

SWAN BOARD MEETING AGENDA

December 20, 2024 9:30 a.m.

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

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the December 20, 2024 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 20, 2024 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, November 2024 (Exhibit pgs. 3-12)
 - a. Balance sheet and detail of expenditures for November 2024
 - b. Approval of the payment of bills for November 1, 2024, through November 30, 2024 in the amount of \$42,697.21

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 30, 2024 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR NOVEMBER 2024

5. Action Item – Acceptance of the November 22, 2024, SWAN Board Meeting Minutes (Exhibit pgs. 13-15)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 22, 2024 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Acceptance of the November 22, 2024, SWAN Environmental Scan Task Force Meeting Minutes (Exhibit pgs. 16-17)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 22, 2024 SWAN BOARD ENVIRONMENTAL SCAN TASK FORCE MINUTES AS PRESENTED

7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 18-20)
 - c. Operations Report (Exhibit pgs. 21-34)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 35-36)

8. Discussion—Novelist Select consortia subscription recommendation (Exhibit pgs. 37-41)

9. Discussion—SWAN FY26 budget & membership fees draft (Exhibit pgs. 42-57)

10. Approval—SWAN Circulation policy revision (Exhibit pgs. 58-61)

11. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Dawn Bussey	Glen Ellyn Public Library		July 1, 2027
Zach Musil	Tinley Park Public Library	Vice President	July 1, 2027
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	Treasurer	July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

SWAN Library Services
Balance Sheet
As of November 30, 2024

	<u>Balance End of Month</u>
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	724,572.64
Hinsdale Bank - MM - 5010	1,573,188.00
IMET Funds	360,593.11
Propay Funds	<u>42.86</u>
Total Cash and Cash Equivalents	<u>\$ 2,658,396.61</u>
Current Assets	
Accounts Receivable	145,124.55
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	<u>4,649.01</u>
Total Current Assets	<u>\$ 173,240.64</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	<u>(353,549.65)</u>
Total Capital Assets, net	<u>\$ 14,229.21</u>
Other Assets	
Intangible Right to Use Asset - Office Space	234,201.57
Accumulated Amortization - Right to Use Asset	(205,640.28)
Subscription Asset	1,933,499.27
Accumulated Amortization - Subscription Asset	<u>(1,338,020.80)</u>
Total Other Assets	<u>\$ 624,039.76</u>
Total Assets	<u>\$ 3,469,906.22</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,249.46
Accrued Payroll	57,702.49
Compensated Absences	<u>122,929.42</u>
Total Current Liabilities	<u>\$ 186,881.37</u>
Long Term Liabilities	
Lease Liability - Right to Use Asset	35,466.58
Subscription Liability	230,629.50
Accrued Interest Liability - SBITA	<u>6,659.48</u>
Total Long Term Liabilities	<u>\$ 272,755.56</u>
Total Liabilities	<u>\$ 459,636.93</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	<u>2,893,173.82</u>
Total Beginning Net Assets	<u>\$ 2,893,173.82</u>
Current YTD Net Income	<u>\$ 117,095.47</u>
Total Fund Balance	<u>\$ 3,010,269.29</u>
Total Liabilities and Fund Balances	<u>\$ 3,469,906.22</u>

Statement of Revenue and Expenses Summary
For the 5 Months Ended November 30, 2024

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$1,713.00	\$1,434,016.98	\$2,875,427.00	\$ 1,441,410.02	49.87%
4100 - Membership Reimbursements	-	299,939.56	491,375.00	191,435.44	61.04%
4200 - Reimbursement for Losses	4,130.50	40,166.09	98,000.00	57,833.91	40.99%
4300 - Grant Revenue	-	250,307.84	500,616.00	250,308.16	50.00%
4400 - Registration & Event Receipts	-	7,560.00	5,000.00	(2,560.00)	151.20%
4500 - Investment & Interest	7,551.27	40,816.83	83,328.00	42,511.17	48.98%
Total Revenue	<u>13,394.77</u>	<u>2,072,807.30</u>	<u>4,053,746.00</u>	<u>1,980,938.70</u>	<u>51.13%</u>
Expenses					
5000 - Salaries & Wages	113,278.73	609,081.05	1,577,736.00	968,654.95	38.60%
5020 - Personnel Benefits	16,477.89	164,802.92	445,419.00	280,616.08	37.00%
5100 - Building & Grounds	991.75	46,076.70	97,410.00	51,333.30	47.30%
5200 - Professional Development	2,785.15	6,694.20	14,700.00	8,005.80	45.54%
5300 - Membership Development	231.95	4,495.60	10,750.00	6,254.40	41.82%
5400 - Information & Technology Services	26,953.04	729,630.58	1,206,700.00	477,069.42	60.46%
5500 - General Office	422.75	2,250.85	12,700.00	10,449.15	17.72%
5600 - Hardware & Equipment	-	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	(210.00)	4,482.00	11,400.00	6,918.00	39.32%
5800 - Contractual Services	7,524.94	48,327.05	125,760.00	77,432.95	38.43%
5900 - Library Materials & Content	2,658.95	336,364.75	584,375.00	248,010.25	57.56%
6000 - Interest & Fees	529.46	1,832.99	2,474.00	641.01	74.09%
Total Expenses	<u>171,644.61</u>	<u>1,955,711.83</u>	<u>4,093,745.90</u>	<u>2,138,034.07</u>	<u>47.77%</u>
Excess Revenues less Expenses	<u>\$ (158,249.84)</u>	<u>\$ 117,095.47</u>	<u>\$ (39,999.90)</u>	<u>\$ (157,095.37)</u>	

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2024

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,713.00	\$ 1,434,016.98	\$ 2,871,727.00	\$ 1,437,710.02	49.94%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	0.00	299,939.56	491,375.00	191,435.44	61.04%
4220 - Reimbursement Losses for Resource Sharing	0.00	22,370.27	50,000.00	27,629.73	44.74%
4240 - E-Commerce Transactions	4,130.50	17,795.82	43,000.00	25,204.18	41.39%
4250 - Deaccession Transactions	0.00	0.00	5,000.00	5,000.00	0.00%
4310 - RAILS Support to SWAN	0.00	250,307.84	500,616.00	250,308.16	50.00%
4499 - Annual Conference Receipts	0.00	7,560.00	5,000.00	(2,560.00)	151.20%
4510 - Interest Income	7,551.27	40,816.83	83,328.00	42,511.17	48.98%
Total Revenue	<u>13,394.77</u>	<u>2,072,807.30</u>	<u>4,053,746.00</u>	<u>1,980,938.70</u>	<u>51.13%</u>
Expenses					
5000 - Salaries & Wages	113,278.73	609,081.05	1,577,736.00	968,654.95	38.60%
5021 - FICA Expense	8,385.86	45,185.74	120,700.00	75,514.26	37.44%
5023 - Worker's Compensation	0.00	0.00	4,719.00	4,719.00	0.00%
5024 - Retirement Benefits	10,888.44	57,801.94	143,700.00	85,898.06	40.22%
5025 - Health, Dental, Life And Disability Insurance	(2,831.41)	61,607.27	174,800.00	113,192.73	35.24%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	35.00	207.97	400.00	192.03	51.99%
5110 - Rent/Lease	0.00	40,751.00	88,000.00	47,249.00	46.31%
5120 - Utilities	991.75	3,532.00	4,300.00	768.00	82.14%
5130 - Property Insurance	0.00	642.00	650.00	8.00	98.77%
5140 - Repairs & Maintenance	0.00	371.70	960.00	588.30	38.72%
5150 - Custodial Service & Supplies	0.00	780.00	3,500.00	2,720.00	22.29%
5210 - Conference Travel	1,406.26	3,000.90	6,000.00	2,999.10	50.02%
5220 - Staff Meetings	110.89	287.30	900.00	612.70	31.92%
5230 - Staff Professional Development	1,268.00	1,633.00	4,000.00	2,367.00	40.83%
5240 - Professional Association Membership Dues	0.00	183.00	2,500.00	2,317.00	7.32%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	1,590.00	500.00	(1,090.00)	318.00%
5310 - Travel Reimbursement	231.95	476.10	800.00	323.90	59.51%
5330 - Library Professional Development	0.00	4,019.50	7,450.00	3,430.50	53.95%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	1,259.16	4,970.16	16,800.00	11,829.84	29.58%
5430 - Server Software Licensing	18,260.97	76,968.68	121,800.00	44,831.32	63.19%
5440 - Library Services Platform	0.00	511,767.24	921,000.00	409,232.76	55.57%
5450 - Data Management Services	6,181.26	18,404.46	33,000.00	14,595.54	55.77%
5460 - Information Subscription Service	0.00	78,826.32	75,700.00	(3,126.32)	104.13%
5470 - Subscription Support Services	578.00	32,842.00	23,200.00	(9,642.00)	141.56%
5480 - Telecommunications	673.65	5,851.72	14,500.00	8,648.28	40.36%
5490 - Group Purchases - Services	0.00	0.00	700.00	700.00	0.00%
5510 - Office Supplies	269.25	556.92	2,200.00	1,643.08	25.31%
5520 - Postage	153.50	358.97	500.00	141.03	71.79%
5550 - Furniture	0.00	0.00	10,000.00	10,000.00	0.00%
5599 - Annual Conference Supplies	0.00	1,334.96	0.00	(1,334.96)	0.00%
5620 - Hardware	0.00	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	(210.00)	4,482.00	11,400.00	6,918.00	39.32%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	0.00	3,255.00	19,160.00	15,905.00	16.99%
5830 - Consulting	0.00	2,640.00	5,000.00	2,360.00	52.80%
5840 - Payroll Service Fees	329.36	1,746.23	4,500.00	2,753.77	38.81%
5860 - Notification & Collection	7,195.58	28,616.82	86,700.00	58,083.18	33.01%
SWAN Board Meeting					

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2024

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5899 - Annual Conference Facility Contract	0.00	12,069.00	8,900.00	(3,169.00)	135.61%
5920 - Reimburse for Resource Sharing	0.00	22,146.39	50,000.00	27,853.61	44.29%
5940 - E-Commerce Payment Transactions	2,658.95	18,112.90	43,000.00	24,887.10	42.12%
5990 - Group Purchases - Content	0.00	296,105.46	491,375.00	195,269.54	60.26%
6010 - Bank Fees	529.46	1,832.99	2,424.00	591.01	75.62%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6110 - Depreciation	0.00	0.00	2,321.90	2,321.90	0.00%
Total Expenses	<u>171,644.61</u>	<u>1,955,711.83</u>	<u>4,093,745.90</u>	<u>2,138,034.07</u>	<u>47.77%</u>
 Excess Revenues less Expenses	 <u>\$ (158,249.84)</u>	 <u>\$ 117,095.47</u>	 <u>\$ (39,999.90)</u>	 <u>\$ (157,095.37)</u>	

SWAN Library Services Check Register

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Acorn Public Library				11031	11/20/24	<u>18.91</u>
5940	E-Commerce Payment Transactions	Acorn Public Library	18.91			
Batavia Public Library				11032	11/20/24	<u>167.53</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	167.53			
Beecher Community Library District				11033	11/20/24	<u>11.31</u>
5940	E-Commerce Payment Transactions	Beecher Community Library District	11.31			
Berwyn Public Library				11034	11/20/24	<u>12.26</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library	12.26			
Bloomington Public Library				11035	11/20/24	<u>7.93</u>
5940	E-Commerce Payment Transactions	Bloomington Public Library	7.93			
Carol Stream Public Library				11036	11/20/24	<u>130.78</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library	130.78			
Clarendon Hills Public Library				11037	11/20/24	<u>31.52</u>
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	31.52			
ComEd				11038	11/20/24	<u>430.18</u>
5120	Utilities	ComEd -10/18/24 - 11/18/24	430.18			
Crestwood Public Library District				11039	11/20/24	<u>5.61</u>
5940	E-Commerce Payment Transactions	Crestwood Public Library District	5.61			
Flossmoor Public Library				11040	11/20/24	<u>14.16</u>
5940	E-Commerce Payment Transactions	Flossmoor Public Library	14.16			
Franklin Park Public Library District				11041	11/20/24	<u>70.72</u>
5940	E-Commerce Payment Transactions	Franklin Park Public Library District	70.72			
Geneva Public Library District				11042	11/20/24	<u>152.34</u>
5940	E-Commerce Payment Transactions	Geneva Public Library District	152.34			

SWAN Library Services

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Glen Ellyn Public Library 5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	53.37	11043	11/20/24	<u>53.37</u>
Glenside Public Library 5940	E-Commerce Payment Transactions	Glenside Public Library	28.32	11044	11/20/24	<u>28.32</u>
Grande Prairie Public Library 5940	E-Commerce Payment Transactions	Grande Prairie Public Library	23.53	11045	11/20/24	<u>23.53</u>
Green Hills Public Library District 5940	E-Commerce Payment Transactions	Green Hills Public Library District	75.75	11046	11/20/24	<u>75.75</u>
Hinsdale Public Library 5940	E-Commerce Payment Transactions	Hinsdale Public Library	15.10	11047	11/20/24	<u>15.10</u>
Itasca Community Library 5940	E-Commerce Payment Transactions	Itasca Community Library	9.41	11048	11/20/24	<u>9.41</u>
Lansing Public Library 5940	E-Commerce Payment Transactions	Lansing Public Library	40.97	11049	11/20/24	<u>40.97</u>
Linda Sokol Francis Brookfield Library 5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	34.88	11050	11/20/24	<u>34.88</u>
Markham Public Library 5940	E-Commerce Payment Transactions	Markham Public Library	12.64	11051	11/20/24	<u>12.64</u>
Matteson Public Library 5940	E-Commerce Payment Transactions	Matteson Public Library	43.84	11052	11/20/24	<u>43.84</u>
McCook Public Library District 5940	E-Commerce Payment Transactions	McCook Public Library District	15.11	11053	11/20/24	<u>15.11</u>
Messenger Public Library of North Aurora 5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	30.22	11054	11/20/24	<u>30.22</u>

SWAN Library Services

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Midlothian Public Library 5940	E-Commerce Payment Transactions	Midlothian Public Library	31.52	11055	11/20/24	<u>31.52</u>
MissionSquare Retirement 5024	Retirement Benefits	MissionSquare Retirement - qtrly fee 10/1/24-12/31/24	250.00	11056	11/20/24	<u>250.00</u>
Nicor Gas 5120	Utilities	Nicor Gas - 10/15/24 - 11/13/24	69.89	11057	11/20/24	<u>69.89</u>
Oak Lawn Public Library 5940	E-Commerce Payment Transactions	Oak Lawn Public Library	32.98	11058	11/20/24	<u>32.98</u>
Oak Park Public Library 5940	E-Commerce Payment Transactions	Oak Park Public Library	476.69	11059	11/20/24	<u>476.69</u>
Park Forest Public Library 5940	E-Commerce Payment Transactions	Park Forest Public Library	79.82	11060	11/20/24	<u>79.82</u>
Reliance Standard Life Insurance Co. 5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - December	937.57	11061	11/20/24	<u>937.57</u>
River Forest Public Library 5940	E-Commerce Payment Transactions	River Forest Public Library	19.86	11062	11/20/24	<u>19.86</u>
River Grove Public Library District 5940	E-Commerce Payment Transactions	River Grove Public Library District	65.05	11063	11/20/24	<u>65.05</u>
St. Charles Public Library District 5940	E-Commerce Payment Transactions	St. Charles Public Library District	188.39	11064	11/20/24	<u>188.39</u>
Sugar Grove Public Library District 5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	272.84	11065	11/20/24	<u>272.84</u>
Town & Country Public Library District				11066	11/20/24	<u>17.07</u>

