

SWAN BOARD MEETING AGENDA

October 18, 2024 9:30 a.m.

**Tinley Park Public Library
2nd floor Board Room
7851 Timber Drive
Tinley Park, IL 60477-5387**

1. Call to Order, Roll Call
2. Introduction of Visitors/Public Comment

Public comment is allowed at SWAN meetings

3. Action Item – Acceptance of the October 18, 2024 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE OCTOBER 18, 2024 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, September 2024 (Exhibit pgs. 3-14)
 - a. Balance sheet and detail of expenditures for September 2024
 - b. Approval of the payment of bills for September 1, 2024, through September 30, 2024 in the amount of \$385,735.98

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR SEPTEMBER 1 THROUGH SEPTEMBER 30, 2024 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR SEPTEMBER 2024

5. Action Item – Acceptance of the September 20, 2024, SWAN Board Meeting Minutes Exhibit pgs. 15-18)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2024 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Action Item – Acceptance of the September 20, 2024, SWAN Environmental Scan Task Force Meeting Minutes Exhibit pgs. 19-20)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2024 SWAN BOARD ENVIRONMENTAL SCAN TASK FORCE MINUTES AS PRESENTED

7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 21-23)
 - c. Operations Report (Exhibit pgs. 24-40)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pgs. 41-42)

8. Information Item—Authority processing replacement & FY26 budget (Exhibit pgs. 43-46)

9. Action Item – Approve “Requirements for SWAN Cataloging Libraries” policy (Exhibit pgs. 47-51)

10. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Dawn Bussey	Glen Ellyn Public Library		July 1, 2027
Zach Musil	Tinley Park Public Library		July 1, 2027
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Colleen Waltman	Homewood Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Samantha Johnson	Roselle Public Library		July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

SWAN Library Services
Balance Sheet
As of September 30, 2024

	<u>Balance End of Month</u>
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	353,161.72
Hinsdale Bank - MM - 5010	1,560,441.13
IMET Funds	357,805.89
Propay Funds	<u>42.86</u>
Total Cash and Cash Equivalents	<u>\$ 2,271,451.60</u>
Current Assets	
Accounts Receivable	29,380.93
REINT Receivable	-
Other Receivables	-
Deposits	<u>23,467.08</u>
Total Current Assets	<u>\$ 52,848.01</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	<u>(351,227.75)</u>
Total Capital Assets, net	<u>\$ 16,551.11</u>
Other Assets	
Intangible Right to Use Asset - Office Space	234,201.57
Accumulated Amortization - Right to Use Asset	(137,093.52)
Subscription Asset	1,933,499.27
Accumulated Amortization - Subscription Asset	<u>(669,010.40)</u>
Total Other Assets	<u>\$ 1,361,596.92</u>
Total Assets	<u>\$ 3,702,447.64</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	5,926.46
Accrued Payroll	48,244.58
457B Payable	(1,702.26)
Retirement Payable	(823.00)
Compensated Absences	<u>109,749.24</u>
Total Current Liabilities	<u>\$ 161,395.02</u>
Long Term Liabilities	
Lease Liability - Right to Use Asset	118,237.78
Subscription Liability	672,046.25
Accrued Interest Liability - SBITA	<u>261.27</u>
Total Long Term Liabilities	<u>\$ 790,545.30</u>
Total Liabilities	<u>\$ 951,940.32</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	<u>3,132,182.35</u>
Total Beginning Net Assets	<u>\$ 3,132,182.35</u>
Current YTD Net Income	<u>\$ (381,675.03)</u>
Total Fund Balance	<u>\$ 2,750,507.32</u>
Total Liabilities and Fund Balances	<u>\$ 3,702,447.64</u>

Statement of Revenue and Expenses Summary
For the 3 Months Ended September 30, 2024

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$1,717.75	\$720,524.25	\$2,875,427.00	\$ 2,154,902.75	25.06%
4100 - Membership Reimbursements	-	299,684.56	491,375.00	191,690.44	60.99%
4200 - Reimbursement for Losses	12,444.74	26,255.23	98,000.00	71,744.77	26.79%
4300 - Grant Revenue	-	125,153.92	500,616.00	375,462.08	25.00%
4400 - Registration & Event Receipts	7,630.00	7,630.00	5,000.00	(2,630.00)	152.60%
4500 - Investment & Interest	8,120.15	25,282.74	83,328.00	58,045.26	30.34%
Total Revenue	<u>29,912.64</u>	<u>1,204,530.70</u>	<u>4,053,746.00</u>	<u>2,849,215.30</u>	<u>29.71%</u>
Expenses					
5000 - Salaries & Wages	106,611.00	382,882.96	1,577,736.00	1,194,853.04	24.27%
5020 - Personnel Benefits	31,047.63	110,724.23	445,419.00	334,694.77	24.86%
5100 - Building & Grounds	11,121.02	34,014.60	97,410.00	63,395.40	34.92%
5200 - Professional Development	1,306.35	3,909.05	14,700.00	10,790.95	26.59%
5300 - Membership Development	39.40	1,053.54	10,750.00	9,696.46	9.80%
5400 - Information & Technology Services	319,843.86	685,784.94	1,206,700.00	520,915.06	56.83%
5500 - General Office	923.15	1,755.67	12,700.00	10,944.33	13.82%
5600 - Hardware & Equipment	206.00	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	4,692.00	4,692.00	11,400.00	6,708.00	41.16%
5800 - Contractual Services	23,277.00	40,448.19	125,760.00	85,311.81	32.16%
5900 - Library Materials & Content	7,906.72	318,399.25	584,375.00	265,975.75	54.49%
6000 - Interest & Fees	365.89	868.16	2,474.00	1,605.84	35.09%
Total Expenses	<u>507,340.02</u>	<u>1,586,205.73</u>	<u>4,093,745.90</u>	<u>2,507,540.17</u>	<u>38.75%</u>
Excess Revenues less Expenses	<u>\$ (477,427.38)</u>	<u>\$ (381,675.03)</u>	<u>\$ (39,999.90)</u>	<u>\$ 341,675.13</u>	

Statement of Revenue and Expenses

For the 3 Months Ended September 30, 2024

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,717.75	\$ 720,524.25	\$ 2,871,727.00	\$ 2,151,202.75	25.09%
4011 - SWAN Internet Access Membership Fees	0.00	0.00	3,700.00	3,700.00	0.00%
4190 - Member Group Purchase Receipts	0.00	299,684.56	491,375.00	191,690.44	60.99%
4220 - Reimbursement Losses for Resource Sharing	4,503.26	14,777.39	50,000.00	35,222.61	29.55%
4240 - E-Commerce Transactions	7,941.48	11,477.84	43,000.00	31,522.16	26.69%
4250 - Deaccession Transactions	0.00	0.00	5,000.00	5,000.00	0.00%
4310 - RAILS Support to SWAN	0.00	125,153.92	500,616.00	375,462.08	25.00%
4499 - Annual Conference Receipts	7,630.00	7,630.00	5,000.00	(2,630.00)	152.60%
4510 - Interest Income	8,120.15	25,282.74	83,328.00	58,045.26	30.34%
Total Revenue	29,912.64	1,204,530.70	4,053,746.00	2,849,215.30	29.71%
Expenses					
5000 - Salaries & Wages	106,611.00	382,882.96	1,577,736.00	1,194,853.04	24.27%
5021 - FICA Expense	7,895.36	28,441.51	120,700.00	92,258.49	23.56%
5023 - Worker's Compensation	0.00	0.00	4,719.00	4,719.00	0.00%
5024 - Retirement Benefits	10,047.16	41,896.24	143,700.00	101,803.76	29.16%
5025 - Health, Dental, Life And Disability Insurance	13,037.14	40,248.51	174,800.00	134,551.49	23.03%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	67.97	137.97	400.00	262.03	34.49%
5110 - Rent/Lease	10,187.75	30,563.25	88,000.00	57,436.75	34.73%
5120 - Utilities	673.27	2,420.50	4,300.00	1,879.50	56.29%
5130 - Property Insurance	0.00	0.00	650.00	650.00	0.00%
5140 - Repairs & Maintenance	0.00	185.85	960.00	774.15	19.36%
5150 - Custodial Service & Supplies	260.00	845.00	3,500.00	2,655.00	24.14%
5210 - Conference Travel	0.00	1,594.64	6,000.00	4,405.36	26.58%
5220 - Staff Meetings	146.35	176.41	900.00	723.59	19.60%
5230 - Staff Professional Development	365.00	365.00	4,000.00	3,635.00	9.13%
5240 - Professional Association Membership Dues	0.00	183.00	2,500.00	2,317.00	7.32%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	795.00	1,590.00	500.00	(1,090.00)	318.00%
5310 - Travel Reimbursement	39.40	168.04	800.00	631.96	21.01%
5330 - Library Professional Development	0.00	885.50	7,450.00	6,564.50	11.89%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	54.00	3,657.00	16,800.00	13,143.00	21.77%
5430 - Server Software Licensing	6,253.92	49,154.44	121,800.00	72,645.56	40.36%
5440 - Library Services Platform	311,831.74	511,767.24	921,000.00	409,232.76	55.57%
5450 - Data Management Services	313.02	7,687.00	33,000.00	25,313.00	23.29%
5460 - Information Subscription Service	0.00	78,826.32	75,700.00	(3,126.32)	104.13%
5470 - Subscription Support Services	289.00	31,387.00	23,200.00	(8,187.00)	135.29%
5480 - Telecommunications	1,102.18	3,305.94	14,500.00	11,194.06	22.80%
5490 - Group Purchases - Services	0.00	0.00	700.00	700.00	0.00%
5510 - Office Supplies	123.75	287.67	2,200.00	1,912.33	13.08%
5520 - Postage	45.39	196.97	500.00	303.03	39.39%
5550 - Furniture	0.00	0.00	10,000.00	10,000.00	0.00%
5599 - Annual Conference Supplies	754.01	1,271.03	0.00	(1,271.03)	0.00%
5620 - Hardware	206.00	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	4,692.00	4,692.00	11,400.00	6,708.00	41.16%
5810 - Legal	0.00	0.00	1,500.00	1,500.00	0.00%
5820 - Accounting	1,085.00	3,225.00	19,160.00	15,935.00	16.83%
5830 - Consulting	2,640.00	2,640.00	5,000.00	2,360.00	52.80%
5840 - Payroll Service Fees	319.18	1,087.51	4,500.00	3,412.49	24.17%
5860 - Notification & Collection	7,163.82	21,426.68	86,700.00	65,273.32	24.71%
SWAN Board Meeting					

Statement of Revenue and Expenses
For the 3 Months Ended September 30, 2024

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5899 - Annual Conference Facility Contract	12,069.00	12,069.00	8,900.00	(3,169.00)	135.61%
5920 - Reimburse for Resource Sharing	510.22	10,631.95	50,000.00	39,368.05	21.26%
5940 - E-Commerce Payment Transactions	7,396.50	11,661.84	43,000.00	31,338.16	27.12%
5990 - Group Purchases - Content	0.00	296,105.46	491,375.00	195,269.54	60.26%
6010 - Bank Fees	365.89	868.16	2,424.00	1,555.84	35.82%
6020 - Merchant Account Fees	0.00	0.00	50.00	50.00	0.00%
6110 - Depreciation	0.00	0.00	2,321.90	2,321.90	0.00%
Total Expenses	<u>507,340.02</u>	<u>1,586,205.73</u>	<u>4,093,745.90</u>	<u>2,507,540.17</u>	<u>38.75%</u>
 Excess Revenues less Expenses	 <u>\$ (477,427.38)</u>	 <u>\$ (381,675.03)</u>	 <u>\$ (39,999.90)</u>	 <u>\$ 341,675.13</u>	

