SWAN Budget Overview

Fiscal Year 2022: July 1, 2021 through June 30, 2022

Timeline

- Board review Nov, Dec, Jan
- Budget documents posted for COW
- COW Feb presentation & feedback gathered
- SWAN board meeting February 19th
- Online vote planned for approval

Budget Highlights

- 100 Libraries strong
- No library add-ons in FY22
- Past 5-years 25 libraries joined
- Cloud infra-structure-as-a-service
- Full Independence
  - July 1, 2021 the only RAILS service SWAN will depend upon is delivery

- Revenue
  - Lower interest income
  - Lower RAILS funding
- Expenses
  - Overall, less than 1% increase (0.9%)
  - Added Aspen Discovery annual maintenance (reserves year-1)
  - Added KitKeeper & Book Club Kits
  - Reduced expenses due to pandemic

Membership Fees, Grant Revenue, Investment & Interest

- Added revenue from 3 new member libraries
- RAILS LLSAP grant revenue reduced $39,327
- Interest income reduced $35,000
- #4010 Membership fee budget line 2.3% increase

Pass through: Group-purchase, Reimbursements for Losses,

- No annual conference fees (offset the food & beverage expenses at rental MVCC)
- NEW: Added #4220 Reimbursement Losses for Resource Sharing budget line (offset by #5920 expense)
- EBSCO group purchase fees (offset by #5990 expense)

Salaries & Wages

- 3rd year no increase in budget
- Positions eliminated, unfilled
- New position planned, on hold

Personnel Benefits

- Reduction $16,200
- Health benefits reduction on anticipated increase within LIMRiCC
- Changed from BCBS to Aetna on January 1, 2021

Buildings & Grounds

- Small 2% increase
- Facility lease
- Eliminated flood insurance for RAILS data center
- Reduced utilities expense

Professional Development

- Reduction 35%
- No conference travel
- Increase with online conference attendance

Membership Development

- Reduction $7,400
- Due to pandemic
  - No SWAN Expo
  - Reduced staff travel to libraries
  - No expenses associated with in-person membership events

Information & Technology Services

- Transition of SWAN websites hosted by RAILS to SWAN infrastructure
- Increase infrastructure usage with Aspen Discovery
- Increases with SirsiDynix, EBSCO, and OCLC licensing with new libraries full-year

General Office, Hardware & Equipment, Insurance

- Reduction
- Increase postage
- No annual SWAN Expo conference supplies
- Staff laptop fresh completed year prior, now good for 5 years

Contractual Services

- Continuing legal, accounting services
- No libraries joining = no contractual expenses RAILS Catalog Grant
- No annual SWAN Expo MVCC expense $12,000
- Increase for Unique Management Services for migration of phone notification service (SirsiDynix Voice Automation retired)

Library Materials & Content

- Baker & Taylor expense for book club pilot

- EBSCO group-purchase year-2 renewal 3% increase + add-on 3 libraries

- NEW: Budget line #5920 added with offset

Interest & Fees

- Bank fees, merchant account ProPay fees flat

- No annual conference merchant fees

SWAN Reserves

Capital Expenditures (anything over $5,000)	FY21	FY22	FY23	FY24	FY25
	July 2020-June 2021	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024	July 2023-June 2025
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	$2,035,646	$1,998,710	$1,908,710	$1,908,710	$1,908,710
Reserves collected & Impact Fee	$26,283	$0	$0	$0	$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service*	$0	$0	$0	$0	$0
Firewall replacement: no longer required with cloud-based Intrastructure-as-a-Service	$0	$0	$0	$0	$0
Aspen Discovery Project		($85,000)			
Baker & Taylor Project	($5,000)	($5,000)			
Funds for EMV commerce devices (chip & PIN)	($14,000)				
Funds for SWAN staff computer replacement	($44,219)				
Future ILS Migration Budget ($465,740)					
Total	**$1,998,710**	**$1,908,710**	**$1,908,710**	**$1,908,710**	**$1,908,710**
Maintain 4 months operating in reserve (policy)	($1,332,385)	($1,343,713)	($1,410,898)	($1,481,443)	($1,555,516)
Over/(Under) Reserve Policy	**$666,325**	**$564,997**	**$497,812**	**$427,267**	**$353,194**

