

SWAN BOARD MEETING AGENDA

December 17, 2021 9:30 a.m.

Glen Ellyn Public Library

400 Duane Street

Glen Ellyn, IL 60137-4508

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 17, 2021 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 17, 2021 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, November 2021 (Exhibit pgs. 3-9)

a. Balance sheet and detail of expenditures for November 2021

b. Approval of the payment of bills for November 1, 2021 through November 30, 2021 in the amount of \$54,124.88

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1 THROUGH NOVEMBER 30, 2021 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR NOVEMBER 2021

5. Action Item – Acceptance of the November 19, 2021 SWAN Board Meeting Minutes (Exhibit pgs. 10-13)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 19, 2021 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports

a. Board President Report

b. Executive Director Report (Exhibit pgs. 14-18)

c. Operations Report (Exhibit pgs. 19-41)

d. Treasurer Report

e. Board Calendar (Exhibit pgs. 42-43)

7. Action Item – Accept the 2021 fiscal audit as presented (Exhibit pgs. 44-82)
8. Action Item – Approve FY2023 RAILS LLSAP support grant agreement (Exhibit pgs. 83-111)
9. Discussion Item – SWAN fiscal year 2023 budget & fees draft (Exhibit pgs. 112-140)
10. Discussion Item – ILA Legislative meet-ups for 2022
11. Adjournment

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	Vice President	July 1, 2023
Dawn Bussey	Glen Ellyn Public Library	Treasurer	July 1, 2022
Jane Jenkins	Green Hills Public Library District	Secretary	July 1, 2022
Charity Gallardo	La Grange Public Library		July 1, 2024
Tim Jarzemsky	Bloomindale Public Library		July 1, 2024
Jesse Blazek	Palos Heights Public Library		July 1, 2022

SWAN Library Services
Balance Sheet
As of November 30, 2021

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	\$ 1,557,903.11
Hinsdale Bank - MM - 5010	983,274.37
Propay Funds	\$ 42.86
Total Cash and Cash Equivalents	\$ 2,541,220.34
 Current Assets	
Accounts Receivable	48,302.20
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Spares Inventory	1,732.50
Total Current Assets	\$ 73,501.78
 Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(346,583.95)
Total Capital Assets, net	\$ 21,194.91
 Total Assets	\$ 2,635,917.03
LIABILITIES	
Current Liabilities	
Deferred Revenue	\$ 1,819.50
Deferred Revenue - MAGIC Fee Supplement	68,512.00
Grant	
Accrued Payroll	40,906.76
Compensated Absences	108,060.39
Lease Payable	39,788.11
Total Current Liabilities	\$ 259,086.76
 Long Term Liabilities	
Total Liabilities	\$ 259,086.76
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,237,560.37
Total Beginning Net Assets	2,262,362.37
 Current YTD Net Income	114,467.90
Total Fund Balance	2,376,830.27
 Total Liabilities and Fund Balances	\$ 2,635,917.03

Statement of Revenue and Expenses Summary
For the 5 Months Ended November 30, 2021

	<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	\$2,631.83	\$1,461,865.55	\$2,921,563.44	\$ 1,459,697.89	50.04%
4100 - Membership Reimbursements	-	433,201.00	463,984.00	30,783.00	93.37%
4200 - Reimbursement for Losses	-	30,877.56	30,900.00	22.44	99.93%
4300 - Grant Revenue	-	263,345.50	522,691.00	259,345.50	50.38%
4500 - Investment & Interest	22.50	101.42	2,000.00	1,898.58	5.07%
4600 - Reserve Fund Transfer	-	-	90,000.00	90,000.00	0.00%
Total Revenue	<u>2,654.33</u>	<u>2,189,391.03</u>	<u>4,031,138.44</u>	<u>1,841,747.41</u>	<u>54.31%</u>
Expenses					
5000 - Salaries & Wages	107,711.10	590,363.94	1,546,800.00	956,436.06	38.17%
5020 - Personnel Benefits	34,637.52	177,113.71	500,000.00	322,886.29	35.42%
5100 - Building & Grounds	10,158.72	64,107.35	125,854.00	61,746.65	50.94%
5200 - Professional Development	784.70	2,063.88	16,200.00	14,136.12	12.74%
5300 - Membership Development	-	242.70	2,000.00	1,757.30	12.14%
5400 - Information & Technology Services	11,016.29	719,222.95	1,267,800.00	548,577.05	56.73%
5500 - General Office	116.00	1,238.25	3,000.00	1,761.75	41.28%
5600 - Hardware & Equipment	297.50	1,728.47	4,700.00	2,971.53	36.78%
5700 - Insurance	7,375.00	17,636.03	9,400.00	(8,236.03)	187.62%
5800 - Contractual Services	2,610.93	38,848.93	103,060.00	64,211.07	37.70%
5900 - Library Materials & Content	-	460,390.14	485,584.00	25,193.86	94.81%
6000 - Interest & Fees	389.14	1,966.78	3,740.00	1,773.22	52.59%
6100 - Other Expenses	-	-	4,522.00	4,522.00	0.00%
Total Expenses	<u>175,096.90</u>	<u>2,074,923.13</u>	<u>4,072,660.00</u>	<u>1,997,736.87</u>	<u>50.95%</u>
Excess Revenues less Expenses	<u>\$ (172,442.57)</u>	<u>\$ 114,467.90</u>	<u>\$ (41,521.56)</u>	<u>\$ (155,989.46)</u>	

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2021

	<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	\$ 2,631.83	\$ 1,461,865.55	\$ 2,917,863.44	\$ 1,455,997.89	50.10%
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	433,201.00	463,984.00	30,783.00	93.37%
4220 - Reimbursement Losses for Resource Sharing	0.00	30,877.56	30,000.00	(877.56)	102.93%
4230 - Collection Agency Fees	0.00	0.00	900.00	900.00	0.00%
4310 - RAILS Support to SWAN	0.00	261,345.50	522,691.00	261,345.50	50.00%
4320 - Other Grant Revenue	0.00	2,000.00	0.00	(2,000.00)	0.00%
4510 - Interest Income	22.50	101.42	2,000.00	1,898.58	5.07%
4600 - Reserve Fund Transfer	0.00	0.00	90,000.00	90,000.00	0.00%
Total Revenue	<u>2,654.33</u>	<u>2,189,391.03</u>	<u>4,031,138.44</u>	<u>1,841,747.41</u>	<u>54.31%</u>
Expenses					
5000 - Salaries & Wages	107,711.10	590,363.94	1,546,800.00	956,436.06	38.17%
5021 - FICA Expense	7,848.40	43,049.99	118,400.00	75,350.01	36.36%
5022 - State Unemployment Insurance	0.00	(6,580.00)	0.00	6,580.00	0.00%
5023 - Worker's Compensation	0.00	896.73	3,000.00	2,103.27	29.89%
5024 - Retirement Benefits	10,143.60	55,871.54	140,900.00	85,028.46	39.65%
5025 - Health, Dental, Life And Disability Insurance	16,327.52	83,557.45	234,600.00	151,042.55	35.62%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	318.00	318.00	600.00	282.00	53.00%
5110 - Rent/Lease	9,430.01	56,580.06	110,104.00	53,523.94	51.39%
5120 - Utilities	403.71	4,685.04	5,700.00	1,014.96	82.19%
5130 - Property Insurance	0.00	1,058.25	0.00	(1,058.25)	0.00%
5140 - Repairs & Maintenance	0.00	354.00	1,050.00	696.00	33.71%
5150 - Custodial Service & Supplies	325.00	1,430.00	9,000.00	7,570.00	15.89%
5220 - Staff Meetings	0.00	0.00	600.00	600.00	0.00%
5230 - Staff Professional Development	384.70	584.70	8,800.00	8,215.30	6.64%
5240 - Professional Association Membership Dues	0.00	200.00	2,500.00	2,300.00	8.00%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	400.00	1,279.18	3,500.00	2,220.82	36.55%
5310 - Travel Reimbursement	0.00	242.70	800.00	557.30	30.34%
5350 - Marketing & Promotional Material	0.00	0.00	1,200.00	1,200.00	0.00%
5410 - Infrastructure Licensing	0.00	3,645.85	0.00	(3,645.85)	0.00%
5420 - Application Software Licensing	4,129.35	14,321.29	22,000.00	7,678.71	65.10%
5430 - Server Software Licensing	2,318.95	40,134.88	62,000.00	21,865.12	64.73%
5440 - Library Services Platform	0.00	567,364.19	1,036,800.00	469,435.81	54.72%
5450 - Data Management Services	330.06	12,703.68	27,500.00	14,796.32	46.20%
5460 - Information Subscription Service	0.00	65,876.50	76,600.00	10,723.50	86.00%
5470 - Subscription Support Services	1,022.88	5,036.27	9,900.00	4,863.73	50.87%
5480 - Telecommunications	2,735.05	7,500.29	20,400.00	12,899.71	36.77%
5490 - Group Purchases - Services	480.00	2,640.00	12,600.00	9,960.00	20.95%
5510 - Office Supplies	0.00	1,052.50	1,500.00	447.50	70.17%
5520 - Postage	116.00	185.75	1,500.00	1,314.25	12.38%
5610 - Equipment Rental/Maintenance	297.50	1,051.80	3,700.00	2,648.20	28.43%
5620 - Hardware	0.00	676.67	1,000.00	323.33	67.67%
5700 - Insurance	7,375.00	17,636.03	9,400.00	(8,236.03)	187.62%
5810 - Legal	0.00	0.00	5,000.00	5,000.00	0.00%
5820 - Accounting	1,030.00	3,090.00	17,560.00	14,470.00	17.60%
5830 - Consulting	250.00	22,000.00	38,000.00	16,000.00	57.89%
5840 - Payroll Service Fees	226.56	1,944.68	3,600.00	1,655.32	54.02%
5850 - Contractual Agreements	0.00	2,000.00	0.00	(2,000.00)	0.00%
5860 - Notification & Collection	1,104.37	9,814.25	38,000.00	28,185.75	25.83%

Statement of Revenue and Expenses
For the 5 Months Ended November 30, 2021

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5870 - Recruitment	0.00	0.00	900.00	900.00	0.00%
5910 - Print Materials	0.00	0.00	5,000.00	5,000.00	0.00%
5920 - Reimburse for Resource Sharing	0.00	28,268.07	30,000.00	1,731.93	94.23%
5930 - Electronic Resources	0.00	1,348.07	0.00	(1,348.07)	0.00%
5990 - Group Purchases - Content	0.00	430,774.00	450,584.00	19,810.00	95.60%
6010 - Bank Fees	387.84	1,962.91	3,700.00	1,737.09	53.05%
6020 - Merchant Account Fees	1.30	3.87	40.00	36.13	9.68%
6110 - Depreciation	0.00	0.00	2,322.00	2,322.00	0.00%
6130 - Vacation Expense	0.00	0.00	2,200.00	2,200.00	0.00%
Total Expenses	<u>175,096.90</u>	<u>2,074,923.13</u>	<u>4,072,660.00</u>	<u>1,997,736.87</u>	<u>50.95%</u>
 Excess Revenues less Expenses	 <u>\$ (172,442.57)</u>	 <u>\$ 114,467.90</u>	 <u>\$ (41,521.56)</u>	 <u>\$ (155,989.46)</u>	

**SWAN Library Services
Check Register**

All Bank Accounts
November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
ComEd				8544	11/23/21	<u>268.59</u>
5120	Utilities	ComEd - 10/15-11/16	268.59			
Employee Benefits Corporation				8545	11/23/21	<u>250.00</u>
5830	Consulting	EBC - noon-discrimination census processing	250.00			
ICS Learning Group				8546	11/23/21	<u>350.00</u>
5470	Subscription Support Services	ICS Learning Group - Inquisiq LMS SaaS monthly rate	350.00			
Insight Public Sector, Inc.				8547	11/23/21	<u>378.42</u>
5430	Server Software Licensing	Insight Public Sector, Inc. - Azure backup system	378.42			
Lauterbach & Amen, LLP				8548	11/23/21	<u>1,030.00</u>
5820	Accounting	Lauterbach & Amen, LLP - October services	1,030.00			
LIMRiCC				8549	11/23/21	<u>20,914.70</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC -	20,914.70			
Marcive, Inc.				8550	11/23/21	<u>330.06</u>
5450	Data Management Services	Marcive, Inc. - MARC authority services	330.06			
Nicor Gas				8551	11/23/21	<u>135.12</u>
5120	Utilities	Nicor Gas - 10/13-11/11	135.12			
Reliance Standard Life Insurance Co.				8552	11/23/21	<u>905.30</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co.	905.30			
T.A. Systems Inc.				8553	11/23/21	<u>325.00</u>
5150	Custodial Service & Supplies	T.A. Systems Inc. 5 cleanings for Oct.	325.00			
Unique Integrated Communications, Inc.				8554	11/23/21	<u>480.00</u>
5490	Group Purchases - Services	UMS - curbside communicator - november	480.00			

SWAN Library Services

Check Register

All Bank Accounts

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Unique Integrated Communications, Inc.				8555	11/23/21	<u>750.00</u>
5860	Notification & Collection	UMS - MessageBee - Nov.	750.00			
Unique Integrated Communications, Inc.				8556	11/23/21	<u>354.37</u>
5860	Notification & Collection	UMS - Notices - Oct.	354.37			
Wellness Insurance Network-WIN				8557	11/23/21	<u>171.00</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN	171.00			
First Bankcard				50116	11/17/21	<u>7,964.38</u>
5230	Staff Professional Development	HR Source - fall conference	199.00			
5260	Online Learning	Library Juice Academy	400.00			
5420	Application Software Licensing	Mailchimp Montly	38.24			
5420	Application Software Licensing	MyDirectVote online voting	165.00			
5420	Application Software Licensing	adope acropro sub	3,926.11			
5430	Server Software Licensing	microsoft directory basic	24.00			
5430	Server Software Licensing	microsoft directory premium	18.00			
5430	Server Software Licensing	microsoft	841.84			
5430	Server Software Licensing	microsoft azure reservations	847.61			
5430	Server Software Licensing	microsoft azure support	100.00			
5430	Server Software Licensing	microsoft azure usage	109.08			
5470	Subscription Support Services	logmein rescue asst.	110.00			
5470	Subscription Support Services	logmein go to webinar	100.00			
5470	Subscription Support Services	twilio sendgrid	352.88			
5470	Subscription Support Services	logmein rescue asst.	110.00			
5480	Telecommunications	microsoft domestic calling	288.00			
5480	Telecommunications	Grasshopper	48.17			
5520	Postage	USPS	104.98			
5520	Postage	USPS	11.02			
5610	Equipment Rental/Maintenance	Genesis monthly	88.85			
5610	Equipment Rental/Maintenance	Genesis monthly	80.30			
6020	Merchant Account Fees	GVD - propay	1.30			
First Bankcard				50117	11/30/21	<u>185.70</u>

SWAN Library Services

Check Register

All Bank Accounts

November 2021

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5230	Staff Professional Development	First Bankcard	185.70			
Travelers				50118	11/02/21	<u>437.00</u>
5700	Insurance	Travelers - paid online	437.00			
Genesis Technologies, Inc.				50119	11/19/21	<u>128.35</u>
5610	Equipment Rental/Maintenance	Genesis Technologies, Inc. monthly	128.35			
Travelers				50120	11/29/21	<u>6,938.00</u>
5700	Insurance	Travelers - 10/31/21-10/31/22	6,938.00			
Comcast				50121	11/29/21	<u>2,398.88</u>
5480	Telecommunications	Comcast - sept	379.98			
5480	Telecommunications	Comcast - oct	1,258.95			
5480	Telecommunications	Comcast - nov	759.95			
Quail Ridge Drive Investors, LLC				50122	11/30/21	<u>9,430.01</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - December	9,430.01			
Check List Total						<u><u>54,124.88</u></u>

SWAN Board Meeting Minutes

November 19, 2021 9:30 a.m.
Glen Ellyn Public Library
400 00 Duane Street
Glen Ellyn, IL 60137-4508

1. Call to Order, Roll Call

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

- a. Jesse Blazek
- b. Ted Bodewes
- c. Dawn Bussey
- d. Jennifer Cottrill
- e. Charity Gallardo
- f. Tim Jarzemsky
- g. Jane Jenkins

2. Introduction of Visitors/Public Comment

No public comment

3. Action Item

Acceptance of the November 19, 2021 SWAN Board Meeting Agenda

Bussey moved, seconded Blazek that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 19, 2021
SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote

4. Action Item

Approval of SWAN Financials, October 2021

Bussey moved, seconded by Cottrill that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS OCTOBER 1 THROUGH OCTOBER 31, 2021 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR OCTOBER 2021 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Gallardo, Jarzemsky, Jenkins

5. Action Item

Acceptance of the October 22, 2021 SWAN Board Meeting Minutes

Change made to wording in Executive Director report – “strategy should” was made.

Cottrill moved, seconded by Jenkins that it be:

RESOLVED, THAT THE SWAN BOARD APPROVES THE OCTOBER 22, 2021, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

None

b. Executive Director Report

Skog updated the Board on the library visits he and Tortorella had at Riverdale Public Library and Harvey Public Library District.

The FY23 budget suggestion is to add SWAN Expo, which Skog will look into and discuss the dates with Morraine Valley College as a possible conference in 2022.

The board also discussed looking into the possibility of adding new libraries to the consortium in FY24. If any libraries interested sooner, SWAN would accommodate. Skog also touched on the Monthly financial report.

c. Ops Reports

Reviewed as presented.

d. Treasurer’s Report

Bussey discussed the LLSAP Sustainability Working Group meeting she attended that met on November 15th conducted by RAILS.

e. Board Calendar

One remaining item that Skog & Jenkins will complete.

7. Action Item

Accept the SWAN fiscal year financial audit – REMOVED from Agenda

8. Action Item

Approve the SWAN Board and Membership meeting schedule for 2022

The change for April 15, 2022 to the April 22, 2022 was discussed, due to potential conflicts with holidays.

Gallardo moved, seconded by Jarzemsky that it be

RESOLVED, THAT THE BOARD ACCEPTS THE SWAN BOARD AND MEMBERSHIP MEETING SCHEDULE FOR 2022.

Motion carried by unanimous vote

9. Discussion Item

SWAN Fiscal year 2023 budget priorities and analysis

A discussion on the budget highlights of FY22 was given by Skog.

10. Discussion Item

December 02, 2021 Director's & Administrators' Quarterly meeting agenda

It was decided upon to have the Quarterly Meeting virtual with the use again of the voting platform.

11: Adjournment

Minutes Prepared by Ginny
Blake

Respectfully Submitted,

Jane Jenkins

Board Secretary

DRAFT

SWAN Executive Director Report

December 17, 2021

Update on Activities

Library Visits: Blue Island Public Library

I visited Blue Island Public Library on Wednesday, November 17th to meet with library director Anna Wassenaar.

- The library has a trove of local history artifacts that if digitized would free up quite a bit of space for configurations
- Library of things are organized very creatively, and the library could provide some inspiration to how Aspen Discovery organizes these collections

Robin Hofstetter after the December 2nd Quarterly meeting connected with Anna Wassenaar to outline grant opportunities for digitization. We will be looking at organization of library of things within the Aspen Discovery interface over the upcoming year, once we have completed a transition from Enterprise.

Interest in SWAN centralized group-purchase ordering

Immediately after the November SWAN Board meeting, I received an email from a library director responding to my written board report about the idea of more centralized ordering. We held a meeting to discuss the topic with Dawne Tortorella and Scott Brandwein on how the rental copy ordering worked for SWAN over the past year, and to discuss where some centralized ordering of popular materials makes sense for a single or group of libraries.

- Scott noted that once set up, the ability to order in advance the most popularly requested material was nearly automatic
- Library directors would like to have personnel budgets go towards more niche areas of service locally
- Automation of title ordering seems to be a good area to explore, with a focus on ordering the material that is by and large the same titles/authors being ordered by the other 94 public libraries in SWAN
- Library staff might be relieved they are not “obligated” to order the same basic titles, freeing them up to do other programming tasks or collection development

We will continue to have conversations and bring Baker & Taylor into a discussion of what is possible as a next step. Other libraries in the west suburban area will be approached for interest.

National Endowment for the Arts Grant Submission

No word yet on the grant award.

RAILS Consortia Committee update

Dawn Bussey is the SWAN representative on the LLSAP Sustainability Working Group. The LLSAP Sustainability Working Group will meet on Monday, January 10, 2022.

Information Security Risk Assessment & Analysis

I recently participated in a workshop with Sikich on the risk assessment calculator, which we will work on to refine for SWAN. The “likelihood” of a security incident is rated against its impact on the organization. For example, any imminent security breach with its highest impact on SWAN would have the highest score based on the calculator. The scores will help us prioritize work for the upcoming year.

Risk Heat Map					
Likelihood	Impact				
	Severe - 5	High - 4	Unacceptable - 3	Acceptable - 2	Negligible - 1
Imminent - 5	25	20	15	10	5
Frequent - 4	20	16	12	8	4
Likely - 3	15	12	9	6	3
Foreseeable - 2	10	8	6	4	2
Not Foreseeable - 1	5	4	3	2	1

Board Considerations

Acceptance of the FY2021 financial audit

The audit was not ready for the November meeting. We anticipate its completion in time for the December board meeting.

Fiscal Year 2023 budget

The meeting packet will include a second version of next year’s budget.

- SWAN Expo revenue and expenses
- Salaries, benefit expenses set to prior year levels
- Consulting expenses for the virtual security officer, as part of the security audit

EBSCO year-3 subscription pricing will likely not be finalized until after the budget is passed in March 2022.

ILA legislative meet-ups

The ILA coordinated regional meet-ups will be held virtually for 2022. The following tentative dates should be taken under consideration for SWAN Board members (as shared by ILA on Monday, December

13, 2021). You can register for one of the events on the ILA website:

<https://www.ila.org/events/legislative-meet-ups>

Monday, January 24, 2022	West suburban & Chicago
Friday, February 4, 2022	South suburban & Chicago
Monday, February 21, 2022	North suburban & Chicago

Monthly Financial Report

Balance Sheet

The Fund Balance Unrestricted line remains at \$2,237,560.37 with no change from the month prior. The approved Sikich security audit will be paid from reserves, as was approved at the September membership meeting. The SWAN Reserve Cash Policy requires monitoring the balance and if it is projected to be more than 50% to bring a recommendation to the membership at the June Quarterly meeting.

Fund Balance Unrestricted	\$2,237,560.37
FY22 expenses to be paid from reserve	(\$43,500.00)
	\$2,194,060.37
SWAN annual expense budget	\$4,031,138.44
	54%
Number of months operating expense in reserve	6.5

Revenue & Expense Report

This month would be 42% of the budgeted revenue and expenses. SWAN's financials are presented in a cash basis for this current fiscal year 2022. The total revenue reflects library membership fee payments for two quarters, which would bring in 50% of SWAN revenue.

SWAN FY22	FY22 Budget	Ending November 2021	Percentage of budget YTD 42%
Total Revenue	\$4,031,138.44	\$2,189,391.03	54%
Total Expenses	\$4,072,660.00	\$2,074,923.13	51%
Over / (Under)	(\$41,521.56)	\$114,467.90	

Accounts Receivable Update

4010 - SWAN Full Membership Fees: the second quarter invoices were sent out in October. We are currently at 50% of what should be 42% for this line.

4190 – Member Group Purchase Receipts: for this fiscal year we decided to invoice the EBSCO database group-purchase libraries their full amount due rather than adding the payment to the quarterly membership fees. We have received 93% of the \$463,984 budget line.

4220 - Reimbursement Losses for Resource Sharing: the invoices issued as part of the SWAN-to-SWAN member library for lost and paid material are recorded in this line. This line will offset against the 5920 Reimburse for Resource Sharing expense line. This is the first of four quarterly billings for this service.

4310 – RAILS Support to SWAN: the second payment to SWAN was received in October, so this line is now precisely at 50% as expected. The third payment will be made in January.

4510 – Interest Income: SWAN’s Money Market is performing very poorly due to the economic downturn. Even within this year’s budget expecting only \$2,000 in gained interest, year-to-date we have only received a small percentage of the budgeted revenue.

Accounts Payable Update

5022 – State Unemployment Insurance: this line received a reimbursement from Illinois as part of pandemic relief.

5110 – Rent/Lease: the expenses in this line will reflect 1 additional month of rent payments and appear overbudget.

5410 – Infrastructure Licensing: this line is no longer used and reflects some misclassified expenses in this budget line meant for 5420 Application Software Licensing.

5440 – Library Services Platform: activity includes a 1-year subscription paid for EBSCO Discovery Service and OpenAthens, plus a fully year’s payment to SirsiDynix for the annual maintenance. The OCLC invoice for 2021 was issued but will be revised for prorated July and August membership, and the lower invoice will be issued for September 2021 – June 2022.

5460 - Information Subscription Service budget line is 86% spent as the EBSCO 1-year subscription to Novelist Select is fully recorded in this budget line.

5990 – Group Purchases – Content: this line budgeted at \$450,584 is 95.60% spent due to the EBSCO database group purchase year-2 subscription from RAILS at \$430,774.

