

SWAN BOARD MEETING AGENDA

January 23, 2026 9:30 a.m.

**Itasca Community Library
500 West Irving Park Road
Itasca, IL 60143-2093**

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 23, 2026 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JANUARY 23, 2026 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, December 2025 (Exhibit pgs. 4-9)
 - a. Balance sheet and detail of expenditures for December 2025
 - b. Approval of the payment of bills for December 1, 2025, through December 31, 2025 in the amount of \$84,562.00

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

5. Action Item – Acceptance of the December 19, 2025, SWAN Board Meeting Minutes (Exhibit pgs. 10-12)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 19, 2025 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item—Acceptance of the Fiscal Year 2025 Financial Audit (Exhibit pgs. 13-49)
7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 50-53)
 - c. Operations Report (Exhibit pgs. 54-69)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 70-71)

8. Discussion—BLUEcloud Analytics Private Intelligence Server recommendation (Exhibit pgs. 72-76)
9. Discussion—FY27 budget & membership fees draft (Exhibit pgs. 77-107)
10. Discussion—Review of SWAN policies (Exhibit pgs. 108-111)
11. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Dawn Bussey	Glen Ellyn Public Library	Vice President	July 1, 2027
Zach Musil	Tinley Park Public Library		July 1, 2027
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Samantha Johnson	Roselle Public Library	Treasurer	July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026



SWAN Library Services

Monthly Financial Report For the Month Ended December 31, 2025

Prepared By



Lauterbach & Amen

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

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SWAN Library Services
Balance Sheet
As of December 31, 2025

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	102,751.58
Hinsdale Bank - MM - 5010	2,017,642.42
IMET Funds	377,295.19
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,497,732.05</u>
Current Assets	
Accounts Receivable	69,441.52
REINT Receivable	-
Other Receivables	-
Deposits	8,352.42
Total Current Assets	<u>\$ 77,793.94</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(355,368.89)
Total Capital Assets, net	<u>\$ 12,409.97</u>
Other Assets	
Intangible Right to Use Asset - Office Space	553,961.57
Accumulated Amortization - Right to Use Asset	(258,280.43)
Subscription Asset	3,334,054.21
Accumulated Amortization - Subscription Asset	(2,000,727.27)
Total Other Assets	<u>\$ 1,629,008.08</u>
Total Assets	<u>\$ 4,216,944.04</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,481.22
Accrued Payroll	68,525.11
Compensated Absences	339,665.07
Lease Payable	329,087.00
Total Current Liabilities	<u>\$ 743,758.40</u>
Long Term Liabilities	
Subscription Liability	1,400,554.94
Accrued Interest Liability - SBITA	5,808.58
Total Long Term Liabilities	<u>\$ 1,406,363.52</u>
Total Liabilities	<u>\$ 2,150,121.92</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,200,106.80
Total Beginning Net Assets	<u>\$ 2,200,106.80</u>
Current YTD Net Income	<u>\$ (133,284.68)</u>
Total Fund Balance	<u>\$ 2,066,822.12</u>
Total Liabilities and Fund Balances	<u><u>\$ 4,216,944.04</u></u>

Statement of Revenue and Expenses Summary

For the 6 Months Ended December 31, 2025

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$1,844.25	\$1,466,879.50	\$2,936,839.02	\$ 1,469,959.52	49.95%
4100 - Membership Reimbursements	-	3,993.86	301,600.00	297,606.14	1.32%
4200 - Reimbursement for Losses	-	40,095.70	85,400.00	45,304.30	46.95%
4300 - Grant Revenue	-	250,697.00	501,394.00	250,697.00	50.00%
4400 - Registration & Event Receipts	-	8,865.00	6,260.00	(2,605.00)	141.61%
4500 - Investment & Interest	8,159.36	49,934.71	106,000.00	56,065.29	47.11%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>10,003.61</u>	<u>1,820,465.77</u>	<u>3,982,493.02</u>	<u>2,162,027.25</u>	<u>45.71%</u>
Expenses					
5000 - Salaries & Wages	187,579.85	875,353.33	1,639,608.00	764,254.67	53.39%
5020 - Personnel Benefits	44,991.30	203,176.06	448,700.00	245,523.94	45.28%
5100 - Building & Grounds	4,176.21	18,551.36	46,560.00	28,008.64	39.84%
5200 - Professional Development	779.65	8,315.80	25,501.00	17,185.20	32.61%
5300 - Membership Development	-	10,480.85	11,494.00	1,013.15	91.19%
5400 - Information & Technology Services	11,519.10	677,185.97	1,232,100.00	554,914.03	54.96%
5500 - General Office	307.25	3,970.43	4,100.00	129.57	96.84%
5600 - Hardware & Equipment	37,922.24	39,527.10	45,000.00	5,472.90	87.84%
5700 - Insurance	(137.00)	11,219.00	10,900.00	(319.00)	102.93%
5800 - Contractual Services	8,556.77	62,994.26	127,460.00	64,465.74	49.42%
5900 - Library Materials & Content	15.02	39,595.53	387,000.00	347,404.47	10.23%
6000 - Interest & Fees	555.71	3,380.76	2,610.00	(770.76)	129.53%
Total Expenses	<u>296,266.10</u>	<u>1,953,750.45</u>	<u>3,982,493.02</u>	<u>2,028,742.57</u>	<u>49.06%</u>
Excess Revenues less Expenses	<u>\$ (286,262.49)</u>	<u>\$ (133,284.68)</u>	<u>\$ 0.00</u>	<u>\$ 133,284.68</u>	

Statement of Revenue and Expenses

For the 6 Months Ended December 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,844.25	\$ 1,466,879.50	\$ 2,933,139.02	\$ 1,466,259.52	50.01%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	0.00	3,993.86	301,600.00	297,606.14	1.32%
4220 - Reimbursement Losses for Resource Sharing	0.00	23,956.00	42,000.00	18,044.00	57.04%
4240 - E-Commerce Transactions	0.00	16,139.70	43,400.00	27,260.30	37.19%
4310 - RAILS Support to SWAN	0.00	250,697.00	501,394.00	250,697.00	50.00%
4499 - Annual Conference Receipts	0.00	8,865.00	6,260.00	(2,605.00)	141.61%
4510 - Interest Income	6,934.28	43,598.96	85,000.00	41,401.04	51.29%
4520 - Investment Income	1,225.08	6,335.75	21,000.00	14,664.25	30.17%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	10,003.61	1,820,465.77	3,982,493.02	2,162,027.25	45.71%
Expenses					
5000 - Salaries & Wages	187,579.85	875,353.33	1,639,608.00	764,254.67	53.39%
5021 - FICA Expense	13,843.45	64,779.11	125,600.00	60,820.89	51.58%
5023 - Worker's Compensation	(1,214.00)	2,594.00	4,700.00	2,106.00	55.19%
5024 - Retirement Benefits	17,781.81	77,304.51	138,300.00	60,995.49	55.90%
5025 - Health, Dental, Life And Disability Insurance	14,580.04	58,397.50	178,600.00	120,202.50	32.70%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	100.94	400.00	299.06	25.24%
5110 - Rent/Lease	4,176.21	17,026.00	41,800.00	24,774.00	40.73%
5120 - Utilities	0.00	1,153.66	3,800.00	2,646.34	30.36%
5140 - Repairs & Maintenance	0.00	371.70	960.00	588.30	38.72%
5210 - Conference Travel	0.00	6,048.24	10,000.00	3,951.76	60.48%
5220 - Staff Meetings	498.65	598.51	901.00	302.49	66.43%
5230 - Staff Professional Development	0.00	1,388.05	8,800.00	7,411.95	15.77%
5240 - Professional Association Membership Dues	250.00	250.00	2,500.00	2,250.00	10.00%
5250 - Educational Material	31.00	31.00	800.00	769.00	3.88%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	0.00	865.62	900.00	34.38	96.18%
5320 - Membership Meetings	0.00	160.00	0.00	(160.00)	0.00%
5330 - Library Professional Development	0.00	9,441.48	8,094.00	(1,347.48)	116.65%
5399 - Annual Conference	0.00	13.75	2,500.00	2,486.25	0.55%
5420 - Application Software Licensing	238.80	11,032.57	20,300.00	9,267.43	54.35%
5430 - Server Software Licensing	3,786.93	68,233.13	118,800.00	50,566.87	57.44%
5440 - Library Services Platform	0.00	524,574.53	993,100.00	468,525.47	52.82%
5450 - Data Management Services	4,718.00	21,395.35	37,600.00	16,204.65	56.90%
5460 - Information Subscription Service	0.00	20,735.38	20,400.00	(335.38)	101.64%
5470 - Subscription Support Services	780.72	25,025.72	33,800.00	8,774.28	74.04%
5480 - Telecommunications	594.16	3,828.80	7,500.00	3,671.20	51.05%
5490 - Group Purchases - Services	1,400.49	2,360.49	600.00	(1,760.49)	393.42%
5510 - Office Supplies	0.00	1,435.06	3,300.00	1,864.94	43.49%
5520 - Postage	4.49	348.10	800.00	451.90	43.51%
5550 - Furniture	302.76	302.76	0.00	(302.76)	0.00%
5599 - Annual Conference Supplies	0.00	1,884.51	0.00	(1,884.51)	0.00%
5620 - Hardware	37,922.24	37,922.24	45,000.00	7,077.76	84.27%
5690 - Group Purchases - Hardware	0.00	1,604.86	0.00	(1,604.86)	0.00%
5700 - Insurance	(137.00)	11,219.00	10,900.00	(319.00)	102.93%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,105.00	14,025.00	22,060.00	8,035.00	63.58%
5830 - Consulting	0.00	275.00	1,300.00	1,025.00	21.15%
5840 - Payroll Service Fees	355.81	2,260.37	4,600.00	2,339.63	49.14%
SWAN Board Meeting					

Statement of Revenue and Expenses
For the 6 Months Ended December 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5860 - Notification & Collection	7,095.96	35,598.89	85,900.00	50,301.11	41.44%
5899 - Annual Conference Facility Contract	0.00	10,835.00	12,100.00	1,265.00	89.55%
5920 - Reimburse for Resource Sharing	15.02	24,404.42	42,000.00	17,595.58	58.11%
5940 - E-Commerce Payment Transactions	0.00	15,191.11	43,400.00	28,208.89	35.00%
5990 - Group Purchases - Content	0.00	0.00	301,600.00	301,600.00	0.00%
6010 - Bank Fees	555.71	3,380.76	2,560.00	(820.76)	132.06%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6110 - Depreciation	0.00	0.00	1,460.02	1,460.02	0.00%
Total Expenses	<u>296,266.10</u>	<u>1,953,750.45</u>	<u>3,982,493.02</u>	<u>2,028,742.57</u>	<u>49.06%</u>
 Excess Revenues less Expenses	 <u>\$ (286,262.49)</u>	 <u>\$ (133,284.68)</u>	 <u>\$ 0.00</u>	 <u>\$ 133,284.68</u>	

SWAN Library Services

Check Register

All Bank Accounts

December 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Harvey Public Library District				11522	12/17/25	<u>15.02</u>
5920	Reimburse for Resource Sharing	Harvey Public Library District - 5/2025	15.02			
UAA/APA Consortium Library				11523	12/17/25	<u>69.43</u>
2005	Library Consortia Special Interest Group Funds	UAA/APA Consortium Library	69.43			
Backstage Library Works				ACH Backstage Li	12/19/25	<u>4,718.00</u>
5450	Data Management Services	Backstage Library Works	433.00			
5450	Data Management Services	Backstage Library Works	4,285.00			
Comcast				ACH Comcast	12/05/25	<u>256.72</u>
5480	Telecommunications	Comcast - Nov 11, 2025 to Dec 10, 2025	256.72			
EnvisionWare, Inc.				ACH Envionware	12/19/25	<u>1,400.49</u>
5490	Group Purchases - Services	EnvisionWare, Inc. -	1,400.49			
First Bankcard				ACH FNBO	12/16/25	<u>6,230.79</u>
5240	Professional Association Membership Dues	First Bankcard - ILA member dues - Skog	250.00			
5250	Educational Material	First Bankcard - Spearphish	31.00			
5470	Subscription Support Services	First Bankcard - Veeam	491.72			
5550	Furniture	First Bankcard - Sy racks	302.76			
5480	Telecommunications	First Bankcard - Grasshopper	49.44			
5480	Telecommunications	First Bankcard - Microsoft Calling plan	288.00			
5420	Application Software Licensing	First Bankcard - Microsoft Visio	184.80			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5520	Postage	First Bankcard	4.49			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	22.56			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,764.37			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
5220	Staff Meetings	First Bankcard - SWAN Staff Retreat	498.65			
KMMRD Enterprises				ACH KMMRD	12/05/25	<u>4,176.21</u>

SWAN Library Services

Check Register

All Bank Accounts

December 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5110	Rent/Lease	KMMRD Enterprises December	4,176.21			
Lauterbach & Amen, LLP				ACH L&A	12/19/25	<u>1,105.00</u>
5820	Accounting	Lauterbach & Amen, LLP - November	1,105.00			
Lenovo				ACH Lenovo	12/17/25	<u>37,922.24</u>
5620	Hardware	Lenovo	37,922.24			
LIMRiCC				ACH LIMRiCC	12/19/25	<u>20,375.83</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - December	20,375.83			
Reliance Standard Life Insurance Co.				ACH RSLI	12/19/25	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co.	1,028.63			
Unique Integrated Communications, Inc.				ACH UMS	12/19/25	<u>7,095.96</u>
5860	Notification & Collection	Unique Integrated Communications, Inc.- MessageBee	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc.- Notices	405.46			
Wellness Insurance Network-WIN				ACH WIN	12/19/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - January	167.68			
Check List Total						<u><u>84,562.00</u></u>

SWAN BOARD MEETING MINUTES

December 19, 2025, 9:30 a.m.

West Chicago Public Library

118 West Washington St.

West Chicago, IL 60185

1. Call to Order, Roll Call

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

Ridgeway Burns
Dawn Bussey
Samantha Johnson
Zach Musil
Ben Weseloh

2. Introduction of Visitors/Public Comment

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

There was no public comment.

3. Action Item

Acceptance of December 19, 2025, SWAN Board Meeting Agenda

Burns moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE DECEMBER 19, 2025, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, November 2025

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR NOVEMBER 1, 2025, THROUGH NOVEMBER 30, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR NOVEMBER 2025

Motion carried by roll call vote with the following results:

Ayes: Burns, Bussey, Johnson, Musil, Weseloh

5. **Action Item**

Acceptance of November 21, SWAN Board Meeting Minutes

Weseloh moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE NOVEMBER 21, 2025, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. **Action Item**

Acceptance of December 12, 2025, SWAN Board Finance Committee Minutes

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD APPROVES DECEMBER 12, 2025, SWAN BOARD FINANCE MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

7. **Action Item**

Acceptance of December 12, 2025, SWAN Board Strategic Planning Committee Minutes

Burns moved, seconded by Johnson that it be

RESOLVED THAT THE SWAN BOARD APPROVES DECEMBER 12, 2025, SWAN BOARD STRATEGIC PLANNING COMMITTEE MINUTES

Motion carried by unanimous voice vote

8. **Reports**

a. **Board President Report**

No report

b. **Executive Report**

Skog reviewed the Executive Director Report as reported in the board packet.

Operations Report

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

Treasurers Report

None

c. Board Calendar

No discussion.

9. Discussion Item – Project Plan for 2026

Brandwein gave an overview of the project plans for 2026.

10. Discussion Item –FY27 draft budget

Skog reviewed the FY27 draft budget. A brief discussion ensued regarding FY27 SWAN fees.

11. Discussion Item – SWAN staff holiday party Friday, January 16, 2026

Some of the board members gave their libraries policy pertaining to celebrating years of service for staff. SWAN has no policy, so a suggestion of \$5.00 per year starting with 5 years of service was made.

12. Information Item – SWAN Leave Donation 2025 report

Skog gave the board a review of SWAN leave donation.

Musil adjourned the meeting at 10:51 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Samantha Johnson

Board Secretary

SYSTEM WIDE AUTOMATED NETWORK MANAGEMENT LETTER



FOR THE FISCAL YEAR ENDED
JUNE 30, 2025

915 Harger Road, Suite 260
Oak Brook, IL 60523
Phone: 844.792.6542
www.swanlibraries.net



January 14, 2026

Members of the Executive Board
System Wide Automated Network
Oak Brook, Illinois

In planning and performing our audit of the financial statements of the System Wide Automated Network (SWAN), Illinois, for the year ended June 30, 2025, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board, Superintendent and senior management of the System Wide Automated Network, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various SWAN personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire SWAN staff.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATION

1. IT SECURITY AWARENESS AND MONITORING OF EMERGING RISKS

Comment

Recently, we have noted the increasing importance of information technology (IT) security for organizations. While we did not identify a specific security breach during our auditing procedures, we have noted increased risks to SWAN in the following areas of IT security:

- Ransomware and Phishing Attacks – Increasingly targeted at organizations due to limited IT staffing and valuable public data.
- Multi-Factor Authentication (MFA) – This is now considered a minimum standard of protection for access to email, financial systems and remote logins.
- Vendor and Third-Party Risk – Cloud service providers, software vendors, and contractors may present risks if not adequately monitored.
- Data Backup and Recovery – Secure, tested backups are critical to minimize downtime and financial loss in the event of an incident.
- Staff Awareness and Training – Many breaches in organizations occur due to human error; regular training and simulated testing can help reduce exposure.

Recommendation

We recommend that SWAN continue to increase awareness around IT security issues by:

- Engaging in ongoing monitoring of cyber security trends affecting organizations.
- Incorporating regular staff training on phishing and other social engineering tactics.
- Periodically reviewing policies for password strength, MFA, and incident response.
- Ensuring vendor contracts address security standards and data protection.
- Testing data backup and recovery plans on at least an annual basis.

By increasing awareness and preparedness, SWAN can reduce the likelihood of a security incident, protect sensitive constituent and financial data, and help to ensure continuity of operations.

Management Response

Management acknowledges this comment and will continue to monitor and strengthen IT security efforts.

UPCOMING GASB PRONOUNCEMENTS

1. **GASB STATEMENT NO. 103 FINANCIAL REPORTING MODEL IMPROVEMENTS**

In April 2024, the Governmental Accounting Standards Board (GASB) issued Statement No. 103, *Financial Reporting Model Improvements*, which establishes improvements to key components of the financial reporting model to enhance effectiveness in providing information that is essential for decision making and assessing a government's accountability. The Statement addresses application issues related to management's discussion and analysis, unusual or infrequent items, presentation of the proprietary fund statements of revenues, expenses, and changes in fund net position, major component unit information, and budgetary comparison information. GASB Statement No. 103, *Financial Reporting Model Improvements* is applicable to SWAN's financial statements for the year ended June 30, 2026.

2. **GASB STATEMENT NO. 104 DISCLOSURE OF CERTAIN CAPITAL ASSETS**

In September 2024, the Governmental Accounting Standards Board (GASB) issued Statement No. 104, *Disclosure of Certain Capital Assets*, which provide users of government financial statements with essential information about certain types of capital assets. This statement establishes requirements for (1) Certain types of capital assets to be disclosed separately in the capital assets note disclosures, and (2) Capital assets held for sale, including additional disclosures for those capital assets. GASB Statement No. 104, *Disclosure of Certain Capital Assets* is applicable to SWAN's financial statements for the year ended June 30, 2026.



January 14, 2026

Executive Board
System Wide Automated Network
Oak Brook, Illinois

We have audited the financial statements of the System Wide Automated Network, (SWAN) Illinois, for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by SWAN are described in the Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year ended June 30, 2025, except for the implementation of GASB Statement No. 101, *Compensated Absences*. 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. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the business-type activities' financial statements are noted below.

Management's estimates of the:

- Depreciation/amortization expense on capital assets is based on estimated useful lives of the underlying capital assets
- Compensated absences are based on management assumptions and estimates related to benefit time usage

The financial statement disclosures 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 clearly trivial, and communicate them to the appropriate level of management. Any material misstatements detected as a result of audit procedures were corrected by management.

Significant Audit Findings - Continued

Disagreements with Management

For purposes of this letter, a disagreement with management is 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 14, 2026.

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 SWAN'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. To our knowledge, there were no such consultations with other accountants.

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

We were engaged to report on the other supplementary information as listed in the table of contents, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the 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.

Restrictions on Use

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.

We wish to express our gratitude to the Executive Board and staff (in particular the Finance Department) of the System Wide Automated Network, Illinois for their valuable cooperation throughout the audit engagement.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

SYSTEM WIDE AUTOMATED NETWORK

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
JUNE 30, 2025

915 Harger Road, Suite 260
Oak Brook, IL 60523
Phone: 844.792.6542
www.swanlibraries.net

SYSTEM WIDE AUTOMATED NETWORK

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FINANCIAL SECTION

This section includes:

Independent Auditor's Report

Management's Discussion and Analysis

Basic Financial Statements

Other Supplementary Information

INDEPENDENT AUDITOR'S REPORT

This section includes the opinion of SWAN's independent auditing firm.



INDEPENDENT AUDITOR'S REPORT

January 14, 2026

Members of the Executive Board
System Wide Automated Network
Oak Brook, Illinois

Opinions

We have audited the accompanying financial statements of the System Wide Automated Network (SWAN) as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise SWAN's 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 respective financial position of the System Wide Automated Network, Illinois as of June 30, 2025, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance 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.

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.

Auditor's Responsibilities for the Audit of the Financial Statements - Continued

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 and budgetary comparison schedules, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the System Wide Automated Network, Illinois' basic financial statements. The other supplementary information is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such 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. The 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.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

SYSTEM WIDE AUTOMATED NETWORK

Management's Discussion and Analysis

June 30, 2025

Our discussion and analysis of the System Wide Automated Network's (SWSAN) financial performance provides an overview of SWAN's financial activities for the fiscal year ended June 30, 2025. Please read it in conjunction with the transmittal letter, in the introductory section, and SWAN's financial statements, which can be found in the basic financial section of this report.

