

SWAN BOARD MEETING AGENDA  
19901 Stony Island Ave., Lynwood, IL 60411

**AGENDA September 12, 2013 - Time 12:00 p.m.**  
**Glenwood Lynwood Public Library**  
**708.758.0090**

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 September 12, 2013 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 12, 2013 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials (Exhibits A1 – A5)

- a. Balance sheet and detail of expenditures for August 2013
- b. Approval of the payment of bills for August 1, 2013 through August 31, 2013 in the amount of \$27,572.77

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1, 2013 THROUGH AUGUST 31, 2013 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR AUGUST 2013

5. Reports

- a. Board President Report
- b. Executive Director Report (Exhibits B1 – B7)
- c. Treasurer Report
- d. Project Summary (Exhibit C1 – C2)
- e. Downtime Report (Exhibit D1)
- f. Communications and Correspondence (Exhibits E1 – E4)
- g. ILS Committee Report (Exhibits F1 – F3)
- h. Ambassador Program Report

6. Information Item – Review Initial Draft of FY15 Budget (Exhibits G1 – G5)

7. Action Item – Policy Review and Vote: Database Management Policy; Requirements for SWAN Cataloging Members Policy; SWAN Employee Tuition Benefit Policy (Exhibits H1 – H6)

8. Discussion Item – Review SWAN Executive Director’s Evaluation Document in Preparation for Completion Next Month (Exhibits I1 – I5)

9. Action Item – Acceptance of the August 13, 2013 SWAN Committee of the Whole Meeting Minutes (Exhibits J1 – J3)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 13, 2013 SWAN COMMITTEE OF THE WHOLE MEETING MINUTES AS PRESENTED

10. Action Item – Acceptance of the August 16, 2013 SWAN Board Meeting Minutes (Exhibits K1 – K4)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 16, 2013 SWAN BOARD MEETING MINUTES AS PRESENTED

11. Action Item – Acceptance of the August 22, 2013 SWAN Personnel/Finance Committee Meeting Minutes (Exhibits L1 – L2)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 22, 2013 SWAN BOARD MEETING MINUTES AS PRESENTED

12. Next Board Meeting

The next SWAN Board meeting will be held on Friday, October 18<sup>th</sup> at Burr Ridge.

13. Adjournment

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

SWAN  
Statement of Net Assets  
As of 8/31/2013

**Balance End Of  
Month**

**Assets****Cash & cash equivalents**

Cash- Illinois Funds	731,238.25
Cash- Hinsdale Bank and Trust	65,717.97
Cash- MaxSafe	<u>1,495,261.32</u>
<b>Total Cash &amp; cash equivalents</b>	<b>2,292,217.54</b>

Interest Rates & Interest  
Earned during month

0.014% - \$7.29  
0.08% - \$3.77  
0.30% - \$380.89

**Accounts receivables**

Accounts Receivable	<u>356,566.71</u>
<b>Total Accounts receivables</b>	<b>356,566.71</b>

**Inventory**

Spares Inventory	<u>5,925.00</u>
<b>Total Inventory</b>	<b>5,925.00</b>

**Prepaid expenses**

Deposits	44,250.00
Prepaid Expenses	<u>96,374.49</u>
<b>Total Prepaid expenses</b>	<b>140,624.49</b>

**Capital assets, net**

Equipment	1,563,856.69
Computers	175,927.00
Accumulated Depreciation	<u>(1,539,200.37)</u>
<b>Total Capital assets, net</b>	<b><u>200,583.32</u></b>

**Total Assets** 2,995,917.06

**Liabilities****Accrued liabilities**

E-commerce Collections Payable	<u>42,140.90</u>
<b>Total Accrued liabilities</b>	<b>42,140.90</b>

**Deferred revenue**

	<u>227,750.50</u>
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**Total Liabilities** 269,891.40

**Net Assets****Beginning Net Assets**

Unrestricted	<u>2,597,011.01</u>
<b>Total Beginning Net Assets</b>	<b>2,597,011.01</b>

**Current YTD Net Income**

	<u>129,014.65</u>
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**Total Net Assets** 2,726,025.66

**Total Liabilities and Net Assets** 2,995,917.06

SWAN  
Statement of Revenues and Expenses  
From 8/1/2013 Through 8/31/2013 (16.67%)

		Current Period	Current Year	YTD Budget -	Total Budget -	Percent of	General
		Actual	Actual	SWANFY14	SWANFY14	Annual Budget	Ledger Line
						Used	Item Detail
<b>Revenue</b>							
4060	Fees For Services And Materials	147,969.00	306,137.58	309,770.00	1,858,621.00	16.47%	SWAN Fees
4070	Reimbursements	32,525.00	31,500.00	4,500.00	27,000.00	116.66%	Members Innovative Receipts
4071	Reimbursements - Lost Materials	(3,020.19)	(2,957.60)	0.00	0.00	0.00%	
4072	Reimbursements - Collection Agency Fees	660.00	700.00	0.00	0.00	0.00%	
4080	Investment Income	391.95	784.39	500.00	3,000.00	26.14%	
4090	Other Revenue	6,555.50	9,758.34	9,458.00	56,752.00	17.19%	Net Access Fees & Maintenance
<b>Total Revenue</b>		<u>185,081.26</u>	<u>345,922.71</u>	<u>324,228.00</u>	<u>1,945,373.00</u>		
<b>Expenses</b>							
5000	Library Professionals	12,886.38	25,772.76	26,924.00	175,000.00	14.72%	
5010	Other Professionals	19,610.76	39,221.52	42,308.00	275,000.00	14.26%	
5020	Support Services	24,835.11	49,974.39	64,744.00	420,829.00	11.87%	
5030	Social Security	4,299.32	8,529.53	10,248.00	66,618.00	12.80%	
5050	Worker's Compensation	186.25	372.50	380.00	2,280.00	16.33%	
5060	Retirement Benefits	5,584.80	10,625.92	11,800.00	76,693.00	13.85%	
5070	Health, Dental, Life And Disability Insurance	9,110.75	16,951.82	19,060.00	114,363.00	14.82%	
5110	Print Materials	159.17	440.17	82.00	500.00	88.03%	
5160	Property Insurance	970.00	970.00	0.00	0.00	0.00%	Total Annual Expense
5250	In-State Travel	79.10	119.45	250.00	1,500.00	7.96%	
5260	Out-Of-State Travel	0.00	0.00	1,714.00	10,287.00	0.00%	
5270	Registrations And Meeting, Other Fees	794.42	899.82	352.00	2,115.00	42.54%	IUG, WILIUG, and Board Meeting
5280	Conferences And Continuing Education Meetings	0.00	0.00	314.00	1,890.00	0.00%	
5300	Liability Insurance	220.00	220.00	1,286.00	7,722.00	2.84%	
5310	Computers, Software And Supplies	0.00	0.00	500.00	3,000.00	0.00%	
5320	General Office Supplies And Equipment	0.00	0.00	832.00	5,000.00	0.00%	
5330	Postage	5.80	5.80	0.00	0.00	0.00%	
5400	Equipment Repair And Maintenance Agreements	23,390.50	46,781.00	54,042.00	324,256.00	14.42%	Copiers, UPS, Smartnet, printers, Innovative Maintenance
5410	Legal	0.00	0.00	416.00	2,500.00	0.00%	
5420	Accounting	0.00	0.00	944.00	5,665.00	0.00%	
5435	Payroll Service Fees	134.50	279.40	310.00	1,870.00	14.94%	

SWAN  
Statement of Revenues and Expenses  
From 8/1/2013 Through 8/31/2013 (16.67%)

		Current Period	Current Year	YTD Budget -	Total Budget -	Percent of General	Ledger Line
		Actual	Actual	SWANFY14	SWANFY14	Annual Budget Used	Item Detail
5440	Contractual Staff	200.00	200.00	400.00	2,400.00	8.33%	Answering Service
5450	Information Service Costs	3,160.88	3,160.88	43,536.00	261,225.00	1.21%	Service Contracts: Iron Mountain, Marcive, OCLC, Enhanced Content, and Data Rescoping
5460	Contract Agremt W/ Systems, Member Libraries & Cooperatives	0.00	0.00	4,500.00	27,000.00	0.00%	Members purchasing Innovative Products
5480	Other Contractual Services	358.00	358.00	1,000.00	6,000.00	5.96%	Collection Fees
5490	Depreciation	4,680.95	9,229.37	0.00	0.00	0.00%	
5510	Miscellaneous	0.00	0.00	276.00	1,660.00	0.00%	
5515	Miscellaneous - E-Commerce Fees	<u>1,349.81</u>	<u>2,795.73</u>	<u>4,166.00</u>	<u>25,000.00</u>	11.18%	
		<u>112,016.50</u>	<u>216,908.06</u>	<u>303,382.00</u>	<u>1,820,373.00</u>	11.92%	
<b>Excess of Revenues over (under)</b>		<u>73,064.76</u>	<u>129,014.65</u>	<u>20,846.00</u>	<u>125,000.00</u>		

