

SWAN Finance Committee Meeting

Agenda

November 17, 2021 11:00 a.m.

Online Meeting

Per Illinois Public Act 101-0640, this meeting will be held by remote attendance

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

Public comment is allowed at SWAN meetings

3. Discussion Item – SWAN Fiscal year 2023 budget & membership fees
4. Discussion Item – SWAN Reserves Policy
5. Adjournment

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

Date: November 17, 2021
To: SWAN Board
From: Aaron Skog, Executive Director
Re: FY23 Budget draft



We will discuss a draft of the fiscal year 2023 (FY23) budget for the July 1, 2022 – June 30, 2023 period.

Priorities for the budget

- Enterprise subscription: the decision to drop Enterprise from the SWAN SirsiDynix renewal must occur before March 30, 2022.
- Determine strategies for SWAN operating expenses: we should discuss short term and long-term strategies for the budget, e.g., decisions around OCLC, SWAN headquarters, etc.
- Discuss & plan for additional revenue, e.g., 100% elimination of RAILS LLSAP funding, new fee-based services from SWAN
- Discuss SWAN growth beyond its contiguous geography

New initiatives

This budget has some new initiatives. Being the first draft of the budget, it made sense to put in some additional expenses and decide if they were worth pursuing after discussion.

- \$34,000 retick printer purchase, #5620 Hardware: with the likely adoption of BLUEcloud Circulation as the primary interface for library staff, the delivery label “in transit” will be generated automatically within circulation processes. SWAN would use reserves to purchase every library a minimum of a single retick printer. Additional printers would be available as part of a \$10,2000 group purchase through SWAN, see #5690 Group Purchases – Hardware, with the revenue offset in #4190 Member Group Purchase Receipts.
- \$5,000 Beanstalk annual subscription, #5440 Library Services Platform: this license would allow any member library to share the reading engagement platform.
- \$1,100 library emergency fund, #5690 Group Purchases - Hardware: this small addition to the budget would be for those situations where a library desperately needs assistance from SWAN, and some equipment would be needed, e.g. printers. The library would be billed back for the equipment within the same fiscal year, recording the offsetting revenue in #4190 Member Group Purchase Receipts.
- \$10,000 group book order, #5930 Group Purchases – Content: this would be a continuation of the centralized ordering managed by SWAN Bibliographic Services. The service would be offered

to libraries that wish to participate, and a quarterly fee for the service would be billed back to the participants.

Questions for the Finance Committee

1. #5000 Salaries & Wages: this line was lowered to reflect the current staff salaries plus a 3% merit budget. It retains the ability to hire 1 position for Web Developer. Should this line be held flat for the 4th year instead?
2. #5021, #5024, #5025 budget lines for FICA and benefits are also adjusted instead of budgeted flat, so the same question above applies.
3. #5210 Conference Travel: this was increased from last year as it is assumed library conferences will begin meeting in person in 2022 & 2023. Should this be left at zero?
4. #5460 Information Subscription Service: our Novelist Select subscription will likely renew July 1, 2022 at \$59,000 for a 1-year subscription. Based on the low use in Aspen Discovery (we are examining click rates), we might wish to consider dropping Novelist Select. This budget keeps the subscription at \$59,000 however. I might be able to negotiate a lower price with EBSCO if I threaten to drop it, but I will need to negotiate with them before March 2022 budget approval. Should we keep this in the budget for now?
5. #5830 Consulting: this is zero in this budget, but should it have some low amount?

Timeline

Below is an updated timeline of the budget process.

Date	Meeting Type	Action Items	Complete?
September 2021	Executive Director	Collect tax data from DuPage, Kane, Will, & submit FOIA to Cook County Treasurer for 2020 tax data.	Done
Friday, October 22, 2021	Regular SWAN Board Meeting	Board and Aaron Skog discuss priorities, research conducted, and identifies work for the next budget	Done
November 17, 2021	Finance Committee	Aaron Skog and Treasurer review budget & set Finance Committee meeting; if needed some policies reviewed	Done
Friday, November 19, 2021	Regular SWAN Board Meeting	Board accepts FY21 audit. Aaron to bring FY23 Budget draft; Board discuss fees & determines next steps.	

Date	Meeting Type	Action Items	Complete?
Thursday, December 2, 2021	Quarterly	Announce FY23 Budget Process. Remind directors to report any changes to bond payment schedule.	
Wednesday, December 17, 2021	Regular SWAN Board Meeting	Review of FY23 Budget Draft. Approve FY23 LLSAP grant agreement	
Sunday, January 1, 2021		Signed LLSAP grant agreements due to RAILS	
Friday, January 22, 2021	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review. Recommend Draft of SWAN Budget for Membership Presentation. Set Budget Meeting date for February for membership review.	
January 2021 [TBD]	SWANcom	Board present draft budget to membership. Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.	
Tuesday, February 1, 2021 (suggested)	Membership Meeting	Meeting to discuss FY23 budget, fees, and reserves worksheet. Enterprise subscription & Aspen Discovery transition will be discussed.	
Friday, February 18, 2022 (suggested)	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.	
Thursday, March 3, 2022	Quarterly	Discussion & approval to end Enterprise subscription. Roll call vote to approve SWAN budget. Announce Board election process.	

SWAN Budget Information & Guidelines

Fiscal Year 2022 (July 1, 2021 – June 30, 2022)

Finance Committee draft

Introduction

Revenue & Expense, Reserves, & Membership Fees

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

New Budget Lines

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

Budget Highlights

Reduced Expenses

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

Reduced Revenue: Money Market Interest & RAILS Grant Funding

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

Aspen Discovery

The Aspen Discovery catalog will replace Enterprise for this budget year. Enterprise subscription of \$58,735 will be removed from the May 1, 2022 SirsiDynix annual maintenance. However, SWAN is hosting Aspen Discovery and that expense will be part of the 5420 budget line.

EBSCO Subscription Group Purchase

SWAN negotiated a year-2 group-purchase for all 88 public libraries for EBSCO subscription e-content. SWAN's User Experience team will provide assistance to all libraries, proxy links the database choices, and integrate these with each library's Article Search.

New: BLUEcloud Circulation & Delivery Label Printing

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

New: Beanstack

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

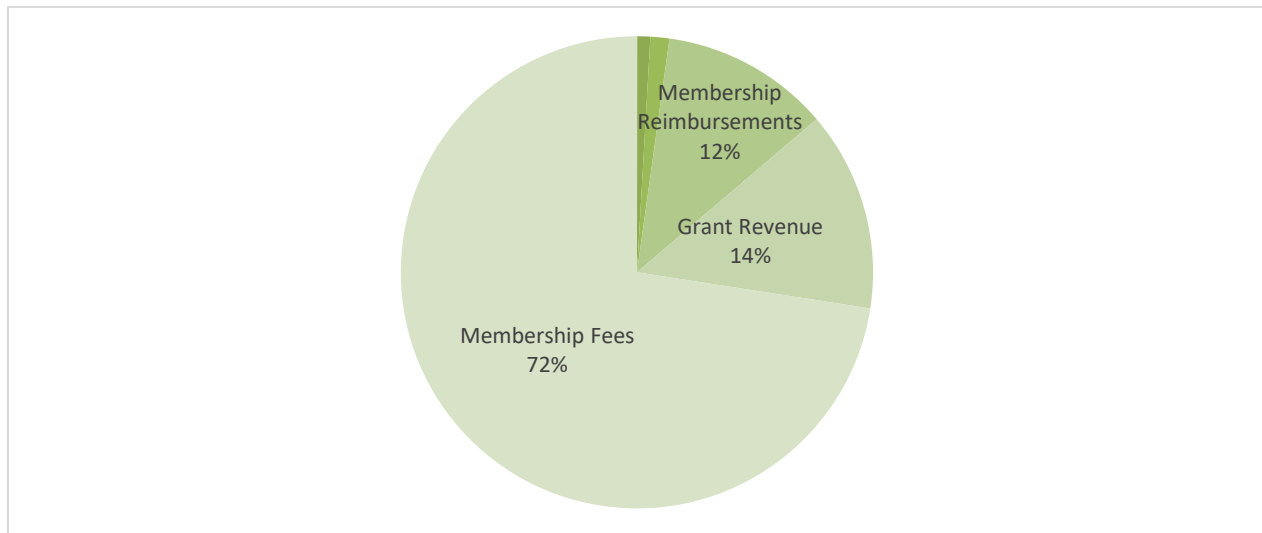
No New Libraries

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

KitKeeper, & Book Club Kits

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

Revenue



Membership Fees

4010 SWAN Full Membership Fees \$2,852,326

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

4011 SWAN Internet Access Membership Fees \$0
The Internet Access level service for school libraries continues through this fiscal year with 10 schools participating with partner SWAN member public libraries.

Membership Reimbursements

4110 Member One-Time Project Receipts \$0
This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for the FY23 budget.

4190 Member Group Purchase Receipts \$445,686
Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 3. Additional group purchases are ongoing with renewals with Envisionware for self-check software, Curbside Communicator, ProPay swipes, additional restick printers (for libraries wanting/needing more than 1 printer provided). This budget includes a new service for a group of selected libraries for purchasing rental copies of books and movies from Baker & Taylor to be shared exclusively by those participating libraries.

Reimbursement for Losses

4220 Reimbursement Losses for Resource Sharing \$50,000
Revenue associated with reimbursement for ILL or reciprocal borrowing with libraries outside of the SWAN consortium, e.g. Chicago Public Library.

4230 Collection Agency Fees \$0
SWAN may collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices.

Grant Revenue

4310 RAILS Support to SWAN \$527,381
RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY23 to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by \$39,327 to a total of \$522,691 last budget. The funding from RAILS for this year's budget increased by \$4,283.

4320 Other Grant Revenue \$0
The one-time grant revenue from adding new libraries would be recorded in this line. No new libraries are planned in this budget year, as SWAN now adds new member libraries every other year.

Registration & Event Receipts

4499 Annual Conference Receipts \$0

Any revenue collected as part of the SWAN Expo are recorded in this budget line. This includes vendor table fees or libraries invoices for the event to offset event catering. The FY23 budget does not plan for an annual conference.

Investment & Interest

4510 Interest Income \$1,000

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

4520 Investment Income \$0

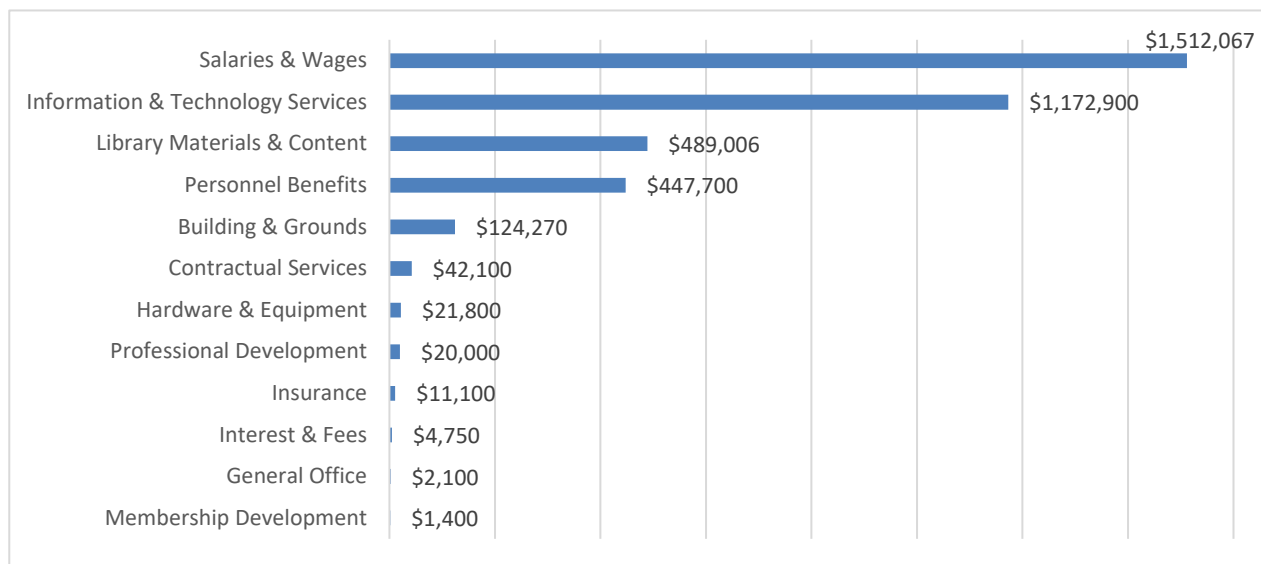
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600 Reserve Fund Transfer \$34,000

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

Expenses



Salaries & Wages

5000 Salaries & Wages \$1,512,067
SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. There is one proposed position that is on hold that this budget could support.

