5920 | Reimburse for Resource Sharing | Northlake Public Library District | 365.83 | 8520 | 10/20/21 | <u>365.83</u> |
| Oak Brook Public Library 5920 | Reimburse for Resource Sharing | Oak Brook Public Library | 116.75 | 8521 | 10/20/21 | <u>116.75</u> |
| Oak Lawn Public Library 5920 | Reimburse for Resource Sharing | Oak Lawn Public Library | 1,522.27 | 8522 | 10/20/21 | <u>1,522.27</u> |
| Palos Heights Public Library 5920 | Reimburse for Resource Sharing | Palos Heights Public Library | 253.06 | 8523 | 10/20/21 | <u>253.06</u> |
| Palos Park Public Library 5920 | Reimburse for Resource Sharing | Palos Park Public Library | 104.01 | 8524 | 10/20/21 | <u>104.01</u> |
| Park Forest Public Library 5920 | Reimburse for Resource Sharing | Park Forest Public Library | 352.89 | 8525 | 10/20/21 | <u>352.89</u> |
| Prairie State College 5920 | Reimburse for Resource Sharing | Prairie State College | 471.00 | 8526 | 10/20/21 | <u>471.00</u> |
| Prairie Trails Public Library District 5920 | Reimburse for Resource Sharing | Prairie Trails Public Library District | 30.57 | 8527 | 10/20/21 | <u>30.57</u> |

SWAN Library Services**Check Register**

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|--|--------------------------------|--|---------------|---------------------|-------------------|---------------------|
| River Forest Public Library 5920 | Reimburse for Resource Sharing | River Forest Public Library | 294.17 | 8528 | 10/20/21 | <u>294.17</u> |
| River Grove Public Library District 5920 | Reimburse for Resource Sharing | River Grove Public Library District | 210.86 | 8529 | 10/20/21 | <u>210.86</u> |
| Riverside Public Library 5920 | Reimburse for Resource Sharing | Riverside Public Library | 154.50 | 8530 | 10/20/21 | <u>154.50</u> |
| Roselle Public Library 5920 | Reimburse for Resource Sharing | Roselle Public Library | 168.15 | 8531 | 10/20/21 | <u>168.15</u> |
| Schiller Park Public Library 5920 | Reimburse for Resource Sharing | Schiller Park Public Library | 196.62 | 8532 | 10/20/21 | <u>196.62</u> |
| South Holland Public Library 5920 | Reimburse for Resource Sharing | South Holland Public Library | 404.88 | 8533 | 10/20/21 | <u>404.88</u> |
| Stickney-Forest View Public Library District 5920 | Reimburse for Resource Sharing | Stickney-Forest View Public Library District | 69.92 | 8534 | 10/20/21 | <u>69.92</u> |
| Sugar Grove Public Library District 5920 | Reimburse for Resource Sharing | Sugar Grove Public Library District | 73.43 | 8535 | 10/20/21 | <u>73.43</u> |
| Thomas Ford Memorial Library 5920 | Reimburse for Resource Sharing | Thomas Ford Memorial Library | 366.72 | 8536 | 10/20/21 | <u>366.72</u> |
| Tinley Park Public Library 5920 | Reimburse for Resource Sharing | Tinley Park Public Library | 1,917.12 | 8537 | 10/20/21 | <u>1,917.12</u> |
| Villa Park Public Library 5920 | Reimburse for Resource Sharing | Villa Park Public Library | 3.06 | 8538 | 10/20/21 | <u>3.06</u> |
| Warrenville Public Library District 5920 | Reimburse for Resource Sharing | Warrenville Public Library District | 120.43 | 8539 | 10/20/21 | <u>120.43</u> |

SWAN Library Services

Check Register

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|-----------------------------------|--------------------------------|-----------------------------------|----------|--------------|------------|------------------|
| Westchester Public Library | | | | 8540 | 10/20/21 | <u>155.59</u> |
| 5920 | Reimburse for Resource Sharing | Westchester Public Library | 155.59 | | | |
| Wood Dale Public Library District | | | | 8541 | 10/20/21 | <u>39.86</u> |
| 5920 | Reimburse for Resource Sharing | Wood Dale Public Library District | 39.86 | | | |
| Woodridge Public Library | | | | 8542 | 10/20/21 | <u>445.06</u> |
| 5920 | Reimburse for Resource Sharing | Woodridge Public Library | 445.06 | | | |
| First Bankcard | | | | 50111 | 10/14/21 | <u>10,546.42</u> |
| 5140 | Repairs & Maintenance | Imperial Surveillance 8-28 | 177.00 | | | |
| 5260 | Online Learning | Coursera - staff CE 9-4 | 500.00 | | | |
| 5420 | Application Software Licensing | Survey ballot systems 9-10 | 165.00 | | | |
| 5420 | Application Software Licensing | Mailchimp monthly 9-10 | 38.24 | | | |
| 5420 | Application Software Licensing | GNS (Panda) 8-25 | 2,160.00 | | | |
| 5420 | Application Software Licensing | Microsoft O365 9-2 | 2,304.00 | | | |
| 5430 | Server Software Licensing | microsoft pay as you go 8-20 | 3,727.25 | | | |
| 5430 | Server Software Licensing | microsoft azure 8-20 | 100.00 | | | |
| 5430 | Server Software Licensing | Microsoft basic 9-3 | 24.00 | | | |
| 5430 | Server Software Licensing | Microsoft active directory 9-2 | 18.00 | | | |
| 5470 | Subscription Support Services | Logmein 8-17 | 110.00 | | | |
| 5470 | Subscription Support Services | Twilio Sendgrid 9-7 | 376.00 | | | |
| 5470 | Subscription Support Services | Logmein 8-20 | 100.00 | | | |
| 5480 | Telecommunications | Microsoft Domestic Calling 9-3 | 288.00 | | | |
| 5480 | Telecommunications | Grasshopper 8-25 | 48.17 | | | |
| 5510 | Office Supplies | Amazon - 9-14 | 13.30 | | | |
| 5510 | Office Supplies | supplies for lib. visits 8-20 | 37.48 | | | |
| 5510 | Office Supplies | air purifier for QR 9-23 | 359.98 | | | |
| Quail Ridge Drive Investors, LLC | | | | 50112 | 10/29/21 | <u>9,430.01</u> |
| 5110 | Rent/Lease | Quail Ridge Drive Investors, LLC | 9,430.01 | | | |
| T.A. Systems Inc. | | | | 50113 | 10/29/21 | <u>260.00</u> |
| 5150 | Custodial Service & Supplies | T.A. Systems Inc. | 260.00 | | | |
| First Bankcard | | | | 50114 | 10/08/21 | <u>21,020.41</u> |

SWAN Library Services

Check Register

All Bank Accounts

October 2021

| Payee/Account # | Account Description | Description | Amount | Check Number | Check Date | Check Amount |
|----------------------------|------------------------------|--|---------------|---------------------|-------------------------|--------------------------|
| 5430 | Server Software Licensing | First Bankcard | 21,020.41 | | | |
| Genesis Technologies, Inc. | | | | 50115 | 10/19/21 | <u>128.35</u> |
| 5610 | Equipment Rental/Maintenance | Genesis Technologies, Inc. monthly charge | 128.35 | | | |
| | | | | | Check List Total | <u><u>107,140.36</u></u> |

SWAN Board Meeting Minutes

October 22, 2021

Thomas Ford Memorial Public Library
800 Chestnut Street
Western Springs, IL 60558

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Dawn Bussey
- d. Jennifer Cottrill
- e. Charity Gallardo
- f. Tim Jarzemsky – arrived at 9:54 a.m.
- g. Jane Jenkins

2. Introduction of Visitors/Public Comment

No public comment

3. Action Item

Acceptance of the October 22, 2021, SWAN Board Meeting Agenda

Bussey moved, seconded by Cottrill that it be

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

Motion carried by unanimous voice vote

4. Action Item

Approval of SWAN Financials, September 2021

Bussey moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR SEPTEMBER
1, 2021, THROUGH SEPTEMBER 30, 2021, AND ACCEPTS THE BALANCE SHEET AND
DETAILS OF EXPENDITURES FOR SEPTEMBER 2021 AS PRESENTED

Motion carried by unanimous voice vote

5. Action Item

Acceptance of the September 17, 2021, SWAN Board Meeting Minutes

Bussey moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SEPTEMBER 17, 2021, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

None

b. Executive Director Report

Skog discussed his research on alternative funding which included new services, ways to bring in additional revenue, and add new members to SWAN. There was a long discussion on what would be SWAN's strategic should RAILS reduce our funding in the future. Skog updated the Board on the propay issues and moving to PayPal. A Finance Committee meeting date will need to be set. The first draft of the FY23 budget will be looked at and reviewed.

c. Ops Reports

Reviewed as presented.

d. Treasurer's Report

None

e. Board Calendar

One remaining item that Skog & Jenkins will complete.

7. Discussion Item

SWAN Fiscal year 2023 budget priorities & analysis

Reviewed as presented.

8. Adjournment

Bodewes ending the meeting at 11:37 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jane Jenkins

Board Secretary

DRAFT

SWAN Executive Director Report

November 19, 2021

Update on Activities

Library Visits: Riverdale & Harvey Public Library Districts

Dawne and I visited Riverdale Public Library District on Wednesday, October 27th to meet with interim library director Kathy Parker. The library has a newly elected board and Kathy is in the process of reviewing a number of policies and practices within the library. SWAN will help with the library with reviewing purged inactive user records and prepare for collection weeding. We discussed the idea of coordinating services within the region, and with many new public library leaders it might be worthwhile to host some virtual meetings to discuss opportunities to provide services.

Following the visit at Riverdale, we met with Harvey Public Library District Library Director Xavier Menzies. Our visit was held in the library conference room, and we discussed a number of challenges the library is facing. The first challenge is financial: the library each year is receiving a portion of the taxes levied. The situation is improving, but it is difficult to budget library operations within this situation.

| Harvey Public Library District | 2019 Tax Year | 2018 Tax Year | 2017 Tax Year |
|------------------------------------|-----------------|-----------------|-----------------|
| Taxes extended | \$ 1,450,191.62 | \$ 1,407,037.03 | \$ 1,373,130.82 |
| Net collections distributed | \$ 827,592.15 | \$ 848,310.35 | \$ 865,526.55 |
| Percentage distributed vs extended | 75% | 66% | 59% |

Secondly, the library is having difficulty recruiting part-time staff. Library budget is not in a place where full-time staff positions with benefits would be prudent for its operations. The pandemic has strained the library's ability to hire and keep part-time workers. Xavier asked if there were self-check solutions that SWAN could recommend as a way to use automation to help the library where staff are unavailable.

Both Harvey and Riverdale public libraries have struggled to maintain purchasing of new material. Some collection analysis using BLUEcloud Analytics show very low addition of new material when compared to fully funded libraries in SWAN.

These visits have allowed us to think of some solutions for the libraries.

- Shared roaming collections purchased centrally through SWAN: our project last year gave SWAN the "mechanics" of using BLUEcloud Acquisitions to purchase rental copies of popular titles through Baker & Taylor. If libraries in the south suburban region are interested in sharing a

curated collection, it would be possible to extend the purchasing power of the library group.

- Shared staff: last month in my report I shared the bold idea from John Chrastka of SWAN being positioned to provide libraries with staff to effectively run the library in a partnership with the community. If we look at the reliance of part-time workers in public libraries, it might be worthwhile discussing having full-time staff SWAN employees who are contracted to work and rotate between public libraries in a region. These employees would have a special skillset having trained heavily on all of the software tools SWAN provides libraries to help with collection analysis, acquisition, and automation.
- Shared automation: if self-check systems were purchased by SWAN using reserve funds, it could be possible to rent self-check kiosks back to libraries for use over a contracted period. The technology would be supported by SWAN employees, and the self-check vendor would be managed centrally by SWAN. These kiosks could be moved around depending on the need, or a “rent to buy” arrangement could be developed.

All these ideas could be discussed and offered to the south suburban region as pilot. These services have the potential to expand SWAN’s revenue (assuming these services are eventually viable revenue streams) while providing much needed support for its member libraries.

National Endowment for the Arts Grant Submission

No word yet on the grant award.

RAILS Consortia Committee update

Dawn Bussey is the SWAN representative on the LLSAP Sustainability Working Group. The LLSAP Sustainability Working Group will meet on Monday, November 15th at 10 a.m.

E-Commerce

The second ProPay account for SWAN is now ready for testing. However, given the past issues with ProPay compared to ease in implementation of PayPal solutions for the online catalog, we will continue to pursue the most expedient and convenient online payment options for our libraries and their patrons.

Information Security Risk Assessment & Analysis

Several meetings have been held with Sikich and SWAN. SWAN IT staff will be busy for the next three months as the initial assessment is developed into milestones for action. Bi-weekly meeting with the Sikich security team, SWAN IT staff, and administration will continue through the next several months as action plans and delivery of milestones are tracked.

Board Considerations

Finance Committee Meeting

The committee will meet on Wednesday, November 17th at 11 a.m. to review the FY23 draft budget and discuss the SWAN Reserves Policy.

Monthly Financial Report

Balance Sheet

The Fund Balance Unrestricted line remains at \$2,237,560.37 with no change from the month prior. The approved Sikich security audit will be paid from reserves, as was approved at the September membership meeting. The SWAN Reserve Cash Policy requires monitoring the balance and if it is projected to be more than 50% to bring a recommendation to the membership at the June Quarterly meeting.

| | |
|---|----------------|
| Fund Balance Unrestricted | \$2,237,560.37 |
| FY22 expenses to be paid from reserve | (\$43,500.00) |
| | \$2,194,060.37 |
| SWAN annual expense budget | \$4,031,138.44 |
| | 54% |
| Number of months operating expense in reserve | 6.5 |

Revenue & Expense Report

This month would be 33% of the budgeted revenue and expenses. SWAN’s financials are presented in a cash basis for this current fiscal year 2022. The total revenue reflects library membership fee payments for two quarters, which would bring in 50% of SWAN revenue.

| SWAN FY21 | FY22 Budget | Ending October 2021 | Percentage of budget YTD 33% |
|-----------------------|----------------------|---------------------|------------------------------|
| Total Revenue | \$4,031,138.44 | \$2,186,736.70 | 54% |
| Total Expenses | \$4,072,660.00 | \$1,899,826.23 | 47% |
| Over / (Under) | (\$41,521.56) | \$286,910.47 | |

Accounts Receivable Update

4010 - SWAN Full Membership Fees: the second quarter invoices were sent out in October. We are currently at 50% of what should be 33% for this line.

4190 – Member Group Purchase Receipts: for this fiscal year we decided to invoice the EBSCO database group-purchase libraries their full amount due rather than adding the payment to the quarterly membership fees. We have received 93% of the \$463,984 budget line.

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

4310 – RAILS Support to SWAN: the second payment to SWAN was received in October, so this line is now precisely at 50% as expected. The third payment will be made in January.

4510 – Interest Income: SWAN’s Money Market is performing very poorly due to the economic downturn. Even within this year’s budget expecting only \$2,000 in gained interest, year-to-date we have only received a small percentage of the budgeted revenue.

Accounts Payable Update

5022 – State Unemployment Insurance: this line received a reimbursement from Illinois as part of pandemic relief.

5110 – Rent/Lease: the expenses in this line will reflect 1 additional month of rent payments and appear overbudget.

5410 – Infrastructure Licensing: this line is no longer used and reflects some misclassified expenses in this budget line meant for 5420 Application Software Licensing.

5440 – Library Services Platform: activity includes a 1-year subscription paid for EBSCO Discovery Service and OpenAthens, plus a fully year’s payment to SirsiDynix for the annual maintenance. The OCLC invoice for 2021 was issued, but will be revised for prorated July and August membership, and the lower invoice will be issued for September 2021 – June 2022.

5460 - Information Subscription Service budget line is 86% spent as the EBSCO 1-year subscription to Novelist Select is fully recorded in this budget line.

5990 – Group Purchases – Content: this line budgeted at \$450,584 is 95.60% spent due to the EBSCO database group purchase year-2 subscription from RAILS at \$430,774.