Operations Report: December 2021

Member Engagement – All Staff

The following abbreviations are used to show departments: UX – User Experience, Bib Srvs – Bibliographic Services, IT – Information Technology and Systems Support, Admin – Administration.

Site Visits, Training, and Networking

During the past reporting period (November 16th – December 13th) regular user group meetings and member engagement are noted. As SWAN staff are making on-site visits to libraries, those will be indicated in green highlight for reference.

Date	Event Name	Attendees	Teams Represented	Topic
11/17/2021	Circulation Advisory	Crystal, Sam + others	UX, Bib Srvs	Member meeting
11/17/2021	Firewall Site Visit (Broadview)	Michael, Ian	IT	Consultation
11/17/2021	Site Visit (Blue Island)	Aaron	Admin	Consultation
11/18/2021	Fine Free Consultation (Alsip)	Vickie	IT	Consultation
11/19/2021	SWAN Board Meeting (Glen Ellyn)	Aaron, Ginny, Dawne	Admin	Governance
11/22/2021	Firewall Site Visit (Thomas Ford)	Ian, Steven	IT	Consultation
11/23/2021	Hold Map Consultation (Calumet City)	Dawne, Sam	Admin, Bib Srvs	Consultation
11/23/2021	Firewall Site Visit (Beecher)	Michael	IT	Consultation
11/23/2021	Firewall Site Visit (Berwyn)	Michael	IT	Consultation
11/23/2021	Firewall Site Visit (Chicago Heights)	Rudy	IT	Consultation
11/23/2021	User group consultation (Warrenville)	Michael	IT	Consultation
11/29/2021	Aspen Office Hours	Tara, Robin, Crystal, +others	UX, Bib Srvs, Admin	Training
11/30/2021	SWAN Fireside Chat #32	Steven, Dawne, Aaron, Tara, Crystal, Sam, Claudia, Robin	Admin, Bib Srvs, IT, UX	Member meeting
12/2/2021	SWAN Quarterly	Aaron, Tara, Steven	Admin, IT, UX	Governance
12/2/2021	Firewall Site Visit (La Grange Park)	Ian	IT	Consultation
12/2/2021	Firewall Site Visit (Lyons)	Ian	IT	Consultation
12/6/2021	Firewall Site Visit (Northlake)	Ian	IT	Consultation
12/6/2021	Acquisitions & Cataloging co-chair meeting	Claudia, Sam, Vickie	Bib Srvs, IT	Member meeting
12/7/2021	Pre-Cat Training (Riverside)	Claudia, Angela	Bib Srvs	Training
12/8/2021	Cataloging Office Hours	Scott & team	Bib Srvs	Training
12/8/2021	Firewall Site Visit (Justice)	Michael	IT	Consultation

12/8/2021	Mobile Staff Consultation (Lansing)	Ian	IT	Consultation
12/8/2021	Firewall Site Visit (McCook)	Michael	IT	Consultation
12/8/2021	Materials Processing Brainstorm (La Grange Park)	Aaron, Scott, Dawne	Admin, Bib Srvs	Research & Development
12/9/2021	Firewall Site Visit (Nancy L. McConathy)	Dave	IT	Consultation
12/9/2021	Firewall Site Visit (Glenwood-Lynwood)	Dave	IT	Consultation
12/9/2021	Firewall Site Visit (Clarendon Hills)	Steven	IT	Consultation
12/9/2021	Firewall Site Visit (Schiller Park)	Ian	IT	Consultation
12/9/2021	School/Library Partnership Consultation (Evergreen Park)	Dawne, Vickie	Admin, IT	Consultation
12/10/2021	KitKeeper Pilot Meeting	Helen, Dawne	Admin	Research & Development
12/10/2021	PayPal Integration (La Grange)	Steven	IT	Consultation
12/13/2021	Aspen Office Hours	Tara, Robin, Crystal, +others	UX, Bib Srvs, Admin	Training

Research & Development, Vendor Engagement

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community. Extensive interview time with IT staff primarily is indicated, relative to the security assessment work underway with Sikich.

Date	Event Name	Attendees	Teams Represented	Topic
11/17/2021	Diversity, Equity, and Inclusion in Metadata Networking Group	Scott + others	Bib Srvs, Admin	Collaboration
12/2/2021, 12/9/2021	Sikich Risk Assessment Review	Aaron, Steven, Dawne	Admin, IT	Research & Development
Tuesdays: 11/16/2021-12/7/2021	ByWater - Aspen weekly pilot check-in	Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin	UX, Admin, IT, Bib Srvs	Research & Development
12/2/2021	Aspen Release	Tara, Crystal, Robin, Scott, Steven, Dawne	UX, Bib Srvs, IT, Admin	Research & Development
12/9/2021	Aspen Gathering	Tara, Robin, Scott, Steven, Dawne	UX, Bib Srvs, IT, Admin	Research & Development

SWAN Assistant Director (Dawne Tortorella)

BLUEcloud Central Updates

All SWAN operational departments are involved in BLUEcloud applications (Central, Acquisitions, Cataloging, Circulation). We expect updates to the cloud-based services approximately every 2-3 months. While we have a general idea of what is coming and timeline based on our involvement with SirsiDynix' Strategic Partners Program and close working relationship with their development leads, these updates are often released with minimal notice regarding exact date. We will communicate these updates as soon as we know details and provide Member Updates to review critical enhancements and highlights of the release.

Our BLUEcloud product owners are working closely together to manage new roles and permissions, configuration requirements, testing, training and member updates, and feedback to the SirsiDynix developers. While BLUEcloud touches all SWAN staff responsibilities, these product owners are our point persons on specific application areas:

- Acquisitions – Sam Dietel, Consultant, Bibliographic Services
- Cataloging – Claudia Nickson, Consultant, Bibliographic Services
- Circulation – Crystal Vela, Consultant, User Experience
- Central (includes configuration of core platform, roles/permissions, and search) – Dave Pacin, Systems Administrator, Information Technology & Systems Support

The next scheduled BLUEcloud Central update is expected the week of December 13th – we anticipate it will be Tuesday, December 14th, but do not yet have official announcement.

SWAN Learning Management System – launch in January

Claudia, Crystal, and Dawne have been working on transfer of our online courses to a Learning Management System (LMS) which will track learner progress, provide library managers with learner reports, issues certificates of completion, and enable learning transcripts. Our initial launch will include all the current self-paced learning modules developed by Claudia and Crystal over the past year. They are also busy adding more short courses.

Learners will be able to self-register. Registrations must be approved by a SWAN administrator, but once approved, learners can enroll in any course offered through the SWAN Course Catalog.

We will be starting with a couple of pilot libraries, Elmwood Park and Downers Grove, in December to provide some feedback prior to the official launch. By launch date, we expect to have about 8 courses covering cataloging, circulation, patron management, and serials.

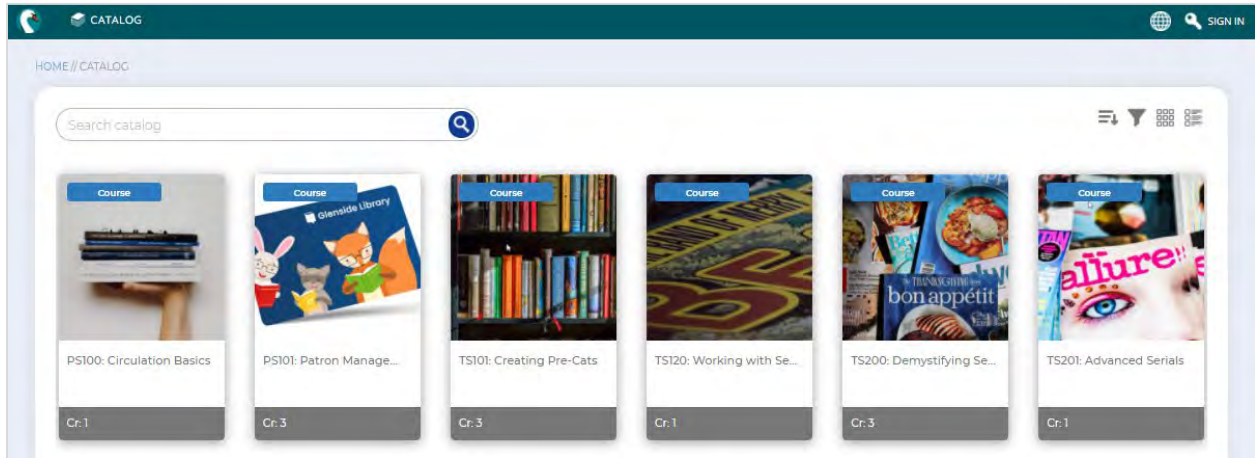
The following screen captures provide a sneak preview of what's in store.

Users will follow links from the learning management home page by:

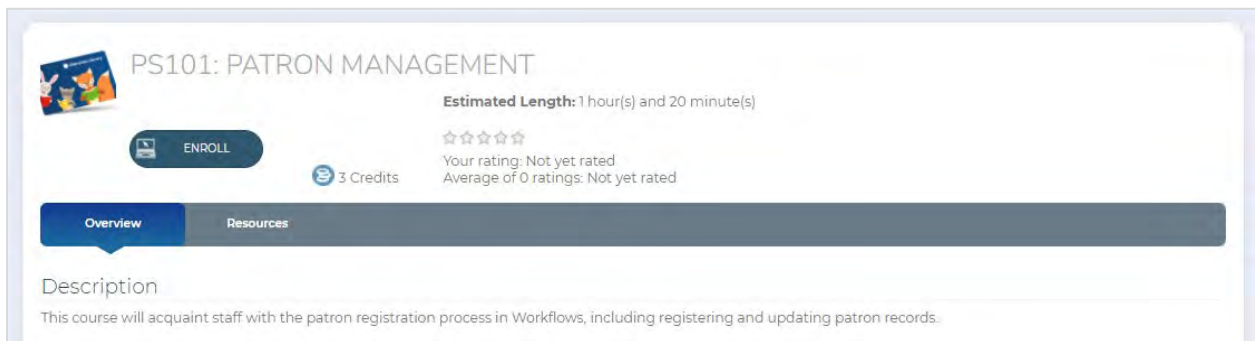
1. First time – Create an account
2. Once approved – SIGN IN



A sneak peek at the catalog of courses:

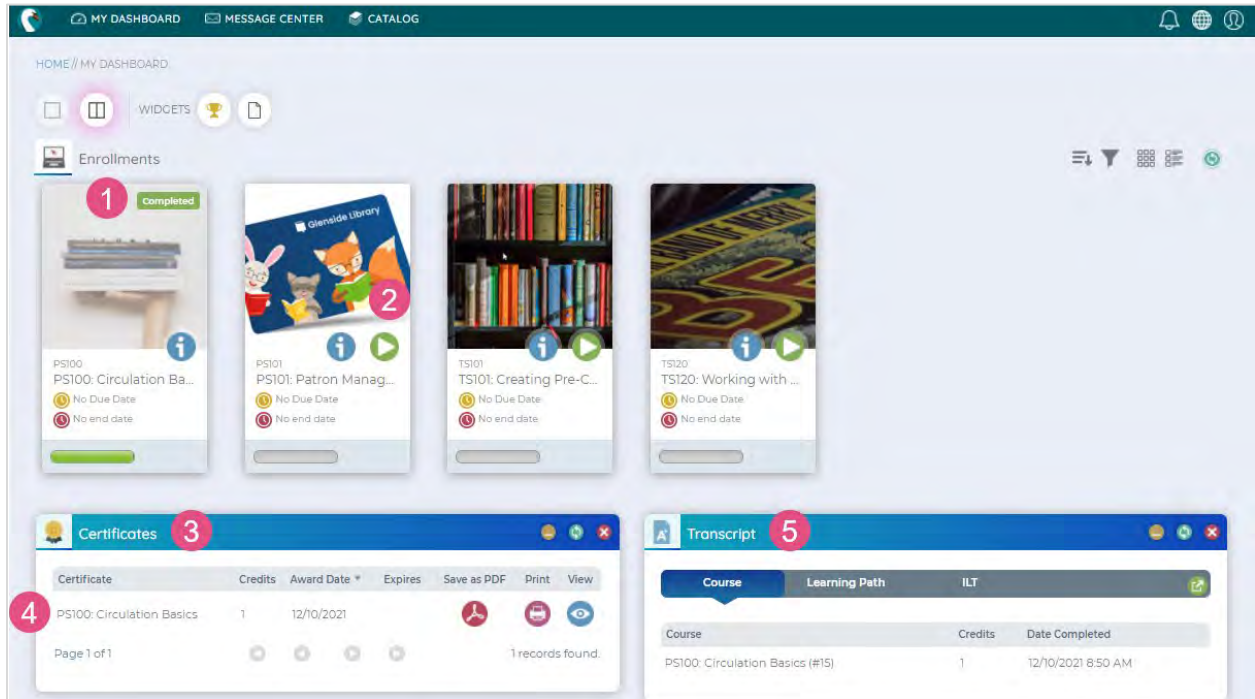


Details and resources for the course can be reviewed. If interested, the learner can enroll.



Once enrolled, learners can manage their courses through their learner dashboard.

1. Completed courses are shown
2. Play button for courses to continue learning on those not yet completed
3. Certificates of Completion
4. Save as PDF, print, or view specific Certificates
5. Transcripts provides a full list of all completed courses, even those not offering certificates of completion



Look for announcements in early 2022.

Monthly inactive patron record removal

The automated monthly removal of inactive accounts has been processed for 3 months successfully. Starting with the January 2022 report libraries receive to review, the time threshold of inactivity will be reduced to 7 years. Library staff reviewing these patron records can perform a last activity update action on the record to retain the patron record.

The automated monthly purge which will run on January 17th will be looking at the 10-year threshold of inactive patrons identified in December, 2021. The removal of records lags the review report by approximately 6 weeks to give libraries time to review and update, if appropriate, any patron records.

NCOA 2021

The agreement has been signed and data export readied for Unique to process approximately 980,000 patron records through national change of address processing. Libraries have been working to clean up the remaining ~2,500 patron records still containing NCOA 2017 notes. Given the success in cleaning up long inactive records, we have requested geo-location coding for all these records. This will give us a

base for geo-location on all patron records and a path for future ongoing maintenance of this information.

The processing file should be complete in December from Unique. We are tentatively scheduling the first week in January to apply these changes in test and then production. The following actions and timeline are expected once we receive the file with address updates and geo-location.

- Extended data field will be added to patron records to store geo-location
- Geo-location stored in patron record
- If address has changed:
 - Add NCOA – 2021 Note which include previous address
 - Update patron address information based on NCOA data
 - No change in status
- Special and academic libraries will receive a list of changes but those will not be reflected in their student or patron/member records. This will allow all libraries to benefit from NCOA processing, and enable special and academic libraries to determine how to use this information in their record maintenance.

Pseudo Libraries

At least 2 more libraries are interested in configuring pseudo libraries (1 drive-up window, 1 locker). In addition, we are considering use of pseudo libraries to support our Internet Access libraries which continue to create challenges for staff when encountering material to route to “ILL_LIBS.” Many times, these materials are not properly checked out to the library requesting the material and we are exploring how pseudo libraries and a restricted BLUEcloud Circulation account for our Internet Access libraries might facilitate this process more cleanly.

Getting ready for 2022!

Tara started what we hope to be an annual tradition of reflecting over the past year and looking forward to the next. Here’s what members of the Admin team shared.

Helen

Most proud: Successfully rolling out KitKeeper and the copious process documentation that needed to be crafted before we could responsibly expand the service beyond the pilot libraries.

Consortial configuration of auto-no in WorldCat Discovery. This has already proven to be a huge time-saver for library staff in a lender string and expedites requests for the prospective borrower.

Most looking forward to: Expanding reading incentive programs across all SWAN libraries by providing a centralized BeanStack instance while providing additional support and networking for our SWAN libraries using their own branded reading programs. [Library reading programs](#) are a proven tool for maintaining and improving literacy among students and I’m delighted to begin curating and promoting this service.

Dawne

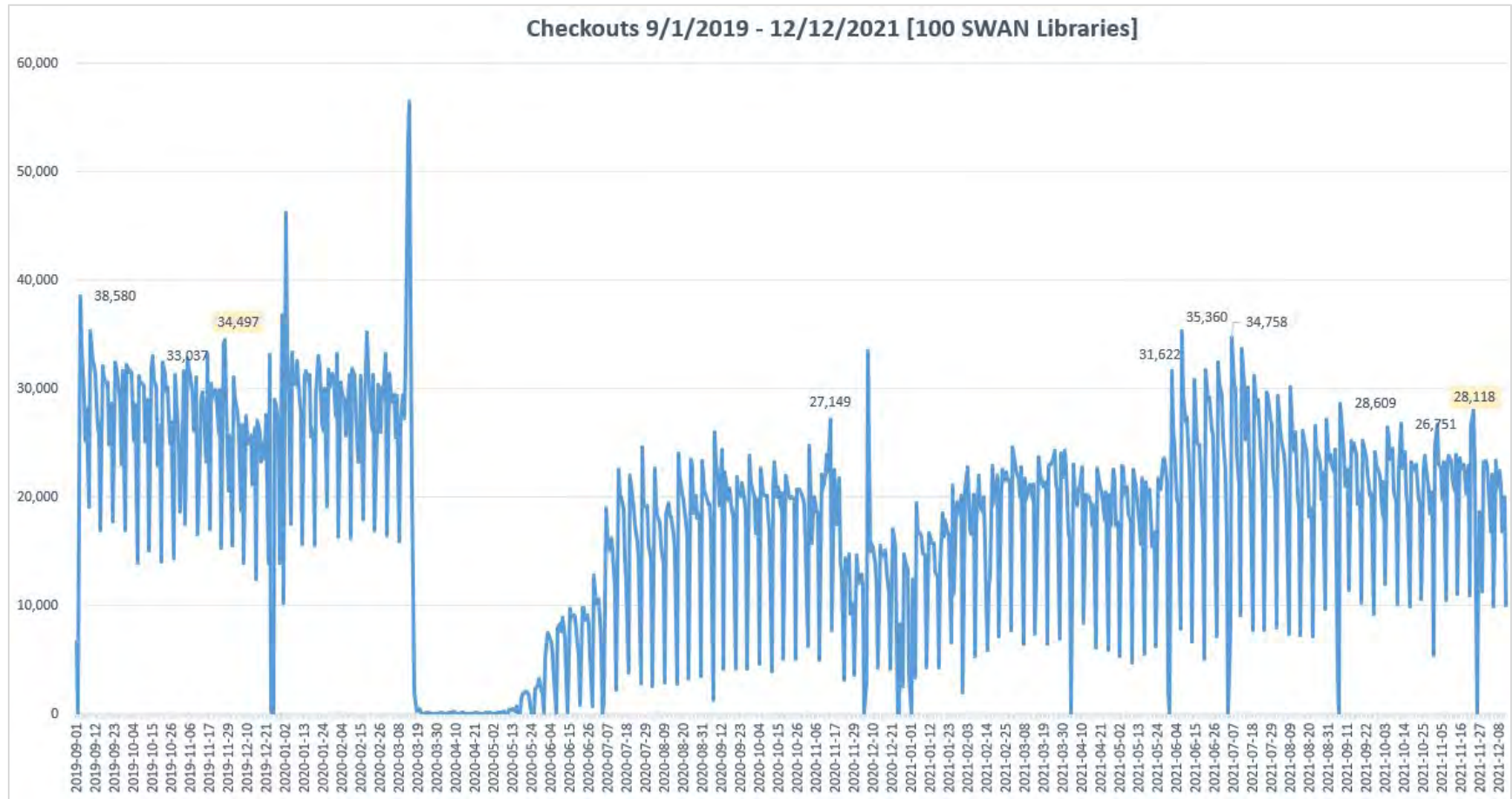
Most proud: While technically last year, the final settling in of the SWAN 100 libraries with our new members and seeing their contributions is affirmation of the strength of our membership. Also significant is the amount of work and collaboration through all areas of SWAN and the membership in moving Aspen from a proof of concept to our future OPAC. And let's also throw in Pseudo Libraries as a working solution for drive-up windows and lockers.

Most looking forward to: Increased production use of BLUEcloud Acquisitions, Cataloging, and Circulation to simplify staff functions. And the official launch of our SWAN Learning Management System.

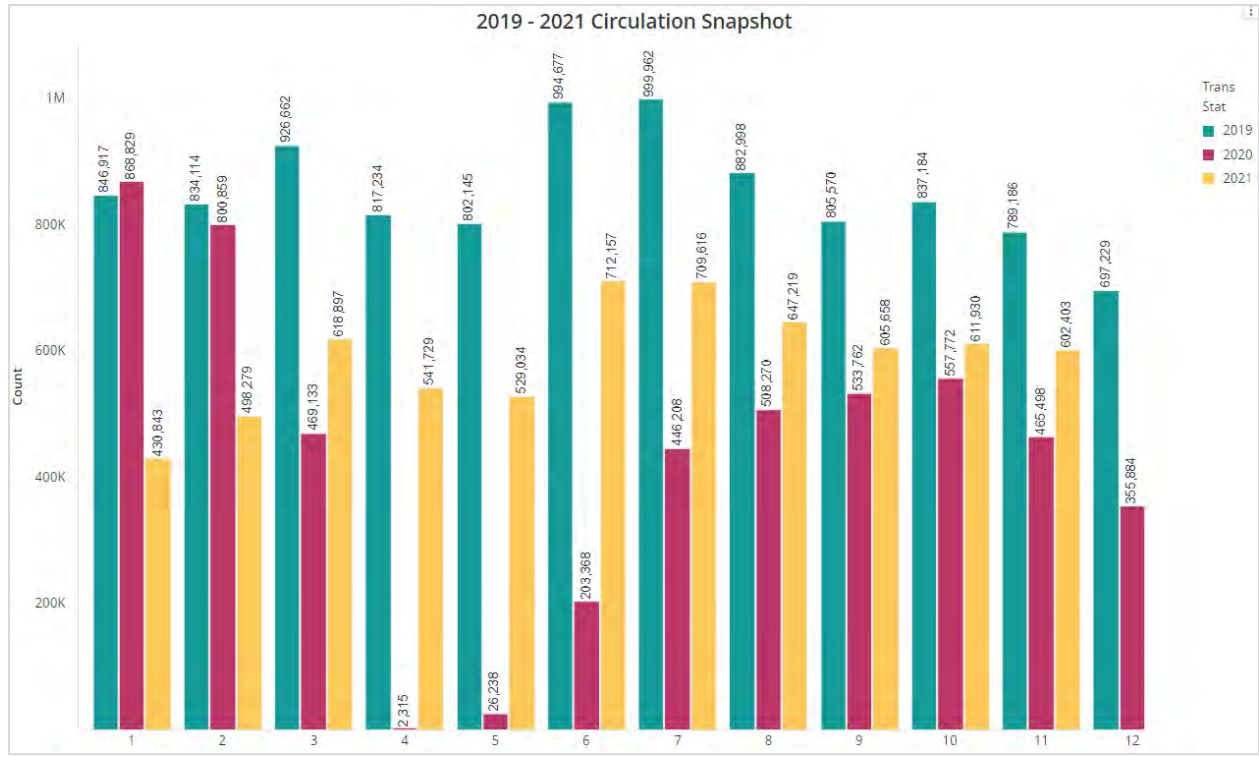
A look at the numbers

Comparing the Tuesday before Thanksgiving circulation bump in 2019 (34,497 on November 26th) vs 2021 (28,118 on November 23rd), we are at 82% of 2019 circulation. September high was 74% of 2019, October high was 81%, so gradual, but continued increase in circulation pattern.

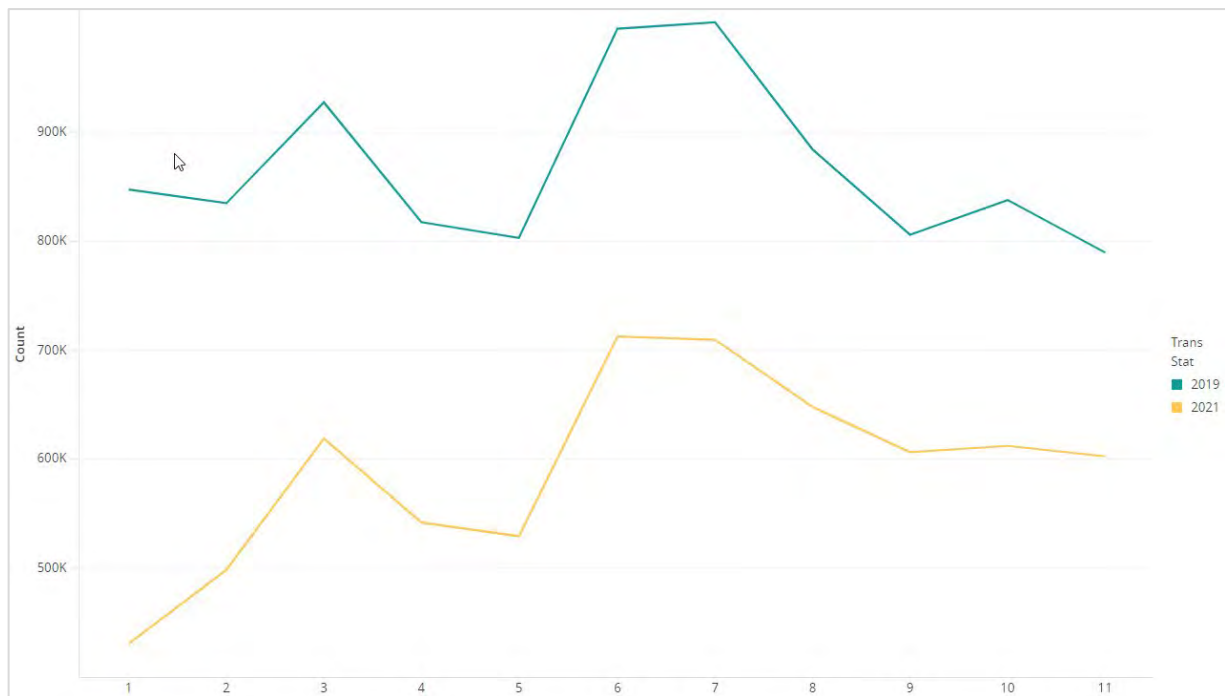
Circulation



Comparison of circulation, from January 2019 through November 2021, shows the month-to-month pattern of circulation over the pre-pandemic (2019), pandemic (2020), and current year (2021).

