

SWAN BOARD MEETING AGENDA

July 18, 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 JULY 18, 2025 SWAN Board Meeting Agenda

RESOLVED, THAT THE SWAN BOARD ACCEPTS THE JULY 18, 2025 SWAN BOARD MEETING AGENDA AS PRESENTED

4. Action Item—Appoint officers & committee members (Exhibit pg. 3)
5. Action Item – Approval of SWAN Financials, June 2025 (Exhibit pgs. 4-10)

- a. Balance sheet and detail of expenditures for June 2025
- b. Approval of the payment of bills for June 1, 2025, through June 30, 2025 in the amount of \$433,743.07

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

6. Action Item – Acceptance of the June 20, 2025, SWAN Board Meeting Minutes (Exhibit pgs. 11-14)

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

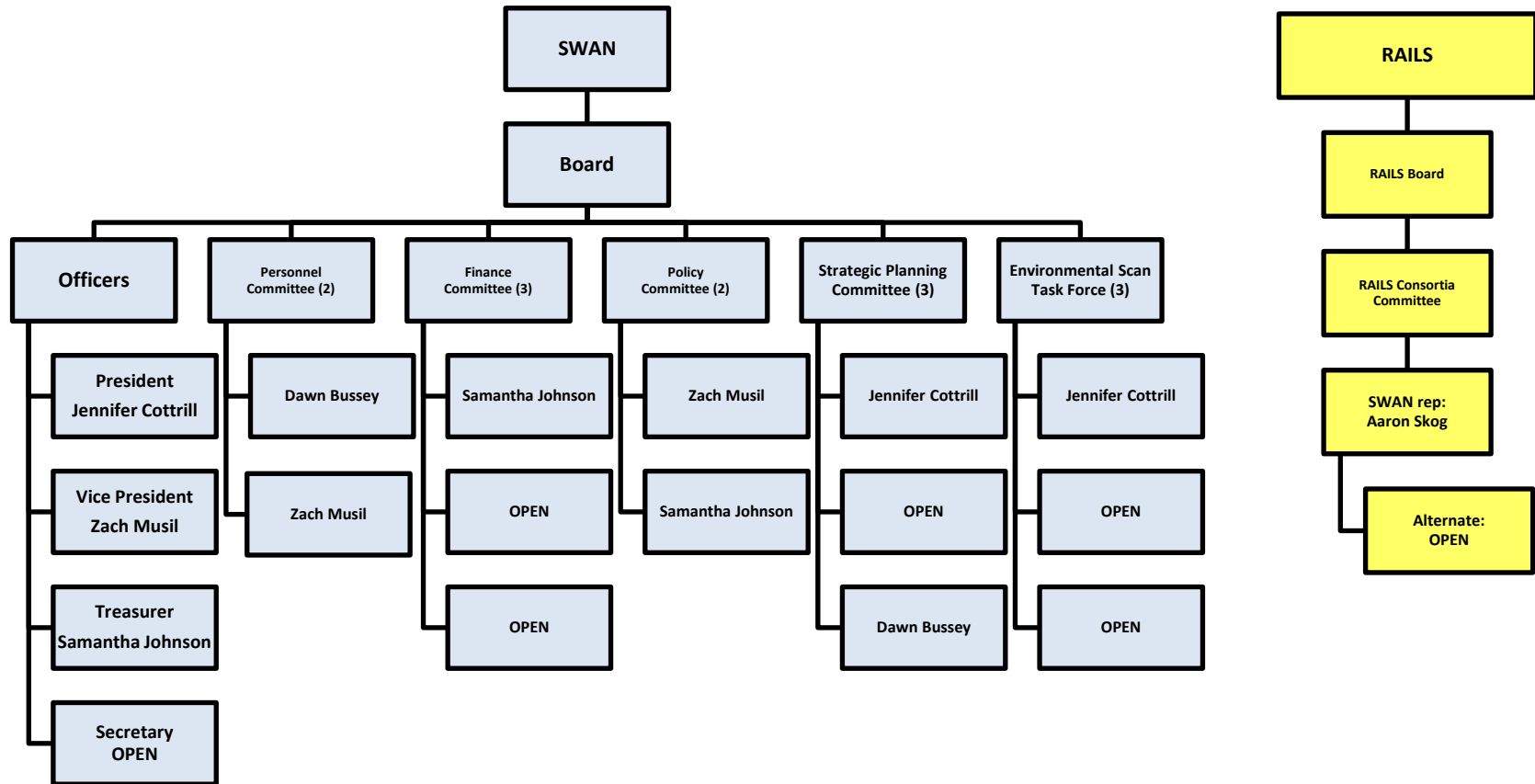
7. Reports
 - a. Board President Report
 - b. Executive Director Report (Exhibit pgs. 15-19)
 - c. Operations Report (Exhibit pgs. 20-37)
 - d. Treasurer Report
 - e. Board Calendar (Exhibit pg. 38)

8. Action Item – Cancel August 15, 2025 SWAN Board meeting (Exhibit pg. 39)
9. Discussion Item – SWAN Quarterly meeting, September 4, 2025 agenda topics (Exhibit pg. 40)
10. Adjournment

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

SWAN Board Member	Library	Office	Term Expires
Samantha Johnson	Roselle Public Library	Treasurer	July 1, 2026
Jennifer Cottrill	Midlothian Public Library	President	July 1, 2026
Dawn Bussey	Glen Ellyn Public Library		July 1, 2027
Zach Musil	Tinley Park Public Library	Vice President	July 1, 2027
Laura Van Cleve	Richton Park Public Library		July 1, 2028
Ridgeway Burns	Itasca Community Library		July 1, 2028
Benjamin Weseloh	West Chicago Public Library		July 1, 2028

SWAN Board Officers & Representation on Committees (Prior to July 2025 appointments)



SWAN Library Services
Balance Sheet
As of June 30, 2025

Preliminary & Unaudited

	Balance End of Month
ASSETS	
Cash and Cash Equivalents	
Hinsdale Bank - Operating - 2176	324,762.25
Hinsdale Bank - MM - 5010	1,975,390.21
IMET Funds	369,612.69
Propay Funds	42.86
Total Cash and Cash Equivalents	<u>\$ 2,669,808.01</u>
Current Assets	
Accounts Receivable	35,463.59
REINT Receivable	-
Other Receivables	-
Deposits	23,467.08
Total Current Assets	<u>\$ 58,930.67</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>\$ 3,367,007.65</u>
LIABILITIES	
Current Liabilities	
Library Consortia Special Interest Group Funds	6,153.86
Accrued Payroll	57,702.49
457B Payable	(2,076.11)
Retirement Payable	(1,042.00)
Compensated Absences	122,929.42
Total Current Liabilities	<u>\$ 183,667.66</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>\$ 456,423.22</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>\$ 17,410.61</u>
Total Fund Balance	<u>\$ 2,910,584.43</u>
Total Liabilities and Fund Balances	<u><u>\$ 3,367,007.65</u></u>

Statement of Revenue and Expenses Summary
For the 12 Months Ended June 30, 2025

Preliminary & Unaudited

	<u>Month-to-Date Actual</u>	<u>Year-to-Date Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>	<u>% Collected Expended</u>
Revenue					
4000 - Membership Fees	\$1,713.03	\$2,875,431.63	\$2,875,427.00	\$ (4.63)	100.00%
4100 - Membership Reimbursements	960.00	301,672.34	491,375.00	189,702.66	61.39%
4200 - Reimbursement for Losses	-	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	-	7,630.00	5,000.00	(2,630.00)	152.60%
4500 - Investment & Interest	9,028.20	102,035.70	83,328.00	(18,707.70)	122.45%
Total Revenue	<u>11,701.23</u>	<u>3,872,550.45</u>	<u>4,053,746.00</u>	<u>181,195.55</u>	<u>95.53%</u>
Expenses					
5000 - Salaries & Wages	118,959.02	1,489,915.02	1,577,736.00	87,820.98	94.43%
5020 - Personnel Benefits	42,927.79	441,280.60	445,419.00	4,138.40	99.07%
5100 - Building & Grounds	-	51,477.51	97,410.00	45,932.49	52.85%
5200 - Professional Development	562.38	17,591.08	14,700.00	(2,891.08)	119.67%
5300 - Membership Development	186.34	6,035.36	10,750.00	4,714.64	56.14%
5400 - Information & Technology Services	398,578.68	1,314,510.51	1,206,700.00	(107,810.51)	108.93%
5500 - General Office	182.88	4,284.25	12,700.00	8,415.75	33.73%
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	9,797.15	128,552.09	125,760.00	(2,792.09)	102.22%
5900 - Library Materials & Content	200.51	380,554.13	584,375.00	203,820.87	65.12%
6000 - Interest & Fees	577.58	5,584.34	2,474.00	(3,110.34)	225.72%
Total Expenses	<u>571,972.33</u>	<u>3,855,139.84</u>	<u>4,093,745.90</u>	<u>238,606.06</u>	<u>94.17%</u>
Excess Revenues less Expenses	<u>\$ (560,271.10)</u>	<u>\$ 17,410.61</u>	<u>\$ (39,999.90)</u>	<u>\$ (57,410.51)</u>	

