

SWAN BOARD MEETING AGENDA

June 20, 2025 9:30 a.m.

**Midlothian Public Library
14701 South Kenton Avenue
Midlothian, IL 60445-2575**

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 June 20, 2025 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JUNE 20, 2025 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item – Approval of SWAN Financials, May 2025 (Exhibit pgs. 3-13)
 - a. Balance sheet and detail of expenditures for May 2025
 - b. Approval of the payment of bills for May 1, 2025, through May 31, 2025 in the amount of \$61,726.98

RESOLVED, THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR MAY 1 THROUGH MAY 31, 2025 AND ACCEPTS THE BALANCE SHEET AND DETAIL OF EXPENDITURES FOR MAY 2025

5. Action Item – Acceptance of the May 23, 2025, SWAN Board Meeting Minutes (Exhibit pgs. 14-16)

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE MAY 23, 2025 SWAN BOARD MEETING MINUTES AS PRESENTED

6. Information—Illinois State Library Advisory Committee (ISLAC) update
7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 17-20)
 - c. Operations Report (Exhibit pgs. 21-34)
 - d. Treasurer Report

e. Board Calendar (Exhibit pg. 35)

8. Action Item – Approve SWAN Board meeting calendar (Exhibit pg. 36)

9. Action Item – Executive Session – SWAN Executive Director annual review

Executive Session for the purposes of discussing “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.” 5 ILCS 120/2(c) (1).

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	Vice President	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	Treasurer	July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026

SWAN Library Services
Balance Sheet
As of May 31, 2025

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	688,256.74
Hinsdale Bank - MM - 5010	2,167,619.69
IMET Funds	368,355.01
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 3,224,274.30</u>
Current Assets	
Accounts Receivable	44,320.00
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	<u>\$ 67,787.08</u>
Capital Assets, net	
Building and Improvements	6,895.00
Equipment	36,500.50
Computers	324,383.36
Accumulated Depreciation	(353,549.65)
Total Capital Assets, net	<u>\$ 14,229.21</u>
Other Assets	
Intangible Right to Use Asset - Office Space	234,201.57
Accumulated Amortization - Right to Use Asset	(205,640.28)
Subscription Asset	1,933,499.27
Accumulated Amortization - Subscription Asset	(1,338,020.80)
Total Other Assets	<u>\$ 624,039.76</u>
Total Assets	<u>\$ 3,930,330.35</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,153.86
Accrued Payroll	57,702.49
Compensated Absences	122,929.42
Total Current Liabilities	<u>\$ 186,785.77</u>
Long Term Liabilities	
Lease Liability - Right to Use Asset	35,466.58
Subscription Liability	230,629.50
Accrued Interest Liability - SBITA	6,659.48
Total Long Term Liabilities	<u>\$ 272,755.56</u>
Total Liabilities	<u>\$ 459,541.33</u>
FUND BALANCE	
Beginning Net Assets	
Unrestricted	2,893,173.82
Total Beginning Net Assets	<u>\$ 2,893,173.82</u>
Current YTD Net Income	<u>\$ 577,615.20</u>
Total Fund Balance	<u>\$ 3,470,789.02</u>
Total Liabilities and Fund Balances	<u><u>\$ 3,930,330.35</u></u>

Statement of Revenue and Expenses Summary

For the 11 Months Ended May 31, 2025

	<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	\$1,771.11	\$2,873,652.09	\$2,875,427.00	\$ 1,774.91	99.94%
4100 - Membership Reimbursements	-	300,712.34	491,375.00	190,662.66	61.20%
4200 - Reimbursement for Losses	11,324.86	85,165.10	98,000.00	12,834.90	86.90%
4300 - Grant Revenue	-	500,615.68	500,616.00	0.32	100.00%
4400 - Registration & Event Receipts	70.00	7,630.00	5,000.00	(2,630.00)	152.60%
4500 - Investment & Interest	9,473.32	93,010.42	83,328.00	(9,682.42)	111.62%
Total Revenue	<u>22,639.29</u>	<u>3,860,785.63</u>	<u>4,053,746.00</u>	<u>192,960.37</u>	<u>95.24%</u>
Expenses					
5000 - Salaries & Wages	119,169.41	1,370,958.92	1,577,736.00	206,777.08	86.89%
5020 - Personnel Benefits	36,905.02	398,352.81	445,419.00	47,066.19	89.43%
5100 - Building & Grounds	41.82	51,477.51	97,410.00	45,932.49	52.85%
5200 - Professional Development	1,676.42	17,028.70	14,700.00	(2,328.70)	115.84%
5300 - Membership Development	612.94	5,674.15	10,750.00	5,075.85	52.78%
5400 - Information & Technology Services	16,716.17	915,931.83	1,206,700.00	290,768.17	75.90%
5500 - General Office	143.13	4,276.24	12,700.00	8,423.76	33.67%
5600 - Hardware & Equipment	-	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	-	13,681.81	11,400.00	(2,281.81)	120.02%
5800 - Contractual Services	9,807.35	118,754.94	125,760.00	7,005.06	94.43%
5900 - Library Materials & Content	11,560.14	380,353.62	584,375.00	204,021.38	65.09%
6000 - Interest & Fees	574.72	5,006.76	2,474.00	(2,532.76)	202.38%
Total Expenses	<u>197,207.12</u>	<u>3,283,170.43</u>	<u>4,093,745.90</u>	<u>810,575.47</u>	<u>80.20%</u>
Excess Revenues less Expenses	<u>\$ (174,567.83)</u>	<u>\$ 577,615.20</u>	<u>\$ (39,999.90)</u>	<u>\$ (617,615.10)</u>	

Statement of Revenue and Expenses

For the 11 Months Ended May 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,771.11	\$ 2,869,938.09	\$ 2,871,727.00	\$ 1,788.91	99.94%
4011 - SWAN Internet Access Membership Fees	0.00	3,714.00	3,700.00	(14.00)	100.38%
4190 - Member Group Purchase Receipts	0.00	300,712.34	491,375.00	190,662.66	61.20%
4220 - Reimbursement Losses for Resource Sharing	0.00	44,984.53	50,000.00	5,015.47	89.97%
4240 - E-Commerce Transactions	11,324.86	40,180.57	43,000.00	2,819.43	93.44%
4250 - Deaccession Transactions	0.00	0.00	5,000.00	5,000.00	0.00%
4310 - RAILS Support to SWAN	0.00	500,615.68	500,616.00	0.32	100.00%
4499 - Annual Conference Receipts	70.00	7,630.00	5,000.00	(2,630.00)	152.60%
4510 - Interest Income	9,473.32	93,010.42	83,328.00	(9,682.42)	111.62%
Total Revenue	22,639.29	3,860,785.63	4,053,746.00	192,960.37	95.24%
Expenses					
5000 - Salaries & Wages	119,169.41	1,370,958.92	1,577,736.00	206,777.08	86.89%
5021 - FICA Expense	8,780.59	101,547.76	120,700.00	19,152.24	84.13%
5023 - Worker's Compensation	0.00	0.00	4,719.00	4,719.00	0.00%
5024 - Retirement Benefits	11,229.66	130,010.10	143,700.00	13,689.90	90.47%
5025 - Health, Dental, Life And Disability Insurance	16,859.77	166,405.05	174,800.00	8,394.95	95.20%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	35.00	389.90	400.00	10.10	97.48%
5110 - Rent/Lease	0.00	34,248.69	88,000.00	53,751.31	38.92%
5120 - Utilities	41.82	5,107.00	4,300.00	(807.00)	118.77%
5130 - Property Insurance	0.00	642.00	650.00	8.00	98.77%
5140 - Repairs & Maintenance	0.00	1,859.57	960.00	(899.57)	193.71%
5150 - Custodial Service & Supplies	0.00	9,620.25	3,500.00	(6,120.25)	274.86%
5210 - Conference Travel	662.42	5,348.31	6,000.00	651.69	89.14%
5220 - Staff Meetings	0.00	1,605.39	900.00	(705.39)	178.38%
5230 - Staff Professional Development	824.00	7,237.00	4,000.00	(3,237.00)	180.93%
5240 - Professional Association Membership Dues	190.00	1,248.00	2,500.00	1,252.00	49.92%
5250 - Educational Material	0.00	0.00	800.00	800.00	0.00%
5260 - Online Learning	0.00	1,590.00	500.00	(1,090.00)	318.00%
5310 - Travel Reimbursement	532.78	1,574.49	800.00	(774.49)	196.81%
5320 - Membership Meetings	80.16	80.16	0.00	(80.16)	0.00%
5330 - Library Professional Development	0.00	4,019.50	7,450.00	3,430.50	53.95%
5399 - Annual Conference	0.00	0.00	2,500.00	2,500.00	0.00%
5420 - Application Software Licensing	39.00	6,464.09	16,800.00	10,335.91	38.48%
5430 - Server Software Licensing	6,242.82	147,029.72	121,800.00	(25,229.72)	120.71%
5440 - Library Services Platform	9,840.00	604,630.24	921,000.00	316,369.76	65.65%
5450 - Data Management Services	0.00	33,994.88	33,000.00	(994.88)	103.01%
5460 - Information Subscription Service	0.00	78,866.31	75,700.00	(3,166.31)	104.18%
5470 - Subscription Support Services	289.00	34,657.31	23,200.00	(11,457.31)	149.38%
5480 - Telecommunications	305.35	8,955.48	14,500.00	5,544.52	61.76%
5490 - Group Purchases - Services	0.00	1,333.80	700.00	(633.80)	190.54%
5510 - Office Supplies	35.00	2,214.07	2,200.00	(14.07)	100.64%
5520 - Postage	108.13	727.21	500.00	(227.21)	145.44%
5550 - Furniture	0.00	0.00	10,000.00	10,000.00	0.00%
5599 - Annual Conference Supplies	0.00	1,334.96	0.00	(1,334.96)	0.00%
5620 - Hardware	0.00	1,673.14	2,000.00	326.86	83.66%
5700 - Insurance	0.00	13,681.81	11,400.00	(2,281.81)	120.02%
5810 - Legal	0.00	117.50	1,500.00	1,382.50	7.83%
5820 - Accounting	1,085.00	20,850.00	19,160.00	(1,690.00)	108.82%
5830 - Consulting	1,320.00	9,590.00	5,000.00	(4,590.00)	191.80%
5840 - Payroll Service Fees	355.81	4,184.14	4,500.00	315.86	92.98%