FINANCIAL HIGHLIGHTS

- SWAN's net position increased as a result of this year's operations. Net position increased by \$2,341, or 0.1 percent.
- During the year, revenues totaled \$3,872,558, while expenses totaled \$3,870,217, resulting in an increase to net position of \$2,341.
- SWAN's net position totaled \$2,619,377 on June 30, 2025, which includes \$325,235 net investment in capital assets and \$2,294,142 unrestricted net position that may be used to meet the ongoing obligations to citizens and creditors.
- The beginning net position was restated due to the implementation of GASB Statement No. 101, *Compensated Absences*.

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 provide information about the activities of SWAN.

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 SWAN is improving or deteriorating. Consideration of other nonfinancial factors, such as changes in SWAN's member agencies and the condition of SWAN's facilities and programs, is needed to assess the overall health of SWAN.

The Statement of Revenues, Expenses and Changes in Net Position 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.

Fund Financial Statements

Proprietary Funds

SWAN maintains one proprietary fund type: an enterprise fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements.

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 and fund financial statements.

SYSTEM WIDE AUTOMATED NETWORK

Management's Discussion and Analysis

June 30, 2025

USING THIS ANNUAL REPORT - Continued

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning SWAN's budgetary comparison schedules.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of SWAN's financial position. The following tables show that in the case of the Authority, assets/deferred outflows exceeded liabilities/deferred inflows by \$2,619,377.

	Net Position	
	2025	2024
Current and Other Assets	\$ 2,713,625	2,723,198
Capital Assets	1,637,721	638,269
Total Assets	4,351,346	3,361,467
Long-Term Debt	1,344,207	98,343
Other Liabilities	387,762	402,255
Total Liabilities	1,731,969	500,598
Net Position		
Net Investment in Capital Assets	325,235	372,172
Unrestricted	2,294,142	2,488,697
Total Net Position	2,619,377	2,860,869

A large portion of SWAN's net position, \$325,235 or 12.4 percent, reflects its net investment in capital assets (for example, leasehold improvements, computer equipment, machinery and equipment, lease asset - building, and subscription asset - software), less any related debt used to acquire those assets that is still outstanding. SWAN uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although SWAN's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The remaining 87.6 percent, or \$2,294,142, represents unrestricted net position and may be used to meet the government's ongoing obligations to citizens and creditors.

SYSTEM WIDE AUTOMATED NETWORK

Management's Discussion and Analysis

June 30, 2025

GOVERNMENT-WIDE FINANCIAL ANALYSIS - Continued

	Change in Net Position	
	2025	2024
Revenues		
Program Revenues		
Charges for Services	\$ 3,770,516	4,212,614
General Revenues		
Investment Income	102,042	84,551
Total Revenues	3,872,558	4,297,165
Expenses		
Operating Expenses	3,840,089	4,140,939
Disposal of Capital Assets	28,574	—
Interest Expense	1,554	2,544
Total Expenses	3,870,217	4,143,483
Change in Net Position	2,341	153,682
Net Position - Beginning as Previously Reported	2,860,869	—
Restatement - Change in Accounting Principle	(243,833)	—
Net Position - Beginning as Restated	2,617,036	2,707,187
Net Position - Ending	2,619,377	2,860,869

Net position increased by 0.1 percent (\$2,619,377 in 2025 compared to \$2,617,036 in 2024). Unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints, totaled \$2,294,142 at June 30, 2025.

BUDGETARY HIGHLIGHTS

SWAN had no budget amendments during the fiscal year. For the current year, operating revenue received was under budget by \$239,902. The shortfall of operating revenue was largely due to fees for services and materials was below budget, as well as other revenues. Total operating expenses, exclusive of depreciation and amortization, were \$968,468 under budget mostly due to cost savings in all areas except for personnel, and equipment and software maintenance.

SYSTEM WIDE AUTOMATED NETWORK

Management's Discussion and Analysis

June 30, 2025

CAPITAL ASSETS

SWAN's investment in capital assets as of June 30, 2025 was \$1,637,721 (net of accumulated depreciation). This investment in capital assets includes leasehold improvements, machinery and equipment, lease asset - building, and subscription asset - software.

	Capital Assets Net of Depreciation	
	2025	2024
Leasehold Improvements	\$ —	361
Machinery and Equipment	12,409	13,869
Lease Asset - Building	291,984	28,560
Subscription Asset - Software	1,333,328	595,479
Total	1,637,721	638,269

SWAN's capital additions in the current fiscal year.

Leased Assets	\$ 316,030
Vehicles	1,400,555
Total Additions	1,716,585

Additional information on SWAN's capital assets can be found in Note 3 of this report.

DEBT ADMINISTRATION

At year-end, SWAN had total outstanding debt of \$1,312,486 as compared to \$266,097 the previous year, an increase of 393.2 percent. The following is a comparative statement of outstanding debt:

	Long-Term Debt Outstanding	
	2025	2024
Leases Payable	\$ 316,030	35,467
Subscriptions Payable	996,456	230,630
Total	1,312,486	266,097

Additional information on SWAN's long-term debt can be found in Note 3 of this report.

SYSTEM WIDE AUTOMATED NETWORK

Management's Discussion and Analysis

June 30, 2025

REQUESTS FOR INFORMATION

This financial report is designed to provide citizens, customers, and creditors with a general overview of SWAN's finances and to demonstrate SWAN's accountability for the money it receives and disburses. Questions concerning any of the information provided in this report or requests for additional information should be directed to the Executive Director of the System Wide Automated Network, 915 Harger Road, Suite 260, Oak Brook, IL 60523.

BASIC FINANCIAL STATEMENTS

SYSTEM WIDE AUTOMATED NETWORK

Statement of Net Position

June 30, 2025

ASSETS	
Current Assets	
Cash and Investments	\$ 2,669,808
Receivables	
Accounts	35,465
Deposits	8,352
Total Current Assets	<u>2,713,625</u>
Noncurrent Assets	
Capital Assets	
Depreciable/Amortizable	2,084,364
Accumulated Depreciation/Amortization	(446,643)
Total Noncurrent Assets	<u>1,637,721</u>
Total Assets	<u>4,351,346</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	11,293
Accrued Payroll	68,525
Current Portion of Long-Term Debt	307,944
Total Current Liabilities	<u>387,762</u>
Noncurrent Liabilities	
Compensated Absences Payable	271,732
Leases Payable	279,542
Subscriptions Payable	792,933
Total Noncurrent Liabilities	<u>1,344,207</u>
Total Liabilities	<u>1,731,969</u>
NET POSITION	
Net Investment in Capital Assets	325,235
Unrestricted	<u>2,294,142</u>
Total Net Position	<u>2,619,377</u>

SYSTEM WIDE AUTOMATED NETWORK

Statement of Revenues, Expenses and Changes in Net Position For the Fiscal Year Ended June 30, 2025

Operating Revenues	
Fees for Services and Materials	\$ 3,177,104
RAILS Support Grant	500,616
Reimbursements	44,985
Other	47,811
Total Operating Revenues	<u>3,770,516</u>
Operating Expenses	
Administration	3,122,956
Depreciation and Amortization	717,133
Total Operating Expenses	<u>3,840,089</u>
Operating (Loss)	<u>(69,573)</u>
Nonoperating Revenues (Expenses)	
Investment Income	102,042
Disposal of Capital Assets	(28,574)
Interest Expense	(1,554)
	<u>71,914</u>
Change in Net Position	<u>2,341</u>
Net Position - Beginning as Previously Reported	2,860,869
Restatement - Change in Accounting Principle	(243,833)
Net Position - Beginning as Restated	<u>2,617,036</u>
Net Position - Ending	<u><u>2,619,377</u></u>

SYSTEM WIDE AUTOMATED NETWORK

Statement of Cash Flows

For the Fiscal Year Ended June 30, 2025

Cash Flows from Operating Activities	
Receipts from Customers and Users	\$ 3,807,233
Payment to Employees	(323,162)
Payments to Suppliers	(2,858,645)
	<u>625,426</u>
Cash Flows from Capital and Related Financing Activities	
Purchase of Capital Assets	(1,716,585)
Disposal of Capital Assets	(28,574)
Issuance of Debt	1,716,585
Principal Paid on Debt	(670,196)
Interest Paid on Debt	(1,554)
	<u>(700,324)</u>
Cash Flows from Investing Activities	
Investment Income	<u>102,042</u>
Net Change in Cash and Cash Equivalents	27,144
Cash and Cash Equivalents - Beginning	<u>2,642,664</u>
Cash and Cash Equivalents - Ending	<u><u>2,669,808</u></u>
Reconciliation of Operating Income to Net Cash	
Provided (Used) by Operating Activities	
Operating (Loss)	(69,573)
Adjustments to Reconcile Operating Income	
to Net Cash Provided by (Used in)	
Operating Activities	
Depreciation and Amortization Expense	717,133
(Increase) Decrease in Current Assets	36,717
Increase (Decrease) in Current Liabilities	(58,851)
	<u></u>
Net Cash Provided by Operating Activities	<u><u>625,426</u></u>

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The System Wide Automated Network (SWAN), Illinois 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.

The business and activities of SWAN are managed by its Board, which has statutory authority to elect officers, enact by-laws and enter into agreements and contracts for the management and regulation of SWAN's affairs.

The financial statements of SWAN have been prepared in conformity with accounting principles generally accepted in the United States of America (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.

REPORTING ENTITY

The accompanying financial statements present the government and its component units, entities for which the government is considered to be financially accountable. Blended component units are, in substance, part of the primary government's operations, even though they are legally separate entities. Thus, blended component units are appropriately presented as funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is both legally and substantively separate from the government. Management has determined that there are no fiduciary component units that are required to be included in the financial statements of SWAN and there are no discretely component units to include in the reporting entity.

BASIS OF PRESENTATION

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

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.

SWAN utilizes a single proprietary fund. 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 outside parties.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

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.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING - Continued

Measurement Focus

All proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net position, 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.

Basis of Accounting

SWAN’s basic financial statements 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. The principal operating revenues of SWAN are charges to customers for services. Operating expenses include the cost of services, administrative expenses, and depreciation and amortization on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

ASSETS, LIABILITIES, AND NET POSITION

Cash and Investments

For purpose of the Statement of Net Position, SWAN's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent. For the purpose of the proprietary funds’ Statement of Cash Flows, cash and cash equivalents are considered to be cash on hand, demand deposits, cash with fiscal agent, and all highly liquid investments with an original maturity of three months or less.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, SWAN categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. All of SWAN's investments are in 2a7-like investment pools that are measured at the net asset value per share determined by the pool.

Receivables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. Major receivables balances for business-type activities include user charges.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

ASSETS, LIABILITIES, AND NET POSITION - Continued

Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized/amortized. Other costs incurred for repairs and maintenance are expensed as incurred. Capital assets in the proprietary funds are capitalized/amortized in the fund in which they are utilized. The valuation basis for proprietary fund capital assets are the same as those used for the general capital assets.

Depreciation/amortization on all assets is computed and recorded using the straight-line method of depreciation/amortization over the following estimated useful lives:

Leasehold Improvements	7 Years
Computer Equipment	5 Years
Machinery and Equipment	25 Years
Lease Asset - Building	5 Years
Subscription Asset - Software	3 - 5 Years

Long-Term Obligations

In the financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable business-type activities or proprietary fund type Statement of Net Position. Bond premiums and discounts, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses at the time of issuance.

Compensated Absences

SWAN's policy allows full time and part time employees to earn varying amounts of sick and vacation pay for each year employed.

Full time employees accrue vacation between 20 to 25 days per year. Employees are eligible to accrue vacation based on their length of service with SWAN. Full time employees earn one sick day per month and may accrue up to 90 days. Part time employees may accrue 15 days of paid time off per year.

Upon separation of employment any unused vacation time is paid out to the employee.

All vacation pay is accrued when incurred in the proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

ASSETS, LIABILITIES, AND NET POSITION - Continued

Net Position

In the government-wide financial statements, equity is classified as net position and displayed in two components:

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 that are attributable to the acquisition, construction, or improvement of those assets.

Unrestricted - All other net position balances that do not meet the definition of “restricted” or “net investment in capital assets.”

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGETARY INFORMATION

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. No budget amendments were made in fiscal year 2025.

NOTE 3 - DETAIL NOTES ON FINANCIAL STATEMENTS

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, and the Illinois Metropolitan Investment Fund.

The Illinois Metropolitan Investment Fund (IMET) is a non-for-profit investment trust formed pursuant to the Illinois Municipal Code. IMET is managed by a Board of Trustees elected from the participating members. IMET is not registered with the SEC as an Investment Company. Investments in IMET are valued at the share price, the price for which the investment could be sold.

Deposits. At year-end, the carrying amount of SWAN’s deposits totaled \$2,300,195 and the bank balances totaled \$2,307,015. In addition, SWAN had \$369,613 invested in IMET, which has an average maturity of less than one year.

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.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 3 - DETAIL NOTES ON FINANCIAL STATEMENTS - Continued

DEPOSITS AND INVESTMENTS - Continued

Credit Risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Besides investing in security instruments authorized under State Statute, 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 - Investments. For an investment, this is the risk that in the event of the failure of the counterparty, SWAN will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. SWAN's investment policy does not specifically address custodial credit risk for investments. At year end, SWAN's investment in IMET was not subject to custodial credit risk.

Concentration of Credit Risk. Concentration of credit risk 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.

CAPITAL ASSETS

The following is a summary of capital asset activity for the year:

	Beginning Balances	Increases	Decreases	Ending Balances
Depreciable/amortizable Capital Assets				
Leasehold Improvements	\$ 6,895	—	—	6,895
Computer Equipment	324,383	—	—	324,383
Machinery and Equipment	36,501	—	—	36,501
Lease Asset - Building	234,202	316,030	234,202	316,030
Subscription Asset - Software	1,933,499	1,400,555	1,933,499	1,400,555
	<u>2,535,480</u>	<u>1,716,585</u>	<u>2,167,701</u>	<u>2,084,364</u>
Less Accumulated Depreciation				
Leasehold Improvements	6,534	361	—	6,895
Computer Equipment	324,383	—	—	324,383
Machinery and Equipment	22,632	1,460	—	24,092
Lease Asset - Building	205,642	52,606	234,202	24,046
Subscription Asset - Software	1,338,020	662,706	1,933,499	67,227
	<u>1,897,211</u>	<u>717,133</u>	<u>2,167,701</u>	<u>446,643</u>
Total Net Capital Assets	<u>638,269</u>	<u>999,452</u>	<u>—</u>	<u>1,637,721</u>

Depreciation/amortization expense of \$717,133 was charged to SWAN.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 3 - DETAIL NOTES ON FINANCIAL STATEMENTS - Continued

LONG-TERM DEBT

Leases Payable

SWAN entered into a seven-year, non-cancelable lease agreement for a right to use office space asset beginning in December 2024 and ending in August 2032 with monthly payments of \$4,176 to \$6,007, including interest of .417%. The total right to use office space acquired under this agreement is \$379,635.

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.

Subscriptions Payable

SWAN renewed a 36 month subscription for the use of EBSCO Discovery Service beginning July 1, 2025 and ending June 30, 2027. An initial subscription liability was recorded in the amount of \$593,807. As of year-end, the value of the subscription liability is \$996,456. SWAN is required to make annual fixed payments of \$203,523. The subscription has an interest rate of 2.850%. The value of the right to use asset as of year-end of \$593,807 with accumulated amortization of \$455,637 is included with Software in the capital assets note disclosure.

Long-Term Liability Activity

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Restated Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Compensated Absences	\$ 366,760	—	27,095	339,665	67,933
Leases Payable	35,467	316,030	35,467	316,030	36,488
Subscriptions Payable	230,630	1,400,555	634,729	996,456	203,523
	632,857	1,716,585	697,291	1,652,151	307,944

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 3 - DETAIL NOTES ON FINANCIAL STATEMENTS - Continued

LONG-TERM DEBT - Continued

Debt Service Requirements to Maturity

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	Leases Payable		Subscriptions Payable	
	Principal	Interest	Principal	Interest
2026	\$ 36,488	13,626	203,523	—
2027	38,382	13,105	595,049	12,573
2028	41,751	11,110	197,884	5,640
2029	45,292	8,942	—	—
2030	49,014	6,593	—	—
2031	52,926	4,053	—	—
2032	52,177	1,313	—	—
Totals	316,030	58,742	996,456	18,213

NET INVESTMENT IN CAPITAL ASSETS

Net investment in capital assets was comprised of the following at year-end:

Capital Assets - Net of Accumulated Depreciation	\$ 1,637,721
Less Capital Related Debt:	
Leases Payable	(316,030)
Subscriptions Payable	(996,456)
Net Investment in Capital Assets	325,235

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 3 - DETAIL NOTES ON FINANCIAL STATEMENTS - Continued

REPORTING UNITS AFFECTED BY ADJUSTMENTS TO AND RESTATEMENTS OF BEGINNING BALANCES

Change in Accounting Principle. SWAN is implementing the provisions of GASB Statement 101, *Compensated Absences*, in the financial statements of the current fiscal year. SWAN provides two forms of employee leave (vacation and sick), but has previously only accrued vacation leave. Sick leave is earned each month and carries over without limits at the end of the fiscal year. Because unused sick leave is not paid upon termination, however, SWAN did not accrue a liability in previous years. Under Statement 101, accumulated sick leave meets the first two criteria (attributable to past service and accumulates). SWAN therefore examined its past experience with accumulated sick leave and estimated the amount of accumulated leave that was more likely than not to be used by employees. This estimate is now to be reported as a liability in the government-wide and enterprise fund financial statements. The portion of this liability that existed at the beginning of the current year (or the earliest year presented in comparative statements) is recognized as a decrease in beginning net position resulting from adoption of a new accounting standard.

	<u>Business-Type Activities</u>
Beginning Net Position as Previously Reported	\$ 2,860,869
Change in Accounting Principle Compensated Absences	<u>(243,833)</u>
Beginning Net Position as Restated	<u><u>2,617,036</u></u>

NOTE 4 - OTHER INFORMATION

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; and injuries to SWAN's employees. These risks are covered by commercial insurance. There has been no significant reduction in coverage in any program from coverage in the prior year. For all programs, settlement amounts have not exceeded insurance coverage for the past three years.

CONTINGENT LIABILITIES

Litigation

From time to time, SWAN is party to various pending claims and legal proceedings with respect to employment, civil rights, property taxes and other matters. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and SWAN attorney that the likelihood is remote that any such claims or proceedings will have a material adverse effect on SWAN's financial position or results of operations.

SYSTEM WIDE AUTOMATED NETWORK

Notes to the Financial Statements

June 30, 2025

NOTE 4 - OTHER INFORMATION - Continued

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although SWAN expects such amounts, if any, to be immaterial.

COMMITMENTS

RAILS provides a funding grant for designated Local Library System Automation Programs of which SWAN is applicable to apply, and was awarded for fiscal year 2025. The services in the fiscal year 2025 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 \$500,616 during fiscal year 2026. 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.

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 MissionSquare (formerly ICMA-RC) plan provided by SWAN, which is a 401(a) plan, 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, 2025, was \$147,105.

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. Based upon a review of census data and plan provisions, as well as minimal utilization rates, it has been determined that any liability is immaterial to the financial statements in accordance with GASB Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*. Additionally, SWAN provides no explicit benefit. Therefore, SWAN has not recorded a liability as of June 30, 2025.

