

SWAN BOARD MEETING AGENDA

July 17, 2026 9:30 a.m.

**Glen Ellyn Public Library
400 Duane Street
Glen Ellyn, IL 60137-4508**

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 July 17, 2026 SWAN Board Meeting Agenda

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

4. Action Item—Appoint officers & committee members
5. Action Item – Approval of SWAN Financials, June 2026 (Exhibit pgs. 4-11)

- a. Balance sheet and detail of expenditures for June 2026
- b. Approval of the payment of bills for June 1, 2026, through June 30, 2026 in the amount of \$263,613.39

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

6. Action Item – Acceptance of the June 18, 2026, SWAN Board Meeting Minutes (Exhibit pgs. 12-15)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 18, 2026 SWAN BOARD MEETING MINUTES AS PRESENTED

7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 16-23)
 - c. Operations Report (Exhibit pgs. 24-42)

- d. Treasurer Report
- e. Board Calendar (Exhibit pgs. 43-44)

8. Action Item – Cancel August 14, 2026 SWAN Board meeting

9. Discussion Item – SWAN Quarterly meeting, September 3, 2026 agenda topics (Exhibit pg. 45)

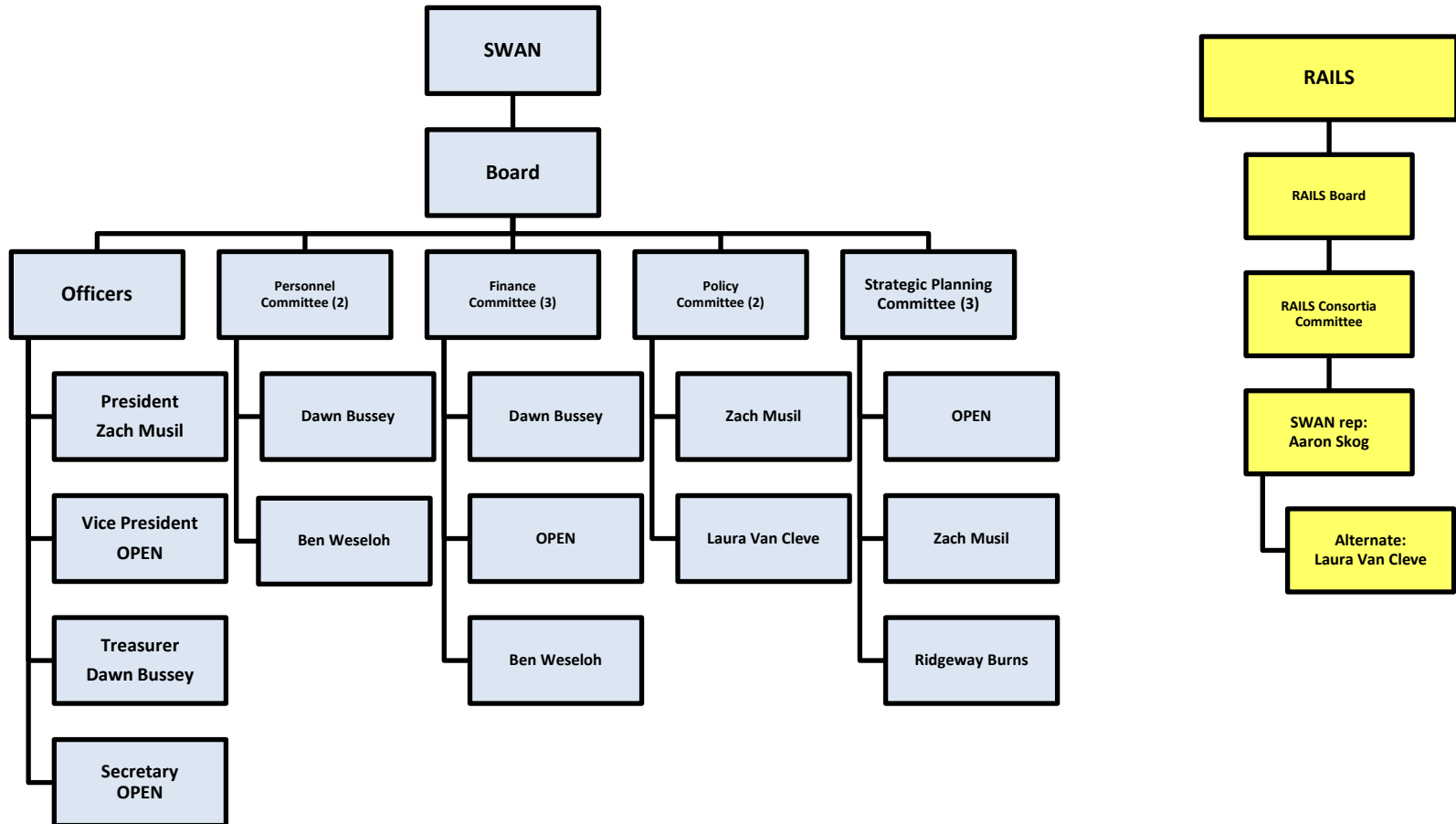
10. Adjournment

*All agenda items may be acted upon by the SWAN Board

SWAN Board Member	Library	Office	Term Expires
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
Kate Buckson	St Charles Public Library District		July 1, 2029
Tammy Sheedy	Berwyn Public Library		July 1, 2029

SWAN Board Officers & Representation on Committees

Fiscal year 2027: July 1, 2026 – June 30, 2027





SWAN Library Services

Monthly Financial Report

For the Month Ended

June 30, 2026

Prepared By



Lauterbach & Amen

SWAN Library Services
Balance Sheet
As of June 30, 2026

Preliminary & Unaudited

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	164,797.73
Hinsdale Bank - MM - 5010	1,756,754.81
IMET Funds	384,215.00
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,305,810.40</u>
Current Assets	
Accounts Receivable	22,165.90
REINT Receivable	-
Other Receivables	-
Deposits	8,352.42
Prepaid Expenses	239,383.27
Total Current Assets	<u>\$ 269,901.59</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(355,368.89)
Total Capital Assets, net	<u>\$ 12,409.97</u>
Other Assets	
Intangible Right to Use Asset - Office Space	553,961.57
Accumulated Amortization - Right to Use Asset	(258,280.43)
Subscription Asset	3,334,054.21
Accumulated Amortization - Subscription Asset	(2,000,727.27)
Total Other Assets	<u>\$ 1,629,008.08</u>
Total Assets	<u>\$ 4,217,130.04</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,481.22
Accrued Payroll	68,525.11
457B Payable	(2,320.00)
Retirement Payable	(1,076.94)
Compensated Absences	339,665.07
Lease Payable	329,087.00
Total Current Liabilities	<u>\$ 740,361.46</u>
Long Term Liabilities	
Subscription Liability	1,400,554.94
Accrued Interest Liability - SBITA	5,808.58
Total Long Term Liabilities	<u>\$ 1,406,363.52</u>
Total Liabilities	<u>\$ 2,146,724.98</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>\$ (129,701.74)</u>
Total Fund Balance	<u>\$ 2,070,405.06</u>
Total Liabilities and Fund Balances	<u><u>\$ 4,217,130.04</u></u>

Statement of Revenue and Expenses Summary

For the 12 Months Ended June 30, 2026

Preliminary & Unaudited

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$1,754.25	\$2,941,851.25	\$2,936,839.02	\$ (5,012.23)	100.17%
4100 - Membership Reimbursements	6,456.60	11,342.68	301,600.00	290,257.32	3.76%
4200 - Reimbursement for Losses	3.12	100,749.15	85,400.00	(15,349.15)	117.97%
4300 - Grant Revenue	-	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	7,478.11	95,966.91	106,000.00	10,033.09	90.53%
4600 - Reserve Fund Transfer	-	-	45,000.00	45,000.00	0.00%
Total Revenue	<u>15,692.08</u>	<u>3,660,168.99</u>	<u>3,982,493.02</u>	<u>322,324.03</u>	<u>91.91%</u>
Expenses					
5000 - Salaries & Wages	126,040.56	1,627,980.34	1,639,608.00	11,627.66	99.29%
5020 - Personnel Benefits	45,431.79	492,202.75	448,700.00	(43,502.75)	109.70%
5100 - Building & Grounds	4,494.40	50,036.66	46,560.00	(3,476.66)	107.47%
5200 - Professional Development	-	16,265.07	25,501.00	9,235.93	63.78%
5300 - Membership Development	190.48	13,408.57	11,494.00	(1,914.57)	116.66%
5400 - Information & Technology Services	22,437.53	1,299,636.72	1,232,100.00	(67,536.72)	105.48%
5500 - General Office	401.77	7,257.88	4,100.00	(3,157.88)	177.02%
5600 - Hardware & Equipment	699.00	49,306.21	45,000.00	(4,306.21)	109.57%
5700 - Insurance	-	11,219.00	10,900.00	(319.00)	102.93%
5800 - Contractual Services	8,512.60	119,684.13	127,460.00	7,775.87	93.90%
5900 - Library Materials & Content	377.53	95,716.95	387,000.00	291,283.05	24.73%
6000 - Interest & Fees	818.97	7,156.45	2,610.00	(4,546.45)	274.19%
Total Expenses	<u>209,404.63</u>	<u>3,789,870.73</u>	<u>3,982,493.02</u>	<u>192,622.29</u>	<u>95.16%</u>
Excess Revenues less Expenses	<u>\$ (193,712.55)</u>	<u>\$ (129,701.74)</u>	<u>\$ 0.00</u>	<u>\$ 129,701.74</u>	