Statement of Revenue and Expenses

For the 11 Months Ended May 31, 2025

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5860 - Notification & Collection	7,046.54	71,944.30	86,700.00	14,755.70	82.98%
5899 - Annual Conference Facility Contract	0.00	12,069.00	8,900.00	(3,169.00)	135.61%
5920 - Reimburse for Resource Sharing	0.00	47,528.16	50,000.00	2,471.84	95.06%
5940 - E-Commerce Payment Transactions	11,560.14	36,720.00	43,000.00	6,280.00	85.40%
5990 - Group Purchases - Content	0.00	296,105.46	491,375.00	195,269.54	60.26%
6010 - Bank Fees	574.72	4,966.81	2,424.00	(2,542.81)	204.90%
6020 - Merchant Account Fees	0.00	39.95	50.00	10.05	79.90%
6110 - Depreciation	0.00	0.00	2,321.90	2,321.90	0.00%
Total Expenses	<u>197,207.12</u>	<u>3,283,170.43</u>	<u>4,093,745.90</u>	<u>810,575.47</u>	<u>80.20%</u>
 Excess Revenues less Expenses	 <u>\$ (174,567.83)</u>	 <u>\$ 577,615.20</u>	 <u>\$ (39,999.90)</u>	 <u>\$ (617,615.10)</u>	

SWAN Library Services

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Aaron Skog				11289	05/22/25	<u>632.82</u>
5210	Conference Travel	Aaron Skog - ICOLC conference	100.04			
5310	Travel Reimbursement	Aaron Skog mileage to/from Board mtgs	406.78			
5310	Travel Reimbursement	Aaron Skog - mileage to/from COSUGI	126.00			
Acorn Public Library				11290	05/22/25	<u>161.04</u>
5940	E-Commerce Payment Transactions	Acorn Public Library	161.04			
Addison Public Library				11291	05/22/25	<u>27.81</u>
5940	E-Commerce Payment Transactions	Addison Public Library	27.81			
Batavia Public Library				11292	05/22/25	<u>312.61</u>
5940	E-Commerce Payment Transactions	Batavia Public Library	312.61			
Beecher Community Library District				11293	05/22/25	<u>60.49</u>
5940	E-Commerce Payment Transactions	Beecher Community Library District	60.49			
Bellwood Public Library				11294	05/22/25	<u>17.01</u>
5940	E-Commerce Payment Transactions	Bellwood Public Library	17.01			
Berkeley Public Library				11295	05/22/25	<u>61.90</u>
5940	E-Commerce Payment Transactions	Berkeley Public Library	61.90			
Berwyn Public Library				11296	05/22/25	<u>357.52</u>
5940	E-Commerce Payment Transactions	Berwyn Public Library	357.52			
Bloomington Public Library				11297	05/22/25	<u>140.52</u>
5940	E-Commerce Payment Transactions	Bloomington Public Library	140.52			
Blue Island Public Library				11298	05/22/25	<u>60.84</u>
5940	E-Commerce Payment Transactions	Blue Island Public Library	60.84			
Bridgeview Public Library				11299	05/22/25	<u>24.31</u>
5940	E-Commerce Payment Transactions	Bridgeview Public Library	24.31			

SWAN Library Services

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Broadview Public Library District				11300	05/22/25	<u>119.22</u>
5940	E-Commerce Payment Transactions	Broadview Public Library District	119.22			
Calumet City Public Library				11301	05/22/25	<u>15.66</u>
5940	E-Commerce Payment Transactions	Calumet City Public Library	15.66			
Calumet Park Public Library				11302	05/22/25	<u>2.50</u>
4010	SWAN Full Membership Fees	Calumet Park Public Library	2.50			
Carol Stream Public Library				11303	05/22/25	<u>286.60</u>
5940	E-Commerce Payment Transactions	Carol Stream Public Library	286.60			
Chicago Heights Public Library				11304	05/22/25	<u>150.70</u>
5940	E-Commerce Payment Transactions	Chicago Heights Public Library	150.70			
Cicero Public Library				11305	05/22/25	<u>115.01</u>
5940	E-Commerce Payment Transactions	Cicero Public Library	115.01			
Crestwood Public Library District				11306	05/22/25	<u>26.15</u>
5940	E-Commerce Payment Transactions	Crestwood Public Library District	26.15			
Crete Public Library District				11307	05/22/25	<u>64.24</u>
5940	E-Commerce Payment Transactions	Crete Public Library District	64.24			
Elmwood Park Public Library				11308	05/22/25	<u>63.63</u>
5940	E-Commerce Payment Transactions	Elmwood Park Public Library	63.63			
Flossmoor Public Library				11309	05/22/25	<u>350.79</u>
5940	E-Commerce Payment Transactions	Flossmoor Public Library	350.79			
Franklin Park Public Library District				11310	05/22/25	<u>115.43</u>
5940	E-Commerce Payment Transactions	Franklin Park Public Library District	115.43			
Geneva Public Library District				11311	05/22/25	<u>756.54</u>
5940	E-Commerce Payment Transactions	Geneva Public Library District	756.54			

SWAN Library Services

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Glen Ellyn Public Library				11312	05/22/25	<u>587.15</u>
5940	E-Commerce Payment Transactions	Glen Ellyn Public Library	587.15			
Glenside Public Library				11313	05/22/25	<u>353.87</u>
5940	E-Commerce Payment Transactions	Glenside Public Library	353.87			
Grande Prairie Public Library				11314	05/22/25	<u>68.30</u>
5940	E-Commerce Payment Transactions	Grande Prairie Public Library	68.30			
Green Hills Public Library District				11315	05/22/25	<u>98.76</u>
5940	E-Commerce Payment Transactions	Green Hills Public Library District	98.76			
Harvey Public Library District				11316	05/22/25	<u>15.02</u>
5940	E-Commerce Payment Transactions	Harvey Public Library District	15.02			
Hinsdale Public Library				11317	05/22/25	<u>133.09</u>
5940	E-Commerce Payment Transactions	Hinsdale Public Library	133.09			
Hodgkins Public Library District				11318	05/22/25	<u>9.25</u>
4010	SWAN Full Membership Fees	Hodgkins Public Library District	9.25			
Homewood Public Library District				11319	05/22/25	<u>70.00</u>
4499	Annual Conference Receipts	Homewood Public Library District - SWAN EXPO overpayment	70.00			
Homewood Public Library District				11319	05/22/25	<u>(70.00)</u>
4499	Annual Conference Receipts	To VOID check 11319	-70.00			
Itasca Community Library				11320	05/22/25	<u>44.40</u>
5940	E-Commerce Payment Transactions	Itasca Community Library	44.40			
Justice Public Library District				11321	05/22/25	<u>57.77</u>
5940	E-Commerce Payment Transactions	Justice Public Library District	57.77			
Lansing Public Library				11322	05/22/25	<u>38.02</u>
5940	E-Commerce Payment Transactions	Lansing Public Library	38.02			