Operations Report: November 2021

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 (October 16th – November 15th) regular user group meetings and member engagement are noted. As SWAN staff are making on-site visits to libraries, those will be indicated in green highlight for reference.

| Date | Event Name | Attendees | Teams Represented | Topic |
|------------|--|--|-------------------------|------------------------|
| 10/18/2021 | Aspen Office Hours | Tara, Robin, Crystal, +others | UX | Training |
| 10/19/2021 | LinkedIn Learning Consultation (Tinley Park) | Steven | IT | Consultation |
| 10/19/2021 | Item Type Consultation (Chicago Ridge) | Sam | Bib Srvs | Consultation |
| 10/20/2021 | SWAN Circulation Users | Crystal, Sam, Vickie, Michael, Steven, Tara, Claudia, Ian, Helen | UX, Bib Srvs, IT, Admin | Member meeting |
| 10/21/2021 | SWAN Outreach Users | Crystal | UX | Member meeting |
| 10/21/2021 | Fine Free Consultation (Itasca) | Vickie | IT | Consultation |
| 10/21/2021 | Cataloging Consultation (Theosophical Society) | Scott, Claudia | Bib Srvs | Consultation |
| 10/22/2021 | SWAN Board Meeting (Thomas Ford) | Aaron, Ginny, Dawne | Admin | Governance |
| 10/26/2021 | BLUEcloud Mobile Staff License Setup (Woodridge) | Vickie | IT | Consultation |
| 10/26/2021 | SWAN Fireside Chat #31 | Scott, Dawne, Aaron, Tara, Steven | Admin, Bib Srvs, IT, UX | Member meeting |
| 10/27/2021 | Consultation Site Visit (Riverdale) | Aaron, Dawne | Admin | Consultation |
| 20/27/2021 | Consultation Site Visit (Harvey) | Aaron, Dawne | Admin | Consultation |
| 10/28/2021 | SWAN RFID Users Group | Ian, Steven, Michael, Vickie | IT | Member meeting |
| 10/28/2021 | E-Resource Advisory | Robin, Tara, Vickie | UX, IT | Member meeting |
| 10/29/2021 | KitKeeper Pilot Meeting | Helen, Dawne | Admin | Research & Development |
| 11/1/2021 | Aspen Office Hours | Tara, Robin, Crystal, +others | UX | Training |
| 11/1/2021 | Circulation & ILL Office Hours | Dawne, Helen, Vickie, Crystal, Sam | Admin, UX, Bib Srvs, IT | Training |

| Date | Event Name | Attendees | Teams Represented | Topic |
|------------|---|--------------------------------------|-------------------|----------------|
| 11/3/2021 | Cataloging Office Hours | Scott, Sam, Claudia, Diane, Sue | Bib Srvs | Training |
| 11/3/2021 | BLUEcloud Analytics Office Hours | Dawne, Dave, Michael | Admin, IT | Training |
| 11/3/2021 | Fine Free Consultation (Indian Prairie) | Vickie | IT | Consultation |
| 11/4/2021 | Cataloging Advisory | Scott, Bib Srvs | Bib Srvs | Member meeting |
| 11/5/2021 | Quarterly Billing Consultation (Oak Park) | Helen | Admin | Consultation |
| 11/8/2021 | Acquisitions Cleanup Reports (Glen Ellyn) | Vickie | IT | Consultation |
| 11/9/2021 | Funds Reports (Indian Prairie) | Vickie | IT | Consultation |
| 11/10/2021 | SWAN Book Club Users | Helen, Dawne, Vickie | Admin, IT | Member meeting |
| 11/10/2021 | Academic & Special Libraries Consultation | Dawne | Admin | Training |
| 11/11/2021 | Consultation Site Visit (Dolton) | Dawne | Admin | Consultation |
| 11/12/2021 | Record Import Consultation (Theosophical Society) | Scott | Bib Srvs | Consultation |
| 11/15/2021 | Aspen Office Hours | Scott, Tara, Robin, Crystal, +others | UX | Training |
| 11/15/2021 | Consultation Site Visit (Calumet City) | Aaron, Dawne | Admin | Consultation |

Research & Development, Vendor Engagement

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community. Extensive interview time with IT staff primarily is indicated, relative to the security assessment work underway with Sikich.

| Date | Event Name | Attendees | Teams Represented | Topic |
|--|---------------------------------------|---|-------------------------|------------------------------|
| 10/18/2021 | Sikich Risk Assessment Interview #1 | Steven, Rudy | IT | Research & Development |
| Tuesdays: 10/19/2021- 11/16/2021 | ByWater - Aspen weekly pilot check-in | Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin | UX, Admin, IT, Bib Srvs | Research & Development |
| 10/21/2021 | OCLC Account Services Review | Aaron, Dawne, Scott, Helen | Admin, Bib Srvs | Vendor Relationship Building |
| 10/25/2021 | Sure Sailing | SWAN staff from all areas | Bib Srvs, IT, UX, Admin | Support |
| 10/25/2021, 11/8/2021 | Paylocity Time & Labor Consultation | Ginny, Aaron, Dawne | Admin | Support |
| 10/26/2021 | Media On Demand | Robin | UX | Collaboration |

| Date | Event Name | Attendees | Teams Represented | Topic |
|---------------------|---|--|-------------------------|------------------------------|
| 10/27/2021 | Sikich Risk Assessment Interview #2 | Steven, Rudy, Ian | IT | Research & Development |
| 10/28/2021 | Aspen Community Meeting | Tara, Robin, Scott, Aaron, Dawne | UX, Bib Svcs, Admin | Collaboration |
| 10/29/2021 | Sikich Risk Assessment Interview #3 | Steven, Rudy, Ian | IT | Research & Development |
| 10/29/2021 | Holds Management Discussion with CCS | Dawne, Tara | Admin, UX | Collaboration |
| 11/1/2021 | Sikich Risk Assessment Interview #4 | Steven, Rudy, Ian | IT | Research & Development |
| 11/2/2021-11/4/2021 | SirsiDynix Connections Summit | Aaron, Dawne, Rudy, Michael, Dave, Scott, Steven, Tara | Admin, UX, IT, Bib Svcs | Vendor Relationship Building |
| 11/3/2021 | Sikich Risk Assessment Interview #5 | Steven, Rudy, Ian, Dave | IT | Research & Development |
| 11/5/2021 | Sikich Risk Assessment Interview #6 | Steven, Aaron, Dawne | Admin, IT | Research & Development |
| 11/5/2021 | Sideload Discussion with Nashville Public Library | Robin | UX | Collaboration |
| 11/8/2021 | Aspen Release | Tara, Crystal, Robin, Steven | UX, Admin, Bib Svcs | Research & Development |
| 11/8/2021 | Sikich Risk Assessment Interview #7 | Steven, Aaron, Dawne, Ginny | Admin, IT | Research & Development |
| 11/9/2021 | Envisionware Vendor Check-In | Steven | IT | Vendor Relationship Building |
| 11/10/2021 | Sikich Risk Assessment Interview #8 | Steven, Rudy, Ian | IT | Research & Development |
| 11/15/2021 | Sure Sailing | SWAN staff from all areas | Bib Svcs, IT, UX, Admin | Support |

SWAN Assistant Director (Dawne Tortorella)

OCLC Services and Statistics

Working with OCLC's provisioning team for services, all services licensed by our libraries are now configured for enhanced use: Collection Manager and Record Manager, OCLC's web-based bibliographic and electronic resource management tools, have been activated in WorldShare Management Services for all SWAN libraries. SWAN staff have access to assist our libraries with holdings updates, serials coverage, and collection queries, as we have with WorldShare ILL.

In addition to activating these services across the board, SWAN can now access OCLC statistics for all SWAN libraries. The OCLC ILL statistics have been added to the monthly statistics published by SWAN. See the [SWAN Monthly Statistics](#) page for the following:

- OCLC SWAN Group Borrower Overview
- OCLC SWAN Group Lender Overview
- OCLC SWAN Group Summary

BLUEcloud Analytics Library Use Accounts – Password Updates

With our increased concern for patron privacy and security, coupled with large number of staff changes during the pandemic, it was time to reset BLUEcloud Analytics logins for the general library account. We know that difficult passwords present challenges to staff and will be working on ways to assist libraries in secure password management.

2022 Meeting Schedule Posted

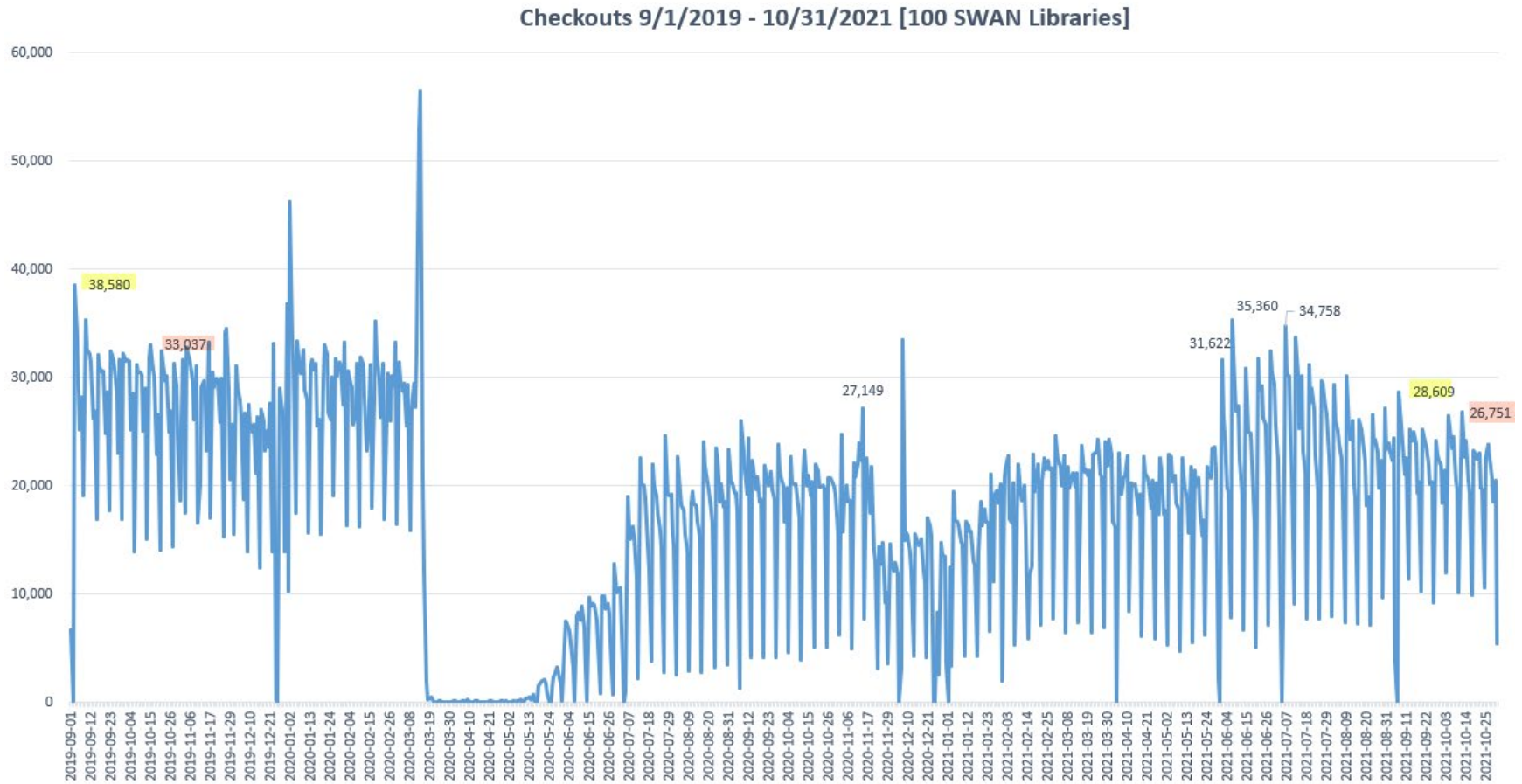
The 2022 SWAN user group meeting schedule has been posted in L2. We are working to complete the addition of monthly office hours and training sessions. We have 63 member meetings, 65 office hour sessions, and 12 training topics scheduled for 2022.

To see the SWAN 2022 events, visit L2 - <https://librarylearning.org/events?keyword=swan2022>

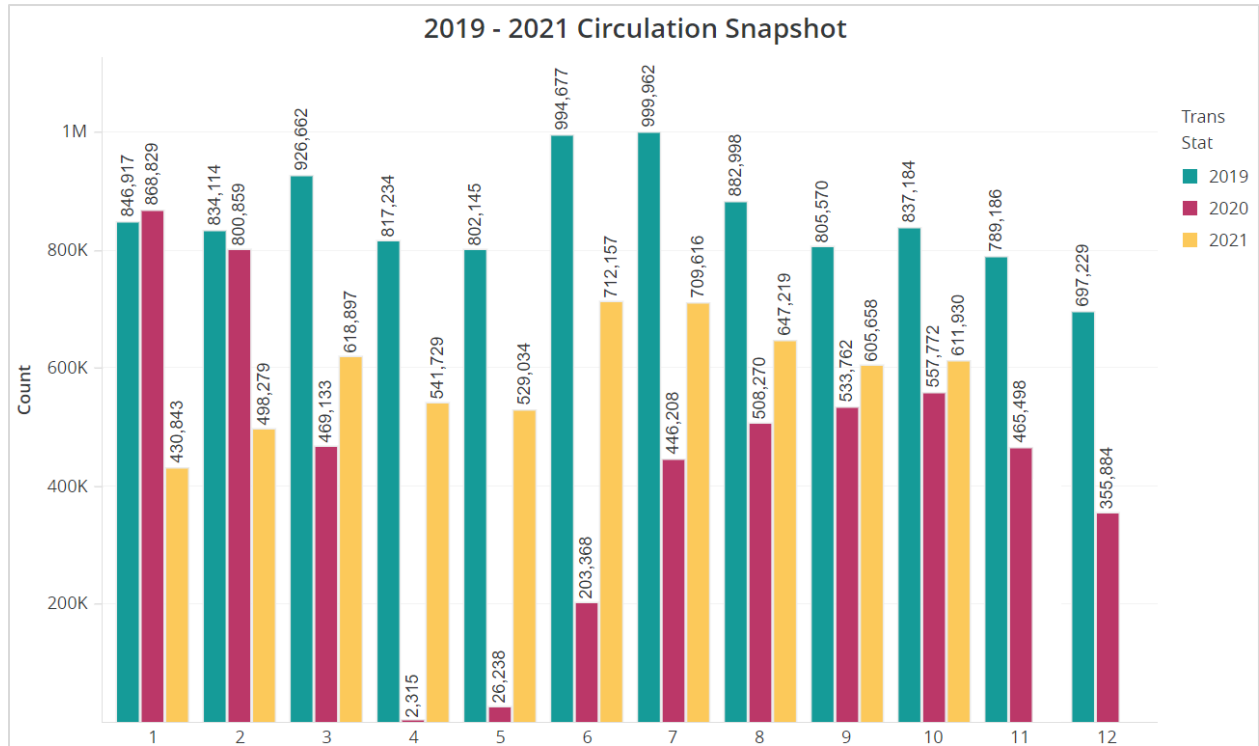
A look at the numbers

Monday circulation as heaviest day continues. While it may feel we can't get out of the COVID slump, looking at peak circulation days in September 2019 vs September 2021, and October 2019 vs October 2021 shows September 2021 high was 74% of 2019, October 2021 high was 81% of 2019. This shows promise.

