SWAN BOARD MEETING AGENDA

December 15, 2023 9:30 a.m.

Homewood Public Library District
17917 Dixie Highway Homewood,
IL 60430-1794

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 December 15, 2023 SWAN Board Meeting Agenda

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

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

    a. Balance sheet and detail of expenditures for November 2023
    b. Approval of the payment of bills for November 1, 2023, through November 30, 2023 in the amount of $63,732.002

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

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

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

6. Action Item – Acceptance of the November 30, 2023, SWAN Finance Committee Meeting Minutes Exhibit pgs. 16-17)

    > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 30, 2023 SWAN BOARD FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

7. Action Item – Acceptance of the December 7, 2023, SWAN Board Meeting Minutes (Exhibit pgs. 18-19)

    > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 7, 2023 SWAN BOARD

8. Reports
    a. Board President Report
    b. Executive Director Report (Exhibit pgs. 20-23)
    c. Operations Report (Exhibit pgs. 24-45)
    d. Treasurer Report
    e. Board Calendar (Exhibit pgs. 46-47)

9. Discussion— SWAN FY25 budget & membership fees draft (Exhibit pgs. 48-77)

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

SWAN Library Services
Balance Sheet
As of November 30, 2023

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	$ 1,014,109.49
Hinsdale Bank - MM - 5010	1,491,845.20
Propay Funds	$ 42.86
Total Cash and Cash Equivalents	$ 2,505,997.55
Current Assets	
Accounts Receivable	151,454.25
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	$ 174,921.33
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(351,227.75)
Total Capital Assets, net	$ 16,551.11
Total Assets	$ 2,863,124.80
LIABILITIES	
Current Liabilities	
Accrued Payroll	$ 48,244.58
Compensated Absences	109,749.24
Lease Payable	11,125.12
Total Current Liabilities	$ 169,118.94
Long Term Liabilities	
Lease Liability - RIght to Use Asset	$ 197,619.40
Total Long Term Liabilities	$ 197,619.40
Total Liabilities	$ 366,738.34
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,693,949.91
Total Beginning Net Assets	2,693,949.91
Current YTD Net Income	(197,563.45)
Total Fund Balance	2,496,386.46
Total Liabilities and Fund Balances	$ 2,863,124.80

Statement of Revenue and Expenses Summary
For the 5 Months Ended November 30, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$1,886.16	$1,522,388.80	$3,071,672.00	$ 1,549,283.20	49.56%
4100 - Membership Reimbursements	449.50	464,832.33	443,223.00	(21,609.33)	104.88%
4200 - Reimbursement for Losses	3,672.16	38,074.33	108,680.00	70,605.67	35.03%
4300 - Grant Revenue	-	249,519.00	515,012.00	265,493.00	48.45%
4400 - Registration & Event Receipts	-	6,260.00	3,400.00	(2,860.00)	184.12%
4500 - Investment & Interest	6,412.16	33,105.75	20,800.00	(12,305.75)	159.16%
4600 - Reserve Fund Transfer	17,592.00	17,592.00	73,800.00	56,208.00	23.84%
Total Revenue	30,011.98	2,331,772.21	4,236,587.00	1,904,814.79	55.04%
Expenses					
5000 - Salaries & Wages	112,238.74	600,217.62	1,546,800.00	946,582.38	38.80%
5020 - Personnel Benefits	33,858.75	177,697.07	457,700.00	280,002.93	38.82%
5100 - Building & Grounds	10,659.59	64,808.69	129,510.00	64,701.31	50.04%
5200 - Professional Development	1,316.66	2,896.01	16,700.00	13,803.99	17.34%
5300 - Membership Development	823.75	3,822.29	7,370.00	3,547.71	51.86%
5400 - Information & Technology Services	19,718.65	1,119,098.26	1,269,400.00	150,301.74	88.16%
5500 - General Office	580.08	3,276.47	2,700.00	(576.47)	121.35%
5600 - Hardware & Equipment	95.10	665.70	6,300.00	5,634.30	10.57%
5700 - Insurance	-	11,321.00	11,500.00	179.00	98.44%
5800 - Contractual Services	8,696.93	51,535.53	216,984.00	165,448.47	23.75%
5900 - Library Materials & Content	3,259.80	492,368.21	565,251.00	72,882.79	87.11%
6000 - Interest & Fees	831.40	1,628.81	4,050.00	2,421.19	40.22%
Total Expenses	192,079.45	2,529,335.66	4,236,587.00	1,707,251.34	59.70%
Excess Revenues less Expenses	$ (162,067.47)	$ (197,563.45)	$ 0.00	$ 197,563.45	

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 1,886.16	$ 1,522,388.80	$ 3,067,972.00	$ 1,545,583.20	49.62%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	449.50	464,832.33	443,223.00	(21,609.33)	104.88%
4220 - Reimbursement Losses for Resource Sharing	0.00	19,024.41	63,000.00	43,975.59	30.20%
4240 - E-Commerce Transactions	3,672.16	19,049.92	45,680.00	26,630.08	41.70%
4310 - RAILS Support to SWAN	0.00	249,519.00	498,388.00	248,869.00	50.07%
4320 - Other Grant Revenue	0.00	0.00	16,624.00	16,624.00	0.00%
4499 - Annual Conference Receipts	0.00	6,260.00	3,400.00	(2,860.00)	184.12%
4510 - Interest Income	6,412.16	33,105.75	20,800.00	(12,305.75)	159.16%
4600 - Reserve Fund Transfer	17,592.00	17,592.00	73,800.00	56,208.00	23.84%
Total Revenue	30,011.98	2,331,772.21	4,236,587.00	1,904,814.79	55.04%
Expenses					
5000 - Salaries & Wages	112,238.74	600,217.62	1,546,800.00	946,582.38	38.80%
5021 - FICA Expense	8,354.87	44,495.77	118,400.00	73,904.23	37.58%
5023 - Worker's Compensation	0.00	5,071.00	4,500.00	(571.00)	112.69%
5024 - Retirement Benefits	10,689.68	56,614.60	140,900.00	84,285.40	40.18%
5025 - Health, Dental, Life And Disability Insurance	14,814.20	71,485.73	192,400.00	120,914.27	37.15%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	29.97	400.00	370.03	7.49%
5110 - Rent/Lease	9,992.61	59,955.66	117,300.00	57,344.34	51.11%
5120 - Utilities	406.98	2,649.06	6,700.00	4,050.94	39.54%
5130 - Property Insurance	0.00	642.00	650.00	8.00	98.77%
5140 - Repairs & Maintenance	0.00	362.85	860.00	497.15	42.19%
5150 - Custodial Service & Supplies	260.00	1,199.12	4,000.00	2,800.88	29.98%
5210 - Conference Travel	1,116.66	1,297.25	6,000.00	4,702.75	21.62%
5220 - Staff Meetings	0.00	0.00	900.00	900.00	0.00%
5230 - Staff Professional Development	0.00	1,073.76	4,000.00	2,926.24	26.84%
5240 - Professional Association Membership Dues	200.00	525.00	2,500.00	1,975.00	21.00%
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	47.29	800.00	752.71	5.91%
5320 - Membership Meetings	76.00	76.00	0.00	(76.00)	0.00%
5330 - Library Professional Development	747.75	3,699.00	6,570.00	2,871.00	56.30%
5410 - Infrastructure Licensing	0.00	234.96	0.00	(234.96)	0.00%
5420 - Application Software Licensing	(2,718.40)	11,647.96	18,000.00	6,352.04	64.71%
5430 - Server Software Licensing	16,066.91	56,226.15	105,200.00	48,973.85	53.45%
5440 - Library Services Platform	4,500.00	946,068.72	1,016,300.00	70,231.28	93.09%
5450 - Data Management Services	298.62	14,735.15	33,000.00	18,264.85	44.65%
5460 - Information Subscription Service	500.00	75,976.05	75,000.00	(976.05)	101.30%
5470 - Subscription Support Services	289.00	3,371.19	6,800.00	3,428.81	49.58%
5480 - Telecommunications	1,096.14	5,480.58	14,500.00	9,019.42	37.80%
5490 - Group Purchases - Services	(313.62)	5,357.50	600.00	(4,757.50)	892.92%
5510 - Office Supplies	342.68	2,727.35	2,200.00	(527.35)	123.97%
5520 - Postage	237.40	355.14	500.00	144.86	71.03%
5599 - Annual Conference Supplies	0.00	193.98	0.00	(193.98)	0.00%
5610 - Equipment Rental/Maintenance	95.10	665.70	1,000.00	334.30	66.57%
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	11,321.00	11,500.00	179.00	98.44%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,055.00	3,165.00	19,160.00	15,995.00	16.52%

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5830 - Consulting	0.00	2,900.00	75,000.00	72,100.00	3.87%
5840 - Payroll Service Fees	339.54	1,784.24	3,600.00	1,815.76	49.56%
5850 - Contractual Agreements	0.00	0.00	16,624.00	16,624.00	0.00%
5860 - Notification & Collection	7,302.39	34,830.29	92,200.00	57,369.71	37.78%
5899 - Annual Conference Facility Contract	0.00	8,856.00	8,900.00	44.00	99.51%
5910 - Print Materials	0.00	0.00	5,300.00	5,300.00	0.00%
5920 - Reimburse for Resource Sharing	0.00	18,990.64	63,000.00	44,009.36	30.14%
5940 - E-Commerce Payment Transactions	3,259.80	18,088.19	45,680.00	27,591.81	39.60%
5990 - Group Purchases - Content	0.00	455,289.38	451,271.00	(4,018.38)	100.89%
6010 - Bank Fees	0.00	797.41	3,700.00	2,902.59	21.55%
6020 - Merchant Account Fees	831.40	831.40	50.00	(781.40)	1662.80%
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	192,079.45	2,529,335.66	4,236,587.00	1,707,251.34	59.70%
Excess Revenues less Expenses	$ (162,067.47)	$ (197,563.45)	$ 0.00	$ 197,563.45	

SWAN Library Services
Check Register
All Bank Accounts
November 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Olivia Montolin				10006	11/30/23	(1,008.60)
5000	Salaries & Wages	To VOID handwritten check 10006	-1,008.60			
Acorn Public Library				10154	11/15/23	9.41
5940	E-Commerce Payment Transactions	Acorn Public Library	9.41			
Batavia Public Library				10155	11/15/23	312.16
5940	E-Commerce Payment Transactions	Batavia Public Library	312.16			
Berwyn Public Library				10156	11/15/23	93.35
5940	E-Commerce Payment Transactions	Berwyn Public Library	93.35			
Bloomingdale Public Library				10157	11/15/23	93.10
5940	E-Commerce Payment Transactions	Bloomingdale Public Library	93.10			
Blue Island Public Library				10158	11/15/23	13.21
5940	E-Commerce Payment Transactions	Blue Island Public Library	13.21			
Calumet City Public Library				10159	11/15/23	9.41
5940	E-Commerce Payment Transactions	Calumet City Public Library	9.41			
Chicago Heights Public Library				10160	11/15/23	7.61
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	7.61			
Chicago Ridge Public Library				10161	11/15/23	9.41
5940	E-Commerce Payment Transactions	Chicago Ridge Public Library	9.41			
Cicero Public Library				10162	11/15/23	46.07
5940	E-Commerce Payment Transactions	Cicero Public Library	46.07			
Clarendon Hills Public Library				10163	11/15/23	67.25
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	67.25			
Comcast				10164	11/15/23	759.95
5480	Telecommunications	Comcast - Nov 01, 2023 to Nov 30, 2023	759.95			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
ComEd				10165	11/15/23	253.55
5120	Utilities	ComEd - 10/16/2023 to 11/14/2023	253.55			
Crete Public Library District				10166	11/15/23	92.27
5940	E-Commerce Payment Transactions	Crete Public Library District	92.27			
Cynthia Romanowski				10167	11/15/23	859.40
5210	Conference Travel	Cynthia Romanowski - CORE conference - airfare	297.96			
5210	Conference Travel	Cynthia Romanowski - CORE conference - hotel	561.44			
EBSCO Information Services				10168	11/15/23	5,000.00
5440	Library Services Platform	EBSCO Information Services - ADD - Open Athens	2,500.00			
5440	Library Services Platform	EBSCO Information Services - ADD - Discovery Srvs.	2,000.00			
5460	Information Subscription Service	EBSCO Information Services - ADD - Novelist Select	500.00			
Elmwood Park Public Library				10169	11/15/23	13.21
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	13.21			
Flossmoor Public Library				10170	11/15/23	39.59
5940	E-Commerce Payment Transactions	Flossmoor Public Library	39.59			
Forest Park Public Library				10171	11/15/23	77.73
5940	E-Commerce Payment Transactions	Forest Park Public Library	77.73			
Franklin Park Public Library District				10172	11/15/23	11.31
5940	E-Commerce Payment Transactions	Franklin Park Public Library District	11.31			
Geneva Public Library District				10173	11/15/23	290.50
5940	E-Commerce Payment Transactions	Geneva Public Library District	290.50			
Glen Ellyn Public Library				10174	11/15/23	80.65
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	80.65			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Grande Prairie Public Library				10175	11/15/23	16.73
5940	E-Commerce Payment Transactions	Grande Prairie Public Library	16.73			
Green Hills Public Library District				10176	11/15/23	9.41
5940	E-Commerce Payment Transactions	Green Hills Public Library District	9.41			
Hinsdale Public Library				10177	11/15/23	16.06
5940	E-Commerce Payment Transactions	Hinsdale Public Library	16.06			
Hodgkins Public Library District				10178	11/15/23	18.63
5940	E-Commerce Payment Transactions	Hodgkins Public Library District	18.63			
ICS Learning Group				10179	11/15/23	747.75
5330	Library Professional Development	ICS Learning Group - overages October	305.00			
5330	Library Professional Development	ICS Learning Group	442.75			
Justice Public Library District				10180	11/15/23	64.51
5940	E-Commerce Payment Transactions	Justice Public Library District	64.51			
La Grange Park Public Library District				10181	11/15/23	22.79
5940	E-Commerce Payment Transactions	La Grange Park Public Library District	22.79			
Lansing Public Library				10182	11/15/23	23.66
5940	E-Commerce Payment Transactions	Lansing Public Library	23.66			
Lauterbach & Amen, LLP				10183	11/15/23	1,055.00
5820	Accounting	Lauterbach & Amen, LLP - October	1,055.00			
LIMRiCC				10184	11/15/23	17,974.51
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - November	17,974.51			
Linda Sokol Francis Brookfield Library				10185	11/15/23	18.82
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	18.82			
Marcive, Inc.				10186	11/15/23	298.62

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5450	Data Management Services	Marcive, Inc.	298.62			
Matteson Public Library				10187	11/15/23	9.41
5940	E-Commerce Payment Transactions	Matteson Public Library	9.41			
McCook Public Library District				10188	11/15/23	5.90
5940	E-Commerce Payment Transactions	McCook Public Library District	5.90			
Messenger Public Library of North Aurora				10189	11/15/23	34.78
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	34.78			
Midlothian Public Library				10190	11/15/23	59.16
5940	E-Commerce Payment Transactions	Midlothian Public Library	59.16			
Nicor Gas				10191	11/15/23	153.43
5120	Utilities	Nicor Gas -10/13/23 - 11/14/23	153.43			
Oak Brook Public Library				10192	11/15/23	247.60
5940	E-Commerce Payment Transactions	Oak Brook Public Library	247.60			
Oak Lawn Public Library				10193	11/15/23	39.72
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	39.72			
Oak Park Public Library				10194	11/15/23	683.84
5940	E-Commerce Payment Transactions	Oak Park Public Library	683.84			
Park Forest Public Library				10195	11/15/23	22.07
5940	E-Commerce Payment Transactions	Park Forest Public Library	22.07			
Prairie Trails Public Library District				10196	11/15/23	9.41
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District	9.41			
Reliance Standard Life Insurance Co.				10197	11/15/23	952.69
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - 12/01/23 TO 12/31/23	952.69			
River Forest Public Library				10198	11/15/23	26.42

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	River Forest Public Library	26.42			
River Grove Public Library District				10199	11/15/23	7.51
5940	E-Commerce Payment Transactions	River Grove Public Library District	7.51			
St. Charles Public Library District				10200	11/15/23	190.88
5940	E-Commerce Payment Transactions	St. Charles Public Library District	190.88			
Sugar Grove Public Library District				10201	11/15/23	104.47
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	104.47			
Unique Integrated Communications, Inc.				10202	11/15/23	7,302.39
5860	Notification & Collection	Unique Integrated Communications, Inc. - Curbside Comm	40.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	421.89			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee	6,840.50			
University Park Public Library District				10203	11/15/23	14.20
5940	E-Commerce Payment Transactions	University Park Public Library District	14.20			
Villa Park Public Library				10204	11/15/23	7.50
5940	E-Commerce Payment Transactions	Villa Park Public Library	7.50			
Wellness Insurance Network-WIN				10205	11/15/23	171.00
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - November	171.00			
Westmont Public Library				10206	11/15/23	5.61
5940	E-Commerce Payment Transactions	Westmont Public Library	5.61			
Woodridge Public Library				10207	11/15/23	20.85
5940	E-Commerce Payment Transactions	Woodridge Public Library	20.85			
T.A. Systems Inc.				50565	11/30/23	260.00
5150	Custodial Service & Supplies	T.A. Systems Inc. October	260.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Quail Ridge Drive Investors, LLC				50566	11/30/23	9,992.61
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - December	9,992.61			
First Bankcard				50567	11/30/23	16,013.54
5210	Conference Travel	First Bankcard - Hotel charges - Conference Utah - Skog	257.26			
5240	Professional Association Membership Dues	First Bankcard - ILA memebership - Scott	200.00			
5320	Membership Meetings	First Bankcard - Staff Lunch	76.00			
5420	Application Software Licensing	First Bankcard - Wordpress renewal	26.16			
5420	Application Software Licensing	First Bankcard - GNS/watchguard/Panda	3,015.00			
5420	Application Software Licensing	First Bankcard - Mailchimp monthly	47.00			
5420	Application Software Licensing	First Bankcard - Adobe Creative Cloud	5,074.80			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	5,185.55			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5480	Telecommunications	First Bankcard - Grasshopper	48.19			
5480	Telecommunications	First Bankcard - Microsoft Skype	288.00			
5510	Office Supplies	First Bankcard - Snapfish (ADD)	90.67			
5510	Office Supplies	First Bankcard - MMS.com(ADD)	127.25			
5510	Office Supplies	First Bankcard - office supplies	44.19			
5510	Office Supplies	First Bankcard - OfficeMax	80.57			
5510	Office Supplies	First Bankcard - target error	41.46			
5510	Office Supplies	First Bankcard - target error	-41.46			
5520	Postage	First Bankcard - Postage	5.85			
5520	Postage	First Bankcard - Postage	8.05			
5520	Postage	First Bankcard - Postage	68.30			
5520	Postage	First Bankcard - Fed Ex	147.15			
5520	Postage	First Bankcard - postage	8.05			
5610	Equipment Rental/Maintenance	First Bankcard - Genesis monthly charge - copier	95.10			
6020	Merchant Account Fees	First Bankcard - Propay	831.40			

		Check List Total	63,732.02

SWAN BOARD MEETING MINUTES

November 17, 2023, 9:30 a.m.
Palos Heights Public Library
Palos Heights, IL 60563

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

   President Cottrill called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Jennifer Cottrill
   c. Sam Johnson
   d. Dorothy Koll
   e. Colleen Waltman
   f. 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 November 17, 2023, SWAN Board Meeting Agenda

   Blazek moved, seconded by Waltman that it be

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

   Motion carried by unanimous voice vote.

