SWAN BOARD MEETING AGENDA

SWAN
800 Quail Ridge, Westmont, IL 60559
October 18, 2019 - Time 9:30 a.m.
Conference Room

1. Call to Order, Roll Call

2. Introduction of Visitors/Public Comment

   Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the October 18, 2019 SWAN Board Meeting Agenda

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2019 SWAN BOARD
   > MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, September (Exhibit pgs. 3-9)

   a. Balance sheet and detail of expenditures for September 2019
   b. Approval of the payment of bills for September 1, 2019 through September 30, 2019 in the amount of $197,735.88
   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR
   SEPTEMBER 1 THROUGH SEPTEMBER 30, 2019 AND ACCEPTS THE BALANCE SHEET AND
   DETAIL OF EXPENDITURES FOR SEPTEMBER 2019

5. Action Item – Acceptance of the September 20, 2019 SWAN Board Meeting Minutes (Exhibit pgs. 10-14)

   > RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2019 SWAN BOARD
   > MEETING MINUTES AS PRESENTED

6. Reports
   a. Board President Report
   b. Executive Director Report (Exhibit pgs. 15-22)
   c. Operations Report (Exhibit pgs. 23-32)
   d. Treasurer Report

e. Board Calendar (Exhibit pgs. 33-35)

7. Action Item— Approve RAILS LLSAP Support Grant for FY21 (Exhibit pgs. 36-49)

8. Action Item -- Recommendation from SWAN Secretary on Closed Meeting Minutes RESOLVED, THAT THE SWAN BOARD APPROVES KEEPING EXECUTIVE SESSION MINUTES FROM FRIDAY, NOVEMBER 15, 2013, FRIDAY, MARCH 21, 2014, MONDAY, NOVEMBER 17, 2014, FRIDAY, JUNE 19, 2015, FRIDAY, JUNE 17, 2016, FRIDAY, JUNE 16, 2017, FRIDAY, DECEMBER 15, 2017, FRIDAY, FEBRUARY 16, 2018, FRIDAY, JUNE 15, 2018, FRIDAY, MAY 17, 2019, AND FRIDAY, JUNE 28, 2019 CLOSED BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1) AND THE CONTINUED NEED FOR CONFIDENTIALITY OF THESE MINUTES;
AND BET IT RESOLVED THAT THE SWAN BOARD APPROVES OPENING THE MINUTES FROM FRIDAY, SEPTEMBER 16, 2011, FRIDAY, OCTOBER 21, 2011, FRIDAY, DECEMBER 16, 2011, AND FRIDAY, MARCH 16, 2018 BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1);
AND BET IT RESOLVED THAT THE SWAN BOARD APPROVES THE DESTRUCTION OF RECORDINGS OLDER THAN 18 MONTHS FROM THE DATE OF THIS RESOLUTION, OCTOBER 18, 2019, BASED ON THE REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY, PENDING APPROVAL FROM THE STATE OF ILLINOIS.

9. Discussion Item—New Chart of Accounts for SWAN (Exhibit pgs. 50-58)

10. Next Board Meeting
    The next SWAN Board Meeting will be held on November 15, 2019 at SWAN Quail Ridge at 9:30 a.m.

11. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library		July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Secretary	July 1, 2022
Robin Wagner	South Holland Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

September 2019	YTD Actual	FY20 Original Budget	25%
Revenues	836,527.02	3,301,526.00	25%
Expenses	775,234.02	3,371,976.00	23%
Excess of Revenues over (under) Expenses	61,293.00	(70,450.00)	

	Balance End Of Month			
			Average Interest Rates & Interest Earned during September	
Assets				
Cash & cash equivalents				
Cash- MaxSafe	1,396,368.67		2.18%	$ 2,512.00
Cash- Hinsdale Bank Checking	300,168.86		0.00%	$ -
Total Cash & cash equivalents	1,696,537.53		Investment Income	$ 2,512.00
ProPay Funds				
ProPay Funds	1,251.20			
Total ProPay Funds	1,251.20			
Accounts receivables				
Accounts Receivable	40,332.61			
Total Accounts receivables	40,332.61			
Prepaid expenses				
Deposits	23,467.08			
Vendor Credits	4,757.56			
Prepaid Expenses	671,446.85			
Total Prepaid expenses	699,671.49			
Capital assets, net				
Building And Improvements	6,895.00			
Equipment	36,500.50			
Computers	324,383.36			
Accumulated Depreciation	(319,872.02)			
Total Capital assets, net	47,906.84			
Other Assets				
Deferred Outflows - OPEB	8,157.00			
Total Other Assets	8,157.00			
Total Assets	2,493,856.67			
Liabilities				
Accrued Liabilities				
Accrued Liabilities	24,305.10			
Total Accrued Liabilities	24,305.10			
Payroll				
Salaries Payable	37,307.99			
PR Tax Withheld Payable	11,939.38			
PR Tax Expense Payable	3,905.83			
Total Payroll	53,153.20			
Other Postemployment Benefits				
Postemployment Benefits	39,101.00			
Total Other Postemployment Benefits	39,101.00			
Deferred revenue				
Deferred Revenue	73,502.26			
Deferred Revenue - MAGIC Fee Supplement Grant	190,449.00			
Total Deferred revenue	263,951.26			
Compensated absences				
Compensated Absences	99,559.16			
Total Compensated absences	99,559.16			
Facilities				
Rent Payable	49,311.35			
Total Facilities	49,311.35			
Other liabilities				
Deferred Inflows - OPEB	14,016.00			
Total Other liabilities	14,016.00			
Total Liabilities	543,397.07			
Net Assets				
Beginning Net Assets				
Unrestricted	1,889,166.60			
Total Beginning Net Assets	1,889,166.60			
Current YTD Net Income	61,293.00			
Total Net Assets	1,950,459.60			
Total Liabilities and Net Assets	2,493,856.67			

		Current Month Actual	Current Month Original Budget	YTD Actual	YTD Orginal Budget	Total Original Budget	Percent of Annual Budget	General Ledger Line Item Detail
Revenue								
4050	Other Grants	0.00	416.00	0.00	1,250.00	5,000.00	0.00%	RAILS Grants
4060	Fees For Services And Materials	228,385.33	228,386.00	685,155.99	685,156.00	2,740,626.00	24.99%	SWAN Quarterly, Annual, and Semi-Annual Fees
4061	Internet & Enhanced Access Fees	303.25	0.00	909.75	0.00	0.00	0.00%	SWAN Annual Internet Access Fees
4070	Reimbursements	5,462.53	634.00	8,123.65	1,900.00	7,600.00	106.89%	Member Reimbursements and SWANx Sponsor Table Registrations
4071	Reimbursements - Lost Materials	385.60	0.00	2,412.73	0.00	0.00	0.00%	Reciprocal Borrowing and ILL Losses
4072	Reimbursements - Collection Agency Fees	0.00	75.00	30.00	225.00	900.00	3.33%	Reciprocal Borrowing and ILL Loss Collection Agency Fees
4075	Group Purchase Receipts	360.00	60.00	360.00	180.00	721.00	49.93%	Group Purchases for Members
4080	Investment Income	2,512.00	1,834.00	8,365.21	5,500.00	22,000.00	38.02%	Interest
4090	Other Revenue	<u>43,723.23</u>	<u>43,723.25</u>	<u>131,169.69</u>	<u>131,169.75</u>	<u>524,679.00</u>	<u>24.99%</u>	RAILS Support to SWAN
Total Revenue		**281,131.94**	**275,128.25**	**836,527.02**	**825,380.75**	**3,301,526.00**	**25.34%**	
Expenses								
5000	Library Professionals	26,466.86	24,915.00	85,584.85	87,205.00	323,900.00	26.42%	Staff Salaries
5010	Other Professionals	56,170.02	74,208.00	182,078.08	259,726.00	964,700.00	18.87%	Staff Salaries
5020	Support Services	24,957.62	19,862.00	81,315.10	69,514.00	258,200.00	31.49%	Staff Salaries
5030	Social Security Taxes	7,809.49	9,108.00	25,334.54	31,876.00	118,400.00	21.39%	Social Security Taxes
5050	Worker's Compensation	245.13	184.00	735.47	550.00	2,200.00	33.43%	Worker's Compensation Insurance
5060	Retirement Benefits	10,302.80	10,838.00	33,626.25	37,936.00	140,900.00	23.86%	Retirement Benefits and Retirement Plan Fees
5070	Health, Dental, Life And Disability Insurance	(3,504.75)	19,550.00	29,352.41	58,650.00	234,600.00	12.51%	Health, Dental, Life & Disability Insurance
5080	Other Fringe Benefits	0.00	209.00	0.00	625.00	2,500.00	0.00%	Tuition Reimbursements
5085	Wellness Benefits	0.00	425.00	99.00	1,275.00	5,100.00	1.94%	Staff Wellness
5100	Recruiting	0.00	75.00	0.00	225.00	900.00	0.00%	Background Checks and Job Postings
5110	Print Materials	955.88	666.00	1,892.52	2,000.00	8,000.00	23.65%	Printed Items (Branded)
5130	E-Resources	0.00	41.00	0.00	125.00	500.00	0.00%	ALA TechSource Subscription
5140	Rent/Lease	8,465.77	8,826.00	34,222.62	26,476.00	105,904.00	32.31%	Facility Lease (Including Tenant's Share of Real Estate Taxes, Operating Expenses, and Insurance)
5150	Utilities	524.07	534.00	1,699.78	1,600.00	6,400.00	26.55%	Gas and Electric
5160	Property Insurance	123.00	125.00	369.00	375.00	1,500.00	24.60%	Flood Insurance
5170	Repairs And Maintenance	79.28	99.00	182.96	295.00	1,180.00	15.50%	Key Fob Maintenance and Other Facility Maintenance
5180	Custodial/Janitorial Service And Supplies	1,171.76	709.00	2,117.94	2,125.00	8,500.00	24.91%	Cleaning Services and Supplies
5190	Other Buildings and Grounds	177.00	9.00	177.00	25.00	100.00	177.00%	Security Camera Surveillance Subscription

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		Current Month Actual	Current Month Original Budget	YTD Actual	YTD Orginal Budget	Total Original Budget	Percent of Annual Budget	General Ledger Line Item Detail
5250	In-State Travel	73.55	184.00	178.08	550.00	2,200.00	8.09%	In-State Travel
5260	Out-Of-State Travel	0.00	916.00	0.00	2,750.00	11,000.00	0.00%	Out-of-State Travel
5270	Registrations And Meeting, Other Fees	102.88	241.00	194.07	725.00	2,900.00	6.69%	Snacks, Supplies, and Lunches for Meetings and Staff Events
5280	Conferences And Continuing Education Meetings	10,847.50	1,166.00	12,193.78	3,500.00	14,000.00	87.09%	Sirsi Dynix Training and Staff Conference and Class and Test Registrations as well as SWANx Expenses
5300	Liability Insurance	749.50	741.00	2,248.50	2,225.00	8,900.00	25.26%	General Liability, Crime, Cyber Crime, and D&O Insurance
5310	Computers, Software And Supplies	5,476.73	5,202.00	13,147.14	15,606.00	62,426.00	21.06%	Computer, Software, and Supplies under $5,000 Individual Cost as well as Subscriptions for Adobe Creative Cloud, Adobe Acrobat Pro, Sonicwall Licenses, Microsoft Office 365, Panda Security, SendGrid Email Delivery System, Asana Project Management, Go To Assist Software, Go To Meeting Software, Microsoft pfSense Usage, and Microsoft Azure
5320	General Office Supplies And Equipment	138.13	334.00	603.34	1,000.00	4,000.00	15.08%	Office Supplies and Equipment under $5,000 Individual Cost Including Coffee
5330	Postage	0.00	75.00	352.82	225.00	900.00	39.20%	Postage
5380	Telephone And Telecommunications	1,587.28	1,616.00	4,429.56	4,850.00	19,400.00	22.83%	Phone, Chat, and Internet
5390	Equipment Rental	524.81	309.00	980.62	925.00	3,700.00	26.50%	Copier Lease and Usage
5400	Equipment Repair And Maintenance Agreements	54,136.32	54,475.00	163,754.43	163,425.00	653,700.00	25.05%	Sirsi Dynix Annual Maintenance, Sirsi Dynix eRC Connectors, Sirsi Dynix Blue Cloud Mobile Subscription, EBSCO Open Athens Subscription, EBSCO Discovery Subscription, Lenovo Warranty, Smartnet Maintenance, NetGate Support, and Linux Software Maintenance
5410	Legal	0.00	416.00	0.00	1,250.00	5,000.00	0.00%	Legal Fees
5420	Accounting	3,350.00	703.00	3,350.00	2,111.00	8,445.00	39.66%	Audit and Actuary Expenses
5430	Consulting	86.67	166.00	260.01	500.00	2,000.00	13.00%	HR Source Costs
5435	Payroll Service Fees	264.50	325.00	793.50	975.00	3,900.00	20.34%	Paylocity Payroll Service Fees
5440	Contractual Staff	0.00	200.00	0.00	600.00	2,400.00	0.00%	Answering Service Costs

