SWAN BOARD MEETING AGENDA

February 18, 2022 9:30 a.m.
LaGrange Public Library
10 W Cossitt Ave, La Grange, IL 60525

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 February 18, 2022 SWAN Board Meeting Agenda

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 18, 2022 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, January   (Exhibit pgs. 3-13)

    a. Balance sheet and detail of expenditures for January 2022
    b. Approval of the payment of bills for January 1, 2022 through January 31, 2022 in the amount of $342,994.71

        RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1 THROUGH JANUARY 31, 2022 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR JANUARY 2022

5. Action Item – Acceptance of the January 21, 2022 SWAN Board Meeting Minutes (Exhibit pgs. 14-17)

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 21, 2022 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Approve raising SWAN credit card limit

    RESOLVED, THAT THE SWAN BOARD APPROVE A PURCHASE LIMIT FROM $25,000 TO $40,000 FOR THE SWAN ORGANIZATION CREDIT CARD

7. Reports
    a. Board President Report
    b. Executive Director Report   (Exhibit pgs. 18-25)
    c. Operations Report   (Exhibit pgs. 26-45)

d. Treasurer Report

e. Board Calendar (Exhibit pgs. 46-47)

8. Discussion Item – Baker & Taylor rental collection analysis report   (Exhibit pgs. 48-65)

9. Discussion Item – SWAN Fiscal Year 2023 draft budget   (Exhibit pgs. 66-95)

10. Information Item – SWAN board election 2022 process (Exhibit pg. 96)

11. Information Item – SWAN Quarterly meeting March 3, 2022 draft agenda   (Exhibit pg. 97)

12. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	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 January 31, 2022

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	$ 1,389,444.61
Hinsdale Bank - MM - 5010	983,383.98
Propay Funds	$ 42.86
Total Cash and Cash Equivalents	$ 2,372,871.45
Current Assets	
Accounts Receivable	392,422.71
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	3,876.50
Spares Inventory	1,732.50
Total Current Assets	$ 421,498.79
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	$ 2,815,565.15
LIABILITIES	
Current Liabilities	
Deferred Revenue	$ 1,819.50
Deferred Revenue - MAGIC Fee Supplement Grant	54,810.00
Accrued Payroll	40,906.76
457B Payable	(1,848.51)
Retirement Payable	(689.47)
Compensated Absences	108,060.39
Lease Payable	39,788.11
Total Current Liabilities	$ 242,846.78
Long Term Liabilities	
Total Liabilities	$ 242,846.78
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,237,560.37
Total Beginning Net Assets	2,262,362.37
Current YTD Net Income	310,356.00
Total Fund Balance	2,572,718.37
Total Liabilities and Fund Balances	$ 2,815,565.15

Statement of Revenue and Expenses Summary
For the 7 Months Ended January 31, 2022

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$726,985.08	$2,191,482.46	$2,921,563.44	$ 730,080.98	75.01%
4100 - Membership Reimbursements	10,700.54	443,901.54	463,984.00	20,082.46	95.67%
4200 - Reimbursement for Losses	9,032.71	39,910.27	30,900.00	(9,010.27)	129.16%
4300 - Grant Revenue	130,672.75	394,018.25	522,691.00	128,672.75	75.38%
4500 - Investment & Interest	62.63	211.03	2,000.00	1,788.97	10.55%
4600 - Reserve Fund Transfer	-	-	90,000.00	90,000.00	0.00%
Total Revenue	877,453.71	3,069,523.55	4,031,138.44	961,614.89	76.15%
Expenses					
5000 - Salaries & Wages	107,278.11	804,857.52	1,546,800.00	741,942.48	52.03%
5020 - Personnel Benefits	42,971.60	254,513.75	500,000.00	245,486.25	50.90%
5100 - Building & Grounds	7,693.05	81,830.20	125,854.00	44,023.80	65.02%
5200 - Professional Development	485.00	3,168.88	16,200.00	13,031.12	19.56%
5300 - Membership Development	54.94	467.32	2,000.00	1,532.68	23.37%
5400 - Information & Technology Services	299,336.40	1,075,581.10	1,267,800.00	192,218.90	84.84%
5500 - General Office	-	1,515.56	3,000.00	1,484.44	50.52%
5600 - Hardware & Equipment	128.35	2,065.47	4,700.00	2,634.53	43.95%
5700 - Insurance	(6,229.00)	11,188.03	9,400.00	(1,788.03)	119.02%
5800 - Contractual Services	3,496.84	47,070.73	103,060.00	55,989.27	45.67%
5900 - Library Materials & Content	8,339.63	473,822.82	485,584.00	11,761.18	97.58%
6000 - Interest & Fees	305.31	3,086.17	3,740.00	653.83	82.52%
6100 - Other Expenses	-	-	4,522.00	4,522.00	0.00%
Total Expenses	463,860.23	2,759,167.55	4,072,660.00	1,313,492.45	67.75%
Excess Revenues less Expenses	$ 413,593.48	$ 310,356.00	$ (41,521.56)	$ (351,877.56)	

Statement of Revenue and Expenses
For the 7 Months Ended January 31, 2022

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 726,985.08	$ 2,191,482.46	$ 2,917,863.44	$ 726,380.98	75.11%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	10,700.54	443,901.54	463,984.00	20,082.46	95.67%
4220 - Reimbursement Losses for Resource Sharing	9,032.71	39,910.27	30,000.00	(9,910.27)	133.03%
4230 - Collection Agency Fees	0.00	0.00	900.00	900.00	0.00%
4310 - RAILS Support to SWAN	130,672.75	392,018.25	522,691.00	130,672.75	75.00%
4320 - Other Grant Revenue	0.00	2,000.00	0.00	(2,000.00)	0.00%
4510 - Interest Income	62.63	211.03	2,000.00	1,788.97	10.55%
4600 - Reserve Fund Transfer	0.00	0.00	90,000.00	90,000.00	0.00%
Total Revenue	877,453.71	3,069,523.55	4,031,138.44	961,614.89	76.15%
Expenses					
5000 - Salaries & Wages	107,278.11	804,857.52	1,546,800.00	741,942.48	52.03%
5021 - FICA Expense	7,789.92	58,638.24	118,400.00	59,761.76	49.53%
5022 - State Unemployment Insurance	0.00	(6,580.00)	0.00	6,580.00	0.00%
5023 - Worker's Compensation	2,919.00	3,815.73	3,000.00	(815.73)	127.19%
5024 - Retirement Benefits	15,215.40	81,230.54	140,900.00	59,669.46	57.65%
5025 - Health, Dental, Life And Disability Insurance	17,047.28	116,932.24	234,600.00	117,667.76	49.84%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	0.00	477.00	600.00	123.00	79.50%
5110 - Rent/Lease	9,430.01	75,440.08	110,104.00	34,663.92	68.52%
5120 - Utilities	(1,836.46)	3,011.37	5,700.00	2,688.63	52.83%
5130 - Property Insurance	(160.50)	897.75	0.00	(897.75)	0.00%
5140 - Repairs & Maintenance	0.00	531.00	1,050.00	519.00	50.57%
5150 - Custodial Service & Supplies	260.00	1,950.00	9,000.00	7,050.00	21.67%
5220 - Staff Meetings	0.00	0.00	600.00	600.00	0.00%
5230 - Staff Professional Development	485.00	1,069.70	8,800.00	7,730.30	12.16%
5240 - Professional Association Membership Dues	0.00	820.00	2,500.00	1,680.00	32.80%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	1,279.18	3,500.00	2,220.82	36.55%
5310 - Travel Reimbursement	54.94	467.32	800.00	332.68	58.42%
5350 - Marketing & Promotional Material	0.00	0.00	1,200.00	1,200.00	0.00%
5410 - Infrastructure Licensing	0.00	5,475.03	0.00	(5,475.03)	0.00%
5420 - Application Software Licensing	0.00	15,264.46	22,000.00	6,735.54	69.38%
5430 - Server Software Licensing	9,072.78	55,695.88	62,000.00	6,304.12	89.83%
5440 - Library Services Platform	271,760.90	883,359.09	1,036,800.00	153,440.91	85.20%
5450 - Data Management Services	14,872.77	27,864.27	27,500.00	(364.27)	101.32%
5460 - Information Subscription Service	0.00	65,876.50	76,600.00	10,723.50	86.00%
5470 - Subscription Support Services	350.00	6,775.50	9,900.00	3,124.50	68.44%
5480 - Telecommunications	3,279.95	12,190.37	20,400.00	8,209.63	59.76%
5490 - Group Purchases - Services	0.00	3,080.00	12,600.00	9,520.00	24.44%
5510 - Office Supplies	0.00	1,329.81	1,500.00	170.19	88.65%
5520 - Postage	0.00	185.75	1,500.00	1,314.25	12.38%
5610 - Equipment Rental/Maintenance	128.35	1,388.80	3,700.00	2,311.20	37.54%
5620 - Hardware	0.00	676.67	1,000.00	323.33	67.67%
5700 - Insurance	(6,229.00)	11,188.03	9,400.00	(1,788.03)	119.02%
5810 - Legal	0.00	0.00	5,000.00	5,000.00	0.00%
5820 - Accounting	4,430.00	9,580.00	17,560.00	7,980.00	54.56%
5830 - Consulting	0.00	22,000.00	38,000.00	16,000.00	57.89%
5840 - Payroll Service Fees	(132.62)	3,363.15	3,600.00	236.85	93.42%
5850 - Contractual Agreements	0.00	2,000.00	0.00	(2,000.00)	0.00%
5860 - Notification & Collection	(800.54)	10,127.58	38,000.00	27,872.42	26.65%

Statement of Revenue and Expenses
For the 7 Months Ended January 31, 2022

	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	8,339.63	38,047.64	30,000.00	(8,047.64)	126.83%
5990 - Group Purchases - Content	0.00	435,775.18	450,584.00	14,808.82	96.71%
6010 - Bank Fees	305.31	2,638.83	3,700.00	1,061.17	71.32%
6020 - Merchant Account Fees	0.00	447.34	40.00	(407.34)	1118.35%
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	463,860.23	2,759,167.55	4,072,660.00	1,313,492.45	67.75%
Excess Revenues less Expenses	$ 413,593.48	$ 310,356.00	$ (41,521.56)	$ (351,877.56)	

SWAN Library Services
Check Register
All Bank Accounts
January 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Unique Integrated Communications, Inc.				8415	01/01/22	(1,950.00)
5860	Notification & Collection	To VOID ck 8415	-1,950.00			
Villa Park Public Library				8416	01/01/22	(134.08)
5920	Reimburse for Resource Sharing	To VOID ck 8416	-134.08			
Westmont Public Library				8417	01/01/22	(161.04)
5920	Reimburse for Resource Sharing	To VOID ck 8417	-161.04			
Woodridge Public Library				8418	01/01/22	(40.98)
5920	Reimburse for Resource Sharing	To VOID ck 8418	-40.98			
Acorn Public Library				8576	01/21/22	70.00
5920	Reimburse for Resource Sharing	Acorn Public Library	70.00			
Alsip-Merrionette Park Public Library				8577	01/21/22	227.00
5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	227.00			
Bedford Park Public Library District				8578	01/21/22	63.00
5920	Reimburse for Resource Sharing	Bedford Park Public Library District	63.00			
Berkeley Public Library				8579	01/21/22	255.00
5920	Reimburse for Resource Sharing	Berkeley Public Library	255.00			
Blue Island Public Library				8580	01/21/22	100.75
5920	Reimburse for Resource Sharing	Blue Island Public Library	100.75			
Broadview Public Library District				8581	01/21/22	237.00
5920	Reimburse for Resource Sharing	Broadview Public Library District	237.00			
Calumet City Public Library				8582	01/21/22	324.00
5920	Reimburse for Resource Sharing	Calumet City Public Library	324.00			
Chicago Ridge Public Library				8583	01/21/22	126.00
5920	Reimburse for Resource Sharing	Chicago Ridge Public Library	126.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Comcast				8584	01/21/22	759.95
5480	Telecommunications	Comcast - 1/1/22 - 1/31/22	759.95			
Crestwood Public Library District				8585	01/21/22	37.00
5920	Reimburse for Resource Sharing	Crestwood Public Library District	37.00			
David Pacin				8586	01/21/22	54.94
5310	Travel Reimbursement	David Pacin - 12/9 library visits	54.94			
Downers Grove Public Library				8587	01/21/22	125.05
5920	Reimburse for Resource Sharing	Downers Grove Public Library	125.05			
Eisenhower Public Library District				8588	01/21/22	368.07
5920	Reimburse for Resource Sharing	Eisenhower Public Library District	368.07			
Elmwood Park Public Library				8589	01/21/22	51.00
5920	Reimburse for Resource Sharing	Elmwood Park Public Library	51.00			
Flossmoor Public Library				8590	01/21/22	124.89
5920	Reimburse for Resource Sharing	Flossmoor Public Library	124.89			
Forest Park Public Library				8591	01/21/22	358.06
5920	Reimburse for Resource Sharing	Forest Park Public Library	358.06			
Franklin Park Public Library District				8592	01/21/22	51.64
5920	Reimburse for Resource Sharing	Franklin Park Public Library District	51.64			
Glenside Public Library				8593	01/21/22	224.27
5920	Reimburse for Resource Sharing	Glenside Public Library	224.27			
Glenwood-Lynwood Public Library				8594	01/21/22	77.97
5920	Reimburse for Resource Sharing	Glenwood-Lynwood Public Library	77.97			
Hillside Public Library				8595	01/21/22	355.00
5920	Reimburse for Resource Sharing	Hillside Public Library	355.00			

SWAN Library Services
Check Register
All Bank Accounts
January 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Hinsdale Public Library				8596	01/21/22	172.50
5920	Reimburse for Resource Sharing	Hinsdale Public Library	172.50			
Hodgkins Public Library District				8597	01/21/22	67.02
5920	Reimburse for Resource Sharing	Hodgkins Public Library District	67.02			
ICS Learning Group				8598	01/21/22	350.00
5470	Subscription Support Services	ICS Learning Group - Jan.2022	350.00			
Indian Prairie Public Library District				8599	01/21/22	482.06
5920	Reimburse for Resource Sharing	Indian Prairie Public Library District	482.06			
Itasca Community Library				8600	01/21/22	116.69
5920	Reimburse for Resource Sharing	Itasca Community Library	116.69			
Kaneville Public Library District				8601	01/21/22	2.51
5920	Reimburse for Resource Sharing	Kaneville Public Library District	2.51			
Lansing Public Library				8602	01/21/22	266.65
5920	Reimburse for Resource Sharing	Lansing Public Library	266.65			
Lauterbach & Amen, LLP				8603	01/21/22	1,030.00
5820	Accounting	Lauterbach & Amen, LLP - Dec. Acctg Service	1,030.00			
LIMRiCC				8604	01/21/22	21,685.08
5025	Health, Dental, Life And Disability Insurance	LIMRiCC -Employee Ins. Jan. 2022	21,685.08			
Linda Sokol Francis Brookfield Library				8605	01/21/22	198.01
5920	Reimburse for Resource Sharing	Linda Sokol Francis Brookfield Library	198.01			
Lyons Public Library				8606	01/21/22	81.42
5920	Reimburse for Resource Sharing	Lyons Public Library	81.42			
Marcive, Inc.				8607	01/21/22	310.38
5450	Data Management Services	Marcive, Inc. - MARC authority srvs. Dec. 2021	310.38			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Markham Public Library				8608	01/21/22	146.02
5920	Reimburse for Resource Sharing	Markham Public Library	146.02			
Matteson Public Library				8609	01/21/22	292.05
5920	Reimburse for Resource Sharing	Matteson Public Library	292.05			
McCook Public Library District				8610	01/21/22	45.95
5920	Reimburse for Resource Sharing	McCook Public Library District	45.95			
Melrose Park Public Library				8611	01/21/22	372.49
5920	Reimburse for Resource Sharing	Melrose Park Public Library	372.49			
Midlothian Public Library				8612	01/21/22	132.90
5920	Reimburse for Resource Sharing	Midlothian Public Library	132.90			
Nancy L. McConathy Public Library District				8613	01/21/22	56.00
5920	Reimburse for Resource Sharing	Nancy L. McConathy Public Library District	56.00			
Nicor Gas				8614	01/21/22	453.96
5120	Utilities	Nicor Gas - 12/14 - 1/13/22	453.96			
North Riverside Public Library District				8615	01/21/22	145.31
5920	Reimburse for Resource Sharing	North Riverside Public Library District	145.31			
Oak Brook Public Library				8616	01/21/22	26.49
5920	Reimburse for Resource Sharing	Oak Brook Public Library	26.49			
Oak Lawn Public Library				8617	01/21/22	505.18
5920	Reimburse for Resource Sharing	Oak Lawn Public Library	505.18			
OCLC, Inc.				8618	01/21/22	271,760.90
5440	Library Services Platform	OCLC, Inc. ILLNET group services	275,526.96			
5440	Library Services Platform	OCLC, Inc. - credit memo # 25335	-3,766.06			
Palos Park Public Library				8619	01/21/22	86.01

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5920	Reimburse for Resource Sharing	Palos Park Public Library	86.01			
Prairie State College				8620	01/21/22	96.00
5920	Reimburse for Resource Sharing	Prairie State College	96.00			
Prairie Trails Public Library District				8621	01/21/22	115.49
5920	Reimburse for Resource Sharing	Prairie Trails Public Library District	115.49			
Reliance Standard Life Insurance Co.				8622	01/21/22	905.30
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - feb 2022	905.30			
River Grove Public Library District				8623	01/21/22	93.94
5920	Reimburse for Resource Sharing	River Grove Public Library District	93.94			
Riverdale Public Library District				8624	01/21/22	24.00
5920	Reimburse for Resource Sharing	Riverdale Public Library District	24.00			
Roselle Public Library				8625	01/21/22	98.80
5920	Reimburse for Resource Sharing	Roselle Public Library	98.80			
Seldon Fox				8626	01/21/22	3,400.00
5820	Accounting	Seldon Fox - audit FY21	3,400.00			
South Holland Public Library				8627	01/21/22	489.93
5920	Reimburse for Resource Sharing	South Holland Public Library	489.93			
Steger-South Chicago Heights				8628	01/21/22	142.02
5920	Reimburse for Resource Sharing	Steger-South Chicago Heights	142.02			
Sugar Grove Public Library District				8629	01/21/22	129.51
5920	Reimburse for Resource Sharing	Sugar Grove Public Library District	129.51			
The Hartford, Inc.				8630	01/21/22	406.00
5700	Insurance	The Hartford, Inc. - addtl for Business Owner Ins,	406.00			
The Theosophical Society in America				8631	01/21/22	57.95

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5920	Reimburse for Resource Sharing	The Theosophical Society in America	57.95			
Thomas Ford Memorial Library				8632	01/21/22	82.40
5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	82.40			
Thornton Public Library				8633	01/21/22	25.00
5920	Reimburse for Resource Sharing	Thornton Public Library	25.00			
Tinley Park Public Library				8634	01/21/22	646.17
5920	Reimburse for Resource Sharing	Tinley Park Public Library	646.17			
Unique Integrated Communications, Inc.				8635	01/21/22	750.00
5860	Notification & Collection	Unique Integrated Communications, Inc. - Message Bee	750.00			
Unique Integrated Communications, Inc.				8636	01/21/22	14,562.39
5450	Data Management Services	Unique Integrated Communications, Inc. - NCOA & Geotagging Services	14,562.39			
Unique Integrated Communications, Inc.				8637	01/21/22	399.46
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	399.46			
Villa Park Public Library				8638	01/21/22	44.87
5920	Reimburse for Resource Sharing	Villa Park Public Library	44.87			
Wellness Insurance Network-WIN				8639	01/21/22	171.00
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - Jan. 2022	171.00			
West Chicago Public Library District				8640	01/21/22	10.49
5920	Reimburse for Resource Sharing	West Chicago Public Library District	10.49			
Westchester Public Library				8641	01/21/22	11.05
5920	Reimburse for Resource Sharing	Westchester Public Library	11.05			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Woodridge Public Library				8642	01/21/22	237.15
5920	Reimburse for Resource Sharing	Woodridge Public Library	237.15			
First Bankcard				50131	01/18/22	485.00
5230	Staff Professional Development	Trailiant - Harassment Employee Training	485.00			
Genesis Technologies, Inc.				50132	01/19/22	128.35
5610	Equipment Rental/Maintenance	Genesis Technologies, Inc. monthly fee	128.35			
First Bankcard				50133	01/19/22	9,072.78
5430	Server Software Licensing	CDW - sonic walls support	9,072.78			
Quail Ridge Drive Investors, LLC				50134	01/27/22	9,430.01
5110	Rent/Lease	Quail Ridge Drive Investors, LLC Feb.	9,430.01			
T.A. Systems Inc.				50135	01/31/22	260.00
5150	Custodial Service & Supplies	T.A. Systems Inc. December	260.00			
ComEd				50144	01/12/22	229.58
5120	Utilities	ComEd	229.58			

Check List Total   342,994.71

SWAN Board Meeting Minutes

January 21, 2022, 9:30 a.m.
Online Meeting
Per Illinois Public Act 101-0640
Meeting Recording

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

   President Bodewes called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Ted Bodewes
   c. Dawn Bussey – arrived at 9:34 a.m.
   d. Jennifer Cottrill
   e. Charity Gallardo
   f. Tim Jarzemsky
   g. Jane Jenkins

2. **Introduction of Visitors/Public Comment**
   Aaron Skog – Executive Director – SWAN
   Dawne Tortorella – Assistant Director - SWAN
   Ginny Blake – Business Manager – SWAN

   No public comment

3. **Action Item**
   Acceptance of the January 21, 2022, SWAN Board Meeting Agenda

   Jarzemsky moved, seconded by Gallardo that it be

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 21, 2022 SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by roll call vote with the following results:
   Ayes: Blazek, Bodewes, Cottrill, Gallardo, Jarzemsky, Jenkins

4. **Action Item**
   Approval of SWAN Financials December 2021

   Jarzemsky moved, seconded by Gallardo that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR DECEMBER 1, 2021, THROUGH DECEMBER 31, 2021, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR DECEMBER 2021 AS PRESENTED

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

A brief discussion on the insurance line #5700 on the budget was discussed. Skog will reach out to the Accounting Service (Lauterbach & Amen) for clarification.

