

SWAN BOARD MEETING AGENDA

November 21, 2025 9:30 a.m.

**West Chicago Public Library District
118 West Washington Street
West Chicago, IL 60185-2803**

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

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the November 21, 2025, SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 21, 2025 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, October 2025 (Exhibit pgs. 3-7)
 - a. Balance sheet and detail of expenditures for October 2025
 - b. Approval of the payment of bills for October 1, 2025, through October 31, 2025 in the amount of \$68,901.88

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

5. Action Item – Acceptance of the October 17, 2025, SWAN Board Meeting Minutes (Exhibit pgs. 8-13)

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

6. Illinois State Library Advisory Committee update – Ted Bodewes, Thomas Ford Memorial Library
7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 14-18)
 - c. Operations Report (Exhibit pgs. 19-32)
 - d. Treasurer Report

- e. Board Calendar (Exhibit pg. 33-34)
- 8. Discussion Item—FY27 budget update memo (Exhibit pg. 35)
- 9. Discussion Item— December 4, 2025 Quarterly meeting agenda (Exhibit pg. 36)
- 10. 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 October 31, 2025

Prepared By



Lauterbach & Amen

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483

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SWAN Library Services
Balance Sheet
As of October 31, 2025

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	314,064.37
Hinsdale Bank - MM - 5010	2,003,684.80
IMET Funds	374,960.94
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,692,752.97</u>
Current Assets	
Accounts Receivable	355,697.46
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	<u>\$ 379,164.54</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(355,368.89)
Total Capital Assets, net	<u>\$ 12,409.97</u>
Other Assets	
Intangible Right to Use Asset - Office Space	553,961.57
Accumulated Amortization - Right to Use Asset	(258,280.43)
Subscription Asset	3,334,054.21
Accumulated Amortization - Subscription Asset	(2,000,727.27)
Total Other Assets	<u>\$ 1,629,008.08</u>
Total Assets	<u>\$ 4,713,335.56</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	32,307.00
Library Consortia Special Interest Group Funds	7,203.86
Accrued Payroll	68,525.11
Compensated Absences	122,929.42
Lease Payable	329,087.00
Total Current Liabilities	<u>\$ 560,052.39</u>
Long Term Liabilities	
Subscription Liability	1,400,554.94
Accrued Interest Liability - SBITA	5,808.58
Total Long Term Liabilities	<u>\$ 1,406,363.52</u>
Total Liabilities	<u>\$ 1,966,415.91</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,407,908.93
Total Beginning Net Assets	<u>\$ 2,407,908.93</u>
Current YTD Net Income	<u>\$ 339,010.72</u>
Total Fund Balance	<u>\$ 2,746,919.65</u>
Total Liabilities and Fund Balances	<u><u>\$ 4,713,335.56</u></u>

Statement of Revenue and Expenses Summary

For the 4 Months Ended October 31, 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	\$727,041.50	\$1,460,637.25	\$2,936,839.02	\$ 1,476,201.77	49.74%
4100 - Membership Reimbursements	3,033.86	3,993.86	301,600.00	297,606.14	1.32%
4200 - Reimbursement for Losses	-	30,670.75	85,400.00	54,729.25	35.91%
4300 - Grant Revenue	125,348.50	250,697.00	501,394.00	250,697.00	50.00%
4400 - Registration & Event Receipts	-	8,640.00	6,260.00	(2,380.00)	138.02%
4500 - Investment & Interest	7,889.36	33,642.84	106,000.00	72,357.16	31.74%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>863,313.22</u>	<u>1,788,281.70</u>	<u>3,982,493.02</u>	<u>2,194,211.32</u>	<u>44.90%</u>
Expenses					
5000 - Salaries & Wages	125,702.39	562,002.80	1,639,608.00	1,077,605.20	34.28%
5020 - Personnel Benefits	38,079.37	116,383.18	448,700.00	332,316.82	25.94%
5100 - Building & Grounds	8,563.35	9,618.41	46,560.00	36,941.59	20.66%
5200 - Professional Development	2,143.44	5,406.82	25,501.00	20,094.18	21.20%
5300 - Membership Development	10,835.00	20,979.00	11,494.00	(9,485.00)	182.52%
5400 - Information & Technology Services	9,145.44	653,313.83	1,232,100.00	578,786.17	53.02%
5500 - General Office	571.00	3,482.64	4,100.00	617.36	84.94%
5600 - Hardware & Equipment	1,604.86	1,604.86	45,000.00	43,395.14	3.57%
5700 - Insurance	6,186.00	15,164.00	10,900.00	(4,264.00)	139.12%
5800 - Contractual Services	8,505.95	34,288.37	127,460.00	93,171.63	26.90%
5900 - Library Materials & Content	-	24,800.83	387,000.00	362,199.17	6.41%
6000 - Interest & Fees	554.67	2,226.24	2,610.00	383.76	85.30%
Total Expenses	<u>211,891.47</u>	<u>1,449,270.98</u>	<u>3,982,493.02</u>	<u>2,533,222.04</u>	<u>36.39%</u>
Excess Revenues less Expenses	<u>\$ 651,421.75</u>	<u>\$ 339,010.72</u>	<u>\$ 0.00</u>	<u>\$ (339,010.72)</u>	

Statement of Revenue and Expenses

For the 4 Months Ended October 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 727,041.50	\$ 1,460,637.25	\$ 2,933,139.02	\$ 1,472,501.77	49.80%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	3,033.86	3,993.86	301,600.00	297,606.14	1.32%
4220 - Reimbursement Losses for Resource Sharing	0.00	14,531.05	42,000.00	27,468.95	34.60%
4240 - E-Commerce Transactions	0.00	16,139.70	43,400.00	27,260.30	37.19%
4310 - RAILS Support to SWAN	125,348.50	250,697.00	501,394.00	250,697.00	50.00%
4499 - Annual Conference Receipts	0.00	8,640.00	6,260.00	(2,380.00)	138.02%
4510 - Interest Income	6,526.04	29,641.34	85,000.00	55,358.66	34.87%
4520 - Investment Income	1,363.32	4,001.50	21,000.00	16,998.50	19.05%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	863,313.22	1,788,281.70	3,982,493.02	2,194,211.32	44.90%
Expenses					
5000 - Salaries & Wages	125,702.39	562,002.80	1,639,608.00	1,077,605.20	34.28%
5021 - FICA Expense	9,281.12	41,651.84	125,600.00	83,948.16	33.16%
5023 - Worker's Compensation	0.00	0.00	4,700.00	4,700.00	0.00%
5024 - Retirement Benefits	11,854.54	47,668.16	138,300.00	90,631.84	34.47%
5025 - Health, Dental, Life And Disability Insurance	16,910.74	26,962.24	178,600.00	151,637.76	15.10%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	32.97	100.94	400.00	299.06	25.24%
5110 - Rent/Lease	8,352.42	8,635.57	41,800.00	33,164.43	20.66%
5120 - Utilities	25.08	611.14	3,800.00	3,188.86	16.08%
5140 - Repairs & Maintenance	185.85	371.70	960.00	588.30	38.72%
5210 - Conference Travel	1,768.44	4,321.82	10,000.00	5,678.18	43.22%
5220 - Staff Meetings	0.00	0.00	901.00	901.00	0.00%
5230 - Staff Professional Development	375.00	1,085.00	8,800.00	7,715.00	12.33%
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	0.00	702.52	900.00	197.48	78.06%
5330 - Library Professional Development	0.00	9,441.48	8,094.00	(1,347.48)	116.65%
5399 - Annual Conference	10,835.00	10,835.00	2,500.00	(8,335.00)	433.40%
5420 - Application Software Licensing	54.00	4,542.60	20,300.00	15,757.40	22.38%
5430 - Server Software Licensing	7,263.33	59,789.52	118,800.00	59,010.48	50.33%
5440 - Library Services Platform	688.50	517,074.53	993,100.00	476,025.47	52.07%
5450 - Data Management Services	0.00	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	23,956.00	33,800.00	9,844.00	70.88%
5480 - Telecommunications	850.61	2,640.75	7,500.00	4,859.25	35.21%
5490 - Group Purchases - Services	0.00	960.00	600.00	(360.00)	160.00%
5510 - Office Supplies	475.99	1,386.23	3,300.00	1,913.77	42.01%
5520 - Postage	10.60	211.90	800.00	588.10	26.49%
5599 - Annual Conference Supplies	84.41	1,884.51	0.00	(1,884.51)	0.00%
5620 - Hardware	0.00	0.00	45,000.00	45,000.00	0.00%
5690 - Group Purchases - Hardware	1,604.86	1,604.86	0.00	(1,604.86)	0.00%
5700 - Insurance	6,186.00	15,164.00	10,900.00	(4,264.00)	139.12%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,105.00	4,400.00	22,060.00	17,660.00	19.95%
5830 - Consulting	0.00	0.00	1,300.00	1,300.00	0.00%
5840 - Payroll Service Fees	230.30	1,423.24	4,600.00	3,176.76	30.94%
5860 - Notification & Collection	7,170.65	28,465.13	85,900.00	57,434.87	33.14%
5899 - Annual Conference Facility Contract	0.00	0.00	12,100.00	12,100.00	0.00%
SWAN Board Meeting					

