

SWAN BOARD MEETING AGENDA

October 17, 2025 9:30 a.m.

**Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477-5387**

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the October 17, 2025, SWAN Board Meeting Agenda (Exhibit pgs. 1-2)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 17, 2025 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, September 2025 (Exhibit pgs 3-15)
 - a. Balance sheet and detail of expenditures for September 2025
 - b. Approval of the payment of bills for September 1, 2025, through September 30, 2025 in the amount of \$374,427.71

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR SEPTEMBER 1 THROUGH SEPTEMBER 30, 2025 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR SEPTEMBER 2025

5. Action Item – Acceptance of the September 19, 2025, SWAN Board Meeting Minutes (Exhibit pgs 16-18)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 19, 2025 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs 19-22)
 - c. Operations Report (Exhibit pgs. 23-37)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs 38-39)

7. Discussion Item—Cook County delayed tax distributions & SWAN membership fee payments (Exhibit pgs. 40-44)
8. Discussion Item—Overview on The Palace Project
9. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Samantha Johnson	Roselle Public Library	Secretary	July 1, 2026
Jennifer Cottrill	Midlothian Public Library	Vice President	July 1, 2026
Dawn Bussey	Glen Ellyn Public Library	Treasurer	July 1, 2027
Zach Musil	Tinley Park Public Library	President	July 1, 2027
Laura Van Cleve	Richton Park Public Library		July 1, 2028
Ridgeway Burns	Itasca Community Library		July 1, 2028
Benjamin Weseloh	West Chicago Public Library		July 1, 2028



SWAN Library Services

Monthly Financial Report For the Month Ended September 30, 2025

Prepared By



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SWAN Library Services
Balance Sheet
As of September 30, 2025

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	180,977.59
Hinsdale Bank - MM - 5010	1,797,158.76
IMET Funds	373,597.62
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,351,776.83</u>
Current Assets	
Accounts Receivable	44,801.85
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	<u>\$ 68,268.93</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(353,549.65)
Total Capital Assets, net	<u>\$ 14,229.21</u>
Other Assets	
Intangible Right to Use Asset - Office Space	234,201.57
Accumulated Amortization - Right to Use Asset	(205,640.28)
Subscription Asset	1,933,499.27
Accumulated Amortization - Subscription Asset	(1,338,020.80)
Total Other Assets	<u>\$ 624,039.76</u>
Total Assets	<u>\$ 3,058,314.73</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,753.86
Accrued Payroll	57,702.49
Compensated Absences	122,929.42
Total Current Liabilities	<u>\$ 187,385.77</u>
Long Term Liabilities	
Lease Liability - Right to Use Asset	35,466.58
Subscription Liability	230,629.50
Accrued Interest Liability - SBITA	6,659.48
Total Long Term Liabilities	<u>\$ 272,755.56</u>
Total Liabilities	<u>\$ 460,141.33</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,910,584.43
Total Beginning Net Assets	<u>\$ 2,910,584.43</u>
Current YTD Net Income	<u>\$ (312,411.03)</u>
Total Fund Balance	<u>\$ 2,598,173.40</u>
Total Liabilities and Fund Balances	<u><u>\$ 3,058,314.73</u></u>

Statement of Revenue and Expenses Summary

For the 3 Months Ended September 30, 2025

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$2,069.25	\$733,595.75	\$2,936,839.02	\$ 2,203,243.27	24.98%
4100 - Membership Reimbursements	-	960.00	301,600.00	300,640.00	0.32%
4200 - Reimbursement for Losses	16,139.70	30,670.75	85,400.00	54,729.25	35.91%
4300 - Grant Revenue	-	125,348.50	501,394.00	376,045.50	25.00%
4400 - Registration & Event Receipts	8,640.00	8,640.00	6,260.00	(2,380.00)	138.02%
4500 - Investment & Interest	8,089.87	25,753.48	106,000.00	80,246.52	24.30%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>34,938.82</u>	<u>924,968.48</u>	<u>3,982,493.02</u>	<u>3,057,524.54</u>	<u>23.23%</u>
Expenses					
5000 - Salaries & Wages	125,472.15	436,300.41	1,639,608.00	1,203,307.59	26.61%
5020 - Personnel Benefits	17,650.43	78,303.81	448,700.00	370,396.19	17.45%
5100 - Building & Grounds	408.09	1,055.06	46,560.00	45,504.94	2.27%
5200 - Professional Development	1,161.13	3,263.38	25,501.00	22,237.62	12.80%
5300 - Membership Development	6,619.45	10,144.00	11,494.00	1,350.00	88.25%
5400 - Information & Technology Services	331,146.54	644,168.39	1,232,100.00	587,931.61	52.28%
5500 - General Office	984.22	2,911.64	4,100.00	1,188.36	71.02%
5600 - Hardware & Equipment	-	-	45,000.00	45,000.00	0.00%
5700 - Insurance	8,978.00	8,978.00	10,900.00	1,922.00	82.37%
5800 - Contractual Services	8,529.61	25,782.42	127,460.00	101,677.58	20.23%
5900 - Library Materials & Content	15,760.17	24,800.83	387,000.00	362,199.17	6.41%
6000 - Interest & Fees	584.50	1,671.57	2,610.00	938.43	64.04%
Total Expenses	<u>517,294.29</u>	<u>1,237,379.51</u>	<u>3,982,493.02</u>	<u>2,745,113.51</u>	<u>31.07%</u>
Excess Revenues less Expenses	<u>\$ (482,355.47)</u>	<u>\$ (312,411.03)</u>	<u>\$ 0.00</u>	<u>\$ 312,411.03</u>	

Statement of Revenue and Expenses

For the 3 Months Ended September 30, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 2,069.25	\$ 733,595.75	\$ 2,933,139.02	\$ 2,199,543.27	25.01%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	0.00	960.00	301,600.00	300,640.00	0.32%
4220 - Reimbursement Losses for Resource Sharing	0.00	14,531.05	42,000.00	27,468.95	34.60%
4240 - E-Commerce Transactions	16,139.70	16,139.70	43,400.00	27,260.30	37.19%
4310 - RAILS Support to SWAN	0.00	125,348.50	501,394.00	376,045.50	25.00%
4499 - Annual Conference Receipts	8,640.00	8,640.00	6,260.00	(2,380.00)	138.02%
4510 - Interest Income	8,089.87	25,753.48	85,000.00	59,246.52	30.30%
4520 - Investment Income	0.00	0.00	21,000.00	21,000.00	0.00%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	34,938.82	924,968.48	3,982,493.02	3,057,524.54	23.23%
Expenses					
5000 - Salaries & Wages	125,472.15	436,300.41	1,639,608.00	1,203,307.59	26.61%
5021 - FICA Expense	9,260.98	32,370.72	125,600.00	93,229.28	25.77%
5023 - Worker's Compensation	0.00	0.00	4,700.00	4,700.00	0.00%
5024 - Retirement Benefits	11,854.54	35,813.62	138,300.00	102,486.38	25.90%
5025 - Health, Dental, Life And Disability Insurance	(3,465.09)	10,051.50	178,600.00	168,548.50	5.63%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	67.97	400.00	332.03	16.99%
5110 - Rent/Lease	122.45	283.15	41,800.00	41,516.85	0.68%
5120 - Utilities	285.64	586.06	3,800.00	3,213.94	15.42%
5140 - Repairs & Maintenance	0.00	185.85	960.00	774.15	19.36%
5210 - Conference Travel	811.13	2,553.38	10,000.00	7,446.62	25.53%
5220 - Staff Meetings	0.00	0.00	901.00	901.00	0.00%
5230 - Staff Professional Development	350.00	710.00	8,800.00	8,090.00	8.07%
5240 - Professional Association Membership Dues	0.00	0.00	2,500.00	2,500.00	0.00%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	370.72	702.52	900.00	197.48	78.06%
5330 - Library Professional Development	6,248.73	9,441.48	8,094.00	(1,347.48)	116.65%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	39.00	4,488.60	20,300.00	15,811.40	22.11%
5430 - Server Software Licensing	5,895.71	52,526.19	118,800.00	66,273.81	44.21%
5440 - Library Services Platform	318,848.03	516,386.03	993,100.00	476,713.97	52.00%
5450 - Data Management Services	5,481.50	23,615.05	37,600.00	13,984.95	62.81%
5460 - Information Subscription Service	0.00	20,735.38	20,400.00	(335.38)	101.64%
5470 - Subscription Support Services	289.00	23,667.00	33,800.00	10,133.00	70.02%
5480 - Telecommunications	593.30	1,790.14	7,500.00	5,709.86	23.87%
5490 - Group Purchases - Services	0.00	960.00	600.00	(360.00)	160.00%
5510 - Office Supplies	423.74	910.24	3,300.00	2,389.76	27.58%
5520 - Postage	81.95	201.30	800.00	598.70	25.16%
5599 - Annual Conference Supplies	478.53	1,800.10	0.00	(1,800.10)	0.00%
5620 - Hardware	0.00	0.00	45,000.00	45,000.00	0.00%
5700 - Insurance	8,978.00	8,978.00	10,900.00	1,922.00	82.37%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,105.00	3,295.00	22,060.00	18,765.00	14.94%
5830 - Consulting	0.00	0.00	1,300.00	1,300.00	0.00%
5840 - Payroll Service Fees	355.81	1,192.94	4,600.00	3,407.06	25.93%
5860 - Notification & Collection	7,068.80	21,294.48	85,900.00	64,605.52	24.79%
5899 - Annual Conference Facility Contract	0.00	0.00	12,100.00	12,100.00	0.00%
5920 - Reimburse for Resource Sharing	535.21	9,594.70	42,000.00	32,405.30	22.84%
SWAN Board meeting					

Statement of Revenue and Expenses

For the 3 Months Ended September 30, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5940 - E-Commerce Payment Transactions	15,224.96	15,206.13	43,400.00	28,193.87	35.04%
5990 - Group Purchases - Content	0.00	0.00	301,600.00	301,600.00	0.00%
6010 - Bank Fees	584.50	1,671.57	2,560.00	888.43	65.30%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6110 - Depreciation	0.00	0.00	1,460.02	1,460.02	0.00%
Total Expenses	<u>517,294.29</u>	<u>1,237,379.51</u>	<u>3,982,493.02</u>	<u>2,745,113.51</u>	<u>31.07%</u>
 Excess Revenues less Expenses	 <u>\$ (482,355.47)</u>	 <u>\$ (312,411.03)</u>	 <u>\$ 0.00</u>	 <u>\$ 312,411.03</u>	

