

SWAN BOARD MEETING AGENDA

January 20, 2023 9:30 a.m.

**Blue Island Public Library
2433 York Street
Blue Island, IL 60406-2011**

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 January 20, 2023 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 20, 2023 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, December 2022 (Exhibit pgs. 3-12)
 - a. Balance sheet and detail of expenditures for December 2022
 - b. Approval of the payment of bills for December 1, 2022, through December 31, 2022 in the amount of \$60,621.07

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

5. Action Item – Acceptance of the December 16, 2022, SWAN Board Meeting Minutes (Exhibit pgs. 13-16)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 16, 2022 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 17-21)
 - c. Operations Report (Exhibit pgs. 22-42)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 43-45)

7. Action Item – Approval of RAILS FY24 Grant Agreement (Exhibit pgs. 46-60)
8. Discussion Item – SWAN fiscal year 2024 budget & fees draft (Exhibit pgs. 61-87)
9. Discussion Item – Addison Public Library impact study (Exhibit pgs. 88-92)
10. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	Vice-president	July 1, 2023
Dorothy Koll	Acorn Public Library District		July 1, 2024
Tim Jarzemsky	Bloomindale Public Library	Treasurer	July 1, 2024
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025

SWAN Library Services
Balance Sheet
As of December 31, 2022

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	\$ 1,252,704.64
Hinsdale Bank - MM - 5010	999,695.52
Propay Funds	\$ 42.86
Total Cash and Cash Equivalents	\$ 2,252,443.02
Current Assets	
Accounts Receivable	26,326.29
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	9,774.34
Spares Inventory	1,732.50
Total Current Assets	\$ 61,300.21
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(348,905.85)
Total Capital Assets, net	\$ 18,873.01
Total Assets	\$ 2,332,616.24
LIABILITIES	
Current Liabilities	
Accounts Payable	\$ 9,107.03
Deferred Revenue	1,819.50
Deferred Revenue - MAGIC Fee Supplement Grant	13,703.59
Accrued Payroll	45,062.73
Compensated Absences	123,319.88
Lease Payable	31,030.39
Total Current Liabilities	\$ 224,043.12
Long Term Liabilities	
Total Liabilities	\$ 224,043.12
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,430,972.46
Total Beginning Net Assets	2,452,167.46
Current YTD Net Income	(343,594.34)
Total Fund Balance	2,108,573.12
Total Liabilities and Fund Balances	\$ 2,332,616.24

Statement of Revenue and Expenses Summary
For the 6 Months Ended December 31, 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>
Revenue					
4000 - Membership Fees	\$1,726.25	\$1,499,355.86	\$3,003,359.00	\$ 1,504,003.14	49.92%
4100 - Membership Reimbursements	236.92	452,951.42	445,686.00	(7,265.42)	101.63%
4200 - Reimbursement for Losses	-	20,929.27	50,000.00	29,070.73	41.86%
4300 - Grant Revenue	-	263,690.50	527,381.00	263,690.50	50.00%
4400 - Registration & Event Receipts	-	3,330.00	12,000.00	8,670.00	27.75%
4500 - Investment & Interest	3,326.18	14,038.96	1,000.00	(13,038.96)	1,403.90%
4600 - Reserve Fund Transfer	-	-	34,000.00	34,000.00	0.00%
Total Revenue	<u>9,185.58</u>	<u>2,273,059.24</u>	<u>4,143,426.00</u>	<u>1,870,366.76</u>	<u>54.86%</u>
Expenses					
5000 - Salaries & Wages	113,078.34	688,024.70	1,546,800.00	858,775.30	44.48%
5020 - Personnel Benefits	33,274.16	204,523.93	494,900.00	290,376.07	41.33%
5100 - Building & Grounds	11,312.93	66,485.43	124,270.00	57,784.57	53.50%
5200 - Professional Development	1,011.19	2,747.41	20,000.00	17,252.59	13.74%
5300 - Membership Development	25.50	95.91	3,900.00	3,804.09	2.46%
5400 - Information & Technology Services	17,732.22	1,109,196.97	1,238,600.00	129,403.03	89.55%
5500 - General Office	189.90	1,602.64	2,100.00	497.36	76.32%
5600 - Hardware & Equipment	6,089.00	8,373.12	55,800.00	47,426.88	15.01%
5700 - Insurance	-	14,189.00	11,100.00	(3,089.00)	127.83%
5800 - Contractual Services	2,152.01	34,184.93	70,200.00	36,015.07	48.70%
5900 - Library Materials & Content	3,228.86	482,549.89	564,006.00	81,456.11	85.56%
6000 - Interest & Fees	103.33	1,226.15	5,050.00	3,823.85	24.28%
6100 - Other Expenses	-	-	3,607.00	3,607.00	0.00%
Total Expenses	<u>188,197.44</u>	<u>2,616,653.58</u>	<u>4,147,033.00</u>	<u>1,530,379.42</u>	<u>63.10%</u>
Excess Revenues less Expenses	<u>\$ (179,011.86)</u>	<u>\$ (343,594.34)</u>	<u>\$ (3,607.00)</u>	<u>\$ 339,987.34</u>	

Statement of Revenue and Expenses
For the 6 Months Ended December 31, 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>
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,726.25	\$ 1,499,355.86	\$ 2,999,659.00	\$ 1,500,303.14	49.98%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	236.92	452,951.42	445,686.00	(7,265.42)	101.63%
4220 - Reimbursement Losses for Resource Sharing	0.00	20,929.27	50,000.00	29,070.73	41.86%
4240 - E-Commerce Transactions	3,896.23	18,763.23	70,000.00	51,236.77	26.80%
4310 - RAILS Support to SWAN	0.00	263,690.50	527,381.00	263,690.50	50.00%
4499 - Annual Conference Receipts	0.00	3,330.00	12,000.00	8,670.00	27.75%
4510 - Interest Income	3,326.18	14,038.96	1,000.00	(13,038.96)	1403.90%
4600 - Reserve Fund Transfer	0.00	0.00	34,000.00	34,000.00	0.00%
Total Revenue	<u>9,185.58</u>	<u>2,273,059.24</u>	<u>4,143,426.00</u>	<u>1,870,366.76</u>	<u>54.86%</u>
Expenses					
5000 - Salaries & Wages	113,078.34	688,024.70	1,546,800.00	858,775.30	44.48%
5021 - FICA Expense	8,299.39	50,580.43	118,400.00	67,819.57	42.72%
5023 - Worker's Compensation	0.00	5,416.00	3,900.00	(1,516.00)	138.87%
5024 - Retirement Benefits	10,599.24	64,451.46	140,900.00	76,448.54	45.74%
5025 - Health, Dental, Life And Disability Insurance	14,375.53	83,866.04	228,800.00	144,933.96	36.65%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	0.00	210.00	400.00	190.00	52.50%
5110 - Rent/Lease	9,791.42	58,663.12	113,160.00	54,496.88	51.84%
5120 - Utilities	619.51	5,008.32	5,700.00	691.68	87.87%
5130 - Property Insurance	642.00	802.50	650.00	(152.50)	123.46%
5140 - Repairs & Maintenance	0.00	386.49	1,560.00	1,173.51	24.78%
5150 - Custodial Service & Supplies	260.00	1,625.00	3,200.00	1,575.00	50.78%
5210 - Conference Travel	0.00	0.00	6,000.00	6,000.00	0.00%
5220 - Staff Meetings	241.19	277.41	400.00	122.59	69.35%
5230 - Staff Professional Development	615.00	1,440.00	6,800.00	5,360.00	21.18%
5240 - Professional Association Membership Dues	155.00	530.00	2,500.00	1,970.00	21.20%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	500.00	3,500.00	3,000.00	14.29%
5310 - Travel Reimbursement	25.50	95.91	1,400.00	1,304.09	6.85%
5330 - Library Professional Development	0.00	3,453.50	6,700.00	3,246.50	51.54%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	1,227.24	14,095.83	20,600.00	6,504.17	68.43%
5430 - Server Software Licensing	2,317.06	48,702.14	96,600.00	47,897.86	50.42%
5440 - Library Services Platform	0.00	912,459.70	985,700.00	73,240.30	92.57%
5450 - Data Management Services	11,476.43	26,730.74	30,500.00	3,769.26	87.64%
5460 - Information Subscription Service	0.00	73,652.63	77,100.00	3,447.37	95.53%
5470 - Subscription Support Services	381.35	7,235.22	7,700.00	464.78	93.96%
5480 - Telecommunications	1,096.07	5,055.78	14,500.00	9,444.22	34.87%
5490 - Group Purchases - Services	1,234.07	21,264.93	5,900.00	(15,364.93)	360.42%
5510 - Office Supplies	0.00	1,086.94	1,500.00	413.06	72.46%
5520 - Postage	189.90	496.25	600.00	103.75	82.71%
5599 - Annual Conference Supplies	0.00	19.45	0.00	(19.45)	0.00%
5610 - Equipment Rental/Maintenance	218.95	1,282.20	3,700.00	2,417.80	34.65%
5620 - Hardware	5,870.05	5,993.02	40,000.00	34,006.98	14.98%
5690 - Group Purchases - Hardware	0.00	1,097.90	12,100.00	11,002.10	9.07%
5700 - Insurance	0.00	14,189.00	11,100.00	(3,089.00)	127.83%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,055.00	6,305.00	18,900.00	12,595.00	33.36%
5830 - Consulting	0.00	6,275.00	19,200.00	12,925.00	32.68%
5840 - Payroll Service Fees	347.01	2,076.04	4,800.00	2,723.96	43.25%

Statement of Revenue and Expenses
For the 6 Months Ended December 31, 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	750.00	9,796.64	16,900.00	7,103.36	57.97%
5870 - Recruitment	0.00	1,599.25	0.00	(1,599.25)	0.00%
5899 - Annual Conference Facility Contract	0.00	8,133.00	8,900.00	767.00	91.38%
5910 - Print Materials	0.00	0.00	5,000.00	5,000.00	0.00%
5920 - Reimburse for Resource Sharing	0.00	20,532.19	50,000.00	29,467.81	41.06%
5930 - Electronic Resources	0.00	0.00	10,000.00	10,000.00	0.00%
5940 - E-Commerce Payment Transactions	3,228.86	19,594.70	70,000.00	50,405.30	27.99%
5990 - Group Purchases - Content	0.00	442,423.00	429,006.00	(13,417.00)	103.13%
6010 - Bank Fees	103.33	1,221.20	4,700.00	3,478.80	25.98%
6020 - Merchant Account Fees	0.00	4.95	50.00	45.05	9.90%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
6110 - Depreciation	0.00	0.00	3,607.00	3,607.00	0.00%
Total Expenses	<u>188,197.44</u>	<u>2,616,653.58</u>	<u>4,147,033.00</u>	<u>1,530,379.42</u>	<u>63.10%</u>
 Excess Revenues less Expenses	 <u>\$ (179,011.86)</u>	 <u>\$ (343,594.34)</u>	 <u>\$ (3,607.00)</u>	 <u>\$ 339,987.34</u>	

SWAN Library Services

Check Register

All Bank Accounts

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Acorn Public Library				9344	12/14/22	<u>84.83</u>
5940	E-Commerce Payment Transactions	Acorn Public Library	84.83			
Batavia Public Library				9345	12/14/22	<u>86.38</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	86.38			
Berkeley Public Library				9346	12/14/22	<u>26.67</u>
5940	E-Commerce Payment Transactions	Berkeley Public Library	26.67			
Berwyn Public Library				9347	12/14/22	<u>13.21</u>
5490	Group Purchases - Services	Berwyn Public Library	13.21			
Bloomingtondale Public Library				9348	12/14/22	<u>36.22</u>
5940	E-Commerce Payment Transactions	Bloomingtondale Public Library	36.22			
Calumet City Public Library				9349	12/14/22	<u>11.13</u>
5940	E-Commerce Payment Transactions	Calumet City Public Library	11.13			
Carol Stream Public Library				9350	12/14/22	<u>38.46</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library	38.46			
Chicago Heights Public Library				9351	12/14/22	<u>38.40</u>
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	38.40			
Clarendon Hills Public Library				9352	12/14/22	<u>77.57</u>
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	77.57			
Crestwood Public Library District				9353	12/14/22	<u>5.14</u>
5940	E-Commerce Payment Transactions	Crestwood Public Library District	5.14			
Crete Public Library District				9354	12/14/22	<u>63.34</u>
5940	E-Commerce Payment Transactions	Crete Public Library District	63.34			
Elmwood Park Public Library				9355	12/14/22	<u>8.46</u>
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	8.46			

SWAN Library Services**Check Register**

All Bank Accounts

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Flossmoor Public Library 5940	E-Commerce Payment Transactions	Flossmoor Public Library	96.94	9356	12/14/22	<u>96.94</u>
Geneva Public Library District 5940	E-Commerce Payment Transactions	Geneva Public Library District	73.46	9357	12/14/22	<u>73.46</u>
Glen Ellyn Public Library 5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	71.83	9358	12/14/22	<u>71.83</u>
Glenside Public Library 5940	E-Commerce Payment Transactions	Glenside Public Library	9.41	9359	12/14/22	<u>9.41</u>
Grande Prairie Public Library 5940	E-Commerce Payment Transactions	Grande Prairie Public Library	102.96	9360	12/14/22	<u>102.96</u>
Green Hills Public Library District 5940	E-Commerce Payment Transactions	Green Hills Public Library District	25.70	9361	12/14/22	<u>25.70</u>
Hinsdale Public Library 5940	E-Commerce Payment Transactions	Hinsdale Public Library	5.60	9362	12/14/22	<u>5.60</u>
La Grange Park Public Library District 5940	E-Commerce Payment Transactions	La Grange Park Public Library District	9.41	9363	12/14/22	<u>9.41</u>
Lansing Public Library 5940	E-Commerce Payment Transactions	Lansing Public Library	36.08	9364	12/14/22	<u>36.08</u>
Linda Sokol Francis Brookfield Library 5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	24.52	9365	12/14/22	<u>24.52</u>
Lyons Public Library 5940	E-Commerce Payment Transactions	Lyons Public Library	14.64	9366	12/14/22	<u>14.64</u>
Markham Public Library 5940	E-Commerce Payment Transactions	Markham Public Library	15.88	9367	12/14/22	<u>15.88</u>

SWAN Library Services**Check Register**

All Bank Accounts

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Oak Brook Public Library 5940	E-Commerce Payment Transactions	Oak Brook Public Library	339.08	9368	12/14/22	<u>339.08</u>
Oak Lawn Public Library 5940	E-Commerce Payment Transactions	Oak Lawn Public Library	144.71	9369	12/14/22	<u>144.71</u>
Oak Park Public Library 5940	E-Commerce Payment Transactions	Oak Park Public Library	525.68	9370	12/14/22	<u>525.68</u>
Park Forest Public Library 5940	E-Commerce Payment Transactions	Park Forest Public Library	61.10	9371	12/14/22	<u>61.10</u>
Prairie State College 5940	E-Commerce Payment Transactions	Prairie State College	40.25	9372	12/14/22	<u>40.25</u>
River Forest Public Library 5940	E-Commerce Payment Transactions	River Forest Public Library	38.91	9373	12/14/22	<u>38.91</u>
St. Charles Public Library District 5940	E-Commerce Payment Transactions	St. Charles Public Library District	548.30	9374	12/14/22	<u>548.30</u>
Stickney-Forest View Public Library District 5940	E-Commerce Payment Transactions	Stickney-Forest View Public Library District	47.04	9375	12/14/22	<u>47.04</u>
Sugar Grove Public Library District 5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	234.90	9376	12/14/22	<u>234.90</u>
Town & Country Public Library District 5940	E-Commerce Payment Transactions	Town & Country Public Library District	10.01	9377	12/14/22	<u>10.01</u>
Villa Park Public Library 5940	E-Commerce Payment Transactions	Villa Park Public Library	83.75	9378	12/14/22	<u>83.75</u>
Westmont Public Library 5940	E-Commerce Payment Transactions	Westmont Public Library	110.39	9379	12/14/22	<u>110.39</u>

**SWAN Library Services
Check Register**

All Bank Accounts
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
William Leonard Public Library District				9380	12/14/22	<u>17.49</u>
5940	E-Commerce Payment Transactions	William Leonard Public Library District	17.49			
Woodridge Public Library				9381	12/14/22	<u>57.97</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	57.97			
Aaron Skog				9382	12/15/22	<u>241.19</u>
5220	Staff Meetings	Aaron Skog - 9/6 & 9/15	241.19			
Claudia Nickson				9383	12/15/22	<u>25.50</u>
5310	Travel Reimbursement	Claudia Nickson Cat/acq consultation CIS, cataloging training NUD	25.50			
Comcast				9384	12/15/22	<u>759.95</u>
5480	Telecommunications	Comcast - 12/1/-22 - 12/31/22	759.95			
EnvisionWare, Inc.				9385	12/15/22	<u>980.86</u>
5490	Group Purchases - Services	EnvisionWare, Inc. Onestop self heck software maint.	357.00			
5490	Group Purchases - Services	EnvisionWare, Inc. Onestop branch amanger software maint.	623.86			
Lauterbach & Amen, LLP				9386	12/15/22	<u>1,055.00</u>
5820	Accounting	Lauterbach & Amen, LLP - accounting services for Novembe	1,055.00			
LIMRICC				9387	12/15/22	<u>18,662.34</u>
5025	Health, Dental, Life And Disability Insurance	LIMRICC - December	18,662.34			
Marcive, Inc.				9388	12/15/22	<u>306.24</u>
5450	Data Management Services	Marcive, Inc.	306.24			
Nicor Gas				9389	12/15/22	<u>357.79</u>
5120	Utilities	Nicor Gas - 11/14/22- 12/14/22	357.79			
Unique Integrated Communications, Inc.				9390	12/15/22	<u>12,160.19</u>

SWAN Library Services Check Register

All Bank Accounts
December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5450	Data Management Services	Unique Integrated Communications, Inc. NCOA & GEOTAGGING	11,170.19			
5490	Group Purchases - Services	Unique Integrated Communications, Inc. curbside comm. December	240.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. MessageBee November	750.00			
Wellness Insurance Network-WIN				9391	12/15/22	<u>171.00</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - Life Insurance	171.00			
First Bankcard				50209	12/14/22	<u>9,996.51</u>
5130	Property Insurance	First Bankcard - Flood insurance 11-02	642.00			
5230	Staff Professional Development	First Bankcard - trailiant - training 11-07	440.00			
5230	Staff Professional Development	First Bankcard - ER&L workshop - Montolin -10-21	175.00			
5240	Professional Association Membership Dues	First Bankcard - ALA dues Skog 11-09	155.00			
5420	Application Software Licensing	First Bankcard - microsoft visio plan 11-03	184.80			
5420	Application Software Licensing	First Bankcard - Mailchimp monthly 11-10	42.49			
5420	Application Software Licensing	First Bankcard - formsite.com 11-13	999.95			
5430	Server Software Licensing	First Bankcard - microsoft premium 11-04	18.00			
5430	Server Software Licensing	First Bankcard - microsoft basic	24.00			
5430	Server Software Licensing	First Bankcard - Veeam back up essentials 10-26	441.00			
5470	Subscription Support Services	First Bankcard - sendgrid 11-03	381.35			
5480	Telecommunications	First Bankcard - microsoft teams calling plan 11-03	288.00			
5480	Telecommunications	First Bankcard - grasshopper 10-25	48.12			
5520	Postage	First Bankcard - USPS - postage 10-25	189.90			
5610	Equipment Rental/Maintenance	First Bankcard - genesis monthly copier charge 11-14	90.60			
5620	Hardware	First Bankcard - Lenovo docking stations 11-05	378.25			
5620	Hardware	First Bankcard - Lenovo laptops 10-25	5,491.80			

SWAN Library Services

Check Register

All Bank Accounts

December 2022

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	First Bankcard - paypal 11-16	6.25			
Quail Ridge Drive Investors, LLC				50210	12/30/22	<u>9,791.42</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - rent 1/23	9,791.42			
Reliance Standard Life Insurance Co.				50211	12/30/22	<u>393.13</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. January 2023	393.13			
Emergent LLC				50212	12/30/22	<u>1,834.06</u>
5430	Server Software Licensing	Emergent LLC -Red Hat Enterprise 12/27/22-12/26/23	1,834.06			
ComEd				50213	12/31/22	<u>261.72</u>
5120	Utilities	ComEd - 11/15/2022 to 12/16/2022	261.72			
Genesis Technologies, Inc.				50214	12/31/22	<u>128.35</u>
5610	Equipment Rental/Maintenance	Genesis Technologies, Inc. monthly fee	128.35			
T.A. Systems Inc.				50215	12/31/22	<u>260.00</u>
5150	Custodial Service & Supplies	T.A. Systems Inc. QR cleaning Nov.	260.00			
Check List Total						<u><u>60,621.07</u></u>

SWAN Board Meeting Minutes

December 16, 2022, 9:30 a.m.
Homewood Public Library
17917 Dixie Highway
Homewood, IL 60430-1794

1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Jennifer Cottrill
- d. Tim Jarzemsky (left at 11:13 a.m.)
- e. Colleen Waltman

2. Introduction of Visitors/Public Comment

Aaron Skog – Executive Director - SWAN
Ginny Blake – Business Manager - SWAN
Scott Brandwein – Bibliographic Services Manager - SWAN

No public comment

3. Action Item

Acceptance of December 16, 2022, SWAN Board Meeting Agenda

Cottrill moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 16, 2022,
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote:

4. Action Item

Approval of SWAN Financials, November 2022

Jarzemsky moved, seconded by Cottrill that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

5. Action Item

Acceptance of November 18, 2022, SWAN Board Meeting Minutes

Blazek moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE NOVEMBER 18 ,2022 SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

None

b. Executive Director Report

Skog gave updates on the Addison Public Library joining SWAN. MessageBee Contract is now in place after approval at the Quarterly Meeting. The interviews for Bibliographic Services Manager position are underway. The FY2024 budget draft will be presented to the membership at the COW Meeting in February. The RAILS support grant came in and will be approved at the January board meeting. The Money Market account has been gaining interest and a discussion on possibly looking into CD's ensued.

c. Operations Report

Brandwein discussed the bullet points listed in the Operations Report.

d. Treasurer Report

None

e. Board Calendar

Blazek & Skog still have the task to complete the closed session review.