SWAN  
Check/Voucher Register - Last Month  
From 8/1/2013 Through 8/31/2013

1000 - Cash- Illinois Funds

<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
Fountaindale Public Library District	8/12/2013	(129.00)
Elmwood Park Public Library	8/12/2013	(964.60)
Brande Redfield	8/1/2013	14.44
ICMA Retirement Corporation	8/1/2013	250.00
Klein, Thorpe and Jenkins, Ltd.	8/1/2013	97.50
LIMRICC-WIN	8/1/2013	190.89
Oracle America, Inc.	8/1/2013	556.73
Reliance Standard Life Insurance Co.	8/1/2013	432.53
River Forest Public Library	8/1/2013	577.45
Tony Sicilliano	8/1/2013	47.46
Elmwood Park Public Library	8/15/2013	964.60
Hub International Corp.	8/15/2013	220.00
Limricc-Phip	8/15/2013	9,701.35
LIMRICC-WIN	8/15/2013	201.75
Marcive Inc	8/15/2013	2,604.15
MaryLou Coffman	8/15/2013	31.64
Unique Integrated Communications, Inc.	8/15/2013	200.00
Unique Management Services, Inc.	8/15/2013	358.00
Acorn Public Library	8/21/2013	7.10
Alsip-Merrionette Park Public Library	8/21/2013	24.10
Beecher Community Library District	8/21/2013	52.00
Brookfield Public Library	8/21/2013	399.51
Bedford Park PLD	8/21/2013	117.00
Broadview Public Library District	8/21/2013	307.00
Calumet Park Public Library	8/21/2013	17.00
Calumet City Public Library	8/21/2013	377.05
Chicago Ridge Public Library	8/21/2013	176.00
Cicero Public Library	8/21/2013	101.05
Elmhurst Public Library	8/21/2013	3,058.03
Eisenhower Public Library District	8/21/2013	236.55
Elmwood Park Public Library	8/21/2013	109.00
Flossmoor Public Library	8/21/2013	294.00
Forest Park Public Library	8/21/2013	774.00
Franklin Park PLD	8/21/2013	21.71
Frankfort Public Library District	8/21/2013	175.50
Harvey Public Library District	8/21/2013	41.04
Hillside Public Library	8/21/2013	381.00
Hodgkins PLD	8/21/2013	45.00
Homewood Public Library District	8/21/2013	261.04
Justice Public Library District	8/21/2013	20.75
LaGrange Public Library	8/21/2013	390.51
Lyons Public Library	8/21/2013	37.00
Markham Public Library	8/21/2013	82.00
Matteson Public Library	8/21/2013	239.01
McCook Public Library District	8/21/2013	31.47
Midlothian Public Library	8/21/2013	214.80
Melrose Park Public Library	8/21/2013	354.06
Nancy L McConathy Public Library District	8/21/2013	0.05
Naperville Public Library	8/21/2013	173.75
Oak Lawn Public Library	8/21/2013	909.01
Oak Park Public Library	8/21/2013	378.85
Orland Park Public Library	8/21/2013	121.00
Prairie State College	8/21/2013	53.00
Richton Park Public Library District	8/21/2013	27.01
River Grove Public Library District	8/21/2013	5.99

SWAN  
Check/Voucher Register - Last Month  
From 8/1/2013 Through 8/31/2013

Exhibit A5

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Riverside Public Library	8/21/2013	144.38
South Holland Public Library	8/21/2013	131.90
Standard Fire Insurance Company Flood Service Center	8/21/2013	970.00
Steger-South Chicago Heights Public Library District	8/21/2013	210.00
Stickney-Forest View Public Library District	8/21/2013	134.00
Thomas Ford Memorial Library	8/21/2013	61.02
Tinley Park Public Library	8/21/2013	374.55
Westmont Public Library	8/21/2013	<u>179.09</u>
		<u>27,572.77</u>



## SWAN Executive Director Report: September 12, 2013

### SWAN Strategic Plan

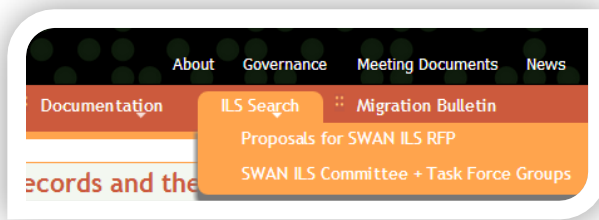
A review of the SWAN Strategic Plan will be conducted at the September Quarterly meeting. Last month the SWAN Board was presented a draft of the document to be included in the Quarterly packet.

### ILS Committee

The ILS Committee has received five proposals in response to the ILS RFP deadline of August 28<sup>th</sup> at 4:00pm. The proposals received are from the following vendors:

1. Equinox
2. Innovative Interfaces
3. Polaris
4. SirsiDynix
5. VTLS

The RFP required 10 paper copies and electronic copies of the vendor proposal. The paper copies were distributed to the ILS Committee members and the electronic versions were posted online. The proposals can be found on the SWAN support website under a menu “ILS Search” with a link to “Proposals for SWAN ILS RFP.”



The ILS Committee met on Thursday August 29<sup>th</sup> to review the progress of the seven task force groups and to distribute the five proposals.

Task Force	Meeting Held
Acquisitions	August 27 & September 11
System Administration	September 5
Directors	September 10
OPAC	September 6
Cataloging	August 28
Reports	August 29 & September 9
Circulation	August 28



The ILS Committee will meet Thursday September 19<sup>th</sup> & Friday September 20<sup>th</sup> with ILS consultant Rob McGee to score the five proposals and recommend finalists. ILS Committee meeting notes are included in this month's Board packet.

### *Ambassador Program*

Jim Deiters met with some of the Ambassadors at the SWAN Committee of the Whole meeting held at the Woodridge Public Library.

### **SWAN Finances**

Sikich will continue its audit through the month of September. For the August Board report, the Revenue & Expense budget in the payroll has been changed to reflect 26 pay periods and the actual and budgeted numbers will now be in synch. The \$387.57 at the Hilton is expensed during August and it will be credited back in September. In reviewing how many libraries were outstanding at the end of the year, there were two and both paid by August. One of those libraries was Oak Park and we have been assured that will not happen in the future. The other library is Maywood who often delays payment but they always pay when they can.

A joint meeting of the SWAN Personnel & Finance Committees was held on August 22<sup>nd</sup> in Burr Ridge. RAILS Finance Controller Jim Kregor provided an overview of the new accounting method for SWAN's finances. Merilynn Nagle attended the meeting for the budget planning discussion. A preliminary FY15 budget is included in this month's packet.

The joint Personnel/Finance meeting packet is online for reference, which includes FY13 general ledger expenses.

<http://support.swanlibraries.net/sites/default/files/meeting/2013-08-22/packet2013-08-22.pdf>

After a discussion at this meeting, it was proposed that the SWAN Board consider a recommendation to revise its by-laws so that its annual budget for fiscal year 2016 (not the FY15 budget) be approved at the March Quarterly meeting, rather than the December Quarterly meeting. Presently the by-laws state (ARTICLE V - FINANCIAL MATTERS. SECTION 1. BUDGET) *At least one week prior to the ~~December~~ March Members meeting, the Board shall prepare and submit to the Member Libraries a budget for SWAN's operations in the forthcoming fiscal year. SWAN's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year.*

Advantages to moving up the budget approval included the following:

- Allows for a more accurate budget to be created, which in turn will benefit libraries directly by setting fees based on a more accurate budget
- Allowing 6 months of expenses to occur in the existing budget year, e.g. using FY15 expenses to project for the FY16
- Adopting a budget process that is to the benefit of the SWAN organization, whereas the existing schedule sets SWAN fees early, but less accurately

It was decided that this will be discussed in depth at the December 2013 Quarterly meeting with a goal to adopt any changes to the by-laws at the March 2014 Quarterly meeting.

The joint Personnel/Finance meeting also included a discussion on the Tuition Benefit Policy and Wellness Program. Minutes from the August 22<sup>nd</sup> meeting reflect the discussion and a Tuition Benefit Policy is included in this month's SWAN Board packet. Brande has developed a Wellness Program proposal based on feedback from the meeting and will present it at an upcoming SWAN Board meeting.

### **Circulation Advisory Group**

*Group meets bimonthly to discuss issues concerning SWAN circulation. The committee is composed of 11 representatives: 3 from group A, 4 from group B, 3 from group C, & 1 academic. Group activity is reported to the SWAN Executive Director and recommendations go forward to the SWAN Board.*

The next meeting is September 18<sup>th</sup>.

### **SWAN Administration, IT, Bibliographic, & Member Services**

#### *SWAN Administration: summary of recent events*

#### **Millennium R2009 1.5 Release: OCLC Control Number Expansion**

Innovative Interfaces completed its software update on Tuesday August 20<sup>th</sup> to accommodate the OCLC record number expansion.

#### **Internet Access & Enhanced Access Membership**

It has become clear over the following two weeks that the Internet Access and Enhanced Access libraries are causing a dearth of broken holds and locked records. Innovative was notified about the situation and the WebPAC access for Internet Access and Enhanced Access libraries was suspended Friday August 30<sup>th</sup>. Kate Boyle notified these libraries via email.

