

# SWAN BOARD MEETING AGENDA

May 20, 2022 9:30 a.m.

**Bloomington Public Library  
101 Fairfield Way  
Bloomington, IL 60108-1537**

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 May 20, 2022 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 20, 2022 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, April 2022

- a. Balance sheet and detail of expenditures for April 2022
- b. Approval of the payment of bills for April 1, 2022 through April 30, 2022 in the amount of \$163,750.60 (Exhibit pgs. 3-17)

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1 THROUGH APRIL 30, 2022 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2022

5. Action Item – Acceptance of the April 22, 2022 SWAN Board Meeting Minutes (Exhibit pgs. 18-21)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 22, 2022 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports

- a. Board President Report
- b. Executive Director Report (Exhibit pgs. 22-24)
- c. Operations Report (Exhibit pgs. 25-51)
- d. Treasurer Report
- e. Board Calendar (Exhibit pgs. 52-53)

7. Discussion Item – SWAN Board self-evaluation results (Exhibit pgs. 54-61)
8. Discussion Item – SWAN Quarterly meeting June 2, 2022 draft agenda (Exhibit pg. 62)
9. Adjournment

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

<b>SWAN Board Member</b>	<b>Library</b>	<b>Office</b>	<b>Term Expires</b>
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	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 April 30, 2022**

	<b>Balance End of Month</b>
<b>ASSETS</b>	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	\$ 1,703,451.17
Hinsdale Bank - MM - 5010	984,083.57
Propay Funds	\$ 42.86
Total Cash and Cash Equivalents	<u>\$ 2,687,577.60</u>
Current Assets	
Accounts Receivable	272,854.10
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	74,709.83
Spares Inventory	1,732.50
Total Current Assets	<u>\$ 372,763.51</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	<u>(346,583.95)</u>
Total Capital Assets, net	<u>\$ 21,194.91</u>
Total Assets	<u>\$ 3,081,536.02</u>
 <b>LIABILITIES</b>	
Current Liabilities	
Deferred Revenue	\$ 1,819.50
Deferred Revenue - MAGIC Fee Supplement	41,108.00
Grant	
Accrued Payroll	40,906.76
457B Payable	(3,697.02)
Retirement Payable	(1,378.94)
Compensated Absences	108,060.39
Lease Payable	39,788.11
Total Current Liabilities	<u>\$ 226,606.80</u>
Long Term Liabilities	
Total Liabilities	<u>\$ 226,606.80</u>
 <b>FUND BALANCE</b>	
Beginning Net Assets	
Unrestricted	2,237,560.37
Total Beginning Net Assets	<u>2,262,362.37</u>
Current YTD Net Income	<u>592,566.85</u>
Total Fund Balance	<u>2,854,929.22</u>
Total Liabilities and Fund Balances	<u>\$ 3,081,536.02</u>

**Statement of Revenue and Expenses Summary**  
**For the 10 Months Ended April 30, 2022**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
<b>Revenue</b>					
4000 - Membership Fees	\$726,985.08	\$2,927,370.20	\$2,921,563.44	\$ (5,806.76)	100.20%
4100 - Membership Reimbursements	-	447,916.15	463,984.00	16,067.85	96.54%
4200 - Reimbursement for Losses	10,205.27	63,031.21	30,900.00	(32,131.21)	203.98%
4300 - Grant Revenue	130,672.75	524,691.00	522,691.00	(2,000.00)	100.38%
4500 - Investment & Interest	384.99	910.62	2,000.00	1,089.38	45.53%
4600 - Reserve Fund Transfer	-	-	90,000.00	90,000.00	0.00%
<b>Total Revenue</b>	<u>871,969.00</u>	<u>3,969,090.15</u>	<u>4,042,804.44</u>	<u>73,714.29</u>	<u>98.18%</u>
<b>Expenses</b>					
5000 - Salaries & Wages	107,602.86	1,186,864.08	1,546,800.00	359,935.92	76.73%
5020 - Personnel Benefits	35,632.27	365,194.25	500,000.00	134,805.75	73.04%
5100 - Building & Grounds	10,517.95	115,531.59	125,854.00	10,322.41	91.80%
5200 - Professional Development	-	4,613.83	16,200.00	11,586.17	28.48%
5300 - Membership Development	40.60	507.92	2,000.00	1,492.08	25.40%
5400 - Information & Technology Services	26,033.99	1,117,707.08	1,267,800.00	150,092.92	88.16%
5500 - General Office	203.64	2,074.77	3,000.00	925.23	69.16%
5600 - Hardware & Equipment	241.60	2,732.37	4,700.00	1,967.63	58.14%
5700 - Insurance	-	11,188.03	9,400.00	(1,788.03)	119.02%
5800 - Contractual Services	19,198.31	71,448.17	103,060.00	31,611.83	69.33%
5900 - Library Materials & Content	17,090.52	494,177.25	497,250.00	3,072.75	99.38%
6000 - Interest & Fees	424.00	4,483.96	3,740.00	(743.96)	119.89%
6100 - Other Expenses	-	-	4,522.00	4,522.00	0.00%
<b>Total Expenses</b>	<u>216,985.74</u>	<u>3,376,523.30</u>	<u>4,084,326.00</u>	<u>707,802.70</u>	<u>82.67%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 654,983.26</u>	<u>\$ 592,566.85</u>	<u>\$ (41,521.56)</u>	<u>\$ (634,088.41)</u>	

## Statement of Revenue and Expenses For the 10 Months Ended April 30, 2022

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
<b>Revenue</b>					
4010 - SWAN Full Membership Fees	\$ 726,985.08	\$ 2,923,731.20	\$ 2,917,863.44	\$ (5,867.76)	100.20%
4011 - SWAN Internet Access Membership Fees	0.00	3,639.00	3,700.00	61.00	98.35%
4190 - Member Group Purchase Receipts	0.00	447,916.15	463,984.00	16,067.85	96.54%
4220 - Reimbursement Losses for Resource Sharing	10,205.27	63,031.21	30,000.00	(33,031.21)	210.10%
4230 - Collection Agency Fees	0.00	0.00	900.00	900.00	0.00%
4240 - E-Commerce Transactions	3,720.91	5,170.97	11,666.00	6,495.03	44.33%
4310 - RAILS Support to SWAN	130,672.75	522,691.00	522,691.00	0.00	100.00%
4320 - Other Grant Revenue	0.00	2,000.00	0.00	(2,000.00)	0.00%
4510 - Interest Income	384.99	910.62	2,000.00	1,089.38	45.53%
4600 - Reserve Fund Transfer	0.00	0.00	90,000.00	90,000.00	0.00%
<b>Total Revenue</b>	<b>871,969.00</b>	<b>3,969,090.15</b>	<b>4,042,804.44</b>	<b>73,714.29</b>	<b>98.18%</b>
<b>Expenses</b>					
5000 - Salaries & Wages	107,602.86	1,186,864.08	1,546,800.00	359,935.92	76.73%
5021 - FICA Expense	8,058.68	86,368.46	118,400.00	32,031.54	72.95%
5022 - State Unemployment Insurance	0.00	(6,580.00)	0.00	6,580.00	0.00%
5023 - Worker's Compensation	0.00	3,815.73	3,000.00	(815.73)	127.19%
5024 - Retirement Benefits	10,143.60	116,983.14	140,900.00	23,916.86	83.03%
5025 - Health, Dental, Life And Disability Insurance	17,429.99	163,888.92	234,600.00	70,711.08	69.86%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	0.00	718.00	600.00	(118.00)	119.67%
5110 - Rent/Lease	9,625.34	105,623.10	110,104.00	4,480.90	95.93%
5120 - Utilities	455.61	5,357.74	5,700.00	342.26	94.00%
5130 - Property Insurance	0.00	897.75	0.00	(897.75)	0.00%
5140 - Repairs & Maintenance	177.00	858.00	1,050.00	192.00	81.71%
5150 - Custodial Service & Supplies	260.00	2,795.00	9,000.00	6,205.00	31.06%
5220 - Staff Meetings	0.00	597.95	600.00	2.05	99.66%
5230 - Staff Professional Development	0.00	1,766.70	8,800.00	7,033.30	20.08%
5240 - Professional Association Membership Dues	0.00	970.00	2,500.00	1,530.00	38.80%
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	40.60	507.92	800.00	292.08	63.49%
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	(63.34)	15,762.25	22,000.00	6,237.75	71.65%
5430 - Server Software Licensing	5,876.09	72,291.69	62,000.00	(10,291.69)	116.60%
5440 - Library Services Platform	14,166.67	897,525.76	1,036,800.00	139,274.24	86.57%
5450 - Data Management Services	286.02	28,711.41	27,500.00	(1,211.41)	104.41%
5460 - Information Subscription Service	39.99	65,916.49	76,600.00	10,683.51	86.05%
5470 - Subscription Support Services	1,113.47	9,628.13	9,900.00	271.87	97.25%
5480 - Telecommunications	1,095.09	13,956.32	20,400.00	6,443.68	68.41%
5490 - Group Purchases - Services	3,520.00	8,440.00	12,600.00	4,160.00	66.98%
5510 - Office Supplies	185.04	1,693.85	1,500.00	(193.85)	112.92%
5520 - Postage	18.60	380.92	1,500.00	1,119.08	25.39%
5610 - Equipment Rental/Maintenance	212.65	2,026.75	3,700.00	1,673.25	54.78%
5620 - Hardware	28.95	705.62	1,000.00	294.38	70.56%
5700 - Insurance	0.00	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	1,030.00	12,670.00	17,560.00	4,890.00	72.15%
5830 - Consulting	15,750.00	37,750.00	38,000.00	250.00	99.34%
5840 - Payroll Service Fees	388.44	4,636.59	3,600.00	(1,036.59)	128.79%
5850 - Contractual Agreements	0.00	2,000.00	0.00	(2,000.00)	0.00%
SWAN Board Meeting					

**Statement of Revenue and Expenses**  
**For the 10 Months Ended April 30, 2022**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
5860 - Notification & Collection	2,029.87	14,391.58	38,000.00	23,608.42	37.87%
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	13,393.44	51,488.98	30,000.00	(21,488.98)	171.63%
5930 - Electronic Resources	0.00	1,853.75	0.00	(1,853.75)	0.00%
5940 - E-Commerce Payment Transactions	3,697.08	5,059.34	11,666.00	6,606.66	43.37%
5990 - Group Purchases - Content	0.00	435,775.18	450,584.00	14,808.82	96.71%
6010 - Bank Fees	384.05	3,996.67	3,700.00	(296.67)	108.02%
6020 - Merchant Account Fees	39.95	487.29	40.00	(447.29)	1218.23%
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%
<b>Total Expenses</b>	<u>216,985.74</u>	<u>3,376,523.30</u>	<u>4,084,326.00</u>	<u>707,802.70</u>	<u>82.67%</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ 654,983.26</u>	 <u>\$ 592,566.85</u>	 <u>\$ (41,521.56)</u>	 <u>\$ (634,088.41)</u>	

# SWAN Library Services

## Check Register

All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
Batavia Public Library				8752	04/13/22	<u>218.03</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	218.03			
Bensenville Community Public Library District				8753	04/13/22	<u>1.81</u>
5940	E-Commerce Payment Transactions	Bensenville Community Public Library District	1.81			
Berkeley Public Library				8754	04/13/22	<u>14.16</u>
5940	E-Commerce Payment Transactions	Berkeley Public Library	14.16			
Berwyn Public Library				8755	04/13/22	<u>160.95</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library	160.95			
Blue Island Public Library				8756	04/13/22	<u>20.91</u>
5940	E-Commerce Payment Transactions	Blue Island Public Library	20.91			
Carol Stream Public Library				8757	04/13/22	<u>56.81</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library	56.81			
Chicago Heights Public Library				8758	04/13/22	<u>9.32</u>
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	9.32			
Crete Public Library District				8759	04/13/22	<u>19.86</u>
5940	E-Commerce Payment Transactions	Crete Public Library District	19.86			
Elmwood Park Public Library				8760	04/13/22	<u>17.01</u>
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	17.01			
Flossmoor Public Library				8761	04/13/22	<u>34.91</u>
5940	E-Commerce Payment Transactions	Flossmoor Public Library	34.91			
Forest Park Public Library				8762	04/13/22	<u>102.10</u>
5940	E-Commerce Payment Transactions	Forest Park Public Library	102.10			
Geneva Public Library District				8763	04/13/22	<u>332.82</u>
5940	E-Commerce Payment Transactions	Geneva Public Library District	332.82			

# SWAN Library Services

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All Bank Accounts

April 2022

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Glen Ellyn Public Library 5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	9.40	8764	04/13/22	<u>9.40</u>
Glenside Public Library 5940	E-Commerce Payment Transactions	Glenside Public Library	87.41	8765	04/13/22	<u>87.41</u>
Grande Prairie Public Library 5940	E-Commerce Payment Transactions	Grande Prairie Public Library	2.76	8766	04/13/22	<u>2.76</u>
Hinsdale Public Library 5940	E-Commerce Payment Transactions	Hinsdale Public Library	91.37	8767	04/13/22	<u>91.37</u>
Maywood Public Library District 5940	E-Commerce Payment Transactions	Maywood Public Library District	14.16	8768	04/13/22	<u>14.16</u>
Melrose Park Public Library 5940	E-Commerce Payment Transactions	Melrose Park Public Library	9.40	8769	04/13/22	<u>9.40</u>
Messenger Public Library of North Aurora 5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	15.19	8770	04/13/22	<u>15.19</u>
Oak Brook Public Library 5940	E-Commerce Payment Transactions	Oak Brook Public Library	105.25	8771	04/13/22	<u>105.25</u>
Oak Lawn Public Library 5940	E-Commerce Payment Transactions	Oak Lawn Public Library	366.19	8772	04/13/22	<u>366.19</u>
Oak Park Public Library 5940	E-Commerce Payment Transactions	Oak Park Public Library	482.40	8773	04/13/22	<u>482.40</u>
River Forest Public Library 5940	E-Commerce Payment Transactions	River Forest Public Library	75.96	8774	04/13/22	<u>75.96</u>
River Grove Public Library District 5940	E-Commerce Payment Transactions	River Grove Public Library District	145.50	8775	04/13/22	<u>145.50</u>



## SWAN Library Services

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All Bank Accounts

April 2022

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Roselle Public Library 5940	E-Commerce Payment Transactions	Roselle Public Library	6.55	8776	04/13/22	<u>6.55</u>
South Holland Public Library 5940	E-Commerce Payment Transactions	South Holland Public Library	48.09	8777	04/13/22	<u>48.09</u>
St. Charles Public Library District 5940	E-Commerce Payment Transactions	St. Charles Public Library District	466.26	8778	04/13/22	<u>466.26</u>
Sugar Grove Public Library District 5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	301.55	8779	04/13/22	<u>301.55</u>
Thornton Public Library 5940	E-Commerce Payment Transactions	Thornton Public Library	2.76	8780	04/13/22	<u>2.76</u>
Villa Park Public Library 5940	E-Commerce Payment Transactions	Villa Park Public Library	50.23	8781	04/13/22	<u>50.23</u>
Westmont Public Library 5940	E-Commerce Payment Transactions	Westmont Public Library	25.52	8782	04/13/22	<u>25.52</u>
Woodridge Public Library 5940	E-Commerce Payment Transactions	Woodridge Public Library	402.44	8783	04/13/22	<u>402.44</u>
Alsip-Merrionette Park Public Library 5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	602.01	8784	04/13/22	<u>602.01</u>
Batavia Public Library 5920	Reimburse for Resource Sharing	Batavia Public Library	43.75	8785	04/13/22	<u>43.75</u>
Bedford Park Public Library District 5920	Reimburse for Resource Sharing	Bedford Park Public Library District	19.00	8786	04/13/22	<u>19.00</u>
Bellwood Public Library 5920	Reimburse for Resource Sharing	Bellwood Public Library	306.75	8787	04/13/22	<u>306.75</u>

# SWAN Library Services

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April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Bensenville Community Public Library District				8788	04/13/22	<u>49.40</u>
5920	Reimburse for Resource Sharing	Bensenville Community Public Library District	49.40			
Berkeley Public Library				8789	04/13/22	<u>314.01</u>
5920	Reimburse for Resource Sharing	Berkeley Public Library	314.01			
Berwyn Public Library				8790	04/13/22	<u>269.55</u>
5920	Reimburse for Resource Sharing	Berwyn Public Library	269.55			
Bloomington Public Library				8791	04/13/22	<u>512.57</u>
5920	Reimburse for Resource Sharing	Bloomington Public Library	512.57			
Blue Island Public Library				8792	04/13/22	<u>58.01</u>
5920	Reimburse for Resource Sharing	Blue Island Public Library	58.01			
Bridgeview Public Library				8793	04/13/22	<u>181.23</u>
5920	Reimburse for Resource Sharing	Bridgeview Public Library	181.23			
Broadview Public Library District				8794	04/13/22	<u>60.21</u>
5920	Reimburse for Resource Sharing	Broadview Public Library District	60.21			
Calumet City Public Library				8795	04/13/22	<u>71.00</u>
5920	Reimburse for Resource Sharing	Calumet City Public Library	71.00			
Chicago Heights Public Library				8796	04/13/22	<u>284.00</u>
5920	Reimburse for Resource Sharing	Chicago Heights Public Library	284.00			
Clarendon Hills Public Library				8797	04/13/22	<u>162.21</u>
5920	Reimburse for Resource Sharing	Clarendon Hills Public Library	162.21			
Crestwood Public Library District				8798	04/13/22	<u>16.00</u>
5920	Reimburse for Resource Sharing	Crestwood Public Library District	16.00			
Crete Public Library District				8799	04/13/22	<u>52.03</u>
5920	Reimburse for Resource Sharing	Crete Public Library District	52.03			

