SWAN BOARD MEETING AGENDA

March 17, 2023 9:30 a.m.

Thomas Ford Memorial Library
800 Chestnut Street
Western Springs, IL 60558-1430

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 March 17, 2023 SWAN Board Meeting Agenda

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MARCH 17, 2023 SWAN BOARD
   > MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, February 2023   (Exhibit pgs. 3-12)

   a. Balance sheet and detail of expenditures for February 2023
   b. Approval of the payment of bills for February 1, 2023, through February 28, 2023 in the amount of $47,3226.28

   > RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR FEBRUARY
   > 1 THROUGH FEBRUARY 28, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF
   > EXPENDITURES FOR FEBRUARY 2023

5. Action Item – Acceptance of the February 17, 2023, SWAN Board Meeting Minutes   (Exhibit pgs. 13-15)

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 17, 2023 SWAN BOARD
   > MEETING MINUTES AS PRESENTED

6. Reports

   a. Board President Report
   b. Executive Director Report   (Exhibit pgs. 16-20)
   c. Operations Report   (Exhibit pgs. 21-39)
   d. Treasurer Report

e. Board Calendar   (Exhibit pgs. 40-42)

7. Action Item – Transfer of Funds

   RESOLVED, SWAN BOARD APPROVES TRANSFER $429,000 FROM OPERATIONS ACCOUNT TO MAX SAFE ACCOUNT

8. Discussion Item – SWAN Investment of Public Funds Policy (Exhibit pgs. 43-46)

9. Discussion Item – EBSCO group-purchase year-4 renewal   (Exhibit pgs. 47-60)

10. Discussion Item – Decennial Committee on Local Government Efficiency Act   (Exhibit pgs. 61-69)

11. Discussion Item – SWAN Beanstack reading app usage   (Exhibit pgs. 63-64)

12. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	Vice-president	July 1, 2023
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

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SWAN Library Services
Balance Sheet
As of February 28, 2023

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	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	$ 1,709,434.23
Hinsdale Bank - MM - 5010	1,006,690.73
Propay Funds	$ 42.86
Total Cash and Cash Equivalents	$ 2,716,167.82
Current Assets	
Accounts Receivable	72,436.86
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	9,774.34
Spares Inventory	1,732.50
Total Current Assets	$ 107,410.78
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	$ 2,842,451.61
LIABILITIES	
Current Liabilities	
Accounts Payable	$ 9,107.03
Deferred Revenue	1,819.50
Accrued Payroll	45,062.73
457B Payable	(2,206.40)
Retirement Payable	(711.65)
Compensated Absences	123,319.88
Lease Payable	31,030.39
Total Current Liabilities	$ 207,421.48
Long Term Liabilities	
Total Liabilities	$ 207,421.48
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,452,167.46
Total Beginning Net Assets	2,452,167.46
Current YTD Net Income	182,862.67
Total Fund Balance	2,635,030.13
Total Liabilities and Fund Balances	$ 2,842,451.61

Statement of Revenue and Expenses Summary
For the 8 Months Ended February 28, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$1,727.84	$2,250,947.81	$3,003,359.00	$ 752,411.19	74.95%
4100 - Membership Reimbursements	860.80	455,139.14	445,686.00	(9,453.14)	102.12%
4200 - Reimbursement for Losses	-	28,206.63	50,000.00	21,793.37	56.41%
4300 - Grant Revenue	-	395,535.75	527,381.00	131,845.25	75.00%
4400 - Registration & Event Receipts	-	3,330.00	12,000.00	8,670.00	27.75%
4500 - Investment & Interest	3,414.06	21,034.17	1,000.00	(20,034.17)	2,103.42%
4600 - Reserve Fund Transfer	-	-	34,000.00	34,000.00	0.00%
Total Revenue	12,029.61	3,182,510.83	4,143,426.00	960,915.17	76.81%
Expenses					
5000 - Salaries & Wages	120,904.39	920,654.93	1,546,800.00	626,145.07	59.52%
5020 - Personnel Benefits	33,579.14	275,809.93	494,900.00	219,090.07	55.73%
5100 - Building & Grounds	10,763.94	88,254.28	124,270.00	36,015.72	71.02%
5200 - Professional Development	1,679.65	4,427.06	20,000.00	15,572.94	22.14%
5300 - Membership Development	343.17	439.08	3,900.00	3,460.92	11.26%
5400 - Information & Technology Services	9,238.73	1,141,848.13	1,238,600.00	96,751.87	92.19%
5500 - General Office	81.29	1,860.17	2,100.00	239.83	88.58%
5600 - Hardware & Equipment	90.60	8,463.72	55,800.00	47,336.28	15.17%
5700 - Insurance	-	14,064.00	11,100.00	(2,964.00)	126.70%
5800 - Contractual Services	3,035.76	38,701.23	70,200.00	31,498.77	55.13%
5900 - Library Materials & Content	5,022.01	498,405.80	564,006.00	65,600.20	88.37%
6000 - Interest & Fees	80.57	1,341.33	5,050.00	3,708.67	26.56%
6100 - Other Expenses	-	-	3,607.00	3,607.00	0.00%
Total Expenses	185,204.25	2,999,648.16	4,147,033.00	1,147,384.84	72.33%
Excess Revenues less Expenses	$ (173,174.64)	$ 182,862.67	$ (3,607.00)	$ (186,469.67)	

Statement of Revenue and Expenses
For the 8 Months Ended February 28, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 1,727.84	$ 2,247,308.81	$ 2,999,659.00	$ 752,350.19	74.92%
4011 - SWAN Internet Access Membership Fees	0.00	3,639.00	3,700.00	61.00	98.35%
4190 - Member Group Purchase Receipts	860.80	455,139.14	445,686.00	(9,453.14)	102.12%
4220 - Reimbursement Losses for Resource Sharing	0.00	28,206.63	50,000.00	21,793.37	56.41%
4240 - E-Commerce Transactions	6,026.91	28,317.33	70,000.00	41,682.67	40.45%
4310 - RAILS Support to SWAN	0.00	395,535.75	527,381.00	131,845.25	75.00%
4499 - Annual Conference Receipts	0.00	3,330.00	12,000.00	8,670.00	27.75%
4510 - Interest Income	3,414.06	21,034.17	1,000.00	(20,034.17)	2103.42%
4600 - Reserve Fund Transfer	0.00	0.00	34,000.00	34,000.00	0.00%
Total Revenue	12,029.61	3,182,510.83	4,143,426.00	960,915.17	76.81%
Expenses					
5000 - Salaries & Wages	120,904.39	920,654.93	1,546,800.00	626,145.07	59.52%
5021 - FICA Expense	8,971.77	67,785.39	118,400.00	50,614.61	57.25%
5023 - Worker's Compensation	0.00	5,416.00	3,900.00	(1,516.00)	138.87%
5024 - Retirement Benefits	11,293.18	91,643.50	140,900.00	49,256.50	65.04%
5025 - Health, Dental, Life And Disability Insurance	13,304.20	110,735.06	228,800.00	118,064.94	48.40%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	9.99	229.98	400.00	170.02	57.50%
5110 - Rent/Lease	9,992.61	78,447.15	113,160.00	34,712.85	69.32%
5120 - Utilities	361.33	6,081.14	5,700.00	(381.14)	106.69%
5130 - Property Insurance	0.00	802.50	650.00	(152.50)	123.46%
5140 - Repairs & Maintenance	150.00	713.49	1,560.00	846.51	45.74%
5150 - Custodial Service & Supplies	260.00	2,210.00	3,200.00	990.00	69.06%
5210 - Conference Travel	0.00	0.00	6,000.00	6,000.00	0.00%
5220 - Staff Meetings	654.65	932.06	400.00	(532.06)	233.02%
5230 - Staff Professional Development	1,025.00	2,465.00	6,800.00	4,335.00	36.25%
5240 - Professional Association Membership Dues	0.00	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	343.17	439.08	1,400.00	960.92	31.36%
5330 - Library Professional Development	385.00	5,378.50	6,700.00	1,321.50	80.28%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	197.40	14,333.22	20,600.00	6,266.78	69.58%
5430 - Server Software Licensing	7,278.01	77,296.93	96,600.00	19,303.07	80.02%
5440 - Library Services Platform	0.00	913,459.70	985,700.00	72,240.30	92.67%
5450 - Data Management Services	305.34	27,354.74	30,500.00	3,145.26	89.69%
5460 - Information Subscription Service	0.00	73,652.63	77,100.00	3,447.37	95.53%
5470 - Subscription Support Services	361.91	7,198.06	7,700.00	501.94	93.48%
5480 - Telecommunications	1,096.07	7,247.92	14,500.00	7,252.08	49.99%
5490 - Group Purchases - Services	0.00	21,304.93	5,900.00	(15,404.93)	361.10%
5510 - Office Supplies	51.98	1,274.07	1,500.00	225.93	84.94%
5520 - Postage	29.31	566.65	600.00	33.35	94.44%
5599 - Annual Conference Supplies	0.00	19.45	0.00	(19.45)	0.00%
5610 - Equipment Rental/Maintenance	90.60	1,372.80	3,700.00	2,327.20	37.10%
5620 - Hardware	0.00	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	14,064.00	11,100.00	(2,964.00)	126.70%
5810 - Legal	172.00	258.00	1,500.00	1,242.00	17.20%
5820 - Accounting	1,055.00	8,415.00	18,900.00	10,485.00	44.52%
5830 - Consulting	0.00	6,275.00	19,200.00	12,925.00	32.68%
5840 - Payroll Service Fees	565.01	2,980.59	4,800.00	1,819.41	62.10%

Statement of Revenue and Expenses
For the 8 Months Ended February 28, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5860 - Notification & Collection	1,243.75	11,040.39	16,900.00	5,859.61	65.33%
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	284.70	28,372.49	50,000.00	21,627.51	56.74%
5930 - Electronic Resources	0.00	0.00	10,000.00	10,000.00	0.00%
5940 - E-Commerce Payment Transactions	4,737.31	27,610.31	70,000.00	42,389.69	39.44%
5990 - Group Purchases - Content	0.00	442,423.00	429,006.00	(13,417.00)	103.13%
6010 - Bank Fees	80.57	1,336.38	4,700.00	3,363.62	28.43%
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	185,204.25	2,999,648.16	4,147,033.00	1,147,384.84	72.33%
Excess Revenues less Expenses	$ (173,174.64)	$ 182,862.67	$ (3,607.00)	$ (186,469.67)	

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Acorn Public Library				9495	02/15/23	130.08
5940	E-Commerce Payment Transactions	Acorn Public Library	130.08			
Batavia Public Library				9496	02/15/23	167.43
5940	E-Commerce Payment Transactions	Batavia Public Library	167.43			
Berkeley Public Library				9497	02/15/23	50.47
5940	E-Commerce Payment Transactions	Berkeley Public Library	50.47			
Bloomingdale Public Library				9498	02/15/23	43.15
5940	E-Commerce Payment Transactions	Bloomingdale Public Library	43.15			
Blue Island Public Library				9499	02/15/23	58.50
5940	E-Commerce Payment Transactions	Blue Island Public Library	58.50			
Broadview Public Library District				9500	02/15/23	26.67
5940	E-Commerce Payment Transactions	Broadview Public Library District	26.67			
Calumet City Public Library				9501	02/15/23	67.12
5940	E-Commerce Payment Transactions	Calumet City Public Library	67.12			
Carol Stream Public Library				9502	02/15/23	212.05
5940	E-Commerce Payment Transactions	Carol Stream Public Library	212.05			
Chicago Heights Public Library				9503	02/15/23	24.10
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	24.10			
Chicago Ridge Public Library				9504	02/15/23	10.18
5940	E-Commerce Payment Transactions	Chicago Ridge Public Library	10.18			
Clarendon Hills Public Library				9505	02/15/23	21.66
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	21.66			
Elmwood Park Public Library				9506	02/15/23	23.23
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	23.23			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Flossmoor Public Library				9507	02/15/23	12.55
5940	E-Commerce Payment Transactions	Flossmoor Public Library	12.55			
Forest Park Public Library				9508	02/15/23	16.05
5940	E-Commerce Payment Transactions	Forest Park Public Library	16.05			
Geneva Public Library District				9509	02/15/23	202.28
5940	E-Commerce Payment Transactions	Geneva Public Library District	202.28			
Glen Ellyn Public Library				9510	02/15/23	80.23
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	80.23			
Glenside Public Library				9511	02/15/23	372.55
5940	E-Commerce Payment Transactions	Glenside Public Library	372.55			
Green Hills Public Library District				9512	02/15/23	99.04
5940	E-Commerce Payment Transactions	Green Hills Public Library District	99.04			
Hinsdale Public Library				9513	02/15/23	10.35
5940	E-Commerce Payment Transactions	Hinsdale Public Library	10.35			
Hodgkins Public Library District				9514	02/15/23	32.79
5940	E-Commerce Payment Transactions	Hodgkins Public Library District	32.79			
La Grange Park Public Library District				9515	02/15/23	197.03
5940	E-Commerce Payment Transactions	La Grange Park Public Library District	197.03			
Lansing Public Library				9516	02/15/23	13.20
5940	E-Commerce Payment Transactions	Lansing Public Library	13.20			
Linda Sokol Francis Brookfield Library				9517	02/15/23	58.94
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	58.94			
Maywood Public Library District				9518	02/15/23	9.40
5940	E-Commerce Payment Transactions	Maywood Public Library District	9.40			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
McCook Public Library District				9519	02/15/23	16.06
5940	E-Commerce Payment Transactions	McCook Public Library District	16.06			
Oak Brook Public Library				9520	02/15/23	9.41
5940	E-Commerce Payment Transactions	Oak Brook Public Library	9.41			
Oak Lawn Public Library				9521	02/15/23	150.37
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	150.37			
Oak Park Public Library				9522	02/15/23	790.14
5940	E-Commerce Payment Transactions	Oak Park Public Library	790.14			
Park Forest Public Library				9523	02/15/23	281.55
5940	E-Commerce Payment Transactions	Park Forest Public Library	281.55			
Prairie State College				9524	02/15/23	10.36
5940	E-Commerce Payment Transactions	Prairie State College	10.36			
River Forest Public Library				9525	02/15/23	74.75
5940	E-Commerce Payment Transactions	River Forest Public Library	74.75			
St. Charles Public Library District				9526	02/15/23	739.34
5940	E-Commerce Payment Transactions	St. Charles Public Library District	739.34			
Sugar Grove Public Library District				9527	02/15/23	384.44
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	384.44			
University Park Public Library District				9528	02/15/23	65.13
5940	E-Commerce Payment Transactions	University Park Public Library District	65.13			
Villa Park Public Library				9529	02/15/23	84.05
5940	E-Commerce Payment Transactions	Villa Park Public Library	84.05			
Westmont Public Library				9530	02/15/23	84.87
5940	E-Commerce Payment Transactions	Westmont Public Library	84.87			

SWAN Library Services
Check Register
All Bank Accounts
February 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Woodridge Public Library				9531	02/15/23	107.79
5940	E-Commerce Payment Transactions	Woodridge Public Library	107.79			
Aaron Skog				9532	02/15/23	654.53
5220	Staff Meetings	Aaron Skog - staff meals	438.42			
5310	Travel Reimbursement	Aaron Skog - MVCC, board mtgs mileage. ILA conf. parking	216.11			
Comcast				9533	02/15/23	759.95
5480	Telecommunications	Comcast - 2/1/23-2/28/23	759.95			
ICS Learning Group				9534	02/15/23	385.00
5330	Library Professional Development	ICS Learning Group - Feb.	385.00			
Klein, Thorpe and Jenkins, Ltd.				9535	02/15/23	172.00
5810	Legal	Klein, Thorpe and Jenkins, Ltd. - General srvs. for Dec. 2022	172.00			
Lauterbach & Amen, LLP				9536	02/15/23	1,055.00
5820	Accounting	Lauterbach & Amen, LLP - Accounting Service for January	1,055.00			
LIMRiCC				9537	02/15/23	16,148.30
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - Feb.	16,148.30			
Marcive, Inc.				9538	02/15/23	305.34
5450	Data Management Services	Marcive, Inc.	305.34			
Nicor Gas				9539	02/15/23	361.33
5120	Utilities	Nicor Gas - 1/13/23-2/13/23	361.33			
Scott Brandwein				9540	02/15/23	71.23
5220	Staff Meetings	Scott Brandwein - reimbursement - team lumch	71.23			
Unique Integrated Communications, Inc.				9541	02/15/23	1,243.75
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices - January	453.75			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5860	Notification & Collection	Unique Integrated Communications, Inc. - Curbside Comm. Feb. HQ	40.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee	750.00			
Virginia Blake				9542	02/15/23	127.06
5310	Travel Reimbursement	Virginia Blake - bd mtgs, MVCC,	127.06			
Wellness Insurance Network-WIN				9543	02/15/23	171.00
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - Life. Ins. Feb.	171.00			
Chicago Public Library				9544	02/28/23	284.70
5920	Reimburse for Resource Sharing	Chicago Public Library - July 2021-Dec 2021	284.70			
Reliance Standard Life Insurance Co.				9545	02/28/23	931.84
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - March	931.84			
T.A. Systems Inc.				50220	02/28/23	260.00
5150	Custodial Service & Supplies	T.A. Systems Inc. January	260.00			
Quail Ridge Drive Investors, LLC				50221	02/28/23	9,992.61
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - March	9,992.61			
First Bankcard				50222	02/15/23	9,665.33
5140	Repairs & Maintenance	First Bankcard - Nest Labs	150.00			
5220	Staff Meetings	First Bankcard - holiday lunch	145.00			
5230	Staff Professional Development	First Bankcard - HR source boot camp - Nosek	1,025.00			
5420	Application Software Licensing	First Bankcard - Mailchimp	47.00			
5420	Application Software Licensing	First Bankcard - techsmith (snagit)	150.40			
5430	Server Software Licensing	First Bankcard - microsoft azure	7,236.01			
5430	Server Software Licensing	First Bankcard - microsoft premium	18.00			
5430	Server Software Licensing	First Bankcard - microsoft basic	24.00			
5470	Subscription Support Services	First Bankcard - sendgrid	361.91			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5480	Telecommunications	First Bankcard - grasshopper	48.12			
5480	Telecommunications	First Bankcard - microsoft teams calling plan	288.00			
5510	Office Supplies	First Bankcard - office supplies	29.99			
5510	Office Supplies	First Bankcard - office supplies credit from office depot	-25.00			
5510	Office Supplies	First Bankcard - office supplies	46.99			
5520	Postage	First Bankcard - USPS Postage	19.41			
5520	Postage	First Bankcard - postage CTS c/c swipe	9.90			
5610	Equipment Rental/Maintenance	First Bankcard - genesis - copier	90.60			

| | | | | | **Check List Total** | 47,326.28 |

SWAN Board Meeting Minutes

February 17, 2023 9:30 a.m.