SWAN Library Services

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Town & Country Public Library District	17.07			
Unique Integrated Communications, Inc.				11067	11/20/24	<u>7,195.58</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	505.08			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee	6,690.50			
University Park Public Library District				11068	11/20/24	<u>8.97</u>
5940	E-Commerce Payment Transactions	University Park Public Library District	8.97			
Villa Park Public Library				11069	11/20/24	<u>57.43</u>
5940	E-Commerce Payment Transactions	Villa Park Public Library	57.43			
Wellness Insurance Network-WIN				11070	11/20/24	<u>158.18</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - November	158.18			
Westchester Public Library				11071	11/20/24	<u>92.16</u>
5940	E-Commerce Payment Transactions	Westchester Public Library	92.16			
Westmont Public Library				11072	11/20/24	<u>219.29</u>
5940	E-Commerce Payment Transactions	Westmont Public Library	219.29			
Woodridge Public Library				11073	11/20/24	<u>35.44</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	35.44			
Worth Public Library District				11074	11/20/24	<u>31.52</u>
5940	E-Commerce Payment Transactions	Worth Public Library District	31.52			
Cynthia Romanowski				11075	11/20/24	<u>949.76</u>
5210	Conference Travel	Cynthia Romanowski airfare	117.96			
5210	Conference Travel	Cynthia Romanowski - parking	45.00			
5210	Conference Travel	Cynthia Romanowski - hotel	457.80			
5230	Staff Professional Development	Cynthia Romanowski - CORE Forum	329.00			

SWAN Library Services

Check Register

All Bank Accounts

November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Virginia Blake				11076	11/20/24	<u>231.95</u>
5310	Travel Reimbursement	Virginia Blake mileage	231.95			
ComEd				51232	11/06/24	<u>491.68</u>
5120	Utilities	ComEd	491.68			
First Bankcard				51233	11/15/24	<u>9,744.60</u>
5210	Conference Travel	First Bankcard - Skog ILA conference	55.00			
5510	Office Supplies	First Bankcard - Amazon	22.37			
5510	Office Supplies	First Bankcard - Amazon	142.54			
5210	Conference Travel	First Bankcard -meals	68.86			
5210	Conference Travel	First Bankcard - ILA conference meal	95.60			
5210	Conference Travel	First Bankcard - meals	24.39			
5210	Conference Travel	First Bankcard - ILA conference hotel	541.65			
2005	Library Consortia Special Interest Group Funds	First Bankcard - Consortia SIG meal	97.00			
5420	Application Software Licensing	First Bankcard - GNS (watchguard panda)	1,125.00			
5510	Office Supplies	First Bankcard - Amazon	28.58			
5420	Application Software Licensing	First Bankcard - Wordpress	26.16			
5220	Staff Meetings	First Bankcard - meals	110.89			
5520	Postage	First Bankcard	8.50			
5520	Postage	First Bankcard	75.55			
5480	Telecommunications	First Bankcard - grasshopper	48.68			
5450	Data Management Services	First Bankcard - Marcive	336.96			
5230	Staff Professional Development	First Bankcard - HR Source Conference - Blake	329.00			
5230	Staff Professional Development	First Bankcard - ERAMPL annual	650.00			
5520	Postage	First Bankcard	8.50			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5430	Server Software Licensing	First Bankcard - Adobe	5,254.80			
5430	Server Software Licensing	First Bankcard - DNS made easy	42.62			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
5520	Postage	First Bankcard	60.95			

SWAN Library Services Check Register

All Bank Accounts
November 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5230	Staff Professional Development	First Bankcard - crediissued for SirsiDynix Library	-40.00			
First Bankcard				51234	11/15/24	<u>19,602.58</u>
5430	Server Software Licensing	First Bankcard - Microsoft Azure	6,271.76			
5450	Data Management Services	First Bankcard - ICS Learning Group	487.03			
5480	Telecommunications	First Bankcard - Grasshopper	48.97			
5510	Office Supplies	First Bankcard - Target	54.81			
5450	Data Management Services	First Bankcard - ICS Learning Group	5,357.27			
5510	Office Supplies	First Bankcard - Amazon	20.95			
5430	Server Software Licensing	First Bankcard - Microsoft	184.80			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5430	Server Software Licensing	First Bankcard - DNS Made easy	61.84			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	6,445.15			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
6010	Bank Fees	First Bankcard	39.00			
Check List Total						<u><u>42,697.21</u></u>

SWAN BOARD MEETING MINUTES

November 22, 2024, 9:30 a.m.

Tinley Park Public Library

2nd floor Board Room

7851 Timber Drive

Tinley Park, IL 60477

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:33 a.m. The following Board members were present to establish a quorum.

- a. Dawn Bussey – arrived at 9:37 a.m.
- b. Jennifer Cottrill
- c. Samantha Johnson
- d. Zach Musil
- 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 22, 2024, SWAN Board Meeting Agenda

Musil moved, seconded by Waltman that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 22, 2024, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, October 2024

Bussey moved, seconded by Musil that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1, 2024, THROUGH OCTOBER 31, 2024, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR OCTOBER 2024

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the October 18, 2024, SWAN Board Meeting Minutes

Bussey moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2024, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

6. Action Item

Acceptance of the October 18, SWAN Environmental Scan Task Force Meeting Minutes

Blazek moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2024, SWAN ENVIRONMENTAL SCAN TASK FORCE MEETING MINUTES

Motion carried by unanimous voice vote.

7. Reports

a. Board President Report

None

b. Executive Director Report

Skog updated the board on the FY26 budget preparation. The office move is scheduled for the 25th. The board discussed some considerations for the Quarterly meeting agenda on December 5th. Skog also reviewed the November financial report.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet. SWAN has hired a Network Administrator that will start in January. Brandwein discussed the site visit with several SWAN employees to William Leonard Public Library for training and consultation.

Treasurers Report

Johnson commented on the discussion with the Finance committee on investment funds.

c. Board Calendar

The Board calendar was reviewed.

8. Information item

Sick Leave Donation annual report.

Skog provided an annual report of the Sick Leave Donation balance. This will continue to be presented annually.

9. Discussion

SWAN Quarterly meeting December 5, 2004

The board discussed some considerations for the December 5th Quarterly meeting agenda.

Cottrill adjourned the meeting at 10:14 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek
Board Secretary

SWAN Board Environmental Scan Task Force Minutes

November 22, 2024
Tinley Park Public Library
2nd floor Board Room
7851 Timber Drive
Tinley Park, IL 60477-5387

Call to Order, Roll Call

The meeting was called to order at 10:20 a.m.

Present: Anna Wassenaar, Jesse Blazek, Jennifer Cottrill, Aaron Skog

Introduction of Visitors/Public Comment

Zach Musil, Colleen Waltman

Discussion – Debrief on interviews with CCS & Pinnacle Library Cooperative

Interviews with CCS, SHARE, and Pinnacle were discussed. The interviews started with questions about their analytics platform, which all were using a web based solution called Simply Reports. The staff interface for Polaris which has been redesigned in a web based solution called Leap. The role of knowing or learning the reporting “structured query language” or SQL was discussed. It was agreed that Polaris, Leap, and Simply Reports is a viable option for SWAN. It would however have trade offs from the existing SWAN solution but also improve some of the frustration noted in the annual Platform Survey.

Update for SWAN Quarterly December 5th meeting

The purpose of the task force will be reviewed at the Quarterly, with an update about the interviews and upcoming group interviews.

Adjournment

The meeting adjourned at 10:43 a.m.

Task Force Member	Library	Office	Term Expires
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

DRAFT

SWAN Executive Director Report

December 20, 2024

Update on Activities

Office move completed

The move to the new office at 915 Harger Rd was completed just before the Thanksgiving holiday. Office desks are set up and electricians worked on site to hook up power to the six cubicles in the open floor plan. Comcast installed the internet connection, and we have the staff wi-fi ready. All that remains before we can begin using the office is to pass a 911 test with the fire department which is scheduled on Thursday, December 19th.

Rent payments will begin September 2025, per the terms of the lease we have 9 months' rent abatement. The \$22,467.08 security deposit for the Quail Ridge office is tracked on the monthly balance sheet under the Current Assets Deposits category. The facility manager at Quail Ridge provided a verbal confirmation that his walkthrough was satisfactory and SWAN will be receiving a check for the security deposit. The new office requires a security deposit of two months' rent totaling \$8,352.42 which will be reflected in next month's December financial statements.

Board Considerations

FY26 budget draft

I have completed a draft budget for FY26 which we will discuss as part of the December 20th board meeting agenda.

To summarize the budget:

- Online patron registration subscription for all libraries is added as a new expense
- Novelist Select subscription removed
- Facility telecommunications expense reduced
- Reduction in buildings & grounds budget due to new commercial lease

I have included a memo outlining the major highlights of the FY26 budget.

Circulation Policy revision

The SWAN Board review of policies continues this month with the Circulation Policy. There recently was discussion at the Circulation Advisory group meeting of needing to refer to SWAN's policy so that

requesting a home address from a patron is a requirement. The policy was last reviewed by the SWAN Board in May 2020.

Novelist Select subscription

I have included a recommendation on SWAN’s Novelist Select subscription in the packet for the December 20, 2024 board meeting.

Monthly Financial Report

November Balance Sheet

The Fund Balance Unrestricted line for November is \$2,893,173.82 which is unchanged from the previous month. The table below shows the current FY25 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,893,173.82
Expenses to be paid from reserve	(\$40,000.00)
	\$2,853,173.82
SWAN annual expense budget	\$4,093,745.90
	70%
Number of months operating expense in reserve	8.4

Revenue & Expense Report

This month will be 42% of the budgeted revenue and expenses. SWAN’s financials are presented on a cash basis for this current fiscal year 2025. The total revenue is reflected in the library membership fees invoiced for two quarters, plus invoices sent for the full year of the EBSCO group purchase which has our revenue at 51%.

	FY25 Budget	Ending November 2024	Percentage of budget YTD 42%
Total Revenue	\$4,053,746.00	\$2,072,807.30	51%
Total Expenses	\$4,093,745.90	\$1,955,711.83	48%
Over / (Under)	(\$39,999.90)	\$117,095.47	

Accounts Receivable

4010 - SWAN Full Membership Fees: 2nd quarter invoices were sent out in October 2024, reflecting 49.94% of this revenue budget line.

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

4190 – Member Group Purchase Receipts: 61.04%

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%

The 2nd quarter payment was made to SWAN totaling \$125,153.92 in October.

4510 – Interest Income: 48.98%

SWAN's Money Market rate for October is 4.92% which has been dropping slowly after a high of 5.59% rate in June. Interest income from the IMET Convenience Fund is now recorded in this line.

Accounts Payable

5110 – Rent/Lease: 46.31%

This expense line will be over budget through December and then after the SWAN office move in December we will have the negotiated 9 months' rent abatement through the rest of the fiscal year.

5260 – Online Learning: 318.00%

Staff training for SWAN's online learning platform; arranged after the departure of the Bibliographic Services Consultant.

5460 – Information Subscription Service: 104.13%

EBSCO Novelist Select and ProQuest Syndetic Solutions subscription paid for the full year.

5470 – Subscription Support Services: 141.56%

The new SWAN ticketing system HaloITSM expense subscription paid for the full year.

5899—Annual Conference Facility Contract: 135.61%

The expanded August 2024 SWAN Expo included additional rooms which resulted in a higher than budgeted expense for the Morain Valley Community College Business and Conference Center space.

5990 – Group Purchases – Content: 60.26%

July recorded the full EBSCO group-purchase expense (RAILS EBSCO "flagship package") for FY25 with the offsetting revenue recorded in the #4190 Group Purchase Receipts.

Operations Report: November 2024

Summary

Membership engagement activities and statistics are reported through the month-end of November 2024. 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 2024.

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
11/12/2024	Aspen Users	User Experience	Membership Meeting
11/13/2024	Book Club Users	Administration	Membership Meeting
11/13/2024	On-site Training (ROS)	Administration; Information Technology & System Support; User Experience	Consultation
11/20/2024	Circulation Advisory	User Experience; Information Technology & System Support; Bibliographic Services	Consultation
11/21/2024	ILL/Circ/Quarterly Billing Office Hours	Information Technology & System Support; Administration	Consultation
11/22/2024	SWAN Board Meeting	Administration	Governance
11/26/2024	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Aspen Users (11/12/2024)

The Aspen Users group discussed new features in Aspen and Aspen LiDA, and three libraries agreed to participate in a pilot of new features in the Aspen purchase suggestions system. The group also discussed challenges searching for series in Aspen and session ideas for the first in-person Aspen Users meeting in March 2025.

Book Club Users (11/13/2024)

This group met to discuss several topics regarding procurement of materials to support book clubs. This included current practice for in-house vs patron-led book clubs, difficulties in bulk procurement, elements of the defunct KitKeeper software that we might want to recreate, and moving towards SWAN-wide standards for book club discussion holds placement. The group also discussed collaboration opportunities and creating a central resource listing libraries providing book club services and how a resource of this type might be used.

Circulation Advisory (11/20/2024)

The group discussed the changes to the group in 2025 as Circulation Advisory becomes the Circulation Working Group. The group also discussed adding to the Circulation Policy, “Patron addresses are required in SWAN to facilitate NCOA processing” in response to a recent inquiry about patron privacy and purging personal data on an individual basis.

Major Projects & Research

Aspen Discovery

Aspen release 24.11 included an often requested feature for masquerade mode, which was developed at Nashville Public Library. Staff can now enter masquerade mode from any page, and they will be able to keep their place. This release also included work sponsored by the CLEVNET consortium to use Symphony APIs with the self check functionality in the Aspen LiDA app. This release allows us to resume our self check pilot with Downers Grove, Lansing, and Indian Prairie in early 2025.

DDoS attack

While we are no longer experiencing the denial of service attack, we are still getting reports of patrons blocked from accessing the catalog due to the security measures implemented during the attack. ByWater is currently investigating Google Cloud Armor as a potential protection measure, and we’re awaiting an update following those conversations.

Hoopla scopes

Olivia Montolin is currently testing changes to our Hoopla implementation. Settings in Hoopla do not sync to libraries’ maximum cost settings, and currently libraries are grouped into scopes in Aspen set to a \$3 or \$5 maximum cost. Some libraries have different maximum cost settings in their Hoopla instance. Olivia is experimenting with setting up individual scopes per library and testing the performance impact. If her testing is successful, we will implement these scopes in the new year.

IT Infrastructure

Between November 21st and 22nd, ITSS began dismantling the remainder of the SWAN office server room in preparation for the move date. The two Domain Controllers were officially retired and our domain controller in Microsoft Azure has taken over basic functions. Microsoft’s cloud features have replaced many of the traditional on-premises requirements. After ensuring that there weren’t any

hiccups related to the demotion of the servers, we returned the following Monday to officially pull the plug on the network. Everything in the server room was removed, as well as our wireless equipment and door control system. These may not all go back into service at the new office in Oak Brook, but we'll have the equipment available should the need arise.