SWAN Library Services

Check Register

All Bank Accounts
September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Acorn Public Library				11413	09/18/25	<u>35.28</u>
5940	E-Commerce Payment Transactions	Acorn Public Library - May - August	35.28			
Addison Public Library				11414	09/18/25	<u>178.39</u>
5940	E-Commerce Payment Transactions	Addison Public Library May-August	178.39			
Batavia Public Library				11415	09/18/25	<u>595.90</u>
5940	E-Commerce Payment Transactions	Batavia Public Library - May - August	595.90			
Beecher Community Library District				11416	09/18/25	<u>17.33</u>
5940	E-Commerce Payment Transactions	Beecher Community Library District - May - August	17.33			
Bellwood Public Library				11417	09/18/25	<u>18.91</u>
5940	E-Commerce Payment Transactions	Bellwood Public Library - May - August	18.91			
Bensenville Public Library				11418	09/18/25	<u>38.31</u>
5940	E-Commerce Payment Transactions	Bensenville Public Library - May - August	38.31			
Berkeley Public Library				11419	09/18/25	<u>60.85</u>
5940	E-Commerce Payment Transactions	Berkeley Public Library - May - August	60.85			
Berwyn Public Library				11420	09/18/25	<u>301.37</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library - May - August	301.37			
Bloomington Public Library				11421	09/18/25	<u>189.92</u>
5940	E-Commerce Payment Transactions	Bloomington Public Library - May - August	189.92			
Blue Island Public Library				11422	09/18/25	<u>48.95</u>
5940	E-Commerce Payment Transactions	Blue Island Public Library - May - August	48.95			
Bridgeview Public Library				11423	09/18/25	<u>21.66</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Bridgeview Public Library - May - August	21.66			
Broadview Public Library District				11424	09/18/25	<u>177.50</u>
5940	E-Commerce Payment Transactions	Broadview Public Library District - May - August	177.50			
Calumet City Public Library				11425	09/18/25	<u>49.77</u>
5940	E-Commerce Payment Transactions	Calumet City Public Library - May - August	49.77			
Carol Stream Public Library				11426	09/18/25	<u>385.95</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library - May - August	385.95			
Chicago Heights Public Library				11427	09/18/25	<u>166.64</u>
5940	E-Commerce Payment Transactions	Chicago Heights Public Library - May - August	166.64			
Cicero Public Library				11428	09/18/25	<u>71.57</u>
5940	E-Commerce Payment Transactions	Cicero Public Library - May - August	71.57			
Clarendon Hills Public Library				11429	09/18/25	<u>104.68</u>
5940	E-Commerce Payment Transactions	Clarendon Hills Public Library - May - August	104.68			
Crete Public Library District				11430	09/18/25	<u>82.17</u>
5940	E-Commerce Payment Transactions	Crete Public Library District - May - August	82.17			
Dolton Public Library District				11431	09/18/25	<u>49.83</u>
5940	E-Commerce Payment Transactions	Dolton Public Library District - May - August	49.83			
Elmwood Park Public Library				11432	09/18/25	<u>42.62</u>
5940	E-Commerce Payment Transactions	Elmwood Park Public Library - May - August	42.62			
Flossmoor Public Library				11433	09/18/25	<u>550.66</u>
5940	E-Commerce Payment Transactions	Flossmoor Public Library - May - August	550.66			

SWAN Library Services**Check Register**

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Forest Park Public Library				11434	09/18/25	<u>278.02</u>
5940	E-Commerce Payment Transactions	Forest Park Public Library - May - August	278.02			
Franklin Park Public Library District				11435	09/18/25	<u>99.25</u>
5940	E-Commerce Payment Transactions	Franklin Park Public Library District - May - August	99.25			
Geneva Public Library District				11436	09/18/25	<u>621.87</u>
5940	E-Commerce Payment Transactions	Geneva Public Library District - May - August	621.87			
Glen Ellyn Public Library				11437	09/18/25	<u>698.68</u>
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library - May - August	698.68			
Glenside Public Library				11438	09/18/25	<u>516.86</u>
5940	E-Commerce Payment Transactions	Glenside Public Library - May - August	516.86			
Grande Prairie Public Library				11439	09/18/25	<u>23.35</u>
5940	E-Commerce Payment Transactions	Grande Prairie Public Library - May - August	23.35			
Green Hills Public Library District				11440	09/18/25	<u>618.06</u>
5940	E-Commerce Payment Transactions	Green Hills Public Library District - May - August	618.06			
Hillside Public Library				11441	09/18/25	<u>93.34</u>
5940	E-Commerce Payment Transactions	Hillside Public Library - May - August	93.34			
Hinsdale Public Library				11442	09/18/25	<u>161.62</u>
5940	E-Commerce Payment Transactions	Hinsdale Public Library - May - August	161.62			
Itasca Community Library				11443	09/18/25	<u>34.04</u>
5940	E-Commerce Payment Transactions	Itasca Community Library - May - August	34.04			
Justice Public Library District				11444	09/18/25	<u>133.32</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Justice Public Library District - May - August	133.32			
Lansing Public Library				11445	09/18/25	<u>245.68</u>
5940	E-Commerce Payment Transactions	Lansing Public Library - May - August	245.68			
Linda Sokol Francis Brookfield Library				11446	09/18/25	<u>227.23</u>
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library - May - August	227.23			
Lyons Public Library				11447	09/18/25	<u>85.32</u>
5940	E-Commerce Payment Transactions	Lyons Public Library - May - August	85.32			
Matteson Public Library				11448	09/18/25	<u>149.24</u>
5940	E-Commerce Payment Transactions	Matteson Public Library - May - August	149.24			
McCook Public Library District				11449	09/18/25	<u>40.69</u>
5940	E-Commerce Payment Transactions	McCook Public Library District - May - August	40.69			
Melrose Park Public Library				11450	09/18/25	<u>50.30</u>
5940	E-Commerce Payment Transactions	Melrose Park Public Library - May - August	50.30			
Messenger Public Library of North Aurora				11451	09/18/25	<u>93.15</u>
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora - May - August	93.15			
Oak Brook Public Library				11452	09/18/25	<u>801.58</u>
5940	E-Commerce Payment Transactions	Oak Brook Public Library - May - August	801.58			
Oak Lawn Public Library				11453	09/18/25	<u>320.23</u>
5940	E-Commerce Payment Transactions	Oak Lawn Public Library - May - August	320.23			
Oak Park Public Library				11454	09/18/25	<u>3,503.59</u>
5940	E-Commerce Payment Transactions	Oak Park Public Library - May - August	3,503.59			

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Park Forest Public Library				11455	09/18/25	<u>52.29</u>
5940	E-Commerce Payment Transactions	Park Forest Public Library - May - August	52.29			
Prairie Trails Public Library District				11456	09/18/25	<u>93.08</u>
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District - May - August	93.08			
River Forest Public Library				11457	09/18/25	<u>390.04</u>
5940	E-Commerce Payment Transactions	River Forest Public Library - May - August	390.04			
Roselle Public Library				11458	09/18/25	<u>60.88</u>
5940	E-Commerce Payment Transactions	Roselle Public Library - May - August	60.88			
St. Charles Public Library District				11459	09/18/25	<u>932.13</u>
5940	E-Commerce Payment Transactions	St. Charles Public Library District - May - August	932.13			
Steger-South Chicago Heights				11460	09/18/25	<u>42.97</u>
5940	E-Commerce Payment Transactions	Steger-South Chicago Heights - May - August	42.97			
Sugar Grove Public Library District				11461	09/18/25	<u>399.37</u>
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District - May - August	399.37			
Town & Country Public Library District				11462	09/18/25	<u>119.65</u>
5940	E-Commerce Payment Transactions	Town & Country Public Library District - May - August	119.65			
University Park Public Library District				11463	09/18/25	<u>33.98</u>
5940	E-Commerce Payment Transactions	University Park Public Library District - May - August	33.98			
Villa Park Public Library				11464	09/18/25	<u>328.43</u>
5940	E-Commerce Payment Transactions	Villa Park Public Library - May - August	328.43			
Westchester Public Library				11465	09/18/25	<u>156.90</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Westchester Public Library - May - August	156.90			
Westmont Public Library				11466	09/18/25	<u>330.04</u>
5940	E-Commerce Payment Transactions	Westmont Public Library - May - August	330.04			
Woodridge Public Library				11467	09/18/25	<u>263.57</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library - May - August	263.57			
Worth Public Library District				11468	09/18/25	<u>37.95</u>
5940	E-Commerce Payment Transactions	Worth Public Library District - May - August	37.95			
Backstage Library Works				Backstage - ACH	09/18/25	<u>5,000.00</u>
5450	Data Management Services	Backstage Library Works - Database Maint.- new vendor	5,000.00			
Backstage Library Works				Backstage - ACH	09/25/25	<u>481.50</u>
5450	Data Management Services	Backstage Library Works- Authority control processng	481.50			
Scott Brandwein				Brandwein - ACH	09/09/25	<u>370.72</u>
5310	Travel Reimbursement	Scott Brandwein - mileage	370.72			
First Bankcard				C/C	09/14/25	<u>8,151.23</u>
5430	Server Software Licensing	First Bankcard - miniorange module for dropal	1,048.00			
5230	Staff Professional Development	First Bankcard - ILA conference registration - Skog	425.00			
5230	Staff Professional Development	First Bankcard - credit for ILA registration	-75.00			
5510	Office Supplies	First Bankcard - Amazon HQ Mailbox	89.98			
5599	Annual Conference Supplies	First Bankcard - EXPO supplies	135.90			
5520	Postage	First Bankcard	16.80			
5510	Office Supplies	First Bankcard - staples	27.04			
5480	Telecommunications	First Bankcard - Grasshopper monthly	48.58			
5520	Postage	First Bankcard	65.15			
SWAN Board meeting		Exhibit pg 13 of 44			October 17, 2025	