Statement of Revenue and Expenses

For the 12 Months Ended June 30, 2026

Preliminary & Unaudited

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,754.25	\$ 2,938,137.25	\$ 2,933,139.02	\$ (4,998.23)	100.17%
4011 - SWAN Internet Access Membership Fees	0.00	3,714.00	3,700.00	(14.00)	100.38%
4190 - Member Group Purchase Receipts	6,456.60	11,342.68	301,600.00	290,257.32	3.76%
4220 - Reimbursement Losses for Resource Sharing	3.12	48,260.16	42,000.00	(6,260.16)	114.91%
4240 - E-Commerce Transactions	0.00	52,488.99	43,400.00	(9,088.99)	120.94%
4310 - RAILS Support to SWAN	0.00	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	6,309.06	82,711.35	85,000.00	2,288.65	97.31%
4520 - Investment Income	1,169.05	13,255.56	21,000.00	7,744.44	63.12%
4600 - Reserve Fund Transfer	0.00	0.00	45,000.00	45,000.00	0.00%
Total Revenue	15,692.08	3,660,168.99	3,982,493.02	322,324.03	91.91%
Expenses					
5000 - Salaries & Wages	126,040.56	1,627,980.34	1,639,608.00	11,627.66	99.29%
5021 - FICA Expense	9,297.41	120,339.26	125,600.00	5,260.74	95.81%
5023 - Worker's Compensation	0.00	2,594.00	4,700.00	2,106.00	55.19%
5024 - Retirement Benefits	17,781.81	154,359.02	138,300.00	(16,059.02)	111.61%
5025 - Health, Dental, Life And Disability Insurance	18,352.57	214,498.59	178,600.00	(35,898.59)	120.10%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	411.88	400.00	(11.88)	102.97%
5110 - Rent/Lease	4,176.21	46,494.16	41,800.00	(4,694.16)	111.23%
5120 - Utilities	318.19	2,765.62	3,800.00	1,034.38	72.78%
5140 - Repairs & Maintenance	0.00	776.88	960.00	183.12	80.93%
5210 - Conference Travel	0.00	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	0.00	5,705.98	8,800.00	3,094.02	64.84%
5240 - Professional Association Membership Dues	0.00	1,262.00	2,500.00	1,238.00	50.48%
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	97.17	1,730.54	900.00	(830.54)	192.28%
5320 - Membership Meetings	93.31	666.47	0.00	(666.47)	0.00%
5330 - Library Professional Development	0.00	10,087.83	8,094.00	(1,993.83)	124.63%
5399 - Annual Conference	0.00	923.73	2,500.00	1,576.27	36.95%
5420 - Application Software Licensing	4,708.81	19,582.56	20,300.00	717.44	96.47%
5430 - Server Software Licensing	4,883.49	127,354.88	118,800.00	(8,554.88)	107.20%
5440 - Library Services Platform	11,964.00	1,057,329.02	993,100.00	(64,229.02)	106.47%
5450 - Data Management Services	0.00	33,579.24	37,600.00	4,020.76	89.31%
5460 - Information Subscription Service	0.00	20,735.38	20,400.00	(335.38)	101.64%
5470 - Subscription Support Services	289.00	30,312.44	33,800.00	3,487.56	89.68%
5480 - Telecommunications	592.23	7,422.71	7,500.00	77.29	98.97%
5490 - Group Purchases - Services	0.00	3,320.49	600.00	(2,720.49)	553.42%
5510 - Office Supplies	305.42	4,391.41	3,300.00	(1,091.41)	133.07%
5520 - Postage	96.35	679.20	800.00	120.80	84.90%
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	699.00	41,244.75	45,000.00	3,755.25	91.66%
5690 - Group Purchases - Hardware	0.00	8,061.46	0.00	(8,061.46)	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	1,105.00	23,855.00	22,060.00	(1,795.00)	108.14%
5830 - Consulting	0.00	1,660.00	1,300.00	(360.00)	127.69%
5840 - Payroll Service Fees	383.42	4,844.98	4,600.00	(244.98)	105.33%

SWAN Board Meeting

Exhibit pgs. 7 of 45

July 17, 2026

Statement of Revenue and Expenses

For the 12 Months Ended June 30, 2026

Preliminary & Unaudited

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5860 - Notification & Collection	7,024.18	78,366.65	85,900.00	7,533.35	91.23%
5899 - Annual Conference Facility Contract	0.00	10,835.00	12,100.00	1,265.00	89.55%
5920 - Reimburse for Resource Sharing	175.02	49,157.48	42,000.00	(7,157.48)	117.04%
5940 - E-Commerce Payment Transactions	202.51	46,559.47	43,400.00	(3,159.47)	107.28%
5990 - Group Purchases - Content	0.00	0.00	301,600.00	301,600.00	0.00%
6010 - Bank Fees	589.97	6,887.50	2,560.00	(4,327.50)	269.04%
6020 - Merchant Account Fees	229.00	268.95	50.00	(218.95)	537.90%
6110 - Depreciation	0.00	0.00	1,460.02	1,460.02	0.00%
Total Expenses	<u>209,404.63</u>	<u>3,789,870.73</u>	<u>3,982,493.02</u>	<u>192,622.29</u>	<u>95.16%</u>
 Excess Revenues less Expenses	 <u>\$ (193,712.55)</u>	 <u>\$ (129,701.74)</u>	 <u>\$ 0.00</u>	 <u>\$ 129,701.74</u>	

SWAN Library Services

Check Register

All Bank Accounts

June 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
University Park Public Library District				11517	06/30/26	<u>(24.00)</u>
5920	Reimburse for Resource Sharing	To VOID check 11517	-24.00			
Harvey Public Library District				11522	06/30/26	<u>(15.02)</u>
5920	Reimburse for Resource Sharing	To VOID check 11522	-15.02			
National University of Health Sciences				11560	06/11/26	<u>(50.00)</u>
5920	Reimburse for Resource Sharing	VOID ck # 11560 (re-issued)	-50.00			
Maywood Public Library District				11614	06/16/26	<u>(138.13)</u>
5940	E-Commerce Payment Transactions	VOID ck # 11614 (re-issued)	-138.13			
Broadview Public Library District				11753	06/08/26	<u>377.53</u>
5920	Reimburse for Resource Sharing	Broadview Public Library District RBP 2nd qtr replace ck #11478	175.02			
5940	E-Commerce Payment Transactions	Broadview Public Library District paypal replace ck #11586	202.51			
Margaret Cosgrove				11754	06/08/26	<u>69.43</u>
2005	Library Consortia Special Interest Group Funds	Margaret Cosgrove - SIG refreshments	69.43			
National University of Health Sciences				11755	06/11/26	<u>50.00</u>
5920	Reimburse for Resource Sharing	National University of Health Sciences - RBP 2nd qtr.	50.00			
Maywood Public Library District				11756	06/15/26	<u>138.13</u>
5940	E-Commerce Payment Transactions	Maywood Public Library District replacement check for #11614 which was voided	138.13			
Virginia Blake				11757	06/17/26	<u>129.05</u>
5310	Travel Reimbursement	Virginia Blake - mileage board mtgs.	129.05			
Harvey Public Library District				11758	06/24/26	<u>15.02</u>
5920	Reimburse for Resource Sharing	Harvey Public Library District RBP	15.02			
University Park Public Library District				11759	06/24/26	<u>24.00</u>

SWAN Library Services

Check Register

All Bank Accounts

June 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5920	Reimburse for Resource Sharing	University Park Public Library District for RBP 2nd qtr. FY26	24.00			
Comcast				ACH Comcast	06/04/26	<u>254.95</u>
5480	Telecommunications	Comcast - 6/11/26 - 7/10/26	254.95			
ComEd				ACH ComEd	06/22/26	<u>318.19</u>
5120	Utilities	ComEd - 5/6/26- 6/5/26	318.19			
Samantha Dietel				ACH Dietel	06/24/26	<u>63.66</u>
5310	Travel Reimbursement	Samantha Dietel	63.66			
EBSCO Information Services				ACH EBSCO	06/24/26	<u>203,464.00</u>
5440	Library Services Platform	EBSCO Information Services - Discover Service	131,531.00			
5440	Library Services Platform	EBSCO Information Services - Open Athens	71,933.00			
915 Harger Group				ACH Harger	06/24/26	<u>4,176.21</u>
5110	Rent/Lease	915 Harger Group - July	4,176.21			
Lauterbach & Amen, LLP				ACH L&A	06/24/26	<u>1,105.00</u>
5820	Accounting	Lauterbach & Amen, LLP - May	1,105.00			
LIMRiCC				ACH LIMRiCC	06/24/26	<u>21,924.76</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - June	21,924.76			
Cynthia Romanowski				ACH Romanowski	06/30/26	<u>(95.54)</u>
5310	Travel Reimbursement	To VOID ACH that didn't occur	-95.54			
Reliance Standard Life Insurance Co.				ACH RSLI	06/24/26	<u>1,028.63</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. June	1,028.63			
SirsiDynix, Inc.				ACH SirsiDynix	06/24/26	<u>11,964.00</u>
5440	Library Services Platform	SirsiDynix, Inc. - Private intelligence server add-on sub, annual	6,900.00			

SWAN Library Services

Check Register

All Bank Accounts

June 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5440	Library Services Platform	SirsiDynix, Inc. - Project management one-time expense	1,440.00			
5440	Library Services Platform	SirsiDynix, Inc. - Project delivery one-time expense	3,624.00			
Unique Integrated Communications, Inc.				ACH UMS	06/24/26	<u>7,024.18</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	333.68			
Wellness Insurance Network-WIN				ACH WIN	06/24/26	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - June	167.68			
First Bankcard				First Bankcard	06/18/26	<u>11,641.66</u>
5320	Membership Meetings	First Bankcard - board mtg. meals	33.37			
5320	Membership Meetings	First Bankcard - board mtg. meals	36.48			
5320	Membership Meetings	First Bankcard - board mtg. meals	23.46			
5420	Application Software Licensing	First Bankcard - Microsoft office 365	3,096.00			
5420	Application Software Licensing	First Bankcard - Last Pass annual	1,551.81			
5420	Application Software Licensing	First Bankcard - Mailchimp	61.00			
5430	Server Software Licensing	First Bankcard - DNS made easy	1,110.33			
5430	Server Software Licensing	First Bankcard - Micosoft Azure	3,773.16			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5480	Telecommunications	First Bankcard - Grasshopper	49.28			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5510	Office Supplies	First Bankcard - office depot	138.23			
5510	Office Supplies	First Bankcard - Amazon	52.21			
5510	Office Supplies	First Bankcard - Amazon	33.80			
5510	Office Supplies	First Bankcard - Staples	50.51			
5510	Office Supplies	First Bankcard - Amazon	11.98			
5510	Office Supplies	First Bankcard	18.69			
5520	Postage	First Bankcard - USPS	96.35			
5620	Hardware	First Bankcard - Best buy apple laptop	699.00			
6020	Merchant Account Fees	First Bankcard - Dun & Bradstreet	229.00			
SWAN Board Meeting				Check List Total		<u>263,613.39</u>

SWAN BOARD MEETING MINUTES

June 18, 2026, 9:30 a.m.
Richton Park Public Library
22310 Latonia Lane
Richton Park, IL 60471-123

1. Call to Order, Roll Call

President Musil called the meeting to order at 9:38 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
Kate Buckson, St. Charles Public Library Director
Tammy Sheedy, Berwyn Public Library Director
Ted Bodewes, Thomas Ford Memorial Library Director

There was no public comment.

