

Pre-built Reports and How People Use Them

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Agenda

1. **Our Libraries**
2. **BLUECloud Analytics in SWAN Libraries**
3. **Background**
4. **Collection Development**
5. **Monthly Statistics**
6. **IPLAR and Annual Reports**
7. **Additional Resources**

Our Libraries



Carol Stream Public Library

- Village population of 40,000
- 51 Library staff
- EDI Acquisitions and OCLC Cataloging Library
- May 1-April 30 Fiscal Year



La Grange Public Library

- Village population of 16,000
- 36 Library staff
- EDI Acquisitions and OCLC Cataloging Library
- May 1-April 30 Fiscal Year

BLUECloud Analytics in SWAN Libraries

<https://swan-bca.bc.sirsiidynix.net/bcanalytics/asp/Main.aspx>

Username: swanlibsXXX (XXX is your SWAN library code)

Password: Library administrators can access

<https://swanlibraries.net/topic/accounts> to retrieve your login and password.

Background



BlueCloud? What's That?

   BCA SWANLIBS > Shared Reports > SWAN Reports > Items > **List Items Reports**

Create



Recents

Shared Reports

Base Reports

Bill

Catalog-Item

Checkout

Cubes

Hold

INBOX

MARC

Platform Analytics

Public Objects

SirsiDynix_Support

Stat (HZN)



Dynamic Dates

Owner: Scott Brandwein

Modified:
5/13/26 7:52:53 AM



Reports with Publisher Information

Owner: Samantha Dietel

Modified:
5/13/26 7:52:53 AM

This folder contains "list item" reports that have Publisher Information in the grid. Due to the nature of this column, some lines in the reports will be repeated and some titles may be stripped out of the results.



Items with No Item Category 1 Paged by Item Library

Owner: Helen Pinder

Modified:
5/13/26 7:52:50 AM



List 020 Fields by Item Library

Owner: Samantha Dietel

Modified:
5/13/26 7:52:50 AM

Lists just the values in the 020 fields. Will only list those with the specified library item attached.



List Discard Items

Owner: Samantha Dietel

Modified:
5/13/26 7:52:50 AM



Inventory Reports

Owner: Samantha Dietel

Modified:
5/13/26 7:52:53 AM



Items Deleted in a Range Paged By Item Library

Owner: Samantha Dietel

Modified:
5/13/26 7:52:50 AM



Items with No Item Category 2 Paged by Item Library

Owner: Samantha Dietel

Modified:
5/13/26 7:52:50 AM



List Claims Returned Items

Owner: Vickie Totton

Modified:
5/13/26 7:52:50 AM



List Grubby Items

Owner: Samantha Dietel

Modified:
5/13/26 7:52:50 AM

Let the Data Do the Talking.

- BlueCloud data is a snapshot of the previous day.
- Data also only reflects what is currently in your collection.
- Once something is gone from the catalog, that data is gone too. In about 2-3 months when discarded items are automatically removed from the catalog.
- Offline backups!



**But to really
Excel...**



Collection Development

[BCA SWANLIBS](#)>[Shared Reports](#)>**Items**>List Items Reports

[BCA SWANLIBS](#)>[Shared Reports](#)>**Collection Analysis**>

List Collection Analysis Reports

List Items by Call Number Range (& by Home Location)



List Items by Call Number Ending With

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM

Select Library and the characters the Call Number ends with (e.g. B10)



List Items by Call Number Range with 008 Language Information

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with 521 tag

Owner: SWAN Bibliographic Services

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with 650 Tag

Owner: SWANLIBScheduler

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with Notes

Owner: Samantha Dietel

Modified:

5/13/26 7:52:50 AM



List Items by Home Location with 020 Tag

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range

Owner: Samantha Dietel

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with 041 Tag

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with 590 Tag

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM



List Items by Call Number Range with 655 Tag

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM



List Items by Home Location

Owner: Vickie Totton

Modified:

5/13/26 7:52:50 AM



List Items by Home Location with 245 |a, |b or |n Information

Owner: Scott Brandwein

Modified:

5/13/26 7:52:50 AM

Title appears on the right side of the grid.

