

SWAN BOARD MEETING AGENDA

December 19, 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 December 19, 2025, SWAN Board Meeting Agenda

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

4. Action Item – Approval of SWAN Financials, November 2025 (Exhibit pgs. 3-14)
 - a. Balance sheet and detail of expenditures for November 2025
 - b. Approval of the payment of bills for November 1, 2025, through November 30, 2025 in the amount of \$74,022.63

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

5. Action Item – Acceptance of the November 21, 2025, SWAN Board Meeting Minutes (Exhibit pgs. 15-17)

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

6. Action Item – Acceptance of the December 12, 2025, SWAN Board Finance Committee Minutes (Exhibit pgs. 18-19)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 12, 2025 SWAN BOARD FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

7. Action Item – Acceptance of the December 12, 2025, SWAN Board Strategic Planning Committee Meeting Minutes (Exhibit pgs. 20-21)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE DECEMBER 12, 2025 SWAN BOARD
STRATEGIC PLANNING COMMITTEE MEETING MINUTES AS PRESENTED

8. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 22-25)
 - c. Operations Report (Exhibit pgs. 26-41)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 42-43)
9. Discussion Item—Project Plan for 2026 (Exhibit pgs. 44-50)
10. Discussion Item—FY27 draft budget (Exhibit pgs. 51-62)
11. Discussion Item—SWAN staff holiday party Friday, January 16, 2026
12. Information Item – SWAN Leave Donation 2025 report (Exhibit pgs. 63-68)
13. 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 November 30, 2025

Prepared By



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SWAN Library Services
Balance Sheet
As of November 30, 2025

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	243,793.96
Hinsdale Bank - MM - 5010	2,110,708.14
IMET Funds	376,070.11
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,730,615.07</u>
Current Assets	
Accounts Receivable	119,871.67
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	<u>\$ 143,338.75</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>\$ 4,515,371.87</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,400.65
Accrued Payroll	68,525.11
Compensated Absences	339,665.07
Lease Payable	329,087.00
Total Current Liabilities	<u>\$ 743,677.83</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>\$ 2,150,041.35</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,215,221.46
Total Beginning Net Assets	<u>\$ 2,215,221.46</u>
Current YTD Net Income	<u>\$ 150,109.06</u>
Total Fund Balance	<u>\$ 2,365,330.52</u>
Total Liabilities and Fund Balances	<u><u>\$ 4,515,371.87</u></u>

Statement of Revenue and Expenses Summary

For the 5 Months Ended November 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	\$1,754.25	\$1,462,391.50	\$2,936,839.02	\$ 1,474,447.52	49.79%
4100 - Membership Reimbursements	-	3,993.86	301,600.00	297,606.14	1.32%
4200 - Reimbursement for Losses	9,424.95	40,095.70	85,400.00	45,304.30	46.95%
4300 - Grant Revenue	-	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	8,132.51	41,775.35	106,000.00	64,224.65	39.41%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>19,311.71</u>	<u>1,807,593.41</u>	<u>3,982,493.02</u>	<u>2,174,899.61</u>	<u>45.39%</u>
Expenses					
5000 - Salaries & Wages	125,770.68	687,773.48	1,639,608.00	951,834.52	41.95%
5020 - Personnel Benefits	38,049.10	158,184.76	448,700.00	290,515.24	35.25%
5100 - Building & Grounds	4,756.74	14,375.15	46,560.00	32,184.85	30.87%
5200 - Professional Development	2,129.33	7,536.15	25,501.00	17,964.85	29.55%
5300 - Membership Development	336.85	10,480.85	11,494.00	1,013.15	91.19%
5400 - Information & Technology Services	12,353.04	665,666.87	1,232,100.00	566,433.13	54.03%
5500 - General Office	180.54	3,663.18	4,100.00	436.82	89.35%
5600 - Hardware & Equipment	-	1,604.86	45,000.00	43,395.14	3.57%
5700 - Insurance	-	11,356.00	10,900.00	(456.00)	104.18%
5800 - Contractual Services	17,517.42	54,437.49	127,460.00	73,022.51	42.71%
5900 - Library Materials & Content	14,779.68	39,580.51	387,000.00	347,419.49	10.23%
6000 - Interest & Fees	598.81	2,825.05	2,610.00	(215.05)	108.24%
Total Expenses	<u>216,472.19</u>	<u>1,657,484.35</u>	<u>3,982,493.02</u>	<u>2,325,008.67</u>	<u>41.62%</u>
Excess Revenues less Expenses	<u>\$ (197,160.48)</u>	<u>\$ 150,109.06</u>	<u>\$ 0.00</u>	<u>\$ (150,109.06)</u>	

Statement of Revenue and Expenses

For the 5 Months Ended November 30, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,754.25	\$ 1,462,391.50	\$ 2,933,139.02	\$ 1,470,747.52	49.86%
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	3,993.86	301,600.00	297,606.14	1.32%
4220 - Reimbursement Losses for Resource Sharing	9,424.95	23,956.00	42,000.00	18,044.00	57.04%
4240 - E-Commerce Transactions	0.00	16,139.70	43,400.00	27,260.30	37.19%
4310 - RAILS Support to SWAN	0.00	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	7,023.34	36,664.68	85,000.00	48,335.32	43.13%
4520 - Investment Income	1,109.17	5,110.67	21,000.00	15,889.33	24.34%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	19,311.71	1,807,593.41	3,982,493.02	2,174,899.61	45.39%
Expenses					
5000 - Salaries & Wages	125,770.68	687,773.48	1,639,608.00	951,834.52	41.95%
5021 - FICA Expense	9,283.82	50,935.66	125,600.00	74,664.34	40.55%
5023 - Worker's Compensation	0.00	3,808.00	4,700.00	892.00	81.02%
5024 - Retirement Benefits	11,854.54	59,522.70	138,300.00	78,777.30	43.04%
5025 - Health, Dental, Life And Disability Insurance	16,910.74	43,817.46	178,600.00	134,782.54	24.53%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	100.94	400.00	299.06	25.24%
5110 - Rent/Lease	4,214.22	12,849.79	41,800.00	28,950.21	30.74%
5120 - Utilities	542.52	1,153.66	3,800.00	2,646.34	30.36%
5140 - Repairs & Maintenance	0.00	371.70	960.00	588.30	38.72%
5210 - Conference Travel	1,955.42	6,277.24	10,000.00	3,722.76	62.77%
5220 - Staff Meetings	99.86	99.86	901.00	801.14	11.08%
5230 - Staff Professional Development	74.05	1,159.05	8,800.00	7,640.95	13.17%
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	163.10	865.62	900.00	34.38	96.18%
5320 - Membership Meetings	160.00	160.00	0.00	(160.00)	0.00%
5330 - Library Professional Development	0.00	9,441.48	8,094.00	(1,347.48)	116.65%
5399 - Annual Conference	13.75	13.75	2,500.00	2,486.25	0.55%
5420 - Application Software Licensing	6,212.17	10,754.77	20,300.00	9,545.23	52.98%
5430 - Server Software Licensing	4,695.68	64,485.20	118,800.00	54,314.80	54.28%
5440 - Library Services Platform	0.00	517,074.53	993,100.00	476,025.47	52.07%
5450 - Data Management Services	562.30	24,177.35	37,600.00	13,422.65	64.30%
5460 - Information Subscription Service	0.00	20,735.38	20,400.00	(335.38)	101.64%
5470 - Subscription Support Services	289.00	24,245.00	33,800.00	9,555.00	71.73%
5480 - Telecommunications	593.89	3,234.64	7,500.00	4,265.36	43.13%
5490 - Group Purchases - Services	0.00	960.00	600.00	(360.00)	160.00%
5510 - Office Supplies	48.83	1,435.06	3,300.00	1,864.94	43.49%
5520 - Postage	131.71	343.61	800.00	456.39	42.95%
5599 - Annual Conference Supplies	0.00	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	0.00	1,604.86	0.00	(1,604.86)	0.00%
5700 - Insurance	0.00	11,356.00	10,900.00	(456.00)	104.18%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	9,605.00	12,920.00	22,060.00	9,140.00	58.57%
5830 - Consulting	275.00	275.00	1,300.00	1,025.00	21.15%
5840 - Payroll Service Fees	481.32	1,904.56	4,600.00	2,695.44	41.40%
5860 - Notification & Collection	7,156.10	28,502.93	85,900.00	57,397.07	33.18%
SWAN Board Meeting					

Statement of Revenue and Expenses

For the 5 Months Ended November 30, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5899 - Annual Conference Facility Contract	0.00	10,835.00	12,100.00	1,265.00	89.55%
5920 - Reimburse for Resource Sharing	14,794.70	24,389.40	42,000.00	17,610.60	58.07%
5940 - E-Commerce Payment Transactions	(15.02)	15,191.11	43,400.00	28,208.89	35.00%
5990 - Group Purchases - Content	0.00	0.00	301,600.00	301,600.00	0.00%
6010 - Bank Fees	598.81	2,825.05	2,560.00	(265.05)	110.35%
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>216,472.19</u>	<u>1,657,484.35</u>	<u>3,982,493.02</u>	<u>2,325,008.67</u>	<u>41.62%</u>
 Excess Revenues less Expenses	 <u>\$ (197,160.48)</u>	 <u>\$ 150,109.06</u>	 <u>\$ 0.00</u>	 <u>\$ (150,109.06)</u>	

SWAN Library Services

Check Register

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Harvey Public Library District				11316	11/30/25	<u>(15.02)</u>
5940	E-Commerce Payment Transactions	To VOID check #11316	-15.02			
Addison Public Library				11470	11/14/25	<u>1,496.43</u>
5920	Reimburse for Resource Sharing	Addison Public Library	1,496.43			
Alsip-Merrionette Park Public Library				11471	11/14/25	<u>537.00</u>
5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	537.00			
Batavia Public Library				11472	11/14/25	<u>267.33</u>
5920	Reimburse for Resource Sharing	Batavia Public Library	267.33			
Bedford Park Public Library District				11473	11/14/25	<u>101.00</u>
5920	Reimburse for Resource Sharing	Bedford Park Public Library District	101.00			
Beecher Community Library District				11474	11/14/25	<u>149.02</u>
5920	Reimburse for Resource Sharing	Beecher Community Library District	149.02			
Bensenville Public Library				11475	11/14/25	<u>441.05</u>
5920	Reimburse for Resource Sharing	Bensenville Public Library	441.05			
Blue Island Public Library				11476	11/14/25	<u>192.05</u>
5920	Reimburse for Resource Sharing	Blue Island Public Library	192.05			
Bridgeview Public Library				11477	11/14/25	<u>331.33</u>
5920	Reimburse for Resource Sharing	Bridgeview Public Library	331.33			
Broadview Public Library District				11478	11/14/25	<u>175.02</u>
5920	Reimburse for Resource Sharing	Broadview Public Library District	175.02			
Calumet City Public Library				11479	11/14/25	<u>172.87</u>
5920	Reimburse for Resource Sharing	Calumet City Public Library	172.87			
Carol Stream Public Library				11480	11/14/25	<u>323.69</u>
5920	Reimburse for Resource Sharing	Carol Stream Public Library	323.69			
SWAN Board Meeting		Exhibit pages 8 of 68			December 19, 2025	

SWAN Library Services

Check Register

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Chicago Heights Public Library				11481	11/14/25	<u>78.55</u>
5920	Reimburse for Resource Sharing	Chicago Heights Public Library.	78.55			
Chicago Ridge Public Library				11482	11/14/25	<u>454.05</u>
5920	Reimburse for Resource Sharing	Chicago Ridge Public Library	454.05			
Clarendon Hills Public Library				11483	11/14/25	<u>241.94</u>
5920	Reimburse for Resource Sharing	Clarendon Hills Public Library	241.94			
Crestwood Public Library District				11484	11/14/25	<u>94.00</u>
5920	Reimburse for Resource Sharing	Crestwood Public Library District	94.00			
Dolton Public Library District				11485	11/14/25	<u>177.28</u>
5920	Reimburse for Resource Sharing	Dolton Public Library District	177.28			
Eisenhower Public Library District				11486	11/14/25	<u>842.20</u>
5920	Reimburse for Resource Sharing	Eisenhower Public Library District	842.20			
Elmwood Park Public Library				11487	11/14/25	<u>407.16</u>
5920	Reimburse for Resource Sharing	Elmwood Park Public Library	407.16			
Evergreen Park Public Library				11488	11/14/25	<u>29.20</u>
5920	Reimburse for Resource Sharing	Evergreen Park Public Library	29.20			
Franklin Park Public Library District				11489	11/14/25	<u>519.87</u>
5920	Reimburse for Resource Sharing	Franklin Park Public Library District	519.87			
Geneva Public Library District				11490	11/14/25	<u>167.60</u>
5920	Reimburse for Resource Sharing	Geneva Public Library District	167.60			
Glenside Public Library				11491	11/14/25	<u>382.24</u>
5920	Reimburse for Resource Sharing	Glenside Public Library	382.24			
Glenwood-Lynwood Public Library				11492	11/14/25	<u>140.97</u>
5920	Reimburse for Resource Sharing	Glenwood-Lynwood Public Library	140.97			

SWAN Library Services**Check Register**

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Green Hills Public Library District 5920	Reimburse for Resource Sharing	Green Hills Public Library District	385.62	11493	11/14/25	<u>385.62</u>
Hillside Public Library 5920	Reimburse for Resource Sharing	Hillside Public Library	177.99	11494	11/14/25	<u>177.99</u>
Hodgkins Public Library District 5920	Reimburse for Resource Sharing	Hodgkins Public Library District	36.50	11495	11/14/25	<u>36.50</u>
Homewood Public Library District 5920	Reimburse for Resource Sharing	Homewood Public Library District	353.52	11496	11/14/25	<u>353.52</u>
La Grange Public Library 5920	Reimburse for Resource Sharing	La Grange Public Library	555.21	11497	11/14/25	<u>555.21</u>
Matteson Public Library 5920	Reimburse for Resource Sharing	Matteson Public Library	424.18	11498	11/14/25	<u>424.18</u>
Messenger Public Library of North Aurora 5920	Reimburse for Resource Sharing	Messenger Public Library of North Aurora	27.55	11499	11/14/25	<u>27.55</u>
Midlothian Public Library 5920	Reimburse for Resource Sharing	Midlothian Public Library	65.99	11500	11/14/25	<u>65.99</u>
North Riverside Public Library District 5920	Reimburse for Resource Sharing	North Riverside Public Library District	123.02	11501	11/14/25	<u>123.02</u>
Northlake Public Library District 5920	Reimburse for Resource Sharing	Northlake Public Library District	256.69	11502	11/14/25	<u>256.69</u>
Oak Brook Public Library 5920	Reimburse for Resource Sharing	Oak Brook Public Library	264.70	11503	11/14/25	<u>264.70</u>
Oak Lawn Public Library 5920	Reimburse for Resource Sharing	Oak Lawn Public Library	1,732.15	11504	11/14/25	<u>1,732.15</u>

SWAN Library Services**Check Register**

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Oak Park Public Library				11505	11/14/25	<u>350.53</u>
5920	Reimburse for Resource Sharing	Oak Park Public Library	350.53			
Palos Heights Public Library				11506	11/14/25	<u>225.45</u>
5920	Reimburse for Resource Sharing	Palos Heights Public Library	225.45			
Park Forest Public Library				11507	11/14/25	<u>39.10</u>
5920	Reimburse for Resource Sharing	Park Forest Public Library	39.10			
Richton Park Public Library District				11508	11/14/25	<u>340.95</u>
5920	Reimburse for Resource Sharing	Richton Park Public Library District	340.95			
River Grove Public Library District				11509	11/14/25	<u>39.95</u>
5920	Reimburse for Resource Sharing	River Grove Public Library District	39.95			
Roselle Public Library				11510	11/14/25	<u>65.95</u>
5920	Reimburse for Resource Sharing	Roselle Public Library	65.95			
South Holland Public Library				11511	11/14/25	<u>74.04</u>
5920	Reimburse for Resource Sharing	South Holland Public Library	74.04			
Stickney-Forest View Public Library District				11512	11/14/25	<u>292.20</u>
5920	Reimburse for Resource Sharing	Stickney-Forest View Public Library District	292.20			
The Morton Arboretum				11513	11/14/25	<u>100.00</u>
5920	Reimburse for Resource Sharing	The Morton Arboretum	100.00			
The Theosophical Society in America				11514	11/14/25	<u>68.14</u>
5920	Reimburse for Resource Sharing	The Theosophical Society in America	68.14			
Thomas Ford Memorial Library				11515	11/14/25	<u>277.24</u>
5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	277.24			
Tinley Park Public Library				11516	11/14/25	<u>243.04</u>
5920	Reimburse for Resource Sharing	Tinley Park Public Library	243.04			