Statement of Revenue and Expenses

For the 12 Months Ended June 30, 2025

Preliminary & Unaudited

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
Revenue					
4010 - SWAN Full Membership Fees	\$ 1,713.03	\$ 2,871,717.63	\$ 2,871,727.00	\$ 9.37	100.00%
4011 - SWAN Internet Access Membership Fees	0.00	3,714.00	3,700.00	(14.00)	100.38%
4190 - Member Group Purchase Receipts	960.00	301,672.34	491,375.00	189,702.66	61.39%
4220 - Reimbursement Losses for Resource Sharing	0.00	44,984.53	50,000.00	5,015.47	89.97%
4240 - E-Commerce Transactions	0.00	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	0.00	7,630.00	5,000.00	(2,630.00)	152.60%
4510 - Interest Income	9,028.20	102,035.70	83,328.00	(18,707.70)	122.45%
Total Revenue	11,701.23	3,872,550.45	4,053,746.00	181,195.55	95.53%
Expenses					
5000 - Salaries & Wages	118,959.02	1,489,915.02	1,577,736.00	87,820.98	94.43%
5021 - FICA Expense	8,764.93	110,312.69	120,700.00	10,387.31	91.39%
5023 - Worker's Compensation	0.00	0.00	4,719.00	4,719.00	0.00%
5024 - Retirement Benefits	17,094.49	147,104.59	143,700.00	(3,404.59)	102.37%
5025 - Health, Dental, Life And Disability Insurance	16,998.37	183,403.42	174,800.00	(8,603.42)	104.92%
5026 - Tuition Reimbursements	0.00	0.00	1,100.00	1,100.00	0.00%
5085 - Staff Wellness	70.00	459.90	400.00	(59.90)	114.98%
5110 - Rent/Lease	0.00	34,248.69	88,000.00	53,751.31	38.92%
5120 - Utilities	0.00	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	562.38	5,910.69	6,000.00	89.31	98.51%
5220 - Staff Meetings	0.00	1,605.39	900.00	(705.39)	178.38%
5230 - Staff Professional Development	0.00	6,797.00	4,000.00	(2,797.00)	169.93%
5240 - Professional Association Membership Dues	0.00	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	2,030.00	500.00	(1,530.00)	406.00%
5310 - Travel Reimbursement	186.34	1,935.70	800.00	(1,135.70)	241.96%
5320 - Membership Meetings	0.00	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	4,612.98	16,331.87	16,800.00	468.13	97.21%
5430 - Server Software Licensing	3,786.40	141,339.52	121,800.00	(19,539.52)	116.04%
5440 - Library Services Platform	390,622.16	995,252.40	921,000.00	(74,252.40)	108.06%
5450 - Data Management Services	(2,500.00)	25,650.58	33,000.00	7,349.42	77.73%
5460 - Information Subscription Service	0.00	78,866.31	75,700.00	(3,166.31)	104.18%
5470 - Subscription Support Services	468.72	44,616.13	23,200.00	(21,416.13)	192.31%
5480 - Telecommunications	628.42	10,159.90	14,500.00	4,340.10	70.07%
5490 - Group Purchases - Services	960.00	2,293.80	700.00	(1,593.80)	327.69%
5510 - Office Supplies	182.88	2,396.95	2,200.00	(196.95)	108.95%
5520 - Postage	0.00	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	1,160.09	0.00	(1,160.09)	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	21,935.00	19,160.00	(2,775.00)	114.48%
5830 - Consulting	1,250.00	10,840.00	5,000.00	(5,840.00)	216.80%
5840 - Payroll Service Fees	355.81	4,539.95	4,500.00	(39.95)	100.89%
SWAN Board Meeting					

Statement of Revenue and Expenses
For the 12 Months Ended June 30, 2025

Preliminary & Unaudited

	Month-to-Date Actual	Year-to-Date Actual	Annual Budget	Remaining Budget	% Collected Expended
5860 - Notification & Collection	7,106.34	79,050.64	86,700.00	7,649.36	91.18%
5899 - Annual Conference Facility Contract	0.00	12,069.00	8,900.00	(3,169.00)	135.61%
5920 - Reimburse for Resource Sharing	209.36	47,737.52	50,000.00	2,262.48	95.48%
5940 - E-Commerce Payment Transactions	(8.85)	36,711.15	43,000.00	6,288.85	85.37%
5990 - Group Purchases - Content	0.00	296,105.46	491,375.00	195,269.54	60.26%
6010 - Bank Fees	577.58	5,544.39	2,424.00	(3,120.39)	228.73%
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>571,972.33</u>	<u>3,855,139.84</u>	<u>4,093,745.90</u>	<u>238,606.06</u>	<u>94.17%</u>
 Excess Revenues less Expenses	 <u>\$ (560,271.10)</u>	 <u>\$ 17,410.61</u>	 <u>\$ (39,999.90)</u>	 <u>\$ (57,410.51)</u>	

SWAN Library Services

Check Register

All Bank Accounts
June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
MissionSquare Retirement				11349	06/18/25	<u>250.00</u>
5024	Retirement Benefits	MissionSquare Retirement - Qtrly fee	250.00			
Jessica Crystal Vela				11350	06/19/25	<u>23.24</u>
5310	Travel Reimbursement	Jessica Crystal Vela - ESS	23.24			
Samantha Dietel				11351	06/19/25	<u>49.00</u>
5310	Travel Reimbursement	Samantha Dietel - SCD, DGS	49.00			
Virginia Blake				11352	06/19/25	<u>114.10</u>
5310	Travel Reimbursement	Virginia Blake - Board mtgs	114.10			
West Chicago Public Library District				11353	06/19/25	<u>20.00</u>
4010	SWAN Full Membership Fees	West Chicago Public Library District	20.00			
Chicago Ridge Public Library				11354	06/27/25	<u>111.02</u>
5920	Reimburse for Resource Sharing	Chicago Ridge Public Library - 3rd qtr. 2025	111.02			
Host Computing LLC				11355	06/27/25	<u>1,250.00</u>
5830	Consulting	Host Computing LLC IT consulting	1,250.00			
Dolton Public Library District				11356	06/30/25	<u>200.51</u>
5920	Reimburse for Resource Sharing	Dolton Public Library District - 2nd qtr FY25	200.51			
Crestwood Public Library District				11357	06/30/25	<u>8.85</u>
5920	Reimburse for Resource Sharing	Crestwood Public Library District	8.85			
First Bankcard				credit card	06/14/25	<u>10,241.78</u>
5420	Application Software Licensing	First Bankcard - LastPass	1,477.98			
5470	Subscription Support Services	First Bankcard - Advanced Installer	179.72			
5210	Conference Travel	First Bankcard - COSUGI conference hotel stay	562.38			
5510	Office Supplies	First Bankcard	10.91			
5480	Telecommunications	First Bankcard - Grasshopper	48.70			

SWAN Library Services

Check Register

All Bank Accounts

June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
5480	Telecommunications	First Bankcard - Comcast	291.72			
5420	Application Software Licensing	First Bankcard - Microsoft O365 annual	3,096.00			
5480	Telecommunications	First Bankcard - Microsoft calling plan	288.00			
5470	Subscription Support Services	First Bankcard - Sendgrid	289.00			
5510	Office Supplies	First Bankcard - Envelopes	182.72			
5510	Office Supplies	First Bankcard	-10.75			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	35.50			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	8.91			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	3,670.99			
5430	Server Software Licensing	First Bankcard - Microsoft Azure	71.00			
5420	Application Software Licensing	First Bankcard - Mailchimp	39.00			
Lauterbach & Amen, LLP				Lauterbach ACH	06/27/25	<u>1,085.00</u>
5820	Accounting	Lauterbach & Amen, LLP - May	1,085.00			
LIMRiCC				LIMRiCC ACH	06/27/25	<u>20,540.83</u>
5025	Health, Dental, Life And Disability Insurance	LIMRiCC - June	20,540.83			
Reliance Standard Life Insurance Co.				RSLI ACH	06/27/25	<u>992.56</u>
5025	Health, Dental, Life And Disability Insurance	Reliance Standard Life Insurance Co. - July	992.56			
SirsiDynix, Inc.				SirsiDynix ACH	06/27/25	<u>390,622.16</u>
5440	Library Services Platform	SirsiDynix, Inc. - Annual Maint Agreement 5/1/25-4/30/26	390,622.16			
SirsiDynix, Inc.				SirsiDynix ACH	06/27/25	<u>960.00</u>
5490	Group Purchases - Services	SirsiDynix, Inc. - Pseudo Library GHS	960.00			
Unique Integrated Communications, Inc.				UMS ACH	06/27/25	<u>7,106.34</u>
5860	Notification & Collection	Unique Integrated Communications, Inc. - Notices - May	415.84			
5860	Notification & Collection	Unique Integrated Communications, Inc. - MessageBee - April	6,690.50			

