

# SWAN Finance Committee Meeting

## Agenda

November 10, 2022 1:00 p.m.  
SWAN headquarters  
800 Quail Ridge Drive, Westmont, IL 60559

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 2024 budget (Exhibit pgs. 2 - 67)
4. Discussion Item – RAILS LLSAP Grant FY24 Award (Exhibit pgs 68-70)
5. Discussion Item – SWAN Reserves Policy (Exhibit p. 71)
6. Discussion Item—SWAN Investment Policy (Exhibit pgs. 72-73)
7. Adjournment

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<b>SWAN Board Member</b>	<b>Library</b>	<b>Office</b>	<b>Term Expires</b>
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library	Vice-president	July 1, 2023
Dorothy Koll	Acorn Public Library District		July 1, 2024
Tim Jarzemsky	Bloomindale Public Library	Treasurer	July 1, 2024
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025

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**Date:** November 10, 2022  
**To:** SWAN Finance Committee  
**From:** Aaron Skog, Executive Director  
**Re:** FY24 Budget Draft



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## Finance Committee FY2024 budget

Aaron's questions for Finance Committee:

1. Do you agree with the recommendation to utilize reserve funds for one-time expense for strategic planning consulting and website consulting?
2. What questions do you have regarding the RAILS LLSAP grant awarded to SWAN for FY24?
3. Do the financial policies require revision?

It should go without saying that any questions committee representatives have about the budget presented are welcome!

## FY24 budget overview

### Technology infrastructure improvements

SWAN will be taking more advantage of vendor managed solutions as we replace or transition some of our own self-hosted systems. This strategy will ensure that our systems will be secured and maintained by these vendors and reduce the complexity and monitoring of our self-hosted infrastructure.

This transition will begin to reduce our Microsoft Azure hosted expenses and introduce new vendors. Examples include the SWAN Support website, helpdesk system, and Aspen which will all be transitioned by the end of FY24. The goal is to stay within a budgeted range. It will be difficult to say precisely how much Azure expenses will go down by the end of FY24, but it will be much clearer by the end of June 2024.

### Notifications enhanced with MessageBee

The introduction of MessageBee as a fully implemented service is anticipated in this budget. If the member libraries vote against the addition of MessageBee, it will be removed from the next draft of the FY24 budget.

The adoption of MessageBee as a service does mean a reduction in the expenses for SMS and email notifications which have been in place prior. The SirsiDynix annual maintenance is reduced by \$13,000 since the SMS package will no longer be needed, and the SendGrid expense is reduced in budget line #5470 Support Services Subscription.

## No joining libraries

There will be no libraries joining SWAN this budget year, which impacts areas of revenue and expenses related to one-time expenses and the RAILS Catalog Grant.

## SWAN membership fees

This initial draft of the FY24 budget does not have the membership fees generated yet. I am still awaiting on the Cook County Treasurer Office to respond to the FOIA request for tax payments. The request was sent on October 17<sup>th</sup>. The response is typically 10 days for non-commercial requests. The delay is being investigated.

## Revenue

### #4310 RAILS Support to SWAN

The award for FY24 to SWAN is lower than the prior year due to statistics used to calculate the grant. Please refer to the information provided in the meeting packet about the FY24 grant award.

FY22	\$562,018	FY23	\$527,381
FY23	\$522,691	FY24	\$498,388
<b>difference</b>	<b>\$39,327</b>	<b>difference</b>	<b>\$28,993</b>

This will result in the discount applied in the SWAN membership fees for public libraries will be lower than the prior year.

	<b>FY23</b>	<b>FY24</b>
<b>Discount</b>	<b>\$5,551.38</b>	<b>\$5,246.19</b>
<b>difference</b>		<b>\$305.19</b>

### #4600 Reserve Fund Transfer

The FY24 budget has one-time expenses for strategic planning and website consulting totaling \$73,800 that is paid for using SWAN excess cash reserves. This is reflected on the Reserves Worksheet.

## Expenses

## #5510 Rent/Lease

This will be the final full year of the office lease. The lease on the office ends November 30, 2024, which will be the FY25 budget.

## #5430 Server Infrastructure

Overall, in FY24 this budget line will increase by 9% from \$96,540 to \$105,115.

### **Added expenses for hosting of Aspen & Support site**

Pantheon will be used to host the SWAN Support site at a contracted annual cost of \$7,375. ByWater Solutions has provided SWAN a hosting quotation of \$13,750 annually and is open to discussion on a fixed amount for a set number of years, but for now we have obtained a 1-year quotation.

### **Microsoft Azure expenses reduced**

SWAN is using Azure to host its Symphony ILS server. We will transition the Aspen Server from Azure, along with the helpdesk system, we anticipate a 15% reduction in Azure expenses.

## #5440 Library Services Platform

For FY24, the SirsiDynix contract is in its 3<sup>rd</sup> year which will have a set 1.9% increase. The maintenance renewal will remove the \$13,000 SMS package used for notifications since Unique Management MessageBee service will replace the package.

OCLC group-services contract is budgeted with an anticipated increase of 4%.

EBSCO subscriptions for Discovery Service and OpenAthens work together to provide integrated access in Aspen Discovery for subscription database4 keyword search and remote authentication for library patrons. Discovery Service for FY24 is \$115,580 which includes a 1% negotiated escalation (set for FY24 & FY25). The OpenAthens subscription is \$62,756 which includes a 2% negotiated escalation (set for FY24 & FY25).

## #5470 Support Services Subscription

### **Added ticketing system expense**

The helpdesk ticketing system used by SWAN is ready for a replacement. We are currently evaluating options and obtaining budget numbers for a replacement that will be hosted by a provider. This will end up reducing the expense within the Microsoft Azure used by SWAN (see #5430 Server Infrastructure).

### **Reduced email expense**

The adoption on MessageBee will result in email volume will be reduced in this budget line by \$3,721. However, SWAN will continue to use the service with SendGrid but at a lower cost.

## #5600 Hardware & Equipment

This line is reduced from the prior year due to the one-time purchase of laptops for SWAN staff. The FY24 budget is for laptop repair or replacement.

## #5860 Notification & Collection

### Added MessageBee expense

If all goes well with the budget amendment in December for the FY23 budget, the FY24 projected cost for MessageBee is \$76,686 for all 100 libraries which is \$6,391 per month.

One-time expenses will have been paid for if approved with amending the current FY23 budget.

## #5830 Consulting

### Added one-time strategic planning & website consulting expense

The cost for strategic planning consultant is based on the 2018 expense. There is additional consulting expected to help with work on the SWAN Support site. The combined cost of these is paid from reserves in the #4600 "Reserve Fund Transfer" line totaling \$73,800.

## Budget Timeline

Below is a timeline of the budget process.

DATE	MEETING TYPE	ACTION ITEMS
September 1 - 30, 2022	Executive Director	Collect county tax data, submit FOIA to Cook County Treasurer for tax data.
Friday, October 21, 2022	Regular SWAN Board Meeting	Aaron begins work on budget, brings questions to SWAN Board if needed.
November 10, 2022	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 18, 2022	Regular SWAN	Board accepts financial audit. Aaron to bring budget draft; Board discuss Fees and determines next steps.

	Board Meeting	
Thursday, December 1, 2022	Quarterly	Announce budget process
Friday, December 16, 2022	Regular SWAN Board Meeting	Review of budget draft. Approve RAILS LLSAP grant agreement
Sunday, January 1, 2023		Signed LLSAP grant agreements due to RAILS
Friday, January 20, 2023	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 2023 [TBD]	SWANcom	Board present draft budget to membership.
	SWANcom	Aaron Skog/Board announcement of draft budget to membership. Set February COW date and possible location of meeting.
February 2023 [TBD]	Membership Meeting	Meeting to discuss budget, fees, and reserves worksheet.
Friday, February 17, 2023	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership.
Thursday, March 2, 2023	Quarterly	Roll call vote to approve SWAN budget.

