

SWAN BOARD MEETING AGENDA

May 22, 2026 9:30 a.m.

**Richton Park Public Library
22310 Latonia Lane
Richton Park, IL 60471-1239**

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 May 22, 2026 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 22, 2026 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Discussion Item—SirsiDynix visit at May 22, 2026 SWAN Board meeting

5. Action Item – Approval of SWAN Financials, April 2026 (Exhibit pgs. 3-14)

- a. Balance sheet and detail of expenditures for April 2026
- b. Approval of the payment of bills for April 1, 2026, through April 30, 2026 in the amount of \$73,640.52

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1 THROUGH APRIL 30, 2026 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR APRIL 2026

6. Action Item – Acceptance of the April 17, 2026, SWAN Board Meeting Minutes (Exhibit pgs. 15-17)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE APRIL 17, 2026 SWAN BOARD MEETING MINUTES AS PRESENTED

7. Action Item – Acceptance of the March 30, 2026, April 14, 2026, and May 15, 2026, SWAN Strategic Planning Committee Meeting Minutes (Exhibit pgs. 18-23)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MARCH 30, 2026, APRIL 14, 2026, AND MAY 15, 2026, SWAN STRATEGIC PLANNING COMMITTEE MEETING MINUTES AS PRESENTED

8. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 24-29)
 - c. Operations Report (Exhibit pgs. 30-44)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 45-46)

9. Action— Approve auditor engagement letter proposal (Exhibit pgs. 47-52)

10. Discussion Item—Strategic planning membership events results & analysis

11. Discussion Item— SWAN Board evaluation results (Exhibit pgs. 53-80)

12. Discussion Item—June 4, 2026 Quarterly meeting agenda (Exhibit pg. 81)

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

April 30, 2026

Prepared By



Lauterbach & Amen

SWAN Library Services
Balance Sheet
As of April 30, 2026

	<u>Balance End of Month</u>
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	187,831.36
Hinsdale Bank - MM - 5010	2,293,239.26
IMET Funds	381,844.34
Propay Funds	<u>42.86</u>
Total Cash and Cash Equivalents	<u>\$ 2,862,957.82</u>
 Current Assets	
Accounts Receivable	95,679.81
REINT Receivable	-
Other Receivables	-
Deposits	<u>8,352.42</u>
Total Current Assets	<u>\$ 104,032.23</u>
 Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	<u>(355,368.89)</u>
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	<u>(2,000,727.27)</u>
Total Other Assets	<u>\$ 1,629,008.08</u>
 Total Assets	<u>\$ 4,608,408.10</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,481.22
Accrued Payroll	68,525.11
Compensated Absences	339,665.07
Lease Payable	<u>329,087.00</u>
Total Current Liabilities	<u>\$ 743,758.40</u>
Long Term Liabilities	
Subscription Liability	1,400,554.94
Accrued Interest Liability - SBITA	<u>5,808.58</u>
Total Long Term Liabilities	<u>\$ 1,406,363.52</u>
 Total Liabilities	<u>\$ 2,150,121.92</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,200,106.80
Total Beginning Net Assets	<u>\$ 2,200,106.80</u>
 Current YTD Net Income	<u>\$ 258,179.38</u>
 Total Fund Balance	<u>\$ 2,458,286.18</u>
 Total Liabilities and Fund Balances	<u>\$ 4,608,408.10</u>

Statement of Revenue and Expenses Summary
For the 10 Months Ended April 30, 2026

	<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	\$376,514.22	\$2,933,652.50	\$2,936,839.02	\$ 3,186.52	99.89%
4100 - Membership Reimbursements	-	4,886.08	301,600.00	296,713.92	1.62%
4200 - Reimbursement for Losses	7,663.77	86,209.64	85,400.00	(809.64)	100.95%
4300 - Grant Revenue	125,348.50	501,394.00	501,394.00	-	100.00%
4400 - Registration & Event Receipts	-	8,865.00	6,260.00	(2,605.00)	141.61%
4500 - Investment & Interest	7,294.27	80,080.70	106,000.00	25,919.30	75.55%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>516,820.76</u>	<u>3,615,087.92</u>	<u>3,982,493.02</u>	<u>367,405.10</u>	<u>90.77%</u>
Expenses					
5000 - Salaries & Wages	124,867.32	1,376,141.79	1,639,608.00	263,466.21	83.93%
5020 - Personnel Benefits	39,414.76	407,249.50	448,700.00	41,450.50	90.76%
5100 - Building & Grounds	8,787.05	40,948.98	46,560.00	5,611.02	87.95%
5200 - Professional Development	2,728.55	12,818.14	25,501.00	12,682.86	50.27%
5300 - Membership Development	193.66	11,305.00	11,494.00	189.00	98.36%
5400 - Information & Technology Services	15,018.65	1,263,295.90	1,232,100.00	(31,195.90)	102.53%
5500 - General Office	588.97	4,951.66	4,100.00	(851.66)	120.77%
5600 - Hardware & Equipment	-	40,242.00	45,000.00	4,758.00	89.43%
5700 - Insurance	-	11,219.00	10,900.00	(319.00)	102.93%
5800 - Contractual Services	10,746.97	101,968.76	127,460.00	25,491.24	80.00%
5900 - Library Materials & Content	12,805.73	81,052.49	387,000.00	305,947.51	20.94%
6000 - Interest & Fees	593.00	5,715.32	2,610.00	(3,105.32)	218.98%
Total Expenses	<u>215,744.66</u>	<u>3,356,908.54</u>	<u>3,982,493.02</u>	<u>625,584.48</u>	<u>84.29%</u>
Excess Revenues less Expenses	<u>\$ 301,076.10</u>	<u>\$ 258,179.38</u>	<u>\$ 0.00</u>	<u>\$ (258,179.38)</u>	

Statement of Revenue and Expenses For the 10 Months Ended April 30, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 376,514.22	\$ 2,929,938.50	\$ 2,933,139.02	\$ 3,200.52	99.89%
4011 - SWAN Internet Access Membership Fees	0.00	3,714.00	3,700.00	(14.00)	100.38%
4190 - Member Group Purchase Receipts	0.00	4,886.08	301,600.00	296,713.92	1.62%
4220 - Reimbursement Losses for Resource Sharing	7,663.77	48,257.04	42,000.00	(6,257.04)	114.90%
4240 - E-Commerce Transactions	0.00	37,952.60	43,400.00	5,447.40	87.45%
4310 - RAILS Support to SWAN	125,348.50	501,394.00	501,394.00	0.00	100.00%
4499 - Annual Conference Receipts	0.00	8,865.00	6,260.00	(2,605.00)	141.61%
4510 - Interest Income	6,132.98	69,195.80	85,000.00	15,804.20	81.41%
4520 - Investment Income	1,161.29	10,884.90	21,000.00	10,115.10	51.83%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	516,820.76	3,615,087.92	3,982,493.02	367,405.10	90.77%
Expenses					
5000 - Salaries & Wages	124,867.32	1,376,141.79	1,639,608.00	263,466.21	83.93%
5021 - FICA Expense	9,207.65	101,760.47	125,600.00	23,839.53	81.02%
5023 - Worker's Compensation	0.00	2,594.00	4,700.00	2,106.00	55.19%
5024 - Retirement Benefits	11,854.54	124,722.67	138,300.00	13,577.33	90.18%
5025 - Health, Dental, Life And Disability Insurance	18,352.57	177,793.45	178,600.00	806.55	99.55%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	378.91	400.00	21.09	94.73%
5110 - Rent/Lease	8,264.96	38,091.86	41,800.00	3,708.14	91.13%
5120 - Utilities	319.50	2,080.24	3,800.00	1,719.76	54.74%
5140 - Repairs & Maintenance	202.59	776.88	960.00	183.12	80.93%
5210 - Conference Travel	1,811.55	7,859.79	10,000.00	2,140.21	78.60%
5220 - Staff Meetings	0.00	1,406.30	901.00	(505.30)	156.08%
5230 - Staff Professional Development	512.00	2,384.05	8,800.00	6,415.95	27.09%
5240 - Professional Association Membership Dues	405.00	1,137.00	2,500.00	1,363.00	45.48%
5250 - Educational Material	0.00	31.00	800.00	769.00	3.88%
5260 - Online Learning	0.00	0.00	2,500.00	2,500.00	0.00%
5310 - Travel Reimbursement	193.66	1,283.42	900.00	(383.42)	142.60%
5320 - Membership Meetings	0.00	160.00	0.00	(160.00)	0.00%
5330 - Library Professional Development	0.00	9,847.83	8,094.00	(1,753.83)	121.67%
5399 - Annual Conference	0.00	13.75	2,500.00	2,486.25	0.55%
5420 - Application Software Licensing	3,412.99	14,819.75	20,300.00	5,480.25	73.00%
5430 - Server Software Licensing	8,845.07	117,763.60	118,800.00	1,036.40	99.13%
5440 - Library Services Platform	1,558.80	1,037,602.02	993,100.00	(44,502.02)	104.48%
5450 - Data Management Services	599.49	33,082.04	37,600.00	4,517.96	87.98%
5460 - Information Subscription Service	0.00	20,735.38	20,400.00	(335.38)	101.64%
5470 - Subscription Support Services	0.00	29,734.44	33,800.00	4,065.56	87.97%
5480 - Telecommunications	602.30	6,238.18	7,500.00	1,261.82	83.18%
5490 - Group Purchases - Services	0.00	3,320.49	600.00	(2,720.49)	553.42%
5510 - Office Supplies	456.31	2,181.54	3,300.00	1,118.46	66.11%
5520 - Postage	132.66	582.85	800.00	217.15	72.86%
5550 - Furniture	0.00	302.76	0.00	(302.76)	0.00%
5599 - Annual Conference Supplies	0.00	1,884.51	0.00	(1,884.51)	0.00%
5620 - Hardware	0.00	38,637.14	45,000.00	6,362.86	85.86%
5690 - Group Purchases - Hardware	0.00	1,604.86	0.00	(1,604.86)	0.00%
5700 - Insurance	0.00	11,219.00	10,900.00	(319.00)	102.93%
5810 - Legal	0.00	122.50	1,500.00	1,377.50	8.17%
5820 - Accounting	3,105.00	22,445.00	22,060.00	(385.00)	101.75%
5830 - Consulting	0.00	275.00	1,300.00	1,025.00	21.15%
5840 - Payroll Service Fees	350.13	3,947.75	4,600.00	652.25	85.82%
SWAN Board Meeting					

**Statement of Revenue and Expenses
For the 10 Months Ended April 30, 2026**

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
5860 - Notification & Collection	7,291.84	64,343.51	85,900.00	21,556.49	74.91%
5899 - Annual Conference Facility Contract	0.00	10,835.00	12,100.00	1,265.00	89.55%
5920 - Reimburse for Resource Sharing	12,805.73	49,157.48	42,000.00	(7,157.48)	117.04%
5940 - E-Commerce Payment Transactions	0.00	31,895.01	43,400.00	11,504.99	73.49%
5990 - Group Purchases - Content	0.00	0.00	301,600.00	301,600.00	0.00%
6010 - Bank Fees	593.00	5,715.32	2,560.00	(3,155.32)	223.25%
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>215,744.66</u>	<u>3,356,908.54</u>	<u>3,982,493.02</u>	<u>625,584.48</u>	<u>84.29%</u>
 Excess Revenues less Expenses	 <u>\$ 301,076.10</u>	 <u>\$ 258,179.38</u>	 <u>\$ 0.00</u>	 <u>\$ (258,179.38)</u>	

SWAN Library Services

Check Register

All Bank Accounts

April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Acorn Public Library				11638	04/16/26	<u>193.05</u>
5920	Reimburse for Resource Sharing	Acorn Public Library	193.05			
Addison Public Library				11639	04/16/26	<u>532.98</u>
5920	Reimburse for Resource Sharing	Addison Public Library	532.98			
Alsip-Merrionette Park Public Library				11640	04/16/26	<u>627.51</u>
5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	627.51			
Bedford Park Public Library District				11641	04/16/26	<u>62.00</u>
5920	Reimburse for Resource Sharing	Bedford Park Public Library District	62.00			
Beecher Community Library District				11642	04/16/26	<u>18.01</u>
5920	Reimburse for Resource Sharing	Beecher Community Library District	18.01			
Bensenville EL School District # 2				11643	04/16/26	<u>38.74</u>
5920	Reimburse for Resource Sharing	Bensenville EL School District # 2	38.74			
Bensenville Public Library				11644	04/16/26	<u>107.77</u>
5920	Reimburse for Resource Sharing	Bensenville Public Library	107.77			
Berkeley Public Library				11645	04/16/26	<u>284.88</u>
5920	Reimburse for Resource Sharing	Berkeley Public Library	284.88			
Berwyn Public Library				11646	04/16/26	<u>448.28</u>
5920	Reimburse for Resource Sharing	Berwyn Public Library	448.28			
Bloomington Public Library				11647	04/16/26	<u>255.07</u>
5920	Reimburse for Resource Sharing	Bloomington Public Library	255.07			
Blue Island Public Library				11648	04/16/26	<u>280.51</u>
5920	Reimburse for Resource Sharing	Blue Island Public Library	280.51			
Bridgeview Public Library				11649	04/16/26	<u>554.47</u>
5920	Reimburse for Resource Sharing	Bridgeview Public Library	554.47			

SWAN Library Services

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All Bank Accounts

April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Broadview Public Library District 5920	Reimburse for Resource Sharing	Broadview Public Library District	139.00	11650	04/16/26	<u>139.00</u>
Calumet City Public Library 5920	Reimburse for Resource Sharing	Calumet City Public Library	208.24	11651	04/16/26	<u>208.24</u>
Cicero Public Library 5920	Reimburse for Resource Sharing	Cicero Public Library	152.27	11652	04/16/26	<u>152.27</u>
Clarendon Hills Public Library 5920	Reimburse for Resource Sharing	Clarendon Hills Public Library	61.90	11653	04/16/26	<u>61.90</u>
Dolton Public Library District 5920	Reimburse for Resource Sharing	Dolton Public Library District	96.05	11654	04/16/26	<u>96.05</u>
Eisenhower Public Library District 5920	Reimburse for Resource Sharing	Eisenhower Public Library District	1,258.01	11655	04/16/26	<u>1,258.01</u>
Elmwood Park Public Library 5920	Reimburse for Resource Sharing	Elmwood Park Public Library	213.98	11656	04/16/26	<u>213.98</u>
Forest Park Public Library 5920	Reimburse for Resource Sharing	Forest Park Public Library	66.75	11657	04/16/26	<u>66.75</u>
Frankfort Public Library District 5920	Reimburse for Resource Sharing	Frankfort Public Library District	297.63	11658	04/16/26	<u>297.63</u>
Franklin Park Public Library District 5920	Reimburse for Resource Sharing	Franklin Park Public Library District	245.17	11659	04/16/26	<u>245.17</u>
Glenside Public Library 5920	Reimburse for Resource Sharing	Glenside Public Library	320.67	11660	04/16/26	<u>320.67</u>
Grande Prairie Public Library 5920	Reimburse for Resource Sharing	Grande Prairie Public Library	188.27	11661	04/16/26	<u>188.27</u>