OTHER SUPPLEMENTARY INFORMATION

SYSTEM WIDE AUTOMATED NETWORK

Schedule of Revenues, Expenses and Changes in Net Position - Budget and Actual For the Fiscal Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Variance with Final Budget
Operating Revenues				
Fees for Services and Materials	\$ 3,366,802	3,366,802	3,177,104	(189,698)
RAILS Support Grant	500,616	500,616	500,616	—
Reimbursements	50,000	50,000	44,985	(5,015)
Other	93,000	93,000	47,811	(45,189)
Total Operating Revenues	4,010,418	4,010,418	3,770,516	(239,902)
Operating Expenses				
Personnel	2,023,155	2,023,155	1,914,980	108,175
Library Materials and Supplies	933,700	933,700	326,804	606,896
Building and Grounds	97,410	97,410	32,344	65,066
Conferences, Training, and Travel	25,450	25,450	22,670	2,780
Professional and Contractual Services	752,435	752,435	563,514	188,921
Equipment and Software Maintenance	163,800	163,800	172,611	(8,811)
Miscellaneous	95,474	95,474	90,033	5,441
Depreciation and Amortization	2,322	2,322	717,133	(714,811)
Total Operating Expenses	4,093,746	4,093,746	3,840,089	253,657
Operating Income (Loss)	(83,328)	(83,328)	(69,573)	13,755
Nonoperating Revenues (Expenses)				
Investment Income	83,328	83,328	102,042	18,714
Disposal of Capital Assets	—	—	(28,574)	(28,574)
Interest Expense	—	—	(1,554)	(1,554)
	83,328	83,328	71,914	(11,414)
Change in Net Position	—	—	2,341	2,341
Net Position - Beginning as Previously Reported			2,860,869	
Restatement - Change in Accounting Principle			(243,833)	
Net Position - Beginning as Restated			2,617,036	
Net Position - Ending			2,619,377	

SYSTEM WIDE AUTOMATED NETWORK

Schedule of Operating Expenses - Budget and Actual For the Fiscal Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Variance with Final Budget
Administration				
Personnel				
Salaries and Wages	\$ 1,577,736	1,577,736	1,473,643	104,093
Payroll Taxes and Benefits:				
Health, Dental, Life, and Disability Insurance	174,800	174,800	183,459	(8,659)
Retirement Benefits and Administration	143,700	143,700	147,105	(3,405)
Other Fringe Benefits	1,500	1,500	460	1,040
Social Security Taxes	120,700	120,700	110,313	10,387
Worker's Compensation	4,719	4,719	—	4,719
	<u>2,023,155</u>	<u>2,023,155</u>	<u>1,914,980</u>	<u>108,175</u>
Library Materials and Supplies				
Computers, Software, and Supplies	921,000	921,000	322,520	598,480
General Office Supplies and Equipment	2,200	2,200	2,397	(197)
Postage	500	500	727	(227)
Marketing and Promotional Materials	—	—	1,160	(1,160)
Furniture	10,000	10,000	—	10,000
	<u>933,700</u>	<u>933,700</u>	<u>326,804</u>	<u>606,896</u>
Building and Grounds				
Rent	88,000	88,000	15,115	72,885
Utilities	4,300	4,300	5,107	(807)
Property Insurance	650	650	642	8
Repairs and Maintenance	960	960	1,860	(900)
Custodial Service and Supplies	3,500	3,500	9,620	(6,120)
	<u>97,410</u>	<u>97,410</u>	<u>32,344</u>	<u>65,066</u>
Conferences, Training, and Travel				
Conferences and Training	9,400	9,400	7,596	1,804
Professional Development	15,250	15,250	14,095	1,155
Travel	800	800	979	(179)
	<u>25,450</u>	<u>25,450</u>	<u>22,670</u>	<u>2,780</u>
Professional and Contractual Services				
Accounting	19,160	19,160	23,020	(3,860)
Consulting	5,000	5,000	10,840	(5,840)

SYSTEM WIDE AUTOMATED NETWORK

Schedule of Operating Expenses - Budget and Actual - Continued For the Fiscal Year Ended June 30, 2025

	Original Budget	Final Budget	Actual	Variance with Final Budget
Group Purchases	491,375	491,375	296,105	195,270
Administration - Continued				
Professional and Contractual Services - Continued				
Information Services	\$ 109,400	109,400	106,811	2,589
Legal	1,500	1,500	118	1,382
Liability Insurance	11,400	11,400	13,682	(2,282)
Other Contractual Services	13,400	13,400	16,609	(3,209)
Telephone and Telecommunications	14,500	14,500	10,160	4,340
Notification and Collection	86,700	86,700	86,169	531
	752,435	752,435	563,514	188,921
Equipment and Software Maintenance	163,800	163,800	172,611	(8,811)
Miscellaneous				
eCommerce	43,000	43,000	36,711	6,289
Other	50	50	40	10
Bank Fees	2,424	2,424	5,544	(3,120)
Reimburse Resource Sharing	50,000	50,000	47,738	2,262
	95,474	95,474	90,033	5,441
Total Administration	4,091,424	4,091,424	3,122,956	968,468
Depreciation	2,322	2,322	1,821	501
Amortization	—	—	715,312	(715,312)
Total Depreciation and Amortization	2,322	2,322	717,133	(714,811)
Total Operating Expenses	4,093,746	4,093,746	3,840,089	253,657

System-Wide Automated Network

Audit Journal Entries

6/30/2025

AJE #	Account Number	Account Description	Debit	Credit
1	1899	Accumulated Depreciation		1,821
	1910	Intangible Right to Use Asset - Office Space	85,558	
	1915	Accumulated Amortization - Right to Use Asse	205,640	
	1920	Subscription Asset		532,945
	1925	Accumulated Amortization - Subscription Asse	1,338,021	
	2300	Lease Payable		319,760
	2305	Lease Liability - Right to Use Asset	35,467	
	2310	Subscription Liability		765,826
	2320	Accrued Interest Liability - SBITA	6,659	
	5110	Rent/Lease		34,249
	5440	Library Services Platform		739,959
	6110	Depreciation	1,821	
	6120	(Gain)/Loss on Asset Disposal	28,574	
	6125	Amortization Expense - Subscription Asset	662,706	
	6150	Interest Expense - Right to Use Asset	104	
	6155	Interest Expense - Subscription Liability	1,450	
	6160	Amortization Expense - Right to Use Asset	28,560	
Entry to adjust leases for current year				
2	2000	Accounts Payable	32,307	
	5310	Travel Reimbursement		957
	5430	Server Software Licensing		31,350
PBC Entry to reverse PY AP (Client already posted)				
3	2000	Accounts Payable		8,259
	5025	Health, Dental, Life And Disability Insurance	56	
	5820	Accounting	1,085	
	5860	Notification & Collection	7,118	
PBC Entry to post CY AP (Client already posted)				
4	2200	Accrued Payroll		10,823
	5000	Salaries & Wages	10,823	
Entry to adjust accrued payroll for current year				
5	2299	Compensated Absences		216,736
	5000	Salaries & Wages	216,736	
POST DRAFT: PBC entry to adjust compensated absences balances at year-end				
6	1310	Deposits		15,115

System-Wide Automated Network

Audit Journal Entries

6/30/2025

AJE #	Account Number	Account Description	Debit	Credit
	5110	Rent/Lease	15,115	
	Entry to adjust security deposit on lease			
7	1925	Accumulated Amortization - Subscription Asset		67,227
	5440	Library Services Platform	67,227	
	1910	Intangible Right to Use Asset - Office Space		3,730
	2300	Lease Payable	3,730	
	1915	Accumulated Amortization - Right to Use Asset		24,046
	6160	Amortization Expense - Right to Use Asset	24,046	
	POST DRAFT: Entry to adjust AJE #1			
8	3000	Unrestricted Fund Balance	243,831	
	5000	Salaries & Wages		243,831
	POST DRAFT: Entry to adjust beginning balance for GASB 101			
		TOTAL	3,016,634	3,016,634
				0

ALL AJEs RECORDED AS NOTED ABOVE. NO PASSED AJEs FROM THE AUDIT.

SWAN Executive Director Report

January 23, 2026

Update on activities

Holiday break

I was on vacation for three weeks after the December board meeting.

Cook County tax disbursement delays & membership fees

RAILS Executive Director Monica Harris reached out to me to see if SWAN member libraries were experiencing financial difficulties due to the Cook County Treasurer delays in tax distributions for the pay year. Monica shared that Chicago Ridge Public Library was months away from consuming its reserve funds and would not be able to maintain its normal operations. Oak Park Public Library obtained a \$.5 million line of credit from its Village in December.

[Oak Park library still waiting on county tax disbursements - Wednesday Journal](#)

Palos Park Public Library requested on Monday, January 19th a delay on payments to SWAN invoices until February or March.

“The Palos Park Public Library has not yet received their tax levy distribution funds since last March, and we were hoping we could post-pone payment on our SWAN invoices until February or March? Please let us know if this is a possibility. Any leeway would greatly be appreciated as we navigate these hard times.”

Projects

Insurance research

I have reached out to our insurance broker Hub International for increase options in cyber risk insurance coverage, per a request from SWAN Finance Committee. Additionally, I am waiting for health insurance benefits coverage for vision and dental from Hub, which is part of research into alternate health insurance coverage for SWAN employees. Once I have this information, I will be able to schedule a Finance Committee meeting. In the meantime, the next SWAN budget will be presented to the membership at the Committee of the Whole meeting on Tuesday, February 3rd.

Board considerations

Acceptance of FY25 financial audit

The audit for fiscal year 2025 is complete. There will be a presentation by Lauterbach & Amen at the January 23rd board meeting.

FY27 SWAN budget

The budget and fee chart has been updated since the last board meeting. I have included a brief memo outlining those modifications.

Monthly Financial Report

December Balance Sheet

The Fund Balance Unrestricted line for December is \$2,200,106.80 which underwent a \$15,114.66 adjustment from the month prior. The table below shows the current FY26 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,200,106.80
Expenses to be paid from reserve	(\$45,000.00)
Reserves Balance	\$2,155,106.80
SWAN annual expense budget	\$3,982,493.02
Number of months operating expense in reserve	6.5

Revenue & Expense Report

This month will be 50% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2026. SWAN total expenses for the year are on target at 49%.

	FY26 Budget	Ending December 2025
Total Revenue	\$3,982,493.02	\$1,820,465.77
Total Expenses	\$3,982,493.02	\$1,953,750.45
Over / (Under)	\$0.00	(\$133,284.68)

Accounts Receivable

4010 - SWAN Full Membership Fees: 50.01%

Second quarter invoices were sent out in October 2025, reflecting nearly 50% of this revenue budget line. Third quarter invoices were sent out in January, which will be reflected next month.

4310 – RAILS Support to SWAN: 50%

The second quarter payment to SWAN was received. The third quarter payment was received in January, which will be reflected next month.

4499 – Annual Conference Receipts: 141.61%

The invoices to libraries that participated in 2025 SWAN Expo were sent out in September.

4510 – Interest Income: 51.29%

SWAN's Money Market rate for November is 4.17%, which is down from 4.33% in October, but the income year to date exceeds budgeted revenue. We transferred \$100,00 into this account from the operating checking account in November.

4520 – Investment Income: 30.17%

SWAN's IMET investment revenue is recorded in this line.

Accounts Payable

The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 50%, which is the percentage of the budget at the end of November.

5023—Worker's Compensation: 55.19%

The insurance premium expense was reclassified in November to this budget line from the incorrect line of #5700 Insurance.

5210—Conference Travel: 60.48%

Travel expenses for ALA, AspenCon, and CORE conferences out of state recorded thus far for the year. SWAN staff presented at AspenCon and CORE conferences.

5310—Travel Reimbursement: 96.18%

Reimbursements to SWAN employees for local travel to meetings.

5330 – Library Professional Development: 116.65%

The learning management system was renewed at \$6,248.73 along with the instructional software at \$3,192.75 which were higher than expected.

5430 – Server Software Licensing: 57.44%

SWAN utilizes server hosting with Microsoft's cloud hosting platform Azure, which results in a monthly expense based on usage. The renewal of the security service with Arctic Wolf at \$26,392.09 occurred in July 2025.

5440 – Library Services Platform: 52.82%

Full annual payments to OCLC and EBSCO are reflected in this expense line. Payments to SirsiDynix and Grove for Libraries will occur in April 2026.

5460 – Information Subscription Service: 101.64%

ProQuest Syndetic Solutions subscription is paid for the full year.

5470 – Subscription Support Services: 74.04%

The new SWAN ticketing system HaloITSM expense subscription was renewed at \$22,800.

5490—Group Purchases Services: 393.42%

Throughout the year SWAN will purchase one-time licenses for Symphony “Pseudo Library” for member libraries adding drive-up windows, pickup lockers, or special branches. These purchases are offset by #4190 Member Group Purchase Receipts. Recently, Tinley Park purchased a pseudo library in Symphony for its planned drive-up window. The Envisionware group purchase for OneStop self-check software was paid in December 2025 and will be offset by revenue in the 4190 Member Group Purchase Receipts.

5620—Hardware: 84.27%

A laptop replacement purchase was made in December 2025. There will be an additional purchase later this year as more laptops become available to the market.

5700—Insurance: 102.93%

The business and cyber risk insurance coverage was renewed at \$5,170 and \$6,191 respectively.

5820—Accounting: 63.58%

Our ongoing monthly accounting expense is recorded in this line, along with a first payment of \$8,500 for the fiscal audit, and a final one expected later in January.

6010—Bank Fees: 132.06%

SWAN now pays all vendors via bank ACH which incurs a fee for each transaction.

Operations Report: December 2025

Summary

Membership engagement activities and statistics are reported through the month-end of December 2025. 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 the report's time period.

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
12/4/2025	SWAN Quarterly Meeting	Administration	Governance
12/11/2025	Serials Office Hours	Bibliographic Services	Consultation
12/19/2025	SWAN Board Meeting	Administration	Governance

Major Projects & Research

Aspen Discovery

25.12 release

The 25.12 included work from both Midwest Tape and Aspen developers to improve upon the Hoopla APIs and integration into Aspen, including the ability to integrate Hoopla Flex and scope collections on a per library basis. There is additional work to move to the new Hoopla APIs and test; SWAN is working with our support provider to begin that process.

This release also included updates to enable the Year-In-Review feature for 2025, which displays a Spotify Wrapped -like feature based on checkout history.

Keyword search filters

Aspen now has the ability to automatically apply filters based on keyword searches; for example a search for “pride and prejudice dvd” would strip the term “dvd” from the keywords and apply a format filter for DVD.

SWAN staff worked with the Discovery and User Experience Working Group and Cataloging Working Group to develop an initial configuration for this feature. We have offered libraries in those groups to be early adopters, with a planned go-live for all SWAN libraries in early February. Documentation on the settings and keyword triggers is on the support site:

<https://swanlibraries.net/documentation/95044>

Currently, Oak Brook Public Library is live with the keyword search filters – thank you for being an early adopter!

Bibliographic Services Projects

SWAN Bibliographic Services and the Cataloging Libraries met and discussed upcoming cleanup projects for the database. We would like to take advantage of new filter capabilities in Aspen, so we are eliminating the subject Large type book for the more appropriate genre heading of Large print books. We will also be changing the non-English subject headings to a genre heading to match proper cataloging standards. Additionally, we will continue to improve series searching capability by standardizing the way that series are inputted into the database.

Palace Project

Overdrive integration with Palace Project

Olivia Montolin obtained credentials for all SWAN member libraries that are OverDrive subscribers to be able to integrate their OverDrive collections in the Palace Project app. Palace Project in early 2026 will be reaching out directly to libraries to see if the library wishes to have their collections added to the Palace app. Green Hills will be live shortly.

Palace Project integration into Aspen

The existing Palace Project integration in SWAN's Aspen is not indexing as quickly as we would like, which results in a hours long delay in updating availability. We are working closely with our Aspen developers (Grove for Libraries) to improve the indexing so that title availability is accurate. Once we get the availability functioning reliably or implement an interim solution (such as a “check for availability” function in place of a checkout), we will turn on the integration for all SWAN members with eRead.

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
12/17/2025	SirsiDynix SureSailing	All	Partnerships
12/18/2025	Arctic Wolf Quarterly Account Review	Information Technology & System Support; Administration	Partnerships





Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage Tracking

While there were no unplanned outages in December, Vickie Totton oversaw the extended database rebuild over the Christmas holiday. This included two separate 'rebuilt' to our indexes and concluded successfully around midday on Christmas Day and no library downtime required.

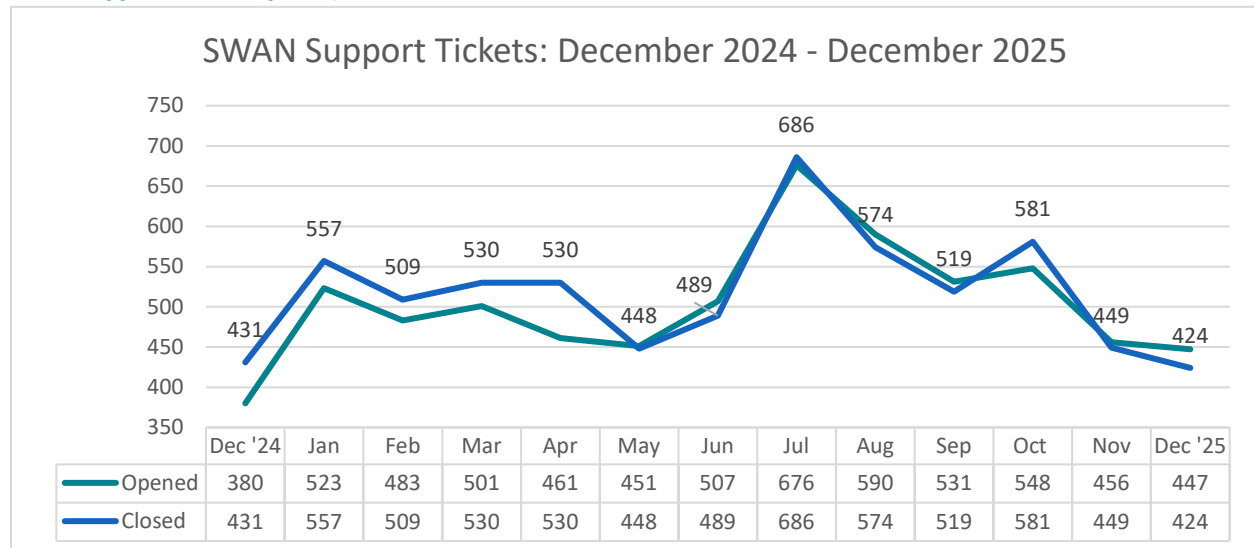
System Maintenance & Outage Calendar

 Thanksgiving Headings Rebuild	Scheduled run of RebuildHeadings and Rebuil...	Thu 11/27/2025...	Fri 11/28/2025 1...	 SirsiDynix, Planned
 Christmas Rebuild - Thesauri and Headings	Scheduled rebuild of thesauri and headings in...	Tue 12/23/2025...	Thu 12/25/2025 ...	 SirsiDynix, Planned

Support Tickets

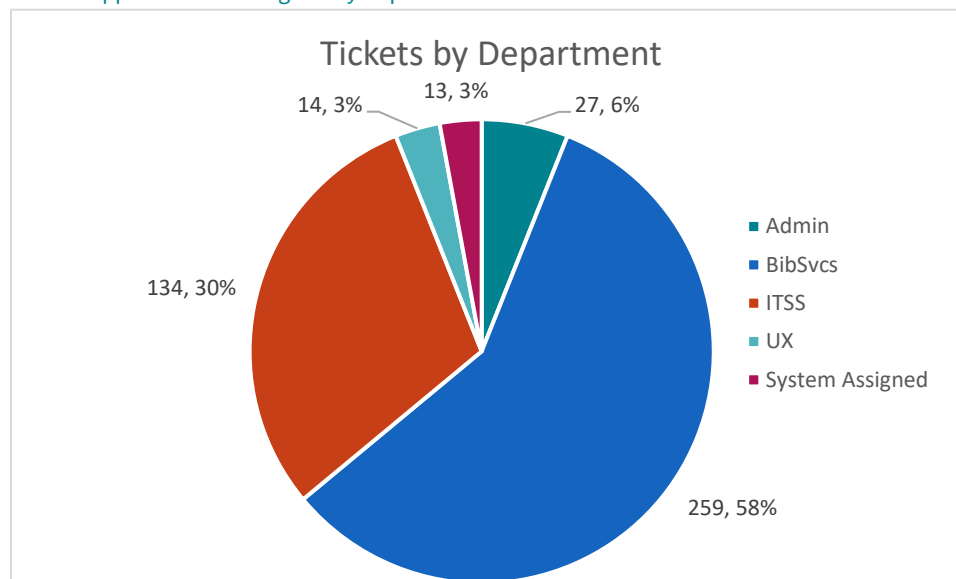
System Assigned tickets represent tickets that were merged or otherwise consolidated.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

Recent updates to the support site added dark mode and updated our single sign-on certificates.

We also added [documentation on filters and facets](#) in Aspen, which includes settings for the new keyword search facets.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

Crystal Vela and Sam Dietel have completed the annual course review process, with several updates to our technical services courses. A total of 17 courses were updated. Sam Dietel is currently working on the course TS202: Orders for our Acquisitions course series.

Q1 2026 Projects

This section outlines a selection of projects SWAN will complete or kick off in the first quarter of this year.

Aspen development in progress

The following features are planned for development in Q1 2026, requiring testing and/or pilot testing.

Scan & Go

The scan and go feature allows patrons to check out titles from the SWAN Libraries +/- LiDA mobile app. Our pilot for this feature has been on pause, due to incorrect handling of users with delinquent but not barred statuses (for example, overdue items under the blocking threshold). We're anticipating development work in Q1 that will allow us to restart the pilot and resume testing.

Hoopla Flex

The 25.12 release included the groundwork to integrate Hoopla Flex. This quarter, we will be working with our support vendor, Grove for Libraries, to set up and test the new APIs and updates to Aspen. Following a testing period, there may be a need for additional developments – stay tuned!

LiDA home screen customization

The 26.01 release includes updates to streamline the appearance of browse categories in the app.

Another release anticipated later in Q1 or early Q2 will include options to customize the LiDA home screen, adding links and buttons to library programs, events, or services on your website.

Search interpreter

SWAN sponsored development of the search interpreter feature, along with Nashville Public Library. We're very excited to go live with this tool in February, with some early adopters going live sooner. Throughout this first quarter of the year we will continue to refine our configuration and explore any needed development to further improve the tool.

Palace Project indexing

SWAN is working with Grove for Libraries to improve the Palace Project integration into Aspen, specifically improving indexing speeds. We sponsored work in the 26.01 release, and we'll continue looking at how to improve this integration for libraries using eRead Illinois.

Bibliographic Services clean-up projects

SWAN Bibliographic Services and the Cataloging Libraries met and discussed upcoming clean up projects for the database. We would like to take advantage of new filter capabilities in Aspen so we are eliminating the subject Large type book for the more appropriate genre heading of Large print books. We will also be changing the Non-English subject headings to a genre heading to match proper cataloging standards. Additionally, we will continue to improve series searching capability by standardizing the way that series are input into the database.

Documentation reorganization

We are moving the documentation on our support site from a hierarchy-based to a tag-based organization. This will allow us to place relevant documentation into multiple topic areas (for example, documentation on authentication methods can live in both the Technology and E-Resources topics). On the SWAN staff end, the process will be easier to create new documentation and to see existing related documentation pages we can build on. For member library staff, we hope that documentation will be easier to find by both browsing and search.

This process began in the fall of 2025, and we plan to wrap up in February 2026.