## SWAN Budget Summary

SWAN Budget	FY23 Budget	FY24 Budget	Change	
4000 Membership Fees	\$3,003,359	\$3,031,050	\$27,691	0.9%
4100 Membership Reimbursements	\$445,686	\$443,223	(\$2,463)	-0.6%
4200 Reimbursement for Losses	\$120,000	\$108,680	(\$11,320)	-9.4%
4300 Grant Revenue	\$527,381	\$498,388	(\$28,993)	-5.5%
4400 Registration & Event Receipts	\$12,000	\$3,400	(\$8,600)	-71.7%
4500 Investment & Interest	\$1,000	\$20,800	\$19,800	1980.0%
4600 Reserve Fund Transfer	\$0	\$73,800	\$73,800	
<b>Total Revenue</b>	<b>\$4,109,426</b>	<b>\$4,179,341</b>	<b>\$69,915</b>	<b>1.7%</b>
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0	0.0%
5020 Personnel Benefits	\$494,900	\$457,700	(\$37,200)	-7.5%
5100 Building & Grounds	\$124,270	\$129,510	\$5,240	4.2%
5200 Professional Development	\$20,000	\$16,700	(\$3,300)	-16.5%
5300 Membership Development	\$10,600	\$7,370	(\$3,230)	-30.5%
5400 Information & Technology Services	\$1,232,700	\$1,238,600	\$5,900	0.5%
5500 General Office	\$2,100	\$2,700	\$600	28.6%
5600 Hardware & Equipment	\$55,800	\$5,300	(\$50,500)	-90.5%
5700 Insurance	\$11,100	\$11,500	\$400	3.6%
5800 Contractual Services	\$144,300	\$198,860	\$54,560	37.8%
5900 Library Materials & Content	\$564,006	\$560,251	(\$3,755)	-0.7%
6000 Interest & Fees	\$5,050	\$4,050	(\$1,000)	-19.8%
<b>Total Operating Expenses</b>	<b>\$4,211,626</b>	<b>\$4,179,341</b>	<b>(\$32,285)</b>	<b>-0.8%</b>
6100 Asset Management	\$3,607	\$2,322	(\$1,285)	
Excess of revenues over (under) estimated expenses	\$0	\$0		

<b>Revenue &amp; Expense Budget</b>		<b>FY22 Actual (unaudited)</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>
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Revenue

<b>4000</b>	<b>Membership Fees</b>			
4010	SWAN Full Membership Fees	\$2,930,084	\$2,999,659	\$3,027,350
4011	SWAN Internet Access Membership Fees	\$3,639	\$3,700	\$3,700
<b>4100</b>	<b>Membership Reimbursements</b>			
4110	Member One-Time Project Receipts		\$0	\$0
4190	Member Group Purchase Receipts	\$445,062	\$445,686	\$443,223
<b>4200</b>	<b>Reimbursement for Losses</b>			
4220	Reimbursement Losses for Resource Sharing	\$63,031	\$50,000	\$63,000
4230	Collection Agency Fees	\$0	\$0	\$0
4240	E-commerce transactions	\$12,633	\$70,000	\$45,680
<b>4300</b>	<b>Grant Revenue</b>			
4310	RAILS Support to SWAN	\$522,691	\$527,381	\$498,388
4320	Other Grant Revenue	\$2,000	\$0	\$0
<b>4400</b>	<b>Registration &amp; Event Receipts</b>			
4499	Annual Conference Receipts	\$0	\$12,000	\$3,400
<b>4500</b>	<b>Investment &amp; Interest</b>			
4510	Interest Income	\$2,484	\$1,000	\$20,800
4520	Investment Income	\$0	\$0	\$0
<b>4600</b>	<b>Reserve Fund Transfer</b>	\$0	\$34,000	\$73,800
<b>Total Revenue</b>		<b>\$3,981,625</b>	<b>\$4,143,426</b>	<b>\$4,179,341</b>

Expenses

<b>5000</b>	<b>Salaries &amp; Wages</b>	\$1,390,551	\$1,546,800	\$1,546,800
<b>5020</b>	<b>Personnel Benefits</b>			
5021	Social Security Taxes	\$101,675	\$118,400	\$118,400
5022	State Unemployment Insurance	-\$6,580	-	\$0
5023	Worker's Compensation	\$3,816	\$3,900	\$4,500
5024	Retirement Benefits	\$131,564	\$140,900	\$140,900
5025	Health, Dental, Life And Disability Insurance	\$192,341	\$228,800	\$192,400
5026	Tuition Reimbursements	\$0	\$2,500	\$1,100
5085	Staff Wellness	\$718	\$400	\$400
<b>5100</b>	<b>Building &amp; Grounds</b>			
5110	Rent/Lease	\$125,321	\$113,160	\$117,300
5120	Utilities	\$6,674	\$5,700	\$6,700
5130	Property Insurance	\$898	\$650	\$650



<b>Revenue &amp; Expense Budget</b>		<b>FY22 Actual (unaudited)</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>
5140	Repairs & Maintenance	\$858	\$1,560	\$860
5150	Custodial Service & Supplies	\$3,380	\$3,200	\$4,000
5190	Other Building Maintenance	\$0	\$0	\$0
<b>5200</b>	<b>Professional Development</b>			
5210	Conference Travel	\$0	\$6,000	\$6,000
5220	Staff Meetings	\$730	\$400	\$900
5230	Staff Professional Development	\$2,167	\$6,800	\$4,000
5240	Professional Association Membership Dues	\$1,170	\$2,500	\$2,500
5250	Educational Material	\$0	\$800	\$800
5260	Online Learning	\$1,279	\$3,500	\$2,500
<b>5300</b>	<b>Membership Development</b>			
5310	Travel Reimbursement	\$539	\$1,400	\$800
5320	Membership Meetings	\$0	\$0	\$0
5330	Library Professional Development		\$6,700	\$6,570
5350	Marketing & Promotional Material	\$0	\$0	\$0
5399	Annual Conference	\$0	\$2,500	\$0
<b>5400</b>	<b>Information &amp; Technology Services</b>			
5410	Infrastructure Licensing	\$0	\$0	\$0
5420	Application Software Licensing	\$17,954	\$20,600	\$18,000
5430	Server Software Licensing	\$84,948	\$96,600	\$105,200
5440	Library Services Platform	\$979,608	\$985,700	\$987,400
5450	Data Management Services	\$29,321	\$30,500	\$33,000
5460	Information Subscription Service	\$65,931	\$77,100	\$73,700
5470	Subscription Support Services	\$11,458	\$7,700	\$6,800
5480	Telecommunications	\$16,146	\$14,500	\$14,500
5490	Group Purchases - Services	\$9,320	\$5,900.00	\$0
<b>5500</b>	<b>General Office</b>			
5510	Office Supplies	\$2,122	\$1,500	\$2,200
5520	Postage	\$497	\$600	\$500
5550	Furniture	\$0	\$0	\$0
5599	Annual Conference Supplies	\$180		
<b>5600</b>	<b>Hardware &amp; Equipment</b>			
5610	Equipment Rental/Maintenance	\$2,452	\$3,700	\$0
5620	Hardware	\$677	\$40,000	\$4,200
5690	Group Purchases - Hardware	\$0	\$12,100	\$1,100
<b>5700</b>	<b>Insurance</b>	<b>\$11,188</b>	<b>\$11,100</b>	<b>\$11,500</b>
<b>5800</b>	<b>Contractual Services</b>			
5810	Legal	\$0	\$1,500	
5820	Accounting	\$18,130	\$18,900	\$19,160
5830	Consulting	\$38,885	\$19,200	\$75,000
5840	Payroll Service Fees	\$4,711	\$3,600	\$3,600

