



# **SWAN ADMINISTRATORS' & DIRECTORS' QUARTERLY MEETING**

**Meeting Packet**

December 1, 2022

10:00 A.M.



# SWAN Administrators' & Directors' Quarterly Meeting

December 1, 2022

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library

600 Oak Brook Road, Oak Brook, IL 60523

Meeting Room, or join the live stream of the meeting

<https://us06web.zoom.us/j/84651843637?pwd=WVErT0dSU3VabExYRTBHK2IPdjh0Zz09>

Meeting ID: 846 5184 3637

Passcode: 984093

## Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the September 1, 2022 Quarterly meeting minutes (Exhibit pgs. 3-4)
5. Discussion Item – MessageBee Proposal (Exhibit pgs. 5 - 14)
6. Action Item – Amend the current fiscal year 2023 budget for additional MessageBee expense (Exhibit pg. 15)
7. Information Item – Addison Public Library seeking SWAN membership (Exhibit pg. 16)
8. Information Item – Next SWAN budget (Fiscal year 2024) (Exhibit pgs. 17 - 18)
9. Information Item – SWAN data visualization with GIS maps presentation
10. Information Item – SWAN holds time to fill analysis: Impact of Aspen Discovery
11. Announcements and Questions
12. Next meeting: March 2, 2023

## Meeting Information

Please note that action items on the agenda will be voted on by members attending in person.

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

# SWAN Administrators' Quarterly Meeting Minutes

September 1, 2022

10:00 a.m. – 12 p.m.

Oak Brook Public Library

600 Oak Brook Road Oak Brook, IL 60523

## **Call to Order and Welcome**

Vice President Cottrill called the meeting to order at 10:00 a.m. Blazek, Cottrill, Jarzemsky, Waltman, Wassenaar present to establish a board quorum.

## **Public Comment**

No public comment.

## **Introduction of New Library Directors and Visitors**

None.

## **Action Item – Approval of the June 2, 2022, Quarterly meeting minutes**

Blazek (Palos Heights) motioned, seconded by Jarzemsky (Bloomington). Motion carried by unanimous voice vote.

## **Information Item – EBSCO Stats Review**

Tara Wood discussed the EBSCO group purchase (of which we are in year 3) with statistics for the first two years.

## **Discussion Item – MessageBee Proposal**

Cottrill explained the details of the MessageBee proposal. The Board wants all members to take time to read and discuss the proposal. The SWAN Quarterly meeting on December 1<sup>st</sup> will be the date for voting on this proposal. Skog discussed the MessageBee proposal in detail.

## **Information Item – Data visualization of library usage within GIS maps**

Skog gave an overview of library usage within GIS maps as shown with maps during the meeting

**Information Item – Directors Orientation**

There are 2 Director orientation meetings scheduled for September 6th and September 8th.

**Announcements and Questions**

None

**Next Quarterly meeting December 1, 2022**

Cottrill adjourned the meeting at 10:55 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

DRAFT

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# Unified Messaging Service: MessageBee Proposal

Aaron Skog, SWAN Executive Director

September 1, 2022 SWAN Quarterly meeting

## Introduction

SWAN provides libraries a set of notification options for library users. The approach has been to give the individual users a choice in how they wish to be notified by their library.

- Text notification
- Email notification
- Voice notification
- Print notification (bills only – and for all patrons)

The notification platform has evolved over the years to use a contracted printing service with Unique Management for overdue notices and automated voice calls, and an SMS service with SirsiDynix for text notifications. The email notification originates from the Symphony ILS and is passed to a volume email service with SendGrid. The SendGrid system is also used by SWAN for other services that require email such as server alerts, distribution of aliased emails for subscription BLUEcloud Analytics reports, and SWANcom.

The ability to customize email notices to include local library branding and a polished look using HTML has eluded SWAN due to the limitations of email customization as part of Symphony. Library staff do not have the tools they need to verify the success or failure of emails and SMS sent. Our bounced email process is managed by daily reports sent via email to each member library. SWAN has created an email lookup tool using the SendGrid APIs which was well received by library staff who are often having to verify with library patrons that their notifications are succeeding or failing.