IT & Systems Support Projects

ITSS will be focusing heavily on the final steps of migrating our staff environment into Microsoft's Cloud. We will be able to shut down our Windows Domain Controller once new staff laptops are

deployed, as they'll be automatically registered with our Windows Intune tenant. This will significantly improve our ability to maintain staff devices moving forward. We're also continuing to reduce our physical footprint at the office HQ. The purchase of a new, compact server rack will enable us to eliminate the seven-foot-tall monolith that was left behind from the previous tenant. A replacement network switch at HQ has also arrived and will replace the aging Cisco failover pair, as we no longer require the redundancy.

We'll also be picking back up with our Sharepoint reconfiguration project, which will be kicking off with purging old and irrelevant files from our current shared drive. This will enable us to build out properly structured team sites, which should eliminate some of the synchronization issues we sometimes see in our current structure.

A Symphony upgrade to 4.2 is likely to occur in the spring, so we'll be starting the process of requesting and scheduling an upgrade to our Test server.

Ahren Sievers is the new voice of SWAN's phone system as of mid-December. The support site domain change required us to update the recordings in our system to eliminate references to support.swanlibraries.net.

SWAN Expo Launch

Planning for this year's event will start in January. Early priorities include theme brainstorming, planning a keynote address, and collecting session ideas from SWAN staff. We will also discuss strategy to solicit session topics and participation from the membership and outside parties.

This year's event will take place on August 21st at NIU Naperville campus.

SWAN Value Infographic

The Administration team is working on a project to communicate the value of SWAN membership, in the vein of similar projects from RAILS and other consortia. We are currently planning and gathering supporting statistics. Planned deliverables include an infographic on the SWAN support site, a one-page information page, and an annual report. The audience for these materials includes SWAN library administrators and trustees and potential SWAN member libraries.

Project management process improvements

The SWAN Management Team is researching how to improve our project management processes, including how to better utilize our project management tool, Asana. In this first quarter, we are cleaning up our existing projects and evaluating training materials on the platform to begin standardizing usage among SWAN staff.

Our April in-service training day will dedicate half of the day to this goal.

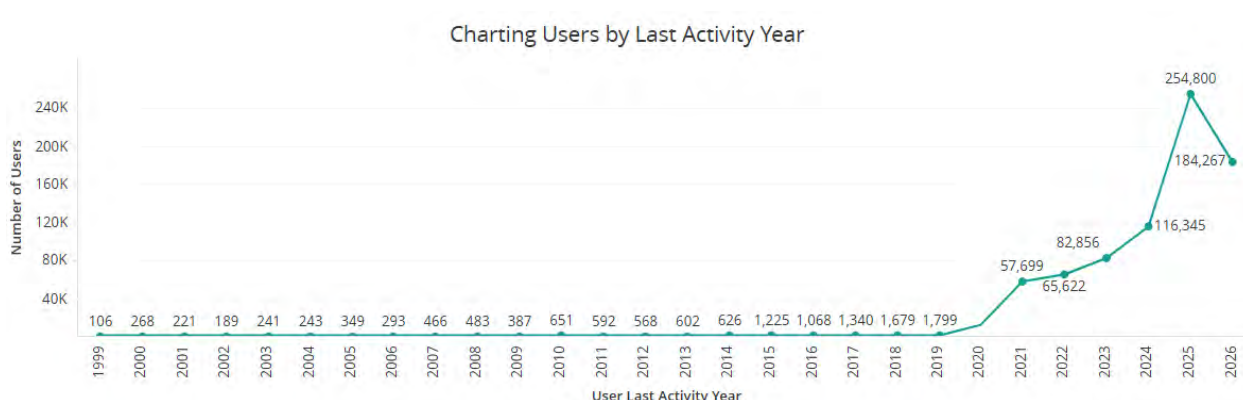
Webinar audit

In January, Crystal will kick off an audit of all recorded SWAN webinars with SWAN staff. This will be a yearlong project to audit the recordings, archive those that are no longer needed, and re-record those that are dated. As part of this effort, Crystal is also investigating webinar recording tools, including Loom and Camtasia.

Maintenance

Automatic Monthly Patron Record Removal

In December, we removed 3,000 inactive patrons from the database. We currently have 789,627 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 1.7% (13,429) have been inactive since 2019 and remain due to bills greater than \$100 on their account.



We encourage libraries to examine these bills for possible removal at the library's discretion.

Rebuild Bibliographic Headings/Text Database, Rebuild Authority Thesauri, and Index Reports

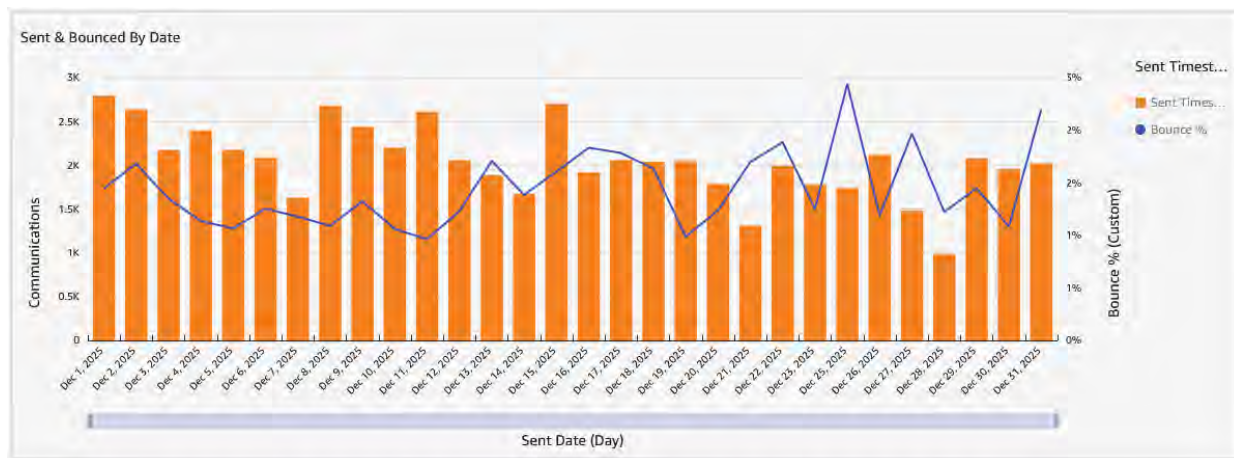
Over the two-day Christmas holiday, the Rebuild Headings and Text Database and the Rebuild Authority Thesauri and Index reports ran on our server. Each report removes an existing headings or text search database and recreates it from the bibliographic and authority records in Symphony. These recommended maintenance reports were performed because of our recent biannual load of enhanced bibliographic and authority files from Backstage are too large to be processed by maintenance reports.

The reports also refresh search sources, which experience natural drift over time from the constant churn of records additions and deletions throughout the year.

MessageBee Statistics

SMS notifications

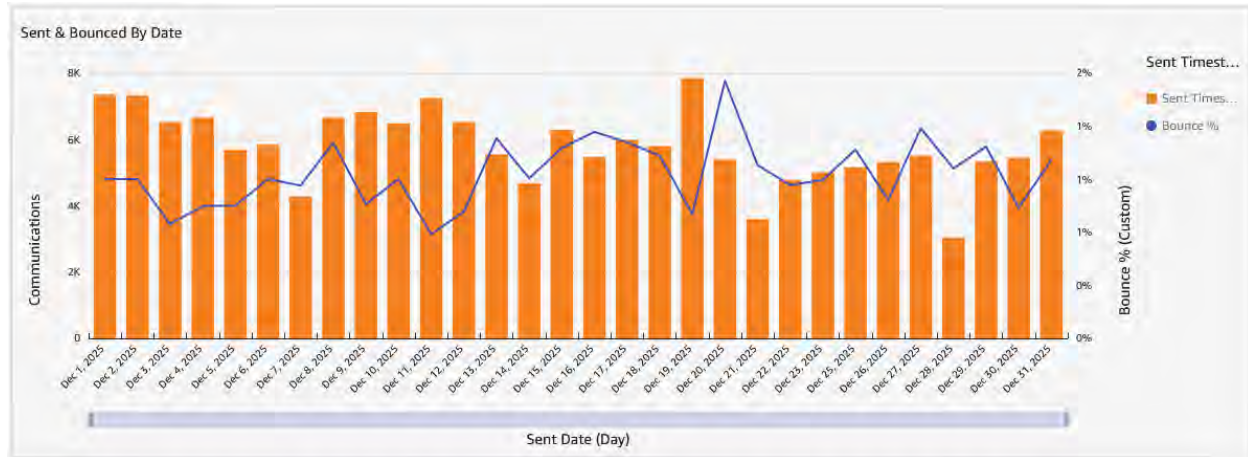
Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
December, 2024	57,982	57,555	99.26%	427	0.74%
January, 2025	66,595	66,142	99.32%	453	0.68%
February, 2025	56,198	55,799	99.29%	399	0.71%
March, 2025	62,374	61,557	98.69%	817	1.31%
April, 2025	62,097	61,458	98.97%	639	1.03%
May, 2025	63,318	62,832	99.23%	486	0.77%
June, 2025	61,029	60,530	99.18%	499	0.82%
July, 2025	69,425	68,902	99.25%	523	0.75%
August, 2025	67,478	67,045	99.36%	433	0.64%
September, 2025	66,420	65,913	99.24%	507	0.76%
October, 2025	69,151	68,503	99.06%	648	0.94%
November, 2025	62,279	61,497	98.74%	782	1.26%
December, 2025	61,451	60,581	98.58%	870	1.42%



Email notifications

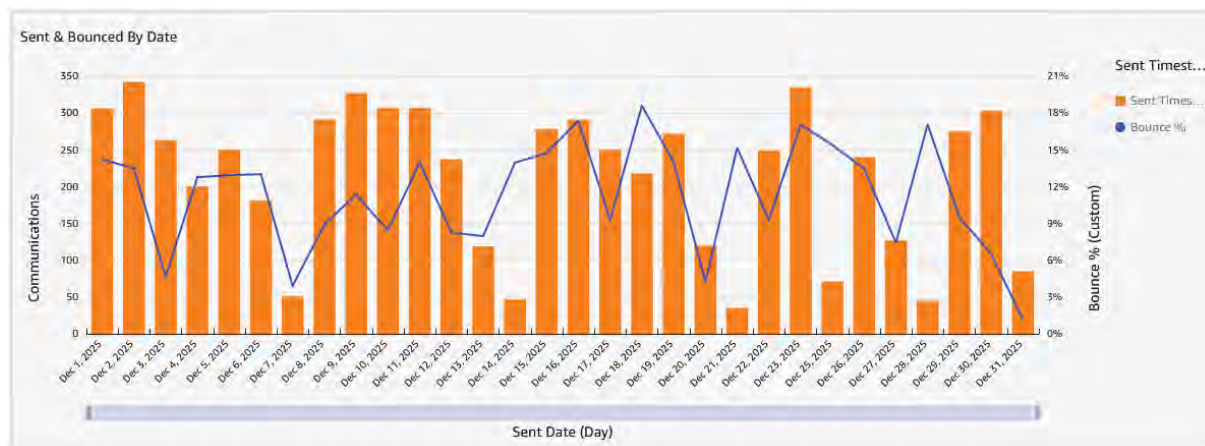
Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
December, 2024	167,610	166,323	99.23%	1,287	0.77%
January, 2025	191,909	190,518	99.28%	1,391	0.72%
February, 2025	162,363	161,023	99.17%	1,340	0.83%
March, 2025	175,183	173,960	99.30%	1,223	0.70%
April, 2025	174,027	172,855	99.33%	1,172	0.67%
May, 2025	178,411	177,048	99.24%	1,363	0.76%

June, 2025	171,598	170,298	99.24%	1,300	0.76%
July, 2025	193,025	191,604	99.26%	1,421	0.74%
August, 2025	185,438	183,937	99.19%	1,501	0.81%
September, 2025	181,492	179,952	99.15%	1,540	0.85%
October, 2025	186,177	184,672	99.19%	1,505	0.81%
November, 2025	171,626	169,953	99.03%	1,673	0.97%
December, 2025	170,151	168,612	99.10%	1,539	0.90%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
December, 2024	6,543	6,208	94.88%	335	5.12%
January, 2025	7,927	7,555	95.31%	372	4.69%
February, 2025	6,469	6,213	96.04%	256	3.96%
March, 2025	6,888	6,615	96.04%	273	3.96%
April, 2025	6,991	6,669	95.39%	322	4.61%
May, 2025	6,983	6,635	95.02%	348	4.98%
June, 2025	6,291	6,001	95.39%	290	4.61%
July, 2025	7,451	7,108	95.40%	343	4.60%
August, 2025	6,846	6,506	95.03%	340	4.97%
September, 2025	6,790	6,514	95.94%	276	4.06%
October, 2025	7,120	6,843	96.11%	277	3.89%
November, 2025	5,846	5,493	93.96%	353	6.04%
December, 2025	6,061	5,829	96.17%	232	3.83%



Print Notices

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

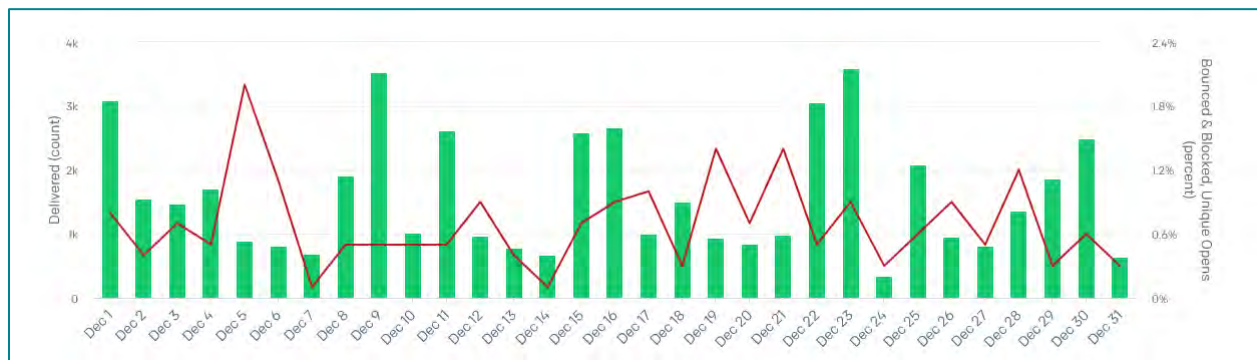
Month/Yr	Bill Notices	Amount
December, 2024	543	\$ 499.56
January, 2025	523	\$ 481.16
February, 2025	411	\$ 378.12
March, 2025	393	\$ 361.56
April, 2025	387	\$ 356.04
May, 2025	452	\$ 415.84
June, 2025	465	\$ 427.80
July, 2025	439	\$ 416.88
August, 2025	390	\$ 378.30
September, 2025	495	\$ 480.15
October, 2025	480	\$ 465.60
November, 2025	418	\$ 405.46
December, 2025	530	\$ 514.10

SendGrid Statistics

SendGrid processes email originating from Symphony, SWANcom, and other official communications.

Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Addresses				Messages	
				Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Dec '24	63,697	62,180	97.55% (60,660)	136	3	23	901	2,088	194
Jan '25	73,534	70,321	98.77% (69,455)	213	4	29	1,097	2,925	259
Feb	71,496	68,900	98.89% (68,137)	155	27	24	866	2,320	252
Mar	83,029	80,569	98.9% (79,684)	162	3	29	821	2,216	215

Apr	70,180	67,748	98.9% (67,003)	159	3	34	711	2,166	232
May	57,178	54,382	99% (53,839)	141	0	48	490	2,502	246
Jun	60,485	57,526	98.97% (56,931)	172	4	45	502	2,708	206
Jul	77,571	73,990	99.1% (73,324)	186	4	38	583	3,306	237
Aug	67,299	62,996	99.5% (62,668)	184	1	1054	248	3,026	223
Sep	63,875	60,385	99.27% (59,947)	212	3	36	320	3,202	252
Oct	64,281	60,557	99.54% (60,276)	146	4	27	362	3,453	244
Nov	56,617	53,594	93.03% (52,672)	100	1	34	929	2,793	196
Dec '25	52,521	49,720	99.52% (49,481)	102	0	47	237	2,571	183



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 2021*	41	53	54	73	49	88	49	71	80	65	72	104	799
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	21,769
Orig** 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy** 2022	1,808	2,283	2,059	2,299	2,239	1,886	1,976	2,706	1,944	1,918	2,010	2,275	25,403
Orig 2023	114	123	187	197	164	146	57	38	34	104	111	40	1,315
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2,338	1,968	1,838	26,235
Orig 2024	134	149	127	132	125	80	129	63	99	80	80	73	1,271
Copy 2024	2,072	1,936	1,633	1,967	1,727	1,630	1,658	1,293	1,652	2,030	2,002	2,107	21,707
Orig 2025	116	96	145	131	137	52	32	59	122	64	121	58	1,133
Copy 2025	2376	2147	1832	2029	1720	1504	1790	1765	1674	1862	1551	1543	21,793

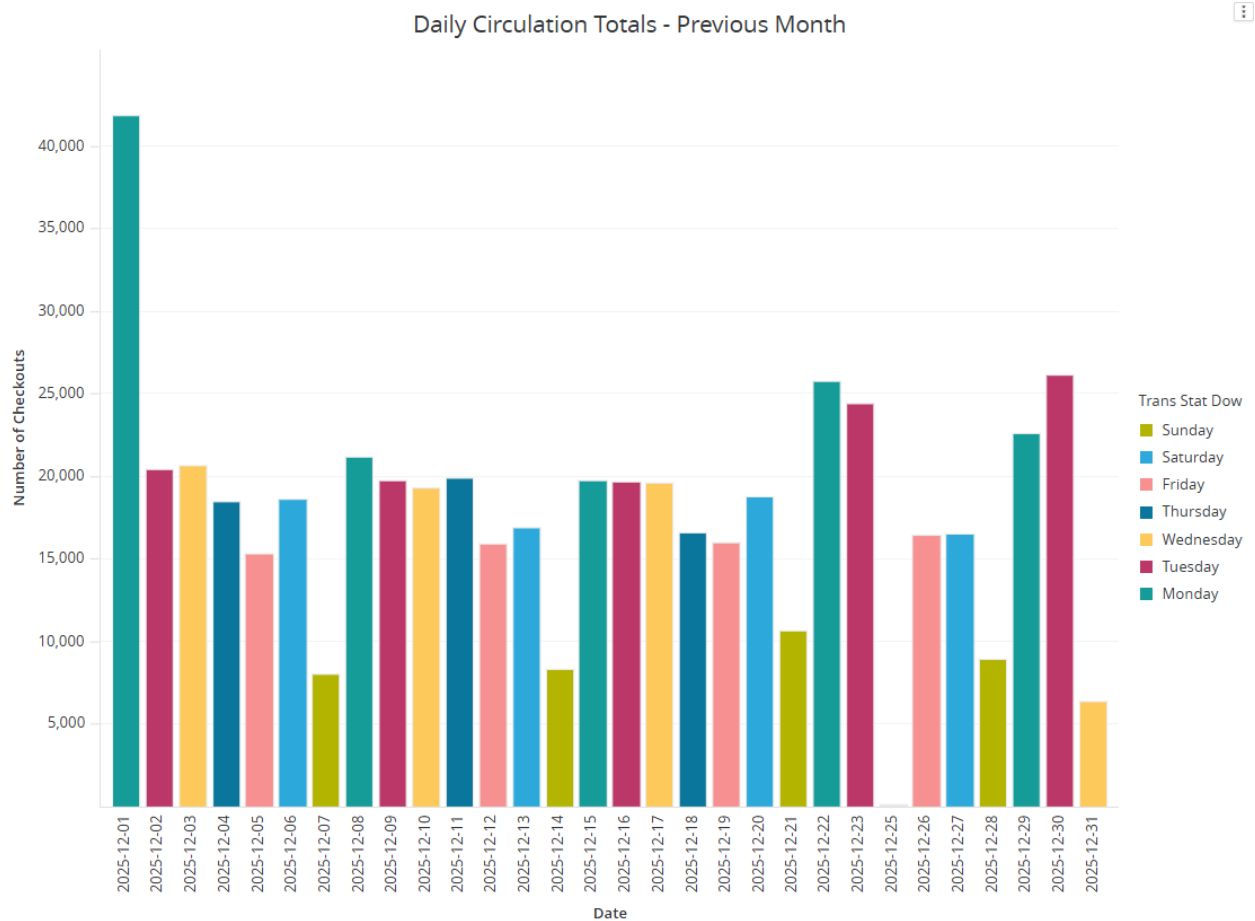
Records Added

In December, SWAN libraries added 34,978 new items to the database, and a total of 4,845 new catalog records.

Currently, we have 1,383,242 unique bibliographic records with available items. Of these, 55% were published in or after 2010.