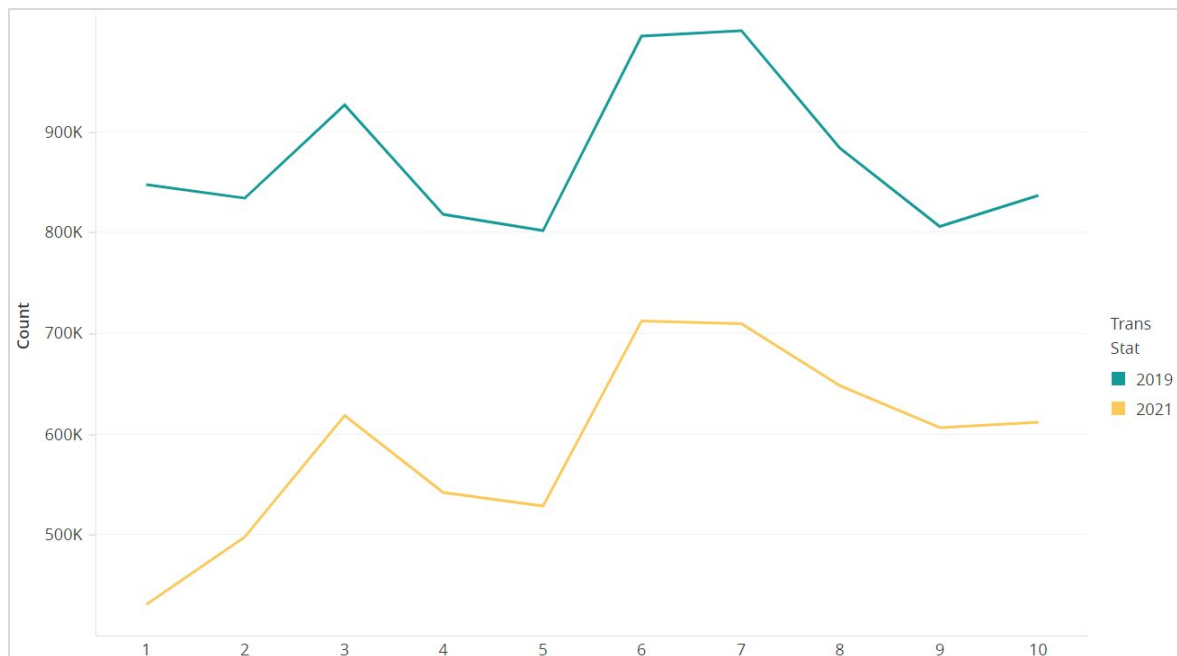
Circulation



Comparison of circulation, from January 2019 to October 2021, shows the month-to-month pattern of circulation over the pre-pandemic (2019), pandemic (2020), and current year (2021).



The consistent pattern of monthly highs/lows continues with a slightly less increase in 2021 October than 2019.

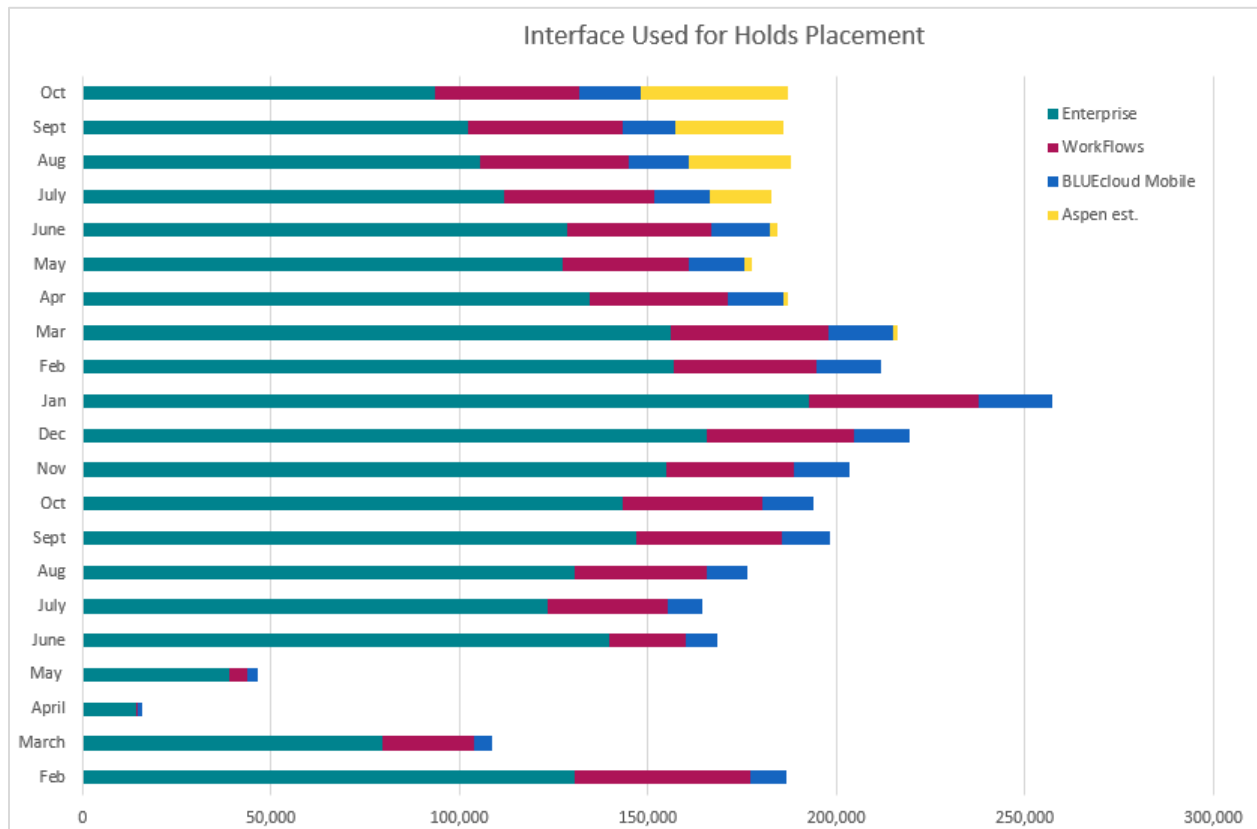


Hold

We continue to track where holds are placed and if initiated by patrons. Holds placed through the Aspen catalog account for 21% of holds placed in the system. Notice the last two lines in the chart below. As Aspen has replaced Enterprise, we see a decline in percentage of holds placed in Enterprise and an increase in Aspen.

| Hold Client | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Total |
|------------------------|---------|---------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|
| Enterprise | 130,418 | 79,426 | 14,232 | 39,091 | 139,859 | 123,369 | 130,554 | 146,813 | 143,171 | 154,839 | 165,671 | 192,620 | 156,930 | 156,104 | 134,491 | 127,413 | 128,638 | 111,989 | 105,235 | 102,339 | 93,572 | 1,907,588 |
| WorkFlows | 46,661 | 24,577 | 381 | 4,628 | 20,051 | 31,761 | 35,159 | 38,776 | 37,014 | 33,936 | 38,838 | 45,214 | 37,888 | 41,698 | 36,617 | 33,224 | 38,324 | 39,465 | 39,607 | 40,925 | 38,262 | 473,199 |
| BLUEcloud Mobile | 9,800 | 4,597 | 1,235 | 2,601 | 8,557 | 9,137 | 10,683 | 12,735 | 13,718 | 14,568 | 14,935 | 19,318 | 17,121 | 16,997 | 14,669 | 14,939 | 15,227 | 14,957 | 15,980 | 14,009 | 16,232 | 170,671 |
| Other Web Services | 1,814 | 951 | 167 | 212 | 1,410 | 1,196 | 1,995 | 2,104 | 2,320 | 2,681 | 2,673 | 3,541 | 2,975 | 3,000 | 3,000 | 1,600 | 2,000 | 2,200 | 1,800 | 1,900 | 661 | 30,039 |
| Unknown | 246 | 146 | 22 | 11 | 143 | 114 | 121 | 259 | 451 | 931 | 307 | 0 | 30 | 16 | 23 | 166 | 9 | 143 | 22 | 29 | 0 | 2,820 |
| Bookmyne | 317 | 95 | 11 | 18 | 41 | 167 | 129 | 185 | 212 | 97 | 88 | 93 | 73 | 59 | 77 | 107 | 50 | 42 | 101 | 73 | 58 | 1,662 |
| SIP2 | 27 | 31 | 0 | 0 | 0 | 9 | 18 | 12 | 18 | 2 | 0 | 1 | 6 | 2 | 3 | 0 | 3 | 3 | 4 | 2 | 7 | 129 |
| BLUEcloud Circ | 14 | 20 | 0 | 0 | 12 | 3 | 21 | 1 | 2 | 5 | 2 | 6 | 1 | 2 | 0 | 0 | 3 | 5 | 4 | 9 | 0 | 89 |
| Aspen est. | | | | | | | | | | | | | | 1,452 | 1,307 | 1,978 | 2,247 | 16,443 | 27,238 | 28,707 | 39,000 | 2,759 |
| | 189,297 | 109,843 | 16,048 | 46,561 | 170,073 | 165,756 | 178,680 | 200,885 | 196,906 | 207,059 | 222,514 | 260,793 | 215,024 | 219,330 | 190,187 | 179,427 | 186,501 | 185,247 | 189,991 | 187,993 | 187,792 | 2,588,956 |
| % Placed by Patron | 75% | 78% | 98% | 90% | 88% | 81% | 80% | 81% | 81% | 84% | 83% | 83% | 82% | 81% | 81% | 79% | 79% | 79% | 79% | 78% | 80% | 82% |
| % mobile apps | 6% | 5% | 9% | 6% | 6% | 6% | 7% | 8% | 8% | 9% | 8% | 9% | 9% | 9% | 9% | 9% | 9% | 9% | 9% | 9% | 9% | 8% |
| % Placed in Aspen | | | | | | | | | | | | | | 1% | 1% | 1% | 1% | 1% | 14% | 15% | 21% | |
| % Placed in Enterprise | | | | | | | | | | | | | | 71% | 71% | 71% | 69% | 60% | 55% | 54% | 50% | |

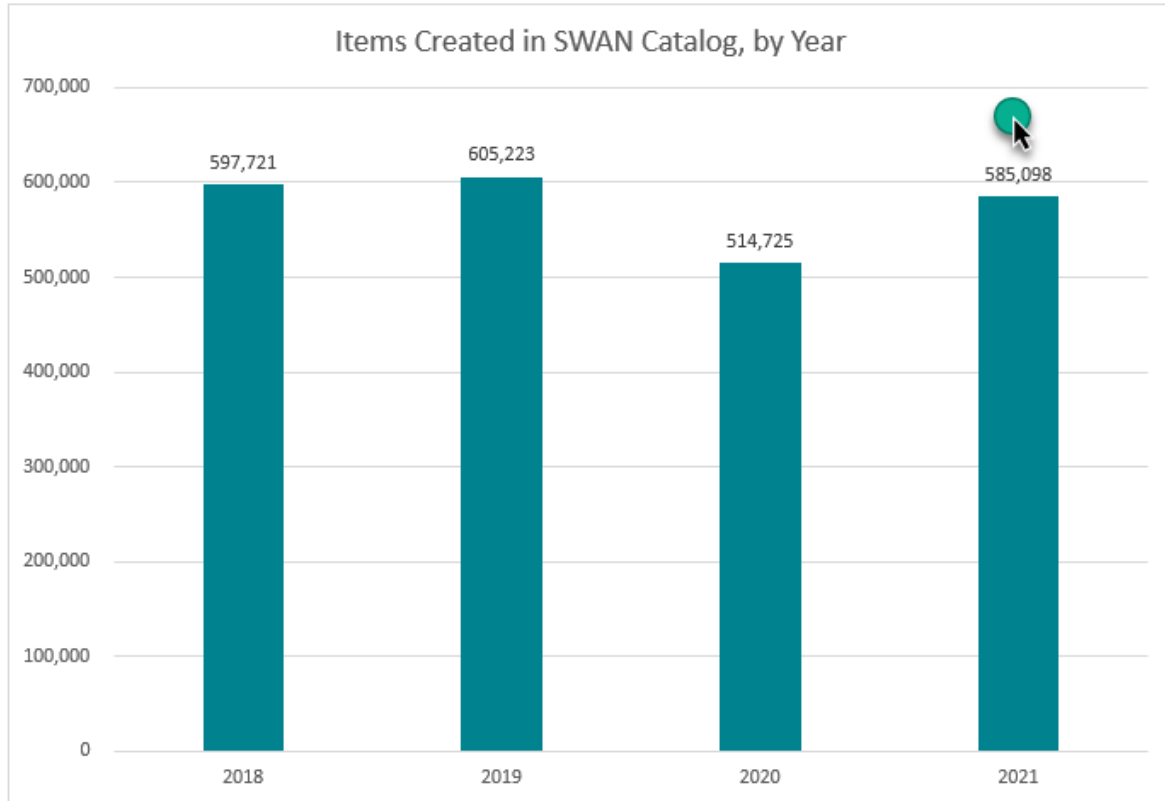
Aspen placed holds are shown in yellow and represent 21% of total holds placed in October.



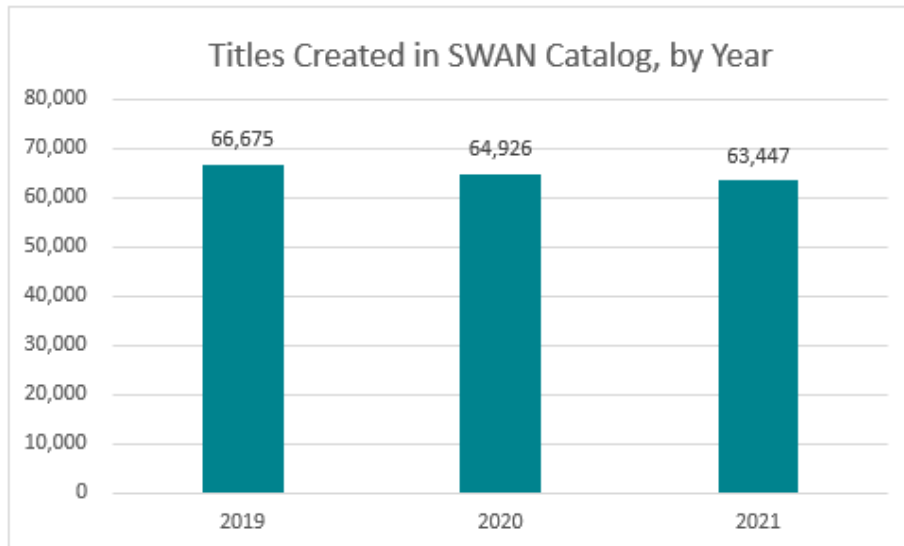
What about collection statistics?

The following chart illustrates the number of items added in the past 4 years by SWAN libraries as a composite. It is difficult to compare further back due to operational practices such as discarding of items. While there was a drop in items added in 2020, it was not as significant as expected.

With 6 weeks remaining in 2021, it is likely items created in 2021 will be on target with 2019 and perhaps exceed count of items added. The total 2021 items added is projected to be around 650,000. It may be that libraries were catching up from decrease in acquisitions in 2020 with the projected increase in 2021.



The number of catalog titles, unique bibliographic titles, created in the past 3 years is also steady. This shows the power of the consortium in procuring new titles, even when individual libraries may be unable to purchase materials at previous rate. Titles added in 2021 is projected to be around 63,500. These numbers show that SWAN libraries have maintained collection strength during the pandemic.



SWAN Bibliographic Services (Scott Brandwein)

Aspen Discovery

A common issue we are facing in Aspen Discovery is poor format identification of bibliographic records for pre-cats, vendor records, and some brief Library of Things records. ByWater has a fix we have developed in their software update queue, but implementation is still a few months off. Until we can get that fix, SWAN is working on a palliative solution to determine the criteria the Aspen algorithm uses to assign formats and determine the minimum requirements that we can apply to these brief records to get Aspen to recognize them properly. We hope to be able to implement a solution sometime in December. We will begin by targeting Library of Things formats, equipment, and Playaways since these appear to be the formats most often affected.

Cataloging Advisory

Cataloging Advisory met this month to discuss Aspen, BLUEcloud, English-language media imports, and the outlook of the group in 2022.

Regarding Aspen, we discussed current known issues. We also addressed whether we should make changes to cataloging policy to accommodate Aspen's record grouping setup for visual materials. Special consideration may be required for films that have the same title. Rather than implementing a blanket policy around visual materials, we decided that incidents of record grouping errors of films with the same name was low enough that educating catalogers and raising awareness was sufficient.

We also addressed library collection policy regarding materials – particularly media – that is available for import from the UK or Australia but not available in the U.S. While not strictly a cataloging issue, this was raised recently by a member library, so SWAN is interested in gathering information on how libraries handle this.