Statement of Revenue and Expenses
For the 4 Months Ended October 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5920 - Reimburse for Resource Sharing	0.00	9,594.70	42,000.00	32,405.30	22.84%
5940 - E-Commerce Payment Transactions	0.00	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	554.67	2,226.24	2,560.00	333.76	86.96%
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>211,891.47</u>	<u>1,449,270.98</u>	<u>3,982,493.02</u>	<u>2,533,222.04</u>	<u>36.39%</u>
 Excess Revenues less Expenses	 <u>\$ 651,421.75</u>	 <u>\$ 339,010.72</u>	 <u>\$ 0.00</u>	 <u>\$ (339,010.72)</u>	

SWAN Library Services

Check Register

All Bank Accounts

October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Moraine Valley Community College				11469	10/15/25	<u>10,835.00</u>
5399	Annual Conference	Moraine Valley Community College - EXPO Facility rental & meals	10,835.00			
Comcast				ACH Comcast	10/02/25	<u>256.72</u>
5480	Telecommunications	Comcast	256.72			
CDW-G				CDW - ACH	10/23/25	<u>1,803.00</u>
5430	Server Software Licensing	CDW-G- SW NSM ONPREM MGT Base License 3 year	1,803.00			
ComEd				COM ED - ACH	10/21/25	<u>25.08</u>
5120	Utilities	ComEd - 9/5/25-10/7/25	25.08			
First Bankcard				FirstCard	10/14/25	<u>10,902.37</u>
5510	Office Supplies	First Bankcard - Amazon	12.98			
5210	Conference Travel	First Bankcard - AA Airlines - Skog - Aspen Con	257.97			
5210	Conference Travel	First Bankcard - Hotel Stay - Skog - Aspen Con	1,510.47			
5510	Office Supplies	First Bankcard - Best Buy - IPAD	299.00			
5510	Office Supplies	First Bankcard - Amazon IPAD cover	14.29			
5510	Office Supplies	First Bankcard - Socket Mobile	199.72			
5510	Office Supplies	First Bankcard - Socket Mobile credit	-50.00			
5520	Postage	First Bankcard	10.60			
5599	Annual Conference Supplies	First Bankcard - supplies for EXPO	84.41			
5480	Telecommunications	First Bankcard - Grasshopper Monthly	49.17			
5480	Telecommunications	First Bankcard - Comcast	256.72			
5140	Repairs & Maintenance	First Bankcard - Imperial Surveillance	185.85			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5430	Server Software Licensing	First Bankcard - GODADDY	293.08			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	250.43			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,487.82			

SWAN Library Services

Check Register

All Bank Accounts

October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
5430	Server Software Licensing	First Bankcard - CDW-G	1,429.00			
5690	Group Purchases - Hardware	First Bankcard - CDW-g	1,604.86			
5230	Staff Professional Development	First Bankcard - Brandwein - HR Source Conference	375.00			
KMMRD Enterprises				KMMRD - ACH	10/10/25	<u>8,352.42</u>
5110	Rent/Lease	KMMRD Enterprises	8,352.42			
Lauterbach & Amen, LLP				L&A - ACH	10/27/25	<u>1,105.00</u>
5820	Accounting	Lauterbach & Amen, LLP - October	1,105.00			
LIMRiCC				LIMRiCC - ACH	10/27/25	<u>20,375.83</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - November	20,375.83			
Reliance Standard Life Insurance Co.				RSLI - ACH	10/27/25	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co.	1,028.63			
Springshare, LLC				SPRINGSHARE ACH	10/27/25	<u>688.50</u>
5440	Library Services Platform	Springshare, LLC -Patron Point Verify Module usage for the quarter 7/25-9/25	688.50			
Travelers				TRAVELERS - ACH	10/29/25	<u>6,191.00</u>
5700	Insurance	Travelers - 10/30/25 - 10/30/26	6,191.00			
Unique Integrated Communications, Inc.				UMS - ACH	10/27/25	<u>7,170.65</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBe	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	480.15			
Wellness Insurance Network-WIN				WIN - ACH	10/24/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN	167.68			

Check List Total 68,901.88

SWAN Library Services

Check Register

All Bank Accounts

October 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
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SWAN BOARD MEETING MINUTES

October 17, 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 9:34 a.m. The following Board members were present to establish a quorum.

Ridgeway Burns

Dawn Bussey

Samantha Johnson (arrived at 9:40)

Zach Musil

Laura Van Cleve

Ben Weseloh

2. Introduction of Visitors/Public Comment

Scott Brandwein, Assistant Director

Ginny Blake, SWAN Business Manager

Tara Wood, User Experience Manager

Olivia Montolin, Consultant, Electronic Resources

There was no public comment.

3. Action Item

Acceptance of the October 17, 2025, SWAN Board Meeting Agenda

Bussey moved, seconded by Weseloh that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, September 2025

Bussey moved, seconded by Burns that it be

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

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of September 19 2025, SWAN Board Meeting Minutes

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE SEPTEMBER 19, 2025, SWAN BOARD MEETING MINUTES WITH THE MINOR CHANGES.

Motion carried by unanimous voice vote

6. Reports

a. Board President Report

No report

b. Executive Report

Brandwein reviewed the Executive Director Report as reported in the board packet.

Operations Report

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

c. Treasurers Report

No report

d. Board Calendar

No discussion.

7. Discussion Item – Cook County delayed tax distribution & SWAN membership fee payments

A discussion was ensued with the board regarding Elmwood Park. It was agreed upon to request Elmwood Park make partial payments on the past due SWAN fee invoice. We will expect the library to pay the remainder of the outstanding invoice when the Cook County tax is received.

8. Discussion Item – Overview of The Palace Project

Olivia Montolin gave an overview of The Palace Project. A discussion ensued. Montolin will discuss again at the Quarterly meeting in December.