<b>Revenue &amp; Expense Budget</b>		<b>FY22 Actual (unaudited)</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>
5850	Contractual Agreements	\$2,000	\$0	\$0
5860	Notification & Collection	\$21,040	\$92,200	\$92,200
5870	Recruitment	\$0	\$0	\$0
5899	Annual Conference Facility Contract	\$0	\$8,900	\$8,900
<b>5900</b>	<b>Library Materials &amp; Content</b>			
5910	Print Materials	\$0	\$5,000	\$300
5920	Reimbursement for Resource Sharing	\$51,489	\$50,000	\$63,000
5930	Group Purchases - Content	\$1,854	\$10,000	\$0
5940	E-commerce payment transactions	\$11,490	\$70,000	\$45,680
5990	Group Purchases - Electronic Resources	\$435,775	\$429,006	\$451,271
<b>6000</b>	<b>Interest &amp; Fees</b>			
6010	Bank Fees	\$4,745	\$4,700	\$3,700
6020	Merchant Account Fees	\$487	\$50	\$50
6030	Interest Payment		\$0	\$0
6099	Annual Conference Merchant Fees		\$300	\$300
<b>Subtotal Expenses</b>		<b>\$3,779,507</b>	<b>\$4,143,426</b>	<b>\$4,179,341</b>
<b>6100</b>	<b>Asset Management</b>			
6110	Depreciation	\$0	\$3,607	\$2,322
6120	(Gain)/Loss on Asset Disposal			
6130	Vacation Expense	\$0		
<b>Total Expenses</b>		<b>\$3,779,507</b>	<b>\$4,143,426</b>	<b>\$4,179,341</b>
<b>Total Revenue (from above)</b>		<b>\$3,981,625</b>	<b>\$4,143,426</b>	<b>\$4,179,341</b>
<b>Excess of revenues over (under) estimated expenses</b>		<b>\$202,117</b>	<b>\$0.00</b>	<b>\$0.00</b>

## SWAN Reserves Plan: Updated for FY23 Budget

Capital Expenditures (anything over \$5,000)	FY22	FY23	FY24	FY25	FY26
	July 2021-June 2022	July 2022-June 2023	July 2023-June 2024	July 2023-June 2025	July 2023-June 2026
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,241,167	\$2,107,667	\$2,073,667	\$1,999,867	\$1,999,867
Reserves collected & Impact Fee	\$0	\$0	\$0	\$0	
Printer purchase		(\$34,000)			
Aspen Discovery Project	(\$85,000)				
Baker & Taylor Project	(\$5,000)				
Security audit	(\$43,500)				
Strategic planning consultant			(\$36,000)		
Website development consultant			(\$37,800)		
Funds for EMV commerce devices (chip & PIN)					
Funds for SWAN staff computer replacement					
Future ILS Migration Budget (\$465,740)					
<b>Total</b>	<b>\$2,107,667</b>	<b>\$2,073,667</b>	<b>\$1,999,867</b>	<b>\$1,999,867</b>	<b>\$1,999,867</b>
Maintain 4 months operating in reserve (policy)	(\$1,357,079)	(\$1,381,142)	(\$1,450,199)	(\$1,522,709)	(\$1,598,845)
<b>Over/(Under) Reserve Policy</b>	<b>\$750,588</b>	<b>\$692,525</b>	<b>\$549,668</b>	<b>\$477,158</b>	<b>\$401,022</b>
Operating Budget (5% increases each year after FY23)	\$4,071,238	\$4,143,426	\$4,350,597.30	\$4,568,127.17	\$4,796,533.52
Months operating in reserve	6.21	6.01	5.52	5.25	5.00

\* 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.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
SWAN libraries	\$2,740,626.00	\$2,799,297.65	\$2,917,863.44	\$2,999,659.00	\$3,027,350.46	This number comes from the Fee Chart total under column "Fee Total"
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
<b>Total</b>	<b>\$2,740,626.00</b>	<b>\$2,851,863.15</b>	<b>\$2,917,863.44</b>	<b>\$2,999,659.00</b>	<b>\$3,027,350.46</b>	

### 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*

	<b>FY19</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Bremen High School District #228				\$606.50	\$606.50	\$606.50
Brookwood Element School District 167				\$606.50	\$606.50	\$606.50
Downers Grove North High School District #99				\$606.50	\$606.50	\$606.50
Downers Grove South High School District #99						
Kirby School District 140				\$606.50	\$606.50	\$606.50
Riverside Brookfield High School District #208				\$606.50	\$606.50	\$606.50
Reavis High School District #220				\$606.50	\$606.50	\$606.50
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,639.00</b>	<b>\$3,639.00</b>	<b>\$3,639.00</b>
<b>Rounded</b>		<b>\$7,300.00</b>	<b>\$0.00</b>	<b>\$3,700.00</b>	<b>\$3,700.00</b>	<b>\$3,700.00</b>

### 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	FY24	Notes
EMV devices purchased & billed back to libraries: SWAN buys 1 EMV per swipe, but all others will be a pass-through purchase Add-on licensing: using the SirsiDynix agreement, the add-on pricing is based on formulas for public, special, academic, and schools.		\$14,000.00			\$0.00	No libraries requested to join SWAN in FY24
<b>Total</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Rounded</b>	<b>\$0.00</b>	<b>\$14,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### 4190 Member Group Purchase Receipts

	FY20	FY21	FY22	FY23	FY24	Notes
Delivery label printers				\$10,200.00		\$0.00 Restick printers for libraries with SWAN serving as a passthrough
Unique Mgmt Curbside Communicator			\$12,000.00	\$5,280.00		\$0.00 11 libraries using Curbside will be invoiced directly by UMS
Remote Console for EnvisionWare Print and Self-Check Products Reimbursement	\$721.00	\$594.15	\$600.00	\$600.00		\$0.00 Libraries invoiced for this maint. See Group Purchase expense line.
ProPay Card Swipes reimbursement		0	\$800.00	\$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	\$442,423.00	FY24 will factor in 2% increase (see expense in line 5990)
Book rental				\$10,000.00		\$0.00
EMV chip reader for BLUEcloud Commerce		0				\$0.00 Do not use this line! Use 4110
<b>Total</b>	<b>\$721.00</b>	<b>\$421,394.15</b>	<b>\$463,984.00</b>	<b>\$455,886.00</b>	<b>\$443,223.00</b>	

## 4220 Reimbursement Losses for Resource Sharing

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Revenue collected for lost material between member libraries is recorded here and is offset in budget line 5920			\$ 30,000.00	\$ 50,000.00	\$ 63,000.00	
	\$ -	\$ -				FY24 based on FY22 actual revenue recorded
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 63,000.00</b>	



### 4230 Collection Agency Fees

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Fees collected associated with Unique Collection service	\$ 900.00	\$ 900.00	\$ 900.00		\$ -	FY24 the amount collected is not positive on the revenue anymore. The libraries stopped this during pandemic 2020-2021.
<b>Total</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>\$ -</b>	

## 4310 RAILS Support to SWAN

*Illinois funds provided through regional library system*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
RAILS LLSAP support	\$524,679	\$562,018	\$522,691	\$527,381	\$498,388	FY24 amount awarded
<b>Total</b>	<b>\$524,679</b>	<b>\$562,018</b>	<b>\$522,691</b>	<b>\$527,381</b>	<b>\$498,388</b>	
Change from year prior		\$37,339	(\$39,327)	\$4,690	(\$28,993)	

**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.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
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		
<b>Total</b>	<b>\$5,000.00</b>	<b>\$61,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### 4499 Annual Conference Receipts

*Revenue collected as part of the annual membership event, including fees and donations.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Fees paid for SWAN annual event through Eventbrite for food	\$7,600.00	\$7,600.00		\$12,000.00	\$3,330.00	FY24 revenue based on actual numbers for FY23 libraries registered & invoiced
<b>Total</b>	<b>\$7,600.00</b>	<b>\$7,600.00</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$3,330.00</b>	
<b>Rounded</b>	<b>\$7,600</b>	<b>\$7,600</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$3,400</b>	

**4600 Reserve Fund Transfer**

*Excess cash is tracked as a reserve fund balance each year, and use of reserves within the budget fiscal year will be recorded on this revenue budget line.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Aspen Discovery 1 year support with ByWater Solutions BLUEcloud Mobile			\$ 85,000.00		\$ -	Overlapping support for FY22
Accounting service						One-time cost of Mobile, plus year 1 subscription One-time cost of Lauterbach setup, plus 6 mos service
Popular Book Title Rental		\$ 5,000.00				See budget line 5910 for expense
Laptop refresh		\$ 43,378.50				One-time refresh of employee laptops
EMV chipreader purchase		\$ 14,000.00				
Epson restick printer purchase		\$ 14,000.00		\$ 34,000.00		1 EMV per magnetic swipe, as promised in 2015
Strategic planning consultant					\$ 36,000.00	
Consulting expense - website					\$ 37,800.00	
<b>Total</b>	<b>\$ 83,560.00</b>	<b>\$ 76,378.50</b>	<b>\$ 85,000.00</b>	<b>\$ 34,000.00</b>	<b>\$ 73,800.00</b>	