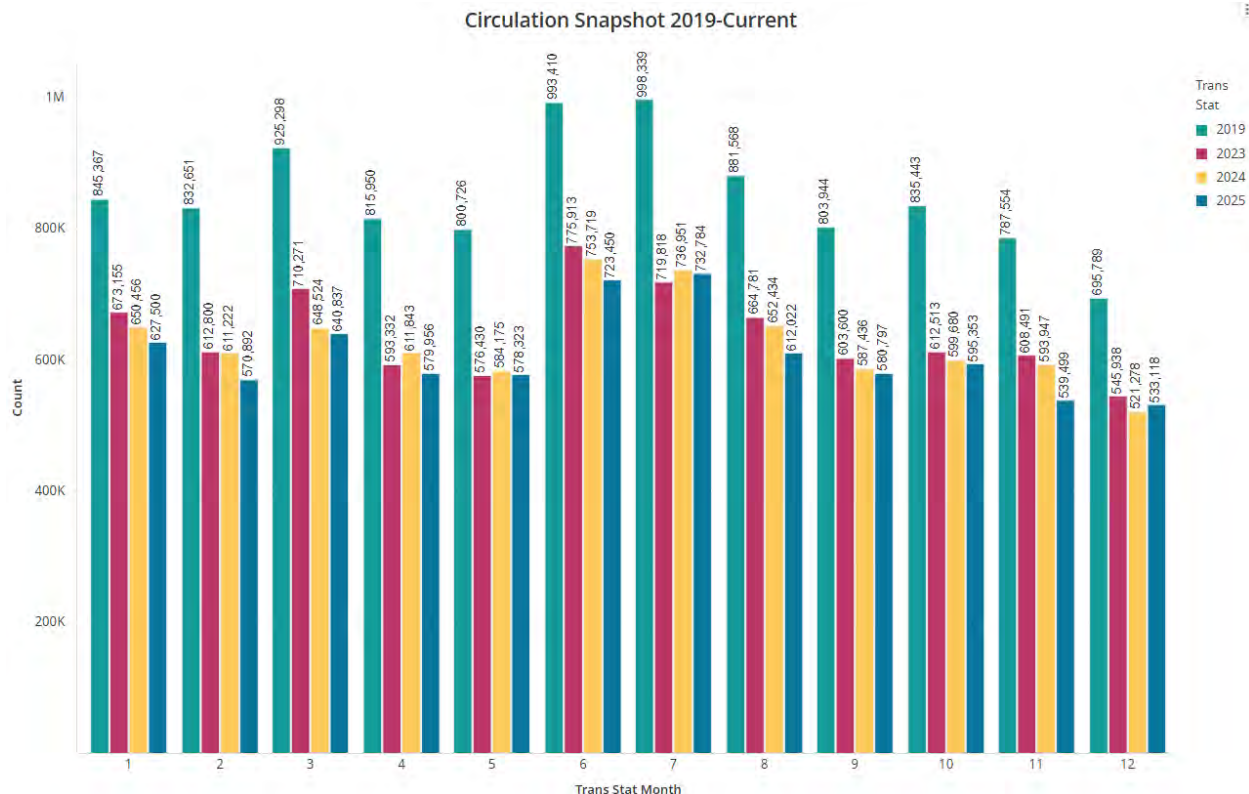
Circulation

In December, there were 533,047 total circulations across all SWAN libraries. Comparative daily rates are in the graph below.



Monthly total comparison since 2019

In December, systemwide circulation was 102.2% of the total in December 2024 and 76.6% of the pre-pandemic count from December 2019. This is not in line with recent years, and we are currently investigating whether there was an issue with circulation logging.



Trends in Holds

In December, 175,133 holds were placed by 36,763 unique patrons, for an average of 4.8 items per holding patron. Hold placements/pickup remains steady in recent years and is generally correlated to general circulation. In December, 79% of holds were ultimately circulated.

Interlibrary Loan & Resource Sharing

In December, Interlibrary loan checkouts between SWAN members totaled 98,171 for 19.7% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 18% of total checkouts at 90,646 checkouts. Non-SWAN reciprocal borrowing made up another 3.4% of checkouts.

OCLC Worldwide Resource Sharing

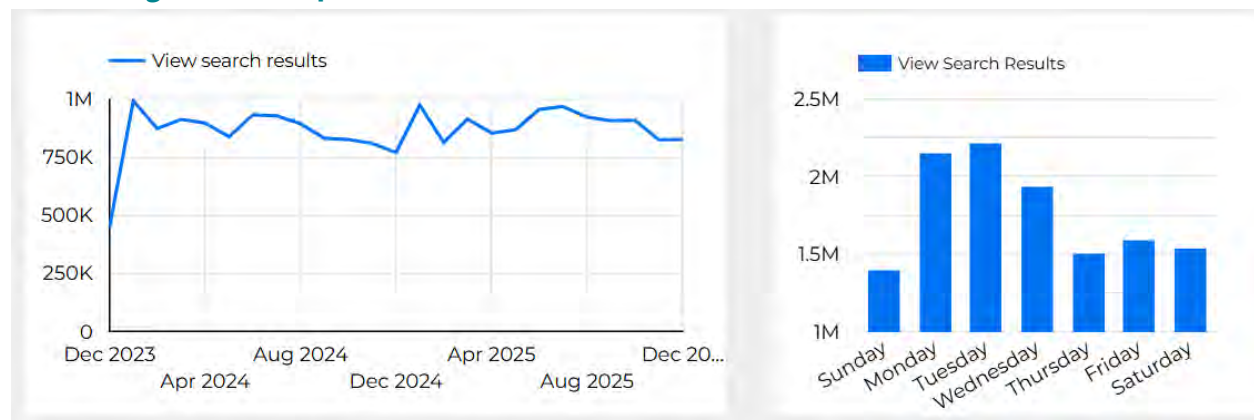
In December, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 2.16 items lent for each item borrowed. We lent 2,400 items and 13 copies and borrowed 1,111 items and 9 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (December 2025)

- | | | |
|----------------------|-----------------------|------------------------|
| 1. christmas | 10. dvd | 19. home alone |
| 2. goosebumps | 11. the correspondent | 20. historical fiction |
| 3. winter | 12. heated rivalry | 21. romance |
| 4. the housemaid | 13. wild dark shore | 22. buckeye |
| 5. movies | 14. hamnet | 23. my friends |
| 6. the correspondent | 15. pokemon | 24. atmosphere |
| 7. snow | 16. theo of golden | 25. the widow |
| 8. freida mcfadden | 17. nintendo switch | |
| 9. anything emporium | 18. stranger things | |

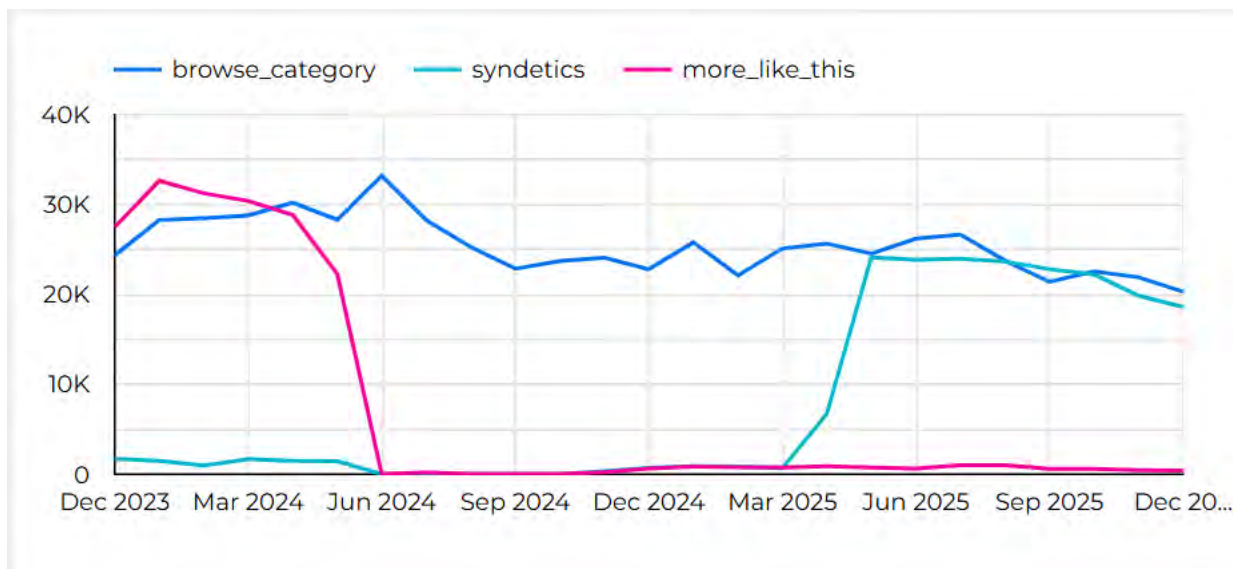
Results Pageviews in Aspen



Usage of Recommendations

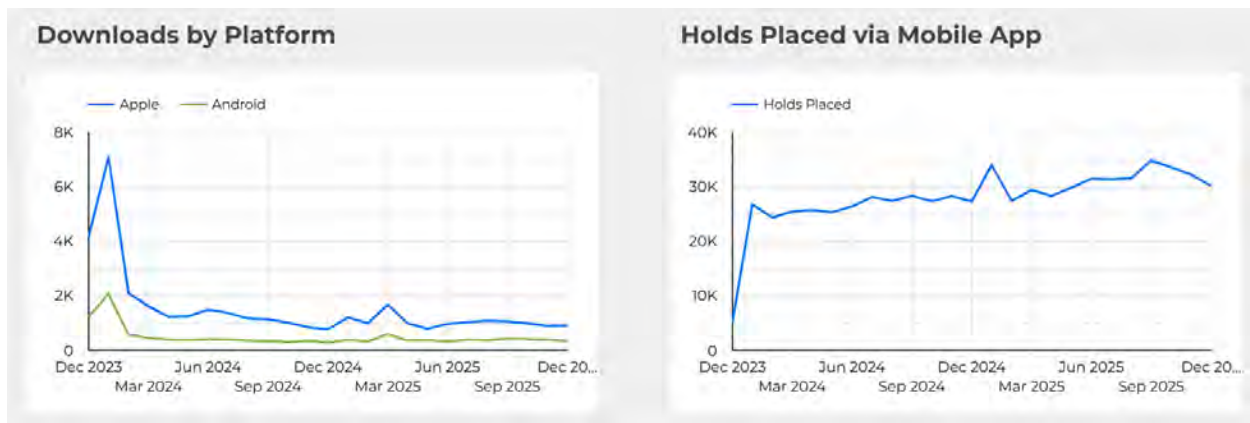
This data measures clicks on title recommendations presented to patrons.

- Browse categories appear on the home page and they are generated by library staff
- “More Like This” were auto-generated by ProQuest Syndetics and appeared on a grouped work or record detail page – *removed June 2024*.
- “Syndetics” refers to Syndetics Unbound recommendations - *enabled April 2025*.



SWAN Libraries + App – Aspen LiDA

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



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 18, 2025	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Approve schedule for regular board meetings for next 12 months.
Friday, August 15, 2025	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 4, 2025	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 19, 2025	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 17, 2025	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 21, 2025	Regular SWAN Board Meeting	Aaron to bring next SWAN budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for upcoming calendar
Thursday, December 4, 2025	SWAN Quarterly Meeting	
Friday, December 19, 2025	Regular SWAN Board Meeting	Review of SWAN Budget Draft
Friday, January 23, 2026	Regular SWAN Board Meeting	Board accepts financial audit. Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
Tuesday, February 3, 2026	Committee of the Whole meeting (virtual)	Meeting to discuss FY26 budget, fees, and reserves worksheet.
Friday, February 20, 2026	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 5, 2026	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2026	Regular SWAN Board Meeting	
Friday, April 17, 2026	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 22, 2026	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 4, 2026	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 19, 2026	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts. Director Evaluation - Provide results and discuss (Executive Session).

SWAN Board & Membership Meeting Schedule 2025 - 2026

Date	Meeting type	Location
Friday, July 18, 2025	Regular SWAN Board Meeting	Midlothian Public Library
Friday, August 15, 2025	Regular SWAN Board Meeting	Cancel
Friday, September 19, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, October 17, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 21, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, December 19, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, January 23, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, February 20, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, March 20, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, April 17, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, May 22, 2026	Regular SWAN Board Meeting	Richton Park Public Library
Thursday, June 18, 2026	Regular SWAN Board Meeting	Richton Park Public Library

BLUEcloud Analytics Private Intelligence Server

User issues identified

The 2025 platform survey indicated that while BLUEcloud Analytics is largely meeting the needs of the SWAN consortia, it could use improvements for report creation, navigation, visualizations, and customization.

As part of its recommendations to the SWAN Board for improving the user experience of Analytics, SWAN would explore the add-on product from SirsiDynix called Private Intelligence Server.

Private Intelligence Server has tools to create on-the-fly reports and visualizations in a simplified environment that will serve the needs of many staff who do not require the complexity Analytics allows.

Private Intelligence Server

BLUEcloud Analytics resides in the software-as-a-service platform supported by SirsiDynix. The Analytics software platform is built on 3rd party software from MicroStrategy, which is a powerful platform for data analysis used by major companies. Recently, SirsiDynix has begun offering a more exclusive option to the hosted platform and MicroStrategy tools called Private Intelligence Server.

Access management and engagement analysis

Although our library data is siloed, our BLUEcloud Analytics environment is shared with other institutions. This severely limits our ability to manage access, measure engagement, and strategically expand Analytics use throughout our membership. Private Intelligence Server would provide us with a dedicated MicroStrategies platform, which opens up the capability to create users (currently, Analytics user creation is only permitted by SirsiDynix support), manage user permissions, track report usage to detect high-use or resource-intensive reports, and provide insight where we may need to expand or cut back on report offerings.

Library consortia interviewed

We interviewed two large resource sharing consortia using Private Intelligence Server and both recommended the add-on product to the BLUEcloud Analytics Server.

Resource Sharing Alliance (RSA)

We interviewed Kendal Orrison at RSA about their use of the add-on Private Intelligence Server. RSA has created interactive web-based reports which allow their libraries to select the criteria within a given report, and the report will dynamically update the visuals and metrics based on the selection.



Figure 1: RSA Dashboard in Analytics for Circulation Managers created using Private Intelligence Server add-on

RSA created reports for specific user types, such as technical services managers, to be able to use a single dynamic webpage to generate the statistics for their individual library from a single Analytics report.

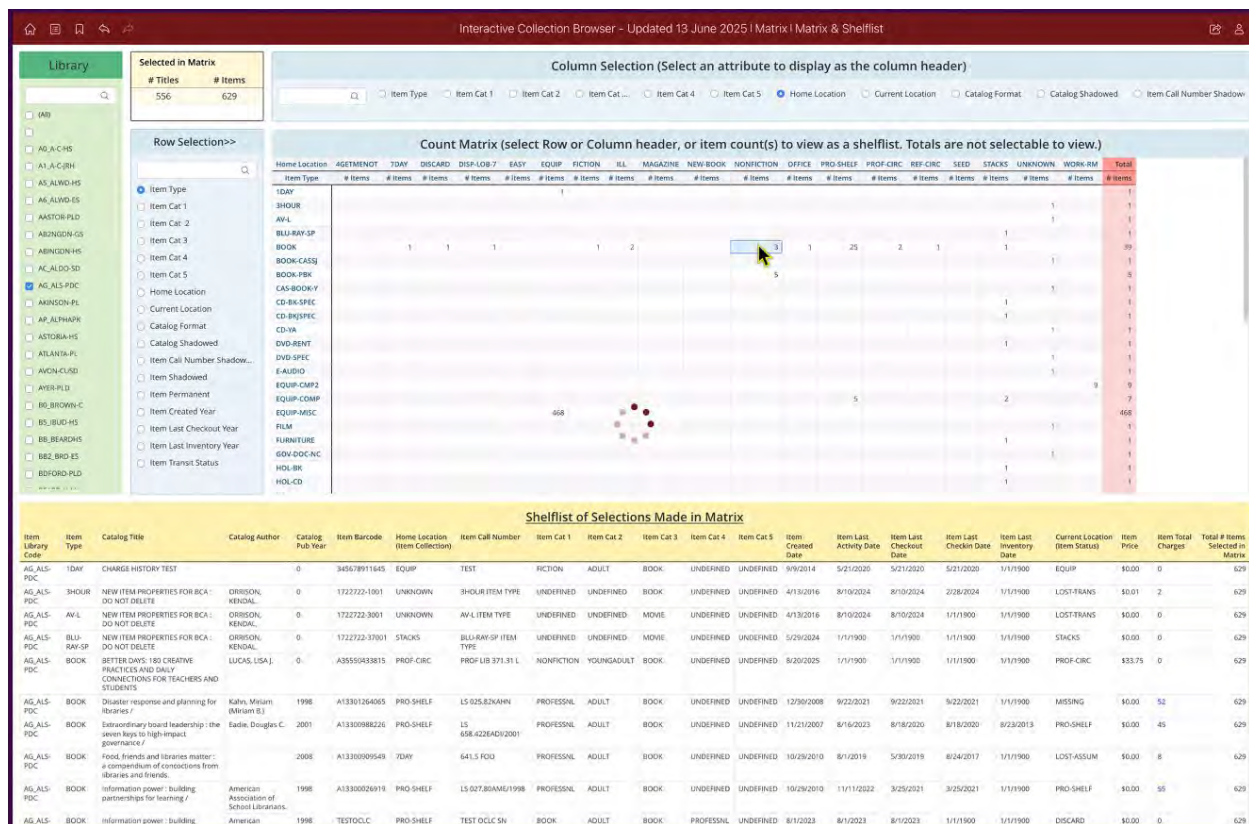


Figure 2: Dashboard in Analytics for Technical Services Managers created using Private Intelligence Server

The Private Intelligence Server allows RSA to generate web links directly to the Analytics report, so the consortium is providing documentation within their support site with report descriptions with a direct link to the new Private Intelligence Server report.

CLEVNET

The CLEVNET consortia in northern Ohio has Private Intelligence Server and is creating interactive reports similar to RSA. CLEVNET noted the additional administrative features that would be available to SWAN staff, such as full user account management, as well as the ability to review existing reports and when they were last accessed, which has helped the central consortia staff clean out existing reports no longer being used.

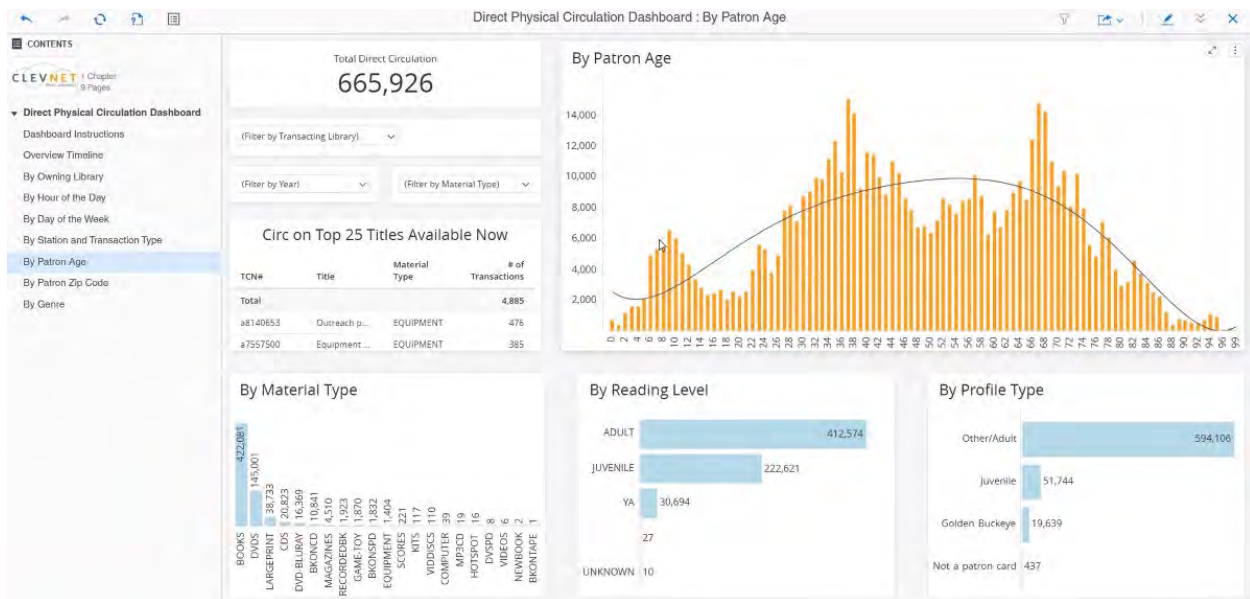


Figure 3: BLUEcloud Analytics Dashboard created by CLEVNET using the add-on Private Intelligence Server

Costs

There is a one-time cost of \$5,064 and the 2026 annual cost is \$6,900 upon completion of the project. The annual cost after 2026 would be included on the annual SirsiDynix maintenance.

Migration to Private Intelligence Server

The current Analytics platform would remain available to libraries throughout the addition of Private Intelligence Server. The new environment would take several weeks for SirsiDynix to complete, and the data migration would take around one day. SWAN would select a date of its choosing to switch to the new Analytics platform on Private Intelligence Server.

Recommendation

The two consortia SWAN interviewed have adopted the add-on functionality of Private Intelligence Server and demonstrated its improved capabilities to the current BLUEcloud Analytics platform. RSA demonstrated the ability to provide robust descriptions of reports on its support website and link directly to the Analytics report. SWAN could take a similar approach, which will help library staff understand the report and its functions with step-by-step guides. CLEVNET shared the expanded administrative functions of Private Intelligence

Server would allow SWAN staff to clean out unused Analytics reports, which will make it easier for SWAN library staff to locate reports.

SWAN would retain the same powerful report and dossier builder expertise that will allow SWAN staff to create targeted reports, because BLUEcloud Analytics retains the underlying reporting engine. Private Intelligence Server would act as an overlay of sorts. We believe the impact would be:

- Increased adoption by non-technical library staff
- Fewer help desk tickets for report building and maintenance
- Reduced staff time spent building one-off reports

While the add-on cost of Private Intelligence Server is a minimal increase to the annual SirsiDynix expense, it would benefit member library staff over the next two years, perhaps longer, as SWAN embarks on a decision whether to replace the software provided by SirsiDynix. Improving the user satisfaction of the reporting platform is the overall goal.

Date: January 23, 2026
To: SWAN Finance Committee
From: Aaron Skog, Executive Director
Re: FY27 Budget draft #2 update



The budget and membership fees were discussed at the December board meeting. This memo addresses questions raised at the meeting.

FY27 Budget expenses

The budget narrative was updated to include the details for the 5440 Library Services Platform expenses for SirsiDynix, EBSCO, OCLC, Grove, and Patron Point.