SWAN Library Services

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All Bank Accounts

May 2025

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Linda Sokol Francis Brookfield Library				11323	05/22/25	<u>300.58</u>
5940	E-Commerce Payment Transactions	Linda Sokol Francis Brookfield Library	300.58			
Lucas McKeever				11324	05/22/25	<u>80.16</u>
5320	Membership Meetings	Lucas McKeever - refreshments - Acq & cataloging network group mtg.	80.16			
Lyons Public Library				11325	05/22/25	<u>80.58</u>
5940	E-Commerce Payment Transactions	Lyons Public Library	80.58			
McCook Public Library District				11326	05/22/25	<u>24.76</u>
5940	E-Commerce Payment Transactions	McCook Public Library District	24.76			
Messenger Public Library of North Aurora				11327	05/22/25	<u>115.60</u>
5940	E-Commerce Payment Transactions	Messenger Public Library of North Aurora	115.60			
Oak Brook Public Library				11328	05/22/25	<u>627.99</u>
5940	E-Commerce Payment Transactions	Oak Brook Public Library	627.99			
Oak Lawn Public Library				11329	05/22/25	<u>244.79</u>
5940	E-Commerce Payment Transactions	Oak Lawn Public Library	244.79			
Oak Park Public Library				11330	05/22/25	<u>2,815.79</u>
5940	E-Commerce Payment Transactions	Oak Park Public Library	2,815.79			
Park Forest Public Library				11331	05/22/25	<u>66.95</u>
5940	E-Commerce Payment Transactions	Park Forest Public Library	66.95			
Prairie Trails Public Library District				11332	05/22/25	<u>19.88</u>
5940	E-Commerce Payment Transactions	Prairie Trails Public Library District	19.88			
River Forest Public Library				11333	05/22/25	<u>153.75</u>
5940	E-Commerce Payment Transactions	River Forest Public Library	153.75			
River Grove Public Library District				11334	05/22/25	<u>45.44</u>

SWAN Library Services

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5940	E-Commerce Payment Transactions	River Grove Public Library District	45.44			
Roselle Public Library				11335	05/22/25	<u>83.45</u>
5940	E-Commerce Payment Transactions	Roselle Public Library	83.45			
Schiller Park Public Library				11336	05/22/25	<u>23.76</u>
5940	E-Commerce Payment Transactions	Schiller Park Public Library	23.76			
South Holland Public Library				11337	05/22/25	<u>30.37</u>
5940	E-Commerce Payment Transactions	South Holland Public Library	30.37			
St. Charles Public Library District				11338	05/22/25	<u>862.23</u>
5940	E-Commerce Payment Transactions	St. Charles Public Library District	862.23			
Steger-South Chicago Heights				11339	05/22/25	<u>77.98</u>
5940	E-Commerce Payment Transactions	Steger-South Chicago Heights	77.98			
Sugar Grove Public Library District				11340	05/22/25	<u>153.33</u>
5940	E-Commerce Payment Transactions	Sugar Grove Public Library District	153.33			
Thornton Public Library				11341	05/22/25	<u>212.93</u>
5940	E-Commerce Payment Transactions	Thornton Public Library	212.93			
Town & Country Public Library District				11342	05/22/25	<u>44.49</u>
5940	E-Commerce Payment Transactions	Town & Country Public Library District	44.49			
University Park Public Library District				11343	05/22/25	<u>22.56</u>
5940	E-Commerce Payment Transactions	University Park Public Library District	22.56			
Victoria Totton				11344	05/22/25	<u>562.38</u>
5210	Conference Travel	Victoria Totton - COSUGI hotel stay	562.38			
Villa Park Public Library				11345	05/22/25	<u>172.30</u>
5940	E-Commerce Payment Transactions	Villa Park Public Library	172.30			

SWAN Library Services

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All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Westchester Public Library				11346	05/22/25	<u>30.21</u>
5940	E-Commerce Payment Transactions	Westchester Public Library	30.21			
Westmont Public Library				11347	05/22/25	<u>214.95</u>
5940	E-Commerce Payment Transactions	Westmont Public Library	214.95			
Woodridge Public Library				11348	05/22/25	<u>431.07</u>
5940	E-Commerce Payment Transactions	Woodridge Public Library	431.07			
Cawley				CAWLEY	05/22/25	<u>41.82</u>
5120	Utilities	Cawley - For 915 Harger	41.82			
First Bankcard				Credit Card	05/14/25	<u>8,033.30</u>
5230	Staff Professional Development	First Bankcard - ICOLC registration	720.00			
5230	Staff Professional Development	First Bankcard - NSSRA donation	104.00			
5240	Professional Association Membership Dues	First Bankcard - ALA dues	190.00			
5420	Application Software Licensing	First Bankcard - Mailchimp	39.00			
5430	Server Software Licensing	First Bankcard - Google Nest	80.00			
5430	Server Software Licensing	First Bankcard - Microsoft calling plan	288.00			
5430	Server Software Licensing	First Bankcard - Microsoft	219.58			
5430	Server Software Licensing	First Bankcard - Microsoft	68.46			
5430	Server Software Licensing	First Bankcard - DNS made easy	625.12			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	4,961.66			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5480	Telecommunications	First Bankcard - Grasshopper	48.63			
5480	Telecommunications	First Bankcard - Comcast	256.72			
5510	Office Supplies	First Bankcard - Home Depot	35.00			
5520	Postage	First Bankcard	4.33			
5520	Postage	First Bankcard	13.65			
5520	Postage	First Bankcard	90.15			
Grove for Libraries				GROVE	05/23/25	<u>9,840.00</u>
5440	Library Services Platform	Grove for Libraries	9,840.00			
HR Source				HR Source	05/23/25	<u>1,320.00</u>

SWAN Library Services

Check Register

All Bank Accounts

May 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5830	Consulting	HR Source FY26 dues	1,320.00			
Lauterbach & Amen, LLP				Lauterbach May	05/23/25	<u>1,085.00</u>
5820	Accounting	Lauterbach & Amen, LLP - May	1,085.00			
LIMRICC				LIMRICC June	05/23/25	<u>20,372.83</u>
5025	Health, Dental, Life And Disability Insurance	LIMRICC	20,372.83			
Reliance Standard Life Insurance Co.				RSLI June	05/23/25	<u>992.56</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co.	992.56			
Unique Integrated Communications, Inc.				UMS	05/23/25	<u>7,046.54</u>
5860	Notification & Collection	Unique Integrated Communications, Inc- Notices April	356.04			
5860	Notification & Collection	Unique Integrated Communications, Inc.- Message Bee April	6,690.50			
Wellness Insurance Network-WIN				WIN - June	05/23/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN	167.68			
Check List Total						<u><u>61,726.98</u></u>

SWAN BOARD MEETING MINUTES

May 23, 2025, 9:30 a.m.
Palos Heights Public Library
12501 South 71st St.
Palos Heights, IL 60463

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:34 a.m. The following Board members were present to establish a quorum.

Jesse Blazek
Dawn Bussey
Jennifer Cottrill
Samantha Johnson
Zach Musil
Colleen Waltman
Anna Wassenaar (arrived at 9:39 am)

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Business Manager
Scott Brandwein, SWAN Assistant Director
Lexii Klopp, SWAN Network Security Administrator, Information Technology & Systems Support

There was no public comment.

3. Action Item

Acceptance of May 23, 2025, SWAN Board Meeting Agenda

Bussey moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE MAY 23, 2025, SWAN BOARD MEETING AGENDA AS PRESENTED

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, April 2025

Johnson moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD APPROVES THE PAYMENT OF BILLS FOR APRIL 1, 2025, THROUGH APRIL 30, 2025, AND ACCEPTS THE BALANCE SHEET AND DETAILS OF EXPENDITURES FOR APRIL 2025

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Johnson, Musil, Wassenaar, Waltman

5. Action Item

Acceptance of April 18, 2025, SWAN Board Meeting Minutes

Blazek moved, seconded by Bussey that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 18, 2025, SWAN BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

6. Action Item

Acceptance of April 28, 2025, SWAN Special Board Meeting Minutes

Musil moved, seconded by Waltman that it be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE APRIL 28, 2025, SWAN SPECIAL BOARD MEETING MINUTES AS PRESENTED

Motion carried by unanimous voice vote.

7. Reports

a. Board President Report

Cottrill will send out a draft to the board members for comments/changes on the Executive Director's evaluation. Skog will also do self-evaluation.

b. Executive Report

Skog reviewed the Executive Director Report as reported in the board packet.

Operations Report

Brandwein gave an overview of Operations as reported in the board packet.

c. Treasurers Report

None

d. Board Calendar

The Board calendar was reviewed. At the June Board meeting the dates and location of FY26 meetings will be discussed.

8. Action Item – Write off doubtful accounts

Recommendation for total invoices in Allowance for Doubtful Accounts to be written off: \$25.00

Waltman moved, seconded by Bussey that is be

RESOLVED THAT THE SWAN BOARD ACCEPTS THE WRITE-OFF ALLOWANCE FOR DOUBTFUL ACCOUNTS TO THE AMOUNT OF \$25.00.

Motion carried by roll call vote with the following results:

Ayes: Blazek, Bussey, Cottrill, Johnson, Musil, Wassenaar, Waltman

9. **Adjournment**

Cottrill adjourned the meeting at 10:37 a.m.