Personnel Benefits

5021 Social Security Taxes \$90,000
Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). The lower expense is due to position attrition.

5022 State Unemployment Insurance -
Organization pays unemployment directly should it be required.

5023 Worker's Compensation \$3,000
Organization insurance provided by insurance vendor.

5024 Retirement Benefits \$123,000
SWAN provides its employees a 401a retirement plan through ICMA-RC. The organization does not provide a defined benefit plan or participate in Illinois Municipal Retirement Fund (IMRF).

5025 Health, Dental, Life And Disability Insurance \$228,800
Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY23 rates from LIMRiCC have increased with the second year renewal with Aetna. However, this budget reflects a reduction due to changes within SWAN positions.

5026 Tuition Reimbursements \$2,500
Tuition reimbursement benefit for employees.

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

Building & Grounds

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

5110 Rent/Lease \$113,160
SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY23. Refer to SWAN's FY20 audit for the full debt obligation of the office lease.

5120 Utilities \$5,700

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

5130 Property Insurance \$650

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

5140 Repairs & Maintenance \$1,560

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

5150 Custodial Service & Supplies \$3,200

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

5190 Other Building Maintenance \$0

Used for alarms and security cameras related to facility expense.

Professional Development

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

5210 Conference Travel \$6,000

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

5220 Staff Meetings \$400

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

5230 Staff Professional Development \$6,800

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

5240 Professional Association Membership Dues \$2,500

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

5250 Educational Material \$800
The FY23 budget reduced some of the online learning expenses for employees.

5260 Online Learning \$3,500
SWAN employees will participate in online learning with security,

Membership Development

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

5310 Travel Reimbursement \$1,400
The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel expenses are reduced for the budget due to the pandemic, but some mileage reimbursement will occur.

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

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

5399 Annual Conference \$0
SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo for 2022 will remain suspended and this expense is reduced to zero.

Information & Technology Services

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

5410 Infrastructure Licensing \$0
Budget line eliminated since FY22: combined with 5430 Server Software Licensing.

5420 Application Software Licensing \$20,600

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

5430 Server Software Licensing \$90,600

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

5440 Library Services Platform \$984,200

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

5450 Data Management Services \$30,500

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

5460 Information Subscription Service \$77,100

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

5470 Subscription Support Services \$14,400

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

5480 Telecommunications \$14,500

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

5490 Group Purchases - Services \$5,900

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

General Office

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

5510 Office Supplies \$1,500

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

5520 Postage \$600

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

5550 Furniture \$0

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

5599 Annual Conference Supplies \$0

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo for 2022 will be suspended due to the global pandemic.

Hardware & Equipment

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

5610 Equipment Rental/Maintenance \$3,700

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

5620 Hardware \$6,000

Expenses for this budget related to SWAN staff peripheral devices.

5690 Group Purchases - Hardware \$12,100

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

Insurance

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

5700 Insurance \$11,100

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

Contractual Services

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

5810 Legal \$1,500

SWAN utilizes legal services with Klein, Thorpe, Jenkins for various activities and inquiries as they arise during the year.

5820 Accounting \$18,900

Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen.

5830 Consulting \$0

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line.

5840 Payroll Service Fees \$4,800

Expenses for the payroll service provided through Paylocity.

5850 Contractual Agreements \$0

Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. SWAN is not adding new member libraries in FY23.

5860 Notification & Collection \$16,900

SWAN has contracted with a vendor to print all user notices through Unique Management Services. The FY23 budget anticipates expenses for notice printing to continue to be lower based on actual 12 months use prior to the pandemic. New to this budget is Unique Management automation of phone notification as a monthly expense.

5870 Recruitment \$0

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

5899 Annual Conference Facility Contract \$0

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. The FY23 budget has reduced this line to zero due to the pandemic suspending the SWAN Expo.

Library Materials & Content

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

5910 Print Materials \$0

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

5920 Reimbursement for Resource Sharing \$50,000

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

5930 Electronic Resources \$10,000

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

5990 Group Purchases - Content \$429,006

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

Interest & Fees

6010 Bank Fees \$4,700

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

6020 Merchant Account Fees \$50

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

6030 Interest Payment \$0

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

6099 Annual Conference Merchant Fees \$0

Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line. The SWAN Expo is suspended for FY22 due to the global pandemic.

Asset Management

6110 Depreciation \$3,607

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

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

6130 Vacation Expense \$0

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

Expenses	\$3,914,093
Revenue	\$3,910,393

SWAN Budget Summary

SWAN Budget	FY22 Budget	FY23 Budget	Change
4000 Membership Fees	\$2,921,563	\$2,856,026	(\$65,538)
4100 Membership Reimbursements	\$463,984	\$445,686	(\$18,298)
4200 Reimbursement for Losses	\$30,900	\$50,000	\$19,100
4300 Grant Revenue	\$522,691	\$527,381	\$4,690
4400 Registration & Event Receipts	\$0	\$0	\$0
4500 Investment & Interest	\$2,000	\$1,000	(\$1,000)
4600 Reserve Fund Transfer	\$90,000	\$34,000	(\$56,000)
Total Revenue	\$4,031,138	\$3,914,093	(\$117,046)
5000 Salaries & Wages	\$1,546,800	\$1,512,067	(\$34,733)
5020 Personnel Benefits	\$500,000	\$447,700	(\$52,300)
5100 Building & Grounds	\$125,854	\$124,270	(\$1,584)
5200 Professional Development	\$18,700	\$20,000	\$1,300
5300 Membership Development	\$2,600	\$1,400	(\$1,200)
5400 Information & Technology Services	\$1,255,200	\$1,231,900	(\$23,300)
5500 General Office	\$3,000	\$2,100	(\$900)
5600 Hardware & Equipment	\$4,700	\$21,800	\$17,100
5700 Insurance	\$9,400	\$11,100	\$1,700
5800 Contractual Services	\$103,060	\$42,100	(\$60,960)
5900 Library Materials & Content	\$485,584	\$489,006	\$3,422
6000 Interest & Fees	\$3,740	\$4,750	\$1,010
Total Operating Expenses	\$4,058,638	\$3,908,193	(\$150,446)
6100 Asset Management	\$4,522	\$3,607	(\$915)
Excess of revenues over (under) estimated expenses	\$21,500	\$0	

Revenue & Expense Budget		FY21 Actual	FY22 Budget	FY23 Budget	Change
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$2,840,906	\$2,917,863	\$2,852,326	(\$65,538)
4011	SWAN Internet Access Membership Fees	\$3,638	\$3,700	\$3,700	\$0
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts	\$516	\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$427,239	\$463,984	\$445,686	(\$18,298)
4200	Reimbursement for Losses				
4220	Reimbursement Losses for Resource Sharing	\$50,905	\$30,000	\$50,000	\$20,000
4230	Collection Agency Fees	\$0	\$900	\$0	(\$900)
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$562,018	\$522,691	\$527,381	\$4,690
4320	Other Grant Revenue	\$43,762	\$0	\$0	\$0
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$0	\$0	\$0	\$0
4500	Investment & Interest				
4510	Interest Income	\$1,069	\$2,000	\$1,000	(\$1,000)
4520	Investment Income		\$0	\$0	\$0
4600	Reserve Fund Transfer	\$30,637	\$90,000	\$34,000	(\$56,000)
Total Revenue		\$3,960,690	\$4,031,138	\$3,914,093	(\$117,046)
Expenses					
5000	Salaries & Wages	\$1,369,957	\$1,546,800	\$1,512,067	(\$34,733)
5020	Personnel Benefits				
5021	Social Security Taxes	\$89,100	\$118,400	\$90,000	(\$28,400)
5022	State Unemployment Insurance	\$8,930	-	-	
5023	Worker's Compensation	\$3,984	\$3,000	\$3,000	\$0
5024	Retirement Benefits	\$121,168	\$140,900	\$123,000	(\$17,900)
5025	Health, Dental, Life And Disability Insurance	\$207,768	\$234,600	\$228,800	(\$5,800)
5026	Tuition Reimbursements	\$0	\$2,500	\$2,500	\$0
5085	Staff Wellness	\$259	\$600	\$400	(\$200)
5100	Building & Grounds				
5110	Rent/Lease	\$120,907	\$110,104	\$113,160	\$3,056
5120	Utilities	\$7,213	\$5,700	\$5,700	\$0
5130	Property Insurance	\$1,640	\$0	\$650	\$650
5140	Repairs & Maintenance	\$1,536	\$1,050	\$1,560	\$510
5150	Custodial Service & Supplies	\$3,185	\$9,000	\$3,200	(\$5,800)
5190	Other Building Maintenance	\$0	\$0	\$0	\$0
5200	Professional Development				
5210	Conference Travel	\$337	\$2,500	\$6,000	\$3,500
5220	Staff Meetings	\$334	\$600	\$400	(\$200)
5230	Staff Professional Development	\$6,757	\$8,800	\$6,800	(\$2,000)
5240	Professional Association Membership Dues	\$1,521	\$2,500	\$2,500	\$0
5250	Educational Material	\$91	\$800	\$800	\$0
5260	Online Learning	\$3,925	\$3,500	\$3,500	\$0
5300	Membership Development				
5310	Travel Reimbursement	\$507	\$1,400	\$1,400	\$0
5320	Membership Meetings	\$0	\$0	\$0	\$0
5350	Marketing & Promotional Material	\$2,616	\$1,200	\$0	(\$1,200)
5399	Annual Conference	\$0	\$0	\$0	\$0
5400	Information & Technology Services				
5410	Infrastructure Licensing	\$45,960	\$0	\$0	\$0
5420	Application Software Licensing	\$20,436	\$22,000	\$20,600	(\$1,400)
5430	Server Software Licensing	\$1,958	\$62,000	\$90,600	\$28,600
5440	Library Services Platform	\$952,242	\$1,036,800	\$984,200	(\$52,600)
5450	Data Management Services	\$17,193	\$27,500	\$30,500	\$3,000
5460	Information Subscription Service	\$83,186	\$76,600	\$77,100	\$500
5470	Subscription Support Services	\$8,022	\$9,900	\$14,400	\$4,500
5480	Telecommunications	\$22,409	\$20,400	\$14,500	(\$5,900)
5490	Group Purchases - Services	\$3,264.15	\$12,600.00	\$5,900.00	(\$6,700)
5500	General Office				
5510	Office Supplies	\$1,134	\$1,500	\$1,500	\$0
5520	Postage	\$469	\$1,500	\$600	(\$900)

Revenue & Expense Budget		FY21	FY22	FY23	Change
		Actual	Budget	Budget	
5550	Furniture	\$0	\$0	\$0	\$0
5599	Annual Conference Supplies	\$0	\$0		\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$2,771	\$3,700	\$3,700	\$0
5620	Hardware	\$37,533	\$1,000	\$6,000	\$5,000
5690	Group Purchases - Hardware	\$1,437	\$0	\$12,100	\$12,100
5700	Insurance	\$9,390	\$9,400	\$11,100	\$1,700

Revenue & Expense Budget		FY21	FY22	FY23	Change
		Actual	Budget	Budget	
5800	Contractual Services				
5810	Legal	\$1,338	\$5,000	\$1,500	(\$3,500)
5820	Accounting	\$23,709	\$17,560	\$18,900	\$1,340
5830	Consulting	\$2,360	\$38,000	\$0	(\$38,000)
5840	Payroll Service Fees	\$3,462	\$3,600	\$4,800	\$1,200
5850	Contractual Agreements	\$77,272	\$0	\$0	\$0
5860	Notification & Collection	\$22,546	\$38,000	\$16,900	(\$21,100)
5870	Recruitment	\$250	\$900		(\$900)
5899	Annual Conference Facility Contract	\$0	\$0	\$0	\$0
5900	Library Materials & Content				
5910	Print Materials	\$5,001	\$5,000	\$0	(\$5,000)
5920	Reimbursement for Resource Sharing	\$41,240	\$30,000	\$50,000	\$20,000
5930	Electronic Resources	\$0	\$0	\$10,000	\$10,000
5990	Group Purchases - Content	\$421,678	\$450,584	\$429,006	(\$21,578)
6000	Interest & Fees				
6010	Bank Fees	\$4,741	\$3,700	\$4,700	\$1,000
6020	Merchant Account Fees	\$44	\$40	\$50	\$10
6030	Interest Payment	\$0	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$0	\$0	\$0	\$0
Subtotal Expenses		\$3,762,783	\$4,071,238	\$3,914,093	(\$157,146)
6100	Asset Management				
6110	Depreciation		\$2,322	\$3,607	\$1,285
6120	(Gain)/Loss on Asset Disposal		\$0		
6130	Vacation Expense		\$2,200		(\$2,200)
Total Expenses			\$4,071,238	\$3,914,093	(\$157,146)
Total Revenue (from above)			\$4,018,654	\$3,914,093	
Excess of revenues over (under) estimated expenses			\$21,500.00	\$0.00	
			FY21 Budget	FY23 Budget	

SWAN Reserves Plan: Updated for FY22 Budget

Capital Expenditures (anything over \$5,000)	FY21	FY22	FY23	FY24	FY25
	July 2020-June 2021	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024	July 2023-June 2025
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,035,646	\$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)	(\$1,357,079)	(\$1,304,698)	(\$1,369,932)	(\$1,438,429)	(\$1,510,351)
Over/(Under) Reserve Policy	\$641,631	\$604,012	\$538,778	\$470,281	\$398,359
Operating Budget (5% increases each year after FY21)	\$4,071,238	\$3,914,093	\$4,109,797	\$4,315,287.19	\$4,531,051.55

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

4010 SWAN Full Membership Fees

Any fees for services and materials LLSAP charges its member libraries are generally recorded as revenue in the proprietary fund. Full membership fees are recorded in this line.