3. Action Item

Acceptance of June 18, 2026 SWAN Board Meeting Agenda

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE JUNE 18, 2026, SWAN BOARD
MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials May 2026

Bussey moved, seconded by Cottrill that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE PAYMENT OF BILLS FOR MAY 1, 2026 - MAY 31, 2026, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR MAY 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 May 22, 2026, SWAN Board Meeting Minutes

Bussey moved, seconded by Van Cleve that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE MAY 22, 2026, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote

6. **Reports**

a. **Board President Report**

Musil thanked the outgoing board members and welcomed the new board members. Musil congratulated Jennifer Cottrill on her acceptance to the RAILS board.

b. **Executive Report**

Skog reviewed and discussed the highlights in the Executive Board Packet, which included the financials noting the overages on some of the budget lines. He also reviewed Lauterbach & Amen audit pricing for the upcoming audit. Skog discussed upcoming Strategic planning. Skog reviewed the SyriDynix meeting last month and Skog suggests SWAN employees discuss the option of moving to a new ILS. A Q&A ensued.

c. **Operations Report**

Brandwein gave an overview of Operations as reported in the board packet. SWAN EXPO schedules have been finalized.

d. **Treasurers Report**

Bussey reviewed earlier in the meeting.

e. **Board Calendar**

The board calendar was reviewed.

7. **Action Item** - Approve regular board meeting schedule for fiscal year 2027

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE BOARD MEETING SCHEDULE FOR FISCAL YEAR 2027, AND 2028.

8. **Action Item** – Approve integrated Library Systems & Analytics search and request for cost proposals

Cottrill approved, seconded by Johnson that it be

SWAN APPROVES THE INTEGRATED LIBRARY SYSTEMS AND ANALYTICS SEARCH FOR REQUEST FOR COST PROPOSALS

Motion carried by roll call vote with the following results:

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

9. **Discussion Item** – Strategic plan update: Mission, Values, Vision
Skog discussed Mission, Values, Vision versions. A discussion ensued with a few changes to be made.

10. **Information Item** – Background on MessageBee Notifications & cost
A brief discussion on the auto renewals of MessageBee was discussed. Next steps as well as recommendations was discussed.

11. **Action Item** – Executive Session – SWAN Executive Director annual review

EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING “THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY.”
5 ILCS 120/2(C) (1).

RESOLVED THAT THE SWAN BOARD APPROVES THE INCREASE FOR SWAN EXECUTIVE DIRECTOR BE INCREASED 3.6% FOR FISCAL YEAR 2027

Cottrill approved, seconded by Bussey that it be

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

12. **Information Item**

Ted Bodewes gave an update on the last ISLAC meeting. The State library budget has passed. He reviewed the grant programs. A brief Q&A ensued.

Musil adjourned the meeting at 11:31 AM.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Board Secretary

DRAFT

SWAN Executive Director Report

July 17, 2026

Please note that I was on vacation after the ALA conference for a full week.

Update on activities

Preliminary evaluation of FY26 budget performance

The June 2026 financial statements provide an opportunity to see how our fiscal year 2026 budget performed. I have included detailed updates on specific budget lines in the Monthly Financial Report below, but here are some additional budget concerns I have as we gear up budget planning in October.

Employee health benefits open enrollment is completed in December and LIMRiCC invoices SWAN with the new rates in January. The monthly change for 2026 was a \$3,846 increase, which has led to our FY26 expense being over budget. I will make sure to adjust the budget to reflect these changes in the upcoming year, prior to the Committee of the Whole meeting in February. I am reluctant to change the budget and the membership fees after the Committee of the Whole meeting, but the health benefits is one of the largest expenses for SWAN. Additionally, the organization WIN has decided to merge with LIMRiCC, likely to increase the size of the library insurance pool. I will find out more in an upcoming LIMRiCC meeting. SWAN Business Manager Ginny Blake has completed research on health and dental benefits from our insurance broker Hub International, and I will arrange a SWAN Finance Committee meeting to discuss the comparison with LIMRiCC.

AI bots are impacting SWAN expenses through increased queries and aggressive targeting of our websites. The Domain Name Service (DNS) is the backbone of the internet, and these AI bots are increasing DNS queries for SWAN websites, including the Aspen Discovery site. The DNS service for SWAN is based on actual queries, so our DNS expenses have tripled over the past year. In addition, AI bots are aggressively going after cover artwork in Aspen Discovery, which at times will slow down the hosted server until the AI bot is identified and blocked. We are discussing some measures with Grove for Libraries on some automation and infrastructure on how to prevent the AI bots from slowing down server performance and responsiveness. Depending on what is decided, there could be some additional hosting costs from Grove once the solution is decided upon.

The office lease includes rent, which is defined in the lease, but shared operating expenses of the building were unknown. Now that we have 10 months of expenses, the next budget will include a slight increase.

RAILS Board Consortia Committee July 13, 2026 meeting

RAILS Kate Neihoff provided an overview of the online learning platform [RAILS Academy](#) which was launched three months ago. The platform is built on Niche Academy and is a repository of 96 RAILS

webinars. Completing a webinar will generate a certificate of completion. SWAN Training & Development Consultant Crystal Vela attended the committee meeting to learn more about the platform.

RAILS Data Analysis Manager Grant Halter reported on the first meeting of the Consortia Delivery Data Working Group, which has representation from LLSAP to find ways to provide RAILS data metrics on delivery usage. This group will hopefully find a way to replace the existing quarterly hand counting of delivery bins.

RAILCAR is a data collection that is part of the RAILS LLSAP grant process, and it will undergo some application revision to simplify the online form. Grant Halter is working on some data visualizations of the several years of collected data.

The upcoming Consortia Committee meeting schedule is the following:

Monday, July 13, 2026, at 10:00 am

Monday, November 9, 2026, at 10:00 am

Monday, February 8, 2027, at 10:00 am

Monday, May 10, 2027, at 10:00 am

ILA Public Policy Committee (PPC) update

I will continue to serve on the PPC as an ex-officio member for the next 12 months. The committee will meet next week for its orientation, with Paul Mills serving as committee chair for the next year.

Illinois eBook legislation is under review with the Senate legal counsel, and the ILA Advocacy subcommittee on eBook legislation is gearing up to solicit library support with Senators. ILA lobbyist is optimistic that the bill will proceed for approval in the Illinois Senate sometime in January 2027.

Projects

ILS RFP & ALA conference

The management team attended the ALA conference exhibits on Saturday, June 27th and met with the following vendors:

- ByWater Solutions
- Equinox Open Library Initiative
- Innovative (Clarivate booth)
- SirsiDynix

Each visit was scheduled in advance, and the conversation was informal about the ILS and analytics solutions, plus recent migrations and awarded contracts. We discussed the upcoming SWAN RFP with all vendors, including SirsiDynix. I also visited the TLC booth and spoke with a representative about their ILS solution.

The meeting with SirsiDynix was about the decision to issue an RFP and BLUEcloud software development. The meeting included representative Dan Youngren from Harris, SirsiDynix's new holding company. Afterwards, some of the management team met for dinner with SirsiDynix staff Eric Keith and Stacy Betts, who shared that it was helpful that we were candid about the slow pace of BLUEcloud development and that the Harris representative heard this directly from a customer.

During our vendor visits, we solicited some advice on how some of the more recent library resource sharing consortia RFPs have been conducted. Here are some ideas we will incorporate:

- Reach out to the Serving Every Ohioan (SEO) consortium for its RFP document and discuss how its software demonstration structure of the ILS software used an in person Q&A with subject matter experts and offer a hybrid option for member library staff to attend remotely.
- Make sure the RFP document and any procurement website do not duplicate efforts of the vendor that have to answer questions in both places.
- Organize the RFP document to include "must haves" and "nice to have" options, and keep the questions focused on specific functions rather than general questions like "does it check out books?"

The SWAN management team will now meet weekly to work on the RFP and create a process for our libraries. Our first meeting included an overview of the 2013 RFP process and determine a 2026 structure for SWAN and membership to participate in.

SirsiDynix contract extension

SirsiDynix sale representative Stacy Betts and I are scheduled to meet on Thursday, July 16th to discuss the contract extension. I will provide an update at the SWAN Board meeting.

Strategic Planning

The Vision statement is under review by the SWAN management team. We are working on goals and objectives for the plan, with our next meeting scheduled for Thursday, July 16th to review three draft versions of the plan and perform a sorting activity using a Miro board.

BLUEcloud priorities

The monthly meeting was held July 1st with the SWAN staff that are part of the BLUEcloud R&D team. The next meeting is August 5th.

Board considerations

Appointment of Board officers & committee members

The July board meeting is when the officers will be decided and officially appointed. The SWAN Board traditionally discusses a slate for the officers and votes on the slate. The committees with open seats are

noted in the Board meeting packet. These committees can be changed completely if the board decides to do so and not simply fill the open seats.

Decision on August 14, 2026 Board meeting

I have included an action item on the agenda to cancel the August meeting, which has been the tradition for over 10 years out of concern for reaching a quorum during the summer and to allow SWAN staff to focus on the Expo conference on August 21st.

Monthly Financial Report

June Balance Sheet

The Fund Balance Unrestricted line for June 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 100% 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 95% overall. The end of the fiscal year 2026 gives us a preliminary look at how the budget performed.

	FY26 Budget	Ending June 2026	Percentage of budget YTD 100%
Total Revenue	\$3,982,493.02	\$3,660,168.99	92%
Total Expenses	\$3,982,493.02	\$3,789,870.73	95%
Over / (Under)	\$0.00	(\$129,701.74)	

Accounts Receivable

The revenue budget ending June 30, 2026 is below budget for three primary reasons: reserve fund transfer, the ending of the EBSCO group purchase, and the IMET investment income.

4010 - SWAN Full Membership Fees: 100.17%

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

4190 – Member Group Purchase Receipts: 3.76%

This budget would have included SWAN's EBSCO group purchase of \$286,282.50 database subscriptions which instead moved from SWAN to RAILS due to the Illinois State Library contract with EBSCO.

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: 97.31%

SWAN's Money Market yield is 3.83% for June 2026.

4520 – Investment Income: 63.12%

SWAN's IMET investment revenue is recorded in this line and underperformed for the fiscal year. This budget was too ambitious for the return on the \$350,000 IMET investment by SWAN in its first year.

4600 -- Reserve Fund Transfer: 0%

The \$45,000 is not reflected in the actual budget, as its only function is to allow SWAN to spend its excess cash and present a zero-based budget.

Accounts Payable

SWAN operates on a cash basis for its expenses. The majority of SWAN budget expenses remain within expected budget ranges. Below are some of the expenses exceeding 100%.

5000—Salaries & Wages: 99.29%

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

5024—Retirement Benefits: 111.61%

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: 120.97%

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

5110—Rent/Lease: 111.23%

The expense for the office lease was budgeted for 10 months at \$4,176.12, which did not include the additional costs associated with a commercial lease as it was unknown due to this being the first fiscal year with the new lease. Building operating expenses are shared between tenants and the average cost to SWAN was \$744 per month.

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: 192.28%

Reimbursements to SWAN employees for local travel to meetings. We had more scheduled in-person meetings at networking events for the past year which accounts for the higher expense.

5330 – Library Professional Development: 124.63%

The learning management system was renewed at \$6,248.73 along with the instructional software at \$3,192.75 which was higher than expected. We have also incorporated a month subscription to video editing software called Loom, which is helping with more professional online instruction within the learning management system.

