SWAN ADMINISTRATORS' & DIRECTORS'

QUARTERLY MEETING

Meeting Packet

March 3, 2022

10:00 A.M.

SWAN Administrators' & Directors' Quarterly Meeting

March 3, 2022
10:00 a.m. – 12:00 p.m.
Online Meeting (details below)
Per Illinois Public Act 101-0640, this meeting will be held by remote attendance

Agenda

1. Call to Order and Welcome

2. Public Comment

3. Introduction of New Library Directors

4. Introduction Item – Live voting platform demonstration

5. Action Item – Approval of the December 2, 2021 Quarterly meeting minutes (live vote) [Exhibit pgs. 3-4]

6. Action Item – Approval of the fiscal year 2023 budget & membership fees (live vote) [Exhibit pgs. 5-32]

7. Action Item – Approval of amending the fiscal year 2022 budget for Aspen fines payment integration (live vote) [Exhibit pg. 33]

8. Discussion Item—Planned downtime for Sunday, April 17, 2022 (poll)

9. Information Item— SWAN analysis of rental collection pilot with Baker & Taylor

10. Information Item—Aspen Discovery progress report & final steps remaining

11. Information Item—Board election for 2022 [Exhibit pg. 34]

12. Announcements and Questions

13. Next meeting: June 2, 2022

Member Comment after each agenda item. The Quarterly Meeting will be live streamed via GoToMeeting. Please join the meeting from your computer, tablet, or smartphone.
Join the meeting from your computer, tablet or smartphone:
https://www.gotomeet.me/SWANBoard/swan-quarterly-meeting
You can also dial in using your phone: (571) 317-3122
Access Code: 593-454-013

SWAN Administrators' Quarterly Meeting Minutes

December 2, 2021
10:00 a.m. – 12 p.m.
Meeting recording available
https://youtu.be/fUBhkvJq1NI

1. **Call to Order and Welcome**

   President Bodewes called the meeting to order at 10:01 a.m. Blazek, Bussey, Cottrill, Gallardo, Jarzemsky, Jenkins, present to establish a quorum

2. **Public Comment**

   No public comment

3. **Introduction of New Library Directors and Visitors**

   Ridgeway Burns – Director – Itasca Community Library

   Zach Musil – Director - Tinley Park Public Library

   Tom Webb – Matteson Area Public Library District

4. **Introduction Item**

   Live voting platform demonstration

   Demonstration of the voting platform was explained and tested.

5. **Action Item – Approval of the September 2, 2021, Quarterly meeting minutes**

   Cottrill (Midlothian Public Library) moved to approve the September 2021 Quarterly meeting minutes, seconded by Jenkins (Green Hills Public Library District).   Correction to the spelling of Leighton Shell's last name was noted. No objections, minutes approved by DirectVoteLive voting platform. Results 40 Yes, 0 No, 2 abstained.

6. **Discussion Item Annual presentation on SWAN strategic plan**

   Skog gave a recap of the Strategic Plan, the six initiatives and some of the goals SWAN set out to complete in 2021. Scott Brandwein discussed the Baker & Taylor Rental collection. Skog went over SWAN's Goals for 2022.

7. **Discussion Item – Library engagement platforms overview**

   Skog's research began in 2020 with vendors and SWAN libraries using theses platforms. Skog explained how these platforms work including features, explanations on how 3 SWAN libraries are using this platform as well as the strengths and weaknesses. Sarah Schroeder with Tinley Park Public Library gave an explanation on patron point and how it is being used in their library.

8. **Information Item – EBSCO subscription group-purchase usage**

   Robin Hofstetter explained the data usage, and the upcoming group purchase. The conversations with RAILS & EBSCO have begun and Hofstetter gave pricing information as well as the next steps for the purchase.

9. **Information Item – Future planning and interest in digitization projects/grants**

   An explanation was given by Robin Hofstetter on Illinois library opportunities for digitizing local collections in the Illinois Digital Archives and how Aspen Discovery can integrate with the Illinois State Library program. The SWAN survey was shared to gauge interest in working with SWAN User Experience to secure grant funding. This is in the beginning stages.

   Announcements and Questions

   None currently.

   Next Meeting**:** March 2, 2022

   Adjournment: 11:13 am

   Minutes Prepared by Ginny Blake

   Respectfully Submitted,

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SWAN Budget Information & Guidelines

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

SWAN Quarterly Meeting, March 3, 2022

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

SWAN's e-commerce solution required a centralized approach to online payments within the Aspen Discovery catalog. The payments collected online within Aspen Discovery are reflected in revenue budget line 4240 and the expense, e.g. payments dispersed to libraries, is indicated in expense budget line 5940. This budget added a Library Professional Development budget line 5330 which took expenses from 5470 to reflect the expenses associated with library staff training and certification within SWAN's budget.

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 adds expenses asscoiated with SWAN's annual in-person conference, and has modestly increased travel expenses.

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.

Aspen Discovery

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

5430 & 5440 Expenses	Current	FY2023
SirsiDynix Enterprise, SaaS Annual Subscription	$41,185	$0
SirsiDynix Portfolio, SaaS Annual Subscription - Up to 10K assets	$15,000	$0
SirsiDynix Enterprise SaaS Test System, Annual Subscription	$2,550	$0
Aspen hosting server expense	$6,000	$30,000
Aspen support with ByWater Solutions expense	$85,000	$85,000
	$149,735	$115,000

EBSCO Subscription Group Purchase

SWAN negotiated a year-3 group-purchase for all 84 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 libraries who cannot afford 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. Libraries participating in the shared SWAN Beanstack would participate in the same reading challenges. SWAN will coordinate with participating libraries to get feedback and consensus on the shared Beanstack configuration.

