

SWAN BOARD MEETING AGENDA

October 16, 2026 9:30 a.m.

**Tinley Park Public Library
7851 Timber Drive
Tinley Park, IL 60477-5387**

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 October 16, 2026 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 16, 2026 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, September 2026 (Exhibit pgs. 3-10)
 - a. Balance sheet and detail of expenditures for September 2026
 - b. Approval of the payment of bills for September 1, 2026, through September 30, 2026 in the amount of \$389,007.77

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

5. Action Item – Acceptance of the September 18, 2026, SWAN Board Meeting Minutes (Exhibit pgs. 11-14)

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

6. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 15-18)
 - c. Operations Report (Exhibit pgs. 19-35)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 36-37)

7. Action Item—Approve SirsiDynix agreement extension
8. Discussion – Electronic attendance policy (Exhibit pgs. 39-44)
9. 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	Vice-president	July 1, 2028
Benjamin Weseloh	West Chicago Public Library	Secretary	July 1, 2028
Kate Buckson	St Charles Public Library District		July 1, 2029
Tammy Sheedy	Berwyn Public Library		July 1, 2029



SWAN Library Services

Monthly Financial Report

For the Month Ended

September 30, 2026

Prepared By



Lauterbach & Amen

SWAN Library Services
Balance Sheet
As of September 30, 2026

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	148,941.90
Hinsdale Bank - MM - 5010	1,650,471.22
IMET Funds	387,849.48
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,187,305.46</u>
Current Assets	
Accounts Receivable	19,505.53
REINT Receivable	-
Other Receivables	-
Deposits	8,352.42
Prepaid Expenses	239,383.27
Total Current Assets	<u>\$ 267,241.22</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>\$ 4,095,964.73</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,882.89
Accrued Payroll	68,525.11
Compensated Absences	339,665.07
Lease Payable	329,087.00
Total Current Liabilities	<u>\$ 744,160.07</u>
Long Term Liabilities	
Subscription Liability	1,400,554.94
Accrued Interest Liability - SBITA	5,808.58
Total Long Term Liabilities	<u>\$ 1,406,363.52</u>
Total Liabilities	<u>\$ 2,150,523.59</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,070,405.06
Total Beginning Net Assets	<u>\$ 2,070,405.06</u>
Current YTD Net Income	<u>\$ (124,963.92)</u>
Total Fund Balance	<u>\$ 1,945,441.14</u>
Total Liabilities and Fund Balances	<u><u>\$ 4,095,964.73</u></u>

Statement of Revenue and Expenses Summary

For the 3 Months Ended September 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	\$1,831.33	\$768,296.74	\$3,077,385.00	\$ 2,309,088.26	24.97%
4100 - Membership Reimbursements	-	85.00	5,600.00	5,515.00	1.52%
4200 - Reimbursement for Losses	4,929.42	13,594.23	91,200.00	77,605.77	14.91%
4300 - Grant Revenue	-	128,942.10	515,768.00	386,825.90	25.00%
4400 - Registration & Event Receipts	8,145.00	8,145.00	6,260.00	(1,885.00)	130.11%
4500 - Investment & Interest	7,208.45	22,350.89	125,000.00	102,649.11	17.88%
4600 - Reserve Fund Transfer	-	-	5,064.00	5,064.00	0.00%
Total Revenue	<u>22,114.20</u>	<u>941,413.96</u>	<u>3,826,277.00</u>	<u>2,884,863.04</u>	<u>24.60%</u>
Expenses					
5000 - Salaries & Wages	131,955.73	459,437.73	1,702,717.00	1,243,279.27	26.98%
5020 - Personnel Benefits	43,301.04	129,587.06	482,500.00	352,912.94	26.86%
5100 - Building & Grounds	4,616.64	14,036.00	52,760.00	38,724.00	26.60%
5200 - Professional Development	1,285.23	2,849.95	27,030.00	24,180.05	10.54%
5300 - Membership Development	406.55	406.55	11,800.00	11,393.45	3.45%
5400 - Information & Technology Services	333,357.06	407,533.54	1,287,300.00	879,766.46	31.66%
5500 - General Office	291.82	606.81	4,300.00	3,693.19	14.11%
5600 - Hardware & Equipment	420.00	430.00	3,000.00	2,570.00	14.33%
5700 - Insurance	-	-	13,700.00	13,700.00	0.00%
5800 - Contractual Services	21,888.43	39,684.56	143,460.00	103,775.44	27.66%
5900 - Library Materials & Content	1,055.74	9,926.76	91,200.00	81,273.24	10.88%
6000 - Interest & Fees	581.17	1,878.92	5,050.00	3,171.08	37.21%
Total Expenses	<u>539,159.41</u>	<u>1,066,377.88</u>	<u>3,826,277.00</u>	<u>2,759,899.12</u>	<u>27.87%</u>
Excess Revenues less Expenses	<u>\$ (517,045.21)</u>	<u>\$ (124,963.92)</u>	<u>\$ 0.00</u>	<u>\$ 124,963.92</u>	

Statement of Revenue and Expenses

For the 3 Months Ended September 30, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,831.33	\$ 768,296.74	\$ 3,073,185.00	\$ 2,304,888.26	25.00%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	4,200.00	4,200.00	0.00%
4190 - Member Group Purchase Receipts	0.00	85.00	5,600.00	5,515.00	1.52%
4220 - Reimbursement Losses for Resource Sharing	4,929.42	13,594.23	47,800.00	34,205.77	28.44%
4240 - E-Commerce Transactions	0.00	0.00	43,400.00	43,400.00	0.00%
4310 - RAILS Support to SWAN	0.00	128,942.10	515,768.00	386,825.90	25.00%
4499 - Annual Conference Receipts	8,145.00	8,145.00	6,260.00	(1,885.00)	130.11%
4510 - Interest Income	5,997.12	21,139.56	100,000.00	78,860.44	21.14%
4520 - Investment Income	1,211.33	1,211.33	25,000.00	23,788.67	4.85%
4600 - Reserve Fund Transfer	0.00	0.00	5,064.00	5,064.00	0.00%
Total Revenue	22,114.20	941,413.96	3,826,277.00	2,884,863.04	24.60%
Expenses					
5000 - Salaries & Wages	131,955.73	459,437.73	1,702,717.00	1,243,279.27	26.98%
5021 - FICA Expense	9,749.92	34,138.54	115,000.00	80,861.46	29.69%
5023 - Worker's Compensation	0.00	0.00	3,900.00	3,900.00	0.00%
5024 - Retirement Benefits	15,157.66	39,972.98	167,100.00	127,127.02	23.92%
5025 - Health, Dental, Life And Disability Insurance	18,393.46	55,180.38	195,000.00	139,819.62	28.30%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	0.00	295.16	400.00	104.84	73.79%
5110 - Rent/Lease	4,290.63	12,757.47	50,600.00	37,842.53	25.21%
5120 - Utilities	326.01	950.94	1,200.00	249.06	79.25%
5140 - Repairs & Maintenance	0.00	327.59	960.00	632.41	34.12%
5210 - Conference Travel	865.40	1,435.14	10,000.00	8,564.86	14.35%
5220 - Staff Meetings	125.83	550.83	900.00	349.17	61.20%
5230 - Staff Professional Development	294.00	673.98	7,000.00	6,326.02	9.63%
5240 - Professional Association Membership Dues	0.00	190.00	1,300.00	1,110.00	14.62%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	0.00	7,030.00	7,030.00	0.00%
5310 - Travel Reimbursement	406.55	406.55	2,000.00	1,593.45	20.33%
5320 - Membership Meetings	0.00	0.00	300.00	300.00	0.00%
5330 - Library Professional Development	0.00	0.00	9,500.00	9,500.00	0.00%
5420 - Application Software Licensing	362.80	1,618.25	16,800.00	15,181.75	9.63%
5430 - Server Software Licensing	6,379.63	19,673.75	129,000.00	109,326.25	15.25%
5440 - Library Services Platform	326,022.02	327,631.52	1,049,700.00	722,068.48	31.21%
5450 - Data Management Services	0.00	9,573.74	35,100.00	25,526.26	27.28%
5460 - Information Subscription Service	0.00	21,751.42	21,800.00	48.58	99.78%
5470 - Subscription Support Services	0.00	25,507.79	25,200.00	(307.79)	101.22%
5480 - Telecommunications	592.61	1,777.07	7,100.00	5,322.93	25.03%
5490 - Group Purchases - Services	0.00	0.00	2,600.00	2,600.00	0.00%
5510 - Office Supplies	20.98	96.09	3,500.00	3,403.91	2.75%
5520 - Postage	11.10	235.00	800.00	565.00	29.38%
5599 - Annual Conference Supplies	259.74	275.72	0.00	(275.72)	0.00%
5620 - Hardware	0.00	10.00	0.00	(10.00)	0.00%
5690 - Group Purchases - Hardware	420.00	420.00	3,000.00	2,580.00	14.00%
5700 - Insurance	0.00	0.00	13,700.00	13,700.00	0.00%
5810 - Legal	0.00	0.00	6,000.00	6,000.00	0.00%
5820 - Accounting	1,150.00	3,405.00	22,060.00	18,655.00	15.44%
5830 - Consulting	0.00	0.00	12,800.00	12,800.00	0.00%
5840 - Payroll Service Fees	383.42	1,223.27	4,600.00	3,376.73	26.59%
5860 - Notification & Collection	7,334.01	22,035.29	85,900.00	63,864.71	25.65%
5899 - Annual Conference Facility Contract	13,021.00	13,021.00	12,100.00	(921.00)	107.61%
SWAN Board Meeting					

