

SWAN BOARD MEETING AGENDA

January 19, 2024 9:30 a.m.

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

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

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the January 19, 2024 SWAN Board Meeting Agenda (Exhibit pgs. 1-2)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 19, 2024 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, December 2023 (Exhibit pgs. 3-12)
 - a. Balance sheet and detail of expenditures for December 2023
 - b. Approval of the payment of bills for December 1, 2023, through December 31, 2023 in the amount of \$83,696.93

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

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

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

6. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 16-19)
 - c. Operations Report (Exhibit pgs 20-35)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 36-37)

7. Action Item – Approval of RAILS FY25 Grant Agreement (Exhibit pgs. 38-50)
8. Action Item—Acceptance of the FY23 financial audit (Exhibit pgs. 51-92)
9. Discussion— SWAN FY25 budget & membership fees draft (Exhibit pgs. 93-123)
10. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Dorothy Koll	Acorn Public Library District	Vice-president	July 1, 2024
Tim Jarzemsky	Bloomindale Public Library	Treasurer	July 1, 2024
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Samantha Johnson	Roselle Public Library		July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

SWAN Library Services
Balance Sheet
As of December 31, 2023

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	890,652.67
Hinsdale Bank - MM - 5010	1,498,765.89
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,389,461.42</u>
Current Assets	
Accounts Receivable	67,872.33
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Prepaid Expenses	14,750.00
Total Current Assets	<u>\$ 106,089.41</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(351,227.75)
Total Capital Assets, net	<u>\$ 16,551.11</u>
Other Assets	
Intangible Right to Use Asset - Office Space	234,201.57
Accumulated Amortization - Right to Use Asset	(68,546.76)
Total Other Assets	<u>\$ 165,654.81</u>
Total Assets	<u>\$ 2,677,756.75</u>
LIABILITIES	
Current Liabilities	
Accrued Payroll	48,244.58
Compensated Absences	109,749.24
Lease Payable	11,125.12
Total Current Liabilities	<u>\$ 169,118.94</u>
Long Term Liabilities	
Lease Liability - Right to Use Asset	197,619.40
Total Long Term Liabilities	<u>\$ 197,619.40</u>
Total Liabilities	<u>\$ 366,738.34</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,693,949.91
Total Beginning Net Assets	<u>\$ 2,693,949.91</u>
Current YTD Net Income	<u>\$ (382,931.50)</u>
Total Fund Balance	<u>\$ 2,311,018.41</u>
Total Liabilities and Fund Balances	<u><u>\$ 2,677,756.75</u></u>

Statement of Revenue and Expenses Summary

For the 6 Months Ended December 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	\$1,886.16	\$1,524,274.96	\$3,071,672.00	\$ 1,547,397.04	49.62%
4100 - Membership Reimbursements	449.50	465,281.83	443,223.00	(22,058.83)	104.98%
4200 - Reimbursement for Losses	2,671.99	40,746.32	108,680.00	67,933.68	37.49%
4300 - Grant Revenue	-	249,519.00	515,012.00	265,493.00	48.45%
4400 - Registration & Event Receipts	-	6,260.00	3,400.00	(2,860.00)	184.12%
4500 - Investment & Interest	7,244.86	40,350.61	20,800.00	(19,550.61)	193.99%
4600 - Reserve Fund Transfer	-	17,592.00	73,800.00	56,208.00	23.84%
Total Revenue	<u>12,252.51</u>	<u>2,344,024.72</u>	<u>4,236,587.00</u>	<u>1,892,562.28</u>	<u>55.33%</u>
Expenses					
5000 - Salaries & Wages	113,177.89	713,395.51	1,546,800.00	833,404.49	46.12%
5020 - Personnel Benefits	33,722.69	211,419.76	457,700.00	246,280.24	46.19%
5100 - Building & Grounds	696.19	65,504.88	129,510.00	64,005.12	50.58%
5200 - Professional Development	412.00	3,308.01	16,700.00	13,391.99	19.81%
5300 - Membership Development	609.62	4,431.91	7,370.00	2,938.09	60.13%
5400 - Information & Technology Services	20,734.01	1,139,832.27	1,269,400.00	129,567.73	89.79%
5500 - General Office	155.52	3,431.99	2,700.00	(731.99)	127.11%
5600 - Hardware & Equipment	95.10	760.80	6,300.00	5,539.20	12.08%
5700 - Insurance	(103.00)	11,218.00	11,500.00	282.00	97.55%
5800 - Contractual Services	24,226.87	75,762.40	216,984.00	141,221.60	34.92%
5900 - Library Materials & Content	3,258.96	495,627.17	565,251.00	69,623.83	87.68%
6000 - Interest & Fees	634.71	2,263.52	4,050.00	1,786.48	55.89%
Total Expenses	<u>197,620.56</u>	<u>2,726,956.22</u>	<u>4,236,587.00</u>	<u>1,509,630.78</u>	<u>64.37%</u>
Excess Revenues less Expenses	<u>\$ (185,368.05)</u>	<u>\$ (382,931.50)</u>	<u>\$ 0.00</u>	<u>\$ 382,931.50</u>	

Statement of Revenue and Expenses

For the 6 Months Ended December 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,886.16	\$ 1,524,274.96	\$ 3,067,972.00	\$ 1,543,697.04	49.68%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	449.50	465,281.83	443,223.00	(22,058.83)	104.98%
4220 - Reimbursement Losses for Resource Sharing	151.00	19,175.41	63,000.00	43,824.59	30.44%
4240 - E-Commerce Transactions	2,520.99	21,570.91	45,680.00	24,109.09	47.22%
4310 - RAILS Support to SWAN	0.00	249,519.00	498,388.00	248,869.00	50.07%
4320 - Other Grant Revenue	0.00	0.00	16,624.00	16,624.00	0.00%
4499 - Annual Conference Receipts	0.00	6,260.00	3,400.00	(2,860.00)	184.12%
4510 - Interest Income	7,244.86	40,350.61	20,800.00	(19,550.61)	193.99%
4600 - Reserve Fund Transfer	0.00	17,592.00	73,800.00	56,208.00	23.84%
Total Revenue	12,252.51	2,344,024.72	4,236,587.00	1,892,562.28	55.33%
Expenses					
5000 - Salaries & Wages	113,177.89	713,395.51	1,546,800.00	833,404.49	46.12%
5021 - FICA Expense	8,351.84	52,847.61	118,400.00	65,552.39	44.63%
5023 - Worker's Compensation	(163.00)	4,908.00	4,500.00	(408.00)	109.07%
5024 - Retirement Benefits	10,689.68	67,304.28	140,900.00	73,595.72	47.77%
5025 - Health, Dental, Life And Disability Insurance	14,814.20	86,299.93	192,400.00	106,100.07	44.85%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	29.97	59.94	400.00	340.06	14.99%
5110 - Rent/Lease	0.00	59,955.66	117,300.00	57,344.34	51.11%
5120 - Utilities	696.19	3,345.25	6,700.00	3,354.75	49.93%
5130 - Property Insurance	0.00	642.00	650.00	8.00	98.77%
5140 - Repairs & Maintenance	0.00	362.85	860.00	497.15	42.19%
5150 - Custodial Service & Supplies	0.00	1,199.12	4,000.00	2,800.88	29.98%
5210 - Conference Travel	0.00	1,297.25	6,000.00	4,702.75	21.62%
5220 - Staff Meetings	0.00	0.00	900.00	900.00	0.00%
5230 - Staff Professional Development	0.00	1,073.76	4,000.00	2,926.24	26.84%
5240 - Professional Association Membership Dues	412.00	937.00	2,500.00	1,563.00	37.48%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	166.87	214.16	800.00	585.84	26.77%
5320 - Membership Meetings	0.00	76.00	0.00	(76.00)	0.00%
5330 - Library Professional Development	442.75	4,141.75	6,570.00	2,428.25	63.04%
5410 - Infrastructure Licensing	0.00	234.96	0.00	(234.96)	0.00%
5420 - Application Software Licensing	1,046.95	12,694.91	18,000.00	5,305.09	70.53%
5430 - Server Software Licensing	5,932.58	62,158.73	105,200.00	43,041.27	59.09%
5440 - Library Services Platform	7,400.00	953,468.72	1,016,300.00	62,831.28	93.82%
5450 - Data Management Services	328.26	15,063.41	33,000.00	17,936.59	45.65%
5460 - Information Subscription Service	0.00	75,976.05	75,000.00	(976.05)	101.30%
5470 - Subscription Support Services	289.00	3,660.19	6,800.00	3,139.81	53.83%
5480 - Telecommunications	1,097.22	6,577.80	14,500.00	7,922.20	45.36%
5490 - Group Purchases - Services	4,640.00	9,997.50	600.00	(9,397.50)	1666.25%
5510 - Office Supplies	74.02	2,801.37	2,200.00	(601.37)	127.34%
5520 - Postage	81.50	436.64	500.00	63.36	87.33%
5599 - Annual Conference Supplies	0.00	193.98	0.00	(193.98)	0.00%
5610 - Equipment Rental/Maintenance	95.10	760.80	1,000.00	239.20	76.08%
5620 - Hardware	0.00	0.00	4,200.00	4,200.00	0.00%
5690 - Group Purchases - Hardware	0.00	0.00	1,100.00	1,100.00	0.00%
5700 - Insurance	(103.00)	11,218.00	11,500.00	282.00	97.55%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,055.00	4,220.00	19,160.00	14,940.00	22.03%

Statement of Revenue and Expenses
For the 6 Months Ended December 31, 2023

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5830 - Consulting	0.00	2,900.00	75,000.00	72,100.00	3.87%
5840 - Payroll Service Fees	339.54	2,123.78	3,600.00	1,476.22	58.99%
5850 - Contractual Agreements	21,624.00	21,624.00	16,624.00	(5,000.00)	130.08%
5860 - Notification & Collection	1,208.33	36,038.62	92,200.00	56,161.38	39.09%
5899 - Annual Conference Facility Contract	0.00	8,856.00	8,900.00	44.00	99.51%
5910 - Print Materials	0.00	0.00	5,300.00	5,300.00	0.00%
5920 - Reimburse for Resource Sharing	(54.05)	18,936.59	63,000.00	44,063.41	30.06%
5940 - E-Commerce Payment Transactions	3,313.01	21,401.20	45,680.00	24,278.80	46.85%
5990 - Group Purchases - Content	0.00	455,289.38	451,271.00	(4,018.38)	100.89%
6010 - Bank Fees	634.71	1,432.12	3,700.00	2,267.88	38.71%
6020 - Merchant Account Fees	0.00	831.40	50.00	(781.40)	1662.80%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
6110 - Depreciation	0.00	0.00	2,322.00	2,322.00	0.00%
Total Expenses	<u>197,620.56</u>	<u>2,726,956.22</u>	<u>4,236,587.00</u>	<u>1,509,630.78</u>	<u>64.37%</u>
 Excess Revenues less Expenses	 <u>\$ (185,368.05)</u>	 <u>\$ (382,931.50)</u>	 <u>\$ 0.00</u>	 <u>\$ 382,931.50</u>	

SWAN Library Services

Check Register

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Bedford Park Public Library District				9430	12/31/23	<u>(54.05)</u>
5920	Reimburse for Resource Sharing	To VOID check 9430	-54.05			
Harvey Public Library District				9787	12/31/23	<u>(12.23)</u>
5940	E-Commerce Payment Transactions	To VOID check 9787	-12.23			
Acorn Public Library				10208	12/13/23	<u>66.90</u>
5940	E-Commerce Payment Transactions	Acorn Public Library	66.90			
Addison Public Library				10209	12/13/23	<u>10.98</u>
5940	E-Commerce Payment Transactions	Addison Public Library	10.98			
Batavia Public Library				10210	12/13/23	<u>124.46</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	124.46			
Berwyn Public Library				10211	12/13/23	<u>27.37</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library	27.37			
Blue Island Public Library				10212	12/13/23	<u>9.41</u>
5940	E-Commerce Payment Transactions	Blue Island Public Library	9.41			
Calumet City Public Library				10213	12/13/23	<u>20.85</u>
5940	E-Commerce Payment Transactions	Calumet City Public Library	20.85			
Carol Stream Public Library				10214	12/13/23	<u>50.85</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library	50.85			
Chicago Heights Public Library				10215	12/13/23	<u>36.94</u>
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	36.94			
Cicero Public Library				10216	12/13/23	<u>9.41</u>
5940	E-Commerce Payment Transactions	Cicero Public Library	9.41			
Clarendon Hills Public Library				10217	12/13/23	<u>68.77</u>
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	68.77			

SWAN Library Services**Check Register**

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Comcast				10218	12/13/23	<u>759.95</u>
5480	Telecommunications	Comcast - Dec 01, 2023 to Dec 31, 2023	759.95			
Crete Public Library District				10219	12/13/23	<u>15.11</u>
5940	E-Commerce Payment Transactions	Crete Public Library District	15.11			
Elmwood Park Public Library				10220	12/13/23	<u>21.16</u>
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	21.16			
Flossmoor Public Library				10221	12/13/23	<u>96.11</u>
5940	E-Commerce Payment Transactions	Flossmoor Public Library	96.11			
Franklin Park Public Library District				10222	12/13/23	<u>34.05</u>
5940	E-Commerce Payment Transactions	Franklin Park Public Library District	34.05			
Geneva Public Library District				10223	12/13/23	<u>209.33</u>
5940	E-Commerce Payment Transactions	Geneva Public Library District	209.33			
Glen Ellyn Public Library				10224	12/13/23	<u>71.72</u>
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	71.72			
Glenside Public Library				10225	12/13/23	<u>301.93</u>
5940	E-Commerce Payment Transactions	Glenside Public Library	301.93			
Grande Prairie Public Library				10226	12/13/23	<u>7.38</u>
5940	E-Commerce Payment Transactions	Grande Prairie Public Library	7.38			
Green Hills Public Library District				10227	12/13/23	<u>20.84</u>
5940	E-Commerce Payment Transactions	Green Hills Public Library District	20.84			
Harvey Public Library District				10228	12/13/23	<u>5.38</u>
5940	E-Commerce Payment Transactions	Harvey Public Library District	5.38			
Hinsdale Public Library				10229	12/13/23	<u>64.92</u>
5940	E-Commerce Payment Transactions	Hinsdale Public Library	64.92			

SWAN Library Services**Check Register**

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Hodgkins Public Library District				10230	12/13/23	<u>16.11</u>
5940	E-Commerce Payment Transactions	Hodgkins Public Library District	16.11			
ICS Learning Group				10231	12/13/23	<u>442.75</u>
5330	Library Professional Development	ICS Learning Group - Inquisiq LMS SaaS LE	442.75			
La Grange Park Public Library District				10232	12/13/23	<u>93.19</u>
5940	E-Commerce Payment Transactions	La Grange Park Public Library District	93.19			
Lansing Public Library				10233	12/13/23	<u>9.41</u>
5940	E-Commerce Payment Transactions	Lansing Public Library	9.41			
Lauterbach & Amen, LLP				10234	12/13/23	<u>1,055.00</u>
5820	Accounting	Lauterbach & Amen, LLP - acctg. services -November	1,055.00			
LIMRiCC				10235	12/13/23	<u>17,974.51</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - December	17,974.51			
Linda Sokol Francis Brookfield Library				10236	12/13/23	<u>14.16</u>
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	14.16			
Marcive, Inc.				10237	12/13/23	<u>328.26</u>
5450	Data Management Services	Marcive, Inc.	328.26			
Melrose Park Public Library				10238	12/13/23	<u>14.16</u>
5940	E-Commerce Payment Transactions	Melrose Park Public Library	14.16			
Messenger Public Library of North Aurora				10239	12/13/23	<u>42.80</u>
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	42.80			
Oak Brook Public Library				10240	12/13/23	<u>128.98</u>
5940	E-Commerce Payment Transactions	Oak Brook Public Library	128.98			
Oak Lawn Public Library				10241	12/13/23	<u>171.40</u>

SWAN Library Services

Check Register

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	171.40			
Oak Park Public Library				10242	12/13/23	<u>691.18</u>
5940	E-Commerce Payment Transactions	Oak Park Public Library	691.18			
Pantheon Systems, Inc.				10243	12/13/23	<u>22,125.00</u>
5440	Library Services Platform	Pantheon Systems, Inc. - 12 of 36 months	7,375.00			
1400	Prepaid Expenses	Pantheon Systems, Inc. - 24 of 36 months	14,750.00			
Park Forest Public Library				10244	12/13/23	<u>19.96</u>
5940	E-Commerce Payment Transactions	Park Forest Public Library	19.96			
Prairie Trails Public Library District				10245	12/13/23	<u>9.41</u>
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District	9.41			
River Forest Public Library				10246	12/13/23	<u>240.51</u>
5940	E-Commerce Payment Transactions	River Forest Public Library	240.51			
SirsiDynix, Inc.				10247	12/13/23	<u>26,264.00</u>
5490	Group Purchases - Services	SirsiDynix, Inc. - PCS data extraction	2,720.00			
5490	Group Purchases - Services	SirsiDynix, Inc. MWS Pseudo library license	960.00			
5490	Group Purchases - Services	SirsiDynix, Inc. - PFS Pseudo library license	960.00			
5850	Contractual Agreements	SirsiDynix, Inc. - ADD add-on, data migration	21,624.00			
St. Charles Public Library District				10248	12/13/23	<u>316.00</u>
5940	E-Commerce Payment Transactions	St. Charles Public Library District	316.00			
Steger-South Chicago Heights				10249	12/13/23	<u>15.11</u>
5940	E-Commerce Payment Transactions	Steger-South Chicago Heights	15.11			
Sugar Grove Public Library District				10250	12/13/23	<u>182.58</u>
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	182.58			
Unique Integrated Communications, Inc.				10251	12/13/23	<u>1,208.33</u>