4. **Action Item**
   Acceptance of the SWAN Financials, October 2023

   Waltman moved, seconded by Koll that it be

   > RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1, 2023, THROUGH OCTOBER 31, 2023, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR OCTOBER 2023 AS PRESENTED

   Motion carried by roll call vote with the following results:

   Ayes: Blazek, Cottrill, Johnson, Koll, Waltman, Wassenaar

5. **Action Item**

    Acceptance of the October 20, 2023, SWAN Board Meeting Minutes

    Wassenaar moved, seconded by Koll that it be

    > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 20, 2023, SWAN BOARD MEETING MINIUTES AS PRESENTED

    Motion carried by unanimous voice vote.

6. **Reports**

    a. **Board President Report**
    None

    b. **Executive Director Report**
    Skog gave an update on SWAN activities which include working with Lee & Associates to locate new office space for the upcoming new year. Prairie State College provided a letter officially leaving SWAN. A brief discussion on GASB96 ensued. Skog will complete a customer survey by end of the month to be presented at Quarterly meeting in December. Skog updated the board on the status of the FY23 audit. Skog gave a report on the total hours in the SWAN Employee Sick bank. The October Financials were reviewed and discussed as well.

    c. **Operations Report**
    Brandwein gave an overview of Operations as reported in the board packet.

    d. **Treasurers Report**
    None
    e. **Board Calendar**
    Reviewed

7. **Action Item**

    Acceptance of the Fiscal Year 2023 Audit

    This has been tabled until the audit is complete.

8. **Action Item**

    Approve the revised Employee Handbook

    Waltman moved, seconded by Koll that it be

    > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE REVISED EMPLOYEE HANDBOOK WITH THE REVISIONS AS DISCUSSED.

Motion carried by unanimous voice vote.

Cottrill adjourned the meeting at 10:28 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Jesse Blazek

Board Secretary

SWAN Finance Committee Meeting Minutes

November 30, 2023 1:00 p.m.
SWAN conference room
800 Quail Ridge Drive, Westmont, IL 60559

Call to Order, Roll Call

The meeting was called to order at 1:17 p.m.

Jesse Blazek, Palos Heights Public Library
Tim Jarzemsky, Bloomingdale Public Library
Colleen Waltman, Homewood Public Library District
Aaron Skog, SWAN Executive Director

Introduction of Visitors/Public Comment

Ginny Blake, SWAN Business Manager
Scott Brandwein, SWAN Assistant Director

Discussion Item—RAILS LLSAP FY25 award grant to SWAN

The committee would like to have some overview of the LLSAP grant formula. It would be helpful to determine prior to the next grant award what the loss of Prairie State College would have on the award total to SWAN.

Discussion Item—SWAN FY23 audit update

The audit was not completed by Selden Fox in time for committee discussion. This is the final year of the three-year agreement with Selden Fox, and the committee recommended that SWAN pursue a request for proposals at the start of 2024.

Discussion Item – SWAN FY25 budget & membership fees draft

The committee discussed the budget draft as outlined in the memo to the committee. Some minor fixes were identified, and the group agreed to bring this budget to the full board for discussion.

Meeting adjourned at 2:15 p.m.

Minutes Prepared by Aaron Skog

Respectfully Submitted,

_____

Jesse Blazek, Board Secretary

SWAN BOARD SPECIAL MEETING MINUTES

December 7, 2023, 12:00 p.m.
Oak Brook Public Library
600 Oak Brook Road
Oak Brook, IL 60523-2202

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

   President Cottrill called the meeting to order at 12:00 p.m. The following Board members were present to establish a quorum.

   a. Jesse Blazek
   b. Jennifer Cottrill
   c. Tim Jarzemsky
   d. Samantha Johnson
   e. Dorothy Koll
   f. Colleen Waltman
   g. Anna Wassenaar

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

   There was no public comment.

3. **Discussion Item**
   Recommendation on Aspen LiDA as SWAN mobile app

   The discussion at the Quarterly meeting was clear that SWAN should move forward with Aspen Library Discovery App (LiDA) as a replacement library mobile app.

4. **Action Item**
   Approve Addendum with ByWater Solutions

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE ADDENDUM WITH BYWATER SOLUTIONS

   Motion carried by roll call vote with the following results:

   Ayes: Blazek, Cottrill, Jarzemsky, Johnson, Koll, Waltman, Wassenaar
   Nays: none
   Abstain: none

   Cottrill adjourned the meeting at 12:17 p.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Jesse Blazek

Board Secretary

SWAN Executive Director Report

December 15, 2023

Update on Activities

SWAN Aspen LiDA

SWAN staff met and recorded the entire Quarterly presentation so that those that missed out on the overview at Oak Brook Public Library would be able to learn about the app recommendation and additional meeting topics, including the customer satisfaction survey.

The "SWAN Libraries +" mobile app launched in Google and Apple app stores. We announced the app on Tuesday, December 12th is available for a soft launch, with a suggested full public launch on December 26th.

Finance Committee Meeting

The committee met on Thursday, November 30th to discuss the FY25 budget. The new expenses for single sign-on and a helpdesk system were discussed and while the budget supports these additions, the benefits will need to be highlighted to the membership during the budget presentation.

SWAN office search with Lee & Associates

We toured two empty spaces within the same office campus to see which layouts might meet our needs. The current office is 5,621 square feet and the other spaces visited were 2,800 to 2,900 square feet total.

Board Considerations

FY23 financial audit

The audit being completed by Selden Fox missed its deadline of Wednesday, December 6th. We will postpone the acceptance to the January 19, 2024 SWAN Board meeting.

FY25 draft budget

This is a second draft of the budget which includes updates to the expenses outlined in the budget memo. The membership fee chart includes a comparison of tax revenue changes from the prior year, which for some libraries listed is significantly less than the prior year, e.g., Franklin Park Public Library District, Justice Public Library, and Summit Public Library. Also notable are libraries with increasing tax revenue which will increase their SWAN membership fee contribution.

Monthly Financial Report

November Balance Sheet

The Fund Balance Unrestricted line for October is at $2,693,949.91 which no change from the month prior. The table below shows the current FY24 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	$2,693,949.91
Expenses to be paid from reserve	($73,800.00)
	$2,620,149.91
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 42% 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 fees invoiced for two quarters, plus invoices sent for the full year of the EBSCO group-purchase, which has our revenue at 55%. Many of the expenses are paid at the start of the fiscal year, which has our year-to-date higher than 42% of the budget year-to-date.

	FY24 Budget	Ending November 2023	Percentage of budget YTD 42%
Total Revenue	$4,236,587.00	$2,331,772.21	55%
Total Expenses	$4,236,587.00	$2,529,335.66	60%
Over / (Under)	**$0.00**	**($197,563.45)**	

Accounts Receivable

4010 - SWAN Full Membership Fees: 2nd quarter invoices were sent out in October 2023, reflecting 49.62% revenue.

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

4190 – Member Group Purchase Receipts: 104.88%
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: 50%
2nd quarter payment was made to SWAN totaling $124,759.50 in October.

4510 – Interest Income: 159.16%
SWAN's Money Market continues to perform better than expected for the year. Currently, the rate for November is 5.66% where the rate two years ago was 0.02%.

Accounts Payable

5000 – Salaries & Wages: 38.80%
This line remains on budget for the year-to-date expenses.

5021 – FICA Expense: 37.58%
This line remains on budget for the year-to-date expenses.

5024 – Retirement Benefits: 40.18%
This line remains on budget for the year-to-date expenses.

5110 – Rent/Lease: 51.11%
This line remains on budget for the year-to-date expenses.

5130—Property Insurance: 98.77%
The flood insurance was paid for the full year in September.

5420 – Application Software Licensing: 64.71%
Two Azure expenses incorrectly recorded in this line last month were reclassified which is reflected in the month's activity.

5430 – Server Software Licensing: 53.54%
Expenses related to the Microsoft Azure hosting of Symphony and the support/ticketing systems are recorded in this budget line.

5440 – Library Services Platform: 93.09%
This line reflects expected expenses for the budget. The full payment to Illinois State Library group-services OCLC was recorded in August. This line reflects prepaid expenses from the prior fiscal year for SirsiDynix, ByWater Solutions, OpenAthens, and EBSCO Discovery Service.

5450 – Data Management Services: 43.75%
The expenses for RDA ToolKit and WebDewey are paid in full for the year.

5460 – Information Subscription Service: 101.30%

This line reflects expected expenses for the budget. 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: 892.92%
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: 37.78%
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: November 2023

Contents

Summary

Membership engagement activities and statistics are reported through the month-end of November 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 November 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
11/2/2023	RFID Users	Information Technology & System Support	Member meeting
11/3/2023	Prairie State College Exit Services Meeting	Administration	Consultation
11/6/2023	Circ/Hold Map Office Hours	Information Technology & System Support; Bibliographic Services	Consultation
11/7/2023	Configuration Consultation (ADD)	Information Technology & System Support	Consultation
11/8/2023	Book Club Users	Administration	Member meeting
11/8/2023	BLUEcloud Acquisitions Invoicing Meeting	Bibliographic Services	Consultation
11/8/2023	ILL/Circ/Outreach Office Hours	Administration; Information Technology & System Support; User Experience	Consultation
11/9/2023	BLUEcloud Analytics Office Hours	All	Consultation
11/14-11/15/2023	Addison Public Library Go-live On-site Support	All	Consultation
11/15/2023	Circulation Advisory	All	Member meeting
11/15/2023	Aspen Office Hours	User Experience	Consultation
11/15/2023	Cataloging Office Hours	Bibliographic Services	Consultation
11/16/2023	DUX Advisory	User Experience	Member meeting
11/17/2023	SWAN Board Meeting	Administration	Governance
11/30/2023	SWAN Finance Committee Meeting	Administration	Governance
11/28/2023	SWAN Fireside Chat #54	All	Member meeting

User Group and Advisory Meeting Recap

All 2024 meetings are posted in L2, search "swan2024." On the SWAN Support Site, visit the SWAN Events Calendar for a full listing of upcoming events.

Circulation Advisory (11/15/2023)

Circulation Advisory welcomed new member Melanie Johnson, and the group discussed ideas for sharing best practices which will be the primary goal for the group over the next year. Also discussed was managing checkout history exclusively through Aspen, autorenewals and courtesy notices, and practices for non-SWAN RB billed patrons.

Discovery & User Experience Advisory (11/16/2023)

The SWAN DUX group discussed the SWAN patron mobile app evaluation process and the Database Usage Research Project that Oak Park and Roselle are participating in. The group reviewed the launch of the A/B test on Syndetics and Novelist Select enhanced content for the catalog. Finally, the group set priorities for the new year.

RFID Users (11/2/2023)

RFID Users held a virtual vendor fair. Representatives from library RFID vendors Bibliotheca, FE Technologies, Lyngsoe, Tech-Logic and Envisionware attended to present their latest product offerings and answer questions from the group.

Major Projects & Research

Addison Public Library

On November 14th, Addison Public Library went live in the SWAN. SWAN staff were on site for two days to provide training and support during the transition. We had planned to have staff on site the entire week, but the go-live went relatively smoothly, and Addison staff were so well-prepared due to their own internal training that further on-site assistance was not necessary. We experienced a usual number of data issues and pain points in the transition that was continue to smooth out.

Bibliographic data will continue to need maintenance on an as-needed basis. Cynthia Romanowski is attempting to extract a report of multi-volume and box set materials that may need cleanup after record matching, but this will be the last major step outside of individual fixes as they are discovered.

A few weeks following go-live, Addison felt ready to enter the full SWAN resource-sharing experience. Their items began fulfilling SWAN holds systemwide on November 28th.

All in all, we're very pleased too have Addison on board and grateful to SirsiDynix and the Addison staff for helping this go-live be one of our smoothest yet.

Aspen Discovery

Aspen release 23.11 included some minor bug fixes and additional enhancements towards a self registration tool, including the ability to customize and send email verification to patrons after they have registered. We are currently awaiting two enhancements: the addition of USPS APIs for address validation and an agreement screen needed for COPPA compliance.

Aspen LiDA

On Sunday, November 26th, BLUEcloud Mobile went offline due to a breakdown in the relationship between SirsiDynix and the developer, Solus. Within two days, it became apparent that the app would not be restored. SWAN staff monitored the situation as libraries worldwide dealt with the aftermath.

Due to our ongoing relationship with ByWater and our previous work tracking the development of and testing the LiDA app, we went ahead with a recommendation to adopt an instance of LiDA as the new SWAN catalog app, which the board approved on December 7th. Details of the outage and move to Aspen LiDA are noted in the December 7th [Aspen LiDA Recommendation memo](#) to the Board.

As of this report, both the Apple and Android versions of the Swan Libraries+ app are live on the Apple and Google Play stores, though the Google Play version is not appearing in search results and can only be accessed via direct link. We are working to get this fixed, though it may simply be a matter of time.

We plan to inform the membership as soon as both stores are showing the app and publishing information on the patron site starting December 26th. We have prepared some marketing graphics to distribute to the membership. We will provide both the graphics themselves and a Canva template in case any libraries with to incorporate their own messaging or branding. Finally, we are scheduling an app demo and Q&A session on Tuesday, December 19th. We will do a second demo and Q&A in early January.

Security Initiatives

Managed Detection & Response (MDR) Deployment

Now that the Arctic Wolf MDR platform has been largely deployed. The ITSS team has been working on closing any action items that Arctic Wolf had identified. The staff launch of the Managed Security Awareness platform will be on Monday, December 4. This Arctic Wolf feature will work to train staff to watch for suspicious email activity or other possible attack vectors by sending phishing tests and short videos on good security practices.

SmartPort Migration

Bibliographic Services announced that Cataloging Libraries will be moving from SmartPort to "MARC Listener" to ensure more accurate data is being imported into the database. This move will start in January 2024 and will be completed by June 2024.

MARC Listener is a tool developed by SirsiDynix that allows users to export records from OCLC Connexion straight into Symphony without the use of reports. We hope moving to this tool will allow

users to better utilize the quality control capabilities of Connexion – especially in the realm of authority work – while maintaining the convenience of direct import that SmartPort provides. SWAN staff have been successfully using MARC Listener for a few years, and our member catalogers seem excited to begin using the tool.

Ticketing System and CRM Search

In November, the ticketing system search team participated in demos from Zoho Desk, Springshare, and Halo ITSM, and we met with Salesforce for an introductory call. We have yet to schedule demos with FreshService and Zendesk.

The team also prepared a set of testing tasks and reviewed demo interfaces from Zoho Desk and Halo ITSM. Testing tasks include creating knowledge base articles, working with analytics, and submitting new tickets through the member-facing portal.

We have eliminated Springshare from consideration as the platform is designed for libraries, and SWAN's structure and use case would require stretching the system beyond what it is design. Though Springshare expressed a willingness to adapt, we'd prefer a solution that is ready out of the box.