SWAN libraries are also starting to utilize services for user engagement, with several libraries contracting with Patron Point or Savannah OrangeBoy. These platforms have strengths in using HTML and templates for engagement campaigns but are weak in the area of being the notification platform for a single library or the entire consortium of SWAN.

There is however a service that Unique Management has begun offering that I believe will be an exciting enhancement to the existing user notification platform in place. As a trusted partner, Unique is providing SWAN libraries with services including print notices, voice notification, recovery/gentle nudge, curbside, and NCOA/geo-location lookup services. Also of importance, Unique and SWAN have developed secure and reliable file transfer of data to protect patron privacy.

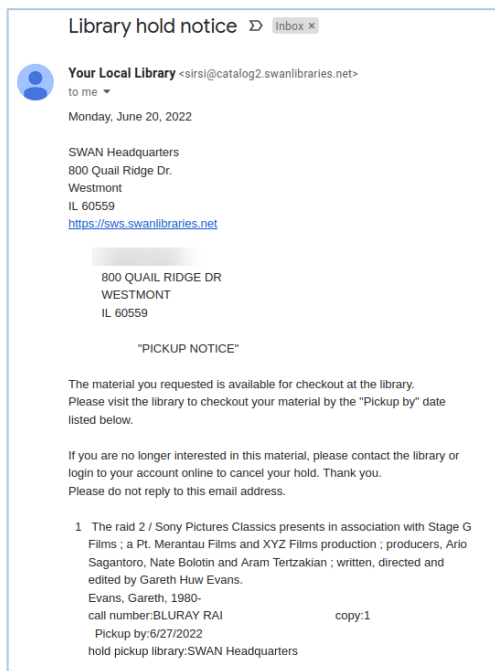
## Description of the proposed services

The service as we envision it for libraries would be to provide access to each library to have the ability to customize areas of the HTML notice to library users. This would enhance the communication between libraries and its users, giving each SWAN member unique branding on the email being sent.

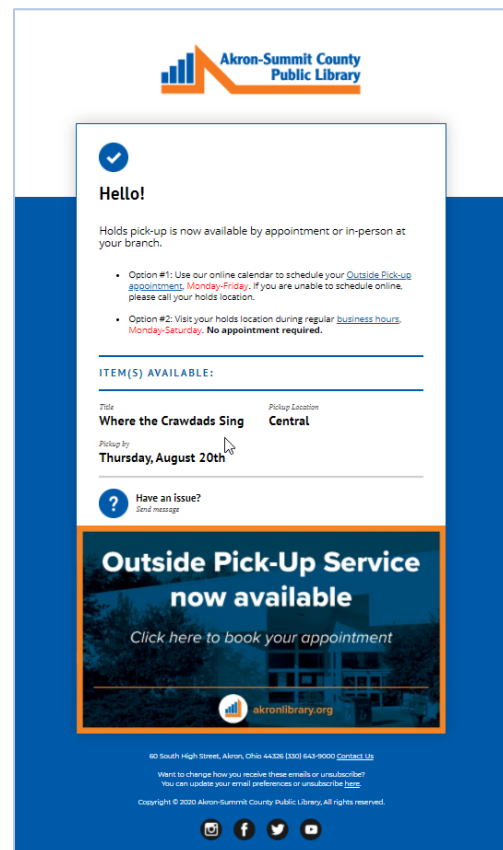
Part of the initial setup and configuration would include library branding. SWAN staff would work with Unique to build out base templates for all notices and branding in concert with the library's logo, color scheme, social media properties, and primary library resources/links. Each template would be tested for accessibility prior to deployment.

Samples below show the possibilities for customized, library-branded, and library header/footer feature announcements/links available through MessageBee. Additional samples can be [viewed online](#).

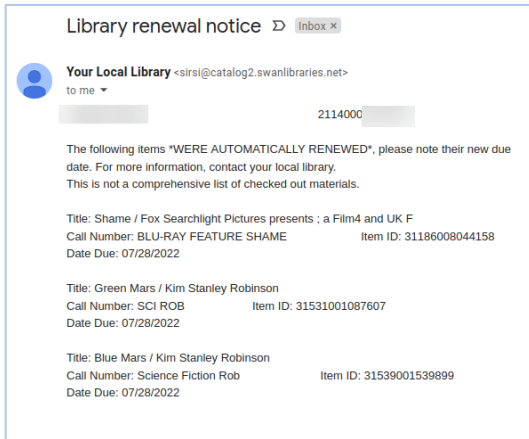
MessageBee for SWAN libraries would provide a set of tools with embedded marketing within the notification services. The examples below are some of those created by libraries within MessageBee's email template system.