SWAN Library Services

Check Register

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices - November	496.83			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Curbside Communicator - December	40.00			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee November	671.50			
University Park Public Library District				10252	12/13/23	<u>6.29</u>
5940	E-Commerce Payment Transactions	University Park Public Library District	6.29			
Villa Park Public Library				10253	12/13/23	<u>35.82</u>
5940	E-Commerce Payment Transactions	Villa Park Public Library	35.82			
Virginia Blake				10254	12/13/23	<u>116.85</u>
5310	Travel Reimbursement	Virginia Blake - milage to/from board mtgs.	111.87			
5510	Office Supplies	Virginia Blake - supplies for ADD	4.98			
Wellness Insurance Network-WIN				10255	12/13/23	<u>171.00</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - December	171.00			
Westmont Public Library				10256	12/13/23	<u>33.55</u>
5940	E-Commerce Payment Transactions	Westmont Public Library	33.55			
Woodridge Public Library				10257	12/13/23	<u>10.75</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	10.75			
Nicor Gas				10258	12/14/23	<u>196.75</u>
5120	Utilities	Nicor Gas - 11/14/23 - 12/13/23	196.75			
First Bankcard				50568	12/31/23	<u>8,343.44</u>
5240	Professional Association Membership Dues	First Bankcard - ALA membership dues Skog	162.00			
5240	Professional Association Membership Dues	First Bankcard - ILA membership dues Skog	250.00			
5310	Travel Reimbursement	First Bankcard - ILA conference meals - Skog	55.00			
SWAN Board meeting packet		Exhibit p 11 of 123			January 19, 2024	

SWAN Library Services

Check Register

All Bank Accounts

December 2023

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5420	Application Software Licensing	First Bankcard - Mailchimp Monthly	47.00			
5420	Application Software Licensing	First Bankcard - Formsite	999.95			
5430	Server Software Licensing	First Bankcard - Veeam	471.87			
5430	Server Software Licensing	First Bankcard - Veeam credit for tax	-43.87			
5430	Server Software Licensing	First Bankcard - Microsoft online srvs.	184.80			
5430	Server Software Licensing	First Bankcard - DNS made easy	12.02			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	5,307.76			
5440	Library Services Platform	First Bankcard - Google play	25.00			
5470	Subscription Support Services	First Bankcard - Sengrid	289.00			
5480	Telecommunications	First Bankcard - Grasshopper	49.27			
5480	Telecommunications	First Bankcard - Microsoft skype	288.00			
5510	Office Supplies	First Bankcard - flowers for Puckett	69.04			
5520	Postage	First Bankcard - postage	81.50			
5610	Equipment Rental/Maintenance	First Bankcard - Genesis monthly	95.10			
ComEd				50569	12/31/23	<u>249.52</u>
5120	Utilities	ComEd	249.52			
Reliance Standard Life Insurance Co.				50571	12/31/23	<u>952.69</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. STD, LTD January	952.69			
ComEd				505570	12/31/23	<u>249.92</u>
5120	Utilities	Com Ed - 11/14/2023 to 12/15/2023	249.92			
Check List Total						<u><u>83,696.93</u></u>

SWAN BOARD MEETING MINUTES

December 15, 2023, 9:30 a.m.

Homewood Public Library

17917 Dixie Hwy

Homewood, IL 60430

1. Call to Order, Roll Call

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

- a. Jesse Blazek
- b. Jennifer Cottrill
- c. Sam Johnson
- d. Dorothy Koll
- e. Colleen Waltman
- f. Anna Wassenaar - virtual

2. Introduction of Visitors/Public Comment

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

There was no public comment.

3. Action Item

Acceptance of the December 15, 2023, SWAN Board Meeting Agenda

Koll moved, seconded by Waltman that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Acceptance of the SWAN Financials, November 2023

Jarzemsky moved, seconded by Koll that it be

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

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of the November 17, 2023, SWAN Board Meeting Minutes

Blazek moved, seconded by Koll that it be

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

Motion carried by unanimous voice vote.

6. Action Item

Acceptance of the November 30, 2023, SWAN Finance Committee Meeting Minutes

Blazek moved, seconded by Waltman that it be

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

Motion carried by unanimous voice vote.

7. Action Item

Acceptance of the December 7, 2023, SWAN Board Meeting Minutes

Blazek moved, seconded by Johnson that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 7, 2023, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous vote.

8. Reports

a. Board President Report

Cottrill informed the full board that a legal opinion was sought regarding the SirsiDynix contract and BLUEcloud Mobile.

b. Executive Director Report

Skog gave an update on SWAN Activities: The Finance Committee met and reviewed the FY25 SWAN Budget. The FY23 audit continues to be delayed. Skog will continue to tour other facilities for the SWAN office headquarters.

c. **Operations Report**

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

d. **Treasurers Report**

None

e. **Board Calendar**

Reviewed

9. **Discussion Item**

SWAN FY25 budget & membership fees draft #2 was reviewed and suggested changes were made to incorporate into the next version at the January 19, 2024 board meeting.

Cottrill adjourned the meeting at 10:27 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek
Board Secretary

SWAN Executive Director Report

January 19, 2024

Update on Activities

SWAN Aspen LiDA

The SWAN Libraries + app launched Tuesday, December 12th. We recommended a public announcement date of December 26th for the app to be available to patrons. SWAN hosted two webinars for library staff.

Board Considerations

Approve RAILS LLSAP FY25 agreement

The annual grant received requires approval by January 31, 2024. The board agenda for January 19th will have an action item and the meeting packet has the award letter, a RAILS memo detailing the award amount, and the agreement.

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

FY23 financial audit

The financial audit for fiscal year 2023 is complete and is included in the board packet for January 19th with my analysis.

FY25 draft budget

This is a third draft of the budget which includes updates to the expenses outlined in the budget memo. This will be the version of the budget, reserves, membership fees, and EBSCO fees that will be presented to the full membership at the Tuesday, February 6, 2024 Committee of the Whole meeting via Zoom.

Monthly Financial Report

December Balance Sheet

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

Fund Balance Unrestricted	\$2,693,949.91
Expenses to be paid from reserve	(\$73,800.00)
	\$2,620,149.91
SWAN annual expense budget	\$4,236,587.00
	62%
Number of months operating expense in reserve	7.4

Revenue & Expense Report

This month would be 50% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2024. The total revenue is reflected in the library membership fees invoiced for two quarters, plus invoices sent for the full year of the EBSCO group-purchase, which has our revenue at 55%. Many of the expenses are paid at the start of the fiscal year, which has our year-to-date higher than 50% of the budget year-to-date.

	FY24 Budget	Ending December 2023	Percentage of budget YTD 50%
Total Revenue	\$4,236,587.00	\$2,344,024.72	55%
Total Expenses	\$4,236,587.00	\$2,726,956.22	64%
Over / (Under)	\$0.00	(\$382,931.50)	

Accounts Receivable

4010 - SWAN Full Membership Fees: 2nd quarter invoices were sent out in October 2023, reflecting 49.62% revenue. The 3rd quarter invoices will be sent out in January.

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

4190 – Member Group Purchase Receipts: 104.88%

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

4310 – RAILS Support to SWAN: 50%

2nd quarter payment was made to SWAN totaling \$124,759.50 in October. The 3rd quarter payment will be received in January.

4510 – Interest Income: 159.16%

SWAN's Money Market continues to perform better than expected for the year. Currently, the rate for December is 5.60% where the rate two years ago was 0.02%. Last month it was 5.66%.

Accounts Payable

5000 – Salaries & Wages: 46.12%

This line remains on budget for the year-to-date expenses.

5021 – FICA Expense: 44.63%

This line remains on budget for the year-to-date expenses.

5024 – Retirement Benefits: 47.77%

This line remains on budget for the year-to-date expenses.

5110 – Rent/Lease: 51.11%

This line remains on budget for the year-to-date expenses.

5130—Property Insurance: 98.77%

The flood insurance was paid for the full year in September.

5420 – Application Software Licensing: 70.53%

Expenses include Asana project management subscription, Mailchimp monthly, Adobe Creative Cloud, and desktop security with Panda.

5430 – Server Software Licensing: 59.09%

Expenses related to the Microsoft Azure hosting of Symphony and the support/ticketing systems are recorded in this budget line.

5440 – Library Services Platform: 93.82%

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

5450 – Data Management Services: 45.65%

The expenses for RDA ToolKit and WebDewey are paid in full for the year. Next month we expect to pay Unique Management for the annual NCOA service.

5460 – Information Subscription Service: 101.30%

This line reflects expected expenses for the budget. This budget line reflects the payment for the EBSCO subscription to Novelist Select integrated within the Aspen Discovery catalog, as well as the ProQuest subscription to Syndetic Solutions for all cover art display in Aspen and now MessageBee email notifications.

5490 – Group Purchases Services: 1,666.25%

This line is overbudget due to the new Library Pass Comics Plus online subscription, and the data extraction for Prairie State College which decided to exit SWAN. Libraries were invoiced by SWAN and recorded payments in the #4190 Member Group Purchase Receipts as revenue. Additional one-time purchases for Pseudo Library licenses from SirsiDynix will occur throughout the year.

5860 Notification & Collection: 39.09%

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

5990 – Group Purchases – Content: 100.89%

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

Operations Report: December 2023

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Summary

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

Member Engagement – All Staff

A recap of member engagement activities in December 2023.

Site Visits, Training, and Consultation

Member engagement activities, including meetings, on-site visits, training, and consultation are noted for the reporting period. Highlighted activities represent on-site library events.

Date	Event Name	Teams Responsible	Category
12/7/2023	SWAN Quarterly Meeting	All	Governance
12/7/2023	BLUEcloud Analytics Collection (WMS)	Information Technology & System Support	Consultation
12/8/2023	Acquisitions and BLUEcloud Analytics Chat (ADD)	Bibliographic Services	Consultation
12/11 & 12/12/2023	MessageBee Office Hours	Administration; Information Technology & System Support	Consultation
12/15/2023	SWAN Board Meeting	Administration	Governance

User Group and Advisory Meeting Recap

No user group meetings in December. All 2024 meetings are posted in L2, search “[swan2024](#).” On the SWAN Support Site, visit the [SWAN Events Calendar](#) for a full listing of upcoming events.

Major Projects & Research

Addison Public Library

We have continued to do cleanup and troubleshooting with Addison data through December. The most notable project this month involved cleanup of duplicate bills that were generated in Symphony for items that were billed prior to the migration. The original bills were not properly tied to the missing items, but this has been corrected.

We will continue to have semi-regular meetings with SirsiDynix and Addison staff through January, and then we will call this project to a close. This will be the last dedicated Addison migration update in this report.

Aspen Discovery

Aspen release 23.12 went live on December 20th, and it included major updates to search relevancy that aim to improve results for exact title searches.

This release also included a major update to PHP, which caused several issues with both Aspen Discovery and LiDA. Fines payments through Aspen Discovery cleared in PayPal but did not pass to Symphony. This issue has been resolved and Scott updated payments manually in Symphony for those patrons that paid fines during the issue. The LiDA app also had issues with display of checkout history, linked accounts, and holds which were resolved by the end of day.

SWAN staff continues to test self-registration through Aspen. We can now successfully register a new patron and create a record in WorkFlows. We're awaiting several more enhancements before Aspen self-registration is ready to go live, including features to comply with COPPA.

Aspen LiDA

SWAN and Bywater Solutions launched the SWAN Libraries + app on December 12th, with a wider go live on December 26th.

The 23.12 release included the new logo for the SWAN Libraries + app and enhancements to managing linked accounts to align LiDA with Aspen Discovery.

SWAN staff has begun initial testing for Scan-and-Go, the self-checkout feature in the LiDA app. Four libraries have volunteered to pilot this feature, and we hope to kick off a pilot in Q1 of 2024. SWAN is the first group on an ILS other than Koha to test Scan-and-Go.

NCOA

National Change of Address processing completed on January 3rd, 2024. This year, Unique Management Services provided a quote with a lower per-record cost for geolocation processing. As a result, we were able to simplify the project by including a geolocation update on all records rather than only records with a Last Activity Date in the past year, which required sending, receiving, and uploading multiple files.

We had 32,581 patrons come back with updated addresses, which constitutes 4% of our patron database. This is about the same as last year's processing.

Finally, we consolidated the BLUEcloud Analytics reports we provide to the membership for post-processing cleanup. In prior years, we would re-create all reports to provide data only on NCOA updates for that year. We have created a final set of reports that instead provide data on NCOA-affected patrons from all prior years. As cleanup takes place, staff remove the NCOA marker in the user record, so our reports are now providing the full picture of what still awaits resolution in one place.

Patron Purge >7 Years

Starting in 2024, we will be changing the parameters for the patrons purge to include all patrons with a Last Activity Date greater than 7 years in the past. The previous parameter was greater than 8 years.

The new parameter was reflected in the preliminary reports that went to our members, and the first official purge with this parameter will take place in February.

This is the penultimate step in our multi-year transition from purging patrons at the 10-year mark. Next year, 2025, we will take the last step and set the purge parameters at greater than 5 years.

SmartPort Migration

Bibliographic Services moved Oak Lawn Public Library from SmartPort to “MARC Listener” to ensure more accurate data is being imported into the database.

Ticketing System and CRM Search

The search for a new ticketing system continues. In December, the ticketing system search team met with Salesforce and scheduled demos with FreshService and Zendesk. In addition, the team delved into testing tasks in demo systems for Zendesk, Zoho Desk, and Salesforce.

Testing tasks include creating knowledge base articles, working with analytics, and submitting new tickets through the member-facing portal.

Following demos and testing with FreshService and Zendesk, the team will recommend two or three finalists to evaluate in more depth with input from the wider SWAN staff.

External Collaboration & Partnerships

Meetings represent formal project-based meetings with vendors and collaboration projects within the larger library community.

Date	Event Name	Teams Involved	Topic
Alternate Tuesdays	ByWater - Aspen weekly check-in	All (UX Lead)	Partnerships
Wednesdays	Addison + SWAN + SirsiDynix Weekly Migration Meeting	All	Partnerships
12/4/2023	Dynamic Lists + Web Services Chat	Administration; Information Technology & System Support	Partnerships
12/4/2023	OHM Consultation with Rudy Host	Administration; Information Technology & System Support	Partnerships
12/5/2023	WebIT Consultation	Administration; Information Technology & System Support	Partnerships
12/11/2023	Salesforce Demo	All	Partnerships
12/13/2023	SirsiDynix SureSailing	All	Partnerships
12/20/2023	Aspen Chat with SHARE	Administration; User Experience	Partnerships








Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage tracking

On the morning of January 5th, several system directories were inadvertently removed while preparing an authority key load for the coming evening. This caused some error messages while working with item records. SirsiDynix was contacted and determined that the files were simply hidden with filesystem and no data was lost. Once the directories were restored, we were required to cycle the system, dropping all active WorkFlows sessions. While restoration of the directories took some time, actual downtime was approximately five minutes.

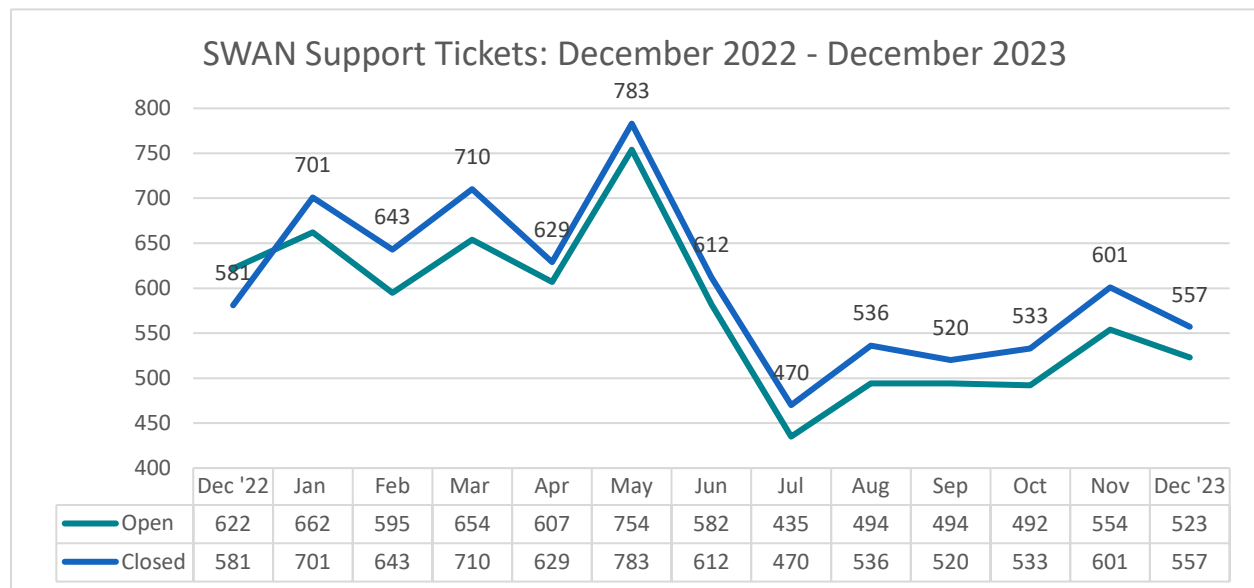
System Maintenance & Outage Calendar

	Symphony Rebuild Headings	Wed 11/22/2023	Thu 11/23/2023	Symphony Index Rebuild		SirsiDynix
	BLUEcloud Mobile Outage	Sun 11/26/2023	Thu 11/30/2023	Mobile App – Permanent Outage		Outage, SirsiDynix
	Aspen Test Release	Fri 1/5/2024	Sat 1/6/2024			
	Symphony Halt Required - System Files Mi...	Fri 1/5/2024	Fri 1/5/2024	A directory of system files was unexpectedly relocated – this caused errors in Symphony. Files we...		Outage, SirsiDynix

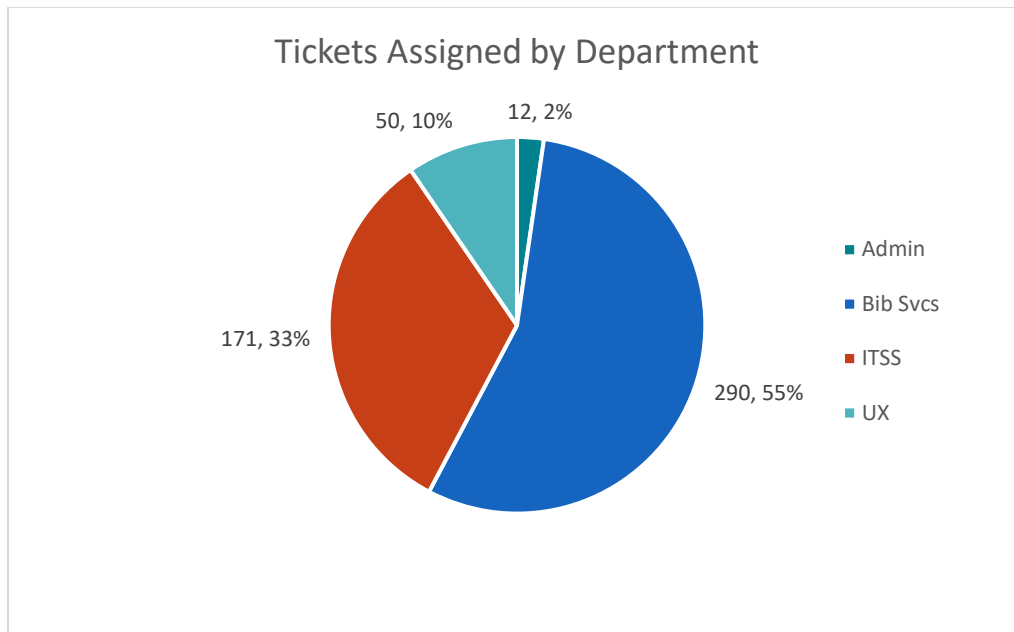
Support Tickets

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

Data labels reflect tickets closed each month.