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
11/2/2023	Aspen Gathering	All	Partnerships
11/6/2023	Addison Go-live Prep	Administration; Bibliographic Services	Partnerships
11/8/2023	MessageBee Check-in	All	Partnerships
11/9/2023	HaloCRM Demo Session	All	Partnerships
11/9/2023	DEI in Metadata Networking Group Meeting	Administration	Partnerships
11/10/2023	Patron Lookup Tool Discussion w/ Pinnacle	Administration; Information Technology & System Support	Partnerships
11/20/2023	LibAnswers Demo	All	Partnerships
11/20/2023	BLUEcloud Sprint Review (SirsiDynix)	All	Partnerships
11/21/2023	SOLUS Library App Demo	All	Partnerships
11/21/2023	Aspen Community Meeting	All	Partnerships
11/27/2023	Ping SOW Delivery/Review	Administration; Information Technology & System Support	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Symphony ILS Rebuild

One of Symphony ILS's main database processing reports, ADUtext, unexpectedly ran well outside of our maintenance window. SirsiDynix terminated the report, however, the following evening's run was attempting to process more changes than the report time was capable of handling. These keys were set aside, and normal processing ran for the next couple of nights. Unfortunately, the keys that were set aside were causing search errors with the records that were not properly updated.

After reviewing the indexes with Tyler Cazier and Reese Sagendorf from SirsiDynix, the decision to rebuild our headings index would ultimately be the best option for resolving the errors. This report generally runs in excess of 18 hours, limiting the opportunities we have to run the rebuild. Fortunately, with the Thanksgiving holiday mere days away, the rebuild would begin the evening of Wednesday, November 21st and run through Thursday. The rebuild concluded shortly after 7PM Thursday, after approximately 22 hours.

This rebuild resolved the issues we had previously encountered and should generally happen periodically from a maintenance perspective, so the timing worked to our advantage. Special thanks to Dave Pacin for monitoring the progress throughout the holiday.

Outage tracking

The BLUEcloud Mobile app became unresponsive on Sunday evening, November 26. This was later determined to be due to a dispute between SirsiDynix and app developer Solus, as detailed in this report.

System Maintenance & Outage Calendar

🗓	Aspen Unresponsive	Sat 9/9/2023	Sat 9/9/2023	Issues were encountered with Aspen searches. Load was high on server, ByWater resolved quickl...	UX
🗓	Web Services 6.3 Upgrade - Production	Mon 10/30/2023	Mon 10/30/2023	Upgrade window: 10:12-10:28PM	Outage, SirsiDynix
🗓	Symphony Rebuild Headings	Wed 11/22/2023	Thu 11/23/2023	Symphony Index Rebuild	SirsiDynix
🗓	BLUEcloud Mobile Outage	Sun 11/26/2023	Thu 11/30/2023	Mobile App – Permanent Outage	Outage, SirsiDynix

Support Tickets

SWAN support staff continue to maintain an excellent monthly Open/Closed ticket ratio. Overall ticket volume has been following typical trends for this time of year.

Data labels reflect tickets closed each month.

SWAN Support Tickets: November 2022 - November 2023

	Nov '22	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov '23
Open	620	622	662	595	654	607	754	582	435	494	494	492	554
Closed	623	581	701	643	710	629	783	612	470	536	520	533	601
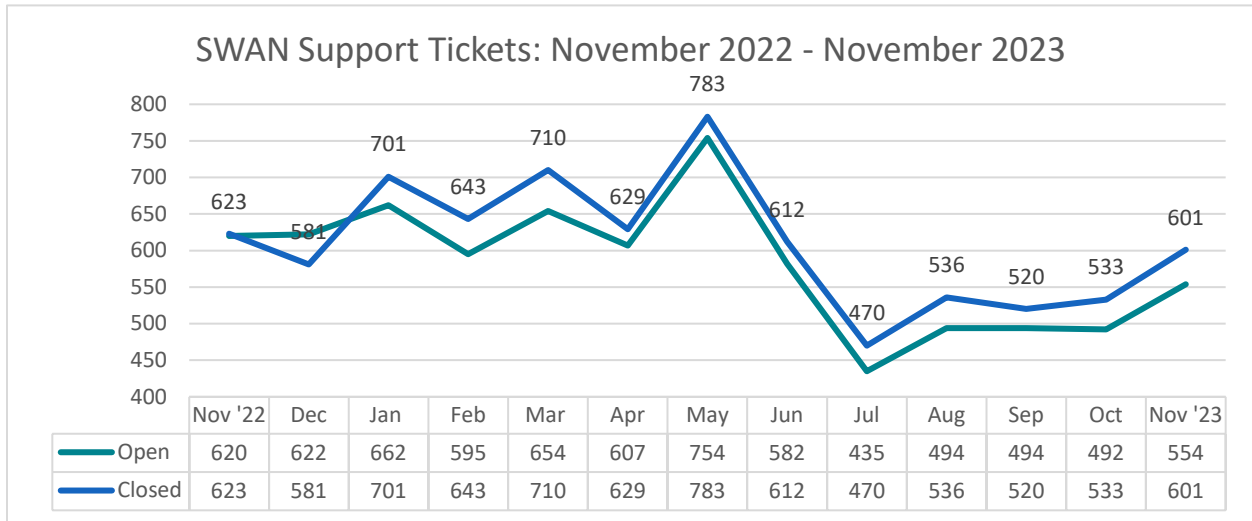
SWAN Support Tickets Opened/Closed in Past 12 Months

Tickets Assigned by Department

- Admin — 21 (4%)
- Bib Svcs — 307 (57%)
- ITSS — 192 (36%)
- UX — 17 (3%)
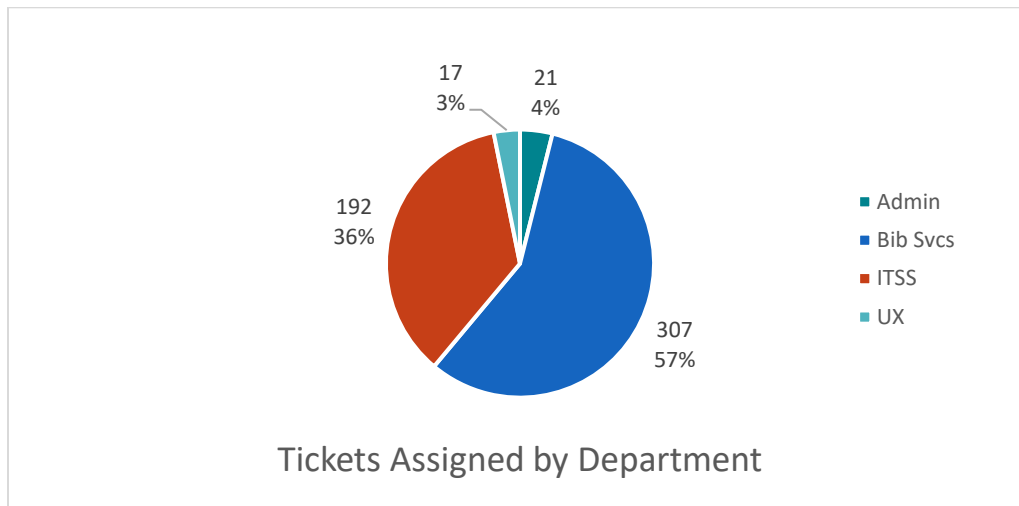
SWAN Support Tickets Assigned by Department

Support Site

Due to the BLUEcloud Mobile outage, the release of the Drupal 10 update has been delayed to the week of December 11th. This release will include new features, including:

- In-page table-of-contents to help library staff more easily navigate longer pages of documentation
- As-you-type search suggestions
- Additional features for SWAN content editors, including the ability to add tabs and accordions in pages

This update will also include the most recent L2 authentication module update.

A comprehensive review of Circulation documentation is underway, including an evaluation of the information architecture based on the results of a card sort Crystal conducted with Circulation managers.

On-site Training and Consultation

Bibliographic Services staff continue to meet with Cataloging Libraries to transfer them from SmartPort to Marc Listener. This will ensure better data will be coming with each cataloged item. Sam Dietel met with the three BLUEcloud Acquisitions libraries and demonstrated the new invoicing feature.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

In November we added 22 new users to the SWAN Online Learning management system.

The top completed courses are:

1. PS100: Circulation Basics
2. PS101: Patron Management
3. TS080: Searching in WorkFlows
4. PS301: Resource Sharing in SWAN

The annual training review is almost complete, with updated courses going live on December 18th.

Maintenance

Automatic Monthly Patron Record Removal

In November, we purged 4,169 inactive patrons from the database. This number is slightly higher than we've been seeing because a number of new Addison patrons fell into this group. We checked on those patrons and found that they were indeed eligible for removal according to SWAN guidelines.

As of early December, there were 395,014 patrons active in SWAN since the start of 2023. Coupled with 2022 active users (113,229) this represents 52% of the total patron database. Since January 1, 2020, 71% 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
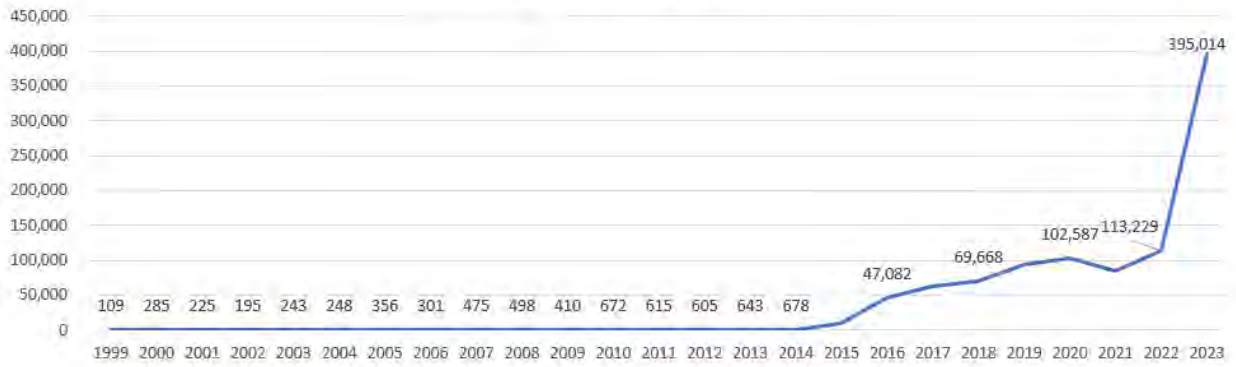
MessageBee Statistics

As of June 27, Email, SMS, and Voice notifications are all using MessageBee.

Our overall success rate for notices through MessageBee has continued to be excellent. No delivery anomalies were apparent in October.

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%
September, 2023	57,491	56,484	98.25%	1,007	1.75%
October, 2023	57,152	56,553	98.95%	599	1.05%
November, 2023	55,328	54,730	98.92%	598	1.08%

Sent & Bounced By Date
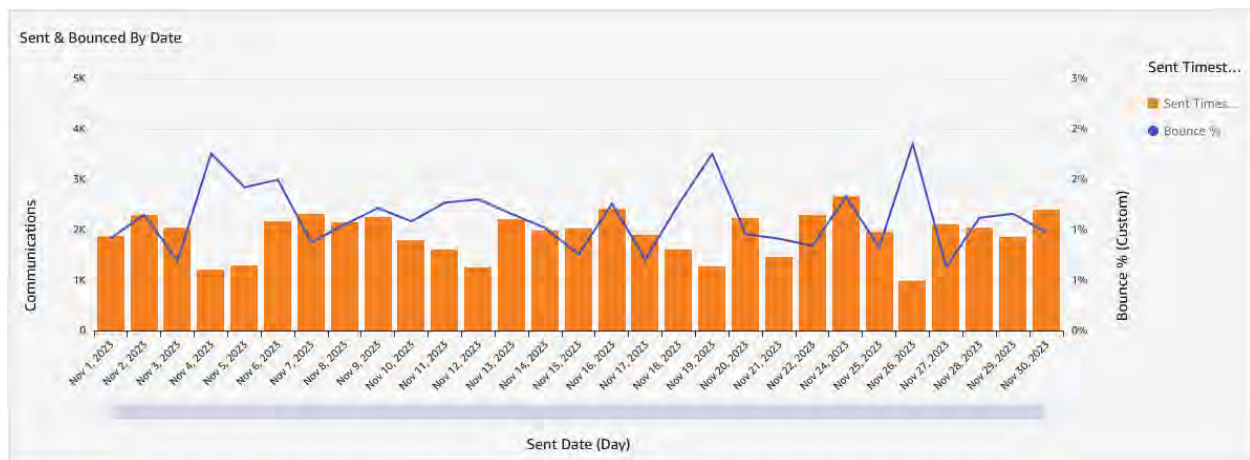
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
May, 2023	10,127	10,066	99.40%	61	0.60%
June, 2023	26,591	26,374	99.18%	217	0.82%
July, 2023	178,975	177,568	99.21%	1,407	0.79%
August, 2023	183,951	182,826	99.39%	1,125	0.61%
September, 2023	176,347	174,972	99.22%	1,375	0.78%
October, 2023	176,563	175,334	99.30%	1,229	0.70%
November, 2023	174,812	173,556	99.28%	1,256	0.72%
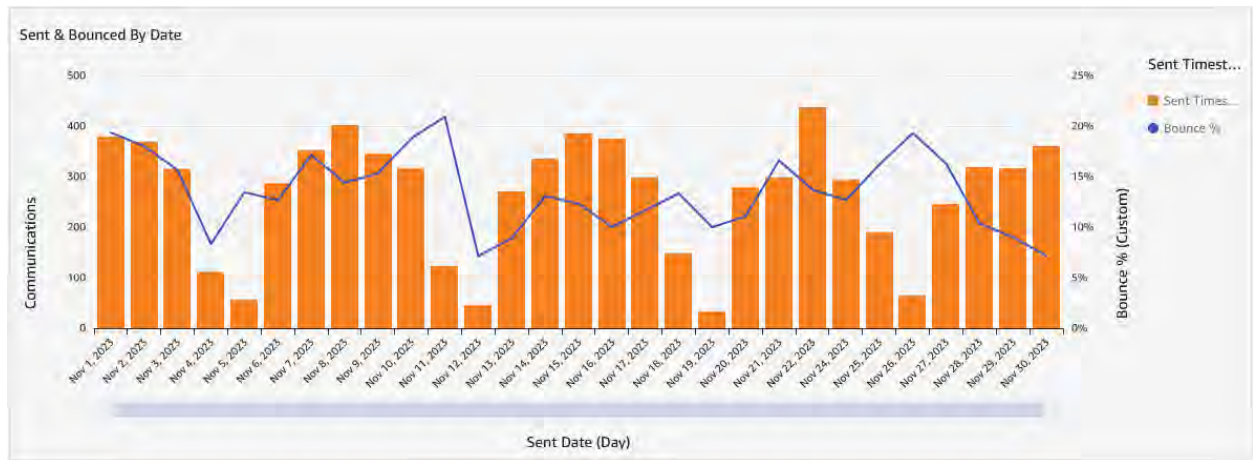
Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
September, 2023	7,423	7,093	95.55%	330	4.45%
October, 2023	7,347	7,009	95.40%	338	4.60%
November, 2023	7,239	6,911	95.47%	328	4.53%

Sent & Bounced By Date
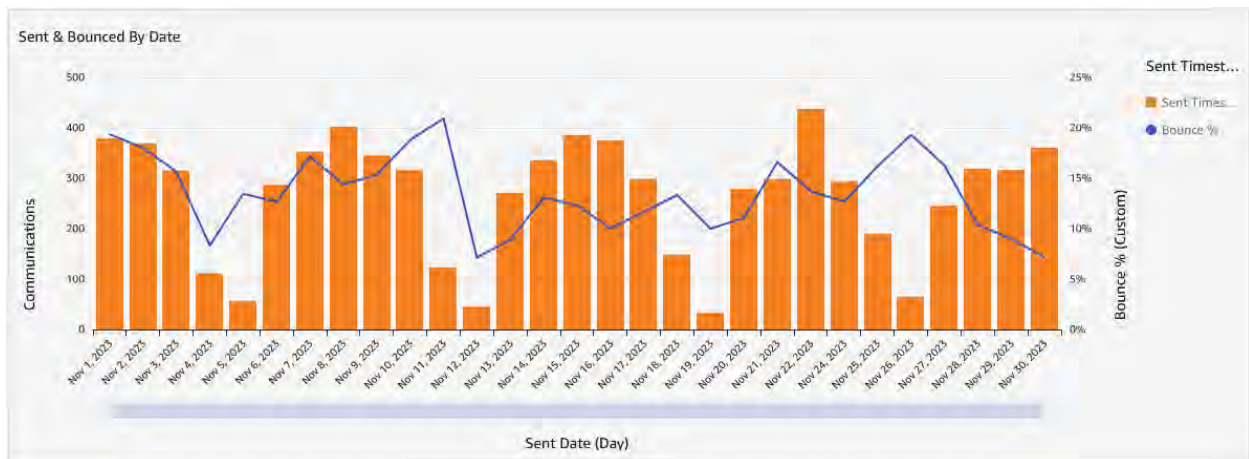
Print Notices

While not processed within MessageBee, Unique also provides our print notices.

Month/Yr	Bill Notices	Amount
November, 2022	533	$ 442.92
December, 2022	584	$ 485.34
January, 2023	546	$ 453.75
February, 2023	443	$ 368.14
March, 2023	435	$ 384.77
April, 2023	488	$ 349.03
May, 2023	457	$ 382.54
June, 2023	479	$ 398.07
July, 223	434	$ 373.68
August, 2023	480	$ 413.30
September, 2023	455	$ 391.77
October, 2023	490	$ 421.89
November, 2023	577	$ 496.83

SendGrid Statistics

The November spike in bounce drops should provide some insight into what's going out that's being flagged. This should allow us to make any necessary changes to the generating report.

