SWAN BOARD MEETING AGENDA

September 15, 2023 9:30 a.m.

Acorn Public Library District
15624 South Central Avenue
Oak Forest, IL 60452-3204

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 September 15, 2023 SWAN Board Meeting Agenda

    RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 15, 2023 SWAN BOARD
    MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, July 2023 (Exhibit pages 3-17)

    a. Balance sheet and detail of expenditures for July 2023
    b. Approval of the payment of bills for July 1, 2023, through July 31, 2023 in the amount
        of$560,014.07

        RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1
        THROUGH JULY 30, 2023 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF
        EXPENDITURES FOR JULY 2023

5. Action Item – Approval of SWAN Financials, August 2023 (Exhibit pages 18-28)

    a. Balance sheet and detail of expenditures for August 2023
    b. Approval of the payment of bills for August 1, 2023, through August 31, 2023 in the amount
        of$347,150.06

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

6. Action Item – Acceptance of the July 14, 2023, SWAN Board Meeting Minutes (Exhibit pgs. 29- 32)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 21, 2023 SWAN BOARD
MEETING MINUTES AS PRESENTED

7. Reports
   a. Board President Report
   b. Executive Director Report (Exhibit pgs. 33-41)
   c. Operations Report (Exhibit pgs. 42-61)
   d. Treasurer Report
   e. Board Calendar (Exhibit pgs. 62-63)

8. Discussion Item – September Quarterly feedback

9. Discussion Item – Review FY25 budget timetable (Exhibit pgs. 64-65)

10. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Dorothy Koll	Acorn Public Library District	Vice-president	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
Samantha Johnson	Roselle Public Library		July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

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SWAN Library Services
Balance Sheet
As of July 31, 2023

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	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	$ 787,414.70
Hinsdale Bank - MM - 5010	1,464,711.01
Propay Funds	$ 42.86
Total Cash and Cash Equivalents	$ 2,252,168.57
Current Assets	
Accounts Receivable	579,854.44
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	9,774.34
Total Current Assets	$ 613,095.86
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	$ 2,884,137.44
LIABILITIES	
Current Liabilities	
Accounts Payable	$ 9,107.03
Accrued Payroll	45,062.73
457B Payable	(1,450.59)
Retirement Payable	(743.16)
Compensated Absences	123,319.88
Lease Payable	31,030.39
Total Current Liabilities	$ 206,326.28
Long Term Liabilities	
Total Liabilities	$ 206,326.28
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,695,167.72
Total Beginning Net Assets	2,695,167.72
Current YTD Net Income	(17,356.56)
Total Fund Balance	2,677,811.16
Total Liabilities and Fund Balances	$ 2,884,137.44

Statement of Revenue and Expenses Summary
For the 1 Month Ended July 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$754,094.41	$754,094.41	$3,071,672.00	$ 2,317,577.59	24.55%
4100 - Membership Reimbursements	448,587.50	448,587.50	443,223.00	(5,364.50)	101.21%
4200 - Reimbursement for Losses	11,469.38	11,469.38	108,680.00	97,210.62	10.55%
4300 - Grant Revenue	124,759.50	124,759.50	515,012.00	390,252.50	24.22%
4400 - Registration & Event Receipts	30.00	30.00	3,400.00	3,370.00	0.88%
4500 - Investment & Interest	6,577.54	6,577.54	20,800.00	14,222.46	31.62%
4600 - Reserve Fund Transfer	-	-	73,800.00	73,800.00	0.00%
Total Revenue	1,345,518.33	1,345,518.33	4,236,587.00	2,891,068.67	31.76%
Expenses					
5000 - Salaries & Wages	105,418.26	105,418.26	1,546,800.00	1,441,381.74	6.82%
5020 - Personnel Benefits	36,747.87	36,747.87	457,700.00	420,952.13	8.03%
5100 - Building & Grounds	11,029.61	11,029.61	129,510.00	118,480.39	8.52%
5200 - Professional Development	372.09	372.09	16,700.00	16,327.91	2.23%
5300 - Membership Development	2,527.76	2,527.76	7,370.00	4,842.24	34.30%
5400 - Information & Technology Services	729,342.95	729,342.95	1,269,400.00	540,057.05	57.46%
5500 - General Office	770.54	770.54	2,700.00	1,929.46	28.54%
5600 - Hardware & Equipment	285.30	285.30	6,300.00	6,014.70	4.53%
5700 - Insurance	-	-	11,500.00	11,500.00	0.00%
5800 - Contractual Services	9,387.01	9,387.01	216,984.00	207,596.99	4.33%
5900 - Library Materials & Content	466,834.62	466,834.62	565,251.00	98,416.38	82.59%
6000 - Interest & Fees	158.88	158.88	4,050.00	3,891.12	3.92%
6100 - Other Expenses	-	-	2,322.00	2,322.00	0.00%
Total Expenses	1,362,874.89	1,362,874.89	4,236,587.00	2,873,712.11	32.17%
Excess Revenues less Expenses	$ (17,356.56)	$ (17,356.56)	$ 0.00	$ 17,356.56	

Statement of Revenue and Expenses
For the 1 Month Ended July 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 754,094.41	$ 754,094.41	$ 3,067,972.00	$ 2,313,877.59	24.58%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	448,587.50	448,587.50	443,223.00	(5,364.50)	101.21%
4220 - Reimbursement Losses for Resource Sharing	7,590.98	7,590.98	63,000.00	55,409.02	12.05%
4240 - E-Commerce Transactions	3,878.40	3,878.40	45,680.00	41,801.60	8.49%
4310 - RAILS Support to SWAN	124,759.50	124,759.50	498,388.00	373,628.50	25.03%
4320 - Other Grant Revenue	0.00	0.00	16,624.00	16,624.00	0.00%
4499 - Annual Conference Receipts	30.00	30.00	3,400.00	3,370.00	0.88%
4510 - Interest Income	6,577.54	6,577.54	20,800.00	14,222.46	31.62%
4600 - Reserve Fund Transfer	0.00	0.00	73,800.00	73,800.00	0.00%
Total Revenue	1,345,518.33	1,345,518.33	4,236,587.00	2,891,068.67	31.76%
Expenses					
5000 - Salaries & Wages	105,418.26	105,418.26	1,546,800.00	1,441,381.74	6.82%
5021 - FICA Expense	7,769.63	7,769.63	118,400.00	110,630.37	6.56%
5023 - Worker's Compensation	0.00	0.00	4,500.00	4,500.00	0.00%
5024 - Retirement Benefits	15,011.76	15,011.76	140,900.00	125,888.24	10.65%
5025 - Health, Dental, Life And Disability Insurance	13,966.48	13,966.48	192,400.00	178,433.52	7.26%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	0.00	400.00	400.00	0.00%
5110 - Rent/Lease	9,992.61	9,992.61	117,300.00	107,307.39	8.52%
5120 - Utilities	600.00	600.00	6,700.00	6,100.00	8.96%
5130 - Property Insurance	0.00	0.00	650.00	650.00	0.00%
5140 - Repairs & Maintenance	177.00	177.00	860.00	683.00	20.58%
5150 - Custodial Service & Supplies	260.00	260.00	4,000.00	3,740.00	6.50%
5210 - Conference Travel	87.09	87.09	6,000.00	5,912.91	1.45%
5220 - Staff Meetings	0.00	0.00	900.00	900.00	0.00%
5230 - Staff Professional Development	285.00	285.00	4,000.00	3,715.00	7.13%
5240 - Professional Association Membership Dues	0.00	0.00	2,500.00	2,500.00	0.00%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	19.26	19.26	800.00	780.74	2.41%
5330 - Library Professional Development	2,508.50	2,508.50	6,570.00	4,061.50	38.18%
5420 - Application Software Licensing	3,344.00	3,344.00	18,000.00	14,656.00	18.58%
5430 - Server Software Licensing	34,374.72	34,374.72	105,200.00	70,825.28	32.68%
5440 - Library Services Platform	626,539.63	626,539.63	1,016,300.00	389,760.37	61.65%
5450 - Data Management Services	3,173.86	3,173.86	33,000.00	29,826.14	9.62%
5460 - Information Subscription Service	56,044.60	56,044.60	75,000.00	18,955.40	74.73%
5470 - Subscription Support Services	372.56	372.56	6,800.00	6,427.44	5.48%
5480 - Telecommunications	1,096.08	1,096.08	14,500.00	13,403.92	7.56%
5490 - Group Purchases - Services	4,397.50	4,397.50	600.00	(3,797.50)	732.92%
5510 - Office Supplies	568.71	568.71	2,200.00	1,631.29	25.85%
5520 - Postage	7.85	7.85	500.00	492.15	1.57%
5599 - Annual Conference Supplies	193.98	193.98	0.00	(193.98)	0.00%
5610 - Equipment Rental/Maintenance	285.30	285.30	1,000.00	714.70	28.53%
5620 - Hardware	0.00	0.00	4,200.00	4,200.00	0.00%
5690 - Group Purchases - Hardware	0.00	0.00	1,100.00	1,100.00	0.00%
5700 - Insurance	0.00	0.00	11,500.00	11,500.00	0.00%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	0.00	0.00	19,160.00	19,160.00	0.00%
5830 - Consulting	2,900.00	2,900.00	75,000.00	72,100.00	3.87%
5840 - Payroll Service Fees	329.36	329.36	3,600.00	3,270.64	9.15%

Statement of Revenue and Expenses
For the 1 Month Ended July 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5850 - Contractual Agreements	0.00	0.00	16,624.00	16,624.00	0.00%
5860 - Notification & Collection	6,157.65	6,157.65	92,200.00	86,042.35	6.68%
5899 - Annual Conference Facility Contract	0.00	0.00	8,900.00	8,900.00	0.00%
5910 - Print Materials	0.00	0.00	5,300.00	5,300.00	0.00%
5920 - Reimburse for Resource Sharing	7,624.50	7,624.50	63,000.00	55,375.50	12.10%
5940 - E-Commerce Payment Transactions	4,586.12	4,586.12	45,680.00	41,093.88	10.04%
5990 - Group Purchases - Content	454,624.00	454,624.00	451,271.00	(3,353.00)	100.74%
6010 - Bank Fees	158.88	158.88	3,700.00	3,541.12	4.29%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
6110 - Depreciation	0.00	0.00	2,322.00	2,322.00	0.00%
Total Expenses	1,362,874.89	1,362,874.89	4,236,587.00	2,873,712.11	32.17%
Excess Revenues less Expenses	$ (17,356.56)	$ (17,356.56)	$ 0.00	$ 17,356.56	