Musil adjourned the meeting at 10:42 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Samantha Johnson

Board Secretary

DRAFT

SWAN Executive Director Report

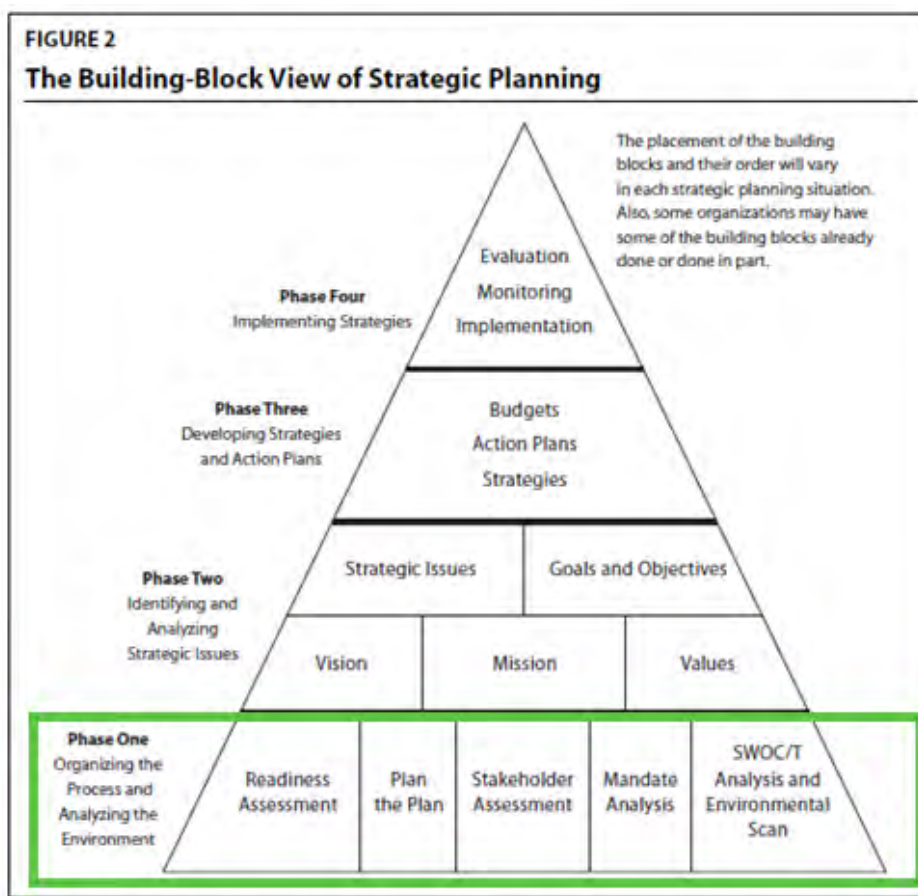
November 21, 2025

Update on activities

SWAN staff retreat: strategic planning

We held an in-service day at Villa Park Public Library on Friday, October 24th. The day was organized around 10 exercises derived from the “Creating Your Strategic Plan, Third Edition, Copyright 2011 by John Wiley & Sons, Inc.” and included one of the exercises completed by the SWAN board at the September meeting, Stakeholder Identification. The meeting began at 10 a.m. and concluded at 3:00 p.m. with a 50 minute lunch break.

The exercises were part of the foundation of planning, comprising phase one of the process as outlined in the book.



Source: Adapted from material developed by Farnum Alston and The Crescent Company, Bozeman, Montana.

Exercise 1: What do you think the most important reasons are for undertaking a strategic planning effort? Why do you think so?

Exercise 2: What are the major substantive and process issues that need to be addressed as part of the process?

Exercise 3: What are the 5 priority issues that you think should be addressed first? Please rank them from 1 to 5, with 1 being the most important

Exercise 4: What do you think needs to stay the same or endure as a result of the strategic planning process, and what should change?

Exercise 5: Stakeholder Identification

Exercise 6: Roles in strategic planning process

Exercise 7: Strategic planning success

Exercise 8: Key questions

Exercise 9: Insights, suggestions

Exercise 10: Strengths, weaknesses, opportunities, and challenges (SWOC)

Mission & Vision

Budget, Human resources, and technology

Communications

Leadership, management, organization structure & culture

The SWAN Board Strategic Planning Committee will meet to discuss the next steps for the SWAN Board and membership. While I am eager to share the results of the staff exercises, I would like to see if some of the exercises could be completed by the SWAN Board and later compared to the staff results.

RAILS Consortia Committee

The highlight of the October 20th meeting was that the delivery and transit data sent to RAILS over the past several months will not end up replacing the delivery hand counts that occur quarterly. The priorities of the committee for the upcoming year were discussed at the prior meeting and were outlined in a memo to the group. PrairieCat recently completed its strategic plan and that document and process was presented to the committee.

Aspen Governance project completed

The project that began in November 2024 and I led as bi-weekly meetings ended with the creation of new bylaws, the creation of the Aspen Library Software Foundation, and the selection of nine member librarians to its governing board. The first meeting of the Aspen board will be held on November 17th. SWAN is not participating on the board as of this time.

SWAN membership fee payments delay

Elmwood Park Public Library made partial payment on the first of two outstanding invoices for SWAN membership fees. Matteson Public Library has one outstanding invoice for membership fees.

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.

Sunny Path Associates has extensive experience in procurement for local government and will work with clients outside of Arizona. They have only worked with other library consortia in Arizona in a variety of training, as well as formal solicitations ranging from ILS platforms, RFID & AMH, statewide electronic resources, and more.

Sunny Path Associates provided a list of services and hourly rates. The “Advanced” procurement assistance and finance consulting, including but not limited to Requests for Proposals, contract review and oversight, state and federal grant writing, and account reconciliation, is a rate of \$125 per hour. If SWAN were to use 70 hours of the service for its RFP, the cost would be \$8,750. The use of the procurement portal Bonfire would be a one-time charge of \$1,500.

Financial audit

The audit for fiscal year 2025 is nearing completion. The SWAN Board poll resulted favorably in having the auditor with Lauterbach & Amen to present the final audit at the January 23, 2026 meeting.

Board considerations

Illinois State Library Advisory Committee update

Ted Bodewes has offered to provide the board with an update on the advisory committee he is serving on, as it pertains to statewide library priorities.

Strategic Planning Committee

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

Quarterly meeting agenda

The draft agenda for December 4, 2025 Quarterly meeting is included in this month’s meeting packet.

Monthly Financial Report

October Balance Sheet

The Fund Balance Unrestricted line for October is \$2,407,908.93 which underwent an adjustment from the month prior, where the Lease Payable liability for October is now \$329,087 which contributed to the

change in the Unrestricted amount. The table below shows the current FY26 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,407,908.93
Expenses to be paid from reserve	(\$45,000.00)
Total reserves	\$2,362,908.93
SWAN annual expense budget	\$3,982,493.02
Number of months operating expense in reserve	7.1

Revenue & Expense Report

This month will be 33% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2026.

	FY26 Budget	Ending October 2025	Percentage of budget YTD 25%
Total Revenue	\$3,982,493.02	\$1,788,281.70	45%
Total Expenses	\$3,982,493.02	\$1,449,270.98	36%
Over / (Under)	\$0.00	\$339,010.72	

Accounts Receivable

4010 - SWAN Full Membership Fees: 49.80%

Second quarter invoices were sent out in October 2025, reflecting nearly 50% of this revenue budget line.

4310 – RAILS Support to SWAN: 50%

The second 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: 34.87%

SWAN's Money Market rate for October is 4.33%, which is down from 4.46% in September, but the income year to date exceeds budgeted revenue.

4520 – Investment Income: 19.05%

SWAN's IMET investment revenue is recorded in this line, which is a correction from the three months prior where the income was recorded in the 4510 Interest Income revenue line.

