SWAN BOARD MEETING AGENDA

November 20, 2026 9:30 a.m.

West Chicago Public Library District
118 West Washington Street
West Chicago, IL 60185-2803

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 November 20, 2026 SWAN Board Meeting Agenda

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE NOVEMBER 20, 2026 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, October 2026 (Exhibit pgs. 4-15)

   a. Balance sheet and detail of expenditures for October 2026
   b. Approval of the payment of bills for October 1, 2026, through October 31, 2026 in the amount of $85,558.64

   RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR OCTOBER 1 THROUGH OCTOBER 31, 2026 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR OCTOBER 2026

5. Action Item – Acceptance of the October 16, 2026, SWAN Board Meeting Minutes (Exhibit pgs. 16-18)

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

6. Action Item – Acceptance of the October 16, 2026, SWAN Finance Committee Meeting Minutes (Exhibit pgs. 19-20)

   RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 16, 2026 SWAN FINANCE COMMITTEE MEETING MINUTES AS PRESENTED

7. Action Item— Recommendation from SWAN Secretary on Closed Meeting Minutes

RESOLVED, THAT THE SWAN BOARD APPROVES KEEPING EXECUTIVE SESSION MINUTES FROM FRIDAY, JULY 19, 2013, FRIDAY, NOVEMBER 15, 2013, FRIDAY, MARCH 21, 2014, MONDAY, NOVEMBER 17, 2014, FRIDAY, JUNE 19, 2015, FRIDAY, JUNE 17, 2016, FRIDAY, JUNE 16, 2017, FRIDAY, DECEMBER 15, 2017, FRIDAY, FEBRUARY 16, 2018, FRIDAY, MARCH 16, 2018, FRIDAY, JUNE 15, 2018, FRIDAY, MAY 17, 2019, FRIDAY, JUNE 28, 2019, FRIDAY, FEBRUARY 21, 2020, FRIDAY, JUNE 20, 2025 CLOSED BASED ON REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1) AND THE CONTINUED NEED FOR CONFIDENTIALITY OF THESE MINUTES;

AND BE IT RESOLVED THAT THE SWAN BOARD APPROVES THE DESTRUCTION OF RECORDINGS OLDER THAN 18 MONTHS FROM THE DATE OF THIS RESOLUTION, NOVEMBER 20, 2026, BASED ON THE REVIEW AND RECOMMENDATION OF SWAN BOARD SECRETARY PER ILCS/5 120.2.06 (D) (1).

8. Reports
   a. Board President Report
   b. Executive Director Report (Exhibit pgs. 21-27)
   c. Operations Report (Exhibit pgs. 28-45)
   d. Treasurer Report
   e. Board Calendar

9. Discussion Item—SirsiDynix agreement extension

10. Discussion Item—Strategic plan draft (Exhibit pgs. 66-67)

11. Information Item—Sick Leave Donation annual report (Exhibit pgs. 68-72)

12. Discussion Item—FY28 budget draft (Exhibit pgs. 73-86)

13. Discussion-- Member satisfaction survey

14. Discussion Item— December 4, 2025 Quarterly meeting agenda (Exhibit pg. 87)

15. 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

October 31, 2026

Prepared By

Lauterbach & Amen

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SWAN Library Services
Balance Sheet
As of October 31, 2026

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	454,849.08
Hinsdale Bank - MM - 5010	1,631,007.41
IMET Funds	389,183.29
Propay Funds	42.86
Total Cash and Cash Equivalents	$ 2,475,082.64
Current Assets	
Accounts Receivable	407,295.03
REINT Receivable	-
Other Receivables	-
Deposits	8,352.42
Prepaid Expenses	239,383.27
Total Current Assets	$ 655,030.72
Capital Assets	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(356,828.91)
Total Capital Assets	$ 10,949.95
Other Assets	
Intangible Right to Use Asset - Office Space	553,961.57
Accumulated Amortization - Right to Use Asset	(258,280.43)
Subscription Asset	1,400,555.21
Accumulated Amortization - Subscription Asset	(680,106.41)
Total Other Assets	$ 1,016,129.94
Total Assets	$ 4,157,193.25
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,883.46
Accrued Payroll	13,932.21
Compensated Absences	455,140.75
Lease Payable	316,030.00
Total Current Liabilities	$ 791,986.42
Long Term Liabilities	
Subscription Liability	996,456.00
Accrued Interest Liability - SBITA	5,808.58
Total Long Term Liabilities	$ 1,002,264.58
Total Liabilities	$ 1,794,251.00
FUND BALANCE	
Beginning Net Assets	
Unrestricted	1,803,071.83
Total Beginning Net Assets	$ 1,803,071.83
Current YTD Net Income	$ 559,870.42
Total Fund Balance	$ 2,362,942.25
Total Liabilities and Fund Balances	$ 4,157,193.25

Statement of Revenue and Expenses Summary
For the 4 Months Ended October 31, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4000 - Membership Fees	$764,634.08	$1,532,930.82	$3,077,385.00	$ 1,544,454.18	49.81%
4100 - Membership Reimbursements	-	85.00	5,600.00	5,515.00	1.52%
4200 - Reimbursement for Losses	11,520.58	25,114.81	91,200.00	66,085.19	27.54%
4300 - Grant Revenue	128,942.12	257,884.22	515,768.00	257,883.78	50.00%
4400 - Registration & Event Receipts	-	8,145.00	6,260.00	(1,885.00)	130.11%
4500 - Investment & Interest	6,870.00	29,220.89	125,000.00	95,779.11	23.38%
4600 - Reserve Fund Transfer	-	-	5,064.00	5,064.00	0.00%
Total Revenue	911,966.78	1,853,380.74	3,826,277.00	1,972,896.26	48.44%
Expenses					
5000 - Salaries & Wages	132,056.34	591,494.07	1,702,717.00	1,111,222.93	34.74%
5020 - Personnel Benefits	47,768.45	177,355.51	482,500.00	305,144.49	36.76%
5100 - Building & Grounds	4,818.76	18,397.81	52,760.00	34,362.19	34.87%
5200 - Professional Development	1,045.77	3,895.72	27,030.00	23,134.28	14.41%
5300 - Membership Development	10,776.69	11,183.24	11,800.00	616.76	94.77%
5400 - Information & Technology Services	10,152.40	410,408.44	1,287,300.00	876,891.56	31.88%
5500 - General Office	1,268.78	1,745.81	4,300.00	2,554.19	40.60%
5600 - Hardware & Equipment	-	420.00	3,000.00	2,580.00	14.00%
5700 - Insurance	4,107.00	4,107.00	13,700.00	9,593.00	29.98%
5800 - Contractual Services	9,031.14	47,321.70	143,460.00	96,138.30	32.99%
5900 - Library Materials & Content	14,831.02	24,757.78	91,200.00	66,442.22	27.15%
6000 - Interest & Fees	544.32	2,423.24	5,050.00	2,626.76	47.98%
Total Expenses	236,400.67	1,293,510.32	3,826,277.00	2,532,766.68	33.81%
Excess Revenues less Expenses	$ 675,566.11	$ 559,870.42	$ 0.00	$ (559,870.42)	

Statement of Revenue and Expenses
For the 4 Months Ended October 31, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	$ 764,634.08	$ 1,532,930.82	$ 3,073,185.00	$ 1,540,254.18	49.88%
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	11,520.58	25,114.81	47,800.00	22,685.19	52.54%
4240 - E-Commerce Transactions	0.00	0.00	43,400.00	43,400.00	0.00%
4310 - RAILS Support to SWAN	128,942.12	257,884.22	515,768.00	257,883.78	50.00%
4499 - Annual Conference Receipts	0.00	8,145.00	6,260.00	(1,885.00)	130.11%
4510 - Interest Income	3,113.04	24,252.60	100,000.00	75,747.40	24.25%
4520 - Investment Income	3,756.96	4,968.29	25,000.00	20,031.71	19.87%
4600 - Reserve Fund Transfer	0.00	0.00	5,064.00	5,064.00	0.00%
Total Revenue	911,966.78	1,853,380.74	3,826,277.00	1,972,896.26	48.44%
Expenses					
5000 - Salaries & Wages	132,056.34	591,494.07	1,702,717.00	1,111,222.93	34.74%
5021 - FICA Expense	9,785.84	43,924.38	115,000.00	71,075.62	38.20%
5023 - Worker's Compensation	5,493.00	5,493.00	3,900.00	(1,593.00)	140.85%
5024 - Retirement Benefits	12,657.66	52,630.64	167,100.00	114,469.36	31.50%
5025 - Health, Dental, Life And Disability Insurance	19,462.98	74,643.36	195,000.00	120,356.64	38.28%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	368.97	664.13	400.00	(264.13)	166.03%
5110 - Rent/Lease	4,290.63	17,048.10	50,600.00	33,551.90	33.69%
5120 - Utilities	325.54	1,022.12	1,200.00	177.88	85.18%
5140 - Repairs & Maintenance	202.59	327.59	960.00	632.41	34.12%
5210 - Conference Travel	1,045.77	2,480.91	10,000.00	7,519.09	24.81%
5220 - Staff Meetings	0.00	550.83	900.00	349.17	61.20%
5230 - Staff Professional Development	0.00	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	0.00	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	10,776.69	10,776.69	9,500.00	(1,276.69)	113.44%
5420 - Application Software Licensing	136.60	636.00	16,800.00	16,164.00	3.79%
5430 - Server Software Licensing	6,809.79	20,831.84	129,000.00	108,168.16	16.15%
5440 - Library Services Platform	1,639.80	329,271.32	1,049,700.00	720,428.68	31.37%
5450 - Data Management Services	973.60	10,547.34	35,100.00	24,552.66	30.05%
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	1,862.73	7,100.00	5,237.27	26.24%
5490 - Group Purchases - Services	0.00	0.00	2,600.00	2,600.00	0.00%
5510 - Office Supplies	1,224.91	1,272.35	3,500.00	2,227.65	36.35%
5520 - Postage	0.00	169.85	800.00	630.15	21.23%
5599 - Annual Conference Supplies	43.87	303.61	0.00	(303.61)	0.00%
5690 - Group Purchases - Hardware	0.00	420.00	3,000.00	2,580.00	14.00%
5700 - Insurance	4,107.00	4,107.00	13,700.00	9,593.00	29.98%
5810 - Legal	0.00	0.00	6,000.00	6,000.00	0.00%
5820 - Accounting	1,150.00	3,450.00	22,060.00	18,610.00	15.64%
5830 - Consulting	0.00	0.00	12,800.00	12,800.00	0.00%
5840 - Payroll Service Fees	516.83	1,740.10	4,600.00	2,859.90	37.83%
5860 - Notification & Collection	7,364.31	29,110.60	85,900.00	56,789.40	33.89%
5899 - Annual Conference Facility Contract	0.00	13,021.00	12,100.00	(921.00)	107.61%
5920 - Reimburse for Resource Sharing	14,831.02	24,757.78	47,800.00	23,042.22	51.79%

Statement of Revenue and Expenses
For the 4 Months Ended October 31, 2026

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5940 - E-Commerce Payment Transactions	0.00	0.00	43,400.00	43,400.00	0.00%
6010 - Bank Fees	544.32	2,423.24	5,000.00	2,576.76	48.46%
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	236,400.67	1,293,510.32	3,826,277.00	2,532,766.68	33.81%
Excess Revenues less Expenses	$ 675,566.11	$ 559,870.42	$ 0.00	$ (559,870.42)	

SWAN Library Services
Check Register
All Bank Accounts
October 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Margaret Cosgrove				11813	10/09/26	69.43
2005	Library Consortia Special Interest Group Funds	Margaret Cosgrove - SIG refreshments	69.43			
Addison Public Library				11814	10/14/26	2,198.29
5920	Reimburse for Resource Sharing	Addison Public Library	2,198.29			
Alsip-Merrionette Park Public Library				11815	10/14/26	362.21
5920	Reimburse for Resource Sharing	Alsip-Merrionette Park Public Library	362.21			
Bedford Park Public Library District				11816	10/14/26	99.00
5920	Reimburse for Resource Sharing	Bedford Park Public Library District	99.00			
Bensenville EL School District # 2				11817	10/14/26	39.17
5920	Reimburse for Resource Sharing	Bensenville EL School District # 2	39.17			
Berwyn Public Library				11818	10/14/26	418.33
5920	Reimburse for Resource Sharing	Berwyn Public Library	418.33			
Bloomingdale Public Library				11819	10/14/26	151.62
5920	Reimburse for Resource Sharing	Bloomingdale Public Library	151.62			
Blue Island Public Library				11820	10/14/26	868.06
5920	Reimburse for Resource Sharing	Blue Island Public Library	868.06			
Bridgeview Public Library				11821	10/14/26	161.42
5920	Reimburse for Resource Sharing	Bridgeview Public Library	161.42			
Calumet City Public Library				11822	10/14/26	198.54
5920	Reimburse for Resource Sharing	Calumet City Public Library	198.54			
Chicago Heights Public Library				11823	10/14/26	45.00
5920	Reimburse for Resource Sharing	Chicago Heights Public Library	45.00			
Chicago Public Library				11824	10/14/26	204.00
5920	Reimburse for Resource Sharing	Chicago Public Library	204.00			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Chicago Ridge Public Library				11825	10/14/26	213.00
5920	Reimburse for Resource Sharing	Chicago Ridge Public Library	213.00			
Cicero Public Library				11826	10/14/26	359.87
5920	Reimburse for Resource Sharing	Cicero Public Library	359.87			
Crestwood Public Library District				11827	10/14/26	85.79
5920	Reimburse for Resource Sharing	Crestwood Public Library District	85.79			
Eisenhower Public Library District				11828	10/14/26	649.96
5920	Reimburse for Resource Sharing	Eisenhower Public Library District	649.96			
Elmwood Park Public Library				11829	10/14/26	43.50
5920	Reimburse for Resource Sharing	Elmwood Park Public Library	43.50			
Evergreen Park Public Library				11830	10/14/26	94.44
5920	Reimburse for Resource Sharing	Evergreen Park Public Library	94.44			
Flossmoor Public Library				11831	10/14/26	155.70
5920	Reimburse for Resource Sharing	Flossmoor Public Library	155.70			
Franklin Park Public Library District				11832	10/14/26	354.17
5920	Reimburse for Resource Sharing	Franklin Park Public Library District	354.17			
Geneva Public Library District				11833	10/14/26	52.90
5920	Reimburse for Resource Sharing	Geneva Public Library District	52.90			
Glenside Public Library				11834	10/14/26	132.63
5920	Reimburse for Resource Sharing	Glenside Public Library	132.63			
Green Hills Public Library District				11835	10/14/26	151.89
5920	Reimburse for Resource Sharing	Green Hills Public Library District	151.89			
Harvey Public Library District				11836	10/14/26	103.00
5920	Reimburse for Resource Sharing	Harvey Public Library District	103.00			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Hillside Public Library				11837	10/14/26	206.00
5920	Reimburse for Resource Sharing	Hillside Public Library	206.00			
Hinsdale Public Library				11838	10/14/26	115.46
5920	Reimburse for Resource Sharing	Hinsdale Public Library	115.46			
Homewood Public Library District				11839	10/14/26	224.53
5920	Reimburse for Resource Sharing	Homewood Public Library District	224.53			
La Grange Public Library				11840	10/14/26	579.54
5920	Reimburse for Resource Sharing	La Grange Public Library	579.54			
Matteson Public Library				11841	10/14/26	146.01
5920	Reimburse for Resource Sharing	Matteson Public Library	146.01			
McCook Public Library District				11842	10/14/26	55.00
5920	Reimburse for Resource Sharing	McCook Public Library District	55.00			
National University of Health Sciences				11843	10/14/26	43.95
5920	Reimburse for Resource Sharing	National University of Health Sciences	43.95			
North Riverside Public Library District				11844	10/14/26	278.08
5920	Reimburse for Resource Sharing	North Riverside Public Library District	278.08			
Oak Brook Public Library				11845	10/14/26	172.05
5920	Reimburse for Resource Sharing	Oak Brook Public Library	172.05			
Oak Lawn Public Library				11846	10/14/26	672.66
5920	Reimburse for Resource Sharing	Oak Lawn Public Library	672.66			
Oak Park Public Library				11847	10/14/26	717.74
5920	Reimburse for Resource Sharing	Oak Park Public Library	717.74			
Palos Heights Public Library				11848	10/14/26	77.49
5920	Reimburse for Resource Sharing	Palos Heights Public Library	77.49			

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Prairie Trails Public Library District				11849	10/14/26	50.68
5920	Reimburse for Resource Sharing	Prairie Trails Public Library District	50.68			
Richton Park Public Library District				11850	10/14/26	320.00
5920	Reimburse for Resource Sharing	Richton Park Public Library District	320.00			
River Grove Public Library District				11851	10/14/26	34.61
5920	Reimburse for Resource Sharing	River Grove Public Library District	34.61			
Riverdale Public Library District				11852	10/14/26	128.74
5920	Reimburse for Resource Sharing	Riverdale Public Library District	128.74			
Riverside Public Library				11853	10/14/26	34.91
5920	Reimburse for Resource Sharing	Riverside Public Library	34.91			
Roselle Public Library				11854	10/14/26	118.79
5920	Reimburse for Resource Sharing	Roselle Public Library	118.79			
Schiller Park Public Library				11855	10/14/26	39.05
5920	Reimburse for Resource Sharing	Schiller Park Public Library	39.05			
South Holland Public Library				11856	10/14/26	138.85
5920	Reimburse for Resource Sharing	South Holland Public Library	138.85			
St. Charles Public Library District				11857	10/14/26	393.24
5920	Reimburse for Resource Sharing	St. Charles Public Library District	393.24			
Sugar Grove Public Library District				11858	10/14/26	36.88
5920	Reimburse for Resource Sharing	Sugar Grove Public Library District	36.88			
The Theosophical Society in America				11859	10/14/26	129.93
5920	Reimburse for Resource Sharing	The Theosophical Society in America	129.93			
Thomas Ford Memorial Library				11860	10/14/26	540.82
5920	Reimburse for Resource Sharing	Thomas Ford Memorial Library	540.82			

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Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Tinley Park Public Library				11861	10/14/26	756.76
5920	Reimburse for Resource Sharing	Tinley Park Public Library	756.76			
University Park Public Library District				11862	10/14/26	52.88
5920	Reimburse for Resource Sharing	University Park Public Library District	52.88			
Westmont Public Library				11863	10/14/26	419.43
5920	Reimburse for Resource Sharing	Westmont Public Library	419.43			
William Leonard Public Library District				11864	10/14/26	436.59
5920	Reimburse for Resource Sharing	William Leonard Public Library District	436.59			
Wood Dale Public Library District				11865	10/14/26	129.42
5920	Reimburse for Resource Sharing	Wood Dale Public Library District	129.42			
Woodridge Public Library				11866	10/14/26	638.44
5920	Reimburse for Resource Sharing	Woodridge Public Library	638.44			
Backstage Library Works				ACH Backstage	10/29/26	973.60
5450	Data Management Services	Backstage Library Works - MARS authority processing - September	458.80			
5450	Data Management Services	Backstage Library Works - MARS authority processing - October	514.80			
Comcast				ACH Comcast	10/05/26	255.02
5480	Telecommunications	Comcast - Sep 11, 2026 to Oct 10, 2026	255.02			
ComEd				ACH ComEd	10/22/26	325.54
5120	Utilities	ComEd - 9 /4/26 THROUGH 10/7/26	325.54			
First Bankcard				ACH First Bankca	10/15/26	19,821.04
5599	Annual Conference Supplies	First Bankcard - EXPO	25.67			
5599	Annual Conference Supplies	First Bankcard - EXPO	18.20			
5480	Telecommunications	First Bankcard - Grasshopper	49.59			
5330	Library Professional Development	First Bankcard - ICS Learning Group	6,873.60			

SWAN Library Services
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All Bank Accounts
October 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5140	Repairs & Maintenance	First Bankcard - Imperial Surveillance Qtrly	202.59			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	2,355.69			
5420	Application Software Licensing	First Bankcard - Microsoft	75.60			
5330	Library Professional Development	First Bankcard - ICS Learning Group	3,903.09			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	4,454.10			
5860	Notification & Collection	First Bankcard - Sendgrid	289.00			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5420	Application Software Licensing	First Bankcard - Mailchimp	61.00			
5510	Office Supplies	First Bankcard - mini cable, carrying case, microphone stand, presentation clicker	1,224.91			
915 Harger Group				ACH Harger Rent	10/29/26	4,290.63
5110	Rent/Lease	915 Harger Group - November	4,290.63			
Lauterbach & Amen, LLP				ACH L&A	10/29/26	1,150.00
5820	Accounting	Lauterbach & Amen, LLP - September	1,150.00			
LIMRiCC				ACH LIMRiCC	10/29/26	21,924.76
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - October	21,924.76			
MissionSquare Retirement				ACH Mission Squa	10/29/26	250.00
5024	Retirement Benefits	MissionSquare Retirement Qtrly 10/1-12/31	250.00			
Reliance Standard Life Insurance Co.				ACH RSLI	10/29/26	2,139.04
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - September	1,069.52			
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - October	1,069.52			
Springshare, LLC				ACH Springshare	10/29/26	1,639.80
5440	Library Services Platform	Springshare, LLC - Qtrly (patron point)	1,639.80			
Tara Wood				ACH Tara Wood	10/29/26	1,045.77

SWAN Library Services
Check Register
All Bank Accounts
October 2026

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5210	Conference Travel	Tara Wood	1,045.77			
The Hartford, Inc.				ACH The Hartford	10/01/26	9,600.00
5700	Insurance	The Hartford, Inc. Busines Ins. 10/1/26-10/1/27	4,107.00			
5023	Worker's Compensation	The Hartford, Inc. 10/1/26-10/1/27	5,493.00			
Unique Integrated Communications, Inc.				ACH UMS	10/29/26	7,075.31
5860	Notification & Collection	Unique Integrated Communications, Inc. MessageBee - Sept.	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices - Sept.	384.81			
Wellness Insurance Network-WIN				ACH WIN	10/29/26	167.68
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - October	167.68			
					Check List Total	85,558.64

SWAN BOARD MEETING MINUTES

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**

   President Musil called the meeting to order at 9:33 a.m. The following Board members were present to establish a quorum.

   Kate Buckson
   Ridgeway Burns
   Dawn Bussey – arrived at 9:36 a.m.
   Zach Musil
   Tammy Sheedy
   Laura Van Cleve – arrived at 9:41 a.m.
   Ben Weseloh

2. **Introduction of Visitors/Public Comment**

   Aaron Skog, SWAN Executive Director
   Ginny Blake, SWAN Business Manager

   There was no public comment.