Discussion among SWAN staff has come up with the following recommendation:

- Focus on SWAN to upgrade to R2011 to resolve some of these issues, as recommended by ILL
- Put the Internet Access school libraries, Internet Access public libraries, and Enhanced libraries accounts into 3 groups and work towards instituting limits for each group
- Bring forward group limit recommendations for each to the SWAN Board for final approval. These limits could include maximum number of checked out items, maximum number of fines owed. In effect, a tiered system will be used, as requested by the SWAN Board

Prior to the realization that Innovative Interfaces "broke" Millennium in R2009B 1.5, Orland Public Library was notified with the following information:

*Hi Mary,*

*We have been monitoring Orland Park Public Library's use of the SWAN Internet Access and I wanted to share with you some of the issues we have encountered due to its high use by your library staff.*

## SWAN Executive Director Report: Board Meeting September 12, 2013

*Orland Park Public Library staff has checked out 2,912 items since the Internet Access account was created in March 2013. Orland has 620 items currently checked out, and 288 items are on hold. Some of these are book discussion groups since there are multiple holds on the same title within SWAN. There are 10 copies checked out for Proof of Heaven, a #2 seller on the NYTimes Best Seller list. All 10 copies are overdue by a month. The current replacement charges on the Orland Internet Access account is at \$419.*

*SWAN has been contending with a spike of reported issues within our Millennium ILS due to the high activity of the Orland Internet Access patron account. Of the total of locked records reported in the last month, 50% of them were due to the Orland Internet Access account. We have experienced an increase in the number of broken holds directly attributed to the Orland account as well.*

*I wanted to make you aware of the high activity, which is exceeding the capabilities of the Internet Access membership than it was intended and originally designed to be used. Lisle Public Library is the second highest user of the Internet Access level, with 230 items out and 52 holds currently.*

*Kate Boyle and I wanted to make sure first and foremost that you were made aware of the high usage and that SWAN was experiencing problems. I will guess that perhaps you were unaware of the high volume and may wish to address this within your collection. We are looking to institute limits within our Internet Access accounts to keep the all of the Internet Access account activity within a reasonable level to ensure smooth ILS performance. We do not have a final decision yet on the limits.*

*We would particularly appreciate it if you could look into items which are overdue 4-6 weeks and now have replacement charges assessed to this account. I will be taking time off the remainder of this week but Kate Boyle is available to discuss any questions you might have in regards to this email.*

*Regards,*

Kate and I believe that the high activity of the Orland Public Library Internet Access revealed that the R2009B 1.5 software has issues which will need to be addressed, but that the high activity will need to fit within a tiered model for SWAN Internet Access contracts as requested by the SWAN Board in months prior. It might be possible to arrange for an Internet Access contract for higher limits but it would depend on ILS performance after a Millennium fix is in place.

**Millennium Release 2011 Upgrade**

The problems outlined for you last month pertaining to the Millennium Print template problems on the Test server have been resolved. The Test server will be upgraded to R2011 on September 16<sup>th</sup>. Steps to complete the upgrade include the following, with a checkmark noting what has been completed by SWAN:

- Staff review of known and existing SWAN issues fixed in R2011 and review of release notes
- Schedule Innovative "Data Refresh" of the Test server, effectively cloning the Production server data into the SWAN Test server (the last Data Refresh was performed in 2011)
- Resolve the Test server problems with Millennium Print Templates
- Upgrade of Test server to R2011 by Innovative staff; set date for Production upgrade and schedule same Innovative person to perform the upgrade on Production
- Review & test all new features on Test server, determine which require scheduling Innovative Service Requests to enable new features, and review system-wide enabled settings
- Announce Production server upgrade date
- Build new Millennium R2011 1.3 client installer based on Test server
- Create documentation for SWAN membership on new features & create timeline for enabling of new features within consortium, dealing with libraries using Acquisitions module is prepared for upgrade
- Provide Millennium client installer upgrade, follow-up on installation progress for R2011 readiness
- Upgrade Production & monitor issues that arise from software changes
- Continue to enable deploy new features and changes to membership post-Production R2011 upgrade

#### **Elmhurst Public Library (EHS) Exit from SWAN**

SWAN Special Projects Coordinator Mary Lou Coffman has provided an update on the Elmhurst exit in the Project Summary document. Elmhurst stopped circulating on SWAN September 2, 2013. EHS staff was provided a Millennium login that is limited to only allow checking-in of SWAN items. EHS will check-in materials for around 6 weeks before the VPN tunnel is closed, ending their access.

#### ***SWAN IT Services: summary of IT projects***

SWAN IT Manager Steven Schlewitt started Monday August 26<sup>th</sup> and has been embedded in the RAILS IT group for cross training. Steven is working with Versatile to understand the SWAN network. Coming up over the next month he will conduct one-on-one meetings with SWAN staff in order to gauge technology needs for staff in the organization. Steven also will be visiting SWAN libraries, Woodridge, Eisenhower, and Cicero being the first arranged. He also participated in the System Administration Task Force group on September 5<sup>th</sup>.

#### **Network Segment Project**

*The SWAN network will undergo a change to move from the "mls.lib.il.us" domain to a new "swanlibraries.net" domain. During this transition the IP addresses used externally and internally will change, which requires careful planning with Innovative Interfaces, Versatile Computer Services, RAILS IT,*

## SWAN Executive Director Report: Board Meeting September 12, 2013

*and member library IT staff & contractors. Once complete, the SWAN new network segment will allow SWAN to function independently within the RAILS Burr Ridge data center. These changes will also allow the SWAN network to transition to a different data center if it chose to do so at a later date.*

The SWAN network change memos #2 & #3 last month included email list conversion and upgrades to the SSL certificates. The memo #4 will include website name changes.

### *SWAN Bibliographic Services: summary of Bibliographic Services projects*

#### **RDA Preparation**

Tony Siciliano continues to monitor and get updates from Innovative about any “service commitments” (a specific Innovative helpdesk task) that pertain to RDA.

#### **LLSAP Catalog Training Workgroup**

No information since last month’s report.

#### **Quick Click Update**

*This Millennium product purchased in 2006 automates the creation of pre-cat records in SWAN. The records arrive in the SWAN bibliographic database directly from the jobber’s website.*

Through Tony’s tireless efforts, the problems with B&T AV records being loaded via Quick Click have been reduced. The success was mostly achieved through advocating B&T and Innovative work together to resolve the issue. There remain duplicate records being created, but the number of them has been reduced.

#### **Cataloging Counts: SWAN Bibliographic Services**

*Counts do not include six 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.*

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Original 2012</b>	189	84	194	189	219	154	159	126	155	137	81	54	<b>3,450</b>
<b>Copy 2012</b>	3,910	3,352	3,366	3,201	3,231	2,766	3,049	3,177	2,485	2,774*	2,160*	1,374*	<b>33,845</b>
<b>Original 2013</b>	113	89	107	120	121	150	104	160					<b>964</b>
<b>Copy 2013</b>	1,951*	2,434*	2,954	3,703	3,593	3,178	3,616	2,962					<b>24,391</b>

\* Bibliographic Services short-staffed during these months

### *SWAN Member Services: summary of Member Services projects.*

#### **SWANka**

Library staff continue to meet under the SWANka continuing education program.

### Training for Millennium Acquisitions

Sam Dietel will host Millennium Acquisition workshop on October 23<sup>rd</sup> for SWAN libraries that have an Acquisitions module purchased but never implemented at their library:

*Have an accounting unit, but you don't use MilAcq? We're rolling out a new approach to Millennium Acquisitions! Come join us for this hands-on, informative workshop. You'll learn some basic techniques as well as how to customize the MilAcq experience to best suit your library's needs. See what MilAcq can do for you!*

<http://www.librarylearning.info/events/?eventID=15719>

### Acquisitions Users Group Meeting

The next meeting for the user group is set for November 7, 2013 at 9:30am. Registration is limited to a maximum of 50 staff:

<http://www.librarylearning.info/events/?eventID=16028>

### Application Coordinator

*Note: The July 2012 & 2013 contract sets the total number of hours at 40 per month.*

April 2012	May 2012	June 2012	July 2012	Aug 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013
42	43.5	39.5	44.5	40.5	41	52	42.25	15	44	42.25	36.25
April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014
35.25	41.5	39.5	58.25	44.25							

Activity for August 2013:

- Manage upgrading Test, Production and Report Server to Release 2009B 1.5
- Quick Clicks troubleshooting regarding duplicates created when order media including drafting an Enhancement Request and forwarding this to Tim Whisenant for escalation
- Provide assistance with updating tables and providing information regarding EHS migration to a stand-alone system

### Other Information

None for this month's report.

## Project Summary as of Sept. 4 , 2013

**Update to R2011** – SWAN will proceed with the upgrade to R2011 on the *Test Server only* on September 16<sup>th</sup>. This release will bring changes included but not limited to print templates, iReport, Ecommerce, Circulation billing notices, and re-indexing. SWAN staff will do extensive testing prior to upgrading the Production and Report servers. This release will also require jar file downloads.

**Elmhurst exit migration** – The Elmhurst exit migration was complete on September 3<sup>rd</sup> with the transfer of patron records, circulation transactions, and holds. Once SWAN receives confirmation of the successful data transfer, we will edit the Elmhurst patron records to better assist the SWAN libraries in registering them as reciprocal borrowers, cancel all holds on SWAN, and suppress all EHS items. No Elmhurst records will be deleted at this time.

**Quick Clicks electronic ordering** – The issue of duplicate AV titles is still not resolved. Various possible solutions were proposed by Innovative but none of them proved successful. SWAN staff are all in agreement that a second load table is the only viable answer to this issue. Tony remains confident that we should not offer the option of ordering AV materials using Quick Clicks to any other SWAN libraries until this problem is resolved. Oak Lawn continues to work with Tony to identify duplicate titles and Bibliographic Services is merging these titles daily.

**Members Services** – Member Services continues to do one-on-one training for libraries that are interested in activating their Acquisitions accounting unit. Many libraries previously purchased accounting units but never actively used them.

As per the results of the recent survey sent out by Member Services, all requests to change notice preferences from SWAN libraries have been implemented.

50+ libraries have elected to minimize the amount of paper notices that they require.

**Blocking PTYPE 220** – SWAN has taken steps to block all holds activity for the 220 PTYPE that allows non-SWAN libraries to place holds on SWAN. This would impact all Internet Access and Enhanced libraries and would include Orland Park. This step was necessary to prevent multiple broken holds and locked records on SWAN that have been occurring due to the extreme use of these generic patron records. This is meant to be a temporary measure until SWAN can resolve this issue with Innovative and the affected libraries.