7. Action Item

Approval of SWAN Sick Time accrual for part time employees at the same rate as full time.

Cottrill moved, seconded by Blazek that it be

RESOLVED THE SWAN BOARD APPROVES THE SWAN SICK TME ACCRUAL FOR PART TIME EMPLOYEES AT THE SAME RATE AS FULL TIME

NOTE: Board approved with modifications as discussed.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

Approval of the SWAN leave donation policy

Blazek moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN LEAVE DONATION POLICY

NOTE: Board approved with modifications as discussed.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Cottrill, Jarzemsky, Waltman

9. Adjournment

Bodewes adjourned the meeting at 11:19 a.m.

DRAFT

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek

Board Secretary

DRAFT

SWAN Executive Director Report

January 20, 2023

Update on Activities

Addison Public Library

The SWAN Impact Study on Addison Public Library is drafted and ready for the SWAN Board. This document will be included with the online approval vote that will be sent to 100 library directors on Monday, January 23rd. The vote will be open for 30 days, or as long as necessary to receive the achieve the 2/3 of membership result as specified in SWAN's bylaws.

Staff Changes

Sue Stupar

Sue Stupar passed away on January 4th. Sue was a dedicated and skilled cataloger who worked at SWAN for 28 years. I appreciate the Board's effort to put into place the employee benefit to donate sick leave hours to a bank for other staff to draw from. Sue's family visited SWAN headquarters last week and thanked everyone for the effort undertook in the creation and adoption of the Leave Donation policy.

Bibliographic Services Manager

We are happy to announce that Cynthia Romanowski will be joining the SWAN team on February 6th as the new Bibliographic Services Manager. Cynthia has worked as the Associate Professor and Technical Services Librarian at Governors State University, and as Director of Library Systems and Technical Services at Triton College. She has prior experience at Endeavor Information Systems, the library software company based in Des Plaines (it was acquired by Ex Libris). She has a master's degree in Computer and Information Systems, and master's in Library and Information Science.

Board Considerations

RAILS LLSAP Support Grant for FY24

The annual grant received requires approval by January 31, 2023. The board agenda for January 20th will have an action item and the meeting packet has the award letter, a RAILS memo detailing the award amount, and the agreement.

	FY20	FY21	FY22	FY23	FY24
RAILS LLSAP support to SWAN	\$524,679	\$562,018	\$522,691	\$527,381	\$498,388
Total	\$524,679	\$562,018	\$522,691	\$527,381	\$498,388
Change from year prior		\$37,339	(\$39,327)	\$4,690	(\$28,993)

FY2024 budget draft

SWAN membership fees for next year’s budget are calculated using data from 2019 and 2020 due to delays from Cook County Treasurer Office response to the annual FOIA request. To date, we are waiting for 17 tax reports requested. The 17 libraries are noted on Chart 2 of the SWAN fees. The budget is updated with the expenses and anticipated revenue for the addition of Addison to SWAN. I have obtained quotations from SirsiDynix and EBSCO for licensing which has itemized expenses for data migration and setup fees, totaling \$17,624.00 for the grant.

Impact Study for Addison Public Library

The impact study is included on the board agenda for review and feedback prior to posting on Monday, January 23rd for the approval vote.

Monthly Financial Report

Balance Sheet

The Fund Balance Unrestricted line for November is at \$2,430,972.46 which is unchanged from the month prior.

Fund Balance Unrestricted	\$2,430,972.46
Expenses to be paid from reserve	(\$43,500.00)
	\$2,387,472.46
SWAN annual expense budget	\$4,147,033.00
	58%
Number of months operating expense in reserve	6.9

Revenue & Expense Report

This month would be 50% of the budgeted revenue and expenses. SWAN’s financials are presented in a cash basis for this current fiscal year 2023. The total revenue reflects library membership fee payments for two quarters, which would bring in 50% of SWAN revenue. Expenses appear higher than 50% due to prepaid expenses from the prior fiscal year which are now recorded in the appropriate budget lines, noted below.

SWAN FY23	FY23 Budget	Ending December 2022	Percentage of budget YTD 50%
Total Revenue	\$4,143,426.00	\$2,273,059.24	55%
Total Expenses	\$4,147,033.00	\$2,616,653.58	63%
Over / (Under)	(\$3,607.00)	(\$343,594.34)	

Accounts Receivable Update

4010 - SWAN Full Membership Fees: the second quarter invoices were sent out in October. We are currently at 49.98% of what should be 50% for this line.

4190 – Member Group Purchase Receipts: we invoice the EBSCO database group-purchase libraries their full amount due rather than adding the payment to the quarterly membership fees. We have received 101.23% of the \$445,686 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 second quarterly payment to SWAN was received so this revenue is at 50%.

4510 – Interest Income: SWAN’s Money Market has performed better than expected for the past three months with almost 5 times the expected revenue. Currently, the rate for December is 4% where the rate one year ago was 0.02%.

Accounts Payable Update

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

5023 – Worker’s Compensation insurance: this line reflects 3 months prepaid expenses of insurance coverage from the prior fiscal year.

5130 – Property Insurance: this line reflects 3 months prepaid expenses of insurance coverage from the prior fiscal year.

5430 – Server Software Licensing: expenses related to the hosting of Symphony, Aspen, and the support/ticketing systems are recorded in this budget line. 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 ByWater, OCLC, SirsiDynix, and EBSCO have been recorded. This line reflects prepaid expenses for SirsiDynix, ByWater Solutions, and EBSCO. OCLC group-services fees are paid in full, bringing the total expenses for this budget line to 92.57%.

5450 – Data Management Services: expenses for RDA ToolKit and WebDewey are paid in full for the year. ArcGIS software subscription with Ersi is included in this budget line expense.

5460 - Information Subscription Service budget line is 95.53% spent as the EBSCO subscription to Novelist Select is fully recorded in this budget line.

5490 – Group Purchases Services: while this line is overbudget, it is due to the new Library Pass Comics Plus online subscription at \$13,907 being completed. This is an opt-in subscription for libraries, and the libraries will be invoiced by SWAN next month and be recorded in the 4190 Member Group Purchase Receipts as revenue.

5700 – Insurance: prepaid expenses for D&O, business, and cybercrime are reflected.

5990 – Group Purchases – Content: EBSCO group-purchase expense has been completed.

Operations Report: January 2023

Membership engagement activities and statistics are reported through month-end of December 2022. System outages will be reported as of final assembly of report to ensure that any critical system issues are documented as quickly as possible.

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Member Engagement – All Staff

A recap of member engagement activities from December 1st through December 31st are included in this period.

Site Visits, Training, and Consultation

Member engagement activities, including meetings, on-site visits, training, and consultation are noted for the reporting period. Highlighted activities represent on-site library events.

Date	Event Name	Teams Responsible	Category
12/1/2022	SWAN Quarterly Membership Meeting	Administration	Governance
12/5/2022	Site Visit: Acq/Cat Training (Cicero)	Bibliographic Services	Training
12/12/2022	Site Visit: Cataloging Training (National Univ)	Bibliographic Services	Training
12/13/2022	Consultation: Circ Map (Frankfort)	Information Technology & System Support	Consultation
12/16/2022	SWAN Board Meeting (Homewood)	Administration	Governance
12/27/2022	SWAN Fireside Chat #46	All	Member meeting

User Group and Advisory Meeting Recap

No user group or advisory meetings were held in December. All 2023 meetings are posted in L2, search “[swan2023](#).” On the SWAN Support Site, visit the [SWAN Events Calendar](#) for a full listing of upcoming events.

Major Projects & Research

Addison Public Library

SWAN staff met with Addison Public Library staff to review results of surveys completed in materials processing, information technology, and e-resources. A shared repository for collaboration has been set up so that teams can share documents and project planning tasks. The primary SWAN team for the project and their roles:

- Scott Brandwein, Project lead and bibliographic analysis/matching
- Samantha Dietel, Acquisitions Lead, policy profiling, and data mapping
- Olivia Montolin, E-Resources configuration/remote authentication
- Ahren Sievers, System administration, third-party and IT integration

Aaron Skog and Dawne Tortorella also attended this planning meeting on January 11th. A training schedule for the Addison team and staff will be available soon. Weekly meetings, office hours, and targeted training will start in early February and run past the go-live launch in November.

Aspen Discovery

Aspen 22.12 was released December 14th. It included the ability to update preferred name settings in Aspen, enhancements to linked accounts, and an update to list “Libby/Overdrive” instead of just “Overdrive” throughout Aspen.

In addition, we are moving our Aspen instance to a ByWater hosted SaaS environment on Monday, January 16th. Testing in the test environment set up for us in December went smoothly and showed significant performance improvements for our nightly indexes. In addition, we’ve seen issues with server load over the past few months in our self-hosted environment; we’re hopeful that we will see additional performance improvements while also gaining increased support and monitoring that will come with our SaaS environment.

BLUEcloud Staff (Acquisitions, Cataloging, Circulation, MobileStaff)

The next scheduled release of BLUEcloud Central updates is January 19th. This release 23.01.00 will update privileges for BLUEcloud Analytics Reporter accounts. All SWAN library member accounts are Reporter level accounts. While we do not expect any issues, this release will require SWAN staff to verify that reports and dossiers remain accessible to member libraries.

Security Initiatives

Managed Detection & Response (MDR) Research

One of the projects that the ITSS department is moving forward with is to identify and select a managed detection and response (MDR) provider for SWAN. MDR cybersecurity services monitor every network connected device within our infrastructure, both physical and cloud, for security threats or other abnormal behavior. If an issue is positively identified, the MDR provider can immediately apply mitigations.

As the cyberthreat landscape continues to evolve, so does the skillset and time required to maintain a solid security posture. We have an initial call scheduled with Arctic Wolf in early January to find out more about their MDR services. We previously attended an Arctic Wolf webinar last spring, and the product appears to meet our needs.

TLS-SIP2 Migration

While waiting to hear more about Kanopy’s upcoming changes to their authentication service, we’ll be making necessary changes to SIP2 authentication as needed. Once we’ve confirmed with Kanopy, we’ll schedule the cutover.

Enhanced Patron Notifications – MessageBee

With approval of the membership to fund MessageBee starting in January 2023, the project will kick off with the creation of templates for all libraries with library-specific branding. Collection of logo assets, social media links, contact, color theme, and key catalog/web links is nearly complete for submission to Unique Management’s implementation team. Updates to this project will be shared at

monthly Fireside Chat meetings in detail. Also, training will be provided for libraries throughout the process and as access to library MessageBee dashboards are enabled.

External Collaboration & Partnerships

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community.

Date	Event Name	Teams Involved	Topic
Tuesdays: 12/1/2022- 12/31/2022	ByWater - Aspen weekly check-in	All (UX Lead)	Partnerships
12/1/2022	Aspen Gathering	User Experience, Bibliographic Services	Partnerships
12/13/2022	Unique - MessageBee	All	Partnerships
12/14/2022	SirsiDynix Sure Sailing	All	Partnerships
12/20/2022	GIS Consultation	Administration	Research & Development

Resource Sharing

Non-SWAN Reciprocal Borrowing

As part of initial analysis of reciprocal borrowers from Addison Public Library, we have discovered patrons with an Addison address registered as patrons of SWAN libraries, rather than reciprocal borrowers. This is an area where further analysis will be conducted and coordinated with Addison Public Library to ensure we have patrons properly identified with their home library.

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Issue/Outage:

2022 EBSCO usage statistics issue

In early January, EBSCO reported that they had identified and resolved issues detected in usage reports due to new user interfaces released for EBSCOhost, the interface for most EBSCO databases, and EBSCO Discovery Service (EDS) which powers our Aspen EBSCO search integration. In individual cases, actual usage may be either higher or lower than reported. The period of potential issues spans from May 2022, when SWAN moved to the new EDS interface, until November 2022, when EBSCO resolved the issues.

We have communicated this issue with the membership, and unfortunately there is no way to retrieve the actual usage statistics for the May – November 2022 period.

At the end of this fiscal year, SWAN will compile and compare our annual usage statistics both for the entire year (including the flawed data) as well as the period from December through April (including only the accurate data counts) to compare to our previous years. We hope this strategy will allow us to still gain some insights into our patrons’ database usage.

Aspen memory issue

Aspen continued to experience short periods of excessive resource utilization which would cause the catalog to become slow to respond. SWAN staff was able to reduce memory utilization by killing off processes on the server to allow the system load to drop.

Both SWAN and ByWater staff are monitoring the health of our VM as we move towards our January 16th go-live on ByWater’s hosted platform.

Patron Point & SirsiDynix Web Services API

We worked with Ted Fons from Patron Point in mid-December on configuring and testing extract scripts to provide Patron Point with the necessary data. On December 16th, we met with Ted and tested the extract script confirmed receiving the test files. We then provided the initial full patron extracts for INS, LSS, MTS, and TPS, with Ted confirming receiving each.

These extracts were then scheduled to run daily, providing Patron Point with any new patron records from the past 24 hours. They will also receive a full patron extract monthly to verify that all valid data was collected.

This will be the method for all Patron Point libraries moving forward, they will no longer use Web Services for queries.

Outage tracking

Uptime percentage thus far in 2022 is consistent with prior years.

- 2017 – 99.995%
- 2018 – 99.986%
- 2019 – 99.992%
- 2020 – 99.989%
- 2021 – 99.993%
- 2022 – 99.992%

Date	Approx Time	Time Elapsed (Min)	System	Planned?	Library Hours?	Reason/Impact
1/15/2022	11:00	5	Aspen Discovery	No	Yes	Aspen server slowness relating to CPU spikes. Suspected to be runaway harvest process affecting MySQL.

Date	Approx Time	Time Elapsed (Min)	System	Planned?	Library Hours?	Reason/Impact
1/15/2022	11:05	5	Aspen Discovery	No	Yes	Aspen server restart following persistent CPU load spikes throughout the morning.
2/4/2022	2:30	5	Aspen Discovery	No	Yes	Aspen server restart following persistent CPU load spikes throughout the morning.
4/16/2022	21:00	2040	Symphony	Yes	No	Planned Symphony database rebuild during Easter holiday.
5/27/2022	7:15	330	BLUEcloud	No	Yes	SirsiDynix BLUEcloud Service Outage (BcAnalytics, BcCore, BcMobile)
6/7/2022	22:10	1430	Aspen Discovery	Yes	Yes	Release update and reindex to prepare for more language filtering and preferences. Impact to holds placement through the catalog
7/12/2022	9:30	15	ICN	No	Yes	ICN seemed to have connectivity issues, libraries using ICN for ISP lost their VPN connection
8/10/2022	11:38	60	SIP2	No	Yes	sip2currency.tbl was inadvertently deleted from the system, restored file and SIP is back up and running.
9/7/2022	13:50	5	Symphony	No	Yes	Index heading rebuild on dynamic index. Possible brief disruption for cataloging.
10/3/2022	14:00	5	Aspen Discovery	No	Yes	Runaway solr process, killed process and restarted
10/28/2022	11:15	195	OTRS	No	Yes	Microsoft Deprecation of POP3 severed connection between OTRS and the Outlook mailbox
12/8/2022	12:10	90	Aspen/Symphony	No	Yes	Degradation of WorkFlows responsiveness and Aspen online catalog due to Patron Point web services

Outage Tracking Calendar

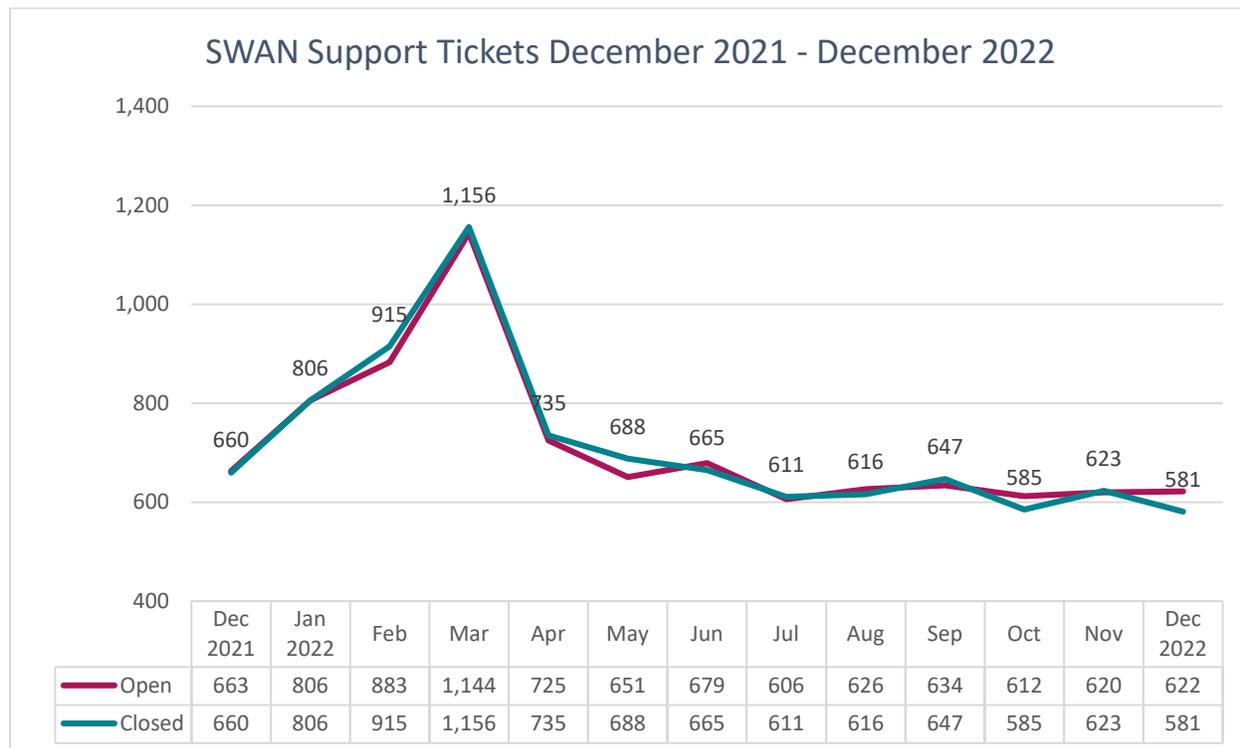
In mid-December, the decision was made to stop recording system outages in the spreadsheet as we have in the past. The spreadsheet was too restrictive in its capabilities, and we wanted something easier to visualize.

An Outage Tracking calendar was created to allow staff to not only add outages but also expand its functionality by adding scheduled upgrades or migrations as well. By using a shared Outlook calendar, we are able to take advantage of color-coding our entries, providing an at-a-glance overview of our uptime.