## 5000 Salaries & Wages

*Salaries or wages paid to employees.*

	<b>FY20</b>	<b>FY21 Budget</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Library Professionals	\$323,900				
Other Professionals	\$964,700				
Support Services	\$258,200				
Salaries & Wages		\$1,546,800	\$1,546,800	\$1,546,800	\$1,546,800 FY24 5th year level funding for salaries
Merit increase					
<b>Total</b>		<b>\$1,546,800</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>
<b>Rounded</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>	<b>\$1,546,800</b>

### 5021 Social Security Taxes

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

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Social Security	\$118,330.20		\$118,330.20	\$118,330.20	\$118,330.20	\$118,330.20 FY24 5th year level funding for FICA
<b>Total</b>	<b>\$118,330.20</b>	<b>\$118,400.00</b>	<b>\$118,330.20</b>	<b>\$118,330.20</b>	<b>\$118,330.20</b>	<b>\$118,330.20</b>
<b>Rounded</b>	<b>\$118,400</b>	<b>\$118,400</b>	<b>\$118,400</b>	<b>\$118,400</b>	<b>\$118,400</b>	<b>\$118,400</b>

## 5023 Worker's Compensation Insurance

*Organization Worker's Compensation insurance*

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Insurance broker vendor					\$ 3,892.00	\$ 4,500.00	\$4443 paid Oct 2022
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,892.00</b>	<b>\$4,500.00</b>	
<b>Rounded</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,900</b>	<b>\$4,500</b>	



## 5024 Retirement Benefits

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

	<b>FY20</b>	<b>FY21</b>	<b>FY21 Actual</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Annual Fee	\$1,000.00	\$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	\$139,882.98	\$139,882.98 FY24 budget level for the 4th year
<b>Total</b>	<b>\$140,882.98</b>	<b>\$140,883</b>	<b>\$121,168</b>	<b>\$140,883</b>	<b>\$140,883</b>	<b>\$140,883</b>
<b>Rounded</b>	<b>\$140,900</b>	<b>\$140,900</b>		<b>\$140,900</b>	<b>\$140,900</b>	<b>\$140,900</b>

## 5025 Health, Dental, Life And Disability Insurance

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

	FY20	FY21	FY22	FY23	FY24	Notes
Health Benefits	\$ 232,246.80	\$ 234,569.27	\$ 234,600.00	\$ 208,000.00	\$ 192,341.12	FY24 budget based on actual cost end of 6/30/22
STD/LTD Insurance						Reliance Standard
NEW Personnel (estimate)						WIN insurance benefit
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
LIMRiCC increase 2023					\$ 19,234.11	FY24 increase based on 2023 open enrollment with LIMRiCC rates increasing 10%
<b>Total</b>	<b>\$234,569.27</b>	<b>\$246,298</b>	<b>\$234,600</b>	<b>\$228,800.00</b>	<b>\$192,341.12</b>	
<b>Rounded</b>	<b>\$234,600</b>	<b>\$246,300</b>	<b>\$234,600</b>	<b>\$228,800</b>	<b>\$192,400</b>	

## 5110 Rent/Lease

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

		<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY24 Notes</b>
Rent	\$	70,156	\$ 70,156	\$ 75,856	\$ 78,132	\$ 80,476	Base rent is \$6,706.34/month in FY24
Lease Insurance	\$	336	\$ 336	\$ 396	\$ 468	\$ 972	Lease insurance escrow at \$81/month in FY24
Operating Expense Charge	\$	27,432	\$ 27,432	\$ 26,052	\$ 26,748	\$ 28,524	Operating expenses at lease facility vary each year based on shared cost for snow removal, upkeep, etc. \$2,377/month for FY24
Real Estate Tax	\$	7,980	\$ 7,980	\$ 7,800	\$ 7,812	\$ 7,320	Facility share of the local Real Estate tax expenses at \$610/month in FY24
<b>Total</b>		<b>\$105,903.72</b>	<b>\$105,904</b>	<b>\$110,104</b>	<b>\$113,160.00</b>	<b>\$117,292.08</b>	
<b>Rounded</b>		<b>\$106,000</b>	<b>\$106,000</b>	<b>\$110,200</b>	<b>\$113,200</b>	<b>\$117,300</b>	

**5120 Utilities**

*Charges for electricity, heat and water, but not telephone charges.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Electric	\$ 5,176	\$ 5,176			
Gas	\$ 1,178	\$ 1,178			
Estimate (combined)			\$ 5,675	\$ 5,675	6,674 FY24 based on the preliminary total for FY22 actual
<b>Total</b>	<b>\$6,354.39</b>	<b>\$6,354</b>	<b>\$5,675</b>	<b>\$5,675.00</b>	<b>\$6,673.65</b>
<b>Rounded</b>	<b>\$6,400</b>	<b>\$6,400</b>	<b>\$5,700</b>	<b>\$5,700</b>	<b>\$6,700</b>

## 5130 Property Insurance

*Insurance premiums for build and ground and all contents.*

		<b>FY20</b>		<b>FY21</b>		<b>FY22</b>		<b>FY23</b>		<b>FY24</b>	<b>Notes</b>
Property insurance											
Flood: SWAN headquarters	\$	1,500	\$	1,500	\$	1,500	\$	650	\$	650	Based on Oct 2022 premium
<b>Total</b>	<b>\$</b>	<b>1,500.00</b>	<b>\$</b>	<b>1,500.00</b>	<b>\$</b>	<b>1,500.00</b>	<b>\$</b>	<b>650.00</b>	<b>\$</b>	<b>650.00</b>	

### 5140 Repairs & Maintenance

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Annual building alarm service	\$0	\$0	\$0	\$0	\$0	See #5380 Telecommunications
Security camera service subscription (Google Nest)	\$100	\$100	\$150	\$150	\$150	
Repairs (fob, etc.)	\$ 250.00	\$ 250.00				
Security system	\$ 710.00	\$ 710.00	\$ 710.00	\$ 710.00	\$ 710.00	Imperial maintenance subscription \$177/3 mos
Building supplies	\$ 220.00	\$ 340.00	\$ 1,050.00	\$ 850.00	\$ -	
<b>Total</b>	<b>\$1,180.00</b>	<b>\$1,300.00</b>	<b>\$1,760.00</b>	<b>\$1,710.00</b>	<b>\$860.00</b>	

## 5150 Custodial Service & Supplies

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

	<b>FY19 Actual</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Supplies		\$222	\$350			\$100
Cleaning contract		\$7,200	\$6,720	\$9,000	\$3,200	\$3,900 FY24 frequency is \$325/month
Annual floor waxing, carpet cleaning		\$1,000	\$1,000			\$0
<b>Total</b>	<b>\$9,701</b>	<b>\$8,422</b>	<b>\$8,070</b>	<b>\$9,000</b>	<b>\$3,200</b>	<b>\$4,000</b>
<b>Rounded</b>		<b>\$8,500</b>	<b>\$8,100</b>	<b>\$9,000</b>	<b>\$3,200</b>	<b>\$4,000</b>

**5190 Other Building Maintenance**

**Discontinued:  
use 5140**

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

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



**5210 Conference Travel**

*Travel in support of staff professional development, conferences*

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Conference travel	\$11,000	\$11,000	\$11,000	\$0	\$6,000	\$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.
<b>Totals</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$6,000</b>

**5230 Staff Professional Development**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Staff Professional Development	\$14,000		\$8,800	\$6,800	\$4,000 Suggestion is to budget \$400/employee. This would include conference attendance registration fees for ILA, ALA, COSUGI, SLUI, Consortia SIG, Internet Librarian, Electronic Resources, among other conferences. The FY22 actual expense was \$2,167 so for FY24 this will be \$200*20 employees.
<b>Totals</b>	<b>\$14,000</b>	<b>\$5,360</b>	<b>\$8,800</b>	<b>\$6,800</b>	<b>\$4,000</b>
<b>Rounded</b>	<b>\$14,000</b>	<b>\$5,400</b>	<b>\$8,800</b>	<b>\$6,800</b>	<b>\$4,000</b>