SWAN Support Tickets Opened/Closed in Past 12 Months



SWAN Support Tickets Assigned by Department

Support Site

We completed an update to Drupal 10 the evening of December 11th. This updated included:

- In-page table-of-contents to help library staff more easily navigate longer pages of documentation.
- As-you-type search suggestions.
- Additional features for SWAN content editors, including the ability to add tabs and accordions in pages.
- Updates to SWAN developed tools (such as the transit label generator) to comply with Drupal security standards.
- An update to the L2 authentication module.

Crystal is leading a comprehensive review of Circulation documentation, with updates set to be completed at the end of January 2024.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

In December we added 7 new users to the SWAN Online Learning management system.

The top completed courses are:

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

At the end of 2023, we had 18 courses in our learning management system and a total of 516 registered users. We added 282 registered users in 2023.

Webinars

On December 19th, SWAN lead a webinar on the new SWAN Libraries + app. A second webinar is offered on January 10th, 2024.

In 2023, SWAN added 52 new webinars with a total of 2,224 views. The most viewed webinar was the SWAN MessageBee Training, with 237 views.

OpenAthens Database Link Audit

Olivia is conducting an audit of libraries' database links over the next year to ensure that libraries are using the best authentication methods. OpenAthens provides single sign-on for databases and electronic resources and protects patron privacy.

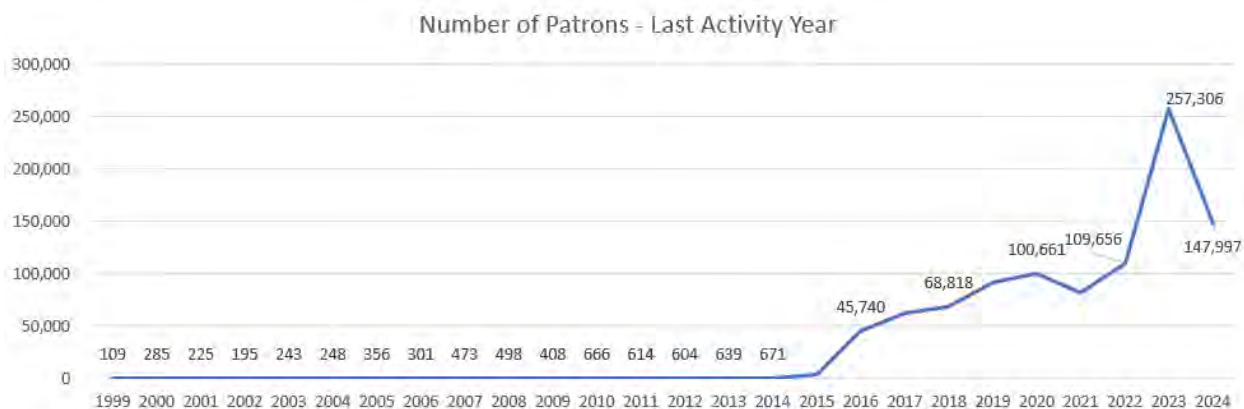
Links for the following libraries are available: Addison, Acorn, Alsip-Merionette, Batavia, Beecher, Bellwood, Bensenville, Berkeley, Berwyn, Bloomingdale, Bridgeview, LSF Brookfield, Calumet City, Carol Stream, Chicago Heights, Cicero, Clarendon Hills, Crestwood, Crete, Dolton, Downers Grove, Eisenhower, Elmwood Park, Evergreen Park, Flossmoor, Forest Park, Frankfort, Franklin Park, Geneva, and Glen Ellyn.

Maintenance

Automatic Monthly Patron Record Removal

In December, we purged 2,849 inactive patrons from the database.

In the first half of January, there were 147,997 patrons active in SWAN. Coupled with 2023 active users (257,306) this represents 41% of the total patron database. Since January 1, 2020, 71% of the total patron database has been active. As we continue to update and remove inactive users, the active percentage of patrons continues to increase. SWAN recommends purging all patron records with last activity date prior to 1/1/2014 regardless of outstanding bills.



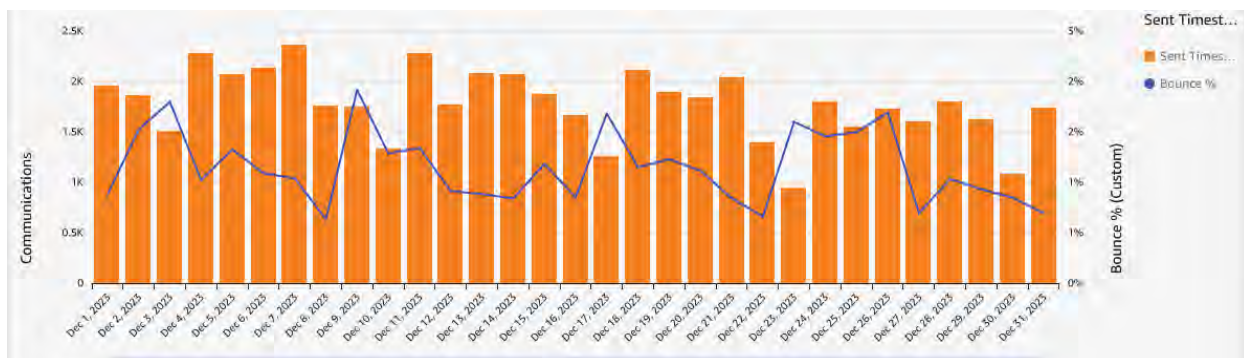
MessageBee Statistics

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

Our overall success rate for notices through MessageBee has continued to be excellent.

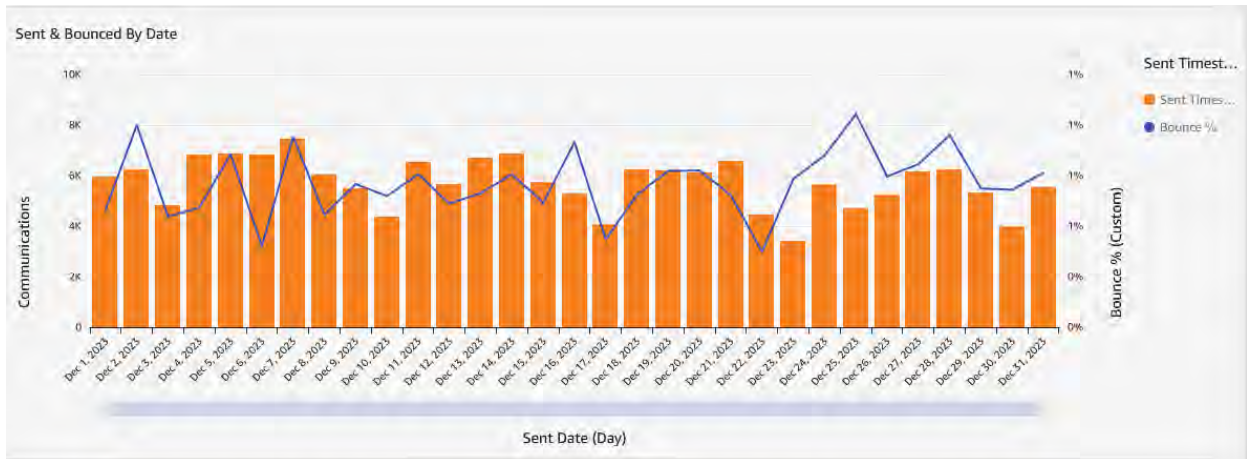
SMS notifications

Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
May, 2023	76,524	71,210	93.06%	5,314	6.94%
June, 2023	52,750	52,148	98.86%	602	1.14%
July, 2023	56,448	55,838	98.92%	610	1.08%
August, 2023	59,620	58,949	98.87%	671	1.13%
September, 2023	57,491	56,484	98.25%	1,007	1.75%
October, 2023	57,152	56,553	98.95%	599	1.05%
November, 2023	55,328	54,730	98.92%	598	1.08%
December, 2023	55,039	54,420	98.88%	619	1.12%



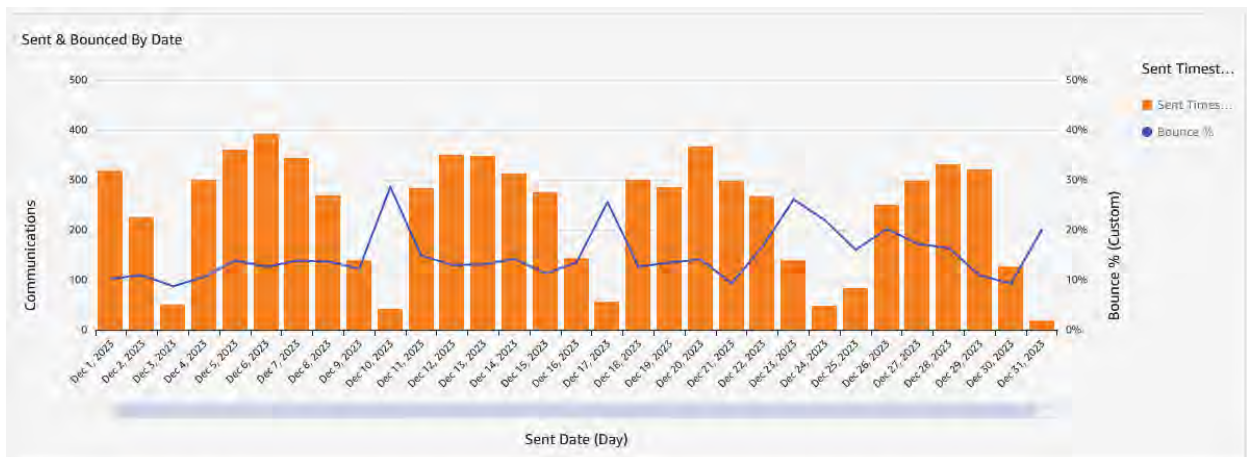
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
May, 2023	10,127	10,066	99.40%	61	0.60%
June, 2023	26,591	26,374	99.18%	217	0.82%
July, 2023	178,975	177,568	99.21%	1,407	0.79%
August, 2023	183,951	182,826	99.39%	1,125	0.61%
September, 2023	176,347	174,972	99.22%	1,375	0.78%
October, 2023	176,563	175,334	99.30%	1,229	0.70%
November, 2023	174,812	173,556	99.28%	1,256	0.72%
December, 2023	172,527	171,315	99.30%	1,212	0.70%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
December, 2022	7,615	7,324	96.18%	282	3.70%
January, 2023	8,164	7,843	96.07%	308	3.77%
February, 2023	7,429	7,157	96.34%	263	3.54%
March, 2023	8,856	8,536	96.39%	302	3.41%
April, 2023	7,061	6,830	96.73%	218	3.09%
May, 2023	7,687	7,414	96.45%	262	3.41%
June, 2023	8,234	7,944	96.48%	278	3.38%
July, 2023	8,006	7,741	96.69%	265	3.31%
August, 2023	7,579	7,271	95.94%	299	3.95%
September, 2023	7,423	7,093	95.55%	330	4.45%
October, 2023	7,347	7,009	95.40%	338	4.60%
November, 2023	7,239	6,911	95.47%	328	4.53%
December, 2023	6,804	6,494	95.44%	310	4.56%



Print Notices

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

Month/Yr	Bill Notices	Amount
December, 2022	584	\$ 485.34
January, 2023	546	\$ 453.75
February, 2023	443	\$ 368.14
March, 2023	435	\$ 384.77
April, 2023	488	\$ 349.03
May, 2023	457	\$ 382.54
June, 2023	479	\$ 398.07
July, 2023	434	\$ 373.68
August, 2023	480	\$ 413.30
September, 2023	455	\$ 391.77
October, 2023	490	\$ 421.89
November, 2023	577	\$ 496.83
December, 2023	499	\$ 429.63

SendGrid Statistics

The past two months saw a significant increase in bounce drops. Sorting through the bounce list identified 500 invalid email addresses subscribed to SWANcom. These addresses were unsubscribed, which should significantly reduce the number of bounce drops, as well as the overall volume of email sent via SendGrid.

Month/Yr	Total Request s	Total Process ed	Success Rate (Delivered)	Addresses			Messages		
				Email Address Bounce d	Email marked SWAN as SPAM	Invalid Email s	Bounc e Blocks	Drops	Spam drops
December, 2022	415,738	402,970	96.42% (400,868)	455	45	244	2,917	10,208	2,316
January, 2023	466,242	441,213	95.12% (443,495)	727	45	255	4,652	16,958	2,392
February, 2023	386,428	379,687	97.69% (377,512)	1,154	35	249	1,698	4,231	2,261
March, 2023	442,049	433,313	99.60% (431,561)	718	47	264	1,829	5,864	2,588
April, 2023	424,082	412,771	96.93% (379,687)	647	42	297	2,341	8,435	2,579
May, 2023	432,629	418,524	96.35% (416,824)	697	29	264	2,753	11,190	2,651

June, 2023	369,101	357,454	96.43% (355,934)	703	34	151	2,102	9,191	2,305
July, 2023	72,846	68,605	94.18% (68,236)	227	12	37	455	4,075	125
August, 2023	83,716	76,374	91.23% (75,722)	407	2	48	861	7,168	126
September, 2023	74,607	69,072	91.01% (67,917)	847	4	22	911	5,394	119
October, 2023	69,957	65,512	93.65% (65,057)	279	5	19	510	4,288	138
November, 2023	93,981	81,824	87.06% (80,525)	578	6	26	1,822	11,987	144
December, 2023	79,685	71,685	89.96% (70,801)	363	8	21	1,132	7,853	126

Appendix: Statistics

Cataloging & Collections

Cataloging statistics highlight the shared bibliographic database of physical materials maintained by our SWAN libraries and SWAN centralized cataloging staff.

OCLC Cataloging Counts

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2020	99	111	69	152	98	129	88	102	76	62	56	46	1,088
Copy 2020	1,908	1,717	1,863	2,270	2,357	2,496	2,237	1,886	2,405	1,723	1,901	1,704	24,467
Orig 2021*	41	53	54	73	49	88	49	71	80	65	72	104	799
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	21,769
Orig** 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy** 2022	1,808	2,283	2,059	2,299	2,239	1,886	1,976	2,706	1,944	1,918	2,010	2,275	25,403
Orig 2023	114	123	187	197	164	146	57	38	34	104	111	40	1,315
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2,338	1,968	1,838	26,235

Catalog title and item counts

2023 New Items

In 2023, over 600,000 new items were added by our members. The numbers in the table below reflect only items still in our collection, so anything that was both added and removed within 2023 is not included.

Month	Items Added
January	49,666
February	45,770
March	56,599
April	51,716
May	55,863
June	49,107
July	53,079
August	55,915
September	51,113
October	55,016
November	50,355
December	37,633
Total	611,832

Circulation

Monthly total comparison since 2019

In December, we had 546,645 systemwide circulations. The December 2023 circulation count is 78% of the circulation rate from December 2019.

Overall 2023 circulation was 7,706,446 transactions, 75% of 2019 circulation. This proportion has remained consistent for the past two and a half years. Now that we are five years out from the pre-COVID baseline and statistics have evened out, it is perhaps not productive to compare current activity to an old standard.

Holds

Time to Fill Analysis

We are currently unable to distinguish between holds placed in Aspen and holds placed in the new LiDA app. The two are recorded in the same manner statistically. We are interested in making this distinction once again and hope to have a solution to this implemented in the near future. Once we do, we can provide further statistics on holds and time to fill between the catalog, the app, and the staff client.

We will no longer report on holds placed in BLUEcloud Mobile even though they are still in the process of being filled.

Holds Placement & Pick-up

The number of patrons placing holds was 34,969 in December, with 167,604 combined total holds placed. In 2023, 2,278,767 holds were placed across all platforms. Only 1,841,089 were picked up, an 81% pickup rate. Hold pickups comprised 24% of total circulation transactions.

Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 93,847 in December. Non-SWAN reciprocal borrowing included 15,795 checkouts.

OCLC Worldwide Resource Sharing

Our combined OCLC interlibrary loan statistics show that SWAN was consistently a net lender in 2023. Over the year, we lent 33,005 items and 158 copies. SWAN loaned 2.1 items for each item borrowed.