Subject	Location	Start	End	Categories
WebServices Upgrade - 6.2.4		Mon 12/12/2022 12:00 AM	Tue 12/13/2022 12:00 AM	SirsiDynix
Aspen Release Upgrade		Tue 12/13/2022 12:00 AM	Wed 12/14/2022 12:00 AM	Aspen, UX
BLUEcloud Central Upgrade: 22.08.00		Tue 12/13/2022 12:00 AM	Wed 12/14/2022 12:00 AM	SirsiDynix
Support Site Cutover - Pantheon		Wed 12/14/2022 12:00 AM	Thu 12/15/2022 12:00 AM	UX
Web Services re-enabled for Patron Point		Wed 12/14/2022 12:00 PM	Wed 12/14/2022 1:00 PM	Vendors
pfSense VPN Outage		Mon 12/19/2022 1:00 PM	Mon 12/19/2022 1:05 PM	Outage, Misc: Internal
pfSense VPN Outage		Mon 12/19/2022 2:00 PM	Mon 12/19/2022 2:05 PM	Outage, Misc: Internal
pfSense VPN Outage		Mon 12/19/2022 4:00 PM	Mon 12/19/2022 4:05 PM	Outage, Misc: Internal
Aspen Unresponsive		Wed 1/4/2023 3:05 PM	Wed 1/4/2023 3:20 PM	Outage, UX
Aspen release to test (PM)		Thu 1/5/2023 12:00 AM	Fri 1/6/2023 12:00 AM	UX
Aspen Unresponsive		Sat 1/7/2023 2:00 PM	Sat 1/7/2023 3:30 PM	Outage, UX

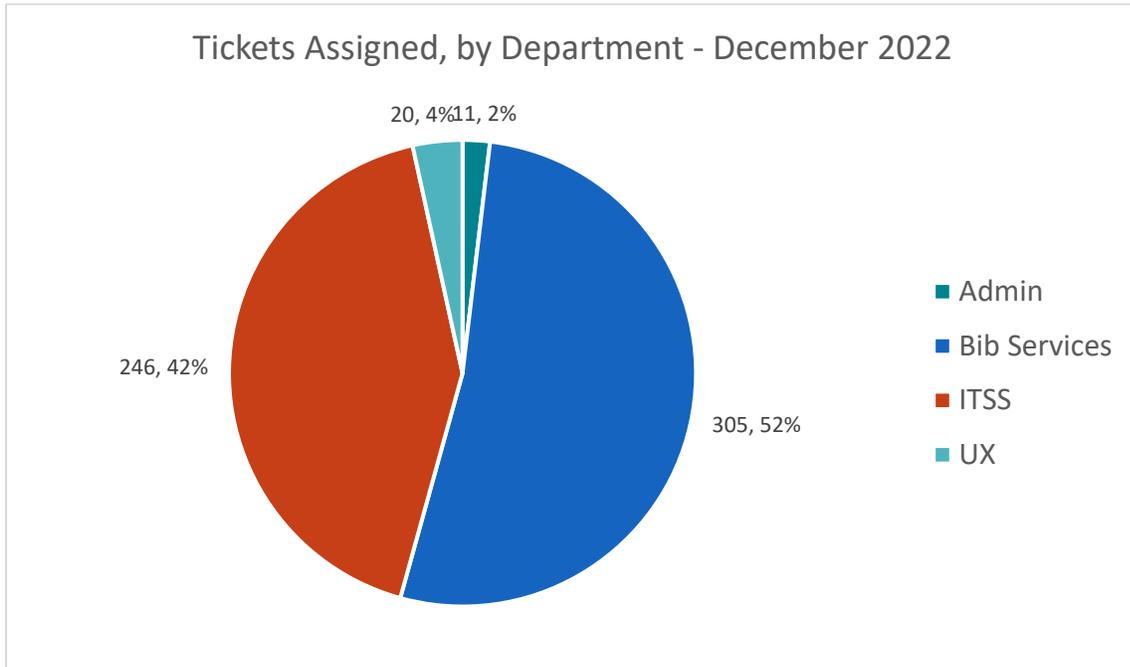
Support Tickets

Data labels reflect tickets closed each month.



SWAN Support Tickets Opened/Closed in Past 12 Months

Tickets assigned to our Bibliographic Services team has increased to 52%. They also continue to be the most efficient team, represented by the lowest average article/ticket ratio of 4.44. This represents an average of 4.44 responses within a ticket thread.



Support Site

Our support site team is working on an upgrade from Drupal 7 to Drupal 9, and a cleanup of modules on the site.

In addition, we officially retired our COVID19 pages on the support site and have moved any relevant content elsewhere on the site. We also retired the Library Status page and updated our library closings form to better reflect libraries' current needs, which are typically around closings for renovations or other major projects.

Documentation Updates

There was no newly added documentation in December.

On-site Training and Consultation

Bibliographic Services staff continue to provide on-site training for libraries with new staff and transitions. Work continues with National University of Health Sciences in cataloging training.

Training Modules & Recordings

No new trainings were added in December.

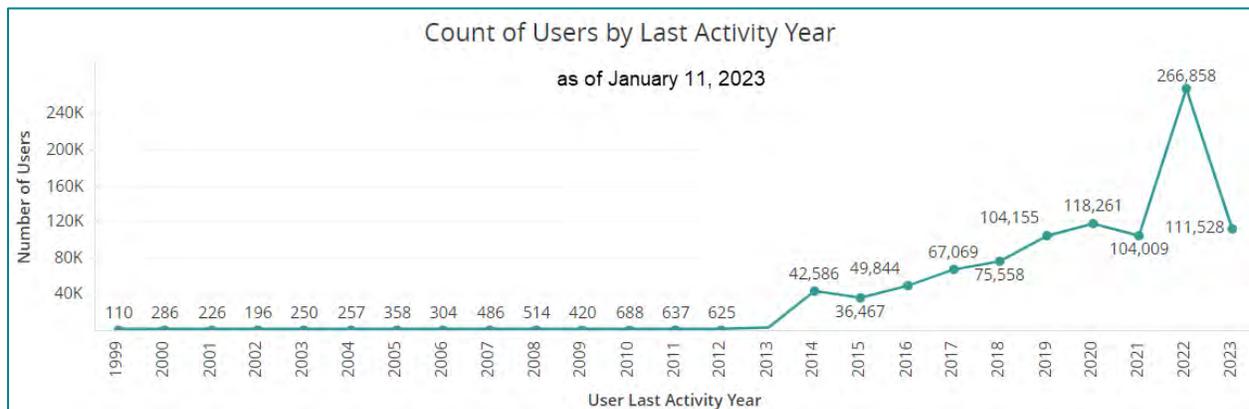
The training team completed their yearly audit and refresh of all courses in SWAN Online Learning, our learning management system, on December 15th. This year, Circulation Advisory’s primary goal is to identify a circulation manager curriculum, which will lead to additional trainings and improvements to how we guide new managers to trainings on our support site.

Maintenance

Automatic Monthly Patron Record Removal

On December 15th, 970 inactive patron records > 9 years were removed from the database. Starting in February 2023, this threshold will be reduced to 8 years of inactivity.

As of January 11, 2023, there were 111,528 patrons active since start of 2023. Coupled with 2022 active users (266,858) this represents 38.4% of total patron database. Since January 1, 2020, 61% of the total patron database has been active. As we continue to update and remove inactive users, the active percentage of patrons continues to increase. SWAN recommends purging all patron records with last activity date prior to 1/1/2013 regardless of outstanding bills.



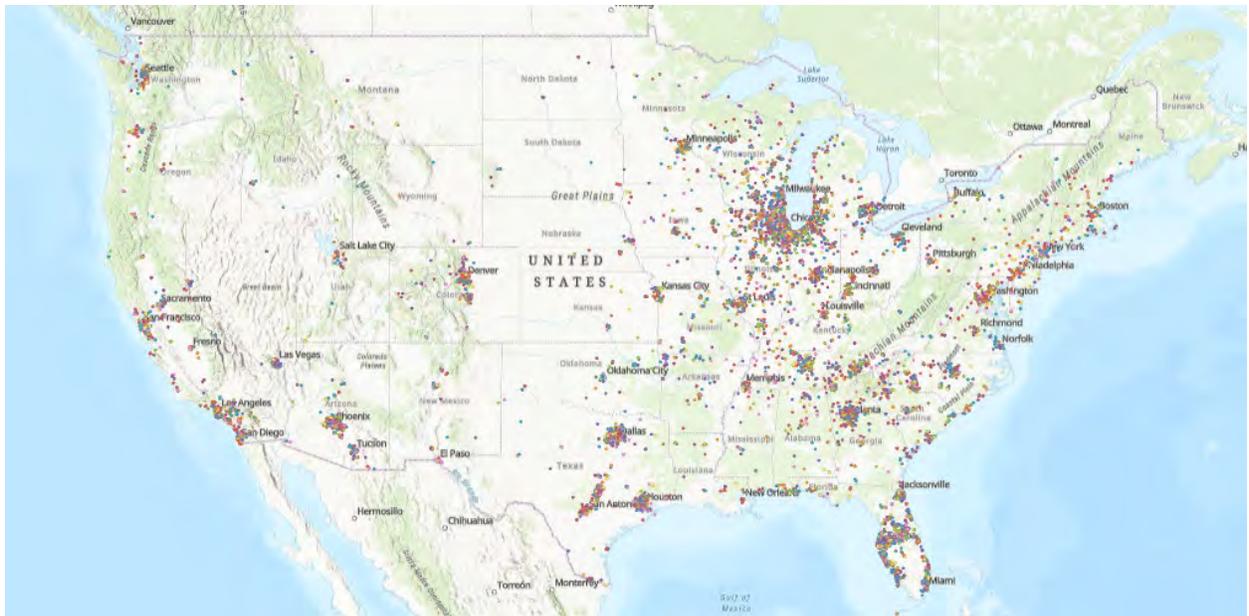
National Change of Address – NCOA 2022

Work has completed for NCOA 2022, resulting in 38,364 records with address changes. The [National Change of Address \(NCOA\) 2022 Update Complete](#) news post provides details on the process and next steps for libraries. Thanks to Dave Pacin for a smooth and efficient process in managing this project.

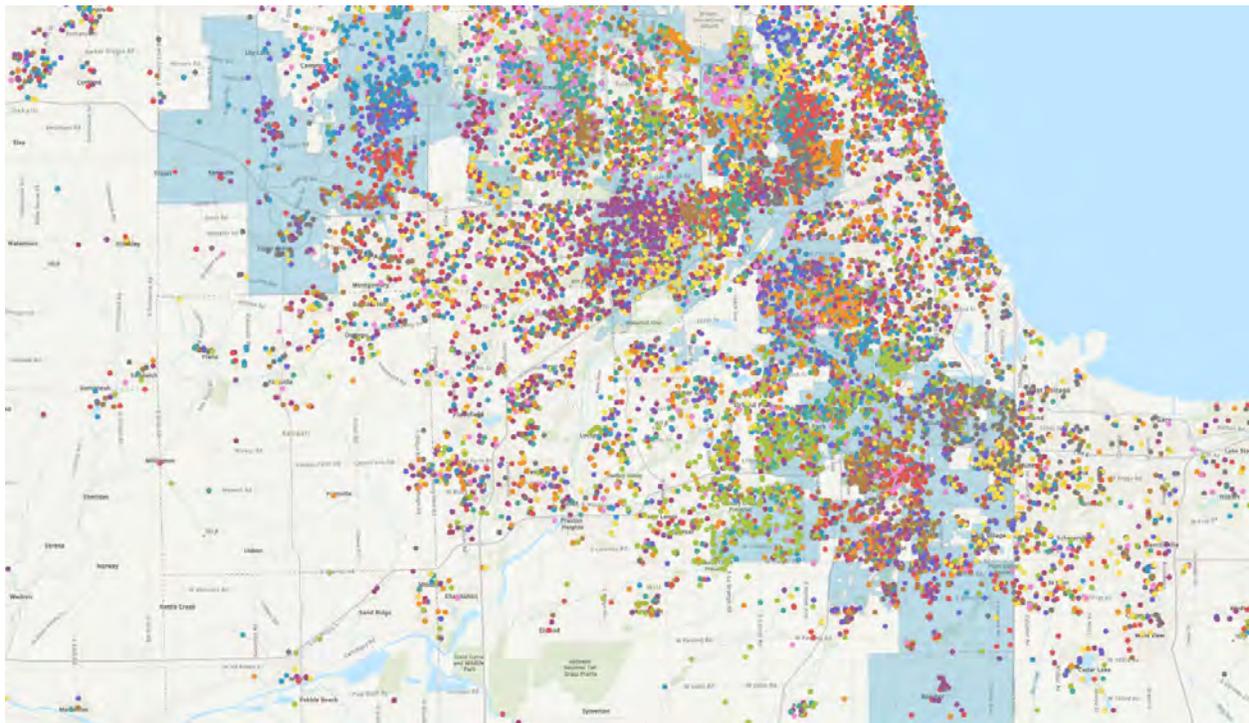
Some interesting data on these 38,364 patrons flagged as moved include:

- 4,860 of those patrons were inactive (LAD before 1/1/2021) and moved out of state
- 1,497 of those patrons moved out of state and owe bills, of which only 68 owe more than \$100
- 3,990 address changes were associated with patrons active after our 11/22/22 extract for processing

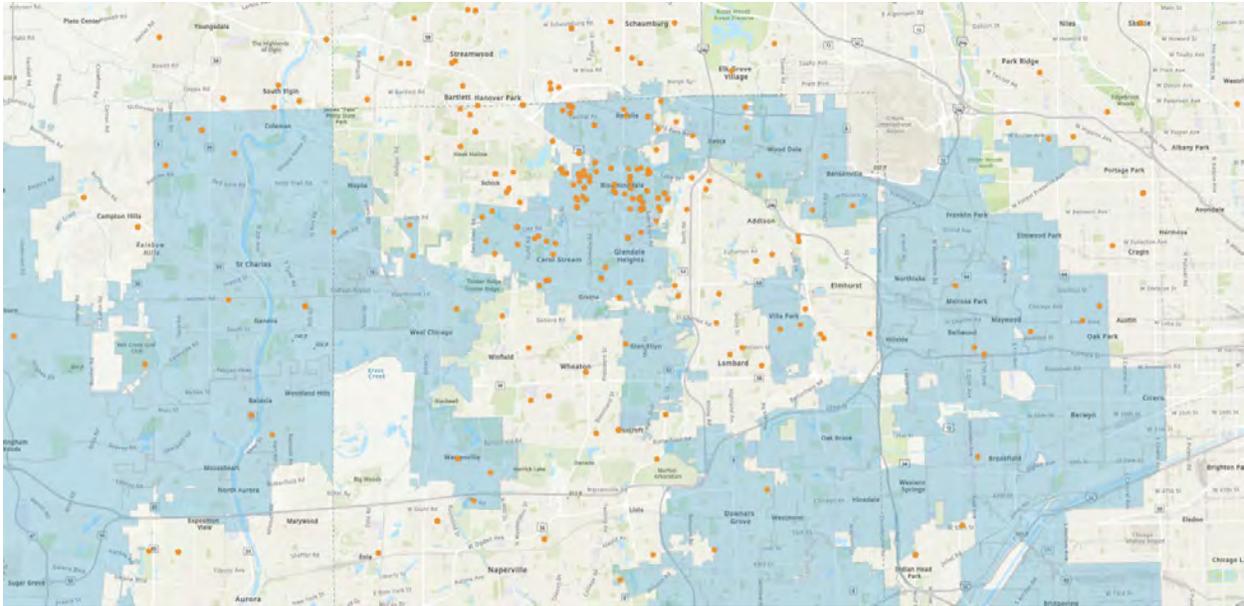
Additionally, 355,244 patrons active since 12/1/22 received refreshed geolocation data. The following GIS maps provide a view of where patrons have moved.



Zeroing in on our SWAN service area, movement within our consortium service area is by far the most prevalent. These maps will help libraries determine their patrons who may have moved but remain in their same service area or another SWAN library (light blue area).



Targeting a specific library (e.g., Bloomingdale – 566 patrons flagged), the library can visualize where in the region their patrons have moved, and which moved within the district.



Notification Monitoring

Through verification of past reporting, the following notice tracking data reflects volume of message sent through each method (email, text, voice) and rates of success.

Email notice tracking

SendGrid statistics reflect emails sent from SWAN. These totals also include SWANcom messages and BLUEcloud Analytics subscriptions sent out to each library’s aliased email. Approximately 20% of email traffic is attributable to these non-notification communications.

Failed counts reflect individual email addresses (Addresses) as well as messages impacted (Messages). We continue a 96-97% success rate on delivery.

Month/Yr	Total Emails Sent	Success Rate	Addresses			Messages		
			Email Addresses Bounced	Email marked SWAN as SPAM	Invalid Emails	Bounce Blocks	Spam Drops	
December, 2021	393,842	96.98% (381,936)	568	57	123	6,886	6,991	1,069
January, 2022	414,381	96.94% (401,716)	645	31	153	2,772	8,653	1,696
February, 2022	385,196	96.97% (373,511)	1,551	38	116	3,102	7,365	1,077
March, 2022	418,531	97.67% (408,766)	523	37	120	2,357	6,274	1,382
April, 2022	390,872	97.72% (381,971)	563	43	153	1,969	5,402	1,622

May, 2022	414,381	96.94% (401,716)	645	31	153	2,772	8,653	1,696
June, 2022	429,334	96.85% (415,790)	758	46	174	2,946	9,336	1,717
July, 2022	432,080	97.78% (422,516)	596	65	202	1,920	5,664	1,902
August, 2022	454,501	96.88% (452,300)	709	59	239	2,819	9,996	2,116
September, 2022	434,604	96.41% (418,980)	655	51	252	3,263	10,960	2,050
October, 2022	446,583	96.80% (432,311)	618	48	273	2,919	9,567	2,247
November, 2022	417,528	96.58% (415,344)	563	37	294	2,978	9,877	2,344
December, 2022	402,970	96.42% (400,868)	455	45	244	2,917	10,208	2,316

Phone Notice Tracking

Phone notifications are sent through SWAN’s contracted service with Unique Management and relies on their MessageBee voice delivery system. We saw a marked increase in failure rate in December which requires additional review.

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
December, 2021	7,956	7,687	96.62%	265	3.33%
January, 2022	8,846	8,580	96.99%	266	3.01%
February, 2022	7,197	6,995	97.19%	201	2.79%
March, 2022	8,890	8,678	97.62%	212	2.38%
April, 2022	8,316	8,077	97.13%	239	2.87%
May, 2022	9,920	9,693	97.71%	227	2.29%
June, 2022	8,762	8,520	97.24%	242	2.76%
July, 2022	8,443	8,197	97.09%	246	2.91%
August, 2022	9,337	9,073	97.17%	264	2.83%
September, 2022	8,404	8,169	97.20%	235	2.80%
October, 2022	8,503	8,165	96.02%	278	3.27%
November, 2022	8,514	8,251	96.91%	263	3.09%
December, 2022	7,615	7,324	96.18%	282	3.70%

SMS notice tracking

SMS text messages are routed to SirsiDynix as part of our annual maintenance agreement. After the failed text message delivery in May, we returned to expected success rates on deliveries. Daily reports sent to libraries for immediate follow-up on failed text messages.

Month/Yr	Hold	Manual	Overdue	Total	Error Phone#	Error	Queued	Success %
April, 2022	31,773	38	37,147	68,958	200	1,661	599	96.43%
May, 2022	28,595	44	38,093	66,732	210	19,268	878	69.50%
June, 2022	32,418	42	38,588	71,048	154	1,634	729	96.46%
July, 2022	33,468	42	41,040	74,550	90	1,358	702	97.12%
August, 2022	32,717	55	41,241	74,013	87	1,126	633	97.51%
September, 2022	34,209	26	34,747	68,982	71	1,008	563	97.62%
October, 2022	32,265	42	44,160	76,467	68	1,185	666	97.49%
November, 2022	28,437	37	37,416	65,890	61	1,003	642	97.41%
December, 2022	28,851	49	36,780	65,680	70	992	498	97.62%

SWAN Announcements

Staff Development & Presentations

Staff Changes – Welcome Cynthia!

SWAN has hired Cynthia Romanowski as our new Bibliographic Services Manager. Cynthia comes to us from Governors State University. She has been working in the academic sector since 2006 and has prior experience at Endeavor Information Systems and cataloging for SWAN member North Riverside Public Library. She has excellent management, cataloging, and technical experience, so we are excited to welcome her to the team. Cynthia's start date is February 6th.

Appendix: Statistics

Cataloging & Collections

Cataloging statistics highlight the shared bibliographic database of physical materials maintained by our SWAN libraries and SWAN centralized cataloging staff.

OCLC Cataloging Counts

Counts do not include seventeen 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.