## SWAN Library Services

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All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Downers Grove Public Library 5920	Reimburse for Resource Sharing	Downers Grove Public Library	1,121.92	8800	04/13/22	<u>1,121.92</u>
Eisenhower Public Library District 5920	Reimburse for Resource Sharing	Eisenhower Public Library District	1,182.44	8801	04/13/22	<u>1,182.44</u>
Elmwood Park Public Library 5920	Reimburse for Resource Sharing	Elmwood Park Public Library	38.06	8802	04/13/22	<u>38.06</u>
Flossmoor Public Library 5920	Reimburse for Resource Sharing	Flossmoor Public Library	268.92	8803	04/13/22	<u>268.92</u>
Frankfort Public Library District 5920	Reimburse for Resource Sharing	Frankfort Public Library District	81.78	8804	04/13/22	<u>81.78</u>
Franklin Park Public Library District 5920	Reimburse for Resource Sharing	Franklin Park Public Library District	332.59	8805	04/13/22	<u>332.59</u>
Geneva Public Library District 5920	Reimburse for Resource Sharing	Geneva Public Library District	60.37	8806	04/13/22	<u>60.37</u>
Glenside Public Library 5920	Reimburse for Resource Sharing	Glenside Public Library	138.35	8807	04/13/22	<u>138.35</u>
Green Hills Public Library District 5920	Reimburse for Resource Sharing	Green Hills Public Library District	41.02	8808	04/13/22	<u>41.02</u>
Harvey Public Library District 5920	Reimburse for Resource Sharing	Harvey Public Library District	26.00	8809	04/13/22	<u>26.00</u>
Hodgkins Public Library District 5920	Reimburse for Resource Sharing	Hodgkins Public Library District	116.00	8810	04/13/22	<u>116.00</u>
Itasca Community Library 5920	Reimburse for Resource Sharing	Itasca Community Library	21.92	8811	04/13/22	<u>21.92</u>

## SWAN Library Services

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All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Justice Public Library District 5920	Reimburse for Resource Sharing	Justice Public Library District	70.00	8812	04/13/22	<u>70.00</u>
Kaneville Public Library District 5920	Reimburse for Resource Sharing	Kaneville Public Library District	20.00	8813	04/13/22	<u>20.00</u>
La Grange Public Library 5920	Reimburse for Resource Sharing	La Grange Public Library	19.55	8814	04/13/22	<u>19.55</u>
Lansing Public Library 5920	Reimburse for Resource Sharing	Lansing Public Library	229.50	8815	04/13/22	<u>229.50</u>
Linda Sokol Francis Brookfield Library 5920	Reimburse for Resource Sharing	Linda Sokol Francis Brookfield Library	209.84	8816	04/13/22	<u>209.84</u>
Markham Public Library 5920	Reimburse for Resource Sharing	Markham Public Library	6.00	8817	04/13/22	<u>6.00</u>
Matteson Public Library 5920	Reimburse for Resource Sharing	Matteson Public Library	195.06	8818	04/13/22	<u>195.06</u>
McCook Public Library District 5920	Reimburse for Resource Sharing	McCook Public Library District	44.05	8819	04/13/22	<u>44.05</u>
Melrose Park Public Library 5920	Reimburse for Resource Sharing	Melrose Park Public Library	27.05	8820	04/13/22	<u>27.05</u>
Messenger Public Library of North Aurora 5920	Reimburse for Resource Sharing	Messenger Public Library of North Aurora	147.79	8821	04/13/22	<u>147.79</u>
Nancy L. McConathy Public Library District 5920	Reimburse for Resource Sharing	Nancy L. McConathy Public Library District	31.17	8822	04/13/22	<u>31.17</u>
North Riverside Public Library District 5920	Reimburse for Resource Sharing	North Riverside Public Library District	310.00	8823	04/13/22	<u>310.00</u>

# SWAN Library Services

## Check Register

All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Northlake Public Library District 5920	Reimburse for Resource Sharing	Northlake Public Library District	243.12	8824	04/13/22	<u>243.12</u>
Oak Brook Public Library 5920	Reimburse for Resource Sharing	Oak Brook Public Library	1,157.23	8825	04/13/22	<u>1,157.23</u>
Oak Lawn Public Library 5920	Reimburse for Resource Sharing	Oak Lawn Public Library	474.36	8826	04/13/22	<u>474.36</u>
Palos Park Public Library 5920	Reimburse for Resource Sharing	Palos Park Public Library	1.05	8827	04/13/22	<u>1.05</u>
Prairie State College 5920	Reimburse for Resource Sharing	Prairie State College	50.00	8828	04/13/22	<u>50.00</u>
Richton Park Public Library District 5920	Reimburse for Resource Sharing	Richton Park Public Library District	79.05	8829	04/13/22	<u>79.05</u>
Riverdale Public Library District 5920	Reimburse for Resource Sharing	Riverdale Public Library District	39.00	8830	04/13/22	<u>39.00</u>
Riverside Public Library 5920	Reimburse for Resource Sharing	Riverside Public Library	17.01	8831	04/13/22	<u>17.01</u>
Roselle Public Library 5920	Reimburse for Resource Sharing	Roselle Public Library	381.84	8832	04/13/22	<u>381.84</u>
Schiller Park Public Library 5920	Reimburse for Resource Sharing	Schiller Park Public Library	49.07	8833	04/13/22	<u>49.07</u>
St. Charles Public Library District 5920	Reimburse for Resource Sharing	St. Charles Public Library District	801.41	8834	04/13/22	<u>801.41</u>
Summit Public Library District 5920	Reimburse for Resource Sharing	Summit Public Library District	2.00	8835	04/13/22	<u>2.00</u>

# SWAN Library Services

## Check Register

All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
The Morton Arboretum 5920	Reimburse for Resource Sharing	The Morton Arboretum	100.00	8836	04/13/22	<u>100.00</u>
The Theosophical Society in America 5920	Reimburse for Resource Sharing	The Theosophical Society in America	16.95	8837	04/13/22	<u>16.95</u>
Thomas Ford Memorial Library 5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	160.82	8838	04/13/22	<u>160.82</u>
Thornton Public Library 5920	Reimburse for Resource Sharing	Thornton Public Library	30.00	8839	04/13/22	<u>30.00</u>
Tinley Park Public Library 5920	Reimburse for Resource Sharing	Tinley Park Public Library	495.67	8840	04/13/22	<u>495.67</u>
Town & Country Public Library District 5920	Reimburse for Resource Sharing	Town & Country Public Library District	65.42	8841	04/13/22	<u>65.42</u>
University Park Public Library District 5920	Reimburse for Resource Sharing	University Park Public Library District	55.00	8842	04/13/22	<u>55.00</u>
Villa Park Public Library 5920	Reimburse for Resource Sharing	Villa Park Public Library	455.06	8843	04/13/22	<u>455.06</u>
Warrenville Public Library District 5920	Reimburse for Resource Sharing	Warrenville Public Library District	26.42	8844	04/13/22	<u>26.42</u>
Westchester Public Library 5920	Reimburse for Resource Sharing	Westchester Public Library	86.02	8845	04/13/22	<u>86.02</u>
Wood Dale Public Library District 5920	Reimburse for Resource Sharing	Wood Dale Public Library District	493.30	8846	04/13/22	<u>493.30</u>
Woodridge Public Library 5920	Reimburse for Resource Sharing	Woodridge Public Library	306.21	8847	04/13/22	<u>306.21</u>

**SWAN Library Services****Check Register**

All Bank Accounts

April 2022

<b>Payee/Account #</b>	<b>Account Description</b>	<b>Description</b>	<b>Amount</b>	<b>Check Number</b>	<b>Check Date</b>	<b>Check Amount</b>
BYWater Solutions				8848	04/20/22	<u>85,000.00</u>
5440	Library Services Platform	BYWater Solutions May, June 2022	14,166.67			
1400	Prepaid Expenses	BYWater Solutions July 2022 - August 2023	70,833.33			
Chicago Public Library				8849	04/20/22	<u>56.00</u>
5920	Reimburse for Resource Sharing	Chicago Public Library - items returned	56.00			
Claudia Nickson				8850	04/20/22	<u>40.60</u>
5310	Travel Reimbursement	Claudia Nickson - CCS Visit 4/7/22	40.60			
Comcast				8851	04/20/22	<u>759.95</u>
5480	Telecommunications	Comcast April 2022 - Inv. #1000310689	759.95			
ComEd				8852	04/20/22	<u>263.04</u>
5120	Utilities	ComEd 2/18-3/21	263.04			
ICS Learning Group				8853	04/20/22	<u>350.00</u>
5470	Subscription Support Services	ICS Learning Group - Inquisiq LMS Saas Monthly	350.00			
Lauterbach & Amen, LLP				8854	04/20/22	<u>1,030.00</u>
5820	Accounting	Lauterbach & Amen, LLP - services for month of March	1,030.00			
LIMRiCC				8855	04/20/22	<u>18,803.67</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - Medical, Dental, Life, Vision April	18,803.67			
Marcive, Inc.				8856	04/20/22	<u>286.02</u>
5450	Data Management Services	Marcive, Inc. ID METP	286.02			
Nicor Gas				8857	04/20/22	<u>192.57</u>
5120	Utilities	Nicor Gas 3/16-4/13	192.57			
Reliance Standard Life Insurance Co.				8858	04/20/22	<u>905.30</u>

## SWAN Library Services

### Check Register

All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - May - Short Term & Long Term Dis.	905.30			
Sikich LLP				8859	04/20/22	<u>15,750.00</u>
5830	Consulting	Sikich LLP - Phase 1&2	12,000.00			
5830	Consulting	Sikich LLP - Phase 3	3,750.00			
SirsiDynix, Inc.				8860	04/20/22	<u>2,640.00</u>
5490	Group Purchases - Services	SirsiDynix, Inc. - Pseudo libraries	2,640.00			
Unique Integrated Communications, Inc.				8861	04/20/22	<u>2,909.87</u>
5490	Group Purchases - Services	Unique Integrated Communications, Inc. 1/22 curbside	440.00			
5490	Group Purchases - Services	Unique Integrated Communications, Inc. 4/22 curbside	440.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. 3/22 notices	1,279.87			
5860	Notification & Collection	Unique Integrated Communications, Inc. 4/22 messagebee	750.00			
Wellness Insurance Network-WIN				8862	04/20/22	<u>171.00</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - Life Ins. April	171.00			
Genesis Technologies, Inc.				50155	04/19/22	<u>128.35</u>
5610	Equipment Rental/Maintenance	Genesis Technologies, Inc.- monthly fee	128.35			
T.A. Systems Inc.				50156	04/28/22	<u>260.00</u>
5150	Custodial Service & Supplies	T.A. Systems Inc. QR cleaning for March	260.00			
Quail Ridge Drive Investors, LLC				50157	04/28/22	<u>9,625.34</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC QR Rent May 2022	9,625.34			
First Bankcard				50158	04/15/22	<u>7,554.69</u>
5140	Repairs & Maintenance	imperial surveillance 2-28	177.00			



# SWAN Library Services

## Check Register

All Bank Accounts

April 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5420	Application Software Licensing	adobe acropro 2-23	132.94			
5420	Application Software Licensing	credit for tax on adobe 3-03	-7.82			
5420	Application Software Licensing	credit for tax on adobe 10/21	-230.95			
5420	Application Software Licensing	mailchimp monthly 2-10	42.49			
5430	Server Software Licensing	microsoft premium 3-03	18.00			
5430	Server Software Licensing	microsoft basic 3-03	24.00			
5430	Server Software Licensing	azure vm reservations 2-19	847.86			
5430	Server Software Licensing	azure 2-20	4,886.23			
5430	Server Software Licensing	microsoft azure	100.00			
5460	Information Subscription Service	nounproject 2-21	39.99			
5470	Subscription Support Services	logmein 2-20	100.00			
5470	Subscription Support Services	go to rescue asst. 3-17	110.00			
5470	Subscription Support Services	sendgrid 3-03	342.67			
5470	Subscription Support Services	logmein rescue asst 2-17	110.00			
5470	Subscription Support Services	miro.com 3-10	100.80			
5480	Telecommunications	microsoft skype 3-04	288.00			
5480	Telecommunications	grasshopper 2-25	47.14			
5510	Office Supplies	amazon - face masks 3-02	89.97			
5510	Office Supplies	amazon - office supplies 2-23	55.48			
5510	Office Supplies	Amazon supplies	39.59			
5520	Postage	postage 3-17	8.95			
5520	Postage	postage 2-18	9.65			
5610	Equipment Rental/Maintenance	genesis monthly 3-03	84.30			
5620	Hardware	amazon - headset for TW 2-27	28.95			
5920	Reimburse for Resource Sharing	paypal tests ESS, AMS, DGS, EVS, GSD, PPS, LGS, RPS, WDD, GWS	10.32			
6010	Bank Fees	interest on Steven's c.c	51.32			
6010	Bank Fees	interest on Ginny c/c	2.94			
6010	Bank Fees	interest on Aaron c/c	3.17			
6010	Bank Fees	interest on Dawne c/c	1.75			
6020	Merchant Account Fees	propay renewal 2-16	39.95			

**Check List Total** 163,750.60

# SWAN Board Meeting Minutes

April 22, 2022, 9:30 a.m.  
Midlothian Public Library  
14701 S. Kenton Avenue  
Midlothian, IL 60445

## 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 - absent
- 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

Julie Milavec – Director – Downers Grove Public Library

No public comment

## 3. Action Item

Acceptance of the April 22, 2022, SWAN Board Meeting Agenda

Gallardo moved, seconded by Jenkins that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 22, 2022  
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried unanimous voice vote:

## 4. Action Item

Approval of SWAN Financials March 2022

Gallardo moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MARCH 1, 2022, THROUGH MARCH 31, 2022, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR MARCH 2022 AS PRESENTED

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

**5. Action Item**

Acceptance of the March 18,2022 SWAN Board Meeting Minutes

Gallardo moved, seconded by Blazek that it be:

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE March 18, 2022, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

**6. Reports**

a. Board President Report

Bodewes gave an update on the SWAN Board elections coming up. He also discussed the self-evaluation document /questionnaire about the SWAN Board group. He will send to the Board to fill out and will discuss at next month's board meeting.

b. Executive Director Report

Skog gave an update on activities in SWAN as per his report. The board discussed the cook county property tax letter sent about second installment property taxes being delayed and if the impact will delay payments for SWAN membership fees. Skog summarized the RAILS Consortia Committee meeting that was held on April 18<sup>th</sup>. The 5-year contract with SirsiDynix was discussed. Skog also let the Board know of Steven Schlewitt's resignation. SWAN plans to recruit and fill the position.

Operations Report

Reviewed as presented by Dawne Tortorella.

c. Treasurer Report

None

d. Board Calendar

Reviewed as presented.

7. **Discussion Item**- SWAN Quarterly Meetings

Jennifer Cottrill gave an overview of recent membership feedback received as a SWAN Board member. The Board discussed the need to move to in-person meetings to remain in compliance with SWAN's Bylaws and Illinois Open Meetings Act.

**Discussion Item** – SWAN Bylaws Committee

The Board discussed the annual review of SWAN Bylaws and was decided upon to wait for any Illinois Open Meetings Act revisions before reviewing any proposed changes to the SWAN Bylaws.

8. **Discussion Item** – SWAN Expo August 19, 2022

Skog gave an overview of the SWAN Expo schedule to date.

9. **Adjournment** –

Bodewes adjourned the meeting at 11:08 a.m.

Minutes Prepared by Ginny  
Blake

Respectfully Submitted,

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Jane Jenkins

Board Secretary

DRAFT

# SWAN Executive Director Report

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May 20, 2022

## Update on Activities

### IT Manager Departure

Steven Schlewitt's last day was May 4<sup>th</sup> and we took the period to revise many of the credit card expenses for IT to use Business Manager Ginny Blake's card. The management team has met to arrange interim coverage. I am conducting one-on-one check-ins with all SWAN staff to answer the question "What are your thoughts and concerns? Are there opportunities you think we should be looking at?"

## Board Considerations

### Board self-evaluation

The results of the board evaluation are included in this month's meeting packet for discussion. The evaluation is part of the annual calendar for board activities, and for the first time the evaluation was completed as an online form for board members to respond to set questions.

### June 2, 2022 Quarterly meeting

The draft agenda is included in this month's meeting packet with some suggested topics. This meeting will be held in person at the Oak Brook Public Library.