SWAN Library Services

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All Bank Accounts

April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Hodgkins Public Library District 5920	Reimburse for Resource Sharing	Hodgkins Public Library District	65.00	11662	04/16/26	<u>65.00</u>
Homewood Public Library District 5920	Reimburse for Resource Sharing	Homewood Public Library District	518.02	11663	04/16/26	<u>518.02</u>
Indian Prairie Public Library District 5920	Reimburse for Resource Sharing	Indian Prairie Public Library District	197.28	11664	04/16/26	<u>197.28</u>
Itasca Community Library 5920	Reimburse for Resource Sharing	Itasca Community Library	34.97	11665	04/16/26	<u>34.97</u>
Kaneville Public Library District 5920	Reimburse for Resource Sharing	Kaneville Public Library District	133.00	11666	04/16/26	<u>133.00</u>
La Grange Park Public Library District 5920	Reimburse for Resource Sharing	La Grange Park Public Library District	25.62	11667	04/16/26	<u>25.62</u>
Markham Public Library 5920	Reimburse for Resource Sharing	Markham Public Library	56.00	11668	04/16/26	<u>56.00</u>
Matteson Public Library 5920	Reimburse for Resource Sharing	Matteson Public Library	119.02	11669	04/16/26	<u>119.02</u>
McCook Public Library District 5920	Reimburse for Resource Sharing	McCook Public Library District	70.00	11670	04/16/26	<u>70.00</u>
Messenger Public Library of North Aurora 5920	Reimburse for Resource Sharing	Messenger Public Library of North Aurora	15.95	11671	04/16/26	<u>15.95</u>
Nancy L. McConathy Public Library District 5920	Reimburse for Resource Sharing	Nancy L. McConathy Public Library District	32.00	11672	04/16/26	<u>32.00</u>
National University of Health Sciences 5920	Reimburse for Resource Sharing	National University of Health Sciences	290.00	11673	04/16/26	<u>290.00</u>

SWAN Library Services

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April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
North Riverside Public Library District				11674	04/16/26	<u>277.80</u>
5920	Reimburse for Resource Sharing	North Riverside Public Library District	277.80			
Oak Lawn Public Library				11675	04/16/26	<u>967.81</u>
5920	Reimburse for Resource Sharing	Oak Lawn Public Library	967.81			
Oak Park Public Library				11676	04/16/26	<u>850.01</u>
5920	Reimburse for Resource Sharing	Oak Park Public Library	850.01			
Palos Park Public Library				11677	04/16/26	<u>102.00</u>
5920	Reimburse for Resource Sharing	Palos Park Public Library	102.00			
Prairie Trails Public Library District				11678	04/16/26	<u>203.84</u>
5920	Reimburse for Resource Sharing	Prairie Trails Public Library District	203.84			
Richton Park Public Library District				11679	04/16/26	<u>330.00</u>
5920	Reimburse for Resource Sharing	Richton Park Public Library District	330.00			
River Grove Public Library District				11680	04/16/26	<u>88.13</u>
5920	Reimburse for Resource Sharing	River Grove Public Library District	88.13			
Riverside Public Library				11681	04/16/26	<u>236.34</u>
5920	Reimburse for Resource Sharing	Riverside Public Library	236.34			
Roselle Public Library				11682	04/16/26	<u>173.81</u>
5920	Reimburse for Resource Sharing	Roselle Public Library	173.81			
Schiller Park Public Library				11683	04/16/26	<u>174.99</u>
5920	Reimburse for Resource Sharing	Schiller Park Public Library	174.99			
St. Charles Public Library District				11684	04/16/26	<u>56.34</u>
5920	Reimburse for Resource Sharing	St. Charles Public Library District	56.34			
Stickney-Forest View Public Library District				11685	04/16/26	<u>34.02</u>
5920	Reimburse for Resource Sharing	Stickney-Forest View Public Library District	34.02			

SWAN Library Services

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April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
The Theosophical Society in America 5920	Reimburse for Resource Sharing	The Theosophical Society in America	69.45	11686	04/16/26	<u>69.45</u>
Thomas Ford Memorial Library 5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	127.70	11687	04/16/26	<u>127.70</u>
Tinley Park Public Library 5920	Reimburse for Resource Sharing	Tinley Park Public Library	103.35	11688	04/16/26	<u>103.35</u>
Villa Park Public Library 5920	Reimburse for Resource Sharing	Villa Park Public Library	110.72	11689	04/16/26	<u>110.72</u>
Warrenville Public Library District 5920	Reimburse for Resource Sharing	Warrenville Public Library District	31.52	11690	04/16/26	<u>31.52</u>
Westchester Public Library 5920	Reimburse for Resource Sharing	Westchester Public Library	111.24	11691	04/16/26	<u>111.24</u>
Wood Dale Public Library District 5920	Reimburse for Resource Sharing	Wood Dale Public Library District	316.33	11692	04/16/26	<u>316.33</u>
Woodridge Public Library 5920	Reimburse for Resource Sharing	Woodridge Public Library	232.26	11693	04/16/26	<u>232.26</u>
Aaron Skog 5210	Conference Travel	Aaron Skog - mileage to/from board mtg. meals, meals for strategic planning event	1,811.55	ACH Aaron Skog	04/23/26	<u>1,983.21</u>
5310	Travel Reimbursement	Aaron Skog - mileage to/from board mtg. meals, meals for strategic planning event	171.66			
Asana, Inc. 5420	Application Software Licensing	Asana, Inc. March 26,2026-March 25,2027 25 Advanced subscriptions, March 26, 2026-May 26,2026 25 Premium (Annual) Recurri	3,224.59	ACH Asana	04/23/26	<u>3,224.59</u>

SWAN Library Services

Check Register

All Bank Accounts

April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Backstage Library Works				ACH Backstage li	04/23/26	<u>559.50</u>
5450	Data Management Services	Backstage Library Works Authority Control processing	559.50			
Comcast				ACH Comcast	04/01/26	<u>264.95</u>
5480	Telecommunications	Comcast - Apr 11, 2026 to May 10, 2026	264.95			
ComEd				ACH ComEd	04/07/26	<u>319.50</u>
5120	Utilities	ComEd - 3/6/26 THROUGH 4/7/26	319.50			
Emergent LLC				ACH Emergent	04/23/26	<u>4,790.40</u>
5430	Server Software Licensing	Emergent LLC - Red Hat Enterprise 1 year subcription 12/27/25- 12/26/26	4,790.40			
KMMRD Enterprises				ACH KMMRD	04/15/26	<u>4,088.75</u>
5110	Rent/Lease	KMMRD Enterprises	4,088.75			
Lauterbach & Amen, LLP				ACH L&A	04/23/26	<u>3,105.00</u>
5820	Accounting	Lauterbach & Amen, LLP March- April	3,105.00			
LIMRiCC				ACH LIMRiCC	04/23/26	<u>21,924.76</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC April	21,924.76			
Lucas McKeever				ACH Lucas	04/23/26	<u>22.00</u>
5310	Travel Reimbursement	Lucas McKeever - mileage to/from William Leonard	22.00			
915 Harger Group				ACH Rent	04/30/26	<u>4,176.21</u>
5110	Rent/Lease	915 Harger Group - new mgmt. group	4,176.21			
Reliance Standard Life Insurance Co.				ACH RSLI	04/23/26	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. April	1,028.63			
Springshare, LLC				ACH Sharepoint	04/23/26	<u>1,558.80</u>

SWAN Library Services

Check Register

All Bank Accounts

April 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5440	Library Services Platform	Springshare, LLC Patron Point	1,558.80			
Unique Integrated Communications, Inc.				ACH UMS	04/23/26	<u>7,002.84</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. Message Bee, Notices	7,002.84			
Wellness Insurance Network-WIN				ACH WIN	04/23/26	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN	167.68			
First Bankcard				FNBO	04/17/26	<u>6,617.97</u>
5140	Repairs & Maintenance	First Bankcard - Imperial S	202.59			
5230	Staff Professional Development	First Bankcard - PLA conference Skog	512.00			
5240	Professional Association Membership Dues	First Bankcard - ALA membership	125.00			
5240	Professional Association Membership Dues	First Bankcard - ALA membership	125.00			
5240	Professional Association Membership Dues	First Bankcard - ALA membership	155.00			
5420	Application Software Licensing	First Bankcard - Miro Board subscription	134.40			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
5430	Server Software Licensing	First Bankcard - DNS made easy	364.00			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,633.69			
5430	Server Software Licensing	First Bankcard - No-IP	56.98			
5450	Data Management Services	First Bankcard - NounProject	39.99			
5480	Telecommunications	First Bankcard - Microsoft Calling plan	288.00			
5480	Telecommunications	First Bankcard - Grasshopper	49.35			
5510	Office Supplies	First Bankcard - envelopes	124.06			
5510	Office Supplies	First Bankcard	46.49			
5510	Office Supplies	First Bankcard	39.99			
5510	Office Supplies	First Bankcard	50.87			
5510	Office Supplies	First Bankcard	194.90			
5520	Postage	First Bankcard	5.11			
5520	Postage	First Bankcard	127.55			
5860	Notification & Collection	First Bankcard - Sendgrid	289.00			

Check List Total 73,640.52

SWAN BOARD MEETING MINUTES

April 17, 2025, 9:30 a.m.
Roselle Public Library District
40 South Park Street
Roselle, IL 60172-2020

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

Aaron Skog, SWAN Executive Director
Scott Brandwein, SWAN Assistant Director
Ginny Blake, SWAN Business Manager

There was no public comment.

3. Action Item

Acceptance of April 17, 2026, SWAN Board Meeting Agenda

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 17, 2026, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials March 2026

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MARCH 1, 2026 - MARCH 31, 2026, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR MARCH 2026

Motion carried by roll call vote with the following results:

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

5. Action Item

Acceptance of March 20, 2026, SWAN Board Meeting Minutes

Cottrill moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE MARCH 20, 2026, SWAN BOARD MEETING MINUTES WITH CORRECTION AS PRESENTED

Motion carried by unanimous voice vote

6. Reports

a. **Board President Report**

None

b. **Executive Report**

Skog reviewed and discussed the highlights in the Executive Board Packet. Skog noted we will continue to work on other options for Health Insurance investigation. Skog is looking into increasing the cyber risk insurance coverage with the help of the Finance Committee.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet. SWAN has hired a part time employee to take over the previous employee. Skog suggested a discussion of adding another part time employee in the next budget, based on the ticket volume data and Bibliographic Services workload.

c. **Treasurers Report**

Bussey reviewed the financial section of the board packet and where we see SWAN at the end of the fiscal year. A brief discussion ensued with Bussey & Skog.

d. **Board Calendar**

None

7. Action Item

Approve Procedure on Non-Payment of Membership Dues

Burns moved, seconded by Cottrill that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PROCEDURE ON NON-PAYMENT OF MEMBERSHIP DUES

Motion carried by unanimous voice vote.

8. Discussion Item – Strategic planning membership events discussion outline

A discussion ensued with the strategic planning outline

9. Discussion Item – Questions for SirsiDynix visit at the May 22, 2026, SWAN board meeting

Skog will come up with a list of questions for the SirsiDynix visit in May and send them to the board members for review.

10. Discussion Item

Review of SWAN Board evaluation document

Skog reviewed the Board evaluation document with the board.

Musil adjourned at 10:53 am

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson

Board Secretary

SWAN STRATEGIC PLANNING COMMITTEE NOTES

March 30, 2026

Online meeting

2:00 p.m. – 3:00 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. There was agreement to add a fourth online event via Zoom on Tuesday, May 12 at 11:00 a.m.

Three 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

Next committee meeting

The next meeting will take place after the final event on May 12.

Adjournment

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

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson
Board Secretary

DRAFT

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

SWAN STRATEGIC PLANNING COMMITTEE NOTES

May 15, 2026

Online meeting

10:00 a.m. – 12:00 p.m.

Call meeting to order

Meeting began at 10:00 a.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 findings of strategic planning membership events

The meeting focused on reviewing findings from recent board listening sessions conducted by Ridgeway, Zach, and Jennifer to gather member feedback on SWAN's strategic planning. The group discussed five key themes that emerged from the sessions, with the first two themes (ILS performance and member services communication) being identified as highest priority. Participants expressed strong satisfaction with SWAN's core ILS functionality but raised concerns about workflow efficiency, customer service responses, and the need for better communication when features aren't available. The discussion also covered challenges around standardization versus local control, vendor partnerships, and the complexity of managing multiple integrated systems.

SWAN Board update discussion

The team agreed to present the five strategic themes to the full board in their upcoming meeting packet, while also planning to engage the SWAN management team before the board meeting to discuss next steps and potential organizational changes.

Adjournment

The meeting was adjourned at 12:00 p.m.

Minutes Prepared by Aaron Skog
Respectfully Submitted,

Samantha Johnson
Board Secretary

DRAFT

SWAN Executive Director Report

May 22, 2026

Update on activities

Customers of SirsiDynix Users Group (COSUGI) conference

The annual conference was virtual from April 21 through April 23, which allowed us to send four staff members to the three-day conference. We held an all-staff meeting at the end of that week to recap the event and share what was learned.

Staff attended the product roadmaps for BLUEcloud circulation, Discovery, and Mobile, which entailed an overview of the revamped product [roadmaps posted on Support Center](#).

Upcoming Releases					
Product / Version	Description	Details	Target Date	Status	Updated
BLUEcloud - BLUEcloud Circulation 26.02.00	Includes updates to user searching to improve usability and add a general search index that will search both patron ID and name in a single index.	Roadmap Details	May 2026	On Schedule	07 May 2026
BLUEcloud Discovery 26.02.00 Pilot Release	BLUEcloud Discovery releases will be ongoing for the first half of 2026 to allow for customer review and feedback, as we move toward a 2026 general release.	Roadmap Details	Q2 2026 (In Pilot)	On Schedule	09 Mar 2026
Horizon 7.6.2	Includes circulation improvements to disallow a future date to be assigned to lost cards, allowing for font sizes to be increased greater than 12 pt font for greater accessibility, almost twenty bug fixes and more.	Roadmap Details	Q3 2026	On Schedule	09 Mar 2026
BLUEcloud Mobile2 26.04.00	This release will include Linked Accounts and other fixes and enhancements currently in development.	Roadmap Details	Q4 2026	On Schedule	09 Mar 2026

Recent Releases					
Product / Version	Description	Details	Target Date	Status	Updated
EOS.Web 2026.02	EOS.Web 2026.02 uses an upgraded version of jQuery UI to improve security of staff and patron information. This update provides enhanced protection of sensitive data against possible malicious parties.	Release Notes	10 May 2026	Released 11 May 2026	11 May 2026
Web Services 6.4.5	This release includes support for multi-tenant service for BLUEcloud Single Sign-On Service and resolves a Horizon search error when renewing items in BLUEcloud Circulation on Horizon systems prior to 7.5.1.	Release Notes	Apr 2026	Released 14 Apr 2026	14 Apr 2026
EOS.Web 2026.01	Includes the ability to open ECM links in a new tab, prevents patrons from adding non-circulating items to the OPAC cart, batch deletion utility improvements for orphaned records and seven bug fixes.	Release Notes	Q2 2026	Released 12 Apr 2026	12 Apr 2026
Enterprise - Portfolio 5.2.1.7	This release includes security and accessibility fixes for issues reported in version 5.2.1.6. To ensure optimal performance and stability, we recommend upgrading to version 5.2.1.7 as soon as possible.	Release Notes	Mar 2026	Released 23 Mar 2026	23 Mar 2026
BLUEcloud 26.01.00	BC Central: Staff MFA settings have been added to Login Policies available to administrators to require multi-factor authentication using email and/or Google Authenticator app at login. Staff users also now contain a setting to disable MFA at login for the purposes of allowing login if there is a temporary issue with authentication that needs to be bypassed during troubleshooting. BC Circ: Includes updates to Mark Missing functionality that bring the Circulation Profile Missing user setting into alignment with both the Holds Pull List and Item displays for both Symphony and Horizon. In addition, this release includes a correction for date formatting printed on receipts and searching for users by ALT ID.	Release Notes	Q1 2026	Released 26 Feb 2026	26 Feb 2026
Symphony Data Control 4.2.0.1	Policy names are now used instead of policy descriptions in all cases, and full records can be displayed. A correction has also been included to prevent issues upon the full display of a record in query results.	Release Notes	Jan 2026	Released 26 Jan 2026	26 Jan 2026

Figure 1: Product roadmap screen capture for BLUEcloud, Symphony, and other products

The company development priorities are weighted towards its new BLUEcloud Discovery and the second release of its Mobile application, version 2.0. There continues to be software development in other areas of BLUEcloud circulation, but not at the pace that achieved results with RFID integration in November 2025 with the 25.06 release. Nevertheless, SWAN User Experience Manager Tara Wood attended the Discovery and Mobile 2.0 roadmap presentation to seek features that could be brought to the Aspen Discovery software platform.