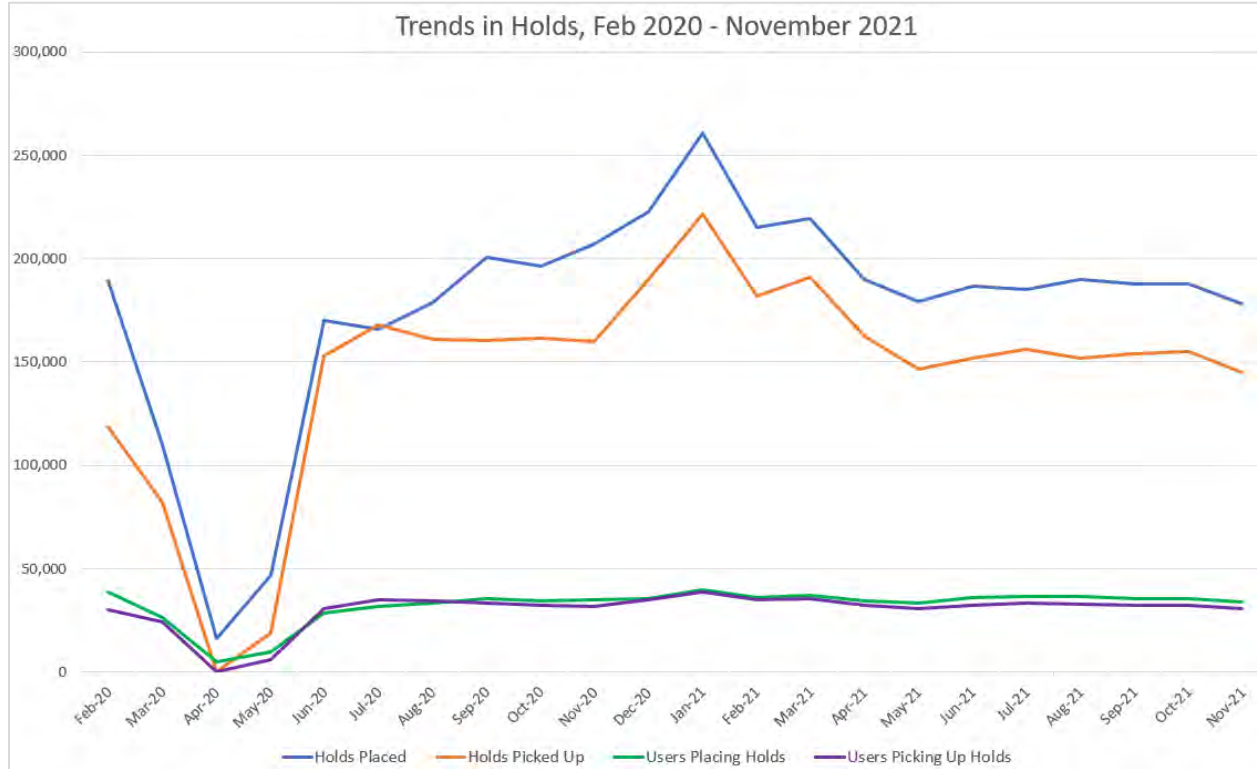


The consistent pattern of monthly highs/lows continues. However, in October and November 2021, we see more of a leveling off, with less of an October increase compared with 2019.



Hold

Overall trends in holds are steady, with a dip in November – likely due to holiday planning and patrons placing fewer holds during this period. We do not have historic numbers back in November 2019 to compare against.



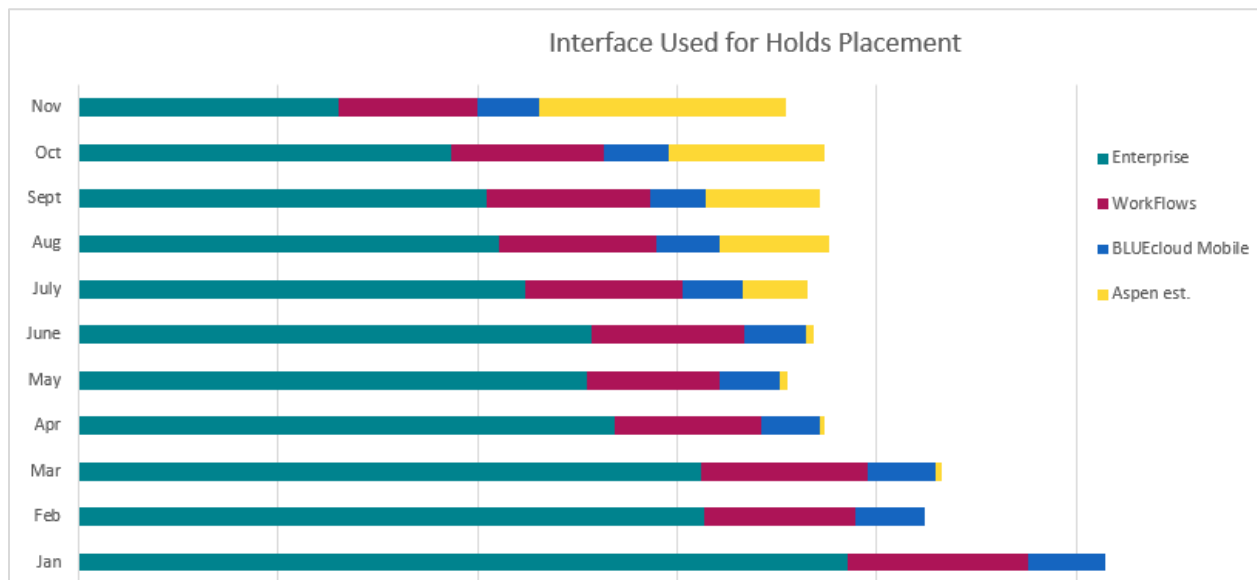
	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
Jan-20				
Feb-20	189,282	118,451	38,982	30,320
Mar-20	109,824	82,356	26,678	24,235
Apr-20	16,026	65	4,845	36
May-20	46,551	18,875	10,072	6,054
Jun-20	169,930	153,061	28,556	30,607
Jul-20	165,648	167,893	31,816	34,825
Aug-20	178,560	160,834	33,557	34,457
Sep-20	200,668	160,263	35,640	33,141
Oct-20	196,482	161,777	34,529	32,265
Nov-20	207,062	159,751	34,758	31,945
Dec-20	222,514	189,803	35,626	34,856
Jan-21	260,793	221,770	39,972	38,602
Feb-21	215,024	182,143	36,175	34,983
Mar-21	219,330	190,953	37,411	35,670
Apr-21	190,187	162,668	34,268	32,245
May-21	179,427	146,370	33,576	30,932
Jun-21	186,501	151,889	35,883	32,236
Jul-21	185,247	156,103	36,550	33,650
Aug-21	189,991	151,677	36,469	33,130
Sep-21	187,993	153,942	35,628	32,194
Oct-21	187,792	155,019	35,550	32,341
Nov-21	177,889	144,910	33,714	30,842

NOTE: log files only provide hold details transactions since 2/10/2020

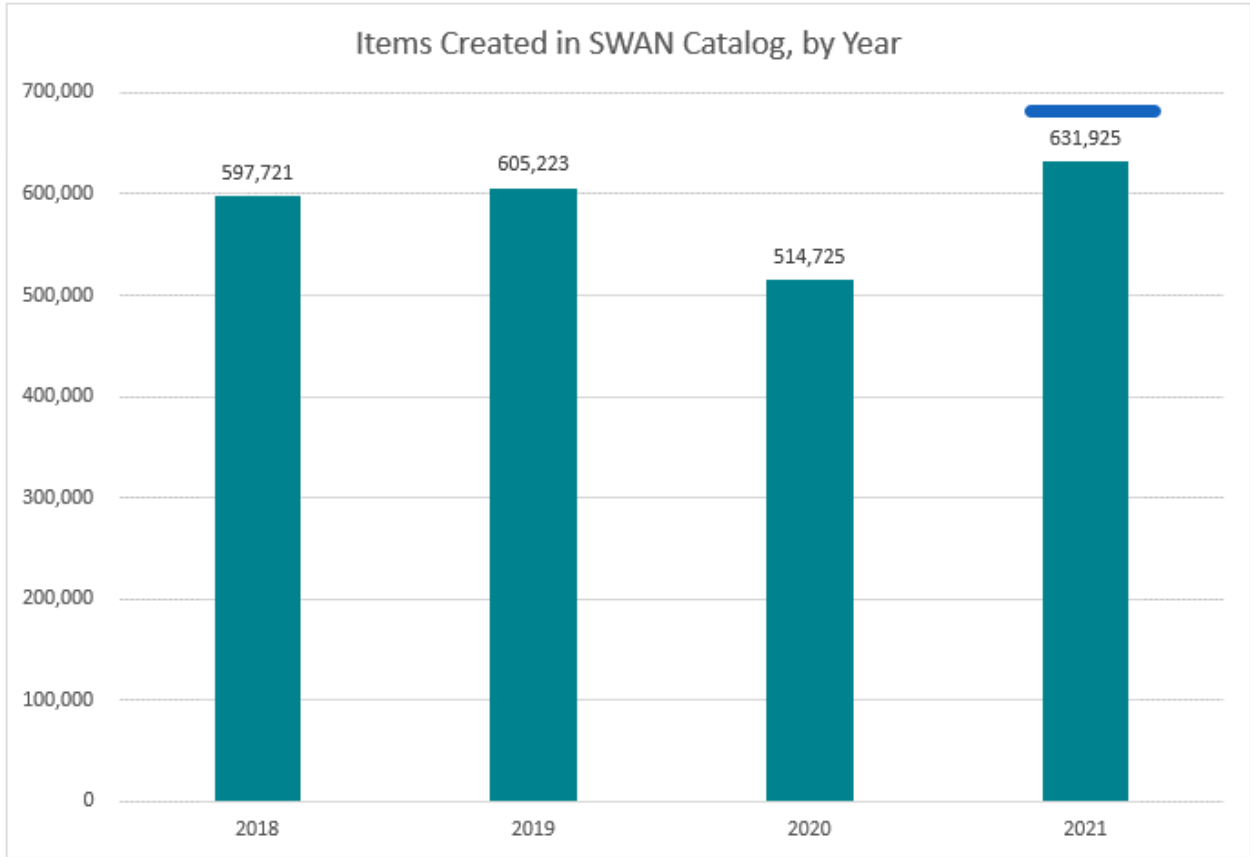
November 2021 marked the first month where number of holds placed by patrons through the Aspen were nearly the same as those placed through Enterprise. In the UX section, search metrics will show that users searching in Aspen surpassed Enterprise this past month.

Hold Client	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Total
Enterprise	130,418	79,426	14,232	39,091	139,859	123,369	130,554	146,813	143,171	154,839	165,671	192,620	156,930	156,104	134,491	127,413	128,638	111,989	105,235	102,339	93,572	65,351	1,907,588
WorkFlows	46,681	24,577	381	4,628	20,051	31,761	35,159	38,776	37,014	33,936	38,838	45,214	37,888	41,698	36,617	33,224	38,324	39,465	39,607	40,925	38,262	34,749	473,199
BLUEcloud Mobile	9,800	4,597	1,235	2,601	8,557	9,137	10,683	12,735	13,718	14,568	14,935	19,318	17,121	16,997	14,669	14,939	15,227	14,957	15,980	14,009	16,232	15,474	170,671
Other Web Services	1,814	951	167	212	1,410	1,196	1,995	2,104	2,320	2,681	2,673	3,541	2,975	3,000	3,000	1,600	2,000	2,200	1,800	1,900	661	600	30,039
Unknown	246	146	22	11	143	114	121	259	451	931	307	0	30	16	23	166	9	143	22	29	0	3	2,820
Bookmyne	317	95	11	18	41	167	129	185	212	97	88	93	73	59	77	107	50	42	101	73	58	63	1,662
SIP2	27	31	0	0	0	9	18	12	18	2	0	1	6	2	3	0	3	3	4	2	7	0	129
BLUEcloud Circ	14	20	0	0	12	3	21	1	2	5	2	6	1	2	0	0	3	5	4	9	0	3	89
Aspen est.														1,452	1,307	1,978	2,247	16,443	27,238	28,707	39,000	61,646	2,759
% Placed by Patron	75%	78%	98%	90%	88%	81%	80%	81%	81%	84%	83%	83%	82%	81%	81%	81%	79%	79%	79%	78%	80%	80%	82%
% mobile apps	6%	5%	9%	6%	6%	6%	7%	8%	8%	9%	8%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9%	9%	8%
% Placed in Aspen														1%	1%	1%	1%	9%	14%	15%	21%	35%	
% Placed in Enterprise														71%	71%	71%	69%	60%	55%	54%	50%	37%	

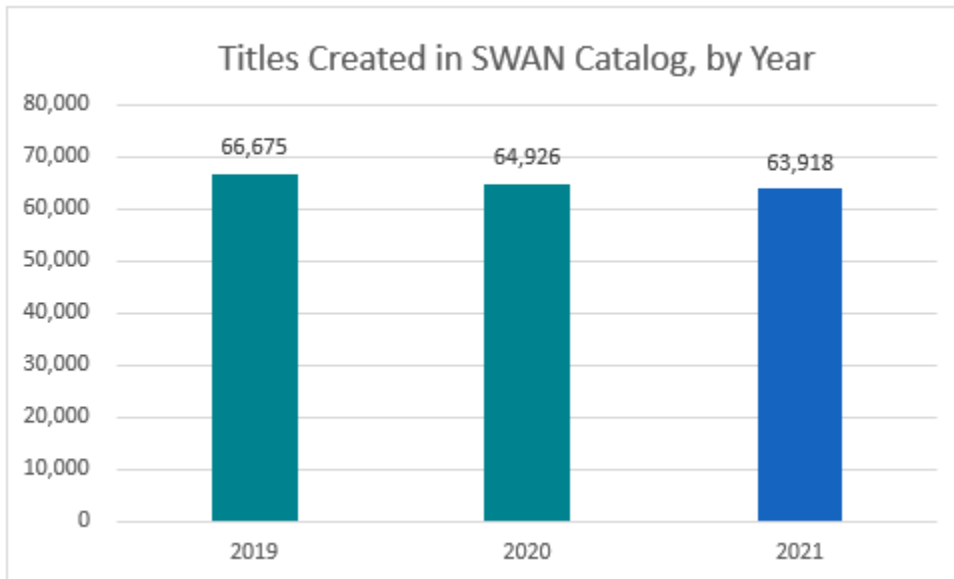
Aspen placed holds are shown in yellow and represent 35% of total holds placed in November. This is an increase from 21% in October.



What about collection statistics?



The number of catalog titles, unique bibliographic titles, created in the past 3 years is also steady. Anticipated titles added in 2021 is between 63,000-64,000, on par with previous years. Estimated year end calculated for 2021 based on 60,230 new titles added through December 12, 2021 is roughly 64,000.



SWAN Bibliographic Services (Scott Brandwein)

Data Control

Bibliographic Services staff is currently in training on SirsiDynix's Data Control tool, which allows querying and editing Symphony data in a powerful way. The tool has a lot of potential for our team, and we are looking forward to streamlining some clean-up projects and implementing some auditing procedures once the team is familiar with it.

For example, we've experienced an ongoing issue with bibliographic records for on-order materials imported to our system from vendors. Often these records are incomplete. In particular, they often lack the metadata required for us to populate our fiction/nonfiction search facets. Keeping up with these incoming records requires daily manual examination that consumes too much staff time to be viable. But Data Control may provide a solution to this, allowing Bibliographic Services staff to run a daily report of new records, examine fiction/nonfiction metadata, and perform edits all in one screen.

We've already used Data Control for a couple of small-scale cleanup projects and are excited to see how it can fit into our toolkit.

Item Type Consolidation

This project is ongoing, but in the interest of summing up the year, we'd like to provide an update. So far, we have helped 22 member libraries transition to the new item type model and have had preliminary meetings with 6 more. To date, we've updated over 340,000 items as a part of this project. We will continue to consult with member libraries and in the coming year and hope to get closer to 100% conversion.

BTCat Pilot

We have submitted all the configuration materials for this pilot and are awaiting our BTCat instance to be set up. SWAN staff will undergo training on the tool after the holidays, and we hope to dive in and perform a full evaluation in the first months of 2022.

2021 Training Round-up

This year we have published four self-paced courses on cataloging topics:

- Demystifying Serials
- Advanced Serials
- Working with Series
- Adding Call Numbers and Items

We've received positive feedback on these trainings as great tools for new staff and refreshers for existing staff. The last course, Adding Call Numbers and Items, is an attempt to create more modular, task-focused training options so members can quickly and easily receive guidance on exactly how to solve an immediate need. This is an approach we will continue to develop in the coming year.

We have also started meeting with member staff for on-demand, in-person training. SWAN staff have provided in-person cataloging or item processing training sessions at University Park, Riverside, and William Leonard this year.

Getting ready for 2022!

We asked some of the Bibliographic Services team members to reflect on the past year and share what accomplishments they were most proud of as well as what they are looking forward to accomplishing in the coming year:

Claudia

Most proud: Creating three self-paced courses focused on cataloging and two courses focused on serials management, including webinars on Serials Call Numbers best practices. The continuous collaboration with cataloging libraries to maintain our cataloging standards.

Most looking forward to: Creating new online training content to meet our membership's needs and piloting BLUEcloud Cataloging with a selected number of pre-cat libraries.

Sam

Most proud: Continuing Item Type Consolidation efforts: constructing a new item type vocabulary for print, A/V, and Library of Things materials and helping over a dozen libraries simplify their item type usage. Collaborating with SirsiDynix to further improve the BLUEcloud Acquisitions product and offering continued support to the 3 libraries live on the platform.

Most looking forward to: Reaching more libraries with Item Type Consolidation and moving more than a third of SWAN libraries to the new, simplified model. Training new SWAN libraries on BLUEcloud Acquisitions and potentially transitioning current Symphony Acquisitions users to the product.

Scott

Most proud of: Working with ByWater to make big changes in how Aspen handles record grouping and formats. Performing preliminary work with the SWAN Diversity, Equity, and Inclusion in Metadata task force and helping establish the DEI in Metadata working group at the state level.

Most looking forward to: Continuing work with BLUEcloud Cataloging and Acquisitions with the goal of using both tools to ease the workflows of member staff while also improving the quality of our brief and on-order records. Alongside the adoption of Aspen, we have an opportunity to reconsider our data quality priorities and free ourselves from some local practices in favor of a more streamlined cataloging experience.

Cataloging Counts: SWAN Bibliographic Services

Counts do not include sixteen 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.

For November, there were 126 upgrades of minimal level records in OCLC to full records.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2019	126	82	106	211	92	163	127	175	171	102	97	107	1,569
Copy 2019	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362	2,605	1,648	1,587	24,656
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		
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295		

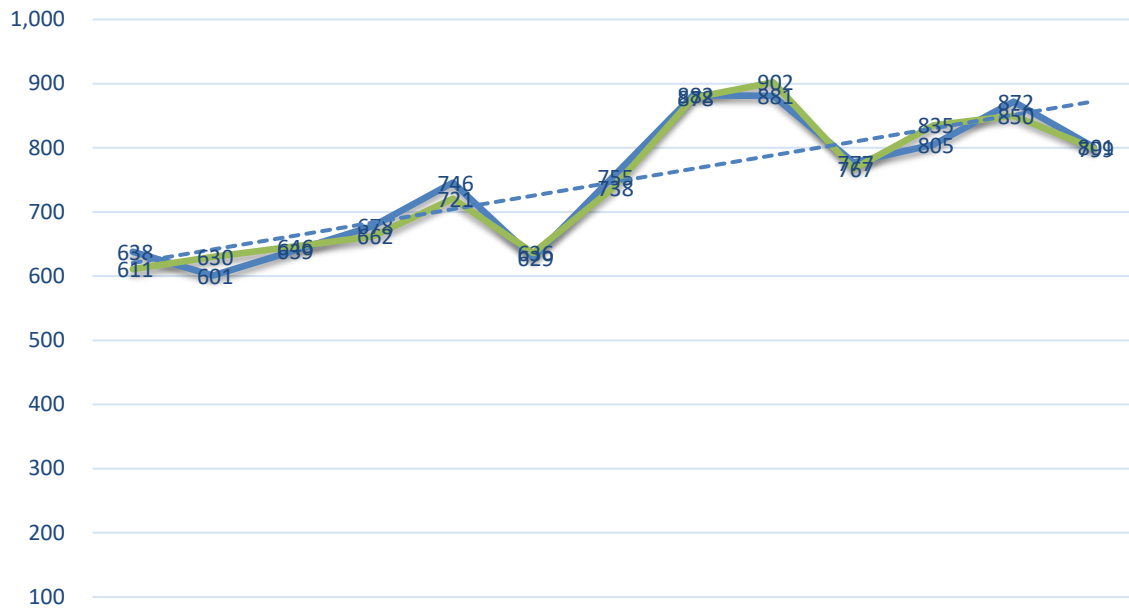
* In January 2021, one of our Bibliographic Services Support Specialists reduced hours from 37.5 to 19.5 per week.

SWAN IT & System Support Services (Steven Schlewitt)

Support Tickets

Notable support ticket trends for the last month included typical circ map change requests, questions regarding the patron record cleanup/NCOA, and requests relating to the Aspen Discovery rollout, most of which were routed to the UX or Bib Services teams. SirsiDynix's BLUEcloud Analytics tool experienced intermittent brief outages throughout the month of November. Additionally, on November 17th, many SWAN libraries experienced a widespread, intermittent AT&T ISP outage.

SWAN Support Tickets November 2020 - November 2021



	Nov	Dec	Jan-21	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov
Opened	638	601	639	678	746	629	755	882	881	777	805	872	801
Closed	611	630	646	662	721	636	738	878	902	767	835	850	799

Tickets Submitted to SWAN

Aspen Project

- PayPal payment testing – Steven with Tara (UX) and Dawne (Admin)

Vendor Integrations

- Unique Management Services collections reports encryption and configuration – Rudy
- Z39.50 integration for Baker & Taylor – Steven with Scott (Bib Svcs)
- Smiota locker implementation for NRS – Steven with Dawne (Admin)
- Patron Point implementation for BWS – Steven with Dawne (Admin)

General Projects

- Library Fine Free consultations and configuration – Vickie, Michael
- Geo-redundant backup testing and configuration for Azure – Ian, Rudy
- SonicWall End of Life (EOL) hardware upgrade installations – IT team
- Patron Purge reports, NCOA export prep – Dave, Vickie, Steven with Dawne (Admin)
- Phishing and security tool assessments – Ian
- Symphony Data Control testing and training – Michael, Dave
- BLUEcloud Central user role testing and configuration – Dave with Dawne (Admin), Crystal (UX)

- Authentication Guide documentation draft – Ian, Steven with Dawne (Admin), Robin (UX), Tara (UX)
- [“Managing Passwords & Logins”](#) documentation – Steven with Dawne (Admin) and Tara (UX)
- SWAN support site / Drupal server upgrade testing – Rudy

SonicWall Hardware Replacements

Through the course of November and December, the IT team have replaced 15 SonicWalls on as many library site visits. At the time of this draft, three libraries remain with scheduled replacement dates and four libraries are awaiting “Self-Maintenance” configuration, allowing them to take over management of the firewall at their library. Nearly all replacements have proceeded without issue, taking an average of 10 minutes from start to finish.

Sikich Risk Assessment & Security Initiative

The second phase of the Sikich Risk Assessment is now in progress, which involves defining risk criteria, likelihoods, and impacts to the SWAN organization. Steven, Dawne, and Aaron met with Sikich on 12/9 for the first Risk Criteria Workshop to draft these measures. At first glance, the impact assessment that Sikich drafted for SWAN did not adequately meet the goals and obligations of the organization, but the document is meant to be an initial draft and moldable as we make more progress. Dawne, Steven, and Aaron will meet at the end of December to review the draft further to provide Sikich with clearer direction on how to better match SWAN’s needs for the process.