**Innovative Library Relations Manager** - SWAN staff met with Tim Whisenant on August 6<sup>th</sup> to discuss the various support roles available through Innovative with emphasis on our weekly Application Coordinator calls. Tim agreed to define, in writing, the roles of the Library Relations Manager, the Application Coordinators, and the Help Desk/CSDirect in order to evaluate how best to use the services of each unit. We have not yet received that document. SWAN staff also expressed their frustration with items staying on the agenda too long and how best to expedite these items. This will probably be better addressed once we receive the explanation of services. Three critical issues were laid out for Tim for direct follow-up.

## Project Summary as of Sept. 4 , 2013

They were: Quick Clicks duplicate AV titles – **no resolution, R2011 suggested as an option**  
Output of the entire database effectively – **no resolution, R2011 suggested.** Print  
templates in reference to the upgrade to R2011 – **Print templates are now  
working on the Test Server.**

Communication continues with Tim to resolve these issues.

**ILS Task Forces** – SWAN liaisons are working with their respective Task Forces to facilitate meetings and assist the Chairs in whatever capacity is needed. The Task Forces have been charged with delivering a list of potential questions for vendors by Sept. 19<sup>th</sup>

**INNOVATIVE Application Coordinator** – SWAN staff continue to work with the Innovative Application Coordinators to resolve all open calls. Weekly calls have been reduced and many issues are handled via email through the group list.

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# AUGUST DOWNTIME

Exhibit D1

<u>DATE</u>	<u>TIME DOWN</u>	<u>TIME UP</u>	<u>DURATION</u>	<u>WHO'S RESPONSIBLE</u>
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## TOTAL TIME

0 hrs.

0 mins.

## CALCULATION

31 days = 713 total hours  
31 days = 527 effective hours

## Total Downtime

0 hours and minutes = 0.000% (23 hour day)  
0 hours and minutes = 0.000% (17 hour day)

## Effective Downtime

0 hours and minutes = 0.000%

**Secretary of State/Illinois State Library**  
**Update Prepared for August Library System Board Meetings**  
*by Illinois State Library Staff*

**Upcoming events:**

September 12, ISLAC, Room 403 (In-Person)  
 September 24, Illinois Veterans' History Project Reception  
 October 1-November 30, Try-It! Illinois free database trials  
 October 15-17, ILA, Chicago

October 15, E-books/PDA check presentation at ILA Awards lunch  
 October 21-24, ILEAD USA, UIS  
 November 21, Family Reading Night

**Updates on budget:**

Grant Program	FY13 Funding Level	FY14 Funding Level
Blind & Physically Handicapped	\$1,242,400	\$1,225,400
Chicago Public Library	\$1,288,800	\$1,288,800
Equalization Aid	\$57,663	\$270,000
Veterans Home Libraries	\$50,000	\$50,000
Library System Area & Per Capita	\$12,756,598	\$12,756,598
Library System Automation	\$500,000	\$500,000
Literacy	\$5,518,300	\$5,518,300
Public Library Construction (Live & Learn)	\$620,800	\$ 620,800
Public Library Per Capita	\$11,972,339	\$15,460,002
School Library Per Capita	\$1,359,700	\$1,359,700
Technology Grants	\$1,941,000	\$1,941,000
Federal Library Services and Technology Act Funding	\$7,000,000	\$7,000,000
Public Library Construction Act Grant - Build Illinois (Appropriated and Reappropriated Funding)	\$50,000,000	\$49,780,402
Eliminate the Digital Divide from Illinois Department of Commerce and Economic Opportunity	\$373,982	
Oak Park Public Library		\$100,000
North Riverside Public Library		\$100,000
La Grange Public Library		\$50,000
La Grange Park Public Library		\$50,000
<b>Totals</b>	<b>\$94,681,582</b>	<b>\$98,071,002</b>

www.chicagotribune.com/news/local/suburbs/elmhurst/ct-tl-elmhurst-library-20130826,0,3146957.story

# chicagotribune.com

## Elmhurst library drops out of large sharing network

### Officials opt for smaller consortium

By Annemarie Mannion, Chicago Tribune reporter

12:51 PM CDT, August 26, 2013

Elmhurst Public Library leaders felt like the library was giving more than it was getting and have withdrawn from a 77-member library consortium that enables patrons to borrow books and other materials from other libraries. advertisement

The library no longer holds membership in System Wide Automatic Network (SWAN), a consortium of public, specialty and academic libraries that has a combined catalog of 6 to 8 million items.

The consortium has libraries from throughout the Chicago area including some as far south as the Beecher Community Library and as far north as the Eisenhower Public Library in Harwood Heights.

Elmhurst library director Mary Beth Campe said her library, as one of the larger ones in SWAN, was loaning out too many materials to other libraries.

"We were loaning out about 8,000 items a month," she said. "That's a lot of items going out a month."

The cost of being in SWAN was about \$70,000 a year, she said.

Instead of being part of SWAN, Campe said the library will join a smaller, resource-sharing partnership of libraries called LINKn that includes the Naperville Public Library, Arlington Heights Memorial Library, Cook Memorial Public Library, Deerfield Public Library, Gail Borden Public Library in Elgin and Skokie Public Library.

The library has signed a three-year contract with LINKn. It will cost \$12,000 in the first year, and \$24,000 a year in the second and third years.

Other public libraries, like ones in Orland Park, Joliet and Lemont, also have opted out of such large consortiums. Still others, including the Hinsdale Public Library and the Oak Park Public Library, are satisfied with their SWAN membership and have no plans to withdraw.

SWAN was started in the 1970s when card catalogs were starting to be eliminated and before the dawn of Internet. Shared software enabled libraries to share resources and for patrons to find items they want from throughout the libraries in the consortium. SWAN maintains servers and software for its members, and provides other services, such as monthly circulation reports.

Aaron Skog, executive director SWAN, said he's disappointed that Elmhurst is leaving the consortium because he thinks libraries acting as a large group offers many benefits.

"Coming together and using group tactics makes sense financially (for libraries) to serve their public," he said.

He said while the Elmhurst library shared a lot of materials, it also received many. In 2011, he said the Elmhurst library received about 76,000 items and sent out about 90,000.

As far as implementing new technology, Skog said SWAN tries to be flexible and to address the particular needs of its members. He said SWAN worked with the Elmhurst library on getting an automatic check-in and handler.

"We worked with them and got what they wanted," he said.

At Orland Park Public Library, director Mary Weimar said they withdrew from SWAN earlier this year for similar reasons as those cited in Elmhurst.

"The cost was prohibitive," Weimar said. "We were paying a lot more than other libraries. There was always talk about how to make it more equitable, but there was a budget they needed (to meet)."

The Orland library paid about \$60,000 a year for membership in SWAN. Smaller libraries, she said, paid as little as about \$15,000 to \$20,000 a year.

In Lemont, library director Sandra Pointon said the Lemont Public Library withdrew from another large consortium called PrairieCat that covered 500 square miles and stretched as far as the borders of Iowa and Indiana. It has joined a smaller partnership, 6-member group called Pinnacle Library Cooperative. It includes the Joliet Public Library, the Plainfield Public Library, the Fountaindale Public Library District, the Shorewood-Troy Public Library and the White Oak Library District.

She said there was an imbalance in resource sharing and the Lemont library was not satisfied with the usability of the PrairieCat system.

"I'm talking about the search functions and usability of it," Pointon said. "For people used to searching by Google it was behind the times."

Technology also was cited as a reason for why the Orland Park library withdrew from SWAN. Weimar said the library wanted to enable patrons to download E-books and to have the capability to send texts to patrons when materials were available. Because SWAN was such a large group of libraries, she said it took too long for all libraries to make decisions, to make purchases and implement newer technologies.

"SWAN just wasn't there yet," she said. "They're in the midst right now of changing their software."

Skog acknowledged that group members generally need to come together and agree to move forward on significant changes, such as purchasing new software. He said making thoughtful changes is not necessarily a bad thing, and that SWAN is now in the process of selecting new software.

"We want to pick the right software that's going to serve us for the next 6 or 10 years," he said.

Weimar said the library's decision to withdraw from SWAN has been a good one for them. Like Elmhurst, she

said the library is sharing resources with a smaller group of nearby libraries. She said its books and other items are not going out to other libraries as frequently, which means patrons can find them on the shelves. She cited circulation numbers as proof of its success.

Circulation in May was up 19 percent over the previous year; it was up 23 percent in June and 31 percent in July, she said.

"The books are on the shelf for patrons that weren't there before," she said. "The browsing collection is so important for libraries to have for people to find (what they want) when they are just walking in."

Skog said while Elmhurst and Orland Park have dropped out of SWAN, others have joined including public libraries in Thornton and Bridgeview. He said the Oak Park Public Library dropped out of SWAN several years ago, but rejoined in 2010.

David Seleb, director of the Oak Park Public Library, said he wasn't on the job when Oak Park dropped out of SWAN nor when it rejoined. He is glad to be in SWAN, and has no plans to drop out again.

"We believe very strongly in resource sharing," he said.

Hinsdale Public Library director Karen Kleckner Keefe also is sticking with SWAN. The library spends about \$35,000 a year to belong to the consortium.

"Our patrons are satisfied with it," she said.

In Lombard, Helen Plum library director Bob Harris said his library decided many years ago not to join a consortium and has never missed it. He said it invested in the software and hardware it needed.