BTCat Pilot

Bibliographic Services will be embarking on a pilot of Baker & Taylor's cataloging client BTCat. We have seen a demo and find the tool compelling both for its integration into the Baker & Taylor ordering framework as well as its powerful templating and macro capabilities. While we are not actively looking to change our cataloging processes internally, we want to be familiar with this tool as a viable option for our membership. RAILS recently hosted a BTCat demo for Illinois libraries, so we hope to get ahead of any interest in the tool

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 October, there were 188 upgrades of minimal level records in OCLC to full records.

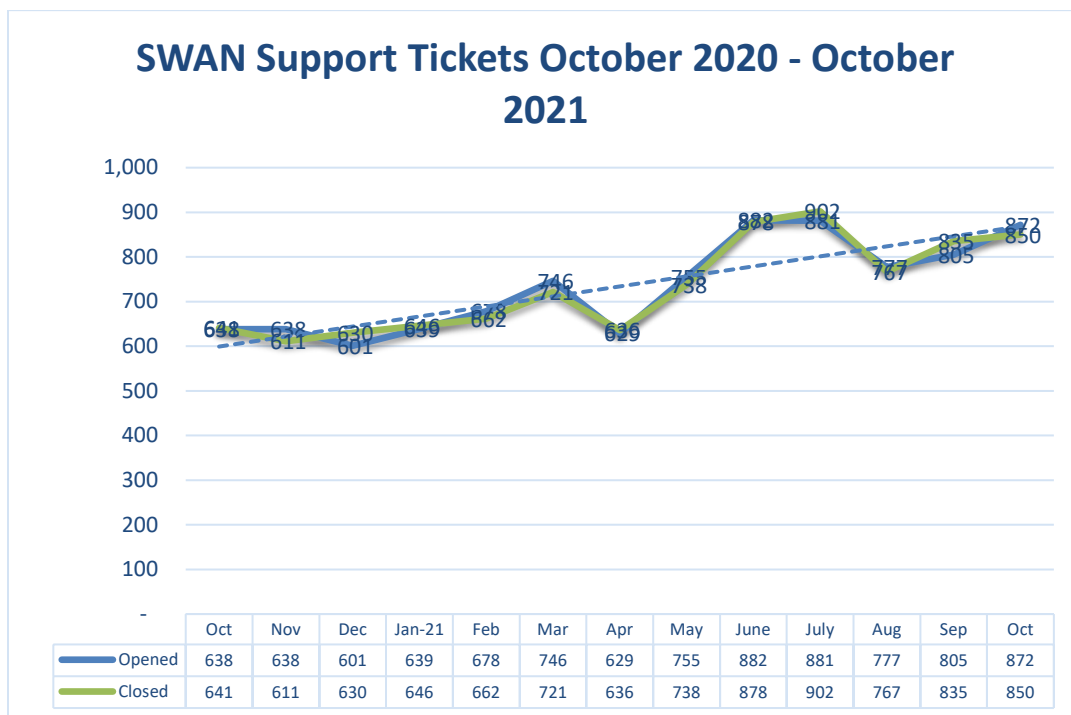
| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|
| Orig 2019 | 126 | 82 | 106 | 211 | 92 | 163 | 127 | 175 | 171 | 102 | 97 | 107 | 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 |
| Orig 2021* | 41 | 53 | 54 | 73 | 49 | 88 | 49 | 71 | 80 | 65 | | | |
| Copy 2021* | 1,632 | 1,847 | 1,911 | 1,480 | 1,720 | 1,756 | 1,580 | 1,916 | 2,367 | 1,463 | | | |

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

SWAN IT & System Support Services (Steven Schlewitt)

Support Tickets

Notable support ticket trends for the last month included questions regarding the Calumet City temporary library closure, and requests relating to the Aspen Discovery rollout, most of which were routed to the UX or Bib Services teams.



Tickets Submitted to SWAN

Aspen Project

- Aspen Overdrive harvest troubleshooting and go-live monitoring – Steven, Rudy, Ian with UX

Vendor Integrations

- Unique Management Services collections reports encryption and configuration – Rudy
- Comics Plus secure SIP2 integration updates for MTS – Ian with Robin (UX)
- LinkedIn Learning troubleshooting for TPS – Steven

General Projects

- Library Fine Free consultations and configuration – Vickie, Michael
- Geo-redundant backup testing and configuration for O365, Azure – Ian, Rudy, Steven
- SonicWall End of Life (EOL) hardware upgrade coordination – Rudy, Steven, Ian
- Patron Purge reports, system script creation and processing for 10yr inactive, BADADDRESS cleanup – Dave, Vickie, Steven with Dawne (Admin)
- Acquisitions fiscal cycle cleanup – Vickie with Dawne (Admin)
- Phishing and security tool assessments – Steven, Rudy, Ian
- Symphony Data Control setup and testing – Steven, Rudy, Michael
- Coursera course on customer service best practices – Steven, Dave, Michael, Vickie, Ian
- BLUEcloud Central user role testing and configuration – Dave with Dawne (Admin), Crystal (UX), Claudia (Bib Srvcs)
- FY23 IT budget estimates – Steven with Aaron (Admin)
- BLUEcloud Analytics password updates – Michael
- RFID library research, data collection, and support site listings – Ian
- SonicWall Multi-Factor Authentication for SWAN-maintained libraries – Rudy, Ian, Steven

SWAN RFID Users Group Meeting

The SWAN RFID Users Group meeting was held on October 28th via GoToMeeting, gathering representation from 3 of the RFID libraries. Topics discussed included RFID adjustments to accommodate the pandemic, RFID interoperability among SWAN libraries, a walkthrough of Brookfield's new sorter, and general vendor experiences.

SonicWall Hardware Replacements

The IT team have received 15 replacement SonicWall firewalls necessary to bring SWAN-managed library networks up-to-date and adequately secured. Steven coordinated a bulk purchase of the hardware through CDW-G, locking in a price of \$721.58 per unit, which will be billed back to each affected library following a successful installation. Steven, Rudy, and Ian are currently prepping the replacement hardware and coordinating site visits to the noted libraries, during which one of the IT staff will swap out the old hardware for the replacement. In most cases, the process takes less than 10 minutes. The team plan to have the installations completed by the end of the year, ensuring the latest, most secure firewall hardware across our libraries along with secured admin logins using Multi-Factor Authentication.

Sikich Risk Assessment & Security Initiative

The first phase of the Sikich Risk Assessment continued this month with IT and Admin staff meeting for eight interviews with Sikich contractors to elaborate on SWAN’s policies and practices. Topics discussed in these meetings ranged from login access control and standard server configuration to in-house training and onboarding/offboarding procedures. As topics are discussed, opportunities for improvement are quickly coming to light, which will be reflected in Sikich’s assessment. With the interviews now complete, Sikich will evaluate the documentation and responses to draft the formal risk assessment based on the NIST SP 800-171 standard. Sikich, Steven, Dawne, and Aaron will now meet biweekly to discuss progress on the assessment.

Continuing Education

Dave, Vickie, Ian, Michael, and Steven completed a 4-week course through Coursera, “Customer Service Fundamentals”, which focused on timely responses and best practices in navigating difficult support inquires.

Email Notice Tracking (Last 6 Months)

| Reading Date | Total Emails Sent | Success Rate | Bounces | Marked SWAN as SPAM |
|--------------|-------------------|------------------|-------------|---------------------|
| 6/10/2021 | 325,220 | 98.68% (320,939) | 0.08% (264) | 0.00% (10) |
| 7/15/2021 | 381,491 | 97.86% (373,312) | 0.13% (479) | 0.00% (14) |
| 8/20/2021 | 425,380 | 96.86% (412,016) | 0.09% (378) | 0.00% (6) |
| 9/10/2021 | 403,327 | 97.64% (393,825) | 0.08% (317) | 0.00% (13) |
| 10/12/2021 | 411,748 | 97.40% (401,050) | 0.11% (452) | 0.00% (18) |
| 11/10/2021 | 412,684 | 97.55% (402,569) | 0.24% (983) | 0.01% (47) |

Phone Notice Tracking (Last 6 Months)

| Reading Date | Total Calls Attempted | Success Rate | Failed |
|--------------|-----------------------|---------------|-------------|
| 6/10/2021 | 4233 | 94.92% (4018) | 4.79% (203) |
| 7/15/2021 | 7636 | 96.56% (7373) | 3.44% (263) |
| 8/20/2021 | 9366 | 96.48% (9036) | 3.52% (330) |
| 9/10/2021 | 5594 | 96.53% (5400) | 3.46% (194) |
| 10/12/2021 | 9185 | 96.79% (8899) | 3.11% (286) |
| 11/10/2021 | 8540 | 96.64% (8253) | 3.36% (287) |

Outage Tracking (as of 11/12/2021)

| Date | Time | Elapsed (Min) | Service | Planned? | Lib Hours? | Reason |
|------------|-------|---------------|--------------|----------|------------|--------------------------|
| 10/17/2021 | 20:37 | 10 | Symphony | Yes | No | Planned system patching. |
| 10/17/2021 | 20:37 | 10 | Web Services | Yes | No | Planned system patching. |

SWAN User Experience (Tara Wood)

User Groups

Circulation Advisory

Welcome to Pam Kamin from Glenside Public Library, our newest member of Circulation Advisory! The next Circulation Advisory meeting is November 17th and will focus on BLUEcloud Circulation.

Circulation Users

Circulation Users met October 20th. Topics included special use library cards, RAILS bin procedures, and a discussion on difficulties hiring part-time positions.

Discovery and User Experience Advisory

DUX met on November 11th for the last meeting of the year. Discussion topics centered around Aspen's determination of formats, how facets work in Aspen, and usability of the advanced search feature for staff. In addition, the group completed a brainstorming activity to develop usability testing tasks.

E-Resources Advisory

E-Resources Advisory met for the last meeting of the year on October 28th. Topics included evaluating EBSCO usage and recommendations for the Year 3 database options and Open Archives.

Outreach Users

The final meeting of the Outreach User Group was October 21st. This was a great group to support libraries getting started in using the Outreach module, but at this time there is no longer a need for a dedicated SWAN user group. Any libraries using the Outreach module are welcome to join the Circulation/ILL Office Hours, and there are several professional groups that support library outreach including [ABOS](#).

Aspen rollout

The first cohort is live! This is a significant milestone, and we want to thank all the libraries that went live for your hard work and preparation.

The Cohort 2 rollout begins January 10th with the [Cohort 2 Aspen Kickoff Meeting](#). Tara, Robin, Scott, and Crystal meet next week for an Aspen training post-mortem to evaluate what went well in the Cohort 1 trainings and what we would like to do better or add for Cohort 2.

Research and development

In the September meeting, DUX completed an activity to prioritize the current Aspen enhancement requests, viewable in Known Issues on the SWAN support site:

<https://support.swanlibraries.net/help/known-issues>

Since that meeting, we have closed the following issues and enhancement requests:

- [Bug fix for hold preference settings](#)
- [Redesign font sizes](#)
- [Volume-level Holds Issues](#)
- [Purchase suggestions – force a format selection](#)

- [Hoopla not grouped in some cases](#)
- [Use DVD instead of Blu-Ray images for grouped movies](#)

The top priorities to the end of the year are:

- [Fines payment in Aspen](#)
- [PIN resets for cards that have previously not logged in](#)
- Development needed for upcoming Overdrive API changes

PayPal integration with Aspen is complete for the patron-facing functionality, but some additional reporting features are needed for the reconciliation process to link fines paid to the library catalog they were paid on. We anticipate this will be complete by the end of the year.

Robin also met with Nashville Public Library staff to share processes and discuss potential improvements for managing sideloaded content – e-resource MARC records that are directly loaded into the catalog.

BLUEcloud Circulation

Crystal is preparing to rollout BLUEcloud Circulation to the members of Circulation Advisory at the November 17th meeting. After an initial demonstration, Circulation Advisory staff will complete training in BLUEcloud Circulation and begin using in their day-to-day work, completing several assignments to test features and provide feedback.

Crystal has also been working closely with SirsiDynix to provide input into the BLUEcloud Circulation SPP and shape the development roadmap. We are anticipating hold shelf and pick list functionality by the end of the year.

Encrypted SIP2

Robin worked with Ian to setup the first TLS encrypted SIP2 connection for SWAN, for Comics Plus for Matteson Public Library. SIP2 connections natively are not secure, especially with vendors, so the adoption of encrypted of SIP2 is a welcome development in the library industry.

Google Scholar

Robin worked with Jennifer Cottrill at Midlothian Public Library in a small pilot of the EBSCO Discovery Service (EDS) integration with Google Scholar.

Through this integration, results for EBSCO database articles can appear in Google Scholar results for patrons that opt into the Library Links feature in Google Scholar. The pilot revealed that this integration is likely not beneficial for public libraries. Patrons would have to know to “opt in” to the Library Links; in addition, Google Scholar provides open-access articles of varying quality along with the EBSCO resources, and patrons would be better served searching articles in the catalog or directly through the EBSCO databases.

While this experiment didn’t lead to a new service, we’re glad for the learning experience and Midlothian’s willingness to try this out with us!

Continuing education

Crystal completed course through Library Juice Academy, "Online Instructional Design", in support of her course development design.

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

| DATE | MEETING TYPE | ACTION ITEMS |
|-------------------------------|--|---|
| Thursday, July 1, 2021 | | SWAN FY21 Budget goes into effect. |
| Friday, July 23, 2021 | Regular SWAN Board Meeting | Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation. |
| Friday, August 20, 2021 | Regular SWAN Board Meeting | Decision if meeting will meet a quorum |
| Friday, August 20, 2021 | SWAN Expo | CANCELLED Annual conference at Moraine Valley Community College |
| Thursday, September 2, 2021 | Quarterly | Introduce new SWAN Board members |
| Wednesday, September 15, 2021 | | RAILS LLSAP Funding application due |
| Friday, September 17, 2021 | Regular SWAN Board Meeting | Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board. |
| October | | RAILS reviews LLSAP grant applications and determines awards |
| Friday, October 22, 2021 | Regular SWAN Board Meeting | Aaron begins work on FY23 budget, brings questions to SWAN Board if needed. |
| Wednesday, November 17, 2021 | Finance Committee | Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed. |
| Friday, November 19, 2021 | Regular SWAN Board Meeting (Glen Ellyn) | Board accepts FY21 audit. |
| | | Aaron to bring FY23 Budget draft; Board discuss Fees and determines next steps. |
| | | Set Board approves meeting dates for 2022 calendar. |
| Thursday, December 2, 2021 | Quarterly | Announce FY23 Budget Process |
| Friday, December 17, 2021 | Regular SWAN Board Meeting (Glen Ellyn) | Review of FY23 Budget Draft. |
| | | Approve FY23 LLSAP grant agreement |
| Friday, January 21, 2022 | Regular SWAN Board Meeting (La Grange) | Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review. |
| | | Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review. Review Succession Plan for ED. |
| | SWANcom | Board present draft budget to membership. |
| January 2022 (TBD) | SWANcom | Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting. |
| Monday, January 31, 2022 | | Signed LLSAP grant agreements due to RAILS |
| Tuesday, February 22, 2022 | Membership Meeting | Meeting to discuss FY23 budget, fees, and reserves worksheet. |
| Friday, February 18, 2022 | Regular SWAN Board Meeting (La Grange) | Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review. |
| | | Review Board Election Timetable. |
| | | Yearly review of SWAN Bylaws; establish committee if needed. |
| Thursday, March 3, 2022 | Quarterly | Roll call vote to approve SWAN budget. Announce Board election process. |
| Friday, March 18, 2022 | Regular SWAN Board Meeting (Midlothian) | Determine if Personnel Committee meeting is needed. |
| | | Ratify budget |