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Markham Public Library				10020	09/30/24	<u>(6.66)</u>
5940	E-Commerce Payment Transactions	To VOID check 10020	-6.66			
Elmwood Park Public Library				10425	09/30/24	<u>(18.96)</u>
5940	E-Commerce Payment Transactions	To VOID check 10425	-18.96			
Oak Brook Public Library				10501	09/30/24	<u>(38.43)</u>
5920	Reimburse for Resource Sharing	To VOID check 5920	-38.43			
Host Computing LLC				10865	09/04/24	<u>2,325.00</u>
5830	Consulting	Host Computing LLC - Porject consultation OHM	2,325.00			
Chicago Public Library				10866	09/19/24	<u>548.65</u>
5920	Reimburse for Resource Sharing	Chicago Public Library	548.65			
Comcast				10867	09/19/24	<u>764.95</u>
5480	Telecommunications	Comcast - Sep 01, 2024 to Sep 30, 2024	764.95			
Crystal Vela				10868	09/19/24	<u>39.40</u>
5310	Travel Reimbursement	Crystal Vela - EXPO	39.40			
IHLS-OCLC				10869	09/19/24	<u>311,831.74</u>
5440	Library Services Platform	IHLS-OCLC - FY25 OCLC Fee 7/1/24-6/30/25	311,831.74			
Moraine Valley Community College				10870	09/19/24	<u>12,069.00</u>
5899	Annual Conference Facility Contract	Moraine Valley Community College - Facility Rental & Food Service	12,069.00			
Nicor Gas				10871	09/19/24	<u>46.77</u>
5120	Utilities	Nicor Gas - 08/14/24 - 09/13/24	46.77			
Reliance Standard Life Insurance Co.				10872	09/19/24	<u>886.35</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. September	886.35			

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Sara Benson				10873	09/19/24	<u>174.87</u>
5599	Annual Conference Supplies	Sara Benson - mileage	174.87			
Unique Integrated Communications, Inc.				10874	09/19/24	<u>7,163.82</u>
5860	Notification & Collection	Unique Integrated Communications, Inc.	6,690.50			
5860	Notification & Collection	Unique Integrated Communications, Inc.	433.32			
5860	Notification & Collection	Unique Integrated Communications, Inc.	40.00			
Wellness Insurance Network-WIN				10875	09/19/24	<u>148.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - September	148.68			
Acorn Public Library				10876	09/19/24	<u>29.08</u>
5940	E-Commerce Payment Transactions	Acorn Public Library	29.08			
Addison Public Library				10877	09/19/24	<u>28.59</u>
5940	E-Commerce Payment Transactions	Addison Public Library	28.59			
Batavia Public Library				10878	09/19/24	<u>523.12</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	523.12			
Beecher Community Library District				10879	09/19/24	<u>2.76</u>
5940	E-Commerce Payment Transactions	Beecher Community Library District	2.76			
Bensenville Public Library				10880	09/19/24	<u>24.73</u>
5940	E-Commerce Payment Transactions	Bensenville Public Library	24.73			
Berwyn Public Library				10881	09/19/24	<u>136.60</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library	136.60			
Bloomingtondale Public Library				10882	09/19/24	<u>604.77</u>
5940	E-Commerce Payment Transactions	Bloomingtondale Public Library	604.77			
Blue Island Public Library				10883	09/19/24	<u>21.30</u>
5940	E-Commerce Payment Transactions	Blue Island Public Library	21.30			

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Bridgeview Public Library 5940	E-Commerce Payment Transactions	Bridgeview Public Library	9.41	10884	09/19/24	<u>9.41</u>
Broadview Public Library District 5940	E-Commerce Payment Transactions	Broadview Public Library District	175.31	10885	09/19/24	<u>175.31</u>
Carol Stream Public Library 5940	E-Commerce Payment Transactions	Carol Stream Public Library	45.27	10886	09/19/24	<u>45.27</u>
Chicago Heights Public Library 5940	E-Commerce Payment Transactions	Chicago Heights Public Library	21.29	10887	09/19/24	<u>21.29</u>
Cicero Public Library 5940	E-Commerce Payment Transactions	Cicero Public Library	18.91	10888	09/19/24	<u>18.91</u>
Clarendon Hills Public Library 5940	E-Commerce Payment Transactions	Clarendon Hills Public Library	34.96	10889	09/19/24	<u>34.96</u>
Crestwood Public Library District 5940	E-Commerce Payment Transactions	Crestwood Public Library District	16.96	10890	09/19/24	<u>16.96</u>
Crete Public Library District 5940	E-Commerce Payment Transactions	Crete Public Library District	13.21	10891	09/19/24	<u>13.21</u>
Dolton Public Library District 5940	E-Commerce Payment Transactions	Dolton Public Library District	11.13	10892	09/19/24	<u>11.13</u>
Elmwood Park Public Library 5940	E-Commerce Payment Transactions	Elmwood Park Public Library	47.49	10893	09/19/24	<u>47.49</u>
Flossmoor Public Library 5940	E-Commerce Payment Transactions	Flossmoor Public Library	59.99	10894	09/19/24	<u>59.99</u>
Forest Park Public Library 5940	E-Commerce Payment Transactions	Forest Park Public Library	249.69	10895	09/19/24	<u>249.69</u>

SWAN Library Services

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All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Franklin Park Public Library District 5940	E-Commerce Payment Transactions	Franklin Park Public Library District	28.14	10896	09/19/24	<u>28.14</u>
Geneva Public Library District 5940	E-Commerce Payment Transactions	Geneva Public Library District	312.73	10897	09/19/24	<u>312.73</u>
Glen Ellyn Public Library 5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	46.65	10898	09/19/24	<u>46.65</u>
Glenside Public Library 5940	E-Commerce Payment Transactions	Glenside Public Library	54.95	10899	09/19/24	<u>54.95</u>
Green Hills Public Library District 5940	E-Commerce Payment Transactions	Green Hills Public Library District	26.33	10900	09/19/24	<u>26.33</u>
Harvey Public Library District 5940	E-Commerce Payment Transactions	Harvey Public Library District	9.56	10901	09/19/24	<u>9.56</u>
Hillside Public Library 5940	E-Commerce Payment Transactions	Hillside Public Library	20.85	10902	09/19/24	<u>20.85</u>
Hinsdale Public Library 5940	E-Commerce Payment Transactions	Hinsdale Public Library	69.82	10903	09/19/24	<u>69.82</u>
Itasca Community Library 5940	E-Commerce Payment Transactions	Itasca Community Library	8.44	10904	09/19/24	<u>8.44</u>
Justice Public Library District 5940	E-Commerce Payment Transactions	Justice Public Library District	40.04	10905	09/19/24	<u>40.04</u>
Kaneville Public Library District 5940	E-Commerce Payment Transactions	Kaneville Public Library District	7.50	10906	09/19/24	<u>7.50</u>
Lansing Public Library 5940	E-Commerce Payment Transactions	Lansing Public Library	83.26	10907	09/19/24	<u>83.26</u>
Linda Sokol Francis Brookfield Library SWAN Board Meeting				10908	09/19/24	<u>65.27</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	65.27			
Lyons Public Library				10909	09/19/24	<u>49.26</u>
5940	E-Commerce Payment Transactions	Lyons Public Library	49.26			
Markham Public Library				10910	09/19/24	<u>8.76</u>
5940	E-Commerce Payment Transactions	Markham Public Library	8.76			
McCook Public Library District				10911	09/19/24	<u>5.43</u>
5940	E-Commerce Payment Transactions	McCook Public Library District	5.43			
Melrose Park Public Library				10912	09/19/24	<u>44.67</u>
5940	E-Commerce Payment Transactions	Melrose Park Public Library	44.67			
Messenger Public Library of North Aurora				10913	09/19/24	<u>51.40</u>
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	51.40			
Midlothian Public Library				10914	09/19/24	<u>4.66</u>
5940	E-Commerce Payment Transactions	Midlothian Public Library	4.66			
Oak Brook Public Library				10915	09/19/24	<u>195.18</u>
5940	E-Commerce Payment Transactions	Oak Brook Public Library	195.18			
Oak Lawn Public Library				10916	09/19/24	<u>154.02</u>
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	154.02			
Oak Park Public Library				10917	09/19/24	<u>1,604.52</u>
5940	E-Commerce Payment Transactions	Oak Park Public Library	1,604.52			
Park Forest Public Library				10918	09/19/24	<u>28.23</u>
5940	E-Commerce Payment Transactions	Park Forest Public Library	28.23			
Prairie Trails Public Library District				10919	09/19/24	<u>64.17</u>
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District	64.17			
River Forest Public Library				10920	09/19/24	<u>260.69</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	River Forest Public Library	260.69			
River Grove Public Library District				10921	09/19/24	<u>24.52</u>
5940	E-Commerce Payment Transactions	River Grove Public Library District	24.52			
Roselle Public Library				10922	09/19/24	<u>26.53</u>
5940	E-Commerce Payment Transactions	Roselle Public Library	26.53			
Schiller Park Public Library				10923	09/19/24	<u>110.11</u>
5940	E-Commerce Payment Transactions	Schiller Park Public Library	110.11			
South Holland Public Library				10924	09/19/24	<u>18.82</u>
5940	E-Commerce Payment Transactions	South Holland Public Library	18.82			
St. Charles Public Library District				10925	09/19/24	<u>404.42</u>
5940	E-Commerce Payment Transactions	40	404.42			
Steger-South Chicago Heights				10926	09/19/24	<u>28.34</u>
5940	E-Commerce Payment Transactions	Steger-South Chicago Heights	28.34			
Stickney-Forest View Public Library District				10927	09/19/24	<u>4.66</u>
5940	E-Commerce Payment Transactions	Stickney-Forest View Public Library District	4.66			
Sugar Grove Public Library District				10928	09/19/24	<u>723.93</u>
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	723.93			
Summit Public Library District				10929	09/19/24	<u>4.28</u>
5940	E-Commerce Payment Transactions	Summit Public Library District	4.28			
University Park Public Library District				10930	09/19/24	<u>12.77</u>
5940	E-Commerce Payment Transactions	University Park Public Library District	12.77			
Villa Park Public Library				10931	09/19/24	<u>157.41</u>
5940	E-Commerce Payment Transactions	Villa Park Public Library	157.41			
Westchester Public Library				10932	09/19/24	<u>68.57</u>

SWAN Library Services

Check Register

All Bank Accounts

September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	Westchester Public Library	68.57			
Westmont Public Library				10933	09/19/24	<u>210.18</u>
5940	E-Commerce Payment Transactions	Westmont Public Library	210.18			
Woodridge Public Library				10934	09/19/24	<u>227.01</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	227.01			
Woodridge Public Library				10935	09/19/24	<u>227.00</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	227.00			
Woodridge Public Library				10935	09/19/24	<u>(227.00)</u>
5940	E-Commerce Payment Transactions	To VOID check 10934	-227.00			
Worth Public Library District				10936	09/19/24	<u>81.47</u>
5940	E-Commerce Payment Transactions	Worth Public Library District	81.47			
ComEd				51215	09/04/24	<u>626.50</u>
5120	Utilities	ComEd - 7/22/24- 8/20/24	626.50			
T.A. Systems Inc.				51216	09/27/24	<u>260.00</u>
5150	Custodial Service & Supplies	T.A. Systems Inc. - August	260.00			
HR Source				51217	09/27/24	<u>315.00</u>
5830	Consulting	HR Source - benchmarking	315.00			
Lauterbach & Amen, LLP				51218	09/27/24	<u>1,085.00</u>
5820	Accounting	Lauterbach & Amen, LLP - August	1,085.00			
The Hartford, Inc.				51219	09/27/24	<u>4,692.00</u>
5700	Insurance	The Hartford, Inc. - 10/1/24-10/1/25	4,692.00			
Quail Ridge Drive Investors, LLC				51220	09/27/24	<u>10,187.75</u>
5110	Rent/Lease	Quail Ridge Drive Investors, LLC	10,187.75			
LIMRiCC				51221	09/27/24	<u>15,704.63</u>