		Current Month Actual	Current Month Original Budget	YTD Actual	YTD Orginal Budget	Total Original Budget	Percent of Annual Budget	General Ledger Line Item Detail
5450	**Information Service Costs**	26,550.81	28,016.00	83,393.34	84,050.00	336,200.00	24.80%	**Formsite Membership Costs, OCLC Fees, Authority Processing, Syndetic Reviews, SSL Certificate Costs, Survey Monkey Subscription, MailChimp Subscription, ALA RDA Toolkit, WebDewey, and EBSCO Novelist Subscription**
5480	**Other Contractual Services**	0.00	3,775.00	1,800.05	11,325.00	45,300.00	3.97%	**Unique Management Placements and Monthly Notice Printing**
5485	**Group Purchases**	0.00	60.00	361.75	180.00	721.00	50.17%	**Group Purchases for Members including Credit Card Swipes**
5490	**Depreciation**	2,847.29	0.00	8,541.87	0.00	0.00	0.00%	**Monthly Depreciation Expense**
5500	**Professional Association Membership Dues**	0.00	34.00	0.00	100.00	400.00	0.00%	**Professional Memberships for SWAN and Staff**
5510	**Miscellaneous**	66.49	84.00	(183.18)	250.00	1,000.00	(18.31)%	**Member Overpayments and Double Payments to be Reimbursed, Allowance for Doubtful Accounts Additions, Credit Card Overage Charges, as well as Reciprocal Borrowing and Vendor Adjustments from Prior Years**
5515	**Miscellaneous - E-Commerce Fees**	15.27	0.00	46.82	0.00	0.00	0.00%	**Fees for SWAN ProPay Account Used for Testing**
Total Expenses		240,761.66	269,421.00	775,234.02	877,725.00	3,371,976.00	22.99%	
Excess of Revenues over (under) Expenses		40,370.28	5,707.25	61,293.00	(52,344.25)	(70,450.00)		

Effective D...	Vendor Name	Transaction Description	Check Amount
9/2/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Aug. 31, 2019	5,154.40
9/2/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Aug. 31, 2019	1,729.90
9/3/2019	BuildingStars	Cleaning Service August 2019	138.00
9/3/2019	Moraine Valley Community College	Event Rental for SWAN x 2019 Conference	9,692.50
9/3/2019	SirsiDynix, Inc.	eRC Connector for Berwyn & Park Forest PL	568.00
9/3/2019	T.A. Systems Inc.	Carpet Cleaning	516.00
9/3/2019	Wells Fargo Vendor Fin Serv	Copier Lease	219.20
9/3/2019	SirsiDynix, Inc.	eRC Connector for Berwyn & Park Forest PL	(568.00)
9/3/2019	Quail Ridge Drive Investors, LLC	Landlord Furniture Moving Expense	79.28
9/5/2019	Bensenville Community Public Library District	Refund for Double Payment of RB	43.78
9/5/2019	Lauterbach & Amen, LLP	FY2019 Audit	3,350.00
9/5/2019	SirsiDynix, Inc.	eRC Connector	284.00
9/5/2019	T.A. Systems Inc.	Cleaning Services-August	372.00
9/5/2019	United States Treasury	Penalty for PCORI-2017	22.71
9/5/2019	Paylocity Corporation	Net Wages: Aug. 31, 2019	37,272.48
9/5/2019	Paylocity Corporation	Payroll Taxes: Aug. 31, 2019	15,882.45
9/6/2019	Paylocity Corporation	Payroll Service Fees: Aug. 31, 2019	92.65
9/16/2019	Angela Puckett	Staff Reimbursement 8/22/19	10.41
9/16/2019	Cintas #769	Mats for Doorway Entry	107.80
9/16/2019	Claudia Nickson	Staff Reimbursement 8/22/19 & 9/5/19	37.00
9/16/2019	Comcast	Internet Service 9/15-10/14/19	1,255.00
9/16/2019	Wellness Insurance Network-WIN	Life Insurance for September 2019	186.20
9/16/2019	Marcive Inc	Authority Processing -August 2019	340.62
9/16/2019	Reaching Across Illinois Library System	GHS Grant Funds owed to RAILS	9,310.74
9/16/2019	Samantha Dietel	Staff Reimbursement 9/10/19	30.42
9/16/2019	Selective Insurance	Flood Insurance Renewal 10/1/19-9/30/20	1,565.00
9/16/2019	The Hartford, Inc.	Business Owners Ins. 10/1/19-9/30/20	3,685.00
9/16/2019	The Hartford, Inc.	Workers Comp 10/1/19-9/30/20	2,975.00
9/16/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Sept. 14, 2019	5,154.41

Effective D...	Vendor Name	Transaction Description	Check Amount
9/16/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Sept. 14, 2019	1,729.90
9/19/2019	Paylocity Corporation	Net Wages: Sept. 14, 2019	37,284.82
9/19/2019	Paylocity Corporation	Payroll Taxes: Sept. 14, 2019	15,837.83
9/20/2019	Paylocity Corporation	Payroll Service Fees: Sept. 14, 2019	171.85
9/23/2019	ComEd	Electric 8/16-9/17/19	481.27
9/23/2019	Image Tec	Copier Maintenance	305.61
9/23/2019	Nicor Gas	Gas Use 8/14-9/12/19	42.80
9/23/2019	Reliance Standard Life Insurance Co	LTD/STD Insurance for September 2019	1,048.82
9/23/2019	Reliance Standard Life Insurance Co	LTD/STD Insurance for October 2019	928.57
9/23/2019	Travelers	liability Insurance 10/1/19	5,500.00
9/24/2019	First Bankcard	Sept. 2019 Credit Card Payment of Aug./Sept. Balances	19,262.47
9/24/2019	Quail Ridge Drive Investors, LLC	October 2019 Rent Payment	8,756.70
9/30/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Sept. 28, 2019	5,148.39
9/30/2019	ICMA Retirement Corporation	Retirement Deduction and Contribution: Sept. 28, 2019	1,729.90
		Total 1003 - Cash- Hinsdale Bank Checking	197,735.88
		Report Total	197,735.88

SWAN BOARD MEETING MINUTES

SWAN
800 Quail Ridge Drive, Westmont, IL 60559

September 20, 2019

Call to Order, Roll Call

President Bodewes called the meeting to order at 9:31 a.m. The following members were present to establish a quorum:

   Jamie Bukovac

   Julie Milavec (arrived at 11:08 a.m.)

   Dawn Bussey

.   Stacy Wittmann

   Robin Wagner

Introduction of Visitors/Public Comment

   Edith Craig, St. Charles Public Library
   Aaron Skog, SWAN Executive Director
   Dawne Tortorella, SWAN Assistant Director
   Ginny Blake, SWAN Office Manager

   No public comment.

Action Item – Acceptance of the September 20, 2019 SWAN Board Meeting Agenda

   Bukovac moved, seconded by Wittmann that it be

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2019 SWAN BOARD
   MEETING AGENDA AS PRESENTED.

   Motion carried by unanimous voice vote.

Action Item – Approval of SWAN Financials, August 2019

Bukovac moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1 THROUGH AUGUST 31, 2019 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR AUGUST 2019 AS PRESENTED

Motion carried by roll call vote with the following results:
Ayes: Bukovac, Bodewes, Wittmann, Bussey, Wagner

Action Item – Acceptance of the August 23, 2019 SWAN Board Meeting Minutes

Bukovac moved, seconded by Wagner that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 23, 2019 SWAN BOARD MEETING MINUTES AS PRESENTED

One correction was noted and incorporated.

Motion carried by unanimous voice vote.

Reports

a. Board President Report

Bodewes – Positive feedback from membership on the Mobile App.

Executive Director Report

Skog indicated that we are waiting on engagement letter from Lauterbach & Amen. He spoke with Wes Levy and the timeline was mutually agreed upon.

Bukovac asked if the Rep that resigned will be replaced on the Clarity Task Force. Skog said no, this is not a good time to do mid-stream.

Bukovac questioned Harvey Public Libraries being delinquent. What is the next step? Skog indicated he would reach out to them. They understand their issues and repercussions. Bukovac would like their payment history for the next board meeting. Continued conversation on Harvey's issues with nonpayment.

Skog mentioned that conversations with Warrenville Public Library joining SWAN have picked up again. Skog had a very good conversation with the technical services manager at the library regarding the SWAN membership fee quotation, our services, and the project timeline.

b. Operations Report

How is the Holds Test going? Tortorella mentioned that it is going well. A Dynamic Tool is needed so that at any point a report can be run. Edith Craig asked about a report for items in transit. Tortorella explained the purpose of the report.

Skog indicated hitting the pause button on Lynda.com. The general reaction has not been good. Several Board Members indicated they have cancelled subscription with them as well.

Wittmann asked about Apple feature regarding blocking Robo calls with the IOS13 starting in the fall. Will are calls to patrons be able to leave voice messages? Skog replied yes it will.

Bukovac asked about Tara's discussions on different OPAC's. Skog indicated we have hit pause on that until Enterprise 5.0.1 is released and is live in SWAN.

c. Treasurer Report

No report

d. Board Calendar

The October meeting will have the closed sessions review.

Discussion Item – Reconstitute as a Mission Driven 501c3 with Clear Representative Governance Practices, SWAN Strategic Plan Objective 3

Skog began with a summary to date. Three metrics where SWAN is at in size and scale. Service population. The overview is the research to date. Skog has put together a list of topics to discuss.

Bukovac discussed the letters from the attorneys and concluded that either way we do not get away from the OMA or FOIA rules that we must follow. The board agreed with that. At the December Quarterly the board suggested the members and directors be informed/updated on the conclusion that if we become a 501c3 we will have to comply with OMA/FOIA if the board

composition were to remain the same. SWAN would be a public body if we were made up solely of member directors per the lawyer's opinion.

Discussion continued the OMA and SWAN Bylaws for attendance, quorum, bylaws, and voting.

Discussion on donations and sponsorship we would receive as a 501c3 that we cannot now concluded the board would need more research into the viability of the idea. Suggestion was made to have a consultant be hired to inform us on fundraising before we decide. Would a 7-member library director only board be able to assist with fundraising activities? The board's answer to that is no, it would be an employee of SWAN.

Other types of entities were briefly discussed, including becoming a new Illinois Library System which would be a fundamental change to SWAN's structure and governance. Illinois statute does permit libraries to petition to form a library system. SWAN could create a library system that is more tailor made to this library service area, e.g. 7-day delivery all contracted out with more efficient hubs, provide library services essential to a metropolitan area, require consortia membership, etc. This is just an idea as an alternate to a 501c3.

Board decided that at the quarterly meeting in December we will have an update on membership participation within SWAN's current structure and what it mean to be a 501c3. The board has decided they are not ready to have discussions on the questions Skog presented until they have more information about fundraising. Bodewes did indicate we are making progress. Skog will bring more to the October & November meetings that is an overview of the discussion that can be shared at the December Quarterly.

Next Board Meeting

The next SWAN Board Meeting will be held on October 18, 2019 at SWAN Quail Ridge at 9:30 a.m.

The meeting was adjourned by President Bodewes at 11:32 a.m.

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2020
Jamie Bukovac	Indian Prairie Public Library	Treasurer	July 1, 2020
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library		July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Secretary	July 1, 2022
Robin Wagner	South Holland Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Dawn Bussey, Board Secretary

SWAN Executive Director Report

October 18, 2019

Accounting Service

I have signed the Lauterbach & Amen engagement letter for SWAN. Ginny and I held our first meeting with the Lauterbach team on Monday, October 7th. The timeline below is revised based on this meeting.