He also said that a shared catalog is not necessary today. He said it's possible for any library patron to learn if their library or any other in the state has a book or item they want. He said they can log on free of charge to [worldcat.org](http://worldcat.org) to find items in any collection. They can pick up the item at the library that owns it or ask their own library to request it.

Despite the recent loss of one of its larger members, Skog said he believes Elmhurst will follow in Oak Park's footsteps and some day want to rejoin SWAN.

"Their patrons are going to miss SWAN," he said. "It's hard to argue that SWAN's 6 to 8 million titles is somehow insignificant. It's a huge amount of material."

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DRAFT Notes from August 29, 2013 SWAN ILS Committee Meeting

**SWAN ILS Committee**  
**August 29, 2013**  
**125 Tower Drive, Burr Ridge, IL**

**Present:** Kate Boyle, Mary Lou Coffman, Tony Siciliano, Ahren Sievers (via teleconference), Stacy Wittmann, Pilar Shaker, Jeannie Dilger, and Vickie Totton

**Visitors:** Steven Schlewitt, SWAN IT Manager; Brande Redfield, SWAN Office Manager

**Absent:** Aaron Skog

**Meeting called to order at 9:32 a.m.**

**Note taker:** Brande Redfield

### **Approve Committee Meeting Minutes from August 1st**

Tony moved to approve the meeting minutes from August 1st, 2013. Kate seconded. The motion passed via unanimous voice vote.

### **Intent to Propose and RFP Documents Received**

RFP documents have been received by five vendors as of our 4 p.m. deadline on August 28<sup>th</sup>. Paper copies were provided to all ILS Committee members today and will be read independently by members in preparation for the upcoming meetings on September 19<sup>th</sup> and 20<sup>th</sup>. A discussion about how to break up committee members in order to perform a more thorough read-through was raised, and it was determined that the RFP responses will be broken down by subject matter (i.e. Reports, Acquisitions) for more in depth review. Calling of references for the RFP vendors was postponed at the recommendation of Rob McGee Consulting; this step will come after the initial criteria evaluation on the 19<sup>th</sup> and 20<sup>th</sup>.

### **Review Task Force Progress/Review Questions Received**

Pilar and Kate provided an update on their first Circ Task Force meeting. A review of the Circ section of the RFP was done at this meeting, including both questions and narratives, and then a discussion was held. Vickie provided an update of the Acquisitions Task Force's first meeting. Tony provided an update on the Cataloging Task Force. The committee then discussed visitor input and OMA guidelines for the meetings and communications. Demo issues such as how we can create the agenda to possibly incorporate committee and task force questions and whether or not we can "test drive" the software were discussed. These issues will need to be resolved during the meetings on the 19<sup>th</sup> and 20<sup>th</sup>.

### **OMA Review for Task Forces**

The committee discussed consistency in scheduling of task force meetings. Brande requested that all meetings be arranged through her. That way she can ensure that they are created in such a way that they comply with OMA and are viewable to all SWAN members.

### **Message to Members**

Tony will draft the message about the following topics, for release via SWANcom as soon as possible.

- An announcement to members that RFP responses are viewable on the SWAN site will be drafted, while stressing that confidentiality is of vital importance (from now until a contract is signed). The RFP responses should not be discussed with any non-members.

DRAFT Notes from August 29, 2013 SWAN ILS Committee Meeting

- Task force meetings are created in L2 and viewable to members. Since these meetings are open to the public, all are welcome to attend as visitors.
- Vendor demo schedules are still being worked out and registration is not open yet. Our list of vendors will be narrowed down at the meetings during the 19<sup>th</sup> and 20<sup>th</sup> first.

**Upcoming meeting dates: September 19th and 20<sup>th</sup> – All day meetings with RMG**

September 19<sup>th</sup> and 20<sup>th</sup> meeting topics: Application of criteria to the RFP responses received.

Development of vendor demo specifics and a detailed agenda for vendor demo days. Creation of a “short list” of vendors narrowed down based upon criteria evaluation, if possible.

**Meeting adjourned at 10:28 a.m.**

**SWAN ILS Committee  
RFP Bid Opening  
August 28, 2013  
125 Tower Drive, Burr Ridge, IL**

**Present:** Kate Boyle, Mary Lou Coffman, and Tony Siciliano

**Visitors:** Brande Redfield, SWAN Office Manager; Steven Schlewitt, SWAN IT Manager

**Note taker:** Brande Redfield

**Meeting called to order at 4:00 p.m.**

**RFP Bid Opening**

4:01 p.m. RFP response proposal documents were received from the following five vendors: Polaris, SirsiDynix, Equinox, VTLS, and Innovative.

The RFP proposal deadline was Wednesday, 8/28 by 4:00 p.m. All documents were received prior to that time and opened in the order in which they were received. 10 paper copies were requested and received from each vendor, in addition to electronic copies. These proposals will also be added to the 'Member's Only' section of the SWAN site for interested member libraries to review.

**Meeting adjourned at 4:03 p.m.**



		FY13 Budget	FY13 Acutal	FY14 Budget	FY15 Budget	Diff FY14 & FY15	General Ledger Line Item Detail
<b>Revenue</b>							
4060	Fees For Services And Materials	464,432	1,964,709	1,858,621	1,860,000	1,379	FY15 Note, this amount will be used in creating the Fee Schedule. General Note: in FY14 SWAN Membership Fees have been moved to be 100% in the #4060 line. Prior years split the fee revenue between #4060, #4070, and #4090.
4070	Reimbursements	1,255,111	145,455	27,000	27,000	-	Revenue from members purchasing Innovative products. See #5460 Expense line.
4071	Reimbursements - Lost Materials	-	(2,719)	-	-	-	Reciprocal Borrowing: Lost Materials
4072	Reimbursements - Collection Agency Fees	-	2,092	-	2,100	2,100	Reciprocal Borrowing: Collection Agency Fees
4075	Group Purchase Receipts						None since FY12
4080	Investment Income	6,000	3,656	3,000	3,600	600	Based on FY13 Actual
4090	Other Revenue	342,912	54,342	56,752	73,928	17,176	FY15 Note: Total Maintenance fees collected from member libraries (SIP2, Sonicwall GMS, etc) \$57,132 + Internet Access \$10,917 (18 members) + Enhanced Access (Lansing) \$5,878.50; overall increase from FY13 due to additional maintenance for RFID integration.
<b>Total Revenue</b>		<b>2,068,455</b>	<b>2,167,535</b>	<b>1,945,373</b>	<b>1,966,628</b>	<b>21,255</b>	

**Expenses**

5010	Salaries: Professional & Support	677,093	795,018	870,829	909,051	38,222	See Personnel Costs worksheet
5020	Salaries: Support Services (see above line)					-	See Personnel Costs worksheet
5030	Social Security Taxes	58,334	50,024	66,618	69,542	2,924	See Personnel Costs worksheet
5040	State Unemployment Ins.	5,000	-	-	-	-	See Personnel Costs worksheet
5050	Worker's Compensation	2,385	2,094	2,280	2,280	-	See Personnel Costs worksheet
5060	Retirement Benefits	99,048	62,445	76,693	83,427	6,734	See Personnel Costs worksheet (F13 Actual did not incl IT Mgr, R&D, or Office Mgr)
5070	Health, Dental, Life And Disability Insurance	108,392	75,324	114,364	108,936	(5,428)	See Personnel Costs worksheet (FY13 Actual did not incl 3 FT benefits)
5080	Other Fringe Benefits				5,000		New line for tuition reimbursement, needs approval for FY15 budget number

	FY13 Budget	FY13 Acutal	FY14 Budget	FY15 Budget	Diff FY14 & FY15	General Ledger Line Item Detail
<b>5085 Wellness Benefits</b>				3,840		<b>New line for wellness program, needs approval for FY15 budget number</b>
5110 Print Materials	500	173	500	500	-	
5130 E-Resources		-			-	
5160 Property Insurance				654		<b>FY15 Note: Flood insurance now in new #5160 budget line.</b>
5250 In-State Travel	1,500	5,717	1,500	1,000	(500)	<b>Needs FY15 work. See Travel &amp; CE worksheet</b>
5260 Out-Of-State Travel	5,370	-	10,287	10,287	-	<b>Needs FY15 work. See Travel &amp; CE worksheet</b>
5270 Registrations And Meeting, Other Fees	3,000	5,518	2,115	2,115	-	<b>Needs FY15 work (IUG, WILLIUG, and Board Meeting Expenses)</b>
5280 Conferences and Continuing Education Meetings		35	1,890	1,890	-	<b>Needs FY15 work. See Travel &amp; CE worksheet</b>
5300 Liability Insurance	8,838	7,014	7,722	6,752	(970)	<b>FY15 Note: Based on FY13 General liability, Crime, D&amp;O + 10% increase (Note flood moved to #5160, amt removed), &amp; will verify new insurance costs Sept/Oct '13</b>
5310 Computers, Software And Supplies	19,000	7,775	3,000	8,800	5,800	<b>FY15 Note: based on FY13 actual, needs work.</b>
5320 General Office Supplies And Equipment	10,000	8,334	5,000	5,000	-	<b>FY15: Whats New? Needs work.</b>
5330 Postage	37,025	-	-	-	-	<b>FY14-FY16: Now RAILS support</b>
5370 Other Supplies	2,000	-	-	-	-	<b>FY14-FY16: Now RAILS support</b>
5380 Telephone And Telecommunications	19,000	-	-	-	-	<b>FY14-FY16: Now RAILS support</b>
5400 Equipment Repair And Maintenance Agreements	340,639	354,543	324,256	390,641	66,385	<b>FY14 Innovative Maintenance \$277,011 + 10% budget increase. SonicWall Global Maintenance of \$9,553 added for FY15 at \$10,000. Lower Ill maint due to "Software Only" coverage. App Mgmt Service at \$69,600, Red Hat Linux maint \$3,318</b>
5410 Legal	6,500	1,716	2,500	1,800	(700)	<b>FY15: Based on FY13 expense</b>
5420 Accounting	2,950	5,665	5,665	5,665	-	<b>FY14: Based on Sikich FY12 audit quote</b>
5430 Consulting	183,560	16,285	-	9,000	9,000	
5435 Payroll Service Fees	1,870	3,142	1,870	3,200	1,330	<b>Based on FY13 Actual</b>
5440 Contractual Staff	-	1,863	2,400	2,400	-	<b>Answering Service: rate increase August 2012 \$200/mo</b>
5450 Information Service Costs	263,896	193,673	179,000	155,500	(23,500)	<b>FY14 Note: OCLC cost in FY13 \$151,778. Software SSL certificates, Formsite. Content Café &amp; MARCIVE part of RAILS FY13-FY16 support est \$23,760.</b>