The general direction of BLUEcloud will be to have a shared search index between its staff functions and the Discovery/Mobile public searches. Currently, search indexes are separate for BLUEcloud staff, Enterprise, and Mobile, much in the same way as SWAN has separate searching indexes for WorkFlows, Aspen, and BLUEcloud staff. Notably, the newer roadmap is streamlined from past company presentations, where it has a tighter focus for the upcoming months, versus previous ones stretching into the upcoming year.

The COSUGI conference in the past typically has a major announcement, and for 2026 the partnership with Springshare was [revealed in a press release](#) leading up to the conference. SirsiDynix will act as a reseller for select Springshare products, which means that integration with SirsiDynix's ILS offerings will receive more attention. It is worth noting that several SWAN members have contracted with Springshare for additional reporting and data analytics, and the integration provided is quite straightforward. I met with Springshare in 2025 for a software demonstration of its report offerings as part of the search for alternatives for BLUEcloud Analytics. I will also note that during the Environmental Scan Task Force investigation, Innovative demonstrated its Springshare integration with Polaris as part of its analytics partnership.

The company is undergoing a large-scale 16-month transition of its software-as-a-service (SaaS) hosting from its own collocated servers in North America, Canada, Europe, and Asia-Pacific into the Microsoft Azure environment (notably, what SWAN is using to host Symphony). The ownership under the parent company Harris made this possible through its own favorable negotiated licensing and costs. While this transition does not directly impact SWAN, this transition is being phased in across its global hosting locations which encompass over 4,000 hosted customer servers, e.g., Symphony, Horizon.

Lastly, the company conducted its annual question and answer with chief operating officers, fielding a variety of questions around changes to its support staffing, its migration from email lists to community forums, and the pace of BLUEcloud development.

Projects

Strategic Planning Events

The four events were completed by the Strategic Planning Committee and the themes from the membership discussion will be presented along with an overview document included in the May 22nd meeting packet.

Board considerations

SirsiDynix meeting with Board

SirsiDynix staff Mellisa Kulmer, Vice President of Product Strategy, and sales representative Stacy Betts will be attending the meeting to answer your questions.

1. Your competitors seem further along with their web-based staff ILS. SWAN has provided direction to SirsiDynix for 10 years and the company still seems behind. Why is the pace of software development so slow?
2. Are the changes within SirsiDynix in the areas of software development going to show progress on SWAN priorities?
3. Have the leadership changes at SirsiDynix positioned the company to speed up development?
4. Why should SWAN have an extended contract with SirsiDynix?

Approve renewal with financial auditor

Lauterbach & Amen have provided us with a quote for the upcoming three years. I have included the engagement letter in the board meeting packet for review and included an approval vote on the agenda. My recommendation is to renew and continue with Lauterbach for auditing services.

2024	2025	2026	2027	2028
\$10,000	\$10,500	\$10,900	\$11,300	\$11,700

Our investigation into auditors in 2024 only fielded three proposals, including the previous financial auditor Selden Fox, who provided a bid of \$13,000 and \$13,500 for 2024 and 2025 respectively. Lauterbach was the lowest bid received. My recommendation is that the SWAN Board approve the three-year renewal of Lauterbach & Amen as its annual pricing remains below our previous auditor’s price quote up through 2028. We have been impressed with the auditing team at Lauterbach and their responsiveness to the SuraLink portal used to exchange documents securely and privately. I am happy to answer any questions you have during the board meeting.

Monthly Financial Report

April Balance Sheet

The Fund Balance Unrestricted line for April is \$2,200,106.80 which is unchanged from the month prior. The table below shows the current FY26 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,200,106.80
Expenses to be paid from reserve	(\$45,000.00)
	\$2,155,106.80
SWAN annual expense budget	\$3,982,493.02
Number of months operating expense in reserve	6.5

Revenue & Expense Report

This month will be 83% 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 84%.

	FY26 Budget	Ending April 2026	Percentage of budget YTD 83%
Total Revenue	\$3,982,493.02	\$3,615,087.92	91%
Total Expenses	\$3,982,493.02	\$3,356,908.54	84%
Over / (Under)	\$0.00	\$258,179.38	

Accounts Receivable

4010 - SWAN Full Membership Fees: 99.89%

Fourth quarter invoices were sent out two weeks early on March 14, so we now have collected nearly all membership fees for the fiscal year.

4310 – RAILS Support to SWAN: 100%

The final grant payment for the fiscal year was paid in April.

4499 – Annual Conference Receipts: 141.61%

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

4510 – Interest Income: 81.41%

SWAN’s Money Market is performing as anticipated in the budget year to date.

4520 – Investment Income: 51.83%

SWAN’s IMET investment revenue is recorded in this line and is underperforming for the fiscal year.

Accounts Payable

The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 83%, which is the percentage of the budget at the end of November.

5000—Salaries & Wages: 83.93%

SWAN uses a bi-weekly pay period and has completed 22 of 27 payrolls for the fiscal year.

5024—Retirement Benefits: 90.18%

The 401a plan for all full-time employees is a fixed 9.75% contribution of the employees' salary.

5025—Health, Dental, Life, And Disability Insurance: 99.55%

The budgeted benefit expenses are going over for this fiscal year, likely due to open enrollment selections.

5220—Staff Meetings: 156.08%

This budget includes expenses for the staff retreat lunch, staff holiday party, and the SWAN board retreat lunch. This year we have two staff in-service days and the board meeting luncheon which has put this line over budget.

5310—Travel Reimbursement: 142.60%

Reimbursements to SWAN employees for local travel to meetings.

5330 – Library Professional Development: 121.67%

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

5440—Library Services Platform: 104.48%

The expenses for the year to date are listed below. The only remaining expenses anticipated are for online patron registration usage with Patron Point. The switch to Grove for Libraries for Aspen support and hosting resulted in savings, but it was not enough to offset the increases with SirsiDynix and EBSCO.

	FY26	FY26 Actual	Difference
SirsiDynix	\$365,864	\$417,575	\$51,711
OCLC	\$318,848	\$318,848	\$0
EBSCO EDS	\$121,621	\$127,700	\$6,079
Online patron registration	\$16,500	\$9,482	(\$7,018)
Aspen hosting	\$102,350	\$92,600	(\$9,750)
OpenAthens	\$67,842	\$69,838	\$1,996
	\$993,025	\$1,036,043	\$43,018

5450—Data Management Services: 87.98%

The National Change of Address was completed and its expense with Unique Management has this budget line in its expected range. Bibliographic database updates through Backstage Library Works continue with contractually set rates.

5460 – Information Subscription Service: 101.64%

ProQuest Syndetic Solutions subscription is paid for the full year.

5470 – Subscription Support Services: 87.97%

Expenses to support member libraries include Zoom licensing, and the service SendGrid which is backend service utilized by SWAN mail lists and server emails. The new SWAN ticketing system HaloITSM expense subscription was renewed at \$22,800.

5490—Group Purchases Services: 553.42%

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. The Envisionware group purchase for OneStop self-check software was paid in December 2025 and will be offset by revenue in the 4190 Member Group Purchase Receipts.

5620—Hardware: 85.86%

A laptop replacement purchase was made in December 2025. Last month’s report incorrectly stated that all laptops were received, when in fact Lenovo’s laptop stock was smaller than our placed order. Several additional laptops have not become available and the order will be completed by the end of the fiscal year. I anticipate this is one-time expense we be under budget for the year.

5700—Insurance: 102.93%

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

5820—Accounting: 101.75%

Our ongoing monthly accounting expense is recorded in this line, along with full payment for the fiscal audit. SWAN paid a one-time expense for additional accounting services for the month of March.

6010—Bank Fees: 223.25%

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

Operations Report: April 2026

Summary

Membership engagement activities and statistics are reported through the month-end of April 2026. System outages will be reported as of final assembly of the report to ensure that any critical system issues are documented as quickly as possible. Highlighted activities represent on-site library events.

Member Engagement – All Staff

Areca of member engagement activities in the report’s time period.

Site Visits, Training, and Consultation

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

Date	Event Name	Teams Responsible	Category
4/8/2026	Supporting Patrons with e-Content: Strategies & Solutions	User Experience	Membership Meeting
4/9/2026	Cataloging Working Group	Bibliographic Services	Membership Meeting
4/14/2026	BLUEcloud Circulation and Hold Wrapper Consultation (ESS)	Information Technologys & System Support	Consultation
4/15/2026	Circulation Networking Group	User Experience; Bibliographic Services; Information Technology & System Support	Membership Meeting
4/23/2026	Discovery & User Experience Working Group	User Experience	Membership Meeting
4/17/2026	SWAN Board Meeting	Administration	Governance
4/28/2026	SWAN Fireside Chat	All	Membership Meeting
4/29/2026	9xx/EDI Setup Consultation (CIS)	Bibliographic Services	Consultation
4/29/2026	Choose the Fate of the Item: Use It or Lose It	User Experience; Administration; Information Technology & System Support	Membership Meeting

User Groups and Engagement Events

Cataloging Libraries Working Group (4/09/2026)

The Cataloging Libraries Working Group met in-person at Eisenhower Public Library District. During the meeting, updates covered efforts to document catalogers willing to assist with Non-English language materials, the development of a related training course, and progress on switching 650s to genre headings using 655_4 for Non-English languages like Polish and Spanish. Discussions addressed

handling sublanguages such as Maranao, adding language-specific entries, and best practices for duplicate ISBNs to help EDI matching, including the use of subfield z. The group reviewed genre updates for Board and Picture books, the potential addition of bilingual indicators in series, and standards for awards language and when to omit years from travel guide titles. Additionally, a new sorting feature for travel guides in Aspen was discussed, along with an update to the training checklist that is now live. Open discussion included a demonstration of Amazon Business MARC setup for book orders by Rebecca Bartlett.

Circulation Networking Group (4/15/2026)

This month, the group discussed Unique Management Services and which vendors libraries are using for self-checks. None of the libraries present stopped using Unique if they had been using them and the most popular vendor for self-checks is Bibliotheca. The group also discussed lost and unusable users in anticipation of the in-person discussion on this topic later in the month.

It was announced the new co-chair of this group will be Melissa Willer from Downers Grove Public Library

Discovery and User Experience Working Group (4/23/2026)

The primary project for DUX this year is identifying improvements to the My Account experience for patrons. The group completed two activities to identify potential features and improvements: a “Plus/Delta” activity to collect what is working and what could change, and a review of exemplar account experiences outside of the library realm. In addition, the group is working towards a usability test with patrons in September at Roselle Public Library.

Major Projects & Research

Aspen Discovery

26.04 release

The 26.04 release of Aspen included enhancements to the Palace Project integration, “Skip to main content” links for improved accessibility, and advanced search filter improvements.

Upcoming development

Scan-and-go

Staff from SWAN and the CLEVnet consortium met with Grove for libraries to work through all of the possible override codes for Symphony Web Services and determine in what scenarios they should be overridden for the scan-and-go self check functionality in the app. For example, an override should be applied to allow patrons to check out titles on hold for them pulled from an open holds shelf, but they should not be able to check out another patron’s holds.

SWAN staff are now performing extensive testing on the checkout and override scenarios, with an aim to resume our scan-and-go pilot in late May.

Series pages

SWAN staff have prioritized several updates to the Aspen series pages, which will benefit all libraries using these going forward. Improvements include persistent IDs for series, allowing improved management workflows similar to grouping records, and using both author and title to match series, to better handle series with the same name but different works and authors. These changes are planned for later this summer.

Hoopla API update & Flex integration

The upgrade to Hoopla V2 new API endpoints completed April 13th. This enhancement improves overall integration stability and provides a more streamlined experience for member libraries and their patrons. It took several days for our indexes to complete regularly, but Grove regularly restarted delta indexing as needed to ensure libraries did not notice delays in record updates and item availability.

On May 12th, Olivia Montolin will roll out Hoopla Flex configuration for all libraries using Hoopla Flex with Hoopla integrated into their catalogs.

Palace Project integration

The Palace Project integration in Aspen went live on April 22nd. This work enables smoother access to e-content provided through Palace Project. We're so excited to finally have this integration rolled out to our member libraries in eRead Illinois!

New Staff Laptops

The deployment of new staff laptops is complete. We were also able to secure an order for two spare units (one of each model) to have available if an in-service laptop requires repair or otherwise needs to be temporarily removed from service. With the cost of components skyrocketing, it was imperative for this procurement to happen quickly. We have received the spare T14s, however, the spare T16 is on backorder and is expected to ship by mid-June.

SWAN Expo Planning

SWAN Expo registration has officially opened, and the window to submit session proposals is closed. This year, we received over a dozen session proposals, compared to 1 or 2 in previous years. We are unsure whether the option for more session types, the drop-in sessions, or increased communication led to the high volume, but we are thrilled at the results. We are combing through proposals, but we are going to allow this windfall to steer our planning. In the past, we have heard that members are interested in hearing more from each other at the Expo, so we will be placing a greater emphasis on member-led sessions this August.

We hope to have the final session schedule posted by the end of May.

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
4/9/2026	Aspen Community Meeting	All	Partnerships
4/13/2026	Innovative Users Group & Lunch with Innovative & STELLA	All	Partnerships
4/16/2026	Aspen Catalogers Meeting	Bibliographic Services	Partnerships
4/16/2026	SirsiDynix SureSailing	All	Partnerships
4/21-4/23	COSUGI Virtual Conference	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage Tracking

There were no unplanned outages or indexing errors in March.