Statement of Revenue and Expenses

For the 3 Months Ended September 30, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5920 - Reimburse for Resource Sharing	1,055.74	9,926.76	47,800.00	37,873.24	20.77%
5940 - E-Commerce Payment Transactions	0.00	0.00	43,400.00	43,400.00	0.00%
6010 - Bank Fees	581.17	1,878.92	5,000.00	3,121.08	37.58%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6110 - Depreciation	0.00	0.00	1,460.00	1,460.00	0.00%
Total Expenses	<u>539,159.41</u>	<u>1,066,377.88</u>	<u>3,826,277.00</u>	<u>2,759,899.12</u>	<u>27.87%</u>
 Excess Revenues less Expenses	 <u>\$ (517,045.21)</u>	 <u>\$ (124,963.92)</u>	 <u>\$ 0.00</u>	 <u>\$ 124,963.92</u>	

SWAN Library Services

Check Register

All Bank Accounts

September 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Northern Illinois University				11812	09/01/26	<u>13,021.00</u>
5899	Annual Conference Facility Contract	Northern Illinois University - Room Rental	3,550.00			
5899	Annual Conference Facility Contract	Northern Illinois University - Catering	9,471.00			
915 Harger Group				ACH 915 Harger	09/29/26	<u>4,290.63</u>
5110	Rent/Lease	915 Harger Group - October	4,290.63			
Comcast				ACH Comcast	09/04/26	<u>255.02</u>
5480	Telecommunications	Comcast - Aug 11, 2026 to Sep 10, 2026	255.02			
ComEd				ACH ComEd	09/17/26	<u>326.01</u>
5120	Utilities	ComEd - SERVICE FROM 8/5/26 THROUGH 9/4/26	326.01			
Chicago Heights Public Library				ACH CPL	09/29/26	<u>1,055.74</u>
5920	Reimburse for Resource Sharing	Chicago Heights Public Library	1,055.74			
IHLS-OCLC				ACH IHLS-OCLC	09/29/26	<u>326,022.02</u>
5440	Library Services Platform	IHLS-OCLC - FY27	326,022.02			
Lauterbach & Amen, LLP				ACH L&A	09/29/26	<u>1,150.00</u>
5820	Accounting	Lauterbach & Amen, LLP	1,055.00			
5820	Accounting	Lauterbach & Amen, LLP	95.00			
LIMRiCC				ACH LIMRiCC	09/29/26	<u>21,924.76</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - September	21,924.76			
MissionSquare Retirement				ACH Mission Squa	09/29/26	<u>2,750.00</u>
5024	Retirement Benefits	MissionSquare Retirement - 2022, 2023, 2024, 2025, 2026	2,750.00			
Ian Nosek				ACH Nosek	09/29/26	<u>22.72</u>
5310	Travel Reimbursement	Ian Nosek - EXPO	22.72			
Reliance Standard Life Insurance Co.				ACH RSLI	09/29/26	<u>1,069.52</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - September	1,069.52			
Aaron Skog				ACH Skog	09/29/26	<u>541.59</u>
5310	Travel Reimbursement	Aaron Skog - Mileage	383.83			
2005	Library Consortia Special Interest Group Funds	Aaron Skog - Consortia SIG Hosting	157.76			
Victoria Totton				ACH Totton	09/29/26	<u>865.40</u>
5210	Conference Travel	Victoria Totton - Consortia SIG airfare	865.40			
Unique Integrated Communications, Inc.				ACH UMS	09/29/26	<u>7,045.01</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices	354.51			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Message Bee	6,690.50			
Wellness Insurance Network-WIN				ACH WIN	09/29/26	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - September	167.68			
First Bankcard				Firstcard c/c	09/14/26	<u>8,500.67</u>
5510	Office Supplies	First Bankcard - Amazon	20.98			
5220	Staff Meetings	First Bankcard - Giordano's	125.83			
5230	Staff Professional Development	First Bankcard - ILA luncheon credit	-75.00			
5520	Postage	First Bankcard - Postage	5.57			
5480	Telecommunications	First Bankcard - Grasshopper	49.59			
5599	Annual Conference Supplies	First Bankcard - Amazon	76.34			
5599	Annual Conference Supplies	First Bankcard - Amazon	17.10			
5599	Annual Conference Supplies	First Bankcard - Personalization Mall	-6.38			
5599	Annual Conference Supplies	First Bankcard - Personalization Mall - staff gift	107.33			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	1,593.95			
5860	Notification & Collection	First Bankcard - Sendgrid	289.00			
5599	Annual Conference Supplies	First Bankcard - Personalization Mall - staff gift	43.97			

SWAN Library Services

Check Register

All Bank Accounts

September 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5690	Group Purchases - Hardware	First Bankcard - Propay	420.00			
5520	Postage	First Bankcard - Postage	5.53			
5420	Application Software Licensing	First Bankcard - Microsoft	75.60			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	4,527.68			
5420	Application Software Licensing	First Bankcard - Mailchimp	61.00			
5599	Annual Conference Supplies	First Bankcard - Amazon	21.38			
5430	Server Software Licensing	First Bankcard - Netgate	258.00			
5420	Application Software Licensing	First Bankcard - Kahoot 360	226.20			
5230	Staff Professional Development	First Bankcard - ALA Registration - Romanowski	369.00			
Check List Total						<u>389,007.77</u>

SWAN BOARD MEETING MINUTES

September 18, 2026, 9:30 a.m.

Tinley Park Public Library

7851 Timber Drive

Tinley Park, IL 60477-5387

1. Call to Order, Roll Call

President Musil called the meeting to order at 9:36 a.m. The following Board members were present to establish a quorum.

Kate Buckson
Ridgeway Burns
Dawn Bussey
Zach Musil
Tammy Sheedy
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
Lucas McKeever, SWAN Bibliographic Services Consultant

There was no public comment.

3. Action Item

Acceptance of the September 18, 2026 SWAN Board Meeting Agenda

Burns moved, seconded by Buckson that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Approval of SWAN Financials, July 2026

Bussey moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE PAYMENT OF BILLS FOR JULY 1, 2026 – JULY 31, 2026 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY, 2026

Motion carried by roll call with the following results:

Ayes: Buckson, Burns, Bussey, Musil, Sheedy, Van Cleve, Weseloh

5. **Action Item**

Approval of SWAN Financials, August 2026

Bussey moved, seconded by Weseloh that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE PAYMENT OF BILLS FOR AUGUST 1, 2026 – AUGUST 31, 2026 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST, 2026

Motion carried by roll call with the following results:

Ayes: Buckson, Burns, Bussey, Musil, Sheedy, Van Cleve, Weseloh

6. **Action Item**

Acceptance of July 17, 2026, SWAN Board Meeting Minutes

Weseloh moved, seconded by Burns that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE JULY 17, 2026 BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

7. **Reports**

a. **Board President Report**

None

b. **Executive Report**

Skog gave an update on activities listed in the packet. A recap on the revenue and expenses for SWAN EXPO was discussed, and the fee change for presenters going forward.

c. **Operations Report**

Brandwein updated the board on activities listed in his report.

d. **Treasurers Report**

None

e. **Board Calendar**

The closed session minutes for 6-month review will be delayed.

8. **Action Item** – Approve ILS Search Committee

Buckson moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APPROVAL OF THE ILS SEARCH COMMITTEE

THE BOARD PACKET WAS REVISED WITH THE STATEMENTS FOR THE ILS SEARCH COMMITTEE NOMINEES

Motion carried by unanimous voice vote.

9. **Discussion Item** – SWAN ILS Analytics RFP document

Skog discussed. Skog would like an attorney to review the document. A Q&A ensued.

10. **Discussion Item** – SirsiDynix agreement extension

Skog discussed the SirsiDynix extension. A discussion ensued and the board would like Skog to ask for a 2-year extension.

11. **Discussion Item** – SWAN strategic plan document

The SWAN strategic plan was discussed and some changes were suggested. Skog will bring another draft to the October Board meeting.