SWAN Library Services

Check Register

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
University Park Public Library District				11517	11/14/25	<u>24.00</u>
5920	Reimburse for Resource Sharing	University Park Public Library District	24.00			
Warrenville Public Library District				11518	11/14/25	<u>166.03</u>
5920	Reimburse for Resource Sharing	Warrenville Public Library District	166.03			
Westmont Public Library				11519	11/14/25	<u>140.62</u>
5920	Reimburse for Resource Sharing	Westmont Public Library	140.62			
Woodridge Public Library				11520	11/14/25	<u>222.49</u>
5920	Reimburse for Resource Sharing	Woodridge Public Library	222.49			
Virginia Blake				11521	11/19/25	<u>176.85</u>
5310	Travel Reimbursement	Virginia Blake - board meeting mileage	163.10			
5399	Annual Conference	Virginia Blake - EXPO Supplies	13.75			
Comcast				ACH Comcast	11/10/25	<u>256.72</u>
5480	Telecommunications	Comcast - Oct 11, 2025 to Nov 10, 2025	256.72			
ComEd				ACH ComEd	11/17/25	<u>256.88</u>
5120	Utilities	ComEd -	256.88			
Wellness Insurance Network-WIN				ACH WIN	11/21/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN	167.68			
Backstage Library Works				Backstage Lib AC	11/21/25	<u>562.30</u>
5450	Data Management Services	Backstage Library Works	562.30			
Employee Benefits Corporation				EBC ACH	11/21/25	<u>275.00</u>
5830	Consulting	Employee Benefits Corporation - - yearly BESTflex Premium Only	275.00			
First Bankcard				FNBO ACH	11/17/25	<u>14,101.94</u>
5420	Application Software Licensing	First Bankcard - Wordpress	24.00			
5220	Staff Meetings	First Bankcard	99.86			
SWAN Board Meeting		Exhibit pages 12 of 68			December 19, 2025	

SWAN Library Services

Check Register

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5510	Office Supplies	First Bankcard -Amazon	8.10			
5510	Office Supplies	First Bankcard - Amazon	40.73			
5320	Membership Meetings	First Bankcard - ILA	55.00			
5320	Membership Meetings	First Bankcard - ILA	60.00			
5320	Membership Meetings	First Bankcard - ILA	45.00			
2005	Library Consortia Special Interest Group Funds	First Bankcard	464.36			
5210	Conference Travel	First Bankcard Consortia SIG	28.16			
2005	Library Consortia Special Interest Group Funds	First Bankcard - Consorita SIG	338.85			
5210	Conference Travel	First Bankcard - Consorita SIG	936.46			
5120	Utilities	First Bankcard - ComEd	285.64			
5480	Telecommunications	First Bankcard - Grasshopper	49.17			
5520	Postage	First Bankcard	4.16			
5520	Postage	First Bankcard	127.55			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	294.00			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5230	Staff Professional Development	First Bankcard - Staff retreat	74.05			
5420	Application Software Licensing	First Bankcard - Adobe	6,134.17			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	825.54			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,576.14			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
KMMRD Enterprises				KMMRD ACH	11/03/25	<u>4,214.22</u>
5110	Rent/Lease	KMMRD Enterprises	4,214.22			
Lauterbach & Amen, LLP				L&A ACH	11/21/25	<u>9,605.00</u>
5820	Accounting	Lauterbach & Amen, LLP - November	1,105.00			
5820	Accounting	Lauterbach & Amen, LLP - Audit prep	8,500.00			
LIMRiCC				LIMRiCC ACH	11/21/25	<u>20,375.83</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - December	20,375.83			
ELyria				Refund to Elyria	11/13/25	<u>75.00</u>
2005	Library Consortia Special Interest Group Funds	ELyria Public Library	75.00			
SWAN Board Meeting		Exhibit pages 13 of 68			December 19, 2025	

SWAN Library Services

Check Register

All Bank Accounts

November 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Cynthia Romanowski				Romanowski ACH	11/21/25	<u>990.80</u>
5210	Conference Travel	Cynthia Romanowski - Flight, Train, Pkg Hotel	761.80			
5210	Conference Travel	Cynthia Romanowski - registration	229.00			
Reliance Standard Life Insurance Co.				RSLI ACH	11/21/25	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. December	1,028.63			
Unique Integrated Communications, Inc.				UMS ACH	11/21/25	<u>7,156.10</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - Message Bee	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	465.60			
Check List Total						<u><u>74,022.63</u></u>

SWAN BOARD MEETING MINUTES

November 21, 2025, 9:30 a.m.

West Chicago Public Library

118 West Washington St.

West Chicago, IL 60185

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
Jennifer Cottrill
Samantha Johnson
Zach Musil
Laura Van Cleve
Ben Weseloh

2. Introduction of Visitors/Public Comment

Aaro Skog, SWAN Executive Director
Scott Brandwein, SWAN Assistant Director
Ginny Blake, SWAN Business Manager
Ted Bodewes, Director Thomas Ford Memorial Library

There was no public comment.

3. Action Item

Acceptance of November 21, 2025, SWAN Board Meeting Agenda

Burns moved, seconded by Weseloh that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, October 2025

Bussey moved, seconded by Johnson that it be

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

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of October 17, 2025, SWAN Board Meeting Minutes

Bussey moved, seconded by Weseloh that it be

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

Motion carried by unanimous voice vote

6. Discussion Item

Illinois State Library Advisory Committee update – Ted Bodewes, Thomas Ford Memorial Library

Bodewes gave an overview/update on the state budget. The state equalization grant for public libraries increased this year from \$300,000 to \$5 million and had 109 libraries receive the grant. The OCLC group services contract for Illinois is coming to its renewal stage with a desire from ISLAC to “reset” the membership costs per library. Bodewes continued with a discussion on E-rate funding, the Narcan in libraries law, Senate Resolution 104 trustee training. There was a presentation at ISLAC about library eBook access and costs from Monica Harris. Bodewes will return in April for any further updates.

Reports

a. Board President Report

No report

b. Executive Report

Skog reviewed the Executive Director Report as reported in the board packet. Strategic planning was discussed. Several exercises done at the Staff retreat were of significance and Skog would like to discuss them further. Consortia Committee met and Skog gave an overview. Aspen Governance project complete. Financial Audit almost complete. They will present to the board at the January 2026 meeting. SWAN has a Leave Donation policy, which will be presented at the December meeting.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet. A discussion ensued regarding RAILS status of Palace Project and how it impacts SWAN.

c. Treasurers Report

Bussey looking forward to the draft budget for FY27.

d. Board Calendar

No discussion.

7. Discussion Item – FY27 budget update memo

Skog gave an update to the FY27 budget.

8. Discussion Item – December 4, 2025, Quarterly meeting agenda

Skog reviewed the agenda for the December quarterly meeting.

Musil adjourned the meeting at 11:15 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Samantha Johnson
Board Secretary

SWAN Finance Committee Meeting Minutes

December 12, 2025 11:00 a.m.

Online meeting

Call to Order, Roll Call

The meeting was called to order at 11:00 a.m.

Ben Weseloh, West Chicago Public Library District

Dawn Bussey Glen Ellyn Public Library District

Zach Musil, Tinley Park Public Library

Aaron Skog, SWAN Executive Director

Introduction of Visitors/Public Comment

Ginny Blake, SWAN Business Manager

Scott Brandwein, SWAN Assistant Director

Discussion Item—Memos on FY2027 budget

Health, Dental, Life & Disability Insurance

Two memos pertaining to SWAN's medical insurance were reviewed. The FY27 budget for the #5025 budget line is drafted at \$175,000 but the expected renewal expense for FY27 will be approximately \$195,000. The alternative solution would be to consider switching from the current medical insurance benefits from LIMRiCC to another Blue Cross/Blue Shield plan. The budget numbers provided by HUB International show \$37,000 in savings and would potentially put the #5025 budget at \$158,000. The use of SWAN reserves to pay \$40,000 for the required two months of overlapping benefits coverage was discussed.

Library Services Platform Expenses

The budget includes an additional service to improve BLUEcloud Analytics. The committee agreed overall that the relatively small cost to make Analytics a more compelling solution to member libraries makes sense as SWAN libraries would likely be using Analytics for two years even if SWAN decided to leave SirsiDynix for another provider. There will be an overview of the Analytics add-on at the January SWAN Board meeting.

Increased cyber security policy coverage

The budget draft included an increase to the cyber risk policy coverage from \$1 million to \$2 million. The committee is concerned that \$2 million might not be enough coverage and suggested that seeing the coverage amounts in \$5, 10, and 15 million in premium costs be shared at the next Finance Committee meeting.

Consulting & legal expenses

There was agreement that increases to the consulting and legal expense lines for a possible ILS RFP.

Discussion Item—FY2027 Budget

The full budget was reviewed in detail. SWAN's Tuition Reimbursement policy was noted for review at an upcoming Personnel Committee meeting to make sure that employees have opportunities to obtain new skills that are in alignment with SWAN's organizational goals.

Next steps

Aaron will schedule a Finance Committee meeting in January 2026 to review the final budget draft and to make recommendations to the full SWAN Board.

Meeting adjourned at 12:15 p.m.

Minutes Prepared by Aaron Skog

Respectfully Submitted,

Sam Johnson, Board Secretary

SWAN BOARD STRATEGIC PLANNING COMMITTEE MEETING MINUTES

December 12, 2025

Online meeting

1. Call to Order, Roll Call

The meeting began at 1:50 p.m.

Present were:

Zach Musil, Tinley Park Public Library

Ridgeway Burns, Itasca Community Library

Jennifer Cottrill, Midlothian Public Library

Aaron Skog, SWAN

2. Introduction of Visitors/Public Comment

There was no public comment.

3. Review SWAN Strategic Planning Project timeline and tasks

The project timeline was presented with three phases with key milestones and a deadline to approve the written strategic plan at the June 2026 SWAN Board meeting.

The use of a consultant for the membership meetings of staff and library directors was discussed, and the group believes that it would be important to have SWAN Board representatives lead the discussion at the regional meetings. Six meetings were discussed for March or April depending on the SWAN Board retreat.

The use of membership surveys were discussed and it was agreed that surveys would have some role during the implementation or tactical plan development by SWAN staff.

Overall, the plan should be for five years based on the anticipated ILS RFP project which could take up one year of SWAN's time.

4. Review strategic planning exercises from SWAN staff retreat

The planning exercises used at the SWAN retreat were reviewed and several exercises were agreed upon for the SWAN Board retreat.

5. Review PrairieCat strategic plan document

The recently completed strategic plan by PrairieCat was discussed. The overall arrangement of the plan with four higher level initiatives and a subset of goals underneath those initiatives should serve as a model for the SWAN plan.

6. Update to SWAN Board

The Board will be asked if they will be able to attend an extended board meeting at any of the regularly scheduled board meetings for February, March, or April.

7. Arrange Next Meeting

The meeting will be arranged via Zoom poll to take place after the December Board meeting.

8. Adjournment

The meeting adjourned at 3:00 p.m.

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson
Board Secretary

SWAN Executive Director Report

December 19, 2025

Update on activities

Finance Committee

The committee held its meeting on December 12th. We reviewed the draft of the upcoming budget and discussed some areas which have been summarized in a memo included in this month's meeting packet along with the budget draft.

Strategic Planning Committee

The committee held its second meeting on December 12th. We reviewed a timeline to complete the strategic plan for SWAN by June 2026 and agreed to make the plan cover five years. We discussed what an extended board meeting would include as far as group activities and outcomes. Membership input events would take place in March or April, with members of the committee leading the events.

HR Source Employment Law Conference

Scott and I attended the annual Employment Law Conference. The keynote speaker noted that Federal focus on immigration enforcement and diversity, equity, inclusion practices are under scrutiny. One of the recommendations was to make sure our organization's I-9 forms were accurate and up to date. Fortunately, Ginny and I met with HR Source on site at the SWAN office over the summer and performed an audit of our I-9 forms and they are now fully compliant.

I attended the session on Worker Compensation, which noted that employees working from home as a requirement for employment could present a liability issue for the employer. Some follow up on this is needed for SWAN, which will require our annual Flexible Work Schedule Request Form to be updated. We ask employees to complete this form annually. Work from home is offered as an optional benefit, as the headquarters in Oak Brook is the default work location for staff.

One comment from the HR Source Exchange message board on this topic after the conference from one of the attorneys from HR Source:

Generally speaking, in Illinois, if you are requiring employees to work from home, you need to reimburse them for reasonable expenses they incur in the course of work, which might include a desk, chair, monitor, keyboard, etc. On the other hand, if working from home is an optional benefit of employment, and the employee has a furnished place to work at your office anytime they want, then you don't need to pay for home office furnishings or equipment.

SWAN does provide IT equipment for remote work employees, e.g., headsets, monitors, port hub, and laptops. Additionally, SWAN did reimburse internet expenses during the pandemic, but once the Illinois emergency order was lifted, that reimbursement was discontinued.

SWAN membership fee payments delay

Matteson Public Library has paid one of two outstanding invoices for membership fees. Elmwood Park Public Library made partial payment on the first of two outstanding invoices for SWAN membership fees but has not paid the remaining balance since November.

Projects

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.

ILA Public Policy Committee

I attended three legislative meetups the week of December 1st as my role as ILA PPC chair requires. I spoke at all three meetings about the issues surrounding eBook cost and access.

Board considerations

Staff holiday party

The SWAN staff holiday party is scheduled for Friday, January 16, 2026 and we will introduce celebrating years of service to employees. I would like to discuss with the board at the December 19th meeting some of the practices in your libraries around annual awards (if they are annual) and which milestones you celebrate.

Monthly Financial Report

November Balance Sheet

The Fund Balance Unrestricted line for November is \$2,215,221.46 which underwent a **(\$192,687.47)** adjustment from the month prior. The table below shows the current FY26 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,215,221.46
Expenses to be paid from reserve	(\$45,000.00)
Reserves balance	\$2,170,221.46
SWAN annual expense budget	\$3,982,493.02
Number of months operating expense in reserve	6.5

Revenue & Expense Report

This month will be 42% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2026. SWAN total expenses for the year are on target at 42%.

	FY26 Budget	Ending November 2025	Percentage of budget YTD 25%
Total Revenue	\$3,982,493.02	\$1,807,593.41	45%
Total Expenses	\$3,982,493.02	\$1,657,484.35	42%
Over / (Under)	\$0.00	\$150,109.06	

Accounts Receivable

4010 - SWAN Full Membership Fees: 49.86%

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: 43.137%

SWAN's Money Market rate for November is 4.17%, which is down from 4.33% in October, but the income year to date exceeds budgeted revenue. We transferred \$100,00 into this account from the operating checking account in November.

4520 – Investment Income: 24.34%

SWAN's IMET investment revenue is recorded in this line.

Accounts Payable

The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 42%, which is the percentage of the budget at the end of November.

5023—Worker's Compensation: 81.02%

The insurance premium expense was reclassified in November to this budget line from the incorrect line of #5700 Insurance.

5210—Conference Travel: 62.77%

Travel expenses for ALA, AspenCon, and CORE conferences out of state recorded thus far for the year. SWAN staff presented at AspenCon and CORE conferences.

5310—Travel Reimbursement: 96.18%

Reimbursements to SWAN employees for local travel to meetings.

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.

5430 – Server Software Licensing: 54.28%

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: 52.07%

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: 71.73%

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: 104.18%

The business and cyber risk insurance coverage was renewed at \$5,170 and \$6,191 respectively.

5820—Accounting: 58.57%

Our ongoing monthly accounting expense is recorded in this line, along with a first payment of \$8,500 for the fiscal audit underway.

6010—Bank Fees: 110.35%

SWAN now pays all vendors via bank ACH which incurs a fee for each transaction.

Operations Report: November 2025

Summary

Membership engagement activities and statistics are reported through the month-end of November 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
11/18/2025	Acquisitions Office Hours	Bibliographic Services; Information Technology & System Support	Consultation
11/19/2025	Circulation Working Group	User Experience; Information Technology & System Support	Membership Meeting
11/21/2025	SWAN Board Meeting	Administration	Governance
11/25/2025	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Circulation Working Group (11/19/2025)

In the last meeting of this year, the Circulation Working Group welcomed the newly elected members to the group and reviewed the group charge. This year the group will focus on developing Damaged and Unusable Workshops in the Fall and Spring of 2026. In addition, the group discussed implementing friendlier notice wording for print billing notices.