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
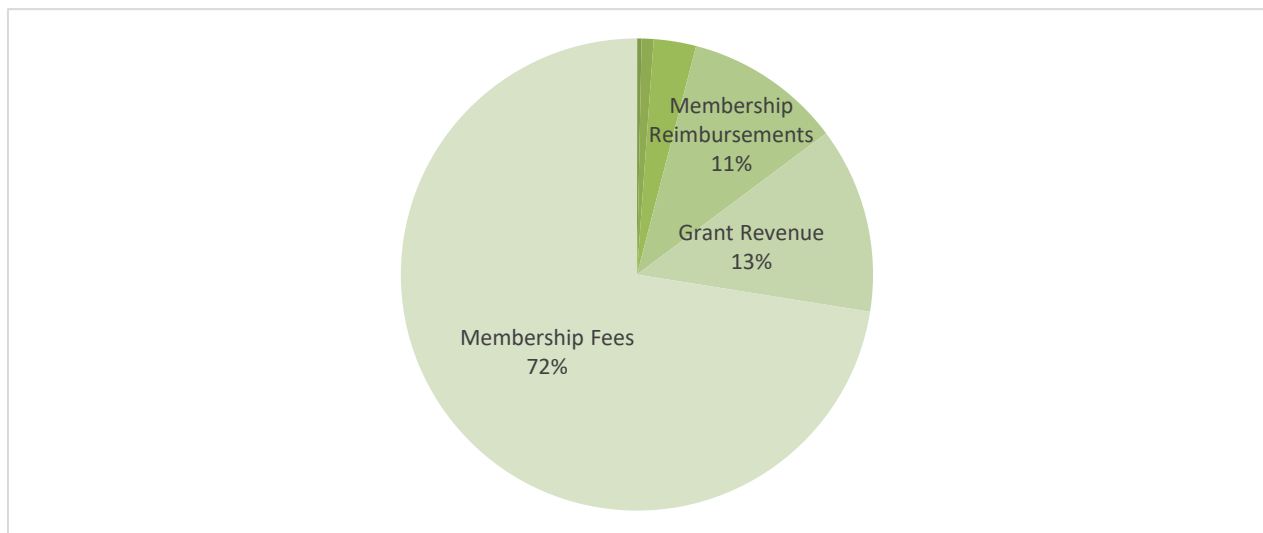
Membership Fees

4010   **SWAN Full Membership Fees**   **$2,999,659**

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**   **$3,700**

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

Membership Reimbursements

4110   **Member One-Time Project Receipts**   **$0**

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.

4240   **E-commerce transactions**   **$70,000**

Payments made through the Aspen Discovery catalog by library users will be recorded as revenue and then distributed back to member libraries as an expense off-set in this budget.

Grant Revenue

4310   RAILS Support to SWAN $527,381

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

4320   Other Grant Revenue $0

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

Registration & Event Receipts

4499   Annual Conference Receipts $12,000

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

Investment & Interest

4510   Interest Income $1,000

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

4520   Investment Income $0
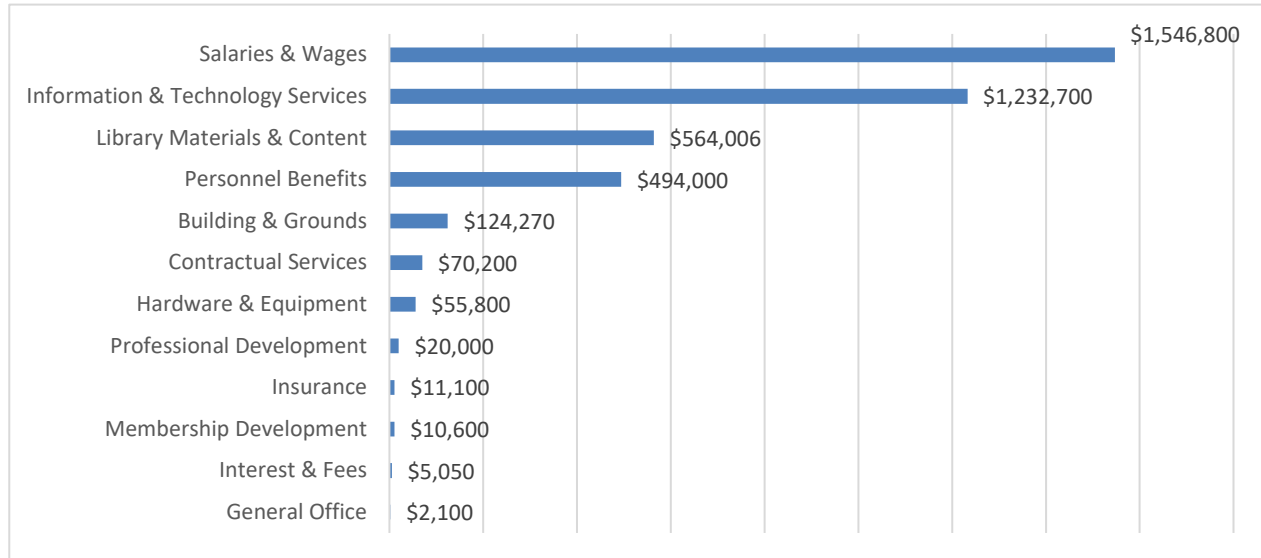
SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

Reserve Fund Transfer

4600   Reserve Fund Transfer $34,000

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

Expenses

Salaries & Wages

5000	Salaries & Wages	$1,546,800

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

Personnel Benefits

5021	Social Security Taxes	$118,400

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

5022	State Unemployment Insurance	-

Organization pays unemployment directly should it be required.

5023	Worker's Compensation	$3,900

Organization insurance provided by insurance vendor.

5024	Retirement Benefits	$140,900

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

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

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

5026   Tuition Reimbursements   **$2,500**

Tuition reimbursement benefit for employees.

5085   Staff Wellness   **$400**

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

Building & Grounds

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

5110   Rent/Lease   **$113,160**

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

5120   Utilities   **$5,700**

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

5130   Property Insurance   **$650**

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

5140   Repairs & Maintenance   **$1,560**

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

5150   Custodial Service & Supplies   **$3,200**

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

5190   Other Building Maintenance   **$0**

Used for alarms and security cameras related to facility expense.

Professional Development

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

5210   **Conference Travel**   **$6,000**

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

5220   **Staff Meetings**   **$400**

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

5230   **Staff Professional Development**   **$6,800**

SWAN employees participate in presentations at ILA, ALA, COSUGI and other professional organization events. Attending the annual COSUGI conference is a must for SWAN staff as it allows the organization to plan for upcoming library software features and functions. Expenses in FY23 are with Articulate Storyline, and Inquisiq.

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 employee training and courses on best security practice, identifying and preventing phishing attempts, and training as required by law.

Membership Development

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

5310   **Travel Reimbursement**   **$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.

5330   Library Professional Development $6,700

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Articulate Storyline (for interactive, online learning). These expenses prior to FY23 were in the 5470 budget line for application software.

5350   Marketing & Promotional Material $0

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

5399   Annual Conference $2,500

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

Information & Technology Services

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

5410   Infrastructure Licensing $0

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

5420   Application Software Licensing $20,600

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

5430   **Server Software Licensing**   **$96,600**

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**   **$985,700**

The heart of SWAN's resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY23, SirsiDynix expenses are budgeted for $445,380, OCLC at $279,138, and the Article Search integration through EBSCO Discovery Services and OpenAthens is $169,648 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is $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**   **$7,700**

SWAN's support platform includes virtual meeting hosting for all governance and user groups, remote desktop assistance to library staff, and remote monitoring of systems for SWAN on-call staff. Expenses associated with this budget line include: Citrix GoToAssist, Citrix GoToMeeting (Plus for 100 attendees), StatusCake (for site monitoring and alerting SWAN staff to outages), and the volume email service through SendGrid (patron notification plus library notification).