				Addresses			Messages		
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Email Addresses Bounced	Marked Spam	Invalid Emails	Blocks	Bounce Drops	Spam drops
November 2022	430,043	417,528	96.58% (415,344)	563	37	294	2,978	9,877	2,344

				Addresses			Messages		
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
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
September 2023	74,607	69,072	91.01% (67,917)	847	4	22	911	5,394	119
October 2023	69,957	65,512	93.65% (65,057)	279	5	19	510	4,288	138
November 2023	93,981	81,824	87.06% (80,525)	578	6	26	1,822	11,987	144

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	34	104	111
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2338	1968

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, and 13% of the collection has a publication date of 2020 or later. Nearly half of the collection was published after 2010.

Catalog Pub Year(Group)	Number of Catalog Records	Percent to Total (Number of Catalog Records)
Total	**1,423,554**	**100.00%**
1950-1979	65,257	4.58%
1980-1989	70,298	4.94%
1990-1999	170,484	11.98%
2000-2009	373,251	26.22%
2010-2019	515,419	36.21%
2020-Current	195,612	13.74%
Other	33,233	2.33%

Circulation

Circulation in prior month

November 2023 circulation was 609,094 items.

Daily Circulation Totals - Previous Month
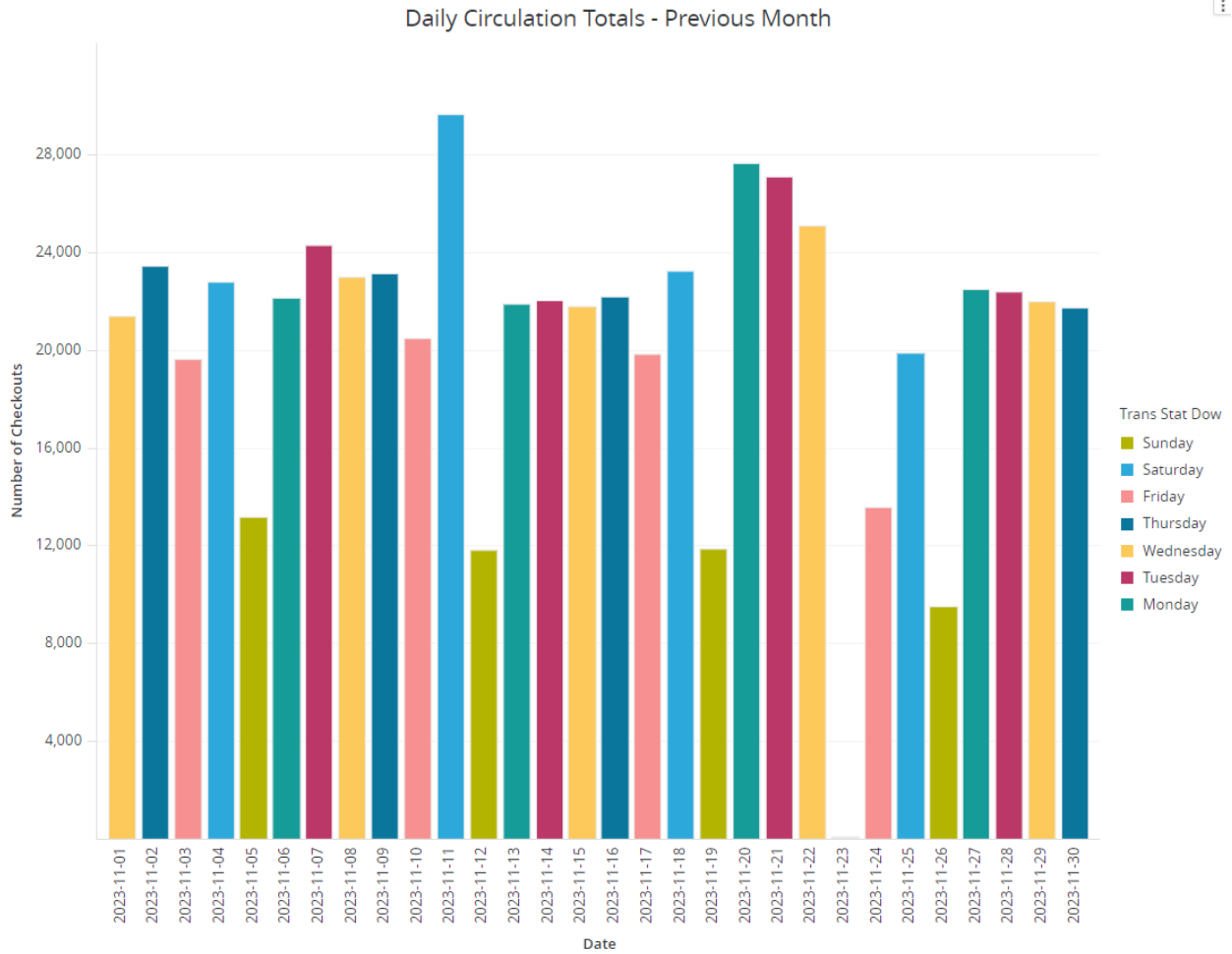
This graph represents daily circulations throughout November.

Monthly total comparison since 2019

Physical circulation numbers are just above the monthly count from the previous year. (November 2022 saw 609,104 circulations.) The November 2023 circulation count is 77% of the circulation rate from November 2019. Hovering around ¾ of pre-pandemic circulation levels appears to be our new normal.

Circulation Snapshot 2019-Current
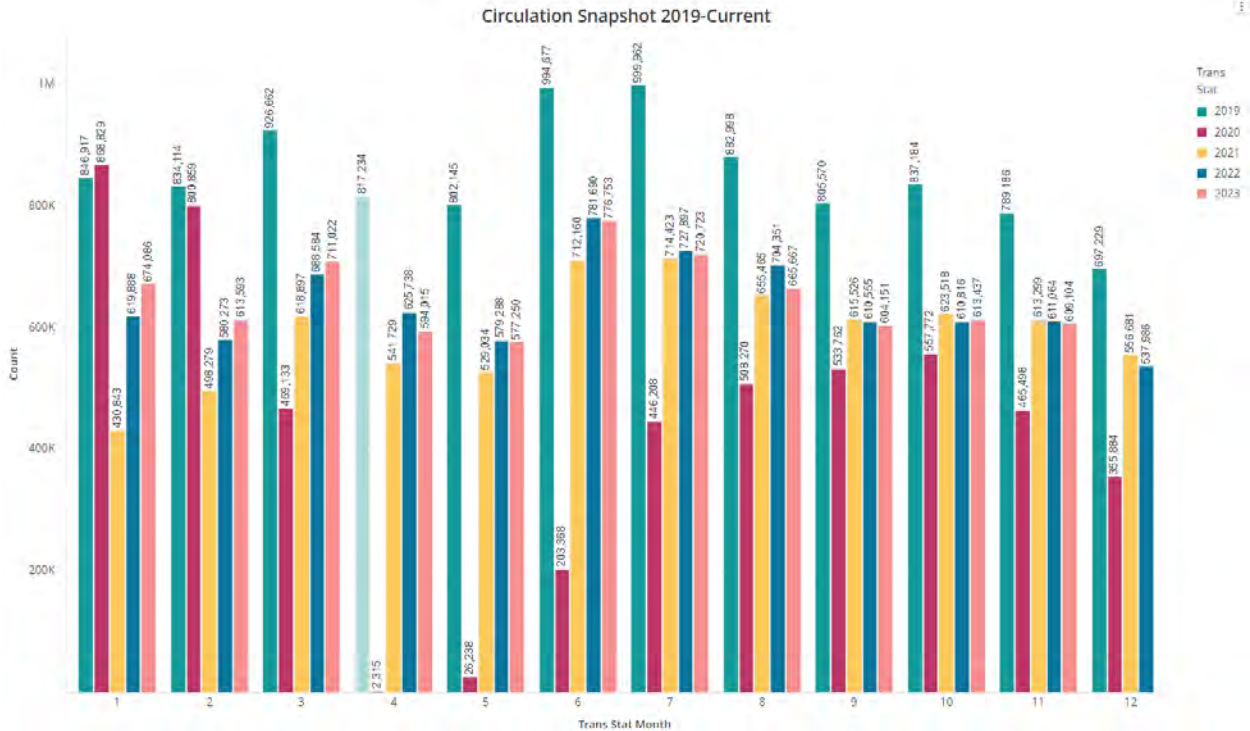
Holds

Time to Fill Analysis

This data remains largely unchanged over the past months, but we will continue to provide it for the time being. We are currently investigating a way to distinguish between holds placed in Aspen and holds placed in the new LiDA app. We expect that app-based holds fulfillment will become quicker due to LiDA providing the same search results and holds logic that Aspen provides. If so, this would mean holds placed via the app are fulfilled on average one day quicker on LiDA than they were on BLUEcloud Mobile.

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 May 1st and October 30th, 2023.

Total Days to Shelf Chart

	Hold Client
	■ BC_MOBILE
	■ WORKFLOWS
	■ WS_PUBLIC

9.00   9.20   9.40   9.60   9.80   10.00   10.20

(Days to Shelf+Days to Shelf)
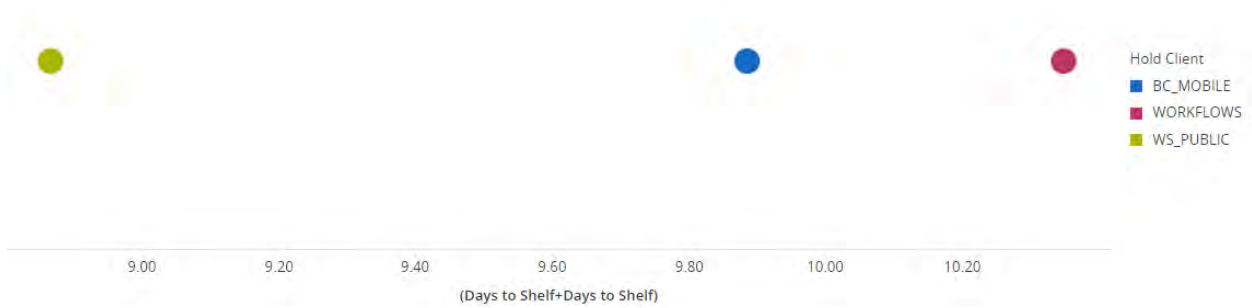
During the six-month period, 729,046 holds were placed and filled in Aspen, compared to 116,295 in BLUEcloud Mobile and 169,759 in WorkFlows. About 72% of holds placed and filled during this period were placed in Aspen. Staff-placed Workflows holds continue to make up about 17% of all holds.

Holds Placed & Filled in Past 6 Months, by Hold Client

116,295

169,759

729,046

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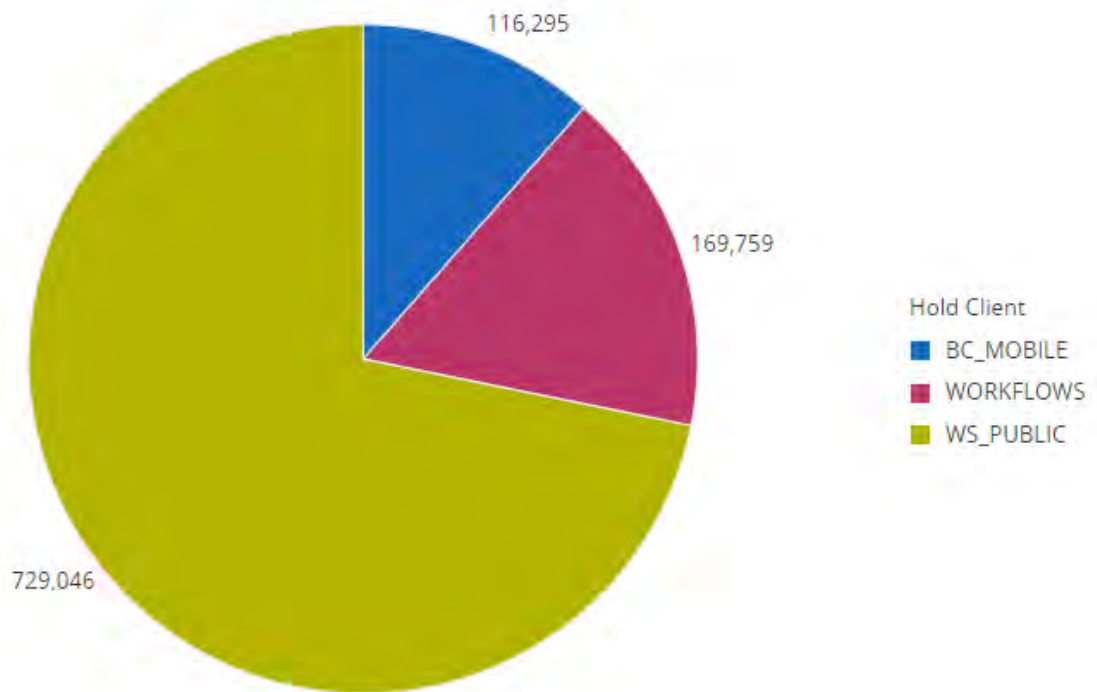
Holds Placement & Pick-up

The number of patrons placing holds was 37,982 in November, with 185,424 combined total holds placed.

Trends in Holds, Feb 2020 - Present
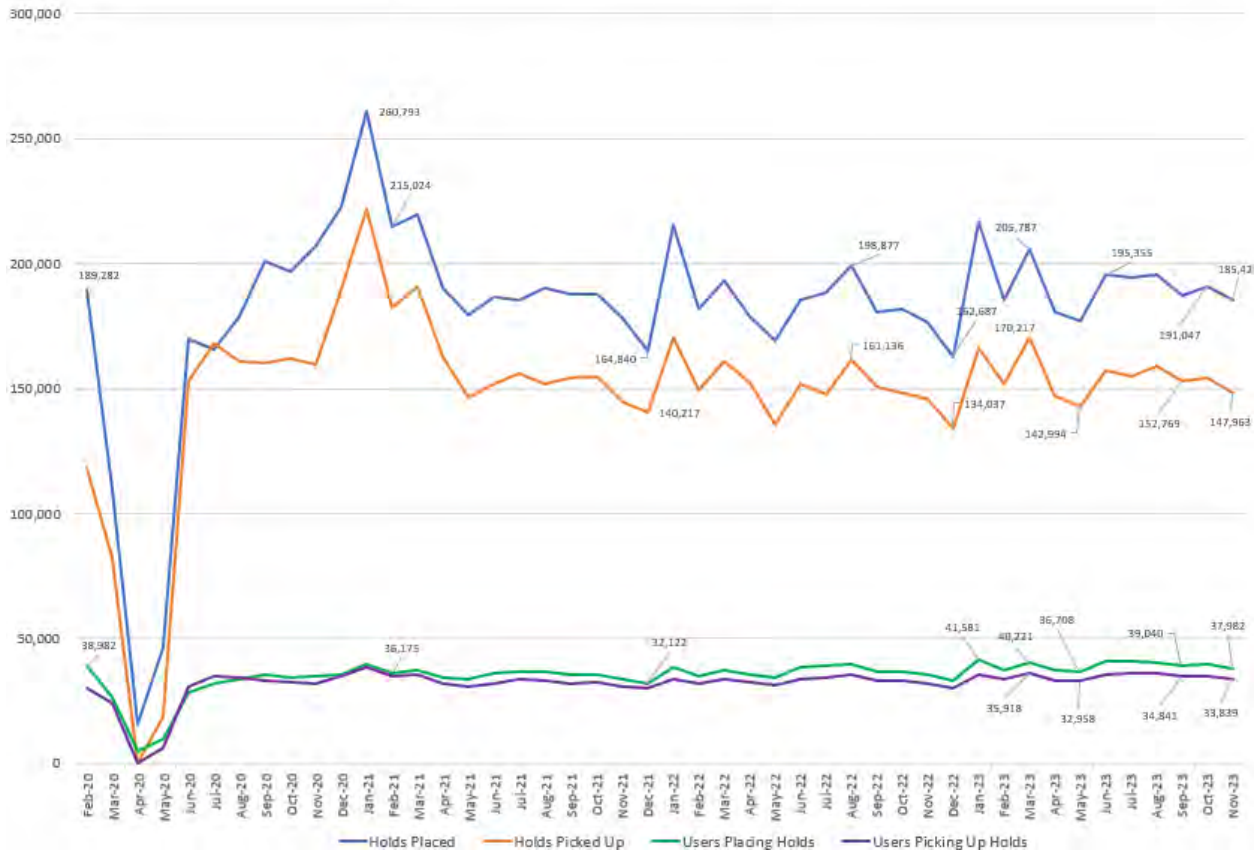
Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 101,094 September. Non-SWAN reciprocal borrowing included 17,826 checkouts.

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 2,827 items. SWAN loaned 2.5 items for each item borrowed, our highest ratio since we've been tracking.

The following chart shows our lender ratio rising from March 2019 through last month.