Date	Step	Complete
August 2019	ED brings recommendation for accounting service	Yes
September 2019	Amend SWAN FY20 Budget	Yes
October 2019	ED approves engagement letter	Yes
October 2019	Introductory meeting with Lauterbach team	Yes
October 18, 2019	Complete design of new chart of accounts with board input	
November 2019	Draft FY21 budget and refine new accounts with board input	
Jan – Feb 2020	Lauterbach creates SWAN's funds and accounts in system	
March 2020	FY21 budget is approved: includes full year of accounting service costs.	
March 2020	SWAN staff complete training with accounting service	
April - June 2020	Run parallel accounting system against RAILS Finance system	
July 1, 2020	SWAN is live in new accounting system	

COSUGI Consortia Special Interest Group 2019 Meeting

The resource sharing consortia within the customers of SirsiDynix have been meeting annually for 9 years. SWAN staff have attended the last 4 years. This year the meeting was held at the Cleveland Public Library and I attended on behalf of SWAN. The group is informal, and no annual dues are paid and membership in COSUGI is not required.

Typically, around 6-7 SirsiDynix staff attend day 2 of the 2-day meeting. The first day is spent reviewing what consortia are concerned about with SirsiDynix's products and support. This year there was a large turnout with 31 attendees from 19 consortia. Since the meeting was held at Cleveland Public Library, a large number of CLEVNET staff were there.
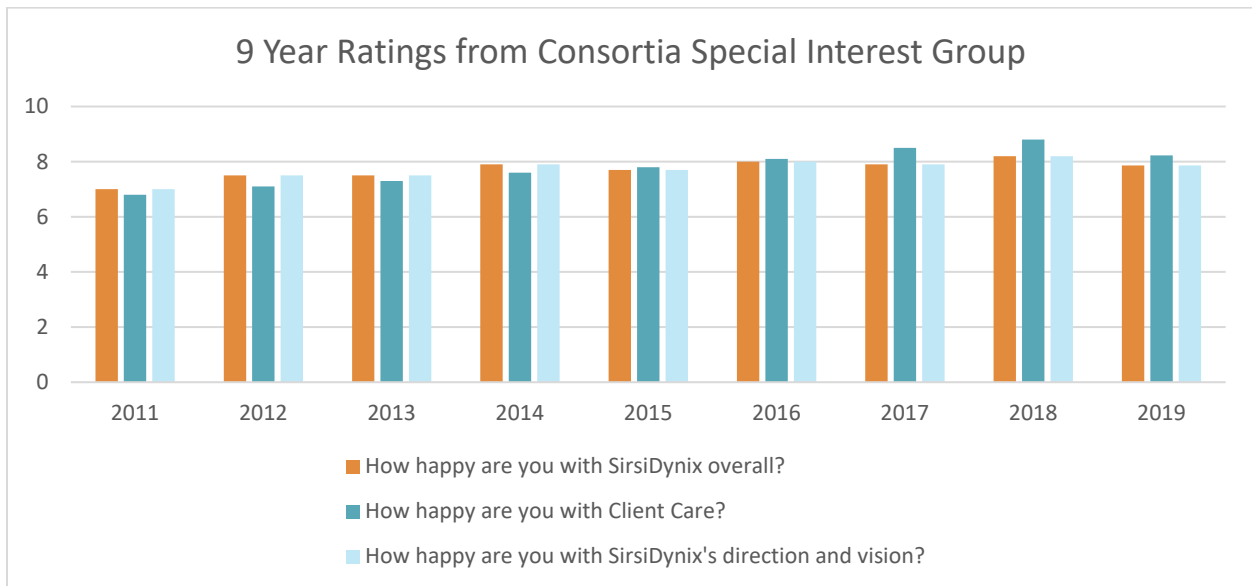
In summary:

- Nearly all the consortia at the meeting are trying out the BLUEcloud staff interfaces for cataloging, acquisitions, and circulation. Some have begun to use the BLUEcloud circulation in

school member libraries. None have fully moved over to it yet but are finding use cases where it would make sense.

- SWAN is the first of the consortium to upgrade its test environment to Enterprise release 5.0.1 which has the mobile device friendly displays. Due to numerous Enterprise customizations (known as "widgets" which are written in the JavaScript language) the adoption of 5.0.1 will be somewhat slow across the customer base, as SirsiDynix consultants will review these customizations as part of the upgrade process. SWAN UX is moving ahead with revising our Enterprise stylesheet and widget code within our test environment. Once everything is ready, we will announce a 5.0.1 upgrade date for all libraries on the live system.

- Enterprise will get some accessibility updates in 5.0.2. The 5.1 release will address the relevancy issues that have been carried over each year within the Consortia SIG group for the past 3 years.

- I used the meeting to have side conversations with consortia directors on how they have handled SirsiDynix extension negotiations.

Satisfaction with SirsiDynix Chart

The annual survey of the consortia was presented. The overall satisfaction among survey responders was compiled. Back in 2011 the consortia focused on helping SirsiDynix improve its support (Client Care). The trend shows steady improvement in this are over the 9 years. Satisfaction with the company's vision and company overall remains relatively high.

9 Year Ratings from Consortia Special Interest Group

Legend:
- How happy are you with SirsiDynix overall?
- How happy are you with Client Care?
- How happy are you with SirsiDynix's direction and vision?

SirsiDynix Rating Average	2011	2012	2013	2014	2015	2016	2017	2018	2019
How happy are you with SirsiDynix overall?	7	7.5	7.5	7.9	7.7	8	7.9	8.2	7.9

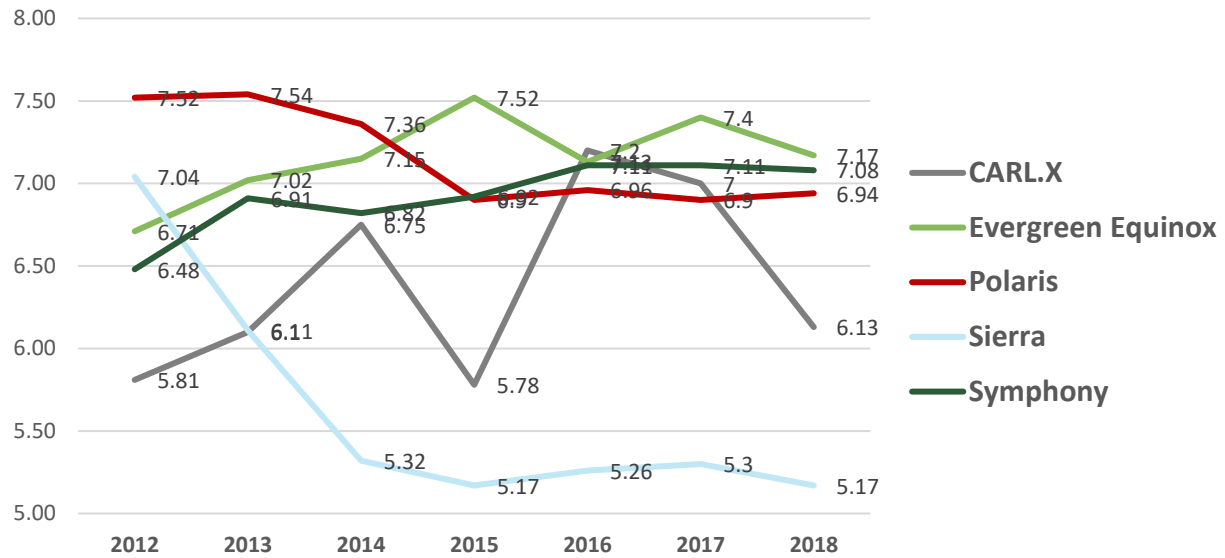| How happy are you with Client Care?	6.8	7.1	7.3	7.6	7.8	8.1	8.5	8.8	8.2
How happy are you with SirsiDynix's direction and vision?	7	7.5	7.5	7.9	7.7	8	7.9	8.2	7.9

Library Automation 2018 Perceptions Survey (Library Journal)

The annual survey of library automation was released in February 2019 by Library Journal. I am including an overview of the survey as part of the overall barometer of satisfaction of libraries with their software platforms as it seems appropriate in conjunction with the Consortia Special Interest Group. The platforms below are ones I have selected as consortia-ready. However, the survey responses include library customers within consortia and standalone arrangements.
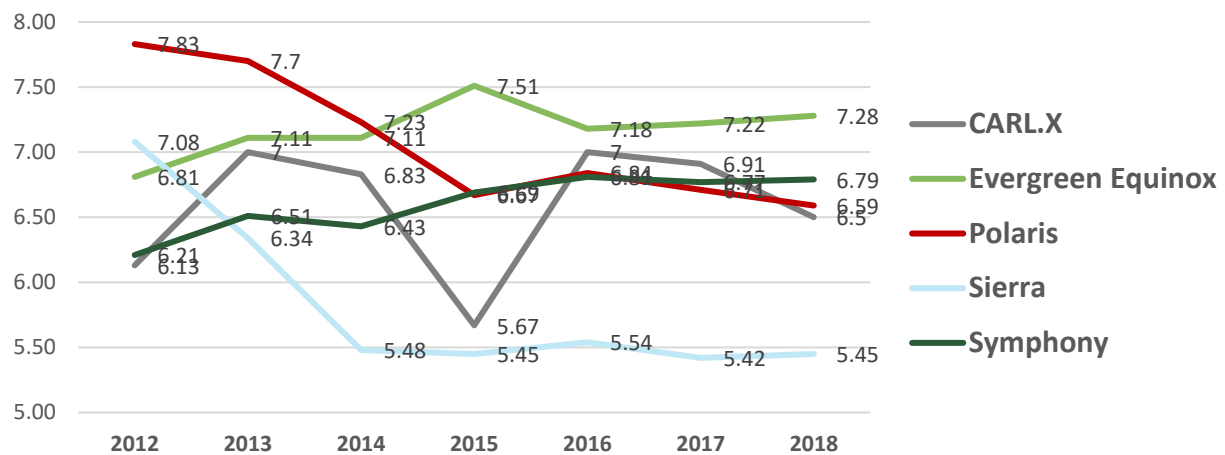
It is worth noting that Innovative Interfaces supports both Sierra and Polaris. The Polaris company was acquired by Innovative in 2014, and the downward trends appear to coincide with that year.
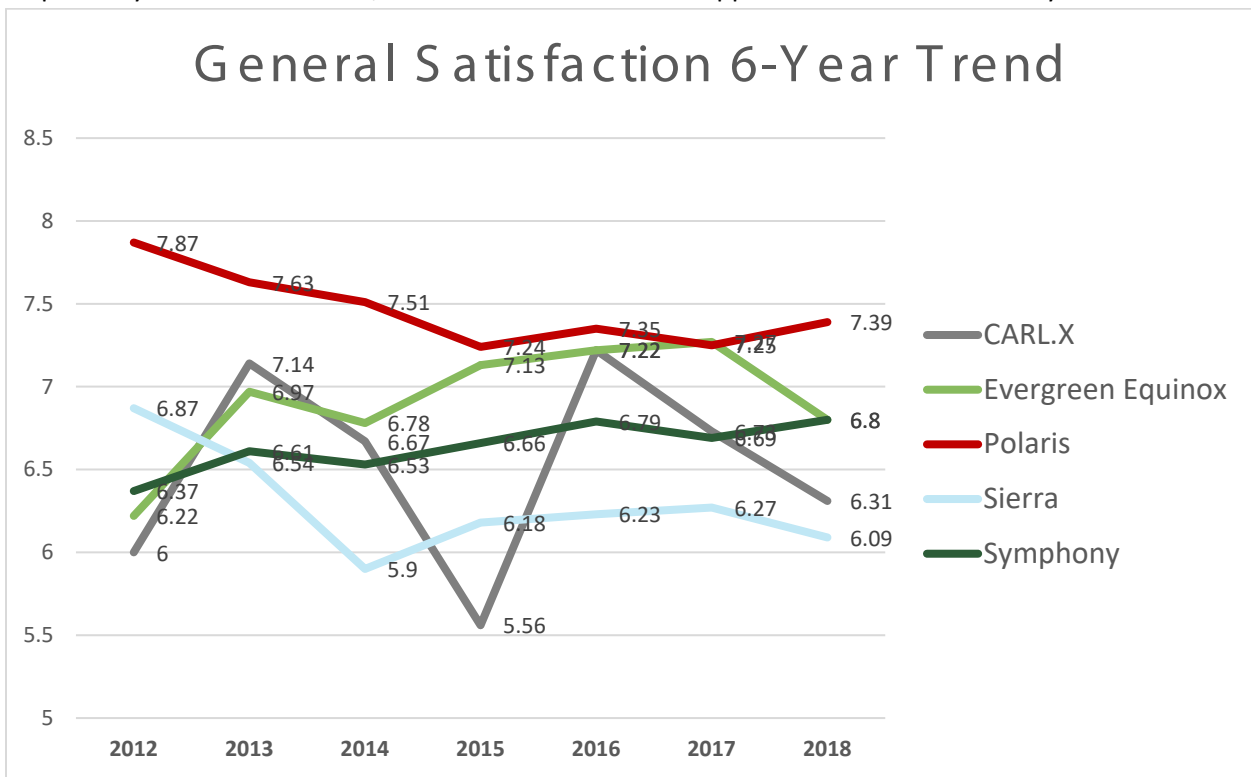
Company Support 6-Year Trend