5430—Server Software Licensing: 107.23%

This budget line includes expenses associated with server and software-based infrastructure, which can include infra-structure-as-a-service, firewall support subscription, network infrastructure support. SWAN hosts its Symphony servers in a Microsoft Azure environment, which is a monthly expense. The Domain Name Service (DNS) is an expense that is undergoing unexpected increases based on usage. Normally our DNS service through DNS Made Easy is a relatively low expense per month, but due to AI bots querying the internet constantly, SWAN is now having much higher DNS usage costs over \$1,000 per month.

5440—Library Services Platform: 106.47%

The expenses for the year to date are listed below. Online patron registration renewed in May 2026, so there are two annual subscriptions reflected in the budget, contributing to the additional expenses for the year. 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	\$18,804	\$2,304
Aspen hosting	\$102,350	\$92,600	(\$9,750)
OpenAthens	\$67,842	\$69,838	\$1,996
	\$993,025	\$1,045,365	\$52,340

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.

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: 91.66%

A laptop five-year replacement purchase was made for SWAN staff and was 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: 108.14%

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.

5830—Consulting: 127.69%

Expenses paid to professionals outside of SWAN for services other than legal or accounting, such as computer consultants, independent library consultants, or appraisers. There were two expenses for SWAN in this budget line for FY26: a required filing with the health insurance benefits, and the HR Source annual membership.

5920—Reimburse for Resource Sharing: 117.04%

Expenses related to the SWAN member libraries centralized reimbursement of unreturned material. The expenses in this line are offset by revenue in the 4220 Reimbursement Losses for Resource Sharing line. It is difficult to predict in an upcoming year if this expense will go over budget, but it is also a pass-through expense offset by revenue in the 4330 Reimbursement Losses budget line.

5940—E-Commerce Payment Transactions: 107.28%

Expenses related to the Aspen Discovery online payments through PayPal. Library payments will be collected in the revenue budget line 4240 and quarterly reconciliation and payments back to the libraries are recorded in this budget line.

6010—Bank Fees: 269.04%

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

Operations Report: June 2026

Summary

Statistics are reported through the month-end of June 2026. Membership engagement activities and system outages will be reported as of final assembly of the report (July 10th) to ensure that any critical system issues are documented as quickly as possible and other information is presented as timely as possible.

Member Engagement

A recap of member engagement activities in the report's time period.

Site Visits, Training, and Consultation

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

Date	Event Name	Teams Responsible	Category
6/4/2026	SWAN Quarterly Meeting	All	Governance
6/9/2026	Acquisitions Consultation (BRS)	Bibliographic Services	Consultation
6/17/2026	Circulation Networking	Information Technology & System Support, User Experience, Bibliographic Services	Membership Meeting
6/18/2026	SWAN Board Meeting	Administration	Governance
6/23/2026	Acquisitions Office Hours	Bibliographic Services	Consultation
6/30/2026	SWAN Fireside Chat	All	Membership Meeting
7/8/2026	Circulation Working Group	User Experience	Membership Meeting
7/9/2026	Cataloging Working Group	Bibliographic Services	Membership Meeting
5/28/2026	e-Resource Working Group	User Experience	Membership Meeting

User Groups and Engagement Events

Circulation Networking (6/17/2026)

The Circulation Networking Group met at the Indian Prairie Public Library on June 17, 2026. Victoria Muraiti of River Forest Public Library and Melissa Willer of Downers Grove Public Library led the meeting. Topics included the demand for physical versus electronic cards and how there is less demand for physical cards requests. Indian Prairie discussed how they print their own cards at the desk. Caregiver cards were also discussed. SWAN Consultant Vickie Totton spoke on the BLUEcloud Analytics update/move to Private Intelligence Server. Tara Wood asked if members had any issues if we allow patrons to edit their phone numbers in Aspen. Patrons can edit their email already. Various

topics were discussed from around the room. SWAN Consultant Michael Szarmach mentioned the upcoming MobileStaff engagement later this year. Vickie mentioned the next in-person networking group meeting next June.

Circulation Working Group (7/8/2026)

The Circulation Working Group is preparing for their upcoming “Choose the Fate of the Item - Use It or Lose It” workshop on October 14th, incorporating feedback from the first session. The group also discussed the upcoming election (4 seats are available) and Pam Kamin from Glenside Public Library shared the outline for the group’s SWAN Expo session. Scott Brandwein held time at the beginning of the meeting for questions and concerns about the upcoming ILS search and RFP process.

Cataloging Working Group (7/9/2026)

The Cataloging Working Group meeting focused on updates from the Cataloging Maintenance Center (CMC), Backstage catalog cleanup, and discussions about standardizing cataloging practices. Dr. Pamela Thomas presented CMC's free services including cataloging of Illinois authors, history, and genealogy materials, along with database cleanup projects for various consortia and metadata consulting services.

After Dr. Thomas's presentation, Cynthia gave an update on the bi-annual Backstage load. Next the group discussed challenges with cataloging WhaZoodles, a new media format that combines audio and content, like podcasts and meditations, and debated whether to use specific brand names like PLAYAWAY or more general terms like OTHER AUDIO in the 590.

Additionally, Cynthia updated the group on upcoming changes related to Official RDA implementation in 2027, which will primarily involve terminology updates rather than significant process changes. The conversation ended with discussions about improving communication between SWAN Bibliographic Services and cataloging libraries, including the possibility of reviving a quarterly newsletter and conducting surveys to better understand cataloging needs across all SWAN libraries.

Major Projects & Research

BLUEcloud Analytics Private Intelligence Server rollout

The rollout of this tool has been hindered by new information that we may need to move to a model of single-use logins rather than the shared login model we currently use. This issue came to our attention when Oak Park Public Library was unable to access BLUEcloud Analytics account. The server had detected different logins on their account and deactivated it. SirsiDynix informed us of the single log-in requirement when we reported this issue. The single-use login requirement is built into the MicroStrategy platform itself.

Needless to say, this has changed the direction of our current evaluation of permissions, and our team will be meeting in mid-July to assess the situation and determine a path forward. As this issue has only affected one library, it seems that use of the tool across the consortium is not threatened by the

requirement, and we may be able to live with our current configuration a bit longer while making some small adjustments for Oak Park and other libraries who may encounter this issue.

Aspen Discovery

26.06 release

The 26.06 release of Aspen included updates to the holds process for non-fiction titles, which will now prioritize availability over the newest edition date by default, with an edition picker option to select a different edition if desired. New filters on the Titles On Hold page allow patrons with many holds to filter by format, linked account, and status. Lucas McKeever, Olivia Montolin, Cynthia Romanowski, and Tara Wood completed testing of the 26.06 release.

My Account updates

The Discovery & User Experience Working Group (DUX) identified changes to several labels in My Account to change from “Your” to “My” – i.e. “My Library Card” instead of “Your Library Card”. These changes went live on July 9th in our English, Spanish, and Polish languages.

Additional My Account updates are planned as part of a year-long project for DUX. In the upcoming July meeting, the group will review mockups and determine any changes to test in our September usability testing with patrons at Roselle Public Library.

Scan-and-go

The Scan-and-go pilot resumed June 1st with Indian Prairie, Downers Grove, and Lansing. Testers meet again July 8th to review issues found during this most recent round of testing.

We have identified additional tweaks needed to the Symphony override codes handling for items checked out to display users, items in transit, and checking out when a title is available for pickup from the holds shelf. We plan to implement another round of development updates to scan-and-go with the Aspen developers for the 26.08 release.

Search interpreter

SWAN staff including Scott Brandwein, Lucas McKeever, Cynthia Romanowski, and Tara Wood met to evaluate a second phase of our search interpreter configuration, the tool that provides keyword search filters in Aspen. We developed a set of criteria to evaluate new suggestions for keyword search filters which is [documented on our website](#). We’re continuing to evaluate potential candidates but at this time are not adding any additional keyword filters.

EBSCO databases and integrations

SWAN Electronic Resources Consultant Olivia Montolin sent out new links for libraries that made any changes to their RAILS Flagship package subscriptions.

Olivia is also working with EBSCO to set up a SWAN instance of EBSCOhost and EDS that will include the statewide databases (IRIS) and authentication using geo-authentication with a fallback of signing

into OpenAthens. This will allow us to integrate the statewide databases into our consortium instance of the catalog as a search index.

In addition, we can add the statewide databases to appear in the “Explore More” area of the catalog in the consortium instance of the catalog and optionally into our libraries’ catalogs as well. Olivia is investigating this integration with our E-resource Working Group as part of their project this year to increase patron usage of electronic resources.

Bi-annual Backstage update

Cynthia Romanowski completed the bi-annual Backstage bibliographic data extraction for the enhancement of existing records. We sent over 1.3 million records to Backstage for enhancement and received 66,184 updated records and corresponding 9,234 update/new authority records. The result of the larger load of data requires SWAN to run Rebuilds to ensure that they are properly indexed. Rebuilds were scheduled for July 4th weekend for bibliographic records and Labor Day weekend for authority records.

Subject headings update

SWAN Bibliographic Services and the Cataloging Libraries decided to eliminate the subject heading of Large Type books for the more appropriate genre heading of Large Print books. MARC tag 650s are reserved for the "aboutness" of an item so we opted for more appropriate genre headings to follow cataloging standards. Board Books and Picture Books also genre headings so that their formats easily display in the Aspen catalog. Additionally, non-English language materials subject headings were moved to a genre heading of 655 4 to match proper cataloging standards. Next headings to be fixed are the Toy and moveable books and Lift-the-flap books to be changed into the more appropriate genre headings.

Cynthia Romanowski has eliminated duplicated local 690 tags from the database that came in with the original Backstage load from September 2025.

Language filter improvement

Lucas McKeever has been working to improve the language filter in Aspen by ensuring the MARC 041 tag is properly coded. These corrections allow Aspen to accurately display the languages associated with a work, whether it has more than one language and has subtitles. Additionally, the work done on the non-English language materials subject headings will assist in filtering by language as a subject.

Series work continues

SWAN Bibliographic Services staff members continue to update series data and Aspen Discovery series pages. Cynthia Romanowski created the MARC 890s tags for local series usage in WorkFlows and Lucas McKeever is working with three member libraries to test their viable usage for Library of Things as well as shared catalog records. We are hoping more libraries will adopt this to keep our number of duplicate records that exist within our shared catalog.

Bibliographic record deduplication update

Finding ways to mitigate bibliographic record duplication has been an overall goal for Bibliographic Services. From creating ways for libraries to have their individual series/subject headings for their patrons on shared bibliographic records with using 690 and 890s, to adjusting importing profiles for the acquisitions and/or their bibliographic records, SWAN Bibliographic Services team members Lucas McKeever, Sam Dietel, and Cynthia Romanowski have been partnering with member libraries to test these settings so that they can hopefully be expanded to more libraries in the future. One library that has been a crucial partner in testing has been Addison Public Library. They have reported a significant decrease in the number of duplicate bibliographic records being created by their library each month.