SWAN Library Services

Check Register

All Bank Accounts

June 2025

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Wellness Insurance Network-WIN				WIN ACH	06/27/25	<u>167.68</u>
5025	Health, Dental, Life And Disability Insurance	Wellness Insurance Network-WIN - June	167.68			
Check List Total						<u><u>433,743.07</u></u>

SWAN BOARD MEETING MINUTES

June 20, 2025, 9:30 a.m.
Midlothian Public Library
14701 S. Kenton Avenue
Midlothian, IL 60445

1. Call to Order, Roll Call

President Cottrill called the meeting to order at 9:32 a.m. The following Board members were present to establish a quorum.

Jesse Blazek
Jennifer Cottrill
Samantha Johnson (arrived at 9:38 a.m.)
Zach Musil
Colleen Waltman

2. Introduction of Visitors/Public Comment

Aaron Skog, SWAN Executive Director
Ginny Blake, SWAN Business Manager
Scott Brandwein, SWAN Assistant Director

Ted Bodewes, Director Thomas Ford Memorial Library

Ridgeway Burns, Director Itasca Community Library

Ben Weseloh, Director West Chicago Public Library District

Laura VanCleve, Director Richton Park Public Library

There was no public comment.

3. Action Item

Acceptance of June 20, 2025, SWAN Board Meeting Agenda

Waltman moved, seconded by Blazek that it be

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

Motion carried by unanimous voice vote.

4. Action Item

Approval of the SWAN Financials, May 2025

Musil moved, seconded by Blazek that it be

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

Motion carried by roll call vote with the following results:

Ayes: Blazek, Cottrill, Musil, Waltman

5. Action Item

Acceptance of May 23, 2025, SWAN Board Meeting Minutes

Blazek moved, seconded by Waltman that it be

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

Motion carried by unanimous voice vote.

6. Information – Illinois State Library Advisory Committee (ISLAC) update

Ted Bodewes gave an update on the most recent meeting of the ISLAC and the discussion around prioritization of state funding of library services and grants.

7. Reports

a. Board President Report

Cottrill thanked the outgoing board members. Officer elections will be determined at the July board meeting.

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. June 19th, 2026, meeting (Juneteenth) will be rescheduled for June 18th, 2026.

8. Action Item

Approve SWAN Board meeting calendar

The dates for the upcoming board meetings and locations were completed. The dates are listed on the SWAN support site.

Musil moved, seconded by Johnson that it be

Motion carried by unanimous voice vote.

9. Action Item

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).

Motion to move into executive session:

Ayes: Blazek, Cottrill, Johnson, Musil, Waltman

Motion to to exit executive session:

Ayes: Blazek, Cottrill, Johnson, Musil, Waltman

Approval of the Executive Director compensation for FY26

Blazek moved, seconded by Johnson that it be:

RESOLVED THAT THE SWAN BOARD APPROVES THE INCREASE FOR SWAN EXECUTIVE DIRECTOR BE INCREASED 9.0% FOR FISCAL YEAR 2026

Ayes: Blazek, Cottrill, Johnson, Musil, Waltman

10. Adjournment

Cottrill adjourned the meeting at 10:53 a.m.

Minutes Prepared by Ginny Blake
Respectfully Submitted,

Board Secretary

DRAFT

SWAN Executive Director Report

July 18, 2025

Update on activities

RAILS Consortia Committee

The first meeting for the new year of the RAILS Consortia Committee will be held on Monday, July 21st at 10 a.m. at RAILS headquarters and [via Zoom](#) (link goes to the live stream). Below is the email sent out to representatives on the committee.

Thank you for being participants in RAILS as members of the RAILS Board Consortia Committee. Committee service is, as you know, possibly the toughest volunteer role, but the right people can make a huge difference in the success of an organization. We are sincerely grateful for the gift of your time, effort, and energy that you have offered to the Consortia Committee's work this past year.

We hope you can continue to serve on the Consortia Committee.

We know your board roster may not be ready for this year, but, if you can, **please [let me know](#) if wish to continue to be active members of this group, and whether your activity will continue as a voting member or an alternate.** A response is requested by **Friday, June 27, 2025.**

The meeting schedule for FY26 is attached. Please view the guidelines below and feel free to reach out if you have any questions about quorum and in-person meeting procedures.

Usually on the third Monday of the month at 10:00am

Monday, July 21, 2025 at 10:00am

Monday, October 20, 2025 at 10:00am

Monday, January 26, 2026 at 10:00am *Fourth Monday of the month due to federal holiday*

Monday, April 20, 2026 at 10:00am

In-Person Attendance

- With nine consortia currently represented on the Consortia Committee, the Open Meetings Act requires us to have at least five voting committee members present *in-person* to meet a quorum.

- In-person meeting participation can be at any of our RAILS locations, (Burr Ridge, East Peoria, or Coal Valley) or at a publicly accessible room at your publicly accessible library/building/location.
- If you attend a meeting in-person from your library or another public location, the room needs to be open to the public and the agenda must be posted at the site at least 48 hours prior to the meeting. We request that your location have proper video and audio equipment. (Note: Our attorney said that if they are using a laptop that could be shared with the public, if necessary, that would suffice.)

Voting Members, Alternates, and Quorum

- Ideally, the voting member appointed for your organization will attend meetings in-person to count toward the quorum. In this case, an alternate in attendance will be considered a guest and will not vote.
- Voting rights may default to the organization's appointed alternate if the alternate is present in-person and the voting member is not.
- If the voting member and alternate cannot attend in-person, the organization represented will not count toward the quorum.

We're currently engaged in planning for FY26 (which begins on July 1), including the topics and issues that will be discussed among our Board committees. In addition to the routine agenda-building discussions we have at the end of every Consortia Committee meeting, we'd like to take this timely opportunity to encourage you to share your thoughts on items you'd like to see included in upcoming meeting agendas. **If you have anything you'd like to suggest, please reach out to Anne Slaughter directly at anne.slaughter@railslibraries.org.**

Board considerations

Appointment of Officers & Committee representatives

The appointment of board officers and committee representatives will take place at the meeting. The process by the SWAN board in years prior was to discuss the officer positions and chose a slate for approval. I have included a chart for the board packet outlining the committees and the current representatives and open positions. The representatives can be changed and current committee representatives can be changed.

Monthly Financial Report

June Balance Sheet

The Fund Balance Unrestricted line for June 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 100% of the budgeted revenue and expenses. SWAN's financials are presented on a cash basis for this current fiscal year 2025.

	FY25 Budget	Ending June 2025	Percentage of budget YTD 100%
Total Revenue	\$4,053,746.00	\$3,872,550.45	96%
Total Expenses	\$4,093,745.90	\$3,855,139.84	94%
Over / (Under)	(\$39,999.90)	\$17,410.61	

Accounts Receivable

4010 - SWAN Full Membership Fees: 100.00%

Fourth quarter invoices were sent out in April 2025, reflecting 100% 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: 61.39%

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 in April.

4499 – Annual Conference Receipts: 152.60%

The outstanding invoices for SWAN Expo were finalized in June, exceeding our budgeted revenue for the year.

4510 – Interest Income: 122.45%

SWAN's Money Market rate for June is 4.51%, which is slightly down from 4.53% the month prior.

Interest income from the IMET Convenience Fund was 3.8% for June, 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: 169.93%

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: 406.00%

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

5310—Travel Reimbursement: 241.96%

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

5430 – Server Software Licensing: 116.04%

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.

5440 – Library Services Platform: 108.06%

Full annual payments to SirsiDynix, EBSCO, OCLC, and Grove for Libraries (Aspen hosting and support) are reflected in this expense line, slightly overbudget due to the increase in SirsiDynix for the first of two years.

5460 – Information Subscription Service: 104.18%

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

5470 – Subscription Support Services: 145.44%

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: 327.69%

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. Throughout the year SWAN will purchase one-time licenses for Symphony “Pseudo Library” for member libraries adding drive-up windows, pickup lockers, or special branches. These purchases are offset by #4190 Member Group Purchase Receipts.