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5599	Annual Conference Supplies	First Bankcard - Amazon EXPO Supplies	253.83			
5599	Annual Conference Supplies	First Bankcard - Amazon EXPO Supplies	19.47			
5510	Office Supplies	First Bankcard - Vistaprint signature stamp	26.54			
5599	Annual Conference Supplies	First Bankcard - Amazon EXPO Supplies	41.56			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5480	Telecommunications	First Bankcard - Comcast	256.72			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,533.48			
5420	Application Software Licensing	First Bankcard - Mailchimp	39.00			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	1,314.23			
5599	Annual Conference Supplies	First Bankcard - Amazon EXPO Supplies	27.77			
5510	Office Supplies	First Bankcard - Amazon bluetooth printer	184.99			
5510	Office Supplies	First Bankcard - Amazon printer toner	95.19			
ComEd				ComEd - ACH	09/18/25	<u>285.64</u>
5120	Utilities	ComEd - FROM8/6/25 THROUGH 9/5/25	285.64			
Chicago Public Library				CPL ACH	09/02/25	<u>535.21</u>
5920	Reimburse for Resource Sharing	Chicago Public Library	535.21			
The Hartford, Inc.				Hartford - ACH	09/29/25	<u>8,978.00</u>
5700	Insurance	The Hartford, Inc. -10/1/25 - 10/1/2026	5,170.00			
5700	Insurance	The Hartford, Inc. - 10/1/25 - 10/31/2026	3,808.00			
ICS Learning Group				ICS ACH	09/25/25	<u>6,248.73</u>
5330	Library Professional Development	ICS Learning Group - Inquisiq learning mgt system 1 yr renewal	6,248.73			
IHLS-OCLC				IHLC-OCLC ACH	09/18/25	<u>318,848.03</u>
5440	Library Services Platform	IHLS-OCLC - FY26 OCLD Service Fee - 7/1/25-6/30/25	318,848.03			

SWAN Library Services

Check Register

All Bank Accounts

September 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
KMMRD Enterprises				KMRRD - ACH	09/25/25	<u>122.45</u>
5110	Rent/Lease	KMMRD Enterprises	122.45			
Lauterbach & Amen, LLP				Lauterbach - ACH	09/25/25	<u>1,105.00</u>
5820	Accounting	Lauterbach & Amen, LLP - August	1,105.00			
Reliance Standard Life Insurance Co.				RSLI - ACH	09/25/25	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - October	1,028.63			
Tara Wood				Tara Wood - ACH	09/25/25	<u>811.13</u>
5210	Conference Travel	Tara Wood - AspenCon Flight	210.96			
5210	Conference Travel	Tara Wood - AspenCon Lodging	600.17			
Unique Integrated Communications, Inc.				UMS - ACH	09/25/25	<u>7,068.80</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - Message Bee	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	378.30			
Wellness Insurance Network-WIN				WIN - ACH	09/25/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - September	167.68			
Check List Total						<u><u>374,427.71</u></u>

SWAN BOARD MEETING MINUTES

September 19, 2025, 9:30 a.m.

Tinley Park Public Library

7851 Timber Drive

Tinley Park, IL 60477

1. Call to Order, Roll Call

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

Dawn Bussey
Jennifer Cottrill
Zach Musil
Laura Van Cleve
Ben Weseloh

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Business Manager

There was no public comment.

3. Action Item

Acceptance of the September 19, 2025, SWAN Board Meeting Agenda

Weseloh moved, seconded by Cottrill that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 19, 2025, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, July 2025

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1, 2025, THROUGH JULY 31, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY 2025

Cottrill moved, seconded by Van Cleve that it be

Motion carried by roll call vote with the following results:

Ayes: Bussey, Cottrill, Musil, Van Cleve, Weseloh

5. Action Item

Approval of the SWAN Financials, August 2025

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1, 2025, THROUGH 31, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST 2025

Motion carried by roll call vote with the following results:

Ayes: Bussey, Cottrill, Musil, Van Cleve, Weseloh

6. Action Item

Acceptance of the July 18, 2025, SWAN Board Meeting Minutes

Weseloh moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE JULY 18, 2025, SWAN BOARD MEETING AGENDA WITH THE CHANGE "MUSIL ADJOURNED THE MEETING"

Motion carried by unanimous voice vote.

7. Action Item

Acceptance of the September 15, 2025, SWAN Strategic Planning Committee minutes

RESOLVED THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 15, 2025, SWAN STRATEGIC PLANNING COMMITTEE MINUTES AS PRESENTED

Cottrill moved, seconded by Weseloh that it be

Motion carried by unanimous voice vote

8. Reports

a. Board President Report

No report

b. Executive Report

Skog reviewed the Executive Director Report as reported in the board packet. The board discussed the August update from SirsiDynix on SWAN's BLUEcloud Staff priorities. More information on the Palace Project will be reviewed at the October meeting.

Operations Report

Skog gave an overview of Operations as reported in the board packet.

c. Treasurers Report

Bussey & Skog inquired about the expected deposit of the RAILS grant funding.

d. Board Calendar

No discussion.

9. **Discussion Item** – Strategic planning activities: Identifying Stakeholders & Power Versus Interest Grid
The group discussed and completed the activities and came to final consensus.

10. **Discussion Item** – Review FY27 budget timeline
The FY27 budget timeline was reviewed

Musil adjourned the meeting at 10:54 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Samantha Johnson
Board Secretary

SWAN Executive Director Report

October 17, 2025

Update on activities

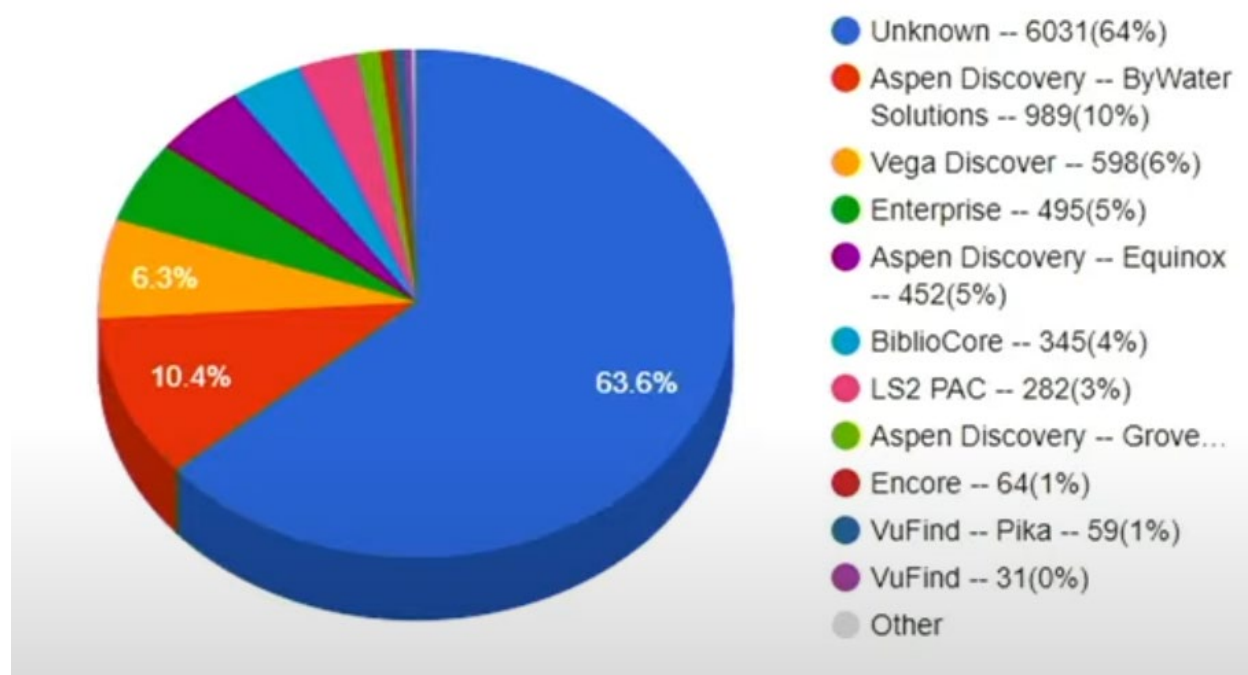
RAILS Consortia Committee

The Committee will meet on Monday, October 20th at 10 a.m. I will am unable to attend in person. The meeting agenda is not posted yet.

Aspen Governance & Annual Conference October 8-10, 2025

I attended the conference and was moderator of a panel presentation on Aspen governance. The conference included a keynote presentation by Marshall Breeding titled “Aspen Discovery: Impact and Innovation,” which showed 1,560 libraries are now using Aspen. This puts Aspen on the level of other discovery platforms such as BiblioCommons. It is worth noting that Aspen is supported through ByWater, Grove, and Equinox.

DiscoveryInterface implementations in Public Libraries in United States by Library Organizations



I came away confident in Aspen's future and that SWAN has had an important role shaping the direction of the software project. I have led the Aspen Governance task force since November 2024 and hope to conclude at the October 20th meeting with the seating of its first governing board.

ILA Annual Conference

I am attending the conference as the ILA Public Policy Committee chair and will present at the ILA Awards Ceremony on Tuesday and the Wednesday membership meeting.

Projects

RFP, RFI & Resources

The Yavapai Library Network utilized the consultant [Sunny Path Associates, LLC](#) to issue its RFP electronically. Sunny Path Associates uses a software platform called Bonfire to manage the RFP process.

I reached out to Missy Mudry at Sunny Path Associates to learn more about their services and determine if they are the right match for future consideration by SWAN.

Board considerations

Strategic Planning Committee

The committee held its first meeting on September 15th and is arranging to have its second meeting in the upcoming weeks.

SWAN membership fee payments delay

We have received a request from Elmwood Park Public Library to delay payment to SWAN for two invoices.

I spoke with our Library Director Michael Consiglio about the invoices #11950 & 12155. The library is having ongoing issues within the Cook County Treasurer's Office: Our installment of property tax revenue has been significantly delayed. Is it possible for us to delay payment to SWAN on these invoices? We can possibly pay a portion of the outstanding invoice #11950, and make installment payments until our funds from Cook County come in.

I have included a discussion of this request on the board meeting agenda. The meeting packet includes the Procedure on Non-Payment of Membership Dues, which is posted on the SWAN website. SWAN has experienced delayed payments in the past and currently has arranged for Harvey Public Library to receive monthly invoices from SWAN instead of quarterly invoices. I would like to determine with SWAN Board input on what would be allowed for Elmwood Park Public Library and what our response would be if other similar requests are made of SWAN.

