SWAN Quarterly Meeting

March 5, 2026

Agenda

1. Call to Order and Welcome

2. Public Comment

3. Introduction of new directors

4. Approval of December minutes

5. Approval of budget and fees

6. 2026 Board Election

7. Online Patron Registration update

8. Q1 Projects Update

9. Strategic Planning update

10. Announcements

FY27 Budget overview & approval

Aaron Skog, SWAN Executive Director

Budget timeline

- Finance Committee & Board work Nov, Dec, Jan
- Financial audit completed in January for prior fiscal year 2025
- Budget documents posted for membership on January 28, 2026
- COW February 3, 2026 presentation & feedback
- SWAN board meeting February 20, 2026 final review
- **Vote for approval March 6, 2025 at Oak Brook Public Library**

Budget priorities

1. Continue to fulfill recommendations to improve user experience based on 2025 platform survey
2. Continue support of SWAN info security posture
3. Prepare budget for potential search & selection of new ILS/SirsiDynix replacement

Preparation & research

- Obtained quote for increase to cyber risk coverage
- Researched consulting for RFP
- Researched add-on product for BLUEcloud Analytics

Change to Aspen Discovery hosting & support

- SWAN changed hosting & support in March 2025

- Now using Grove for Libraries

- Lower hosting & support

- $92,600 total for FY27 compared to $102,350 in FY26

Enhanced online patron registration

- Full year of service with SpringShare Patron Point

- Usage expense for verification is billed quarterly

- FY27 expenses $7,500 annual fee plus $2,752 usage charges

- Adult & child registration

- Spanish & Polish languages

- Embed on your library website

Get a Card 🔖 Bookmarked

View   Edit   Outline   Delete   Add another   Revisions

Sign up for a library card to access books, movies, online resources, and more.

English   Spanish | Español   Polish | Polski

By registering for a card, you agree to all the terms and conditions.

I understand I am responsible for this card and all materials checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss, or damage of materials borrowed.

Register an adult   Register a child

Complete the information below to apply for a card.

Email Address *

First Name *

BLUEcloud Analytics add-on

- Goal is to improve user experience with library staff
- Add-on service to Analytics "Private Intelligence Server"
- $6,900 annual expense plus one-time cost of $5,064 from reserves

- Improvements to performance, admin tools, removing unused reports, with goal to improve staff experience
- Recommended to SWAN Board at January 2026 meeting
- Included in FY27 budget
- Details on add-on go-live & library staff training will be forthcoming
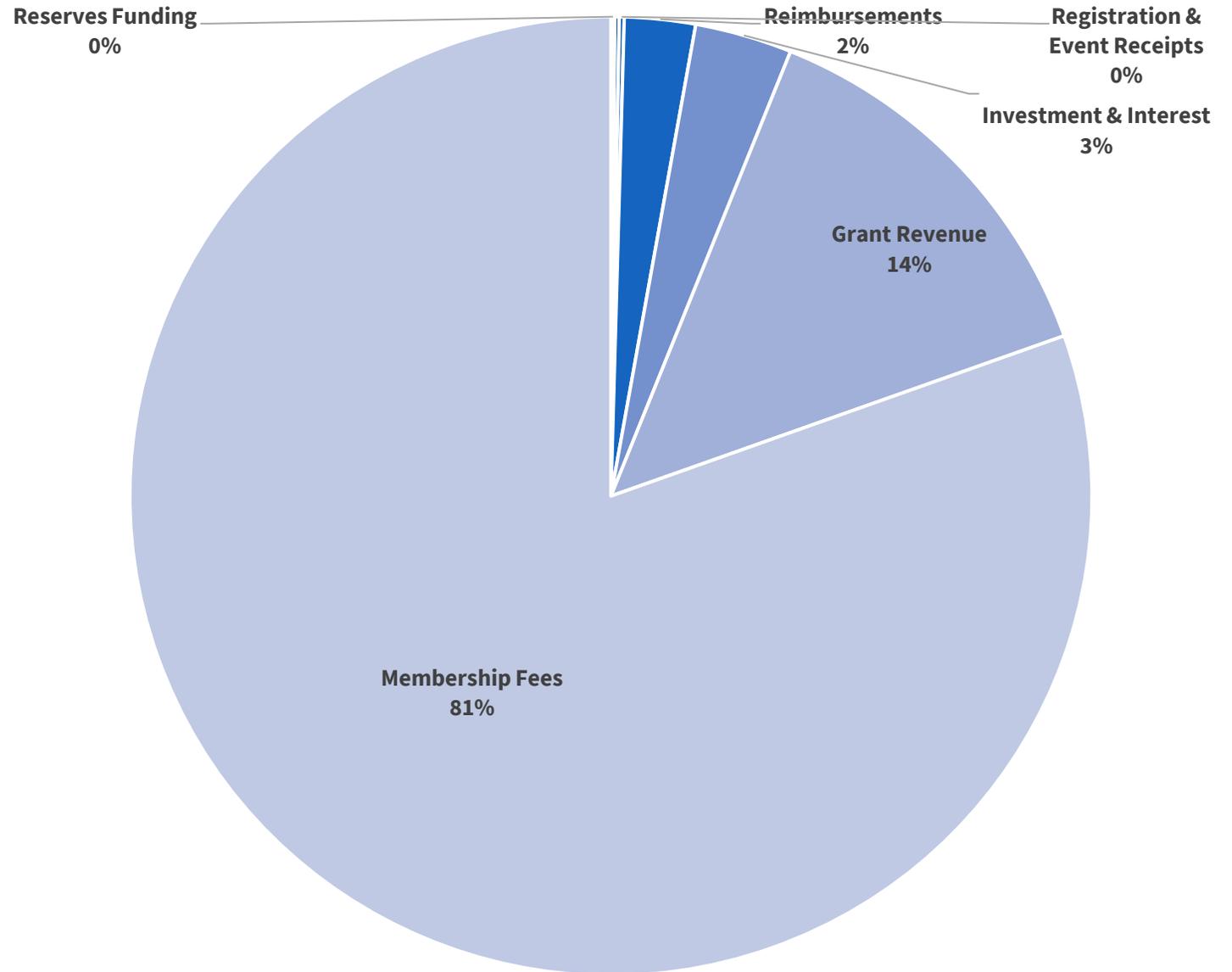
Consulting & legal expenses