Accounts Payable

The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 33%, 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.

5330 – Library Professional Development: 116.65%

The learning management system was renewed at \$6,248.73 along with the instructional software at \$3,192.75 which were higher than expected.

5399 – Annual Conference: 433.40%

The expense for the facility rental at Moraine Valley Community College is incorrectly recorded in this budget line and should be reclassified to #5899 Annual Conference Facility Contract.

5430 – Server Software Licensing: 50.33%

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: 139.12%

The business and cyber risk insurance coverage was renewed at \$5,170 and \$6,191 respectively. However, the workers compensation insurance payment of \$3,808 should be reclassified to #5023 Worker’s Compensation.

Operations Report: October 2025

Summary

Membership engagement activities and statistics are reported through the month-end of October 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

Areca 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
10/9/2025	Cataloging Working Group	Bibliographic Services	Membership Meeting
10/17/2025	SWAN Board Meeting	Administration	Governance
10/22/2025	Circulation Networking	User Experience; Bibliographic Services; Information Technology & System Support	Membership Meeting
10/23/2025	Discovery & User Experience Working Group	User Experience	Membership Meeting
10/27/2025	Geneva School District Partnership Meeting	Administration; Information Technology & System Support	Consultation
10/28/2025	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Cataloging Working Group (10/09/2025)

Cynthia Romanowski provided the group with an update on the 1.3 million record Backstage load and the loading of the accompanying Authority Records. The team also discussed Cataloging Libraries' ability to perform Aspen grouping and Cynthia did a grouping demonstration. Additionally, a discussion was held regarding Lucas McKeever's series consistency documentation. Cataloging Libraries' provided feedback on the document to foster standardization for creating and updating series entries. Furthermore, Lucas highlighted the new 89Xs tags and their usage and notified the libraries of titles that were coming off the Weeklies list.

Circulation Networking Group (10/22/2025)

SWAN staff gave an update on Patron Point BLUEcloud Analytic reports. SWAN staff also gave a reminder to the group to add their days closed to the calendar in WorkFlows.

Discovery and User Experience Working Group (10/23/2025)

The group discussed a potential display change to the holds modal, that allows patrons to choose an edition when placing a hold. They agreed additional display tweaks are needed before enabling, which were passed along to Aspen developers. The group also reviewed the results of usability testing of the grouped works format display, and would like to see a display that more closely aligns with the LiDAapp. Finally, the group wrapped up discussions about the keyword search relevancy project, which resulted in improvements to title author searching and soon-to-be-released improvements to keyword searches with formats.

User Group Recruitment

The election for Circulation Working Group is closed. Congratulations to:

- Martyn Churchouse, Oak Park Public Library
- Pamela Kamin, Glenside Public Library District
- Victoria Muraiti, River Forest Public Library
- Peggy Tomzik, Eisenhower Public Library District
- Samantha Wilhoyt, Crete Public Library

User group signups for E-Resource Working Group and the Discovery and User Experience Working Group have also closed.

Thank you to our Discovery and User Experience Advisory members:

- Sue Eilers, Addison Public Library
- Michelle Kurczak, Messenger Public Library of North Aurora
- Ashley Boyer, Oak Park Public Library
- Anjali Rentfleish, Carol Stream Public Library
- Jennifer Renken, Tinley Park Public Library
- Karen Christiansen, Glen Ellyn Public Library
- Sarah Slack, Saint Charles Public Library District
- Kelly Mueller, Itasca Community Library
- Lisa Vezbicke, Roselle Public Library District

And our E-resource Working Group members:

- Michelle Coduto, Oak Brook Public Library
- Omar Kushad, Carol Stream Public Library
- Gail Graziani, Indian Prairie Public Library District
- Dawn Ritter, Messenger Public Library of North Aurora

- Sarah Slack, Saint Charles Public Library District

Major Projects & Research

Aspen Discovery

25.10 release

The 25.10 release included several nice features and fixes for our member libraires. Periodical copies now display in reverse chronological order, grouped by library and shelf location. Several improvements to the Aspen series pages should help those pages display better by default, and our SWAN staff now have more tools to manually clean up the series pages as well. Finally, additional filters for lists include the option to filter by format and sort by publication date and availability.

Usability testing of format display

The 25.09 release introduced a new, optional change to the format display in the catalog. SWAN conducted testing with patrons from the Oak Park Public Library to investigate using the new display. Following testing and discussions with the Discovery and User Experience Advisory, we're not yet turning on this new display, but we would like to investigate additional enhancements that would allow us to reap the benefits of a more modern, compact display without sacrificing an at-a-glance view of available formats for a title.

Palace Project

SWAN is working closely with both eRead and Lyrasis for a smooth transition of the collection from Boundless to Palace Project over a very short timeline.

Olivia Montolin and Ian Nosek have worked with Lyrasis to successfully set up authentication through Web Services. Olivia has provided library contact information, logos and Overdrive and Cloud Library information to Lyrasis to assist in the setup for SWAN member libraries.

Olivia is also investigating the Palace Project integration into Aspen, and she removed the Boundless integration currently in Aspen on November 3rd.

Member Engagement Events 2026

We have settled on a list of topics for the upcoming event series in 2026. Events range from damaged and unusable item discussions, best practices and automation tips, and a new manager mixer. We are currently finalizing the schedule and will announce the full list of events with dates towards the end of this month.

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
10/22/2025	SirsiDynix SureSailing	All	Partnerships
10/29/2025	OCLC Day	Administration; Bibliographic Services	Partnerships
10/31/2025	SirsiDynix B&T Transition Discussion	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Online Course Audit

Crystal Vela is coordinating a full audit of our online course catalog to update all course content and media. The updated classes will reflect changes to our style guide and course content. All online courses will be republished on December 19th, and we are warning member staff that individual course progress will be reset when this takes place.

This is part of a larger evaluation of our training offerings. After the online course audit is complete, Crystal will begin evaluating our recorded webinars for currentness and to determine whether any should be re-recorded or if their content would be better suited to an alternative medium.

Outage Tracking

There were no measurable or notable outages in October. We did have overnight indexing issues in late October and early November.