## 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.

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 83% 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 four quarters, which would bring in 100% of SWAN revenue.

SWAN FY22	FY22 Budget	Ending April 2022	Percentage of budget YTD 83%
<b>Total Revenue</b>	\$4,042,804.44	\$3,969,090.15	98%
<b>Total Expenses</b>	\$4,084,326.00	\$3,376,523.30	83%
<b>Over / (Under)</b>	<b>(\$41,521.56)</b>	<b>\$592,566.85</b>	

### Accounts Receivable Update

4010 - SWAN Full Membership Fees: the fourth quarter invoices were sent out in April. We are currently at 100.2% of what should be 100% 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 96.54% 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 fourth payment to SWAN was received in April, so this line is now precisely at 100% as expected.

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

5000 – Salaries & Wages: this line remains under budget for the year-to-date expenses.

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.

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.

5430 – Server Software Licensing: expenses related to the hosting of Symphony, Aspen, and the support/ticketing systems are recorded in this budget line. During this year, we elected to add a second Aspen server for internal testing of software releases prior to upgrading our production/live Aspen. The addition of this second server has increased our monthly Azure costs.

5440 – Library Services Platform: payments to OCLC, SirsiDynix, and EBSCO have been recorded. The SirsiDynix maintenance will renewal on May 1, 2022 and this line will reflect 2 months prorated expense at \$75,759 in April. ByWater Solutions provides support to SWAN’s Aspen Discovery catalog, and two months prorated expense at \$14,166.67 will be recorded in this line for May and June.

5450 – Data Management Services: expenses for RDA ToolKit, WebDewey, MARCIVE, and the National Change of Address are recorded in this line. National Change of Address was higher than anticipated, but next year’s budget increased this line to \$30,500.

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 2022 were booked to prepaid expenses.

5840 – Payroll Service Fees: this line is overbudget for this year due to additional subscription expenses for the Time & Labor module added to SWAN’s Paylocity subscription. This service was discontinued and will not be part of the subscription for the remainder of the budget year.

5940 – E-Commerce Payment Transactions: this year’s budget was amended to accurately reflect the e-commerce payments received through PayPal integration in Aspen. The libraries reimbursements are reflected in this line, and revenue from PayPal is recorded in 4240.

5990 – Group Purchases – Content: this line budgeted at \$450,584 is 96.71% spent due to the EBSCO database group purchase year-2 subscription from RAILS at \$430,774.



# Operations Report: May 2022

## Member Engagement – All Staff

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

## Site Visits, Training, and Networking

During the past reporting period (April 19<sup>th</sup> – May 16<sup>th</sup>) regular user group meetings and member engagement are noted. Robin has wrapped up site visits to assess our libraries digital archives collections as part of their initiative to find solutions to help our libraries in this area. On-site visits are highlighted in green.

Date	Event Name	Attendees	Teams Represented	Topic
4/19/2022	Training: ILL Boot Camp - Using Article Exchange	Dawne, Helen	Admin	Training
4/20/2022	Office Hours: Circulation & Hold Maps	Vickie, Michael	IT	Training
4/20/2022	Circulation Users Meeting	Crystal, Sam, +others	UX, Bib Svcs, IT, Admin	Member meeting
4/21/2022	Training: Acquisitions (Indian Prairie)	Sam	Bib Svcs	Training
4/21/2022	Training: Using geocode data for mapping	Dawne, Lucas McKeever (Elmwood Park)	Admin	Training
4/22/2022	SWAN Board Meeting (Midlothian)	Aaron, Ginny, Dawne	Admin	Governance
4/22/2022	Training: Deriving OCLC Records (The Theosophical Society)	Scott, Claudia	Bib Svcs	Training
4/22/2022	Pilot: BLUEcloud Cataloging	Claudia	Bib Svcs	Research & Development
4/22/2022	Consultation: Luxer One Lockers (Villa Park)	Steven, Michael	IT	Consultation
4/25/2022	BLUEcloud Member Update	Crystal	UX	Training
4/25/2022	Training: Deriving OCLC Records (The Theosophical Society)	Scott, Claudia	Bib Svcs	Training
4/26/2022	SWAN Fireside Chat #37	Scott, Tara, Dawne, Steven, Aaron, Crystal, Claudia, Robin, Vickie	UX, IT, Bib Svcs, Admin	Member meeting
4/26/2022	Pilot: BLUEcloud Cataloging Check-in	Claudia	Bib Svcs	Research & Development
4/27/2022	Cataloging Advisory	Scott, Bib Svcs team	Bib Svcs	Member meeting
4/27/2022	Consultation: Luxer One Lockers (Villa Park)	Steven, Michael	IT	Consultation
4/27/2022	Consultation: Mobile Staff Registration (Tinley Park)	Michael	IT	Consultation

4/28/2022	RFID Users Group	Ian, Steven	IT	Member meeting
4/28/2022	Consultation: Cataloging (The Theosophical Society)	Claudia, Scott	Bib Srvs	Consultation
4/28/2022	E-Resource Advisory	Robin	UX	Member meeting
4/29/2022	Site Visit: Digitization (Roselle)	Robin	UX	Site Visit
4/29/2022	Consultation: Mobile Staff Registration (Lansing)	Michael	IT	Consultation
4/29/2022	Pilot: BLUEcloud Cataloging Check-in (Alsip-Merrionette Park)	Claudia	Bib Srvs	Research & Development
5/2/2022	Office Hours: Aspen	Tara, Robin, Scott, Crystal	UX, Bib Srvs	Training
5/3/2022	Training: Aspen Statistics & Reports	Tara, Robin	UX	Training
5/3/2022	Consultation: SharePoint access (Eisenhower)	Ian, Steven	IT	Consultation
5/4/2022	Training: EDS New User Interface	Robin, EBSCO	UX	Training
5/4/2022	Office Hours: Circulation/ILL/Outreach	Helen, Vickie, Crystal, Sam	Admin, IT, UX, Bib Srvs	Training
5/4/2022	Site Visit: Circulation (Dolton)	Vickie, Dawne	IT, Admin	Site Visit
5/5/2022	Consultation: Serial control (National University of Health Sciences)	Claudia	Bib Srvs	Consultation
5/10/2022	Collection HQ Brainstorm with Members	Scott, Dawne, Aaron, Sam, Claudia	Bib Srvs, Admin	Member meeting
5/10/2022	Consultation: Serial control (Berwyn)	Claudia	Bib Srvs	Consultation
5/10/2022	Consultation: Aspen Purchase Suggestions (St. Charles)	Tara	UX	Consultation
5/11/2022	Office Hours: Cataloging	Scott, Claudia, Sam, Diane, Angela, Sue	Bib Srvs	Training
5/11/2022	Passport Program Brainstorming	Dawne, Helen, Crystal	Admin, UX	Member meeting
5/11/2022	Office Hours: BLUEcloud Analytics Acquisitions & Cataloging Users	Dawne, Dave	Admin, IT	Training
5/12/2022	Group	Claudia, Sam, Vickie	Bib Srvs, IT	Member meeting
5/13/2022	Pilot: BLUEcloud Cataloging Check-in (Blue Island)	Claudia	Bib Srvs	Research & Development
5/16/2022	Office Hours: Aspen	Tara, Crystal	UX	Training

### Research & Development, Vendor Engagement

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community. Presentations made at professional conferences are highlighted.

Of note is the ongoing efforts in the larger SirsiDynix community related to BLUEcloud development and consortia requirements. Aaron continues to work with the larger group of SirsiDynix consortium

customers in assessing readiness and priorities for BLUEcloud – these conversations with colleagues are ongoing.

Date	Event Name	Attendees	Teams Represented	Topic
Tuesdays: 4/18/2022- 5/10/2022	ByWater - Aspen weekly check-in	Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin	UX, Admin, IT, Bib Srvs	Research & Development
4/27/2022; 5/16/2022	SirsiDynix Sure Sailing	SWAN staff from all areas	Bib Srvs, IT, UX, Admin	Support
4/27/2022	Sikich Review	Aaron, Dawne	Admin, IT	Research & Development
5/4/2022	SirsiDynix Library Relationship Meeting	Aaron	Admin	Partnerships
5/5/2022	Consortia-SIG/SirsiDynix	Aaron	Admin	Partnerships
5/5/2022	OCLC Resource Sharing Conference 2022: Working smarter not harder: how to automate your holdings	Scott, Helen	Bib Srvs, Admin	Conference Presentation
5/5/2022	DEI LGBTQ+ Working Group Kick- off Meeting	Scott	Bib Srvs	Partnerships
5/5/2022	Aspen Gathering	Tara, Robin, Crystal, Scott	UX, Bib Srvs, IT, Admin	Partnerships

## SWAN Assistant Director (Dawne Tortorella)

### OCLC Resource Sharing Conference 2022

Scott Brandwein and Helen Pinder presented at the virtual OCLC Resource Sharing Conference 2022 on May 5<sup>th</sup>. Their session, *Working smarter not harder: How to automate your holdings and configure policies to expedite fulfillment*, had over 700 participants from around the world. They featured the work we do on behalf of SWAN member libraries and our consortium partners in Illinois to update holdings via our in-house developed OCLC Holdings Manager. Helen highlighted the efficiencies gained through Z39.50 availability checking, customized policies, deflection rules, and our catalog scoping in WorldCat.

After their presentation, OCLC hosted an open question and answer period where folks could join to discuss the topic further. This follow-up period was also well attended and informative. The [recording and slides](#) are available through the OCLC Community Center. Scott and Helen will reprise this presentation at SWAN Expo including the voices and perspectives of our SWAN libraries who use these services daily.

### Shared Beanstack – Ready for Readers

The shared SWAN instance of Beanstack is ready for participants. If you would like to join as a reader, you can register online at <https://www.beanstack.com/find-a-site>. Search for SWAN and look for our

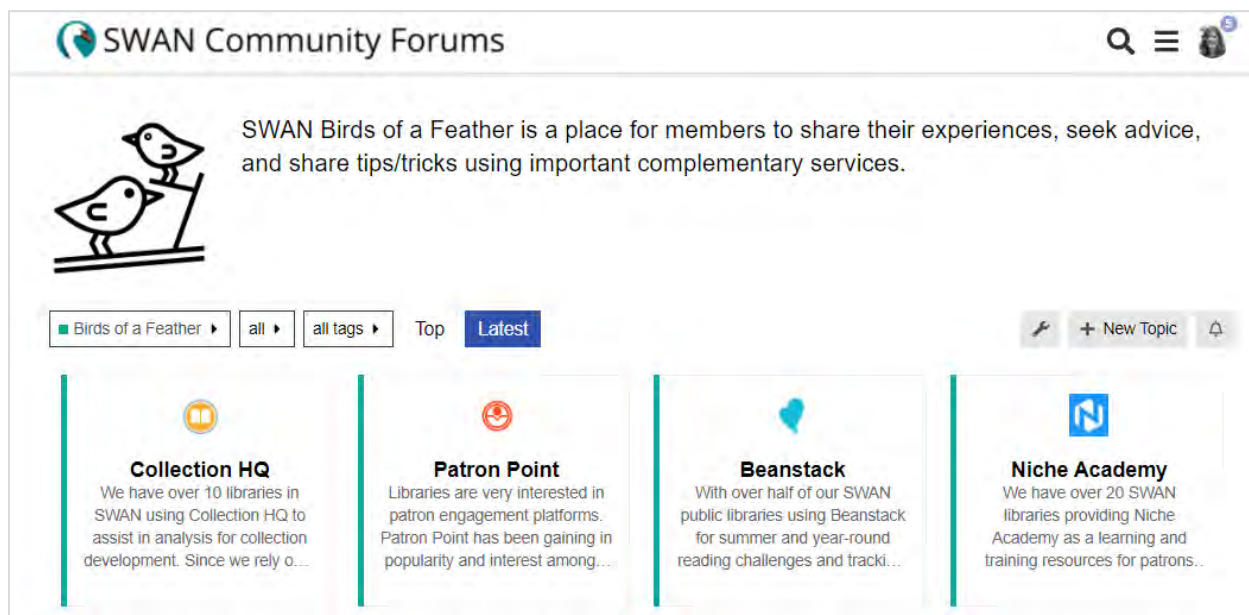
SWAN Library Services (IL) listing. If you prefer using an app, download the Beanstack app from the Google or iPhone stores (free) and search for SWAN Library Services.

Staff from SWAN member libraries who wish to have staff accounts can submit a help ticket. Staff accounts can register readers directly and can generate reports through the web interface. A webinar outlining these opportunities and use of Beanstack will be held Thursday, May 19<sup>th</sup>.

### SWAN Community Forums – Birds of a Feather

We have added a section to the SWAN Community Forums highlighting common 3<sup>rd</sup> party services used by our libraries. This online community area is a place where members can discuss use of popular platforms that SWAN provides connectivity/integration but is not expert in use of the platform. Members can discuss how they use these platforms and share expertise with colleagues.

If members would like additional named services added to this section, we are happy to include those. For starters, we'd populated Collection HQ, Patron Point, Beanstack, and Niche Academy.



### Collection HQ Brainstorming Session

Based on member usage and varying degrees of success using Collection HQ, we facilitated collection of contact people at each of our libraries using Collection HQ. From that list, we convened a brainstorming session on May 10<sup>th</sup> to discuss how libraries use Collection HQ, how they address mapping configuration with Collection HQ to match items to appropriate collections for analysis. The discussion was extremely helpful in identifying effective procedures and outlining that the Collection HQ predictive analysis takes time to develop.

Overwhelmingly people shared that our cataloging standards and shared bibliographic database has been a strength in the supporting Collection HQ. Any item record mismatches tend to be related to local practice which can be mapped through Collection HQ worksheets. Biography categorization in Collection

HQ was mentioned as a challenge for many; Baker & Taylor has acknowledged this and is working on better collection analysis for these.

Participants have already been posting to our Birds of a Feather forum section and offering direct assistance to colleagues. The expertise in these tools is within our membership - finding ways to connect members to share this expertise is exciting.

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

### **BLUEcloud Acquisitions**

After some configuration changes to our BLUEcloud Acquisitions users, we stopped seeing examples of the intermittent error messages that were frequently preventing library staff from proceeding in their acquisitions processing using the tool. It has been several weeks since we have seen these errors, so we are tentatively optimistic that they are solved.

The other issue we have experienced with BLUEcloud Acquisitions was record duplication due to errors in matching UPCs and ISBNs. This is not resolved, but work SirsiDynix did last year dramatically reduced the instances of this.

As a result of these bugs clearing up, we are exploring further rollout of BLUEcloud Acquisitions, but we are doing so slowly. We plan to move forward this summer with one library adopting the tool. After an evaluation of how things go, we will make a decision on future adoptions going forward.

### **BLUEcloud Cataloging Pilot**

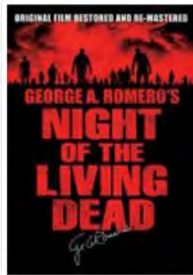
The BLUEcloud Cataloging Pilot continues, and Claudia Nickson is compiling feedback from our member libraries. So far, feedback is mixed. Features such as templating and MARC editing seem popular, while there are some pain points around call number and item maintenance.

### **Accessibility information**

Our request for closed captioning information to be highlighted in our Aspen catalog is still pending as our top-priority enhancement request with Aspen support. We have provided a visual mock-up (below) of what we would like this to look like in an effort to speed the development process along. We hope to see this feature implemented soon, at which point we will work to include similar indication of audio description tracks for people with visual disabilities.

# Night of the living dead

(DVD)  



Average Rating 

## Contributors

[Wayne, Keith, 1942-1995.](#)

[Ridley, Judith.](#)

[Jones, Duane.](#)

[Eastman, Marilyn, 1927-](#)

[Russo, John, 1939-](#)

[more ...](#)

## Series

[Dimension extreme](#)

## Published

[United States] : Dimension Home Entertainment ; [2008].

## ISBN

1594450684, 9781594450686

## Rating

MWT rating: NR.

## Appears on list

[What to Watch on Kanopy](#)

## Status

**On Shelf**

[View All Copies](#)

[Add to list](#)

Cataloging Advisory also discussed the inclusion of additional accessibility metadata fields in our MARC records. Bibliographic Services is working on a draft of cataloging recommendations to take advantage of these fields and provide better representation of materials accessibility information in our catalog.

## OCCLC Holdings Update

In the previous Operations Report, I reported that the OCLC Holdings Update was complete. This was due to a miscommunication in our discussion with OCLC. All holdings were added, but there is a deletion step that is still pending that will clean up some holdings that are no longer represented in our members' collections. SWAN has been awaiting reports on what holdings will be deleted to sign off on before the process takes place. As soon as we receive those lists, we will compare them to our current catalog and have that deletion step initiated.

## SWAN DEI in Metadata Working Group

The SWAN DEI in Metadata Working Group is rebooting its discussion. After losing many group members to staff turnover and receiving some feedback from SWAN member leadership, we will be moving the discussion format and documentation to a more open and transparent format. We also intend to draft a value statement to clarify our goals as well as take a more holistic approach to subject analysis that will allow us to communicate everything that is discussed rather than simply what has been changed.