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

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.

   - Ted Bodewes
   - Jennifer Cottrill
   - Tim Jarzemsky
   - Dorothy Koll
   - Colleen Waltman
   - Anna Wassenaar

2. **Introduction of Visitors/Public Comment**

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

   No public comment

3. **Action Item**

   Acceptance of the February 17, 2023, SWAN Board Meeting Agenda

   Wassenaar moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE FEBRUARY 17, 2023, SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by unanimous voice vote:

4. **Action Item**

   Approval of SWAN Financials, January 2023

   Koll moved, seconded by Cottrill that it be

   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JANUARY 1, 2023, THROUGH JANUARY 31, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JANUARY 2023.

Motion carried by roll call vote with the following results:
Ayes: Bodewes, Cottrill, Jarzemsky, Koll, Waltman, Wassenaar

5. **Action Item**

Acceptance of January 20, 2023, SWAN Board Meeting

Minutes Cottrill moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE JANUARY 20, 2023, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. **Action Item**

Acceptance of the February 7, 2023, Committee of the Whole Meeting

Minutes

Jarzemsky moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE FEBRUARY 7, 2023 COMMITTEE OF THE WHOLE MEETING MINUTES

Motion carried by unanimous voice vote

7. **Action Item**

Acceptance of the October 4, 2022, Committee of the Whole   Meeting

Minutes

Wassenaar moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE OCTOBER 4, 2022 COMMITTEE OF THE WHOLE MEETING MINUTES

Motion carried by unanimous voice vote

8. **Reports**

a. Board President Report
Bodewes gave an overview of the recent ISLAC meeting he attended in January including the discussion by Secretary of State and State Librarian Alexi Giannoulias.

b. Executive Director Report
Skog gave an update on the activities in SWAN: Addison vote on joining SWAN. Some of the staff changes. The option to move monies from the SWAN reserves to Illinois Funds or IMET. The FY 24 budget draft.

c. <u>Operations Report</u>
Brandwein gave an overview of the Operations Report.

d. <u>Treasurer Report</u>
Jarzemsky touched on the recent New Paid Leave for All Workers Act.

e. <u>Board Calendar</u>
Blazek & Skog still have the task to complete the closed session review.

9. **Discussion Item**
SWAN fiscal year 2024 budget & fees
Skog discussed the upcoming FY24 budget with the addition of MessageBee, Addition of Addison Library and the improvements in our hosting and security.

10. **Discussion Item**
March Quarterly meeting agenda
The board went over the March quarterly agenda and topics.

11. **Information Item**
Board election timetable
An overview was given for the upcoming board election.

Adjournment

Bodewes adjourned the meeting at 10:54 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

SWAN Executive Director Report

March 17, 2023

Update on Activities

SWAN Expo 2023

The space option for NIU Naperville was discussed by the management team and we recommend staying with the Moraine Valley Community College Business & Conference Center space. The price estimates below were for 200 attendees with catered morning pastries, beverage service, and lunch buffet.

NIU Naperville	$ 11,000.00
Moraine Valley Community College	$ 8,133.00

The date available and reserved is Friday, August 18th. This date does conflict with a scheduled regular SWAN Board meeting which we typically have cancelled by the July SWAN Board meeting.

Board Considerations

EBSCO group purchase year-4 renewal

I confirmed with Leila Heath at RAILS the final total for SWAN's EBSCO group purchase for the database "group B" package. The fee chart has been revised for the SWAN board meeting packet and it has been updated to include some additional information on the steps to create the cost-sharing fee structure.

The final total for the group purchase is a 3.0% increase over the prior year.

	FY24	FY23	Increase	% Increase
Group cost total	$449,572	$436,434		
EBSCO/RAILS invoice	$450,661	$437,545	$13,116	3.00%
Over/(under) **If under, SWAN is paying the difference**	($1,089)	($1,111)		

The discussion with Leila Heath at RAILS did confirm a billing discrepancy that will impact 6 libraries that selected add-on EBSCO databases to their selection package. These add-on costs were included on the SWAN FY23 invoice, which added $4,888 to the total purchase of $442,423 for the year-3 renewal.

Homewood Public Library District	$520.00	Add-on: Hobbies and Crafts Reference Center
Indian Prairie Public Library District	$520.00	Add-on: Core Collection Set
Melrose Park Public Library	$520.00	Add-on: Small Engine Repair Reference Center
Oak Lawn Public Library	$520.00	Add-on: Hobbies and Crafts Reference Center
Oak Park Public Library	$1,560.00	Add-on: Upgrade to Academic Search Complete Add-on: Upgrade to MasterFILE Complete Add-on: Hobbies and Crafts Reference Center Add-on: Read It!
Prairie Trails Public Library District	$1,248.00	Add-on: Education Research Complete Add-on: Hobbies and Crafts Reference Center Add-on: Read It!
EBSCO group purchase year-3 additional cost	**$4,888.00**	

The EBSCO year-4 renewal chart shared at the February 7th Committee of the Whole meeting was based on 84 libraries sharing a total purchase of $455,695.69 which was a 3.0% increase on the invoice SWAN paid in July 2022. We did not know that it was our responsibility to invoice the six libraries for the additional add-on cost—the understanding was EBSCO would directly bill those libraries. In summary, the year-4 cost sharing was higher due to the add-on package of $4,888 being included in the cost sharing total.

The six libraries will be invoiced additional year-3 packages, and an updated EBSCO year-4 renewal chart will be posted with SWAN Board feedback.

Compliance with the Decennial Committees on Local Government Efficiency Act
The new 2022 law will impact district libraries as defined in the Act, and it does not appear that SWAN will need to comply with the law as it is not a unit of local government that imposes a tax. I have included an overview of the Act, and if the SWAN Board would like to clarify this with the attorney at Klein Thorpe Jenkins, please let me know.

Investing SWAN Reserve Funds
The SWAN policy is included on this month's agenda for review. Any recommended changes can be brought forward as an action item at the April meeting.

Money Market Transfer
The balance in the SWAN checking account is at $1,709,434.23 and I recommend we transfer $429,000 into the Money Market account. The operating account balance in July 2022 was $985,656 which was the lowest since July 2021, and a $429,000 transfer from the Money Market was made in July 2021 to

cover operations. Since that time, we have switched to invoicing the full EBSCO group purchase in July so cash flow should be fine when we reach the start of the fiscal year 2024 in July.
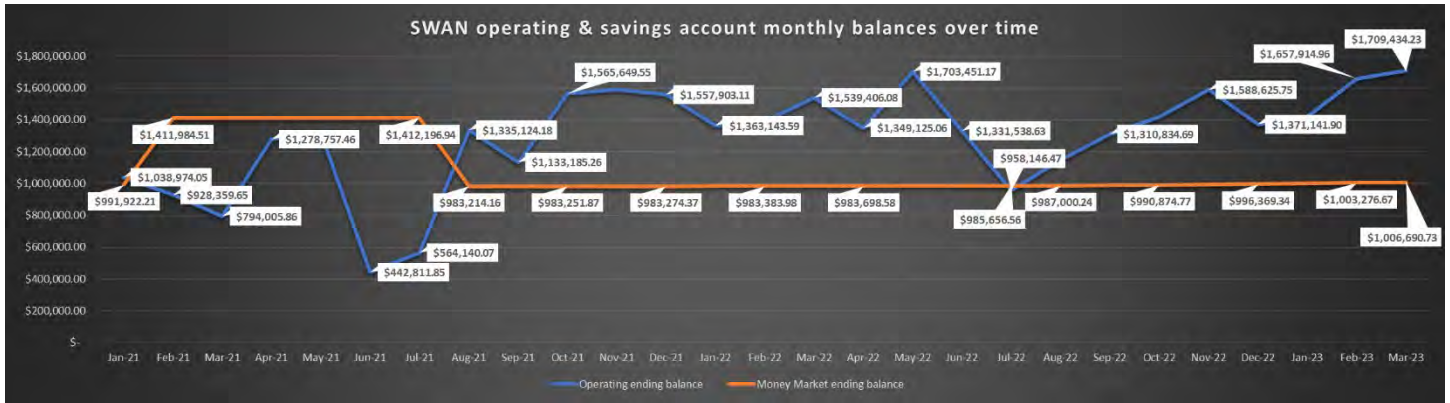
Monthly Financial Report

Balance Sheet

The Fund Balance Unrestricted line for February is at $ 2,452,167.46 which is a $21,195.00 from the month prior.

Fund Balance Unrestricted	$2,452,167.46
Expenses to be paid from reserve	($43,500.00)
	$2,408,667.46
SWAN annual expense budget	$4,147,033.00
	58%
Number of months operating expense in reserve	7.0

Revenue & Expense Report

This month would be 67% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2023. The total revenue reflects library membership fee payments for three quarters, which would bring in 75% of SWAN revenue. Expenses appear higher than 67% 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 February 2023	Percentage of budget YTD 67%
Total Revenue	$4,143,426.00	$3,182,510.83	77%
Total Expenses	$4,147,033.00	$2,999,648.16	72%
Over / (Under)	**($3,607.00)**	**$182,862.67**	

Accounts Receivable Update

4010 - SWAN Full Membership Fees: the third quarter invoices were sent out in October. We are currently at 74.86% of what should be 75% for this line. The fourth quarter invoices will be sent the first week of April.

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 101.93% 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 third quarterly payment to SWAN was received so this revenue is at 75%.

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 February is 4.53% 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 includes 3 months prepaid expenses of insurance coverage from the prior fiscal year, so it appears overbudget with 15 months coverage.

5130 – Property Insurance: this line includes 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 92.67%.

5450 – Data Management Services: expenses for RDA ToolKit and WebDewey are paid in full for the year. ArcGIS software subscription with Esri 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. This line includes 3 months prepaid expenses of insurance coverage from the prior fiscal year, so it appears overbudget with 15 months coverage.

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

Operations Report: March 2023

Summary

Membership engagement activities and statistics are reported through month-end of February 2023. System outages will be reported as of final assembly of the report to ensure that any critical system issues are documented as quickly as possible. Highlighted activities represent on-site library events.

Contents

Member Engagement – All Staff

A recap of member engagement activities in February 2023.

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
Tuesdays starting 2/21	Addison Training	All	Training
2/1/2023	ILL Users	Administration	Member meeting
2/1/2023	Office Hours: BLUEcloud Analytics	Administration, Information Technology & System Support	Consultation
2/6/2023	Office Hours: ILL/Circ/Outreach	All	Consultation
2/6/2023	Consultation: DEI Dossier (Oak Park)	Information Technology & System Support	Consultation
2/7/2023	COW FY24 Budget Meeting	Administration	Member meeting
2/8/2023	Office Hours: Circ/Hold Map	Information Technology & System Support	Consultation
2/8/2023	Consultation: Fine Free (West Chicago)	Information Technology & System Support	Consultation
2/8/2023	Office Hours: Cataloging	Bibliographic Services	Consultation
2/9/2023	Cataloging Advisory	Bibliographic Services	Member meeting
2/13/2023	User Group Chair Orientation	All	Member meeting
2/14/2023	Aspen Users	User Experience	Member meeting
2/15/2023	Office Hours: Aspen	User Experience	Consultation
2/17/2023	SWAN Board Meeting	Administration	Governance
2/23/2023	Acquisitions and Cataloging Users	Bibliographic Services	Member meeting
2/23/2023	eResource Advisory	User Experience	Member meeting
2/24/2023	Addison In-Service Day	All	Training
2/27/2023	Directors Coffee Hour	Administration	Consultation
2/27/2023	Consultation: User Record Settings (Hinsdale)	Information Technology & System Support	Consultation
2/28/2023	SWAN Fireside Chat #47	All	Member meeting

User Group and Advisory Meeting Recap

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.

Acquisitions and Cataloging Users Group (2/23/2023)

The Acquisitions and Cataloging Users Group met for their quarterly meeting. The group discussed the benefits of using Better World Books, Discover Books, or Thrift Books to send withdrawn books. The conclusion of the discussion resulted in personal preference as they all give the library money for sending books and they all no longer accept Audio/Visual materials. SWAN staff reminded the cataloging community of the proper usage of local MARC tags in PRE-CAT materials and proper cataloging of DVD boxsets for correct hold placement by patrons. Additionally, SWAN staff notified the user group of a software fix to a popular report entitled Book X12 Invoices with Vendor Selections, updates to acquisition rollover, creating Control Wizard properties in Serial Control, and promoted additional SWAN self-paced courses. Finally, the group was encouraged to participate in the SWAN Community Forums to exchange ideas, suggest meeting topics, and start discussion.

Cataloging Advisory (2/09/2023)

Cataloging Advisory was an opportunity to introduce Cynthia Romanowski to some of the cataloging library staff. This was the last meeting run by Scott, and Cynthia will take over as chair for the group's April meeting.

The main topic that needs further investigation is whether we want to begin distinguishing 4K Blu-way combo packs from other Blu-ray records. Currently they use the same 590 format field, though they are distinct in our Aspen catalog. We will be investigating whether libraries currently divide these combo packs into their constituent parts or plan to in the future to match common Blu-ray/DVD combo pack practice.

We also did an overview of changes to our MARCIVE authority processing setup from the prior month, which was in response to some genre headings getting misassigned a vocabulary due to overzealous processing. The access points themselves remained intact, so this did not affect access through our catalog.

Circulation Users (2/15/2023)

The February Circulation Users group meeting included a discussion on special statuses and how they display in Aspen, including "library use" and "staff use" statuses. SWAN staff are taking this information to further investigate potential changes to the display of these statuses in Aspen. In addition, the group discussed direct loans and renewal limits and bills on those items as well as best practices for collection agencies.

E-Resource Advisory (2/23/2023)

The E-Resource Advisory group this month discussed some questions that came out of our Discovery & User Experience Advisory group around e-resources: How library users are accessing databases and libraries' marketing efforts for electronic resources. Based on this discussion, Olivia Montolin, group chair, is compiling links and downloads to marketing materials for electronic resources on the SWAN support site. In addition the group completed a brainstorming activity on open access resources and Olivia updated the group on the EBSCO renewal and OpenAthens audit.

Major Projects & Research

Addison Public Library

Addison's training program started on February 21st and has proceeded with weekly sessions as scheduled. These sessions are proving to be very useful, with Addison staff engaging us with numerous questions about SWAN operations and the migration process.

We have also discussed with SirsiDynix a project plan. We will be using the same project team we have been assigned for our past two migrations, which is ideal for us. However, SirsiDynix staff availability was such that we needed to adjust our projected timeline somewhat. We have pushed back the initial data extract and policy profiling process by about a month, so it will now start in early June. Our timeline was initially extremely relaxed, so this adjustment will not be a problem in any way. Our go-live date remains Tuesday, November 14th.