DRAFT

SWAN Executive Director Report

June 20, 2025

Update on activities

SWAN Marketing calendar

We are in the process of building a marketing calendar that will work in tandem with the annual membership meetings for 2026. The primary means of SWAN communication about projects and activities are the following.

- Monthly Fireside meetings
- Monthly e-newsletter
- Quarterly meetings with library directors
- Membership networking groups
- News post on website

Our goal is to have a comprehensive engagement with member library staff while ensuring SWAN team leaders are aligned with our messaging. The marketing calendar work will continue over the next month.

Aspen Discovery Governance Task Force

My work as the task force chair to create a governance model for the Aspen Discovery project is nearing completion. My goal is to obtain feedback on the governance model and document from the community starting at the July 10, 2025, meeting. There would be a decision on when the official board would be seated at the July 28th meeting of the task force.

ILA Public Policy Committee

The ILA annual orientation will take place on July 15th. I will lead the Public Policy Committee orientation along with the outgoing chair Laura Long of Freemont Public Library.

The Committee is also starting a working group to study the eBook legislation passed in Connecticut and New Jersey. I will be attending the webinar hosted by [Ebook Study Group](#) which is tracking state solutions to improve access to ebooks for libraries.

Board considerations

Illinois State Library Advisory Committee update

Ted Bodewes of Thomas Ford Memorial Library will provide the SWAN Board an update on the most recent meeting of the ISLAC and its discussion around Illinois funding of statewide library services.

Approve meeting schedule for fiscal year 2026

The meetings for the board and quarterly membership are included for approval. The rotation of the hosted meetings should be discussed and can be finalized at the July board meeting.

Executive session

There will be a closed session to discuss my compensation as part of the annual review process for the SWAN Executive Director.

Monthly Financial Report

May Balance Sheet

The Fund Balance Unrestricted line for May is \$2,893,173.82 which unchanged from the previous month. The table below shows the current FY25 budget expense and budgeted spending from reserves.

Fund Balance Unrestricted	\$2,893,173.82
Expenses to be paid from reserve	(\$40,000.00)
	\$2,853,173.82
SWAN annual expense budget	\$4,093,745.90
	70%
Number of months operating expense in reserve	8.4

Revenue & Expense Report

This month will be 92% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2025.

	FY25 Budget	Ending May 2025	Percentage of budget YTD 92%
Total Revenue	\$4,053,746.00	\$3,860,785.63	95%
Total Expenses	\$4,093,745.90	\$3,283,170.43	80%
Over / (Under)	(\$39,999.90)	\$577,615.20	

Accounts Receivable

4010 - SWAN Full Membership Fees: 99.94%

Fourth quarter invoices were sent out in April 2025, reflecting 99% of this revenue budget line.

4011 – Internet Access Membership Fees: 100.38%

The six school libraries were invoiced in January. The annual cost for Internet Access for FY25 were increased by 2% to reflect the increase overall with SWAN membership fees.

4190 – Member Group Purchase Receipts: 61.20%

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: 100%

The 4th quarter payment was made to SWAN totaling \$125,153.92 in April.

4510 – Interest Income: 111.62%

SWAN's Money Market rate for May is 4.51%, which is slightly down from 4.53% the month prior. Interest income from the IMET Convenience Fund was 3.8% for May, which is up from 3.5% the month prior.

Accounts Payable

5110 – Rent/Lease: 38.92%

SWAN has negotiated 9 months' rent abatement through the rest of the fiscal year, which has resulted in \$53,751.31 savings for the budgeted expense.

5120—Utilities: 118.77%

Over budget for year. The recent invoice from the office management company shows the rent abatement, but there is a small charge for building operations which includes natural gas.

5140—Repairs & Maintenance: 193.71%

Over budget due to office moving expenses and facility security expenses for the new office.

5150—Custodial Services & Supplies: 274.86%

Over budget due to additional one-time post construction cleaning of the new office space.

5220—Staff Meetings: 178.38%

Over budget this year due to several all-staff group lunches provided during the packing and unpacking of the SWAN office during the move. Typically, SWAN has an all-staff holiday luncheon in January as well.

5230—Staff Professional Development: 180.93%

Attendance at conferences including ALA CORE, ILA, Electronic Resources & Libraries, COSUGI, ICOLC, and HR Source. With the departure of some staff, online training and cross training was required during the past year, which has put this line over budget.

5260 – Online Learning: 318.00%

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

5310—Travel Reimbursement: 196.81%

Over budget this year due to staff library visits and the resumption of in-person membership networking meetings.

5430 – Server Software Licensing: 120.71%

SWAN utilizes server hosting with Microsoft cloud which results in a monthly expense based on usage. As the fiscal year is nearing conclusion, the estimated usage of Microsoft cloud for the year is proving to be higher than expected.

5460 – Information Subscription Service: 104.18%

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

5470 – Subscription Support Services: 149.38%

The new SWAN ticketing system HaloITSM expense subscription paid for the full year plus one-time onboarding expenses has this line over budget.

5490—Group Purchases Services: 190.54%

The group purchase for self-check software from EnvisionWare was completed in January, which includes a revenue offset in the #4190 Member Group Purchase Receipts.

5830—Consulting: 165.40%

Expenses include a benchmarking analysis of all SWAN employee positions and project consulting for the OCLC Holdings Manager (OHM) after the WorldCat API was changed by OCLC just before the start of the fiscal 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.

6010—Bank Fees: 204.90%

SWAN utilizes services within its bank such as positive pay and ACH which for the year are totaling higher than anticipated.

Operations Report: May 2025

Summary

Membership engagement activities and statistics are reported through the month-end of May 2025. 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 May 2025.

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
5/8/2025	Acquisitions and Cataloging Networking	Bibliographic Services; Information Technology & System Support	Membership Meeting
5/22/2025	e-Resource Working Group	User Experience	Membership Meeting
5/23/2025	SWAN Board Meeting	Administration	Governance
5/27/2025	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Acquisitions and Cataloging Working Group (5/8/2025)

Sam, Vickie, and Lucas worked with the co-chairs of the SWAN Acquisitions and Cataloging Users Group to host the annual in-person meeting at the Downers Grove Public Library from 9:30am-11am. It was very well attended, with just over 40 people. There were a couple updates from SWAN staff that were on the agenda as well as the PowerPoint that we skipped to prioritize questions and discussion led by member libraries. This meeting's topics heavily focused on acquisitions and the many different setups libraries across SWAN utilize in their daily workflows. There was also discussion on conducting inventories, weeding, circulating board games, and web accessibility in the workplace.

e-Resource Working Group (5/22/2025)

The group wrapped up the Explora project and reviewed troubleshooting and documentation surrounding e-resources.

Major Projects & Research

Aspen Discovery

25.05 Release

The 25.05 release included a resolution to the Baker & Taylor eBook Boundless integration issues, which allowed Olivia Montolin to turn the Boundless integration back on in the catalog. The release also included a long-standing enhancement to float a library's lists to the top of lists featured in search results in their own catalog.

This release also included several enhancements to the series pages. Cynthia Romanowski and Lucas McKeever at SWAN are working closely with our hosting and support provider Grove for Libraries to incorporate several enhancements to the series pages over the next few releases.

Illinois ePay Integration

We continue to test the Illinois ePay integration in the Aspen catalog and card swipe hardware. The platform would be an alternative to existing PayPal functionality.

Scan-and-go

The scan-and-go pilot has resumed, following the implementation of updates to Aspen to utilize Symphony APIs. We're currently adjusting settings around checkout blocks to ensure patrons with fines below the block threshold and holds to pick up are not blocked at checkout.

EBSCO integrations

Explora

Explora is an alternate interface to EBSCO Discovery Service, which provides curated topics and a more visual design for schools and public libraries.

The E-Resource Working Group completed their review of configuration settings for Explora. Olivia Montolin created default profiles for libraries to use with Explora and she will announce a rollout soon. At the moment, any library can reach out to SWAN to set up Explora for their library.

Novelist and Novelist K-8

Olivia Montolin set up links in Novelist and Novelist K-8 that will direct users to each library's Aspen catalog.

IT Infrastructure & Security

Work continues to progress on our security audit, and our SFTP server has been upgraded to the latest OS and received a small performance boost, which should help eliminate bottlenecks during large file transfers. We're also beginning to test Microsoft's 'Out of Box Experience' (OoBE) which would allow us to send new staff laptops directly to staff members homes, upon connecting to the internet, it will register with our cloud services and do much of the initial configuration automatically.

Online Patron Registration

Our first meeting with SpringShare (now owns Patron Point) to fine tune the online patron registration “Verify” product and create a rollout was Thursday, May 22nd. We presented a rollout plan to participants at the Quarterly Meeting. We expect to go live in August of this year. In the meantime, we will call on staff to verify default profile information for adult and juvenile profiles once we have compiled this from recent activity. We will also work with the Circulation Working Group to confirm details of configuration and messaging during the July meeting.