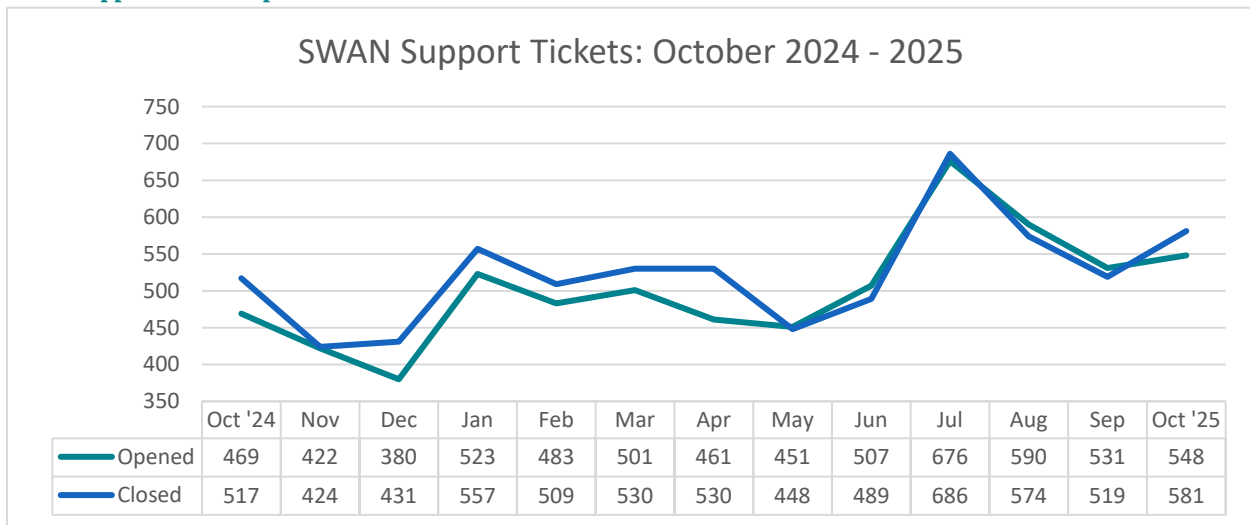
System Maintenance & Outage Calendar

	Record indexing errors leading up to rebuild	ADUtext encountered errors a few times ove...	Fri 8/8/2025 1...	Sat 8/16/2025 1...	 SirsiDynix
	Labor Day Headings Rebuild	Scheduled rebuild over Labor Day weekend	Sun 8/31/2025...	Mon 9/1/2025 ...	 Planned, SirsiDynix
	Overnight indexing issues	ADUtext finished abnormally	Fri 10/24/2025...	Sat 10/25/2025 ...	 SirsiDynix
	Overnight indexing issues	ADUtext finished abnormally	Tue 11/4/2025 ...	Wed 11/5/2025...	 SirsiDynix

Support Tickets

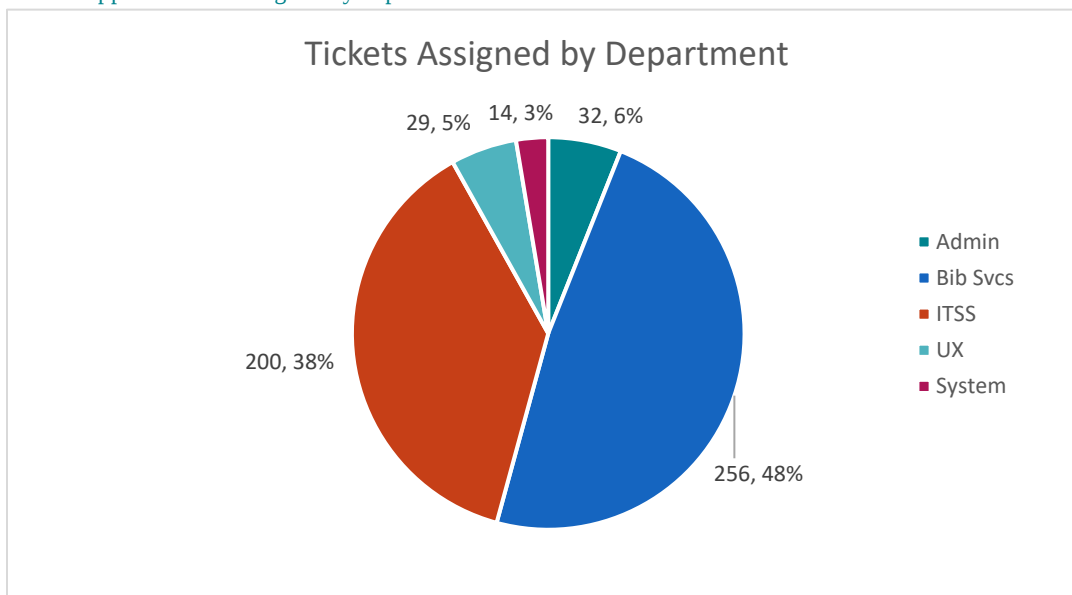
System Assigned tickets represent tickets that were merged or otherwise consolidated.

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 plan to implement single sign-on on the SWAN website on Tuesday December 9th. Tara Wood, Ian Nosek, and Dave Pacin have successfully set up single sign-on through PingOne and Drupal. Tara Wood developed a small module to bring in additional user data from the L2 APIs, including library and administrator status, in order to provide access to login credentials for WorkFlows, Aspen, and other services.

Training Modules & Recordings

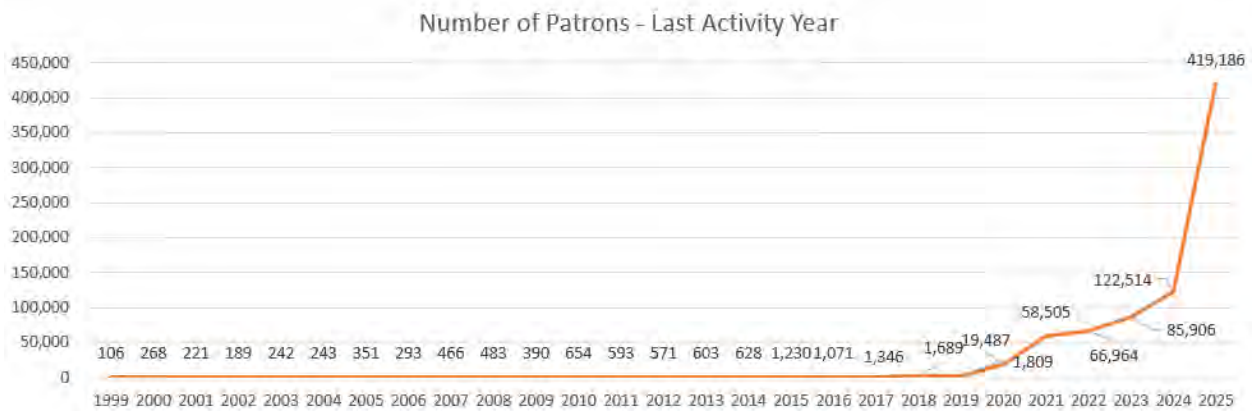
Learning Management System (SWAN Online Learning)

In October 2025, we added 6 new users to the Learning Management System. Crystal Vela kicked off the annual course review process, which will be completed by the end of this year.

Maintenance

Automatic Monthly Patron Record Removal

In October, we removed 9,094 inactive patrons from the database. We currently have 786,008 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.



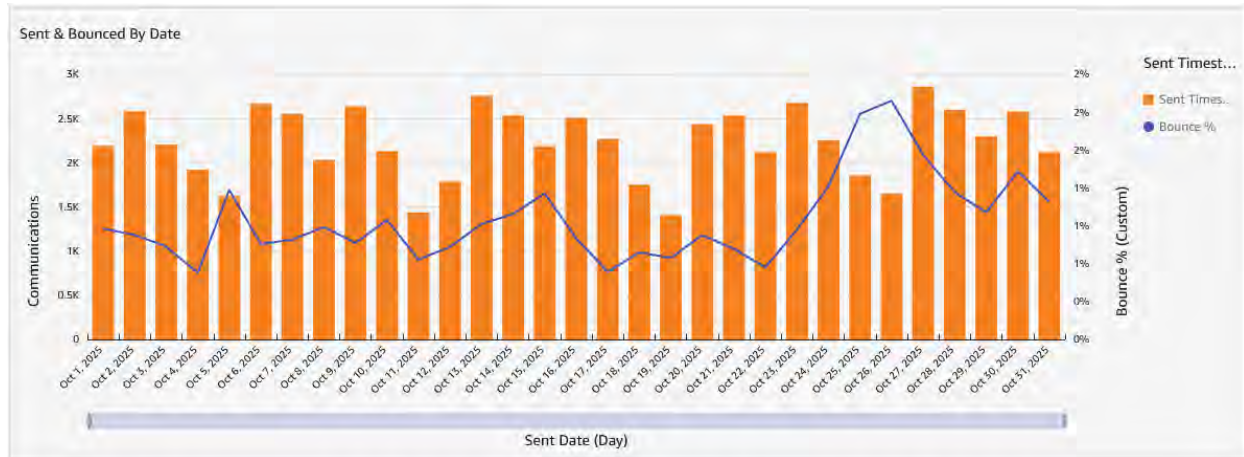
We encourage libraries to examine these bills for possible removal at the library's discretion.