Cyber risk insurance coverage is set at \$2 million, which is a \$1 million increase from the previous budget, but we await information on coverage at \$5 and \$10 million from the insurance broker.

Health benefits to employees are budgeted at the 2026 open enrollment expenses with LIMRiCC as we wait for additional information on coverage for vision, dental, and life insurance from the insurance broker.

FY27 Membership Fees

- Hodgkins Public Library bond payment was adjusted to coincide with the 2023 tax year
- Summit Public Library District membership fee increase is due to its bond payment ending
- Sugar Grove Public Library District membership fee increase is due to its bond payment ending
- Broadview Public Library District membership fee increase: I spoke with its director Tanya King about the library's change in revenue, which was expected
- Markham Public Library membership fee decreased due to its bond payment increasing from \$93,150 to \$1,320,075 in tax year 2023
- Bond payments were updated for:
 - Brookfield Public Library
 - Hodgkins Public Library District
 - Richton Park Public Library
 - St Charles Public Library District

This budget will be presented at the Committee of the Whole meeting on Tuesday, February 3rd. I will present any insurance expense updates at the regular board meeting on Friday, February 20th. The budget will be approved at the March 5th Quarterly meeting.



SWAN Budget Fiscal Year 2027

July 1, 2026 – June 30, 2027

SWAN Budget Information & Guidelines

Fiscal Year 2027 (July 1, 2026 – June 30, 2027)

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

RAILS Grant revenue increase

The RAILS LLSAP grant increased from \$501,394 to \$515,768 for FY27, which is a \$14,374.50 increase.

Group purchases for EBSCO & Comics Plus removed

These purchases once under SWAN have since moved to an arrangement with RAILS. RAILS now manages the subscription request modifications, fees, and billing. These purchases had no impact on membership fees overall, as the expense and subsequent revenue from direct billing of libraries would zero out.

Increase Library Services Platform expenses

The SirsiDynix agreement would enter its second and final year with a 6.9% increase. Aspen hosting and support is assumed to not increase from the prior year, but additional Aspen/mobile app software development of \$10,000 is included in the FY27. The online patron registration service expense is based on actual three months of usage.

Increase outside consulting expense

The consulting budget includes an increase of \$10,000 to provide SWAN consulting for procurement and RFP management should it be decided to procure a new integrated library system (ILS).

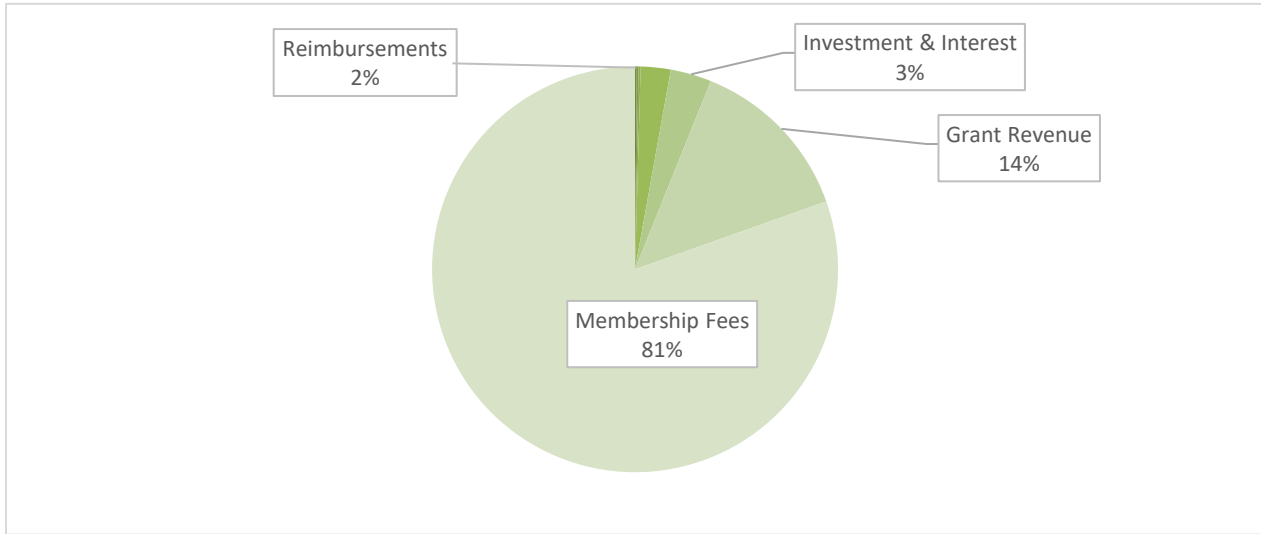
Increase to cyber risk policy coverage expense

The information security risks are increasing for all organizations, and libraries are no longer outside of the threat vector for cyber criminals (see the British Library ransomware attack). The insurance coverage for SWAN is currently \$1 million and if raised to \$2 million in coverage would raise the annual premium from \$6,191 to \$8,489. SWAN also has a cyber risk warranty with our security provider Arctic Wolf which provides coverage up to \$750,000.

Membership fees increase

Overall, the FY27 budget would set an increase of 4.0% to membership fees.

Revenue



Membership Fees

4010 SWAN Full Membership Fees \$3,073,186

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. SWAN’s FY27 membership fees are based on the 2023 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 \$4,200

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

Membership Reimbursements

4110 Member One-Time Project Receipts \$0

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

4190 Member Group Purchase Receipts \$5,600

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO and Comics Plus group purchase revenue prior to FY27 were recorded in this line.

Reimbursements

4220	Reimbursement Losses for Resource Sharing	\$47,800
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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	\$43,400
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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.

4250	Deaccession transactions	\$0
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Revenue collected from deaccession of SWAN equipment or furniture.

Grant Revenue

4310	RAILS Support to SWAN	\$515,768
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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	\$6,260
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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	\$100,000
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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 \$25,000

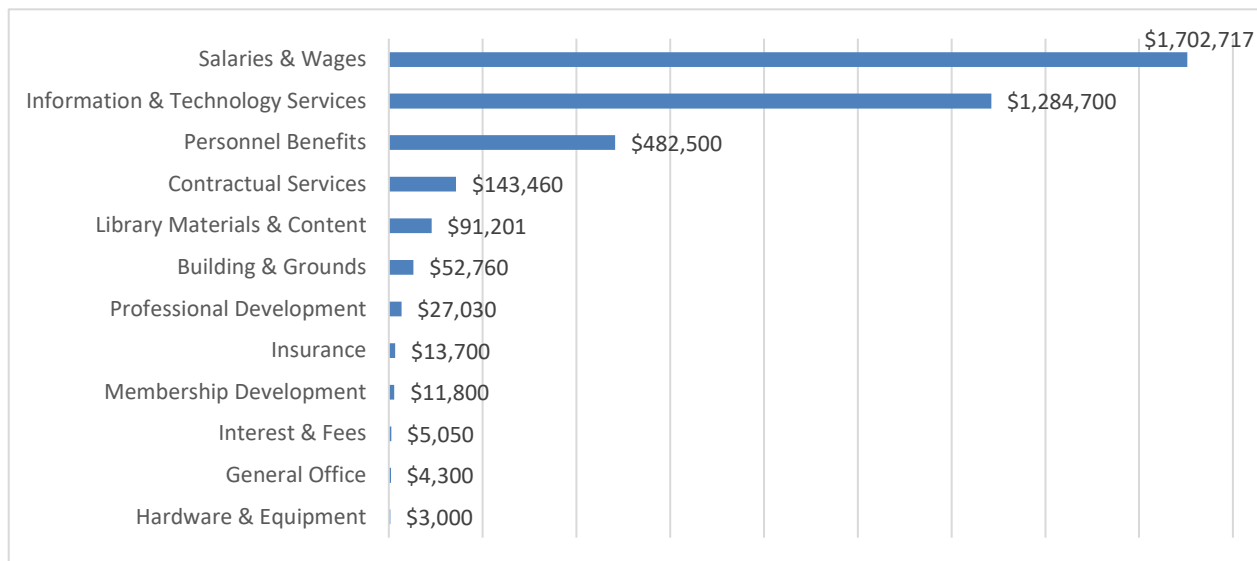
SWAN currently is a member of IMET. The annual income is recorded in this budget revenue line.

Reserves Funding

4600 Reserves Funding \$5,064

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 includes a one-time expense for add-on software to improve BLUEcloud Analytics.

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,702,717

This year that this budget line is increased 4.0%, which allows for SWAN's merit process and salary increases.

Personnel Benefits

5021 Social Security Taxes \$115,000

Payroll taxes and fringe benefits-- employer's share only.

5022 State Unemployment Insurance \$0

Organization pays unemployment directly should it be required.

5023	Worker's Compensation	\$3,900
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Organization insurance provided by insurance vendor.

5024	Retirement Benefits	\$167,100
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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	\$195,000
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Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). This budget reflects the 2026 open enrollment 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 relocated in December 2024, and the operating expenses have decreased significantly in the smaller, new location.

5110	Rent/Lease	\$50,600
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SWAN signed a 7-year lease in 2024 for office space. This budget reflects 12 months of the rent.

5120	Utilities	\$1,200
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Office facility electricity expenses are recorded in this line.

5130	Property Insurance	\$0
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Property and flood insurance covers office space furniture and equipment.

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

5150	Custodial Service & Supplies	\$0
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Cleaning service is provided as part of the office lease.

5190	Other Building Maintenance	\$0
<p>Used for alarms and security cameras related to facility expense.</p>		

Professional Development

This budget category focuses on providing professional development for SWAN employees. This includes training, conferences, and travel.

5210	Conference Travel	\$10,000
<p>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.</p>		

5220	Staff Meetings	\$900
<p>Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.</p>		

5230	Staff Professional Development	\$7,000
<p>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.</p>		

5240	Professional Association Membership Dues	\$1,300
<p>SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual</p>		

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

5260	Online Learning	\$7,030
<p>SWAN employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.</p>		

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	\$2,000
<p>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.</p>		

5320	Membership Meetings	\$300
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	\$9,500
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.		
5350	Marketing & Promotional Material	\$0
Expenses related to printing library promotional material such as bookmarks or brochures.		
5399	Annual Conference	\$0
SWAN's annual conference, called SWAN Expo, supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts.		

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	\$129,000
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 single sign-on service was added in 2023, 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 \$1,049,700**
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, OpenAthens, and now Patron Point/SpringShare providing online patron registration. Annual expenses for products are the following: SirsiDynix \$415,575; OCLC for all SWAN members \$318,848; EBSCO Discovery Service Web Services \$131,531; OpenAthens proxy authentication service \$71,933; Aspen Discovery & LiDA mobile with Grove \$92,600; online patron registration with Springshare Patron Point \$10,252; SirsiDynix add-on BLUEcloud Analytics Private Intelligence Server \$6,900.
- 5450 Data Management Services \$35,100**
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 BackStage Library Works (ongoing authority updates). The National Change of Address (NCOA) is processed annually with Unique Management which updates the patron database address data and includes GIS map coordinates based on address.
- 5460 Information Subscription Service \$21,800**
SWAN's discovery platform includes ProQuest Syndetic Ubound services to add cover artwork and reading recommendations.
- 5470 Subscription Support Services \$25,200**
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 \$7,100**
Expenses associated with SWAN facility connection to the internet and phone support were reduced due to the office relocation.
- 5490 Group Purchases - Services \$2,600**
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 915 Harger Drive, Suite 260, Oak Brook, Illinois.

5510	Office Supplies	\$3,500
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Expenses associated with routine office work including paper, staff supplies, and anything costing less than \$5,000.

5520	Postage	\$800
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Expenses associated with shipping printed material are recorded in this line. SWAN staff make best attempts to control shipping costs through bringing printed material to membership events.

5550	Furniture	\$0
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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
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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	\$0
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Expenses for this budget related to SWAN staff computer equipment replacement, to be funded with SWAN excess cash reserves.

5690	Group Purchases - Hardware	\$3,000
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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 and cybercrime.

5700	Insurance	\$13,700
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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	\$6,000
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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	\$22,060
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Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

5830	Consulting	\$12,800
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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	\$4,600
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Expenses for the payroll service provided through Paylocity.

5850	Contractual Agreements	\$0
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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.

5860	Notification & Collection	\$85,900
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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. 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 \$4,092 annually.

5870	Recruitment	\$0
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Costs for personnel search, advertising of an open position at SWAN.

5899	Annual Conference Facility Contract	\$12,100
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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, based on the amount paid last year for the event.

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

5920	Reimbursement for Resource Sharing	\$47,800
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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
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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	\$43,401
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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	\$0
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SWAN negotiated group purchase for online subscriptions would be recorded in this line. The associated revenue offset in the revenue 4190 budget line. Prior expenses included the EBSCO subscription database group-purchase and Comics Plus.

Interest & Fees

6010	Bank Fees	\$5,000
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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	\$1,460
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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
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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	FY27 Budget
4000 Membership Fees	\$3,077,386
4100 Membership Reimbursements	\$5,600
4200 Reimbursements	\$91,200
4300 Grant Revenue	\$515,768
4400 Registration & Event Receipts	\$6,260
4500 Investment & Interest	\$125,000
4600 Reserves Funding	\$5,064
Total Revenue	\$3,826,278
5000 Salaries & Wages	\$1,702,717
5020 Personnel Benefits	\$482,500
5100 Building & Grounds	\$52,760
5200 Professional Development	\$27,030
5300 Membership Development	\$11,800
5400 Information & Technology Services	\$1,284,700
5500 General Office	\$4,300
5600 Hardware & Equipment	\$3,000
5700 Insurance	\$13,700
5800 Contractual Services	\$143,460
5900 Library Materials & Content	\$91,201
6000 Interest & Fees	\$5,050
Total Operating Expenses	\$3,822,218
6100 Asset Management	\$1,460
Excess of revenues over (under) estimated expenses	\$0

Revenue & Expense Budget		FY25 Actual	FY26 Budget	FY27 Budget	Change from FY26 to FY27
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$2,871,718	\$2,933,139	\$3,073,186	\$140,047
4011	SWAN Internet Access Membership Fees	\$3,714	\$3,700	\$4,200	\$500
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts		\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$301,672	\$301,600	\$5,600	(\$296,000)
4200	Reimbursements				
4220	Reimbursement Losses for Resource Sharing	\$44,985	\$42,000	\$47,800	\$5,800
4230	Collection Agency Fees		\$0	\$0	\$0
4240	E-commerce transactions	\$40,181	\$43,400	\$43,400	\$0
4250	Deaccession transactions				
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$500,616	\$501,394	\$515,768	\$14,374
4320	Other Grant Revenue		\$0	\$0	\$0
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$7,630	\$6,260	\$6,260	\$0
4500	Investment & Interest				
4510	Interest Income	\$102,036	\$85,000	\$100,000	\$15,000
4520	Investment Income		\$21,000	\$25,000	\$4,000
4600	Reserves Funding		\$45,000	\$5,064	(\$39,936)
Total Revenue		\$3,872,550	\$3,982,493	\$3,826,278	(\$156,215)
Expenses					
5000	Salaries & Wages	\$1,489,915	\$1,639,608	\$1,702,717	\$63,109
5020	Personnel Benefits				
5021	Social Security Taxes	\$110,313	\$125,600	\$115,000	(\$10,600)
5022	State Unemployment Insurance	\$0	\$0	\$0	\$0
5023	Worker's Compensation	\$0	\$4,700	\$3,900	(\$800)
5024	Retirement Benefits	\$147,105	\$138,300	\$167,100	\$28,800
5025	Health, Dental, Life And Disability Insurance	\$183,403	\$178,600	\$195,000	\$16,400
5026	Tuition Reimbursements	\$0	\$1,100	\$1,100	\$0
5085	Staff Wellness	\$460	\$400	\$400	\$0
5100	Building & Grounds				
5110	Rent/Lease	\$34,249	\$41,800	\$50,600	\$8,800
5120	Utilities	\$5,107	\$3,800	\$1,200	(\$2,600)
5130	Property Insurance	\$642	\$0	\$0	\$0
5140	Repairs & Maintenance	\$1,860	\$960	\$960	\$0
5150	Custodial Service & Supplies	\$9,620	\$0	\$0	\$0
5190	Other Building Maintenance	\$0	\$0	\$0	\$0

Revenue & Expense Budget		FY25 Actual	FY26 Budget	FY27 Budget	Change from FY26 to FY27
5200	Professional Development				
5210	Conference Travel	\$5,911	\$10,000	\$10,000	\$0
5220	Staff Meetings	\$1,605	\$900	\$900	\$0
5230	Staff Professional Development	\$6,797	\$8,800	\$7,000	(\$1,800)
5240	Professional Association Membership Dues	\$1,248	\$2,500	\$1,300	(\$1,200)
5250	Educational Material	\$0	\$800	\$800	\$0
5260	Online Learning	\$2,030	\$2,500	\$7,030	\$4,530
5300	Membership Development				
5310	Travel Reimbursement	\$1,936	\$900	\$2,000	\$1,100
5320	Membership Meetings	\$80	\$0	\$300	\$300
5330	Library Professional Development	\$4,020	\$8,094	\$9,500	\$1,406
5350	Marketing & Promotional Material	\$0	\$0	\$0	\$0
5399	Annual Conference	\$0	\$2,500	\$0	(\$2,500)
5400	Information & Technology Services				
5420	Application Software Licensing	\$16,332	\$20,300	\$16,800	(\$3,500)
5430	Server Software Licensing	\$141,340	\$118,800	\$129,000	\$10,200
5440	Library Services Platform	\$995,252	\$993,100	\$1,049,700	\$56,600
5450	Data Management Services	\$25,651	\$37,600	\$35,100	(\$2,500)
5460	Information Subscription Service	\$78,866	\$20,400	\$21,800	\$1,400
5470	Subscription Support Services	\$44,616	\$33,800	\$25,200	(\$8,600)
5480	Telecommunications	\$10,160	\$7,500	\$7,100	(\$400)
5490	Group Purchases - Services	\$2,294	\$600	\$2,600	\$2,000
5500	General Office				
5510	Office Supplies	\$2,397	\$3,300	\$3,500	\$200
5520	Postage	\$727	\$800	\$800	\$0
5550	Furniture	\$0	\$0	\$0	\$0
5599	Annual Conference Supplies	\$1,160	\$0	\$0	\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$0	\$0	\$0	\$0
5620	Hardware	\$1,673	\$45,000	\$0	(\$45,000)
5690	Group Purchases - Hardware	\$0	\$0	\$3,000	\$3,000
					\$0
5700	Insurance	\$13,682	\$10,900	\$13,700	\$2,800
5800	Contractual Services				
5810	Legal	\$118	\$1,500	\$6,000	\$4,500
5820	Accounting	\$21,935	\$22,060	\$22,060	\$0
5830	Consulting	\$10,840	\$1,300	\$12,800	\$11,500
5840	Payroll Service Fees	\$4,540	\$4,600	\$4,600	\$0
5850	Contractual Agreements	\$0	\$0	\$0	\$0
5860	Notification & Collection	\$79,051	\$85,900	\$85,900	\$0
5870	Recruitment	\$0	\$0	\$0	\$0
5899	Annual Conference Facility Contract	\$12,069	\$12,100	\$12,100	\$0
5900	Library Materials & Content				
5910	Print Materials		\$0	\$0	\$0
5920	Reimbursement for Resource Sharing	\$47,738	\$42,000	\$47,800	\$5,800

		FY25	FY26	FY27	Change
		Actual	Budget	Budget	from FY26 to FY27
Revenue & Expense Budget					
5930	Group Purchases - Content		\$0	\$0	\$0
5940	E-commerce payment transactions	\$36,711	\$43,400	\$43,401	\$1
5990	Group Purchases - Electronic Resources	\$296,105	\$301,600	\$0	(\$301,600)
6000	Interest & Fees				
6010	Bank Fees	\$5,544	\$2,560	\$5,000	\$2,440
6020	Merchant Account Fees	\$40	\$50	\$50	\$0
6030	Interest Payment		\$0	\$0	\$0
6099	Annual Conference Merchant Fees		\$0	\$0	\$0
Subtotal Expenses		\$3,855,140	\$3,981,032	\$3,824,818	(\$110,392)
		\$3,855,140			
6100	Asset Management	\$0			
6110	Depreciation		\$1,460	\$1,460	(\$862)
6120	(Gain)/Loss on Asset Disposal				
6130	Vacation Expense				
6140	Miscellaneous Expense				
Total Expenses			\$3,982,492	\$3,826,278	(\$111,254)
Total Revenue (from above)			\$3,982,493	\$3,826,278	
Excess of revenues over (under) estimated expenses			\$1	\$0	

SWAN Reserves Plan: Updated for FY27 Budget

Capital Expenditures	FY25	FY26	FY27	FY28
	July 2024-June 2025	July 2025-June 2026	July 2026-June 2027	July 2027-June 2028
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,600,427	\$2,560,427	\$2,515,427	\$2,510,363
Reserves collected & Impact Fee	\$0			
Strategic planning consultant				
Website development consultant				
Single Sign On: Identity service provider one-time	(\$35,000)			
Funds for SWAN office relocation	(\$5,000)			
Funds for SWAN staff computer replacement		(\$45,000)		
BLUEcloud Analytics Private Intelligence Suite one-time expense			(\$5,064)	
Future ILS Migration Budget (\$465,740)				
Total	\$2,560,427	\$2,515,427	\$2,510,363	\$2,510,363
Maintain 4 months operating in reserve (policy)	(\$1,364,582)	(\$1,326,431)	(\$1,263,933)	(\$1,327,129)
Over/(Under) Reserve Policy	\$1,195,845	\$1,188,996	\$1,246,430	\$1,183,233
Operating Budget (5% increases each year after FY26)	\$4,093,746.37	\$3,979,293.38	\$3,791,798.46	\$3,981,388.38
Months operating in reserve	7.51	7.59	7.94	7.57