	FY20	FY21	FY22	FY23	Notes
SWAN libraries	\$2,740,626.00	\$2,799,297.65	\$2,917,863.44	\$2,852,325.69	This number comes from the Fee Chart total under column "Fee Total"
		\$0.48			Making the budget balanced!
Glenside PLD		\$22,277			fee est prorated 6 mos
Roselle PLD		\$15,144			fee est prorated 6 mos
Warrenville PLD		\$15,144			fee est prorated 6 mos
Total	\$2,740,626.00	\$2,851,863.15	\$2,917,863.44	\$2,852,325.69	

4011 SWAN Internet Access Membership Fees

This revenue line is a breakout of the Fees for Services & Materials as defined in the Chart of Accounts

	FY19	FY20	FY21	FY22	
Bremen High School District #228					\$606.50
Brookwood Element School District 167					\$606.50
Downers Grove North High School District #99					\$606.50
Downers Grove South High School District #99					
Kirby School District 140					\$606.50
Riverside Brookfield High School District #208					\$606.50
Reavis High School District #220					\$606.50
Total		\$0.00	\$0.00	\$0.00	\$3,639.00
ROUNDED		\$7,300.00	\$0.00	\$0.00	\$3,700.00

4110 Member One-Time Project Receipts

Library reimbursement for one-time migration costs and/or reimbursement for event meals included in this budget line. Consist of amounts charged to a third party equal to a cost incurred from an external source on behalf of that third part. For example, if the LLSAP purchases an item or service for a member library and then bills the member library for the cost of the item or service.

	FY20	FY21	FY22	FY23	Notes
EMV devices purchased & billed back to libraries: SWAN buys 1 EMV per swipe, but all others will be a pass-through purchase		\$14,000.00			\$0.00
Add-on licensing: using the SirsiDynix agreement, the add-on pricing is based on formulas for public, special, academic, and schools.					FY23 is a year for considering additions to SWAN
Total	\$0.00	\$14,000.00	\$0.00	\$0.00	\$0.00
ROUNDED	\$0.00	\$14,000.00	\$0.00	\$0.00	\$0.00

4190 Member Group Purchase Receipts

	FY20	FY21	FY22	FY23	Notes
Delivery label printers				\$10,200.00	Restick printers for libraries with SWAN serving as a passthrough
Unique Mgmt Curbside Communicator			\$12,000.00	\$5,280.00	Libraries reimburse SWAN for continued Curbside Comm expense
Remote Console for EnvisionWare Print and Self-Check Products Reimbursement	\$721.00	\$594.15	\$600.00	\$600.00	Libraries invoiced for this maint. See Group Purchase expense line.
ProPay Card Swipes reimbursement	0	\$800.00	\$800.00	\$800.00	Libraries continue to purchase \$80 magnetic swipes, expecting 10 sold in FY21
E-Content Group Purchase		\$420,000.00	\$450,584.00	\$429,006.00	FY23 EBSCO group-purchase 1% increase
Book rental				\$10,000.00	
EMV chip reader for BLUEcloud Commerce	0				Do not use this line! Use 4110
	\$721.00	\$421,394.15	\$463,984.00	\$445,686.00	

4220 Reimbursement Losses Outside SWAN

Reimbursed losses from reciprocal borrowing and inter library loan. Chicago Public Library reimbursements would be recorded within this budget line.

	FY20	FY21	FY22	FY23
Revenue collected for lost material between member libraries is recorded here and is offset in budget line 5930.			\$ 30,000.00	\$ 50,000.00
	\$ -	\$ -		
Total Support	\$ -	\$ -	\$ 30,000.00	\$ 50,000.00

4230 Collection Agency Fees

Breakout line for Reimbursements: reciprocal borrowing and interlibrary loan loss collection agency fees.

	FY20		FY21		FY22		FY23	
Fees collected associated with Unique Collection service	\$	900.00	\$	900.00	\$	900.00		
Total Support	\$	900.00	\$	900.00	\$	900.00	\$	-

4310 RAILS Support to SWAN

Illinois funds provided through regional library system

	FY20	FY21	FY22	FY23	Notes
RAILS LLSAP support	\$524,679	\$562,018	\$522,691	\$527,381	(\$39,327) \$4,690
Total Support	\$524,679	\$562,018	\$522,691	\$527,381	

4320 Other Grant Revenue

Grants awarded to LLSAP that do not originate from a State or federal government source are classified as other grants. RAILS LLSAP Catalog Grant for one-time costs of adding new member libraries, and RAILS Continuing Education grant are recorded in this line. See offset expenses in line 5850 Contractual Agreements.

	FY20	FY21	FY22	FY23 Notes
CE Grant for Annual Event	\$5,000.00	\$5,000.00	\$0.00	
Glenside Catalog Grant		\$22,500.00	\$0.00	
Roselle Catalog Grant		\$17,000.00	\$0.00	
Warrenville Catalog Grant		\$17,000.00	\$0.00	
Total	\$5,000.00	\$61,500.00	\$0.00	\$0.00

4499 Annual Conference Receipts

Library reimbursement for one-time migration costs and/or reimbursement for event meals included in this budget line. Consist of amounts charged to a third party equal to a cost incurred from an external source on behalf of that third part. For example, if SWAN purchases an item or service for a member library and then bills the member library for the cost of the item or service.

	FY20	FY21	FY22	FY23	Notes
Fees paid for SWAN annual event through Eventbrite for food	\$7,600.00	\$7,600.00			
Total	\$7,600.00	\$7,600.00	\$0.00	\$0.00	
ROUNDED	\$7,600.00	\$7,600.00	\$0.00	\$0.00	

4600

Reserve Fund Transfer

	FY20	FY21	FY22	FY23
Aspen Discovery 1 year support with ByWater Solutions BLUEcloud Mobile			\$ 85,000.00	
Accounting service				
Popular Book Title Rental		\$ 5,000.00		
Laptop refresh		\$ 43,378.50		
EMV chipreader purchase		\$ 14,000.00		
Total Support	\$ 83,560.00	\$ 62,378.50	\$ 85,000.00	\$ -

Notes

Overlapping support for FY22

One-time cost of Mobile, plus
year 1 subscription

One-time cost of Lauterbach
setup, plus 6 mos service

See budget line 5910 for
expense

One-time refresh of employee
laptops

1 EMV per magnetic swipe, as
promised in 2015

5000 Salaries & Wages

Salaries or wages paid to employees.

	FY20	FY21 Budget	FY21 Actual	FY22	FY23 Notes
Library Professionals	\$323,900				
Other Professionals	\$964,700				
Support Services	\$258,200				
Salaries & Wages		\$1,546,800	\$1,369,957	\$1,546,800	\$1,468,026 FY22 salaries total + 1 position Web Developer
Merit increase					\$44,041 3% merit average
TOTAL		\$1,546,800	\$1,369,957	\$1,546,800	\$1,512,067
Rounded	\$1,546,800	\$1,546,800		\$1,546,800	\$1,512,067

5021 Social Security Taxes

Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA).

	FY19	FY20	FY21	FY21 Actual	FY22	FY23 Notes
Social Security	\$118,330.20		\$118,330.20	\$89,099.83	\$118,330.20	\$90,000.00
TOTAL	\$118,330.20	\$118,400.00	\$118,330.20	\$89,099.83	\$118,330.20	\$90,000.00
ROUNDED	\$118,400.00	\$118,400.00	\$118,400.00		\$118,400.00	\$90,000.00

5024 Retirement Benefits

Payroll taxes and fringe benefits - employer's share only. Retirement benefits - IMRF contributions, pension, etc.

	FY20	FY21	FY21 Actual	FY22	FY23 Notes
Annual Fee	\$1,000.00	\$1,000.00		\$1,000.00	\$1,000.00
Retirement ICMA-RC Employer 9.75%	\$139,882.98	\$139,882.98	\$121,167.75	\$139,882.98	\$122,000.00 FY22 based on FY20 preliminary audit. FY23 based on FY22 actual
Network Admin position (estimate)					
New Bib Services position (estimate)					
NEW Personnel (estimate)					
TOTAL	\$140,882.98	\$140,882.98	\$121,167.75	\$140,882.98	\$123,000.00
ROUNDED	\$140,900.00	\$140,900.00		\$140,900.00	\$123,000.00

5025 Health, Dental, Life And Disability Insurance

Payroll taxes and fringe benefits-- employer's share only. Health, dental and life insurance

	FY20	FY21	FY21 Actual	FY22	FY23	Notes
Health Benefits	\$ 232,246.80	\$ 234,569.27	\$ 207,767.96	\$ 234,600.00	\$ 208,000.00	FY22 is budgeted without the 6 months of 10% increase that was expected prior to the switch from BCBS to Aetna
NEW Personnel (estimate)						
LIMRiCC Increase 2018	\$ 2,322.47					PPO increase 1% for 2018 open enrollment
LIMRiCC Increase 2021		\$ 11,728.46				Anticipated HMO, PPO increase for 2020 open enrollment
LIMRiCC increase 2022				\$ 3,519.00	\$ 20,800.00	FY22 3% increase for 6 months anticipated (Jan 2022 - June 2022). FY23 is a 10% increase
TOTAL	\$ 234,569.27	\$ 246,297.73	\$ 207,767.96	\$ 234,600.00	\$ 228,800.00	
ROUNDED	\$ 234,600.00	\$ 246,300.00		\$ 234,600.00	\$ 228,800.00	

5110 Rent/Lease

Rent/lease payments for use of property and buildings not owned.

		FY20		FY21		FY22		FY23	Notes
Rent	\$	70,156	\$	70,156	\$	75,856	\$	78,132	Rent for Nov 2021 was \$9430 X 12 = \$113,160. Prior to FY23, the rent expense was recorded in GL #5110 as \$5,846.31 for each month of the 8 year lease term, so \$52,616.79 for FY17, \$70,155.72 each year for FY18 – FY24, and \$17,539.38 for FY25, per GASB. For FY22, the lease for 2021 is \$76,615 and for 2022 is \$78,913.
Lease Insurance	\$	336	\$	336	\$	396	\$	468	Lease insurance escrow at \$33/month in FY22
Operating Expense Charge	\$	27,432	\$	27,432	\$	26,052	\$	26,748	Operating expenses at lease facility vary each year based on shared cost for snow removal, upkeep, etc. \$2,171/month for FY22
Real Estate Tax	\$	7,980	\$	7,980	\$	7,800	\$	7,812	Facility share of the local Real Estate tax expenses at \$650/month in FY22
Total	\$	105,904	\$	105,904	\$	110,104	\$	113,160	
ROUNDED	\$	106,000	\$	106,000	\$	110,200	\$	113,200	



Notes

FY22 based on FY20 preliminary
audit

5130 Property Insurance

Insurance premiums for build and ground and all contents.