Major Projects & Research

Aspen Discovery

25.11 release and keyword search filters

The November release included work that SWAN sponsored, based on work with the Discovery and User Experience Working Group to evaluate areas where keyword searching could be improved.

Aspen now has the ability to automatically apply filters based on keyword searches; for example a search for “pride and prejudice dvd” would strip the term “dvd” from the keywords and apply a format filter for DVD. This feature is very configurable, and SWAN can decide which keywords and filters to apply (or intentionally exclude).

The Discovery and User Experience Working Group and Cataloging Working Group met in a joint special meeting to brainstorm configuration options on December 3rd. SWAN staff will now test and evaluate an initial configuration to roll out to member libraries on our production catalog.

This feature has the potential to be extremely helpful to patrons, but in some cases it could apply filters that would obscure the results patrons are seeking. We plan to roll out cautiously, in stages, so we can evaluate the impacts on searching.

Aspen release testing

SWAN staff test Aspen releases each month, a process which has significantly evolved over the past year due to two major factors: The Aspen community moved to using a new development tracking tool, Jira; and the pace of Aspen development has increased rapidly, due to both our move to Grove for Libraries and onboarding of new developers at other Aspen support vendors across the community.

Starting with the November release, we worked to improve our internal testing process, utilizing our Asana project management tool to develop a new testing plan and setting a core group of release testers: Lucas McKeever, Olivia Montolin, Cynthia Romanowski, and Tara Wood. We hope these changes will improve our testing for both the SWAN membership and the wider Aspen community.

Palace Project

All SWAN eRead libraries are now live on the Palace Project app!

The Boundless platform was officially retired on November 17, and during the final two weeks of the month, the eRead collection was migrated to the Palace Project app. Olivia Montolin worked closely with SWAN ITSS and Lyris to ensure our preferred Web Services authentication method functioned correctly and helped to troubleshoot test barcodes for app access and checkout.

New Staff Laptops

Ahren Sievers has been working on preparing our Microsoft Intune environment for the new staff hardware that was ordered in late November. Microsoft Intune is the cloud successor to traditional

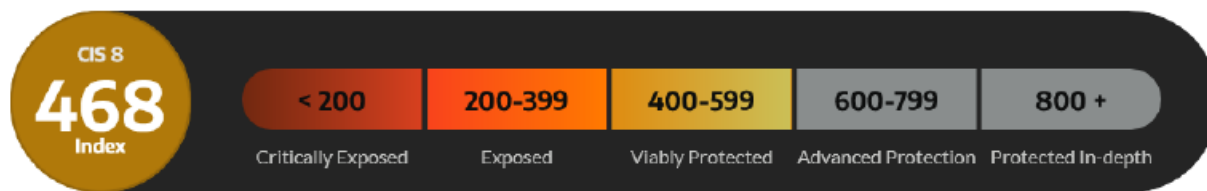
Group Policy management and will allow us to provide a more bespoke experience for staff. Lenovo is also able to pre-register each device with our Intune tenant, which should significantly reduce the time it takes to initially configure hardware. We are currently awaiting Lenovo for verification of our DUNS number, delaying shipment but we should still be on track to issue new hardware to staff in late January.

Arctic Wolf & Cybersecurity Assessment

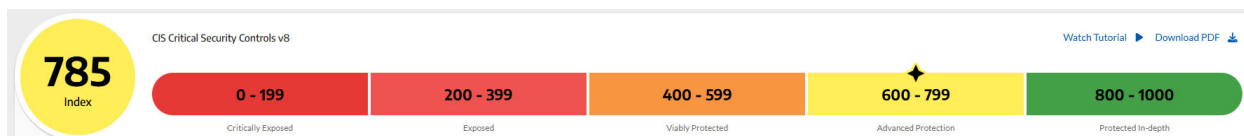
It has been a year since we created a baseline assessment of our cybersecurity using preparedness using a tracking tool provided by Arctic Wolf, our security and managed awareness vendor. The Cyber Resilience Assessment measures security against Center for Internet Security (CIS) Critical Security Controls v8's 18 security categories and provides a score. Since establishing the baseline, our Network Security Administrator and ITSS Manager have been working shoring up our security according to the recommendations of the assessment.

Since starting this project, we've significant increased our cybersecurity preparedness.

Our score as of December 2024 was 468, putting us in the Viably Protected category.

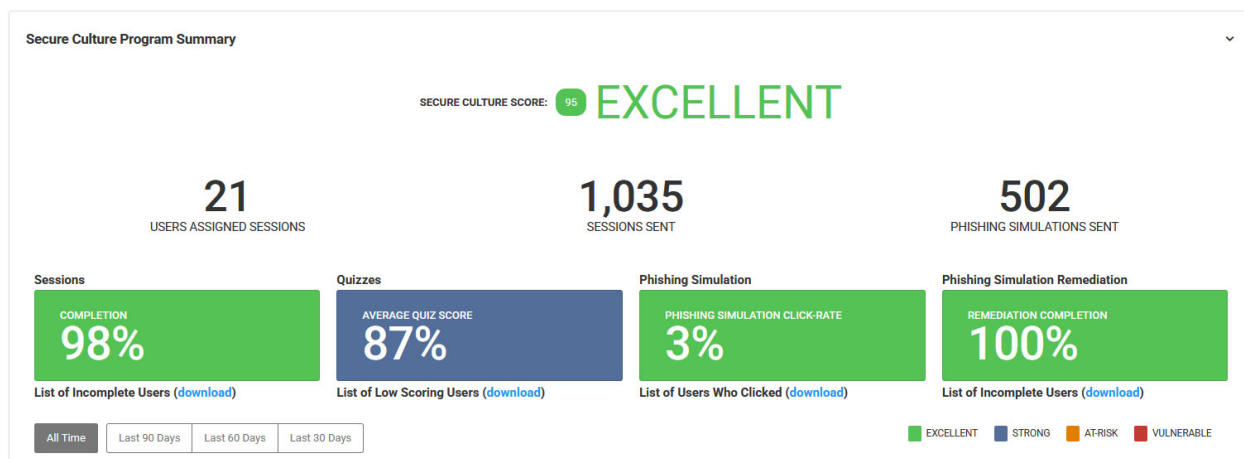


As of December 2025, we are at a score of 785, towards the top end of the “Advanced Protection” range.



Though we are continuing to investigate tactics to bring this score up, we are experiencing diminishing returns and finding that many of the recommendations still pending don't apply to our organization. The ITSS team has switch gears to focus on our Microsoft environment, and some security improvements are coming with our switch to Microsoft InTune, which allows close monitoring of maintenance of staff workstations.

Besides the security monitoring and the assessment tool, Arctic Wolf provides a service called Managed Security Awareness that provides security training to SWAN staff on a bi-weekly basis and phishing simulations. Response to these trainings have been positive, and staff are largely up to date on the program. We hope that this level of knowledge further protects SWAN's and our members' sensitive information.



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
11/12/2025	Vendor Demo: SOLUS	All	Partnerships
11/13/2025	Aspen Community Meeting	All	Partnerships
11/19/2025	SirsiDynix SureSailing	All	Partnerships
11/25/2025	Backstage Library Works Consultation	Bibliographic Services; Administration	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

Late Saturday, November 22nd, SendGrid informed us that suspicious email had been sent from our account and placed a hold on the account. On Sunday morning, we confirmed that one of the API keys associated with SendGrid had been successfully used, allowing these emails to pass through.

This API key was immediately revoked and reissued, however, SendGrid support took until Sunday evening to unblock our account allowing mail to flow. Upon reviewing the emails that were not processed, the vast majority of were checkout receipts and Symphony reports, which could be retrieved through other means.

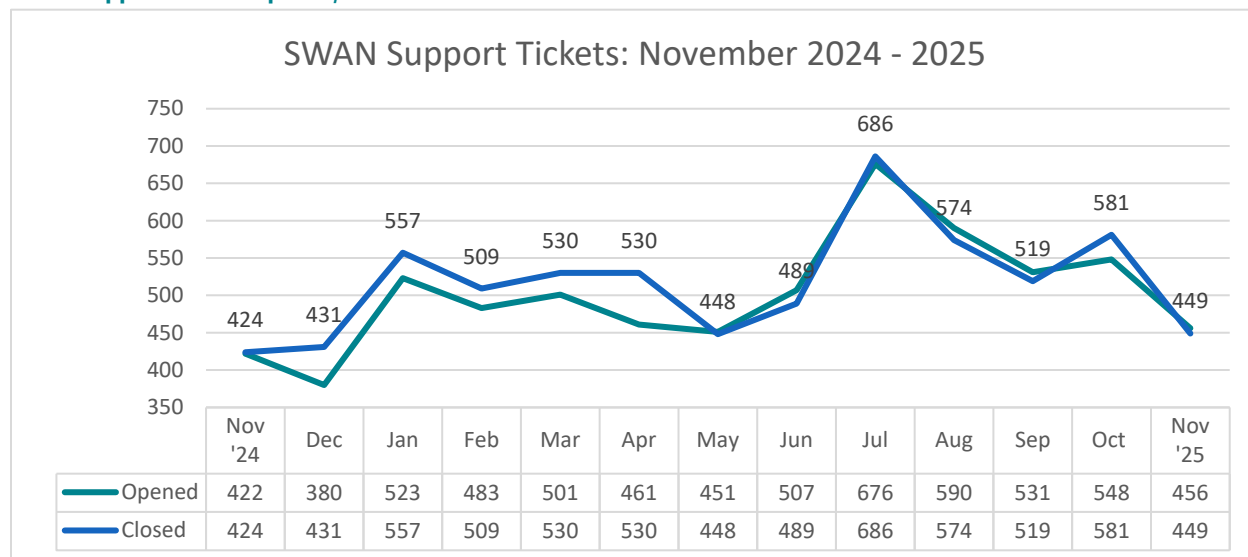
System Maintenance & Outage Calendar

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
SendGrid Account Temporarily Restricted	SendGrid placed hold on our account due t...	Sun 11/23/202...	Mon 11/24/202...	Outage
Overnight indexing issues	ADUtext finished abnormally	Tue 11/25/202...	Wed 11/26/202...	SirsiDynix
Thanksgiving Headings Rebuild	Scheduled run of RebuildHeadings and Reb...	Thu 11/27/202...	Fri 11/28/2025 ...	SirsiDynix, Planned

Support Tickets

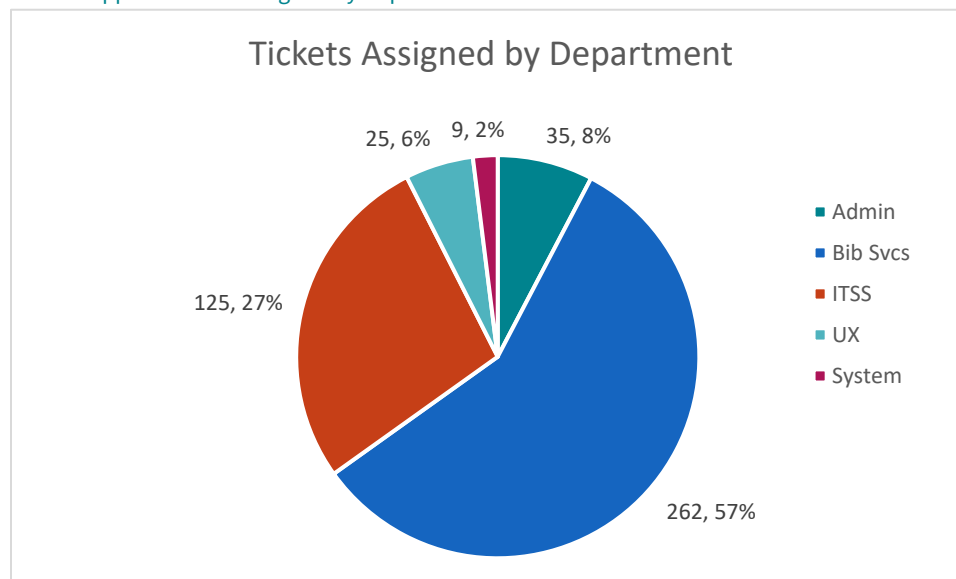
System Assigned tickets represent tickets that were merged or otherwise consolidated.

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)

Single sign-on is live on the SWAN website.

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.

Documentation reorganization

SWAN staff are currently working on a reorganization of our documentation, from a hierarchical menu-based architecture to a tag-based system. While much of this work will not be immediately obvious to the membership, we hope library staff will notice some subtle but helpful changes that make documentation easier to find, including better search results, breadcrumbs, and linking between pages and topics.

This change will also make it easier for SWAN staff to create and organize documentation, and in our evaluation SWAN staff are already making some tweaks and changes to improve the content of documentation as well.

Training Modules & Recordings

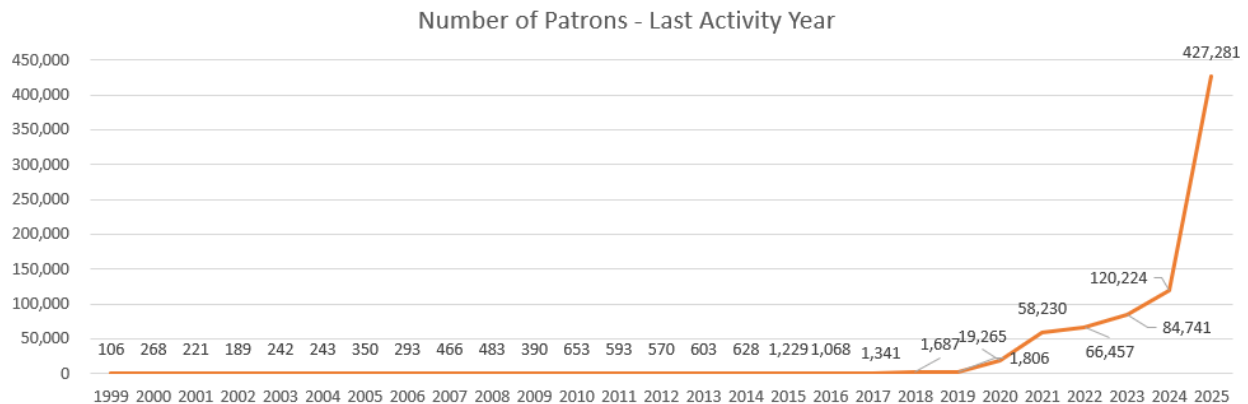
Learning Management System (SWAN Online Learning)

In November 2025, we added 6 new users to the Learning Management System. Crystal Vela and Sam Dietel are completing the annual course review process, with several updates to our technical services courses.

Maintenance

Automatic Monthly Patron Record Removal

In November, we removed 7,167 inactive patrons from the database. We currently have 789,627 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 1.7% (13,429) 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.

Rebuild Headings and Text Database Reports

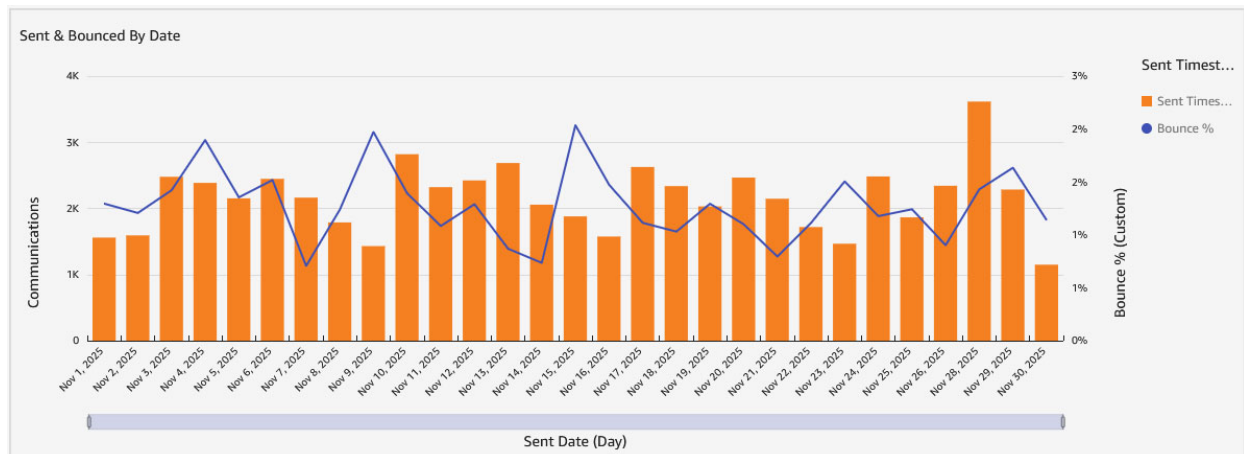
Over the Thanksgiving holiday, the Rebuild Headings and Text Database reports ran on our server. These maintenance reports were performed to clean up the existing discrepancies between the Browse Heading Occurrence display and the Result Records display. The Headings report removes the current headings index and rebuilds it from existing data. The Text report removes the text database and will rebuild it from existing data. Combined, these two reports corrected the problem that we were having with our Browse display.