Monthly Financial Report

September Balance Sheet

The Fund Balance Unrestricted line for September is \$2,910,584.43 which has not changed from the month prior. The table below shows the current FY26 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,910,584.43
Expenses to be paid from reserve	(\$45,000.00)
	\$2,865,584.43
SWAN annual expense budget	\$3,982,493.02
Number of months operating expense in reserve	8.6

Revenue & Expense Report

This month will be 25% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2026.

	FY26 Budget	Ending September 2025	Percentage of budget YTD 25%
Total Revenue	\$3,982,493.02	\$924,968.48	23%
Total Expenses	\$3,982,493.02	\$1,237,379.51	31%
Over / (Under)	\$0.00	(\$312,411.03)	

Accounts Receivable

4010 - SWAN Full Membership Fees: 25.05%

First quarter invoices were sent out in July 2025, reflecting 25% of this revenue budget line.

4310 – RAILS Support to SWAN: 25%

The first quarter payment to SWAN was received.

4499 – Annual Conference Receipts: 138.02%

The invoices to libraries that participated in 2025 SWAN Expo were sent out in September.

4510 – Interest Income: 30.30%

SWAN's Money Market rate for September is 4.46%, which is down from 4.53% in June, but the income year to date exceeds budgeted revenue.

Accounts Payable

The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 25%, which is the percentage of the budget at the end of September.

5310—Travel Reimbursement: 78.06%

Reimbursements to SWAN employees for local travel to meetings include some which occurred the prior fiscal year.

5430 – Server Software Licensing: 44.21%

SWAN utilizes server hosting with Microsoft cloud which results in a monthly expense based on usage. The renewal of the security service with Arctic Wolf at \$26,392.09 occurred in July.

5440 – Library Services Platform: 52.00%

Full annual payments to OCLC and EBSCO are reflected in this expense line. Payments to SirsiDynix and Grove for Libraries will occur in April 2026.

5460 – Information Subscription Service: 101.64%

ProQuest Syndetic Solutions subscription is paid for the full year.

5470 – Subscription Support Services: 70.02%

The new SWAN ticketing system HaloITSM expense subscription was renewed at \$22,800.

5490—Group Purchases Services: 160%

Throughout the year SWAN will purchase one-time licenses for Symphony “Pseudo Library” for member libraries adding drive-up windows, pickup lockers, or special branches. These purchases are offset by #4190 Member Group Purchase Receipts. Recently, Tinley Park purchased a pseudo library in Symphony for its planned drive-up window.

5700—Insurance: 82.37%

The business and cyber risk insurance coverage was renewed at \$5,170 and \$3,808 respectively.

Operations Report: September 2025

Summary

Membership engagement activities and statistics are reported through the month-end of September 2025. System outages will be reported as of final assembly of the report to ensure that any critical system issues are documented as quickly as possible. Highlighted activities represent on-site library events.

Member Engagement – All Staff

A recap of member engagement activities in the report's time period.

Site Visits, Training, and Consultation

Member engagement activities, including meetings, on-site visits, training, and consultation are noted for the reporting period. Highlighted activities represent on-site library events.

Date	Event Name	Teams Responsible	Category
9/4/2025	SWAN Quarterly Meeting	All	Governance
9/9/2025	Aspen Networking	User Experience	Membership Meeting
9/11/2025	Acquisitions & Cataloging Networking	Bibliographic Services	Membership Meeting
9/19/2025	SWAN Board Meeting	Administration	Governance
9/25/2025	eResource Working Group	User Experience	Membership Meeting
9/30/2025	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Acquisitions and Cataloging Networking Group (09/11/2025)

The Acquisitions and Cataloging Networking Group met on Thursday, 9/11. The co-chairs led a discussion on new EDI vendors and SWAN demoed the new Library of Things Visibility filter in Aspen and shared some updates, announcing the newest SWAN Online Learning Acquisitions course - TS401: Symphony Funds and Vendors. The meeting also featured a demo of MarcEdit and manual invoicing from Julie Tegtmeier, Data and Cataloging Librarian from St. Charles Public Library.

E-Resource Working (9/25/2025)

The E-Resource Working Group met on September 25 for their last meeting of 2025. Reviewed achievements for the year which include: Launching default EBSSCO Explora profiles that are available to the membership; Tidying up and adding new troubleshooting documentation for both patrons and library staff. Olivia Montolin also presented a demonstration of the Palace Project app

and marketplace to the group, with the intention of familiarizing members with Palace Project and gauging initial interest and questions.

User Group Recruitment

We launched the self-nomination process for the Circulation Working Group. The self-nomination period closes October 21st and the election will go live in November. User group signups for E-Resource Working Group and the Discovery and User Experience Working Group are also open through November.

2026 Meeting Dates

Dates for all user group meetings in 2026 are live in L2 and the SWAN website. A big thanks to Crystal Vela for coordinating and scheduling the dates across our various groups and web channels.

Major Projects & Research

Aspen Discovery

The 25.09 release included a fairly major display change option for the format display in search results and detail pages. This is an optional toggle, which we have not yet turned on as we further test the display with our Discovery & User Experience Working Group.

The new display would show formats as horizontal, scrolling buttons. It would reduce the amount of scrolling in search results to view titles a, while making it slightly more challenging to view all formats available for titles with many formats. We are currently setting up online usability testing with patrons to ensure the new display is usable and to identify any additional development to request. Testing will be completed in mid-October.

EBSCO Explora

Olivia Monotlin presented on EBSCO Explora at the September Quarterly and the September Fireside Chat. The presentation included an overview of the interface, what resources are being searched from the interface, how to customize the interface, and how libraries can request and present the interface for their patrons. Each time SWAN presents on Explora, we get several requests from interested libraries looking to add the interface to their library website.

Library of Things Visibility Project

All libraries are now live with the [Library of Things visibility filter](#), which limits visibility of certain item types to the owning library's catalog.

Member Engagement Events 2026

SWAN staff are in the planning phase of a new event series for 2026. We are brainstorming topic ideas for a series of interactive, discussion-focused topical events for next calendar year. Current potential topics include book clubs, RFID, EDI Acquisitions, and damaged/unusable items. SWAN Consultants

will take responsibility for creating, executing, and gathering feedback from this series of 8-10 events to take place from February to November. We hope this will provide an opportunity for our membership to engage in topics that do not fit cleanly into our user groups or that the user groups don't have sufficient time to give the necessary attention.

We will announce the final calendar of events in late November.

External Collaboration & Partnerships

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

Date	Event Name	Teams Involved	Topic
Alternate Mondays	Aspen Governance Task Force	Administration; User Experience	Partnerships
Alternate Mondays	Aspen Community Tool Working Group	User Experience	Partnerships
9/3/2025	Tipasa Discussion with OCLC	Administration; Information Technology & System Support	Partnerships
9/10/2025	BLUEcloud Analytics Consultation with CLEVENET	Administration	Partnerships
9/10/2025	Patron Point Consultation with Springshare	All	Partnerships
9/23/2025	NCIP/Authentication Discussion with OCLC	Administration; Information Technology & System Support	Partnerships
9/24/2025	SirsiDynix SureSailing	All	Partnerships
9/26/2025	Grove for Libraries Consultation	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Tipasa for Downers Grove

Members of SWAN worked with OCLC to set up Tipasa for Downers Grove Public Library. Tipasa is an interlibrary loan management system from OCLC, primarily used by academic libraries. Tipasa can automate some of the ILL requests from patrons and provide some self-service options. Patron authentication between Tipasa and OpenAthens required additional support and configuration, including a request for NISO Circulation Interface Protocol (NCIP). NCIP is a less commonly used protocol compared to SIP2, and one that SWAN has not supported in the past. Due to the limited benefit and the prerequisites required to be installed on the SWAN Symphony ILS server, we decided to not pursue acquiring NCIP through SirsiDynix. Olivia Montolin worked closely with OCLC staff to set up a custom one-to-one SAML resource in OpenAthens to get Tipasa connected.

Outage Tracking

There were no measurable or notable outages in September.

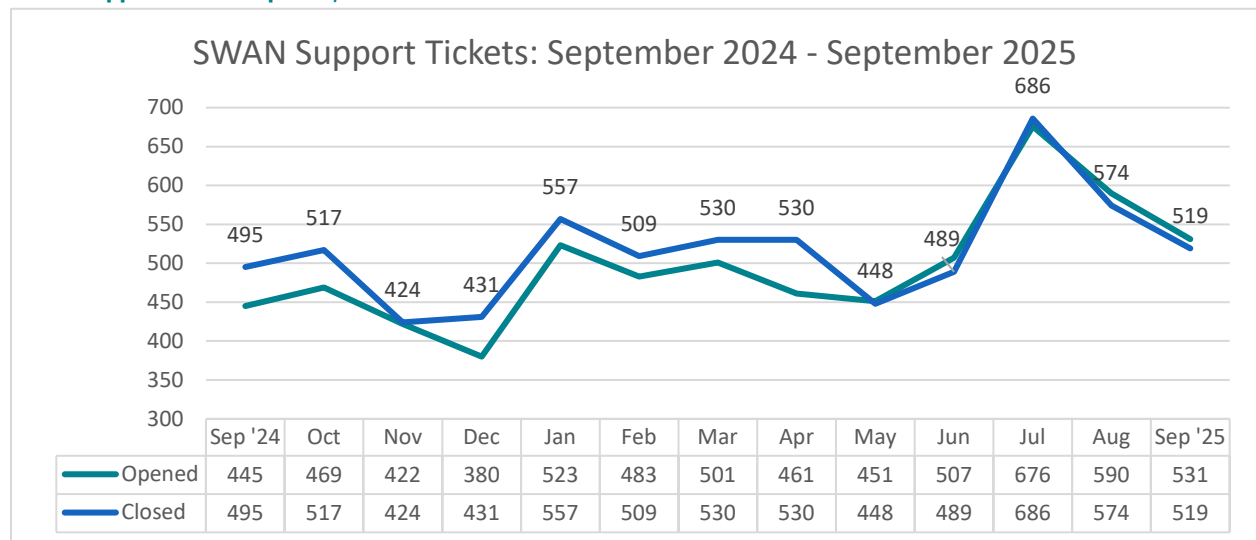
System Maintenance & Outage Calendar

Delays in overnight processing due...	AF batch loading causing ADUtext to regularly run overtime, delaying daily rep...	Thu 7/3/2025 12:00 AM	Fri 7/11/2025 12:00 AM	SirsiDynix
Issues with statuses in Aspen	We're currently experiencing indexing issues in the catalog, and you may see t...	Mon 7/7/2025 12:00 AM	Tue 7/8/2025 12:00 AM	Aspen
Aspen DDoS Attack	A persistent DDoS attack was causing Aspen downtime between 7/8 and 7/10 ...	Tue 7/8/2025 12:00 AM	Fri 7/11/2025 12:00 AM	Aspen
Record indexing errors leading up ...	ADUtext encountered errors a few times over the week. This was likely due to a...	Fri 8/8/2025 12:00 AM	Sat 8/16/2025 12:00 AM	SirsiDynix
Labor Day Headings Rebuild	Scheduled rebuild over Labor Day weekend	Sun 8/31/2025 6:45 PM	Mon 9/1/2025 5:50 PM	Planned, SirsiDynix