SWAN Library Services Check Register

All Bank Accounts
September 2024

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - September	15,704.63			
First Bankcard				51222	09/27/24	<u>9,507.80</u>
5230	Staff Professional Development	First Bankcard - ILA Conference Registration - Aaron	325.00			
5599	Annual Conference Supplies	First Bankcard - EXPO supplies	16.99			
5220	Staff Meetings	First Bankcard - lunch for staff	146.35			
5599	Annual Conference Supplies	First Bankcard - EXPO supplies	96.55			
5599	Annual Conference Supplies	First Bankcard - EXPO supplies	23.57			
5599	Annual Conference Supplies	First Bankcard - EXPO supplies	221.22			
5620	Hardware	First Bankcard	151.01			
5620	Hardware	First Bankcard	54.99			
5260	Online Learning	First Bankcard - ONLC training	795.00			
5230	Staff Professional Development	First Bankcard - SLUI	40.00			
5510	Office Supplies	First Bankcard	32.53			
5599	Annual Conference Supplies	First Bankcard - EXPO kindle prizes	193.98			
5510	Office Supplies	First Bankcard	64.49			
5480	Telecommunications	First Bankcard - grasshopper	49.23			
5520	Postage	First Bankcard	8.50			
5520	Postage	First Bankcard	36.89			
5450	Data Management Services	First Bankcard - Marcive	313.02			
5430	Server Software Licensing	First Bankcard - DNS Made Easy	44.81			
5510	Office Supplies	First Bankcard	26.73			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5599	Annual Conference Supplies	First Bankcard	26.83			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	6,209.11			
5420	Application Software Licensing	First Bankcard - Mailchimp	54.00			
Check List Total						<u><u>385,735.98</u></u>

SWAN BOARD MEETING MINUTES

September 20, 2024, 9:30 a.m.

Glen Ellyn Public Library

400 Duane Street

Glen Ellyn, IL 60137

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:31 a.m. The following Board members were present to establish a quorum.

- a. Jesse Blazek
- b. Dawn Bussey
- c. Jennifer Cottrill
- d. Zach Musil
- e. Anna Wassenaar

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director

Ginny Blake, SWAN Business Manager

Scott Brandwein, SWAN Assistant Director

There was no public comment.

3. Action Item

Acceptance of the September 20, 2024, SWAN Board Meeting Agenda

Musil moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE SEPTEMBER 20, 2024, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, July 2024

Musil moved, seconded by Blazek that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR JULY 1, 2024, THROUGH JULY 31, 2024, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR JULY 2024

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Musil, Wassenaar

5. Action Item

Acceptance of the SWAN Financials, August 2024

Musil moved, seconded by Bussey that it be

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR AUGUST 1, 2024, THROUGH AUGUST 31, 2024, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR AUGUST 2024

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Musil , Wassenaar

6. Action Item

Acceptance of the July 19, 2024, SWAN Board Meeting Minutes

Blazek moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2024, SWAN BOARD MEETING MINUTES

Motion carried by unanimous voice vote.

7. Action Item

Acceptance of the July 19, 2024, SWAN Environmental Scan Task Force Meeting Minutes

Blazek moved, seconded by Wassenaar that it be

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 19, 2024, SWAN ENVIRONMENTAL SCAN TASK FORCE MEETING MINUTES

Motion carried by unanimous voice vote.

8. Reports

a. Board President Report

None

b. Executive Director Report

Skog informed the Board about the hiring process for the Network Administrator. The board discussed the option of changing the SWAN Expo to a February date and possible location change. The feedback on the Expo event was discussed as well. The Board discussed an alternate representative for the RAILS Consortia Committee and Anna Wassenaar volunteered. The financials for July & August were reviewed.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet. He informed the board of the change to Crystal Vela's new job title and what it entails. We have hired a replacement for the Bibliographic Consultant position (Lucas McKeever) who will start on September 23rd.

c. Treasurers Report

None

d. Board Calendar

The June 20, 2025, Board meeting location will be confirmed by Colleen Waltman (Homewood Public Library).

9. Action item

Appoint representative to RAILS Consortia Committee

Anna Wassenaar has volunteered

10. Discussion Item

Online patron registration options for SWAN libraries. Skog will refine the budget or this. A discussion ensued.

11. Discussion Item

Deaccession of SWAN office furniture

Skog discussed the option to have the furniture (office chairs, etc.) be given priority to SWAN member libraries at no cost, and to allow office staff select 1 office chair for their home offices.

12. Discussion Item

Review FY26 budget timeline

Skog reviewed the FY26 budget timeline which begins with assembling public library tax data from 2022 to create the membership fee chart.

Cottrill adjourned the meeting at 10:32 a.m.

Minutes Prepared by Ginny Blake

Respectfully Submitted,

Jesse Blazek
Board Secretary

DRAFT

SWAN Board Environmental Scan Task Force Minutes

September 20, 2024

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

Call to Order, Roll Call

The meeting was called to order at 10:45 a.m.

Present: Anna Wassenaar, Jesse Blazek, Jennifer Cottrill, Aaron Skog

Absent: none

Introduction of Visitors/Public Comment

Zach Musil, Tinley Park Public Library.

Discussion – Survey for library consortia results

After reviewing the responses, the libraries to interview by the Task Force are the following:

- CCS
- Pinnacle
- SHARE
- Cuyahoga

Other sites to contact:

- CPL
- SAPLN

Interviews will be planned for October with the Task Force. Vendor demos will be arranged in November with an option to have SWAN Board members attend.

Next Steps

Create interview questions based on the SWAN platform survey.

Adjournment

The meeting adjourned at 11:15 a.m.

Task Force Member	Library	Office	Term Expires
Anna Wassenaar	Blue Island Public Library		July 1, 2025
Jesse Blazek	Palos Heights Public Library	Secretary	July 1, 2025
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

DRAFT

SWAN Executive Director Report

October 18, 2024

Personnel changes

The position description of Network Security Administrator is posted, and interviews will begin in the upcoming weeks.

We have additionally obtained a full benchmarking analysis quote from HR Source for the entire organization, which has not been done in full since 2012. We anticipate completing the full benchmarking project in early 2025.

Update on Activities

FY26 budget preparation

I have obtained public library tax reports for the four counties Cook, DuPage, Kane, and Will. This is the first step in creating the upcoming budget. Our next step is to arrange for a SWAN Finance Committee meeting in November (see the timeline memo from last month for details).

ILA annual conference

I attended the ILA Public Policy Committee meeting held at the ILA annual conference in Peoria, Illinois. ILA committees needed committee volunteers throughout the three-day conference to represent the groups, which I volunteered.

SWAN Bibliographic Services Consultant Lucas McKeever presented as part of a panel "[Time for a Change! Updating Access Points for Inclusivity](#)" which summarized the work to date on subject heading classification through the various working groups with library cataloging staff. The Illinois DEI working group has information on its recommendations [on its website](#). SWAN has been an important leader and contributor to the statewide effort.

Office move preparation

The RAILS classifieds have been helpful in listing furniture no longer needed. We have prioritized requested furniture for SWAN member libraries, such as Prairie Trails Public Library that arranged movers for four office desks and storage cabinets. SWAN staff have volunteered to assist with packing up the kitchen, office supply room, and IT equipment.

Board Considerations

Membership policy updates

This year the board will review and update a number of policies for board and member libraries. The first policy we will review is the “Requirements for Cataloging Libraries,” which has been reviewed by Scott Brandwein and Cynthia Romanowski and presented for your consideration. The redlined version of the policy with comments are included in the packet, along with a clean version.

Monthly Financial Report

September Balance Sheet

The Fund Balance Unrestricted line for September is at \$3,132,182.35 which is unchanged from the previous month. The table below shows the current FY25 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$3,132,182.35
Expenses to be paid from reserve	(\$40,000.00)
	\$3,092,182.35
SWAN annual expense budget	\$4,093,745.90
	76%
Number of months operating expense in reserve	9.1

Revenue & Expense Report

This month would be 25% of the budgeted revenue and expenses. SWAN’s financials are presented on a cash basis for this current fiscal year 2025. The total revenue is reflected in the library membership fees invoiced for one quarter, plus invoices sent for the full year of the EBSCO group purchase which has our revenue at 30%.

	FY25 Budget	Ending September 2024	Percentage of budget YTD 25%
Total Revenue	\$4,053,746.00	\$1,204,530.70	30%
Total Expenses	\$4,093,745.90	\$1,586,205.73	39%
Over / (Under)	(\$39,999.90)	(\$381,675.03)	

Accounts Receivable

4010 - SWAN Full Membership Fees: 1st quarter invoices were sent out in July 2024, reflecting 25% of this revenue budget line.

4011 – Internet Access Membership Fees: the six school libraries will be invoiced in January.

4190 – Member Group Purchase Receipts: 60.99%

This budget line records the revenue from several group purchase initiatives in specific budget line expenses, including the EBSCO database group-purchase, hardware sold to libraries (magnetic swipes for e-commerce), and the group-purchase for Library Pass Comics Plus.

4310 – RAILS Support to SWAN: 25%

The 1st quarter payment was made to SWAN totaling \$125,153.92 in July.

4510 – Interest Income: 30.34%

SWAN's Money Market continues to perform better than expected for the year. Currently, the rate for September is 5.37%. Interest income from the IMET Convenience Fund is now recorded in this line.

Accounts Payable

5110 – Rent/Lease: 34.73%

This expense line will be over budget through December and then after the SWAN office move in December, the lower rent will be reflected in this expense line.

5260 – Online Learning: 318.00%

Staff training for SWAN's online learning platform; arranged after the departure of the Bibliographic Services Consultant.

5460 – Information Subscription Service: 104.13%

EBSCO Novelist Select and ProQuest Syndetic Solutions subscription paid for the full year.

5470 – Subscription Support Services: 135.29%

The new SWAN ticketing system HaloITSM expense subscription paid for the full year.

5899—Annual Conference Facility Contract: 135.61%

The expanded August 2024 SWAN Expo included additional rooms which resulted in a higher than budgeted expense for the Morain Valley Community College Business and Conference Center space.

5990 – Group Purchases – Content: 60.26%

July recorded the full EBSCO group-purchase expense (RAILS EBSCO “flagship package”) for FY25 with the offsetting revenue recorded in the #4190 Group Purchase Receipts.

Operations Report: September 2024

Summary

Membership engagement activities and statistics are reported through the month-end of September 2024. System outages will be reported as of final assembly of the report to ensure that any critical system issues are documented as quickly as possible. Highlighted activities represent on-site library events.

Member Engagement – All Staff

A recap of member engagement activities in September 2024.

Site Visits, Training, and Consultation

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

Date	Event Name	Teams Responsible	Category
9/5/2024	SWAN Quarterly	Administration	Governance
9/12/2024	Acquisitions & Cataloging Users	Bibliographic Services	Membership Meeting
9/16/2024 & 9/30/2024	In-Person Circulation & Cataloging Consultation (HAS)	All	Consultation
9/18/2024	Getting Involved Webinar	Administration	Membership Meeting
9/19/2024	ILL/Circ/Quarterly Billing Office Hours	Administration; Information Technology & System Support	Consultation
9/20/2024	SWAN Board Meeting	Administration	Governance
9/24/2024	SWAN Fireside Chat	All	Membership Meeting
9/26/2024	Technology Update	Information Technology & System Support	Membership Meeting
9/26/2024	Discovery & User Experience Advisory	User Experience	Membership Meeting

User Group and Advisory Meeting Recap

All 2025 meetings are posted in L2, search "[swan2025](#)." On the SWAN Support Site, visit the [SWAN Events Calendar](#) for a full listing of upcoming events.