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Batavia Public Library				9832	07/07/23	310.52
4240	E-Commerce Transactions	Batavia Public Library	310.52			
Berwyn Public Library				9833	07/07/23	44.58
4240	E-Commerce Transactions	Berwyn Public Library	44.58			
Bloomingdale Public Library				9834	07/07/23	77.35
4240	E-Commerce Transactions	Bloomingdale Public Library	77.35			
Blue Island Public Library				9835	07/07/23	9.41
4240	E-Commerce Transactions	Blue Island Public Library	9.41			
Calumet City Public Library				9836	07/07/23	49.66
4240	E-Commerce Transactions	Calumet City Public Library	49.66			
Carol Stream Public Library				9837	07/07/23	145.73
4240	E-Commerce Transactions	Carol Stream Public Library	145.73			
Chicago Heights Public Library				9838	07/07/23	18.92
4240	E-Commerce Transactions	Chicago Heights Public Library	18.92			
Clarendon Hills Public Library				9839	07/07/23	25.69
4240	E-Commerce Transactions	Clarendon Hills Public Library	25.69			
Crete Public Library District				9840	07/07/23	25.57
4240	E-Commerce Transactions	Crete Public Library District	25.57			
Elmwood Park Public Library				9841	07/07/23	66.04
4240	E-Commerce Transactions	Elmwood Park Public Library	66.04			
Flossmoor Public Library				9842	07/07/23	151.24
4240	E-Commerce Transactions	Flossmoor Public Library	151.24			
Franklin Park Public Library District				9843	07/07/23	12.35
4240	E-Commerce Transactions	Franklin Park Public Library District	12.35			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Geneva Public Library District				9844	07/07/23	178.01
4240	E-Commerce Transactions	Geneva Public Library District	178.01			
Glen Ellyn Public Library				9845	07/07/23	187.59
4240	E-Commerce Transactions	Glen Ellyn Public Library	187.59			
Glenside Public Library				9846	07/07/23	25.70
4240	E-Commerce Transactions	Glenside Public Library	25.70			
Grande Prairie Public Library				9847	07/07/23	18.91
4240	E-Commerce Transactions	Grande Prairie Public Library	18.91			
Green Hills Public Library District				9848	07/07/23	18.91
4240	E-Commerce Transactions	Green Hills Public Library District	18.91			
Hillside Public Library				9849	07/07/23	18.82
4240	E-Commerce Transactions	Hillside Public Library	18.82			
Hinsdale Public Library				9850	07/07/23	49.13
4240	E-Commerce Transactions	Hinsdale Public Library	49.13			
Hodgkins Public Library District				9851	07/07/23	11.70
4240	E-Commerce Transactions	Hodgkins Public Library District	11.70			
Itasca Community Library				9852	07/07/23	16.05
4240	E-Commerce Transactions	Itasca Community Library	16.05			
Justice Public Library District				9853	07/07/23	13.16
4240	E-Commerce Transactions	Justice Public Library District	13.16			
Lansing Public Library				9854	07/07/23	24.91
4240	E-Commerce Transactions	Lansing Public Library	24.91			
Linda Sokol Francis Brookfield Library				9855	07/07/23	63.19
4240	E-Commerce Transactions	Linda Sokol Francis Brookfield Library	63.19			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Lyons Public Library				9856	07/07/23	33.90
4240	E-Commerce Transactions	Lyons Public Library	33.90			
Matteson Public Library				9857	07/07/23	25.47
4240	E-Commerce Transactions	Matteson Public Library	25.47			
Maywood Public Library District				9858	07/07/23	18.91
4240	E-Commerce Transactions	Maywood Public Library District	18.91			
Messenger Public Library of North Aurora				9859	07/07/23	26.97
4240	E-Commerce Transactions	Messenger Public Library of North Aurora	26.97			
Oak Brook Public Library				9860	07/07/23	16.05
4240	E-Commerce Transactions	Oak Brook Public Library	16.05			
Oak Lawn Public Library				9861	07/07/23	125.40
4240	E-Commerce Transactions	Oak Lawn Public Library	125.40			
Oak Park Public Library				9862	07/07/23	1,190.92
4240	E-Commerce Transactions	Oak Park Public Library	1,190.92			
Park Forest Public Library				9863	07/07/23	73.92
4240	E-Commerce Transactions	Park Forest Public Library	73.92			
Prairie Trails Public Library District				9864	07/07/23	28.61
4240	E-Commerce Transactions	Prairie Trails Public Library District	28.61			
River Forest Public Library				9865	07/07/23	45.05
4240	E-Commerce Transactions	River Forest Public Library	45.05			
Roselle Public Library				9866	07/07/23	12.25
4240	E-Commerce Transactions	Roselle Public Library	12.25			
South Holland Public Library				9867	07/07/23	25.00
4240	E-Commerce Transactions	South Holland Public Library	25.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
St. Charles Public Library District				9868	07/07/23	769.99
4240	E-Commerce Transactions	St. Charles Public Library District	769.99			
Sugar Grove Public Library District				9869	07/07/23	361.83
4240	E-Commerce Transactions	Sugar Grove Public Library District	361.83			
University Park Public Library District				9870	07/07/23	10.67
4240	E-Commerce Transactions	University Park Public Library District	10.67			
Villa Park Public Library				9871	07/07/23	59.90
4240	E-Commerce Transactions	Villa Park Public Library	59.90			
Westchester Public Library				9872	07/07/23	13.20
4240	E-Commerce Transactions	Westchester Public Library	13.20			
Westmont Public Library				9873	07/07/23	43.42
4240	E-Commerce Transactions	Westmont Public Library	43.42			
Woodridge Public Library				9874	07/07/23	134.02
4240	E-Commerce Transactions	Woodridge Public Library	134.02			
Forest Park Public Library				9875	07/07/23	7.50
4240	E-Commerce Transactions	Forest Park Public Library	7.50			
Alsip-Merrionette Park Public Library				9876	07/14/23	181.41
5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	181.41			
Bedford Park Public Library District				9877	07/14/23	6.00
5920	Reimburse for Resource Sharing	Bedford Park Public Library District	6.00			
Beecher Community Library District				9878	07/14/23	50.91
5920	Reimburse for Resource Sharing	Beecher Community Library District	50.91			
Bensenville EL School District # 2				9879	07/14/23	14.04
5920	Reimburse for Resource Sharing	Bensenville EL School District # 2	14.04			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Bloomingdale Public Library				9880	07/14/23	379.30
5920	Reimburse for Resource Sharing	Bloomingdale Public Library	379.30			
Blue Island Public Library				9881	07/14/23	109.81
5920	Reimburse for Resource Sharing	Blue Island Public Library	109.81			
Chicago Ridge Public Library				9882	07/14/23	137.00
5920	Reimburse for Resource Sharing	Chicago Ridge Public Library	137.00			
Cicero Public Library				9883	07/14/23	125.83
5920	Reimburse for Resource Sharing	Cicero Public Library	125.83			
Crestwood Public Library District				9884	07/14/23	24.00
5920	Reimburse for Resource Sharing	Crestwood Public Library District	24.00			
Crete Public Library District				9885	07/14/23	151.02
5920	Reimburse for Resource Sharing	Crete Public Library District	151.02			
Downers Grove Public Library				9886	07/14/23	142.32
5920	Reimburse for Resource Sharing	Downers Grove Public Library	142.32			
Eisenhower Public Library District				9887	07/14/23	393.01
5920	Reimburse for Resource Sharing	Eisenhower Public Library District	393.01			
Frankfort Public Library District				9888	07/14/23	151.82
5920	Reimburse for Resource Sharing	Frankfort Public Library District	151.82			
Franklin Park Public Library District				9889	07/14/23	363.21
5920	Reimburse for Resource Sharing	Franklin Park Public Library District	363.21			
Geneva Public Library District				9890	07/14/23	17.94
5920	Reimburse for Resource Sharing	Geneva Public Library District	17.94			
Glenside Public Library				9891	07/14/23	271.15
5920	Reimburse for Resource Sharing	Glenside Public Library	271.15			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Green Hills Public Library District				9892	07/14/23	32.04
5920	Reimburse for Resource Sharing	Green Hills Public Library District	32.04			
Hillside Public Library				9893	07/14/23	268.00
5920	Reimburse for Resource Sharing	Hillside Public Library	268.00			
Hodgkins Public Library District				9894	07/14/23	82.00
5920	Reimburse for Resource Sharing	Hodgkins Public Library District	82.00			
Homewood Public Library District				9895	07/14/23	403.07
5920	Reimburse for Resource Sharing	Homewood Public Library District	403.07			
Itasca Community Library				9896	07/14/23	177.45
5920	Reimburse for Resource Sharing	Itasca Community Library	177.45			
La Grange Park Public Library District				9897	07/14/23	203.87
5920	Reimburse for Resource Sharing	La Grange Park Public Library District	203.87			
La Grange Public Library				9898	07/14/23	10.28
5920	Reimburse for Resource Sharing	La Grange Public Library	10.28			
Lansing Public Library				9899	07/14/23	18.92
5920	Reimburse for Resource Sharing	Lansing Public Library	18.92			
Markham Public Library				9900	07/14/23	91.00
5920	Reimburse for Resource Sharing	Markham Public Library	91.00			
Matteson Public Library				9901	07/14/23	280.42
5920	Reimburse for Resource Sharing	Matteson Public Library	280.42			
Maywood Public Library District				9902	07/14/23	88.01
5920	Reimburse for Resource Sharing	Maywood Public Library District	88.01			
Melrose Park Public Library				9903	07/14/23	21.45
5920	Reimburse for Resource Sharing	Melrose Park Public Library	21.45			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Messenger Public Library of North Aurora				9904	07/14/23	25.53
5920	Reimburse for Resource Sharing	Messenger Public Library of North Aurora	25.53			
National University of Health Sciences				9905	07/14/23	165.89
5920	Reimburse for Resource Sharing	National University of Health Sciences	165.89			
Oak Brook Public Library				9906	07/14/23	103.67
5920	Reimburse for Resource Sharing	Oak Brook Public Library	103.67			
Oak Lawn Public Library				9907	07/14/23	561.70
5920	Reimburse for Resource Sharing	Oak Lawn Public Library	561.70			
Palos Heights Public Library				9908	07/14/23	70.55
5920	Reimburse for Resource Sharing	Palos Heights Public Library	70.55			
Palos Park Public Library				9909	07/14/23	12.00
5920	Reimburse for Resource Sharing	Palos Park Public Library	12.00			
Prairie State College				9910	07/14/23	259.00
5920	Reimburse for Resource Sharing	Prairie State College	259.00			
Prairie Trails Public Library District				9911	07/14/23	141.00
5920	Reimburse for Resource Sharing	Prairie Trails Public Library District	141.00			
Richton Park Public Library District				9912	07/14/23	415.01
5920	Reimburse for Resource Sharing	Richton Park Public Library District	415.01			
River Grove Public Library District				9913	07/14/23	97.97
5920	Reimburse for Resource Sharing	River Grove Public Library District	97.97			
Riverdale Public Library District				9914	07/14/23	182.00
5920	Reimburse for Resource Sharing	Riverdale Public Library District	182.00			
Riverside Public Library				9915	07/14/23	62.02
5920	Reimburse for Resource Sharing	Riverside Public Library	62.02			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Roselle Public Library				9916	07/14/23	155.13
5920	Reimburse for Resource Sharing	Roselle Public Library	155.13			
Steger-South Chicago Heights				9917	07/14/23	85.01
5920	Reimburse for Resource Sharing	Steger-South Chicago Heights	85.01			
Summit Public Library District				9918	07/14/23	11.00
5920	Reimburse for Resource Sharing	Summit Public Library District	11.00			
The Theosophical Society in America				9919	07/14/23	141.85
5920	Reimburse for Resource Sharing	The Theosophical Society in America	141.85			
Thomas Ford Memorial Library				9920	07/14/23	104.69
5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	104.69			
Tinley Park Public Library				9921	07/14/23	558.37
5920	Reimburse for Resource Sharing	Tinley Park Public Library	558.37			
Town & Country Public Library District				9922	07/14/23	68.84
5920	Reimburse for Resource Sharing	Town & Country Public Library District	68.84			
Westmont Public Library				9923	07/14/23	182.92
5920	Reimburse for Resource Sharing	Westmont Public Library	182.92			
Woodridge Public Library				9924	07/14/23	25.07
5920	Reimburse for Resource Sharing	Woodridge Public Library	25.07			
Comcast				9925	07/20/23	759.95
5480	Telecommunications	Comcast - 7/1/23-7/31/23	759.95			
ComEd				9926	07/20/23	547.62
5120	Utilities	ComEd - 6/16-7/18	547.62			
Glenside Public Library				9927	07/20/23	58.43
4220	Reimbursement Losses for Resource Sharing	Glenside Public Library - duplicate pymt	58.43			

SWAN Library Services
Check Register
All Bank Accounts
July 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Helen Pinder				9928	07/20/23	106.35
5210	Conference Travel	Helen Pinder - ALA	87.09			
5310	Travel Reimbursement	Helen Pinder - SWAN x 2022	19.26			
HR Source				9929	07/20/23	2,900.00
5830	Consulting	HR Source - SWAN handbook review	2,900.00			
ICS Learning Group				9930	07/20/23	2,508.50
5330	Library Professional Development	ICS Learning Group - Articulate 360 Teamm - 1 yr	2,098.50			
5330	Library Professional Development	ICS Learning Group - Addtl. active users over 50 - 5 user @$5	25.00			
5330	Library Professional Development	ICS Learning Group - Inquisiq LMS Saas LE	385.00			
LIMRiCC				9931	07/20/23	16,958.16
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - July	16,958.16			
Marcive, Inc.				9932	07/20/23	336.66
5450	Data Management Services	Marcive, Inc. - Authority processing, per record overnight	336.66			
Nicor Gas				9933	07/20/23	52.38
5120	Utilities	Nicor Gas - 6/15-7/18	52.38			
OCLC, Inc.				9934	07/20/23	2,837.20
5450	Data Management Services	OCLC, Inc. WebDewey sub. 7/21/23-6/30/24	2,837.20			
Reaching Across Illinois Library System				9935	07/20/23	454,624.00
5990	Group Purchases - Content	Reaching Across Illinois Library System - EBSCO database pkg. thru 6/24	454,624.00			
Reliance Standard Life Insurance Co.				9936	07/20/23	871.94
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - August	871.94			
River Grove Public Library District				9937	07/20/23	4,271.25

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
4010	SWAN Full Membership Fees	River Grove Public Library District - SWAN FY23 fees 4th qtr. duplicate pymt	4,271.25			
Sayers				9938	07/20/23	30,240.75
5430	Server Software Licensing	Sayers - Artic Wolf MDR service for 1 yr	30,240.75			
Unique Integrated Communications, Inc.				9939	07/20/23	6,157.65
5860	Notification & Collection	Unique Integrated Communications, Inc. - Curbside Communicator QR	40.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee	5,719.58			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	398.07			
Wellness Insurance Network-WIN				9940	07/20/23	152.00
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - July	152.00			
First Bankcard				51007	07/15/23	9,704.50
5140	Repairs & Maintenance	First Bankcard - Imperial Surveillance qtrly	177.00			
5230	Staff Professional Development	First Bankcard - ALA Conference - Brandwein	285.00			
5420	Application Software Licensing	First Bankcard - Mailchimp monthly	47.00			
5420	Application Software Licensing	First Bankcard - Asana annual	3,297.00			
5430	Server Software Licensing	First Bankcard - Microsoft credit	-1.80			
5430	Server Software Licensing	First Bankcard - Microsoft credit	-4.00			
5430	Server Software Licensing	First Bankcard - Microsoft credit	-599.67			
5430	Server Software Licensing	First Bankcard - Microsoft azure	4,739.44			
5470	Subscription Support Services	First Bankcard - Sendgrid	372.56			
5480	Telecommunications	First Bankcard - Microsoft skype	288.00			
5480	Telecommunications	First Bankcard - Grasshopper	48.13			
5510	Office Supplies	First Bankcard - Amazon	13.63			
5510	Office Supplies	First Bankcard - Amazon	37.98			
5510	Office Supplies	First Bankcard - Employee Gift Card - Host	53.81			
5510	Office Supplies	First Bankcard - Amazon	47.98			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5510	Office Supplies	First Bankcard - Amazon	30.08			
5510	Office Supplies	First Bankcard - Amazon	34.83			
5510	Office Supplies	First Bankcard - Office Supplies	39.81			
5510	Office Supplies	First Bankcard - Amazon computer supplies for SWAN staff	27.95			
5510	Office Supplies	First Bankcard - Amazon computer supplies for SWAN staff	282.64			
5520	Postage	First Bankcard - Postage	9.65			
5520	Postage	First Bankcard - USPS credit	-1.80			
5599	Annual Conference Supplies	First Bankcard - 2 Amazon Kindle for Gifts	193.98			
5610	Equipment Rental/Maintenance	First Bankcard - Genesis Printer charges for 3 months @95.10/month	285.30			
United States Treasury				51008	07/24/23	66.00
5025	Health, Dental, Life And Disability Insurance	United States Treasury - paid via EFTPS - PCORI	66.00			
Quail Ridge Drive Investors, LLC				51009	07/31/23	9,992.61
5110	Rent/Lease	Quail Ridge Drive Investors, LLC	9,992.61			
Library Pass, Inc.				51010	07/31/23	4,397.50
5490	Group Purchases - Services	Library Pass, Inc. - paid by Bill Pay via Hinsdale Bank	4,397.50			
T.A. Systems Inc.				51011	07/31/23	260.00
5150	Custodial Service & Supplies	T.A. Systems Inc. - June 2023	260.00			
		Check List Total				560,014.07

SWAN Library Services
Balance Sheet
As of August 31, 2023

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	$ 673,312.95
Hinsdale Bank - MM - 5010	1,471,496.71
Propay Funds	$ 42.86
Total Cash and Cash Equivalents	$ 2,144,852.52
Current Assets	
Accounts Receivable	167,747.27
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	9,774.34
Total Current Assets	$ 200,988.69
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	$ 2,364,714.22
LIABILITIES	
Current Liabilities	
Accounts Payable	$ 9,107.03
Accrued Payroll	45,062.73
Compensated Absences	123,319.88
Lease Payable	31,030.39
Total Current Liabilities	$ 208,520.03
Long Term Liabilities	
Total Liabilities	$ 208,520.03
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,695,167.72
Total Beginning Net Assets	2,695,167.72
Current YTD Net Income	(538,973.53)
Total Fund Balance	2,156,194.19
Total Liabilities and Fund Balances	$ 2,364,714.22