5480   **Telecommunications**   **$14,500**

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

5490   **Group Purchases - Services**   **$5,900**

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

General Office

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

5510   **Office Supplies**   **$1,500**

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

5520   **Postage**   **$600**

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

5550   **Furniture**   **$0**

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

5599   **Annual Conference Supplies**   **$0**

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

Hardware & Equipment

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

5610   **Equipment Rental/Maintenance**   **$3,700**

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

5620   **Hardware**   **$40,000**

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 $19,200

Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line. This budget includes an increase for the Virtual Chief Security Officer (vCSO) which is a service that ensures SWAN protects is data, software systems, personnel, and libraries.

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 $8,900

SWAN Expo at Moraine Valley Community College Business and Conference Center has a one-day cost for the location plus food provided for the event. The FY23 budget has included the facility rental at the Business and Conference Center, but reduced the number of room space required.

Library Materials & Content

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

5910   Print Materials $5,000

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   Group Purchases - Content $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.

5940   E-commerce payment transactions $70,000

Expenses related to the Aspen Discovery online payments through PayPal. Library payments will be collected in the revenue budget line 4240 and quarterly reconciliation and payments back to the libraries are recorded in this budget line (new with fiscal year 2023).

5990   Group Purchases - Electronic Resources $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 $300

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

Asset Management

6110   Depreciation $3,607

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

6120   (Gain)/Loss on Asset Disposal $0

6130   Vacation Expense $0

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

SWAN Budget Summary

SWAN Budget		FY22 Budget	FY23 Budget	Change
4000	Membership Fees	$2,921,563	$3,003,359	$81,796
4100	Membership Reimbursements	$463,984	$445,686	($18,298)
4200	Reimbursement for Losses	$30,900	$120,000	$89,100
4300	Grant Revenue	$522,691	$527,381	$4,690
4400	Registration & Event Receipts	$0	$12,000	$12,000
4500	Investment & Interest	$2,000	$1,000	($1,000)
4600	Reserve Fund Transfer	$90,000	$34,000	($56,000)
Total Revenue		**$4,031,138**	**$4,143,426**	**$112,288**
5000	Salaries & Wages	$1,546,800	$1,546,800	$0
5020	Personnel Benefits	$500,000	$494,900	($5,100)
5100	Building & Grounds	$125,854	$124,270	($1,584)
5200	Professional Development	$16,200	$20,000	$3,800
5300	Membership Development	$2,000	$10,600	$8,600
5400	Information & Technology Services	$1,255,200	$1,232,700	($22,500)
5500	General Office	$3,000	$2,100	($900)
5600	Hardware & Equipment	$4,700	$55,800	$51,100
5700	Insurance	$9,400	$11,100	$1,700
5800	Contractual Services	$103,060	$70,200	($32,860)
5900	Library Materials & Content	$485,584	$564,006	$78,422
6000	Interest & Fees	$3,740	$5,050	$1,310
Total Operating Expenses		**$4,055,538**	**$4,137,526**	**$81,988**
6100	Asset Management	$4,522	$3,607	($915)
Excess of revenues over (under) estimated expenses		($52,585)	$0	

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
Revenue				
4000	**Membership Fees**			
4010	SWAN Full Membership Fees	$2,917,863	$2,999,659	$81,796
4011	SWAN Internet Access Membership Fees	$3,700	$3,700	$0
4100	**Membership Reimbursements**			
4110	Member One-Time Project Receipts	$0	$0	$0
4190	Member Group Purchase Receipts	$463,984	$445,686	($18,298)
4200	**Reimbursement for Losses**			
4220	Reimbursement Losses for Resource Sharing	$30,000	$50,000	$20,000
4230	Collection Agency Fees	$900	$0	($900)
4240	E-commerce transactions		$70,000 NEW	
4300	**Grant Revenue**			
4310	RAILS Support to SWAN	$522,691	$527,381	$4,690
4320	Other Grant Revenue	$0	$0	$0
4400	**Registration & Event Receipts**			
4499	Annual Conference Receipts	$0	$12,000	$12,000
4500	**Investment & Interest**			
4510	Interest Income	$2,000	$1,000	($1,000)
4520	Investment Income	$0	$0	$0
4600	**Reserve Fund Transfer**	$90,000	$34,000	($56,000)
	Total Revenue	**$4,031,138**	**$4,143,426**	**$112,288**
Expenses				
5000	**Salaries & Wages**	$1,546,800	$1,546,800	$0
5020	**Personnel Benefits**			
5021	Social Security Taxes	$118,400	$118,400	$0
5022	State Unemployment Insurance	-	-	
5023	Worker's Compensation	$3,000	$3,900	$900
5024	Retirement Benefits	$140,900	$140,900	$0
5025	Health, Dental, Life And Disability Insurance	$234,600	$228,800	($5,800)
5026	Tuition Reimbursements	$2,500	$2,500	$0
5085	Staff Wellness	$600	$400	($200)
5100	**Building & Grounds**			
5110	Rent/Lease	$110,104	$113,160	$3,056
5120	Utilities	$5,700	$5,700	$0
5130	Property Insurance	$0	$650	$650
5140	Repairs & Maintenance	$1,050	$1,560	$510
5150	Custodial Service & Supplies	$9,000	$3,200	($5,800)
5190	Other Building Maintenance	$0	$0	$0

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
5200	**Professional Development**			
5210	Conference Travel	$0	$6,000	$6,000
5220	Staff Meetings	$600	$400	($200)
5230	Staff Professional Development	$8,800	$6,800	($2,000)
5240	Professional Association Membership Dues	$2,500	$2,500	$0
5250	Educational Material	$800	$800	$0
5260	Online Learning	$3,500	$3,500	$0
5300	**Membership Development**			
5310	Travel Reimbursement	$800	$1,400	$600
5320	Membership Meetings	$0	$0	$0
5330	Library Professional Development		$6,700	$6,700
5350	Marketing & Promotional Material	$1,200	$0	($1,200)
5399	Annual Conference	$0	$2,500	$2,500
5400	**Information & Technology Services**			
5410	Infrastructure Licensing	$0	$0	$0
5420	Application Software Licensing	$22,000	$20,600	($1,400)
5430	Server Software Licensing	$62,000	$96,600	$34,600
5440	Library Services Platform	$1,036,800	$985,700	($51,100)
5450	Data Management Services	$27,500	$30,500	$3,000
5460	Information Subscription Service	$76,600	$77,100	$500
5470	Subscription Support Services	$9,900	$7,700	($2,200)
5480	Telecommunications	$20,400	$14,500	($5,900)
5490	Group Purchases - Services	$12,600.00	$5,900.00	($6,700)
5500	**General Office**			
5510	Office Supplies	$1,500	$1,500	$0
5520	Postage	$1,500	$600	($900)
5550	Furniture	$0	$0	$0
5599	Annual Conference Supplies	$0		$0
5600	**Hardware & Equipment**			
5610	Equipment Rental/Maintenance	$3,700	$3,700	$0
5620	Hardware	$1,000	$40,000	$39,000
5690	Group Purchases - Hardware	$0	$12,100	$12,100
5700	**Insurance**	**$9,400**	**$11,100**	$1,700
5800	**Contractual Services**			
5810	Legal	$5,000	$1,500	($3,500)
5820	Accounting	$17,560	$18,900	$1,340
5830	Consulting	$38,000	$19,200	($18,800)
5840	Payroll Service Fees	$3,600	$4,800	$1,200
5850	Contractual Agreements	$0	$0	$0
5860	Notification & Collection	$38,000	$16,900	($21,100)
5870	Recruitment	$900		($900)
5899	Annual Conference Facility Contract	$0	$8,900	$8,900
5900	**Library Materials & Content**			
5910	Print Materials	$5,000	$5,000	$0