	FY20	FY21	FY22	FY23	Notes
Property insurance					
Flood: SWAN headquarters	\$ 1,500	\$ 1,500	\$ -	\$ 650	Based on Oct 2022 premium
	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 650.00	

5140 Repairs & Maintenance

Expenditures for lawn care, snow removal, maintenance supplies, other facility maintenance.

	FY20	FY21	FY22	FY23	Notes
Annual building alarm service	\$0	\$0	\$0	\$0	See #5380 Telecommunications
Security camera service subscription (Google Nest)	\$100	\$100	\$150	\$150	FY22 based on FY20 prelim audit
Repairs (fob, etc.)	\$ 250.00	\$ 250.00			
Security system	\$ 710.00	\$ 710.00	\$ 710.00	\$ 710.00	Imperial
Building supplies	\$ 220.00	\$ 340.00	\$ 1,050.00	\$ 850.00	FY23 based on preliminary FY21 actual
Total	\$1,180.00	\$1,300.00	\$1,760.00	\$1,560.00	

5150 Custodial Service & Supplies

Includes costs for janitors and caretakers who are not employees, cleaning supplies, etc.

	FY19 Actual	FY20	FY21	FY22	FY23 Notes
Supplies		\$222	\$350		
Cleaning contract		\$7,200	\$6,720	\$9,000	\$3,200 New service is \$560/mo.
Annual floor waxing, carpet cleaning		\$1,000	\$1,000		
Total	\$9,701	\$8,422	\$8,070	\$9,000	\$3,200 FY22 based on FY20 preliminary audit
Rounded		\$8,500	\$8,100	\$9,000	\$3,200

5190 Other Building Maintenance

**Discontinued:
use 5140**

Includes trash removal, exterminating, window washing, fire and alarm service.

	FY20	FY21	FY22	Notes
Annual building alarm service	\$0	\$0		Use 5140
Security camera service subscription (Dropcam)	\$100	\$100	\$0	Use 5140
Total	\$100	\$100	\$0	

5210 Conference Travel

Travel in support of staff professional development, conferences

	FY19	FY20	FY21	FY22	FY23	Notes
Conference travel	\$11,000	\$11,000	\$11,000	\$0	\$6,000	SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals.
Totals	\$11,000	\$11,000	\$11,000	\$0	\$6,000	

5230 Staff Professional Development

	FY20	FY21	FY22	FY23	Notes
Staff Professional Development	\$14,000		\$8,800	\$6,800	Suggestion is to budget \$400/employee
ALA & PLA	\$0	\$840			ALA membership is \$148 (if you can figure out the 20 levels), with the annual conference at \$420 per person
ILA		\$500			ILA annual dues \$200/yr, \$250 conference per person
COSUGI		\$2,200			COSUGI \$100/yr, FY21 \$550 conference per person
SLUI		\$340			Regional meeting for SirsiDynix customers
Consortia SIG		\$70			Annual meeting cost \$70
Employment Law Conference		\$450			Annual meeting for SWAN Admin
Evergreen Conference		\$560			Annual conference \$280/person
Other conference		\$400			IT/SS staff attending DefCon, Microsoft events, etc.
Totals	\$14,000	\$5,360	\$8,800	\$6,800	
Rounded	\$14,000	\$5,400	\$8,800	\$6,800	

5260 Online Learning

	FY19	FY20	FY21	FY22	FY23	Notes
Online Learning			\$4,500	\$3,500	\$3,500	Online learning subscriptions with companies Coursera, OS Training. Reduced FY22 \$1,000 removing Coursera expense. TalentLMS goes under 5470 Support Services Subscription
Totals	\$0	\$0	\$4,500	\$3,500	\$3,500	

5310 Travel Reimbursement

Travel in support of consortium membership

	FY19	FY20	FY21	FY22	FY23 Notes
Travel	\$2,200	\$2,200	\$2,800	\$800	\$1,400 FY22 travel is low, but we do reimburse staff for mileage
Totals	\$2,200	\$2,200	\$2,800	\$800	\$1,400

5320 Membership Meetings

	FY19	FY20	FY21	FY22	FY23 Notes
Membership Meetings	\$2,900	\$2,900	\$2,900	\$0	\$0
					Refreshments/supplies for member meetings (donuts, coffee, activity supplies, etc.)
Totals	\$2,900	\$2,900	\$2,900	\$0	\$0

5399 Annual Conference

	FY20	FY21	FY22	FY23 Notes
Annual Conference		\$2,500	\$0	\$0 Speaker fees, honorarium, travel expense for speakers
Totals	\$0	\$2,500	\$0	\$0

5410 Infrastructure Licensing

FY23 NOTE: COMBINE WITH 5430

Cloud infrastructure licensing subscription, fees

Description	FY19	FY20	FY21	FY22	FY23	Notes
SSL Certificates for SWAN		\$475	\$656			Biennial subscription, FY21 is pro-rated 1 year
GoDaddy domain subscription	\$100.00	\$103	\$89			Website names for swanlibraries.net, 3-year subscription, pro-rated 1 year FY21
SonicWALL Security licensing and subscription for SWAN NSA3500	\$0.00	\$0	\$0			SWAN firewall in local RAILS data center
Microsoft Active Directory	\$541.80	\$558	\$558			SWAN staff network
Microsoft Azure	\$33,836.00	\$34,851	\$40,040	\$6,000		SWAN ILS Servers 100% in Cloud environment. Includes 3 Symphony servers, virtualized firewall, backup system. FY21 has 10% added for possible test hosting of Aspen
Microsoft Server 2016	\$619.50	\$638	\$638	\$42,000	\$0	SWAN staff network
Infrastructure expense estimated total						
TOTAL	\$35,097.30	\$36,625.22	\$41,981.51	\$48,000.00	\$0.00	FY22 based on FY21
ROUNDED	\$35,100.00	\$36,700.00	\$42,000.00	\$0.00	\$0.00	FY22 moved to 5430

5420 Application Software Licensing

Software and supplies below \$5,000.

Description	FY19	FY20	FY21	FY22	FY23	Notes
5420 Budget amount for subscriptions to survey platform, voting platform, employee software for production of training, Microsoft Office, antivirus protection, plus password security.				\$22,140.00	\$20,519.61	
TOTAL	\$13,394.20	\$16,476.02	\$18,312.51	\$22,140.00	\$20,519.61	FY22 based on FY21
ROUNDED	\$13,400.00	\$16,500.00	\$18,400.00	\$22,200.00	\$20,600.00	

5430 Server Infrastructure

Software and supplies below \$5,000.

Description	FY19	FY20	FY21	FY22	FY23	Notes
Infrastructure Licensing: website support, network infrastructure, firewall support.				\$42,000		
Server licensing: library firewall support, server support, licensing for server operating systems				\$14,000		
All Infrastructure and Server Licensing (above)					\$17,940	
Microsoft Azure: SWAN's primary infrastructure-as-a-service provider hosts all Symphony servers, Aspen Discovery, support websites, ticketing and mail list systems.	\$33,836.00	\$34,851	\$40,040	\$6,000	\$72,600	SWAN ILS Servers 100% in Cloud environment. Includes 3 Symphony servers, virtualized firewall, backup system. FY23 has 2 Aspen servers (Enterprise is SD hosted)
TOTAL	\$12,862.25	\$12,862.25	\$13,891.50	\$62,000.00	\$90,540.00	FY22 based on FY21 total
ROUNDED	\$12,900.00	\$12,900.00	\$13,900.00	\$62,000.00	\$90,600.00	

5440 Library Services Platform

SWAN's Library Services Platform which includes resource sharing, access to e-resources, cataloging bibliographic resources, and resource sharing outside of the consortium (EBSCO, SirsiDynix, OCLC).

	FY20	FY21	FY22	FY23	Notes
Summer reading platform				\$5,000.00	Beanstalk annual subscription for SWAN
Aspen Discovery ByWater MX			\$85,000	\$85,000	New FY22 expense
SirsiDynix Maintenance	\$486,780	\$488,744	\$488,744	\$445,380	Refer to Agreements & Contracts > SirsiDynix > Maintenance for details
BLUEcloud Visibility		\$8,000	\$8,000		Visibility added as a subscription in FY21
Glenside PLD MX		\$2,841	\$5,682		FY21 6 mos (Jan 2021-Jun 2021)
Roselle PLD MX		\$2,239	\$4,478		FY21 6 mos (Jan 2021-Jun 2021)
Warrenville PLD MX		\$2,864	\$5,728		FY21 6 mos (Jan 2021-Jun 2021)
SirsiDynix MX Escalation		\$0	\$0		FY21 assumes 0%, but negotiation not complete
EBSCO Discovery Service Web Services Bundle	\$100,167.00	\$110,652.00	\$111,758.52	\$115,111.28	FY21 & FY22 locked in 1% escalation under 3 year agreement. FY23 has 3% increase
EDS Green Hills		\$500			
EDS Glenside		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
EDS Roselle		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
EDS Warrenville		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
Proxy Service for Subscription database integration into Enterprise EDS: OpenAthens through EBSCO	\$53,432.00	\$52,425.00	\$52,949.25	\$54,537.73	FY19: Year 3 of EBSCO + New 19 Subscription increases \$17,750. FY20 includes 5% increase. FY21 & FY22 are 1% increases per 3-year agreement
OA Green Hills		\$1,000			Full price FY21
OA Glenside		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
OA Roselle		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
OA Warrenville		\$500	\$1,000		FY21 6 mos (Jan 2021-Jun 2021)
OCLC for all libraries	\$231,420	\$233,356	\$268,449	\$279,138	FY23 based on actual 2021 subscription + 3% increase
OCLC annual increase (estimate)	\$11,571.00				
TOTAL	\$883,370.00	\$905,621.63	\$1,036,788.60	\$984,166.63	
ROUNDED	\$883,400.00	\$905,700.00	\$1,036,800.00	\$984,200.00	

5450 Data Management Services

All software expenses associated with the maintenance of the Library Services Platform data, which can include patron, bibliographic, authority, or otherwise.

	FY19 Actual	FY20	FY21	FY22	FY23	FY19 Notes
ALA RDA Toolkit for Cataloging Libraries		\$3,800	\$3,800	\$3,800	\$3,800	The FY19 number is incorrect. The actual cost for 25 users is \$2,088.46. FY20 is \$3,800
WebDewey (OCLC negotiated directly with SWAN)		\$3,600	\$3,600	\$3,600	\$3,600	New expense, due to Dawne
MARCIVE (ongoing authority updates)		\$10,900	\$10,090	\$10,100	\$10,100	FY20: added the MARCIVE CNS "Comprehensive Notification Service"
The MARC of Quality (TMQ)						TMQ disbanding in FY20
UMS NCOA patron database update		\$ 10,000.00	\$ 10,000.00	\$10,000	\$13,000	Include NCOA here if not part of a new library grant.
TOTAL	\$276,433	\$28,300	\$27,490	\$27,500	\$30,500	
Rounded		\$28,300	\$27,500	\$27,500	\$30,500	

5460 Information Subscription Service

Content subscription from EBSCO, Syndetics, Noun Project, and others

	FY20	FY21	FY22	FY23	Notes
Proquest Syndetic Solutions (book jackets, enhanced content)	\$17,590	\$17,591	\$17,591	\$18,000	FY21 runs Oct 1, 2019 through June 30, 2021 for the price \$17,591 which includes a 3% escalation
EBSCO Novelist Select (reviews content)	\$55,444	\$55,444	\$55,999	\$59,000	The expected budget for FY23 would be \$59,000 if negotiated for July 1, 2022
Novelist Glenside		\$500	\$1,000		Jan-Jun 2021 prorated
Novelist Roselle		\$500	\$1,000		Jan-Jun 2021 prorated
Novelist Warrenville		\$500	\$1,000		Jan-Jun 2021 prorated
Niche Academy			\$0		Online content for member libraries.
Noun Project	\$40.00	\$41		\$40	SWAN staff "Icons for everything" 2 users
TOTAL	\$73,075	\$74,576	\$76,589	\$77,040	
Rounded	\$73,100	\$74,600	\$76,600	\$77,100	

5470 Support Services Subscription

SWAN's support platform includes remote desktop assistance to library staff, online training, and remote monitoring of systems for SWAN on-call staff.