	2012	2013	2014	2015	2016	2017	2018
CARL.X	5.81	6.11	6.75	5.78	7.2	7	6.13
Evergreen Equinox	6.71	7.02	7.15	7.52	7.13	7.4	7.17
Polaris	7.52	7.54	7.36	6.92	6.96	6.9	6.94
Sierra	7.04	6.91	5.32	5.17	5.26	5.3	5.17
Symphony	6.48	6.82	6.82	—	7.11	7.11	7.08

Company Statisfaction 6-Year Trend

	2012	2013	2014	2015	2016	2017	2018
CARL.X	6.13	7	6.83	5.67	7	6.91	6.5
Evergreen Equinox	6.81	7.11	7.23	7.51	7.18	7.22	7.28
Polaris	7.83	7.7	7.11	6.69	6.84	6.57	6.59
Sierra	7.08	6.34	5.48	5.45	5.54	5.42	5.45
Symphony	6.21	6.51	6.43	6.69	6.84	6.77	6.79

Financial Report

SWAN has received all first quarter FY20 invoiced SWAN fees of $757,748.50 with the exceptions of Calumet Park and University Park. As of September 30th, the libraries with outstanding prior and current period SWAN fees, include:

Calumet Park
Owes $4,138.64 in total, which includes the fourth (partial) quarter of FY19, the first quarter of fiscal FY20, and eight reciprocal borrowing billings. SWAN received payment from Calumet Park on July 15, 2019 in the amount of $3,755.00 as well as an additional identical payment on August 12th and yet another identical payment on September 23rd. These payments were applied against their outstanding FY18 and fiscal year FY19 invoices.

Harvey Public Library District
Owing $24,132.25 in total, which includes the first and fourth quarters of fiscal year 2019, fees for the last three quarters of fiscal year 2018, and a portion of one reciprocal borrowing billing. SWAN received its last payment from Harvey on September 3, 2019 for a reciprocal borrowing invoice in the amount of $619.74 and first quarter of FY20 SWAN fees in the amount of $4,933.50.
The library began to fall behind on SWAN invoices for all of 2017 and the first half of 2018. The library now owes SWAN $24,132.25, and the second FY20 quarterly membership fee of $4,933.50 was recently issued.

Harvey Public Library District's invoices and payments is in the chart below.

Invoice Date	Invoice	Invoice Amount	Payment Amount	Outstanding Amount	Date Paid
4/3/2017	RB invoice	$135.00	$135.00		8/23/2018
5/15/2017	RB invoice	$14.00	$14.00		8/23/2018
7/1/2017	Membership Fee	$5,032.00	$5,032.00		8/23/2018
8/8/2017	RB invoice	$250.25	$250.00	$0.25	8/23/2018
10/2/2017	Membership Fee	$5,032.00		$5,032.00	
1/2/2018	Membership Fee	$5,032.00		$5,032.00	
1/30/2018	Swipe	$60.00	$60.00		8/23/2018
4/2/2018	Membership Fee	$5,032.00		$5,032.00	
4/18/2018	RB invoice	$52.00	$52.00		8/23/2018
7/5/2018	Membership Fee	$4,518.00		$4,518.00	
7/19/2018	RB invoice	$65.10	$65.10		8/23/2018
10/1/2018	Membership Fee	$4,518.00	$4,518.00		10/18/2018
1/2/2019	Membership Fee	$4,518.00	$4,518.00		2/7/2019
1/23/2019	RB invoice	$58.44	$58.44		3/22/2019

Invoice Date	Invoice	Invoice Amount	Payment Amount	Outstanding Amount	Date Paid
4/2/2019	Membership Fee	$4,518.00		$4,518.00	
4/15/2019	RB invoice	$153.00	$153.00		6/24/2019
7/2/2019	Membership Fee	$4,933.50	$4,933.50		9/3/2019
7/18/2019	RB invoice	$619.74	$619.74		9/3/2019
	Harvey Totals	**$44,541.03**	**$20,408.78**	**$24,132.25**	

I presented the interim library director Antonia McBride at Harvey the proposed payment schedule. She will discuss the payment schedule with the board of trustees.

Date	Invoice	Amount	Requested Debt Payment	Total Payment
10/1/2019	Membership Fee	$4,933.50	$8,044.08	$12,977.58
1/2/2020	Membership Fee	$4,933.50	$8,044.08	$12,977.58
4/2/2020	Membership Fee	$4,933.50	$8,044.08	$12,977.58
	Requested Harvey Totals	**$14,800.50**	**$24,132.25**	**$38,932.75**

SWAN Public Library Tax Distribution Analysis

I thought it would be worthwhile to include some background information on the funding issues many SWAN libraries are currently facing. SWAN now collects tax information from four counties as part of its membership fee calculation for public libraries. This tax data clearly shows the dire situation some of our libraries are currently experiencing.

The following libraries in SWAN receive less than 97% of the taxes levied. This chart is sorted by percentage distributed. Below is the 2016 tax year with 23 libraries below 97% distributed.

Library Name	County Taxes Extended 2016	County Net Collections Distributed 2016	Difference	Percentage Distributed
Harvey Public Library District	$1,329,041.63	$793,528.91	($535,512.72)	60%
William Leonard Public Library District	$279,230.22	$183,055.56	($96,174.66)	66%
Riverdale Public Library District	$591,814.34	$436,119.13	($155,695.21)	74%
Markham Public Library	$886,547.90	$714,216.74	($172,331.16)	81%
Chicago Heights Public Library	$910,324.01	$755,725.36	($154,598.65)	83%
Calumet Park Public Library	$184,368.15	$157,344.75	($27,023.40)	85%
Dolton Public Library District	$1,316,508.93	$1,131,044.61	($185,464.32)	86%
Maywood Public Library District	$1,411,002.95	$1,215,300.21	($195,702.74)	86%
Calumet City Public Library	$1,696,341.57	$1,480,422.35	($215,919.22)	87%
Park Forest Public Library	$1,798,107.46	$1,589,040.41	($209,067.05)	88%
Steger-South Chicago Heights Public Library District	$295,634.94	$265,086.69	($30,548.25)	90%

| Library Name	County Taxes Extended 2016	County Net Collections Distributed 2016	Difference	Percentage Distributed
Nancy L. McConathy Public Library District	$323,250.34	$291,594.62	($31,655.72)	90%
Grande Prairie Public Library District	$1,542,302.07	$1,396,806.50	($145,495.57)	91%
Matteson Area Public Library District	$2,592,960.35	$2,349,606.65	($243,353.70)	91%
Bellwood Public Library	$1,826,105.76	$1,671,145.33	($154,960.43)	92%
Richton Park Public Library District	$1,378,537.96	$1,286,813.16	($91,724.80)	93%
Blue Island Public Library	$1,153,656.22	$1,087,280.13	($66,376.09)	94%
South Holland Public Library	$2,025,368.27	$1,916,526.73	($108,841.54)	95%
Glenwood-Lynwood Public Library District	$1,583,387.84	$1,507,888.66	($75,499.18)	95%
Lansing Public Library	$2,588,471.03	$2,467,641.94	($120,829.09)	95%
Summit Public Library District	$849,474.69	$812,976.78	($36,497.91)	96%
Flossmoor Public Library	$1,324,930.38	$1,268,940.26	($55,990.12)	96%
Thornton Public Library	$134,144.40	$128,516.50	($5,627.90)	96%

Below is the 2017 tax year with 19 libraries below 97% distributed.

Library Name	County Taxes Extended 2017	County Net Collections Distributed 2017	Difference	Percentage Distributed
Harvey Public Library District	$1,373,130.82	$865,526.55	($507,604.27)	63%
William Leonard Public Library District	$266,331.66	$185,832.65	($80,499.01)	70%
Park Forest Public Library	$2,146,117.00	$1,594,198.29	($551,918.71)	74%
Riverdale Public Library District	$611,698.60	$496,319.58	($115,379.02)	81%
Markham Public Library	$913,352.88	$745,898.52	($167,454.36)	82%
Chicago Heights Public Library	$974,092.98	$816,016.14	($158,076.84)	84%
Matteson Area Public Library District	$2,650,721.44	$2,263,497.75	($387,223.69)	85%
Calumet Park Public Library	$196,873.42	$171,196.03	($25,677.39)	87%
Calumet City Public Library	$1,837,753.08	$1,601,780.89	($235,972.19)	87%
Maywood Public Library District	$1,436,146.61	$1,254,577.21	($181,569.40)	87%
Dolton Public Library District	$1,353,656.02	$1,185,163.59	($168,492.43)	88%
Bellwood Public Library	$1,945,334.04	$1,779,445.31	($165,888.73)	91%
Grande Prairie Public Library District	$1,577,607.74	$1,460,247.08	($117,360.66)	93%
Richton Park Public Library District	$1,409,642.28	$1,310,842.56	($98,799.72)	93%
Nancy L. McConathy Public Library District	$332,840.47	$310,351.98	($22,488.49)	93%
Thornton Public Library	$144,204.50	$137,048.89	($7,155.61)	95%
Glenwood-Lynwood Public Library District	$1,528,387.30	$1,458,534.07	($69,853.23)	95%
Steger-South Chicago Heights Public Library District	$438,378.58	$420,584.24	($17,794.34)	96%
Flossmoor Public Library	$1,354,656.31	$1,300,528.53	($54,127.78)	96%
South Holland Public Library	$2,096,923.34	$2,013,927.55	($82,995.79)	96%
Lansing Public Library	$2,590,123.09	$2,487,866.65	($102,256.44)	96%

Below is a custom map using the 2017 public library tax distribution chart above. The geographic location of the SWAN public libraries with less than 97% taxes distributed in 2017 is indicated in red. Libraries with distributions between 97% - 98% are in blue, and those over 99% are green. DuPage County Treasurer tax data does not indicate the tax extension, and therefore are shown in grey.
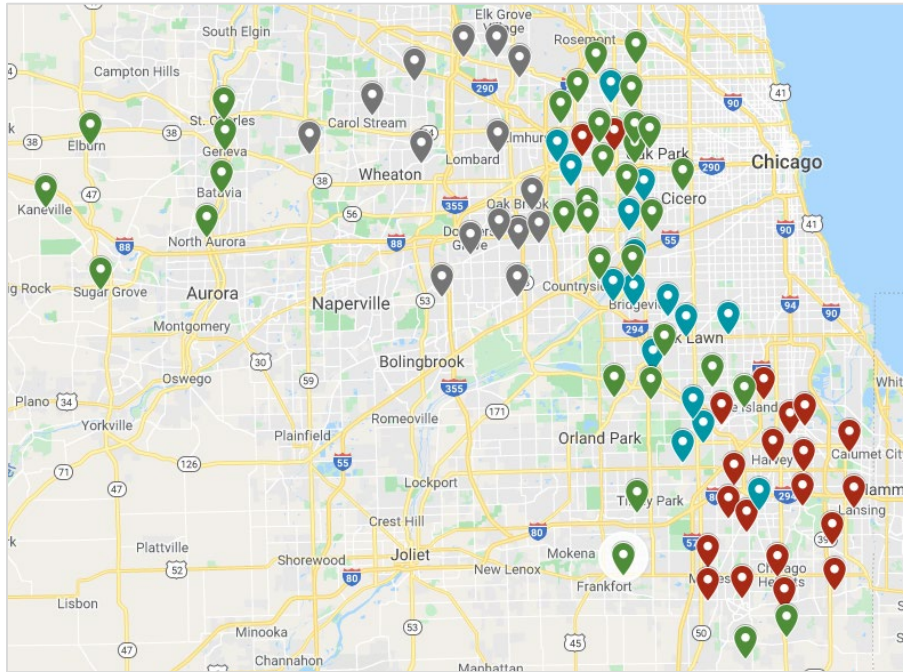
The Federal Reserve Bank of Chicago issued this foreclosure map for Cook County in 2017, which is included below. The racial and ethnic composition of Chicagoland is available on this map.