Revenue & Expense Budget		FY22 Budget	FY23 Budget	Change
5920	Reimbursement for Resource Sharing	$30,000	$50,000	$20,000
5930	Group Purchases - Content	$0	$10,000	$10,000
5940	E-commerce payment transactions		$70,000 NEW	
5990	Group Purchases - Electronic Resources	$450,584	$429,006	($21,578)
6000	**Interest & Fees**			
6010	Bank Fees	$3,700	$4,700	$1,000
6020	Merchant Account Fees	$40	$50	$10
6030	Interest Payment	$0	$0	$0
6099	Annual Conference Merchant Fees	$0	$300	$300
Subtotal Expenses		***$4,071,238***	***$4,143,426***	***$5,288***
6100	**Asset Management**			
6110	Depreciation	$2,322	$3,607	$1,285
6120	(Gain)/Loss on Asset Disposal	$0		
6130	Vacation Expense	$2,200		($2,200)
Total Expenses		**$4,071,238**	**$4,143,426**	**$72,188**
Total Revenue (from above)		**$4,018,654**	**$4,143,426**	
Excess of revenues over (under) estimated expenses		**($52,585)**	**$0.00**	

Chart 1: Membership Fee Chart for FY23 SWAN Budget
Proposed for SWAN Quarterly Meeting
March 3, 2022

SWAN Library	Base + Funding Fees (No State LLSAP Grant)		State LLSAP Grant Discount	SWAN Fee Total		FY22 Fees		Change from prior year fees
Acorn Public Library District	$	28,760	($5,551)	$	23,208	$	22,511	$698
Alsip-Merrionette Park Public Library District	$	40,590	($5,551)	$	35,038	$	34,788	$250
Batavia Public Library District	$	53,303	($5,551)	$	47,752	$	46,391	$1,360
Bedford Park Public Library District	$	32,069	($5,551)	$	26,518	$	25,712	$806
Beecher Community Library District	$	21,266	($5,551)	$	15,715	$	15,221	$494
Bellwood Public Library	$	34,807	($5,551)	$	29,256	$	28,876	$379
Bensenville Community Public Library District	$	33,809	($5,551)	$	28,258	$	27,631	$626
Bensenville Elementary School District #2	$	17,500		$	17,500	$	17,500	$0
Berkeley Public Library	$	22,071	($5,551)	$	16,520	$	15,912	$608
Berwyn Public Library	$	51,433	($5,551)	$	45,882	$	45,644	$238
Bloomingdale Public Library	$	47,360	($5,551)	$	41,808	$	40,984	$824
Blue Island Public Library	$	29,876	($5,551)	$	24,324	$	23,838	$487
Bridgeview Public Library	$	29,000	($5,551)	$	23,448	$	23,076	$372
Broadview Public Library District	$	29,641	($5,551)	$	24,090	$	23,538	$552
Calumet City Public Library	$	31,599	($5,551)	$	26,047	$	26,671	($623)
Calumet Park Public Library	$	19,807	($5,551)	$	14,256	$	13,857	$399
Carol Stream Public Library	$	52,095	($5,551)	$	46,543	$	46,165	$378
Chicago Heights Public Library	$	26,057	($5,551)	$	20,505	$	20,092	$413
Chicago Ridge Public Library	$	31,832	($5,551)	$	26,280	$	25,631	$650
Cicero Public Library	$	35,437	($5,551)	$	29,885	$	29,150	$735
Clarendon Hills Public Library	$	25,884	($5,551)	$	20,332	$	19,667	$666
Crestwood Public Library District	$	23,747	($5,551)	$	18,195	$	17,466	$729
Crete Public Library District	$	35,622	($5,551)	$	30,071	$	29,431	$640
Dolton Public Library District	$	28,700	($5,551)	$	23,148	$	23,076	$72
Downers Grove Public Library	$	72,381	($5,551)	$	66,830	$	64,841	$1,989
Eisenhower Public Library District	$	55,098	($5,551)	$	49,546	$	48,328	$1,219
Elmwood Park Public Library	$	34,121	($5,551)	$	28,570	$	27,934	$636
Evergreen Park Public Library	$	30,059	($5,551)	$	24,507	$	23,699	$808
Flossmoor Public Library	$	31,560	($5,551)	$	26,009	$	25,112	$897
Forest Park Public Library	$	36,711	($5,551)	$	31,160	$	30,197	$963
Frankfort Public Library District	$	42,406	($5,551)	$	36,855	$	35,542	$1,313
Franklin Park Public Library District	$	37,644	($5,551)	$	32,092	$	30,286	$1,807
Geneva Public Library District	$	69,359	($5,551)	$	63,808	$	61,300	$2,508
Glen Ellyn Public Library	$	59,596	($5,551)	$	54,044	$	52,968	$1,076
Glenside Public Library District	$	49,777	($5,551)	$	44,226	$	45,298	($1,072)
Glenwood-Lynwood Public Library District	$	31,963	($5,551)	$	26,412	$	21,642	$4,770
Grande Prairie Public Library District	$	32,725	($5,551)	$	27,174	$	26,617	$558
Green Hills Public Library District	$	41,414	($5,551)	$	35,863	$	33,794	$2,069
Harvey Public Library District	$	26,266	($5,551)	$	20,715	$	20,501	$214
Hillside Public Library	$	31,033	($5,551)	$	25,482	$	24,455	$1,026
Hinsdale Public Library	$	46,824	($5,551)	$	41,273	$	40,012	$1,261
Hodgkins Public Library District	$	23,970	($5,551)	$	18,418	$	17,858	$560
Homewood Public Library District	$	39,519	($5,551)	$	33,968	$	33,609	$359
Indian Prairie Public Library District	$	54,886	($5,551)	$	49,335	$	47,451	$1,883
Itasca Community Library	$	33,499	($5,551)	$	27,948	$	27,149	$798
Justice Public Library District	$	21,293	($5,551)	$	15,742	$	15,276	$466
Kaneville Public Library District	$	19,009	($5,551)	$	13,457	$	13,023	$434
La Grange Public Library	$	42,489	($5,551)	$	36,938	$	35,667	$1,271
LaGrange Park Public Library District	$	35,146	($5,551)	$	29,595	$	30,216	($621)
Lansing Public Library	$	41,005	($5,551)	$	35,454	$	34,398	$1,056
Linda Sokol Francis Brookfield Library	$	40,726	($5,551)	$	35,175	$	34,331	$843
Lyons Public Library	$	24,882	($5,551)	$	19,331	$	18,800	$531
Markham Public Library	$	24,568	($5,551)	$	19,017	$	17,150	$1,867