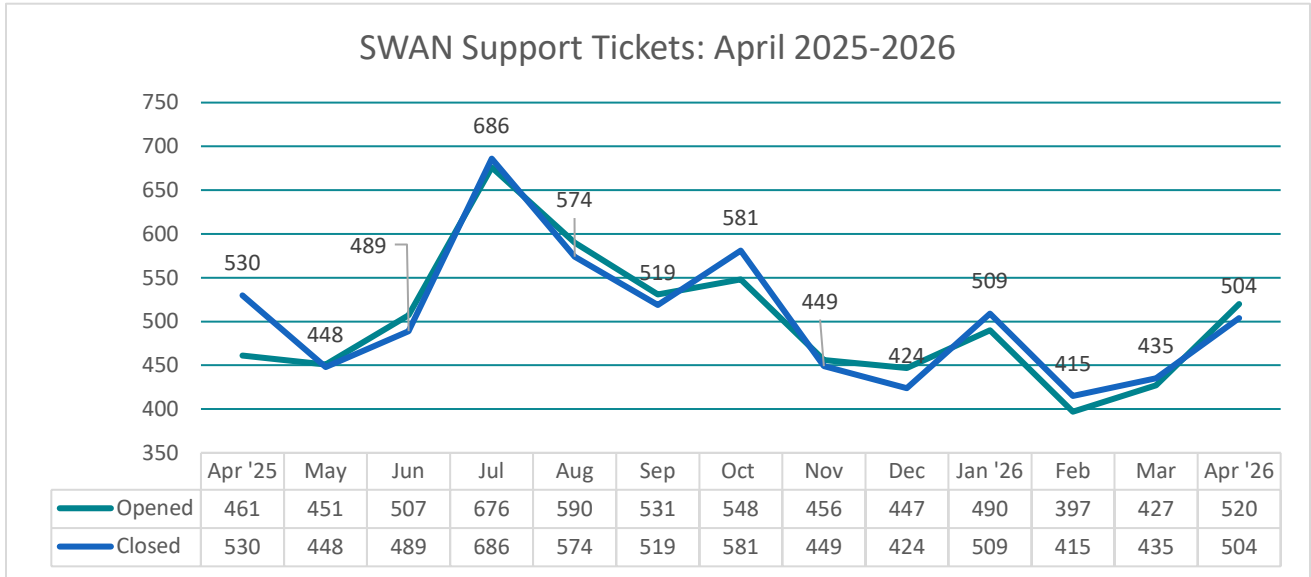
System Maintenance & Outage Calendar

Incident	Date	Details
Symphony Test Refresh	1/21/2026	Symphony Production cloned to Test
Overnight Processing Errors	1/27/2026	ADUText Completed Abnormally
SSL Renewal: <i>login.swanlibraries.net</i>	2/4/2026	SSL Renewal for SSO Domain
Overnight Processing Errors	2/24/2026	ADUText Completed Abnormally
Web Services Upgrade Scheduled	5/4/2026	Upgrading Web Services on Test prior to scheduling production upgrade

Support Tickets

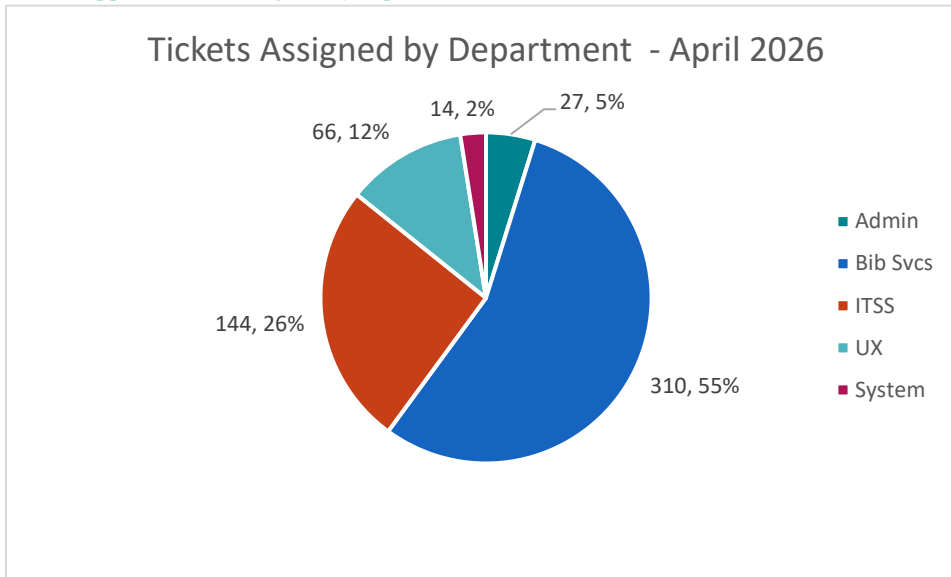
System Assigned tickets represent tickets that were merged or otherwise consolidated.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

New and updated documentation

Vickie Totton added new documentation, [Open Hold Shelf Hold Wrapper Best Practices](#).

Training Modules & Recordings

Webinar audit

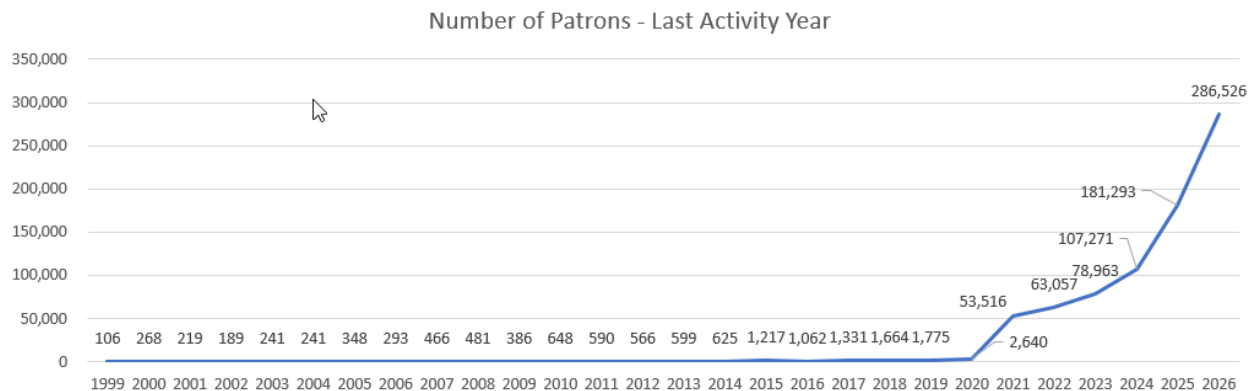
We have begun scripting and re-recording webinars as part of our complete refresh of this training area. Of the webinars examined in the audit in February and March, we have identified about two dozen that we want to update. Crystal Vela has worked to formalize the webinar development process to include scripting, checkpoints, and standardized recording procedures in the new interface, Loom. The first group of webinars is currently in development for staff to get used to this new workflow and the software.

This project will continue throughout the calendar year into 2027.

Maintenance

Automatic Monthly Patron Record Removal

In April, we removed 1,623 inactive patrons from the database. We currently have 784,712 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 2% (15,955) have been inactive since before 2021 and remain due to bills greater than \$100 on their account.



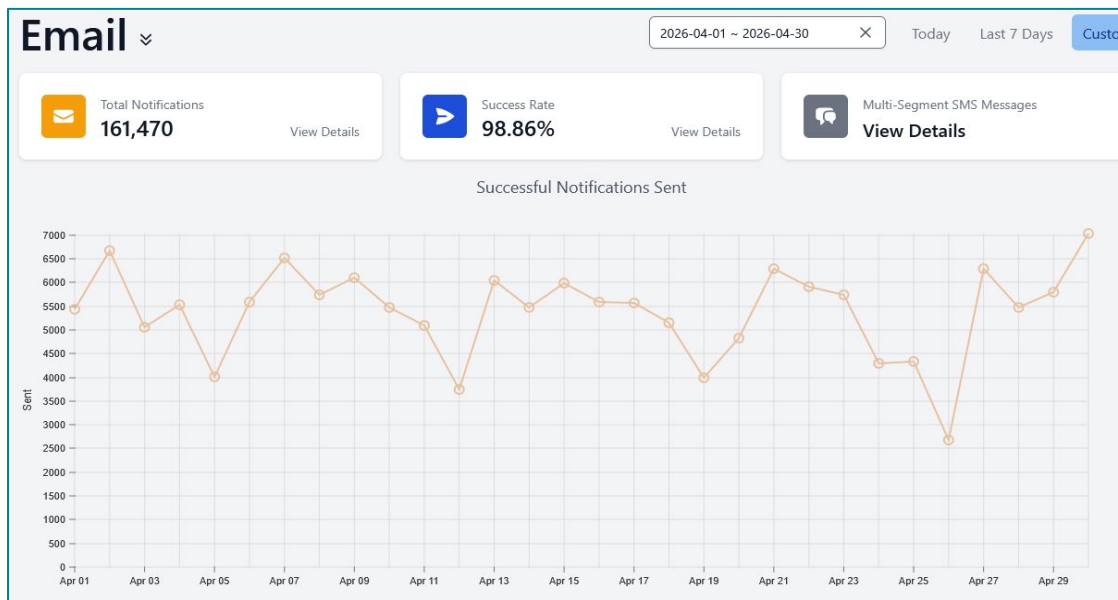
We encourage libraries to examine these bills for possible removal at the library's discretion.

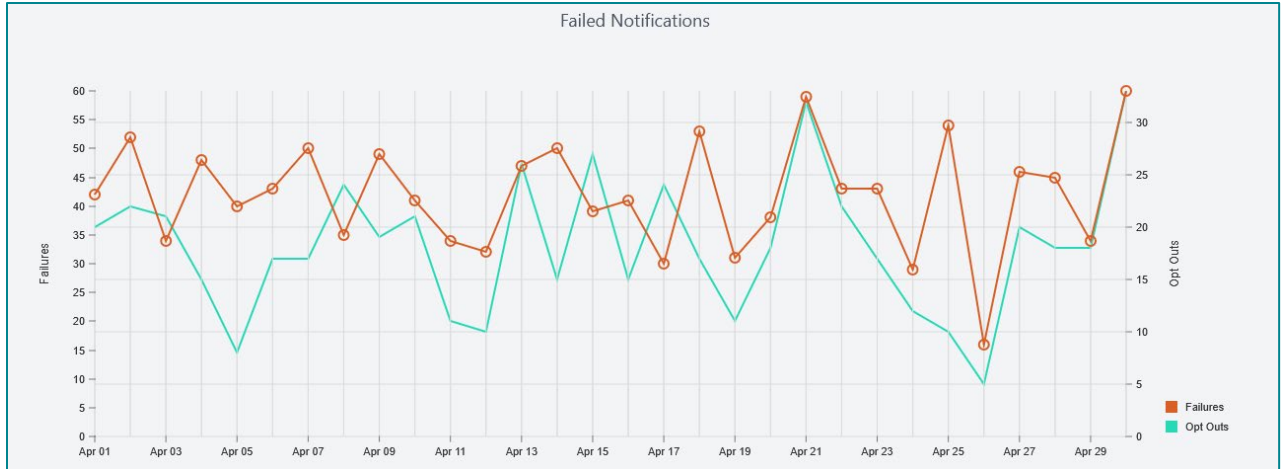
MessageBee Statistics

Segment/Month	Sent	Delivered	Failed	Success Rate	OptOut	Opens	Clicks
Email							
Jan-26	192,045	189,160	1,465	98.50%	591	146,811	5,562
Feb-26	154,139	152,424	1,142	98.89%	541	118,308	4,429
Mar-26	175,068	173,196	1,206	98.93%	617	134,654	4,719
Apr-26	161,470	159,637	1,258	98.86%	545	124,252	4,370

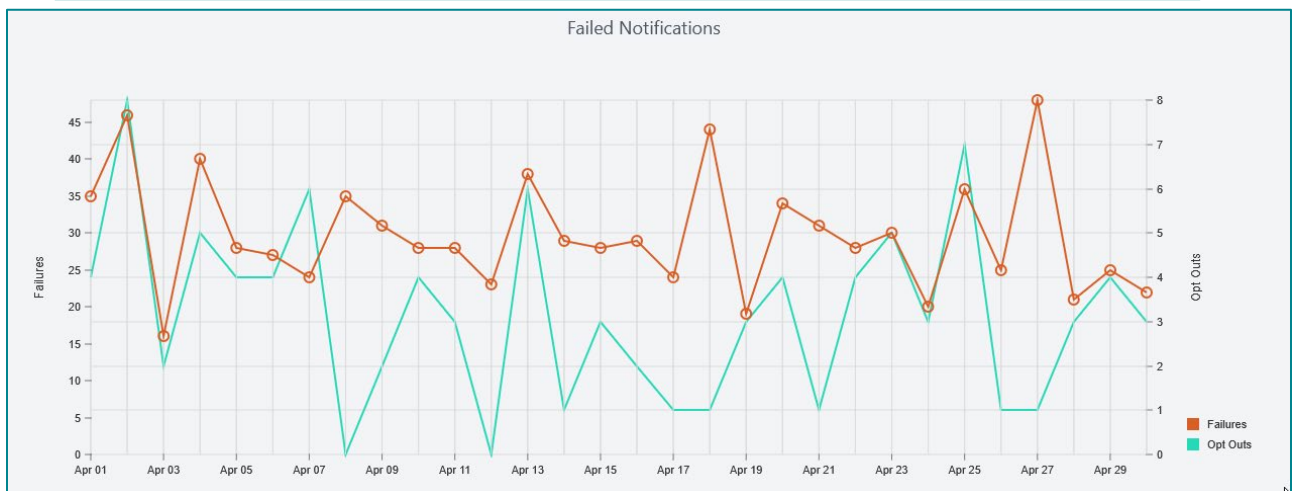
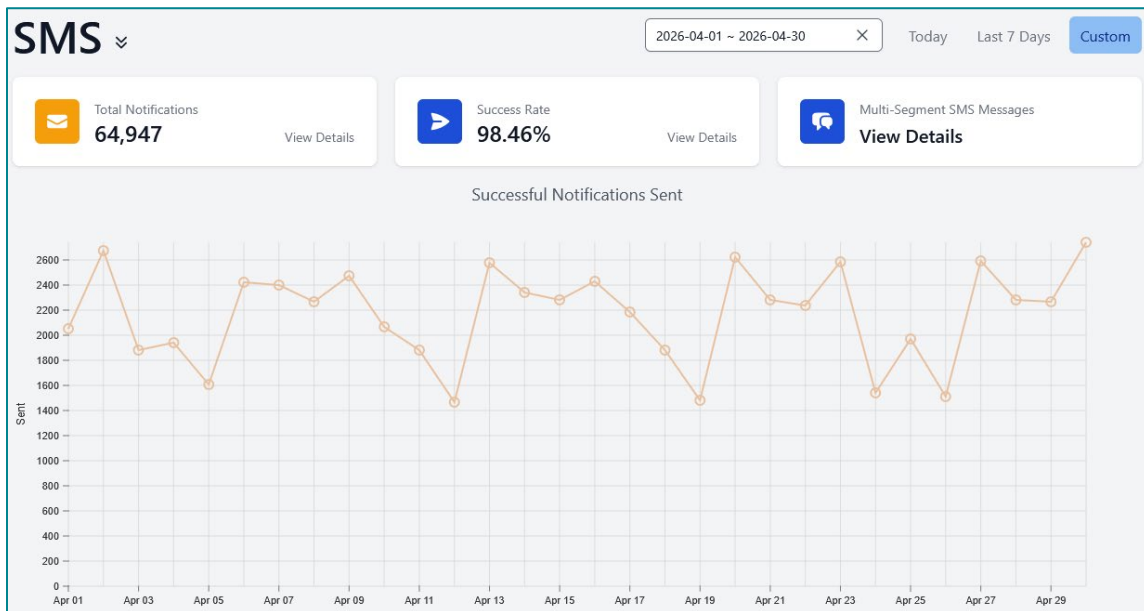
SMS								
Jan-26	72,132	70,793	979	98.14%	93	N/A	N/A	
Feb-26	58,194	57,295	762	98.46%	70	N/A	N/A	
Mar-26	68,411	67,402	895	98.53%	89	N/A	N/A	
Apr-26	64,947	63,948	892	98.46%	95	N/A	N/A	
Voice								
Jan-26	7,291	6,995	236	95.94%	0	N/A	N/A	
Feb-26	5,847	5,665	161	96.89%	0	N/A	N/A	
Mar-26	6,483	6,276	189	96.81%	0	N/A	N/A	
Apr-26	6,163	5,983	171	97.08%	0	N/A	N/A	