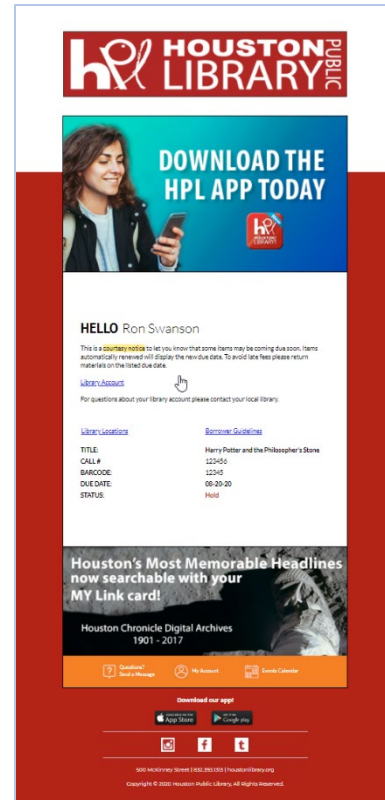
*Current hold notice email*



*Sample MessageBee hold notice*



Current renewal email



Sample MessageBee renewal email

Messages can also include book covers using existing cover art subscriptions. Research from [Brooklyn Public Library](#) showed an increase in return rate of items when a book cover image was included in the courtesy “almost due” email notice. From the article:

*The team found out that providing better information and planning prompts were most effective, with the community-rallying messages least effective — because, Meyer theorizes, people already knew that others were waiting for their books. “It wasn’t that patrons didn’t want to be good library stewards and return their books on time,” she notes. It was because they didn’t know which books to bring back, or had trouble remembering when books were due.*

*Before the intervention, about 59 percent of individuals receiving the standard courtesy notice — which were non personalized, with blunt language — returned their book on time. **Behaviorally informed courtesy notices with enhanced information about checked-out items, including the book titles and images of book covers, increased timely return by almost 10 percent.** BPL has made changes to reflect their findings, including a photo of the book jacket on overdue notices, with more engaging outreach and translations in four different languages.*

-- Brooklyn Public Library

### Template and Monitoring Dashboard

Each library would have their own Unique dashboard. Within the dashboard, library staff would be able to customize featured messaging (e.g., highlight a program/event, spotlight a collection, introduce a

new service) and modify branding as desired. SWAN staff would have access to all dashboards to assist libraries in this work and set up initial templates.

The dashboard also includes a health monitor and detailed reports.



These detailed reported provide failed delivery and immediately pinpoint those patrons who did not receive an expected notice due to email or phone number issues. Daily, library staff can review failed messages to their own patrons and triage those communications and correct any problems in patron information.

07/01/2022 02:19 PM	+1708	Request Terminated	SWAN Hold - Phone
07/02/2022 11:19 AM	+1773	603	SWAN Overdue - Phone
07/02/2022 11:19 AM	+1773	603	SWAN Overdue - Phone
07/02/2022 11:19 AM	+1773	603	SWAN Overdue - Phone
07/02/2022 11:19 AM	+1708	200	SWAN Overdue - Phone
07/02/2022 11:19 AM	+1708	Not Found	SWAN Overdue - Phone