**5260 Online Learning**

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Online Learning			\$4,500	\$3,500	\$3,500	\$2,500 Online learning subscriptions with companies Coursera, OS Training. Reduced FY22 \$1,000 removing Coursera expense. The actual expense in FY22 was \$1280  TalentLMS goes under 5470 Support Services Subscription
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$2,500</b>

**5310 Travel Reimbursement**

*Travel in support of consortium membership*

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Travel	\$2,200	\$2,200	\$2,800	\$800	\$1,400	\$800 FY22 travel was \$539, so FY24 will be \$800
<b>Totals</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,800</b>	<b>\$800</b>	<b>\$1,400</b>	<b>\$800</b>

**5320 Membership Meetings**

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Membership Meetings	\$2,900	\$2,900	\$2,900	\$0	\$0	\$0
						Refreshments/supplies for member meetings (donuts, coffee, activity supplies, etc.)
<b>Totals</b>	<b>\$2,900</b>	<b>\$2,900</b>	<b>\$2,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### 5330 Library Professional Development

*Expenses associated with learning and training of member library staff.*

<b>Budget line added FY23</b>	<b>FY23</b>	<b>FY24 Notes</b>
Learning management system	\$2,500	\$4,620 Inquisiq system for library staff courses and certification \$385/month up to 50 users based on 2022 renewal
Online training software - interactive tutorials (budget expense moved to this account in FY23 from 5420)	\$4,200	\$1,950 Articulate Storyline 360/Rise \$1950/year based on 2022 renewal
<b>Totals</b>	<b>\$6,700</b>	<b>\$6,570</b>

**5399 Annual Conference**

*Speaker fees, honorarium, travel expense for speakers.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Annual Conference		\$2,500	\$0	\$2,500	\$0 Expo for 2022 used no guest speakers which will be the model for 2023 (FY24)
<b>Totals</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$0</b>

**5410 Infrastructure Licensing**

*Cloud infrastructure licensing subscription, fees.*

**Discontinued: move to 5430**

<b>Description</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>Notes</b>
SSL Certificates for SWAN		\$475	\$656		\$0	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	pay as you		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			SWAN staff network
Infrastructure expense estimated total				\$42,000	\$0	
<b>TOTAL</b>	<b>\$35,097.30</b>	<b>\$36,625.22</b>	<b>\$41,981.51</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	
<b>ROUNDED</b>	<b>\$35,100</b>	<b>\$36,700</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$0</b>	



**5420 Application Software Licensing**

*Software used by organization employees for production of training, protection of devices, including security.*

<b>Description</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Formsite (webform software subscription)		\$1,000	\$1,000				FY19 based on Oct 2017 renewal
SurveyMonkey (for ongoing usability Input)		\$600	\$600				
Voting Platform				\$3,000			myDirect Vote
MailChimp for Newsletter		\$600	\$600				
Envisionware One-Stop Self-Checkout Software	\$392.70	\$404	\$404.48				SWAN staff software license for One-Stop
Adobe Acrobat	\$756.00	\$779	\$857.00				SWAN staff software
Adobe Creative Suite	\$1,764.00	\$1,817	\$3,023.62				SWAN staff software
Asana	\$3,305.30	\$3,404	\$3,626.70				SWAN staff software
Axure RP 8 Perpetual Pro License	\$198.00	\$204	\$203.94		\$0.00		UX wireframe software
Articulate Storyline	\$499.00	\$514	\$0.00				Use 5310 account
Storyblocks	\$200.00	\$206	\$206.00				SWANstaff stock media subscription for video tutorials and promo material
LastPass	\$924.00	\$952	\$1,407.60				SWAN staff software
Microsoft Office O365	\$2,620.80	\$2,699	\$2,699.42				The academic licensing will result in lower price for FY19
Microsoft Visio Pro O365	\$168.00	\$173	\$203.74				SWAN staff software. FY19 academic licensing lowered cost.
Ecobee	\$200.00	\$206	\$0.00				Facility smart thermostat software subscription
Panda Virus Protection & Patch Management	\$2,171.40	\$2,237	\$3,000.00				Panda Systems Management is around \$680/year and the antivirus is \$1490/year, which could be switched to MSFT Defender in FY24
TMQ Maintenance	\$195.00	\$201	\$0.00				FY21 discontinued: the MARC of Quality (TMQ) software used by Bibliographic Services
MSI Package Installer		\$480.00	\$480.00				Advanced Installer licensing for Workflows package; \$40/mo additional analytics
Techsmith Snagit				\$140.00			SWAN staff software
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	\$17,954.00	FY24 based on FY22 actual total
<b>TOTAL</b>	<b>\$13,394.20</b>	<b>\$16,476.02</b>	<b>\$18,312.51</b>	<b>\$22,140.00</b>	<b>\$20,519.61</b>	<b>\$17,954.00</b>	
<b>ROUNDED</b>	<b>\$13,400.00</b>	<b>\$16,500.00</b>	<b>\$18,400.00</b>	<b>\$22,200.00</b>	<b>\$20,600.00</b>	<b>\$18,000.00</b>	

### 5430 Server Infrastructure

*Expenses associated with server and software-based infrastructure, which can include infra-structure-as-a-service, firewall support subscription, network infrastructure support.*

Description	FY19	FY20	FY21	FY22	FY23	FY24	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	\$17,940	
Pantheon hosting SWAN Support site Drupal						\$7,375	NEW FY24 hosting of SWAN Support Drupal CMS entails migrating away from Microsoft Azure
ByWater Aspen Hosting						\$13,750	NEW FY24 hosting through ByWater entails migrating away from Microsoft Azure. Year 2 cost for ByWater is \$12,750
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	\$78,600	\$66,050	SWAN ILS Servers 100% in Cloud environment. Includes 3 Symphony servers, virtualized firewall, backup system. FY23 has 2 Aspen servers (Enterprise is SD hosted). New expense of \$6K/1 year for Active Directory 500 users (potential increase \$1.00 per user per month if this expands to full library staff)
<b>Total</b>	<b>\$12,862.25</b>	<b>\$12,862.25</b>	<b>\$13,891.50</b>	<b>\$62,000.00</b>	<b>\$96,540.00</b>	<b>\$105,115.00</b>	
<b>Rounded</b>	<b>\$12,900.00</b>	<b>\$12,900.00</b>	<b>\$13,900.00</b>	<b>\$62,000.00</b>	<b>\$96,600.00</b>	<b>\$105,200.00</b>	

### 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	FY24	Notes
Summer reading platform				\$5,000.00	\$0.00	Beanstack annual subscription for SWAN
KitKeeper - bookclub sharing				\$1,450	\$1,500	annual cost based on Dec 2021 renewal
Aspen Discovery ByWater MX			\$85,000	\$85,000	\$85,000	New FY22 expense
SirsiDynix Maintenance	\$486,780	\$488,744	\$488,744	\$445,380	\$432,380	FY24 is reduced by \$13,000 when the SMS package is dropped for MessageBee
BLUEcloud Visibility		\$8,000	\$8,000			Visibility added as a subscription in FY23
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		\$8,215	May 1, 2024 maintenance includes 1.9% escalation
EBSCO Discovery Service Web Services Bundle	\$100,167.00	\$110,652.00	\$111,758.52	\$115,111.28	\$115,584.00	FY24 EDS bundle includes a 1% negotiated increase in place. FY25 is also 1% 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	\$62,765.00	FY24 OpenAthens has a 2% negotiated increase in place. FY25 is also 2% increase.
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	\$281,875	FY24 based on actual amount paid in FY23 with escalation 4%
OCLC annual increase (estimate)	\$11,571.00					
<b>Total</b>	<b>\$883,370.00</b>	<b>\$905,621.63</b>	<b>\$1,036,788.60</b>	<b>\$985,616.63</b>	<b>\$987,318.38</b>	
<b>Rounded</b>	<b>\$883,400</b>	<b>\$905,700</b>	<b>\$1,036,800</b>	<b>\$985,700</b>	<b>\$987,400</b>	