Addison also had a change in staff with the resignation of their existing Head of Materials Processing, who was on the migration project team. They have promoted Jennifer Cuevas to this position. Jennifer works part time for SWAN Bibliographic Services as a Clerk, so this change could not be better. We are very excited to work with Jenny on this transition.

Aspen Discovery

Aspen 23.02 was released on February 15th. This was a lighter release in terms of features and enhancements relevant to our membership, but there was one enhancement that had been requested by our membership. Aspen now updates the Use Preferred Name checkbox in Symphony, so any preferred name a patron sets through the catalog will also appear in Symphony and on their notices.

BLUEcloud Staff (Acquisitions, Cataloging, Circulation, MobileStaff)

BLUEcloud Staff received its 23.02.00 update in February. This included a terminology update for closed orders in BLUEcloud Acquisitions, the reintroduction of call number browse searches in BLUEcloud Circulation and Cataloging, and some bugfixes.

The call number search issue was one that SWAN member staff have contended with, so we are pleased to see progress there, though the implementation still leaves something to be desired. It is not currently possible to filter call number browse searches by library, so searches will return call numbers from across all of SWAN, which is difficult to navigate.

Security Initiatives

Managed Detection & Response (MDR) Research

IT & System Support staff, Aaron, and Scott attended a demo session with Arctic Wolf where they further outlined their product and the protection it would offer to SWAN. They also provided an updated quote, which we will be reviewing. We are also reviewing our first-round choices to ensure that we're doing due diligence before selecting a vendor.

TLS-SIP2 Migration

ComicsPlus' migration to TLS-SIP2 went very smoothly. We will be preparing to move forward with the OverDrive/Kanopy authentication update in April.

Enhanced Patron Notifications – MessageBee

MessageBee configuration is nearly complete. We have templates for all 100 member libraries on deck for examination. SWAN staff are currently going through each library to ensure social links, branding, colors, and message text all match the specifications we provided.

We have also began testing the pathway from SWAN reports to MessageBee e-mail and SMS output. Our first phase of testing will include users with Symphony ILS User Library policies of SWS (SWAN staff) and ILL_LIBS (non-SWAN reciprocal borrowers.) These types of users in Symphony will receive MessageBee notifications using the SWAN Headquarters templates and are a good place to begin testing without affecting the bulk of your patrons. Unfortunately, we have run into an issue exporting notification data for ILL_LIBS users. This appears to be due to a particular quirk of that library policy's setup. We are working closely with SirsiDynix on a fix for this problem and will resume testing once it is resolved.

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	ByWater - Aspen weekly check-in	All (UX Lead)	Partnerships
Alternate Wednesdays	Aspen Grouped Work Working Group	Administration, Bibliographic Services	Partnerships
2/2/2023	Aspen Gathering	User Experience, Bibliographic Services	Partnerships
2/7/2023; 2/21/2023	Unique - MessageBee	All	Partnerships
2/16/2023	Arctic Wolf Security Demo	Administration, Information Technology & System Support	Partnerships
2/22/2023	SirsiDynix Sure Sailing	All	Partnerships
2/23/2023	DEI in Metadata Networking Group Meeting	Administration	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage tracking

There was no measurable downtime in February 2023. On March 6, SirsiDynix encountered an outage of their BLUEcloud services. This outage lasted approximately four hours and impacted all services

using BLUEcloud. This has been added to the outage tracking calendar and will be reflected in our uptime for March 2023.
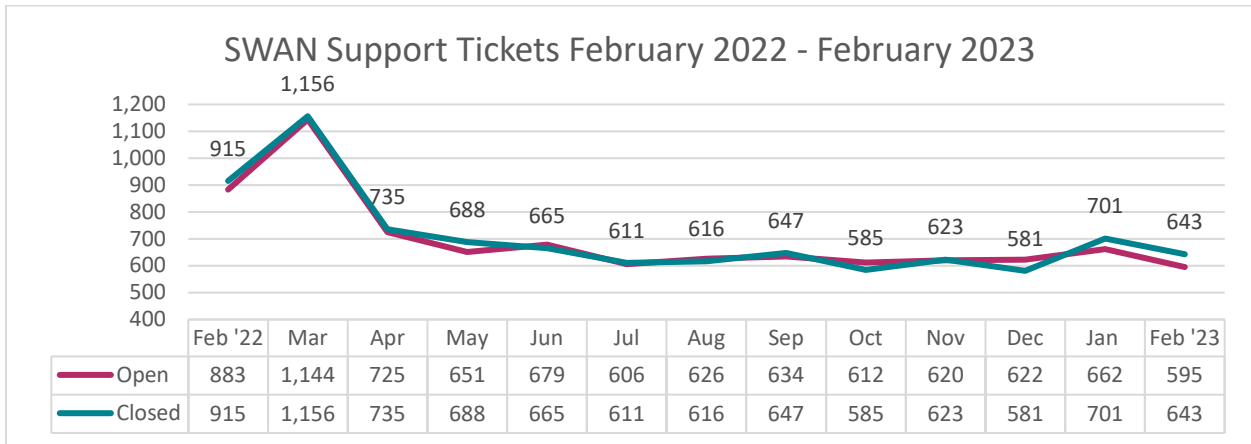
- 2017 – 99.995%
- 2018 – 99.986%
- 2019 – 99.992%

- 2020 – 99.989%
- 2021 – 99.993%
- 2022 – 99.992%

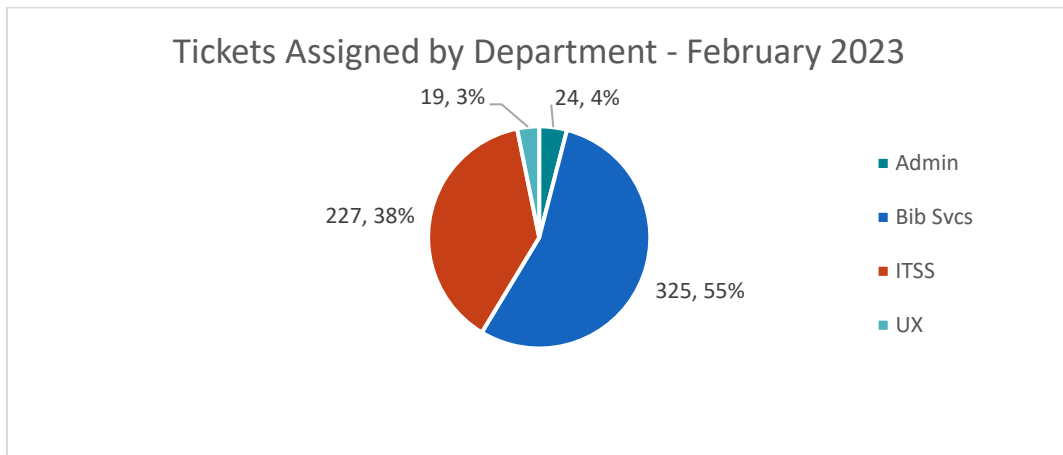## System Maintenance & Outage Calendar

	ADUTest Abnormal	Sat 1/28/2023	Sun 1/29/2023	ADUTest finished abnormally, executed cleanup scripts, notified SD	SirsiDynix
	Long Running ADUTest	Sun 1/29/2023	Mon 1/30/2023	Due to problems stemming from previous night's ADUTest, 4396 keys were ...	SirsiDynix
	Partial Cataloging Freeze	Mon 1/30/2023	Wed 2/1/2023	Partial Cataloging freeze began 1/30 at 10:45AM and was lifted 1/31 at 10A...	SirsiDynix
📅	BLUEcloud Service Outage	Mon 3/6/2023	Mon 3/6/2023	SirsiDynix BLUEcloud encountered a total outage around 9AM. All BLUEclo...	SirsiDynix, Outage

Support Tickets

Data labels reflect tickets closed each month.

SWAN Support Tickets February 2022 - February 2023

	Feb '22	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb '23
Open	883	1,144	725	651	679	606	626	634	612	620	622	662	595
Closed	915	1,156	735	688	665	611	616	647	585	623	581	701	643

SWAN Support Tickets Opened/Closed in Past 12 Months

Tickets Assigned by Department - February 2023

- Admin: 19, 3%
- Bib Svcs: 325, 55%
- ITSS: 227, 38%
- UX: 24, 4%

SWAN Support Tickets Assigned by Department

Support Site

Our support site team is working on an upgrade from our content management system Drupal 7 to Drupal 9.

We are currently testing the migration process to move content from the Drupal 7 site to a new Drupal 9 site, and we have successfully moved much of our site over to our test Drupal 9 environment. Some content and features we knew going into the project would not migrate, as this is a major upgrade, and we will have to rebuild some content and features.

Our next steps are to set a project timeline to complete site and content development.

Documentation Updates

In February, we added new documentation for [MobileStaff](#) (formerly known as MobileCirc). In addition, the IT team is working on a documentation cleanup of the Technology and IT documentation category.

On-site Training and Consultation

Bibliographic Services staff continue to provide on-site training for libraries with new staff and transitions. We also had a fine-free consultation with West Chicago. It is always promising to make progress on the road to being fully fine-free.

Training Modules & Recordings

In February, we finished a project to re-record all of our Aspen video trainings for both general- and administration-level users. Ultimately this was in preparation for training Addison staff on these topics, but existing SWAN staff should benefit from these updates since Aspen undergoes such frequent updates. We will likely make this a yearly project.

Aside from the Aspen recordings, we are posting all recordings of our trainings with Addison staff to a Training Collection on the support site: [SWAN 101 Migration Training](#). These trainings on high-level topics may be useful refreshers for all SWAN member staff.

Learning Management System (SWAN Online Learning)

In February we added 34 new users to the SWAN Online Learning management system. These users do not include the soon-to-come influx of new users from Addison Public Library that will be taking trainings through the LMS in preparation for their migration.

In this reporting period, we have added one new online self-paced training offering:

- TS300: General Local Practices in Cataloging

This is the first in a series of courses on SWAN-specific local cataloging practices. The remainder of the courses will examine specific format groups such as books, audio, video, and physical objects.

Maintenance

Automatic Monthly Patron Record Removal

On February 15th, 951 inactive patron records > 9 years were removed from the database. We pushed back our transition to purging 8 years worth of records due to staff scheduling at the appropriate time. Because of the volume of records being removed by that change, it is important to monitor is closely. This will instead take place on March 15th. We have 49,103 records targeted for that purge, though the number may be smaller if member staff take action to preserve some records.

As of early March, there were 222,158 patrons active since start of 2023. Coupled with 2022 active users (179,602) this represents 40.8% of total patron database. Since January 1, 2020, 63% 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 still recommends purging all patron records with last activity date prior to 1/1/2013 regardless of outstanding bills.

Number of Patrons - Last Activity Year
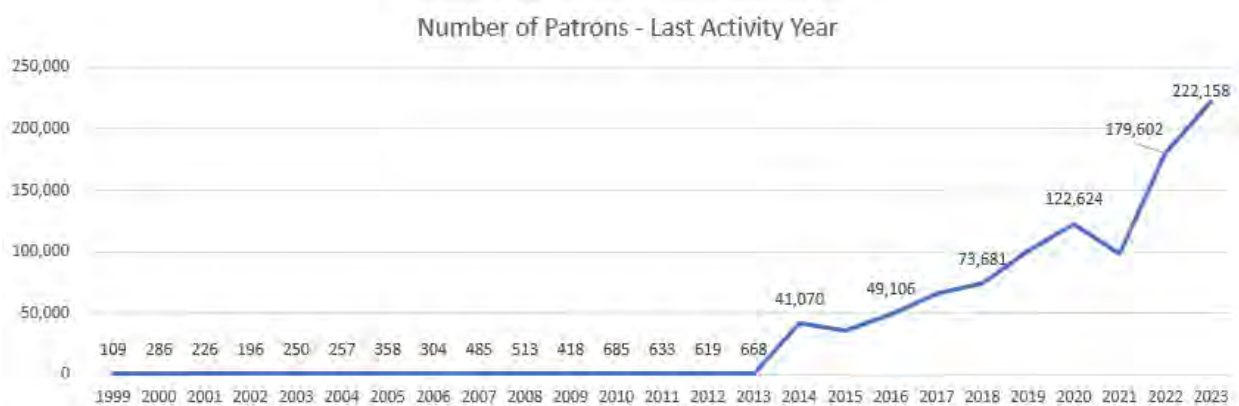
Notification Monitoring

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 email notifications sent from SWAN to library users on behalf of member libraries. 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.

ITSS worked with SendGrid support at the end of February to address the increased rate in our bounced email counts. Several areas were identified with SendGrid support that required us to modify the settings to improve our overall deliverability rate. We have ensured that all SWAN-owned domains are fully validated with SendGrid. The SendGrid bounce list was also purged, which will allow addresses that had previously bounced would be attempted again, rather than get dropped by

SendGrid. This means that the significant spike in the bounces in February account for the last few days of the month where previously bounced emails bounced again since the bounce list was purged. This will allow us to further identify emails that are malformed so we can maintain a cleaner list. SendGrid also identified several domains that were inactive, which attributed to our bounces. These have also been purged from the system.

The decreased number of bounce drops, and our overall deliverability rate have begun to reflect the changes, but we anticipate having a clearer picture of our overall deliverability rate at the end of March.

| Month/Yr | Total Emails Sent | Success Rate | Addresses | | | Messages | | |
			Email Addresses Bounced	Email marked SWAN as SPAM	Invalid Emails	Blocks	Bounce Drops	Spam drops
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
January, 2023	446,637	95.12% (443,495)	727	45	255	4,652	16,958	2,392
February, 2023	379,687	97.69% (377,512)	1,154	35	249	1,698	4,231	2,261

Phone Notice Tracking

Phone notifications are sent through SWAN's contracted service with Unique Management and relies on their MessageBee voice delivery system. The success rate increased slightly after a couple months of increase in failed calls. We'll continue to monitor to see if the trend continues.

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
January, 2023	8,164	7,843	96.07%	308	3.77%
February, 2023	7,429	7,157	96.34%	263	3.54%

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%
January, 2023	36,587	55	38,495	75,137	82	1,150	518	97.67%
February, 2023	32,805	63	32,288	65,156	74	909	418	97.85%

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**
Orig 2023	114	123											
Copy 2023	2,925	2,213											

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	**1,427,150**	**100.00%**
Other	35,597	2.49%
1950-1979	69,073	4.84%
1980-1989	74,559	5.22%
1990-1999	179,187	12.56%
2000-2009	389,067	27.26%
2010-2019	525,515	36.82%
2020-Current	154,152	10.80%

Title Count by Publication Year
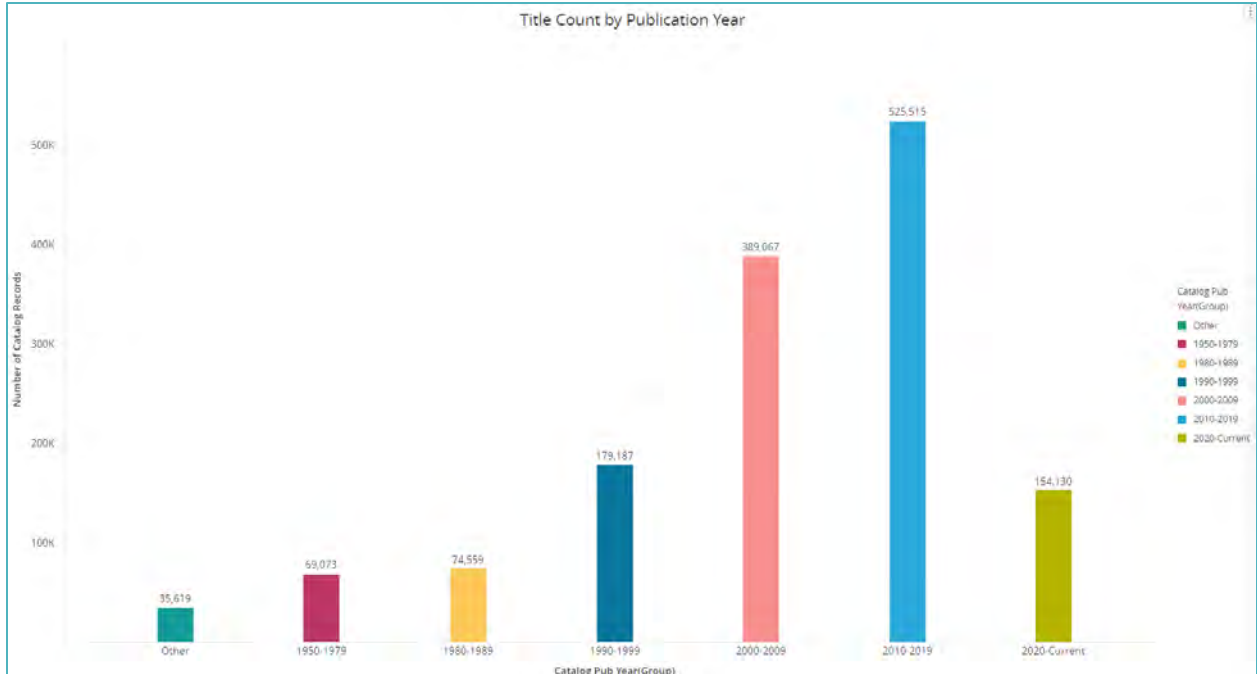
Circulation

Circulation in prior month

February 2023 circulation shows more variance throughout the weekdays, with some low points scattered throughout. This is coupled with higher Saturday peaks.