Revised

Chart 1: Membership Fee Chart for FY23 SWAN Budget
Proposed for SWAN Quarterly Meeting
March 3, 2022

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	FY22 Fees	Change from prior year fees
Matteson Area Public Library District	$ 41,442	($5,551)	$ 35,891	$ 35,482	$409
Maywood Public Library District	$ 30,487	($5,551)	$ 24,935	$ 24,585	$350
McCook Public Library District	$ 22,445	($5,551)	$ 16,894	$ 16,280	$614
Melrose Park Public Library	$ 28,770	($5,551)	$ 23,219	$ 21,379	$1,840
Messenger Public Library of North Aurora	$ 36,083	($5,551)	$ 30,532	$ 29,678	$854
Midlothian Public Library	$ 30,518	($5,551)	$ 24,967	$ 26,255	($1,289)
Morton Arboretum	$ 12,500		$ 12,500	$ 12,500	$0
Nancy L. McConathy Public Library District	$ 20,625	($5,551)	$ 15,073	$ 14,668	$405
National University of Health Sciences	$ 11,000		$ 11,000	$ 11,667	($667)
North Riverside Public Library District	$ 28,249	($5,551)	$ 22,697	$ 22,056	$641
Northlake Public Library District	$ 37,514	($5,551)	$ 31,963	$ 30,664	$1,299
Oak Brook Public Library	$ 27,746	($5,551)	$ 22,195	$ 21,414	$781
Oak Lawn Public Library	$ 71,814	($5,551)	$ 66,263	$ 65,304	$959
Oak Park Public Library	$ 110,503	($5,551)	$ 104,951	$ 99,175	$5,776
Palos Heights Public Library	$ 34,171	($5,551)	$ 28,619	$ 24,424	$4,195
Palos Park Public Library	$ 22,816	($5,551)	$ 17,265	$ 16,762	$503
Park Forest Public Library	$ 34,256	($5,551)	$ 28,705	$ 30,685	($1,980)
Prairie State College	$ 21,000		$ 21,000	$ 23,333	($2,333)
Prairie Trails Public Library District	$ 37,088	($5,551)	$ 31,537	$ 30,642	$895
Richton Park Public Library District	$ 27,068	($5,551)	$ 21,516	$ 21,245	$272
River Forest Public Library	$ 30,919	($5,551)	$ 25,367	$ 24,640	$728
River Grove Public Library District	$ 22,637	($5,551)	$ 17,085	$ 16,454	$631
Riverdale Public Library District	$ 22,539	($5,551)	$ 16,988	$ 16,947	$41
Riverside Public Library	$ 29,223	($5,551)	$ 23,672	$ 23,014	$658
Roselle Public Library District	$ 38,743	($5,551)	$ 33,191	$ 30,181	$3,010
Schiller Park Public Library	$ 28,771	($5,551)	$ 23,219	$ 22,369	$850
South Holland Public Library	$ 39,020	($5,551)	$ 33,469	$ 32,617	$851
St Charles Public Library District	$ 96,396	($5,551)	$ 90,844	$ 90,320	$524
Steger-South Chicago Heights Public Library District	$ 22,240	($5,551)	$ 16,689	$ 16,119	$570
Stickney-Forest View Public Library District	$ 28,950	($5,551)	$ 23,399	$ 22,771	$627
Sugar Grove Public Library District	$ 24,601	($5,551)	$ 19,049	$ 18,478	$571
Summit Public Library District	$ 21,546	($5,551)	$ 15,995	$ 15,665	$330
Theosophical Society in America	$ 12,500		$ 12,500	$ 12,500	$0
Thomas Ford Memorial Library	$ 32,385	($5,551)	$ 26,834	$ 26,198	$636
Thornton Public Library	$ 19,692	($5,551)	$ 14,141	$ 13,630	$510
Tinley Park Public Library	$ 72,664	($5,551)	$ 67,112	$ 62,512	$4,601
Town and Country Public Library District	$ 31,637	($5,551)	$ 26,086	$ 25,090	$996
University Park Public Library District	$ 23,875	($5,551)	$ 18,324	$ 17,717	$607
Villa Park Public Library	$ 39,615	($5,551)	$ 34,063	$ 33,279	$784
Warrenville Public Library District	$ 35,473	($5,551)	$ 29,922	$ 29,139	$783
West Chicago Public Library District	$ 40,486	($5,551)	$ 34,935	$ 34,053	$882
Westchester Public Library	$ 30,967	($5,551)	$ 25,416	$ 24,683	$733
Westmont Public Library	$ 37,592	($5,551)	$ 32,041	$ 31,082	$959
William Leonard Public Library District	$ 20,463	($5,551)	$ 14,911	$ 14,539	$373
Wood Dale Public Library District	$ 42,779	($5,551)	$ 37,227	$ 36,208	$1,019
Woodridge Public Library	$ 56,113	($5,551)	$ 50,561	$ 49,253	$1,309
Worth Public Library District	$ 26,024	($5,551)	$ 20,473	$ 19,922	$550