Statement of Revenue and Expenses Summary
For the 2 Months Ended August 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$1,886.16	$755,980.57	$3,071,672.00	$ 2,315,691.43	24.61%
4100 - Membership Reimbursements	1,494.50	450,082.00	443,223.00	(6,859.00)	101.55%
4200 - Reimbursement for Losses	4,813.98	16,283.36	108,680.00	92,396.64	14.98%
4300 - Grant Revenue	-	124,759.50	515,012.00	390,252.50	24.22%
4400 - Registration & Event Receipts	6,230.00	6,260.00	3,400.00	(2,860.00)	184.12%
4500 - Investment & Interest	6,785.70	13,363.24	20,800.00	7,436.76	64.25%
4600 - Reserve Fund Transfer	-	-	73,800.00	73,800.00	0.00%
Total Revenue	21,210.34	1,366,728.67	4,236,587.00	2,869,858.33	32.26%
Expenses					
5000 - Salaries & Wages	161,998.68	267,416.94	1,546,800.00	1,279,383.06	17.29%
5020 - Personnel Benefits	34,019.90	70,767.77	457,700.00	386,932.23	15.46%
5100 - Building & Grounds	10,925.08	21,954.69	129,510.00	107,555.31	16.95%
5200 - Professional Development	64.50	436.59	16,700.00	16,263.41	2.61%
5300 - Membership Development	(2,508.50)	19.26	7,370.00	7,350.74	0.26%
5400 - Information & Technology Services	324,469.45	1,053,812.40	1,269,400.00	215,587.60	83.02%
5500 - General Office	233.93	1,004.47	2,700.00	1,695.53	37.20%
5600 - Hardware & Equipment	95.10	380.40	6,300.00	5,919.60	6.04%
5700 - Insurance	-	-	11,500.00	11,500.00	0.00%
5800 - Contractual Services	8,605.62	17,992.63	216,984.00	198,991.37	8.29%
5900 - Library Materials & Content	4,621.74	471,456.36	565,251.00	93,794.64	83.41%
6000 - Interest & Fees	301.81	460.69	4,050.00	3,589.31	11.38%
6100 - Other Expenses	-	-	2,322.00	2,322.00	0.00%
Total Expenses	542,827.31	1,905,702.20	4,236,587.00	2,330,884.80	44.98%
Excess Revenues less Expenses	$ (521,616.97)	$ (538,973.53)	$ 0.00	$ 538,973.53	

Statement of Revenue and Expenses
For the 2 Months Ended August 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 1,886.16	$ 755,980.57	$ 3,067,972.00	$ 2,311,991.43	24.64%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	1,494.50	450,082.00	443,223.00	(6,859.00)	101.55%
4220 - Reimbursement Losses for Resource Sharing	0.00	7,590.98	63,000.00	55,409.02	12.05%
4240 - E-Commerce Transactions	4,813.98	8,692.38	45,680.00	36,987.62	19.03%
4310 - RAILS Support to SWAN	0.00	124,759.50	498,388.00	373,628.50	25.03%
4320 - Other Grant Revenue	0.00	0.00	16,624.00	16,624.00	0.00%
4499 - Annual Conference Receipts	6,230.00	6,260.00	3,400.00	(2,860.00)	184.12%
4510 - Interest Income	6,785.70	13,363.24	20,800.00	7,436.76	64.25%
4600 - Reserve Fund Transfer	0.00	0.00	73,800.00	73,800.00	0.00%
Total Revenue	21,210.34	1,366,728.67	4,236,587.00	2,869,858.33	32.26%
Expenses					
5000 - Salaries & Wages	161,998.68	267,416.94	1,546,800.00	1,279,383.06	17.29%
5021 - FICA Expense	11,952.88	19,722.51	118,400.00	98,677.49	16.66%
5023 - Worker's Compensation	0.00	0.00	4,500.00	4,500.00	0.00%
5024 - Retirement Benefits	10,111.74	25,123.50	140,900.00	115,776.50	17.83%
5025 - Health, Dental, Life And Disability Insurance	11,925.31	25,891.79	192,400.00	166,508.21	13.46%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	29.97	29.97	400.00	370.03	7.49%
5110 - Rent/Lease	9,992.61	19,985.22	117,300.00	97,314.78	17.04%
5120 - Utilities	607.47	1,207.47	6,700.00	5,492.53	18.02%
5130 - Property Insurance	0.00	0.00	650.00	650.00	0.00%
5140 - Repairs & Maintenance	0.00	177.00	860.00	683.00	20.58%
5150 - Custodial Service & Supplies	325.00	585.00	4,000.00	3,415.00	14.63%
5210 - Conference Travel	64.50	151.59	6,000.00	5,848.41	2.53%
5220 - Staff Meetings	0.00	0.00	900.00	900.00	0.00%
5230 - Staff Professional Development	0.00	285.00	4,000.00	3,715.00	7.13%
5240 - Professional Association Membership Dues	0.00	0.00	2,500.00	2,500.00	0.00%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	0.00	19.26	800.00	780.74	2.41%
5330 - Library Professional Development	(2,508.50)	0.00	6,570.00	6,570.00	0.00%
5420 - Application Software Licensing	47.00	3,391.00	18,000.00	14,609.00	18.84%
5430 - Server Software Licensing	5,784.52	40,159.24	105,200.00	65,040.76	38.17%
5440 - Library Services Platform	306,099.09	932,638.72	1,016,300.00	83,661.28	91.77%
5450 - Data Management Services	8,037.51	11,211.37	33,000.00	21,788.63	33.97%
5460 - Information Subscription Service	0.00	56,044.60	75,000.00	18,955.40	74.73%
5470 - Subscription Support Services	2,131.63	2,504.19	6,800.00	4,295.81	36.83%
5480 - Telecommunications	1,096.08	2,192.16	14,500.00	12,307.84	15.12%
5490 - Group Purchases - Services	1,273.62	5,671.12	600.00	(5,071.12)	945.19%
5510 - Office Supplies	158.59	727.30	2,200.00	1,472.70	33.06%
5520 - Postage	75.34	83.19	500.00	416.81	16.64%
5599 - Annual Conference Supplies	0.00	193.98	0.00	(193.98)	0.00%
5610 - Equipment Rental/Maintenance	95.10	380.40	1,000.00	619.60	38.04%
5620 - Hardware	0.00	0.00	4,200.00	4,200.00	0.00%
5690 - Group Purchases - Hardware	0.00	0.00	1,100.00	1,100.00	0.00%
5700 - Insurance	0.00	0.00	11,500.00	11,500.00	0.00%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	0.00	0.00	19,160.00	19,160.00	0.00%
5830 - Consulting	1,055.00	3,955.00	75,000.00	71,045.00	5.27%
5840 - Payroll Service Fees	446.44	775.80	3,600.00	2,824.20	21.55%

Statement of Revenue and Expenses
For the 2 Months Ended August 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5850 - Contractual Agreements	0.00	0.00	16,624.00	16,624.00	0.00%
5860 - Notification & Collection	7,104.18	13,261.83	92,200.00	78,938.17	14.38%
5899 - Annual Conference Facility Contract	0.00	0.00	8,900.00	8,900.00	0.00%
5910 - Print Materials	0.00	0.00	5,300.00	5,300.00	0.00%
5920 - Reimburse for Resource Sharing	0.00	7,624.50	63,000.00	55,375.50	12.10%
5940 - E-Commerce Payment Transactions	3,956.36	8,542.48	45,680.00	37,137.52	18.70%
5990 - Group Purchases - Content	665.38	455,289.38	451,271.00	(4,018.38)	100.89%
6010 - Bank Fees	301.81	460.69	3,700.00	3,239.31	12.45%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
6110 - Depreciation	0.00	0.00	2,322.00	2,322.00	0.00%
Total Expenses	542,827.31	1,905,702.20	4,236,587.00	2,330,884.80	44.98%
Excess Revenues less Expenses	$ (521,616.97)	$ (538,973.53)	$ 0.00	$ 538,973.53	

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ICS Learning Group				9930	08/28/23	(2,508.50)
5330	Library Professional Development	To VOID check 9930	-2,508.50			
Acorn Public Library				9941	08/17/23	37.71
5940	E-Commerce Payment Transactions	Acorn Public Library	37.71			
Batavia Public Library				9942	08/17/23	243.18
5490	Group Purchases - Services	Batavia Public Library	243.18			
Bellwood Public Library				9943	08/17/23	25.70
5940	E-Commerce Payment Transactions	Bellwood Public Library	25.70			
Bensenville Community Public Library District				9944	08/17/23	27.40
5940	E-Commerce Payment Transactions	Bensenville Community Public Library District	27.40			
Bloomingdale Public Library				9945	08/17/23	49.35
5940	E-Commerce Payment Transactions	Bloomingdale Public Library	49.35			
Bloomingdale Public Library				9945	08/28/23	(49.35)
5940	E-Commerce Payment Transactions	To VOID check 9945	-49.35			
Blue Island Public Library				9946	08/17/23	16.93
5490	Group Purchases - Services	Blue Island Public Library	16.93			
Calumet City Public Library				9947	08/17/23	22.33
5940	E-Commerce Payment Transactions	Calumet City Public Library	22.33			
Carol Stream Public Library				9948	08/17/23	46.50
5940	E-Commerce Payment Transactions	Carol Stream Public Library	46.50			
Chicago Heights Public Library				9949	08/17/23	182.76
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	182.76			
Cicero Public Library				9950	08/17/23	37.82
5940	E-Commerce Payment Transactions	Cicero Public Library	37.82			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Clarendon Hills Public Library				9951	08/17/23	18.91
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	18.91			
Comcast				9952	08/17/23	759.95
5480	Telecommunications	Comcast - 8/1/23-8/31/23	759.95			
Crete Public Library District				9953	08/17/23	14.16
5940	E-Commerce Payment Transactions	Crete Public Library District	14.16			
Elmwood Park Public Library				9954	08/17/23	12.26
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	12.26			
Flossmoor Public Library				9955	08/17/23	137.25
5940	E-Commerce Payment Transactions	Flossmoor Public Library	137.25			
Forest Park Public Library				9956	08/17/23	91.19
5940	E-Commerce Payment Transactions	Forest Park Public Library	91.19			
Geneva Public Library District				9957	08/17/23	275.00
5940	E-Commerce Payment Transactions	Geneva Public Library District	275.00			
Geneva Public Library District				9957	08/28/23	(275.00)
5940	E-Commerce Payment Transactions	To VOID Check 9957	-275.00			
Glen Ellyn Public Library				9958	08/17/23	42.46
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	42.46			
Glenside Public Library				9959	08/17/23	23.76
5940	E-Commerce Payment Transactions	Glenside Public Library	23.76			
Green Hills Public Library District				9960	08/17/23	36.37
5940	E-Commerce Payment Transactions	Green Hills Public Library District	36.37			
Harvey Public Library District				9961	08/17/23	5.75
5940	E-Commerce Payment Transactions	Harvey Public Library District	5.75			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Hinsdale Public Library				9962	08/17/23	88.52
5940	E-Commerce Payment Transactions	Hinsdale Public Library	88.52			
IHLS-OCLC				9963	08/17/23	306,099.09
5440	Library Services Platform	IHLS-OCLC - FY24 OCLC	306,099.09			
La Grange Park Public Library District				9964	08/17/23	103.44
5940	E-Commerce Payment Transactions	La Grange Park Public Library District	103.44			
Lauterbach & Amen, LLP				9965	08/17/23	1,055.00
5830	Consulting	Lauterbach & Amen, LLP - June	1,055.00			
Library Pass, Inc.				9966	08/17/23	665.38
5990	Group Purchases - Content	Library Pass, Inc. - Sugar Grove - Comics Plus renewal	665.38			
Linda Sokol Francis Brookfield Library				9967	08/17/23	53.51
5490	Group Purchases - Services	Linda Sokol Francis Brookfield Library	53.51			
Marcive, Inc.				9968	08/17/23	4,580.00
5450	Data Management Services	Marcive, Inc. - authority processing	327.00			
5450	Data Management Services	Marcive, Inc. - Comprehensive Notification Reports - FY24	158.00			
5450	Data Management Services	Marcive, Inc. - Comprehensive Notification SemiAnnual - FY24	4,095.00			
Markham Public Library				9969	08/17/23	38.72
5940	E-Commerce Payment Transactions	Markham Public Library	38.72			
Melrose Park Public Library				9970	08/17/23	31.17
5940	E-Commerce Payment Transactions	Melrose Park Public Library	31.17			
Messenger Public Library of North Aurora				9971	08/17/23	19.69
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	19.69			
Nicor Gas				9972	08/17/23	52.43

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5120	Utilities	Nicor Gas - 7/18/23-8/15/23	52.43			
Oak Brook Public Library				9973	08/17/23	267.68
5940	E-Commerce Payment Transactions	Oak Brook Public Library	267.68			
Oak Lawn Public Library				9974	08/17/23	65.30
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	65.30			
Oak Park Public Library				9975	08/17/23	1,321.91
5940	E-Commerce Payment Transactions	Oak Park Public Library	1,321.91			
OCLC, Inc.				9976	08/17/23	201.10
5450	Data Management Services	OCLC, Inc. - WebDewey - Oak Park FY24	201.10			
Park Forest Public Library				9977	08/17/23	81.02
5940	E-Commerce Payment Transactions	Park Forest Public Library	81.02			
Prairie Trails Public Library District				9978	08/17/23	9.41
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District	9.41			
Reaching Across Illinois Library System				9979	08/17/23	3,256.41
5450	Data Management Services	Reaching Across Illinois Library System - ALA RDA Toolkit FY24	3,256.41			
Reliance Standard Life Insurance Co.				9980	08/17/23	928.08
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - September	928.08			
River Forest Public Library				9981	08/17/23	42.55
5940	E-Commerce Payment Transactions	River Forest Public Library	42.55			
River Forest Public Library				9981	08/28/23	(42.55)
5940	E-Commerce Payment Transactions	To VOID check 9981	-42.55			
Roselle Public Library				9982	08/17/23	11.31
5940	E-Commerce Payment Transactions	Roselle Public Library	11.31			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Sayers				9983	08/17/23	120.00
5430	Server Software Licensing	Sayers - freight charges	120.00			
SirsiDynix, Inc.				9984	08/17/23	960.00
5490	Group Purchases - Services	SirsiDynix, Inc. - pseudo branch - Park Forest	960.00			
South Holland Public Library				9985	08/17/23	20.81
5940	E-Commerce Payment Transactions	South Holland Public Library	20.81			
St. Charles Public Library District				9986	08/17/23	257.74
5940	E-Commerce Payment Transactions	St. Charles Public Library District	257.74			
Sugar Grove Public Library District				9987	08/17/23	150.40
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	150.40			
Town & Country Public Library District				9988	08/17/23	131.21
5940	E-Commerce Payment Transactions	Town & Country Public Library District	131.21			
Unique Integrated Communications, Inc.				9989	08/17/23	7,104.18
5860	Notification & Collection	Unique Integrated Communications, Inc. - curbside comm	40.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. - messagebee	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - printed notcies July	373.68			
University Park Public Library District				9990	08/17/23	21.82
5940	E-Commerce Payment Transactions	University Park Public Library District	21.82			
Villa Park Public Library				9991	08/17/23	8.82
5940	E-Commerce Payment Transactions	Villa Park Public Library	8.82			
Wellness Insurance Network-WIN				9992	08/17/23	161.50
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - August	161.50			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Westmont Public Library				9993	08/17/23	111.87
5940	E-Commerce Payment Transactions	Westmont Public Library	111.87			
Woodridge Public Library				9994	08/17/23	90.47
5940	E-Commerce Payment Transactions	Woodridge Public Library	90.47			
Bloomingdale Public Library				9995	08/17/23	46.84
5940	E-Commerce Payment Transactions	Bloomingdale Public Library	46.84			
Geneva Public Library District				9996	08/17/23	260.62
5940	E-Commerce Payment Transactions	Geneva Public Library District	260.62			
Midlothian Public Library				9997	08/17/23	15.11
5940	E-Commerce Payment Transactions	Midlothian Public Library	15.11			
River Forest Public Library				9998	08/17/23	40.15
5940	E-Commerce Payment Transactions	River Forest Public Library	40.15			
First Bankcard				51012	08/14/23	8,572.81
5210	Conference Travel	First Bankcard - Skog ALA conference parking	25.00			
5210	Conference Travel	First Bankcard - Skog ALA conference meals	39.50			
5420	Application Software Licensing	First Bankcard - mailchimp monthly	47.00			
5430	Server Software Licensing	First Bankcard - microsoft azure	5,568.52			
5430	Server Software Licensing	First Bankcard - DNS Made Easy - domain name service	96.00			
5470	Subscription Support Services	First Bankcard - zoom yearly	1,799.10			
5470	Subscription Support Services	First Bankcard - sendgrid	332.53			
5480	Telecommunications	First Bankcard - grasshopper	48.13			
5480	Telecommunications	First Bankcard - microsoft calling plan	288.00			
5510	Office Supplies	First Bankcard - amazon computer supplies	121.05			
5510	Office Supplies	First Bankcard - amazon credit	-47.98			
5510	Office Supplies	First Bankcard - office supplies	85.52			
5520	Postage	First Bankcard - usps postage	8.05			

