SWAN Committee of the Whole Meeting Directors & Administrators

Tuesday, February 7, 2023

10:00 a.m. – 12:00 p.m.

Virtual meeting link: Join Zoom Meeting

https://swanlibraries-net.zoom.us/j/83732990660?pwd=K25ERitRYmk3MFZnMHZCYVNSNGY2Zz09

Meeting ID: 837 3299 0660

Passcode: 979596

Dial by your location

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Agenda

1. Call to Order

2. Introduction of Visitors

3. Discussion –Proposed SWAN fiscal year 2024 budget, membership fees, and reserves

4. Discussion—Proposed EBSCO database subscription group-purchase year-4 renewal

5. Next Membership Meeting: SWAN Quarterly March 2, 2023

6. Adjourn

Please note: this meeting will be recorded and posted on the SWAN Support site

SWAN Services
800 Quail Ridge Drive
Westmont, IL 60559
Phone: 844-SWAN-LIB

SWAN Budget Information & Guidelines
Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Introduction

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

Budget Highlights

Addition of MessageBee

The addition of MessageBee as the service to enhance notifications for all 100 member libraries is included in this budget. The MessageBee proposal was presented to membership in September 2022, as well as several virtual presenations that followed. It was approved for implementation at the December 2022 membership meeting. This budget continues the service with it fully implemented for all 100 libraries. We are excited to have MessageBee as an important component of the library services platform which SWAN provides.

Improvements in Hosting & Security

This budget reflects changes to SWAN infrastructure, with a goal to improved security and performance. The budget expenses have shifted Aspen Discovery from a self-hosted environment to one supported by ByWater Solutions, as well as SWAN's Support website now residing in Pantheon hosting instead of SWAN's self-hosted environment in Azure. These vendor provided and supported enviroments offer improved performance and resolution of issues, as well as shifting the burden and liability of information security and hardening of servers to our preferred contracted vendors, away from SWAN. Much of this work was completed in the prior year, and this budget reduces or eliminates expenses associated with the prior self-hosting, but adds the new hosting expense.

Addition of Addison Public Library

Addison Public Library was approved for full membership in SWAN, and the library has approved the SWAN agreement. This budget includes the addition of the library from a revenue and expense standpoint. The one-time costs for data migration and set-up fees will be offset by a RAILS funding grant. The addition of Addison Public Library will bring 6 months of membership fee revenue to the consortia to this budget, which more than offsets expenses associated with the additional licensing of software and services.

Revenue
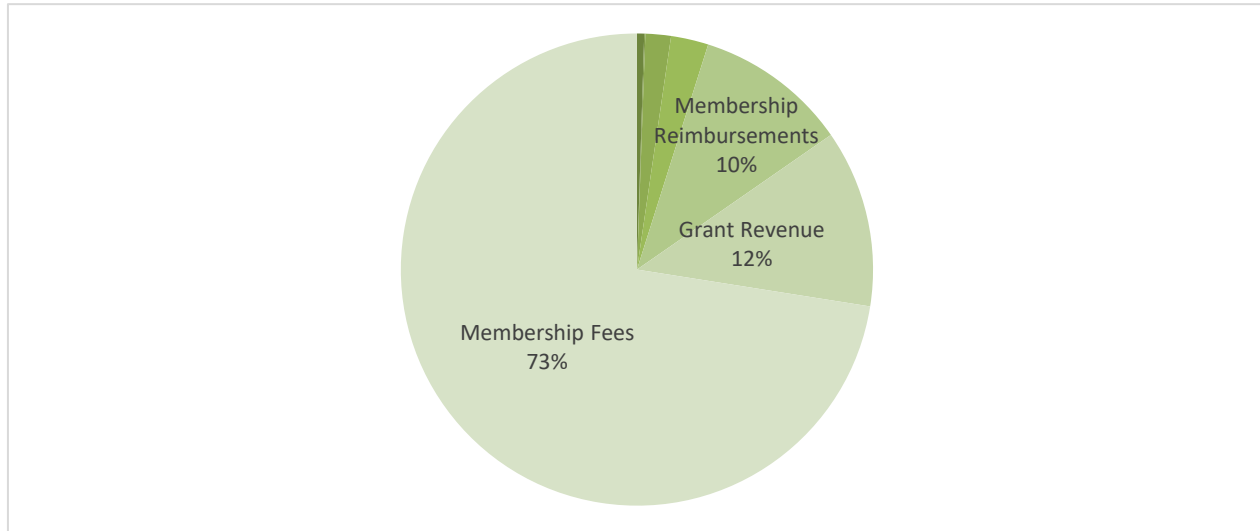
Membership Fees

4010   **SWAN Full Membership Fees**   **$3,067,972**

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 includes 6 months of payments made by Addison Public Library totalling $35,183.50. SWAN's FY24 membership fees are based on the 2020 tax year, and based on the variations of the tax revenue and debt service per library, fees will fluctuate, but overall the membership fee budget line increases 1.0% from last 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 this budget.

4190   **Member Group Purchase Receipts**   **$443,223**

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries year 4. Additional group purchases are ongoing with renewals with Envisionware for self-check software. The group-purchase of Curbside Communicator was discontinued.

Reimbursement for Losses

4220   **Reimbursement Losses for Resource Sharing**   **$63,000**

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. This budget no longer includes the revenue.

4240   **E-commerce transactions**   **$45,680**

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**   **$498,388**

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees. RAILS reduced SWAN's state funding by $28,933 to a total of $498,388 for this budget year. The funding from RAILS is based on a formula which divides a grant $2.25 million between six entities known as LLSAPs.

4320   **Other Grant Revenue**   **$16,624**

Revenue received as part of the addition of a new library to SWAN will be recorded in this budget line. This year's budget includes the addition of Addison Public Library that has one-time costs paid through the RAILS Catalog grant.

Registration & Event Receipts

4499   **Annual Conference Receipts**   **$3,400**

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

Investment & Interest

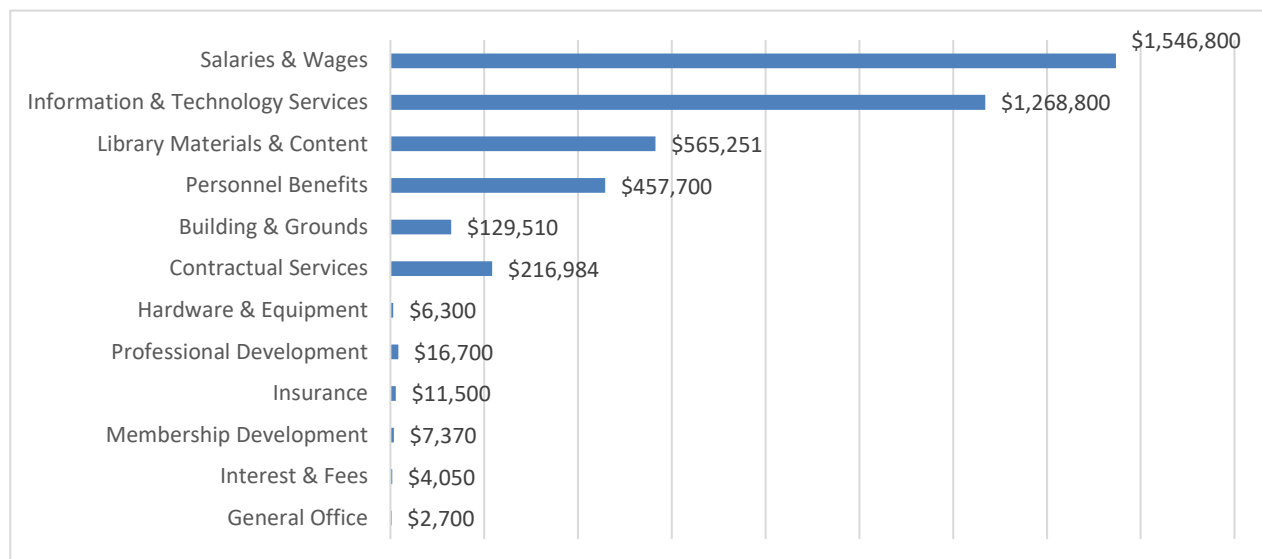**4510**   **Interest Income**   **$20,800**