Email Notices

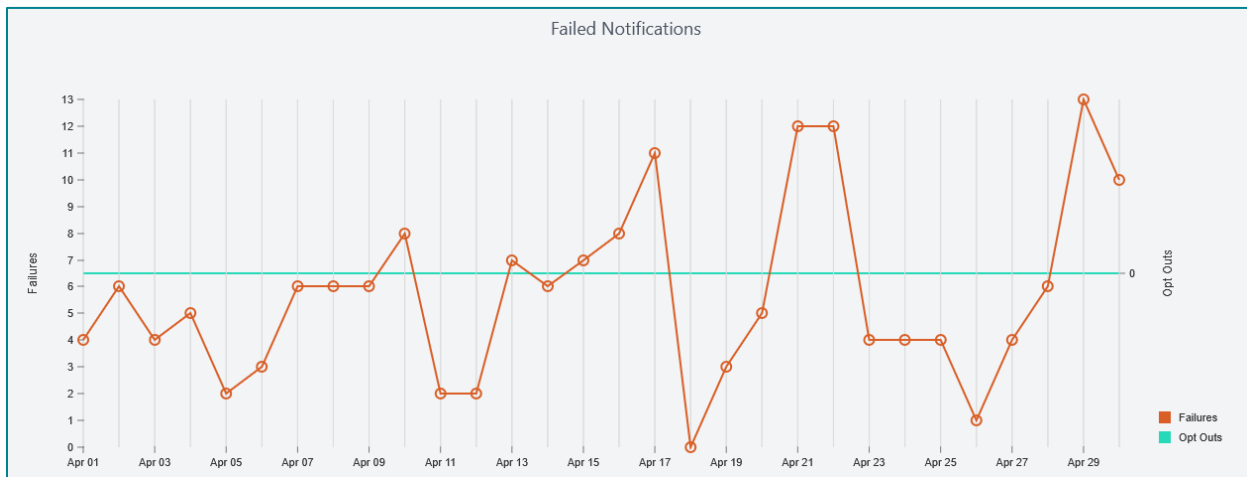
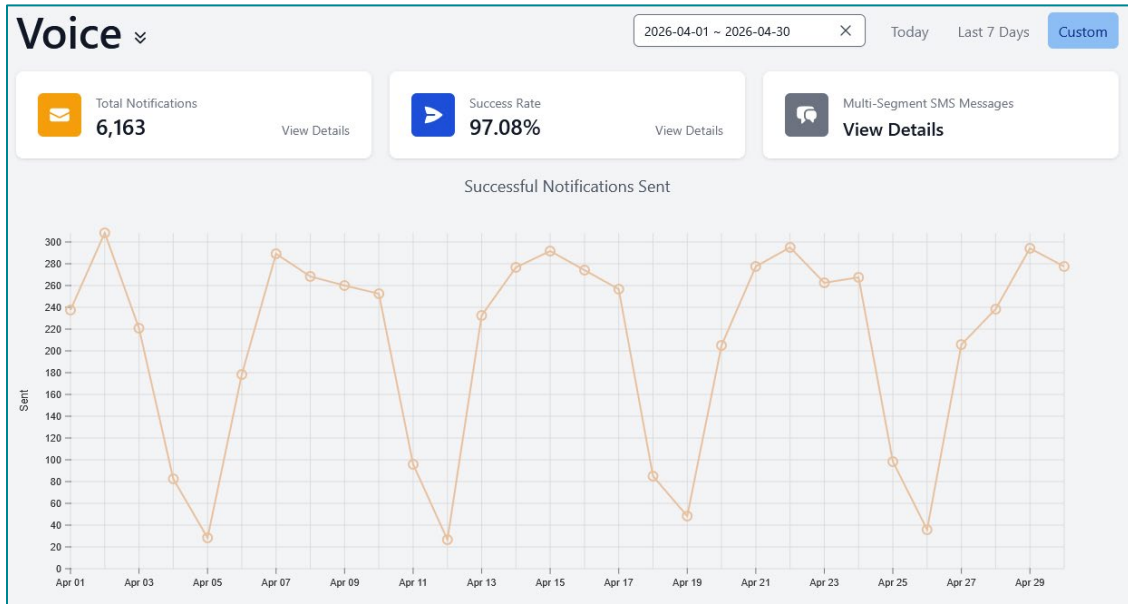




SMS Notices



Voice Notices



Print Notices

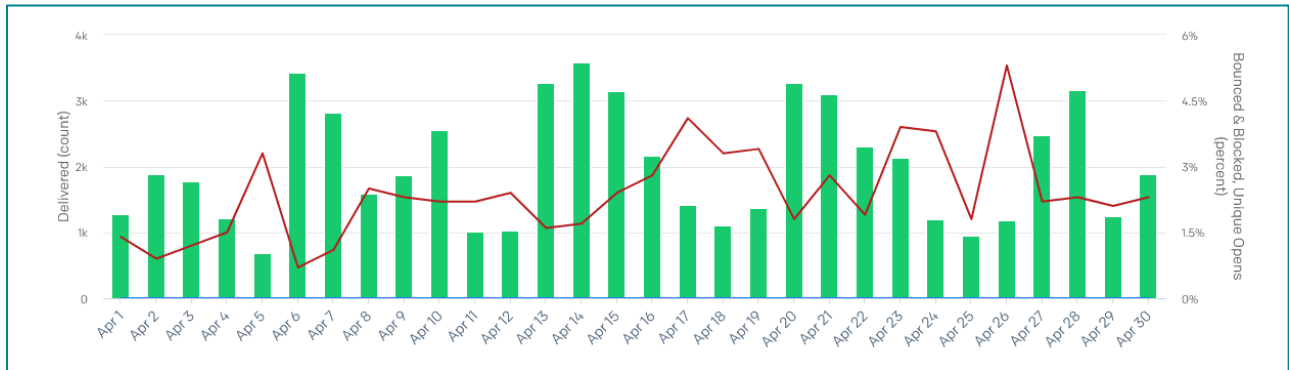
While not processed within MessageBee, Unique also provides our print notices.

Month/Yr	Bill Notices	Amount
December, 2025	530	\$ 514.10
January, 2026	487	\$ 472.39
February, 2026	407	\$ 394.79
March, 2026	322	\$ 312.34
April, 2026	318	\$ 308.46

SendGrid Statistics

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

Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Addresses			Messages		
				Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Mar '25	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	1,054	248	3,026	223
Sep	63,875	60,385	99.27% (59,947)	212	3	36	320	3,202	252
Oct	64,281	60,557	99.54% (60,276)	146	4	27	362	3,453	244
Nov	56,617	53,594	93.03% (52,672)	100	1	34	929	2,793	196
Dec	52,521	49,720	99.52% (49,481)	102	0	47	237	2,571	183
Jan '26	54,898	52,190	99.45% (51,906)	154	3	37	224	2,463	208
Feb	49,080	46,996	99.35% (46,651)	231	2	29	218	1,888	167
Mar	55,348	53,854	99.28% (53,465)	199	2	34	253	1,256	204
Apr	63,051	61,256	98.06% (60,070)	200	3	24	1,158	1,595	176



Appendix: Statistics

Cataloging & Collections

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

OCCL 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 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	58	1,133
Copy 2025	2376	2147	1832	2029	1720	1504	1790	1765	1674	1862	1551	1543	21,793
Orig 2026	58	68	65	159									
Copy 2026	1830	1766	2080	1372									

Records Added

In April, SWAN libraries added 45,2847 new items to the database, and a total of 5,672 new catalog records.

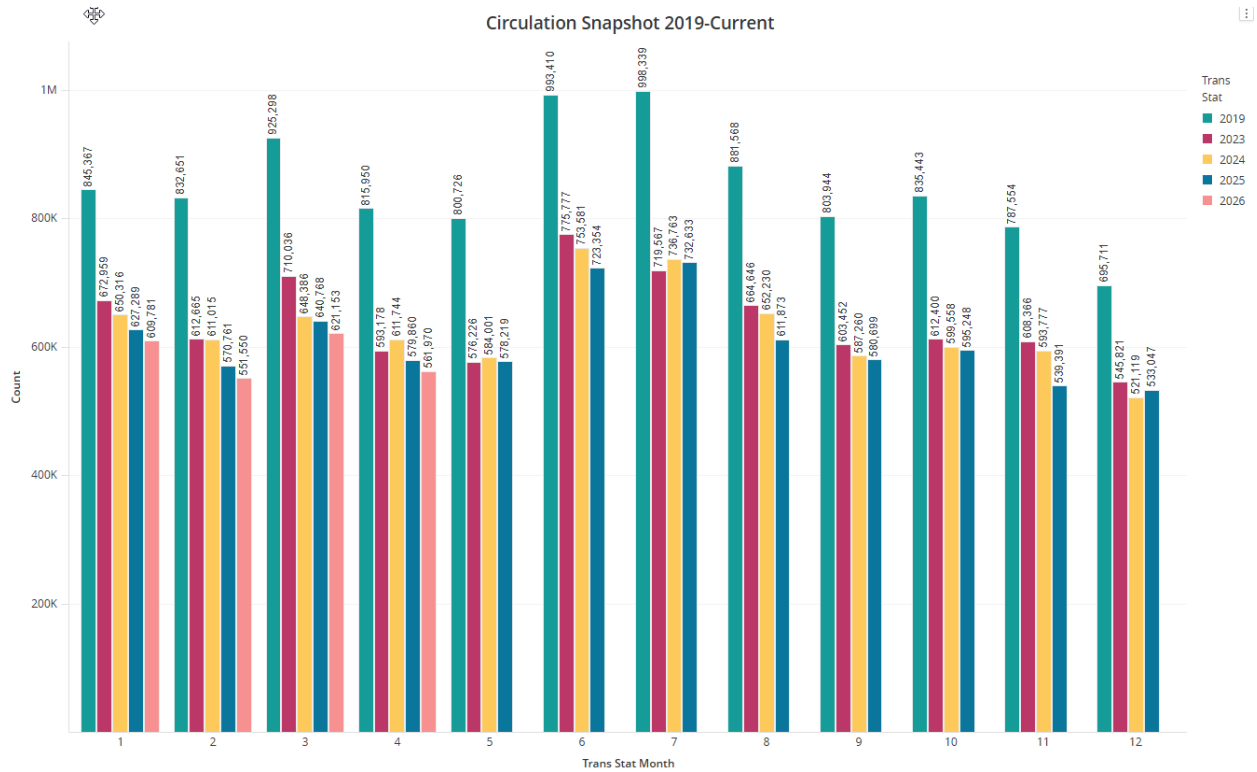
Currently, we have 1,381,658 unique bibliographic records with available items. Of these, 55% were published in or after 2010.

Circulation

In April, there were 561,943 total circulations across all SWAN libraries.

Monthly total comparison since 2019

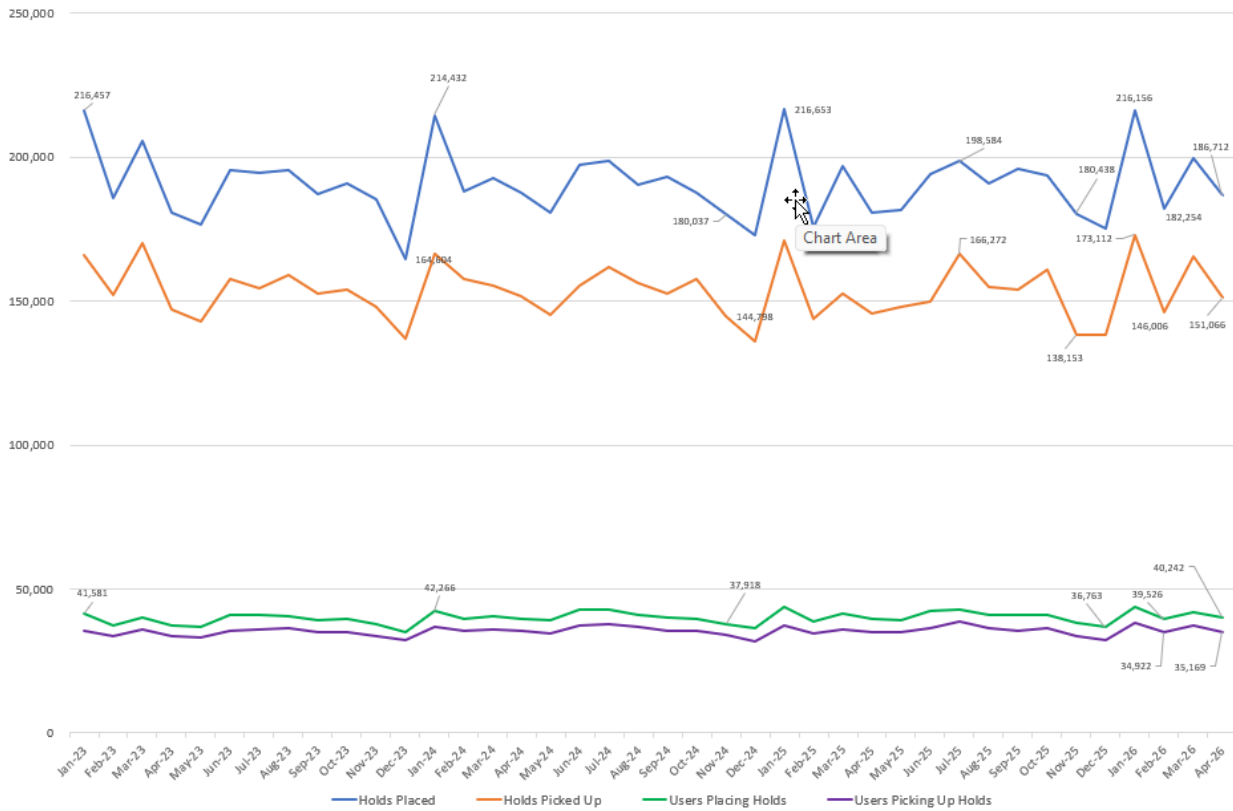
In April, systemwide circulation was 96.9% of the total in April 2025 and 68.9% of the pre-pandemic count from April 2019. The first few months of this year demonstrate the slight downward trend in physical circulations that has been taking place since 2020.