We look forward to continuing this work with refreshed group membership, and you will be hearing from us soon.

## 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 February, there were 87 upgrades of minimal level records in OCLC to full records.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Orig 2020</b>	99	111	69	152	98	129	88	102	76	62	56	46	<b>1,088</b>
<b>Copy 2020</b>	1,908	1,717	1,863	2,270	2,357	2,496	2,237	1,886	2,405	1,723	1,901	1,704	<b>24,467</b>
<b>Orig 2021*</b>	41	53	54	73	49	88	49	71	80	65	72	104	<b>799</b>
<b>Copy 2021*</b>	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	<b>21,769</b>
<b>Orig 2022</b>	84	143	93	57									
<b>Copy 2022</b>	1,808	2,283	2,059	2,299									

\* 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

### Infrastructure, On-Call, and Ongoing Support

We thank Steven Schlewitt for his years of service to the SWAN membership and for building a strong infrastructure and support team. Steven left SWAN on May 4<sup>th</sup> with his team ready to cover IT & System Support responsibilities.

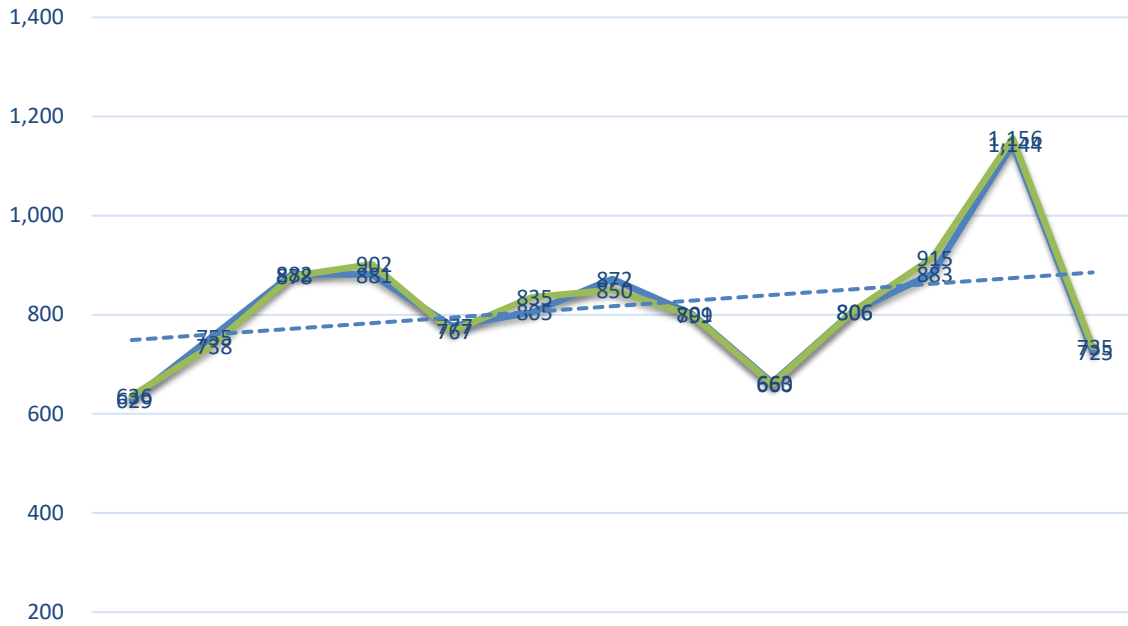
Rudy Host and Ian Nosek manage our extensive Infrastructure as a Service (IaaS) environment and member library network connectivity; Rudy, Ian, and Dave Pacin rotate on-call duty which ensures systems are monitored 7 days/week; Dave, Michael Szarmach, and Vickie Totton provide ongoing support, as well as ongoing and customized consulting/projects including fine free configuration, pseudo library implementation, ILS configuration (Symphony & BLUEcloud Staff), patron record clean-up and removal, and ad-hoc member reporting requests.

### Support Tickets

Ticket counts have returned to expected levels after our Aspen launch. Looking deeper into ticket specifics we hope to develop strategies for better reporting and early triage of problems. Approximately 50% of tickets reported are handled by our Bibliographic Services team for correction and enhancement of catalog records.

Growth in ticket submissions related to staff change is on the rise. To make this easier for members and provide better internal tracking, we are reviewing onboarding/offboarding tasks and developing a streamlined submission process for reporting staff additions and departures.

## SWAN Support Tickets April 2021 - April 2022



	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan-22	Feb	Mar	Apr
Opened	629	755	882	881	777	805	872	801	663	806	883	1,144	725
Closed	636	738	878	902	767	835	850	799	660	806	915	1,156	735

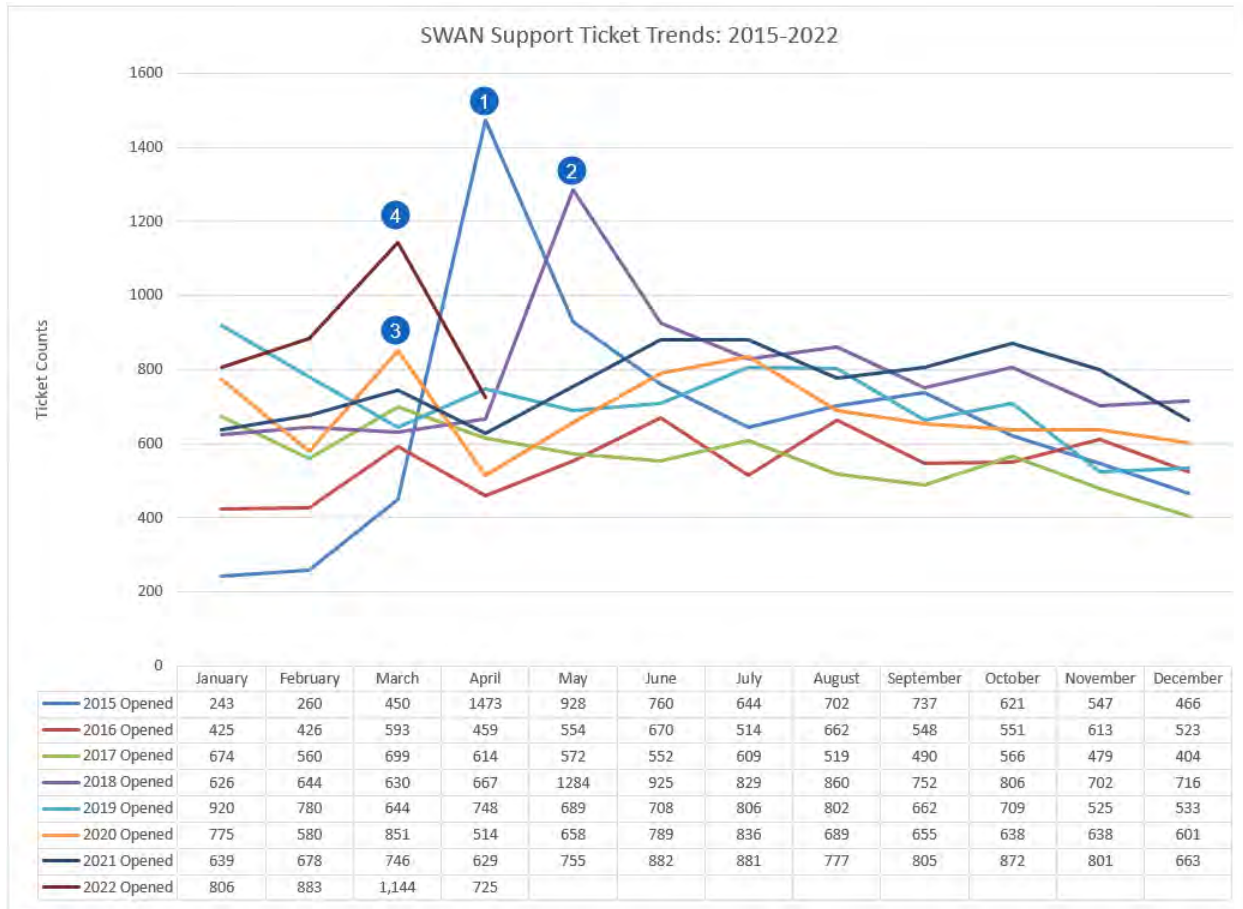
Tickets Submitted to SWAN

Looking back in time, since 2015, overall tickets submitted continue to rise, with obvious peaks centered around migrations, projects, and events.

The peak events noted on the chart represent:

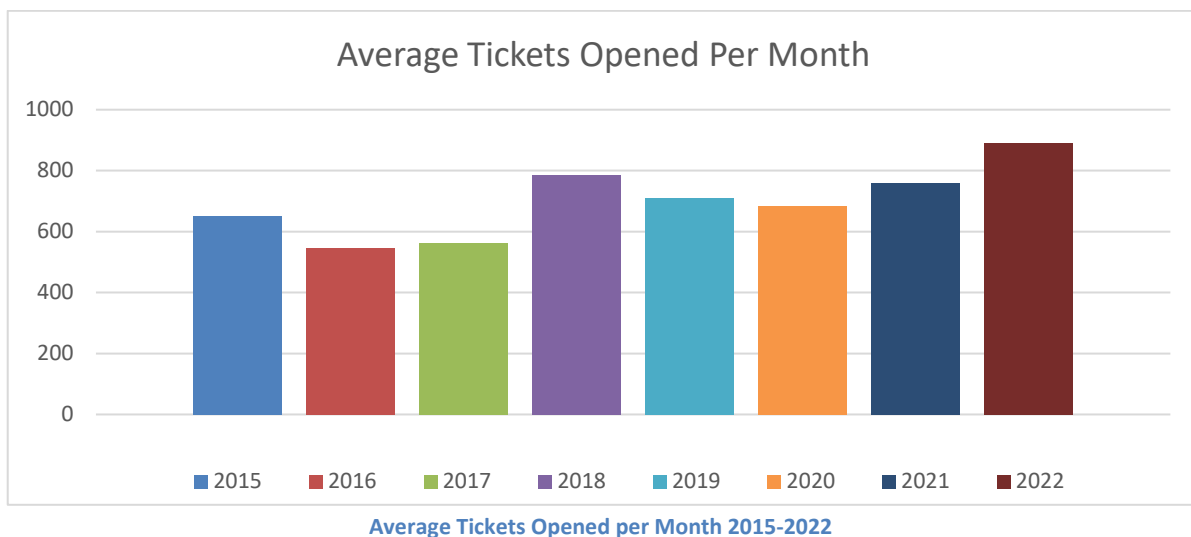
1. April 2015 - Migration from Innovative to SirsiDynix
2. May 2018 - Migration of N19 Libraries
3. March 2020 - Closures due to COVID-19
4. March 2022 – Aspen catalog final phase deployment





**Tickets Submitted to SWAN 2015-2022**

As operations across our libraries return to a new normal, we will be analyzing increases in support tickets over time. With staffing levels even, it is important to look for efficiencies in solving tickets to balance this increase in volume.



## RFID Users Group, April 18, 2022

Ian Nosek, SWAN, and Ahren Sievers, Elmwood Park Public Library, led the RFID Users Group meeting in April. Looking at RFID interoperability, the group is examining AFI theft bit standardization and review of the ISO 28560-2 data model. As we rely more on RFID technologies within our libraries, standard implementation and interoperability between our libraries is critical. This discussion continues in our [SWAN Community Forums](#).

### Email Notice Tracking (Last 6 Months)

Reading Date	Total Emails Sent	Success Rate	Bounces	Marked SWAN as SPAM
<b>12/10/2021</b>	417,626	94.01% (392,619)	0.19% (814)	0.01% (44)
<b>1/14/2022</b>	400,681	96.40% (386,275)	0.12% (472)	0.01% (49)
<b>2/10/2022</b>	406,965	97.18% (395,480)	0.38% (1,541)	0.01% (36)
<b>3/11/2022</b>	410,446	97.03% (398,240)	0.15% (696)	0.01% (44)
<b>4/18/2022</b>	388,908	97.81% (380,402)	0.13% (520)	0.01% (33)
<b>April, 2022</b>	390,872	97.72% (381,971)	0.14% (563)	0.01% (43)

### Phone Notice Tracking (Last 6 Months)

Month	Total Calls Attempted	Success Rate	Failed
<b>November</b>	8540	96.64% (8253)	3.36% (287)
<b>December</b>	7956	96.62% (7687)	3.33% (265)
<b>January '22</b>	8846	96.99% (8580)	3.00% (266)
<b>February</b>	7197	97.19% (6995)	2.79% (201)
<b>March</b>	8890	97.62% (8678)	2.38% (212)
<b>April</b>	8316	97.12% (8077)	2.87% (239)

### SMS Notice Tracking

Month/Yr	Type	Attempted	Error Phone#	Error	Queued	Success %
April, 2022	Hold	31,773	70	627	307	97.81%
April, 2022	Manual	38		4		89.47%
April, 2024	Overdue	37,147	130	1030	292	96.88%

We are in the process of collecting detailed information, but it appears our SMS notices began experiencing some failures with a carrier on Wednesday, May 11<sup>th</sup>. This is generally due to a telecom provider considering messages to be spam. We are working with SirsiDynix to determine which carrier, volume of text messages impacted, and remediation. As this service is contracted with SirsiDynix, they are critical to this resolution.

To assist with reporting of failed SMS text messages, we have requested a Statement of Work from SirsiDynix to parse our composite reporting of SMS messages sent to patrons by library. This work is scheduled to be completed by end of May. We will be sending this report to the membership as soon as completed and tested.

## Outage Tracking (since 1/1/2022)

Date	Approx Time	Time Elapsed (Min)	System	Planned?	Library Hours?	Reason
1/15/2022	11:05	5	Aspen Discovery	No	Yes	Aspen server slowness relating to CPU spikes. Suspected to be runaway harvest process affecting MySQL.
1/15/2022	11:05	5	Aspen Discovery	No	Yes	Aspen server restart following persistent CPU load spikes throughout the morning.
1/23/2022	18:38	5	Aspen Discovery	Yes	No	Planned system patching.
1/23/2022	18:49	5	Symphony	Yes	No	Planned system patching.
2/4/2022	2:30	5	Aspen Discovery	No	Yes	Aspen server restart following persistent CPU load spikes throughout the morning.
3/20/2022	19:06	20	Symphony	Yes	No	Planned system patching.
3/20/2022	19:06	20	Web Services	Yes	No	Planned system patching.
4/16/2022	21:00	2040	Symphony	Yes	No	Planned Symphony database rebuild during Easter holiday.

## SWAN User Experience (Tara Wood)

### User groups

#### *Circulation Users*

Circulations Users group met on April 20<sup>th</sup>. Topics included best practices for serving housing insecure patrons and refugees and how to handle lost big-ticket items and returned damaged items.

#### *E-Resources Advisory*

E-Resources Advisory group met April 28<sup>th</sup>. Topics included Aspen sideloading options and updates on the Comics Plus and EBSCO group purchases.

### Aspen

The Aspen rollout is complete! A big thank you to our pilot libraries for making this a smooth transition for everyone, and to all of the library staff who dove in and learned to administer and support patrons with a new catalog. Redirects are in place from Enterprise to Aspen, and all but one library has updated their primary website links.

The project team conducted a post-mortem meeting on May 9<sup>th</sup>, and some successes we identified to carry on to future projects included:

- A pilot and a phased rollout gave SWAN a chance to adjust and correct as well as giving libraries more flexibility.
- Usability testing and prioritization early on helped us to identify the criteria for go live.

- Specific, themed office hours helped to drum up attendance and provide opportunities for one-on-one support.

Now that the rollout is complete, we will focus on continuing development improvements in the catalog and testing the Aspen LiDA app, which is currently in beta.

### **Research and development**

The 22.05 release went live May 11<sup>th</sup>. This release focused on bug fixes and enhancements to Aspen to assist with migrations (e.g., libraries changing their ILS or moving to Aspen from another catalog). In addition, the release included some performance improvements to the Aspen LiDA app that is still in beta.

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

### **BLUEcloud Circulation**

The BLUEcloud 22.03 release went live on April 19<sup>th</sup>, and it included the ability to set a default for Charge History Rule and copy patron records. Crystal led a [member update](#) available on the support site.

### **Digital Archives Survey**

Robin has completed their interviews with the libraries that responded to the Digital Archives Landscape Survey conducted earlier this year. Based on their work, SWAN has determined that a centralized grant for the Illinois History Digital Grant Program is not feasible, due to grant criteria, differences in collections among our libraries, and the collection development policies for the Illinois Digital Archive (IDA). However, two libraries will pursue the grant individually, and Robin will continue to consult with libraries to find the best platforms for their digital archives and integrate with Aspen when possible.

See the full report in this packet.

### **EBSCO Discovery Service (EDS)**

Robin worked closely with EBSCO to migrate to the new interface for EDS. Oak Brook went live as a pilot on May 5<sup>th</sup> and the remaining SWAN libraries went live on May 9<sup>th</sup>. Thanks to Oak Brook for testing for us!