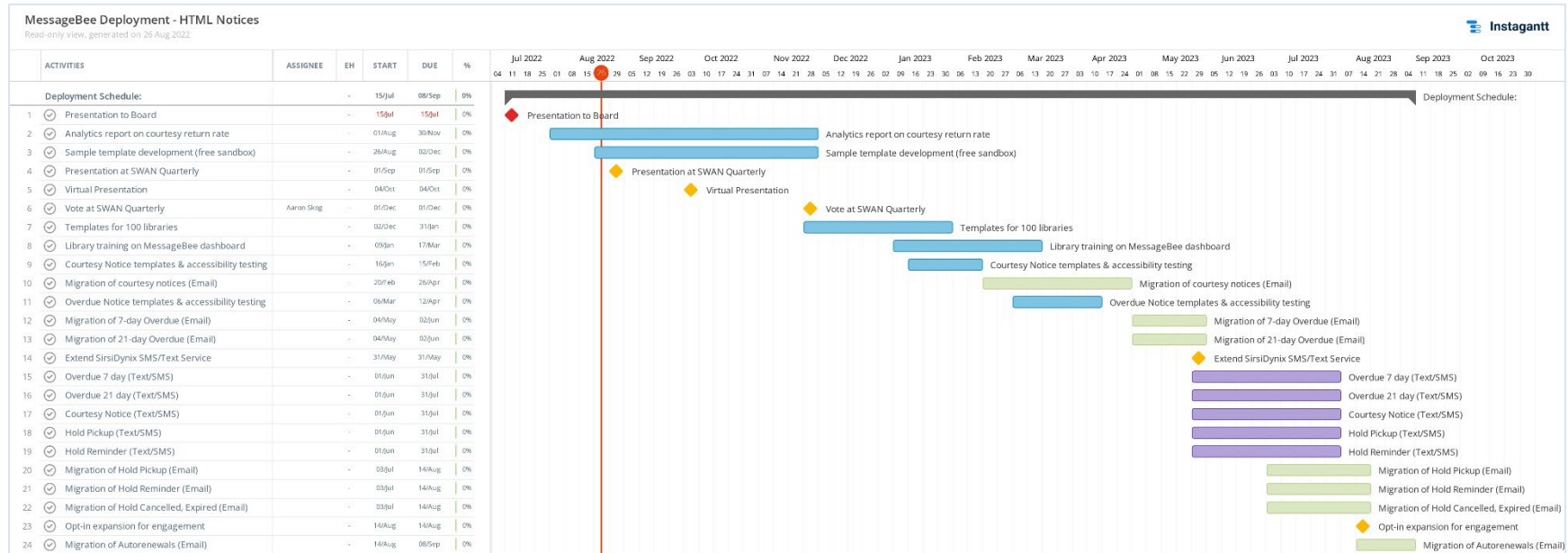
## Comparison of current & proposed MessageBee

<b>Feature</b>	<b>Current</b>	<b>MessageBee</b>
<b>SMS package</b>	500K/year	100K/month
<b>Email package</b>	300K/month	350K/month
<b>SMS notices</b>	Contracted with SirsiDynix	Via MessageBee, as service provided by Unique Management
<b>Email notices</b>	Managed centrally by SWAN via "volume email service" SendGrid	Via MessageBee, as service provided by Unique Management
<b>HTML Notices per library</b>	Currently not implemented but possible, with limited features & only edited centrally by SWAN	Yes. Web based templates per library with individual branding
<b>Email notice templates</b>	No	Yes
<b>Ability for library staff to modify email notice template</b>	Only SWAN staff can modify	Yes
<b>Web Portal to view activity &amp; usage statistics</b>	No	Yes
<b>Verify email notice status</b>	Yes, with SWAN custom email lookup web app	Yes, in MessageBee dashboard
<b>View email bounce, delivered, open, sent</b>	No	Yes
<b>Ability to send special SMS or email alert</b>	Yes	Yes
<b>Print notices</b>	Managed centrally by SWAN	Not managed in MessageBee, but already supported by UMS
<b>Phone notifications</b>	Currently using MessageBee	Currently using MessageBee
<b>Verify email notice status</b>	Yes, with SWAN custom email lookup web app	Yes
<b>Total Cost for all 100 libraries each year (included in membership)</b>	<b>\$16,900</b>	<b>\$68,686</b>

## Proposed Project Plan

The implementation plan would include approval by SWAN Board and Membership prior to any contracted services. If approved, base templates for each library matching their current identity as customized in the Aspen catalog will be created. These templates will be tested for accessibility. Training in use of library-specific design templates and monitoring through the library-specific dashboard will be provided.

Notices will be migrated gradually to provide ample testing and tracking of changes. Email notices are shown in green and text/SMS notices in purple in the Gantt chart.