Daily Circulation Totals - Previous Month
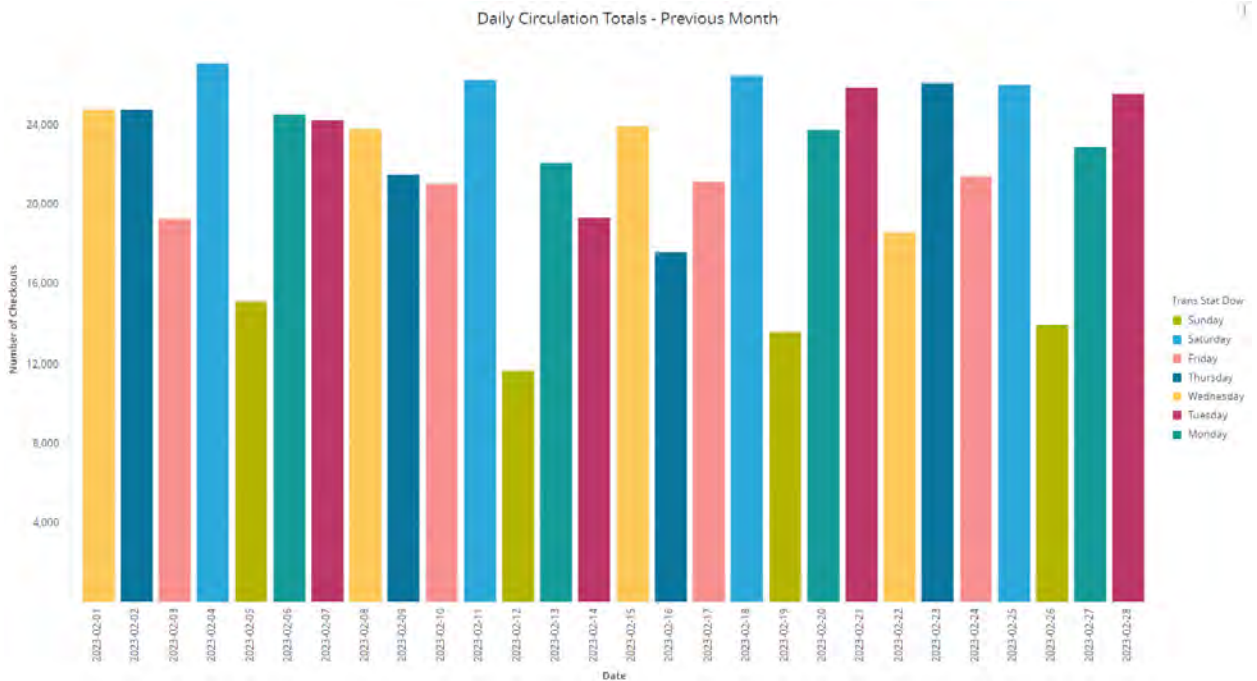
Monthly total comparison since 2019

February circulation is up from 2022, which is a good sign that January's recovery from the slump of Fall 2022 may be a trend.

Circulation Snapshot 2019-Current
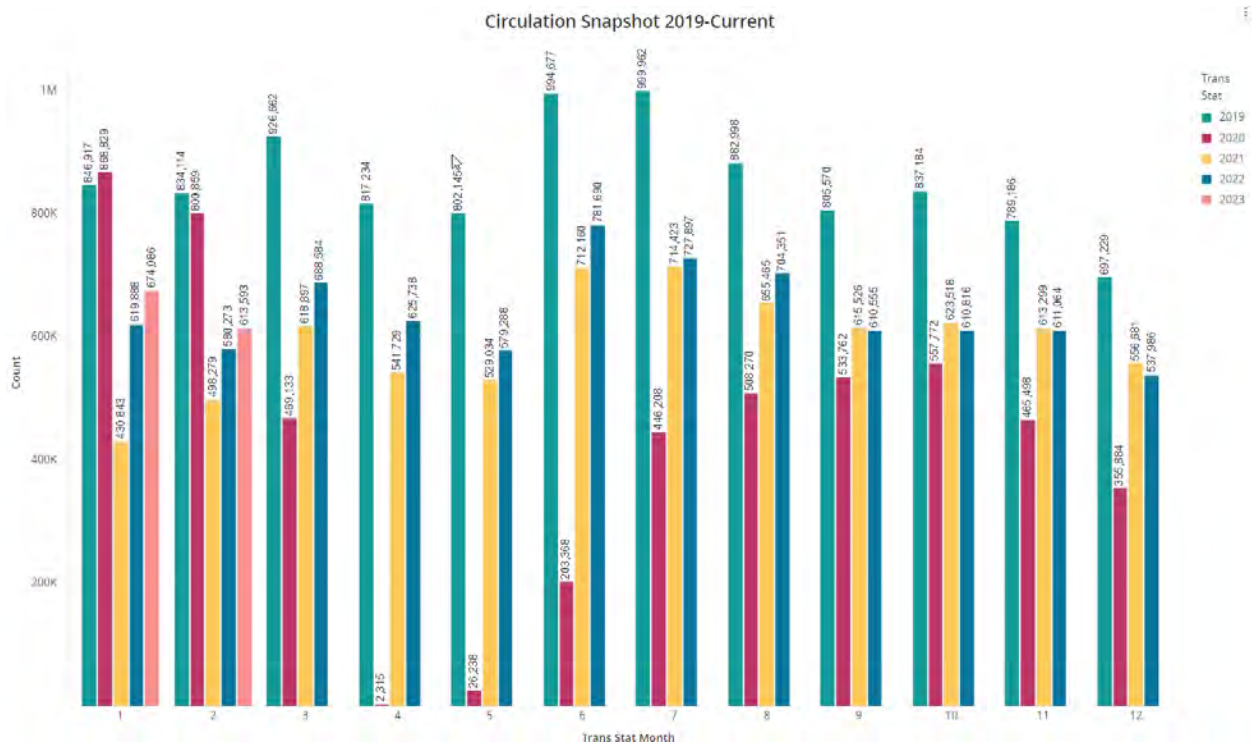
Holds

Time to Fill Analysis

Time to Fill has stabilized over the past few months, and we are not seeing significant changes to this analysis month over month. However, March marks the month we incorporated hold counts into our Aspen catalog algorithm. Hold counts have the potential to alter where holds are placed for high-demand items with multiple editions available. We are unsure how much of an impact this will have on Time to Fill trends, but checking in on this data in about 6 months will provide our answer.

Total Days to Shelf Chart

(Days to Shelf+Days to Shelf)

Hold Client
- BC_MOBILE
- WORKFLOWS
- WS_PUBLIC
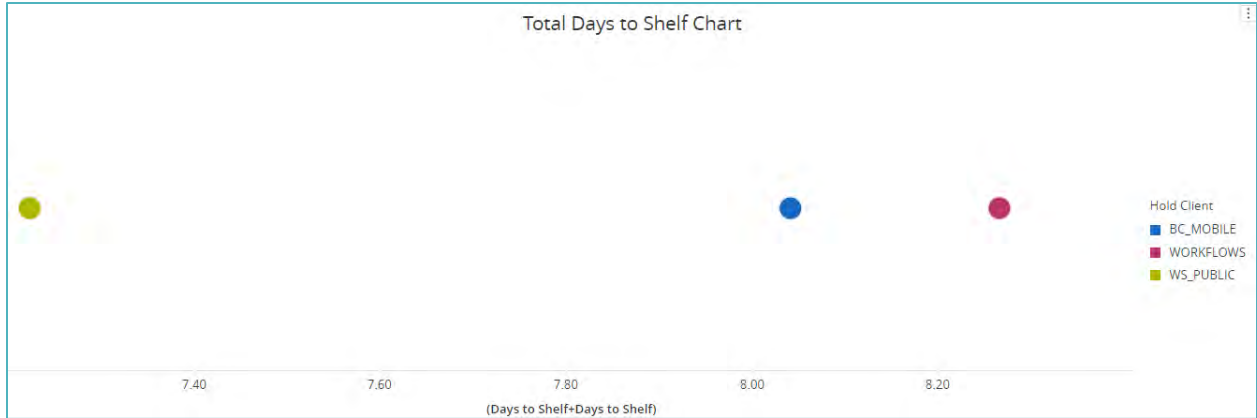
During the six-month period, 523,801 holds were placed and filled in Aspen, compared to 81,483 for BLUEcloud Mobile and 80,250 for WorkFlows. Over 75% of holds placed and filled, during this time period, were placed in Aspen.

By Hold Client Chart

81,483

80,250

523,801

Hold Client
- BC_MOBILE
- WORKFLOWS
- WS_PUBLIC
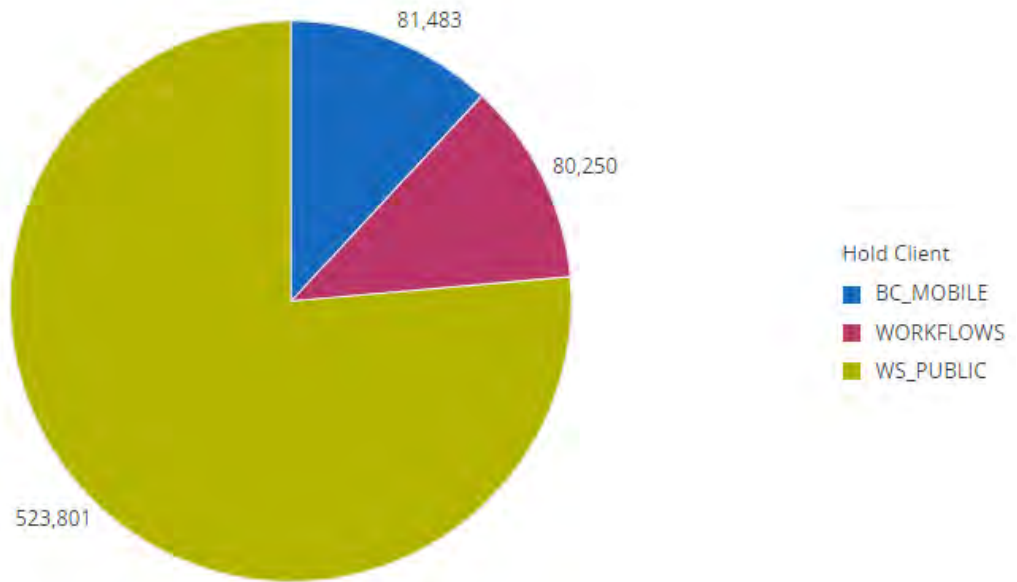
Holds Placement & Pick-up

The number of patrons placing holds was 37,404, with 185,578 total holds placed. This reflects the usual downturn after the January peak. Though we do not have much pre-pandemic data shown at present, February hold placement activity was comparable to February 2020 both this year and last. This is in contrast to total circulation counts, which are still lower.

Trends in Holds, Feb 2020 - Present
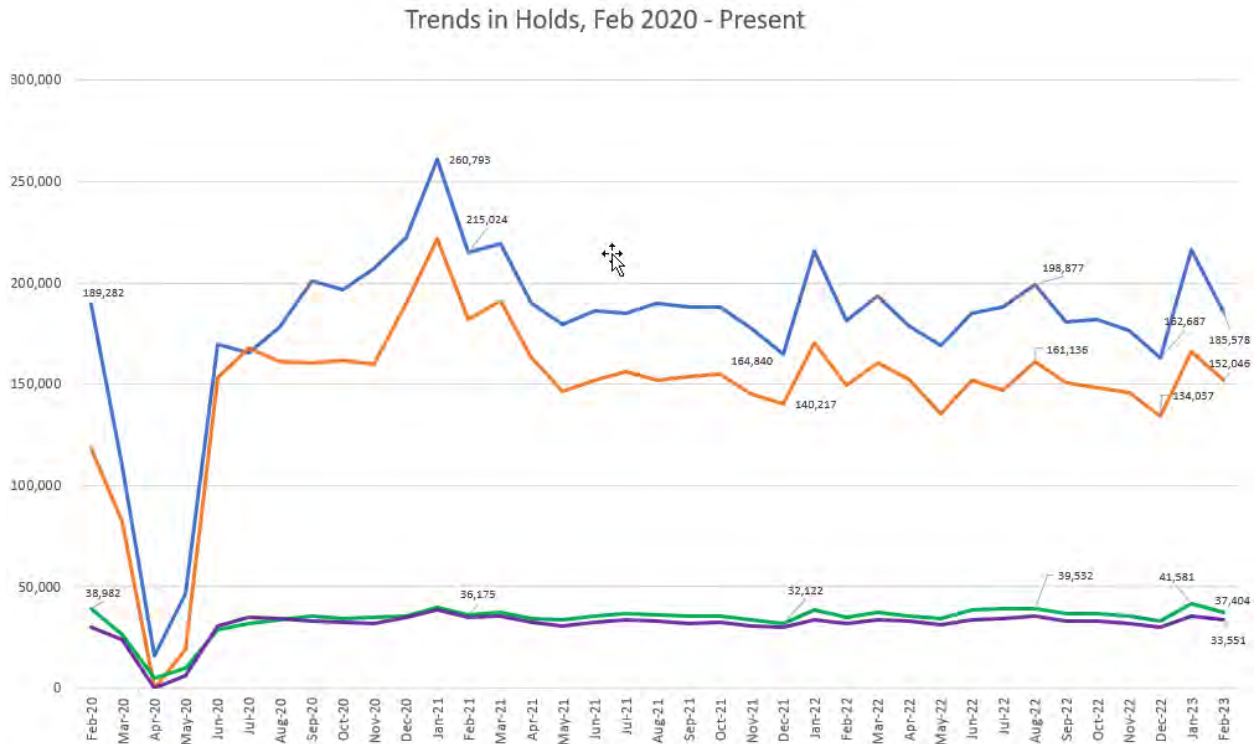

Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 106,278 in February. Non-SWAN reciprocal borrowing included 19,265 checkouts.

OCLC Worldwide Resource Sharing

Our combined OCLC interlibrary loan statistics show that SWAN continues to be a net lender. Despite an increase in borrowing activity, we lent 1.7 items for each item borrowed.