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

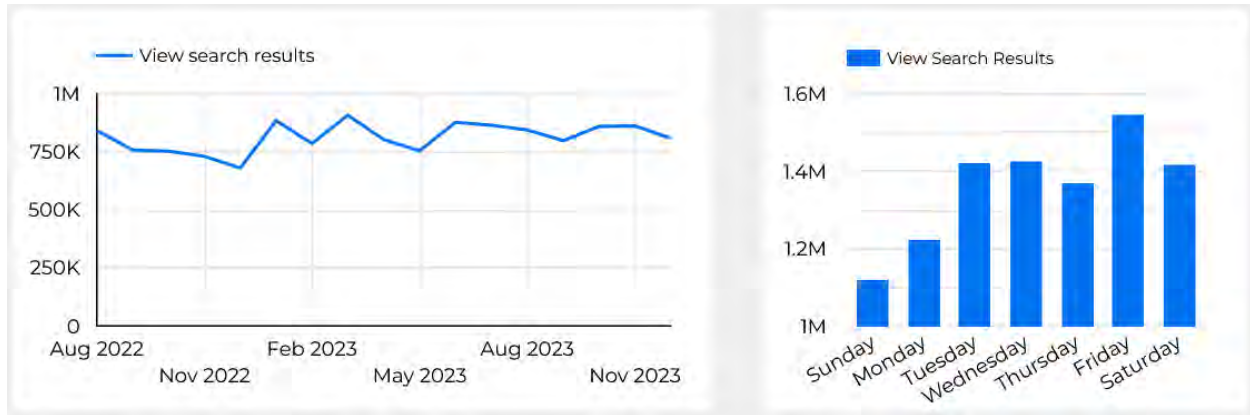
Online Public Catalog - Aspen

Top 25 Searches in Aspen (December 2023)

- | | | |
|---|--------------------|----------------|
| 1. christmas | 3. nintendo switch | 6. winter |
| 2. harry potter and the
sorcerer's stone | 4. hunger games | 7. dvd |
| | 5. colleen hoover | 8. oppenheimer |

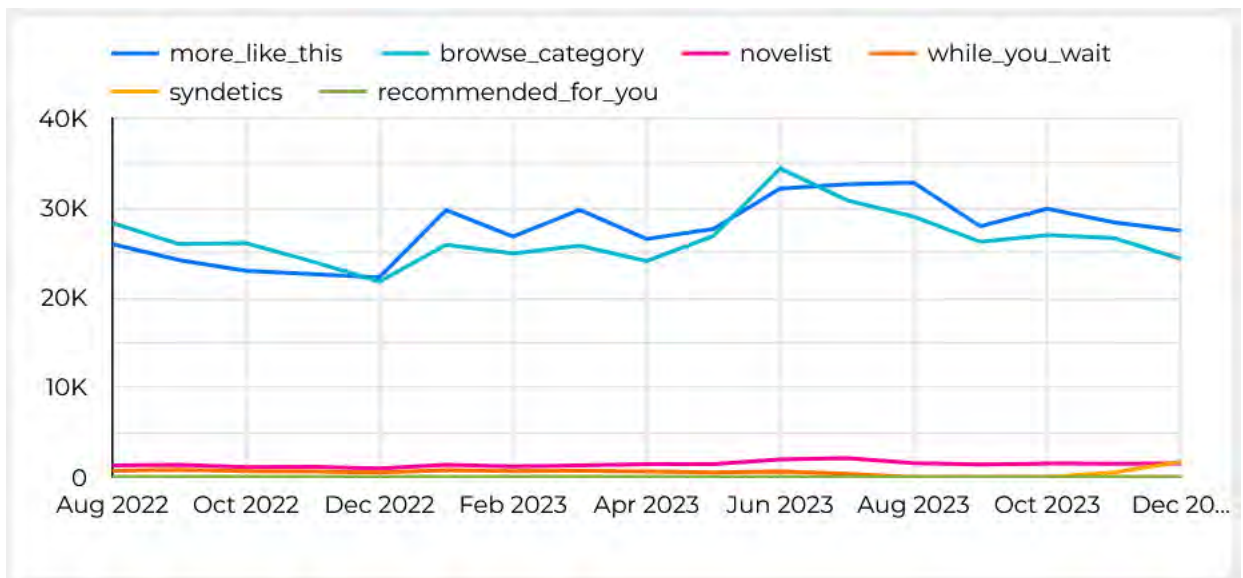
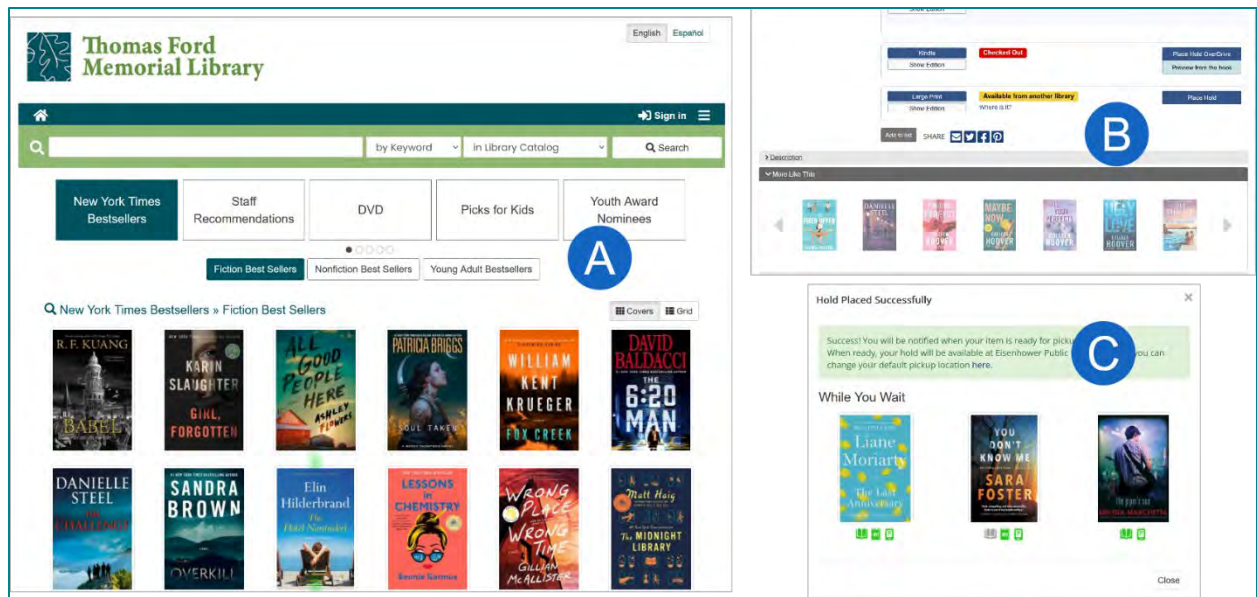
- | | | |
|-----------------------------------|------------------|------------------------|
| 9. lessons in chemistry | 14. snow | 20. taylor swift |
| 10. fourth wing | 15. harry potter | 21. stephen king |
| 11. killers of the flower
moon | 16. movies | 22. icebreaker |
| 12. barbie | 17. tom lake | 23. the housemaid |
| 13. james patterson | 18. napoleon | 24. elf |
| | 19. ps5 | 25. historical fiction |

Results Pageviews in Aspen



Usage of Recommendations

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



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

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

SWAN Board & Membership Meeting Schedule 2023 & 2024

Schedule for approved by SWAN Board

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

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: monica.harris@railslibraries.org Attention to: Monica Harris, Executive Director

Grantee: System Wide Automated Network

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

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

Grant Amount: Total Allocation **\$502,135.18**

Estimated Cost of RAILS services **\$1,519.50**

Financial support **\$500,615.68**

Effective Date: July 1, 2024 Termination Date: June 30, 2025

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, 2025. 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 or 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 (if required by GRANTEE)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

RAILS

Signature: _____

Printed Name: Monica Harris

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; the general guidelines posted on the RAILS website; and any restrictions in access, capacity, and other factors that may arise in connection with public health or other issues. 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. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

Grants for New Members

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, 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

Cost-recovery expenses will be deducted from Grantee's total support allocation.

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.
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

Appendix C – FY2025 RAILS LLSAP Support Grant Allocation Summary

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	\$29,381	\$47,250	\$138,664	\$0	\$215,295	9.57%
Pinnacle	\$10,825	\$16,625	\$30,353	\$0	\$57,803	2.57%
PrairieCat	\$223,454	\$229,250	\$56,020	\$60,000	\$568,723	25.28%
RRLC	\$23,969	\$3,500	\$746	\$42,000	\$70,215	3.12%
RSA	\$288,402	\$208,250	\$71,176	\$268,000	\$835,828	37.15%
SWAN	\$173,969	\$195,125	\$103,041	\$30,000	\$502,135	22.32%
Total	\$750,000	\$700,000	\$400,000	\$400,000	\$2,250,000	100.00%

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,093	\$2,320	\$1,546	\$773	
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	6	20	28
Pinnacle	1	1	3	1	6
PrairieCat	34	33	19	16	102
RRLC	3	4	2	3	12
RSA	39	41	34	26	140
SWAN	20	16	33	31	100
Total	97	97	97	97	388

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,639	\$9,278	\$15,464	\$29,381
Pinnacle	\$3,093	\$2,320	\$4,639	\$773	\$10,825
PrairieCat	\$105,155	\$76,546	\$29,381	\$12,371	\$223,454
RRLC	\$9,278	\$9,278	\$3,093	\$2,320	\$23,969
RSA	\$120,619	\$95,103	\$52,577	\$20,103	\$288,402
SWAN	\$61,856	\$37,113	\$51,031	\$23,969	\$173,969
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	
Dollars per library	\$3,500	\$2,625	\$1,750	\$875	
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	8	11	28
Pinnacle	3	2	0	1	6
PrairieCat	35	26	13	18	92
RRLC	0	0	0	4	4
RSA	22	24	29	20	95
SWAN	20	19	30	26	95
Total	80	80	80	80	320

AF/OE	1	2	3	4	Total
CCS	\$0	\$23,625	\$14,000	\$9,625	\$47,250
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$122,500	\$68,250	\$22,750	\$15,750	\$229,250
RRLC	\$0	\$0	\$0	\$3,500	\$3,500
RSA	\$77,000	\$63,000	\$50,750	\$17,500	\$208,250
SWAN	\$70,000	\$49,875	\$52,500	\$22,750	\$195,125
Total	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

Total Interlibrary Loan and Reciprocal Borrowing Transactions	
Money Allocation	\$400,000

ILL/RB	3-year Total	% of Total
CCS	8,510,471	34.67%
Pinnacle	1,862,934	7.59%
PrairieCat	3,438,187	14.00%
RRLC	45,806	0.19%
RSA	4,368,390	17.79%
SWAN	6,324,126	25.76%
Total	24,549,914	100.00%

ILL/RB	Total
CCS	\$138,664
Pinnacle	\$30,353
PrairieCat	\$56,020
RRLC	\$746
RSA	\$71,176
SWAN	\$103,041
Total	\$400,000

Multitype (Nonpublic) Membership Bonus					
Dollars per library	Per year				
	\$2,000.00				
Money Allocation	Academic	School	Special	Total	
Percent of Total	10.60%	84.90%	4.50%	100.00%	
Dollar Amount	\$42,211	\$339,698	\$18,090	\$400,000	

Multi-type	Academic	School	Special	Total
CCS	0.00%	0.00%	0.00%	0.00%
Pinnacle	0.00%	0.00%	0.00%	0.00%
PrairieCat	3.00%	12.00%	0.00%	15.00%
RRLC	0.00%	10.50%	0.00%	10.50%
RSA	3.00%	61.00%	3.00%	67.00%
SWAN	3.00%	1.50%	3.00%	7.50%
Total	9.00%	85.00%	6.00%	100.00%

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	\$42,000	\$0	\$42,000
RSA	\$12,000	\$244,000	\$12,000	\$268,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
Total	\$36,000	\$340,000	\$24,000	\$400,000

Appendix D – COST

RAILS Service	RAILS Budgeted Cost
Delivery services to LLSAP facility	\$1,519.50

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$500,615.68 to Grantee in FY2025. This represents the Grantee's total support allocation (Appendix C), less the budgeted cost of the RAILS service(s) listed above.

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	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
5210	Vehicle repairs and maintenance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5220	Vehicle insurance	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5230	Vehicle leasing and rent	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5240	Other vehicle expenses	X	X	Grantee is responsible for fuel and vehicle costs incurred within its own operations; RAILS is responsible for vehicle costs related to delivery and other use by its own staff.
5250	In-state travel	X		
5260	Out-of-state travel	X		
5270	Registration & other fees	X		
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		

		Financial Responsibility		
RAILS Acct Code	Description	LLSAP Operating Budget	RAILS General Fund	Notes
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		
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.

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, 2023. 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 2022's conclusion, the following:

- As a result of current year operations, net position increased by \$163,621, 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 \$2,690,635**
- This year, GASB statement number 96, Subscription Based Information Technology Arrangements was adopted and moving forward for SWAN, the technology subscriptions that meet the GASB 96 definition for SWAN will be tracked as a liability and an intangible asset. The budget expense Library Services Platform is impacted by the audit, but SWAN will continue to record the actual expense for SirsiDynix and EBSCO in the given budget year.
- Two years ago, GASB statement number 87, Leases, was adopted and moving forward for SWAN, the commercial office lease is going to tracked as a Capital Asset (Right of Use Asset). This means the remaining years of the lease is tracked similar to how Capital Equipment would be treated. While this GASB rule impacts the audit, SWAN can continue to record the actual expense for the lease under the Buildings & Grounds in the operations budget.

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 2023 is detailed and compared with the previous fiscal year.

SWAN's Net Position	30-Jun-23	30-Jun-22	Positive (Negative) Variance
Total assets	\$3,662,206	\$2,869,271	\$792,935
Total liabilities	\$955,019	\$443,288	\$511,731
Total net position	\$2,262,362	\$2,060,448	\$201,914

Change in Net Position			Positive (Negative) Variance
Total revenues	\$4,118,809	\$3,981,625	\$137,184
Total expenses	\$3,837,605	\$3,818,004	\$19,601
Change in net position	\$281,204	\$163,621	\$117,583
Net position – beginning	\$2,425,983	\$2,262,362	\$163,621
Net position – ending	\$2,707,187	\$2,425,983	\$281,204

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 12 - 21

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 17 of the audit report, which for fiscal year 2023 depreciated by (\$56,423).

Long-term liabilities

Long-term liabilities for SWAN include accrued compensated absences, i.e., vacation pay. The liability for Subscription Based Intangible Assets (SBITA) are calculated for the first time in fiscal year 2023, and what to record in the next two fiscal years 2024 and 2025.

Commitments

SWAN's grant awarded by RAILS is detailed.

Other Supplementary Information (pages 20-21)

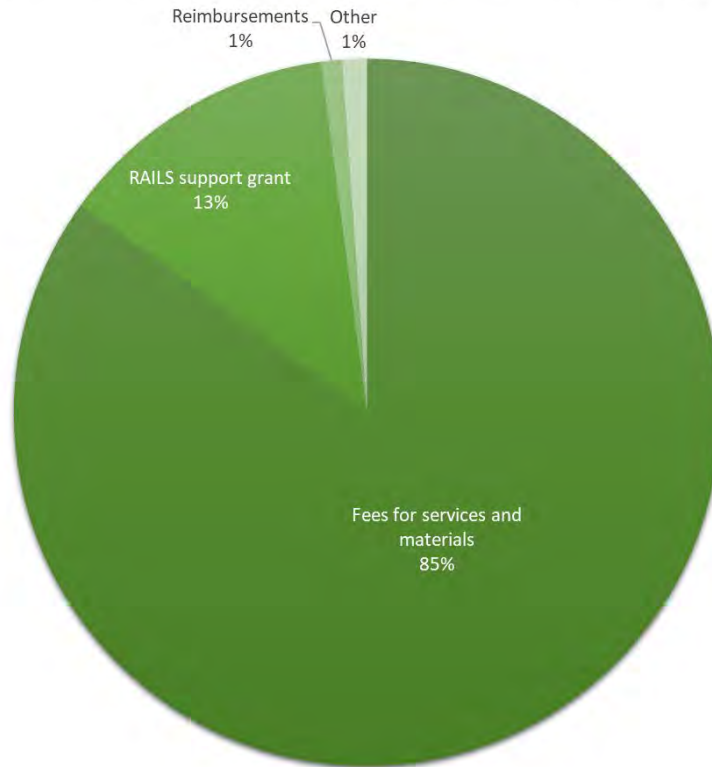
SWAN's budget and actual operating revenue and expenses are detailed in the schedule.

SWAN Financial Outlook

SWAN relies on wide base of funding through assessment of membership fees, which comprises 85% of its revenue. RAILS LLSAP funding grant was awarded at \$527,381 for fiscal year 2023. Operating revenues ended the year over budget at \$25,221.