Currently we are verifying that our library territory shape files are accurate by running tests on addresses in and outside of service areas. Once this is confirmed, the remainder of our profile configuration will take a number of weeks on SpringShare’s end, and we will use that time to draft e-mail verification confirmation messages and clean up default patron profile data per our libraries’ preferences.

Backstage Library Works

We had our kick-off meeting with an account manager at Backstage Library Works, the organization we have partnered with for authority analysis and bibliographic maintenance after the sunsetting of MARCIVE in December 2024. Cynthia will work on completing our service profile, which details exactly what maintenance we want performed on bibliographic records and what subject vocabularies we want to track.

We will work with sample records to finalize the configuration in June, and in July we will go live with their service. The first step involves sending complete extracts of our bibliographic and authority databases to sync our data. The result will be a large upload of bibliographic and authority records. This will require an indexing rebuild on Symphony, which we will perform over Labor Day weekend.

Monthly maintenance operations with their service will work without interruption. Bi-annual updates will mirror the schedule and indexing requirements we experienced with MARCIVE. Library staff should not notice a change in processing or indexing time.

Library of Things Visibility Project

On May 6th, Samantha Dietel and Lucas McKeever met with staff at Downers Grove Public Library to discuss their participation in an upcoming Library of Things Visibility Project. They agreed to test out a new feature of Aspen that can limit search results by owning library and item type. The library will use the LOT item types for their Library of Things collection and gather feedback about the new feature from staff and patrons. They have received a list of items to consider for this pilot project and they will respond when they identify what materials they want to put through this process.

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 Mondays	Aspen Governance Task Force	Administration; User Experience	Partnerships
Alternate Mondays	Aspen Community Tool Working Group	User Experience	Partnerships
5/8/2025	Aspen Community Meeting	All	Partnerships
5/16/2025	Backstage Library Works Configuration	Bibliographic Services; Administration	Partnerships
5/19/2025	BLUEcloud Sprint Review	Information Technology & System Support; Bibliographic Services	Partnerships
5/27/2025	Backstage Library Works Configuration	Bibliographic Services; Administration	Partnerships
5/29/2025	SirsiDynix SureSailing	All	Partnerships

Support, Documentation, and Training

















Details on support tickets, documentation, and training.

Samantha Dietel and the rest of the Bibliographic Services Team met with staff from Addison Public Library for an Acquisitions Fiscal Period Close training on May 7th. Samantha explained the fiscal close/rollover process and then went through the entire process with the library staff. Addison's rollover was successfully completed during the meeting, and staff took notes for next year.

Outage Tracking

We've still been contending with occasional bot attacks, which have hindered catalog performance, however briefly, due to Grove's response time continuing to be excellent. They're also looking at methods to try and eliminate these issues.

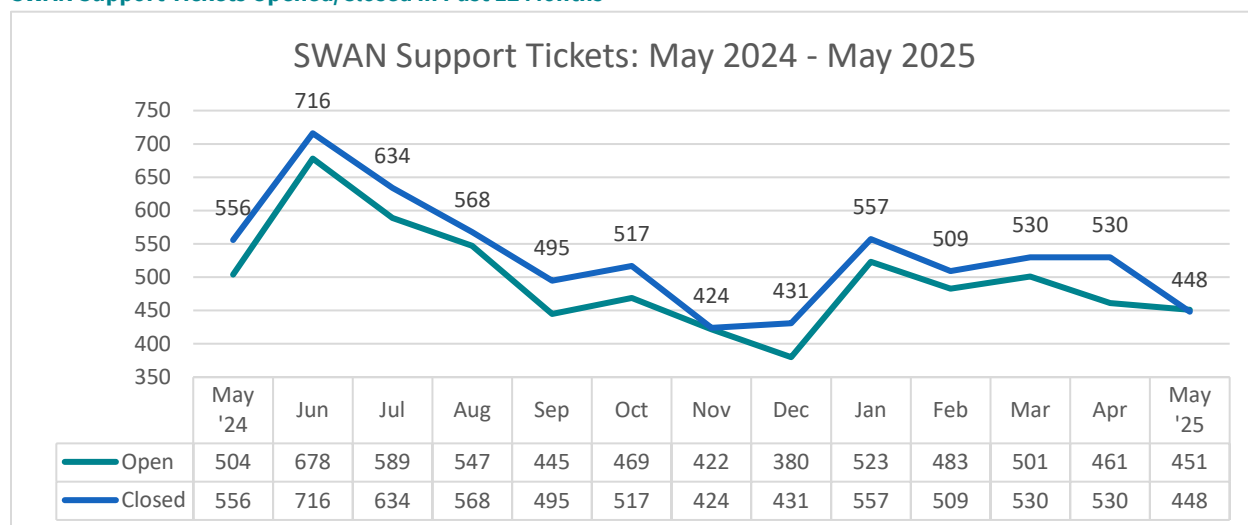
System Maintenance & Outage Calendar

	Aspen Indexing Issues	Indexes failing	Wed 3/5/2025 9:30 AM	Mon 3/10/2025 10:00 AM	 Aspen
	LIDA (SWAN Mobile) Outage	LIDA access cut when our Production IP was blacklisted while addressing alle...	Mon 3/10/2025 9:00 AM	Mon 3/10/2025 3:30 PM	 Outage, Aspen
	CloudFlare Enabled on Aspen	CloudFlare enabled on Aspen to alleviate bot traffic that was causing Aspen p...	Tue 3/11/2025 12:00 AM	Wed 3/12/2025 12:00 AM	 IT, Aspen
	Checkout History Missing in Aspen	Checkout history missing for several users – able to restore some from test ser...	Thu 3/13/2025 12:00 AM	Fri 3/14/2025 12:00 AM	 Aspen
	Aspen Outage	High load from Singapore/Hong Kong caused MySQL to crash.	Wed 4/16/2025 10:00 AM	Wed 4/16/2025 10:20 AM	 Aspen
	Overnight Indexing Errors	ADUtext completed abnormally during the early hours of 4/30 and were fully r...	Wed 4/30/2025 12:00 AM	Thu 5/1/2025 12:00 AM	 SirsiDynix
	Delayed Aspen Indexing	Aspen was experiencing high activity, which caused indexing processes to run...	Thu 5/1/2025 1:00 PM	Thu 5/1/2025 3:30 PM	 Aspen
	Aspen Catalog Slow to Respond	An apparent bot attack from Asia required some backend services to be restar...	Fri 6/6/2025 3:30 PM	Fri 6/6/2025 4:30 PM	 Aspen

Support Tickets

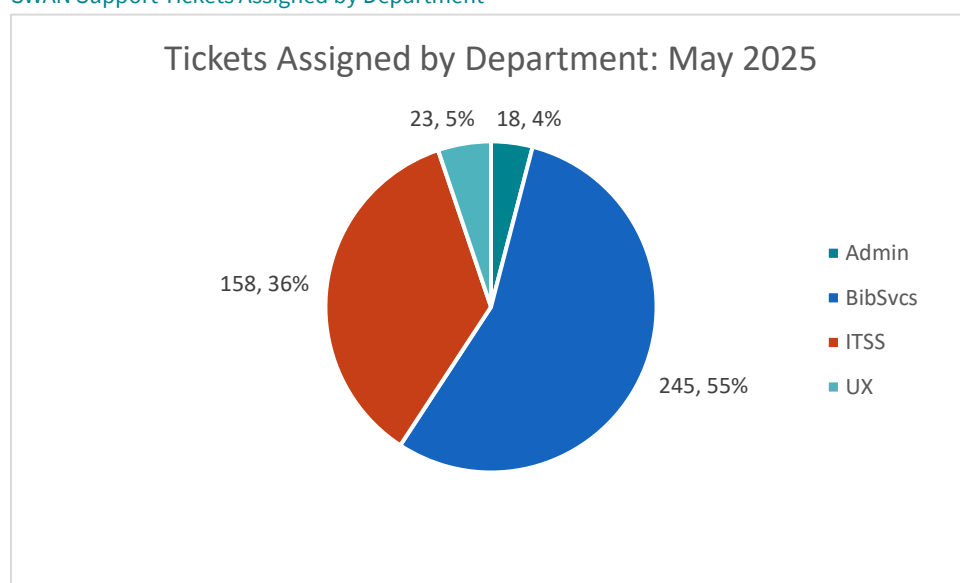
May represents the first full month of ticket data from Halo ITSM.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

An update was released to the support site the evening of May 19th which included a new look-and-feel, updates to the trainings area of the site, and a new bookmark feature for library staff.

Olivia Montolin added updated documentation on [contacts for troubleshooting EBSCO database issues](#).