5. **Action Item**
Acceptance of the December 17, 2021, SWAN Board Meeting Minutes

Jarzemsky moved, seconded by Gallardo that it be:

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

Discussion corrected the draft minutes action Item # 7 should have the wording "Accept" not "Approve" and Action Item #10 should read as follows: Tim Jarzemsky discussed the possibility of having SWAN submit a story to the ILA legislative met up with the topic "Fine Free Movement"

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

6. **Action Item**
Acceptance of the November 16, 2021, Finance Committee Meeting Minutes

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 17, 2021, FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

Discussion corrected the draft minutes that Dawne Tortorella was not at the meeting as stated on the draft meeting minutes.

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

7. **Action Item**
Authority to pay bills for February 2022 through April 2022

Jarzemsky moved, seconded by Gallardo that it be:

RESOLVED, THAT THE SWAN BOARD AUTHORIZES THE EXECUTIVE DIRECTOR TO SIGN ALL CHECKS AND PAYMENTS, AND FOR THE SECOND SIGNATURE WILL UTILIZE THE TREASUER'S STAMP WITH PRIOR APPROVAL ELECTRONICALY, UNTIL APRIL 30, 2022

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

8. Reports

a. <u>Board President Report</u>
None

b. <u>Executive Director Report</u>
Skog reviewed his report as presented in this month's packet. Skog reviewed the Board Strategic Planning Retreat and asked for feedback to have SWAN's primary vendors join us virtually at the next Board meeting on March 18th to give presentations. The Board agreed that it should be virtual. Skog would like to revise the current FY22 budget due to the addition of PayPal accounts. Skog will build March agenda with an action item to revise the current budget.

c. <u>Operations Report</u>
Tortorella reviewed her report as presented in this month's packet.

d. <u>Treasurer Report</u>
The LLSAP Sustainability Committee met on January 10th. Bussey summed up the 3 action steps that were determined during the meeting 1: RAILS Staff will create criteria of libraries to join LLSAP's 2: RAILS staff will continue to work on a "black box" or simple inexpensive solution for libraries that cannot join LLSAP's. 3: RAILS will request RFP from ILS vendors. The committee will meet again on March 21st and Bussey will report back on how the action steps that have progressed.

e. <u>Board Calendar</u>
One remaining item that Skog & Jenkins will complete. The next COW Meeting is Feb. 1st.

9. Discussion Item
SWAN fiscal year 2023 budget & fee draft.

A copy of the FY23 budget will be reviewed at the COW meeting on February 1st.

10. **<u>Adjournment</u>**

Board President Ted Bodewes adjourned the meeting at 10:35 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Jane Jenkins

Board Secretary

SWAN Executive Director Report

February 18, 2022

Update on Activities

Advocacy

There is the possibility that the funding for CPL, RAILS, and IHLS might be increased for FY23. I am not certain this will use the most recent census for the calculation of population. The funding formula is based on area & per capita for the regional library systems. The population difference between RAILS and IHLS is quite large.

2020 Census Data	RAILS	IHLS	Difference
Population served	7,384,917	1,640,977	5,743,940
Unserved population	522,018	519,734	2,284
% of pop residing in library service area	93.4%	76%	

RAILS E-News, Wednesday, February 9, 2022
The Secretary of State's budget request for FY 2023 includes over $2.8 million in additional funding for the System Area and Per Capita Grant program. This represents the first increase in this program in over 25 years and will benefit all three Illinois library systems: RAILS, IHLS, and the Chicago Public Library System.

The increase will help RAILS continue to offer a variety of programs and services to help all types of libraries to collaborate and share resources. It will also help us to implement the goals in our new strategic plan. This plan is based largely on feedback from our members and addresses the challenges and needs you told us are the most important to you.

Please encourage your legislators in the Illinois General Assembly to support this increase in the Secretary of State's budget to ensure that Illinois library systems can continue to help member libraries provide the services that have become so vital to the communities they serve.

RAILS Consortia Committee update

The update we provided you last month on the LLSAP Sustainability Working Group has been detailed in an email from RAILS. The full email is pasted below.

From: Anne Slaughter <anne.slaughter@railslibraries.info>
Sent: Thursday, January 27, 2022 3:51 PM
To: Rebecca Malinowski (rmalinowski@ccslib.org) <rmalinowski@ccslib.org>; mhammermeister <mhammermeister@pinnaclelibraries.org>; Aaron Skog <aaron@swanlibraries.net>
Cc: Deirdre Brennan <dee.brennan@railslibraries.info>; Monica Harris <monica.harris@railslibraries.info>; Carolyn Coulter <carolyn.coulter@railslibraries.info>; Kendal Orrison <kendal.orrison@railslibraries.info>; Jennifer Slaney <Jennifer.Slaney@sterlingpubliclibrary.org>

Subject: Update from 1/27 IHLS/SHARE LLSAP brainstorming meeting

I wanted to update you on a meeting that took place this morning. IHLS/SHARE convened a meeting dedicated to "LLSAP Brainstorming" that included Leslie Bednar, Ellen Popit, Cassandra Thompson, Greg McCormick, Kendal Orrison, Carolyn Coulter, and Jennifer Slaney. Deirdre, Monica, and I also attended. As you may be aware, one of the next steps from this month's LLSAP Sustainability Working Group meeting was to engage a consultant to begin working on an RFI that would help us explore what it would take to establish a statewide shared ILS. In today's meeting, Cassandra and Leslie shared their hopes that SHARE might have a role in this. They are interested in expanding SHARE membership to include libraries across the RAILS service area, with a focus on smaller libraries, as they believe their current service model to be a sustainable and scalable option. Cassandra intends to begin collecting data from LLSAPs in order to assemble some projected cost information. SHARE member leadership is not involved in this conversation yet.

RAILS wants to make sure that all six of our LLSAPs are informed and have the opportunity to participate in any further discussions on this topic. We intend to continue the work of the LLSAP Sustainability Working Group as charged, including consideration of any role that SHARE might play in statewide big picture planning. As requested by the working group, our next step is to meet with a potential consultant, and we will provide detailed updates when more information is available. Ultimately, we recognize the importance of each organization (LLSAPs and member libraries) conducting its own assessment of their options, and the need to build member library buy-in for any proposed transition. To that end, we will do what we can to ensure that future conversations are as inclusive as possible.

Thanks,

Anne

Then a few weeks later, we have been contacted by IHLS Executive Director Leslie Bednar about a meeting with stakeholders in resource sharing across Illinois.

From: Leslie Bednar <lbednar@illinoisheartland.org>
Sent: Thursday, February 10, 2022 11:57 AM
To: abcraig@uillinois.edu; Dee Brennan <dee.brennan@railslibraries.info>; McCormick, Greg <GMcCormick@ILSOS.GOV>; Kendal Orrison <kendal.orrison@railslibraries.info>; carolyn.coulter@railslibraries.info; Aaron Skog <aaron@swanlibraries.net>; rmalinowski@ccslib.org; jennifer.slaney@sterlingpubliclibrary.org; cmbrown@chipublib.org; gramirez@chipublib.org; mhammermeister <mhammermeister@pinnaclelibraries.org>; Paul Mills <pmills@fountaindale.org>; cthompson@illinoisheartland.org; Ellen Popit <epopit@illinoisheartland.org>; Monica Harris <monica.harris@railslibraries.info>; Anne Slaughter <anne.slaughter@railslibraries.info>
Cc: Stacie Bushong <sbushong@illinoisheartland.org>
Subject: library resource sharing in Illinois

Dear Illinois library colleagues,
You are invited to a conversation regarding resource sharing in our state.
Each of your organizations maintains an integrated library system (ILS) that facilitates library resources across several locations. As technology improves and virtually shrinks the distance between us, we may be at a place to expand the interlibrary loan possibilities of library patrons across the state.
Recently, several stakeholders met to brainstorm what that access may look like, and all agreed a more inclusive approach is preferred. Please complete a survey regarding your availability to get together: Doodle | Statewide Resource Sharing

Feel welcome to forward this message to others in your organization who should participate. I will send out an agenda and meeting link soon and do let me know if you have any questions.

Warmly,

Leslie
Leslie M. Bednar, M.S.L.I.S.
(she/her/hers)
Executive Director
Illinois Heartland Library System
Edwardsville Office
618.474.9774
lbednar@illinoisheartland.org

The date of this meeting has not been finalized, but I have extended the invitation to Ted Bodewes and Jennifer Cottrill, SWAN President and Vice-President respectively.

Information Security Risk Assessment & Analysis
I have invited Sikich to present an overview of the "risk register" at the March 18, 2022 SWAN Board meeting. SWAN IT & System Support Manager Steven Schlewitt will lead the presentation to the SWAN Board.

Board Considerations

SWAN Board Strategic Planning Retreat: draft schedule

I am putting the finishing touches on the schedule for the March SWAN Board meeting. This meeting will be held virtually and will feature presentations by the SWAN management team and our vendor partners.

March 18, 2022

9:00am

SWAN governing board business and approvals

The business of SWAN includes

- Approval of minutes
- Approval of finances
- Ratification of FY23 budget

9:30am

SirsiDynix

Berit Nelson, SirsiDynix Chief Product Officer

The direction of SirsiDynix software development is led by Berit Nelson, who will provide an overview of the company's BLUEcloud software, and its role within a worldwide library software platform.

10:00am

ByWater Solutions

Mark Noble, Aspen Discovery Team Lead, mark@bywatersolutions.com
Jordan Fields, Aspen Product Librarian, jordan@bywatersolutions.com

ByWater Solutions provides SWAN support and software development for Aspen Discovery. Mark and Jordan are company leads on the library catalog project called Aspen Discovery. They will provide background on the creation of Aspen and outline the direction of its next features based on community feedback.

10:30am

EBSCO: Elton Bryson Stephens Company

Christopher Holly, Software-as-a-Service
312-513-8293 cholly@ebsco.com

SWAN utilizes several services through EBSCO.

- EBSCO Discovery Service
- OpenAthens
- EBSCO subscription databases
- Novelist Select

The services provided by EBSCO will be outlined, which is called Article Search within SWAN. There are several library software projects EBSCO supports, including Koha, Evergreen, and FOLIO which are all open-source projects.

11:00am

Unique Management Solutions

Robert Klaus, President, UMS
p: 812-207-2018, m: 502-797-6000, rob@uniquelibrary.com

Unique is a company many libraries are familiar with. SWAN has been partnered with UMS for over 15 years. The company's communication services, and collection services are major components of the SWAN library services platform.

- Notice printing
- MessageBee phone notification
- Material recovery

UMS will outline its role with SWAN libraries and highlight its newest initiatives.

LUNCH BREAK 11:30 – 12:45

1:00 pm

SWAN Information Security Audit & Sikich

Steven Schlewitt, SWAN IT & System Support Manager & Ken Squires, Sikich

Sikich and SWAN have completed a risk analysis of the information technology platform of SWAN, and outline the next steps for mitigating those risks.

2:00pm

SWAN Tactical Plan

Dawne Tortorella, Assistant Director
Tara Wood, User Experience Manager
Scott Brandwein, Bibliographic Services Manager

Steven Schlewitt, SWAN IT & System Support Manager

Overview of the major initiatives for 2022, and their role within the SWAN strategic plan.

- Aspen Discovery
- BLUEcloud Staff
- Library collection management

<u>2:30pm</u>

SWAN Board actions and business

Any items on the agenda that remain for discussion and approval.

<u>3:00pm</u>

OCLC

Bruce Crocco, Vice President, Library Services for the Americas

Don Litner, Senior Library Services Consultant

The collaborative work between SWAN and OCLC has enhanced services to SWAN libraries, but also resulted in improvements to OCLC WorldShare Management services for libraries worldwide.

- WorldShare ILL
- WorldCat Discovery

The WorldShare Management System platform for library circulation, cataloging, and acquisitions will be outlined.

<u>3:30pm</u>

Meeting Adjourn

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 58% 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 three quarters, which would bring in 75% of SWAN revenue.

SWAN FY22	FY22 Budget	Ending January 2022	Percentage of budget YTD 58%
Total Revenue	$4,031,138.44	$3,069,523.55	76%
Total Expenses	$4,072,660.00	$2,759,167.55	68%
Over / (Under)	**($41,521.56)**	**$310,356.00**	

Accounts Receivable Update

4010 - SWAN Full Membership Fees: the third quarter invoices were sent out in January. We are currently at 75.11% of what should be 75% 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 95.67% 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.

4310 – RAILS Support to SWAN: the third payment to SWAN was received in January, so this line is now precisely at 75% as expected. The fourth payment will be made in April.

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.

5023 – Worker's Compensation insurance: this line in January was adjusted for 3 months prepaid expenses of insurance coverage for July, August, and September 2022.

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

5120 – Utilities: there are two Comcast expenses adjusted this month, reclassifying those in the proper telecommunications budget line, and this line is now at 52.83% expended.

5130 – Property Insurance: the deduction this month is to book 3 months of insurance for July, August, and September to prepaid expenses. While the FY22 budget line is $0 for this expense, we decided to retain a small insurance policy for flood protection for the SWAN office. We no longer pay insurance coverage for the RAILS datacenter.

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: the OCLC invoice for 2021 was adjusted, reissued, and paid. However, the check was accidentally issued directly to OCLC instead of IHLS. This correction will appear in February's financial report to the board.

ByWater Solutions provides support to SWAN's Aspen Discovery catalog, and two quarterly payments have been made of the $85,000 total. 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.

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.

5700 – Insurance: expenses for D&O, business, and cybercrime are fully paid for FY22. The 3 months of July, August, and September were booked to prepaid expenses this month, January 2022.

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: February 2022

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 (January 18th – February 14th) regular user group meetings and member engagement are noted. The past month was particularly busy with consultations for PayPal configuration in Aspen. These consultations are short but require secure methods of exchanging information, so Steven or Tara are involved in these one-on-one consultations with libraries.

Date	Event Name	Attendees	Teams Represented	Topic
1/18/2022	Training: Aspen Admin Training - Themes	Tara	UX	Training
1/19/2022	Circulation Advisory	Crystal, Sam, +others	UX, Bib Srvs	Member meeting
1/19/2022	Training: PayPal & Aspen	Aaron, Dawne, Tara, Steven	Admin, UX. IT	Training
1/19/2022	Library consultation (Lansing)	Vickie	IT	Consultation
1/19/2022	Office Hours: Hold & Circ Map	Vickie, Michael	IT	Training
1/21/2022	SWAN Board Meeting	Aaron, Ginny, Dawne	Admin	Governance
1/21/2022, 1/24/2022	Library Consultation (Indian Prairie) - network	Steven	IT	Consultation
1/21/2022	KitKeeper Project Check-in	Helen, Dawne	Admin	Research & Development
1/24/2022	Acquisitions & Catalog Users - Chair meeting	Claudia, Sam, Vickie, Scott	Bib Srvs, IT	Member meeting
1/24/2022	Office Hours: Aspen	Tara, Crystal, Robin	UX	Training
1/25/2022	Training: Serials Management	Claudia, Sam	Bib Srvs	Training
1/25/2022	SWAN Fireside Chat #34	Dawne, Aaron, Tara, Crystal, Robin, Dave	Admin, Bib Srvs, IT, UX	Member meeting
1/26/2022	Office Hours: BLUEcloud Staff	Crystal, Sam, Claudia, Scott, Dave, Dawne	Admin, UX, IT, Bib Srvs	Training
1/27/2022	Library Consultation (West Chicago) - network	Steven	IT	Consultation
1/27/2022	Discovery & User Experience Advisory	Tara, Robin, Crystal	UX	Member meeting
1/28/2022	Library Consultation (Villa Park) - User Profiles	Vickie	IT	Consultation
1/31/2022	Library Consultation (Lansing) - Item Type Consolidation	Sam	Bib Srvs	Consultation

Date	Event	People	Teams	Type
2/1/2022	Committee of the Whole	Aaron, Robin, +others	All	Governance
2/1/2022	Training: Aspen Admin - Browse Cat, Spotlights	Crystal, Robin, Scott, Tara	UX, Bib Srvs	Training
2/1/2022	Library Consultation (Bensenville schools and public) - Bill ownership	Helen, Vickie, Dawne	Admin, IR	Consultation
2/2/2022	ILL Users Group	Helen, Dawne, Vickie, Scott	Admin, IT, Bib Srvs	Member meeting
2/2/2022	Library Consultation (North Riverside) - Pseudo Libraries	Dawne, Steven, Dave	Admin, IT	Consultation
2/2/2022	Office Hours: Circulation, ILL, Outreach	Dawne, Helen, Crystal, Sam, Vickie	Admin, UX, IT, Bib Srvs	Training
2/3/2022	Training: Creating Pre-Cats	Claudia	Bib Srvs	Training
2/3/2022	Library Consultation (Batavia) - PayPal	Steven	IT	Consultation
2/3/2022	Library Consultation (Matteson) - Lockers & Pseudo Libraries	Steven	IT	Consultation
2/3/2022	Library Consultation (St. Charles) - PayPal	Dawne, Tara	Admin, UX	Consultation
2/4/2022	Library Consultation (Alsip) - PayPal	Tara	UX	Consultation
2/4/2022	Library Consultation (Evergreen Park) - PayPal	Tara	UX	Consultation
2/4/2022	Library Consultation (Wood Dale) - PayPal	Tara	UX	Consultation
2/4/2022	Library Consultation (Cicero) - Student Cards	Vickie, Dawne	IT, Admin	Consultation
2/4/2022	Office Hours: Directors	Aaron	Admin	Training
2/7/2022	Office Hours: Aspen	Crystal, Tara, Robin	UX	Training
2/7/2022	SWAN DEI Working Group	Scott, Bib Srvs	Bib Srvs	Member meeting
2/7/2022	Library Consultation (Palos Park) - PayPal	Steven	IT	Consultation
2/8/2022	Training: BLUEcloud Update - 2022 SWAN Plans	Aaron, Dawne, Crystal, Claudia, Sam, Dave, Steven	All	Training
2/8/2023	Training: Aspen Admin - Placards	Robin, Tara	UX	Training
2/8/2022	Library Consultation (Eisenhower) - PayPal	Tara	UX	Consultation
2/9/2022	Office Hours: Cataloging	Bib Srvs	Bib Srvs	Training
2/9/2022	Library Consultation (Warrenville) - PayPal	Steven	IT	Consultation
2/9/2022	Library Consultation (Thomas Ford) - PayPal	Tara	UX	Consultation
2/9/2022	Library Consultation (Homewood) - PayPal	Tara	UX	Consultation

Date	Event Name	Attendees	Teams Represented	Topic
2/9/2022	Office Hours: BLUEcloud Analytics	Dawne, Michael, Dave, Helen	Admin, IT	Training
2/10/2022	Acquisitions & Cataloging Users	Claudia, Sam, Vickie, Scott, +others	Bib Srvs, IT, Admin	Member meeting
2/10/2022	Library Consultation (Richton Park) - PayPal	Steven	IT	Consultation
2/10/2022	Library Consultation (Indian Prairie) - PayPal	Steven	IT	Consultation
2/10/2022	Training: Let's Talk Billing	Helen, Dawne, Vickie	Admin	Training
2/10/2022	Library Consultation (Tinley Park) - PayPal	Steven	IT	Consultation
2/11/2022	Training: Member Update - BLUEcloud Release 22.02	Crystal, Dawne, Sam, Claudia, Dave	All	Traing
2/14/2022	Library Consultation (Frankfort) - PayPal	Tara	UX	Consultation
2/14/2022	Library Consultation (Riverside) - PayPal	Steven	IT	Consultation

Research & Development, Vendor Engagement

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community. Continued work with Sikich for our security risk assessment and development of the Plan of Action & Milestones is reflected. Also of note is our continuing involvement in Aspen communities, both with ByWater and the larger user community. This month we also met with our colleagues at other resource sharing consortium in Illinois.