Revised

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	Lake County Treasurer Tax Year 2018	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
Bloomingdale Public Library		$2,982,848.41				$2,982,848.41	$0.00	$2,982,848.41
Blue Island Public Library	$1,196,395.83					$1,196,395.83	$0.00	$1,196,395.83
Bridgeview Public Library	$1,364,338.19					$1,364,338.19	($257,450.00)	$1,106,888.19
Broadview Public Library District	$1,442,164.48					$1,442,164.48	($269,705.00)	$1,172,459.48
Brookfield Public Library	$2,305,062.82					$2,305,062.82	$0.00	$2,305,062.82
Calumet City Public Library	$1,472,454.12					$1,472,454.12	($100,000.00)	$1,372,454.12
Calumet Park Public Library	$167,654.97					$167,654.97	$0.00	$167,654.97
Carol Stream Public Library		$3,701,119.66				$3,701,119.66	($234,461.00)	$3,466,658.66
Chicago Heights Public Library	$806,201.66					$806,201.66	$0.00	$806,201.66
Chicago Ridge Public Library	$1,396,274.94					$1,396,274.94	$0.00	$1,396,274.94
Cicero Public Library	$1,764,592.78					$1,764,592.78	$0.00	$1,764,592.78
Clarendon Hills Public Library		$788,526.66				$788,526.66	$0.00	$788,526.66
Crestwood Public Library District	$570,166.91					$570,166.91	$0.00	$570,166.91
Crete Public Library District				$1,783,538.57		$1,783,538.57	$0.00	$1,783,538.57
Dolton Public Library District	$1,076,246.71					$1,076,246.71	$0.00	$1,076,246.71
Downers Grove Public Library		$5,539,446.81				$5,539,446.81	$0.00	$5,539,446.81
Eisenhower Public Library District	$4,440,688.11					$4,440,688.11	($667,187.00)	$3,773,501.11
Elmwood Park Public Library	$1,630,202.34					$1,630,202.34	$0.00	$1,630,202.34
Evergreen Park Public Library	$1,215,096.15					$1,215,096.15	$0.00	$1,215,096.15
Flossmoor Public Library	$1,368,494.45					$1,368,494.45	$0.00	$1,368,494.45
Forest Park Public Library	$1,894,840.08					$1,894,840.08	$0.00	$1,894,840.08
Frankfort Public Library District	$31,179.36			$2,445,552.56		$2,476,731.92	$0.00	$2,476,731.92
Franklin Park Public Library District	$1,990,107.70					$1,990,107.70	$0.00	$1,990,107.70
Geneva Public Library District			$6,767,739.07			$6,767,739.07	($1,537,071.26)	$5,230,667.81
Glen Ellyn Public Library		$4,730,661.99				$4,730,661.99	($497,562.00)	$4,233,099.99
Glenside Public Library District		$3,598,486.39				$3,598,486.39	($368,625.02)	$3,229,861.37
Glenwood-Lynwood Public Library District	$1,862,290.52					$1,862,290.52	($452,612.50)	$1,409,678.02
Grande Prairie Public Library District	$1,487,580.36					$1,487,580.36	$0.00	$1,487,580.36
Green Hills Public Library District	$2,740,375.26					$2,740,375.26	($365,000.00)	$2,375,375.26
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

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	Lake County Treasurer Tax Year 2018	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
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	$222,826.22	$1,879,580.59				$2,102,406.81	$0.00	$2,102,406.81
Schiller Park Public Library	$1,083,500.06					$1,083,500.06	$0.00	$1,083,500.06
South Holland Public Library	$2,130,761.49					$2,130,761.49	$0.00	$2,130,761.49
St Charles Public Library District		569,974.76	$7,423,222.01			$7,993,196.77	$0.00	$7,993,196.77
Steger-South Chicago Heights Public Library District	$283,788.84			$150,120.41		$433,909.25	($17,647.32)	$416,261.93
Stickney-Forest View Public Library District	$1,241,067.74					$1,241,067.74	($139,250.00)	$1,101,817.74
Sugar Grove Public Library District			$1,421,683.89			$1,421,683.89	($764,250.00)	$657,433.89
Summit Public Library District	$852,078.90					$852,078.90	($506,771.50)	$345,307.40
Thomas Ford Memorial Library	$1,698,635.85					$1,698,635.85	($245,800.00)	$1,452,835.85
Thornton Public Library	$155,857.22					$155,857.22	$0.00	$155,857.22
Tinley Park Public Library	$4,652,864.65			$1,450,672.41		$6,103,537.06	($535,200.00)	$5,568,337.06

Revised

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	Lake County Treasurer Tax Year 2018	Total Tax Revenue Issued 2019	Bond Amount 2019 (Removed)	Public Library Tax Revenue Total 2019
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	($53,498.95)	**$2,191,510.12**
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**

Revised

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Acorn Public Library District	$ 61,495	$ 61,095.00	$ 60,660.00	$ 60,980.00
Alsip-Merrionette Park Public Library District	$ 589,100	$ 587,600.00		
Batavia Public Library District	$ 726,150			
Bedford Park Public Library District	$ -			
Beecher Community Library District	$ -			
Bellwood Public Library	$ -			
Bensenville Community Public Library District	$ -			
Berkeley Public Library	$ -			
Berwyn Public Library	$ -			
Bloomingdale Public Library	$ -			
Blue Island Public Library	$ -			
Bridgeview Public Library	$ 257,450	$ 259,850.00	$ 256,850.00	$ 253,650.00
Broadview Public Library District	$ 269,705	$ 271,005.00	$ 266,630.00	$ 267,455.00
Brookfield Public Library	$ -			
Calumet City Public Library	$ 100,000			
Calumet Park Public Library	$ -			
Carol Stream Public Library	$ 234,461	$ 234,461.00	$ 234,461.00	$ 234,461.00
Chicago Heights Public Library	$ -			
Chicago Ridge Public Library	$ -			
Cicero Public Library	$ -			
Clarendon Hills Public Library	$ -			
Crestwood Public Library District	$ -			
Crete Public Library District	$ -			
Dolton Public Library District	$ -			
Downers Grove Public Library	$ -			
Eisenhower Public Library District	$ 667,187	$ 668,571.00	$ 670,311.00	$ 670,671.00
Elmwood Park Public Library	$ -			
Evergreen Park Public Library	$ -			
Flossmoor Public Library	$ -			

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Forest Park Public Library	$ -			
Frankfort Public Library District	$ -			
Franklin Park Public Library District	$ -			
Geneva Public Library District	$ 1,537,071	$ 1,562,196.26	$ 1,565,271.26	$ 1,576,546.26
Glen Ellyn Public Library	$ 497,562			
Glenside Public Library District	$ 368,625	$ 368,682.52	$ 368,140.02	$ 372,115.02
Glenwood-Lynwood Public Library District	$ 452,613	$ 453,912.50	$ 454,912.50	$ 450,612.50
Grande Prairie Public Library District	$ -			
Green Hills Public Library District	$ 365,000	$ 370,000.00	$ 380,000.00	$ 390,000.00
Harvey Public Library District	$ -			
Hillside Public Library	$ -			
Hinsdale Public Library	$ 229,812	$ 241,112.00	$ 247,112.00	$ 252,912.00
Hodgkins Public Library District	$ -			
Homewood Public Library District	$ 142,054	$ 137,396.25		
Indian Prairie Public Library District	$ -			
Itasca Community Library	$ -			
Justice Public Library District	$ -			
Kaneville Public Library District	$ -			
La Grange Public Library	$ 625,550	$ 629,450.00	$ 623,050.00	$ 626,550.00
LaGrange Park Public Library District	$ 148,600	$ 149,775.00	$ 155,725.00	$ 151,525.00
Lansing Public Library	$ 184,500	$ 187,800.00	$ 185,900.00	$ 183,700.00
Lyons Public Library	$ 15,000	$ 15,000.00	$ 15,000.00	$ 15,000.00
Markham Public Library	$ 93,150	$ 93,150.00	$ 93,150.00	$ 93,150.00
Matteson Area Public Library District	$ -			
Maywood Public Library District	$ -			
McCook Public Library District	$ 161,018	$ 165,415.00	$ 164,035.00	$ 162,285.00
Melrose Park Public Library	$ -			
Messenger Public Library of North Aurora	$ -			
Midlothian Public Library	$ 212,610	$ 209,708.50	$ 212,069.50	$ 239,294.50