Self-nominations for SWAN working groups are open. The Circulation Working Group, which is elected, will be open for self-nominations until October 21st, with the election immediately following. The Discovery and User Experience Working Group and E-Resource Working Group have open sign up through November 11th. The Cataloging Working Group consists of SWAN cataloging libraries, and no sign up or self-nominations are required.

Acquisitions & Cataloging Users (9/12/2024)

The Acquisitions and Cataloging Users Group met on September 12, 2024. The co-chairs led discussion on Library of Things records and their cover images in Aspen, recommending backing up images locally. They also discussed weeding manga and graphic novels when shelf space becomes a problem.

SWAN shared several updates on cataloging, including hiding URIs in 100 and 700 tags and a global change we recently made for incoming Midwest Tape records, replacing the incorrect phrase of “sound disc” with “audio disc” in the 300 field. SWAN also reminded staff to do careful duplicate checking before creating pre-cats and encouraged staff to add ISBNs for Paw Prints or other similar versions to existing records. We also gave a recap on the recent Cataloging Advisory meeting and their decision to include number only in the 800 field for series. Finally, SWAN staff discussed orderline notes and how they display in the Staff View in Aspen, advising staff not to put patron information in those notes to protect patron privacy

Technology Update (9/26/2024)

ITSS hosted the final ‘SWAN Tech’ on Thursday, September 26th. Total non-SWAN staff attendance was three and one AI notetaker. The Fireside Chat has become a timelier platform for technology updates and the networking aspect of the group had diminished significantly once the group moved to Zoom. There was, however, interest in some kind of in-person networking opportunity outside of SWANx.

Discovery & User Experience Advisory (9/26/2024)

The majority of the September DUX meeting centered on an activity to develop a custom order for format listings in grouped works. The group also discussed changes to support and development for Aspen, namely that enhancement requests will now require additional funding.

Major Projects & Research

Aspen Discovery

Aspen release 24.09 included an enhancement that SWAN requested along with several other Aspen partners: the ability to sort formats within a grouped work in a custom order. Currently, formats sort with book first, then all other formats in alphabetical order. In the September 2024 DUX meeting, the group sorted all possible formats for the catalog in a sort order, and five libraries are piloting the new order: Itasca, Messenger, Oak Park, St. Charles, and Woodridge. Following a brief pilot period, SWAN will enable the new order across all SWAN libraries in November.

We have also received news that CLEVNET, another consortium using both Symphony and Aspen, has funded the software development needed for Symphony consortia to use the self-check functionality in the Aspen LiDA app. We are monitoring the progress of that development and hope that we can resume our SWAN app self-check pilot in the new year.

Aspen server migration

ByWater Solutions completed the server migration on the evening of Thursday, October 10th. Following the migration, we discovered that we were unable to access the server with our administrative account, that there was periodical latency in response in all Aspen catalog instances, and bibliographic extracts were not being indexed. The indexing issue was resolved at around 9:30 on Friday, but other issues persisted throughout the day. SWAN staff held hourly calls with ByWater's support team as their staff diagnosed the issue. By close of business, we had consistently fast service and our access was restored.

We are still unsure of what caused these issues. Though ByWater was able to resolve them, they requested more time in performing an analysis on the root cause of the problem. As of the morning of October 14th, we are anticipating a call to discuss the issues in greater detail sometime this week.

User Group Updates

SWAN presented a brief webinar on changes and outlook of our user groups in 2025, including changes to procedures, scope, and goals. We have discontinued a few of our groups and are planning on compensating for this by providing more topical one-time events and trainings throughout the year.

Self-nomination for participation in SWAN Working Groups (formerly Advisory Groups) are live. Circulation Working Group will hold its usual election in November. Other Working Groups will also have a consistent roster of dedicated participants in 2025, but these seats will be assigned on a volunteer basis.

Security Initiatives

SWAN staff was fully onboarded to the Microsoft Intune and Defender platforms. Our Panda Endpoint 360 license expired at the end of September. We were able to retain our Panda Cloud Management as a separate product, this was not offered during renewal last year. ITSS uses the Cloud Management software as the main method for providing remote support to SWAN staff. New features within the Microsoft Intune platform include a comparable utility that may be a suitable replacement for the current management software as we continue to configure Intune policies.

Cataloging Library Update

LaGrange Park Public Library became a Cataloging Library bringing our total Cataloging Library count to 20 libraries. This will assist the Bibliographic Services greatly in having another library cataloging pre-cat records.

Group Purchases

Gale Presents: Udemy

Olivia worked closely with Gale and RAILS to negotiate a deeper discount for Udemy, an online learning and job skills platform. Information on the discount is available via RAILS and the SWAN

Support Site (support.swanlibraries.net/deals). Gale is hosting a webinar November 6th and all interested new subscribers must sign up through RAILS by November 30th, 2024.

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
Alternate Tuesdays	ByWater - Aspen weekly check-in	All (UX Lead)	Partnerships
Weekly	HaloITSM Ticketing Configuration	All (Admin Lead)	Partnerships
Thursdays	HiQuest (PingOne) Weekly Sync Up	Administration; Information Technology & System Support	Partnerships
9/5/2024	Aspen Gathering	All	Partnerships
9/25/2024	SirsiDynix Sure Sailing	All	Partnerships
9/25/2024	Aspen Governance Meeting	Administration; User Experience	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage tracking

There was a brief disruption to our Aspen catalog on September 9th due to permissions issues on the Aspen server. ByWater quickly rectified the issue and service was restored within a few minutes.

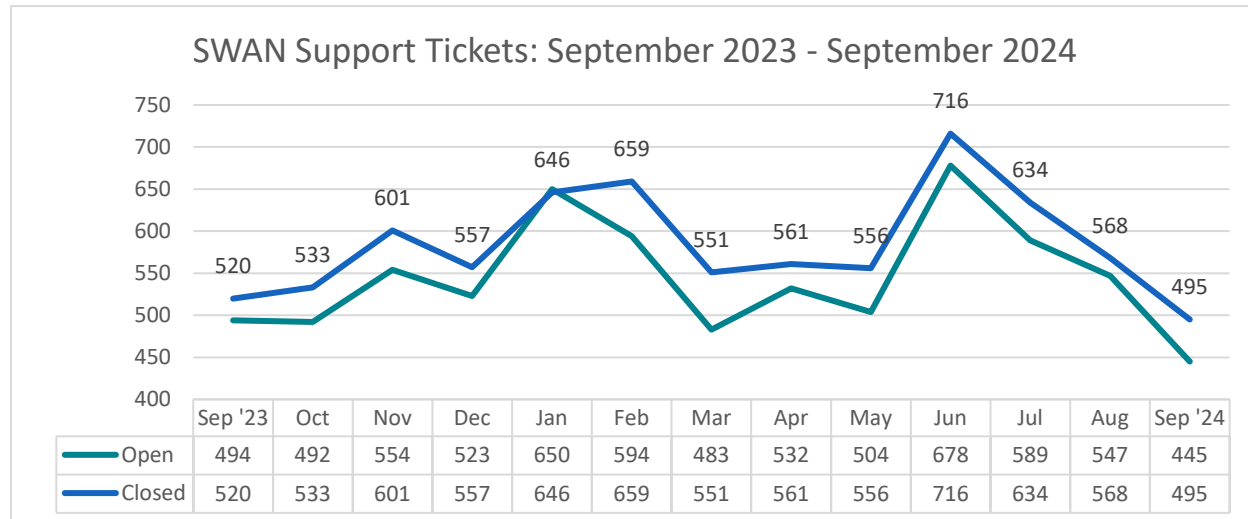
System Maintenance & Outage Calendar

WorkFlows Connectivity Issues	API call caused workstation server t...	Outage, SirsiDynix	Thu 8/1/2024	Thu 8/1/2024
Aspen Test Release		Aspen	Fri 8/2/2024	Sat 8/3/2024
SymphonyWeb - Prep		SirsiDynix	Wed 8/7/2024	Thu 8/8/2024
SymphonyWeb - Install		SirsiDynix	Thu 8/8/2024	Fri 8/9/2024
Aspen Production Release		Aspen	Wed 8/14/2024	Thu 8/15/2024
Symphony Server Outage	Hoopla sent connection request flo...	Outage, SirsiDynix	Tue 8/27/2024	Tue 8/27/2024
Hoopla Outage	Hoopla access was restricted after SI...	Outage, Vendors	Tue 8/27/2024	Wed 8/28/2024
Rebuild Headings/Text Database	Labor Day Headings and Text rebuil...	Planned, SirsiDynix	Sun 9/1/2024	Tue 9/3/2024
Aspen Test Release		Aspen	Fri 9/6/2024	Sat 9/7/2024
Aspen Outage	Issue with directory permissions on ...	Outage, Aspen	Tue 9/10/2024	Tue 9/10/2024
Aspen Production Release		Aspen	Wed 9/18/2024	Thu 9/19/2024

Support Tickets

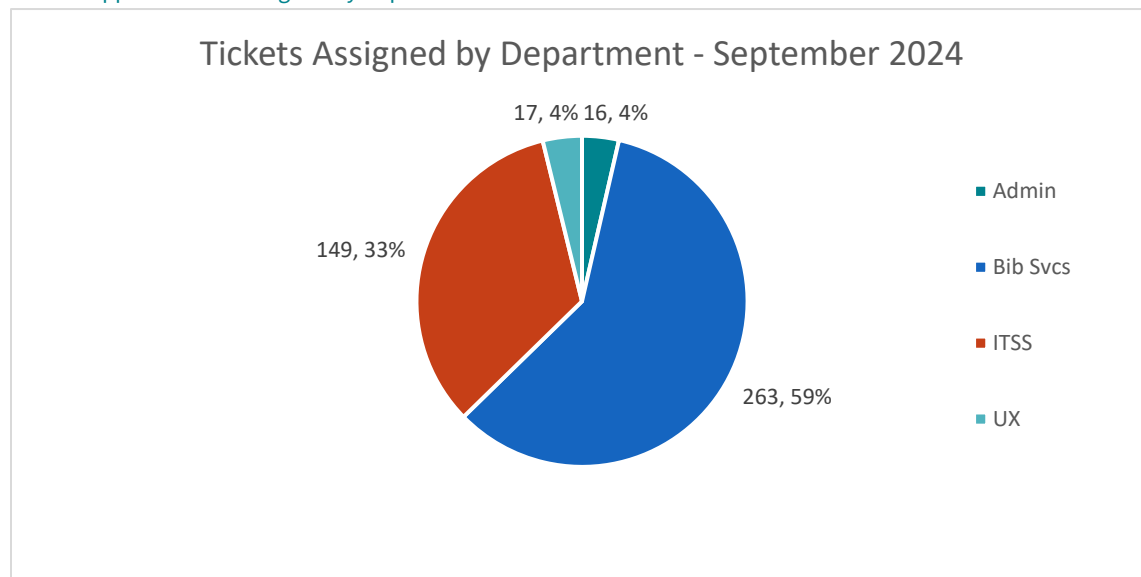
SWAN support staff continue to maintain an excellent monthly open/closed ticket ratio. Overall ticket volume has continued to decrease steadily since this summer.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



EBSCO Databases

Explora

We have seen more SWAN libraries requesting setup for the Explora interface for EBSCO, which is designed to be a visually appealing and user-friendly way for public library patrons to search and explore EBSCO databases. The Illinois State Library has been recommending that libraries enable it as a way for patrons to access the databases available through the statewide e-resource program. Explora is available to all EBSCO customers, but it does require setup in EBSCO administration, which Olivia Montolin can assist with.

Currently, there is no way to integrate Explora with library discovery layers, so our Aspen catalog will continue to integrate with our EBSCO Discovery Service. Libraries can link to Explora if they wish from their library websites, instead of directly linking to EBSCO Discovery Service or individual databases.