Trends in Holds

In April, 186,712 holds were placed by 40,242 unique patrons, for an average of 4.6 items per holding patron. Hold placements/pickup remains steady in recent years, even as physical circulation tapers.

Trends in Holds, Jan 2023 - Present



Interlibrary Loan & Resource Sharing

In April, Interlibrary loan checkouts between SWAN members totaled 108,943 for 20% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 18.3% of total checkouts at 101,646. Non-SWAN reciprocal borrowing made up another 3.6% of checkouts.

OCLC Worldwide Resource Sharing

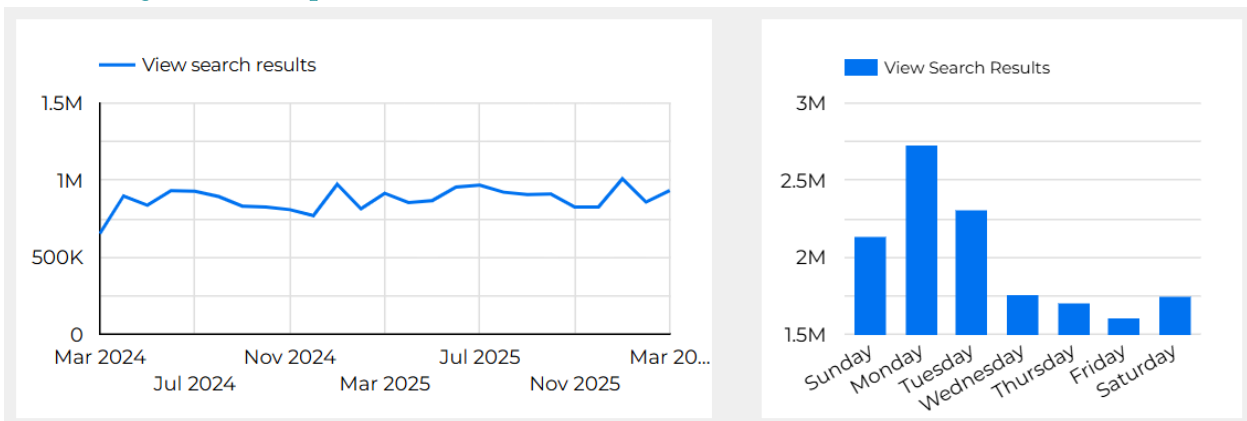
In April, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 2 items lent for each item borrowed. We lent 2,592 items and 12 copies and borrowed 1,285 items and 15 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (March 2026)

- | | | |
|---|--------------------------|-------------------------|
| 1. project hail
mary | 6. easter | 16. harry potter |
| 2. theo of golden | 7. pokemon | 17. minecraft |
| 3. spring | 8. hamnet | 18. horror |
| 4. the
correspondent | 9. games | 19. colleen hoover |
| 5. dog man
(fictitious
character) --
comic books,
strips, etc. --
juvenile fiction | 10. the
correspondent | 20. theo of golden |
| | 11. mystery | 21. consumer
reports |
| | 12. mcfadden,
freida | 22. my husbands
wife |
| | 13. the housemaid | 23. wings of fire |
| | 14. roku | 24. paw patrol |
| | 15. judge stone | 25. kin |

Results Pageviews in Aspen

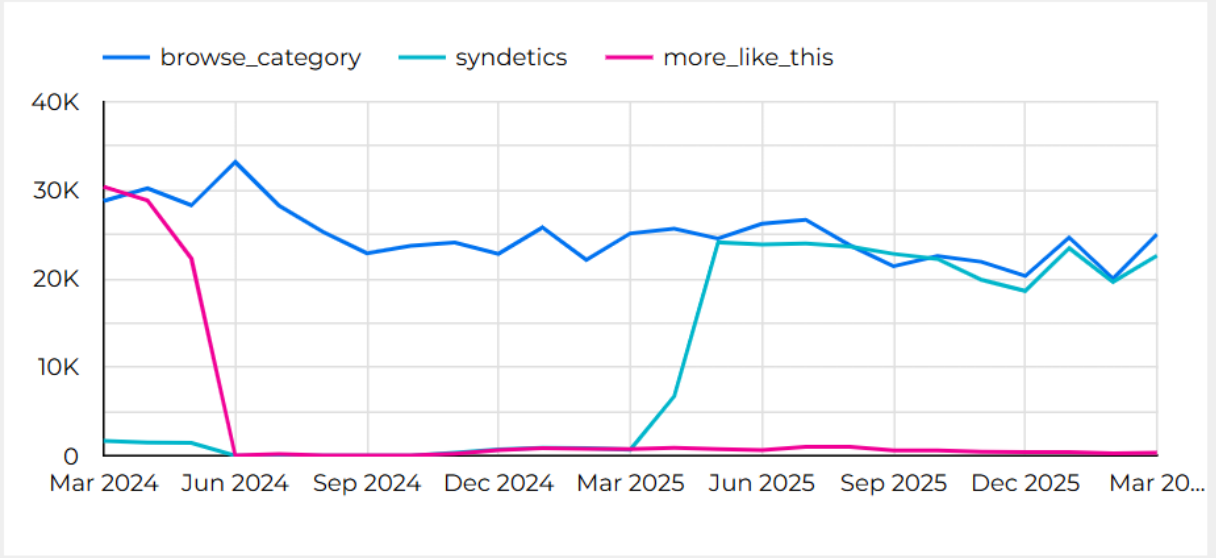


Usage of Recommendations

This data measures clicks on title recommendations presented to patrons.

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

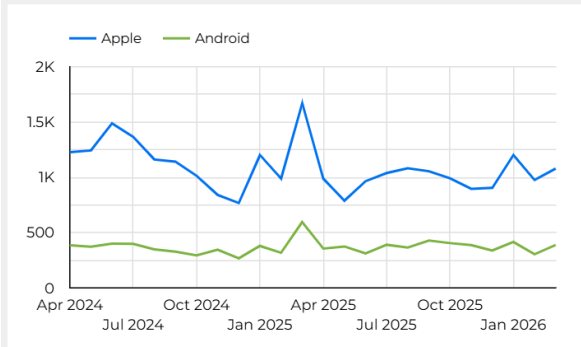
Recommendations



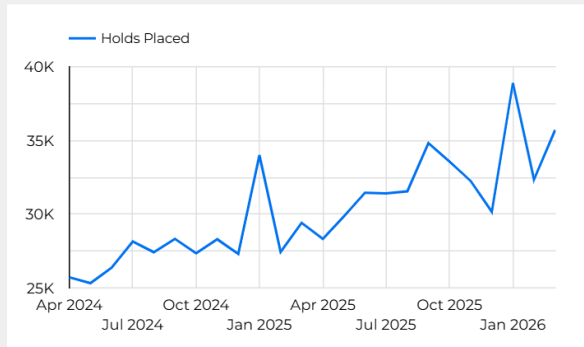
SWAN Libraries + App – Aspen LiDA

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

Downloads by Platform



Holds Placed via Mobile App



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 18, 2025	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Approve schedule for regular board meetings for next 12 months.
Friday, August 15, 2025	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 4, 2025	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 19, 2025	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 17, 2025	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 21, 2025	Regular SWAN Board Meeting	Aaron to bring next SWAN budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for upcoming calendar. Make decision on membership platform satisfaction survey.
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	Strategic planning retreat
Friday, April 17, 2026	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion. Compile questions for SirsiDynix.
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	Glen Ellyn 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



April 24, 2026

Members of the Executive Board
System Wide Automated Network
Oak Brook, Illinois

We are pleased to confirm our understanding of the services we are to provide the System Wide Automated Network (SWAN), Illinois for the fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028.

Audit Scope and Objectives

We will audit the financial statements of the System Wide Automated Network as of and for the fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement SWAN's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to SWAN's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis and the budgetary comparison schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies SWAN's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: budgetary comparison schedules.

Audit Scope and Objectives - Continued

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to SWAN or to acts by management or employees acting on behalf of SWAN.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about SWAN's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, if applicable, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of SWAN and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and general or local economic challenges. Planning for this engagement has not concluded and is subject to change.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of SWAN's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for SWAN in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, and required audit adjustments, if any, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Responsibilities of Management for the Financial Statements - Continued

Management is responsible for making drafts of financial statements, all financial records and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about SWAN's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting SWAN involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

Our fees for the fiscal years ended June 30, 2026, June 30, 2027, and June 30, 2028 audits will be:

Services Provided	Fiscal Year Ended 06/30/2026	Fiscal Year Ended 06/30/2027	Fiscal Year Ended 06/30/2028
• AFR (Audit Report)	\$10,900 Annual	\$11,300 Annual	\$11,700 Annual
Annual Total Costs of Services	\$10,900	\$11,300	\$11,700

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Lauterbach & Amen’s client portal is used solely as a method of exchanging information and is not intended to store SWAN’s information. At the end of the engagement, we will provide SWAN with a copy (in an agreed-upon format) of deliverables and data related to the engagement from the portal. For multi-year engagements, this exchange will occur annually.

Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable to Lauterbach & Amen, LLP within twelve months. For multi-year engagements, completion of the engagement occurs when the deliverables are completed for that year.

SWAN agrees that during the term of this agreement and for a period of twelve months thereafter, SWAN shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require SWAN to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person’s annual compensation.

Reporting

We will issue a written report upon completion of our audit of SWAN's financial statements. Our report will be addressed to the Executive Board of SWAN. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the System Wide Automated Network, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

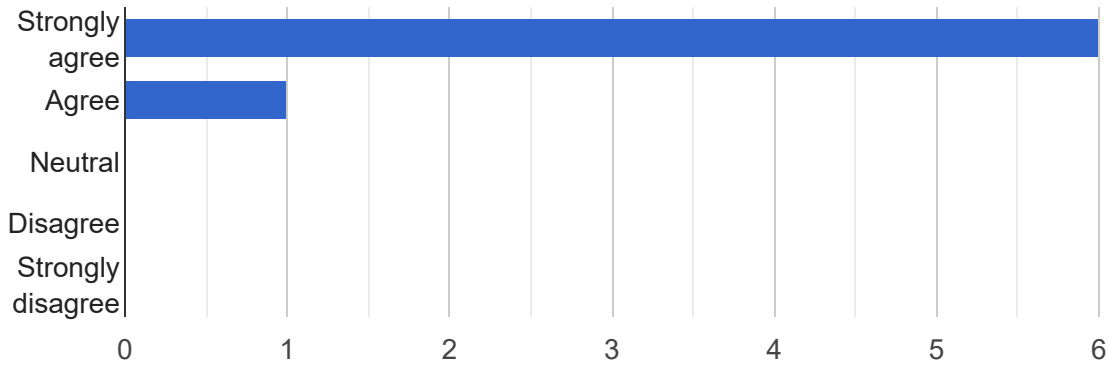
RESPONSE:

This letter correctly sets forth the understanding of the System Wide Automated Network, Illinois.

By: _____

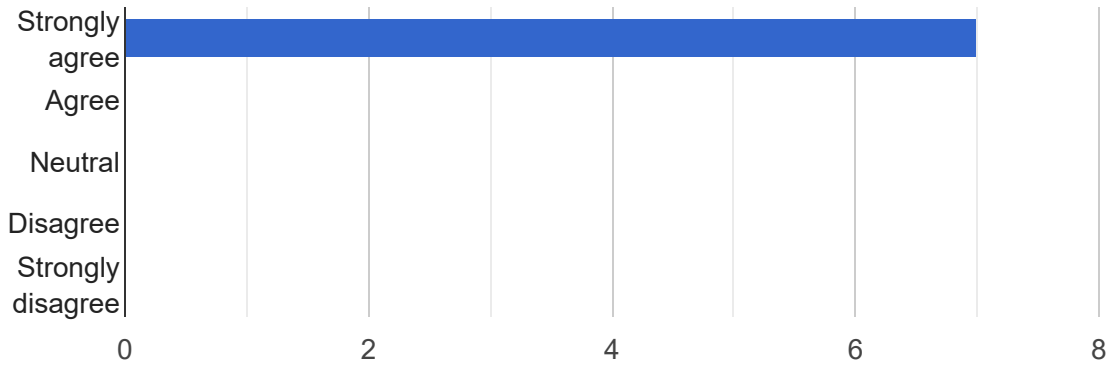
Title: _____

Board meetings start on time.



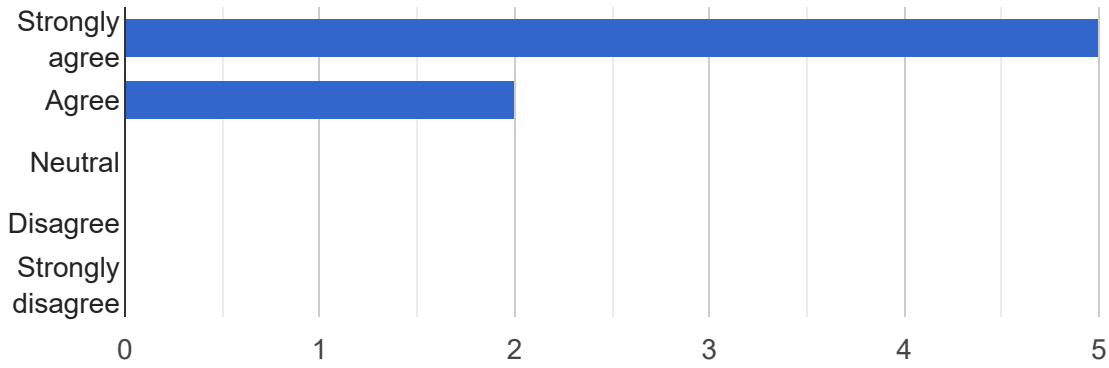
7 responses in 7 results

Board meetings end in a timely fashion (3 hours or less)



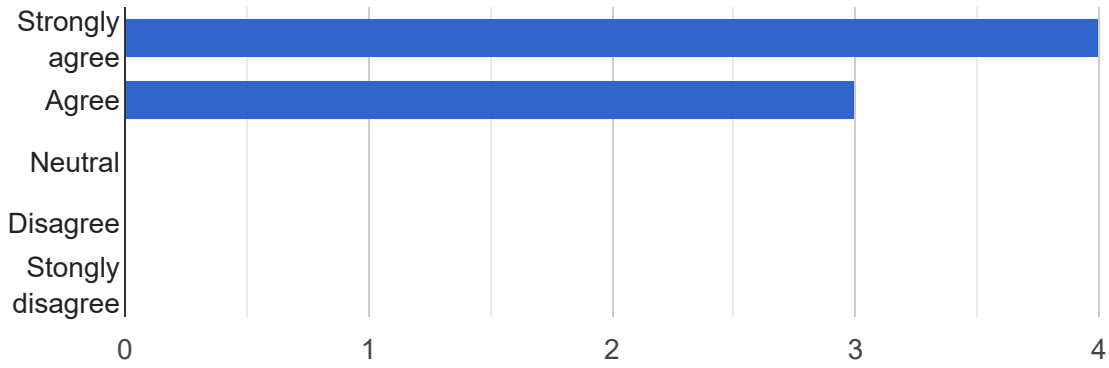
7 responses in 7 results

Board members follow a well-planned meeting agenda.