SWAN interest income is generated from a Money Market account with interest rates adjusting based on financial markets. The rates over the past year have been steadily increasing, and this budget anticpates a higher yield than 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**   **$73,800**

The reserve fund for SWAN is a tracked on the monthly finance report as unrestricted funds. The use of the excess operating fund is recommended for one-time expenses for the consortia, such as the addition of a new service that has one-time setup fees. This budget plans for consulting for SWAN's next strategic plan, as well as contracted company assistance for SWAN's support and public websites that are reaching end-of-life on their existing Drupal platform.

Expenses

Category	Amount
Salaries & Wages	$1,546,800
Information & Technology Services	$1,268,800
Library Materials & Content	$565,251
Personnel Benefits	$457,700
Building & Grounds	$129,510
Contractual Services	$216,984
Hardware & Equipment	$6,300
Professional Development	$16,700
Insurance	$11,500
Membership Development	$7,370
Interest & Fees	$4,050
General Office	$2,700

Salaries & Wages

5000   **Salaries & Wages**   **$1,546,800**

SWAN has left positions unfilled and eliminated a position to remain flexible within the strategic plan. This is the 5th year that this budget line has not increased.

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**   **$0**

Organization pays unemployment directly should it be required.

5023   **Worker's Compensation**   **$4,500**

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**   **$192,400**

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 with employee benefit selections.

5026   **Tuition Reimbursements**   **$1,100**

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**   **$117,300**

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 FY24. The lease will end November 2024.

5120   **Utilities**   **$6,700**

Facility electricity and natural gas expenses are recorded in this line. Based on actual expenses in 2022, this expense has a slight increase.

5130   **Property Insurance**   **$650**

Property and flood insurance covers office space furniture and equipment.

5140   **Repairs & Maintenance**   **$860**

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

5150   **Custodial Service & Supplies**   **$4,000**

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 this 'budget.

5220   **Staff Meetings**   **$900**

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

5230   **Staff Professional Development**   **$4,000**

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

5240   **Professional Association Membership Dues**   **$2,500**

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

5250   **Educational Material**   **$800**

This budget reduces some of the online learning expenses for employees.

5260   **Online Learning**   **$2,500**

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**   **$800**

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**   **$6,570**

Subscription expenses for learning management system and online tutorial coursework. Library staff have the ability to complete interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides. Expenses include Articulate Storyline, and Inquisiq, which are components of SWAN's Learning Management System. 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**   **$0**

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

Information & Technology Services

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

5420   **Application Software Licensing**   **$18,000**

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

5430   **Server Software Licensing**   **$105,200**

Expenses related to SWAN's support infrastructure including SSL Certificates for SWAN, domain subscription, SonicWALL Security licensing and subscription, Microsoft Active Directory, Microsoft Azure, and Microsoft Server licenses. This budget includes shift in expenses for SWAN hosting Aspen in Microsoft Azure as that service is migrated to ByWater Solutions hosting. 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**   **$1,016,300**

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 FY24, SirsiDynix expenses are budgeted for $443,095, OCLC at $300,804, and the Article Search integration through EBSCO Discovery Services and OpenAthens is $179,599 total. Support from ByWater Solutions for SWAN's Aspen Discovery Services is $85,000. SirsiDynix expenses no longer include a $13,000 package for text notifications. SWAN's SirsiDynix agreement sets a 1.9% escalation for the May 1, 2023 renewal. OCLC expenses for this budget are based on the prior year's total invoice and anticipates a 4% escalation. EBSCO expenses for OpenAthens and Discovery Service continue through FY25 with escalations capped at 2% and 1% respectively. ByWater Solutions support will enter the final year of a three-year agreement, which set annual maintenance with no escalations.

5450   **Data Management Services**   **$33,000**

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**   **$75,000**

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**   **$6,800**

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

5480   **Telecommunications**   **$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**   **$600**

SWAN will periodically arrange a software group purchase. Those expenses are recorded here if libraries are invoiced back for the expense, which would be recorded as revenue in the budget line 4190. The budget is supporting an ongoing Envisionware software group purchase for a self-check system, which has annual maintenance for support.

General Office

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

5510   **Office Supplies**   **$2,200**

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

5520   **Postage**   **$500**

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 will take place this fiscal year.

Hardware & Equipment

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

5610   **Equipment Rental/Maintenance**   **$1,000**

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

5620   **Hardware**   **$4,200**

Expenses for this budget related to SWAN staff computer equipment, including repair and replacment.

5690   **Group Purchases - Hardware**   **$1,100**

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN.

Insurance

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

5700   **Insurance**   **$11,500**

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**   **$19,160**

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

5830   **Consulting**   **$75,000**

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**   **$3,600**

Expenses for the payroll service provided through Paylocity.

5850   **Contractual Agreements**   **$16,624**

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. The addition of Addison Public Library to SWAN and the one-time expenses are recorded in this budget line.

5860   **Notification & Collection**   **$92,200**

This budget includes the new service for all 100 member libraries to have email and SMS messages enhanced and sent through the MessageBee service provided by Unique Management at an annual cost of $76,686. All 100 library notifications sent via automated phone calls are also provided through MessageBee at $9,000 annually. SWAN has also contracted with a Unique Management to print all user notices at $5,560 annually.

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. This 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**   **$5,300**

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

5920   **Reimbursement for Resource Sharing**   **$63,000**

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**   **$0**

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**   **$45,680**

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

5990   **Group Purchases - Electronic Resources**   **$451,271**

SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 3% increase for FY24. The associated revenue offset in the revenue 4190 budget line.

Interest & Fees

6010   **Bank Fees**   **$3,700**

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.

Asset Management

6110   **Depreciation**   **$2,322**

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. This expense from budget in prior years was deemed no longer required for SWAN.

SWAN Budget Summary

SWAN Budget		FY23 Budget	FY24 Budget	Change
4000	Membership Fees	$3,003,359	$3,071,672	$68,313
4100	Membership Reimbursements	$445,686	$443,223	($2,463)
4200	Reimbursement for Losses	$120,000	$108,680	($11,320)
4300	Grant Revenue	$527,381	$515,012	($12,369)
4400	Registration & Event Receipts	$12,000	$3,400	($8,600)
4500	Investment & Interest	$1,000	$20,800	$19,800
4600	Reserve Fund Transfer	$0	$73,800	$73,800
Total Revenue		**$4,109,426**	**$4,236,587**	**$127,161**
5000	Salaries & Wages	$1,546,800	$1,546,800	$0
5020	Personnel Benefits	$494,900	$457,700	($37,200)
5100	Building & Grounds	$124,270	$129,510	$5,240
5200	Professional Development	$20,000	$16,700	($3,300)
5300	Membership Development	$10,600	$7,370	($3,230)
5400	Information & Technology Services	$1,232,700	$1,268,800	$36,100
5500	General Office	$2,100	$2,700	$600
5600	Hardware & Equipment	$55,800	$6,300	($49,500)
5700	Insurance	$11,100	$11,500	$400
5800	Contractual Services	$144,300	$216,984	$72,684
5900	Library Materials & Content	$564,006	$565,251	$1,245
6000	Interest & Fees	$5,050	$4,050	($1,000)
Total Operating Expenses		**$4,211,626**	**$4,233,665**	**$22,039**
6100	Asset Management	$3,607	$2,322	($1,285)
Excess of revenues over (under) estimated expenses		$0	$0	