SWAN Library Services
Check Register
All Bank Accounts
August 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5520	Postage	First Bankcard - usps postage	9.65			
5520	Postage	First Bankcard - usps postage	57.64			
5610	Equipment Rental/Maintenance	First Bankcard - genesist monthly charges - copier	95.10			
ComEd				51013	08/28/23	555.04
5120	Utilities	ComEd - 7/18/23-8/16/23	555.04			
T.A. Systems Inc.				51014	08/28/23	325.00
5150	Custodial Service & Supplies	T.A. Systems Inc. - July	325.00			
Quail Ridge Drive Investors, LLC				51015	08/28/23	9,992.61
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - September	9,992.61			
					Check List Total	347,150.06

SWAN BOARD MEETING MINUTES

July 21, 2023, 9:30 a.m.
Midlothian Public Library
14701 South Kenton Avenue
Midlothian, IL 60445

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

   President Cottrill called the meeting to order at 9:36 a.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Jennifer Cottrill
   c. Dorothy Koll
   d. Colleen Waltman
   e. Anna Wassenaar

2. **Introduction of Visitors/Public Comment**
   Aaron Skog, SWAN Executive Director
   Ginny Blake, SWAN Business Manager
   Scott Brandwein, SWAN Assistant Director

   There was no public comment.

3. **Action Item**
   Acceptance of the July 21, 2023, SWAN Board Meeting Agenda

   Koll moved, seconded by Waltman that it be

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 21, 2023, SWAN BOARD MEETING AGENDA AS PRESENTED

   Motion carried by unanimous voice vote.

4. **Action Item**
   Appointment of SWAN Board Officers and Committee Members

   Blazek moved, seconded by Waltman that it be

   > RESOLVED, THAT THE SWAN BOARD APPROVES THE SWAN BOARD OFFICERS AND COMMITTEE MEMBERS AS FOLLOWS:
   >
   > JENNIFER COTTRILL BE NOMINATED AS SWAN BOARD PRESIENT

   Cottrill accepted this nomination.

RESOLVED, THAT DOROTHY KOLL BE NOMINATED AS SWAN BOARD VICE-PRESIDENT

Koll accepted this nomination.

RESOLVED, THAT TIM JARZEMSKY BE NOMINATED AS SWAN BOARD TREASURER

Jarzemsky accepted this nomination.

RESOLVED, THAT JESSE BLAZEK BE NOMINATED AS SWAN BOARD SECRETARY

Blazek accepted this nomination.

Skog will be the Official Representative to the RAILS Consortia Committee: Jarzemsky will be the alternate.

Personnel Committee: Koll and Johnson accepted the positions.

Finance Committee: Waltman, Jarzemsky and Blazek accepted the positions.

By-Laws Committee: Waltman and Johnson accepted the positions.

Strategic Planning Committee: Cottrill, Wassenaar and Jarzemsky (alternate) accepted the positions.

Motion carried by unanimous voice vote.

5. **Action Item**
Acceptance of the SWAN Financials, June 2023

Koll moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JUNE 1, 2023, THROUGH JUNE 20, 2023, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JUNE 2023 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Koll, Waltman, Wassenaar

6. **Action Items**
Acceptance of the June 16, 2023, SWAN Board Meeting Minutes

Blazek moved, seconded by Koll that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 16, 2023, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

7. Reports

    a. Board President Report
Cottrill discussed having the board members reach out to the new directors in the consortium. We have had approximately 35 new directors in the last two years. Skog will provide a list of new directors for the board members to reach out to.

    b. Executive Director Report
Skog gave an update on SWAN activities. The financial report in the packet is "Preliminary and unaudited" for our year end. The Quail Ridge office lease in up November of 2024 so plans to move to a smaller office will in the works. There was also a brief discussion on a plan for SWAN's 50th anniversary next year. We have a new slate of board officers and committee members for the upcoming fiscal year.

    c. Operations Report
Brandwein reviewed the operations report.

    d. Treasurers Report
None

    e. Board Calendar
The Board members agreed on the following Board meeting location by month:

September, October 2023 – Acorn Public Library
November 2023 – Palos Heights Public Library
December 2023 & January 2024 – Homewood Public Library
February 2024 – Roselle Public Library
March, April 2024 – Bloomingdale Public Library
May 2024 – Blue Island Public Library
June 2024 – Midlothian Public Library

8. Approve SWAN Board meeting calendar.

Blazek moved, seconded by Waltman that it be

    RESOLVED, THAT THE SWAN BOARD APPROVES SWAN BOARD MEETING CALENDAR

    Motion carried by unanimous voice vote.

9. **Adjournment**

Cottrill adjourned the meeting at 11:04 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Jesse Blazek

Board Secretary

SWAN Executive Director Report

September 15, 2023

Update on Activities

Application for RAILS FY25 LLSAP grant

I completed the application for the RAILS LLSAP grant. This year's application additional data metrics that were submitted in an online form, called RAILCAR. This includes the two reports in spreadsheet form, the first of which has been a report each LLSAP submits and becomes part of the RAILS annual report and is named zILLANE, and the second report, is new and collects group purchases conducted by the LLSAP. The application itself has a narrative component. The amount of information being collected now is listed below.

The work to complete the grant application included the following questions and data metrics to be provided.

LLSAP Support Grant Formula

Metric	Allocated	Quartile Allocations				Data Source
		Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
Collection Expenditures Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	$750,000	40%	30%	20%	10%	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application Three-year average.
Annual Fee % of Operating Budget LLSAP annual fee as a percentage of library's total annual operating budget (public libraries only)	$700,000	40%	30%	20%	10%	Operating budget: IPLAR Annual fee: reported by LLSAP in application, including OCLC
ILL/RB Transactions Total annual interlibrary loan and reciprocal borrowing transactions	$400,000	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports Three-year average.
Multi-type Bonus Multitype membership bonus (nonpublic libraries only)	$400,000	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three-year average.

RAILS LLSAP grant information & metrics requested

1. LLSAP changes since September 1 (narrative)
2. LLSAP services provided (narrative)
3. Use of RAILS funds (narrative)
4. Full time student enrollment for Prairie State College, National University Health Sciences, Morton Arboretum, and Bensenville Community School District
5. Total library collection budget for Prairie State College, National University Health Sciences, Morton Arboretum, and Bensenville Community School District
6. All SWAN members listed with membership fees

RAILS LLSAP zILLANE Report (ongoing data collection from LLSAP since 2002)
The zILLANE report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs.

7. Entering LLSAP revenue and expenses into special budget categories
8. Annual circulation
9. Item count
10. Bibliographic record count
11. Annual ILL count (used in RAILS LLSAP grant formula)
12. Annual reciprocal borrower count (used in RAILS LLSAP grant formula)
13. Counts of SWAN members by library type
14. Counts of SWAN members by agency & branch
15. FTEs Charged to LLSAP Operating Expenses
16. Cost Components to Participate in the LLSAP—Ongoing
17. Cost Components to Participate in the LLSAP—Startup

RAILCAR additional metrics (New for FY25 grant application)
RAILCAR will provide a tool for analysis of quantitative and qualitative data related to LLSAP operations and member libraries, with a focus on supporting library assessment of the affordability and sustainability of LLSAP membership, and includes the data submitted via this application in addition to data from other standard sources such as IPLAR. The data points collected for RAILCAR may vary from year to year as initial analysis is completed and potential changes identified. Please complete the form at https://railslibraries.org/form/railcar including the two spreadsheets linked within the form. LLSAP-coordinated group purchases and discounts: The purpose for collecting this information is to gain understanding of the existing deals in the LLSAP landscape and, when appropriate, to compare and support existing deals for the benefit of all organizations. Please note the Instructions tab, and complete all other tabs as directed.

18. Number of governing board seats
19. Number of FTE employees
20. Number FTE administrative employees (Count the number of FTE managers working for the LLSAP)
21. Number FTE IT employees (Count the number of FTE information technology staff working for the LLSAP)
22. Number of FTE Member Services employees (Count the number of FTE bibliographic staff working for the LLSAP)
23. Number of employees with an MLS
24. Total staff development/training expenditures (Total costs for staff development and training)
25. Total discovery interface expenditures (Total cost of your discovery interface.)
26. Total ILS expenditures (Total cost for the LLSAP's integrated library system software.)
27. Which of the following BASE services are included in your ILS software? Please check all that apply.
     o Bibliographic database
     o Circulation functions
     o Patron database
     o OPAC
28. Which of the following ADDITIONAL services are to full members? Please check all that apply.
     o Discovery options
     o Digital collections
     o Databases
     o E-commerce
     o Cataloging tools
     o Mobile app
     o Notifications
29. Which of the following STAFF-PROVIDED services are offered to full members? Please check all that apply.
     o Cataloging
     o Training
     o Consulting
     o Custom reports
30. Is the staff software local or web-based?
31. Are ILS notices opt-in or opt-out for the following options?
     o Item due dates
     o Item overdues
     o Item holds
32. Number of live training events
33. Number of pre-recorded training events
34. Do you offer self-directed training programs for your member library staff?
35. Total hours of live training events
36. Total hours of pre-recorded training events

37. Total hours of self directed training events
38. Number of LLSAP led events
39. Number of guest led events
40. Number of networking events
41. Number of support tickets opened
42. Number of support tickets closed
43. Annual fee components: Are you member libraries' OCLC fees included in the LLSAP annual fee calculations?
44. List all LLSAP coordinated group purchases and discounts to member libraries
    o Vendor
    o Product(s)
    o Brief Description of Deal or Group Purchase
    o First Year Offered
    o Included in Membership Fee? yes/no
    o Number of Member Agencies Participating
    o Library Types Offered to

The timeline for the grant process is below.

September 15, 2023	Application package due to RAILS
September—October 2023	RAILS reviews grant applications and determines awards
October 2023	RAILS responds with award letter and grant agreement
January 31, 2024	Signed grant agreements due to RAILS
July 1, 2024	FY2025 grant payments and services begin
July 31, 2025	Annual reports due to RAILS

Expo 2023 feedback

The attendees at SWAN Expo were provided online feedback and 60 responses were received.

- 213 registered attendees
- 3 roundtable discussions
- 9 session presentations

The chart titled "How would you rate the conference overall?" shows:
- Average 7 — 12%
- Okay 8 — 13%
- Good 21 — 35%
- Excellent 24 — 40%
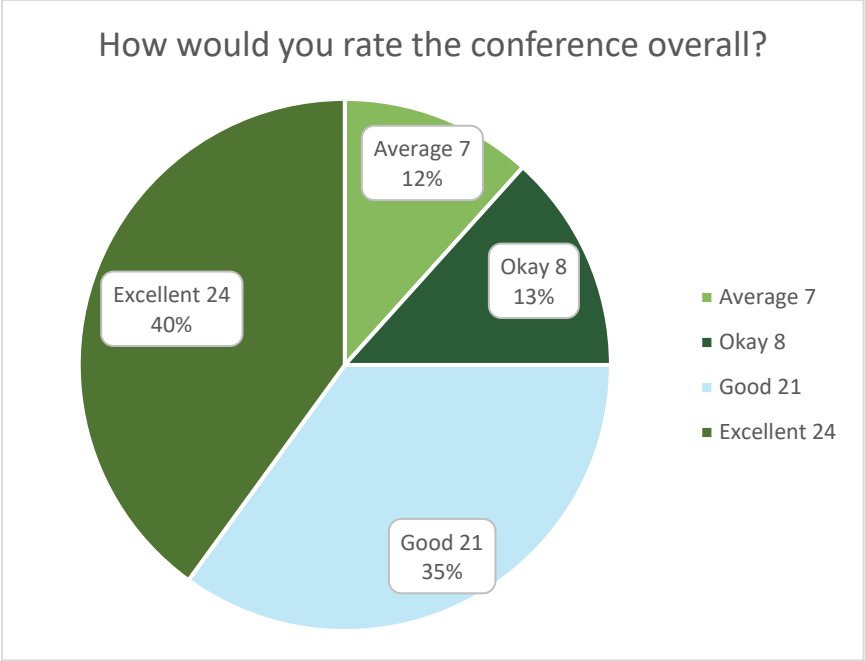
The SWAN Expo 2023 event archive is available with all session presentations.

Board Considerations

Budget timeline
I have included a memo in the month's meeting packet that provides an overview of the budget timeline.

SirsiDynix agreement
The discussion at the September 7, 2023 Quarterly meeting included an overview of the SirsiDynix agreement. The overview is posted on SWAN Support, along with a recording of the meeting.

I provided the SWAN Board a written recommendation for the SirsiDynix agreement extension for the April 17, 2020 meeting and would be happy to share that for the current board representatives (it was not included in the meeting packet). The next SWAN budget will need to include an extension of the agreement, whose length by years should be discussed along with additional terms.

SirsiDynix Agreement	Annual Amount FY24
Symphony ILS	$ 273,347.36
BLUEcloud Analytics & MobileStaff	$ 44,351.48
BLUEcloud Mobile	$ 71,930.00
BLUEcloud eResource Central	$ 23,200.00
SirsiDynix Consulting	$ 20,000.00
BLUEcloud Visibility	$ 8,000.00

Symphony Data Control	$ 2,000.00
Total	**$ 442,828.84**

Count	Renewal date	Increase/escalation in agreement
Year 1	May 1, 2015	0%
Year 2	May 1, 2016	0%
Year 3	May 1, 2017	0%
Year 4	May 1, 2018	0%
Year 5	May 1, 2019	0%
Year 6 extended	May 1, 2020	0%
Year 7	May 1, 2021	0%
Year 8	May 1, 2022	0%
Year 9	May 1, 2023	1.9%
Year 10	May 1, 2024	1.9%
Renewal	May 1, 2025	

If we were to group the SWAN library services platform into four categories—ILS, discovery platform, bibliographic utility, and notifications-- the breakdown between them would divide up SirsiDynix services. SWAN's discovery platform would encompass the Aspen Discovery support and hosting, plus the integration of searching e-content subscription databases using EBSCO Discovery and OpenAthens. The BLUEcloud Mobile application and its e-content integration service BLUEcloud eResource Central should also be considered part of the discovery platform SWAN provides.