MessageBee Statistics

SMS notifications

Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
November, 2024	59,852	59,411	99.26%	441	0.74%

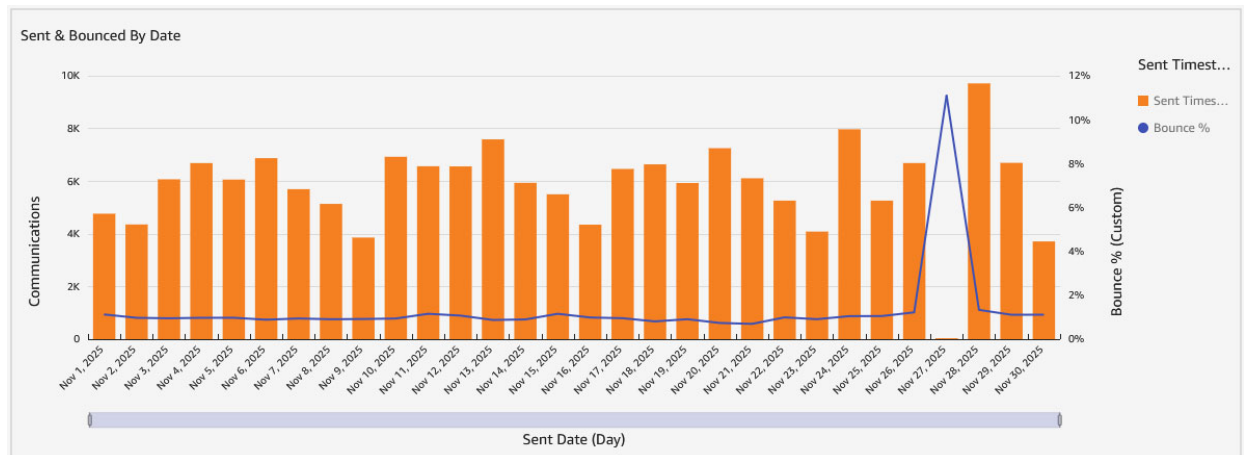
December, 2024	57,982	57,555	99.26%	427	0.74%
January, 2025	66,595	66,142	99.32%	453	0.68%
February, 2025	56,198	55,799	99.29%	399	0.71%
March, 2025	62,374	61,557	98.69%	817	1.31%
April, 2025	62,097	61,458	98.97%	639	1.03%
May, 2025	63,318	62,832	99.23%	486	0.77%
June, 2025	61,029	60,530	99.18%	499	0.82%
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%
November, 2025	62,279	61,497	98.74%	782	1.26%



Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
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%

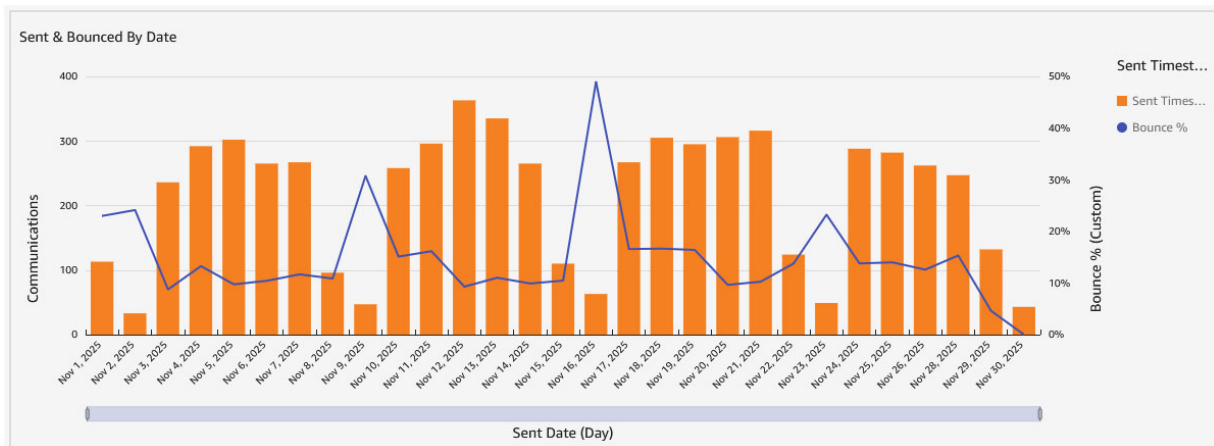
October, 2025	186,177	184,672	99.19%	1,505	0.81%
November, 2025	171,626	169,953	99.03%	1,673	0.97%



Stats from 11/27 represent Symphony downtime during scheduled rebuild

Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
November, 2025	5,846	5,493	93.96%	353	6.04%



Print Notices

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

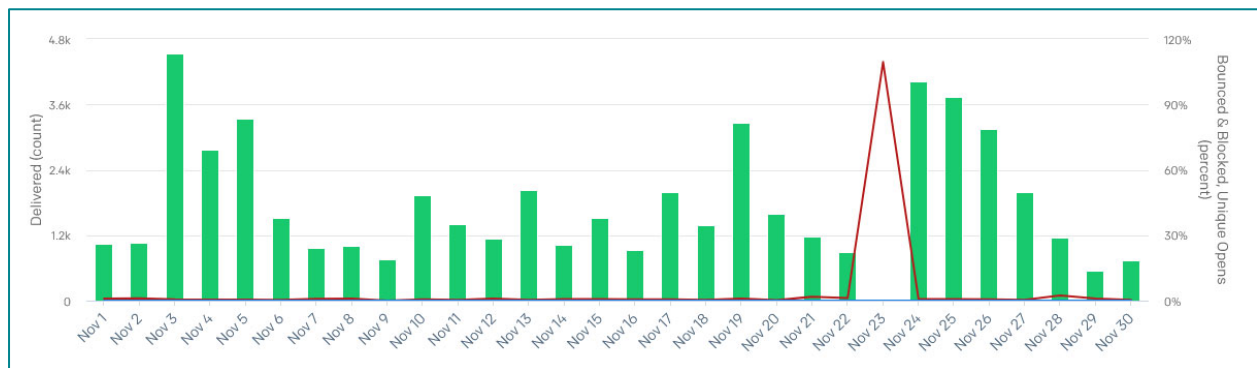
Month/Yr	Bill Notices	Amount
November, 2024	475	\$ 437.00
December, 2024	543	\$ 499.56
January, 2025	523	\$ 481.16
February, 2025	411	\$ 378.12
March, 2025	393	\$ 361.56
April, 2025	387	\$ 356.04
May, 2025	452	\$ 415.84
June, 2025	465	\$ 427.80
July, 2025	439	\$ 416.88
August, 2025	390	\$ 378.30
September, 2025	495	\$ 480.15
October, 2025	480	\$ 465.60
November, 2025	418	\$ 405.46

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
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
Nov '25	56,617	53,594	93.03% (52,672)	100	1	34	929	2,793	196



On 11/23, SendGrid placed a temporary restriction on our account, preventing email from being processed

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	121		
Copy 2025	2376	2147	1832	2029	1720	1504	1790	1765	1674	1862	1551		

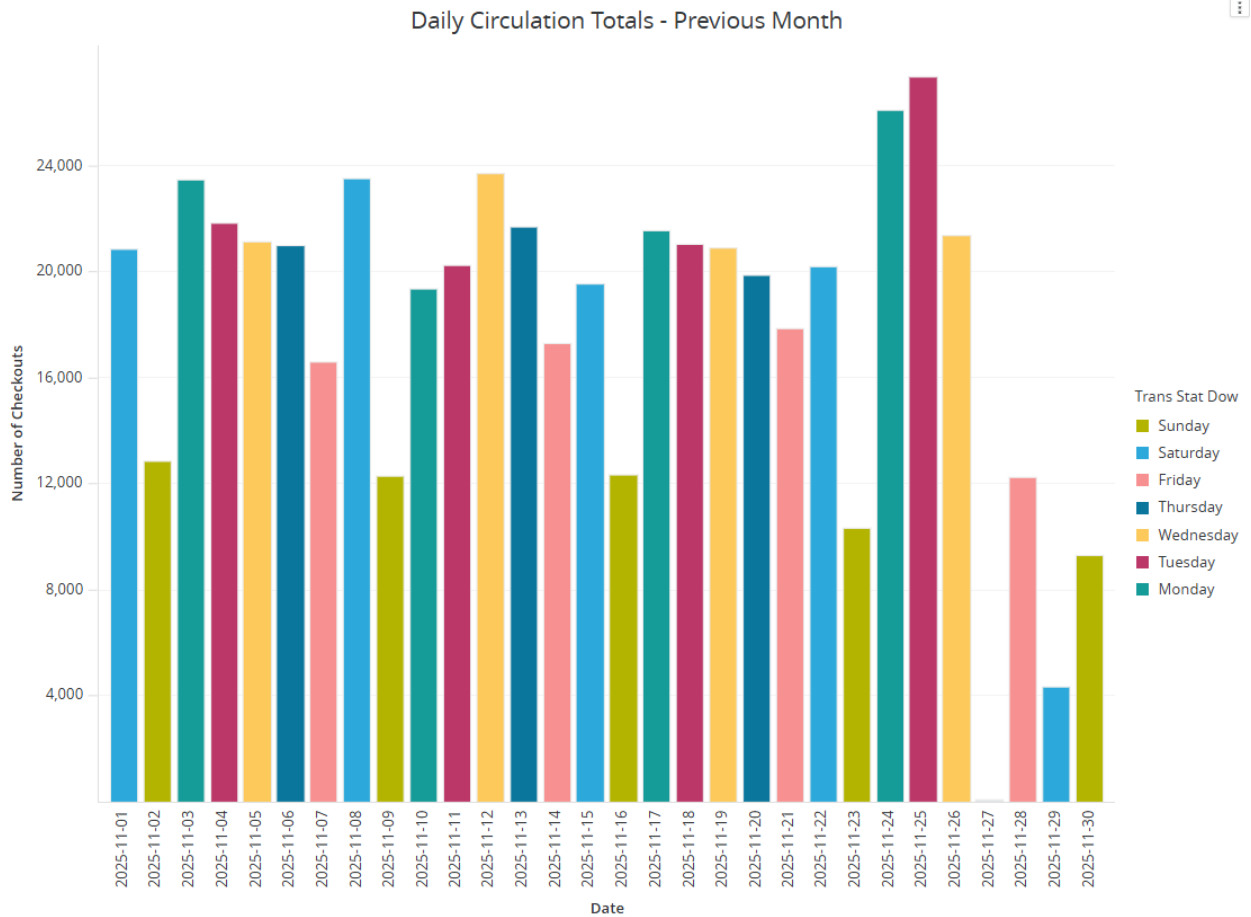
Records Added

In November, SWAN libraries added 37,737 new items to the database, and a total of 5,381 new catalog records.

Currently, we have 1,385,181 unique bibliographic records with available items. Of these, 55% were published in or after 2010.

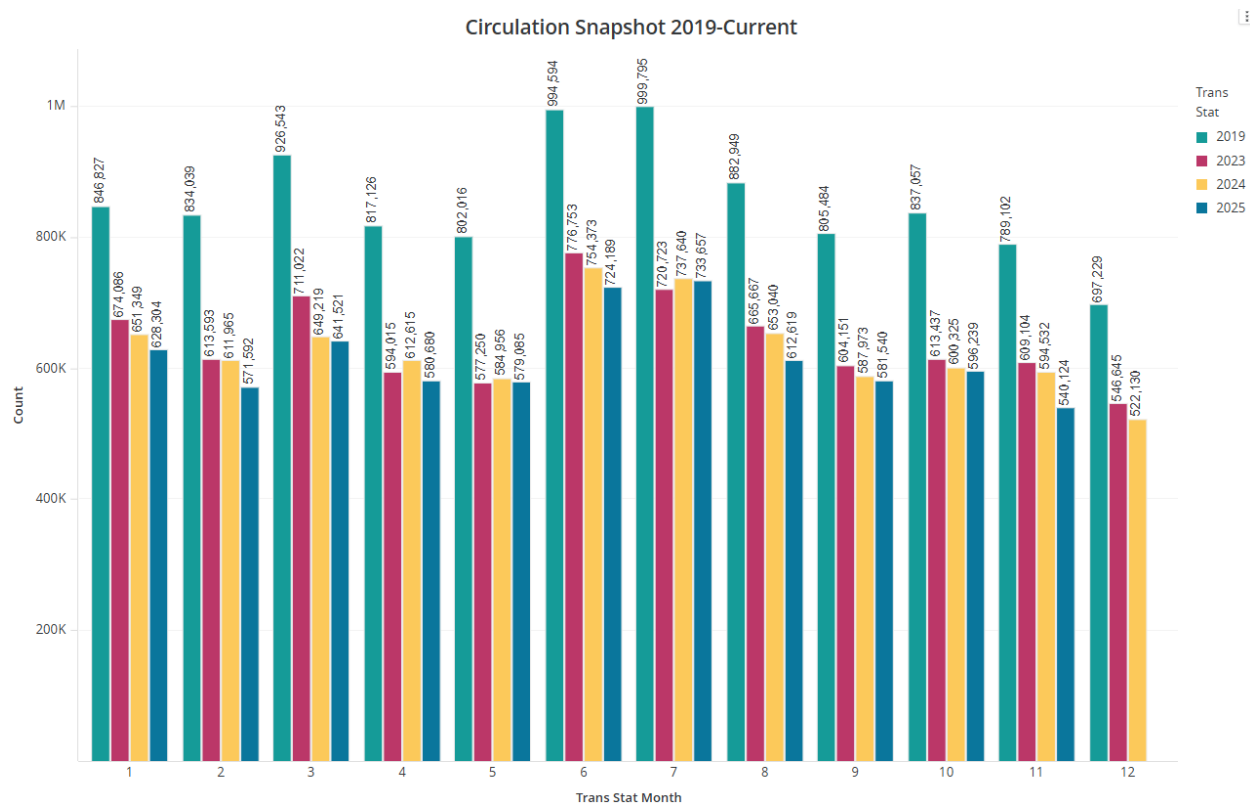
Circulation

In November, there were 540,095 total circulations across all SWAN libraries. Comparative daily rates are in the graph below.



Monthly total comparison since 2019

In November, systemwide circulation was 90.2% of the total in November 2024 and 68.4% of the pre-pandemic count from November 2019. This is not in line with recent years, and we are currently investigating whether there was an issue with circulation logging.



Trends in Holds

In November, 180,438 holds were placed by 38,292 unique patrons, for an average of 4.7 items per holding patron. Hold placements/pickup remains steady in recent years and is generally correlated to general circulation. In October, 76.5% of holds were ultimately circulated.

Interlibrary Loan & Resource Sharing

In October, Interlibrary loan checkouts between SWAN members totaled 94,323 for 18.6% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 19% of total checkouts at 90,309 checkouts. Non-SWAN reciprocal borrowing made up another 3.3% of checkouts.

These numbers may also be affected by missing checkout counts, though the proportions remain normal. SWAN is investigating.