Newsbank authentication

Newsbank attempted to move to federated authentication through OpenAthens, but on testing the links libraries discovered the federated links did not bypass a login inside the libraries' public IP

ranges. Olivia Montolin is in contact with libraries subscribing to Newsbank; libraries may opt to continue to use federated links, with a login required inside the library, or to move to proxied links with OpenAthens, which will allow a login bypass inside the library.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

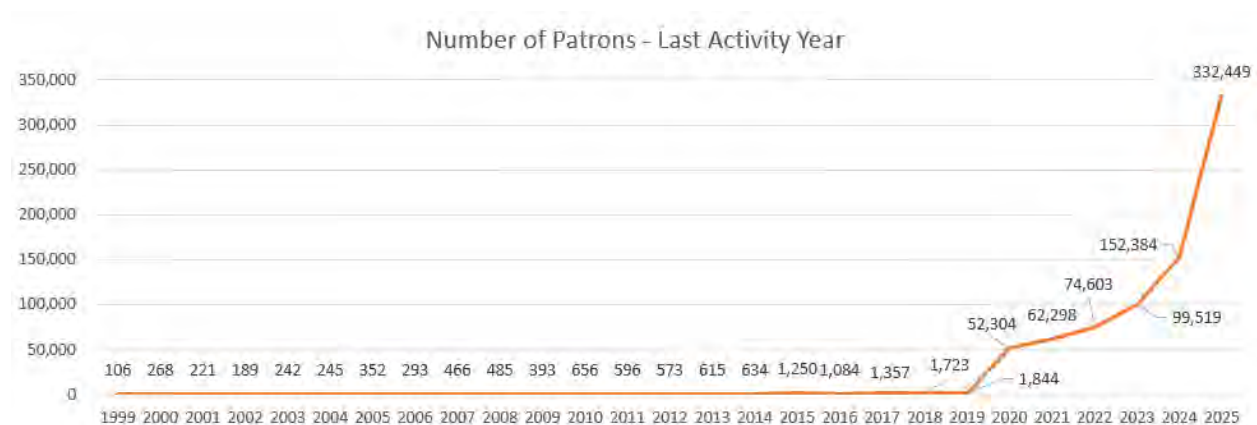
We added 15 new users in May to the SWAN online learning management system.

Maintenance

Automatic Monthly Patron Record Removal

In May, we removed 8,145 inactive patrons from the database.

At the June Quarterly Meeting, we presented to participants a rundown of the Patron Record Removal project over the past 5 years in order to clarify the rationale behind heavy patron record removal numbers in April. The phase of the project in which we shortened the threshold over inactivity from 10 year to 5 years is complete, and patron record removal counts should remain steady from here on out.



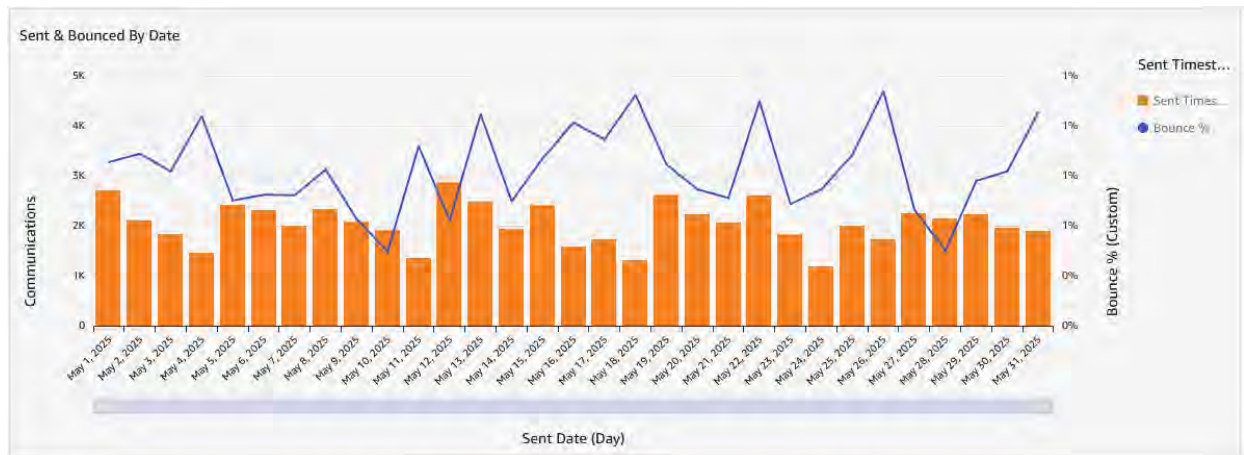
Any patrons existing in the system with expirations dates over 5 years in the past remain because they have \$100 or more in total outstanding bills.

MessageBee Statistics

SMS notifications

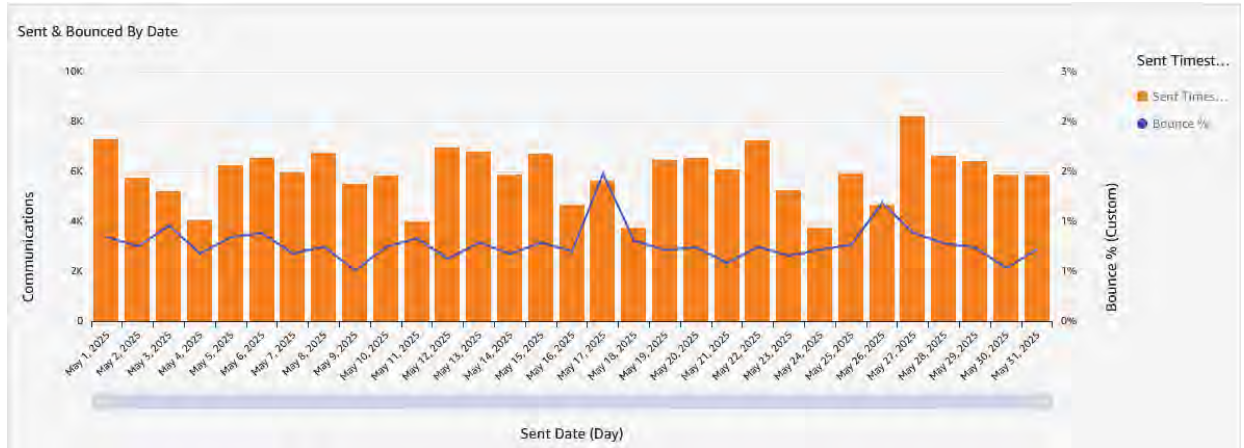
Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
May, 2024	58,436	57,840	98.98%	596	1.02%
June, 2024	60,479	59,835	98.94%	644	1.06%
July, 2024	64,639	63,356	98.02%	1,283	1.98%
August, 2024	63,348	61,743	97.47%	1,605	2.53%
September, 2024	62,149	61,470	98.91%	679	1.09%

October, 2024	63,337	62,349	98.44%	988	1.56%
November, 2024	59,852	59,411	99.26%	441	0.74%
December, 2024	57,982	57,555	99.26%	427	0.74%
January, 2025	66,595	66,142	99.32%	453	0.68%
February, 2025	56,198	55,799	99.29%	399	0.71%
March, 2025	62,374	61,557	98.69%	817	1.31%
April, 2025	62,097	61,458	98.97%	639	1.03%
May, 2025	63,318	62,832	99.23%	486	0.77%



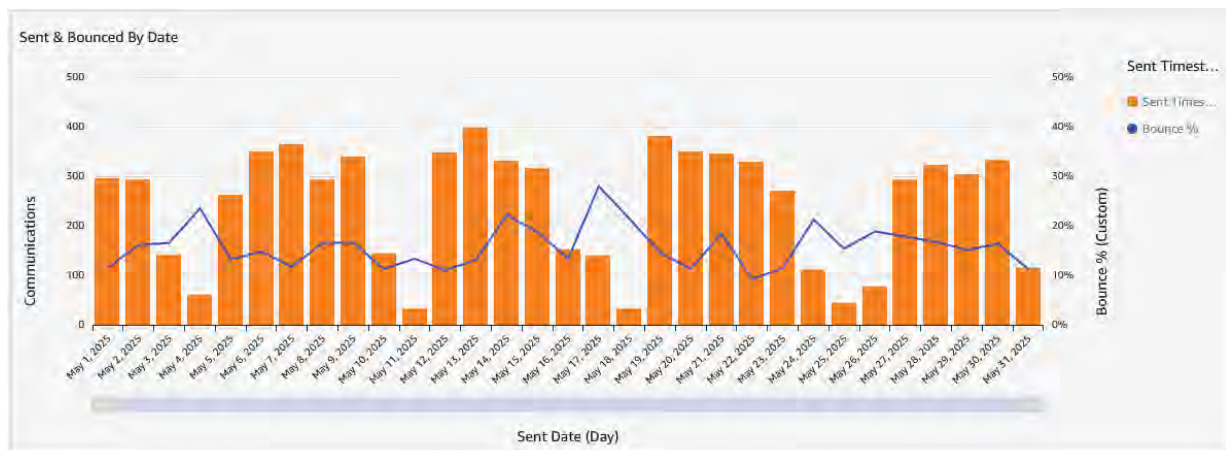
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
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%
October, 2024	187,542	185,930	99.14%	1,612	0.86%
November, 2024	173,709	172,286	99.18%	1,423	0.82%
December, 2024	167,610	166,323	99.23%	1,287	0.77%
January, 2025	191,909	190,518	99.28%	1,391	0.72%
February, 2025	162,363	161,023	99.17%	1,340	0.83%
March, 2025	175,183	173,960	99.30%	1,223	0.70%
April, 2025	174,027	172,855	99.33%	1,172	0.67%
May, 2025	178,411	177,048	99.24%	1,363	0.76%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
October, 2024	7,308	6,928	94.80%	380	5.20%
November, 2024	6,742	6,414	95.13%	328	4.87%
December, 2024	6,543	6,208	94.88%	335	5.12%
January, 2025	7,927	7,555	95.31%	372	4.69%
February, 2025	6,469	6,213	96.04%	256	3.96%
March, 2025	6,888	6,615	96.04%	273	3.96%
April, 2025	6,991	6,669	95.39%	322	4.61%
May, 2025	6,983	6,635	95.02%	348	4.98%