Core Collections

Core Collections is a collection development tool for library staff that some libraries purchased through the RAILS Flagship package of additional EBSCO databases. SWAN staff have been working with EBSCO to streamline and automate the process to provide ISBN lists that are needed for the tool to indicate if a library already owns a title or edition.

Access to resource redemption codes

The New York Times, Wall Street Journal, and Washington Post offer full access to digital content through a redemption code provided to subscribing libraries, and this redemption code must be behind a login. These resources are unusual from other e-resources, in that they are not compatible with OpenAthens or SIP authentication for patrons. Previously, SWAN used a homegrown tool within the patron site to provide access to these redemption codes, and we are now able to do that through the Aspen catalog. Olivia Montolin has set these up and has reached out to the libraries that subscribe to these resources to update their links. Using Aspen to provide access will make it easier for SWAN staff to set up access to these types of resources and provide more stability with the support resources behind Aspen. It will also save patrons a step if they are already logged in to the Aspen catalog.

Support Site

The rolling content audit is now complete! Crystal Vela led SWAN staff throughout the year in reviewing and updating all documentation on our support site. We now move onto an audit of trainings on the support site and courses in the learning management system (SWAN Online Learning).

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

We added 14 new users in September to the SWAN online learning management system.

Crystal Vela and Samantha Dietel are beginning the annual review of courses in the LMS.

On-site Training and Consultation

Crystal Vela coordinated site visits to Harvey Public Library.

Crystal, Vickie Totton, and Michael Szarmach trained staff in circulation functions including hold shelf procedures, patron records for non-SWAN and Chicago patrons, and using BLUEcloud Analytics reports.

Scott Brandwein, Cynthia Romanowski, and Lucas McKeever trained three staff members on PRE-CAT procedures for their materials. Lucas led a hands-on training session that allowed these staff members to add their materials to WorkFlows during the training. Lucas followed up with additional information about cleaning up their collection and item consolidation.

Additional site visits are planned for Woodridge Public Library and Dolton Public Library.

Staff Updates and Development

Staffing Updates

Networking & Security Administrator

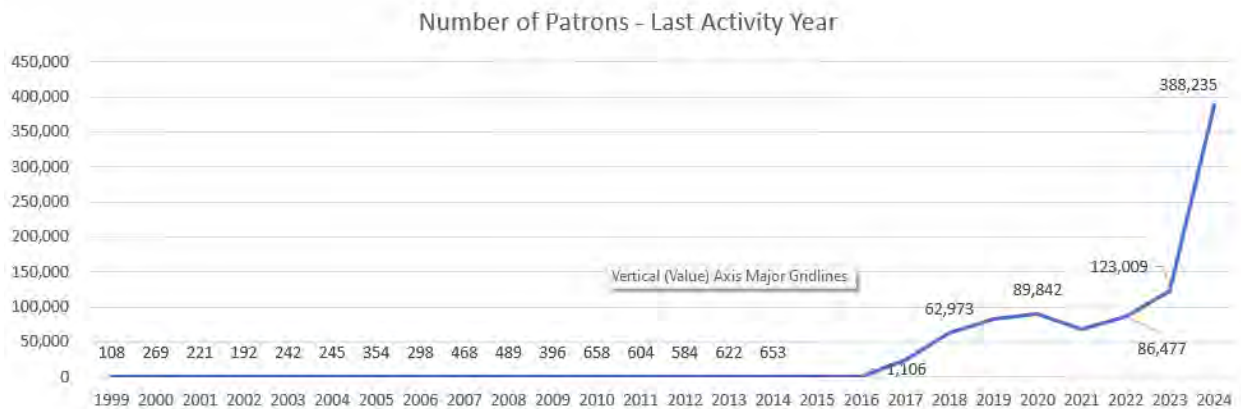
The Networking & Security Administrator job posting is live on the RAILS website. We have cross-posted the job to Handshake, an employment service that connects employers to alumni of local colleges, hoping to attract candidates with the most up-to-date education in networking and cybersecurity. We are accepting resumes through October 24th and interviewing in November with a goal of onboarding a new employee in January 2025.

Maintenance

Automatic Monthly Patron Record Removal

In July and August, we purged 4,653 inactive patrons from the database.

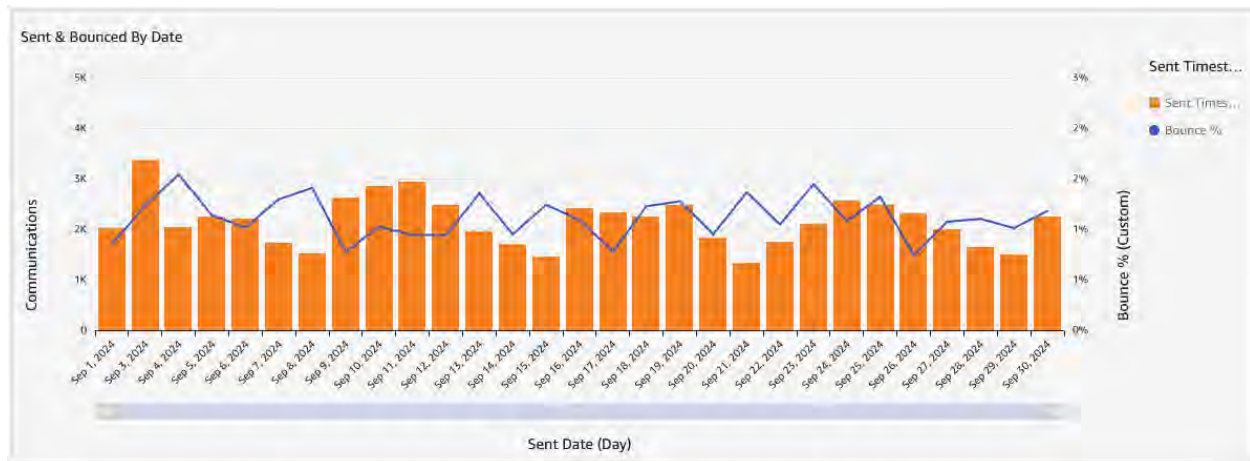
So far in 2024, there have been 388,235 patrons active in SWAN. Coupled with 2023 last-active users (123,009) this represents 55% of the total patron database. Since January 1, 2020, 81% of the total patron database has been active. As we continue to update and remove inactive users, the active percentage of patrons continues to increase. SWAN recommends purging all patron records with last activity date prior to 10/1/2014 regardless of outstanding bills.



MessageBee Statistics

SMS notifications

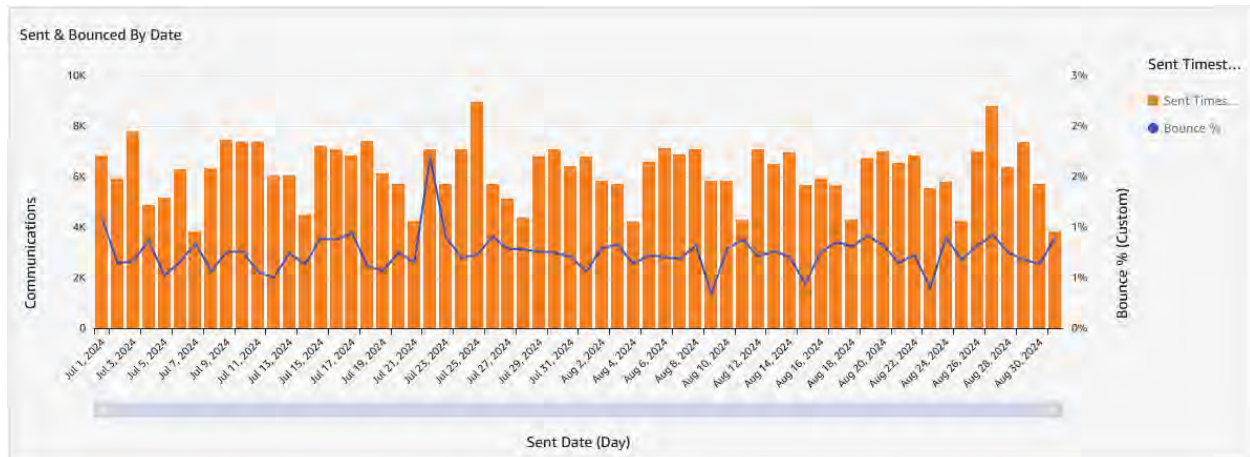
Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
October, 2023	57,152	56,553	98.95%	599	1.05%
November, 2023	55,328	54,730	98.92%	598	1.08%
December, 2023	55,039	54,420	98.88%	619	1.12%
January, 2024	61,426	60,771	98.93%	655	1.07%
February, 2024	55,111	54,538	98.96%	573	1.04%
March, 2024	56,938	56,287	98.86%	651	1.14%
April, 2024	57,823	57,196	98.92%	627	1.08%
May, 2024	58,436	57,840	98.98%	596	1.02%
June, 2024	60,479	59,835	98.94%	644	1.06%
July, 2024	64,639	63,356	98.02%	1,283	1.98%
August, 2024	63,348	61,743	97.47%	1,605	2.53%
September, 2024	62,149	61,470	98.91%	679	1.09%



Email notifications

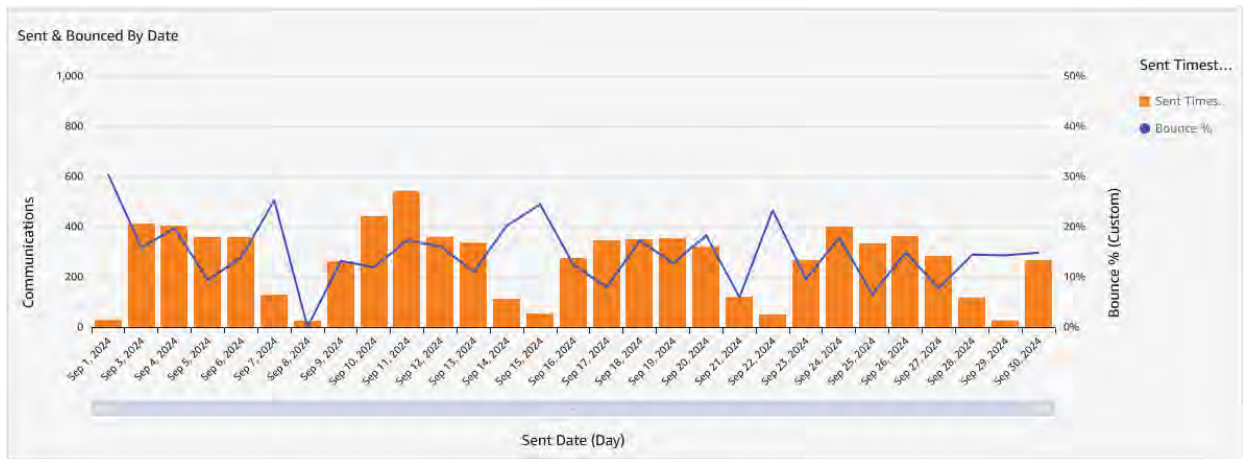
Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
October, 2023	176,563	175,334	99.30%	1,229	0.70%
November, 2023	174,812	173,556	99.28%	1,256	0.72%
December, 2023	172,527	171,315	99.30%	1,212	0.70%
January, 2024	188,299	187,100	99.36%	1,199	0.64%
February, 2024	164,441	163,327	99.32%	1,114	0.68%
March, 2024	170,447	169,363	99.36%	1,084	0.64%
April, 2024	168,979	167,812	99.31%	1,167	0.69%