Support Tickets

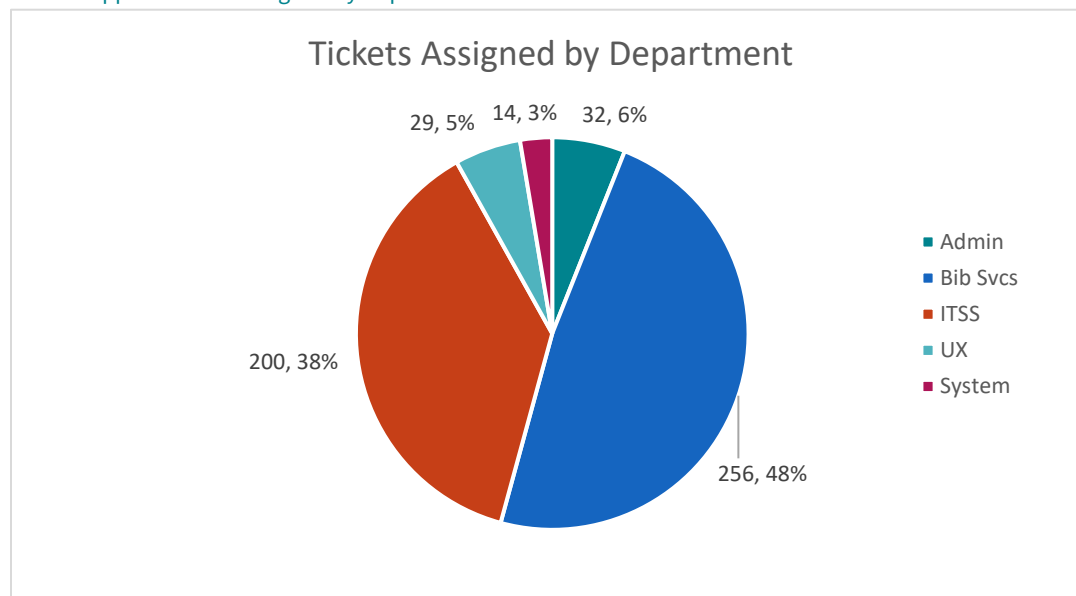
System Assigned tickets represent tickets that were merged or otherwise consolidated.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

Single Sign-On (SSO)

We have made significant progress towards implementing single sign-on for the site, which we anticipate will be live by the end of this year. Currently, we have successfully tested authentication through SSO will allow library staff to navigate seamlessly between our website, ticketing system, and the forums with one login.

Training Modules & Recordings

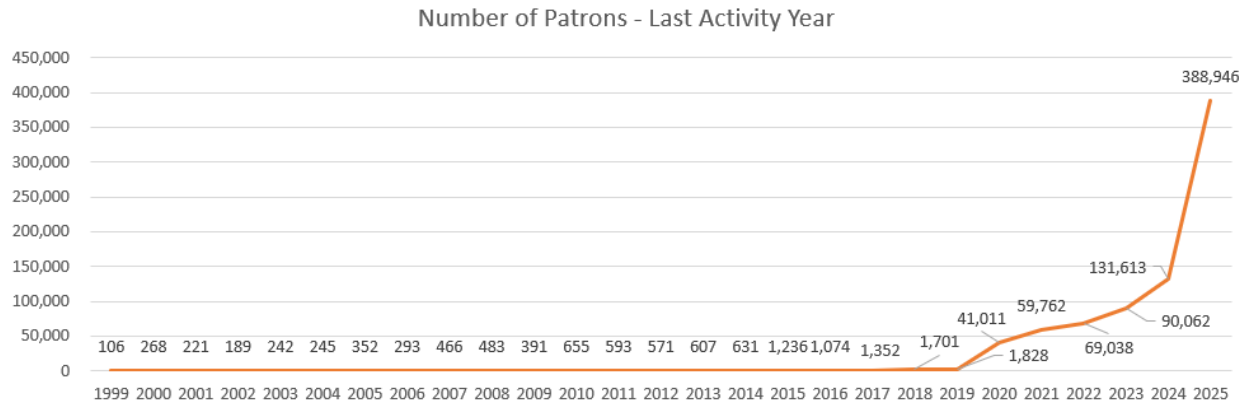
Learning Management System (SWAN Online Learning)

In September 2025, we added 15 new users to the Learning Management System.

Maintenance

Automatic Monthly Patron Record Removal

In July and August, we removed 3,434 inactive patrons from the database. We currently have 796,872 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 1.7% (13,483) have been inactive since 2019 and remain due to bills greater than \$100 on their account.

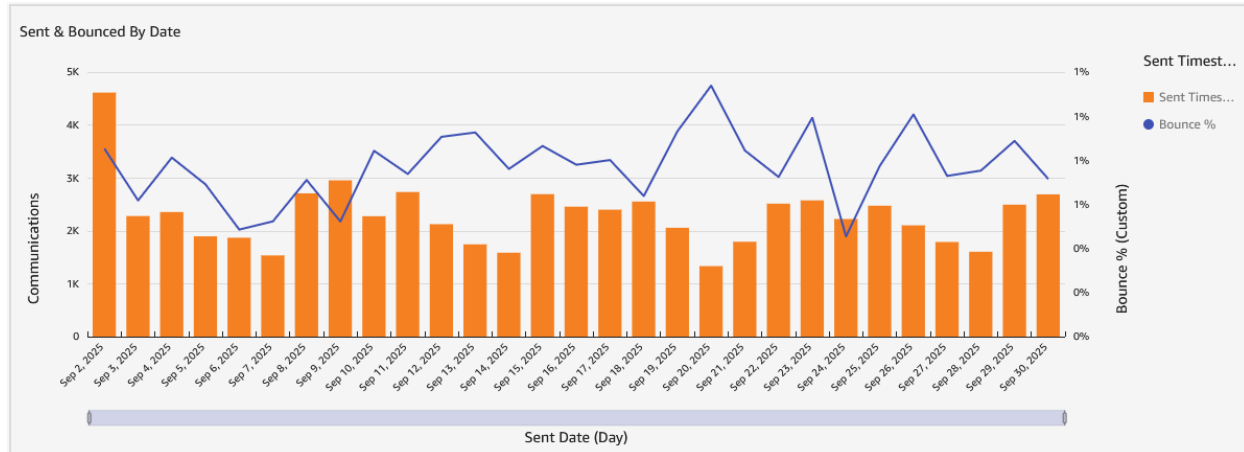


We encourage libraries to examine these bills for possible removal at the library’s discretion.

MessageBee Statistics

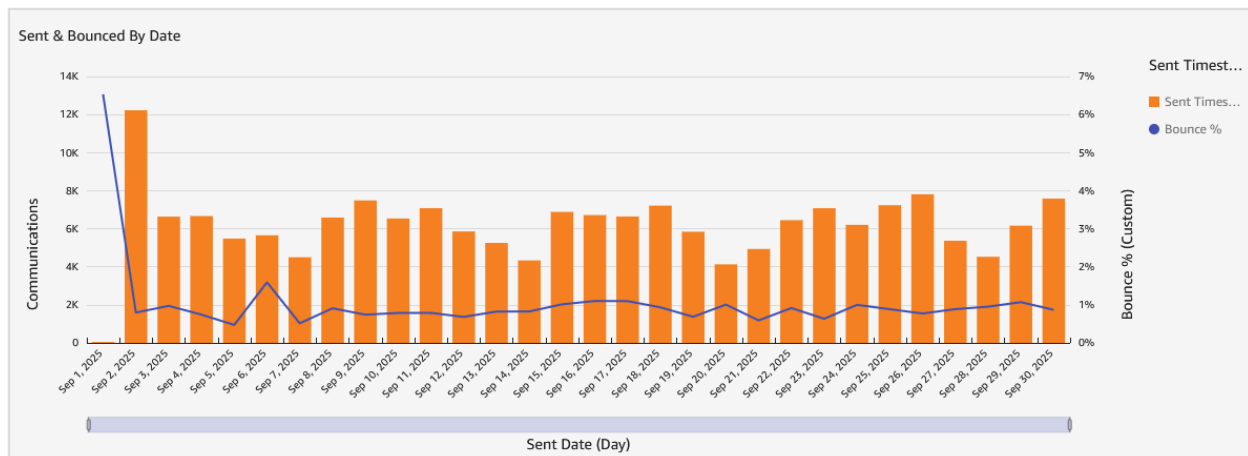
SMS notifications

Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
September, 2024	62,149	61,470	98.91%	679	1.09%
October, 2024	63,337	62,349	98.44%	988	1.56%
November, 2024	59,852	59,411	99.26%	441	0.74%
December, 2024	57,982	57,555	99.26%	427	0.74%
January, 2025	66,595	66,142	99.32%	453	0.68%
February, 2025	56,198	55,799	99.29%	399	0.71%
March, 2025	62,374	61,557	98.69%	817	1.31%
April, 2025	62,097	61,458	98.97%	639	1.03%
May, 2025	63,318	62,832	99.23%	486	0.77%
June, 2025	61,029	60,530	99.18%	499	0.82%
July, 2025	69,425	68,902	99.25%	523	0.75%
August, 2025	67,478	67,045	99.36%	433	0.64%
September, 2025	66,420	65,913	99.24%	507	0.76%