OCLC Worldwide Resource Sharing

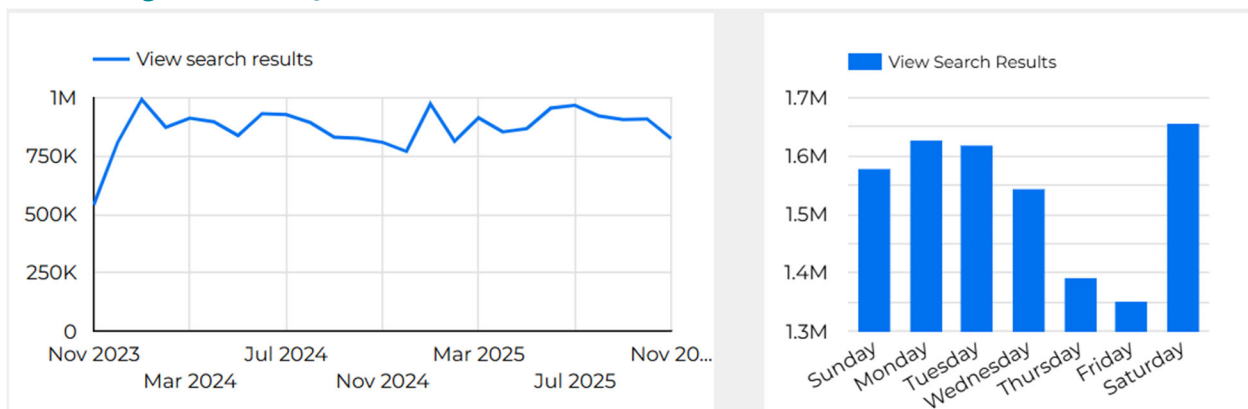
In November, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 1.9 items lent for each item borrowed. We lent 2,134 items and 16 copies and borrowed 1,113 items and 23 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (November 2025)

- | | | |
|-----------------|------------------|------------------|
| 1. thanksgiving | 10. nintendo | 18. gone before |
| 2. christmas | switch | goodbye |
| 3. movies | 11. the | 19. motion |
| 4. wicked | housemaid | pictures |
| 5. the | 12. harry potter | 20. james |
| correspondent | 13. consumer | patterson |
| 6. winter | reports | 21. snow |
| 7. dog man | 14. minecraft | 22. romance |
| 8. the widow | 15. wild dark | 23. nora roberts |
| 9. freida | shore | 24. stephen king |
| mcfadden | 16. flesh | 25. broken |
| | 17. frankenstein | country |

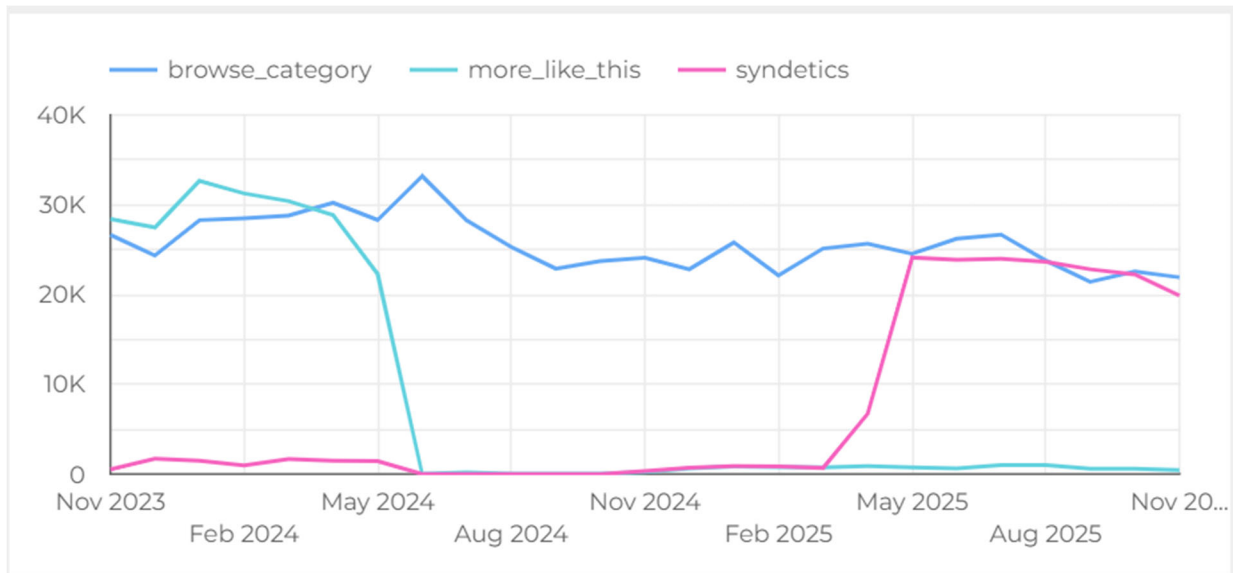
Results Pageviews in Aspen



Usage of Recommendations

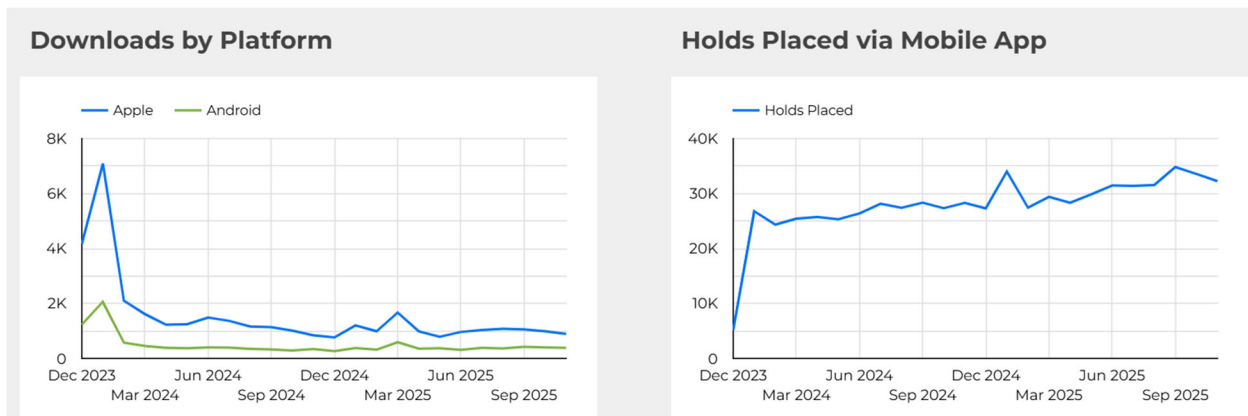
This data measures clicks on title recommendations presented to patrons.

- 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*.



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).



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

SWAN Project outlook for 2026

This is a preliminary outline of projects and research SWAN staff plans to undertake in calendar year 2026.

Projects

Strategic Planning (Jul 2025-Jun 2026)

A huge focus for the first half of 2026 will be crafting the SWAN Strategic Plan. The SWAN Board and staff started work on brainstorming and project planning in Fall 2025, and the endeavor will continue into summer of 2026. The final Strategic Plan will be presented at June Quarterly after which approval will take place at the following board meeting. SWAN will begin work on a tactical plan for FY27.

Staff Laptop Replacement (Jun 2205-Mar 2026)

Our staff laptops have been in use for over 5 years, and we have been planning a refresh. As of the end of 2025, all laptops and peripherals have been ordered. Rollout and configuration will take place on arrival in January or February of 2026.

Staff In-Service Day 2026 (Sep 2025-Apr 2026)

SWAN staff will attend a day-long, staff-led workshop in April 2026. The focus of the day is two-fold: support and project planning. In the morning, we will discuss support methodology, ticket etiquette and expectations, and techniques to provide empathetic and efficient support to our membership. In the afternoon, we will discuss high-level project concepts in response to staff feedback requesting more ownership of initiatives. Topics will include stakeholder/participant analysis, scheduling, risk assessment, and communication.

Support Site Documentation Organization (Oct 2025-Feb 2026)

In the last quarter of 2025, SWAN staff have been preparing to transition our support site documentation from a structured "Book" format in Drupal to a tag-based organization scheme. The "Book" format has proven to be cumbersome and rigid. This transition will reduce the staff time required to develop and organize documentation, and it will provide library staff a smoother experience finding the documentation they need. Documentation will be able to be access from more than one topic area, which has been an issue in the past for some articles that are relevant to more than one job area.

Go Live with Aspen Keyword Filters (Nov 2025-Jan 2026)

In 2025, we began experimenting with keyword filters in Aspen, a new feature that allows search strings to be translated into automatic search filters. For example, a search for "kids picture books about dogs" might be realized as a keyword search for "dogs" with filters for Juvenile materials and

picture books applied. We have worked with our DUX and Cataloging Working Groups to generate ideas and plan to roll out a limited implementation of this with plans to expand based on feedback.

Library Staff Feedback Strategy (Dec 2025-Jan 2026)

We are working on a simple member feedback form we can distribute after member staff events such as working/networking groups, trainings, and our member engagement events. Feedback will be anonymous and used to improve our member-facing even offerings.

Infographic on Value of SWAN Membership (Dec 2025-Jun 2026)

MARCListener is the automation tool that we enabled for our Cataloging Libraries to seamlessly import records into Symphony directly from the OCLC Connexion cataloging client. Starting in late 2025, we have been re-evaluating the record import and bibliographic matching configuration to reduce the number of duplicate records that come into our catalog. Currently, we are piloting a new configuration with a volunteer library. This project will conclude with the rollout of a new record import configuration to all SWAN Cataloging Libraries.

Complete Training Audit (Jan-Dec 2026)

In December of 2025, we wrapped up a review of all online training courses in our curriculum as part of an annual review. In 2026, we want to perform an audit of other training materials, with a particular focus on recorded trainings. We plan to either re-record or retire dated trainings and ensure that trainings in this format are accessible and digestible for our membership. This project will conclude with a plan for consistent review of trainings to match our annual review of online courses and documentation.

Go Live with Aspen Scan-and-Go (Jan-Mar 2026)

Aspen Scan-and-Go is a self-check feature that we have been piloting for some time. Now that we have overcome some technical issues with the product, we hope to release it to the membership in early 2025.

Evaluate BLUEcloud Analytics Private Suite (Jan-Jul 2026)

BLUEcloud Analytics Private Suite brings our analytics/reporting platform off the shared environment into a move controlled and customizable SWAN-only platform. This will allow us much better user management, usage tracking, and use of custom analytics data from outside the ILS. We have signed an agreement to start using the service, and we will dig into the features in the first half of the year. Much of this time will be spend on SWAN staff training and orientation, after which we will determine a path forward for rollout to membership.

Implement Hoopla Flex Integration in Aspen (Jan-Mar 2026)

Hoopla Flex integration will allow libraries who use this service to finally see available Flex materials in their catalogs. This implementation will also mean that Hoopla records in general can be scoped to individual libraries. Currently, we use one large collection belonging to St. Charles Public Library in every library's catalog. Scoped collections will provide a better patron experience.

SWAN Expo 2026 (Jan-Aug 2026)

Our annual conference this year will take place at NIU Naperville's conference center. Kickoff and session planning begins in January of each year.

Member Engagement Event Series (Jan-Dec 2026)

We are releasing a series of member events designed to bring together member staff and interface with topics that do not fit snugly into our working and networking groups. The list of events will be released in December 2025. Currently, we have 12 events planned, which will take place between February and November. At the end of the year, we will evaluate the success of the project and determine a path forward for similar projects should it prove useful.

Hardware Re-Rack and Electronics Recycling (Jan-Apr 2026)

We are still working on minimizing our infrastructure footprint in our smaller office space. Our Information Technology and System Support team has plans to condense our network hardware onto a smaller rack and recycle or donate furniture and equipment no longer required.

MessageBee Training Update (Feb-Apr 2026)

The MessageBee staff portal has changed with a gradual rollout of new services and a migration to a new website over the course of 2025. Now that the dust has settled, we plan to update all our training and documentation on the notification platform to reflect the changes.

SharePoint/File Management Overhaul (Mar-Jun 2026)

Our file management on SharePoint has begun posing some issues with record sharing and synchronization. Most of our file management is through a single Microsoft SharePoint portal. We plan to investigate a more modular approach that will decrease the lag we experience. While doing this, we plan to reorganize our file management system, rework our retention policy, clear out old files, and streamline shared file access, particularly file sharing between teams and shared project workspaces.

Develop Targeted BLUEcloud Analytics Training Modules (Mar-Jun 2026)

After going live on BLUEcloud Analytics Private Suite, we plan to create BLUEcloud Analytics trainings in cooperation with our staff who develop courses on the Learning Management Software platform, Articulate. The scope of these courses will be determined by our level of adoption of the Private Suite features.

Update Aspen Trainings (Apr-Jun 2026)

Aside from our training audit of recorded material, we plan to recreate our Aspen training from the ground up. Aspen has changed significantly since much of the documentation and training has been created, so this warrants a dedicated project to update the library.

Aspen Events Pilot (Apr-Jun 2026)

Aspen has Events integration akin to Communico and LibCal. We have not evaluated this tool yet, so we are planning a pilot for interested libraries in Spring of 2026. If we determine that the tool is secure and useful to our membership, we will plan a future project to make it available to libraries who wish to adopt it.

Symphony 4.2 Upgrade/Client Release (Apr-Jun 2026)

Symphony 4.2 is available. We intend to investigate the features relevant to our libraries and perform the upgrade sometime in the spring.

ILS Decision Process (RFI/RFP) (Jun-Jul 2026)

Following Strategic Planning and the survey work of last year's Environmental Scan Task Force, this summer we will release an RFP for an ILS platform.

Aspen Campaigns Pilot (Oct-Dec 2026)

Aspen developers are releasing a tool called Campaigns, which provides reader tracking and challenges similar to Beanstack. If this is ready for prime time in the near future, we will plan a testing period and rollout. Since this will not be available in time to properly test before Summer Reading 2026, we plan investigate it in the second half of the year for release in 2027. This project is contingent on development and confidence from our support vendor.

Overhaul of Annual Evaluation Protocol (Oct-Dec 2026)

SWAN year staff evaluations have remained largely unchanged for nearly a decade. Based on staff feedback, we'd like to investigate alternative evaluation frameworks and scoring. We plan to look at sample evaluation methods by other libraries and consortia and come up with a yearly evaluation process that is clear, comprehensive, and forward-looking. We would also like to ensure that the yearly evaluation process is respectful of our administration's and managers' time while preserving the high level of feedback we aim to provide. Our upcoming evaluations in June 2026 will use the existing framework.

Implement LiDA Home Screen Customization Options (TBD)

New features in the SWAN Libraries + app powered by LiDA provide options to add customizations to the app home screen at libraries' discretion. Examples include events, programs, and links. This is still being developed by the Aspen Community, and we will plan a rollout once it is fully released.

Migrate SWAN Knowledge Base to HaloITSM (TBD)

SWAN staff's internal knowledge base currently resides in OneNote. This has served us for many years, but HaloITSM comes with a Knowledge Base module. We plan to explore using that platform instead for better organization, and the possibility for SWAN staff to reference Knowledge Base articles directly in the interface when responding to tickets. This project is contingent upon a successful evaluation of the HaloITSM Knowledge Base module.

Explore HaloITSM as an Electronic Resources and Vendor Tracking Management System (TBD)

As part of our next phase of development on the HaloITSM ticketing and customer support platform, we hope to leverage its customizable relationship capabilities to create a database of e-resources provided by SWAN libraries to patrons and other member/vendor relationships to better track what relationships our members have and perform targeted communication.

Rollout Palace Project for Non-eRead Illinois SWAN Libraries (TBD)

Now that RAILS has guided eRead Illinois libraries through the Palace Project transition, we would like to work to ensure that all SWAN libraries have access to the service. This project involves implementation of the Palace Project platform for any interested libraries, but does not include a rollout of any specific SWAN-wide collections.

MARCListener Fine Tuning (TBD)

MARCListener is the automation tool that we enabled for our Cataloging Libraries to seamlessly import records into Symphony directly from the OCLC Connexion cataloging client. Starting in late 2025, we have been re-evaluating the record import and bibliographic matching configuration to reduce the number of duplicate records that come into our catalog. Currently, we are piloting a new configuration with a volunteer library. This project will conclude with the rollout of a new record import configuration to all SWAN Cataloging Libraries.

SonicWall Migration to NSM Platform (TBD)

Our Network and Security Administrator plans to migrate our firewall monitoring to SonicWall's Network Security Manager (NSM), which provides a single dashboard to manage firewalls and switches, and access points.

Retool Alias eMails and Sunset OTRS Server (TBD)

Our OTRS server is where we used to host our ticketing system. Now that we have switched to HaloITSM, we have needed to maintain this server for some of the auxiliary functions it performed. The most visible use of this server is that it maintains our communication through library alias e-mail addresses. We Are currently researching platforms to use in place of this server. This project may also open the door to migrate away from reliance on SendGrid for e-mail communication.

LastPass Cleanup (TBD)

Our shared password manager environment has evolved into a tiered structure that is confusing for SWAN staff and too complex for our purposes. We will take time this year to simplify this structure, while at the same time ensuring that staff access is limited to only services each staff member requires and that passwords are consistently updated and unique.

Location Review and Cleanup (TBD)

Our item location vocabulary in Symphony is one area where we have allowed consistent unchecked growth to accommodate the varying nomenclature and layout needs of our member libraries. Along with this form of growth, we know there are locations that have fallen out of use. Our Bibliographic Services team plans to perform an audit of this vocabulary to eliminate obsolete locations and resolve any potential redundancies.

Library of Things Record Format Audit (TBD)

Our Bibliographic Services team plans to update back-end Symphony record formats for Library of Things items to a set of custom values differentiating these materials by medium (book, audio, video, etc.) and separating them from more common items. Due to the standards and practices applied to the bibliographic records for these items, they often do not undergo the same treatment during cleanup projects, bibliographic updates with Backstage Library Works, and deduplication during library migrations into SWAN. Completing the record format update will keep these items out of projects that are not relevant to them and minimize the amount of data we send back and forth for bibliographic/authority processing every month.