12. **Information Item** – Review FY28 budget timetable

Skog discussed the FY28 budget timetable. There will be a finance committee meeting sometime mid-October. Skog mentioned a few topics for discussion. Discussion ensued for more members to be able to vote on the budget. Suggestion for reaching out to SWAN attorney to discuss.

Musil ended the meeting at 11:09 am.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Board Secretary

DRAFT

SWAN Executive Director Report

October 16, 2026

Update on activities

ILA annual conference

I co-presented at the ILA annual conference the session “Sound the alarm! Preparing A Rapid Response Advocacy Plan Before It’s Needed” with Sara Murray, Library Director Algonquin Area Public Library District, and John Fisher, Library Director Normal Public Library. We have worked together on the eBook legislation group since February and based our presentation on a joint committee meeting between ILA Public Policy Committee and Advocacy Committee where a structure for ongoing legislative advocacy was created.

I attended the ILA Awards Ceremony as an invited guest as part of the Robert R. McClarren Legislative Development Award for Ryan Livergood, Director of Warren-Newport Public Library, who I nominated for the award. Ryan has been instrumental in pursuing eBook pricing legislation since 2022.

Among the sessions attended, “Procurement 101: Confident Contracting” was valuable for its review of procurement requirements in Illinois and the use of RFPs within the various processes. The important distinction between procurement and an RFP was that the RFP process is much more flexible for a unit of local government, where the governing board can ultimately decide the final selection and not necessarily be bound by lowest price.

The Illinois Heartland Library Associate debuted its “Laptops for Libraries” program which was made possible through the Illinois Office of Broadband. Libraries in Illinois can borrow laptops at no cost from a pool of 500 which will be delivered through the Illinois Library Delivery Service in secure cases. The laptops are not for public lending, as “this statewide program equips public libraries with modern, secure, ready-to-use laptop kits that power continuing education classes, one-on-one technology help, and comfortable in-library computing for every patron.” IHLS has developed an easy way to request laptops based on L2 accounts

<https://laptopsforlibraries.com/>

ILA Public Policy Committee (PPC) update

I will continue to serve on the PPC as an ex-officio member through June 2027. I attend monthly committee meetings and serve on the subcommittee shepherding eBook legislation through HB5236.

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. The ILA lobbyist has arranged a meeting with the Senate legal counsel on October 27th to allay their concerns.

I will be attending the Michigan Library Association on October 29th to participate in a presentation with Monica Harris from RAILS, encouraging Michigan libraries to pursue legislation on eBook pricing. There are presentations scheduled at the Indiana Library Association conference and the Wisconsin Library Association conference by members of the ILA eBook legislation group.

Projects

ILS & Analytics RFP

The RFP was released on Wednesday, October 14th this week per our timeline. The ILS Search Committee has held three meetings over the past month to complete the document. Legal review was completed by Dennis Walsh of KTJ and it was excellent. Dennis not only answered our questions but included contributions to the software section of the RFP as well. We made sure to include all suggested revisions from KTJ.

A version of the timeline below is included in the RFP, which includes specific dates.

Timeline	Activity
September 2026	ILS Search Committee approves final RFP document
October 14, 2026	Issue RFP
October 23, 2026	Letter of Intent deadline
November 13, 2026	Proposer response due
December 18, 2026	SWAN requests clarification of proposals
January 6, 2027	Proposer responses to clarifications due
January 13, 2027	SWAN scoring of proposals & pricing
February 2027	Finalist demonstrations & membership feedback/scoring
March 2027	Request for best & final offer pricing
April 2027	Final scoring & recommendation
May 2027	Contract negotiation
May 2028	SWAN estimated go-live

Legal opinion on SWAN & OMA

I have requested the legal opinion of SWAN and its Bylaws for Membership voting and how OMA impacts online participation. I reached out directly to Dennis Walsh at KTJ who provided an excellent legal review of the RFP who will provide the legal opinion. This will be ready for the November meeting of the SWAN Board.

Fiscal year 2026 Audit

The on-site portion of the audit is scheduled to take place Thursday, October 15th which is the day before the SWAN Board meeting. SWAN Business Manager Ginny Blake has worked hard to answer all questions and required documents requested by Lauterbach & Amen.

Fiscal year 2028 budget preparation

As a first step, I have requested tax distribution reports from Cook County Treasurer Office, who responded "The requested records have not been located in the course of routine search and additional efforts are being made to locate them. We will respond to your request by 10/14/2026 2:25:36 PM."

The Finance Committee will meet on Wednesday, October 21st to discuss the upcoming budget, cyber risk insurance coverage and employee health benefits.

Board considerations**SirsiDynix contract extension**

I requested SirsiDynix sales representative Stacy Betts revised the contract extension to SWAN to change the agreement to end on April 30, 2028, so the wording would be "The Initial Term shall be extended for an additional 3 years, from May 1, 2026, through April 30, 2028."

I have included the SirsiDynix renewal agreement for Board approval.

Review of SWAN board & membership policies

This month we will review the Electronic Attendance Policy which was set by the "SWAN Council" in 2010 at its first meeting as an officially independent entity. I have included policies from Itasca Community Library and Tinley Park Public Library as examples of alternate versions of this policy that could serve as inspiration for revising the SWAN policy.

Strategic Plan document

Work on the strategic plan will resume once the ILS RFP has been issued.

Monthly Financial Report

September Balance Sheet

The Fund Balance Unrestricted line for September is \$2,070,405.06 which is unchanged from the month prior. (The June 2026 Unrestricted amount was \$2,200,106.80.) The table below shows the current FY27 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,070,405.06
Expenses to be paid from reserve	(\$5,064.00)
	\$2,065,341.06
SWAN annual expense budget	\$3,826,277.00
Number of months operating expense in reserve	6.5

Revenue & Expense Report

This month will be 25% 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 28% overall. The revenue budget ending September 30, 2026 is on target with our first quarter SWAN membership fees being issued in July, and the first quarter RAILS LLSAP grant payment being received.

	FY27 Budget	Ending September 2026	Percentage of budget YTD 25%
Total Revenue	\$3,826,277.00	\$941,413.96	25%
Total Expenses	\$3,826,277.00	\$1,066,377.88	28%
Over / (Under)	\$0.00	(\$124,963.92)	

Accounts Receivable

4499—Annual Conference Receipts: 130.11%

SWAN Expo had higher than anticipated revenue by \$1,885.00

Accounts Payable

5460 – Information Subscription Service: 99.78%

ProQuest Syndetic Solutions subscription is paid for the full year.

5470—Subscription Support Services: 101.22%

The SWAN support ticketing system's annual subscription to Halo ITSM was paid in full in July.

5899—Annual Conference Facility Contract: 107.61%

SWAN Expo held at NIU Naperville was completed in August.

Operations Report: September 2026

Summary

Statistics are reported through the month-end of September 2026. Membership engagement activities and system outages will be reported as of final assembly of the report (October 9th) 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
9/23/2026	De-newing Consultation and Setup (WVD)	Bibliographic Services	Consultation
9/24/2026	e-Resource Working Group	User Experience	Membership Meeting
Fridays Starting 9/25/2026	ILS Search Committee Meeting	All	Membership Task Force
9/29/2026	SWAN Fireside Chat	All	Membership Meeting
10/14/2026	Choose the Fate of the Item: Use It or Lose It	User Experience	Membership Meeting
10/15/2026	Cataloging Working Group	Bibliographic Services	Membership Meeting
10/15/2026	ILL/Quarterly Billing Office Hours	Administration	Membership Meeting

User Groups and Engagement Events

E-Resource Working Group (9/24/2026)

The E-Resource Working Group held its final meeting of the year on September 25, 2026. During the meeting, we reviewed topics including boosting e-resource usage in the library, 2027 self-nominations for the working group, troubleshooting, and possible ideas for next year's SWAN Expo. Boosting e-resource usage was the project the group voted to focus on in 2026. Several members shared what they had done at their libraries to either make patrons more aware of available resources or help library staff become more comfortable with the resources and services offered by their libraries.

Major Projects & Research

Aspen Discovery

26.09 releases

The 26.09 release was postponed; we will receive both 26.09 and 26.10 at the end of October. This release included updates to how grouped works are indexed in the catalog, and further time was needed for testing and quality assurance.

Partial fines payments

As of September 30th, patrons can pay partial payments of fines and bills through the catalog, i.e. \$10 towards a \$20 fine.

Usability testing

On September 10th, Tara Wood and Lisa Viezbicke conducted usability testing with patrons at the Roselle Public Library on the current My Account functionality and wireframes for changes developed with DUX. DUX will review the usability testing report and proposed development work at the October DUX meeting.

Palace Project web interface integration

The Palace Project web catalog is now accessible through the catalog and app. Olivia Montolin updated the Aspen catalog to link out to the web interface links for each library participating in eRead Illinois.