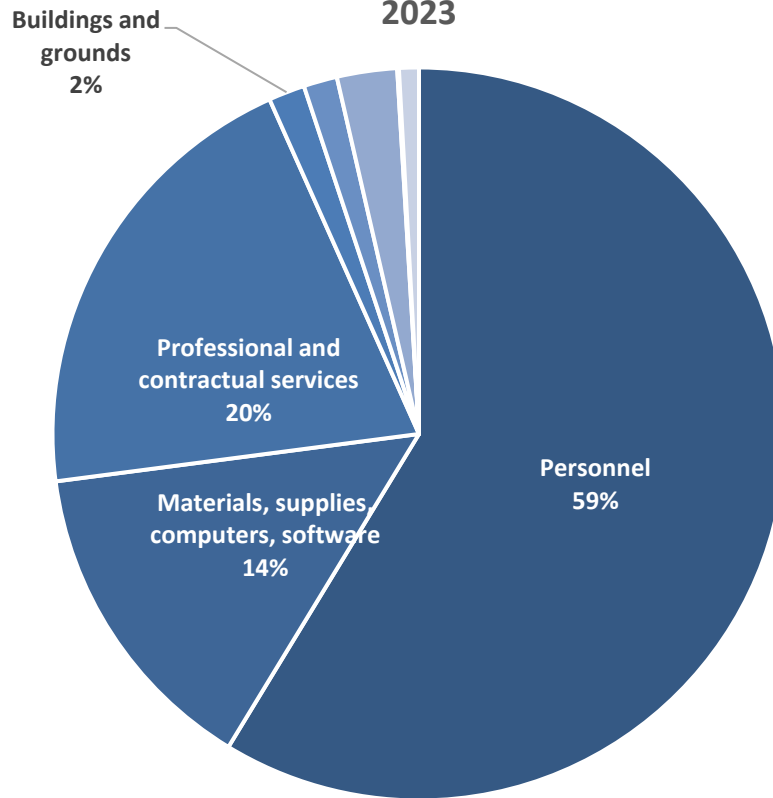
Operating expenses ended the year under budget at \$284,873.

Operating revenue net position for the year ended June 30, 2023



Operating revenues	Actual	Budget	Positive (Negative) Variance with Final Budget
Fees for services and materials	\$3,462,697	\$3,449,045	(\$13,652)
RAILS support grant	\$527,381	\$527,381	\$0
Reimbursements	\$39,105	\$84,000	\$44,895
Other	\$46,149	\$82,000	\$35,851
Total operating revenues	\$3,947,933	\$3,973,154	\$25,221

**Operating expenses net position for the year ended June 30,
2023**



Operations	Actual	Budget	Positive (Negative) Variance with Final Budget
Personnel	\$1,809,423	\$2,041,700	\$232,277
Materials, supplies, computers, software	\$438,579	\$1,110,000	\$671,421
Professional and contractual services	\$628,193	\$617,206	(\$10,987)
Buildings and grounds	\$49,309	\$124,270	\$74,961
Equipment and software maintenance expense	\$45,738	\$78,200	\$32,462
Miscellaneous (bank fees, reimbursement expenses, etc.)	\$81,729	\$134,750	\$53,021
Depreciation	\$2,321	\$3,607	\$1,286
Conferences, training and travel	\$26,964	\$37,300	\$10,336
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



**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2023**

Selden Fox
Accounting for your future

System Wide Automated Network

Annual Financial Report

For the Year Ended June 30, 2023

Administrative Offices

800 Quail Ridge Drive
Westmont, IL 60559

**System Wide Automated Network
Annual Financial Report
For the Year Ended June 30, 2023**

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INDEPENDENT AUDITOR'S REPORT

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

INDEPENDENT AUDITOR'S REPORT

Executive Board
System Wide Automated Network
Westmont, Illinois

Opinion

We have audited the accompanying financial statements of **System Wide Automated Network (SWAN)** as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

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, 2023, 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of SWAN and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

SWAN adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements* during the year ended June 30, 2023. The implementation of this guidance resulted in changes to the assets, liabilities, deferred inflows of resources, revenues, expenditures and notes to the financial statements (see Note I.E. for additional information). Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about SWAN's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 SWAN's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about SWAN's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

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 is the responsibility of management and, 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 Supplementary 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.

January 5, 2024

MANAGEMENT’S DISCUSSION AND ANALYSIS

**System Wide Automated Network
Management's Discussion and Analysis
June 30, 2023**

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, 2023. 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 \$2,707,187 as of June 30, 2023.
- As a result of the current year operations, net position increased by \$281,204.
- Total liabilities of \$955,019 include accounts payable, accruals for payroll, compensated absences, and interest, an operating lease liability for right to use asset, and a subscription liability for \$672,046.
- SWAN has recorded an intangible right to use asset and a lease liability under GASB Statement Number 87, *Leases*. Accumulated amortization on the intangible right of use asset totaled \$137,094 and \$68,547 at June 30, 2023 and 2022, respectively. Principal outstanding on the lease liability totaled \$118,238 and \$197,620 at June 30, 2023 and 2022, respectively.
- SWAN adopted GASB Statement Number 96, *Subscription-Based Information Technology Arrangements*, which required recognition of an intangible subscription-based information technology arrangement and a subscription liability of \$871,812 as of July 1, 2022.

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 8-10) 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 11) 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 12-21 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 22-23).

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 \$2,707,187 at June 30, 2023 (\$2,425,983 at June 30, 2022). At the end of the year, \$2,690,635 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	
	6/30/2023	6/30/2022
Current assets	\$ 2,260,590	\$ 2,661,276
Capital assets – net	16,552	18,873
Operating right of use/subscription asset	1,361,597	165,655
Other assets – deposits	23,467	23,467
Total assets	3,662,206	2,869,271
Accounts payable	6,480	34,357
Accrued expenses	48,506	45,063
Unearned revenues	-	42,928
Lease liability – right to use asset	118,238	197,620
Subscription liability	672,046	-
Compensated absences payable	109,749	123,320
Total liabilities	955,019	443,288
Net position:		
Net investment in capital assets	16,552	18,873
Unrestricted	2,690,635	2,407,110
Total net position	\$ 2,707,187	\$ 2,425,983
	Changes in Net Position	
	6/30/2023	6/30/2022
Revenues:		
Charges to members for services	\$ 3,462,697	\$ 3,378,786
Operating grants	527,381	524,691
Reimbursements and other	85,254	75,664
Investment income	43,477	2,484
Total revenues	4,118,809	3,981,625
Expenses:		
Personnel	1,809,423	1,833,571
Equipment and software maintenance	45,738	42,212
Library materials and supplies	438,579	1,103,321
Buildings and grounds	49,309	48,880
Conferences, travel and training	26,964	5,245
Professional and contractual services	628,193	638,851
Miscellaneous	81,729	72,512
Depreciation, amortization and interest	757,670	73,412
Total expenses	3,837,605	3,818,004
Change in net position	281,204	163,621
Net position – beginning	2,425,983	2,262,362
Net position – ending	\$ 2,707,187	\$ 2,425,983

GOVERNMENT-WIDE FINANCIAL ANALYSIS (cont'd)

Net position increased by \$281,204 in the fiscal year ended June 30, 2023 (\$163,621 in the fiscal year ended June 30, 2022). Charges to members for services increased by \$83,911 (2.5%) in fiscal year ended June 30, 2023. Operating expenses for the current year of \$3,837,605 increased by \$19,601 (0.5%).

BUDGETARY HIGHLIGHTS

Actual operating revenues of \$4,075,332 were \$67,094 lower than the final budgeted revenues of \$4,142,426.

Actual expenditures on a budgetary basis of \$3,837,605 were \$309,428 less than the final budgeted expenditures of \$4,147,033. 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 recorded a lease liability for a right to use asset for their office lease under GASB 87 in the prior year and a subscription liability under GASB 96 in the current year. Additional information can be found in Note III. C on page 18 of this report.

CAPITAL ASSETS

SWAN's net investment in capital assets as of June 30, 2023, was \$16,552 (\$18,873 at June 30, 2022). This investment in capital assets includes leasehold improvements, computer equipment, and machinery and equipment. Effective July 1, 2021, the investment in capital assets also includes an intangible right to use asset for office space.

	Capital Assets – Net of Depreciation	
	6/30/2023	6/30/2022
Leasehold improvements	\$ 1,223	\$ 2,084
Computer equipment	-	-
Machinery and equipment	15,329	16,789
Intangible right to use lease-office space	97,108	165,655
	\$ 113,660	\$ 184,528

Additional information on SWAN's capital assets can be found in Note III.B on page 17 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 the Executive Director of the System Wide Automated Network, 800 Quail Ridge Drive, Westmont, Illinois 60559

BASIC FINANCIAL STATEMENTS

**System Wide Automated Network
Statement of Net Position
June 30, 2023**

Assets	
Current assets:	
Cash and cash equivalents	\$ 2,168,033
Accounts receivable, net of allowance	886
Prepaid expenses	<u>91,671</u>
Total current assets	<u>2,260,590</u>
Noncurrent assets:	
Capital assets	367,779
Accumulated depreciation and amortization	<u>(351,227)</u>
Total net capital assets	<u>16,552</u>
Operating right of use assets	234,202
Accumulated amortization	<u>(137,094)</u>
Total net operating right of use assets	<u>97,108</u>
Subscription assets	1,933,499
Accumulated amortization	<u>(669,010)</u>
Total net subscription assets	<u>1,264,489</u>
Other assets - deposits	<u>23,467</u>
Total noncurrent assets	<u>1,401,616</u>
Total assets	<u>\$ 3,662,206</u>

See accompanying notes.

Liabilities

Current liabilities:

Accounts payable	\$ 6,480
Accrued payroll	48,245
Accrued interest	261
Operating lease liability - right to use asset	82,771
Subscription liability	441,416
Compensated absences payable	<u>21,950</u>

Total current liabilities	<u>601,123</u>
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Noncurrent liabilities:

Lease liability - right to use asset	35,467
Subscription liability	230,630
Compensated absences payable	<u>87,799</u>

Total noncurrent liabilities	<u>353,896</u>
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Total liabilities	<u>\$ 955,019</u>
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Net Position

Net position:

Net investment in capital assets	\$ 16,552
Unrestricted	<u>2,690,635</u>

Total net position	<u>\$ 2,707,187</u>
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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, 2023**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Positive (Negative) Variance With Final Budget</u>
Operating revenues:				
Fees for services and materials	\$ 3,449,045	\$ 3,449,045	\$ 3,462,697	\$ 13,652
RAILS support grant	527,381	527,381	527,381	-
Reimbursements	84,000	84,000	39,105	(44,895)
Other	82,000	82,000	46,149	(35,851)
Total operating revenues	<u>4,142,426</u>	<u>4,142,426</u>	<u>4,075,332</u>	<u>(67,094)</u>
Operating expenses:				
Administration	<u>4,147,033</u>	<u>4,147,033</u>	<u>3,837,605</u>	<u>309,428</u>
Operating income (loss)	<u>(4,607)</u>	<u>(4,607)</u>	<u>237,727</u>	<u>242,334</u>
Nonoperating revenues:				
Investment income	<u>1,000</u>	<u>1,000</u>	<u>43,477</u>	<u>42,477</u>
Changes in net position	<u>\$ (3,607)</u>	<u>\$ (3,607)</u>	<u>281,204</u>	<u>\$ 284,811</u>
Net position, beginning of the year			<u>2,425,983</u>	
Net position, end of the year			<u>\$ 2,707,187</u>	

See accompanying notes.

**System Wide Automated Network
Statement of Cash Flows
For the Year Ended June 30, 2023**

Cash flows from operating activities:	
Received from customers and users	\$ 3,437,856
Grant receipts	527,381
Other receipts	85,254
Payments to suppliers	(1,071,733)
Payments to employees	(1,819,812)
Principal paid on lease liability on right to use asset	(79,382)
Net cash flows from operating activities	1,079,564
Cash flows from investing activities - interest received	43,477
Cash flows from financing activities:	
Principal paid on subscription liability	(883,222)
Interest paid on subscription liability	(15,632)
Net cash flows from financing activities	(898,854)
Net change in cash and cash equivalents	224,187
Cash and cash equivalents, beginning of the year	1,943,846
Cash and equivalents, end of the year	\$ 2,168,033
Reconciliation of operating income to net cash flows from operating activities:	
Operating income	\$ 237,727
Adjustments to reconcile operating income to net cash flows from operating activities:	
Depreciation	2,321
Amortization	737,557
Interest on subscription liability	15,893
Changes in:	
Receivables	18,087
Inventory	1,733
Prepaid expenses	226,822
Accounts payable	(27,877)
Accrued payroll	3,182
Unearned revenue	(42,928)
Compensated absences payable	(13,571)
Operating lease liability	(79,382)
Net cash from operating activities	\$ 1,079,564

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 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 and Cash Equivalents

Cash and cash equivalents on the Statement of Net Position and the Statement of Cash Flows are 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.

Right of use assets resulting from lease contracts and subscription-based information technology arrangements are capitalized at the present value of the lease/subscription liability plus any deposits or prepayments and are amortized over the life of a contract.

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

Leasehold Improvements	7 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.

**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)

4. Compensated Absences (cont'd)

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.

5. Long-Term Liabilities

Long-term debt and other long-term obligations are reported as liabilities.

6. 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.

E. Change in Accounting Principle

For 2023, SWAN implemented Governmental Accounting Standards Board (GASB) Statement No. 96, *Subscription-Based Information Technology Arrangements* (SBITA). GASB Statement No. 96 requirements for SBITA accounting based on the principle that subscriptions are financings of the right to use an underlying asset. A local government is required to recognize a subscription liability and an intangible asset for the right to use another party's information technology software. These changes were incorporated in SWAN's 2023 financial statements. At July 1, 2022, SWAN recognized a SBITA intangible asset and a subscription liability of \$871,812.

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's 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 2023.

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

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 \$2,168,033 and the bank balances totaled \$2,184,057.

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, 2023, and therefore, they are not subject to interest rate risk.

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, 2023, was as follows:

	Balance, July, 1 2022	Additions	Retirements/ Adjustments	Balance, June 30, 2023
Capital assets, being depreciated:				
Leasehold improvements	\$ 6,895	\$ -	\$ -	\$ 6,895
Computer equipment	324,383	-	-	324,383
Machinery and equipment	36,501	-	-	36,501
Intangible right to use lease – office space	234,202	-	-	234,202
Subscription-based Information technology arrangements	1,250,043	683,456	-	1,933,499
Total capital assets	1,852,024	683,456	-	2,535,480
Less accumulated depreciation and amortization for:				
Leasehold improvements	4,811	861	-	5,672
Computer equipment	324,383	-	-	324,383
Machinery and equipment	19,712	1,460	-	21,172
Intangible right to use lease – office space	68,547	68,548	-	137,095
Subscription-based Information technology arrangements	-	669,010	-	669,010
Total accumulated depreciation and amortization	417,453	739,879	-	1,157,332
Total net depreciable capital assets	\$ 1,434,571	\$ (56,423)	\$ -	\$ 1,378,148

SWAN has two software arrangements that require recognition under GASB Statement No. 96, which are included in the above table as subscription-based information technology arrangements and are recognized in the Statement of Net Position as a subscription asset, net of accumulated amortization, and a subscription-based information technology arrangements (SBITA) liability. The software amortization expense is included on the Statement of Revenues, Expenses and Changes in Fund Net Position – Budget and Actual in administration expense.

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 (cont'd)

The first contractual agreement is with SirsiDynix for ILS software for five years beginning May 1, 2020 and ending April 30, 2025. This contract requires annual payments ranging from \$499,781 to \$433,013. SWAN has used a 0.36% discount rate for this arrangement based on the five-year U.S. Treasury rates in effect at the inception of the agreement. 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. SWAN does not expect to cancel the contract during this five-year period.

The second contractual agreement is a three-year agreement with EBSCO Information Services for three software product subscriptions – OpenAthens, Novelist Select, and the EBSCO Discovery Services with SirsiDynix Integration. The contract runs from July 1, 2022 to June 30, 2025. SWAN has used a 2.85% discount rate for this arrangement based on the three-year U.S. Treasury rates in effect at the inception of the agreement.

Depreciation expense for the year was \$2,321. Amortization of intangible right to use asset for the year was \$68,548. Amortization of the subscription-based information technology arrangements for the year was \$521,416.

C. Long-Term Liabilities

Lease Liability – SWAN entered into a seven-year, non-cancelable lease agreement for a right to use office space asset beginning in March 2017 and ending in November 2024. The total right to use office space acquired under this agreement is \$234,202. Total principal payments made during the fiscal year were \$79,382. The lease liability is \$118,238 at June 30, 2023.

Per the agreement, the landlord will provide an annual cost statement and SWAN's pro rata share of the cost is compared to the estimated rent payments made during the year. Swan will be assessed any underpayment or refunded, through future rent credits, any overpayment.

A summary of the principal and interest amounts for the remaining lease is as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 82,771	\$ 948
2025	35,467	104
Total	<u>\$ 118,238</u>	<u>\$ 1,052</u>

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

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

C. Long-Term Liabilities (cont'd)

SBITA Liability – \$1,933,499 has been recorded as intangible subscription-based information technology arrangements in the governmental capital assets. With the implementation of GASB Statement No. 96, these arrangements with SirsiDynix and EBSCO Information Services met the criteria for SBITA; thus requiring it to be recorded by SWAN as intangible assets and a SBITA liability. These assets will be amortized over their lease terms of five and three years, ending on April 30, 2025 and June 30, 2025, respectively.

The annual payment due to EBSCO Information Services for the fiscal period from July 1, 2023 to June 30, 2024 was paid prior to June 30 2023, and was recorded as a reduction of the SBITA liability. A summary of the principal and interest amounts for the remaining arrangements are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 441,416	\$ 1,596
2025	230,630	6,678
Total	<u>\$ 672,046</u>	<u>\$ 8,274</u>

A summary of changes in long-term liabilities follows:

	<u>Balance, July 1, 2022</u>	<u>Additions</u>	<u>Depletions</u>	<u>Balance, June 30, 2023</u>
Lease liability – right to use asset	\$ 197,620	\$ -	\$ 79,382	\$ 118,238
Subscription liability	871,812	683,456	883,222	672,046
Accrued compensated absences	123,320	74,748	88,319	109,749
	<u>\$ 1,192,752</u>	<u>\$ 758,204</u>	<u>\$ 1,050,923</u>	<u>\$ 900,033</u>

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 2023 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 \$498,398 during fiscal year 2024. 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.

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, 2023, was \$132,609.

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

IV. Other Information (cont'd)

C. Defined Contribution Plan (cont'd)

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, 2023.