Lending to Request Ratio
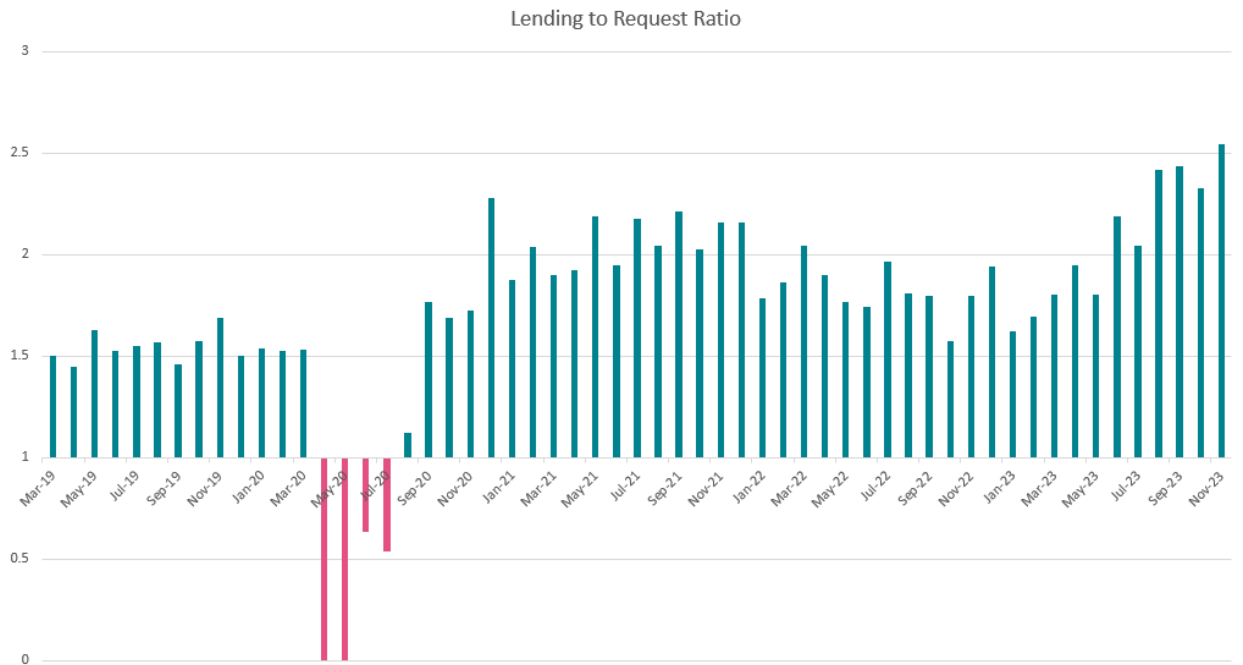
Online Public Catalog - Aspen

Top 25 Searches in Aspen (October 2023)

1. bluey
2. christmas
3. captain underpants
4. thanksgiving
5. lessons in chemistry
6. oak park library of things
7. colleen hoover
8. oppenheimer
9. fourth wing
10. dvd
11. james patterson
12. taylor swift
13. who was
14. matthew perry
15. winter
16. hunger games
17. barbie
18. harry potter
19. nintendo switch
20. iron flame
21. tom lake
22. killers of the flower moon
23. nintendo switch video games
24. pokemon
25. five nights at freddy's

Results Pageviews in Aspen
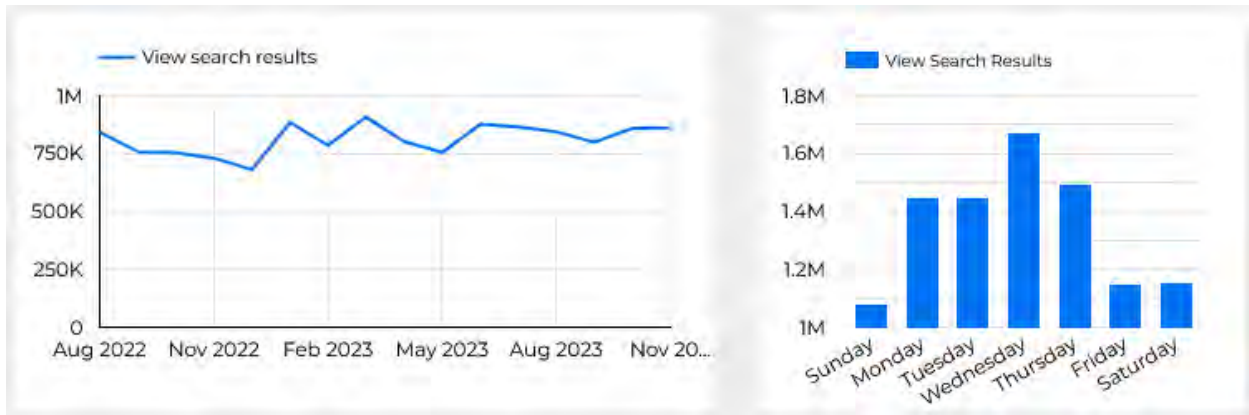
Usage of Recommendations

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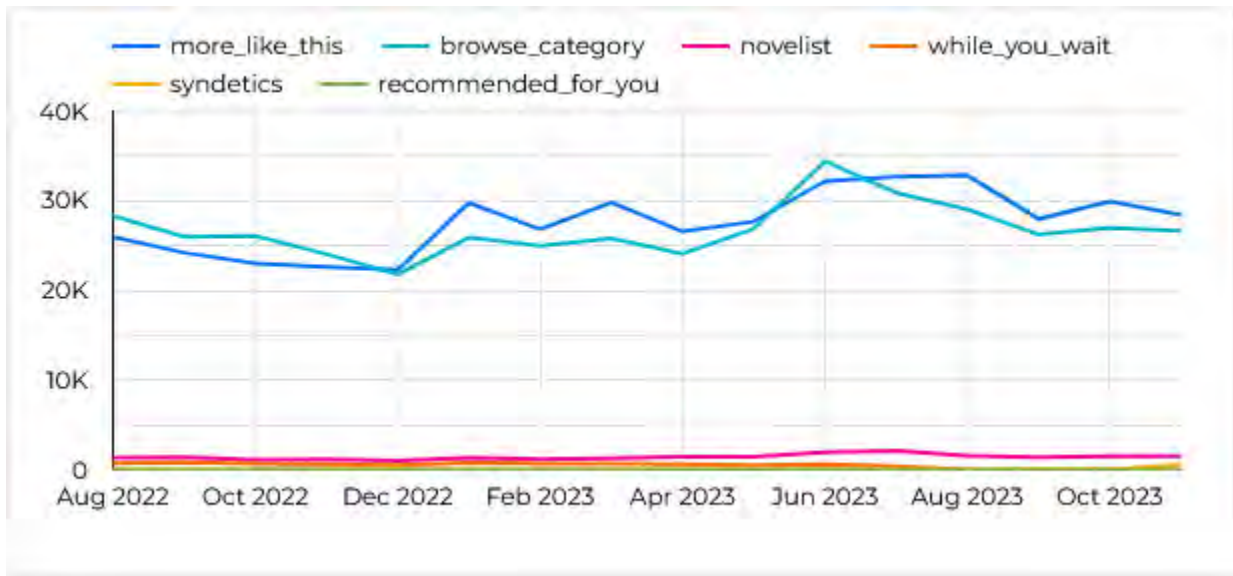
SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
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.
Tuesday, February 6, 2024	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:	**December 15, 2023**			
To:	**SWAN Board**			
From:	**Aaron Skog, Executive Director**			
Re:	**FY25 Budget draft**			

_____

The draft of the budget incorporates new services for improved IT security, which were outlined at the October 2023 SWAN Board meeting. The SWAN Finance Committee met on November 30th and reviewed the budget in detail.

Since that Finance Committee meeting, SirsiDynix expenses were updated with the removal of BLUEcloud Mobile, and the credit owed to SWAN is applied. Aspen LiDA expenses are included in the budget. I have included $5,000 for paid development to ByWater Solutions for Aspen LiDA features in the #5830 Consulting budget line.

This draft has a fully updated membership fee chart with the most recent tax data.

Revenue

SWAN membership fees

This budget includes a full year of Addison Public Library membership revenue. Prairie State College has officially canceled its membership in SWAN and will migrate to CARLI I-Share prior to this budget. The membership fee revenue loss would be $18,333 annually.

Addison Public Library		
Revenue - Membership Fee	$	70,367
Expenses (licensing add-ons)	$	27,410
Net	**$**	**42,957**
Prairie State College		
Revenue - Membership Fee	**$**	**18,333**

The SWAN membership fee chart does show increases and decreases depending on the library. This is due to the fee formula. The fee chart amounts will also change as this budget is refined.

RAILS LLSAP grant for FY25

The amount awarded to SWAN increased slightly from last year. The RAILS LLSAP grant is structured so that services used by the LLSAP from RAILS will be deducted. This means that the delivery of items to SWAN headquarters is deducted from the grant. I requested that the current two-day per week delivery of items be reduced to one-day per week for FY25. RAILS Delivery staff will route material to SWAN

headquarters it is unable to process, but due to improvements we have made over the past year, the number of improperly routed materials has declined.

	FY20	FY21	FY22	FY23	FY24	FY25
RAILS LLSAP support	$524,679	$562,018	$522,691	$527,381	$498,388	$500,616
Change from year prior		$37,339	($39,327)	$4,690	($28,993)	$2,228

New Expenses

5430 Server Infrastructure: Identity Provider/single sign on (SSO)
The technology infrastructure for SWAN's platforms would benefit from a service called an identity provider (IdP). This would allow several of SWAN's support websites to utilize a single sign on with a user ID and password. The goal would be to have SWAN Support, ticketing system, community forums, and learning management system all utilize the same login and password for individual staff at member libraries, greatly simplifying the experience of member library staff. Our research and pricing are being finalized for recommendation to include in the FY25 budget. Pricing for an IdP is typically based on the number of user accounts that must be supported, so we are working with RAILS IT to compare the active list of SWAN users in L2 with the active users in our Support site.

Our vendor investigation has not concluded, but the costs for the first year would have initial one-time configuration and setup, and then ongoing annual or monthly expenses. I estimate $35,000 for one-time expenses, and $27,000 for the annual subscription.

5470 Support Services Subscription: Help desk/ticketing system subscription
The current helpdesk ticketing system SWAN is using is showing its age and we included replacing it in our projects for 2024. Our management team is gathering vendor provided solutions for comparison. The cost estimate to include in the FY25 budget draft is $20,000 annually based on interviews with six providers: Freshdesk, Zoho, Zendesk, Salesforce, Springshare, and Halo Service Desk.

Expenses

5000 Staff salaries
The salary budget line is increased by 2% for FY25 which will be the first increase to this line in 5 years.

5100 Buildings & Grounds: rent, utilities, property insurance, repairs, & services (5110, 5120, 5130, 5140, 5150, 5190)

The FY25 budget will have five months of the current office lease (July – November 2024) and seven months of a new office lease. The amount of commercial square footage is expected to decrease by over 50%, which will reduce the lease expense. Other expenses based on the size of the space are reduced for FY25 by 75%. In FY26 the expenses are anticipated to be 50% of the FY24 expenses.

5430 Server Infrastructure: Support site hosting with Pantheon.io

The hosting of the SWAN Support site with our web host provider Pantheon will be held at the current hosting expense is $7,375 per year. This was done with a three-year agreement, which will be paid in full using SWAN reserve funds, with no subscription escalation costs for those three years.

5430 Server Infrastructure: Manage Detection & Response

The security audit undertaken with Sikich consulting recommended the addition of a service to monitor and detect information security threats. The Manage Detection & Response (MDR) expense with Arctic Wolf is included in this budget at $29,455 for a year-2 renewal.

5440 Library Services Platform

The refund owed to SWAN by SirsiDynix is applied to the annual renewal. The BLUEcloud Mobile and eResource Central subscriptions will be cancelled and removed from the annual renewal.

	BLUEcloud Mobile	Aspen LiDA
Annual cost		
Mobile	$71,930	$4,600
E-content integration	$23,200	included
Total	**$95,130**	**$4,600**
Refund applied to May 1, 2024 renewal	($40,850)	(not applicable)
One-time cost	(Not applicable)	$1,917
Costs May 1, 2024 at renewal	**($95,130)**	**$6,517**
	SWAN cancels SirsiDynix BLUEcloud Mobile & eResource Central	LiDA support is added to ByWater Solutions renewal

5860 Notifications & Collection: enhanced with MessageBee

The MessageBee service is a monthly expense so we will have an accurate budget for the next budget year. The monthly invoices for July, August, and September were $6,690.50, which would be an annual expense of $80,286.

Summary

This budget reduces total expenses by 4.0% and membership fees by 6.5%.

SWAN Budget Information & Guidelines
Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Introduction

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

Budget Highlights

Improving Membership Support
The SWAN helpdesk ticketing system has been in use for over 10 years and is ready for replacement. We have conducted research into a new platform for libraries to use for submitting inquiries or requesting support from SWAN. A new helpdesk system will assist library staff via a web interface that will use automated tools suggesting help based an FAQ we build into the platform, which will speed up problem resolution. Library staff will be able to see their library's requests for SWAN support and track the resolution online. The new system will also include a "customer relationship management," or CRM, which will be used to organize member libraries in its usage of 3rd party tools SWAN integrated with, e.g., CollectionHQ, RFID, etc., and include library personnel as part of the CRM. This expense will be part of the #5470 Support Services budget.

Security & Performance Improvements
This budget reflects changes to SWAN infrastructure, with a goal to improved security and performance. The 2021 IT security audit recommended the addition of a "manage, detect, and respond" system, which we have contracted with Arctic Wolf for our independent security monitoring. We recommend adding to the IT infrastructure the use of a single sign-on solution, otherwise known as an SSO. This service will reduce the multiple logins utilized by SWAN for library staff into a single login and password. Once in place, the SSO will serve as the authentication mechanism for SWAN's future ILS staff client. These vendor provided and supported enviroments offer improved performance and resolution of issues, as well as shifting the burden and liability of information security and hardening of servers to our preferred contracted vendors, away from SWAN. Much of this work was completed in the prior fiscal year, and this budget reduces or eliminates expenses associated with the prior self-hosting.The budget sets expenses with Pantheon hosting of SWAN Support for three years fixed cost.

Addition of Addison Public Library & exit of Prairie State College

Addison Public Library was approved for full membership in SWAN, and the library went live on SWAN in November 2023. This budget includes the addition of the library for a full year from a revenue and expense standpoint. The exit of Prairie State College from SWAN subtracts its membership fee revenue to the consortia within this budget, which is more than offset with the addition of Addison's fees to SWAN revenue.

Addison Public Library		
Revenue - Membership Fee	$	70,367
Expenses (licensing add-ons)	$	27,410
Net	**$**	**42,957**
Prairie State College		
Revenue - Membership Fee	**$**	**18,333**

SWAN 50th Anniversary

SWAN was founded as a service in 1974 and 2024 will be its 50th year anniversary. The Expo event in August 2024 should include a celebration of this achievement.

Revenue
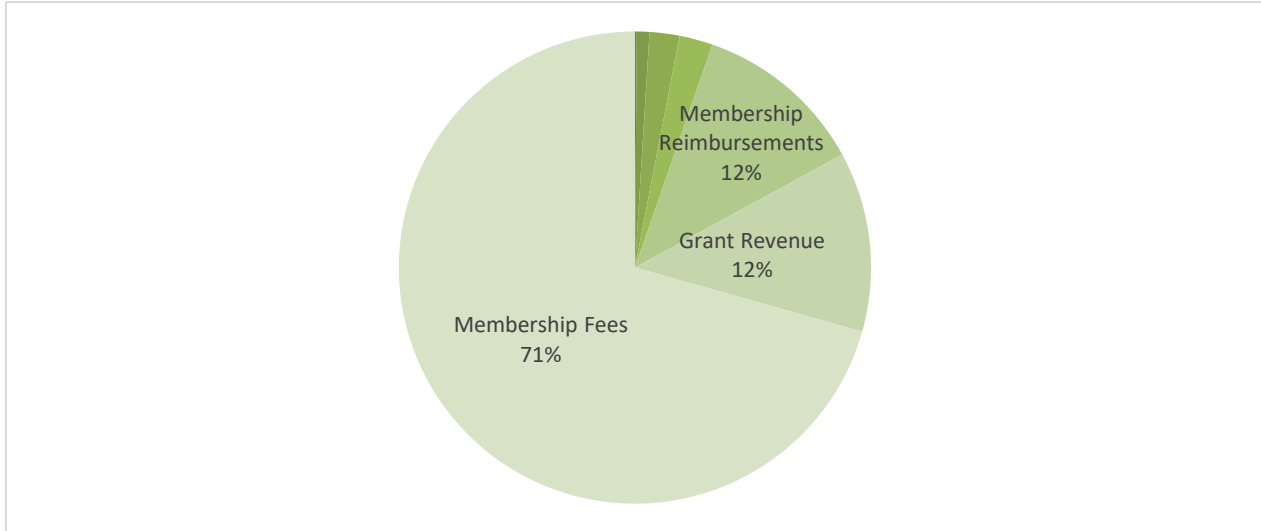
Membership Fees

4010   **SWAN Full Membership Fees**   **$2,869,427**

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. Membership fee revenue includes Addison Public Library. SWAN's FY25 membership fees are based on the 2021 tax year, and the variations of the tax revenue and debt service per library will result in individual library fee changes.

4011   **SWAN Internet Access Membership Fees**   **$3,700**

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

Membership Reimbursements

4110   **Member One-Time Project Receipts**   **$0**

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

4190   **Member Group Purchase Receipts**   **$476,510**

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 5. Additional group purchases such as Comics Plus from Library Pass are included in this revenue line.

Reimbursement for Losses

4220   Reimbursement Losses for Resource Sharing $50,000

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

4230   Collection Agency Fees $0

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

4240   E-commerce transactions $43,000

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

Grant Revenue

4310   RAILS Support to SWAN $500,616

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. The funding from RAILS is based on a formula which divides a grant $2.25 million between six entities known as LLSAPs.