	FY20	FY21	FY22	FY23	Notes
Citrix GoToAssist	\$773	\$1,320.00	\$1,320.00	\$1,386.00	Remote control software for membership support
Citrix GoToMeeting (Plus for 100 attendees)	\$721	\$696.00	\$700.00	\$1,260.00	Live streaming of SWAN presentations for membership
Online tutorial platform				\$2,500.00	Articulate Storyline 360/Rise
Learning Management System		\$3,000.00	\$3,000.00	\$4,200.00	Inquisiq LMS
StatusCake subscription (site monitoring)	\$309	\$216.00	\$0.00	\$246.00	3rd party tool for monitoring consortia services such as Enterprise, Web Services, etc. that notifies SWAN staff if they fail.
SendGrid Volume Email Service	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00	Service for all emails from various Azure servers
TOTAL	\$6,603	\$10,032	\$9,820	\$14,392	
Rounded	\$6,700	\$10,100	\$9,900	\$14,400	

5480 Telecommunications

Expenses associated with SWAN facility connection to the internet and phone support.

	FY19	FY20	FY21	FY22	FY23	Notes
Alarm line						See Fob System below
Conference call service	\$78.00	\$78.00	\$0.00			FY21, no longer needed
Phone service (Microsoft Domestic Calling Plan/Teams 25 users)	\$3,780.00	\$3,780.00	\$3,780.00	\$3,800.00	\$3,900.00	FY19 5% increase assumed
Comcast Business (150 mb)	\$15,000.00	\$15,000.00	\$15,060.00	\$16,000.00	\$10,000.00	FY23 new Comcast contract signed, lowering expense
Fob System Maint (Imperial)	\$708.00					DO NOT USE; Record in #5170
Hunt group (Grasshopper)	\$513.36	\$513.36	\$531.00	\$600.00	\$600.00	SWAN support phone system
TOTAL	\$20,079.36	\$19,371.36	\$19,371.00	\$20,400.00	\$14,500.00	
Rounded	\$20,100.00	\$19,400.00	\$19,400.00	\$20,400.00	\$14,500.00	

5490 Group Purchases - Services

Breakout line for Contractual Services: see Revenue line #4200 Group Purchase Receipts for expense reimbursements.

	FY20	FY21	FY22	FY23	Notes
UMS Curbside Communicator			\$ 12,000.00	\$ 5,280.00	\$1320 x 4 quarters with 13 11 libraries. Offset expense with revenue line 4200 Group Purchase Receipts
Remote Console for EnvisionWare Print and Self-Check Products [Was #5310 in FY16]	\$ 721.00	\$ 594.15	\$ 600.00	\$ 600.00	Libraries invoiced for this maint. See revenue line #4200 Group Purchase Receipts for reimbursements
TOTAL	\$ 721.00	\$ 594.15	\$ 12,600.00	\$ 5,880.00	
Rounded	\$800.00	\$600.00	\$12,600.00	\$5,900.00	

5510 Office Supplies

Paper, office supplies, such as pencils, paper clips, etc. and equipment costing less than \$5,000.

	FY20	FY21	FY22	FY23	FY19 Notes
Office Supplies	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	FY22 based on FY20 preliminary audit
Total		\$4,000.00	\$1,500.00	\$1,500.00	
Rounded	\$0.00	\$4,000.00	\$1,500.00	\$1,500.00	

5520 Postage

Stamps, postage machine refills, overnight express, UPS, parcel insurance, etc.

	FY20	FY21	FY22	FY23	Notes
USPS postage			\$1,500.00	\$600.00	
Printed notices (see UMS contract #)					
Shipping printed PR materials	\$900.00	\$900.00			SWAN office infrequently uses UPS, FedEx, or USPS to ship PR material.
TOTAL	\$900.00	\$900.00	\$1,500.00	\$600.00	
Rounded	\$900.00	\$900.00	\$1,500.00	\$600.00	

5550 Furniture

Facility furniture, tables, chairs

	FY20	FY21	FY22	FY23	FY19 Notes
Laptop Cart Furniture		\$0.00	\$0.00		Repurpose the staff laptops into a cart for library training, include laptop "travel gear"
Total	\$0.00	\$0.00	\$0.00	\$0.00	
Rounded	\$0.00	\$0.00	\$0.00	\$0.00	

5610 Equipment Rental/Maintenance

Payments made for use of equipment, computers, copy machines, etc., which are neither owned nor part of a lease-purchase agreement.

	FY20	FY21	FY22	FY23	Notes
Postage Machine					
Copier (lease)	\$2,628.00	\$2,628.00	\$2,700.00	\$2,700.00	Lease is 6 years, timed to end with the office lease, but SWAN would own it
Copier maintenance	\$1,001.00	\$1,000.00	\$1,000.00	\$1,000.00	This is the proper account, not #5400
Copier cost per page					
TOTAL	\$3,629.00	\$3,628.00	\$3,700.00	\$3,700.00	
Rounded	\$3,700.00	\$3,700.00	\$3,700.00	\$3,700.00	

5620 Hardware

Breakout line for hardware

	FY20	FY21	FY22	FY23	Notes
Delivery lable printers				\$34,000.00	100 printers, paid from SWAN reserves
Laptop just in case				\$1,500.00	
Peripherals for SWAN staff laptops	\$1,000.00	\$2,790	\$1,000	\$1,000	Ongoing peripherals for staff, phone hardware replacement
Tablet/Mobile testing hardware	\$0.00	\$800		\$1,000	Tablets for UX/IT testing
RFID equipment for inventory research & testing		\$450.00		\$500.00	\$ 1,760.00
Synology Network Storage				\$2,000.00	Replacement unit in FY23
Self-check equipment		\$1,000.00			\$1,030.00
Network switch for Facility		\$2,500.00			
Staff Laptops	\$0.00	\$41,618.50	\$0.00		SWAN staff laptops, includes docking equipment - calculated by avg of discounted retail and previous volume discounted price
EMV chip reader for BLUEcloud Commerce	\$ -	\$ 14,000.00	\$ -		SWAN buys 1 EMV per deployed library, take out of reserves (when it happens)
TOTAL	\$1,000.00	\$63,158.50	\$1,000.00	\$6,000.00	
Rounded	\$1,000.00	\$63,200.00	\$1,000.00	\$6,000.00	

Use this amount from 4600 Reserves Transfer

\$55,618.50

5690 Group Purchases - Hardware

Breakout line for Contractual Services: see Revenue line #4075 Group Purchase Receipts for expense reimbursements.

	FY20	FY21	FY22	FY23	Notes
ProPay Card Swipes	\$ 800.00	\$ -	\$ -	\$ 800.00	See #4075 Group Purchase Reimbursement Revenue, by purchasing libraries
Restick printers				\$ 10,200.00	Delivery label routing hardware, one-time group purchase expense. Estimated \$340 printer x 30 libraries resold
Library emergency fund				\$ 1,100.00	Replacement hardware for libraries in need, rebill at later date
EMV chip reader for BLUEcloud Commerce	\$ 14,000.00	\$ -	\$ -		SWAN buys 1 EMV per deployed library, take out of reserves (when it happens)
TOTAL	\$ -	\$ 14,800.00	\$ -	\$ 12,100.00	

5700 Insurance

Insurance premiums for bonding, errors and omissions, personal and director's liability, umbrella packages, etc.

	FY20	FY21	FY22	FY23	Notes
Travelers: D&O, Crime, Cyber	\$5,489.00	\$5,500.00	\$5,500.00	\$6,938.00	FY23 cybercrime: "The revenues have increased 27% from the last time the policy was underwritten which accounted for the premium increase."
Hartford: Business Owners	\$3,363.00	\$3,685.00	\$3,700.00	\$3,700.00	Based on actual invoices
Travelers: liability			\$200.00	\$437.00	Do not put Flood Insurance here, that is in #5160 Property Insurance
Total	\$8,852.00	\$9,185.00	\$9,400.00	\$11,075.00	
Rounded	\$8,900	\$9,200	\$9,400	\$11,100	

5820 Accounting

Fees for audits, outside services for bookkeeping and payroll processing, etc.

	FY20	FY21	FY22	FY23	Notes
Auditor	\$5,500.00	\$5,500.00	\$5,500.00	\$6,800.00	Seeking a new auditor, will have a better idea on the expense by January 2021
Other Postemployment Benefits (OPEB) report per GASB 45 Actuarial Valuation Report [Note: GASB 75 is going to replace GASB 45 in FY18]	\$2,000.00	\$2,000.00	\$0.00		No longer needed in FY22! [John Ritchie, ASA, MAAA, Menard Consulting, Inc. has providing the Actuarial Liability]
Accounting Service with Vendor	\$13,110.00	\$13,110.00	\$12,060.00	\$12,100.00	FY21 is 10 Months of service plus one-time setup fees. FY22 is \$1005 per month
Accounting Software Subscription	\$945.00	\$0.00	\$0.00		Do not record here if used. Lauterbach provides software.
TOTAL	\$21,555.00	\$20,610.00	\$17,560.00	\$18,900.00	

5830 Consulting

Fees paid to professionals outside of LLSAP for services other than legal or accounting, such as computer consultants, independent library consultants, or appraisers.

Notes

	FY20	FY21	FY22	FY23
BLUEcloud Mobile setup, configuration, training				
Actuarial Consultant (annual), should be under 5420 Accounting	\$0.00	\$0.00		
Management Association (position analysis & benchmarking)	\$2,000.00	\$0.00	\$1,000.00	
New for FY21, needs further discussion		\$5,000.00		
Web Development Consulting. SirsiDynix consulting hours at \$175/hr or additional development for SWAN Support site	\$0.00	\$0.00		
Strategic Planning Consultant Sikich consulting: vCSO	\$0.00	\$0.00		
				ongoing virtual chief security officer
Total	\$2,000.00	\$5,000.00	\$1,000.00	\$0.00

5840 Payroll Services

Breakout line for Contractual Staff budget: payroll service fees, costs associated with reporting requirements.

	FY19	FY20	FY21	FY22	FY23	Notes
Paylocity	\$3,770.78	\$3,883.90	\$3,883.90	\$3,600.00	\$4,800.00	FY23 Paylocity now has Time & Labor module
TOTAL	\$3,770.78	\$3,883.90	\$3,883.90	\$3,600.00	\$4,800.00	
ROUNDED	\$3,800.00	\$3,900.00	\$3,900.00	\$3,600.00	\$4,800.00	

5850 Contractual Agreements

Contractual agreements with systems, member libraries and other cooperatives -- one-time expenses associated with the addition of new member libraries which are LLSAP grant funded are recorded here.

	FY19	FY20	FY21	FY22	FY23	Notes
Green Hills migration (estimate)	\$ 42,000.00		\$	-		
Glenside Catalog Grant		\$ 22,500.00	\$	-		Grant Expenses offset by Revenue \$4050 (Quotation #100191)
Roselle Catalog Grant		\$ 17,000.00	\$	-		
Warrenville Catalog Grant		\$ 17,000.00	\$	-		
TOTAL	\$ 42,000.00	\$ -	\$ 56,500.00	\$ -	\$ -	FY22 no add-on libraries
Rounded	\$ 42,000.00	\$ -	\$ 56,500.00	\$ -	\$ -	

5860 Notification & Collection

Services to libraries for the purposes of patron notification

	FY21	FY22	FY23	Notes
UMS voice notification	\$ 15,000.00	\$ 15,000.00	\$ 12,270.00	FY23 \$750/mo under the lower contractual threshold 10K notifications, but could go up to \$1295/mo if activity increases
Curbside Communicator	\$ 480.00	\$ 480.00	\$ -	11 libraries using this, now under group purchase - services #
Unique Management Services Collection	\$ 350.00	\$ 350.00	\$ 350.00	
Unique Management Printed Notices	\$ 34,400.00	\$ 21,600.00	\$ 3,720.00	FY23 only bills are being printed. No longer printing overdues for 1st and 2nd notices. \$310/month
UMS Printed Notices one-time setup NOCA [do not use here!]	\$ -	\$ -	\$ -	If library joins SWAN, put one-time expense here Do not use: see 5450 Database Subscriptions. Was \$10,000 in FY20
UMS Printed Notice Annual Fee	\$ 500.00	\$ 500.00	\$ 500.00	
TOTAL	\$ 35,250.00	\$ 37,930.00	\$ 16,840.00	
Rounded	\$ 35,300.00	\$ 38,000.00	\$ 16,900.00	

5899 Annual Conference Facility Contract

Fees paid directly to persons engaged in contractual work or service arrangements with the LLSAP.