- Consulting expenses for possible RFP included in budget

- $10,000 additional for FY27 budget

- Legal expenses for involvement with RFP (contract review, etc.)

- $6,000 additional for FY27 budget

SWAN Reserves

FY27 one-time add-on cost for BLUEcloud Analytics

7.5 months operating in reserve

4 months operating required by SWAN Reserve Policy

Capital Expenditures	FY25	FY26	FY27	FY28

FY27 Budget Summary

Budget category		Description	FY27 amount
	4000	Membership Fees	$3,077,386
	4100	Membership Reimbursements	$5,600
	4200	Reimbursements	$91,200
	4300	Grant Revenue	$515,768
	4400	Registration & Event Receipts	$6,260
	4500	Investment & Interest	$125,000
	4600	Reserves Funding	$5,064
Total Revenue			**$3,826,278**
	5000	Salaries & Wages	$1,702,717
	5020	Personnel Benefits	$482,500
	5100	Building & Grounds	$52,760
	5200	Professional Development	$27,030
	5300	Membership Development	$11,800
	5400	Information & Technology Services	$1,284,700
	5500	General Office	$4,300
	5600	Hardware & Equipment	$3,000
	5700	Insurance	$13,700
	5800	Contractual Services	$143,460
	5900	Library Materials & Content	$91,201
	6000	Interest & Fees	$5,050
Total Operating Expenses			**$3,822,218**
	6100	Asset Management	$1,460