May, 2024	173,226	171,978	99.28%	1,248	0.72%
June, 2024	178,488	176,976	99.15%	1,512	0.85%
July, 2024	191,096	189,650	99.24%	1,446	0.76%
August, 2024	186,461	185,127	99.28%	1,334	0.72%
September, 2024	187,593	185,426	98.84%	2,167	1.16%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
October, 2023	7,347	7,009	95.40%	338	4.60%
November, 2023	7,239	6,911	95.47%	328	4.53%
December, 2023	6,804	6,494	95.44%	310	4.56%
January, 2024	8,016	7,629	95.17%	387	4.83%
February, 2024	7,383	7,020	95.08%	363	4.92%
March, 2024	6,977	6,692	95.92%	285	4.08%
April, 2024	7,075	6,748	95.38%	327	4.62%
May, 2024	7,263	6,943	95.59%	320	4.41%
June, 2024	7,185	6,843	95.24%	342	4.76%
July, 2024	7,774	7,402	95.21%	372	4.79%
August, 2024	7,542	7,190	95.33%	352	4.67%
September, 2024	7,113	6,784	95.37%	329	4.63%



Print Notices

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

Month/Yr	Bill Notices	Amount
October, 2023	490	\$421.89
November, 2023	577	\$496.83
December, 2023	499	\$429.63
January, 2024	581	\$501.95
February, 2024	428	\$372.36
March, 2024	349	\$303.63
April, 2024	378	\$274.86
May, 2024	467	\$406.29
June, 2024	428	\$372.36
July, 2024	450	\$404.50
August, 2024	471	\$433.32
September, 2024	426	\$391.92

SendGrid Statistics

Month/ Yr	Total Requests	Total Processed	Success Rate (Delivered)	Addresses			Messages		
				Bounced	Marked as Spam	Invalid	Bounce Blocks	Spam Drops	Spam Drops
Oct, '23	69,957	65,512	93.65% (65,057)	279	5	19	510	4,288	138
Nov, '23	93,981	81,824	87.06% (80,525)	578	6	26	1,822	11,987	144
Dec, '23	79,685	71,685	89.96% (70,801)	363	8	21	1,132	7,853	126
Jan, '24	91,086	86,305	99.01% (85,455)	334	8	28	1,112	4,626	127
Feb, '24	69,276	67,302	99.09% (66,692)	179	5	39	817	1,806	129
Mar, '24	63,300	61,349	99.16% (60,835)	153	4	14	589	1,794	143
Apr, '24	70,264	68,177	99.03% (67,521)	148	3	24	935	1,931	132
May '24	75,532	73,381	98.92% (72,593)	162	14	22	1,405	2,003	126
Jun '24	83,855	82,001	98.95% (81,140)	200	6	40	1,492	1,672	142
Jul '24	82,085	79,731	98.76% (78,747)	232	8	38	1,558	2,066	250
Aug, 24	78,843	76,460	98.88% (75,545)	210	10	38	1,517	2,087	258
Sep, 24	66,608	64,428	90.75% (63,626)	194	2	34	1,018	1,890	256

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

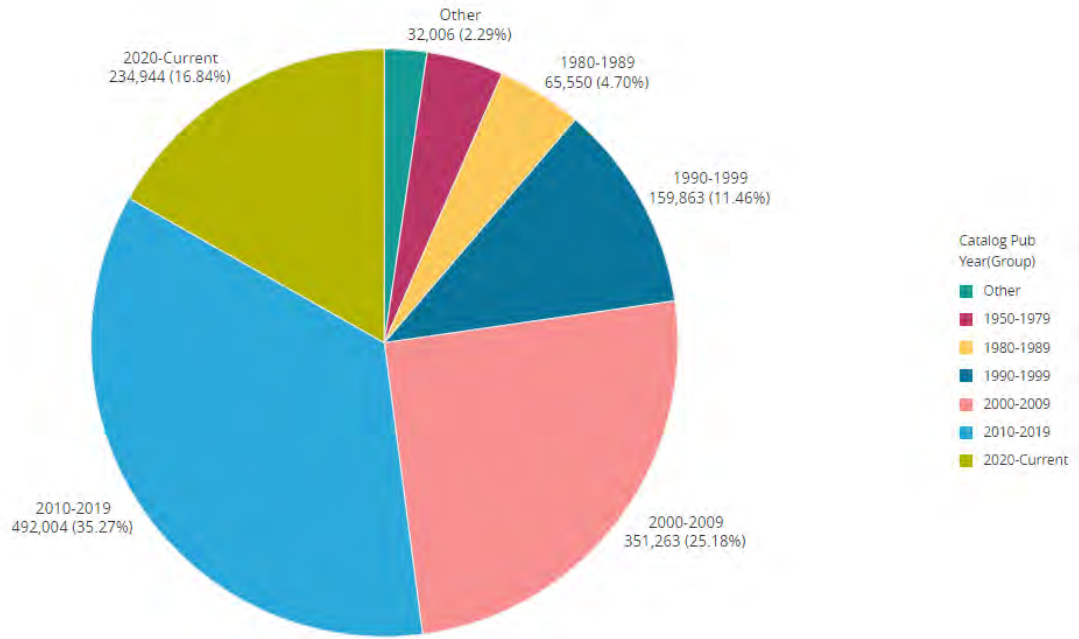
Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2020	99	111	69	152	98	129	88	102	76	62	56	46	1,088
Copy 2020	1,908	1,717	1,863	2,270	2,357	2,496	2,237	1,886	2,405	1,723	1,901	1,704	24,467
Orig 2021*	41	53	54	73	49	88	49	71	80	65	72	104	799
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	21,769
Orig** 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy** 2022	1,808	2,283	2,059	2,299	2,239	1,886	1,976	2,706	1,944	1,918	2,010	2,275	25,403
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				
Copy 2024	2072	1936	1633	1967	1727	1630	1658	1293	1652				

Items Added in 2024

In September, 44,022 new items were added to our database, including 6,169 new catalog records. Nearly 3,000 records were overlaid by SWAN cataloging staff with cataloging libraries contributing at varying levels.

Title Count by Publication Year



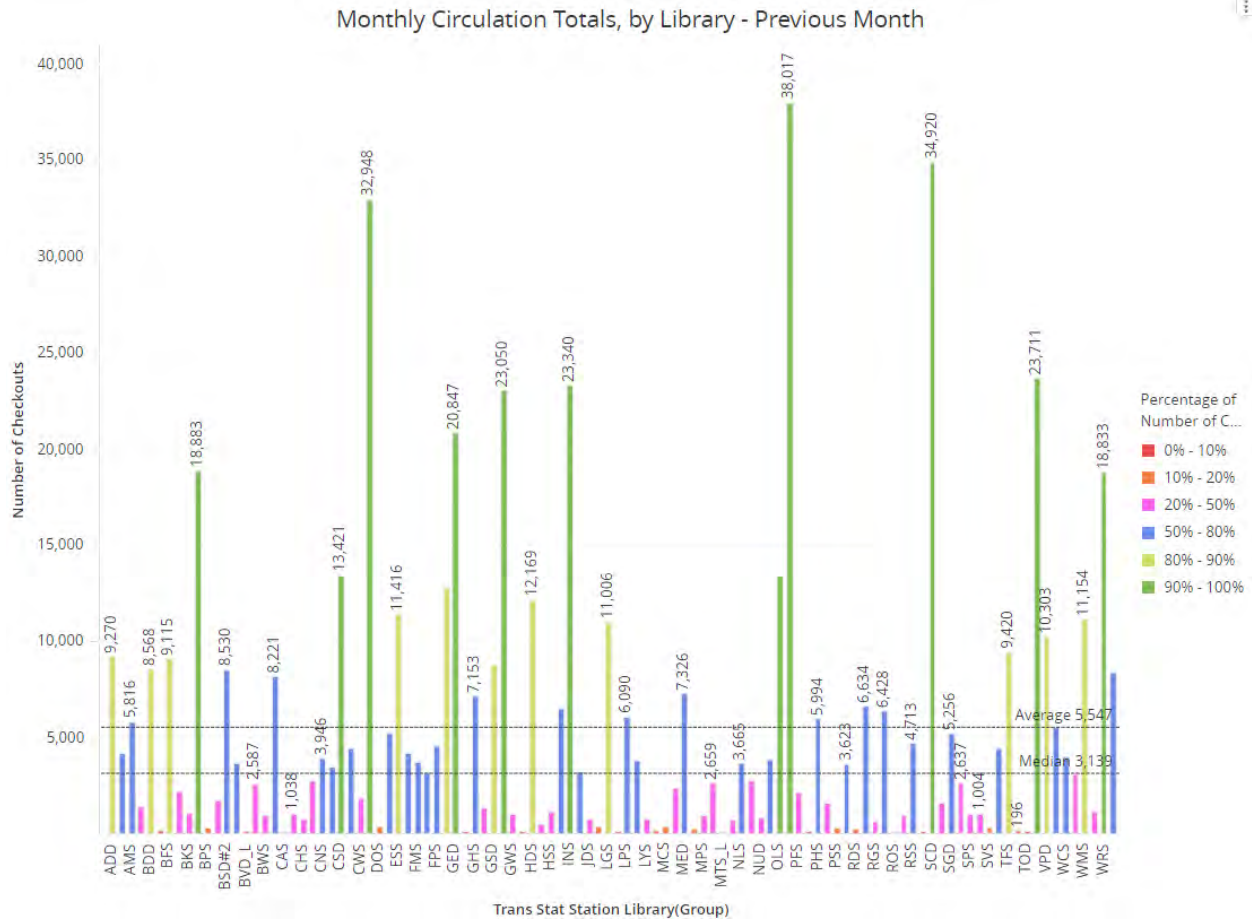
This chart illustrates the currentness of the SWAN collection based on the publication date in the catalog records. Currently, 52% of our collective physical materials were published in the last 15 years.

Circulation

Monthly total comparison since 2019

In July and August, we had 587,963 systemwide circulations, marking the usual slowdown after the summer season.

The following chart gives a breakdown of circulations by library color-coded by circulation percentile, with 46% of circulation taking place at our 11 busiest libraries. Not every bar contains a library code label.



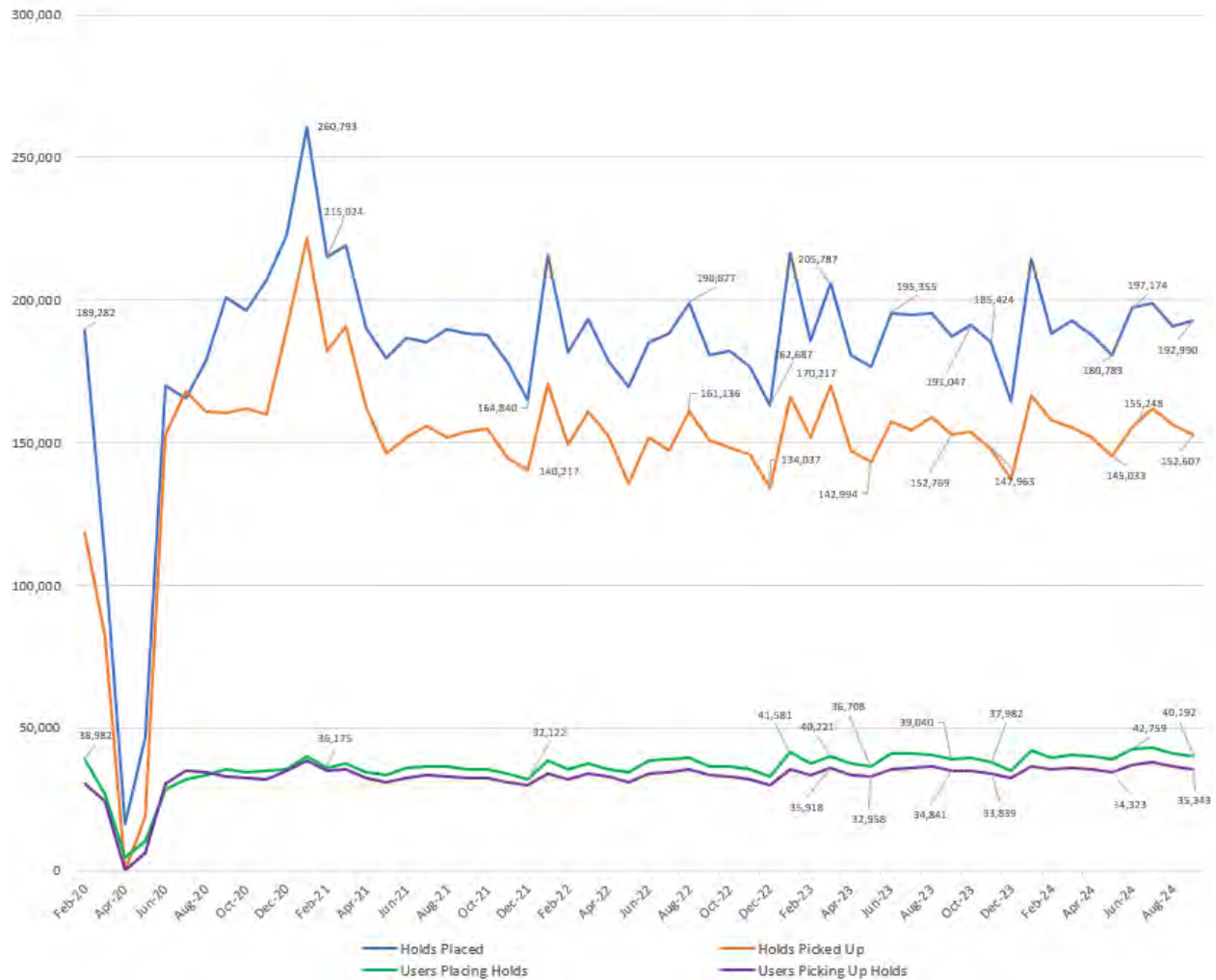
SWAN staff are still working on a version of these circulation statistics reports that will provide an on-call analysis of individual libraries' circulation activity over time.