OCLC Interlibrary Loan Activity: March 2019 - Present

Borrowing-Loans | Lending-Loans
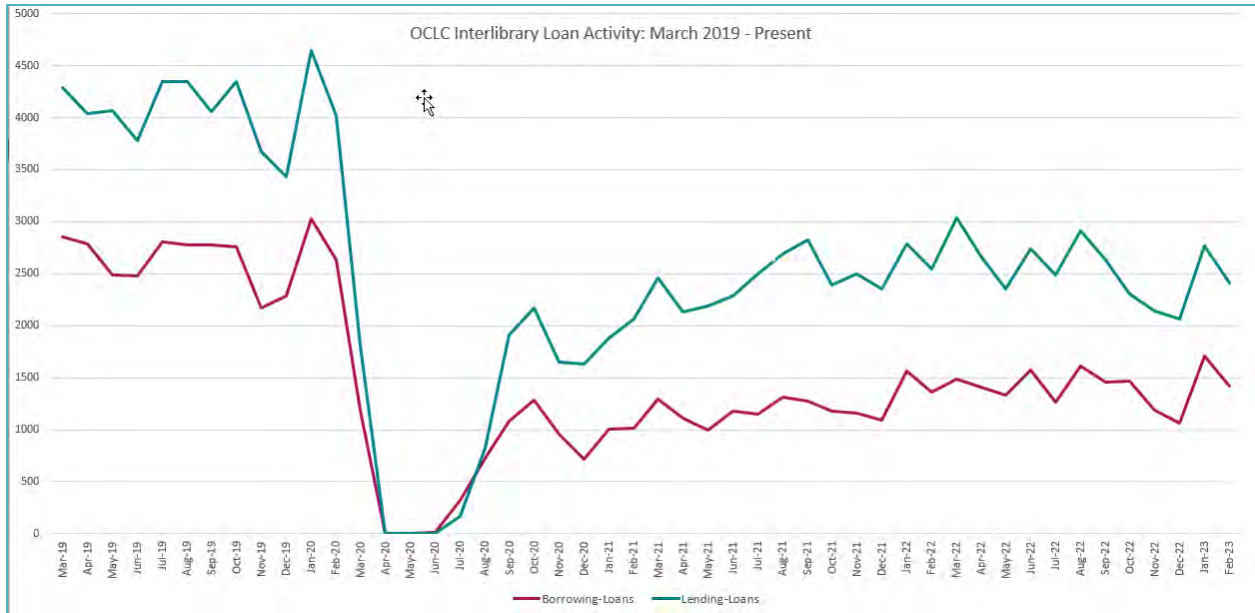
Online Public Catalog - Aspen

Top 25 Searches in Aspen (February 2022)

1. avatar
2. colleen hoover
3. ruby bridges
4. ps4 games
5. lessons in chemistry
6. dvd
7. spare
8. it ends with us
9. scooby
10. froggy
11. movies
12. where's waldo?
13. nintendo switch video games
14. music
15. verity
16. nintendo switch
17. james patterson
18. detective and mystery fiction
19. mulan
20. pokemon
21. horror
22. love
23. remarkably bright creatures
24. motorcycle
25. hogwarts legacy

Results Pageviews in Aspen
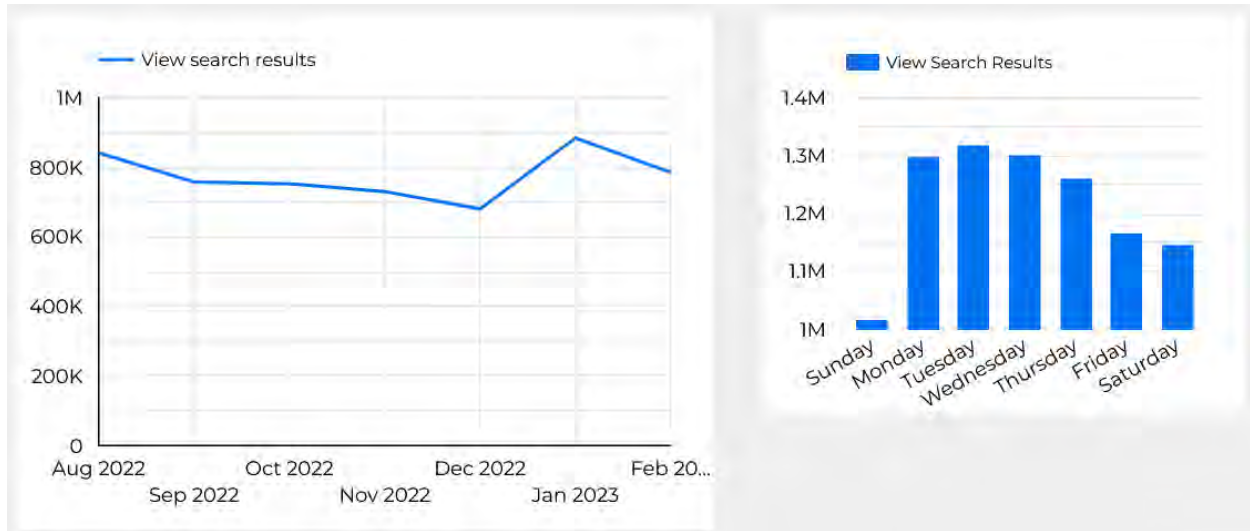
Usage of Recommendations

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.
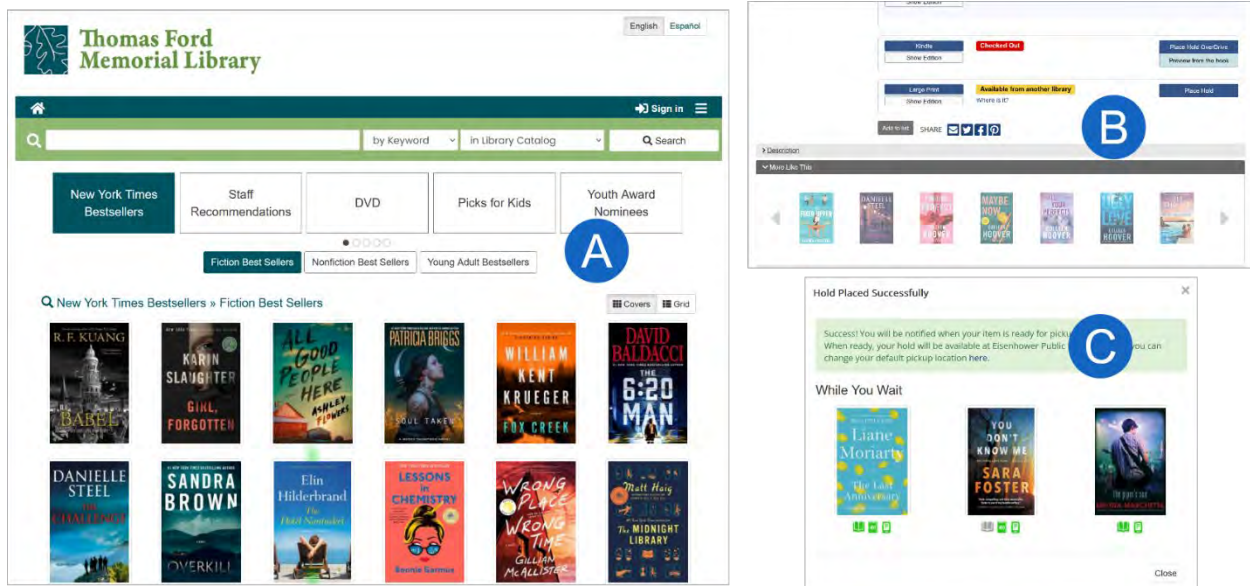
SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

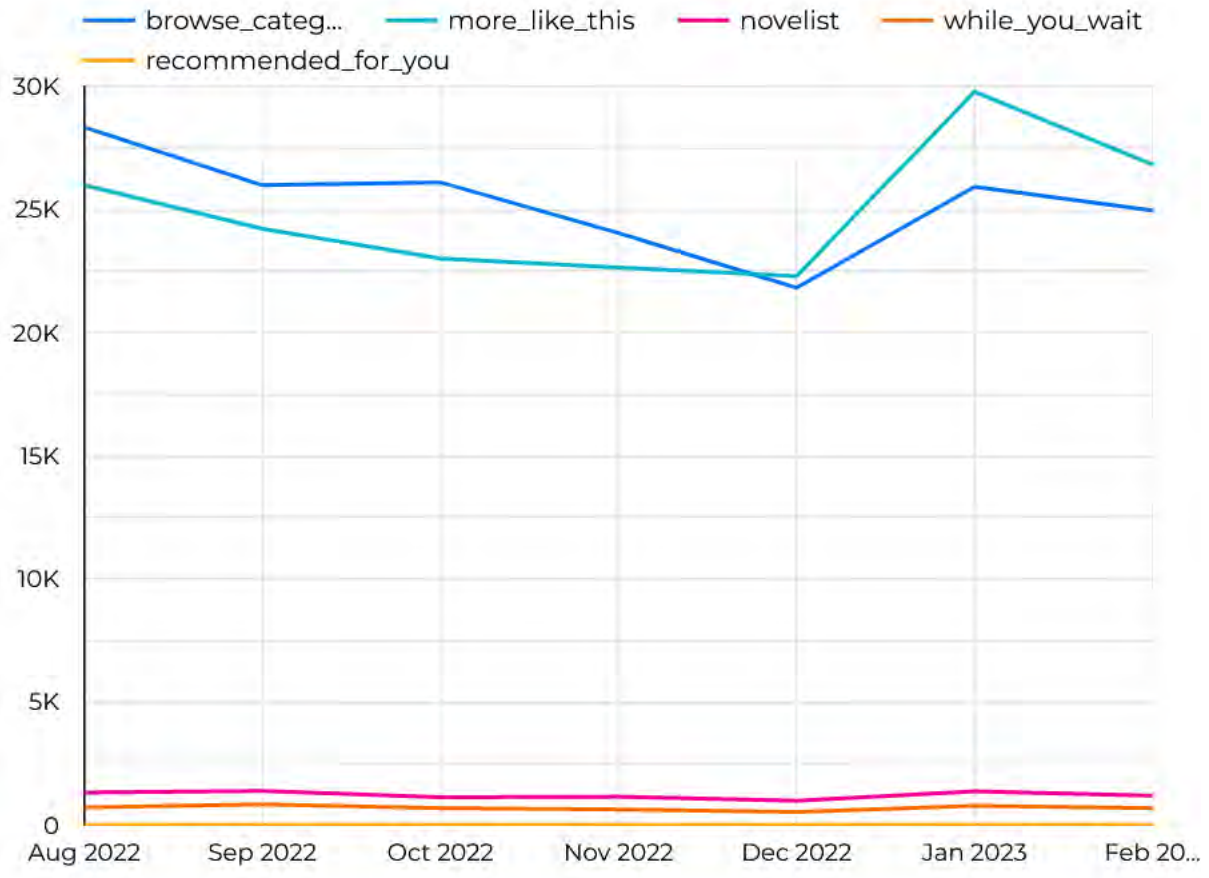| DATE	MEETING TYPE	ACTION ITEMS
Thursday, July 1, 2021		SWAN FY21 Budget goes into effect.
Friday, July 23, 2021	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. 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 Succesion Plan for ED.
January 2022 [TBD]	SWANcom	Board present draft budget to membership.
Monday, January 31, 2022		Signed LLSAP grant agreements due to RAILS
Tuesday, February 1, 2022	Membership Meeting	Meeting to discuss FY23 budget, fees, and reserves worksheet.
Friday, February 18, 2022	Regular SWAN Board Meeting (La Grange)	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
Thursday, March 3, 2022	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 18, 2022	Regular SWAN Board Meeting (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 (Bloomingdale)	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 2, 2022	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 17, 2022	Regular SWAN Board Meeting (Bloomingdale)	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY24 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Thursday, June 30, 2022		OCLC State-wide Group Services Agreement Ends
Friday, July 1, 2022		SWAN 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.

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

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Investment of Public Funds

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of SWAN funds by the SWAN Treasurer and Board. Its scope is all SWAN funds.

Reviewed and revised by the SWAN Board on 10/16/2015.

Responsibilities

All investment policies and procedures of SWAN will be in accordance with Illinois Law. Administration and execution of these policies are the responsibility of the SWAN Treasurer and/or his/her designee.

Delegation of authority

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer and/or her/his designee.
The Treasurer and/or her his designee is responsible for establishing internal controls and written procedures for the operation of the investment program.

"Prudent person" standard

All SWAN investment officers, including but not limited to the Treasurer and his/her designee, shall use a prudent person standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of SWAN, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- Legality (conforming with all legal requirements)
- Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- Yield (attaining a market rate of return on investments)
- Investments will be diversified as is possible based on the nature of the funds invested and the cash flow needs of those funds.

Guidelines

The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:
   Only investments consistent with the Public Funds Investment Act, 30 ILCS 235/1 et seq. will be permitted by this policy. Deposit accounts in banks or savings and loan institutions must be protected by FDIC insurance and will not exceed the amount insured by FDIC coverage (unless adequately collateralized as stated below).
2. Liquidity:
   In general, investments should be managed to meet liquidity needs for four months operating expenses, based on forecasted needs, and any reasonably anticipated special needs.
3. Yield-Return on investment:
   Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

Collateral

Funds on deposit in excess of FDIC limits will be secured by collateral. Investments in U.S. Treasuries or Federal Agencies do not require collateral. SWAN will accept the following as collateral:

1. U. S. Government Securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois – rated A or higher

The amount of collateral provided is to have a current market value equal to at least 110% of the

current amount by which SWAN funds on deposit (including accrued interest) exceed the FDIC insured amount. Maturities of collateral will be no more than five years longer than the maturity of the investment. Collateral with maturities of no more than ten (10) years longer than the maturity of the investment are acceptable if SWAN's deposits in excess of FDIC limits are collateralized at 115%.

The Treasurer will review the ratio of fair market value of collateral to the amount of funds secured monthly, and additional collateral will be required when the ratio declines below the 110% level.

Pledged collateral will be held in safekeeping by an independent third party bank, the Federal Reserve Bank, or the State Treasurer's Municipal Safekeeping account. The collateral will be held in accordance with an agreement with the institution that precludes the release of the pledged assets without authorized signatures; however, the agreement allows for an exchange of collateral of like value. Collateral transfers require the approval of the Treasurer or designee.

Reporting

At least quarterly, the Treasurer or designee shall prepare a report that includes information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date. At least annually, the Treasurer and her/his designee shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the needs of SWAN for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the SWAN Membership upon request.

Internal controls

 In addition to these guidelines, the Treasurer and/or his/her designee shall establish a system of internal controls and written operational procedures designed to prevent fraud, loss, theft or misuse of funds.

Authorized financial institutions

Any financial institution shall be considered and authorized only by the action of the SWAN Board upon the recommendation of the Treasurer. The Treasurer and/or her/his designee will maintain a list of financial institutions authorized to provide investment services.

Conflicts of interest

SWAN Board members, the SWAN Executive Director and/or any SWAN employees who have personal business activities with an investment institution shall abstain from discussion, making recommendations and voting relative to investment of funds. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking

personal investment transactions with the same individual with whom business is conducted on behalf of SWAN.

No person acting as Treasurer or investment advisor for the SWAN, or who is employed in any similar capacity by or for the SWAN, may do any of the following:

1. Have any interest, directly or indirectly, in any investments in which the SWAN is authorized to invest.
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which the SWAN is authorized to invest.

Source URL (modified on 07/22/2021 - 16:55):https://support.swanlibraries.net/node/64796

Links
[1] https://support.swanlibraries.net/field-collection/field-pseudosection/234/delete?destination=printpdf/book/export/html/64796
[2] https://support.swanlibraries.net/field-collection/field-pseudosection/234/edit?destination=printpdf/book/export/html/64796
[3] https://support.swanlibraries.net/field-collection/field-pseudosection/add/node/64796?destination=printpdf/book/export/html/64796

EBSCO Database Package year-4 renewal 2023-2024

The pricing for the renewal of the group-purchase for EBSCO online subscription databases is now finalized for public libraries participating in the SWAN arrangement. Currently, 84 libraries participate in the purchase which is now in its year-4 renewal.

The renewal 3.0% cost increase is applied to the single invoice received by SWAN. This does not mean, however, that the 84 libraries will see a 3% increase. For some libraries it might be lower, and for others the individual year-4 renewal price might increase. This is due to two factors:

1. Libraries remaining in the group-purchase in order to share the overall costs. If a library drops out, the shared price for the participating libraries will go up.
2. Library quartile discounts can change year to year depending on the group purchase formula
3. Library quartile group membership can change year to year

The SWAN EBSCO group-purchase cost sharing arrangement is divided into 4 participating library groups called "quartiles." The goal of the cost sharing is to allow as many public libraries as possible in SWAN to participate in the group-purchase, which means some libraries are forgoing a full percentage discount so that other libraries can receive a larger discount. The discounts for the libraries for year-4 are as follows.

EBSCO Quartile Group	Year 1	Year 2	Year 3	Year 4
Group 1 discount	27%	31%	30%	30.3%
Group 2 discount	52%	56%	55%	55.3%
Group 3 discount	56%	60%	59%	59.3%
Group 4 discount	62%	66%	65%	65.3%

This group-purchase for the RAILS EBSCO package would have cost:

RAILS EBSCO "group B" price for 84 SWAN libraries	$849,703
SWAN group-purchase price	$449,572
Total savings	**$399,042**

Year-4 Renewal Timeline

February 24, 2023	Libraries opt-out decision
April 24, 2023	Database selection form will open
May 12, 2023	Database selection form is closed
May 24, 2023	SWAN order details are due to RAILS
June 30, 2023	Updated EBSCO links sent to libraries
July 1, 2023	Updated EBSCO selections are live

SWAN Library Responsibilities

- Read over the [SWAN support documentation](#) on the EBSCO database packages

- Determine if your library will continue to participate in the year-4 renewal

- This is a "passive renewal" so if your library decides to remain in the group-purchase, you will not have to notify SWAN

- Libraries that wish to opt-out must inform SWAN via the online form by February 24, 2023

- Please contact SWAN E-Resources Consultant Olivia Montolin to discuss options for about the group-purchase:

  Olivia Montolin
  Consultant, Electronic Resources
  olivia@swanlibraries.net
  630-326-7104

SWAN Staff Responsibilities

- Provide database selection period for the library renewal

- Provide centralized management and configuration of databases, including links for remote access use

- Act as centralized point-of-contact for sales and contract renewal

- Hold the EBSCO license on behalf of the public library membership

- Provide centralized support and troubleshooting – through SWAN help/ticket system. SWAN works with EBSCO.

- Provide instructional support through documentation and online tutorials, accessible from the SWAN patron website

- Provide online training for library staff in use of resources, including targeted resources to assist library staff in collection development, reference, and readers advisory (working in collaboration with SWAN member library experts)

- Provide training and support in reporting statistics; consortium-wide statistical analysis

- Continue collaboration with RAILS and the Illinois State Library to expand access to electronic resources with significant cost savings

- If you have questions, please utilize the [SWAN Support site help system](#).