OTHER SUPPLEMENTARY INFORMATION

**System Wide Automated Network
Schedule of Operating Expenses - Budget and Actual
For the Year Ended June 30, 2023**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Positive (Negative) Variance With Final Budget</u>
Operations:				
Personnel:				
Salaries and wages	\$ 1,546,800	\$ 1,546,800	\$ 1,400,058	\$ 146,742
Payroll, taxes and benefits:				
Health, dental, life and disability insurance	228,800	228,800	166,660	62,140
Retirement benefits and administration	140,900	140,900	132,609	8,291
Other fringe benefits	2,900	2,900	570	2,330
Social Security taxes	118,400	118,400	104,110	14,290
Workers compensation	3,900	3,900	5,416	(1,516)
Total personnel	<u>2,041,700</u>	<u>2,041,700</u>	<u>1,809,423</u>	<u>232,277</u>
Equipment and software maintenance expense	<u>78,200</u>	<u>78,200</u>	<u>45,738</u>	<u>32,462</u>
Library materials and supplies:				
Computers, software & supplies	1,102,900	1,102,900	436,002	666,898
General office supplies & equip	1,500	1,500	1,714	(214)
Postage	600	600	848	(248)
Print materials	5,000	5,000	-	5,000
Marketing & promotional materials	-	-	15	(15)
Total library materials and supplies	<u>1,110,000</u>	<u>1,110,000</u>	<u>438,579</u>	<u>671,421</u>
Buildings and grounds:				
Rent	113,160	113,160	37,453	75,707
Utilities	5,700	5,700	7,025	(1,325)
Property insurance	650	650	803	(153)
Repairs and maintenance	1,560	1,560	713	847
Custodial service and supplies	3,200	3,200	3,315	(115)
Total buildings & grounds	<u>124,270</u>	<u>124,270</u>	<u>49,309</u>	<u>74,961</u>

(cont'd)

System Wide Automated Network
Schedule of Operating Expenses - Budget and Actual (cont'd)
For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Positive (Negative) Variance With Final Budget
Operations (cont'd):				
Conferences, training and travel:				
Conferences and training	\$ 23,200	\$ 23,200	\$ 19,067	\$ 4,133
Professional development	6,700	6,700	6,184	516
Travel	7,400	7,400	1,713	5,687
Total conferences, training and travel	37,300	37,300	26,964	10,336
Professional & contractual services:				
Accounting	18,900	18,900	19,760	(860)
Consulting	19,200	19,200	1,470	17,730
Equipment rental	3,700	3,700	1,576	2,124
Group purchases	447,006	447,006	465,316	(18,310)
Information services	77,100	77,100	73,693	3,407
Legal	1,500	1,500	258	1,242
Liability insurance	11,100	11,100	14,042	(2,942)
Other contractual services	7,300	7,300	6,021	1,279
Telephone & telecommunications	14,500	14,500	13,588	912
Notification and collection	16,900	16,900	30,870	(13,970)
Recruitment	-	-	1,599	(1,599)
Total professional services	617,206	617,206	628,193	(10,987)
Miscellaneous:				
eCommerce	70,050	70,050	41,065	28,985
Other	-	-	1,733	(1,733)
Bank fees	4,700	4,700	1,614	3,086
Reimburse resource sharing	50,000	50,000	37,317	12,683
Electronic resources	10,000	10,000	-	10,000
Total miscellaneous	134,750	134,750	81,729	53,021
Depreciation	3,607	3,607	2,321	1,286
Amortization on lease liability	-	-	68,547	(68,547)
Amortization on subscription liability	-	-	669,010	(669,010)
Interest on lease liability	-	-	1,899	(1,899)
Interest on subscription liability	-	-	15,893	(15,893)
Total operating expenses	\$ 4,147,033	\$ 4,147,033	\$ 3,837,605	\$ 309,428

See independent auditor's report.



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One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

January 5, 2024

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, 2023, and have issued our report thereon dated January 5, 2024. 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 May 18, 2023, 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 22, 2023, in our engagement letter dated May 18, 2023, and orally during the audit engagement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of SWAN and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to SWAN or to acts by management or employees acting on behalf of SWAN.

Significant Audit Matters

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. SWAN adopted GASB Statement 96, *Subscription-Based Information Technology Arrangement*, in the current year. GASB Statement No. 96 requirements for SBITA accounting based on the principle that subscriptions are financings of the right to use an underlying asset. A local government is required to recognize a subscription liability and an intangible asset for the right to use another party's information technology software. These changes were incorporated in SWAN's 2023 financial statements. At July 1, 2022, SWAN recognized a SBITA intangible asset and a subscription liability of \$871,815.

No other new accounting policies were adopted, and the application of existing policies was not changed during 2023. We noted no transactions entered into by SWAN during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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. Adjusting journal entries are included in Exhibit I. Management has corrected all such misstatements. There were no 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 January 5, 2024.

Significant Audit Matters (cont'd)

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 an 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.

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.

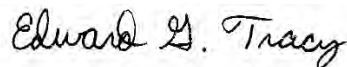
Other Matters

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.



Edward G. Tracy
Executive Vice President

EGT/cg

**System Wide Automated Network
Adjusting Journal Entries
June 30, 2023**

Account	Description	Debit	Credit	Profit (Loss) Effect
Adjusting Journal Entry # 1				
Allocate lease payments against principal and interest expense and recognize amortization of right-of-use asset.				
2300	Lease Payable	\$ 11,125.12	\$ -	\$ -
2305	Lease Liability - Right to Use Asset	79,381.62		
6120	Amortization Expense - Right to Use Asset	68,546.76		
6150	Interest Expense - Right to Use Asset	1,899.22		
1915	Accumulated Amortization - Right to Use Asset		68,546.76	
5110	Rent/Lease		92,405.96	21,959.98
Adjusting Journal Entry # 2				
Record effect of adoption of GASB Statement 96, Subscription-Based Information Technology Arrangements.				
1920	Subscription Asset	1,933,499.27		
6125	Amortization Expense - Subscription Asset	669,010.40		
6155	Interest Expense - Subscription Liability	15,893.03		
1400	Prepaid Expenses		600,905.63	
1925	Accumulated Amortization - Subscription Asset		669,010.40	
2310	Subscription Liability		672,046.25	
2320	Accrued Interest Liability - SBITA		261.27	
5440	Library Services Platform		676,179.15	(8,724.28)
Net effect of adjusting journal entries				\$ 13,235.70

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

January 5, 2024

Executive Board and Management
System Wide Automated Network
Westmont, Illinois

In planning and performing our audit of the financial statements of **System Wide Automated Network** (SWAN) as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered SWAN's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of SWAN's internal control. Accordingly, we do not express an opinion on the effectiveness of SWAN's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We consider the following deficiency in SWAN's internal control to be a material weakness.

Year End Financial Reporting Process

Generally accepted auditing standards, "*Communicating Internal Control Related Matters Identified in an Audit*," defines the terms *significant deficiencies* and *material weaknesses* in internal control over financial reporting.

Among others, lack of controls over the period end financial reporting process is considered a deficiency in internal control which could result in the financial statements being misstated or not in accordance with generally accepted accounting principles. The standard emphasizes that the external auditor cannot be part of an entity's internal control process over financial reporting. Accordingly, we require evidence and documentation from management to support our evaluation about the effectiveness of internal controls over financial reporting.

Year End Financial Reporting Process (cont'd)

Selden Fox, Ltd. in conjunction with management has prepared the drafts of the financial statements of the Organization, including note disclosures, as part of the audit process for the year ended June 30, 2023. In addition, we have performed the required evaluation under the guidelines of this audit standard as to whether management, other employees, or those charged with corporate governance have the qualifications and training to apply generally accepted accounting principles (GAAP) in recording the Organization's transactions or in preparing its financial statements, including note disclosures.

As part of that process, we proposed material adjustments to recognize the change in the right of use asset and lease payable recorded under GASB Statement 87, *Leases*, that was implemented in the prior fiscal year.

We recommend that management closely review these adjustments and incorporate the continuing impact of GASB 87 on interim financial statements going forward.

We have also included a summary of future accounting pronouncements that will be effective in future years as follows:

Future Accounting Pronouncements

GASB has issued several other pronouncements that become effective in future years.

GASB Statement No. 99, *Omnibus 2022*, improves the comparability in the application of accounting and financial reporting requirements and the consistency of authoritative literature by clarifying items within recently released accounting standards. Portions of this standard were effective upon issuance, while other portions become effective for the fiscal years ending June 30, 2024 and 2025.

GASB Statement 100, *Accounting Changes and Error Corrections*, improves the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency in application in practice. Statement No. 100 is effective for the fiscal year ending June 30, 2024.

GASB Statement 101, *Compensated Absences*, improves financial reporting by establishing a unified recognition and measurement model for compensated absences that more appropriately reflects when a government incurs an obligation which can be applied to any type of compensated absence, eliminating potential comparability issues between governments that offer different types of leave. Statement No. 101 is effective for the fiscal year ending June 30, 2025.

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.

Selden Fox, Ltd.

Date: January 19, 2024
To: SWAN Board
From: Aaron Skog, Executive Director
Re: FY25 Budget draft #3



The draft of the budget incorporates suggested changes from last month's board meeting.

- \$5,000 from reserves was added to #4600 Reserve Fund transfer and the expense line #5550 Furniture for the anticipated relocation of SWAN's offices.
- New budget revenue line #4250 Deaccession transactions budgeted at \$5,000 for deaccession of office property.
- Adjusted #5025 Health, Dental, Life & Disability Insurance to reflect the 2024 open enrollment expense with deducted employee contributions.
- Added \$2,500 for SWAN Expo speaker fees to the #5399 Annual Conference expense line.
- Adjusted EBSCO year-5 renewal expenses and anticipated revenue.
- Corrected an error to the SWAN membership fee chart for Public Library Funding Fee, which resulted in a slightly lower fee in favor of the 96 public libraries.

EBSCO Year-5 group purchase

The renewal of the EBSCO group purchase is included in this draft of the FY25 budget. The group discount is based on the tax information used for membership fees for public libraries. The EBSCO discount by group quartile was adjusted slightly for year-5.

EBSCO Quartile Group	Year 1	Year 2	Year 3	Year 4	Year 5
Group 1 discount	73.00%	69.00%	70.00%	69.75%	69.50%
Group 2 discount	48.00%	44.00%	45.00%	44.75%	44.50%
Group 3 discount	44.00%	40.00%	41.00%	40.75%	40.50%
Group 4 discount	38.00%	34.00%	35.00%	34.75%	34.50%

The overall expense for the group purchase anticipates a 3.0% increase to the purchase price, after Addison Public Library is included in the group of 85 libraries. SWAN would make up the difference to the purchase by contributing \$371.00 to the expense.

Group purchase total:	\$477,096
EBSCO/RAILS invoice (Addison participates + 3% increase):	\$477,468
Over/(Under):	(\$371)

Libraries will be presented the budget, membership fee chart, and EBSCO purchase costs at the Tuesday, February 6, 2024 Committee of the Whole Meeting. Libraries that wish to opt-out will be able to do so using the SWAN Support site request form: [Opt-out EBSCO group purchase webform | SWAN Library Services \(swanlibraries.net\)](#)

SWAN Budget Information & Guidelines

Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Introduction

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

Budget Highlights

Improving Membership Support

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

Security & Performance Improvements

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

Addition of Addison Public Library & exit of Prairie State College

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

Addison Public Library

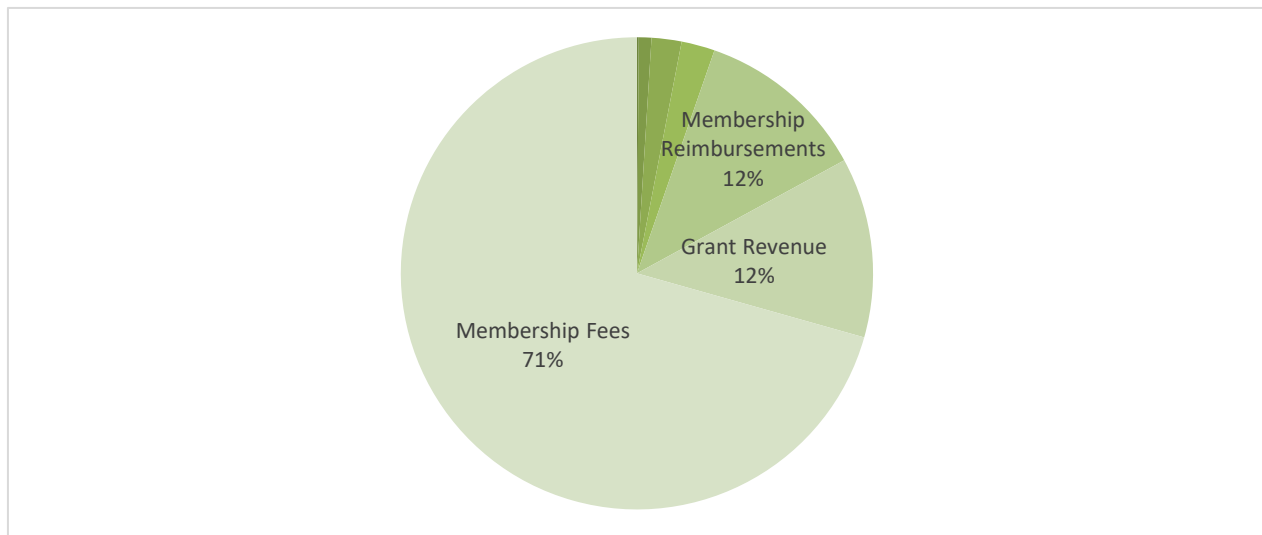
Revenue - Membership Fee	\$	70,367
Expenses (licensing add-ons)	\$	27,410
Net	\$	42,957

Prairie State College

Revenue - Membership Fee	\$	18,333
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SWAN 50th Anniversary

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

Revenue**Membership Fees****4010 SWAN Full Membership Fees \$2,871,727**

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

4011 SWAN Internet Access Membership Fees \$3,700

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

Membership Reimbursements

4110	Member One-Time Project Receipts	\$0
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This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for this budget.

4190	Member Group Purchase Receipts	\$491,375
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Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 5. Additional group purchases such as Comics Plus from Library Pass are included in this revenue line.

Reimbursements

4220	Reimbursement Losses for Resource Sharing	\$50,000
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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
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SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices. This budget no longer includes the revenue.

4240	E-commerce transactions	\$43,000
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Payments made through the Aspen Discovery catalog by library users will be recorded as revenue and then distributed back to member libraries as an expense off-set in this budget.

Grant Revenue

4310	RAILS Support to SWAN	\$500,616
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RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. The funding from RAILS is based on a formula which divides a grant \$2.25 million between six entities known as LLSAPs.

4320	Other Grant Revenue	\$0
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Revenue received as part of the addition of a new library to SWAN will be recorded in this budget line. No joining libraries are planned for this budget year.

Registration & Event Receipts

4499 Annual Conference Receipts \$5,000

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

Investment & Interest

4510 Interest Income \$83,328

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

4520 Investment Income \$0

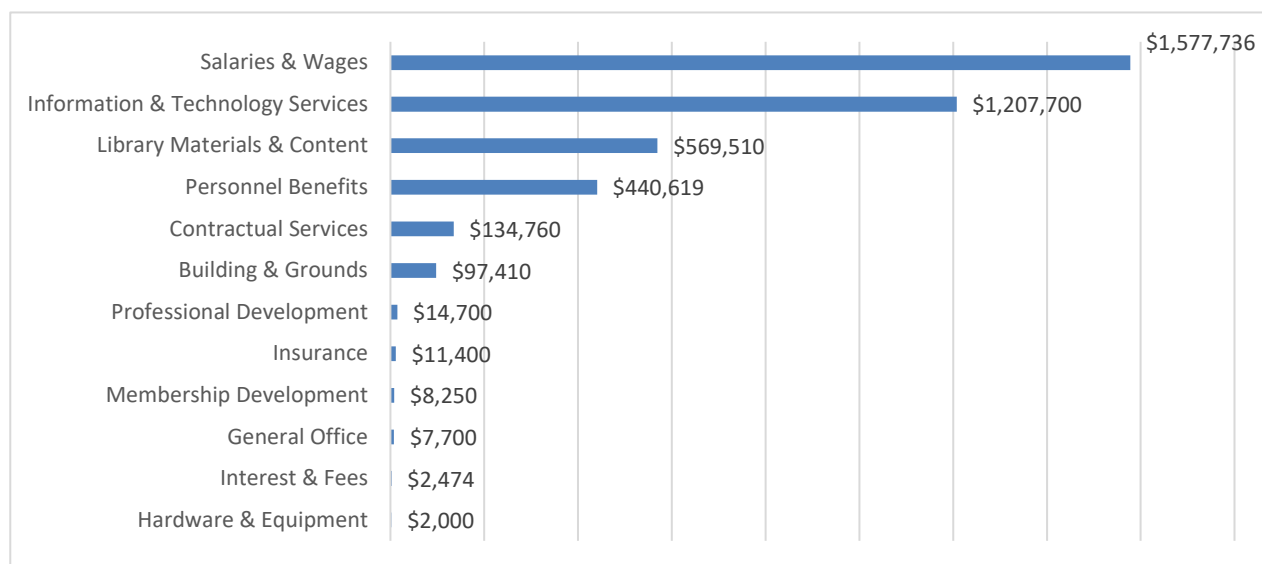
SWAN currently is a member of IMET. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600 Reserve Fund Transfer \$40,000

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

Expenses



Salaries & Wages

5000	Salaries & Wages	\$1,577,736
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SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. This year that this budget line is increased 2.0%, the first increase in 5 years.

Personnel Benefits

5021	Social Security Taxes	\$120,700
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Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). The lower expense is due to position attrition.

5022	State Unemployment Insurance	\$0
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Organization pays unemployment directly should it be required.

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

5024	Retirement Benefits	\$143,700
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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	\$174,800
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Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). This budget reflects a reduction due to changes with employee benefit selections.