The Numbers, What Do They Mean???

Price:	\$19.79	Item type:	BOOK_NEW	Ongoing checkouts:	12
Home location:	SPOTLT_AF	Current location:	CHECKEDOUT	Ongoing renewals:	4
Item category 1:	BOOK	Item category 2:	ADULT	Checkouts to date:	12
Item category 3:	FICTION	Item category 4:	none	Renewals to date:	4
Item category 5:	none	Item category 6:	none	Date last cleared:	Never
Item category 7:	none	Item category 8:	none		
Item category 9:	none	Item category 10:	none		
Date created:	7/1/2025	Media desk:	none		
Date last charged:	7/21/2026	Previous user ID:	21319 [REDACTED]		
Last checked in:	6/25/2026,14:56	Last activity:	7/21/2026		
Date inventoried:	Never	Total checkouts:	16		
Times inventoried:	0	In-house uses:	0		

Those Who Cannot Learn from the Past....



List Item by Call Number, item Barcode CKO Counts by Year

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

The only prompt is for the item barcode. The report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.



List LOST-ASSUM Items 180 Days or More Overdue

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM



List Titles by Call Number, Item Barcode and CKO Counts by Year

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.



List Titles by Call Number, Item Barcode and CKO Counts by Year and Month by User Library in Date Range

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.



List Titles by Call Number, Item Barcode and CKO Counts by Year and Month in Date Range

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.



List Titles by Call Number, Item Barcode Which Never Circulated

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM



List Titles by Call Number, Item Barcode, User Library, User profile and CKO Counts by Year

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.



List Titles by CKO/Renewal/In Use Statistics

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Provides a list of titles and a count of the number of checkouts, renewals and use item commands in a date range. Excludes checkouts to Generic Users e.g., MISSING, DISCARD, DISPLAY, etc.



List Titles with 655 2nd Indicator 7 by Call Number, Item Barcode and CKO Counts by Year

Owner: Scott Brandwein

Modified:

5/13/26 7:52:15 AM

Report doesn't include a complete list of material with zero checkouts. Recommended to run this in conjunction with List Titles by Call Number, Item Barcode Which Never Circulated.

Weeding



Weeding List by Call Number Range and Item Last Activity Date

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding List by Call Number Range and Item Last Activity Date, or Item Created Date

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding List by Call Number Range and Total Circs

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding List by Call Number Range, Item Last Checkout Date or Created Date

Owner: Vickie Totton
Modified:
5/13/26 7:52:50 AM
Provides a list of items by call number range that have not been checked out since the date provided.



Weeding List by Call Number Range, Total Circs, Item Type, and Last Activity Dates

Owner: Vickie Totton
Modified:
5/13/26 7:52:50 AM



Weeding List by Home Location and Total Circs

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding Lists for Staff With Item Legacy Charges and Circ on Symphony

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding List by Call Number Range and Item Last Activity Date Range

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM
Weeding Report with call number and date range



Weeding List by Call Number Range and Item Last Checkout Date

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM
Provides a list of items by call number range that have not been checked out since the date provided.



Weeding List by Call Number Range, Created Date Range and Total Circs

Owner: Vickie Totton
Modified:
5/13/26 7:52:50 AM
Weeding List by Call Number Range, Created Date Range and Total Circs



