

within the SirsiDynix arrangement. Beginning in FY17 this line will remain at zero.

#4075 Group Purchase Receipts

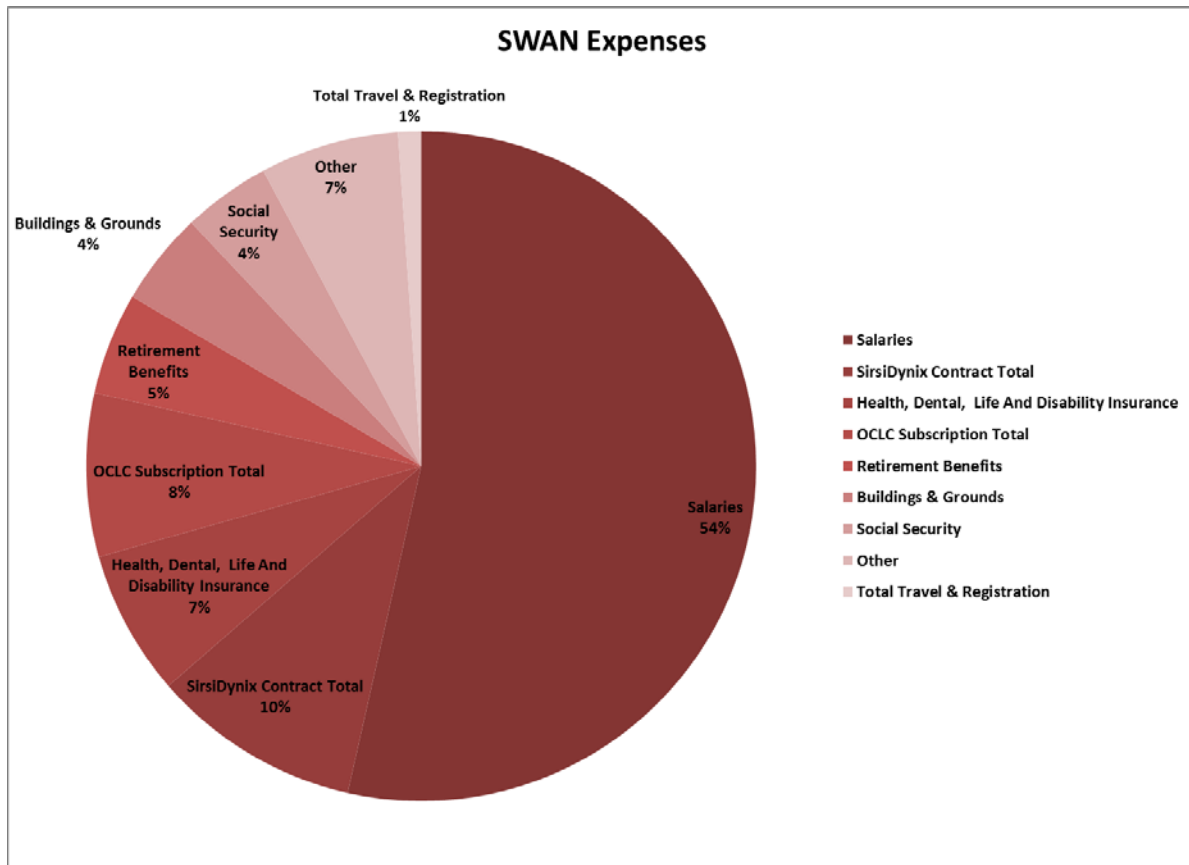
Depending on the fiscal year, SWAN will coordinate a group purchase on behalf of its member libraries. The revenue in this budget line offsets the expense in budget line #5485 Group Purchases. Refer to the description of the expenses in #5485 for any planned group purchases for the budget.

#4090 Other Revenue

RAILS funding support based on year two of the three-year agreement resulted in direct revenue to SWAN. This financial support helped make it possible for SWAN membership fees to be lowered 13% and fixed for three years. For the FY18 budget, this amount will increase to \$505,842.

