

SWAN STRATEGIC PLANNING COMMITTEE NOTES

April 14, 2026

Online meeting

1:00 p.m. – 2:00 p.m.

Call meeting to order

Meeting began at 2:00 p.m.

Present were:

Jennifer Cottrill, Midlothian Public Library, SWAN Vice-President

Zach Musil, Tinley Park Public Library, SWAN President

Ridgeway Burns, Itasca Community Library, SWAN Board of Trustees

Aaron Skog, SWAN Executive Director

Introduction of Visitors/Public Comment

There was no public comment.

Review strategic planning exercises for SWAN membership events

The combined results of the SWAN staff and board retreats were reviewed, and a set of questions based on the board retreat were created.

1. Review priorities, conduct discussion with dot voting
 - a. Membership engagement with SWAN (e.g., quarterly meeting attendance, participation in working and networking groups, reaching out to board representatives, attendance at SWAN Expo)
 - b. SWAN staff engagement with membership (e.g., improving SWAN staff's understanding of member needs and assistance with pain points)
 - c. Satisfaction with SWAN ILS platform (e.g., work on points raised in platform survey, future ILS decision, administration of new surveys)
 - d. Vendor consolidation and rising costs (e.g., finding technology solutions when options are narrowing)
 - e. Membership growth, retention, and definition (e.g., goals for recruitment, member satisfaction, identity as public vs. multi-type consortium, future of membership fees)
 - f. E-resource sharing (e.g., Could SWAN become a new Overdrive consortium, potential uses of Palace Project, future group purchases of e-resources)
 - g. SWAN communications (e.g., SWANcoms, forums, fireside chats, quarterly meeting)

- h. Standardization of patron experience through compromise vs. individualization of individual libraries (e.g., expiration of library cards, checkout periods, renewals, holds)
2. What concerns you most about these topics? What are your top five priorities? (dot voting)
3. If one of your main priorities did not make the top 5, would you like to share your concerns around it?
4. Can you think of any other key topics that we have not touched on? What are your concerns around that topic?
5. What do you think should stay the same about SWAN as a result of the strategic planning process, and what do you think should change?
6. What other feedback do you have for the Strategic Planning Committee and the SWAN administration as they move forward with this strategic planning process?

The eight priorities will be printed on foamcore for the three in person events to facilitate discussion and dot voting by participants.

Four events are scheduled for the following dates were reviewed for attendance registration

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

Tuesday, May 12, 2026 11:00 am – 12:30 pm, Zoom

Next committee meeting

The next committee meeting was set for April 14, 2026 at 1:00 p.m.

Adjournment

The meeting was adjourned at 3:00 p.m.

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson

Board Secretary