3. **Action Item**

   Acceptance of the October 16, 2026, SWAN Board Meeting Agenda

   Amendment to the agenda to remove Action Item #7 from the agenda

   Weseloh moved, seconded by Sheedy that it be

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

   Motion carried by unanimous voice vote.

4. **Action Item**

   Approval of SWAN Financials, July 2026

   Burns moved, seconded by Sheedy that it be

   > RESOLVED THAT THE SWAN BOARD ACCEPTS THE PAYMENT OF BILLS FOR SEPTEMBER 1, 2026 – SEPTEMBE 30, 2026 AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR SEPTEMBER 2026

   Motion carried by roll call with the following results:

DRAFT

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

5. Action Item

Acceptance of the September 18, 2026, SWAN Board Meeting Minutes

Weseloh moved, seconded by Buckson that it be

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

Motion carried by unanimous voice vote.

6. **Reports**

a. **Board President Report**

None

b. **Executive Report**

Skog gave an update on activities listed in the packet and reviewed financial reports and balance sheet. The SWAN ILS Search Committee released the official RFP document on October 14th. The financial audit for fiscal year 2026 is underway and the Board agreed to have the audit presented at the December Board Meeting. A brief discussion ensued regarding getting the tax information from Cook County Treasurer Office and what will be used to build the membership fees for the upcoming fiscal year.

Operations Report

Skog updated the board on activities listed in the report. SWAN is looking at changing from Sendgrid to another vendor due to ongoing support problems with Sendgrid.

c. **Treasurers Report**

Bussey reported that SWAN employees inquired about the possibility of SWAN joining IMRF. Bussey and Skog discussed the needing more information, and Skog approached a representative from IMRF for requirements, one of which would be a required cost study of $1,457.00. The board agreed to do the study, and it will be put into the FY28 budget. They also suggested to run a poll with the SWAN staff about the IMRF program and to explore other employee benefits for the organization such as an HAS.

d. **Board Calendar**

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

DRAFT

7. **Discussion Item** SWAN Electronic Attendance Policy

   The board discussed the Electronic Attendance Policy which had not been updated since 2010. Skog will send over the policy Klein, Thorpe & Jenkins to review and suggested changes.

Musil ended the meeting at 11:00 am.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

_____

Board Secretary

DRAFT

SWAN Finance Committee Meeting Minutes

October 21, 2026 4:00 p.m.
Online meeting

Call to Order, Roll Call

The meeting was called to order at 4:00 p.m.

Ben Weseloh, West Chicago Public Library District
Dawn Busey, Glen Ellyn Public Library District
Kate Buckson, St Charles Public Library District
Aaron Skog, SWAN Executive Director

Introduction of Visitors/Public Comment

Ginny Blake, SWAN Business Manager
Scott Brandwein, SWAN Assistant Director

SWAN cyber risk insurance
Skog presented an analysis of cyber insurance coverage options, discussing the current $1 million coverage limit and proposals for increasing to $2 million or $5 million. He reviewed different insurance providers including Travelers, CFC, and Coalition, noting that some vendors were unable to offer higher coverage due to revenue limitations. Skog expressed concerns about network security requirements from providers and highlighted the importance of ensuring compatibility with their current security vendor Arctic Wolf, particularly regarding forensic services in the event of a breach. The committee agreed to budget $5 million coverage for the upcoming budget.

SWAN employee health benefits insurance
Skog researched LIMRiCC plans with insurance broker Hub's offerings and based on the prior year's research showed significant savings of 24% for SWAN and employees. LIMRiCC plans for 2027 were compared with Blue Cross Blue Shield plans provided by Hub, and the savings was much lower at 9%. The discussion on finding only a 9% savings concluded it was insufficient to justify switching providers, especially given the administrative burden of moving away from LIMRiCC's Employee Navigator system.

Fiscal Year 2028 membership fees

DRAFT

The FOIA request sent to Cook County Treasurer Office for 2024 tax distribution reports has been repeatedly extended at the request of the Treasurer Office. Based on the ongoing issues with the Office and its migration to a new software platform, Skog recommended building the membership fee formula using the prior year Cook County tax reports detailing 2023 distributions. Skog will continue to monitor the tax reporting capability and research other report options.

Meeting concluded 5:05 p.m.

Minutes Prepared by Aaron Skog

Respectfully Submitted,

_____

Sam Johnson, Board Secretary

DRAFT

SWAN Executive Director Report

November 20, 2026

Update on activities

BLUEcloud migration & outage

The planned migration of SirsiDynix BLUEcloud began on Tuesday, November 3rd which SWAN announced on its website as a news post and email sent via SWANcom the week prior and a reminder was sent the day before the migration. The Known Issues on the website included updates throughout this period until it was marked "resolved" on November 17th.

The purpose of this planned migration was to move the company's hosting infrastructure to an entirely new cloud solution, which was a requirement of SirsiDynix's new owner Harris Computer. This project was announced at COSUGI 2024 conference and took 18 months planning and effort since this impacted SirsiDynix customers globally. The company software-as-a-service (SaaS) team worked to migrate the smaller hosting sites first and refine the migration process until reaching the North American hosting locations which are the largest.

The North American migration was completed successfully within the announced window, but several issues emerged that impacted SWAN's BLUEcloud Analytics and BLUEcloud Commerce. Resolving these issues required SirsiDynix adjusting the hosting environment and creating software patches. Unfortunately, the Analytics issues would emerge overnight during the daily harvesting of data, and it would require waiting each night to see if their adjustments resolved the issue. SWAN's Analytics and Commerce were fully functional by November 13th. Libraries who reported Commerce issues were contacted directly by IT & System Support and after testing, we considered the issue resolved on November 17th.

Employment Law Conference

The HR Source Employment Law Conference this year covered several topics that I will be addressing over the upcoming months. The SWAN Employee Handbook was reviewed 3 years ago and based on the number of changes to workforce rules; I will be submitting the handbook for a legal review with HR Source. There were several questions asked by attendees that should be addressed within the handbook review, such as clarifying travel reimbursement when ride-shares are used by employees. The session on workplace accommodation was very helpful, and there are several templates from HR Source pertaining to accommodation requests that we will obtain and modify for use within the organization.

Projects

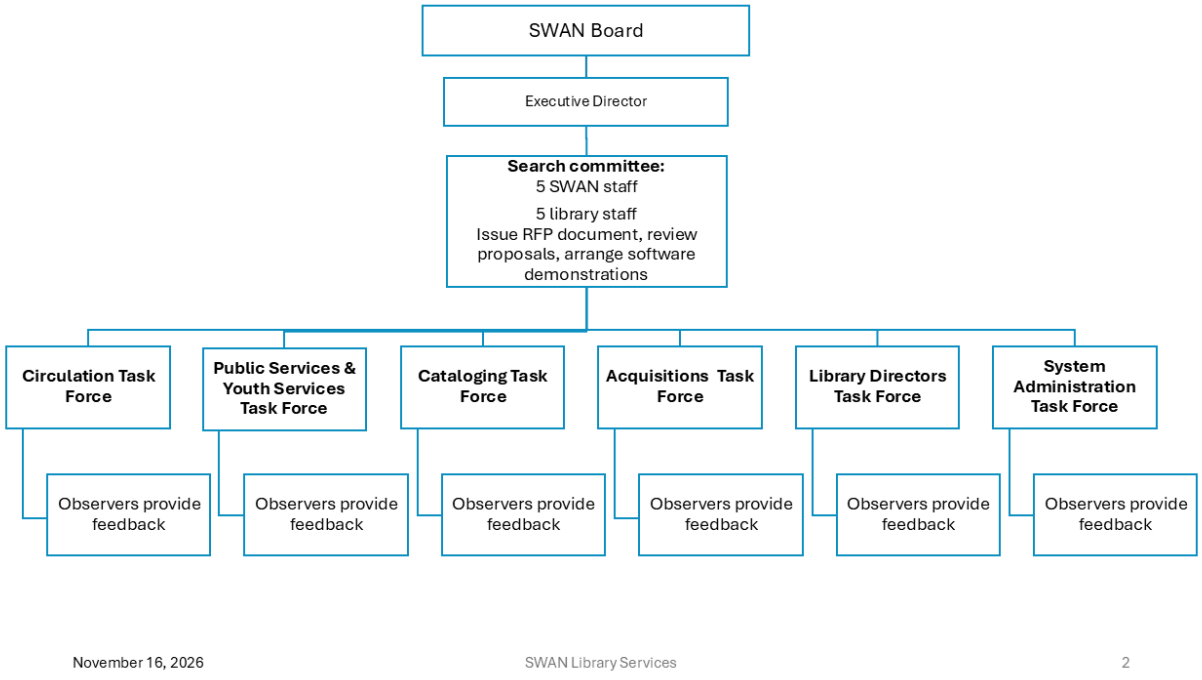
ILS Search Committee

The ILS Search Committee has met five times since formed, and we include written notes after each meeting for each posted meeting. There are two aims for the committee currently: the formation of Task Force Groups for membership input on the selection of the ILS, and completing the scoring matrix to be used by the committee to evaluate the proposals received.

The last meeting focused on planning the task force structure and scoring process for SWAN's ILS vendor selection process. We discussed forming specialized task forces for different areas including youth services, public services, cataloging, acquisitions, circulation, directors, and system administration, with each task force developing scenarios and questions for vendor demonstrations.

The Committee reviewed the scoring methodology using a weighted system against the RFP requirements, starting with a detailed examination of holds management functionality. We continued work at the next meeting to complete the scoring matrix.

On Monday, November 9th, SWAN announced the self-nomination process to participate in the ILS Search Committee's Task Force Groups. Written charges on the purpose and expectations of each Task Force Group are posted on the Task Force Group webpage. Each group will create scenarios for



The Library Directors Task Force has a different charge than the other groups. The purpose of Directors Task Force is to evaluate the ILS finalists' cost proposals during the second phase of SWAN's ILS selection

process. The Directors Task Force will review submitted written proposals, focusing on the sections pertaining to the five-year cost of the proposed system.

Software demonstrations will also be live streamed online to the wider SWAN membership and recorded. Feedback from attendees will be collected and provided to the appropriate Task Force Group after the demos.

A version of the updated timeline below is included in the RFP, which includes specific dates. We extended the deadline for proposal submission by 1 week per vendor request.

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~~ November 20, 2026	Proposer response due
December 4, 2026	Task Force Group self-nomination deadline
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. Dennis has requested additional time, so this will be ready for the December meeting of the SWAN Board.

Review of SWAN board & membership policies

The Electronic Attendance Policy is under legal review by KTJ.

Fiscal year 2026 Audit
We received the first draft of the audit from Lauterbach. The presentation of the audit by Lauterbach will take place at the December board meeting.

Board considerations

Strategic Plan
The most recent update to the 5-year SWAN strategic plan is included in this month's meeting packet for discussion. Here is an overview of some of the updates:

- "Strategic Goals" and "Objectives" have been exchanged in favor of consistency with other plans researched, including the most recent RAILS strategic plan which has 4 strategic goals and 14 objectives.
- Strategic Goal 1 was moved up from its second position in the document in order to emphasize the library staff experience of SWAN's technology platform, which includes the improving library satisfaction with the ILS and analytics.
- The Tactical Plan will be created after the strategic plan is approved, and the Tactical Plan will be updated annually. The Tactical Plan will utilize SMART goals. The "suggested activities" from the prior document have been removed as those were examples of what could be included in a Tactical Plan.

The plan was updated by the SWAN management team after a pause while we focused on issuing the RFP for the ILS and analytics platforms. This allowed us to update the strategic plan with a fresh view and renewed focus on seeking input from membership on areas of support, our service catalog, and collaboration without predetermining what those changes will look like.

Seeking feedback on plan
The RAILS strategic plan is open for feedback from its membership, and they are using a comment tool called Padlets to obtain feedback. This method could be used for obtaining feedback from SWAN membership, which would allow everyone to see comments. I suggest SWAN Board members look at the feedback on its draft strategic plan. My intention is to use Padlets for feedback on this version of the SWAN strategic plan. Here is the RAILS news post about its plan with links to Padlet: https://railslibraries.org/news/129675

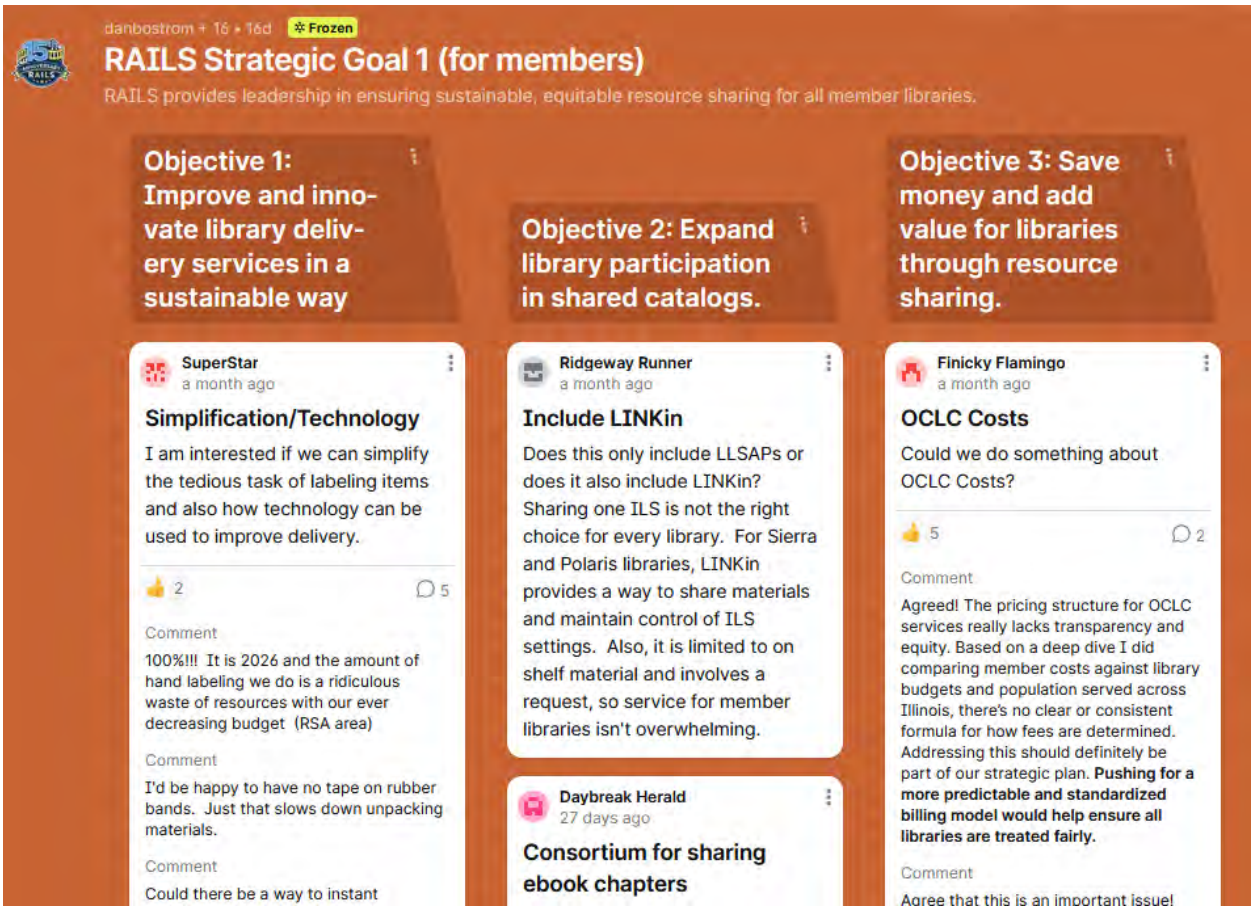


Figure 1: Screen shot from the RAILS use of Padlet to obtain membership feedback on its 14 objectives.

Fiscal year 2028 budget preparation

The Finance Committee met on Wednesday, October 21st to discuss the upcoming budget, cyber risk insurance coverage and employee health benefits. I have included a draft of the FY28 budget and membership fees for discussion.

SirsiDynix contract extension

I met with SirsiDynix sales representative Stacy Betts to discuss the extension options. The offer presented to SWAN in August is withdrawn, unfortunately. Instead, the proposal that will be submitted by SirsiDynix in response to SWAN's RFP will include a discount on the offered annual maintenance, exceeding the amount originally proposed as part of the renewal extension through April 30, 2029.

The deadline for the proposals within SWAN's RFP process is Friday, November 20th. After that proposal is submitted, I will have a conversation with SirsiDynix about the RFP selection timeline and the 1-year extension through April 30, 2028. SWAN's current agreement ends April 30, 2027.

Monthly Financial Report

October Balance Sheet

The Fund Balance Unrestricted line for October is $1,803,071.83 which changed from $2,070,405.06 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. SWAN now has 5.6 months operating expense in reserve.

September 2026	**Amount**
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

October 2026	**Amount**
Fund Balance Unrestricted	$1,803,071.83
Expenses to be paid from reserve	($5,064.00)
	$1,798,007.83
SWAN annual expense budget	$3,826,277.00
Number of months operating expense in reserve	5.6

Revenue & Expense Report

This month will be 33% 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. Total revenue ending October 31, 2026 is ahead of budgeted revenue due to second quarter SWAN membership fees being issued in October, and the second quarter RAILS LLSAP grant payment being received.

	FY27 Budget	**Ending October 2026**	**Percentage of budget YTD 33%**
Total Revenue	$3,826,277.00	$1,853,380.74	48%
Total Expenses	$3,826,277.00	$1,293,510.32	34%
Over / (Under)	**$0.00**	**$559,870.42**	

Accounts Receivable

4499—Annual Conference Receipts: 130.11%

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

Accounts Payable

5023—Worker's Compensation: 140.85%
The annual premium renewal in October was higher than expected at $5,493.

5085—Staff Wellness: 166.03%
As a benefit to all employees, SWAN will reimburse up to $35 per month/$420 per year for wellness-related activities. This benefit will be considered taxable income and paid via the payroll process. Wellness-related activities are those that result in a direct physical, nutritional, or other health-related benefit. More employees are participating in the program than in years prior.

5330—Library Professional Development: 113.44%
Subscription expenses for learning management system and online tutorial coursework. The subscriptions to Inquisiq and Articulate software is paid in full for the year.

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: October 2026

Summary

Statistics are reported through the month-end of October 2026. Membership engagement activities and system outages will be reported as of final assembly of the report (November 13th) to ensure that any critical system issues are documented as quickly as possible and other information is presented as timely as possible.

Member Engagement

Arecap 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
Various	ILS Search Committee Meeting	All	Membership Task Force
10/21/2026	Circulation Networking Group	Information Technology & System Support	Membership Meeting
10/22/2026	DUX Working Group	User Experience	Membership Meeting
10/27/2026	SWAN Fireside Chat	All	Membership Meeting
10/28/2026	Outreach: Meeting Patrons Where They Are	User Experience	Membership Meeting
11/18/2026	Circulation Working Group	User Experience	Membership Meeting
11/19/2026	Circulation Consultation (ESS)	Information Technology & System Support	Consultation

User Groups and Engagement Events

Cataloging Working Group (10/15/2026)

The Cataloging Working Group held its final meeting, and introduced the new Pre-cat representative, Amy Weiss. The meeting covered several key updates and reminders for cataloging practices. The group discussed maintaining current meeting times for 2027. Important reminders were shared about subject heading practices as well as following proper non-English language subject heading guidelines. An evaluation of removing the 590 tag was introduced. Additionally, the group reviewed proper handling of film remakes and live action versions of animated films using 130 fields. A significant discussion occurred about spelling out "volume" and "book" in 245 fields for sorting consistency. The RFP status was announced along with a discussion of opportunities to participate in the ILS selection process. Oak Brook Public Library was selected as the in-person meeting venue for the April 2027 meeting.

Circulation Working Group (10/21/2026)

Crystal Vela met with the Circulation Working Group presenters to give guidance on the second iteration of the "Use it or Lose it" presentation that will be taking place at Eisenhower Public Library in mid-October.

The Circulation Working Group election is in progress. We received 5 self-nominations, and the election will close November 11th

Discovery and User Experience Working Group (10/22/2026)

In the final meeting of 2026, DUXreviewed the results of the usability testing conducted in September at Roselle Public Library and discussed the scope-of-work for future development on My Account features. Requested features include a consolidated settings page, menu display changes to improve readability, and better visual indication when checked out titles can be renewed.

Meeting Patrons Where They Are (Discussion) (10/28/2026)

Crystal Vela and Vickie Totton held an Outreach program "Meeting Patrons where they are" on October 28th at the Indian Prairie Public Library. 17 people attended, and there was a lively discussion on programs, how they engage with their patrons, keeping up with trends to bring in new users into their libraries, and social media for outreach. They also discussed the barriers they face, like funding and not having a social media specialist on staff.

Major Projects & Research

Aspen Discovery

26.09 and 26.10 releases

We received both the 26.09 and 26.10 release on October 21st. Highlights include the ability to customize font sizes, improvements to author searches, and a major update to the app interface.

Hoopla integration

Olivia Montolin updated the error message displayed in Aspen when patrons attempt to check out a Hoopla title without an existing Hoopla account. The revised message provides instructions for creating an account through Hoopla Digital or contacting their library for assistance if they already have an account. An enhancement request remains open for Aspen developers to work with Midwest Tape to enable direct redirection to Hoopla Digital for account registration.

Usability testing and My Account enhancements

On September 10th, Tara Wood and Lisa Viezbicke conducted usability testing with patrons at the Roselle Public Library. The Discovery and Usability Working Group reviewed the usability testing report and recommendations at the October meeting, and SWAN is currently working with Grove for Libraries on a scope of work for development based on those recommendations.

Scan-and-go

Scan-and-go, the self-check feature in the app, is live in public beta for Lansing Public Library and Downers Grove Public library. SWAN will open availability to all SWAN libraries in the new year.

590 Tag Elimination Project

The investigation to remove the 590 as a format designation continues with the goal of relying on proper cataloging standards. The Aspen catalog already relies on standard cataloging practices to determine format, but many PRE-CAT records only use 590 for formatting purposes, sparking SWAN Bibliographic Services member, Lucas McKeever, to create templates that have the proper elements for Aspen to identify record formats. Additionally, some 590s have been found to have no impact on Aspen so we will be recommending their discontinued usage. Future planning will be to hold 2 synchronous webinars to encourage libraries to utilize the new pre-cat templates that contain the proper cataloging codes for Aspen to determine format.

We have completed a project plan. We expect to be rolling out changes to templates in Spring 2027 for all formats except Library of Things, which will require more intensive discussion with membership that will take place over the course of the year. Our goal is to wrap up in time for a potential migration in 2028.