Revenue & Expense Budget		FY23 Budget	FY24 Budget
Revenue			
4000	**Membership Fees**		
4010	SWAN Full Membership Fees	$2,999,659	$3,067,972
4011	SWAN Internet Access Membership Fees	$3,700	$3,700
4100	**Membership Reimbursements**		
4110	Member One-Time Project Receipts	$0	$0
4190	Member Group Purchase Receipts	$445,686	$443,223
4200	**Reimbursement for Losses**		
4220	Reimbursement Losses for Resource Sharing	$50,000	$63,000
4230	Collection Agency Fees	$0	$0
4240	E-commerce transactions	$70,000	$45,680
4300	**Grant Revenue**		
4310	RAILS Support to SWAN	$527,381	$498,388
4320	Other Grant Revenue	$0	$16,624
4400	**Registration & Event Receipts**		
4499	Annual Conference Receipts	$12,000	$3,400
4500	**Investment & Interest**		
4510	Interest Income	$1,000	$20,800
4520	Investment Income	$0	$0
4600	**Reserve Fund Transfer**	$34,000	$73,800
Total Revenue		**$4,143,426**	**$4,236,587**
Expenses			
5000	**Salaries & Wages**	$1,546,800	$1,546,800
5020	**Personnel Benefits**		
5021	Social Security Taxes	$118,400	$118,400
5022	State Unemployment Insurance	-	$0
5023	Worker's Compensation	$3,900	$4,500
5024	Retirement Benefits	$140,900	$140,900
5025	Health, Dental, Life And Disability Insurance	$228,800	$192,400
5026	Tuition Reimbursements	$2,500	$1,100
5085	Staff Wellness	$400	$400
5100	**Building & Grounds**		
5110	Rent/Lease	$113,160	$117,300
5120	Utilities	$5,700	$6,700
5130	Property Insurance	$650	$650

	Revenue & Expense Budget	FY23 Budget	FY24 Budget
5140	Repairs & Maintenance	$1,560	$860
5150	Custodial Service & Supplies	$3,200	$4,000
5190	Other Building Maintenance	$0	$0
5200	**Professional Development**		
5210	Conference Travel	$6,000	$6,000
5220	Staff Meetings	$400	$900
5230	Staff Professional Development	$6,800	$4,000
5240	Professional Association Membership Dues	$2,500	$2,500
5250	Educational Material	$800	$800
5260	Online Learning	$3,500	$2,500
5300	**Membership Development**		
5310	Travel Reimbursement	$1,400	$800
5320	Membership Meetings	$0	$0
5330	Library Professional Development	$6,700	$6,570
5350	Marketing & Promotional Material	$0	$0
5399	Annual Conference	$2,500	$0
5400	**Information & Technology Services**		
5420	Application Software Licensing	$20,600	$18,000
5430	Server Software Licensing	$96,600	$105,200
5440	Library Services Platform	$985,700	$1,016,300
5450	Data Management Services	$30,500	$33,000
5460	Information Subscription Service	$77,100	$75,000
5470	Subscription Support Services	$7,700	$6,800
5480	Telecommunications	$14,500	$14,500
5490	Group Purchases - Services	$5,900.00	$600
5500	**General Office**		
5510	Office Supplies	$1,500	$2,200
5520	Postage	$600	$500
5550	Furniture	$0	$0
5599	Annual Conference Supplies		
5600	**Hardware & Equipment**		
5610	Equipment Rental/Maintenance	$3,700	$1,000
5620	Hardware	$40,000	$4,200
5690	Group Purchases - Hardware	$12,100	$1,100
5700	**Insurance**	**$11,100**	**$11,500**
5800	**Contractual Services**		
5810	Legal	$1,500	$1,500
5820	Accounting	$18,900	$19,160
5830	Consulting	$19,200	$75,000
5840	Payroll Service Fees	$3,600	$3,600
5850	Contractual Agreements	$0	$16,624

	Revenue & Expense Budget	FY23 Budget	FY24 Budget
5860	Notification & Collection	$92,200	$92,200
5870	Recruitment	$0	$0
5899	Annual Conference Facility Contract	$8,900	$8,900
5900	**Library Materials & Content**		
5910	Print Materials	$5,000	$5,300
5920	Reimbursement for Resource Sharing	$50,000	$63,000
5930	Group Purchases - Content	$10,000	$0
5940	E-commerce payment transactions	$70,000	$45,680
5990	Group Purchases - Electronic Resources	$429,006	$451,271
6000	**Interest & Fees**		
6010	Bank Fees	$4,700	$3,700
6020	Merchant Account Fees	$50	$50
6030	Interest Payment	$0	$0
6099	Annual Conference Merchant Fees	$300	$300
Subtotal Expenses		***$4,143,426***	***$4,234,265***
6100	**Asset Management**		
6110	Depreciation	$3,607	$2,322
6120	(Gain)/Loss on Asset Disposal		
6130	Vacation Expense		
Total Expenses		**$4,143,426**	**$4,236,587**
Total Revenue (from above)		**$4,143,426**	**$4,236,587**
Excess of revenues over (under) estimated expenses		$0.00	$0.00

SWAN Reserves Plan: Updated for FY24 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	$2,017,459	$2,017,459
Reserves collected & Impact Fee	$0	$0	$17,592	$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)					
Total	**$2,107,667**	**$2,073,667**	**$2,017,459**	**$2,017,459**	**$2,017,459**
Maintain 4 months operating in reserve (policy)	($1,357,079)	($1,381,142)	($1,450,199)	($1,522,709)	($1,598,845)
Over/(Under) Reserve Policy	**$750,588**	**$692,525**	**$567,260**	**$494,750**	**$418,614**
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	5.56	5.30	5.05

* 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.

Chart 1: SWAN Membership Fees
Fiscal Year 2024: July 1, 2023 - June 30, 2024
Draft for SWAN Committee of the Whole
February 7, 2023