	FY13 Budget	FY13 Acutal	FY14 Budget	FY15 Budget	Diff FY14 & FY15	General Ledger Line Item Detail
5460 Contract Agreement W/ Systems, Member Libraries & Cooperatives	20,000	133,100	27,000	27,000	-	Members purchasing Innovative Products
5480 Other Contractual Services	-	5,093	6,000	6,000	-	Collection Fees
5485 Group Purchases	-	-	-	-	-	EBSCO, World Book, Proquest, etc. (see Revenue line 4075 offset)
5490 Depreciation	-	53,455				Leave out for budgeting purposes. FY14 depreciation budget is \$54,581. FY15 Depreciation is \$23,090 without any ILS Migration costs. The ILS Migration at the estimate of \$834,000 will add an additional \$13,900 per month or \$166,800.00 annually. FY15 Depreciation expense is \$23,090 plus the additional \$166,800 = \$189,890.20
5500 Professional Association Membership Dues	170	860	-	-	-	Move #5500 \$170 to #5270
5510 Miscellaneous	1,660	1,944	1,660	2,000	340	FY15 Note: expenses for credit card late fees, corrections to the books for unusal events such like reimbursements.
5515 Miscellaneous - E-Commerce Fees	27,500	17,097	25,000	18,000	(7,000)	FY15: lower based on FY13 Actual due to Elavon fee evaluation.
5590 Interest						Late Fees, Finance charges
? Reserve Fund			125,000	125,000		Adding in reserve fund as an expense
Subscription Services			82,225	-	(82,225)	Reporter & Decision Ctr: based on 1 yr subscription
Capital Outlay						-
<b>Total Expenses (Summed)</b>	<b>1,905,230</b>	<b>1,807,907</b>	<b>1,945,373</b>	<b>1,965,280</b>	<b>19,907</b>	
<b>Total Expenses (Must Match)</b>	<b>2,023,155</b>	<b>1,689,982</b>	<b>1,945,373</b>			
		117,925	0			
<b>Excess of revenues over (under)</b>	<b>163,225</b>	<b>359,628</b>	<b>(1)</b>	<b>1,347</b>		

Personnel Expenses	FY12 Budget	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	General Ledger Line Item Detail
5010 & Salaries	661,640	623,741	795,018	660,789	751,574	Actual FY14 Salaries
5020						
Bib Services Clerk (FT)				26,676		Filled
IT Manager (FT)				65,000	66,000	Filled
Office Manager (PT)				28,000		Filled
R&D Position (FT)				65,000	65,000	est
COLA & Merit				25,364	26,477.22	3.0% MAI recom?
<b>Subtotal</b>	<b>661,640</b>	<b>623,741</b>	<b>795,018</b>	<b>870,829</b>	<b>909,051</b>	<b>114,033</b>
5030 Social Security Taxes	46,191	45,737	58,334	71,782	69,542	Calc based on salary total X 7.65% for FICA
Additional based on open position salaries						Included above in #5030
<b>Subtotal</b>	<b>46,191</b>	<b>45,737</b>	<b>58,334</b>	<b>71,782</b>	<b>69,542</b>	<b>11,208</b>
5040 State Unemployment Ins.		-	5,000	-	-	None budgeted for FY14: pay expense if needed
Additional based on open position salaries						
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>
5050 Worker's Compensation	2,595	-	2,385	2,280	2,280	Based on FY13 Hartford Policy # WEC BL5762 p. 3 adjusted for \$877,339 payroll total
Additional based on open position salaries					-	
<b>Subtotal</b>	<b>2,595</b>	<b>-</b>	<b>2,385</b>	<b>2,280</b>	<b>2,280</b>	<b>(105)</b>
5060 Retirement Benefits	51,367	78,712	99,048	60,959	70,654	FY15: Based on actual costs from 7/27/13 payroll, incl annual fee
Additional based on added position salaries				13,156	12,773	Office Mgr, IT Mgr, R&D position
<b>Subtotal</b>	<b>51,367</b>	<b>78,712</b>	<b>99,048</b>	<b>74,114</b>	<b>83,427</b>	<b>(15,621)</b>

5070 Health, Dental, Life And Disability Insurance	-	-	108,392	106,725	101,204	LIMRiCC PHIP (Health, Dental, Vision) \$93,707 based on 7/27/13 payroll w/ 8% increase est if merged with WIN org. Note: health premiums increased 7/1/13 by 7.22%, dental & vision remained flat. FY13 actuals did not include 3 FT staff.
						IT Mgr, R&D positions est
Life				2,382	2,542	FY15: WIN life insurance \$2,421 + 5% increase recommended by WIN
Disability				5,257	5,190	FY15: Long term/short term disability insurance, \$5190.36 for FY13, no increase
Additional based on open position salaries						Included above in #5070
<b>Subtotal</b>			<b>108,392</b>	<b>114,364</b>	<b>108,936</b>	<b>544</b>
<b>Total</b>	<b>761,793</b>	<b>748,190</b>	<b>1,068,177</b>	<b>1,133,369</b>	<b>1,173,236</b>	<b>105,059</b>



## **DATABASE MANAGEMENT POLICY**

Integrity of the database is vital to the successful use of the System.

### **I. STANDARD RULES OF ENTRY**

1. Each Participating Library, while retaining the right to practice whatever individual local policies may be desired, must follow the standardized rules established for uniform entry.
2. SWAN will monitor entries and enforce corrections or changes as necessary.

### **II. BIBLIOGRAPHIC RECORDS**

Brief on-order records may be entered by staff from Participating Libraries. Such staff are required to undergo data entry training from central site SWAN staff, or from staff already trained at Participating Libraries.

Full MARC records may be added to SWAN by libraries so authorized by SWAN. These libraries are designated as "SWAN Cataloging Libraries." See "Requirements for SWAN Cataloging Libraries."

### **III. PATRON RECORDS**

1. It is the exclusive right and obligation of the FULL PARTICIPANTS and ENHANCED ACCESS PARTICIPANTS at which a patron's card is issued to enter, change, or delete that patron's record in accordance with the rules set forth in the SWAN Procedures Manual. [Kate may wish to look at this to be sure the reference is correct.]
2. The Illinois Library Records Confidentiality Act applies in all instances.

### **IV. RIGHT OF FULL PARTICIPANTS AND FILE BUILDING LIBRARIES**

A participant library's item records, patron records, and authority records are stored in the System. The Library has the right to have copies of its data excerpted from the database, as well as to receive a copy of the bibliographic, item and authority records owned by the Library in mutually agreed upon electronic or other format, with the appropriate charges to be determined.

V. **COST FOR DATA DELETION AND RESTORATION**

A one-time penalty fee of \$500 may be charged to any library responsible for any unauthorized actions that corrupt data or deprive access to data for the entire membership, and require the intervention of the ILS vendor to correct the problem.



## REQUIREMENTS FOR SWAN CATALOGING LIBRARIES

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There are no additional SWAN fees associated with being a SWAN Cataloging Library other than the contractual costs associated with OCLC. The SWAN Board may provide financial incentives to SWAN Cataloging Libraries as it sees fit.

Libraries wishing to become SWAN Cataloging Libraries must fulfill the following requirements:

1. Commit to maintain the position of a cataloging supervisor with either of the following qualifications:
  - A. The cataloging supervisor must have a Master's Degree in Library Science, and must have taken at least one class in cataloging. The supervisor must have 3 years of cataloging experience, with the ability to perform original cataloging in all formats, and at least one year of experience with the SWAN ILS.

OR

- B. The cataloging supervisor must have taken at least one class in cataloging from an accredited library school, have 3-5 years of cataloging experience, with the ability to perform original cataloging in all formats, and at least one year of experience with the SWAN ILS.
2. Cataloging libraries will be responsible for providing full OCLC/MARC records for materials acquired by their libraries, if full OCLC/MARC records are not already in SWAN.
3. The SWAN Bibliographic Services Manager will provide procedural training to the cataloging supervisor of an SWAN Cataloging Library. However, the Manager will not provide cataloging training, as such.
4. The cataloging supervisor will attend quarterly meetings of the SWAN Cataloging Libraries, and any other meetings deemed appropriate by the SWAN Bibliographic Services Manager, to keep abreast of cataloging rule changes and interpretations.