MessageBee Statistics

SMS notifications

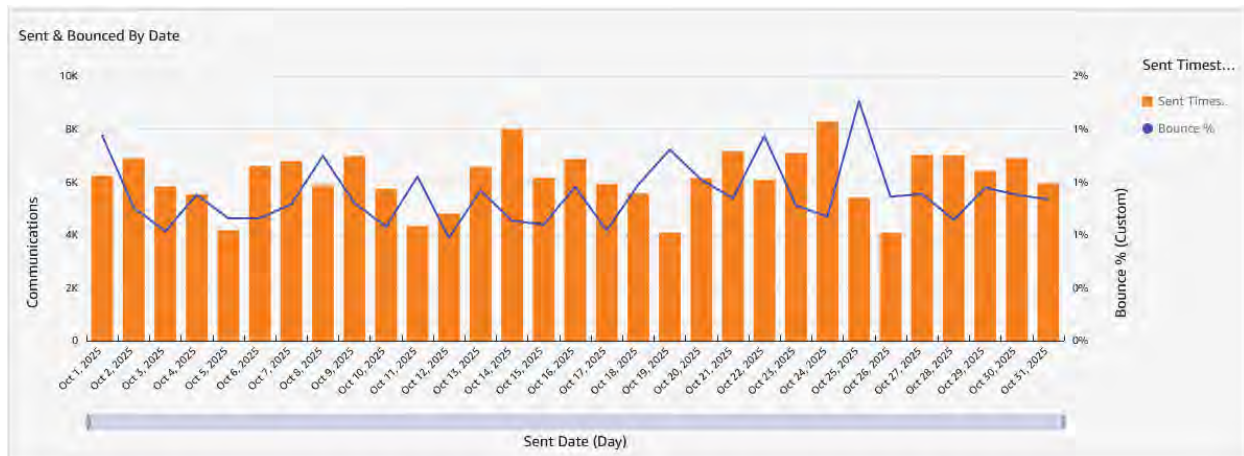
Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
October, 2024	63,337	62,349	98.44%	988	1.56%
November, 2024	59,852	59,411	99.26%	441	0.74%
December, 2024	57,982	57,555	99.26%	427	0.74%
January, 2025	66,595	66,142	99.32%	453	0.68%
February, 2025	56,198	55,799	99.29%	399	0.71%
March, 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%
October, 2025	69,151	68,503	99.06%	648	0.94%



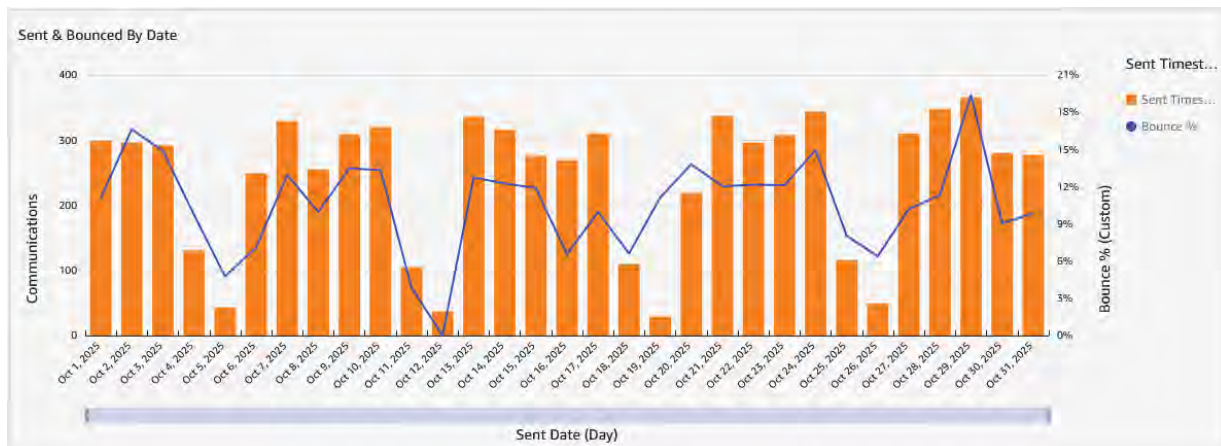
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
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%
October, 2025	186,177	184,672	99.19%	1,505	0.81%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
October, 2025	7,120	6,843	96.11%	277	3.89%



Print Notices

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

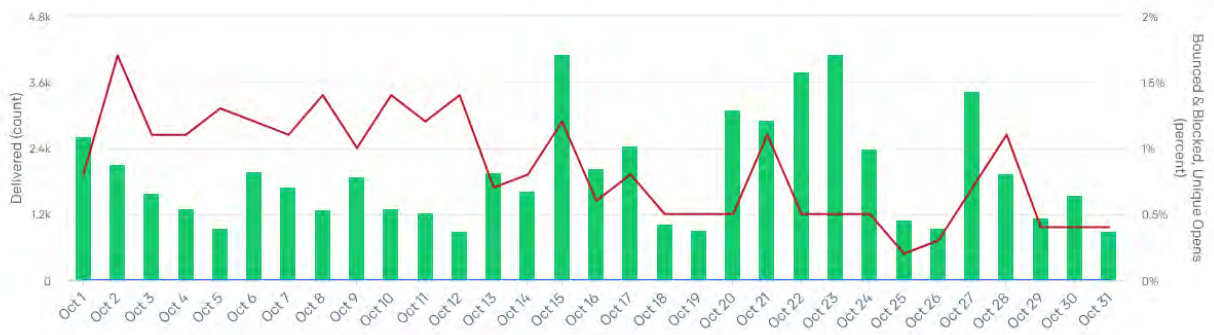
Month/Yr	Bill Notices	Amount
October, 2024	518	\$ 505.08
November, 2024	475	\$ 437.00
December, 2024	543	\$ 499.56
January, 2025	523	\$ 481.16
February, 2025	411	\$ 378.12
March, 2025	393	\$ 361.56
April, 2025	387	\$ 356.04
May, 2025	452	\$ 415.84
June, 2025	465	\$ 427.80
July, 2025	439	\$ 416.88
August, 2025	390	\$ 378.30
September, 2025	495	\$ 480.15
October, 2025	480	\$ 465.60

SendGrid Statistics

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

Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Addresses				Messages	
				Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Oct '24	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	63,875	60,385	99.27% (59,947)	212	3	36	320	3,202	252
Oct '25	64,281	60,557	99.54% (60,276)	146	4	27	362	3,453	244



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	64			
Copy 2025	2376	2147	1832	2029	1720	1504	1790	1765	1674	1862			