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Acorn Public Library District	$ 29,231	($5,246)	$ 23,985	$ 23,208	$776
Alsip-Merrionette Park Public Library District	$ 40,399	($5,246)	$ 35,153	$ 35,038	$114
Batavia Public Library District	$ 61,271	($5,246)	$ 56,025	$ 47,752	$8,273
Bedford Park Public Library District	$ 32,763	($5,246)	$ 27,517	$ 26,518	$999
Beecher Community Library District	$ 21,431	($5,246)	$ 16,185	$ 15,715	$470
Bellwood Public Library	$ 34,624	($5,246)	$ 29,378	$ 29,256	$122
Bensenville Community Public Library District	$ 34,259	($5,246)	$ 29,013	$ 28,258	$755
Bensenville Elementary School District #2	$ 17,500		$ 17,500	$ 17,500	$0
Berkeley Public Library	$ 22,424	($5,246)	$ 17,178	$ 16,520	$658
Berwyn Public Library	$ 51,232	($5,246)	$ 45,986	$ 45,882	$104
Bloomingdale Public Library	$ 47,144	($5,246)	$ 41,898	$ 41,808	$89
Blue Island Public Library	$ 29,993	($5,246)	$ 24,746	$ 24,324	$422
Bridgeview Public Library	$ 29,046	($5,246)	$ 23,800	$ 23,448	$352
Broadview Public Library District	$ 29,950	($5,246)	$ 24,704	$ 24,090	$614
Calumet City Public Library	$ 31,961	($5,246)	$ 26,715	$ 26,047	$668
Calumet Park Public Library	$ 19,981	($5,246)	$ 14,734	$ 14,256	$478
Carol Stream Public Library	$ 51,860	($5,246)	$ 46,614	$ 46,543	$71
Chicago Heights Public Library	$ 26,087	($5,246)	$ 20,841	$ 20,505	$336
Chicago Ridge Public Library	$ 31,785	($5,246)	$ 26,539	$ 26,280	$259
Cicero Public Library	$ 35,672	($5,246)	$ 30,426	$ 29,885	$540
Clarendon Hills Public Library	$ 26,163	($5,246)	$ 20,917	$ 20,332	$584
Crestwood Public Library District	$ 23,904	($5,246)	$ 18,657	$ 18,195	$462
Crete Public Library District	$ 35,926	($5,246)	$ 30,680	$ 30,071	$610
Dolton Public Library District	$ 27,374	($5,246)	$ 22,127	$ 23,148	($1,021)
Downers Grove Public Library	$ 72,365	($5,246)	$ 67,118	$ 66,830	$289
Eisenhower Public Library District	$ 56,040	($5,246)	$ 50,794	$ 49,546	$1,247
Elmwood Park Public Library	$ 34,563	($5,246)	$ 29,317	$ 28,570	$747
Evergreen Park Public Library	$ 30,262	($5,246)	$ 25,016	$ 24,507	$508
Flossmoor Public Library	$ 31,778	($5,246)	$ 26,532	$ 26,009	$523
Forest Park Public Library	$ 37,074	($5,246)	$ 31,828	$ 31,160	$668
Frankfort Public Library District	$ 42,875	($5,246)	$ 37,628	$ 36,855	$774
Franklin Park Public Library District	$ 37,225	($5,246)	$ 31,979	$ 32,092	($113)
Geneva Public Library District	$ 68,856	($5,246)	$ 63,610	$ 63,808	($197)
Glen Ellyn Public Library	$ 62,575	($5,246)	$ 57,329	$ 54,044	$3,285
Glenside Public Library District	$ 50,319	($5,246)	$ 45,073	$ 44,226	$847
Glenwood-Lynwood Public Library District	$ 28,443	($5,246)	$ 23,196	$ 26,412	($3,215)
Grande Prairie Public Library District	$ 31,668	($5,246)	$ 26,422	$ 27,174	($752)
Green Hills Public Library District	$ 42,143	($5,246)	$ 36,897	$ 35,863	$1,034
Harvey Public Library District	$ 27,880	($5,246)	$ 22,634	$ 20,715	$1,919
Hillside Public Library	$ 31,955	($5,246)	$ 26,708	$ 25,482	$1,227
Hinsdale Public Library	$ 47,493	($5,246)	$ 42,246	$ 41,273	$974
Hodgkins Public Library District	$ 24,349	($5,246)	$ 19,103	$ 18,418	$685
Homewood Public Library District	$ 39,865	($5,246)	$ 34,619	$ 33,968	$651
Indian Prairie Public Library District	$ 55,947	($5,246)	$ 50,701	$ 49,335	$1,366
Itasca Community Library	$ 33,833	($5,246)	$ 28,586	$ 27,948	$639
Justice Public Library District	$ 21,491	($5,246)	$ 16,245	$ 15,742	$503
Kaneville Public Library District	$ 19,142	($5,246)	$ 13,895	$ 13,457	$438
La Grange Public Library	$ 43,234	($5,246)	$ 37,987	$ 36,938	$1,050
LaGrange Park Public Library District	$ 35,631	($5,246)	$ 30,385	$ 29,595	$790
Lansing Public Library	$ 42,515	($5,246)	$ 37,268	$ 35,454	$1,815
Linda Sokol Francis Brookfield Library	$ 41,192	($5,246)	$ 35,946	$ 35,175	$771

Chart 1: SWAN Membership Fees
Fiscal Year 2024: July 1, 2023 - June 30, 2024
Draft for SWAN Committee of the Whole
February 7, 2023

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Lyons Public Library	$ 25,101	($5,246)	$ 19,855	$ 19,331	$524
Markham Public Library	$ 24,864	($5,246)	$ 19,618	$ 19,017	$601
Matteson Area Public Library District	$ 41,257	($5,246)	$ 36,011	$ 35,891	$120
Maywood Public Library District	$ 31,115	($5,246)	$ 25,869	$ 24,935	$934
McCook Public Library District	$ 22,738	($5,246)	$ 17,492	$ 16,894	$598
Melrose Park Public Library	$ 27,867	($5,246)	$ 22,621	$ 23,219	($598)
Messenger Public Library of North Aurora	$ 36,434	($5,246)	$ 31,188	$ 30,532	$656
Midlothian Public Library	$ 31,328	($5,246)	$ 26,081	$ 24,967	$1,115
Morton Arboretum	$ 12,500		$ 12,500	$ 12,500	$0
Nancy L. McConathy Public Library District	$ 21,456	($5,246)	$ 16,209	$ 15,073	$1,136
National University of Health Sciences	$ 11,000		$ 11,000	$ 11,000	$0
North Riverside Public Library District	$ 28,511	($5,246)	$ 23,265	$ 22,697	$568
Northlake Public Library District	$ 37,893	($5,246)	$ 32,647	$ 31,963	$684
Oak Brook Public Library	$ 28,679	($5,246)	$ 23,433	$ 22,195	$1,238
Oak Lawn Public Library	$ 68,059	($5,246)	$ 62,813	$ 66,263	($3,450)
Oak Park Public Library	$ 101,310	($5,246)	$ 96,064	$ 104,951	($8,888)
Palos Heights Public Library	$ 34,370	($5,246)	$ 29,124	$ 28,619	$504
Palos Park Public Library	$ 23,011	($5,246)	$ 17,765	$ 17,265	$500
Park Forest Public Library	$ 35,754	($5,246)	$ 30,508	$ 28,705	$1,803
Prairie State College	$ 18,333		$ 18,333	$ 21,000	($2,667)
Prairie Trails Public Library District	$ 37,432	($5,246)	$ 32,185	$ 31,537	$648
Richton Park Public Library District	$ 27,540	($5,246)	$ 22,294	$ 21,516	$778
River Forest Public Library	$ 31,631	($5,246)	$ 26,385	$ 25,367	$1,018
River Grove Public Library District	$ 22,867	($5,246)	$ 17,621	$ 17,085	$536
Riverdale Public Library District	$ 22,675	($5,246)	$ 17,429	$ 16,988	$441
Riverside Public Library	$ 30,605	($5,246)	$ 25,358	$ 23,672	$1,687
Roselle Public Library District	$ 39,086	($5,246)	$ 33,840	$ 33,191	$649
Schiller Park Public Library	$ 29,538	($5,246)	$ 24,291	$ 23,219	$1,072
South Holland Public Library	$ 39,847	($5,246)	$ 34,601	$ 33,469	$1,132
St Charles Public Library District	$ 95,483	($5,246)	$ 90,237	$ 90,844	($608)
Steger-South Chicago Heights Public Library District	$ 22,453	($5,246)	$ 17,206	$ 16,689	$517
Stickney-Forest View Public Library District	$ 29,272	($5,246)	$ 24,025	$ 23,399	$627
Sugar Grove Public Library District	$ 24,846	($5,246)	$ 19,600	$ 19,049	$550
Summit Public Library District	$ 22,160	($5,246)	$ 16,914	$ 15,995	$919
Theosophical Society in America	$ 12,500		$ 12,500	$ 12,500	$0
Thomas Ford Memorial Library	$ 33,052	($5,246)	$ 27,806	$ 26,834	$972
Thornton Public Library	$ 19,792	($5,246)	$ 14,546	$ 14,141	$405
Tinley Park Public Library	$ 72,975	($5,246)	$ 67,728	$ 67,112	$616
Town and Country Public Library District	$ 32,094	($5,246)	$ 26,848	$ 26,086	$762
University Park Public Library District	$ 23,902	($5,246)	$ 18,656	$ 18,324	$332
Villa Park Public Library	$ 40,565	($5,246)	$ 35,319	$ 34,063	$1,256
Warrenville Public Library District	$ 35,849	($5,246)	$ 30,603	$ 29,922	$681
West Chicago Public Library District	$ 41,228	($5,246)	$ 35,982	$ 34,935	$1,048
Westchester Public Library	$ 31,159	($5,246)	$ 25,913	$ 25,416	$498
Westmont Public Library	$ 37,982	($5,246)	$ 32,736	$ 32,041	$695
William Leonard Public Library District	$ 20,734	($5,246)	$ 15,488	$ 14,911	$577
Wood Dale Public Library District	$ 43,317	($5,246)	$ 38,070	$ 37,227	$843
Woodridge Public Library	$ 55,735	($5,246)	$ 50,489	$ 50,561	($73)
Worth Public Library District	$ 26,348	($5,246)	$ 21,102	$ 20,473	$629