Loans in Foreclosure (%)
- 2.40 – 8.33
- 1.57 – 2.40
- 1.09 – 1.57
- 0.74 – 1.09
- 0.47 – 0.74
- 0.00 – 0.47
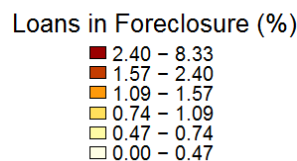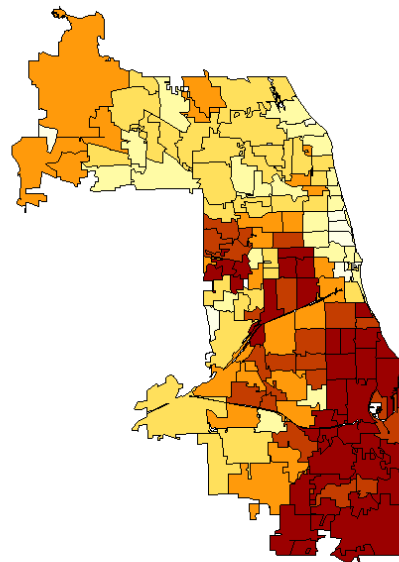
SWAN Operations Report: October 18, 2019

Member Engagement – All Staff

The following abbreviations are used to show departments: UX – User Experience, Bib Srvs – Bibliographic Services, IT – Information Technology and Systems Support, Admin – Administration.

Site Visits, Training, and Networking

During the past reporting period (September 13th – October 11th):

Date	Event Name	Attendees	Teams Represented	Topic
9/16/2019	Site Visit (Park Forest Public Library) - ILL	Dawne	Admin	Site Visit
9/17/2019	Training: BLUEcloud Analytics Advanced	Dawne	Admin	Training
9/18/2019	SWAN Circulation Advisory	Crystal, Sam, Vickie, Helen, Dawne, Aaron	Admin, Bib Srvs, IT, UX	Member Meeting
9/18/2019	Training: OCLC WorldCat Discovery and WorldShare ILL Integration	Dawne	Admin	Training
9/19/2019	SWAN Technology Users	Steven, Rudy, Michael	IT	Member Meeting
9/20/2019	SWAN Board Meeting	Aaron, Ginny, Dawne	Admin	Governance
9/23/2019	Site Visit (La Grange Public Library)	Vickie	IT	Site Visit
9/24/2019	Site Visit (Frankfort Public Library) - Outreach	Crystal, Dawne	UX, Admin	Site Visit
9/25/2019	Desk Observation (St. Charles Public Library)	Tara, Crystal	UX	Member Feedback/Research
9/25/2019	Site Visit (Villa Park Public Library)	Scott, Sam, Claudia	Bib Srvs	Site Visit
9/25/2019	Training: Searching in WorkFlows	Claudia	Bib Srvs	Training
9/26/2019	Training: BLUEcloud Mobile Admin	Lauren	UX	Training
9/26/2019	Discovery & User Experience Meeting	Tara, Robin, Lauren, Dawne, Scott, Michael	UX, Bib Srvs, IT, Admin	Member Meeting
9/26/2019	Training: Serial Control	Sam	Bib Srvs	Training
10/2/2019	ILL Users	Dawne, Helen	Admin	Member Meeting
10/2/2019	R&D: Online Patron Registration	Steven, Rudy, Dave, Vickie	IT	Research & Development
10/3/2019	R&D: BLUEcloud Acquisitions Pilot	Sam, Dawne	Bib Srvs, Admin	Research & Development
10/3/2019	R&D: BLUEcloud Circulation	Crystal, Tara, Dawne	UX, Admin	Research & Development
10/3/2019	Site Visit (Oak Park Public Library) - Outreach	Crystal, Dawne	UX, Admin	Site Visit
10/7/2019	Training: BLUEcloud Analytics Overview	Dawne	Admin	Training

Date	Event Name	Attendees	Teams Represented	Topic
10/9/2019	Clarity Task Force	Aaron, Dawne, Scott, Steven, Tara	Admin, Bib Srvs, IT, UX	Governance
10/10/2019	Acquisitions Users	Sam, Vickie, Scott, Claudia, Crystal, Dawne	Bib Srvs, IT, UX, Admin	Member Meeting
10/10/2019	Training: Open Lab - OCLC Config	Dawne	Admin	Training

SirsiDynix & Vendor Partner Support & Consulting

- 9/24 – Symphony Data Control Pilot Kick-off Meeting (Steven, Rudy, Michael, Dave, Scott, Aaron, Dawne)
- 10/9 – Symphony Data Control Pilot Standup Meeting (Steven, Rudy, Michael, Dave)
- 10/11- Sure Sailing Call (SWAN staff from all departments participate)
    - Examine Enterprise search results ranking order based on number of copies
    - Holds Global Configuration
    - LINKORDERHOLDS report
    - Call Number browse and classification scheme

SWAN Assistant Director (Dawne Tortorella)

SWAN Membership Meeting 2020 Preliminary Calendar
We hope to have the schedule of membership meetings posted on L2 and the SWAN Support Site by November 1st.

Staff are working with members to share responsibility and leadership for our member groups. With continued expansion of networking opportunities, the capacity to facilitate all these is dependent on the increased level of member leadership.

Based on member feedback and requests we will be making the following additions/changes in 2020:

- Cataloging Advisory will a formal selected group of members tasked with working on cataloging standards and related issues.
- Cataloging Users will include all libraries networking and sharing best practice.
- Serials topics will be incorporated into Cataloging Advisory and Cataloging Users, thus Serials Users will no longer be a separate group.
- E-Resource Advisory will be formed, complementary the Discovery and User Experience (DUX) Advisory, focusing on e-content specifically. Robin will lead this group.
- Public Services Users will be formed to share best practices and networking opportunities with peers. A member chair is being recruited to lead this group.
- Book Club Users will be formed to share best practices and networking opportunities, including discussion across several areas (Circulation, Cataloging, DUX) and how book discussion groups are supported with the consortium. A member chair is being recruited to lead this group.

Cataloging Advisory, Circulation Advisory, DUX Advisory, and E-Resource Advisory are working groups tasked with specific work on behalf of the membership. Their work informs the SWAN Executive Director and operational units. Users/User groups are opportunities for members to interact, share practices, and build connections with peers.

The following recap is preliminary but represents the scope of networking opportunities and member engagement within SWAN. Membership meetings are not planned for August and December. August is the annual event which will include opportunities for networking groups to touch base.

Meetings 2020	Chair	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Schedule
Acquisitions Users	Sam (co-chair), Vickie (co-chair) (SWAN)			3/12 9:30			6/11 9:30				10/08 9:30			2nd Thurs AM
Circulation Advisory	Crystal (chair), Sam (co-chair) (SWAN)	1/22 9:30		3/18 9:30		5/20 9:30		7/15 9:30		9/16 9:30		11/18 9:30		3rd Wed AM
Circulation Users	Peggy Tomzik (ESS)		2/19 9:30		4/15 9:30		6/17 9:30				10/21 9:30			3rd Wed AM
Cataloging Advisory	Scott (SWAN)	1/9 1:30		3/5 1:30		5/7 1:30		7/9 1:30		9/3 1:30		11/5 1:30		1st Thur PM
Cataloging Users	Claudia/Member		2/6 9:30				6/4 9:30				10/1 9:30			1st Thur AM
DUX Advisory	Tara (SWAN)	1/23 1:30		3/26 1:30		5/28 1:30		7/23 1:30		9/24 1:30		11/12 1:30		4th Thur PM
ILL Users	Dawne/Helen/Holly Szpara (SCD)		2/4 9:30				6/3 9:30				10/7 9:30			1st Wed AM
RFID Users	Ian/Ahren Sievers (EPS)				4/23 10:00						10/22 10:00			4th Thur AM
Tech Users	Steven (SWAN)			3/26 10:00						9/24 10:00				4th Thur AM
Outreach Users	David Kelsey (SCD)	1/17 9:30			4/17 9:30			7/17 9:30			10/16 9:30			3rd Fri AM
Quarterly	Aaron (SWAN)			3/5 10:00			6/4 10:00			9/3 10:00			12/3 10:00	1st Thur AM
E-Resource Advisory	Robin (SWAN)		2/27 1:30		4/23 1:30		6/25 1:30				10/22 1:30			4th Thur PM
Public Services Users	Member:		2/20 1:30			5/21 1:30						11/19 1:30		3rd Thur AM
Book Club Users	Member:			3/4 9:30				7/8 9:30				11/4 9:30		1st Wed AM
SWANx Planning		1/28 1:30		3/24 1:30		5/24 1:30		7/28 1:30						4th Tues PM
Total Mtg Count	57													

ILL Users Meeting (10/2)

ILL Users meet three times a year. The meeting held on October 2nd included a presentation by Jane Plass, RAILS Assistant Executive Director on Find More Illinois. Frankfort Public Library District has joined Find More Illinois as the first SWAN library participating. Now that a SWAN library participates, the entire SWAN catalog is included in the Find More Illinois union catalog, although only Frankfort items may be requested through the system.

Holly Szpara, St. Charles Public Library District will be co-chairing this group. We are working to bring more member leadership into our user groups and Hollys' expertise and enthusiasm for resource sharing will make a positive contribution to our member networking. Also at the last meeting, participants shared internal processing, volume, and delivery information comparing workflows.

Meeting agenda, notes, and discussion documents/handouts are available for all SWAN Member meetings at: https://support.swanlibraries.net/meetings-trainings/meeting-documents.

SWAN Bibliographic Services (Scott Brandwein)

Acquisitions User Group/BLUEcloud Acquisitions Pilot

The Acquisitions User Group met on Thursday, October 10th to discuss a number of topics. The meeting began with a tour of BLUEcloud Acquisitions led by Rebecca Bartlett of LaGrange Public Library. She led a demonstration of the interface and took questions from the group about the pilot that recently

concluded. While the software currently lacks a couple of core features, they are on track for a future release. We believe BLUEcloud Acquisitions may be a good tool for new Acquisitions libraries to use. Response during the meeting was optimistic, and many attendees were impressed with the tool.

Other topics at the meeting included clarification on recent efforts to free up our Symphony report queue by consolidating Acquisitions-related reports, an update on Vickie Totton's work on removing old fiscal cycles, a demo of the spine label tool, and group discussion of local practices.

Notes to the meeting will soon be available on the support site. The next Acquisitions User Group meeting will take place in Q1 2020.

Villa Park Public Library Opening Day Collections

Villa Park is nearing the end of its multi-year building renovation. Bibliographic Services has been assisting the Villa Park library with an Opening Day Collection project being performed with a few vendors. Begun over the summer, the project involves Villa Park purchasing a large number of materials to coincide with a renovation. The materials are largely shelf-ready and some will come with MARC records.

Villa Park involved SWAN in the process early on so we could consult on the logistics of importing the necessary data. Some was ordered traditionally using the Acquisitions module, but we have also worked with Baker & Taylor to make use of the shelf-ready cataloging that comes with the Opening Day Collection package. Ordering has been complete, and we are starting to receive MARC records with item information that SWAN will be uploading in batches on behalf of Villa Park. We will employ bibliographic matching to attach items to existing SWAN records where possible. If no matching record exists, the Baker & Taylor supplied record will be used instead. These will enter our system as pre-cats pending final approval or overlay by a cataloger. This is similar to how the current 9xx/EDI ordering process works, but Bibliographic Services is regulating the imports manually to avoid overload the system.

OHM Update (OSMOSIS Replacement)

Development of this project continues. Rudy Host is developing a tool to parse MARC records and reduce a full MARC extract to the necessary data to make the tool run. He has also come up with some ideas to streamline the original design and make the final product as lightweight as possible.

Continued experimentation with the OCLC API has required in-depth discussion with OCLC support, though we are optimistic we can get the tool working for us as we need. We are also planning a discussion with Bob Barth at CCS, who is working on a similar project to extract data directly from their Polaris database. This may lead to the ability to develop the tool to work with Symphony and Polaris directly, though we still plan to build in the ability to read a MARC extract so users of any ILS can make use of it.

Cataloging Standards Task Force

The draft documents for the cataloging standards overhaul are complete and undergoing discussion and revision through the remainder of October. We plan to release them to SWAN as a whole in November,

allowing time for staff of our OCLC Cataloging Libraries to familiarize themselves with the changes with an expectation of full adoption in January 2020.

While the bulk of the new documentation applies primarily to Cataloging Libraries, we believe all cataloging and technical services staff may find it valuable. Aside from minimum cataloging standards, the documentation will provide some additional guidance and recommendations for some emerging formats (Wonderbooks, 4K/Blu-ray combo packs, published binge boxes, etc.), quick reference guides to core MARC tags for various common formats, and a revised guide to determining when to create new bib records versus adding to an existing.