Date	Event Name	Attendees	Teams Represented	Topic
12/14/2021, 12/20/2021, 1/13/2022	Sikich Risk Assessment Review	Aaron, Steven, Dawne	Admin, IT	Research & Development
Tuesdays: 12/14/2021- 1/11/2022	ByWater - Aspen weekly pilot check-in	Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin	UX, Admin, IT, Bib Srvs	Research & Development
12/15/2021	SirsiDynix Sure Sailing	SWAN staff from all areas	Bib Srvs, IT, UX, Admin	Support
1/5/2022	SirsiDynix BLUEcloud Single Sign-on	Aaron, Steven, Dawne	Admin, IT	Research & Development
1/6/2022	Aspen Release/Aspen Gathering	Tara, Crystal, Robin, Scott, Steven, Dawne	UX, Bib Srvs, IT, Admin	Research & Development
1/13/2022	Baker & Taylor - BTCat Pilot	Bib Srvs team	Bib Srvs	Research & Development

SWAN Assistant Director (Dawne Tortorella)

BLUEcloud Central Updates

In the past week we provided two updates to the membership on BLUEcloud staff. On February 8th we held an overview session which outlined the BLUEcloud ecosystem, as well as SWAN plans for further research, development, and deployment in 2022. On Friday, February 11th, an update on enhancements provided in BLUEcloud Release 22.02 was shared in a webinar.

As we are expecting quite a few updates this year, a new training collection is provided to organize these webinar recordings. Meetings & Trainings > Tutorials & Training Resources > BLUEcloud Updates.

With each release, our product owners will review and test all enhancements and bug fixes. They will then schedule and lead a members update webinar to highlight important changes.

SWAN Learning Management System

We soft launched our SWAN Online Learning system in January, sharing the news at our January Fireside and user group meetings.

We currently have 57 learners representing 22 SWAN libraries. These users have registered in 73 courses with 33 course completion certificates awarded to date. These early metrics show that the courses are easy to complete and provide helpful just-in-time instruction for staff.

NCOA 2021

The processing of National Change of Address (NCOA) 2021 processing is complete as outlined in the News Post on February 4, 2022.

The number of patron records sent for processing was 970,826. Of those, 107,427 were returned with address changes at 11%. Of those, 12,699 or 12% have moved out of Illinois.

We are now working with libraries who wish to remove en masse these patrons who no longer reside within the library's service area. As we move to a more automated scheduling of this process, it is important that we review and properly determine if these records should be removed from the system. We do not want to build an accumulation of patrons who no longer reside within our service area. Removal of these records may require removal of fines or fees within a threshold amount. Unless the library is continuing to pursue recovery of those fees/fines, inactive/out-of-service-area records should be removed. Libraries can submit a help ticket for assistance in this process.

NCOA 2021 Reports

Several reports have been created to assist libraries in identifying patrons who have moved. These reports are located in BLUEcloud Analytics: Shared Reports > SWAN Reports > Users > NCOA Processing. These reports allow libraries to target the "low hanging fruit" – removal of inactive out-of-state records, while reviewing and reaching out to patrons flagged with change of address who currently are active library patrons.

Geo-location data

We are investigating tools to assist in mapping longitude and latitude data to patron activity. As a first step experiment, we used [Excel 3D maps](#) to analyze the records flagged with address changes in the 2021 NCOA run.

The following images show where those 100,000+ patrons moved. The progression of images below show the concentration of addresses and where these people moved.
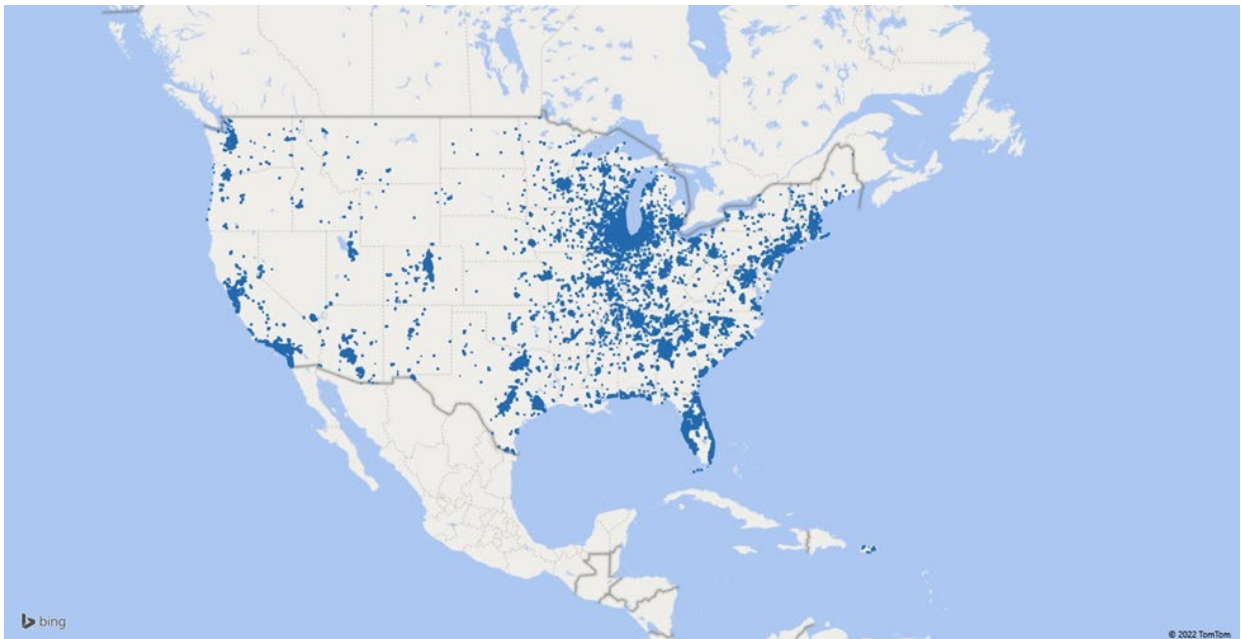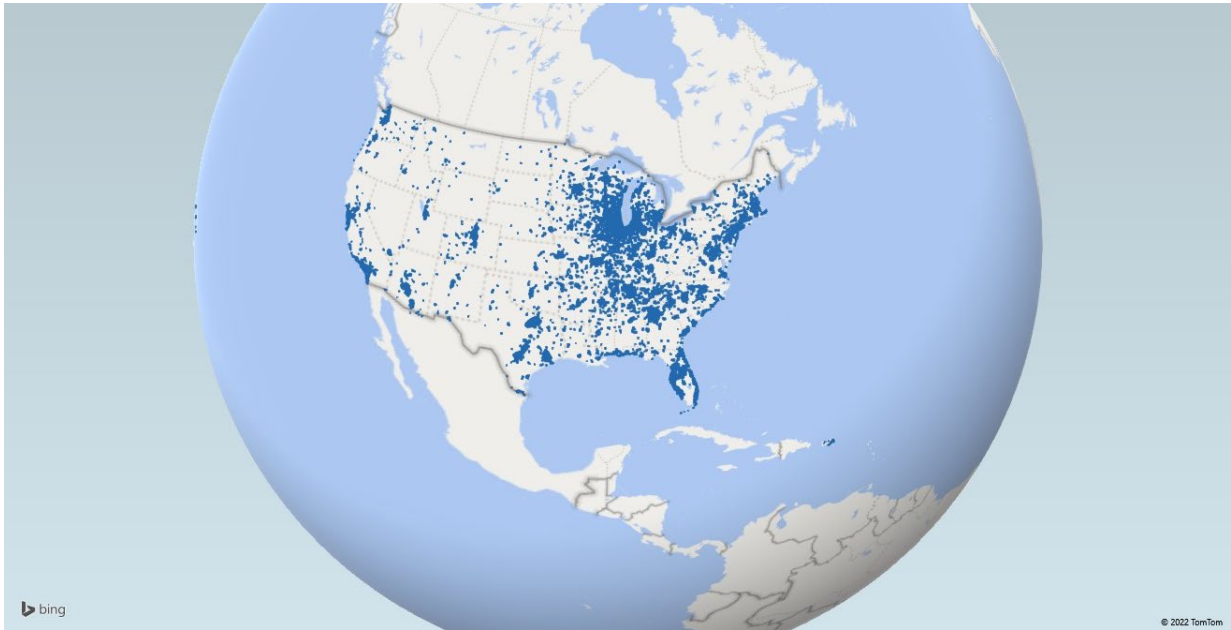
On the previous map it appears that address changes were prevalent across Lake Michigan. However, zooming in shows this is not the case, but rather due to limitations of mapping address changes in a large geographic area. A heat map illustrates the concentration of patrons who have moved.
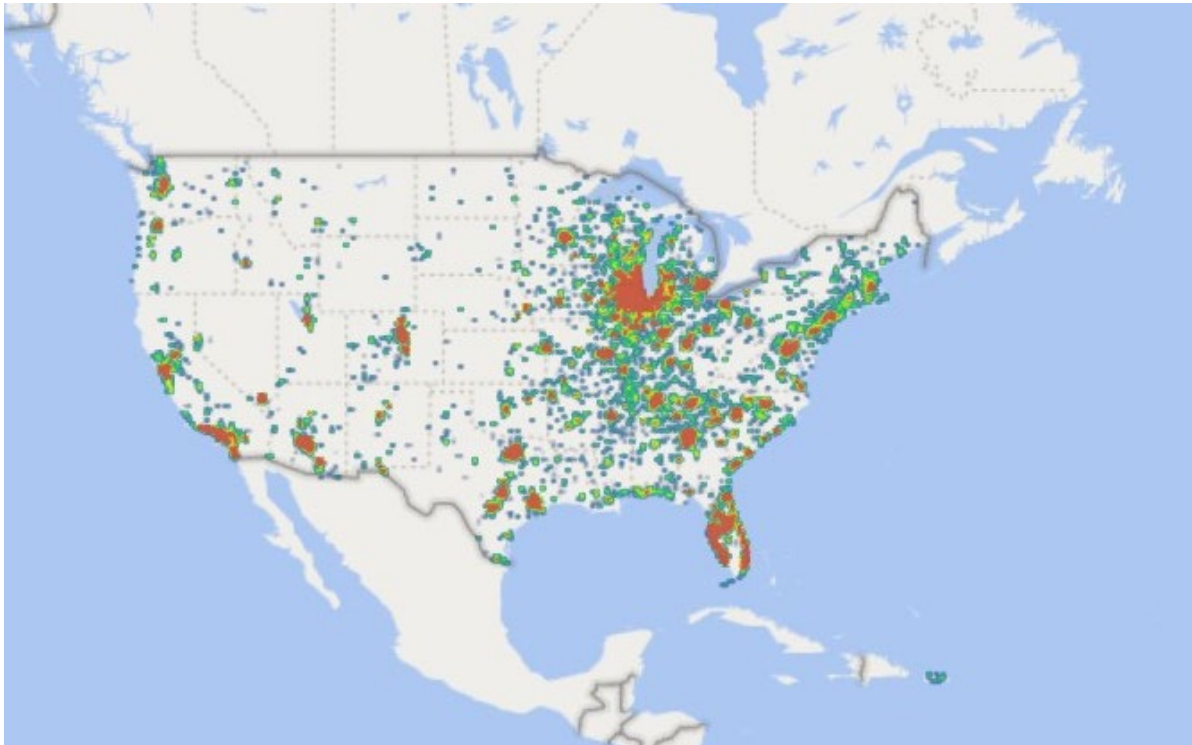
The largest concentration of movement is within the metro-Chicagoland area. You can also see some clusters in larger Illinois cities. As we zoom into the SWAN service area, the challenge of managing these address changes becomes apparent. Most of the movement is concentrated within our own SWAN geography.

As patrons move between SWAN communities, how can we work with library colleagues to make this transition easier for the patron and the new home library? Patrons that have been inactive for over 3 years should be considered for removal, but for those who are active users of library services, we need to develop practices to transition these SWAN patrons to their new home library service area.

We will be encouraging ideas on how to facilitate these discussions and enhancing tools to help libraries target populations for outreach.
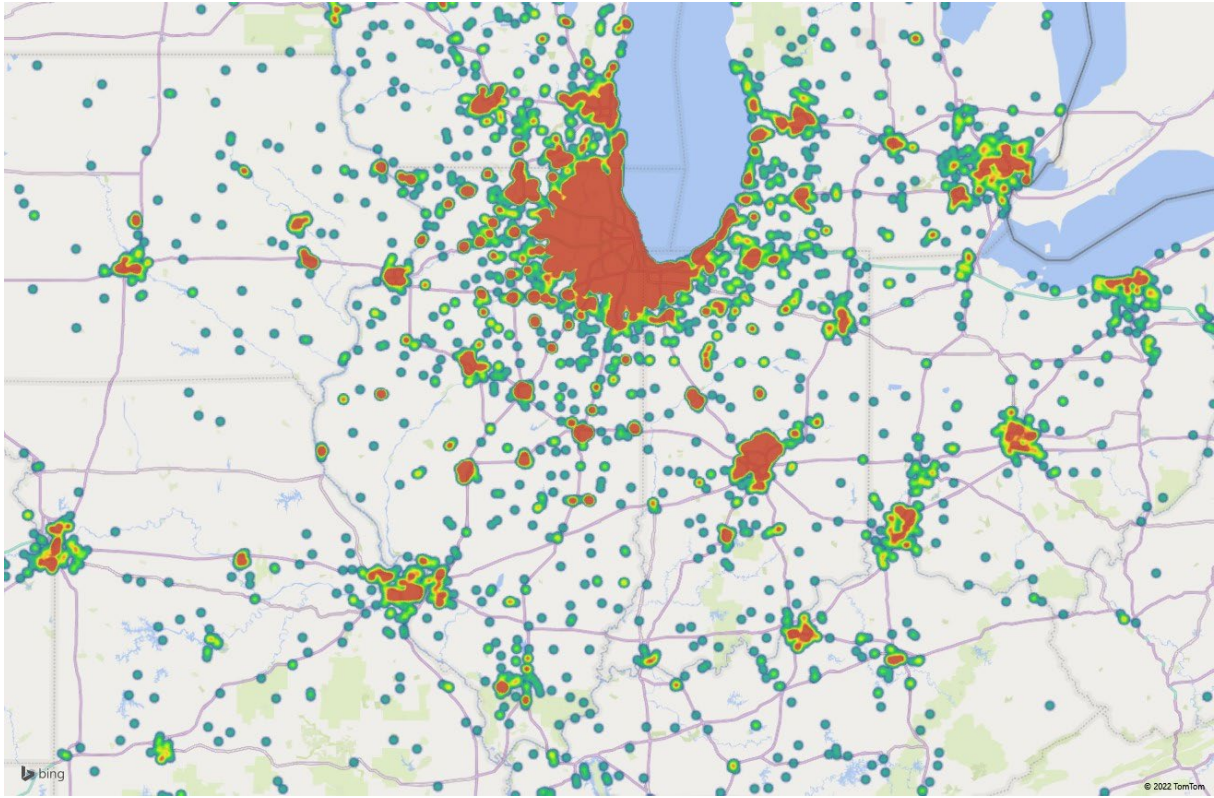
Figure 1: Heat map of library users in SWAN that moved indicates concentration
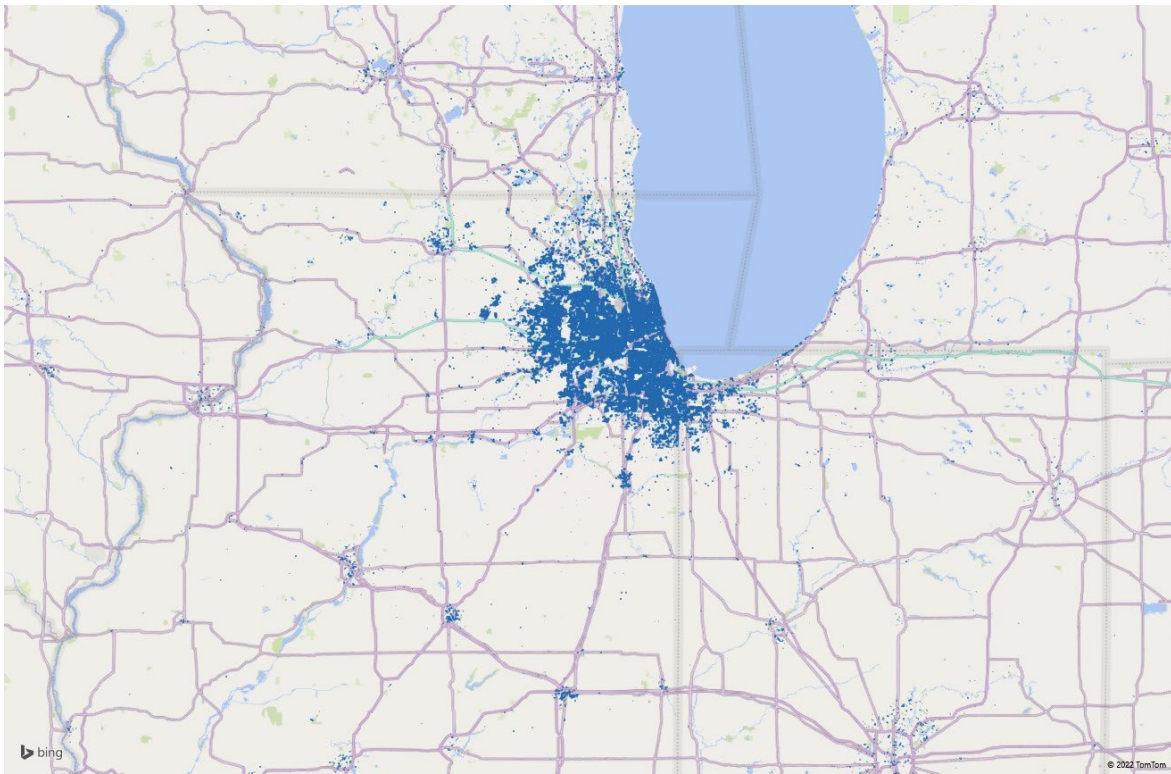
Figure 2: Locations of where SWAN library users moved
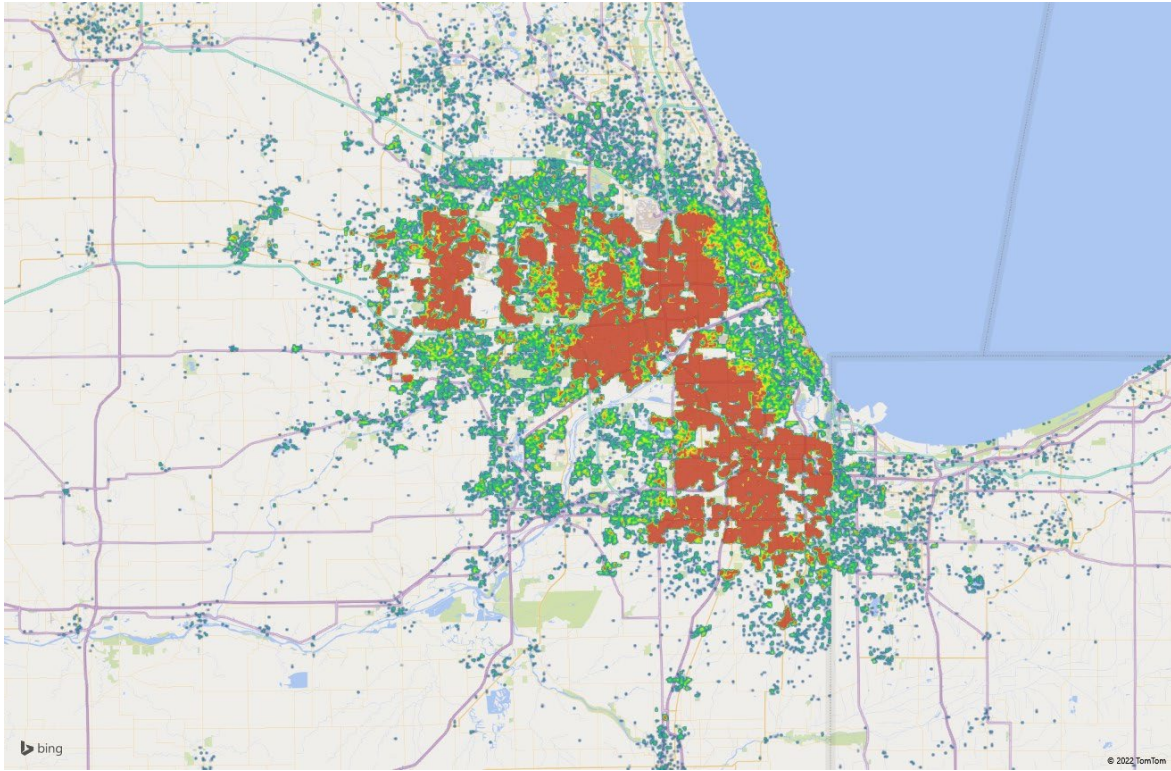
Figure 3: Heat map indicates concentration of where SWAN library users moved
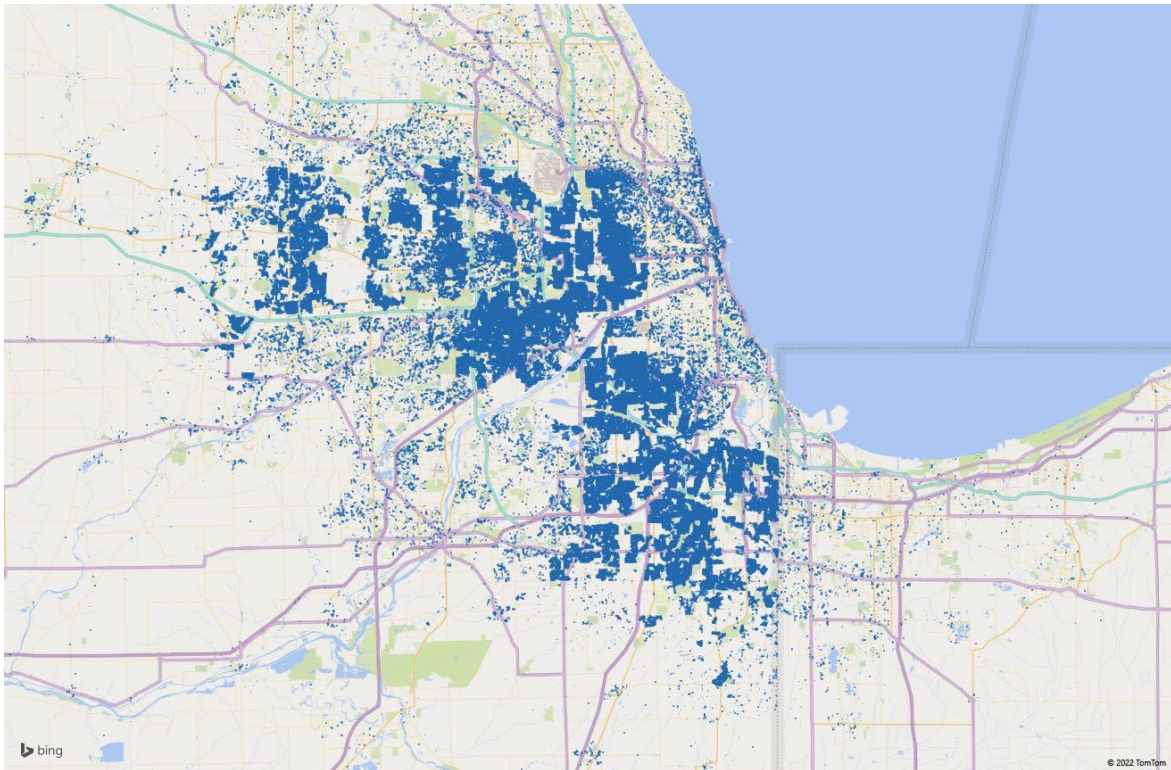
Figure 4: Locations where SWAN library users moved to