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2020	DuPage County Treasurer Tax Year 2020	Kane County Treasurer Tax Year 2020	Will County County Treasurer Tax Year 2020	Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
Acorn Public Library District	$1,193,910.46				$1,193,910.46	($61,095.00)	$1,132,815.46
Alsip-Merrionette Park Public Library District	$2,876,777.65				$2,876,777.65	($587,600.00)	$2,289,177.65
Batavia Public Library District			$4,450,320.62		$4,450,320.62	$0.00	$4,450,320.62
Bedford Park Public Library District	$1,498,557.55				$1,498,557.55	$0.00	$1,498,557.55
Beecher Community Library District				$325,254.21	$325,254.21	$0.00	$325,254.21
Bellwood Public Library	$1,691,236.69				$1,691,236.69	$0.00	$1,691,236.69
Bensenville Community Public Library District		$1,653,420.34			$1,653,420.34	$0.00	$1,653,420.34
Berkeley Public Library	$428,056.13				$428,056.13	$0.00	$428,056.13
Berwyn Public Library	$3,410,831.43				$3,410,831.43	$0.00	$3,410,831.43
Bloomingdale Public Library		$2,987,569.24			$2,987,569.24	$0.00	$2,987,569.24
Blue Island Public Library	$1,211,695.42				$1,211,695.42	$0.00	$1,211,695.42
Bridgeview Public Library	$1,373,584.02				$1,373,584.02	($259,850.00)	$1,113,734.02
Broadview Public Library District	$1,478,310.00				$1,478,310.00	($271,005.00)	$1,207,305.00
Brookfield Public Library	$2,371,295.73				$2,371,295.73	$0.00	$2,371,295.73
Calumet City Public Library	$1,415,537.13				$1,415,537.13	$0.00	$1,415,537.13
Calumet Park Public Library	$175,035.62				$175,035.62	$0.00	$175,035.62
Carol Stream Public Library		$3,710,356.05			$3,710,356.05	($234,461.00)	$3,475,895.05
Chicago Heights Public Library	$807,359.88				$807,359.88	$0.00	$807,359.88
Chicago Ridge Public Library	$1,397,328.89				$1,397,328.89	$0.00	$1,397,328.89
Cicero Public Library	$1,799,723.56				$1,799,723.56	$0.00	$1,799,723.56
Clarendon Hills Public Library		$815,176.15			$815,176.15	$0.00	$815,176.15
Crestwood Public Library District	$581,245.17				$581,245.17	$0.00	$581,245.17
Crete Public Library District				$1,826,089.32	$1,826,089.32	$0.00	$1,826,089.32
Dolton Public Library District	$940,527.84				$940,527.84	$0.00	$940,527.84
Downers Grove Public Library		$5,598,950.24			$5,598,950.24	$0.00	$5,598,950.24
Eisenhower Public Library District	$4,577,258.62				$4,577,258.62	($668,571.00)	$3,908,687.62
Elmwood Park Public Library	$1,684,963.66				$1,684,963.66	$0.00	$1,684,963.66
Evergreen Park Public Library	$1,239,583.22				$1,239,583.22	$0.00	$1,239,583.22
Flossmoor Public Library	$1,396,546.50				$1,396,546.50	$0.00	$1,396,546.50
Forest Park Public Library	$1,944,941.92				$1,944,941.92	$0.00	$1,944,941.92
Frankfort Public Library District	$34,865.06			$2,510,661.16	$2,545,526.22	$0.00	$2,545,526.22
Franklin Park Public Library District	$1,960,586.07				$1,960,586.07	$0.00	$1,960,586.07
Geneva Public Library District			$6,797,922.27		$6,797,922.27	($1,562,196.26)	$5,235,726.01
Glen Ellyn Public Library		$4,585,351.81			$4,585,351.81	$0.00	$4,585,351.81
Glenside Public Library District		$3,685,021.78			$3,685,021.78	($368,682.52)	$3,316,339.26
Glenwood-Lynwood Public Library District	$1,505,120.26				$1,505,120.26	($453,912.50)	$1,051,207.76
Grande Prairie Public Library District	$1,385,190.06				$1,385,190.06	$0.00	$1,385,190.06
Green Hills Public Library District	$2,839,816.18				$2,839,816.18	($370,000.00)	$2,469,816.18
Harvey Public Library District	$992,946.44				$992,946.44	$0.00	$992,946.44
Hillside Public Library	$1,414,855.87				$1,414,855.87	$0.00	$1,414,855.87
Hinsdale Public Library	$422,880.22	$2,841,910.13			$3,264,790.35	($241,112.00)	$3,023,678.35
Hodgkins Public Library District	$627,356.45				$627,356.45	$0.00	$627,356.45