	FY17	Revised FY17	FY18
RAILS support	565,927	565,927	572,581
SWAN rent charged by RAILS for use of 125 Burr Ridge	(113,527)	(19,052)	(0)
Other expenses charged by RAILS to SWAN (IT support, etc)	(103,257)	(74,875)	(66,739)
Total RAILS support to SWAN	349,143	472,000	505,842

EXPENSES



SWAN revenues are fixed at \$22,204,012 and for the FY18 budget the shortfall will be made up from reserves. The SWAN Reserves Worksheet is included at the end of this document or is available online from the SWAN support website under the “SWAN Fiscal Year 2018” budget documents.

#5000, #5010 & #5020 Salaries

The FY18 personnel budget includes the full-time positions descriptions for User Experience Manager and Assistant Director.

#5070 Health, Dental, Life & Disability Insurance

The FY18 budget used the completed January 2017 open enrollment as a basis for the budget. It includes the two new positions estimated expenses.

#5110 Print Materials

This budget line is used for the cost of outside printing of materials for the membership. It was increased in FY17 and remains unchanged in FY18.

#5140 Rent

Notice printer maintenance and supplies are eliminated within the FY17 budget for an annual savings of \$1,220.

#5320 General Office Supplies & Equipment

Furniture purchase for the new facility is recorded in #5320 for the revised FY17 budget. The FY17 budget eliminated notice paper purchase (pressure seal mailers) for an annual savings of \$5,134. Office supplies for the facility are budgeted for FY18 based on expected annual restocking of consumed supplies.

#5380 Telephone and Telecommunications

The annual expense for Internet service provider for the facility, and phone service.

#5390 Equipment Rental

The annual expense for the office copier.

#5400 Equipment Repair and Maintenance Agreements

This line includes budgeted SirsiDynix maintenance and costs for supporting the SWAN ILS on-premise servers. Increases include additional SirsiDynix services and licensing for two new full member libraries.

Equipment Repair & Maintenance Agreements	FY15	FY16	FY17	FY18
Innovative Interfaces Maintenance	\$349,348		\$0	\$0
SirsiDynix Contract 5 Years (Apr 2015 – Mar 2020)		\$230,930	\$230,930	\$230,930
Additional MobileCirc licenses			\$3,696	\$3,696
BLUEcloud Visibility 2 Years (Apr 2016 – Mar 2018)			\$23,590	\$23,590
Lansing SirsiDynix licensing			\$4,246	\$4,246
Franklin Park SirsiDynix licensing			\$4,880	\$4,880
SirsiDynix Contract Total		\$230,930	\$267,341	\$267,341

The #5400 line also includes a subscription to an EBSCO provided proxy service. The annual cost of this subscription is \$32,500 for the 78 libraries and is needed to allow the integrated EBSCO Discovery Service (EDS) authenticate home or remote patrons against the SWAN patron database in real-time.

#5430 Consulting

The contract with Versatile Computer Service was terminated November 2015, reducing this budget line by 82% in FY17. The FY18 budget for Consulting includes services for strategic planning.

#5440 Contractual Staff

Unique Integrated Communications is utilized for evening and weekend Member Services support.

#5450 Information Service Costs

This budget line includes OCLC costs, and enhanced catalog expenses. Several expenses in this budget line were reimbursed by RAILS in the prior arrangement, but for the 3-year agreement these expenses

		Revised FY17 Budget (Approved Sept 1)	FY18 Budget (Presented at COW)	FY18 Budget (New 19 Migration)	FY18 Budget (Approved March 2, 2017)	Explanation on New 19 Migration
5420	Accounting	5,300	5,300		5,300	
5430	Consulting	17,000	17,000		17,000	
5435	Payroll Service Fees	2,100	2,100		2,100	
5440	Contractual Staff	2,400	2,400		2,400	
5450	Information Service Costs	199,500	200,139		200,139	
5460	Contract Agreement W/ Systems, Member Libraries & Cooperatives	-	-	119,659	119,659	All expenses that are reimbursed by the RAILS grant.
5480	Other Contractual Services	6,900	2,400		2,400	
5485	Group Purchases	15,695	5,700		5,700	
5490	Depreciation				-	
5495	(Gain)/Loss on Asset Disposal				-	
5500	Professional Association Membership Dues	400	400		400	
5510	Miscellaneous	1,000	1,000		1,000	
5515	Miscellaneous - E-Commerce Fees	-	-		-	
5590	Interest	-	-		-	
Subtotal Expenses		2,511,764	2,650,026	156,024	2,806,050	
Total Expenses		2,511,764	2,650,026	156,024	2,806,050	
Total Revenue (from above)		2,181,963	2,204,012	316,909	2,520,921	
Excess of revenues over (under) estimated		(329,801)	(446,014)	160,885	(285,129)	
Deduction from Reserves		329,801			285,129	
		Revised FY17 Budget (Approved Sept 1)	FY18 Budget (Presented at COW)	FY18 Budget (New 19 Migration)	FY18 Budget (Approved March 2, 2017)	