FY27 Revenue budget

- RAILS LLSAP Grant $515,768 increased

- Membership fees $3,073,186 increased

- Investment & interest $125,000 increased

Reserves Funding
0%

Reimbursements
2%

Registration &
Event Receipts
0%

Investment & Interest
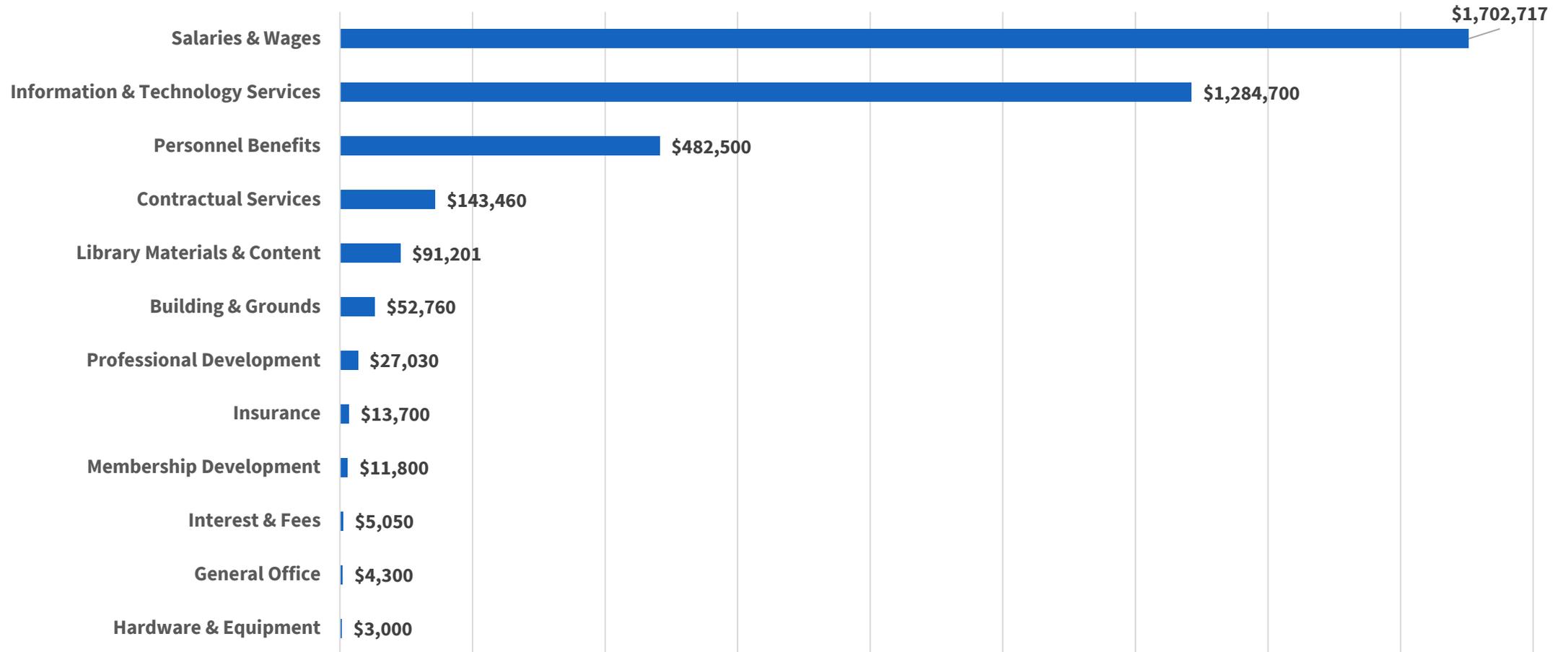3%

Grant Revenue
14%

Membership Fees
81%

Revenue

Membership Fees, Grant Revenue, Investment & Interest

- SWAN membership fees overall increase 4%
  - Varies per library due to public library fee formula
  - FY27 fees based on 2023 tax data & bond amounts from 2023
- RAILS grant funding increased $14,374 to $515,768
- Investments in Money Market & IMET Convenience Fund budgeted $19,000 increase

Pass through: Group-purchase, Reimbursements for Losses,

- Reimbursement resource sharing: reconciled & distributed quarterly
- E-commerce fines: collected & distributed quarterly

Expense budget 3% decrease FY27

Category	Amount
Salaries & Wages	$1,702,717
Information & Technology Services	$1,284,700
Personnel Benefits	$482,500
Contractual Services	$143,460
Library Materials & Content	$91,201
Building & Grounds	$52,760
Professional Development	$27,030
Insurance	$13,700
Membership Development	$11,800
Interest & Fees	$5,050
General Office	$4,300
Hardware & Equipment	$3,000

FY27 Expenses

Salaries & Wages

- 4% increase

- 18 employees
  - 4 Administration
  - 3 User Experience
  - 5 Bibliographic Services
  - 3 part-time Bib Services
  - 6 IT & System Support

Personnel Benefits

- Health insurance via LIMRiCC

- SWAN contributes to 401a plan via MissionSquare (formerly ICMA-RC)

- STD/LTD insurance

FY27 Expenses continued

Buildings & Grounds

- Full year on new office lease
- Increase expense in FY27 due to end of rent abatement period

Professional Development

- Continue to increase conference travel to pre-pandemic level
- Increase in planned conference attendance

FY27 Expenses cont.