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Type	Public Library Base Fee	Public Library Funding Fee	School Library	Special Library
Acorn Public Library District	Public	\$ 18,414	\$ 10,998		
Addison Public Library	Public	\$ 18,414	\$ 50,250		
Alsip-Merrionette Park Public Library District	Public	\$ 18,414	\$ 24,773		
Batavia Public Library District	Public	\$ 18,414	\$ 43,425		
Bedford Park Public Library District	Public	\$ 18,414	\$ 15,610		
Beecher Community Library District	Public	\$ 18,414	\$ 3,048		
Bellwood Public Library	Public	\$ 18,414	\$ 17,924		
Bensenville Community Public Library District	Public	\$ 18,414	\$ 15,918		
Bensenville Elementary School District #2	School			\$ 17,500	
Berkeley Public Library	Public	\$ 18,414	\$ 4,031		
Berwyn Public Library	Public	\$ 18,414	\$ 35,878		
Bloomingtondale Public Library	Public	\$ 18,414	\$ 26,490		
Blue Island Public Library	Public	\$ 18,414	\$ 11,786		
Bridgeview Public Library	Public	\$ 18,414	\$ 9,240		
Broadview Public Library District	Public	\$ 18,414	\$ 11,602		
Brookfield Public Library	Public	\$ 18,414	\$ 19,498		
Calumet City Public Library	Public	\$ 18,414	\$ 12,931		
Calumet Park Public Library	Public	\$ 18,414	\$ 1,721		
Carol Stream Public Library	Public	\$ 18,414	\$ 30,502		
Chicago Heights Public Library	Public	\$ 18,414	\$ 6,726		
Chicago Ridge Public Library	Public	\$ 18,414	\$ 12,624		
Cicero Public Library	Public	\$ 18,414	\$ 15,282		
Clarendon Hills Public Library	Public	\$ 18,414	\$ 7,383		
Crestwood Public Library District	Public	\$ 18,414	\$ 5,682		
Crete Public Library District	Public	\$ 18,414	\$ 17,442		
Dolton Public Library District	Public	\$ 18,414	\$ 8,536		
Downers Grove Public Library	Public	\$ 18,414	\$ 52,135		
Eisenhower Public Library District	Public	\$ 18,414	\$ 38,219		
Elmwood Park Public Library	Public	\$ 18,414	\$ 15,018		
Evergreen Park Public Library	Public	\$ 18,414	\$ 11,809		
Flossmoor Public Library	Public	\$ 18,414	\$ 11,586		
Forest Park Public Library	Public	\$ 18,414	\$ 18,815		
Frankfort Public Library District	Public	\$ 18,414	\$ 25,655		
Franklin Park Public Library District	Public	\$ 18,414	\$ 17,624		
Geneva Public Library District	Public	\$ 18,414	\$ 50,687		
Glen Ellyn Public Library	Public	\$ 18,414	\$ 43,742		
Glenside Public Library District	Public	\$ 18,414	\$ 30,256		
Glenwood-Lynwood Public Library District	Public	\$ 18,414	\$ 12,623		
Grande Prairie Public Library District	Public	\$ 18,414	\$ 13,637		
Green Hills Public Library District	Public	\$ 18,414	\$ 23,240		
Harvey Public Library District	Public	\$ 18,414	\$ 8,935		
Hillside Public Library	Public	\$ 18,414	\$ 13,283		
Hinsdale Public Library	Public	\$ 18,414	\$ 28,745		
Hodgkins Public Library District	Public	\$ 18,414	\$ 7,994		
Homewood Public Library District	Public	\$ 18,414	\$ 21,755		
Indian Prairie Public Library District	Public	\$ 18,414	\$ 37,135		
Itasca Community Library	Public	\$ 18,414	\$ 14,871		
Justice Public Library District	Public	\$ 18,414	\$ 3,114		
Kaneville Public Library District	Public	\$ 18,414	\$ 842		
La Grange Public Library	Public	\$ 18,414	\$ 24,953		
LaGrange Park Public Library District	Public	\$ 18,414	\$ 16,908		
Lansing Public Library	Public	\$ 18,414	\$ 27,145		
Lyons Public Library	Public	\$ 18,414	\$ 6,155		
Markham Public Library	Public	\$ 18,414	\$ (4,830)		
Matteson Area Public Library District	Public	\$ 18,414	\$ 26,293		
Maywood Public Library District	Public	\$ 18,414	\$ 12,069		

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Type	Public Library Base Fee	Public Library Funding Fee	School Library	Special Library
McCook Public Library District	Public	\$ 18,414	\$ 5,921		
Melrose Park Public Library	Public	\$ 18,414	\$ 8,128		
Messenger Public Library of North Aurora	Public	\$ 18,414	\$ 17,894		
Midlothian Public Library	Public	\$ 18,414	\$ 11,124		
Morton Arboretum	Special				\$ 12,500
Nancy L. McConathy Public Library District	Public	\$ 18,414	\$ 3,115		
National University of Health Sciences	Academic				
North Riverside Public Library District	Public	\$ 18,414	\$ 10,050		
Northlake Public Library District	Public	\$ 18,414	\$ 20,752		
Oak Brook Public Library	Public	\$ 18,414	\$ 11,652		
Oak Lawn Public Library	Public	\$ 18,414	\$ 47,534		
Oak Park Public Library	Public	\$ 18,414	\$ 93,289		
Palos Heights Public Library	Public	\$ 18,414	\$ 16,235		
Palos Park Public Library	Public	\$ 18,414	\$ 4,628		
Park Forest Public Library	Public	\$ 18,414	\$ 12,543		
Prairie Trails Public Library District	Public	\$ 18,414	\$ 18,617		
Richton Park Public Library District	Public	\$ 18,414	\$ 8,118		
River Forest Public Library	Public	\$ 18,414	\$ 13,317		
River Grove Public Library District	Public	\$ 18,414	\$ 4,820		
Riverdale Public Library District	Public	\$ 18,414	\$ 4,854		
Riverside Public Library	Public	\$ 18,414	\$ 12,089		
Roselle Public Library District	Public	\$ 18,414	\$ 20,691		
Schiller Park Public Library	Public	\$ 18,414	\$ 11,235		
South Holland Public Library	Public	\$ 18,414	\$ 20,163		
St Charles Public Library District	Public	\$ 18,414	\$ 72,542		
Steger-South Chicago Heights Public Library District	Public	\$ 18,414	\$ 4,376		
Stickney-Forest View Public Library District	Public	\$ 18,414	\$ 11,324		
Sugar Grove Public Library District	Public	\$ 18,414	\$ 14,265		
Summit Public Library District	Public	\$ 18,414	\$ 3,294		
Theosophical Society in America	Special				\$ 12,500
Thomas Ford Memorial Library	Public	\$ 18,414	\$ 14,561		
Thornton Public Library	Public	\$ 18,414	\$ 1,563		
Tinley Park Public Library	Public	\$ 18,414	\$ 54,205		
Town and Country Public Library District	Public	\$ 18,414	\$ 14,230		
University Park Public Library District	Public	\$ 18,414	\$ 5,798		
Villa Park Public Library	Public	\$ 18,414	\$ 20,800		
Warrenville Public Library District	Public	\$ 18,414	\$ 18,146		
West Chicago Public Library District	Public	\$ 18,414	\$ 23,856		
Westchester Public Library	Public	\$ 18,414	\$ 11,858		
Westmont Public Library	Public	\$ 18,414	\$ 19,586		
William Leonard Public Library District	Public	\$ 18,414	\$ 2,035		
Wood Dale Public Library District	Public	\$ 18,414	\$ 24,818		
Woodridge Public Library	Public	\$ 18,414	\$ 36,264		
Worth Public Library District	Public	\$ 18,414	\$ 7,727		

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Academic Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee
Acorn Public Library District		\$ 29,412	(\$5,373)	\$ 24,039	\$ 23,003
Addison Public Library		\$ 68,664	(\$5,373)	\$ 63,292	\$ 60,970
Alsip-Merrionette Park Public Library District		\$ 43,186	(\$5,373)	\$ 37,814	\$ 37,946
Batavia Public Library District		\$ 61,839	(\$5,373)	\$ 56,466	\$ 53,054
Bedford Park Public Library District		\$ 34,023	(\$5,373)	\$ 28,651	\$ 27,017
Beecher Community Library District		\$ 21,462	(\$5,373)	\$ 16,089	\$ 15,248
Bellwood Public Library		\$ 36,337	(\$5,373)	\$ 30,965	\$ 30,510
Bensenville Community Public Library District		\$ 34,331	(\$5,373)	\$ 28,959	\$ 27,298
Bensenville Elementary School District #2		\$ 17,500		\$ 17,500	\$ 17,500
Berkeley Public Library		\$ 22,445	(\$5,373)	\$ 17,073	\$ 16,270
Berwyn Public Library		\$ 54,292	(\$5,373)	\$ 48,919	\$ 47,926
Bloomington Public Library		\$ 44,904	(\$5,373)	\$ 39,531	\$ 38,138
Blue Island Public Library		\$ 30,199	(\$5,373)	\$ 24,827	\$ 23,923
Bridgeview Public Library		\$ 27,654	(\$5,373)	\$ 22,282	\$ 21,656
Broadview Public Library District		\$ 30,016	(\$5,373)	\$ 24,644	\$ 21,392
Brookfield Public Library		\$ 37,912	(\$5,373)	\$ 32,539	\$ 33,803
Calumet City Public Library		\$ 31,345	(\$5,373)	\$ 25,972	\$ 25,148
Calumet Park Public Library		\$ 20,135	(\$5,373)	\$ 14,762	\$ 13,964
Carol Stream Public Library		\$ 48,916	(\$5,373)	\$ 43,543	\$ 42,322
Chicago Heights Public Library		\$ 25,140	(\$5,373)	\$ 19,767	\$ 19,202
Chicago Ridge Public Library		\$ 31,038	(\$5,373)	\$ 25,665	\$ 24,653
Cicero Public Library		\$ 33,696	(\$5,373)	\$ 28,324	\$ 27,879
Clarendon Hills Public Library		\$ 25,797	(\$5,373)	\$ 20,424	\$ 19,356
Crestwood Public Library District		\$ 24,096	(\$5,373)	\$ 18,723	\$ 18,110
Crete Public Library District		\$ 35,856	(\$5,373)	\$ 30,483	\$ 28,805
Dolton Public Library District		\$ 26,950	(\$5,373)	\$ 21,577	\$ 20,486
Downers Grove Public Library		\$ 70,549	(\$5,373)	\$ 65,176	\$ 61,884
Eisenhower Public Library District		\$ 56,633	(\$5,373)	\$ 51,260	\$ 48,298
Elmwood Park Public Library		\$ 33,432	(\$5,373)	\$ 28,059	\$ 26,973
Evergreen Park Public Library		\$ 30,223	(\$5,373)	\$ 24,850	\$ 23,880
Flossmoor Public Library		\$ 30,000	(\$5,373)	\$ 24,627	\$ 24,146
Forest Park Public Library		\$ 37,229	(\$5,373)	\$ 31,857	\$ 29,928
Frankfort Public Library District		\$ 44,069	(\$5,373)	\$ 38,696	\$ 36,061
Franklin Park Public Library District		\$ 36,038	(\$5,373)	\$ 30,665	\$ 29,325
Geneva Public Library District		\$ 69,100	(\$5,373)	\$ 63,728	\$ 59,392
Glen Ellyn Public Library		\$ 62,156	(\$5,373)	\$ 56,784	\$ 53,629
Glenside Public Library District		\$ 48,670	(\$5,373)	\$ 43,297	\$ 41,434
Glenwood-Lynwood Public Library District		\$ 31,036	(\$5,373)	\$ 25,664	\$ 25,204
Grande Prairie Public Library District		\$ 32,051	(\$5,373)	\$ 26,678	\$ 25,666
Green Hills Public Library District		\$ 41,654	(\$5,373)	\$ 36,281	\$ 34,898
Harvey Public Library District		\$ 27,349	(\$5,373)	\$ 21,976	\$ 21,051
Hillside Public Library		\$ 31,697	(\$5,373)	\$ 26,325	\$ 25,166
Hinsdale Public Library		\$ 47,159	(\$5,373)	\$ 41,787	\$ 39,388
Hodgkins Public Library District		\$ 26,408	(\$5,373)	\$ 21,035	\$ 18,166
Homewood Public Library District		\$ 40,169	(\$5,373)	\$ 34,797	\$ 33,714
Indian Prairie Public Library District		\$ 55,549	(\$5,373)	\$ 50,176	\$ 46,979
Itasca Community Library		\$ 33,285	(\$5,373)	\$ 27,912	\$ 26,860
Justice Public Library District		\$ 21,528	(\$5,373)	\$ 16,155	\$ 15,422
Kaneville Public Library District		\$ 19,256	(\$5,373)	\$ 13,883	\$ 13,179
La Grange Public Library		\$ 43,367	(\$5,373)	\$ 37,994	\$ 36,127
LaGrange Park Public Library District		\$ 35,322	(\$5,373)	\$ 29,950	\$ 28,714
Lansing Public Library		\$ 45,559	(\$5,373)	\$ 40,186	\$ 37,027
Lyons Public Library		\$ 24,568	(\$5,373)	\$ 19,196	\$ 18,761
Markham Public Library		\$ 13,583	(\$5,373)	\$ 8,211	\$ 18,060
Matteson Area Public Library District		\$ 44,707	(\$5,373)	\$ 39,334	\$ 36,519
Maywood Public Library District		\$ 30,483	(\$5,373)	\$ 25,110	\$ 24,535

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Academic Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee
McCook Public Library District		\$ 24,335	(\$5,373)	\$ 18,963	\$ 16,667
Melrose Park Public Library		\$ 26,542	(\$5,373)	\$ 21,169	\$ 20,544
Messenger Public Library of North Aurora		\$ 36,308	(\$5,373)	\$ 30,935	\$ 29,271
Midlothian Public Library		\$ 29,538	(\$5,373)	\$ 24,165	\$ 23,664
Morton Arboretum		\$ 12,500		\$ 12,500	\$ 12,500
Nancy L. McConathy Public Library District		\$ 21,529	(\$5,373)	\$ 16,156	\$ 15,287
National University of Health Sciences	\$ 11,000	\$ 11,000		\$ 11,000	\$ 11,000
North Riverside Public Library District		\$ 28,464	(\$5,373)	\$ 23,091	\$ 22,009
Northlake Public Library District		\$ 39,166	(\$5,373)	\$ 33,794	\$ 31,536
Oak Brook Public Library		\$ 30,065	(\$5,373)	\$ 24,693	\$ 21,947
Oak Lawn Public Library		\$ 65,947	(\$5,373)	\$ 60,575	\$ 60,128
Oak Park Public Library		\$ 111,703	(\$5,373)	\$ 106,330	\$ 99,306
Palos Heights Public Library		\$ 34,648	(\$5,373)	\$ 29,276	\$ 28,039
Palos Park Public Library		\$ 23,042	(\$5,373)	\$ 17,669	\$ 16,862
Park Forest Public Library		\$ 30,957	(\$5,373)	\$ 25,584	\$ 25,294
Prairie Trails Public Library District		\$ 37,031	(\$5,373)	\$ 31,658	\$ 30,406
Richton Park Public Library District		\$ 26,531	(\$5,373)	\$ 21,159	\$ 20,543
River Forest Public Library		\$ 31,731	(\$5,373)	\$ 26,358	\$ 25,142
River Grove Public Library District		\$ 23,234	(\$5,373)	\$ 17,861	\$ 16,762
Riverdale Public Library District		\$ 23,268	(\$5,373)	\$ 17,896	\$ 16,782
Riverside Public Library		\$ 30,503	(\$5,373)	\$ 25,130	\$ 23,914
Roselle Public Library District		\$ 39,104	(\$5,373)	\$ 33,732	\$ 31,550
Schiller Park Public Library		\$ 29,648	(\$5,373)	\$ 24,276	\$ 23,155
South Holland Public Library		\$ 38,577	(\$5,373)	\$ 33,204	\$ 32,313
St Charles Public Library District		\$ 90,956	(\$5,373)	\$ 85,584	\$ 84,099
Steger-South Chicago Heights Public Library District		\$ 22,790	(\$5,373)	\$ 17,417	\$ 16,328
Stickney-Forest View Public Library District		\$ 29,738	(\$5,373)	\$ 24,365	\$ 23,125
Sugar Grove Public Library District		\$ 32,679	(\$5,373)	\$ 27,306	\$ 18,493
Summit Public Library District		\$ 21,708	(\$5,373)	\$ 16,335	\$ 12,962
Theosophical Society in America		\$ 12,500		\$ 12,500	\$ 12,500
Thomas Ford Memorial Library		\$ 32,975	(\$5,373)	\$ 27,603	\$ 26,293
Thornton Public Library		\$ 19,977	(\$5,373)	\$ 14,604	\$ 13,804
Tinley Park Public Library		\$ 72,619	(\$5,373)	\$ 67,246	\$ 63,669
Town and Country Public Library District		\$ 32,644	(\$5,373)	\$ 27,271	\$ 25,561
University Park Public Library District		\$ 24,212	(\$5,373)	\$ 18,840	\$ 17,520
Villa Park Public Library		\$ 39,214	(\$5,373)	\$ 33,842	\$ 33,002
Warrenville Public Library District		\$ 36,560	(\$5,373)	\$ 31,188	\$ 29,131
West Chicago Public Library District		\$ 42,270	(\$5,373)	\$ 36,898	\$ 34,530
Westchester Public Library		\$ 30,272	(\$5,373)	\$ 24,899	\$ 23,955
Westmont Public Library		\$ 38,000	(\$5,373)	\$ 32,627	\$ 30,793
William Leonard Public Library District		\$ 20,449	(\$5,373)	\$ 15,076	\$ 14,454
Wood Dale Public Library District		\$ 43,232	(\$5,373)	\$ 37,860	\$ 35,762
Woodridge Public Library		\$ 54,678	(\$5,373)	\$ 49,305	\$ 46,644
Worth Public Library District		\$ 26,141	(\$5,373)	\$ 20,768	\$ 19,924

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Increase/ (Decrease)
Acorn Public Library District	\$ 1,036
Addison Public Library	\$2,322
Alsip-Merrionette Park Public Library District	(\$132)
Batavia Public Library District	\$3,412
Bedford Park Public Library District	\$1,634
Beecher Community Library District	\$842
Bellwood Public Library	\$455
Bensenville Community Public Library District	\$1,661
Bensenville Elementary School District #2	\$0
Berkeley Public Library	\$802
Berwyn Public Library	\$993
Bloomington Public Library	\$1,394
Blue Island Public Library	\$904
Bridgeview Public Library	\$625
Broadview Public Library District	\$3,251
Brookfield Public Library	(\$1,264)
Calumet City Public Library	\$824
Calumet Park Public Library	\$798
Carol Stream Public Library	\$1,221
Chicago Heights Public Library	\$566
Chicago Ridge Public Library	\$1,012
Cicero Public Library	\$445
Clarendon Hills Public Library	\$1,069
Crestwood Public Library District	\$613
Crete Public Library District	\$1,678
Dolton Public Library District	\$1,090
Downers Grove Public Library	\$3,292
Eisenhower Public Library District	\$2,963
Elmwood Park Public Library	\$1,086
Evergreen Park Public Library	\$971
Flossmoor Public Library	\$481
Forest Park Public Library	\$1,929
Frankfort Public Library District	\$2,635
Franklin Park Public Library District	\$1,340
Geneva Public Library District	\$4,336
Glen Ellyn Public Library	\$3,155
Glenside Public Library District	\$1,863
Glenwood-Lynwood Public Library District	\$459
Grande Prairie Public Library District	\$1,012
Green Hills Public Library District	\$1,383
Harvey Public Library District	\$925
Hillside Public Library	\$1,159
Hinsdale Public Library	\$2,398
Hodgkins Public Library District	\$2,870
Homewood Public Library District	\$1,082
Indian Prairie Public Library District	\$3,198
Itasca Community Library	\$1,052
Justice Public Library District	\$733
Kaneville Public Library District	\$705
La Grange Public Library	\$1,867
LaGrange Park Public Library District	\$1,235
Lansing Public Library	\$3,160
Lyons Public Library	\$435
Markham Public Library	(\$9,849)
Matteson Area Public Library District	\$2,815
Maywood Public Library District	\$575

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Increase/ (Decrease)
McCook Public Library District	\$2,296
Melrose Park Public Library	\$625
Messenger Public Library of North Aurora	\$1,663
Midlothian Public Library	\$501
Morton Arboretum	\$0
Nancy L. McConathy Public Library District	\$869
National University of Health Sciences	\$0
North Riverside Public Library District	\$1,082
Northlake Public Library District	\$2,258
Oak Brook Public Library	\$2,746
Oak Lawn Public Library	\$447
Oak Park Public Library	\$7,024
Palos Heights Public Library	\$1,237
Palos Park Public Library	\$807
Park Forest Public Library	\$291
Prairie Trails Public Library District	\$1,252
Richton Park Public Library District	\$616
River Forest Public Library	\$1,216
River Grove Public Library District	\$1,099
Riverdale Public Library District	\$1,113
Riverside Public Library	\$1,216
Roselle Public Library District	\$2,182
Schiller Park Public Library	\$1,120
South Holland Public Library	\$892
St Charles Public Library District	\$1,484
Steger-South Chicago Heights Public Library District	\$1,089
Stickney-Forest View Public Library District	\$1,240
Sugar Grove Public Library District	\$8,813
Summit Public Library District	\$3,373
Theosophical Society in America	\$0
Thomas Ford Memorial Library	\$1,309
Thornton Public Library	\$800
Tinley Park Public Library	\$3,577
Town and Country Public Library District	\$1,710
University Park Public Library District	\$1,319
Villa Park Public Library	\$840
Warrenville Public Library District	\$2,056
West Chicago Public Library District	\$2,367
Westchester Public Library	\$944
Westmont Public Library	\$1,834
William Leonard Public Library District	\$622
Wood Dale Public Library District	\$2,097
Woodridge Public Library	\$2,660
Worth Public Library District	\$845