### **Group Purchases**

The deadline to sign up for the Comics Plus discount is June 15<sup>th</sup>, 2022. So far, 6 libraries have signed up. More [information about the discount](#) is available on the SWAN support site.

The database selection form for libraries in the SWAN EBSCO group purchase is available and due May 27<sup>th</sup>. [Database information and pricing](#) are available on the support site.

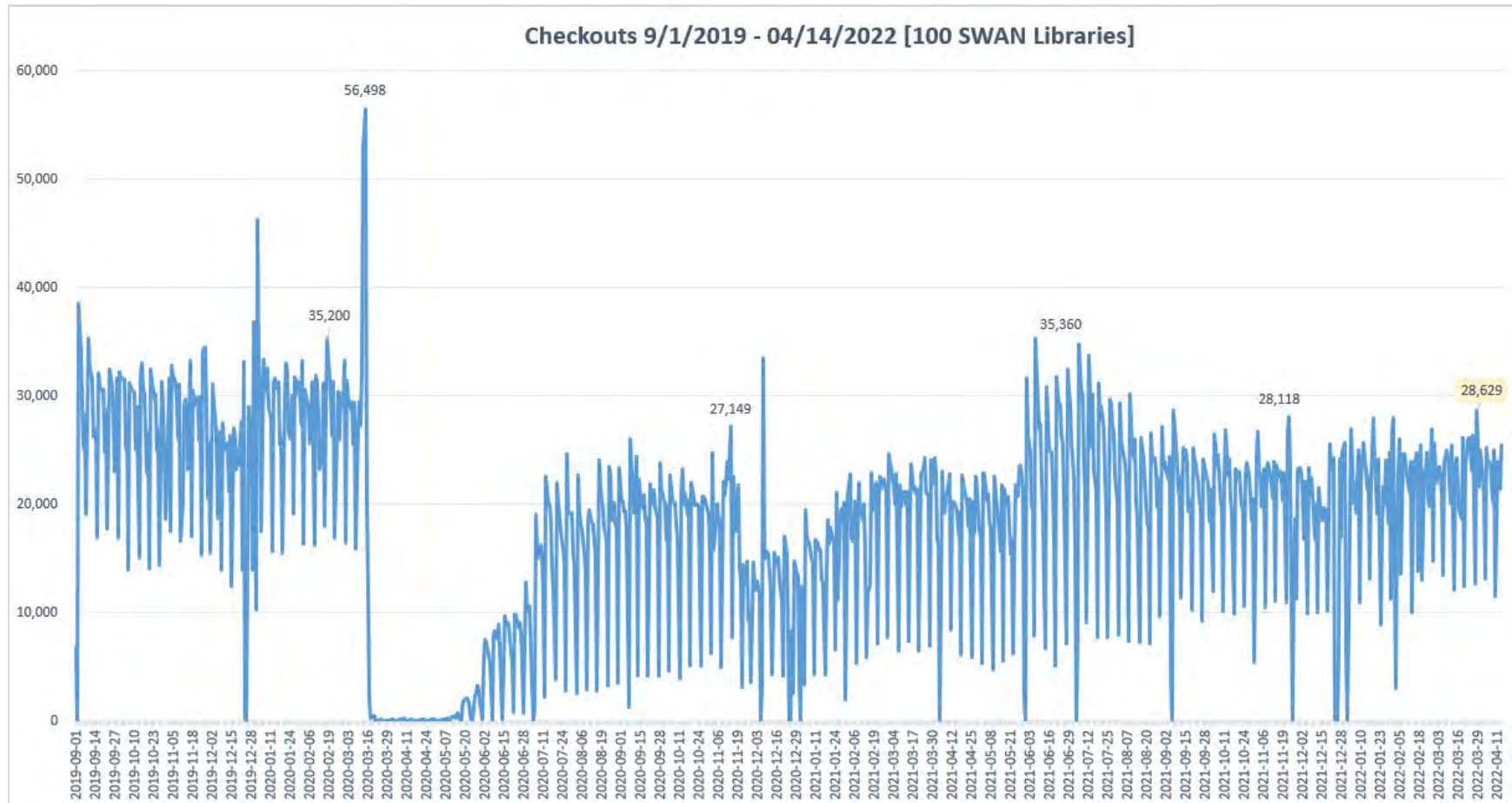
### **Trainings**

Tara and Robin conducted a training on [statistics and reports available in Aspen](#).

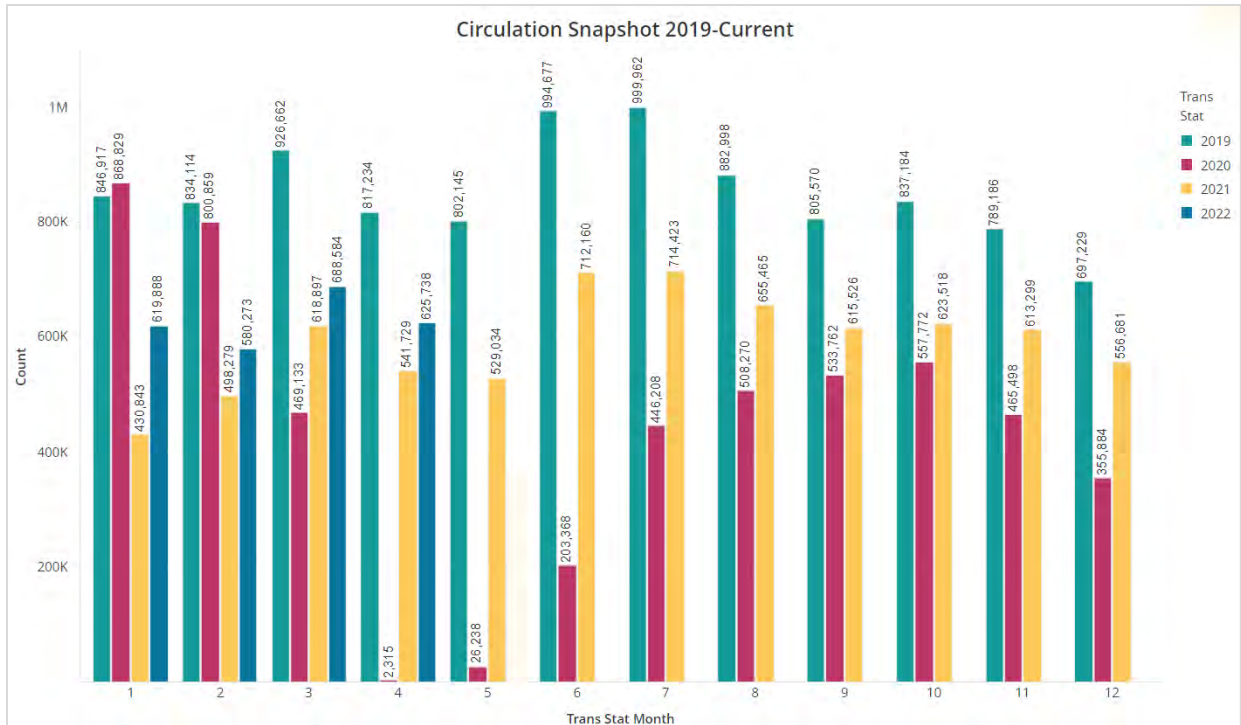
# Operations Reports – Statistics, May 2022

## Circulation Totals

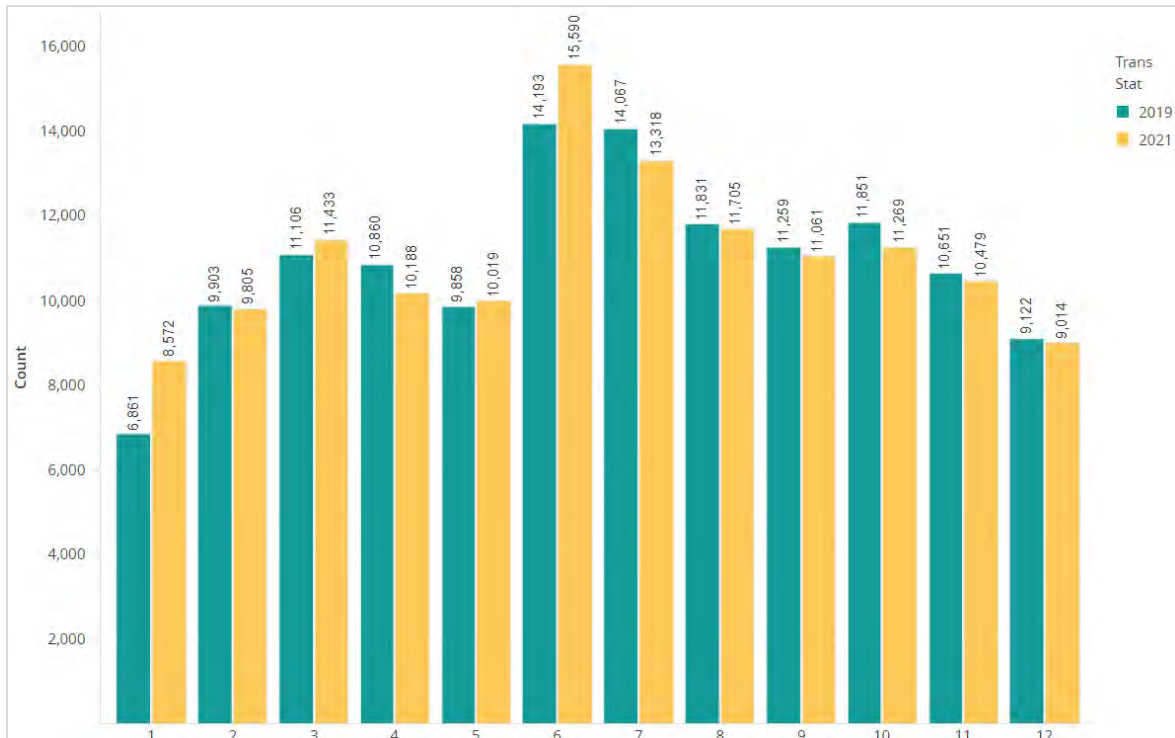
Circulation for the past month has shown decline. Peak daily checkouts were 27,143 in this reporting period compared to 28,629 in previous mid-March to mid-April reporting. This is roughly a 5% decline. As summer reading programs launch, number are expected to rise.



Comparing April 2019 pre-pandemic circulation (817,234) against April 2022 (625,738), we are at 76.6% of prior pre-pandemic numbers.



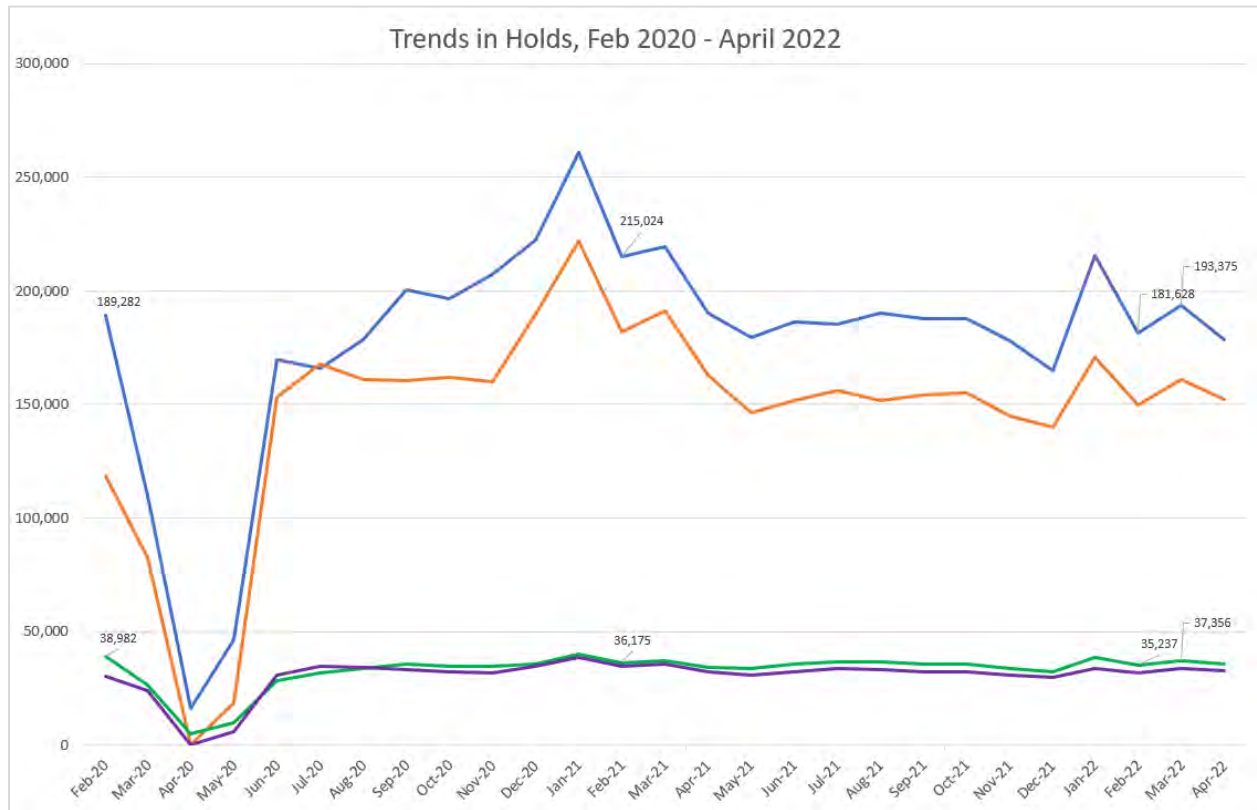
This same monthly snapshot can be used to examine a specific library's recovery trends. The following snapshot view shows one SWAN library that recoved to pre-pandemic circulation in 2021.





## Hold

Like circulation, holds placement and pick-up also declined in April, 2022. But the number of cardholders who place and pick-up holds remains steady.

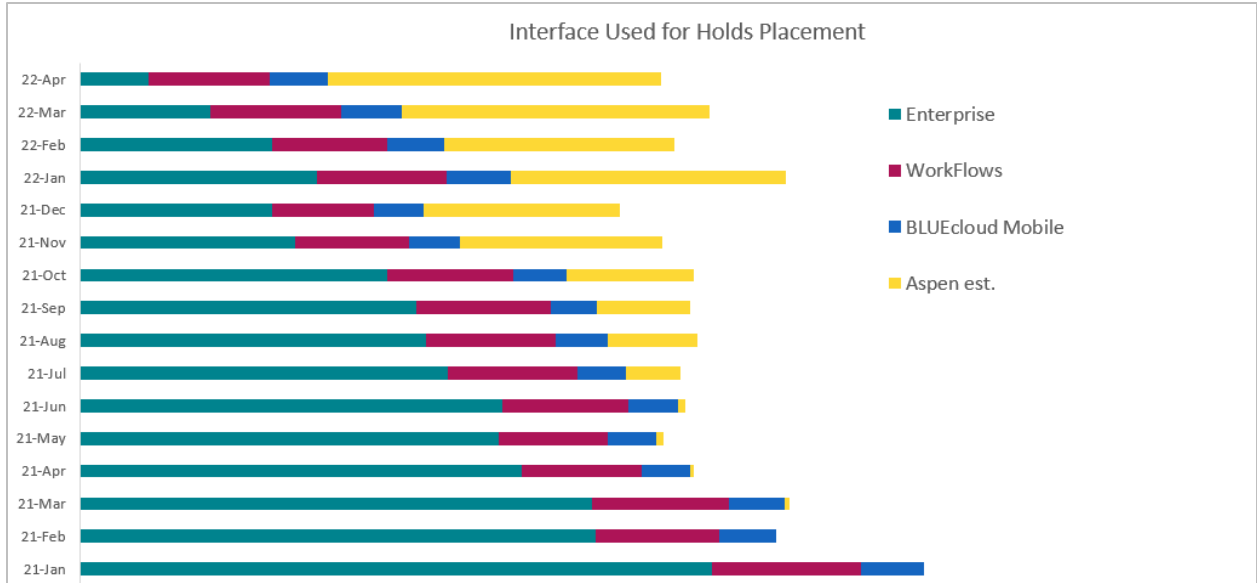


## Hold & Aspen

April marked a milestone for Aspen adoption and usage. Over 57% of holds placed in the system are through Aspen.