Membership Development

- Subscription expenses for learning management system and online tutorial coursework

- Interactive training and within the learning management system, complete courses to master skills in the software systems SWAN provides

- Expenses include Articulate Storyline, and Inquisiq

- Slight increase from prior year

Information & Technology Services

- SirsiDynix expenses are budgeted for $424,475 with a 6.9% escalation

- OCLC renews at $318,848 with 2.25% escalation

- Article Search integration through EBSCO Discovery Services and OpenAthens is $203,464 total

- Support from Grove for Libraries for SWAN's Aspen Discovery Services is $92,600

- The new subscription for online patron registration is budgeted at $10,252

FY27 Expenses continued

Information & Technology Services (continued)

5430 Server Software Licensing

- Information security with Arctic Wolf expense
  - Includes $750K warranty for information security
- Website hosting
- Server cloud hosting
- Single sign-on (SSO)

Total FY27 budget $129,000

FY27 Expenses continued

General Office, Hardware & Equipment, Insurance

- Cyber risk renewal increased to $2 million coverage from $1 million

Contractual Services

- Consulting expense for possible RFP
- No new libraries joining in FY27
- Audit expense increases for 3rd year
- Accounting & payroll unchanged

Expenses

Library Materials & Content

- EBSCO RAILS package deal no longer under SWAN
- RAILS invoices SWAN for participants

Interest & Fees

- Expenses associated with bank fees for stopping checks or other services are recorded in this line
- Lock box deposits
- ACH services increasing
- Check processing decreasing

Revenue: Membership Fees

- Separate formula for academic, school, special, and public libraries
- Public library formula based on county tax data (Cook, DuPage, Kane, Will)
  - Self-reported bond payments, debt service obligations deducted from total tax data
  - Completion of debt service payments may increase fees (ex: Downers Grove)
  - Details on how SWAN membership fees are calculated https://support.swanlibraries.net/about/budget
- State funding via RAILS LLSAP is applied as a reduction in membership fees for 96 public libraries

Budget approval

Discussion

Motion to accept the SWAN budget for fiscal year 2027 as presented

Roll-call required

SWAN Board election 2026

Election process & timetable

2026 SWAN Board election step	Date
Election Process Announced	March 5, 2026 (Quarterly)
Online Self-Nominations Accepted	April 6 – 24, 2026
Names of Candidates Released	May 1, 2026
Electronic Ballot	May 4 – May 22, 2026
Results Announced	June 1, 2026
Elected Candidates invited to June SWAN Board Meeting	June 18, 2026
Candidates' Terms Begin	July 1, 2026
July Board Meeting	July 17, 2026

Online patron registration

Scott Brandwein, Assistant Director

Patron Point Verify Statistics

Fully live since August 26th

6,775 Patron Point registrations (as of 2/28/2026)

39,697 registrations overall

Percent of Total Registrations

Patron Point accounts for 17% of total registrations since September 2025.
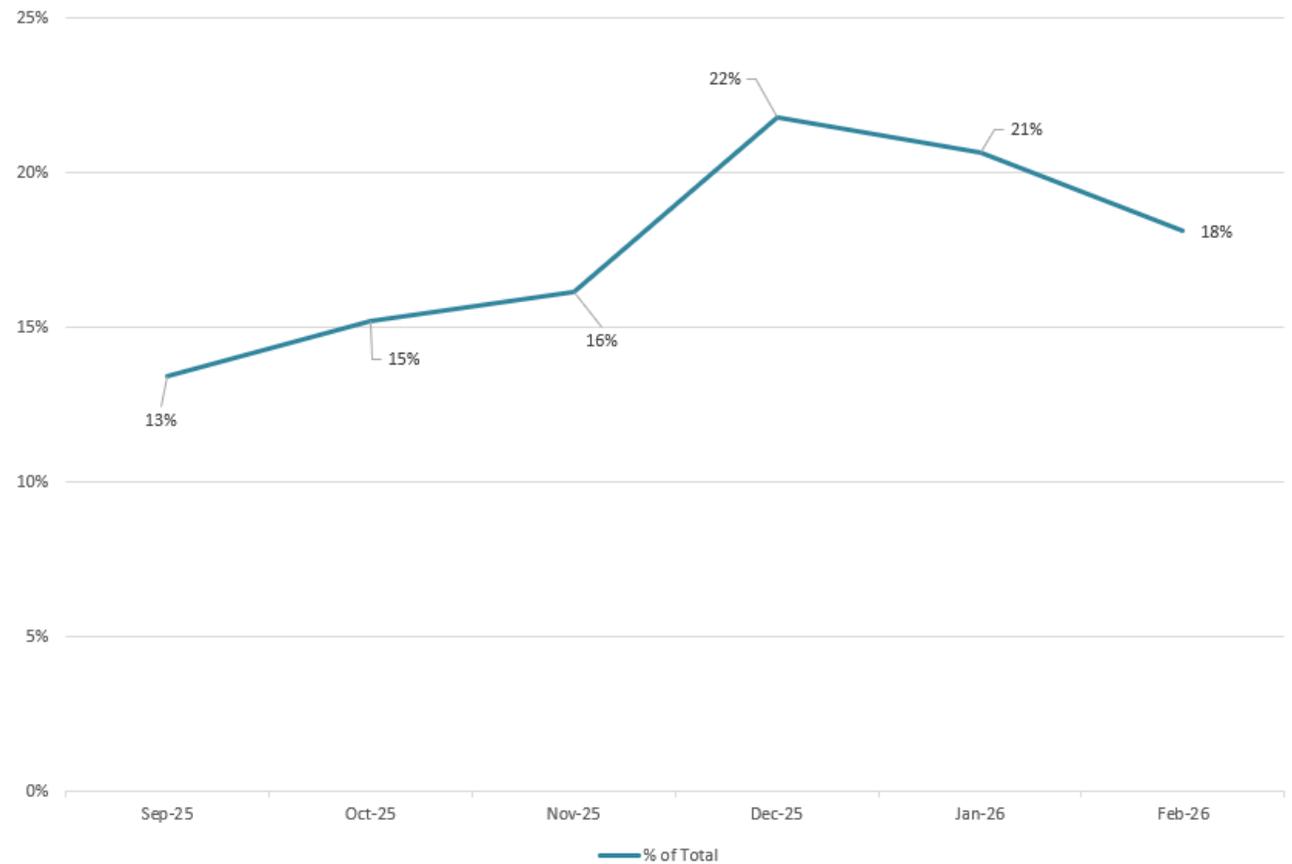
Approval Rate Method