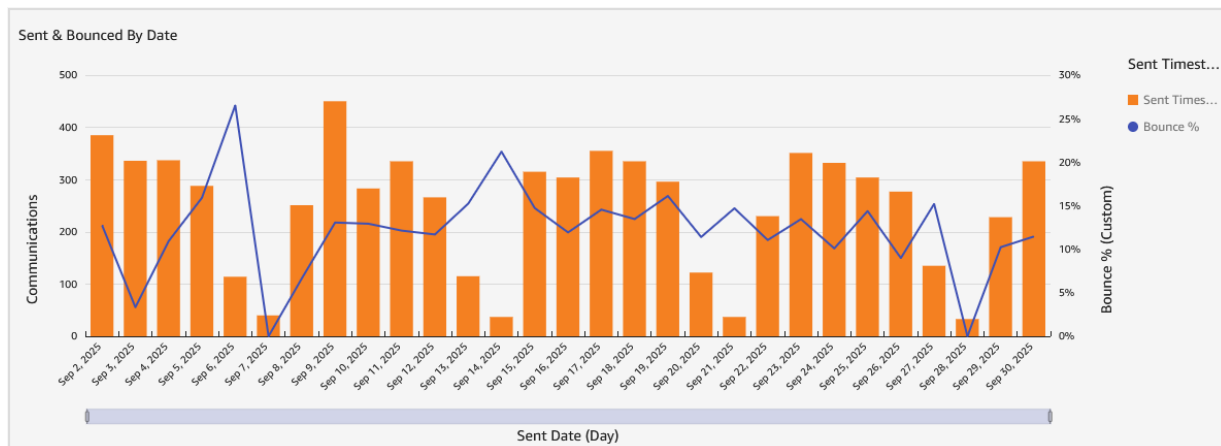
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
September, 2024	187,593	185,426	98.84%	2,167	1.16%
October, 2024	187,542	185,930	99.14%	1,612	0.86%
November, 2024	173,709	172,286	99.18%	1,423	0.82%
December, 2024	167,610	166,323	99.23%	1,287	0.77%
January, 2025	191,909	190,518	99.28%	1,391	0.72%
February, 2025	162,363	161,023	99.17%	1,340	0.83%
March, 2025	175,183	173,960	99.30%	1,223	0.70%
April, 2025	174,027	172,855	99.33%	1,172	0.67%
May, 2025	178,411	177,048	99.24%	1,363	0.76%
June, 2025	171,598	170,298	99.24%	1,300	0.76%
July, 2025	193,025	191,604	99.26%	1,421	0.74%
August, 2025	185,438	183,937	99.19%	1,501	0.81%
September, 2025	181,492	179,952	99.15%	1,540	0.85%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
September, 2024	7,113	6,784	95.37%	329	4.63%
October, 2024	7,308	6,928	94.80%	380	5.20%
November, 2024	6,742	6,414	95.13%	328	4.87%
December, 2024	6,543	6,208	94.88%	335	5.12%
January, 2025	7,927	7,555	95.31%	372	4.69%
February, 2025	6,469	6,213	96.04%	256	3.96%
March, 2025	6,888	6,615	96.04%	273	3.96%
April, 2025	6,991	6,669	95.39%	322	4.61%
May, 2025	6,983	6,635	95.02%	348	4.98%
June, 2025	6,291	6,001	95.39%	290	4.61%
July, 2025	7,451	7,108	95.40%	343	4.60%
August, 2025	6,846	6,506	95.03%	340	4.97%
September, 2025	6,790	6,514	95.94%	276	4.06%



Print Notices

While not processed within MessageBee, Unique also provides our print notices.

Month/Yr	Bill Notices	Amount
September, 2024	426	\$ 391.92
October, 2024	518	\$ 505.08
November, 2024	475	\$ 437.00
December, 2024	543	\$ 499.56
January, 2025	523	\$ 481.16
February, 2025	411	\$ 378.12
March, 2025	393	\$ 361.56
April, 2025	387	\$ 356.04
May, 2025	452	\$ 415.84
June, 2025	465	\$ 427.80
July, 2025	439	\$ 416.88
August, 2025	390	\$ 378.30
September, 2025	495	\$ 480.15

SendGrid Statistics

SendGrid processes email originating from Symphony, SWANcom, and other official communications.

				Addresses		Messages			
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Sep '24	66,608	64,428	98.75% (63,626)	194	2	34	1,018	1,890	256
Oct	68,891	66,570	98.92% (65,856)	158	5	24	1,080	2,083	214
Nov	61,629	59,468	98.91% (58,825)	141	3	31	765	1,907	223
Dec	63,697	62,180	97.55% (60,660)	136	3	23	901	2,088	194

Jan '25	73,534	70,321	98.77% (69,455)	213	4	29	1,097	2,925	259
Feb	71,496	68,900	98.89% (68,137)	155	27	24	866	2,320	252
Mar	83,029	80,569	98.9% (79,684)	162	3	29	821	2,216	215
Apr	70,180	67,748	98.9% (67,003)	159	3	34	711	2,166	232
May	57,178	54,382	99% (53,839)	141	0	48	490	2,502	246
Jun	60,485	57,526	98.97% (56,931)	172	4	45	502	2,708	206
Jul	77,571	73,990	99.1% (73,324)	186	4	38	583	3,306	237
Aug	67,299	62,996	99.5% (62,668)	184	1	1054	248	3,026	223
Sep '25	63,875	60,385	99.27% (59,947)	212	3	36	320	3,202	252

Appendix: Statistics

Cataloging & Collections

Cataloging statistics highlight the shared bibliographic database of physical materials maintained by our SWAN libraries and SWAN centralized cataloging staff.

OCLC Cataloging Counts

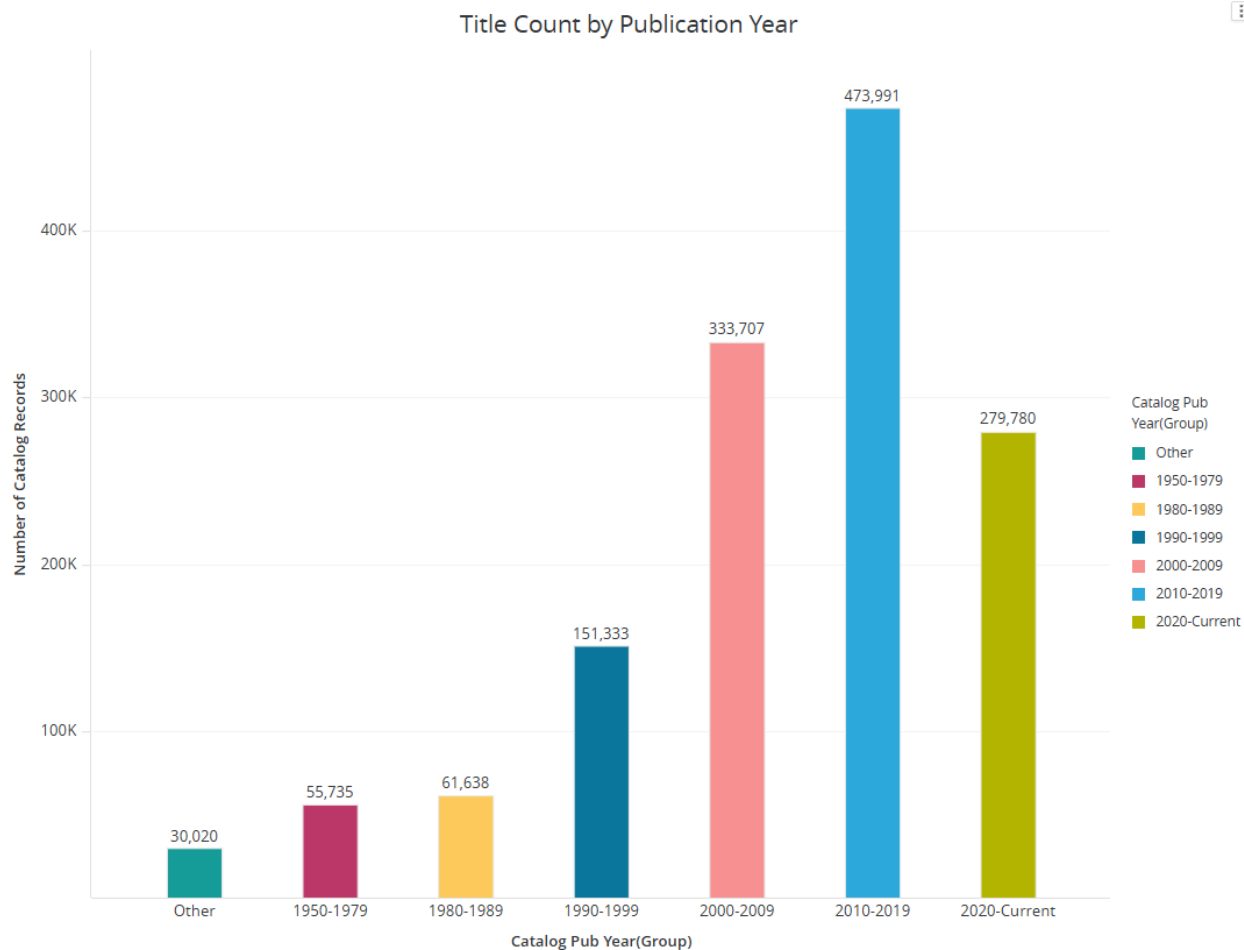
Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2021*	41	53	54	73	49	88	49	71	80	65	72	104	799
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	21,769
Orig** 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy** 2022	1,808	2,283	2,059	2,299	2,239	1,886	1,976	2,706	1,944	1,918	2,010	2,275	25,403
Orig 2023	114	123	187	197	164	146	57	38	34	104	111	40	1,315
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2,338	1,968	1,838	26,235
Orig 2024	134	149	127	132	125	80	129	63	99	80	80	73	1,271
Copy 2024	2,072	1,936	1,633	1,967	1,727	1,630	1,658	1,293	1,652	2,030	2,002	2,107	21,707
Orig 2025	116	96	145	131	137	52	32	59	122				
Copy 2025	2376	2147	1832	2029	1720	1504	1790	1765	1674				