4320   Other Grant Revenue $0

Revenue received as part of the addition of a new library to SWAN will be recorded in this budget line. No joining libraries are planned for this budget year.

Registration & Event Receipts

4499   Annual Conference Receipts $5,000

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

Investment & Interest

4510   Interest Income $83,328

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

4520   Investment Income $0

SWAN currently is a member of IMET. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600   Reserve Fund Transfer $35,000

The reserve fund for SWAN is a tracked on the monthly finance report as unrestricted funds. The use of the excess operating fund is recommended for one-time expenses for the consortia, such as the addition of a new service that has one-time setup fees. This budget plans for an indentify service provider to achieve single sign-on across SWAN's web-based platforms, which has a one-time expense.

Expenses

Category	Amount
Salaries & Wages	$1,577,736
Information & Technology Services	$1,207,700
Library Materials & Content	$569,510
Personnel Benefits	$440,619
Contractual Services	$134,760
Building & Grounds	$97,410
Professional Development	$14,700
Insurance	$11,400
Membership Development	$8,250
General Office	$7,700
Interest & Fees	$2,474
Hardware & Equipment	$2,000
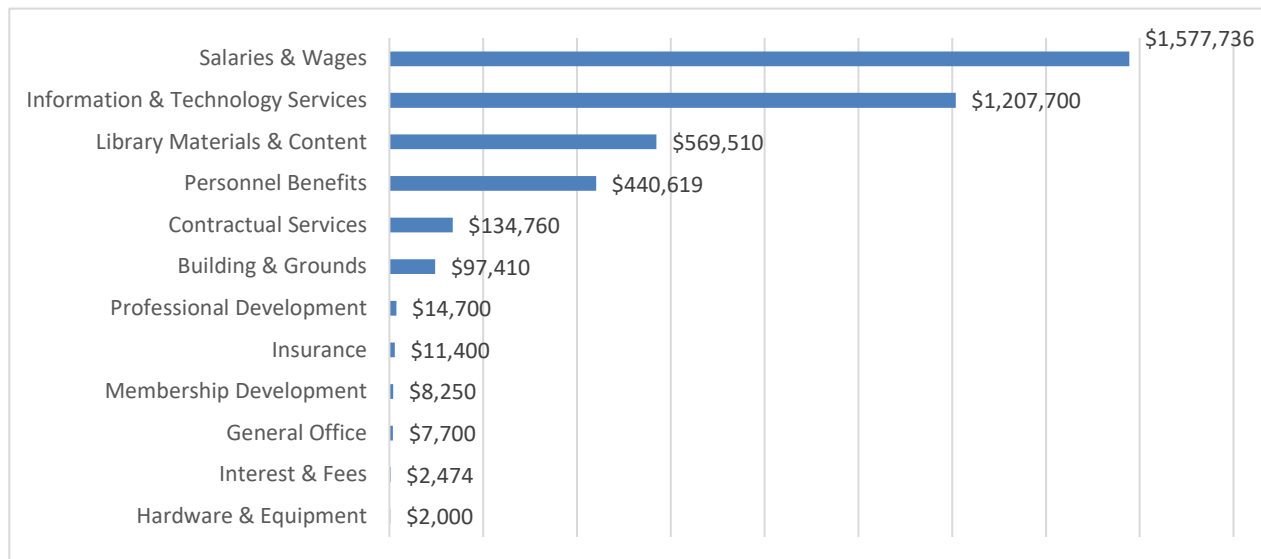
Salaries & Wages

5000   Salaries & Wages $1,577,736

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. This year that this budget line is increased 2.0%, the first increase in 5 years.

Personnel Benefits

5021   Social Security Taxes $120,700

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

5022   State Unemployment Insurance $0

Organization pays unemployment directly should it be required.

5023   Worker's Compensation $4,719
Organization insurance provided by insurance vendor.

5024   Retirement Benefits $143,700
SWAN provides its employees a 401a retirement plan through ICMA-RC. The organization does not provide a defined benefit plan or participate in Illinois Municipal Retirement Fund (IMRF).

5025   Health, Dental, Life And Disability Insurance $170,000
Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). This budget reflects a reduction due to changes with employee benefit selections.

5026   Tuition Reimbursements $1,100
Tuition reimbursement benefit for employees.

5085   Staff Wellness $400
Benefit offered to SWAN employees for participation within the employee Wellness Plan which includes incentives for breaktimes for walking, pedometers, exercise, and healthy lifestyles. No change from the prior budget.

Building & Grounds

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

5110   Rent/Lease $88,000
SWAN signed a 7-year lease in 2016 for office space. The lease will end November 2024, so this budget reflects 6 months of the remaining lease and 6 months expense based on a smaller commercial space.

5120   Utilities $4,300
Facility electricity and natural gas expenses are recorded in this line. Anticipated to be lower in FY25 based on square foot reduction of office space.

5130   Property Insurance $650
Property and flood insurance covers office space furniture and equipment.

5140   Repairs & Maintenance $960
Used for facility repairs including door fob security maintenance and repairs.

5150   Custodial Service & Supplies $3,500
SWAN's cleaning service was changed for two days per week.

5190   Other Building Maintenance $0

Used for alarms and security cameras related to facility expense.

Professional Development

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

5210   Conference Travel $6,000

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

5220   Staff Meetings $900

Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.

5230   Staff Professional Development $4,000

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

5240   Professional Association Membership Dues $2,500

SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual

5250   Educational Material $800

This budget reduces some of the online learning expenses for employees.

5260   Online Learning $500

SWAN employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

Membership Development

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

5310   Travel Reimbursement   **$800**

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

5320   Membership Meetings   **$0**

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

5330   Library Professional Development   **$7,450**

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Expenses include Articulate Storyline, and Inquisiq, which are components of SWAN's Learning Management System. The FY25 budget includes increased use of the learning management system, exceeding 500 simultaneous users.

5350   Marketing & Promotional Material   **$0**

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

5399   Annual Conference   **$0**

SWAN's annual conference, called SWAN Expo, supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo will take place during SWAN's 50th anniversary.

Information & Technology Services

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

5420   Application Software Licensing   **$16,800**

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

5430   **Server Software Licensing**   **$121,800**

Expenses related to SWAN's support infrastructure including SSL Certificates for SWAN, domain subscription, SonicWALL Security licensing and subscription, Microsoft Active Directory, Microsoft Azure, and Microsoft Server licenses. This budget includes shift in expenses for SWAN hosting Aspen in Microsoft Azure as that service is helpdesk system hosting. The server licensing expenses related to SWAN's library services platform to run SirsiDynix Symphony and test systems. The FY25 budget introduces the single sign-on service at $27,000 annually, which will simplify library staff access to SWAN's growing web-based platforms, as well as providing enhanced security through management of users with this identify service provider.

5440   **Library Services Platform**   **$921,000**

The heart of SWAN's resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY25, SirsiDynix expenses are budgeted for $355,838, OCLC at $318,343, and the Article Search integration through EBSCO Discovery Services and OpenAthens is $118,740 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is $102,350. SirsiDynix expenses no longer include a $95,130 package for BLUEcloud Mobile. SWAN's SirsiDynix agreement sets a 1.9% escalation for the May 1, 2024 renewal. OCLC expenses for this budget are based on the prior year's total invoice and anticipates a 4% escalation. EBSCO expenses for OpenAthens and Discovery Service continue through FY25 with escalations capped at 2% and 1% respectively. ByWater Solutions support for the Aspen Library Discovery App (LiDA) is included at $4,600.

5450   **Data Management Services**   **$33,000**

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

5460   **Information Subscription Service**   **$75,700**

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

5470   **Subscription Support Services**   **$23,200**

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

5480   Telecommunications $14,500

Expenses associated with SWAN facility connection to the internet and phone support is unchanged with an office relocation.

5490   Group Purchases - Services $700

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

General Office

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

5510   Office Supplies $2,200

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

5520   Postage $500

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

5550   Furniture $5,000

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

5599   Annual Conference Supplies $0

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

Hardware & Equipment

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

5610   Equipment Rental/Maintenance $0

All expenses associated with equipment leased at SWAN's office, including the single staff multi-use copier printer. This lease was discontinued in FY25.

5620   Hardware $2,000

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

5690   Group Purchases - Hardware $0

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN.

Insurance

SWAN organization insurance includes insuring the SWAN governing board, facility, and business for risk of crime, cybercrime, and flood.

5700   Insurance $11,400

The SWAN organization insurance for directors and officers, cyber crime, and business owner's insurance.

Contractual Services

The SWAN organization contracts with various companies for services such as a law firm for legal opinions, accounting services, financial audit, payroll, and notification services for library users.

5810   Legal $1,500

SWAN utilizes legal services with Klein, Thorpe, Jenkins for various activities and inquiries as they arise during the year.

5820   Accounting $19,160

Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

5830   Consulting $5,000

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line. This budget includes one-time expenses for paid software development to ByWater Solutions for prioritizing Aspen LiDA feature requests from SWAN.

5840   Payroll Service Fees $4,500

Expenses for the payroll service provided through Paylocity.

5850   Contractual Agreements $0

Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. The addition of Addison Public Library to SWAN and the one-time expenses are recorded in this budget line.

5860   Notification & Collection $86,700

This budget includes the new service for all 100 member libraries to have email and SMS messages enhanced and sent through the MessageBee service provided by Unique Management at an annual cost of $80,286. All 100 library notifications sent via automated phone calls are also provided through MessageBee. SWAN has also contracted with a Unique Management to print all user notices at $5,064 annually.

5870   Recruitment $0

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

5899   Annual Conference Facility Contract $8,900

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

Library Materials & Content

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

5910   Print Materials $0

This line is intended to supplement printing services for promotional material or print collections supplied to member libraries.

5920   Reimbursement for Resource Sharing $50,000

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

5930   Group Purchases - Content $0

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

5940   E-commerce payment transactions $43,000

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

5990   Group Purchases - Electronic Resources $476,510

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY25. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010   Bank Fees $2,424

Expenses associated with bank fees for stopping checks or other services are recorded in this line. The banking service for lock box deposits is included in this budget line.

6020   Merchant Account Fees $50

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

6030   Interest Payment $0

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

6099   Annual Conference Merchant Fees $0

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

Asset Management

6110   Depreciation $2,322

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

6120   (Gain)/Loss on Asset Disposal $0

6130   Vacation Expense $0

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

SWAN Budget Summary

SWAN Budget		FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
4000	Membership Fees	$3,005,080	$3,071,672	$2,873,127	($198,545)
4100	Membership Reimbursements	$461,888	$443,223	$476,510	$33,287
4200	Reimbursement for Losses	$82,053	$108,680	$93,000	($15,680)
4300	Grant Revenue	$527,381	$515,012	$500,616	($14,396)
4400	Registration & Event Receipts	$3,330	$3,400	$5,000	$1,600
4500	Investment & Interest	$43,477	$20,800	$83,328	$62,528
4600	Reserve Fund Transfer	($90,000)	$73,800	$35,000	($38,800)
Total Revenue		**$4,033,209**	**$4,236,587**	**$4,066,581**	**($170,006)**
5000	Salaries & Wages	$1,410,447	$1,546,800	$1,577,736	$30,936
5020	Personnel Benefits	$409,369	$457,700	$440,619	($17,081)
5100	Building & Grounds	$132,506	$129,510	$97,410	($32,100)
5200	Professional Development	$13,410	$16,700	$14,700	($2,000)
5300	Membership Development	$6,549	$7,370	$8,250	$880
5400	Information & Technology Services	$1,254,335	$1,268,800	$1,206,000	($62,800)
5500	General Office	$2,819	$2,700	$7,700	$5,000
5600	Hardware & Equipment	$11,150	$6,300	$2,000	($4,300)
5700	Insurance	$14,042	$11,500	$11,400	($100)
5800	Contractual Services	$75,219	$216,984	$125,760	($91,224)
5900	Library Materials & Content	$523,208	$565,251	$569,510	$4,259
6000	Interest & Fees	$1,659	$4,050	$2,474	($1,576)
Total Operating Expenses		**$3,854,714**	**$4,233,665**	**$4,063,559**	**($170,106)**
6100	Asset Management	$0	$2,322	$2,322	$0
Excess of revenues over (under) estimated expenses		$243,000	$0	$0	

Revenue & Expense Budget	FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
Revenue				
4000 **Membership Fees**				
4010 SWAN Full Membership Fees	$2,999,622	$3,067,972	$2,869,427	($198,545)
4011 SWAN Internet Access Membership Fees	$5,459	$3,700	$3,700	$0
4100 **Membership Reimbursements**				
4110 Member One-Time Project Receipts	$0	$0	$0	$0
4190 Member Group Purchase Receipts	$461,888	$443,223	$476,510	$33,287
4200 **Reimbursement for Losses**				
4220 Reimbursement Losses for Resource Sharing	$39,234	$63,000	$50,000	($13,000)
4230 Collection Agency Fees		$0	$0	$0
4240 E-commerce transactions	$42,819	$45,680	$43,000	($2,680)
4300 **Grant Revenue**				
4310 RAILS Support to SWAN	$527,381	$498,388	$500,616	$2,228
4320 Other Grant Revenue	$0	$16,624	$0	($16,624)
4400 **Registration & Event Receipts**				
4499 Annual Conference Receipts	$3,330	$3,400	$5,000	$1,600
4500 **Investment & Interest**				
4510 Interest Income	$43,477	$20,800	$83,328	$62,528
4520 Investment Income		$0	$0	$0
4600 **Reserve Fund Transfer**	$0	$73,800	$35,000	($38,800)
Total Revenue	**$4,123,209**	**$4,236,587**	**$4,066,581**	**($170,006)**
Expenses				
5000 **Salaries & Wages**	$1,410,447	$1,546,800	$1,577,736	$30,936
5020 **Personnel Benefits**				
5021 Social Security Taxes	$104,110	$118,400	$120,700	$2,300
5022 State Unemployment Insurance	$0	$0	$0	$0
5023 Worker's Compensation	$5,416	$4,500	$4,719	$219
5024 Retirement Benefits	$132,609	$140,900	$143,700	$2,800
5025 Health, Dental, Life And Disability Insurance	$166,664	$192,400	$170,000	($22,400)
5026 Tuition Reimbursements	$0	$1,100	$1,100	$0
5085 Staff Wellness	$570	$400	$400	$0
5100 **Building & Grounds**				
5110 Rent/Lease	$118,953	$117,300	$88,000	($29,300)
5120 Utilities	$8,545	$6,700	$4,300	($2,400)
5130 Property Insurance	$803	$650	$650	$0
5140 Repairs & Maintenance	$890	$860	$960	$100
5150 Custodial Service & Supplies	$3,315	$4,000	$3,500	($500)
5190 Other Building Maintenance	$0	$0	$0	$0
5200 **Professional Development**				

Revenue & Expense Budget		FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
5210	Conference Travel	$942	$6,000	$6,000	$0
5220	Staff Meetings	$932	$900	$900	$0
5230	Staff Professional Development	$9,483	$4,000	$4,000	$0
5240	Professional Association Membership Dues	$1,553	$2,500	$2,500	$0
5250	Educational Material	$0	$800	$800	$0
5260	Online Learning	$500	$2,500	$500	($2,000)
5300	**Membership Development**				
5310	Travel Reimbursement	$771	$800	$800	$0
5320	Membership Meetings		$0	$0	$0
5330	Library Professional Development	$5,764	$6,570	$7,450	$880
5350	Marketing & Promotional Material	$15	$0	$0	$0
5399	Annual Conference	$0	$0	$0	$0
5400	**Information & Technology Services**				
5420	Application Software Licensing	$16,785	$18,000	$16,800	($1,200)
5430	Server Software Licensing	$101,365	$105,200	$121,800	$16,600
5440	Library Services Platform	$1,011,986	$1,016,300	$921,000	($95,300)
5450	Data Management Services	$28,866	$33,000	$33,000	$0
5460	Information Subscription Service	$73,693	$75,000	$75,700	$700
5470	Subscription Support Services	$9,237	$6,800	$23,200	$16,400
5480	Telecommunications	$12,403	$14,500	$14,500	$0
5490	Group Purchases - Services	$23,762	$600	$700	$100
5500	**General Office**				
5510	Office Supplies	$1,792	$2,200	$2,200	$0
5520	Postage	$1,008	$500	$500	$0
5550	Furniture	$0	$0	$5,000	$5,000
5599	Annual Conference Supplies	$19	$0	$0	$0
5600	**Hardware & Equipment**				
5610	Equipment Rental/Maintenance	$1,660	$1,000	$0	($1,000)
5620	Hardware	$8,392	$4,200	$2,000	($2,200)
5690	Group Purchases - Hardware	$1,098	$1,100	$0	($1,100)
5700	**Insurance**	**$14,042**	**$11,500**	**$11,400**	**($100)**
5800	**Contractual Services**				
5810	Legal	$258	$1,500	$1,500	$0
5820	Accounting	$19,735	$19,160	$19,160	$0
5830	Consulting	$7,470	$75,000	$5,000	($70,000)
5840	Payroll Service Fees	$4,468	$3,600	$4,500	$900
5850	Contractual Agreements		$16,624	$0	($16,624)
5860	Notification & Collection	$33,556	$92,200	$86,700	($5,500)
5870	Recruitment	$1,599	$0	$0	$0
5899	Annual Conference Facility Contract	$8,133	$8,900	$8,900	$0
5900	**Library Materials & Content**				
5910	Print Materials	$0	$5,300	$0	($5,300)
5920	Reimbursement for Resource Sharing	$39,766	$63,000	$50,000	($13,000)
5930	Group Purchases - Content	$0	$0	$0	$0
5940	E-commerce payment transactions	$41,020	$45,680	$43,000	($2,680)