Counting people instead of transactions to avoid:

- Multiple rejection attempts
- Registering multiple children

Skipping "Already Has Card" responses.

- To evaluate only Patron Point's performance.

Approvals

6,403 patrons approved (6,775 total cards)

13,481 people applied

2,150 patrons already SWAN members

Adjusted Approval Rate: 57%

Up Next...

Winter 2026

Patron Point is being merged with the LibConnect Pro marketing platform.

Q1 Projects Update

Scott Brandwein, SWAN Assistant Director

Support Site

Documentation tagging overhaul and webinar audit.

Cataloging

Create pre-cats, find local cataloging practices and policies, and learn about the scripts and processes running on our shared catalog.

Documentation

Cataloging Libraries
Cataloging Workflow
Requirements for SWAN Cataloging Libraries
Responsibilities and Expectations
WorkFlows Search Indexes and Types

Formats

Binge Boxes
Board Books and Other Children's Books
Boxed Sets
Combo Packs
Graphic Novels
Imported A/V materials
Library of Things, Local Materials, and MARCOnline/MARCOnVM Records
Pirated A/V Materials

Training

Learn: Adding Call Numbers & Items
Self-Paced Interactive Training 30 minutes

Learn: Creating Pre-Cats
Self-Paced Interactive Training 75 minutes

Learn: General Local Practices in Cataloging
Self-Paced Interactive Training 30 minutes

Learn: Local Practices for Cataloging Local Materials
Self-Paced Interactive Training 30 minutes

Learn: Local Practices in Book Cataloging
Self-Paced Interactive Training 30 minutes

Learn: Local Practices in Video Cataloging
Self-Paced Interactive Training 45 minutes

Aspen keyword filters


Search: "kids books about dogs"

Applied filters:
- Age: Juvenile
- Format: Book

Member Engagement Events

- Accessibility for Websites and e-Resources
- The Ins and Outs of EDI Acquisitions
- Supporting Patrons with e-Content: Strategies & Solutions
- Habits of Highly-Effective Libraries: Sharing Techniques to Make Your Lives Easier
- Book Clubs and Beyond: Serving the Needs of All Readers…
- Working Smarter, Not Harder: Shortcuts to Make Common Tasks a Breeze
- RFID: A Discussion for Users and Prospective Users
- Managers Unite: Getting to Know Your Neighbors and SWAN Staff
- New Directors Meetup
- Outreach: Meeting Patrons Where They Are
- MobileStaff Applications and Ideas
- Choose the Fate of the Item: Use It or Loose It