Research and Development

The following are products and projects we intend spend staff time investigating that may or may not lead to a project in the future.

Learning Management System Alternatives (Feb-Apr 2026)

Because the our online course platform, Inquisiq, does not integrate with SSO and the vendor has shown little interest in developing the integration, we will be doing an environmental survey of alternative options for a learning platform that supports online courses developed through Articulate. Specifically, we are interested in options that may integrate with Drupal and allow delivery of online courses directly through our support site.

Aspen Talpa Integration (Apr-Jun 2026)

Talpa Search is a natural language search tool created by LibraryThing that has recently been integrated into Aspen Discovery by Grove for Libraries. It provides similar functionality to the Aspen keyword filters. We intend to research and test this tool to determine whether we'd like to move forward with a pilot. The service requires a subscription.

SWAN Collection for the Palace Project App (Jul-Dec 2026)

With the successful launch of the Palace Project for members of eRead Illinois, SWAN would like to continue our research into Palace Project and e-resource group purchases by investigating a SWAN e-resource collection through Palace Project that would give all member libraries a baseline selection of e-resources that their patrons can access.

Palace Project Integration Improvements in Aspen (Jan-Mar 2026)

This is a general purpose R&D endeavor to improve the patron experience using Palace Project in the Aspen environment. This includes possible sponsorship of work to allow patrons to access Libby content in Palace Project or the native Libby app, and paving the way for Palace Project to become a one-stop shop for all e-resource platforms commonly available to SWAN members.

Evaluate Timesheet/Payroll Platforms for Possible Paylocity Replacement (TBD)

This is an internal project to investigate alternatives to our time tracking system. At present, staff use Excel spreadsheets to record work hours and time off, and we manually send these spreadsheets through e-mail in our approval workflow. We'd like to investigate a dedicated timesheet solution that will streamline timesheet delivery, PTO requests, and approvals. HaloITSM and Paylocity are platforms we currently have with timesheet functionality, but we will investigate other options as well.

Translate Patron-Facing Areas of SWAN Website (TBD)

Now that we have gone live on a single, integrated SWAN website, we plan to give the patron-facing pages some attention. In 2026, we plan to investigate integrating Spanish and Polish translations. This project is simply information gathering at this point, including securing reliable translations, and investigating the best method of execution in Drupal.

Investigate 590 Field Decommissioning (TBD)

The SWAN-defined 590 MARC field has been used since our migration to Symphony to hold format information. Originally designed to feed the Enterprise discovery layer format information about brief (pre-cat) catalog records without proper fixed fields, the 590 field has also come to be used in differentiating similar records in WorkFlows and informing Aspen format analysis. Though useful, the field is non-standard, and we are interested in cutting back our reliance on it. Bibliographic Services will perform an impact analysis to help determine whether this is a viable possibility.

Date: December 19, 2025
To: SWAN Finance Committee
From: Aaron Skog, Executive Director
Re: FY27 Budget update



Topics discussed at the Finance Committee meeting.

1. **#5025 Health, Dental, Life and Disability Insurance:** expenses with LIMRiCC have increased for the past two years. I requested budgetary numbers from our insurance broker HUB International for comparison. The draft budget will use the 2026 medical expenses with LIMRiCC, but the medical plans provided by HUB International are worth exploring and require an additional Finance Committee meeting. Since a change in benefits would be under discussion, it is likely that a joint meeting of Personnel and Finance Committees take place in January.
2. **#5440 - Library Services Platform expenses:** The committee agreed that BLUEcloud Analytics add-on service Private Intelligence Suite cost \$6,900 should remain in the budget and a one-time expense of \$5,064 would be taken from reserve funds. Aaron will present an overview of the add-on feature at the January 2026 SWAN Board meeting.
3. **#5700 - Increased cyber security policy coverage:** 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.

The committee is concerned that the \$2 million in coverage might not be enough to deal with a security breach impacting SWAN's combined 785,000 registered users. Additional coverage amounts will be requested and the premiums for the coverage amounts will be studied. The Finance Committee will make a recommendation in time for the final budget.

4. **#5830 - Consulting and #5810 Legal expenses:** The committee agreed that expenses for a potential RFP for next integrated library system (ILS) be included in the budget.

Revenue & Expense Budget		FY25 Actual	FY26 Budget	FY27 Budget	Change from FY26 to FY27
Revenue					
4000	Membership Fees				
4010	SWAN Full Membership Fees	\$2,871,718	\$2,933,139	\$3,073,186	\$140,047
4011	SWAN Internet Access Membership Fees	\$3,714	\$3,700	\$4,200	\$500
4100	Membership Reimbursements				
4110	Member One-Time Project Receipts		\$0	\$0	\$0
4190	Member Group Purchase Receipts	\$301,672	\$301,600	\$5,600	(\$296,000)
4200	Reimbursements				
4220	Reimbursement Losses for Resource Sharing	\$44,985	\$42,000	\$47,800	\$5,800
4230	Collection Agency Fees		\$0	\$0	\$0
4240	E-commerce transactions	\$40,181	\$43,400	\$43,400	\$0
4250	Deaccession transactions				
4300	Grant Revenue				
4310	RAILS Support to SWAN	\$500,616	\$501,394	\$515,768	\$14,374
4320	Other Grant Revenue		\$0	\$0	\$0
4400	Registration & Event Receipts				
4499	Annual Conference Receipts	\$7,630	\$6,260	\$6,260	\$0
4500	Investment & Interest				
4510	Interest Income	\$102,036	\$85,000	\$100,000	\$15,000
4520	Investment Income		\$21,000	\$25,000	\$4,000
4600	Reserves Funding		\$45,000	\$5,064	(\$39,936)
Total Revenue		\$3,872,550	\$3,982,493	\$3,826,278	(\$156,215)
Expenses					
5000	Salaries & Wages	\$1,489,915	\$1,639,608	\$1,702,717	\$63,109
5020	Personnel Benefits				
5021	Social Security Taxes	\$110,313	\$125,600	\$115,000	(\$10,600)
5022	State Unemployment Insurance	\$0	\$0	\$0	\$0
5023	Worker's Compensation	\$0	\$4,700	\$3,900	(\$800)
5024	Retirement Benefits	\$147,105	\$138,300	\$167,100	\$28,800
5025	Health, Dental, Life And Disability Insurance	\$183,403	\$178,600	\$195,000	\$16,400
5026	Tuition Reimbursements	\$0	\$1,100	\$1,100	\$0
5085	Staff Wellness	\$460	\$400	\$400	\$0
5100	Building & Grounds				
5110	Rent/Lease	\$34,249	\$41,800	\$50,600	\$8,800
5120	Utilities	\$5,107	\$3,800	\$1,200	(\$2,600)
5130	Property Insurance	\$642	\$0	\$0	\$0
5140	Repairs & Maintenance	\$1,860	\$960	\$960	\$0
5150	Custodial Service & Supplies	\$9,620	\$0	\$0	\$0
5190	Other Building Maintenance	\$0	\$0	\$0	\$0

Revenue & Expense Budget		FY25 Actual	FY26 Budget	FY27 Budget	Change from FY26 to FY27
5200	Professional Development				
5210	Conference Travel	\$5,911	\$10,000	\$10,000	\$0
5220	Staff Meetings	\$1,605	\$900	\$900	\$0
5230	Staff Professional Development	\$6,797	\$8,800	\$7,000	(\$1,800)
5240	Professional Association Membership Dues	\$1,248	\$2,500	\$1,300	(\$1,200)
5250	Educational Material	\$0	\$800	\$800	\$0
5260	Online Learning	\$2,030	\$2,500	\$7,030	\$4,530
5300	Membership Development				
5310	Travel Reimbursement	\$1,936	\$900	\$2,000	\$1,100
5320	Membership Meetings	\$80	\$0	\$300	\$300
5330	Library Professional Development	\$4,020	\$8,094	\$9,500	\$1,406
5350	Marketing & Promotional Material	\$0	\$0	\$0	\$0
5399	Annual Conference	\$0	\$2,500	\$0	(\$2,500)
5400	Information & Technology Services				
5420	Application Software Licensing	\$16,332	\$20,300	\$16,800	(\$3,500)
5430	Server Software Licensing	\$141,340	\$118,800	\$129,000	\$10,200
5440	Library Services Platform	\$995,252	\$993,100	\$1,049,700	\$56,600
5450	Data Management Services	\$25,651	\$37,600	\$35,100	(\$2,500)
5460	Information Subscription Service	\$78,866	\$20,400	\$21,800	\$1,400
5470	Subscription Support Services	\$44,616	\$33,800	\$25,200	(\$8,600)
5480	Telecommunications	\$10,160	\$7,500	\$7,100	(\$400)
5490	Group Purchases - Services	\$2,294	\$600	\$2,600	\$2,000
5500	General Office				
5510	Office Supplies	\$2,397	\$3,300	\$3,500	\$200
5520	Postage	\$727	\$800	\$800	\$0
5550	Furniture	\$0	\$0	\$0	\$0
5599	Annual Conference Supplies	\$1,160	\$0	\$0	\$0
5600	Hardware & Equipment				
5610	Equipment Rental/Maintenance	\$0	\$0	\$0	\$0
5620	Hardware	\$1,673	\$45,000	\$0	(\$45,000)
5690	Group Purchases - Hardware	\$0	\$0	\$3,000	\$3,000
5700	Insurance	\$13,682	\$10,900	\$13,700	\$2,800
5800	Contractual Services				
5810	Legal	\$118	\$1,500	\$6,000	\$4,500
5820	Accounting	\$21,935	\$22,060	\$22,060	\$0
5830	Consulting	\$10,840	\$1,300	\$12,800	\$11,500
5840	Payroll Service Fees	\$4,540	\$4,600	\$4,600	\$0
5850	Contractual Agreements		\$0	\$0	\$0
5860	Notification & Collection	\$79,051	\$85,900	\$85,900	\$0
5870	Recruitment	\$0	\$0	\$0	\$0
5899	Annual Conference Facility Contract	\$12,069	\$12,100	\$12,100	\$0
5900	Library Materials & Content				
5910	Print Materials		\$0	\$0	\$0
5920	Reimbursement for Resource Sharing	\$47,738	\$42,000	\$47,800	\$5,800
5930	Group Purchases - Content		\$0	\$0	\$0

		FY25	FY26	FY27	Change
		Actual	Budget	Budget	from FY26 to FY27
Revenue & Expense Budget					
5940	E-commerce payment transactions	\$36,711	\$43,400	\$43,401	\$1
5990	Group Purchases - Electronic Resources	\$296,105	\$301,600	\$0	(\$301,600)
6000	Interest & Fees				
6010	Bank Fees	\$5,544	\$2,560	\$5,000	\$2,440
6020	Merchant Account Fees	\$40	\$50	\$50	\$0
6030	Interest Payment		\$0	\$0	\$0
6099	Annual Conference Merchant Fees		\$0	\$0	\$0
Subtotal Expenses		\$3,855,140	\$3,981,032	\$3,824,818	(\$110,392)
		\$3,855,140			
6100	Asset Management	\$0			
6110	Depreciation		\$1,460	\$1,460	(\$862)
6120	(Gain)/Loss on Asset Disposal				
6130	Vacation Expense				
6140	Miscellaneous Expense				
Total Expenses			\$3,982,492	\$3,826,278	(\$111,254)
Total Revenue (from above)			\$3,982,493	\$3,826,278	
Excess of revenues over (under) estimated expenses			\$1	\$0	

SWAN Reserves Plan: Updated for FY27 Budget

Capital Expenditures	FY25	FY26	FY27	FY28
	July 2024-June 2025	July 2025-June 2026	July 2026-June 2027	July 2027-June 2028
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	\$2,600,427	\$2,560,427	\$2,515,427	\$2,510,363
Reserves collected & Impact Fee	\$0			
Strategic planning consultant				
Website development consultant				
Single Sign On: Identity service provider one-time	(\$35,000)			
Funds for SWAN office relocation	(\$5,000)			
Funds for SWAN staff computer replacement		(\$45,000)		
BLUEcloud Analytics Private Intelligence Suite one-time expense			(\$5,064)	
Future ILS Migration Budget (\$465,740)				
Total	\$2,560,427	\$2,515,427	\$2,510,363	\$2,510,363
Maintain 4 months operating in reserve (policy)	(\$1,364,582)	(\$1,326,431)	(\$1,263,933)	(\$1,327,129)
Over/(Under) Reserve Policy	\$1,195,845	\$1,188,996	\$1,246,430	\$1,183,233
Operating Budget (5% increases each year after FY26)	\$4,093,746.37	\$3,979,293.38	\$3,791,798.46	\$3,981,388.38
Months operating in reserve	7.51	7.59	7.94	7.57

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Acorn Public Library District	\$ 29,396	(\$5,373)	\$ 24,024	\$ 23,003	\$ 1,021
Addison Public Library	\$ 68,595	(\$5,373)	\$ 63,222	\$ 60,970	\$ 2,252
Alsip-Merrionette Park Public Library District	\$ 43,152	(\$5,373)	\$ 37,780	\$ 37,946	(\$166)
Batavia Public Library District	\$ 61,778	(\$5,373)	\$ 56,406	\$ 53,054	\$ 3,351
Bedford Park Public Library District	\$ 34,002	(\$5,373)	\$ 28,629	\$ 27,017	\$ 1,612
Beecher Community Library District	\$ 21,458	(\$5,373)	\$ 16,085	\$ 15,248	\$ 837
Bellwood Public Library	\$ 36,313	(\$5,373)	\$ 30,940	\$ 30,510	\$ 430
Bensenville Community Public Library District	\$ 34,309	(\$5,373)	\$ 28,937	\$ 27,298	\$ 1,639
Bensenville Elementary School District #2	\$ 17,500		\$ 17,500	\$ 17,500	\$ 0
Berkeley Public Library	\$ 22,440	(\$5,373)	\$ 17,067	\$ 16,270	\$ 797
Berwyn Public Library	\$ 54,242	(\$5,373)	\$ 48,869	\$ 47,926	\$ 943
Bloomington Public Library	\$ 44,867	(\$5,373)	\$ 39,495	\$ 38,138	\$ 1,357
Blue Island Public Library	\$ 30,183	(\$5,373)	\$ 24,810	\$ 23,923	\$ 888
Bridgeview Public Library	\$ 27,641	(\$5,373)	\$ 22,269	\$ 21,656	\$ 613
Broadview Public Library District	\$ 30,000	(\$5,373)	\$ 24,627	\$ 21,392	\$ 3,235
Brookfield Public Library	\$ 37,885	(\$5,373)	\$ 32,512	\$ 33,803	(\$1,291)
Calumet City Public Library	\$ 31,327	(\$5,373)	\$ 25,954	\$ 25,148	\$ 806
Calumet Park Public Library	\$ 20,132	(\$5,373)	\$ 14,760	\$ 13,964	\$ 796
Carol Stream Public Library	\$ 48,874	(\$5,373)	\$ 43,501	\$ 42,322	\$ 1,179
Chicago Heights Public Library	\$ 25,131	(\$5,373)	\$ 19,758	\$ 19,202	\$ 557
Chicago Ridge Public Library	\$ 31,020	(\$5,373)	\$ 25,648	\$ 24,653	\$ 994
Cicero Public Library	\$ 33,675	(\$5,373)	\$ 28,303	\$ 27,879	\$ 424
Clarendon Hills Public Library	\$ 25,787	(\$5,373)	\$ 20,414	\$ 19,356	\$ 1,058
Crestwood Public Library District	\$ 24,088	(\$5,373)	\$ 18,715	\$ 18,110	\$ 605
Crete Public Library District	\$ 35,832	(\$5,373)	\$ 30,459	\$ 28,805	\$ 1,654
Dolton Public Library District	\$ 26,938	(\$5,373)	\$ 21,565	\$ 20,486	\$ 1,079
Downers Grove Public Library	\$ 70,477	(\$5,373)	\$ 65,104	\$ 61,884	\$ 3,220
Eisenhower Public Library District	\$ 56,580	(\$5,373)	\$ 51,208	\$ 48,298	\$ 2,910
Elmwood Park Public Library	\$ 33,411	(\$5,373)	\$ 28,038	\$ 26,973	\$ 1,065
Evergreen Park Public Library	\$ 30,206	(\$5,373)	\$ 24,834	\$ 23,880	\$ 954
Flossmoor Public Library	\$ 29,984	(\$5,373)	\$ 24,611	\$ 24,146	\$ 465
Forest Park Public Library	\$ 37,203	(\$5,373)	\$ 31,831	\$ 29,928	\$ 1,903
Frankfort Public Library District	\$ 44,033	(\$5,373)	\$ 38,661	\$ 36,061	\$ 2,599
Franklin Park Public Library District	\$ 36,013	(\$5,373)	\$ 30,641	\$ 29,325	\$ 1,316
Geneva Public Library District	\$ 69,030	(\$5,373)	\$ 63,658	\$ 59,392	\$ 4,266
Glen Ellyn Public Library	\$ 62,096	(\$5,373)	\$ 56,723	\$ 53,629	\$ 3,094
Glenside Public Library District	\$ 48,628	(\$5,373)	\$ 43,255	\$ 41,434	\$ 1,821
Glenwood-Lynwood Public Library District	\$ 31,019	(\$5,373)	\$ 25,646	\$ 25,204	\$ 442
Grande Prairie Public Library District	\$ 32,032	(\$5,373)	\$ 26,659	\$ 25,666	\$ 993
Green Hills Public Library District	\$ 41,622	(\$5,373)	\$ 36,249	\$ 34,898	\$ 1,351
Harvey Public Library District	\$ 27,336	(\$5,373)	\$ 21,964	\$ 21,051	\$ 912
Hillside Public Library	\$ 31,679	(\$5,373)	\$ 26,306	\$ 25,166	\$ 1,140
Hinsdale Public Library	\$ 47,119	(\$5,373)	\$ 41,747	\$ 39,388	\$ 2,359
Hodgkins Public Library District	\$ 28,844	(\$5,373)	\$ 23,472	\$ 18,166	\$ 5,306
Homewood Public Library District	\$ 40,139	(\$5,373)	\$ 34,767	\$ 33,714	\$ 1,052
Indian Prairie Public Library District	\$ 55,497	(\$5,373)	\$ 50,125	\$ 46,979	\$ 3,146
Itasca Community Library	\$ 33,264	(\$5,373)	\$ 27,891	\$ 26,860	\$ 1,031
Justice Public Library District	\$ 21,523	(\$5,373)	\$ 16,151	\$ 15,422	\$ 729
Kaneville Public Library District	\$ 19,255	(\$5,373)	\$ 13,882	\$ 13,179	\$ 703
La Grange Public Library	\$ 43,332	(\$5,373)	\$ 37,960	\$ 36,127	\$ 1,833
LaGrange Park Public Library District	\$ 35,299	(\$5,373)	\$ 29,926	\$ 28,714	\$ 1,212
Lansing Public Library	\$ 45,521	(\$5,373)	\$ 40,149	\$ 37,027	\$ 3,122
Lyons Public Library	\$ 24,560	(\$5,373)	\$ 19,187	\$ 18,761	\$ 427
Markham Public Library	\$ 13,590	(\$5,373)	\$ 8,217	\$ 18,060	(\$9,842)
Matteson Area Public Library District	\$ 44,670	(\$5,373)	\$ 39,298	\$ 36,519	\$ 2,779
Maywood Public Library District	\$ 30,466	(\$5,373)	\$ 25,094	\$ 24,535	\$ 559