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

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

Building & Grounds

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

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

5120	Utilities	\$4,300
Facility electricity and natural gas expenses are recorded in this line. Anticipated to be lower in FY25 based on square foot reduction of office space.		
5130	Property Insurance	\$650
Property and flood insurance covers office space furniture and equipment.		
5140	Repairs & Maintenance	\$960
Used for facility repairs including door fob security maintenance and repairs.		
5150	Custodial Service & Supplies	\$3,500
SWAN's cleaning service was changed for two days per week.		
5190	Other Building Maintenance	\$0
Used for alarms and security cameras related to facility expense.		

Professional Development

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

5210	Conference Travel	\$6,000
SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. There is planned conference travel in this 'budget.		
5220	Staff Meetings	\$900
Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.		
5230	Staff Professional Development	\$4,000
SWAN employees participate in presentations at ILA, ALA, COSUGI and other professional organization events. Attending the annual COSUGI conference is a must for SWAN staff as it allows the organization to plan for upcoming library software features and functions.		
5240	Professional Association Membership Dues	\$2,500
SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual		

5250 Educational Material \$800
This budget reduces some of the online learning expenses for employees.

5260 Online Learning \$500
SWAN employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

Membership Development

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

5310 Travel Reimbursement \$800
The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel expenses are reduced for the budget due to the pandemic, but some mileage reimbursement will occur.

5320 Membership Meetings \$0
Refreshments for the 50+ membership advisory and user group meetings held annually, such as coffee and donuts, or other activity supplies. Reduced to zero for the budget post-pandemic.

5330 Library Professional Development \$7,450
Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Expenses include Articulate Storyline, and Inquisiq, which are components of SWAN's Learning Management System. The FY25 budget includes increased use of the learning management system, exceeding 500 simultaneous users.

5350 Marketing & Promotional Material \$0
Expenses related to printing library promotional material such as bookmarks or brochures.

5399 Annual Conference \$2,500
SWAN's annual conference, called SWAN Expo, supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo will take place during SWAN's 50th anniversary.

Information & Technology Services

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

5420 Application Software Licensing \$16,800

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

5430 Server Software Licensing \$121,800

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

5440 Library Services Platform \$921,000

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

5450 Data Management Services \$33,000

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

5460 Information Subscription Service \$75,700

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

5470 Subscription Support Services \$23,200

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

5480 Telecommunications \$14,500

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

5490 Group Purchases - Services \$700

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

General Office

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

5510 Office Supplies \$2,200

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

5520 Postage \$500

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

5550 Furniture \$10,000

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

5599 Annual Conference Supplies \$0

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

Hardware & Equipment

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

5610	Equipment Rental/Maintenance	\$0
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All expenses associated with equipment leased at SWAN's office, including the single staff multi-use copier printer. This lease was discontinued in FY25.

5620	Hardware	\$2,000
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Expenses for this budget related to SWAN staff computer equipment, including repair and replacement.

5690	Group Purchases - Hardware	\$0
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Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN.

Insurance

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

5700	Insurance	\$11,400
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The SWAN organization insurance for directors and officers, cyber crime, and business owner's insurance.

Contractual Services

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

5810	Legal	\$1,500
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SWAN utilizes legal services with Klein, Thorpe, Jenkins for various activities and inquiries as they arise during the year.

5820	Accounting	\$19,160
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Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

5830	Consulting	\$5,000
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Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line. This budget includes one-time expenses for paid software development to ByWater Solutions for prioritizing Aspen LiDA feature requests from SWAN.

5840 Payroll Service Fees \$4,500

Expenses for the payroll service provided through Paylocity.

5850 Contractual Agreements \$0

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

5860 Notification & Collection \$86,700

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

5870 Recruitment \$0

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

5899 Annual Conference Facility Contract \$8,900

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

Library Materials & Content

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

5910 Print Materials \$0

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

5920 Reimbursement for Resource Sharing \$50,000

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

5930 Group Purchases - Content \$0

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

5940	E-commerce payment transactions	\$43,000
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Expenses related to the Aspen Discovery online payments through PayPal. Library payments will be collected in the revenue budget line 4240 and quarterly reconciliation and payments back to the libraries are recorded in this budget line.

5990	Group Purchases - Electronic Resources	\$491,375
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SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY25 plus the participation of Addison Public Library. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010	Bank Fees	\$2,424
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Expenses associated with bank fees for stopping checks or other services are recorded in this line. The banking service for lock box deposits is included in this budget line.

6020	Merchant Account Fees	\$50
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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
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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
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Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line.

Asset Management

6110	Depreciation	\$2,322
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For proprietary funds and government-wide financial statements only. Depreciation charges are intended to allocate the cost of a fixed asset over the estimated useful life of the unit in a systematic and rational manner using the straight-line method. The number of physical assets depreciated has fallen dramatically since SWAN moved to an infrastructure-as-a-service model and no longer needs to purchase servers over \$5,000. Two expenses are in their final years of depreciation.

6120	(Gain)/Loss on Asset Disposal	\$0
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6130 Vacation Expense

\$0

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

SWAN Budget Summary

SWAN Budget	FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
4000 Membership Fees	\$3,005,080	\$3,071,672	\$2,875,427	(\$196,245)
4100 Membership Reimbursements	\$461,888	\$443,223	\$491,375	\$48,152
4200 Reimbursements	\$82,053	\$108,680	\$98,000	(\$10,680)
4300 Grant Revenue	\$527,381	\$515,012	\$500,616	(\$14,396)
4400 Registration & Event Receipts	\$3,330	\$3,400	\$5,000	\$1,600
4500 Investment & Interest	\$43,477	\$20,800	\$83,328	\$62,528
4600 Reserve Fund Transfer	(\$90,000)	\$73,800	\$40,000	(\$33,800)
Total Revenue	\$4,033,209	\$4,236,587	\$4,093,746	(\$142,841)
5000 Salaries & Wages	\$1,410,447	\$1,546,800	\$1,577,736	\$30,936
5020 Personnel Benefits	\$409,369	\$457,700	\$445,419	(\$12,281)
5100 Building & Grounds	\$132,506	\$129,510	\$97,410	(\$32,100)
5200 Professional Development	\$13,410	\$16,700	\$14,700	(\$2,000)
5300 Membership Development	\$6,549	\$7,370	\$10,750	\$3,380
5400 Information & Technology Services	\$1,254,335	\$1,268,800	\$1,206,000	(\$62,800)
5500 General Office	\$2,819	\$2,700	\$12,700	\$10,000
5600 Hardware & Equipment	\$11,150	\$6,300	\$2,000	(\$4,300)
5700 Insurance	\$14,042	\$11,500	\$11,400	(\$100)
5800 Contractual Services	\$75,219	\$216,984	\$125,760	(\$91,224)
5900 Library Materials & Content	\$523,208	\$565,251	\$584,375	\$19,124
6000 Interest & Fees	\$1,659	\$4,050	\$2,474	(\$1,576)
Total Operating Expenses	\$3,854,714	\$4,233,665	\$4,090,724	(\$142,941)
6100 Asset Management	\$0	\$2,322	\$2,322	\$0
Excess of revenues over (under) estimated expenses	\$243,000	\$0	\$0	

Revenue & Expense Budget		FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$2,999,622	\$3,067,972	\$2,871,727	(\$196,245)
4011	SWAN Internet Access Membership Fees	\$5,459	\$3,700	\$3,700	\$0
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts	\$0	\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$461,888	\$443,223	\$491,375	\$48,152
4200	Reimbursements				
4220	Reimbursement Losses for Resource Sharing	\$39,234	\$63,000	\$50,000	(\$13,000)
4230	Collection Agency Fees		\$0	\$0	\$0
4240	E-commerce transactions	\$42,819	\$45,680	\$43,000	(\$2,680)
4250	Deaccession transactions			\$5,000	
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$527,381	\$498,388	\$500,616	\$2,228
4320	Other Grant Revenue	\$0	\$16,624	\$0	(\$16,624)
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$3,330	\$3,400	\$5,000	\$1,600
4500	Investment & Interest				
4510	Interest Income	\$43,477	\$20,800	\$83,328	\$62,528
4520	Investment Income		\$0	\$0	\$0
4600	Reserve Fund Transfer	\$0	\$73,800	\$40,000	(\$33,800)
Total Revenue		\$4,123,209	\$4,236,587	\$4,093,746	(\$142,841)
Expenses					
5000	Salaries & Wages	\$1,410,447	\$1,546,800	\$1,577,736	\$30,936
5020	Personnel Benefits				
5021	Social Security Taxes	\$104,110	\$118,400	\$120,700	\$2,300
5022	State Unemployment Insurance	\$0	\$0	\$0	\$0
5023	Worker's Compensation	\$5,416	\$4,500	\$4,719	\$219
5024	Retirement Benefits	\$132,609	\$140,900	\$143,700	\$2,800
5025	Health, Dental, Life And Disability Insurance	\$166,664	\$192,400	\$174,800	(\$17,600)
5026	Tuition Reimbursements	\$0	\$1,100	\$1,100	\$0
5085	Staff Wellness	\$570	\$400	\$400	\$0
5100	Building & Grounds				
5110	Rent/Lease	\$118,953	\$117,300	\$88,000	(\$29,300)
5120	Utilities	\$8,545	\$6,700	\$4,300	(\$2,400)
5130	Property Insurance	\$803	\$650	\$650	\$0
5140	Repairs & Maintenance	\$890	\$860	\$960	\$100
5150	Custodial Service & Supplies	\$3,315	\$4,000	\$3,500	(\$500)
5190	Other Building Maintenance	\$0	\$0	\$0	\$0

Revenue & Expense Budget		FY23 Actual	FY24 Budget	FY25 Budget (draft)	Change from FY24 to FY25
5200	Professional Development				
5210	Conference Travel	\$942	\$6,000	\$6,000	\$0
5220	Staff Meetings	\$932	\$900	\$900	\$0
5230	Staff Professional Development	\$9,483	\$4,000	\$4,000	\$0
5240	Professional Association Membership Dues	\$1,553	\$2,500	\$2,500	\$0
5250	Educational Material	\$0	\$800	\$800	\$0
5260	Online Learning	\$500	\$2,500	\$500	(\$2,000)
5300	Membership Development				
5310	Travel Reimbursement	\$771	\$800	\$800	\$0
5320	Membership Meetings		\$0	\$0	\$0
5330	Library Professional Development	\$5,764	\$6,570	\$7,450	\$880
5350	Marketing & Promotional Material	\$15	\$0	\$0	\$0
5399	Annual Conference	\$0	\$0	\$2,500	\$2,500
5400	Information & Technology Services				
5420	Application Software Licensing	\$16,785	\$18,000	\$16,800	(\$1,200)
5430	Server Software Licensing	\$101,365	\$105,200	\$121,800	\$16,600
5440	Library Services Platform	\$1,011,986	\$1,016,300	\$921,000	(\$95,300)
5450	Data Management Services	\$28,866	\$33,000	\$33,000	\$0
5460	Information Subscription Service	\$73,693	\$75,000	\$75,700	\$700
5470	Subscription Support Services	\$9,237	\$6,800	\$23,200	\$16,400
5480	Telecommunications	\$12,403	\$14,500	\$14,500	\$0
5490	Group Purchases - Services	\$23,762	\$600	\$700	\$100
5500	General Office				
5510	Office Supplies	\$1,792	\$2,200	\$2,200	\$0
5520	Postage	\$1,008	\$500	\$500	\$0
5550	Furniture	\$0	\$0	\$10,000	\$10,000
5599	Annual Conference Supplies	\$19	\$0	\$0	\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$1,660	\$1,000	\$0	(\$1,000)
5620	Hardware	\$8,392	\$4,200	\$2,000	(\$2,200)
5690	Group Purchases - Hardware	\$1,098	\$1,100	\$0	(\$1,100)
5700	Insurance	\$14,042	\$11,500	\$11,400	(\$100)
5800	Contractual Services				
5810	Legal	\$258	\$1,500	\$1,500	\$0
5820	Accounting	\$19,735	\$19,160	\$19,160	\$0
5830	Consulting	\$7,470	\$75,000	\$5,000	(\$70,000)
5840	Payroll Service Fees	\$4,468	\$3,600	\$4,500	\$900
5850	Contractual Agreements		\$16,624	\$0	(\$16,624)
5860	Notification & Collection	\$33,556	\$92,200	\$86,700	(\$5,500)
5870	Recruitment	\$1,599	\$0	\$0	\$0
5899	Annual Conference Facility Contract	\$8,133	\$8,900	\$8,900	\$0
5900	Library Materials & Content				
5910	Print Materials	\$0	\$5,300	\$0	(\$5,300)
5920	Reimbursement for Resource Sharing	\$39,766	\$63,000	\$50,000	(\$13,000)
5930	Group Purchases - Content	\$0	\$0	\$0	\$0

		FY23	FY24	FY25	Change
		Actual	Budget	Budget	from FY24
Revenue & Expense Budget				(draft)	to FY25
5940	E-commerce payment transactions	\$41,020	\$45,680	\$43,000	(\$2,680)
5990	Group Purchases - Electronic Resources	\$442,423	\$451,271	\$491,375	\$40,104
6000	Interest & Fees				
6010	Bank Fees	\$1,614	\$3,700	\$2,424	(\$1,276)
6020	Merchant Account Fees	\$45	\$50	\$50	\$0
6030	Interest Payment	\$0	\$0	\$0	\$0
6099	Annual Conference Merchant Fees		\$300	\$0	(\$300)
Subtotal Expenses		\$3,878,476	\$4,234,265	\$4,091,424	(\$142,841)
6100	Asset Management				
6110	Depreciation	\$0	\$2,322	\$2,322	\$0
6120	(Gain)/Loss on Asset Disposal	\$0			
6130	Vacation Expense	\$0			
6140	Miscellaneous Expense	\$1,733			
Total Expenses		\$3,880,209	\$4,236,587	\$4,093,746	(\$142,841)
Total Revenue (from above)		\$4,123,209	\$4,236,587	\$4,093,746	
Excess of revenues over (under) estimated expenses		\$243,000	\$0	\$0	

SWAN Reserves Plan: Updated for FY25 Budget

Capital Expenditures (anything over \$5,000)	FY24	FY25	FY26
	July 2023-June 2024	July 2023-June 2025	July 2023-June 2026
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,073,667	\$2,017,459	\$1,977,459
Reserves collected & Impact Fee	\$17,592	\$0	
Strategic planning consultant	(\$36,000)		
Website development consultant	(\$37,800)		
Single Sign On: Identity service provider one-time		(\$35,000)	
Funds for SWAN office relocation		(\$5,000)	
Funds for SWAN staff computer replacement			(\$45,000)
Future ILS Migration Budget (\$465,740)			
Total	\$2,017,459	\$1,977,459	\$1,932,459
Maintain 4 months operating in reserve (policy)	(\$1,412,196)	(\$1,364,582)	(\$1,432,811)
Over/(Under) Reserve Policy	\$605,263	\$612,877	\$499,648
Operating Budget (5% increases each year after FY24)	\$4,236,587.36	\$4,093,746.37	\$4,298,433.69
Months operating in reserve	5.71	5.80	5.39

Chart 1: SWAN Membership Fees
Fiscal Year 2025: July 1, 2024 - June 30, 2025
Draft #3 for SWAN Board
January 19, 2024