Records Added

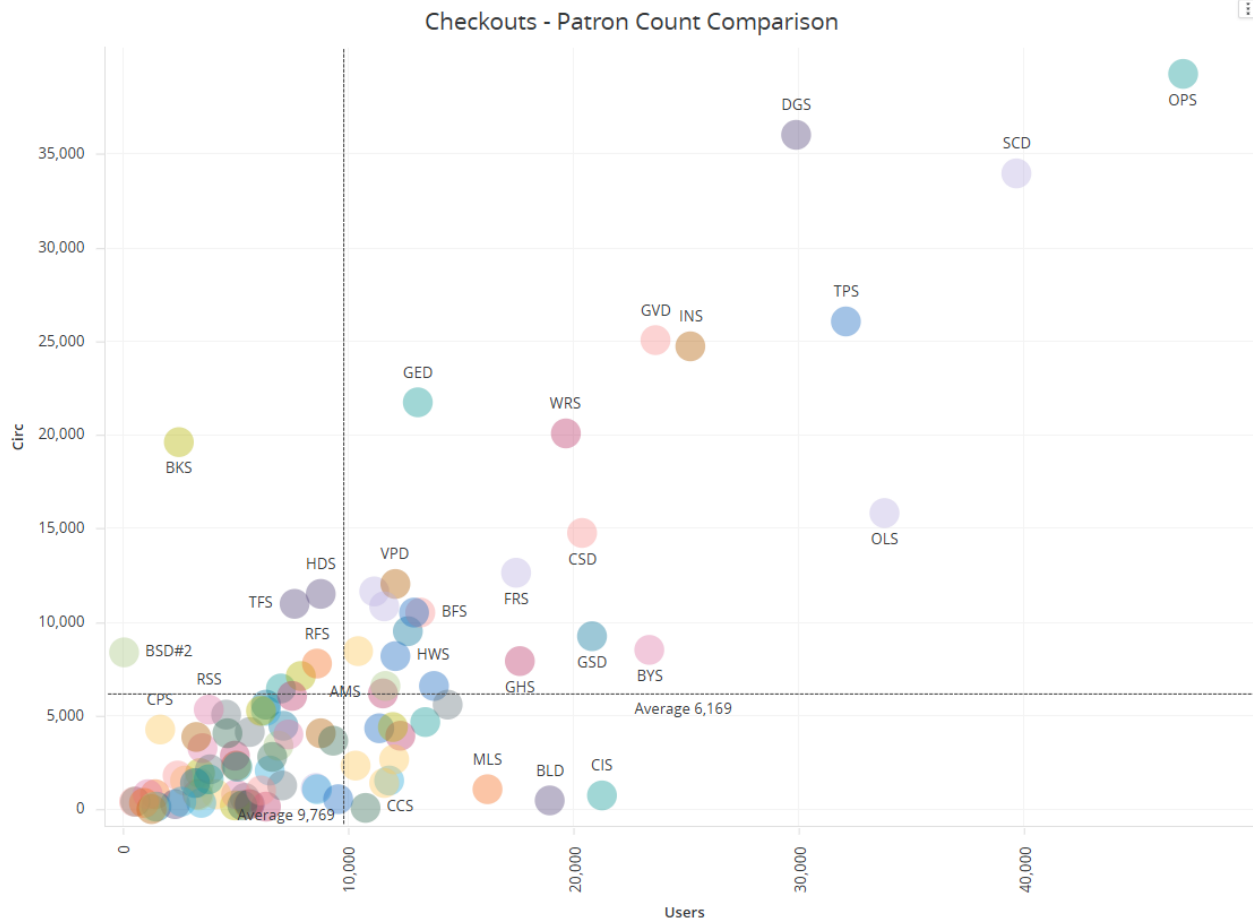
In July and August, SWAN libraries added 36,654 new items to the database, and a total of 6,501 new catalog records.

Currently, we have 1,386,204 unique bibliographic records with available items. Of these, 54% were published in or after 2010.



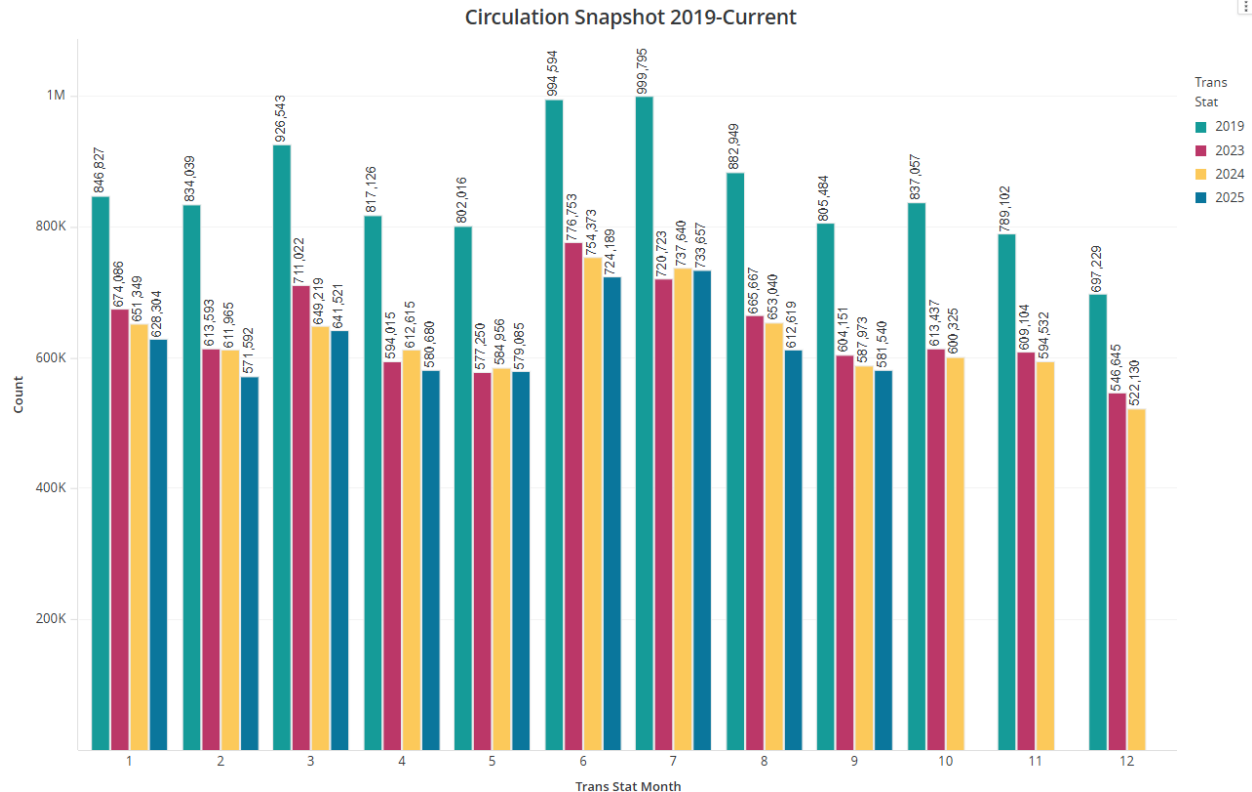
Circulation

In August, there were 518,301 total circulations across all SWAN libraries. Comparative daily rates are in the graph below. Below is a chart of library circulation counts as a function of number of registered users. Though following a clear correlation, outliers with high or low circulation counts for the number of users are labeled.



Monthly total comparison since 2019

In September, systemwide circulation was 99% of the total in September 2024 and 72.2% of the pre-pandemic count from September 2019. Bear in mind that this tracks only physical circulations and does not include e-resource checkouts.



Trends in Holds

In July and August, 195,847 holds were placed by 40,991 unique patrons in September, for an average of 4.8 items per patron. Hold placements/pickup remains steady in recent years and is generally correlated to general circulation. In September, 79% of holds were ultimately circulated.

Interlibrary Loan & Resource Sharing

In September, Interlibrary loan checkouts between SWAN members totaled 105,598 for 19.4% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 18% of total checkouts at 96,368 checkouts. Non-SWAN reciprocal borrowing made up another 3% of checkouts as usual.

OCLC Worldwide Resource Sharing

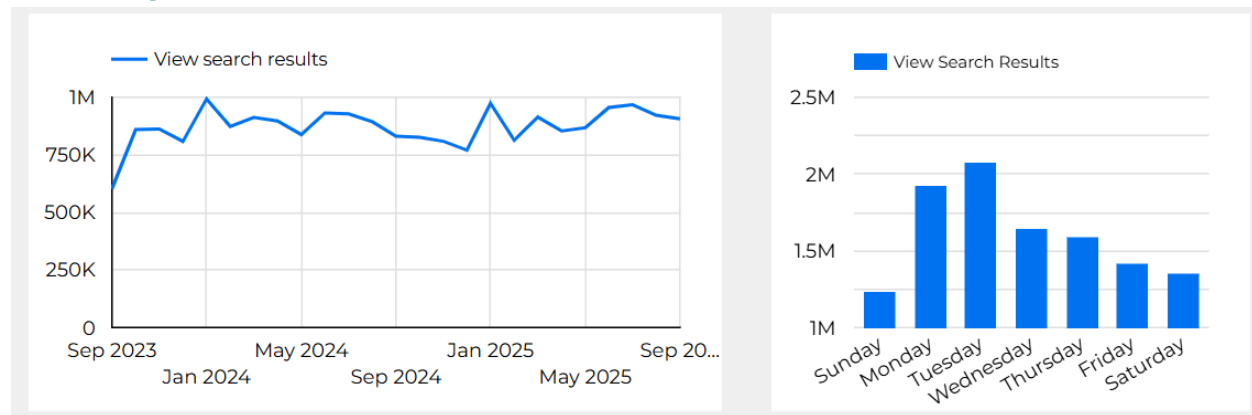
In September, we had a heavy borrowing month in our WorldShare ILL environment. Our combined OCLC interlibrary loan statistics show that SWAN was still a net lender in by a ratio of 1.7 items lent for each item borrowed. We lent 2,681 items and 30 copies and borrowed 1,542 items and 34 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (August 2025)

- | | | |
|--------------------|---------------------|---------------------------------|
| 1. goosebumps | 10. i survived | 20. broken country |
| 2. halloween | 11. horror | 21. the summer i turned pretty |
| 3. fall | 12. motion pictures | 22. james patterson |
| 4. freida mcfadden | 13. minecraft | 23. frankfort library of things |
| 5. apples | 14. star wars | 24. kristin hannah |
| 6. autumn | 15. harry potter | 25. stephen king |
| 7. robert redford | 16. my friends | |
| 8. the housemaid | 17. buckeye | |
| 9. dog man | 18. dan brown | |
| | 19. 107 days | |