Subject headings update

SWAN Bibliographic Services work continues on the non-English language materials, ensuring that they are following the 655 4 standards.

Security & infrastructure

ITSS has been actively working on setting up our new email relay service, SMTP2Go. We've had great luck with testing from a variety of hosts. We have successfully rerouted our SWANcom emails and will be doing the same with our Symphony server in early November. We hope to have everything that relies on SendGrid to have migrated by the end of the year.

Our current license is $75 per month and has an allowance of 100k emails per month. This is a quarter of our monthly SendGrid bill. Even if we determine that the next email tier is needed, it has an allowance of 250k for $170/month, so we'll still be in a better spot.

We have setup an account with CloudFlare to look at their managed DNS offerings and are currently waiting to hear from sales so we can review our needs and the platform.

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

10/26/2026	RAILS Board Consortial Delivery Data Working Group Committee	Administration	Partnerships
10/30/2026	RAILS Consortia/Systems Member Engagement Meeting	Administration	Partnerships
11/9/2026	RAILS Board Consortia Committee Meeting	Administration	Partnerships
11/18/2026	SirsiDynix SureSailing	All	Partnerships
11/19/2026	Aspen Catalogers Meeting	Bibliographic Services	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.
BLUEcloud Central/Analytics/Commerce Outage	11/5-11/17	Access to BLUEcloud Analytics, Central, and Commerce was out or intermittent throughout this period.

BLUEcloud Outage

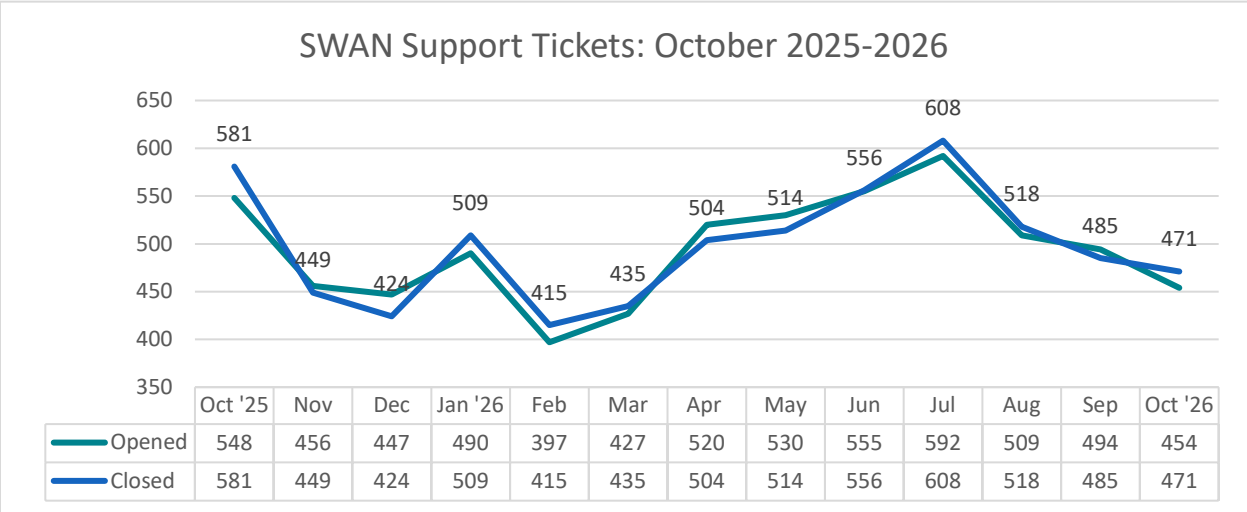
Following their migration to Azure, SirsiDynix reported an outage and intermittent access beginning on 11/5. During that time, BLUEcloud Analytics was largely unavailable, and data was not being harvested. We also experienced issues with failed payments through BLUEcloud Commerce. This followed expected downtime for BLUEcloud services during the migration period from 11/3-11/4.

The outage also affected BLUEcloud Central, which we use minimally, and Cloudsource and CEP, which we do not use.

SirsiDynix provided updates throughout the first couple of days of the outage, then more infrequently. BLUEcloud services gradually came back online starting on 11/9, but not to the degree that we could confidently recommend an all clear. As of Monday, 11/16, BLUEcloud Analytics and Commerce appear to be working properly, but SirsiDynix has not updated their system status from "Monitoring" or provided an update to the issue tracker since Friday, 11/13. We are cautiously optimistic that this issue is resolved but are continuing to monitor tickets and our own usage of the platform.

Support Tickets

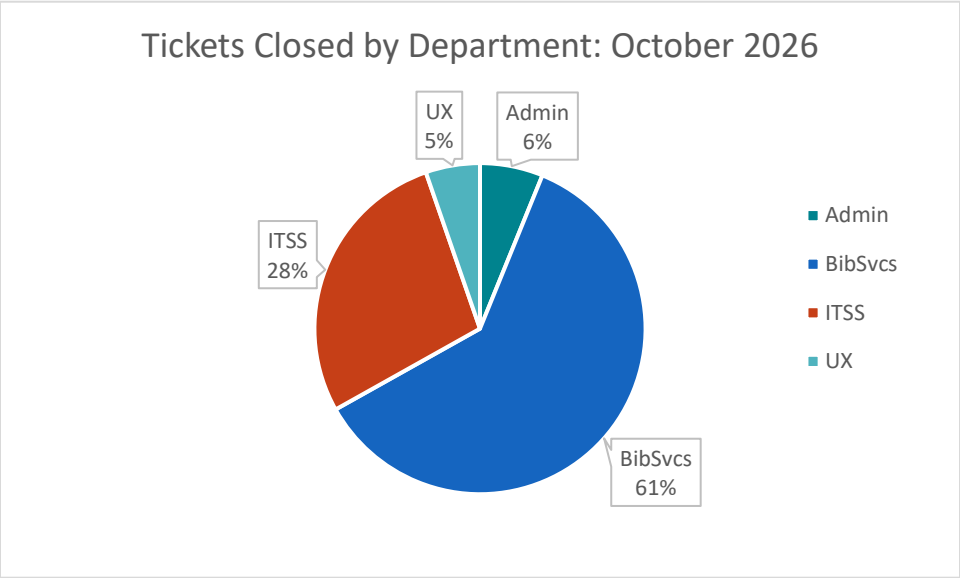
SWAN Support Tickets Opened/Closed in Past 12 Months



	Oct '25	Nov	Dec	Jan '26	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct '26
Opened	548	456	447	490	397	427	520	530	555	592	509	494	454
Closed	581	449	424	509	415	435	504	514	556	608	518	485	471

Data labels reflect tickets closed each month.

SWAN Support Tickets Resolved by Department



Support Site

New and updated documentation

Newly added documentation includes:

- Scan &Go (Self Check) (Tara Wood)
- Partial Payments (Helen Pinder)

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:

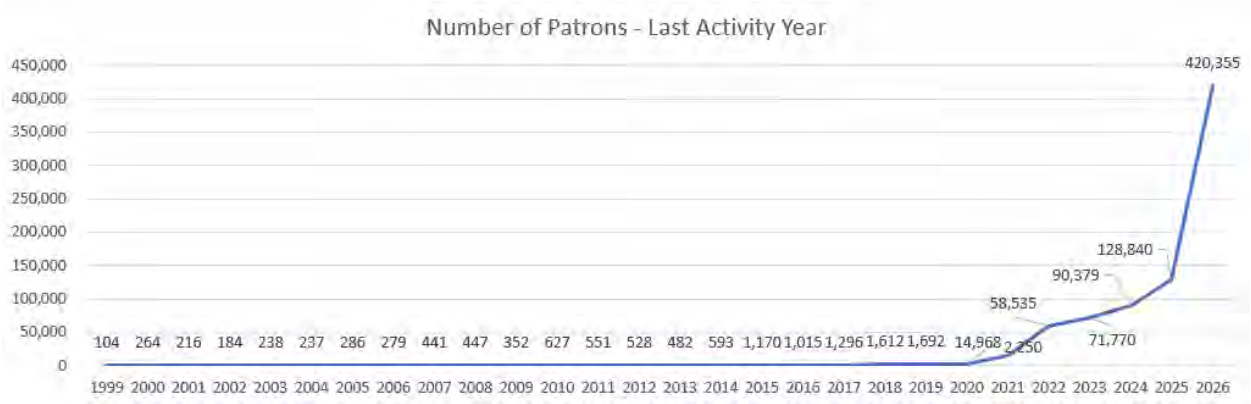
- CS101: Item Types, Item Categories, and Locations (Crystal Vela)
- TS404: Rollover (Sam Dietel)

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

Maintenance

Automatic Monthly Patron Record Removal

In October, we removed 14,864 inactive patrons from the database. We currently have 799,709 registered patrons in the database. Now that the patron record purge has reached the goal of >5 years of inactivity, only 1.8% (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
Jun-26	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
Oct-26	184,017	181,546	1,675	98.66%	607	138,656	4,834
SMS							
Jan-26	72,132	70,793	979	98.14%	93	N/A	N/A

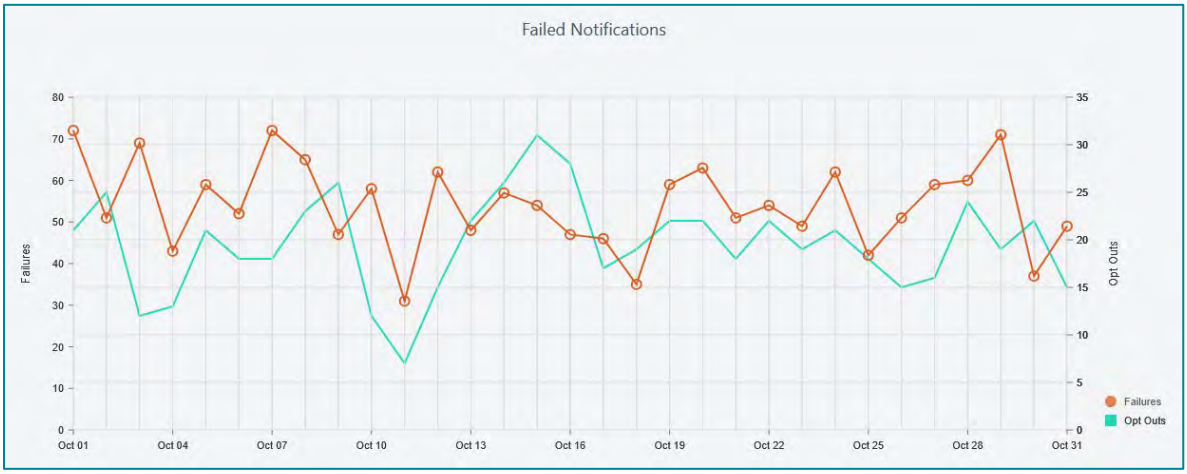
Feb-26	58,194	57,295	762	98.46%	70	N/A	N/A
Mar-26	68,411	67,402	895	98.53%	89	N/A	N/A
Apr-26	64,947	63,948	892	98.46%	95	N/A	N/A
May-26	63,047	62,051	836	98.42%	111	N/A	N/A
Jun-26	70,177	69,042	1,011	98.38%	120	N/A	N/A
Jul-26	71,612	70,415	1,058	98.33%	114	N/A	N/A
Aug-26	72,816	71,434	1,260	98.10%	100	N/A	N/A
Sep-26	72,167	70,885	1,150	98.22%	108	N/A	N/A
Oct-26	72,239	71,067	983	98.38%	122	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
Oct-26	6,277	5,933	297	94.52%	N/A	N/A	N/A

Email Notices

October 2026

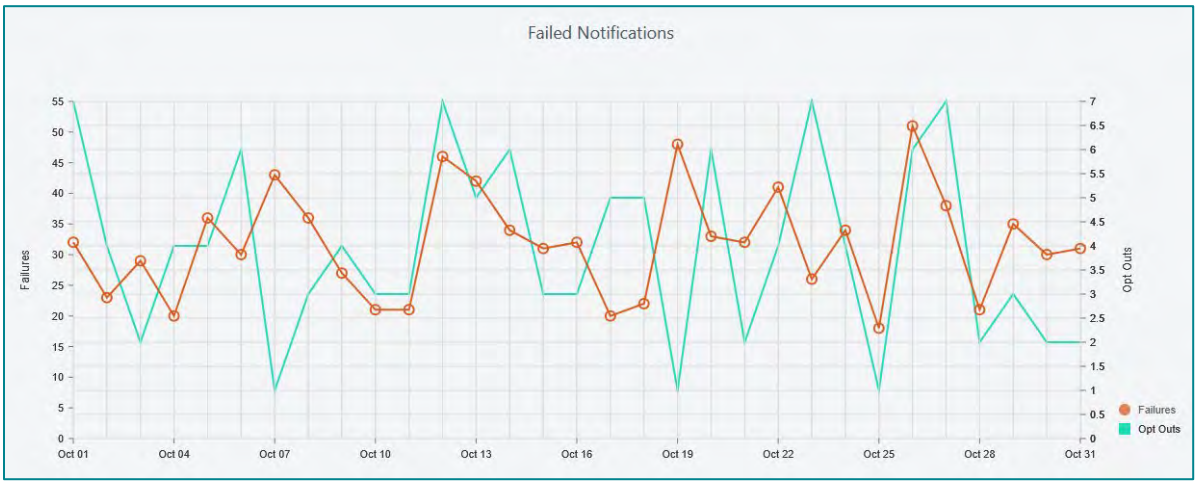




SMS Notices

October 2026

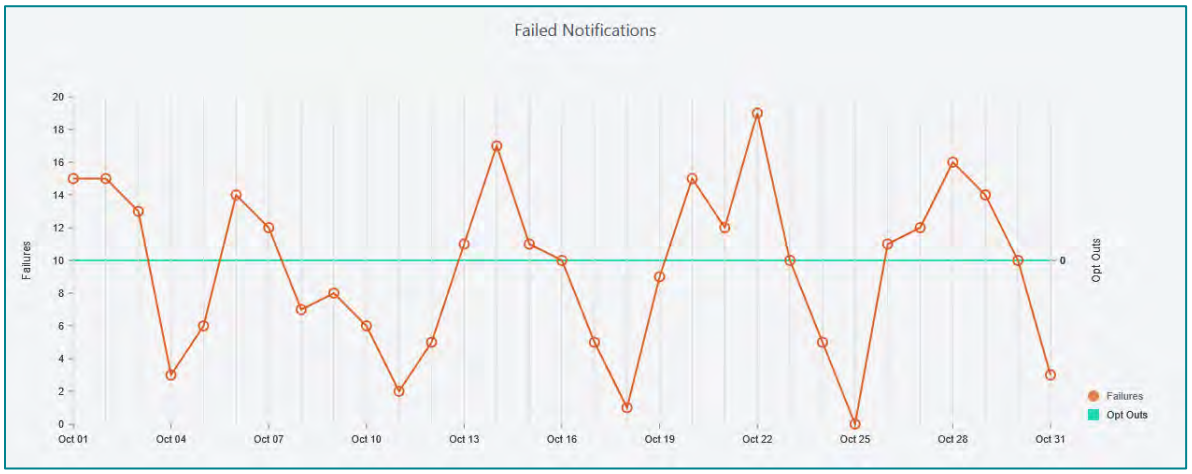




Voice Notices

October 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

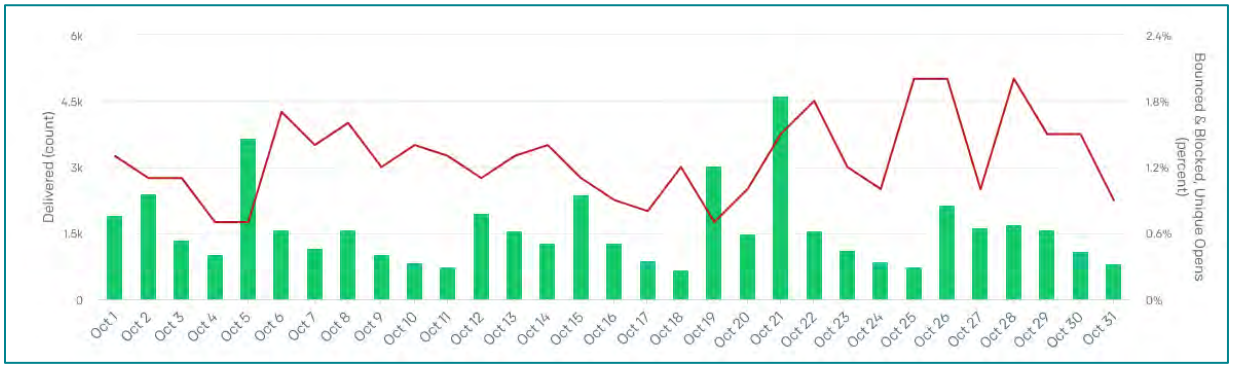
September, 2026	381	$ 384.81
October, 2026	426	$ 430.26

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
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
Oct '26	60,958	50,196	99.24% (49,817)	185	1	8,957	445	1,631	174

October 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	129			
Copy 2026	1830	1766	2080	1372	1364	1770	1839	1705	1756	1717			

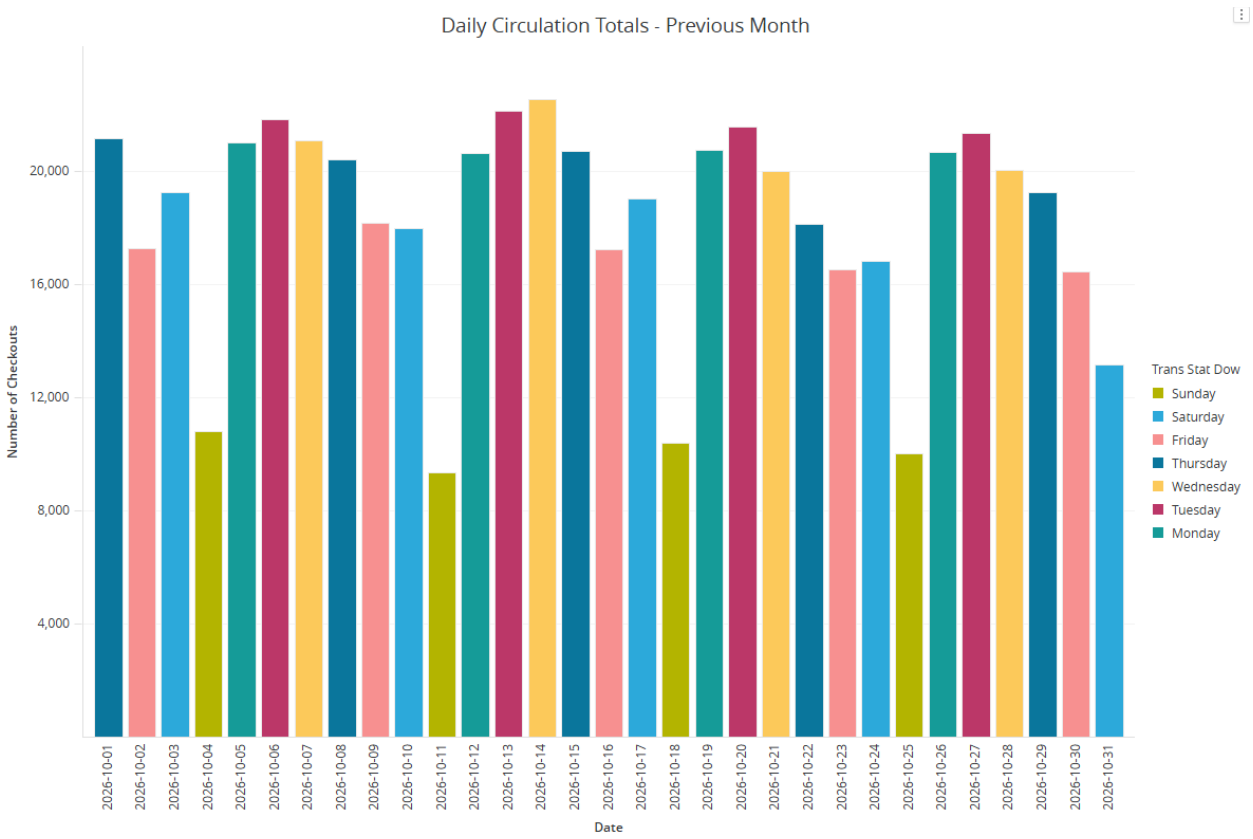
Records Added

In October, SWAN libraries added 45,597 item records to the database, and a total of 6,022 new catalog records.

Currently, we have 1,378,142 unique bibliographic records with available items. Of these, 56% were published in or after 2010.

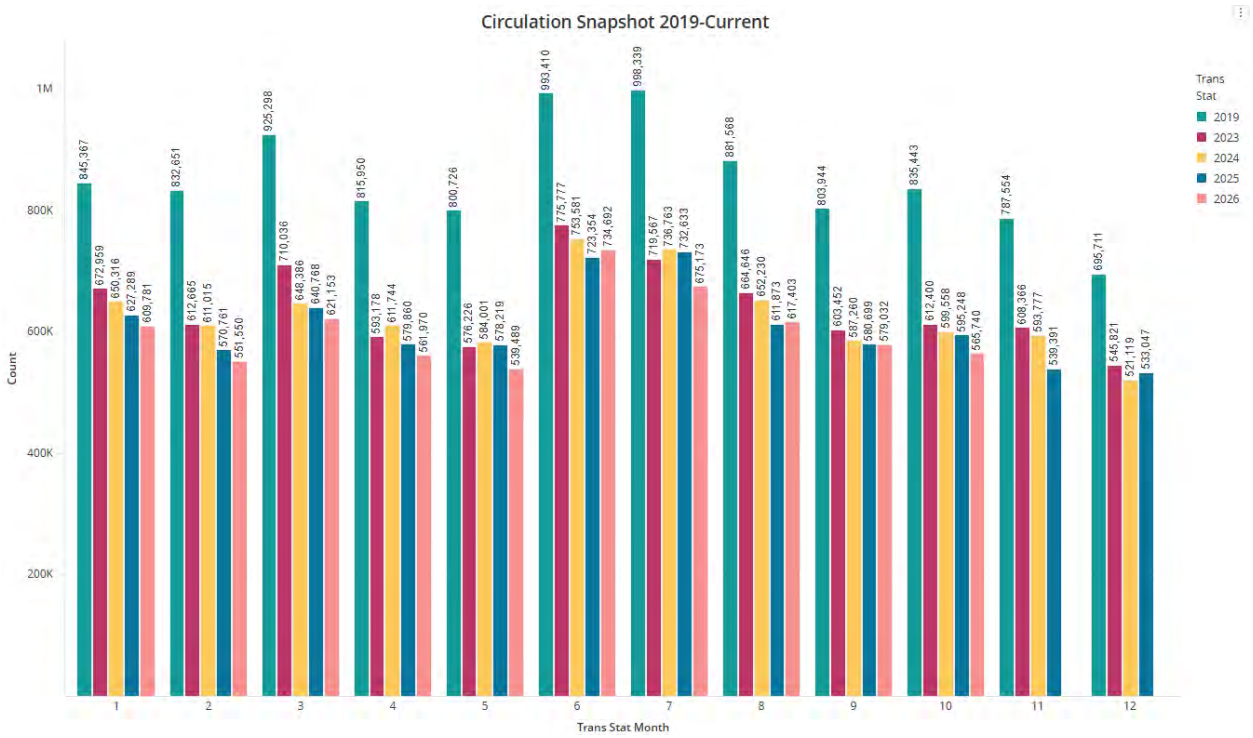
Circulation

In October there were 565,662 total circulations across all SWAN libraries.