## Detailed task outline

The project would be led by Michael Szarmach for scheduling and deployment of specific notices. The User Experience team will be key in accessibility testing and content review of messaging. Documentation and training responsibilities will be shared across several staff as the project progresses.

Deployment Schedule:			-	15/Jul	08/Sep	0%
1	✔ Presentation to Board		-	15/Jul	15/Jul	0%
2	✔ Analytics report on courtesy return rate		-	01/Aug	30/Nov	0%
3	✔ Sample template development (free sandbox)		-	26/Aug	02/Dec	0%
4	✔ Presentation at SWAN Quarterly		-	01/Sep	01/Sep	0%
5	✔ Virtual Presentation		-	04/Oct	04/Oct	0%
6	✔ Vote at SWAN Quarterly	Aaron Skog	-	01/Dec	01/Dec	0%
7	✔ Templates for 100 libraries		-	02/Dec	31/Jan	0%
8	✔ Library training on MessageBee dashboard		-	09/Jan	17/Mar	0%
9	✔ Courtesy Notice templates & accessibility testing		-	16/Jan	15/Feb	0%
10	✔ Migration of courtesy notices (Email)		-	20/Feb	26/Apr	0%
11	✔ Overdue Notice templates & accessibility testing		-	06/Mar	12/Apr	0%
12	✔ Migration of 7-day Overdue (Email)		-	04/May	02/Jun	0%
13	✔ Migration of 21-day Overdue (Email)		-	04/May	02/Jun	0%
14	✔ Extend SirsiDynix SMS/Text Service		-	31/May	31/May	0%
15	✔ Overdue 7 day (Text/SMS)		-	01/Jun	31/Jul	0%
16	✔ Overdue 21 day (Text/SMS)		-	01/Jun	31/Jul	0%
17	✔ Courtesy Notice (Text/SMS)		-	01/Jun	31/Jul	0%
18	✔ Hold Pickup (Text/SMS)		-	01/Jun	31/Jul	0%
19	✔ Hold Reminder (Text/SMS)		-	01/Jun	31/Jul	0%
20	✔ Migration of Hold Pickup (Email)		-	03/Jul	14/Aug	0%
21	✔ Migration of Hold Reminder (Email)		-	03/Jul	14/Aug	0%
22	✔ Migration of Hold Cancelled, Expired (Email)		-	03/Jul	14/Aug	0%
23	✔ Opt-in expansion for engagement		-	14/Aug	14/Aug	0%
24	✔ Migration of Autorenewals (Email)		-	14/Aug	08/Sep	0%

## Future potential

The MessageBee platform provides additional library-specific engagement tools. Building off the existing MessageBee dashboard, mailing list segmentation and customized email campaigns can be set up. The engagement tools cost per library is \$480 per year, plus message costs. This is significantly lower than other engagement platforms due to the structure already in place and supported through MessageBee's platform for notifications.

## Proposed Budget Approval

SWAN budget for Notification & Collection would be amended for current year and be paid for through reserve funds.

One-time Setup Costs	\$ 10,000
FY23 Budget Total MessageBee Operating Cost	\$ 27,257
<b>#5860 Notification &amp; Collection Additional Expense for FY23</b>	<b>\$ 37,257</b>

The cost of MessageBee for SWAN for the next budget year FY24 would be \$63,686 and be added to the annual operating budget.

FY24 #5860 MessageBee Expenses (HTML Notices/SMS&Text)	\$ 76,686
SirsiDynix SMS/Text service subscription cancelled	\$ (13,000)
<b>MessageBee Additional Annual Costs</b>	<b>\$ 63,686</b>

Proposed presentation and approval of MessageBee includes a director's presentation and additional presentation for library staff with question and responses.

<b>Friday, July 15, 2022</b>	SWAN Board presentation
<b>Thursday, September 1, 2022</b>	Membership presentation with 100 library directors at SWAN Quarterly Membership meeting
<b>September 2022 TBD</b>	Virtual presentations to library staff with Q&A
<b>Tuesday, October 4, 2022</b>	Committee of the Whole meeting for library directors to review MessageBee and ask additional questions
<b>Thursday, December 1, 2022</b>	SWAN Quarterly Membership meeting with vote to approve funds for MessageBee one-time costs and budget amendment to revise FY23 operating expenses through June 30, 2023
<b>Thursday, March 2, 2023</b>	MessageBee year-2 approval within SWAN budget fiscal year 2024 for July 1, 2023 renewal through June 30, 2024
<b>Monday, May 1, 2023</b>	SirsiDynix SMS service officially ends \$13,000 annual subscription
<b>Saturday, July 1, 2023</b>	SWAN budget starts with MessageBee year-2 included in operating expenses, and prior services discontinued (SirsiDynix) or reduced (SendGrid)

## SWAN Fee Chart with MessageBee expense

The fee chart is based on the current membership fees and the added expense of MessageBee to the SWAN operating budget.

