

# SWAN BOARD MEETING AGENDA

November 20, 2020 9:30 a.m.

Online Meeting

Per Illinois Public Act 101-0640, this meeting will be held by remote attendance

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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 November 20, 2020 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 20, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, September (Exhibit pgs. 3-15)
  - a. Balance sheet and detail of expenditures for October 2020
  - b. Approval of the payment of bills for October 1, 2020 through October 31, 2020 in the amount of \$75,482.82

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1 THROUGH OCTOBER 31, 2020 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR OCTOBER 2020

5. Action Item – Acceptance of the October 16, 2020 SWAN Board Meeting Minutes (Exhibit pgs. 16-18)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 16, 2020 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports
  - a. Board President Report
  - b. Executive Director Report (Exhibit pgs. 19-24)

- c. Operations Report (Exhibit pgs. 25-50)
  - d. Treasurer Report
  - e. Board Calendar (Exhibit pgs. 51-52)
7. Action Item – Approve the SWAN Board and Membership meeting schedule for 2021 (Exhibit pg. 53)
  8. Action Item – Acceptance of the SWAN Fiscal Year 2020 financial audit (Exhibit pgs. 44-85)
  9. Discussion Item – SWAN Fiscal Year 2022 draft budget (Exhibit pgs. 86-112)
  10. Discussion Item – SWAN December 3, 2020 Quarterly meeting agenda (Exhibit pg. 113)
  11. Adjournment

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

<b>SWAN Board Member</b>	<b>Library</b>	<b>Office</b>	<b>Term Expires</b>
Ted Bodewes	Thomas Ford Memorial Library	President	July 1, 2023
Jennifer Cottrill	Midlothian Public Library		July 1, 2023
Stacy Wittmann	Eisenhower Public Library District	Vice President	July 1, 2021
Julie Milavec	Downers Grove Public Library	Secretary	July 1, 2021
Dawn Bussey	Glen Ellyn Public Library	Treasurer	July 1, 2022
Jesse Blazek	Palos Heights Public Library		July 1, 2022
Jane Jenkins	Green Hills Public Library District		July 1, 2022

**SWAN Library Services  
Balance Sheet  
As of October 31, 2020**

	<b>Balance End of Month</b>
<b>ASSETS</b>	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	\$ 801,793.23
Hinsdale Bank - MM - 5010	991,695.43
Propay Funds	\$ 42.86
Total Cash and Cash Equivalents	\$ 1,793,531.52
 Current Assets	
Accounts Receivable	(23,866.83)
REINT Receivable	-
Other Receivables	10,781.50
Deposits	23,467.08
Prepaid Expenses	264,562.12
Spares Inventory	1,732.50
Total Current Assets	\$ 276,676.37
 Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(342,977.33)
Total Capital Assets, net	\$ 24,801.53
 Total Assets	\$ 2,095,009.42
<b>LIABILITIES</b>	
Current Liabilities	
Accrued Liabilities	\$ 19,909.99
Deferred Revenue	1,819.50
Deferred Revenue - MAGIC Fee Supplement Grant	144,870.25
Accrued Payroll	31,748.60
Federal Income Taxes Payable	10,635.32
Retirement Payable	4,508.87
Dental Insurance Payable	480.20
Life X Payable	132.72
Medical Insurance Payable	5,590.79
Vision Insurance Payable	89.48
Compensated Absences	101,725.72
Lease Payable	46,247.39
Total Current Liabilities	\$ 367,758.83
 Long Term Liabilities	
Total Liabilities	\$ 367,758.83
<b>FUND BALANCE</b>	
Beginning Net Assets	
Unrestricted	2,060,444.23
Total Beginning Net Assets	2,060,444.23
Current YTD Net Income	(333,193.64)
Total Fund Balance	1,727,250.59
Total Liabilities and Fund Balances	\$ 2,095,009.42

**Statement of Revenue and Expenses**  
**For the 4 Months Ended October 31, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
<b>Revenue</b>					
4000 - Membership Fees	\$382,164.00	\$1,063,493.25	\$2,851,863.00	\$ 1,788,369.75	37.29%
4100 - Membership Reimbursements	65,516.75	178,193.00	435,394.00	257,201.00	40.93%
4200 - Reimbursement for Losses	342.08	7,844.58	900.00	(6,944.58)	871.62%
4300 - Grant Revenue	140,504.50	281,009.00	623,518.00	342,509.00	45.07%
4400 - Registration & Event Receipts	-	-	7,600.00	7,600.00	0.00%
4500 - Investment & Interest	82.67	591.38	37,000.00	36,408.62	1.60%
4600 - Reserve Fund Transfer	-	-	62,379.00	62,379.00	0.00%
<b>Total Revenue</b>	<u>588,610.00</u>	<u>1,531,131.21</u>	<u>4,018,654.00</u>	<u>2,487,522.79</u>	<u>38.10%</u>
<b>Expenses</b>					
5000 - Salaries & Wages	105,991.14	478,587.43	1,546,800.00	1,068,212.57	30.94%
5020 - Personnel Benefits	47,047.18	169,521.90	516,200.00	346,678.10	32.84%
5100 - Building & Grounds	20,442.75	52,007.65	123,304.00	71,296.35	42.18%
5200 - Professional Development	7,125.33	7,176.30	24,800.00	17,623.70	28.94%
5300 - Membership Development	-	243.31	9,400.00	9,156.69	2.59%
5400 - Information & Technology Services	200,449.55	671,119.17	1,133,700.00	462,580.83	59.20%
5500 - General Office	(93.40)	501.49	5,300.00	4,798.51	9.46%
5600 - Hardware & Equipment	591.55	2,700.38	81,700.00	78,999.62	3.31%
5700 - Insurance	2,296.31	11,636.31	9,200.00	(2,436.31)	126.48%
5800 - Contractual Services	14,947.66	22,820.58	139,210.00	116,389.42	16.39%
5900 - Library Materials & Content	13,414.51	446,775.94	425,000.00	(21,775.94)	105.12%
6000 - Interest & Fees	358.36	1,234.39	4,040.00	2,805.61	30.55%
<b>Total Expenses</b>	<u>412,570.94</u>	<u>1,864,324.85</u>	<u>4,018,654.00</u>	<u>2,154,329.15</u>	<u>46.39%</u>
<b>Excess Revenues less Expenses</b>	<u>\$ 176,039.06</u>	<u>\$ (333,193.64)</u>	<u>\$ 0.00</u>	<u>\$ 333,193.64</u>	

**Statement of Revenue and Expenses**  
**For the 4 Months Ended October 31, 2020**

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
<b>Revenue</b>					
4010 - SWAN Full Membership Fees	\$ 382,164.00	\$ 1,063,493.25	\$ 2,851,863.00	\$ 1,788,369.75	37.29%
4110 - Member One-Time Project Receipts	0.00	0.00	14,000.00	14,000.00	0.00%
4190 - Member Group Purchase Receipts	65,516.75	178,193.00	421,394.00	243,201.00	42.29%
4220 - Reimbursement Losses for Resource Sharing	342.08	7,844.58	0.00	(7,844.58)	0.00%
4230 - Collection Agency Fees	0.00	0.00	900.00	900.00	0.00%
4310 - RAILS Support to SWAN	140,504.50	281,009.00	562,018.00	281,009.00	50.00%
4320 - Other Grant Revenue	0.00	0.00	61,500.00	61,500.00	0.00%
4499 - Annual Conference Receipts	0.00	0.00	7,600.00	7,600.00	0.00%
4510 - Interest Income	82.67	591.38	37,000.00	36,408.62	1.60%
4600 - Reserve Fund Transfer	0.00	0.00	62,379.00	62,379.00	0.00%
<b>Total Revenue</b>	<b>588,610.00</b>	<b>1,531,131.21</b>	<b>4,018,654.00</b>	<b>2,487,522.79</b>	<b>38.10%</b>
<b>Expenses</b>					
5000 - Salaries & Wages	105,991.14	478,587.43	1,546,800.00	1,068,212.57	30.94%
5021 - FICA Expense	7,900.84	34,933.60	118,400.00	83,466.40	29.50%
5022 - State Unemployment Insurance	8,930.00	8,930.00	0.00	(8,930.00)	0.00%
5023 - Worker's Compensation	791.23	4,378.23	3,000.00	(1,378.23)	145.94%
5024 - Retirement Benefits	5,090.02	40,883.97	140,900.00	100,016.03	29.02%
5025 - Health, Dental, Life And Disability Insurance	24,335.09	80,286.10	246,300.00	166,013.90	32.60%
5026 - Tuition Reimbursements	0.00	0.00	2,500.00	2,500.00	0.00%
5085 - Staff Wellness	0.00	110.00	5,100.00	4,990.00	2.16%
5110 - Rent/Lease	18,350.74	45,876.85	105,904.00	60,027.15	43.32%
5120 - Utilities	1,523.79	2,922.58	6,400.00	3,477.42	45.67%
5130 - Property Insurance	391.22	2,056.22	1,500.00	(556.22)	137.08%
5140 - Repairs & Maintenance	177.00	177.00	1,300.00	1,123.00	13.62%
5150 - Custodial Service & Supplies	0.00	975.00	8,100.00	7,125.00	12.04%
5190 - Other Building Maintenance	0.00	0.00	100.00	100.00	0.00%
5210 - Conference Travel	0.00	0.00	11,000.00	11,000.00	0.00%
5220 - Staff Meetings	0.00	0.00	600.00	600.00	0.00%
5230 - Staff Professional Development	4,569.00	4,569.00	5,400.00	831.00	84.61%
5240 - Professional Association Membership Dues	423.00	423.00	2,500.00	2,077.00	16.92%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	2,133.33	2,184.30	4,500.00	2,315.70	48.54%
5310 - Travel Reimbursement	0.00	243.31	2,800.00	2,556.69	8.69%
5320 - Membership Meetings	0.00	0.00	2,900.00	2,900.00	0.00%
5350 - Marketing & Promotional Material	0.00	0.00	1,200.00	1,200.00	0.00%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5410 - Infrastructure Licensing	18,444.37	22,478.84	42,000.00	19,521.16	53.52%
5420 - Application Software Licensing	6,488.43	10,806.29	18,400.00	7,593.71	58.73%
5430 - Server Software Licensing	519.36	519.36	13,900.00	13,380.64	3.74%
5440 - Library Services Platform	166,040.61	562,474.08	927,200.00	364,725.92	60.66%
5450 - Data Management Services	815.40	6,000.58	27,500.00	21,499.42	21.82%
5460 - Information Subscription Service	5,863.64	60,261.64	74,600.00	14,338.36	80.78%
5470 - Subscription Support Services	1,392.14	1,392.14	10,100.00	8,707.86	13.78%
5480 - Telecommunications	885.60	7,186.24	19,400.00	12,213.76	37.04%
5490 - Group Purchases - Services	0.00	0.00	600.00	600.00	0.00%
5510 - Office Supplies	80.00	330.90	4,000.00	3,669.10	8.27%
5520 - Postage	(173.40)	170.59	900.00	729.41	18.95%
5599 - Annual Conference Supplies	0.00	0.00	400.00	400.00	0.00%
5610 - Equipment Rental/Maintenance	591.55	1,183.10	3,700.00	2,516.90	31.98%
5620 - Hardware	0.00	82.28	63,200.00	63,117.72	0.13%
5690 - Group Purchases - Hardware	0.00	1,435.00	14,800.00	13,365.00	9.70%

**Statement of Revenue and Expenses  
For the 4 Months Ended October 31, 2020**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
5700 - Insurance	2,296.31	11,636.31	9,200.00	(2,436.31)	126.48%
5810 - Legal	848.00	848.00	5,000.00	4,152.00	16.96%
5820 - Accounting	4,508.97	9,425.74	20,610.00	11,184.26	45.73%
5830 - Consulting	346.68	346.68	5,000.00	4,653.32	6.93%
5840 - Payroll Service Fees	341.25	1,099.35	3,900.00	2,800.65	28.19%
5850 - Contractual Agreements	0.00	0.00	56,500.00	56,500.00	0.00%
5860 - Notification & Collection	8,902.76	10,850.81	35,300.00	24,449.19	30.74%
5870 - Recruitment	0.00	250.00	900.00	650.00	27.78%
5899 - Annual Conference Facility Contract	0.00	0.00	12,000.00	12,000.00	0.00%
5910 - Print Materials	38.18	5,001.49	5,000.00	(1.49)	100.03%
5920 - Reimburse for Resource Sharing	10,698.25	19,036.25	0.00	(19,036.25)	0.00%
5930 - Electronic Resources	1,059.89	1,059.89	0.00	(1,059.89)	0.00%
5990 - Group Purchases - Content	1,618.19	421,678.31	420,000.00	(1,678.31)	100.40%
6010 - Bank Fees	358.36	1,234.39	3,700.00	2,465.61	33.36%
6020 - Merchant Account Fees	0.00	0.00	40.00	40.00	0.00%
6099 - Annual Conference Merchant Fees	0.00	0.00	300.00	300.00	0.00%
<b>Total Expenses</b>	<u>412,570.94</u>	<u>1,864,324.85</u>	<u>4,018,654.00</u>	<u>2,154,329.15</u>	<u>46.39%</u>
 <b>Excess Revenues less Expenses</b>	 <u>\$ 176,039.06</u>	 <u>\$ (333,193.64)</u>	 <u>\$ 0.00</u>	 <u>\$ 333,193.64</u>	

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
<b>Vendor Checks</b>						
To record deposit FY20 Manhattan-Elwood PLD						
1100	Accounts Receivable	To VOID Check 8093	-15.00	8093	10/01/20	<u>(15.00)</u>
Batavia Public Library						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	104.25	8094	10/14/20	<u>104.25</u>
Bedford Park Public Library District						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	45.00	8095	10/14/20	<u>45.00</u>
Beecher Community Library District						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	30.00	8096	10/14/20	<u>30.00</u>
Bellwood Public Library						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	81.00	8097	10/14/20	<u>81.00</u>
Bensenville School District 2						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	40.00	8098	10/14/20	<u>40.00</u>
Bloomington Public Library						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	332.45	8099	10/14/20	<u>332.45</u>
Bridgeview Public Library						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	578.85	8100	10/14/20	<u>578.85</u>
Broadview Public Library District						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	152.78	8101	10/14/20	<u>152.78</u>
Brookfield Public Library						
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	195.34	8102	10/14/20	<u>195.34</u>
Calumet City Public Library						
				8103	10/14/20	<u>321.10</u>

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	321.10			
Calumet Park Public Library				8104	10/14/20	<u>0.75</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	0.75			
Carol Stream Public Library				8105	10/14/20	<u>66.20</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	66.20			
Chicago Ridge Public Library				8106	10/14/20	<u>622.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	622.00			
Clarendon Hills Public Library				8107	10/14/20	<u>334.61</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing	334.61			
Downers Grove Public Library				8108	10/14/20	<u>47.54</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	47.54			
Eisenhower Public Library District				8109	10/14/20	<u>158.08</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	158.08			
Flossmoor Public Library				8110	10/14/20	<u>265.17</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	265.17			
Forest Park Public Library				8111	10/14/20	<u>33.10</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	33.10			
Franklin Park Public Library District				8112	10/14/20	<u>208.56</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	208.56			
Green Hills Public Library District				8113	10/14/20	<u>1,238.01</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	1,238.01			



## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Harvey Public Library District				8114	10/14/20	<u>28.05</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	28.05			
Hillside Public Library				8115	10/14/20	<u>372.05</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	372.05			
Hinsdale Public Library				8116	10/14/20	<u>151.64</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	151.64			
Hodgkins Public Library District				8117	10/14/20	<u>80.93</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	80.93			
Homewood Public Library District				8118	10/14/20	<u>168.19</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	168.19			
Itasca Community Library				8119	10/14/20	<u>15.83</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	15.83			
Kaneville Public Library District				8120	10/14/20	<u>16.01</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	16.01			
La Grange Public Library				8121	10/14/20	<u>516.82</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	516.82			
Matteson Public Library				8122	10/14/20	<u>528.71</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	528.71			
McCook Public Library District				8123	10/14/20	<u>4.99</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	4.99			
Messenger Public Library of North Aurora				8124	10/14/20	<u>129.33</u>

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	129.33			
Midlothian Public Library				8125	10/14/20	<u>110.99</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	110.99			
Nancy L. McConathy Public Library District				8126	10/14/20	<u>61.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	61.00			
National University of Health Sciences				8127	10/14/20	<u>12.95</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	12.95			
Northlake Public Library District				8128	10/14/20	<u>258.56</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	258.56			
Oak Brook Public Library				8129	10/14/20	<u>148.77</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	148.77			
Palos Heights Public Library				8130	10/14/20	<u>108.63</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	108.63			
Palos Park Public Library				8131	10/14/20	<u>144.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	144.00			
Park Forest Public Library				8132	10/14/20	<u>55.01</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	55.01			
Prairie State College				8133	10/14/20	<u>315.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	315.00			
Prairie Trails Public Library District				8134	10/14/20	<u>18.26</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	18.26			

# SWAN Library Services

## Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
River Grove Public Library District				8135	10/14/20	<u>80.94</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	80.94			
Riverside Public Library				8136	10/14/20	<u>104.50</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing	104.50			
Schiller Park Public Library				8137	10/14/20	<u>16.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	16.00			
South Holland Public Library				8138	10/14/20	<u>60.91</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	60.91			
St. Charles Public Library District				8139	10/14/20	<u>188.12</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	188.12			
Stickney-Forest View Public Library District				8140	10/14/20	<u>487.70</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	487.70			
Summit Public Library District				8141	10/14/20	<u>8.99</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	8.99			
The Theosophical Society in America				8142	10/14/20	<u>125.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	125.00			
Thomas Ford Memorial Library				8143	10/14/20	<u>230.12</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	230.12			
Tinley Park Public Library				8144	10/14/20	<u>626.90</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	626.90			
Town & Country Public Library District				8145	10/14/20	<u>38.97</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	38.97			

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Villa Park Public Library				8146	10/14/20	<u>76.09</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	76.09			
Westchester Public Library				8147	10/14/20	<u>6.00</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	6.00			
Wood Dale Public Library District				8148	10/14/20	<u>403.51</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	403.51			
Woodridge Public Library				8149	10/14/20	<u>143.99</u>
5920	Reimburse for Resource Sharing	Reimburse Resource Sharing - October	143.99			
Baker & Taylor				8150	10/15/20	<u>38.18</u>
5910	Print Materials	Invoice # 2035539229 - 1 purchased via EDI	38.18			
Chicago Public Library				8151	10/15/20	<u>1,059.89</u>
5930	Electronic Resources	Reciprocal Billing - July 2020 reconciliation ST20201	1,059.89			
Claudia Nickson				8152	10/15/20	<u>100.00</u>
5240	Professional Association Membership Dues	Reimbursement for ILA Virtual Conference	100.00			
Comcast				8153	10/15/20	<u>1,260.00</u>
5120	Utilities	Account Number: 930890934 9/15-10/15	1,260.00			
LIMRiCC				8154	10/15/20	<u>21,441.32</u>
5025	Health, Dental, Life And Disability Insurance	October - Health, Dental, Life, Vision	21,441.32			
Marcive, Inc.				8155	10/15/20	<u>769.32</u>
5450	Data Management Services	Invoice # 391269 - 9/30/20	769.32			
Nicor Gas				8156	10/15/20	<u>21.59</u>

# SWAN Library Services

## Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5120	Utilities	Acct # 57-44-18-6411 3, 10/14	21.59			
Reaching Across Illinois Library System				8157	10/15/20	<u>841.99</u>
5820	Accounting	Invoice # 7366 - September services	841.99			
Unique Integrated Communications, Inc.				8158	10/15/20	<u>2,585.00</u>
5860	Notification & Collection	Invoice # 580440 - July - Curbside Comm	2,585.00			
Unique Integrated Communications, Inc.				8159	10/15/20	<u>2,050.00</u>
5860	Notification & Collection	Invoice # 580506 - August - Curbside Comm	2,050.00			
Unique Integrated Communications, Inc.				8160	10/15/20	<u>1,720.00</u>
5860	Notification & Collection	Invoice # 580694 - Oct. - Curbside Comm	1,720.00			
Unique Integrated Communications, Inc.				8161	10/15/20	<u>827.76</u>
5860	Notification & Collection	Invoice # 596071 - Sept. Billing Notices	827.76			
Unique Integrated Communications, Inc.				8162	10/15/20	<u>1,720.00</u>
5860	Notification & Collection	Invoice # 580631 - Sept. - Curbside Comm	1,720.00			
Wellness Insurance Network-WIN				8163	10/15/20	<u>174.39</u>
5025	Health, Dental, Life And Disability Insurance	Life Insurance - October	174.39			
ComEd				8164	10/22/20	<u>242.97</u>
5120	Utilities	Acct. # .7347559092 9/16-10/16	242.97			
Reliance Standard Life Insurance Co.				8165	10/22/20	<u>913.35</u>
5025	Health, Dental, Life And Disability Insurance	LTD, STD Ins. October	913.35			
Reliance Standard Life Insurance Co.				8166	10/22/20	<u>913.35</u>
5025	Health, Dental, Life And Disability Insurance	STD, LTD November	913.35			
First Bankcard				50026	10/06/20	<u>5,000.00</u>

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5410	Infrastructure Licensing	additional pymt made for c/c available balance	5,000.00			
Quail Ridge Drive Investors, LLC				50027	10/29/20	<u>9,175.37</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC - November	9,175.37			
Lauterbach & Amen, LLP				50028	10/29/20	<u>1,005.00</u>
5820	Accounting	Lauterbach & Amen, LLP - Invoice # 49552	1,005.00			
Klein, Thorpe and Jenkins, Ltd.				50029	10/29/20	<u>194.00</u>
5810	Legal	Klein, Thorpe and Jenkins, Ltd. - Invoice # September	194.00			
First Bankcard				50030	10/14/20	<u>12,529.19</u>
5140	Repairs & Maintenance	Imperial Surveillance 9-4	177.00			
5230	Staff Professional Development	Global Knowledge 9-10	467.50			
5230	Staff Professional Development	Global Knowledge 9-11	671.50			
5230	Staff Professional Development	HR Source annual conference - Blake	445.00			
5230	Staff Professional Development	HR Source online course for Managers - Schlewitt, Brandwein, Wood @ 995.00/each	2,985.00			
5240	Professional Association Membership Dues	ILA Conference - Tortorella	100.00			
5240	Professional Association Membership Dues	ALA membership - Hofstetter	223.00			
5260	Online Learning	Coursera - online training	800.00			
5410	Infrastructure Licensing	Microsoft Usage charges 8-20	2,983.18			
5410	Infrastructure Licensing	Microsoft standard support 8-20	100.00			
5410	Infrastructure Licensing	logmein go to meeting 8-20	103.63			
5410	Infrastructure Licensing	logmein go to meeting 8-23	60.99			
5410	Infrastructure Licensing	Microsoft 9-2	2,304.00			
5410	Infrastructure Licensing	Microsoft Premium 9-3	18.00			
5410	Infrastructure Licensing	logmein in gotomeeting 9-16	113.99			
5410	Infrastructure Licensing	Microsoft Basic 9-5	24.00			
5410	Infrastructure Licensing	Sendgrid 9-3	322.85			
5420	Application Software Licensing	GoDaddy.cin 9-3	95.48			
5480	Telecommunications	Microsoft skype	288.00			
5480	Telecommunications	Grasshopper 8-25	44.64			

## SWAN Library Services

### Check Register

All Bank Accounts

October 2020

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5510	Office Supplies	Gift Card - tortorella	20.00			
5510	Office Supplies	Gift cards for Usability testing -	15.00			
5510	Office Supplies	Gift cards for Usability testing - 3 @15.00	45.00			
5520	Postage	First Bankcard	7.75			
5610	Equipment Rental/Maintenance	Genesis Technologies	76.50			
5820	Accounting	Mailchimp 9-10	37.18			
Genesis Technologies, Inc.				50032	10/19/20	<u>128.35</u>
5610	Equipment Rental/Maintenance	Genesis Technologies, Inc. monthly fee	128.35			
Paylocity Corporation				50033	10/16/20	<u>88.55</u>
5840	Payroll Service Fees	Paylocity Corporation	88.55			
					<b>Check List Total</b>	<u><u>75,482.82</u></u>

# SWAN Board Meeting Minutes

October 16, 2020 9:30 a.m.  
Online Meeting  
Per Illinois Public Act 101-0640  
Meeting recording

## 1. Call to Order, Roll Call

President Bodewes called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Ted Bodewes
- c. Dawn Bussey
- d. Jennifer Cottrill
- e. Jane Jenkins
- f. Julie Milavec
- g. Stacy Wittmann

## 2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director  
Dawne Tortorella, SWAN Assistant Director  
Ginny Blake, SWAN Business Manager

No public comment

## 3. Action Item

Acceptance of October 16, 2020 SWAN Board Meeting Agenda

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE OCTOER 16, 2020 SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by roll call vote with the following results:  
Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

## 4. Action Item

Approval of SWAN Financials, September 2020

The following was discussed and will be changed on Financials: Klein, Thorpe & Jenkins was applied to #5820 Accounting and should have been to #5810 Legal expense. Please note, 4 months of invoices from Unique Management for Curbside Communicator was paid at once due to corrections requested on Unique Management's invoices and a delay in getting those corrected.



Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVES PAYMENT OF BILLS FOR SEPTEMBER 1, 2020 THROUGH SEPTEMBER 30, 2020 AND ACCEPTS THE BALANCE SHEETS AND DETAIL OF EXPENDITURES FOR SEPTEMBER 2020 AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

**5. Action Item**

Acceptance of the September 18, 2020 Board Meeting Minutes

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE SEPTEMBER 18, 2020 SWAN BOARD MEETING AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

**6. Action Item**

Acceptance of September 18, 2020 SWAN Personnel Committee Meeting Minutes

Wittmann moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVED THE SEPTEMBER PERSONNEL COMMITTEE MEETING MINUTES AS PRESENTED

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

**7. Reports**

**a. Board President Report**

A question has been raised amongst the membership about the status of the Quail Ridge office during the pandemic. How many employees are working at the office, what amounts of resources is being expended on space currently not being used. Skog explained the details in the lease agreement, SWAN's hybrid schedule and the decision at this time to wait until the lease expires to discuss other options.

### **Executive Report**

Skog gave an update on the COVID-19 update. An update on the Grant Application from RAILS was discussed by Skog along with the funding formulas given. An explanation of the formula was given as well. Skog attended the Consortia Special Interest Group and gave an update. The ILA Annual Conference will have two Clarity Task Force members presenting this year. A question in reference to the workers compensation insurance budget line was discussed and Skog will look into.

### **Operations Report**

Tortorella gave a brief overview of the status of SWAN100. We are on the 3<sup>rd</sup> order with Baker & Taylor for the Rental Collection. Item Type Consolidation recommended by The Clarity Task Force is moving very well. Support tickets are going down. Tara Wood has been working with her team with User Groups and blending discussion. Another round of usability testing has been completed. The Aspen pilot project will be kicked off in December with 5-7 libraries participating. There are a lot of new features with BLUEcloud mobile.

The Executive Director Goals for FY21 was discussed. Skog will update on how these goals are going.

The next SWAN Board Meeting will be November 20, 2020 at 9:30 a.m.

### **Adjournment**

Board meeting adjourned at 10:36 a.m.

Wittmann moved, seconded by Blazek that it be

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bodewes, Bussey, Cottrill, Jenkins, Milavec, Wittmann

Minutes Prepared by Ginny Blake

Respectfully Submitted,

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Julie Milavec

Board Secretary

# SWAN Executive Director Report

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*November 20, 2020*

## **FY20 Audit**

The audit is complete and is included as an action item for this month's meeting for the Board to accept the audit. There are several to-do items within the management letter.

1. Create a Net Position Policy for SWAN: this was a prior recommendation. I will reach out to Wes Levy at Lauterbach to get an initial recommendation. We have a draft policy created. I am also researching investment options for SWAN reserves.
2. Review GASB 75 as it pertains to office lease with our next auditor
3. Review GASB 84 as it pertains to fiduciary responsibilities; "The custodial funds category will be the focus for SWAN, as this category replaces the current agency fund reporting category with more defined criteria. In applying these new criteria, it is likely that the 401a defined contribution funds will not meet the criteria to be reported as a custodial fund under GASB Statement No. 84 and will instead need to remain incorporated within SWAN's operating funds. GASB Statement No. 84 is applicable to SWAN's financial statements for the year ended June 30, 2021."

The FY20 budget and the actual expenses is in the table below. The fiscal year was a planned deficit budget, which actually ended under budget with \$171,280 going towards SWAN excess cash/reserves.

	FY20 Budget	FY20 Actual	Difference
<b>Operating Revenues</b>			
Fees for Services & Materials (Membership Fees)	\$2,740,626	\$2,740,120	(\$506)
Other Revenue (LLSAP Grant)	\$524,679	\$524,679	\$0
Grants	\$5,000	\$0	(\$5,000)
Reimbursements	\$9,221	\$22,178	\$12,957
Investment Income	\$22,000	\$23,104	\$1,104
<b>Total Operating Revenues</b>	<b>\$3,301,526</b>	<b>\$3,310,081</b>	<b>\$8,555</b>
<b>Operating Expenses</b>			
Total Salaries & Wages	\$1,546,800	\$1,389,416	(\$157,384)
Total Payroll Taxes & Personnel Benefits	\$504,600	\$414,199	(\$90,401)
Total Library Materials	\$8,500	\$1,915	(\$6,585)
Total Building & Grounds	\$123,584	\$122,266	(\$1,318)
Total Travel & Registration	\$30,100	\$27,058	(\$3,042)
Liability Insurance	\$8,900	\$9,153	\$253
Computers, Software and Supplies	\$62,426	\$59,248	(\$3,178)
General Office Supplies and Equipment	\$4,000	\$5,318	\$1,318
Postage	\$900	\$597	(\$303)
Other Supplies	\$0	\$0	\$0
Telephone and Telecommunications	\$19,400	\$20,510	\$1,110
Equipment Rental	\$3,700	\$3,049	(\$651)
Equipment and Software Maintenance Agreements	\$653,700	\$658,161	\$4,461
Legal	\$5,000	\$6,956	\$1,956
Accounting	\$21,555	\$8,410	(\$13,145)
Consulting	\$2,000	\$1,040	(\$960)
Payroll Service Fees	\$3,900	\$3,552	(\$348)
Contractual Staff	\$2,400	\$0	(\$2,400)
Information Service Costs	\$336,200	\$322,033	(\$14,168)
Contract Agreement W/ Systems, Member Libraries & Cooperatives	\$0	\$0	\$0
Other Contractual Services	\$45,300	\$40,410	(\$4,890)
Group Purchases	\$721	\$12,956	\$12,235
(Gain)/Loss on Asset Disposal	\$0	\$0	\$0
Professional Association Membership Dues	\$400	\$686	\$286
Miscellaneous	\$1,000	\$178	(\$822)
Miscellaneous - E-Commerce Fees	\$0	\$43	\$43
Interest	\$0	\$0	\$0
<b>Total Other Expenses</b>	<b>\$1,171,502</b>	<b>\$1,152,299</b>	<b>(\$19,203)</b>
<b>Total Operating Expenses</b>	<b>\$3,385,086</b>	<b>\$3,138,801</b>	<b>(\$246,285)</b>

<b>Total Statement of Revenues</b>	<b>\$3,301,526</b>	<b>\$3,310,081</b>
<b>Difference Revenue &amp; Expenses (Loss)</b>	<b>(\$83,560)</b>	<b>\$171,280</b>

## SWAN FY22 Budget

An initial draft of the budget was reviewed with Treasurer Dawn Bussey. Since that initial budget review, I have added two new expenses to the budget draft that I would like to discuss with the Board.

### Niche Academy

Niche Academy service is a year-to-year subscription of online tutorials and learning tools for public library users. The tools are already in use at 18 SWAN member libraries and comes highly recommended. SWAN's Niche Academy subscription would allow embedded widgets and tutorials into the SWAN catalog and [www.swanlibraries.net](http://www.swanlibraries.net) patron help site. These tutorials will assist library users from all SWAN member libraries in EBSCO databases, SWAN catalog, mobile app, and other targeted tutorials for commonly shared resources. This subscription would not affect existing Niche Academy library subscriptions. Niche Academy pricing is based on population. SWAN's library service population would be \$12,000 annually.

### KitKeeper

KitKeeper is an online subscription through Plymouth Rocket that will help member libraries better manage book club kit reservations and share those kits throughout the SWAN membership. KitKeeper will be managed as a group-purchase for participating member libraries at \$25 per library.

### FY22 budget highlights

- Net revenue for 3 new libraries: expenses for the addition of new libraries is \$52,931 and the estimated membership fees for the three libraries is \$105,130 which nets \$52,199 additional revenue to SWAN
- Aspen Discovery expense of \$85,000 taken from SWAN reserves
- No increase to personnel salary expense line
- Reduced travel, and annual conference (SWAN Expo) lines

### Remaining budget work

I am working with Dawne and Steven on a replacement of the voice automation notification system, known as SVA. This server was purchased in 2015 and is located in RAILS Burr Ridge data center. The goal is to replace this system with one that will reside in SWAN's cloud infrastructure or be a contracted service with another provider. The expenses are not finalized at this point of the budget process.

## LLSAP FY22 Grant Award

The funding for the six local library system automation program (LLSAP) within RAILS received their funding award letters on November 12<sup>th</sup>. Below are the funding amounts for the six organizations, with the changes from FY21 and FY22 noted.

	<b>FY21</b>	<b>FY22</b>	<b>Change</b>	<b>% Change</b>
<b>CCS</b>	\$164,087.75	\$187,966.00	\$23,878.25	15%
<b>Pinnacle</b>	\$53,037.96	\$53,887.00	\$849.04	2%
<b>PrairieCat</b>	\$533,080.90	\$559,218.00	\$26,137.10	5%
<b>RRLC</b>	\$56,763.60	\$69,118.00	\$12,354.40	22%
<b>RSA</b>	\$881,011.87	\$857,120.00	(\$23,891.87)	-3%
<b>SWAN</b>	\$562,017.92	\$522,691.00	(\$39,326.92)	-7%
	<b>\$2,250,000.00</b>	<b>\$2,250,000.00</b>		

SWAN's LLSAP grant funding over the past years is the following.

<b>Fiscal Year</b>	<b>LLSAP Funding to SWAN</b>	<b>SWAN Size</b>	<b>SWAN Budget</b>	<b>Percentage of LLSAP Funding of SWAN Total Budget</b>
FY22 draft	\$522,691	100	\$3,586,354	15%
FY21	\$562,018	97	\$3,188,514	18%
FY20	\$524,679	97	\$3,371,976	16%
FY19	\$598,985	97	\$3,114,401	19%
FY18	\$505,842	78	\$2,806,050	18%
FY17	\$472,000	78	\$2,511,764	19%

The SWAN fee formula utilizes an LLSAP discount for all public libraries. The amount is divided equally by all public libraries, so with three additional public libraries joining SWAN combined with the \$39,326.92 reduction in the grant, each library will have a lower discount.

LLSAP Discount: FY21 (for 92 public libraries)	\$562,018	\$6,109
LLSAP Discount: FY22 (for 95 public libraries)	\$522,691	\$5,502
Difference		\$607

## Board Considerations

### SWAN Quarterly Meeting

The next meeting will be held on Thursday, December 3rd. The draft agenda is included in the Board meeting packet.

## Monthly Financial Report

With the completion of the audit, the balance sheet was updated and some of the pre-paid expenses from FY20 were added to expenses for this month's revenue and expense report. The fiscal year transition however is not complete just yet; there are some expenses that will be adjusted in next month's report.

### **Accounts Receivable Update: October 2020**

4010 - SWAN Full Membership Fees: the second quarter invoices were sent out in October. We expect to near 50% revenue for this line as we near December 31<sup>st</sup>.

4220 - Reimbursement Losses for Resource Sharing: the invoices issued in July as part of the SWAN-to-SWAN member library for lost and paid material are recorded in this line. This line will offset against the 5920 Reimburse for Resource Sharing expense line. We do not have a budget amount for this line in FY21.

4310 – RAILS Support to SWAN: the second payment to SWAN was received in October.

### **Accounts Payable Update: October 2020**

5023 – Worker's Compensation: this line is over the budgeted amount for two reasons. The first is that our full payment for FY21 was made in September at \$3,587 for the renewal of October 1, 2020 through September 30, 2021. The second reason is there are 3 months of pre-paid worker's compensation insurance expenses from the prior year that was recorded in October. As noted in the introduction above, this will be adjusted next month to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses.

5130 – Property Insurance: this line is temporarily over budget. As noted in the introduction above, this will be adjusted next month to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses.

5460 - Information Subscription Service budget line is 72.92% spent as the EBSCO subscription to Novelist Select is fully recorded in this budget line.

5700 – Insurance budget line records the business and liability insurance covered by Hartford and Travelers insurance. This line is the full year's expense for SWAN. However, 3 months of FY20 pre-paid expenses have been recorded in this line as part of the fiscal close for FY20. This will be adjusted next month to reduce the 3 months July, August, and September 2021 pre-paid insurance expenses.

5910 - Print Materials budget line is 99% spent as the Baker & Taylor rental collection pilot project is underway and fully funded for FY21.

5920 Reimburse for Resource Sharing: the expenses for this budget line are part of the SWAN-to-SWAN member library for lost and paid material. This line will offset against the 4220 Reimbursement Losses for Resource Sharing revenue line.



# Operations Report: November 2020

## 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 (October 13<sup>th</sup> – November 16<sup>th</sup>) SWAN100 project training and meetings have increased in readiness for December 9<sup>th</sup> Go-Live. Note, more SWAN staff attended events but due to online meeting, attendance is not fully reflected. Staff presenting and primarily involved in facilitation are acknowledged.

Date	Event Name	Attendees	Teams Represented	Topic
10/13/2020	Training: SWAN100 Article Search	Robin, Tara, Vickie, Dawne	UX	New member project
10/16/2020	Board Meeting	Aaron, Ginny, Dawne	Admin	Governance
Mondays 10/19-11/6/2020	SWAN100 Weekly Project Mtg	Dawne, Steven, Scott, Sam, Aaron (+others)	Admin, Bib Srvs, IT	New member project
10/19/2020	Training: SWAN100 Search Strategies	Scott, Tara, Vickie, Dawne	Bib Srvs, UX	New member project
10/21/2020	Circulation Users	Crystal (+others)	UX	Member meeting
10/22/2020	RFID Users	Ian, Steven, Michael, Dawne	IT, Admin	Member meeting
10/23/2020	Outreach Users	Crystal, Dawne, Tara	UX, Admin	Member meeting
10/25/2020	Training: SWAN100 - Interlibrary Loan	Dawne, Helen, Vickie	Admin	New member project
10/27/2020	Fine Free Consultation (Geneva)	Vickie, Sam	IT, Bib Srvs	Consultation
10/27/2020	SWAN Fireside Chat #19	Aaron, Dawne, Scott, Steven, Tara	Admin, Bib Srvs, IT, UX	Member meeting
10/28/2020	Training: SWAN100 - OCLC Config	Dawne, Helen, Vickie	Admin	New member project
10/29/2020	E-Resource Advisory	Robin, Dawne	UX, Admin	Member meeting
11/1/2020	Training: SWAN100 Acquisitions	Scott, Vickie, Claudia, Dawne	Bib Srvs	New member project
11/4/2020	Item Type Consolidation Consultation (Franklin Park)	Sam, Vickie	Bib Srvs, IT	Consultation
11/4/2020	Training: SWAN100 BLUEcloud Acquisitions	Sam, Scott, Vickie, Claudia, Dawne	Bib Srvs	New member project
11/5/2020	Cataloging Advisory	Scott, Claudia, Sam, Diane, Angela, Sue, Dawne	Bib Srvs	Member meeting

11/6/2020	Training: Serials Control	Claudia, Scott, Sam	Bib Srvs	Training
11/9/2020	Training: SWAN100 BLUEcloud Acquisitions	Sam, Scott, Vickie, Claudia, Dawne	Bib Srvs	New member project
11/10/2020	Training: SWAN100 - Holds Management	Dawne, Vickie, Sam	Admin, IT, Bib Srvs	New member project
11/10/2020	Remote Testing Consultation (Roselle)	Steven, Ian	IT	New member project
11/11/2020	Book Club Users	Helen, Dawne	Admin	Member meeting
11/12/2020	Discovery and User Experience	Tara, Robin, Crystal, Scott, Dawne	UX, Bib Srvs, Admin	Member meeting
11/13/2020	Training: Serials Control	Claudia, Scott, Sam	Bib Srvs	Training
11/16/2020	Training: SWAN100 Acquisitions	Sam, Scott, Vickie, Claudia, Dawne	Bib Srvs	New member project

### Research & Development, Vendor Engagement

Meeting represent formal project-based meetings with vendors and collaboration projects within the larger library community.

Date	Event Name	Attendees	Teams Represented	Topic
10/14/2020	Unique Management Services - Coordination of Services	Aaron, Dawne, Steven, Helen, Ginny	Admin, IT	Collaboration
10/21/2020	ILA Presentation: Ease the Pain of Keeping your WorkCat Holdings up to Date	Dawne, Scott, Rudy	Admin, Bib Srvs, IT	Collaboration
10/22/2020	ILA Presentation: Clarity - Developing a Shared Diagnosis of Dissatisfaction with a Library Software Platform	Aaron, Ang Romano (OLS), Michelle Kurczak (MED)	Admin	Collaboration
Tuesdays: 10/13 - 11/10/2020	ByWater – Aspen weekly pilot check-in	Tara, Steven, Scott, Rudy, Dawne, Aaron, Crystal, Robin	UX, Admin, IT, Bib Srvs	Research & Development
Mondays: 10/12 - 11/16/2020	SWAN100 Project Meeting with SirsiDynix	Aaron, Dawne, Steven, Scott, Sam	Admin, UX, IT, Bib Srvs	New Member
11/13/2020	Sure Sailing	Dawne, Scott, Sam, Claudia, Vickie, Crystal, Michael	Bib Srvs, IT, UX, Admin	Support

### SWAN Assistant Director (Dawne Tortorella)

#### SWAN 100 Planning

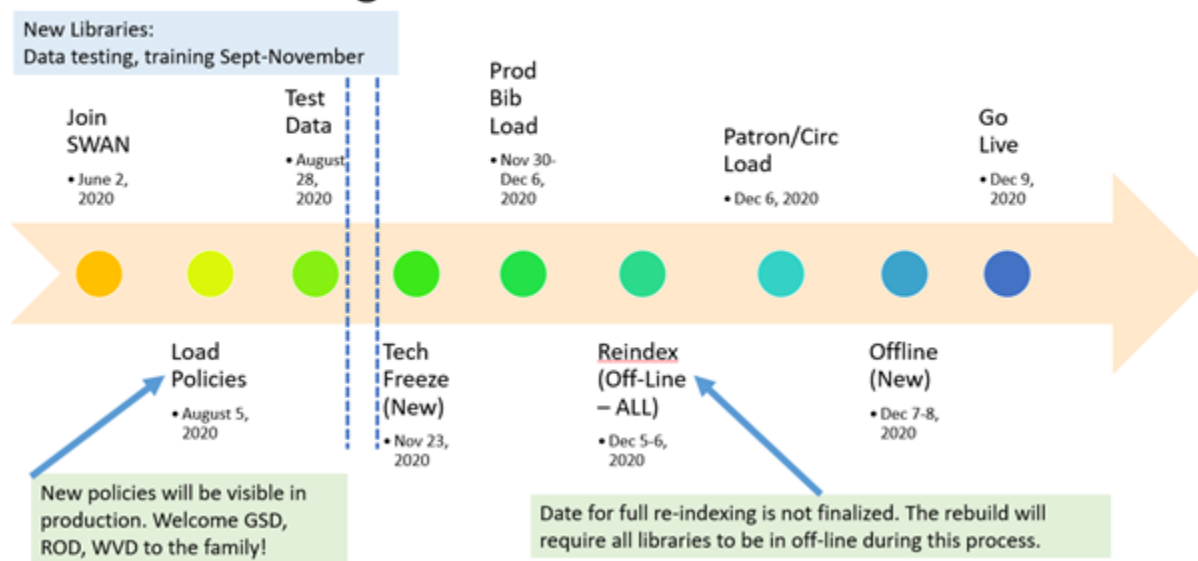
The SWAN100 project remains on track with GSD (Glenside), ROD (Roselle), WVD (Warrenville) participating in weekly meetings and training. Training sessions have been held every Monday and

Wednesday starting on August 31<sup>st</sup>. These sessions have been widely attended live, and recordings used for supplemental review by the new libraries. These session, while targeted for our incoming libraries, are also linked from the SWAN Support Site [Tutorials & Training Resources](#) page, and outlined in the [SWAN100 project](#) page.

The schedule remains unchanged, although new library closings add some additional coordination with the new libraries and messaging to their patrons.

- June 2, 2020 - SWAN members vote to approve new libraries
- August 5, 2020 - Policies loaded into Symphony
- August 28, 2020 - Test data loaded into test system
- September-November 2020 - Testing and training for new libraries
- November 23, 2020 - Technical Freeze for new libraries
- November 30-December 6, 2020 - Loading of catalog/item records into SWAN bibliographic database
- **December 5-6, 2020 - Re-indexing of SWAN catalog (all libraries in offline mode)**
- December 6, 2020 - Patron and circulation data load for new libraries
- December 7-8, 2020 - New libraries work in offline mode
- **December 9, 2020 - Go-Live**

## SWAN100 Migration Timeline

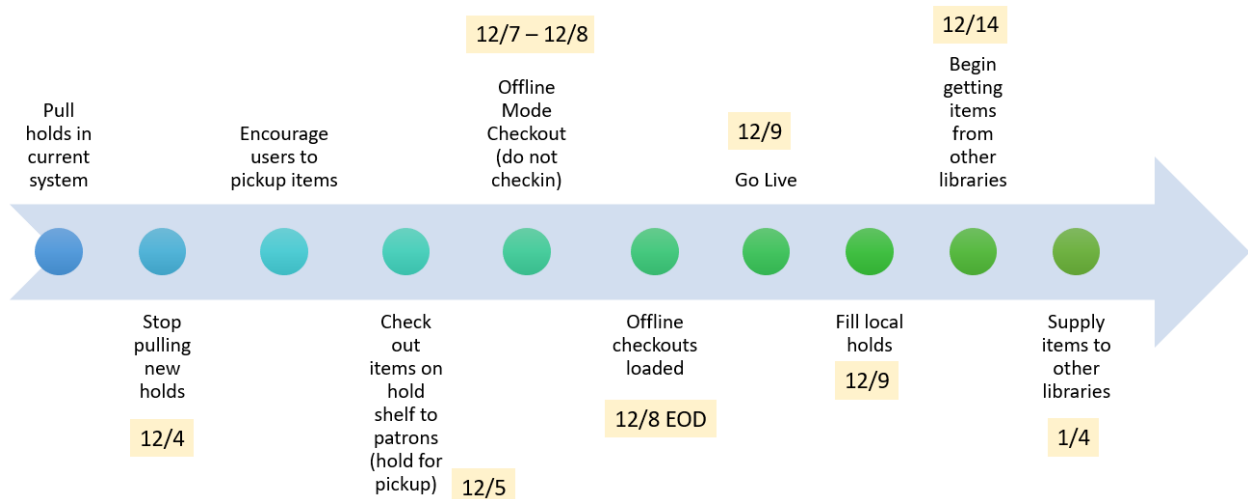


### *Holds Management for SWAN100*

Holds processing presents a challenge for incoming libraries and SWAN support. As such, we have outlined a recommended processing plan to assist the new libraries in processing holds prior to cutoff in their current systems, and a gradual implementation to full resource sharing. Until January, items owned by the new libraries will only be holdable to their local patrons. Changes due to COVID closures may impact this planned implementation of holds management.

We believe this model can be used as a recommended standard in future migration projects.

## Sequencing of holds processing



### KitKeeper Pilot for Book Club Kit Reservations

Helen Pinder is working with Lauren Maxwell (Geneva Public Library District) and Lizzie Matkowski (Downers Grove Public Library) to offer a consortium-wide resource sharing of book club kits through [Plymouth Rocket's KitKeeper](#). The shared software allows reservation of book club kits and requires consistent cataloging and circulation practices, including circulation of the entire kit as a set. Helen, Lauren, and Lizzie will be testing the software and related best practices/standards necessary to share these resources within SWAN.

The KitKeeper reservation system does not integrate directly with Symphony but can provide another tool for book clubs to identify and share kits. It will be a staff-only tool during the pilot and is not intended as a patron-facing service.

As the processes are outlined and documented, more SWAN libraries will be able to join the pilot and move this to a supported service. Initially, this service will be funded by the pilot libraries who have committed to cost-sharing based on the number of libraries participating/joining by June 1<sup>st</sup>. The total cost is approximately \$1,000/year with an additional charge of \$25 per library.

### COVID-19

SWAN has offered 20 (most recent scheduled for Tuesday, November 17th) Fireside Chat sessions since March. Extensive changes to services began the week of November 9<sup>th</sup>, with several closings and change to curbside only being announced on November 13<sup>th</sup>. We ask libraries to communicate any changes to services via the [Library Status update & Services Request Form](#). The [Library Services Status](#) page lists current library status including closures.

The current state of changes across SWAN, as of November 16<sup>th</sup>:

- 3-day quarantine required for items going in delivery (reduced from 7-day based on RAILS Delivery changes)
- Fine free block based on days overdue is 21 days (normally 14)
- Fine accrual delayed for 7 days to match quarantine
- 1st overdue notice sent at 14 days; 2nd at 21 days
- Hold pick-up notices run once a day at 2 PM
- Notice wording changes for COVID-19 are outlined on the [Patron Notices & Notifications](#) page.

The following actions will be taken, based on library request only, and will not be done consortium-wide.