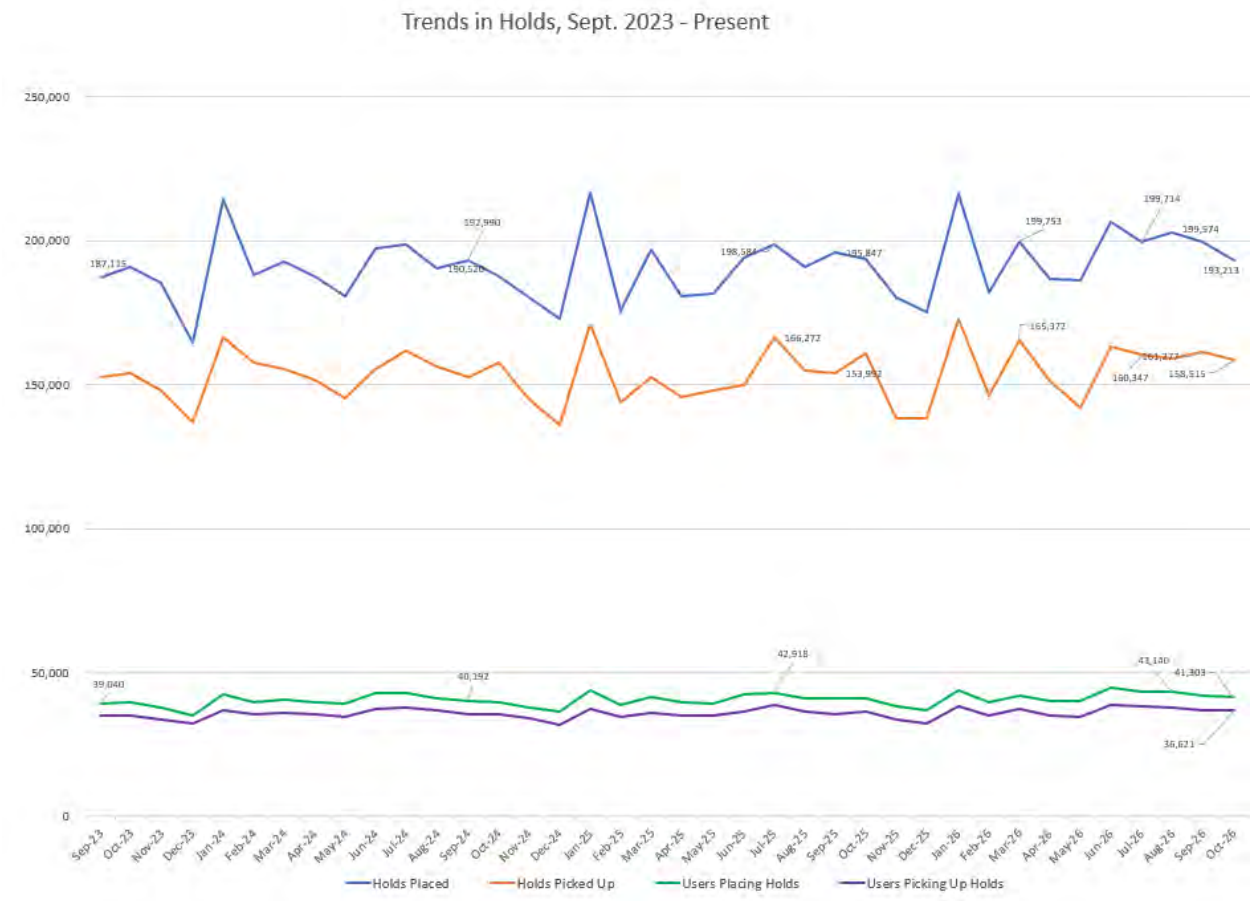
Monthly total comparison since 2019

Systemwide physical circulation in October dropped by 5% in comparison with the total in September 2025. The count is 68% of the pre-pandemic count from October 2019.



Trends in Holds

In October, 193,213 holds were placed by 41,303 unique patrons for an average of 4.6 items per holding patron. Of these, 158,515 were ultimately circulated, or about 82%. Hold placements/pickup remains steady in recent years, even as physical circulation tapers.



Interlibrary Loan & Resource Sharing

In October, Interlibrary loan checkouts between SWAN members totaled 113,750 for 20% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 17.8% of total checkouts at 99,877. Non-SWAN reciprocal borrowing made up another 3.6% of checkouts.

OCLC Worldwide Resource Sharing

In October, our combined OCLC interlibrary loan statistics show that SWAN was still a net lender by a ratio of 2 items lent for each item borrowed. We lent 2,377 items and 14 copies and borrowed 1,202 items and 19 copies.

Online Public Catalog – Aspen

Note: We're investigating alternatives to Google Analytics for statistics. 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)

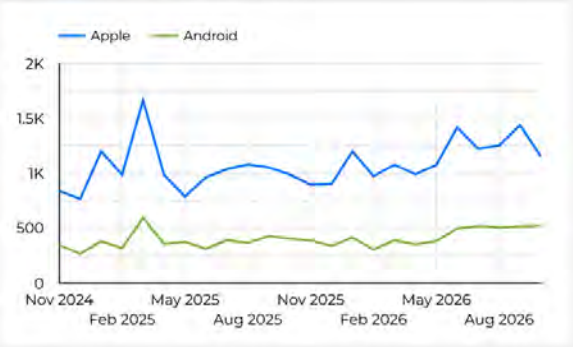
1. climate change
2. halloween
3. calamity club
4. theo of golden
5. mad mabel
6. verity
7. horror
8. the witch
9. Freida Mcfadden
10. east of eden
11. thanksgiving
12. pokemon
13. i am not your perfect mexican daughter
14. whistler
15. yesteryear
16. partita
17. hollow bones
18. historical fiction
19. witch
20. in the shadow of eight
21. diary of a wimpy kid (series)
22. dog man
23. stephen king
24. Minecraft
25. fall

Grouped work searches in Aspen

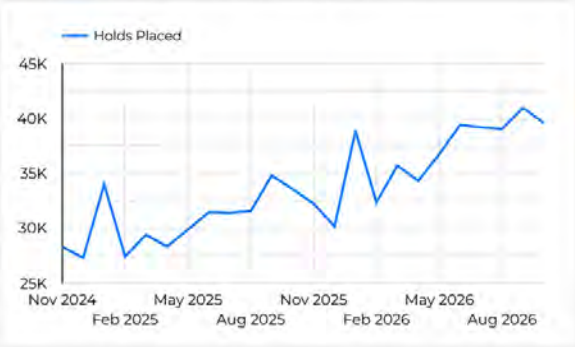


SWAN Libraries + App – Aspen LiDA

Downloads by Platform



Holds Placed via Mobile App



Usability Study Report: My Account in the Catalog

September 2026

Prepared by Tara Wood, User Experience Manager, SWAN

Summary

The SWAN Discovery and User Experience Advisory Group (DUX) identified several areas of My Account in the SWAN catalog to test with library patrons. Usability testing was conducted on the Roselle Public Library instance of the catalog and on mockups prepared by the SWAN User Experience Manager. The mockups incorporated proposed changes from DUX as well as ideas proposed in the wider Aspen Discovery community. Participants were offered to test with a laptop or iPad and the test focused specifically on the web catalog; the SWAN Libraries + app was not included in this round of testing.

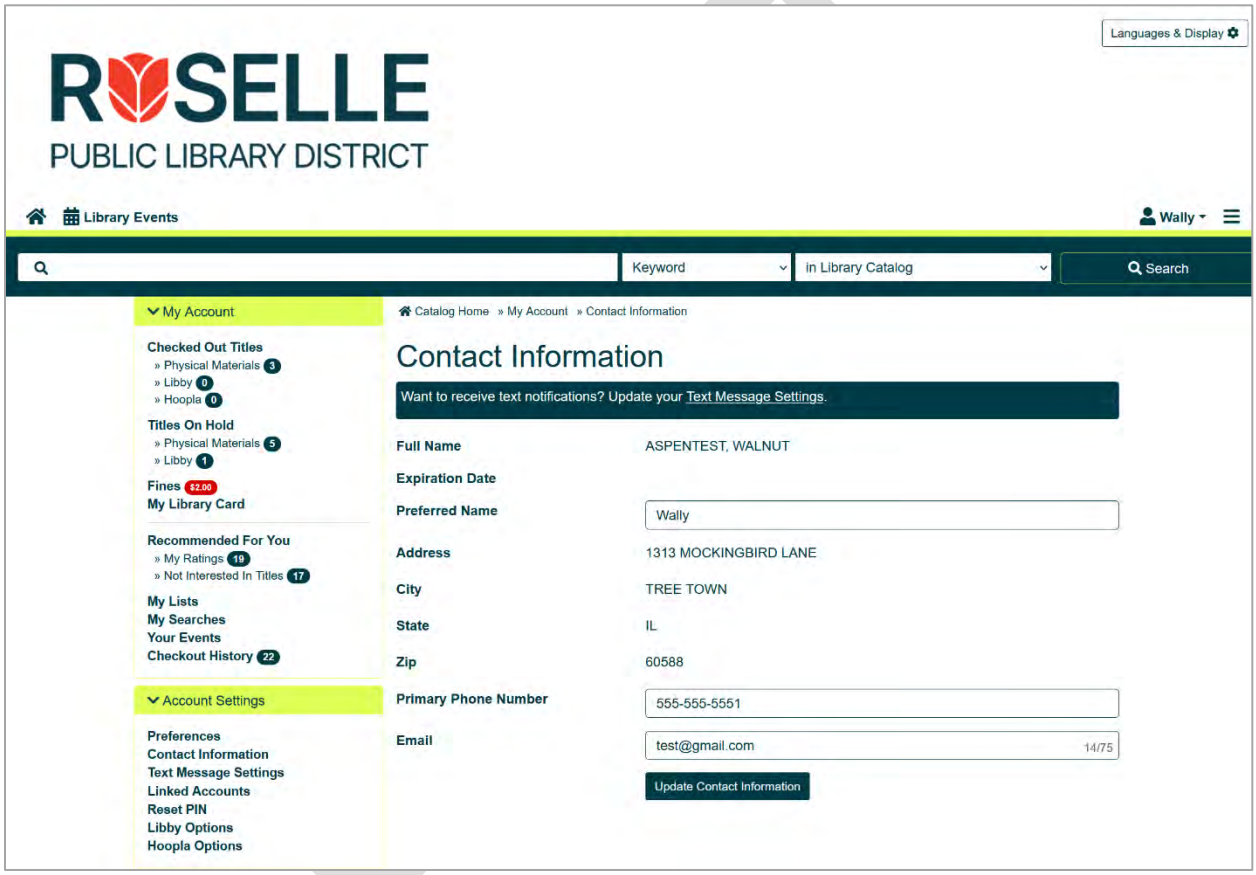


FIGURE 1 CONTACT SCREEN IN THE CATALOG

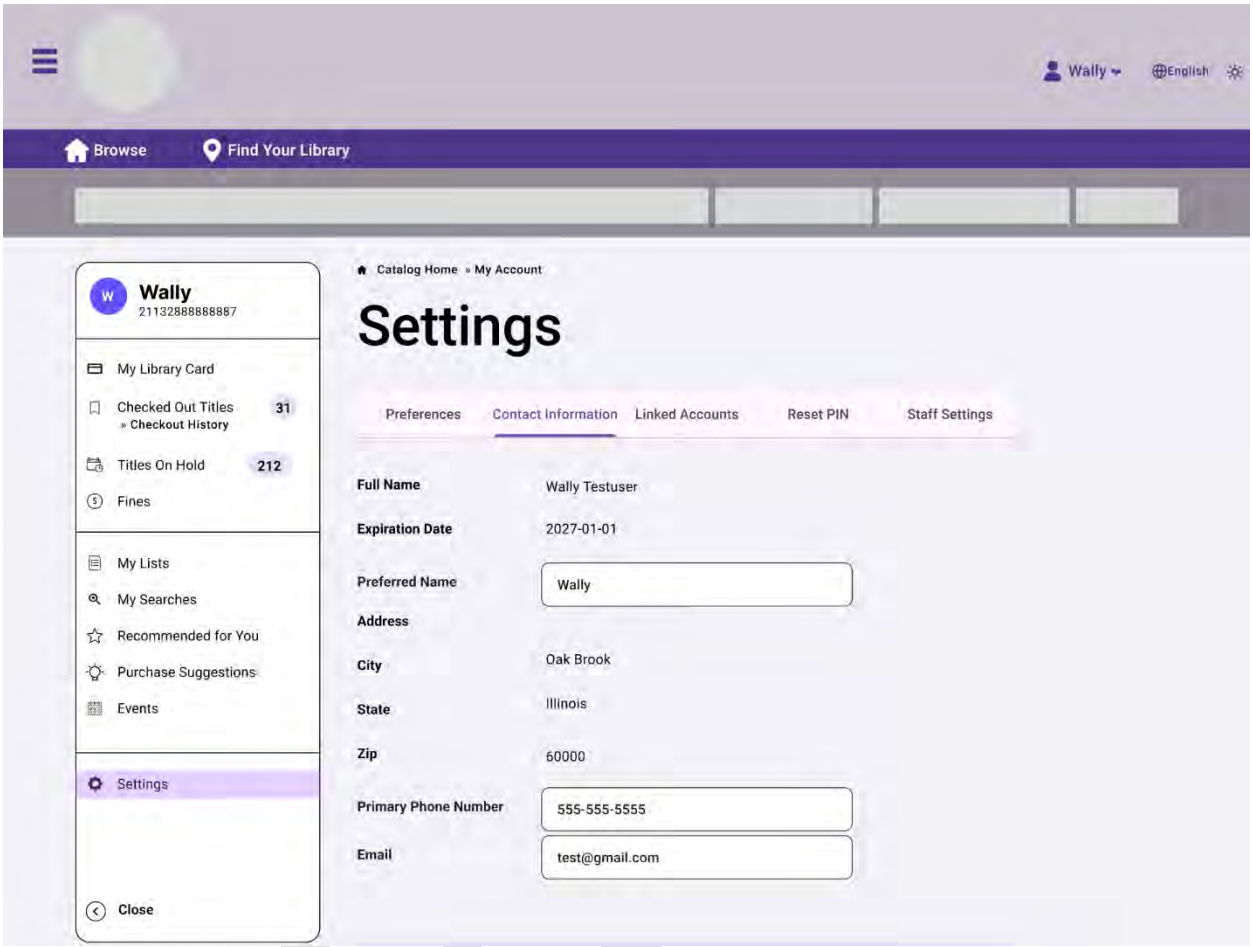


FIGURE 2 MOCKUP OF THE CONTACT SCREEN

Key findings and recommendations

1) There are many Account settings screens, but participants expected to find almost all settings in the Preferences screen

Participants expected to be able to update their email address, text message settings, and in some cases PIN through the Preferences screen of My Account. Separate pages for Contact Information and Text Message settings did not meet their mental models. When presented with a more consolidated Settings page, participants were able to easily navigate to it despite technically creating more clicks to get to Reset PIN for example.

Recommendation 1: Consolidate the various account settings pages into one Settings screen

By moving the various settings pages into one screen, more options could live on one page, in line with expectations. In addition, the My Account dropdown menu would then have fewer links, making it easier to skim for more frequently used areas of My Account.

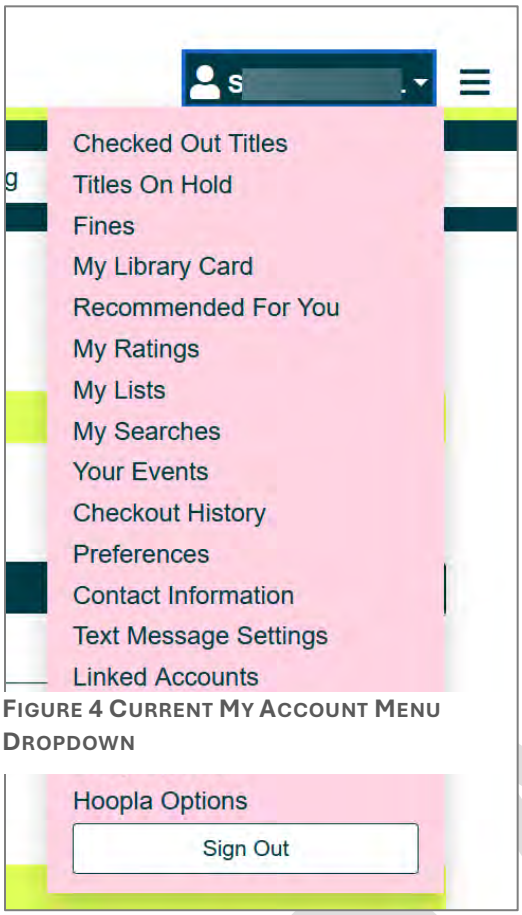


FIGURE 4 CURRENT MY ACCOUNT MENU DROPDOWN

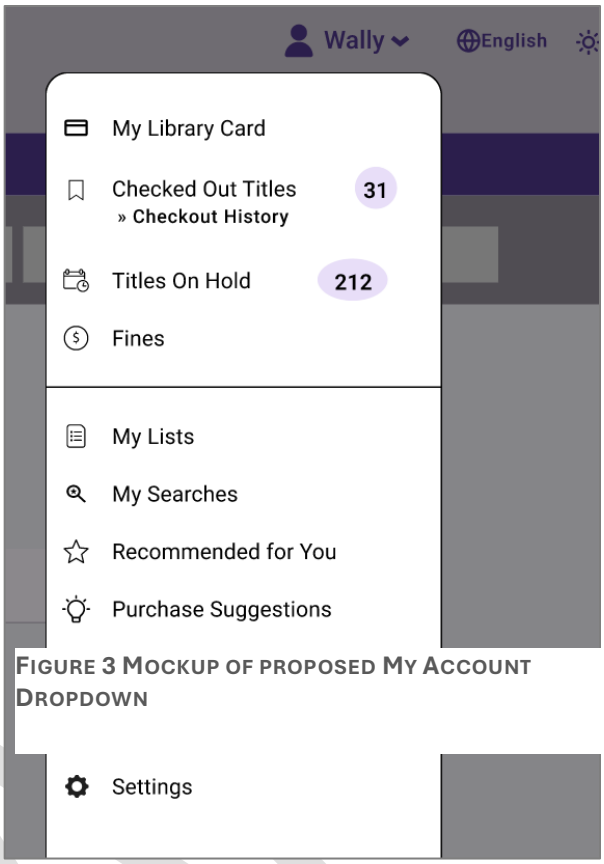


FIGURE 3 MOCKUP OF PROPOSED MY ACCOUNT DROPDOWN

2) Visually separating the "hamburger" and My Account menus reduced toggling between menus

A design change has already been proposed in the Aspen community, and this test showed no issues with making that change. While participants didn't explicitly report one being easier or harder, less toggling between two menus was observed.

Recommendation 2: Separate "library links" menu and the My Account menus



3) Participants expect more navigation within content

Accessing areas of My Account heavily depends on using the menu; Aspen provides few links between the various pages in My Account directly within the page itself. Participants expected to find Checkout History linked from Checked Out Titles; links to help about adding titles to Checkout History within the page; and a link to update email address for holds pickup notices from the Titles on Hold page.

Recommendation 3a: Provide better linking and instruction within My Account screens

- Checked Out Titles and Checkout History screens should link to each other, or be consolidated

- Titles on Hold should link to notice preference screens with instructions to be notified when holds are ready
- Instructions to manually add titles to Checkout History should be linked from the Checkout History screen or provided as a tooltip – and generally this could extend to other instructional content as well

Recommendation 3b: Make Checkout History a subpage of Checked Out Titles

If these are two pages, they could be visually closer together.

Methods

Tara Wood, SWAN user Experience Manager, and Lisa Viezbicke, Digital Services Librarian, Roselle Public Library, conducted in person usability testing of the Roselle Public Library catalog and mockups created by Tara Wood, created in Figma.

Participants had a choice of using a laptop or an iPad to complete the test. Sessions were recorded using Zoom or native iPad screen recording. Tests were scheduled for 45 minutes.

For more information on usability testing, see:

- Moran, Kate. "Usability Testing 101," Nielsen Norman Group, December 1, 2019, https://www.nngroup.com/articles/usability-testing-101/
- Krug, Steve. 2010. *Rocket Surgery Made Easy: The Do-it-yourself Guide to Finding and Fixing Usability Problems*.

Participants

Participants were recruited through the Roselle Public Library catalog and library social media channels. All participants selected were Roselle Public Library cardholders. Selected participants received a $25 gift card incentive. 5 participants were scheduled; one participant did not appear for the test.

Participant	Device used	Frequency of catalog use
A	Laptop	A few times a year
B	Laptop	Weekly or more
C	iPad	A few times a year
D	Laptop	Weekly or more

Tasks and completion rates

Log in

4 of 4 pass

Reset PIN

4 of 4 pass, 1 with difficulty

Find holds ready to pick up

4 of 4 pass

DRAFT

Understanding hold statuses: In Transit
4 of 4 pass

One participant noted they were unclear what statuses meant, but were able to correctly note what each status meant.

Understanding hold statuses: Placed
4 of 4 pass

Understanding hold eContent formats
4 of 4 pass

Finding the position in queue
4 of 4 passed

Using the holds filters
3 of 4 passed, 2 with difficulty

All participants used the format sort over the format filters. 1 never used the filters, while two eventually found them and 1 immediately used them. Once found, participants were able to successfully use the filters.

Freezing holds
4 of 4 passed, one with difficulty

One patron was confused about the concept of freezing holds.

Unfreezing holds
4 of 4 passed

Changing pickup location
4 of 4 passed

Viewing checked out titles
4 of 4 passed, 2 with difficulty

2 participants initially went to the Checkout History screen.