Scan-and-go

With the 26.10 release, currently on our beta app for testing, all development requests for scan-and-go has been addressed. We are currently working with the pilot group to meet and discuss a go-live plan.

EBSCO resources in the SWAN consortium catalog

Olivia Montolin worked with EBSCO Support to bring the statewide database package into our SWAN EBSCO account and profile. This allows links to these resources to feature SWAN branding and be integrated into our consortium catalog through the Aspen web resources module.

Because these resources are now separate from an individual library's offerings, we can use geo-authentication, allowing eligible users accessing the resources from an IP address based in Illinois to authenticate without needing to be associated with a specific library. This is especially important for users who may be outside of a library's service area or otherwise unable to access resources through their individual library's authentication.

590 Tag Elimination Project

Work has begun on the investigation of the removal of the 590 as a format designation because of the impending potential ILS migration. The goal is to rely on proper cataloging standards for material formats instead of a local field tag that may not be visible within a new ILS client. The Aspen catalog

already relies on standard cataloging practices to determine format, but many PRE-CAT records only use 590 for formatting purposes, without applying proper cataloging codes. SWAN Bibliographic Services member, Lucas McKeever, has already created templates that have the proper coding so that all libraries can begin to ensure that their PRE-CAT materials are done correctly. Additionally, he has been identifying how formats will be impacted without reliance on the 590 by working in our Aspen test environment and noticing how Aspen display formats when they are absent in the bibliographic record. The intent is to hold 2 synchronous webinars in which one covers AV materials, such as DVD, Blu-Ray, 4K, and a second one that focuses on Library of Things. These webinars would be recorded for future usage.

Subject headings update

SWAN Bibliographic Services work as begun on Toys and movable books. Work is continuing to be performed on non-English language materials, ensuring that they are following the 655 4 standards. Lucas McKeever worked with Jenny Cuevas (ADD) updating Manga materials to effectively use Aspen filtering. This has significantly increased the number of these items within our catalog.

Security & infrastructure

The weekend prior to our attempt at testing Azure Communications Service, Microsoft announced that the service would be deprecated in the fall of 2028, we have opted to look at alternatives rather than get involved with a service that wouldn't be around for the long-term.

We started looking at SMTP2Go and have conducted a successful test. We also had a call with someone from sales who was able to confirm that the service should be able to do everything we need it to. We're awaiting some documentation for the Microsoft Exchange connector, and we can do some further testing.

The continued spikes in our DNS queries have resulted in some significant overage bills. We're looking at alternative providers that offer unlimited query plans.

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
9/23/2026	SirsiDynix SureSailing	All	Partnerships
10/8/2026	Aspen Community Meeting	All	Partnerships
10/15/2026	Aspen Catalogers Meeting	Bibliographic Services	Partnerships
10/16/2026	Aspen Board Focus Group	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

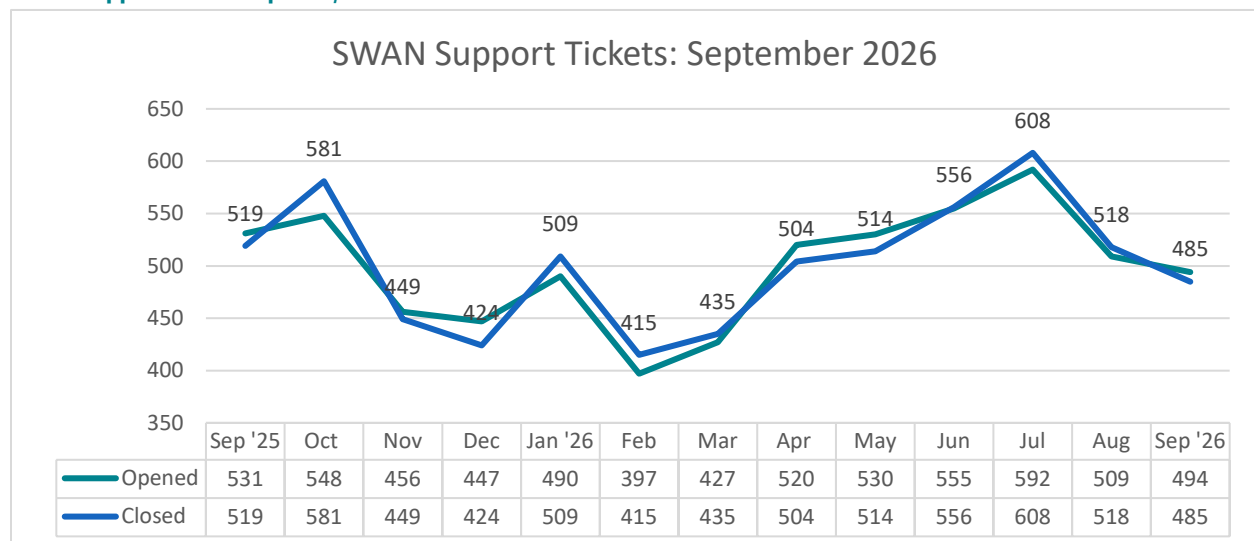
Outage Tracking

System Maintenance & Outage Calendar

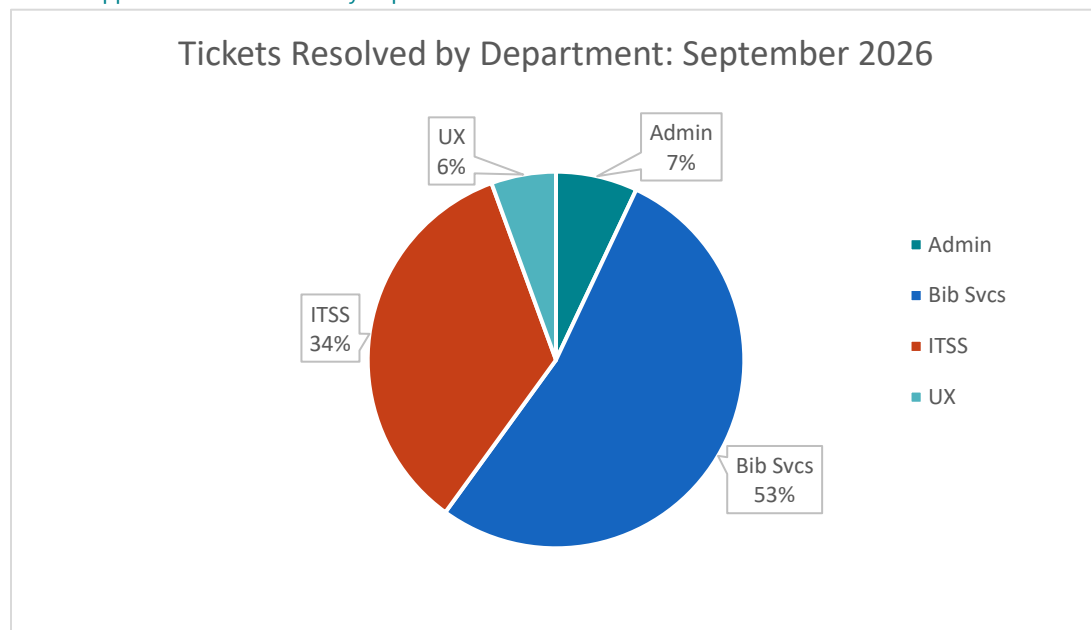
Incident	Date	Details
EDI Reports Delaying Symphony reports	Ongoing	EDI reports are still having some difficulty due to a change Ingram made with their authentication. We have implemented a report timeout to prevent these from hanging the report server.
Long running overnight processing reports	8/4/2026	Symphony reports delayed overnight. Report schedule caught up by late morning.
High load issues in Aspen	8/18/2026	AI bots have been spiking load on Aspen server.
SendGrid Service Disruption	8/29-9/1/2026	We experienced another SendGrid outage. Despite quickly addressing Twilio support's concerns, restoration took some time.
Aspen app and catalog high load	9/26/2026	Load was high in Aspen Discovery; Grove implemented Botstopper to serve as another line of defense when load is high.
LinkedIn Learning authentication errors	9/22 – 10/5	SIP authentication for 10 libraries was down for LinkedIn Learning.

Support Tickets

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.



Support Site

Site updates

The SWAN website now includes an Add to Calendar feature, which allows anyone visiting our site to add events to their calendar of choice (Google, Outlook, etc.).

We used the same underlying functionality as the L2 site. L2 only allows adding to calendar for events that do not require registration; the SWAN site allows this for all events as you can register on-the-fly for our Zoom meetings.

New and updated documentation

Newly added documentation includes: [Staff View \(in Aspen\)](#) (Lucas McKeever)

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.