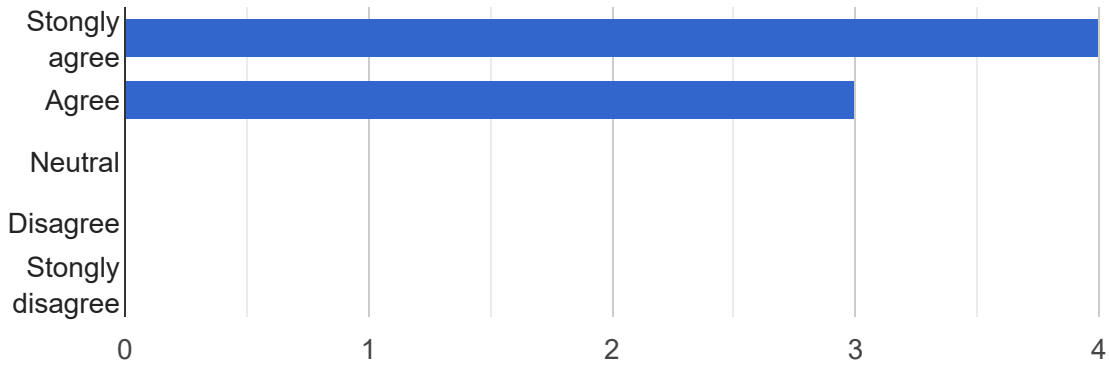
7 responses in 7 results

Every board member has an opportunity to be heard.



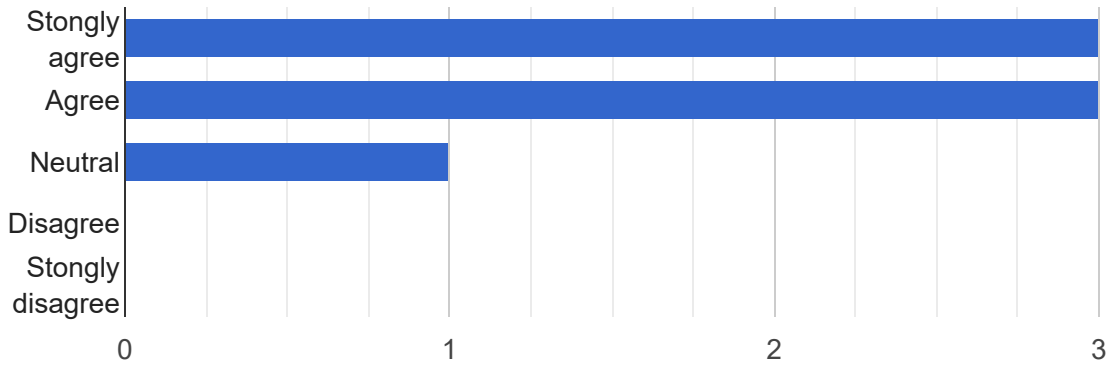
7 responses in 7 results

The President of the Board is skilled at managing different points of view.



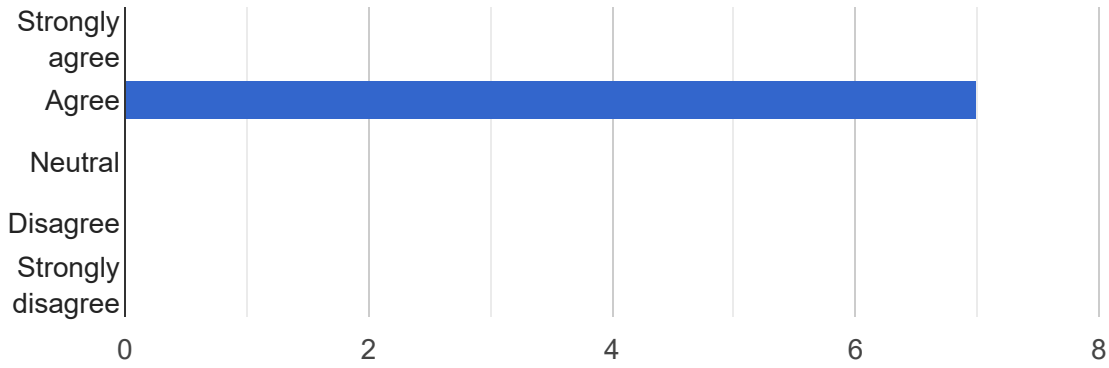
7 responses in 7 results

The President of the Board is effective in delegating responsibility among board members.



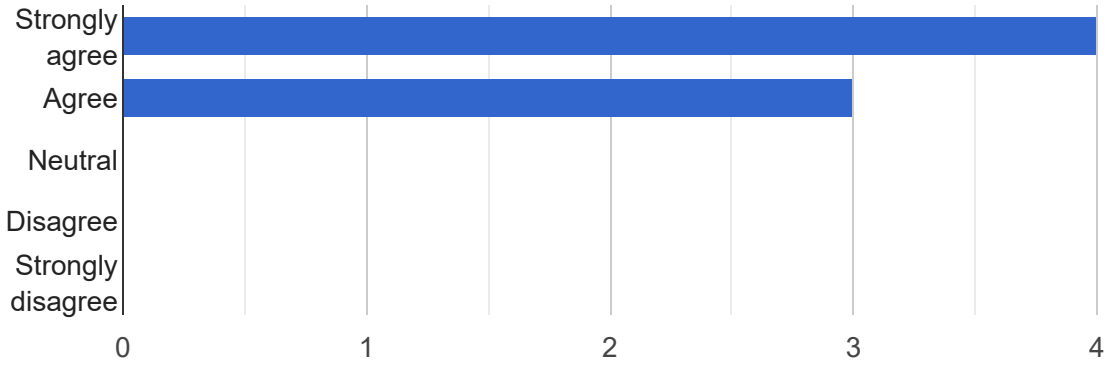
7 responses in 7 results

There is an effective orientation for new board members.



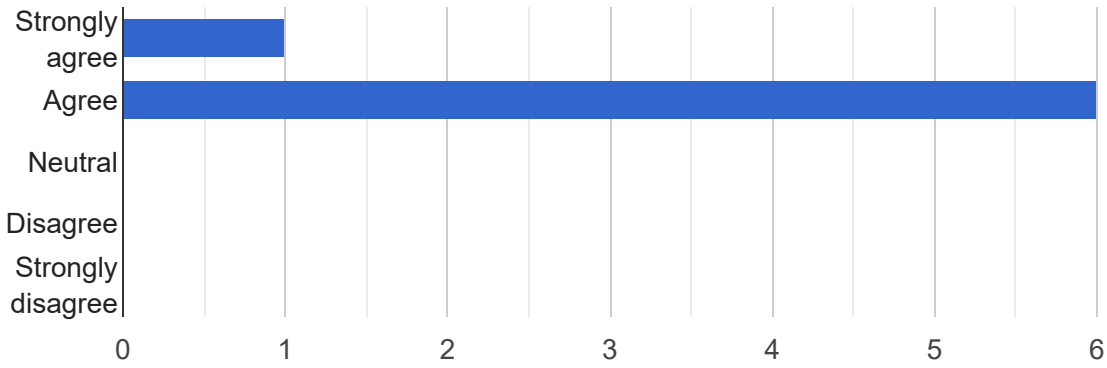
7 responses in 7 results

I have a good record of meeting attendance.



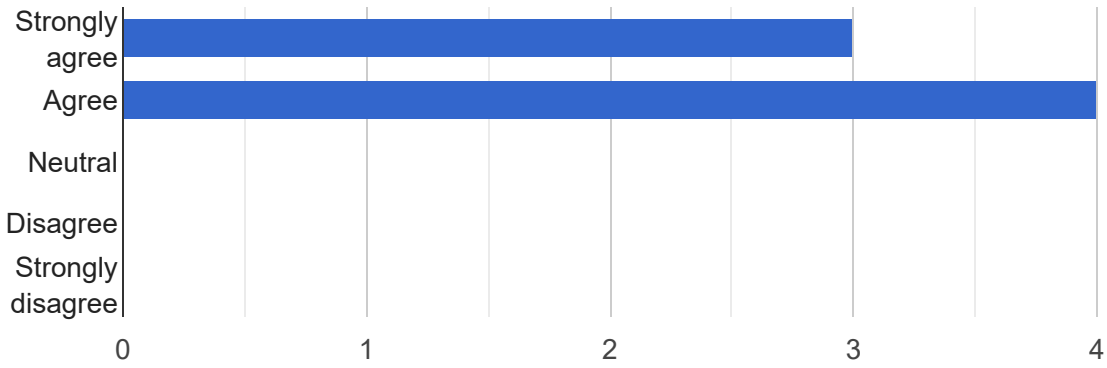
7 responses in 7 results

I read the minutes, reports & other materials in advance of our board meetings.



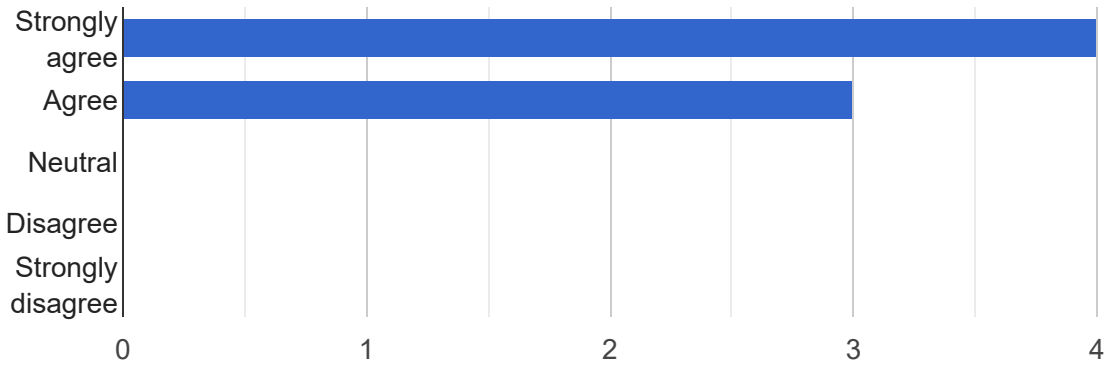
7 responses in 7 results

I participate fully in discussions.



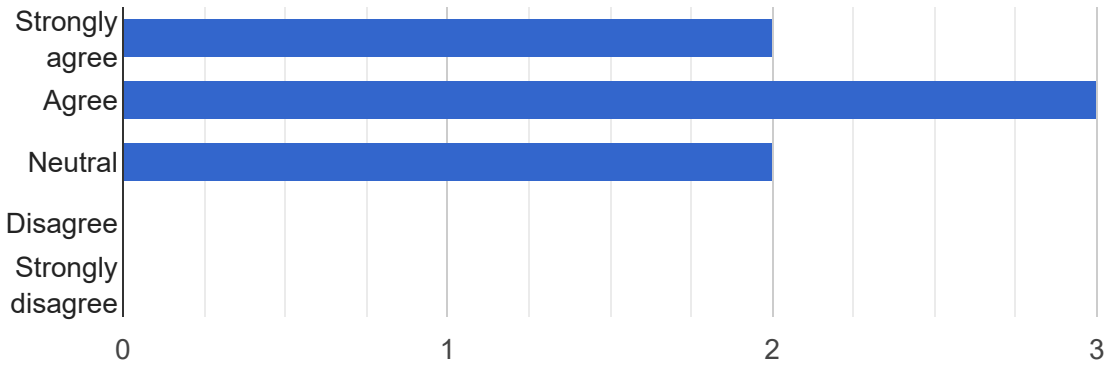
7 responses in 7 results

I feel free to express my opinions.



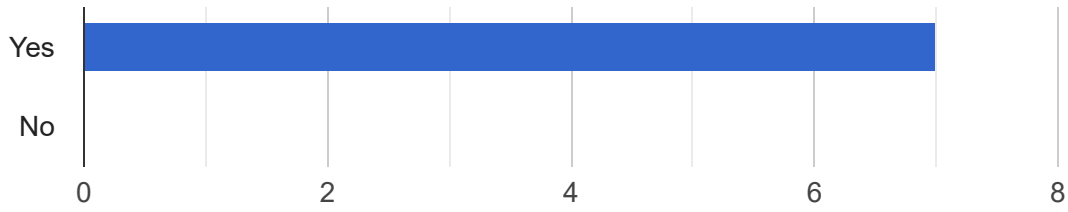
7 responses in 7 results

I am familiar with SWAN's by-laws.



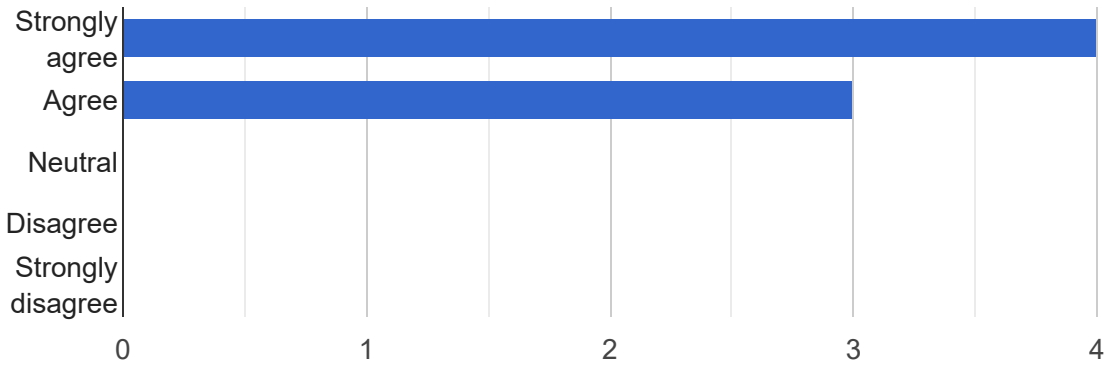
7 responses in 7 results

I serve on a committee.