5830—Consulting: 216.80%

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. Additional consulting was needed for the office network reconfiguration during the move of the SWAN headquarters.

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: 228.73%

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

Operations Report: June 2025

Summary

Membership engagement activities and statistics are reported through the month-end of June 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 June 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
6/5/2025	SWAN Quarterly Meeting	All	Governance
6/17/2025	Acquisitions Office Hours	Bibliographic Services; Information Technology & System Support	Consultation
6/18/2025	Circulation Networking	User Experience; Information Technology & System Support; Bibliographic Services	Membership Meeting
6/20/2025	SWAN Board Meeting	Administration	Governance
6/24/2025	SWAN Fireside Chat	All	Membership Meeting

User Group and Advisory Meeting Recap

Circulation Networking (6/18/2025)

The Circulation Networking group met in person at Eisenhower Public Library – thank you to our gracious hosts. Attendees had great questions about the configuration and rollout of the new Patron Point online registration system, many of which SWAN incorporated into the June Fireside presentation. Attendees also shared ideas for library card sign up month, which included promoting the SWAN app and campaigns to reach out to patrons with blocks. As this meeting was not recorded, notes from the discussions are available on the SWAN support site.

Major Projects & Research

Aspen Discovery

25.06 Release

This release included work to allow library staff with OPAC Administrator permissions to masquerade as other library staff roles (such as OPAC Reference). This can help administrators manage staff created lists for browse categories and spotlights.

In addition, this release included an accessibility bug fix. Users with certain accessibility settings to increase text to the largest sizes were unable to log in to the app - this has now been fixed.

Illinois ePay Integration

We continue to test the Illinois ePay integration in the Aspen catalog and card swipe hardware. We discovered a bug with users using a catalog other than their home library – their settings would not display. This has now been resolved and will benefit any libraries that adopt another payment method.

Scan-and-go

We are currently working with Lansing Public Library to refine checkout behaviors. Currently, users with fines below the block threshold are blocked at checkout when they should be allowed to proceed; we're investigating with SirsiDynix and Grove, our Aspen support provider.

Overdrive indexing

We received reports that some eMagazine titles were not coming into the catalog through the Overdrive API. To resolve this issue, Olivia ran full indexes of our 5 Overdrive consortia collections off-hours due to the size of the collections and indexing times.

- eMedia Library: 8 hours 26 minutes
- Media on Demand: 28 hours 13 minutes
- Digital Library of Illinois: 9 hours 46 minutes
- Rolling Prairie: 1 hour 43 minutes
- OMNI Libraries: 4 hours 24 minutes

EBSCO integrations

EBSCO package renewals

All EBSCO requests for supplemental databases (database subscriptions outside of the statewide package) as of FY25 are now going through RAILS. Olivia Montolin worked with RAILS to get order information and provide new links for new resources to SWAN member libraries.

EBSCO eBook troubleshooting form

Olivia Montolin launched a new form, integrated into the EBSCO eBook collection, that will allow patrons to report an issue with EBSCO eBooks directly to SWAN, saving time and effort for library staff and patrons. These eBooks are provided in the Illinois State Library EBSCO package.

Explora

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

Olivia Montolin has completed the set up of default profiles for libraries to use with Explora, and she announced the availability of Explora at the June Fireside. EBSCO has also been in touch with SWAN libraries about using Explora, so at this point several libraries have enabled this interface for patrons. Any library can request their Explora links by submitting a ticket to SWAN.

IT Infrastructure & Security

ITSS will be onboarding Managed Risk, a new service from Arctic Wolf in the coming weeks. This service will check configurations and settings for potential security issues and provide us with mitigation steps. This service will look at our staff machines as well as our servers and allow us to be more proactive in securing our systems.

Online Patron Registration

Configuration for the Patron Point Verify product continues on schedule. SWAN staff compiled a spreadsheet of default values for patron profiles based on information gathered from cards registered over the past 6 months. We provided this spreadsheet to staff for verification. All SWAN library shape files, contact information, and logos are with Springshare, so we are currently awaiting configuration on their end.

Meanwhile, at the July Circulation Working Group meeting, we will provide drafts of the e-mails we intend to send to patrons in order that members of the group might provide feedback. There will be three possible e-mails patrons will receive: notification of successful registration, notification of a failure to verify, or notification that they already have a card at a SWAN library.

Go live is still scheduled for late August.

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 worked 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 worked with sample records to finalize the configuration in June, and in July we went live with their service. Due to configuration issues and scheduling difficulties with Backstage, we decided to do

a monthly extract instead of a full sync of our records. This has been postponed until late August and will require an indexing rebuild on Symphony, which we will perform over Labor Day weekend.

The first step involved sending the June extract of our cataloged bibliographic records, resulting in upload of enhanced bibliographic records and their corresponding authority records.

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 of Things Visibility Project

We have pursued a bugfix in Aspen that limited the number of item types that could be included in the Library of Things Visibility project, which will limit visibility of certain item types to the owning library's catalog. Now that we are able to properly compile a list of limited item types, we will begin working with Downers Grove Public Library on testing the feature before presenting it to the membership for further rollout.

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
6/5/2025	Aspen Gathering	All	Partnerships
6/12/2025	Aspen Community Meeting	All	Partnerships
6/6/2025	Chicago Public + SWAN Reciprocal Borrowing Procedure Review	Administration; Bibliographic Services; Information Technology & System Support	Partnerships
6/9/2025	Grove for Libraries Check-in	All	Partnerships
6/16/2025	BLUEcloud Staff Sprint Review	Information Technology & System Support; Bibliographic Services	Partnerships
6/16-6/30	BLUEcloud Boot Camp	Administration; Bibliographic Services; Information Technology & System Support	Partnerships
6/19/2025	SirsiDynix BLUEcloud Analytics Private Intelligence Demo	Administration; Information Technology & System Support	Partnerships
6/25/2025	SirsiDynix SureSailing	All	Partnerships

Support, Documentation, and Training

Details on support tickets, documentation, and training.

Outage Tracking

We've still been contending with occasional bot attacks in the catalog, which most recently affected the ability to log in. Grove implemented additional measures in Google Cloud Armor to help combat these attacks.

We experienced issues with Symphony exports properly reaching Aspen between July 3rd and July 7th, which affected record updates and item statuses appearing in the catalog. These issues have been resolved, with all affected records fully indexed as of July 8th.