Firewall replacement

The ITSS department is continuing its focus on our operational security. We are hoping to continue the reduction in the number of library firewalls that SWAN is directly responsible for. Close to 75% of SWAN library firewalls are now being maintained by the library, often using a Managed Service Provider (MSP). This has been a very welcome change, since managing a firewall when we have limited visibility or knowledge of the library's internal network, change requests may take longer depending on how many parties are required to understand the full scope of work.

Security & infrastructure

Work on hardening our Microsoft Cloud environment has also been moving forward quite well. Arctic Wolf's recommendations and utilities have allowed us to really beef up our overall security so we can keep up with the constantly evolving cyberthreats out there.

With our staff laptop deployment completed, we have also taken the opportunity to eliminate the classic Active Directory and Group Policy platforms in favor of Microsoft's Entra, Intune, and Defender platforms. We have also started working on our cross-departmental effort to rebuild our current file share, as it has become quite bloated over the past decade we've been using the Microsoft Office365 platform. Our goal is to implement Microsoft Sharepoint best practices while also maintaining as much familiarity as possible.

We are also actively exploring options to replace our current SWANcom and email alias systems as they are ageing and becoming more difficult to keep secure. We can likely leverage a couple of existing platforms to accomplish this and hope to have something in place in the next few months.

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
6/11/2026	Aspen Community Meeting	All	Partnerships
6/18/2026	Aspen Catalogers Meeting	Bibliographic Services	Partnerships

6/24/2026	SirsiDynix SureSailing	All	Partnerships
7/2/2026	Aspen Inside Scoop	All	Partnerships
7/6/2026	SWAN/Grove Quarterly Meeting	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage Tracking

We have experienced several instances where an EDI report running in Symphony would hang and prevent subsequent reports from running. This caused delays in our regular morning processing as well as delaying patron notices. Investigations led us to find they were stalling while attempting to login to the Ingram SFTP server.

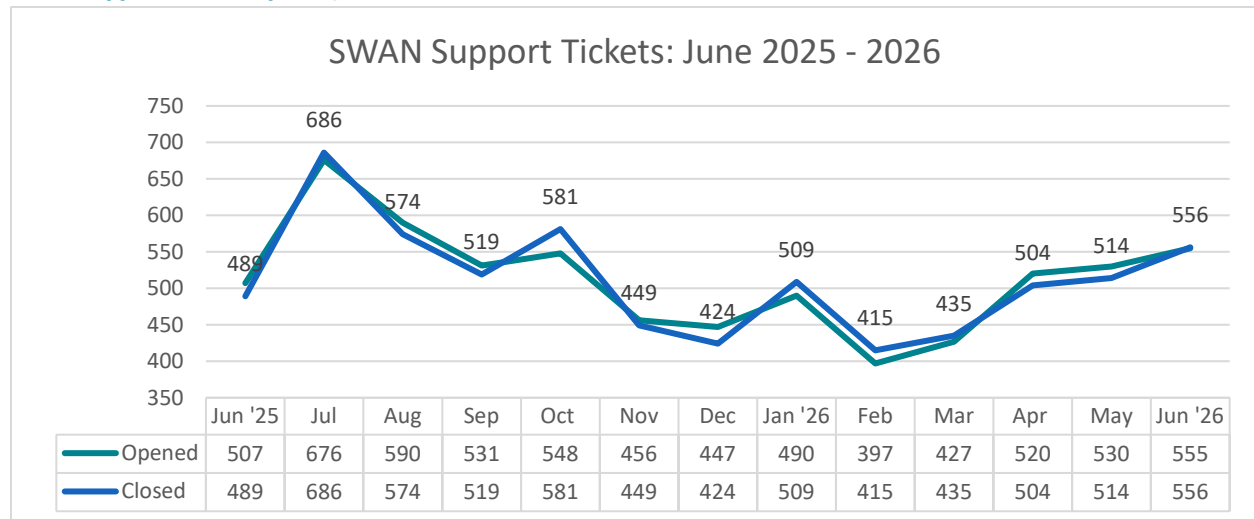
Ingram reset all login credentials for all EDI customers prior to letting customers know about it. When the customers were notified, they instructed them to email Ingram requesting their new credentials; this process took a significant amount of time for Ingram to provide. As a result, all EDI File Retrieval reports were suspended until libraires received their updated credentials. Once the new credentials were issued, the report was tested and unsuspended following a successful test. There were two libraries that still had report issues due to some non-standard authentication configuration. These two libraries have been properly reconfigured. We are still awaiting responses from two libraries.

System Maintenance & Outage Calendar

Incident	Date	Details
Aspen LiDA slow/unresponsive	6/3/2026	Grove detected several IP addresses generating a significant amount of traffic, impacting site performance. IPs blocked by Grove support.
Delayed Symphony Reports	6/12/2026	EDI report hung during processing, delaying regularly scheduled morning reports
Aspen LiDA slow/unresponsive	6/16/2026	Similar in scope to the incident earlier in the month.
Delayed Symphony Reports	6/15/2026	EDI report hung during processing, delaying regularly scheduled morning reports
Overnight Processing Finished Abnormally	6/18/2026	ADUText concluded abnormally.
EDI Reports Delaying Symphony reports	Ongoing	EDI reports are still having some difficulty due to a change Ingram made with their authentication. We have implemented a report timeout to prevent these from hanging the report server.

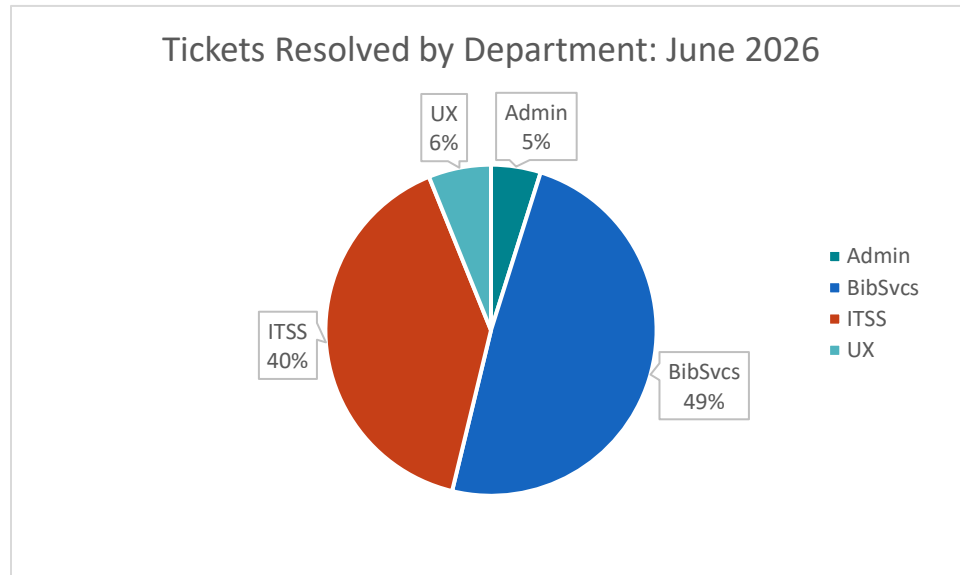
Support Tickets

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Resolved by Department



Support Site

New and updated documentation

A new [Before You Buy documentation page](#) went live in June, which provides helpful information for libraries considering a new platform or vendor purchase, including where to check for accessibility compliance; authentication and integration considerations; and links to information on discounts available.

In addition, it includes a list of vendors currently working with SWAN and the authentication methods used. Tara Wood, Olivia Montolin, Ian Nosek, and Dave Pacin worked together on the development of this page and the accompanying third-party vendor database.

Site updates and accessibility

Tara Wood updated the website to support our new webinar tool, Loom, and worked with Dave Pacin to update our single sign-on module. In addition, Tara completed configuration and development to support the third-party vendor database and some improved editing features for staff.

Tara also completed updates to all documentation pages flagged in our automated accessibility tool, editoria11y. A project to address accessibility issues with our logins pages is in the early planning stages.

Training Modules & Recordings

Webinar project

Throughout the next year, Crystal Vela is leading a project with SWAN staff to re-record and refresh our webinars.

Webinars completed last month were:

- SWAN Help Desk Orientation (Scott Brandwein)
- Aspen All Staff: Masquerade Mode and Holds (Crystal Vela)
- Aspen Admin Training: Browse Categories (Tara Wood)

Current in-progress webinars are:

- Generic Users: When and How to User (Vickie Totton)
- Aspen Admin Training: Spotlights (Tara Wood)
- Aspen All Staff: Accounts and Recommendations (Crystal Vela)

Online courses

Current in-progress interactive online courses are:

- CS101: Item Types, Item Categories, and Locations (Crystal Vela)
- TS403: Receiving and Invoicing (Sam Dietel)

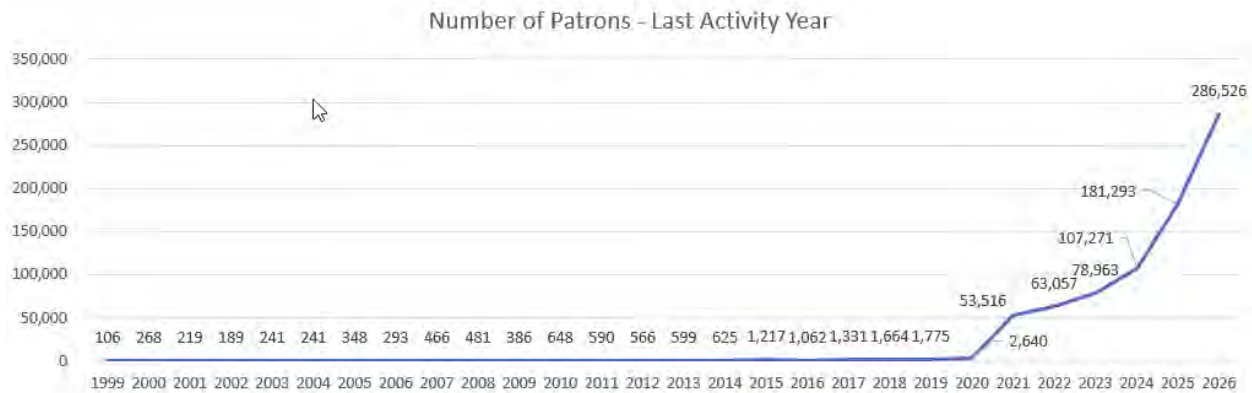
Single sign-on for our Learning Management System

Staff from UX and IT are exploring SSO for our online learning management system, currently Inquisiq. Crystal Vela and Dave Pacin are currently working with Inquisiq to push for development needed to stay on our current platform.