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
Bi-Weekly	HaloITSM Ticketing Configuration	All (Admin Lead)	Partnerships
11/1/2024	SWAN & CLEVNET Notices Chat	All	Partnerships
11/4/2024	Aspen Governance Task Force	Administration; User Experience	Partnerships
11/7/2024	Aspen Gathering	All	Partnerships
11/11/2024	Arctic Wolf Quarterly Account Review	Information Technology & System Support	Partnerships
11/12/2024	DEI in Metadata Networking Group Meeting	Administration	Partnerships
11/19/2024	Aspen Community Meeting	All	Partnerships
11/20/2024	SirsiDynix SureSailing	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

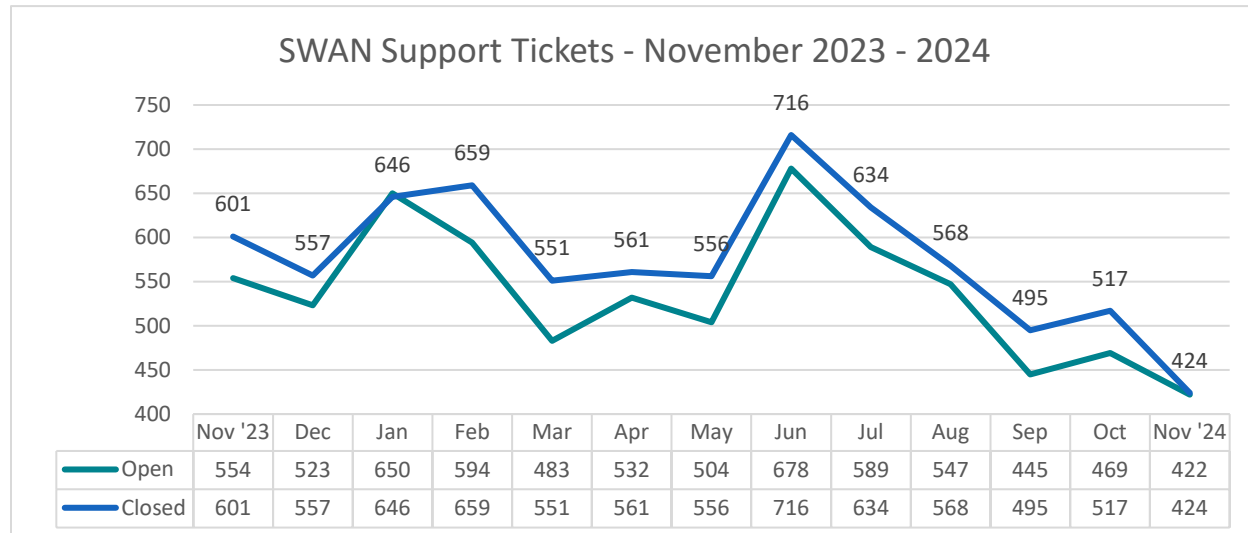
System Maintenance & Outage Calendar

Rebuild Headings/Text Database	Labor Day Headings and Text rebuild. ...	Planned, SirsiDynix	Sun 9/1/2024	Tue 9/3/2024
Aspen Test Release		Aspen	Fri 9/6/2024	Sat 9/7/2024
Aspen Outage	Issue with directory permissions on By...	Outage, Aspen	Tue 9/10/2024	Tue 9/10/2024
Aspen Production Release		Aspen	Wed 9/18/2024	Thu 9/19/2024
Aspen Test Release		Aspen	Fri 10/4/2024	Sat 10/5/2024
Aspen Server Migration		Aspen	Thu 10/10/2024	Thu 10/10/2024
Aspen Performance Issues	After the Aspen Server migration was c...	Outage, Aspen	Fri 10/11/2024	Fri 10/11/2024
Aspen Production Release		Aspen	Wed 10/16/2024	Thu 10/17/2024
Aspen Test Release		Aspen	Fri 11/8/2024	Sat 11/9/2024
Aspen Catalog/LiDA Down	An apparent issue with Apache on the ...	Outage, Aspen	Tue 11/12/2024	Wed 11/13/2024

Support Tickets

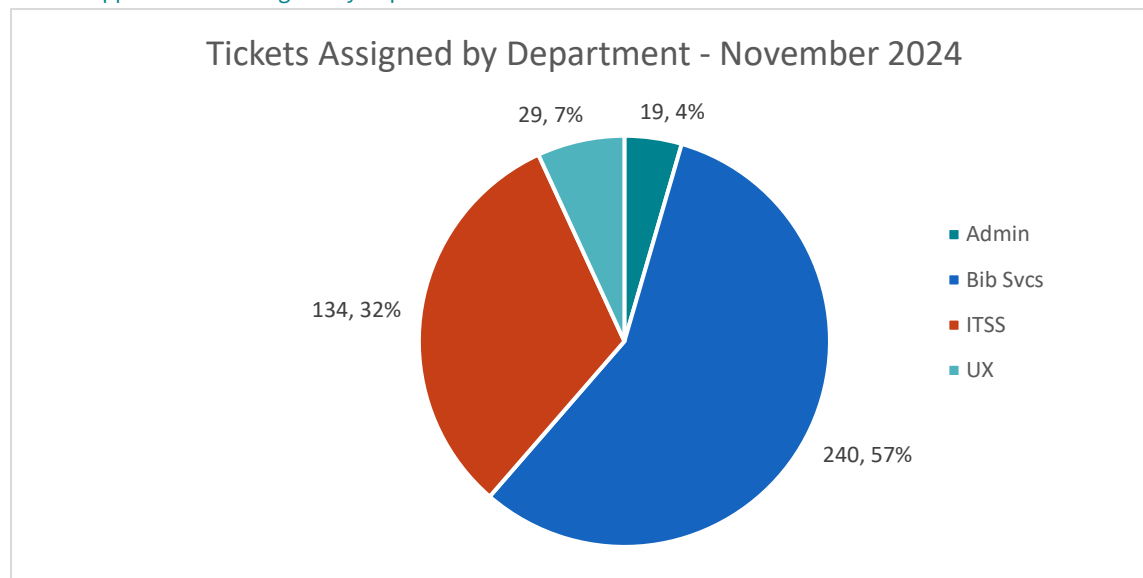
SWAN support staff continue to maintain an excellent monthly open/closed ticket ratio. Overall ticket volume has continued to decrease steadily since this summer and reached an annual low in November.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

The SWAN management team is evaluating our member library and public facing web presence, which includes our support site, patron site, and new ticketing platform. Through several content strategy activities and discussions, we have decided on a redesign in 2025 with the goals to:

- Retire the current patron site and use a single primary site (the current support site) for better communications to the public, potential member libraries, fellow consortia, and SWAN member libraries.

- Move our catalog help documentation on the patron site over to the new primary site, making it more easily accessible for staff answering patron questions.
- Implement single sign-on and additional updates.

We are in the early planning stages; we plan to reach out to member library staff for usability testing in the first quarter of 2025. Membership decisions around the future of online patron registration will have some impacts on this project, and we are looking at a go-live some time following the March 2025 Quarterly meeting.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

We added 17 new users in November to the SWAN online learning management system.

We are currently completing the annual review of courses in the LMS. SWAN staff and Circulation Advisory Group members have reviewed the courses and provided feedback; Crystal Vela and Sam Dietel will update courses and republish after December 13th.

On-site Training and Consultation

Samantha Dietel had two Circulation Consultations in November. She met with the Theosophical Society in America (TOD) to discuss adjusting circulation configuration for some local, specialized collections. She also met with Broadview Public Library District (BRS) to address various circulation questions including ILLINET reporting, managing the holds shelf, and patron management.

Crystal Vela, Vickie Totton, and Scott Brandwein visited William Leonard Public Library (ROS). Topics included using the support site, searching prior to creating a new patron card, and creating and fulfilling holds. making a library card. During the visit, SWAN staff decided it was time to add ROS to the main resource sharing group. Adding them back into the group will happen in the new year.

Crystal Vela and Samantha Dietel delivered their reimagined Workflows Detective presentation to the staff at Woodridge Public Library on November 15th.

E-Resources & OpenAthens

Olivia worked closely with Scott Kartsounes of Manufacturers' News, Inc. (MNI) and EBSCO Information Services to set up authentication using OpenAthens for the database, IndustrySelect. IndustrySelect is a database of U.S. manufacturers, suppliers, and industrial service providers. Now that the product has been added to the list of compatible providers for OpenAthens, any library adding this resource will be easily able to set remote authentication.

Staff Updates and Development

Staffing Updates

Network & Security Administrator

We're happy to announce that Lexii Klopp has accepted the offer to become our new Network & Security Administrator! Her passion for libraries and SWAN, along with her skillset make us confident that she'll be an excellent addition to the ITSS team. Lexii will officially start on Monday, January 6, 2025.

Maintenance

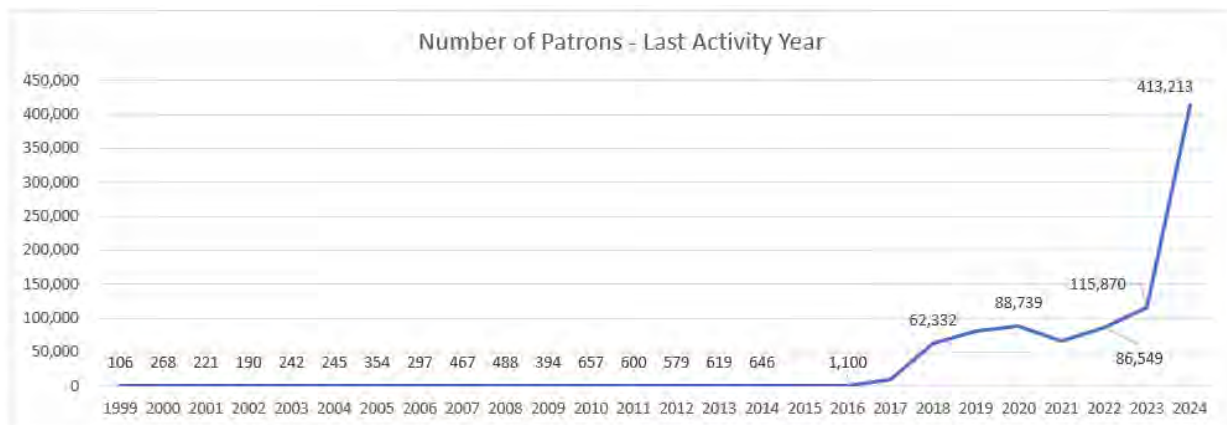
Automatic Monthly Patron Record Removal

In November, we purged 4,720 inactive patrons from the database.

So far in 2024, there have been 413,213 patrons active in SWAN. Coupled with 2023 last-active users (123,009) this represents 57% of the total patron database. Since January 1, 2020, 83% of the total patron database has been active.

We will see these percentages jump in the coming year when we perform the last phase of our Patron Purge transition. We have been gradually reducing the threshold of inactivity after which we purge patrons. This inactive patron threshold started at 10 years inactivity, and over subsequent years, we have reduced it to 9, 8, and 7. Next year, we are taking the final step and starting in February 2025, we will purge inactive patrons after 5 years.

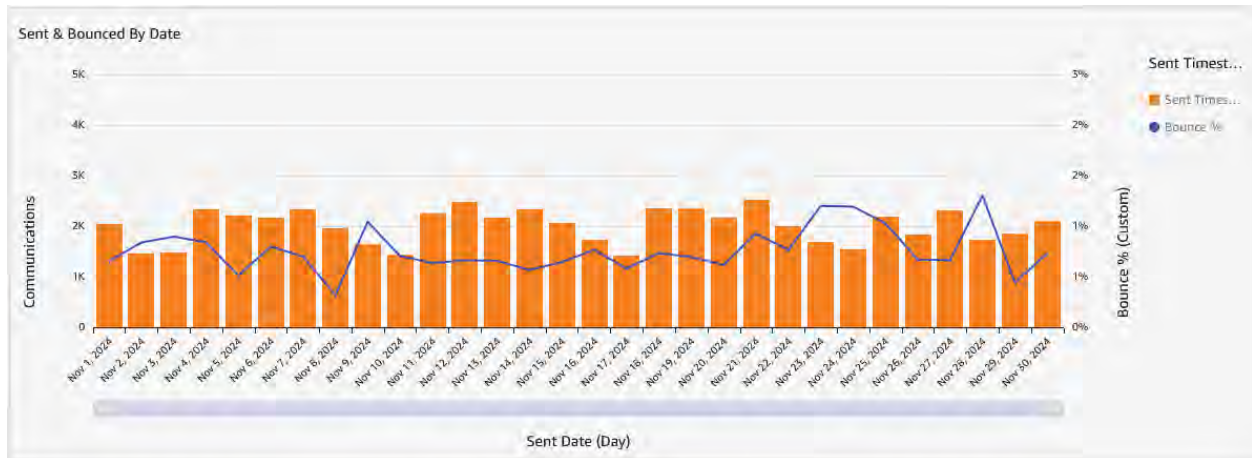
SWAN recommends purging all patron records with last activity date prior to 12/1/2014 regardless of outstanding bills.



MessageBee Statistics

SMS notifications

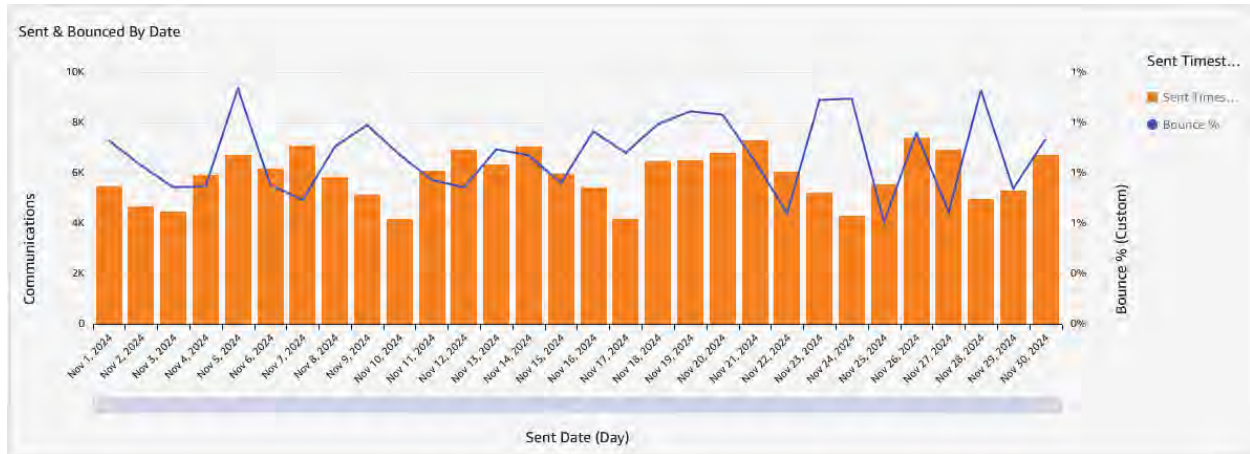
Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
November, 2023	55,328	54,730	98.92%	598	1.08%
December, 2023	55,039	54,420	98.88%	619	1.12%
January, 2024	61,426	60,771	98.93%	655	1.07%
February, 2024	55,111	54,538	98.96%	573	1.04%
March, 2024	56,938	56,287	98.86%	651	1.14%
April, 2024	57,823	57,196	98.92%	627	1.08%
May, 2024	58,436	57,840	98.98%	596	1.02%
June, 2024	60,479	59,835	98.94%	644	1.06%
July, 2024	64,639	63,356	98.02%	1,283	1.98%
August, 2024	63,348	61,743	97.47%	1,605	2.53%
September, 2024	62,149	61,470	98.91%	679	1.09%
October, 2024	63,337	62,349	98.44%	988	1.56%
November, 2024	59,852	59,411	99.26%	441	0.74%



Email notifications

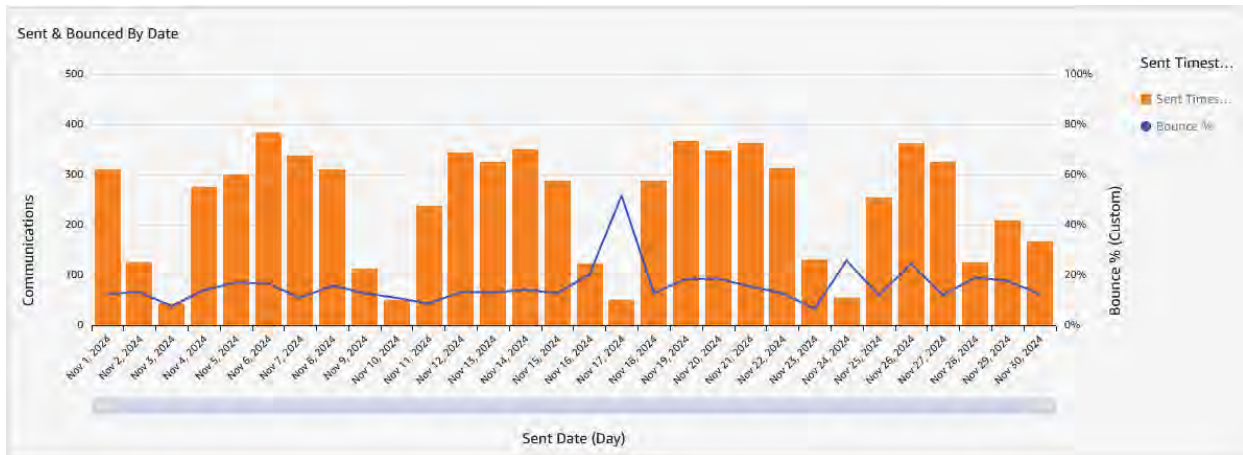
Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
November, 2023	174,812	173,556	99.28%	1,256	0.72%
December, 2023	172,527	171,315	99.30%	1,212	0.70%
January, 2024	188,299	187,100	99.36%	1,199	0.64%
February, 2024	164,441	163,327	99.32%	1,114	0.68%
March, 2024	170,447	169,363	99.36%	1,084	0.64%
April, 2024	168,979	167,812	99.31%	1,167	0.69%