Understanding renew options
0 of 4 passed

All participants attempted to renew and received an error message; none noticed the due dates were too far away to renew.

Finding checkout history
4 of 4 passed, 2 with difficulty

Two participants initially looked in the Checked Out Titles screen, expecting a link or to be able to find the history there.

Updating email for hold pickup notifications
1 of 4 passed with difficulty

This task was confusing to all participants. All initially went to the Preferences screen, and described expecting a checkbox or indicator to opt into emails for holds. All looked at the Contact screen, where an email address could be updated, and all but one left the screen unable to complete the task.

Adding linked accounts
4 of 4 passed

DRAFT

Understanding linked accounts
4 of 4 passed

Finding hours in the “hamburger” dropdown menu
4 of 4 passed, 2 with difficulty

All participants found the menu, but didn’t necessarily expect to find the library hours there. Most expected to find them in the footer or to go to the library website.

Finding library card in the Account dropdown menu
4 of 4 passed, 1 with difficulty

All participants found the Account menu, but one skimmed past the Library Card link.

Finding Catalog Help in the hamburger menu
3 of 4 passed, 2 with difficulty

All participants expected a link to this information from the Checkout History page.

Mockup display: Finding hours in the “hamburger” dropdown menu
4 of 4 passed, 1 with difficulty

All participants reported it was neither easier nor harder finding the menu compared to the current display.

Mockup display: Finding library card in the Account dropdown menu
4 of 4 passed

At least one participant reported that it was easier to find the library card.

Mockup display: Reset PIN
4 of 4 passed, 1 with difficulty

At least one participant reported it was easier to find the Reset PIN link in a Settings screen compared to the current display.

Mockup display: Updating text message settings for hold pickup notifications
4 of 4 passed, 2 with difficulty

At least two participants reported it was neither easier nor harder to find the text message settings.

Mockup display: Freezing holds
4 of 4 passed, 2 with difficulty

At least two participants reported it was neither easier nor harder to update holds in the mockup display, with one participant reporting it was harder.

Issues during testing
Audio was not captured in the recording, so we were unable to verify some of the verbal responses to the questions around the mockups (i.e. was this task easier or harder).

Additional comments and observations
- By and large, the My Account functions worked well for participants. They could find their holds and understood hold statuses, position in queue, and holds management features; they could locate checkouts and checkout history; and linked account functionality was clearly understood.

DRAFT

- Items available to renew was not clear – as expected – as the renew button always appears even before patrons are allowed to renew the item; but the messaging that appears was clear and participants understood they'd need to renew closer to the due date.
    - **Recommendation:** Explore color coding the renew button to show when titles can be renewed
- Participants were able to successfully find and use the holds filters, though they were much more inclined to use the holds sorting options instead.
- While participants understood hold statuses, the sort option by status isn't ideal. The statuses are sorted in alphabetical order, putting titles "In transit" towards the bottom of the holds list.
    - **Recommendation:** Sorting by in transit, placed, and finally frozen holds may make more sense.
- The proposed changes to freezing and unfreezing holds in the mockups was not a compelling change; one participant reported that it was more difficult to use the functionality in the mockup.
    - **Recommendation:** Continue to explore potential display improvements for the freezing/unfreezing functionality.

Appendix A: Script

Welcome

Hello, it is nice to meet you. My name is Tara and I work for SWAN, the consortium your library a part of. This is Lisa, she works with the Roselle Public Library. Thank you for agreeing to help with our research. In this session, we will ask you to use the library catalog to see if it works as intended.

Before we get started, can I check how you pronounce your name?

As mentioned in our email, we'd like to record this session. This will just be for our notes, and it will be deleted. Is this still okay with you?

Tasks

Okay, now we are going to start our activities in the catalog. I want to make clear right away that we are testing the catalog and not you. You can't do anything wrong, and we want to hear your honest feedback so don't worry you will hurt our feelings.

I will give you each activity one at a time. If you could read them out loud so I have it for the recording, that is very helpful. Do you have any questions about this before you start?

[For each task, note P/F]

1. Log into the library catalog with your library card:
   23012123456789
   Will land on My Account screen
2. How would you change your password?
   My Account > Reset PIN
3. How would you find out if a hold is going to be ready for you soon?
   My Account > Titles on Hold
   Looking for: Understanding of hold statuses and digital holds
    a. What does this mean? (In Transit)
    b. What does this mean? (Placed)
    c. What do these mean? (Libby, Hoopla, Palace)?

DRAFT

    d. How many people are ahead of you for this hold?
    My Account > Titles on Hold > Position in Queue
4. If you wanted to just see the movies you have on hold, how would you do that?
   Looking for: Using the holds filters
5. If you were about to go on vacation how would you make sure a hold doesn't come in while you're away?
   Looking for: Freeze holds individually or Freeze all pending
    a. And if you came back early, how would you activate it again? *Unfreeze hold or unfreeze all pending*
6. Where will you pick up this hold?
   Looking for: Understanding of pickup preferences
    a. How would you change where a hold is picked up? *Change pickup location*
7. How can you see what you have checked out now?
   My Account > Checked Out Titles
    a. Are you able to renew this? Looking for: *Renew button*
8. How can you see what you checked out in the past?
   My Account > Checkout History
9. You want to get emails when you have a hold ready – where would you set that up?
   My Account > Account Settings > Contact Information
10. You and your neighbor help each other pick up your holds at the library. How would you add their account to yours, so you can see what they have to pick up?
    My Account > Account Settings > Linked Accounts > Add account successfully
    23012987654321
    a. What does this mean? (Additional accounts to manage)
       I can view their holds and checkouts
    b. What does this mean? (Other accounts that can view this account)
       They can view my holds and checkouts

[Reset on the home screen] Let's go to the catalog home page.

11. From here, how would you find the library hours?
    Hamburger menu > Library Hours & Locations
12. How would you pull up your library card to use at a self check?
    Person icon > My Library Card
13. You heard you could add books you read before you got your library card to your history in your account, but you aren't sure how you can do that. How would you find instructions? *Looking for: Finding Catalog Help in the hamburger menu*

[Repeating tasks in the wireframes]
Now we're going to look at a mockup of some potential changes to the catalog. This is not a working catalog, so don't be surprised if things don't work as you expect.

14. How would you find the library hours?
    Hamburger menu on left > Hours & Locations
    a. Was that easier or harder than before?
15. How would you pull up your library card to use at a self check?
    Person icon > My Library Card
    a. Was that easier or harder than before?
       Note response

DRAFT

16. How would you change your password?
    Settings > Reset PIN
    a. Was that easier or harder than before?
       Note response
17. You want to get text messages when your holds are ready – where would you set that up?
    Settings > Contact Information
    a. Was that easier or harder than before?
       Note response
18. From this screen, how would you make sure a hold doesn't come in while you're on vacation?
    Titles on Hold screen > Update All Holds Button
    a. Was that easier or harder than before?
       Note response

Follow up

Thanks so much this was very helpful. Lisa, do you have any additional questions?

[Ask any additional follow-up questions]

Wrap up

Do you have any questions for me now that we're done?

[Stop the recording]

For your participation you will receive_____(incentive). Keep an eye on your email for that you should receive it by the end of the day tomorrow. If you don't, feel free to get in touch.

Thank you again for your feedback!

Additional notes:

Appendix B: Recruitment form

Thank you for your interest in helping us improve the library catalog! This usability study is in person at Roselle Public Library with afternoon and evening times available on **Thursday, September 10th**. The session is one-on-one and will take about 45 minutes. During the test, you will complete several tasks in the library catalog. Selected participants will receive a $25 Target gift card.

Please complete the questions below, and we will reach out with additional information and a link to schedule a time with us.

Your name:

Email:

I use my account in the library catalog or app:

- Weekly or more
- Monthly
- A few times a year
- Never

(Optional) If I am selected to participate, I grant permission to record our session for internal use only, for the purpose of improving the library catalog.

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- Any recordings made will be deleted within 30 days of the session. Recording is optional, but very helpful, and we will give preference to those that agree.

Appendix C: Screens tested

Screens similar to the following were tested with participants.

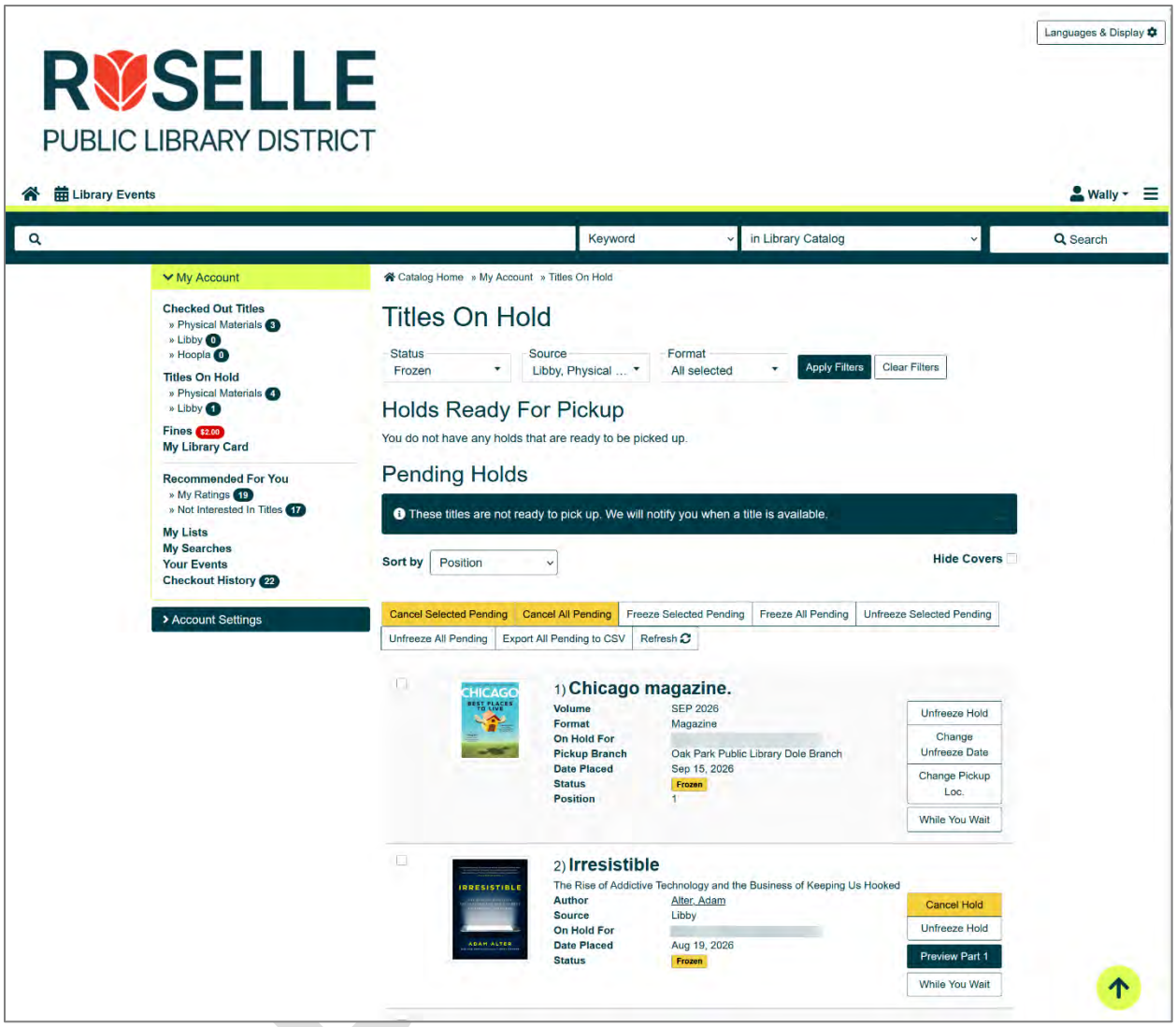


FIGURE 5 TITLES ON HOLD SCREEN IN THE CATALOG

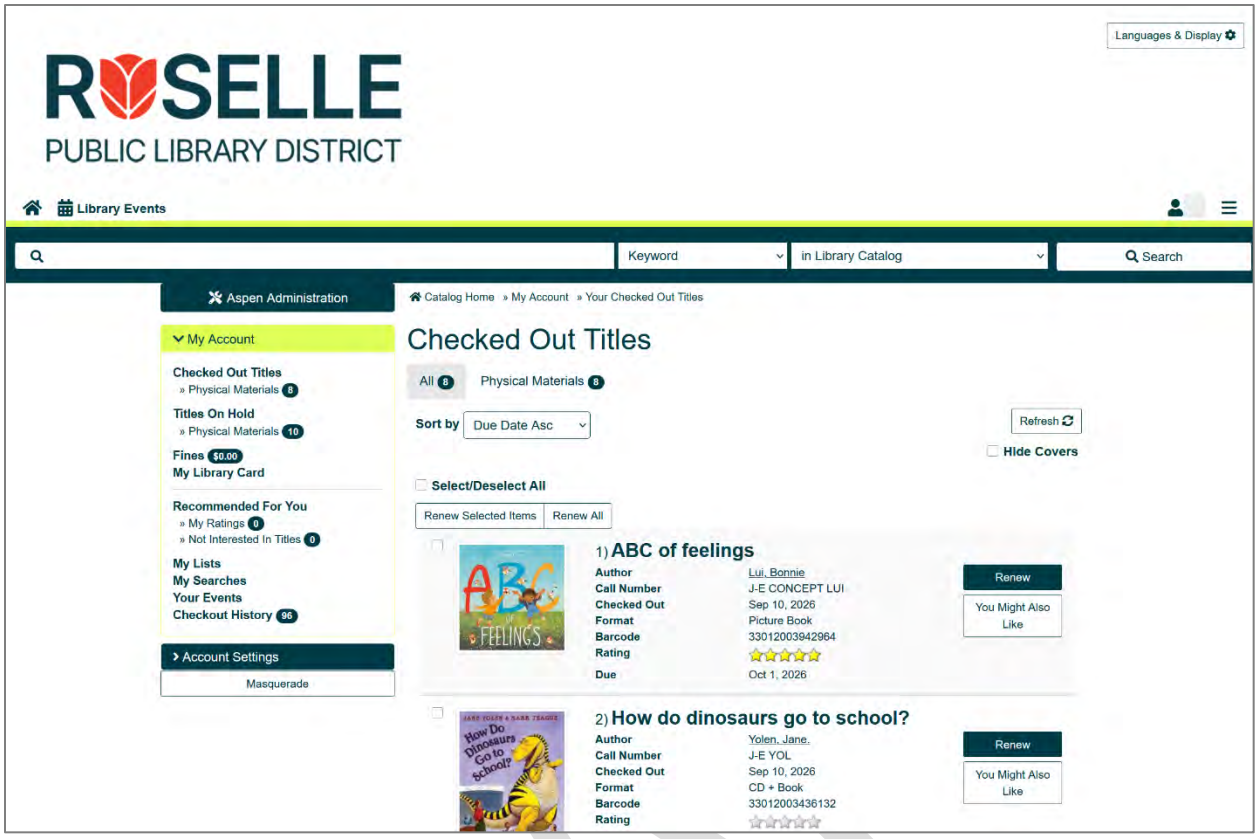


FIGURE 6 CHECKED OUT TITLES SCREEN IN THE CATALOG

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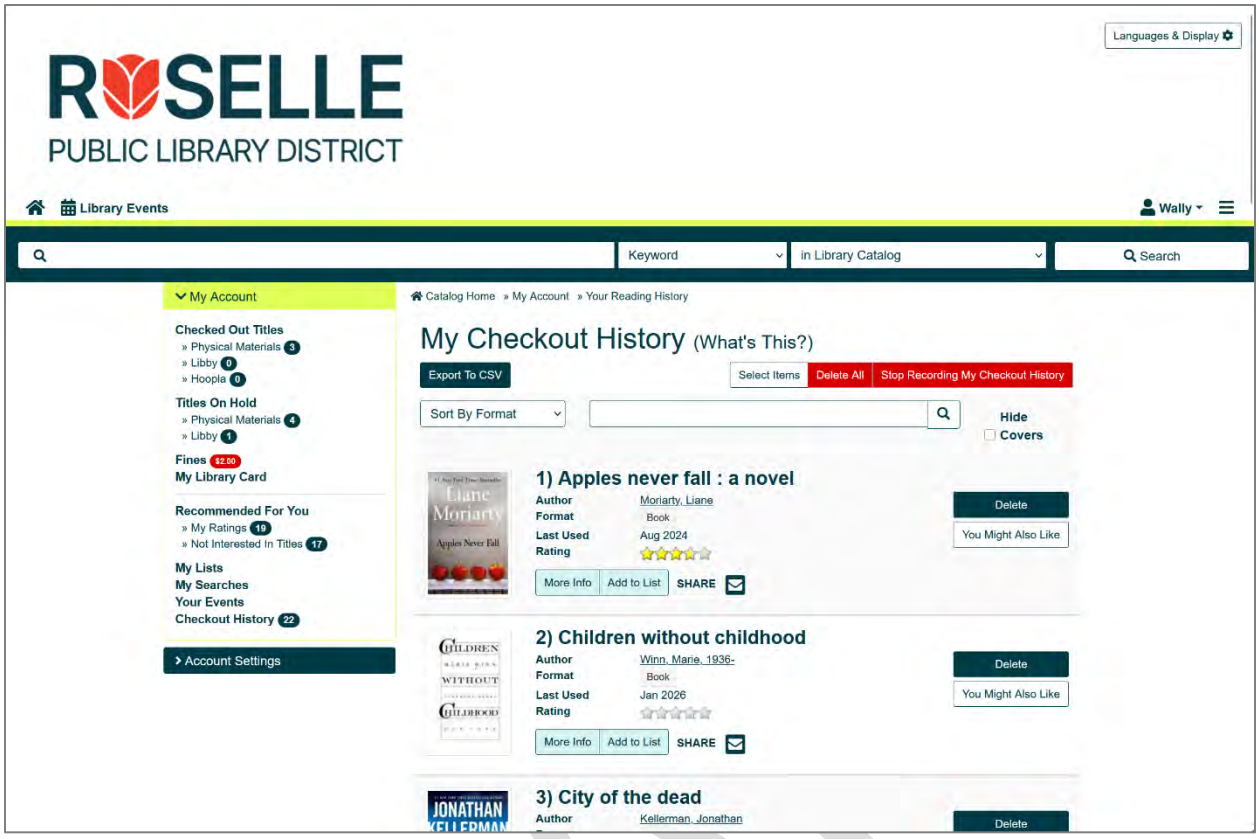


FIGURE 7 CHECKOUT HISTORY SCREEN IN THE CATALOG

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FIGURE 8 CONTACT INFORMATION SCREEN IN THE CATALOG

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FIGURE 9 TEXT MESSAGE SETTINGS SCREEN IN THE CATALOG

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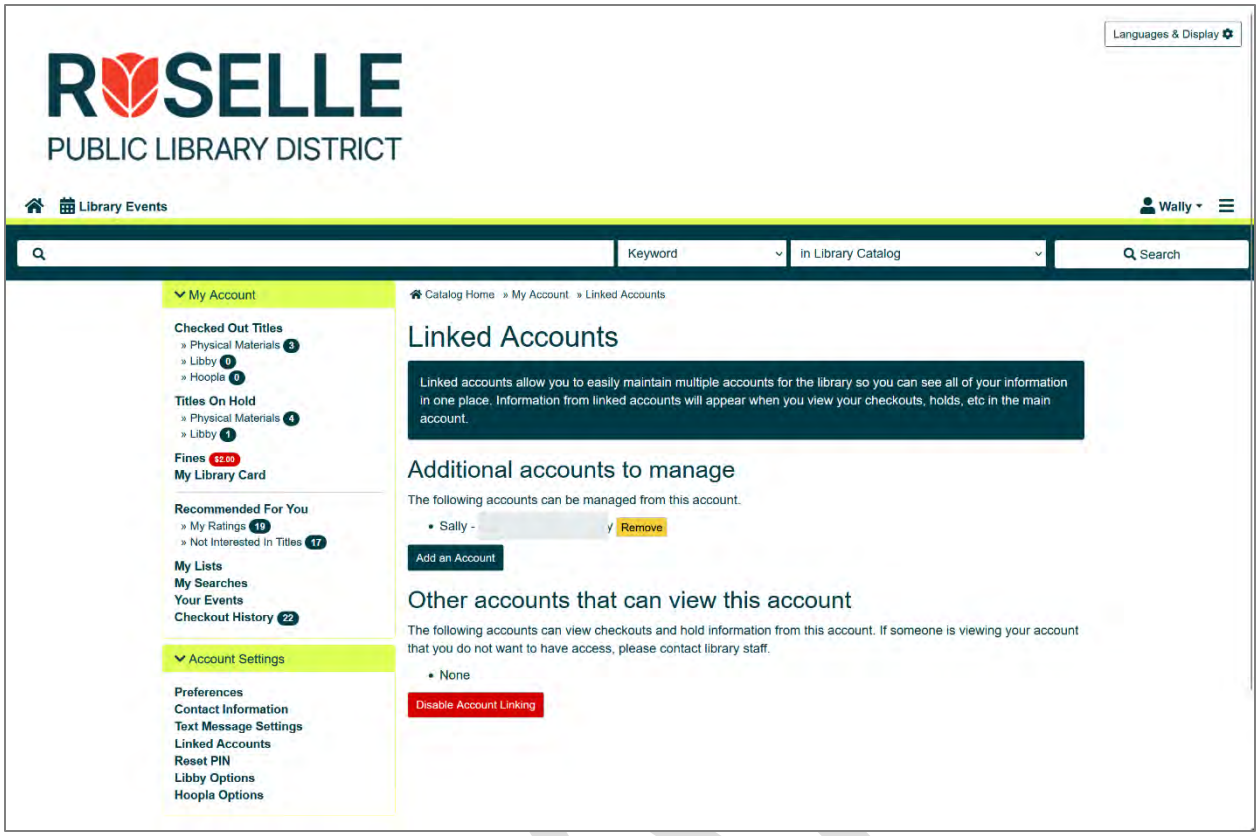