SWAN Annual Fee Chart FY18

July 1, 2017 - June 30, 2018

Approved March 2, 2017

SWAN LIBRARY	FY18 SWAN Member Fee	FY15 SWAN Member Fee	Difference btw FY15 & FY18 Fee	Percentage Change	Accumulated Savings FY16-FY18
Acorn	\$ 20,999	\$23,630	\$ (2,631)	-13%	\$ (7,893)
Alsip-Merr. Pk	\$ 24,514	\$27,585	\$ (3,071)	-13%	\$ (9,213)
Bedford Pk	\$ 16,927	\$19,048	\$ (2,121)	-13%	\$ (6,362)
Beecher	\$ 10,341	\$11,637	\$ (1,296)	-13%	\$ (3,888)
Bellwood	\$ 18,563	\$20,888	\$ (2,325)	-13%	\$ (6,976)
Berkeley	\$ 11,932	\$13,427	\$ (1,495)	-13%	\$ (4,484)
Berwyn	\$ 33,218	\$37,380	\$ (4,162)	-13%	\$ (12,486)
Blue Island	\$ 22,282	\$25,074	\$ (2,792)	-13%	\$ (8,375)
Bridgeview	\$ 18,226	\$20,509	\$ (2,283)	-13%	\$ (6,850)
Broadview	\$ 16,494	\$18,561	\$ (2,067)	-13%	\$ (6,201)
Brookfield	\$ 23,616	\$26,575	\$ (2,959)	-13%	\$ (8,877)
Brookfield Zoo	\$ 7,990	\$8,992	\$ (1,002)	-13%	\$ (3,006)
Calumet City	\$ 31,636	\$35,599	\$ (3,963)	-13%	\$ (11,889)
Calumet Park	\$ 9,040	\$10,173	\$ (1,133)	-13%	\$ (3,399)
Chicago Hts.	\$ 21,557	\$24,257	\$ (2,700)	-13%	\$ (8,100)
Chicago Ridge	\$ 18,736	\$21,084	\$ (2,348)	-13%	\$ (7,043)
Cicero	\$ 29,412	\$33,098	\$ (3,686)	-13%	\$ (11,057)
Clarendon Hls	\$ 17,112	\$19,256	\$ (2,144)	-13%	\$ (6,431)
Crestwood	\$ 14,658	\$16,495	\$ (1,837)	-13%	\$ (5,511)
Crete	\$ 21,032	\$23,667	\$ (2,635)	-13%	\$ (7,905)
Dolton	\$ 22,276	\$25,066	\$ (2,790)	-13%	\$ (8,371)
Downers Grove	\$ 53,223	\$59,891	\$ (6,668)	-13%	\$ (20,003)
Eisenhower	\$ 33,720	\$37,944	\$ (4,224)	-13%	\$ (12,673)
Elmwood Pk	\$ 24,623	\$27,708	\$ (3,085)	-13%	\$ (9,255)
Evergreen Pk	\$ 19,605	\$22,061	\$ (2,456)	-13%	\$ (7,368)
Flossmoor	\$ 21,851	\$24,589	\$ (2,738)	-13%	\$ (8,214)
Forest Pk	\$ 22,445	\$25,258	\$ (2,813)	-13%	\$ (8,438)
Frankfort	\$ 31,386	\$35,318	\$ (3,932)	-13%	\$ (11,795)
Franklin Park	\$ 35,435			NEW	\$ -
Glenwood-Lyn	\$ 18,739	\$21,087	\$ (2,348)	-13%	\$ (7,045)
Grande Prairie	\$ 19,024	\$21,408	\$ (2,384)	-13%	\$ (7,151)
Harvey	\$ 20,128	\$22,649	\$ (2,521)	-13%	\$ (7,564)
Hillside	\$ 15,104	\$16,996	\$ (1,892)	-13%	\$ (5,677)
Hinsdale	\$ 29,928	\$33,678	\$ (3,750)	-13%	\$ (11,249)
Hodgkins	\$ 12,910	\$14,527	\$ (1,617)	-13%	\$ (4,852)
Homewood	\$ 28,955	\$32,583	\$ (3,628)	-13%	\$ (10,883)
Indian Prairie	\$ 45,620	\$51,336	\$ (5,716)	-13%	\$ (17,147)
Justice	\$ 12,480	\$14,043	\$ (1,563)	-13%	\$ (4,689)
La Grange	\$ 28,250	\$31,790	\$ (3,540)	-13%	\$ (10,619)
La Grange Pk	\$ 22,566	\$25,393	\$ (2,827)	-13%	\$ (8,482)
Lansing	\$ 27,629			NEW	\$ -
Lyons	\$ 15,822	\$17,804	\$ (1,982)	-13%	\$ (5,946)
Markham	\$ 13,649	\$15,360	\$ (1,711)	-13%	\$ (5,132)