Maintenance

Automatic Monthly Patron Record Removal

In June, we removed 9,220 inactive patrons from the database. We currently have 789,702 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 2% (15,664) have been inactive since before 2021 and remain due to bills greater than \$100 on their account.



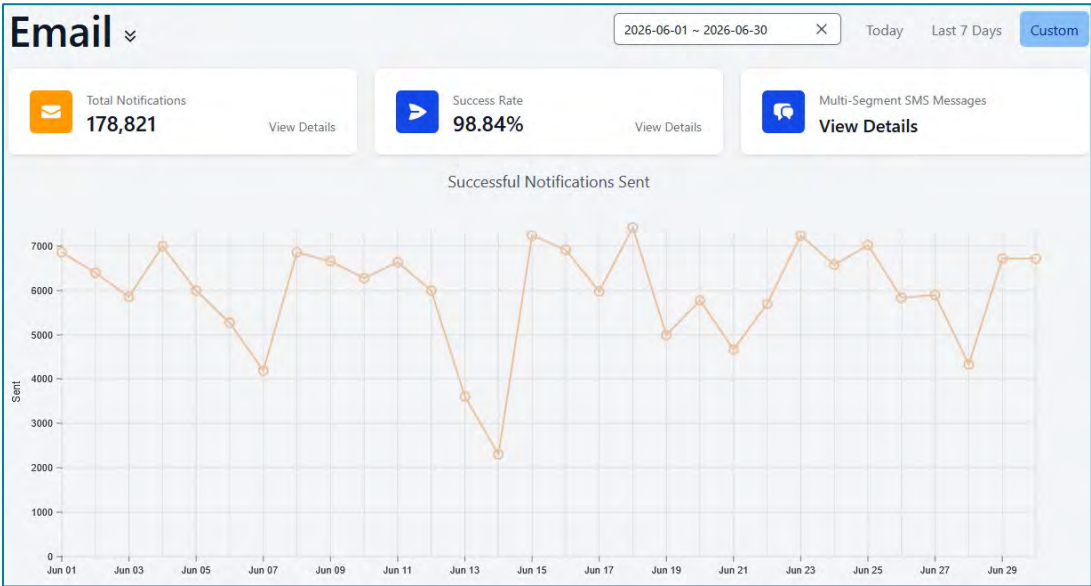
We encourage libraries to examine these bills for possible removal at the library's discretion. Patrons accounts older than 5 years old rarely see activity.

MessageBee Statistics

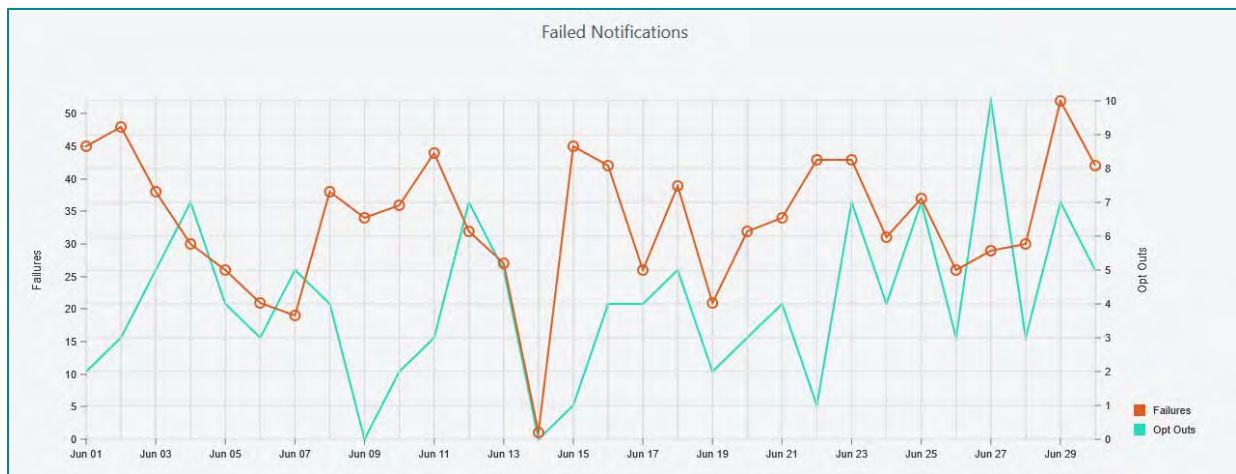
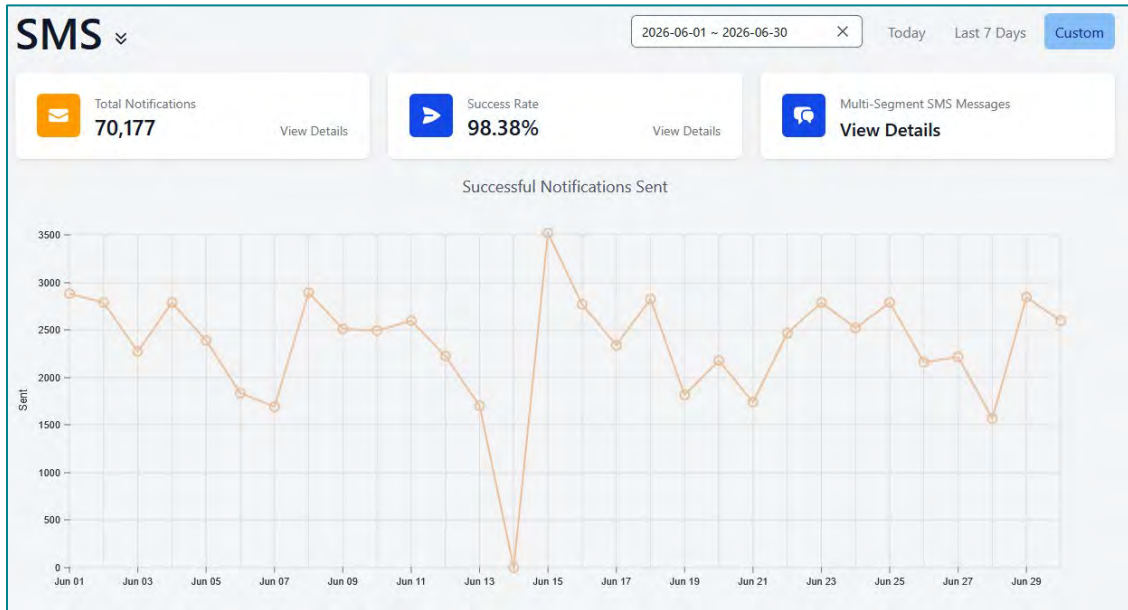
Segment/Month	Sent	Delivered	Failed	Success Rate	OptOut	Opens	Clicks
Email							
Jan-26	192,045	189,160	1,465	98.50%	591	146,811	5,562
Feb-26	154,139	152,424	1,142	98.89%	541	118,308	4,429
Mar-26	175,068	173,196	1,206	98.93%	617	134,654	4,719
Apr-26	161,470	159,637	1,258	98.86%	545	124,252	4,370
May-26	167,804	165,729	1,329	98.76%	626	127,721	4,719
Jun-26	178,821	176,750	1,456	98.84%	604	136,867	4,828
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
May-26	63,047	62,051	836	98.42%	111	N/A	N/A
Jun-26	70,177	69,042	1,011	98.38%	120	N/A	N/A
Voice							
Jan-26	7,291	6,995	236	95.94%	N/A	N/A	N/A
Feb-26	5,847	5,665	161	96.89%	N/A	N/A	N/A
Mar-26	6,483	6,276	189	96.81%	N/A	N/A	N/A

Apr-26	6,163	5,983	171	97.08%	N/A	N/A	N/A
May-26	5,657	5,414	233	95.70%	N/A	N/A	N/A
Jun-26	6,571	6,313	242	96.07%	N/A	N/A	N/A

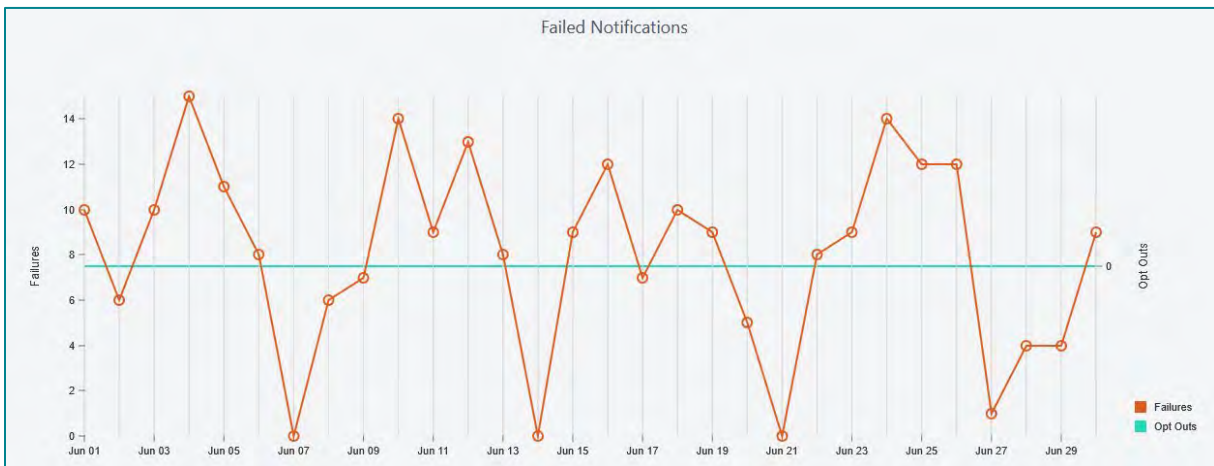
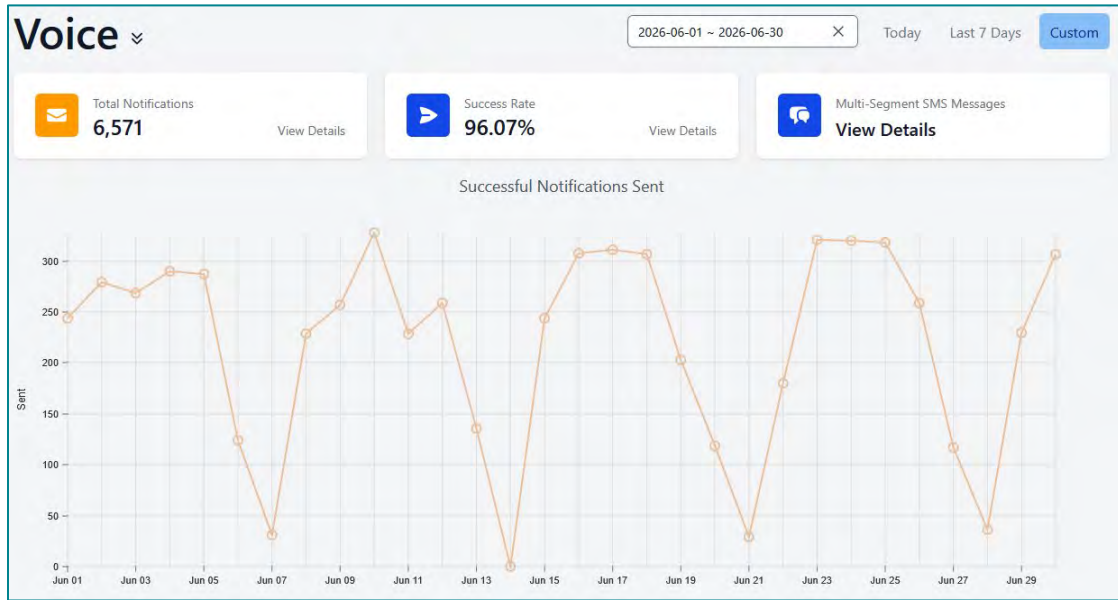
Email Notices