- Extension of due dates
- Extension of patron expiration dates
- Changing of customized notices, where possible
- Modification of hold slips/wrappers to assist library with closed hold shelves
- Hold restrictions (limit by patron profile)

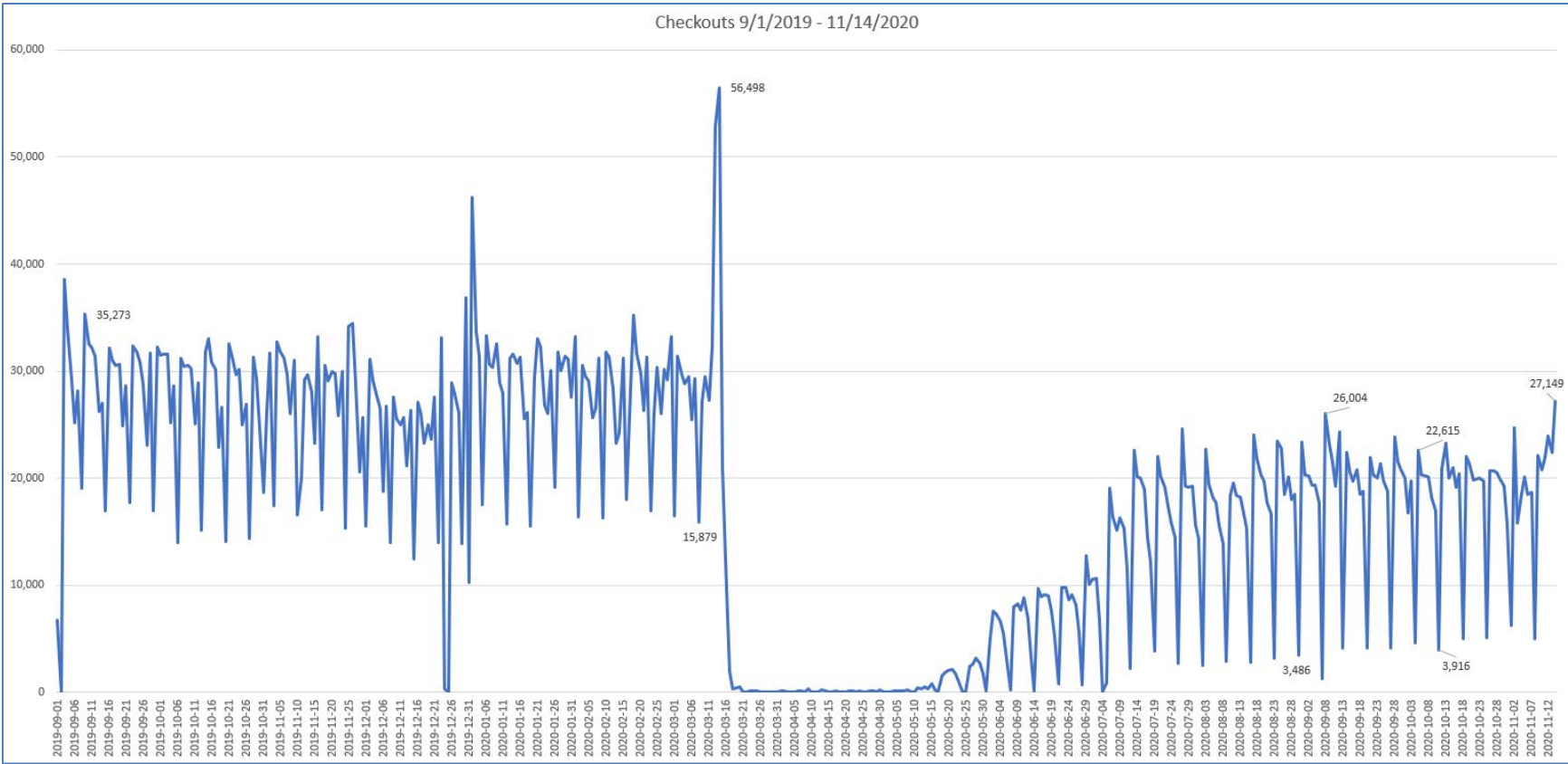
As this situation will continue to be fluid during the coming months, SWAN advises member libraries to:

- Maintain a resource page on your library website which can be linked to directly in Enterprise banners.
- If open for curbside or hold pick-up, fill local holds.
- Do not pull items for libraries that are closed.
- If possible, keep book drop open to facilitate returns.

### *A look at the numbers*

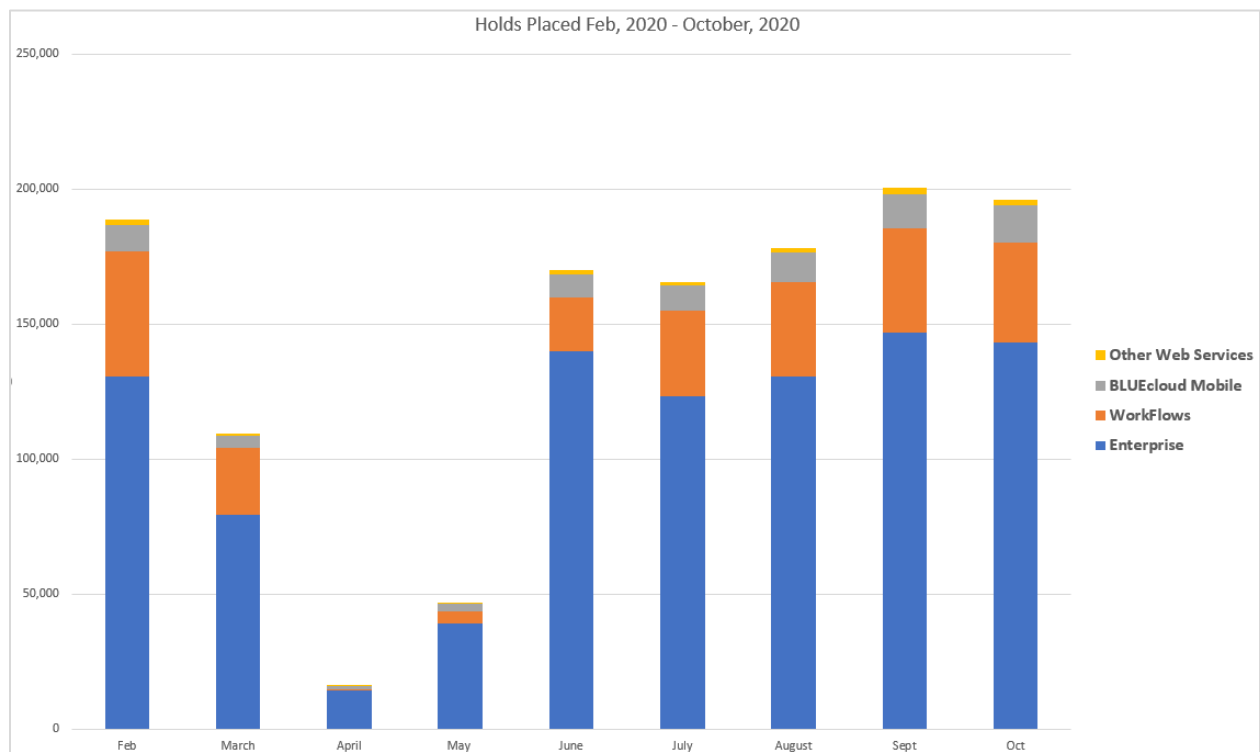
While activity has been steady since July, there was a noticeable increase the week of November 9<sup>th</sup>, with an increase visible on Saturday, November 14<sup>th</sup>. This was the largest circulation activity since March 14, 2020. Circulation rose by 45% from the previous Saturday (27,149 on 11/14; 18,670 on 11/7). Patrons appear to be stocking up on library material, preparing for closures once again. We may be experiencing a second pandemic checkout surge.

Saturday circulation during pandemic months has been significantly lower on weekend days. Monday and Tuesdays are peak days of the week for circulation since May. Circulation will be monitored closely as libraries close and revert to curbside only service.



Holds patterns are steady and consistent with patron behavior throughout the pandemic. Patron-placed holds percentage is steady since July at approximately 81%. October holds placed dipped from September high, but still represent pre-pandemic hold placement levels.

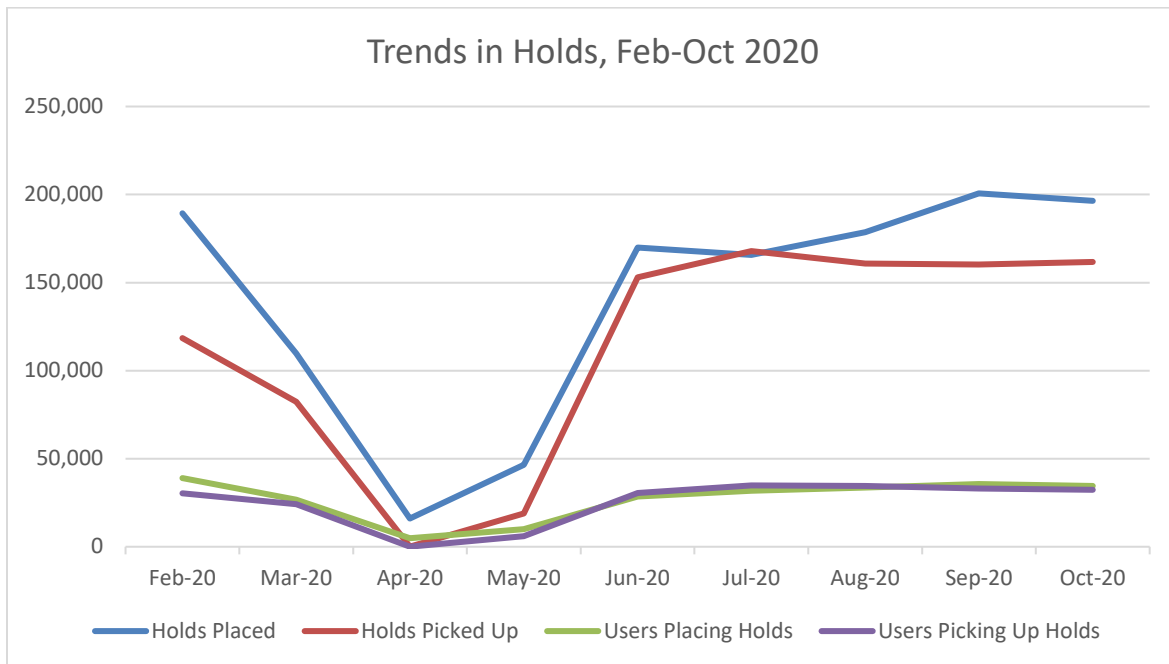
Hold Client	Feb	March	April	May	June	July	August	Sept	Oct	Total
Enterprise	130,418	79,426	14,232	39,091	139,859	123,369	130,554	146,813	143,171	<b>946,933</b>
WorkFlows	46,661	24,577	381	4,628	20,051	31,761	35,159	38,774	37,014	<b>239,006</b>
BLUEcloud Mobile	9,800	4,597	1,235	2,601	8,557	9,137	10,683	12,735	13,718	<b>73,063</b>
Other Web Services	1,814	951	167	212	1,410	1,196	1,995	2,104	2,319	<b>12,168</b>
Bookmyne	317	95	11	18	41	167	129	185	212	<b>1,175</b>
Unknown	231	127	0	1	0	6	1	40	27	<b>433</b>
SIP2	27	31	0	0	0	9	18	12	18	<b>115</b>
BLUEcloud Circ	14	20	0	0	12	3	21	1	2	<b>73</b>
	189,282	109,824	16,026	46,551	169,930	165,648	178,560	200,664	196,481	<b>1,272,966</b>
% Placed by Patron	75%	77%	98%	90%	88%	81%	80%	81%	81%	81%
% mobile apps	6%	5%	9%	6%	6%	6%	7%	7%	8%	7%



Appendix A provides a monthly review of holds placement and pick-up from February-October 2020. Full analysis prior to February is not possible due to our transactions logs were not being retained. We changed a setting and began retaining completed holds transactions starting on 2/10/20 to assist in future holds analysis.

Notice the trend lines representing Users Placing Holds (green) and Users Picking Up Holds (purple). These numbers are very steady over time and comparing against February. They represent the core patrons who have always relied on holds and continue the same behavior.

The number of Holds Pick Up (red) saw a peak in July when most libraries were reopening, returning to resource sharing and processing large hold backlogs.



	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
Jan-20				
Feb-20	189,282	118,451	38,982	30,320
Mar-20	109,824	82,356	26,678	24,235
Apr-20	16,026	65	4,845	36
May-20	46,551	18,875	10,072	6,054
Jun-20	169,930	153,061	28,556	30,607
Jul-20	165,648	167,893	31,816	34,825
Aug-20	178,560	160,834	33,557	34,457
Sep-20	200,668	160,263	35,640	33,141
Oct-20	196,482	161,777	34,529	32,265



## **SWAN Bibliographic Services (Scott Brandwein)**

### **SWAN100 & BLUEcloud Acquisitions**

BLUEcloud Acquisitions training is underway for the 3 libraries joining us as part of the SWAN100 project. Of the three incoming libraries, one will not use acquisitions functions until their fiscal rollover next summer, but the other two will be using the product as soon as they go live. Both will use manual configuration and ordering functions. One will use order and invoice importing, and one will use EDI functionality as much as it is available. We are excited to begin supporting BLUEcloud Acquisitions in a live environment and preparing to expand its use to existing SWAN members in the future.

The SWAN100 transition should be straightforward from a cataloging and acquisitions standpoint. No Acquisitions module data will be entering the Symphony database from the 3 new libraries. Our data loaders at SirsiDynix will import bibliographic and item data throughout the week of November 30<sup>th</sup>. This will not interrupt normal operations; however the new data will not be indexed and searchable until the rebuild taking place the following weekend, December 5-6.

After the rebuild, starting the week of December 7<sup>th</sup>, Bibliographic Services will begin SWAN100 data cleanup. Incoming SWAN100 records will match to existing SWAN records whenever possible, so we don't anticipate much visible impact on the catalog, but there will be work to do straightening out serial, large print, and Library of Things records. We expect to finish up in January.

### **Serials Call Number Training**

After a top-down review of Serials data, we have identified some common inconsistencies across call numbers for magazines and periodicals. As a result, we have decided to undergo a comprehensive retraining initiative for all SWAN member staff who works with serials data. It focuses on call number construction and using the Serial Control module to simplify and standardize the process as much as possible. The class is an hour long.

Working in phases, we are inviting all necessary staff to join one of a series of refresher seminars on this topic. We have so far sent invitations to 25% of SWAN member libraries. We will invite the next 25% to join us in January. We hope this will raise awareness of the impact of serial call number information on the patron experience in placing holds on these items.

Alongside the seminar, we have made some minor changes to the serial call number practices to attempt to simplify things for certain unusual titles. We are also performing cleanup where possible.

### **Cataloging Advisory Meeting - 11/5/2020**

Cataloging Advisory discussed a range of issues including a new approach to MARCONLINE and Library of Things records that will be announced this week (the week of November 16<sup>th</sup>.) We are opening the door and trying to encourage libraries to share records for these types of materials whenever possible in order to have fewer bibliographic records in our catalog and reduce the amount of redundant work catalogers need to perform. We will publish details this week, but rest assured that all changes to

practice are completely optional and libraries may continue to process these records as they have in the past if they wish.

We also discussed the serial call number initiative outlined above, the SWAN100 transition, updates on training and item type consolidation work that have been outlined in past board reports, and some smaller topics such as the possible inclusion of additional local subject headings for Illinois state book awards.

### Cataloging Counts: SWAN Bibliographic Services

*Counts do not include sixteen 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 October, there were 86 upgrades of minimal level records in OCLC to full records.

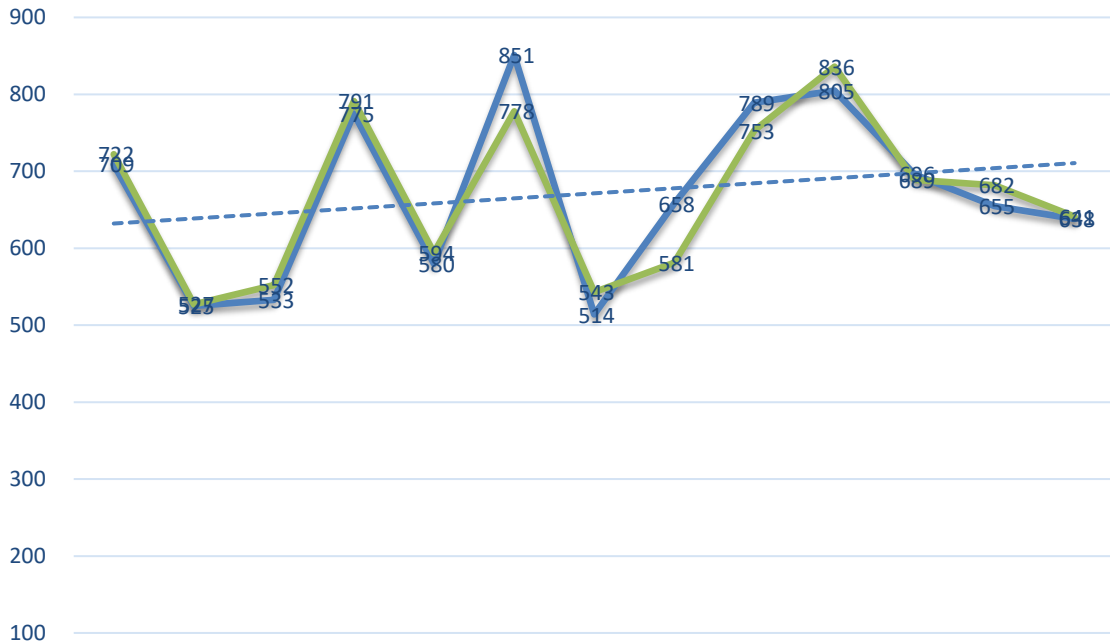
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Orig 2018</b>	122	89	147	70	119	148	118	167	116	209	194	92	<b>1,591</b>
<b>Copy 2018</b>	3,896	3,348	5,157	4,614	2,851	1,493	2,138	2,459	2,010	1,866	1,376	2,056	<b>33,264</b>
<b>Orig 2019</b>	126	82	106	211	92	163	127	175	171	102	97	107	<b>1,569</b>
<b>Copy 2019</b>	2,565	1,952	1,939	2,352	2,032	2,070	1,672	1,872	2,362	2,605	1,648	1,587	<b>24,656</b>
<b>Orig 2020</b>	99	111	69	152	98	129	88	102	76	62			
<b>Copy 2020</b>	1,908	1,717	1,863	2,270	2,357	2,496	2,237	1,886	2,405	1,723			

### SWAN IT & System Support Services (Steven Schlewitt)

#### Support Tickets

This period, the support team saw an uptick in tickets relating to the SWAN100 migration. Many were regarding training homework assignments of SWAN100 staff and general configuration questions. Additionally, the team continues to see a greater frequency of hold and circ map edits to accommodate evolving offerings during the quarantine.

## SWAN Support Tickets October 2019 - October 2020



	Oct	Nov	Dec	Jan-20	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Opened	709	525	533	775	580	851	514	658	789	805	696	655	638
Closed	722	527	552	791	594	778	543	581	753	836	689	682	641

Tickets Submitted to SWAN

### Aspen Project

- Aspen/ByWater performance metrics and system testing – Rudy, Steven, Dave with Tara (UX)
- Aspen Symphony user profile setup – Dave
- Aspen documentation creation – Steven, Ian, Michael, Vickie with UX, Bib Svcs teams

### OHM Project

- Development of menu-driven interface – Rudy
- Bug fix to resolve connection timeout issue – Rudy

### SWAN100 Project

- Ongoing SWAN100 project coordination – Steven with Dawne (Admin)
- BLUEcloud Acquisitions configuration for SWAN100 libraries – Dave, Steven, Michael with Sam and Scott (Bib Svcs)
- BLUEcloud Commerce training – Dave, Steven
- SVA recordings and setup – Steven
- MobileCirc licensing and setup – Michael, Ian
- Library policy final review – Dave
- SIP2 internal connection testing – Ian

- “War Room” remote meeting testing – Steven, Ian
- BLUEcloud Analytics subscription setup – Vickie
- General training assistance – Vickie

### Library Vendor Integrations

- Vendor integration of MeeScan self-checkout for OPS – Ian

### General Projects

- COVID-19 library services tracking and Symphony updates – Michael, Dave, Vickie, Ian, Steven
- Library “Fine Free” consultations and configuration – Vickie with Crystal (UX) and Sam (Bib Srvc)
- FY21 staff laptop hardware refresh – Steven, Ian
- Quail Ridge failover Domain Controller and VPN – Rudy, Ian
- Patron record cleanup of sensitive/unneeded data – Dave with Crystal (UX)
- BLUEcloud Mobile self-checkout module testing – Steven with Tara (UX)
- Web Services 6.0.3 upgrade – Steven
- Curbside Communicator upgrade – Steven
- Email configuration on SWAN Patron site – Rudy
- Microsoft Azure firewall security audit – Rudy

### SVA Server Replacement Project

In the next calendar year, the IT team will take on the replacement of the ageing and unsupported SVA (SirsiDynix Voice Automation) server, responsible for handling phone-delivered patron notices. Several prospects are being considered including outsourcing to a 3<sup>rd</sup> party vendor or recreating the system through a cloud-based SaaS service. In seeking budget preparation for the project, Steven gathered statistics for all calls generated by the server over its lifetime. The charts below represent the annual calls produced by the server, averaging 161,000 calls annually and equating to about 420 calls per daily 9-hour calling window.

SVA Annual Call Statistics				
	Holds	1st Overdue	2nd Overdue	Total Calls
<b>2016 (from Jun)</b>	100,682	16,871	5,010	<b>122,563</b>
<b>2017</b>	159,062	16,754	7,463	<b>183,279</b>
<b>2018</b>	168,618	22,177	5,572	<b>196,367</b>
<b>2019</b>	186,483	24,963	6,165	<b>217,611</b>
<b>2020 (thru Oct)</b>	67,378	12,897	6,965	<b>87,240</b>

### RFID Users Group Meeting

Ian Nosek joined Ahren Sievers of the Elmwood Park Public Library to host October’s RFID Users Group meeting, gathering representation from one library and several SWAN staff. While attendance was down at this meeting, the informal gathering allowed for extensive discussion of self-checkin workflows. The resulting concept, shared at the October Fireside, recommended the use of a “QUARANTINE” user

and shared physical card at the library’s self-checkout to immediately remove items from a patron’s account during the checkin/quarantine process. LaGrange Public Library reported successfully implementing the new workflow.

### Email Notice Tracking (Last 6 Months)

Reading Date	Total Emails Sent	Success Rate	Bounces	Marked SWAN as SPAM
5/15/2020	10,297	98.47% (10,139)	0.38% (39)	0.09% (9)
6/12/2020	79,945	98.60% (78,826)	0.08% (67)	0.02% (16)
7/10/2020	167,274	98.77% (165,221)	0.35% (583)	0.01% (15)
9/11/2020	353,921	99.00% (350,374)	0.20% (719)	0.00% (14)
10/9/2020	366,634	99.09% (363,287)	0.08% (285)	0.01% (21)
11/12/2020	361,783	99.08% (354,451)	0.06% (217)	0.00% (15)

### Outage Tracking (as of October 9<sup>th</sup>)

Date	Time	Elapsed (Min)	Service	Planned?	Lib Hours?	Reason
10/25/2020	19:05	4	Symphony	Yes	No	Scheduled off-hours server patching
11/5/2020	00:05	11	Web Services	Yes	No	Planned upgrade of Symphony Web Services v6.0.3
11/5/2020	00:05	11	Enterprise	Yes	No	Planned upgrade of Web Services impacted Enterprise functions

## SWAN User Experience (Tara Wood)

### User groups

#### Circulation Advisory

We welcome two newly elected members: Karin Gerson (Homewood) and Lucas McKeever (Elmwood Park). Stephanie De Young (Batavia) and Thom Webb (Matteson) were re-elected. The first meeting with the new group is November 18<sup>th</sup>.

#### Discovery & User Experience

DUX met on November 12<sup>th</sup>. The group tested downloads in Aspen and performed a “pre-mortem” activity to identify potential risks and pitfalls to prepare for in an Aspen rollout. In addition, Sam Dietel shared progress on the item type consolidation process.

#### E-Resource Advisory

Robin shared a comparison for 2019 and 2020 eRC stats, which show download usage from the catalog and BLUEcloud Mobile app. We’ve seen an increase in download usage in the catalog of 63%, with Kindle eBooks being by far the most popular format. Additional topics included online cards, the Lynda.com migration, and trainings for resources in the EBSCO group purchase.

## **Outreach**

The Outreach group met on October 23<sup>rd</sup>. Topics included online training available for the Outreach module and the Stall Catchers project for Alzheimer's research: <https://stallcatchers.com/main>.

## **Aspen Discovery**

### ***Aspen Pilot preparations***

Libraries can sign up to participate in the Aspen Pilot project – the deadline to apply is November 19<sup>th</sup>. Details about expectations for libraries are available on the SWAN support site:

<https://support.swanlibraries.net/news/2020-11/81966>

SWAN will select 5-7 libraries to participate in the pilot. At this point we have had more than 7 libraries apply so unfortunately not all libraries that applied will be able to participate. That said, if the membership chooses to move forward with Aspen, libraries that were not selected will have priority to go live in Summer 2021. SWAN will announce the selected pilot libraries by the end of November.