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2020	DuPage County Treasurer Tax Year 2020	Kane County Treasurer Tax Year 2020	Will County County Treasurer Tax Year 2020	Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
Homewood Public Library District	$2,371,320.48				$2,371,320.48	($137,396.25)	**$2,233,924.23**
Indian Prairie Public Library District	$258,787.30	3,640,273.95			$3,899,061.25	$0.00	**$3,899,061.25**
Itasca Community Library		$1,609,303.49			$1,609,303.49	$0.00	**$1,609,303.49**
Justice Public Library District	$331,419.53				$331,419.53	$0.00	**$331,419.53**
Kaneville Public Library District			$88,170.07		$88,170.07	$0.00	**$88,170.07**
La Grange Public Library	$3,212,134.51				$3,212,134.51	($629,450.00)	**$2,582,684.51**
LaGrange Park Public Library District	$1,945,306.54				$1,945,306.54	($149,775.00)	**$1,795,531.54**
Lansing Public Library	$2,696,049.66				$2,696,049.66	($187,800.00)	**$2,508,249.66**
Lyons Public Library	$720,244.73				$720,244.73	($15,000.00)	**$705,244.73**
Markham Public Library	$773,844.71				$773,844.71	($93,150.00)	**$680,694.71**
Matteson Area Public Library District	$2,378,085.29				$2,378,085.29	$0.00	**$2,378,085.29**
Maywood Public Library District	$1,327,959.64				$1,327,959.64	$0.00	**$1,327,959.64**
McCook Public Library District	$626,004.59				$626,004.59	($165,415.00)	**$460,589.59**
Melrose Park Public Library	$991,611.52				$991,611.52	$0.00	**$991,611.52**
Messenger Public Library of North Aurora			$1,878,630.86		$1,878,630.86	$0.00	**$1,878,630.86**
Midlothian Public Library	$1,559,633.61				$1,559,633.61	($209,708.50)	**$1,349,925.11**
Nancy L. McConathy Public Library District	$326,936.58			$833.71	$327,770.29	$0.00	**$327,770.29**
North Riverside Public Library District	$1,058,330.10				$1,058,330.10	$0.00	**$1,058,330.10**
Northlake Public Library District	$2,718,719.68				$2,718,719.68	($689,000.00)	**$2,029,719.68**
Oak Brook Public Library		$1,075,680.00			$1,075,680.00	$0.00	**$1,075,680.00**
Oak Lawn Public Library	$5,482,064.58				$5,482,064.58	($328,900.00)	**$5,153,164.58**
Oak Park Public Library	$9,666,785.09				$9,666,785.09	($1,070,807.08)	**$8,595,978.01**
Palos Heights Public Library	$1,664,947.49				$1,664,947.49	$0.00	**$1,664,947.49**
Palos Park Public Library	$488,824.99				$488,824.99	$0.00	**$488,824.99**
Park Forest Public Library	$1,498,837.08			$309,383.53	$1,808,220.61	$0.00	**$1,808,220.61**
Prairie Trails Public Library District	$1,981,947.73				$1,981,947.73	$0.00	**$1,981,947.73**
Richton Park Public Library District	$1,378,801.61				$1,378,801.61	($421,000.00)	**$957,801.61**
River Forest Public Library	$1,381,379.61				$1,381,379.61	$0.00	**$1,381,379.61**
River Grove Public Library District	$473,956.66				$473,956.66	$0.00	**$473,956.66**
Riverdale Public Library District	$454,008.62				$454,008.62	$0.00	**$454,008.62**
Riverside Public Library	$1,275,063.99				$1,275,063.99	$0.00	**$1,275,063.99**
Roselle Public Library District	$222,826.22	$1,930,428.18			$2,153,254.40	$0.00	**$2,153,254.40**
Schiller Park Public Library	$1,164,583.73				$1,164,583.73	$0.00	**$1,164,583.73**
South Holland Public Library	$2,232,072.80				$2,232,072.80	$0.00	**$2,232,072.80**
St Charles Public Library District		569,867.73	$7,422,797.98		$7,992,665.71	$0.00	**$7,992,665.71**
Steger-South Chicago Heights Public Library District	$294,266.08			$154,369.95	$448,636.03	($17,647.32)	**$430,988.71**
Stickney-Forest View Public Library District	$1,278,998.34				$1,278,998.34	($141,950.00)	**$1,137,048.34**
Sugar Grove Public Library District			$1,467,795.40		$1,467,795.40	($789,000.00)	**$678,795.40**
Summit Public Library District	$909,055.83				$909,055.83	($508,364.00)	**$400,691.83**
Thomas Ford Memorial Library	$1,772,267.58				$1,772,267.58	($243,800.00)	**$1,528,467.58**
Thornton Public Library	$155,510.84				$155,510.84	$0.00	**$155,510.84**

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2020	DuPage County Treasurer Tax Year 2020	Kane County Treasurer Tax Year 2020	Will County County Treasurer Tax Year 2020	Total Tax Revenue Issued	Bond Amount 2020 (Removed)	Public Library Tax Revenue Total 2019
Tinley Park Public Library	$4,759,867.60			$1,413,052.53	$6,172,920.13	($510,800.00)	**$5,662,120.13**
Town and Country Public Library District			$1,429,303.46		$1,429,303.46	$0.00	**$1,429,303.46**
University Park Public Library District	$13,622.52			$567,486.78	$581,109.30	$0.00	**$581,109.30**
Villa Park Public Library		$2,984,676.33			$2,984,676.33	($678,272.00)	**$2,306,404.33**
Warrenville Public Library District		$1,985,283.32			$1,985,283.32	($167,188.25)	**$1,818,095.07**
West Chicago Public Library District		$2,375,062.43			$2,375,062.43	$0.00	**$2,375,062.43**
Westchester Public Library	$1,332,520.96				$1,332,520.96	$0.00	**$1,332,520.96**
Westmont Public Library		$2,038,918.02			$2,038,918.02	$0.00	**$2,038,918.02**
William Leonard Public Library District	$253,079.79				$253,079.79	$0.00	**$253,079.79**
Wood Dale Public Library District		$2,591,295.10			$2,591,295.10	$0.00	**$2,591,295.10**
Woodridge Public Library		$3,628,599.74		$248,485.59	$3,877,085.33	$0.00	**$3,877,085.33**
Worth Public Library District	$834,332.82				$834,332.82	$0.00	**$834,332.82**

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY24 Fee Formula (2020)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Acorn Public Library District	$ 61,095	$ 61,095.00	$ 60,660.00	$ 60,980.00	$ 61,220.00
Alsip-Merrionette Park Public Library District	$ 587,600	$ 587,600.00			
Batavia Public Library District	$ -				
Bedford Park Public Library District	$ -				
Beecher Community Library District	$ -				
Bellwood Public Library	$ -				
Bensenville Community Public Library District	$ -				
Berkeley Public Library	$ -				
Berwyn Public Library	$ -				
Bloomingdale Public Library	$ -				
Blue Island Public Library	$ -				
Bridgeview Public Library	$ 259,850	$ 259,850.00	$ 256,850.00	$ 253,650.00	$ 255,250.00
Broadview Public Library District	$ 271,005	$ 271,005.00	$ 266,630.00	$ 267,455.00	$ 267,872.50
Brookfield Public Library	$ -				
Calumet City Public Library	$ -				
Calumet Park Public Library	$ -				
Carol Stream Public Library	$ 234,461	$ 234,461.00	$ 234,461.00	$ 234,461.00	$ 234,461.00
Chicago Heights Public Library	$ -				
Chicago Ridge Public Library	$ -				
Cicero Public Library	$ -				
Clarendon Hills Public Library	$ -				
Crestwood Public Library District	$ -				
Crete Public Library District	$ -				
Dolton Public Library District	$ -				
Downers Grove Public Library	$ -				
Eisenhower Public Library District	$ 668,571	$ 668,571.00	$ 670,311.00	$ 670,671.00	$ 672,103.00
Elmwood Park Public Library	$ -				
Evergreen Park Public Library	$ -				
Flossmoor Public Library	$ -				
Forest Park Public Library	$ -				
Frankfort Public Library District	$ -				
Franklin Park Public Library District	$ -				
Geneva Public Library District	$ 1,562,196	$ 1,562,196.26	$ 1,565,271.26	$ 1,576,546.26	$ 1,580,946.26