SWAN Library	SWAN Fee Total with Addition of MessageBee	SWAN Fees Current	Fee with MessageBee
Acorn Public Library District	\$ 23,739	\$ 23,208	\$531
Alsip-Merrionette Park Public Library District	\$ 35,787	\$ 35,038	\$749
Batavia Public Library District	\$ 48,735	\$ 47,752	\$983
Bedford Park Public Library District	\$ 27,109	\$ 26,518	\$592
Beecher Community Library District	\$ 16,107	\$ 15,715	\$392
Bellwood Public Library	\$ 29,898	\$ 29,256	\$642
Bensenville Community Public Library District	\$ 28,881	\$ 28,258	\$624
Bensenville Elementary School District #2	\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 16,927	\$ 16,520	\$407
Berwyn Public Library	\$ 46,831	\$ 45,882	\$949
Bloomington Public Library	\$ 42,682	\$ 41,808	\$874
Blue Island Public Library	\$ 24,875	\$ 24,324	\$551
Bridgeview Public Library	\$ 23,983	\$ 23,448	\$535
Broadview Public Library District	\$ 24,637	\$ 24,090	\$547
Calumet City Public Library	\$ 26,630	\$ 26,047	\$583
Calumet Park Public Library	\$ 14,621	\$ 14,256	\$365
Carol Stream Public Library	\$ 47,504	\$ 46,543	\$961
Chicago Heights Public Library	\$ 20,986	\$ 20,505	\$481
Chicago Ridge Public Library	\$ 26,868	\$ 26,280	\$587
Cicero Public Library	\$ 30,539	\$ 29,885	\$654
Clarendon Hills Public Library	\$ 20,810	\$ 20,332	\$478
Crestwood Public Library District	\$ 18,634	\$ 18,195	\$438
Crete Public Library District	\$ 30,728	\$ 30,071	\$657
Dolton Public Library District	\$ 23,678	\$ 23,148	\$530
Downers Grove Public Library	\$ 68,165	\$ 66,830	\$1,335
Eisenhower Public Library District	\$ 50,563	\$ 49,546	\$1,017
Elmwood Park Public Library	\$ 29,199	\$ 28,570	\$630
Evergreen Park Public Library	\$ 25,062	\$ 24,507	\$555
Flossmoor Public Library	\$ 26,591	\$ 26,009	\$582
Forest Park Public Library	\$ 31,837	\$ 31,160	\$677
Frankfort Public Library District	\$ 37,637	\$ 36,855	\$782
Franklin Park Public Library District	\$ 32,787	\$ 32,092	\$695
Geneva Public Library District	\$ 65,087	\$ 63,808	\$1,280
Glen Ellyn Public Library	\$ 55,144	\$ 54,044	\$1,100
Glenside Public Library District	\$ 45,144	\$ 44,226	\$918
Glenwood-Lynwood Public Library District	\$ 27,001	\$ 26,412	\$590
Grande Prairie Public Library District	\$ 27,778	\$ 27,174	\$604
Green Hills Public Library District	\$ 36,627	\$ 35,863	\$764
Harvey Public Library District	\$ 21,199	\$ 20,715	\$485
Hillside Public Library	\$ 26,054	\$ 25,482	\$573
Hinsdale Public Library	\$ 42,137	\$ 41,273	\$864
Hodgkins Public Library District	\$ 18,861	\$ 18,418	\$442
Homewood Public Library District	\$ 34,697	\$ 33,968	\$729
Indian Prairie Public Library District	\$ 50,348	\$ 49,335	\$1,013
Itasca Community Library	\$ 28,566	\$ 27,948	\$618
Justice Public Library District	\$ 16,135	\$ 15,742	\$393
Kaneville Public Library District	\$ 13,808	\$ 13,457	\$351
La Grange Public Library	\$ 37,722	\$ 36,938	\$784
LaGrange Park Public Library District	\$ 30,243	\$ 29,595	\$648
Lansing Public Library	\$ 36,210	\$ 35,454	\$757
Linda Sokol Francis Brookfield Library	\$ 35,926	\$ 35,175	\$751
Lyons Public Library	\$ 19,790	\$ 19,331	\$459