The pilot kickoff meeting will be Monday, December 14<sup>th</sup>, and beginning in January 2021 the pilot libraries will meet weekly with SWAN staff for training and testing.

### ***Testing and development progress***

SWAN staff continue to meet weekly with ByWater staff for a ticket review and ByWater is making good progress on our high-priority development tasks, which include:

- Handling grouping and holds for serials
- Scoping for e-resources and website integrations, which ensures just your library's e-resource collections and website appear in your library catalog
- Tweaks to library staff permissions that will ensure staff have access to what they need but can't bring down your catalog or make changes to another library's catalog – we want to make sure staff are empowered and feel safe to dig in and try things out!

The UX Team has been working on developing our comprehensive testing script and testing patron accounts and e-resource features. In addition, Tara, Scott, and Dawne have been testing holds functionality on grouped records.

## **BLUEcloud Mobile**

Tara and Steven conducted some testing on the Self-Service Check Out features and confirmed that the barcode scanning is working. Next, we need to test GPS and beacon functionality.

We just recently received the ability to turn on and test the new Click & Collect feature, and will begin testing on that soon. Due to low interest from the membership and other high-priority projects – Aspen and SWAN100 – testing of Click and Collect is a back-burner project.

## **Curriculum development**

Crystal has started work on an interactive training for Circulation Basics, and in addition she is developing a style guide for using the Rise platform to guide future training development efforts.

### **SWAN 100 configuration**

Robin and Tara are wrapping up the eResource Central configuration and the EBSCO Discovery Services (EDS) configuration for the SWAN 100 libraries. We are in the home stretch, and their Enterprise and BLUEcloud Mobile configurations are almost complete! In addition, Robin is working closely with EBSCO to ensure database packages and OpenAthens is configured correctly for the new libraries.

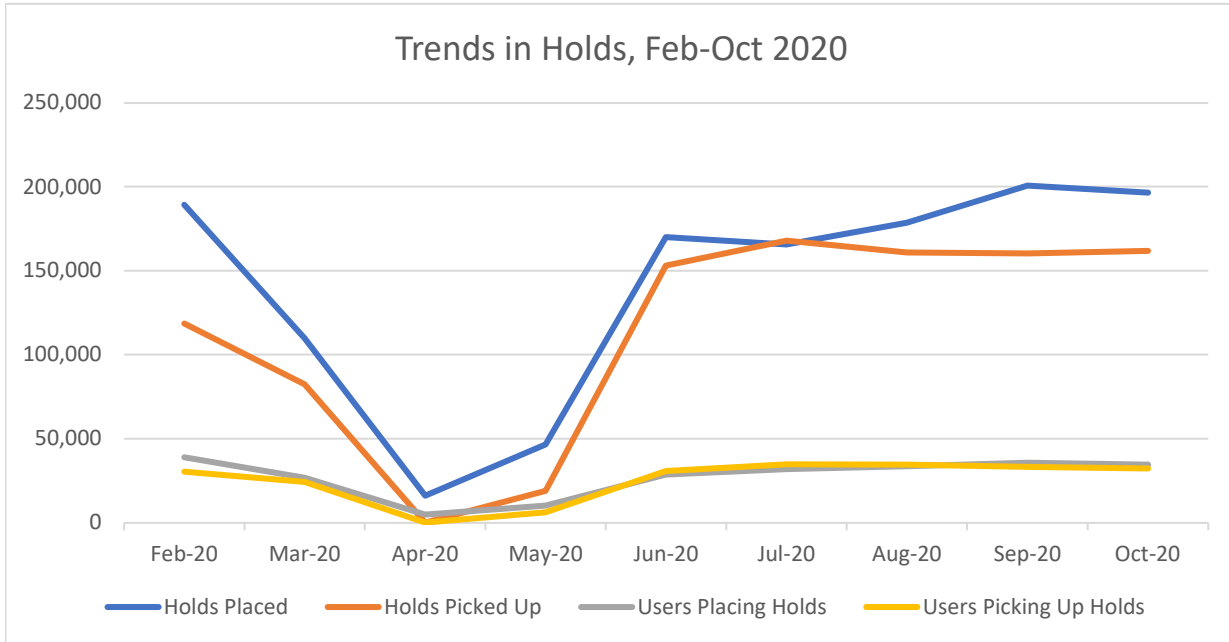
### **SWAN staff writing workshop**

Since we needed to develop a set of new documentation on using Aspen in advance of the Aspen Pilot, we decided to use this as an opportunity to refresh and develop our web writing and documentation skills. Tara lead a workshop for SWAN staff, which included Great British Baking Show themed awards, followed by homework assignments for each staff person. Staff were paired with “editing buddies” to learn and develop their editing skills, and we all participated in a show-and-tell to share tips and tricks for screenshots and image editing. Over the course of two weeks staff developed the bulk of the Aspen documentation we need to start our pilot and developed new skills along the way.

**APPENDIX A: Holds Placed and Picked Up February 2020 – October, 2020**



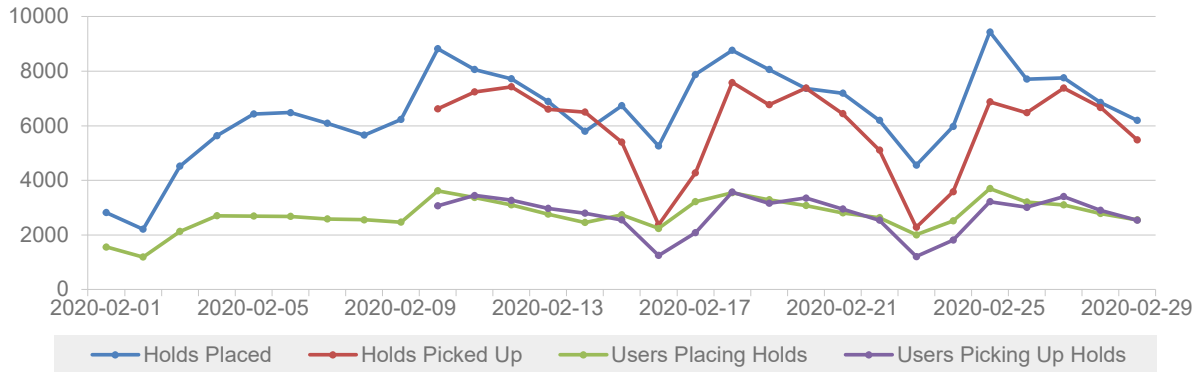
## Appendix A: Holds Placement & Pick-up 2/2020-10/2020



	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
Jan-20				
Feb-20	189,282	118,451	38,982	30,320
Mar-20	109,824	82,356	26,678	24,235
Apr-20	16,026	65	4,845	36
May-20	46,551	18,875	10,072	6,054
Jun-20	169,930	153,061	28,556	30,607
Jul-20	165,648	167,893	31,816	34,825
Aug-20	178,560	160,834	33,557	34,457
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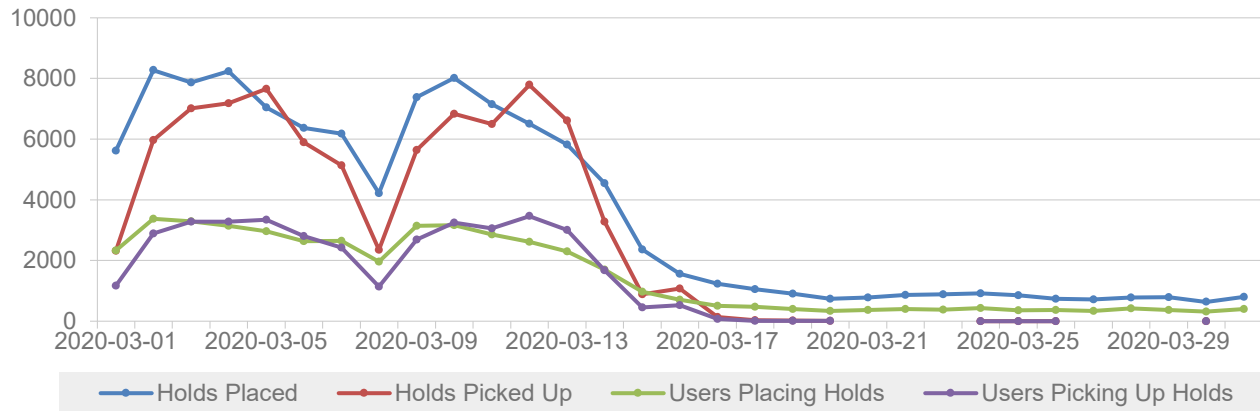
**NOTE: log files only provide hold details transactions since 2/10/2020**

Holds Placed & Picked Up Daily - February, 2020



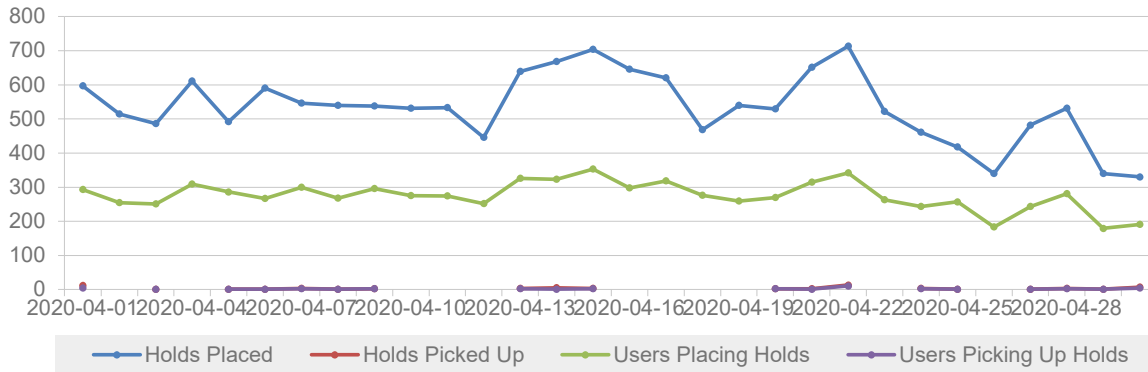
Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-02-01	2,822		1,560	
2020-02-02	2,210		1,190	
2020-02-03	4,520		2,129	
2020-02-04	5,629		2,700	
2020-02-05	6,432		2,691	
2020-02-06	6,482		2,675	
2020-02-07	6,091		2,589	
2020-02-08	5,651		2,556	
2020-02-09	6,234		2,464	
2020-02-10	8,821	6,618	3,615	3,064
2020-02-11	8,062	7,241	3,366	3,447
2020-02-12	7,718	7,425	3,102	3,271
2020-02-13	6,886	6,601	2,757	2,967
2020-02-14	5,796	6,501	2,460	2,792
2020-02-15	6,738	5,393	2,740	2,548
2020-02-16	5,261	2,372	2,239	1,244
2020-02-17	7,877	4,272	3,216	2,078
2020-02-18	8,767	7,582	3,547	3,566
2020-02-19	8,055	6,768	3,286	3,160
2020-02-20	7,366	7,378	3,073	3,352
2020-02-21	7,191	6,441	2,803	2,949
2020-02-22	6,193	5,108	2,632	2,536
2020-02-23	4,557	2,280	2,004	1,203
2020-02-24	5,977	3,578	2,511	1,810
2020-02-25	9,435	6,880	3,694	3,219
2020-02-26	7,706	6,481	3,210	3,013
2020-02-27	7,756	7,379	3,096	3,407
2020-02-28	6,851	6,670	2,781	2,900
2020-02-29	6,198	5,483	2,545	2,534
<b>Total</b>	<b>189,282</b>	<b>118,451</b>	<b>38,982</b>	<b>30,320</b>

### Holds Placed & Picked Up Daily - March, 2020



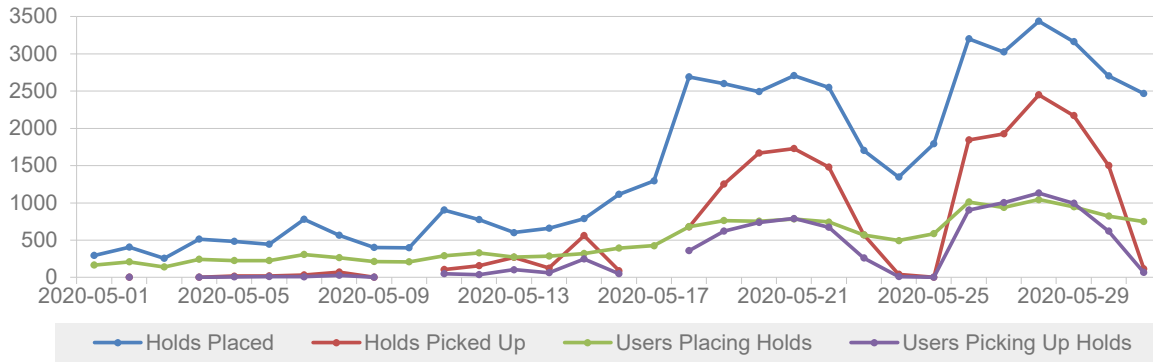
Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-03-01	5,619	2,322	2,332	1,173
2020-03-02	8,275	5,973	3,375	2,888
2020-03-03	7,871	7,011	3,288	3,276
2020-03-04	8,235	7,185	3,139	3,283
2020-03-05	7,046	7,657	2,965	3,346
2020-03-06	6,365	5,893	2,635	2,805
2020-03-07	6,176	5,133	2,649	2,425
2020-03-08	4,216	2,348	1,961	1,142
2020-03-09	7,376	5,645	3,139	2,691
2020-03-10	8,017	6,834	3,164	3,250
2020-03-11	7,150	6,496	2,860	3,062
2020-03-12	6,503	7,790	2,615	3,464
2020-03-13	5,822	6,616	2,301	3,009
2020-03-14	4,542	3,280	1,702	1,671
2020-03-15	2,363	880	970	451
2020-03-16	1,565	1,074	703	527
2020-03-17	1,237	141	509	68
2020-03-18	1,055	30	477	11
2020-03-19	905	24	401	14
2020-03-20	733	14	336	9
2020-03-21	782		373	
2020-03-22	864		397	
2020-03-23	882		384	
2020-03-24	915	2	430	2
2020-03-25	856	3	362	2
2020-03-26	737	4	369	1
2020-03-27	712		339	
2020-03-28	777		417	
2020-03-29	789		365	
2020-03-30	639	1	316	1
2020-03-31	800		404	
<b>Total</b>	<b>109,824</b>	<b>82,356</b>	<b>26,678</b>	<b>24,235</b>

Holds Placed & Picked Up Daily - April, 2020



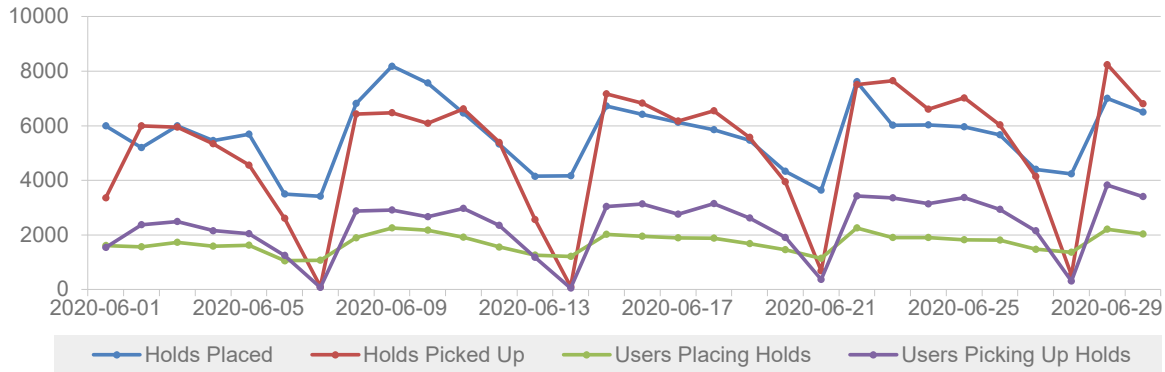
Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-04-01	597	12	293	4
2020-04-02	514		255	
2020-04-03	486	1	251	1
2020-04-04	611		309	
2020-04-05	492	1	286	1
2020-04-06	590	1	267	1
2020-04-07	546	3	300	2
2020-04-08	540	1	268	1
2020-04-09	538	2	296	2
2020-04-10	531		275	
2020-04-11	533		274	
2020-04-12	446		252	
2020-04-13	639	3	326	2
2020-04-14	668	5	323	1
2020-04-15	704	3	353	2
2020-04-16	646		298	
2020-04-17	620		318	
2020-04-18	468		276	
2020-04-19	540		259	
2020-04-20	529	2	270	2
2020-04-21	651	2	315	1
2020-04-22	713	13	342	10
2020-04-23	522		263	
2020-04-24	461	3	243	2
2020-04-25	418	1	257	1
2020-04-26	340		183	
2020-04-27	482	1	243	1
2020-04-28	531	3	281	2
2020-04-29	340	1	179	1
2020-04-30	330	7	191	4
<b>Total</b>	<b>16,026</b>	<b>65</b>	<b>4,845</b>	<b>36</b>

Holds Placed & Picked Up Daily - May, 2020



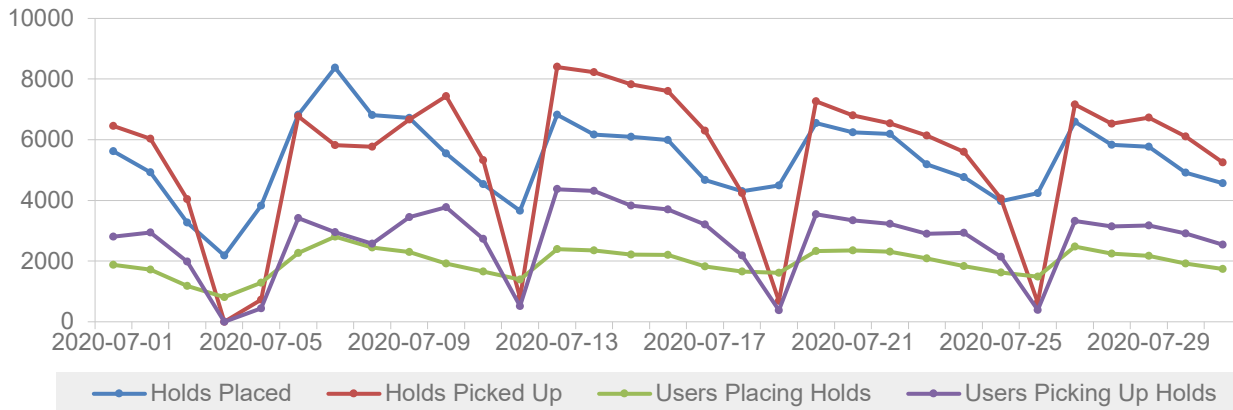
Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-05-01	295		164	
2020-05-02	407	2	210	1
2020-05-03	254		138	
2020-05-04	514	3	243	3
2020-05-05	485	17	224	8
2020-05-06	445	20	224	12
2020-05-07	779	34	308	9
2020-05-08	566	72	263	28
2020-05-09	402	1	213	1
2020-05-10	397		209	
2020-05-11	904	105	289	50
2020-05-12	774	156	329	38
2020-05-13	601	268	273	103
2020-05-14	659	125	286	62
2020-05-15	787	559	319	247
2020-05-16	1,115	90	393	50
2020-05-17	1,294		425	
2020-05-18	2,691	675	680	358
2020-05-19	2,601	1,250	764	621
2020-05-20	2,494	1,668	755	736
2020-05-21	2,706	1,729	783	790
2020-05-22	2,547	1,480	743	672
2020-05-23	1,702	571	569	261
2020-05-24	1,345	40	494	12
2020-05-25	1,792	4	587	4
2020-05-26	3,202	1,845	1,012	903
2020-05-27	3,024	1,927	940	1,001
2020-05-28	3,437	2,449	1,043	1,130
2020-05-29	3,162	2,170	947	995
2020-05-30	2,704	1,499	821	619
2020-05-31	2,466	116	748	65
<b>Total</b>	<b>46,551</b>	<b>18,875</b>	<b>10,072</b>	<b>6,054</b>

### Holds Placed & Picked Up Daily - June, 2020



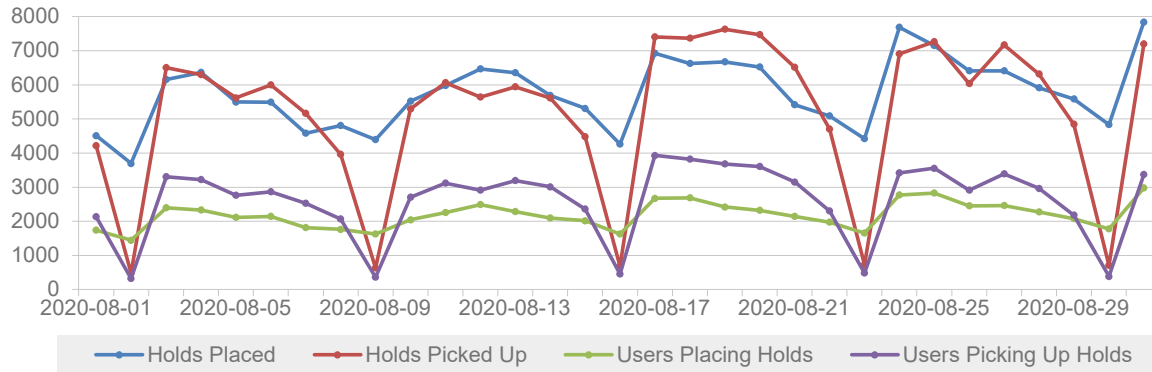
Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-06-01	5,996	3,360	1,610	1,546
2020-06-02	5,201	5,998	1,570	2,371
2020-06-03	5,997	5,946	1,734	2,489
2020-06-04	5,462	5,341	1,589	2,157
2020-06-05	5,687	4,560	1,620	2,045
2020-06-06	3,499	2,610	1,051	1,248
2020-06-07	3,416	106	1,074	73
2020-06-08	6,813	6,426	1,899	2,876
2020-06-09	8,178	6,475	2,252	2,916
2020-06-10	7,568	6,092	2,176	2,666
2020-06-11	6,465	6,614	1,917	2,976
2020-06-12	5,329	5,392	1,559	2,347
2020-06-13	4,150	2,564	1,258	1,178
2020-06-14	4,171	108	1,216	52
2020-06-15	6,725	7,170	2,020	3,038
2020-06-16	6,414	6,827	1,949	3,136
2020-06-17	6,126	6,175	1,897	2,764
2020-06-18	5,852	6,550	1,877	3,145
2020-06-19	5,470	5,573	1,686	2,625
2020-06-20	4,327	3,943	1,457	1,911
2020-06-21	3,641	686	1,147	369
2020-06-22	7,616	7,512	2,254	3,431
2020-06-23	6,020	7,649	1,907	3,358
2020-06-24	6,032	6,608	1,910	3,142
2020-06-25	5,960	7,022	1,827	3,370
2020-06-26	5,670	6,031	1,807	2,941
2020-06-27	4,401	4,148	1,478	2,147
2020-06-28	4,239	535	1,368	309
2020-06-29	7,005	8,239	2,205	3,824
2020-06-30	6,500	6,801	2,034	3,405
<b>Total</b>	<b>169,930</b>	<b>153,061</b>	<b>28,556</b>	<b>30,607</b>

### Holds Placed & Picked Up Daily - July, 2020



Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-07-01	5,623	6,451	1,878	2,802
2020-07-02	4,927	6,030	1,723	2,942
2020-07-03	3,269	4,038	1,180	1,985
2020-07-04	2,184	3	814	3
2020-07-05	3,828	731	1,281	440
2020-07-06	6,823	6,769	2,267	3,412
2020-07-07	8,373	5,824	2,804	2,949
2020-07-08	6,807	5,766	2,445	2,571
2020-07-09	6,714	6,659	2,302	3,443
2020-07-10	5,546	7,436	1,918	3,779
2020-07-11	4,537	5,326	1,655	2,727
2020-07-12	3,660	795	1,392	517
2020-07-13	6,817	8,401	2,388	4,371
2020-07-14	6,165	8,223	2,353	4,312
2020-07-15	6,095	7,821	2,213	3,828
2020-07-16	5,992	7,599	2,206	3,698
2020-07-17	4,674	6,291	1,827	3,209
2020-07-18	4,304	4,241	1,651	2,177
2020-07-19	4,487	682	1,617	379
2020-07-20	6,551	7,267	2,330	3,539
2020-07-21	6,243	6,801	2,351	3,340
2020-07-22	6,190	6,540	2,305	3,227
2020-07-23	5,189	6,141	2,091	2,904
2020-07-24	4,768	5,601	1,830	2,929
2020-07-25	3,977	4,058	1,622	2,141
2020-07-26	4,235	636	1,485	394
2020-07-27	6,592	7,161	2,476	3,322
2020-07-28	5,834	6,525	2,250	3,146
2020-07-29	5,764	6,726	2,168	3,173
2020-07-30	4,918	6,100	1,922	2,912
2020-07-31	4,562	5,251	1,743	2,545
<b>Total</b>	<b>165,648</b>	<b>167,893</b>	<b>31,816</b>	<b>34,825</b>