Holds

Holds Placement & Pick-up

The number of patrons placing holds was 40,192 in September, with 192,990 total holds placed. We are still unable to distinguish between holds placed in Aspen versus LiDA, though ByWater Solutions is aware this is a priority for us.

Trends in Holds, Feb 2020 - Present



Interlibrary Loan & Resource Sharing

Interlibrary loan checkouts between SWAN members was 103,329 in September, for 19% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 18% of total checkouts at 97,853 and checkouts. Non-SWAN reciprocal borrowing made up another 3% of checkouts as usual.

OCLC Worldwide Resource Sharing

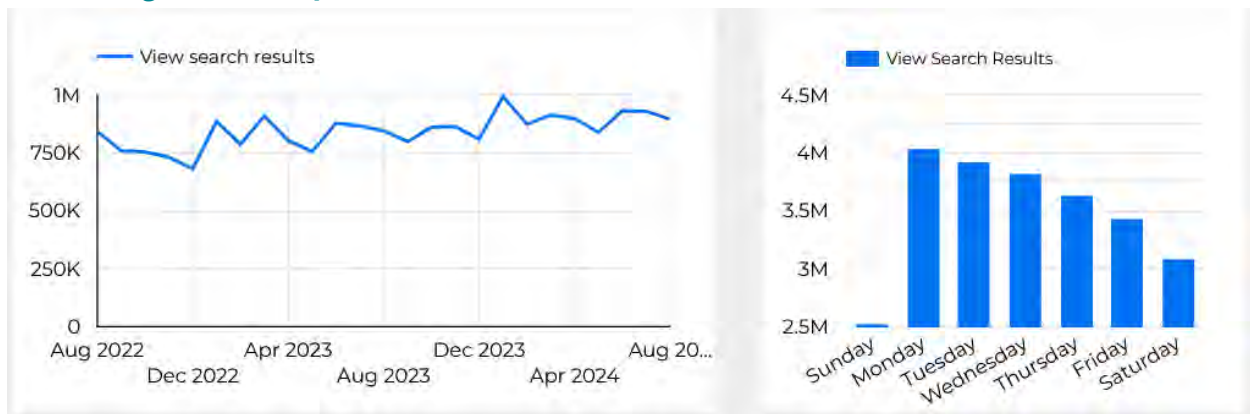
Our combined OCLC interlibrary loan statistics show that SWAN was again a net lender in September by a ratio of 2.27 items lend for each item borrowed. We lent 2,975 items and 20 copies and borrowed 1,309 items and 26 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (September 2024)

- | | | |
|--------------------|------------------------|--------------------------|
| 1. movies | 10. fall | 19. dvd |
| 2. halloween | 11. horror | 20. the housemaid |
| 3. the women | 12. autumn | 21. james patterson |
| 4. freida mcfadden | 13. harry potter | 22. minecraft |
| 5. colleen hoover | 14. library of things | 23. dog man |
| 6. manga | 15. the wild robot | 24. the god of the woods |
| 7. it ends with us | 16. historical fiction | 25. wild robot |
| 8. kristin hannah | 17. nintendo switch | |
| 9. apples | 18. beetlejuice | |

Results Pageviews in Aspen



Usage of Recommendations

Browse categories appear on the home page and they are generated by library staff (A). “More Like This” are auto-generated by ProQuest Syndetics and appear on a grouped work or record detail page (B) – *removed June 2024 and replaced with the new Novelist Select display*. “While You Wait” are auto-generated by Aspen, and appear when you place a hold or view your holds and checkouts (C). This data measures clicks on title recommendations presented to patrons.

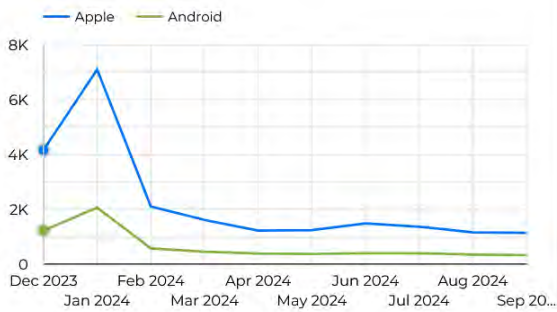
Recommendations



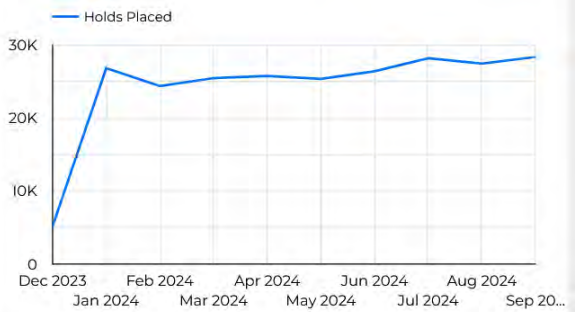
SWAN Libraries + App – Aspen LiDA

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

Downloads by Platform



Holds Placed via Mobile App



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 19, 2024	Regular SWAN Board Meeting	Elect Officers: President, VP, Treasurer, Secretary & Complete Signature Card Changes for Bank Accounts. OMA Officers must complete training. Nominate for committees. Approve schedule for regular board meetings for next 12 months.
Friday, August 16, 2024	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 5, 2024	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 20, 2024	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 18, 2024	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 22, 2024	Regular SWAN Board Meeting	Board accepts FY24 audit. Aaron to bring FY26 Budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for 2025 calendar
Friday, December 20, 2024	Regular SWAN Board Meeting	Review of FY26 Budget Draft
Friday, January 24, 2025	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
Tuesday, February 4, 2025	Committee of the Whole meeting (virtual)	Meeting to discuss FY23 budget, fees, and reserves worksheet.
Friday, February 21, 2025	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 6, 2025	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 21, 2025	Regular SWAN Board Meeting	
Friday, April 18, 2025	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 23, 2025	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 5, 2025	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 20, 2025	Regular SWAN Board Meeting	Review/Write Off Allowance for Doubtful Accounts. Director Evaluation - Provide results and discuss (Executive Session).

SWAN Board & Membership Meeting Schedule 2024 - 2025

Friday, January 19, 2024	Regular SWAN Board Meeting	Homewood Public Library
Friday, February 16, 2024	Regular SWAN Board Meeting	Roselle Public Library District
Thursday, March 7, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, March 22, 2024	Regular SWAN Board Meeting	Bloomington Public Library
Friday, April 19, 2024	Regular SWAN Board Meeting	Bloomington Public Library
Friday, May 17, 2024	Regular SWAN Board Meeting	Blue Island Public Library
Thursday, June 6, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, June 21, 2024	Regular SWAN Board Meeting	Midlothian Public Library
Friday, July 19, 2024	Regular SWAN Board Meeting	SWAN headquarters
Friday, August 16, 2024	Regular SWAN Board Meeting	Canceled
Thursday, September 5, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, September 20, 2024	Regular SWAN Board Meeting	Glen Ellyn Public Library
Friday, October 18, 2024	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 22, 2024	Regular SWAN Board Meeting	Tinley Park Public Library
Thursday, December 5, 2024	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, December 20, 2024	Regular SWAN Board Meeting	Blue Island Public Library
Friday, January 24, 2025	Regular SWAN Board Meeting	Blue Island Public Library
Tuesday, February 4, 2025	Committee of the Whole meeting (virtual)	Zoom meeting
Friday, February 21, 2025	Regular SWAN Board Meeting	Glen Ellyn Public Library
Thursday, March 6, 2025	SWAN Quarterly Meeting	Oak Brook Public Library
Friday, March 21, 2025	Regular SWAN Board Meeting	Roselle Public Library District
Friday, April 18, 2025	Regular SWAN Board Meeting	Roselle Public Library District
Friday, May 23, 2025	Regular SWAN Board Meeting	Palos Heights Public Library
Thursday, June 5, 2025	SWAN Quarterly Meeting	Oak Brook Public Library

Authority Processing Replacement

SWAN Board Meeting, October 14th, 2024



Introduction

In August 2024, we received word from MARCIVE, Inc. that they were ceasing operations in December of this year. MARCIVE is the vendor we have partnered with for over 14 years to provide enhanced bibliographic content and cleanup and authority processing and updates.

Our current arrangement with MARCIVE contains the following:

- On-demand processing of new and enhanced bibliographic records, which includes
 - Bibliographic record cleanup and RDA conversion according to a custom profile
 - Analysis and normalization of authority headings
 - Exports of authority records for inclusion in our local file
- An update service, called the Comprehensive Notification Service, which includes
 - An export of new and updated authority records to reflect records that have been updated since we received them or created to match previously unmatched headings
 - Updated bibliographic records reflecting updates to authority headings

These services drastically reduce the amount of staff time required to keep bibliographic records – particularly controlled headings for contributors, titles, subjects, and genres – up-to-date.

Other Services

In response to their closure, we are interested in moving to another service. The maintenance required to maintain this level of cleanliness in our bibliographic database is more than the current SWAN team can manage.

After surveying the market, there are only two vendors able to provide the services we are after: Backstage Library Works and SirsiDynix. Of them, only Backstage Library Works provides a service we find viable.

Backstage Library Works

Backstage Library Works offers services nearly identical to MARCIVE in the end result.

- **Current Cataloging Service** – This is equivalent to MARCIVE’s “Authority Processing” service and includes on-demand bibliographic analysis of new records, enhancement of those records according to the custom profile, and provision of authority records new to the system.
- **Bibliographic Update Service** – This is equivalent to MARCIVE’s “Comprehensive Notification Service” and includes the scheduled delivery of authority records that have been updated since their initial processing and any updated bibliographic records due to the changes those authority records have undergone.

Backstage’s service includes a web portal to retrieve reports and manipulate their client’s processing profile. Automated extracts via SFTP can be arranged. MARCIVE required manual upload of files to a web portal and negotiated profiling changes via their support team.

Additionally, Backstage provides services related to Diversity, Equity, and Inclusion that are in line with our goals, including custom subject heading updates and support for Homosaurus subject headings.