May, 2024	173,226	171,978	99.28%	1,248	0.72%
June, 2024	178,488	176,976	99.15%	1,512	0.85%
July, 2024	191,096	189,650	99.24%	1,446	0.76%
August, 2024	186,461	185,127	99.28%	1,334	0.72%
September, 2024	187,593	185,426	98.84%	2,167	1.16%
October, 2024	187,542	185,930	99.14%	1,612	0.86%
November, 2024	173,709	172,286	99.18%	1,423	0.82%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
November, 2023	7,239	6,911	95.47%	328	4.53%
December, 2023	6,804	6,494	95.44%	310	4.56%
January, 2024	8,016	7,629	95.17%	387	4.83%
February, 2024	7,383	7,020	95.08%	363	4.92%
March, 2024	6,977	6,692	95.92%	285	4.08%
April, 2024	7,075	6,748	95.38%	327	4.62%
May, 2024	7,263	6,943	95.59%	320	4.41%
June, 2024	7,185	6,843	95.24%	342	4.76%
July, 2024	7,774	7,402	95.21%	372	4.79%
August, 2024	7,542	7,190	95.33%	352	4.67%
September, 2024	7,113	6,784	95.37%	329	4.63%
October, 2024	7,308	6,928	94.80%	380	5.20%
November, 2024	6,742	6,414	95.13%	328	4.87%



Print Notices

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

Month/Yr	Bill Notices	Amount
November, 2023	577	\$ 496.83
December, 2023	499	\$ 429.63
January, 2024	581	\$ 501.95
February, 2024	428	\$ 372.36
March, 2024	349	\$ 303.63
April, 2024	378	\$ 274.86
May, 2024	467	\$ 406.29
June, 2024	428	\$ 372.36
July, 2024	450	\$ 404.50
August, 2024	471	\$ 433.32
September, 2024	426	\$ 391.92
October, 2024	518	\$ 505.08
November, 2024	475	\$ 437.00

SendGrid Statistics

Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Addresses			Messages		
				Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Nov, '23	93,981	81,824	87.06% (80,525)	578	6	26	1,822	11,987	144
Dec, '23	79,685	71,685	89.96% (70,801)	363	8	21	1,132	7,853	126
Jan, '24	91,086	86,305	99.01% (85,455)	334	8	28	1,112	4,626	127
Feb, '24	69,276	67,302	99.09% (66,692)	179	5	39	817	1,806	129
Mar, '24	63,300	61,349	99.16% (60,835)	153	4	14	589	1,794	143
Apr, '24	70,264	68,177	99.03% (67,521)	148	3	24	935	1,931	132

May '24	75,532	73,381	98.92% (72,593)	162	14	22	1,405	2,003	126
Jun '24	83,855	82,001	98.95% (81,140)	200	6	40	1,492	1,672	142
Jul '24	82,085	79,731	98.76% (78,747)	232	8	38	1,558	2,066	250
Aug, 24	78,843	76,460	98.88% (75,545)	210	10	38	1,517	2,087	258
Sep, 24	66,608	64,428	98.75% (63,626)	194	2	34	1,018	1,890	256
Oct, 24	68,891	66,570	98.92% (65,856)	158	5	24	1,080	2,083	214
Nov, '24	61,629	59,468	98.91% (58,825)	141	3	31	765	1,907	223

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

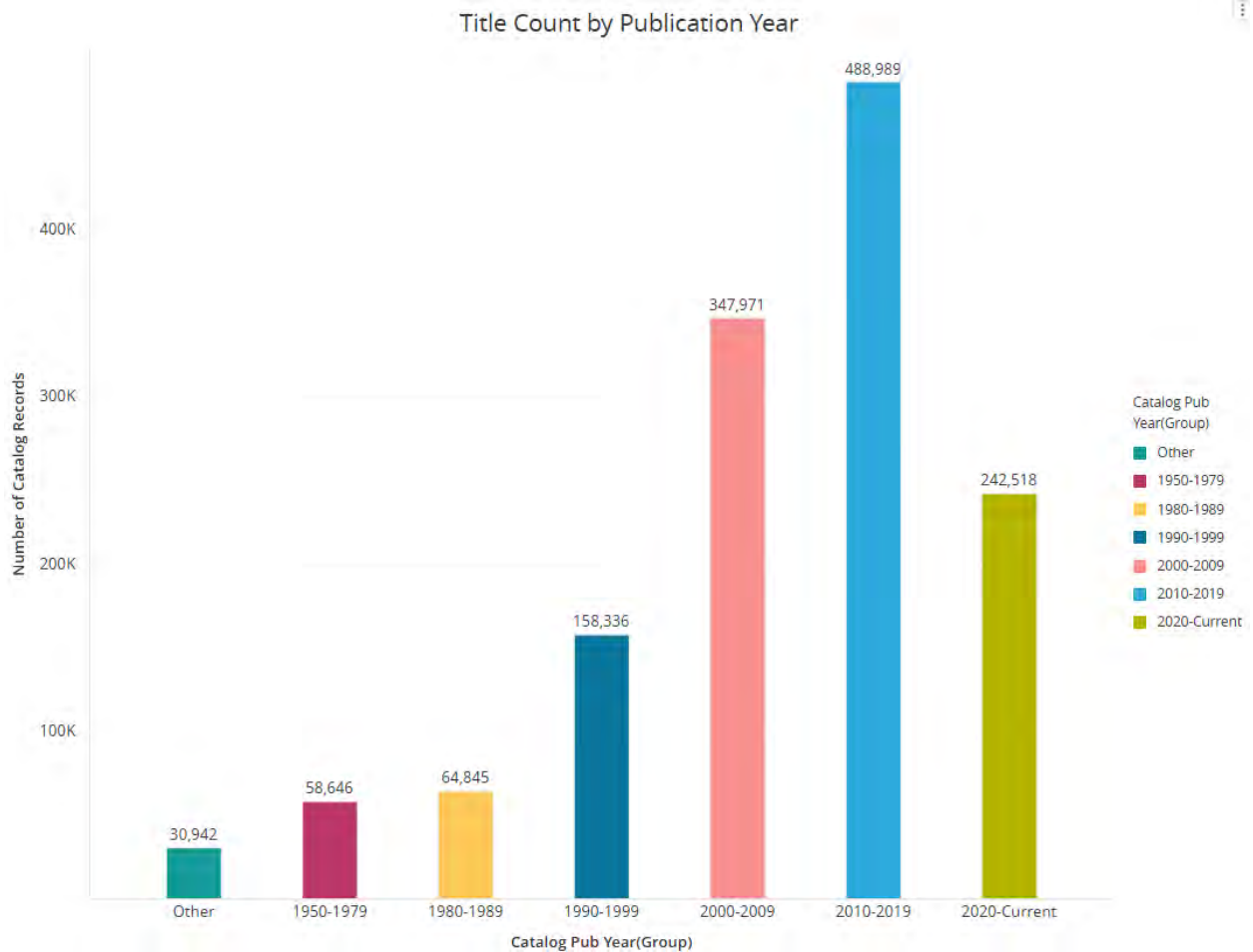
Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN’s bibliographic database.

	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	40	1,315
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2,338	1,968	1,838	26,235
Orig 2024	134	149	127	132	125	80	129	63	99	80	80		
Copy 2024	2072	1936	1633	1967	1727	1630	1658	1293	1652	2030	2002		

Items Added in 2024

In November, 37,481 new items were added to our database, including 5,930 new catalog records. Just over 2,000 records were overlaid by SWAN cataloging staff with cataloging libraries contributing at varying levels to total 5,297 new bibliographic records across SWAN.

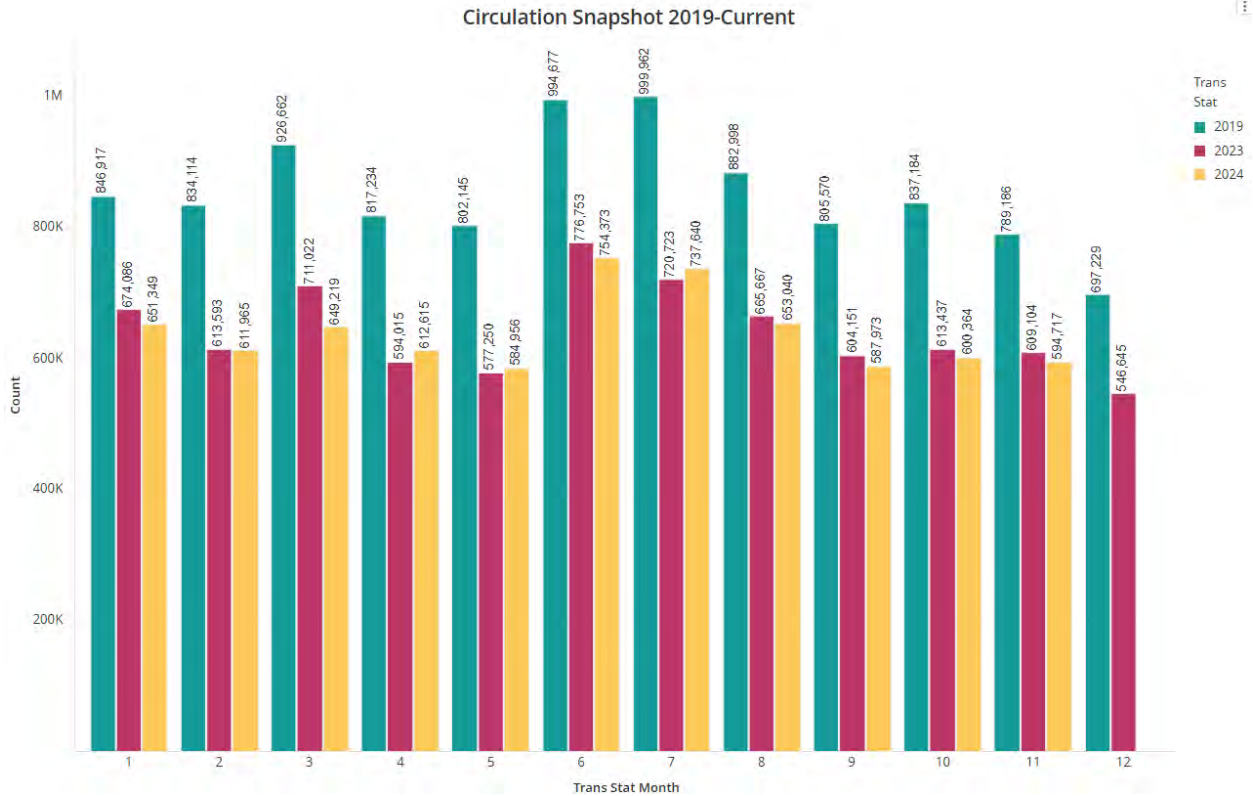
A snapshot of our physical collection currency is illustrated in the graph below. Titles published in the past 5 years make up 17.4% of our collection. Including titles published since 2010 brings the total to 52.5%.



Circulation

Monthly total comparison since 2019

In November, we had 594,717 systemwide circulations, which is 97.6% of the rate in November 2023 and 72% of the pre-pandemic count from November 2019.



Holds

Holds Placement & Pick-up

The number of patrons placing holds was 37,918 in November, with 180,037 total holds placed. We are still unable to distinguish between holds placed in Aspen versus LiDA, though ByWater Solutions is aware this is a priority for us.

Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 97,198 in November, for 17% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 18% of total checkouts at 98,618 checkouts. Non-SWAN reciprocal borrowing made up another 3% of checkouts as usual.

OCLC Worldwide Resource Sharing

Our combined OCLC interlibrary loan statistics show that SWAN was again a net lender in November by a ratio of 1.82 items lend for each item borrowed. We lent 2,379 items and 8 copies and borrowed 1,302 items and 31 copies.

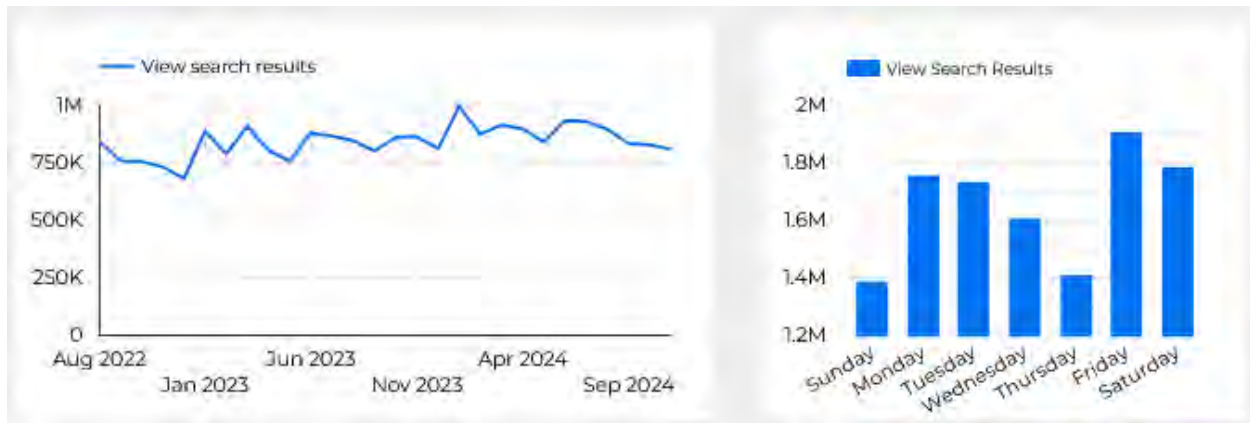
Online Public Catalog - Aspen

Top 25 Searches in Aspen (November 2024)

1. thanksgiving
2. christmas
3. freida mcfadden

- | | | |
|---------------------------------|---------------------|-----------------------------|
| 4. wicked | 11. movies | 19. taylor swift |
| 5. kristin hannah | 12. minecraft | 20. dog man |
| 6. library of things | 13. wild robot | 21. louise penny |
| 7. ps4. games | 14. the women | 22. small things like these |
| 8. winter | 15. james patterson | 23. diary of a wimpy kid |
| 9. harry potter | 16. native american | 24. the grey wolf |
| 10. nintendo switch video games | 17. cat | 25. I survived |
| | 18. dinosaur | |

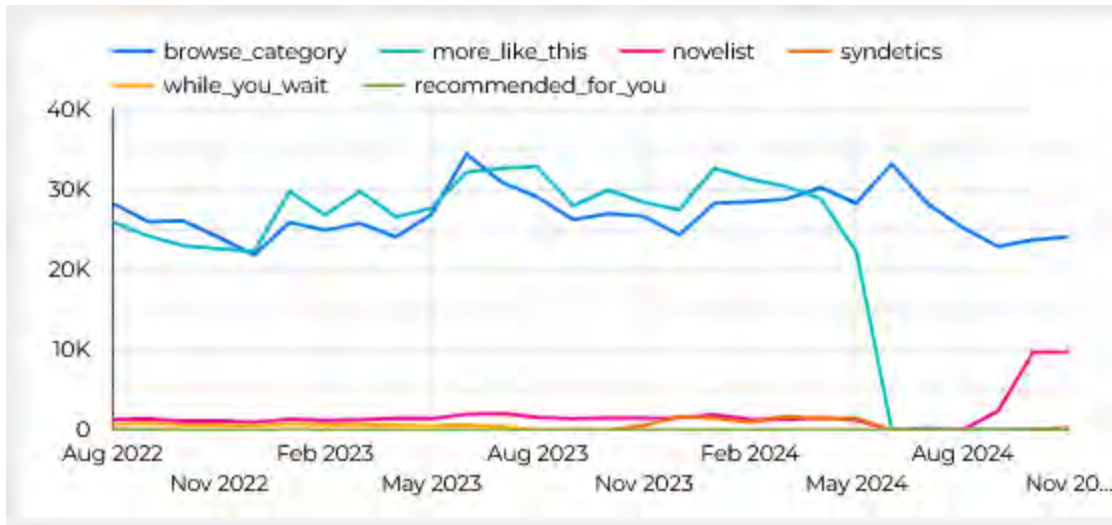
Results Pageviews in Aspen



Usage of Recommendations

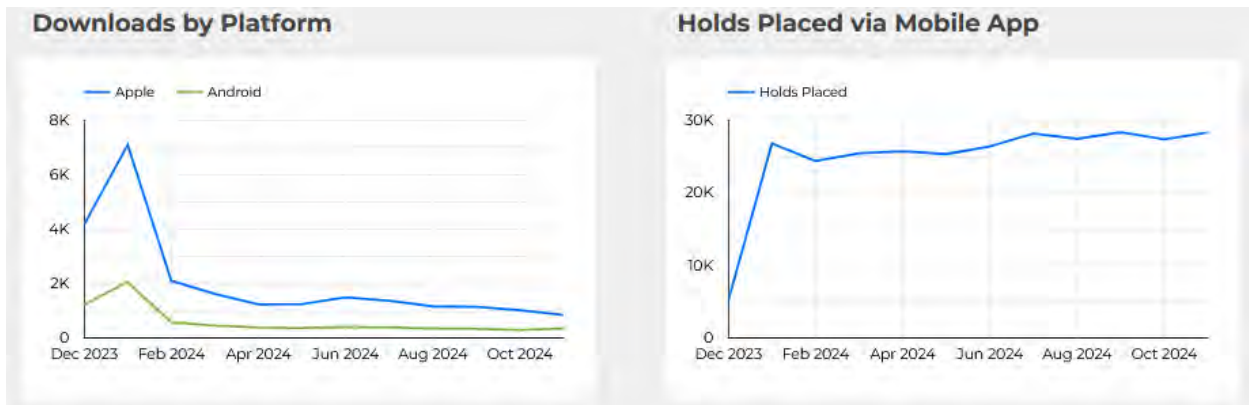
This data measures clicks on title recommendations presented to patrons.

