

**AGENDA**  
**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**650 Deerwood Dr, Shorewood, IL 60404**

**January 11, 2024**  
**General Meeting**  
**7:00 pm.**

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes
  - a. December 14, 2023
5. Correspondence
6. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
7. Treasurer's Report – December 2023
8. Approval and Payment of Bills
9. Librarian's Report
  - a. Director's Report with personnel– Jennie Cisna Mills
  - b. Department Heads
10. Old Business
11. New Business –
  - a. Approve submittal of Per Capita Grant Application to the Illinois State Library (**Action**)
  - b. Approve lists of names to be submitted to Will County for the Statement of Economic Interests (**Action**)
  - c. Release closed session minutes from July 2023 to December 2023 (**Action**)
  - d. Approve Director Mills to Attend the Public Library Association's Annual Conference in Columbus, OH, from April 3-5 at a cost of \$739 (**Action**)
  - e. Social Media Policy (**Discussion/Action**)
11. Other Business
  - a. Agenda Building for the February Meeting
  - b. Announcement
12. Adjournment

Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

For further information regarding this meeting agenda, please contact:  
Jennie Cisna Mills, Director  
Shorewood – Troy Public Library District  
650 Deerwood Dr., Shorewood, IL 60404  
815-725-1715, [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
December 14, 2023**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on December 14, 2023. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

**ROLL CALL:**

**TRUSTEES PRESENT:**

- |                  |                    |
|------------------|--------------------|
| 1. Vito Schultz  | 2. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski    |
| 5. Bob Stahl     | 6. Krysten McGee   |

**ABSENT:** Karen Voitik – joined via Zoom (7:07 pm).

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:**

Becky Brillon  
Erin Gilmartin

**CHANGES/ADDITIONS TO AGENDA:** NONE

**APPROVAL OF MINUTES:**

Treasurer Stahl motioned that the minutes of the regular meeting on November 9, 2023, be approved. Trustee Reeder seconded the motion, which was passed with all members voting “yes.” Trustee McGee and Vice-President Schultz abstained.

**COMMENTS FROM THE PUBLIC:** Gilmartin & Brillon addressed questions about the Friends of the Library’s Reserve Money (\$1000) towards the parking lot; would the parking lot be going forward as a project? President Novinski stated that that issue would be resolved later in the Board meeting.

**TREASURER’S REPORT:**

Cash on Hand Beginning of November 2023	\$1,101,216.02
Cash received during November 2023	33,601.63
Disbursements	<u>(142,686.88)</u>
Cash on Hand End of November 2023	\$ 992,130.77

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	4,670.07
Money Market Fund – Chase	112,483.13
Old Plank Trail MM X6183	357,559.82
Payroll Account – Chase	4,016.27
License Plates – Chase	1,433.38

Old Plank Trail MM X9335	22,947.46
Old Plank Train MM X9981	383,759.78
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	992,130.77

#### APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz motioned that the bills presented for payment be approved. Trustee Caswell seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting “yes.”

Due to illness, Secretary Voitik requested to join the meeting via Zoom. Trustee Caswell motioned to allow Secretary Voitik to join the meeting via Zoom. Treasurer Stahl seconded, and the motion passed with all members present voting “yes.”

#### LIBRARIAN’S REPORT:

- a. Director’s Report with personnel – Jennie Cisna Mills
  - The Per Capita Grant application is due January 30<sup>th</sup>. A Resolution adopting the American Library Association’s Bill of Rights is on the agenda for approval to show the Board’s compliance with anti-book banning initiatives.
  - Timbers of Shorewood signed the agreement for the book drop; the vote for the Library’s acceptance of the agreement was on tonight’s agenda. The new book drop will be publicized on social media and in the Spring Newsletter after the agreement is approved by the board.
  - Children’s Outreach is working to strengthen Outreach with public schools. Troy students can come in with a caregiver to learn about Hoopla.
- b. Department Heads

#### OLD BUSINESS:

Trustee Caswell asked for updates on the progress of the website. Director Mill stated that the check for the initial third of the payment to WebLinx was in tonight’s bills. Work would begin after that payment was made. However, a survey had gone out by email (and a paper version was on public desks) for the public for information gathering about what was important to users of the website, what features they used the most, what features they didn’t use, etc.

Trustee Caswell also asked for an update about the cleaning services. Director Mills stated that Best Quality (the old cleaning company) required a 30-day notice of termination; Friday the 15<sup>th</sup> is their last official day. Imperial Cleaning Services will start cleaning on December 18<sup>th</sup>.