SirsiDynix

SirsiDynix’s services do not align as clearly with MARCIVE’s. On-demand authority processing takes place behind the scenes in what SirsiDynix calls “Authority Update Services”, and new records are automatically delivered and indexed. This service also contains regular updates equivalent to the authority aspect of MARCIVE’s Comprehensive Notification Service. There are drawbacks, however.

Controlled heading updates are possible, but there are limitations to this service. The SirsiDynix support site contains accounts from other clients of problems encountered when name headings change in significant ways. SirsiDynix cannot change MARC field indicators, so some resulting headings do not follow proper cataloging standards. SWAN staff are familiar with these limitations since they also exist in the Symphony API and report tools. As a result, we rely on manual workarounds for certain batch updates, and incorporating this process into regular authority work would require significant time.

Rather than an automated Bibliographic Update Service, SirsiDynix provides reports for manual intervention. We received these reports once before when we were performing bibliographic deduplication during the New 19 migration. Many contain useful information, but others indicate errors that are not significant enough to warrant the time performing updates.

In both parts of the service, there is not room for custom bibliographic and authority heading control. With manual intervention, SirsiDynix may provide a passable authority control solution, but we feel we would be losing too much value and staff time with this service as it currently exists.

Costs

The costs of our candidate replacement services are detailed below in comparison with MARCIVE’s costs over for the 2025 fiscal year.

	MARCIVE	Backstage Library Works
On-demand Processing (priced per record)	\$0.06/record Approx. \$3,888/year	\$0.10/record Approx. \$6,480/year
Update Service (Bi-annual)	\$4,253	\$8,570
New-Client Migration Fee (One-time cost)	N/A	\$12,500
Total	\$8,141	\$27,500 first year \$15,050 after

On-demand processing costs

In all three services, new and updated bibliographic records can be analyzed, updated, and returned along with new authority records. With the SirsiDynix service, this comes at no additional cost due to our annual Platinum Services subscription. MARCIVE and Backstage charge a fixed cost per record sent. The estimates here are based on the count of records sent to MARCIVE over FY24. This count has stayed fairly consistent over the past decade but can vary based on the number of records cataloged.

Bibliographic update costs

The services of MARCIVE and Backstage are equivalent in scope and are offered on yearly, bi-yearly, and quarterly schedules. MARCIVE’s costs can increase based on the higher frequency of the service. Backstage charges a flat rate for the year regardless of frequency. The cost given for MARCIVE reflects our current bi-yearly schedule.

Migration fee

The new-client migration fee is unique to Backstage and includes the initial extract and syncing of data, delivery of updated bibliographic records and authority records for the entire database, and setup and consultation hours. This is a one-time cost.

Discount

Not included in the table is the offer of a 5% discount for their on-demand and update services in the first year. This would total approximately \$752.50.

Recommendation

It is our recommendation that we pursue the service with Backstage Library Works. The standard of service we have received from MARCIVE has been excellent, and we have come to rely on automated authority processing as a major time saver for our staff and membership. We would like to maintain this standard with Backstage's equivalent and highly customizable offering.

MARCIVE's service ends with our final Comprehensive Notification Service update in December of 2024. We recommend beginning a contract with Backstage Library Works in the next fiscal year 2026 starting in July. The New-Client Migration process would make up for the time between January and June 2025.

Requirements for SWAN Cataloging Libraries

Revision

There are no additional SWAN fees associated with being a SWAN Cataloging Library. ~~other than the contractual costs associated with OGLC. The SWAN Board may provide financial incentives to SWAN Cataloging Libraries as it sees fit.~~

Libraries wishing to become SWAN Cataloging Libraries must fulfill the following requirements:

1. Commit to maintain the position of a cataloging supervisor with ~~either one~~ of the following qualifications:

A. The cataloging supervisor must have a Master's Degree in Library Science, and must have taken at least one class in cataloging. The supervisor must have 3 years of cataloging experience, with the ability to perform original cataloging in all formats. ~~and at least one year of experience with the SWAN ILS.~~

OR

B. The cataloging supervisor must have taken at least one class in cataloging from an accredited ~~library school~~ MLIS program, have 3-5 years of cataloging experience, with the ability to perform original cataloging in all formats. ~~and at least one year of experience with the SWAN ILS.~~

OR

C. ~~The cataloging supervisor must have taken at least one class in cataloging offered by an accredited LTA program, RAILS, the Cataloging Maintenance Center, or other source or have equivalent cataloging experience with the ability to perform original cataloging in all formats, and have discussed these qualifications with and received approval from the SWAN Bibliographic Services Manager.~~

Commented [SB1]: This clause was removed to accommodate incoming migration libraries and to align with practical application of the policy. Many new 19 libraries were included without meeting this requirement and have been excellent contributors. More recently Addison Public Library underwent the same treatment.

Commented [SB2]: This change is recommended in order to adjust for changing employment requirements at many public libraries and the reality that many local catalogers, including SWAN staff catalogers, do not have an MLIS or a cataloging class from an accredited institution. Furthermore, SWAN has evaluated cataloging training options through RAILS and CMC and found them sufficient. The balance here is that the Bibliographic Services Manager retains the right of final approval on the course taken.

Commented [AS3R2]: The CMC is the "Cataloging Maintenance Center" which is an Illinois Heartland Library System service.

Cataloging supervisor will be responsible for cataloging output of subordinate staff and act as a point of contact for communication from SWAN staff regarding feedback, quality control, and distribution of resources.

In the event that the cataloging supervisor changes, this application will be resubmitted for SWAN review.

2. Cataloging libraries will be responsible for providing full OCLC/MARC records for materials acquired by their libraries; if full OCLC/MARC records are not already in SWAN. Records must be reviewed by library staff and brought to SWAN standards outlined in SWAN support site documentation.

Commented [SB4]: This clause was added to account for vendor-supplied catalog records, which require staff review and updating to internal SWAN standards in order to be used as full-level catalog records.

3. The SWAN Bibliographic Services Manager will provide procedural training to the cataloging supervisor of ~~an~~ SWAN Cataloging Library. However, the Manager will not provide cataloging training, as such.

4. The cataloging supervisor or designated representative will attend quarterly required meetings of the to discuss quality control and SWAN Cataloging Libraries, and any other meetings deemed appropriate by the SWAN Bibliographic Services Manager, to keep abreast of cataloging rule changes standards and interpretations. review updated documentation and communications as they are released. Meetings will be infrequent and have options for virtual or asynchronous participation.

Commented [SB5]: This section was changed for clarity and to eliminate the stipulation that meetings are quarterly.

Commented [CR6R5]: The designated representative change is due to not all heads do cataloging on a regular basis and may prefer the cataloger to attend instead.

5. The cataloging supervisor will observe the following standards and conventions:

A. The way in which a bibliographic entity is described will be based on ~~ISBD (International Standard Bibliographic Description)~~ using current international cataloging formats and standards outlined by SWAN staff and the Cataloging Working Group. Currently, this includes these standards and vocabularies:

I. ISBD: International Standard Bibliographic Description

II. RDA: Resource Description and Access

III. Library of Congress Authorities, Subject Headings, latest ed. and Genre/Form Terms

D. The means with which a bibliographic entity is entered will be based on:

Bibliographic Formats and Standards, latest ed. / OCLC

III. Training documents found at the SWAN website.

Commented [SB7]: Added due to a change in requirements for fiction cataloging by SWAN a few years ago.

The importing of records as well as the original cataloging duties must conform to the local practices as outlined in "Cataloging and Data Entry Standards for SWAN /OCLC Libraries."

I. Cataloging Standards outlined on the SWAN Support Site.

II. Shared catalog records will be furnished with a valid OCLC number.

Commented [SB8]: Updated to remove a reference to a deprecated document in favor of standards outlined on the support site. OCLC number inclusion is now required where possible due to the requirements of the OCLC Holdings Manager tool that syncs SWAN holdings with OCLC.

6. The SWAN Bibliographic Services Manager will monitor the work of the ~~OGLC cataloging library: SWAN Cataloging Library~~. The SWAN ~~Board Administration~~, upon the recommendation from the SWAN Bibliographic Services Manager, may terminate the library's cataloging role if the library does not conform to these standards. ~~SWAN will discontinue any financial cataloging incentives accruing to the library.~~

If all the above requirements are met and future obligations are agreed to, the SWAN member library seeking status as a SWAN Cataloging Library will contact the SWAN Bibliographic Services Manager directly. ~~The~~Based on this agreement and an interview with the applying cataloging supervisor, the SWAN Bibliographic Services Manager will make a recommendation to the SWAN Board for the approval decision.

~~Any financial incentives for the new cataloging library will begin in the next SWAN fiscal year.~~

Commented [SB9]: Do to the elimination of financial incentives, SWAN Cataloging Library admittance has not gone by the board for approval in recent years.

Requirements for SWAN Cataloging Libraries

Revision

There are no additional SWAN fees associated with being a SWAN Cataloging Library. Libraries wishing to become SWAN Cataloging Libraries must fulfill the following requirements:

1. Commit to maintain the position of a cataloging supervisor with one of the following qualifications:
 - A. The cataloging supervisor must have a Master's Degree in Library Science, and must have taken at least one class in cataloging. The supervisor must have 3 years of cataloging experience, with the ability to perform original cataloging in all formats.

OR

- B. The cataloging supervisor must have taken at least one class in cataloging from an accredited MLIS program, have 3-5 years of cataloging experience, with the ability to perform original cataloging in all formats.

OR

- C. The cataloging supervisor must have taken at least one class in cataloging offered by an accredited LTA program, RAILS, the Cataloging Maintenance Center, or other source or have equivalent cataloging experience with the ability to perform original cataloging in all formats, and have discussed these qualifications with and received approval from the SWAN Bibliographic Services Manager.
Cataloging supervisor will be responsible for cataloging output of subordinate staff and act as a point of contact for communication from SWAN staff regarding feedback, quality control, and distribution of resources.

In the event that the cataloging supervisor changes, this application will be resubmitted for SWAN review.

2. Cataloging libraries will be responsible for providing full OCLC/MARC records for materials acquired by their libraries if full OCLC/MARC records are not already in SWAN. Records must be reviewed by library staff and brought to SWAN standards outlined in SWAN support site documentation.

3. The SWAN Bibliographic Services Manager will provide procedural training to the cataloging supervisor of a SWAN Cataloging Library. However, the Manager will not provide cataloging training, as such.

4. The cataloging supervisor or designated representative will attend required meetings to discuss quality control and SWAN standards and review updated documentation and communications as they are released. Meetings will be infrequent and have options for virtual or asynchronous participation.

5. The cataloging supervisor will observe the following standards and conventions:
 - A. The way in which a bibliographic entity is described will be based on current international cataloging formats and standards outlined by SWAN staff and the Cataloging Working Group. Currently, this includes these standards and vocabularies:
 - I. ISBD: International Standard Bibliographic Description
 - II. RDA: Resource Description and Access
 - III. Library of Congress Subject Headings and Genre/Form Terms
 - D. The means with which a bibliographic entity is entered will be based on:

Bibliographic Formats and Standards, latest ed. / OCLC

 - I. Cataloging Standards outlined on the SWAN Support Site.
 - II. Shared catalog records will be furnished with a valid OCLC number.

6. The SWAN Bibliographic Services Manager will monitor the work of the SWAN Cataloging Library. The SWAN Administration, upon the recommendation from the SWAN Bibliographic Services Manager, may terminate the library's cataloging role if the library does not conform to these standards.

If all the above requirements are met and future obligations are agreed to, the SWAN member library seeking status as a SWAN Cataloging Library will contact the SWAN Bibliographic Services Manager directly. Based on this agreement and an interview with the applying cataloging supervisor, the SWAN Bibliographic Services Manager will make the approval decision.