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

Orig 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy 2022	1,808	2,283	2,059	2,299	2,239	1,886	1,976	2,706	1,944	1,918	2,010	2,275	25,403

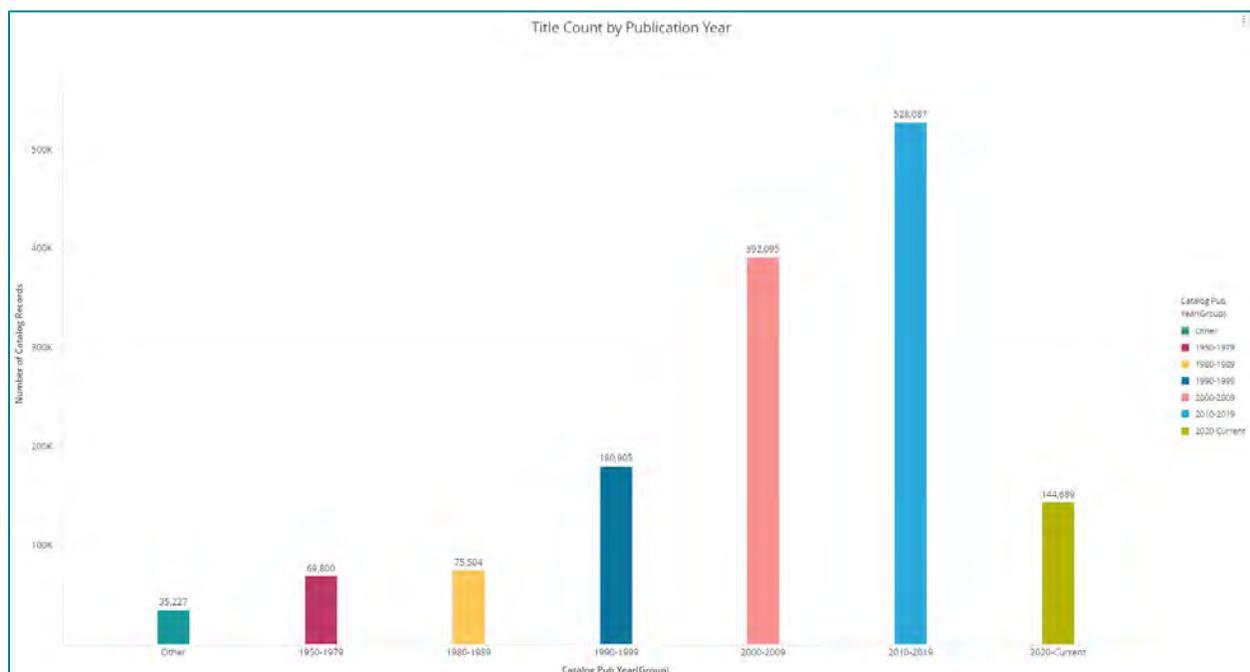
* In January 2021, one of our Bibliographic Services Support Specialists reduced hours from 37.5 to 19.5 per week.

Catalog title and item counts

Title Count by Publication Year

Unique titles (catalog keys) were tallied based on publication year. Missing or inaccurate publication dates represent a very small percentage of the database. Current title count is 1.4 million. Over 10% of the collection has a publication year since 2020.

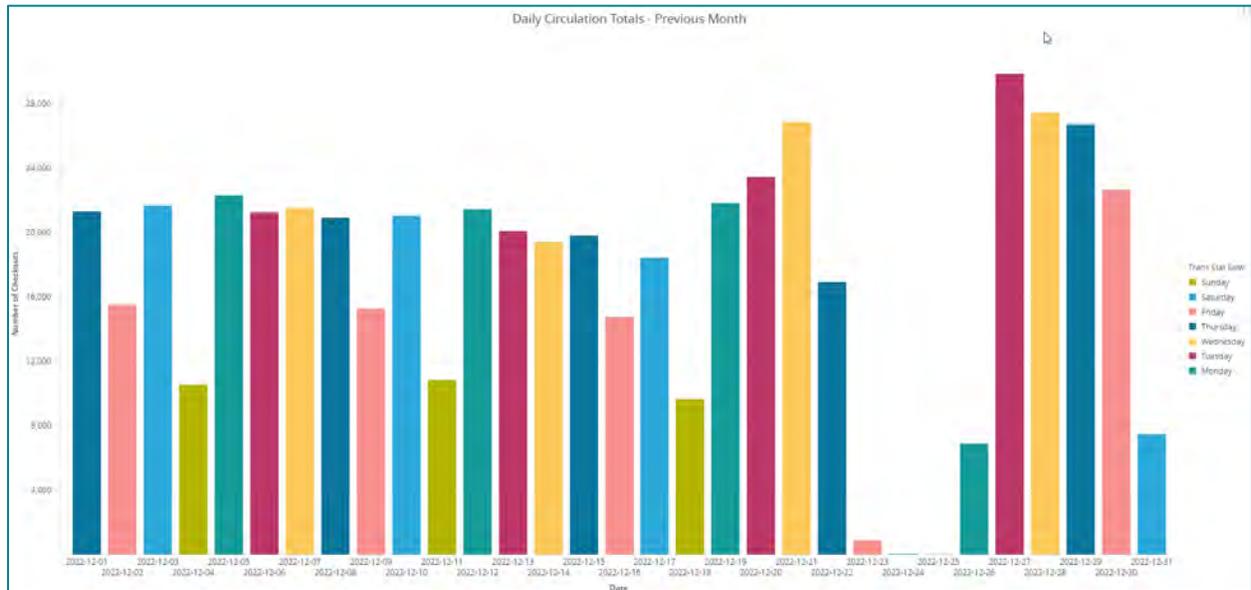
Catalog Pub Year(Group)	Number of Catalog Records	Percent to Total (Number of Catalog Records)
Total	1,426,307	100.00%
Other	35,227	2.47%
1950-1979	69,800	4.89%
1980-1989	75,504	5.29%
1990-1999	180,905	12.68%
2000-2009	392,095	27.49%
2010-2019	528,087	37.02%
2020-Current	144,689	10.14%



Circulation

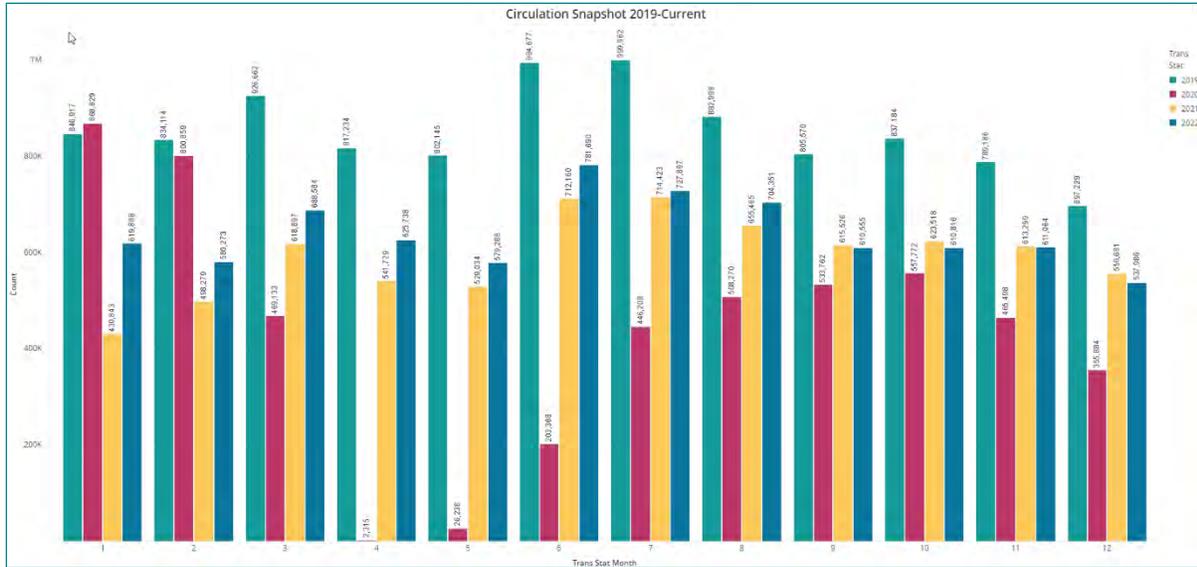
Circulation in prior month

December circulation was much more evenly distributed the first three weeks of the month, with peaks immediately before and after the holiday break. The week between Christmas and New Year's Day also showed increased activity, likely due to patron availability to visit the library. Surprisingly, the dramatic cold snap prior to Christmas did not seem to negatively impact circulation.



Monthly total comparison since 2019

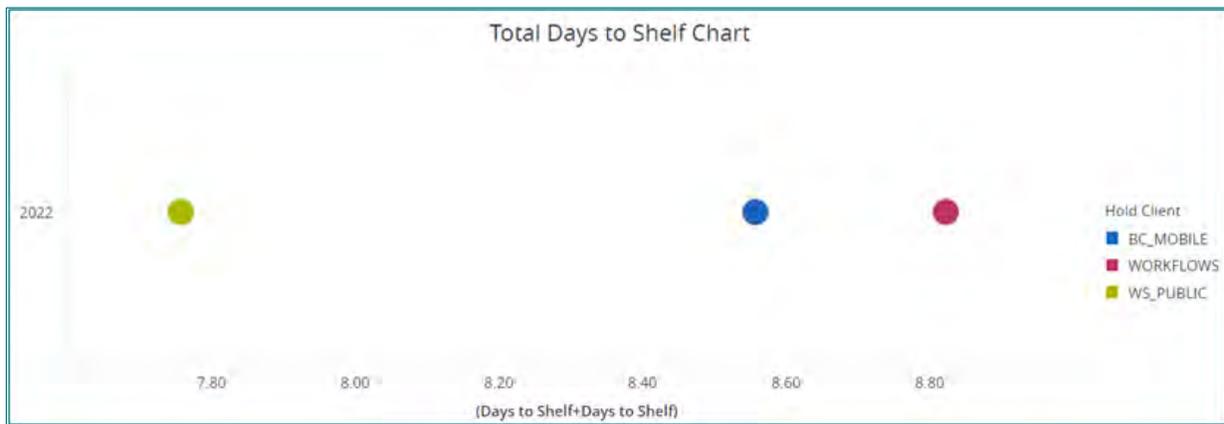
Once again, December 2022 circulation counts showed a decline from 2021. This trend has continued for the past four months, although summer checkouts exceeded 2021.



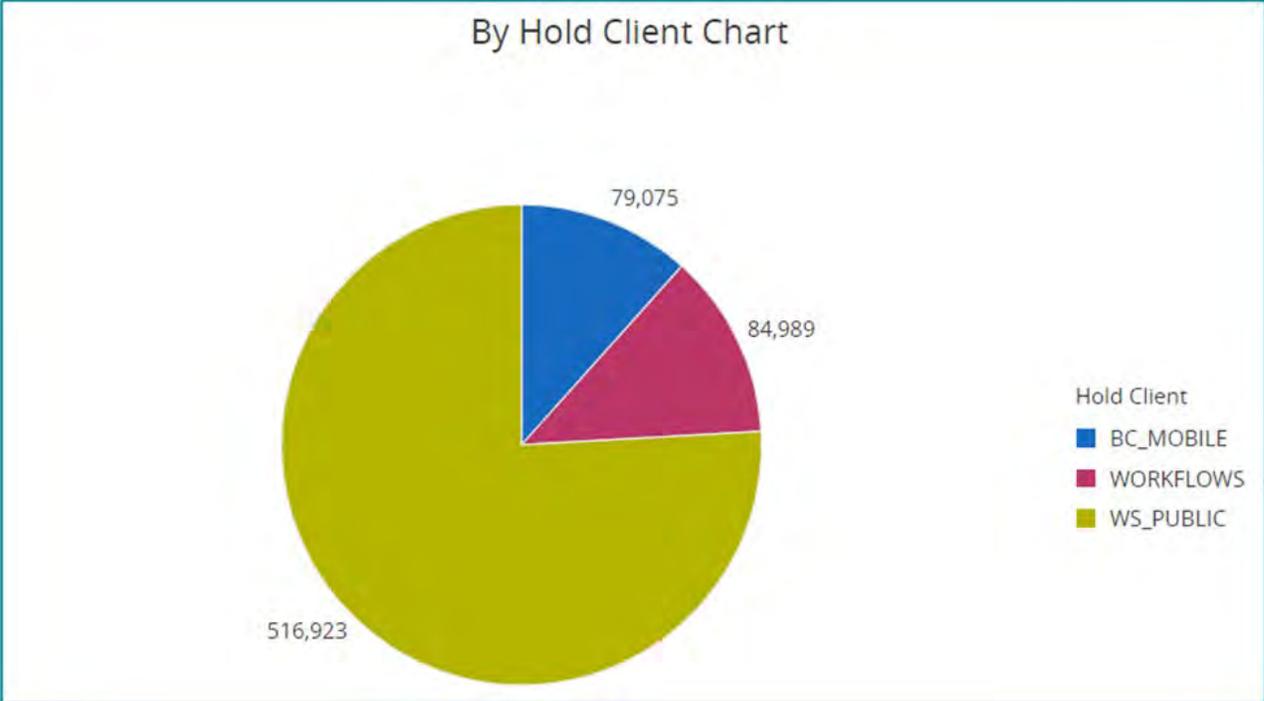
Holds

Time to Fill Analysis

Reviewing the past six months of holds placed and filled (7/1/22 – 12/31/22) we continue to see more efficient “time to fill” for holds placed in Aspen. Average time to fill across all clients was similar to prior 6-month comparison. Average between 7.7-7.8 days to fill a hold placed in Aspen (WS_PUBLIC), versus between 8.5-8.6 for BLUEcloud Mobile (BC_MOBILE) and slightly more than 8.8 for WorkFlows.

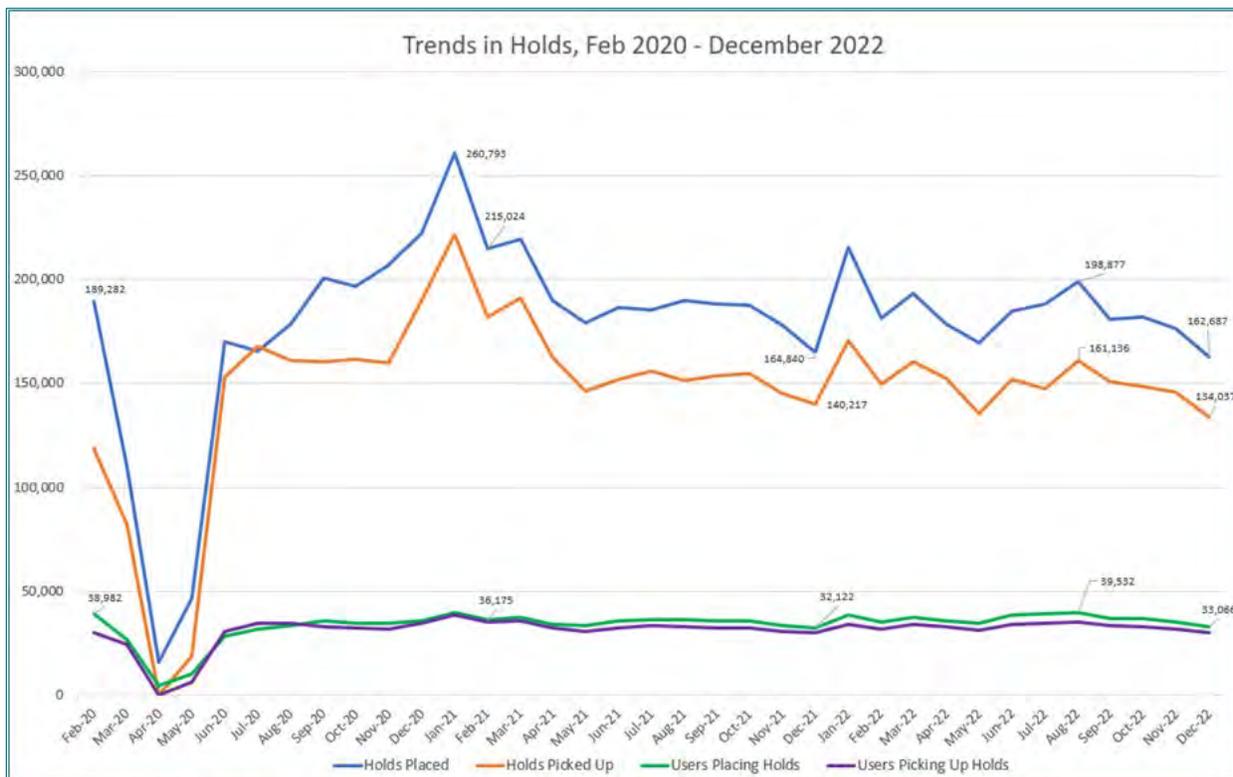


During the six-month period, 516,923 holds were placed and filled in Aspen, compared to 79,075 for BLUEcloud Mobile and 84,989 for WorkFlows. Over 75% of holds placed and filled, during this time period, were placed in Aspen.



Holds Placement & Pick-up

Number of patrons placing holds remained over 33,000 with an expected seasonal drop that continued into December. December 2022 vs December 2021 did show a decrease in number of patrons placing holds, as well as number of holds placed and picked-up.

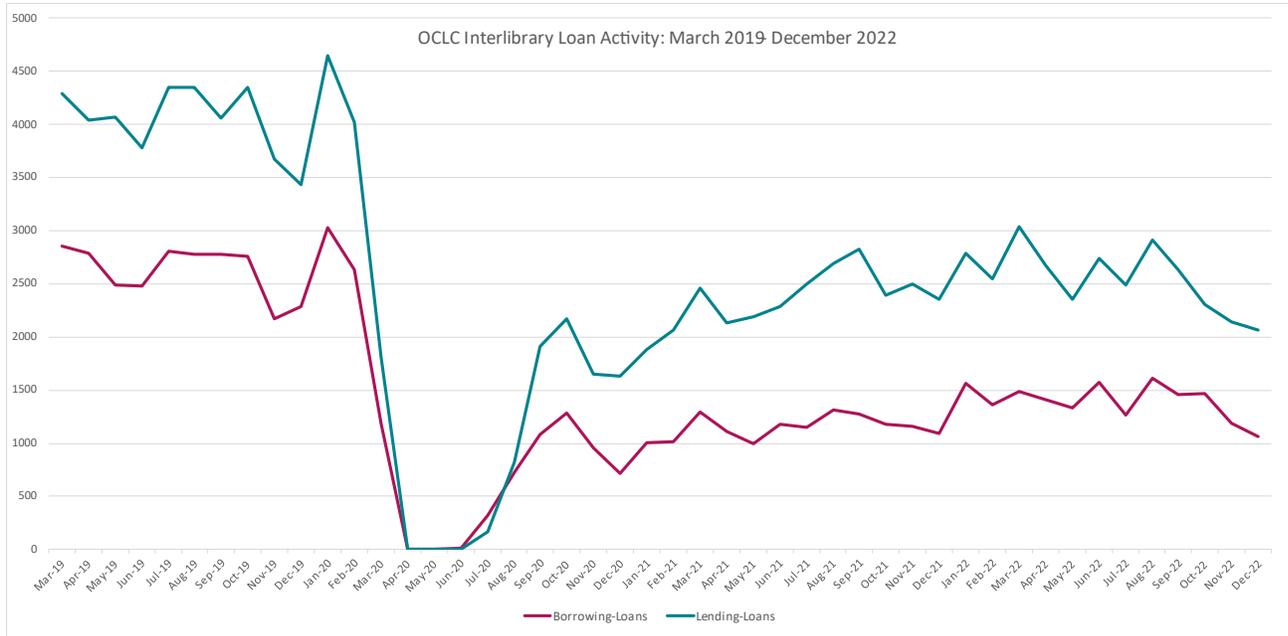


Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 99,795 in December. Non-SWAN reciprocal borrowing included include 16,850 checkouts.

OCLC Worldwide Resource Sharing

Our combined OCLC interlibrary loan statistics show that SWAN continues to be a net lender, lending 1.9 items for each item borrowed.



Online Public Catalog - Aspen

Patron Use Report updates

On July 1, 2023 Google will no longer support Universal Analytics, which powers much of our patron use report data for Aspen. As of January 2023, we have transitioned to Google Analytics 4 to track insights into patron catalog usage. This is the last month that we will provide catalog statistics using the Universal Analytics data so we can provide a complete year of data.