FIGURE 10 LINKED ACCOUNTS SCREEN IN THE CATALOG

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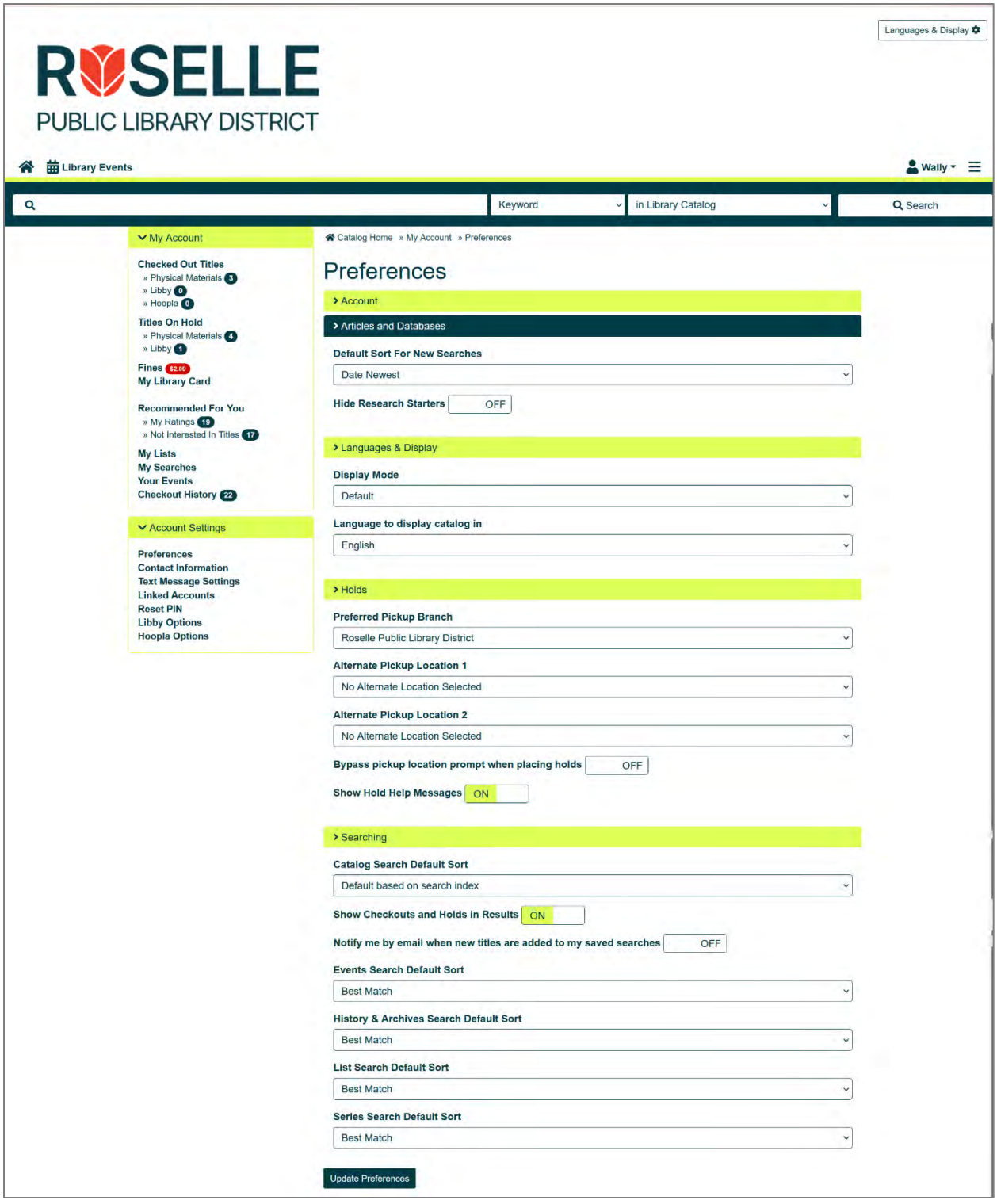


FIGURE 11 PREFERENCES SCREEN IN THE CATALOG

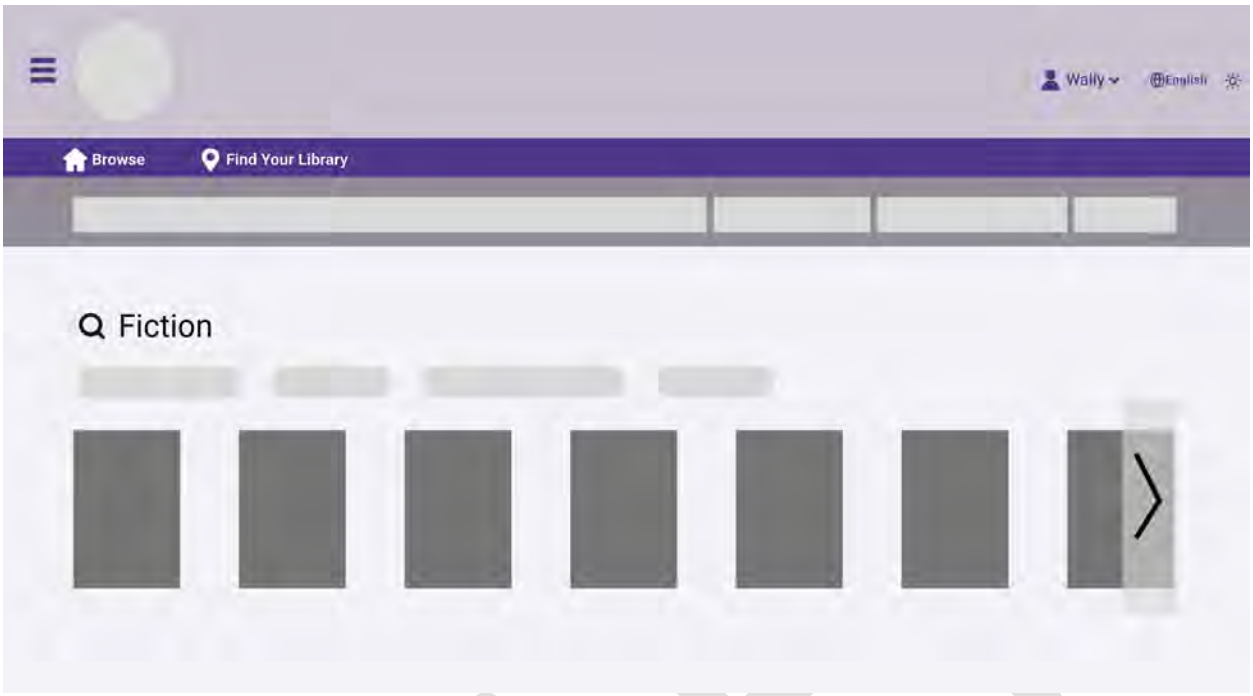


FIGURE 12 HOME SCREEN MOCKUP

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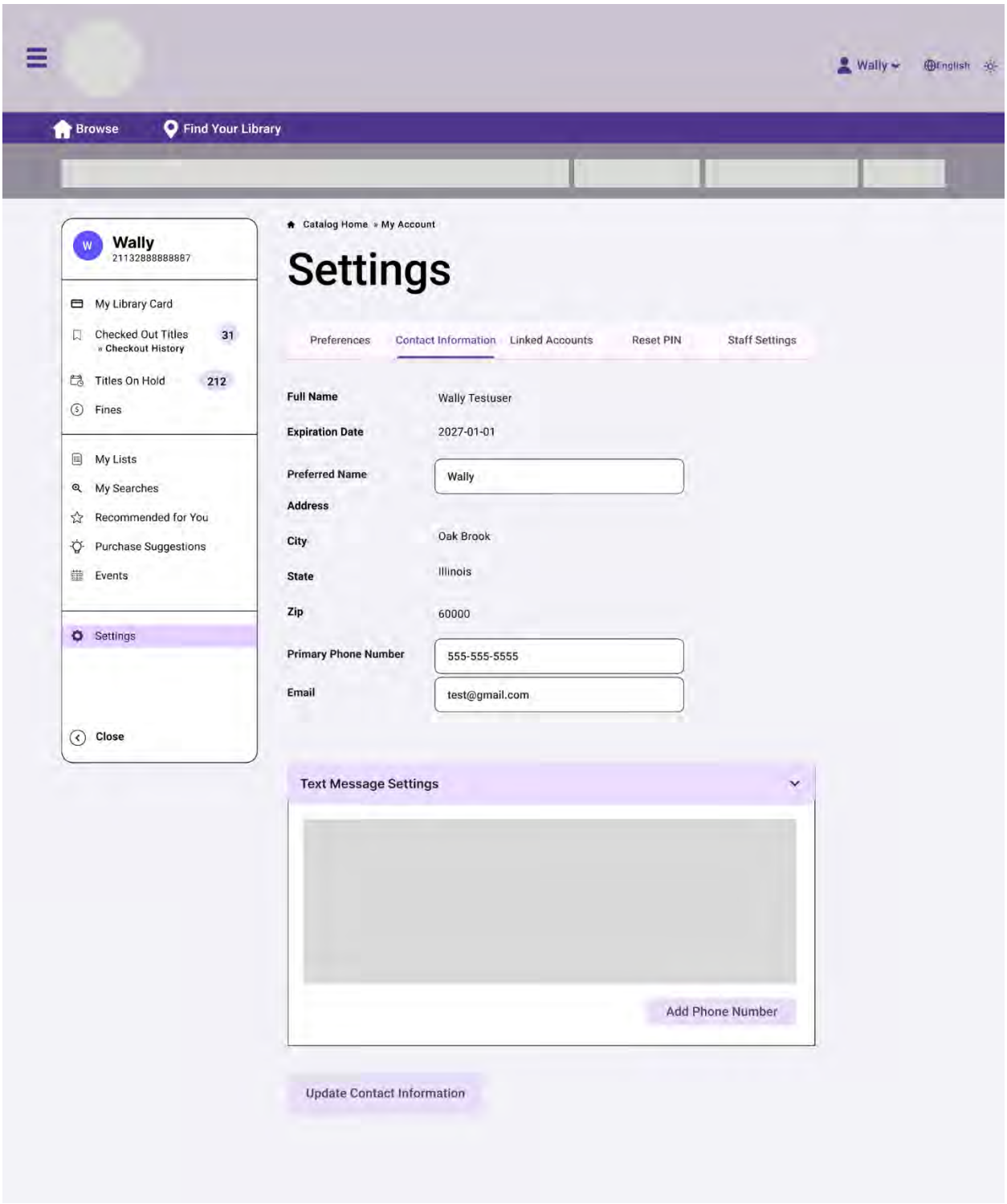


FIGURE 13 SETTINGS SCREEN MOCKUP, COMBINING SEVERAL ACCOUNT PAGES



FIGURE 14 LIBRARY LINKS/HAMBURGER MENU MOCKUP

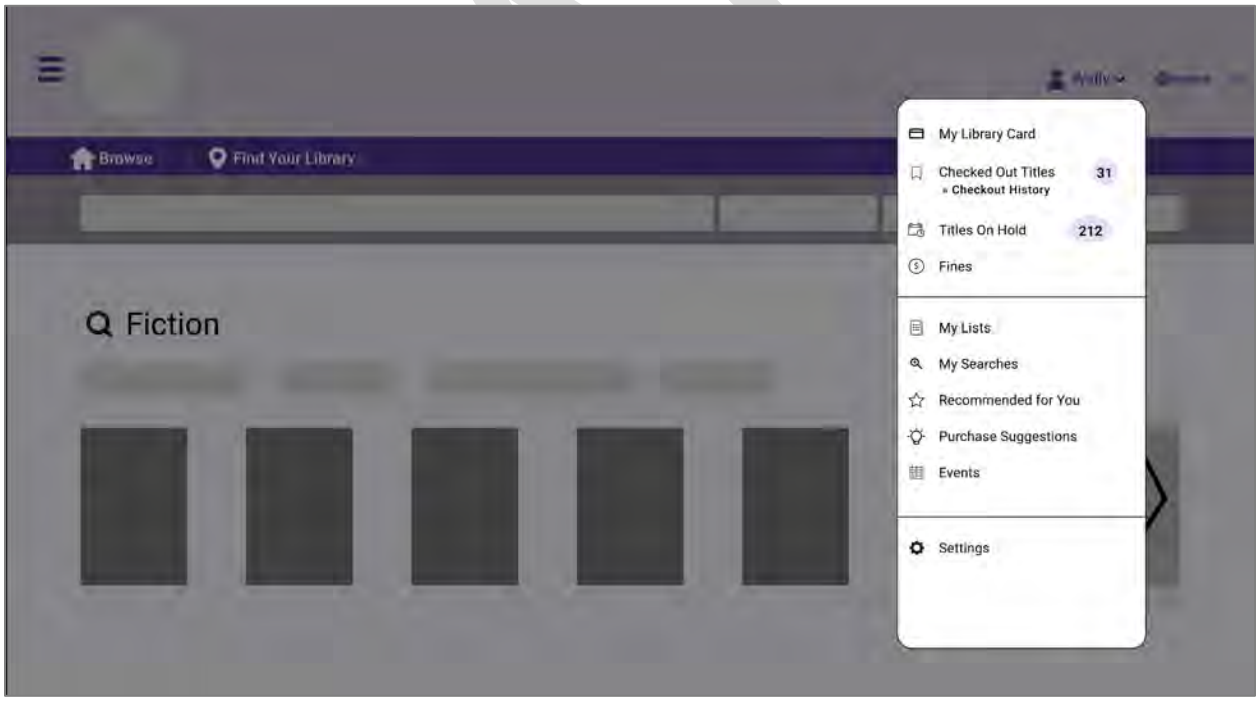


FIGURE 15 MY ACCOUNT MENU MOCKUP

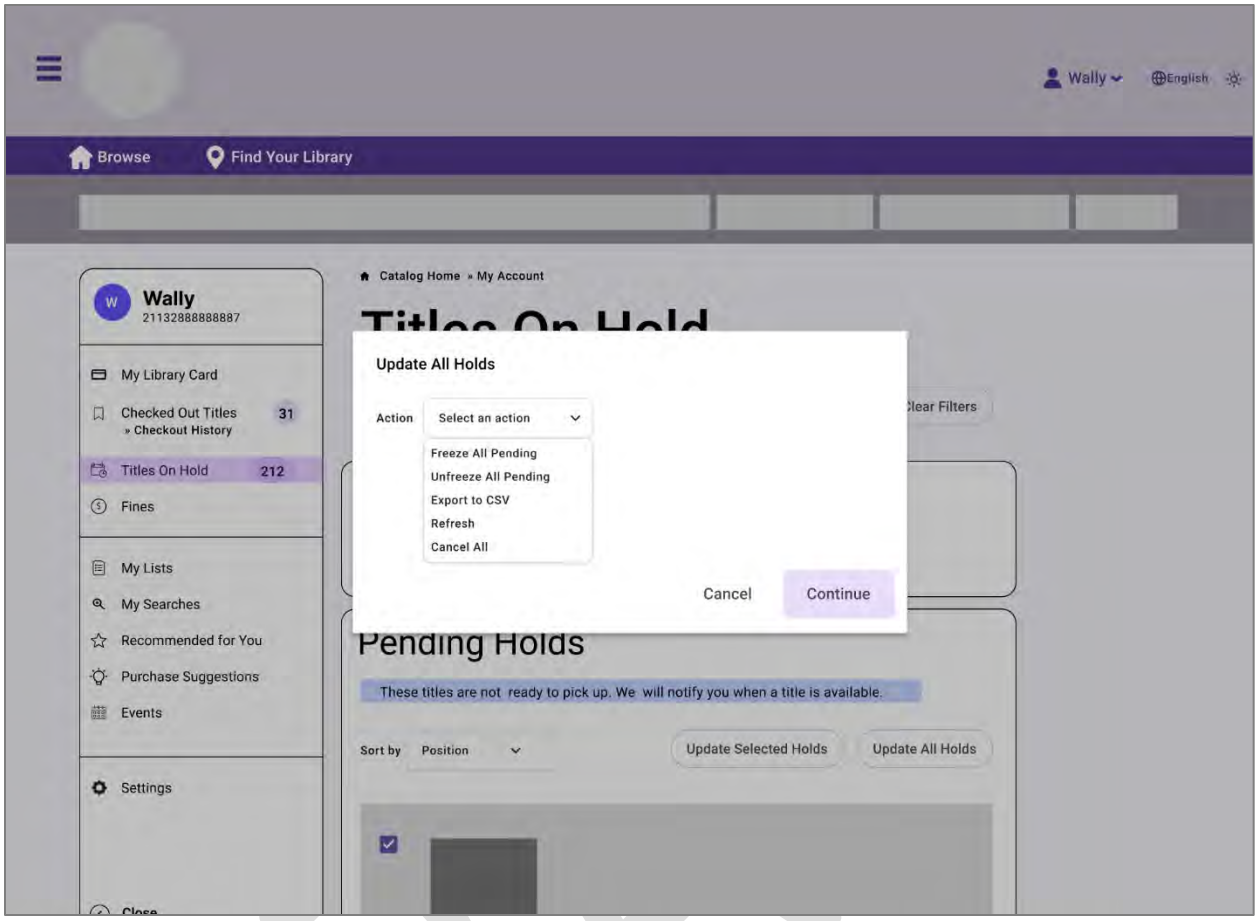


FIGURE 16 UPDATE HOLDS MODAL MOCKUP

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Strategic Goal 1

Improve the library staff experience through an adaptable, accessible, and reliable technology platform.

- Objective 1: Evaluate and implement changes to ILS and analytics platforms to improve user experience.
- Objective 2: Streamline vendor integration to expand member access to library technology solutions and reduce setup time.
- Objective 3: Balance flexibility and autonomy for individual libraries with the needs of the greater consortium through clearly defined standards.

Strategic Goal 2

Attain a deeper understanding of our membership to define SWAN's role in library services and resource sharing.

- Objective 1: Assess member needs on a regular cycle and use the findings to inform priorities and decision-making.
- Objective 2: Clearly define the scope of SWAN based on member values and organizational capacity.
- Objective 3: Evaluate and update SWAN service portfolio to reflect the newly defined scope.
- Objective 4: Define how SWAN aligns with statewide resource sharing priorities and practices to meet the evolving needs of libraries through innovative solutions.

Strategic Goal 3

Strengthen collaboration through transparency, multiple methods of participation, and strong communication between SWAN and member libraries.

- Objective 1: Establish avenues for ongoing feedback from and collaboration with member libraries of all sizes, types, and levels of need.
- Objective 2: Plan and execute a communications strategy to convey SWAN decisions, rationale, and how they were shaped by member input.

Strategic Goal 4

Implement robust and responsive support methods to serve our libraries.

- Objective 1: Ease the transition of new staff and libraries into SWAN.

- Objective 2: Review and improve training and documentation to bolster self-service support.
- Objective 3: Develop a multi-modal customer support model that improves daily operations for library staff.

Strategic Goal 5

Continue being a trusted steward of shared technology and data security while maintaining open and reliable service access.

- Objective 1: Strengthen data privacy and information security practices across SWAN-supported platforms.
- Objective 2: Ensure core platforms meet accessibility standards and support equitable access for all users.
- Objective 3: Establish guidelines for responsible and transparent use of AI within SWAN-supported platforms and services.

Date: **November 20, 2026**
To: **SWAN Board**
From: **Aaron Skog, Executive Director**
Re: **2016 Sick Leave Bank statement**

The 2028 Sick Leave Bank statement is included for your review. Per the policy:

9) SWAN Executive Director shall prepare an annual Sick Leave Bank audit statement by no later than October 30th of the new year and submit to the SWAN Board for their information.

I have included a copy of the policy for your benefit.

LEAVE DONATION POLICY

Policy Statement

SWAN recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of all available paid time off. To address this need, all eligible employees will be allowed to donate accrued paid sick hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with SWAN for a minimum of one year to be eligible to donate and/or receive donated sick time.

Guidelines

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined by the SWAN Sick Leave policy.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick Time

- The donation of sick time is strictly voluntary.
- Donated sick time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- Employees may not direct their sick time donation to specific recipient employees.
- The donation of sick time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours. An employee may not donate more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick time to donate.
- Employees will be given the opportunity to donate sick time annually during benefits open enrollment. The donated sick time will be transferred from the donor to the leave pool at end of enrollment period. This donation is a permanent donation to the bank.
- Employees who are currently on an approved leave of absence cannot donate sick time.

Requesting Donated Sick Time

Employees who would like to request donated sick time are required to complete a Donation of Sick Leave Request Form and submit it to human resources.

Requests for donations of sick time must be approved by the SWAN Personnel Committee.

If the recipient employee has available sick time in his or her balance, this time will be used prior to any donated sick time. Donated sick time may only be used for time off related to the approved request.

Full-time employees who receive donated sick time may receive no more than 450 hours (12 weeks) within a rolling 12-month period. Part-time employees may receive a prorated amount according to their number of regularly scheduled hours per week.

Distribution of donated sick time cannot exceed the bank balance. The intent is not to cause tax consequences to the donor and/or recipient. Time accepted into the bank will have no cash value.

Leave Donation Procedures

1) All employees who completed one year of employment with the organization shall be eligible to voluntarily participate in a Sick Leave Bank. Those eligible shall submit written notice to the SWAN Executive Director to participate during annual enrollment for the Sick Leave Bank. Participating members shall have deducted from their accumulated sick leave the allotment designed, between 4 and 40 hours.

2) The SWAN Personnel Committee referred to herein shall be composed of two (2) participating members appointed by the SWAN Board, plus the SWAN Executive Director.

3) A member is eligible for withdrawal of days from the Sick Leave Bank only after the member has depleted all accumulated sick leave and paid time off.

4) Authorized withdrawals from the Sick Leave Bank by participating members shall be made only upon approval of a majority vote of the Personnel Committee.

5) The following factors will be taken into consideration by the Committee in their deliberations:

a) Attendance history of the applicant

b) Previous requests and awards from the Sick Leave Bank

c) Adherence to Leave Donation Policy Guidelines

d) Any other meaningful factor for the Committee to make a determination

6) A request for each withdrawal from the Sick Leave Bank shall be made by submitting the following:

a) A letter from the applicant requesting withdrawal, and

b) A doctor's statement on physician's letterhead verifying applicant's name, reason for absence, stating the reason for total disability, estimated length of absence/return to work (additional medical documentation may be required).

c) The Committee reserves the right to request additional information at any time.

7) Distribution of Sick Leave Bank hours is managed by SWAN Administration.

8) The Committee shall have the right to refuse leaves.

a) Within ten (10) days of denial, a member of denied Sick Leave may appeal to the Personnel Committee with any additional or clarifying information related to their initial request for Sick Leave Bank days.

b) The decision of the Personnel Committee shall be final.

9) SWAN Executive Director shall prepare an annual Sick Leave Bank audit statement by no later than October 30th of the new year and submit to the SWAN Board for their information. The sick leave bank statement will also be available to all employees upon their request. The statement will contain:

a) Number of days in the Sick Leave Bank.

b) Number of leave days granted the preceding year.

c) Number of staff granted leave and number of days granted.