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY24 Fee Formula (2020)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Glen Ellyn Public Library	$ -				
Glenside Public Library District	$ 368,683	$ 368,682.52	$ 368,140.02	$ 372,115.02	$ 365,565.02
Glenwood-Lynwood Public Library District	$ 453,913	$ 453,912.50	$ 454,912.50	$ 450,612.50	$ 455,375.00
Grande Prairie Public Library District	$ -				
Green Hills Public Library District	$ 370,000	$ 370,000.00	$ 380,000.00	$ 390,000.00	$ 405,000.00
Harvey Public Library District	$ -				
Hillside Public Library	$ -				
Hinsdale Public Library	$ 241,112	$ 241,112.00	$ 247,112.00	$ 252,912.00	$ 268,512.00
Hodgkins Public Library District	$ -				
Homewood Public Library District	$ 137,396	$ 137,396.25			
Indian Prairie Public Library District	$ -				
Itasca Community Library	$ -				
Justice Public Library District	$ -				
Kaneville Public Library District	$ -				
La Grange Public Library	$ 629,450	$ 629,450.00	$ 623,050.00	$ 626,550.00	$ 624,750.00
LaGrange Park Public Library District	$ 149,775	$ 149,775.00	$ 155,725.00	$ 151,525.00	$ 147,150.00
Lansing Public Library	$ 187,800	$ 187,800.00	$ 185,900.00	$ 183,700.00	
Lyons Public Library	$ 15,000	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00
Markham Public Library	$ 93,150	$ 93,150.00	$ 93,150.00	$ 93,150.00	$ 1,320,075.00
Matteson Area Public Library District	$ -				
Maywood Public Library District	$ -				
McCook Public Library District	$ 165,415	$ 165,415.00	$ 164,035.00	$ 162,285.00	
Melrose Park Public Library	$ -				
Messenger Public Library of North Aurora	$ -				
Midlothian Public Library	$ 209,709	$ 209,708.50	$ 212,069.50	$ 239,294.50	$ 245,802.50
Nancy L. McConathy Public Library District	$ -				
North Riverside Public Library District	$ -				
Northlake Public Library District	$ 689,000	$ 689,000.00	$ 691,750.00	$ 685,900.00	$ 2,155,525.00
Oak Brook Public Library	$ -				
Oak Lawn Public Library	$ 328,900	$ 328,900.00	$ 329,600.00		
Oak Park Public Library	$ 1,070,807	$ 1,070,807.08			
Palos Heights Public Library	$ -				
Palos Park Public Library	$ -				

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY24 Fee Formula (2020)	Annual Debt Service 2020	Annual Debt Service 2021	Annual Debt Service 2022	Annual Debt Service 2023
Park Forest Public Library	$ -				
Prairie Trails Public Library District	$ -				
Richton Park Public Library District	$ 421,000	$ 421,000.00	$ 419,000.00	$ 421,162.50	$ 423,050.00
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	$ 141,950	$ 141,950.00	$ 139,550.00	$ 142,150.00	$ 139,650.00
Sugar Grove Public Library District	$ 789,000	$ 789,000.00	$ 812,400.00	$ 839,450.00	
Summit Public Library District	$ 508,364	$ 508,364.00	$ 539,779.50	$ 315,487.00	
Thomas Ford Memorial Library	$ 243,800	$ 243,800.00	$ 241,600.00	$ 239,200.00	
Thornton Public Library	$ -				
Tinley Park Public Library	$ 510,800	$ 510,800.00	$ 536,400.00		
Town and Country Public Library District	$ -				
University Park Public Library District	$ -				
Villa Park Public Library	$ 678,272	$ 678,272.00	$ 840,050.00	$ 842,250.00	$ 833,650.00
Warrenville Public Library District	$ 167,188	$167,188.25	$169,452.00	$166,666.00	$168,830.25
West Chicago Public Library District	$ -				
Westchester Public Library	$ -				
Westmont Public Library	$ -				
William Leonard Public Library District	$ -				
Wood Dale Public Library District	$ -				
Woodridge Public Library	$ -				
Worth Public Library District	$ -				

Chart 4: Academic, School, Special Library Fees

Academic Libraries

1) Student Population, rounded to nearest 1,000 * 2 [Fall 2020 IBHE profile]
2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY24 Total
National University of Health Sciences	523	27,441	$ 2,000	$ 9,000	$ **11,000**
Prairie State College	2,633	37,263	$ 6,000	$ 12,333	$ **18,333**

School Libraries

1) Student Population, rounded to nearest 1000 * 5 [2021-2022 Illinois Report Card data]
2) Building Location/Branch Fee $2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY24 Total
Bensenville School District #2	1,976	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	FY24 Total
Morton Arboretum	1	23,577	$ 2,500	$ 10,000	$ **12,500**
The Theosophical Society in America	1	29,116	$ 2,500	$ 10,000	$ **12,500**

EBSCO Database Package Renewal 2023-2024

The pricing for the renewal of the group-purchase for EBSCO online subscription databases is available as a preliminary guide for public libraries participating in the SWAN arrangement. Currently, 84 libraries participate in the purchase which is now in its year-4 renewal. We anticipate this renewal will have a 3% cost increase which is applied to the single invoice received by SWAN. This does not mean, however, that the 84 libraries will see a 3% increase. It might be lower, but this depends on libraries remaining in the group-purchase in order to share the overall costs. If a library drops out, the shared price for the participating libraries will go up.

The SWAN EBSCO group-purchase cost sharing arrangement is divided into 4 participating library groups. The goal of the cost sharing is to allow as many public libraries as possible in SWAN to participate in the group-purchase, which means some libraries are forgoing a full percentage discount so that other libraries can receive a larger discount. The discounts for the libraries for year-4 are as follows.

EBSCO "Quartile Group"	Year-4 renewal discount
Group 1 discount	68%
Group 2 discount	43%
Group 3 discount	39%
Group 4 discount	33%

This group-purchase for the RAILS EBSCO package would have cost:

RAILS EBSCO "group B" price for 84 SWAN libraries	$721,004
SWAN group-purchase price	$455,696
Total savings	**$265,308**

Typically, SWAN will see a final negotiated price from EBSCO in April or May. This is entirely dependent on RAILS to negotiate the "group B package" on behalf of SWAN. SWAN will provide updates via SWANcom and monthly Fireside meetings on the pricing within the EBSCO database group-purchase.

SWAN Library Responsibilities

- Read over the SWAN support documentation on the EBSCO database packages

- Determine if your library will continue to participate in the year-4 renewal

- This is a "passive renewal" so if your library decides to remain in the group-purchase, you will not have to notify SWAN

- Libraries that wish to opt-out must inform SWAN via the online form by February 24, 2023

- If your library opted out of the group-purchase prior and wishes to participate, please contact SWAN E-Resources Consultant Olivia Montolin to discuss options for returning to the group-purchase:

  > Olivia Montolin
  > Consultant, Electronic Resources
  > olivia@swanlibraries.net
  > 630-326-7104

SWAN Staff Responsibilities

- Provide database selection period for the library renewal

- Provide centralized management and configuration of databases, including links for remote access use

- Act as centralized point-of-contact for sales and contract renewal

- Hold the EBSCO license on behalf of the public library membership

- Provide centralized support and troubleshooting – through SWAN help/ticket system. SWAN works with EBSCO.

- Provide instructional support through documentation and online tutorials, accessible from the SWAN patron website

- Provide online training for library staff in use of resources, including targeted resources to assist library staff in collection development, reference, and readers advisory (working in collaboration with SWAN member library experts)

- Provide training and support in reporting statistics; consortium-wide statistical analysis

- Continue collaboration with RAILS and the Illinois State Library to expand access to electronic resources with significant cost savings

If you have questions, please utilize the [SWAN Support site help system](#).

Details on the group-purchase

This fee chart below shows the discounts for the 4 groups used within SWAN's group-purchase.

Some libraries of note:

- Crestwood increased due to group discount changes, having moved from Group 1 (the largest discount) to Group 2.

- Dolton decreases due to group discount changes, having moved from Group 2 to Group 1 higher discount.

- Grande Prairie decreased due to group discount changes, having moved from Group 2 to Group 1 higher discount.

- Harvey Public Library District has an increase in tax distributions for this year's formula, so the library moved from the Group 1 discount (the largest discount) to Group 2.