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Nancy L. McConathy Public Library District	$ 54,772	$ 527,467.40		
North Riverside Public Library District	$ -			
Northlake Public Library District	$ 647,200	$ 689,000.00	$ 691,750.00	$ 685,900.00
Oak Brook Public Library	$ -			
Oak Lawn Public Library	$ 327,900	$ 328,900.00	$ 329,600.00	
Oak Park Public Library	$ 1,075,734	$ 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	$ 422,188	$ 421,000.00	$ 419,000.00	$ 421,162.50
River Forest Public Library	$ -			
River Grove Public Library District	$ -			
Riverdale Public Library District	$ -			
Riverside Public Library	$ -			
Roselle Public Library District	$ -			
Schiller Park Public Library	$ -			
South Holland Public Library	$ -			
St Charles Public Library District	$ -			
Steger-South Chicago Heights Public Library District	$ 17,647	$ 17,647.32	$ 116,200.68	
Stickney-Forest View Public Library District	$ 139,250	$ 141,950.00	$ 139,550.00	$ 142,150.00
Sugar Grove Public Library District	$ 764,250	$ 789,000.00	$ 812,400.00	$ 839,450.00
Summit Public Library District	$ 506,772	$ 508,364.00	$ 539,779.50	$ 315,487.00
Thomas Ford Memorial Library	$ 245,800	$ 243,800.00	$ 241,600.00	$ 239,200.00
Thornton Public Library	$ -			
Tinley Park Public Library	$ 535,200	$ 510,800.00	$ 536,400.00	
Town and Country Public Library District	$ -			
University Park Public Library District	$ -			
Villa Park Public Library	$ 53,499	$ 678,272.00	$ 840,050.00	$ 842,250.00

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY23 Fee Formula (2019)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022
Warrenville Public Library District	$ 169,875	$167,188.25	$169,452.00	$166,666.00
West Chicago Public Library District	$ -			
Westchester Public Library	$ -			
Westmont Public Library	$ -			
William Leonard Public Library District	$ -			
Wood Dale Public Library District	$ -			
Woodridge Public Library	$ -			
Worth Public Library District	$ -			

Chart 4: Academic, School, Special Library Fees

Academic Libraries

1) Student Population (IBHE Profile), rounded to nearest 1,000 * 2
2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY23 Total
National University of Health Sciences	592	26,672	$ 2,000	$ 9,000	$ 11,000
Prairie State College	3,579	38,538	$ 8,000	$ 13,000	$ 21,000

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	FY23 Total
Bensenville School District #2	2,090	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	FY23 Total
Morton Arboretum	1	23,543	$ 2,500	$ 10,000	$ 12,500
The Theosophical Society in America	1	29,116	$ 2,500	$ 10,000	$ 12,500

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups
Year-3 renewal: July 1, 2021 - June 30, 2022
Final negotiated March 3, 2022

Library Name	Price Quartile	Group Purchase Discount	SWAN FY23 Group-Purchase Price (Year-3)	SWAN FY22 Group-Purchase Price (Year-2)	Increase / (Decrease)
Acorn Public Library District	Group 1	70%	**$4,221**	$4,235	($14)
Alsip-Merrionette Park Public Library District	Group 4	35%	**$6,161**	$6,073	$87
Batavia Public Library District	Group 4	35%	**$6,161**	$6,073	$87
Bedford Park Public Library District	Group 4	35%	**$2,083**	$2,053	$30
Beecher Community Library District	Group 1	70%	**$1,676**	$1,681	($5)
Bellwood Public Library	Group 3	41%	**$5,592**	$5,521	$71
Bensenville Community Public Library District	Group 2	45%	**$5,213**	$5,153	$60
Berkeley Public Library	Group 1	70%	**$1,676**	$1,681	($5)
Berwyn Public Library	Group 3	41%	**$10,995**	$10,856	$139
Bloomingdale Public Library	Group 4	35%	**$6,161**	$6,073	$87
Bridgeview Public Library	Group 2	45%	**$5,213**	$5,153	$60
Broadview Public Library District	Group 3	41%	**$3,296**	$3,254	$42
Brookfield Public Library	Group 4	35%	**$6,161**	$6,073	$87
Calumet City Public Library	Group 1	70%	**$4,098**	$7,427	($3,329)
Carol Stream Public Library	Group 4	35%	**$8,880**	$8,754	$126
Chicago Heights Public Library	Group 1	70%	**$4,098**	$4,112	($13)
Cicero Public Library	Group 1	70%	**$7,708**	$7,733	($25)
Clarendon Hills Public Library	Group 2	45%	**$3,072**	$3,037	$35
Crestwood Public Library District	Group 1	70%	**$1,676**	$1,681	($5)
Crete Public Library District	Group 3	41%	**$5,592**	$5,521	$71
Dolton Public Library District	Group 2	45%	**$5,213**	$5,153	$60
Downers Grove Public Library	Group 4	35%	**$8,880**	$8,754	$126
Eisenhower Public Library District	Group 4	35%	**$6,161**	$6,073	$87
Elmwood Park Public Library	Group 2	45%	**$5,213**	$5,521	($308)
Evergreen Park Public Library	Group 2	45%	**$5,213**	$5,153	$60
Flossmoor Public Library	Group 4	35%	**$3,631**	$3,254	$377
Forest Park Public Library	Group 3	41%	**$5,592**	$5,521	$71
Frankfort Public Library District	Group 3	41%	**$8,060**	$7,958	$102
Franklin Park Public Library District	Group 3	41%	**$5,592**	$5,521	$71
Geneva Public Library District	Group 4	35%	**$8,880**	$8,754	$126
Glen Ellyn Public Library	Group 4	35%	**$6,161**	$6,073	$87
Glenside Public Library District	Group 3	41%	**$9,154**	$9,038	$116
Grande Prairie Public Library District	Group 2	45%	**$7,514**	$4,112	$3,402
Green Hills Public Library District	Group 3	41%	**$8,060**	$7,427	$633
Harvey Public Library District	Group 1	70%	**$2,843**	$2,853	($9)
Hillside Public Library	Group 3	41%	**$3,296**	$3,254	$42
Hinsdale Public Library	Group 4	35%	**$6,161**	$6,073	$87
Hodgkins Public Library District	Group 3	41%	**$1,890**	$1,866	$24
Homewood Public Library District	Group 3	41%	**$5,592**	$5,521	$71
Indian Prairie Public Library District	Group 4	35%	**$8,880**	$8,754	$126
Itasca Community Library	Group 4	35%	**$3,631**	$3,579	$52
Justice Public Library District	Group 1	70%	**$2,843**	$2,853	($9)