SWAN Annual Fee Chart FY18

July 1, 2017 - June 30, 2018

Approved March 2, 2017

SWAN LIBRARY	FY18 SWAN Member Fee	FY15 SWAN Member Fee	Difference btw FY15 & FY18 Fee	Percentage Change	Accumulated Savings FY16-FY18
Matteson	\$ 24,594	\$27,675	\$ (3,081)	-13%	\$ (9,243)
Maywood	\$ 18,827	\$21,186	\$ (2,359)	-13%	\$ (7,076)
McCook	\$ 10,521	\$11,840	\$ (1,319)	-13%	\$ (3,956)
Melrose Pk	\$ 23,002	\$25,884	\$ (2,882)	-13%	\$ (8,645)
Midlothian	\$ 17,550	\$19,749	\$ (2,199)	-13%	\$ (6,596)
Morton Arboretum	\$ 8,657	\$9,742	\$ (1,085)	-13%	\$ (3,255)
N McConathy	\$ 10,744	\$12,091	\$ (1,347)	-13%	\$ (4,040)
No.Riverside	\$ 16,197	\$18,227	\$ (2,030)	-13%	\$ (6,089)
Northlake	\$ 22,927	\$25,800	\$ (2,873)	-13%	\$ (8,618)
Oak Lawn	\$ 42,346	\$47,650	\$ (5,304)	-13%	\$ (15,913)
Oak Park	\$ 64,085	\$72,114	\$ (8,029)	-13%	\$ (24,086)
Palos Hts	\$ 20,281	\$22,822	\$ (2,541)	-13%	\$ (7,623)
Palos Pk	\$ 12,439	\$13,998	\$ (1,559)	-13%	\$ (4,677)
Park Forest	\$ 25,274	\$28,440	\$ (3,166)	-13%	\$ (9,498)
Prairie State Col	\$ 18,619	\$21,061	\$ (2,442)	-13%	\$ (7,326)
Prairie Trls	\$ 23,341	\$26,265	\$ (2,924)	-13%	\$ (8,773)
Richton Pk	\$ 14,851	\$16,712	\$ (1,861)	-13%	\$ (5,582)
River Forest	\$ 20,808	\$23,416	\$ (2,608)	-13%	\$ (7,823)
River Grove	\$ 11,400	\$12,828	\$ (1,428)	-13%	\$ (4,285)
Riverdale	\$ 13,412	\$15,093	\$ (1,681)	-13%	\$ (5,043)
Riverside	\$ 22,466	\$25,280	\$ (2,814)	-13%	\$ (8,443)
Schiller Pk	\$ 10,732	\$12,076	\$ (1,344)	-13%	\$ (4,033)
So. Holland	\$ 24,634	\$27,720	\$ (3,086)	-13%	\$ (9,259)
Steger-S.Chgo.	\$ 11,487	\$12,926	\$ (1,439)	-13%	\$ (4,318)
Stickney-FV	\$ 15,741	\$17,714	\$ (1,973)	-13%	\$ (5,918)
Summit	\$ 12,417	\$13,973	\$ (1,556)	-13%	\$ (4,669)
Thomas Ford	\$ 21,937	\$24,685	\$ (2,748)	-13%	\$ (8,244)
Thornton	\$ 9,733	\$10,952	\$ (1,219)	-13%	\$ (3,657)
Tinley Pk	\$ 38,689	\$43,536	\$ (4,847)	-13%	\$ (14,540)
University Pk	\$ 11,445	\$12,880	\$ (1,435)	-13%	\$ (4,304)
Westchester	\$ 22,622	\$25,456	\$ (2,834)	-13%	\$ (8,503)
Westmont	\$ 27,294	\$30,713	\$ (3,419)	-13%	\$ (10,258)
Wm. Leonard	\$ 8,479	\$9,541	\$ (1,062)	-13%	\$ (3,187)
Woodridge	\$ 42,101	\$47,375	\$ (5,274)	-13%	\$ (15,822)
Worth	\$ 14,161	\$15,936	\$ (1,775)	-13%	\$ (5,324)