SMS Notices



Voice Notices



Print Notices

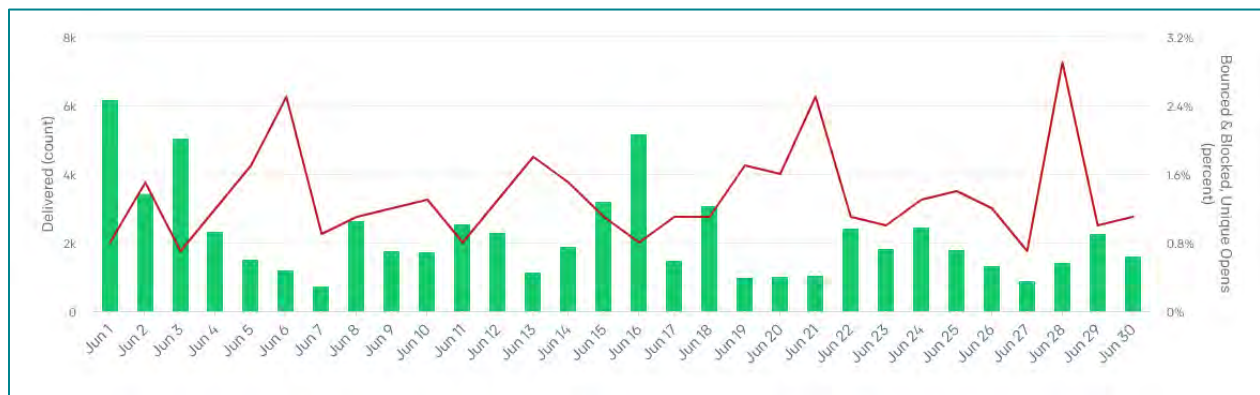
While not processed within MessageBee, Unique also provides our print notices.

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
May, 2026	344	\$ 333.68
June, 2026	403	\$ 390.91

SendGrid Statistics

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

				Addresses			Messages			
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Bounced	Marked as Spam		Invalid	Blocks	Bounce Drops	Spam Drops
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
May	73,871	71,439	84.34% (60,254)	227	9		30	11,124	2,210	192
Jun '26	69,697	67,478	99.06% (66,842)	273	8		35	535	2,015	169



Appendix: Statistics

Cataloging & Collections

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

OCLC Cataloging Counts

Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 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	217	210							
Copy 2026	1830	1766	2080	1372	1364	1770							

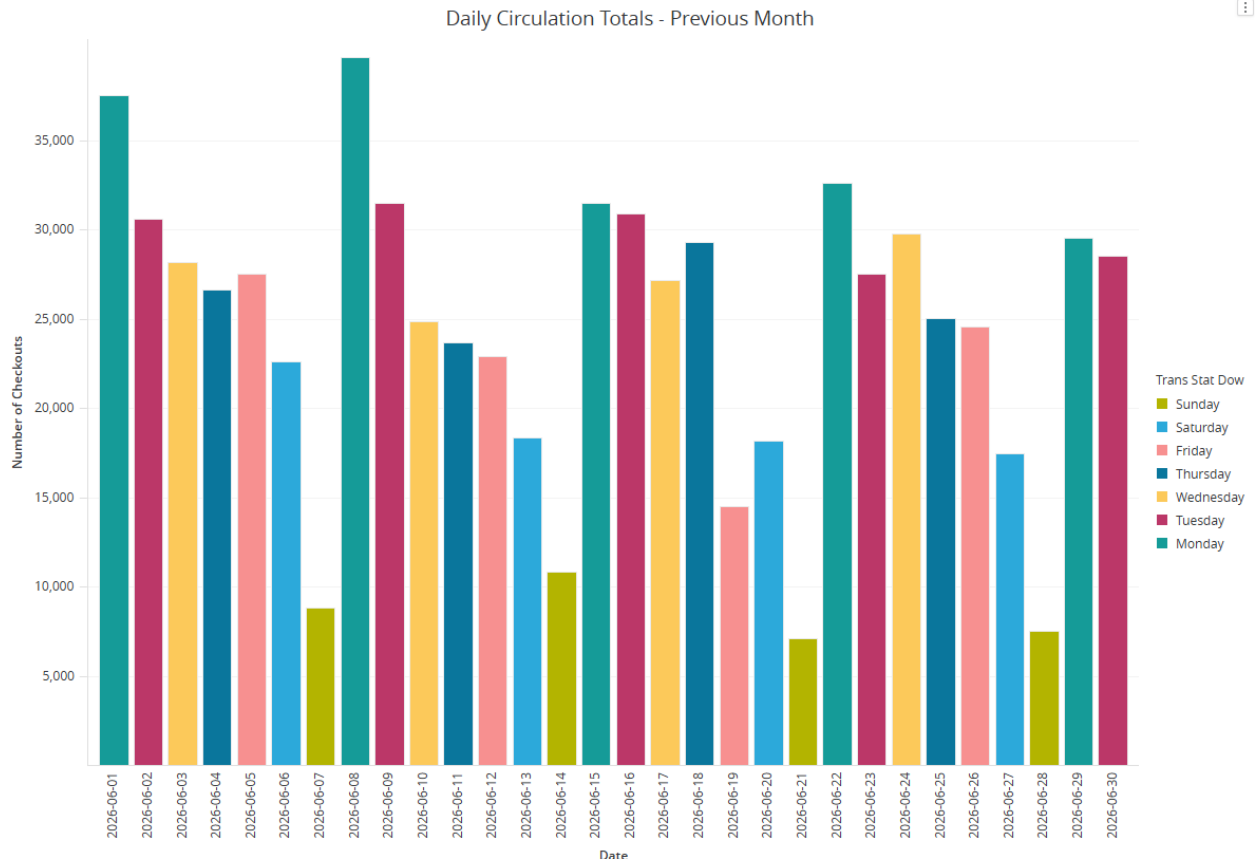
Records Added

In June, SWAN libraries added 46,527 new items to the database, and a total of 5,754 new catalog records.

Currently, we have 1,380,521 unique bibliographic records with available items. Of these, 56% were published in or after 2010.

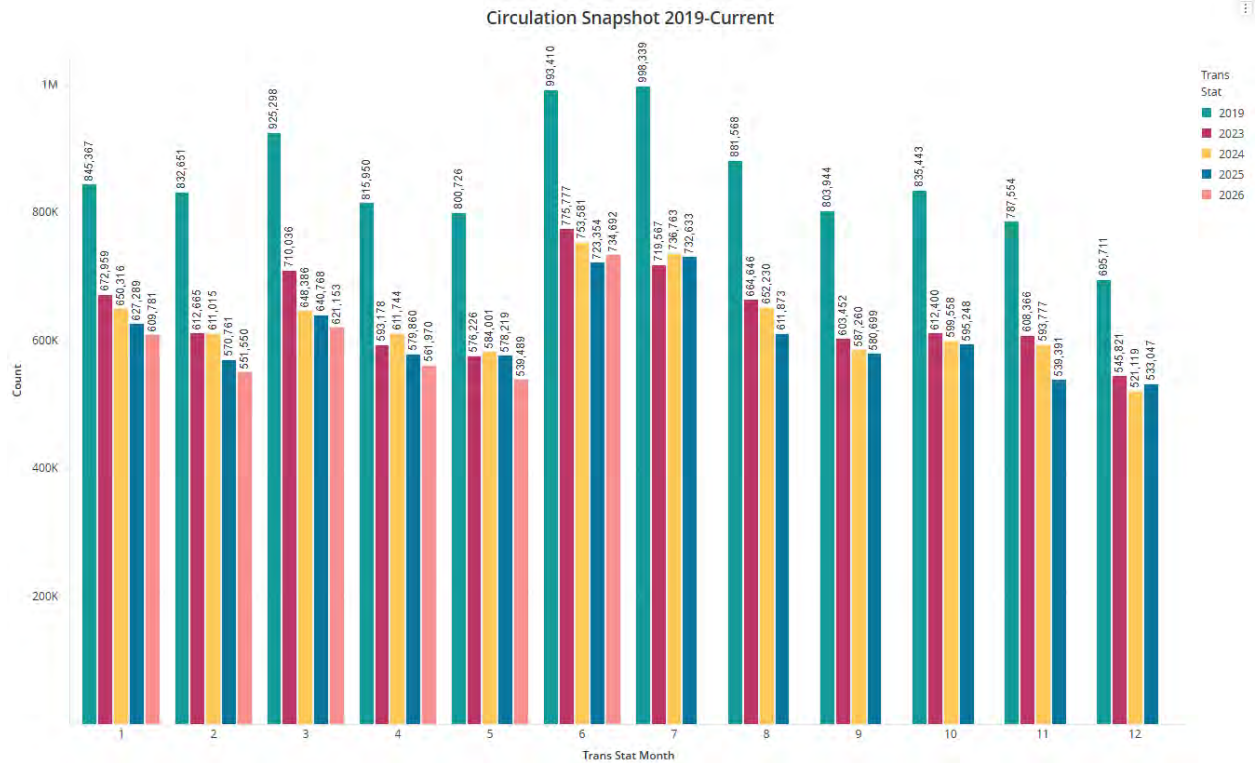
Circulation

In June, there were 734,690 total circulations across all SWAN libraries.