### 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.*

	<b>FY19 Actual</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
ALA RDA Toolkit for Cataloging Libraries		\$3,800	\$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	\$3,600	New expense, due to Dawne
MARCIVE (ongoing authority updates)		\$10,900	\$10,090	\$10,100	\$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 - include here is not part of an LLSAP grant		\$ 10,000.00	\$ 10,000.00	\$10,000	\$13,000	\$13,000	FY24 NCOA costs based on users plus geo-tagging strategy of last active users
ArcGIS software license						\$2,500	The ERSI quote is \$2500 for 1 year for 5 users (lowest level)
<b>Total</b>	<b>\$276,433.00</b>	<b>\$28,300.00</b>	<b>\$27,490.00</b>	<b>\$27,500.00</b>	<b>\$30,500.00</b>	<b>\$33,000.00</b>	
<b>Rounded</b>		<b>\$28,300</b>	<b>\$27,500</b>	<b>\$27,500</b>	<b>\$30,500</b>	<b>\$33,000</b>	

## 5460 Information Subscription Service

*Content subscription in support of the library services platform.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Proquest Syndetic Solutions (book jackets, enhanced content)	\$17,590	\$17,591	\$17,591	\$18,000	\$18,120	FY24 based on 2022 renewal
EBSCO Novelist Select (reviews content)	\$55,444	\$55,444	\$55,999	\$59,000	\$55,534	EBSCO Novelist FY24 price includes negotiated 1% escalation
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	\$40	SWAN staff "Icons for everything" 2 users
<b>Total</b>	<b>\$73,074.54</b>	<b>\$74,576.26</b>	<b>\$76,589.50</b>	<b>\$77,040.00</b>	<b>\$73,693.96</b>	
<b>Rounded</b>	<b>\$73,100</b>	<b>\$74,600</b>	<b>\$76,600</b>	<b>\$77,100</b>	<b>\$73,700</b>	

### 5470 Support Services Subscription

*Expenses associated with support platform including remote desktop assistance to library staff, online training, and remote monitoring of systems for on-call staff.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Remote assistance subscription - Remote control software for membership support	\$773	\$1,320.00	\$1,320.00	\$1,386.00	\$0.00	Canceled in FY24 with Zoom subscription replacement
Virtual meeting platform - Live streaming of SWAN presentations for membership	\$721	\$696.00	\$700.00	\$1,260.00	\$1,799.10	Zoom subscription
Learning Management System		\$3,000.00	\$3,000.00			DO NOT USE. See 5330 line
StatusCake subscription (site monitoring)	\$309	\$216.00	\$0.00	\$246.00	\$250.00	3rd party tool for monitoring consortia services such as Enterprise, Web Services, etc. that notifies SWAN staff if they fail.
SendGrid Volume Email Service - services for all email sent from various Azure servers & services	\$4,800	\$4,800.00	\$4,800.00	\$4,800.00	\$1,079.40	FY24 reduction in email volume with transition to MessageBee anticipated SendGrid Pro 100K service 100,000 emails at \$89.95/month
Helpdesk/ticketing service					\$3,600.00	NEW FY24 plans migration from OTRS hosted by Microsoft Azure. Estimated expenses based on CCS Libraries use of Freshdesk
<b>Total</b>	<b>\$6,603.00</b>	<b>\$10,032.00</b>	<b>\$9,820.00</b>	<b>\$7,692.00</b>	<b>\$6,728.50</b>	
<b>Rounded</b>	<b>\$6,700</b>	<b>\$10,100</b>	<b>\$9,900</b>	<b>\$7,700</b>	<b>\$6,800</b>	

## 5480 Telecommunications

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

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
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	\$3,900.00	
Comcast Business (150 mb)	\$15,000.00	\$15,000.00	\$15,060.00	\$16,000.00	\$10,000.00	\$10,000.00	FY23 new Comcast contract signed, lowering expense
Fob System Maint (Imperial)	\$708.00						DO NOT USE; Record in #5170
Hunt group - SWAN support phone system	\$513.36	\$513.36	\$531.00	\$600.00	\$600.00	\$600.00	Grasshopper service for FY24 is just under \$50/month
<b>Total</b>	<b>\$20,079.36</b>	<b>\$19,371.36</b>	<b>\$19,371.00</b>	<b>\$20,400.00</b>	<b>\$14,500.00</b>	<b>\$14,500.00</b>	
<b>Rounded</b>	<b>\$20,100</b>	<b>\$19,400</b>	<b>\$19,400</b>	<b>\$20,400</b>	<b>\$14,500</b>	<b>\$14,500</b>	

### 5490 Group Purchases - Services

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
UMS Curbside Communicator		\$ 12,000.00	\$ 5,280.00			\$1320 x 4 quarters with <del>13</del> 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
<b>Total</b>	<b>\$ 721.00</b>	<b>\$ 594.15</b>	<b>\$ 12,600.00</b>	<b>\$ 5,880.00</b>	<b>\$ -</b>	
<b>Rounded</b>	<b>\$800</b>	<b>\$600</b>	<b>\$12,600</b>	<b>\$5,900</b>	<b>\$0</b>	



### 5510 Office Supplies

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY19 Notes</b>
<b>Office Supplies</b>	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$2,121.91	FY24 based on FY22 expenses
<b>Total</b>	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$2,121.91	
<b>Rounded</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$2,200</b>	

### 5520 Postage

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
USPS postage			\$1,500.00	\$600.00	\$496.92	FY24 based on FY22 actual expense
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.
<b>TOTAL</b>	<b>\$900.00</b>	<b>\$900.00</b>	<b>\$1,500.00</b>	<b>\$600.00</b>	<b>\$496.92</b>	
<b>Rounded</b>	<b>\$900</b>	<b>\$900</b>	<b>\$1,500</b>	<b>\$600</b>	<b>\$500</b>	

### 5550 Furniture

*Expenses associated with facility furniture, tables, chairs, etc.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY19 Notes</b>
Laptop Cart Furniture		\$0.00	\$0.00		\$0.00	Repurpose the staff laptops into a cart for library training, include laptop "travel gear"
<b>Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Rounded</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

### 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.*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Postage Machine						Note: no lease for machine
Copier (lease)	\$2,628.00	\$2,628.00	\$2,700.00	\$2,700.00		FY24 will end copier lease & service
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						
<b>Total</b>	<b>\$3,629.00</b>	<b>\$3,628.00</b>	<b>\$3,700.00</b>	<b>\$3,700.00</b>	<b>\$0.00</b>	
<b>Rounded</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$0</b>	

### 5620 Computer peripherals

*Expenses related to employee hardware, laptops, copmuters, and devices required.*

	FY20	FY21	FY22	FY23	FY24	Notes
Delivery restick 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				<b>\$1,030.00</b>
Network switch for Facility		\$2,500.00				
Staff Laptops	\$0.00	\$41,618.50	\$0.00		\$4,161.85	FY24 laptop repairs based on FY21 expense by taking 10%
EMV chip reader for BLUEcloud Commerce	\$ -	\$ 14,000.00	\$ -			SWAN buys 1 EMV per deployed library, take out of reserves (when it happens)
<b>Total</b>	<b>\$1,000.00</b>	<b>\$63,158.50</b>	<b>\$1,000.00</b>	<b>\$40,000.00</b>	<b>\$4,161.85</b>	
<b>Rounded</b>	<b>\$1,000</b>	<b>\$63,200</b>	<b>\$1,000</b>	<b>\$40,000</b>	<b>\$4,200</b>	

### 5690 Group Purchases - Hardware

*Expenses for any devices, hardware, printers for membership as a passthrough with revenue offset.*

	FY20	FY21	FY22	FY23	FY24	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	\$ 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)
<b>Total</b>	<b>\$ -</b>	<b>\$ 14,800.00</b>	<b>\$ -</b>	<b>\$ 12,100.00</b>	<b>\$ 1,100.00</b>	

## 5700 Insurance

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Travelers: D&O, Crime, Cyber	\$5,489.00	\$5,500.00	\$5,500.00	\$6,938.00	\$7,100.00 2022 renewal \$7,100
Hartford: Business Owners	\$3,363.00	\$3,685.00	\$3,700.00	\$3,700.00	\$4,362.00 2022 renewal \$4,362
Travelers: liability			\$200.00	\$437.00	Do not put Flood Insurance here, that is in #5160 Property Insurance
<b>Total</b>	<b>\$8,852.00</b>	<b>\$9,185.00</b>	<b>\$9,400.00</b>	<b>\$11,075.00</b>	<b>\$11,462.00</b>
<b>Rounded</b>	<b>\$8,900</b>	<b>\$9,200</b>	<b>\$9,400</b>	<b>\$11,100</b>	<b>\$11,500</b>