Chart 1: SWAN Membership Fees
Fiscal Year 2027: July 1, 2026 - June 30, 2027
Draft

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
McCook Public Library District	\$ 24,327	(\$5,373)	\$ 18,954	\$ 16,667	\$2,288
Melrose Park Public Library	\$ 26,531	(\$5,373)	\$ 21,158	\$ 20,544	\$614
Messenger Public Library of North Aurora	\$ 36,283	(\$5,373)	\$ 30,910	\$ 29,271	\$1,639
Midlothian Public Library	\$ 29,522	(\$5,373)	\$ 24,150	\$ 23,664	\$486
Morton Arboretum	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Nancy L. McConathy Public Library District	\$ 21,524	(\$5,373)	\$ 16,152	\$ 15,287	\$864
National University of Health Sciences	\$ 11,000		\$ 11,000	\$ 11,000	\$0
North Riverside Public Library District	\$ 28,450	(\$5,373)	\$ 23,077	\$ 22,009	\$1,068
Northlake Public Library District	\$ 39,138	(\$5,373)	\$ 33,765	\$ 31,536	\$2,229
Oak Brook Public Library	\$ 30,049	(\$5,373)	\$ 24,677	\$ 21,947	\$2,729
Oak Lawn Public Library	\$ 65,882	(\$5,373)	\$ 60,509	\$ 60,128	\$381
Oak Park Public Library	\$ 111,573	(\$5,373)	\$ 106,201	\$ 99,306	\$6,895
Palos Heights Public Library	\$ 34,626	(\$5,373)	\$ 29,253	\$ 28,039	\$1,214
Palos Park Public Library	\$ 23,035	(\$5,373)	\$ 17,663	\$ 16,862	\$801
Park Forest Public Library	\$ 30,940	(\$5,373)	\$ 25,567	\$ 25,294	\$273
Prairie Trails Public Library District	\$ 37,005	(\$5,373)	\$ 31,632	\$ 30,406	\$1,226
Richton Park Public Library District	\$ 26,520	(\$5,373)	\$ 21,148	\$ 20,543	\$605
River Forest Public Library	\$ 31,712	(\$5,373)	\$ 26,339	\$ 25,142	\$1,197
River Grove Public Library District	\$ 23,227	(\$5,373)	\$ 17,854	\$ 16,762	\$1,092
Riverdale Public Library District	\$ 23,261	(\$5,373)	\$ 17,889	\$ 16,782	\$1,107
Riverside Public Library	\$ 30,486	(\$5,373)	\$ 25,113	\$ 23,914	\$1,200
Roselle Public Library District	\$ 39,076	(\$5,373)	\$ 33,703	\$ 31,550	\$2,153
Schiller Park Public Library	\$ 29,633	(\$5,373)	\$ 24,260	\$ 23,155	\$1,105
South Holland Public Library	\$ 38,549	(\$5,373)	\$ 33,176	\$ 32,313	\$864
St Charles Public Library District	\$ 90,856	(\$5,373)	\$ 85,483	\$ 84,099	\$1,384
Steger-South Chicago Heights Public Library District	\$ 22,783	(\$5,373)	\$ 17,411	\$ 16,328	\$1,083
Stickney-Forest View Public Library District	\$ 29,722	(\$5,373)	\$ 24,350	\$ 23,125	\$1,225
Sugar Grove Public Library District	\$ 32,659	(\$5,373)	\$ 27,286	\$ 18,493	\$8,794
Summit Public Library District	\$ 21,703	(\$5,373)	\$ 16,330	\$ 12,962	\$3,369
Theosophical Society in America	\$ 12,500		\$ 12,500	\$ 12,500	\$0
Thomas Ford Memorial Library	\$ 32,955	(\$5,373)	\$ 27,582	\$ 26,293	\$1,289
Thornton Public Library	\$ 19,974	(\$5,373)	\$ 14,602	\$ 13,804	\$797
Tinley Park Public Library	\$ 72,544	(\$5,373)	\$ 67,171	\$ 63,669	\$3,502
Town and Country Public Library District	\$ 32,624	(\$5,373)	\$ 27,252	\$ 25,561	\$1,690
University Park Public Library District	\$ 24,204	(\$5,373)	\$ 18,832	\$ 17,520	\$1,311
Villa Park Public Library	\$ 39,185	(\$5,373)	\$ 33,813	\$ 33,002	\$811
Warrenville Public Library District	\$ 36,535	(\$5,373)	\$ 31,162	\$ 29,131	\$2,031
West Chicago Public Library District	\$ 42,237	(\$5,373)	\$ 36,865	\$ 34,530	\$2,334
Westchester Public Library	\$ 30,255	(\$5,373)	\$ 24,883	\$ 23,955	\$928
Westmont Public Library	\$ 37,972	(\$5,373)	\$ 32,600	\$ 30,793	\$1,807
William Leonard Public Library District	\$ 20,446	(\$5,373)	\$ 15,073	\$ 14,454	\$619
Wood Dale Public Library District	\$ 43,198	(\$5,373)	\$ 37,825	\$ 35,762	\$2,063
Woodridge Public Library	\$ 54,627	(\$5,373)	\$ 49,255	\$ 46,644	\$2,610
Worth Public Library District	\$ 26,130	(\$5,373)	\$ 20,758	\$ 19,924	\$834

Chart 2: FY27 Public Library County Tax Payments

Library Name	Total Tax Revenue Issued	Bond Amount 2023 (Removed)	Public Library Tax Revenue Total 2023	Prior year Tax Revenue	Tax revenue change
Acorn Public Library District	\$1,332,800.67	(\$30,398.00)	\$1,302,402.67	\$1,269,009.67	\$33,393.00
Addison Public Library	\$5,950,918.21	\$0.00	\$5,950,918.21	\$5,807,342.32	\$143,575.89
Alsip-Merrionette Park Public Library District	\$2,933,707.77	\$0.00	\$2,933,707.77	\$3,055,208.72	(\$121,500.95)
Batavia Public Library District	\$5,142,576.09	\$0.00	\$5,142,576.09	\$4,861,162.56	\$281,413.53
Bedford Park Public Library District	\$1,848,574.03	\$0.00	\$1,848,574.03	\$1,748,860.81	\$99,713.22
Beecher Community Library District	\$360,949.64	\$0.00	\$360,949.64	\$341,966.12	\$18,983.52
Bellwood Public Library	\$2,122,600.63	\$0.00	\$2,122,600.63	\$2,166,341.45	(\$43,740.82)
Bensenville Community Public Library District	\$1,885,042.11	\$0.00	\$1,885,042.11	\$1,782,359.09	\$102,683.02
Berkeley Public Library	\$477,414.11	\$0.00	\$477,414.11	\$464,203.00	\$13,211.11
Berwyn Public Library	\$4,248,840.75	\$0.00	\$4,248,840.75	\$4,248,191.73	\$649.02
Bloomington Public Library	\$3,137,102.97	\$0.00	\$3,137,102.97	\$3,078,139.27	\$58,963.70
Blue Island Public Library	\$1,395,708.54	\$0.00	\$1,395,708.54	\$1,378,933.29	\$16,775.25
Bridgeview Public Library	\$1,349,531.99	(\$255,250.00)	\$1,094,281.99	\$1,108,019.24	(\$13,737.25)
Broadview Public Library District	\$1,641,877.95	(\$267,872.50)	\$1,374,005.45	\$1,076,484.76	\$297,520.69
Brookfield Public Library	\$2,667,969.22	(\$358,939.19)	\$2,309,030.03	\$2,559,940.87	(\$250,910.84)
Calumet City Public Library	\$1,531,337.00	\$0.00	\$1,531,337.00	\$1,525,438.11	\$5,898.89
Calumet Park Public Library	\$203,796.10	\$0.00	\$203,796.10	\$188,515.49	\$15,280.61
Carol Stream Public Library	\$3,846,680.09	(\$234,461.00)	\$3,612,219.09	\$3,578,277.99	\$33,941.10
Chicago Heights Public Library	\$796,546.13	\$0.00	\$796,546.13	\$814,603.60	(\$18,057.47)
Chicago Ridge Public Library	\$1,494,971.54	\$0.00	\$1,494,971.54	\$1,466,281.72	\$28,689.82
Cicero Public Library	\$1,809,831.75	\$0.00	\$1,809,831.75	\$1,851,819.44	(\$41,987.69)
Clarendon Hills Public Library	\$874,359.46	\$0.00	\$874,359.46	\$833,054.03	\$41,305.43
Crestwood Public Library District	\$672,906.26	\$0.00	\$672,906.26	\$684,188.23	(\$11,281.97)
Crete Public Library District	\$2,065,579.14	\$0.00	\$2,065,579.14	\$1,962,545.63	\$103,033.51
Dolton Public Library District	\$1,010,841.96	\$0.00	\$1,010,841.96	\$968,199.86	\$42,642.10
Downers Grove Public Library	\$6,174,083.21	\$0.00	\$6,174,083.21	\$5,916,610.89	\$257,472.32
Eisenhower Public Library District	\$5,198,216.71	(\$672,103.00)	\$4,526,113.71	\$4,292,590.08	\$233,523.63
Elmwood Park Public Library	\$1,778,477.64	\$0.00	\$1,778,477.64	\$1,743,589.57	\$34,888.07
Evergreen Park Public Library	\$1,398,476.10	\$0.00	\$1,398,476.10	\$1,373,788.83	\$24,687.27
Flossmoor Public Library	\$1,372,078.03	\$0.00	\$1,372,078.03	\$1,405,656.26	(\$33,578.23)
Forest Park Public Library	\$2,228,222.64	\$0.00	\$2,228,222.64	\$2,096,754.75	\$131,467.89
Frankfort Public Library District	\$3,038,186.65	\$0.00	\$3,038,186.65	\$2,829,936.22	\$208,250.43
Franklin Park Public Library District	\$2,087,118.37	\$0.00	\$2,087,118.37	\$2,024,699.57	\$62,418.80
Geneva Public Library District	\$7,583,510.42	(\$1,580,946.26)	\$6,002,564.16	\$5,618,737.52	\$383,826.64
Glen Ellyn Public Library	\$5,180,197.73	\$0.00	\$5,180,197.73	\$4,929,803.34	\$250,394.39
Glenside Public Library District	\$3,948,606.29	(\$365,565.02)	\$3,583,041.27	\$3,472,170.30	\$110,870.97
Glenwood-Lynwood Public Library District	\$1,950,202.50	(\$455,375.00)	\$1,494,827.50	\$1,532,156.70	(\$37,329.20)
Grande Prairie Public Library District	\$1,614,953.52	\$0.00	\$1,614,953.52	\$1,587,344.63	\$27,608.89
Green Hills Public Library District	\$3,157,192.47	(\$405,000.00)	\$2,752,192.47	\$2,690,855.47	\$61,337.00
Harvey Public Library District	\$1,058,133.71	\$0.00	\$1,058,133.71	\$1,035,728.61	\$22,405.10
Hillside Public Library	\$1,573,078.95	\$0.00	\$1,573,078.95	\$1,527,540.33	\$45,538.62
Hinsdale Public Library	\$3,672,691.91	(\$268,512.00)	\$3,404,179.91	\$3,227,601.30	\$176,578.61
Hodgkins Public Library District	\$1,236,942.55	\$0.00	\$1,236,942.55	\$690,785.65	\$546,156.90
Homewood Public Library District	\$2,576,395.30	\$0.00	\$2,576,395.30	\$2,549,377.36	\$27,017.94
Indian Prairie Public Library District	\$4,397,716.35	\$0.00	\$4,397,716.35	\$4,134,892.56	\$262,823.79
Itasca Community Library	\$1,761,069.04	\$0.00	\$1,761,069.04	\$1,730,052.08	\$31,016.96
Justice Public Library District	\$368,749.60	\$0.00	\$368,749.60	\$362,795.71	\$5,953.89
Kaneville Public Library District	\$99,702.89	\$0.00	\$99,702.89	\$94,654.53	\$5,048.36
La Grange Public Library	\$3,579,833.08	(\$624,750.00)	\$2,955,083.08	\$2,837,794.58	\$117,288.50
LaGrange Park Public Library District	\$2,149,525.12	(\$147,150.00)	\$2,002,375.12	\$1,951,690.74	\$50,684.38
Lansing Public Library	\$3,214,680.24	\$0.00	\$3,214,680.24	\$2,945,311.21	\$269,369.03
Lyons Public Library	\$743,864.82	(\$15,000.00)	\$728,864.82	\$761,894.25	(\$33,029.43)
Markham Public Library	\$748,026.54	(\$1,320,075.00)	(\$572,048.46)	\$678,144.13	(\$1,250,192.59)
Matteson Area Public Library District	\$3,113,736.92	\$0.00	\$3,113,736.92	\$2,884,649.41	\$229,087.51
Maywood Public Library District	\$1,429,291.12	\$0.00	\$1,429,291.12	\$1,452,141.73	(\$22,850.61)
McCook Public Library District	\$701,232.63	\$0.00	\$701,232.63	\$511,620.61	\$189,612.02
Melrose Park Public Library	\$962,566.37	\$0.00	\$962,566.37	\$975,115.55	(\$12,549.18)
Messenger Public Library of North Aurora	\$2,119,065.49	\$0.00	\$2,119,065.49	\$2,018,305.10	\$100,760.39
Midlothian Public Library	\$1,563,136.52	(\$245,802.50)	\$1,317,334.02	\$1,348,004.64	(\$30,670.62)
Nancy L. McConathy Public Library District	\$368,856.36	\$0.00	\$368,856.36	\$346,700.23	\$22,156.13
North Riverside Public Library District	\$1,190,190.10	\$0.00	\$1,190,190.10	\$1,150,236.54	\$39,953.56
Northlake Public Library District	\$3,180,386.86	(\$722,775.00)	\$2,457,611.86	\$2,288,994.60	\$168,617.26
Oak Brook Public Library	\$1,379,838.00	\$0.00	\$1,379,838.00	\$1,142,808.00	\$237,030.00
Oak Lawn Public Library	\$5,629,177.14	\$0.00	\$5,629,177.14	\$5,706,720.30	(\$77,543.16)