Monthly total comparison since 2019

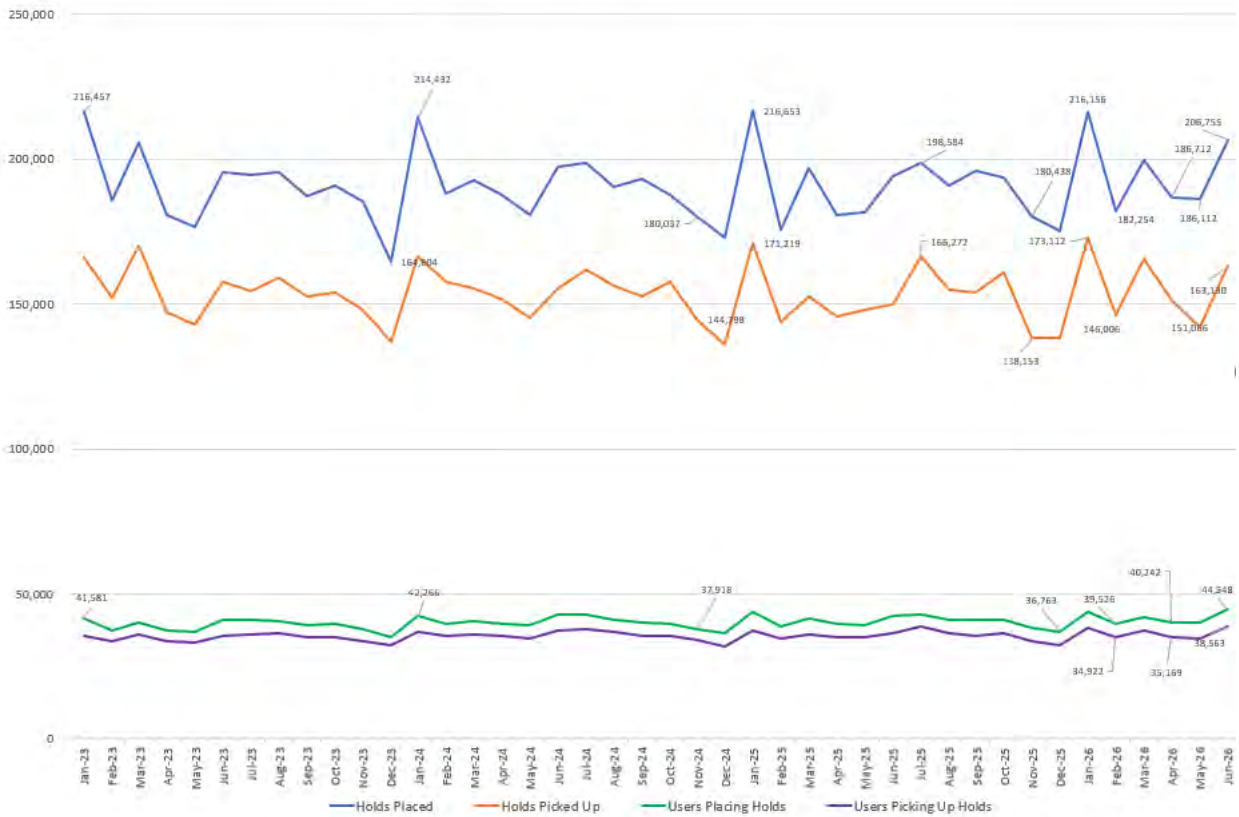
Systemwide physical circulation was 101.5% of the total in June 2025, slightly outpacing the prior year's number for the first time in 2026. The count is 74.0% of the pre-pandemic count from June 2019.



Trends in Holds

In June, 206,755 holds were placed by 44,548 unique patrons, for an average of 4.6 items per holding patron. Of these, 13,130 were ultimately circulated, or about 79%. Hold placements/pickup remains steady in recent years, even as physical circulation tapers.

Trends in Holds, Jan 2023 - Present



Interlibrary Loan & Resource Sharing

In June, Interlibrary loan checkouts between SWAN members totaled 116,776 for 16% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 15.7% of total checkouts at 114,055.

Non-SWAN reciprocal borrowing made up another 3.4% of checkouts.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (June 2026)

- | | | |
|----------------------|------------------------|--------------------------------------|
| 1. yesteryear | 10. big nate | 19. mad mabel |
| 2. theo of golden | 11. star wars | 20. mcfadden, freida |
| 3. whistler | 12. regime change | 21. toy story |
| 4. project hail mary | 13. every summer after | 22. strangers |
| 5. the calamity club | 14. harry potter | 23. off campus |
| 6. pokemon | 15. the correspondent | 24. diary of a wimpy kid
(series) |
| 7. summer | 16. the deal | 25. our perfect storm |
| 8. soccer | 17. i survived | |
| 9. minecraft | 18. dog man | |

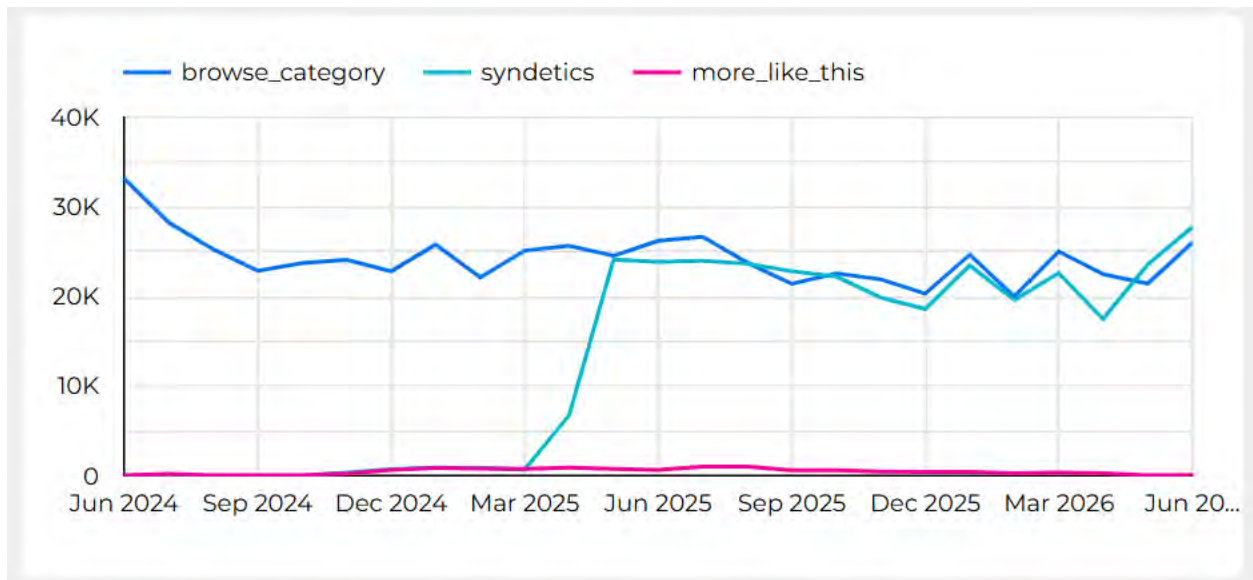
Results Pageviews in Aspen



Usage of Recommendations

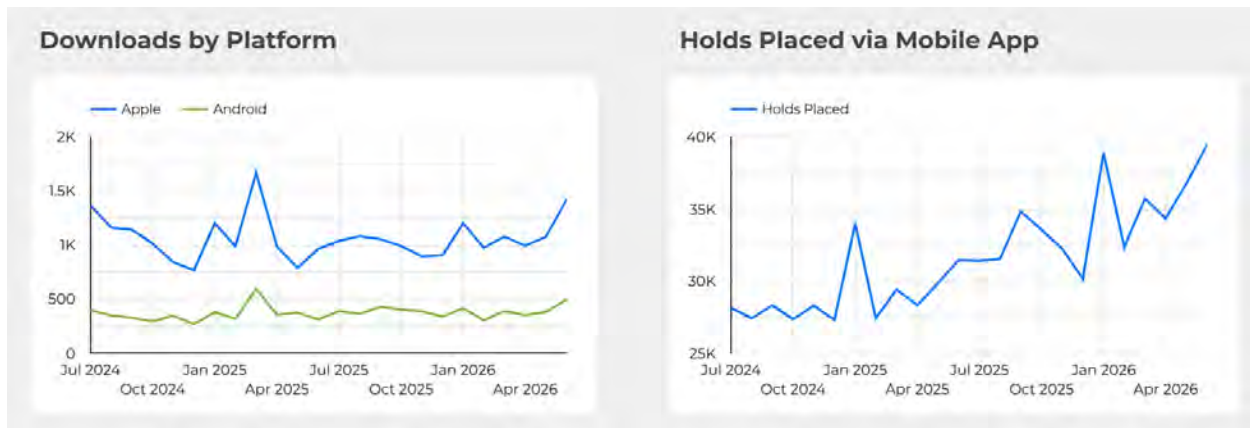
This data measures clicks on title recommendations presented to patrons.

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



SWAN Libraries + App – Aspen LiDA

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



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 17, 2026	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.
Friday, August 14, 2026	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 3, 2026	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 18, 2026	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 16, 2026	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 20, 2026	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 3, 2026	SWAN Quarterly Meeting	
Friday, December 18, 2026	Regular SWAN Board Meeting	Review of SWAN Budget Draft
Friday, January 15, 2027	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 2, 2027	Committee of the Whole meeting (virtual)	Meeting to discuss FY26 budget, fees, and reserves worksheet.
Friday, February 19, 2027	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 4, 2027	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 19, 2027	Regular SWAN Board Meeting	Strategic planning retreat
Friday, April 16, 2027	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion. Compile questions for SirsiDynix.
Friday, May 21, 2027	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 3, 2027	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 18, 2027	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts. Director Evaluation - Provide results and discuss (Executive Session). Approve schedule for regular board meetings for next 12 months.

SWAN Board & Membership Meeting Schedule 2026 - 2027

Date	Meeting type	Location
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
Friday, July 17, 2026	Regular SWAN Board Meeting	Glen Ellyn Public Library
Friday, August 14, 2026	Regular SWAN Board Meeting	Glen Ellyn Public Library
Friday, September 18, 2026	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, October 16, 2026	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 20, 2026	Regular SWAN Board Meeting	West Chicago Public Library
Friday, December 18, 2026	Regular SWAN Board Meeting	West Chicago Public Library
Friday, January 15, 2027	Regular SWAN Board Meeting	Itasca Community Library
Friday, February 19, 2027	Regular SWAN Board Meeting	Itasca Community Library
Friday, March 19, 2027	Regular SWAN Board Meeting	Berwyn Public Library
Friday, April 16, 2027	Regular SWAN Board Meeting	Berwyn Public Library
Friday, May 21, 2027	Regular SWAN Board Meeting	St Charles Public Library District
Friday, June 18, 2027	Regular SWAN Board Meeting	St Charles Public Library District



SWAN Administrators' & Directors' Quarterly Meeting

September 3, 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:

<https://swanlibraries-net.zoom.us/j/908742251PnBQnKMYg>

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the June 4, 2026 Quarterly meeting minutes
5. Information Item—Expo conference recap
6. Information Item— SWAN projects 3rd quarter update
7. Information Item—Enhanced online patron registration: a year in review
8. Information Item— SWAN process for ILS & analytics RFP
9. Announcements and Questions
10. Next meeting: December 3, 2026

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