- Browse categories appear on the home page and they are generated by library staff
- “More Like This” were auto-generated by ProQuest Syndetics and appeared on a grouped work or record detail page – *removed June 2024 and replaced with the new Novelist Select display.*
- “While You Wait” are auto-generated by Aspen, and appear when you place a hold or view your holds and checkouts.
- “Recommended for you” appears in My Account for patrons that use the star rating tool.
- “Novelist” refers to Novelist Select, which was upgraded to a new version in June 2023. October 2024 is the first full month of statistics available for the new version.
- “Syndetics” refers to Syndetics Unbound recommendations, which were enabled in some catalogs from November 2023 to May 2023



SWAN Libraries + App – Aspen LiDA

January 2024 is the first full month of available statistics for the SWAN Libraries + app (the app was launched mid-month December 2023).



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 19, 2024	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. Approve schedule for regular board meetings for next 12 months.
Friday, August 16, 2024	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 5, 2024	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 20, 2024	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 18, 2024	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 22, 2024	Regular SWAN Board Meeting	Board accepts FY24 audit. Aaron to bring FY26 Budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for 2025 calendar
Friday, December 20, 2024	Regular SWAN Board Meeting	Review of FY26 Budget Draft
Friday, January 24, 2025	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
Tuesday, February 4, 2025	Committee of the Whole meeting (virtual)	Meeting to discuss FY23 budget, fees, and reserves worksheet.
Friday, February 21, 2025	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 6, 2025	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 21, 2025	Regular SWAN Board Meeting	
Friday, April 18, 2025	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 23, 2025	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 5, 2025	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 20, 2025	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts. Director Evaluation - Provide results and discuss (Executive Session).

SWAN Board & Membership Meeting Schedule 2024 - 2025

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	Bloomington Public Library
Friday, April 19, 2024	Regular SWAN Board Meeting	Bloomington 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
Friday, July 19, 2024	Regular SWAN Board Meeting	SWAN headquarters
Friday, August 16, 2024	Regular SWAN Board Meeting	Canceled
Thursday, September 5, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, September 20, 2024	Regular SWAN Board Meeting	Glen Ellyn Public Library
Friday, October 18, 2024	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 22, 2024	Regular SWAN Board Meeting	Tinley Park Public Library
Thursday, December 5, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, December 20, 2024	Regular SWAN Board Meeting	Blue Island Public Library
Friday, January 24, 2025	Regular SWAN Board Meeting	Blue Island Public Library
Tuesday, February 4, 2025	Committee of the Whole meeting (virtual)	Zoom meeting
Friday, February 21, 2025	Regular SWAN Board Meeting	Glen Ellyn Public Library
Thursday, March 6, 2025	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, March 21, 2025	Regular SWAN Board Meeting	Roselle Public Library District
Friday, April 18, 2025	Regular SWAN Board Meeting	Roselle Public Library District
Friday, May 23, 2025	Regular SWAN Board Meeting	Palos Heights Public Library
Thursday, June 5, 2025	SWAN Quarterly Meeting	Oak Brook Public Library

Date: December 20, 2024
To: SWAN Board
From: Aaron Skog, Executive Director
Re: Novelist Select subscription



Novelist Select SWAN subscription

SWAN member libraries around 2010 were offered an additional subscription to their EBSCO Novelist subscriptions called Novelist Select. At the time, SWAN was using Innovative Interface solutions and the WebPAC product was the SWAN catalog. The integration would provide reading recommendations to patrons within the catalog, which was something that interested libraries.

Individual libraries requested that Novelist Select be integrated into the WebPAC and over time, it made sense to include that integration for the entire membership. SWAN signed a consortia contract with EBSCO for Novelist Select.

Novelist Select recommendations in Aspen “More Like This”

The importance of Novelist Select is its ability to provide reading suggestions within title display. The “More Like This” in Aspen shows Similar Titles and Similar Series.

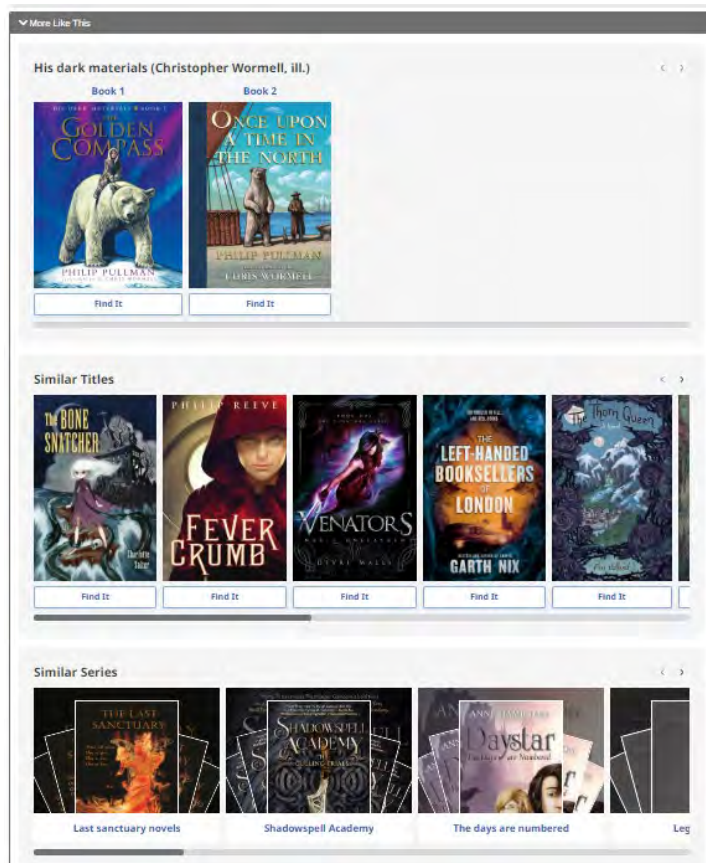


Figure 1: Novelist Select "More Suggestions" in Aspen

Syndetics Unbound recommendations in Aspen “More Like This”

This year SWAN was offered by ProQuest to upgrade our Syndetic subscription (which provides all cover art in the catalog) to Syndetics Unbound. We have tested the Unbound integration, and it provides an equivalent solution to Novelist Select. The ProQuest Syndetic subscription cost \$19,767 and is budgeted to renew in FY26 with a 3% increase. The upgrade to Unbound did not increase the cost.

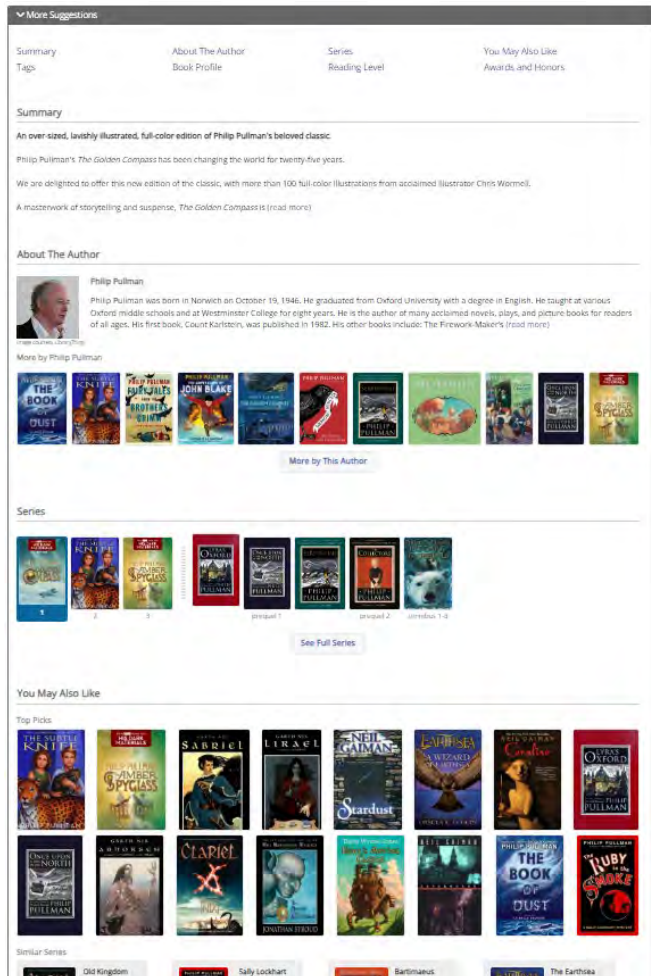


Figure 2: Syndetics Unbound integration "More Suggestions" in Aspen

Series display & SWAN catalog

The 2017 usability study conducted by SWAN with library patrons in focus groups and the company MERGE Design + Interactive revealed that series information for returned search results was very important to catalog users. Library staff shared dissatisfaction with how Enterprise returns search results and the titles within a series, e.g., Harry Potter, were not prioritized within the results. Library staff and patrons would turn to an outside resource such as Goodreads to determine the series order so that when requesting a title they would be starting with the first in the series.

Novelist Select & Aspen series pages

When SWAN migrated to Aspen Discovery, Novelist Select integration within the catalog played an important role within the organization of series title information.

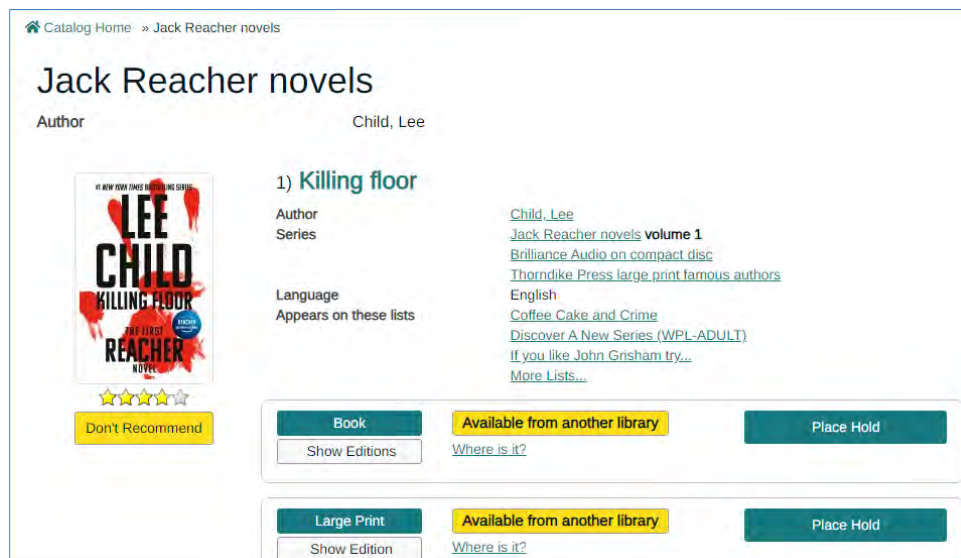


Figure 3: Series pages in Aspen with Novelist Select

Series display in Aspen without Novelist Select

The display of series information in Aspen without Novelist Select is not as robust.

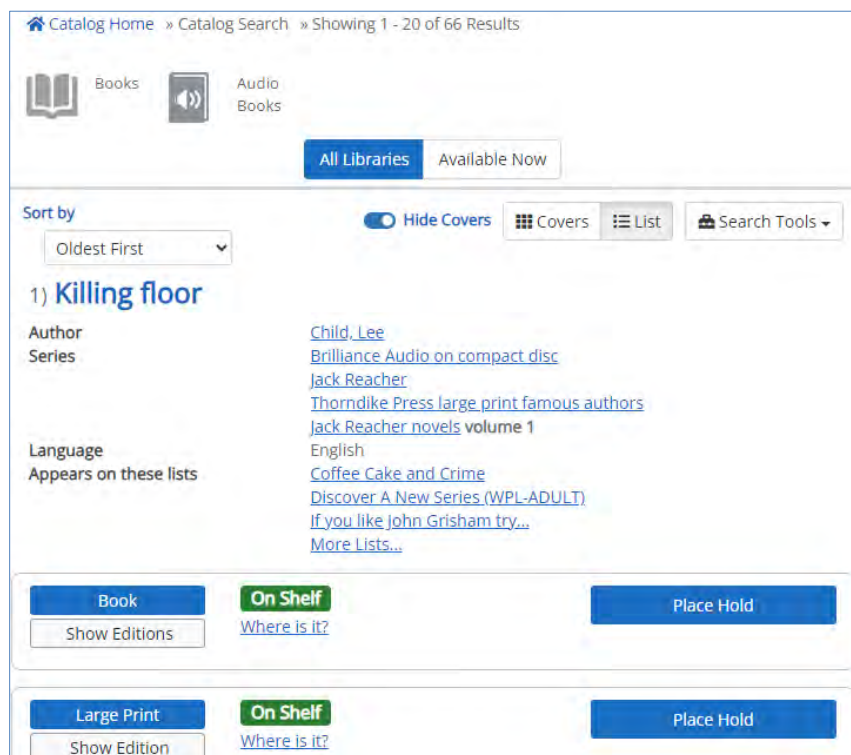


Figure 4: Series displays in Aspen without Novelist Select

FY26 budget

The Novelist Select subscription expense is in budget line 5460 Information Subscription Service. The EBSCO Novelist Select annual cost in 2024 was \$59,059 and is budgeted with a 3% increase for FY26 for a total of \$60,831. It is no longer in the 3-year agreement with EBSCO which limited annual increases.

Membership fees go up 4% if we continue to support the subscription and move forward with online patron registration. Without the Novelist Select subscription membership fees go up 2% overall.

Paid Aspen development with Grove

SWAN approached Grove for Libraries to see if Aspen's capabilities could be improved so that bibliographic searches and returned results would take into account series information within MARC records.

Grove has outlined an approach to build series record indexes. Their proposal is detailed and outlines the work required to improve Aspen series search without the need for a Novelist Select subscription. This development will create Series Records within Aspen, similar to Grouped Works, that bring together information about a series and allow enhanced functionality for series information. The Grove proposal states:

"Series Records will be a new way that Aspen organizes groups of titles to be better utilized by the Aspen platform. Aspen already organizes groups of titles for features like Record Grouping and Lists. Series Records will allow titles in a series to be more consistently organized and displayed. Metadata about a series, either generated from title records and external sources or user/admin generated, will also be added to Series Records, furthering series discoverability.

Grove has provided a quotation of \$9,840 for the Series Records development work. This would be a one-time investment in software development.

Potential for sharing development costs

The enhancement to the organization of series records in Aspen Discover may be of interest to other consortia or library systems. SWAN could take the approach of crowdsourcing the development costs with Grove and see if CLEVNET, SHARE, Nashville Public, etc. would be interested in contributing.

Recommendation

The FY26 budget would favor SWAN membership fees without the Novelist Select expense. However, the absence of Novelist Select integration within the catalog will be noticeable. I recommend SWAN take the following course of action:

1. Move forward with Grove's proposal for Aspen Series Records development work to begin in January 2025. The expense would be recorded in the 5440 Library Services Platform budget line and would occur in the current FY25 budget.

2. Move away from Novelist Select as the “More Like This” content in Aspen and replace this with Syndetics Unbound.
3. Announce to SWAN libraries that the Novelist Select subscription will end on June 30, 2025. Libraries will need to speak with their EBSCO representative if they wish to retain their Novelist Select integration within Aspen. The Aspen platform will allow an individual library to choose to have their Novelist Select subscription integrated instead of the Syndetics Unbound solution provided by SWAN.