Year-4 details on the group-purchase

This fee chart below shows the discounts for the 4 groups used within SWAN's group-purchase.

Some libraries of note:

- Crestwood increased due to group discount changes, having moved from Group 1 (the largest discount) to Group 2.

- Dolton decreases due to group discount changes, having moved from Group 2 to Group 1 higher discount.

- Grande Prairie decreased due to group discount changes, having moved from Group 2 to Group 1 higher discount.

- Harvey Public Library District has an increase in tax distributions for this year's formula, so the library moved from the Group 1 discount (the largest discount) to Group 2.

- Hillside Public Library increased due to group discount changes, having moved from Group 3 to Group 4.

- Villa Park increased due to change from Group 2 to Group 3, which is due to the unique situation with the library's bond/debt service and taxes.

Group purchase formula explainer

The steps to create the purchase pricing per library is outlined below and is followed each year during the renewal process.

1. Update public library tax information using data used within SWAN membership fee formula
2. Update RAILS EBSCO group B purchase cost per library (pricing based on library service population)
3. Sort column "EBSCO Full Price as Percentage of Tax Revenue Budget" high to low
    a. This will determine a library's ability in a given year to participate in the purchase
4. Divide participating libraries into 4 equal size groups
    a. 84 libraries break into 4 groups with 21 libraries each
5. Determine if Quartile discounts for each group on RAILS package B full price will sum up to the amount of the invoice SWAN will receive from RAILS for the group purchase
    a. Adjust discounts for each group by the same amount
    b. Discounts percentages may utilize one or two decimal places depending on the sum total
6. Sort chart by library name
    a. Hide columns that complicate fee chart presentation
    b. Suggested columns
        i. Public Library Tax Revenue Total 2020
        ii. EBSCO FY24 Pricing: RAILS Group B Package with 3% increase
        iii. EBSCO Full Price as Percentage of Tax Revenue Budget
        iv. % Increase / (Decrease)
        v. Savings overall
7. If sum total for the group purchase falls short of the quoted RAILS invoice, SWAN will make up the purchase price difference
8. If a library withdraws from the purchase, repeat above steps

a. If the groups cannot be evenly divided, set Group 1 and Group 2 to have more participants

b. Quartile discounts will need to be adjusted as the total price for the package purchase will not be reduced when a library exits the deal

SWAN EBSCO Group-purchase discount pricing year-4 renewal: Final price chart

Library Name	Price Quartile Group for Year-4	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)
Acorn Public Library District	Group 1	70%	$4,384	$4,221	$163
Alsip-Merrionette Park Public Library District	Group 3	41%	$5,784	$6,161	($377)
Batavia Public Library District	Group 4	35%	$6,370	$6,161	$209
Bedford Park Public Library District	Group 4	35%	$2,153	$2,083	$71
Beecher Community Library District	Group 1	70%	$1,740	$1,676	$65
Bellwood Public Library	Group 2	45%	$5,394	$5,592	($198)
Bensenville Community Public Library District	Group 2	45%	$5,394	$5,213	$181
Berkeley Public Library	Group 1	70%	$1,740	$1,676	$65
Berwyn Public Library	Group 3	41%	$11,373	$10,995	$378
Bloomingdale Public Library	Group 4	35%	$6,370	$6,161	$209
Bridgeview Public Library	Group 2	45%	$5,394	$5,213	$181
Broadview Public Library District	Group 3	41%	$3,409	$3,296	$113
Brookfield Public Library	Group 4	35%	$6,370	$6,161	$209
Calumet City Public Library	Group 1	70%	$4,256	$4,098	$158
Carol Stream Public Library	Group 4	35%	$9,181	$8,880	$302
Chicago Heights Public Library	Group 1	70%	$4,256	$4,098	$158
Cicero Public Library	Group 1	70%	$8,006	$7,708	$297
Clarendon Hills Public Library	Group 2	45%	$3,179	$3,072	$107
Crestwood Public Library District	Group 2	45%	$3,179	$1,676	$1,503
Crete Public Library District	Group 3	41%	$5,784	$5,592	$192
Dolton Public Library District	Group 1	70%	$2,953	$5,213	($2,260)
Downers Grove Public Library	Group 4	35%	$9,181	$8,880	$302
Eisenhower Public Library District	Group 4	35%	$6,370	$6,161	$209
Elmwood Park Public Library	Group 2	45%	$5,394	$5,213	$181
Evergreen Park Public Library	Group 2	45%	$5,394	$5,213	$181
Flossmoor Public Library	Group 3	41%	$3,409	$3,631	($222)
Forest Park Public Library	Group 3	41%	$5,784	$5,592	$192
Frankfort Public Library District	Group 3	41%	$8,337	$8,060	$277
Franklin Park Public Library District	Group 3	41%	$5,784	$5,592	$192
Geneva Public Library District	Group 4	35%	$9,181	$8,880	$302
Glen Ellyn Public Library	Group 4	35%	$6,370	$6,161	$209
Glenside Public Library District	Group 3	41%	$9,469	$9,154	$315
Grande Prairie Public Library District	Group 1	70%	$4,256	$7,514	($3,257)
Green Hills Public Library District	Group 3	41%	$8,337	$8,060	$277
Harvey Public Library District	Group 2	45%	$5,394	$2,843	$2,550
Hillside Public Library	Group 4	35%	$3,754	$3,296	$458
Hinsdale Public Library	Group 4	35%	$6,370	$6,161	$209
Hodgkins Public Library District	Group 3	41%	$1,955	$1,890	$65
Homewood Public Library District	Group 3	41%	$5,784	$5,592	$192
Indian Prairie Public Library District	Group 4	35%	$9,181	$8,880	$302
Itasca Community Library	Group 4	35%	$3,754	$3,631	$123
Justice Public Library District	Group 1	70%	$2,953	$2,843	$110
Kaneville Public Library District	Group 1	70%	$998	$961	$37
LaGrange Park Public Library District	Group 3	41%	$5,784	$5,592	$192
Lansing Public Library	Group 4	35%	$6,370	$6,161	$209
Lyons Public Library	Group 1	70%	$2,953	$2,843	$110
Markham Public Library	Group 1	70%	$2,953	$2,843	$110
Matteson Area Public Library District	Group 4	35%	$6,370	$6,161	$209

SWAN EBSCO Group-purchase discount pricing year-4 renewal:
Final price chart

Library Name	Price Quartile Group for Year-4	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)
Maywood Public Library District	Group 2	45%	**$5,394**	$5,213	$181
McCook Public Library District	Group 2	45%	**$1,823**	$1,762	$61
Melrose Park Public Library	Group 2	45%	**$5,394**	$5,213	$181
Messenger Public Library of North Aurora	Group 3	41%	**$5,784**	$5,592	$192
Midlothian Public Library	Group 2	45%	**$5,394**	$5,213	$181
Nancy L. McConathy Public Library District	Group 1	70%	**$2,953**	$2,843	$110
North Riverside Public Library District	Group 3	41%	**$3,409**	$3,296	$113
Oak Brook Public Library	Group 3	41%	**$3,409**	$3,296	$113
Oak Lawn Public Library	Group 4	35%	**$12,525**	$12,113	$411
Oak Park Public Library	Group 4	35%	**$12,525**	$12,113	$411
Palos Heights Public Library	Group 2	45%	**$5,394**	$5,213	$181
Palos Park Public Library	Group 2	45%	**$1,823**	$1,762	$61
Park Forest Public Library	Group 3	41%	**$5,784**	$5,592	$192
Prairie Trails Public Library District	Group 2	45%	**$7,774**	$7,514	$261
Richton Park Public Library District	Group 1	70%	**$2,953**	$2,843	$110
River Forest Public Library	Group 2	45%	**$5,394**	$5,213	$181
River Grove Public Library District	Group 1	70%	**$2,953**	$2,843	$110
Riverside Public Library	Group 3	41%	**$3,409**	$3,296	$113
Roselle Public Library District	Group 3	41%	**$6,570**	$6,352	$218
Schiller Park Public Library	Group 2	45%	**$5,394**	$5,213	$181
South Holland Public Library	Group 3	41%	**$5,784**	$5,592	$192
St Charles Public Library District	Group 4	35%	**$12,525**	$12,113	$411
Stickney-Forest View Public Library District	Group 2	45%	**$5,394**	$5,213	$181
Sugar Grove Public Library District	Group 1	70%	**$2,953**	$2,843	$110
Summit Public Library District	Group 1	70%	**$2,953**	$2,843	$110
Thomas Ford Memorial Library	Group 2	45%	**$5,394**	$5,213	$181
Thornton Public Library	Group 1	70%	**$998**	$961	$37
Tinley Park Public Library	Group 4	35%	**$12,525**	$12,113	$411
University Park Public Library District	Group 1	70%	**$1,740**	$1,676	$65
Villa Park Public Library	Group 3	41%	**$5,784**	$5,213	$571
Warrenville Public Library District	Group 2	45%	**$6,126**	$5,921	$205
West Chicago Public Library District	Group 4	35%	**$6,370**	$5,592	$778
Westchester Public Library	Group 2	45%	**$5,394**	$5,213	$181
William Leonard Public Library District	Group 1	70%	**$1,740**	$1,676	$65
Wood Dale Public Library District	Group 4	35%	**$6,370**	$6,161	$209
Worth Public Library District	Group 1	70%	**$2,953**	$2,843	$110
		Group purchase total	**$449,572**	**$436,434**	
		EBSCO/RAILS invoice	**$450,661**	**$437,545**	**$13,116**
		Difference Over / (Under)	**($1,089)**	**($1,111)**	

SWAN EBSCO Group-purchase discount pricing year-4 renewal: Libraries sorted 4 pricing groups updated

STEPS 1-3

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget (sorted high - low)	Price Quartile Group for Year-4
Kaneville Public Library District	$ 88,170.07	$ 3,300	3.74%	Group 1
Nancy L. McConathy Public Library District	$ 327,770.29	$ 9,762	2.98%	Group 1
Justice Public Library District	$ 331,419.53	$ 9,762	2.95%	Group 1
Summit Public Library District	$ 400,691.83	$ 9,762	2.44%	Group 1
William Leonard Public Library District	$ 253,079.79	$ 5,753	2.27%	Group 1
Thornton Public Library	$ 155,510.84	$ 3,300	2.12%	Group 1
River Grove Public Library District	$ 473,956.66	$ 9,762	2.06%	Group 1
Beecher Community Library District	$ 325,254.21	$ 5,753	1.77%	Group 1
Chicago Heights Public Library	$ 807,359.88	$ 14,071	1.74%	Group 1
Cicero Public Library	$ 1,799,723.56	$ 26,466	1.47%	Group 1
Sugar Grove Public Library District	$ 678,795.40	$ 9,762	1.44%	Group 1
Markham Public Library	$ 680,694.71	$ 9,762	1.43%	Group 1
Lyons Public Library	$ 705,244.73	$ 9,762	1.38%	Group 1
Berkeley Public Library	$ 428,056.13	$ 5,753	1.34%	Group 1
Acorn Public Library District	$ 1,132,815.46	$ 14,493	1.28%	Group 1
Worth Public Library District	$ 834,332.82	$ 9,762	1.17%	Group 1
Dolton Public Library District	$ 940,527.84	$ 9,762	1.04%	Group 1
Richton Park Public Library District	$ 957,801.61	$ 9,762	1.02%	Group 1
Grande Prairie Public Library District	$ 1,385,190.06	$ 14,071	1.02%	Group 1
Calumet City Public Library	$ 1,415,537.13	$ 14,071	0.99%	Group 1
University Park Public Library District	$ 581,109.30	$ 5,753	0.99%	Group 1
Crestwood Public Library District	$ 581,245.17	$ 5,753	0.99%	Group 2
Melrose Park Public Library	$ 991,611.52	$ 9,762	0.98%	Group 2
Harvey Public Library District	$ 992,946.44	$ 9,762	0.98%	Group 2
Bridgeview Public Library	$ 1,113,734.02	$ 9,762	0.88%	Group 2

SWAN EBSCO Group-purchase discount pricing year-4 renewal:
Libraries sorted 4 pricing groups updated

STEPS 1-3

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget (sorted high - low)	Price Quartile Group for Year-4
Stickney-Forest View Public Library District	$ 1,137,048.34	$ 9,762	0.86%	Group 2
Schiller Park Public Library	$ 1,164,583.73	$ 9,762	0.84%	Group 2
Evergreen Park Public Library	$ 1,239,583.22	$ 9,762	0.79%	Group 2
Maywood Public Library District	$ 1,327,959.64	$ 9,762	0.74%	Group 2
Westchester Public Library	$ 1,332,520.96	$ 9,762	0.73%	Group 2
Midlothian Public Library	$ 1,349,925.11	$ 9,762	0.72%	Group 2
McCook Public Library District	$ 460,589.59	$ 3,300	0.72%	Group 2
Prairie Trails Public Library District	$ 1,981,947.73	$ 14,071	0.71%	Group 2
River Forest Public Library	$ 1,381,379.61	$ 9,762	0.71%	Group 2
Clarendon Hills Public Library	$ 815,176.15	$ 5,753	0.71%	Group 2
Palos Park Public Library	$ 488,824.99	$ 3,300	0.68%	Group 2
Thomas Ford Memorial Library	$ 1,528,467.58	$ 9,762	0.64%	Group 2
Warrenville Public Library District	$ 1,818,095.07	$ 11,089	0.61%	Group 2
Bensenville Community Public Library District	$ 1,653,420.34	$ 9,762	0.59%	Group 2
Palos Heights Public Library	$ 1,664,947.49	$ 9,762	0.59%	Group 2
Elmwood Park Public Library	$ 1,684,963.66	$ 9,762	0.58%	Group 2
Bellwood Public Library	$ 1,691,236.69	$ 9,762	0.58%	Group 2
Green Hills Public Library District	$ 2,469,816.18	$ 14,071	0.57%	Group 3
Berwyn Public Library	$ 3,410,831.43	$ 19,195	0.56%	Group 3
Frankfort Public Library District	$ 2,545,526.22	$ 14,071	0.55%	Group 3
LaGrange Park Public Library District	$ 1,795,531.54	$ 9,762	0.54%	Group 3
North Riverside Public Library District	$ 1,058,330.10	$ 5,753	0.54%	Group 3
Park Forest Public Library	$ 1,808,220.61	$ 9,762	0.54%	Group 3
Oak Brook Public Library	$ 1,075,680.00	$ 5,753	0.53%	Group 3
Crete Public Library District	$ 1,826,089.32	$ 9,762	0.53%	Group 3

SWAN EBSCO Group-purchase discount pricing year-4 renewal:
Libraries sorted 4 pricing groups updated

STEPS 1-3

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget (sorted high - low)	Price Quartile Group for Year-4
Hodgkins Public Library District	$ 627,356.45	$ 3,300	0.53%	Group 3
Messenger Public Library of North Aurora	$ 1,878,630.86	$ 9,762	0.52%	Group 3
Roselle Public Library District	$ 2,153,254.40	$ 11,089	0.51%	Group 3
Forest Park Public Library	$ 1,944,941.92	$ 9,762	0.50%	Group 3
Franklin Park Public Library District	$ 1,960,586.07	$ 9,762	0.50%	Group 3
Glenside Public Library District	$ 3,316,339.26	$ 15,981	0.48%	Group 3
Broadview Public Library District	$ 1,207,305.00	$ 5,753	0.48%	Group 3
Riverside Public Library	$ 1,275,063.99	$ 5,753	0.45%	Group 3
South Holland Public Library	$ 2,232,072.80	$ 9,762	0.44%	Group 3
Homewood Public Library District	$ 2,233,924.23	$ 9,762	0.44%	Group 3
Alsip-Merrionette Park Public Library District	$ 2,289,177.65	$ 9,762	0.43%	Group 3
Villa Park Public Library	$ 2,306,404.33	$ 9,762	0.42%	Group 3
Flossmoor Public Library	$ 1,396,546.50	$ 5,753	0.41%	Group 3
Brookfield Public Library	$ 2,371,295.73	$ 9,762	0.41%	Group 4
West Chicago Public Library District	$ 2,375,062.43	$ 9,762	0.41%	Group 4
Matteson Area Public Library District	$ 2,378,085.29	$ 9,762	0.41%	Group 4
Hillside Public Library	$ 1,414,855.87	$ 5,753	0.41%	Group 4
Carol Stream Public Library	$ 3,475,895.05	$ 14,071	0.40%	Group 4
Lansing Public Library	$ 2,508,249.66	$ 9,762	0.39%	Group 4
Wood Dale Public Library District	$ 2,591,295.10	$ 9,762	0.38%	Group 4
Oak Lawn Public Library	$ 5,153,164.58	$ 19,195	0.37%	Group 4
Indian Prairie Public Library District	$ 3,899,061.25	$ 14,071	0.36%	Group 4
Itasca Community Library	$ 1,609,303.49	$ 5,753	0.36%	Group 4
Tinley Park Public Library	$ 5,662,120.13	$ 19,195	0.34%	Group 4
Bloomingdale Public Library	$ 2,987,569.24	$ 9,762	0.33%	Group 4