Palace Project
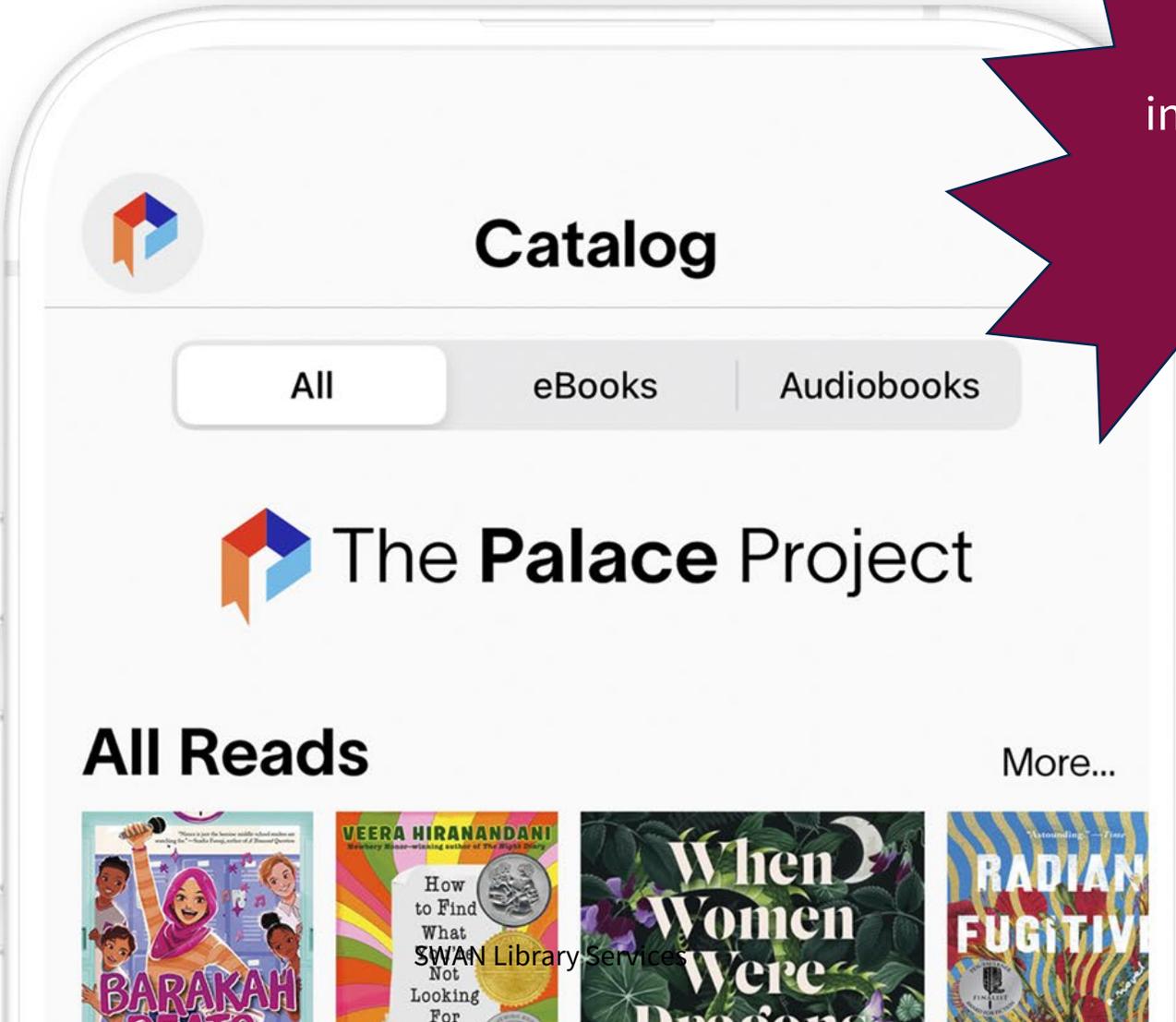
Aspen integration coming soon!

Strategic Planning update

Aaron Skog, SWAN Executive Director

SWAN strategic planning update

Completed
SWAN staff strategic planning retreat
October 24, 2025
- SWOT exercise
- Identified priorities & ranking

Upcoming
SWAN Board strategic planning retreat
March 20, 2026
- SWOT exercise
- Identifying priorities & ranking

SWAN membership strategic planning events: open for registration on L2

[Thursday, Apr 23, 2026 2:30 pm - 4:00 pm](#)
Oak Brook Public Library

[Tuesday, Apr 28, 2026 1:30 pm - 3:00 pm](#)
Villa Park Public Library

[Friday, May 08, 2026 10:30 am - 12:00 pm](#)
Tinley Park Public Library

Announcements & Questions