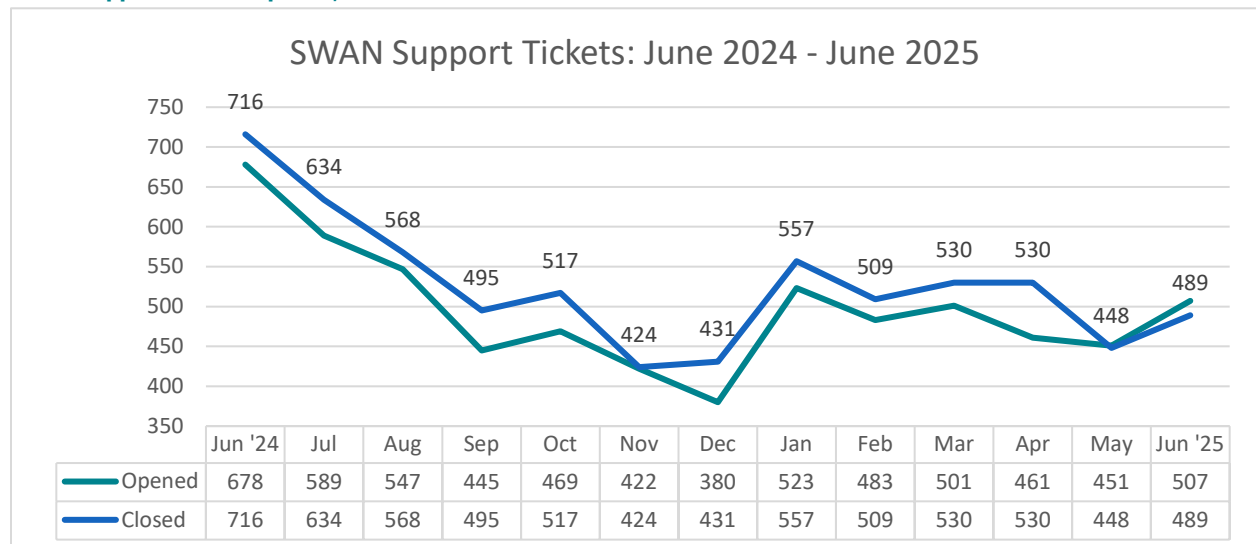
System Maintenance & Outage Calendar

	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 restart...	Fri 6/6/2025 3:30 PM	Fri 6/6/2025 4:30 PM	Aspen
	Overnight Indexing Errors 6/18,19	ADUtext finished abnormally, causing record errors on both 6/18 and 6/19. Re...	Wed 6/18/2025 6:00 AM	Fri 6/20/2025 6:00 AM	SirsiDynix
	High Aspen Load	Bot traffic causing load spike https://support.swanlibraries.net/issue/94882	Wed 6/18/2025 2:00 PM	Wed 6/18/2025 2:30 PM	Outage, Aspen
	Delays in overnight processing due...	AF batch loading causing ADUtext to regularly run overtime, delaying daily rep...	Thu 7/3/2025 12:00 AM	Fri 7/11/2025 12:00 AM	SirsiDynix
	Issues with statuses in Aspen	We're currently experiencing indexing issues in the catalog, and you may see t...	Mon 7/7/2025 12:00 AM	Tue 7/8/2025 12:00 AM	Aspen
	Aspen DDoS Attack	A persistent DDoS attack was causing Aspen downtime between 7/8 and 7/10 ...	Tue 7/8/2025 12:00 AM	Fri 7/11/2025 12:00 AM	Aspen

Support Tickets

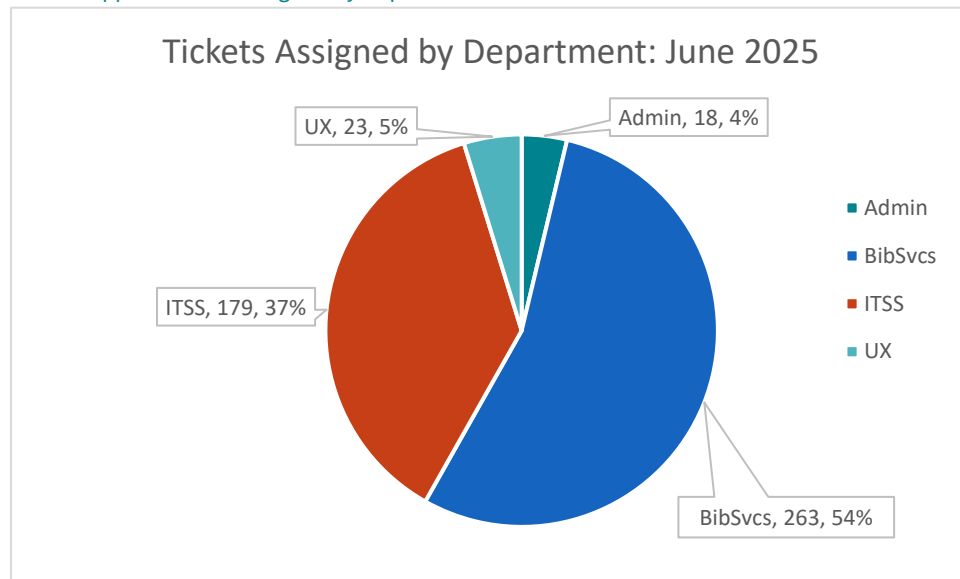
May and June represent the first full two months of ticket data from Halo ITSM.

SWAN Support Tickets Opened/Closed in Past 12 Months



Data labels reflect tickets closed each month.

SWAN Support Tickets Assigned by Department



Support Site

Website redesign

Work continues to retire our current patron site (swanlibraries.net) and update our current support site (support.swanlibraries.net) to communicate the public and well as support library staff. We released an incremental update in May, with additional updates planned for August to coincide with the release of online patron registration.

Goals for the new site include:

- Better connecting patrons to resources available through SWAN
- Improving findability and usefulness of training, documentation, and job resources for SWAN member library staff
- Reducing the amount of content behind a login, so that library staff can more easily access staff-facing documentation and information
- Better communicating the value of SWAN to the general public, media, and member libraries
- Fostering collaboration and transparency with other consortia

Notable changes will include:

- Most of the current support site content will no longer be behind a login
 - Trainings and account information (such as WorkFlows logins) will continue to require a login to access
 - Some tools, such as the transit label generator, will require a login when they previously did not

- Changes to the site menus and structure to accommodate both public and staff facing information
- The new PatronPoint online patron registration form, which libraries can link to or embed in their own websites
- The rollout of single sign-on

Tara Wood has developed working mockups of two versions of a new site menu, with usability testing planned with both SWAN staff and member library staff in July 2025. Tara Wood and Olivia Montolin are constructing new public-facing documentation on using the catalog, app, and e-resources.

New and updated documentation

Lucas McKeever updated the documentation “[590 Field: SWAN Format](#)”, and Olivia Montolin redesigned the documentation, “[E-Resource Troubleshooting for Library Staff](#)”.

New and updated documentation is featured on the support site home page for one week.

Resource authentication

Chicago Tribune digital access

Olivia Montolin worked closely with RAILS and MediaNews Group to pilot OpenAthens access to Chicago Tribune digital and e-edition access. All libraries that participated in the group purchase and pilot program now have their Chicago Tribune links to share with patrons.

Policy Map

Olivia worked to set up a new database for remote access, Policy Map, which is part of the OpenAthens federation.

SHAREit

La Grange Public Library joined Find More Illinois, which uses the SHAREit platform from AutoGraphics. Olivia worked with Eric Bain at RAILS on custom authentication through OpenAthens that would allow only authorized La Grange patrons in good standing to be allowed through to the catalog and be able to make requests.

Training Modules & Recordings

Learning Management System (SWAN Online Learning)

In the past year, SWAN has added 3 new courses and 155 new users to the Learning Management System.

Congratulations to Glen Ellyn Public Library with the most users added in the past year as well as the most courses completed!

The top 5 courses are:

1. PS101: Patron Management (87 users completed)

2. PS100: Circulation Basics (80 users completed)
3. TS080: Searching in WorkFlows (61 users completed)
4. PS108: Bills in a Patron Record (55 users completed)
5. PS104: Patron Account Blocks & Notes (54 users completed)

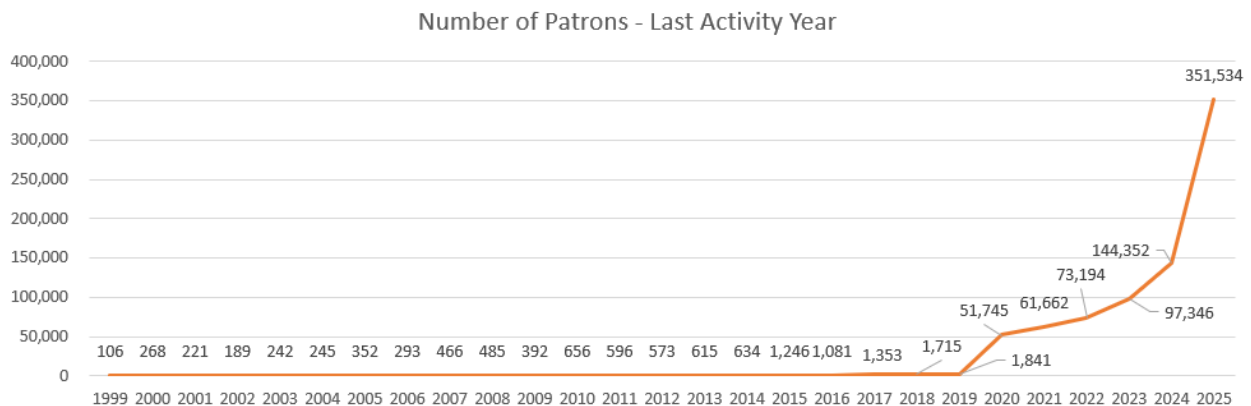
We're looking forward to adding more courses this year.

Maintenance

Automatic Monthly Patron Record Removal

In June, we removed 2,094 inactive patrons from the database. We currently have 793,400 registered patrons in the system. Now that the patron record purge has reached the goal of >5 years of inactivity, only 1.7% (13,569) have been inactive since 2019 and remain due to bills greater than \$100 on their account.

As a reminder, 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.