Membership Fees

- Separate formula for academic, school, special, and public libraries
- Public library formula based on county tax data (Cook, DuPage, Kane, Will)
  - Self-reported bond payments, debt service obligations deducted from total tax data
  - Completion of debt service payments may increase fees (ex: Downers Grove)
  - Details on how SWAN membership fees are calculated https://support.swanlibraries.net/about/budget
- State funding via RAILS LLSAP is applied as a reduction in membership fees for 95 public libraries
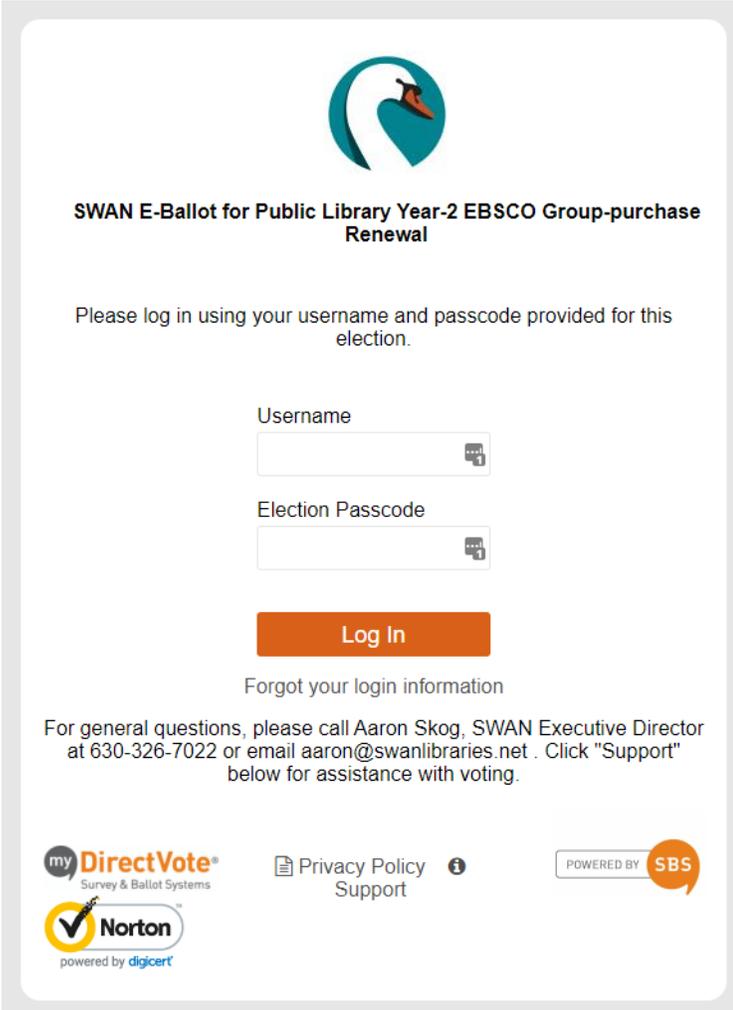
Electronic Ballot System

myDirectVote

Unique username & password

Secure vote & ballot

Ballot #1: EBSCO year-2 renewal options

SWAN E-Ballot for Public Library Year-2 EBSCO Group-purchase Renewal

Please log in using your username and passcode provided for this election.

Username

Election Passcode

Log In

Forgot your login information

For general questions, please call Aaron Skog, SWAN Executive Director at 630-326-7022 or email aaron@swanlibraries.net . Click "Support" below for assistance with voting.

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SWAN E-Ballot for Public Library Year-2 EBSCO Group-purchase Renewal

Dear Member:

This website provides the ballot and supporting materials for this SWAN vote. Two resolutions are provided on the ballot. Please note that your votes will not be cast until you click the "Submit" button on the ballot confirmation page. You may save your votes to return later by clicking "Logout".

After you submit your ballot, you will be given an opportunity to receive an e-mail confirmation that the ballot has been received and recorded.

Go to Ballot(s)

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SWAN E-Ballot for Public Library Year-2 EBSCO Group-purchase Renewal

The SWAN renewal of the EBSCO database group-purchase was discussed at the January 12, 2021 Committee of the Whole meeting. The background and details of this group-purchase renewal can be found on the SWAN Support page for that meeting, where you can read the overview and view the meeting recording.

To cast a vote:

- Check the box next to the resolution
- To change your vote, click the box again, and the mark will be removed.
- To review your selections, click the "Go to Ballot Confirmation" button.
- You may save your ballot and return later by clicking "Logout".

Resolved that SWAN renew with RAILS the EBSCO database group purchase:
Vote for One

0 of 1 selected.

☐ **Year-2 Renewal: Allow Public Library Opt-Out**

Those public library members of SWAN opting in for a 1-year subscription for July 1, 2021 through June 30, 2022 for an amount not to exceed $450,584. with the SWAN group pricing structure as presented.

☐ **Year-2 Renewal: All Public Libraries Required**

For all 95 public library members of SWAN for a 1-year subscription for July 1, 2021 through June 30, 2022 for an amount not to exceed $450,584 with the SWAN group pricing structure as presented.

Click the "Go to Ballot Confirmation" to review your votes.

Go to Ballot Confirmation

ℹ Support
➡ Logout

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March 9, 2022

16

SWAN E-Ballot for Public Library Year-2 EBSCO Group-purchase Renewal

Please confirm your ballot for submission. Print This Page

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Please confirm your ballot for submission. Print This Page

Change Votes | **Submit**

ℹ Support
↪ Logout

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➲ Logout

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SWAN E-Ballot for Public Library Year-2 EBSCO Group-purchase Renewal

Thank you for voting. Please click the "End Session" button below to exit this site.

End Session

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Questions & Answers