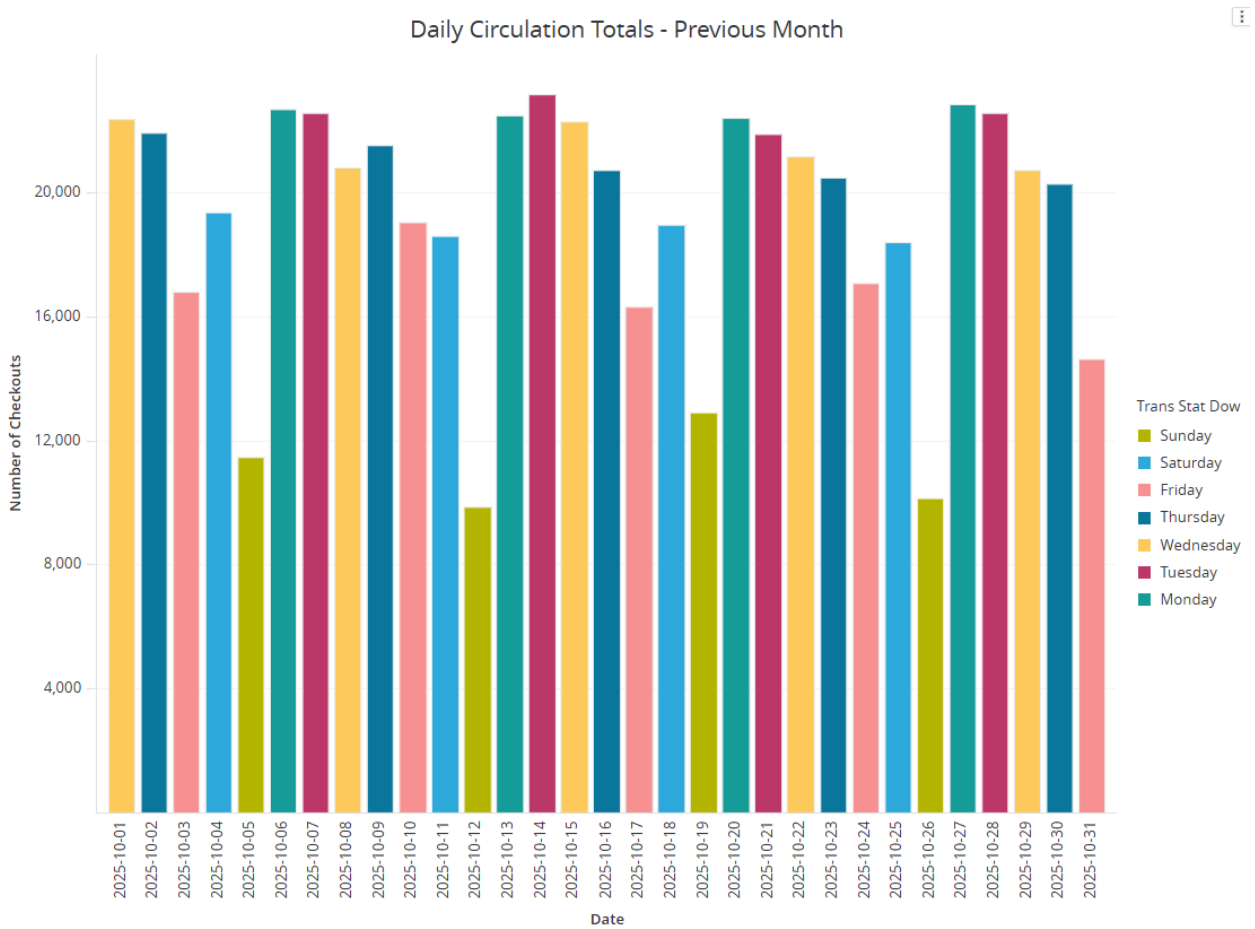
Records Added

In October, SWANlibraries added 41,693 new items to the database, and a total of 6,048 new catalog records.

Currently, we have 1,384,937 unique bibliographic records with available items. Of these, 54% were published in or after 2010.

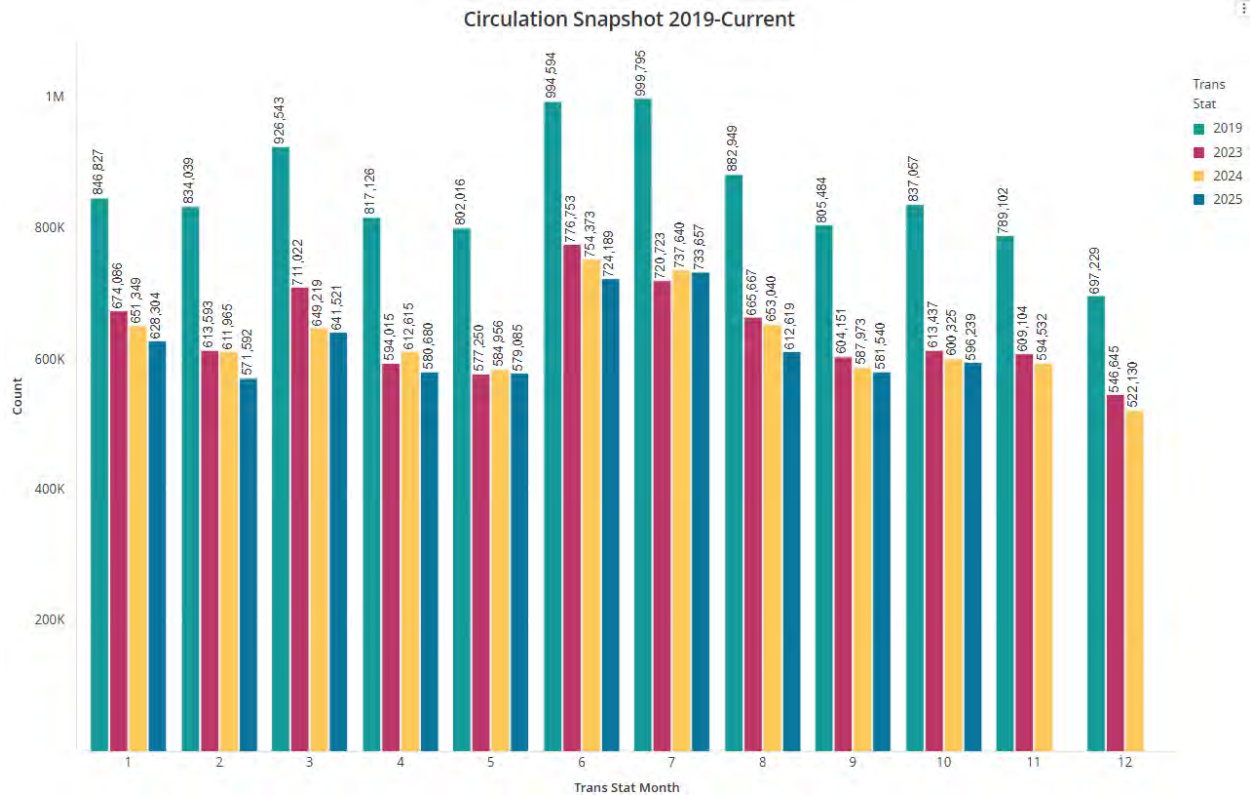
Circulation

In October, there were 596,199 total circulations across all SWANlibraries. Comparative daily rates are in the graph below.



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 October 2019. Bear in mind that this tracks only physical circulations and does not include e-resource checkouts.



Trends in Holds

In October, 193,641 holds were placed by 41,031 unique patrons, for an average of 4.7 items per holdingpatron. Hold placements/pickup remains steady in recent years and is generally correlated to general circulation. In October, 83% of holds were ultimately circulated.

Interlibrary Loan & Resource Sharing

In October, Interlibrary loan checkouts between SWAN members totaled 110,950 for 19.9% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 21% of total checkouts at 99,506 checkouts. Non-SWAN reciprocal borrowing made up another 3.3% of checkouts.