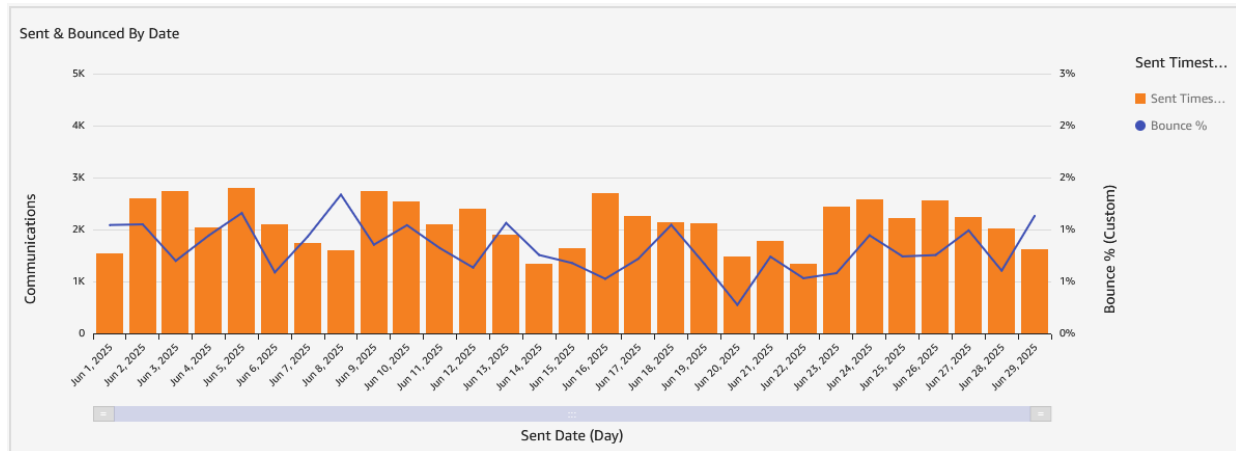


Any patrons existing in the system with expirations dates over 5 years in the past remain because they have \$100 or more in total outstanding bills. We encourage libraries to examine these bills for possible removal at the library's discretion.

MessageBee Statistics

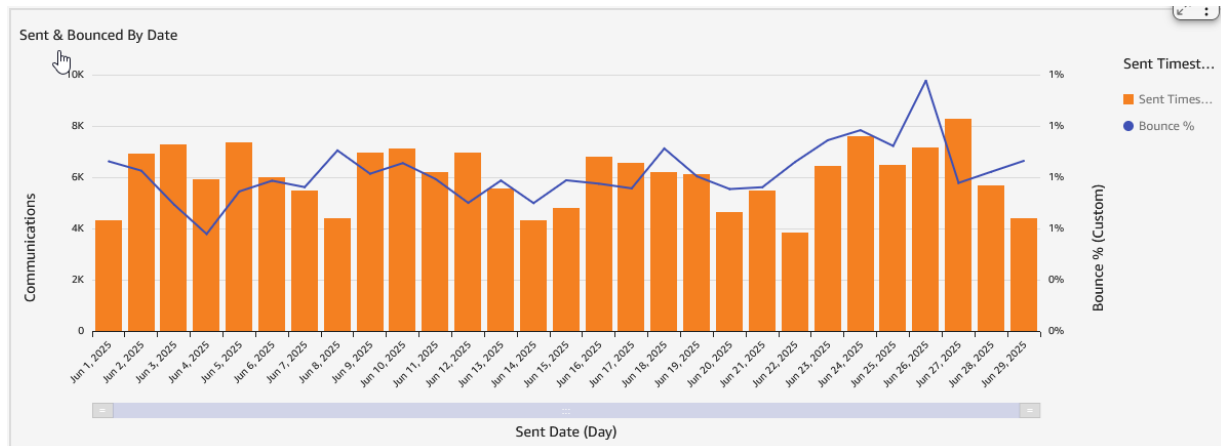
SMS notifications

Month, Yr	SMS Sent	Success Count	Success Rate	Failed Count	Failure Rate
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%
June, 2025	61,029	60,530	99.18%	499	0.82%



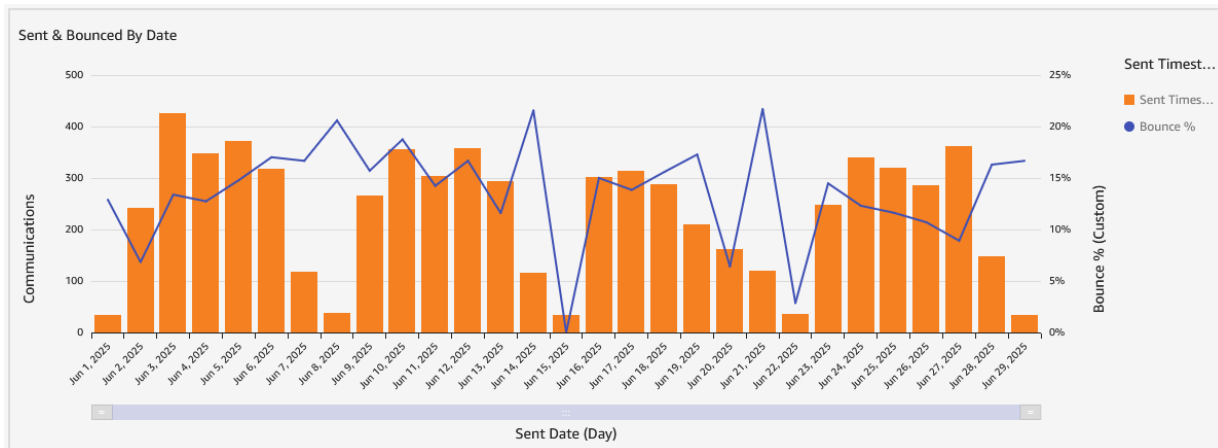
Email notifications

Month, Yr	Email Sent	Success Count	Success Rate	Failed Count	Failure Rate
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%
June, 2025	171,598	170,298	99.24%	1,300	0.76%



Voice notifications

Month, Yr	Total Calls Attempted	Success Count	Success Rate	Failed Count	Failure Rate
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%
June, 2025	6,291	6,001	95.39%	290	4.61%



Print Notices

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

Month/Yr	Bill Notices	Amount
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
June, 2025	465	\$ 427.80

SendGrid Statistics

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

				Addresses			Messages		
Month/Yr	Total Requests	Total Processed	Success Rate (Delivered)	Bounced	Marked as Spam	Invalid	Blocks	Bounce Drops	Spam Drops
Jun '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
Jun '25	60,485	57,526	98.97% (56,931)	172	4	45	502	2,708	206

Staff Development

SWAN staff completed our annual performance review process. This year we had staff involved in the following groups and events:

- Aspen Governance Task Force (Aaron Skog, Scott Brandwein, Tara Wood)
- Aspen Catalogers Group (Lucas McKeever, Cynthia Romanowski)
- Aspen Community Tool Selection Working Group (Tara Wood)
- AspenCon 2025 Planning Committee (Tara Wood)
- Aspen for Consortiums (Olivia Montolin)
- Aspen for Symphony Users (Tara Wood, Crystal Vela)
- ALA LearnRT (Crystal Vela)
- Electronic Resources & Libraries (ER&L) (Olivia Montolin)
- American Library Association & CORE (Cynthia Romanowski)
- COSUGI (Scott Brandwein, Vickie Totton)
- Illinois Library Association (Lucas McKeever)

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

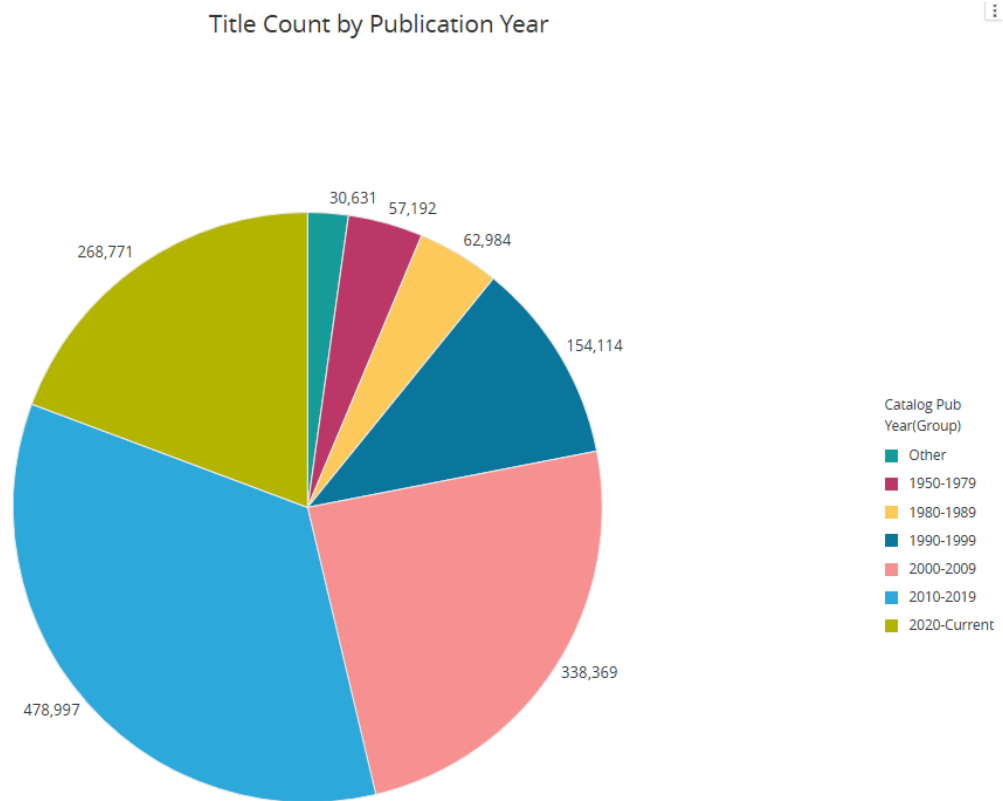
Counts do not include seventeen cataloging libraries. Original cataloging counts are new records created for SWAN and added to the OCLC WorldCat database. Copy cataloging counts are records downloaded from OCLC and added to SWAN's bibliographic database.