Cataloging Counts: SWAN Bibliographic Services

Counts do not include nineteen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.
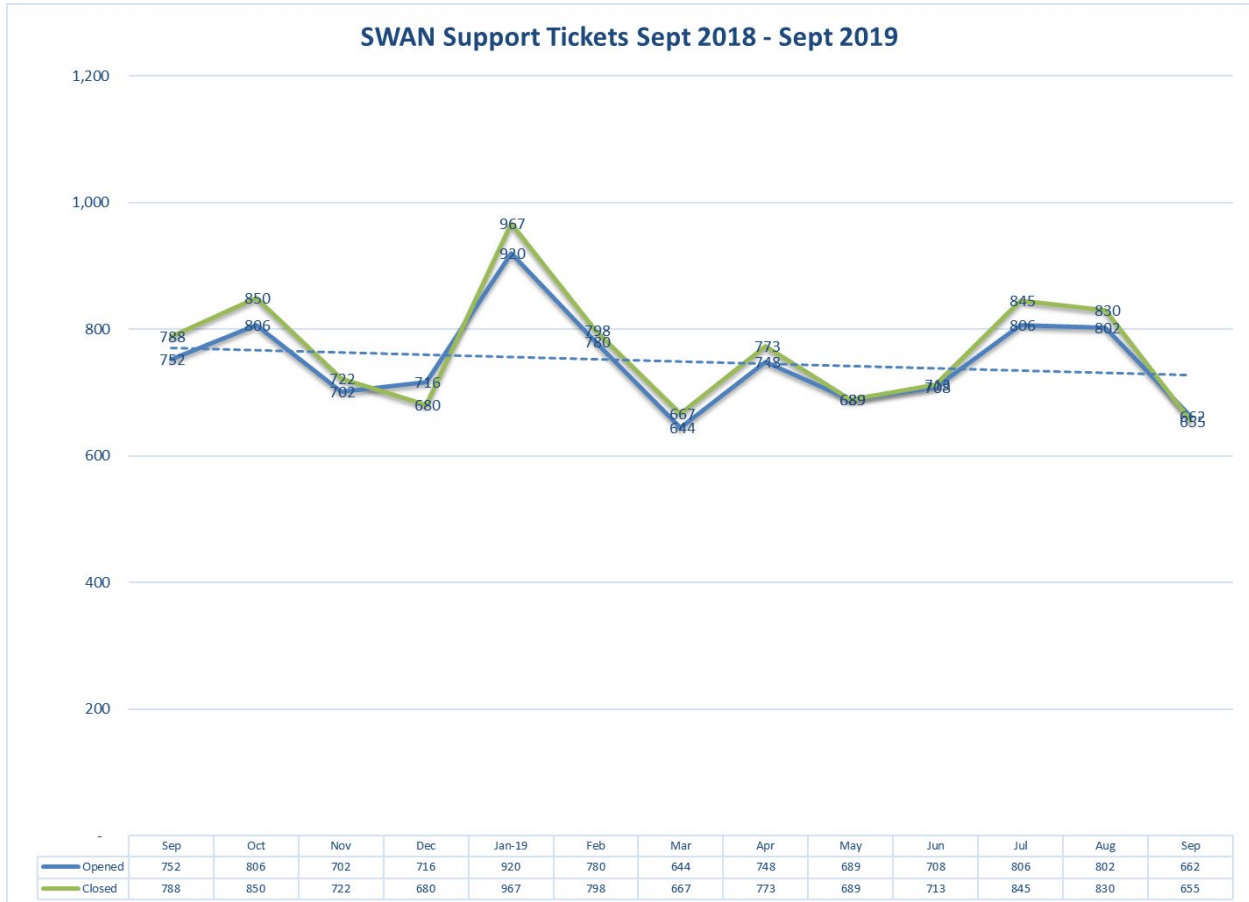
For September, there were 203 upgrades of minimal level records in OCLC to full records.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2017	96	132	169	131	133	209	266	184	96	195	93	112	**1,816**
Copy 2017	3,133	3,616	3,203	3,576	3,456	2,954	3,848	4,856	3,031	3,135	3,392	4,054	**42,254**
Orig 2018	122	89	147	70	119	148	118	167	116	209	194	92	**1,591**
Copy 2018	3,896	3,348	5,157	4,614	2,851	1,493	2,138	2,459	2,010	1,866	1,376	2,056	**33,264**
Orig 2019	126	82	106	211	92	163	127	175	171				
Copy 2019	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362				

SWAN IT & System Support Services (Steven Schlewitt)

Support Tickets

As of October 11th, 87 tickets are currently open. Several tickets were impacted by or resulting from the long-running maintenance report issue. Support inquiries varied over the previous month without a notable consistency.

SWAN Support Tickets Sept 2018 - Sept 2019

	Sep	Oct	Nov	Dec	Jan-19	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Opened	752	806	702	716	920	780	644	748	689	708	806	802	662
Closed	788	850	722	680	967	798	667	773	689	713	845	830	655

Tickets Submitted to SWAN: New, Updated Chart

General Projects

- Project OHM research and development – Rudy, Dave
- Microsoft Azure/O365 training for Dave and Michael – Steven, Rudy, Dave, Michael
- Custom Long Overdue Report troubleshooting – Vickie
- Quail Ridge copier contract audit – Steven with Ginny (Admin)
- Continued SharePoint and shared file storage cleanup – Steven with Operations Team
- BLUEcloud Central Securities SPP – Steven, Dave, Michael
- BLUEcloud Circ email notifications config – Steven, Dave
- BLUEcloud Data Control Pilot – Steven, Dave, Michael, Rudy, Scott

Online Patron Registration Tool Progress

Rudy has made considerable progress on the Online Patron Registration tool that's currently being developed. On October 2nd, the project team met for a check-in with Martyn Churchouse of the Oak Park Public Library. In the meeting, Rudy, Steven, Dave, and Vickie discussed the early version of the project, highlighting essential functionality. In its current iteration, the tool is capable of validating address information for accuracy, roughly determining if a registering patron is within a library's service area, and producing a temporary patron ID to accommodate access to online databases and electronic materials. Further details and functionality are continually refined, but the team is now incorporating Tara and Lauren with UX for greater insight on the look and feel of the tool. The team is now scheduled to meet on a monthly recurrence, increasing this frequency as early development wraps and production refinements and testing ramp up.

SWAN Technology Users Group Meeting

Steven and the IT team hosted the Technology Users Group meeting on September 26th at the Oak Brook Public Library. 13 libraries were represented at the meeting, where current development initiatives were discussed, and the group was invited to a pilot of the SWAN Community Forums which continues to expand its pilot to accommodate several user groups.

Long-Running Overnight Maintenance Reports on 10/11

Despite SWAN IT's ongoing efforts to proactively monitor the daily accumulations of records to be processed each night for overnight maintenance, the team unexpectedly encountered a large volume of Authority record updates that overwhelmed the system on Friday, October 11th, resulting in a suspension of non-circulation functions in WorkFlows.

Each night, the team receives a pre-maintenance email indicating the number of bibliographic records that will be edited overnight—these are divided into various record edits, which identified as record "keys." Typically, SWAN's Symphony in the Microsoft Azure cloud gets in the area of 15,000 bibliographic edit keys and a handful of authority keys at the end of each day. Some edits and deletions can multiply this number, depending on the individual item records that are impacted as relating to each bib record. The Azure Symphony system has an approximate maximum capacity of 50,000 update keys, and fewer for record deletions as this processing takes significantly longer. Should the key estimate exceed the expected quantities, the team has a procedure to manually batch load keys over several nights.

On the evening of the 10th, the pre-maintenance notification indicated around 11,000 edit keys and 28,000 authority keys; however, once the processing began, these keys multiplied to over 125,000 with items impacted. The resulting overnight maintenance took an additional 12 hours to complete from the typical night, and impacted the Friday library business hours.

The team will be investigating the issue further, looking for better ways of predicting the specific item records to be impacted and planning additional emergency options to accommodate overwhelming volumes to complement the batch loading option.

Email Notice Tracking

As of October 10th, SWAN sent 435,717 emails from the Symphony server over the previous 30-day period and observed a delivery success rate of 99.05% (431,569), with 0.13% (585) of those emails bouncing due to a patron email issue and 0.00% (21) of those emails reported as SPAM by the patron.

Outage Tracking

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
9/16/2019	14:45	35	Enterprise	No	Yes	Web services outage and restart due to search load spike
9/22/2019	12:45	35	Enterprise	No	Yes	Web services outage and restart due to search load spike
10/10/2019	19:24	5	Enterprise	No	Yes	Unknown Enterprise outage and service restart

SWAN User Experience (Tara Wood)

Online Trainings

Lauren Levaggi lead a second training in using the BLUEcloud Mobile app administration interface. Robin Hofstetter lead a second training in Article Search. Recordings for both trainings are available on the SWAN support site.

Public Service Desk Observations

Crystal and Tara completed site visits to Eisenhower Public Library, Hinsdale Public Library, and St. Charles Public Library to observe staff on public service desks and conduct interviews with public services staff. The goal of these visits was to identify the key functionality needed for libraries to begin using BLUEcloud Circulation at public service desks, and to identify areas where BLUEcloud Circulation could supplement WorkFlows now. Crystal is currently compiling the results of the desk observations and interviews into a prioritized list of features to provide to SirsiDynix through the BLUEcloud Circulation SPP.

BLUEcloud Circulation

SirsiDynix released BLUEcloud Circulation 2019.08 to all global regions this month, and some of our high priority features are now in place. These include being able to send email receipts to patrons, a convenient quick-view of patron information including email address and phone number, and alerts for holds.

In the new year, we will move onto the next phase of our BLUEcloud Circulation evaluation. Peggy Tomzik at Eisenhower Public Library has been very enthusiastic about participating in this research, and our visit to Eisenhower revealed that they are a good candidate to start using BLUEcloud Circulation at their Adult and Youth service points as well. We will work with Eisenhower to pilot BLUEcloud Circulation in an expanded capacity, and then work with Hinsdale to bring on additional staff there.

Outreach

Oak Park Public Library and Frankfort Public Library are now using the Outreach module. Crystal worked with library staff to set up, train, and implement Outreach. Glenwood-Lynwood also reached out to begin using Outreach.

SimplyE Pilot

Robin has added St. Charles and Eisenhower to the SimplyE pilot. SimplyE is an app developed by the New York Public Library to simplify the eBook borrowing process. It works with several vendors to bring their e-content into one app, with one login. For some libraries with many e-content vendors, SimplyE could be a way to drastically reduce the number of apps and accounts a library patron would need. Currently, SimplyE does not include Overdrive audiobooks or Hoopla. Overdrive audiobook support is on the roadmap.

Enterprise 5.0.1 Release

The 5.0.1 release of Enterprise was announced at the end of August. This release offers mobile friendly pages, which will work with small screen devices. While it is not fully "responsive" out-of-the-box, we are working on some fully responsive customizations within the 5.0.1 mobile theme.

SirsiDynix upgraded our Enterprise test server with 5.0.1. Tara has been working on testing and updating our customizations, and Steven is working with SirsiDynix to schedule an upgrade to our production Enterprise.

We're hoping we will be able to secure an upgrade date for December. Once we have an upgrade date confirmed and are closer to completing the updates to our Enterprise customizations, we'll provide a preview link.

Discovery and User Experience (DUX) Advisory Group

In the September meeting, Robin demoed SimplyE and the group discussed proposed changes to the display of holdings in the catalog. Glen Ellyn volunteered to host usability testing and interviews around the eBook download process for patrons, and Robin will lead those tests in November.

Circulation Advisory Group

The Circulation Advisory Group met to brainstorm potential improvements and changes to the Circulation Policy around billing, privacy, user accounts, and holds, with a focus on both library staff and library patron interactions with the policy.

In the short term, the group chairs, Sam and Crystal, will draft immediate improvements to make to the policy for clarity and consistency, and they will present the draft at the November Circulation Advisory meeting.

In the long term, the group identified several goals and areas for more research. These include:

- Define patron privacy and security
  - Security and privacy go beyond circulation likely needs a separate policy.
- Flexible but consistent use of policy

- - - o   Including consistency in item types and renewal periods.
  - Remove unnecessary complexities in the policy that were created for exceptions. These can be handled by procedural guidelines and best practices.
    - o   This includes an analysis of damaged billing data and identifying efficiencies in handling this process.
  - Improve documentation, labels, and procedures.

More updates to come!