Password Management

With the introduction of new BLUEcloud Central accounts along with the increased complexity of BLUEcloud Analytics passwords, SWAN IT staff are taking a greater focus on improving security of the library shared and personalized logins. To help facilitate best practices in handling account credentials among library staff, Steven has drafted the [Managing Passwords & Logins](#) documentation. In addition, Steven will be hosting the training session, [Password Management Best Practices](#) on January 11th at 11am. The session will be recorded, and all library staff are encouraged to attend or watch.

Getting Ready for 2022

To get excited for the upcoming new year, IT team members shared what they were most proud of in 2021 and what they are most looking forward to in 2022:

Dave

Most proud: The work I've done over the past year with the mobile checkout feature of the SWAN mobile app. I was able to learn a lot more about the back-end administration of the mobile app in general, not just for the mobile checkout feature. Mobile checkout depends heavily on SIP2 which allowed me to re-acquaint myself with that. Getting useful statistics in BcAnalytics required not only working with BcAnalytics but also some Symphony configuration as well.

Most looking forward to: The further development of the BLUEcloud staff modules. As of the end of 2021, there are some hurdles to overcome and some sticky problems to solve, but between myself, my colleagues, and SirsiDynix, it should be an exciting project and one that could have a real impact on SWAN as an organization.

Ian

Most proud: Prepping all of the new firewalls for deployment.

Most looking forward to: Potentially having an in-person SWAN eXpo.

Michael

Most proud: Being able to help so many of our libraries move to fine free. That's a big change in service and one that will affect their patrons directly.

Most looking forward to: I'm looking forward to improving my reporting and analytic skills.

Rudy

Most proud: My ILA award for contributions to the library community and also rolling out MFA for our library firewalls.

Most looking forward to: Continuing to improve on the security of our systems.

Steven

Most proud: Coordinating the purchase and replacement of 18 library SonicWalls in 60 days alongside the IT team. It's an enormous relief to have this project nearly completed and I'm proud of my team for coming together to get this done quickly.

Most looking forward to: Taking a deeper dive into the Security Initiative, incorporating what we learn from the Sikich Risk Assessment and sharing new procedures and best practices back to the Membership.

Vickie

Most proud: The consultations, and consequent move to a Fine Free environment Michael and I had with 35 libraries this year.

Most looking forward to: Continuing to find both manual and automated processes to update and maintain a cleaner database.

Email Notice Tracking (Last 6 Months)

Reading Date	Total Emails Sent	Success Rate	Bounces	Marked SWAN as SPAM
7/15/2021	381,491	97.86% (373,312)	0.13% (479)	0.00% (14)
8/20/2021	425,380	96.86% (412,016)	0.09% (378)	0.00% (6)
9/10/2021	403,327	97.64% (393,825)	0.08% (317)	0.00% (13)
10/12/2021	411,748	97.40% (401,050)	0.11% (452)	0.00% (18)
11/10/2021	412,684	97.55% (402,569)	0.24% (983)	0.01% (47)
12/10/2021	417,626	94.01% (392,619)	0.19% (814)	0.01% (44)

The SendGrid email success rate shows a drop in December due to a misconfigured system email. This misconfiguration only impacted system emails to SWAN IT staff and not emails to any patrons or library staff.

Phone Notice Tracking (Last 6 Months)

Reading Date	Total Calls Attempted	Success Rate	Failed
7/15/2021	7636	96.56% (7373)	3.44% (263)
8/20/2021	9366	96.48% (9036)	3.52% (330)
9/10/2021	5594	96.53% (5400)	3.46% (194)
10/12/2021	9185	96.79% (8899)	3.11% (286)
11/10/2021	8540	96.64% (8253)	3.36% (287)
12/10/2021	7956	96.62% (7687)	3.33% (265)

Outage Tracking (as of 12/10/2021)

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
11/21/2021	20:32	5	Aspen	Yes	No	Planned system patching.

SWAN User Experience (Tara Wood)

Aspen rollout

The Cohort 2 rollout begins January 10th with the [Cohort 2 Aspen Kickoff Meeting](#).

To prepare for Cohort 2, we asked the Cohort 1 libraries to provide feedback on the process.

16 people responded from 14 libraries. Most staff responded that the amount of training was either “substantial, but worth the effort” (5) or “acceptable and what I expected” (8). 3 respondents felt the training was excessive, and no respondents reported that there was not enough training.

Was the amount of time you spent in Aspen trainings...



16 responses in 16 results

When asked what they liked about the training, responses included:

- “The documentation is great! Everyone was really good about going through each step.”
- “Appreciated that we could watch the training videos again to refresh on specific topics -- very helpful.”
- “I liked that they were separated, so I could do them all at one time or split them up.”

- “That we could ask questions. I particularly like the open hours because I was able to ask questions and see what others were struggling with as well.”

When asked what could be better, some responses conflicted.

- Some respondents requested more time for administration trainings on browse categories, purchase suggestions, and search strategies, while one responded said “It was felt that some of the all-staff training was a little heavy in the technical aspects of the catalog. Just tell the staff how to do something and not get into the backend workings of the catalog.”
- Several respondents reported that they liked the online format of trainings, but one respondent requested a dedicated library-specific, in-person training.

One respondent requested office hours at a different time of day. One library didn’t realize their catalog link was available to them before the rollout. One respondent requested a “scavenger hunt” for staff to complete to learn basic search functions.

When asked what advice they had for their Cohort 2 colleagues, responses included:

- “Do the trainings!” (4 responses mentioned trainings)
- “Start using the new catalog NOW! When patrons come in, use the traditional catalog to do your search. After your search is done, redo the search on Aspen. What was different, what is the same?” (3 responses mentioned practice)
- “Don't sweat it. It's not a big deal and the patrons who even notice the change (let's be honest here, it's a minority of 'em) will like it!” and “Go for it!”

Changes that we have made for the Cohort 2 rollout based on feedback include:

- Provide two different checklists of “to dos” for libraries to prepare for their rollout, based on their time and desired level of Aspen customization.
- Emphasize at each administration training where to find catalog links and logins.
- Add an all-staff training on creating lists (complete).
- Add office hours on search strategies to help staff with specific search questions.
- Remove shared SWAN-wide browse categories, and replace with individual library defaults that administrators can edit, to clear up some confusion over editing browse categories (complete).
- Provide a list of recommended activities in the catalog for all staff to complete to learn the basics of Aspen.
- Provide a “getting started” video for patrons.
- Updated instructions on copying over lists and turning on checkout history in Aspen for patrons (complete).

In addition, SWAN has set a single “soft launch” date. This will make communications easier and clearer, and allow SWAN to set all libraries up with the list copying functions in Enterprise, which can’t go live until the Aspen catalog link is also available to patrons. This will give libraries some time to use these features before they share their catalog more widely through their websites.

Fines payment

Initial integration for PayPal and Aspen is complete, and SWAN is in touch with two libraries to participate in a small pilot. LaGrange Public Library has confirmed their participation, and they will use their library’s PayPal account for testing. Glen Ellyn Public Library is our second pilot library, which will use the centralized SWAN PayPal account. SWAN staff will work closely with the pilot libraries to ensure

that we can properly reconcile fines and that fines payment is working as expected before a wider rollout. We anticipate that online fines payment will go live in early 2022.

Research and development

The Aspen 21.15 release went live on December 8th. This release addressed several SWAN member development priorities, including:

- [Allowing patrons that have never logged into Aspen to reset their PINs](#)
- [Hiding the "load more" arrow in browse categories when there are no more titles to display](#)
- [Float the home library to the top of "Available Now At" filters](#)
- [PayPal integration](#)

Our top 3 priorities for the upcoming releases in 2022 are:

- Add a note to holds placed in Aspen, so SWAN can analyze holds placed in Aspen versus Enterprise
- [Use the 590 field as a fallback to assign formats](#)
- [Configuration for schools](#)

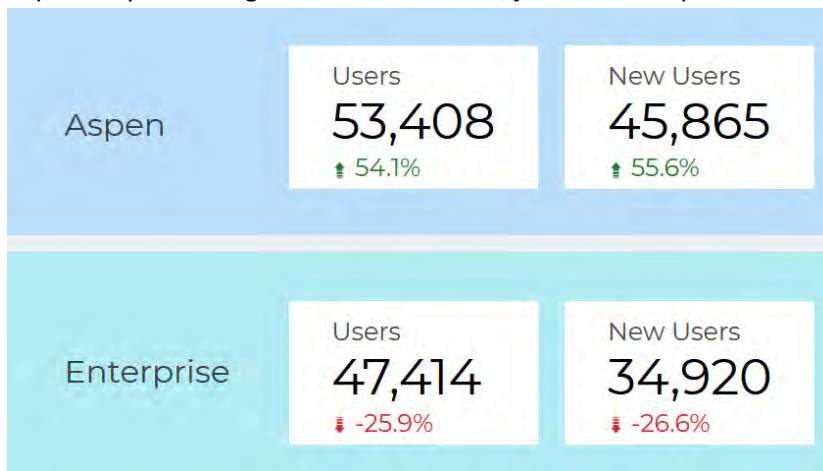
All research and development requests are tracked in Known Issues on the SWAN support site:

<https://support.swanlibraries.net/help/known-issues>

The SWAN UX team will be focused on the Aspen rollout through March 2022, but we are planning some lightweight research and A/B testing into the request to [improve My Account navigation](#)

Usage Statistics

The number of users in Aspen surpassed the number of users in Enterprise for November. While less than half of libraries are live on Aspen, many of the largest SWAN libraries are now live. In addition, Aspen may be seeing a new user increase, just based on patrons checking out the new catalog.



Additional usage data is available in the [Patron Use Report](#).

BLUEcloud Circulation

Circulation Advisory is currently in the process of using and testing BLUEcloud Circulation. Feedback from the members is due to Crystal by December 31st, and she will take that feedback and use it to shape a discussion and sprint board at the next meeting to clarify priorities for new development.

We anticipate a BLUEcloud staff release this month, and we are keeping our eyes peeled for an update.

Digital Archives Landscape Survey

At the December Quarterly meeting, Robin announced the launch of the Digital Archives Landscape Survey. We have received 7 responses so far, with responses due February 1st. Using the results of this survey, the UX team will work with the state library to investigate digitization grants and opportunities to make libraries' collections more visible and accessible.

Survey information is on the SWAN support site: <https://support.swanlibraries.net/news/2021-12/89387>

Getting ready for 2022!

To get excited for the upcoming new year, UX team members shared what they were most proud of in 2021 and what they are most looking forward to in 2022:

Crystal

Most proud: Managing the content review this year, including the creation of a self-paced class for SWAN staff to become familiar with writing documentation best practices, and researching and setting up the Learning Management System.

Most looking forward to: Launching the LMS (Learning Management System), creating new training content, and BLUEcloud Circulation Development work with Circulation Advisory.

Robin

Most proud: Collaboration!

- RAILS for EBSCO negotiations
- RAILS & Deque for Web Accessibility grant and class
- RAILS + Jenny, Michelle, and Lizzie for their work with gathering up vendor VPATs
- RAILS for getting B&T to do an outside audit on their site/app
- OverDrive support for agreeing to and supplying a single shared key for 3 consortia/85 libraries into 3 APIs for Aspen
- Kanopy for discount and tech support
- OhioNet for support and shared experiences with EDS/Open Access collections
- Midlothian for testing Google Scholar
- EBSCO for our webinar Spotlight on Remote Authentication
- GAILEO for attending our ER&L presentation and trusting our opinions and asking for support in migration to Athens

- Illinois State Library for support and enthusiasm in our digital archives projects.

Most looking forward to: More collaboration! Aspen evolution.

Tara

Most proud of: Getting Aspen up and running!

Most looking forward to: I can't pick just one! BLUEcloud Staff, new-and-improved support site, doing more the learning management system, and starting work on digitization grants are all exciting projects, plus there will be more fun with Aspen and looking into the Aspen app.

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Thursday, July 1, 2021		SWAN FY21 Budget goes into effect.
Friday, July 23, 2021	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation.
Friday, August 20, 2021	Regular SWAN Board Meeting	Decision if meeting will meet a quorum
Friday, August 20, 2021	SWAN Expo	CANCELLED Annual conference at Moraine Valley Community College
Thursday, September 2, 2021	Quarterly	Introduce new SWAN Board members
Wednesday, September 15, 2021		RAILS LLSAP Funding application due
Friday, September 17, 2021	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
October		RAILS reviews LLSAP grant applications and determines awards
Friday, October 22, 2021	Regular SWAN Board Meeting	Aaron begins work on FY23 budget, brings questions to SWAN Board if needed.
Wednesday, November 17, 2021	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 19, 2021	Regular SWAN Board Meeting (Glen Ellyn)	Board accepts FY21 audit.
		Aaron to bring FY23 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2022 calendar.
Thursday, December 2, 2021	Quarterly	Announce FY23 Budget Process
Friday, December 17, 2021	Regular SWAN Board Meeting (Glen Ellyn)	Review of FY23 Budget Draft.
		Approve FY23 LLSAP grant agreement
Friday, January 21, 2022	Regular SWAN Board Meeting (La Grange)	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
		Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review. Review Succession Plan for ED.
	SWANcom	Board present draft budget to membership.
January 2022 (TBD)	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
Monday, January 31, 2022		Signed LLSAP grant agreements due to RAILS
Tuesday, February 22, 2022	Membership Meeting	Meeting to discuss FY23 budget, fees, and reserves worksheet.
Friday, February 18, 2022	Regular SWAN Board Meeting (La Grange)	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
Thursday, March 3, 2022	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 18, 2022	Regular SWAN Board Meeting (Midlothian)	Determine if Personnel Committee meeting is needed.
		Ratify budget

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
March 2022 (TBD)	Personnel Committee [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 15, 2022	Regular SWAN Board Meeting (Midlothian)	Review and approve Board Self Evaluation Form; assign date for completion.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.
May 2022 (TBD)	SWANcom	Announce election info.
Friday, May 20, 2022	Regular SWAN Board Meeting (Bloomingdale)	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 2, 2022	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 17, 2022	Regular SWAN Board Meeting (Bloomingdale)	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY24 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Thursday, June 30, 2022		OCLC State-wide Group Services Agreement Ends

SWAN MANAGEMENT'S DISCUSSION AND ANALYSIS

Introduction

This is a narrative overview and analysis of the financial activities of SWAN for the fiscal year ended June 30, 2021. Readers are encouraged to consider the information presented here in conjunction with additional information that is in SWAN's financial statements.

Management's Discussion, Analysis, & Financial Highlights

Audit report page 3

SWAN's organization purpose as outlined in our strategic plan's mission statement is summarized here. In addition to the report's financial highlights for fiscal year 2021's conclusion, the following:

- As a result of current year operations, net position increased by \$201, 914, which brings SWAN's total net position to \$2,262,362 total. However, for the purposes of budgeting SWAN's excess cash for special projects, research & development, and one-time costs, we will use the Unrestricted financial figure of \$2,241,167
- The net position comparison from fiscal year 2020 with 2021 reflects a change in SWAN's budget chart of accounts for 2021, so some expense categories reflect that change (Equipment and software maintenance, for example)

SWAN's financial statements are comprised of two components: (1) government-wide financial statements, and (2) notes to financial statements. This report also contains other supplementary information in addition to the two financial statements.

Government-Wide Financial Analysis

Audit report pages 4-6

SWAN's net position for fiscal year 2021 is detailed and compared with the previous fiscal year. As noted earlier, SWAN's chart of accounts was modified in FY2021, so comparative details are best examined at the totals for each

SWAN's Net Position	30-Jun-21	30-Jun-20	Positive (Negative) Variance
Total assets	\$2,552,256	\$2,427,766	\$124,490
Total liabilities	\$289,894	\$367,318	(\$77,424)
Total net position	\$2,262,362	\$2,060,448	\$201,914

Change in Net Position	30-Jun-21	30-Jun-20	Positive (Negative) Variance
Total revenues	\$3,949,002	\$3,310,081	\$638,921
Total expenses	\$3,747,088	\$3,138,801	\$608,287
Change in net position	\$201,914	\$171,280	\$30,634
Net position – beginning	\$2,060,448	\$1,889,168	\$171,280
Net position – ending	\$2,262,362	\$2,060,448	\$201,914

Government-Wide Financial Statements

Audit report pages 8 – 10

The government-wide financial statements are designed to provide readers with a broad overview of SWAN's finances. The statement of net position presents information about SWAN's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of SWAN is improving or deteriorating.

The statement of activities presents information showing how SWAN's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying events giving rise to the changes occur, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement from some items that will only result in cash flows in future fiscal periods (e.g., unused compensated absences, other post-employment benefits payable, grant receivables and accrued interest expense).

Notes to the Financial Statements

Audit report pages 11 - 19

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information and combining individual and fund financial statements and schedules.

Funds

SWAN uses only the proprietary fund type, which as detailed in the audit report, are used to account for activities similar to those found in the private sector.

Capital Assets

Capital assets for SWAN are detailed on page 16 of the audit report, which for fiscal year 2021 depreciated by \$3,607.

Long-term liabilities

Long-term liabilities for SWAN include accrued compensated absences, i.e., vacation pay.

Commitments

SWAN's grant awarded by RAILS, its SirsiDynix contract, EBSCO three-year agreement, and non-cancelable lease for office space are detailed.

Other Supplementary Information (pages 20-21)

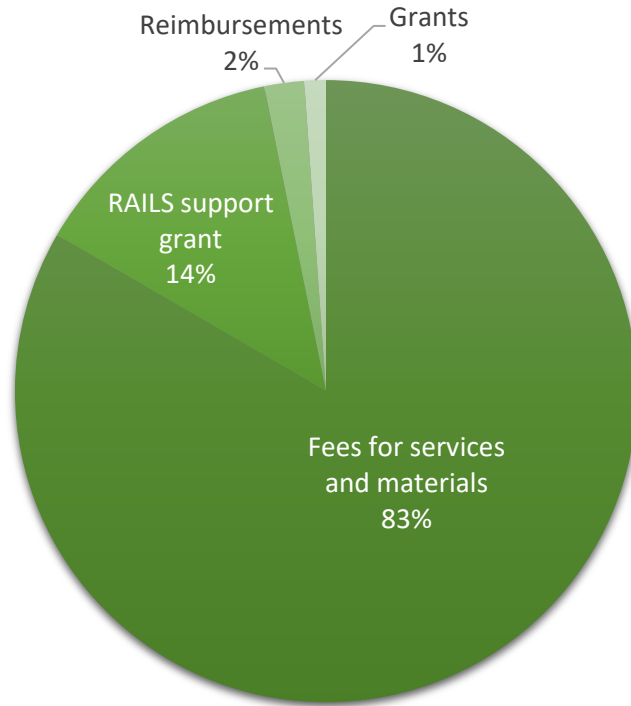
SWAN's budget and actual operating revenue and expenses are detailed in the schedule.

SWAN Financial Outlook

SWAN relies on wide base of funding through assessment of membership fees, which comprises 83% of its revenue. RAILS LLSAP funding grant was awarded at \$562,018 for fiscal year 2021.

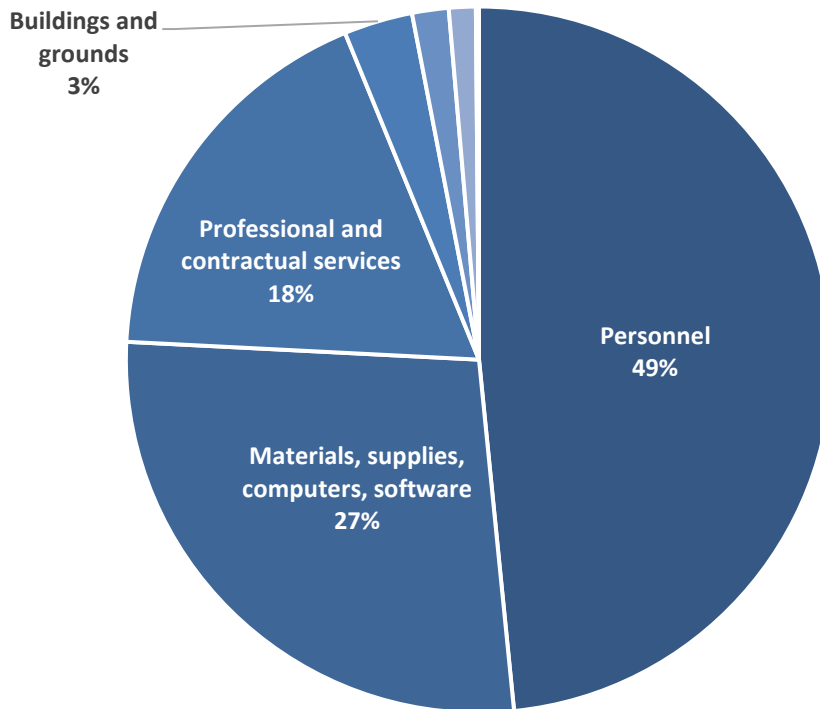
Operating expenses ended the year under budget at \$284,873.

**Operating revenue net position for the year ended June
30, 2021**



Operating revenues	Actual	Budget	Positive (Negative) Variance with Final Budget
Fees for services and materials	\$3,261,214	\$3,287,257	\$26,043
RAILS support grant	\$526,018	\$562,017	\$35,999
Reimbursements	\$80,939	\$62,379	(\$18,560)
Grants	\$43,762	\$61,500	\$17,738
Total operating revenues	\$3,947,933	\$3,973,154	\$25,221

Operating expenses net position for the year ended June 30, 2021



Operations	Actual	Budget	Positive (Negative) Variance with Final Budget
Personnel	\$1,814,147	\$2,073,000	\$258,853
Materials, supplies, computers, software	\$1,026,395	\$1,012,600	(\$13,795)
Professional and contractual services	\$674,492	\$672,010	(\$2,482)
Buildings and grounds	\$118,024	\$123,304	\$5,280
Equipment and software maintenance expense	\$62,712	\$100,800	\$38,088
Miscellaneous (bank fees, reimbursement expenses, etc.)	\$46,027	\$3,740	(\$42,287)
Depreciation	\$3,607	\$3,607	\$0
Conferences, training and travel	\$1,684	\$42,900	\$41,216
Total operating expenses	\$3,747,088	\$4,031,961	\$284,873

Requests for Information

This financial report is designed to provide a general overview of SWAN's finances. Questions and comments concerning any information provided in this report should be addressed to Aaron Skog, 800 Quail Ridge Drive, Westmont, IL 60559 Phone: 630-326-7022; email: aaron@swalibraries.net

December 9, 2021

Executive Board and Management
System Wide Automated Network
Westmont, Illinois

We have audited the financial statements of **System Wide Automated Network (SWAN)** for the year ended June 30, 2021, and have issued our report thereon dated December 9, 2021. During our audit, we noted the following operational or administrative matters we believe to be of potential benefit to you.

Accounting for Leases

The Governmental Accounting Standards Board (GASB) issued Statement No. 87 that provides new accounting and reporting guidance on leases. This statement was originally effective for fiscal years ending after December 15, 2020, but subsequently postponed the effective date of the standard for 18 months. Despite this delay, SWAN should be taking steps now to prepare for implementation.

Under this new standard, all leases lasting longer than one year will be reported by the lessee as a right-to-use asset and a long-term liability in the statement of net position in the government-wide and proprietary fund financial statements. Governments should consider the potential impact reporting additional debt in the financial statements may have on existing legal debt limitations and bond covenants.

At this time, management should also evaluate its policies and procedures for tracking and reporting leases, including any new lease agreements, as well as any modifications of existing lease agreements, and creating a centralized location to store and hold all lease agreements. In addition, the Board and management should review and update its capital asset policies to include consideration of intangible right-to-use assets that will be recorded under this new standard.

Future Accounting and Auditing Pronouncements

GASB has issued several other pronouncements that become effective in future years, including GASB Statement No. 95 that postponed the effective date of most of these statements by one year due to the COVID-19 pandemic. The effective dates shown below are the newly extended effective dates.

GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, requires interest cost incurred before the end of a construction period be recognized as an expense in business-type activity or enterprise fund financial statements. Statement No. 89 is effective for the fiscal year ending June 30, 2022.

Future Accounting and Auditing Pronouncements (cont'd)

GASB Statement No. 91, *Conduit Debt Obligations*, improves the consistency and comparability of reporting of conduit debt obligations by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities. Statement No. 91 is effective for the fiscal year ending June 30, 2023.

GASB Statement No. 92, *Omnibus 2020*, improves the consistency and comparability in accounting and financial reporting by addressing practice issues that have been identified during implementation and application of certain GASB Statements. Statement No. 92 is effective for the fiscal year ending June 30, 2023.

GASB Statement No. 93, *Replacement of Interbank Offered Rates*, addresses the accounting and financial reporting implications that result from the replacement of an interbank offered rate in derivative instruments and lease agreements. Statement No. 93 is effective for the fiscal year ending June 30, 2023.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, improves financial reporting by establishing definitions of public-public and public-private arrangements (PPPs), and availability payment arrangements (APAs), and providing uniform guidance on accounting and financial reporting for transactions that meet these definitions. Statement No. 94 is effective for the fiscal year ending June 30, 2024.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, improves financial reporting by establishing definitions of subscription-based information technology arrangements, and providing uniform guidance on accounting and financial reporting for transactions that meet these definitions. Statement No. 96 is effective for the fiscal year ending June 30, 2024.

GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, improves financial reporting by increasing consistency and comparability related to the reporting of fiduciary component units including Internal Revenue Code Section 457 deferred compensation plans and the benefits provided through these plans. Statement No. 97 is effective for the fiscal year ending June 30, 2023.

This report is intended solely for the information and use of the Executive Board and management of SWAN and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to express our appreciation to you, and to SWAN's staff, for the courtesy and cooperation extended to our staff during the course of the audit. Should you wish to discuss further any of the matters referred to, or if we can be of assistance in implementing any of the suggestions, we will be pleased to do so at your convenience.

Seiden Fox, Ltd.

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

December 9, 2021

Executive Board and Management
System Wide Automated Network
Westmont, Illinois

We have audited the financial statements of **System Wide Automated Network (SWAN)** for the year ended June 30, 2021 and have issued our report thereon dated December 9, 2021. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 14, 2021, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. The financial statements are the responsibility of management with your oversight. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to management prior to field work beginning on September 6, 2021, and in our engagement letter dated April 14, 2021.

We address significant risks of material misstatement, whether due to error or fraud, by performing analytical procedures, making inquiries of those charged with governance, by observation and inspection, and by brainstorming with our audit team members. We use judgment to determine what a user of the financial statements would consider to be material in assessing the risk of misstatement. We also use judgment to determine our approach to internal control and further audit procedures relevant to significant audit areas. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. Accordingly, we express no such opinion.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by SWAN are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended June 30, 2021. We noted no transactions entered into by SWAN during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

The disclosures in the financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no adjusting journal entries or uncorrected adjusting journal entries.

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2021.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. SWAN has outsourced the finance coordinator position to the firm of Lauterbach & Amen.

Significant Audit Findings (cont'd)

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as SWAN's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

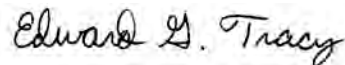
Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Executive Board and management of SWAN and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

SELDEN FOX, LTD.

A handwritten signature in cursive script that reads "Edward G. Tracy".

Edward G. Tracy
Executive Vice President

EGT/cr



SWAN
LIBRARY SERVICES

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2021**

Selden Fox
Accounting for your future

System Wide Automated Network

Annual Financial Report

For the Year Ended June 30, 2021

Administrative Offices

800 Quail Ridge Drive
Westmont, IL 60559

**System Wide Automated Network
Annual Financial Report
For the Year Ended June 30, 2021**

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INDEPENDENT AUDITOR'S REPORT

INDEPENDENT AUDITOR'S REPORT

Executive Board
System Wide Automated Network
Westmont, Illinois

We have audited the accompanying financial statements of **System Wide Automated Network (SWAN)** as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of System Wide Automated Network as of June 30, 2021, and the changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise SWAN's basic financial statements. The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Selden Fox, Ltd.

December 9, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

**System Wide Automated Network
Management's Discussion and Analysis
June 30, 2021**

This discussion and analysis of System Wide Automated Network's (SWAN's) financial performance provides an overview of its financial activities for the year ended June 30, 2021. Please read it in conjunction with our financial statements, which begin on page 8.

GENERAL INFORMATION

SWAN is an organization of member libraries participating in a Library Services Platform (LSP) with the mission to improve services for Member Libraries by sharing resources, technology and a planned process of individual and collective growth. SWAN's vision is that SWAN will set the standard of excellence as a library technology consortium. SWAN works to focus consortium resources on shared strategic initiatives while building upon a tradition of excellence and dedicated service.

SWAN is governed by an Executive Board established with the seven voting members consisting of a representative from seven libraries within SWAN's network. Each voting member of the Executive Board is entitled one vote.

SWAN serves various libraries within the Chicagoland area. SWAN currently serves 100 libraries, with hopes of adding more.

FINANCIAL HIGHLIGHTS

- SWAN's assets and deferred outflows exceed its liabilities and deferred inflows by \$2,262,362 as of June 30, 2021.
- As a result of current year operations, net position increased by \$201,914.
- Total liabilities of \$289,894 include accounts payable, accruals for payroll, compensated absences, and unearned revenues.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The *Statement of Net Position* and the *Statement of Revenues, Expenses and Changes in Net Position – Budget and Actual* (pages 8-9) provide information about the activities of SWAN as a whole and present a longer-term view of its finances. The *Statement of Cash Flows* (pages 10) shows the cash generated and used in operating and capital-related financing activities.

The *Statement of Net Position* reports information on all of SWAN's assets/deferred outflows and liabilities/deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the agency is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Net Position – Budget and Actual* presents information showing how SWAN's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide financial statements. The notes to the financial statements can be found on pages 11-19 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents a schedule of operating expenses – budget and actual (pages 20-21).

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following tables show that in the case of SWAN, assets and deferred outflows exceeded liabilities and deferred inflows by \$2,262,362 at June 30, 2021 (\$2,060,448 at June 30, 2020). At the end of the year, \$2,241,167 of net position represents unrestricted net position and may be used to meet SWAN's ongoing obligations.

GOVERNMENT-WIDE FINANCIAL ANALYSIS (cont'd)

	Net Position	
	<u>6/30/2021</u>	<u>6/30/2020</u>
Current and other assets	\$ 2,507,594	\$ 2,375,631
Capital assets - net	21,195	24,802
Other assets – deposits	<u>23,467</u>	<u>27,333</u>
Total assets	<u>2,552,256</u>	<u>2,427,766</u>
Accounts payable	3,403	26,490
Accrued payroll	40,907	40,311
Unearned revenues	97,736	152,544
Accrued rent	39,788	46,247
Compensated absences payable	<u>108,060</u>	<u>101,726</u>
Total liabilities	<u>289,894</u>	<u>367,318</u>
Net position:		
Net investment in capital assets	21,195	24,802
Unrestricted	<u>2,241,167</u>	<u>2,035,646</u>
Total net position	<u>\$ 2,262,362</u>	<u>\$ 2,060,448</u>
	Changes in Net Position	
	<u>6/30/2021</u>	<u>6/30/2020</u>
Revenues:		
Charges to members for services	\$ 3,261,214	\$ 2,740,120
Operating grants	605,780	524,679
Reimbursements	80,939	22,178
Investment income	<u>1,069</u>	<u>23,104</u>
Total revenues	<u>3,949,002</u>	<u>3,310,081</u>
Expenses:		
Personnel	1,814,147	1,803,615
Equipment and software maintenance	62,712	658,161
Library materials and supplies	1,026,395	67,078
Buildings and grounds	118,024	122,266
Conferences, travel and training	1,684	27,058
Professional and contractual services	674,492	428,755
Miscellaneous	46,027	221
Depreciation	<u>3,607</u>	<u>31,647</u>
Total expenses	<u>3,747,088</u>	<u>3,138,801</u>
Change in net position	201,914	171,280
Net position – beginning	<u>2,060,448</u>	<u>1,889,168</u>
Net position – ending	<u>\$ 2,262,362</u>	<u>\$ 2,060,448</u>

GOVERNMENT-WIDE FINANCIAL ANALYSIS (cont'd)

Net position increased by \$201,914 in the fiscal year ended June 30, 2021 (\$171,280 in the fiscal year ended June 30, 2020). Charges to members for services increased by \$521,094 (19.0%) in fiscal year ended June 30, 2021. Operating expenses for the current year of \$3,747,088 increased by \$608,287 (19.4%). The majority of the increase in both are due primarily to an electronic resources group purchase agreement with EBSCO, rather than SWAN members contracting with EBSCO individually. This arrangement resulted in additional expense to SWAN, passed through to its members of approximately \$420,000. If priced and contracted individually to all members, the combined cost would have approximated \$837,000.

BUDGETARY HIGHLIGHTS

Actual operating revenues of \$3,947,933 were \$25,221 lower than the final budgeted revenues of \$3,973,154.

Actual expenditures on a budgetary basis of \$3,747,088 were \$284,873 less than the final budgeted expenditures of \$4,031,961. The primary source of savings versus budget was within personnel services. There were new positions budgeted within regular salaries that were not filled.

DEBT ADMINISTRATION

SWAN had no long-term debt outstanding at June 30, 2021, or 2020.

CAPITAL ASSETS

SWAN's net investment in capital assets as of June 30, 2021, was \$21,195 (\$24,802 at June 30, 2020). This investment in capital assets includes leasehold improvements, computer equipment, and machinery and equipment.

	Capital Assets – Net of Depreciation	
	6/30/2021	6/30/2020
Leasehold improvements	\$ 2,945	\$ 3,807
Computer equipment	-	1,285
Machinery and equipment	18,250	19,710
	\$ 21,195	\$ 24,802

Additional information on SWAN's capital assets can be found in Note III.B on page 16 of this report.

REQUESTS FOR INFORMATION

The financial report is designed to provide a general overview of SWAN's finances, compliance with finance related laws and regulations, and demonstrate SWAN's commitment to public accountability. Questions about this report or requests for additional information should be sent to:

Executive Director
System Wide Automated Network
800 Quail Ridge Drive
Westmont, Illinois 60559

BASIC FINANCIAL STATEMENTS

**System Wide Automated Network
Statement of Net Position
June 30, 2021**

Assets	
Current assets:	
Cash and cash equivalents	\$ 1,855,028
Accounts receivable, net of allowance	22,673
Inventory	1,733
Prepaid expenses	<u>628,160</u>
Total current assets	<u>2,507,594</u>
Noncurrent assets:	
Capital assets	367,779
Accumulated depreciation	<u>(346,584)</u>
Total net capital assets	21,195
Other assets - deposits	<u>23,467</u>
Total noncurrent assets	<u>44,662</u>
Total assets	<u>2,552,256</u>
Liabilities	
Current liabilities:	
Accounts payable	3,403
Accrued payroll	40,907
Unearned revenues	97,736
Accrued rent	8,758
Compensated absences payable	<u>21,612</u>
Total current liabilities	<u>172,416</u>
Noncurrent liabilities:	
Accrued rent	31,030
Compensated absences payable	<u>86,448</u>
Total noncurrent liabilities	<u>117,478</u>
Total liabilities	<u>289,894</u>
Net Position	
Net position:	
Net investment in capital assets	21,195
Unrestricted	<u>2,241,167</u>
Total net position	<u>\$ 2,262,362</u>

See accompanying notes.

**System Wide Automated Network
Statement of Revenues, Expenses and Changes in
Net Position - Budget and Actual
For the Year Ended June 30, 2021**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Positive (Negative) Variance With Final Budget
Operating revenues:				
Fees for services and materials	\$ 3,287,257	\$ 3,287,257	\$ 3,261,214	\$ (26,043)
RAILS support grant	562,018	562,018	562,018	-
Grants	61,500	61,500	43,762	(17,738)
Reimbursements	62,379	62,379	80,939	18,560
Total operating revenues	<u>3,973,154</u>	<u>3,973,154</u>	<u>3,947,933</u>	<u>(25,221)</u>
Operating expenses:				
Administration	4,031,961	4,031,961	3,747,088	284,873
Operating income (loss)	(58,807)	(58,807)	200,845	259,652
Nonoperating revenues:				
Investment income	37,000	37,000	1,069	(35,931)
Change in net position	<u>\$ (21,807)</u>	<u>\$ (21,807)</u>	<u>201,914</u>	<u>\$ 223,721</u>
Net position, beginning of the year			<u>2,060,448</u>	
Net position, end of the year			<u>\$ 2,262,362</u>	

See accompanying notes.

**System Wide Automated Network
Statement of Cash Flows
For the Year Ended June 30, 2021**

Cash flows from operating activities:	
Received from customers and users	\$ 3,258,939
Grant receipts	605,780
Other receipts	80,939
Payments to suppliers	(2,125,720)
Payments to employees	(1,807,217)
Net cash flows from operating activities	12,721
Cash flows from investing activities - interest received	1,069
Net change in cash and cash equivalents	13,790
Cash and cash equivalents, beginning of the year	1,841,238
Cash and equivalents, end of the year	\$ 1,855,028
Reconciliation of operating income to net cash flows from operating activities:	
Operating income	\$ 200,845
Adjustments to reconcile operating income to net cash flows from operating activities:	
Depreciation	3,607
Changes in:	
Receivables	52,534
Prepaid expenses	(170,706)
Deposits	3,866
Accounts payable	(23,087)
Accrued payroll	596
Unearned revenue	(54,809)
Accrued rent	(6,459)
Compensated absences payable	6,334
Net cash from operating activities	\$ 12,721

See accompanying notes.

System Wide Automated Network Notes to the Financial Statements

I. Summary of Significant Accounting Policies

The financial statements of System Wide Automated Network (SWAN) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of SWAN's accounting policies are described below.

A. The Reporting Entity

SWAN is a membership organization that is designed for libraries in and around Chicago to house their collections and data in a shared, collaborative environment. The SWAN organization was formed as an Illinois Intergovernmental Instrumentality in 2010. SWAN is governed by its Administrators' Board, comprised of seven library directors elected from the SWAN membership.

As defined by GAAP established by GASB, the financial reporting entity consists of the primary government. Financial accountability is defined as:

1. Appointment of a voting majority of the component unit's board and either (a) the ability to impose will by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government or;
2. Fiscal dependency on the primary government.

SWAN is not included as a component unit of any other entity.

B. Basis of Presentation

In the Statement of Net Position, SWAN's activities are reported on a full accrual, economic basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. SWAN's net position is reported in two parts: investment in capital assets and unrestricted.

SWAN uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types." SWAN utilizes only the proprietary fund type.

System Wide Automated Network Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

B. Basis of Presentation (cont'd)

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to members or outside parties and are accounted for as enterprise funds.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

On the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position, SWAN's activities are presented using the economic resources measurement focus as defined below. All proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are on the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets/deferred outflows and liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

In the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position, SWAN's activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. SWAN's principal operating revenues of the are charges to customers for services and materials and grants awarded. SWAN's operating expenses for enterprise funds and internal service funds include the cost of providing these services. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity

1. Cash, Cash Equivalents and Investments

Cash and cash equivalents on the Statement of Net Position and the Statement of Cash Flows are to be considered to be cash on hand and demand deposits.

**System Wide Automated Network
Notes to the Financial Statements (cont'd)**

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

2. Receivables and Prepaid Expenses

In the Statement of Net Position, receivables, if any, consist of all revenues earned at year-end and not yet received.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses in the financial statements. The costs of prepaid expenses are recorded as expenses when consumed rather than when purchased.

3. Capital Assets

Capital assets purchased or acquired with an original, individual cost of \$5,000 or more are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their acquisition value on the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. Depreciation of capital assets in the proprietary fund types is computed using the straight-line method.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Leasehold Improvements	8 years
Computer Equipment	5 years
Machinery and equipment	25 years

4. Compensated Absences

SWAN accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. All vacation pay is accrued when incurred in the financial statements. SWAN records a liability for employees' vacation leave earned, but not taken at salary rates in effect at the end of the fiscal year. A portion of this liability will be paid within the next fiscal year.

In accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for nonvesting accumulating rights to receive sick pay benefits.

System Wide Automated Network
Notes to the Financial Statements (cont'd)

I. Summary of Significant Accounting Policies (cont'd)

D. Assets/Deferred Outflows, Liabilities/Deferred Inflows and Net Position or Equity (cont'd)

5. Net Position

Net position is displayed in two components as follows:

Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings, if any, that are attributable to the acquisition or improvement of those assets.

Unrestricted – The remaining amount of net position.

II. Stewardship, Compliance and Accountability

Budgetary Accounting – Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual budget is adopted for the enterprise fund by vote of the full membership and ratification of this vote by the Administrators' Board.

The Administrators' Board prepares the annual budget. The budget is prepared by category and includes information on the current year estimates. The proposed budget is presented to the full membership for review and voting prior to ratification of this vote by the Administrators' Board. The budget was not amended in fiscal year 2021.

III. Detailed Notes for All Activities and Fund Types

A. Deposits and Investments

Permitted Deposits and Investments – Statutes authorize SWAN to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, Illinois Funds and the Illinois Metropolitan Investment Fund.

Deposits – At year-end, the carrying amount of SWAN's deposits totaled \$1,855,028 and the bank balances totaled \$1,857,868.

Interest Rate Risk – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. SWAN minimizes this risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and investing operation funds primarily in shorter-term securities. SWAN held no investments at June 30, 2021, and therefore, they are not subject to interest rate risk.

**System Wide Automated Network
Notes to the Financial Statements (cont'd)**

III. Detailed Notes for All Activities and Fund Types (cont'd)

A. Deposits and Investments (cont'd)

Credit Risk – Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. SWAN minimizes its exposure to credit risk by pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which SWAN will do business, and by diversifying the portfolio so that potential losses on individual securities will be minimized.

Custodial Credit Risk – In the case of deposits, this is the risk that in the event of bank failure, SWAN's deposits may not be returned to it. Per SWAN's investment policy, deposits are insured or collateralized with securities held by the pledging institutions. At year end, the bank balances of SWAN were fully covered by collateral held in the SWAN's name or by federal depository insurance.

Concentration of Credit Risk – This is the risk of loss attributed to the magnitude of SWAN's investment in a single issuer. SWAN's investment policy requires that investment be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral). At year-end, SWAN does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

**System Wide Automated Network
Notes to the Financial Statements (cont'd)**

III. Detailed Notes for All Activities and Fund Types (cont'd)

B. Capital Assets

Capital asset activity for the year ended June 30, 2021, was as follows:

	Balance, July,1 2020	Additions	Retirements/ Adjustments	Balance, June 30, 2021
Capital assets, being depreciated:				
Leasehold improvements	\$ 6,895	\$ -	\$ -	\$ 6,895
Computer equipment	324,383	-	-	324,383
Machinery and equipment	36,501	-	-	36,501
Total capital assets	367,779	-	-	367,779
Less accumulated depreciation for:				
Leasehold improvements	3,087	862	-	3,949
Computer equipment	323,098	1,285	-	324,383
Machinery and equipment	16,792	1,460	-	18,252
Total accumulated depreciation	342,977	3,607	-	346,584
Total net depreciable capital assets	\$ 24,802	\$ (3,607)	\$ -	\$ 21,195

Depreciation expense for the year was \$3,607.

C. Long-Term Liabilities

A summary of changes in long-term obligations follows:

	Balance, July 1, 2020	Additions	Deletions	Balance, June 30, 2021
Accrued rent	\$ 46,247	\$ -	\$ 6,459	\$ 39,788
Accrued compensated absences	101,726	67,358	61,024	108,060
	\$ 147,973	\$ 67,358	\$ 67,483	\$ 147,848

System Wide Automated Network Notes to the Financial Statements (cont'd)

IV. Other Information

A. Risk Management

SWAN is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters. These risks are provided for through commercial insurance policies purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

B. Commitments

From July 2011 through June 2019, SWAN maintained a contract for services with the Reaching Across Illinois Library System (RAILS), a governmental entity. These services included, with some variations between contracts: administration, management, finance, human resources, bibliographic services, information technology support, use of facilities, utilities, telecommunications, vehicles, and all personnel salaries and costs. Under these agreements, SWAN either paid an amount to RAILS to partially reimburse RAILS for its contract expenditures incurred or received a support amount from RAILS to supplement the other support received.

In July 2019, this contract transitioned to an annual grant award from RAILS to SWAN, subject to an annual application and semi-annual report process. The services in the fiscal year 2021 grant agreement include use of meeting rooms, communication and collaboration opportunities and services, grant opportunities for new members, delivery services to Local Library System Automation Program (LLSAP) facility, help desk ticket system services, integrated library system (ILS) phone notification dialer co-location, and website provision and support. Under the grant, SWAN will receive payment from RAILS to supplement its other support in the total amount of \$522,691 during fiscal year 2022. This agreement is cancellable by mutual written consent or by either party upon 120 days' written notice to the other party. RAILS may terminate this agreement due to the discontinuation of sufficient funding from the Illinois Secretary of State upon written notice to SWAN effective as of the date of termination or the discontinuance of such funding.

In April of 2020, SWAN extended its contractual agreement with SirsiDynix for ILS software for an additional five years beginning May 1, 2020. This contract set the annual maintenance paid at \$488,744 for the first three years and capped increases at 1.9% for years four and five. This contract also set costs for new member libraries that join SWAN within the five year agreement. The addition of new products and services will result in additional expenses related to the contract, and the contract is cancellable beginning May 1, 2021.

**System Wide Automated Network
Notes to the Financial Statements (cont'd)**

IV. Other Information (cont'd)

B. Commitments (cont'd)

The remaining payment schedule, per the contract, is as follows:

Projected due date May 2022	\$ 488,744
Projected due date May 2023	498,030
Projected due date May 2024	<u>507,493</u>
	<u>\$ 1,494,267</u>

During fiscal year 2021, SWAN completed the second year of a three year agreement with EBSCO Information Services for three software product subscriptions – OpenAthens, Novelist Select, and the EBSCO Discovery Services with Sirsi Dynix Integration. The remaining payment per the contract is \$219,650, with a due date of July 2021.

SWAN entered into a seven-year, non-cancelable operating lease for office space beginning in March 2017. Minimum future payments under the lease agreement are as follows:

2022	\$ 78,913
2023	81,281
2024	83,719
2025	<u>35,574</u>
	<u>\$ 279,487</u>

In addition to the minimum rental payments, SWAN is required to pay its pro-rata share of real estate taxes, insurance, and operating expenses.

The lease calls for specified rent increases in future years. The lessors allowed SWAN to take occupancy of the premises for three months before the lease began and additionally abated the first six months of rent at the start of the lease. Total rent expense is being recorded on a straight-line basis over the term of the lease.

Rent expense for the year ended June 30, 2021, is as follows:

Payments:	
Minimum rentals	\$ 76,615
Contingent rentals	34,861
Change in accrued rent	<u>(6,459)</u>
Total	<u>\$ 105,017</u>

System Wide Automated Network Notes to the Financial Statements (cont'd)

IV. Other Information (cont'd)

C. Defined Contribution Plan

SWAN provides retirement benefits for all of its full-time employees through a defined contribution plan. This plan was established with the International City Managers Association Retirement Corporation (ICMA-RC), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for state and local governments and their instrumentalities throughout the United States. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings, SWAN's policy is such that SWAN contributes on behalf of each full-time employee 9.75% of the employee's earnings at the end of every biweekly payroll period. SWAN's contribution for fiscal year ended June 30, 2021, was \$121,168.

Additionally, SWAN allows employees to contribute to Individual Retirement Accounts (IRA's), which are also administered by ICMA-RC, through biweekly payroll deductions.

SWAN's contributions for each employee (and interest allocated to the employee's account) are fully vested if the employee was hired prior to July 1, 2012. All employees hired after July 1, 2012, will be vested 100% after completing one year of service. SWAN's nonvested contributions and the interest forfeited by employees who leave employment before one year of service are used to reduce SWAN's contribution requirement to the remaining employees. The Executive Director and Administrators' Board are responsible for establishing and amending the plan provisions.

Other Post-Employment Benefits

SWAN has evaluated its potential other post-employment benefits liability. Former employees who choose to retain their rights to health insurance through SWAN are required to pay 100% of the current premium. However, there is minimal participation. As SWAN provides no explicit benefit, and there is minimal participation, there is no material implicit subsidy to calculate in accordance with GASB Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*. Therefore, SWAN has not recorded a liability as of June 30, 2021.