Top 25 Searches in Aspen (December 2022)

- | | | |
|-------------------------|----------------------------|--------------------------|
| 1. colleen hoover | 9. spare | 18. the seven husbands |
| 2. lessons in chemistry | 10. where the crawdads | of evelyn hugo |
| 3. christmas | 11. sing | 19. nintendo switch |
| 4. verity | 12. elf | 20. knives out |
| 5. it ends with us | 13. a world of curiosities | 21. the maid |
| 6. louise penny | 14. diary of a wimpy kid | 22. binge box |
| 7. tomorrow, and | 15. avatar | 23. mad honey |
| tomorrow, and | 16. home alone | 24. it starts with us |
| tomorrow | 17. harry potter | 25. the midnight library |
| 8. atomic habits | 17. consumer reports | |

Top 25 Searches in Aspen (2022 year)

- | | | |
|----------------------------------|---|-----------------------------------|
| 1. colleen hoover | 8. the seven husbands
of evelyn hugo | 17. ugly love |
| 2. it ends with us | 9. wings of fire | 18. coda |
| 3. where the crawdads
sing | 10. the midnight library | 19. atomic habits |
| 4. verity | 11. diary of a wimpy kid | 20. pokemon |
| 5. the summer i turned
pretty | 12. the silent patient | 21. the maid |
| 6. harry potter | 13. book lovers | 22. nintendo switch |
| 7. lessons in chemistry | 14. consumer reports | 23. dune |
| | 15. minecraft | 24. people we meet on
vacation |
| | 16. heartstopper | 25. the lincoln highway |

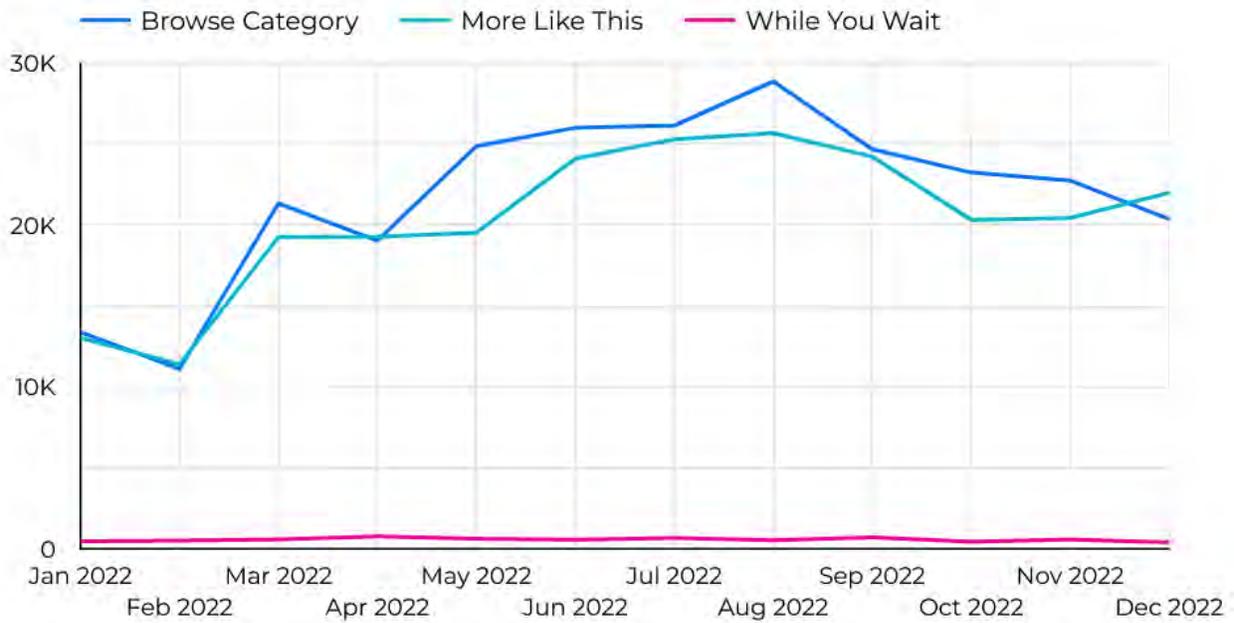
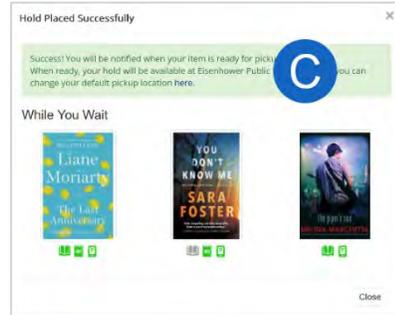
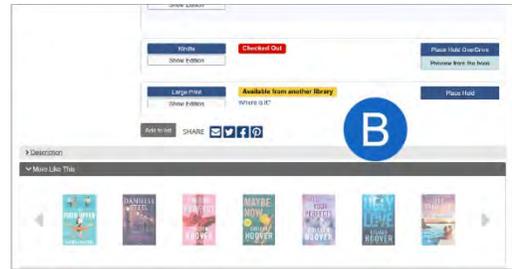
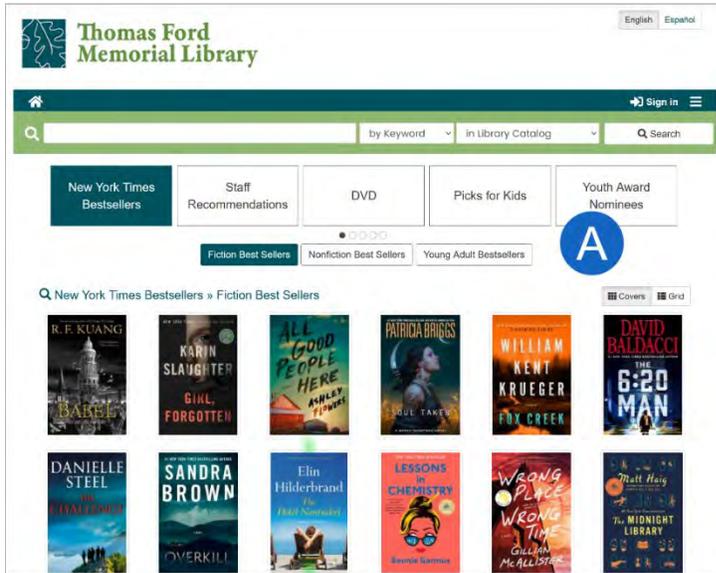
Results Pageviews in Aspen

Searches in Aspen rose steadily as more libraries went live throughout the year (all libraries were live May 2022).



Usage of Recommendations

Browse categories appear on the home page and they are generated by library staff (A). “More Like This” are auto-generated by Syndetics and appear on a grouped work or record detail page (B). “While You Wait” are auto-generated by Aspen, and appear when you place a hold or view your holds and checkouts (C). This data measures clicks on title recommendations presented to patrons.



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Thursday, July 1, 2021		SWAN FY21 Budget goes into effect.
Friday, July 23, 2021	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation.
Friday, August 20, 2021	Regular SWAN Board Meeting	Decision if meeting will meet a quorum
Friday, August 20, 2021	SWAN Expo	CANCELLED Annual conference at Moraine Valley Community College
Thursday, September 2, 2021	Quarterly	Introduce new SWAN Board members
Wednesday, September 15, 2021		RAILS LLSAP Funding application due
Friday, September 17, 2021	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
October		RAILS reviews LLSAP grant applications and determines awards
Friday, October 22, 2021	Regular SWAN Board Meeting	Aaron begins work on FY23 budget, brings questions to SWAN Board if needed.
Wednesday, November 17, 2021	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 19, 2021	Regular SWAN Board Meeting (Glen Ellyn)	Board accepts FY21 audit.
		Aaron to bring FY23 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2022 calendar.
Thursday, December 2, 2021	Quarterly	Announce FY23 Budget Process
Friday, December 17, 2021	Regular SWAN Board Meeting (Glen Ellyn)	Review of FY23 Budget Draft.
		Approve FY23 LLSAP grant agreement
Thursday, January 13, 2022	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
Friday, January 21, 2022	Regular SWAN Board Meeting (La Grange)	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review. Review 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

DATE	MEETING TYPE	ACTION ITEMS
March 2022 (TBD)	Personnel Committee [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 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 (Bloomingtondale)	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 (Bloomingtondale)	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY24 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Thursday, June 30, 2022		OCLC State-wide Group Services Agreement Ends
Friday, July 1, 2022		SWAN FY23 Budget goes into effect
		FY23 RAILS LLSAP grant payments and in-kind services begin
Friday, July 15, 2022	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation.
Sunday, July 31, 2022		FY23 LLSAP Grant semiannual report due to RAILS
Friday, August 19, 2022	SWAN Expo	Annual conference at Moraine Valley Community College
Friday, August 19, 2022	Regular SWAN Board Meeting	If needed
Thursday, September 1, 2022	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 16, 2022	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 21, 2022	Regular SWAN Board Meeting	Aaron begins work on FY24 budget, brings questions to SWAN Board if needed.
Friday, November 18, 2022	Regular SWAN Board Meeting	Board accepts FY22 audit.
		Aaron to bring FY24 Budget draft; Board discuss Fees and determines next steps
		Set Board approves meeting dates for 2023 calendar
Thursday, December 1, 2022	SWAN Quarterly Meeting	
Friday, December 16, 2022	Regular SWAN Board Meeting	Review of FY24 Budget Draft. Approve FY24 LLSAP grant agreement
January 2023 (TBD)	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
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.
Tuesday, January 31, 2023		FY24 LLSAP Grant agreement due to RAILS
February 2023 (TBD)	SWAN Committee of the Whole Meeting	Meeting to discuss FY24 budget, fees, and reserves worksheet.

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, February 17, 2023	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 2, 2023	SWAN Quarterly Meeting	Approval vote on FY24 budget
Friday, March 17, 2023	Regular SWAN Board Meeting	Ratify budget. Determine if Personnel Committee meeting is needed.
Friday, April 21, 2023	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 19, 2023	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 1, 2023	SWAN Quarterly Meeting	
Friday, June 16, 2023	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts

October 21, 2022

Aaron Skog
SWAN
800 Quail Ridge Drive,
Westmont, IL 60559

Dear Aaron,

I am delighted to inform you that SWAN's application for a RAILS LLSAP Support Grant for FY2024 has been approved.

The following services will continue for the period of July 1, 2023-June 30, 2024:

- Core services:
 - Prospective new members eligible to apply for Catalog Membership Grants
 - Use of RAILS meeting rooms and other public work and collaboration spaces
 - Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data
 - Opportunities for communication and collaboration among LLSAPs
- Optional services:
 - Delivery to LLSAP headquarters (two days per week)

The total amount of your support allocation, as detailed in the attached summary, is \$499,888. The total estimated FY2024 cost of providing delivery service to your headquarters two days per week is \$1,500, or \$15 per stop. This estimated cost is deducted from your total allocation, resulting in a net financial award of \$498,388. This award is contingent on the availability of state funding, and will be distributed in quarterly payments beginning on July 1, 2023. We will follow up with a grant agreement shortly.

Your reporting requirement for FY2024 will be an annual report directly to RAILS, due on July 31, 2024. We will provide a template. If necessary, RAILS may request additional information of you throughout the year.

If you have any questions, please reach out to Anne Slaughter, RAILS Director of Technology Services, at anne.slaughter@railslibraries.info or 630-734-5127. Thank you for your commitment to resource sharing in Illinois libraries, and the excellent service you provide to your member libraries. We are pleased to partner with you in these efforts.

Sincerely,



Deirdre Brennan, RAILS Executive Director

cc: Anne Slaughter, RAILS Director of Technology Services
Monica Harris, RAILS Associate Executive Director

LLSAP Support Grant FY24

SWAN ILL/RB Fact Sheet

LLSAP	Grant Yr	Report Yr	ILL	RB	Total	Rolling 3 yr Avg	Rolling 3 yr Avg % Chg*
SWAN	2019	2017	1,143,112	1,369,080	2,512,192		
SWAN	2020	2018	1,494,458	2,087,032	3,581,490	2,973,539	
SWAN	2021	2019	1,578,467	3,385,410	4,963,877	3,685,853	+24%
SWAN	2022	2020	1,093,739	1,205,915	2,299,654	3,615,007	-2%
SWAN	2023	2021	1,299,075	679,683	1,978,758	3,080,763	-15%
SWAN	2024	2022	1,104,560	628,911	1,733,471	2,003,961	-35%

- SWAN ILL/RB transactions have decreased 65% since 2019
 - 30% decrease in ILL
 - 81% decrease in RB

- SWAN percent of total LLSAP ILL/RB transactions in the past four years
 - FY19 => 41.9%
 - FY20 => 30.9%
 - FY21 => 25.6%
 - FY22 => 22.0%

- Total ILL/RB 3-year rolling average in the past four years
 - FY19 => 37.6% (\$54,435 using old formula)
 - FY20 => 38.0% for \$148,288
 - FY21 => 34.2% for \$134,991
 - FY22 => 26.1% for \$104,304
 - *Note rolling 3-year average percent change in the table above

- FY24 Formula Fallout
 - **\$30,686 (22.73%) decrease** in the ILL/RB metric allocation
 - Total allocation decreased from \$527,380.90 in FY23 to \$499,228.77 in FY24
 - **\$28,152 (5.34%) decrease** in total Support Grant allocation
 - CE/Pop metric **increased \$218 (0.13%)**
 - AF/OE metric **increased \$2,613 (1.35%)**
 - ILL/RB metric **decreased \$30,686 (-22.73%)**
 - Multi-type **decreased \$297 (-1.00%)**

Appendix C: FY2024 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,093	\$2,320	\$1,546	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
Total	97	96	97	97	387

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
Total	80	80	79	80	319

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
Total	23,055,114	100.0%

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
Total	\$400,000

Multi-type (Nonpublic) Membership Bonus

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
Total	10.5%	85.0%	4.5%	100.0%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
Total	\$42,000	\$340,000	\$18,000	\$400,000

RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS"), a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: monica.harris@railslibraries.info Attention to: Monica Harris, Interim Executive Director

Grantee: SWAN.

Street Address: 800 Quail Ridge Drive City/State/Zip: Westmont, IL 60559

Email Address: aaron@swanlibraries.net Attention to: Aaron Skog

Grant Amount: Total Allocation	\$499,888
Estimated cost of RAILS services	\$1,500
Financial support	\$498,388

Effective Date: July 1, 2023 Termination Date: June 30, 2024

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2024. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

Article 7: Liability.

A. Indemnity. The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

B. Defense Expense. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

C. Limited Liability. RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System (“ILS”) is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party’s reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee’s

knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance

Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties

RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability

The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors

This Agreement shall be binding upon successors of the Parties.

Article 19: Authority

Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts

This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE

ATTEST

Signature: _____

Printed Name: _____

Title: President or Director

Secretary

Date: _____

Date: _____

RAILS

Signature: _____

Printed Name: Monica Harris

Title: Interim Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms

1. RAILS shall provide use of meeting rooms and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

Communication and Collaboration

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services

Cost-recovery expenses will be deducted from Grantee's total support allocation.

Delivery Services to LLSAP Facility

1. RAILS shall provide delivery service two days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, etc., if delivery times are outside of LLSAP's normal business hours.

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
 - a. Ensure the ability of all LLSAPs to meet the needs of their members.
 - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
 - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
 - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
 - a. Providing statistics to support delivery improvements
 - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
 - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

Appendix C: FY2024 RAILS LLSAP Support Grant - Financial Support Allocations

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
Total	\$2,250,000	100%

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
Total	97	96	97	97	387

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
Total	80	80	79	80	319

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
Total	23,055,114	100.0%

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
Total	\$400,000

Multi-type (Nonpublic) Membership Bonus

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
Total	10.5%	85.0%	4.5%	100.0%

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
Total	\$42,000	\$340,000	\$18,000	\$400,000

Appendix D – COST

RAILS Service	RAILS Budgeted Cost
Delivery services to LLSAP facility	\$1,500

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$498,388 to Grantee in FY2024. This represents the Grantee’s total support allocation (Appendix C), less the budgeted cost of the RAILS service(s) listed above.

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5210	Vehicle repairs and maintenance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5220	Vehicle insurance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5230	Vehicle leasing and rent	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5240	Other vehicle expenses	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
5280	Continuing education & meetings/other	X		
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X		
5320	Office supplies	X		
5330	Postage	X		
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies	X		
5380	Telephone (includes data, fax, and cell phones)	X		
5390	Equipment rental	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X		
5435	Payroll service fees	X		
5440	Contractual staff	X		
5450	Information services costs	X		
5460	Agreements with systems, members, others	X		
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts.

SWAN Budget Information & Guidelines

Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Introduction

The SWAN budget is introduced to the SWAN Board at its November meeting, with scheduled input from library directors at a February Committee of the Whole meeting, and concluding with a membership approval at the March SWAN Quarterly meeting.

Budget Highlights

Addition of MessageBee

The addition of MessageBee as the service to enhance notifications for all 100 member libraries is included in this budget. The MessageBee proposal was presented to membership in September 2022, as well as several virtual presentations that followed. It was approved for implementation at the December 2022 membership meeting. This budget continues the service with it fully implemented for all 100 libraries. We are excited to have MessageBee as an important component of the library services platform which SWAN provides.

Improvements in Hosting & Security

This budget reflects changes to SWAN infrastructure, with a goal to improved security and performance. The budget expenses have shifted Aspen Discovery from a self-hosted environment to one supported by ByWater Solutions, as well as SWAN's Support website now residing in Pantheon hosting instead of SWAN's self-hosted environment in Azure. These vendor provided and supported environments offer improved performance and resolution of issues, as well as shifting the burden and liability of information security and hardening of servers to our preferred contracted vendors, away from SWAN. Much of this work was completed in the prior year, and this budget reduces or eliminates expenses associated with the prior self-hosting, but adds the new hosting expense.

Addition of Addison Public Library

SWAN still needs to take the step to approve the addition of Addison Public Library to the consortium. This budget, however, includes the addition of the library from a revenue and expense standpoint. The one-time costs for data migration and set-up fees will be offset by a RAILS funding grant. The addition of Addison Public Library will bring 6 months of membership fee revenue to the consortia to this budget, which more than offsets expenses associated with the additional licensing of software and services.

Revenue



Membership Fees

4010 SWAN Full Membership Fees \$3,047,772

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. Membership fee revenue includes 6 months of payments made by Addison Public Library totalling \$35,183.50. SWAN's FY24 membership fees are based on the 2020 tax year, and based on the variations of the tax revenue and debt service per library, fees will fluctuate, but overall the membership fee budget line increases 1.5% from last year.

4011 SWAN Internet Access Membership Fees \$3,700

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

Membership Reimbursements

4110 Member One-Time Project Receipts \$0

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

4190 Member Group Purchase Receipts \$443,223

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 4. Additional group purchases are ongoing with renewals with Envisionware for self-check software. The group-purchase of Curbside Communicator was discontinued.

Reimbursement for Losses

4220 Reimbursement Losses for Resource Sharing \$63,000

Revenue associated with reimbursement for ILL or reciprocal borrowing with libraries outside of the SWAN consortium, e.g. Chicago Public Library.

4230 Collection Agency Fees \$0

SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices. This budget no longer includes the revenue.

4240 E-commerce transactions \$45,680

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

Grant Revenue

4310 RAILS Support to SWAN \$498,388

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by \$28,933 to a total of \$498,388 for this budget year. The funding from RAILS is based on a formula which divides a grant \$2.25 million between six entities known as LLSAPs.

4320 Other Grant Revenue \$16,624

Revenue received as part of the addition of a new library to SWAN will be recorded in this budget line. This year's budget includes the addition of Addison Public Library that has one-time costs paid through the RAILS Catalog grant.

Registration & Event Receipts

4499 Annual Conference Receipts \$3,400

Any revenue collected as part of the SWAN Expo are recorded in this budget line. This includes vendor table fees or libraries invoices for the event to offset event catering. This budget includes the annual conference event.

Investment & Interest

4510 Interest Income \$20,800

SWAN interest income is generated from a Money Market account with interest rates adjusting based on financial markets. The rates over the past year have been steadily increasing, and this budget anticipates a higher yield than last year's budget.