Print Notices

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

Month/Yr	Bill Notices	Amount
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
October, 2024	518	\$ 505.08
November, 2024	475	\$ 437.00
December, 2024	543	\$ 499.56
January, 2025	523	\$ 481.16
February, 2025	411	\$ 378.12
March, 2025	393	\$ 361.56
April, 2025	387	\$ 356.04
May, 2025	452	\$ 415.84

SendGrid Statistics

				Addresses			Messages		
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
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	98.75% (63,626)	194	2	34	1,018	1,890	256
Oct, 24	68,891	66,570	98.92% (65,856)	158	5	24	1,080	2,083	214
Nov, '24	61,629	59,468	98.91% (58,825)	141	3	31	765	1,907	223
Dec, '24	63,697	62,180	97.55% (60,660)	136	3	23	901	2,088	194
Jan, '25	73,534	70,321	98.77% (69,455)	213	4	29	1,097	2,925	259
Feb '25	71,496	68,900	98.89% (68,137)	155	27	24	866	2,320	252
Mar '25	83,029	80,569	98.9% (79,684)	162	3	29	821	2,216	215
Apr '25	70,180	67,748	98.9% (67,003)	159	3	34	711	2,166	232
May '25	57,178	54,382	99% (53,839)	141	0	48	490	2,502	246

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.

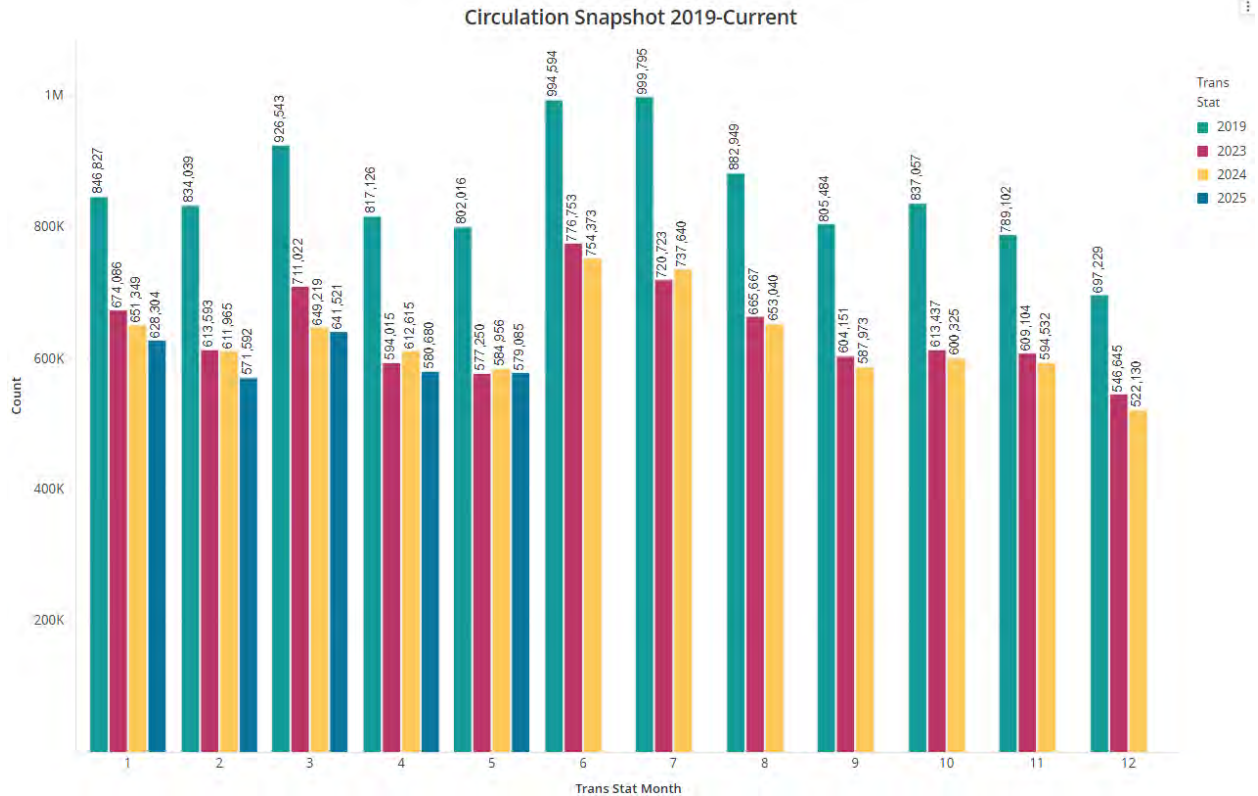
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Orig 2021*	41	53	54	73	49	88	49	71	80	65	72	104	799
Copy 2021*	1,632	1,847	1,911	1,480	1,720	1,756	1,580	1,916	2,367	1,463	2,295	1,802	21,769
Orig** 2022	84	143	93	57	106	97	52	133	87	74	55	77	1,058
Copy** 2022	1,808	2,283	2,059	2,299	2,239	1,886	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	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								
Copy 2025	2376	2147	1832	2029	1720								

Records Added

In May, libraries added 43,417 new items to the database, and a total of 5,576 new catalog records.

Circulation

Last month, there were 579,085 total circulations across all SWAN libraries. Comparative daily rates are in the graph below.