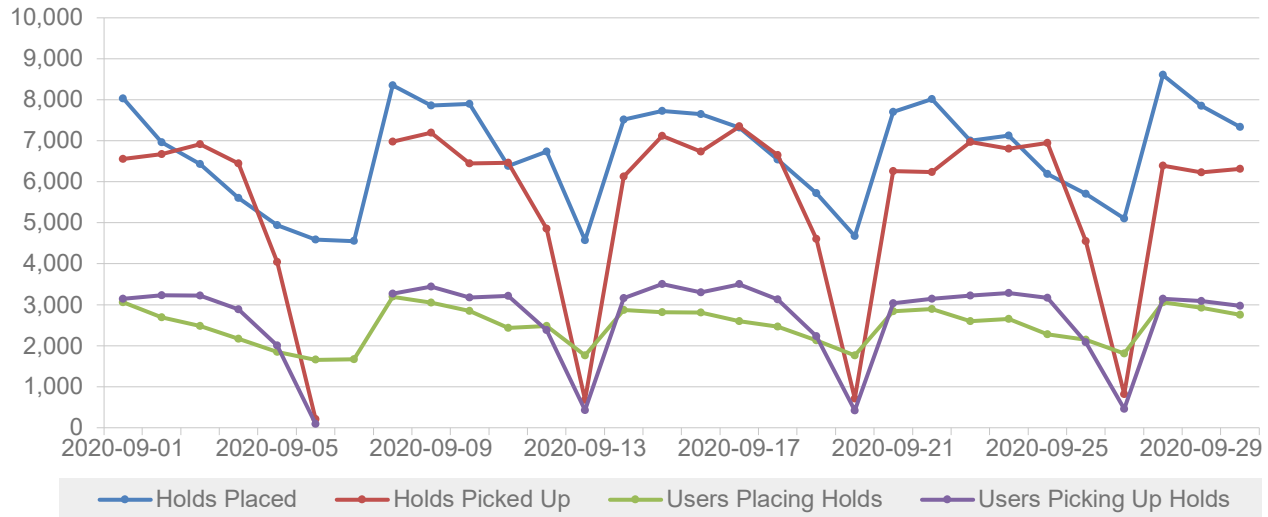
### Holds Placed & Picked Up Daily - August, 2020



Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-08-01	4,511	4,218	1,742	2,131
2020-08-02	3,691	480	1,445	320
2020-08-03	6,160	6,506	2,393	3,306
2020-08-04	6,361	6,296	2,330	3,219
2020-08-05	5,495	5,617	2,117	2,764
2020-08-06	5,493	5,999	2,145	2,867
2020-08-07	4,585	5,164	1,813	2,528
2020-08-08	4,802	3,966	1,763	2,066
2020-08-09	4,390	635	1,624	358
2020-08-10	5,521	5,290	2,045	2,705
2020-08-11	5,976	6,066	2,254	3,117
2020-08-12	6,464	5,638	2,494	2,910
2020-08-13	6,356	5,938	2,281	3,193
2020-08-14	5,691	5,611	2,096	3,010
2020-08-15	5,308	4,481	2,016	2,359
2020-08-16	4,260	677	1,625	452
2020-08-17	6,926	7,408	2,673	3,925
2020-08-18	6,628	7,364	2,687	3,823
2020-08-19	6,669	7,625	2,420	3,680
2020-08-20	6,518	7,466	2,319	3,605
2020-08-21	5,419	6,511	2,142	3,151
2020-08-22	5,088	4,703	1,971	2,299
2020-08-23	4,423	730	1,656	480
2020-08-24	7,688	6,911	2,768	3,420
2020-08-25	7,154	7,265	2,827	3,554
2020-08-26	6,411	6,034	2,453	2,910
2020-08-27	6,407	7,171	2,465	3,394
2020-08-28	5,913	6,320	2,273	2,963
2020-08-29	5,582	4,840	2,074	2,180
2020-08-30	4,833	711	1,774	385
2020-08-31	7,837	7,193	2,976	3,374
<b>Total</b>	<b>178,560</b>	<b>160,834</b>	<b>33,557</b>	<b>34,457</b>

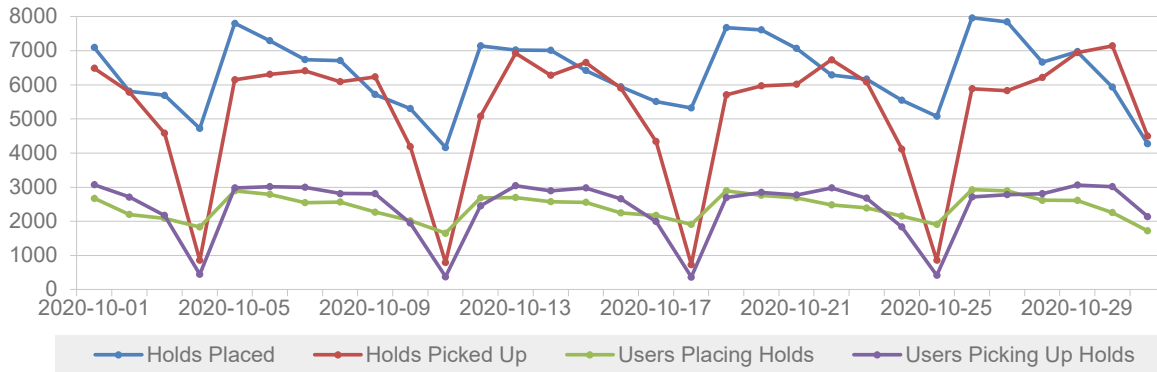


### Holdes Placed & Picked Up Daily - September, 2020



Date	Holdes Placed	Holdes Picked Up	Users Placing Holds	Users Picking Up Holds
2020-09-01	8,032	6,555	3,059	3,141
2020-09-02	6,961	6,675	2,690	3,229
2020-09-03	6,429	6,915	2,481	3,224
2020-09-04	5,601	6,444	2,169	2,891
2020-09-05	4,936	4,042	1,852	2,005
2020-09-06	4,591	210	1,658	93
2020-09-07	4,555		1,670	
2020-09-08	8,347	6,974	3,197	3,273
2020-09-09	7,855	7,198	3,053	3,439
2020-09-10	7,895	6,445	2,847	3,177
2020-09-11	6,380	6,458	2,433	3,217
2020-09-12	6,736	4,853	2,481	2,383
2020-09-13	4,570	682	1,762	429
2020-09-14	7,515	6,126	2,874	3,162
2020-09-15	7,724	7,118	2,818	3,501
2020-09-16	7,651	6,736	2,810	3,302
2020-09-17	7,323	7,350	2,597	3,502
2020-09-18	6,536	6,652	2,465	3,127
2020-09-19	5,721	4,605	2,131	2,230
2020-09-20	4,676	713	1,762	421
2020-09-21	7,702	6,256	2,844	3,037
2020-09-22	8,018	6,234	2,897	3,146
2020-09-23	7,002	6,968	2,596	3,224
2020-09-24	7,124	6,806	2,656	3,286
2020-09-25	6,191	6,945	2,279	3,170
2020-09-26	5,703	4,549	2,145	2,081
2020-09-27	5,100	822	1,809	459
2020-09-28	8,607	6,394	3,056	3,141
2020-09-29	7,854	6,226	2,927	3,088
2020-09-30	7,333	6,312	2,756	2,973
<b>Total</b>	<b>200,668</b>	<b>160,263</b>	<b>35,640</b>	<b>33,141</b>

Holds Placed & Picked Up Daily - October, 2020



Date	Holds Placed	Holds Picked Up	Users Placing Holds	Users Picking Up Holds
2020-10-01	7,098	6,486	2,673	3,071
2020-10-02	5,806	5,786	2,202	2,710
2020-10-03	5,692	4,580	2,088	2,169
2020-10-04	4,724	857	1,836	449
2020-10-05	7,802	6,149	2,893	2,979
2020-10-06	7,290	6,308	2,788	3,018
2020-10-07	6,736	6,412	2,548	2,993
2020-10-08	6,712	6,093	2,565	2,814
2020-10-09	5,719	6,228	2,269	2,810
2020-10-10	5,303	4,187	2,017	1,944
2020-10-11	4,160	794	1,649	376
2020-10-12	7,141	5,074	2,690	2,456
2020-10-13	7,016	6,926	2,694	3,045
2020-10-14	7,010	6,277	2,573	2,896
2020-10-15	6,419	6,655	2,555	2,974
2020-10-16	5,945	5,906	2,243	2,656
2020-10-17	5,511	4,335	2,172	1,996
2020-10-18	5,320	732	1,910	365
2020-10-19	7,679	5,709	2,890	2,695
2020-10-20	7,608	5,971	2,761	2,848
2020-10-21	7,068	6,014	2,684	2,769
2020-10-22	6,286	6,733	2,483	2,977
2020-10-23	6,162	6,079	2,391	2,674
2020-10-24	5,546	4,117	2,150	1,834
2020-10-25	5,081	861	1,912	421
2020-10-26	7,960	5,883	2,923	2,718
2020-10-27	7,844	5,830	2,893	2,779
2020-10-28	6,664	6,214	2,617	2,808
2020-10-29	6,974	6,945	2,611	3,060
2020-10-30	5,935	7,138	2,259	3,014
2020-10-31	4,271	4,498	1,723	2,138
<b>Total</b>	<b>196,482</b>	<b>161,777</b>	<b>34,529</b>	<b>32,265</b>

**SWAN**  
**Calendar-Timetable of Deadlines and Board Action Requirements**

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
Wednesday, July 1, 2020		SWAN FY21 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.
Saturday, August 1, 2020		LLSAP Grant application package due to RAILS
Friday, August 14, 2020	Regular SWAN Board Meeting	CANCELLED
Friday, August 21, 2020	SWAN Expo	Annual conference at Moraine Valley Community College
Thursday, September 3, 2020	Quarterly	Introduce new SWAN Board members
Friday, September 18, 2020	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
August–September 2020		RAILS reviews LLSAP grant applications and determines awards
Thursday, October 1, 2020		RAILS responds with award letter and grant agreement
Friday, October 16, 2020	Regular SWAN Board Meeting	Aaron begins work on FY22 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 20, 2020	Regular SWAN Board Meeting	Board accepts FY20 audit.
		Aaron to bring FY21 Budget draft; Board discuss Fees and determines next steps.
		Set Board approves meeting dates for 2021 calendar.
Thursday, December 3, 2020	Quarterly	Announce FY22 Budget Process
Friday, December 18, 2020	Regular SWAN Board Meeting	Review of FY22 Budget Draft.
		Approve FY22 LLSAP grant agreement
Friday, January 1, 2021		Signed LLSAP grant agreements due to RAILS
Friday, January 22, 2021	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 Succession Plan for ED.
January 2021 [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.
Tuesday, February 2, 2021	Membership Meeting	Meeting to discuss FY21 budget, fees, and reserves worksheet.
Friday, February 19, 2021	Regular SWAN Board Meeting	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.
Thursday, March 4, 2021	Quarterly	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 19, 2021	Regular SWAN Board Meeting	Determine if Personnel Committee meeting is needed.

**SWAN**  
**Calendar-Timetable of Deadlines and Board Action Requirements**

<b>DATE</b>	<b>MEETING TYPE</b>	<b>ACTION ITEMS</b>
March 2021 [TBD]	Personnel Committee [if needed]	SWAN potential policies are reviewed. Yearly Employee Handbook review based on employment law requirements/recommendations.
Friday, April 23, 2021	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.
May 2021 [TBD]	SWANcom	Announce election info.
Friday, May 21, 2021	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 3, 2021	Quarterly	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 18, 2021	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts
		RAILS provides FY23 consortial support grant applications to consortia.
		Director Evaluation - Provide results and discuss (Executive Session).
Wednesday, June 30, 2021		OCLC State-wide Group Services Agreement Ends

# 2021 SWAN Board & Membership Meeting Schedule

Per Illinois Open Meetings Act:

*Public bodies that have a website must post an annual schedule of meetings of the governing body (i.e. County Board, Board of Trustees, Board of Commissioners, etc). This annual schedule shall remain on the website until a new public notice of the schedule of regular meetings is approved.*

Friday, January 22, 2021	Regular SWAN Board Meeting
Tuesday, February 2, 2021	Membership Committee of the Whole Meeting
Friday, February 19, 2021	Regular SWAN Board Meeting
Thursday, March 4, 2021	Quarterly
Friday, March 19, 2021	Regular SWAN Board Meeting
Friday, April 23, 2021	Regular SWAN Board Meeting
Friday, May 21, 2021	Regular SWAN Board Meeting
Thursday, June 3, 2021	Quarterly
Friday, June 18, 2021	Regular SWAN Board Meeting
Friday, July 23, 2021	Regular SWAN Board Meeting
Friday, August 20, 2021	Regular SWAN Board Meeting
Thursday, September 2, 2021	Quarterly
Friday, September 17, 2021	Regular SWAN Board Meeting
Friday, October 22, 2021	Regular SWAN Board Meeting
Friday, November 19, 2021	Regular SWAN Board Meeting
Thursday, December 2, 2021	SWAN Quarterly Meeting
Friday, December 17, 2021	Regular SWAN Board Meeting

November 4, 2020

The Administrators' Board  
System Wide Automated Network  
Westmont, Illinois

We have audited the financial statements of System Wide Automated Network ("SWAN") for the year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated November 4, 2020. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by SWAN are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2020. We noted no transactions entered into by SWAN during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings – Continued

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no material misstatements detected as a result of audit procedures.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated November 4, 2020.

*Management Consultations with Other Independent Auditors*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to SWAN's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as SWAN's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were engaged to report on the other supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Administrators' Board and management of SWAN and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Administrators' Board and staff (in particular the Finance Department) of SWAN for their valuable cooperation throughout the audit engagement.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP



SYSTEM WIDE AUTOMATED  
NETWORK  
WESTMONT, ILLINOIS  

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ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED  
June 30, 2020

# SYSTEM WIDE AUTOMATED NETWORK

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## **FINANCIAL SECTION**

## **INDEPENDENT AUDITORS' REPORT**

## **INDEPENDENT AUDITORS' REPORT**

November 4, 2020

The Administrators' Board  
System Wide Automated Network  
Westmont, Illinois

We have audited the accompanying financial statements of System Wide Automated Network (SWAN), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise SWAN's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to SWAN's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of SWAN's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of SWAN, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents and budgetary information reported in the required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise SWAN' basic financial statements. The other supplementary information, is presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

SWAN has not presented a Management's Discussion and Analysis as required supplementary information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. Our opinion on the basic financial statements is not affected by this missing information.

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

## **BASIC FINANCIAL STATEMENTS**

**SYSTEM WIDE AUTOMATED NETWORK**

**Statement of Net Position  
June 30, 2019**

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**See Following Page**



## SYSTEM WIDE AUTOMATED NETWORK

### Statement of Net Position June 30, 2020

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ASSETS	
Current Assets	
Cash and Cash Equivalents	\$ 1,841,237
Accounts Receivable - Net of Allowances	75,207
Inventory	1,733
Prepaid Expenses	<u>457,454</u>
Total Current Assets	<u>2,375,631</u>
Noncurrent Assets	
Capital Assets	
Depreciable Capital Assets	367,779
Accumulated Depreciation	<u>(342,977)</u>
Total Net Capital Assets	24,802
Other Assets - Deposits	<u>27,333</u>
Total Noncurrent Assets	<u>52,135</u>
Total Assets	<u>2,427,766</u>

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**LIABILITIES**

Current Liabilities

Accrued Liabilities	\$ 26,490
Accrued Payroll	40,311
Unearned Revenues	152,544
Accrued Rent	6,459
Compensated Absences Payable	<u>20,345</u>
Total Current Liabilities	<u>246,149</u>

Noncurrent Liabilities

Accrued Rent	39,788
Compensated Absences Payable	<u>81,381</u>
Total Noncurrent Liabilities	<u>121,169</u>
Total Liabilities	<u>367,318</u>

**NET POSITION**

Investment in Capital Assets Unrestricted	24,802
	<u>2,035,646</u>
Total Net Position	<u><u>2,060,448</u></u>

## SYSTEM WIDE AUTOMATED NETWORK

### Statement of Revenues, Expenses and Changes in Net Position - Budget and Actual For the Fiscal Year Ended June 30, 2020

	Original Budget	Final Budget	Actual
Operating Revenues			
Fees for Services and Materials	\$ 2,740,626	2,740,626	2,740,120
Other Revenue - RAILS Support Grant	524,679	524,679	524,679
Grants	5,000	5,000	-
Reimbursements	9,221	9,221	22,178
Total Operating Revenues	<u>3,279,526</u>	<u>3,279,526</u>	<u>3,286,977</u>
Expenses			
Administration	<u>3,371,976</u>	<u>3,385,086</u>	<u>3,138,801</u>
Operating Income (Loss)	(92,450)	(105,560)	148,176
Nonoperating Revenues			
Investment Income	<u>22,000</u>	<u>22,000</u>	<u>23,104</u>
Change in Net Position	<u>(70,450)</u>	<u>(83,560)</u>	171,280
Net Position - Beginning			<u>1,889,168</u>
Net Position - Ending			<u>2,060,448</u>

## SYSTEM WIDE AUTOMATED NETWORK

### Statement of Cash Flows For the Fiscal Year Ended June 30, 2020

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Cash Flows from Operating Activities	
Receipts from Customers and Users	\$ 2,335,279
Other Receipts	546,857
Payments to Suppliers	<u>(3,310,973)</u>
	(428,837)
Cash Flows from Investing Activities	
Interest Received	<u>23,104</u>
Net Change in Cash and Cash Equivalents	(405,733)
Cash and Cash Equivalents	
Beginning	<u>2,246,970</u>
Ending	<u><u>1,841,237</u></u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities	
Operating Income (Loss)	148,176
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities:	
Depreciation Expense	31,647
(Increase) Decrease in Current Assets	(404,841)
Increase (Decrease) in Current Liabilities	<u>(203,819)</u>
Net Cash Provided (Used) by Operating Activities	<u><u>(428,837)</u></u>

## **SYSTEM WIDE AUTOMATED NETWORK**

### **Notes to the Financial Statements June 30, 2020**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of System Wide Automated Network (“SWAN”) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of SWAN’s accounting policies are described below.

#### **REPORTING ENTITY**

SWAN is a membership organization that is designed for libraries in and around Chicago to house their collections and data in a shared, collaborative environment. The SWAN organization was formed as an Illinois Intergovernmental Instrumentality in 2010. SWAN is governed by its Administrators' Board, comprised of seven library directors elected from the SWAN membership.

As defined by generally accepted accounting principles established by GASB, the financial reporting entity consists of the primary government. Financial accountability is defined as:

1. Appointment of a voting majority of the component unit's board and either (a) the ability to impose will by the primary government or (b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government; or
2. Fiscal dependency on the primary government.

SWAN is not included as a component unit of any other entity.

#### **BASIS OF PRESENTATION**

In the Statement of Net Position, SWAN’s activities are reported on a full accrual, economic basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. SWAN’s net position is reported in two parts: investment in capital assets and unrestricted.

SWAN uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types." SWAN utilizes only the proprietary fund type.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to members or outside parties and are accounted for as enterprise funds.

## **SYSTEM WIDE AUTOMATED NETWORK**

### **Notes to the Financial Statements June 30, 2020**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

##### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

On the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position, SWAN’s activities are presented using the economic resources measurement focus as defined below. All proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are on the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets/deferred outflows and liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net position.

In the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position, SWAN’s activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

##### **ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION**

###### **Cash and Cash Equivalents**

Cash and cash equivalents on the Statement of Net Position and the Statement of Cash Flows are considered to be cash on hand and demand deposits.

###### **Receivables and Prepaid Expenses**

In the Statement of Net Position, receivables, if any, consist of all revenues earned at year-end and not yet received.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid expenses in the financial statements. The costs of prepaid expenses are recorded as expenses when consumed rather than when purchased.

## SYSTEM WIDE AUTOMATED NETWORK

### Notes to the Financial Statements June 30, 2020

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

#### ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION – Continued

##### Capital Assets

Capital assets purchased or acquired with an original, individual cost of \$5,000 or more are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their acquisition value on the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. Depreciation of capital assets in the proprietary fund types is computed using the straight-line method.

In SWAN's capital asset policy, the following estimated useful lives are used to compute depreciation:

Leasehold Improvements	8 Years
Computer Equipment	5 Years
Machinery and Equipment	25 Years

##### Compensated Absences

SWAN accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee.

All vacation pay is accrued when incurred in the financial statements. SWAN records a liability for employees' vacation leave earned, but not taken at salary rates in effect at the end of the fiscal year. A portion of this liability will be paid within the next fiscal year.

## **SYSTEM WIDE AUTOMATED NETWORK**

### **Notes to the Financial Statements June 30, 2020**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

#### **ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION – Continued**

##### **Net Position**

In the basic financial statements, equity is classified as net position and displayed in two components:

Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings, if any, that are attributable to the acquisition or improvement of those assets.

Unrestricted – The remaining amount of net position.

#### **NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

##### **BUDGETARY INFORMATION**

Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual budget is adopted for the enterprise fund by vote of the full membership and ratification of this vote by the Administrators' Board.

The Administrators' Board prepares the annual budget. The budget is prepared by category and includes information on the current year estimates. The proposed budget is presented to the full membership for review and voting prior to ratification of this vote by the Administrators' Board. The budget was amended once in fiscal year 2020.

#### **NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS**

##### **DEPOSITS AND INVESTMENTS**

Permitted Deposits and Investments – Statutes authorize SWAN to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, Illinois Funds and the Illinois Metropolitan Investment Fund.



## SYSTEM WIDE AUTOMATED NETWORK

### Notes to the Financial Statements June 30, 2020

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#### NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS – Continued

##### DEPOSITS AND INVESTMENTS – Continued

##### **Credit Risk, Custodial Credit Risk and Concentration Risk**

*Deposits.* At year-end, the carrying amount of SWAN's deposits totaled \$1,841,237 and the bank balances totaled \$2,367,737.

*Interest Rate Risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. SWAN minimizes this risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and investing operation funds primarily in shorter-term securities. SWAN held no investments at June 30, 2020; and therefore, they are not subject to interest rate risk.

*Credit Risk.* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. SWAN minimizes its exposure to credit risk by pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which SWAN will do business, and by diversifying the portfolio so that potential losses on individual securities will be minimized.

*Custodial Credit Risk – Deposits.* In the case of deposits, this is the risk that in the event of bank failure, SWAN's deposits may not be returned to it. Per SWAN's investment policy, deposits are insured or collateralized with securities held by the pledging institutions. At year end, the bank balances of SWAN were fully covered by federal depository insurance.

*Concentration of Credit Risk.* This is the risk of loss attributed to the magnitude of SWAN's investment in a single issuer. SWAN's investment policy requires that investments be made only in securities guaranteed by the U.S. Government, or in FDIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage (unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral). At year-end, SWAN does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

## SYSTEM WIDE AUTOMATED NETWORK

### Notes to the Financial Statements June 30, 2020

#### NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS – Continued

##### CAPITAL ASSETS

Business-type capital asset activity for the year was as follows:

	Beginning Balances	Additions	Deletions	Ending Balances
Depreciable Capital Assets				
Leasehold Improvements	\$ 6,895	-	-	6,895
Computer Equipment	324,383	-	-	324,383
Machinery and Equipment	36,501	-	-	36,501
	<u>367,779</u>	<u>-</u>	<u>-</u>	<u>367,779</u>
Less Accumulated Depreciation				
Leasehold Improvements	2,225	862	-	3,087
Computer Equipment	293,773	29,325	-	323,098
Machinery and Equipment	15,332	1,460	-	16,792
	<u>311,330</u>	<u>31,647</u>	<u>-</u>	<u>342,977</u>
Total Net Depreciable Capital Assets	<u>56,449</u>	<u>(31,647)</u>	<u>-</u>	<u>24,802</u>

Depreciation expense of \$31,647 was charged to the business-type activities.

##### LONG-TERM LIABILITIES

Long-term liability activity for the year ended June 30, 2020 was as follows:

Type of Liability	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Accrued Rent	\$ 50,475	-	4,228	46,247	6,459
Compensated Absences	99,559	13,491	11,324	101,726	20,345
Total OPEB Liability	<u>39,101</u>	<u>-</u>	<u>39,101</u>	<u>-</u>	<u>-</u>
	<u>189,135</u>	<u>13,491</u>	<u>54,653</u>	<u>147,973</u>	<u>26,804</u>

## SYSTEM WIDE AUTOMATED NETWORK

### Notes to the Financial Statements June 30, 2020

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#### NOTE 4 – OTHER INFORMATION

##### RISK MANAGEMENT

SWAN is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters. These risks are provided for through commercial insurance policies purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

##### COMMITMENTS

From July 2011 through June 2019, SWAN maintained a contract for services with the Reaching Across Illinois Library System (RAILS), a governmental entity. These services included, with some variations between contracts: administration, management, finance, human resources, bibliographic services, information technology support, use of facilities, utilities, telecommunications, vehicles, and all personnel salaries and costs. Under these agreements, SWAN either paid an amount to RAILS to partially reimburse RAILS for its contract expenditures incurred or received a support amount from RAILS to supplement the other support received.