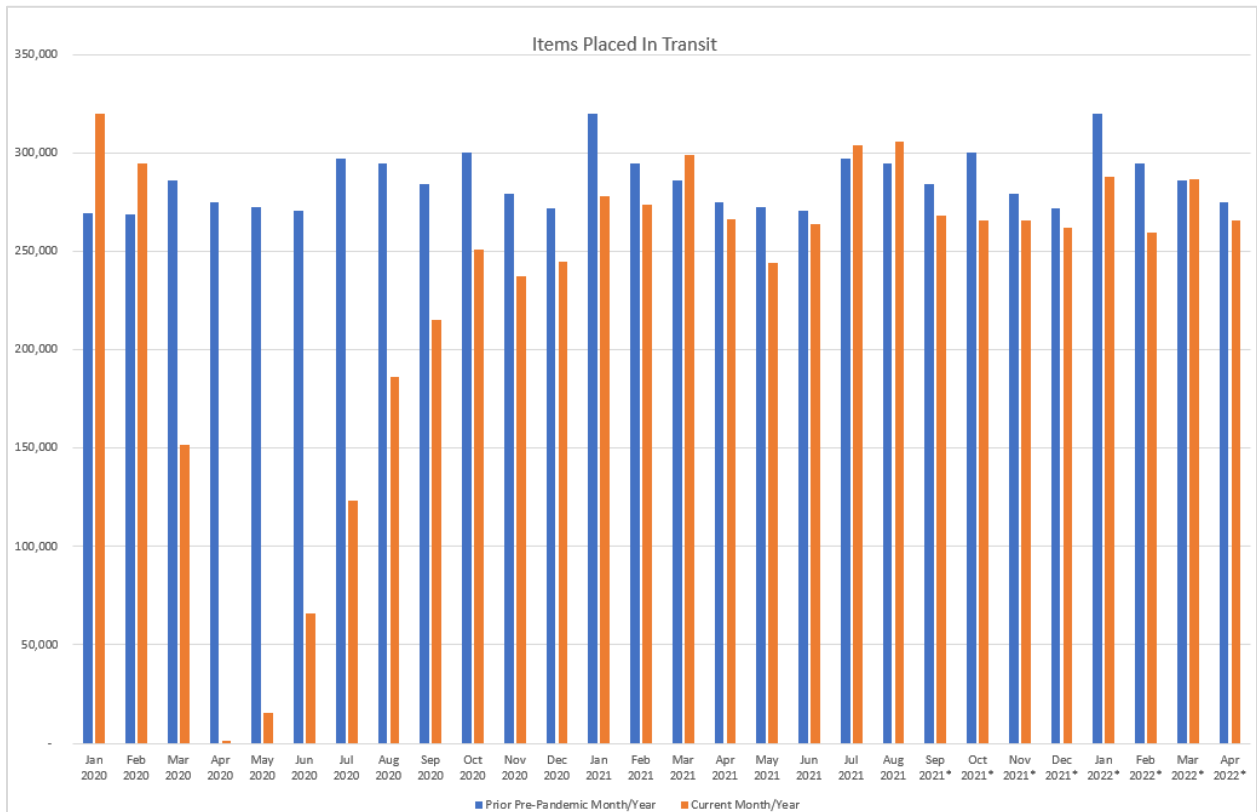
Hold Client	2021												2022					
	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul	21-Aug	21-Sep	21-Oct	21-Nov	21-Dec	Total	22-Jan	22-Feb	22-Mar	22-Apr	Total
Enterprise	192,620	156,930	156,104	134,491	127,413	128,638	111,989	105,235	102,339	93,572	65,351	58,241	1,432,923	72,091	58,215	39,713	20,814	170,019
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	457,280	39,646	35,442	39,569	36,732	114,657
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	190,024	19,467	17,094	18,573	17,831	55,134
Other Web Services	3,541	2,975	3,000	3,000	1,600	2,000	2,200	1,800	1,900	661	600	200	23,477	600	400	1,733	1,725	2,733
Unknown	0	30	16	23	166	9	143	22	29	0	3	28	469	11	0	0	0	11
Bookmyne	93	73	59	77	107	50	42	101	73	58	63	39	835	58	44	12	14	114
SIP2	1	6	2	3	0	3	3	4	2	7	0	0	31	0	0	0	0	0
BLUEcloud Circ	6	1	2	0	0	3	5	4	9	0	3	48	81	5	39	40	45	84
Aspen est			1,452	1,307	1,978	2,247	16,443	27,238	28,707	39,000	61,646	59,876	239,894	83,663	70,394	93,734	101,447	247,791
	260,793	215,024	219,330	190,187	179,427	186,501	185,247	189,991	187,993	187,792	177,889	164,840	2,345,014	215,541	181,628	193,374	178,608	590,543
% Placed by Patron	83%	82%	81%	81%	81%	79%	79%	79%	78%	80%	80%	81%	80.50%	82%	80%	80%	79%	80.57%
% mobile apps	8.80%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9.32%	9.16%	9.34%	9.66%	10.51%	10.96%	9.82%
% Placed in Aspen			1%	1%	1%	1%	9%	14%	15%	21%	35%	36%		39%	39%	48%	57%	
% Placed in Enterprise	74%	73%	71%	71%	71%	69%	60%	55%	54%	50%	37%	35%		33%	32%	21%	12%	

We will be looking for Enterprise placed holds to be 0 next month as Enterprise URLs are now redirected to the Aspen catalogs.



### System-wide transits

We continue to see a slight decrease in number of transits compared to prior pre-pandemic month. Despite adding 3 libraries in December 2020 representing approximately 5% of SWAN circulation, we experience a 3% decrease in items transited.

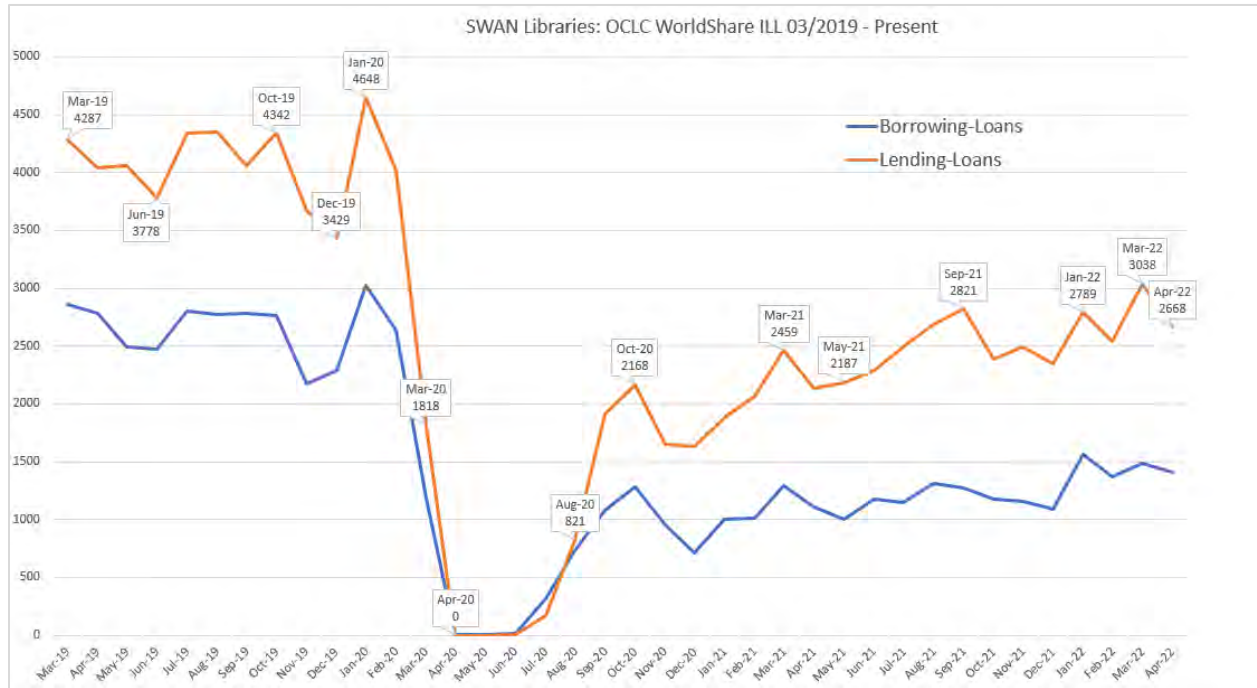




Correlation between hold pick-up library and item library for holds filled is consistent. From October 2021 through April 2022, the percentage of items filling holds at another library represents between 67-70%. Delivery and resource sharing between our libraries clearly supplements material requests through holds management.

### OC LC Worldwide Resource Sharing

In addition to the resource sharing within and between SWAN libraries, SWAN libraries continue to lend to libraries outside our consortium at a 2:1 ratio.



# Digital Archives Project Report

Prepared by Robin Hofstetter, May 2022

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## Introduction

SWAN integrated 14 Open Archive collections into Aspen via OAI PMH. These integrations include 11 sets from the Illinois Digital Archives. While configuring the sets in 2021, SWAN met with the librarians Andrew Bullen and Sandra Fritz from the Illinois State Library and discussed the [Illinois History Digital Grant Program](#). In addition, SWAN sent out a [Digital Archives Landscape Survey](#) to members in December 2021 that closed in February 2022. The purpose of the survey was to gather information from libraries, including potential interest in a centralized grant for SWAN, current collections, and collaboration opportunities with local community organizations.

## Methods

Based on the 12 survey responses, Robin Hofstetter set up online meetings and follow-up site visits with libraries to assess the current collections, the integration into Aspen, and the next steps toward an Illinois History Grant in 2023. Of the 12 libraries, three libraries decided not to move forward.

Robin developed a Roadmap to Illinois Digital Archives method that enabled them to consult with each library about the archival collections to determine if those collections would meet the Illinois Digital Archives Collection Development Criteria and how to proceed. Outlined in four "rounds," each round in increasing scrutiny considers the purpose, program guidelines, and review process, including the review rubric from the grant program website.

See [Appendix A - Roadmap to Illinois Digital Archives](#).

## Conclusion

Of the libraries interviewed, Palos Heights Public Library will add collections to Illinois Digital Archives without grant funding; Blue Island Public Library and Roselle Public Library will pursue the grant individually; five libraries do not have collections that meet the [Illinois Digital Archives Collection Development Criteria](#).

SWAN will not pursue a centralized grant for the Illinois History Digital Grant Program in 2023 but will continue to serve as a consultant for libraries applying individually or exploring other digital archives options. SWAN will also continue integrating Illinois Digital Archives and other digital asset management platforms into Aspen.

## Consultation Notes

Batavia Public Library – Stacey Peterson – Adult Services Manager

Meeting Type: Online Microsoft Teams

Collection Description: Batavia has a collaborative project with the Batavia Historical Society. They also have a collection of 2,828 meeting books, newspapers, and civil war letters

Current Platform: ResCarta Web

Next Steps: Batavia will keep the ResCarta platform and will not pursue the grant.

### Bensenville Public Library – Elizabeth Morris – Digital Librarian and Archivist

Meeting Type: Online Microsoft Teams and library visit

Collection Description: Bensenville has a collection of 1570 Bensenville historical images on Illinois Digital Archives, with over 2500 more to add. They have written two successful grants for the Illinois History Digital Grant Program.

Current Platform: Illinois Digital Archives

Next Steps: Continue with the current grant program.

See [Appendix B – Bensenville Public Library](#).

### Bloomington Public Library – Jessica Frazier – Adult Services Assistant Department Head

Meeting Type: Online Microsoft Teams

Collection Description: Bloomington has a robust collection on CONTENTdm hosted by OCLC but not in the Illinois Digital Archives. Bloomington Heritage Collections contains 1,146 images. The collection includes historical photographs of Bloomington, library history, the Adventureland Amusement Park, architecture, and an archive of the COVID-19 pandemic.

Current Platform: OCLC CONTENTdm

Next Steps: Continue the current collection on CONTENTdm hosted by OCLC.

### Blue Island Public Library – Anna Wassenaar – Director

Meeting Type: Online Microsoft Teams and library visit

Collection Description: Blue Island has a massive collection of historical images, objects, and more that are not yet digitized.

Current platform: None

Next Steps: Blue Island will pursue the Illinois History Grant Program in 2023.

See [Appendix C – Blue Island Public Library](#)

### Crete Public Library – Megan Vasquez – Technology Librarian

Meeting Type: Online Microsoft Teams

Collection Description: Capturing Crete contains photos, newspaper articles, and a glass plate negative collection. In addition, Crete has telephone directories, newspapers, and an obituary collection.

Current Platform: OMEKA

Next Steps: Crete will keep OMEKA and partner with the Crete Historical Society.

### Elmwood Public Library – Lucas McKeever – Head of Circulation and Technical Services

Meeting Type: Online Microsoft Teams

Collection Description: Elmwood has a collection on Illinois Digital Archives. The IDA collection is integrated into Aspen through OAI-PMH and contains 408 photographs. In addition, they have a collection of high school newspapers in PDF format.

Current Platform: Illinois Digital Archives

Next Steps: Elmwood will keep the current Illinois Digital Archives collections.

[Homewood Public Library – Nathan Hare – Head, Adult Services](#)

Meeting Type: Online Microsoft Teams

Collection Description: Homewood has a collection of digitized high school yearbooks.

Current Platform: None

Next Steps: Homewood will reach out to ResCarta Web.

[Lansing Public Library – Lisa Korajczyk – Director](#)

Meeting Type: Online Microsoft Teams and library visit

Collection Description: Lansing has a collection of close to 75 works, including paintings, etchings, and sculptures.

Current Platform: None

Next Steps: Lansing will not pursue the grant but will look at other potential platforms.

[Midlothian Public Library – Jennifer Cottrill – Library Director](#)

Meeting Type: Online Microsoft Teams

Collection Description: Midlothian has an extensive community history archive of local digitized newspapers.

Current Platform: Advantage Archives

Next Steps: Midlothian will keep Advantage Archives.

[Messenger Public Library of North Aurora – Jessie Affelder – Head of Adult Services](#)

Meeting Type: Online Microsoft Teams

Collection Description: Messenger has many photographs, private papers and letters, and North Aurora newsletters.

Current Platform: None

Next Steps: Messenger of North Aurora will not pursue the grant.

[Palos Heights Public Library – Jesse Blazek – Director; Jeannine Kacmar – Head of Public Services](#)

Meeting Type: Online Microsoft Teams and library visit

Collection Description: Palos Heights has an extensive collection of digitized materials, including oral histories and images. The collections are stored on a hard drive.

Current Platform: None

Next Steps: Palos Heights is working with the Illinois Digital Archives to add their collections without the grant.

See [Appendix D – Palos Heights Public Library](#).

Roselle Public Library – Maureen Garzaro -- Adult and Teen Services Department Manager; Lisa Viezbicke -- Digital Services Librarian

Meeting Type: Online Microsoft Teams and library visit

Collection Description: Roselle Public Library has 775 images on Illinois Digital Archives. Roselle Historical Society and Museum have an extensive collection of not yet digitized materials.

Current Platform: Illinois Digital Archives

Next Steps: Roselle Public Library and the Roselle Historical Society and Museum will work collaboratively to pursue the grant in 2023.

## Appendix A - Roadmap to Illinois Digital Archives

### Round One - Evaluate collection

1. Look at the [platform](#) for successful examples. Keep in mind that the collection development policy has evolved. Some content is no longer accepted.
2. Read the [Collection Development Policy](#) and pay close attention to the headings for Copyright, Ownership, Technical Standards and Quality Control, etc.

Tips: Within your collection or a partner collection such as a local historical society, look for more significant amounts (at least 50 minimum) of historical community images (original copies only) that are of value to Illinois history. Some examples are veterans, soldiers, architecture, and significant historical events such as a town's bicentennial. What is not considered – newspapers, school yearbooks, artwork the library owns but does not have copyright permission, etc.

### Round Two - Preparation

1. Do you have a significant collection already digitized or ready to digitize in-house?
2. Do you have the equipment, money, time, and personnel to digitize?
3. What collections do you have, why are they essential to Illinois history and culture, and does the collection include underrepresented populations?
4. Why? Be prepared to explain the collection and why it is significant to Illinois history.
5. Do you have an accompanying description such as dates, subjects, and contributors documented in a spreadsheet? If not, can you get that information about each piece?

If you have answered yes to these questions, you can get started right away without the grant funding. You may consider the grant to continue this project in the future. If you answered no, continue to Round Three.

### Round Three – Grant considerations

1. Do you have a significant collection that hasn't been sorted, arranged, or otherwise inventoried?
2. Do you have the time, money, and personnel to evaluate the collection for the grant? In preparation for the grant application, you will need to sort, arrange, and inventory (count the number of items, what they are, copyright information, etc.) in preparation for the grant application.

Unfortunately, if you answered no to these questions, this is an essential part of grant planning. You will want to consider if it is possible to do the planning. If you answered yes, continue to Round Four.

## Round Four – Grant planning and application

1. Name the administrator and key staff involved in the archives project.
2. Assess and describe the project's overall scope, including policies for procurement, hiring, strategy, and inventory management. This can change over time as you prepare for the grant application.
3. Count, arrange, and sort the images or oral histories and provide descriptions or transcription. Keep numbers in a spreadsheet. For example, 1500 original photographs, 22 letters, 150 slides, four 3D objects, etc.
4. If you want to do the digitization in-house, research the equipment needed and all details about it, including the price and where you will purchase it. Name the company, place, and cost of the completed digitization if you plan to outsource. Keep an itemized budget for everything, including the salaries, supplies, equipment, or services.
5. Plan the time needed to finish the entire project and write out a timeline.
6. While counting, arranging, and sorting images and descriptions, think about the project title, description of the project, the primary purpose, and the intention (lifelong learning, information access, institutional capacity, economic development, human services, civic engagement).
7. Identify the relationship of this project to your mission or strategic plan.
8. Name the target audience and the necessity of the project. Include data (quantitative or anecdotal) to support how the audience and need were identified. (This is very important! What is the story you are trying to tell and why?)
9. Plan a promotion strategy
10. Decide on the outcome(s) of the result of the completed project. List specific methods or measurable activities/services necessary to achieve the outcome.