A look at the numbers

The day after the MLK holiday in both 2020 and 2022 showed high circulation activity. In 2020, the daily circulation count on 1/21/202 was 32,984 compared to 1/18/2022 of 27,948. This represents nearly 85% of pre-pandemic circulation. Keep in mind this does not account for our newest libraries who joined in 2020 and represent about 5% of our combined circulation activity.

Circulation
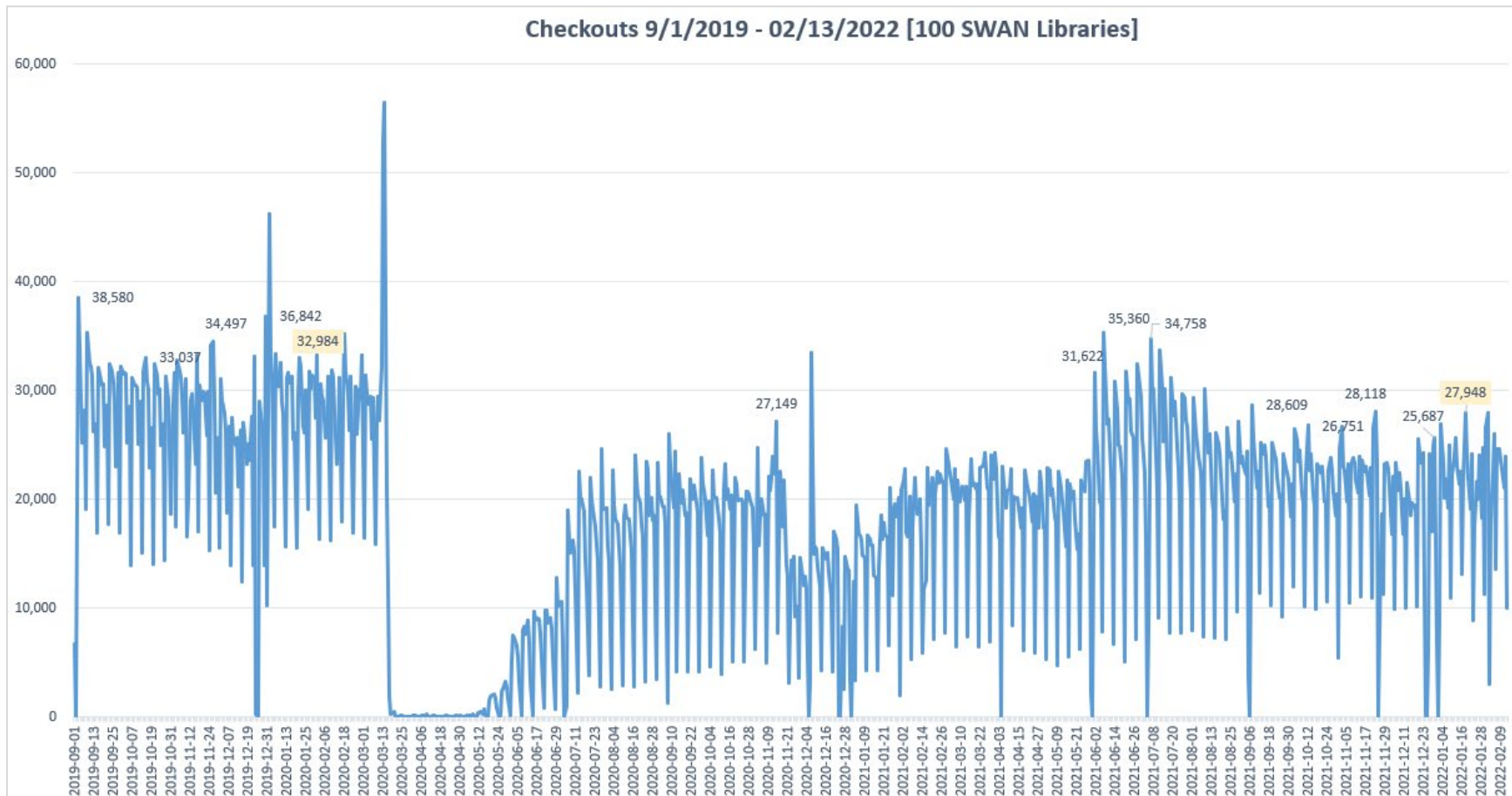
While we saw a marked increase in January 2022 vs January 2021 circulation, compared to 2020, we were at 69% of pre-pandemic.
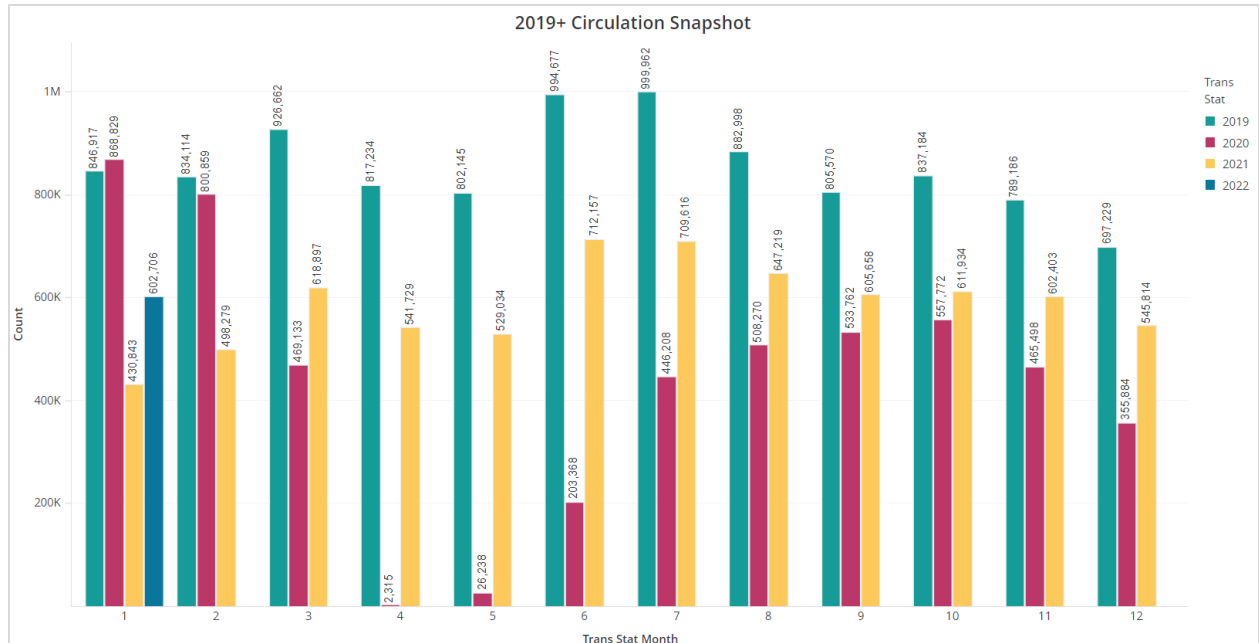
Not surprising with increased concern over covid, and holiday distractions behind us, patrons placed more holds in January 2022.
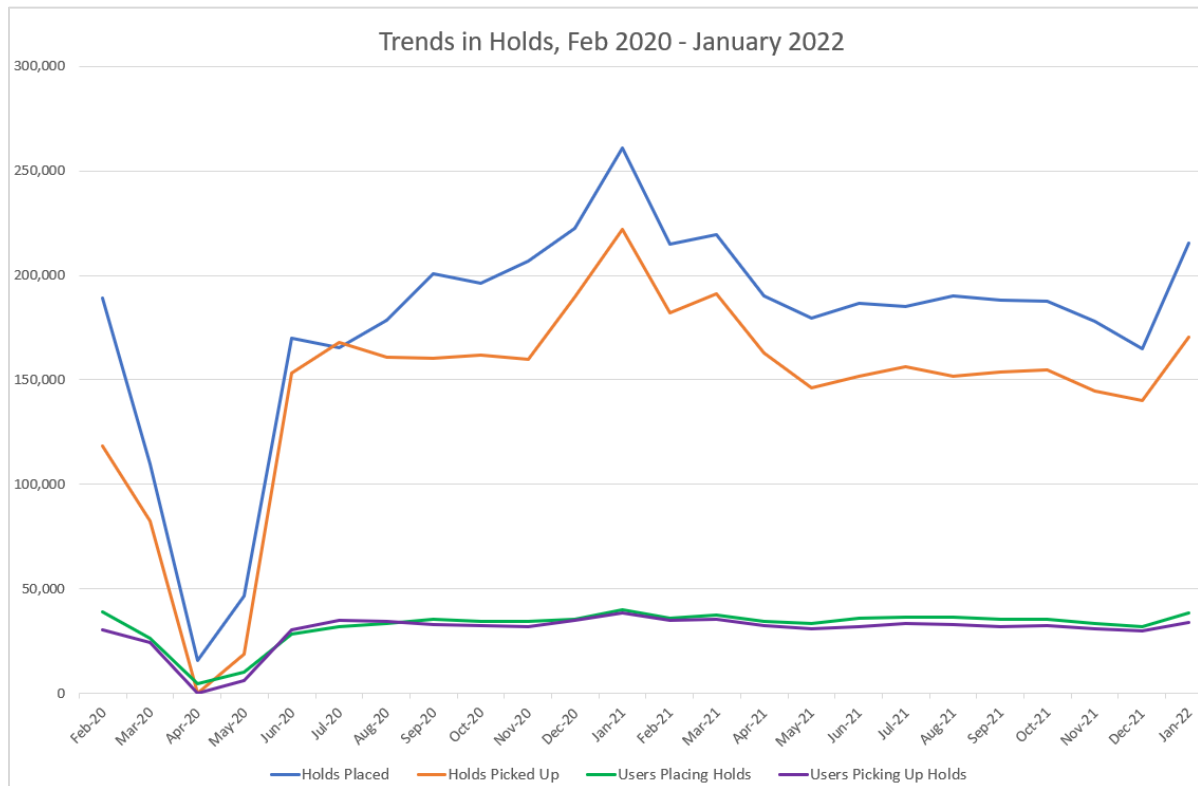
	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
Jan-20				
Feb-20	189,282	118,451	38,982	30,320
Mar-20	109,824	82,356	26,678	24,235
Apr-20	16,026	65	4,845	36
May-20	46,551	18,875	10,072	6,054
Jun-20	169,930	153,061	28,556	30,607
Jul-20	165,648	167,893	31,816	34,825
Aug-20	178,560	160,834	33,557	34,457
Sep-20	200,668	160,263	35,640	33,141
Oct-20	196,482	161,777	34,529	32,265
Nov-20	207,062	159,751	34,758	31,945
Dec-20	222,514	189,803	35,626	34,856
Jan-21	260,793	221,770	39,972	38,602
Feb-21	215,024	182,143	36,175	34,983
Mar-21	219,330	190,953	37,411	35,670
Apr-21	190,187	162,668	34,268	32,245
May-21	179,427	146,370	33,576	30,932
Jun-21	186,501	151,889	35,883	32,236
Jul-21	185,247	156,103	36,550	33,650
Aug-21	189,991	151,677	36,469	33,130
Sep-21	187,993	153,942	35,628	32,194
Oct-21	187,792	155,019	35,550	32,341
Nov-21	177,889	144,910	33,714	30,842
Dec-21	164,840	140,217	32,122	29,964
Jan-22	215,541	170,542	38,412	33,936
NOTE: log files only provide hold details transactions since 2/10/2020				

NOTE: This does not mean all these holds are sitting on shelf. Often holds are cancelled by the patron or staff before the hold is filled.

This pandemic length overview of holds placement shows we had nearly 150,000 patrons placing holds. As our usage data shows, patrons placed over 80% of those holds directly through the online catalog and apps.

Holds & Aspen

Looking at how and where the hold was placed from start of 2021 to current date shows the steady decline in holds placed in Enterprise and the increase of holds placed in Aspen. During this same period, holds placed in BLUEcloud mobile have increased.

| Hold Client | 2021 | | | | | | | | | | | | 2022 | |
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Total
Enterprise	192,620	156,930	156,104	134,491	127,413	128,638	111,989	105,235	102,339	93,572	65,351	58,241	72,091	1,907,588
WorkFlows	45,214	37,888	41,698	36,617	33,224	38,324	39,465	39,607	40,925	38,262	34,749	31,307	39,646	473,199
BLUEcloud Mobile	19,318	17,121	16,997	14,669	14,939	15,227	14,957	15,980	14,009	16,232	15,474	15,101	19,467	170,671
Other Web Services	3,541	2,975	3,000	3,000	1,600	2,000	2,200	1,800	1,900	661	600	200	600	30,039
Unknown	0	30	16	23	166	9	143	22	29	0	3	28	11	2,820
Bookmyne	93	73	59	77	107	50	42	101	73	58	63	39	58	1,662
SIP2	1	6	2	3	0	3	3	4	2	7	0	0	0	129
BLUEcloud Circ	6	1	2	0	0	3	5	4	9	0	3	48	5	89
Aspen est.			1,452	1,307	1,978	2,247	16,443	27,238	28,707	39,000	61,646	59,876	83,663	2,759
	260,793	215,024	219,330	190,187	179,427	186,501	185,247	189,991	187,993	187,792	177,889	164,840	215,541	2,588,956
% Placed by Patron	83%	82%	81%	81%	81%	79%	79%	79%	78%	80%	80%	81%	82%	82%
% mobile apps	8.80%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9.32%	9.34%	8%
% Placed in Aspen			1%	1%	1%	1%	9%	14%	15%	21%	35%	36%	39%	
% Placed in Enterprise	74%	73%	71%	71%	71%	69%	60%	55%	54%	50%	37%	35%	33%	

Interface Used for Holds Placement
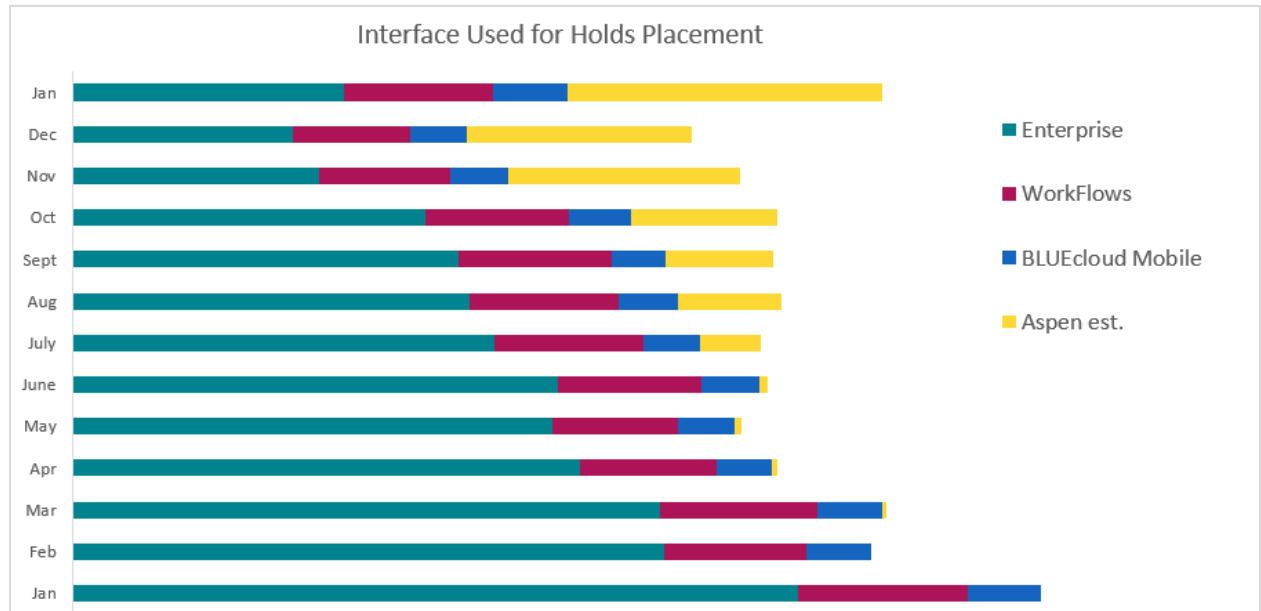
We continue to see a drop in items placed In-Transit as a percent change from prior pre-pandemic month. While we had reached pre-pandemic transit numbers in July-August, January 2022 showed 10% less for items placed in transit compared with January 2020. Regardless of numbers, resource sharing is strong and consistent within SWAN.

With a latest Aspen release, "hold comments" are set on holds placed through Aspen with a distinction between staff and patron placement. We hope to use this data to analyze if Aspen's priority hold placement on local copy is helping to make fulfillment more efficient and impacting the decrease is transits.

Monthly calculations include adjustments made for branch libraries and pseudo libraries.