In July 2019, this contract transitioned to an annual grant award from RAILS to SWAN, subject to an annual application and semi-annual report process. The services in the fiscal year 2021 grant agreement include use of meeting rooms, communication and collaboration opportunities and services, grant opportunities for new members, delivery services to Local Library System Automation Program (LLSAP) facility, help desk ticket system services, integrated library system (ILS) phone notification dialer co-location, and website provision and support. Under the grant, SWAN will receive payment from RAILS to supplement its other support in the total amount of \$562,018 during fiscal year 2021. This agreement is cancellable by mutual written consent or by either party upon 120 days' written notice to the other party. RAILS may terminate this agreement due to the discontinuation of sufficient funding from the Illinois Secretary of State upon written notice to SWAN effective as of the date of termination or the discontinuance of such funding.

In April of 2020, SWAN extended its contractual agreement with Sirsi Dynix for ILS software for an additional five years beginning May 1, 2020. This contract set the annual maintenance paid at \$488,744 for the first three years and capped increases at 1.9% for years four and five. This contract also set costs for new member libraries that join SWAN within the five year agreement. The addition of new products and services will result in additional expenses related to the contract, and the contract is cancellable beginning May 1, 2021. The remaining payment schedule, per the contract, is as follows:

Projected Due Date May 2021	\$ 488,744
Projected Due Date May 2022	488,744
Projected Due Date May 2023	498,030
Projected Due Date May 2024	507,493
Total	<u>1,983,011</u>

## SYSTEM WIDE AUTOMATED NETWORK

### Notes to the Financial Statements June 30, 2020

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#### NOTE 4 – OTHER INFORMATION – Continued

##### COMMITMENTS – Continued

During fiscal year 2020, SWAN completed the first year of a three year agreement with EBSCO Information Services for three software product subscriptions – OpenAthens, Novelist Select, and the EBSCO Discovery Services with Sirsi Dynix integration at a total set price of \$215,322. The remaining payment schedule, per the contract, is as follows:

Projected Due Date July 2020	\$ 217,475
Projected Due Date July 2021	<u>219,650</u>
Total	<u><u>437,125</u></u>

SWAN entered into a seven year non-cancelable operating lease for office space beginning in March 2017. Minimum future payments under the lease agreement are as follows:

2021	\$ 76,615
2022	78,913
2023	81,281
2024	83,719
Thereafter	<u>35,574</u>
	<u><u>356,102</u></u>

In addition to the minimum rental payments, SWAN is required to pay its pro-rata share of real estate taxes, insurance, and operating expenses.

The lease calls for specified rent increases in future years. The lessors allowed SWAN to take occupancy of the premises for three months before the lease began and additionally abated the first six months of rent at the start of the lease. Total rent expense is being recorded on a straight-line basis over the term of the lease.

Rent expense for the year ended June 30, 2020 was as follows:

Payments:	
Minimum rentals	\$ 74,383
Contingent rentals	34,537
Change in accrued rent	<u>(4,228)</u>
Total	<u><u>104,692</u></u>

## **SYSTEM WIDE AUTOMATED NETWORK**

### **Notes to the Financial Statements June 30, 2020**

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#### **NOTE 4 – OTHER INFORMATION – Continued**

##### **DEFINED CONTRIBUTION PLAN**

SWAN provides retirement benefits for all of its full-time employees through a defined contribution plan. This plan was established with the International City Managers Association Retirement Corporation (ICMA-RC), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for state and local governments and their instrumentalities throughout the United States. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings, SWAN's policy is such that SWAN contributes on behalf of each full-time employee 9.75% of the employee's earnings at the end of every biweekly payroll period. SWAN's contribution for the fiscal year ended June 30, 2020 was \$133,073.

Additionally, SWAN allows employees to contribute to Individual Retirement Accounts (IRA's), which are also administered by ICMA-RC, through biweekly payroll deductions.

SWAN's contributions for each employee (and interest allocated to the employee's account) are fully vested if the employee was hired prior to July 1, 2012. All employees hired after July 1, 2012 will be vested 100% after completing one year of service. SWAN's nonvested contributions and the interest forfeited by employees who leave employment before one year of service are used to reduce SWAN's contribution requirement to the remaining employees. The Executive Director and Administrators' Board are responsible for establishing and amending the plan provisions.

##### **CONTINGENT LIABILITIES**

###### **Financial Impact from COVID-19**

In March 2020, the World Health Organization declared the COVID-19 virus a public health emergency. As of the date of this report, the extent of the impact of COVID-19 on SWAN's operations and financial position cannot be determined.

##### **OTHER POST-EMPLOYMENT BENEFITS**

SWAN has evaluated its potential other post-employment benefits liability. Former employees who choose to retain their rights to health insurance through SWAN are required to pay 100% of the current premium. However, there is minimal participation. As SWAN provides no explicit benefit, and there is minimal participation, there is no material implicit subsidy to calculate in accordance with GASB Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*. Therefore, SWAN has not recorded a liability as of June 30, 2020.

**OTHER SUPPLEMENTARY INFORMATION**

**SYSTEM WIDE AUTOMATED NETWORK**

**Schedule of Operating Expenses - Budget and Actual  
For the Fiscal Year Ended June 30, 2020**

	Original Budget	Final Budget	Actual
Operations			
Personnel			
Salaries and Wages	\$ 1,546,800	1,546,800	1,389,416
Payroll Taxes and Benefits			
Health, Dental, Life and Disability Insurance	234,600	234,600	166,733
Retirement Benefits and Administration	140,900	140,900	134,073
Other Fringe Benefits	7,600	7,600	418
Social Security Taxes	118,400	118,400	100,817
Unemployment Insurance	-	-	8,930
Worker's Compensation	2,200	2,200	3,228
Total Personnel	<u>2,050,500</u>	<u>2,050,500</u>	<u>1,803,615</u>
Equipment and Software Maintenance Expense	<u>653,700</u>	<u>653,700</u>	<u>658,161</u>
Library Materials and Supplies			
Computers, Software and Supplies	62,426	62,426	59,248
E-Resources	500	500	-
General Office Supplies and Equipment	4,000	4,000	5,318
Postage	900	900	597
Print Materials	8,000	8,000	1,915
Total Library Materials and Supplies	<u>75,826</u>	<u>75,826</u>	<u>67,078</u>
Building and Grounds			
Rent	105,904	105,904	104,692
Utilities	6,400	6,400	5,675
Property Insurance	1,500	1,500	1,543
Repairs and Maintenance	1,180	1,180	891
Custodial Service and Supplies	8,500	8,500	9,320
Other Building Maintenance	100	100	145
Total Building and Grounds	<u>123,584</u>	<u>123,584</u>	<u>122,266</u>
Conferences, Training and Travel			
Conferences and Training	16,900	16,900	23,990
Travel			
In-State	2,200	2,200	1,658
Out-of-State	11,000	11,000	1,410
Total Conferences, Training and Travel	<u>30,100</u>	<u>30,100</u>	<u>27,058</u>

## SYSTEM WIDE AUTOMATED NETWORK

### Schedule of Operating Expenses - Budget and Actual - Continued For the Fiscal Year Ended June 30, 2020

	Original Budget	Final Budget	Actual
Operations - Continued			
Professional and Contractual Services			
Accounting	\$ 8,445	21,555	8,410
Consulting	2,000	2,000	1,040
Equipment Rental	3,700	3,700	3,049
Group Purchases	721	721	12,956
Information Services	336,200	336,200	322,033
Legal	5,000	5,000	6,956
Liability Insurance	8,900	8,900	9,153
Other Contractual Services	52,900	52,900	44,648
Telephone and Telecommunications	19,400	19,400	20,510
Total Professional and Contractual Services	437,266	450,376	428,755
Miscellaneous			
eCommerce	-	-	43
Other	1,000	1,000	178
Total Miscellaneous	1,000	1,000	221
Depreciation	-	-	31,647
Total Operating Expenses	3,371,976	3,385,086	3,138,801



SYSTEM WIDE AUTOMATED  
NETWORK  
WESTMONT, ILLINOIS

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MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED  
JUNE 30, 2020

November 4, 2020

Members of the Administrators' Board  
System Wide Automated Network  
Westmont, Illinois

In planning and performing our audit of the financial statements of System Wide Automated Network ("SWAN"), for the year ended June 30, 2020, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration, we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of management and others within SWAN.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the RAILS finance department for the well-prepared audit package and we appreciate the courtesy and assistance given to us by the entire RAILS finance department and SWAN staff.

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

## CURRENT RECOMMENDATION

### 1. **GASB STATEMENT NO. 84 FIDUCIARY ACTIVITIES**

#### Comment

In January 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 84, *Fiduciary Activities*, which provides guidance regarding the identification of fiduciary activities, with criteria related to the control of the assets of the fiduciary activity and the relationship with the beneficiaries of the activity. Qualifying fiduciary activities are then required to be reported in four fiduciary fund types: 1) pension (and other employee benefit) trust funds, 2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. The custodial funds category will be the focus for SWAN, as this category replaces the current agency fund reporting category with more defined criteria. In applying these new criteria, it is likely that the 401a defined contribution funds will not meet the criteria to be reported as a custodial fund under GASB Statement No. 84, and will instead need to remain incorporated within SWAN's operating funds. GASB Statement No. 84 is applicable to SWAN's financial statements for the year ended June 30, 2021.

#### Recommendation

SWAN should work directly with their auditing firm to review the new custodial fund criteria in conjunction with SWAN's current funds to determine the appropriate financial reporting for these activities under GASB Statement No. 84.

#### Management Response

Management acknowledges this comment and will work with their auditing firm to implement the provisions of this statement for the coming year.

### 2. **GASB STATEMENT NO. 87 LEASES**

#### Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relief to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to SWAN's financial statements for the year ended June 30, 2022.

## **CURRENT RECOMMENDATION – Continued**

### 2. **GASB STATEMENT NO. 87 LEASES – Continued**

#### Recommendation

SWAN should work directly with their auditing firm to review the new lease criteria in conjunction with SWAN's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

#### Management Response

Management acknowledges this comment and will work with their auditing firm to implement the provisions of this statement for the year ended June 30, 2022.

## **PRIOR RECOMMENDATION**

### **1. NET POSITION POLICY**

#### Comment

Previously and during our current year-end audit procedures, we noted that SWAN does not have a formal net position policy. A net position policy establishes a minimum level at which the projected end-of-year net position should be maintained, taking into account the constraints imposed upon the resources reported by the proprietary fund. A net position policy assists in providing financial stability, cash flow for operations, and the assurance that SWAN will be able to respond to emergencies with fiscal strength.

It is essential to maintain adequate levels of net position to mitigate current and future risks and to ensure tax rates. Net position levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of net position and unrestricted net position in the financials to evaluate SWAN's continued creditworthiness.

#### Recommendation

We recommended SWAN create and adopt a net position policy to be in compliance with GASB Statement No. 54. SWAN should address net position reporting categories (invested in capital assets, restricted, and unrestricted) as well as review minimum net position policies.

#### Status

This comment has not been implemented and will be repeated in the future.

#### Management Response

Management acknowledges this comment and will work to correct it in the coming year.

# SWAN Budget Information & Guidelines

Fiscal Year 2022 (July 1, 2020 – June 30, 2021)

November 20, 2020 SWAN Board Draft

## Introduction

### New Budget Lines

This year we added expense line #5930 "Reimbursement for Resource Sharing" to record any of the expenses which occur within SWAN's centralized billing for unreturned materials between libraries.

## Budget Highlights

### Three New Libraries

The libraries Glenside, Roselle, and Warrentville bring in additional revenue through membership fees. The associated expenses with adding on libraries do not exceed the new revenue, bringing \$52,200 in net revenue to SWAN.

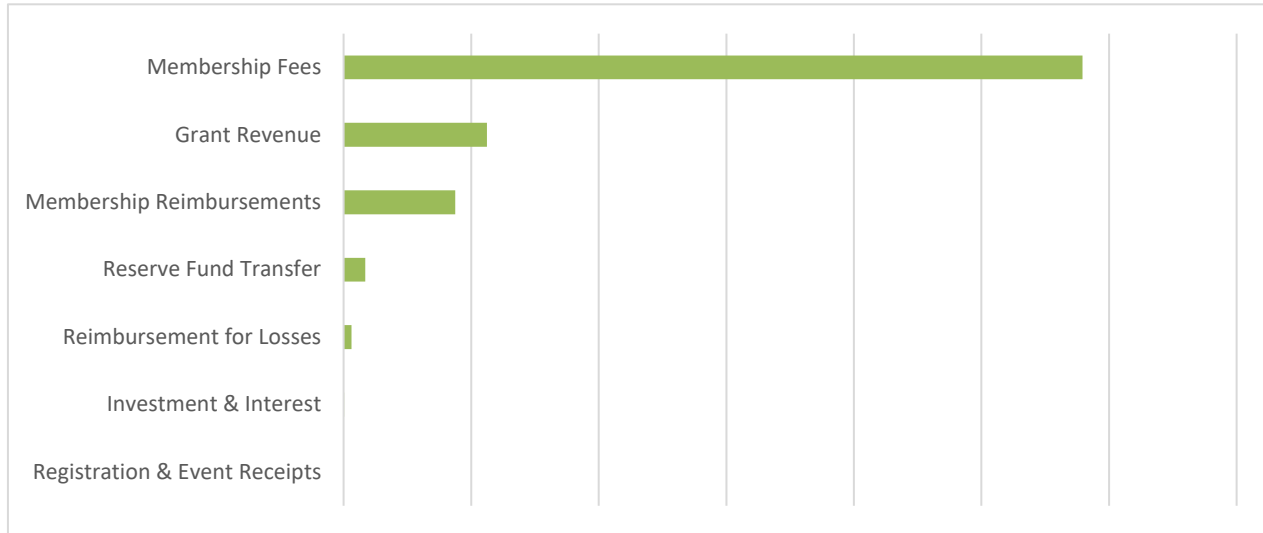
### Aspen Discovery

Pending the affirmation of member libraries, the Aspen Discovery catalog will run concurrently with Enterprise for this budget year. The support expense will be taken from reserves, see revenue line #4600 and expense line #5440. You can read more about SWAN's Aspen Discovery on the support site at <https://support.swanlibraries.net/aspens>

### Niche Academy & KitKeeper

Niche Academy service is a year-to-year subscription of online tutorials and learning tools for public library users. The tools are already in use at 15 SWAN member libraries and comes highly recommended. SWAN's Niche Academy subscription would allow embedded widgets and tutorials into the SWAN catalog and [www.swanlibraries.net](http://www.swanlibraries.net) patron help site, and would better assist library users in the online environment. This subscription would not affect existing Niche Academy library subscriptions. KitKeeper is an online subscription through Plymouth Rocket that will help member libraries better manage bookclub kits. KitKeeper will be managed as a group-purchase for participating member libraries at \$25 per library. Niche Academy pricing is based on population which based on SWAN's library service population would be \$12,000 annually.

## Revenue



### Membership Fees

**4010 SWAN Full Membership Fees \$2,924,463**

SWAN assesses membership fees based on academic, school, special, and public library. The formulas used for each are detailed on the SWAN support site under About > Board > Budget & Fees. FY21 membership fee revenue on average does not increase. There are exceptions however, based on the formula, particularly for public libraries undergoing property tax or debt service changes within a given year. SWAN’s FY21 membership fees are based on the 2017 tax year.

**4011 SWAN Internet Access Membership Fees \$3,700**

The Internet Access level service for school libraries continues through this fiscal year with 10 schools participating with partner SWAN member public libraries.

### Membership Reimbursements

**4110 Member One-Time Project Receipts \$0**

This budget line would be used if a library needed to reimburse SWAN for one-time expenses incurred. For example, if the RAILS Catalog Grant were no longer available, a library joining SWAN would pay SWAN for the one-time expenses for the vendor expenses. No one-time projects are anticipated for the FY22 budget.

**4190 Member Group Purchase Receipts \$437,600**

Libraries that reimburse SWAN for group purchases are indicated in this budget line. EBSCO database group-purchase revenue collected from public libraries is \$420,000 for year 2. Additional group purchases are ongoing with renewals with Envisionware for self-check software.

## Reimbursement for Losses

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**4220 Reimbursement Losses for Resource Sharing \$30,000**

Revenue associated with reimbursement for ILL or reciprocal borrowing with libraries outside of the SWAN consortium, e.g. Chicago Public Library.

**4230 Collection Agency Fees \$900**

SWAN will collect a modest fee for administering services within the Unique Management collection of unpaid reciprocal borrower invoices.

## Grant Revenue

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**4310 RAILS Support to SWAN \$522,691**

RAILS provides support to SWAN through an annual grant to support regional resource sharing. The grant amount for FY22 to SWAN is divided equally between all public libraries and is indicated as a discount off SWAN membership fees.

**4320 Other Grant Revenue \$0**

The one-time grant revenue from adding three new libraries would be recorded in this line. No new libraries are added in this year, as SWAN adds new member libraries every other year.

## Registration & Event Receipts

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**4499 Annual Conference Receipts \$0**

Any revenue collected as part of the SWAN Expo are recorded in this budget line. This includes vendor table fees or libraries invoices for the event to offset event catering. The FY22 budget does not plan for an annual conference.

## Investment & Interest

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**4510 Interest Income \$2,000**

SWAN interest income fell mid-way through last year's budget.

**4520 Investment Income \$0**

SWAN currently does not invest reserve funds. Should the organization decide to invest, the annual income would be recorded in this budget revenue line.

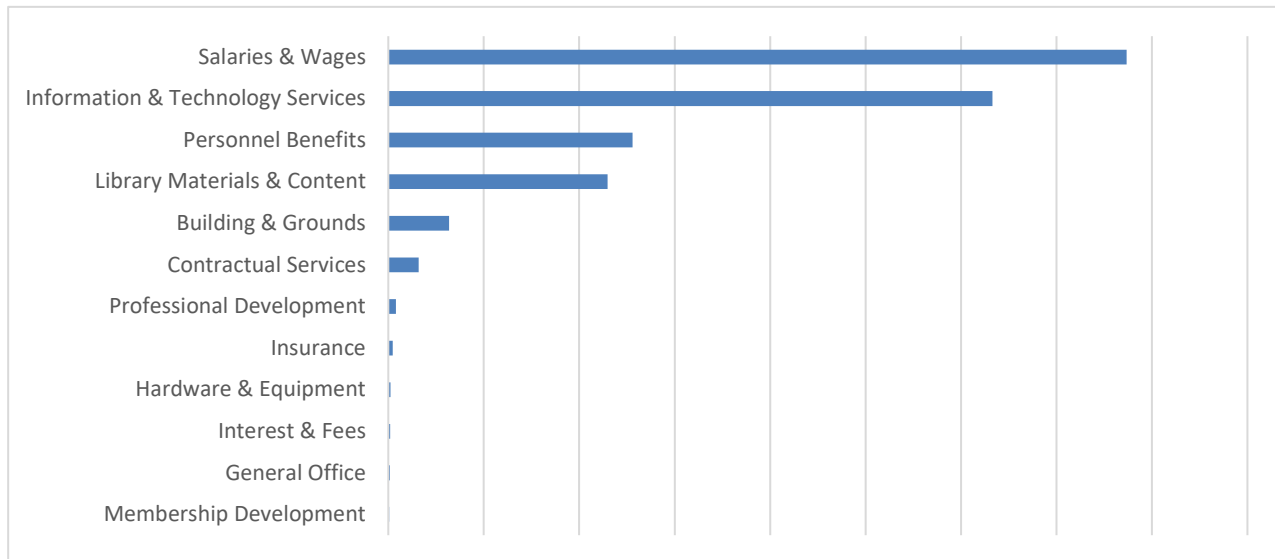


## Reserve Fund Transfer

**4600 Reserve Fund Transfer \$85,000**

Aspen Discovery support with ByWater Solutions will be taken from reserves. See the expense line 5440 Library Services Platform for its one-time expense increase for FY22.

## Expenses



## Salaries & Wages

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

SWAN has left positions unfilled to remain flexible within the strategic plan. The FY21 budget has no increases from the prior year's budget.

## Personnel Benefits

**5021 Social Security Taxes \$118,400**

Payroll taxes and fringe benefits-- employer's share only. Social Security taxes (FICA). No change from the prior budget.

**5022 State Unemployment Insurance -**

Organization pays unemployment directly should it be required.

**5023 Worker's Compensation \$3,000**

Organization insurance provided by insurance vendor.

**5024 Retirement Benefits \$140,900**  
SWAN provides its employees a 401a retirement plan through ICMA-RC. The organization does not provide a defined benefit plan or participate in Illinois Municipal Retirement Fund (IMRF).

**5025 Health, Dental, Life And Disability Insurance \$246,300**  
Employee health insurance is provided by LIMRiCC Purchase of Health Insurance Program (PHIP). The FY22 rates from LIMRiCC did not increase from the prior year.

**5026 Tuition Reimbursements \$2,500**  
Tuition reimbursement benefit for employees.

**5085 Staff Wellness \$600**  
Benefit offered to SWAN employees for participation within the employee Wellness Plan which includes incentives for breaktimes for walking, pedometers, exercise, and healthy lifestyles. No change from the prior budget.

## **Building & Grounds**

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SWAN headquarters located at 800 Quail Ridge Drive in Westmont, Illinois includes expenses for the lease and operations of the headquarters.

**5110 Rent/Lease \$110,104**  
SWAN signed a 7-year lease in 2016 for office space. The rent escalation is included for this year's budget, along with the anticipated shared operating expenses and property taxes for FY22. Refer to SWAN's FY20 audit for the full debt obligation of the office lease.

**5120 Utilities \$5,700**  
Facility electricity and natural gas expenses are recorded in this line. Based on 6 months of actual expenses in 2020.

**5130 Property Insurance \$1,600**  
Property insurance covers office space furniture and equipment, and the RAILS 125 Tower Drive data center equipment. SWAN will retain some equipment in the RAILS data center related to the voice notification (SVA) system in the RAILS data center, but all other SWAN servers are no longer there.

**5140 Repairs & Maintenance \$900**  
Used for facility repairs including door fob security maintenance and repairs.

**5150 Custodial Service & Supplies \$9,000**  
SWAN's cleaning service for two days per week was changed and the FY21 budget reflects a lower cost service.

**5190 Other Building Maintenance \$150**  
Used for alarms and security cameras related to facility expense.

## **Professional Development**

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SWAN's 2019-2023 five-year strategic plan places emphasis on delivering solutions to libraries using the talent of the SWAN employees. Prior budgets mixed the staff professional development and efforts to provide membership development. The FY21 budget is our first opportunity to ensure expenses associated with each category are understood and budgeted appropriately, as they have at times made it difficult to understand mid-year expenses properly.

**5210 Conference Travel \$0**  
SWAN staff attend various conferences annually such as ILA, COSUGI, ALA, or the COSUGI Consortia Special Interest Group meeting. This includes expenditures for overnight lodging, fares for airfare, planes, trains, taxicabs, auto rental, meals, etc. Due to the pandemic, there is no planned conference travel in the FY22 budget.

**5220 Staff Meetings \$600**  
Expenses related to SWAN staff meetings, mostly food and a holiday luncheon, are recorded in this line.

**5230 Staff Professional Development \$8,800**  
SWAN employees participate in presentations at ILA, ALA, COSUGI and other professional organization events. Attending the annual COSUGI conference is a must for SWAN staff as it allows the organization to plan for upcoming library software features and functions.

**5240 Professional Association Membership Dues \$2,500**  
SWAN employees participate in ALA, ILA, and COSUGI activities, often presenting at conferences. Individual

**5250 Educational Material \$800**  
SWAN employees will need to purchase reading and course material on US design, and agile development in FY21.

**5260 Online Learning \$3,500**  
SWAN employees will participate in online learning with companies Coursera, OS Training, and Microsoft.

## **Membership Development**

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This budget category focuses on providing professional development for the member libraries within SWAN. This includes SWAN staff consulting, leading meetings, and facilitating membership networking events.

**5310 Travel Reimbursement \$800**

The SWAN organization has no vehicles and reimburses employees for mileage attending the 50+ membership meetings held annually. Travel reduced for the FY22 budget due to the pandemic, but some mileage reimbursement will occur.

**5320 Membership Meetings \$0**

Refreshments for the 50+ membership advisory and user group meetings held annually, such as coffee and donuts, or other activity supplies. Reduced to zero for the FY22 budget due to the pandemic.

**5350 Marketing & Promotional Material \$1,200**

Expenses related to printing library promotional material such as bookmarks or brochures.

**5399 Annual Conference \$0**

SWAN's annual conference, called SWAN Expo (or SWANx), supports speaker fees, honorarium, and travel expense for speakers. Costs associated with the facility and event are noted with the budget lines ending in "99" within this budget chart of accounts. The SWAN Expo for 2021 will remain suspended and this expense is reduced to zero.