## Appendix B – Bensenville Public Library



Camera stand and equipment



Flatbed scanner with program



Local history display case



Local history display case

# Appendix C – Blue Island Public Library



Display case 1



Display case 2



Display case 3



Display case 4

## Appendix D – Palos Heights Public Library



Palos Heights display 1



Palos Heights display 2



Jeannine Kacmar in the local history room



Folders containing photographs



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

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
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 Succession 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 (virtual)	Determine if Personnel Committee meeting is needed.
		Ratify budget
		Sikich security audit findings presentation

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

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
March 2022 (TBD)	Personnel Committee [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 22, 2022	Regular SWAN Board Meeting (Midlothian)	Review and approve Board Self Evaluation Form; assign date for completion.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.
May 2022 (TBD)	SWANcom	Announce election info.
Friday, May 20, 2022	Regular SWAN Board Meeting (Bloomingdale)	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 2, 2022	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 17, 2022	Regular SWAN Board Meeting (Bloomingdale)	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY24 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Thursday, June 30, 2022		OCLC State-wide Group Services Agreement Ends

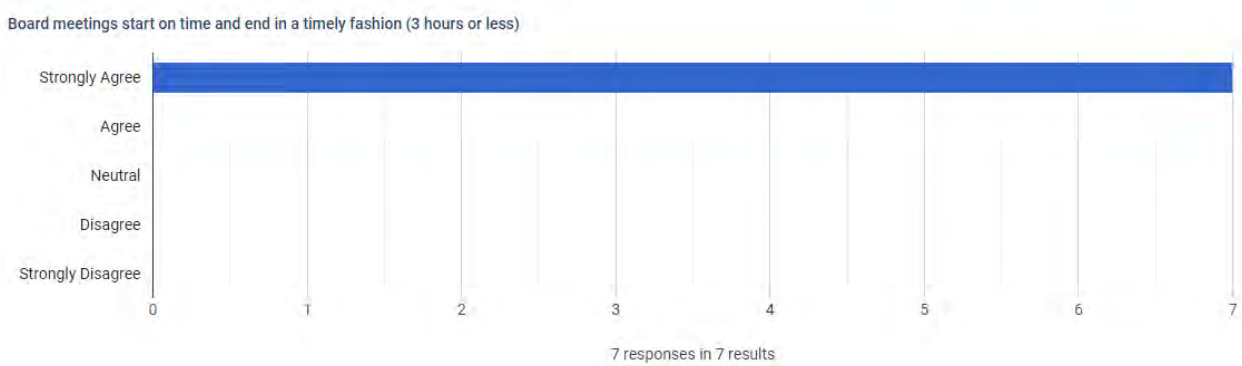
# Board self-evaluation results

May 20, 2022

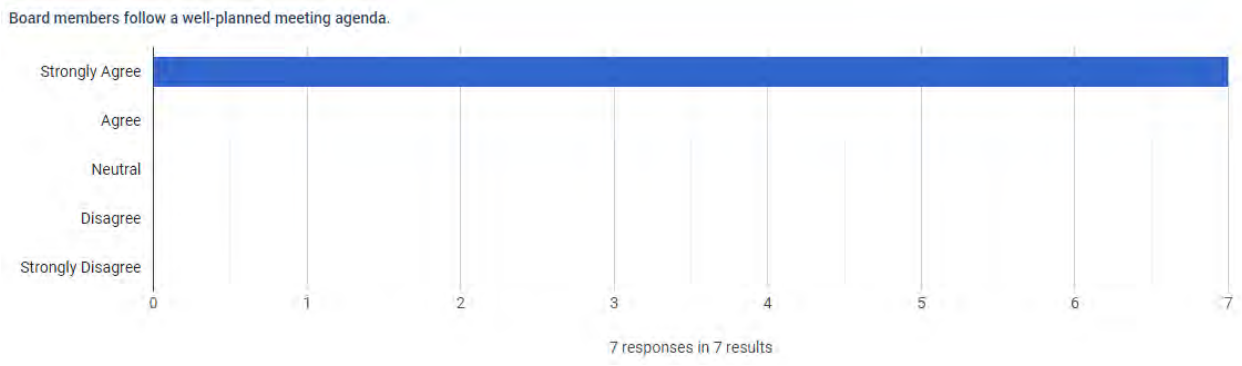
The SWAN Board self-evaluation questionnaire is intended for the current representatives of the board to assess the effectiveness of its meetings, relationship with the SWAN Executive Director, and the individual representative's responsibilities.

## Board meeting effectiveness

### #1. Board meetings start on time and end in a timely fashion (3 hours or less)

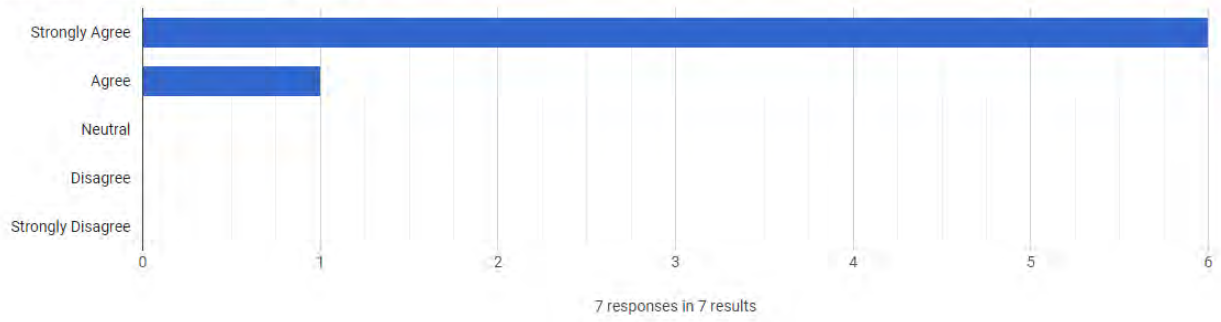


### #2. Board members follow a well-planned meeting agenda.



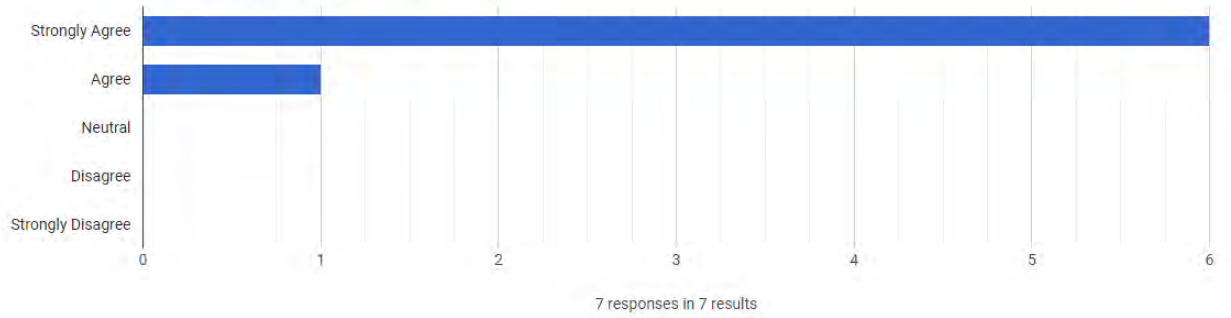
### #3. Every board member has an opportunity to be heard.

Every board member has an opportunity to be heard.



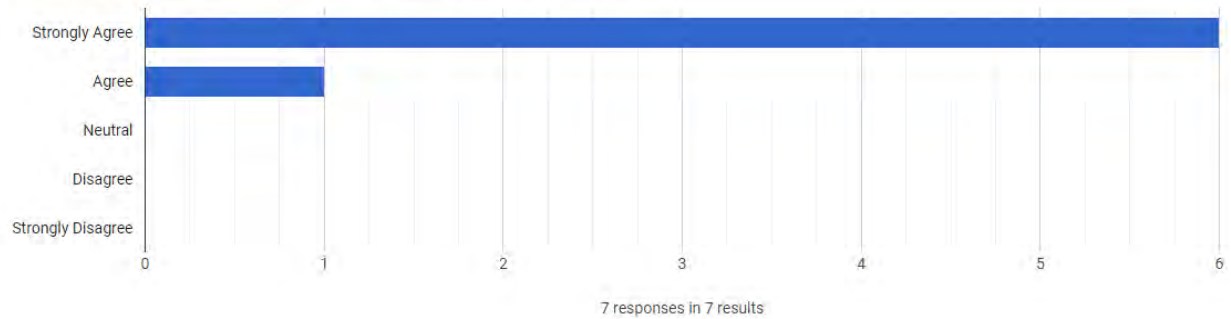
#### #4. The President of the Board is skilled at managing different points of view.

The President of the Board is skilled at managing different points of view.



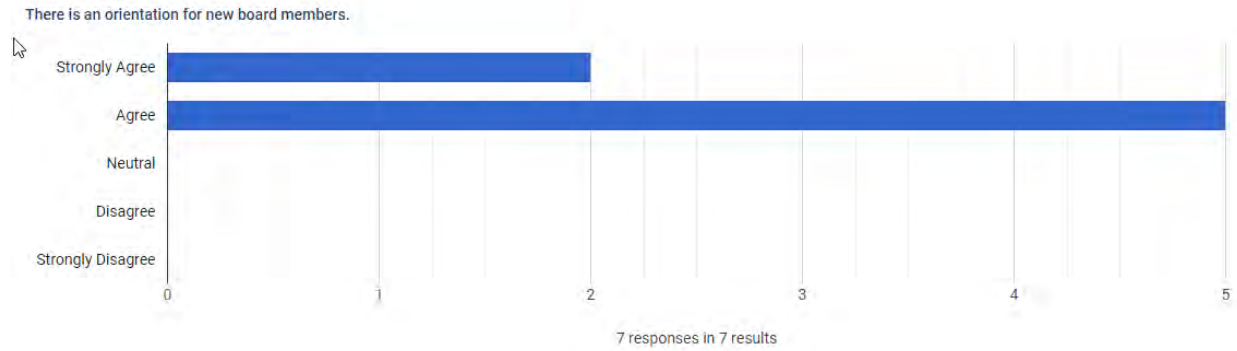
#### #5. The President of the Board is effective in delegating responsibility among board members.

The President of the Board is effective in delegating responsibility among board members.

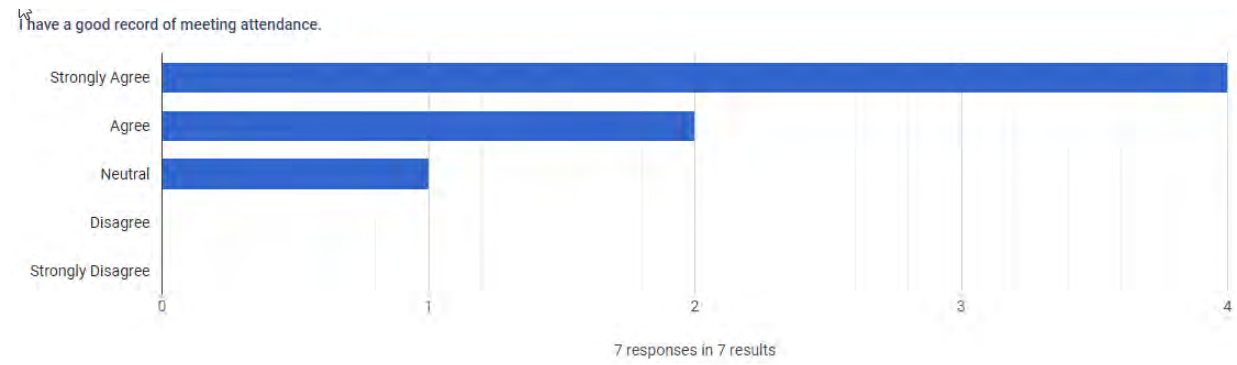


### Board member responsibilities

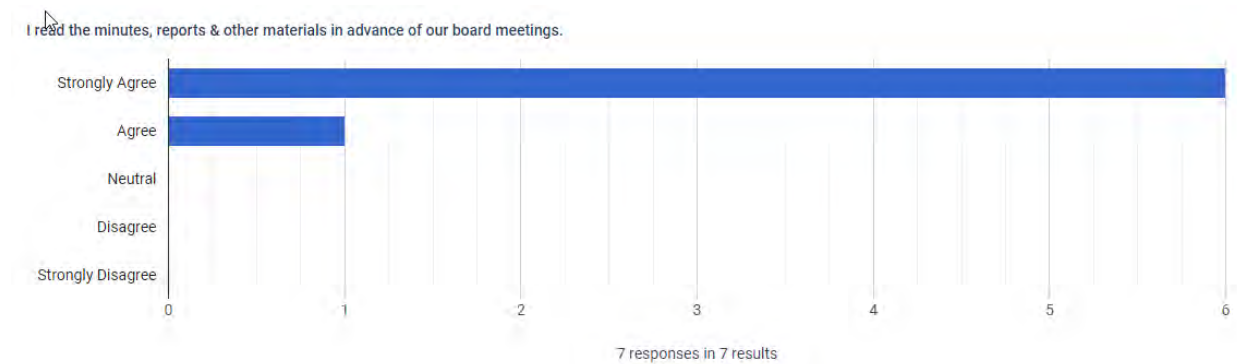
#### #6. There is an orientation for new board members.



**#7. I have a good record of meeting attendance.**



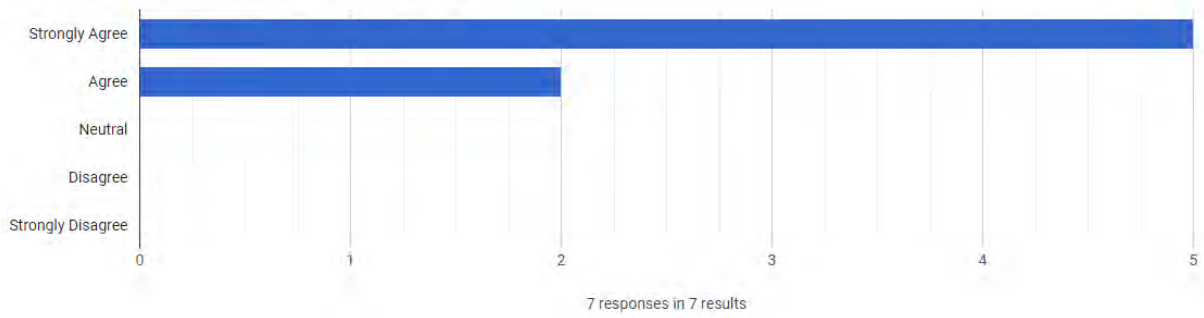
**#8. I read the minutes, reports & other materials in advance of our board meetings.**



**#9. I participate fully in discussions and feel free to express my opinions.**

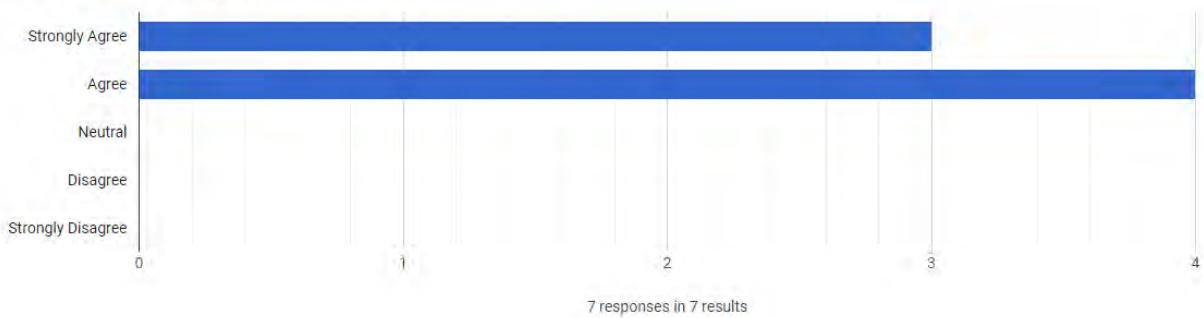


I participate fully in discussions and feel free to express my opinions.