	Revenue & Expense Budget	FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
5990	Group Purchases - Electronic Resources	$442,423	$451,271	$476,510	$25,239
6000	**Interest & Fees**				
6010	Bank Fees	$1,614	$3,700	$2,424	($1,276)
6020	Merchant Account Fees	$45	$50	$50	$0
6030	Interest Payment	$0	$0	$0	$0
6099	Annual Conference Merchant Fees		$300	$0	($300)
Subtotal Expenses		**$3,878,476**	**$4,234,265**	**$4,064,259**	**($170,006)**
6100	**Asset Management**				
6110	Depreciation	$0	$2,322	$2,322	$0
6120	(Gain)/Loss on Asset Disposal	$0			
6130	Vacation Expense	$0			
6140	Miscellaneous Expense	$1,733			
Total Expenses		**$3,880,209**	**$4,236,587**	**$4,066,581**	**($170,006)**
Total Revenue (from above)		**$4,123,209**	**$4,236,587**	**$4,066,581**	
Excess of revenues over (under) estimated expenses		$243,000	$0	$0	

SWAN Reserves Plan: Updated for FY25 Budget

Capital Expenditures (anything over $5,000)	FY24	FY25	FY26
	July 2023-June 2024	July 2023-June 2025	July 2023-June 2026
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	$2,073,667	$2,017,459	$1,982,459
Reserves collected & Impact Fee	$17,592	$0	
Strategic planning consultant	($36,000)		
Website development consultant	($37,800)		
Single Sign On: Identity service provider one-time		($35,000)	
Funds for EMV commerce devices (chip & PIN)			
Funds for SWAN staff computer replacement			
Future ILS Migration Budget ($465,740)			
Total	**$2,017,459**	**$1,982,459**	**$1,982,459**
Maintain 4 months operating in reserve (policy)	($1,412,196)	($1,482,806)	($1,556,946)
Over/(Under) Reserve Policy	**$605,263**	**$499,653**	**$425,513**
Operating Budget (5% increases each year after FY24)	$4,236,587.36	$4,448,416.72	$4,670,837.56
Months operating in reserve	5.71	5.35	5.09

Chart 1: SWAN Membership Fees
Fiscal Year 2025: July 1, 2024 - June 30, 2025
Draft for SWAN Board
December 15, 2023

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Addison Public Library	$ 66,906	($5,215)	$ 61,691		
Acorn Public Library District	$ 27,611	($5,215)	$ 22,396	$ 23,208	($812)
Alsip-Merrionette Park Public Library District	$ 43,639	($5,215)	$ 38,424	$ 35,038	$3,386
Batavia Public Library District	$ 57,855	($5,215)	$ 52,641	$ 47,752	$4,889
Bedford Park Public Library District	$ 30,880	($5,215)	$ 25,665	$ 26,518	($853)
Beecher Community Library District	$ 20,223	($5,215)	$ 15,008	$ 15,715	($707)
Bellwood Public Library	$ 32,790	($5,215)	$ 27,575	$ 29,256	($1,680)
Bensenville Community Public Library District	$ 32,168	($5,215)	$ 26,953	$ 28,258	($1,304)
Bensenville Elementary School District #2	$ 17,500		$ 17,500	$ 17,500	$0
Berkeley Public Library	$ 21,276	($5,215)	$ 16,061	$ 16,520	($459)
Berwyn Public Library	$ 47,761	($5,215)	$ 42,547	$ 45,882	($3,335)
Bloomingdale Public Library	$ 43,832	($5,215)	$ 38,617	$ 41,808	($3,191)
Blue Island Public Library	$ 28,560	($5,215)	$ 23,345	$ 24,324	($979)
Bridgeview Public Library	$ 27,179	($5,215)	$ 21,965	$ 23,448	($1,484)
Broadview Public Library District	$ 28,446	($5,215)	$ 23,232	$ 24,090	($858)
Calumet City Public Library	$ 31,231	($5,215)	$ 26,017	$ 26,047	($31)
Calumet Park Public Library	$ 18,904	($5,215)	$ 13,689	$ 14,256	($567)
Carol Stream Public Library	$ 48,318	($5,215)	$ 43,104	$ 46,543	($3,440)
Chicago Heights Public Library	$ 24,544	($5,215)	$ 19,329	$ 20,505	($1,177)
Chicago Ridge Public Library	$ 29,771	($5,215)	$ 24,557	$ 26,280	($1,724)
Cicero Public Library	$ 33,921	($5,215)	$ 28,706	$ 29,885	($1,179)
Clarendon Hills Public Library	$ 24,515	($5,215)	$ 19,300	$ 20,332	($1,032)
Crestwood Public Library District	$ 22,748	($5,215)	$ 17,533	$ 18,195	($662)
Crete Public Library District	$ 33,778	($5,215)	$ 28,563	$ 30,071	($1,507)
Dolton Public Library District	$ 25,934	($5,215)	$ 20,720	$ 23,148	($2,429)
Downers Grove Public Library	$ 69,300	($5,215)	$ 64,085	$ 66,830	($2,745)
Eisenhower Public Library District	$ 53,161	($5,215)	$ 47,947	$ 49,546	($1,600)
Elmwood Park Public Library	$ 32,326	($5,215)	$ 27,111	$ 28,570	($1,459)
Evergreen Park Public Library	$ 28,933	($5,215)	$ 23,718	$ 24,507	($789)
Flossmoor Public Library	$ 30,036	($5,215)	$ 24,822	$ 26,009	($1,187)
Forest Park Public Library	$ 35,015	($5,215)	$ 29,801	$ 31,160	($1,359)
Frankfort Public Library District	$ 40,581	($5,215)	$ 35,366	$ 36,855	($1,489)
Franklin Park Public Library District	$ 33,433	($5,215)	$ 28,218	$ 32,092	($3,874)
Geneva Public Library District	$ 64,884	($5,215)	$ 59,670	$ 63,808	($4,138)
Glen Ellyn Public Library	$ 59,031	($5,215)	$ 53,816	$ 54,044	($229)
Glenside Public Library District	$ 47,246	($5,215)	$ 42,031	$ 44,226	($2,195)
Glenwood-Lynwood Public Library District	$ 30,968	($5,215)	$ 25,753	$ 26,412	($658)
Grande Prairie Public Library District	$ 30,864	($5,215)	$ 25,650	$ 27,174	($1,524)
Green Hills Public Library District	$ 39,855	($5,215)	$ 34,640	$ 35,863	($1,223)
Harvey Public Library District	$ 26,012	($5,215)	$ 20,797	$ 20,715	$82
Hillside Public Library	$ 30,216	($5,215)	$ 25,001	$ 25,482	($481)
Hinsdale Public Library	$ 44,760	($5,215)	$ 39,545	$ 41,273	($1,728)
Hodgkins Public Library District	$ 23,348	($5,215)	$ 18,134	$ 18,418	($285)
Homewood Public Library District	$ 39,016	($5,215)	$ 33,801	$ 33,968	($167)
Indian Prairie Public Library District	$ 51,766	($5,215)	$ 46,551	$ 49,335	($2,784)
Itasca Community Library	$ 32,089	($5,215)	$ 26,875	$ 27,948	($1,073)
Justice Public Library District	$ 18,647	($5,215)	$ 13,433	$ 15,742	($2,309)
Kaneville Public Library District	$ 18,072	($5,215)	$ 12,857	$ 13,457	($600)
La Grange Public Library	$ 40,911	($5,215)	$ 35,696	$ 36,938	($1,241)
LaGrange Park Public Library District	$ 33,583	($5,215)	$ 28,368	$ 29,595	($1,227)
Lansing Public Library	$ 42,452	($5,215)	$ 37,237	$ 35,454	$1,784
Linda Sokol Francis Brookfield Library	$ 38,840	($5,215)	$ 33,625	$ 35,175	($1,550)
Lyons Public Library	$ 23,794	($5,215)	$ 18,579	$ 19,331	($752)
Markham Public Library	$ 23,320	($5,215)	$ 18,105	$ 19,017	($911)
Matteson Area Public Library District	$ 41,514	($5,215)	$ 36,299	$ 35,891	$408

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Maywood Public Library District	$ 29,679	($5,215)	$ 24,464	$ 24,935	($472)
McCook Public Library District	$ 21,530	($5,215)	$ 16,315	$ 16,894	($579)
Melrose Park Public Library	$ 25,959	($5,215)	$ 20,744	$ 23,219	($2,475)
Messenger Public Library of North Aurora	$ 34,555	($5,215)	$ 29,340	$ 30,532	($1,192)
Midlothian Public Library	$ 29,282	($5,215)	$ 24,067	$ 24,967	($900)
Morton Arboretum	$ 12,500		$ 12,500	$ 12,500	$0
Nancy L. McConathy Public Library District	$ 20,297	($5,215)	$ 15,082	$ 15,073	$9
National University of Health Sciences	$ 11,000		$ 11,000	$ 11,000	$0
North Riverside Public Library District	$ 27,003	($5,215)	$ 21,789	$ 22,697	($909)
Northlake Public Library District	$ 36,653	($5,215)	$ 31,438	$ 31,963	($525)
Oak Brook Public Library	$ 27,403	($5,215)	$ 22,189	$ 22,195	($6)
Oak Lawn Public Library	$ 64,067	($5,215)	$ 58,852	$ 66,263	($7,411)
Oak Park Public Library	$ 105,428	($5,215)	$ 100,213	$ 104,951	($4,738)
Palos Heights Public Library	$ 32,973	($5,215)	$ 27,758	$ 28,619	($861)
Palos Park Public Library	$ 21,712	($5,215)	$ 16,497	$ 17,265	($768)
Park Forest Public Library	$ 34,042	($5,215)	$ 28,828	$ 28,705	$123
Prairie Trails Public Library District	$ 35,353	($5,215)	$ 30,138	$ 31,537	($1,399)
Richton Park Public Library District	$ 25,730	($5,215)	$ 20,515	$ 21,516	($1,001)
River Forest Public Library	$ 29,923	($5,215)	$ 24,708	$ 25,367	($660)
River Grove Public Library District	$ 21,628	($5,215)	$ 16,413	$ 17,085	($672)
Riverdale Public Library District	$ 21,810	($5,215)	$ 16,595	$ 16,988	($393)
Riverside Public Library	$ 28,886	($5,215)	$ 23,672	$ 23,672	($0)
Roselle Public Library District	$ 36,652	($5,215)	$ 31,437	$ 33,191	($1,754)
Schiller Park Public Library	$ 28,254	($5,215)	$ 23,039	$ 23,219	($180)
South Holland Public Library	$ 37,785	($5,215)	$ 32,570	$ 33,469	($899)
St Charles Public Library District	$ 89,731	($5,215)	$ 84,516	$ 90,844	($6,328)
Steger-South Chicago Heights Public Library District	$ 20,055	($5,215)	$ 14,840	$ 16,689	($1,849)
Stickney-Forest View Public Library District	$ 27,954	($5,215)	$ 22,739	$ 23,399	($659)
Sugar Grove Public Library District	$ 23,401	($5,215)	$ 18,186	$ 19,049	($863)
Summit Public Library District	$ 18,718	($5,215)	$ 13,503	$ 15,995	($2,492)
Theosophical Society in America	$ 12,500		$ 12,500	$ 12,500	$0
Thomas Ford Memorial Library	$ 31,154	($5,215)	$ 25,939	$ 26,834	($895)
Thornton Public Library	$ 18,701	($5,215)	$ 13,486	$ 14,141	($654)
Tinley Park Public Library	$ 67,108	($5,215)	$ 61,894	$ 67,112	($5,219)
Town and Country Public Library District	$ 30,322	($5,215)	$ 25,108	$ 26,086	($978)
University Park Public Library District	$ 22,467	($5,215)	$ 17,252	$ 18,324	($1,071)
Villa Park Public Library	$ 38,131	($5,215)	$ 32,916	$ 34,063	($1,148)
Warrenville Public Library District	$ 33,799	($5,215)	$ 28,584	$ 29,922	($1,338)
West Chicago Public Library District	$ 39,169	($5,215)	$ 33,954	$ 34,935	($980)
Westchester Public Library	$ 29,349	($5,215)	$ 24,134	$ 25,416	($1,282)
Westmont Public Library	$ 35,791	($5,215)	$ 30,576	$ 32,041	($1,465)
William Leonard Public Library District	$ 19,416	($5,215)	$ 14,201	$ 14,911	($710)
Wood Dale Public Library District	$ 40,874	($5,215)	$ 35,659	$ 37,227	($1,568)
Woodridge Public Library	$ 51,897	($5,215)	$ 46,682	$ 50,561	($3,879)
Worth Public Library District	$ 24,773	($5,215)	$ 19,558	$ 20,473	($914)

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2021	DuPage County Treasurer Tax Year 2021	Kane County Treasurer Tax Year 2021	Will County County Treasurer Tax Year 2021	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Addison Public Library		$5,599,387.03			$5,599,387.03	$0.00	$5,599,387.03		
Acorn Public Library District	$1,226,894.24				$1,226,894.24	($60,660.00)	$1,166,234.24	$1,132,815.46	$33,418.78
Alsip-Merrionette Park Public Library District	$2,974,431.00				$2,974,431.00	$0.00	$2,974,431.00	$2,289,177.65	$685,253.35
Batavia Public Library District			$4,578,320.14		$4,578,320.14	$0.00	$4,578,320.14	$4,450,320.62	$127,999.52
Bedford Park Public Library District	$1,534,992.80				$1,534,992.80	$0.00	$1,534,992.80	$1,498,557.55	$36,435.25
Beecher Community Library District				$332,740.51	$332,740.51	$0.00	$332,740.51	$325,254.21	$7,486.30
Bellwood Public Library	$1,750,523.64				$1,750,523.64	$0.00	$1,750,523.64	$1,691,236.69	$59,286.95
Bensenville Community Public Library District		$1,680,326.81			$1,680,326.81	$0.00	$1,680,326.81	$1,653,420.34	$26,906.47
Berkeley Public Library	$451,558.71				$451,558.71	$0.00	$451,558.71	$428,056.13	$23,502.58
Berwyn Public Library	$3,439,563.27				$3,439,563.27	$0.00	$3,439,563.27	$3,410,831.43	$28,731.84
Bloomingdale Public Library		$2,996,267.24			$2,996,267.24	$0.00	$2,996,267.24	$2,987,569.24	$8,698.00
Blue Island Public Library	$1,273,323.40				$1,273,323.40	$0.00	$1,273,323.40	$1,211,695.42	$61,627.98
Bridgeview Public Library	$1,374,392.82				$1,374,392.82	($256,850.00)	$1,117,542.82	$1,113,734.02	$3,808.80
Broadview Public Library District	$1,527,100.05				$1,527,100.05	($266,630.00)	$1,260,470.05	$1,207,305.00	$53,165.05
Brookfield Public Library	$2,433,019.96				$2,433,019.96	$0.00	$2,433,019.96	$2,371,295.73	$61,724.23
Calumet City Public Library	$1,574,684.51				$1,574,684.51	$0.00	$1,574,684.51	$1,415,537.13	$159,147.38
Calumet Park Public Library	$183,956.23				$183,956.23	$0.00	$183,956.23	$175,035.62	$8,920.61
Carol Stream Public Library		$3,736,840.11			$3,736,840.11	($234,461.00)	$3,502,379.11	$3,475,895.05	$26,484.06
Chicago Heights Public Library	$820,168.93				$820,168.93	$0.00	$820,168.93	$807,359.88	$12,809.05
Chicago Ridge Public Library	$1,409,974.31				$1,409,974.31	$0.00	$1,409,974.31	$1,397,328.89	$12,645.42
Cicero Public Library	$1,878,062.08				$1,878,062.08	$0.00	$1,878,062.08	$1,799,723.56	$78,338.52
Clarendon Hills Public Library		$816,940.66			$816,940.66	$0.00	$816,940.66	$815,176.15	$1,764.51
Crestwood Public Library District	$617,609.73				$617,609.73	$0.00	$617,609.73	$581,245.17	$36,364.56
Crete Public Library District				$1,862,000.88	$1,862,000.88	$0.00	$1,862,000.88	$1,826,089.32	$35,911.56
Dolton Public Library District	$977,094.05				$977,094.05	$0.00	$977,094.05	$940,527.84	$36,566.21
Downers Grove Public Library		$5,869,456.88			$5,869,456.88	$0.00	$5,869,456.88	$5,598,950.24	$270,506.64
Eisenhower Public Library District	$4,719,073.43				$4,719,073.43	($670,311.00)	$4,048,762.43	$3,908,687.62	$140,074.81
Elmwood Park Public Library	$1,698,150.61				$1,698,150.61	$0.00	$1,698,150.61	$1,684,963.66	$13,186.95
Evergreen Park Public Library	$1,315,346.52				$1,315,346.52	$0.00	$1,315,346.52	$1,239,583.22	$75,763.30
Flossmoor Public Library	$1,439,855.84				$1,439,855.84	$0.00	$1,439,855.84	$1,396,546.50	$43,309.34
Forest Park Public Library	$2,001,577.95				$2,001,577.95	$0.00	$2,001,577.95	$1,944,941.92	$56,636.03
Frankfort Public Library District	$34,082.90			$2,595,390.14	$2,629,473.04	$0.00	$2,629,473.04	$2,545,526.22	$83,946.82
Franklin Park Public Library District	$1,823,075.35				$1,823,075.35	$0.00	$1,823,075.35	$1,960,586.07	($137,510.72)
Geneva Public Library District			$6,936,601.99		$6,936,601.99	($1,565,271.26)	$5,371,330.73	$5,235,726.01	$135,604.72
Glen Ellyn Public Library		$4,710,924.74			$4,710,924.74	$0.00	$4,710,924.74	$4,585,351.81	$125,572.93
Glenside Public Library District		$3,749,530.46			$3,749,530.46	($368,140.02)	$3,381,390.44	$3,316,339.26	$65,051.18
Glenwood-Lynwood Public Library District	$1,999,876.58				$1,999,876.58	($454,912.50)	$1,544,964.08	$1,051,207.76	$493,756.32
Grande Prairie Public Library District	$1,533,267.14				$1,533,267.14	$0.00	$1,533,267.14	$1,385,190.06	$148,077.08
Green Hills Public Library District	$2,927,527.85				$2,927,527.85	($380,000.00)	$2,547,527.85	$2,469,816.18	$77,711.67
Harvey Public Library District	$985,803.01				$985,803.01	$0.00	$985,803.01	$992,946.44	($7,143.43)
Hillside Public Library	$1,460,082.85				$1,460,082.85	$0.00	$1,460,082.85	$1,414,855.87	$45,226.98
Hinsdale Public Library	$441,009.20	$2,907,025.76			$3,348,034.96	($247,112.00)	$3,100,922.96	$3,023,678.35	$77,244.61
Hodgkins Public Library District	$685,337.37				$685,337.37	$0.00	$685,337.37	$627,356.45	$57,980.92
Homewood Public Library District	$2,452,878.73				$2,452,878.73	$0.00	$2,452,878.73	$2,233,924.23	$218,954.50
Indian Prairie Public Library District	$253,344.91	$3,637,990.37			$3,891,335.28	$0.00	$3,891,335.28	$3,899,061.25	($7,725.97)