### **Information & Technology Services**

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

**5410 Infrastructure Licensing \$42,000**

Expenses related to SWAN's support infrastructure including SSL Certificates for SWAN, domain subscription, SonicWALL Security licensing and subscription, Microsoft Active Directory, Microsoft Azure, and Microsoft Server licenses.

**5420 Application Software Licensing \$19,000**

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

**5430 Server Software Licensing \$14,000**

The server licensing expenses related to SWAN's library services platform to run SirsiDynix Symphony and test systems. The membership virtual private network utilizing SonicWALL is supported through a group purchase of 100 nodes at \$12,155 annually for FY22 to keep SonicWALL appliances on the most current version of the software.

**5440 Library Services Platform \$1,036,800**

The heart of SWAN's resource sharing software platform expenses is recorded in this budget line, including expenses from SirsiDynix, OCLC, and EBSCO Discovery Services, and OpenAthens. For FY22, SirsiDynix expenses are budgeted for \$512,632, OCLC at \$268,449, and the Article Search integration through EBSCO Discovery Services and OpenAthens is \$170,708 total. This line includes licensing three libraries to licensing for OCLC, EBSCO Discovery Services, and OpenAthens. New for this year is support from ByWater Solutions for SWAN's Aspen Discovery Services at \$85,000.

**5450 Data Management Services \$27,500**

Expenses related to maintaining bibliographic and user data within the SWAN library services platform. This includes software provided to cataloging libraries to maintain bibliographic standards of the consortium. Vendors expenses include: ALA RDA Toolkit for Cataloging Libraries, WebDewey (OCLC negotiated directly with SWAN), MARCIVE (ongoing authority updates), The MARC of Quality (TMQ), and Unique Management Services National Change of Address (NCOA) patron database update expense at \$10,000 annually.

**5460 Information Subscription Service \$88,600**

SWAN's discovery platform includes multiple add-on services to add cover artwork and reading recommendations. Vendor expenses include: ProQuest Syndetic Solutions (book jackets, enhanced content), EBSCO Novelist Select (reviews content). The addition of three libraries to SWAN increased Novelist Select licensing. New in this year's budget is Niche Academy, which provides online content to library patrons for instruction on using eBooks and other public library e-content.

**5470 Subscription Support Services \$9,900**

SWAN's support platform includes remote desktop assistance to library staff, online training, and remote monitoring of systems for SWAN on-call staff. New to FY21 is the TalentLMS learning management system. This service will be used to create library staff coursework and classes provided through SWAN, SirsiDynix, EBSCO, and OCLC depending on library role. Expenses associated with this budget line include: Citrix GoToAssist, Citrix GoToMeeting (Plus for 100 attendees), Learning Management System through TalentLMS, StatusCake (for site monitoring and alerting SWAN staff to outages), and the volume email service through SendGrid (patron notification plus library notification).

**5480 Telecommunications \$20,400**

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

**5490 Group Purchases - Services \$600**

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

## General Office

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

**5510 Office Supplies \$1,500**

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

**5520 Postage \$1,500**

Expenses associated with shipping printed material are recorded in this line. SWAN staff make best attempts to control shipping costs through bringing printed material to membership events.

**5550 Furniture \$0**

If SWAN needs to add any training or collaboration furniture for the facility conference room or work areas, this is the budget and expense is recorded.

**5599 Annual Conference Supplies \$0**

All supply expenses associated with the annual conference SWAN Expo which include envelopes, paper, and presentations. SWAN Expo for 2021 will be suspended due to the global pandemic.

## Hardware & Equipment

---

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

**5610 Equipment Rental/Maintenance \$3,700**

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

**5620 Hardware \$1,000**

Expenses for this budget related to SWAN staff peripheral devices.

**5690 Group Purchases - Hardware \$0**

Any pass-through purchases for equipment required for membership, such as firewall, commerce, or print solutions required by SWAN. No group purchases planned for the FY22 budget.

## Insurance

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

**5700 Insurance \$9,400**  
The SWAN organization insurance for directors and officers, and business owner’s insurance.

### Contractual Services

The SWAN organization contracts with various companies for services

**5810 Legal \$5,000**  
SWAN utilizes legal services for various activities and inquiries as they arise during the year.

**5820 Accounting \$17,560**  
Expenses associated with activities include SWAN annual audit, and the accounting service with Lauterbach & Amen. The prior year expense for Other Postemployment Benefits (OPEB) report was eliminated.

**5830 Consulting \$1,000**  
Expenses for vendor consulting for facilitation, strategic planning, or other one-time services are recorded in this budget line.

**5840 Payroll Service Fees \$3,600**  
Expenses for the payroll service provided through Paylocity.

**5850 Contractual Agreements \$0**  
Expenses for one-time costs within the fiscal year for adding member libraries to the consortium are recorded in this line. These expenses would be offset by the revenue line 4320 Other Grant Revenue. SWAN is not adding new member libraries in FY22.

**5860 Notification & Collection \$35,300**  
SWAN has contracted with a vendor to print all user notices through Unique Management Services. The

**5870 Recruitment \$900**  
Costs for personnel search, advertising of an open position at SWAN.

**5899 Annual Conference Facility Contract \$0**  
SWAN Expo at Moraine Valley Community College Business and Conference Center has a one-day cost for the location plus food provided for the event. The FY22 budget has reduced this line to zero due to the pandemic suspending the SWAN Expo.

## Library Materials & Content

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SWAN's chart of accounts includes budget lines for the organization to provide content to libraries—be it print, electronic, or as a group purchase pass-through.

<b>5910</b>	<b>Print Materials</b>	<b>\$5,000</b>
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This line is intended for print collections supplied to member libraries, either through a direct order through Baker & Taylor, or rental copies via the jobber. SWAN is also dedicating \$5,000 from the reserves in a book rental trial with Baker & Taylor to supplement popular titles to reduce hold queue wait times.

<b>5920</b>	<b>Electronic Resources</b>	<b>\$0</b>
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This line's purpose is for online content provided to all libraries as part of SWAN's membership fees. It may include eBook content, online databases subscriptions, or other e-content.

<b>5930</b>	<b>Reimbursement for Resource Sharing</b>	<b>\$30,000</b>
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Expenses related to the SWAN member libraries centralized reimbursement of unreturned material. The expenses in this line are offset by revenue in the 4220 Reimbursement Losses for Resource Sharing line.

<b>5990</b>	<b>Group Purchases - Content</b>	<b>\$424,200</b>
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SWAN negotiated group purchase for online subscriptions through EBSCO anticipates a 1% increase for FY22. The associated revenue offset in the revenue 4190 budget line.

## Interest & Fees

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<b>6010</b>	<b>Bank Fees</b>	<b>\$3,700</b>
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Expenses associated with bank fees for stopping checks or other services are recorded in this line. The banking service for lock box deposits was added to this budget line at \$2,700 annually.

<b>6020</b>	<b>Merchant Account Fees</b>	<b>\$40</b>
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SWAN subscribes to ProPay as part of the BLUEcloud Commerce required for online Enterprise payments. SWAN pays \$40 annually, as do all member libraries within the ProPay service.

<b>6030</b>	<b>Interest Payment</b>	<b>\$0</b>
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Expenses for any loan or debt service payments would be recorded in this line. SWAN currently has no expenses for this line.



**6099 Annual Conference Merchant Fees \$0**  
Expenses associated with any online transaction fees for processing annual conference SWAN Expo online payments are recorded in this line. The SWAN Expo is suspended for FY22 due to the global pandemic.

## Asset Management

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**6110 Depreciation \$2,322**  
For proprietary funds and government-wide financial statements only. Depreciation charges are intended to allocate the cost of a fixed asset over the estimated useful life of the unit in a systematic and rational manner using the straight-line method. The number of physical assets depreciated has fallen dramatically since SWAN moved to an infrastructure-as-a-service model and no longer needs to purchase servers over \$5,000. SirsiDynix migration and operating system server migration expenses are in their final years of depreciation.

**6120 (Gain)/Loss on Asset Disposal \$0**

**6130 Vacation Expense \$2,200**  
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.

## SWAN Budget Summary

SWAN Budget	FY21 Budget	FY22 Budget	Change
4000 Membership Fees	\$2,851,863	\$2,928,163	\$76,300
4100 Membership Reimbursements	\$435,394	\$437,600	\$2,206
4200 Reimbursement for Losses	\$900	\$30,900	\$30,000
4300 Grant Revenue	\$623,518	\$522,691	(\$100,827)
4400 Registration & Event Receipts	\$7,600	\$0	(\$7,600)
4500 Investment & Interest	\$37,000	\$2,000	(\$35,000)
4600 Reserve Fund Transfer	\$62,379	\$85,000	\$22,622
<b>Total Revenue</b>	<b>\$4,018,654</b>	<b>\$4,006,354</b>	<b>(\$12,299)</b>
5000 Salaries & Wages	\$1,546,800	\$1,546,800	\$0
5020 Personnel Benefits	\$516,200	\$511,700	(\$4,500)
5100 Building & Grounds	\$123,304	\$127,454	\$4,151
5200 Professional Development	\$24,800	\$16,200	(\$8,600)
5300 Membership Development	\$9,400	\$2,000	(\$7,400)
5400 Information & Technology Services	\$1,111,600	\$1,258,200	\$146,600
5500 General Office	\$5,300	\$3,000	(\$2,300)
5600 Hardware & Equipment	\$81,700	\$4,700	(\$77,000)
5700 Insurance	\$9,200	\$9,400	\$200
5800 Contractual Services	\$139,210	\$63,360	(\$75,850)
5900 Library Materials & Content	\$425,000	\$459,200	\$34,200
6000 Interest & Fees	\$4,040	\$3,740	(\$300)
<b>Total Operating Expenses</b>	<b>\$3,996,554</b>	<b>\$4,005,754</b>	<b>\$9,201</b>
6100 Asset Management	\$13,607	\$4,522	(\$9,085)
Excess of revenues over (under) estimated expenses	\$21,500	\$0	

Revenue & Expense Budget		FY21 Budget	FY22 Budget	Change
<b>Revenue</b>				
<b>4000</b>	<b>Membership Fees</b>			
4010	SWAN Full Membership Fees	\$2,851,863	\$2,924,463	\$72,600
4011	SWAN Internet Access Membership Fees	\$0	\$3,700	\$3,700
<b>4100</b>	<b>Membership Reimbursements</b>			
4110	Member One-Time Project Receipts	\$14,000	\$0	(\$14,000)
4190	Member Group Purchase Receipts	\$421,394	\$437,600	\$16,206
<b>4200</b>	<b>Reimbursement for Losses</b>			
4220	Reimbursement Losses for Resource Sharing	\$0	\$30,000	\$30,000
4230	Collection Agency Fees	\$900	\$900	\$0
<b>4300</b>	<b>Grant Revenue</b>			
4310	RAILS Support to SWAN	\$562,018	\$522,691	(\$39,327)
4320	Other Grant Revenue	\$61,500	\$0	(\$61,500)
<b>4400</b>	<b>Registration &amp; Event Receipts</b>			
4499	Annual Conference Receipts	\$7,600	\$0	(\$7,600)
<b>4500</b>	<b>Investment &amp; Interest</b>			
4510	Interest Income	\$37,000	\$2,000	(\$35,000)
4520	Investment Income	\$0	\$0	\$0
<b>4600</b>	<b>Reserve Fund Transfer</b>	\$62,379	\$85,000	\$22,622
<b>Total Revenue</b>		<b>\$4,018,654</b>	<b>\$4,006,354</b>	<b>(\$12,299)</b>

## Expenses

<b>5000</b>	<b>Salaries &amp; Wages</b>	\$1,546,800	\$1,546,800	\$0
<b>5020</b>	<b>Personnel Benefits</b>			
5021	Social Security Taxes	\$118,400	\$118,400	\$0
5022	State Unemployment Insurance	-	-	
5023	Worker's Compensation	\$3,000	\$3,000	\$0
5024	Retirement Benefits	\$140,900	\$140,900	\$0
5025	Health, Dental, Life And Disability Insurance	\$246,300	\$246,300	\$0
5026	Tuition Reimbursements	\$2,500	\$2,500	\$0
5085	Staff Wellness	\$5,100	\$600	(\$4,500)
<b>5100</b>	<b>Building &amp; Grounds</b>			
5110	Rent/Lease	\$105,904	\$110,104	\$4,201
5120	Utilities	\$6,400	\$5,700	(\$700)

<b>Revenue &amp; Expense Budget</b>		<b>FY21 Budget</b>	<b>FY22 Budget</b>	<b>Change</b>
5130	Property Insurance	\$1,500	\$1,600	\$100
5140	Repairs & Maintenance	\$1,300	\$900	(\$400)
5150	Custodial Service & Supplies	\$8,100	\$9,000	\$900
5190	Other Building Maintenance	\$100	\$150	\$50
<b>5200</b>	<b>Professional Development</b>			
5210	Conference Travel	\$11,000	\$0	(\$11,000)
5220	Staff Meetings	\$600	\$600	\$0
5230	Staff Professional Development	\$5,400	\$8,800	\$3,400
5240	Professional Association Membership Dues	\$2,500	\$2,500	\$0
5250	Educational Material	\$800	\$800	\$0
5260	Online Learning	\$4,500	\$3,500	(\$1,000)
<b>5300</b>	<b>Membership Development</b>			
5310	Travel Reimbursement	\$2,800	\$800	(\$2,000)
5320	Membership Meetings	\$2,900	\$0	(\$2,900)
5350	Marketing & Promotional Material	\$1,200	\$1,200	\$0
5399	Annual Conference	\$2,500	\$0	(\$2,500)
<b>5400</b>	<b>Information &amp; Technology Services</b>			
5410	Infrastructure Licensing	\$42,000	\$42,000	\$0
5420	Application Software Licensing	\$18,400	\$19,000	\$600
5430	Server Software Licensing	\$13,900	\$14,000	\$100
5440	Library Services Platform	\$905,700	\$1,036,800	\$131,100
5450	Data Management Services	\$27,500	\$27,500	\$0
5460	Information Subscription Service	\$74,600	\$88,600	\$14,000
5470	Subscription Support Services	\$10,100	\$9,900	(\$200)
5480	Telecommunications	\$19,400	\$20,400	\$1,000
5490	Group Purchases - Services	\$600.00	\$600.00	\$0
<b>5500</b>	<b>General Office</b>			
5510	Office Supplies	\$4,000	\$1,500	(\$2,500)
5520	Postage	\$900	\$1,500	\$600
5550	Furniture	\$0	\$0	\$0
5599	Annual Conference Supplies	\$400	\$0	(\$400)
<b>5600</b>	<b>Hardware &amp; Equipment</b>			
5610	Equipment Rental/Maintenance	\$3,700	\$3,700	\$0
5620	Hardware	\$63,200	\$1,000	(\$62,200)
5690	Group Purchases - Hardware	\$14,800	\$0	(\$14,800)
<b>5700</b>	<b>Insurance</b>	<b>\$9,200</b>	<b>\$9,400</b>	<b>\$200</b>

<b>Revenue &amp; Expense Budget</b>		<b>FY21 Budget</b>	<b>FY22 Budget</b>	<b>Change</b>
<b>5800</b>	<b>Contractual Services</b>			
5810	Legal	\$5,000	\$5,000	\$0
5820	Accounting	\$20,610	\$17,560	(\$3,050)
5830	Consulting	\$5,000	\$1,000	(\$4,000)
5840	Payroll Service Fees	\$3,900	\$3,600	(\$300)
5850	Contractual Agreements	\$56,500	\$0	(\$56,500)
5860	Notification & Collection	\$35,300	\$35,300	\$0
5870	Recruitment	\$900	\$900	\$0
5899	Annual Conference Facility Contract	\$12,000	\$0	(\$12,000)
<b>5900</b>	<b>Library Materials &amp; Content</b>			
5910	Print Materials	\$5,000	\$5,000	\$0
5920	Electronic Resources	\$0	\$0	\$0
5930	Reimbursement for Resource Sharing		\$30,000	\$30,000
5990	Group Purchases - Content	\$420,000	\$424,200	\$4,200
<b>6000</b>	<b>Interest &amp; Fees</b>			
6010	Bank Fees	\$3,700	\$3,700	\$0
6020	Merchant Account Fees	\$40	\$40	\$0
6030	Interest Payment	\$0	\$0	\$0
6099	Annual Conference Merchant Fees	\$300	\$0	(\$300)
<b>Subtotal Expenses</b>		<b>\$3,997,154</b>	<b>\$4,006,354</b>	<b>\$9,201</b>
<b>6100</b>	<b>Asset Management</b>			
6110	Depreciation	\$3,607	\$2,322	(\$1,285)
6120	(Gain)/Loss on Asset Disposal		\$0	
6130	Vacation Expense	\$10,000	\$2,200	(\$7,800)
<b>Total Expenses</b>		<b>\$3,997,154</b>	<b>\$4,006,354</b>	<b>\$9,201</b>
<b>Total Revenue (from above)</b>		<b>\$4,018,654</b>	<b>\$4,006,354</b>	
<b>Excess of revenues over (under) estimated expenses</b>		<b>\$21,500.00</b>	<b>\$0.00</b>	
		<b>FY21 Budget</b>	<b>FY22 Budget</b>	

## SWAN Reserves Plan: Updated for FY22 Budget

<b>Capital Expenditures (anything over \$5,000)</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>
	<b>July 2020-June 2021</b>	<b>July 2021-June 2022</b>	<b>July 2022-June 2023</b>	<b>July 2023-June 2024</b>	<b>July 2023-June 2025</b>
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,035,646	\$1,998,710	\$1,998,710	\$1,998,710	\$1,998,710
Reserves collected & Impact Fee	\$26,283	\$0	\$0	\$0	\$0
Server replacement: no longer required with cloud-based Infrastructure-as-a-Service*	\$0	\$0	\$0	\$0	\$0
Firewall replacement: no longer required with cloud-based Infrastructure-as-a-Service	\$0	\$0	\$0	\$0	\$0
Funds for Popular Book Title Rental	(\$5,000)				
Funds for EMV commerce devices (chip & PIN)	(\$14,000)				
Funds for SWAN staff computer replacement	(\$44,219)				
Future ILS Migration Budget (\$465,740)					
<b>Total</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>	<b>\$1,998,710</b>
Maintain 4 months operating in reserve (policy)	(\$1,332,385)	(\$1,335,451)	(\$1,402,224)	(\$1,472,335)	(\$1,545,952)
<b>Over/(Under) Reserve Policy</b>	<b>\$666,325</b>	<b>\$663,259</b>	<b>\$596,486</b>	<b>\$526,375</b>	<b>\$452,758</b>
Operating Budget (5% increases each year after FY21)	\$3,997,154	\$4,006,354	\$4,206,672	\$4,417,005.77	\$4,637,856.06

\* Infrastructure-as-a-Service (IaaS) is the recommended direction for SWAN for its future servers. IaaS is a subscription that will be an expense in the operating budget. The result is there is no server hardware purchased, therefore no need to budget as a capital expenditure.

**Chart 1: Membership Fee Chart for FY22 SWAN Budget  
(July 1, 2021 - June 30, 2022)**

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	Fee Total FY22	FY21 Fees	Change FY22 vs FY21
Acorn Public Library District	\$ 28,045	(\$5,502)	\$ 22,543	\$ 22,171	\$ 372
Alsip-Merrionette Park Public Library District	\$ 40,320	(\$5,502)	\$ 34,818	\$ 34,743	\$75
Batavia Public Library District	\$ 51,920	(\$5,502)	\$ 46,418	\$ 46,672	(\$254)
Bedford Park Public Library District	\$ 31,246	(\$5,502)	\$ 25,744	\$ 25,233	\$511
Beecher Community Library District	\$ 20,757	(\$5,502)	\$ 15,255	\$ 14,772	\$483
Bellwood Public Library	\$ 34,409	(\$5,502)	\$ 28,907	\$ 29,723	(\$816)
Bensenville Community Public Library District	\$ 33,164	(\$5,502)	\$ 27,662	\$ 27,371	\$291
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$0
Berkeley Public Library	\$ 21,448	(\$5,502)	\$ 15,946	\$ 15,478	\$468
Berwyn Public Library	\$ 51,173	(\$5,502)	\$ 45,671	\$ 46,379	(\$708)
Bloomington Public Library	\$ 46,514	(\$5,502)	\$ 41,012	\$ 41,052	(\$40)
Blue Island Public Library	\$ 29,372	(\$5,502)	\$ 23,870	\$ 23,783	\$87
Bridgeview Public Library	\$ 28,610	(\$5,502)	\$ 23,108	\$ 23,038	\$70
Broadview Public Library District	\$ 29,073	(\$5,502)	\$ 23,571	\$ 23,089	\$482
Brookfield Public Library	\$ 39,863	(\$5,502)	\$ 34,361	\$ 34,142	\$219
Calumet City Public Library	\$ 32,204	(\$5,502)	\$ 26,702	\$ 26,916	(\$214)
Calumet Park Public Library	\$ 19,394	(\$5,502)	\$ 13,892	\$ 13,468	\$424
Carol Stream Public Library	\$ 53,989	(\$5,502)	\$ 48,487	\$ 46,862	\$1,625
Chicago Heights Public Library	\$ 25,627	(\$5,502)	\$ 20,125	\$ 19,985	\$140
Chicago Ridge Public Library	\$ 31,164	(\$5,502)	\$ 25,662	\$ 25,479	\$183
Cicero Public Library	\$ 34,683	(\$5,502)	\$ 29,181	\$ 29,264	(\$83)
Clarendon Hills Public Library	\$ 25,202	(\$5,502)	\$ 19,700	\$ 19,236	\$464
Crestwood Public Library District	\$ 23,002	(\$5,502)	\$ 17,500	\$ 17,039	\$461
Crete Public Library District	\$ 34,963	(\$5,502)	\$ 29,461	\$ 29,631	(\$170)
Dolton Public Library District	\$ 28,611	(\$5,502)	\$ 23,109	\$ 23,716	(\$607)
Downers Grove Public Library	\$ 70,366	(\$5,502)	\$ 64,864	\$ 58,340	\$6,524
Eisenhower Public Library District	\$ 53,856	(\$5,502)	\$ 48,354	\$ 47,554	\$800
Elmwood Park Public Library	\$ 33,467	(\$5,502)	\$ 27,965	\$ 27,573	\$392
Evergreen Park Public Library	\$ 29,234	(\$5,502)	\$ 23,731	\$ 23,338	\$393
Flossmoor Public Library	\$ 30,646	(\$5,502)	\$ 25,144	\$ 24,882	\$262
Forest Park Public Library	\$ 35,729	(\$5,502)	\$ 30,227	\$ 30,024	\$203
Frankfort Public Library District	\$ 41,073	(\$5,502)	\$ 35,571	\$ 35,042	\$529
Franklin Park Public Library District	\$ 35,818	(\$5,502)	\$ 30,316	\$ 29,909	\$407
Geneva Public Library District	\$ 66,826	(\$5,502)	\$ 61,324	\$ 61,537	(\$213)
Glen Ellyn Public Library	\$ 58,496	(\$5,502)	\$ 52,994	\$ 53,438	(\$444)
Glenside Public Library District	\$ 50,827	(\$5,502)	\$ 45,325		
Glenwood-Lynwood Public Library District	\$ 27,177	(\$5,502)	\$ 21,675	\$ 21,890	(\$215)
Grande Prairie Public Library District	\$ 32,150	(\$5,502)	\$ 26,648	\$ 26,496	\$152
Green Hills Public Library District	\$ 39,326	(\$5,502)	\$ 33,824	\$ 36,226	(\$2,402)
Harvey Public Library District	\$ 26,035	(\$5,502)	\$ 20,533	\$ 20,486	\$47
Hillside Public Library	\$ 29,989	(\$5,502)	\$ 24,487	\$ 23,771	\$716
Hinsdale Public Library	\$ 45,543	(\$5,502)	\$ 40,041	\$ 39,765	\$276
Hodgkins Public Library District	\$ 23,394	(\$5,502)	\$ 17,892	\$ 17,365	\$527
Homewood Public Library District	\$ 39,141	(\$5,502)	\$ 33,639	\$ 33,432	\$207
Indian Prairie Public Library District	\$ 52,980	(\$5,502)	\$ 47,478	\$ 47,988	(\$510)
Itasca Community Library	\$ 32,683	(\$5,502)	\$ 27,181	\$ 26,671	\$510
Justice Public Library District	\$ 20,812	(\$5,502)	\$ 15,310	\$ 14,785	\$525
Kaneville Public Library District	\$ 18,560	(\$5,502)	\$ 13,057	\$ 12,570	\$487
La Grange Public Library	\$ 41,198	(\$5,502)	\$ 35,696	\$ 35,373	\$323
LaGrange Park Public Library District	\$ 35,748	(\$5,502)	\$ 30,246	\$ 30,094	\$152
Lansing Public Library	\$ 39,929	(\$5,502)	\$ 34,427	\$ 34,996	(\$569)
Lyons Public Library	\$ 24,335	(\$5,502)	\$ 18,833	\$ 18,405	\$428
Markham Public Library	\$ 22,686	(\$5,502)	\$ 17,184	\$ 16,623	\$561
Matteson Area Public Library District	\$ 41,014	(\$5,502)	\$ 35,512	\$ 34,615	\$897
Maywood Public Library District	\$ 30,119	(\$5,502)	\$ 24,617	\$ 24,418	\$199
McCook Public Library District	\$ 21,816	(\$5,502)	\$ 16,314	\$ 15,725	\$589
Melrose Park Public Library	\$ 26,914	(\$5,502)	\$ 21,412	\$ 20,909	\$503
Messenger Public Library of North Aurora	\$ 35,211	(\$5,502)	\$ 29,709	\$ 29,217	\$492
Midlothian Public Library	\$ 31,789	(\$5,502)	\$ 26,287	\$ 24,505	\$1,782
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 20,205	(\$5,502)	\$ 14,703	\$ 14,321	\$382
National University of Health Sciences	\$ 11,667		\$ 11,667	\$ 11,667	\$0
North Riverside Public Library District	\$ 27,590	(\$5,502)	\$ 22,088	\$ 21,735	\$353
Northlake Public Library District	\$ 36,196	(\$5,502)	\$ 30,694	\$ 30,521	\$173
Oak Brook Public Library	\$ 26,949	(\$5,502)	\$ 21,447	\$ 21,255	\$192
Oak Lawn Public Library	\$ 70,829	(\$5,502)	\$ 65,327	\$ 66,262	(\$935)
Oak Park Public Library	\$ 104,693	(\$5,502)	\$ 99,191	\$ 97,015	\$2,176
Palos Heights Public Library	\$ 29,958	(\$5,502)	\$ 24,456	\$ 24,464	(\$8)