	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	52							
Copy 2025	2376	2147	1832	2029	1720	1504							

Records Added

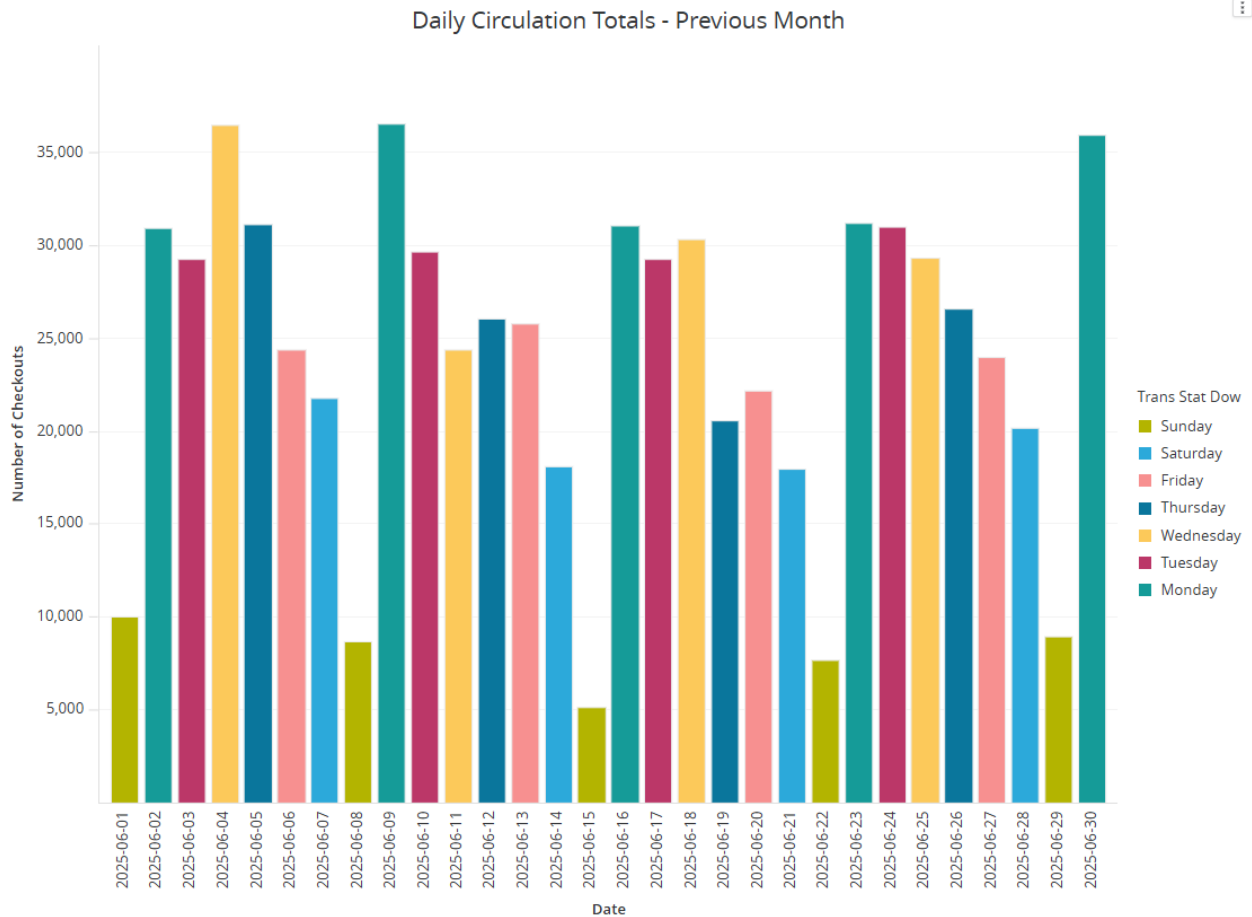
In June, SWAN libraries added 43,488 new items to the database, and a total of 5,469 new catalog records.

Our physical collection contains 1,391,058 unique items, 53.8% of which were published since 2010.



Circulation

Last month, there were 724,189 total circulations across all SWAN libraries. Comparative daily rates are in the graph below.



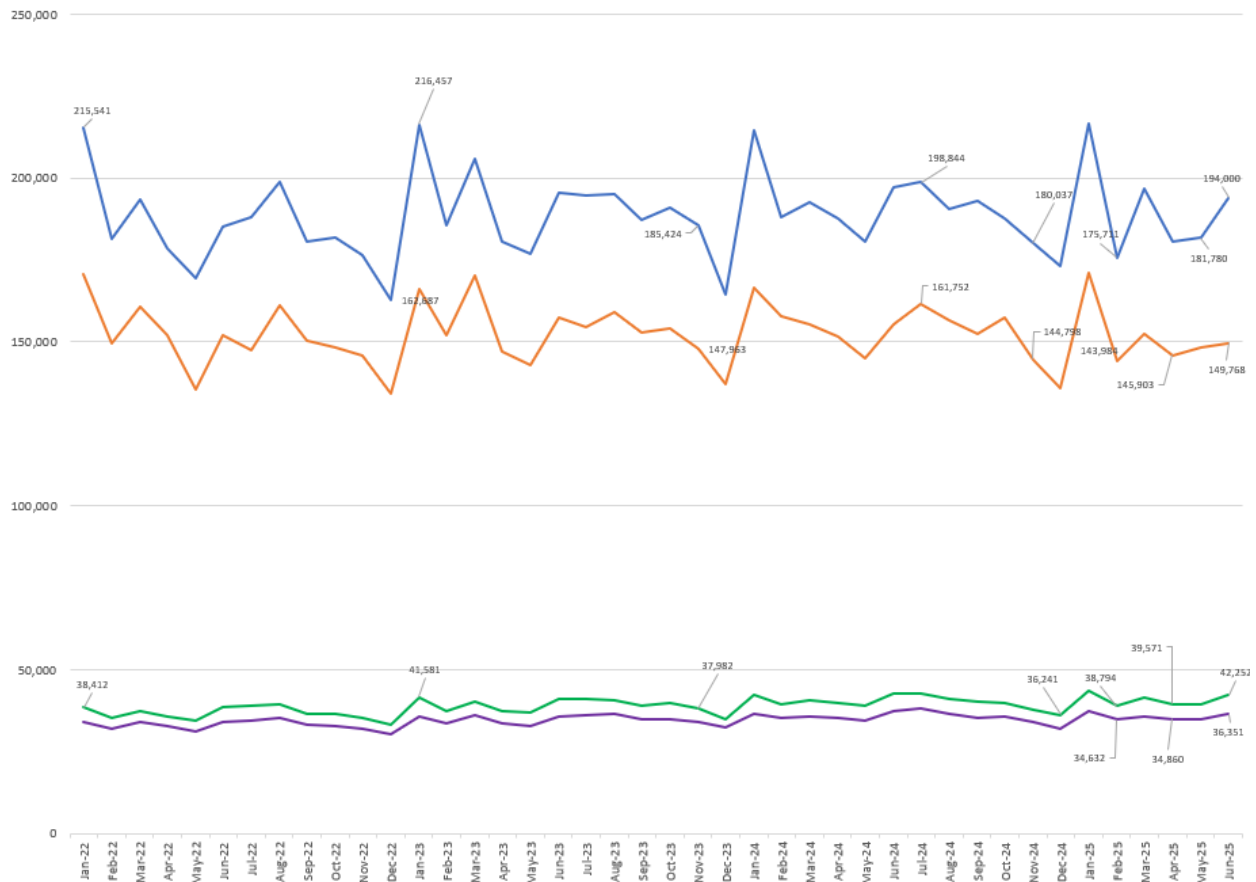
Monthly total comparison since 2019

In June, systemwide circulations were 96% of the total in June 2024 and 72.8% of the pre-pandemic count from June 2019.