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

| DATE | MEETING TYPE | ACTION ITEMS |
|-----------------------------|---|---|
| March 2022 (TBD) | Personnel Committee [if needed] | SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations. |
| Friday, April 15, 2022 | Regular SWAN Board Meeting (Midlothian) | Review and approve Board Self Evaluation Form; assign date for completion. |
| | | Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment. |
| May 2022 (TBD) | SWANcom | Announce election info. |
| Friday, May 20, 2022 | Regular SWAN Board Meeting (Bloomingdale) | Review Board Self-Evaluation Results. |
| | | Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion. |
| Thursday, June 2, 2022 | Quarterly | Board Election Results. Vote on Bylaw amendments (if any). |
| Friday, June 17, 2022 | Regular SWAN Board Meeting (Bloomingdale) | Review/Write Off Allowance for Doubtful Accounts |
| | | RAILS provides FY24 consortial support grant applications to consortia. |
| | | Director Evaluation - Provide results and discuss (Executive Session). |
| Thursday, June 30, 2022 | | OCLC State-wide Group Services Agreement Ends |
| Friday, July 1, 2022 | | SWAN FY22 Budget goes into effect |
| | | FY23 RAILS LLSAP grant payments and in-kind services begin |
| Friday, July 15, 2022 | Regular SWAN Board Meeting | Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation. |
| Sunday, July 31, 2022 | | FY23 LLSAP Grant semiannual report due to RAILS |
| Friday, August 19, 2022 | Regular SWAN Board Meeting | If needed |
| Thursday, September 1, 2022 | Quarterly | Introduce new SWAN Board members |
| Friday, September 16, 2022 | Regular SWAN Board Meeting | Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board. |
| Friday, October 21, 2022 | Regular SWAN Board Meeting | Aaron begins work on FY24 budget, brings questions to SWAN Board if needed. |
| Friday, November 18, 2022 | Regular SWAN Board Meeting | Board accepts FY22 audit. |
| | | Aaron to bring FY24 Budget draft; Board discuss Fees and determines next steps |
| | | Set Board approves meeting dates for 2023 calendar |
| Thursday, December 1, 2022 | SWAN Quarterly Meeting | |
| Friday, December 16, 2022 | Regular SWAN Board Meeting | Review of FY24 Budget Draft |
| | | Approve FY24 LLSAP grant agreement |
| Tuesday, January 31, 2023 | | FY23 LLSAP Grant semiannual reports due to RAILS |

SWAN Board & Membership Meeting Schedule 2022

Proposed schedule for approval by SWAN Board

| | |
|-----------------------------|---|
| Friday, January 21, 2022 | Regular SWAN Board Meeting (La Grange) |
| Tuesday, February 22, 2022 | Membership Meeting |
| Friday, February 18, 2022 | Regular SWAN Board Meeting (La Grange) |
| Thursday, March 3, 2022 | Quarterly |
| Friday, March 18, 2022 | Regular SWAN Board Meeting (Midlothian) |
| Friday, April 15, 2022 | Regular SWAN Board Meeting (Midlothian) |
| Friday, May 20, 2022 | Regular SWAN Board Meeting (Bloomingdale) |
| Thursday, June 2, 2022 | Quarterly |
| Friday, June 17, 2022 | Regular SWAN Board Meeting (Bloomingdale) |
| Friday, July 15, 2022 | Regular SWAN Board Meeting |
| Friday, August 19, 2022 | Regular SWAN Board Meeting |
| Thursday, September 1, 2022 | Quarterly |
| Friday, September 16, 2022 | Regular SWAN Board Meeting |
| Friday, October 21, 2022 | Regular SWAN Board Meeting |
| Friday, November 18, 2022 | Regular SWAN Board Meeting |
| Thursday, December 1, 2022 | SWAN Quarterly Meeting |
| Friday, December 16, 2022 | Regular SWAN Board Meeting |

SWAN Budget Information & Guidelines

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

SWAN Board meeting draft 11/19/2021

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 prior budget reduced expenses and froze various budget lines in an effort to reflect the changing services brought upon SWAN by the global pandemic. This budget continues to freeze expenses associated with SWAN's annual in-person conference, and has reduced expenses or eliminated services deemed no longer necessary.

Reduced Revenue: Money Market Interest & RAILS Grant Funding

RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691 last budget. The funding from RAILS for this year's budget increased by \$4,283. Combined with the continued loss of interest revenue from the Money Market account, a total of \$XXXX revenue loss needed to be generated in an increase to membership fees at an overall rate of X.X%.

Aspen Discovery

The Aspen Discovery catalog will replace Enterprise for this budget year. Enterprise subscription of \$58,735 will be removed from the May 1, 2022 SirsiDynix annual maintenance. However, SWAN is hosting Aspen Discovery and that expense will be part of the 5420 budget line.

EBSCO Subscription Group Purchase

SWAN negotiated a year-2 group-purchase for all 88 public libraries for EBSCO subscription e-content. SWAN's User Experience team will provide assistance to all libraries, proxy links the database choices, and integrate these with each library's Article Search.

New: BLUEcloud Circulation & Delivery Label Printing

This budget anticipates a transition to BLUEcloud Circulation as the main library staff client interface for primary desk functions. With that transition, SWAN libraries will begin to use the automatic delivery label generated. The adoption of this feature will require using restick printers throughout the SWAN membership. This budget will utilize reserve funds for the purchase of 100 printers to be installed at libraries.

New: Beanstack

SWAN will purchase a license for all libraries to use Beanstack for library reading programs. The shared platform will cost \$5,000 annually, and libraries that do not currently have this platform are free to use SWAN's provided Beanstack.

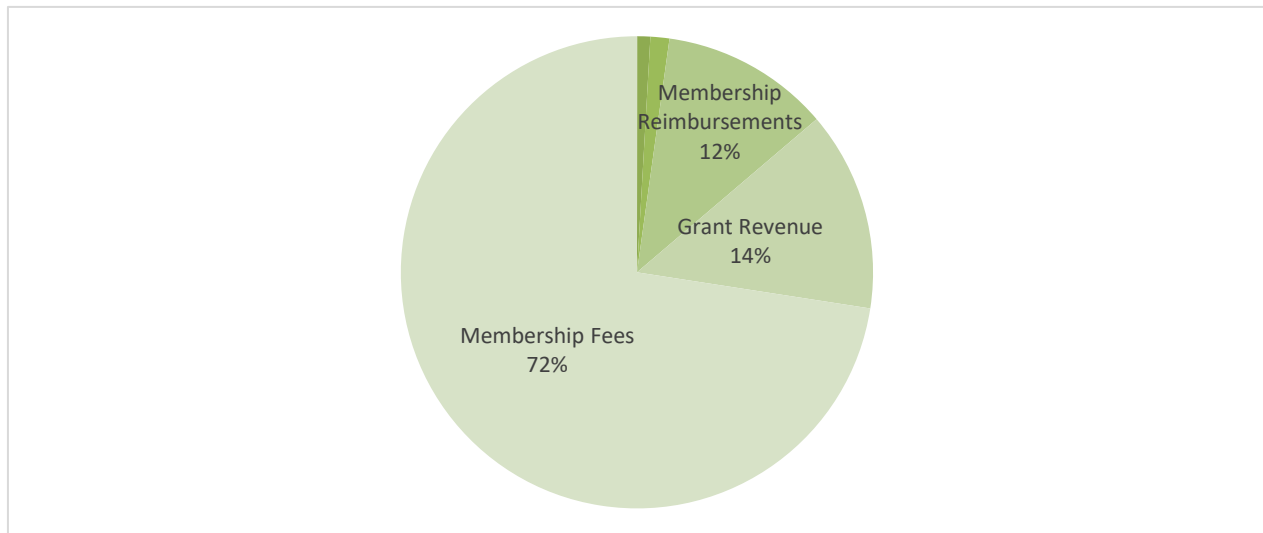
No New Libraries

SWAN will add libraries every other year, so FY23 would have been a year to add libraries, but no libraries reached the phase of requesting membership in SWAN.

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 the group-purchase expense and revenue as a pass-through.

Revenue



Membership Fees

4010 SWAN Full Membership Fees \$2,852,326

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. Membership fee revenue 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 FY24 membership fees are based on the 2019 tax year.

4011 SWAN Internet Access Membership Fees \$0
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 FY23 budget.

4190 Member Group Purchase Receipts \$445,686
Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 3. Additional group purchases are ongoing with renewals with Envisionware for self-check software, Curbside Communicator, ProPay swipes, additional restick printers (for libraries wanting/needing more than 1 printer provided). This budget includes a new service for a group of selected libraries for purchasing rental copies of books and movies from Baker & Taylor to be shared exclusively by those participating libraries.

Reimbursement for Losses

4220 Reimbursement Losses for Resource Sharing \$50,000
Revenue associated with reimbursement for ILL or reciprocal borrowing with libraries outside of the SWAN consortium, e.g. Chicago Public Library.

4230 Collection Agency Fees \$0
SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices.

Grant Revenue

4310 RAILS Support to SWAN \$527,381
RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY23 to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691 last budget. The funding from RAILS for this year's budget increased by \$4,283.

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 FY23 budget does not plan for an annual conference.

Investment & Interest

4510 Interest Income \$1,000

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

4520 Investment Income \$0

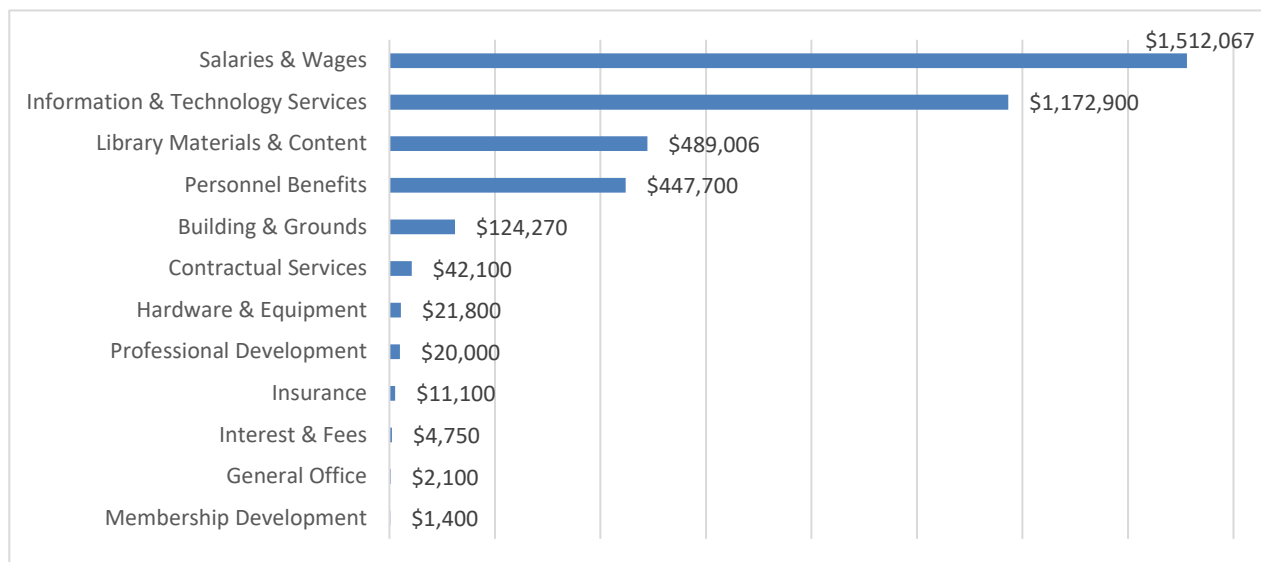
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600 Reserve Fund Transfer \$34,000

One delivery label printer will be purchased for each library with the expense being offset by SWAN cash reserves.

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,512,067
SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. There is one proposed position that is on hold that this budget could support.

Personnel Benefits

5021 Social Security Taxes \$90,000
Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). The lower expense is due to position attrition.

5022 State Unemployment Insurance -
Organization pays unemployment directly should it be required.

5023 Worker's Compensation \$3,000
Organization insurance provided by insurance vendor.

5024 Retirement Benefits \$123,000
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 \$228,800
Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY23 rates from LIMRiCC have increased with the second year renewal with Aetna. However, this budget reflects a reduction due to changes within SWAN positions.

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

5085 Staff Wellness \$400
Benefit offered to SWAN employees for participation within the employee Wellness Plan which includes incentives for breaktimes for walking, pedometers, exercise, and healthy lifestyles. No change from the prior budget.

Building & Grounds

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

5110 Rent/Lease \$113,160
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 FY23. 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 2021, this expense is lower for this budget.

5130 Property Insurance \$650

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 \$1,560

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

5150 Custodial Service & Supplies \$3,200

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

5190 Other Building Maintenance \$0

Used for alarms and security cameras related to facility expense.

Professional Development

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

5210 Conference Travel \$6,000

SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. There is planned conference travel in the FY23 budget.

5220 Staff Meetings \$400

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

5230 Staff Professional Development \$6,800

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 FY23 budget reduced some of the online learning expenses for employees.

5260 Online Learning \$3,500
SWAN employees will participate in online learning with security,

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 \$1,400
The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel expenses are reduced for the budget due to the pandemic, but some mileage reimbursement will occur.

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

5350 Marketing & Promotional Material \$0
Expenses related to printing library promotional material such as bookmarks or brochures.

5399 Annual Conference \$0
SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo for 2022 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 \$0
Budget line eliminated since FY22: combined with 5430 Server Software Licensing.

5420 Application Software Licensing \$20,600

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 \$90,600

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. 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 \$984,200

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 FY23, SirsiDynix expenses are budgeted for \$XXX, OCLC at \$XXX, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$XXX total. This line includes licensing three libraries to licensing for OCLC, EBSCO Discovery Services, and OpenAthens. This year has support from ByWater Solutions for SWAN's Aspen Discovery Services at \$85,000.

5450 Data Management Services \$30,500

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 \$13,000 annually.

5460 Information Subscription Service \$77,100

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 \$14,400

SWAN's support platform includes remote desktop assistance to library staff, online training, and remote monitoring of systems for SWAN on-call staff. This budget adds a learning management system for organizing SWAN courses for library staff certification in areas of SWAN's library services platform. 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 \$14,500

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

5490 Group Purchases - Services \$5,900

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 FY23 is Curbside Communicator with Unique Management, which is an 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 \$600

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 2022 will be suspended due to the global pandemic.

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 FY23.

5860 Notification & Collection \$16,900

SWAN has contracted with a vendor to print all user notices through Unique Management Services. The FY23 budget anticipates expenses for notice printing to continue to be lower based on actual 12 months use prior to the pandemic. New to this budget is Unique Management automation of phone notification as a monthly expense.