OCLC Worldwide Resource Sharing

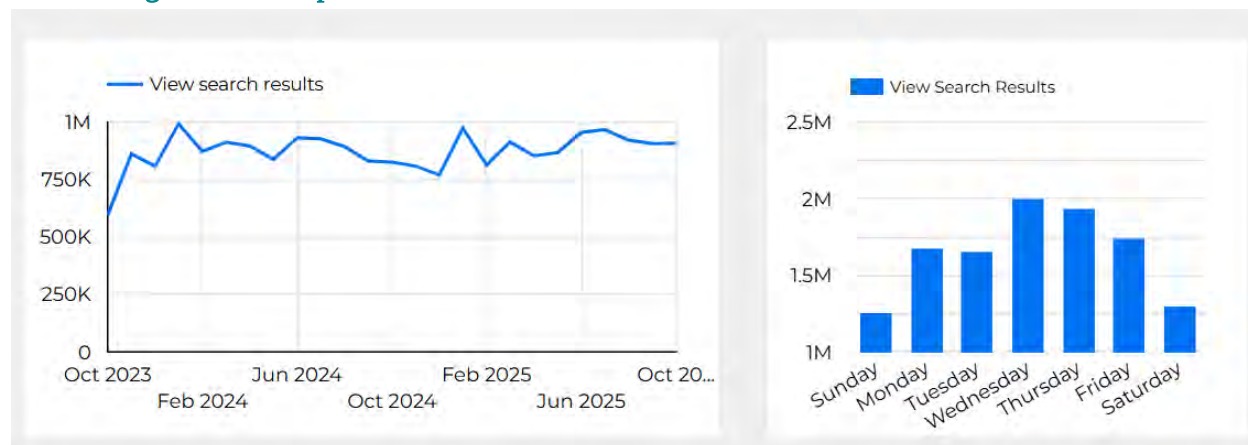
In October, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 1.8 items lent for each item borrowed. We lent 2,635 items and 12 copies and borrowed 1,466 items and 24 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (October 2025)

- | | | |
|--------------------|-------------------------|-----------------------|
| 1. halloween | 9. minecraft | 18. diane keaton |
| 2. romance fiction | 10. dvd | 19. the correspondent |
| 3. horror | 11. stephen king | 20. the intruder |
| 4. star wars | 12. dog man | 21. manga |
| 5. thanksgiving | 13. gone before goodbye | 22. 1929 |
| 6. freida mcfadden | 14. romance | 23. the housemaid |
| 7. nintendo switch | 15. the widow | 24. pokemon |
| 8. regretting you | 16. fall | 25. mystery |
| | 17. historical fiction | |

Results Pageviews in Aspen

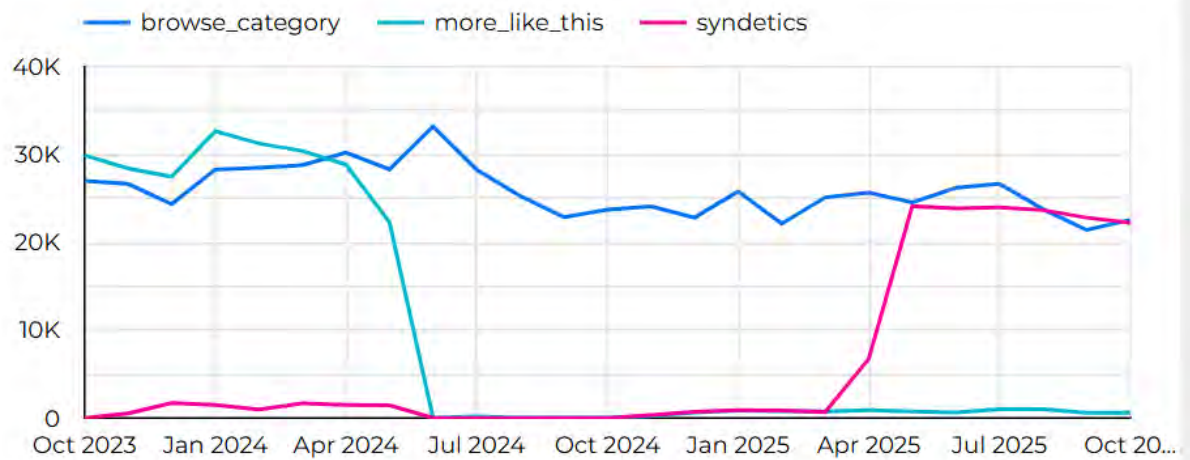


Usage of Recommendations

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*.

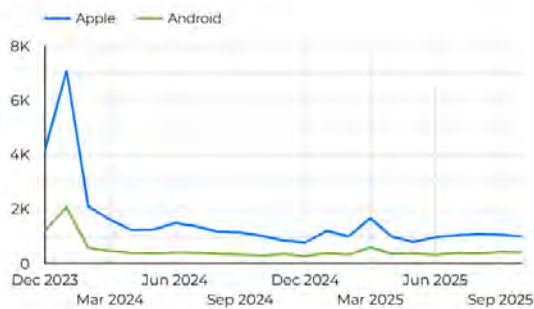
Recommendations



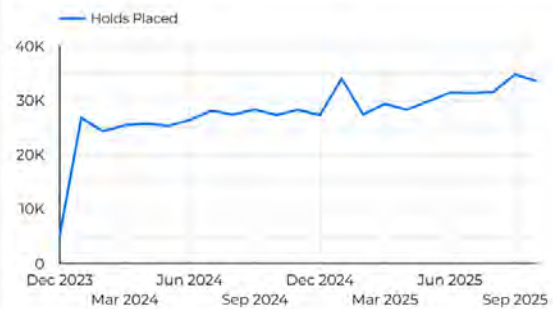
SWAN Libraries + App – Aspen LiDA

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	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	Board accepts financial audit. 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

Date: November 21, 2025
To: SWAN Board
From: Aaron Skog, Executive Director
Re: FY27 Budget update



Work completed to date on the budget draft.

- The RAILS LLSAP grant increased from \$501,394 to \$515,768 for FY27, which is a \$14,374.50 increase.
- Completed membership fee tax data, except for Cicero Public Library which was left out of the FOIA response from Cook County Treasurer's office

Topics for discussion at the Finance Committee meeting.

1. Increased cyber security policy coverage: the information security risks are increasing for all organizations, and libraries are no longer outside of the threat vector for cyber criminals (see the British Library ransomware attack). The insurance coverage for SWAN is currently \$1 million and if raised to \$2 million in coverage it would raise the annual premium from \$6,191 to \$8,489. SWAN also has a cyber risk warranty with our security provider Arctic Wolf, which provides coverage up to \$750,000.
2. Consulting and legal expenses for potential RFP for next integrated library system (ILS).
3. Library Services Platform expenses: review the expenses for SirsiDynix, OCLC, EBSCO, Patron Point, and Aspen support/hosting with Grove for Libraries. Additional expenses for software development with Grove on Aspen features prioritized by SWAN. The BLUEcloud Analytics add-on service Private Intelligence Suite would cost \$6,900 and a one-time expense of \$5,064.

The Finance Committee will meet on December 12th at 11:00 a.m.



SWAN Administrators' & Directors' Quarterly Meeting

December 4, 2025

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library

600 Oak Brook Road, Oak Brook, IL 60523

Please register in advance for access to the Zoom live stream:

<https://swanlibraries-net.zoom.us/join/91234567890?pwd=SWANLIBRARIESNET2025>

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the September 19, 2025 Quarterly meeting minutes
5. Information Item—Online patron registration update
6. Information Item—Year in Review
7. Information Item— Next year's SWAN budget & timeline
8. Information Item—ILA Public Policy Committee & Illinois State Library Advisory Committee updates
9. Announcements and Questions
10. Next meeting: March 5, 2026

Member Comment after each agenda item. The Quarterly Meeting will be live streamed via Zoom.