DATE	MEETING TYPE	ACTION ITEMS
Monday, July 1, 2019		SWAN FY20 Budget goes into effect.
Friday, July 19, 2019	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-evaluation.
Thursday, August 1, 2019		LLSAP Grant application package due to RAILS
Friday, August 9, 2019	Regular SWAN Board Meeting	CANCELLED
Friday, August 16, 2019	SWAN Expo	Annual conference at Moraine Valley Community College
Friday, August 23, 2019	Regular SWAN Board Meeting	Discussion with Secretary on Closed Session Review
Thursday, September 5, 2019	Quarterly	Introduce new SWAN Board members
Friday, September 20, 2019	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
August–September 2019		RAILS reviews LLSAP grant applications and determines awards
Tuesday, October 1, 2019		RAILS responds with award letter and grant agreement
Friday, October 18, 2019	Regular SWAN Board Meeting	Aaron begins work on FY21 budget, brings questions to SWAN Board if needed.
November [TDB]	Finance Committee	Aaron Skog and Treasurer review Budget; SWAN potential policies are reviewed.
Friday, November 15, 2019	Regular SWAN Board Meeting	Board accepts FY19 audit.
		Aaron to bring FY20 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2020 calendar.
Thursday, December 5, 2019	Quarterly	Announce FY21 Budget Process
Friday, December 20, 2019	Regular SWAN Board Meeting	Review of FY21 Budget Draft.

DATE	MEETING TYPE	ACTION ITEMS
		Approve FY21 LLSAP grant agreement
Wednesday, January 1, 2020		Signed LLSAP grant agreements due to RAILS
Friday, January 17, 2020	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? Review Succesion Plan for ED.
		SWAN Board reviews and adopts strategic plan.
January 2020 [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 2020 [TDB]	Membership Meeting	Meeting to discuss FY21 budget, fees, and reserves worksheet.
Friday, February 21, 2020	Regular	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
		Review Board Election Timetable.
		Yearly review of SWAN Bylaws; establish committee if needed.
		Closed session minutes 6 month review.
Thursday, March 5, 2020	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2020	Regular SWAN Board Meeting	Determine if Finance/Personnel Committee meeint is needed.
March 2020 [TBD]	Finance Committee/ Personnel Committee Joint [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 17, 2020	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
		Review proposed Bylaws changes (if any). Vote on recommendation to membership; send out SWANcom notification of amendment.

SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
May 2020 [TBD]	SWANcom	Announce election info.
Friday, May 15, 2020	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
		Director Evaluation - Review document in preparation to complete for June. Assign deadline for completion.
Thursday, June 4, 2020	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 19, 2020	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY22 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Tuesday, June 30, 2020		OCLC State-wide Group Services Agreement Ends
Wednesday, July 1, 2020		SWAN FY21 Budget goes into effect
		FY21 RAILS LLSAP grant payments and in-kind services begin
Friday, July 17, 2020	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Board self-
Sunday, January 31, 2021		FY21 LLSAP Grant semiannual reports due to RAILS

October 1, 2019

Aaron Skog
System Wide Automated Network
800 Quail Ridge Dr.
Westmont, IL 60559

Dear Aaron,
I am delighted to inform you that SWAN's application for a RAILS LLSAP Support Grant for FY2021 has been approved.

The following services will continue for the period of July 1, 2020-June 30, 2021:
- Core services:
  o Prospective new members eligible to apply for Catalog Membership Grants
  o Use of RAILS meeting rooms
  o Conference calling account
  o Opportunities for communication and collaboration among LLSAPs
- Optional services:
  o Delivery services to SWAN facility
  o Help desk ticket system services
  o Website services
  o ILS phone notification dialer co-location

As noted in the application, this will be the final year that RAILS will provide website services. We will work with you on the transition during FY2021 and will reach out to you to discuss next steps.

In addition to the above services, you will receive a financial award of $562,017.92. This will be distributed in quarterly payments beginning on July 1, 2020. For your information, attached to this letter is a worksheet showing the complete allocation of RAILS support to all six LLSAPs.

Your reporting requirements for FY2021 will have two components:
1. Semiannual reports directly to RAILS, due on January 31, 2021 and July 31, 2021. We will provide an updated template before the start of the fiscal year.
2. The LLSAP portion of RAILS' annual report to the Illinois State Library which occurs after the fiscal year is complete. A template of this report was included for your information in the application. We typically receive our reporting instructions from the Illinois State Library in August, with the report due in September.

An agreement is attached. Please return a signed copy via email to Emily Fister (emily.fister@railslibraries.info) at your earliest convenience.

If you have any questions, please reach out to Anne Slaughter, RAILS Director of Technology Services, at 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: Jane Plass, RAILS Associate Executive Director
                Anne Slaughter, RAILS Director of Technology Services

RAILS LLSAP Support Grant Agreement

Grantor: <u>Reaching Across Illinois Library System ("**RAILS**"), a body politic.</u>

Street Address: <u>125 Tower Drive</u>   City/State/Zip: <u>Burr Ridge, IL 60527</u>

Email Address: <u>dee.brennan@railslibraries.info</u>   Attention to: <u>Deirdre Brennan, Executive Director</u>

Grantee: <u>System Wide Automated Network (SWAN)</u>

Street Address: <u>800 Quail Ridge Dr.</u>   City/State/Zip: <u>Westmont, IL 60559</u>

Email Address: <u>aaron@swanlibraries.net</u>   Attention to: <u>Mr. Aaron Skog</u>

Grant Amount: Total Allocation $562,017.92
           Budgeted cost of in-kind services $0
           Financial support $562,017.92

Effective Date: <u>July 1, 2020</u>   Termination Date: <u>June 30, 2021</u>

THIS AGREEMENT is made and entered into the above-referenced date, by and between, Grantee and RAILS.

Whereas, Local Library System Automation Programs (LLSAPs) are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries, and

Whereas, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

Whereas, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

Whereas, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

NOW, THEREFORE, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

Article 1: Term and Termination. Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 2: Services and Costs. Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

Article 3: Funding. If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

Article 4: Reporting Requirements. The Grantee agrees to supply RAILS with semiannual program progress reports until termination of this agreement. Semiannual reports are due on January 31, 2020 and July 31, 2020. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

Article 5: Records and Documentation. The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

Article 6: Freedom of Information Act. The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 *ILCS* 140/1 et seq.

Article 7: Liability.

 A. **Indemnity.** The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

 B. **Defense Expense**. The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

 C. **Limited Liability.** RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

  (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

(2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System ("ILS") is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as descried.

(3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.

(4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party's reasonable control.

(5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.

(6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties or merchantability or fitness for a particular purpose are made by RAILS.

(7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

Article 8: Applicable Law. This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

Article 9: Notices. All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

Article 10: Breach. Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

Article 11. No Third Party Beneficiaries. No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

Article 12: Certification. The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee's

knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

Article 13: Insurance
Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

Article 14: Amendments; Waivers
This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

Article 15: Relationship of the Parties
RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

Article 16: Severability
The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

Article 17: Entire Agreement
It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

Article 18: Successors
This Agreement shall be binding upon successors of the Parties.

Article 19: Authority
Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

Article 20: Execution in Counterparts
This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Execution Date.

GRANTEE   **ATTEST**

Signature:_____   _____

Printed Name: _____   _____

Title: President or Director_____   Secretary_____

Date: _____   Date: _____

RAILS

Signature:_____

Printed Name: Deirdre Brennan_____

Title: Executive Director_____

Appendix A – SERVICES PROVIDED BY RAILS

Core Services
All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.

Meeting Rooms
1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at https://www.railslibraries.info/about/room-guidelines. Access for advance scheduling will be provided via L2.

Communication and Collaboration
1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account

Grants for New Members
1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

Optional Services – Level 1
Cost-recovery expenses will not be deducted from Grantee's total support allocation.

Delivery Services to LLSAP Facility
1. RAILS shall provide delivery service five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, etc., if delivery times are outside of LLSAP's normal business hours.

Help Desk Ticket System Services
1. RAILS shall provide ticket system hosting, installation, build, and configuration; including updates (done at least every whole revision of the software), and Library Learning (L2) integration for member access and import of library building profiles.
2. RAILS shall provide additional ongoing ticket system support services, including development and maintenance of limited custom features, not to exceed 15 hours per year.

Website
1. RAILS shall provide basic LLSAP hosting, installation, build, and configuration of a standardized Drupal design and installation profile; including module installation and updates, and Library Learning (L2) integration for member access and import of events and library building profiles.
2. RAILS shall provide additional ongoing website support services, including development and maintenance of limited custom features, not to exceed 20 hours per year. RAILS shall cooperate with any outside vendors hired by the LLSAP to provide additional website services.
3. RAILS shall work with LLSAP staff to plan and execute the transition away from RAILS website services.

ILS Phone Notification Dialer Co-location

Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
   a. Ensure the ability of all LLSAPs to meet the needs of their members.
   b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
   c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
   d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as semiannual grant reports and information for the Illinois State Library annual system report (included as an appendix to this document for reference).
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Be open to new members, and work to keep membership affordable.
9. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
10. Govern itself in accordance with its bylaws.
11. Develop service policies and provide operational guidance.
12. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
13. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
14. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
15. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.

Appendix C: RAILS LLSAP FY2021 Support Allocation

Support amount distributed through formula		**$500,000**			*Totals*	
Flat per-agency amount		**$1,750,000**			370.7	$1,750,000.00
	Total LLSAP Support	**$2,250,000**				

Support Allocation Formula

Category	Component	% Weighting	Total			
Resource sharing	ILL and RB transactions	30.00%	$150,000.00		10,186,081	$150,000.00
Category Total		*30.00%*				
Equity	Number of nonpublic circulating libraries with collection budgets under $10,000	30.00%	$150,000.00		48.0	$150,000.00
Equity	Number of public circulating libraries with LLSAP annual fee as 3.00% or greater of library's (agency) total annual operating budget	30.00%	$150,000.00		87.0	$150,000.00
Category Total		*60.00%*				
Bib quality	Cataloging standards (y/n)	2.50%	$12,500.00		5.0	$12,500.00
Bib quality	Centralized cataloging (staff FTE)	2.50%	$12,500.00		14.50	$12,500.00
Category Total		*5.00%*				
User centered	UX (y/n)	2.50%	$12,500.00		5.00	$12,500.00
User centered	Policy simplification (y/n)	2.50%	$12,500.00		5.00	$12,500.00
Category Total		*5.00%*				
	Totals	**100.00%**	**$500,000.00**			**$2,250,000.00**

Support Allocations Per LLSAP

Component	CCS		Pinnacle		PrairieCat	
Per-agency flat amount	24.67	$116,456.83	6.00	$28,327.34	89.50	$422,549.46
ILL and RB transactions	2,608,097	$38,406.77	700,400	$10,314.08	1,640,104	$24,152.13
Nonpublic circ members <$10k collection budget	0.0	$0.00	0.0	$0.00	4.0	$12,500.00
Public circ members annual fee > or = 3.00% (publics)	1	$1,724.14	4	$6,896.55	37	$63,793.10
Cataloging standards (y/n)	1	$2,500.00	1	$2,500.00	1	$2,500.00
Centralized cataloging (staff FTE)	0	$0.00	0	$0.00	3	$2,586.21
UX (y/n)	1	$2,500.00	1	$2,500.00	1	$2,500.00
Policy simplification (y/n)	1	$2,500.00	1	$2,500.00	1	$2,500.00
Allocation	**7.29%**	**$164,087.75**	**2.36%**	**$53,037.96**	**23.69%**	**$533,080.90**

Component	RRLC		RSA		SWAN	
Per-agency flat amount	8.67	$40,917.27	144.33	$681,429.86	97.50	$460,319.24
ILL and RB transactions	15,030	$221.33	1,525,871	$22,469.94	3,696,579	$54,435.75
Nonpublic circ members <$10k collection budget	5.0	$15,625.00	38.0	$118,750.00	1.0	$3,125.00
Public circ members annual fee > or = 3.00% (publics)	0	$0.00	27	$46,551.72	18	$31,034.48
Cataloging standards (y/n)	0	$0.00	1	$2,500.00	1	$2,500.00
Centralized cataloging (staff FTE)	0	$0.00	5	$4,310.34	6.5	$5,603.45
UX (y/n)	0	$0.00	1	$2,500.00	1	$2,500.00
Policy simplification (y/n)	0	$0.00	1	$2,500.00	1	$2,500.00
Allocation	**2.52%**	**$56,763.60**	**39.16%**	**$881,011.87**	**24.98%**	**$562,017.92**

Appendix D – COST

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay $562,017.92 to Grantee in FY2021. This represents the Grantee's total support allocation (Appendix C).