4520 Investment Income \$0

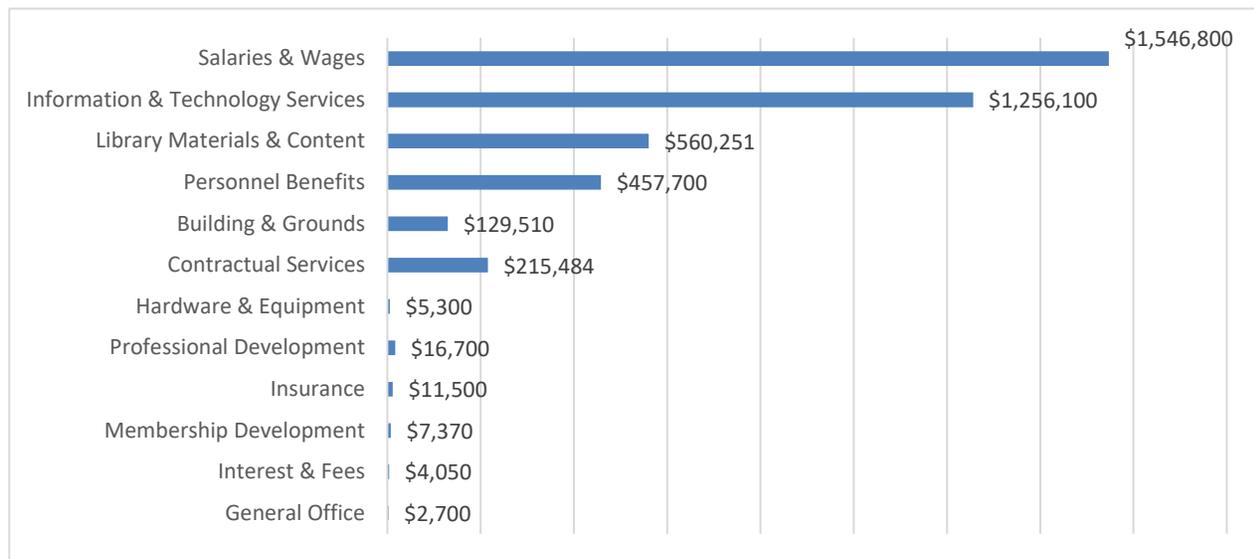
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600 Reserve Fund Transfer \$73,800

The reserve fund for SWAN is tracked on the monthly finance report as unrestricted funds. The use of the excess operating fund is recommended for one-time expenses for the consortia, such as the addition of a new service that has one-time setup fees. This budget plans for consulting for SWAN's next strategic plan, as well as contracted company assistance for SWAN's support and public websites that are reaching end-of-life on their existing Drupal platform.

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,546,800

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. This is the 5th year that this budget line has not increased.

Personnel Benefits

5021 Social Security Taxes \$118,400

Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). The lower expense is due to position attrition.

5022 State Unemployment Insurance \$0

Organization pays unemployment directly should it be required.

5023 Worker's Compensation \$4,500

Organization insurance provided by insurance vendor.

5024 Retirement Benefits \$140,900

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

5025 Health, Dental, Life And Disability Insurance \$192,400

Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY23 rates from LIMRiCC have increased with the second year renewal with Aetna. However, this budget reflects a reduction due to changes with employee benefit selections.

5026 Tuition Reimbursements \$1,100

Tuition reimbursement benefit for employees.

5085 Staff Wellness \$400

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

Building & Grounds

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

5110 Rent/Lease \$117,300

SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY24. The lease will end November 2024.

5120 Utilities \$6,700

Facility electricity and natural gas expenses are recorded in this line. Based on actual expenses in 2022, this expense has a slight increase.

5130 Property Insurance \$650

Property and flood insurance covers office space furniture and equipment.

5140 Repairs & Maintenance \$860

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

5150 Custodial Service & Supplies \$4,000

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

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

Professional Development

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

5210 Conference Travel \$6,000
SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. There is planned conference travel in this 'budget.

5220 Staff Meetings \$900
Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.

5230 Staff Professional Development \$4,000
SWAN employees participate in presentations at ILA, ALA, COSUGI and other professional organization events. Attending the annual COSUGI conference is a must for SWAN staff as it allows the organization to plan for upcoming library software features and functions.

5240 Professional Association Membership Dues \$2,500
SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual

5250 Educational Material \$800
This budget reduces some of the online learning expenses for employees.

5260 Online Learning \$2,500
SWAN employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

Membership Development

This budget category focuses on providing professional development for the member libraries within SWAN. This includes SWAN staff consulting, leading meetings, and facilitating membership networking events.

5310 Travel Reimbursement \$800

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

5320 Membership Meetings \$0

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

5330 Library Professional Development \$6,570

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Expenses include Articulate Storyline, and Inquisiq, which are components of SWAN's Learning Management System. These expenses prior to FY23 were in the 5470 budget line for application software.

5350 Marketing & Promotional Material \$0

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

5399 Annual Conference \$0

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

Information & Technology Services

This budget category includes technology expenses related to SWAN's resource sharing platform. The platform includes expenses related to the technology required to run the platform for library content within the consortium.

5420 Application Software Licensing \$18,000

Expenses related to SWAN's support software application include employee tools to create videos, deploy client software, design presentations, run meetings, and create instructional material. Vendor licensing includes: Formsite (webform software subscription), SurveyMonkey (for ongoing usability Input), MailChimp for e-newsletter, Adobe Acrobat, Adobe Creative Suite, Asana, Axure RP 8 Perpetual Pro License, Storyblocks, LastPass, Microsoft Office O365, Microsoft Visio Pro O365, Panda Virus Protection & Patch Management, and MSI Package Installer.

5430 Server Software Licensing \$105,200

Expenses related to SWAN’s support infrastructure including SSL Certificates for SWAN, domain subscription, SonicWALL Security licensing and subscription, Microsoft Active Directory, Microsoft Azure, and Microsoft Server licenses. This budget includes shift in expenses for SWAN hosting Aspen in Microsoft Azure as that service is migrated to ByWater Solutions hosting. The server licensing expenses related to SWAN’s library services platform to run SirsiDynix Symphony and test systems. The membership virtual private network utilizing SonicWALL is supported through a group purchase of 100 nodes at \$12,155 annually for FY22 to keep SonicWALL appliances on the most current version of the software.

5440 Library Services Platform \$1,003,600

The heart of SWAN’s resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY24, SirsiDynix expenses are budgeted for \$443,095, OCLC at \$293,150, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$179,599 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is \$85,000. SirsiDynix expenses no longer include a \$13,000 package for text notifications. SWAN's SirsiDynix agreement sets a 1.9% escalation for the May 1, 2023 renewal. OCLC expenses for this budget are based on the prior year's total invoice and anticipates a 4% escalation. EBSCO expenses for OpenAthens and Discovery Service continue through FY25 with escalations capped at 2% and 1% respectively. ByWater Solutions support will enter the final year of a three-year agreement, which set annual maintenance with no escalations.

5450 Data Management Services \$33,000

Expenses related to maintaining bibliographic and user data within the SWAN library services platform. This includes software provided to cataloging libraries to maintain bibliographic standards of the consortium. Vendors expenses include: ALA RDA Toolkit for Cataloging Libraries, WebDewey (OCLC negotiated directly with SWAN), MARCIVE (ongoing authority updates), The MARC of Quality (TMQ), and Unique Management Services National Change of Address (NCOA) patron database update expense at \$13,000 annually.

5460 Information Subscription Service \$75,000

SWAN’s discovery platform includes multiple add-on services to add cover artwork and reading recommendations. Vendor expenses include: ProQuest Syndetic Solutions (book jackets, enhanced content), EBSCO Novelist Select (reviews content). The addition of three libraries to SWAN increased Novelist Select licensing.

5470 Subscription Support Services \$6,800

SWAN’s support platform includes virtual meeting hosting for all governance and user groups, remote desktop assistance to library staff, and remote monitoring of systems for SWAN on-call staff. Expenses associated with this budget line include: Zoom virtual meeting platform, StatusCake (for site monitoring and alerting SWAN staff to outages), and the volume email service through SendGrid (patron notification plus library notification).

5480 Telecommunications \$14,500

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

5490 Group Purchases - Services \$600

SWAN will periodically arrange a software group purchase. Those expenses are recorded here if libraries are invoiced back for the expense, which would be recorded as revenue in the budget line 4190. The budget is supporting an ongoing Envisionware software group purchase for a self-check system, which has annual maintenance for support.

General Office

This category is primarily the expenses associated with running the organization's headquarters at 800 Quail Ridge Drive.

5510 Office Supplies \$2,200

Expenses associated with routine office work including paper, staff supplies, and anything costing less than \$5,000.

5520 Postage \$500

Expenses associated with shipping printed material are recorded in this line. SWAN staff make best attempts to control shipping costs through bringing printed material to membership events.

5550 Furniture \$0

If SWAN needs to add any training or collaboration furniture for the facility conference room or work areas, this is the budget and expense is recorded.

5599 Annual Conference Supplies \$0

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo will take place this fiscal year.

Hardware & Equipment

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

5610 Equipment Rental/Maintenance \$0

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

5620 Hardware \$4,200

Expenses for this budget related to SWAN staff computer equipment, including repair and replacement.

5860 Notification & Collection \$92,200

This budget includes the new service for all 100 member libraries to have email and SMS messages enhanced and sent through the MessageBee service provided by Unique Management at an annual cost of \$76,686. All 100 library notifications sent via automated phone calls are also provided through MessageBee at \$9,000 annually. SWAN has also contracted with a Unique Management to print all user notices at \$5,560 annually.

5870 Recruitment \$0

Costs for personnel search, advertising of an open position at SWAN.

5899 Annual Conference Facility Contract \$8,900

SWAN Expo at Moraine Valley Community College Business and Conference Center has a one-day cost for the location plus food provided for the event. This budget has included the facility rental at the Business and Conference Center, but reduced the number of room space required.

Library Materials & Content

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

5910 Print Materials \$300

This line is intended to supplement print collections supplied to member libraries.

5920 Reimbursement for Resource Sharing \$63,000

Expenses related to the SWAN member libraries centralized reimbursement of unreturned material. The expenses in this line are offset by revenue in the 4220 Reimbursement Losses for Resource Sharing line.

5930 Group Purchases - Content \$0

This line's purpose is for online content provided to all libraries as part of SWAN's membership fees. It may include eBook content, online databases subscriptions, or other e-content.

5940 E-commerce payment transactions \$45,680

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

5990 Group Purchases - Electronic Resources \$451,271

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY24. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010 Bank Fees \$3,700

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

6020 Merchant Account Fees \$50

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

6030 Interest Payment \$0

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

6099 Annual Conference Merchant Fees \$300

Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line.

Asset Management

6110 Depreciation \$2,322

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

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

6130 Vacation Expense \$0

Per GASB, Vacation Expense is the account created to segregate the amount of the expense incurred by SWAN for the current years' addition or subtraction to the balance of earned but unused staff vacation time. This expense from budget in prior years was deemed no longer required for SWAN.

SWAN Budget Summary

SWAN Budget	FY23 Budget	FY24 Budget	Change
4000 Membership Fees	\$3,003,359	\$3,051,472	\$48,113
4100 Membership Reimbursements	\$445,686	\$443,223	(\$2,463)
4200 Reimbursement for Losses	\$120,000	\$108,680	(\$11,320)
4300 Grant Revenue	\$527,381	\$515,012	(\$12,369)
4400 Registration & Event Receipts	\$12,000	\$3,400	(\$8,600)
4500 Investment & Interest	\$1,000	\$20,800	\$19,800
4600 Reserve Fund Transfer	\$0	\$73,800	\$73,800
Total Revenue	\$4,109,426	\$4,216,387	\$106,961
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0
5020 Personnel Benefits	\$494,900	\$457,700	(\$37,200)
5100 Building & Grounds	\$124,270	\$129,510	\$5,240
5200 Professional Development	\$20,000	\$16,700	(\$3,300)
5300 Membership Development	\$10,600	\$7,370	(\$3,230)
5400 Information & Technology Services	\$1,232,700	\$1,256,100	\$23,400
5500 General Office	\$2,100	\$2,700	\$600
5600 Hardware & Equipment	\$55,800	\$5,300	(\$50,500)
5700 Insurance	\$11,100	\$11,500	\$400
5800 Contractual Services	\$144,300	\$215,484	\$71,184
5900 Library Materials & Content	\$564,006	\$560,251	(\$3,755)
6000 Interest & Fees	\$5,050	\$4,050	(\$1,000)
Total Operating Expenses	\$4,211,626	\$4,213,465	\$1,839
6100 Asset Management	\$3,607	\$2,322	(\$1,285)
Excess of revenues over (under) estimated expenses	\$0	\$0	

Revenue & Expense Budget		FY23 Budget	FY24 Budget
Revenue			
4000	Membership Fees		
4010	SWAN Full Membership Fees	\$2,999,659	\$3,047,772
4011	SWAN Internet Access Membership Fees	\$3,700	\$3,700
4100	Membership Reimbursements		
4110	Member One-Time Project Receipts	\$0	\$0
4190	Member Group Purchase Receipts	\$445,686	\$443,223
4200	Reimbursement for Losses		
4220	Reimbursement Losses for Resource Sharing	\$50,000	\$63,000
4230	Collection Agency Fees	\$0	\$0
4240	E-commerce transactions	\$70,000	\$45,680
4300	Grant Revenue		
4310	RAILS Support to SWAN	\$527,381	\$498,388
4320	Other Grant Revenue	\$0	\$16,624
4400	Registration & Event Receipts		
4499	Annual Conference Receipts	\$12,000	\$3,400
4500	Investment & Interest		
4510	Interest Income	\$1,000	\$20,800
4520	Investment Income	\$0	\$0
4600	Reserve Fund Transfer	\$34,000	\$73,800
Total Revenue		\$4,143,426	\$4,216,387

Expenses			
5000	Salaries & Wages	\$1,546,800	\$1,546,800
5020	Personnel Benefits		
5021	Social Security Taxes	\$118,400	\$118,400
5022	State Unemployment Insurance	-	\$0
5023	Worker's Compensation	\$3,900	\$4,500
5024	Retirement Benefits	\$140,900	\$140,900
5025	Health, Dental, Life And Disability Insurance	\$228,800	\$192,400
5026	Tuition Reimbursements	\$2,500	\$1,100
5085	Staff Wellness	\$400	\$400
5100	Building & Grounds		
5110	Rent/Lease	\$113,160	\$117,300
5120	Utilities	\$5,700	\$6,700
5130	Property Insurance	\$650	\$650

Revenue & Expense Budget		FY23 Budget	FY24 Budget
5140	Repairs & Maintenance	\$1,560	\$860
5150	Custodial Service & Supplies	\$3,200	\$4,000
5190	Other Building Maintenance	\$0	\$0
5200	Professional Development		
5210	Conference Travel	\$6,000	\$6,000
5220	Staff Meetings	\$400	\$900
5230	Staff Professional Development	\$6,800	\$4,000
5240	Professional Association Membership Dues	\$2,500	\$2,500
5250	Educational Material	\$800	\$800
5260	Online Learning	\$3,500	\$2,500
5300	Membership Development		
5310	Travel Reimbursement	\$1,400	\$800
5320	Membership Meetings	\$0	\$0
5330	Library Professional Development	\$6,700	\$6,570
5350	Marketing & Promotional Material	\$0	\$0
5399	Annual Conference	\$2,500	\$0
5400	Information & Technology Services		
5420	Application Software Licensing	\$20,600	\$18,000
5430	Server Software Licensing	\$96,600	\$105,200
5440	Library Services Platform	\$985,700	\$1,003,600
5450	Data Management Services	\$30,500	\$33,000
5460	Information Subscription Service	\$77,100	\$75,000
5470	Subscription Support Services	\$7,700	\$6,800
5480	Telecommunications	\$14,500	\$14,500
5490	Group Purchases - Services	\$5,900.00	\$600
5500	General Office		
5510	Office Supplies	\$1,500	\$2,200
5520	Postage	\$600	\$500
5550	Furniture	\$0	\$0
5599	Annual Conference Supplies		
5600	Hardware & Equipment		
5610	Equipment Rental/Maintenance	\$3,700	\$0
5620	Hardware	\$40,000	\$4,200
5690	Group Purchases - Hardware	\$12,100	\$1,100
5700	Insurance	\$11,100	\$11,500
5800	Contractual Services		
5810	Legal	\$1,500	
5820	Accounting	\$18,900	\$19,160
5830	Consulting	\$19,200	\$75,000
5840	Payroll Service Fees	\$3,600	\$3,600
5850	Contractual Agreements	\$0	\$16,624

Revenue & Expense Budget		FY23 Budget	FY24 Budget
5860	Notification & Collection	\$92,200	\$92,200
5870	Recruitment	\$0	\$0
5899	Annual Conference Facility Contract	\$8,900	\$8,900
5900	Library Materials & Content		
5910	Print Materials	\$5,000	\$300
5920	Reimbursement for Resource Sharing	\$50,000	\$63,000
5930	Group Purchases - Content	\$10,000	\$0
5940	E-commerce payment transactions	\$70,000	\$45,680
5990	Group Purchases - Electronic Resources	\$429,006	\$451,271
6000	Interest & Fees		
6010	Bank Fees	\$4,700	\$3,700
6020	Merchant Account Fees	\$50	\$50
6030	Interest Payment	\$0	\$0
6099	Annual Conference Merchant Fees	\$300	\$300
Subtotal Expenses		\$4,143,426	\$4,214,065
6100	Asset Management		
6110	Depreciation	\$3,607	\$2,322
6120	(Gain)/Loss on Asset Disposal		
6130	Vacation Expense		
Total Expenses		\$4,143,426	\$4,216,387
Total Revenue (from above)		\$4,143,426	\$4,216,387
Excess of revenues over (under) estimated expenses		\$0.00	\$0.00

SWAN Reserves Plan: Updated for FY24 Budget

Capital Expenditures (anything over \$5,000)	FY22	FY23	FY24	FY25	FY26
	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024	July 2023-June 2025	July 2023-June 2026
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,241,167	\$2,107,667	\$2,073,667	\$2,017,459	\$2,017,459
Reserves collected & Impact Fee	\$0	\$0	\$17,592	\$0	
Printer purchase		(\$34,000)			
Aspen Discovery Project	(\$85,000)				
Baker & Taylor Project	(\$5,000)				
Security audit	(\$43,500)				
Strategic planning consultant			(\$36,000)		
Website development consultant			(\$37,800)		
Funds for EMV commerce devices (chip & PIN)					
Funds for SWAN staff computer replacement					
Future ILS Migration Budget (\$465,740)					
Total	\$2,107,667	\$2,073,667	\$2,017,459	\$2,017,459	\$2,017,459
Maintain 4 months operating in reserve (policy)	(\$1,357,079)	(\$1,381,142)	(\$1,450,199)	(\$1,522,709)	(\$1,598,845)
Over/(Under) Reserve Policy	\$750,588	\$692,525	\$567,260	\$494,750	\$418,614
Operating Budget (5% increases each year after FY23)	\$4,071,238	\$4,143,426	\$4,350,597.30	\$4,568,127.17	\$4,796,533.52
Months operating in reserve	6.21	6.01	5.56	5.30	5.05

* Infrastructure-as-a-Service (IaaS) is the recommended direction for SWAN for its future servers. IaaS is a subscription that will be an expense in the operating budget. The result is there is no server hardware purchased, therefore no need to budget as a capital expenditure.