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2021	DuPage County Treasurer Tax Year 2021	Kane County Treasurer Tax Year 2021	Will County County Treasurer Tax Year 2021	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Itasca Community Library		$1,671,464.19			$1,671,464.19	$0.00	$1,671,464.19	$1,609,303.49	$62,160.70
Justice Public Library District	$154,987.45				$154,987.45	$0.00	$154,987.45	$331,419.53	($176,432.08)
Kaneville Public Library District			$90,087.33		$90,087.33	$0.00	$90,087.33	$88,170.07	$1,917.26
La Grange Public Library	$3,289,757.16				$3,289,757.16	($623,050.00)	$2,666,707.16	$2,582,684.51	$84,022.65
LaGrange Park Public Library District	$1,995,662.97				$1,995,662.97	($155,725.00)	$1,839,937.97	$1,795,531.54	$44,406.43
Lansing Public Library	$3,026,455.58				$3,026,455.58	($185,900.00)	$2,840,555.58	$2,508,249.66	$332,305.92
Lyons Public Library	$750,618.69				$750,618.69	($15,000.00)	$735,618.69	$705,244.73	$30,373.96
Markham Public Library	$775,288.82				$775,288.82	($93,150.00)	$682,138.82	$680,694.71	$1,444.11
Matteson Area Public Library District	$2,734,733.96				$2,734,733.96	$0.00	$2,734,733.96	$2,378,085.29	$356,648.67
Maywood Public Library District	$1,399,493.91				$1,399,493.91	$0.00	$1,399,493.91	$1,327,959.64	$71,534.27
McCook Public Library District	$644,195.66				$644,195.66	($164,035.00)	$480,160.66	$460,589.59	$19,571.07
Melrose Park Public Library	$979,806.22				$979,806.22	$0.00	$979,806.22	$991,611.52	($11,805.30)
Messenger Public Library of North Aurora			$1,949,599.16		$1,949,599.16	$0.00	$1,949,599.16	$1,878,630.86	$70,968.30
Midlothian Public Library	$1,566,794.03				$1,566,794.03	($212,069.50)	$1,354,724.53	$1,349,925.11	$4,799.42
Nancy L. McConathy Public Library District	$340,178.66			$873.77	$341,052.43	$0.00	$341,052.43	$327,770.29	$13,282.14
North Riverside Public Library District	$1,097,685.66				$1,097,685.66	$0.00	$1,097,685.66	$1,058,330.10	$39,355.56
Northlake Public Library District	$2,878,046.76				$2,878,046.76	($691,750.00)	$2,186,296.76	$2,029,719.68	$156,577.08
Oak Brook Public Library		$1,142,808.00			$1,142,808.00	$0.00	$1,142,808.00	$1,075,680.00	$67,128.00
Oak Lawn Public Library	$5,608,676.68				$5,608,676.68	($329,600.00)	$5,279,076.68	$5,153,164.58	$125,912.10
Oak Park Public Library	$9,945,372.10				$9,945,372.10	$0.00	$9,945,372.10	$8,595,978.01	$1,349,394.09
Palos Heights Public Library	$1,771,174.47				$1,771,174.47	$0.00	$1,771,174.47	$1,664,947.49	$106,226.98
Palos Park Public Library	$500,671.23				$500,671.23	$0.00	$500,671.23	$488,824.99	$11,846.24
Park Forest Public Library	$1,560,890.68			$330,914.63	$1,891,805.31	$0.00	$1,891,805.31	$1,808,220.61	$83,584.70
Prairie Trails Public Library District	$2,039,650.27				$2,039,650.27	$0.00	$2,039,650.27	$1,981,947.73	$57,702.54
Richton Park Public Library District	$1,373,025.06				$1,373,025.06	($419,000.00)	$954,025.06	$957,801.61	($3,776.55)
River Forest Public Library	$1,427,021.25				$1,427,021.25	$0.00	$1,427,021.25	$1,381,379.61	$45,641.64
River Grove Public Library District	$491,254.24				$491,254.24	$0.00	$491,254.24	$473,956.66	$17,297.58
Riverdale Public Library District	$511,752.87				$511,752.87	$0.00	$511,752.87	$454,008.62	$57,744.25
Riverside Public Library	$1,310,107.53				$1,310,107.53	$0.00	$1,310,107.53	$1,275,063.99	$35,043.54
Roselle Public Library District	$235,845.04	$1,950,378.06			$2,186,223.10	$0.00	$2,186,223.10	$2,153,254.40	$32,968.70
Schiller Park Public Library	$1,238,753.29				$1,238,753.29	$0.00	$1,238,753.29	$1,164,583.73	$74,169.56
South Holland Public Library	$2,313,987.74				$2,313,987.74	$0.00	$2,313,987.74	$2,232,072.80	$81,914.94
St Charles Public Library District		$558,824.16	$7,615,638.64		$8,174,462.80	$0.00	$8,174,462.80	$7,992,665.71	$181,797.09
Steger-South Chicago Heights Public Library District	$283,539.06			$146,402.24	$429,941.30	($116,200.68)	$313,740.62	$430,988.71	($117,248.09)
Stickney-Forest View Public Library District	$1,344,504.38				$1,344,504.38	($139,550.00)	$1,204,954.38	$1,137,048.34	$67,906.04
Sugar Grove Public Library District			$1,503,678.64		$1,503,678.64	($812,400.00)	$691,278.64	$678,795.40	$12,483.24
Summit Public Library District	$702,699.50				$702,699.50	($539,779.50)	$162,920.00	$400,691.83	($237,771.83)
Thomas Ford Memorial Library	$1,807,514.78				$1,807,514.78	($241,600.00)	$1,565,914.78	$1,528,467.58	$37,447.20
Thornton Public Library	$161,018.80				$161,018.80	$0.00	$161,018.80	$155,510.84	$5,507.96
Tinley Park Public Library	$4,800,296.44			$1,358,335.07	$6,158,631.51	($536,400.00)	$5,622,231.51	$5,662,120.13	($39,888.62)
Town and Country Public Library District			$1,472,117.92		$1,472,117.92	$0.00	$1,472,117.92	$1,429,303.46	$42,814.46
University Park Public Library District	$12,541.84			$573,363.51	$585,905.35	$0.00	$585,905.35	$581,109.30	$4,796.05
Villa Park Public Library		$3,193,083.56			$3,193,083.56	($840,050.00)	$2,353,033.56	$2,306,404.33	$46,629.23
Warrenville Public Library District		$2,033,809.45			$2,033,809.45	($169,452.00)	$1,864,357.45	$1,818,095.07	$46,262.38
West Chicago Public Library District		$2,470,197.10			$2,470,197.10	$0.00	$2,470,197.10	$2,375,062.43	$95,134.67

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Library Name	Cook County Treasurer Tax Year 2021	DuPage County Treasurer Tax Year 2021	Kane County Treasurer Tax Year 2021	Will County County Treasurer Tax Year 2021	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Westchester Public Library	$1,362,299.68				$1,362,299.68	$0.00	$1,362,299.68	$1,332,520.96	$29,778.72
Westmont Public Library		$2,089,032.98			$2,089,032.98	$0.00	$2,089,032.98	$2,038,918.02	$50,114.96
William Leonard Public Library District	$241,671.21				$241,671.21	$0.00	$241,671.21	$253,079.79	($11,408.58)
Wood Dale Public Library District		$2,662,532.62			$2,662,532.62	$0.00	$2,662,532.62	$2,591,295.10	$71,237.52
Woodridge Public Library		$3,655,693.42		$250,436.40	$3,906,129.82	$0.00	$3,906,129.82	$3,877,085.33	$29,044.49
Worth Public Library District	$846,067.82				$846,067.82	$0.00	$846,067.82	$834,332.82	$11,735.00

Public Library	Bond Amt for FY25 Fee Formula (2021)	Annual Debt Service 2022	Annual Debt Service 2023	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
Addison Public Library	$ -							
Acorn Public Library District	$ 60,660	$ 60,980.00	$ 61,220.00	$ 61,380.00	$ 61,460.00	$ 61,460.00	$ 61,224.00	$ 60,902.00
Alsip-Merrionette Park Public Library District	$ -							
Batavia Public Library District	$ -							
Bedford Park Public Library District	$ -							
Beecher Community Library District	$ -							
Bellwood Public Library	$ -							
Bensenville Community Public Library District	$ -							
Berkeley Public Library	$ -							
Berwyn Public Library	$ -							
Bloomingdale Public Library	$ -							
Blue Island Public Library	$ -							
Bridgeview Public Library	$ 256,850	$ 253,650.00	$ 255,250.00	$ 258,650.00	$ 256,750.00	$ 254,700.00	$ 257,500.00	
Broadview Public Library District	$ 266,630	$ 267,455.00	$ 267,872.50	$ 268,172.50	$ 272,842.50	$ 272,252.50	$ 270,652.50	$ 268,902.50
Brookfield Public Library	$ -							
Calumet City Public Library	$ -							
Calumet Park Public Library	$ -							
Carol Stream Public Library	$ 234,461	$ 234,461.00	$ 234,461.00	$ 234,461.00	$ 234,461.00	$ 234,461.00	$ 234,461.00	
Chicago Heights Public Library	$ -							
Chicago Ridge Public Library	$ -							
Cicero Public Library	$ -							
Clarendon Hills Public Library	$ -							
Crestwood Public Library District	$ -							
Crete Public Library District	$ -							
Dolton Public Library District	$ -							
Downers Grove Public Library	$ -							
Eisenhower Public Library District	$ 670,311	$ 670,671.00	$ 672,103.00	$ 693,519.00	$ 669,144.00	$ 667,968.00	$ 671,616.00	
Elmwood Park Public Library	$ -							
Evergreen Park Public Library	$ -							
Flossmoor Public Library	$ -							
Forest Park Public Library	$ -							
Frankfort Public Library District	$ -							
Franklin Park Public Library District	$ -							
Geneva Public Library District	$ 1,565,271	$ 1,576,546.26	$ 1,580,946.26	$ 1,588,471.26	$ 1,598,821.26	$ 1,599,921.26	$ 1,606,646.26	$ 1,610,821.26
Glen Ellyn Public Library	$ -							
Glenside Public Library District	$ 368,140	$ 372,115.02	$ 365,565.02	$ 368,595.02	$ 365,987.52	$ 362,918.77	$ 374,015.63	$ 359,140.63
Glenwood-Lynwood Public Library District	$ 454,913	$ 450,612.50	$ 455,375.00	$ 453,825.00	$ 455,225.00	$ 451,025.00	$ 456,425.00	$ 451,025.00
Grande Prairie Public Library District	$ -							
Green Hills Public Library District	$ 380,000	$ 390,000.00	$ 405,000.00	$ 150,000.00				
Harvey Public Library District	$ -							
Hillside Public Library	$ -							
Hinsdale Public Library	$ 247,112	$ 252,912.00	$ 268,512.00	$ 268,712.00	$ 283,812.00	$ 293,114.00	$ 296,816.00	
Hodgkins Public Library District	$ -							
Homewood Public Library District	$ -							
Indian Prairie Public Library District	$ -							
Itasca Community Library	$ -							
Justice Public Library District	$ -							
Kaneville Public Library District	$ -							

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY25 Fee Formula (2021)	Annual Debt Service 2022	Annual Debt Service 2023	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
La Grange Public Library	$ 623,050	$ 626,550.00	$ 624,750.00	$ 612,750.00				
LaGrange Park Public Library District	$ 155,725	$ 151,525.00	$ 147,150.00	$ 152,438.00				
Lansing Public Library	$ 185,900	$ 183,700.00						
Lyons Public Library	$ 15,000	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00
Markham Public Library	$ 93,150	$ 93,150.00	$ 1,320,075.00	$ 27,000.00	$ 613,500.00			
Matteson Area Public Library District	$ -							
Maywood Public Library District	$ -							
McCook Public Library District	$ 164,035	$ 162,285.00						
Melrose Park Public Library	$ -							
Messenger Public Library of North Aurora	$ -							
Midlothian Public Library	$ 212,070	$ 239,294.50	$ 245,802.50	$ 251,907.50	$ 252,607.50	$ 247,974.50	$ 193,095.50	$ 189,236.00
Nancy L. McConathy Public Library District	$ -							
North Riverside Public Library District	$ -							
Northlake Public Library District	$ 691,750	$ 685,900.00	$ 2,155,525.00					
Oak Brook Public Library	$ -							
Oak Lawn Public Library	$ 329,600							
Oak Park Public Library	$ -							
Palos Heights Public Library	$ -							
Palos Park Public Library	$ -							
Park Forest Public Library	$ -							
Prairie Trails Public Library District	$ -							
Richton Park Public Library District	$ 419,000	$ 421,162.50	$ 423,050.00	$ 418,900.00	$ 419,600.00	$ 423,400.00	$ 420,000.00	$ 421,200.00
River Forest Public Library	$ -							
River Grove Public Library District	$ -							
Riverdale Public Library District	$ -							
Riverside Public Library	$ -							
Roselle Public Library District	$ -							
Schiller Park Public Library	$ -							
South Holland Public Library	$ -							
St Charles Public Library District	$ -							
Steger-South Chicago Heights Public Library District	$ 116,201							
Stickney-Forest View Public Library District	$ 139,550	$ 142,150.00	$ 139,650.00	$ 142,150.00	$ 143,250.00	$ 144,200.00		
Sugar Grove Public Library District	$ 812,400	$ 839,450.00						
Summit Public Library District	$ 539,780	$ 315,487.00						
Thomas Ford Memorial Library	$ 241,600	$ 239,200.00						
Thornton Public Library	$ -							
Tinley Park Public Library	$ 536,400							
Town and Country Public Library District	$ -							
University Park Public Library District	$ -							
Villa Park Public Library	$ 840,050	$ 842,250.00	$ 833,650.00	$ 834,650.00	$ 834,850.00	$ 839,250.00	$ 834,850.00	$ 834,550.00
Warrenville Public Library District	$ 169,452	$166,666.00	$168,830.25	$170,895.00	$167,875.25	$171,741.00	$173,507.25	$175,174.00
West Chicago Public Library District	$ -							
Westchester Public Library	$ -							
Westmont Public Library	$ -							
William Leonard Public Library District	$ -							
Wood Dale Public Library District	$ -							
Woodridge Public Library	$ -							

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY25 Fee Formula (2021)	Annual Debt Service 2022	Annual Debt Service 2023	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
Worth Public Library District	$ -							

Chart 4: Academic, School, Special Library Fees

Academic Libraries

1) Student Population, rounded to nearest 1,000 * 2 [Fall 2020 IBHE profile]
2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY24 Total
National University of Health Sciences	523	27,441	$ 2,000	$ 9,000	$ 11,000

School Libraries

1) Student Population, rounded to nearest 1000 * 5 [2021-2022 Illinois Report Card data]
2) Building Location/Branch Fee $2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY24 Total
Bensenville School District #2	1,976	3	$ 10,000	$ 7,500	$ 17,500

Special Libraries

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

	Buildings	Title Count	Building Fee	Title Fee	FY24 Total
Morton Arboretum	1	23,577	$ 2,500	$ 10,000	$ 12,500
The Theosophical Society in America	1	29,116	$ 2,500	$ 10,000	$ 12,500