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	Expenses			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		Grantee is responsible for travel expenses for its own staff.
5260	Out-of-state travel	X		Grantee is responsible for travel expenses for its own staff.
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5280	Continuing education & meetings/other	X		
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X	X	Grantee is responsible for ILS-related technology; RAILS provides network, desktop, and staff support required to provide in kind services above.
5320	Office supplies	X		
5330	Postage	X		
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies	X		
5380	Telephone (includes data, fax, and cell phones)	X		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X		
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X	X	Grantee is responsible for ILS-related consulting; RAILS is responsible for general IT consulting, as well as consulting for facility changes.
5435	Payroll service fees	X		
5440	Contractual staff	X	X	Grantee is responsible for contractual staff hired for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to Grantee.
5450	Information services costs	X		Grantee is responsible for all information services costs.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5460	Agreements with systems, members, others	X		
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		Grantee is responsible for its institutional memberships in ILS-related groups.
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts and for lock boxes for receipt of fees paid by Grantee members.

DRAFT Chart of Accounts for FY21 Budget

Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
Assets				
1000			**Cash - MaxSafe**	
1010			**Cash - Hinsdale Bank Checking**	
1020			**ProPay Funds**	
1100			**Accounts Receivable**	
1110			**Prepaid Expenses**	
1200			**Building & Improvements**	
1210			**Equipment**	
1220			**Computers**	
1299			**Accumulated Depreciation**	
1910			**Deferred Outflows - OPEB**	
Liabilities				
2000			**Accounts Payable**	
2010			**Accrued Liabilities**	
2020			**Rent Payable**	
2100			**Accrued Payroll**	
2110			**Payroll Tax Withheld Payable**	
2120			**Retirement Payable**	
2130			**Payroll Tax Expense Payable**	
2140			**Compensated Absences**	
2150			**Other Postemployment Benefits**	
2200			**Deferred Revenue**	
2210			**Deferred Revenue - MAGIC Grant**	
2910			**Deferred Inflows - OPEB**	
Net Assets				
3000			**Unrestricted**	
Income				
4050	**Other Grants**	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.	**Grant Revenue**	

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
	4060	**Fees For Services And Materials - 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.	**SWAN Full Membership Fees**	
	4061	**Internet & Enhanced Access Fees**	This revenue line is a breakout of the Fees for Services & Materials as defined in the Chart of Accounts	**SWAN Internet Access Membership Fees**	
	4062	**Maintenance Fees**			
	4070	**Reimbursements**	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.	**Member Reimbursements and SWANx Sponsor Table Registrations**	
	4071	**Reimbursements - Lost Materials**	Breakout line for Reimbursements: reciprocal borrowing and interlibrary loan losses.	**Reciprocal Borrowing & ILL Losses**	
	4072	**Reimbursements - Collection Agency Fees**	Breakout line for Reimbursements: reciprocal borrowing and interlibrary loan loss collection agency fees.	**Reciprocal Borrowing & ILL Loss Collection Agency Fees**	
NEW	4073			**Reimbursements - SWAN Events & SWAN Expo**	Breakout line for Reimbursements: library reimbursement for event fees
	4075	**Group Purchase Receipts**	Breakout line for Reimbursements: group purchases such as credit card swipes, and Envisionware for member libraries.	**Group Purchases for Members**	

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
	4080	Investment Income	Investment earnings by the LLSAP on its investments are recorded as investment income in the fund in which the related investments are recorded.	Interest	
	4090	Other Revenue - RAILS	Any revenue that cannot be classified in any of the above accounts should be included as other revenue in the fund to which it relates. Examples of other revenue include, but are not limited to, donations from private sources, fines and donated services by one fund of the LLSAP on behalf of another fund of the LLSAP. The RAILS general fund paying for the LLSAP resource sharing services is recorded in this budget line.	RAILS Support to SWAN	
	4091	Lost Materials	Reimbursed losses from reciprocal borrowing and inter library loan. Chicago Public Library reimbursements would be recorded within this budget line.	Lost Materials	
	4095	Other Revenue - Inventory		Miscellaneous	
Total Income					

Expenses

	Line #	Old Descriptions		New Descriptions	
	5000	Library Professionals	Salaries or wages paid to employees whose position descriptions ordinarily require an MLS, MIS, or above.	Staff Salaries	Salaries for all employees of SWAN
Remove	5010	Other Professionals	Salaries or wages paid to employees whose position descriptions ordinarily require a bachelor's degree or above, excluding library professionals.	[Not used]	

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
Remove	5020	Support Services	Salaries or wages paid to employees whose positions are not classified as library professionals or other professionals.	[Not used]	
		Total Salaries & Wages			
	5030	Social Security Taxes	Payroll taxes and fringe benefits--employer's share only. Social Security taxes (FICA).	Social Security Taxes	
	5040	State Unemployment Ins.		State Unemployment Insurance	
	5050	Worker's Compensation		Worker's Compensation	
	5060	Retirement Benefits	Payroll taxes and frindge benefits - employer's share only. Retirement benefits - IMRF contributions, pension, etc.	Retirement Benefits and Retirement Plan Fees	
	5070	Health, Dental, Life And Disability Insurance	Payroll taxes and fringe benefits--employer's share only. Health, dental and life insurance	Health, Dental, Life & Disability Insurance	
	5080	Other Fringe Benefits	Tuition reimbursement benefit for employees	Tuition Reimbursements	
	5085	Wellness Benefits	As a benefit to all employees, SWAN will reimburse up to $35 per month/$420 per year for wellness-related activities. This benefit will be considered taxable income, and paid via the payroll process. Wellness-related activities are those that result in a direct physical, nutritional, or other health-related benefit.	Staff Wellness	
	5100	Recruiting	Costs for personnel search, advertising of the position.	Background Checks and Job Postings	
		Total Personnel Benefits			
	5110	Print Materials	Books, periodicals, newspapers, pamphlets, continuations, standing orders, loose-leaf services, etc.	Promotional Material Printing	
	5130	E-Resources	Subscription to online publications.	E-Resources	

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
		Total Library Materials			
	5140	**Rent**	Rent/lease payments for use of property and buildings not owned.	**Rent/Lease**	
	5150	**Utilities**	Charges for electricity, heat and water, but not telephone charges.	**Utilities**	
	5160	**Property Insurance**	Insurance premiums for build and ground and all contents.	**Flood Insurance**	
	5170	**Repairs & Maintenance**	Expenditures for lawn care, snow removal, maintenance supplies, other facility maintenance.	**Facility Maintenance**	
	5175			**Equipment Maintenance**	
	5180	**Custodial Service & Supplies**	Includes costs for janitors and caretakers who are not employees, cleaning supplies, etc.	**Janitorial Expense**	
	5190	**Other Building Maintenance**	Includes trash removal, exterminating, window washing, fire and alarm service.	**Security Camera Surveillance Subscription**	
		Total Building & Grounds			
	5250	**In-State Travel**	Expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. incurred in Illinois.	**In-State Travel**	
	5260	**Out-Of-State Travel**	Same items listed above incurred outside of Illinois	**Out-of-State Travel**	
	5270	**Registrations And Meeting, Other Fees**	Includes costs and fees for staff and board members enrolling in seminars, conferences, and educational courses. Includes board meeting expenses, official functions, and meals at meetings.	**Supplies for Meetings and Staff Events**	
	5280	**Conferences and Continuing Education Meetings**	Costs for honorariums, materials and supplies, travel for speakers, meeting expenses, etc.	**Membership Continuing Education Expense**	See old COA. Expenses associated with SWAN Expo would be in this line.
NEW	5281			**Staff Contining Education Expense**	Employee conferences, professional development, classes/training will be recorded in this line.

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
		Total Travel & Registration			
	5290	**Public Relations**	Charges for publicity, advertising, classified advertising, promotional materials, outside printing and design of promotional materials. Includes library awareness activities and monogramming of promotional type clothing.		
	5300	**Liability Insurance**	Insurance premiums for bonding, errors and omissions, personal and director's liability, umbrella packages, etc.	**General Liability, Crime, Cyber Crime, and D&O Insurance**	
	5310	**Computers, Software And Supplies**	Software and supplies below $5,000.	**Membership Computer, Software, and Supplies Expense**	
	5315			**Staff Computer, Software, and Supplies Expense**	
	5320	**General Office Supplies And Equipment**	Paper, office supplies, such as pencils, paper clips, etc. and equipment costing less than $5,000.		
				Office Expense	
	5330	**Postage**	Stamps, postage machine refills, overnight express, UPS, parcel insurance, etc.	**Postage**	
Remove	5370	**Other Supplies**		**[Do not use]**	
	5380	**Telephone And Telecommunications**	Tolls and taxes for local and long distance voice calls, data lines, data circuits, and FAX lines.	**Telecommunications**	
	5390	**Equipment Rental**	Payments made for use of equipment, computers, copy machines, etc., which are neither owned nor part of a lease-purchase agreement.	**Copier Lease and Usage**	

Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
5400	**Equipment and Software Maintenance Agreements**	Actual charges to service, fix or maintain equipment, computers, copy machines, and includes expenditures for contracts to service or perform preventative maintenance or repairs on equipment, copy machines, etc. for a fixed price. Line used by LLSAP for vendor maintenance for integrated library system, server operating system maintenance, and other server infrastructure expenses.	**Staff Equipment and Software Maintenance Agreements**	All vendor software, hardware, and licensing expenses associated with SWAN employee support, administration, ticketing, CRM, video training (Microsoft Office 365, Vimeo Pro, GoToMeeting)
5410	**Legal**	Fees for attorneys' services, including retainers.	**Legal Fees**	
5420	**Accounting**	Fees for audits, outside services for bookkeeping and payroll processing, etc.	**Accounting Fees**	
5430	**Consulting**	Fees paid to professionals outside of LLSAP for services other than legal or accounting, such as computer consultants, independent library consultants, or appraisers.	**Consulting Fees**	
5435	**Payroll Service Fees**	Breakout line for Contractual Staff budget: payroll service fees, costs associated with reporting requirements.	**Payroll Service Fees**	
5440	**Contractual Staff**	Fees paid directly to persons engaged in contractual work or service arrangements with the LLSAP.	**Answering Service Fees**	
5450	**Information Service Costs**	Computer and software services and fees, online services such as OCLC, Dialog, automation services, database services, system use fees, library circulation system, retrospective conversion, etc. Ebook services, Novelist, MARCIVE, catalog enhancements.	**Library Services Platform Expenses**	All vendor expenses directly part of the SWAN library services platform: ILS, staff client, commerce system, discovery platform, resource sharing platform (SirsiDynix, OCLC, EBSCO)

	Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
	5460	**Contract Agreement W/ Systems, Member Libraries & Cooperatives**	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.		One-time expenses associated with grant agreements (mostly offset by revenue in #4050 Grant Revenue)
				Grant Agreement Expenses	
	5480	**Other Contractual Services**	May include domain name registration, online survey tools for use purchased in a specified period of time, website encryption services, and other outside services. Contract for notice printing, collection services for unreturned materials are recorded in this line.		
				Debt Collection Expenses	
NEW	5481			**Notice Printing Expenses**	
	5485	**Group Purchases**	Breakout line for Contractual Services: see Revenue line #4075 Group Purchase Receipts for expense reimbursements.		
				Group Purchases for Members	
	5495	**(Gain)/Loss on Asset Disposal**		**(Gain)/Loss on Asset Disposal**	
	5500	**Professional Association Membership Dues**	Costs for various individual or LLSAP memberships in professional organizations.		
				Professional Memberships	
	5510	**Miscellaneous**	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		
				Bank Fees	
	5515	**Miscellaneous - E-Commerce Fees**			Fees and reimbursements associated with SWAN e-commerce system (ProPay)
				Merchant Account Fees	
	5590	**Interest**		**Interest Expense**	

Line #	Old Descriptions	Old RAILS Chart of Accounts Definition & Description of Budget Line Use	New Descriptions	New SWAN Chart of Accounts Definition & Description of Budget Line Use
5490	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.	Depreciation Expense	
5025	Vacation Expense	Per GASB, Vacation Expense is the account created to segregate the amount of the expense incurred by SWAN for the current years' addition or subtraction to the balance of earned but unused staff vacation time. The Balance Sheet reflects the fact that Compensated Absences has been adjusted for the year-end to show, as of June 30 of the given fiscal year, the current value of this earned but unused vacation. This is more a potential than actual liability as employees most likely will use most of their vacations while being employed.	Vacation Expense	