**5820 Accounting**

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

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Auditor	\$5,500.00	\$5,500.00	\$5,500.00	\$6,800.00	\$7,100.00	The 2021 Selden Fox engagement letter set the fee at \$6800 and the 2022 letter raised it to \$7100 for FY24
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	\$12,060.00	FY24 is \$1,005 per month
Accounting Software Subscription	\$945.00	\$0.00	\$0.00			Do not record here if used. Lauterbach provides software.
<b>Total</b>	<b>\$21,555.00</b>	<b>\$20,610.00</b>	<b>\$17,560.00</b>	<b>\$18,900.00</b>	<b>\$19,160.00</b>	



## 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.*

	FY20	FY21	FY22	FY23	FY24	Notes
BLUEcloud Mobile setup, configuration, training						
Actuarial Consultant (annual), should be under 5420 Accounting	\$0.00	\$0.00				
HR Source membership					\$1,191.75	The membership renews July 1 and for 2022 it was \$1135; factor 5% increase for FY24
Management Association (position analysis & benchmarking)	\$2,000.00	\$0.00	\$1,000.00			
New for FY21, needs further discussion		\$5,000.00				
Website consulting	\$0.00	\$0.00			\$37,800.00	Based on quote from Planeteria - this one-time expense should be considered as a reserve fund revenue offset
Strategic Planning Consultant	\$0.00	\$0.00			\$36,000.00	FY24 expense for consulting based on Sept 2018 expense for strategic planning
Security consulting - virtual Chief Information Security Officer (vCISO) or required consulting						Expenses for chief information security officer, known as vCISO service.
				\$ 19,200.00		
<b>Total</b>	<b>\$2,000.00</b>	<b>\$5,000.00</b>	<b>\$1,000.00</b>	<b>\$19,200.00</b>	<b>\$74,991.75</b>	
<b>Rounded</b>					<b>\$75,000</b>	

## 5840 Payroll Services

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

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Paylocity	\$3,770.78	\$3,883.90	\$3,883.90	\$3,600.00	\$4,800.00	\$3,600.00	FY23 Paylocity now has Time & Labor module
<b>Total</b>	<b>\$3,770.78</b>	<b>\$3,883.90</b>	<b>\$3,883.90</b>	<b>\$3,600.00</b>	<b>\$4,800.00</b>	<b>\$3,600.00</b>	
<b>Rounded</b>	<b>\$3,800</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,600</b>	<b>\$4,800</b>	<b>\$3,600</b>	

## 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.*

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Green Hills migration (estimate)	\$42,000.00			\$0.00			
Glenside Catalog Grant			\$22,500.00	\$0.00			Grant Expenses offset by Revenue \$4050 (Quotation #100191)
Roselle Catalog Grant			\$17,000.00	\$0.00			
Warrenville Catalog Grant			\$17,000.00	\$0.00			
<b>Total</b>	<b>\$42,000.00</b>	<b>\$0.00</b>	<b>\$56,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Rounded</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$56,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

## 5860 Notification & Collection

*Services to libraries for the purposes of patron notification*

	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
UMS voice notification		\$15,000.00	\$12,270.00	\$9,000.00	FY24 \$750/mo under the lower contractual threshold 10K notifications, but could go up to \$1295/mo if activity increases
Curbside Communicator		\$480.00	\$0.00	\$480.00	SWAN has its own instance of Communicator for testing and support for libraries
Unique Management Services Collection	\$350.00	\$350.00	\$350.00	\$350.00	
Unique Management Printed Notices	\$34,400.00	\$21,600.00	\$3,720.00	\$5,160.00	FY23 only bills are being printed. No longer printing overdues for 1st and 2nd notices. \$310/month. For FY24 budgeting projections, UMS has increased print notices from \$.791 to \$.831 to that is an increase of 4 cents per bill sent or 5% increase in cost.
UMS Printed Notice Annual Fee	\$500.00	\$500.00	\$500.00	\$500.00	
MessageBee 100 libraries				\$76,686.00	FY24 additional expense for 100 libraries MessageBee portal with email, SMS, voice notifications.
<b>Total</b>	<b>\$35,250.00</b>	<b>\$37,930.00</b>	<b>\$16,840.00</b>	<b>\$92,176.00</b>	
<b>Rounded</b>	<b>\$35,300</b>	<b>\$38,000</b>	<b>\$16,900</b>	<b>\$92,200</b>	

### 5899 Annual Conference Facility Contract

*Contracted expenses associated with the annual membership event.*

	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Facility rental			\$12,000	\$0	\$3,300	\$8,900	FY24 based on 2022 expense
Food					\$5,600		
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$8,900</b>	<b>\$8,900</b>	

**5910 Print Materials**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
PR Material outside printing	\$8,000.00	\$0.00			
B&T Rental Copies		\$5,000.00		\$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
<b>Total</b>	<b>\$8,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>

## 5920 Reimbursement for Resource Sharing

	FY20	FY21	FY22	FY23	FY24 Notes
Unreturned material reimbursement			\$30,000.00	\$ 50,000.00	\$ 63,000.00 This cell copies the revenue amount
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$50,000.00</b>	<b>\$63,000.00</b>

### 5930 Group Purchases - Content

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>
Group book order				\$10,000.00	\$0.00 Should SWAN come up with a formula for participation in this based on library budget for year-1 of this group purchase?
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>



### 5990 Group Purchase - Electronic Resources

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24 Notes</b>	
EBSCO group purchase		\$420,000.00	\$432,600.00	\$429,006.00	\$442,423.00	Group purchase FY24 assumed 84 libraries continue + 2% escalation
			\$7,532.00		\$8,848.46	FY24 escalation anticipated 2%
			\$5,226.00			Glenside EBSCO 1 year
			\$5,226.00			Roselle EBSCO 1 year
						Warrenville EBSCO 1 year
<b>Total</b>	<b>\$0.00</b>	<b>\$420,000.00</b>	<b>\$450,584.00</b>	<b>\$429,006.00</b>	<b>\$451,271.46</b>	

## 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*

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>Notes</b>
Bank lockbox fee	\$0.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	Bank lockbox service annual cost for PO box deposits
Bank fees, charges	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	
Various GL refunds, late fees						
Misc Expenses						
E-Commerce Testing						
Library refunds for correction of lost items						
Chicago Public Library: outstanding invoices						
<b>Total</b>	<b>\$1,000.00</b>	<b>\$3,700.00</b>	<b>\$3,700.00</b>	<b>\$4,700.00</b>	<b>\$3,700.00</b>	

## 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.

	Date of Purchase/First Service	Years to Depreciate	Cost	FY19	FY20	FY21	FY22	FY23	FY24
Standby natural gas generator (SWAN funded 125 Tower Drive backup generator)	9/08	25	\$36,500.50	\$1,460.02	\$1,460.02	\$1,460.02	\$1,460.02	\$1,460.02	\$1,460.02
HP Proreliant DL380 G6 server	6/10	5	\$5,504.02						
Dell servers PE R910	2/13	5	\$37,000.00						
Vmware tier B back-up servers & ethernet hardware	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	\$0.00	
SirsiDynix Migration - Innovative Exit Services	5/5/2015	5	\$14,910.00	\$2,982.00	\$2,485.00	\$0.00	\$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	\$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	\$0.00	
SirsiDynix Migration - Platinum Services Fees	6/10/2015	5	\$15,000.00	\$3,000.00	\$2,750.00	\$0.00	\$0.00	\$0.00	
SirsiDynix Migration Service	8/6/2015	5	\$26,605.00	\$5,321.00	\$5,321.00	\$443.22		\$443.22	
SirsiDynix Symphony Outreach	10/20/2015	5	\$16,830.00	\$3,366.00	\$3,366.00	\$841.50		\$841.50	
Door Fob Security System (Imperial)	12/15/2016	8	\$6,895.00	\$861.88	\$861.88	\$861.84	\$861.88	\$861.88	\$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		
<b>Total</b>				<b>\$34,167.40</b>	<b>\$31,647.16</b>	<b>\$3,606.58</b>	<b>\$2,321.90</b>	<b>\$3,606.62</b>	<b>\$2,321.90</b>

October 21, 2022

Aaron Skog  
SWAN  
800 Quail Ridge Drive,  
Westmont, IL 60559

Dear Aaron,

I am delighted to inform you that SWAN's application for a RAILS LLSAP Support Grant for FY2024 has been approved.