Sick Leave Donation Balance Report

Sick Leave Hours Donated	Date Submitted	Completed in Paylocity	Requestor	Amount
40.0	12/19/2022	1/18/2023		
40.0	12/19/2022	1/19/2023		
40.0	12/19/2022	1/19/2023		
10.0	12/19/2022	1/19/2023		
40.0	12/19/2022	1/19/2023		
20.0	12/19/2022	1/19/2023		
40.0	12/19/2022	1/19/2023		
20.0	1/4/2023	1/19/2023		
40.0	5/15/2023	5/4/2023		
290.0				

Date: November 20, 2026
To: SWAN Board
From: Aaron Skog, Executive Director
Re: FY28 Budget update

The FY28 budget draft is included for your review. The major themes of this budget include:

- Potential ILS migration as a one-time expense from SWAN cash reserves
- One-time bonuses for employees as part of a migration project
- Increased cyber risk coverage from $2 million to $5 million
- RAILS LLSAP grant revenue increased based on FY28 announcement
- Lower interest income and investment revenue based on current projections
- SirsiDynix renewal budgeted conservatively for a 1-year renewal 6.9% increase

ILS Migration

The migration expense is based on 2015 actual expenses plus additional expenses. The cost from 2015 was $407,930 which was a first-year payment plus migration and training expenses.

SWAN would need a second Aspen Discovery test system to run in parallel with a new ILS. This is budgeted as $11,250 from reserves as a one-time expense as it would no longer be needed once SWAN is live on a new ILS. It is possible to adjust this budget based on information received from RFP proposals.

Employee bonus

The budget includes an annual 4% merit calculation and a 2% one-time bonus budget. SWAN has previously awarded employee bonuses for special projects completed such as a consortia-wide migration. These bonuses are awarded on a scale for contributions specific to the project.

LLSAP grant

The RAILS LLSAP grant increased from $515,768 to $524,624 for FY28, which is an $8,856 increase. This will help offset membership fee increases.

Membership fees

Membership fees overall would increase 7.7% based on this draft. The membership fee county tax data was competed using 2024 tax data for DuPage, Kane, and Will counties. The Cook County tax data will use 2023 data. Roselle Public Library District was updated for a new bond payment.

Revenue & Expense Budget		FY26 Actual	FY27 Budget	FY28 Budget	Change from FY27 to FY28
Revenue					
4000	**Membership Fees**				
4010	SWAN Full Membership Fees	$2,938,137	$3,073,185	$3,308,493	$235,308
4011	SWAN Internet Access Membership Fees	$3,714	$4,200	$4,500	$300
4100	**Membership Reimbursements**				
4110	Member One-Time Project Receipts		$0	$0	$0
4190	Member Group Purchase Receipts	$11,343	$5,600	$11,500	$5,900
4200	**Reimbursements**				
4220	Reimbursement Losses for Resource Sharing	$48,260	$47,800	$49,200	$1,400
4230	Collection Agency Fees		$0	$0	$0
4240	E-commerce transactions	$52,489	$43,400	$53,000	$9,600
4250	Deaccession transactions				
4300	**Grant Revenue**				
4310	RAILS Support to SWAN	$501,394	$515,768	$524,624	$8,856
4320	Other Grant Revenue		$0	$0	
4400	**Registration & Event Receipts**				
4499	Annual Conference Receipts	$8,865	$6,260	$8,900	$2,640
4500	**Investment & Interest**				
4510	Interest Income	$82,711	$100,000	$87,400	($12,600)
4520	Investment Income	$13,256	$25,000	$14,200	($10,800)
4600	**Reserves Funding**	$0	$5,064	$419,180	$414,116
Total Revenue		**$3,660,168.99**	**$3,826,277**	**$4,480,997**	$654,719
Expenses					
5000	**Salaries & Wages**	$1,627,980.34	$1,702,717	$1,821,119	$118,401
5020	**Personnel Benefits**				
5021	Social Security Taxes	$120,339.26	$115,000	$139,400	$24,400
5022	State Unemployment Insurance	$0.00	$0	$0	$0
5023	Worker's Compensation	$2,594.00	$3,900	$5,600	$1,700
5024	Retirement Benefits	$154,359.02	$167,100	$167,300	$200
5025	Health, Dental, Life And Disability Insurance	$214,498.59	$195,000	$220,800	$25,800
5026	Tuition Reimbursements	$0.00	$1,100	$1,100	$0
5085	Staff Wellness	$411.88	$400	$1,180	$780
5100	**Building & Grounds**				
5110	Rent/Lease	$46,494.16	$50,600	$51,100	$500
5120	Utilities	$2,765.62	$1,200	$3,900	$2,700
5130	Property Insurance	$0.00	$0	$0	$0
5140	Repairs & Maintenance	$776.88	$960	$868	($92)
5150	Custodial Service & Supplies	$0.00	$0	$1,500	$1,500
5190	Other Building Maintenance	$0.00	$0	$0	$0

Revenue & Expense Budget		FY26 Actual	FY27 Budget	FY28 Budget	Change from FY27 to FY28
5200	**Professional Development**				
5210	Conference Travel	$7,859.79	$10,000	$10,000	$0
5220	Staff Meetings	$1,406.30	$900	$1,500	$600
5230	Staff Professional Development	$5,705.98	$7,000	$6,000	($1,000)
5240	Professional Association Membership Dues	$1,262.00	$1,300	$1,300	$0
5250	Educational Material	$31.00	$800	$0	($800)
5260	Online Learning	$0.00	$7,030	$0	($7,030)
5300	**Membership Development**				
5310	Travel Reimbursement	$1,730.54	$2,000	$2,000	$0
5320	Membership Meetings	$666.47	$300	$700	$400
5330	Library Professional Development	$10,087.83	$9,500	$11,000	$1,500
5350	Marketing & Promotional Material		$0	$0	$0
5399	Annual Conference	$923.73	$0	$0	$0
5400	**Information & Technology Services**				
5420	Application Software Licensing	$19,582.56	$16,800	$16,800	$0
5430	Server Software Licensing	$127,354.88	$129,000	$133,300	$4,300
5440	Library Services Platform	$1,057,329.02	$1,049,700	$1,507,700	$458,000
5450	Data Management Services	$33,579.24	$35,100	$34,000	($1,100)
5460	Information Subscription Service	$20,735.38	$21,800	$22,900	$1,100
5470	Subscription Support Services	$30,312.44	$25,200	$27,400	$2,200
5480	Telecommunications	$7,422.71	$7,100	$7,200	$100
5490	Group Purchases - Services	$3,320.49	$2,600	$3,400	$800
5500	**General Office**				
5510	Office Supplies	$4,391.41	$3,500	$4,400	$900
5520	Postage	$679.20	$800	$700	($100)
5550	Furniture	$302.76	$0	$0	$0
5599	Annual Conference Supplies	$1,884.51	$0	$2,000	$2,000
5600	**Hardware & Equipment**				
5610	Equipment Rental/Maintenance		$0	$0	$0
5620	Hardware	$41,244.75	$0	$0	$0
5690	Group Purchases - Hardware	$8,061.46	$3,000	$8,100	$5,100
5700	**Insurance**	**$11,219.00**	**$13,700**	**$17,100**	$3,400
5800	**Contractual Services**				
5810	Legal	$122.50	$6,000	$6,000	$0
5820	Accounting	$23,855.00	$22,060	$24,700	$2,640
5830	Consulting	$1,660.00	$12,800	$11,200	($1,600)
5840	Payroll Service Fees	$4,844.98	$4,600	$4,600	$0
5850	Contractual Agreements		$0	$0	$0
5860	Notification & Collection	$78,366.65	$85,900	$78,900	($7,000)
5870	Recruitment		$0	$0	$0
5899	Annual Conference Facility Contract	$10,835.00	$12,100	$13,100	$1,000
5900	**Library Materials & Content**				
5910	Print Materials		$0	$0	$0
5920	Reimbursement for Resource Sharing	$49,157.48	$47,800	$49,200	$1,400

Revenue & Expense Budget		FY26 Actual	FY27 Budget	FY28 Budget	Change from FY27 to FY28
5930	Group Purchases - Content	$0.00	$0	$0	$0
5940	E-commerce payment transactions	$46,559.47	$43,400	$53,000	$9,600
5990	Group Purchases - Electronic Resources	$0.00	$0	$0	$0
6000	**Interest & Fees**				
6010	Bank Fees	$6,887.50	$5,000	$6,900	$1,900
6020	Merchant Account Fees	$268.95	$50	$270	$220
6030	Interest Payment	$0.00	$0	$0	$0
6099	Annual Conference Merchant Fees	$0.00	$0	$0	$0
Subtotal Expenses		***$3,789,871***	***$3,824,817***	***$4,479,237***	***$654,419***
6100	**Asset Management**				
6110	Depreciation	$0.00	$1,460	$1,460	$0
6120	(Gain)/Loss on Asset Disposal				
6130	Vacation Expense				
6140	Miscellaneous Expense				
Total Expenses		**$3,789,871**	**$3,826,277**	**$4,480,697**	**$654,419**
Total Revenue (from above)		**$3,660,169**	**$3,826,277**	**$4,480,997**	
Excess of revenues over (under) estimated expenses		($129,702)	$0	$300	

SWAN Reserves Plan: Updated for FY27 Budget

Capital Expenditures	FY25	FY26	FY27	FY28
	July 2024-June 2025	**July 2025-June 2026**	**July 2026-June 2027**	**July 2027-June 2028**
Prior Year Balance: End of fiscal year, final audit, see "Unrestricted" on Balance Sheet	$2,600,427	$2,560,427	$2,515,427	$2,510,363
Reserves collected & Impact Fee	$0			
Strategic planning consultant				
Website development consultant				
Single Sign On: Identity service provider one-time	($35,000)			
Funds for SWAN office relocation	($5,000)			
Funds for SWAN staff computer replacement		($45,000)		
BLUEcloud Analytics Private Intelligence Suite one-time expense			($5,064)	
Aspen Discovery Test Server ($11,500)				($11,250)
Future ILS Migration Budget (was $465,740 in 2015)				($407,930)
Total	**$2,560,427**	**$2,515,427**	**$2,510,363**	**$2,091,183**
Maintain 4 months operating in reserve (policy)	($1,364,582)	($1,326,431)	($1,263,933)	($1,327,129)
Over/(Under) Reserve Policy	**$1,195,845**	**$1,188,996**	**$1,246,430**	**$764,053**
Operating Budget (5% increases each year after FY27)	$4,093,746.37	$3,979,293.38	$3,791,798.46	$3,981,388.38
Months operating in reserve	7.51	7.59	7.94	6.30

Chart 1: SWAN Membership Fees
Fiscal Year 2028: July 1, 2027 - June 30, 2028
Board draft #1

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
Acorn Public Library District	$ 31,183	($5,465)	**$ 25,718**	$ 24,039	$ 1,680
Addison Public Library	$ 72,401	($5,465)	**$ 66,936**	$ 63,292	$3,644
Alsip-Merrionette Park Public Library District	$ 45,588	($5,465)	**$ 40,123**	$ 37,814	$2,309
Batavia Public Library District	$ 66,999	($5,465)	**$ 61,534**	$ 56,466	$5,068
Bedford Park Public Library District	$ 36,007	($5,465)	**$ 30,542**	$ 28,651	$1,891
Beecher Community Library District	$ 22,999	($5,465)	**$ 17,534**	$ 16,089	$1,445
Bellwood Public Library	$ 38,426	($5,465)	**$ 32,961**	$ 30,965	$1,997
Bensenville Community Public Library District	$ 37,158	($5,465)	**$ 31,693**	$ 28,959	$2,735
Bensenville Elementary School District #2	$ 17,500		**$ 17,500**	$ 17,500	$0
Berkeley Public Library	$ 23,899	($5,465)	**$ 18,435**	$ 17,073	$1,362
Berwyn Public Library	$ 57,201	($5,465)	**$ 51,736**	$ 48,919	$2,817
Bloomingdale Public Library	$ 47,879	($5,465)	**$ 42,414**	$ 39,531	$2,882
Blue Island Public Library	$ 32,008	($5,465)	**$ 26,543**	$ 24,827	$1,716
Bridgeview Public Library	$ 29,316	($5,465)	**$ 23,851**	$ 22,282	$1,570
Broadview Public Library District	$ 31,814	($5,465)	**$ 26,349**	$ 24,644	$1,705
Brookfield Public Library	$ 40,113	($5,465)	**$ 34,649**	$ 32,539	$2,109
Calumet City Public Library	$ 33,205	($5,465)	**$ 27,741**	$ 25,972	$1,769
Calumet Park Public Library	$ 21,483	($5,465)	**$ 16,019**	$ 14,762	$1,256
Carol Stream Public Library	$ 50,546	($5,465)	**$ 45,081**	$ 43,543	$1,538
Chicago Heights Public Library	$ 26,717	($5,465)	**$ 21,253**	$ 19,767	$1,485
Chicago Ridge Public Library	$ 32,884	($5,465)	**$ 27,420**	$ 25,665	$1,755
Cicero Public Library	$ 35,665	($5,465)	**$ 30,200**	$ 28,324	$1,876
Clarendon Hills Public Library	$ 27,687	($5,465)	**$ 22,222**	$ 20,424	$1,798
Crestwood Public Library District	$ 25,626	($5,465)	**$ 20,161**	$ 18,723	$1,437
Crete Public Library District	$ 38,670	($5,465)	**$ 33,205**	$ 30,483	$2,722
Dolton Public Library District	$ 28,610	($5,465)	**$ 23,145**	$ 21,577	$1,568
Downers Grove Public Library	$ 76,535	($5,465)	**$ 71,071**	$ 65,176	$5,894
Eisenhower Public Library District	$ 59,460	($5,465)	**$ 53,995**	$ 51,260	$2,735
Elmwood Park Public Library	$ 35,388	($5,465)	**$ 29,923**	$ 28,059	$1,864
Evergreen Park Public Library	$ 32,032	($5,465)	**$ 26,567**	$ 24,850	$1,717
Flossmoor Public Library	$ 31,799	($5,465)	**$ 26,334**	$ 24,627	$1,707
Forest Park Public Library	$ 39,359	($5,465)	**$ 33,894**	$ 31,857	$2,037
Frankfort Public Library District	$ 47,591	($5,465)	**$ 42,127**	$ 38,696	$3,430
Franklin Park Public Library District	$ 38,113	($5,465)	**$ 32,648**	$ 30,665	$1,983
Geneva Public Library District	$ 75,023	($5,465)	**$ 69,558**	$ 63,728	$5,830
Glen Ellyn Public Library	$ 67,279	($5,465)	**$ 61,815**	$ 56,784	$5,031
Glenside Public Library District	$ 53,063	($5,465)	**$ 47,598**	$ 43,297	$4,301
Glenwood-Lynwood Public Library District	$ 32,897	($5,465)	**$ 27,432**	$ 25,664	$1,768
Grande Prairie Public Library District	$ 33,944	($5,465)	**$ 28,479**	$ 26,678	$1,801
Green Hills Public Library District	$ 46,237	($5,465)	**$ 40,772**	$ 36,281	$4,491
Harvey Public Library District	$ 29,027	($5,465)	**$ 23,562**	$ 21,976	$1,586
Hillside Public Library	$ 33,574	($5,465)	**$ 28,109**	$ 26,325	$1,785
Hinsdale Public Library	$ 51,067	($5,465)	**$ 45,602**	$ 41,787	$3,815
Hodgkins Public Library District	$ 30,396	($5,465)	**$ 24,931**	$ 21,035	$3,896
Homewood Public Library District	$ 42,433	($5,465)	**$ 36,968**	$ 34,797	$2,172
Indian Prairie Public Library District	$ 59,243	($5,465)	**$ 53,778**	$ 50,176	$3,602
Itasca Community Library	$ 35,422	($5,465)	**$ 29,957**	$ 27,912	$2,045
Justice Public Library District	$ 22,940	($5,465)	**$ 17,475**	$ 16,155	$1,320
Kaneville Public Library District	$ 20,593	($5,465)	**$ 15,128**	$ 13,883	$1,245
La Grange Public Library	$ 45,883	($5,465)	**$ 40,418**	$ 37,994	$2,424
LaGrange Park Public Library District	$ 37,318	($5,465)	**$ 31,853**	$ 29,950	$1,904
Lansing Public Library	$ 48,069	($5,465)	**$ 42,604**	$ 40,186	$2,418
Lyons Public Library	$ 26,120	($5,465)	**$ 20,655**	$ 19,196	$1,459
Markham Public Library	$ 26,051	($5,465)	**$ 20,586**	$ 8,211	$12,375
Matteson Area Public Library District	$ 47,178	($5,465)	**$ 41,713**	$ 39,334	$2,379
Maywood Public Library District	$ 32,304	($5,465)	**$ 26,840**	$ 25,110	$1,729

Chart 1: SWAN Membership Fees
Fiscal Year 2028: July 1, 2027 - June 30, 2028
Board draft #1

SWAN Library	Fee	State LLSAP Grant Discount	SWAN Fee Total	Prior Year Fee	Increase/ (Decrease)
McCook Public Library District	$ 25,876	($5,465)	**$ 20,411**	$ 18,963	$1,448
Melrose Park Public Library	$ 28,183	($5,465)	**$ 22,718**	$ 21,169	$1,549
Messenger Public Library of North Aurora	$ 39,352	($5,465)	**$ 33,887**	$ 30,935	$2,952
Midlothian Public Library	$ 31,262	($5,465)	**$ 25,797**	$ 24,165	$1,632
Morton Arboretum	$ 12,500		**$ 12,500**	$ 12,500	$0
Nancy L. McConathy Public Library District	$ 22,936	($5,465)	**$ 17,471**	$ 16,156	$1,315
National University of Health Sciences	$ 11,000		**$ 11,000**	$ 11,000	$0
North Riverside Public Library District	$ 30,193	($5,465)	**$ 24,728**	$ 23,091	$1,637
Northlake Public Library District	$ 41,461	($5,465)	**$ 35,996**	$ 33,794	$2,202
Oak Brook Public Library	$ 31,868	($5,465)	**$ 26,403**	$ 24,693	$1,710
Oak Lawn Public Library	$ 69,389	($5,465)	**$ 63,924**	$ 60,575	$3,349
Oak Park Public Library	$ 117,234	($5,465)	**$ 111,769**	$ 106,330	$5,439
Palos Heights Public Library	$ 36,660	($5,465)	**$ 31,195**	$ 29,276	$1,919
Palos Park Public Library	$ 24,523	($5,465)	**$ 19,058**	$ 17,669	$1,389
Park Forest Public Library	$ 32,344	($5,465)	**$ 26,879**	$ 25,584	$1,294
Prairie Trails Public Library District	$ 39,151	($5,465)	**$ 33,687**	$ 31,658	$2,028
Richton Park Public Library District	$ 28,205	($5,465)	**$ 22,740**	$ 21,159	$1,581
River Forest Public Library	$ 33,609	($5,465)	**$ 28,144**	$ 26,358	$1,786
River Grove Public Library District	$ 24,724	($5,465)	**$ 19,259**	$ 17,861	$1,398
Riverdale Public Library District	$ 24,760	($5,465)	**$ 19,295**	$ 17,896	$1,400
Riverside Public Library	$ 32,325	($5,465)	**$ 26,860**	$ 25,130	$1,730
Roselle Public Library District	$ 40,777	($5,465)	**$ 35,312**	$ 33,732	$1,580
Schiller Park Public Library	$ 31,432	($5,465)	**$ 25,967**	$ 24,276	$1,691
South Holland Public Library	$ 40,768	($5,465)	**$ 35,303**	$ 33,204	$2,099
St Charles Public Library District	$ 99,706	($5,465)	**$ 94,241**	$ 85,584	$8,658
Steger-South Chicago Heights Public Library District	$ 23,780	($5,465)	**$ 18,315**	$ 17,417	$898
Stickney-Forest View Public Library District	$ 31,503	($5,465)	**$ 26,038**	$ 24,365	$1,673
Sugar Grove Public Library District	$ 35,259	($5,465)	**$ 29,794**	$ 27,306	$2,488
Summit Public Library District	$ 23,128	($5,465)	**$ 17,663**	$ 16,335	$1,328
Theosophical Society in America	$ 12,500		**$ 12,500**	$ 12,500	$0
Thomas Ford Memorial Library	$ 34,933	($5,465)	**$ 29,469**	$ 27,603	$1,866
Thornton Public Library	$ 21,318	($5,465)	**$ 15,853**	$ 14,604	$1,249
Tinley Park Public Library	$ 70,562	($5,465)	**$ 65,097**	$ 67,246	($2,149)
Town and Country Public Library District	$ 35,533	($5,465)	**$ 30,068**	$ 27,271	$2,796
University Park Public Library District	$ 28,446	($5,465)	**$ 22,981**	$ 18,840	$4,142
Villa Park Public Library	$ 43,416	($5,465)	**$ 37,951**	$ 33,842	$4,109
Warrenville Public Library District	$ 39,914	($5,465)	**$ 34,450**	$ 31,188	$3,262
West Chicago Public Library District	$ 45,893	($5,465)	**$ 40,428**	$ 36,898	$3,530
Westchester Public Library	$ 32,083	($5,465)	**$ 26,619**	$ 24,899	$1,720
Westmont Public Library	$ 41,000	($5,465)	**$ 35,535**	$ 32,627	$2,908
William Leonard Public Library District	$ 21,812	($5,465)	**$ 16,347**	$ 15,076	$1,271
Wood Dale Public Library District	$ 46,902	($5,465)	**$ 41,437**	$ 37,860	$3,578
Woodridge Public Library	$ 58,908	($5,465)	**$ 53,443**	$ 49,305	$4,138
Worth Public Library District	$ 27,764	($5,465)	**$ 22,299**	$ 20,768	$1,531