SWAN hE - Transit Item to Another Library Statistics			
	Prior Pre-Pandemic Month/Year	Current Month/Year	% change
Jan 2020	269,481	320,142	19%
Feb 2020	268,464	294,829	10%
Mar 2020	286,066	151,830	-47%
Apr 2020	274,734	1,340	-100%
May 2020	272,468	15,287	-94%
Jun 2020	270,908	66,066	-76%
Jul 2020	296,871	123,522	-58%
Aug 2020	294,591	186,020	-37%
Sep 2020	284,312	215,022	-24%
Oct 2020	300,220	250,734	-16%
Nov 2020	279,280	237,628	-15%
Dec 2020	271,716	244,905	-10%
Jan 2021	320,142	278,152	-13%
Feb 2021	294,829	273,757	-7%
Mar 2021	286,066	299,023	5%
Apr 2021	274,734	266,376	-3%
May 2021	272,468	244,105	-10%
Jun 2021	270,908	263,769	-3%
Jul 2021	296,871	303,897	2%
Aug 2021	294,591	305,543	4%
Sep 2021*	284,312	268,101	-6%
Oct 2021*	300,220	265,949	-11%
Nov 2021*	279,280	265,705	-5%
Dec 2021*	271,716	262,018	-4%
Jan 2022*	320,142	287,934	-10%
	7,135,390	5,403,720	-24%

* removed from transit counts - items owned by
pseudo library and "transitted" internally

Items Placed In Transit
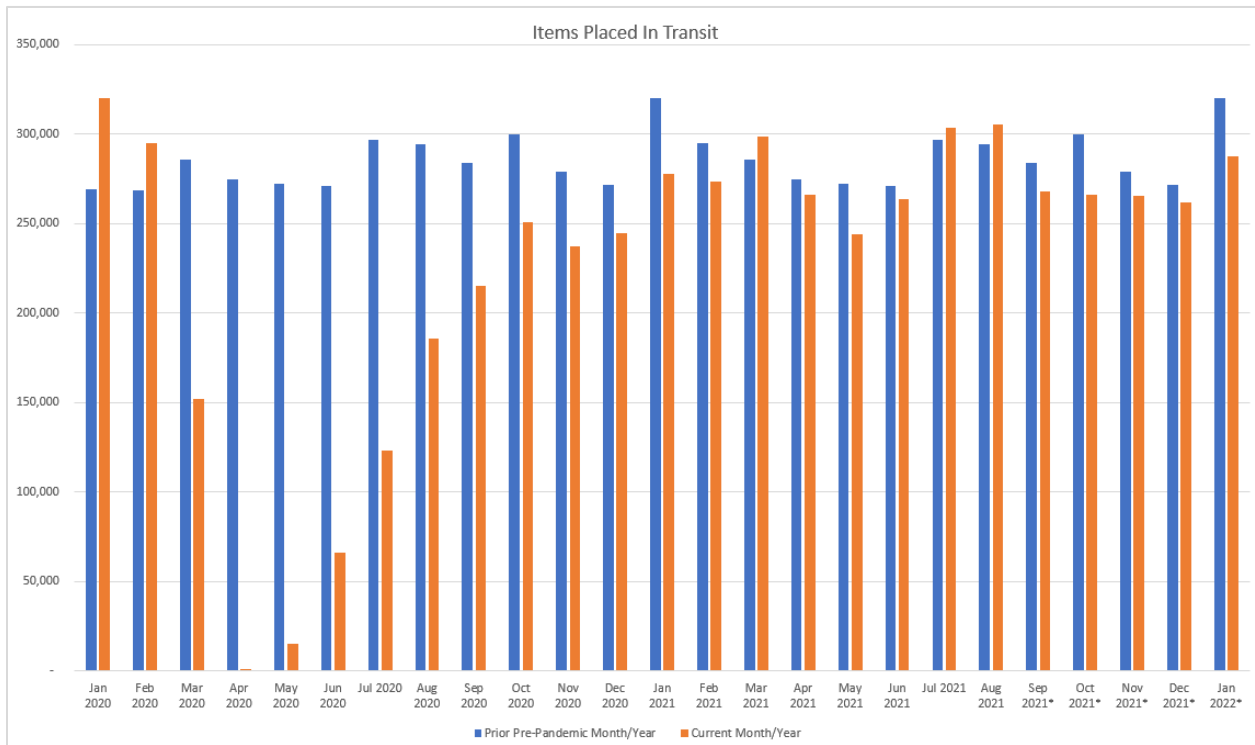
SWAN Bibliographic Services (Scott Brandwein)

Diversity, Equity, and Inclusion Group

SWAN's Diversity, Equity, and Inclusion Working Group met this month to make some choices regarding the Library of Congress update to subject headings containing the word "aliens" in a context describing people. The new framework uses two terms to replace the original term "Illegal aliens": "Noncitizens" and "Illegal immigration."

While we applaud the work, after discussion amongst ourselves and taking into account discussion that took among the RAILS Diversity, Equity, and Inclusion in Metadata Networking Group, we've opted to partially maintain our current local practice of using the term "Undocumented immigrants" to describe this group of people. Our reasons are:

- Search analysis shows that patrons more often search for "undocumented immigrants/immigration" than "illegal immigrants/immigration".
- Splitting one concept into two related concepts does a poor job of describing the original concept, and the Library of Congress change makes it more difficult to identify materials about undocumented immigrants as people

The Library of Congress change also replaced the term "Aliens" with "Noncitizens." This is already in line with our local practice.

We are currently working out the mechanics of automating record updates under this new framework. Once we figure out that piece of the puzzle, we will update our documentation and notify the membership with full details.

The SWAN DEI Working Group is currently seeking new members. Deep cataloging knowledge is not necessary. If any staff are interested in participating in our monthly discussions, please reach out to SWAN support.

Baker & Taylor Rental Collection

Included in this board packet is a report on the first year and a half of the Baker & Taylor Rental Collection project. In summary, the project was designed to use rental copies of popular books to supplement SWAN's overall collection and help fulfill long hold queues. We select materials based on demand, circulate them through the SWAN system with no restrictions, and, with some exceptions, return them to Baker & Taylor when they are no longer circulating.

We have found the project to be successful and learned a great deal that will help us expand our centralized ordering offerings. See the report for more information.

OCLC Holdings Update

OCLC recently offered all member institutions a limited-time opportunity to refresh their holdings for free. The project would remove all holdings from the OCLC database for a library's OCLC symbol and use

a MARC extract to add back holdings only to records that are currently in the library's collections. Up-to-date holdings are essential for successful ILL operations. Due to some past Illinois state serials projects and the nature of the transition of our holdings maintenance from a vendor to an in-house service in 2020, some SWAN members have experienced occasional ILL requests for items they no longer own. This project should alleviate that issue.

However, because of the way we maintain holdings on behalf of SWAN members using the home-grown OCLC Holdings Manager (OHM) software tool, we need to approach this offer as a group. The holdings reset would need to be closely coordinated with local holdings maintenance procedures. SWAN staff met with staff from 5 other Illinois consortia (CCS, SHARE, RSA, PrairieCat, and Pinnacle) to discuss the offer. Each of these consortia uses the OHM for consortial holdings maintenance. SWAN staff process these changes and have automated the holdings set/unset on OCLC WorldCat for each of the consortium on a monthly basis.

We are all interested in taking advantage and have scheduled a meeting in mid-February to talk logistics with representatives from OCLC. Our questions involve local holdings records, local bibliographic data, timeline, and methodology. We are hopeful that this is something we will be able to accomplish on behalf of SWAN and our resource sharing consortium colleagues in Illinois.

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 January, there were 121 upgrades of minimal level records in OCLC to full records.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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	72	104	**799**
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	**21,769**
Orig 2022	84												
Copy 2022	1,808												

* 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 trends for the last month included questions relating to the Aspen rollout, questions about NCOA and the patron purge. Following NCOA User Category 6 record changes on the 27th, several "New 19" libraries experienced WorkFlows interface issues when attempting to register new patrons.

Dave Pacin was able to resolve this issue by unsetting and resetting several default Symphony values that had been imported during the New 19 migration.

SWAN Support Tickets January 2021 - January 2022

	Jan-21	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-22
Opened	639	678	746	629	755	882	881	777	805	872	801	663	806
Closed	646	662	721	636	738	878	902	767	835	850	799	660	806
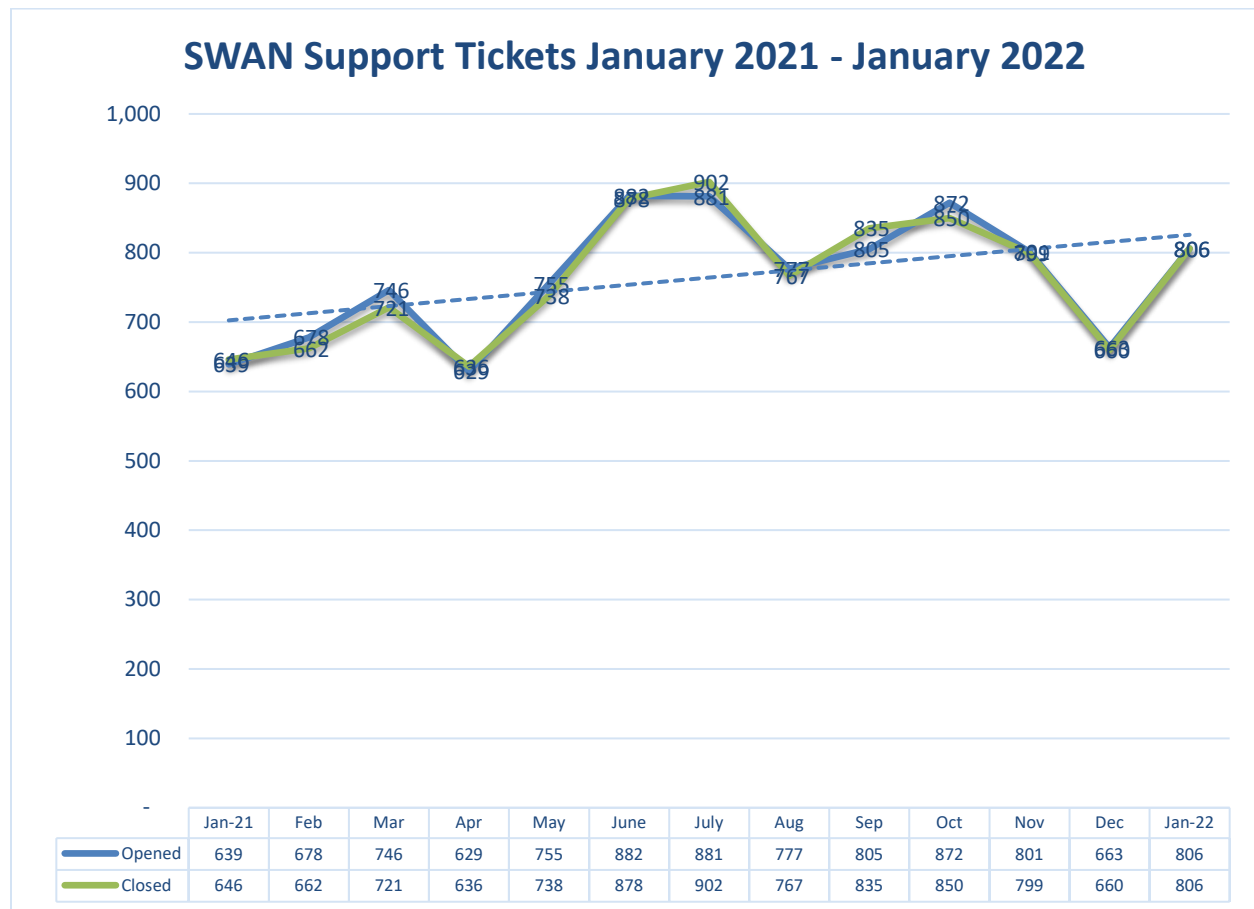
Tickets Submitted to SWAN

Aspen Project

- PayPal credentials collection and pilot testing – Steven with Tara (UX)
- CPU performance monitoring and troubleshooting – Steven with Tara, Robin (UX)
- PayPal Symphony payment type cleanup – Dave

Vendor Integrations

- Unique Management Services collections reports encryption and configuration – Rudy
- Smiota locker implementation for NRS – Steven, Dave with Dawne (Admin)
- Pseudo libraries for MTS, SFS, LGS, and school districts – Steven, Dave with Dawne (Admin)
- Gale Analytics implementation for ESS – Michael
- OpenGov & LibraryIQ investigation – Ian, Michael
- Library locker email receipt templates – Michael
- SirsiDynix support VPN setup – Rudy

General Projects

- Geo-redundant backup testing and configuration for Azure – Ian, Rudy
- SonicWall End of Life (EOL) hardware upgrade consultations – Steven, Rudy, Dave
- NCOA 2021 processing – Dave, Vickie, Steven with Dawne (Admin)
- BLUEcloud Central user setups and role cleanup – Dave, Michael
- BLUEcloud Analytics personalized login cleanup – Vickie
- SWAN support site / Drupal server upgrade testing – Rudy
- Restick printer paper pricing – Ian
- Sikich Risk Criteria drafting – Steven with Dawne, Aaron (Admin)
- SirsiDynix Single Sign-On pilot setup – Ian, Rudy, Steven
- Linux server urgent patching for "Polkit"/PolicyKit system vulnerability – Rudy, Ian
- Windows 11 deployment testing – Ian, Michael
- Log aggregation tool, security consultants research – Steven, Rudy, Ian

Sikich Risk Assessment & Security Initiative

Steven, Dawne, and Aaron continued their work on the Sikich Risk Assessment this month, now having the 110 identified risks categorized and broken into actionable projects. Most projects entail the creation of NIST SP 800-171 policy documentation and establishing a regular audit. Other projects involve more technical changes, such as the implementation of a log aggregation and notification tool that would provide SWAN IT with greater insights into server vulnerabilities or possible security incidents. These polices, audits, and tools will ultimately serve to uncover system configurations that are not within the NIST SP 800-171 guidelines or that put the organization at greater risk of a security incident.

Email Notice Tracking (Last 6 Months)

Reading Date	Total Emails Sent	Success Rate	Bounces	Marked SWAN as SPAM
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)
12/10/2021	417,626	94.01% (392,619)	0.19% (814)	0.01% (44)
1/14/2022	400,681	96.40% (386,275)	0.12% (472)	0.01% (49)
2/10/2022	406,965	97.18% (395,480)	0.38% (1,541)	0.01% (36)

Phone Notice Tracking (Last 6 Months)

Reading Date	Total Calls Attempted	Success Rate	Failed
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)
12/10/2021	7956	96.62% (7687)	3.33% (265)
1/14/2022	8846	96.99% (8580)	3.00% (266)

2/10/2022	7197	97.19% (6995)	2.79% (201)

Outage Tracking (as of 2/10/2022)

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
1/23/2022	18:49	5	Symphony	Yes	No	Planned system patching.
1/23/2022	18:38	5	Aspen	Yes	No	Planned system patching.
2/04/2022	14:32	5	Aspen	No	Yes	Aspen server restart following persistent CPU load spikes throughout the morning.

SWAN User Experience (Tara Wood)

User groups

Circulation Advisory

Circulation Advisory met January 19th. Crystal led the group in an activity to analyze BLUEcloud Circulation feedback and identify development priorities. She is currently comparing those priorities with the SirsiDynix roadmap for BLUEcloud Circulation and has already submitted several requests to the BLUEcloud Circulation SPP that came out of the meeting.

Discovery and User Experience Advisory

DUX met January 27th meeting. Discussion topics included the EBSCO Linked Library Service/BLUEcloud Visibility, formats in Aspen, and changes to the hold confirmation message in Aspen. In addition, Tara shared Aspen usage data from Cohort 1 libraries and the group discussed future research and statistics needs.

Aspen rollout

We are nearing the finish line! The soft-launch date for Cohort 2 is March 8th, just around the corner. SWAN has set a date of April 26th to redirect the Enterprise catalog to Aspen catalogs.

Tara, Crystal, and Robin have each lead Aspen administration trainings in the past month and we continue to host bi-weekly office hours. In addition, Tara and Robin have completed Aspen configuration for the Cohort 2 libraries, including the setup of additional e-resource integrations and purchase suggestions.

Tara and Crystal recently recorded [two videos for patrons](), one on getting started with the catalog and one with account basics. We'll share those with libraries soon, on both the patron site and SWAN support site for libraries to use or adapt.

Fines payment

All but 10 SWAN libraries are either set up with their fines payment preference or are scheduled for consults to share their PayPal API keys. Tara has reached out to these 10 libraries individually, and any

libraries that have not responded by March 8th will be set up with fines payment through the SWAN PayPal account.

So far, 23 libraries have opted to use their own PayPal accounts and 63 are using the SWAN PayPal account.

Research and development

The Aspen 22.02 release went live on February 9th. The next several releases will include updates to search, facets, and record grouping, and SWAN will work closely with the Aspen developers to test and provide input to changes.

In addition, SWAN will begin to explore the Aspen LiDA (Library Discovery App) in May.

We continue to track all member-generated research and development requests in Known Issues on the SWAN support site.

BLUEcloud Circulation

There was a BLUEcloud staff release on February 10th, which included several features for BLUEcloud Circulation. Crystal highlighted these at the February 11th BLUEcloud Member Update.

Digital Archives Landscape Survey

This survey has concluded, with 12 libraries responding. Robin is reaching out to those libraries individually to start planning next steps for assistance with digitization, grants, and integrating collections in the Aspen catalog.

Voluntary Product Accessibility Template (VPAT) Database

Robin met with RAILS and CALIFA, a library consortium representing over 200 libraries in California, to discuss opportunities to collaborate on a shared VPAT database and accessibility alliance. This discussion is in the early stages, but it is exciting to see the potential for this project to grow.

Support

We've seen an increase in support tickets in the UX team. In January 2021 we closed 22 tickets, and in January 2022 we closed 61, with questions about Aspen, e-resource troubleshooting, new e-resource authentication set up. We expect support needs for our team to increase due to increased staff options in Aspen, increased usage of BLUEcloud Circulation, and possibly growing interest and purchases of e-resources.

CONGRATULATIONS TO TARA!

Breaking news: Tara Wood was selected by ByWater as the Librarian of the Month for February. With over 500 libraries live on Aspen, Tara's contributions to the Aspen community impact far more than our SWAN libraries. Each month, ByWater recognizes a librarian for their hard work and positive impact on the community. They will be sharing the following statement with the Aspen Community.

> *Tara has done an amazing job doing Usability Studies, Accessibility Reviews, and coordinating*
> *SWAN Member libraries as they implement Aspen Discovery. The Usability Studies she does with*

her libraries help to inform Aspen development and the Accessibility Review she performed has helped to ensure that Aspen is available to more library patrons.

Thank you, Tara, for your ongoing work on behalf of SWAN libraries and the growing worldwide community of Aspen users. Putting the patron first in user design is not only part of SWAN's strategic plan, but a daily commitment displayed in your team's work.

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
Thursday, January 13, 2022	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
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 Succesion Plan for ED.
January 2022 [TBD]	SWANcom	Board present draft budget to membership.
Monday, January 31, 2022		Signed LLSAP grant agreements due to RAILS
Tuesday, February 1, 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
		Sikich security audit findings presentation
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.

DATE	MEETING TYPE	ACTION ITEMS
		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

February 11, 2021

SWAN Report

Baker & Taylor Rental Collection Analysis

Scott Brandwein & Dawne Tortorella

Contents

Project Objectives

The project was included as a pilot within the SWAN budget for the 2021 fiscal year. The idea was to explore a centralized collection of popular materials for sharing within the consortium. No library would own the items, and the expenses would be paid with SWAN reserves for the initial pilot period.

Our project had the following objectives

- Increase internal knowledge of vendor processing to better support SWAN member libraries
- Work with real data using BLUEcloud Acquisitions to develop internal expertise to support SWAN member libraries
- Augment consortium-wide holdings to fill high demand hold requests

Baker & Taylor was approached as the vendor to work with SWAN for the pilot.

Initiating the rental collection

Rental collection contract

Working with Baker & Taylor, SWAN entered into a one-year, renewable upon request, contract to provide rental copies and supply all pre-processing required to minimize "time to shelve" items as they arrived.

Baker & Taylor setup and configuration

Number of materials ordered and kept

Our contract does not stipulate a number of books we may rent, but instead allows us a yearly quota of 276 credits. Ordered materials count against our quota depending on list price. Books up to $29.00 cost one quota point, up to $39.00 cost two, and up to $49.00 cost three.

The number of books we can possess and circulate at any given time is slightly higher than the yearly quota, allowing for growth into a second year without returning any materials. Based on storage space concerns, SWAN has opted to return items when they have failed to circulate for several months instead of maintaining a collection at the maximum level.

We are also permitted to permanently keep a number of books that amounts to 20% of the count of books returned. Lost and damaged items are counted as returned books and do not reduce the number of copies we may keep. We are not charged for lost or damaged items.

Pre-processing

SWAN provided guidelines to Baker & Taylor regarding pre-processing of materials. All books come with barcodes identifying the item as belonging to "SWAN Library Services." Baker & Taylor also applies call number labels according to SWAN guidelines. We use simplified Dewey call numbers for nonfiction items and call numbers based on author last names for fiction and biographies.

Hardcover selections come covered in clear book jacket covers. Paperbacks receive no cover processing.

BLUEcloud Acquisitions processing

This portion of our objections was not fully realized as we processed the orders through traditional cataloging of known items in Symphony WorkFlows. During the duration of the initial project, BLUEcloud Acquisitions experienced problems with creating duplicate bibliographic records. We did not want to add to this problem since all items being added were already cataloged in the database.