5. The cataloging supervisor will observe the following standards and conventions:
  - A. The way in which a bibliographic entity is described will be based on ISBD (International Standard Bibliographic Description) using:
    - i. RDA: Resource Description and Access
    - ii. Library of Congress Subject Headings, latest ed.
  - B. The means with which a bibliographic entity is entered will be based on:
    - i. Bibliographic Formats and Standards, latest ed. / OCLC
    - ii. Training documents found at the SWAN website.
6. The importing of records as well as the original cataloging duties must conform to the local practices as outlined in "Cataloging and Data Entry Standards for SWAN /OCLC Libraries."
7. The SWAN Bibliographic Services Manager will monitor the work of the OCLC cataloging library. The SWAN Board, upon the recommendation from the SWAN Bibliographic Services Manager, may terminate the library's cataloging role if the library does not conform to these standards. SWAN will discontinue any financial cataloging incentives accruing to the library.

If all the above requirements are met and future obligations are agreed to, the SWAN member library seeking status as a SWAN Cataloging Library will contact the SWAN Bibliographic Services Manager directly. The SWAN Bibliographic Services Manager will make a recommendation to the SWAN Board for approval.

Any financial incentives for the new cataloging library will begin in the next SWAN fiscal year.



## TUITION REIMBURSEMENT POLICY

### INTRODUCTION

SWAN believes that dollars spent on approved programs of study which increase an employee's value to our member libraries and overall job performance are dollars well spent. Because of this belief, SWAN encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so.

### WHO IS ELIGIBLE

Education assistance is available to assist any employee who has been with SWAN for at least 3 months and is considered by his/her supervisor to have a satisfactory performance rating.

Courses must have the approval of the Executive Director **prior** to class enrollment in order to qualify for reimbursement.

Employees wishing to pursue degree or certificate programs will be considered on a case-by-case basis, taking into consideration alignment with individual objectives and company need.

### REIMBURSEMENT

The maximum reimbursement that will be made to an individual employee is \$1,000 per calendar year. SWAN will reimburse employees for the actual cost of the coursework, textbooks, and any applicable laboratory fees. A satisfactory grade of B or higher must be received in the course in order for it to be eligible for reimbursement.

Reimbursement will be granted for approved courses or a degree program at the rate stated above upon receipt of a paid tuition bill and official grade report.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from SWAN and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of company reimbursement under this plan are the sole responsibility of the employee. Taxable earnings (if applicable) may be added to overall earnings and reflected on an employee's W-2.

The SWAN Board will allocate funds in the annual appropriation to cover the reimbursement of anticipated tuition costs. The Executive Director will not authorize any activity under this section for which funds are not available.

SWAN expects employees utilizing tuition reimbursement funds to remain with the company for at least six months following the completion of a course.

**SWAN Committee of the Whole Meeting  
Woodridge Public Library, 3 Plaza Dr., Woodridge, IL August 13, 2013  
Minutes**

**SWAN Board Members in Attendance:** Jim Deiters, Oak Lawn; Sheila Sosnicki, Palos Park; Rich Wolff, Tinley Park; Melissa Gardner, Broadview; Christine Kuhn, Westmont.

**SWAN Members:** Ruthann Swanson, Alsip; Sarah Cottonaro, Blue Island; Lori Kinzel, Bridgeview; Kathy McSwain, Chicago Ridge; Jane Schoen, Cicero; Lori Craft, Clarendon Hills; Tiffany Verzani, Elmwood Park; Sarah Beth Warshauer, Forest Park; Kathy Parker, Glenwood-Lynwood; Doug Losey, Hillside; Karen Klechner-Keefe, Hinsdale; Lisa Waskin, Hodgkins; Rebecca Bartlett, La Grange; Leslie Hartoonian, La Grange; Kate Zdenek, LaGrange Park; Cynthia Maeillo-Glueklich, Melrose Park; Mary Beth Sharples, Midlothian; Elaine Savage, Palos Heights; Kristina Howard, Prairie State College; Sheri Starr, Prairie Trails; Arlene Mallek, Riverdale; Barb Diehl, Riverdale; Susan Dienes, Tinley Park; Fidencio Marbella, Westchester; Susan McNeil-Marshall, Woodridge.

**Call to Order:** Gardner called the meeting to order at 9:35 a.m.

**Introduction of Visitors:** Jane Plass, RAILS; Tiffany Verzani, Elmwood Park; Christina Howard, Prairie State College; Rebecca Bartlett and Leslie Hartoonian, La Grange.

Susan McNeil-Marshall welcomed the SWAN Board and member libraries to Woodridge and offered tours after the meeting.

**Information Item**

**RAILS Delivery Pilot Project**

Jane Plass delivered a brief recap of the decision-making process that led to the conclusion to recommend outsourcing the RAILS delivery at Burr Ridge. The RFP was issued on May 29<sup>th</sup>; on June 19<sup>th</sup> there was a mandatory vendor meeting. Five vendors attended this meeting. RFP responses were due on July 17<sup>th</sup> by 5pm. Three total proposals were received. Staff carefully analyzed the RFP's to determine eligibility; the delivery committee examined the pros and cons of the proposals received. The RFP was developed so that companies could propose various options (i.e. delivery and sorting, delivery only, dedicated routes or non-dedicated routes). Options were presented to the delivery committee on August 5<sup>th</sup>; the committee decided to make a recommendation to the full Board to move forward with a pilot project with Continental. RAILS is aiming for the beginning of November for implementation, provided that the Board votes to approve this option. Plass noted that Continental has worked previously with Chase Bank and for pharmaceutical companies, and is highly trusted and well-regarded. Safeguards will be put in place to monitor their performance at member libraries. Additionally, Continental did note that they would consider hiring prior RAILS delivery drivers (after a formal interview process). Delivery times are currently a negotiation point, but once the delivery times are worked out, they will be stable each day (within an hour window). Any questions can be directed to Mark Hatch, RAILS. Plass and Dee Brennan will also be working very closely with Hatch throughout the process.

Plass also noted that all member libraries should be watching for updates on the eBook grant coming up this fall. A committee has been formed to begin working on this. An initial sign-up period should be starting in September. A series of webinars is planned, as well as an event at ILA. Details will follow. Any questions about this should be directed to Veronda Pitchford at RAILS.

### **Information Item**

#### SWAN Projects Underway

**Network Update** – Two memos have been sent out to membership so far. Changes to SWAN’s internal network and domain naming will be rolled out in phases, as mentioned in previous meetings. More memos will follow as upcoming steps occur, including more information on the new IP scheme and how to work with your 3<sup>rd</sup> party self-checks. Two major Q&A sessions for member libraries and IT staff will take place prior to implementing any major changes, to ensure that everyone is on board and ready for them. These changes are also occurring for Magic and PrairieCat. SSL certificates have also changed; these will allow old MLS domains, if bookmarked, to still work for library patrons while we gradually phase this out.

**Millennium Software Upgrade** – A very minor update will be due Sunday, August 18<sup>th</sup> at 10pm. Innovative will be applying this and no downtime is needed. Member libraries may simply need to restart their client that day; if so, a SWANcom will be sent to alert everyone. Skog noted that on the front page of the SWAN site, if you click on ‘Millennium Update Required,’ you can see if your library has completed the update and SWAN has received notification.

**R2011 Upgrade** – Originally anticipated for September, this upgrade may need to be pushed back. There is an issue on SWAN’s test server currently that Innovative is attempting to fix. If the upgrade is done too quickly, it could affect the use of print templates at member libraries so it is imperative that this issue be fixed first.

**Elmhurst Update** – Elmhurst is staying with Innovative as their vendor of choice. August 19<sup>th</sup> is a milestone for migrating Elmhurst off of SWAN, with a “final day” with SWAN of September 1<sup>st</sup>. Elmhurst will first be going live with a Millennium system, and then migrating to Sierra afterwards. Kate Boyle noted that a memo will be coming out this afternoon (8/13) about the exiting process for Elmhurst, with pertinent information that other SWAN member libraries will need to know.

**Jar Error** – A Millennium JAR error can be relatively commonly seen in libraries. SWAN has been working closely with a handful of member library IT staff and Versatile to find out why this is. Skog provided a list of recommendations from Versatile in order to remedy this error. Member libraries in attendance at the meeting that have tried these steps attested to the success of remedying the Jar Error issues.

### **Information Item**

#### ILS Committee Update

a.) RFP – The document has now been posted. Vendor questions received have also been addressed and posted to the SWAN site under the RFP tab. It is possible that vendors will contact member libraries for more information; going forward it is extremely important that all questions, including those from current vendors, be sent to Skog directly.

b.) Task Forces – These groups will be responsible for devising questions for vendor demos and assessing these demos, based upon areas of functionality. They will provide information to the ILS committee to help them formulate their recommendation to the Board and members. All task force members have self-nominated, and there are seven task forces in all. A complete list of Task Force members can also be found on the SWAN site, in the ‘ILS committee’ section under the ‘Governance’ tab. Anyone not selected for a Task Force is still able to participate in the demos, as these are open meetings and feedback is appreciated. Skog reviewed the selection process and how members were chosen. Plass noted that when she led the Magic RFP migration process a few years ago, the utilization of task forces worked very well.

#### **Ambassador Program**

Deiters provided a list of ambassador activity to date. Pierre Gregoire is taking over Jeannie Dilger’s assigned libraries. Otherwise, the current ambassador list stays the same. Deiters noted that if ambassadors have not yet met with one of their assigned libraries, it would be beneficial to continue to try to meet. Deiters also recommended that ambassadors send an email or phone call to all assigned libraries just to check in before the next Quarterly meeting and remind them of the meeting time. Gardner noted that if there is a new director in an assigned region, it is suggested that the ambassador team reach out to him or her. Skog mentioned that if there are any libraries that have not yet been met with, he would be happy to set up meetings with them as well.