	FY19	FY20	FY21	FY22	FY23	Notes
Facility Rental: MVCC			\$12,000	\$0	\$0	FY22 no Expo
TOTAL	\$0	\$0	\$12,000	\$0	\$0	

5910 Print Materials

	FY20	FY21	FY22	FY23 Notes
PR Material outside printing	\$8,000.00	\$0.00		
B&T Rental Copies		\$5,000.00		The experiment for centralized ordering should be discussed with Dawne, Scott, and bring recommendation to SWAN Board. FY23 see Print group purchase
Book Club Kits			\$5,000.00	FY22 will have a pilot of SWAN centralized purchasing of book club kits that will be shared between libraries
	\$8,000.00	\$5,000.00	\$5,000.00	\$0.00

5920 Reimbursement for Resource Sharing

	FY20	FY21	FY22	FY23	Notes
Unreturned material reimbursement			\$30,000.00	\$ 50,000.00	FY23 based on FY22 actual YTD
	\$0.00	\$0.00	\$30,000.00	\$50,000.00	

5930 Group Purchases - Content

	FY20	FY21	FY22	FY23	Notes
Group book order				\$10,000.00	Should SWAN come up with a formula for participation in this based on library budget for year-1 of this group purchase?
	\$0.00	\$0.00	\$0.00	\$10,000.00	

5990 Group Purchase - Electronic Resources

	FY20	FY21	FY22	FY23	Notes
EBSCO group purchase		\$420,000.00	\$432,600.00	\$429,006.00	Group purchase FY23 based on year-2 renewal price
			\$7,532.00		Glenside EBSCO 1 year
			\$5,226.00		Roselle EBSCO 1 year
			\$5,226.00		Warrenville EBSCO 1 year
	\$0.00	\$420,000.00	\$450,584.00	\$429,006.00	

6010 Bank Fees

Includes, but is not limited to, bank charges, printed checks, cash shortages and overages, lost books and equipment, allowable interlibrary loan charges (including photocopying charges), and film rentals

	FY20	FY21	FY22	FY23	Notes
Bank lockbox fee	\$0.00	\$2,700.00	\$2,700.00	\$2,700.00	FY20 RAILS covers lockbox fees of approximately \$225 per month (Based on RAILS FY16 budget as part of SWAN-RAILS FY16-FY18 agreement)
Bank fees, charges	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	
Various GL refunds, late fees					
Misc Expenses					
E-Commerce Testing					
Library refunds for correction of lost items					
Chicago Public Library: outstanding invoices					
TOTAL	\$1,000.00	\$3,700.00	\$3,700.00	\$4,700.00	

6110 Depreciation

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.

Service	Date of Purchase/First	Years to	Cost	FY19	FY20	FY21	FY22
		Depreciate					
STANDBY NATURAL GAS GENERATOR	9/08	25	\$36,500.50	\$1,460.02	\$1,460.02	\$1,460.02	\$1,460.02
HP PROLIANT DL380 G6 SERVER	6/10	5	\$5,504.02				
SERVERS PE R910	2/13	5	\$37,000.00				
VMWARE TIER B BACK UP-SERVERS & ETHERNET HARDWARE SERVERS	2/13	5	\$14,628.00				
Dell EqualLogic PS4100XV Virtualized iSCSI , Drives-Server	2/13	5	\$33,200.00				
PROCESSORS AND VM SUPPORT (Enterprise Level License and and Enterprise Foundation)	2/13	5	\$18,324.00				
Innovative Server Migration (Sun/Solaris to Intel/Linux)	2/13	5	\$56,500.00				
SirsiDynix Migration - Telephone Messaging Software and Project Management and Consulting Fees	5/5/2015	5	\$9,430.00	\$1,886.04	\$1,571.50	\$0.00	\$0.00
SirsiDynix Migration - Innovative Exit Services	5/5/2015	5	\$14,910.00	\$2,982.00	\$2,485.00	\$0.00	\$0.00
SirsiDynix Migration - NCOA Clean-Up for Migration	5/21/2015	5	\$11,057.34	\$2,211.47	\$1,842.84	\$0.00	\$0.00
SirsiDynix Migration - Installation Service Fees (First Data Test Load) and Data Migration Service Fees	6/10/2015	5	\$65,395.00	\$13,079.00	\$11,988.92	\$0.00	\$0.00
SirsiDynix Migration - Platinum Services Fees	6/10/2015	5	\$15,000.00	\$3,000.00	\$2,750.00	\$0.00	\$0.00
SirsiDynix Migration Service	8/6/2015	5	\$26,605.00	\$5,321.00	\$5,321.00	\$443.22	
SirsiDynix Symphony Outreach	10/20/2015	5	\$16,830.00	\$3,366.00	\$3,366.00	\$841.50	
Door Fob Security System (Imperial)	12/15/2016	8	\$6,895.00	\$861.88	\$861.88	\$861.84	\$861.88
SirsiDynix Server Migration (RedHat 5 to RedHat 7)	7/31/2018	5	\$8,480.00	\$1,696.00	\$1,696.00	\$1,696.00	\$1,696.00
Total Projected Depreciation (Assuming no disposals and no additions to fixed assets)				\$34,167.40	\$31,647.16	\$3,606.58	\$2,321.90

**Chart 1: Membership Fee Chart for FY23 SWAN Budget
Finance Committee draft**

SWAN Library	Type	Public Library Base Fee	Public Library Funding Fee	School Library	Special Library
Acorn Public Library District	Public	\$ 17,682	\$ 10,369		
Alsip-Merrionette Park Public Library District	Public	\$ 17,682	\$ 21,950		
Batavia Public Library District	Public	\$ 17,682	\$ 34,395		
Bedford Park Public Library District	Public	\$ 17,682	\$ 13,609		
Beecher Community Library District	Public	\$ 17,682	\$ 3,034		
Bellwood Public Library	Public	\$ 17,682	\$ 16,289		
Bensenville Community Public Library District	Public	\$ 17,682	\$ 15,312		
Bensenville Elementary School District #2	School			\$ 17,500	
Berkeley Public Library	Public	\$ 17,682	\$ 3,822		
Berwyn Public Library	Public	\$ 17,682	\$ 32,565		
Bloomington Public Library	Public	\$ 17,682	\$ 28,577		
Blue Island Public Library	Public	\$ 17,682	\$ 11,462		
Bridgeview Public Library	Public	\$ 17,682	\$ 10,604		
Broadview Public Library District	Public	\$ 17,682	\$ 11,233		
Linda Sokol Francis Brookfield Library	Public	\$ 17,682	\$ 22,083		
Calumet City Public Library	Public	\$ 17,682	\$ 13,149		
Calumet Park Public Library	Public	\$ 17,682	\$ 1,606		
Carol Stream Public Library	Public	\$ 17,682	\$ 33,212		
Chicago Heights Public Library	Public	\$ 17,682	\$ 7,724		
Chicago Ridge Public Library	Public	\$ 17,682	\$ 13,377		
Cicero Public Library	Public	\$ 17,682	\$ 16,906		
Clarendon Hills Public Library	Public	\$ 17,682	\$ 7,554		
Crestwood Public Library District	Public	\$ 17,682	\$ 5,462		
Crete Public Library District	Public	\$ 17,682	\$ 17,087		
Dolton Public Library District	Public	\$ 17,682	\$ 10,311		
Downers Grove Public Library	Public	\$ 17,682	\$ 53,070		
Eisenhower Public Library District	Public	\$ 17,682	\$ 36,152		
Elmwood Park Public Library	Public	\$ 17,682	\$ 15,618		
Evergreen Park Public Library	Public	\$ 17,682	\$ 11,641		
Flossmoor Public Library	Public	\$ 17,682	\$ 13,111		
Forest Park Public Library	Public	\$ 17,682	\$ 18,153		
Frankfort Public Library District	Public	\$ 17,682	\$ 23,728		
Franklin Park Public Library District	Public	\$ 17,682	\$ 19,066		
Geneva Public Library District	Public	\$ 17,682	\$ 50,112		
Glen Ellyn Public Library	Public	\$ 17,682	\$ 40,555		
Glenside Public Library District	Public	\$ 17,682	\$ 30,943		
Glenwood-Lynwood Public Library District	Public	\$ 17,682	\$ 13,505		
Grande Prairie Public Library District	Public	\$ 17,682	\$ 14,252		
Green Hills Public Library District	Public	\$ 17,682	\$ 22,757		
Harvey Public Library District	Public	\$ 17,682	\$ 7,929		
Hillside Public Library	Public	\$ 17,682	\$ 12,595		
Hinsdale Public Library	Public	\$ 17,682	\$ 28,053		
Hodgkins Public Library District	Public	\$ 17,682	\$ 5,681		
Homewood Public Library District	Public	\$ 17,682	\$ 20,902		
Indian Prairie Public Library District	Public	\$ 17,682	\$ 35,945		
Itasca Community Library	Public	\$ 17,682	\$ 15,009		
Justice Public Library District	Public	\$ 17,682	\$ 3,061		
Kaneville Public Library District	Public	\$ 17,682	\$ 824		
La Grange Public Library	Public	\$ 17,682	\$ 23,809		
LaGrange Park Public Library District	Public	\$ 17,682	\$ 16,621		
Lansing Public Library	Public	\$ 17,682	\$ 22,356		
Lyons Public Library	Public	\$ 17,682	\$ 6,574		
Markham Public Library	Public	\$ 17,682	\$ 6,266		

**Chart 1: Membership Fee Chart for FY23 SWAN Budget
Finance Committee draft**

SWAN Library	Type	Public Library Base Fee	Public Library Funding Fee	School Library	Special Library
Matteson Area Public Library District	Public	\$ 17,682	\$ 22,784		
Maywood Public Library District	Public	\$ 17,682	\$ 12,060		
McCook Public Library District	Public	\$ 17,682	\$ 4,188		
Melrose Park Public Library	Public	\$ 17,682	\$ 10,380		
Messenger Public Library of North Aurora	Public	\$ 17,682	\$ 17,539		
Midlothian Public Library	Public	\$ 17,682	\$ 12,091		
Morton Arboretum	Special				\$ 12,500
Nancy L. McConathy Public Library District	Public	\$ 17,682	\$ 2,406		
National University of Health Sciences	Academic				
North Riverside Public Library District	Public	\$ 17,682	\$ 9,869		
Northlake Public Library District	Public	\$ 17,682	\$ 18,939		
Oak Brook Public Library	Public	\$ 17,682	\$ 9,378		
Oak Lawn Public Library	Public	\$ 17,682	\$ 52,515		
Oak Park Public Library	Public	\$ 17,682	\$ 90,387		
Palos Heights Public Library	Public	\$ 17,682	\$ 15,666		
Palos Park Public Library	Public	\$ 17,682	\$ 4,552		
Park Forest Public Library	Public	\$ 17,682	\$ 15,750		
Prairie State College	Academic				
Prairie Trails Public Library District	Public	\$ 17,682	\$ 18,523		
Richton Park Public Library District	Public	\$ 17,682	\$ 8,713		
River Forest Public Library	Public	\$ 17,682	\$ 12,483		
River Grove Public Library District	Public	\$ 17,682	\$ 4,376		
Riverdale Public Library District	Public	\$ 17,682	\$ 4,280		
Riverside Public Library	Public	\$ 17,682	\$ 10,823		
Roselle Public Library District	Public	\$ 17,682	\$ 18,007		
Schiller Park Public Library	Public	\$ 17,682	\$ 10,380		
South Holland Public Library	Public	\$ 17,682	\$ 20,414		
St Charles Public Library District	Public	\$ 17,682	\$ 76,578		
Steger-South Chicago Heights Public Library District	Public	\$ 17,682	\$ 3,988		
Stickney-Forest View Public Library District	Public	\$ 17,682	\$ 10,556		
Sugar Grove Public Library District	Public	\$ 17,682	\$ 6,298		
Summit Public Library District	Public	\$ 17,682	\$ 3,308		
Theosophical Society in America	Special				\$ 12,500
Thomas Ford Memorial Library	Public	\$ 17,682	\$ 13,919		
Thornton Public Library	Public	\$ 17,682	\$ 1,493		
Tinley Park Public Library	Public	\$ 17,682	\$ 53,347		
Town and Country Public Library District	Public	\$ 17,682	\$ 13,187		
University Park Public Library District	Public	\$ 17,682	\$ 5,588		
Villa Park Public Library	Public	\$ 17,682	\$ 13,477		
Warrenville Public Library District	Public	\$ 17,682	\$ 16,942		
West Chicago Public Library District	Public	\$ 17,682	\$ 21,848		
Westchester Public Library	Public	\$ 17,682	\$ 12,530		
Westmont Public Library	Public	\$ 17,682	\$ 19,016		
William Leonard Public Library District	Public	\$ 17,682	\$ 2,248		
Wood Dale Public Library District	Public	\$ 17,682	\$ 24,093		
Woodridge Public Library	Public	\$ 17,682	\$ 37,145		
Worth Public Library District	Public	\$ 17,682	\$ 7,692		