Chart 2: FY27 Public Library County Tax Payments

Library Name	Total Tax Revenue Issued	Bond Amount 2023 (Removed)	Public Library Tax Revenue Total 2023	Prior year Tax Revenue	Tax revenue change
Acorn Public Library District	\$1,332,800.67	(\$30,398.00)	\$1,302,402.67	\$1,269,009.67	\$33,393.00
Addison Public Library	\$5,950,918.21	\$0.00	\$5,950,918.21	\$5,807,342.32	\$143,575.89
Alsip-Merrionette Park Public Library District	\$2,933,707.77	\$0.00	\$2,933,707.77	\$3,055,208.72	(\$121,500.95)
Batavia Public Library District	\$5,142,576.09	\$0.00	\$5,142,576.09	\$4,861,162.56	\$281,413.53
Bedford Park Public Library District	\$1,848,574.03	\$0.00	\$1,848,574.03	\$1,748,860.81	\$99,713.22
Beecher Community Library District	\$360,949.64	\$0.00	\$360,949.64	\$341,966.12	\$18,983.52
Bellwood Public Library	\$2,122,600.63	\$0.00	\$2,122,600.63	\$2,166,341.45	(\$43,740.82)
Bensenville Community Public Library District	\$1,885,042.11	\$0.00	\$1,885,042.11	\$1,782,359.09	\$102,683.02
Berkeley Public Library	\$477,414.11	\$0.00	\$477,414.11	\$464,203.00	\$13,211.11
Berwyn Public Library	\$4,248,840.75	\$0.00	\$4,248,840.75	\$4,248,191.73	\$649.02
Bloomington Public Library	\$3,137,102.97	\$0.00	\$3,137,102.97	\$3,078,139.27	\$58,963.70
Blue Island Public Library	\$1,395,708.54	\$0.00	\$1,395,708.54	\$1,378,933.29	\$16,775.25
Bridgeview Public Library	\$1,349,531.99	(\$255,250.00)	\$1,094,281.99	\$1,108,019.24	(\$13,737.25)
Broadview Public Library District	\$1,641,877.95	(\$267,872.50)	\$1,374,005.45	\$1,076,484.76	\$297,520.69
Brookfield Public Library	\$2,667,969.22	(\$358,939.19)	\$2,309,030.03	\$2,559,940.87	(\$250,910.84)
Calumet City Public Library	\$1,531,337.00	\$0.00	\$1,531,337.00	\$1,525,438.11	\$5,898.89
Calumet Park Public Library	\$203,796.10	\$0.00	\$203,796.10	\$188,515.49	\$15,280.61
Carol Stream Public Library	\$3,846,680.09	(\$234,461.00)	\$3,612,219.09	\$3,578,277.99	\$33,941.10
Chicago Heights Public Library	\$796,546.13	\$0.00	\$796,546.13	\$814,603.60	(\$18,057.47)
Chicago Ridge Public Library	\$1,494,971.54	\$0.00	\$1,494,971.54	\$1,466,281.72	\$28,689.82
Cicero Public Library	\$1,809,831.75	\$0.00	\$1,809,831.75	\$1,851,819.44	(\$41,987.69)
Clarendon Hills Public Library	\$874,359.46	\$0.00	\$874,359.46	\$833,054.03	\$41,305.43
Crestwood Public Library District	\$672,906.26	\$0.00	\$672,906.26	\$684,188.23	(\$11,281.97)
Crete Public Library District	\$2,065,579.14	\$0.00	\$2,065,579.14	\$1,962,545.63	\$103,033.51
Dolton Public Library District	\$1,010,841.96	\$0.00	\$1,010,841.96	\$968,199.86	\$42,642.10
Downers Grove Public Library	\$6,174,083.21	\$0.00	\$6,174,083.21	\$5,916,610.89	\$257,472.32
Eisenhower Public Library District	\$5,198,216.71	(\$672,103.00)	\$4,526,113.71	\$4,292,590.08	\$233,523.63
Elmwood Park Public Library	\$1,778,477.64	\$0.00	\$1,778,477.64	\$1,743,589.57	\$34,888.07
Evergreen Park Public Library	\$1,398,476.10	\$0.00	\$1,398,476.10	\$1,373,788.83	\$24,687.27
Flossmoor Public Library	\$1,372,078.03	\$0.00	\$1,372,078.03	\$1,405,656.26	(\$33,578.23)
Forest Park Public Library	\$2,228,222.64	\$0.00	\$2,228,222.64	\$2,096,754.75	\$131,467.89
Frankfort Public Library District	\$3,038,186.65	\$0.00	\$3,038,186.65	\$2,829,936.22	\$208,250.43
Franklin Park Public Library District	\$2,087,118.37	\$0.00	\$2,087,118.37	\$2,024,699.57	\$62,418.80
Geneva Public Library District	\$7,583,510.42	(\$1,580,946.26)	\$6,002,564.16	\$5,618,737.52	\$383,826.64
Glen Ellyn Public Library	\$5,180,197.73	\$0.00	\$5,180,197.73	\$4,929,803.34	\$250,394.39
Glenside Public Library District	\$3,948,606.29	(\$365,565.02)	\$3,583,041.27	\$3,472,170.30	\$110,870.97
Glenwood-Lynwood Public Library District	\$1,950,202.50	(\$455,375.00)	\$1,494,827.50	\$1,532,156.70	(\$37,329.20)
Grande Prairie Public Library District	\$1,614,953.52	\$0.00	\$1,614,953.52	\$1,587,344.63	\$27,608.89
Green Hills Public Library District	\$3,157,192.47	(\$405,000.00)	\$2,752,192.47	\$2,690,855.47	\$61,337.00
Harvey Public Library District	\$1,058,133.71	\$0.00	\$1,058,133.71	\$1,035,728.61	\$22,405.10
Hillside Public Library	\$1,573,078.95	\$0.00	\$1,573,078.95	\$1,527,540.33	\$45,538.62
Hinsdale Public Library	\$3,672,691.91	(\$268,512.00)	\$3,404,179.91	\$3,227,601.30	\$176,578.61
Hodgkins Public Library District	\$1,236,942.55	(\$290,227.78)	\$946,714.77	\$690,785.65	\$255,929.12
Homewood Public Library District	\$2,576,395.30	\$0.00	\$2,576,395.30	\$2,549,377.36	\$27,017.94
Indian Prairie Public Library District	\$4,397,716.35	\$0.00	\$4,397,716.35	\$4,134,892.56	\$262,823.79
Itasca Community Library	\$1,761,069.04	\$0.00	\$1,761,069.04	\$1,730,052.08	\$31,016.96
Justice Public Library District	\$368,749.60	\$0.00	\$368,749.60	\$362,795.71	\$5,953.89
Kaneville Public Library District	\$99,702.89	\$0.00	\$99,702.89	\$94,654.53	\$5,048.36
La Grange Public Library	\$3,579,833.08	(\$624,750.00)	\$2,955,083.08	\$2,837,794.58	\$117,288.50
LaGrange Park Public Library District	\$2,149,525.12	(\$147,150.00)	\$2,002,375.12	\$1,951,690.74	\$50,684.38
Lansing Public Library	\$3,214,680.24	\$0.00	\$3,214,680.24	\$2,945,311.21	\$269,369.03
Lyons Public Library	\$743,864.82	(\$15,000.00)	\$728,864.82	\$761,894.25	(\$33,029.43)
Markham Public Library	\$748,026.54	(\$1,320,075.00)	(\$572,048.46)	\$678,144.13	(\$1,250,192.59)
Matteson Area Public Library District	\$3,113,736.92	\$0.00	\$3,113,736.92	\$2,884,649.41	\$229,087.51
Maywood Public Library District	\$1,429,291.12	\$0.00	\$1,429,291.12	\$1,452,141.73	(\$22,850.61)
McCook Public Library District	\$701,232.63	\$0.00	\$701,232.63	\$511,620.61	\$189,612.02
Melrose Park Public Library	\$962,566.37	\$0.00	\$962,566.37	\$975,115.55	(\$12,549.18)
Messenger Public Library of North Aurora	\$2,119,065.49	\$0.00	\$2,119,065.49	\$2,018,305.10	\$100,760.39
Midlothian Public Library	\$1,563,136.52	(\$245,802.50)	\$1,317,334.02	\$1,348,004.64	(\$30,670.62)
Nancy L. McConathy Public Library District	\$368,856.36	\$0.00	\$368,856.36	\$346,700.23	\$22,156.13
North Riverside Public Library District	\$1,190,190.10	\$0.00	\$1,190,190.10	\$1,150,236.54	\$39,953.56
Northlake Public Library District	\$3,180,386.86	(\$722,775.00)	\$2,457,611.86	\$2,288,994.60	\$168,617.26

Chart 2: FY27 Public Library County Tax Payments

Library Name	Total Tax Revenue Issued	Bond Amount 2023 (Removed)	Public Library Tax Revenue Total 2023	Prior year Tax Revenue	Tax revenue change
Oak Brook Public Library	\$1,379,838.00	\$0.00	\$1,379,838.00	\$1,142,808.00	\$237,030.00
Oak Lawn Public Library	\$5,629,177.14	\$0.00	\$5,629,177.14	\$5,706,720.30	(\$77,543.16)
Oak Park Public Library	\$11,047,738.49	\$0.00	\$11,047,738.49	\$10,389,827.72	\$657,910.77
Palos Heights Public Library	\$1,922,582.13	\$0.00	\$1,922,582.13	\$1,870,990.57	\$51,591.56
Palos Park Public Library	\$548,060.64	\$0.00	\$548,060.64	\$534,963.75	\$13,096.89
Park Forest Public Library	\$1,485,432.13	\$0.00	\$1,485,432.13	\$1,542,818.56	(\$57,386.43)
Prairie Trails Public Library District	\$2,204,719.82	\$0.00	\$2,204,719.82	\$2,153,914.87	\$50,804.95
Richton Park Public Library District	\$1,357,423.41	(\$396,105.00)	\$961,318.41	\$974,938.44	(\$13,620.03)
River Forest Public Library	\$1,577,031.16	\$0.00	\$1,577,031.16	\$1,524,716.53	\$52,314.63
River Grove Public Library District	\$570,799.48	\$0.00	\$570,799.48	\$523,030.45	\$47,769.03
Riverdale Public Library District	\$574,877.52	\$0.00	\$574,877.52	\$525,401.85	
Riverside Public Library	\$1,431,615.76	\$0.00	\$1,431,615.76	\$1,377,871.02	\$53,744.74
Roselle Public Library District	\$2,450,278.30	\$0.00	\$2,450,278.30	\$2,290,682.47	\$159,595.83
Schiller Park Public Library	\$1,330,451.90	\$0.00	\$1,330,451.90	\$1,287,222.46	\$43,229.44
South Holland Public Library	\$2,387,825.79	\$0.00	\$2,387,825.79	\$2,381,813.27	\$6,012.52
St Charles Public Library District	\$9,031,982.38	(\$441,125.00)	\$8,590,857.38	\$8,572,096.88	\$18,760.50
Steger-South Chicago Heights Public Library District	\$518,196.55	\$0.00	\$518,196.55	\$471,087.73	\$47,108.82
Stickney-Forest View Public Library District	\$1,480,708.72	(\$139,650.00)	\$1,341,058.72	\$1,283,605.45	\$57,453.27
Sugar Grove Public Library District	\$1,689,334.16	\$0.00	\$1,689,334.16	\$729,888.04	\$959,446.12
Summit Public Library District	\$390,066.52	\$0.00	\$390,066.52	\$68,728.98	\$321,337.54
Thomas Ford Memorial Library	\$1,963,631.43	(\$239,200.00)	\$1,724,431.43	\$1,662,295.71	\$62,135.72
Thornton Public Library	\$185,072.33	\$0.00	\$185,072.33	\$169,462.88	\$15,609.45
Tinley Park Public Library	\$6,419,220.59	\$0.00	\$6,419,220.59	\$6,129,991.21	\$289,229.38
Town and Country Public Library District	\$1,685,194.87	\$0.00	\$1,685,194.87	\$1,574,800.80	\$110,394.07
University Park Public Library District	\$686,671.13	\$0.00	\$686,671.13	\$613,660.20	\$73,010.93
Villa Park Public Library	\$3,296,932.70	(\$833,650.00)	\$2,463,282.70	\$2,464,212.37	(\$929.67)
Warrenville Public Library District	\$2,317,812.06	(\$168,830.25)	\$2,148,981.81	\$2,001,523.62	\$147,458.19
West Chicago Public Library District	\$2,825,203.15	\$0.00	\$2,825,203.15	\$2,646,931.25	\$178,271.90
Westchester Public Library	\$1,404,255.53	\$0.00	\$1,404,255.53	\$1,382,761.67	\$21,493.86
Westmont Public Library	\$2,319,440.57	\$0.00	\$2,319,440.57	\$2,200,186.15	\$119,254.42
William Leonard Public Library District	\$240,983.01	\$0.00	\$240,983.01	\$247,119.95	(\$6,136.94)
Wood Dale Public Library District	\$2,939,134.85	\$0.00	\$2,939,134.85	\$2,794,173.72	\$144,961.13
Woodridge Public Library	\$4,294,532.97	\$0.00	\$4,294,532.97	\$4,094,964.50	\$199,568.47
Worth Public Library District	\$915,075.62	\$0.00	\$915,075.62	\$900,923.00	\$14,152.62

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY27 Fee Formula (2023)	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
Acorn Public Library District	\$ 30,398	\$ 30,478.00	\$ 29,518.00	\$ 29,558.00	\$ 29,483.00	\$ 29,365.00
Addison Public Library	\$ -					
Alsip-Merrionette Park Public Library District	\$ -					
Batavia Public Library District	\$ -					
Bedford Park Public Library District	\$ -					
Beecher Community Library District	\$ -					
Bellwood Public Library	\$ -					
Bensenville Community Public Library District	\$ -					
Berkeley Public Library	\$ -					
Berwyn Public Library	\$ -					
Bloomington Public Library	\$ -					
Blue Island Public Library	\$ -					
Bridgeview Public Library	\$ 255,250	\$ 258,650.00	\$ 256,750.00	\$ 254,700.00	\$ 257,500.00	
Broadview Public Library District	\$ 267,873	\$ 268,172.50	\$ 272,842.50	\$ 272,252.50	\$ 270,652.50	\$ 268,902.50
Brookfield Public Library	\$ 358,939	\$ 354,302.90	\$ 349,575.04	\$ 344,753.80	\$ 339,837.34	\$ 334,823.79
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	
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	\$ 672,103	\$ 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	\$ -		\$ 161,584.26	\$ 188,564.25	\$ 182,742.22	\$ 176,920.19
Franklin Park Public Library District	\$ -					
Geneva Public Library District	\$ 1,580,946	\$ 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	\$ 365,565	\$ 368,595.02	\$ 365,987.52	\$ 362,918.77	\$ 374,015.63	\$ 359,140.63
Glenwood-Lynwood Public Library District	\$ 455,375	\$ 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	\$ 405,000	\$ 150,000.00				
Harvey Public Library District	\$ -					
Hillside Public Library	\$ -					
Hinsdale Public Library	\$ 268,512	\$ 268,712.00	\$ 283,812.00	\$ 293,114.00	\$ 296,816.00	
Hodgkins Public Library District	\$ 290,228	\$ 23,800.00	\$ 238,000.00	\$ 238,000.00	\$ 458,000.00	\$ 457,000.00
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 FY27 Fee Formula (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	\$ 624,750	\$ 612,750.00				
LaGrange Park Public Library District	\$ 147,150	\$ 152,438.00				
Lansing Public Library	\$ -					
Lyons Public Library	\$ 15,000	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Markham Public Library	\$ 1,320,075	\$ 27,000.00	\$ 613,500.00			
Matteson Area Public Library District	\$ -					
Maywood Public Library District	\$ -					
McCook Public Library District	\$ -					
Melrose Park Public Library	\$ -					
Messenger Public Library of North Aurora	\$ -					
Midlothian Public Library	\$ 245,803	\$ 251,907.50	\$ 252,607.50	\$ 247,974.50	\$ 193,095.50	\$ 189,236.00
Nancy L. McConathy Public Library District	\$ -					
North Riverside Public Library District	\$ -					
Northlake Public Library District	\$ 722,775	\$ 714,150.00				
Oak Brook Public Library	\$ -					
Oak Lawn Public Library	\$ -					
Oak Park Public Library	\$ -					
Palos Heights Public Library	\$ -					
Palos Park Public Library	\$ -					
Park Forest Public Library	\$ -					
Prairie Trails Public Library District	\$ -					
Richton Park Public Library District	\$ 396,105	\$ 392,406.06	\$ 394,997.96	\$ 396,234.00	\$ 392,456.00	\$ 393,545.00
River Forest Public Library	\$ -					
River Grove Public Library District	\$ -		\$ 5,156.25	\$ 76,683.04	\$ 76,683.04	\$ 76,683.04
Riverdale Public Library District	\$ -					
Riverside Public Library	\$ -					
Roselle Public Library District	\$ -					
Schiller Park Public Library	\$ -					
South Holland Public Library	\$ -					
St Charles Public Library District	\$ 441,125	\$ 448,625.00	\$ 455,825.00	\$ 463,150.00	\$ 474,750.00	\$ 480,950.00
Steger-South Chicago Heights Public Library District	\$ -					
Stickney-Forest View Public Library District	\$ 139,650	\$ 142,150.00	\$ 143,250.00	\$ 144,200.00		
Sugar Grove Public Library District	\$ -					
Summit Public Library District	\$ -					
Thomas Ford Memorial Library	\$ 239,200	\$ 236,600.00	\$ 233,800.00	\$ 230,800.00	\$ 232,600.00	\$ 234,000.00
Thornton Public Library	\$ -					
Tinley Park Public Library	\$ -					
Town and Country Public Library District	\$ -					
University Park Public Library District	\$ -					
Villa Park Public Library	\$ 833,650	\$ 834,650.00	\$ 834,850.00	\$ 839,250.00	\$ 834,850.00	\$ 834,550.00
Warrenville Public Library District	\$ 168,830	\$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 FY27 Fee Formula (2023)	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
Worth Public Library District	\$ -					

Chart 4: Academic, School, Special Library Fees

Academic Libraries

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

	Population	Item Count	Pop Fee	Item/Title Fee	FY27 Total
National University of Health Sciences	364	27,478	\$ 2,000	\$ 9,000	\$ 11,000

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY27 Total
Bensenville School District #2	2,009	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	FY27 Total
Morton Arboretum	1	23,747	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,485	\$ 2,500	\$ 10,000	\$ 12,500

SWAN Policies & Procedures

Current policies pertaining to the SWAN Board and governance, and SWAN member policies for policies pertaining to member libraries.

There are 20 policies and procedures in total.

Board & organization policies

Electronic Attendance

Establishes the remote attendance of board representatives.

Approved by the SWAN Board 9/2/2010.

Code of Ethics

Ethics and behavior expected of SWAN Board representatives.

Approved by the SWAN Board 4/14/2014.

Capital Items Policy

This policy defines the purchase of equipment or furniture as capital items.

Approved by the SWAN Board 2/21/2014.

Investment of Public Funds

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of SWAN funds by the SWAN Treasurer and Board. Its scope is all SWAN funds.

Reviewed and revised by the SWAN Board on 4/21/2023.

Public Comment at SWAN Meetings Policy

Establishes a framework for public comment at a governing board meeting.

Reviewed and revised by the SWAN Board 11/21/2014.

Purchasing Policy

Policy defines board and executive director authority for purchasing.

Reviewed and revised by the SWAN Board 2/21/2014.

Reserve Cash Policy

Policy defines a ratio of cash reserves to have for the organization.

Reviewed and revised by the SWAN Board on 12/19/2014.

Membership Policies

Circulation Policy

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

Database Management Policy

Integrity of the database is vital to the successful use of the System.

Approved by the SWAN Board on 9/13/2013

Identity Protection Policy

Policy sets guidelines for library staff collection and data entry of sensitive personal data.

Approved by the SWAN Board on 10/16/2015.

Patron Privacy Policy

Policy setting the privacy and protection of patron information.

Set 3/19/2020

Library Use Policy

This policy defines how member libraries should follow the use of the SWAN Library Services Platform and the personally identifiable information data therewithin.

Approved by the SWAN Board 2/19/2021

Member Access to SWAN

Open Dedicated support units configuration options

Approved by the SWAN Board 10/18/2013.

Network Policy

Open Secured connectivity requirement for Member Libraries configuration options

Approved by the SWAN Board on 7/28/2017.

New Members Policy

Any RAILS member library wishing to join the SWAN consortium must agree to abide by all policies and procedures as set forth.

Reviewed and revised by the SWAN Board 10/17/2014.

Procedure on Non-Payment of Membership Dues

Agreed to by SWAN Board on 8/10/2018.

Procedures For Problem Resolution

Members are responsible for negotiating among themselves problems encountered in the use of SWAN.

Reviewed by the SWAN Board on 12/18/2015.

Requirements for SWAN Cataloging Libraries

Approved by the SWAN Board on 10/18/24.

Vendor Access Policy

SWAN defines a vendor as any third-party business, organization, or person that seeks to interact with the Member Libraries to provide supplementary services in conjunction with the ILS.

Approved by the SWAN Board on 9/15/2017 and revised on 4/26/2024.

Patron Request - Data Erasure

SWAN may receive direct requests from patrons to remove all personal identifiable information related to their account. When these requests are received a standard process of record verification and removal will be followed.