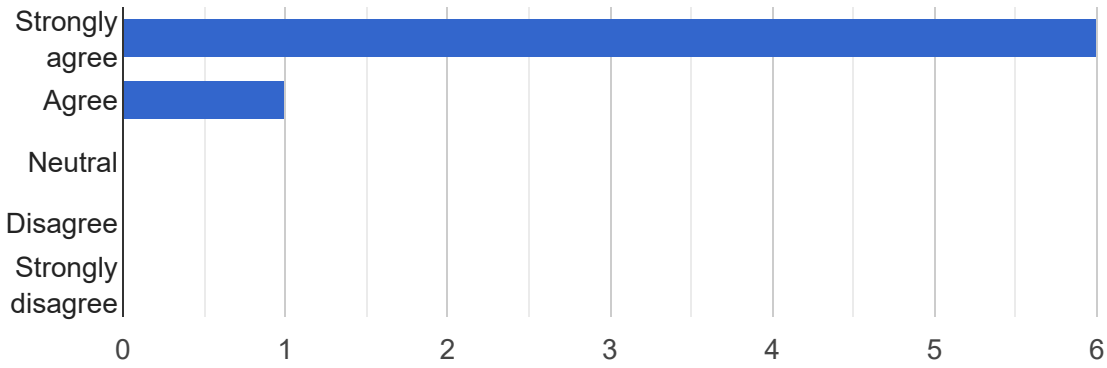
7 responses in 7 results

I represent the broad interests of SWAN and all of the membership.



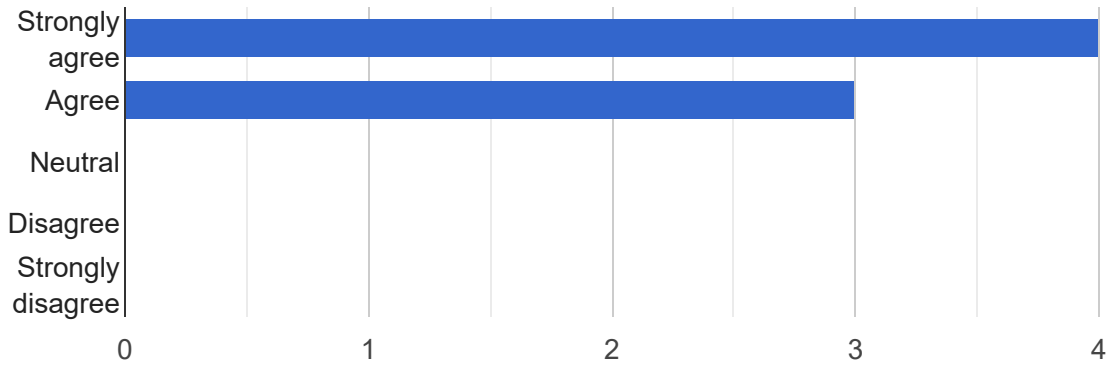
7 responses in 7 results

I am an advocate for resource sharing within SWAN and the larger library community.



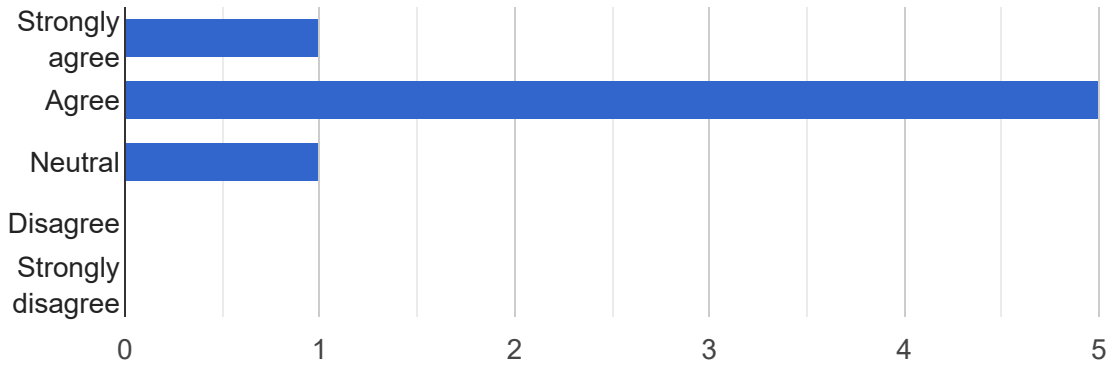
7 responses in 7 results

We have a strategic plan that is updated on a regular basis.



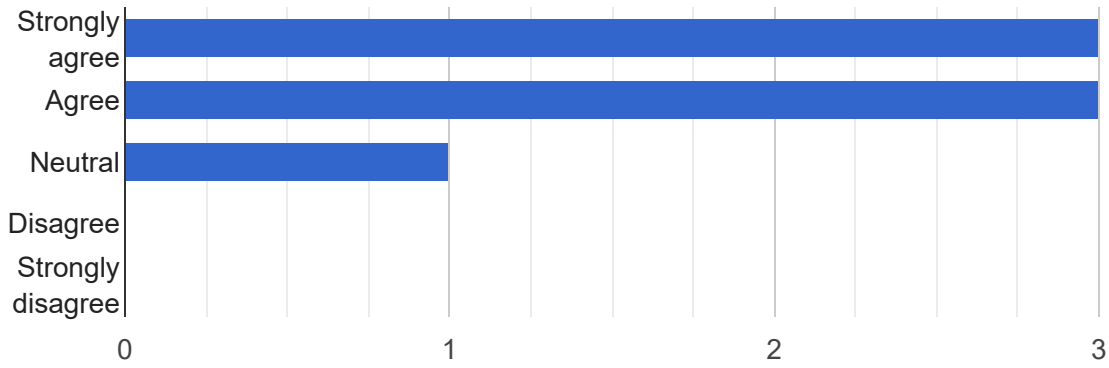
7 responses in 7 results

Meeting agendas for the Board and Committees clearly reflect our strategic plan.



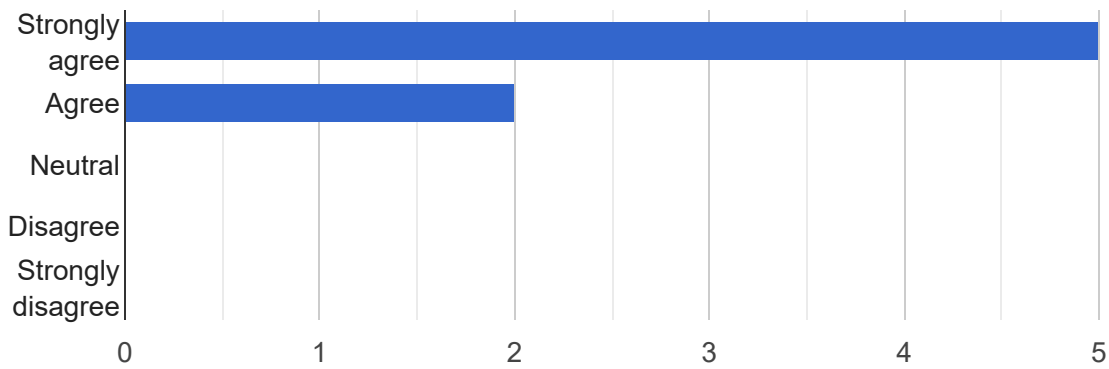
7 responses in 7 results

Policies are regularly reviewed and revised as necessary.



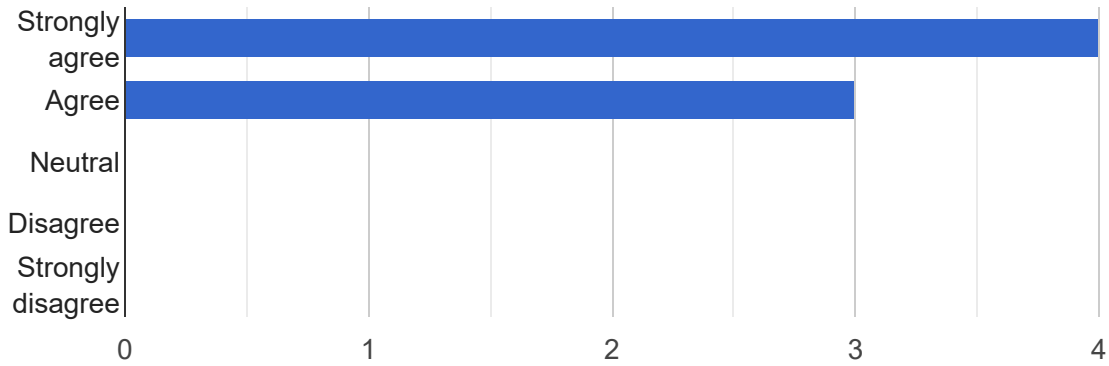
7 responses in 7 results

We have a clear understanding of where the Board's role ends and the Executive Director's begins.



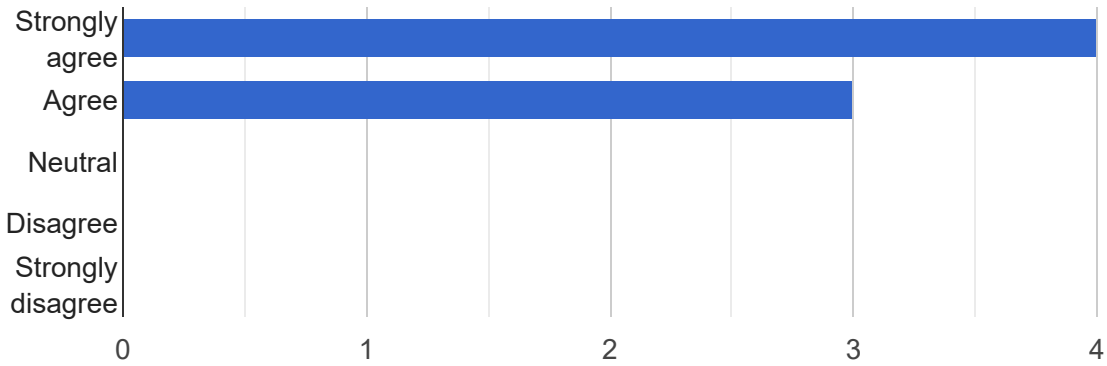
7 responses in 7 results

There is a good communication between the Board and the Executive Director.



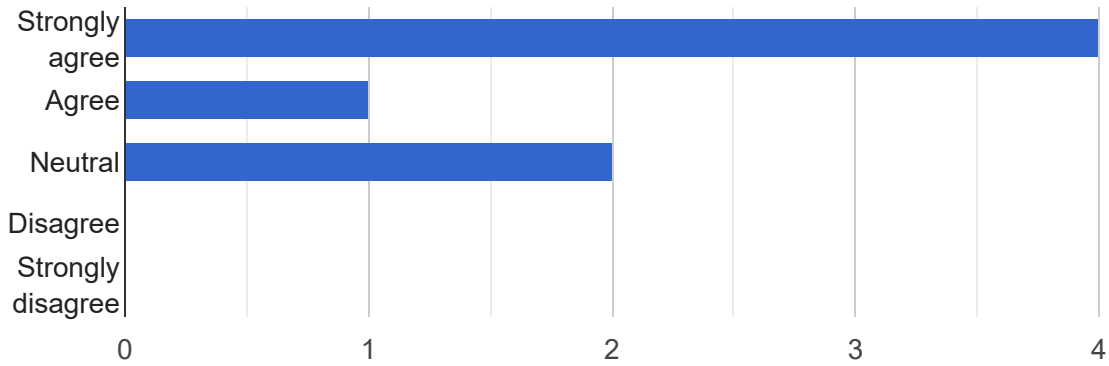
7 responses in 7 results

The Board has discussed and communicated to the Executive Director the kinds of information and level of detail we require.



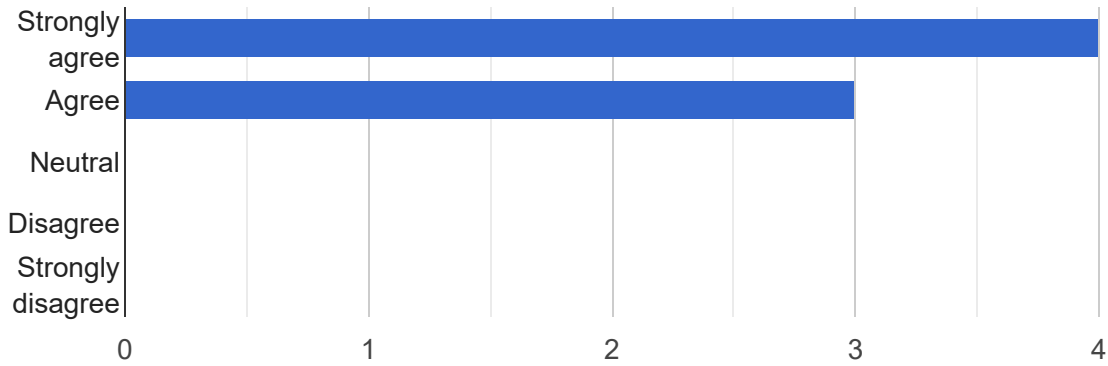
7 responses in 7 results

There is a formal process for the evaluation of the Executive Director.



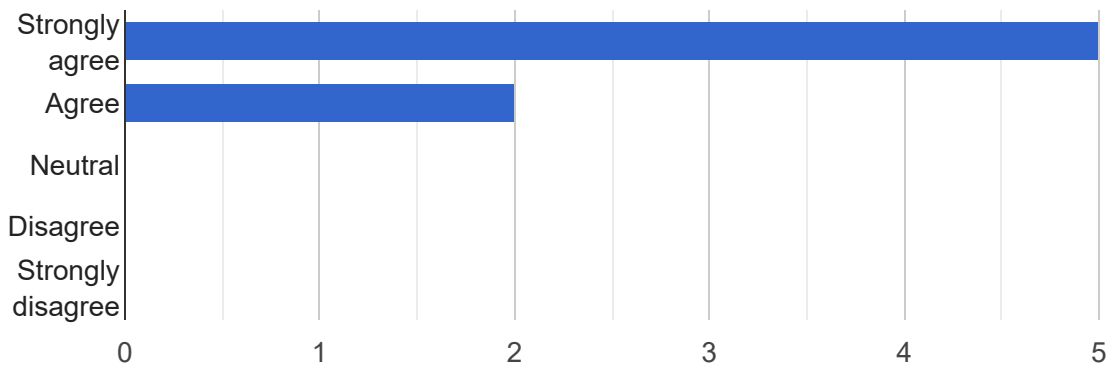
7 responses in 7 results

The Board trusts the judgement of the Executive Director.



7 responses in 7 results

The Board does not give direction to the staff or set priorities, management of SWAN is the responsibility of the Executive Director.



7 responses in 7 results

Please feel free to leave comment on any of the topics above.

Sorry I was late with this.

I put neutral for evaluation because I haven't been a part of the process yet so I don't know.

2 responses in 7 results

Your Name

Jennifer Cottrill

Dawn Bussey

Benjamin Weseloh

Ridgeway Burns

Samantha Johnson

Laura Van Cleve

Zach Musil

7 responses in 7 results

Library

Midlothian PL

Glen Ellyn Public Library

West Chicago Public Library District

Itasca Community Library

Roselle

Richton Park Public Library District

Tinley Park Public Library

7 responses in 7 results



SWAN Administrators' & Directors' Quarterly Meeting

June 4, 2026

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library

600 Oak Brook Road, Oak Brook, IL 60523

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

[Insert link for the Zoom event]

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the March 4, 2026 Quarterly meeting minutes
5. Information Item—Introduction to new board members
6. Information Item— SWAN projects 2nd quarter update
7. Information Item— Strategic planning update
8. Announcements and Questions
9. Next meeting: September 3, 2026

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