**Chart 1: Membership Fee Chart for FY23 SWAN Budget
Finance Committee draft**

SWAN Library	Academic Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total
Acorn Public Library District		\$ 28,051	(\$5,551)	\$ 22,500
Alsip-Merrionette Park Public Library District		\$ 39,631	(\$5,551)	\$ 34,080
Batavia Public Library District		\$ 52,077	(\$5,551)	\$ 46,525
Bedford Park Public Library District		\$ 31,291	(\$5,551)	\$ 25,739
Beecher Community Library District		\$ 20,716	(\$5,551)	\$ 15,165
Bellwood Public Library		\$ 33,971	(\$5,551)	\$ 28,419
Bensenville Community Public Library District		\$ 32,994	(\$5,551)	\$ 27,442
Bensenville Elementary School District #2		\$ 17,500		\$ 17,500
Berkeley Public Library		\$ 21,504	(\$5,551)	\$ 15,953
Berwyn Public Library		\$ 50,246	(\$5,551)	\$ 44,695
Bloomington Public Library		\$ 46,258	(\$5,551)	\$ 40,707
Blue Island Public Library		\$ 29,143	(\$5,551)	\$ 23,592
Bridgeview Public Library		\$ 28,286	(\$5,551)	\$ 22,735
Broadview Public Library District		\$ 28,914	(\$5,551)	\$ 23,363
Linda Sokol Francis Brookfield Library		\$ 39,765	(\$5,551)	\$ 34,214
Calumet City Public Library		\$ 30,830	(\$5,551)	\$ 25,279
Calumet Park Public Library		\$ 19,288	(\$5,551)	\$ 13,736
Carol Stream Public Library		\$ 50,894	(\$5,551)	\$ 45,342
Chicago Heights Public Library		\$ 25,405	(\$5,551)	\$ 19,854
Chicago Ridge Public Library		\$ 31,058	(\$5,551)	\$ 25,507
Cicero Public Library		\$ 34,587	(\$5,551)	\$ 29,036
Clarendon Hills Public Library		\$ 25,236	(\$5,551)	\$ 19,685
Crestwood Public Library District		\$ 23,144	(\$5,551)	\$ 17,593
Crete Public Library District		\$ 34,769	(\$5,551)	\$ 29,217
Dolton Public Library District		\$ 27,992	(\$5,551)	\$ 22,441
Downers Grove Public Library		\$ 70,752	(\$5,551)	\$ 65,200
Eisenhower Public Library District		\$ 53,833	(\$5,551)	\$ 48,282
Elmwood Park Public Library		\$ 33,300	(\$5,551)	\$ 27,748
Evergreen Park Public Library		\$ 29,323	(\$5,551)	\$ 23,771
Flossmoor Public Library		\$ 30,792	(\$5,551)	\$ 25,241
Forest Park Public Library		\$ 35,835	(\$5,551)	\$ 30,284
Frankfort Public Library District		\$ 41,410	(\$5,551)	\$ 35,858
Franklin Park Public Library District		\$ 36,748	(\$5,551)	\$ 31,196
Geneva Public Library District		\$ 67,794	(\$5,551)	\$ 62,242
Glen Ellyn Public Library		\$ 58,236	(\$5,551)	\$ 52,685
Glenside Public Library District		\$ 48,625	(\$5,551)	\$ 43,074
Glenwood-Lynwood Public Library District		\$ 31,187	(\$5,551)	\$ 25,635
Grande Prairie Public Library District		\$ 31,933	(\$5,551)	\$ 26,382
Green Hills Public Library District		\$ 40,439	(\$5,551)	\$ 34,887
Harvey Public Library District		\$ 25,610	(\$5,551)	\$ 20,059
Hillside Public Library		\$ 30,277	(\$5,551)	\$ 24,725
Hinsdale Public Library		\$ 45,734	(\$5,551)	\$ 40,183
Hodgkins Public Library District		\$ 23,362	(\$5,551)	\$ 17,811
Homewood Public Library District		\$ 38,584	(\$5,551)	\$ 33,032
Indian Prairie Public Library District		\$ 53,626	(\$5,551)	\$ 48,075
Itasca Community Library		\$ 32,690	(\$5,551)	\$ 27,139
Justice Public Library District		\$ 20,742	(\$5,551)	\$ 15,191
Kaneville Public Library District		\$ 18,506	(\$5,551)	\$ 12,954
La Grange Public Library		\$ 41,491	(\$5,551)	\$ 35,939
LaGrange Park Public Library District		\$ 34,303	(\$5,551)	\$ 28,751
Lansing Public Library		\$ 40,038	(\$5,551)	\$ 34,487
Lyons Public Library		\$ 24,255	(\$5,551)	\$ 18,704
Markham Public Library		\$ 23,948	(\$5,551)	\$ 18,397

**Chart 1: Membership Fee Chart for FY23 SWAN Budget
Finance Committee draft**

SWAN Library	Academic Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total
Matteson Area Public Library District		\$ 40,466	(\$5,551)	\$ 34,915
Maywood Public Library District		\$ 29,742	(\$5,551)	\$ 24,190
McCook Public Library District		\$ 21,870	(\$5,551)	\$ 16,319
Melrose Park Public Library		\$ 28,062	(\$5,551)	\$ 22,510
Messenger Public Library of North Aurora		\$ 35,220	(\$5,551)	\$ 29,669
Midlothian Public Library		\$ 29,772	(\$5,551)	\$ 24,221
Morton Arboretum		\$ 12,500		\$ 12,500
Nancy L. McConathy Public Library District		\$ 20,088	(\$5,551)	\$ 14,536
National University of Health Sciences	\$ 11,667	\$ 11,667		\$ 11,667
North Riverside Public Library District		\$ 27,551	(\$5,551)	\$ 22,000
Northlake Public Library District		\$ 36,621	(\$5,551)	\$ 31,069
Oak Brook Public Library		\$ 27,059	(\$5,551)	\$ 21,508
Oak Lawn Public Library		\$ 70,197	(\$5,551)	\$ 64,645
Oak Park Public Library		\$ 108,069	(\$5,551)	\$ 102,518
Palos Heights Public Library		\$ 33,348	(\$5,551)	\$ 27,797
Palos Park Public Library		\$ 22,233	(\$5,551)	\$ 16,682
Park Forest Public Library		\$ 33,432	(\$5,551)	\$ 27,880
Prairie State College	\$ 23,333	\$ 23,333		\$ 23,333
Prairie Trails Public Library District		\$ 36,204	(\$5,551)	\$ 30,653
Richton Park Public Library District		\$ 26,395	(\$5,551)	\$ 20,843
River Forest Public Library		\$ 30,165	(\$5,551)	\$ 24,613
River Grove Public Library District		\$ 22,057	(\$5,551)	\$ 16,506
Riverdale Public Library District		\$ 21,962	(\$5,551)	\$ 16,411
Riverside Public Library		\$ 28,505	(\$5,551)	\$ 22,953
Roselle Public Library District		\$ 35,689	(\$5,551)	\$ 30,137
Schiller Park Public Library		\$ 28,062	(\$5,551)	\$ 22,511
South Holland Public Library		\$ 38,095	(\$5,551)	\$ 32,544
St Charles Public Library District		\$ 94,260	(\$5,551)	\$ 88,708
Steger-South Chicago Heights Public Library District		\$ 21,669	(\$5,551)	\$ 16,118
Stickney-Forest View Public Library District		\$ 28,237	(\$5,551)	\$ 22,686
Sugar Grove Public Library District		\$ 23,980	(\$5,551)	\$ 18,429
Summit Public Library District		\$ 20,990	(\$5,551)	\$ 15,438
Theosophical Society in America		\$ 12,500		\$ 12,500
Thomas Ford Memorial Library		\$ 31,600	(\$5,551)	\$ 26,049
Thornton Public Library		\$ 19,175	(\$5,551)	\$ 13,623
Tinley Park Public Library		\$ 71,029	(\$5,551)	\$ 65,477
Town and Country Public Library District		\$ 30,868	(\$5,551)	\$ 25,317
University Park Public Library District		\$ 23,270	(\$5,551)	\$ 17,718
Villa Park Public Library		\$ 31,159	(\$5,551)	\$ 25,607
Warrenville Public Library District		\$ 34,623	(\$5,551)	\$ 29,072
West Chicago Public Library District		\$ 39,530	(\$5,551)	\$ 33,978
Westchester Public Library		\$ 30,212	(\$5,551)	\$ 24,661
Westmont Public Library		\$ 36,697	(\$5,551)	\$ 31,146
William Leonard Public Library District		\$ 19,929	(\$5,551)	\$ 14,378
Wood Dale Public Library District		\$ 41,774	(\$5,551)	\$ 36,223
Woodridge Public Library		\$ 54,827	(\$5,551)	\$ 49,275
Worth Public Library District		\$ 25,373	(\$5,551)	\$ 19,822

Chart 2: Public Library County Tax Payments

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

Chart 2: Public Library County Tax Payments

Library Name	Cook County	DuPage County	Kane County	Will County	Total Tax	Bond Amount	Public Library Tax
	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Treasurer Tax Year 2019	Revenue Issued 2019	2019 (Removed)	Revenue Total 2019
Harvey Public Library District	\$827,592.15				\$827,592.15	\$0.00	\$827,592.15
Hillside Public Library	\$1,314,675.15				\$1,314,675.15	\$0.00	\$1,314,675.15
Hinsdale Public Library	\$395,673.28	\$2,762,286.04			\$3,157,959.32	(\$229,812.00)	\$2,928,147.32
Hodgkins Public Library District	\$592,939.62				\$592,939.62	\$0.00	\$592,939.62
Homewood Public Library District	\$2,323,819.77				\$2,323,819.77	(\$142,053.75)	\$2,181,766.02
Indian Prairie Public Library District	\$218,994.61	3,532,901.74			\$3,751,896.35	\$0.00	\$3,751,896.35
Itasca Community Library		\$1,566,624.72			\$1,566,624.72	\$0.00	\$1,566,624.72
Justice Public Library District	\$319,474.25				\$319,474.25	\$0.00	\$319,474.25
Kaneville Public Library District			\$86,040.83		\$86,040.83	\$0.00	\$86,040.83
La Grange Public Library	\$3,110,745.93				\$3,110,745.93	(\$625,550.00)	\$2,485,195.93
LaGrange Park Public Library District	\$1,883,522.40				\$1,883,522.40	(\$148,600.00)	\$1,734,922.40
Lansing Public Library	\$2,518,046.60				\$2,518,046.60	(\$184,500.00)	\$2,333,546.60
Lyons Public Library	\$701,186.68				\$701,186.68	(\$15,000.00)	\$686,186.68
Markham Public Library	\$747,237.58				\$747,237.58	(\$93,150.00)	\$654,087.58
Matteson Area Public Library District	\$2,378,230.37				\$2,378,230.37	\$0.00	\$2,378,230.37
Maywood Public Library District	\$1,258,846.22				\$1,258,846.22	\$0.00	\$1,258,846.22
McCook Public Library District	\$598,210.31				\$598,210.31	(\$161,017.50)	\$437,192.81
Melrose Park Public Library	\$1,083,459.23				\$1,083,459.23	\$0.00	\$1,083,459.23
Messenger Public Library of North Aurora			\$1,830,682.96		\$1,830,682.96	\$0.00	\$1,830,682.96
Midlothian Public Library	\$1,474,652.90				\$1,474,652.90	(\$212,609.69)	\$1,262,043.21
Nancy L. McConathy Public Library District	\$305,844.64			\$99.90	\$305,944.54	(\$54,772.44)	\$251,172.10
North Riverside Public Library District	\$1,030,161.49				\$1,030,161.49	\$0.00	\$1,030,161.49
Northlake Public Library District	\$2,624,052.24				\$2,624,052.24	(\$647,200.00)	\$1,976,852.24
Oak Brook Public Library		\$978,830.00			\$978,830.00	\$0.00	\$978,830.00
Oak Lawn Public Library	\$5,809,401.35				\$5,809,401.35	(\$327,900.00)	\$5,481,501.35
Oak Park Public Library	\$10,510,324.26				\$10,510,324.26	(\$1,075,733.95)	\$9,434,590.31
Palos Heights Public Library	\$1,635,257.39				\$1,635,257.39	\$0.00	\$1,635,257.39
Palos Park Public Library	\$475,084.25				\$475,084.25	\$0.00	\$475,084.25
Park Forest Public Library	\$1,343,979.07			\$300,003.62	\$1,643,982.69	\$0.00	\$1,643,982.69
Prairie Trails Public Library District	\$1,933,370.58				\$1,933,370.58	\$0.00	\$1,933,370.58
Richton Park Public Library District	\$1,331,683.43				\$1,331,683.43	(\$422,187.50)	\$909,495.93
River Forest Public Library	\$1,302,984.46				\$1,302,984.46	\$0.00	\$1,302,984.46
River Grove Public Library District	\$456,731.04				\$456,731.04	\$0.00	\$456,731.04
Riverdale Public Library District	\$446,789.59				\$446,789.59	\$0.00	\$446,789.59
Riverside Public Library	\$1,129,714.60				\$1,129,714.60	\$0.00	\$1,129,714.60
Roselle Public Library District	MISSING	\$1,879,580.59			\$1,879,580.59	\$0.00	\$1,879,580.59
St Charles Public Library District		569,974.76	\$7,423,222.01		\$7,993,196.77	\$0.00	\$7,993,196.77
Schiller Park Public Library	\$1,083,500.06				\$1,083,500.06	\$0.00	\$1,083,500.06