5870 Recruitment \$0

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 FY23 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 \$0

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 \$50,000

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 \$10,000

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 \$429,006

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY23. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010 Bank Fees \$4,700

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

6020 Merchant Account Fees \$50

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

6030 Interest Payment \$0

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

6099 Annual Conference Merchant Fees \$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 \$3,607

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

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

6130 Vacation Expense \$0

Per GASB, Vacation Expense is the account created to segregate the amount of the expense incurred by SWAN for the current years' addition or subtraction to the balance of earned but unused staff vacation time. 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.

| | |
|----------|-------------|
| Expenses | \$3,914,093 |
| Revenue | \$3,910,393 |

SWAN Budget Summary

| SWAN Budget | FY22 Budget | FY23 Budget | Change |
|--|--------------------|--------------------|--------------------|
| 4000 Membership Fees | \$2,921,563 | \$2,856,026 | (\$65,538) |
| 4100 Membership Reimbursements | \$463,984 | \$445,686 | (\$18,298) |
| 4200 Reimbursement for Losses | \$30,900 | \$50,000 | \$19,100 |
| 4300 Grant Revenue | \$522,691 | \$527,381 | \$4,690 |
| 4400 Registration & Event Receipts | \$0 | \$0 | \$0 |
| 4500 Investment & Interest | \$2,000 | \$1,000 | (\$1,000) |
| 4600 Reserve Fund Transfer | \$90,000 | \$34,000 | (\$56,000) |
| Total Revenue | \$4,031,138 | \$3,914,093 | (\$117,046) |
| 5000 Salaries & Wages | \$1,546,800 | \$1,512,067 | (\$34,733) |
| 5020 Personnel Benefits | \$500,000 | \$447,700 | (\$52,300) |
| 5100 Building & Grounds | \$125,854 | \$124,270 | (\$1,584) |
| 5200 Professional Development | \$18,700 | \$20,000 | \$1,300 |
| 5300 Membership Development | \$2,600 | \$1,400 | (\$1,200) |
| 5400 Information & Technology Services | \$1,255,200 | \$1,231,900 | (\$23,300) |
| 5500 General Office | \$3,000 | \$2,100 | (\$900) |
| 5600 Hardware & Equipment | \$4,700 | \$21,800 | \$17,100 |
| 5700 Insurance | \$9,400 | \$11,100 | \$1,700 |
| 5800 Contractual Services | \$103,060 | \$42,100 | (\$60,960) |
| 5900 Library Materials & Content | \$485,584 | \$489,006 | \$3,422 |
| 6000 Interest & Fees | \$3,740 | \$4,750 | \$1,010 |
| Total Operating Expenses | \$4,058,638 | \$3,908,193 | (\$150,446) |
| 6100 Asset Management | \$4,522 | \$3,607 | (\$915) |
| Excess of revenues over (under) estimated expenses | \$21,500 | \$0 | |

| Revenue & Expense Budget | | FY21 Actual | FY22 Budget | FY23 Budget | Change |
|--------------------------|---|--------------------|--------------------|--------------------|--------------------|
| Revenue | | | | | |
| 4000 | Membership Fees | | | | |
| 4010 | SWAN Full Membership Fees | \$2,840,906 | \$2,917,863 | \$2,852,326 | (\$65,538) |
| 4011 | SWAN Internet Access Membership Fees | \$3,638 | \$3,700 | \$3,700 | \$0 |
| 4100 | Membership Reimbursements | | | | |
| 4110 | Member One-Time Project Receipts | \$516 | \$0 | \$0 | \$0 |
| 4190 | Member Group Purchase Receipts | \$427,239 | \$463,984 | \$445,686 | (\$18,298) |
| 4200 | Reimbursement for Losses | | | | |
| 4220 | Reimbursement Losses for Resource Sharing | \$50,905 | \$30,000 | \$50,000 | \$20,000 |
| 4230 | Collection Agency Fees | \$0 | \$900 | \$0 | (\$900) |
| 4300 | Grant Revenue | | | | |
| 4310 | RAILS Support to SWAN | \$562,018 | \$522,691 | \$527,381 | \$4,690 |
| 4320 | Other Grant Revenue | \$43,762 | \$0 | \$0 | \$0 |
| 4400 | Registration & Event Receipts | | | | |
| 4499 | Annual Conference Receipts | \$0 | \$0 | \$0 | \$0 |
| 4500 | Investment & Interest | | | | |
| 4510 | Interest Income | \$1,069 | \$2,000 | \$1,000 | (\$1,000) |
| 4520 | Investment Income | | \$0 | \$0 | \$0 |
| 4600 | Reserve Fund Transfer | \$30,637 | \$90,000 | \$34,000 | (\$56,000) |
| Total Revenue | | \$3,960,690 | \$4,031,138 | \$3,914,093 | (\$117,046) |
| Expenses | | | | | |
| 5000 | Salaries & Wages | \$1,369,957 | \$1,546,800 | \$1,512,067 | (\$34,733) |
| 5020 | Personnel Benefits | | | | |
| 5021 | Social Security Taxes | \$89,100 | \$118,400 | \$90,000 | (\$28,400) |
| 5022 | State Unemployment Insurance | \$8,930 | - | - | |
| 5023 | Worker's Compensation | \$3,984 | \$3,000 | \$3,000 | \$0 |
| 5024 | Retirement Benefits | \$121,168 | \$140,900 | \$123,000 | (\$17,900) |
| 5025 | Health, Dental, Life And Disability Insurance | \$207,768 | \$234,600 | \$228,800 | (\$5,800) |
| 5026 | Tuition Reimbursements | \$0 | \$2,500 | \$2,500 | \$0 |
| 5085 | Staff Wellness | \$259 | \$600 | \$400 | (\$200) |
| 5100 | Building & Grounds | | | | |
| 5110 | Rent/Lease | \$120,907 | \$110,104 | \$113,160 | \$3,056 |
| 5120 | Utilities | \$7,213 | \$5,700 | \$5,700 | \$0 |
| 5130 | Property Insurance | \$1,640 | \$0 | \$650 | \$650 |
| 5140 | Repairs & Maintenance | \$1,536 | \$1,050 | \$1,560 | \$510 |
| 5150 | Custodial Service & Supplies | \$3,185 | \$9,000 | \$3,200 | (\$5,800) |
| 5190 | Other Building Maintenance | \$0 | \$0 | \$0 | \$0 |
| 5200 | Professional Development | | | | |

| Revenue & Expense Budget | | FY21 Actual | FY22 Budget | FY23 Budget | Change |
|--------------------------|--|----------------|----------------|-----------------|----------------|
| 5210 | Conference Travel | \$337 | \$2,500 | \$6,000 | \$3,500 |
| 5220 | Staff Meetings | \$334 | \$600 | \$400 | (\$200) |
| 5230 | Staff Professional Development | \$6,757 | \$8,800 | \$6,800 | (\$2,000) |
| 5240 | Professional Association Membership Dues | \$1,521 | \$2,500 | \$2,500 | \$0 |
| 5250 | Educational Material | \$91 | \$800 | \$800 | \$0 |
| 5260 | Online Learning | \$3,925 | \$3,500 | \$3,500 | \$0 |
| 5300 | Membership Development | | | | |
| 5310 | Travel Reimbursement | \$507 | \$1,400 | \$1,400 | \$0 |
| 5320 | Membership Meetings | \$0 | \$0 | \$0 | \$0 |
| 5350 | Marketing & Promotional Material | \$2,616 | \$1,200 | \$0 | (\$1,200) |
| 5399 | Annual Conference | \$0 | \$0 | \$0 | \$0 |
| 5400 | Information & Technology Services | | | | |
| 5410 | Infrastructure Licensing | \$45,960 | \$0 | \$0 | \$0 |
| 5420 | Application Software Licensing | \$20,436 | \$22,000 | \$20,600 | (\$1,400) |
| 5430 | Server Software Licensing | \$1,958 | \$62,000 | \$90,600 | \$28,600 |
| 5440 | Library Services Platform | \$952,242 | \$1,036,800 | \$984,200 | (\$52,600) |
| 5450 | Data Management Services | \$17,193 | \$27,500 | \$30,500 | \$3,000 |
| 5460 | Information Subscription Service | \$83,186 | \$76,600 | \$77,100 | \$500 |
| 5470 | Subscription Support Services | \$8,022 | \$9,900 | \$14,400 | \$4,500 |
| 5480 | Telecommunications | \$22,409 | \$20,400 | \$14,500 | (\$5,900) |
| 5490 | Group Purchases - Services | \$3,264.15 | \$12,600.00 | \$5,900.00 | (\$6,700) |
| 5500 | General Office | | | | |
| 5510 | Office Supplies | \$1,134 | \$1,500 | \$1,500 | \$0 |
| 5520 | Postage | \$469 | \$1,500 | \$600 | (\$900) |
| 5550 | Furniture | \$0 | \$0 | \$0 | \$0 |
| 5599 | Annual Conference Supplies | \$0 | \$0 | \$0 | \$0 |
| 5600 | Hardware & Equipment | | | | |
| 5610 | Equipment Rental/Maintenance | \$2,771 | \$3,700 | \$3,700 | \$0 |
| 5620 | Hardware | \$37,533 | \$1,000 | \$6,000 | \$5,000 |
| 5690 | Group Purchases - Hardware | \$1,437 | \$0 | \$12,100 | \$12,100 |
| 5700 | Insurance | \$9,390 | \$9,400 | \$11,100 | \$1,700 |
| 5800 | Contractual Services | | | | |
| 5810 | Legal | \$1,338 | \$5,000 | \$1,500 | (\$3,500) |
| 5820 | Accounting | \$23,709 | \$17,560 | \$18,900 | \$1,340 |
| 5830 | Consulting | \$2,360 | \$38,000 | \$0 | (\$38,000) |
| 5840 | Payroll Service Fees | \$3,462 | \$3,600 | \$4,800 | \$1,200 |
| 5850 | Contractual Agreements | \$77,272 | \$0 | \$0 | \$0 |
| 5860 | Notification & Collection | \$22,546 | \$38,000 | \$16,900 | (\$21,100) |
| 5870 | Recruitment | \$250 | \$900 | \$0 | (\$900) |
| 5899 | Annual Conference Facility Contract | \$0 | \$0 | \$0 | \$0 |
| 5900 | Library Materials & Content | | | | |
| 5910 | Print Materials | \$5,001 | \$5,000 | \$0 | (\$5,000) |
| 5920 | Reimbursement for Resource Sharing | \$41,240 | \$30,000 | \$50,000 | \$20,000 |
| 5930 | Electronic Resources | \$0 | \$0 | \$10,000 | \$10,000 |

| Revenue & Expense Budget | | FY21 Actual | FY22 Budget | FY23 Budget | Change |
|---|---------------------------------|------------------------|------------------------|------------------------|--------------------|
| 5990 | Group Purchases - Content | \$421,678 | \$450,584 | \$429,006 | (\$21,578) |
| 6000 | Interest & Fees | | | | |
| 6010 | Bank Fees | \$4,741 | \$3,700 | \$4,700 | \$1,000 |
| 6020 | Merchant Account Fees | \$44 | \$40 | \$50 | \$10 |
| 6030 | Interest Payment | \$0 | \$0 | \$0 | \$0 |
| 6099 | Annual Conference Merchant Fees | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenses | | \$3,762,783 | \$4,071,238 | \$3,914,093 | (\$157,146) |
| 6100 | Asset Management | | | | |
| 6110 | Depreciation | | \$2,322 | \$3,607 | \$1,285 |
| 6120 | (Gain)/Loss on Asset Disposal | | \$0 | | |
| 6130 | Vacation Expense | | \$2,200 | | (\$2,200) |
| Total Expenses | | | \$4,071,238 | \$3,914,093 | (\$157,146) |
| Total Revenue (from above) | | | \$4,018,654 | \$3,914,093 | |
| Excess of revenues over (under) estimated expenses | | | \$21,500.00 | \$0.00 | |

SWAN Reserves Plan: Updated for FY23 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 | \$2,237,560 | \$2,104,060 | \$2,070,060 | \$2,070,060 |
| 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 |
| Printer purchase | | | (\$34,000) | | |
| Aspen Discovery Project | | (\$85,000) | | | |
| Baker & Taylor Project | (\$5,000) | (\$5,000) | | | |
| Security audit | | (\$43,500) | | | |
| 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 | \$2,104,060 | \$2,070,060 | \$2,070,060 | \$2,070,060 |
| Maintain 4 months operating in reserve (policy) | (\$1,357,079) | (\$1,304,698) | (\$1,369,932) | (\$1,438,429) | (\$1,510,351) |
| Over/(Under) Reserve Policy | \$641,631 | \$799,363 | \$700,128 | \$631,631 | \$559,710 |
| Operating Budget (5% increases each year after FY21) | \$4,071,238 | \$3,914,093 | \$4,109,797 | \$4,315,287.19 | \$4,531,051.55 |
| Months operating in reserve | | 6.45 | 6.04 | 5.76 | 5.48 |

* 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 FY23 SWAN Budget
SWAN Board draft 11/19/2021

| SWAN Library | Type | Base + Funding Fees (No State LLSAP Grant) | State LLSAP Grant Discount | SWAN Fee Total | FY22 Fees | Change from prior year fees |
|--|---------|--|----------------------------|----------------|-----------|-----------------------------|
| Acorn Public Library District | Public | \$ 28,051 | (\$5,551) | \$ 22,500 | \$ 22,511 | \$ (11) |
| Alsip-Merrionette Park Public Library District | Public | \$ 39,631 | (\$5,551) | \$ 34,080 | \$ 34,788 | (\$708) |
| Batavia Public Library District | Public | \$ 52,077 | (\$5,551) | \$ 46,525 | \$ 46,391 | \$134 |
| Bedford Park Public Library District | Public | \$ 31,291 | (\$5,551) | \$ 25,739 | \$ 25,712 | \$27 |
| Beecher Community Library District | Public | \$ 20,716 | (\$5,551) | \$ 15,165 | \$ 15,221 | (\$57) |
| Bellwood Public Library | Public | \$ 33,971 | (\$5,551) | \$ 28,419 | \$ 28,876 | (\$457) |
| Bensenville Community Public Library District | Public | \$ 32,994 | (\$5,551) | \$ 27,442 | \$ 27,631 | (\$189) |
| Bensenville Elementary School District #2 | School | \$ 17,500 | | \$ 17,500 | \$ 17,500 | \$0 |
| Berkeley Public Library | Public | \$ 21,504 | (\$5,551) | \$ 15,953 | \$ 15,912 | \$40 |
| Berwyn Public Library | Public | \$ 50,246 | (\$5,551) | \$ 44,695 | \$ 45,644 | (\$949) |
| Bloomington Public Library | Public | \$ 46,258 | (\$5,551) | \$ 40,707 | \$ 40,984 | (\$277) |
| Blue Island Public Library | Public | \$ 29,143 | (\$5,551) | \$ 23,592 | \$ 23,838 | (\$245) |
| Bridgeview Public Library | Public | \$ 28,286 | (\$5,551) | \$ 22,735 | \$ 23,076 | (\$341) |
| Broadview Public Library District | Public | \$ 28,914 | (\$5,551) | \$ 23,363 | \$ 23,538 | (\$176) |
| Linda Sokol Francis Brookfield Library | Public | \$ 39,765 | (\$5,551) | \$ 34,214 | \$ 34,331 | (\$118) |
| Calumet City Public Library | Public | \$ 30,830 | (\$5,551) | \$ 25,279 | \$ 26,671 | (\$1,392) |
| Calumet Park Public Library | Public | \$ 19,288 | (\$5,551) | \$ 13,736 | \$ 13,857 | (\$121) |
| Carol Stream Public Library | Public | \$ 50,894 | (\$5,551) | \$ 45,342 | \$ 46,165 | (\$823) |
| Chicago Heights Public Library | Public | \$ 25,405 | (\$5,551) | \$ 19,854 | \$ 20,092 | (\$239) |
| Chicago Ridge Public Library | Public | \$ 31,058 | (\$5,551) | \$ 25,507 | \$ 25,631 | (\$124) |
| Cicero Public Library | Public | \$ 34,587 | (\$5,551) | \$ 29,036 | \$ 29,150 | (\$115) |
| Clarendon Hills Public Library | Public | \$ 25,236 | (\$5,551) | \$ 19,685 | \$ 19,667 | \$18 |
| Crestwood Public Library District | Public | \$ 23,144 | (\$5,551) | \$ 17,593 | \$ 17,466 | \$126 |
| Crete Public Library District | Public | \$ 34,769 | (\$5,551) | \$ 29,217 | \$ 29,431 | (\$213) |
| Dolton Public Library District | Public | \$ 27,992 | (\$5,551) | \$ 22,441 | \$ 23,076 | (\$635) |
| Downers Grove Public Library | Public | \$ 70,752 | (\$5,551) | \$ 65,200 | \$ 64,841 | \$360 |
| Eisenhower Public Library District | Public | \$ 53,833 | (\$5,551) | \$ 48,282 | \$ 48,328 | (\$46) |
| Elmwood Park Public Library | Public | \$ 33,300 | (\$5,551) | \$ 27,748 | \$ 27,934 | (\$186) |
| Evergreen Park Public Library | Public | \$ 29,323 | (\$5,551) | \$ 23,771 | \$ 23,699 | \$72 |
| Flossmoor Public Library | Public | \$ 30,792 | (\$5,551) | \$ 25,241 | \$ 25,112 | \$129 |
| Forest Park Public Library | Public | \$ 35,835 | (\$5,551) | \$ 30,284 | \$ 30,197 | \$87 |
| Frankfort Public Library District | Public | \$ 41,410 | (\$5,551) | \$ 35,858 | \$ 35,542 | \$317 |
| Franklin Park Public Library District | Public | \$ 36,748 | (\$5,551) | \$ 31,196 | \$ 30,286 | \$911 |
| Geneva Public Library District | Public | \$ 67,794 | (\$5,551) | \$ 62,242 | \$ 61,300 | \$942 |
| Glen Ellyn Public Library | Public | \$ 58,236 | (\$5,551) | \$ 52,685 | \$ 52,968 | (\$283) |
| Glenside Public Library District | Public | \$ 48,625 | (\$5,551) | \$ 43,074 | \$ 45,298 | |
| Glenwood-Lynwood Public Library District | Public | \$ 31,187 | (\$5,551) | \$ 25,635 | \$ 21,642 | \$3,993 |
| Grande Prairie Public Library District | Public | \$ 31,933 | (\$5,551) | \$ 26,382 | \$ 26,617 | (\$235) |
| Green Hills Public Library District | Public | \$ 40,439 | (\$5,551) | \$ 34,887 | \$ 33,794 | \$1,093 |
| Harvey Public Library District | Public | \$ 25,610 | (\$5,551) | \$ 20,059 | \$ 20,501 | (\$442) |
| Hillside Public Library | Public | \$ 30,277 | (\$5,551) | \$ 24,725 | \$ 24,455 | \$270 |
| Hinsdale Public Library | Public | \$ 45,734 | (\$5,551) | \$ 40,183 | \$ 40,012 | \$171 |
| Hodgkins Public Library District | Public | \$ 23,362 | (\$5,551) | \$ 17,811 | \$ 17,858 | (\$47) |
| Homewood Public Library District | Public | \$ 38,584 | (\$5,551) | \$ 33,032 | \$ 33,609 | (\$576) |
| Indian Prairie Public Library District | Public | \$ 53,626 | (\$5,551) | \$ 48,075 | \$ 47,451 | \$623 |
| Itasca Community Library | Public | \$ 32,690 | (\$5,551) | \$ 27,139 | \$ 27,149 | (\$10) |
| Justice Public Library District | Public | \$ 20,742 | (\$5,551) | \$ 15,191 | \$ 15,276 | (\$85) |
| Kaneville Public Library District | Public | \$ 18,506 | (\$5,551) | \$ 12,954 | \$ 13,023 | (\$68) |
| La Grange Public Library | Public | \$ 41,491 | (\$5,551) | \$ 35,939 | \$ 35,667 | \$273 |
| LaGrange Park Public Library District | Public | \$ 34,303 | (\$5,551) | \$ 28,751 | \$ 30,216 | (\$1,464) |
| Lansing Public Library | Public | \$ 40,038 | (\$5,551) | \$ 34,487 | \$ 34,398 | \$89 |
| Lyons Public Library | Public | \$ 24,255 | (\$5,551) | \$ 18,704 | \$ 18,800 | (\$96) |
| Markham Public Library | Public | \$ 23,948 | (\$5,551) | \$ 18,397 | \$ 17,150 | \$1,247 |
| Matteson Area Public Library District | Public | \$ 40,466 | (\$5,551) | \$ 34,915 | \$ 35,482 | (\$568) |
| Maywood Public Library District | Public | \$ 29,742 | (\$5,551) | \$ 24,190 | \$ 24,585 | (\$395) |
| McCook Public Library District | Public | \$ 21,870 | (\$5,551) | \$ 16,319 | \$ 16,280 | \$39 |
| Melrose Park Public Library | Public | \$ 28,062 | (\$5,551) | \$ 22,510 | \$ 21,379 | \$1,131 |
| Messenger Public Library of North Aurora | Public | \$ 35,220 | (\$5,551) | \$ 29,669 | \$ 29,678 | (\$9) |
| Midlothian Public Library | Public | \$ 29,772 | (\$5,551) | \$ 24,221 | \$ 26,255 | (\$2,034) |
| Morton Arboretum | Special | \$ 12,500 | | \$ 12,500 | \$ 12,500 | \$0 |
| Nancy L. McConathy Public Library District | Public | \$ 20,088 | (\$5,551) | \$ 14,536 | \$ 14,668 | (\$132) |