Weeding List by Call Number Range, Total Circs, and Last Activity Dates

Owner: Vickie Totton
Modified:
5/13/26 7:52:50 AM



Weeding List by Home Location and Item Last Activity Date

Owner: Samantha Dietel
Modified:
5/13/26 7:52:50 AM



Weeding List by Home Location, Item Last Activity Date, and Item Created Date

Owner: SWANLIBScheduler
Modified:
5/13/26 7:52:50 AM

Monthly Reports

[BCA SWANLIBS](#)>[Shared Reports](#)>**SWAN Reports**

Subscription Reports

[BCA SWANLIBS](#)>My Subscriptions

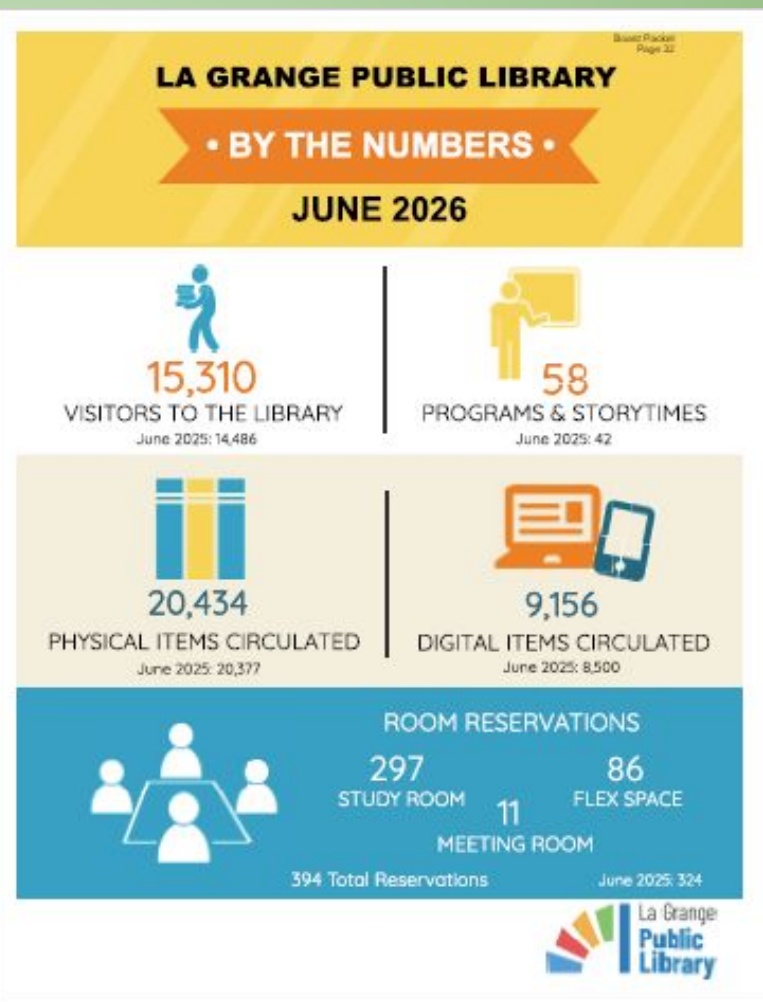
E-mail Subscriptions				
	Subscription Name ^	Report/Document	Owner	Schedule
☰	Bill Payment Amount for Aspen PayPal for Last Month 1/19/22 10:29:32 AM	Bill Payment Amount for Aspen PayPal for Last Month	La Grange Public Library	1st of Month (10:00 AM) EST
☰	Checkins by Charging Library/Item Library for Last Month 11/20/23 11:10:17 AM	Checkins by Charging Library/Item Library for Last Month	La Grange Public Library	2nd of Month (9:00 AM) EST
☰	Checkouts by Interface for Last Month 11/20/23 11:02:36 AM	Checkouts by Interface for Last Month	La Grange Public Library	2nd of Month (9:00 AM) EST
☰	Checkouts/Renewals by Item Type/Item Cat2 for Last Month 11/20/23 11:12:46 AM	Checkouts/Renewals by Item Type/Item Cat2 for Last Month	La Grange Public Library	2nd of Month (9:00 AM) EST
☰	Count Unexpired Users 4/30/24 7:57:32 AM	Count Unexpired Users	La Grange Public Library	2nd of Month (12:00 PM) EST
☰	Count Unexpired Users by User Category 3 6/4/24 12:28:21 PM	Count Unexpired Users by User Category 3	La Grange Public Library	2nd Day of the Month (8:00AM) EST

Checkouts/Renewals by Item Type/Item Cat2 for Last Month

[Circulation Statistics](#)>[Count Circulation Statistics Reports](#)>[Dynamic Dates](#)>Checkouts/Renewals Combined