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Addison Public Library	\$ 65,509	(\$5,215)	\$ 60,294		
Acorn Public Library District	\$ 27,330	(\$5,215)	\$ 22,115	\$ 23,208	(\$1,093)
Alsip-Merrionette Park Public Library District	\$ 42,902	(\$5,215)	\$ 37,687	\$ 35,038	\$2,649
Batavia Public Library District	\$ 56,715	(\$5,215)	\$ 51,501	\$ 47,752	\$3,749
Bedford Park Public Library District	\$ 30,505	(\$5,215)	\$ 25,291	\$ 26,518	(\$1,227)
Beecher Community Library District	\$ 20,151	(\$5,215)	\$ 14,937	\$ 15,715	(\$778)
Bellwood Public Library	\$ 32,362	(\$5,215)	\$ 27,147	\$ 29,256	(\$2,109)
Bensenville Community Public Library District	\$ 31,757	(\$5,215)	\$ 26,542	\$ 28,258	(\$1,715)
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 21,175	(\$5,215)	\$ 15,960	\$ 16,520	(\$560)
Berwyn Public Library	\$ 46,908	(\$5,215)	\$ 41,693	\$ 45,882	(\$4,189)
Bloomington Public Library	\$ 43,090	(\$5,215)	\$ 37,875	\$ 41,808	(\$3,933)
Blue Island Public Library	\$ 28,252	(\$5,215)	\$ 23,037	\$ 24,324	(\$1,287)
Bridgeview Public Library	\$ 26,910	(\$5,215)	\$ 21,695	\$ 23,448	(\$1,753)
Broadview Public Library District	\$ 28,141	(\$5,215)	\$ 22,926	\$ 24,090	(\$1,164)
Calumet City Public Library	\$ 30,847	(\$5,215)	\$ 25,632	\$ 26,047	(\$415)
Calumet Park Public Library	\$ 18,870	(\$5,215)	\$ 13,655	\$ 14,256	(\$601)
Carol Stream Public Library	\$ 47,449	(\$5,215)	\$ 42,234	\$ 46,543	(\$4,309)
Chicago Heights Public Library	\$ 24,349	(\$5,215)	\$ 19,134	\$ 20,505	(\$1,371)
Chicago Ridge Public Library	\$ 29,429	(\$5,215)	\$ 24,214	\$ 26,280	(\$2,067)
Cicero Public Library	\$ 33,460	(\$5,215)	\$ 28,245	\$ 29,885	(\$1,640)
Clarendon Hills Public Library	\$ 24,321	(\$5,215)	\$ 19,107	\$ 20,332	(\$1,226)
Crestwood Public Library District	\$ 22,605	(\$5,215)	\$ 17,390	\$ 18,195	(\$805)
Crete Public Library District	\$ 33,322	(\$5,215)	\$ 28,107	\$ 30,071	(\$1,964)
Dolton Public Library District	\$ 25,701	(\$5,215)	\$ 20,486	\$ 23,148	(\$2,662)
Downers Grove Public Library	\$ 67,835	(\$5,215)	\$ 62,620	\$ 66,830	(\$4,210)
Eisenhower Public Library District	\$ 52,155	(\$5,215)	\$ 46,940	\$ 49,546	(\$2,607)
Elmwood Park Public Library	\$ 31,911	(\$5,215)	\$ 26,696	\$ 28,570	(\$1,874)
Evergreen Park Public Library	\$ 28,614	(\$5,215)	\$ 23,399	\$ 24,507	(\$1,108)
Flossmoor Public Library	\$ 29,686	(\$5,215)	\$ 24,471	\$ 26,009	(\$1,537)
Forest Park Public Library	\$ 34,524	(\$5,215)	\$ 29,309	\$ 31,160	(\$1,851)
Frankfort Public Library District	\$ 39,931	(\$5,215)	\$ 34,717	\$ 36,855	(\$2,138)
Franklin Park Public Library District	\$ 32,986	(\$5,215)	\$ 27,772	\$ 32,092	(\$4,321)
Geneva Public Library District	\$ 63,545	(\$5,215)	\$ 58,330	\$ 63,808	(\$5,478)
Glen Ellyn Public Library	\$ 57,857	(\$5,215)	\$ 52,643	\$ 54,044	(\$1,402)
Glenside Public Library District	\$ 46,407	(\$5,215)	\$ 41,192	\$ 44,226	(\$3,033)
Glenwood-Lynwood Public Library District	\$ 30,591	(\$5,215)	\$ 25,377	\$ 26,412	(\$1,035)
Grande Prairie Public Library District	\$ 30,491	(\$5,215)	\$ 25,276	\$ 27,174	(\$1,898)
Green Hills Public Library District	\$ 39,226	(\$5,215)	\$ 34,011	\$ 35,863	(\$1,852)
Harvey Public Library District	\$ 25,776	(\$5,215)	\$ 20,561	\$ 20,715	(\$154)
Hillside Public Library	\$ 29,860	(\$5,215)	\$ 24,645	\$ 25,482	(\$836)
Hinsdale Public Library	\$ 43,992	(\$5,215)	\$ 38,777	\$ 41,273	(\$2,496)
Hodgkins Public Library District	\$ 23,188	(\$5,215)	\$ 17,973	\$ 18,418	(\$445)
Homewood Public Library District	\$ 38,410	(\$5,215)	\$ 33,196	\$ 33,968	(\$772)
Indian Prairie Public Library District	\$ 50,799	(\$5,215)	\$ 45,584	\$ 49,335	(\$3,751)
Itasca Community Library	\$ 31,681	(\$5,215)	\$ 26,466	\$ 27,948	(\$1,482)
Justice Public Library District	\$ 18,620	(\$5,215)	\$ 13,406	\$ 15,742	(\$2,336)
Kaneville Public Library District	\$ 18,061	(\$5,215)	\$ 12,847	\$ 13,457	(\$610)
La Grange Public Library	\$ 40,252	(\$5,215)	\$ 35,037	\$ 36,938	(\$1,900)
LaGrange Park Public Library District	\$ 33,132	(\$5,215)	\$ 27,917	\$ 29,595	(\$1,678)
Lansing Public Library	\$ 41,749	(\$5,215)	\$ 36,534	\$ 35,454	\$1,081
Linda Sokol Francis Brookfield Library	\$ 38,239	(\$5,215)	\$ 33,025	\$ 35,175	(\$2,150)
Lyons Public Library	\$ 23,621	(\$5,215)	\$ 18,406	\$ 19,331	(\$925)
Markham Public Library	\$ 23,160	(\$5,215)	\$ 17,946	\$ 19,017	(\$1,071)
Matteson Area Public Library District	\$ 40,838	(\$5,215)	\$ 35,623	\$ 35,891	(\$268)

Chart 1: SWAN Membership Fees
Fiscal Year 2025: July 1, 2024 - June 30, 2025
Draft #3 for SWAN Board
January 19, 2024

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Maywood Public Library District	\$ 29,338	(\$5,215)	\$ 24,124	\$ 24,935	(\$812)
McCook Public Library District	\$ 21,421	(\$5,215)	\$ 16,206	\$ 16,894	(\$688)
Melrose Park Public Library	\$ 25,724	(\$5,215)	\$ 20,509	\$ 23,219	(\$2,710)
Messenger Public Library of North Aurora	\$ 34,076	(\$5,215)	\$ 28,861	\$ 30,532	(\$1,671)
Midlothian Public Library	\$ 28,953	(\$5,215)	\$ 23,738	\$ 24,967	(\$1,229)
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 20,223	(\$5,215)	\$ 15,008	\$ 15,073	(\$65)
National University of Health Sciences	\$ 11,000		\$ 11,000	\$ 11,000	\$0
North Riverside Public Library District	\$ 26,739	(\$5,215)	\$ 21,524	\$ 22,697	(\$1,173)
Northlake Public Library District	\$ 36,115	(\$5,215)	\$ 30,900	\$ 31,963	(\$1,063)
Oak Brook Public Library	\$ 27,128	(\$5,215)	\$ 21,913	\$ 22,195	(\$282)
Oak Lawn Public Library	\$ 62,750	(\$5,215)	\$ 57,536	\$ 66,263	(\$8,727)
Oak Park Public Library	\$ 102,938	(\$5,215)	\$ 97,723	\$ 104,951	(\$7,228)
Palos Heights Public Library	\$ 32,539	(\$5,215)	\$ 27,325	\$ 28,619	(\$1,295)
Palos Park Public Library	\$ 21,598	(\$5,215)	\$ 16,383	\$ 17,265	(\$882)
Park Forest Public Library	\$ 33,578	(\$5,215)	\$ 28,364	\$ 28,705	(\$341)
Prairie Trails Public Library District	\$ 34,852	(\$5,215)	\$ 29,637	\$ 31,537	(\$1,900)
Richton Park Public Library District	\$ 25,502	(\$5,215)	\$ 20,287	\$ 21,516	(\$1,229)
River Forest Public Library	\$ 29,575	(\$5,215)	\$ 24,361	\$ 25,367	(\$1,007)
River Grove Public Library District	\$ 21,516	(\$5,215)	\$ 16,302	\$ 17,085	(\$783)
Riverdale Public Library District	\$ 21,693	(\$5,215)	\$ 16,478	\$ 16,988	(\$510)
Riverside Public Library	\$ 28,569	(\$5,215)	\$ 23,354	\$ 23,672	(\$318)
Roselle Public Library District	\$ 36,114	(\$5,215)	\$ 30,899	\$ 33,191	(\$2,292)
Schiller Park Public Library	\$ 27,954	(\$5,215)	\$ 22,739	\$ 23,219	(\$480)
South Holland Public Library	\$ 37,214	(\$5,215)	\$ 32,000	\$ 33,469	(\$1,469)
St Charles Public Library District	\$ 87,686	(\$5,215)	\$ 82,471	\$ 90,844	(\$8,373)
Steger-South Chicago Heights Public Library District	\$ 19,988	(\$5,215)	\$ 14,773	\$ 16,689	(\$1,916)
Stickney-Forest View Public Library District	\$ 27,663	(\$5,215)	\$ 22,448	\$ 23,399	(\$950)
Sugar Grove Public Library District	\$ 23,239	(\$5,215)	\$ 18,024	\$ 19,049	(\$1,025)
Summit Public Library District	\$ 18,689	(\$5,215)	\$ 13,474	\$ 15,995	(\$2,521)
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 30,772	(\$5,215)	\$ 25,557	\$ 26,834	(\$1,277)
Thornton Public Library	\$ 18,672	(\$5,215)	\$ 13,458	\$ 14,141	(\$683)
Tinley Park Public Library	\$ 65,706	(\$5,215)	\$ 60,491	\$ 67,112	(\$6,621)
Town and Country Public Library District	\$ 29,964	(\$5,215)	\$ 24,749	\$ 26,086	(\$1,337)
University Park Public Library District	\$ 22,332	(\$5,215)	\$ 17,117	\$ 18,324	(\$1,207)
Villa Park Public Library	\$ 37,551	(\$5,215)	\$ 32,336	\$ 34,063	(\$1,728)
Warrenville Public Library District	\$ 33,342	(\$5,215)	\$ 28,127	\$ 29,922	(\$1,795)
West Chicago Public Library District	\$ 38,560	(\$5,215)	\$ 33,345	\$ 34,935	(\$1,590)
Westchester Public Library	\$ 29,018	(\$5,215)	\$ 23,803	\$ 25,416	(\$1,612)
Westmont Public Library	\$ 35,277	(\$5,215)	\$ 30,062	\$ 32,041	(\$1,979)
William Leonard Public Library District	\$ 19,367	(\$5,215)	\$ 14,152	\$ 14,911	(\$759)
Wood Dale Public Library District	\$ 40,216	(\$5,215)	\$ 35,001	\$ 37,227	(\$2,226)
Woodridge Public Library	\$ 50,926	(\$5,215)	\$ 45,711	\$ 50,561	(\$4,850)
Worth Public Library District	\$ 24,572	(\$5,215)	\$ 19,357	\$ 20,473	(\$1,115)

Chart 2: Public Library County Tax Payments

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

Chart 2: Public Library County Tax Payments

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

Chart 2: Public Library County Tax Payments

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

Chart 3: Public Library Bond Amounts Reported

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

Chart 3: Public Library Bond Amounts Reported

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

Chart 3: Public Library Bond Amounts Reported

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

Chart 4: Academic, School, Special Library Fees

Academic Libraries

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

	Population	Item Count	Pop Fee	Item/Title Fee	FY25 Total
National University of Health Sciences	523	27,441	\$ 2,000	\$ 9,000	\$ 11,000

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY25 Total
Bensenville School District #2	1,976	3	\$ 10,000	\$ 7,500	\$ 17,500

Special Libraries

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

	Buildings	Title Count	Building Fee	Title Fee	FY25 Total
Morton Arboretum	1	23,577	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,116	\$ 2,500	\$ 10,000	\$ 12,500

SWAN EBSCO Group-purchase discount pricing year-5 renewal:

Estimated fees for FY25

Based on 85 participants 3.0% increase on renewal price

Library Name	Price Quartile Group for Year- 5	Group Purchase Discount	SWAN FY24	SWAN FY24	Increase / (Decrease)	Notes
			Group- Purchase Price (Year-5)	Group- Purchase Price (Year-4)		
Acorn Public Library District	Group 1	69.50%	\$4,553	\$4,384	\$169	
Addison Public Library	Group 4	34.50%	\$12,950	\$0	\$12,950	New to SWAN
Alsip-Merrionette Park Public Library District	Group 4	34.50%	\$6,586	\$5,784	\$802	
Batavia Public Library District	Group 4	34.50%	\$6,586	\$6,370	\$216	
Bedford Park Public Library District	Group 4	34.50%	\$2,226	\$2,153	\$73	
Beecher Community Library District	Group 1	69.50%	\$1,807	\$1,740	\$67	
Bellwood Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Bensenville Community Public Library District	Group 2	44.50%	\$5,581	\$5,394	\$187	
Berkeley Public Library	Group 1	69.50%	\$1,807	\$1,740	\$67	
Berwyn Public Library	Group 2	44.50%	\$10,973	\$11,373	(\$400)	Moved to group 2 from group 3
Bloomington Public Library	Group 4	34.50%	\$6,586	\$6,370	\$216	
Bridgeview Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Broadview Public Library District	Group 3	40.50%	\$3,526	\$3,409	\$117	
Brookfield Public Library	Group 3	40.50%	\$5,983	\$6,370	(\$387)	
Calumet City Public Library	Group 2	44.50%	\$8,044	\$4,256	\$3,787	Moved to group 2 from group 1
Carol Stream Public Library	Group 3	40.50%	\$8,623	\$9,181	(\$558)	
Chicago Heights Public Library	Group 1	69.50%	\$4,420	\$4,256	\$164	
Cicero Public Library	Group 1	69.50%	\$8,314	\$8,006	\$308	
Clarendon Hills Public Library	Group 2	44.50%	\$3,289	\$3,179	\$110	
Crestwood Public Library District	Group 1	69.50%	\$1,807	\$3,179	(\$1,371)	Moved to group 1 from group 2
Crete Public Library District	Group 3	40.50%	\$5,983	\$5,784	\$199	
Dolton Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Downers Grove Public Library	Group 4	34.50%	\$9,493	\$9,181	\$312	
Eisenhower Public Library District	Group 4	34.50%	\$6,586	\$6,370	\$216	
Elmwood Park Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Evergreen Park Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Flossmoor Public Library	Group 3	40.50%	\$3,526	\$3,409	\$117	
Forest Park Public Library	Group 3	40.50%	\$5,983	\$5,784	\$199	
Frankfort Public Library District	Group 3	40.50%	\$8,623	\$8,337	\$286	
Franklin Park Public Library District	Group 3	40.50%	\$5,983	\$5,784	\$199	
Geneva Public Library District	Group 4	34.50%	\$9,493	\$9,181	\$312	
Glen Ellyn Public Library	Group 4	34.50%	\$6,586	\$6,370	\$216	
Glenside Public Library District	Group 3	40.50%	\$9,794	\$9,469	\$325	
Grande Prairie Public Library District	Group 2	44.50%	\$8,044	\$4,256	\$3,787	Moved from group 1 to group 2
Green Hills Public Library District	Group 2	44.50%	\$8,044	\$8,337	(\$293)	
Harvey Public Library District	Group 1	69.50%	\$3,067	\$5,394	(\$2,327)	Moved from group 2 to group 1
Hillside Public Library	Group 4	34.50%	\$3,881	\$3,754	\$127	
Hinsdale Public Library	Group 4	34.50%	\$6,586	\$6,370	\$216	
Hodgkins Public Library District	Group 3	40.50%	\$2,022	\$1,955	\$67	
Homewood Public Library District	Group 3	40.50%	\$5,983	\$5,784	\$199	
Indian Prairie Public Library District	Group 4	34.50%	\$9,493	\$9,181	\$312	
Itasca Community Library	Group 4	34.50%	\$3,881	\$3,754	\$127	
Justice Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Kaneville Public Library District	Group 1	69.50%	\$1,037	\$998	\$38	
LaGrange Park Public Library District	Group 3	40.50%	\$5,983	\$5,784	\$199	
Lansing Public Library	Group 4	34.50%	\$6,586	\$6,370	\$216	
Lyons Public Library	Group 1	69.50%	\$3,067	\$2,953	\$114	
Markham Public Library	Group 1	69.50%	\$3,067	\$2,953	\$114	
Matteson Area Public Library District	Group 4	34.50%	\$6,586	\$6,370	\$216	
Maywood Public Library District	Group 2	44.50%	\$5,581	\$5,394	\$187	
McCook Public Library District	Group 2	44.50%	\$1,886	\$1,823	\$63	
Melrose Park Public Library	Group 1	69.50%	\$3,067	\$5,394	(\$2,327)	Moved from group 2 to group 1
Messenger Public Library of North Aurora	Group 3	40.50%	\$5,983	\$5,784	\$199	
Midlothian Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Nancy L. McConathy Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
North Riverside Public Library District	Group 3	40.50%	\$3,526	\$3,409	\$117	
Oak Brook Public Library	Group 3	40.50%	\$3,526	\$3,409	\$117	
Oak Lawn Public Library	Group 4	34.50%	\$12,950	\$12,525	\$425	
Oak Park Public Library	Group 4	34.50%	\$12,950	\$12,525	\$425	
Palos Heights Public Library	Group 3	40.50%	\$5,983	\$5,394	\$589	
Palos Park Public Library	Group 2	44.50%	\$1,886	\$1,823	\$63	
Park Forest Public Library	Group 3	40.50%	\$5,983	\$5,784	\$199	
Prairie Trails Public Library District	Group 2	44.50%	\$8,044	\$7,774	\$269	
Richton Park Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	

SWAN EBSCO Group-purchase discount pricing year-5 renewal:

Estimated fees for FY25

Based on 85 participants 3.0% increase on renewal price

Library Name	Price Quartile Group for Year- 5	Group Purchase Discount	SWAN FY24	SWAN FY24	Increase / (Decrease)	Notes
			Group- Purchase Price (Year-5)	Group- Purchase Price (Year-4)		
River Forest Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
River Grove Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Riverside Public Library	Group 3	40.50%	\$3,526	\$3,409	\$117	
Roselle Public Library District	Group 3	40.50%	\$6,796	\$6,570	\$226	
Schiller Park Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
South Holland Public Library	Group 3	40.50%	\$5,983	\$5,784	\$199	
St Charles Public Library District	Group 4	34.50%	\$12,950	\$12,525	\$425	
Stickney-Forest View Public Library District	Group 2	44.50%	\$5,581	\$5,394	\$187	
Sugar Grove Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Summit Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Thomas Ford Memorial Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
Thornton Public Library	Group 1	69.50%	\$1,037	\$998	\$38	
Tinley Park Public Library	Group 4	34.50%	\$12,950	\$12,525	\$425	
University Park Public Library District	Group 1	69.50%	\$1,807	\$1,740	\$67	
Villa Park Public Library	Group 3	40.50%	\$5,983	\$5,784	\$199	
Warrenville Public Library District	Group 2	44.50%	\$6,339	\$6,126	\$212	
West Chicago Public Library District	Group 4	34.50%	\$6,586	\$6,370	\$216	
Westchester Public Library	Group 2	44.50%	\$5,581	\$5,394	\$187	
William Leonard Public Library District	Group 1	69.50%	\$1,807	\$1,740	\$67	
Wood Dale Public Library District	Group 4	34.50%	\$6,586	\$6,370	\$216	
Worth Public Library District	Group 1	69.50%	\$3,067	\$2,953	\$114	
Group purchase total:			\$477,096			
EBSCO/RAILS invoice (Addison participates + 3% increase):			\$477,468			
Over/(Under):					(\$371)	