Current in-progress webinars are:

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

Online courses

Current in-progress interactive online courses are:

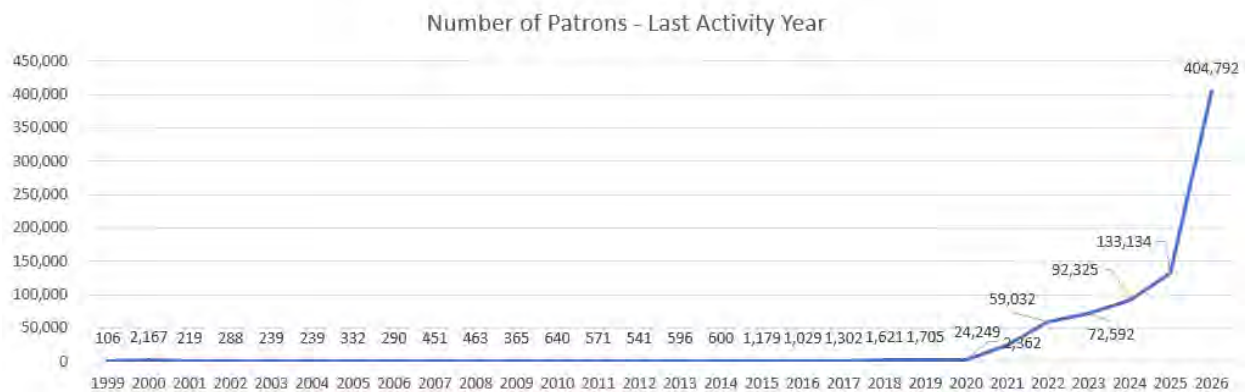
- CS101: Item Types, Item Categories, and Locations (Crystal Vela)
- TS404: Rollover (Sam Dietel)

14 new users were created in our online learning management system in September.

Maintenance

Automatic Monthly Patron Record Removal

In September, we removed 15,297 inactive patrons from the database. We currently have 801,329 registered patrons in the database. Now that the patron record purge has reached the goal of >5 years of inactivity, only 2% (15,425) 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.

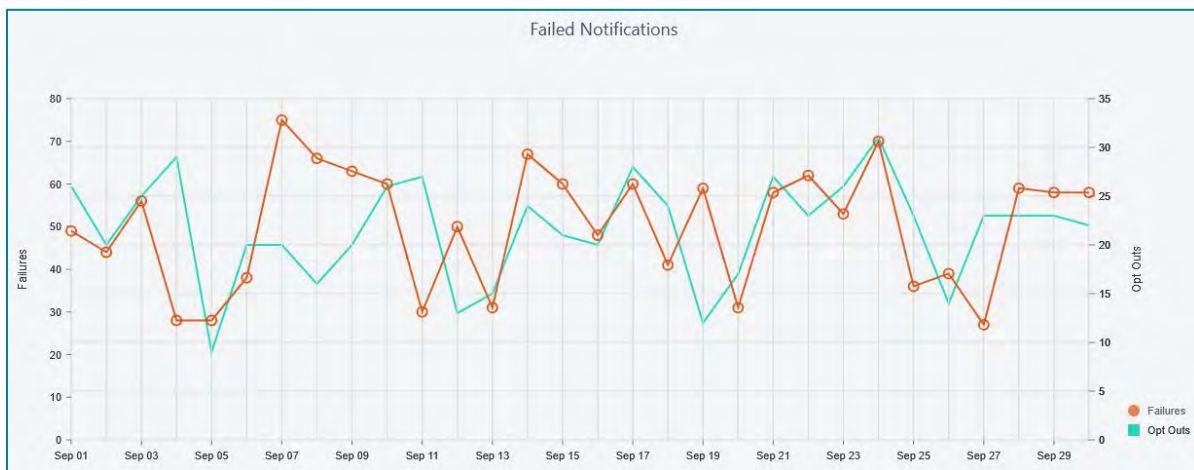
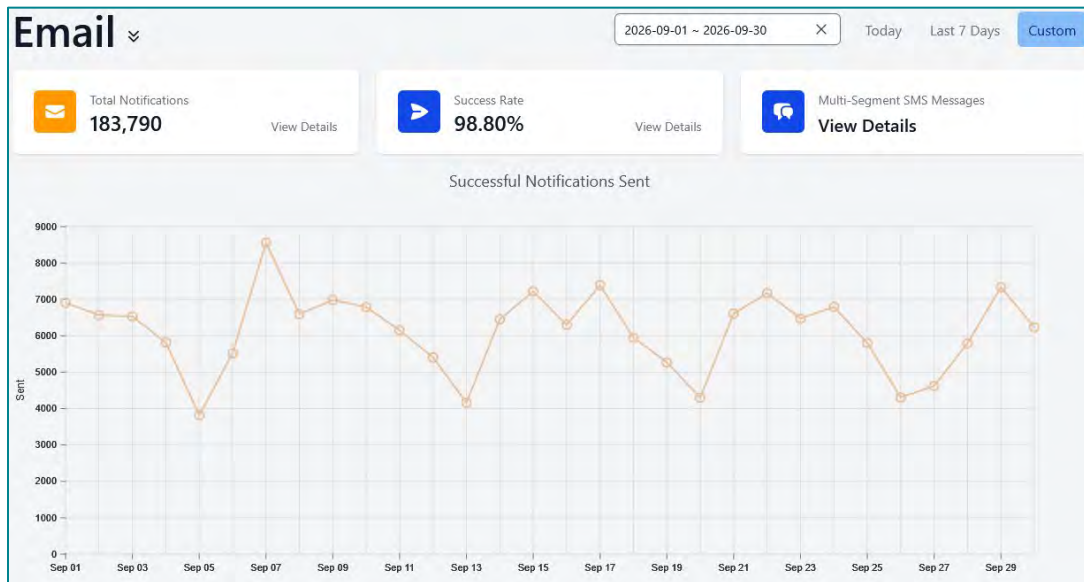
MessageBee Statistics

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
26-Jun	178,821	176,750	1,456	98.84%	604	136,867	4,828
Jul-26	186,386	184,104	1,571	98.78%	688	141,248	5,246
Aug-26	187,729	185,246	1,724	98.68%	686	143,491	4,938

Sep-26	183,790	181,583	1,504	98.80%	647	139,746	4,949
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
Jul-26	71,612	70,415	1,058	98.33%	114	N/A	N/A
Aug-26	72,816	71,434	1,260	98.10%	100	N/A	N/A
Sep-26	72,167	70,885	1,150	98.22%	108	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
Jul-26	6,829	6,533	247	95.67%	N/A	N/A	N/A
Aug-26	6,514	6,226	266	95.58%	N/A	N/A	N/A
Sep-26	6,526	6,175	321	94.62%	N/A	N/A	N/A