- Villa Park increased due to change from Group 2 to Group 3, which is due to the unique situation with the library's bond/debt service and taxes.

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups
Year-4 renewal: July 1, 2021 - June 30, 2022
Proposed group-purchase fees for FY24 SWAN budget

Library Name	Price Quartile	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)
Acorn Public Library District	Group 1	68%	$4,638	$4,221	$417
Alsip-Merrionette Park Public Library District	Group 3	39%	$5,955	$6,161	($206)
Batavia Public Library District	Group 4	33%	$6,541	$6,161	$380
Bedford Park Public Library District	Group 4	33%	$2,211	$2,083	$128
Beecher Community Library District	Group 1	68%	$1,841	$1,676	$165
Bellwood Public Library	Group 2	43%	$5,565	$5,592	($27)
Bensenville Community Public Library District	Group 2	43%	$5,565	$5,213	$352
Berkeley Public Library	Group 1	68%	$1,841	$1,676	$165
Berwyn Public Library	Group 3	39%	$11,709	$10,995	$714
Bloomingdale Public Library	Group 4	33%	$6,541	$6,161	$380
Bridgeview Public Library	Group 2	43%	$5,565	$5,213	$352
Broadview Public Library District	Group 3	39%	$3,509	$3,296	$214
Brookfield Public Library	Group 4	33%	$6,541	$6,161	$380
Calumet City Public Library	Group 1	68%	$4,503	$4,098	$404
Carol Stream Public Library	Group 4	33%	$9,428	$8,880	$548
Chicago Heights Public Library	Group 1	68%	$4,503	$4,098	$404
Cicero Public Library	Group 1	68%	$8,469	$7,708	$761
Clarendon Hills Public Library	Group 2	43%	$3,279	$3,072	$207
Crestwood Public Library District	Group 2	43%	$3,279	$1,676	$1,604
Crete Public Library District	Group 3	39%	$5,955	$5,592	$363
Dolton Public Library District	Group 1	68%	$3,124	$5,213	($2,089)
Downers Grove Public Library	Group 4	33%	$9,428	$8,880	$548
Eisenhower Public Library District	Group 4	33%	$6,541	$6,161	$380
Elmwood Park Public Library	Group 2	43%	$5,565	$5,213	$352
Evergreen Park Public Library	Group 2	43%	$5,565	$5,213	$352
Flossmoor Public Library	Group 3	39%	$3,509	$3,631	($121)
Forest Park Public Library	Group 3	39%	$5,955	$5,592	$363
Frankfort Public Library District	Group 3	39%	$8,583	$8,060	$523
Franklin Park Public Library District	Group 3	39%	$5,955	$5,592	$363
Geneva Public Library District	Group 4	33%	$9,428	$8,880	$548
Glen Ellyn Public Library	Group 4	33%	$6,541	$6,161	$380
Glenside Public Library District	Group 3	39%	$9,749	$9,154	$594
Grande Prairie Public Library District	Group 1	68%	$4,503	$7,514	($3,011)
Green Hills Public Library District	Group 3	39%	$8,583	$8,060	$523
Harvey Public Library District	Group 2	43%	$5,565	$2,843	$2,721
Hillside Public Library	Group 4	33%	$3,855	$3,296	$559
Hinsdale Public Library	Group 4	33%	$6,541	$6,161	$380
Hodgkins Public Library District	Group 3	39%	$2,013	$1,890	$123
Homewood Public Library District	Group 3	39%	$5,955	$5,592	$363
Indian Prairie Public Library District	Group 4	33%	$9,428	$8,880	$548
Itasca Community Library	Group 4	33%	$3,855	$3,631	$224
Justice Public Library District	Group 1	68%	$3,124	$2,843	$281
Kaneville Public Library District	Group 1	68%	$1,056	$961	$95
LaGrange Park Public Library District	Group 3	39%	$5,955	$5,592	$363
Lansing Public Library	Group 4	33%	$6,541	$6,161	$380
Lyons Public Library	Group 1	68%	$3,124	$2,843	$281
Markham Public Library	Group 1	68%	$3,124	$2,843	$281
Matteson Area Public Library District	Group 4	33%	$6,541	$6,161	$380

SWAN EBSCO Group-purchase discount pricing: 4 pricing groups
Year-4 renewal: July 1, 2021 - June 30, 2022
Proposed group-purchase fees for FY24 SWAN budget

Library Name	Price Quartile	Group Purchase Discount	SWAN FY24 Group-Purchase Price (Year-4)	SWAN FY23 Group-Purchase Price (Year-3)	Increase / (Decrease)
Maywood Public Library District	Group 2	43%	**$5,565**	$5,213	$352
McCook Public Library District	Group 2	43%	**$1,881**	$1,762	$119
Melrose Park Public Library	Group 2	43%	**$5,565**	$5,213	$352
Messenger Public Library of North Aurora	Group 3	39%	**$5,955**	$5,592	$363
Midlothian Public Library	Group 2	43%	**$5,565**	$5,213	$352
Nancy L. McConathy Public Library District	Group 1	68%	**$3,124**	$2,843	$281
North Riverside Public Library District	Group 3	39%	**$3,509**	$3,296	$214
Oak Brook Public Library	Group 3	39%	**$3,509**	$3,296	$214
Oak Lawn Public Library	Group 4	33%	**$12,861**	$12,113	$747
Oak Park Public Library	Group 4	33%	**$12,861**	$12,113	$747
Palos Heights Public Library	Group 2	43%	**$5,565**	$5,213	$352
Palos Park Public Library	Group 2	43%	**$1,881**	$1,762	$119
Park Forest Public Library	Group 3	39%	**$5,955**	$5,592	$363
Prairie Trails Public Library District	Group 2	43%	**$8,020**	$7,514	$507
Richton Park Public Library District	Group 1	68%	**$3,124**	$2,843	$281
River Forest Public Library	Group 2	43%	**$5,565**	$5,213	$352
River Grove Public Library District	Group 1	68%	**$3,124**	$2,843	$281
Riverside Public Library	Group 3	39%	**$3,509**	$3,296	$214
Roselle Public Library District	Group 3	39%	**$6,764**	$6,352	$412
Schiller Park Public Library	Group 2	43%	**$5,565**	$5,213	$352
South Holland Public Library	Group 3	39%	**$5,955**	$5,592	$363
St Charles Public Library District	Group 4	33%	**$12,861**	$12,113	$747
Stickney-Forest View Public Library District	Group 2	43%	**$5,565**	$5,213	$352
Sugar Grove Public Library District	Group 1	68%	**$3,124**	$2,843	$281
Summit Public Library District	Group 1	68%	**$3,124**	$2,843	$281
Thomas Ford Memorial Library	Group 2	43%	**$5,565**	$5,213	$352
Thornton Public Library	Group 1	68%	**$1,056**	$961	$95
Tinley Park Public Library	Group 4	33%	**$12,861**	$12,113	$747
University Park Public Library District	Group 1	68%	**$1,841**	$1,676	$165
Villa Park Public Library	Group 3	39%	**$5,955**	$5,213	$742
Warrenville Public Library District	Group 2	43%	**$6,320**	$5,921	$399
West Chicago Public Library District	Group 4	33%	**$6,541**	$5,592	$949
Westchester Public Library	Group 2	43%	**$5,565**	$5,213	$352
William Leonard Public Library District	Group 1	68%	**$1,841**	$1,676	$165
Wood Dale Public Library District	Group 4	33%	**$6,541**	$6,161	$380
Worth Public Library District	Group 1	68%	**$3,124**	$2,843	$281