This duplicate bibliographic matching issues in BLUEcloud Acquisitions was largely resolved in November 2021. As such, we will be incorporating more use of BLUEcloud Acquisitions processing in 2022.

Addressing high demand holds

The rational for selection of titles to rent was based solely on consortium high-demand holds. Titles with the largest hold ratio were selected for rental to infuse the consortium with more copies to fill these holds and reduce the waiting time for patrons.

SWAN rental copies, upon order, could fulfill holds for any patron across the membership. This provided assurance that holds could be placed by anyone on these titles, regardless of possible local restrictions.

SWAN owned items have the highest ratio of circulation per item owned of our library agencies in 2021 at 5.06:1 ratio.

Analyzing collection and use

Order history August 2020 – December 2021

The pilot program was initiated prior to the pandemic with an intended launch in July 2020, start of FY 21. Initial orders started in August 2020.

See Addendum A for list of titles

Supplementing book club kits

Concurrent to the B&T Rental Collection pilot, SWAN libraries were actively working on a pilot for shared Book Club Kits (using KitKeeper as a software platform). As popular titles are shared in kits, supplemental copies are often needed to replace damaged or missing copies to maintain completeness of the kit. Since the rental parameters allowed for keeping up to 312 titles, this allocation was used to supplement those book club titles. Our monthly number of items active in the collection ranges from 120 to 160.

The book club kit lead libraries, Geneva Public Library and Downers Grove Public Library, were offered a list of SWAN rental titles to supplement their shared book club kit collections. While this process was ad hoc during both pilots, a more formal review and request process is needed.

When titles were selected for addition to the book club kits, SWAN staff indicate those copies as being retained with B&T, remove all SWAN pre-processing barcodes, discard the copy in the bibliographic database, and send to the recipient book club library to augment their collection. This provides a renewed special use of these materials, benefiting all libraries using shared book club kits.

Circulation and transit analysis

The goal of infusing the consortium with additional high demand titles is to get these into the hands of patrons as soon as possible. This requires balancing time efficiently between transit, processing, time on hold shelf, and in circulation.

During the pandemic, SWAN staff were not in the office daily and processing averaged once per week. This resulted in longer transit times as items sat in bins waiting to be processed longer than desired. In addition, SWAN staff were not processing the

OnShelf Items list except when in the office. This reduced the number of items that would have been selected and sent to fill holds.

Example of usage – The Four Winds

During the project time period, multiple copies of *The Four Winds* were rented to infuse in the collection. A sample of 5 SWAN copies is compared against a copy owned by Downers Grove Public Library.

Each line on the visual display represents the travels of a specific copy. The color coding represents common green (good) to red (bad) activity. Starting in February 2021 through end of December 2021, the diagram represents how these copies traveled in the SWAN resource sharing system.

Legend:
- Blue – add item/discard item
- Yellow through Red – in transit, each time item is transited to another library without a checkout, the intensity towards red increases
- Pale yellow – on hold shelf
- Green – checked out
- Dark Green – immediately checked out to another patron
- Pink – on shelf

1. SWAN rental copies
2. Downers Grove copy
3. Single copy at a small SWAN library (few patrons place holds)
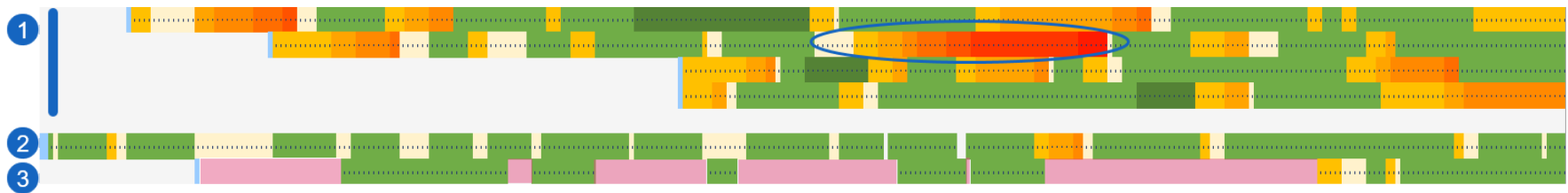
FIGURE 1: FEBRUARY 2021 ON THE LEFT, DECEMBER 2021 ON THE RIGHT

The highlighted section in the middle represents a time period of 52 days where this item bounced in transit between 7 libraries without a checkout. This occurs when an item is transited to a library for the patron next in queue, but before it arrives another copy arrives (generally a local copy returned) which triggers a faster hold fill time for that patron. The patron gets the title faster, but the transiting copy is directed to the next patron/library. With massively popular titles like *The Four Winds*, there is a tipping point when local copies are meeting local patron needs. Notice the Downers Grove copy (#2 on graphic) spent far less time traveling, although slightly longer on hold shelf awaiting pickup. Local copies as they are returned satisfy local holds first, so they do not travel as much as the SWAN rental copies.

The smaller library (#3 on graphic) shows several periods where the items remained on shelf. It is likely that during this time period, the item was designated as an item type that did not fill holds, providing a copy available upon return as display for local checkout. Near the end of the time period analyzed, the book did start transiting to other libraries to fill holds.

As a side observation, based on how long *The Four Winds* book is (454 pages), we expected to see longer circulation time frames per circ. This is not reflected in this sample data at all. Patrons returned these in-demand copies quickly. This sample shows that concern for overdue checkouts of high demand items may not be warranted. Again, patron behavior – on the whole – is very positive toward, and respectful of, library material and fellow patrons.

> *In the discussion on Next Steps, New Ideas below, floating collections are offered for consideration. If items were automatically considered local when received in transit, they would then fill local holds immediately based on the current library destination. If a previous hold had been filled, it would then fill the next local hold, rather than the next hold which is likely at another library.*

Circulation Totals 2021

The following chart shows the number of items checked out at the 97 SWAN public library locations from January 1, 2021 – December 31, 2021.

Distribution of items checked out from SWAN B&T Rental, 2021
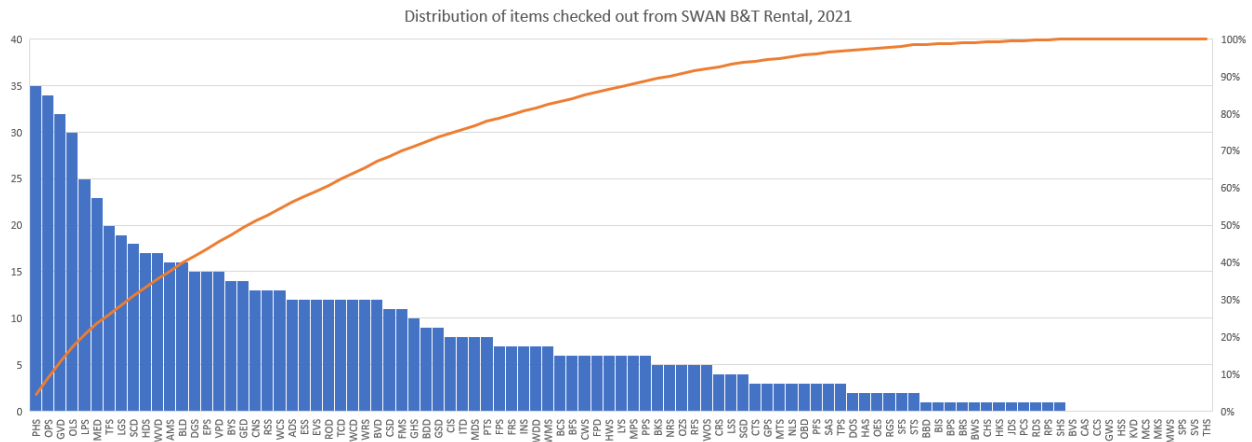
Since this is a rental collection, the items change monthly as items are returned to B&T and new items received. On average, SWAN's B&T collection of rental copies is 150 items. These items were circulated 760 times in 2021, for a circulation to item ratio of 5.06:1.

The Pareto curve shows that 50% of total circulation was attributed to 18 of our libraries. At least one item was circulated at 85 of our 97 public library locations.

Current location of rental copies

The SWAN Membership Map is displayed below with an overlay of patron geo-location information of checkouts during this evaluation period. This map correlates closely to our population density in SWAN and further confirms this program had a far-reaching and even distribution within our SWAN boundaries. Additional copies were shared outside the SWAN membership even farther afield to reciprocal borrowers in Illinois.

Initially we were concerned that copies were not being evenly distributed within the membership, but this data confirms the fairness and consistency of holds management processes.
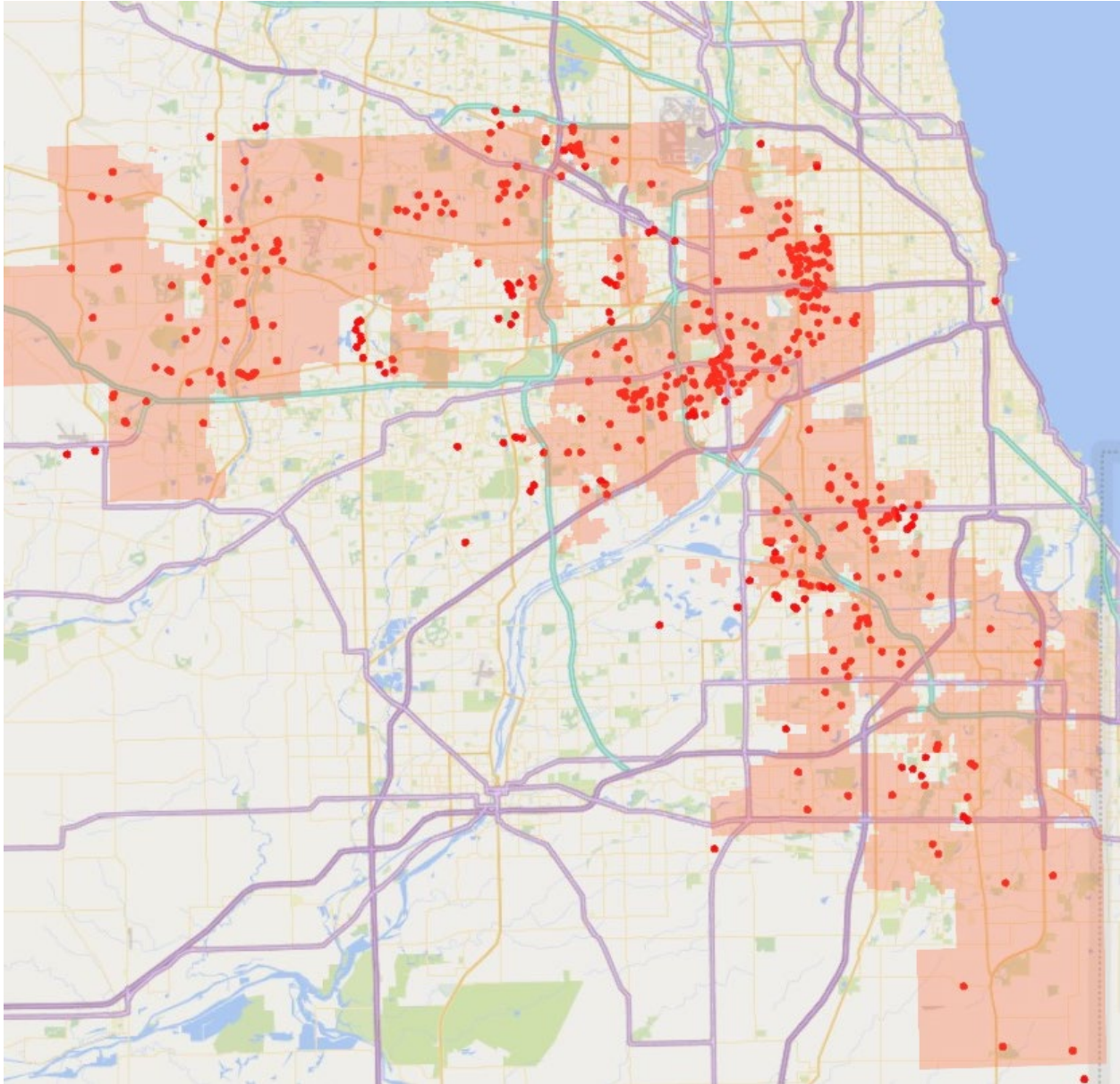
Daily processing and staff commitment

The weekly processing of orders includes the following:

Selecting materials

SWAN staff place a rental order approximately once a month. Materials selection requires a bit of finesse, but we can generally place an order from selection to submission in under an hour.

First, we run a BLUEcloud Acquisitions report listing items on hold. The report can be sorted by the ratio of holds to number of available copies. From this, we select what titles to order and how many. This process requires a bit of judgment on the part of the staff placing the order. We attempt to pinpoint materials that have both a high hold ratio (the ratio of holds to available copies) and a high raw hold count. Depending on the numbers, we may order from 1 to 6 copies.

Over time, the materials have become somewhat predictable, but not reliably. Certain popular authors and genres appear most often, but not every publication by those authors commands a very large hold queue. Other times spikes in an existing hold queue can appear unpredictably, or a paperback or large print edition can see a surge at a different time than the hardcover edition.

That is why it is best to rely on the report rather than try to predict based on past performance or industry trends. When the Netflix series *Bridgerton* was released, holds for a particular paperback edition of the book *The Duke and I* skyrocketed, possibly due to that edition's position in Enterprise search relevancy. SWAN only had a handful of copies, but many more copies of other versions. We rented copies to support this unexpected surge.

Other considerations include release dates, alternate editions, and price.

We tend not to order items before their release date unless they are in very high demand. The initial shipment of copies our member libraries have ordered can drastically alter a hold queue.

Sometimes a change in our catalog can speed up a hold queue better than ordering copies. On rare occasions, we've been able to merge bibliographic records to let existing SWAN copies fill a long hold queue on a trivially different edition. We only do this when it is in line with existing cataloging rules.

Our investment in the rental collection allows a certain rental quota per year. We try to distribute this evenly month to month. Materials with a higher price point cost more of these "quota" points on a tiered scale. This is something we take into consideration. For example, the recent Barack Obama book *A Promised Land* cost 3 points per copy, but the hold queue was quite long and there were not a lot of titles to consider at the time.

But we have seen a couple of high demand items that were not cost effective. This past holiday season, *The Lyrics,* a boxed set of Paul McCartney lyrics, would have cost

5 quota points per copy, and the hold queue was only moderately long relative to others. We did not rent copies but would have at a lower price point.

Processing orders

Once we have a list of materials to order, the rest of the process is quick and easy. We create a dedicated cart for that month's order on Baker & Taylor's TitleSource360. As we select books, we check the bibliographic records to ensure we are obtaining the exact editions in demand. Therefore, it is a simple matter of copying the ISBN from the bibliographic record into Baker & Taylor's search interface, identifying the matching record, and inputting the number of copies to order. Building the cart takes only a few minutes. Once the cart is complete, we send the order.

Tracking orders

We track ordered materials in a spreadsheet that keeps track of titles, number ordered, number received, number lost/damaged/returned/kept, and our quota counts. This solution is in lieu of using BLUEcloud Acquisitions for the reasons outlined above. Furthermore, some of these numbers are specific to maintaining a rental collection and are outside of the scope of BLUEcloud Acquisitions.

Receiving orders

After sending the order, materials begin to arrive over the coming weeks. Baker & Taylor does not wait for an order to be complete before shipment, so materials trickle in gradually.

Prior to our first order, we set up shelf-ready Baker & Taylor processing specifications, including where to place labels, call number protocols, and a barcode range. When materials arrive at our office, they require no physical alteration. We must only open the boxes, compare the contents to the packing list, check them off on our order tracking spreadsheet, and add their item records to the database.

Adding the item records is quick because there is no bibliographic import needed. Popular materials tend to be given full cataloging by SWAN or a cataloging library early on. We simply scan the UPC to search by ISBN and create an item using default values for home location, item type, and item categories. Because we only order books, there is not much to alter from the defaults. The exceptions are for large print or juvenile materials that require a different Item Category. The last step is scanning in the provided pre-processed barcode, and the item is added to Symphony.

Finally, we check in each new item to trap a hold and transit to the appropriate library. The amount of time it takes from receiving a shipment to sending the items out is trivial. A box rarely contains more than 10 books, and processing time can be counted in minutes. The process folds easily into the regular processing of transits we must perform.

Returns

When hold queues eventually play out, materials start returning to SWAN's office. Much of the time, when we check these items in, they go right back out again because a patron has placed a hold since the return transaction. If not, we keep a small batch of items at hand. When staff are in our office, they will check the On Shelf Items report to see if any materials need to be pulled. We also found that scanning items on our shelf will frequently trap a hold.

As our collection approaches our storage capacity, we start returning items that haven't moved in a long time. At first this selection process was more difficult, but now that we've been doing this project for a year, we have taken to sending back items we've had for 12 months. The rental collection policy is generous with the number of items we can keep, so there is no rush to return them.

To return items, we retain the boxes they were shipped in and use those. Baker & Taylor provides pre-paid UPS labels so shipping costs SWAN nothing. We pack any returned books in a box along with a form describing its contents. We then drop these off at a UPS location.

Lost and damaged items

Baker & Taylor designed the rental collection with an expectation that materials will be lost or damaged to the point of being unusable. When an item is returned damaged or we see it has a missing status in Symphony, we mark it on our tracking spreadsheet. When it comes time to return another batch of books, we include the lost/damaged tally on the form. These items do not count against the quota of books we are allowed to keep.

For this reason and because we will not replace lost and damaged copies, we do not input price information in our item records. Default pricing will be applied when reporting an item as damaged. For the SWAN shared collection, the quota of books we are allowed to keep is greater than the number of items damaged. For this reason,

during the pilot we did not hold patron's responsible damages. They were not billed and the patron's home library was not held responsible for damages either.

Next steps, new ideas

The circulation to collection ratio of the B&T Rental Collection clearly shows that these items were highly used. Geo-location mapping further confirms that distribution of the copies largely correlated with our population density. Some additional ideas are shared to consider how to further improve and maximize shared collections and centralized services in this area.

Idea #1: Volume vs targeted single titles – The Four Winds example

Rather than provide a handful of copies of many popular titles, would a more brute force at the top five/ten in demand make a bigger impact? Instead of 10 copies of 10 titles, would 100 copies of the 1 highest demand title more effectively manage hold queues throughout the consortium and allow member libraries to purchase for longer term collection development?

Idea #2: Floating collections

Until it is time for an item to be returned to Baker & Taylor, transiting the item back to SWAN adds costly delay in transit, processing, and potential loss of circulation. Rather than return these items, use of floating collections would allow the title to remain at the last library where it was checked in, if it does not trap a hold. Keeping these popular titles on shelf at the last library would allow browsing patrons to checkout those titles which otherwise would be sitting in transit or on a shelf at SWAN with no public access.

By nature of this collection, the titles would be popular and thus should not be reshelved into general stacks, but instead featured on lucky-day, quick-pick , or display spaces. This eliminates concern for different call number and labeling practices amongst SWAN libraries.

Idea #3: Shared selections lists (BLUEcloud Acquisitions)

To minimize staff time throughout the consortium in analyzing and predicting high-demand holds, centralized management of shared selection lists of popular adult fiction and non-fiction may be beneficial. Monthly SWAN staff could load and share selection lists with libraries who wish to participate in centralized ordering and processing. By automating these high demand titles through ordering and pre-processing, items can be drop shipped to libraries, scanned for receipt, and immediately put into circulation.

This arrangement may also be worth pursuing for collections curated by national sources that meet our individual community needs to help ease staff resources required to select, acquire, and process materials.

Addendum – Materials ordered

This is a list of titles ordered between July 2020 when the project began and the end of January 2022. "LP" indicates Large Print. "PB" indicates paperback.