SWAN Reserve Cash Worksheet: FY17 (Updated for FY18 Budget)

\$2,500,917	Cash balance June 30, 2016 (End of fiscal year 2016, final audit, see "Total current assets")
Capital Expenses	
<u>(\$73,000)</u>	ILS Server Replacement (Feb - June 2017)
<u>(\$40,000)</u>	ILS Server Software Licensing (Feb - June 2017)
<u>(\$10,000)</u>	Consulting Services for Server Configuration
(\$123,000)	Total future capital expenses
Projection	
\$2,500,917	Cash balance June 30, 2016
<u>(\$123,000)</u>	Total capital expenses
<u>(\$329,801)</u>	Reserves needed for Revised FY17 deficit budget
\$2,048,116	Projected reserves balance
<u>(\$837,000)</u>	Per Policy: Maintain 4 months operating (FY17 budget expenses \$2,527,409)
\$1,211,116	

SWAN Six Year Reserves Plan

Capital Expenditures (anything over \$5,000)	FY17	FY18	FY19	FY20	FY21	FY22	FY23
	July 2016-June 2017	July 2017-June 2018	July 2018-June 2019	July 2019-June 2020	July 2020-June 2021	July 2021-June 2022	July 2022-June 2023
Prior Year Balance	\$2,500,917	\$2,048,116	\$1,704,987	\$1,799,987	\$1,799,987	\$1,799,987	\$1,799,987
Reserves collected (Impact Fee)	\$0	\$0	\$95,000	\$0	\$0	\$0	\$0
Server replacement: replace 2012 hardware	(\$73,000)	(\$48,000)					\$0 (SaaS subscription) *
Licensing: estimated software OS & backup software	(\$40,000)						\$0 (SaaS subscription) *
Vendor services: estimated consulting for servers	(\$10,000)						
Firewall replacement		(\$10,000)					\$0 (SaaS subscription) *
Reserves needed for deficit budget	(\$329,801)	(\$285,129)					
Future ILS Migration Budget (\$465,740)							
Total	\$2,048,116	\$1,704,987	\$1,799,987	\$1,799,987	\$1,799,987	\$1,799,987	\$1,799,987
Maintain 4 months operating in reserve (policy)	(\$837,000)	(\$920,600)	(\$1,048,600)	(\$1,048,600)	(\$1,048,600)	(\$1,048,600)	(\$1,048,600)
Over/(Under) Reserve Policy	\$1,211,116	\$784,387	\$751,387	\$751,387	\$751,387	\$751,387	\$751,387
Operating Budget	\$2,510,997	\$2,654,845	\$3,145,708	\$3,145,708	\$3,145,708	\$3,145,709	\$3,145,710

* SaaS subscription: Software-as-a-Service (SaaS) is the recommended direction for SWAN for its future servers. SaaS 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.