OTHER SUPPLEMENTARY INFORMATION

**System Wide Automated Network
Schedule of Operating Expenses - Budget and Actual
For the Year Ended June 30, 2021**

	Original Budget	Final Budget	Actual	Positive (Negative) Variance With Final Budget
Operations:				
Personnel:				
Salaries and wages	\$ 1,556,800	\$ 1,556,800	\$ 1,392,030	\$ 164,770
Payroll, taxes and benefits:				
Health, dental, life and disability insurance	246,300	246,300	207,717	38,583
Retirement benefits and administration	140,900	140,900	121,168	19,732
Other fringe benefits	7,600	7,600	149	7,451
Social Security taxes	118,400	118,400	89,100	29,300
Workers compensation	3,000	3,000	3,983	(983)
Total personnel	2,073,000	2,073,000	1,814,147	258,853
Equipment and software maintenance expense	100,800	100,800	62,712	38,088
Library materials and supplies:				
Computers, software & supplies	1,001,500	1,001,500	1,017,175	(15,675)
General office supplies & equip	4,000	4,000	1,134	2,866
Postage	900	900	469	431
Print materials	5,000	5,000	5,001	(1)
Marketing & promotional materials	1,200	1,200	2,616	(1,416)
Total library materials and supplies	1,012,600	1,012,600	1,026,395	(13,795)
Buildings and grounds:				
Rent	105,904	105,904	105,017	887
Utilities	6,400	6,400	7,213	(813)
Property insurance	1,500	1,500	1,640	(140)
Repairs and maintenance	1,300	1,300	1,359	(59)
Custodial service and supplies	8,100	8,100	2,795	5,305
Other building maintenance	100	100	-	100
Total buildings and grounds	123,304	123,304	118,024	5,280

(cont'd)

System Wide Automated Network
Schedule of Operating Expenses - Budget and Actual (cont'd)
For the Year Ended June 30, 2021

	Original Budget	Final Budget	Actual	Positive (Negative) Variance With Final Budget
Operations (cont'd):				
Conferences, training and travel:				
Conferences and training	\$ 29,100	\$ 29,100	\$ 7,082	\$ 22,018
Travel	13,800	13,800	(5,398)	19,198
Total conferences, training and travel	42,900	42,900	1,684	41,216
Professional and contractual services:				
Accounting	20,610	20,610	24,714	(4,104)
Consulting	5,000	5,000	2,360	2,640
Equipment rental	3,700	3,700	2,485	1,215
Group purchases	435,400	435,400	424,697	10,703
Information services	74,600	74,600	83,186	(8,586)
Legal	5,000	5,000	1,338	3,662
Liability insurance	9,200	9,200	9,390	(190)
Other contractual services	62,900	62,900	82,256	(19,356)
Telephone & telecommunications	19,400	19,400	21,270	(1,870)
Notification and collection	35,300	35,300	22,546	12,754
Recruitment	900	900	250	650
Total professional services	672,010	672,010	674,492	(2,482)
Miscellaneous:				
eCommerce	40	40	44	(4)
Bank fees	3,700	3,700	4,743	(1,043)
Reimburse resource sharing	-	-	41,240	(41,240)
Total miscellaneous	3,740	3,740	46,027	(42,287)
Depreciation	3,607	3,607	3,607	-
Total operating expenses	\$ 4,031,961	\$ 4,031,961	\$ 3,747,088	\$ 284,873

See independent auditor's report.

RAILS LLSAP Support Grant Agreement

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

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

Email Address: dee.brennan@railslibraries.info Attention to: Deirdre Brennan, Executive Director

Grantee: SWAN.

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

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

Grant Amount: Total Allocation	\$527,381
Budgeted cost of in-kind services	\$0
Financial support	\$527,381

Effective Date: July 1, 2022 Termination Date: June 30, 2023

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

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

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

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

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

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

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

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

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

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2022. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

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

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

Article 7: Liability.

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

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

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

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

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

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

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

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

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

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

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

Article 13: Insurance

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

Article 14: Amendments; Waivers

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

Article 15: Relationship of the Parties

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

Article 16: Severability

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

Article 17: Entire Agreement

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

Article 18: Successors

This Agreement shall be binding upon successors of the Parties.

Article 19: Authority

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

Article 20: Execution in Counterparts

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

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

GRANTEE

ATTEST

Signature: _____

Printed Name: _____

Title: President or Director

Secretary

Date: _____

Date: _____

RAILS

Signature: _____

Printed Name: Deirdre Brennan

Title: Executive Director

Appendix A – SERVICES PROVIDED BY RAILS

Core Services

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

Meeting Rooms

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

Communication and Collaboration

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

Grants for New Members

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

Optional Services

Delivery Services to LLSAP Facility

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

Appendix B – SERVICES PROVIDED BY GRANTEE

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

Appendix C: FY2023 RAILS LLSAP Support Grant - Financial Support Allocations

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

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$28,174	\$48,734	\$120,769	\$0	\$197,678	8.8%
Pinnacle	\$10,206	\$17,722	\$27,180	\$0	\$55,107	2.4%
PrairieCat	\$219,613	\$228,608	\$56,056	\$60,000	\$564,277	25.1%
RRLC	\$24,293	\$4,430	\$826	\$40,000	\$69,549	3.1%
RSA	\$299,375	\$206,456	\$60,177	\$270,000	\$836,008	37.2%
SWAN	\$168,339	\$194,051	\$134,991	\$30,000	\$527,381	23.4%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.0%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,125	\$2,368	\$1,563	\$781	

Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	4	22	28
Pinnacle	0	2	3	1	6
PrairieCat	30	35	20	15	100
RRLC	4	3	2	2	11
RSA	44	38	36	20	138
SWAN	18	15	31	36	100
Total	96	95	96	96	383

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,737	\$6,250	\$17,188	\$28,174
Pinnacle	\$0	\$4,737	\$4,688	\$781	\$10,206
PrairieCat	\$93,750	\$82,895	\$31,250	\$11,719	\$219,613
RRLC	\$12,500	\$7,105	\$3,125	\$1,563	\$24,293
RSA	\$137,500	\$90,000	\$56,250	\$15,625	\$299,375
SWAN	\$56,250	\$35,526	\$48,438	\$28,125	\$168,339
Total	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	

Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	9	9	10	28
Pinnacle	4	1	0	1	6
PrairieCat	35	24	15	16	90
RRLC	0	0	1	3	4
RSA	20	30	20	23	93
SWAN	20	15	34	26	95
Total	79	79	79	79	316

AF/OE	1	2	3	4	Total
CCS	\$0	\$23,924	\$15,949	\$8,861	\$48,734
Pinnacle	\$14,177	\$2,658	\$0	\$886	\$17,722
PrairieCat	\$124,051	\$63,797	\$26,582	\$14,177	\$228,608
RRLC	\$0	\$0	\$1,772	\$2,658	\$4,430
RSA	\$70,886	\$79,747	\$35,443	\$20,380	\$206,456
SWAN	\$70,886	\$39,873	\$60,253	\$23,038	\$194,051
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions		
ILL/RB	3-year Total	% of Total
CCS	8,268,565	30.2%
Pinnacle	1,860,880	6.8%
PrairieCat	3,837,927	14.0%
RRLC	56,574	0.2%
RSA	4,120,060	15.0%
SWAN	9,242,289	33.7%
Total	27,386,295	100.0%

Money Allocation	Total
ILL/RB	\$400,000
CCS	\$120,769
Pinnacle	\$27,180
PrairieCat	\$56,056
RRLC	\$826
RSA	\$60,177
SWAN	\$134,991
Total	\$400,000

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

Money Allocation	Academic	School	Special	Total
Percent of Total	10.5%	85.0%	4.5%	100.00%
Dollar Amount	\$42,000	\$340,000	\$18,000	\$400,000

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

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$527,381 to Grantee in FY2023. This represents the Grantee's total support allocation (Appendix C).

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

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

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5280	Continuing education & meetings/other	X		
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X		
5320	Office supplies	X		
5330	Postage	X		
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies	X		
5380	Telephone (includes data, fax, and cell phones)	X		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X		
5435	Payroll service fees	X		
5440	Contractual staff	X		
5450	Information services costs	X		
5460	Agreements with systems, members, others	X		

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts.

Appendix F – FY2023 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

FY2023 RAILS LLSAP Support Grant Application

Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or in-kind services. If in-kind services are provided, the cost to RAILS of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula.

LLSAP Definition

LLSAP is a term used statewide and rooted in historical relationships between the regional library systems and consortia. 23 Ill. Adm. Code 3030 states: "Local Library System Automation Program means an integrated library system open to membership by full library system members of all types developed by or receiving financial or in kind support from a library system." To foster resource sharing and make a library management system affordable for any interested member library, RAILS' goal is to support shared catalog consortia in its service area. To enrich existing relationships while promoting collaborative ventures with new partners, the RAILS Board has approved this definition of LLSAPs:

Local Library System Automation Programs are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries. All LLSAPs affiliated with RAILS:

- 1. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support.)*
- 2. Operate in a reciprocal contractual partnership with RAILS*
- 3. Are supported by RAILS through in-kind and/or financial support*
- 4. Maintain policies that broaden resource sharing throughout RAILS' service area*
- 5. Foster cooperation to support RAILS' mission and to make library management systems affordable for every interested member library in RAILS, regardless of type or size*
- 6. Work together to ensure the ability of all LLSAPs to meet the needs of their members, to increase the use of shared online catalogs by RAILS members, and to develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed*

Eligibility

Consortia in the RAILS service area are invited to apply for this grant according to the criteria, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

How to Apply

Guidelines and deadlines for each application component are detailed below.

1. Complete the attached application form.
2. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info). Single PDF file is preferred (plus Excel spreadsheet for data, if relevant).

Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2021	Application package due to RAILS
September—October 2021	RAILS reviews grant applications and determines awards
October 2021	RAILS responds with award letter and grant agreement
January 31, 2022	Signed grant agreements due to RAILS
July 1, 2022	FY2023 grant payments and in-kind services begin
July 31, 2023	Annual reports due to RAILS
August 2023	LLSAP section of RAILS annual report to Illinois State Library due to RAILS (if required of RAILS)

Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services (anne.slaughter@railslibraries.info).

Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

Core services only (no financial support)

Financial support only

Financial support plus selected optional in-kind services as listed below

Consortium Information

Consortium name

Consortium website URL

Primary contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name

Email address

Phone

Address

Other contact (optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name

Email address

Phone

Address

Staff contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.

Changes since September 1, 2020

Use this space to describe any changes to the following since September 1, 2020:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2020. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

Support Grant Allocation Metrics

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or in-kind services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any legacy in-kind services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions, and complete the form below so RAILS can determine your consortium’s grant funding allocation.

LLSAP Support Grant Formula

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

Consortium Data

RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified.

Member Data

In addition to completing the information at the end of this section, please refer to the definitions below and use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
 - Annual collection budget
 - Service population

Definitions

Collection Budget

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats.

Interlibrary Loan

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

Reciprocal Borrowing

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

Service Population

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

Union List

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

OCLC

Do your annual membership fees include OCLC membership? Yes No

FY2022 Membership Totals

Do not include Union List members

Public	
School	
Academic	
Special	
Total	

Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 13), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

Services from RAILS

Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

Meeting Rooms

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. Access for advance scheduling and event management is provided via L2.

Communication and Collaboration

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

Grants for New Members

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

Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2023. Use the space below to describe any plans you may have to transition these activities away from RAILS operations and provide them independently.

RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.

Delivery Services to LLSAP Facility

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

Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

Datacenter Services

RAILS shall provide to LLSAP:

1. Designated rack space in the datacenter for any equipment critical to operate ILS services to LLSAP members. LLSAP shall provide and maintain an updated equipment list to RAILS IT;
2. Electricity to the rack, backed up by an uninterruptible power supply (UPS) and building generator;
3. Network connection and sufficient bandwidth to operate ILS services to LLSAP members;
4. HVAC in the data center, with room temperature and humidity optimized for computing equipment; and
5. 24-hour physical access to the datacenter and server rack for authorized LLSAP staff for the purposes of LLSAP service operations. No outside vendor is allowed in the datacenter unescorted. Escorts are defined as a RAILS IT staff member or representative approved by the RAILS IT department (such as authorized LLSAP staff). In the event that an authorized LLSAP staff member is not able to escort an outside vendor, RAILS datacenter security and access procedures apply, including:

- a. Access to the datacenter during normal business hours (8:30 am–5:00 pm, Mon-Fri) will be granted with at least 2 hours prior notice. Access requests need to be acknowledged by RAILS IT and the 2-hour notice period starts after acknowledgment.
- b. Appointments for access to the datacenter during nonbusiness hours must be made and acknowledged by RAILS IT staff at least 4 hours prior to access being needed. Emergency situations, as deemed by RAILS IT, will be handled on a case by case basis.

LLSAP shall be solely responsible for:

6. All system administration of LLSAP equipment; RAILS will not provide any system administration support of the LLSAP equipment except for ensuring the proper operation of electricity, network connection, and HVAC for optimization of the LLSAP equipment;
7. All aspects of installation and removal of LLSAP equipment, and costs of repair and restoration of the datacenter for any damage arising from the installation, maintenance, repair and removal of the LLSAP equipment;
8. All costs and expenses related to the provision of LLSAP services or any other services beyond the RAILS services specified in this agreement.

Help Desk Ticket System Services

1. RAILS shall provide ticket system hosting, installation, build, and configuration; including updates (done at least every whole revision of the software), and Library Learning (L2) integration for member access and import of library building profiles.
2. RAILS shall provide additional ongoing ticket system support services, including development and maintenance of limited custom features, not to exceed 15 hours per year.

ILS Phone Notification Dialer Co-location

Use of RAILS facilities for consortium staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, the data facility used by Grantee, including providing uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network (“LAN”), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.
8. Provide remote network monitoring of Grantee equipment and website as needed by Grantee.

Use of RAILS facilities for consortium staff: Facility

Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee’s share of these costs, and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.

RAILS shall:

1. House the equipment and staff.

2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, web conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

Consortium staffed by RAILS employees, including the use of RAILS vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Agreement to LLSAP requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

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

Authorized Signatures

Primary contact

Name

Title

Signature

Date

Other contact (if applicable)

Name

Title

Signature

Date

SWAN Budget Information & Guidelines

Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

SWAN Board meeting draft 12/17/2021

Introduction

Revenue & Expense, Reserves, & Membership Fees

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

New Budget Lines

This year we added expense line #5920 "Reimbursement for Resource Sharing" to record any of the expenses which occur within SWAN's centralized billing for unreturned materials between libraries.

Budget Highlights

Reduced Expenses

The prior budget reduced expenses and froze various budget lines in an effort to reflect the changing services brought upon SWAN by the global pandemic. This budget continues to freeze expenses associated with SWAN's annual in-person conference, and has reduced expenses or eliminated services deemed no longer necessary.

Reduced Revenue: Money Market Interest & RAILS Grant Funding

RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691 last budget. The funding from RAILS for this year's budget increased by \$4,283. Combined with the continued loss of interest revenue from the Money Market account, a total of \$XXXX revenue loss needed to be generated in an increase to membership fees at an overall rate of X.X%.

Aspen Discovery

The Aspen Discovery catalog will replace Enterprise for this budget year. Enterprise subscription of \$58,735 will be removed from the May 1, 2022 SirsiDynix annual maintenance. However, SWAN is hosting Aspen Discovery and that expense will be part of the 5430 budget line.

5430 & 5440 Expenses	Current	FY2023
SirsiDynix Enterprise, SaaS Annual Subscription	\$41,185	\$0
SirsiDynix Portfolio, SaaS Annual Subscription - Up to 10K assets	\$15,000	\$0
SirsiDynix Enterprise SaaS Test System, Annual Subscription	\$2,550	\$0
Aspen hosting server expense	\$6,000	\$12,000
Aspen support with ByWater Solutions expense	\$85,000	\$85,000
	\$149,735	\$97,000

EBSCO Subscription Group Purchase

SWAN negotiated a year-3 group-purchase for all 88 public libraries for EBSCO subscription e-content. SWAN's User Experience team will provide assistance to all libraries, proxy links the database choices, and integrate these with each library's Article Search.

New: BLUEcloud Circulation & Delivery Label Printing

This budget anticipates a transition to BLUEcloud Circulation as the main library staff client interface for primary desk functions. With that transition, SWAN libraries will begin to use the automatic delivery label generated. The adoption of this feature will require using restick printers throughout the SWAN membership. This budget will utilize reserve funds for the purchase of 100 printers to be installed at libraries.

New: Beanstack

SWAN will purchase a license for all libraries to use Beanstack for library reading programs. The shared platform will cost \$5,000 annually, and libraries that do not currently have this platform are free to use SWAN's provided Beanstack.

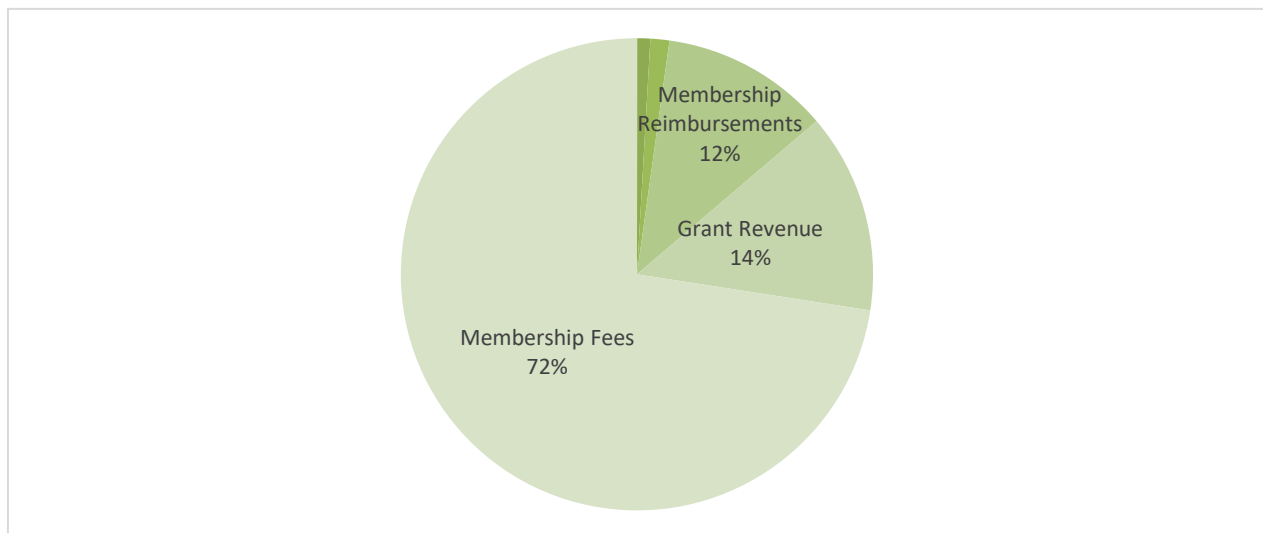
No New Libraries

SWAN will add libraries every other year, so FY23 would have been a year to add libraries, but no libraries reached the phase of requesting membership in SWAN.

KitKeeper, & Book Club Kits

KitKeeper is an online subscription through Plymouth Rocket that will help member libraries better manage bookclub kits. KitKeeper will be managed as a group-purchase for participating member libraries at \$25 per library. This budget funds the group-purchase expense and revenue as a pass-through.

Revenue



Membership Fees

4010	SWAN Full Membership Fees	\$2,934,759
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SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. Membership fee revenue on average does not increase. There are exceptions however, based on the formula, particularly for public libraries undergoing property tax or debt service changes within a given year. SWAN's FY24 membership fees are based on the 2019 tax year.

4011 SWAN Internet Access Membership Fees \$0

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

Membership Reimbursements

4110 Member One-Time Project Receipts \$0

This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for the FY23 budget.

4190 Member Group Purchase Receipts \$445,686

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 3. Additional group purchases are ongoing with renewals with Envisionware for self-check software, Curbside Communicator, ProPay swipes, additional restick printers (for libraries wanting/need more than 1 printer provided). This budget includes a new service for a group of selected libraries for purchasing rental copies of books and movies from Baker & Taylor to be shared exclusively by those participating libraries.

Reimbursement for Losses

4220 Reimbursement Losses for Resource Sharing \$50,000

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

4230 Collection Agency Fees \$0

SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices.

Grant Revenue

4310 RAILS Support to SWAN \$527,381

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY23 to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691 last budget. The funding from RAILS for this year's budget increased by \$4,283.

4320 Other Grant Revenue \$0

The one-time grant revenue from adding new libraries would be recorded in this line. No new libraries are planned in this budget year, as SWAN now adds new member libraries every other year.

Registration & Event Receipts

4499 Annual Conference Receipts \$12,000

Any revenue collected as part of the SWAN Expo are recorded in this budget line. This includes vendor table fees or libraries invoices for the event to offset event catering. The FY23 budget plans for a resumption of the annual conference.

Investment & Interest

4510 Interest Income \$1,000

SWAN interest income fell mid-way through last year's budget.

4520 Investment Income \$0

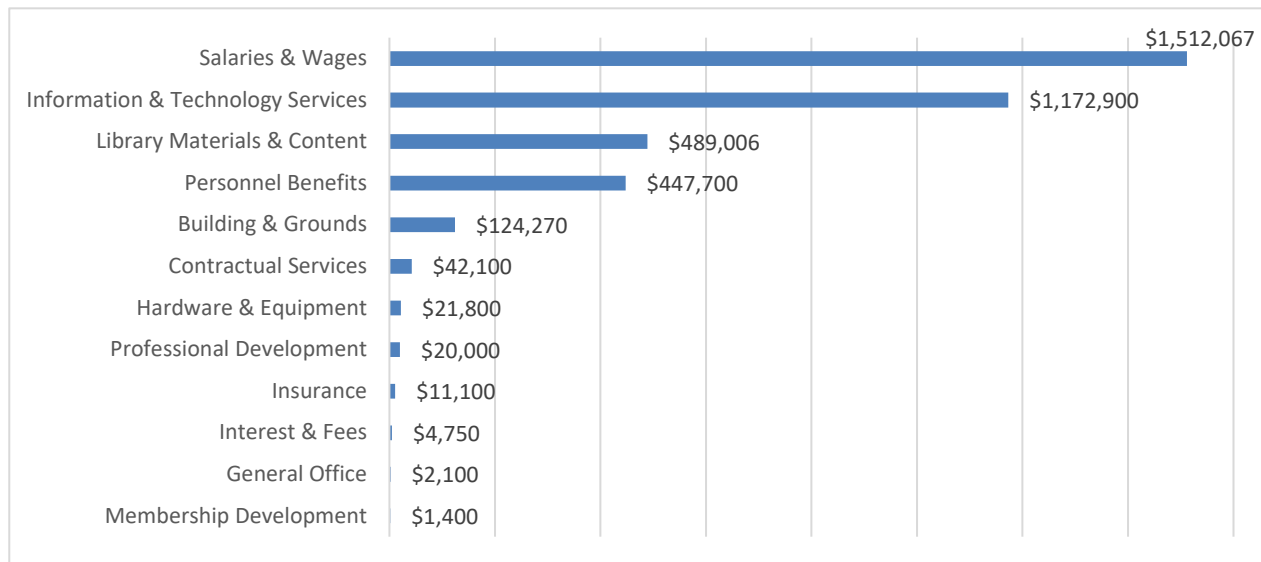
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600 Reserve Fund Transfer \$34,000

One delivery label printer will be purchased for each library with the expense being offset by SWAN cash reserves.

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,546,800

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. There is one proposed position that is on hold that this budget could support.

Personnel Benefits

5021 Social Security Taxes \$118,400

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

5022 State Unemployment Insurance -

Organization pays unemployment directly should it be required.

5023 Worker's Compensation \$3,000

Organization insurance provided by insurance vendor.

5024 Retirement Benefits \$140,900

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

5025 Health, Dental, Life And Disability Insurance \$228,800

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

5026 Tuition Reimbursements \$2,500

Tuition reimbursement benefit for employees.

5085 Staff Wellness \$400

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

Building & Grounds

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

5110 Rent/Lease \$113,160

SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY23. Refer to SWAN's FY20 audit for the full debt obligation of the office lease.

5120 Utilities \$5,700

Facility electricity and natural gas expenses are recorded in this line. Based on 6 months of actual expenses in 2021, this expense is lower for this budget.

5130 Property Insurance \$650

Property and flood insurance covers office space furniture and equipment, and the RAILS 125 Tower Drive data center equipment. There will no longer be any active equipment at the RAILS data center, so this insurance is no longer needed.

5140 Repairs & Maintenance \$1,560

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

5150 Custodial Service & Supplies \$3,200

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

5190 Other Building Maintenance \$0

Used for alarms and security cameras related to facility expense.

Professional Development

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

5210 Conference Travel \$6,000

SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. There is planned conference travel in the FY23 budget.

5220 Staff Meetings \$400

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

5230 Staff Professional Development \$6,800

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

5240 Professional Association Membership Dues \$2,500

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

5250 Educational Material \$800

The FY23 budget reduced some of the online learning expenses for employees.

5260 Online Learning \$3,500

SWAN employees will participate in online learning with security,

Membership Development

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

5310 Travel Reimbursement \$1,400

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

5320 Membership Meetings \$0

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

5350 Marketing & Promotional Material \$0

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

5399 Annual Conference \$2,500

SWAN’s annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in “99” within this budget chart of accounts. The SWAN Expo for 2022 will resume.

Information & Technology Services

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

5410 Infrastructure Licensing \$0

Budget line eliminated since FY22: combined with 5430 Server Software Licensing.

5420 Application Software Licensing \$20,600

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

5430 Server Software Licensing \$90,600

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

5440 Library Services Platform \$984,200

The heart of SWAN’s resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY23, SirsiDynix expenses are budgeted for \$XXX, OCLC at \$XXX, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$XXX total. This line includes licensing three libraries to licensing for OCLC, EBSCO Discovery Services, and OpenAthens. This year has support from ByWater Solutions for SWAN’s Aspen Discovery Services at \$85,000.

5450 Data Management Services \$30,500

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

5460 Information Subscription Service \$77,100

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

5470 Subscription Support Services \$14,400

SWAN's support platform includes remote desktop assistance to library staff, online training, and remote monitoring of systems for SWAN on-call staff. This budget adds a learning management system for organizing SWAN courses for library staff certification in areas of SWAN's library services platform. This service will be used to create library staff coursework and classes provided through SWAN, SirsiDynix, EBSCO, and OCLC depending on library role. Expenses associated with this budget line include: Citrix GoToAssist, Citrix GoToMeeting (Plus for 100 attendees), StatusCake (for site monitoring and alerting SWAN staff to outages), Articulate Storyline (for interactive, online learning) and the volume email service through SendGrid (patron notification plus library notification).