SWAN EBSCO Group-purchase discount pricing year-4 renewal:
Libraries sorted 4 pricing groups updated

STEPS 1-3

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget (sorted high - low)	Price Quartile Group for Year-4
Hinsdale Public Library	$ 3,023,678.35	$ 9,762	0.32%	Group 4
Geneva Public Library District	$ 5,235,726.01	$ 14,071	0.27%	Group 4
Downers Grove Public Library	$ 5,598,950.24	$ 14,071	0.25%	Group 4
Eisenhower Public Library District	$ 3,908,687.62	$ 9,762	0.25%	Group 4
St Charles Public Library District	$ 7,992,665.71	$ 19,195	0.24%	Group 4
Oak Park Public Library	$ 8,595,978.01	$ 19,195	0.22%	Group 4
Bedford Park Public Library District	$ 1,498,557.55	$ 3,300	0.22%	Group 4
Batavia Public Library District	$ 4,450,320.62	$ 9,762	0.22%	Group 4
Glen Ellyn Public Library	$ 4,585,351.81	$ 9,762	0.21%	Group 4

End of Step 6

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget	Price Quartile Group for Year-4	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)	% Increase / (Decrease)	Savings overall
Acorn Public Library District	$ 1,132,815.46	$ 14,493	1.28%	Group 1	70%	$4,384	$4,221	$163	3.86%	$ 10,109
Alsip-Merrionette Park Public Library District	$ 2,289,177.65	$ 9,762	0.43%	Group 3	41%	$5,784	$6,161	($377)	-6.11%	$ 3,978
Batavia Public Library District	$ 4,450,320.62	$ 9,762	0.22%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Bedford Park Public Library District	$ 1,498,557.55	$ 3,300	0.22%	Group 4	35%	$2,153	$2,083	$71	3.40%	$ 1,147
Beecher Community Library District	$ 325,254.21	$ 5,753	1.77%	Group 1	70%	$1,740	$1,676	$65	3.86%	$ 4,013
Bellwood Public Library	$ 1,691,236.69	$ 9,762	0.58%	Group 2	45%	$5,394	$5,592	($198)	-3.55%	$ 4,369
Bensenville Community Public Library District	$ 1,653,420.34	$ 9,762	0.59%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Berkeley Public Library	$ 428,056.13	$ 5,753	1.34%	Group 1	70%	$1,740	$1,676	$65	3.86%	$ 4,013
Berwyn Public Library	$ 3,410,831.43	$ 19,195	0.56%	Group 3	41%	$11,373	$10,995	$378	3.44%	$ 7,822
Bloomingdale Public Library	$ 2,987,569.24	$ 9,762	0.33%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Bridgeview Public Library	$ 1,113,734.02	$ 9,762	0.88%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Broadview Public Library District	$ 1,207,305.00	$ 5,753	0.48%	Group 3	41%	$3,409	$3,296	$113	3.44%	$ 2,344
Brookfield Public Library	$ 2,371,295.73	$ 9,762	0.41%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Calumet City Public Library	$ 1,415,537.13	$ 14,071	0.99%	Group 1	70%	$4,256	$4,098	$158	3.86%	$ 9,815
Carol Stream Public Library	$ 3,475,895.05	$ 14,071	0.40%	Group 4	35%	$9,181	$8,880	$302	3.40%	$ 4,890
Chicago Heights Public Library	$ 807,359.88	$ 14,071	1.74%	Group 1	70%	$4,256	$4,098	$158	3.86%	$ 9,815
Cicero Public Library	$ 1,799,723.56	$ 26,466	1.47%	Group 1	70%	$8,006	$7,708	$297	3.86%	$ 18,460
Clarendon Hills Public Library	$ 815,176.15	$ 5,753	0.71%	Group 2	45%	$3,179	$3,072	$107	3.47%	$ 2,575
Crestwood Public Library District	$ 581,245.17	$ 5,753	0.99%	Group 2	45%	$3,179	$1,676	$1,503	89.69%	$ 2,575
Crete Public Library District	$ 1,826,089.32	$ 9,762	0.53%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Dolton Public Library District	$ 940,527.84	$ 9,762	1.04%	Group 1	70%	$2,953	$5,213	($2,260)	-43.35%	$ 6,809
Downers Grove Public Library	$ 5,598,950.24	$ 14,071	0.25%	Group 4	35%	$9,181	$8,880	$302	3.40%	$ 4,890
Eisenhower Public Library District	$ 3,908,687.62	$ 9,762	0.25%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Elmwood Park Public Library	$ 1,684,963.66	$ 9,762	0.58%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Evergreen Park Public Library	$ 1,239,583.22	$ 9,762	0.79%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Flossmoor Public Library	$ 1,396,546.50	$ 5,753	0.41%	Group 3	41%	$3,409	$3,631	($222)	-6.11%	$ 2,344
Forest Park Public Library	$ 1,944,941.92	$ 9,762	0.50%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Frankfort Public Library District	$ 2,545,526.22	$ 14,071	0.55%	Group 3	41%	$8,337	$8,060	$277	3.44%	$ 5,734
Franklin Park Public Library District	$ 1,960,586.07	$ 9,762	0.50%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Geneva Public Library District	$ 5,235,726.01	$ 14,071	0.27%	Group 4	35%	$9,181	$8,880	$302	3.40%	$ 4,890
Glen Ellyn Public Library	$ 4,585,351.81	$ 9,762	0.21%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Glenside Public Library District	$ 3,316,339.26	$ 15,981	0.48%	Group 3	41%	$9,469	$9,154	$315	3.44%	$ 6,512
Grande Prairie Public Library District	$ 1,385,190.06	$ 14,071	1.02%	Group 1	70%	$4,256	$7,514	($3,257)	-43.35%	$ 9,815
Green Hills Public Library District	$ 2,469,816.18	$ 14,071	0.57%	Group 3	41%	$8,337	$8,060	$277	3.44%	$ 5,734
Harvey Public Library District	$ 992,946.44	$ 9,762	0.98%	Group 2	45%	$5,394	$2,843	$2,550	89.69%	$ 4,369
Hillside Public Library	$ 1,414,855.87	$ 5,753	0.41%	Group 4	35%	$3,754	$3,296	$458	13.91%	$ 1,999
Hinsdale Public Library	$ 3,023,678.35	$ 9,762	0.32%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Hodgkins Public Library District	$ 627,356.45	$ 3,300	0.53%	Group 3	41%	$1,955	$1,890	$65	3.44%	$ 1,345
Homewood Public Library District	$ 2,233,924.23	$ 9,762	0.44%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Indian Prairie Public Library District	$ 3,899,061.25	$ 14,071	0.36%	Group 4	35%	$9,181	$8,880	$302	3.40%	$ 4,890
Itasca Community Library	$ 1,609,303.49	$ 5,753	0.36%	Group 4	35%	$3,754	$3,631	$123	3.40%	$ 1,999
Justice Public Library District	$ 331,419.53	$ 9,762	2.95%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Kaneville Public Library District	$ 88,170.07	$ 3,300	3.74%	Group 1	70%	$998	$961	$37	3.86%	$ 2,302
LaGrange Park Public Library District	$ 1,795,531.54	$ 9,762	0.54%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Lansing Public Library	$ 2,508,249.66	$ 9,762	0.39%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392

SWAN EBSCO Group-purchase discount pricing year-4 renewal:
Libraries sorted 4 pricing groups updated

Library Name	Public Library Tax Revenue Total 2020	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget	Price Quartile Group for Year-4	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)	% Increase / (Decrease)	Savings overall
Lyons Public Library	$ 705,244.73	$ 9,762	1.38%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Markham Public Library	$ 680,694.71	$ 9,762	1.43%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Matteson Area Public Library District	$ 2,378,085.29	$ 9,762	0.41%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Maywood Public Library District	$ 1,327,959.64	$ 9,762	0.74%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
McCook Public Library District	$ 460,589.59	$ 3,300	0.72%	Group 2	45%	$1,823	$1,762	$61	3.47%	$ 1,477
Melrose Park Public Library	$ 991,611.52	$ 9,762	0.98%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Messenger Public Library of North Aurora	$ 1,878,630.86	$ 9,762	0.52%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Midlothian Public Library	$ 1,349,925.11	$ 9,762	0.72%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Nancy L. McConathy Public Library District	$ 327,770.29	$ 9,762	2.98%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
North Riverside Public Library District	$ 1,058,330.10	$ 5,753	0.54%	Group 3	41%	$3,409	$3,296	$113	3.44%	$ 2,344
Oak Brook Public Library	$ 1,075,680.00	$ 5,753	0.53%	Group 3	41%	$3,409	$3,296	$113	3.44%	$ 2,344
Oak Lawn Public Library	$ 5,153,164.58	$ 19,195	0.37%	Group 4	35%	$12,525	$12,113	$411	3.40%	$ 6,670
Oak Park Public Library	$ 8,595,978.01	$ 19,195	0.22%	Group 4	35%	$12,525	$12,113	$411	3.40%	$ 6,670
Palos Heights Public Library	$ 1,664,947.49	$ 9,762	0.59%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Palos Park Public Library	$ 488,824.99	$ 3,300	0.68%	Group 2	45%	$1,823	$1,762	$61	3.47%	$ 1,477
Park Forest Public Library	$ 1,808,220.61	$ 9,762	0.54%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
Prairie Trails Public Library District	$ 1,981,947.73	$ 14,071	0.71%	Group 2	45%	$7,774	$7,514	$261	3.47%	$ 6,297
Richton Park Public Library District	$ 957,801.61	$ 9,762	1.02%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
River Forest Public Library	$ 1,381,379.61	$ 9,762	0.71%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
River Grove Public Library District	$ 473,956.66	$ 9,762	2.06%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Riverside Public Library	$ 1,275,063.99	$ 5,753	0.45%	Group 3	41%	$3,409	$3,296	$113	3.44%	$ 2,344
Roselle Public Library District	$ 2,153,254.40	$ 11,089	0.51%	Group 3	41%	$6,570	$6,352	$218	3.44%	$ 4,519
Schiller Park Public Library	$ 1,164,583.73	$ 9,762	0.84%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
South Holland Public Library	$ 2,232,072.80	$ 9,762	0.44%	Group 3	41%	$5,784	$5,592	$192	3.44%	$ 3,978
St Charles Public Library District	$ 7,992,665.71	$ 19,195	0.24%	Group 4	35%	$12,525	$12,113	$411	3.40%	$ 6,670
Stickney-Forest View Public Library District	$ 1,137,048.34	$ 9,762	0.86%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Sugar Grove Public Library District	$ 678,795.40	$ 9,762	1.44%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Summit Public Library District	$ 400,691.83	$ 9,762	2.44%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Thomas Ford Memorial Library	$ 1,528,467.58	$ 9,762	0.64%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
Thornton Public Library	$ 155,510.84	$ 3,300	2.12%	Group 1	70%	$998	$961	$37	3.86%	$ 2,302
Tinley Park Public Library	$ 5,662,120.13	$ 19,195	0.34%	Group 4	35%	$12,525	$12,113	$411	3.40%	$ 6,670
University Park Public Library District	$ 581,109.30	$ 5,753	0.99%	Group 1	70%	$1,740	$1,676	$65	3.86%	$ 4,013
Villa Park Public Library	$ 2,306,404.33	$ 9,762	0.42%	Group 3	41%	$5,784	$5,213	$571	10.96%	$ 3,978
Warrenville Public Library District	$ 1,818,095.07	$ 11,089	0.61%	Group 2	45%	$6,126	$5,921	$205	3.47%	$ 4,962
West Chicago Public Library District	$ 2,375,062.43	$ 9,762	0.41%	Group 4	35%	$6,370	$5,592	$778	13.91%	$ 3,392
Westchester Public Library	$ 1,332,520.96	$ 9,762	0.73%	Group 2	45%	$5,394	$5,213	$181	3.47%	$ 4,369
William Leonard Public Library District	$ 253,079.79	$ 5,753	2.27%	Group 1	70%	$1,740	$1,676	$65	3.86%	$ 4,013
Wood Dale Public Library District	$ 2,591,295.10	$ 9,762	0.38%	Group 4	35%	$6,370	$6,161	$209	3.40%	$ 3,392
Worth Public Library District	$ 834,332.82	$ 9,762	1.17%	Group 1	70%	$2,953	$2,843	$110	3.86%	$ 6,809
Group purchase total						**$449,572**	**$436,434**			
EBSCO/RAILS invoice						**$450,661**	**$437,545**	$13,116	3.00%	
Difference Over / (Under)						**($1,089)**	**($1,111)**			

SWAN EBSCO Group-purchase discount pricing:
Scenario showing if no quartile group changes occured year-4 along with no quartile
discount changes, the average increase per library would be 3.0%

Library Name	Public Library Tax Revenue Total 2019	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget	Price Quartile year-3 group	Price Quartile Discount (% number on "EBSCO groups" tab)	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY22 Group-Purchase Price (Year-3)	Increase / (Decrease)	% Change
Acorn Public Library District	$ 1,082,353.26	$ 14,493	1.34%	Group 1	30.00%	**$4,348**	$4,221	$127	3.00%
Alsip-Merrionette Park Public Library District	$ 2,291,106.40	$ 9,762	0.43%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Batavia Public Library District	$ 3,590,136.37	$ 9,762	0.27%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Bedford Park Public Library District	$ 1,420,521.42	$ 3,300	0.23%	Group 4	65.00%	**$2,145**	$2,083	$62	3.00%
Beecher Community Library District	$ 316,732.73	$ 5,753	1.82%	Group 1	30.00%	**$1,726**	$1,676	$50	3.00%
Bellwood Public Library	$ 1,700,261.47	$ 9,762	0.57%	Group 3	59.00%	**$5,760**	$5,592	$168	3.00%
Bensenville Community Public Library District	$ 1,598,289.37	$ 9,762	0.61%	Group 2	55.00%	**$5,369**	$5,213	$156	3.00%
Berkeley Public Library	$ 398,985.01	$ 5,753	1.44%	Group 1	30.00%	**$1,726**	$1,676	$50	3.00%
Berwyn Public Library	$ 3,399,076.52	$ 19,195	0.56%	Group 3	59.00%	**$11,325**	$10,995	$330	3.00%
Bloomingdale Public Library	$ 2,982,848.41	$ 9,762	0.33%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Bridgeview Public Library	$ 1,106,888.19	$ 9,762	0.88%	Group 2	55.00%	**$5,369**	$5,213	$156	3.00%
Broadview Public Library District	$ 1,172,459.48	$ 5,753	0.49%	Group 3	59.00%	**$3,394**	$3,296	$99	3.00%
Brookfield Public Library	$ 2,305,062.82	$ 9,762	0.42%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Calumet City Public Library	$ 1,372,454.12	$ 14,071	1.03%	Group 1	30.00%	**$4,221**	$4,098	$123	3.00%
Carol Stream Public Library	$ 3,466,658.66	$ 14,071	0.41%	Group 4	65.00%	**$9,146**	$8,880	$266	3.00%
Chicago Heights Public Library	$ 806,201.66	$ 14,071	1.75%	Group 1	30.00%	**$4,221**	$4,098	$123	3.00%
Cicero Public Library	$ 1,764,592.78	$ 26,466	1.50%	Group 1	30.00%	**$7,940**	$7,708	$231	3.00%
Clarendon Hills Public Library	$ 788,526.66	$ 5,753	0.73%	Group 2	55.00%	**$3,164**	$3,072	$92	3.00%
Crestwood Public Library District	$ 570,166.91	$ 5,753	1.01%	Group 1	30.00%	**$1,726**	$1,676	$50	3.00%
Crete Public Library District	$ 1,783,538.57	$ 9,762	0.55%	Group 3	59.00%	**$5,760**	$5,592	$168	3.00%
Dolton Public Library District	$ 1,076,246.71	$ 9,762	0.91%	Group 2	55.00%	**$5,369**	$5,213	$156	3.00%
Downers Grove Public Library	$ 5,539,446.81	$ 14,071	0.25%	Group 4	65.00%	**$9,146**	$8,880	$266	3.00%
Eisenhower Public Library District	$ 3,773,501.11	$ 9,762	0.26%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Elmwood Park Public Library	$ 1,630,202.34	$ 9,762	0.60%	Group 2	55.00%	**$5,369**	$5,213	$156	3.00%
Evergreen Park Public Library	$ 1,215,096.15	$ 9,762	0.80%	Group 2	55.00%	**$5,369**	$5,213	$156	3.00%
Flossmoor Public Library	$ 1,368,494.45	$ 5,753	0.42%	Group 4	65.00%	**$3,740**	$3,631	$109	3.00%
Forest Park Public Library	$ 1,894,840.08	$ 9,762	0.52%	Group 3	59.00%	**$5,760**	$5,592	$168	3.00%
Frankfort Public Library District	$ 2,476,731.92	$ 14,071	0.57%	Group 3	59.00%	**$8,302**	$8,060	$242	3.00%
Franklin Park Public Library District	$ 1,990,107.70	$ 9,762	0.49%	Group 3	59.00%	**$5,760**	$5,592	$168	3.00%
Geneva Public Library District	$ 5,230,667.81	$ 14,071	0.27%	Group 4	65.00%	**$9,146**	$8,880	$266	3.00%
Glen Ellyn Public Library	$ 4,233,099.99	$ 9,762	0.23%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Glenside Public Library District	$ 3,229,861.39	$ 15,981	0.49%	Group 3	59.00%	**$9,429**	$9,154	$275	3.00%
Grande Prairie Public Library District	$ 1,487,580.36	$ 14,071	0.95%	Group 2	55.00%	**$7,739**	$7,514	$225	3.00%
Green Hills Public Library District	$ 2,375,375.26	$ 14,071	0.59%	Group 3	59.00%	**$8,302**	$8,060	$242	3.00%
Harvey Public Library District	$ 827,592.15	$ 9,762	1.18%	Group 1	30.00%	**$2,929**	$2,843	$85	3.00%
So ma	$ 1,314,675.15	$ 5,753	0.44%	Group 3	59.00%	**$3,394**	$3,296	$99	3.00%
Hinsdale Public Library	$ 2,928,147.32	$ 9,762	0.33%	Group 4	65.00%	**$6,346**	$6,161	$185	3.00%
Hodgkins Public Library District	$ 592,939.62	$ 3,300	0.56%	Group 3	59.00%	**$1,947**	$1,890	$57	3.00%
Homewood Public Library District	$ 2,181,766.02	$ 9,762	0.45%	Group 3	59.00%	**$5,760**	$5,592	$168	3.00%
Indian Prairie Public Library District	$ 3,751,896.35	$ 14,071	0.38%	Group 4	65.00%	**$9,146**	$8,880	$266	3.00%
Itasca Community Library	$ 1,566,624.72	$ 5,753	0.37%	Group 4	65.00%	**$3,740**	$3,631	$109	3.00%
Justice Public Library District	$ 319,474.25	$ 9,762	3.06%	Group 1	30.00%	**$2,929**	$2,843	$85	3.00%