Chart 1: Membership Fee Chart for FY23 SWAN Budget
SWAN Board draft 11/19/2021

| SWAN Library | Type | Base + Funding Fees (No State LLSAP Grant) | State LLSAP Grant Discount | SWAN Fee Total | FY22 Fees | Change from prior year fees |
|--|----------|---|-----------------------------------|-----------------------|------------------|------------------------------------|
| National University of Health Sciences | Academic | \$ 11,667 | | \$ 11,667 | \$ 11,667 | \$0 |
| North Riverside Public Library District | Public | \$ 27,551 | (\$5,551) | \$ 22,000 | \$ 22,056 | (\$56) |
| Northlake Public Library District | Public | \$ 36,621 | (\$5,551) | \$ 31,069 | \$ 30,664 | \$405 |
| Oak Brook Public Library | Public | \$ 27,059 | (\$5,551) | \$ 21,508 | \$ 21,414 | \$93 |
| Oak Lawn Public Library | Public | \$ 70,197 | (\$5,551) | \$ 64,645 | \$ 65,304 | (\$659) |
| Oak Park Public Library | Public | \$ 108,069 | (\$5,551) | \$ 102,518 | \$ 99,175 | \$3,342 |
| Palos Heights Public Library | Public | \$ 33,348 | (\$5,551) | \$ 27,797 | \$ 24,424 | \$3,373 |
| Palos Park Public Library | Public | \$ 22,233 | (\$5,551) | \$ 16,682 | \$ 16,762 | (\$80) |
| Park Forest Public Library | Public | \$ 33,432 | (\$5,551) | \$ 27,880 | \$ 30,685 | (\$2,804) |
| Prairie State College | Academic | \$ 23,333 | | \$ 23,333 | \$ 23,333 | \$0 |
| Prairie Trails Public Library District | Public | \$ 36,204 | (\$5,551) | \$ 30,653 | \$ 30,642 | \$11 |
| Richton Park Public Library District | Public | \$ 26,395 | (\$5,551) | \$ 20,843 | \$ 21,245 | (\$401) |
| River Forest Public Library | Public | \$ 30,165 | (\$5,551) | \$ 24,613 | \$ 24,640 | (\$27) |
| River Grove Public Library District | Public | \$ 22,057 | (\$5,551) | \$ 16,506 | \$ 16,454 | \$51 |
| Riverdale Public Library District | Public | \$ 21,962 | (\$5,551) | \$ 16,411 | \$ 16,947 | (\$537) |
| Riverside Public Library | Public | \$ 28,505 | (\$5,551) | \$ 22,953 | \$ 23,014 | (\$61) |
| Roselle Public Library District | Public | \$ 35,689 | (\$5,551) | \$ 30,137 | \$ 30,181 | |
| Schiller Park Public Library | Public | \$ 28,062 | (\$5,551) | \$ 22,511 | \$ 22,369 | \$142 |
| South Holland Public Library | Public | \$ 38,095 | (\$5,551) | \$ 32,544 | \$ 32,617 | (\$74) |
| St Charles Public Library District | Public | \$ 94,260 | (\$5,551) | \$ 88,708 | \$ 90,320 | (\$1,612) |
| Steger-South Chicago Heights Public Library District | Public | \$ 21,669 | (\$5,551) | \$ 16,118 | \$ 16,119 | (\$1) |
| Stickney-Forest View Public Library District | Public | \$ 28,237 | (\$5,551) | \$ 22,686 | \$ 22,771 | (\$85) |
| Sugar Grove Public Library District | Public | \$ 23,980 | (\$5,551) | \$ 18,429 | \$ 18,478 | (\$49) |
| Summit Public Library District | Public | \$ 20,990 | (\$5,551) | \$ 15,438 | \$ 15,665 | (\$226) |
| Theosophical Society in America | Special | \$ 12,500 | | \$ 12,500 | \$ 12,500 | \$0 |
| Thomas Ford Memorial Library | Public | \$ 31,600 | (\$5,551) | \$ 26,049 | \$ 26,198 | (\$149) |
| Thornton Public Library | Public | \$ 19,175 | (\$5,551) | \$ 13,623 | \$ 13,630 | (\$7) |
| Tinley Park Public Library | Public | \$ 71,029 | (\$5,551) | \$ 65,477 | \$ 62,512 | \$2,966 |
| Town and Country Public Library District | Public | \$ 30,868 | (\$5,551) | \$ 25,317 | \$ 25,090 | \$226 |
| University Park Public Library District | Public | \$ 23,270 | (\$5,551) | \$ 17,718 | \$ 17,717 | \$2 |
| Villa Park Public Library | Public | \$ 31,159 | (\$5,551) | \$ 25,607 | \$ 33,279 | (\$7,672) |
| Warrenville Public Library District | Public | \$ 34,623 | (\$5,551) | \$ 29,072 | \$ 29,139 | |
| West Chicago Public Library District | Public | \$ 39,530 | (\$5,551) | \$ 33,978 | \$ 34,053 | (\$74) |
| Westchester Public Library | Public | \$ 30,212 | (\$5,551) | \$ 24,661 | \$ 24,683 | (\$22) |
| Westmont Public Library | Public | \$ 36,697 | (\$5,551) | \$ 31,146 | \$ 31,082 | \$64 |
| William Leonard Public Library District | Public | \$ 19,929 | (\$5,551) | \$ 14,378 | \$ 14,539 | (\$161) |
| Wood Dale Public Library District | Public | \$ 41,774 | (\$5,551) | \$ 36,223 | \$ 36,208 | \$15 |
| Woodridge Public Library | Public | \$ 54,827 | (\$5,551) | \$ 49,275 | \$ 49,253 | \$23 |
| Worth Public Library District | Public | \$ 25,373 | (\$5,551) | \$ 19,822 | \$ 19,922 | (\$101) |
| | | Base + Funding Fees (No State LLSAP Grant) | State LLSAP Grant Discount | SWAN Fee Total | FY22 Fees | Change from prior year fees |

Chart 2: Public Library County Tax Payments

| Library Name | Cook County Treasurer Tax Year 2019 | DuPage County Treasurer Tax Year 2019 | Kane County Treasurer Tax Year 2019 | Will County County Treasurer Tax Year 2019 | Total Tax Revenue Issued 2019 | Bond Amount 2019 (Removed) | Public Library Tax Revenue Total 2019 |
|--|---|---|---|---|-------------------------------------|-------------------------------|--|
| Acorn Public Library District | \$1,143,848.26 | | | | \$1,143,848.26 | (\$61,495.00) | \$1,082,353.26 |
| Alsip-Merrionette Park Public Library District | \$2,880,206.40 | | | | \$2,880,206.40 | (\$589,100.00) | \$2,291,106.40 |
| Batavia Public Library District | | | \$4,316,286.37 | | \$4,316,286.37 | (\$726,150.00) | \$3,590,136.37 |
| Bedford Park Public Library District | \$1,420,521.42 | | | | \$1,420,521.42 | \$0.00 | \$1,420,521.42 |
| Beecher Community Library District | | | | \$316,732.73 | \$316,732.73 | \$0.00 | \$316,732.73 |
| Bellwood Public Library | \$1,700,261.47 | | | | \$1,700,261.47 | \$0.00 | \$1,700,261.47 |
| Bensenville Community Public Library District | | \$1,598,289.37 | | | \$1,598,289.37 | \$0.00 | \$1,598,289.37 |
| Berkeley Public Library | \$398,985.01 | | | | \$398,985.01 | \$0.00 | \$398,985.01 |
| Berwyn Public Library | \$3,399,076.52 | | | | \$3,399,076.52 | \$0.00 | \$3,399,076.52 |
| Bloomington Public Library | | \$2,982,848.41 | | | \$2,982,848.41 | \$0.00 | \$2,982,848.41 |
| Blue Island Public Library | \$1,196,395.83 | | | | \$1,196,395.83 | \$0.00 | \$1,196,395.83 |
| Bridgeview Public Library | \$1,364,338.19 | | | | \$1,364,338.19 | (\$257,450.00) | \$1,106,888.19 |
| Broadview Public Library District | \$1,442,164.48 | | | | \$1,442,164.48 | (\$269,705.00) | \$1,172,459.48 |
| Linda Sokol Francis Brookfield Library | \$2,305,062.82 | | | | \$2,305,062.82 | \$0.00 | \$2,305,062.82 |
| Calumet City Public Library | \$1,472,454.12 | | | | \$1,472,454.12 | (\$100,000.00) | \$1,372,454.12 |
| Calumet Park Public Library | \$167,654.97 | | | | \$167,654.97 | \$0.00 | \$167,654.97 |
| Carol Stream Public Library | | \$3,701,119.66 | | | \$3,701,119.66 | (\$234,461.00) | \$3,466,658.66 |
| Chicago Heights Public Library | \$806,201.66 | | | | \$806,201.66 | \$0.00 | \$806,201.66 |
| Chicago Ridge Public Library | \$1,396,274.94 | | | | \$1,396,274.94 | \$0.00 | \$1,396,274.94 |
| Cicero Public Library | \$1,764,592.78 | | | | \$1,764,592.78 | \$0.00 | \$1,764,592.78 |
| Clarendon Hills Public Library | | \$788,526.66 | | | \$788,526.66 | \$0.00 | \$788,526.66 |
| Crestwood Public Library District | \$570,166.91 | | | | \$570,166.91 | \$0.00 | \$570,166.91 |
| Crete Public Library District | | | | \$1,783,538.57 | \$1,783,538.57 | \$0.00 | \$1,783,538.57 |
| Dolton Public Library District | \$1,076,246.71 | | | | \$1,076,246.71 | \$0.00 | \$1,076,246.71 |
| Downers Grove Public Library | | \$5,539,446.81 | | | \$5,539,446.81 | \$0.00 | \$5,539,446.81 |
| Eisenhower Public Library District | \$4,440,688.11 | | | | \$4,440,688.11 | (\$667,187.00) | \$3,773,501.11 |
| Elmwood Park Public Library | \$1,630,202.34 | | | | \$1,630,202.34 | \$0.00 | \$1,630,202.34 |
| Evergreen Park Public Library | \$1,215,096.15 | | | | \$1,215,096.15 | \$0.00 | \$1,215,096.15 |
| Flossmoor Public Library | \$1,368,494.45 | | | | \$1,368,494.45 | \$0.00 | \$1,368,494.45 |
| Forest Park Public Library | \$1,894,840.08 | | | | \$1,894,840.08 | \$0.00 | \$1,894,840.08 |
| Frankfort Public Library District | \$31,179.36 | | | \$2,445,552.56 | \$2,476,731.92 | \$0.00 | \$2,476,731.92 |
| Franklin Park Public Library District | \$1,990,107.70 | | | | \$1,990,107.70 | \$0.00 | \$1,990,107.70 |
| Geneva Public Library District | | | \$6,767,739.07 | | \$6,767,739.07 | (\$1,537,071.26) | \$5,230,667.81 |
| Glen Ellyn Public Library | | \$4,730,661.99 | | | \$4,730,661.99 | (\$497,562.00) | \$4,233,099.99 |
| Glenside Public Library District | | \$3,598,486.39 | | | \$3,598,486.39 | (\$368,625.02) | \$3,229,861.37 |
| Glenwood-Lynwood Public Library District | \$1,862,290.52 | | | | \$1,862,290.52 | (\$452,612.50) | \$1,409,678.02 |
| Grande Prairie Public Library District | \$1,487,580.36 | | | | \$1,487,580.36 | \$0.00 | \$1,487,580.36 |
| Green Hills Public Library District | \$2,740,375.26 | | | | \$2,740,375.26 | (\$365,000.00) | \$2,375,375.26 |