## SWAN Fee Chart with MessageBee expense

The fee chart is based on the current membership fees and the added expense of MessageBee to the SWAN operating budget.

SWAN Library	SWAN Fee Total with Addition of MessageBee	SWAN Fees Current	Fee with MessageBee
Markham Public Library	\$ 19,470	\$ 19,017	\$453
Matteson Area Public Library District	\$ 36,655	\$ 35,891	\$765
Maywood Public Library District	\$ 25,498	\$ 24,935	\$563
McCook Public Library District	\$ 17,308	\$ 16,894	\$414
Melrose Park Public Library	\$ 23,750	\$ 23,219	\$531
Messenger Public Library of North Aurora	\$ 31,198	\$ 30,532	\$666
Midlothian Public Library	\$ 25,530	\$ 24,967	\$563
Morton Arboretum	\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 15,454	\$ 15,073	\$381
National University of Health Sciences	\$ 11,000	\$ 11,000	\$0
North Riverside Public Library District	\$ 23,219	\$ 22,697	\$521
Northlake Public Library District	\$ 32,655	\$ 31,963	\$692
Oak Brook Public Library	\$ 22,707	\$ 22,195	\$512
Oak Lawn Public Library	\$ 67,588	\$ 66,263	\$1,325
Oak Park Public Library	\$ 106,990	\$ 104,951	\$2,039
Palos Heights Public Library	\$ 29,250	\$ 28,619	\$630
Palos Park Public Library	\$ 17,686	\$ 17,265	\$421
Park Forest Public Library	\$ 29,337	\$ 28,705	\$632
Prairie State College	\$ 21,000	\$ 21,000	\$0
Prairie Trails Public Library District	\$ 32,221	\$ 31,537	\$684
Richton Park Public Library District	\$ 22,016	\$ 21,516	\$499
River Forest Public Library	\$ 25,938	\$ 25,367	\$570
River Grove Public Library District	\$ 17,503	\$ 17,085	\$418
Riverdale Public Library District	\$ 17,404	\$ 16,988	\$416
Riverside Public Library	\$ 24,211	\$ 23,672	\$539
Roselle Public Library District	\$ 33,906	\$ 33,191	\$715
Schiller Park Public Library	\$ 23,750	\$ 23,219	\$531
South Holland Public Library	\$ 34,189	\$ 33,469	\$720
St Charles Public Library District	\$ 92,623	\$ 90,844	\$1,779
Steger-South Chicago Heights Public Library District	\$ 17,099	\$ 16,689	\$410
Stickney-Forest View Public Library District	\$ 23,933	\$ 23,399	\$534
Sugar Grove Public Library District	\$ 19,503	\$ 19,049	\$454
Summit Public Library District	\$ 16,392	\$ 15,995	\$398
Theosophical Society in America	\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 27,432	\$ 26,834	\$598
Thornton Public Library	\$ 14,504	\$ 14,141	\$363
Tinley Park Public Library	\$ 68,453	\$ 67,112	\$1,341
Town and Country Public Library District	\$ 26,670	\$ 26,086	\$584
University Park Public Library District	\$ 18,764	\$ 18,324	\$441
Villa Park Public Library	\$ 34,794	\$ 34,063	\$731
Warrenville Public Library District	\$ 30,577	\$ 29,922	\$655
West Chicago Public Library District	\$ 35,682	\$ 34,935	\$747
Westchester Public Library	\$ 25,987	\$ 25,416	\$571
Westmont Public Library	\$ 32,735	\$ 32,041	\$694
William Leonard Public Library District	\$ 15,289	\$ 14,911	\$378
Wood Dale Public Library District	\$ 38,017	\$ 37,227	\$789
Woodridge Public Library	\$ 51,597	\$ 50,561	\$1,035
Worth Public Library District	\$ 20,953	\$ 20,473	\$480

**Date:** December 1, 2022  
**To:** SWAN Membership Directors & Administrators  
**From:** Aaron Skog, Executive Director  
**Re:** FY23 Budget revision requested



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The addition of MessageBee as a service for all 100 SWAN libraries will require the current fiscal year 2023 budget to be amended to accommodate the one-time costs and monthly expenses through June 30, 2023.