**Chart 1: Membership Fee Chart for FY22 SWAN Budget  
(July 1, 2021 - June 30, 2022)**

SWAN Library	Base + Funding Fees (No State LLSAP Grant)	State LLSAP Grant Discount	Fee Total FY22	FY21 Fees	Change FY22 vs FY21
Palos Park Public Library	\$ 22,297	(\$5,502)	\$ 16,795	\$ 16,336	\$459
Park Forest Public Library	\$ 36,217	(\$5,502)	\$ 30,715	\$ 31,271	(\$556)
Prairie State College	\$ 23,333		\$ 23,333	\$ 23,333	\$0
Prairie Trails Public Library District	\$ 36,175	(\$5,502)	\$ 30,673	\$ 30,251	\$422
Richton Park Public Library District	\$ 26,779	(\$5,502)	\$ 21,277	\$ 20,715	\$562
River Forest Public Library	\$ 30,174	(\$5,502)	\$ 24,672	\$ 24,309	\$363
River Grove Public Library District	\$ 21,990	(\$5,502)	\$ 16,488	\$ 16,018	\$470
Riverdale Public Library District	\$ 22,483	(\$5,502)	\$ 16,981	\$ 16,754	\$227
Riverside Public Library	\$ 28,548	(\$5,502)	\$ 23,046	\$ 22,669	\$377
Roselle Public Library District	\$ 35,714	(\$5,502)	\$ 30,212		
Schiller Park Public Library	\$ 27,903	(\$5,502)	\$ 22,401	\$ 21,943	\$458
South Holland Public Library	\$ 38,150	(\$5,502)	\$ 32,648	\$ 32,092	\$556
St Charles Public Library District	\$ 95,840	(\$5,502)	\$ 90,338	\$ 91,246	(\$908)
Steger-South Chicago Heights Public Library District	\$ 21,655	(\$5,502)	\$ 16,153	\$ 15,810	\$343
Stickney-Forest View Public Library District	\$ 29,691	(\$5,502)	\$ 24,189	\$ 23,767	\$422
Sugar Grove Public Library District	\$ 24,013	(\$5,502)	\$ 18,511	\$ 18,037	\$474
Summit Public Library District	\$ 21,201	(\$5,502)	\$ 15,699	\$ 15,294	\$405
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 31,732	(\$5,502)	\$ 26,230	\$ 25,602	\$628
Thornton Public Library	\$ 19,167	(\$5,502)	\$ 13,665	\$ 13,123	\$542
Tinley Park Public Library	\$ 68,037	(\$5,502)	\$ 62,535	\$ 63,364	(\$829)
Town and Country Public Library District	\$ 30,624	(\$5,502)	\$ 25,122	\$ 24,577	\$545
University Park Public Library District	\$ 23,252	(\$5,502)	\$ 17,750	\$ 17,264	\$486
Villa Park Public Library	\$ 38,811	(\$5,502)	\$ 33,309	\$ 41,521	(\$8,212)
Warrenville Public Library District	\$ 34,672	(\$5,502)	\$ 29,170		
West Chicago Public Library District	\$ 39,584	(\$5,502)	\$ 34,082	\$ 33,829	\$253
Westchester Public Library	\$ 30,217	(\$5,502)	\$ 24,715	\$ 24,334	\$381
Westmont Public Library	\$ 36,615	(\$5,502)	\$ 31,113	\$ 30,731	\$382
William Leonard Public Library District	\$ 20,075	(\$5,502)	\$ 14,573	\$ 13,616	\$957
Wood Dale Public Library District	\$ 41,740	(\$5,502)	\$ 36,238	\$ 35,813	\$425
Woodridge Public Library	\$ 54,781	(\$5,502)	\$ 49,279	\$ 49,171	\$108
Worth Public Library District	\$ 25,457	(\$5,502)	\$ 19,955	\$ 19,560	\$395



Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
Acorn Public Library District	\$1,114,513.21				\$1,114,513.21	(\$60,825.00)	\$1,053,688.21
Alsip-Merrionette Park Public Library District	\$2,893,217.08				\$2,893,217.08	(\$585,000.00)	\$2,308,217.08
Batavia Public Library District			\$4,209,374.29		\$4,209,374.29	(\$715,575.00)	\$3,493,799.29
Bedford Park Public Library District	\$1,380,795.45				\$1,380,795.45	\$0.00	\$1,380,795.45
Beecher Community Library District				\$308,873.61	\$308,873.61	\$0.00	\$308,873.61
Bellwood Public Library	\$1,704,127.07				\$1,704,127.07	\$0.00	\$1,704,127.07
Bensenville Community Public Library District		\$1,576,909.64			\$1,576,909.64	\$0.00	\$1,576,909.64
Berkeley Public Library	\$379,480.70				\$379,480.70	\$0.00	\$379,480.70
Berwyn Public Library	\$3,417,440.72				\$3,417,440.72	\$0.00	\$3,417,440.72
Bloomington Public Library		\$2,941,293.65			\$2,941,293.65	\$0.00	\$2,941,293.65
Blue Island Public Library	\$1,189,279.08				\$1,189,279.08	\$0.00	\$1,189,279.08
Bridgeview Public Library	\$1,369,938.59				\$1,369,938.59	(\$258,462.50)	\$1,111,476.09
Broadview Public Library District	\$1,427,023.88				\$1,427,023.88	(\$268,305.00)	\$1,158,718.88
Brookfield Public Library	\$2,261,524.53				\$2,261,524.53	\$0.00	\$2,261,524.53
Calumet City Public Library	\$1,578,766.67				\$1,578,766.67	(\$100,000.00)	\$1,478,766.67
Calumet Park Public Library	\$169,524.39				\$169,524.39	\$0.00	\$169,524.39
Carol Stream Public Library		\$3,705,176.27			\$3,705,176.27	\$0.00	\$3,705,176.27
Chicago Heights Public Library	\$806,610.55				\$806,610.55	\$0.00	\$806,610.55
Chicago Ridge Public Library	\$1,372,499.82				\$1,372,499.82	\$0.00	\$1,372,499.82
Cicero Public Library	\$1,732,122.87				\$1,732,122.87	\$0.00	\$1,732,122.87
Clarendon Hills Public Library		\$763,119.62			\$763,119.62	\$0.00	\$763,119.62
Crestwood Public Library District	\$538,277.00				\$538,277.00	\$0.00	\$538,277.00
Crete Public Library District				\$1,760,766.73	\$1,760,766.73	\$0.00	\$1,760,766.73
Dolton Public Library District	\$1,111,491.52				\$1,111,491.52	\$0.00	\$1,111,491.52
Downers Grove Public Library		\$5,378,934.10			\$5,378,934.10	\$0.00	\$5,378,934.10
Eisenhower Public Library District	\$4,358,781.13				\$4,358,781.13	(\$667,147.00)	\$3,691,634.13
Elmwood Park Public Library	\$1,607,840.41				\$1,607,840.41	\$0.00	\$1,607,840.41
Evergreen Park Public Library	\$1,175,161.59				\$1,175,161.59	\$0.00	\$1,175,161.59
Flossmoor Public Library	\$1,319,488.10				\$1,319,488.10	\$0.00	\$1,319,488.10
Forest Park Public Library	\$1,839,037.81				\$1,839,037.81	\$0.00	\$1,839,037.81
Frankfort Public Library District	\$22,647.27			\$2,362,528.30	\$2,385,175.57	\$0.00	\$2,385,175.57
Franklin Park Public Library District	\$1,848,137.20				\$1,848,137.20	\$0.00	\$1,848,137.20
Geneva Public Library District			\$6,621,022.03		\$6,621,022.03	(\$1,603,882.88)	\$5,017,139.15
Glen Ellyn Public Library		\$4,669,993.11			\$4,669,993.11	(\$504,182.00)	\$4,165,811.11
Glenside Public Library District		\$3,750,230.10			\$3,750,230.10	(\$368,157.52)	\$3,382,072.58
Glenwood-Lynwood Public Library District	\$1,423,356.59				\$1,423,356.59	(\$458,412.50)	\$964,944.09
Grande Prairie Public Library District	\$1,473,236.36				\$1,473,236.36	\$0.00	\$1,473,236.36

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
Green Hills Public Library District	\$2,561,630.45				\$2,561,630.45	(\$355,000.00)	\$2,206,630.45
Harvey Public Library District	\$848,310.35				\$848,310.35	\$0.00	\$848,310.35
Hillside Public Library	\$1,252,411.54				\$1,252,411.54	\$0.00	\$1,252,411.54
Hinsdale Public Library	\$385,959.47	\$2,679,323.66			\$3,065,283.13	(\$223,312.00)	\$2,841,971.13
Hodgkins Public Library District	\$578,312.29				\$578,312.29	\$0.00	\$578,312.29
Homewood Public Library District	\$2,329,095.76				\$2,329,095.76	(\$141,395.00)	\$2,187,700.76
Indian Prairie Public Library District	\$223,035.61	\$3,379,077.13			\$3,602,112.74	\$0.00	\$3,602,112.74
Itasca Community Library		\$2,472,699.88			\$2,472,699.88	(\$945,039.00)	\$1,527,660.88
Justice Public Library District	\$314,510.31				\$314,510.31	\$0.00	\$314,510.31
Kaneville Public Library District			\$84,262.76		\$84,262.76	\$0.00	\$84,262.76
La Grange Public Library	\$3,024,431.34				\$3,024,431.34	(\$626,450.00)	\$2,397,981.34
LaGrange Park Public Library District	\$1,853,738.69				\$1,853,738.69	(\$12,738.00)	\$1,841,000.69
Lansing Public Library	\$2,454,202.92				\$2,454,202.92	(\$185,900.00)	\$2,268,302.92
Lyons Public Library	\$689,566.48				\$689,566.48	(\$15,000.00)	\$674,566.48
Markham Public Library	\$773,180.28				\$773,180.28	(\$267,218.75)	\$505,961.53
Matteson Area Public Library District	\$2,379,118.59				\$2,379,118.59	\$0.00	\$2,379,118.59
Maywood Public Library District	\$1,265,706.77				\$1,265,706.77	\$0.00	\$1,265,706.77
McCook Public Library District	\$578,273.25				\$578,273.25	(\$161,217.50)	\$417,055.75
Melrose Park Public Library	\$938,080.61				\$938,080.61	\$0.00	\$938,080.61
Messenger Public Library of North Aurora			\$1,786,052.05		\$1,786,052.05	\$0.00	\$1,786,052.05
Midlothian Public Library	\$1,436,320.71				\$1,436,320.71	\$0.00	\$1,436,320.71
Nancy L. McConathy Public Library District	\$307,065.54			\$92.71	\$307,158.25	(\$54,772.44)	\$252,385.81
North Riverside Public Library District	\$1,007,242.03				\$1,007,242.03	\$0.00	\$1,007,242.03
Northlake Public Library District	\$2,529,887.72				\$2,529,887.72	(\$643,100.00)	\$1,886,787.72
Oak Brook Public Library		\$941,675.00			\$941,675.00	\$0.00	\$941,675.00
Oak Lawn Public Library	\$5,756,513.97				\$5,756,513.97	(\$330,275.00)	\$5,426,238.97
Oak Park Public Library	\$9,956,538.98				\$9,956,538.98	(\$1,069,345.03)	\$8,887,193.95
Palos Heights Public Library	\$1,249,213.91				\$1,249,213.91	\$0.00	\$1,249,213.91
Palos Park Public Library	\$466,284.00				\$466,284.00	\$0.00	\$466,284.00
Park Forest Public Library	\$1,543,409.14			\$345,503.26	\$1,888,912.40	\$0.00	\$1,888,912.40
Prairie Trails Public Library District	\$1,884,559.68				\$1,884,559.68	\$0.00	\$1,884,559.68
Richton Park Public Library District	\$1,346,525.57				\$1,346,525.57	(\$422,187.50)	\$924,338.07
River Forest Public Library	\$1,271,263.21				\$1,271,263.21	\$0.00	\$1,271,263.21
River Grove Public Library District	\$434,884.62				\$434,884.62	\$0.00	\$434,884.62
Riverdale Public Library District	\$485,232.90				\$485,232.90	\$0.00	\$485,232.90
Riverside Public Library	\$1,105,118.85				\$1,105,118.85	\$0.00	\$1,105,118.85
Roselle Public Library District		\$1,837,492.46			\$1,837,492.46	\$0.00	\$1,837,492.46

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2018	DuPage County Treasurer Tax Year 2018	Kane County Treasurer Tax Year 2018	Will County County Treasurer Tax Year 2018	Total Tax Revenue Issued 2018	Bond Amount (Removed)	Public Library Tax Revenue Total 2018
St Charles Public Library District		\$577,238.54	\$7,405,162.19		\$7,982,400.73	\$0.00	\$7,982,400.73
Schiller Park Public Library	\$1,039,225.86				\$1,039,225.86	\$0.00	\$1,039,225.86
South Holland Public Library	\$2,086,400.80				\$2,086,400.80	\$0.00	\$2,086,400.80
Steger-South Chicago Heights Public Library District	\$284,362.57			\$133,875.28	\$418,237.85	(\$17,647.32)	\$400,590.53
Stickney-Forest View Public Library District	\$1,221,904.19				\$1,221,904.19	\$0.00	\$1,221,904.19
Sugar Grove Public Library District			\$1,384,960.93		\$1,384,960.93	(\$743,300.00)	\$641,660.93
Summit Public Library District	\$854,099.73				\$854,099.73	(\$499,913.50)	\$354,186.23
Thomas Ford Memorial Library	\$1,698,635.85				\$1,698,635.85	(\$268,147.00)	\$1,430,488.85
Thornton Public Library	\$146,321.51				\$146,321.51	\$0.00	\$146,321.51
Tinley Park Public Library	\$4,461,139.34			\$1,213,401.34	\$5,674,540.68	(\$533,600.00)	\$5,140,940.68
Town and Country Public Library District			\$1,317,303.53		\$1,317,303.53	\$0.00	\$1,317,303.53
University Park Public Library District	\$9,313.32			\$554,547.46	\$563,860.78	\$0.00	\$563,860.78
Villa Park Public Library		\$3,001,457.04			\$3,001,457.04	(\$847,450.00)	\$2,154,007.04
Warrenville Public Library District		\$1,898,505.40			\$1,898,505.40	(\$167,511.50)	\$1,730,993.90
West Chicago Public Library District		\$2,233,045.39			\$2,233,045.39	\$0.00	\$2,233,045.39
Westchester Public Library	\$1,275,629.27				\$1,275,629.27	\$0.00	\$1,275,629.27
Westmont Public Library		\$1,929,551.58			\$1,929,551.58	\$0.00	\$1,929,551.58
William Leonard Public Library District	\$239,163.87				\$239,163.87	\$0.00	\$239,163.87
Wood Dale Public Library District		\$2,453,302.70			\$2,453,302.70	\$0.00	\$2,453,302.70
Woodridge Public Library		\$3,528,171.40		\$257,972.34	\$3,786,143.74	\$0.00	\$3,786,143.74
Worth Public Library District	\$789,247.05				\$789,247.05	\$0.00	\$789,247.05

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee			
	Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Acorn Public Library District	\$ 60,825	\$ 61,495.00	\$ 61,095.00	\$ 60,660.00
Alsip-Merrionette Park Public Library District	\$ 585,000	\$ 589,100.00	\$ 587,600.00	
Batavia Public Library District	\$ 715,575	\$ 726,150.00		
Bedford Park Public Library District	\$ -			
Beecher Community Library District	\$ -			
Bellwood Public Library	\$ -			
Bensenville Community Public Library District	\$ -			
Berkeley Public Library	\$ -			
Berwyn Public Library	\$ -			
Bloomington Public Library	\$ -			
Blue Island Public Library	\$ -			
Bridgeview Public Library	\$ 258,463	\$ 257,450.00	\$ 259,850.00	\$ 256,850.00
Broadview Public Library District	\$ 268,305	\$ 269,705.00	\$ 271,005.00	\$ 266,630.00
Brookfield Public Library	\$ -			
Calumet City Public Library	\$ 100,000	\$ 100,000.00		
Calumet Park Public Library	\$ -			
Carol Stream Public Library	\$ -			
Chicago Heights Public Library	\$ -			
Chicago Ridge Public Library	\$ -			
Cicero Public Library	\$ -			
Clarendon Hills Public Library	\$ -			
Crestwood Public Library District	\$ -			
Crete Public Library District	\$ -			
Dolton Public Library District	\$ -			
Downers Grove Public Library	\$ -			
Eisenhower Public Library District	\$ 667,147	\$ 667,187.00	\$ 668,571.00	\$ 670,311.00
Elmwood Park Public Library	\$ -			
Evergreen Park Public Library	\$ -			
Flossmoor Public Library	\$ -			

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Forest Park Public Library	\$ -			
Frankfort Public Library District	\$ -			
Franklin Park Public Library District	\$ -			
Geneva Public Library District	\$ 1,603,883	\$ 1,537,071.26	\$ 1,562,196.26	\$ 1,565,271.26
Glen Ellyn Public Library	\$ 504,182	\$ 497,562.00		
Glenside Public Library District	\$ 368,158	\$ 368,625.02	\$ 368,682.52	\$ 368,140.02
Glenwood-Lynwood Public Library District	\$ 458,413	\$ 452,612.50	\$ 453,912.50	\$ 454,912.50
Grande Prairie Public Library District	\$ -			
Green Hills Public Library District	\$ 355,000	\$ 365,000.00	\$ 370,000.00	\$ 380,000.00
Harvey Public Library District	\$ -			
Hillside Public Library	\$ -			
Hinsdale Public Library	\$ 223,312	\$ 229,812.00	\$ 241,112.00	\$ 247,112.00
Hodgkins Public Library District	\$ -			
Homewood Public Library District	\$ 141,395	\$ 142,053.75	\$ 137,396.25	
Indian Prairie Public Library District	\$ -			
Itasca Community Library	\$ 945,039			
Justice Public Library District	\$ -			
Kaneville Public Library District	\$ -			
La Grange Public Library	\$ 626,450	\$ 625,550.00	\$ 629,450.00	\$ 623,050.00
LaGrange Park Public Library District	\$ 12,738	\$ 148,600.00	\$ 149,775.00	\$ 155,725.00
Lansing Public Library	\$ 185,900	\$ 184,500.00	\$ 187,800.00	\$ 185,900.00
Lyons Public Library	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Markham Public Library	\$ 267,219	\$ 93,150.00	\$ 93,150.00	\$ 93,150.00
Matteson Area Public Library District	\$ -			
Maywood Public Library District	\$ -			
McCook Public Library District	\$ 161,218	\$ 161,017.50	\$ 165,415.00	\$ 164,035.00
Melrose Park Public Library	\$ -			
Messenger Public Library of North Aurora	\$ -			
Midlothian Public Library	\$ -	\$ 212,609.69	\$ 209,708.50	\$ 212,069.50

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee			
	Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Nancy L. McConathy Public Library District	\$ 54,772	\$ 54,772.44	\$ 527,467.40	
North Riverside Public Library District	\$ -			
Northlake Public Library District	\$ 643,100	\$ 647,200.00	\$ 689,000.00	\$ 691,750.00
Oak Brook Public Library	\$ -			
Oak Lawn Public Library	\$ 330,275	\$ 327,900.00	\$ 328,900.00	\$ 329,600.00
Oak Park Public Library	\$ 1,069,345	\$ 1,075,733.95	\$ 1,070,807.08	
Palos Heights Public Library	\$ -			
Palos Park Public Library	\$ -			
Park Forest Public Library	\$ -			
Prairie Trails Public Library District	\$ -			
Richton Park Public Library District	\$ 422,188	\$ 422,187.50	\$ 421,000.00	\$ 419,000.00
River Forest Public Library	\$ -			
River Grove Public Library District	\$ -			
Riverdale Public Library District	\$ -			
Riverside Public Library	\$ -			
Roselle Public Library District	\$ -			
St Charles Public Library District	\$ -			
Schiller Park Public Library	\$ -			
South Holland Public Library	\$ -			
Steger-South Chicago Heights Public Library District	\$ 17,647	\$ 17,647.32	\$ 17,647.32	\$ 116,200.68
Stickney-Forest View Public Library District	\$ -			
Sugar Grove Public Library District	\$ 743,300	\$ 764,250.00	\$ 789,000.00	\$ 812,400.00
Summit Public Library District	\$ 499,914	\$ 506,771.50	\$ 508,364.00	\$ 539,779.50
Thomas Ford Memorial Library	\$ 268,147	\$ 245,800.00	\$ 243,800.00	\$ 241,600.00
Thornton Public Library	\$ -			
Tinley Park Public Library	\$ 533,600	\$ 535,200.00	\$ 510,800.00	\$ 536,400.00
Town and Country Public Library District	\$ -			
University Park Public Library District	\$ -			
Villa Park Public Library	\$ 847,450	\$ 838,250.00	\$ 831,850.00	\$ 840,050.00

### Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY22 Fee Formula (2018)	Annual Debt Service 2019	Annual Debt Service 2020	Annual Debt Service 2021
Warrenville Public Library District	\$ 167,512	\$169,874.75	\$167,188.25	\$169,452.00
West Chicago Public Library District	\$ -			
Westchester Public Library	\$ -			
Westmont Public Library	\$ -			
William Leonard Public Library District	\$ -			
Wood Dale Public Library District	\$ -			
Woodridge Public Library	\$ -			
Worth Public Library District	\$ -			

## Chart 4: Academic, School, Special Library Fees

### Academic Libraries

- 1) Student Population (IBHE Profile), rounded to nearest 1,000 \* 2 [2018 data reported]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY22 Total
<b>National University of Health Sciences</b>	365	28,618	\$ 2,000	\$ 9,667	\$ 11,667
<b>Prairie State College</b>	3,765	46,264	\$ 8,000	\$ 15,333	\$ 23,333

### School Libraries

- 1) Student Population (Illinois Report Card), rounded to nearest 1000 \* 5 [2018-2019 Report Card data]
- 2) Building Location/Branch Fee \$2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY22 Total
<b>Bensenville School District #2</b>	2,218	3	\$ 10,000	\$ 7,500	\$ 17,500

### Special Libraries

- 1) Title Fee (Tier 1 <10,000 \$7,500; Tier 2 <40,000 \$10,000; Tier 3 > 40,000 \$12,500)
- 2) Building Location/Branch Fee \$2,500 per building

	Buildings	Title Count	Building Fee	Title Fee	FY22 Total
<b>Morton Arboretum</b>	1	23,534	\$ 2,500	\$ 10,000	\$ 12,500
<b>The Theosophical Society in America</b>	1	29,044	\$ 2,500	\$ 10,000	\$ 12,500





# SWAN Administrators' & Directors' Quarterly Meeting

December 3, 2020

10:00 a.m. – 12:00 p.m.

Online Meeting (details below)

Per Illinois Public Act 101-0640, this meeting will be held by remote attendance

## Agenda

1. Call to order and welcome
2. Public comment
3. Introduction of new library directors
4. Action Item – Approval of the September 3, 2020 Quarterly meeting minutes
5. Information Item – Aspen Discovery investigation update
6. Information Item – SWAN100 Project update: addition of Glenside, Roselle, & Warrenville Public Library Districts, including system-wide Offline Circulation details
7. Information Item – Update on EBSCO Group-purchase Implementation
8. Information Item – Fiscal Year 2022: LLSAP funding grant
9. Announcements and questions
10. Next meeting March 4, 2021

## Meeting Information

The SWAN Quarterly meeting is an open meeting. Register in advance for the GoToMeeting Webinar and you will be sent details on how to join to the email address you provide.