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2023	DuPage County Treasurer Tax Year 2024	Kane County Treasurer Tax Year 2024	Will County County Treasurer Tax Year 2024	Total Tax Revenue Issued	Bond Amount 2024 (Removed)	Public Library Tax Revenue Total 2024	Prior year Tax Revenue	Tax revenue change
Acorn Public Library District	$1,332,800.67				$1,332,800.67	($30,478.00)	**$1,302,322.67**	$1,269,009.67	$33,313.00
Addison Public Library		$ 5,970,290.80			$5,970,290.80	$0.00	**$5,970,290.80**	$5,807,342.32	$162,948.48
Alsip-Merrionette Park Public Library District	$2,933,707.77				$2,933,707.77	$0.00	**$2,933,707.77**	$3,055,208.72	($121,500.95)
Batavia Public Library District			$5,358,534.86		$5,358,534.86	$0.00	**$5,358,534.86**	$4,861,162.56	$497,372.30
Bedford Park Public Library District	$1,848,574.03				$1,848,574.03	$0.00	**$1,848,574.03**	$1,748,860.81	$99,713.22
Beecher Community Library District				$375,448.83	$375,448.83	$0.00	**$375,448.83**	$341,966.12	$33,482.71
Bellwood Public Library	$2,122,600.63				$2,122,600.63	$0.00	**$2,122,600.63**	$2,166,341.45	($43,740.82)
Bensenville Community Public Library District		$ 1,979,000.29			$1,979,000.29	$0.00	**$1,979,000.29**	$1,782,359.09	$196,641.20
Berkeley Public Library	$477,414.11				$477,414.11	$0.00	**$477,414.11**	$464,203.00	$13,211.11
Berwyn Public Library	$4,248,840.75				$4,248,840.75	$0.00	**$4,248,840.75**	$4,248,191.73	$649.02
Bloomingdale Public Library		$ 3,193,109.92			$3,193,109.92	$0.00	**$3,193,109.92**	$3,078,139.27	$114,970.65
Blue Island Public Library	$1,395,708.54				$1,395,708.54	$0.00	**$1,395,708.54**	$1,378,933.29	$16,775.25
Bridgeview Public Library	$1,349,531.99				$1,349,531.99	($258,650.00)	**$1,090,881.99**	$1,108,019.24	($17,137.25)
Broadview Public Library District	$1,641,877.95				$1,641,877.95	($268,172.50)	**$1,373,705.45**	$1,076,484.76	$297,220.69
Brookfield Public Library	$2,667,969.22				$2,667,969.22	($354,302.90)	**$2,313,666.32**	$2,559,940.87	($246,274.55)
Calumet City Public Library	$1,531,337.00				$1,531,337.00	$0.00	**$1,531,337.00**	$1,525,438.11	$5,898.89
Calumet Park Public Library	$203,796.10				$203,796.10	$0.00	**$203,796.10**	$188,515.49	$15,280.61
Carol Stream Public Library		$ 3,729,669.99			$3,729,669.99	($234,461.00)	**$3,495,208.99**	$3,578,277.99	($83,069.00)
Chicago Heights Public Library	$796,546.13				$796,546.13	$0.00	**$796,546.13**	$814,603.60	($18,057.47)
Chicago Ridge Public Library	$1,494,971.54				$1,494,971.54	$0.00	**$1,494,971.54**	$1,466,281.72	$28,689.82
Cicero Public Library	$1,809,831.75				$1,809,831.75	$0.00	**$1,809,831.75**	$1,851,819.44	($41,987.69)
Clarendon Hills Public Library		$ 906,392.07			$906,392.07	$0.00	**$906,392.07**	$833,054.03	$73,338.04
Crestwood Public Library District	$672,906.26				$672,906.26	$0.00	**$672,906.26**	$684,188.23	($11,281.97)
Crete Public Library District				$2,150,170.24	$2,150,170.24	$0.00	**$2,150,170.24**	$1,962,545.63	$187,624.61
Dolton Public Library District	$1,010,841.96				$1,010,841.96	$0.00	**$1,010,841.96**	$968,199.86	$42,642.10
Downers Grove Public Library		$ 6,438,527.77			$6,438,527.77	$0.00	**$6,438,527.77**	$5,916,610.89	$521,916.88
Eisenhower Public Library District	$5,198,216.71				$5,198,216.71	($693,519.00)	**$4,504,697.71**	$4,292,590.08	$212,107.63
Elmwood Park Public Library	$1,778,477.64				$1,778,477.64	$0.00	**$1,778,477.64**	$1,743,589.57	$34,888.07
Evergreen Park Public Library	$1,398,476.10				$1,398,476.10	$0.00	**$1,398,476.10**	$1,373,788.83	$24,687.27
Flossmoor Public Library	$1,372,078.03				$1,372,078.03	$0.00	**$1,372,078.03**	$1,405,656.26	($33,578.23)
Forest Park Public Library	$2,228,222.64				$2,228,222.64	$0.00	**$2,228,222.64**	$2,096,754.75	$131,467.89
Frankfort Public Library District	$37,561.34			$3,123,018.05	$3,160,579.39	$0.00	**$3,160,579.39**	$2,829,936.22	$330,643.17
Franklin Park Public Library District	$2,087,118.37				$2,087,118.37	$0.00	**$2,087,118.37**	$2,024,699.57	$62,418.80
Geneva Public Library District			$7,855,723.74		$7,855,723.74	($1,588,471.26)	**$6,267,252.48**	$5,618,737.52	$648,514.96
Glen Ellyn Public Library		$ 5,390,265.02			$5,390,265.02	$0.00	**$5,390,265.02**	$4,929,803.34	$460,461.68
Glenside Public Library District		$ 4,148,829.55			$4,148,829.55	($368,595.02)	**$3,780,234.53**	$3,472,170.30	$308,064.23
Glenwood-Lynwood Public Library District	$1,950,202.50				$1,950,202.50	($453,825.00)	**$1,496,377.50**	$1,532,156.70	($35,779.20)
Grande Prairie Public Library District	$1,614,953.52				$1,614,953.52	$0.00	**$1,614,953.52**	$1,587,344.63	$27,608.89
Green Hills Public Library District	$3,157,192.47				$3,157,192.47	($150,000.00)	**$3,007,192.47**	$2,690,855.47	$316,337.00
Harvey Public Library District	$1,058,133.71				$1,058,133.71	$0.00	**$1,058,133.71**	$1,035,728.61	$22,405.10
Hillside Public Library	$1,573,078.95				$1,573,078.95	$0.00	**$1,573,078.95**	$1,527,540.33	$45,538.62
Hinsdale Public Library	$473,302.85	$ 3,349,579.71			$3,822,882.56	($268,712.00)	**$3,554,170.56**	$3,227,601.30	$326,569.26
Hodgkins Public Library District	$1,236,942.55				$1,236,942.55	($23,800.00)	**$1,213,142.55**	$690,785.65	$522,356.90
Homewood Public Library District	$2,576,395.30				$2,576,395.30	$0.00	**$2,576,395.30**	$2,549,377.36	$27,017.94
Indian Prairie Public Library District	$303,191.46	$ 4,176,962.37			$4,480,153.83	$0.00	**$4,480,153.83**	$4,134,892.56	$345,261.27

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2023	DuPage County Treasurer Tax Year 2024	Kane County Treasurer Tax Year 2024	Will County County Treasurer Tax Year 2024	Total Tax Revenue Issued	Bond Amount 2024 (Removed)	Public Library Tax Revenue Total 2024	Prior year Tax Revenue	Tax revenue change
Itasca Community Library		$ 1,782,377.47			$1,782,377.47	$0.00	**$1,782,377.47**	$1,730,052.08	$52,325.39
Justice Public Library District	$368,749.60				$368,749.60	$0.00	**$368,749.60**	$362,795.71	$5,953.89
Kaneville Public Library District			$102,923.95		$102,923.95	$0.00	**$102,923.95**	$94,654.53	$8,269.42
La Grange Public Library	$3,579,833.08				$3,579,833.08	($612,750.00)	**$2,967,083.08**	$2,837,794.58	$129,288.50
LaGrange Park Public Library District	$2,149,525.12				$2,149,525.12	($152,438.00)	**$1,997,087.12**	$1,951,690.74	$45,396.38
Lansing Public Library	$3,214,680.24				$3,214,680.24	$0.00	**$3,214,680.24**	$2,945,311.21	$269,369.03
Lyons Public Library	$743,864.82				$743,864.82	($15,000.00)	**$728,864.82**	$761,894.25	($33,029.43)
Markham Public Library	$748,026.54				$748,026.54	($27,000.00)	**$721,026.54**	$678,144.13	$42,882.41
Matteson Area Public Library District	$3,113,736.92				$3,113,736.92	$0.00	**$3,113,736.92**	$2,884,649.41	$229,087.51
Maywood Public Library District	$1,429,291.12				$1,429,291.12	$0.00	**$1,429,291.12**	$1,452,141.73	($22,850.61)
McCook Public Library District	$701,232.63				$701,232.63	$0.00	**$701,232.63**	$511,620.61	$189,612.02
Melrose Park Public Library	$962,566.37				$962,566.37	$0.00	**$962,566.37**	$975,115.55	($12,549.18)
Messenger Public Library of North Aurora			$2,227,445.92		$2,227,445.92	$0.00	**$2,227,445.92**	$2,018,305.10	$209,140.82
Midlothian Public Library	$1,563,136.52				$1,563,136.52	($251,907.50)	**$1,311,229.02**	$1,348,004.64	($36,775.62)
Nancy L. McConathy Public Library District	$367,990.50			$331.02	$368,321.52	$0.00	**$368,321.52**	$346,700.23	$21,621.29
North Riverside Public Library District	$1,190,190.10				$1,190,190.10	$0.00	**$1,190,190.10**	$1,150,236.54	$39,953.56
Northlake Public Library District	$3,180,386.86				$3,180,386.86	($714,150.00)	**$2,466,236.86**	$2,288,994.60	$177,242.26
Oak Brook Public Library		$ 1,379,838.00			$1,379,838.00	$0.00	**$1,379,838.00**	$1,142,808.00	$237,030.00
Oak Lawn Public Library	$5,629,177.14				$5,629,177.14	$0.00	**$5,629,177.14**	$5,706,720.30	($77,543.16)
Oak Park Public Library	$11,047,738.49				$11,047,738.49	$0.00	**$11,047,738.49**	$10,389,827.72	$657,910.77
Palos Heights Public Library	$1,922,582.13				$1,922,582.13	$0.00	**$1,922,582.13**	$1,870,990.57	$51,591.56
Palos Park Public Library	$548,060.64				$548,060.64	$0.00	**$548,060.64**	$534,963.75	$13,096.89
Park Forest Public Library	$1,203,968.16			$229,774.31	$1,433,742.47	$0.00	**$1,433,742.47**	$1,542,818.56	($109,076.09)
Prairie Trails Public Library District	$2,204,719.82				$2,204,719.82	$0.00	**$2,204,719.82**	$2,153,914.87	$50,804.95
Richton Park Public Library District	$1,357,423.41				$1,357,423.41	($392,406.06)	**$965,017.35**	$974,938.44	($9,921.09)
River Forest Public Library	$1,577,031.16				$1,577,031.16	$0.00	**$1,577,031.16**	$1,524,716.53	$52,314.63
River Grove Public Library District	$570,799.48				$570,799.48	$0.00	**$570,799.48**	$523,030.45	$47,769.03
Riverdale Public Library District	$574,877.52				$574,877.52	$0.00	**$574,877.52**	$525,401.85	
Riverside Public Library	$1,431,615.76				$1,431,615.76	$0.00	**$1,431,615.76**	$1,377,871.02	$53,744.74
Roselle Public Library District	$251,481.93	$ 3,757,196.44			$4,008,678.37	($1,619,843.75)	**$2,388,834.62**	$2,290,682.47	$98,152.15
Schiller Park Public Library	$1,330,451.90				$1,330,451.90	$0.00	**$1,330,451.90**	$1,287,222.46	$43,229.44
South Holland Public Library	$2,387,825.79				$2,387,825.79	$0.00	**$2,387,825.79**	$2,381,813.27	$6,012.52
St Charles Public Library District		$ 681,328.38	$8,829,975.39		$9,511,303.77	($448,625.00)	**$9,062,678.77**	$8,572,096.88	$490,581.89
Steger-South Chicago Heights Public Library District	$320,532.83			$143,368.55	$463,901.38	$0.00	**$463,901.38**	$471,087.73	($7,186.35)
Stickney-Forest View Public Library District	$1,480,708.72				$1,480,708.72	($142,150.00)	**$1,338,558.72**	$1,283,605.45	$54,953.27
Sugar Grove Public Library District			$1,763,870.20		$1,763,870.20	$0.00	**$1,763,870.20**	$729,888.04	$1,033,982.16
Summit Public Library District	$390,066.52				$390,066.52	$0.00	**$390,066.52**	$68,728.98	$321,337.54
Thomas Ford Memorial Library	$1,963,631.43				$1,963,631.43	($236,600.00)	**$1,727,031.43**	$1,662,295.71	$64,735.72
Thornton Public Library	$185,072.33				$185,072.33	$0.00	**$185,072.33**	$169,462.88	$15,609.45
Tinley Park Public Library	$4,779,615.58			$982,450.96	$5,762,066.54	$0.00	**$5,762,066.54**	$6,129,991.21	($367,924.67)
Town and Country Public Library District			$1,794,885.74		$1,794,885.74	$0.00	**$1,794,885.74**	$1,574,800.80	$220,084.94
University Park Public Library District	$13,232.02			$979,099.41	$992,331.43	$0.00	**$992,331.43**	$613,660.20	$378,671.23
Villa Park Public Library		$3,522,304.44			$3,522,304.44	($834,650.00)	**$2,687,654.44**	$2,464,212.37	$223,442.07
Warrenville Public Library District		$2,462,036.06			$2,462,036.06	($170,895.00)	**$2,291,141.06**	$2,001,523.62	$289,617.44
West Chicago Public Library District		$2,968,224.94			$2,968,224.94	$0.00	**$2,968,224.94**	$2,646,931.25	$321,293.69

Chart 2: Public Library County Tax Payments

Library Name	Cook County Treasurer Tax Year 2023	DuPage County Treasurer Tax Year 2024	Kane County Treasurer Tax Year 2024	Will County County Treasurer Tax Year 2024	Total Tax Revenue Issued	Bond Amount 2024 (Removed)	Public Library Tax Revenue Total 2024	Prior year Tax Revenue	Tax revenue change
Westchester Public Library	$1,404,255.53				$1,404,255.53	$0.00	**$1,404,255.53**	$1,382,761.67	$21,493.86
Westmont Public Library		$2,414,086.00			$2,414,086.00	$0.00	**$2,414,086.00**	$2,200,186.15	$213,899.85
William Leonard Public Library District	$240,983.01				$240,983.01	$0.00	**$240,983.01**	$247,119.95	($6,136.94)
Wood Dale Public Library District		$3,082,515.83			$3,082,515.83	$0.00	**$3,082,515.83**	$2,794,173.72	$288,342.11
Woodridge Public Library		$4,172,133.49		$270,038.18	$4,442,171.67	$0.00	**$4,442,171.67**	$4,094,964.50	$347,207.17
Worth Public Library District	$915,075.62				$915,075.62	$0.00	**$915,075.62**	$900,923.00	$14,152.62

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY28 Fee Formula (2024)	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028	Annual Debt Service 2029
Acorn Public Library District	$ 30,478	$ 29,518.00	$ 29,558.00	$ 29,483.00	$ 29,365.00	$ 29,204.00
Addison Public Library	$ -					
Alsip-Merrionette Park Public Library District	$ -					
Batavia Public Library District	$ -					
Bedford Park Public Library District	$ -					
Beecher Community Library District	$ -					
Bellwood Public Library	$ -					
Bensenville Community Public Library District	$ -					
Berkeley Public Library	$ -					
Berwyn Public Library	$ -					
Bloomingdale Public Library	$ -					
Blue Island Public Library	$ -					
Bridgeview Public Library	$ 258,650	$ 256,750.00	$ 254,700.00	$ 257,500.00		
Broadview Public Library District	$ 268,173	$ 272,842.50	$ 272,252.50	$ 270,652.50	$ 268,902.50	$ 271,772.50
Brookfield Public Library	$ 354,303	$ 349,575.04	$ 344,753.80	$ 339,837.34	$ 334,823.79	$ 329,711.21
Calumet City Public Library	$ -					
Calumet Park Public Library	$ -					
Carol Stream Public Library	$ 234,461	$ 234,461.00	$ 234,461.00	$ 234,461.00		
Chicago Heights Public Library	$ -	$ 189,005.00	$ 187,202.50	$ 187,672.50	$ 187,916.00	$ 187,933.00
Chicago Ridge Public Library	$ -					
Cicero Public Library	$ -					
Clarendon Hills Public Library	$ -					
Crestwood Public Library District	$ -					
Crete Public Library District	$ -					
Dolton Public Library District	$ -					
Downers Grove Public Library	$ -					
Eisenhower Public Library District	$ 693,519	$ 669,144.00	$ 667,968.00	$ 671,616.00		
Elmwood Park Public Library	$ -					
Evergreen Park Public Library	$ -					
Flossmoor Public Library	$ -					
Forest Park Public Library	$ -					
Frankfort Public Library District	$ -	$ 161,584.26	$ 188,564.25	$ 182,742.22	$ 176,920.19	$ 171,098.16
Franklin Park Public Library District	$ -					
Geneva Public Library District	$ 1,588,471	$ 1,598,821.26	$ 1,599,921.26	$ 1,606,646.26	$ 1,610,821.26	$ 1,615,971.26
Glen Ellyn Public Library	$ -					
Glenside Public Library District	$ 368,595	$ 365,987.52	$ 362,918.77	$ 374,015.63	$ 359,140.63	$ 183,937.50
Glenwood-Lynwood Public Library District	$ 453,825	$ 455,225.00	$ 451,025.00	$ 456,425.00	$ 451,025.00	$ 453,250.00
Grande Prairie Public Library District	$ -					
Green Hills Public Library District	$ 150,000					
Harvey Public Library District	$ -					
Hillside Public Library	$ -					
Hinsdale Public Library	$ 268,712	$ 283,812.00	$ 293,114.00	$ 296,816.00		
Hodgkins Public Library District	$ 23,800	$ 238,000.00	$ 238,000.00	$ 458,000.00	$ 457,000.00	$ 460,500.00
Homewood Public Library District	$ -					
Indian Prairie Public Library District	$ -					
Itasca Community Library	$ -					
Justice Public Library District	$ -					
Kaneville Public Library District	$ -					

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY28 Fee Formula (2024)	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028	Annual Debt Service 2029
La Grange Public Library	$ 612,750					
LaGrange Park Public Library District	$ 152,438					
Lansing Public Library	$ -					
Lyons Public Library	$ 15,000	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	
Markham Public Library	$ 27,000	$ 613,500.00				
Matteson Area Public Library District	$ -					
Maywood Public Library District	$ -					
McCook Public Library District	$ -					
Melrose Park Public Library	$ -					
Messenger Public Library of North Aurora	$ -					
Midlothian Public Library	$ 251,908	$ 252,607.50	$ 247,974.50	$ 193,095.50	$ 189,236.00	$ 185,206.00
Nancy L. McConathy Public Library District	$ -					
North Riverside Public Library District	$ -					
Northlake Public Library District	$ 714,150					
Oak Brook Public Library	$ -					
Oak Lawn Public Library	$ -					
Oak Park Public Library	$ -					
Palos Heights Public Library	$ -					
Palos Park Public Library	$ -					
Park Forest Public Library	$ -					
Prairie Trails Public Library District	$ -					
Richton Park Public Library District	$ 392,406	$ 394,997.96	$ 396,234.00	$ 392,456.00	$ 393,545.00	$ 394,368.00
River Forest Public Library	$ -					
River Grove Public Library District	$ -	$ 5,156.25	$ 76,683.04	$ 76,683.04	$ 76,683.04	$ 76,683.04
Riverdale Public Library District	$ -					
Riverside Public Library	$ -					
Roselle Public Library District	$ 1,619,844	$ 1,615,750.00	$ 1,616,750.00	$ 1,616,000.00	$ 1,618,500.00	$ 1,618,000.00
Schiller Park Public Library	$ -					
South Holland Public Library	$ -					
St Charles Public Library District	$ 448,625	$ 455,825.00	$ 463,150.00	$ 474,750.00	$ 480,950.00	$ 491,850.00
Steger-South Chicago Heights Public Library District	$ -					
Stickney-Forest View Public Library District	$ 142,150	$ 143,250.00	$ 144,200.00			
Sugar Grove Public Library District	$ -					
Summit Public Library District	$ -					
Thomas Ford Memorial Library	$ 236,600	$ 233,800.00	$ 230,800.00	$ 232,600.00	$ 234,000.00	
Thornton Public Library	$ -					
Tinley Park Public Library	$ -					
Town and Country Public Library District	$ -					
University Park Public Library District	$ -					
Villa Park Public Library	$ 834,650	$ 834,850.00	$ 839,250.00	$ 834,850.00	$ 834,550.00	$ 387,600.00
Warrenville Public Library District	$ 170,895	$167,875.25	$171,741.00	$173,507.25	$175,174.00	$176,741.25
West Chicago Public Library District	$ -					
Westchester Public Library	$ -					
Westmont Public Library	$ -					
William Leonard Public Library District	$ -					
Wood Dale Public Library District	$ -					
Woodridge Public Library	$ -					

Chart 3: Public Library Bond Amounts Reported

Public Library	Bond Amt for FY28 Fee Formula (2024)	Annual Debt Service 2025	Annual Debt Service 2026	Annual Debt Service 2027	Annual Debt Service 2028	Annual Debt Service 2029
Worth Public Library District	$ -					

Chart 4: Academic, School, Special Library Fees

Academic Libraries

1) Student Population, rounded to nearest 1,000 * 2 [Fall IBHE profile]
2) Title Count rounded to nearest 1,000 / 3

	Population	Item Count	Pop Fee	Item/Title Fee	FY27 Total
National University of Health Sciences	364	27,478	$ 2,000	$ 9,000	**$ 11,000**

School Libraries

1) Student Population, rounded to nearest 1000 * 5 [Illinois Report Card data]
2) Building Location/Branch Fee $2,500 per building

	Population	Buildings	Pop Fee	Building Fee	FY27 Total
Bensenville School District #2	2,009	3	$ 10,000	$ 7,500	**$ 17,500**

Special Libraries

1) Title Fee (Tier 1 <10,000 $7,500; Tier 2 <40,000 $10,000; Tier 3 > 40,000 $12,500)
2) Building Location/Branch Fee $2,500 per building

	Buildings	Title Count	Building Fee	Title Fee	FY27 Total
Morton Arboretum	1	23,747	$ 2,500	$ 10,000	**$ 12,500**
The Theosophical Society in America	1	29,485	$ 2,500	$ 10,000	**$ 12,500**

SWAN Administrators' & Directors' Quarterly Meeting

December 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/meeting/register/h-0q8ZaZT2y5IPnBQnKMYg

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of new library directors
4. Action Item – Approval of the September 3, 2026 Quarterly meeting minutes
5. Information Item— SWAN ILS & analytics RFP update & call for Task Force Group nominations
6. Information Item— Strategic plan update
7. Information Item— SWAN projects 4th quarter update
8. Information Item— Completed Aspen patron usability study & recommendations
9. Announcements
10. Next meeting: March 4, 2027

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

DRAFT