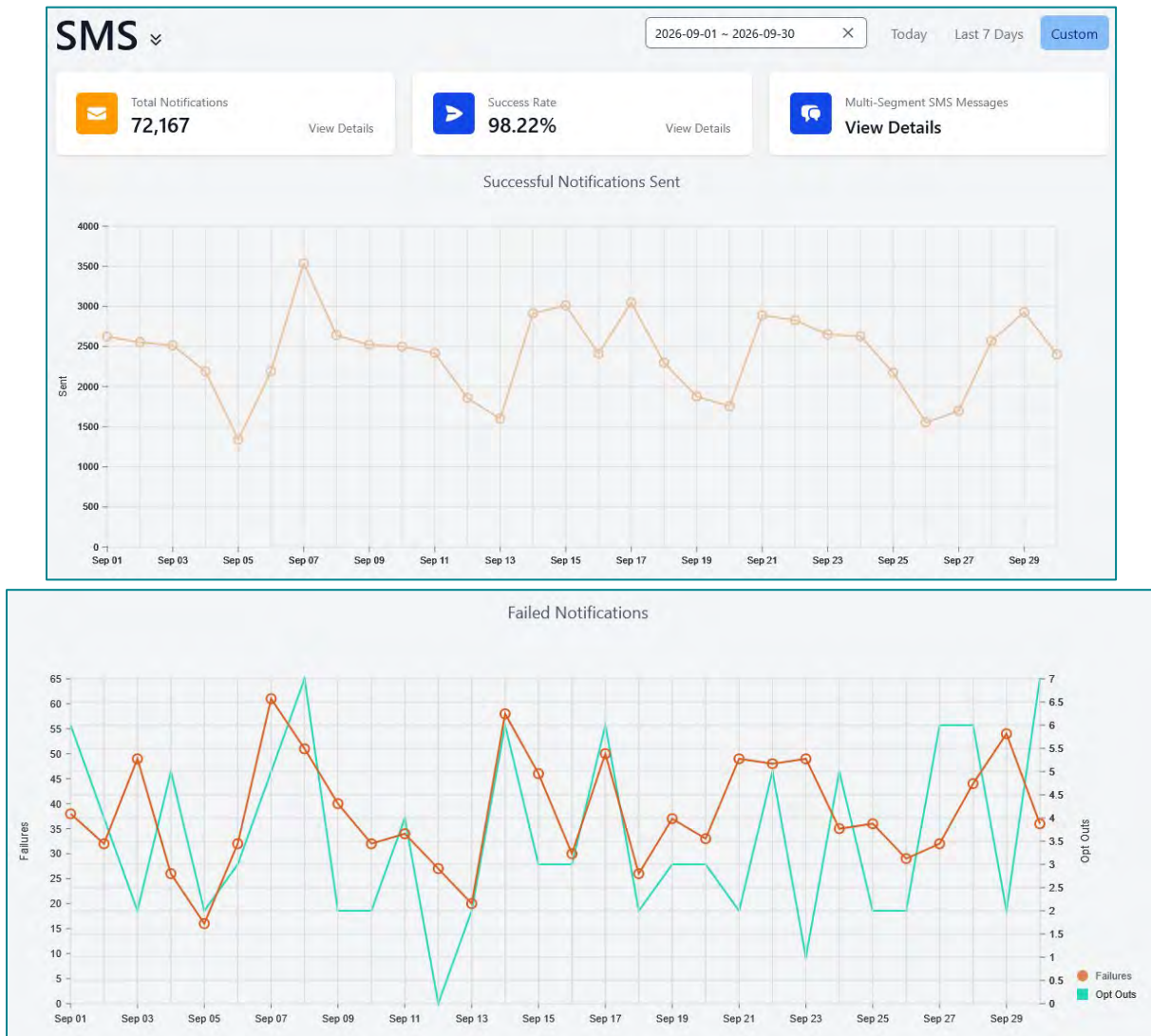
Email Notices

September 2026



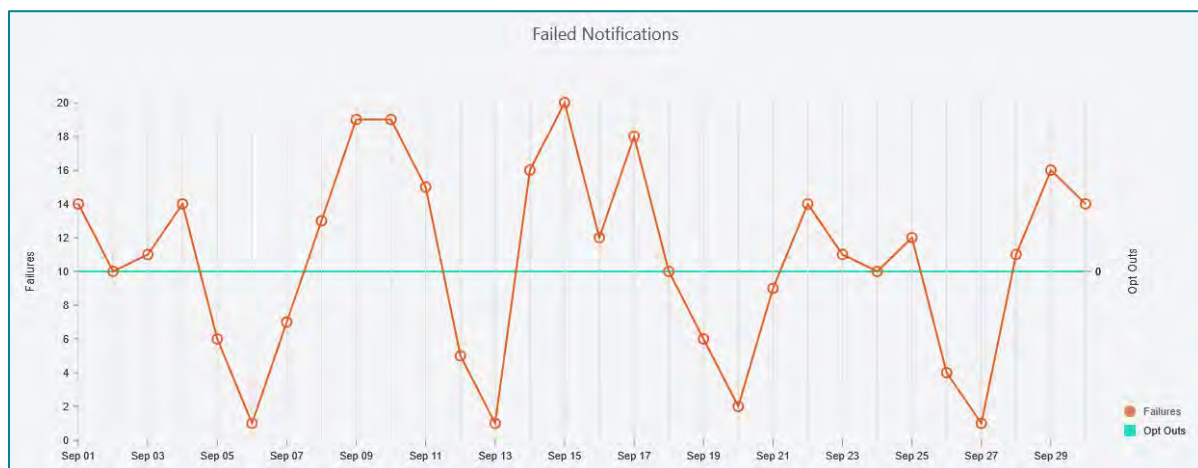
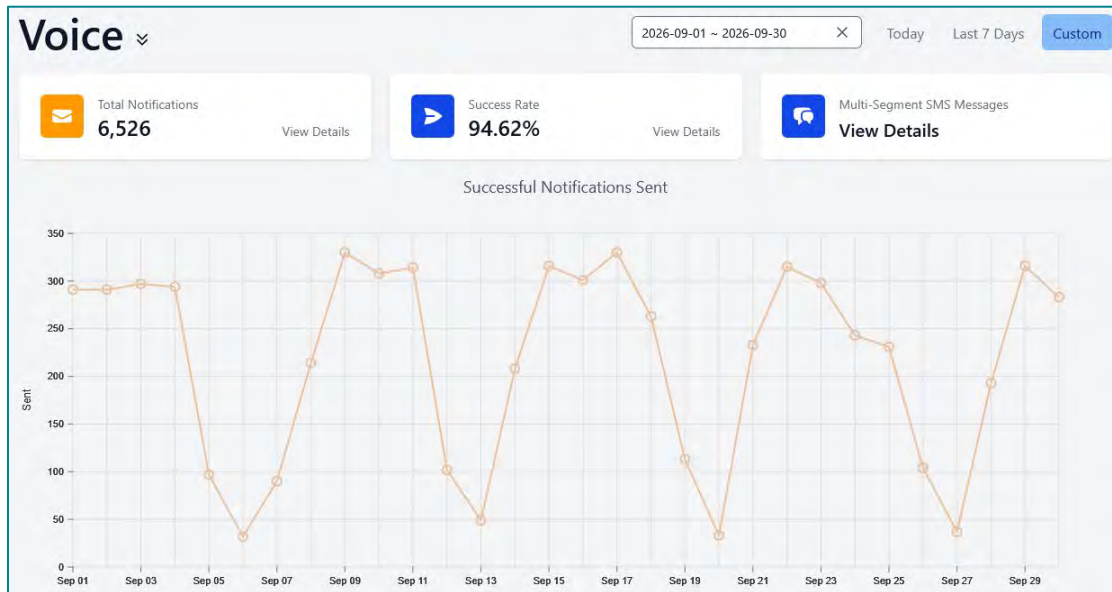
SMS Notices

September 2026



Voice Notices

September 2026



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
July, 2026	353	\$ 351.37
August, 2026	351	\$ 354.51

September, 2026

381

\$ 384.81

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
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	69,697	67,478	99.06% (66,842)	273	8	35	535	2,015	169
Jul	68,693	61,737	97.23% (60,025)	308	5	5,033	1,667	1,738	185
Aug	65,885	52,296	94.46% (52,296)	191	4	8,973	3,092	1,370	182
Sep '26	60,614	50,384	99.12% (49,941)	201	3	8,668	436	1,403	159

September 2026



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.

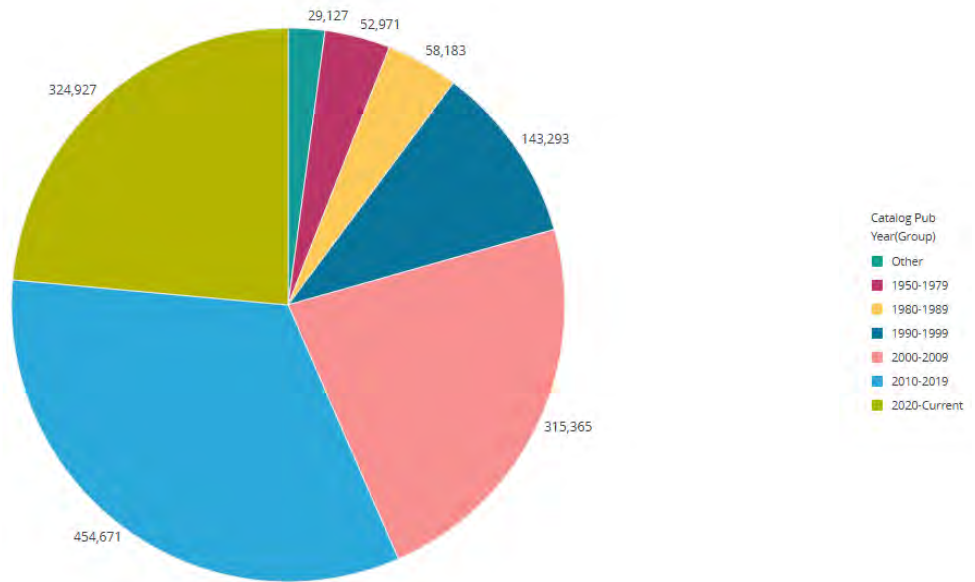
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2023	114	123	187	197	164	146	57	38	34	104	111	40	1,315
Copy 2023	2,925	2,213	2,352	1,819	2,630	2,310	1,752	2,215	1,875	2,338	1,968	1,838	26,235
Orig 2024	134	149	127	132	125	80	129	63	99	80	80	73	1,271
Copy 2024	2,072	1,936	1,633	1,967	1,727	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	144	159	136				
Copy 2026	1830	1766	2080	1372	1364	1770	1839	1705	1756				

Records Added

In September, SWAN libraries added 43,358 to the database, and a total of 5.566 new catalog records.