Chart 1: SWAN Membership Fees
Fiscal Year 2024: July 1, 2023 - June 30, 2024
Draft for SWAN Board January 20, 2023

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Acorn Public Library District	\$ 29,240	(\$5,246)	\$ 23,994	\$ 23,208	\$786
Alsip-Merrionette Park Public Library District	\$ 40,432	(\$5,246)	\$ 35,186	\$ 35,038	\$148
Batavia Public Library District	\$ 61,349	(\$5,246)	\$ 56,103	\$ 47,752	\$8,351
Bedford Park Public Library District	\$ 32,780	(\$5,246)	\$ 27,534	\$ 26,518	\$1,016
Beecher Community Library District	\$ 21,424	(\$5,246)	\$ 16,178	\$ 15,715	\$463
Bellwood Public Library	\$ 34,645	(\$5,246)	\$ 29,399	\$ 29,256	\$143
Bensenville Community Public Library District	\$ 34,279	(\$5,246)	\$ 29,033	\$ 28,258	\$775
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 22,419	(\$5,246)	\$ 17,173	\$ 16,520	\$653
Berwyn Public Library	\$ 51,288	(\$5,246)	\$ 46,042	\$ 45,882	\$160
Bloomington Public Library	\$ 47,192	(\$5,246)	\$ 41,945	\$ 41,808	\$137
Blue Island Public Library	\$ 30,004	(\$5,246)	\$ 24,757	\$ 24,324	\$433
Bridgeview Public Library	\$ 29,055	(\$5,246)	\$ 23,809	\$ 23,448	\$361
Broadview Public Library District	\$ 29,961	(\$5,246)	\$ 24,715	\$ 24,090	\$625
Calumet City Public Library	\$ 31,976	(\$5,246)	\$ 26,730	\$ 26,047	\$683
Calumet Park Public Library	\$ 19,970	(\$5,246)	\$ 14,724	\$ 14,256	\$468
Carol Stream Public Library	\$ 51,918	(\$5,246)	\$ 46,672	\$ 46,543	\$128
Chicago Heights Public Library	\$ 26,090	(\$5,246)	\$ 20,844	\$ 20,505	\$339
Chicago Ridge Public Library	\$ 31,800	(\$5,246)	\$ 26,554	\$ 26,280	\$274
Cicero Public Library	\$ 35,695	(\$5,246)	\$ 30,449	\$ 29,885	\$563
Clarendon Hills Public Library	\$ 26,166	(\$5,246)	\$ 20,920	\$ 20,332	\$587
Crestwood Public Library District	\$ 23,902	(\$5,246)	\$ 18,655	\$ 18,195	\$460
Crete Public Library District	\$ 35,950	(\$5,246)	\$ 30,704	\$ 30,071	\$633
Dolton Public Library District	\$ 27,379	(\$5,246)	\$ 22,133	\$ 23,148	(\$1,016)
Downers Grove Public Library	\$ 72,466	(\$5,246)	\$ 67,220	\$ 66,830	\$390
Eisenhower Public Library District	\$ 56,107	(\$5,246)	\$ 50,861	\$ 49,546	\$1,314
Elmwood Park Public Library	\$ 34,584	(\$5,246)	\$ 29,338	\$ 28,570	\$768
Evergreen Park Public Library	\$ 30,273	(\$5,246)	\$ 25,027	\$ 24,507	\$520
Flossmoor Public Library	\$ 31,793	(\$5,246)	\$ 26,546	\$ 26,009	\$538
Forest Park Public Library	\$ 37,100	(\$5,246)	\$ 31,854	\$ 31,160	\$694
Frankfort Public Library District	\$ 42,913	(\$5,246)	\$ 37,667	\$ 36,855	\$812
Franklin Park Public Library District	\$ 37,252	(\$5,246)	\$ 32,006	\$ 32,092	(\$87)
Geneva Public Library District	\$ 68,951	(\$5,246)	\$ 63,704	\$ 63,808	(\$103)
Glen Ellyn Public Library	\$ 62,656	(\$5,246)	\$ 57,410	\$ 54,044	\$3,365
Glenside Public Library District	\$ 50,374	(\$5,246)	\$ 45,127	\$ 44,226	\$902
Glenwood-Lynwood Public Library District	\$ 31,907	(\$5,246)	\$ 26,661	\$ 26,412	\$249
Grande Prairie Public Library District	\$ 32,674	(\$5,246)	\$ 27,428	\$ 27,174	\$253
Green Hills Public Library District	\$ 41,218	(\$5,246)	\$ 35,972	\$ 35,863	\$109
Harvey Public Library District	\$ 26,286	(\$5,246)	\$ 21,040	\$ 20,715	\$325
Hillside Public Library	\$ 31,970	(\$5,246)	\$ 26,724	\$ 25,482	\$1,242
Hinsdale Public Library	\$ 47,541	(\$5,246)	\$ 42,295	\$ 41,273	\$1,022
Hodgkins Public Library District	\$ 24,015	(\$5,246)	\$ 18,769	\$ 18,418	\$350
Homewood Public Library District	\$ 39,438	(\$5,246)	\$ 34,191	\$ 33,968	\$223
Indian Prairie Public Library District	\$ 55,628	(\$5,246)	\$ 50,382	\$ 49,335	\$1,047
Itasca Community Library	\$ 33,852	(\$5,246)	\$ 28,606	\$ 27,948	\$658
Justice Public Library District	\$ 21,368	(\$5,246)	\$ 16,122	\$ 15,742	\$380
Kaneville Public Library District	\$ 19,129	(\$5,246)	\$ 13,883	\$ 13,457	\$426
La Grange Public Library	\$ 43,273	(\$5,246)	\$ 38,027	\$ 36,938	\$1,089
LaGrange Park Public Library District	\$ 35,056	(\$5,246)	\$ 29,810	\$ 29,595	\$215
Lansing Public Library	\$ 42,552	(\$5,246)	\$ 37,306	\$ 35,454	\$1,853

Chart 1: SWAN Membership Fees
Fiscal Year 2024: July 1, 2023 - June 30, 2024
Draft for SWAN Board January 20, 2023

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Linda Sokol Francis Brookfield Library	\$ 41,227	(\$5,246)	\$ 35,981	\$ 35,175	\$806
Lyons Public Library	\$ 25,102	(\$5,246)	\$ 19,856	\$ 19,331	\$525
Markham Public Library	\$ 24,864	(\$5,246)	\$ 19,618	\$ 19,017	\$601
Matteson Area Public Library District	\$ 41,294	(\$5,246)	\$ 36,048	\$ 35,891	\$157
Maywood Public Library District	\$ 30,460	(\$5,246)	\$ 25,214	\$ 24,935	\$278
McCook Public Library District	\$ 22,465	(\$5,246)	\$ 17,219	\$ 16,894	\$325
Melrose Park Public Library	\$ 27,873	(\$5,246)	\$ 22,627	\$ 23,219	(\$592)
Messenger Public Library of North Aurora	\$ 36,459	(\$5,246)	\$ 31,212	\$ 30,532	\$680
Midlothian Public Library	\$ 31,341	(\$5,246)	\$ 26,095	\$ 24,967	\$1,128
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 21,244	(\$5,246)	\$ 15,998	\$ 15,073	\$925
National University of Health Sciences	\$ 11,000		\$ 11,000	\$ 11,000	\$0
North Riverside Public Library District	\$ 28,247	(\$5,246)	\$ 23,000	\$ 22,697	\$303
Northlake Public Library District	\$ 37,005	(\$5,246)	\$ 31,758	\$ 31,963	(\$204)
Oak Brook Public Library	\$ 28,687	(\$5,246)	\$ 23,441	\$ 22,195	\$1,246
Oak Lawn Public Library	\$ 68,152	(\$5,246)	\$ 62,905	\$ 66,263	(\$3,357)
Oak Park Public Library	\$ 101,473	(\$5,246)	\$ 96,227	\$ 104,951	(\$8,724)
Palos Heights Public Library	\$ 34,390	(\$5,246)	\$ 29,144	\$ 28,619	\$525
Palos Park Public Library	\$ 23,007	(\$5,246)	\$ 17,761	\$ 17,265	\$496
Park Forest Public Library	\$ 35,777	(\$5,246)	\$ 30,531	\$ 28,705	\$1,826
Prairie State College	\$ 21,000		\$ 21,000	\$ 21,000	\$0
Prairie Trails Public Library District	\$ 36,988	(\$5,246)	\$ 31,742	\$ 31,537	\$205
Richton Park Public Library District	\$ 27,090	(\$5,246)	\$ 21,844	\$ 21,516	\$328
River Forest Public Library	\$ 31,646	(\$5,246)	\$ 26,400	\$ 25,367	\$1,032
River Grove Public Library District	\$ 22,697	(\$5,246)	\$ 17,450	\$ 17,085	\$365
Riverdale Public Library District	\$ 22,600	(\$5,246)	\$ 17,354	\$ 16,988	\$366
Riverside Public Library	\$ 30,617	(\$5,246)	\$ 25,371	\$ 23,672	\$1,699
Roselle Public Library District	\$ 39,117	(\$5,246)	\$ 33,870	\$ 33,191	\$679
Schiller Park Public Library	\$ 29,548	(\$5,246)	\$ 24,301	\$ 23,219	\$1,082
South Holland Public Library	\$ 39,879	(\$5,246)	\$ 34,633	\$ 33,469	\$1,164
St Charles Public Library District	\$ 95,634	(\$5,246)	\$ 90,388	\$ 90,844	(\$457)
Steger-South Chicago Heights Public Library District	\$ 22,346	(\$5,246)	\$ 17,100	\$ 16,689	\$411
Stickney-Forest View Public Library District	\$ 28,914	(\$5,246)	\$ 23,668	\$ 23,399	\$269
Sugar Grove Public Library District	\$ 24,846	(\$5,246)	\$ 19,600	\$ 19,049	\$550
Summit Public Library District	\$ 21,603	(\$5,246)	\$ 16,356	\$ 15,995	\$362
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 33,069	(\$5,246)	\$ 27,823	\$ 26,834	\$989
Thornton Public Library	\$ 19,781	(\$5,246)	\$ 14,535	\$ 14,141	\$394
Tinley Park Public Library	\$ 73,078	(\$5,246)	\$ 67,831	\$ 67,112	\$719
Town and Country Public Library District	\$ 32,110	(\$5,246)	\$ 26,863	\$ 26,086	\$777
University Park Public Library District	\$ 23,853	(\$5,246)	\$ 18,606	\$ 18,324	\$283
Villa Park Public Library	\$ 40,599	(\$5,246)	\$ 35,353	\$ 34,063	\$1,289
Warrenville Public Library District	\$ 35,873	(\$5,246)	\$ 30,626	\$ 29,922	\$704
West Chicago Public Library District	\$ 41,263	(\$5,246)	\$ 36,017	\$ 34,935	\$1,083
Westchester Public Library	\$ 31,173	(\$5,246)	\$ 25,927	\$ 25,416	\$511
Westmont Public Library	\$ 38,010	(\$5,246)	\$ 32,764	\$ 32,041	\$723
William Leonard Public Library District	\$ 20,547	(\$5,246)	\$ 15,301	\$ 14,911	\$389
Wood Dale Public Library District	\$ 43,356	(\$5,246)	\$ 38,110	\$ 37,227	\$883
Woodridge Public Library	\$ 55,801	(\$5,246)	\$ 50,555	\$ 50,561	(\$7)
Worth Public Library District	\$ 26,047	(\$5,246)	\$ 20,800	\$ 20,473	\$328

Chart 2: Public Library County Tax Payments
 (Cook County tax amounts in yellow are from prior year)

Library Name	Cook County	DuPage County	Kane County	Will County	Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
	Treasurer Tax Year 2020						
Acorn Public Library District	\$1,193,910.46				\$1,193,910.46	(\$61,095.00)	\$1,132,815.46
Alsip-Merrionette Park Public Library District	\$2,876,777.65				\$2,876,777.65	(\$587,600.00)	\$2,289,177.65
Batavia Public Library District			\$4,450,320.62		\$4,450,320.62	\$0.00	\$4,450,320.62
Bedford Park Public Library District	\$1,498,557.55				\$1,498,557.55	\$0.00	\$1,498,557.55
Beecher Community Library District				\$325,254.21	\$325,254.21	\$0.00	\$325,254.21
Bellwood Public Library	\$1,691,236.69				\$1,691,236.69	\$0.00	\$1,691,236.69
Bensenville Community Public Library District		\$1,653,420.34			\$1,653,420.34	\$0.00	\$1,653,420.34
Berkeley Public Library	\$428,056.00				\$428,056.00	\$0.00	\$428,056.00
Berwyn Public Library	\$3,410,831.43				\$3,410,831.43	\$0.00	\$3,410,831.43
Bloomington Public Library		\$2,987,569.24			\$2,987,569.24	\$0.00	\$2,987,569.24
Blue Island Public Library	\$1,211,695.42				\$1,211,695.42	\$0.00	\$1,211,695.42
Bridgeview Public Library	\$1,373,584.02				\$1,373,584.02	(\$259,850.00)	\$1,113,734.02
Broadview Public Library District	\$1,478,310.00				\$1,478,310.00	(\$271,005.00)	\$1,207,305.00
Brookfield Public Library	\$2,371,295.73				\$2,371,295.73	\$0.00	\$2,371,295.73
Calumet City Public Library	\$1,415,537.13				\$1,415,537.13	\$0.00	\$1,415,537.13
Calumet Park Public Library	\$175,035.62				\$175,035.62	\$0.00	\$175,035.62
Carol Stream Public Library		\$3,710,356.05			\$3,710,356.05	(\$234,461.00)	\$3,475,895.05
Chicago Heights Public Library	\$807,359.88				\$807,359.88	\$0.00	\$807,359.88
Chicago Ridge Public Library	\$1,397,328.89				\$1,397,328.89	\$0.00	\$1,397,328.89
Cicero Public Library	\$1,799,723.56				\$1,799,723.56	\$0.00	\$1,799,723.56
Clarendon Hills Public Library		\$815,176.15			\$815,176.15	\$0.00	\$815,176.15
Crestwood Public Library District	\$581,245.17				\$581,245.17	\$0.00	\$581,245.17
Crete Public Library District				\$1,826,089.32	\$1,826,089.32	\$0.00	\$1,826,089.32
Dolton Public Library District	\$940,527.84				\$940,527.84	\$0.00	\$940,527.84
Downers Grove Public Library		\$5,598,950.24			\$5,598,950.24	\$0.00	\$5,598,950.24
Eisenhower Public Library District	\$4,577,258.62				\$4,577,258.62	(\$668,571.00)	\$3,908,687.62
Elmwood Park Public Library	\$1,684,963.66				\$1,684,963.66	\$0.00	\$1,684,963.66
Evergreen Park Public Library	\$1,239,583.22				\$1,239,583.22	\$0.00	\$1,239,583.22
Flossmoor Public Library	\$1,396,546.50				\$1,396,546.50	\$0.00	\$1,396,546.50
Forest Park Public Library	\$1,944,941.92				\$1,944,941.92	\$0.00	\$1,944,941.92
Frankfort Public Library District	\$34,865.06			\$2,510,661.16	\$2,545,526.22	\$0.00	\$2,545,526.22
Franklin Park Public Library District	\$1,960,586.07				\$1,960,586.07	\$0.00	\$1,960,586.07
Geneva Public Library District			\$6,797,922.27		\$6,797,922.27	(\$1,562,196.26)	\$5,235,726.01
Glen Ellyn Public Library		\$4,585,351.81			\$4,585,351.81	\$0.00	\$4,585,351.81
Glenside Public Library District		\$3,685,021.78			\$3,685,021.78	(\$368,682.52)	\$3,316,339.26
Glenwood-Lynwood Public Library District	\$1,862,290.52				\$1,862,290.52	(\$453,912.50)	\$1,408,378.02
Grande Prairie Public Library District	\$1,487,580.36				\$1,487,580.36	\$0.00	\$1,487,580.36
Green Hills Public Library District	\$2,740,375.26				\$2,740,375.26	(\$370,000.00)	\$2,370,375.26
Harvey Public Library District	\$827,592.15				\$827,592.15	\$0.00	\$827,592.15
Hillside Public Library	\$1,414,855.87				\$1,414,855.87	\$0.00	\$1,414,855.87
Hinsdale Public Library	\$422,880.22	\$2,841,910.13			\$3,264,790.35	(\$241,112.00)	\$3,023,678.35
Hodgkins Public Library District	\$592,939.62				\$592,939.62	\$0.00	\$592,939.62

Chart 2: Public Library County Tax Payments
 (Cook County tax amounts in yellow are from prior year)

Library Name	Will County				Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
	Cook County Treasurer Tax Year 2020	DuPage County Treasurer Tax Year 2020	Kane County Treasurer Tax Year 2020	Will County Treasurer Tax Year 2020			
Homewood Public Library District	\$2,323,819.77				\$2,323,819.77	(\$137,396.25)	\$2,186,423.52
Indian Prairie Public Library District	\$218,994.61	3,640,273.95			\$3,859,268.56	\$0.00	\$3,859,268.56
Itasca Community Library		\$1,609,303.49			\$1,609,303.49	\$0.00	\$1,609,303.49
Justice Public Library District	\$319,474.25				\$319,474.25	\$0.00	\$319,474.25
Kaneville Public Library District			\$88,170.07		\$88,170.07	\$0.00	\$88,170.07
La Grange Public Library	\$3,212,134.51				\$3,212,134.51	(\$629,450.00)	\$2,582,684.51
LaGrange Park Public Library District	\$1,883,522.40				\$1,883,522.40	(\$149,775.00)	\$1,733,747.40
Lansing Public Library	\$2,696,049.66				\$2,696,049.66	(\$187,800.00)	\$2,508,249.66
Lyons Public Library	\$720,244.73				\$720,244.73	(\$15,000.00)	\$705,244.73
Markham Public Library	\$773,844.71				\$773,844.71	(\$93,150.00)	\$680,694.71
Matteson Area Public Library District	\$2,378,230.37				\$2,378,230.37	\$0.00	\$2,378,230.37
Maywood Public Library District	\$1,258,846.22				\$1,258,846.22	\$0.00	\$1,258,846.22
McCook Public Library District	\$598,210.31				\$598,210.31	(\$165,415.00)	\$432,795.31
Melrose Park Public Library	\$991,611.52				\$991,611.52	\$0.00	\$991,611.52
Messenger Public Library of North Aurora			\$1,878,627.75		\$1,878,627.75	\$0.00	\$1,878,627.75
Midlothian Public Library	\$1,559,633.61				\$1,559,633.61	(\$209,708.50)	\$1,349,925.11
Nancy L. McConathy Public Library District	\$305,844.64			\$833.71	\$306,678.35	\$0.00	\$306,678.35
North Riverside Public Library District	\$1,030,161.49				\$1,030,161.49	\$0.00	\$1,030,161.49
Northlake Public Library District	\$2,624,052.24				\$2,624,052.24	(\$689,000.00)	\$1,935,052.24
Oak Brook Public Library		\$1,075,680.00			\$1,075,680.00	\$0.00	\$1,075,680.00
Oak Lawn Public Library	\$5,482,064.58				\$5,482,064.58	(\$328,900.00)	\$5,153,164.58
Oak Park Public Library	\$9,666,785.09				\$9,666,785.09	(\$1,070,807.08)	\$8,595,978.01
Palos Heights Public Library	\$1,664,947.49				\$1,664,947.49	\$0.00	\$1,664,947.49
Palos Park Public Library	\$488,824.99				\$488,824.99	\$0.00	\$488,824.99
Park Forest Public Library	\$1,498,837.08			\$309,383.53	\$1,808,220.61	\$0.00	\$1,808,220.61
Prairie Trails Public Library District	\$1,933,370.58				\$1,933,370.58	\$0.00	\$1,933,370.58
Richton Park Public Library District	\$1,331,683.43				\$1,331,683.43	(\$421,000.00)	\$910,683.43
River Forest Public Library	\$1,381,379.61				\$1,381,379.61	\$0.00	\$1,381,379.61
River Grove Public Library District	\$456,731.04				\$456,731.04	\$0.00	\$456,731.04
Riverdale Public Library District	\$446,789.59				\$446,789.59	\$0.00	\$446,789.59
Riverside Public Library	\$1,275,063.99				\$1,275,063.99	\$0.00	\$1,275,063.99
Roselle Public Library District	\$222,826.22	\$1,930,428.18			\$2,153,254.40	\$0.00	\$2,153,254.40
Schiller Park Public Library	\$1,164,583.73				\$1,164,583.73	\$0.00	\$1,164,583.73
South Holland Public Library	\$2,232,072.80				\$2,232,072.80	\$0.00	\$2,232,072.80
St Charles Public Library District		569,867.73	\$7,422,785.70		\$7,992,653.43	\$0.00	\$7,992,653.43
Steger-South Chicago Heights Public Library District	\$283,788.84			\$154,369.95	\$438,158.79	(\$17,647.32)	\$420,511.47
Stickney-Forest View Public Library District	\$1,241,067.74				\$1,241,067.74	(\$141,950.00)	\$1,099,117.74
Sugar Grove Public Library District			\$1,467,792.97		\$1,467,792.97	(\$789,000.00)	\$678,792.97
Summit Public Library District	\$852,078.90				\$852,078.90	(\$508,364.00)	\$343,714.90
Thomas Ford Memorial Library	\$1,772,267.58				\$1,772,267.58	(\$243,800.00)	\$1,528,467.58
Thornton Public Library	\$155,510.84				\$155,510.84	\$0.00	\$155,510.84

Chart 2: Public Library County Tax Payments
 (Cook County tax amounts in yellow are from prior year)

Library Name	Cook County	DuPage County	Kane County	Will County	Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
	Treasurer Tax Year 2020	Treasurer Tax Year 2020	Treasurer Tax Year 2020	Treasurer Tax Year 2020			
Tinley Park Public Library	\$4,759,867.60			\$1,413,052.53	\$6,172,920.13	(\$510,800.00)	\$5,662,120.13
Town and Country Public Library District			\$1,429,303.46		\$1,429,303.46	\$0.00	\$1,429,303.46
University Park Public Library District	\$8,697.48			\$567,486.78	\$576,184.26	\$0.00	\$576,184.26
Villa Park Public Library		\$2,984,676.33			\$2,984,676.33	(\$678,272.00)	\$2,306,404.33
Warrenville Public Library District		\$1,985,283.32			\$1,985,283.32	(\$167,188.25)	\$1,818,095.07
West Chicago Public Library District		\$2,375,062.43			\$2,375,062.43	\$0.00	\$2,375,062.43
Westchester Public Library	\$1,332,520.96				\$1,332,520.96	\$0.00	\$1,332,520.96
Westmont Public Library		\$2,038,918.02			\$2,038,918.02	\$0.00	\$2,038,918.02
William Leonard Public Library District	\$234,630.98				\$234,630.98	\$0.00	\$234,630.98
Wood Dale Public Library District		\$2,591,295.10			\$2,591,295.10	\$0.00	\$2,591,295.10
Woodridge Public Library		\$3,628,599.74		\$248,485.59	\$3,877,085.33	\$0.00	\$3,877,085.33
Worth Public Library District	\$802,866.97				\$802,866.97	\$0.00	\$802,866.97