Chart 2: FY27 Public Library County Tax Payments

Library Name	Total Tax Revenue Issued	Bond Amount 2023 (Removed)	Public Library Tax Revenue Total 2023	Prior year Tax Revenue	Tax revenue change
Oak Park Public Library	\$11,047,738.49	\$0.00	\$11,047,738.49	\$10,389,827.72	\$657,910.77
Palos Heights Public Library	\$1,922,582.13	\$0.00	\$1,922,582.13	\$1,870,990.57	\$51,591.56
Palos Park Public Library	\$548,060.64	\$0.00	\$548,060.64	\$534,963.75	\$13,096.89
Park Forest Public Library	\$1,485,432.13	\$0.00	\$1,485,432.13	\$1,542,818.56	(\$57,386.43)
Prairie Trails Public Library District	\$2,204,719.82	\$0.00	\$2,204,719.82	\$2,153,914.87	\$50,804.95
Richton Park Public Library District	\$1,357,423.41	(\$396,105.00)	\$961,318.41	\$974,938.44	(\$13,620.03)
River Forest Public Library	\$1,577,031.16	\$0.00	\$1,577,031.16	\$1,524,716.53	\$52,314.63
River Grove Public Library District	\$570,799.48	\$0.00	\$570,799.48	\$523,030.45	\$47,769.03
Riverdale Public Library District	\$574,877.52	\$0.00	\$574,877.52	\$525,401.85	
Riverside Public Library	\$1,431,615.76	\$0.00	\$1,431,615.76	\$1,377,871.02	\$53,744.74
Roselle Public Library District	\$2,450,278.30	\$0.00	\$2,450,278.30	\$2,290,682.47	\$159,595.83
Schiller Park Public Library	\$1,330,451.90	\$0.00	\$1,330,451.90	\$1,287,222.46	\$43,229.44
South Holland Public Library	\$2,387,825.79	\$0.00	\$2,387,825.79	\$2,381,813.27	\$6,012.52
St Charles Public Library District	\$9,031,982.38	(\$441,125.00)	\$8,590,857.38	\$8,572,096.88	\$18,760.50
Steger-South Chicago Heights Public Library District	\$518,196.55	\$0.00	\$518,196.55	\$471,087.73	\$47,108.82
Stickney-Forest View Public Library District	\$1,480,708.72	(\$139,650.00)	\$1,341,058.72	\$1,283,605.45	\$57,453.27
Sugar Grove Public Library District	\$1,689,334.16	\$0.00	\$1,689,334.16	\$729,888.04	\$959,446.12
Summit Public Library District	\$390,066.52	\$0.00	\$390,066.52	\$68,728.98	\$321,337.54
Thomas Ford Memorial Library	\$1,963,631.43	(\$239,200.00)	\$1,724,431.43	\$1,662,295.71	\$62,135.72
Thornton Public Library	\$185,072.33	\$0.00	\$185,072.33	\$169,462.88	\$15,609.45
Tinley Park Public Library	\$6,419,220.59	\$0.00	\$6,419,220.59	\$6,129,991.21	\$289,229.38
Town and Country Public Library District	\$1,685,194.87	\$0.00	\$1,685,194.87	\$1,574,800.80	\$110,394.07
University Park Public Library District	\$686,671.13	\$0.00	\$686,671.13	\$613,660.20	\$73,010.93
Villa Park Public Library	\$3,296,932.70	(\$833,650.00)	\$2,463,282.70	\$2,464,212.37	(\$929.67)
Warrenville Public Library District	\$2,317,812.06	(\$168,830.25)	\$2,148,981.81	\$2,001,523.62	\$147,458.19
West Chicago Public Library District	\$2,825,203.15	\$0.00	\$2,825,203.15	\$2,646,931.25	\$178,271.90
Westchester Public Library	\$1,404,255.53	\$0.00	\$1,404,255.53	\$1,382,761.67	\$21,493.86
Westmont Public Library	\$2,319,440.57	\$0.00	\$2,319,440.57	\$2,200,186.15	\$119,254.42
William Leonard Public Library District	\$240,983.01	\$0.00	\$240,983.01	\$247,119.95	(\$6,136.94)
Wood Dale Public Library District	\$2,939,134.85	\$0.00	\$2,939,134.85	\$2,794,173.72	\$144,961.13
Woodridge Public Library	\$4,294,532.97	\$0.00	\$4,294,532.97	\$4,094,964.50	\$199,568.47
Worth Public Library District	\$915,075.62	\$0.00	\$915,075.62	\$900,923.00	\$14,152.62

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY27 Fee Formula (2023)	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
Acorn Public Library District	\$ 30,398	\$ 30,478.00	\$ 29,518.00	\$ 29,558.00	\$ 29,483.00	\$ 29,365.00
Addison Public Library	\$ -					
Alsip-Merrionette Park Public Library District	\$ -					
Batavia Public Library District	\$ -					
Bedford Park Public Library District	\$ -					
Beecher Community Library District	\$ -					
Bellwood Public Library	\$ -					
Bensenville Community Public Library District	\$ -					
Berkeley Public Library	\$ -					
Berwyn Public Library	\$ -					
Bloomington Public Library	\$ -					
Blue Island Public Library	\$ -					
Bridgeview Public Library	\$ 255,250	\$ 258,650.00	\$ 256,750.00	\$ 254,700.00	\$ 257,500.00	
Broadview Public Library District	\$ 267,873	\$ 268,172.50	\$ 272,842.50	\$ 272,252.50	\$ 270,652.50	\$ 268,902.50
Brookfield Public Library	\$ 358,939	\$ 354,302.90	\$ 349,575.04	\$ 344,753.80	\$ 339,837.34	\$ 334,823.79
Calumet City Public Library	\$ -					
Calumet Park Public Library	\$ -					
Carol Stream Public Library	\$ 234,461	\$ 234,461.00	\$ 234,461.00	\$ 234,461.00	\$ 234,461.00	
Chicago Heights Public Library	\$ -					
Chicago Ridge Public Library	\$ -					
Cicero Public Library	\$ -					
Clarendon Hills Public Library	\$ -					
Crestwood Public Library District	\$ -					
Crete Public Library District	\$ -					
Dolton Public Library District	\$ -					
Downers Grove Public Library	\$ -					
Eisenhower Public Library District	\$ 672,103	\$ 693,519.00	\$ 669,144.00	\$ 667,968.00	\$ 671,616.00	
Elmwood Park Public Library	\$ -					
Evergreen Park Public Library	\$ -					
Flossmoor Public Library	\$ -					
Forest Park Public Library	\$ -					
Frankfort Public Library District	\$ -		\$ 161,584.26	\$ 188,564.25	\$ 182,742.22	\$ 176,920.19
Franklin Park Public Library District	\$ -					
Geneva Public Library District	\$ 1,580,946	\$ 1,588,471.26	\$ 1,598,821.26	\$ 1,599,921.26	\$ 1,606,646.26	\$ 1,610,821.26
Glen Ellyn Public Library	\$ -					
Glenside Public Library District	\$ 365,565	\$ 368,595.02	\$ 365,987.52	\$ 362,918.77	\$ 374,015.63	\$ 359,140.63
Glenwood-Lynwood Public Library District	\$ 455,375	\$ 453,825.00	\$ 455,225.00	\$ 451,025.00	\$ 456,425.00	\$ 451,025.00
Grande Prairie Public Library District	\$ -					
Green Hills Public Library District	\$ 405,000	\$ 150,000.00				
Harvey Public Library District	\$ -					
Hillside Public Library	\$ -					
Hinsdale Public Library	\$ 268,512	\$ 268,712.00	\$ 283,812.00	\$ 293,114.00	\$ 296,816.00	
Hodgkins Public Library District	\$ -	\$ 290,227.78	\$ 23,800.00	\$ 238,000.00	\$ 238,000.00	\$ 458,000.00
Homewood Public Library District	\$ -					
Indian Prairie Public Library District	\$ -					
Itasca Community Library	\$ -					
Justice Public Library District	\$ -					
Kaneville Public Library District	\$ -					

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY27 Fee Formula (2023)	Annual Debt Service 2024	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028
La Grange Public Library	\$ 624,750	\$ 612,750.00				
LaGrange Park Public Library District	\$ 147,150	\$ 152,438.00				
Lansing Public Library	\$ -					
Lyons Public Library	\$ 15,000	\$ 15,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Markham Public Library	\$ 1,320,075	\$ 27,000.00	\$ 613,500.00			
Matteson Area Public Library District	\$ -					
Maywood Public Library District	\$ -					
McCook Public Library District	\$ -					
Melrose Park Public Library	\$ -					
Messenger Public Library of North Aurora	\$ -					
Midlothian Public Library	\$ 245,803	\$ 251,907.50	\$ 252,607.50	\$ 247,974.50	\$ 193,095.50	\$ 189,236.00
Nancy L. McConathy Public Library District	\$ -					
North Riverside Public Library District	\$ -					
Northlake Public Library District	\$ 722,775	\$ 714,150.00				
Oak Brook Public Library	\$ -					
Oak Lawn Public Library	\$ -					
Oak Park Public Library	\$ -					
Palos Heights Public Library	\$ -					
Palos Park Public Library	\$ -					
Park Forest Public Library	\$ -					
Prairie Trails Public Library District	\$ -					
Richton Park Public Library District	\$ 396,105	\$ 392,406.06	\$ 394,997.96	\$ 396,234.00	\$ 392,456.00	\$ 393,545.00
River Forest Public Library	\$ -					
River Grove Public Library District	\$ -		\$ 5,156.25	\$ 76,683.04	\$ 76,683.04	\$ 76,683.04
Riverdale Public Library District	\$ -					
Riverside Public Library	\$ -					
Roselle Public Library District	\$ -					
Schiller Park Public Library	\$ -					
South Holland Public Library	\$ -					
St Charles Public Library District	\$ 441,125	\$ 448,625.00	\$ 455,825.00	\$ 463,150.00	\$ 474,750.00	\$ 480,950.00
Steger-South Chicago Heights Public Library District	\$ -					
Stickney-Forest View Public Library District	\$ 139,650	\$ 142,150.00	\$ 143,250.00	\$ 144,200.00		
Sugar Grove Public Library District	\$ -					
Summit Public Library District	\$ -					
Thomas Ford Memorial Library	\$ 239,200	\$ 236,600.00	\$ 233,800.00	\$ 230,800.00	\$ 232,600.00	\$ 234,000.00
Thornton Public Library	\$ -					
Tinley Park Public Library	\$ -					
Town and Country Public Library District	\$ -					
University Park Public Library District	\$ -					
Villa Park Public Library	\$ 833,650	\$ 834,650.00	\$ 834,850.00	\$ 839,250.00	\$ 834,850.00	\$ 834,550.00
Warrenville Public Library District	\$ 168,830	\$170,895.00	\$167,875.25	\$171,741.00	\$173,507.25	\$175,174.00
West Chicago Public Library District	\$ -					
Westchester Public Library	\$ -					
Westmont Public Library	\$ -					
William Leonard Public Library District	\$ -					
Wood Dale Public Library District	\$ -					
Woodridge Public Library	\$ -					
Worth Public Library District	\$ -					

Chart 4: Academic, School, Special Library Fees

Academic Libraries

- 1) Student Population, rounded to nearest 1,000 * 2 [Fall IBHE profile]
- 2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY27 Total
National University of Health Sciences	364	27,478	\$ 2,000	\$ 9,000	\$ 11,000

School Libraries

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

	Population	Buildings	Pop Fee	Building Fee	FY27 Total
Bensenville School District #2	2,009	3	\$ 10,000	\$ 7,500	\$ 17,500

Special Libraries

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

	Buildings	Title Count	Building Fee	Title Fee	FY27 Total
Morton Arboretum	1	23,747	\$ 2,500	\$ 10,000	\$ 12,500
The Theosophical Society in America	1	29,485	\$ 2,500	\$ 10,000	\$ 12,500

LEAVE DONATION POLICY

Policy Statement

SWAN recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of all available paid time off. To address this need, all eligible employees will be allowed to donate accrued paid sick hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with SWAN for a minimum of one year to be eligible to donate and/or receive donated sick time.

Guidelines

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined by the SWAN Sick Leave policy.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick Time

- The donation of sick time is strictly voluntary.
- Donated sick time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- Employees may not direct their sick time donation to specific recipient employees.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.

- The minimum number of sick hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours. An employee may not donate more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick time to donate.
- Employees will be given the opportunity to donate sick time annually during benefits open enrollment. The donated sick time will be transferred from the donor to the leave pool at end of enrollment period. This donation is a permanent donation to the bank.
- Employees who are currently on an approved leave of absence cannot donate sick time.

Requesting Donated Sick Time

Employees who would like to request donated sick time are required to complete a Donation of Sick Leave Request Form and submit it to human resources.

Requests for donations of sick time must be approved by the SWAN Personnel Committee.

If the recipient employee has available sick time in his or her balance, this time will be used prior to any donated sick time. Donated sick time may only be used for time off related to the approved request.

Full-time employees who receive donated sick time may receive no more than 450 hours (12 weeks) within a rolling 12-month period. Part-time employees may receive a prorated amount according to their number of regularly scheduled hours per week.

Distribution of donated sick time cannot exceed the bank balance. The intent is not to cause tax consequences to the donor and/or recipient. Time accepted into the bank will have no cash value.

Leave Donation Procedures

- 1) All employees who completed one year of employment with the organization shall be eligible to voluntarily participate in a Sick Leave Bank. Those eligible shall submit written notice to the SWAN Executive Director to participate during annual enrollment for the Sick Leave Bank. Participating members shall have deducted from their accumulated sick leave the allotment designed, between 4 and 40 hours.
- 2) The SWAN Personnel Committee referred to herein shall be composed of two (2) participating members appointed by the SWAN Board, plus the SWAN Executive Director.

- 3) A member is eligible for withdrawal of days from the Sick Leave Bank only after the member has depleted all accumulated sick leave and paid time off.
- 4) Authorized withdrawals from the Sick Leave Bank by participating members shall be made only upon approval of a majority vote of the Personnel Committee.
- 5) The following factors will be taken into consideration by the Committee in their deliberations:
 - a) Attendance history of the applicant
 - b) Previous requests and awards from the Sick Leave Bank
 - c) Adherence to Leave Donation Policy Guidelines
 - d) Any other meaningful factor for the Committee to make a determination
- 6) A request for each withdrawal from the Sick Leave Bank shall be made by submitting the following:
 - a) A letter from the applicant requesting withdrawal, and
 - b) A doctor's statement on physician's letterhead verifying applicant's name, reason for absence, stating the reason for total disability, estimated length of absence/return to work (additional medical documentation may be required).
 - c) The Committee reserves the right to request additional information at any time.
- 7) Distribution of Sick Leave Bank hours is managed by SWAN Administration.
- 8) The Committee shall have the right to refuse leaves.
 - a) Within ten (10) days of denial, a member of denied Sick Leave may appeal to the Personnel Committee with any additional or clarifying information related to their initial request for Sick Leave Bank days.
 - b) The decision of the Personnel Committee shall be final.
- 9) SWAN Executive Director shall prepare an annual Sick Leave Bank audit statement by no later than October 30th of the new year and submit to the SWAN Board for their

information. The sick leave bank statement will also be available to all employees upon their request. The statement will contain:

- a) Number of days in the Sick Leave Bank.
- b) Number of leave days granted the preceding year.
- c) Number of staff granted leave and number of days granted.

Authorization for Sick Leave Bank Contribution

In fulfillment of the membership requirements therein, I hereby authorize the Business Manager of SWAN to assign in my name the allotment of sick leave hours submitted as my contribution to the voluntary Sick Leave Bank established for employees of SWAN. Annually, employees will be given an opportunity to donate their requested allotment to the Sick Leave Bank.

Full Name (below)	Signature (below)
Date:	Hours to Donate:

Sick Leave Donation Balance Report

Sick Leave Hours Donated	Date Submitted
40.0	12/19/2022
40.0	12/19/2022
40.0	12/19/2022
10.0	12/19/2022
40.0	12/19/2022
20.0	12/19/2022
40.0	12/19/2022
20.0	1/4/2023
40.0	5/15/2023
290.0	