Integrated Library System	FY24 Cost
SirsiDynix Symphony ILS	$273,347
SirsiDynix BLUEcloud Analytics & MobileStaff	$44,351
SirsiDynix Consulting	$20,000
SirsiDynix Symphony Data Control	$2,000
SWAN hosting expenses for ILS servers & services	$9,692
Subtotal	**$349,391**
Discovery Platform	
Aspen Discovery: hosting & support with ByWater Solutions	$97,750
EBSCO Discovery Service	$116,834
EBSCO Novelist Select: integrated in Aspen Discovery	$55,534
OpenAthens: library patron authentication	$64,015
ProQuest Syndetic Solutions (book jackets, enhanced content)	$18,120
SirsiDynix BLUEcloud Mobile	$71,930
SirsiDynix eResource Central: e-content integration with mobile app	$23,200
SirsiDynix BLUEcloud Visibility service (integration with Google search)	$8,000
Subtotal	**$455,383**

Bibliographic Utility & Statewide ILL Service	**$306,099**
OCLC Illinois Group-Services: WorldCat Discovery, WorldShare ILL, WorldCat API	
Notifications	
Unique Management Printed notices	$5,660
Unique Management MessageBee email & text notifications	$76,686
Unique Management MessageBee voice notifications	$9,000
Unique Management Gentle Nudge (unreturned material print notices)	$350
Subtotal	**$91,696**

Monthly Financial Report

August Balance Sheet

The Fund Balance Unrestricted line for August is at $2,695,167.72 which is unchanged from the month prior. The table below shows the current FY24 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	$2,695,167.72
Expenses to be paid from reserve	($73,800.00)
	$2,621,367.72
SWAN annual expense budget	$4,236,587.00
	62%
Number of months operating expense in reserve	7.4

Revenue & Expense Report

This month would be 17% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2024. The total revenue reflects library membership fee payments for one quarter, which would bring in 25% of SWAN revenue.

	FY24 Budget	Ending August 2023	Percentage of budget YTD 17%
Total Revenue	$4,236,587.00	$1,366,728.67	32%
Total Expenses	$4,236,587.00	$1,905,702.20	45%
Over / (Under)	**$0.00**	**($538,973.53)**	

Accounts Receivable

4010 - SWAN Full Membership Fees: 1st quarter invoices were sent out in July 2023, bringing in 24.64% revenue

4011 – Internet Access Membership Fees: the six libraries will be invoices in January 2024.

4190 – Member Group Purchase Receipts: 101.55%
This budget line records the revenue from several group purchase initiatives in specific budget line expenses, including the EBSCO database group-purchase, hardware sold to libraries (magnetic swipes for e-commerce), and the group-purchase for Library Pass Comics Plus.

4310 – RAILS Support to SWAN: 25%
1st quarter payment was made to SWAN totaling $124,759.50

4510 – Interest Income: 64.25%
SWAN's Money Market continues to perform better than expected for the year. Currently, the rate for August is 5.59% where the rate one year ago was 0.02%.

Accounts Payable

5000 – Salaries & Wages: 17.29%
This line remains on budget for the year-to-date expenses.

5021 – FICA Expense: 16.66%
This line remains on budget for the year-to-date expenses.

5024 – Retirement Benefits: 17.83%
This line remains on budget for the year-to-date expenses.

5110 – Rent/Lease: 17.04%
This line remains on budget for the year-to-date expenses.

5420 – Application Software Licensing: 18.84%
This line remains on budget for the year-to-date expenses.

5430 – Server Software Licensing: 38.17%
Expenses related to the Microsoft Azure hosting of Symphony and the support/ticketing systems are recorded in this budget line.

5440 – Library Services Platform: 91.77%
The full payment to IHLS/OCLC has been recorded in August. This line reflects prepaid expenses for SirsiDynix, ByWater Solutions, OpenAthens, and EBSCO Discovery Service.

5450 – Data Management Services: 33.97%
The expenses for RDA ToolKit and WebDewey are paid in full for the year.

5460 – Information Subscription Service: 74.73%
This budget line reflects the payment for the EBSCO subscription to Novelist Select integrated within the Aspen Discovery catalog, as well as the ProQuest subscription to Syndetic Solutions for all cover art display in Aspen and now MessageBee email notifications.

5490 – Group Purchases Services: 945.19%
This line is overbudget due to the new Library Pass Comics Plus online subscription. This is an opt-in subscription for libraries, and the libraries were invoiced by SWAN and recorded payments in the #4190 Member Group Purchase Receipts as revenue.

5860   Notification & Collection: 14.38%
This line remains on budget for the year-to-date expenses. The MessageBee service is paid monthly. SWAN has also contracted with Unique Management to print all user notices and is invoiced monthly.

5990 – Group Purchases – Content: 100.89%
July recorded the full EBSCO group-purchase expense for FY24 was as a group-purchase, the expense was off-set by the participating libraries, with the revenue recorded in the #4190 Group Purchase Receipts.

Operations Report: July-Aug. 2023

Contents

Summary

Membership engagement activities and statistics are reported through month-end of June 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.

Member Engagement — All Staff

A recap of member engagement activities in June 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	Addison Training	All	Training
7/5/2023	Office Hours: MessageBee	Information Technology & System Support, User Experience, Administration	Consultation
7/5/2023	Office Hours: BLUEcloud Analytics	Information Technology & System Support	Consultation
7/10/2023	Office Hours: ILL/Circ/Outreach	Administration, User Experience, Information Technology & System Support	Consultation
7/12/2023	Book Club Users	Administration, Information Technology & System Support	Member meeting
7/12/2023	Office Hours: Cataloging	Bibliographic Services	Consultation
7/13/2023	Cataloging Advisory	Bibliographic Services	Member meeting
7/19/2023	Circulation Advisory	User Experience, Information Technology & System Support, Bibliographic Services	Member meeting
7/21/2023	SWAN Board Meeting	Administration	Governance
7/21/2023	Addison Profiling Session	Bibliographic Services	Consultation
7/25/2023	SWAN Fireside Chat #51	All	Member meeting
7/25/2023	Addison Data Mapping Chat	Bibliographic Services	Consultation
7/27/2023	Discovery & User Experience Advisory	User Experience, Bibliographic Services	Member meeting
7/31/2023	Directors Coffee Hour	Administration	Consultation
8/1/2023	SWAN + Addison Chat About Circ Policy	Bibliographic Services	Consultation
8/15/2023	Calumet Park Temporary Closure (w/ Alsip + Blue Island)	Information Technology & System Support	Consultation
8/18/2023	SWAN Expo	All	Member meeting

Date	Event Name	Teams Responsible	Category
8/28/2023	Directors Coffee Hour	Administration	Consultation
8/29/2023	SWAN Fireside Chat #52	All	Member meeting
8/30/2023	Card Swipe Install (PFS)	Information Technology & System Support	Consultation
8/30/2023	Firewall Meeting (CTS)	Information Technology & System Support	Consultation

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.

Book Club Users (7/12/2023)

This meeting started with the official announcement that KitKeeper would be sunsetted in the SWAN environment. Neither of the participating libraries saw the value in continuing work with the tool and will be repurposing their bibliographic records to work instead with SWAN's standard holds reservation model.

Other topics included summer book progamming ideas, one-time events, and some important DEI issues with regard to book clubs including proactive measures to support diversity and considerations for starting a book club for special needs individuals.

Cataloging Advisory (7/13/2023)

Cataloging Advisory discussed making sure that existing records are overlayed with enhanced records as they become available. The Cataloging Libraries agreed that the three-letter code for Library of Things was not understood by patrons, but we need to have something that clearly identifies materials that are specifically for local patrons only. This will be an ongoing discussion so that we can create a consensus of how to proceed with a form of standardization. A discussion was held on making sure that series entries are standardized and based on proper series authority records. Additional topics discussed were relator terms and the need to have a mandatory cataloging library meeting so that cataloging libraries can work on creating standardized workflows.

Circulation Advisory (7/19/2023)

Circulation Advisory start talking about the member election that will take place this fall, and SWAN staff spent time reporting on updates to MessageBee, SWAN Expo, and the Circulation Mentor Program.

This meeting also provided a platform for discussion on protecting patron privacy. We are pleased to hear this is a high priority among member staff at all levels.

Discovery & User Experience Advisory (7/27/2023)

This meeting included an update on recent Aspen development as well as the work of the Grouped Work Working Group in which Scott, Cynthia, and several non-SWAN Aspen users participate. This was

also an opportunity for DUX members to share their progress on the research project they are doing into how patrons access electronic media and what avenues of promotion are most useful. Several staff reported having difficulty getting participants in surveys and other commitments throughout the summer, so this work will continue behind the scenes until such time as more fruitful results can be gathered.

Major Projects & Research

Addison Public Library

The test data load has been completed for the Addison Public Library migration. All patron and bibliographic data is live and under evaluation on our test environment. It appears that data came across cleanly, but we have more research to do. We also performed a test bibliographic matching process.

The configuration, test data load, and data evaluation process currently underway is the most labor-intensive phase of the Addison migration.

Aspen Discovery

Aspen release 23.08 added the ability to craft custom search facets from MARC data. Our Bibliographic Services team is currently experimenting with this feature to figure out the possibilities it holds to give patrons more granular control over their search experience. Once we gain an understanding of what the tool can and cannot do, we will consult with our Cataloging and Discovery & User Experience Advisory groups to find the custom applications best suited to the needs of SWAN members' patrons.

The release also included a number of updates to Events functionality.

Authority File Project

The Bibliographic Services team finished deduplicating the Authority File database and removing any unauthorized headings in order for IT & System Support to rebuild the indexes. This project was able to resolve an outstanding ticket with SirsiDynix in which libraries were reporting the inability to find existing records for known headings.

Once the affected authority records were identified, they were manually cleaned up through our overnight processes to reduce the number of records that would need to be indexed. Over the Labor Day weekend, we ran index rebuilds on the Authority and Authority Thesauri indexes in Symphony. This rebuild concluded early morning Monday, September 4th and all remaining keys were then processed through ADUText during the week following Labor Day. This has prepared us for some upcoming authority loads in the coming months.

Security Initiatives

Managed Detection & Response (MDR) Deployment

The months of July and August saw significant work with the on-boarding of Arctic Wolf services. A hardware monitor was installed at our Quail Ridge headquarters location and the IT & System Support staff have been working to ensure all remaining endpoints and VMs have the Arctic Wolf agent installed so they're being appropriately monitored.

We receive weekly security reports every Monday which have provided some additional insight into our environment. Our security team has been opening tickets for SWAN staff when an activity triggers an alert. We have received tickets from Arctic Wolf shortly after making permissions changes in our Azure environment and have been asked to confirm that the action taken was intentional.

CollectionHQ Secure File Transport Protocol (SFTP) Migration

SirsiDynix updated the report for the SFTP transfer – all data transmitted to and from CollectionHQ is encrypted at this stage.

Enhanced Patron Notifications – MessageBee

Over the past few months, we have successfully implemented tiered "Reports Only" login access for our members. Each library now has two logins to the MessageBee portal: one that provides full access to edit notification templates and one that only allows access to the reports and statistics portion. This was a change requested by many members who were concerned about staff having too much access to notifications customization.

In August, Unique quietly rolled out another feature some of our members had requested: the ability to send an SMS message through the MessageBee portal. This was a function available in Symphony that we lost when migrating to MessageBee.

This feature came with a full-featured 2-way SMS notification tool, which also displays any text messages a patron may send to the phone number that sends notifications. For example, if a patron responds to an SMS hold notice that they no longer require the item, library staff can see this and follow up as necessary. Previously these messages would not be sent to anyone. This feature also gives us the ability to see if a patron texts "STOP" to opt out of text notifications.

Up next, we will start an evaluation of MessageBee's e-mail list functionality with hopes of an opt-in rollout perhaps in early 2024.

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
Alternate Tuesdays	ByWater - Aspen weekly check-in	All (UX Lead)	Partnerships
Wednesdays	Addison + SWAN + SirsiDynix Weekly Migration Meeting	All	Partnerships
Alternate Wednesdays	Aspen Grouped Work Working Group	Administration, Bibliographic Services	Partnerships
7/6/2023	MessageBee Check-in	Administration, User Experience, Information Technology & System Support	Partnerships
7/6/2023	Aspen Gathering	All	Partnerships
7/6/2023	Luxer/SirsiDynix/SWAN Locker Integration Discussion	Information Technology & System Support, Administration	Partnerships
7/7/2023	ArcticWolf Onboarding	Information Technology & System Support, Administration	Partnerships
7/11/2023	ArcticWolf Technicall Kickoff	Information Technology & System Support, Administration	Partnerships
7/11/2023	SWAN + Addison Initial Data Call	All	Partnerships
7/17/2023 + 7/27/2023	SWAN + Addison Profiling Call	Administration, Bibliographic Services	Partnerships
7/17/2023	BLUEcloud Sprint Review	All	Partnerships
7/18/2023	Aspen Community Meeting	User Experience, Bibliographic Services, Information Technology & System Support	Partnerships
7/26/2023	SWAN SureSailing	All	Partnerships
8/3/2023	Aspen Gathering	All	Partnerships
8/4/2023	Patron Point + Clarendon Hills Settings Overview	Information Technology & System Support, Administration	Partnerships
8/11/2023	Unique: Chat About 2-Way SMS Messaging	Information Technology & System Support, Administration	Partnerships
8/21/2023	Addison Data Review Call	Bibliographic Services, Administration	Partnerships
8/24/2023	ArcticWolf Concierge Kickoff	Information Technology & System Support, Administration	Partnerships
8/30/2023	Addison Final Configuration Call	Bibliographic Services, Administration	Partnerships

SWAN Expo

This year's SWAN Expo came off successfully. Mechanical issues with the dividing walls in the main conference space forced us to move most of the sessions to alternate locations on campus, and Moraine Valley facilities staff were incredible in this stressful situation. We were able to relocate and communicate changes to participants, and all sessions were started and ended on time.

All Expo presentation materials are available on the support site in the SWAN Expo archive. Alongside our presentation-focused sessions, this year we attempted to bring our membership together and get them talking through three topical roundtables. Overall, we found these roundtables to be successful, and we hope our membership found them valuable as well. Follow-up conversation on some of the topics raised has been taking place on the forums and will also continue through User and Advisory Group meetings. Below is a brief description of each roundtable.

Programming Roundtable

A large roundtable discussion was held that provided an opportunity for member libraries to discuss any successes and challenges that they had with offering programs at their library. Attendees were able to ask questions and provide solutions to fellow SWAN member libraries. Topics included any lingering post-Covid issues, marketing programs, selecting programs to offer, creating programs that appeal to teens, and measuring the success of the program. Participants asked if there was a way that SWAN could provide an area where they could continue these discussions as well as share their newsletters. Helen Pinder of SWAN did respond with a new Community Forum called Programming.