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Acorn Public Library District	\$ 61,095.00	\$ 60,660.00	\$ 60,980.00	\$ 61,220.00
Alsip-Merrionette Park Public Library District	\$ 587,600.00			
Batavia Public Library District				
Bedford Park Public Library District				
Beecher Community Library District				
Bellwood Public Library				
Bensenville Community Public Library District				
Berkeley Public Library				
Berwyn Public Library				
Bloomington Public Library				
Blue Island Public Library				
Bridgeview Public Library	\$ 259,850.00	\$ 256,850.00	\$ 253,650.00	\$ 255,250.00
Broadview Public Library District	\$ 271,005.00	\$ 266,630.00	\$ 267,455.00	\$ 267,872.50
Brookfield Public Library				
Calumet City Public Library				
Calumet Park Public Library				
Carol Stream Public Library	\$ 234,461.00	\$ 234,461.00	\$ 234,461.00	\$ 234,461.00
Chicago Heights Public Library				
Chicago Ridge Public Library				
Cicero Public Library				
Clarendon Hills Public Library				
Crestwood Public Library District				
Crete Public Library District				
Dolton Public Library District				
Downers Grove Public Library				
Eisenhower Public Library District	\$ 668,571.00	\$ 670,311.00	\$ 670,671.00	\$ 672,103.00
Elmwood Park Public Library				
Evergreen Park Public Library				
Flossmoor Public Library				

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Forest Park Public Library				
Frankfort Public Library District				
Franklin Park Public Library District				
Geneva Public Library District	\$ 1,562,196.26	\$ 1,565,271.26	\$ 1,576,546.26	\$ 1,580,946.26
Glen Ellyn Public Library				
Glenside Public Library District	\$ 368,682.52	\$ 368,140.02	\$ 372,115.02	\$ 365,565.02
Glenwood-Lynwood Public Library District	\$ 453,912.50	\$ 454,912.50	\$ 450,612.50	\$ 455,375.00
Grande Prairie Public Library District				
Green Hills Public Library District	\$ 370,000.00	\$ 380,000.00	\$ 390,000.00	\$ 405,000.00
Harvey Public Library District				
Hillside Public Library				
Hinsdale Public Library	\$ 241,112.00	\$ 247,112.00	\$ 252,912.00	\$ 268,512.00
Hodgkins Public Library District				
Homewood Public Library District	\$ 137,396.25			
Indian Prairie Public Library District				
Itasca Community Library				
Justice Public Library District				
Kaneville Public Library District				
La Grange Public Library	\$ 629,450.00	\$ 623,050.00	\$ 626,550.00	\$ 624,750.00
LaGrange Park Public Library District	\$ 149,775.00	\$ 155,725.00	\$ 151,525.00	\$ 147,150.00
Lansing Public Library	\$ 187,800.00	\$ 185,900.00	\$ 183,700.00	
Lyons Public Library	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 93,150.00	\$ 93,150.00	\$ 93,150.00	\$ 1,320,075.00
Matteson Area Public Library District				
Maywood Public Library District				
McCook Public Library District	\$ 165,415.00	\$ 164,035.00	\$ 162,285.00	
Melrose Park Public Library				
Messenger Public Library of North Aurora				
Midlothian Public Library	\$ 209,708.50	\$ 212,069.50	\$ 239,294.50	\$ 245,802.50

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Nancy L. McConathy Public Library District				
North Riverside Public Library District				
Northlake Public Library District	\$ 689,000.00	\$ 691,750.00	\$ 685,900.00	\$ 2,155,525.00
Oak Brook Public Library				
Oak Lawn Public Library	\$ 328,900.00	\$ 329,600.00		
Oak Park Public Library	\$ 1,070,807.08			
Palos Heights Public Library				
Palos Park Public Library				
Park Forest Public Library				
Prairie Trails Public Library District				
Richton Park Public Library District	\$ 421,000.00	\$ 419,000.00	\$ 421,162.50	\$ 423,050.00
River Forest Public Library				
River Grove Public Library District				
Riverdale Public Library District				
Riverside Public Library				
Roselle Public Library District				
Schiller Park Public Library				
South Holland Public Library				
St Charles Public Library District				
Steger-South Chicago Heights Public Library District	\$ 17,647.32	\$ 116,200.68		
Stickney-Forest View Public Library District	\$ 141,950.00	\$ 139,550.00	\$ 142,150.00	\$ 139,650.00
Sugar Grove Public Library District	\$ 789,000.00	\$ 812,400.00	\$ 839,450.00	
Summit Public Library District	\$ 508,364.00	\$ 539,779.50	\$ 315,487.00	
Thomas Ford Memorial Library	\$ 243,800.00	\$ 241,600.00	\$ 239,200.00	
Thornton Public Library				
Tinley Park Public Library	\$ 510,800.00	\$ 536,400.00		
Town and Country Public Library District				
University Park Public Library District				
Villa Park Public Library	\$ 678,272.00	\$ 840,050.00	\$ 842,250.00	\$ 833,650.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Warrenville Public Library District	\$167,188.25	\$169,452.00	\$166,666.00	\$168,830.25
West Chicago Public Library District				
Westchester Public Library				
Westmont Public Library				
William Leonard Public Library District				
Wood Dale Public Library District				
Woodridge Public Library				
Worth Public Library District				

Chart 4: Academic, School, Special Library Fees

Academic Libraries

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

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

School Libraries

- 1) Student Population (Illinois Report Card), rounded to nearest 1000 * 5 [2018-2019 Report Card data]
- 2) Building Location/Branch Fee \$2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY23 Total
Bensenville School District #2	2,090	3	\$ 10,000	\$ 7,500	\$ 17,500

Special Libraries

- 1) Title Fee (Tier 1 <10,000 \$7,500; Tier 2 <40,000 \$10,000; Tier 3 > 40,000 \$12,500)
- 2) Building Location/Branch Fee \$2,500 per building

	Buildings	Title Count	Building Fee	Title Fee	FY23 Total
Morton Arboretum	1	23,543	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,116	\$ 2,500	\$ 10,000	\$ 12,500

SWAN Impact Study: Addison Public Library

SWAN Board Recommendation

Addison Public Library has requested full membership in the SWAN consortium. We approve the admission of the library for full member of SWAN contingent on receiving written notification of approval of the SWAN intergovernmental agreement from the library.

The SWAN Tactical Plan sets admitting libraries every two years, and the consortium is entering the year when a library could be admitted. SWAN’s next budget (yet to be approved) anticipates a net positive for the consortium. No other libraries will be added to the admission schedule and project plan.

If admitted, Addison Public Library would become the 5th highest contributor of revenue to the consortium (similar to Downers Grove) and become our 101st library.

Background

Addison Public Library approached SWAN in October 2022 for a quotation on full membership. The library has provided SWAN a letter of intent agreeing to the annual membership fee quoted, the project timeline, and the one-time impact fee of 25% of the first year SWAN membership fee.

Benefit to SWAN Members

Funding and sustainability of SWAN will be impacted favorably as the addition of the library will help offset SWAN operating costs and increase the annual amount contributed to the reserve fund fee. SWAN would receive an estimated \$17,592 in a one-time joining fee for SWAN’s cash reserves.

Revenue	Projected
Addison Public Library	\$70,367
Total Additional Library Revenue	\$70,367
Expenses	
SirsiDynix Maintenance Add-on	\$5,000
EBSCO Discovery Service Add-on	\$2,500
OpenAthens Add-on	\$2,500
Novelist Select Add-on	\$2,500
OCLC Add-on	\$15,309
Total Add-on Expenses	\$27,809
Net positive revenue to SWAN annually	\$42,558

Region

The Addison Public Library is in the area where the SWAN has more recently added libraries to the consortium. The pins in the map below note the location of the library. The library is within SWAN's geographic region and has significant reciprocal borrower activity.

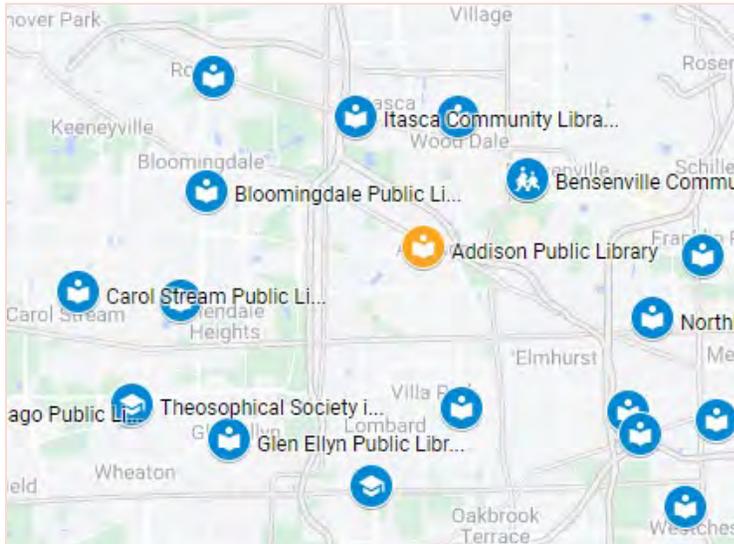


FIGURE 1: SWAN LIBRARIES NEAR ADDISON PUBLIC LIBRARY

Addison Public Library shares a boundary with seven SWAN libraries. The maps below provide the perspective of geography in relation to direct neighbors and the entire SWAN consortium.

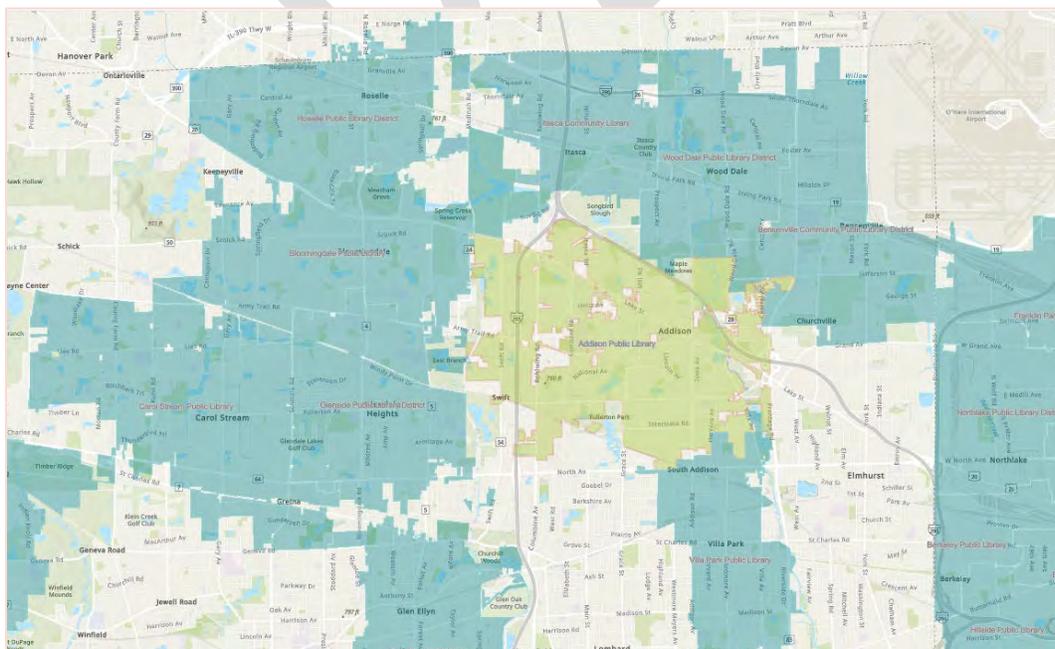


FIGURE 2: ADDISON PUBLIC LIBRARY SERVICE AREA & SWAN LIBRARY SERVICE AREA

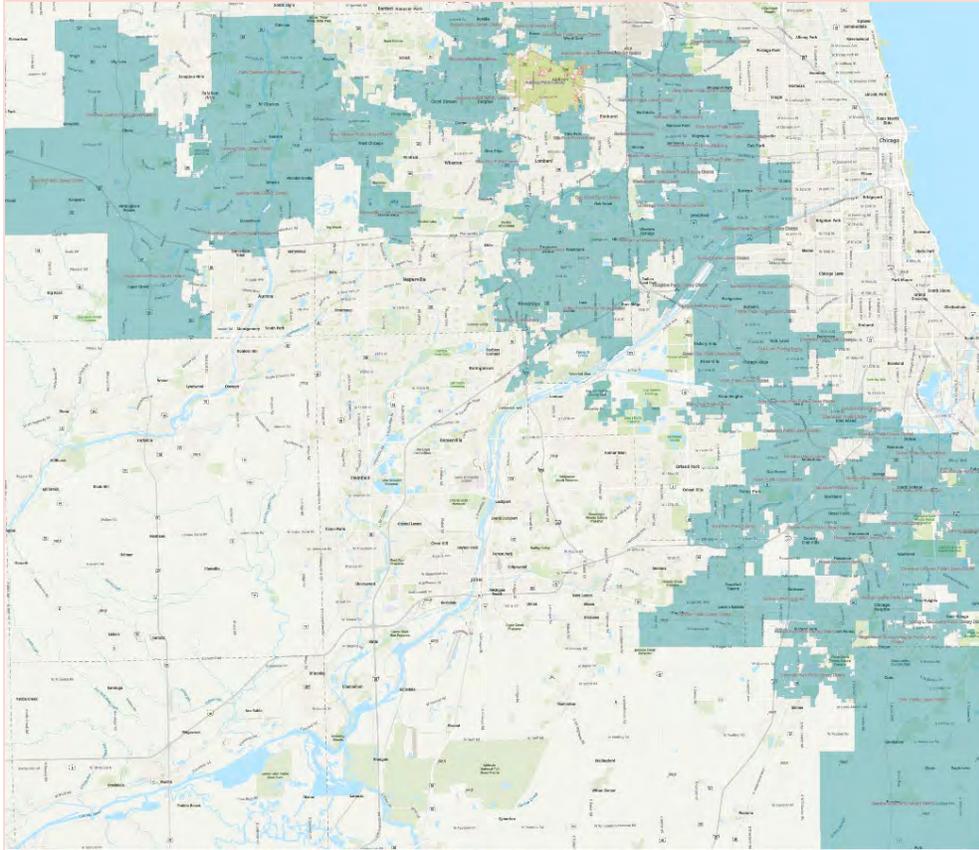


FIGURE 3: SWAN LIBRARY BOUNDARIES IN BLUE WITH ADDISON PUBLIC LIBRARY IN GREEN

System Impact

The addition of Addison Public Library to SWAN’s integrated library system will not require any changes to SWAN’s server or increase its costs. That said, the server is easily modified in its virtual environment if additional storage or capacity is required, and changes to the server can be made within hours if needed. The impact to the Symphony ILS with increased circulation is not a concern—the overall combined circulation of 100 libraries in 2022 is lower than has been in years past, so the additional circulation with Addison Public Library is not increasing system load beyond what SWAN has experienced prior.

Migration Project Timeline: “SWAN101”

SWAN has requested with SirsiDynix we use the same migration team at SirsiDynix that added the New 19, Green Hills Public Library District, and the SWAN100 project. A projected go-live date of November 14, 2023 is contingent upon final approval of a project plan with SirsiDynix and SWAN’s Executive Director. The project will be named after the total number of libraries in SWAN once the library has joined. This project will use a dedicated SWAN team that is separate from the other major project underway: MessageBee for enhanced notifications.

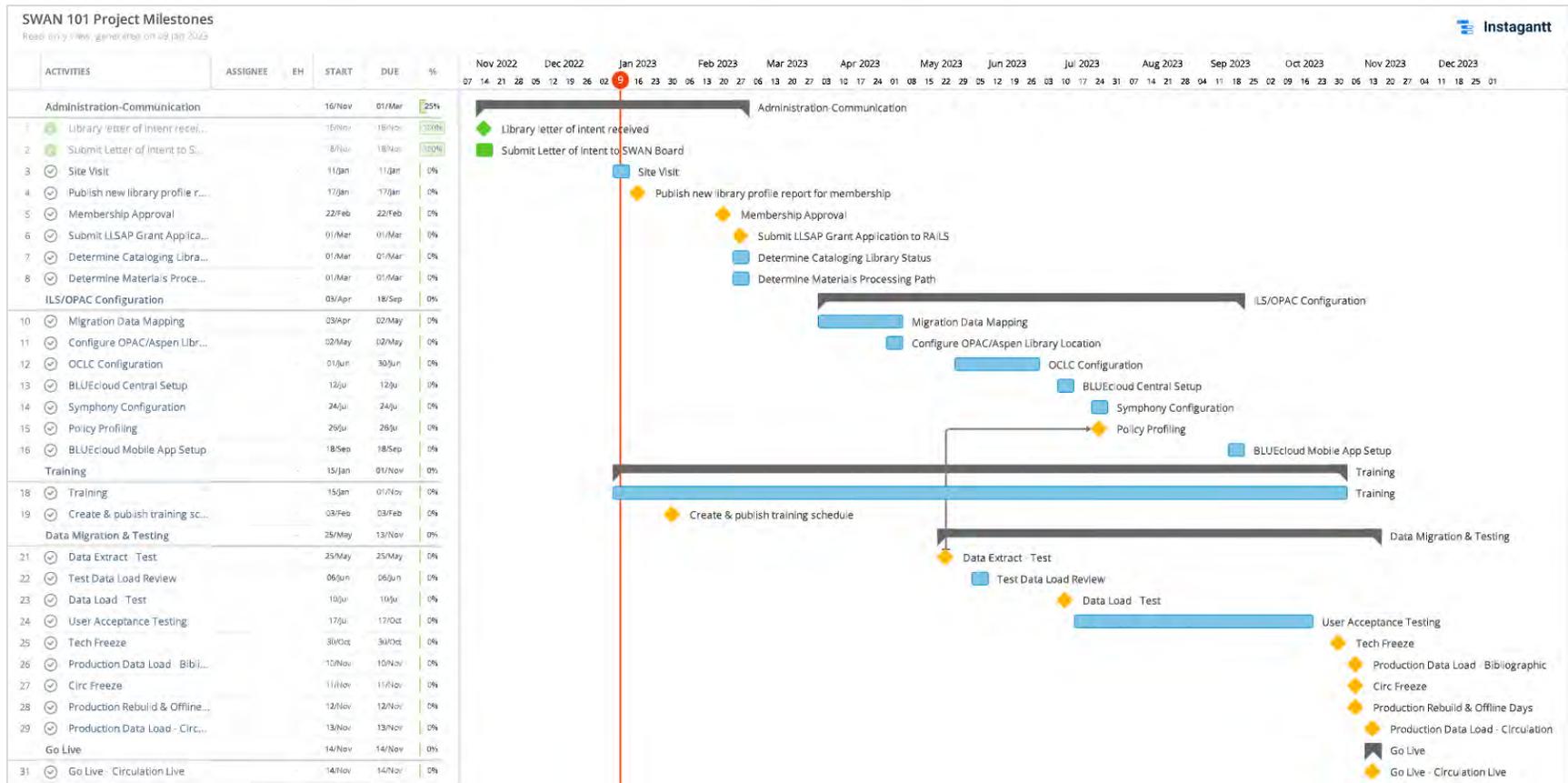


FIGURE 4: SWAN101 PROJECT TIMELINE

RAILS Catalog Grant

The library has contacted RAILS for a Catalog Grant to help defray the one-time cost of migrating to SWAN. The application will be submitted once membership approval is obtained. RAILS requires distributed grant funds to be spent within 18 months. SWAN estimates the one-time expenses will be \$16,624 and will include the expense and offsetting grant revenue in its next budget.

Information on Addison Public Library

The data below was gathered from IPLAR, OCLC, and SWAN.

Library Name	Addison Public Library
Library Director	Mary Medjo Me Zengue
Library Location	4 Friendship Plaza, Addison, IL 60101
Library Type	Public library
Current ILS	Sierra (Innovative)
Current OPAC	Pika (Marmot Library System)
Website	http://www.addisonlibrary.org
Population residing in tax base	36,942
Total Cardholders	11,855
Total library revenue	\$5,312,264
Total library operating expenditures	\$5,470,964
Print Materials	114,612
eBooks	56,641
Audio Recordings: Physical	11,504
Audio Recordings: Downloadable	20,190
DVDs/Videos: Physical	17,377
Total circulation	297,721
Received	897
Sent	1,506
Library patrons registered in SWAN as reciprocal borrowers	217
Library patrons with a registered city of Addison	858
Library patron circulation activity in SWAN as reciprocal borrowers (checkouts)	3,702
	2019 1,455
	2020 2,269
	2022 2,683
	2023 (as of January 9, 2023) 49
	Total reciprocal borrowers since 2019 10,158+