Results Pageviews in Aspen

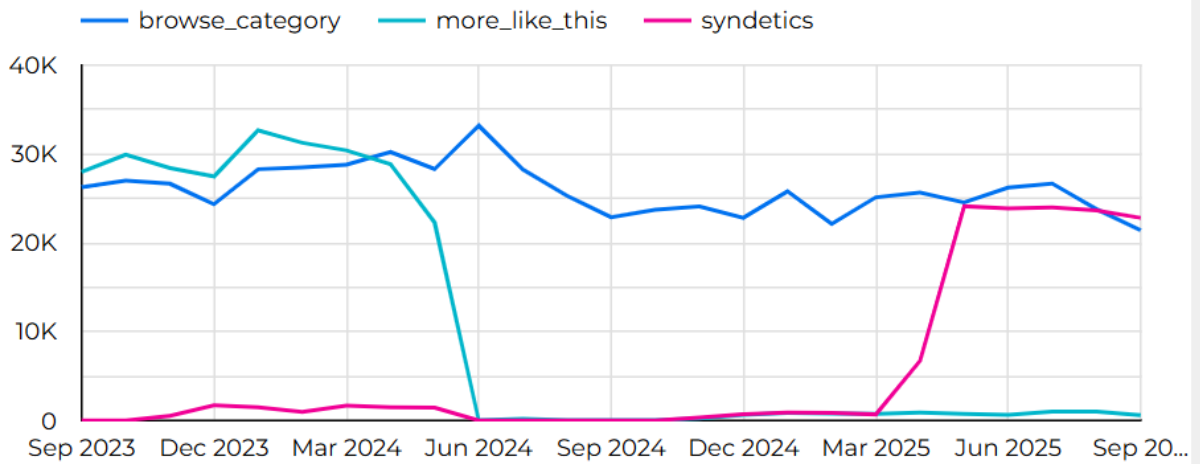


Usage of Recommendations

This data measures clicks on title recommendations presented to patrons.

- Browse categories appear on the home page and they are generated by library staff
- “More Like This” were auto-generated by ProQuest Syndetics and appeared on a grouped work or record detail page – *removed June 2024*.
- “Syndetics” refers to Syndetics Unbound recommendations - *enabled April 2025*.

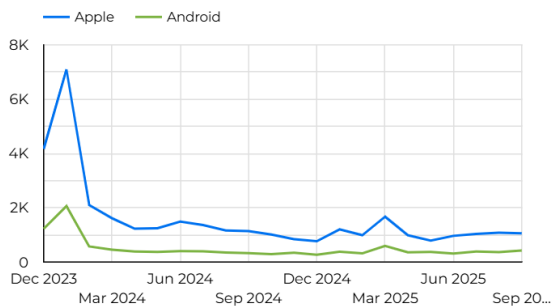
Recommendations



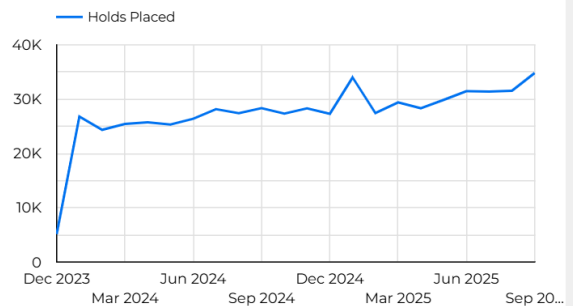
SWAN Libraries + App – Aspen LiDA

January 2024 is the first full month of available statistics for the SWAN Libraries + app (the app was launched mid-month December 2023).

Downloads by Platform



Holds Placed via Mobile App



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 18, 2025	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Approve schedule for regular board meetings for next 12 months.
Friday, August 15, 2025	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 4, 2025	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 19, 2025	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 17, 2025	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 21, 2025	Regular SWAN Board Meeting	Board accepts financial audit. Aaron to bring next SWAN budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for upcoming calendar
Thursday, December 4, 2025	SWAN Quarterly Meeting	
Friday, December 19, 2025	Regular SWAN Board Meeting	Review of SWAN Budget Draft
Friday, January 23, 2026	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
Tuesday, February 3, 2026	Committee of the Whole meeting (virtual)	Meeting to discuss FY26 budget, fees, and reserves worksheet.
Friday, February 20, 2026	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 5, 2026	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2026	Regular SWAN Board Meeting	
Friday, April 17, 2026	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 22, 2026	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 4, 2026	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 19, 2026	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts. Director Evaluation - Provide results and discuss (Executive Session).

SWAN Board & Membership Meeting Schedule 2025 - 2026

Date	Meeting type	Location
Friday, July 18, 2025	Regular SWAN Board Meeting	Midlothian Public Library
Friday, August 15, 2025	Regular SWAN Board Meeting	Cancel
Friday, September 19, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, October 17, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 21, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, December 19, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, January 23, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, February 20, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, March 20, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, April 17, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, May 22, 2026	Regular SWAN Board Meeting	Richton Park Public Library
Thursday, June 18, 2026	Regular SWAN Board Meeting	Richton Park Public Library

Procedure on Non-Payment of Membership Dues

Agreed to by SWAN Board on 8/10/2018.

SWAN bylaws specify the following:

FINANCIAL ARREARAGES. In the event that a Member Library fails to timely pay its billing statement from SWAN, or fails to pay within seventy (70) days after written demand any interest or penalty imposed hereunder, the Board may suspend the active membership status of such Member Library and thereby deny SWAN systems, services and support to such Member Library, until such payment is made in full. If such Member Library fails to make full payment within ninety (90) days after such termination of services, the Board may take such other action as is necessary or appropriate, including litigation against such Member Library and termination of its agreement with SWAN.

The word “may” within the sentence “may suspend the active membership of such Member Library” does give some allowance for SWAN to take steps to reduce the resource sharing capabilities of the library without an undue burden on the SWAN consortia staff or the other member libraries.

Some of the situations that have recently occurred within SWAN require more time to resolve than 70 or 90 days as outlined in the bylaws. The SWAN Board requested a prescribed set of steps to follow should a library become delinquent with payments. The goal is to be consistent and fair with how libraries will be handled in non-payment situations, should they arise.

Procedure

1st Notice

SWAN sends letter with past due invoices. Per SWAN bylaws, this would be putting the library on notice of steps that would occur if non-payment continued.

70 Day Threshold

1. Disable ability for the library's patrons to place holds in SWAN.
2. Limit library's circulation to only checkout local collection, items.
3. Allow circulation to continue for items found on shelf at the local library.
4. Explanation: this is all done using the Symphony circulation and hold maps.

SWAN notification: Letter stating what occurred with non-payment.
Explanation of what would occur at the next step of non-payment.

Library action: payment of any of overdue invoices "resets the clock" back to first notice. Payment of all outstanding SWAN invoices takes the library out of any threshold status.

90 Day Threshold

1. Hide the library's collection, i.e. "shadow" the collection in Symphony, within Aspen this would result in the local library's catalog showing nothing.
2. Place notice in library's Aspen profile explaining local library's items are available for patrons if they go visit the library.

3. Allow circulation to continue for items found on the shelf at the local library
4. Explanation: this step is using a Symphony setting for “shadowing” a collection that is not meant to be seen in the OPAC. It is easily undone.

SWAN notification: Letter stating what occurred at 70- and 100-days thresholds and outlining the next step of non-payment.

Library action: payment of any of overdue invoices “resets the clock” back to first notice. Payment of all outstanding SWAN invoices takes the library out of any threshold status.

120 Day Threshold

1. Local library’s patrons are set with an expiration date. Up until this point, the library’s patron could visit any SWAN library as a reciprocal borrower. The patron could still visit SWAN libraries, but library’s in SWAN are not supposed to override a block. It is possible that some local libraries would permit these patrons to have access to services and allow their staff to override the patron block.
2. Allow circulation to continue for items found on the shelf at the local library. Local library staff would have to override each checkout in Symphony due to the expired patron block. Explanation: this would be done centrally with SWAN staff using Symphony API commands.

SWAN notification: Letter stating what occurred with non-payment. Explanation of what would occur at the next step of non-payment.

Library action: payment of any of overdue invoices “resets the clock” back to first notice. Payment of all outstanding SWAN invoices takes the library out of any threshold status.

6 Months Threshold

1. The library VPN to SWAN is disabled. The local library will no longer be able to circulate. The library could use Symphony Offline, or record checkouts manually.

2. SWAN would not process offline transactions should the library resume online status.
3. Explanation: this would be done centrally using the firewall at SWAN.

SWAN notification: Letter stating SWAN membership is suspended.

Library action: payment of any of overdue invoices “resets the clock” back to first notice. Payment of all outstanding SWAN invoices takes the library out of any threshold status.

10 Months Threshold

1. SWAN terminates membership with the library
2. Reinstating the library to full SWAN membership will require a recommendation from the SWAN Board and Executive Director, with final approval of the membership.
3. Explanation: None of the library’s data has been removed by SWAN up until this point.

SWAN notification: Letter stating what occurred with non-payment. There is no guarantee the library would be readmitted to SWAN.

Library action: The library should provide a written letter to the SWAN Board requesting to be reinstated as a SWAN Member.

12 Months Threshold

1. Export the library collection and users in machine-readable format and provide it to the library in media of SWAN’s choosing. SWAN will not retain a backup copy.
2. Delete the library’s data and configuration from SWAN.
3. Explanation: This is an irrevocable step regarding the library’s collection and patron data.

SWAN notification: Letter stating this is the final step for non-payment. SWAN has taken 7 steps for the library to address the non-payment and had 1 year without any revenue from that library.

Library action: The library could decide to automate using a system of its’ own choosing, and work to import the data SWAN provided to

them.

Example Timeline

Notice	Date	Step Taken
1st Notice	7/18/2018	Letter notifying library of non-payment
70 Days	9/26/2018	Disable holds capability for library's cardholders
90 Days	10/16/2018	"Shadow" the library's collection, i.e. hide it from the public catalog
120 Days	11/15/2018	Expire patrons, blocking them from checking out at other libraries
6 Months	1/18/2019	VPN disabled, membership suspended
10 Months	5/18/2019	SWAN terminates membership
12 Months	7/18/2019	Library's data is deleted from SWAN