Chart 2: Public Library County Tax Payments

| Library Name | Cook County | DuPage County | Kane County | Will County | Total Tax | Bond Amount | Public Library Tax |
|--|----------------------------|----------------------------|----------------------------|----------------------------|------------------------|------------------|--------------------|
| | Treasurer Tax Year 2019 | Treasurer Tax Year 2019 | Treasurer Tax Year 2019 | Treasurer Tax Year 2019 | Revenue Issued 2019 | 2019 (Removed) | Revenue Total 2019 |
| Harvey Public Library District | \$827,592.15 | | | | \$827,592.15 | \$0.00 | \$827,592.15 |
| Hillside Public Library | \$1,314,675.15 | | | | \$1,314,675.15 | \$0.00 | \$1,314,675.15 |
| Hinsdale Public Library | \$395,673.28 | \$2,762,286.04 | | | \$3,157,959.32 | (\$229,812.00) | \$2,928,147.32 |
| Hodgkins Public Library District | \$592,939.62 | | | | \$592,939.62 | \$0.00 | \$592,939.62 |
| Homewood Public Library District | \$2,323,819.77 | | | | \$2,323,819.77 | (\$142,053.75) | \$2,181,766.02 |
| Indian Prairie Public Library District | \$218,994.61 | 3,532,901.74 | | | \$3,751,896.35 | \$0.00 | \$3,751,896.35 |
| Itasca Community Library | | \$1,566,624.72 | | | \$1,566,624.72 | \$0.00 | \$1,566,624.72 |
| Justice Public Library District | \$319,474.25 | | | | \$319,474.25 | \$0.00 | \$319,474.25 |
| Kaneville Public Library District | | | \$86,040.83 | | \$86,040.83 | \$0.00 | \$86,040.83 |
| La Grange Public Library | \$3,110,745.93 | | | | \$3,110,745.93 | (\$625,550.00) | \$2,485,195.93 |
| LaGrange Park Public Library District | \$1,883,522.40 | | | | \$1,883,522.40 | (\$148,600.00) | \$1,734,922.40 |
| Lansing Public Library | \$2,518,046.60 | | | | \$2,518,046.60 | (\$184,500.00) | \$2,333,546.60 |
| Lyons Public Library | \$701,186.68 | | | | \$701,186.68 | (\$15,000.00) | \$686,186.68 |
| Markham Public Library | \$747,237.58 | | | | \$747,237.58 | (\$93,150.00) | \$654,087.58 |
| Matteson Area Public Library District | \$2,378,230.37 | | | | \$2,378,230.37 | \$0.00 | \$2,378,230.37 |
| Maywood Public Library District | \$1,258,846.22 | | | | \$1,258,846.22 | \$0.00 | \$1,258,846.22 |
| McCook Public Library District | \$598,210.31 | | | | \$598,210.31 | (\$161,017.50) | \$437,192.81 |
| Melrose Park Public Library | \$1,083,459.23 | | | | \$1,083,459.23 | \$0.00 | \$1,083,459.23 |
| Messenger Public Library of North Aurora | | | \$1,830,682.96 | | \$1,830,682.96 | \$0.00 | \$1,830,682.96 |
| Midlothian Public Library | \$1,474,652.90 | | | | \$1,474,652.90 | (\$212,609.69) | \$1,262,043.21 |
| Nancy L. McConathy Public Library District | \$305,844.64 | | | \$99.90 | \$305,944.54 | (\$54,772.44) | \$251,172.10 |
| North Riverside Public Library District | \$1,030,161.49 | | | | \$1,030,161.49 | \$0.00 | \$1,030,161.49 |
| Northlake Public Library District | \$2,624,052.24 | | | | \$2,624,052.24 | (\$647,200.00) | \$1,976,852.24 |
| Oak Brook Public Library | | \$978,830.00 | | | \$978,830.00 | \$0.00 | \$978,830.00 |
| Oak Lawn Public Library | \$5,809,401.35 | | | | \$5,809,401.35 | (\$327,900.00) | \$5,481,501.35 |
| Oak Park Public Library | \$10,510,324.26 | | | | \$10,510,324.26 | (\$1,075,733.95) | \$9,434,590.31 |
| Palos Heights Public Library | \$1,635,257.39 | | | | \$1,635,257.39 | \$0.00 | \$1,635,257.39 |
| Palos Park Public Library | \$475,084.25 | | | | \$475,084.25 | \$0.00 | \$475,084.25 |
| Park Forest Public Library | \$1,343,979.07 | | | \$300,003.62 | \$1,643,982.69 | \$0.00 | \$1,643,982.69 |
| Prairie Trails Public Library District | \$1,933,370.58 | | | | \$1,933,370.58 | \$0.00 | \$1,933,370.58 |
| Richton Park Public Library District | \$1,331,683.43 | | | | \$1,331,683.43 | (\$422,187.50) | \$909,495.93 |
| River Forest Public Library | \$1,302,984.46 | | | | \$1,302,984.46 | \$0.00 | \$1,302,984.46 |
| River Grove Public Library District | \$456,731.04 | | | | \$456,731.04 | \$0.00 | \$456,731.04 |
| Riverdale Public Library District | \$446,789.59 | | | | \$446,789.59 | \$0.00 | \$446,789.59 |
| Riverside Public Library | \$1,129,714.60 | | | | \$1,129,714.60 | \$0.00 | \$1,129,714.60 |
| Roselle Public Library District | MISSING | \$1,879,580.59 | | | \$1,879,580.59 | \$0.00 | \$1,879,580.59 |
| St Charles Public Library District | | 569,974.76 | \$7,423,222.01 | | \$7,993,196.77 | \$0.00 | \$7,993,196.77 |
| Schiller Park Public Library | \$1,083,500.06 | | | | \$1,083,500.06 | \$0.00 | \$1,083,500.06 |

Chart 2: Public Library County Tax Payments

| Library Name | Cook County Treasurer Tax Year 2019 | DuPage County Treasurer Tax Year 2019 | Kane County Treasurer Tax Year 2019 | Will County County Treasurer Tax Year 2019 | Total Tax Revenue Issued 2019 | Bond Amount 2019 (Removed) | Public Library Tax Revenue Total 2019 |
|--|---|---|---|---|-------------------------------------|-------------------------------|--|
| South Holland Public Library | \$2,130,761.49 | | | | \$2,130,761.49 | \$0.00 | \$2,130,761.49 |
| Steger-South Chicago Heights Public Library District | \$283,788.84 | | | \$150,120.41 | \$433,909.25 | (\$17,647.32) | \$416,261.93 |
| Stickney-Forest View Public Library District | \$1,241,067.74 | | | | \$1,241,067.74 | (\$139,250.00) | \$1,101,817.74 |
| Sugar Grove Public Library District | | | \$1,421,683.89 | | \$1,421,683.89 | (\$764,250.00) | \$657,433.89 |
| Summit Public Library District | \$852,078.90 | | | | \$852,078.90 | (\$506,771.50) | \$345,307.40 |
| Thomas Ford Memorial Library | \$1,698,635.85 | | | | \$1,698,635.85 | (\$245,800.00) | \$1,452,835.85 |
| Thornton Public Library | \$155,857.22 | | | | \$155,857.22 | \$0.00 | \$155,857.22 |
| Tinley Park Public Library | \$4,652,864.65 | | | \$1,450,672.41 | \$6,103,537.06 | (\$535,200.00) | \$5,568,337.06 |
| Town and Country Public Library District | | | \$1,376,408.42 | | \$1,376,408.42 | \$0.00 | \$1,376,408.42 |
| University Park Public Library District | \$8,697.48 | | | \$574,583.81 | \$583,281.29 | \$0.00 | \$583,281.29 |
| Villa Park Public Library | | \$2,245,009.07 | | | \$2,245,009.07 | (\$838,250.00) | \$1,406,759.07 |
| Warrenville Public Library District | | \$1,938,241.07 | | | \$1,938,241.07 | (\$169,874.75) | \$1,768,366.32 |
| West Chicago Public Library District | | \$2,280,514.78 | | | \$2,280,514.78 | \$0.00 | \$2,280,514.78 |
| Westchester Public Library | \$1,307,918.65 | | | | \$1,307,918.65 | \$0.00 | \$1,307,918.65 |
| Westmont Public Library | | \$1,984,868.63 | | | \$1,984,868.63 | \$0.00 | \$1,984,868.63 |
| William Leonard Public Library District | \$234,630.98 | | | | \$234,630.98 | \$0.00 | \$234,630.98 |
| Wood Dale Public Library District | | \$2,514,800.77 | | | \$2,514,800.77 | \$0.00 | \$2,514,800.77 |
| Woodridge Public Library | | \$3,616,758.37 | | \$260,453.77 | \$3,877,212.14 | \$0.00 | \$3,877,212.14 |
| Worth Public Library District | \$802,866.97 | | | | \$802,866.97 | \$0.00 | \$802,866.97 |

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 | Annual Debt Service 2019 | Annual Debt Service 2020 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Acorn Public Library District | \$ 61,605.00 | \$ 61,380.00 | \$ 61,120.00 | \$ 60,825.00 | \$ 61,495.00 | \$ 61,095.00 |
| Alsip-Merrionette Park Public Library District | \$ 585,325.00 | \$ 588,075.00 | \$ 585,450.00 | \$ 585,000.00 | \$ 589,100.00 | \$ 587,600.00 |
| Batavia Public Library District | \$ 708,500.00 | \$ 726,975.00 | \$ 721,500.00 | \$ 715,575.00 | \$ 726,150.00 | |
| Bedford Park Public Library District | | | | | | |
| Beecher Community Library District | | | | | | |
| Bellwood Public Library | | | | | | |
| Bensenville Community Public Library District | | | | | | |
| Berkeley Public Library | | | | | | |
| Berwyn Public Library | | | | | | |
| Bloomington Public Library | | | | | | |
| Blue Island Public Library | | | | | | |
| Bridgeview Public Library | \$ 254,062.50 | \$ 259,112.50 | \$ 258,462.50 | \$ 258,462.50 | \$ 257,450.00 | \$ 259,850.00 |
| Broadview Public Library District | | \$ 222,702.50 | \$ 271,905.00 | \$ 268,305.00 | \$ 269,705.00 | \$ 271,005.00 |
| Linda Sokol Francis Brookfield Library | | | | | | |
| Calumet City Public Library | \$ 100,000.00 | \$ 100,000.00 | \$ 100,000.00 | \$ 100,000.00 | \$ 100,000.00 | |
| Calumet Park Public Library | | | | | | |
| Carol Stream Public Library | | | | \$ 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 | \$ 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 | \$ 667,187.00 | \$ 668,571.00 |
| Elmwood Park Public Library | | | | | | |
| Evergreen Park Public Library | | | | | | |
| Flossmoor Public Library | | | | | | |
| Forest Park Public Library | | | | | | |
| Frankfort Public Library District | | | | | | |
| Franklin Park Public Library District | | | | | | |
| Geneva Public Library District | | | \$ 317,985.00 | \$ 1,603,882.88 | \$ 1,537,071.26 | \$ 1,562,196.26 |
| Glen Ellyn Public Library | \$ 510,328.00 | \$ 508,108.00 | \$ 503,982.00 | \$ 504,182.00 | \$ 497,562.00 | |
| Glenside Public Library District | \$ 363,715.02 | \$ 365,615.02 | \$ 367,115.02 | \$ 368,157.52 | \$ 368,625.02 | \$ 368,682.52 |
| Glenwood-Lynwood Public Library District | \$ 454,912.50 | \$ 454,512.50 | \$ 454,012.50 | \$ 458,412.50 | \$ 452,612.50 | \$ 453,912.50 |
| Grande Prairie Public Library District | | | | | | |
| Green Hills Public Library District | \$ 335,000.00 | \$ 335,000.00 | \$ 350,000.00 | \$ 355,000.00 | \$ 365,000.00 | \$ 370,000.00 |

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 | Annual Debt Service 2019 | Annual Debt Service 2020 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Harvey Public Library District | | | | | | |
| Hillside Public Library | | | | | | |
| Hinsdale Public Library | \$ 199,582.00 | \$ 209,712.00 | \$ 216,612.00 | \$ 223,312.00 | \$ 229,812.00 | \$ 241,112.00 |
| Hodgkins Public Library District | | | | | | |
| Homewood Public Library District | \$ 142,625.00 | \$ 139,025.00 | \$ 140,350.00 | \$ 141,395.00 | \$ 142,053.75 | \$ 137,396.25 |
| 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 | \$ 625,550.00 | \$ 629,450.00 |
| LaGrange Park Public Library District | | | | \$ 12,738.00 | \$ 148,600.00 | \$ 149,775.00 |
| Lansing Public Library | \$ 191,425.00 | \$ 191,787.50 | \$ 186,625.00 | \$ 185,900.00 | \$ 184,500.00 | \$ 187,800.00 |
| Lyons Public Library | \$ 10,000.00 | \$ 10,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |
| Markham Public Library | \$ 252,575.00 | \$ 257,718.75 | \$ 262,600.00 | \$ 267,218.75 | \$ 93,150.00 | \$ 93,150.00 |
| 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 | \$ 161,017.50 | \$ 165,415.00 |
| Melrose Park Public Library | | | | | | |
| Messenger Public Library of North Aurora | | | | | | |
| Midlothian Public Library | | | | | \$ 212,609.69 | \$ 209,708.50 |
| Nancy L. McConathy Public Library District | | \$ 55,543.54 | \$ 54,772.44 | \$ 54,772.44 | \$ 54,772.44 | \$ 527,467.40 |
| North Riverside Public Library District | | | | | | |
| Northlake Public Library District | \$ 692,619.00 | \$ 845,269.00 | \$ 633,600.00 | \$ 643,100.00 | \$ 647,200.00 | \$ 689,000.00 |
| Oak Brook Public Library | | | | | | |
| Oak Lawn Public Library | \$ 326,150.00 | \$ 329,400.00 | \$ 327,400.00 | \$ 330,275.00 | \$ 327,900.00 | \$ 328,900.00 |
| Oak Park Public Library | \$ 3,067,594.00 | \$ 2,594,238.00 | \$ 1,088,804.00 | \$ 1,069,345.03 | \$ 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 | \$ 423,187.50 | \$ 423,087.50 | \$ 422,587.50 | \$ 422,187.50 | \$ 422,187.50 | \$ 421,000.00 |
| 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 | | | | | | |

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 | Annual Debt Service 2019 | Annual Debt Service 2020 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| South Holland Public Library | | | | | | |
| Steger-South Chicago Heights Public Library District | | \$ 8,823.66 | \$ 17,647.32 | \$ 17,647.32 | \$ 17,647.32 | \$ 17,647.32 |
| Stickney-Forest View Public Library District | | | \$ 142,583.33 | \$ 141,550.00 | \$ 139,250.00 | \$ 141,950.00 |
| Sugar Grove Public Library District | \$ 678,550.00 | \$ 702,950.00 | \$ 721,150.00 | \$ 743,300.00 | \$ 764,250.00 | \$ 789,000.00 |
| Summit Public Library District | | \$ 548,985.23 | \$ 492,790.00 | \$ 499,913.50 | \$ 506,771.50 | \$ 508,364.00 |
| Thomas Ford Memorial Library | | | | \$ 268,147.00 | \$ 245,800.00 | \$ 243,800.00 |
| Thornton Public Library | | | | | | |
| Tinley Park Public Library | \$ 517,400.00 | \$ 522,200.00 | \$ 531,000.00 | \$ 533,600.00 | \$ 535,200.00 | \$ 510,800.00 |
| Town and Country Public Library District | | | | | | |
| University Park Public Library District | | | | | | |
| Villa Park Public Library | | | \$ 835,241.94 | \$ 847,450.00 | \$ 838,250.00 | \$ 831,850.00 |
| Warrenville Public Library District | | | \$22,636.25 | \$167,511.50 | \$169,874.75 | \$167,188.25 |
| West Chicago Public Library District | | | | | | |
| Westchester Public Library | | | | | | |
| Westmont Public Library | | | | | | |
| William Leonard Public Library District | | | | | | |
| Wood Dale Public Library District | | | | | | |
| Woodridge Public Library | | | | | | |
| Worth Public Library District | | | | | | |

Chart 4: Academic, School, Special Library Fees

Academic Libraries

- 1) Student Population (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 Administrators' & Directors' Quarterly Meeting

December 2, 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. Introduction Item – Live voting platform demonstration
5. Action Item – Approval of the September 1, 2021 Quarterly meeting minutes
6. Information Item – Annual presentation on SWAN strategic plan
7. Information Item—Library engagement platforms overview
8. Information Item—EBSCO subscription group-purchase usage
9. Announcements and Questions
10. Next meeting: March 3, 2022

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.

Join the meeting from your computer, tablet or smartphone:

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

You can also dial in using your phone: (571) 317-3122

Access Code: 593-454-013