

INFORMATION AND GUIDELINES

Fiscal Year 2013

SWAN Budget

EXPLANATION OF FY2013 SWAN FEES

The SWAN Fees by design reflect changes year to year based on library usage. The fees per library will change depending on:

- Your library's annual circulation
- Your library's title count
- Your library's total Millennium staff licenses

The Database Fee was reset to the rate per title from the FY2011 budget:

| | |
|---------------------------------|--------------------|
| SWAN cataloging libraries (six) | \$0.0183 per title |
| SWAN member libraries | \$0.0800 per title |

SWAN uses the Equalizer Fee to adjust member library fees as needed. For the FY2013 SWAN Fees, those libraries which were to be lowered have been adjusted to remain at the FY2012 fee level.

The Circulation Rate used in the Fee chart was not modified for FY2013.

REVENUES

The "Reserve Fund Fee" total amount of \$126,450 will be assessed in SWAN Membership Fees, but in FY13 it will be routed 100% into operating expenses.

EXPENSES

Personnel & Benefits

The FY2013 SWAN budget has been created with the following:

- All current SWAN staff salaries are included
- SWAN executive director position salary and benefits is included.
- SWAN IT Manager, office manager positions are included as full-time positions with budgeted benefits
- All health, dental, and life insurance are included (using current RAILS costs) with an 12% budgeted increase
- Unemployment compensation is included using an estimate
- IMRF at the rate of 13.72% at current RAILS rate (MLS rate was 9%)

| | FY2011 (full costs prior to service changes) | FY2012 Budget Passed December 2010 | FY2013 Proposed |
|-----------------------------|--|------------------------------------|--------------------|
| Salaries | \$968,719 | \$763,721 | \$795,018 |
| FICA | \$70,225 | \$56,917 | \$58,334 |
| IMRF | \$82,717 | \$62,454 | \$99,048 |
| Health, Dental, Life | \$133,740 | \$86,953 | \$108,393 |
| Unemployment | \$7,843 | \$6,790 | \$5,000 |
| Workers Comp | \$4,003 | \$3,194 | \$2,385 |
| Total Personnel | \$1,267,247 | \$980,029 | \$1,068,178 |

Buildings & Grounds

SWAN will contract with RAILS for facility support in the current 125 Tower Drive facility. The figures noted in the budget “FY13 RAILS Per Capita” column are costs determined by the SWAN Business Plan Committee, specifically from the Scenarios document.

Travel, Meeting & Continuing Education

Travel, Meeting & Continuing Education has been budgeted for participation of four staff members based on known conferences.

Supplies, Postage & Printing has been budgeted with FY2012 figures. The budget for Office supplies is noted in the “FY13 RAILS Per Capita” column and is an estimated figure from the SWAN Business Committee Scenarios document.

Telephone & Telecommunications

ICN costs and leased lines have been included in the SWAN expenses. Office telecommunication costs will be negotiated within the SWAN-RAILS FY13 contract.

IT Services

Several costs for contracts and services in previous budgets were split between MLS and SWAN, which will continue with RAILS. This budget area also includes expenses previously included in Equipment Rental, Repair & Maintenance.

Equipment Rental, Repair & Maintenance

This area of the budget has been revised so that copiers will be part of the RAILS FY2013 support to SWAN.

Professional & Contractual Services

This area has been budgeted with the FY12-FY13 ILLINET/OCLC pricing of \$151,778 received August 3, 2011. The Innovative Application Coordinator service is an annual contract and is included.

Other services including tape backups with Iron Mountain and computer floor cleaning will be part of RAILS.

Miscellaneous has been revised to include rising credit card fees associated with Millennium E-Commerce. Bank fees associated with E-Commerce are budgeted at 10% of the total activity.

| Millennium E-Commerce Activity | |
|---|------------------|
| Q1 FY2011 (July 2010-Sept 2010) | \$45,353 |
| Q2 FY2011 (Oct 2010-Dec 2010) | \$42,415 |
| Q3 FY2011 (Jan 2011-Mar 2011) | \$55,041 |
| Q4 FY2011 (April 2011-June 2011) | \$54,426 |
| Total for FY2011 | \$142,809 |

Capital Outlay the subscription to Research Pro is cancelled.