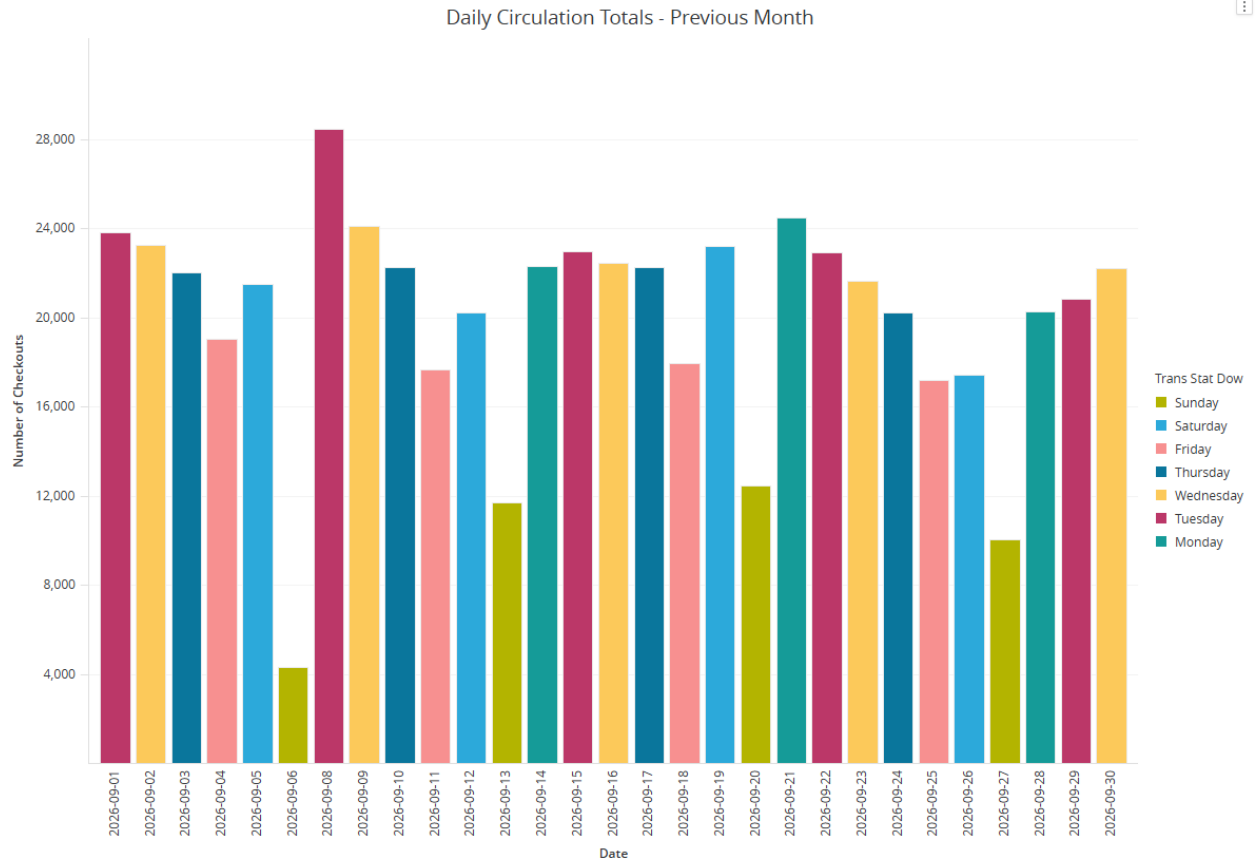
Currently, we have 1,378.537 unique bibliographic records with available items. Of these, 56% were published in or after 2010.

Title Count by Publication Year



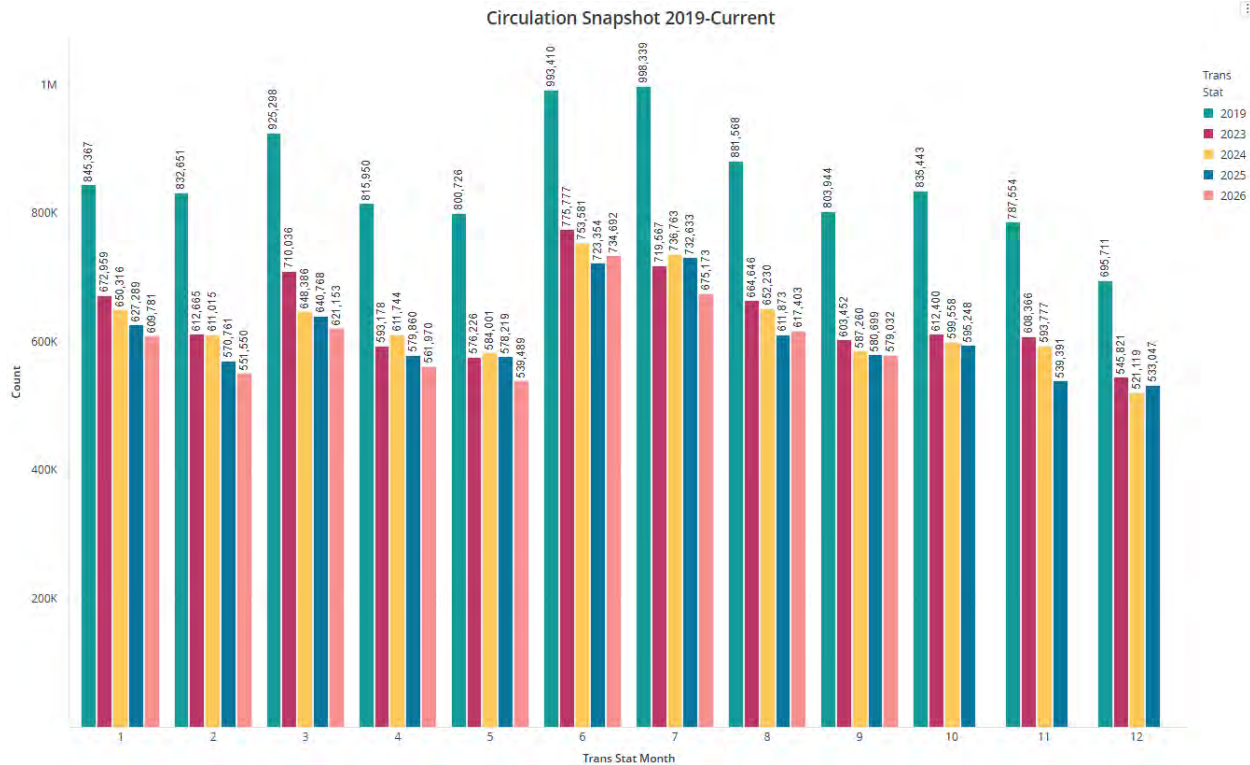
Circulation

In September there were 578,845 total circulations across all SWAN libraries.



Monthly total comparison since 2019

Systemwide physical circulation in September was steady in comparison with the total in September 2025. The count is 72% of the pre-pandemic count from September 2019.



Trends in Holds

In September, 199,574 holds were placed by 42,060 unique patrons unique patrons for an average of 4.7 items per holding patron. Of these, 161,277 were ultimately circulated, or about 80%. Hold placements/pickup remains steady in recent years, even as physical circulation tapers.

Interlibrary Loan & Resource Sharing

In September, Interlibrary loan checkouts between SWAN members totaled 114,964 for 20% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 17.8% of total checkouts at 101,741. Non-SWAN reciprocal borrowing made up another 3.5% of checkouts.

OCLC Worldwide Resource Sharing

In September, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 2.2 items lent for each item borrowed. We lent 2,695 items and 22 copies and borrowed 1,244 items and 35 copies.

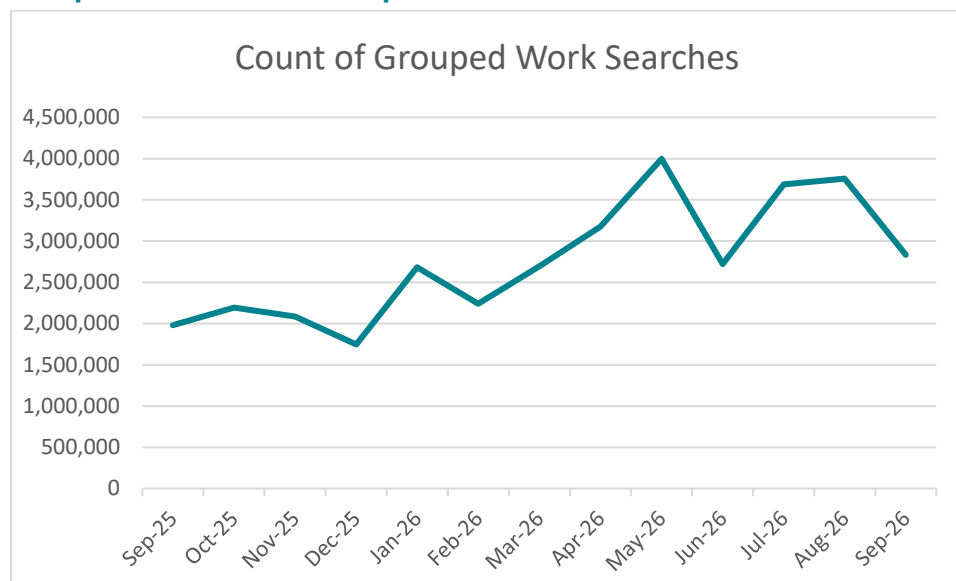
Online Public Catalog – Aspen

Note: We're investigating alternatives to Google Analytics for statistics. This month's statistics only show search term data from Google Analytics. We are continuing to update the [Patron Use Report](#) until the future of our catalog statistics is finalized.