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2019	DuPage County Treasurer Tax Year 2019	Kane County Treasurer Tax Year 2019	Will County County Treasurer Tax Year 2019	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
South Holland Public Library	\$2,130,761.49				\$2,130,761.49	\$0.00	\$2,130,761.49
Steger-South Chicago Heights Public Library District	\$283,788.84			\$150,120.41	\$433,909.25	(\$17,647.32)	\$416,261.93
Stickney-Forest View Public Library District	\$1,241,067.74				\$1,241,067.74	(\$139,250.00)	\$1,101,817.74
Sugar Grove Public Library District			\$1,421,683.89		\$1,421,683.89	(\$764,250.00)	\$657,433.89
Summit Public Library District	\$852,078.90				\$852,078.90	(\$506,771.50)	\$345,307.40
Thomas Ford Memorial Library	\$1,698,635.85				\$1,698,635.85	(\$245,800.00)	\$1,452,835.85
Thornton Public Library	\$155,857.22				\$155,857.22	\$0.00	\$155,857.22
Tinley Park Public Library	\$4,652,864.65			\$1,450,672.41	\$6,103,537.06	(\$535,200.00)	\$5,568,337.06
Town and Country Public Library District			\$1,376,408.42		\$1,376,408.42	\$0.00	\$1,376,408.42
University Park Public Library District	\$8,697.48			\$574,583.81	\$583,281.29	\$0.00	\$583,281.29
Villa Park Public Library		\$2,245,009.07			\$2,245,009.07	(\$838,250.00)	\$1,406,759.07
Warrenville Public Library District		\$1,938,241.07			\$1,938,241.07	(\$169,874.75)	\$1,768,366.32
West Chicago Public Library District		\$2,280,514.78			\$2,280,514.78	\$0.00	\$2,280,514.78
Westchester Public Library	\$1,307,918.65				\$1,307,918.65	\$0.00	\$1,307,918.65
Westmont Public Library		\$1,984,868.63			\$1,984,868.63	\$0.00	\$1,984,868.63
William Leonard Public Library District	\$234,630.98				\$234,630.98	\$0.00	\$234,630.98
Wood Dale Public Library District		\$2,514,800.77			\$2,514,800.77	\$0.00	\$2,514,800.77
Woodridge Public Library		\$3,616,758.37		\$260,453.77	\$3,877,212.14	\$0.00	\$3,877,212.14
Worth Public Library District	\$802,866.97				\$802,866.97	\$0.00	\$802,866.97

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019	Annual Debt Service 2020
Acorn Public Library District	\$ 61,605.00	\$ 61,380.00	\$ 61,120.00	\$ 60,825.00	\$ 61,495.00	\$ 61,095.00
Alsip-Merrionette Park Public Library District	\$ 585,325.00	\$ 588,075.00	\$ 585,450.00	\$ 585,000.00	\$ 589,100.00	\$ 587,600.00
Batavia Public Library District	\$ 708,500.00	\$ 726,975.00	\$ 721,500.00	\$ 715,575.00	\$ 726,150.00	
Bedford Park Public Library District						
Beecher Community Library District						
Bellwood Public Library						
Bensenville Community Public Library District						
Berkeley Public Library						
Berwyn Public Library						
Bloomington Public Library						
Blue Island Public Library						
Bridgeview Public Library	\$ 254,062.50	\$ 259,112.50	\$ 258,462.50	\$ 258,462.50	\$ 257,450.00	\$ 259,850.00
Broadview Public Library District		\$ 222,702.50	\$ 271,905.00	\$ 268,305.00	\$ 269,705.00	\$ 271,005.00
Linda Sokol Francis Brookfield Library						
Calumet City Public Library	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Calumet Park Public Library						
Carol Stream Public Library				\$ 234,461.00	\$ 234,461.00	\$ 234,461.00
Chicago Heights Public Library						
Chicago Ridge Public Library						
Cicero Public Library						
Clarendon Hills Public Library						
Crestwood Public Library District						
Crete Public Library District						
Dolton Public Library District						
Downers Grove Public Library	\$ 614,076.00	\$ 623,487.00	\$ 617,829.00			
Eisenhower Public Library District	\$ 773,805.00	\$ 748,505.00	\$ 665,899.33	\$ 667,147.00	\$ 667,187.00	\$ 668,571.00
Elmwood Park Public Library						
Evergreen Park Public Library						
Flossmoor Public Library						
Forest Park Public Library						
Frankfort Public Library District						
Franklin Park Public Library District						
Geneva Public Library District			\$ 317,985.00	\$ 1,603,882.88	\$ 1,537,071.26	\$ 1,562,196.26
Glen Ellyn Public Library	\$ 510,328.00	\$ 508,108.00	\$ 503,982.00	\$ 504,182.00	\$ 497,562.00	
Glenside Public Library District	\$ 363,715.02	\$ 365,615.02	\$ 367,115.02	\$ 368,157.52	\$ 368,625.02	\$ 368,682.52
Glenwood-Lynwood Public Library District	\$ 454,912.50	\$ 454,512.50	\$ 454,012.50	\$ 458,412.50	\$ 452,612.50	\$ 453,912.50
Grande Prairie Public Library District						
Green Hills Public Library District	\$ 335,000.00	\$ 335,000.00	\$ 350,000.00	\$ 355,000.00	\$ 365,000.00	\$ 370,000.00
Harvey Public Library District						
Hillside Public Library						
Hinsdale Public Library	\$ 199,582.00	\$ 209,712.00	\$ 216,612.00	\$ 223,312.00	\$ 229,812.00	\$ 241,112.00
Hodgkins Public Library District						
Homewood Public Library District	\$ 142,625.00	\$ 139,025.00	\$ 140,350.00	\$ 141,395.00	\$ 142,053.75	\$ 137,396.25
Indian Prairie Public Library District						
Itasca Community Library	\$ 206,476.00	\$ 205,738.00	\$ 204,787.00	\$ 945,039.00		
Justice Public Library District						
Kaneville Public Library District						
La Grange Public Library	\$ 627,850.00	\$ 627,550.00	\$ 622,050.00	\$ 626,450.00	\$ 625,550.00	\$ 629,450.00
LaGrange Park Public Library District				\$ 12,738.00	\$ 148,600.00	\$ 149,775.00
Lansing Public Library	\$ 191,425.00	\$ 191,787.50	\$ 186,625.00	\$ 185,900.00	\$ 184,500.00	\$ 187,800.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Annual Debt Service 2015	Annual Debt Service 2016	Annual Debt Service 2017	Annual Debt Service 2018	Annual Debt Service 2019	Annual Debt Service 2020
Lyons Public Library	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 252,575.00	\$ 257,718.75	\$ 262,600.00	\$ 267,218.75	\$ 93,150.00	\$ 93,150.00
Matteson Area Public Library District						
Maywood Public Library District						
McCook Public Library District	\$ 164,250.00	\$ 160,290.00	\$ 161,030.00	\$ 161,217.50	\$ 161,017.50	\$ 165,415.00
Melrose Park Public Library						
Messenger Public Library of North Aurora						
Midlothian Public Library					\$ 212,609.69	\$ 209,708.50
Nancy L. McConathy Public Library District		\$ 55,543.54	\$ 54,772.44	\$ 54,772.44	\$ 54,772.44	\$ 527,467.40
North Riverside Public Library District						
Northlake Public Library District	\$ 692,619.00	\$ 845,269.00	\$ 633,600.00	\$ 643,100.00	\$ 647,200.00	\$ 689,000.00
Oak Brook Public Library						
Oak Lawn Public Library	\$ 326,150.00	\$ 329,400.00	\$ 327,400.00	\$ 330,275.00	\$ 327,900.00	\$ 328,900.00
Oak Park Public Library	\$ 3,067,594.00	\$ 2,594,238.00	\$ 1,088,804.00	\$ 1,069,345.03	\$ 1,075,733.95	\$ 1,070,807.08
Palos Heights Public Library						
Palos Park Public Library						
Park Forest Public Library						
Prairie Trails Public Library District						
Richton Park Public Library District	\$ 423,187.50	\$ 423,087.50	\$ 422,587.50	\$ 422,187.50	\$ 422,187.50	\$ 421,000.00
River Forest Public Library						
River Grove Public Library District						
Riverdale Public Library District						
Riverside Public Library						
Roselle Public Library District						
St Charles Public Library District						
Schiller Park Public Library						
South Holland Public Library						
Steger-South Chicago Heights Public Library District		\$ 8,823.66	\$ 17,647.32	\$ 17,647.32	\$ 17,647.32	\$ 17,647.32
Stickney-Forest View Public Library District			\$ 142,583.33	\$ 141,550.00	\$ 139,250.00	\$ 141,950.00
Sugar Grove Public Library District	\$ 678,550.00	\$ 702,950.00	\$ 721,150.00	\$ 743,300.00	\$ 764,250.00	\$ 789,000.00
Summit Public Library District		\$ 548,985.23	\$ 492,790.00	\$ 499,913.50	\$ 506,771.50	\$ 508,364.00
Thomas Ford Memorial Library				\$ 268,147.00	\$ 245,800.00	\$ 243,800.00
Thornton Public Library						
Tinley Park Public Library	\$ 517,400.00	\$ 522,200.00	\$ 531,000.00	\$ 533,600.00	\$ 535,200.00	\$ 510,800.00
Town and Country Public Library District						
University Park Public Library District						
Villa Park Public Library			\$ 835,241.94	\$ 847,450.00	\$ 838,250.00	\$ 831,850.00
Warrenville Public Library District			\$22,636.25	\$167,511.50	\$169,874.75	\$167,188.25
West Chicago Public Library District						
Westchester Public Library						
Westmont Public Library						
William Leonard Public Library District						
Wood Dale Public Library District						
Woodridge Public Library						
Worth Public Library District						

Chart 4: Academic, School, Special Library Fees

Academic Libraries

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

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

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY22 Total
Bensenville School District #2	2,218	3	\$ 10,000	\$ 7,500	\$ 17,500

Special Libraries

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

	Buildings	Title Count	Building Fee	Title Fee	FY22 Total
Morton Arboretum	1	23,534	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,044	\$ 2,500	\$ 10,000	\$ 12,500

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.

The equivalent of four months operating expenditures shall be maintained as reserve cash.

In March of each year the SWAN Board will review the projected balance of the current fiscal year. If the balance is projected to be more than 50% of the current year's operating budget, the board will prepare a recommendation as to management of the overage. This recommendation will be brought to the June membership quarterly meeting for a membership vote.

Source URL (modified on 07/22/2021 - 17:20): <https://support.swanlibraries.net/node/64798>

Links

- [1] <https://support.swanlibraries.net/field-collection/field-pseudosection/236/delete?destination=printpdf/book/export/html/64798>
- [2] <https://support.swanlibraries.net/field-collection/field-pseudosection/236/edit?destination=printpdf/book/export/html/64798>
- [3] <https://support.swanlibraries.net/field-collection/field-pseudosection/add/node/64798?destination=printpdf/book/export/html/64798>