Costs

Service	Paid 2024	Status
Novelist Select subscription	\$59,059	End June 30, 2025
Syndetic Unbound subscription	\$19,767	Renew July 1, 2025
Grove for Libraries paid development	\$9,840	Contact January 2025

Date: December 20, 2024
To: SWAN Board
From: Aaron Skog, Executive Director
Re: FY26 Budget draft



The budget details are included for the committee, along with a fully updated membership fee chart with the most recent tax data.

New Expenses

The draft of the budget incorporates a new service for online patron registration. SWAN introduced this idea at the September Quarterly meeting, and this is our first opportunity to see how this service expense works within a SWAN budget.

Revenue

SWAN membership fees

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 change as this budget is refined.

The overall increase to membership fees is 2.0% with this budget draft.

RAILS LLSAP grant for FY26

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 one-day per week delivery be discontinued for the new office location so starting in FY26 there are no add-on service deductions from the grant award.

4510 Interest Income & 4520 Investment Income

The FY26 budget includes for the first time investment income from IMET (see 4520 Investment Income). It assumes the US economy continues to bring returns of 5% per month.

Expenses

5000 Staff salaries

The salary budget line is increased by 4% for FY26 which is not necessarily the set merit increase but allows for merit and salary adjustments.

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

The FY26 budget will reflect the significant savings with the change of SWAN’s office headquarters. SWAN is seeing a savings of \$95,658 compared to what the actual FY24 expense was for the sum of these budget lines.

		FY24 Actual	FY25 Budget	FY26 Budget draft	Change from FY25 to FY26
5100	Building & Grounds	\$142,218	\$97,410	\$46,560	(\$50,850)

The FY26 budget reflects two months’ rent free with the new office lease (July and August 2025) and 10 months of a new office lease. The new office does not use a gas furnace, so our utilities reflect an estimated electric service with ComEd. Custodial service is included in the lease, so this budget line is now zero.

5440 Library Services Platform

The online patron registration service expense is included in this budget line and is based on the budget quotation with Patron Point.

Aspen Discovery is currently hosted with ByWater Solutions under a three-year agreement which will be ending April 30, 2025. I will negotiate a new contact with ByWater Solutions, but for comparison I have obtained a hosting quote from an alternate hosting provider Grove For Libraries. For the moment, I have left the hosting expense with ByWater unchanged for this budget draft.

Our five-year SirsiDynix agreement will end on April 30, 2025 and this budget assumes SWAN will enter into a 1-year renewal with a 2% increase. I have initiated a conversation with our sales representative to obtain multi-year options as we wait for the conclusion of our Environmental Scan Task Force and recommendation to the SWAN Board. Last year, SWAN received a credit for the BLUEcloud Mobile outage, and the subscription was removed from our renewal maintenance agreement, along with eResource Central which was no longer needed.

OpenAthens and EBSCO Discovery Web Services (EDS) are leaving a three-year agreement and renewing for 1-year. We are researching the elimination of Novelist Select integration, which was included in the three-year agreement. Details on the Novelist Select integration are explained below.

OCLC group services for all SWAN members anticipate a 2.25% increase, which is the increase we received last year. This service is negotiated for Illinois libraries by the Illinois State Library, and SWAN is not permitted to negotiate its own contact with OCLC for those services.

5450 Data Management Services

Last month at the SWAN Board meeting we outlined the sunset of the MARCIVE service and recommended pursuing an equivalent service with Backstage Library Works. The good news is that additional negotiations with Backstage have resulted in lower costs.

	MARCIVE	Backstage Library Works	Backstage Library revised quote
On-demand Processing (priced per record)	\$0.06/record Approx. \$3,888/year	\$0.10/record Approx. \$6,480/year	\$0.10/record Approx. \$6,480/year
Update Service (Bi-annual)	\$4,253	\$8,570	\$8,570
New-Client Migration Fee (One-time cost)	N/A	\$12,500	\$5,000
Total	\$8,141	\$27,500 first year \$15,050 after	\$19,700 first year \$15,050 after

5460 Information Subscription Service

The ProQuest Syndetic Unbound service is estimated to renew on July 1, 2025 with a 3% increase. We could pursue a multi-year agreement with ProQuest to lock in a lower increase rate.

EBSCO Novelist Select is integrated into the Aspen Discovery catalog and provides additional content in the catalog for reading recommendations. It also plays another role behind the scenes in Aspen with search results prioritizing titles of items in a series, e.g., Harry Potter. The EBSCO Novelist Select service is duplicated by new features of Syndetic Unbound, so I am recommending we cancel the service. I have removed this service which saves \$60,831 in the budget. I have brought a background memo and recommendation to the SWAN Board for its December 20, 2024 meeting.

5480 Telecommunications

The budget includes a lower annual cost for a Comcast Business internet connection for the new SWAN office. The prior expense was \$10,000 per year and is now estimated \$2,974 annually.

5620 Hardware

The five-year cycle of laptops for SWAN employees is included in this expense line for FY26, but it is offset in the 4600 Reserves Funding so it has no impact on membership fees.

Revenue & Expense Budget		FY24 Actual	FY25 Budget	FY26 Budget draft	Change from FY25 to FY26
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$3,088,292	\$2,871,727	\$2,929,939	\$58,212
4011	SWAN Internet Access Membership Fees	\$3,639	\$3,700	\$3,700	\$0
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts	\$0	\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$491,241	\$491,375	\$301,600	(\$189,775)
4200	Reimbursements				
4220	Reimbursement Losses for Resource Sharing	\$41,624	\$50,000	\$42,000	(\$8,000)
4230	Collection Agency Fees	\$0	\$0	\$0	\$0
4240	E-commerce transactions	\$45,729	\$43,000	\$43,400	\$400
4250	Deaccession transactions	\$0	\$5,000		
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$499,038	\$500,616	\$501,394	\$778
4320	Other Grant Revenue	\$19,224	\$0	\$0	\$0
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$6,260	\$5,000	\$6,260	\$1,260
4500	Investment & Interest				
4510	Interest Income	\$84,552	\$83,328	\$85,000	\$1,672
4520	Investment Income		\$0	\$21,000	\$21,000
4600	Reserves Funding	\$17,592	\$40,000	\$45,000	\$5,000
Total Revenue		\$4,297,191	\$4,093,746	\$3,979,293	(\$114,453)
Expenses					
5000	Salaries & Wages	\$1,451,934	\$1,577,736	\$1,639,608	\$61,872
5020	Personnel Benefits				
5021	Social Security Taxes	\$107,418	\$120,700	\$125,600	\$4,900
5022	State Unemployment Insurance	\$0	\$0	\$0	\$0
5023	Worker's Compensation	\$4,908	\$4,719	\$4,700	(\$19)
5024	Retirement Benefits	\$137,217	\$143,700	\$138,300	(\$5,400)
5025	Health, Dental, Life And Disability Insurance	\$178,582	\$174,800	\$178,600	\$3,800
5026	Tuition Reimbursements	\$0	\$1,100	\$1,100	\$0
5085	Staff Wellness	\$155	\$400	\$400	\$0
5100	Building & Grounds				
5110	Rent/Lease	\$131,461	\$88,000	\$41,800	(\$46,200)
5120	Utilities	\$5,501	\$4,300	\$3,800	(\$500)
5130	Property Insurance	\$642	\$650	\$0	(\$650)
5140	Repairs & Maintenance	\$1,465	\$960	\$960	\$0
5150	Custodial Service & Supplies	\$3,149	\$3,500	\$0	(\$3,500)
5190	Other Building Maintenance	\$0	\$0	\$0	\$0

Revenue & Expense Budget		FY24 Actual	FY25 Budget	FY26 Budget draft	Change from FY25 to FY26
5200	Professional Development				
5210	Conference Travel	\$5,089	\$6,000	\$10,000	\$4,000
5220	Staff Meetings	\$390	\$900	\$901	\$1
5230	Staff Professional Development	\$8,441	\$4,000	\$8,800	\$4,800
5240	Professional Association Membership Dues	\$1,361	\$2,500	\$2,500	\$0
5250	Educational Material	\$79	\$800	\$800	\$0
5260	Online Learning	\$668	\$500	\$2,500	\$2,000
5300	Membership Development				
5310	Travel Reimbursement	\$861	\$800	\$900	\$100
5320	Membership Meetings	\$160	\$0	\$0	\$0
5330	Library Professional Development	\$6,921	\$7,450	\$8,094	\$644
5350	Marketing & Promotional Material	\$0	\$0	\$0	\$0
5399	Annual Conference	\$0	\$2,500	\$2,500	\$0
5400	Information & Technology Services				
5420	Application Software Licensing	\$20,265	\$16,800	\$20,300	\$3,500
5430	Server Software Licensing	\$162,455	\$121,800	\$118,800	(\$3,000)
5440	Library Services Platform	\$830,443	\$921,000	\$993,100	\$72,100
5450	Data Management Services	\$28,777	\$33,000	\$37,600	\$4,600
5460	Information Subscription Service	\$19,971	\$75,700	\$20,400	(\$55,300)
5470	Subscription Support Services	\$5,590	\$23,200	\$33,800	\$10,600
5480	Telecommunications	\$13,191	\$14,500	\$7,500	(\$7,000)
5490	Group Purchases - Services	\$15,567	\$700	\$600	(\$100)
5410	Infrastructure Licensing	\$235			
5500	General Office				
5510	Office Supplies	\$3,292	\$2,200	\$3,300	\$1,100
5520	Postage	\$763	\$500	\$800	\$300
5550	Furniture	\$0	\$10,000	\$0	(\$10,000)
5599	Annual Conference Supplies	\$194	\$0	\$0	\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$956	\$0	\$0	\$0
5620	Hardware	\$0	\$2,000	\$45,000	\$43,000
5690	Group Purchases - Hardware	\$20,483	\$0	\$0	\$0
5700	Insurance	\$11,218	\$11,400	\$10,900	(\$500)
5800	Contractual Services				
5810	Legal	\$1,226	\$1,500	\$1,500	\$0
5820	Accounting	\$19,105	\$19,160	\$22,060	\$2,900
5830	Consulting	\$4,435	\$5,000	\$1,300	(\$3,700)
5840	Payroll Service Fees	\$4,557	\$4,500	\$4,600	\$100
5850	Contractual Agreements	\$21,624	\$0	\$0	\$0
5860	Notification & Collection	\$85,459	\$86,700	\$85,900	(\$800)
5870	Recruitment	\$0	\$0	\$0	\$0
5899	Annual Conference Facility Contract	\$8,936	\$8,900	\$8,900	\$0
5900	Library Materials & Content				
5910	Print Materials	\$0	\$0	\$0	\$0
5920	Reimbursement for Resource Sharing	\$41,685	\$50,000	\$42,000	(\$8,000)
5930	Group Purchases - Content	\$0	\$0	\$0	\$0

Revenue & Expense Budget		FY24 Actual	FY25 Budget	FY26 Budget draft	Change from FY25 to FY26
5940	E-commerce payment transactions	\$43,363	\$43,000	\$43,400	\$400
5990	Group Purchases - Electronic Resources	\$458,548	\$491,375	\$301,600	(\$189,775)
6000	Interest & Fees				
6010	Bank Fees	\$2,562	\$2,424	\$2,560	\$136
6020	Merchant Account Fees	\$871	\$50	\$50	\$0
6030	Interest Payment	\$0	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$0	\$0	\$0	\$0
Subtotal Expenses		\$3,872,170	\$4,091,424	\$3,977,833	(\$113,591)
6100	Asset Management				
6110	Depreciation		\$2,322	\$1,460	(\$862)
6120	(Gain)/Loss on Asset Disposal				
6130	Vacation Expense				
6140	Miscellaneous Expense				
Total Expenses		\$3,872,170	\$4,093,746	\$3,979,293	(\$114,453)
Total Revenue (from above)		\$4,297,191	\$4,093,746	\$3,979,293	
Excess of revenues over (under) estimated expenses		\$425,021	\$0	\$0	

SWAN Reserves Plan: Updated for FY26 Budget

Capital Expenditures	FY25	FY26	FY27	FY28
	July 2024-June 2025	July 2025-June 2026	July 2026-June 2027	July 2027-June 2028
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,600,427	\$2,560,427	\$2,515,427	\$2,515,427
Reserves collected & Impact Fee	\$0			
Strategic planning consultant				
Website development consultant				
Single Sign On: Identity service provider one-time	(\$35,000)			
Funds for SWAN office relocation	(\$5,000)			
Funds for SWAN staff computer replacement		(\$45,000)		
Future ILS Migration Budget (\$465,740)				
Total	\$2,560,427	\$2,515,427	\$2,515,427	\$2,515,427
Maintain 4 months operating in reserve (policy)	(\$1,364,582)	(\$1,326,431)	(\$1,392,753)	(\$1,462,390)
Over/(Under) Reserve Policy	\$1,195,845	\$1,188,996	\$1,122,674	\$1,053,036
Operating Budget (5% increases each year after FY26)	\$4,093,746.37	\$3,979,293.38	\$4,178,258.05	\$4,387,170.95
Months operating in reserve	7.51	7.59	7.22	6.88

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

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Acorn Public Library District	\$ 28,187	(\$5,223)	\$ 22,964	\$ 22,441	\$523
Addison Public Library	\$ 66,102	(\$5,223)	\$ 60,879	\$ 60,589	\$290
Alsip-Merrionette Park Public Library District	\$ 43,109	(\$5,223)	\$ 37,887	\$ 37,844	\$43
Batavia Public Library District	\$ 58,197	(\$5,223)	\$ 52,974	\$ 51,741	\$1,233
Bedford Park Public Library District	\$ 32,196	(\$5,223)	\$ 26,973	\$ 25,371	\$1,602
Beecher Community Library District	\$ 20,442	(\$5,223)	\$ 15,219	\$ 14,954	\$265
Bellwood Public Library	\$ 35,684	(\$5,223)	\$ 30,461	\$ 27,239	\$3,222
Bensenville Community Public Library District	\$ 32,476	(\$5,223)	\$ 27,253	\$ 26,631	\$622
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 21,463	(\$5,223)	\$ 16,241	\$ 15,984	\$257
Berwyn Public Library	\$ 53,076	(\$5,223)	\$ 47,853	\$ 41,874	\$5,979
Bloomingtondale Public Library	\$ 43,301	(\$5,223)	\$ 38,078	\$ 38,033	\$45
Blue Island Public Library	\$ 29,105	(\$5,223)	\$ 23,882	\$ 23,104	\$778
Bridgeview Public Library	\$ 26,842	(\$5,223)	\$ 21,619	\$ 21,754	(\$135)
Broadview Public Library District	\$ 26,579	(\$5,223)	\$ 21,356	\$ 22,993	(\$1,637)
Calumet City Public Library	\$ 30,329	(\$5,223)	\$ 25,106	\$ 25,715	(\$609)
Calumet Park Public Library	\$ 19,160	(\$5,223)	\$ 13,937	\$ 13,665	\$272
Carol Stream Public Library	\$ 47,479	(\$5,223)	\$ 42,256	\$ 42,419	(\$162)
Chicago Heights Public Library	\$ 24,391	(\$5,223)	\$ 19,168	\$ 19,178	(\$10)
Chicago Ridge Public Library	\$ 29,835	(\$5,223)	\$ 24,612	\$ 24,288	\$324
Cicero Public Library	\$ 33,056	(\$5,223)	\$ 27,833	\$ 28,344	(\$511)
Clarendon Hills Public Library	\$ 24,545	(\$5,223)	\$ 19,322	\$ 19,150	\$172
Crestwood Public Library District	\$ 23,301	(\$5,223)	\$ 18,078	\$ 17,422	\$656
Crete Public Library District	\$ 33,981	(\$5,223)	\$ 28,758	\$ 28,205	\$553
Dolton Public Library District	\$ 25,674	(\$5,223)	\$ 20,451	\$ 20,537	(\$86)
Downers Grove Public Library	\$ 67,014	(\$5,223)	\$ 61,792	\$ 62,929	(\$1,137)
Eisenhower Public Library District	\$ 53,447	(\$5,223)	\$ 48,224	\$ 47,153	\$1,071
Elmwood Park Public Library	\$ 32,152	(\$5,223)	\$ 26,929	\$ 26,785	\$144
Evergreen Park Public Library	\$ 29,062	(\$5,223)	\$ 23,839	\$ 23,468	\$371
Flossmoor Public Library	\$ 29,329	(\$5,223)	\$ 24,106	\$ 24,547	(\$441)
Forest Park Public Library	\$ 35,102	(\$5,223)	\$ 29,879	\$ 29,414	\$465
Frankfort Public Library District	\$ 41,227	(\$5,223)	\$ 36,005	\$ 34,855	\$1,150
Franklin Park Public Library District	\$ 34,500	(\$5,223)	\$ 29,277	\$ 27,868	\$1,410
Geneva Public Library District	\$ 64,526	(\$5,223)	\$ 59,303	\$ 58,613	\$690
Glen Ellyn Public Library	\$ 58,770	(\$5,223)	\$ 53,547	\$ 52,890	\$657
Glenside Public Library District	\$ 46,593	(\$5,223)	\$ 41,370	\$ 41,370	(\$0)
Glenwood-Lynwood Public Library District	\$ 30,385	(\$5,223)	\$ 25,163	\$ 25,458	(\$295)
Grande Prairie Public Library District	\$ 30,846	(\$5,223)	\$ 25,624	\$ 25,356	\$267
Green Hills Public Library District	\$ 40,065	(\$5,223)	\$ 34,843	\$ 34,145	\$698
Harvey Public Library District	\$ 26,238	(\$5,223)	\$ 21,015	\$ 20,613	\$402
Hillside Public Library	\$ 30,347	(\$5,223)	\$ 25,124	\$ 24,722	\$402
Hinsdale Public Library	\$ 44,550	(\$5,223)	\$ 39,327	\$ 38,940	\$387
Hodgkins Public Library District	\$ 23,356	(\$5,223)	\$ 18,133	\$ 18,009	\$124
Homewood Public Library District	\$ 38,884	(\$5,223)	\$ 33,661	\$ 33,325	\$336
Indian Prairie Public Library District	\$ 52,129	(\$5,223)	\$ 46,907	\$ 45,789	\$1,118
Itasca Community Library	\$ 32,039	(\$5,223)	\$ 26,816	\$ 26,554	\$262
Justice Public Library District	\$ 20,616	(\$5,223)	\$ 15,393	\$ 13,414	\$1,979
Kaneville Public Library District	\$ 18,376	(\$5,223)	\$ 13,153	\$ 12,851	\$302
La Grange Public Library	\$ 41,293	(\$5,223)	\$ 36,070	\$ 35,178	\$893
LaGrange Park Public Library District	\$ 33,890	(\$5,223)	\$ 28,667	\$ 28,014	\$654
Lansing Public Library	\$ 42,191	(\$5,223)	\$ 36,968	\$ 36,684	\$285
Linda Sokol Francis Brookfield Library	\$ 38,972	(\$5,223)	\$ 33,749	\$ 33,153	\$596
Lyons Public Library	\$ 23,950	(\$5,223)	\$ 18,728	\$ 18,445	\$283
Markham Public Library	\$ 23,251	(\$5,223)	\$ 18,028	\$ 17,982	\$46
Matteson Area Public Library District	\$ 41,685	(\$5,223)	\$ 36,462	\$ 35,767	\$695