Trends in Holds

In May, 194,000 holds were placed by 42,252 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. In June, 77% of holds were ultimately circulated.

Trends in Holds, Jan 2022 - Present



Interlibrary Loan & Resource Sharing

In June, Interlibrary loan checkouts between SWAN members totaled 99,271 for 14.6% of total checkouts. June and July traditionally see a drop in the proportion of ILL checkouts as home library circulations increase with patron visitation.

Reciprocal borrowing between SWAN libraries totaled another 18.4% of total checkouts at 104,585 checkouts. Non-SWAN reciprocal borrowing made up another 3% of checkouts as usual.

OCLC Worldwide Resource Sharing

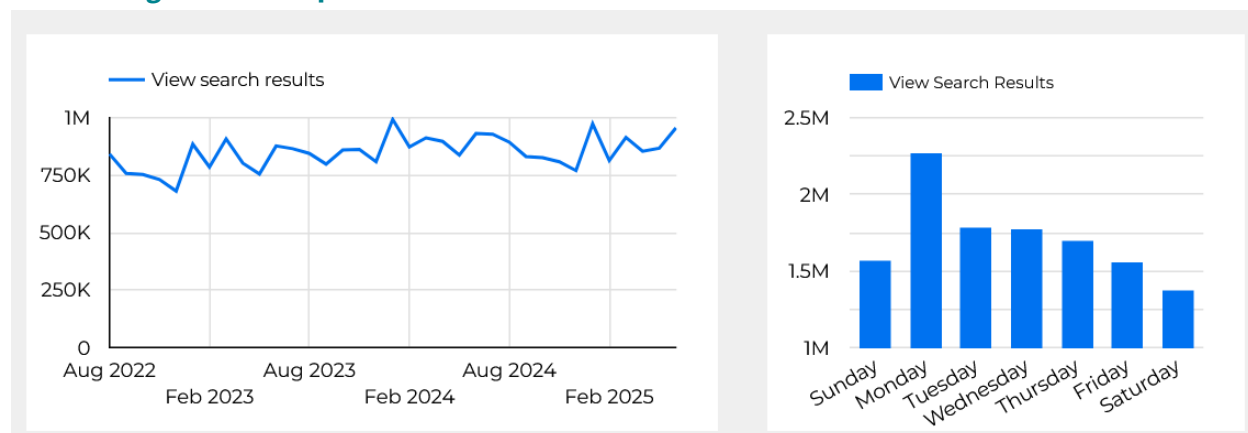
In June, our combined OCLC interlibrary loan statistics show that SWAN was again a net lender in by a ratio of 1.7 items lent for each item borrowed. This is slightly lower than usual due to a small spike in borrowing requests. We lent 2,405 items and 14 copies and borrowed 1,400 items and 15 copies.

Online Public Catalog - Aspen

Top 25 Searches in Aspen (June 2025)

- | | | |
|-----------------|-------------------|----------------|
| 1. minecraft | 12. the summer | 20. one golden |
| 2. dog man | i turned | summer |
| 3. freida | pretty | 21. james |
| mcfadden | 13. soccer | patterson |
| 4. summer | 14. wings of fire | 22. historical |
| 5. emily henry | 15. james | fiction |
| 6. pokemon | 16. ps4 video | 23. minecraft |
| 7. kristin | games | redstone |
| hannah | 17. great big | handbook |
| 8. harry potter | beautiful | 24. nintendo |
| 9. how to train | life | switch |
| your dragon | 18. library of | 25. romance |
| 10. movies | things | |
| 11. atmosphere | 19. dogman | |

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. Some libraries have their own Novelist Select subscription.

- “Syndetics” refers to Syndetics Unbound recommendations, which was enabled consortium wide on April 23rd, 2025.

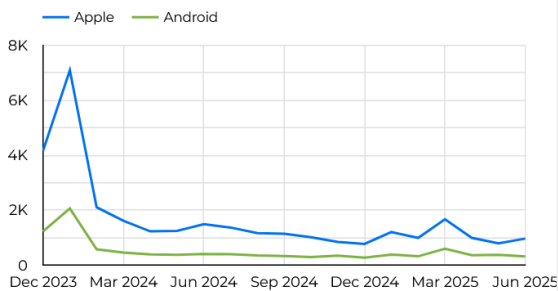
Recommendations



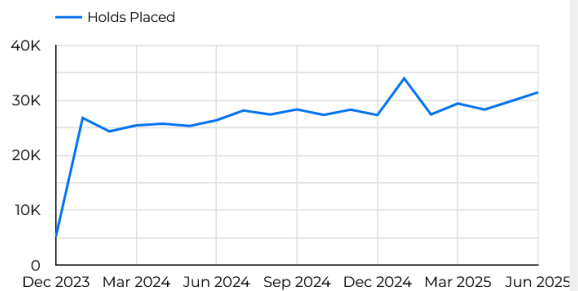
SWAN Libraries + App – Aspen LiDA

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 18, 2025	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 15, 2025	Regular SWAN Board Meeting	Meeting often conflicts with SWAN Expo. Decision on recommend to cancel meeting.
Thursday, September 4, 2025	SWAN Quarterly Meeting	Introduce new SWAN Board members
Friday, September 19, 2025	Regular SWAN Board Meeting	Closed session minutes 6 month review Identify SWAN policies to review. Review budget process timetable with SWAN Board.
Friday, October 17, 2025	Regular SWAN Board Meeting	Aaron begins work on FY26 budget, brings questions to SWAN Board if needed.
Friday, November 21, 2025	Regular SWAN Board Meeting	Board accepts financial audit. Aaron to bring next SWAN budget draft; Board discuss Fees and determines next steps. Board approves meeting dates for upcoming calendar
Thursday, December 4, 2025	SWAN Quarterly Meeting	
Friday, December 19, 2025	Regular SWAN Board Meeting	Review of SWAN Budget Draft
Friday, January 23, 2026	Regular SWAN Board Meeting	Review and recommend draft of SWAN Budget for Membership presentation. Set COW date for February for membership review.
Tuesday, February 3, 2026	Committee of the Whole meeting (virtual)	Meeting to discuss FY26 budget, fees, and reserves worksheet.
Friday, February 20, 2026	Regular SWAN Board Meeting	Incorporate changes, suggestions to SWAN budget. Create recommendation to membership. SWAN Board Election Process Review.
Thursday, March 5, 2026	SWAN Quarterly Meeting	Roll call vote to approve SWAN budget. Announce Board election process.
Friday, March 20, 2026	Regular SWAN Board Meeting	
Friday, April 17, 2026	Regular SWAN Board Meeting	Review and approve Board Self Evaluation Form; assign date for completion.
Friday, May 22, 2026	Regular SWAN Board Meeting	Review Board Self-Evaluation Results.
Thursday, June 4, 2026	SWAN Quarterly Meeting	Board Election Results. Vote on Bylaw amendments (if any).
Friday, June 19, 2026	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	Midlothian Public Library
Friday, August 15, 2025	Regular SWAN Board Meeting	Cancel
Friday, September 19, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, October 17, 2025	Regular SWAN Board Meeting	Tinley Park Public Library
Friday, November 21, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, December 19, 2025	Regular SWAN Board Meeting	West Chicago Public Library
Friday, January 23, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, February 20, 2026	Regular SWAN Board Meeting	Itasca Community Library
Friday, March 20, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, April 17, 2026	Regular SWAN Board Meeting	Roselle Public Library
Friday, May 22, 2026	Regular SWAN Board Meeting	Richton Park Public Library
Thursday, June 18, 2026	Regular SWAN Board Meeting	Richton Park Public Library



SWAN Administrators' & Directors' Quarterly Meeting

September 4, 2025

10:00 a.m. – 12:00 p.m.

Oak Brook Public Library

600 Oak Brook Road, Oak Brook, IL 60523

Please register in advance for access to the Zoom live stream:

<https://swanlibraries-net.zoom.us/meeting/register/tZ0qc-2spj8uEtO1vX9yUP59s7WaqyVFxZd8#/registration>

Agenda

1. Call to Order and Welcome
2. Public Comment
3. Introduction of New Library Directors
4. Action Item – Approval of the June 5, 2025 Quarterly meeting minutes
5. Information Item—SWAN annual conference: Expo update
6. Information Item—Online patron registration project update
7. Announcements and Questions
8. Next meeting: December 4, 2025

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