Item Cat2	ADULT	JUVENILE	TEEN		Total
Total	7,235	12,327	867	5	20,434

Monthly Board Meeting Packet



Checkins by Charging Library/Item Library for Last Month

[Circulation Statistics](#)>[Count Circulation Statistics Reports](#)>[Dynamic Dates](#)

Discharging/Checkin Library	LGS	LGS_D
Item Library	Number of Checkins	Number of Checkins
Total	14,601	5

Checkouts by Interface for Last Month

[Circulation Statistics](#)>[Count Circulation Statistics Reports](#)>[Dynamic Dates](#)

Charging Library 	<u>LGS</u>	<u>LGS_D</u>
Client Type 	Number of Checkouts 	Number of Checkouts 
SIP2 Device	8,443	
WorkFlows	5,329	179
Total	13,772	179

List All Users Created Last Month paged by library

[Users](#)>[List Users Reports](#)>[Dynamic Dates](#)

User Created Date	User Profile	User Attribute Category2	User Attribute Category3	User Attribute Category4	User Attribute Category6
6/1/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	
6/1/2026	LGS_JUV	JUVENILE	PATRON	INTERNET_Y	
6/1/2026	LGS_JUV	JUVENILE	PATRON	INTERNET_Y	
6/1/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	
6/1/2026	LGS_JUV	JUVENILE	PATRON	INTERNET_Y	
6/2/2026	LGS_TEEN	TEEN	PATRON	INTERNET_Y	
6/2/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	
6/2/2026	LGS_TEEN	TEEN	PATRON	INTERNET_Y	
6/2/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	
6/2/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	
6/2/2026	LGS_PATRON	ADULT	PATRON	INTERNET_Y	ONLINEREG

Bill Payment Amount for Aspen PayPal for Last Month

[Bills](#)>[Dynamic Dates](#)

Bill Library Code	Bill Payment Date	Bill Payment Datetime	Bill Reason	Bill Payment Type	Bill Paid In Full	Total Bill Payment Amount
LGS	6/1/2026	2026-06-01 16:19:18.0	LOST	PAYPAL	True	\$60.00
LGS	6/1/2026	2026-06-01 16:19:53.0	DAMAGEX	PAYPAL	True	\$6.00
LGS	6/1/2026	Total				\$66.00
LGS	6/23/2026	2026-06-23 10:08:46.0	LOST	PAYPAL	True	\$13.00
LGS	6/23/2026	Total				\$13.00
LGS	6/24/2026	2026-06-24 11:21:08.0	LOST	PAYPAL	True	\$13.00
LGS	6/24/2026	Total				\$13.00
LGS	6/29/2026	2026-06-29 09:46:21.0	LONGOVRDUE	PAYPAL	True	\$10.00
LGS	6/29/2026	Total				\$10.00
LGS_D	6/4/2026	2026-06-04 15:38:53.0	LOST	PAYPAL	True	\$13.00
LGS_D	6/4/2026	2026-06-04 15:38:53.0	LOST	PAYPAL	True	\$15.00
LGS_D	6/4/2026	Total				\$28.00

Illinois Public Library Annual Report (IPLAR) Sections 16-18

[BCA SWANLIBS](#)>[Shared Reports](#)>[SWAN Reports](#)>**IPLAR**

IPLAR Section 16: Registered Users

16.1 Total Number of Unexpired Resident Cards



16.2 Total Number of Unexpired Non-resident Cards



16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?



16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?



16.2c What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?



16.3 Total Number of Registered Users (16.1 + 16.2) [PLS 503]



IPLAR Section 16: Registered Users (BCA Reports)



16.1 - Count Unexpired Users by User Profile

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 16.1 - 16.4 if you use User Profile for non-residents. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR



16.1 Count Users with Expiration Date of NEVER by User Cat9

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 16.2a if you use User Category 9 for non-residents and your library cards do not expire. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR



16.2 - Number of Non-resident Cards

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

In 2021, IPLAR reporting asks for Non-resident cards, Cards for Kids, and Disabled Veterans card counts. If your library is using User Category 3 to reflect this information, this report provides counts for all SWAN libraries.