Collection Management Roundtable

The Collection Management Roundtable had four different simultaneous topics related to Technical Services. Attendees had the option to join any of the four tables of: Materials Processing and Call Numbers, Repairs, Acquisitions, and Technical Services Career/Hiring/Retaining/Training. Two of the four tables were led by SWAN Member libraries. Each table was led by a moderator and participants were encouraged to ask questions or provide answers to fellow SWAN member libraries.

Hiring, Staffing, and Retention Roundtable

There was a large group of staff that reflected all areas of the library. We had the opportunity to speak on the areas of hiring, staffing and retention. Staff shared ideas on how to market open positions. While RAILS, Indeed and local postings are the norm; some are marketing part time or seasonal positions to teachers and school librarians. There were also some members that spoke about a work model where an employee would work full time in one area of the library and part time in another. While this was an interesting take on how to fill gaps where there are shortages, some libraries noted that this would not work at their library due to administration and union contracts. Other topics discussed were how to prevent burnout. A few suggestions were made about trying to allow more vacation time instead of denying vacation requests during the summer.

Interestingly we did a hand poll on how many libraries were fully staffed and there were only 2-3 libraries that said they are fully staffed. Everyone else noted that they have not recovered the

positions they have lost during COVID. Many staff stayed a moment after and exchanged contact information.

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage tracking

Just before 1PM on Thursday, September 7th, several of our services began to go offline. We were initially notified of issues connecting to WorkFlows and Aspen authentication. The issue lay with our domain name registrar, which was resolved later that evening. Four libraries used offline circulation and the transactions were processed automatically overnight and the following day.

Our Transit Label Generator and Patron Lookup Tools remained problematic through the day Friday, caused by a cached problematic domain record in our Pantheon-hosted Support Site which rendered these utilities unable to access those resources. These services came back online automatically around 3PM on Friday, September 8 when the website refreshed its domain registration cache.
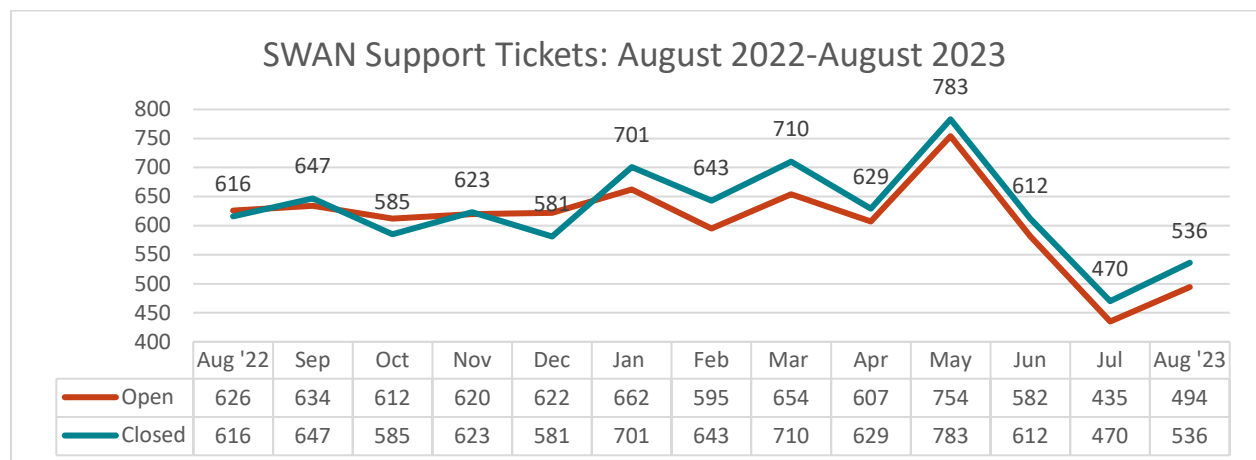
System Maintenance & Outage Calendar

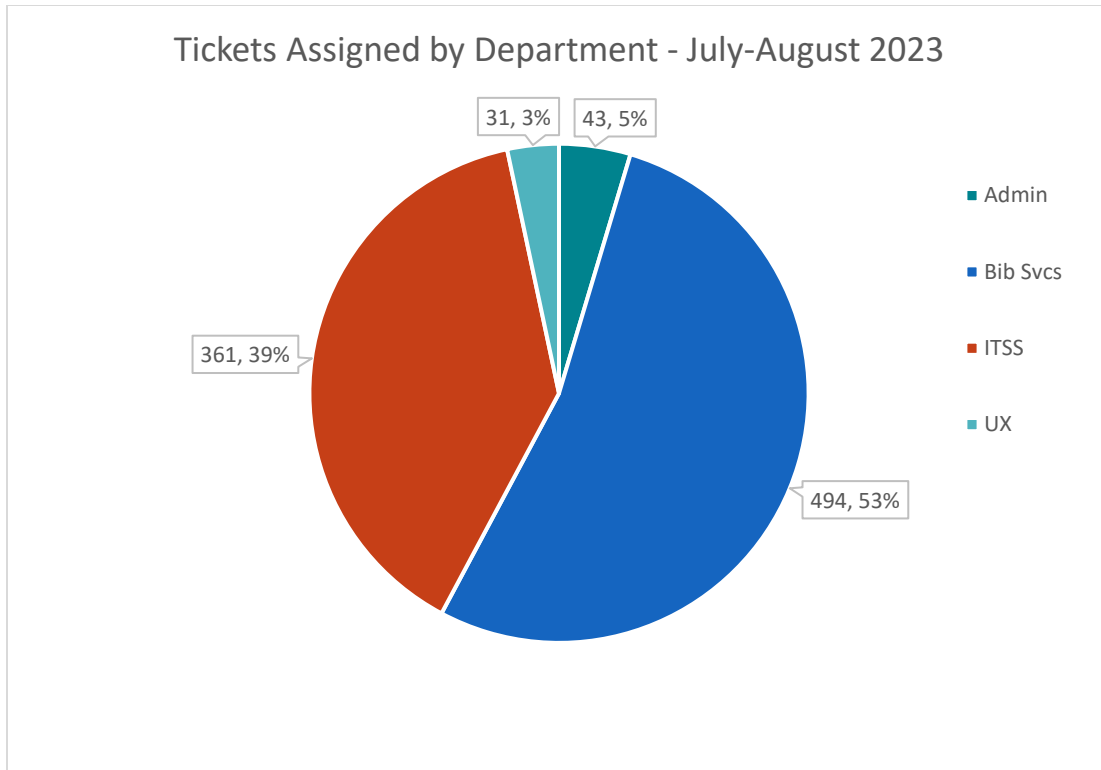|					
📅	BLUEcloud Search Service Maintenance (Scheduled)	Wed 7/5/2023	Wed 7/5/2023	SirsiDynix scheduled maintenance window for BLUEcloud Search Service	SirsiDynix
📅	Long running overnight processing reports	Tue 8/8/2023	Tue 8/8/2023	Due to Authority work – ADUText ran long on Tuesday 8/8. Reports caught up by 10AM	SirsiDynix
📅	Scheduled Rebuild of Authority and Thesauri Indexes	Sun 9/3/2023	Mon 9/4/2023	Reindexing of Authority and Authority Thesauri occurred over Labor Day weekend to finalize...	SirsiDynix
📅	Domains expired with GoDaddy due to billing issue	Thu 9/7/2023	Thu 9/7/2023	swanlibraries.net expired on 9/2 and were frozen by GoDaddy on 9/7, resulting in total black...	Outage
📅	Transit Label Generator and Patron Lookup Tools Offline	Thu 9/7/2023	Fri 9/8/2023	These two utilities were unavailable for some time after domain issue was resolved. These se...	UX, Outage
📅	Aspen Unresponsive	Sat 9/9/2023	Sat 9/9/2023	Issues were encountered with Aspen searches. Load was high on server, ByWater resolved q...	UX

Support Tickets

July and August showed a drop-off in ticket volume following the launch of our MessageBee service in May.

Data labels reflect tickets closed each month.

SWAN Support Tickets: August 2022-August 2023

	Aug '22	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug '23
Open	626	634	612	620	622	662	595	654	607	754	582	435	494
Closed	616	647	585	623	581	701	643	710	629	783	612	470	536

SWAN Support Tickets Opened/Closed in Past 12 Months

Tickets Assigned by Department - July-August 2023

- Admin
- Bib Svcs
- ITSS
- UX

31, 3% 43, 5%
361, 39%
494, 53%

SWAN Support Tickets Assigned by Department

Support Site

Documentation Updates

- With continued updates to the MessageBee experience, it is worth noting once again that extensive updates to our Patron Notices & Notifications documentation and its subordinate pages were required.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

In July and August, we added 39 new users to the SWAN Online Learning management system.

The top completed courses are:

1. PS100: Circulation Basics
2. PS101: Patron Management
3. PS104: Patron Accounts Blocks & Notes
4. TS080: Searching in WorkFlows

Maintenance

Automatic Monthly Patron Record Removal

Continuing from last month's change of removing patrons of over/greater than 8 years of inactivity, we are back to our usual purge levels. In July, we purged 3,084 inactive patrons from the database, and in August the purge total was 3,257.

As of early September, there were 349,938 patrons active in SWAN since the start of 2023. Coupled with 2022 active users (122,141) this represents 48.83% of the total patron database. Since January 1, 2020, 69% 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
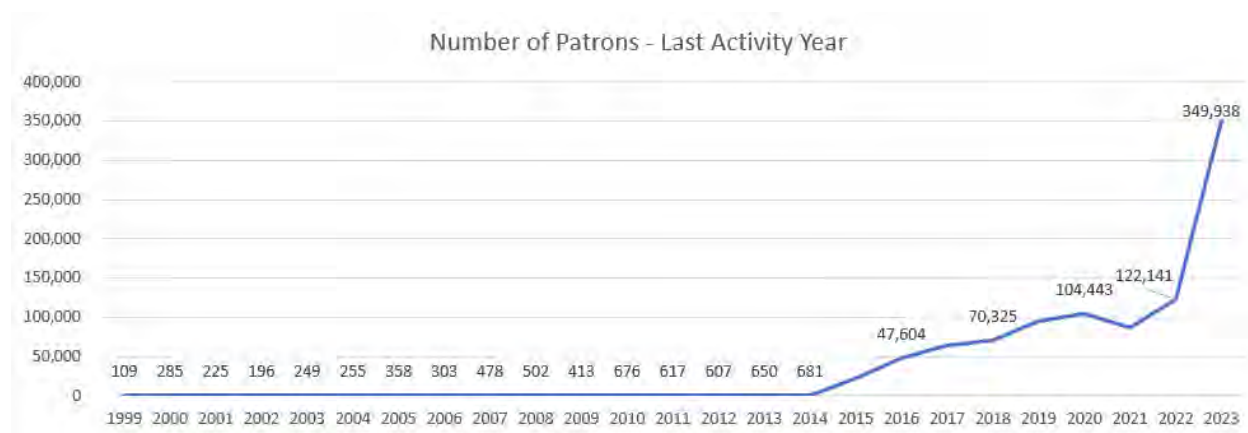
MessageBee Statistics

As of June 27, Email, SMS, and Voice notifications are all using MessageBee. As statistics begin to populate, we'll gain more insight into these statistics. The initial numbers are quite good.
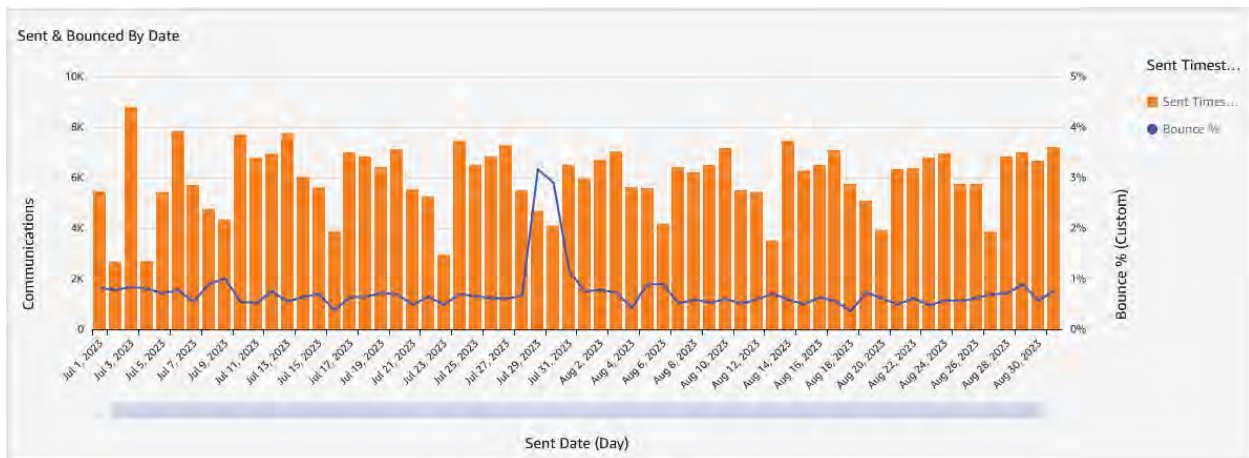
SMS notifications

Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
May 2023*	76,524	71,210	93.06%	5,314	6.94%
June 2023	52,750	52,148	98.86%	602	1.14%
July 2023	56,448	55,838	98.92%	610	1.08%
August 2023	59,620	58,949	98.87%	671	1.13%
*SMS delivery began 4/26/23 - statistics include 4/26-4/30					
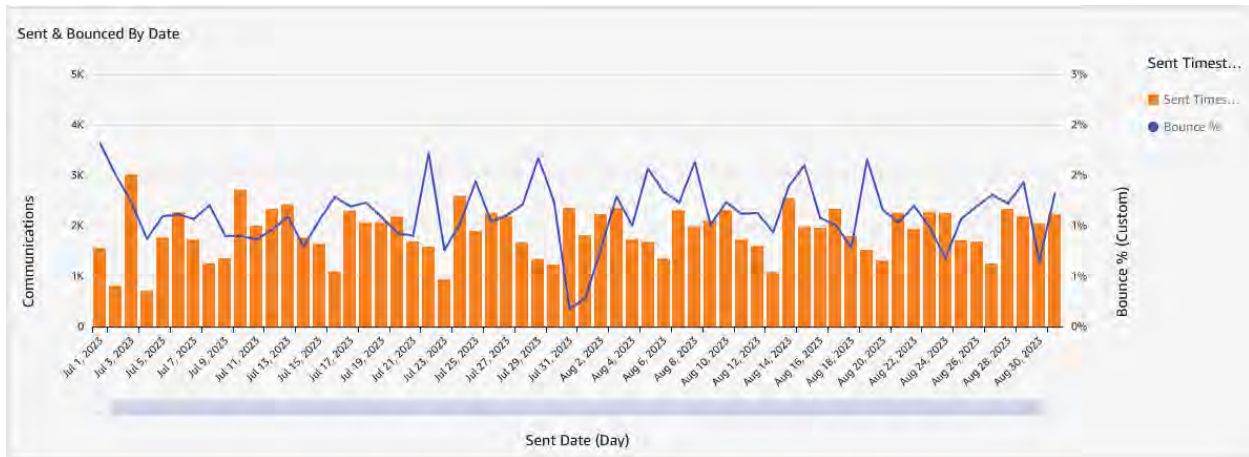
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
May 2023	10,127	10,066	99.40%	61.00	0.60%
June 2023	26,591	26,374	99.18%	217.00	0.82%
July 2023	178,975	177,568	99.21%	1,407.00	0.79%
August 2023	183,951	182,826	99.39%	1,125.00	0.61%

Phone notifications

Phone notifications are sent through SWAN's contracted service with Unique Management and relies on their MessageBee voice delivery system.