Title	Author	Count
1st Case	James Patterson	2
21st Birthday	James Patterson	3
28 Summers	Elin Hilderbrand	2
A Gambling Man	David Baldacci	3
A Gambling Man (LP)	David Baldacci	4
A Piece of My Heart	Mary Higgins Clark	2
A Promised Land	Barack Obama	4
A Swim in a Pond in the Rain	George Saunders	1
A Time for Mercy	John Grisham	6
Abandoned in Death	J.D. Robb	3
All that Glitters	Danielle Steele	2
All the Colors of night	Jayne Ann Krentz	2
All the Devils Are Here	Louise Penny	3
Anxious People	Fredrik Backman	3
Apples Never Fall	Liane Moriarty	4
Apples Never Fall (LP)	Liane Moriarty	3
Before We Were Yours	Lisa Wingate	3
Betrayal: The Final Act of the Trump Show	Konathan Karl	2
Billy Summers	Stephen King	3
Blink of an Eye	Iris Johansen	2
Bridgerton: The Duke & I (PB)	Julia Quinn	4
Camino Winds	John Grisham	2
Caste: The Origins of Our Discontents	Isabel Wilkerson	4
City of the Dead	Jonathan Kellerman	3
Claudia and the New Girl	Ann M. Martin	1
Dark Hours	Michael Connely	2
Daylight	David Baldacci	5
Deadly Cross	James Patterson	5
Disloyal	Michael Cohen	3
Double Jeopardy	Stuart Woods	2
Enough Already	Valerie Bertinelli	2
Faithless in Death	J.D. Robb	2
Finding Ashley	Danielle Steel	3
Firefly Lane	Kristin Hannah	2
Flying Angels (LP)	Danielle Steele	2

Fortune and Glory	Janet Evanovich	5
Game On (LP)	Janet Evanovich	2
Greenlights	Matthew McConaughey	3
Hoax	Brian Stelter	1
Klara and the Sun (LP)	Kazuo Ishiguro	1
Laptop from Hell	Miranda Devine	2
Later (PB)	Stephen King	2
Leave the World Behind	Rumaan Alam	2
Malibu Rising	Taylor Jenkins Reid	2
Melania and Me	Stephanie Winston Wolkoff	4
Midnight Sun	Stephenie Meyer	5
Modern Comfort Food	Ina Garten	1
Money Magic	Laurence J. Kotlikoff	2
NYPD Red 6	James Patterson	4
Ocean Prey	John Sandford	4
Oh William! (LP)	Elizabeth Strout	2
One Step too Far	Lisa Gardner	2
One Vote Away	Ted Cruz	3
People We Meet on Vacation	Emily Henry	3
Peril	Bob Woodward	2
Rage	Bob Woodward	3
Ready Player Two	Ernest Cline	2
Reminders of Him	Colleen Hoover	2
Rock, Paper, Scissors (LP)	Alice Feeney	1
Run, Rose, Run	Dolly Parton & James Patterson	3
Sapiens: The Birth of Humankind	Yuval Noah Harari	2
Send for Me	Lauren Fox	2
Serpentine	Jonathan Kellerman	2
Sooley	John Grisham	4
Sooley (LP)	John Grisham	2
Stamped: Racism, Antiracism, and You	Jason Reynolds and Ibram X. Kendi	3
State of Terror	Hillary Rodham Clinton	2
Steal (LP)	James Patterson	1
The Awakening	Nora Roberts	3
The Ballad of Songbirds and Snakes	Suzanne Collins	5
The Butler (LP)	Danielle Steele	2
The Consequences of Fear	Jacqueline Winspear	2
The Darkest Hours (LP)	Michael Connelly	2
The Dirty South	John Connolly	2
The Family Upstairs (PB)	Lisa Jewell	2
The Four Winds	Kristin Hannah	7
The Four Winds (LP)	Kristin Hannah	4
The Good Sister	Sally Hepworth	2

The Guest List	Lucy Foley	3
The Hunting Party	Lucy Foley	2
The Invisible Life of Addie LaRue	V. E. Schwab	3
The Island of Missing Trees	Elif Shafak	1
The Jailhouse Lawyer	James Patterson	3
The Judge's List	John Grisham	3
The Judge's List (LP)	John Grisham	4
The Lady Has a Past	Amanda Quick	2
The Last Thing He Told Me	Laura Dave	4
The Last Thing He Told Me (LP)	Laura Dave	2
The Law of Innocence	Michael Connelly	3
The Lincoln Highway	Amor Towles	4
The Lincoln Highway (LP)	Amor Towles	3
The Maid	Nita Prose	3
The Match	Harlan Coben	2
The Midnight Library	Matt Haig	5
The Midwife Murders	James Patterson and Richard DiLallo	1
The Midwife Murders (PB)	James Patterson and Richard DiLallo	1
The Paper Palace	Miranda Cowley Heller	1
The Paris Apartment	Lucy Foley	2
The Personal Librarian	Marie Benedict	2
The President's Daughter	Bill Clinton & James Patterson	2
The Push	Ashley Audrain	2
The Real Anthony Fauci	Robert F. Kennedy	3
The Recovery Agent	Janet Evanovich	2
The Red Book	James Patterson & David Ellis	1
The Rescue (PB)	Nicholas Sparks	4
The Rose Code	Kate Quinn	2
The Sanatorium	Sarah Pearse	3
The Searcher	Tana French	4
The Sentinel	Lee Child	3
The Stranger in the Lifeboat (LP)	Mitch Albom	1
The Vanishing Half	Brit Bennett	5
The Vineyard at Painted Moon	Susan Mallery	1
The Wife Upstairs	Rachel Hawkins	2
Too Much and Never Enough	Mary L. Trump	5
Troubled Blood	Robert Galbraith	2
Unthinkable	Jamie Raskin	1
Win	Harlan Coben	3
Wintering: The Power of Rest and Retreat	Katherine May	2
Wish You Were Here	Jodi Picoult	3
Wish You Were Here (LP)	Jodi Picoult	2

Date: **February 18, 2022**
To: **SWAN Board**
From: **Aaron Skog, Executive Director**
Re: **FY23 Budget draft**

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The budget presentation at the Committee of the Whole meeting solicited feedback on the services and expenses proposed in the budget. This budget presented has left those services in place within the budget but discussion on whether to include or remove them from the final budget presented for approval should take place.

This budget also updated the insurance figures per Treasurer Bussey's request.

Timeline

Below is an updated timeline of the budget process.

Date	Meeting Type	Action Items	Complete?
September 2021	Executive Director	Collect tax data from DuPage, Kane, Will, & submit FOIA to Cook County Treasurer for 2020 tax data.	Done
Friday, October 22, 2021	Regular SWAN Board Meeting	Board and Aaron Skog discuss priorities, research conducted, and identifies work for the next budget	Done
November 17, 2021	Finance Committee	Aaron Skog and Treasurer review budget & set Finance Committee meeting; if needed some policies reviewed	Done
Friday, November 19, 2021	Regular SWAN Board Meeting	Board accepts FY21 audit. Aaron to bring FY23 Budget draft; Board discuss fees & determines next steps.	Done
Thursday, December 2, 2021	Quarterly	Announce FY23 Budget Process. Remind directors to report any changes to bond payment schedule.	Done
Wednesday, December 17, 2021	Regular SWAN Board Meeting	Review of FY23 Budget Draft. Approve FY23 LLSAP grant agreement	Done
Sunday, January 1, 2022		Signed LLSAP grant agreements due to RAILS	Done
January 2022	SWANcom	Board present draft budget to membership. Aaron Skog/Board announcement of draft budget to	Done

Date	Meeting Type	Action Items	Complete?
		membership. Set February Committee of the Whole date and location of meeting.	
Friday, January 21, 2022	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review. Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review.	Done
Tuesday, February 1, 2022	Membership Meeting	Meeting to discuss FY23 budget, fees, and reserves worksheet. Enterprise subscription & Aspen Discovery transition will be discussed.	Done
Friday, February 18, 2022	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership.	
Thursday, March 3, 2022	Quarterly	Discussion & approval. Roll call vote to approve SWAN budget if in person. If virtual, the live voting platform will be used for the meeting.	

SWAN Budget Information & Guidelines

Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

SWAN Board Meeting, February 18, 2022

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

SWAN's e-commerce solution required a centralized approach to online payments within the Aspen Discovery catalog. The payments collected online within Aspen Discovery are reflected in revenue budget line 4240 and the expense, e.g. payments dispersed to libraries, is indicated in expense budget line 5940. This budget added a Library Professional Development budget line 5330 which took expenses from 5470 to reflect the expenses associated with library staff training and certification within SWAN's budget.

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 adds expenses asscoiated with SWAN's annual in-person conference, and has modestly increased travel expenses.

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.

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 5430 budget line.

5430 & 5440 Expenses	Current	FY2023
SirsiDynix Enterprise, SaaS Annual Subscription	$41,185	$0
SirsiDynix Portfolio, SaaS Annual Subscription - Up to 10K assets	$15,000	$0
SirsiDynix Enterprise SaaS Test System, Annual Subscription	$2,550	$0
Aspen hosting server expense	$6,000	$30,000
Aspen support with ByWater Solutions expense	$85,000	$85,000
	$149,735	$115,000

EBSCO Subscription Group Purchase

SWAN negotiated a year-3 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 libraries who cannot afford 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. Libraries participating in the shared SWAN Beanstack would participate in the same reading challenges. SWAN will coordinate with participating libraries to get feedback and consensus on the shared Beanstack configuration.

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
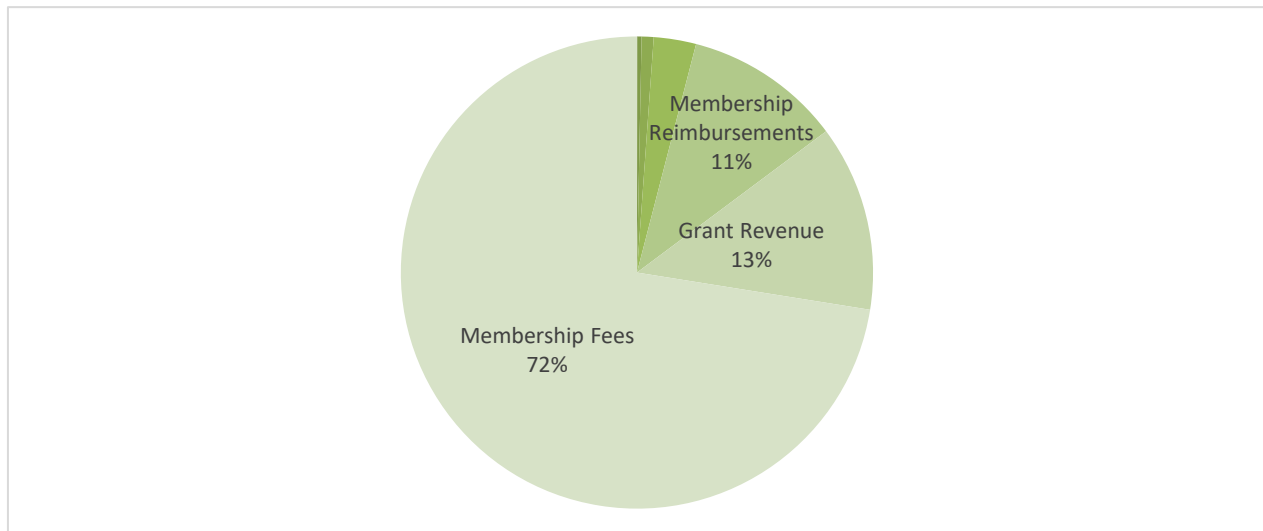
Membership Fees

4010   SWAN Full Membership Fees $2,999,659

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 $3,700

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

Membership Reimbursements

4110   Member One-Time Project Receipts $0

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

4240   E-commerce transactions $70,000

Payments made through the Aspen Discovery catalog by library users will be recorded as revenue and then distributed back to member libraries as an expense off-set in this budget.

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**   **$12,000**

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 plans for a resumption of the 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

Category	Amount
Salaries & Wages	$1,546,800
Information & Technology Services	$1,232,700
Library Materials & Content	$564,006
Personnel Benefits	$494,000
Building & Grounds	$124,270
Contractual Services	$70,200
Hardware & Equipment	$55,800
Professional Development	$20,000
Insurance	$11,100
Membership Development	$10,600
Interest & Fees	$5,050
General Office	$2,100
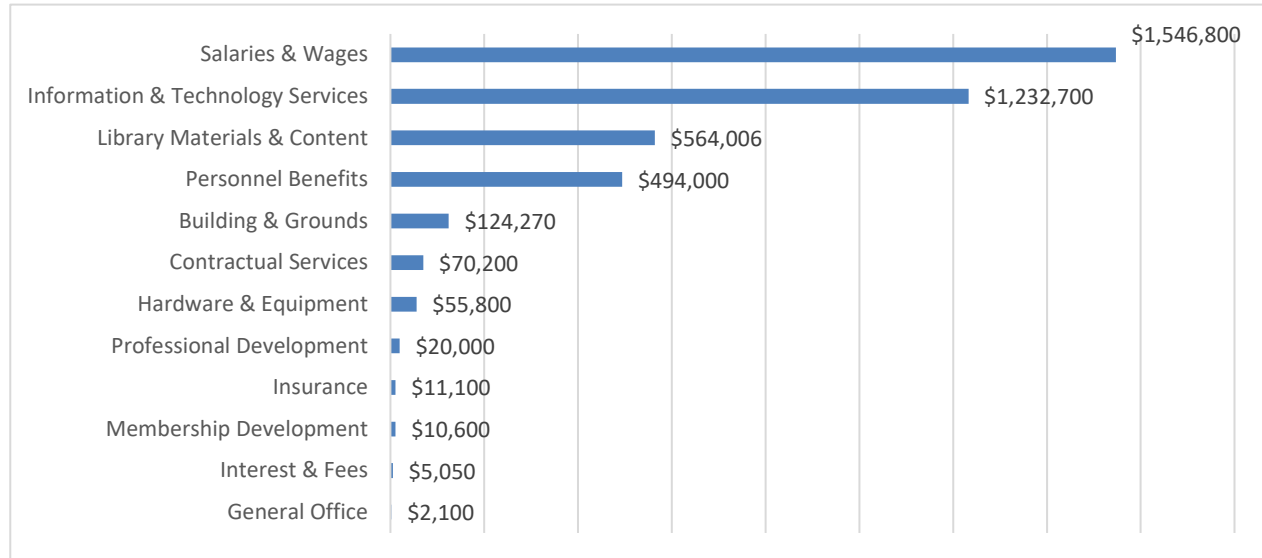
Salaries & Wages

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

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**   **$118,400**

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**   **$3,900**

Organization insurance provided by insurance vendor.

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

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

5025   **Health, Dental, Life And Disability Insurance**   **$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. Expenses in FY23 are with Articulate Storyline, and Inquisiq.

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 employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

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.

5330   **Library Professional Development**   **$6,700**

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Articulate Storyline (for interactive, online learning). These expenses prior to FY23 were in the 5470 budget line for application software.

5350   **Marketing & Promotional Material**   **$0**

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

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

SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo for 2022 will resume.

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, Storyblocks, LastPass, Microsoft Office O365, Microsoft Visio Pro O365, Ecobee, Panda Virus Protection & Patch Management, and MSI Package Installer.

5430   Server Software Licensing $96,600

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 $985,700

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 $445,380, OCLC at $279,138, and the Article Search integration through EBSCO Discovery Services and OpenAthens is $169,648 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is $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 $7,700

SWAN's support platform includes virtual meeting hosting for all governance and user groups, remote desktop assistance to library staff, and remote monitoring of systems for SWAN on-call staff. 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), 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 resume after being suspended for 2 years.

Hardware & Equipment

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

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

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

5620   **Hardware**   **$40,000**

Expenses for this budget related to SWAN staff peripheral devices.

5690   Group Purchases - Hardware $12,100

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN. This budget plans for some delivery label printers to be purchased through SWAN and billed back to member libraries.

Insurance

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

5700   Insurance $11,100

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

Contractual Services

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

5810   Legal $1,500

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

5820   Accounting $18,900

Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

5830   Consulting $19,200

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line. This budget includes an increase for the Virtual Chief Security Officer (vCSO) which is a service that ensures SWAN protects is data, software systems, personnel, and libraries.

5840   Payroll Service Fees $4,800

Expenses for the payroll service provided through Paylocity.

5850   Contractual Agreements $0

Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. SWAN is not adding new member libraries in 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 $8,900

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 included the facility rental at the Business and Conference Center, but reduced the number of room space required.

Library Materials & Content

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

5910   Print Materials $5,000

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

5920   Reimbursement for Resource Sharing $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   Group Purchases - Content $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.

5940   E-commerce payment transactions $70,000

Expenses related to the Aspen Discovery online payments through PayPal. Library payments will be collected in the revenue budget line 4240 and quarterly reconciliation and payments back to the libraries are recorded in this budget line (new with fiscal year 2023).

5990   Group Purchases - Electronic Resources $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 $300

Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line. The SWAN Expo resumes after being suspended for 2 years.

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.

SWAN Budget Summary

SWAN Budget		FY22 Budget	FY23 Budget	Change
4000	Membership Fees	$2,921,563	$3,003,359	$81,796
4100	Membership Reimbursements	$463,984	$445,686	($18,298)
4200	Reimbursement for Losses	$30,900	$120,000	$89,100
4300	Grant Revenue	$522,691	$527,381	$4,690
4400	Registration & Event Receipts	$0	$12,000	$12,000
4500	Investment & Interest	$2,000	$1,000	($1,000)
4600	Reserve Fund Transfer	$90,000	$34,000	($56,000)
Total Revenue		**$4,031,138**	**$4,143,426**	**$112,288**
5000	Salaries & Wages	$1,546,800	$1,546,800	$0
5020	Personnel Benefits	$500,000	$494,900	($5,100)
5100	Building & Grounds	$125,854	$124,270	($1,584)
5200	Professional Development	$16,200	$20,000	$3,800
5300	Membership Development	$2,000	$10,600	$8,600
5400	Information & Technology Services	$1,255,200	$1,232,700	($22,500)
5500	General Office	$3,000	$2,100	($900)
5600	Hardware & Equipment	$4,700	$55,800	$51,100
5700	Insurance	$9,400	$11,100	$1,700
5800	Contractual Services	$103,060	$70,200	($32,860)
5900	Library Materials & Content	$485,584	$564,006	$78,422
6000	Interest & Fees	$3,740	$5,050	$1,310
Total Operating Expenses		**$4,055,538**	**$4,137,526**	**$81,988**
6100	Asset Management	$4,522	$3,607	($915)
Excess of revenues over (under) estimated expenses		($52,585)	$0	

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
Revenue				
4000	**Membership Fees**			
4010	SWAN Full Membership Fees	$2,917,863	$2,999,659	$81,796
4011	SWAN Internet Access Membership Fees	$3,700	$3,700	$0
4100	**Membership Reimbursements**			
4110	Member One-Time Project Receipts	$0	$0	$0
4190	Member Group Purchase Receipts	$463,984	$445,686	($18,298)
4200	**Reimbursement for Losses**			
4220	Reimbursement Losses for Resource Sharing	$30,000	$50,000	$20,000
4230	Collection Agency Fees	$900	$0	($900)
4240	E-commerce transactions		$70,000 NEW	
4300	**Grant Revenue**			
4310	RAILS Support to SWAN	$522,691	$527,381	$4,690
4320	Other Grant Revenue	$0	$0	$0
4400	**Registration & Event Receipts**			
4499	Annual Conference Receipts	$0	$12,000	$12,000
4500	**Investment & Interest**			
4510	Interest Income	$2,000	$1,000	($1,000)
4520	Investment Income	$0	$0	$0
4600	**Reserve Fund Transfer**	$90,000	$34,000	($56,000)
	Total Revenue	**$4,031,138**	**$4,143,426**	**$112,288**
Expenses				
5000	**Salaries & Wages**	$1,546,800	$1,546,800	$0
5020	**Personnel Benefits**			
5021	Social Security Taxes	$118,400	$118,400	$0
5022	State Unemployment Insurance	-	-	
5023	Worker's Compensation	$3,000	$3,900	$900
5024	Retirement Benefits	$140,900	$140,900	$0
5025	Health, Dental, Life And Disability Insurance	$234,600	$228,800	($5,800)
5026	Tuition Reimbursements	$2,500	$2,500	$0
5085	Staff Wellness	$600	$400	($200)
5100	**Building & Grounds**			
5110	Rent/Lease	$110,104	$113,160	$3,056
5120	Utilities	$5,700	$5,700	$0
5130	Property Insurance	$0	$650	$650
5140	Repairs & Maintenance	$1,050	$1,560	$510
5150	Custodial Service & Supplies	$9,000	$3,200	($5,800)
5190	Other Building Maintenance	$0	$0	$0