#### **Next Meetings**

The next SWAN Board meeting is Friday August 16<sup>th</sup>, 2013.

The next Quarterly meeting is Thursday, September 12<sup>th</sup> at Glenwood-Lynwood Public Library.

**The Committee of the Whole meeting in October has been cancelled due to conflicts with ILS Vendor Demos scheduled.** The next Committee of the Whole meeting is scheduled for November 12<sup>th</sup> at Midlothian Public Library.

#### **Adjourn**

The meeting was adjourned at 11:25am.

Respectfully submitted,

Sheila Sosnicki  
Board Secretary

**REGULAR MEETING  
SWAN BOARD  
Burr Ridge, IL August 16, 2013  
MINUTES**

**1. Call to Order, Roll Call**

President Gardner called the meeting to order at 9:30 a.m. The following Board members were present to establish a quorum.

- |                    |                    |
|--------------------|--------------------|
| a. Rodger Brayden  | e. Rich Wolff      |
| b. Jim Deiters     | f. Christine Kuhn  |
| c. Pierre Gregoire | g. Melissa Gardner |
| d. Sheila Sosnicki |                    |

**2. Introduction of Visitors/Public Comment**

Aaron Skog, Executive Director of SWAN  
Brande Redfield, Office Manager of SWAN

**3. ACTION ITEM**

Acceptance of the August 16, 2013 SWAN Board Meeting Agenda

Mr. Wolff moved, seconded by Mr. Deiters that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE AUGUST 16, 2013 SWAN BOARD  
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

**4. ACTION ITEM**

Approval of SWAN Finances (Exhibits A1 – A5)

Mr. Wolff moved, seconded by Mr. Brayden that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1,  
2013 THROUGH JULY 31, 2013 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF  
EXPENDITURES FOR JULY 2013

Skog noted that the Balance Sheet in the packet was correct; however, on pages A2 and A3 'Statement of Revenues and Expenses,' in the Total Budget column it had referred to the FY14 budget. Accounting has since updated this document.

Skog also noted that he was recently informed by Accounting that SWAN has been changed from cash to accrual-based accounting. Jim Kregor of RAILS is willing to come to the next board meeting to provide additional information on this topic. Deiters also requested that Kregor come to the SWAN Finance Committee meeting next Thursday, if possible. Gardner

recommended that Kuhn also join the SWAN Finance Committee along with Deiters, and this recommendation was accepted.

Motion carried by roll call vote with the following results:

Ayes: Mr. Brayden, Mr. Deiters, Mr. Gregoire, Ms. Sosnicki, Mr. Wolff, Ms. Kuhn, Ms. Gardner.

## Reports

### a. Board President Report

None

### b. Executive Director Report (Exhibits B1 – B8)

Skog provided an overview of updates on the RAILS delivery outsourcing provided by Jane Plass of RAILS at the latest Committee of the Whole meeting.

Quick Clicks has been an ongoing issue. So has the interaction between Baker and Taylor and Innovative, due to the control number on the records that are being sent changing. The issue has been escalated through Innovative. Redfield provided an update on the SWAN Wellness program, discussing ideas and planning that will be brought forward for the Finance Committee's review on Thursday, August 22<sup>nd</sup>.

Skog noted that four 'Intent to Propose' letters have been received from ILS vendors so far: VTLS, Innovative, SirsiDynix, and Equinox. Bywater Koha has indicated that they are unable to propose; they did not meet the criteria for minimum circulation size as outlined in the SWAN RFP.

### c. Treasurer Report

None.

### d. Project Summary (Exhibit C1 – C2)

As presented.

### e. Downtime Report (Exhibit D1)

As presented.

### f. Communications and Correspondence

None.

### g. ILS Committee (Exhibits E1 – E2)

The next phase for the ILS committee is the beginning of task force groups in order to formulate questions to be used at vendor demos. This model of using task forces had been outlined by RMG Consulting as a successful method of gathering input from across the consortium.

### h. Ambassador Program Report



Deiters noted that the Ambassador group met briefly after the Committee of the Whole meeting. He also mentioned which groups that Gregoire will be taking over for Dilger now that she is no longer in the Ambassador program.

i. **RAILS Consortia Committee Report**

None.

5. **Action Item**

Rescheduling of the September 20<sup>th</sup> Board Meeting

Mr. Deiters moved, seconded by Mr. Brayden that it be

RESOLVED, THAT THE SEPTEMBER 20<sup>TH</sup> BOARD MEETING BE RESCHEDULED TO THURSDAY, SEPTEMBER 12<sup>TH</sup> AT 12:00 PM

Motion carried by unanimous voice vote.

6. **Action Item**

Cancellation of the October 9<sup>th</sup> Committee of the Whole Meeting

Ms. Kuhn moved, seconded by Mr. Wolff that it be

RESOLVED, THAT OCTOBER 8<sup>TH</sup> COMMITTEE OF THE WHOLE MEETING BE CANCELLED DUE TO SCHEDULING CONFLICTS WITH ILS VENDOR DEMOS

Motion carried by unanimous voice vote.

7. **Discussion Item**

Discussion Item—Updated SWAN Office Manager Job Description (Exhibit F1 – F2)

An updated job description for the Office Manager, listing correct verbiage in the introductory paragraph, was provided as requested by the SWAN Board.

8. **Discussion Item**

Discussion Item – SWAN Strategic Plan Progress Report (Exhibits G1 –G9)

Skog provided the written progress report overview for the board and explained each area and progress made in detail. The group discussed steps needed to achieve desired action in the upcoming year. Other groups/committees to be joined, the overlay, and the sustainability of SWAN were discussed. Gardner noted that Goal 8 should be focused upon, particularly marketing and branding of SWAN.

9. **Discussion Item**

Discussion Item – SWAN Policies for Adoption (Exhibits H1 –H7)

The board determined that the policies should be reviewed/re-reviewed annually, with policies spread out throughout the year. A policy or two should be reviewed at each board meeting so

that they are spread out for thorough discussion at each meeting. The board discussed the three proposed policies, and will vote on them at the next board meeting.

There will be a joint meeting of the Personnel Committee and Finance Committee next week; Gregoire has also been added to the Personnel Committee. At this time, the tuition benefit policy and budget as a whole will be discussed in further detail.

**10. Action Item**

Acceptance of the July 19, 2013 SWAN Board Meeting Minutes (Exhibits I1 – I4)

Ms. Sosnicki moved, seconded by Mr. Wolff that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2013 SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by voice vote with one abstention by Gardner.

**11. Next Board Meeting**

The next SWAN Quarterly meeting will be held on September 12th, 2013 at Glenwood-Lynwood Public Library at 9:30 a.m.

The next SWAN Board meeting will be held the same day, immediately following the Quarterly meeting.

**12. ADJOURNMENT**

There being no further business before the Board, President Gardner called to adjourn the meeting.

Motion carried and the meeting at adjourned at 12:01 p.m.

Minutes Prepared by Brande Redfield

Respectfully Submitted,

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Sheila Sosnicki  
Board Secretary

**SWAN Personnel & Finance Committee Meeting**  
**RAILS – 125 Tower Drive, Burr Ridge, Illinois 60527**  
**August 22, 2013**  
**Minutes**

**SWAN Board Members in Attendance:** Jim Deiters, Oak Lawn; Rich Wolff, Tinley Park; Christine Kuhn, Westmont; Pierre Gregoire, Frankfort.

**Absent:** Melissa Gardner, Broadview; Sheila Sosnicki, Palos Park; Rodger Brayden, Forest Park.

**Visitors:** Aaron Skog, Executive Director, SWAN; Brande Redfield, Office Manager, SWAN; Jim Kregor, RAILS Controller; Merilynn Nagle, RAILS Staff Accountant.

**Call to Order:** Deiters called the meeting to order at 10:00 a.m.

**Discussion Item**

SWAN Accounting Method (Overview by Jim Kregor, RAILS Controller & Merilynn Nagle, Staff Accountant)

Skog discussed SWAN's current accounting strategies and introduced Kregor and Nagle. Kregor provided a background of his accounting experience and how governmental accounting works. He also discussed how SWAN's financial statements are being created now that they are being done with accrual-based accounting. Enterprise funds by GASB standards must use accrual-based accounting. The group discussed deferred revenue and billing, and the pros and cons of accrual-based versus cash accounting. A discussion was raised regarding charges for member libraries and reserve fees, as well as a reserve fund.

**Discussion Item**

FY15 Budget Goals (Exhibits A1 – A27)

Skog reviewed previous budget years' methods. Wolff inquired about projection-based budgeting using a previous 6 month model because it provides increased relevancy. The committee discussed what is best for SWAN in terms of fiscal year versus calendar year budget, and which method will provide the most accurate ability to budget in future years. Skog explained his Budget Overview as provided in the packet. The group discussed tuition reimbursement and how best to craft a policy that will assist SWAN as an organization. The group held a basic discussion on how to build out the FY15 budget and reviewed the budget documentation provided in the packet as examples, with Skog providing explanations.

**Discussion Item**

SWAN Tuition Benefit Policy and Wellness Program (Exhibits B1 – B11)

The committees reviewed the current tuition benefit draft and made edits as needed. A final version was completed for Board recommendation/review. Wellness was also discussed, such as what specifically constitutes "wellness" and how such a program would be administered for SWAN. Cost for budgeting was discussed; a formal proposal should be brought to the Board for further review.

**Next Meetings**

The next SWAN Board meeting will be held on September 12, 2013 at Glenwood Lynwood Public Library at 12:00 p.m.

The next SWAN Finance Committee meeting will be held on September 26, 2013 at Burr Ridge at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 1:00 p.m.