The MessageBee service will not increase the current FY23 membership fees approved. The additional expenses through June 30, 2023 will be paid for using SWAN reserve funds.

#5860 Notifications & Collections	\$16,900
MessageBee one-time setup costs	\$10,000
MessageBee operating cost through June 30, 2023	\$27,257
<b>Total budget for Notifications &amp; Collections</b>	<b>\$54,157</b>

#### **Proposed budget vote**

RESOLVED, THE SWAN FISCAL YEAR 2023 BUDGET LINE #5860 NOTIFICATION & COLLECTION WILL BE INCREASED FROM \$16,900 TO \$54,157 FOR THE IMPLEMENTATION OF UNIQUE MANAGEMENT SERVICES MESSAGEBEE TO BE COMPLETED BY JUNE 30, 2023.



November 15, 2022

Aaron Skog,  
Executive Director  
SWAN Library Services  
800 Quail Ridge Drive  
Westmont, IL 60559

Dear Mr. Skog,

This letter represents the Addison Public Library's intent to pursue membership in the SWAN consortium. We have received the estimated project timeline and understand that if our membership is approved by SWAN and the IGA is approved by APL's Board, project implementation would take place over the second half of 2023 with a go live date in November 2023.

APL has received and reviewed the annual membership fee which is currently estimated at \$70,367 (less any applicable discounts or grants). APL staff will begin in-depth discussions about joining SWAN with the APL Board in December and anticipate a vote on the SWAN IGA at the January 2023 Board meeting, subject to APL's Board President's agenda approval.

We are excited for the opportunity to join SWAN and provide our patrons with the benefits of SWAN library membership!

Sincerely,

*Mary Medjo Me Zengue*

Mary Medjo Me Zengue,  
Library Director  
Addison Public Library  
630/458-3300  
[medjo@addisonlibrary.org](mailto:medjo@addisonlibrary.org)



**Date:** December 1, 2022  
**To:** SWAN Member Library Directors & Administrators  
**From:** Aaron Skog, Executive Director  
**Re:** FY24 Budget Process



## SWAN Board Finance Committee & Board Review of FY2024 budget

The committee met on November 10<sup>th</sup> and reviewed a draft budget. The SWAN Board was presented the draft at its November 18<sup>th</sup> meeting.

The next draft of the budget will need to include additional expenses and offsetting grant revenue to accommodate the addition of the new member library joining SWAN, Addison Public Library.

### Budget Timeline

Below is a timeline of the budget process with the gray rows showing what has been completed.

DATE	MEETING TYPE	ACTION ITEMS
September 1 - 30, 2022	Executive Director	Collect county tax data, submit FOIA to Cook County Treasurer for tax data.
Friday, October 21, 2022	Regular SWAN Board Meeting	Aaron begins work on budget, brings questions to SWAN Board if needed.
November 10, 2022	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 18, 2022	Regular SWAN Board Meeting	Board accepts financial audit. Aaron to bring budget draft; Board discuss Fees and determines next steps.
Thursday, December 1, 2022	Quarterly	Announce budget process
Friday, December 16, 2022	Regular SWAN Board Meeting	Review of budget draft. Approve RAILS LLSAP grant agreement
Sunday, January 1, 2023		Signed LLSAP grant agreements due to RAILS

DATE	MEETING TYPE	ACTION ITEMS
Friday, January 20, 2023	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review.
January 2023 [TBD]	SWANcom	Board present draft budget to membership.
	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
February 2023 [TBD]	Membership Meeting	Meeting to discuss budget, fees, and reserves worksheet.
Friday, February 17, 2023	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership.
Thursday, March 2, 2023	Quarterly	Roll call vote to approve SWAN budget.