Top 25 Searches in Aspen (September 2026)

- | | | |
|---------------------|-----------------------|-----------------------|
| 1. climate change | 11. autumn | 19. mystery |
| 2. calamity club | 12. wings of fire | 20. project hail mary |
| 3. theo of golden | 13. big little truths | 21. horror |
| 4. mad mabel | 14. minecraft | 22. dungeon crawler |
| 5. halloween | 15. apples | carl |
| 6. yesteryear | 16. the | 23. pokemon |
| 7. verity | correspondent | 24. dolly parton |
| 8. whistler | 17. hollow bones | 25. freida mcfadden |
| 9. fall | 18. mcfadden, | |
| 10. practical magic | freida | |

Grouped work searches in Aspen



SWAN Libraries + App – Aspen LiDA



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 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 Policies & Procedures

Current policies pertaining to the SWAN Board and governance, and SWAN member policies for policies pertaining to member libraries.

There are 20 policies and procedures in total.

Revision chart

SWAN Policy	Date updated
Electronic Attendance	9/2/2010
Database Management Policy	9/13/2013
Member Access to SWAN	10/18/2013
Purchasing Policy	2/21/2014
Code of Ethics	4/14/2014
Network Policy	10/17/2014
New Members Policy	10/17/2014
Public Comment at SWAN Meetings Policy	11/21/2014
Identity Protection Policy	10/16/2015
Procedures For Problem Resolution	12/18/2015
Patron Privacy Policy	3/19/2020
Circulation Policy	5/22/2020
Library Use Policy	2/19/2021
Investment of Public Funds	4/21/2023
Capital Items Policy	4/21/2023
Vendor Access Policy	4/26/2024
Requirements for SWAN Cataloging Libraries	10/18/2024
Reserve Cash Policy	3/20/2026
Procedure on Non-Payment of Membership Dues	4/17/2026
Patron Request - Data Erasure	

Electronic Attendance Policy

ADOPTED by the SWAN Council this 2nd day of September 2010.

Resolution Establishing the Process for SWAN Administrators' Council Participation by Electronic Means in Meetings

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 et seq., allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

WHEREAS, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

WHEREAS, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

WHEREAS, the SWAN Administrators' Council desires to allow for electronic attendance in certain circumstances and in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED by the President and SWAN Administrators' Council, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: Notices of meetings to be conducted in which a Council member participates by electronic means shall be given in accordance with the Open Meetings Act Minutes of such meetings shall reflect which Council member(s) attended via electronic means.

SECTION 3: The following rules shall apply for the conduct of any meeting at which any Council member participates via video or audio conference:

A. Except where it is not practicable, the Council member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means shall give notice to the President or Secretary not less than forty-eight (48) hours before the meeting date.

B. If the Council member provides notice of electronic participation before the meeting agenda is posted, the names of any Council members who will participate via electronic means shall be listed on the agenda and the agenda shall state whether the Council member is participating via video or audio conference. In all other cases, the Council member presiding at the meeting shall announce the name of the Council member

participating via electronic means, the Council member's method of participation and indicate the qualifying reason for it in the record before roll call is taken.

C. Council members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

1. Personal illness or disability;
2. Employment purposes;
3. Absence due to SWAN Council business; or
4. Family or other emergency.

D. At all meetings where a Council member participates via electronic means, all votes shall be taken by roll call vote. The Council member, if participating via audio conference, must, each time he/she wishes to speak, identify himself/herself by name and be recognized by the presiding officer before speaking.

F. The member participating electronically and other members of the Council must be able to communicate effectively, and any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the Council shall provide electronic communication equipment adequate to accomplish this objective at the meeting site.

SECTION 4: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 5: This Resolution shall be in full force and effect immediately upon its passage.

Itasca Community Library

Section 9. Electronic Attendance

If a quorum of the Board is physically present a Trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference. The term does not extend, for example, to communication via e-mail or instant messaging [5 ILCS 120/7(a)].

A Trustee desiring to attend the meeting by video or audio conference must notify the Library Director and/or Board President before the meeting, unless advance notice is impractical. A Trustee may attend by video or audio conference if the Trustee is prevented from physically attending the meeting because:

- Personal illness or disability
- Employment purposes
- Business of the Library
- Unexpected childcare obligation
- Family emergency
- Other emergency

A trustee attending by video or audio conference has the full rights of a Trustee who is physically present, i.e., the Trustee may vote, move or second motions, discuss the business on the agenda, and take other action as is appropriate.

Tinley Park Public Library

ELECTRONIC ATTENDANCE AT MEETINGS

The fullest participation and attendance in all board meetings should be achieved whenever possible; and the use of telephone/video conferencing for meeting attendance and voting, at least in some governmental meetings, is permissible so long as the conduct of the meeting is in accordance with the Open Meetings Act. The Board in all of its regular and special meetings and committee meetings complies and intends to comply with the provisions of the Open Meetings Act. When needed, the capabilities of telephone/video conferencing for its meetings, as more specifically set out in this policy, will enhance and further the public's business as conducted by the Board of Library Trustees as follows:

1. Meetings may be attended electronically under the provisions of the Illinois Open Meetings Act, provided that a physical quorum is present at the meeting location. Trustees wishing to attend electronically must notify the President and Secretary at least 24 hours in advance. Electronic participation must be publicly noticed, and all votes during electronic attendance must be taken by roll call.
2. All pertinent provisions of the Open Meetings Act must be complied with, including specifically; the proper notice of any regular or special meeting; the proper record-keeping or minutes of each meeting; the appropriate agenda preparation for each meeting which, in addition, shall be posted along with the notice of the meeting; and any use of closed sessions shall be in compliance with the provisions of the Act.
3. The location of the meeting included on the notice shall be equipped with a suitable speaker-phone system in order that the public audience, the trustees in attendance and any staff or guest(s) will be able to hear any input, vote or discussion of the teleconference and that any other location where the board conducts regular business shall have similar speaker-phone capabilities for use by board members, staff or public audience to attend at that location, if requested at least 24 hours in advance of the meeting.

4. That sufficient security and identification procedures are employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all trustees attending or voting purposes are in fact authorized trustees with the right to speak and vote.
5. As soon as it becomes apparent to the board that a meeting will require telephone/video conference, all subsequent notices of the meeting shall indicate that one or more trustees will or may be attending by telephone connection and the location or locations where speaker-phones will be available shall be noted thereon. In the event that the notice of the meeting has already been disseminated and posted, a follow-up notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board.
6. All trustees attending meetings by telephone/video conference are entitled to vote as if they were personally and physically present at the meeting site so long as the telephone connection exists. All votes shall be taken by roll call to ensure that non-physically present members are casting their own votes if they cannot be seen.
7. This policy shall not be construed to mean that teleconferencing shall be regularly used or used at every meeting of the Board, but shall be used only as necessary to allow participation of Board members who are unable to attend in person due to circumstances beyond their control. Acceptable circumstances include, but are not limited to, personal illness, disability, business purposes or the business of the public body, or family or other emergency.
8. Teleconferencing shall not be provided for members of the public to use in order to attend or participate in a meeting.
9. Only two trustees may participate by electronic attendance at a meeting. The presiding officer shall be present at the meeting. In the event that the President is not physically present at the meeting, the Vice-President shall preside.

10. The Board of Library Trustees may conduct a closed meeting, pursuant to one of the exceptions to the Open Meetings Act, by way of a telephone conference call, provided that there is compliance with other requirements of the Act.

11. The meeting minutes shall indicate those trustees who attended by telephone connection, and in the event the entire meeting is not so attended, shall indicate those portions of the meeting which were attended by telephone conference.

In extraordinary circumstances, such as public health emergencies or natural disasters, the Board may hold meetings entirely by electronic means in compliance with the Illinois Open Meetings Act and guidance from the Illinois Attorney General.