The following services will continue for the period of July 1, 2023-June 30, 2024:


- Core services:
  - Prospective new members eligible to apply for Catalog Membership Grants
  - Use of RAILS meeting rooms and other public work and collaboration spaces
  - Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data
  - Opportunities for communication and collaboration among LLSAPs
- Optional services:
  - Delivery to LLSAP headquarters (two days per week)

The total amount of your support allocation, as detailed in the attached summary, is \$499,888. The total estimated FY2024 cost of providing delivery service to your headquarters two days per week is \$1,500, or \$15 per stop. This estimated cost is deducted from your total allocation, resulting in a net financial award of \$498,388. This award is contingent on the availability of state funding, and will be distributed in quarterly payments beginning on July 1, 2023. We will follow up with a grant agreement shortly.

Your reporting requirement for FY2024 will be an annual report directly to RAILS, due on July 31, 2024. We will provide a template. If necessary, RAILS may request additional information of you throughout the year.

If you have any questions, please reach out to Anne Slaughter, RAILS Director of Technology Services, at [anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info) or 630-734-5127. Thank you for your commitment to resource sharing in Illinois libraries, and the excellent service you provide to your member libraries. We are pleased to partner with you in these efforts.

Sincerely,



Deirdre Brennan, RAILS Executive Director

cc: Anne Slaughter, RAILS Director of Technology Services  
Monica Harris, RAILS Associate Executive Director

**Appendix C: FY2024 RAILS LLSAP Support Grant - Financial Support Allocations**

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	Total
Dollars per library	\$3,093	\$2,320	\$1,546	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	Total
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multitype (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>

## LLSAP Support Grant FY24

### SWAN ILL/RB Fact Sheet

LLSAP	Grant Yr	Report Yr	ILL	RB	Total	Rolling 3 yr Avg	Rolling 3 yr Avg % Chg*
SWAN	2019	2017	1,143,112	1,369,080	2,512,192		
SWAN	2020	2018	1,494,458	2,087,032	3,581,490	2,973,539	
SWAN	2021	2019	1,578,467	3,385,410	4,963,877	3,685,853	+24%
SWAN	2022	2020	1,093,739	1,205,915	2,299,654	3,615,007	-2%
SWAN	2023	2021	1,299,075	679,683	1,978,758	3,080,763	-15%
SWAN	2024	2022	1,104,560	628,911	1,733,471	2,003,961	-35%

- SWAN ILL/RB transactions have decreased 65% since 2019
  - 30% decrease in ILL
  - 81% decrease in RB
  
- SWAN percent of total LLSAP ILL/RB transactions in the past four years
  - FY19 => 41.9%
  - FY20 => 30.9%
  - FY21 => 25.6%
  - FY22 => 22.0%
  
- Total ILL/RB 3-year rolling average in the past four years
  - FY19 => 37.6% (\$54,435 using old formula)
  - FY20 => 38.0% for \$148,288
  - FY21 => 34.2% for \$134,991
  - FY22 => 26.1% for \$104,304
  - \*Note rolling 3-year average percent change in the table above
  
- FY24 Formula Fallout
  - **\$30,686 (22.73%) decrease** in the ILL/RB metric allocation
  - Total allocation decreased from \$527,380.90 in FY23 to \$499,228.77 in FY24
  - **\$28,152 (5.34%) decrease** in total Support Grant allocation
    - CE/Pop metric **increased \$218 (0.13%)**
    - AF/OE metric **increased \$2,613 (1.35%)**
    - ILL/RB metric **decreased \$30,686 (-22.73%)**
    - Multi-type **decreased \$297 (-1.00%)**

# 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.

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## 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>

# Investment of Public Funds

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

Reviewed and revised by the SWAN Board on 10/16/2015.

## Responsibilities

All investment policies and procedures of SWAN will be in accordance with Illinois Law. Administration and execution of these policies are the responsibility of the SWAN Treasurer and/or his/her designee.

## Delegation of authority

Management and administrative responsibility for the investment program is hereby delegated to the Treasurer and/or her/his designee.

The Treasurer and/or her his designee is responsible for establishing internal controls and written procedures for the operation of the investment program.

## "Prudent person" standard

All SWAN investment officers, including but not limited to the Treasurer and his/her designee, shall use a prudent person standard of care. This standard shall be applied in the context of managing an overall portfolio and specifies that investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived. Investment officers, acting in accordance with this Policy and the written procedures of SWAN, and exercising due diligence, shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.



# Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:

- Legality (conforming with all legal requirements)
- Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
- Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)
- Yield (attaining a market rate of return on investments)
- Investments will be diversified as is possible based on the nature of the funds invested and the cash flow needs of those funds.

# Guidelines

The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:

Only investments consistent with the Public Funds Investment Act, 30 ILCS 235/1 et seq. will be permitted by this policy. Deposit accounts in banks or savings and loan institutions must be protected by FDIC insurance and will not exceed the amount insured by FDIC coverage (unless adequately collateralized as stated below).

2. Liquidity:

In general, investments should be managed to meet liquidity needs for four months operating expenses, based on forecasted needs, and any reasonably anticipated special needs.

3. Yield-Return on investment:

Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

# Collateral

Funds on deposit in excess of FDIC limits will be secured by collateral. Investments in U.S. Treasuries or Federal Agencies do not require collateral. SWAN will accept the following as collateral:

1. U. S. Government Securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Illinois – rated A or higher

The amount of collateral provided is to have a current market value equal to at least 110% of the

current amount by which SWAN funds on deposit (including accrued interest) exceed the FDIC insured amount. Maturities of collateral will be no more than five years longer than the maturity of the investment. Collateral with maturities of no more than ten (10) years longer than the maturity of the investment are acceptable if SWAN's deposits in excess of FDIC limits are collateralized at 115%.

The Treasurer will review the ratio of fair market value of collateral to the amount of funds secured monthly, and additional collateral will be required when the ratio declines below the 110% level.

Pledged collateral will be held in safekeeping by an independent third party bank, the Federal Reserve Bank, or the State Treasurer's Municipal Safekeeping account. The collateral will be held in accordance with an agreement with the institution that precludes the release of the pledged assets without authorized signatures; however, the agreement allows for an exchange of collateral of like value. Collateral transfers require the approval of the Treasurer or designee.

## **Reporting**

At least quarterly, the Treasurer or designee shall prepare a report that includes information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date. At least annually, the Treasurer and her/his designee shall review this Policy for any needed modifications and report to the Board on the investment portfolio, its effectiveness in meeting the needs of SWAN for safety, liquidity, rate of return, diversification and general performance. These reports will be available to the SWAN Membership upon request.

## **Internal controls**

In addition to these guidelines, the Treasurer and/or his/her designee shall establish a system of internal controls and written operational procedures designed to prevent fraud, loss, theft or misuse of funds.

## **Authorized financial institutions**

Any financial institution shall be considered and authorized only by the action of the SWAN Board upon the recommendation of the Treasurer. The Treasurer and/or her/his designee will maintain a list of financial institutions authorized to provide investment services.

## **Conflicts of interest**

SWAN Board members, the SWAN Executive Director and/or any SWAN employees who have personal business activities with an investment institution shall abstain from discussion, making recommendations and voting relative to investment of funds. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking

personal investment transactions with the same individual with whom business is conducted on behalf of SWAN.

No person acting as Treasurer or investment advisor for the SWAN, or who is employed in any similar capacity by or for the SWAN, may do any of the following:

1. Have any interest, directly or indirectly, in any investments in which the SWAN is authorized to invest.
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
3. Receive, in any manner, compensation of any kind from any investments in which the SWAN is authorized to invest.

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**Links**

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- [3] <https://support.swanlibraries.net/field-collection/field-pseudosection/add/node/64796?destination=printpdf/book/export/html/64796>