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
5200	**Professional Development**			
5210	Conference Travel	$0	$6,000	$6,000
5220	Staff Meetings	$600	$400	($200)
5230	Staff Professional Development	$8,800	$6,800	($2,000)
5240	Professional Association Membership Dues	$2,500	$2,500	$0
5250	Educational Material	$800	$800	$0
5260	Online Learning	$3,500	$3,500	$0
5300	**Membership Development**			
5310	Travel Reimbursement	$800	$1,400	$600
5320	Membership Meetings	$0	$0	$0
5330	Library Professional Development		$6,700	$6,700
5350	Marketing & Promotional Material	$1,200	$0	($1,200)
5399	Annual Conference	$0	$2,500	$2,500
5400	**Information & Technology Services**			
5410	Infrastructure Licensing	$0	$0	$0
5420	Application Software Licensing	$22,000	$20,600	($1,400)
5430	Server Software Licensing	$62,000	$96,600	$34,600
5440	Library Services Platform	$1,036,800	$985,700	($51,100)
5450	Data Management Services	$27,500	$30,500	$3,000
5460	Information Subscription Service	$76,600	$77,100	$500
5470	Subscription Support Services	$9,900	$7,700	($2,200)
5480	Telecommunications	$20,400	$14,500	($5,900)
5490	Group Purchases - Services	$12,600.00	$5,900.00	($6,700)
5500	**General Office**			
5510	Office Supplies	$1,500	$1,500	$0
5520	Postage	$1,500	$600	($900)
5550	Furniture	$0	$0	$0
5599	Annual Conference Supplies	$0		$0
5600	**Hardware & Equipment**			
5610	Equipment Rental/Maintenance	$3,700	$3,700	$0
5620	Hardware	$1,000	$40,000	$39,000
5690	Group Purchases - Hardware	$0	$12,100	$12,100
5700	**Insurance**	**$9,400**	**$11,100**	$1,700
5800	**Contractual Services**			
5810	Legal	$5,000	$1,500	($3,500)
5820	Accounting	$17,560	$18,900	$1,340
5830	Consulting	$38,000	$19,200	($18,800)
5840	Payroll Service Fees	$3,600	$4,800	$1,200
5850	Contractual Agreements	$0	$0	$0
5860	Notification & Collection	$38,000	$16,900	($21,100)
5870	Recruitment	$900		($900)
5899	Annual Conference Facility Contract	$0	$8,900	$8,900
5900	**Library Materials & Content**			
5910	Print Materials	$5,000	$5,000	$0

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
5920	Reimbursement for Resource Sharing	$30,000	$50,000	$20,000
5930	Group Purchases - Content	$0	$10,000	$10,000
5940	E-commerce payment transactions		$70,000 NEW	
5990	Group Purchases - Electronic Resources	$450,584	$429,006	($21,578)
6000	**Interest & Fees**			
6010	Bank Fees	$3,700	$4,700	$1,000
6020	Merchant Account Fees	$40	$50	$10
6030	Interest Payment	$0	$0	$0
6099	Annual Conference Merchant Fees	$0	$300	$300
Subtotal Expenses		*$4,071,238*	*$4,143,426*	*$5,288*
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**	**$4,143,426**	**$72,188**
Total Revenue (from above)		**$4,018,654**	**$4,143,426**	
Excess of revenues over (under) estimated expenses		($52,585)	$0.00	

Chart 1: Membership Fee Chart for FY23 SWAN Budget
Proposed SWAN Board meeting draft
February 18, 2022

SWAN Library	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	$ 28,773	($5,551)	$ 23,222	$ 22,511	$711
Alsip-Merrionette Park Public Library District	$ 40,618	($5,551)	$ 35,067	$ 34,788	$278
Batavia Public Library District	$ 53,348	($5,551)	$ 47,796	$ 46,391	$1,405
Bedford Park Public Library District	$ 32,087	($5,551)	$ 26,535	$ 25,712	$824
Beecher Community Library District	$ 21,270	($5,551)	$ 15,719	$ 15,221	$498
Bellwood Public Library	$ 34,828	($5,551)	$ 29,277	$ 28,876	$400
Bensenville Community Public Library District	$ 33,829	($5,551)	$ 28,277	$ 27,631	$646
Bensenville Elementary School District #2	$ 17,500		$ 17,500	$ 17,500	$0
Berkeley Public Library	$ 22,076	($5,551)	$ 16,525	$ 15,912	$613
Berwyn Public Library	$ 51,475	($5,551)	$ 45,924	$ 45,644	$280
Bloomingdale Public Library	$ 47,397	($5,551)	$ 41,845	$ 40,984	$861
Blue Island Public Library	$ 29,890	($5,551)	$ 24,339	$ 23,838	$502
Bridgeview Public Library	$ 29,013	($5,551)	$ 23,462	$ 23,076	$386
Broadview Public Library District	$ 29,656	($5,551)	$ 24,105	$ 23,538	$566
Calumet City Public Library	$ 31,616	($5,551)	$ 26,064	$ 26,671	($606)
Calumet Park Public Library	$ 19,809	($5,551)	$ 14,258	$ 13,857	$401
Carol Stream Public Library	$ 52,138	($5,551)	$ 46,586	$ 46,165	$421
Chicago Heights Public Library	$ 26,067	($5,551)	$ 20,515	$ 20,092	$423
Chicago Ridge Public Library	$ 31,849	($5,551)	$ 26,298	$ 25,631	$667
Cicero Public Library	$ 35,458	($5,551)	$ 29,907	$ 29,150	$757
Clarendon Hills Public Library	$ 25,894	($5,551)	$ 20,342	$ 19,667	$675
Crestwood Public Library District	$ 23,754	($5,551)	$ 18,202	$ 17,466	$736
Crete Public Library District	$ 35,644	($5,551)	$ 30,093	$ 29,431	$662
Dolton Public Library District	$ 28,713	($5,551)	$ 23,162	$ 23,076	$85
Downers Grove Public Library	$ 72,450	($5,551)	$ 66,898	$ 64,841	$2,057
Eisenhower Public Library District	$ 55,144	($5,551)	$ 49,593	$ 48,328	$1,266
Elmwood Park Public Library	$ 34,141	($5,551)	$ 28,590	$ 27,934	$656
Evergreen Park Public Library	$ 30,074	($5,551)	$ 24,522	$ 23,699	$823
Flossmoor Public Library	$ 31,577	($5,551)	$ 26,026	$ 25,112	$914
Forest Park Public Library	$ 36,735	($5,551)	$ 31,183	$ 30,197	$987
Frankfort Public Library District	$ 42,437	($5,551)	$ 36,886	$ 35,542	$1,344
Franklin Park Public Library District	$ 37,668	($5,551)	$ 32,117	$ 30,286	$1,831
Geneva Public Library District	$ 69,424	($5,551)	$ 63,872	$ 61,300	$2,572
Glen Ellyn Public Library	$ 59,648	($5,551)	$ 54,097	$ 52,968	$1,129
Glenside Public Library District	$ 49,817	($5,551)	$ 44,266	$ 45,298	
Glenwood-Lynwood Public Library District	$ 31,980	($5,551)	$ 26,429	$ 21,642	$4,787
Grande Prairie Public Library District	$ 32,744	($5,551)	$ 27,192	$ 26,617	$576
Green Hills Public Library District	$ 41,444	($5,551)	$ 35,892	$ 33,794	$2,098
Harvey Public Library District	$ 26,276	($5,551)	$ 20,725	$ 20,501	$225
Hillside Public Library	$ 31,050	($5,551)	$ 25,498	$ 24,455	$1,043
Hinsdale Public Library	$ 46,861	($5,551)	$ 41,309	$ 40,012	$1,297
Hodgkins Public Library District	$ 23,977	($5,551)	$ 18,426	$ 17,858	$567
Homewood Public Library District	$ 39,546	($5,551)	$ 33,995	$ 33,609	$386
Indian Prairie Public Library District	$ 54,933	($5,551)	$ 49,381	$ 47,451	$1,930
Itasca Community Library	$ 33,518	($5,551)	$ 27,967	$ 27,149	$818
Justice Public Library District	$ 21,297	($5,551)	$ 15,746	$ 15,276	$469
Kaneville Public Library District	$ 19,010	($5,551)	$ 13,458	$ 13,023	$435
La Grange Public Library	$ 42,520	($5,551)	$ 36,968	$ 35,667	$1,302
LaGrange Park Public Library District	$ 35,168	($5,551)	$ 29,616	$ 30,216	($599)
Lansing Public Library	$ 41,034	($5,551)	$ 35,482	$ 34,398	$1,085
Linda Sokol Francis Brookfield Library	$ 40,755	($5,551)	$ 35,203	$ 34,331	$872
Lyons Public Library	$ 24,891	($5,551)	$ 19,339	$ 18,800	$539

Chart 1: Membership Fee Chart for FY23 SWAN Budget
Proposed SWAN Board meeting draft
February 18, 2022

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	FY22 Fees	Change from prior year fees
Markham Public Library	$ 24,576	($5,551)	$ 19,025	$ 17,150	$1,875
Matteson Area Public Library District	$ 41,472	($5,551)	$ 35,920	$ 35,482	$438
Maywood Public Library District	$ 30,502	($5,551)	$ 24,951	$ 24,585	$366
McCook Public Library District	$ 22,451	($5,551)	$ 16,899	$ 16,280	$619
Melrose Park Public Library	$ 28,784	($5,551)	$ 23,232	$ 21,379	$1,853
Messenger Public Library of North Aurora	$ 36,106	($5,551)	$ 30,555	$ 29,678	$877
Midlothian Public Library	$ 30,534	($5,551)	$ 24,982	$ 26,255	($1,273)
Morton Arboretum	$ 12,500		$ 12,500	$ 12,500	$0
Nancy L. McConathy Public Library District	$ 20,628	($5,551)	$ 15,076	$ 14,668	$408
National University of Health Sciences	$ 11,000		$ 11,000	$ 11,667	($667)
North Riverside Public Library District	$ 28,261	($5,551)	$ 22,710	$ 22,056	$654
Northlake Public Library District	$ 37,538	($5,551)	$ 31,987	$ 30,664	$1,323
Oak Brook Public Library	$ 27,758	($5,551)	$ 22,207	$ 21,414	$793
Oak Lawn Public Library	$ 71,882	($5,551)	$ 66,330	$ 65,304	$1,027
Oak Park Public Library	$ 110,620	($5,551)	$ 105,068	$ 99,175	$5,893
Palos Heights Public Library	$ 34,191	($5,551)	$ 28,640	$ 24,424	$4,216
Palos Park Public Library	$ 22,822	($5,551)	$ 17,271	$ 16,762	$509
Park Forest Public Library	$ 34,277	($5,551)	$ 28,725	$ 30,685	($1,960)
Prairie State College	$ 21,000		$ 21,000	$ 23,333	($2,333)
Prairie Trails Public Library District	$ 37,112	($5,551)	$ 31,561	$ 30,642	$919
Richton Park Public Library District	$ 27,079	($5,551)	$ 21,528	$ 21,245	$283
River Forest Public Library	$ 30,935	($5,551)	$ 25,384	$ 24,640	$744
River Grove Public Library District	$ 22,642	($5,551)	$ 17,091	$ 16,454	$636
Riverdale Public Library District	$ 22,545	($5,551)	$ 16,993	$ 16,947	$46
Riverside Public Library	$ 29,237	($5,551)	$ 23,686	$ 23,014	$672
Roselle Public Library District	$ 36,585	($5,551)	$ 31,034	$ 30,181	
Schiller Park Public Library	$ 28,784	($5,551)	$ 23,233	$ 22,369	$864
South Holland Public Library	$ 39,047	($5,551)	$ 33,495	$ 32,617	$878
St Charles Public Library District	$ 96,495	($5,551)	$ 90,943	$ 90,320	$623
Steger-South Chicago Heights Public Library District	$ 22,246	($5,551)	$ 16,694	$ 16,119	$575
Stickney-Forest View Public Library District	$ 28,964	($5,551)	$ 23,412	$ 22,771	$641
Sugar Grove Public Library District	$ 24,609	($5,551)	$ 19,058	$ 18,478	$580
Summit Public Library District	$ 21,550	($5,551)	$ 15,999	$ 15,665	$334
Theosophical Society in America	$ 12,500		$ 12,500	$ 12,500	$0
Thomas Ford Memorial Library	$ 32,403	($5,551)	$ 26,852	$ 26,198	$654
Thornton Public Library	$ 19,694	($5,551)	$ 14,142	$ 13,630	$512
Tinley Park Public Library	$ 72,733	($5,551)	$ 67,181	$ 62,512	$4,670
Town and Country Public Library District	$ 31,654	($5,551)	$ 26,103	$ 25,090	$1,013
University Park Public Library District	$ 23,882	($5,551)	$ 18,331	$ 17,717	$614
Villa Park Public Library	$ 39,642	($5,551)	$ 34,091	$ 33,279	$811
Warrenville Public Library District	$ 35,495	($5,551)	$ 29,944	$ 29,139	
West Chicago Public Library District	$ 40,514	($5,551)	$ 34,963	$ 34,053	$910
Westchester Public Library	$ 30,983	($5,551)	$ 25,432	$ 24,683	$749
Westmont Public Library	$ 37,617	($5,551)	$ 32,066	$ 31,082	$983
William Leonard Public Library District	$ 20,466	($5,551)	$ 14,914	$ 14,539	$375
Wood Dale Public Library District	$ 42,810	($5,551)	$ 37,259	$ 36,208	$1,050
Woodridge Public Library	$ 56,161	($5,551)	$ 50,609	$ 49,253	$1,357
Worth Public Library District	$ 26,034	($5,551)	$ 20,483	$ 19,922	$560

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	Lake County Treasurer Tax Year 2018	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**
Bloomingdale 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**
Brookfield Public 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**
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**

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	Lake County Treasurer Tax Year 2018	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
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**
Schiller Park Public Library	$1,083,500.06					$1,083,500.06	$0.00	**$1,083,500.06**
South Holland Public Library	$2,130,761.49					$2,130,761.49	$0.00	**$2,130,761.49**
St Charles Public Library District		569,974.76	$7,423,222.01			$7,993,196.77	$0.00	**$7,993,196.77**
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**

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	Lake County Treasurer Tax Year 2018	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
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	($53,498.95)	**$2,191,510.12**
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	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Acorn Public Library District	$ 61,495	$ 61,095.00	$ 60,660.00	$ 60,980.00
Alsip-Merrionette Park Public Library District	$ 589,100	$ 587,600.00		
Batavia Public Library District	$ 726,150			
Bedford Park Public Library District	$ -			
Beecher Community Library District	$ -			
Bellwood Public Library	$ -			
Bensenville Community Public Library District	$ -			
Berkeley Public Library	$ -			
Berwyn Public Library	$ -			
Bloomingdale Public Library	$ -			
Blue Island Public Library	$ -			
Bridgeview Public Library	$ 257,450	$ 259,850.00	$ 256,850.00	$ 253,650.00
Broadview Public Library District	$ 269,705	$ 271,005.00	$ 266,630.00	$ 267,455.00
Brookfield Public Library	$ -			
Calumet City Public Library	$ 100,000			
Calumet Park Public Library	$ -			
Carol Stream Public Library	$ 234,461	$ 234,461.00	$ 234,461.00	$ 234,461.00
Chicago Heights Public Library	$ -			
Chicago Ridge Public Library	$ -			
Cicero Public Library	$ -			
Clarendon Hills Public Library	$ -			
Crestwood Public Library District	$ -			
Crete Public Library District	$ -			
Dolton Public Library District	$ -			
Downers Grove Public Library	$ -			
Eisenhower Public Library District	$ 667,187	$ 668,571.00	$ 670,311.00	$ 670,671.00
Elmwood Park Public Library	$ -			
Evergreen Park Public Library	$ -			
Flossmoor Public Library	$ -			

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Forest Park Public Library	$ -			
Frankfort Public Library District	$ -			
Franklin Park Public Library District	$ -			
Geneva Public Library District	$ 1,537,071	$ 1,562,196.26	$ 1,565,271.26	$ 1,576,546.26
Glen Ellyn Public Library	$ 497,562			
Glenside Public Library District	$ 368,625	$ 368,682.52	$ 368,140.02	$ 372,115.02
Glenwood-Lynwood Public Library District	$ 452,613	$ 453,912.50	$ 454,912.50	$ 450,612.50
Grande Prairie Public Library District	$ -			
Green Hills Public Library District	$ 365,000	$ 370,000.00	$ 380,000.00	$ 390,000.00
Harvey Public Library District	$ -			
Hillside Public Library	$ -			
Hinsdale Public Library	$ 229,812	$ 241,112.00	$ 247,112.00	$ 252,912.00
Hodgkins Public Library District	$ -			
Homewood Public Library District	$ 142,054	$ 137,396.25		
Indian Prairie Public Library District	$ -			
Itasca Community Library	$ -			
Justice Public Library District	$ -			
Kaneville Public Library District	$ -			
La Grange Public Library	$ 625,550	$ 629,450.00	$ 623,050.00	$ 626,550.00
LaGrange Park Public Library District	$ 148,600	$ 149,775.00	$ 155,725.00	$ 151,525.00
Lansing Public Library	$ 184,500	$ 187,800.00	$ 185,900.00	$ 183,700.00
Lyons Public Library	$ 15,000	$ 15,000.00	$ 15,000.00	$ 15,000.00
Markham Public Library	$ 93,150	$ 93,150.00	$ 93,150.00	$ 93,150.00
Matteson Area Public Library District	$ -			
Maywood Public Library District	$ -			
McCook Public Library District	$ 161,018	$ 165,415.00	$ 164,035.00	$ 162,285.00
Melrose Park Public Library	$ -			
Messenger Public Library of North Aurora	$ -			
Midlothian Public Library	$ 212,610	$ 209,708.50	$ 212,069.50	$ 239,294.50

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Nancy L. McConathy Public Library District	$ 54,772	$ 527,467.40		
North Riverside Public Library District	$ -			
Northlake Public Library District	$ 647,200	$ 689,000.00	$ 691,750.00	$ 685,900.00
Oak Brook Public Library	$ -			
Oak Lawn Public Library	$ 327,900	$ 328,900.00	$ 329,600.00	
Oak Park Public Library	$ 1,075,734	$ 1,070,807.08		
Palos Heights Public Library	$ -			
Palos Park Public Library	$ -			
Park Forest Public Library	$ -			
Prairie Trails Public Library District	$ -			
Richton Park Public Library District	$ 422,188	$ 421,000.00	$ 419,000.00	$ 421,162.50
River Forest Public Library	$ -			
River Grove Public Library District	$ -			
Riverdale Public Library District	$ -			
Riverside Public Library	$ -			
Roselle Public Library District	$ -			
Schiller Park Public Library	$ -			
South Holland Public Library	$ -			
St Charles Public Library District	$ -			
Steger-South Chicago Heights Public Library District	$ 17,647	$ 17,647.32	$ 116,200.68	
Stickney-Forest View Public Library District	$ 139,250	$ 141,950.00	$ 139,550.00	$ 142,150.00
Sugar Grove Public Library District	$ 764,250	$ 789,000.00	$ 812,400.00	$ 839,450.00
Summit Public Library District	$ 506,772	$ 508,364.00	$ 539,779.50	$ 315,487.00
Thomas Ford Memorial Library	$ 245,800	$ 243,800.00	$ 241,600.00	$ 239,200.00
Thornton Public Library	$ -			
Tinley Park Public Library	$ 535,200	$ 510,800.00	$ 536,400.00	
Town and Country Public Library District	$ -			
University Park Public Library District	$ -			
Villa Park Public Library	$ 53,499	$ 678,272.00	$ 840,050.00	$ 842,250.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Warrenville Public Library District	$ 169,875	$167,188.25	$169,452.00	$166,666.00
West Chicago Public Library District	$ -			
Westchester Public Library	$ -			
Westmont Public Library	$ -			
William Leonard Public Library District	$ -			
Wood Dale Public Library District	$ -			
Woodridge Public Library	$ -			
Worth Public Library District	$ -			

Chart 4: Academic, School, Special Library Fees

Academic Libraries

1) Student Population (IBHE Profile), rounded to nearest 1,000 * 2
2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY23 Total
National University of Health Sciences	592	26,672	$ 2,000	$ 9,000	$ 11,000
Prairie State College	3,579	38,538	$ 8,000	$ 13,000	$ 21,000

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	FY23 Total
Bensenville School District #2	2,090	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	FY23 Total
Morton Arboretum	1	23,543	$ 2,500	$ 10,000	$ 12,500
The Theosophical Society in America	1	29,116	$ 2,500	$ 10,000	$ 12,500

SWAN Board Elections

In July 2022, SWAN will have three positions up for election to the SWAN Board.

Timetable

Election Process Announced	March 3, 2022 (Quarterly)
Online Self-Nominations Accepted	April 4 – 29, 2022
Names of Candidates Released	May 2, 2022
Electronic Ballot	May 9 – May 31, 2022
Results Announced	June 1, 2022
Elected Candidates invited to June SWAN Board Meeting	June 17, 2022
Candidates' Terms Begin	July 1, 2022
July Board Meeting	July 15, 2022

SWAN Board

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

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

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

SWAN Board Meeting Schedule 2022

Friday, March 18, 2022

Friday, April 15, 2022

Friday, May 20, 2022

Friday, June 17, 2022

Friday, July 15, 2022

Friday, August 19, 2022

Friday, September 16, 2022

Friday, October 21, 2022

Friday, November 18, 2022

Friday, December 16, 2022

SWAN Administrators' & Directors' Quarterly Meeting

March 3, 2022
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 December 2, 2021 Quarterly meeting minutes (live vote)

6. Action Item – Approval of the fiscal year 2023 budget & membership fees (live vote)

7. Action Item – Approval of amending the fiscal year 2022 budget for Aspen fines payment integration (live vote)

8. Information Item— SWAN strategic & 2022 tactical plan

9. Information Item—Aspen Discovery progress report & final steps remaining

10. Announcements and Questions

11. Next meeting: June 2, 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