Month/ Year	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
July 2022	8,443	8,197	97.09%	246	2.91%
August 2022	9,337	9,073	97.17%	264	2.83%

Month/ Year	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
March 2023	8,856	8,536	96.39%	302	3.41%
April 2023	7,061	6,830	96.73%	218	3.09%
May 2023	7,687	7,414	96.45%	262	3.41%
June 2023	8,234	7,944	96.48%	278	3.38%
July 2023	8,006	7,741	96.69%	265	3.31%
August 2023	7,579	7,271	95.94%	299	3.95%

SendGrid Statistics

SendGrid email statistics will be changing now that MessageBee has taken over email notices. We have been looking at the deliverability settings within our SendGrid portal and made the recommended changes to improve upon this. We have also encouraged our member libraries to contact SWAN support to verify their alias email recipients and made the necessary changes.

Our Bounce List was cleared in early September 2023, which should allow us to gain further insight into where our remaining drops originate.

				Addresses				Messages	
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Email Addresses Bounced	Marked Spam	Invalid Emails	Blocks	Bounce Drops	Spam drops
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	430,043	417,528	96.58% (415,344)	563	37	294	2,978	9,877	2,344
December 2022	415,738	402,970	96.42% (400,868)	455	45	244	2,917	10,208	2,316
January 2023	466,242	441,213	95.12% (443,495)	727	45	255	4,652	16,958	2,392
February 2023	386,428	379,687	97.69% (377,512)	1,154	35	249	1,698	4,231	2,261

				Addresses			Messages		
March 2023	442,049	433,313	99.60% (431,561)	718	47	264	1,829	5,864	2,588
April 2023	424,082	412,771	96.93% (379,687)	647	42	297	2,341	8,435	2,579
May 2023	432,629	418,524	96.35% (416,824)	697	29	264	2,753	11,190	2,651
June 2023	369,101	357,454	96.43% (355,934)	703	34	151	2,102	9,191	2,305
July 2023	72,846	68,605	94.18% (68,236)	227	12	37	455	4,075	125
August 2023	83,716	76,374	91.23% (75,722)	407	2	48	861	7,168	126

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	187	197	164	146	57	38					
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1752	2215					

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 1.42 million. Over 12% of the collection has a publication date of 2020 or later. Nearly half of the collection is from after 2010.

Catalog Pub Year(Group)	Number of Catalog Records	Percent to Total (Number of Catalog Records)
Total	**1,422,192**	**100.00%**
Other	36,591	2.58%
1950-1979	66,376	4.67%
1980-1989	71,343	5.02%
1990-1999	172,829	12.17%
2000-2009	378,112	26.63%
2010-2019	516,049	36.35%
2020-Current	178,524	12.57%

The following graph illustrates the number of items added to the database per library in the past year. The x-axis (Item Library Code) does not contain labels for every bar. This is meant to give an illustration of the wide variance in contribution from our member libraries. The median count of items added in the last year is 4,453. Three libraries (DGS, OPS, TPS) created over 20,000 items in the last year.
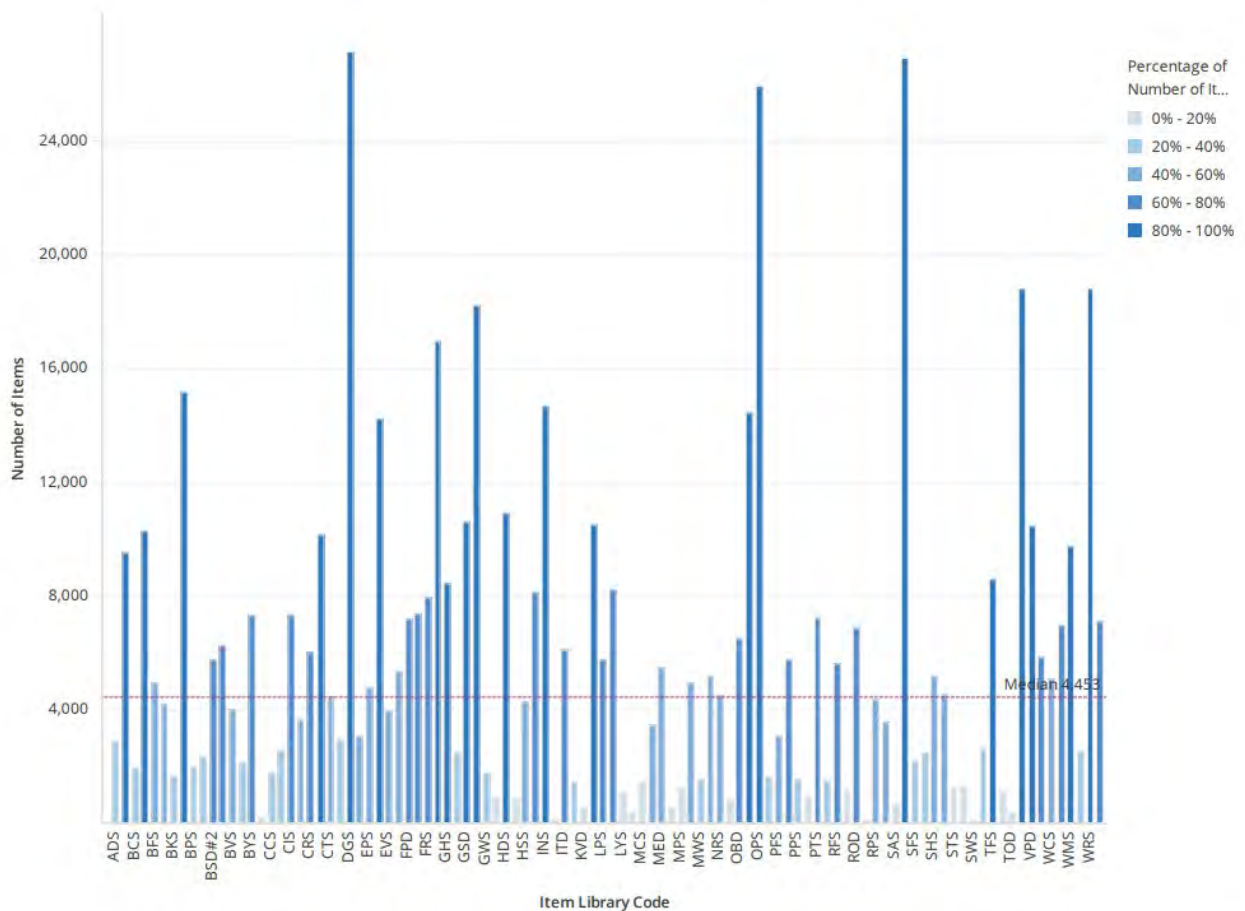
Circulation

Circulation in prior month

August 2023 circulation was 665,667 items, down from the peak of summer as is usual.
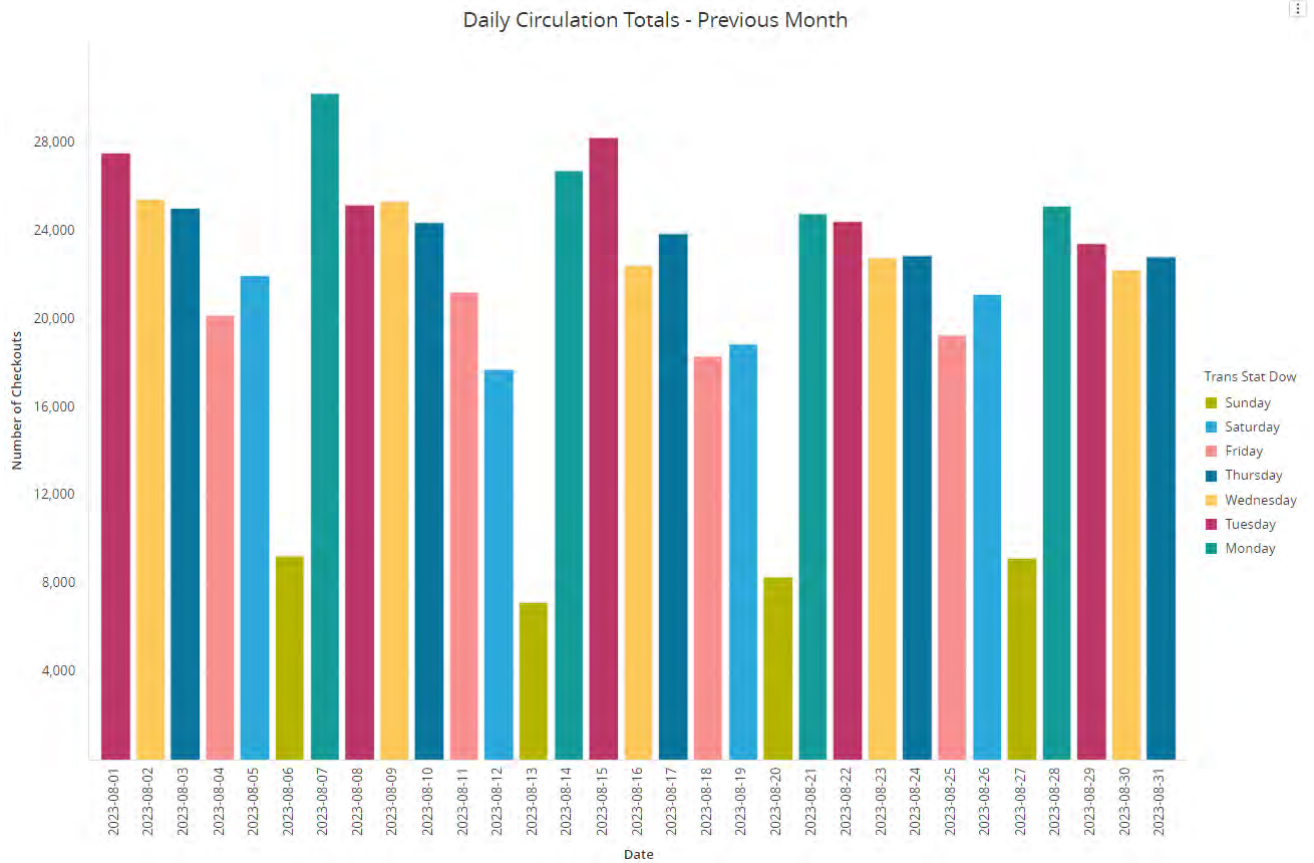
This chart represents only August data. July data did not have any anomalies worth reporting.

Monthly total comparison since 2019

Once again physical circulation numbers have not quite matched the monthly count from the previous year. (August 2022 saw 704,351 circulations.) The August 2023 circulation count is 75% of the circulation rate from August 2019.

Circulation Snapshot 2019-Current
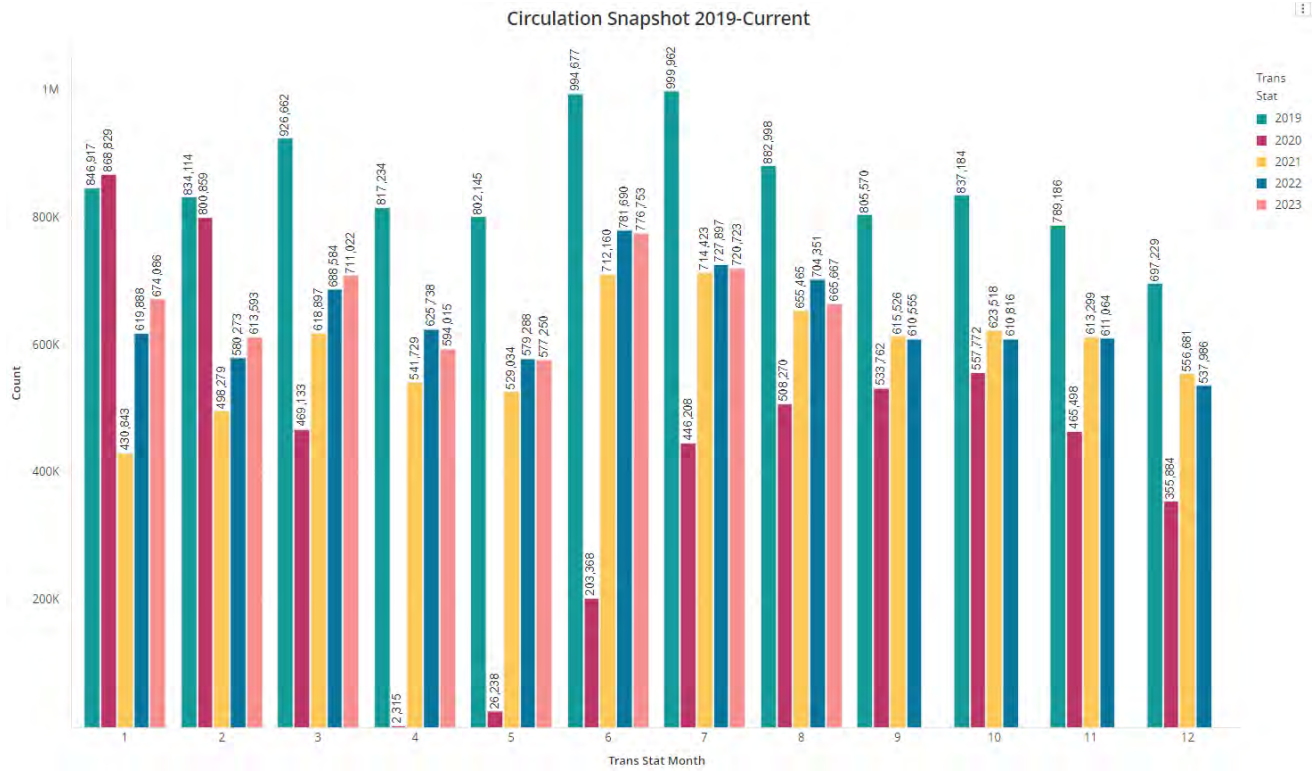
Holds

Time to Fill Analysis

Time to fill holds steady with hold placed in Aspen continuing to outperform those placed in Workflows and BLUEcloud mobile. These charts reflect the time between January 1st and June 30th, 2023.