5480 Telecommunications \$14,500

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

5490 Group Purchases - Services \$5,900

SWAN will periodically arrange a software group purchase. Those expenses are recorded here if libraries are invoiced back for the expense, which would be recorded as revenue in the budget line 4190. The budget is supporting an ongoing Envisionware software group purchase for a self-check system, which has annual maintenance for support. New to this budget in FY23 is Curbside Communicator with Unique Management, which is an expense offset by revenue from SWAN invoicing member libraries for the service.

General Office

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

5510 Office Supplies \$1,500

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

5520 Postage \$600

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

5550 Furniture \$0

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

5599 Annual Conference Supplies \$0

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo for 2022 will resume after being suspended for 2 years.

Hardware & Equipment

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

5610 Equipment Rental/Maintenance \$3,700

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

5620 Hardware \$6,000

Expenses for this budget related to SWAN staff peripheral devices.

5690 Group Purchases - Hardware \$12,100

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN. This budget plans for some delivery label printers to be purchased through SWAN and billed back to member libraries.

Insurance

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

5700 Insurance \$11,100

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

Contractual Services

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

This line is intended for print collections supplied to member libraries, either through a direct order through Baker & Taylor, or rental copies via the jobber. SWAN is also dedicating \$5,000 from the reserves in a book rental trial with Baker & Taylor to supplement popular titles to reduce hold queue wait times.

5920 Reimbursement for Resource Sharing \$50,000

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

5930 Electronic Resources \$10,000

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

5990 Group Purchases - Content \$429,006

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY23. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010 Bank Fees \$4,700

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

6020 Merchant Account Fees \$50

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

6030 Interest Payment \$0

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

6099 Annual Conference Merchant Fees \$0

Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line. The SWAN Expo resumes after being suspended for 2 years.

Asset Management

6110 Depreciation \$3,607

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

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

6130 Vacation Expense \$0

Per GASB, Vacation Expense is the account created to segregate the amount of the expense incurred by SWAN for the current years' addition or subtraction to the balance of earned but unused staff vacation time. The Balance Sheet reflects the fact that Compensated Absences has been adjusted for the year-end to show, as of June 30 of the given fiscal year, the current value of this earned but unused vacation. This is more a potential than actual liability as employees most likely will use most of their vacations while being employed.

Expenses	\$4,008,526
Revenue	\$4,004,826

SWAN Budget Summary

SWAN Budget	FY22 Budget	FY23 Budget	Change
4000 Membership Fees	\$2,921,563	\$2,938,459	\$16,896
4100 Membership Reimbursements	\$463,984	\$445,686	(\$18,298)
4200 Reimbursement for Losses	\$30,900	\$50,000	\$19,100
4300 Grant Revenue	\$522,691	\$527,381	\$4,690
4400 Registration & Event Receipts	\$0	\$12,000	\$12,000
4500 Investment & Interest	\$2,000	\$1,000	(\$1,000)
4600 Reserve Fund Transfer	\$90,000	\$34,000	(\$56,000)
Total Revenue	\$4,031,138	\$4,008,526	(\$22,612)
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0
5020 Personnel Benefits	\$500,000	\$494,000	(\$6,000)
5100 Building & Grounds	\$125,854	\$124,270	(\$1,584)
5200 Professional Development	\$18,700	\$20,000	\$1,300
5300 Membership Development	\$2,600	\$3,900	\$1,300
5400 Information & Technology Services	\$1,255,200	\$1,231,900	(\$23,300)
5500 General Office	\$3,000	\$2,100	(\$900)
5600 Hardware & Equipment	\$4,700	\$21,800	\$17,100
5700 Insurance	\$9,400	\$11,100	\$1,700
5800 Contractual Services	\$103,060	\$53,000	(\$50,060)
5900 Library Materials & Content	\$485,584	\$489,006	\$3,422
6000 Interest & Fees	\$3,740	\$4,750	\$1,010
Total Operating Expenses	\$4,058,638	\$4,002,626	(\$56,012)
6100 Asset Management	\$4,522	\$3,607	(\$915)
Excess of revenues over (under) estimated expenses	\$21,500	\$0	

Revenue & Expense Budget		FY21 Actual	FY22 Budget	FY23 Budget	Change
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$2,840,906	\$2,917,863	\$2,934,759	\$16,896
4011	SWAN Internet Access Membership Fees	\$3,638	\$3,700	\$3,700	\$0
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts	\$516	\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$427,239	\$463,984	\$445,686	(\$18,298)
4200	Reimbursement for Losses				
4220	Reimbursement Losses for Resource Sharing	\$50,905	\$30,000	\$50,000	\$20,000
4230	Collection Agency Fees	\$0	\$900	\$0	(\$900)
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$562,018	\$522,691	\$527,381	\$4,690
4320	Other Grant Revenue	\$43,762	\$0	\$0	\$0
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$0	\$0	\$12,000	\$12,000
4500	Investment & Interest				
4510	Interest Income	\$1,069	\$2,000	\$1,000	(\$1,000)
4520	Investment Income		\$0	\$0	\$0
4600	Reserve Fund Transfer	\$30,637	\$90,000	\$34,000	(\$56,000)
Total Revenue		\$3,960,690	\$4,031,138	\$4,008,526	(\$22,612)
Expenses					
5000	Salaries & Wages	\$1,369,957	\$1,546,800	\$1,546,800	\$0
5020	Personnel Benefits				
5021	Social Security Taxes	\$89,100	\$118,400	\$118,400	\$0
5022	State Unemployment Insurance	\$8,930	-	-	
5023	Worker's Compensation	\$3,984	\$3,000	\$3,000	\$0
5024	Retirement Benefits	\$121,168	\$140,900	\$140,900	\$0
5025	Health, Dental, Life And Disability Insurance	\$207,768	\$234,600	\$228,800	(\$5,800)
5026	Tuition Reimbursements	\$0	\$2,500	\$2,500	\$0
5085	Staff Wellness	\$259	\$600	\$400	(\$200)
5100	Building & Grounds				
5110	Rent/Lease	\$120,907	\$110,104	\$113,160	\$3,056
5120	Utilities	\$7,213	\$5,700	\$5,700	\$0
5130	Property Insurance	\$1,640	\$0	\$650	\$650
5140	Repairs & Maintenance	\$1,536	\$1,050	\$1,560	\$510
5150	Custodial Service & Supplies	\$3,185	\$9,000	\$3,200	(\$5,800)
5190	Other Building Maintenance	\$0	\$0	\$0	\$0
5200	Professional Development				

Revenue & Expense Budget		FY21 Actual	FY22 Budget	FY23 Budget	Change
5210	Conference Travel	\$337	\$2,500	\$6,000	\$3,500
5220	Staff Meetings	\$334	\$600	\$400	(\$200)
5230	Staff Professional Development	\$6,757	\$8,800	\$6,800	(\$2,000)
5240	Professional Association Membership Dues	\$1,521	\$2,500	\$2,500	\$0
5250	Educational Material	\$91	\$800	\$800	\$0
5260	Online Learning	\$3,925	\$3,500	\$3,500	\$0
5300	Membership Development				
5310	Travel Reimbursement	\$507	\$1,400	\$1,400	\$0
5320	Membership Meetings	\$0	\$0	\$0	\$0
5350	Marketing & Promotional Material	\$2,616	\$1,200	\$0	(\$1,200)
5399	Annual Conference	\$0	\$0	\$2,500	\$2,500
5400	Information & Technology Services				
5410	Infrastructure Licensing	\$45,960	\$0	\$0	\$0
5420	Application Software Licensing	\$20,436	\$22,000	\$20,600	(\$1,400)
5430	Server Software Licensing	\$1,958	\$62,000	\$90,600	\$28,600
5440	Library Services Platform	\$952,242	\$1,036,800	\$984,200	(\$52,600)
5450	Data Management Services	\$17,193	\$27,500	\$30,500	\$3,000
5460	Information Subscription Service	\$83,186	\$76,600	\$77,100	\$500
5470	Subscription Support Services	\$8,022	\$9,900	\$14,400	\$4,500
5480	Telecommunications	\$22,409	\$20,400	\$14,500	(\$5,900)
5490	Group Purchases - Services	\$3,264.15	\$12,600.00	\$5,900.00	(\$6,700)
5500	General Office				
5510	Office Supplies	\$1,134	\$1,500	\$1,500	\$0
5520	Postage	\$469	\$1,500	\$600	(\$900)
5550	Furniture	\$0	\$0	\$0	\$0
5599	Annual Conference Supplies	\$0	\$0	\$0	\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$2,771	\$3,700	\$3,700	\$0
5620	Hardware	\$37,533	\$1,000	\$6,000	\$5,000
5690	Group Purchases - Hardware	\$1,437	\$0	\$12,100	\$12,100
5700	Insurance	\$9,390	\$9,400	\$11,100	\$1,700
5800	Contractual Services				
5810	Legal	\$1,338	\$5,000	\$1,500	(\$3,500)
5820	Accounting	\$23,709	\$17,560	\$18,900	\$1,340
5830	Consulting	\$2,360	\$38,000	\$2,000	(\$36,000)
5840	Payroll Service Fees	\$3,462	\$3,600	\$4,800	\$1,200
5850	Contractual Agreements	\$77,272	\$0	\$0	\$0
5860	Notification & Collection	\$22,546	\$38,000	\$16,900	(\$21,100)
5870	Recruitment	\$250	\$900	\$0	(\$900)
5899	Annual Conference Facility Contract	\$0	\$0	\$8,900	\$8,900
5900	Library Materials & Content				
5910	Print Materials	\$5,001	\$5,000	\$0	(\$5,000)
5920	Reimbursement for Resource Sharing	\$41,240	\$30,000	\$50,000	\$20,000
5930	Electronic Resources	\$0	\$0	\$10,000	\$10,000

Revenue & Expense Budget		FY21 Actual	FY22 Budget	FY23 Budget	Change
5990	Group Purchases - Content	\$421,678	\$450,584	\$429,006	(\$21,578)
6000	Interest & Fees				
6010	Bank Fees	\$4,741	\$3,700	\$4,700	\$1,000
6020	Merchant Account Fees	\$44	\$40	\$50	\$10
6030	Interest Payment	\$0	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$0	\$0	\$0	\$0
Subtotal Expenses		\$3,762,783	\$4,071,238	\$4,008,526	(\$62,712)
6100	Asset Management				
6110	Depreciation		\$2,322	\$3,607	\$1,285
6120	(Gain)/Loss on Asset Disposal		\$0		
6130	Vacation Expense		\$2,200		(\$2,200)
Total Expenses			\$4,071,238	\$4,008,526	(\$62,712)
Total Revenue (from above)			\$4,018,654	\$4,008,526	
Excess of revenues over (under) estimated expenses			\$21,500.00	\$0.00	

SWAN Reserves Plan: Updated for FY23 Budget

Capital Expenditures (anything over \$5,000)	FY21	FY22	FY23	FY24	FY25
	July 2020-June 2021	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024	July 2023-June 2025
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,035,646	\$2,237,560	\$2,104,060	\$2,070,060	\$2,070,060
Reserves collected & Impact Fee	\$26,283	\$0	\$0	\$0	\$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service*	\$0	\$0	\$0	\$0	\$0
Firewall replacement: no longer required with cloud-based Intrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
Printer purchase			(\$34,000)		
Aspen Discovery Project		(\$85,000)			
Baker & Taylor Project	(\$5,000)	(\$5,000)			
Security audit		(\$43,500)			
Funds for EMV commerce devices (chip & PIN)	(\$14,000)				
Funds for SWAN staff computer replacement	(\$44,219)				
Future ILS Migration Budget (\$465,740)					
Total	\$1,998,710	\$2,104,060	\$2,070,060	\$2,070,060	\$2,070,060
Maintain 4 months operating in reserve (policy)	(\$1,357,079)	(\$1,336,175)	(\$1,402,984)	(\$1,473,133)	(\$1,546,790)
Over/(Under) Reserve Policy	\$641,631	\$767,885	\$667,076	\$596,927	\$523,270
Operating Budget (5% increases each year after FY21)	\$4,071,238	\$4,008,526	\$4,208,952	\$4,419,399.92	\$4,640,369.91
Months operating in reserve		6.30	5.90	5.62	5.35

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

Chart 1: Membership Fee Chart for FY23 SWAN Budget
SWAN Board draft 12/17/2021

SWAN Library	Type	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	FY22 Fees	Change from prior year fees
Acorn Public Library District	Public	\$ 28,839	(\$5,551)	\$ 23,288	\$ 22,511	\$ 778
Alsip-Merrionette Park Public Library District	Public	\$ 40,745	(\$5,551)	\$ 35,194	\$ 34,788	\$406
Batavia Public Library District	Public	\$ 53,540	(\$5,551)	\$ 47,989	\$ 46,391	\$1,598
Bedford Park Public Library District	Public	\$ 32,170	(\$5,551)	\$ 26,619	\$ 25,712	\$907
Beecher Community Library District	Public	\$ 21,298	(\$5,551)	\$ 15,747	\$ 15,221	\$526
Bellwood Public Library	Public	\$ 34,926	(\$5,551)	\$ 29,374	\$ 28,876	\$498
Bensenville Community Public Library District	Public	\$ 33,921	(\$5,551)	\$ 28,370	\$ 27,631	\$739
Bensenville Elementary School District #2	School	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	Public	\$ 22,108	(\$5,551)	\$ 16,557	\$ 15,912	\$645
Berwyn Public Library	Public	\$ 51,659	(\$5,551)	\$ 46,107	\$ 45,644	\$463
Bloomington Public Library	Public	\$ 47,559	(\$5,551)	\$ 42,007	\$ 40,984	\$1,023
Blue Island Public Library	Public	\$ 29,963	(\$5,551)	\$ 24,411	\$ 23,838	\$574
Bridgeview Public Library	Public	\$ 29,081	(\$5,551)	\$ 23,530	\$ 23,076	\$454
Broadview Public Library District	Public	\$ 29,727	(\$5,551)	\$ 24,176	\$ 23,538	\$637
Calumet City Public Library	Public	\$ 31,697	(\$5,551)	\$ 26,145	\$ 26,671	(\$525)
Calumet Park Public Library	Public	\$ 19,830	(\$5,551)	\$ 14,279	\$ 13,857	\$421
Carol Stream Public Library	Public	\$ 52,324	(\$5,551)	\$ 46,773	\$ 46,165	\$607
Chicago Heights Public Library	Public	\$ 26,119	(\$5,551)	\$ 20,568	\$ 20,092	\$476
Chicago Ridge Public Library	Public	\$ 31,931	(\$5,551)	\$ 26,380	\$ 25,631	\$749
Cicero Public Library	Public	\$ 35,559	(\$5,551)	\$ 30,008	\$ 29,150	\$858
Clarendon Hills Public Library	Public	\$ 25,945	(\$5,551)	\$ 20,394	\$ 19,667	\$727
Crestwood Public Library District	Public	\$ 23,795	(\$5,551)	\$ 18,243	\$ 17,466	\$777
Crete Public Library District	Public	\$ 35,746	(\$5,551)	\$ 30,195	\$ 29,431	\$764
Dolton Public Library District	Public	\$ 28,779	(\$5,551)	\$ 23,228	\$ 23,076	\$152
Downers Grove Public Library	Public	\$ 72,741	(\$5,551)	\$ 67,189	\$ 64,841	\$2,348
Eisenhower Public Library District	Public	\$ 55,346	(\$5,551)	\$ 49,795	\$ 48,328	\$1,468
Elmwood Park Public Library	Public	\$ 34,236	(\$5,551)	\$ 28,684	\$ 27,934	\$750
Evergreen Park Public Library	Public	\$ 30,147	(\$5,551)	\$ 24,596	\$ 23,699	\$896
Flossmoor Public Library	Public	\$ 31,658	(\$5,551)	\$ 26,106	\$ 25,112	\$995
Forest Park Public Library	Public	\$ 36,842	(\$5,551)	\$ 31,291	\$ 30,197	\$1,094
Frankfort Public Library District	Public	\$ 42,574	(\$5,551)	\$ 37,022	\$ 35,542	\$1,481
Franklin Park Public Library District	Public	\$ 37,781	(\$5,551)	\$ 32,229	\$ 30,286	\$1,944
Geneva Public Library District	Public	\$ 69,699	(\$5,551)	\$ 64,148	\$ 61,300	\$2,848
Glen Ellyn Public Library	Public	\$ 59,873	(\$5,551)	\$ 54,322	\$ 52,968	\$1,354
Glenside Public Library District	Public	\$ 49,992	(\$5,551)	\$ 44,440	\$ 45,298	
Glenwood-Lynwood Public Library District	Public	\$ 32,063	(\$5,551)	\$ 26,512	\$ 21,642	\$4,870
Grande Prairie Public Library District	Public	\$ 32,831	(\$5,551)	\$ 27,279	\$ 26,617	\$663
Green Hills Public Library District	Public	\$ 41,575	(\$5,551)	\$ 36,024	\$ 33,794	\$2,230
Harvey Public Library District	Public	\$ 26,330	(\$5,551)	\$ 20,779	\$ 20,501	\$278
Hillside Public Library	Public	\$ 31,128	(\$5,551)	\$ 25,576	\$ 24,455	\$1,121
Hinsdale Public Library	Public	\$ 47,020	(\$5,551)	\$ 41,469	\$ 40,012	\$1,457
Hodgkins Public Library District	Public	\$ 24,019	(\$5,551)	\$ 18,467	\$ 17,858	\$609
Homewood Public Library District	Public	\$ 39,668	(\$5,551)	\$ 34,117	\$ 33,609	\$508
Indian Prairie Public Library District	Public	\$ 55,134	(\$5,551)	\$ 49,582	\$ 47,451	\$2,131
Itasca Community Library	Public	\$ 33,609	(\$5,551)	\$ 28,058	\$ 27,149	\$909
Justice Public Library District	Public	\$ 21,325	(\$5,551)	\$ 15,774	\$ 15,276	\$498
Kaneville Public Library District	Public	\$ 19,026	(\$5,551)	\$ 13,475	\$ 13,023	\$452
La Grange Public Library	Public	\$ 42,657	(\$5,551)	\$ 37,106	\$ 35,667	\$1,439
LaGrange Park Public Library District	Public	\$ 35,267	(\$5,551)	\$ 29,716	\$ 30,216	(\$500)
Lansing Public Library	Public	\$ 41,163	(\$5,551)	\$ 35,612	\$ 34,398	\$1,214
Linda Sokol Francis Brookfield Library	Public	\$ 40,883	(\$5,551)	\$ 35,331	\$ 34,331	\$1,000
Lyons Public Library	Public	\$ 24,937	(\$5,551)	\$ 19,386	\$ 18,800	\$586
Markham Public Library	Public	\$ 24,621	(\$5,551)	\$ 19,070	\$ 17,150	\$1,920
Matteson Area Public Library District	Public	\$ 41,603	(\$5,551)	\$ 36,052	\$ 35,482	\$570
Maywood Public Library District	Public	\$ 30,578	(\$5,551)	\$ 25,026	\$ 24,585	\$441
McCook Public Library District	Public	\$ 22,485	(\$5,551)	\$ 16,933	\$ 16,280	\$653
Melrose Park Public Library	Public	\$ 28,850	(\$5,551)	\$ 23,299	\$ 21,379	\$1,920
Messenger Public Library of North Aurora	Public	\$ 36,210	(\$5,551)	\$ 30,659	\$ 29,678	\$981
Midlothian Public Library	Public	\$ 30,609	(\$5,551)	\$ 25,058	\$ 26,255	(\$1,197)
Morton Arboretum	Special	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	Public	\$ 20,653	(\$5,551)	\$ 15,101	\$ 14,668	\$433

Chart 1: Membership Fee Chart for FY23 SWAN Budget
SWAN Board draft 12/17/2021

SWAN Library	Type	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	FY22 Fees	Change from prior year fees
National University of Health Sciences	Academic	\$ 11,667		\$ 11,667	\$ 11,667	\$0
North Riverside Public Library District	Public	\$ 28,325	(\$5,551)	\$ 22,774	\$ 22,056	\$718
Northlake Public Library District	Public	\$ 37,650	(\$5,551)	\$ 32,099	\$ 30,664	\$1,435
Oak Brook Public Library	Public	\$ 27,820	(\$5,551)	\$ 22,268	\$ 21,414	\$854
Oak Lawn Public Library	Public	\$ 72,170	(\$5,551)	\$ 66,618	\$ 65,304	\$1,315
Oak Park Public Library	Public	\$ 111,107	(\$5,551)	\$ 105,555	\$ 99,175	\$6,380
Palos Heights Public Library	Public	\$ 34,285	(\$5,551)	\$ 28,734	\$ 24,424	\$4,310
Palos Park Public Library	Public	\$ 22,858	(\$5,551)	\$ 17,307	\$ 16,762	\$545
Park Forest Public Library	Public	\$ 34,371	(\$5,551)	\$ 28,820	\$ 30,685	(\$1,865)
Prairie State College	Academic	\$ 23,333		\$ 23,333	\$ 23,333	\$0
Prairie Trails Public Library District	Public	\$ 37,222	(\$5,551)	\$ 31,670	\$ 30,642	\$1,028
Richton Park Public Library District	Public	\$ 27,137	(\$5,551)	\$ 21,585	\$ 21,245	\$341
River Forest Public Library	Public	\$ 31,013	(\$5,551)	\$ 25,461	\$ 24,640	\$821
River Grove Public Library District	Public	\$ 22,677	(\$5,551)	\$ 17,126	\$ 16,454	\$671
Riverdale Public Library District	Public	\$ 22,579	(\$5,551)	\$ 17,028	\$ 16,947	\$81
Riverside Public Library	Public	\$ 29,306	(\$5,551)	\$ 23,755	\$ 23,014	\$741
Roselle Public Library District	Public	\$ 36,692	(\$5,551)	\$ 31,141	\$ 30,181	
Schiller Park Public Library	Public	\$ 39,166	(\$5,551)	\$ 33,615	\$ 22,369	\$11,246
South Holland Public Library	Public	\$ 96,909	(\$5,551)	\$ 91,358	\$ 32,617	\$58,741
St Charles Public Library District	Public	\$ 28,851	(\$5,551)	\$ 23,299	\$ 90,320	(\$67,021)
Steger-South Chicago Heights Public Library District	Public	\$ 22,279	(\$5,551)	\$ 16,727	\$ 16,119	\$608
Stickney-Forest View Public Library District	Public	\$ 29,031	(\$5,551)	\$ 23,480	\$ 22,771	\$708
Sugar Grove Public Library District	Public	\$ 24,654	(\$5,551)	\$ 19,103	\$ 18,478	\$625
Summit Public Library District	Public	\$ 21,580	(\$5,551)	\$ 16,028	\$ 15,665	\$364
Theosophical Society in America	Special	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	Public	\$ 32,489	(\$5,551)	\$ 26,937	\$ 26,198	\$739
Thornton Public Library	Public	\$ 19,714	(\$5,551)	\$ 14,162	\$ 13,630	\$532
Tinley Park Public Library	Public	\$ 73,025	(\$5,551)	\$ 67,474	\$ 62,512	\$4,962
Town and Country Public Library District	Public	\$ 31,736	(\$5,551)	\$ 26,184	\$ 25,090	\$1,094
University Park Public Library District	Public	\$ 23,924	(\$5,551)	\$ 18,372	\$ 17,717	\$656
Villa Park Public Library	Public	\$ 32,035	(\$5,551)	\$ 26,483	\$ 33,279	(\$6,796)
Warrenville Public Library District	Public	\$ 35,596	(\$5,551)	\$ 30,045	\$ 29,139	
West Chicago Public Library District	Public	\$ 40,641	(\$5,551)	\$ 35,090	\$ 34,053	\$1,037
Westchester Public Library	Public	\$ 31,061	(\$5,551)	\$ 25,510	\$ 24,683	\$827
Westmont Public Library	Public	\$ 37,729	(\$5,551)	\$ 32,178	\$ 31,082	\$1,095
William Leonard Public Library District	Public	\$ 20,490	(\$5,551)	\$ 14,938	\$ 14,539	\$399
Wood Dale Public Library District	Public	\$ 42,949	(\$5,551)	\$ 37,397	\$ 36,208	\$1,189
Woodridge Public Library	Public	\$ 56,368	(\$5,551)	\$ 50,817	\$ 49,253	\$1,564
Worth Public Library District	Public	\$ 26,087	(\$5,551)	\$ 20,535	\$ 19,922	\$613
		Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	FY22 Fees	Change from prior year fees