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups
Year-3 renewal: July 1, 2021 - June 30, 2022
Final negotiated March 3, 2022

Library Name	Price Quartile	Group Purchase Discount	SWAN FY23 Group-Purchase Price (Year-3)	SWAN FY22 Group-Purchase Price (Year-2)	Increase / (Decrease)
Kaneville Public Library District	Group 1	70%	$961	$964	($3)
LaGrange Park Public Library District	Group 3	41%	$5,592	$5,521	$71
Lansing Public Library	Group 4	35%	$6,161	$6,073	$87
Lyons Public Library	Group 1	70%	$2,843	$2,853	($9)
Markham Public Library	Group 1	70%	$2,843	$2,853	($9)
Matteson Area Public Library District	Group 4	35%	$6,161	$6,073	$87
Maywood Public Library District	Group 2	45%	$5,213	$5,153	$60
McCook Public Library District	Group 2	45%	$1,762	$1,742	$20
Melrose Park Public Library	Group 2	45%	$5,213	$2,853	$2,360
Messenger Public Library of North Aurora	Group 3	41%	$5,592	$5,521	$71
Midlothian Public Library	Group 2	45%	$5,213	$5,153	$60
Nancy L. McConathy Public Library District	Group 1	70%	$2,843	$2,853	($9)
North Riverside Public Library District	Group 3	41%	$3,296	$3,254	$42
Oak Brook Public Library	Group 2	41%	$3,296	$3,037	$259
Oak Lawn Public Library	Group 4	35%	$12,113	$11,941	$172
Oak Park Public Library	Group 4	35%	$12,113	$11,941	$172
Palos Heights Public Library	Group 2	45%	$5,213	$5,153	$60
Palos Park Public Library	Group 2	45%	$1,762	$1,742	$20
Park Forest Public Library	Group 3	41%	$5,592	$5,521	$71
Prairie Trails Public Library District	Group 2	45%	$7,514	$7,427	$86
Richton Park Public Library District	Group 1	70%	$2,843	$2,853	($9)
River Forest Public Library	Group 2	45%	$5,213	$5,153	$60
River Grove Public Library District	Group 1	70%	$2,843	$2,853	($9)
Riverside Public Library	Group 3	41%	$3,296	$3,254	$42
Roselle Public Library District	Group 3	41%	$6,352	$6,271	$80
Schiller Park Public Library	Group 2	45%	$5,213	$6,073	($860)
South Holland Public Library	Group 3	41%	$5,592	$5,153	$439
St Charles Public Library District	Group 4	35%	$12,113	$11,941	$172
Stickney-Forest View Public Library District	Group 2	45%	$5,213	$5,153	$60
Sugar Grove Public Library District	Group 1	70%	$2,843	$2,853	($9)
Summit Public Library District	Group 1	70%	$2,843	$2,853	($9)
Thomas Ford Memorial Library	Group 2	45%	$5,213	$5,153	$60
Thornton Public Library	Group 1	70%	$961	$964	($3)
Tinley Park Public Library	Group 4	35%	$12,113	$11,941	$172
University Park Public Library District	Group 1	70%	$1,676	$1,681	($5)
Villa Park Public Library	Group 2	45%	$5,213	$5,521	($308)
Warrenville Public Library District	Group 2	45%	$5,921	$5,853	$68
West Chicago Public Library District	Group 3	41%	$5,592	$5,521	$71
Westchester Public Library	Group 2	45%	$5,213	$5,153	$60
William Leonard Public Library District	Group 1	70%	$1,676	$1,681	($5)
Wood Dale Public Library District	Group 4	35%	$6,161	$6,073	$87
Worth Public Library District	Group 1	70%	$2,843	$2,853	($9)

Date:	**March 3, 2022**
To:	**SWAN Membership Directors & Administrators**
From:	**Aaron Skog, Executive Director**
Re:	**FY22 Budget revision requested**

_____

The addition of SWAN's providing a centralized online payment system within Aspen Discovery requires our current budget to add new budget lines to reflect the collected online revenue, and then the dispense of that revenue to participating libraries.

I am requesting that the fiscal year 2022 (FY22) budget be revised. This will be four months of transactions with SWAN's PayPal (March, April, May, and June). This change will not impact FY22 membership fees. The FY23 SWAN budget has these new revenue and expenses.

FY22 Revenue

4240   E-commerce transactions $11,666

FY22 Expense

5940   E-commerce payment transactions $11,666

The recommended step is to have a resolution adopted and voted on during the March 3, 2022 Quarterly meeting of the membership, as defined in SWAN's ByLaws.

Proposed budget vote

RESOLVED, THE SWAN FISCAL YEAR 2022 BUDGET LINE #4240 E-COMMERCE TRANSACTIONS WILL BE ADDED AT $11,666 AND THE BUDGET LINE #5940 E-COMMERCE PAYMENT TRANSACTIONS WILL BE ADDED AT $11,666.

SWAN Board Elections

In July 2022, SWAN will have two positions up for election to the SWAN Board.

Timetable

Election Process Announced	March 3, 2022 (Quarterly)
Online Self-Nominations Accepted	April 4 – 29, 2022
Names of Candidates Released	May 2, 2022
Electronic Ballot	May 9 – May 31, 2022
Results Announced	June 1, 2022
Elected Candidates invited to June SWAN Board Meeting	June 17, 2022
Candidates' Terms Begin	July 1, 2022
July Board Meeting	July 15, 2022

SWAN Board

The SWAN Board is comprised of seven library directors/administrators elected at-large from the libraries in SWAN. Board meetings are held monthly on a Friday of each month at 9:30a.m.

Information for potential SWAN Board Members can be found online on SWAN Support:

https://support.swanlibraries.net/board-information/64973

SWAN Board Meeting Schedule 2022

Friday, March 18, 2022

Friday, April 22, 2022 (rescheduled)

Friday, May 20, 2022

Friday, June 17, 2022

Friday, July 15, 2022

Friday, August 19, 2022

Friday, September 16, 2022

Friday, October 21, 2022

Friday, November 18, 2022

Friday, December 16, 2022