SWAN EBSCO Group-purchase discount pricing:
Scenario showing if no quartile group changes occured year-4 along with no quartile
discount changes, the average increase per library would be 3.0%

Library Name	Public Library Tax Revenue Total 2019	EBSCO FY24 Pricing: RAILS Group B Package with 3% increase	EBSCO Full Price as Percentage of Tax Revenue Budget	Price Quartile year-3 group	Price Quartile Discount (% number on "EBSCO groups" tab)	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY22 Group-Purchase Price (Year-3)	Increase / (Decrease)	% Change
Kaneville Public Library District	$ 86,040.83	$ 3,300	3.84%	Group 1	30.00%	$990	$961	$29	3.00%
LaGrange Park Public Library District	$ 1,734,922.40	$ 9,762	0.56%	Group 3	59.00%	$5,760	$5,592	$168	3.00%
Lansing Public Library	$ 2,333,546.60	$ 9,762	0.42%	Group 4	65.00%	$6,346	$6,161	$185	3.00%
Lyons Public Library	$ 686,186.68	$ 9,762	1.42%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
Markham Public Library	$ 654,087.58	$ 9,762	1.49%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
Matteson Area Public Library District	$ 2,378,230.37	$ 9,762	0.41%	Group 4	65.00%	$6,346	$6,161	$185	3.00%
Maywood Public Library District	$ 1,258,846.22	$ 9,762	0.78%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
McCook Public Library District	$ 437,192.81	$ 3,300	0.75%	Group 2	55.00%	$1,815	$1,762	$53	3.00%
Melrose Park Public Library	$ 1,083,459.23	$ 9,762	0.90%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Messenger Public Library of North Aurora	$ 1,830,682.96	$ 9,762	0.53%	Group 3	59.00%	$5,760	$5,592	$168	3.00%
Midlothian Public Library	$ 1,262,043.21	$ 9,762	0.77%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Nancy L. McConathy Public Library District	$ 251,172.10	$ 9,762	3.89%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
North Riverside Public Library District	$ 1,030,161.49	$ 5,753	0.56%	Group 3	59.00%	$3,394	$3,296	$99	3.00%
Oak Brook Public Library	$ 978,830.00	$ 5,753	0.59%	Group 3	59.00%	$3,394	$3,296	$99	3.00%
Oak Lawn Public Library	$ 5,481,501.35	$ 19,195	0.35%	Group 4	65.00%	$12,477	$12,113	$363	3.00%
Oak Park Public Library	$ 9,434,590.31	$ 19,195	0.20%	Group 4	65.00%	$12,477	$12,113	$363	3.00%
Palos Heights Public Library	$ 1,635,257.39	$ 9,762	0.60%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Palos Park Public Library	$ 475,084.25	$ 3,300	0.69%	Group 2	55.00%	$1,815	$1,762	$53	3.00%
Park Forest Public Library	$ 1,643,982.69	$ 9,762	0.59%	Group 3	59.00%	$5,760	$5,592	$168	3.00%
Prairie Trails Public Library District	$ 1,933,370.58	$ 14,071	0.73%	Group 2	55.00%	$7,739	$7,514	$225	3.00%
Richton Park Public Library District	$ 909,495.93	$ 9,762	1.07%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
River Forest Public Library	$ 1,302,984.46	$ 9,762	0.75%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
River Grove Public Library District	$ 456,731.04	$ 9,762	2.14%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
Riverside Public Library	$ 1,129,714.60	$ 5,753	0.51%	Group 3	59.00%	$3,394	$3,296	$99	3.00%
Roselle Public Library District	$ 1,879,580.59	$ 11,089	0.59%	Group 3	59.00%	$6,542	$6,352	$191	3.00%
Schiller Park Public Library	$ 1,083,500.06	$ 9,762	0.90%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
South Holland Public Library	$ 2,130,761.49	$ 9,762	0.46%	Group 3	59.00%	$5,760	$5,592	$168	3.00%
St Charles Public Library District	$ 7,993,196.77	$ 19,195	0.24%	Group 4	65.00%	$12,477	$12,113	$363	3.00%
Stickney-Forest View Public Library District	$ 1,101,817.74	$ 9,762	0.89%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Sugar Grove Public Library District	$ 657,433.89	$ 9,762	1.48%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
Summit Public Library District	$ 345,307.40	$ 9,762	2.83%	Group 1	30.00%	$2,929	$2,843	$85	3.00%
Thomas Ford Memorial Library	$ 1,452,835.86	$ 9,762	0.67%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Thornton Public Library	$ 155,857.22	$ 3,300	2.12%	Group 1	30.00%	$990	$961	$29	3.00%
Tinley Park Public Library	$ 5,568,337.06	$ 19,195	0.34%	Group 4	65.00%	$12,477	$12,113	$363	3.00%
University Park Public Library District	$ 583,281.29	$ 5,753	0.99%	Group 1	30.00%	$1,726	$1,676	$50	3.00%
Villa Park Public Library	$ 1,406,759.07	$ 9,762	0.69%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
Warrenville Public Library District	$ 1,768,366.32	$ 11,089	0.63%	Group 2	55.00%	$6,099	$5,921	$178	3.00%
West Chicago Public Library District	$ 2,280,514.78	$ 9,762	0.43%	Group 3	59.00%	$5,760	$5,592	$168	3.00%
Westchester Public Library	$ 1,307,918.65	$ 9,762	0.75%	Group 2	55.00%	$5,369	$5,213	$156	3.00%
William Leonard Public Library District	$ 234,630.98	$ 5,753	2.45%	Group 1	30.00%	$1,726	$1,676	$50	3.00%
Wood Dale Public Library District	$ 2,514,800.77	$ 9,762	0.39%	Group 4	65.00%	$6,346	$6,161	$185	3.00%
Worth Public Library District	$ 802,866.97	$ 9,762	1.22%	Group 1	30.00%	$2,929	$2,843	$85	3.00%

					Sum of 84 participants:	$449,527	$436,434		
					RAILS quote for group-purchase:	$450,661	$437,545	$13,116	3.00%
					Over/(Under):	($1,134)	($1,111)		
					Average percentage increase per participating library:	3.00%			

Compliance with the Decennial Committees on Local Government Efficiency Act

Tuesday, March 07, 2023

Julie Tappendorf, Equity Partner, Ancel Glink

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 et seq., into law. This law requires all Illinois local governments that impose a tax (as defined in the Act and excepting municipalities and counties) to convene a committee to study and report on local government efficiency. There are certain actions impacted local governments must take to begin compliance with this law by no later than June 10, 2023.

Under this law, impacted local governments must:

1. Form a committee to study local efficiencies and meet for the first time no later than June 10, 2023.
2. Have the committee meet at least three times.
3. Prepare a written report with recommendations (if any) on efficiencies and increased accountability.
4. File the report with the county (or each county in which your local government is located).

WHO HAS TO COMPLY?

The Act applies to "all entities that levy taxes and are also units of local government, as defined in Section 1 of Article VII of the Illinois Constitution, except municipalities and counties."

WHO HAS TO BE ON THE COMMITTEE?

Section 10(b) of the Act specifies that the committee's membership must include the elected or appointed members of the governing board. In addition, it must include any chief executive officer (such as an executive director, administrator, or manager) and "other officer" of the local government. The committee must also include at least two residents within the territory served by the local government who are appointed by the committee chair. The committee chair can also appoint others to serve on the committee. Committee members are not compensated but can be reimbursed for any committee-related expenses.

WHAT DOES THE COMMITTEE HAVE TO DO?

The committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting. It can even be a part of the regular board meeting, provided the committee meeting is listed as a part of the meeting agenda and there is a majority of the committee members present. All other requirements of the Open Meetings Act (notice, minutes, etc.) also apply to these committee meetings.

WHAT NEEDS TO HAPPEN AT THESE COMMITTEE MEETINGS?

The committee must "summarize its work and findings within a written report, which must include recommendations in respect to increased accountability and efficiency and must provide the report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee." The goal is for the committee to study and report on local government efficiencies. Ultimately, this can be as simple or complex as you make it.

First meeting: This meeting would essentially be an "organizational" meeting to identify committee members, set deadlines for next steps, designate different committee members to compile information and identify efficiencies the local government currently has in place, and whether there are increased opportunities for efficiency and whether there are additional opportunities for accountability. This would include identifying any intergovernmental agreements currently have in place, or whether there are additional opportunities for intergovernmental cooperation (sharing equipment, personnel, resources, etc.). The committee can also discuss at this meeting whether the committee members want to gather and analyze information, or whether it wants to employ specialists in public administration and governmental management or other consultants. Keep in mind, however, that this law is an unfunded mandate, so payment for anyone hired by the committee will have to come from existing funds.

Second meeting: This meeting could be used to take the information gathered by the committee and compile it into a draft report. The committee can also identify any additional information that might be needed to prepare a final report.

Third meeting: At this meeting, the committee can finalize and approve the report.

Remember, the Act requires a *minimum* of three meetings but a committee could have as many meetings as it needs or wants. These meetings could be held throughout the year leading up to the report deadline, which is 18 months after the first committee meeting.

Additional Requirements: At the end of each meeting, the committee must "conduct a survey of residents who attended asking for input on the matters discussed at the meeting." A committee could poll the people present at the meeting while at the meeting or send out an email survey to those attendees who provided an email address.

WHAT DO WE DO WITH THE REPORT ONCE IT HAS BEEN PREPARED?

Section 25 of the Act requires the committee to provide its report to the county board.

SWAN Beanstack Update

Introduction

Beanstack is an electronic reading tracking platform utilized by more than half of the SWAN membership. It was selected for this project for its accessibility as well as its wide use by SWAN's public libraries.

A centrally licensed instance of the Beanstack app can support libraries and schools within those service areas without an online reading challenge tracker of their own. SWAN would leverage its centralized infrastructure and support to help libraries maintain and configure the reading app. A SWAN branded app with general appeal ensures a base level of reader support across the membership to track and encourage recreational reading, and indirectly, library use.

Readers are not required to affiliate themselves with a library to use and enjoy the service. The SWAN Beanstack reading app would not replace member libraries' local programs and challenges where staff and resources are focused on providing their communities with reading challenges with additional elements such as prizes and special events. The SWAN Beanstack instance encourages readers, at sign-up, to visit their library to see what challenges are locally offered that may be more relevant or engaging.
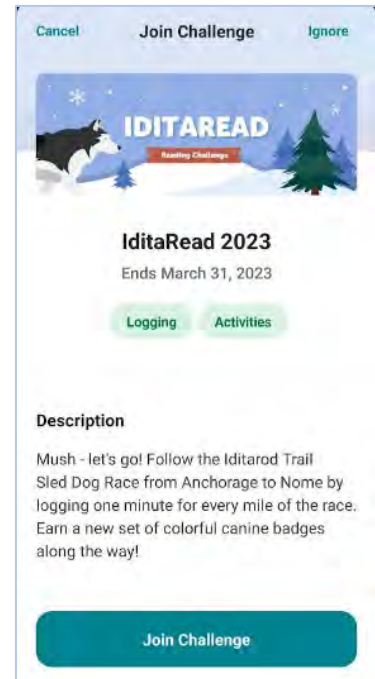

Example of SWAN Beanstack reading challenge

For readers without access to local reading incentive programs, the SWAN Beanstack site is a way to track reading, connect with other readers, challenge themselves, and earn digital badges for meeting reading goals. The challenges are selected and maintained by SWAN staff and are drawn from Beanstack-supplied templates. Very little SWAN staff time is required to provide this service to otherwise unserved readers.

One of the other benefits of having a licensed app centrally is that it provides SWAN a means to coordinate, support, and encourage other libraries using the Beanstack app, similar to how we will hold a license for Curbside Communicator, ProPay, and OCLC.

Usage of Beanstack

The Beanstack app for SWAN was part of the fiscal year 2023 budget that was arranged to be paid in July 2022 with the start of the fiscal year. The work on the app began earlier that year, so that the configuration and preparation for launch would be in time for summer reading.

SWAN utilized the onboarding process with Zoobean, with Resource Sharing Consultant Helen Pinder following the setup recommendations, and Assistant Director Dawne Tortorella providing feedback at each major step.

A kickoff meeting was held on May 19, 2022[1] where all SWAN libraries were encouraged to attend and consider using the SWAN Beanstack app or, if they had their own site, to share their tips and tricks. Two libraries were interested in working with SWAN on its Beanstalk app—Itasca Community Library, and Prairie Trails Public Library.

The onboarding process for Itasca and Prairie Trails was simple, consisting of creating share staff logins for those two libraries so that they could create reader accounts for their patrons as well as access reporting tools. They were encouraged to attend Beanstack's own training events which are all short and very informative.

Libraries in SWAN using Beanstalk were encouraged to utilize the Community Forums under the "Birds of a Feather" section to exchange ideas under the Beanstack topic.[2] We also created a section in the forums for "Reading Incentive Programs" in December 2022.[3]

Overall, SWAN limited its promotion of the Beanstack app so that it did not appear to be in competition with other libraries.

Usage Metrics: July 2022 – February 2023

Patrons using the SWAN Beanstack app	165 readers in 2022 26 different ZIP codes
Libraries participating with SWAN Beanstack app	Itasca Community Library (121) Prairie Trails Public Library (7)

What next for SWAN Beanstack?

Continuing the use of Beanstalk for a second year will provide SWAN an opportunity for growth where the focus will be to promote, via member libraries, the SWAN Beanstack instance to K-12 students in the SWAN coverage area.

Starting with Summer Reading in 2023, SWAN can generate digital promotional materials that can be distributed to schools encouraging an area-wide Summer Reading Challenge. Participation in the SWAN challenge would not conflict with local challenges and events. If widely adopted, we could see more coordination emerge between schools/ libraries, and a leaderboard can be posted every Monday for the duration of the program.

The renewal of the Beanstalk Plus app subscription is $4,995 for the next year. The agreement with Zoobean requires 90 days' written notice to cancel the subscription.

[1] SWAN kick off meeting recording: Training: SWAN Libraries - Track Reading with Beanstack - YouTube
[2] SWAN Community Forums Birds of a Feather: Latest Birds of a Feather topics - SWAN Community Forums (swanlibraries.net)
[3] SWAN Community Forums topics Reading Incentive Programs: Latest Reading Incentive Programs topics - SWAN Community Forums (swanlibraries.net)