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

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Maywood Public Library District	\$ 29,717	(\$5,223)	\$ 24,494	\$ 24,197	\$297
McCook Public Library District	\$ 21,860	(\$5,223)	\$ 16,637	\$ 16,231	\$405
Melrose Park Public Library	\$ 25,732	(\$5,223)	\$ 20,509	\$ 20,561	(\$52)
Messenger Public Library of North Aurora	\$ 34,447	(\$5,223)	\$ 29,224	\$ 28,964	\$260
Midlothian Public Library	\$ 28,847	(\$5,223)	\$ 23,624	\$ 23,809	(\$185)
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 20,482	(\$5,223)	\$ 15,259	\$ 15,026	\$233
National University of Health Sciences	\$ 11,000		\$ 11,000	\$ 11,000	\$0
North Riverside Public Library District	\$ 27,195	(\$5,223)	\$ 21,972	\$ 21,582	\$390
Northlake Public Library District	\$ 36,708	(\$5,223)	\$ 31,485	\$ 30,980	\$505
Oak Brook Public Library	\$ 27,133	(\$5,223)	\$ 21,910	\$ 21,973	(\$63)
Oak Lawn Public Library	\$ 65,261	(\$5,223)	\$ 60,038	\$ 57,813	\$2,225
Oak Park Public Library	\$ 104,385	(\$5,223)	\$ 99,162	\$ 98,246	\$916
Palos Heights Public Library	\$ 33,216	(\$5,223)	\$ 27,993	\$ 27,418	\$575
Palos Park Public Library	\$ 22,055	(\$5,223)	\$ 16,832	\$ 16,409	\$423
Park Forest Public Library	\$ 30,474	(\$5,223)	\$ 25,252	\$ 28,463	(\$3,212)
Prairie Trails Public Library District	\$ 35,580	(\$5,223)	\$ 30,357	\$ 29,744	\$613
Richton Park Public Library District	\$ 25,730	(\$5,223)	\$ 20,507	\$ 20,337	\$170
River Forest Public Library	\$ 30,323	(\$5,223)	\$ 25,100	\$ 24,436	\$665
River Grove Public Library District	\$ 21,955	(\$5,223)	\$ 16,732	\$ 16,328	\$404
Riverdale Public Library District	\$ 21,975	(\$5,223)	\$ 16,752	\$ 16,505	\$247
Riverside Public Library	\$ 29,096	(\$5,223)	\$ 23,874	\$ 23,423	\$451
Roselle Public Library District	\$ 36,722	(\$5,223)	\$ 31,499	\$ 31,014	\$485
Schiller Park Public Library	\$ 28,339	(\$5,223)	\$ 23,116	\$ 22,805	\$312
South Holland Public Library	\$ 37,484	(\$5,223)	\$ 32,261	\$ 32,121	\$140
St Charles Public Library District	\$ 89,199	(\$5,223)	\$ 83,976	\$ 82,902	\$1,075
Steger-South Chicago Heights Public Library District	\$ 21,521	(\$5,223)	\$ 16,298	\$ 14,789	\$1,509
Stickney-Forest View Public Library District	\$ 28,309	(\$5,223)	\$ 23,086	\$ 22,512	\$574
Sugar Grove Public Library District	\$ 23,683	(\$5,223)	\$ 18,460	\$ 18,061	\$399
Summit Public Library District	\$ 18,159	(\$5,223)	\$ 12,937	\$ 13,483	(\$546)
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 31,473	(\$5,223)	\$ 26,250	\$ 25,639	\$610
Thornton Public Library	\$ 19,001	(\$5,223)	\$ 13,778	\$ 13,466	\$312
Tinley Park Public Library	\$ 68,797	(\$5,223)	\$ 63,574	\$ 60,787	\$2,787
Town and Country Public Library District	\$ 30,742	(\$5,223)	\$ 25,519	\$ 24,827	\$692
University Park Public Library District	\$ 22,712	(\$5,223)	\$ 17,489	\$ 17,148	\$341
Villa Park Public Library	\$ 38,172	(\$5,223)	\$ 32,949	\$ 32,460	\$490
Warrenville Public Library District	\$ 34,307	(\$5,223)	\$ 29,084	\$ 28,225	\$858
West Chicago Public Library District	\$ 39,699	(\$5,223)	\$ 34,476	\$ 33,475	\$1,001
Westchester Public Library	\$ 29,137	(\$5,223)	\$ 23,914	\$ 23,875	\$39
Westmont Public Library	\$ 35,966	(\$5,223)	\$ 30,743	\$ 30,172	\$571
William Leonard Public Library District	\$ 19,650	(\$5,223)	\$ 14,427	\$ 14,165	\$262
Wood Dale Public Library District	\$ 40,929	(\$5,223)	\$ 35,706	\$ 35,141	\$564
Woodridge Public Library	\$ 51,796	(\$5,223)	\$ 46,573	\$ 45,917	\$656
Worth Public Library District	\$ 25,112	(\$5,223)	\$ 19,889	\$ 19,402	\$487

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2022	DuPage County Treasurer Tax Year 2022	Kane County Treasurer Tax Year 2022	Will County County Treasurer Tax Year 2022	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Acorn Public Library District	\$1,299,287.67				\$1,299,287.67	(\$30,278.00)	\$1,269,009.67	\$1,196,776.24	\$72,233.43
Addison Public Library		\$ 5,807,342.32			\$5,807,342.32	\$0.00	\$5,807,342.32	\$5,599,387.03	\$207,955.29
Alsip-Merrionette Park Public Library District	\$3,055,208.72				\$3,055,208.72	\$0.00	\$3,055,208.72	\$2,974,431.00	\$80,777.72
Batavia Public Library District			\$4,861,162.56		\$4,861,162.56	\$0.00	\$4,861,162.56	\$4,578,320.14	\$282,842.42
Bedford Park Public Library District	\$1,748,860.81				\$1,748,860.81	\$0.00	\$1,748,860.81	\$1,534,992.80	\$213,868.01
Beecher Community Library District				\$341,966.12	\$341,966.12	\$0.00	\$341,966.12	\$332,740.51	\$9,225.61
Bellwood Public Library	\$2,166,341.45				\$2,166,341.45	\$0.00	\$2,166,341.45	\$1,750,523.64	\$415,817.81
Bensenville Community Public Library District		\$ 1,782,359.09			\$1,782,359.09	\$0.00	\$1,782,359.09	\$1,680,326.81	\$102,032.28
Berkeley Public Library	\$464,203.00				\$464,203.00	\$0.00	\$464,203.00	\$451,558.71	\$12,644.29
Berwyn Public Library	\$4,248,191.73				\$4,248,191.73	\$0.00	\$4,248,191.73	\$3,439,563.27	\$808,628.46
Bloomington Public Library		\$ 3,078,139.27			\$3,078,139.27	\$0.00	\$3,078,139.27	\$2,996,267.24	\$81,872.03
Blue Island Public Library	\$1,378,933.29				\$1,378,933.29	\$0.00	\$1,378,933.29	\$1,273,323.40	\$105,609.89
Bridgeview Public Library	\$1,361,669.24				\$1,361,669.24	(\$253,650.00)	\$1,108,019.24	\$1,117,542.82	(\$9,523.58)
Broadview Public Library District	\$1,343,939.76				\$1,343,939.76	(\$267,455.00)	\$1,076,484.76	\$1,260,470.05	(\$183,985.29)
Brookfield Public Library	\$2,559,940.87				\$2,559,940.87	\$0.00	\$2,559,940.87	\$2,433,019.96	\$126,920.91
Calumet City Public Library	\$1,525,438.11				\$1,525,438.11	\$0.00	\$1,525,438.11	\$1,574,684.51	(\$49,246.40)
Calumet Park Public Library	\$188,515.49				\$188,515.49	\$0.00	\$188,515.49	\$183,956.23	\$4,559.26
Carol Stream Public Library		\$ 3,812,738.99			\$3,812,738.99	(\$234,461.00)	\$3,578,277.99	\$3,502,379.11	\$75,898.88
Chicago Heights Public Library	\$814,603.60				\$814,603.60	\$0.00	\$814,603.60	\$820,168.93	(\$5,565.33)
Chicago Ridge Public Library	\$1,466,281.72				\$1,466,281.72	\$0.00	\$1,466,281.72	\$1,409,974.31	\$56,307.41
Cicero Public Library	\$1,851,819.44				\$1,851,819.44	\$0.00	\$1,851,819.44	\$1,878,062.08	(\$26,242.64)
Clarendon Hills Public Library		\$ 833,054.03			\$833,054.03	\$0.00	\$833,054.03	\$816,940.66	\$16,113.37
Crestwood Public Library District	\$684,188.23				\$684,188.23	\$0.00	\$684,188.23	\$617,609.73	\$66,578.50
Crete Public Library District				\$1,962,545.63	\$1,962,545.63	\$0.00	\$1,962,545.63	\$1,862,000.88	\$100,544.75
Dolton Public Library District	\$968,199.86				\$968,199.86	\$0.00	\$968,199.86	\$977,094.05	(\$8,894.19)
Downers Grove Public Library		\$ 5,916,610.89			\$5,916,610.89	\$0.00	\$5,916,610.89	\$5,869,456.88	\$47,154.01
Eisenhower Public Library District	\$4,963,261.08				\$4,963,261.08	(\$670,671.00)	\$4,292,590.08	\$4,048,762.43	\$243,827.65
Elmwood Park Public Library	\$1,743,589.57				\$1,743,589.57	\$0.00	\$1,743,589.57	\$1,698,150.61	\$45,438.96
Evergreen Park Public Library	\$1,373,788.83				\$1,373,788.83	\$0.00	\$1,373,788.83	\$1,315,346.52	\$58,442.31
Flossmoor Public Library	\$1,405,656.26				\$1,405,656.26	\$0.00	\$1,405,656.26	\$1,439,855.84	(\$34,199.58)
Forest Park Public Library	\$2,096,754.75				\$2,096,754.75	\$0.00	\$2,096,754.75	\$2,001,577.95	\$95,176.80
Frankfort Public Library District	\$30,927.45			\$2,799,008.77	\$2,829,936.22	\$0.00	\$2,829,936.22	\$2,629,473.04	\$200,463.18
Franklin Park Public Library District	\$2,024,699.57				\$2,024,699.57	\$0.00	\$2,024,699.57	\$1,823,075.35	\$201,624.22
Geneva Public Library District			\$7,195,283.78		\$7,195,283.78	(\$1,576,546.26)	\$5,618,737.52	\$5,371,330.73	\$247,406.79
Glen Ellyn Public Library		\$ 4,929,803.34			\$4,929,803.34	\$0.00	\$4,929,803.34	\$4,710,924.74	\$218,878.60
Glenside Public Library District		\$ 3,844,285.32			\$3,844,285.32	(\$372,115.02)	\$3,472,170.30	\$3,381,390.44	\$90,779.86
Glenwood-Lynwood Public Library District	\$1,982,769.20				\$1,982,769.20	(\$450,612.50)	\$1,532,156.70	\$1,544,964.08	(\$12,807.38)
Grande Prairie Public Library District	\$1,587,344.63				\$1,587,344.63	\$0.00	\$1,587,344.63	\$1,533,267.14	\$54,077.49
Green Hills Public Library District	\$3,080,855.47				\$3,080,855.47	(\$390,000.00)	\$2,690,855.47	\$2,547,527.85	\$143,327.62
Harvey Public Library District	\$1,035,728.61				\$1,035,728.61	\$0.00	\$1,035,728.61	\$985,803.01	\$49,925.60
Hillside Public Library	\$1,527,540.33				\$1,527,540.33	\$0.00	\$1,527,540.33	\$1,460,082.85	\$67,457.48
Hinsdale Public Library	\$462,669.56	\$ 3,017,843.74			\$3,480,513.30	(\$252,912.00)	\$3,227,601.30	\$3,100,922.96	\$126,678.34
Hodgkins Public Library District	\$690,785.65				\$690,785.65	\$0.00	\$690,785.65	\$685,337.37	\$5,448.28
Homewood Public Library District	\$2,549,377.36				\$2,549,377.36	\$0.00	\$2,549,377.36	\$2,452,878.73	\$96,498.63
Indian Prairie Public Library District	\$256,021.01	\$ 3,878,871.55			\$4,134,892.56	\$0.00	\$4,134,892.56	\$3,891,335.28	\$243,557.28