16.1 - Count Unexpired Users by User Category 9

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 16.2a if you use User Category 9 for non-residents. See IPLAR instructions on SWAN support Site: Documentation & Resources > BLUEcloud > IPLAR



16.1 - Count Users with Expiration Date of NEVER by User Profile

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 16.1 - 16.4 if you use User Profile for non-residents and your library cards do not expire. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR



16.1-16.4 Count Unexpired Users by User Category 3

Owner: Vickie Totton

Modified:

5/13/26 8:52:37 AM

Use for 16.1-16.4 if you use User Category 3 for non-residents. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR

IPLAR Section 17: Resources Owned

17.1 Print Materials [PLS 450]
17.2 Current Print Serial Subscriptions
17.3 Total Print Materials (17.1+17.2)
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]
17.6 Other Circulating Physical Items [PLS 462]
17.7 Total Physical Items in Collection [PLS 461]

IPLAR Section 17: Resources Owned (BCA Reports)



17.1 - Books Held at end of the fiscal year

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 17.1 - adjust filters as necessary to pinpoint books only



17.5a - Audio Recordings: Physical Units Held at end of the fiscal year

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 17.5a - adjust filters as necessary to pinpoint audio recordings



17.6c - Other Circulating Physical Items

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 17.6c - includes everything not filtered in 17.1-17.6b



17 - Count Items Held at the End of the Fiscal Year

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 17.1 - 17.9. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR



17.2 - Current Print Serial Subscriptions

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 17.2 - adjust filters as necessary to pinpoint magazine/periodicals titles (subscriptions)



17.6a - DVDs/Videos: Physical Units Held at end of the fiscal year

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 17.6a - adjust filters as necessary to pinpoint videos



17.6d - Total Physical Items

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for comparison with calculated 17.6d in IPLAR. This number may be less than calculated total if you reported periodical subscription count vs issues in 17.2.

IPLAR Section 18: Use of Resources

18.1 Circulation of Adult Physical Material

18.2 Circulation of Young Adult Physical Material

18.3 Circulation of Children's Physical Material [PLS 549]

18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)

18.5 Books- Physical

18.6 Videos/DVDs- Physical

18.7 Audios (include music)- Physical

18.8 Magazines/Periodicals- Physical

18.9 Other Items- Physical [PLS 561]

18.10 Physical Item Circulation (18.5-18.9) [PLS 553]

18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]

18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]

IPLAR Section 18: Use of Resources (BCA Reports)



18.1-18.3 - Number of Materials Loaned (by Audience)

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 18.1-18.3 - Circulation count determined by Item Category 2 (Audience).

Recommendation: count Policy Not Found and other missing data consistently as Adult



18.17 Interlibrary Loans Received FROM other libraries (SWAN only)

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Provides a count of ILLs received by your library from other SWAN libraries. Add any items received through OCLC or other external ILL processes to this number.



18 - Use of Resources - Total Checkouts and Renewals

Owner: Samantha Dietel

Modified:

5/13/26 8:52:37 AM

Use for 18.1 - 18.17. See IPLAR instructions on SWAN Support Site: Documentation & Resources > BLUEcloud > IPLAR



18.16 Interlibrary Loans Provided TO other libraries (SWAN only)

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Provides a count of ILLs sent by your library to other SWAN libraries. Add any items sent through OCLC or other external ILL processes to this number.



18.5-18.9 - Number of materials loaned (by Item Category)

Owner: Scott Brandwein

Modified:

5/13/26 8:52:37 AM

Use for 18.5-18.9 - Circulation count by Item Category 1 (Type). Recommendation: count Policy Not Found and other missing data consistently as book

Additional Resources

- IPLAR Instructions for SWAN Libraries:
<https://swanlibraries.net/documentation/64734>
- SWAN Events Calendar <https://swanlibraries.net/calendar>
- SWAN Reports and Statistics:
<https://swanlibraries.net/topic/reports-statistics>

Thank you

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