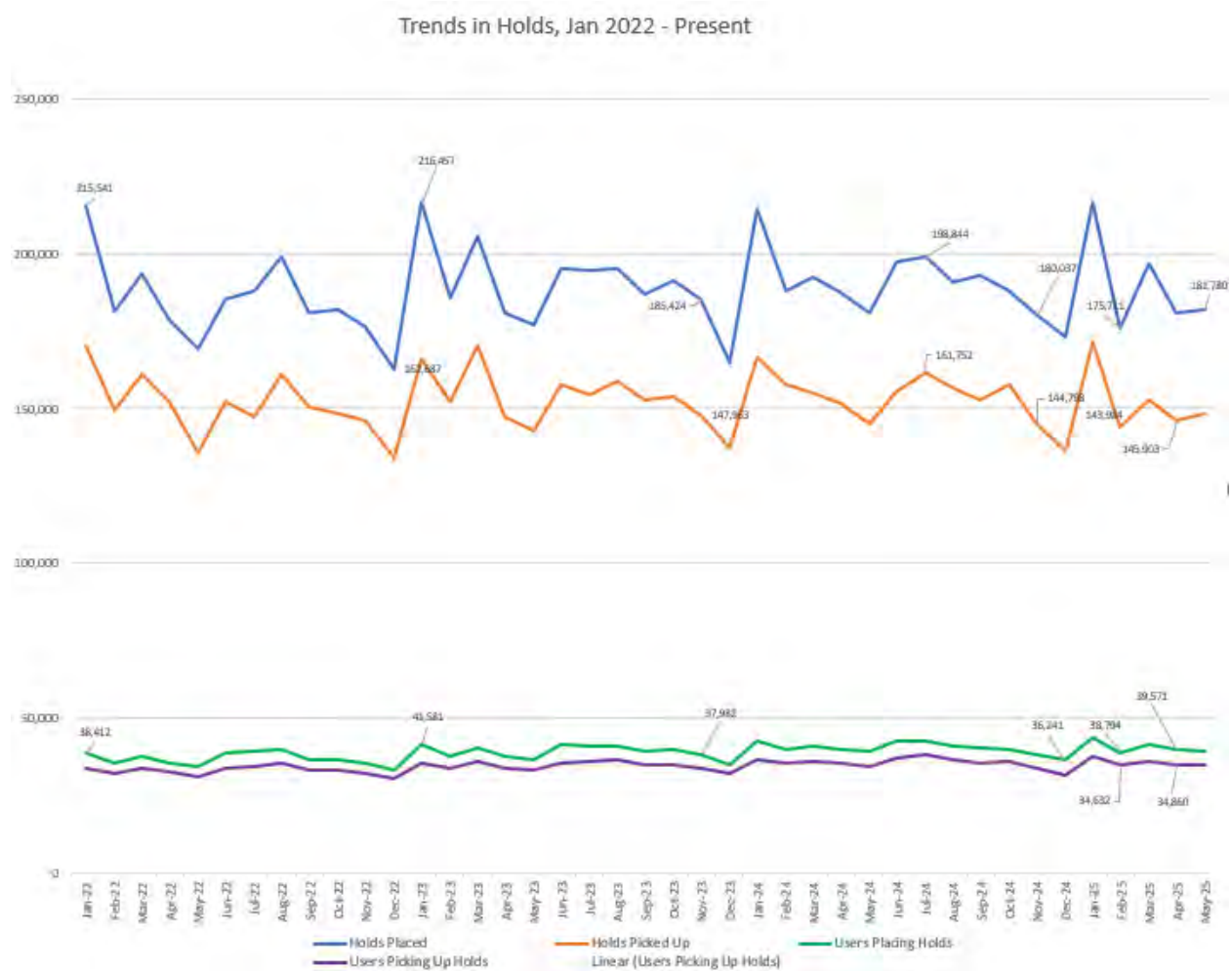


Monthly total comparison since 2019

In May, systemwide circulations, which is 99% of the total in April 2024 and 72.2% of the pre-pandemic count from May 2019.

Trends in Holds

In May, 181,780 holds were placed by 39,306 unique patrons, an average of 4.6 items per patron. Hold placements/pickup remains steady in recent years and is generally correlated to general circulation.



Interlibrary Loan & Resource Sharing

In May, Interlibrary loan checkouts between SWAN members totaled 101,046 for 18.6% of total checkouts.

Reciprocal borrowing between SWAN libraries totaled another 20% of total checkouts at 92,808 checkouts. Non-SWAN reciprocal borrowing made up another 3% of checkouts as usual.

OCLC Worldwide Resource Sharing

In May, our combined OCLC interlibrary loan statistics show that SWAN was again a net lender in by a ratio of 1.9 items lent for each item borrowed. We lent 2,389 items and 19 copies and borrowed 1,254 items and 25 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (March 2025)

- | | | |
|-----------------------------|---------------------------|----------------------------|
| 1. freida mcfadden | 10. james motion pictures | 18. sunrise on the reaping |
| 2. minecraft | 11. motion pictures | 19. my friends |
| 3. dog man | 12. conclave | 20. music |
| 4. great big beautiful life | 13. soccer | 21. library of things |
| 5. anime | 14. pokemon | 22. wings of fire |
| 6. movies | 15. nintendo switch | 23. romance |
| 7. ps4 video games | 16. hunger games | 24. the tenant |
| 8. emily henry | 17. graphic novels | 25. mystery |
| 9. summer | | |

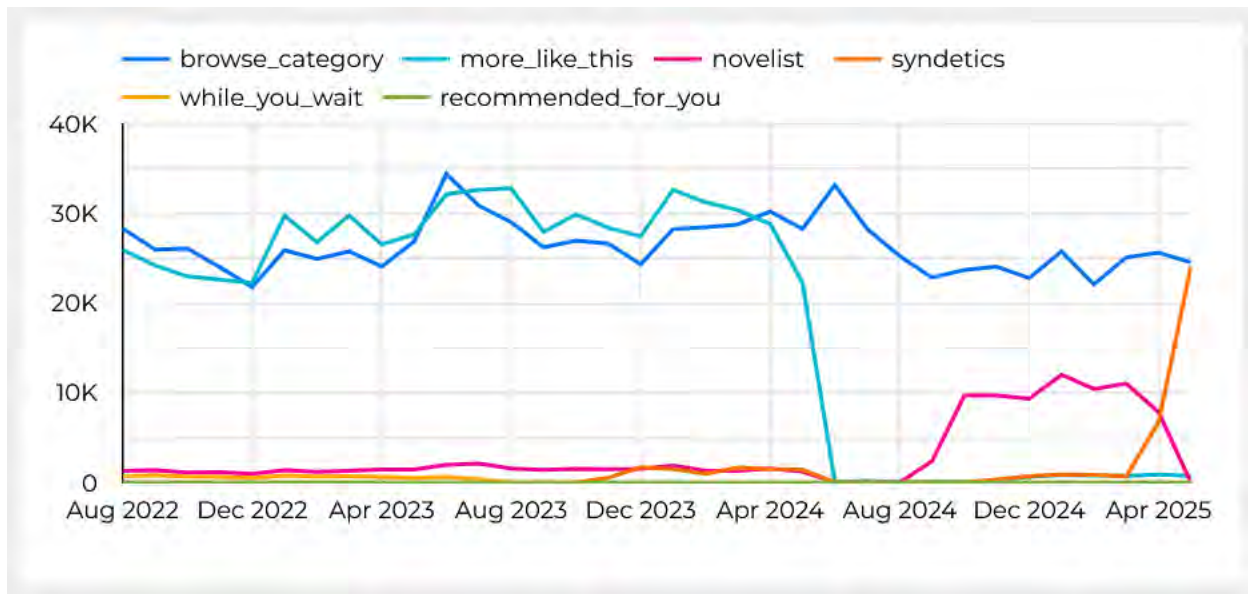
Results Pageviews in Aspen



Usage of Recommendations

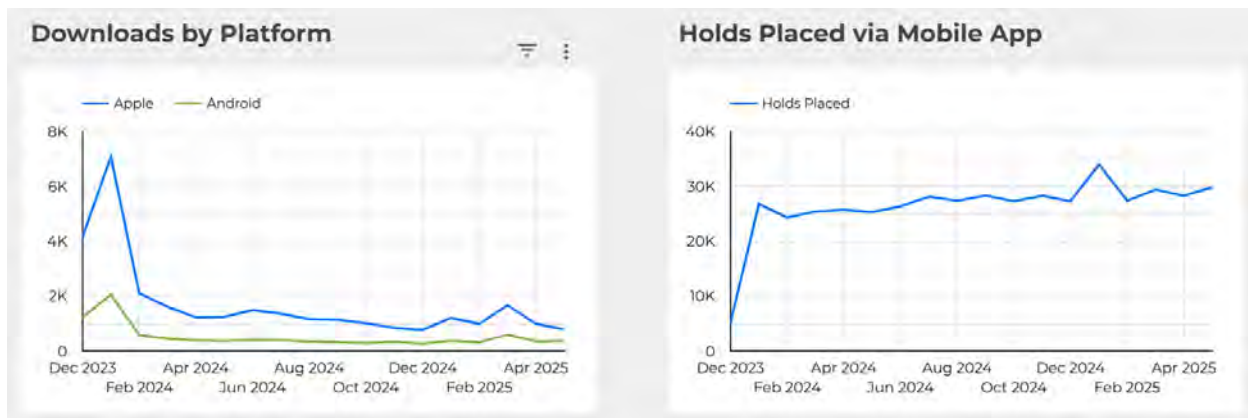
This data measures clicks on title recommendations presented to patrons.

- Browse categories appear on the home page and they are generated by library staff
- “More Like This” were auto-generated by ProQuest Syndetics and appeared on a grouped work or record detail page – *removed June 2024 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.
- “Recommended for you” appears in My Account for patrons that use the star rating tool.
- “Novelist” refers to Novelist Select, which was retired on April 23rd, 2025.
- “Syndetics” refers to Syndetics Unbound recommendations, which was enabled consortium wide on April 23rd, 2025.



SWAN Libraries + App – Aspen LiDA

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



SWAN
Calendar-Timetable of Deadlines and Board Action Requirements

DATE	MEETING TYPE	ACTION ITEMS
Friday, July 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 FY26 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 2025 - 2026

Date	Meeting type	Location
Friday, July 18, 2025	Regular SWAN Board Meeting	
Friday, August 15, 2025	Regular SWAN Board Meeting	
Friday, September 19, 2025	Regular SWAN Board Meeting	
Friday, October 17, 2025	Regular SWAN Board Meeting	
Friday, November 21, 2025	Regular SWAN Board Meeting	
Friday, December 19, 2025	Regular SWAN Board Meeting	
Friday, January 23, 2026	Regular SWAN Board Meeting	
Friday, February 20, 2026	Regular SWAN Board Meeting	
Friday, March 20, 2026	Regular SWAN Board Meeting	
Friday, April 17, 2026	Regular SWAN Board Meeting	
Friday, May 22, 2026	Regular SWAN Board Meeting	
Friday, June 19, 2026	Regular SWAN Board Meeting	Juneteenth Holiday: reschedule?