Total Days to Shelf Chart
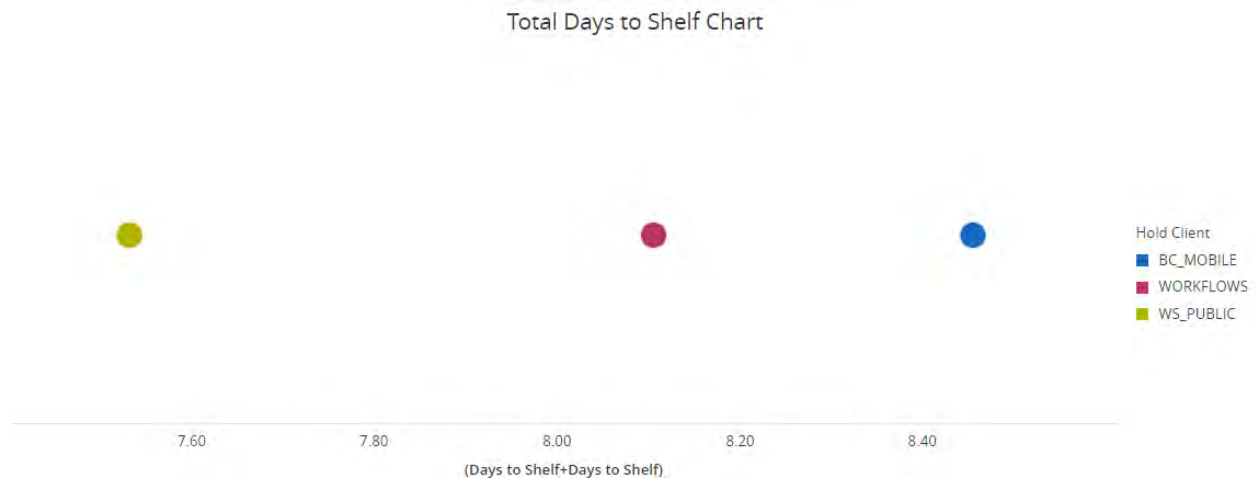
During the six-month period, 708,092 holds were placed and filled in Aspen, compared to 110,107 in BLUEcloud Mobile and 163,970 in WorkFlows. Over 72% of holds placed and filled during this period were placed in Aspen.
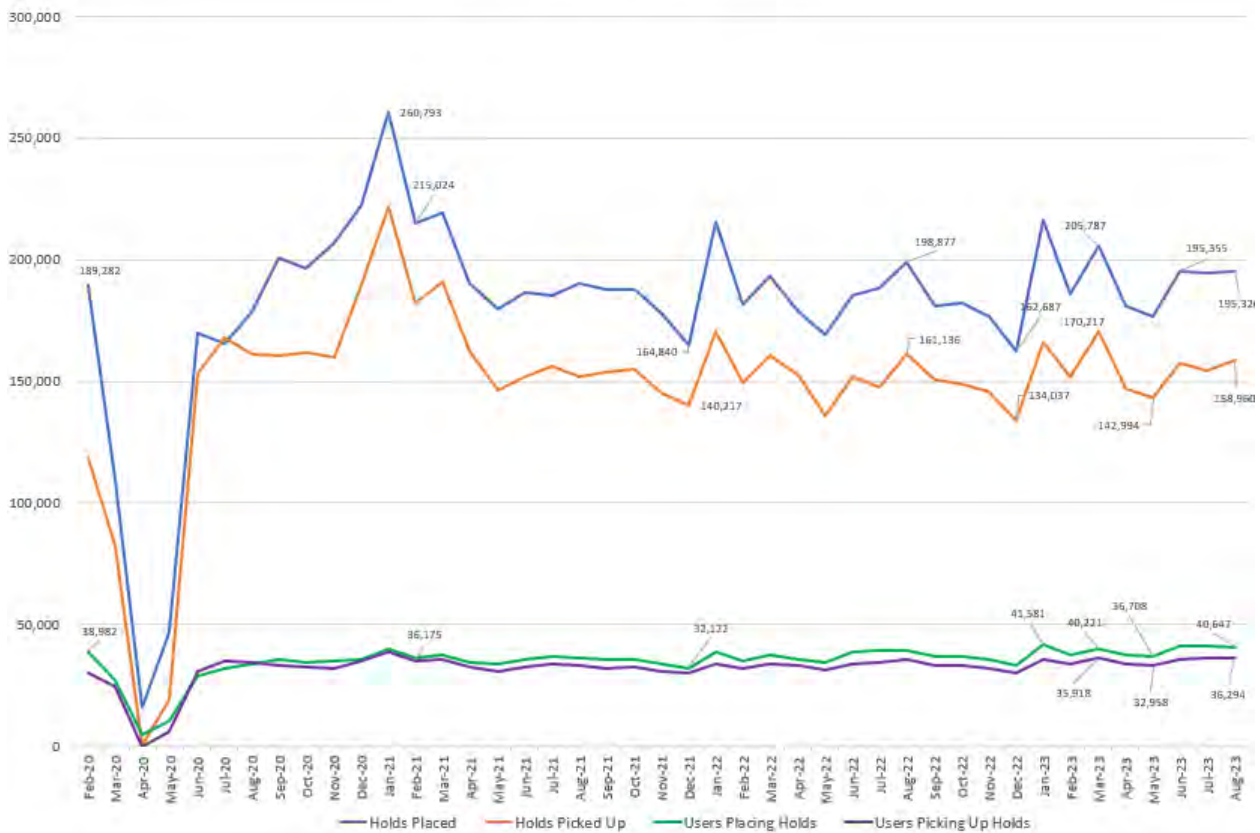
Holds Placed & Filled in Past 6 Months, by Hold Client
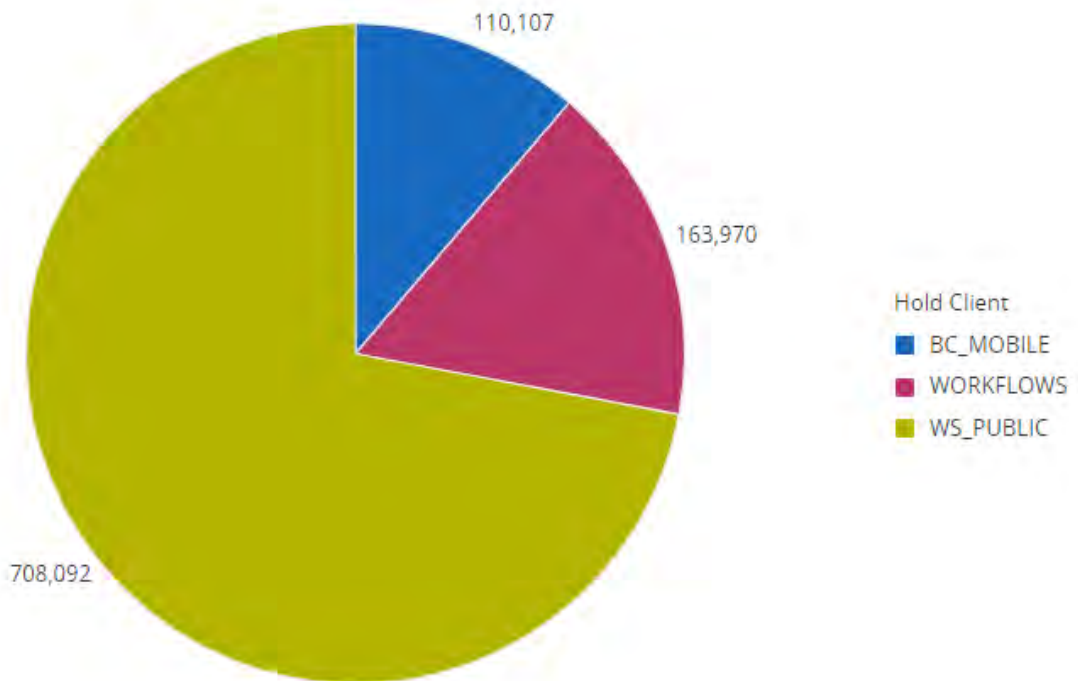
Holds Placement & Pick-up
The number of patrons placing holds was 41,051 in July and was 40,647 in August, with 389,924 combined total holds placed over the two months.

Trends in Holds, Feb 2020 - Present

Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 107,528 in July and 111,273 in August. Non-SWAN reciprocal borrowing included 20,693 checkouts in July and 20,227 in August.

OCLC Worldwide Resource Sharing

As always, our combined OCLC interlibrary loan statistics show that SWAN continues to be a net lender. Last month we lent more items than we had since the pandemic at 3,093, which caused our lending ration to spike. SWAN lended 2.4 items for each item borrowed.

OCLC Interlibrary Loan Activity: March 2019 - Present
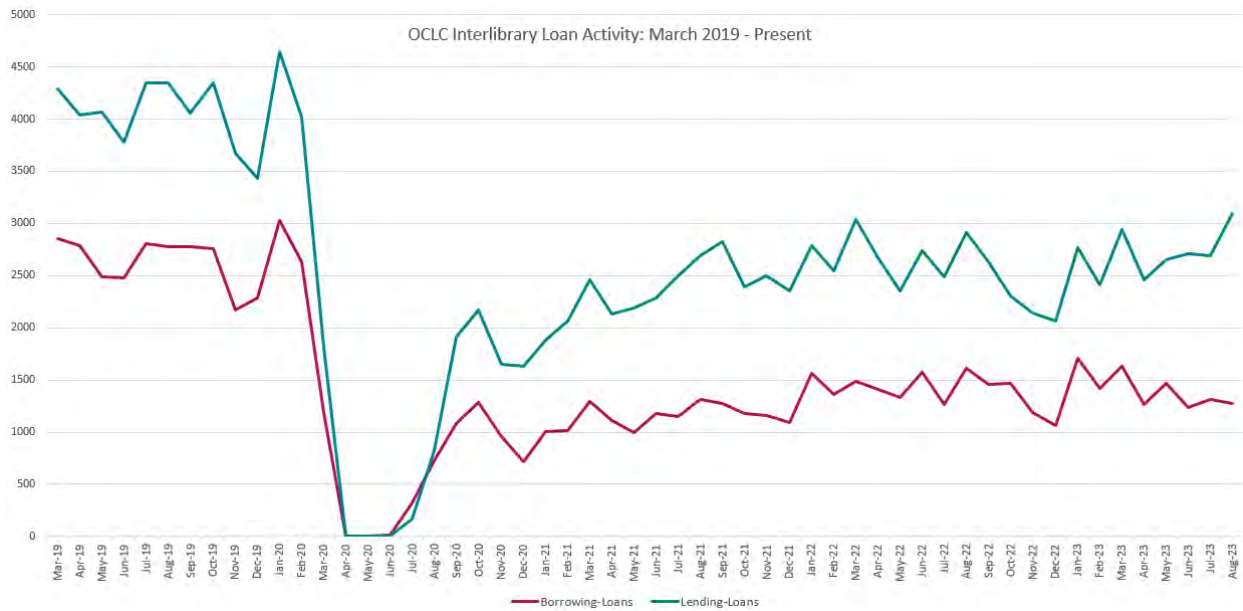
Online Public Catalog - Aspen

We are still encountering technical issues with our Google Analytics setup that we couldn't resolve in the absense of our User Experience Manager. We will diagnose this issue when she returns next week. We will restore this section in our next Operations Report.

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 21, 2023	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.
Friday, August 18, 2023	Regular SWAN Board Meeting	Meeting conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 7, 2023	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 15, 2023	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 20, 2023	Regular SWAN Board Meeting	Aaron begins work on FY25 budget, brings questions to SWAN Board if needed.
Friday, November 17, 2023	Regular SWAN Board Meeting	Board accepts FY23 audit. Aaron to bring FY25 Budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for 2024 calendar
Thursday, December 7, 2023	SWAN Quarterly Meeting	Announce FY25 Budget Process
Friday, December 15, 2023	Regular SWAN Board Meeting	Review of FY25 Budget Draft
January 2024 (TBD)	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
Friday, January 19, 2024	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
February 2024 (TBD)	SWAN Committee of the Whole Meeting	Meeting to discuss FY25 budget, fees, and reserves worksheet.
Friday, February 16, 2024	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 7, 2024	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 22, 2024	Regular SWAN Board Meeting	Ratify budget. Determine if Personnel Committee meeting is needed.
Friday, April 19, 2024	Regular SWAN Board Meeting	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.
Friday, May 17, 2024	Regular SWAN Board Meeting	Director Evaluation - Provide results and discuss (Executive Session). Review Board Self-Evaluation Results.
Thursday, June 6, 2024	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 21, 2024	Regular SWAN Board Meeting	SWAN Executive Director evaluation. Review/Write Off Allowance for Doubtful Accounts.

SWAN Board & Membership Meeting Schedule 2023 & 2024

Schedule for approved by SWAN Board

Friday, July 21, 2023	Regular SWAN Board Meeting	Midlothian Public Library
Friday, August 18, 2023	Regular SWAN Board Meeting	Canceled
Thursday, September 7, 2023	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, September 15, 2023	Regular SWAN Board Meeting	Acorn Public Library District
Friday, October 20, 2023	Regular SWAN Board Meeting	Acorn Public Library District
Friday, November 17, 2023	Regular SWAN Board Meeting	Palos Heights Public Library
Thursday, December 7, 2023	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, December 15, 2023	Regular SWAN Board Meeting	Homewood Public Library
Friday, January 19, 2024	Regular SWAN Board Meeting	Homewood Public Library
Friday, February 16, 2024	Regular SWAN Board Meeting	Roselle Public Library District
Thursday, March 7, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, March 22, 2024	Regular SWAN Board Meeting	Bloomingdale Public Library
Friday, April 19, 2024	Regular SWAN Board Meeting	Bloomingdale Public Library
Friday, May 17, 2024	Regular SWAN Board Meeting	Blue Island Public Library
Thursday, June 6, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, June 21, 2024	Regular SWAN Board Meeting	Midlothian Public Library

Date: **September 15, 2023**
To: **SWAN Board**
From: **Aaron Skog, Executive Director**
Re: **FY25 Budget Timeline**

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We are about to start preparation of the fiscal year 2025 budget for the July 1, 2024 – June 30, 2025 period. Below is a timeline of the budget process.

DATE	MEETING TYPE	ACTION ITEMS
September 1 - 30, 2023	Executive Director	Collect county tax data, submit FOIA to Cook County Treasurer for tax data.
Friday, October 20, 2023	Regular SWAN Board Meeting	Aaron begins work on budget, brings questions to SWAN Board if needed.
November [TDB]	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 17, 2023	Regular SWAN Board Meeting	Board accepts financial audit.
		Aaron to bring budget draft; Board discuss Fees and determines next steps.
Thursday, December 7, 2023	Quarterly	Announce budget process
Friday, December 15, 2023	Regular SWAN Board Meeting	Review of budget draft.
Friday, January 19, 2024	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review.

DATE	MEETING TYPE	ACTION ITEMS
January 2024 [TBD]	SWANcom	Board present draft budget to membership.
	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
February 2024 [TBD]	Membership Meeting	Meeting to discuss budget, fees, and reserves worksheet.
Friday, February 16, 2024	Regular SWAN Board Meeting	Incorporate changes and suggestions to SWAN budget. Create recommendation to membership.
Thursday, March 7, 2024	Quarterly	Roll call vote to approve SWAN budget.