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2022	DuPage County Treasurer Tax Year 2022	Kane County Treasurer Tax Year 2022	Will County County Treasurer Tax Year 2022	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Itasca Community Library		\$ 1,730,052.08			\$1,730,052.08	\$0.00	\$1,730,052.08	\$1,671,464.19	\$58,587.89
Justice Public Library District	\$362,795.71				\$362,795.71	\$0.00	\$362,795.71	\$154,987.45	\$207,808.26
Kaneville Public Library District			\$94,654.53		\$94,654.53	\$0.00	\$94,654.53	\$90,087.33	\$4,567.20
La Grange Public Library	\$3,464,344.58				\$3,464,344.58	(\$626,550.00)	\$2,837,794.58	\$2,666,707.16	\$171,087.42
LaGrange Park Public Library District	\$2,103,215.74				\$2,103,215.74	(\$151,525.00)	\$1,951,690.74	\$1,839,937.97	\$111,752.77
Lansing Public Library	\$3,129,011.21				\$3,129,011.21	(\$183,700.00)	\$2,945,311.21	\$2,840,555.58	\$104,755.63
Lyons Public Library	\$776,894.25				\$776,894.25	(\$15,000.00)	\$761,894.25	\$735,618.69	\$26,275.56
Markham Public Library	\$771,294.13				\$771,294.13	(\$93,150.00)	\$678,144.13	\$682,138.82	(\$3,994.69)
Matteson Area Public Library District	\$2,884,649.41				\$2,884,649.41	\$0.00	\$2,884,649.41	\$2,734,733.96	\$149,915.45
Maywood Public Library District	\$1,452,141.73				\$1,452,141.73	\$0.00	\$1,452,141.73	\$1,399,493.91	\$52,647.82
McCook Public Library District	\$673,905.61				\$673,905.61	(\$162,285.00)	\$511,620.61	\$480,160.66	\$31,459.95
Melrose Park Public Library	\$975,115.55				\$975,115.55	\$0.00	\$975,115.55	\$979,806.22	(\$4,690.67)
Messenger Public Library of North Aurora			\$2,018,305.10		\$2,018,305.10	\$0.00	\$2,018,305.10	\$1,949,599.16	\$68,705.94
Midlothian Public Library	\$1,587,299.14				\$1,587,299.14	(\$239,294.50)	\$1,348,004.64	\$1,354,724.53	(\$6,719.89)
Nancy L. McConathy Public Library District	\$345,694.75			\$1,005.48	\$346,700.23	\$0.00	\$346,700.23	\$341,052.43	\$5,647.80
North Riverside Public Library District	\$1,150,236.54				\$1,150,236.54	\$0.00	\$1,150,236.54	\$1,097,685.66	\$52,550.88
Northlake Public Library District	\$3,011,419.60				\$3,011,419.60	(\$722,425.00)	\$2,288,994.60	\$2,182,321.76	\$106,672.84
Oak Brook Public Library		\$ 1,142,808.00			\$1,142,808.00	\$0.00	\$1,142,808.00	\$1,142,808.00	\$0.00
Oak Lawn Public Library	\$5,706,720.30				\$5,706,720.30	\$0.00	\$5,706,720.30	\$5,279,076.68	\$427,643.62
Oak Park Public Library	\$10,389,827.72				\$10,389,827.72	\$0.00	\$10,389,827.72	\$9,945,372.10	\$444,455.62
Palos Heights Public Library	\$1,870,990.57				\$1,870,990.57	\$0.00	\$1,870,990.57	\$1,771,174.47	\$99,816.10
Palos Park Public Library	\$534,963.75				\$534,963.75	\$0.00	\$534,963.75	\$500,671.23	\$34,292.52
Park Forest Public Library	\$1,240,598.33			\$302,220.23	\$1,542,818.56	\$0.00	\$1,542,818.56	\$1,891,805.31	(\$348,986.75)
Prairie Trails Public Library District	\$2,153,914.87				\$2,153,914.87	\$0.00	\$2,153,914.87	\$2,039,650.27	\$114,264.60
Richton Park Public Library District	\$1,396,100.94				\$1,396,100.94	(\$421,162.50)	\$974,938.44	\$954,025.06	\$20,913.38
River Forest Public Library	\$1,524,716.53				\$1,524,716.53	\$0.00	\$1,524,716.53	\$1,427,021.25	\$97,695.28
River Grove Public Library District	\$523,030.45				\$523,030.45	\$0.00	\$523,030.45	\$491,254.24	\$31,776.21
Riverdale Public Library District	\$525,401.85				\$525,401.85	\$0.00	\$525,401.85	\$511,752.87	
Riverside Public Library	\$1,377,871.02				\$1,377,871.02	\$0.00	\$1,377,871.02	\$1,310,107.53	\$67,763.49
Roselle Public Library District	\$241,828.61	\$ 2,048,853.86			\$2,290,682.47	\$0.00	\$2,290,682.47	\$2,186,223.10	\$104,459.37
Schiller Park Public Library	\$1,287,222.46				\$1,287,222.46	\$0.00	\$1,287,222.46	\$1,238,753.29	\$48,469.17
South Holland Public Library	\$2,381,813.27				\$2,381,813.27	\$0.00	\$2,381,813.27	\$2,313,987.74	\$67,825.53
St Charles Public Library District		\$ 591,644.94	\$7,980,451.94		\$8,572,096.88	\$0.00	\$8,572,096.88	\$8,174,462.80	\$397,634.08
Steger-South Chicago Heights Public Library District	\$285,721.51			\$185,366.22	\$471,087.73	\$0.00	\$471,087.73	\$313,740.62	\$157,347.11
Stickney-Forest View Public Library District	\$1,425,755.45				\$1,425,755.45	(\$142,150.00)	\$1,283,605.45	\$1,204,954.38	\$78,651.07
Sugar Grove Public Library District			\$1,569,338.04		\$1,569,338.04	(\$839,450.00)	\$729,888.04	\$691,278.64	\$38,609.40
Summit Public Library District	\$384,215.98				\$384,215.98	(\$315,487.00)	\$68,728.98	\$162,920.00	(\$94,191.02)
Thomas Ford Memorial Library	\$1,901,495.71				\$1,901,495.71	(\$239,200.00)	\$1,662,295.71	\$1,565,914.78	\$96,380.93
Thornton Public Library	\$169,462.88				\$169,462.88	\$0.00	\$169,462.88	\$161,018.80	\$8,444.08
Tinley Park Public Library	\$4,534,738.55			\$1,595,252.66	\$6,129,991.21	\$0.00	\$6,129,991.21	\$5,622,231.51	\$507,759.70
Town and Country Public Library District			\$1,574,800.80		\$1,574,800.80	\$0.00	\$1,574,800.80	\$1,472,117.92	\$102,682.88
University Park Public Library District	\$11,884.40			\$601,775.80	\$613,660.20	\$0.00	\$613,660.20	\$585,905.35	\$27,754.85
Villa Park Public Library		\$ 3,306,462.37			\$3,306,462.37	(\$842,250.00)	\$2,464,212.37	\$2,353,033.56	\$111,178.81
Warrenville Public Library District		\$ 2,168,189.62			\$2,168,189.62	(\$166,666.00)	\$2,001,523.62	\$1,864,357.45	\$137,166.17
West Chicago Public Library District		\$ 2,646,931.25			\$2,646,931.25	\$0.00	\$2,646,931.25	\$2,470,197.10	\$176,734.15

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2022	DuPage County Treasurer Tax Year 2022	Kane County Treasurer Tax Year 2022	Will County County Treasurer Tax Year 2022	Total Tax Revenue Issued	Bond Amount 2021 (Removed)	Public Library Tax Revenue Total 2021	Prior year Tax Revenue	Tax revenue change
Westchester Public Library	\$1,382,761.67				\$1,382,761.67	\$0.00	\$1,382,761.67	\$1,362,299.68	\$20,461.99
Westmont Public Library		\$ 2,200,186.15			\$2,200,186.15	\$0.00	\$2,200,186.15	\$2,089,032.98	\$111,153.17
William Leonard Public Library District	\$247,119.95				\$247,119.95	\$0.00	\$247,119.95	\$241,671.21	\$5,448.74
Wood Dale Public Library District		\$ 2,794,173.72			\$2,794,173.72	\$0.00	\$2,794,173.72	\$2,662,532.62	\$131,641.10
Woodridge Public Library		\$ 3,834,457.97		\$260,506.53	\$4,094,964.50	\$0.00	\$4,094,964.50	\$3,906,129.82	\$188,834.68
Worth Public Library District	\$900,923.00				\$900,923.00	\$0.00	\$900,923.00	\$846,067.82	\$54,855.18

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY26 Fee Formula (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
Acorn Public Library District	\$ 30,278	\$ 30,398.00	\$ 30,478.00	\$ 29,518.00	\$ 29,558.00	\$ 29,483.00	\$ 29,365.00
Addison Public Library							
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							
Bloomington Public Library							
Blue Island Public Library							
Bridgeview Public Library	\$ 253,650	\$ 255,250.00	\$ 258,650.00	\$ 256,750.00	\$ 254,700.00	\$ 257,500.00	
Broadview Public Library District	\$ 267,455	\$ 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	
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	\$ 670,671	\$ 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	\$ 1,576,546	\$ 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	\$ 372,115	\$ 365,565.02	\$ 368,595.02	\$ 365,987.52	\$ 362,918.77	\$ 374,015.63	\$ 359,140.63
Glenwood-Lynwood Public Library District	\$ 450,613	\$ 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	\$ 390,000	\$ 405,000.00	\$ 150,000.00				
Harvey Public Library District							
Hillside Public Library							
Hinsdale Public Library	\$ 252,912	\$ 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 FY26 Fee						
	Formula (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	\$ 626,550	\$ 624,750.00	\$ 612,750.00				
LaGrange Park Public Library District	\$ 151,525	\$ 147,150.00	\$ 152,438.00				
Lansing Public Library	\$ 183,700						
Lyons Public Library	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Markham Public Library	\$ 93,150	\$ 1,320,075.00	\$ 27,000.00	\$ 613,500.00			
Matteson Area Public Library District							
Maywood Public Library District							
McCook Public Library District	\$ 162,285						
Melrose Park Public Library							
Messenger Public Library of North Aurora							
Midlothian Public Library	\$ 239,295	\$ 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	\$ 722,425	\$ 722,775.00	\$ 714,150.00				
Oak Brook Public Library							
Oak Lawn Public Library							
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	\$ 421,163	\$ 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							
Stickney-Forest View Public Library District	\$ 142,150	\$ 139,650.00	\$ 142,150.00	\$ 143,250.00	\$ 144,200.00		
Sugar Grove Public Library District	\$ 839,450						
Summit Public Library District	\$ 315,487						
Thomas Ford Memorial Library	\$ 239,200	\$ 239,200.00	\$ 236,600.00	\$ 233,800.00	\$ 230,800.00	\$ 232,600.00	\$ 234,000.00
Thornton Public Library							
Tinley Park Public Library							
Town and Country Public Library District							
University Park Public Library District							
Villa Park Public Library	\$ 842,250	\$ 833,650.00	\$ 834,650.00	\$ 834,850.00	\$ 839,250.00	\$ 834,850.00	\$ 834,550.00
Warrenville Public Library District	\$ 166,666	\$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 FY26 Fee Formula (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 IBHE profile]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY25 Total
National University of Health Sciences	495	27,441	\$ 2,000	\$ 9,000	\$ 11,000

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY25 Total
Bensenville School District #2	2,022	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	FY25 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

SWAN Circulation Policy

Reviewed and approved by the SWAN Board on 5/22/2020.

1. General circulation rules

1. Service should not be refused to any patron unless that user record is barred or blocked.
2. User blocks, holds, and borrowing limits of zero are established in the user profile by the user's home library and follow the user from library to library. It is the sole responsibility of the user's home library to correctly, appropriately, and legally establish, modify, and remove user blocks, holds and borrowing limits in accordance with the home library's policies. SWAN and its member libraries, other than the user's home library, are not responsible for reviewing, correcting, imposing, or otherwise changing user blocks, holds or borrowing limits. Do not override user blocks or borrowing limits when checking out to a reciprocal borrower unless permission is granted by the user's home library.
3. Circulation rules (loan period, fine rate, grace periods, number of renewals, and maximum charges by ltype) are established by the charging library.
 - A. Book discussion due dates, may be extended.
 - B. DVD Boxed sets added to the catalog after 1/1/2015 (TV Series, movies series, etc.) circulate for at least 2 weeks.
 - C. The number of renewals are limited to either 0, 2, 5, or 10.
 - D. The optional grace period is 3 days.
4. Library staff should attempt to renew items for users regardless of due date or where items were checked out. Exception: Interlibrary Loan ("ILL") materials from outside of SWAN must only be renewed at the library where the item was checked out.
5. The Circulation Map and the Hold Map must reflect the actual ILL policy of the owning library.
6. Suspension of a user's library privileges must be set only by the user's home library. It is the sole responsibility of the user's home library to correctly, appropriately, and legally establish, modify, and remove user suspensions in accordance with the home library's policies. SWAN and its member libraries, other than the user's home library, are not responsible for reviewing, correcting, imposing, or otherwise changing user suspensions.
7. It is individual library policy to set the expiration date of their users' library privileges. "NEVER" is an acceptable option.

8. While the vast majority of library policy is established by the individual library, some policy can only be set by the consortia due to the limitations of the ILS software, such as but not limited to, run dates for overdue notices and bill notices, limits on the number of renewals.
9. All items that can be checked out and/or returned at another SWAN library must have a codabar barcode on the item.

2. Holds

1. Hold queues should be honored.
 - A. Per patron request, any unavailable hold can be canceled at any SWAN library.
 - B. When placing a hold, the pickup point can be any SWAN public library.
 - C. Hold queue reordering follows [best practice](#).
2. Each SWAN library is required to completely process the On Shelf Item wizard at least Monday through Friday. Unavailable items should be checked out to a generic user.
3. Each SWAN library is required to physically process clearing the hold shelf at least Monday through Friday. Items on the hold shelf must reflect the item's status.
4. Pick-up dates are not to be modified for items on the hold shelf.

3. Handling of materials

1. SWAN library materials are to be checked in and routed to appropriate destination, regardless of where they are returned.
2. Materials from Non-SWAN libraries that cannot be checked in, should be forwarded to the owning library.
3. According to local practice, the user may be held responsible for Non-SWAN materials until the items reach their final destination.
4. Always use a new routing label when sending items in delivery. Staff should transfer any notes to the new routing label.
5. Routing labels must include the library codes for both the TO: and FROM: libraries.
6. Due to patron confidentiality, the user's name or barcode should not appear on routing labels.

4. Financial concerns

1. All charges can be paid via eCommerce.
2. Billing is generated at 42 days overdue.
3. All charges must be accepted at any SWAN library. On a quarterly basis, SWAN debits and credits SWAN libraries for material replacement costs, including manual charges.

4. Library staff can no longer pursue reimbursement for materials with a current location of INTRANSIT or those items “Damaged in Delivery” from SWAN or other SWAN libraries.
5. Packing materials for ILL are not billable.
6. Replacement materials are not accepted for ILL and Reciprocal Borrowing losses.
7. Reimbursement for non-returned lost materials will be 365 days after due date. In order to abide by ILLINET ILL code, Non-SWAN libraries will be reimbursed 240 days after due date. All reimbursements will be processed on a quarterly basis.
8. Once the item has been reimbursed through quarterly billing for all lost ILL/RB, monies will not be refunded.

5. Lost and claims returned items

1. The Mark Item Lost wizard should be used only when payment is made.
2. ILL/Reciprocal Borrowing claims return transactions are only performed by SWAN staff. This is done in consultation with the user’s home library.

6. Patron accounts/records

1. Birthdate is a required field in patron user records.
2. Patron addresses are required in SWAN to facilitate National Change of Address (NCOA) processing. All addresses in user records must conform to current standards (see appended USPS guidelines).
3. SWAN libraries must verify a user is in good standing before circulating to a new or renewing reciprocal borrower.
4. Creating multiple records is prohibited. There are only a few instances when a user may have more than one valid record in SWAN. Acceptable examples include: children in joint custody situations, staff, non-resident property owners, and records created for SWAN academic or special library members.
5. Academic and special library cards are not valid for use at a public library.
6. A user record from another SWAN library can only be modified when the user has moved into your service area. However, library staff can assist any user in editing the following fields: PIN, email address, any phone field, SMS Texting, language, or notice preference.
7. All Non-SWAN user records should include an expiration date. Expiration dates should never be set greater than one year from the date you are issuing the card.

7. Responsibility for lost interlibrary loan and reciprocal borrowing materials

1. When all libraries involved in an ILL or RB transaction are SWAN libraries, the user’s home library is responsible for all costs.

2. When a Non-SWAN library is involved in the transaction, the ILLINET ILL Code requires that the borrowing library must reimburse the owning library for any losses.

United States Postal Service standards (USPS)

1. Use a return address.
2. User all caps, spaces between words, no punctuation and left justify the margin.
3. [Use 2 letter state abbreviations.](#)
4. Use Zip Code or Zip 4 (if known) on the last line following city and state.
5. Use applicable directional.
 - A. N-North, S-South, E-East, W-West
6. [Include applicable designations.](#)
 - A. RM-room, APT- apartment