Chart 2: Public Library County Tax Payments

Library Name	Cook County	DuPage County	Kane County	Will County	Total Tax	Bond Amount	Public Library Tax
	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Revenue Issued 2019	2019 (Removed)	Revenue Total 2019
Acorn Public Library District	\$1,143,848.26				\$1,143,848.26	(\$61,495.00)	\$1,082,353.26
Alsip-Merrionette Park Public Library District	\$2,880,206.40				\$2,880,206.40	(\$589,100.00)	\$2,291,106.40
Batavia Public Library District			\$4,316,286.37		\$4,316,286.37	(\$726,150.00)	\$3,590,136.37
Bedford Park Public Library District	\$1,420,521.42				\$1,420,521.42	\$0.00	\$1,420,521.42
Beecher Community Library District				\$316,732.73	\$316,732.73	\$0.00	\$316,732.73
Bellwood Public Library	\$1,700,261.47				\$1,700,261.47	\$0.00	\$1,700,261.47
Bensenville Community Public Library District		\$1,598,289.37			\$1,598,289.37	\$0.00	\$1,598,289.37
Berkeley Public Library	\$398,985.01				\$398,985.01	\$0.00	\$398,985.01
Berwyn Public Library	\$3,399,076.52				\$3,399,076.52	\$0.00	\$3,399,076.52
Bloomington Public Library		\$2,982,848.41			\$2,982,848.41	\$0.00	\$2,982,848.41
Blue Island Public Library	\$1,196,395.83				\$1,196,395.83	\$0.00	\$1,196,395.83
Bridgeview Public Library	\$1,364,338.19				\$1,364,338.19	(\$257,450.00)	\$1,106,888.19
Broadview Public Library District	\$1,442,164.48				\$1,442,164.48	(\$269,705.00)	\$1,172,459.48
Brookfield Public Library	\$2,305,062.82				\$2,305,062.82	\$0.00	\$2,305,062.82
Calumet City Public Library	\$1,472,454.12				\$1,472,454.12	(\$100,000.00)	\$1,372,454.12
Calumet Park Public Library	\$167,654.97				\$167,654.97	\$0.00	\$167,654.97
Carol Stream Public Library		\$3,701,119.66			\$3,701,119.66	(\$234,461.00)	\$3,466,658.66
Chicago Heights Public Library	\$806,201.66				\$806,201.66	\$0.00	\$806,201.66
Chicago Ridge Public Library	\$1,396,274.94				\$1,396,274.94	\$0.00	\$1,396,274.94
Cicero Public Library	\$1,764,592.78				\$1,764,592.78	\$0.00	\$1,764,592.78
Clarendon Hills Public Library		\$788,526.66			\$788,526.66	\$0.00	\$788,526.66
Crestwood Public Library District	\$570,166.91				\$570,166.91	\$0.00	\$570,166.91
Crete Public Library District				\$1,783,538.57	\$1,783,538.57	\$0.00	\$1,783,538.57
Dolton Public Library District	\$1,076,246.71				\$1,076,246.71	\$0.00	\$1,076,246.71
Downers Grove Public Library		\$5,539,446.81			\$5,539,446.81	\$0.00	\$5,539,446.81
Eisenhower Public Library District	\$4,440,688.11				\$4,440,688.11	(\$667,187.00)	\$3,773,501.11
Elmwood Park Public Library	\$1,630,202.34				\$1,630,202.34	\$0.00	\$1,630,202.34
Evergreen Park Public Library	\$1,215,096.15				\$1,215,096.15	\$0.00	\$1,215,096.15
Flossmoor Public Library	\$1,368,494.45				\$1,368,494.45	\$0.00	\$1,368,494.45
Forest Park Public Library	\$1,894,840.08				\$1,894,840.08	\$0.00	\$1,894,840.08
Frankfort Public Library District	\$31,179.36			\$2,445,552.56	\$2,476,731.92	\$0.00	\$2,476,731.92
Franklin Park Public Library District	\$1,990,107.70				\$1,990,107.70	\$0.00	\$1,990,107.70
Geneva Public Library District			\$6,767,739.07		\$6,767,739.07	(\$1,537,071.26)	\$5,230,667.81
Glen Ellyn Public Library		\$4,730,661.99			\$4,730,661.99	(\$497,562.00)	\$4,233,099.99
Glenside Public Library District		\$3,598,486.39			\$3,598,486.39	(\$368,625.02)	\$3,229,861.37
Glenwood-Lynwood Public Library District	\$1,862,290.52				\$1,862,290.52	(\$452,612.50)	\$1,409,678.02
Grande Prairie Public Library District	\$1,487,580.36				\$1,487,580.36	\$0.00	\$1,487,580.36
Green Hills Public Library District	\$2,740,375.26				\$2,740,375.26	(\$365,000.00)	\$2,375,375.26

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2019	DuPage County Treasurer Tax Year 2019	Kane County Treasurer Tax Year 2019	Will County County Treasurer Tax Year 2019	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
Harvey Public Library District	\$827,592.15				\$827,592.15	\$0.00	\$827,592.15
Hillside Public Library	\$1,314,675.15				\$1,314,675.15	\$0.00	\$1,314,675.15
Hinsdale Public Library	\$395,673.28	\$2,762,286.04			\$3,157,959.32	(\$229,812.00)	\$2,928,147.32
Hodgkins Public Library District	\$592,939.62				\$592,939.62	\$0.00	\$592,939.62
Homewood Public Library District	\$2,323,819.77				\$2,323,819.77	(\$142,053.75)	\$2,181,766.02
Indian Prairie Public Library District	\$218,994.61	3,532,901.74			\$3,751,896.35	\$0.00	\$3,751,896.35
Itasca Community Library		\$1,566,624.72			\$1,566,624.72	\$0.00	\$1,566,624.72
Justice Public Library District	\$319,474.25				\$319,474.25	\$0.00	\$319,474.25
Kaneville Public Library District			\$86,040.83		\$86,040.83	\$0.00	\$86,040.83
La Grange Public Library	\$3,110,745.93				\$3,110,745.93	(\$625,550.00)	\$2,485,195.93
LaGrange Park Public Library District	\$1,883,522.40				\$1,883,522.40	(\$148,600.00)	\$1,734,922.40
Lansing Public Library	\$2,518,046.60				\$2,518,046.60	(\$184,500.00)	\$2,333,546.60
Lyons Public Library	\$701,186.68				\$701,186.68	(\$15,000.00)	\$686,186.68
Markham Public Library	\$747,237.58				\$747,237.58	(\$93,150.00)	\$654,087.58
Matteson Area Public Library District	\$2,378,230.37				\$2,378,230.37	\$0.00	\$2,378,230.37
Maywood Public Library District	\$1,258,846.22				\$1,258,846.22	\$0.00	\$1,258,846.22
McCook Public Library District	\$598,210.31				\$598,210.31	(\$161,017.50)	\$437,192.81
Melrose Park Public Library	\$1,083,459.23				\$1,083,459.23	\$0.00	\$1,083,459.23
Messenger Public Library of North Aurora			\$1,830,682.96		\$1,830,682.96	\$0.00	\$1,830,682.96
Midlothian Public Library	\$1,474,652.90				\$1,474,652.90	(\$212,609.69)	\$1,262,043.21
Nancy L. McConathy Public Library District	\$305,844.64			\$99.90	\$305,944.54	(\$54,772.44)	\$251,172.10
North Riverside Public Library District	\$1,030,161.49				\$1,030,161.49	\$0.00	\$1,030,161.49
Northlake Public Library District	\$2,624,052.24				\$2,624,052.24	(\$647,200.00)	\$1,976,852.24
Oak Brook Public Library		\$978,830.00			\$978,830.00	\$0.00	\$978,830.00
Oak Lawn Public Library	\$5,809,401.35				\$5,809,401.35	(\$327,900.00)	\$5,481,501.35
Oak Park Public Library	\$10,510,324.26				\$10,510,324.26	(\$1,075,733.95)	\$9,434,590.31
Palos Heights Public Library	\$1,635,257.39				\$1,635,257.39	\$0.00	\$1,635,257.39
Palos Park Public Library	\$475,084.25				\$475,084.25	\$0.00	\$475,084.25
Park Forest Public Library	\$1,343,979.07			\$300,003.62	\$1,643,982.69	\$0.00	\$1,643,982.69
Prairie Trails Public Library District	\$1,933,370.58				\$1,933,370.58	\$0.00	\$1,933,370.58
Richton Park Public Library District	\$1,331,683.43				\$1,331,683.43	(\$422,187.50)	\$909,495.93
River Forest Public Library	\$1,302,984.46				\$1,302,984.46	\$0.00	\$1,302,984.46
River Grove Public Library District	\$456,731.04				\$456,731.04	\$0.00	\$456,731.04
Riverdale Public Library District	\$446,789.59				\$446,789.59	\$0.00	\$446,789.59
Riverside Public Library	\$1,129,714.60				\$1,129,714.60	\$0.00	\$1,129,714.60
Roselle Public Library District	MISSING	\$1,879,580.59			\$1,879,580.59	\$0.00	\$1,879,580.59
Schiller Park Public Library	\$1,083,500.06				\$1,083,500.06	\$0.00	\$1,083,500.06
South Holland Public Library	\$2,130,761.49				\$2,130,761.49	\$0.00	\$2,130,761.49

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2019	DuPage County Treasurer Tax Year 2019	Kane County Treasurer Tax Year 2019	Will County County Treasurer Tax Year 2019	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
St Charles Public Library District		569,974.76	\$7,423,222.01		\$7,993,196.77	\$0.00	\$7,993,196.77
Steger-South Chicago Heights Public Library District	\$283,788.84			\$150,120.41	\$433,909.25	(\$17,647.32)	\$416,261.93
Stickney-Forest View Public Library District	\$1,241,067.74				\$1,241,067.74	(\$139,250.00)	\$1,101,817.74
Sugar Grove Public Library District			\$1,421,683.89		\$1,421,683.89	(\$764,250.00)	\$657,433.89
Summit Public Library District	\$852,078.90				\$852,078.90	(\$506,771.50)	\$345,307.40
Thomas Ford Memorial Library	\$1,698,635.85				\$1,698,635.85	(\$245,800.00)	\$1,452,835.85
Thornton Public Library	\$155,857.22				\$155,857.22	\$0.00	\$155,857.22
Tinley Park Public Library	\$4,652,864.65			\$1,450,672.41	\$6,103,537.06	(\$535,200.00)	\$5,568,337.06
Town and Country Public Library District			\$1,376,408.42		\$1,376,408.42	\$0.00	\$1,376,408.42
University Park Public Library District	\$8,697.48			\$574,583.81	\$583,281.29	\$0.00	\$583,281.29
Villa Park Public Library		\$2,245,009.07			\$2,245,009.07	(\$838,250.00)	\$1,406,759.07
Warrenville Public Library District		\$1,938,241.07			\$1,938,241.07	(\$169,874.75)	\$1,768,366.32
West Chicago Public Library District		\$2,280,514.78			\$2,280,514.78	\$0.00	\$2,280,514.78
Westchester Public Library	\$1,307,918.65				\$1,307,918.65	\$0.00	\$1,307,918.65
Westmont Public Library		\$1,984,868.63			\$1,984,868.63	\$0.00	\$1,984,868.63
William Leonard Public Library District	\$234,630.98				\$234,630.98	\$0.00	\$234,630.98
Wood Dale Public Library District		\$2,514,800.77			\$2,514,800.77	\$0.00	\$2,514,800.77
Woodridge Public Library		\$3,616,758.37		\$260,453.77	\$3,877,212.14	\$0.00	\$3,877,212.14
Worth Public Library District	\$802,866.97				\$802,866.97	\$0.00	\$802,866.97

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019	Annual Debt Service 2020
Acorn Public Library District	\$ 61,605.00	\$ 61,380.00	\$ 61,120.00	\$ 60,825.00	\$ 61,495.00	\$ 61,095.00
Alsip-Merrionette Park Public Library District	\$ 585,325.00	\$ 588,075.00	\$ 585,450.00	\$ 585,000.00	\$ 589,100.00	\$ 587,600.00
Batavia Public Library District	\$ 708,500.00	\$ 726,975.00	\$ 721,500.00	\$ 715,575.00	\$ 726,150.00	
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	\$ 254,062.50	\$ 259,112.50	\$ 258,462.50	\$ 258,462.50	\$ 257,450.00	\$ 259,850.00
Broadview Public Library District		\$ 222,702.50	\$ 271,905.00	\$ 268,305.00	\$ 269,705.00	\$ 271,005.00
Brookfield Public Library						
Calumet City Public Library	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Calumet Park Public Library						
Carol Stream Public Library				\$ 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	\$ 614,076.00	\$ 623,487.00	\$ 617,829.00			
Eisenhower Public Library District	\$ 773,805.00	\$ 748,505.00	\$ 665,899.33	\$ 667,147.00	\$ 667,187.00	\$ 668,571.00
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			\$ 317,985.00	\$ 1,603,882.88	\$ 1,537,071.26	\$ 1,562,196.26
Glen Ellyn Public Library	\$ 510,328.00	\$ 508,108.00	\$ 503,982.00	\$ 504,182.00	\$ 497,562.00	
Glenside Public Library District	\$ 363,715.02	\$ 365,615.02	\$ 367,115.02	\$ 368,157.52	\$ 368,625.02	\$ 368,682.52
Glenwood-Lynwood Public Library District	\$ 454,912.50	\$ 454,512.50	\$ 454,012.50	\$ 458,412.50	\$ 452,612.50	\$ 453,912.50
Grande Prairie Public Library District						
Green Hills Public Library District	\$ 335,000.00	\$ 335,000.00	\$ 350,000.00	\$ 355,000.00	\$ 365,000.00	\$ 370,000.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019	Annual Debt Service 2020
Harvey Public Library District						
Hillside Public Library						
Hinsdale Public Library	\$ 199,582.00	\$ 209,712.00	\$ 216,612.00	\$ 223,312.00	\$ 229,812.00	\$ 241,112.00
Hodgkins Public Library District						
Homewood Public Library District	\$ 142,625.00	\$ 139,025.00	\$ 140,350.00	\$ 141,395.00	\$ 142,053.75	\$ 137,396.25
Indian Prairie Public Library District						
Itasca Community Library	\$ 206,476.00	\$ 205,738.00	\$ 204,787.00	\$ 945,039.00		
Justice Public Library District						
Kaneville Public Library District						
La Grange Public Library	\$ 627,850.00	\$ 627,550.00	\$ 622,050.00	\$ 626,450.00	\$ 625,550.00	\$ 629,450.00
LaGrange Park Public Library District				\$ 12,738.00	\$ 148,600.00	\$ 149,775.00
Lansing Public Library	\$ 191,425.00	\$ 191,787.50	\$ 186,625.00	\$ 185,900.00	\$ 184,500.00	\$ 187,800.00
Lyons Public Library	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 252,575.00	\$ 257,718.75	\$ 262,600.00	\$ 267,218.75	\$ 93,150.00	\$ 93,150.00
Matteson Area Public Library District						
Maywood Public Library District						
McCook Public Library District	\$ 164,250.00	\$ 160,290.00	\$ 161,030.00	\$ 161,217.50	\$ 161,017.50	\$ 165,415.00
Melrose Park Public Library						
Messenger Public Library of North Aurora						
Midlothian Public Library					\$ 212,609.69	\$ 209,708.50
Nancy L. McConathy Public Library District		\$ 55,543.54	\$ 54,772.44	\$ 54,772.44	\$ 54,772.44	\$ 527,467.40
North Riverside Public Library District						
Northlake Public Library District	\$ 692,619.00	\$ 845,269.00	\$ 633,600.00	\$ 643,100.00	\$ 647,200.00	\$ 689,000.00
Oak Brook Public Library						
Oak Lawn Public Library	\$ 326,150.00	\$ 329,400.00	\$ 327,400.00	\$ 330,275.00	\$ 327,900.00	\$ 328,900.00
Oak Park Public Library	\$ 3,067,594.00	\$ 2,594,238.00	\$ 1,088,804.00	\$ 1,069,345.03	\$ 1,075,733.95	\$ 1,070,807.08
Palos Heights Public Library						
Palos Park Public Library						
Park Forest Public Library						
Prairie Trails Public Library District						
Richton Park Public Library District	\$ 423,187.50	\$ 423,087.50	\$ 422,587.50	\$ 422,187.50	\$ 422,187.50	\$ 421,000.00
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						

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019	Annual Debt Service 2020
St Charles Public Library District						
Steger-South Chicago Heights Public Library District		\$ 8,823.66	\$ 17,647.32	\$ 17,647.32	\$ 17,647.32	\$ 17,647.32
Stickney-Forest View Public Library District			\$ 142,583.33	\$ 141,550.00	\$ 139,250.00	\$ 141,950.00
Sugar Grove Public Library District	\$ 678,550.00	\$ 702,950.00	\$ 721,150.00	\$ 743,300.00	\$ 764,250.00	\$ 789,000.00
Summit Public Library District		\$ 548,985.23	\$ 492,790.00	\$ 499,913.50	\$ 506,771.50	\$ 508,364.00
Thomas Ford Memorial Library				\$ 268,147.00	\$ 245,800.00	\$ 243,800.00
Thornton Public Library						
Tinley Park Public Library	\$ 517,400.00	\$ 522,200.00	\$ 531,000.00	\$ 533,600.00	\$ 535,200.00	\$ 510,800.00
Town and Country Public Library District						
University Park Public Library District						
Villa Park Public Library			\$ 835,241.94	\$ 847,450.00	\$ 838,250.00	\$ 831,850.00
Warrenville Public Library District			\$22,636.25	\$167,511.50	\$169,874.75	\$167,188.25
West Chicago Public Library District						
Westchester Public Library						
Westmont Public Library						
William Leonard Public Library District						
Wood Dale Public Library District						
Woodridge Public Library						
Worth Public Library District						

Chart 4: Academic, School, Special Library Fees

Academic Libraries

- 1) Student Population (IBHE Profile), rounded to nearest 1,000 * 2 [2018 data reported]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY22 Total
National University of Health Sciences	365	28,618	\$ 2,000	\$ 9,667	\$ 11,667
Prairie State College	3,765	46,264	\$ 8,000	\$ 15,333	\$ 23,333

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY22 Total
Bensenville School District #2	2,218	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	FY22 Total
Morton Arboretum	1	23,534	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,044	\$ 2,500	\$ 10,000	\$ 12,500

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups
Year-3 renewal: July 1, 2021 - June 30, 2022
Board meeting draft

	Group	Purchase Discount	SWAN FY23	SWAN FY22	Increase / (Decrease)
			Group-Purchase Price (Year-3)	Group-Purchase Price (Year-2)	
84 Participating Libraries: 21 per group					
Acorn Public Library District	Group 1	69%	\$4,362	\$4,235	\$127
Alsip-Merrionette Park Public Library District	Group 4	34%	\$6,256	\$6,073	\$182
Batavia Public Library District	Group 4	34%	\$6,256	\$6,073	\$182
Bedford Park Public Library District	Group 4	34%	\$2,115	\$2,053	\$62
Beecher Community Library District	Group 1	69%	\$1,732	\$1,681	\$50
Bellwood Public Library	Group 3	40%	\$5,687	\$5,521	\$166
Bensenville Community Public Library District	Group 2	44%	\$5,308	\$5,153	\$155
Berkeley Public Library	Group 1	69%	\$1,732	\$1,681	\$50
Berwyn Public Library	Group 3	40%	\$11,181	\$10,856	\$326
Bloomington Public Library	Group 4	34%	\$6,256	\$6,073	\$182
Bridgeview Public Library	Group 2	44%	\$5,308	\$5,153	\$155
Broadview Public Library District	Group 3	40%	\$3,351	\$3,254	\$98
Brookfield Public Library	Group 4	34%	\$6,256	\$6,073	\$182
Calumet City Public Library	Group 1	69%	\$4,235	\$7,427	(\$3,192)
Carol Stream Public Library	Group 4	34%	\$9,016	\$8,754	\$263
Chicago Heights Public Library	Group 1	69%	\$4,235	\$4,112	\$123
Cicero Public Library	Group 1	69%	\$7,965	\$7,733	\$232
Clarendon Hills Public Library	Group 2	44%	\$3,128	\$3,037	\$91
Crestwood Public Library District	Group 1	69%	\$1,732	\$1,681	\$50
Crete Public Library District	Group 3	40%	\$5,687	\$5,521	\$166
Dolton Public Library District	Group 2	44%	\$5,308	\$5,153	\$155
Downers Grove Public Library	Group 4	34%	\$9,016	\$8,754	\$263
Eisenhower Public Library District	Group 4	34%	\$6,256	\$6,073	\$182
Elmwood Park Public Library	Group 2	44%	\$5,308	\$5,521	(\$213)
Evergreen Park Public Library	Group 2	44%	\$5,308	\$5,153	\$155
Flossmoor Public Library	Group 4	34%	\$3,687	\$3,254	\$433
Forest Park Public Library	Group 3	40%	\$5,687	\$5,521	\$166
Frankfort Public Library District	Group 3	40%	\$8,197	\$7,958	\$239
Franklin Park Public Library District	Group 3	40%	\$5,687	\$5,521	\$166
Geneva Public Library District	Group 4	34%	\$9,016	\$8,754	\$263
Glen Ellyn Public Library	Group 4	34%	\$6,256	\$6,073	\$182
Glenside Public Library District	Group 3	40%	\$9,310	\$9,038	\$271
Grande Prairie Public Library District	Group 2	44%	\$7,650	\$4,112	\$3,539
Green Hills Public Library District	Group 3	40%	\$8,197	\$7,427	\$769
Harvey Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
Hillside Public Library	Group 3	40%	\$3,351	\$3,254	\$98
Hinsdale Public Library	Group 4	34%	\$6,256	\$6,073	\$182
Hodgkins Public Library District	Group 3	40%	\$1,922	\$1,866	\$56
Homewood Public Library District	Group 3	40%	\$5,687	\$5,521	\$166
Indian Prairie Public Library District	Group 4	34%	\$9,016	\$8,754	\$263
Itasca Community Library	Group 4	34%	\$3,687	\$3,579	\$107
Justice Public Library District	Group 1	69%	\$2,938	\$2,853	\$86

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups

Year-3 renewal: July 1, 2021 - June 30, 2022

Board meeting draft

84 Participating Libraries: 21 per group	Price Quartile	Group Purchase Discount	SWAN FY23	SWAN FY22	Increase / (Decrease)
			Group-Purchase Price (Year-3)	Group-Purchase Price (Year-2)	
Kaneville Public Library District	Group 1	69%	\$993	\$964	\$29
LaGrange Park Public Library District	Group 3	40%	\$5,687	\$5,521	\$166
Lansing Public Library	Group 4	34%	\$6,256	\$6,073	\$182
Lyons Public Library	Group 1	69%	\$2,938	\$2,853	\$86
Markham Public Library	Group 1	69%	\$2,938	\$2,853	\$86
Matteson Area Public Library District	Group 4	34%	\$6,256	\$6,073	\$182
Maywood Public Library District	Group 2	44%	\$5,308	\$5,153	\$155
McCook Public Library District	Group 2	44%	\$1,794	\$1,742	\$52
Melrose Park Public Library	Group 2	44%	\$5,308	\$2,853	\$2,455
Messenger Public Library of North Aurora	Group 3	40%	\$5,687	\$5,521	\$166
Midlothian Public Library	Group 2	44%	\$5,308	\$5,153	\$155
Nancy L. McConathy Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
North Riverside Public Library District	Group 3	40%	\$3,351	\$3,254	\$98
Oak Brook Public Library	Group 2	40%	\$3,351	\$3,037	\$315
Oak Lawn Public Library	Group 4	34%	\$12,300	\$11,941	\$358
Oak Park Public Library	Group 4	34%	\$12,300	\$11,941	\$358
Palos Heights Public Library	Group 2	44%	\$5,308	\$5,153	\$155
Palos Park Public Library	Group 2	44%	\$1,794	\$1,742	\$52
Park Forest Public Library	Group 3	40%	\$5,687	\$5,521	\$166
Prairie Trails Public Library District	Group 2	44%	\$7,650	\$7,427	\$223
Richton Park Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
River Forest Public Library	Group 2	44%	\$5,308	\$5,153	\$155
River Grove Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
Riverside Public Library	Group 3	40%	\$3,351	\$3,254	\$98
Roselle Public Library District	Group 3	40%	\$6,459	\$6,271	\$188
Schiller Park Public Library	Group 2	44%	\$5,308	\$6,073	(\$766)
South Holland Public Library	Group 3	40%	\$5,687	\$5,153	\$534
St Charles Public Library District	Group 4	34%	\$12,300	\$11,941	\$358
Stickney-Forest View Public Library District	Group 2	44%	\$5,308	\$5,153	\$155
Sugar Grove Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
Summit Public Library District	Group 1	69%	\$2,938	\$2,853	\$86
Thomas Ford Memorial Library	Group 2	44%	\$5,308	\$5,153	\$155
Thornton Public Library	Group 1	69%	\$993	\$964	\$29
Tinley Park Public Library	Group 4	34%	\$12,300	\$11,941	\$358
University Park Public Library District	Group 1	69%	\$1,732	\$1,681	\$50
Villa Park Public Library	Group 2	44%	\$5,308	\$5,521	(\$213)
Warrenville Public Library District	Group 2	44%	\$6,029	\$5,853	\$176
West Chicago Public Library District	Group 3	40%	\$5,687	\$5,521	\$166
Westchester Public Library	Group 2	44%	\$5,308	\$5,153	\$155
William Leonard Public Library District	Group 1	69%	\$1,732	\$1,681	\$50
Wood Dale Public Library District	Group 4	34%	\$6,256	\$6,073	\$182
Worth Public Library District	Group 1	69%	\$2,938	\$2,853	\$86