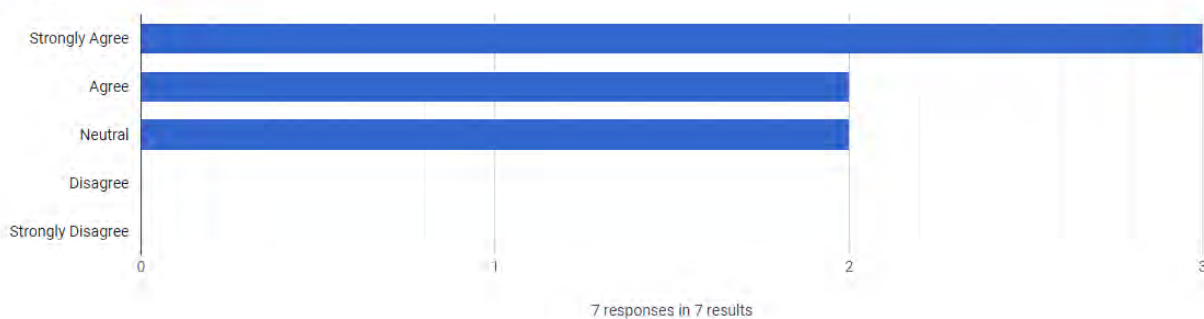
**#10. I am familiar with the SWAN's by-laws.**

I am familiar with the SWAN's by-laws.



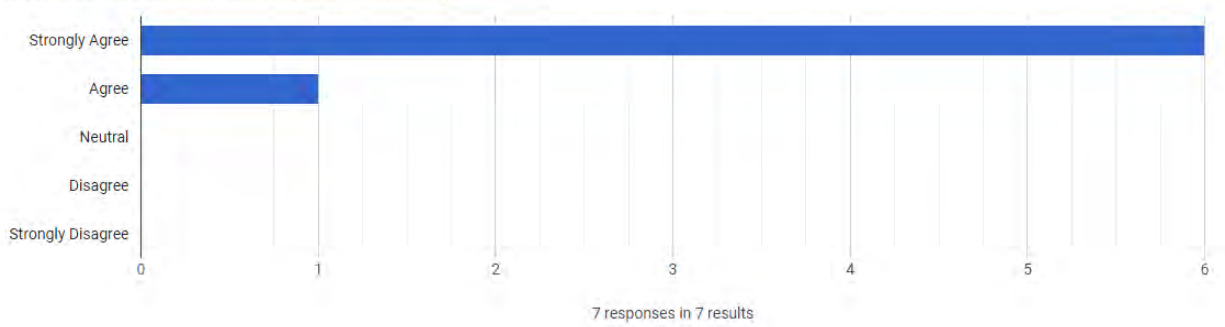
**#11. I serve on a committee.**

I serve on a committee.



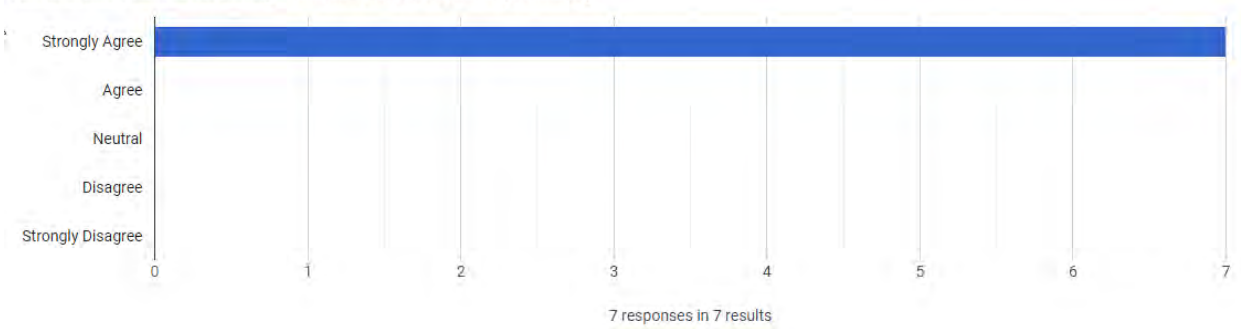
**#12. I represent the broad interests of SWAN and all of the membership.**

I represent the broad interests of SWAN and all of the membership.



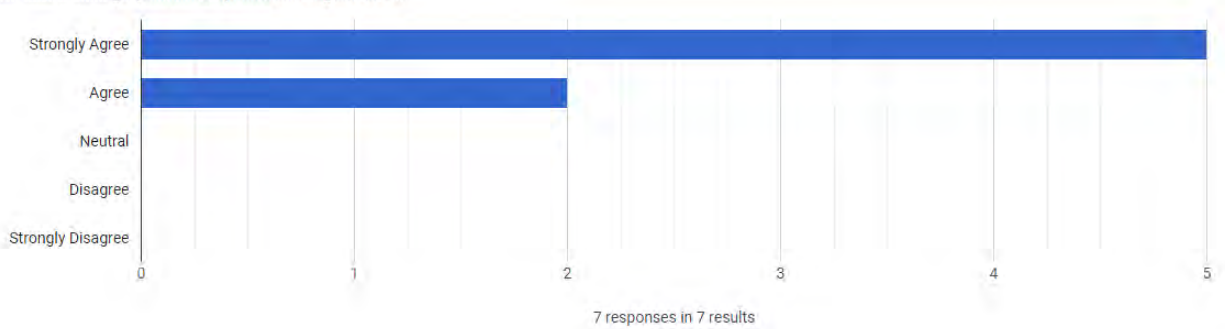
#13. I am an advocate for resource sharing within SWAN and the larger library community.

I am an advocate for resource sharing within SWAN and the larger library community.



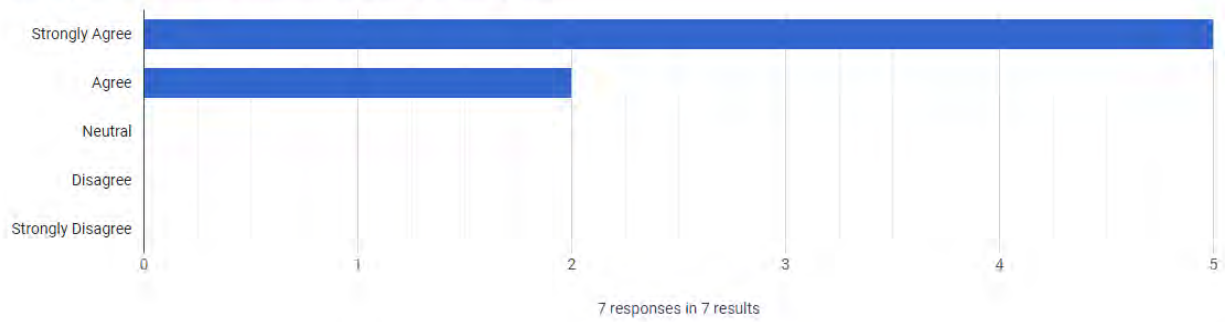
#14. We have a strategic plan that is updated on a regular basis.

We have a strategic plan that is updated on a regular basis.



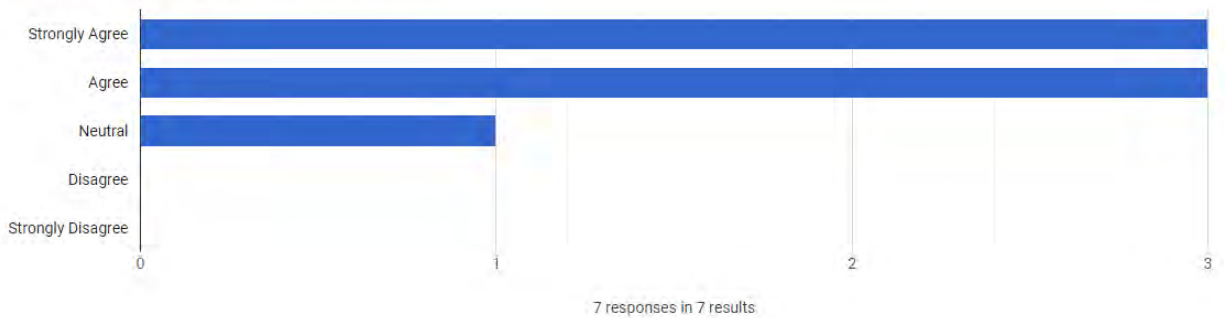
#15. Meeting agendas for the Board and Committees clearly reflect our strategic plan.

Meeting agendas for the Board and Committees clearly reflect our strategic plan.



#16. Policies are regularly reviewed and revised as necessary.

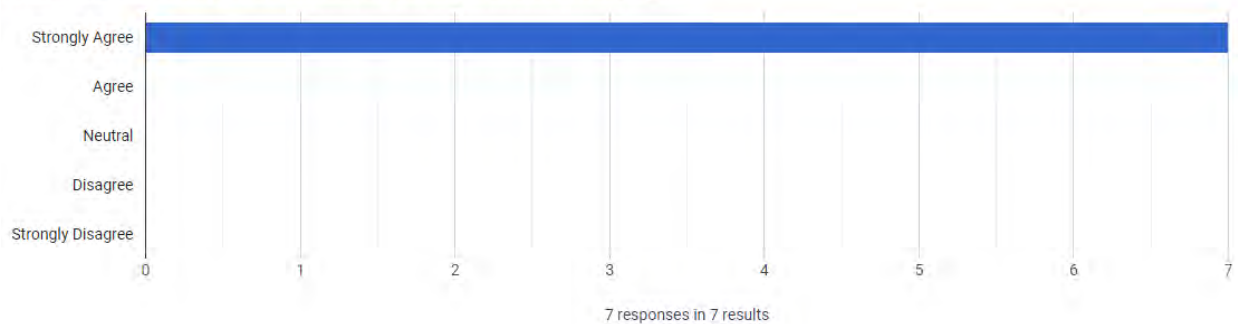
Policies are regularly reviewed and revised as necessary.



### Board relationship with Executive Director

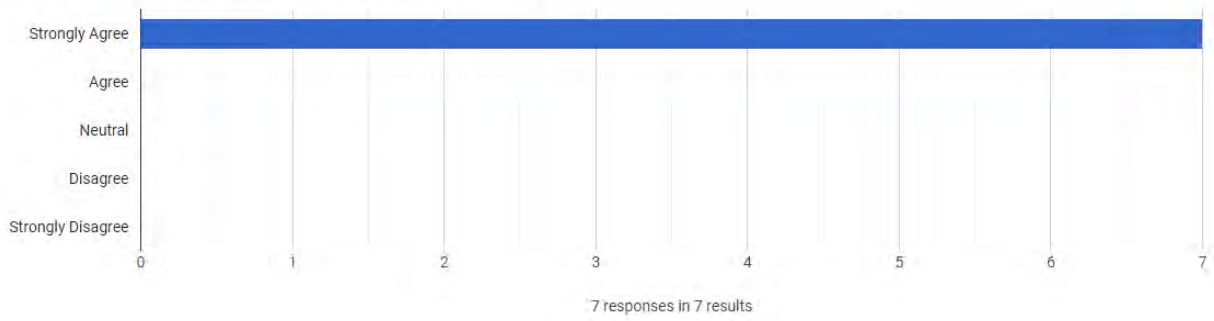
#17. We have a clear understanding of where the Board's role ends and the Executive Director's begins.

We have a clear understanding of where the Board's role ends and the Executive Director's begins.



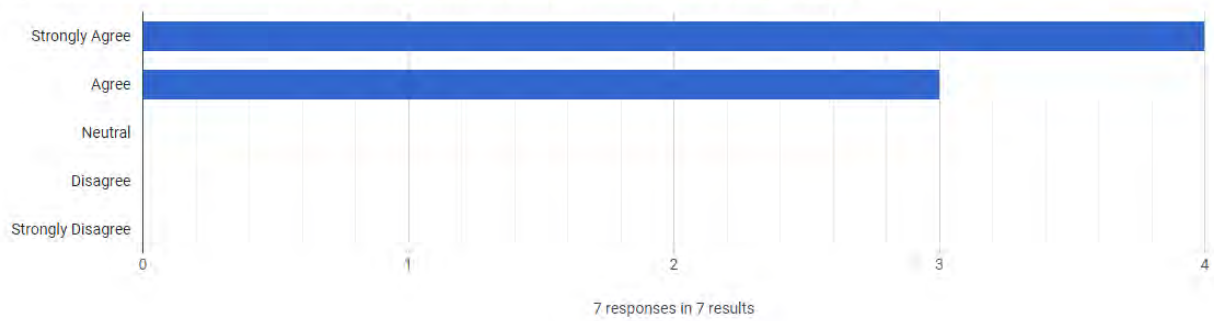
#18. There is a good communication between the Board and the Executive Director.

There is a good communication between the Board and the Executive Director.



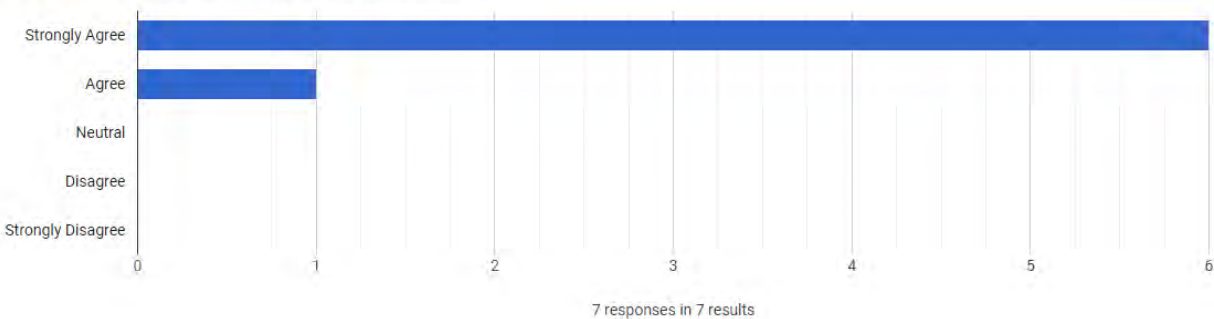
#19. The Board has discussed and communicated to the Executive Director the kinds of information and level of detail we require.

The Board has discussed and communicated to the Executive Director the kinds of information and level of detail we require.



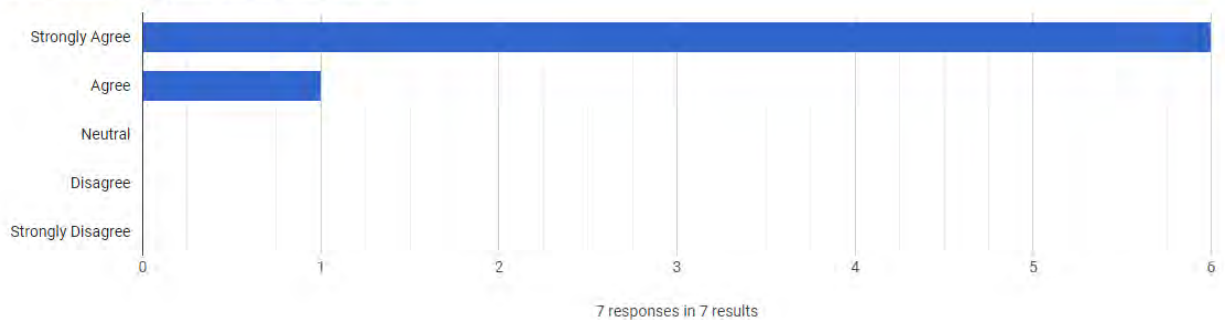
#20. There is a formal process for the evaluation of the Executive Director.

There is a formal process for the evaluation of the Executive Director.



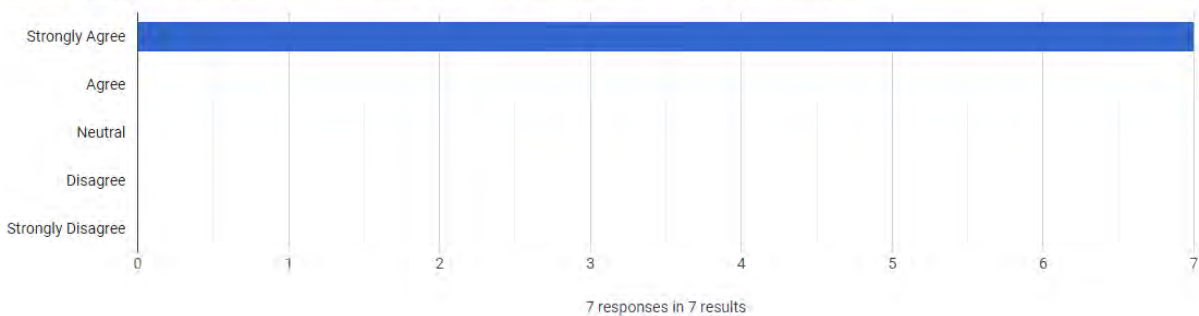
#21. The Board trusts the judgement of the Executive Director.

The Board trusts the judgement of the Executive Director.



#22. The Board does not give direction to the staff or set priorities, management of SWAN is the responsibility of the Executive Director.

The Board does not give direction to the staff or set priorities, management of SWAN is the responsibility of the Executive Director.





## SWAN Administrators' & Directors' Quarterly Meeting

June 2, 2022

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library, 600 Oak Brook Road, Oak Brook, IL 60523  
Meeting Room

[Insert GoToMeeting link]

### Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the March 3, 2022 Quarterly meeting minutes
5. Information Items – 2022 SWAN Board Election Results
6. Information Item—Aspen Discovery
7. Information Item—Diversity, Equity, & Inclusion in metadata
8. Announcements and Questions
9. Next meeting: September 1, 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:

[Insert meeting details here]