#### NEW BUSINESS:

- a. Treasurer Stahl motioned/Trustee Reeder seconded to approve Ordinance 23-07 Adopting the American Library Association’s Bill of Rights Under Library Act 103-100. The motion passed with all Trustees present voting “yes.”
- b. Trustee Caswell motioned/Vice-President Schultz seconded to approve an agreement between the Library and the Timbers of Shorewood for a Community Book Drop to be placed at the Timbers. The motion passed with all Trustees present voting “yes.”
- c. The board decided to meet with the Strategic Planning Consultant on March 15, 2024. Staff would meet from 5:00 – 7:00 p.m., and the Board would meet from 7:00 – 9:00 p.m.

- d. Trustee Caswell presented concerns she had approving the lease amendment. She felt that the Board would be misusing the funds by leasing the land and was worried about what would happen down the line when the lease was over. She told the board she had spoken to 15 community members about it, and they all told her that the board should not do it. Trustees countered that the library would lose the grant money if they did not proceed with the parking lot and may be ineligible for grants in the future. President Novinski stated that he felt that this was an effective use of tax dollars. Secretary Voitik and President Novinski also voiced their concerns that by speaking to community members, Trustee Caswell violated matters that were discussed in closed session. Director Mills stated that the lease amendment and the lease were currently in the board packet, so as long as Trustee Caswell was using those items to discuss, that was not a violation of the Executive session. Treasurer Stahl motioned/Vice President Schultz to approve the lease amendment with Shorewood Plaza LLC. The motion passed with a majority vote of Trustees present voting yes. Trustee Caswell dissented.

OTHER BUSINESS:

- a. A Social Media policy will be on the agenda for January's meeting
- b. Jennie will be on vacation from December 22 – January 2.

Treasurer Stahl motioned/Vice President Schultz seconded for the meeting to adjourn at 7:32 pm with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk

How satisfied were you with  
your visit today?



Would you like to add a comment  
about the quality of your visit?

There were friendly  
and team  
It is real pleasure

## **Director's Report/January 11, 2024**

### **Administrative Duties:**

- The Per Capita Grant Application has been completed and is in the Board's Packet for approval before submission to the Illinois State Library.
- I completed the Annual Certification process with the Illinois State Library, a requirement for RAILS system membership and to continue to receive grants.
- I completed the annual recertification process to continue as a Passport Acceptance Agency facility.
- The Library did have an existing social media policy in place; however, I sent it to Julie Tappendorf, another attorney at Ancel Glink. Ms. Tappendorf regularly presents at ILA, PLA, and ALA, as well as at RAILS' trainings about social media policies. She sent back a revised copy of the social media policy. In the Board's packet is the marked-up policy with Ms. Tappendorf's revisions so that Board members can see the revisions that she suggested.

### **Building:**

- The new cleaning company started (Imperial). Staff and I are noticing that bathrooms are cleaner, trash is emptied in a timely fashion, and vacuuming is happening appropriately.

### **Financials:**

- The Library will begin transferring money from the General Fund money market at Wintrust (opened this year to take advantage of the better interest rate) to move funds over to the money market at Chase. Since the opening of the account, the Library has earned \$7,035.45 in interest just on that account. This is not pulling from reserves; it is just moving from one General Fund account to another; interest will still continue to accumulate, as not all of the money is being moved at any one time.

### **Staffing:**

- The Staff "Holi-Lull-iday Party" was on January 5<sup>th</sup>, with tasty food and a White Elephant Gift exchange.
- Becky Goode, the Adult & Teen Services Manager, has accepted a position as the Library Services Coordinator at Waubensee Community College, which will reduce her one-way commute from 45 minutes to 10 minutes. We wish her all the best. Maren Flessen, the Adult Programming Coordinator, will serve as the Interim Adult Manager while the search for a new manager is conducted.
- A speaker for the Staff Day in August has been booked. Martina Mathisen, who a number of other libraries have recommended, will be speaking about Time Management.

### **Meetings:**

- Pinnacle Governing Board (12/15/23)
- Manager's Meeting, Internal (12/20/23)

# Technical Services Department Head Report

## December 2023

December meetings and events:

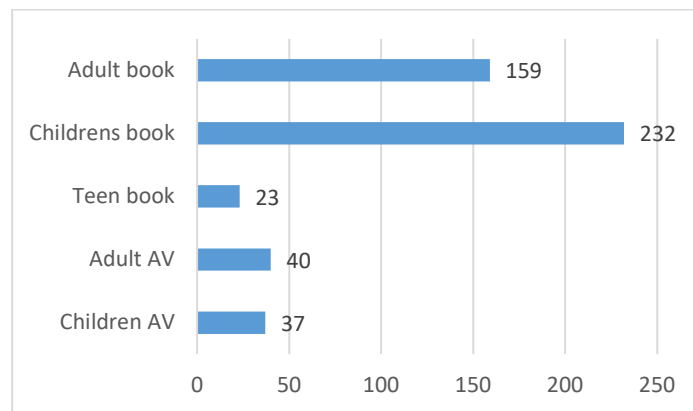
- 12/20 – Department Head meeting

Current projects:

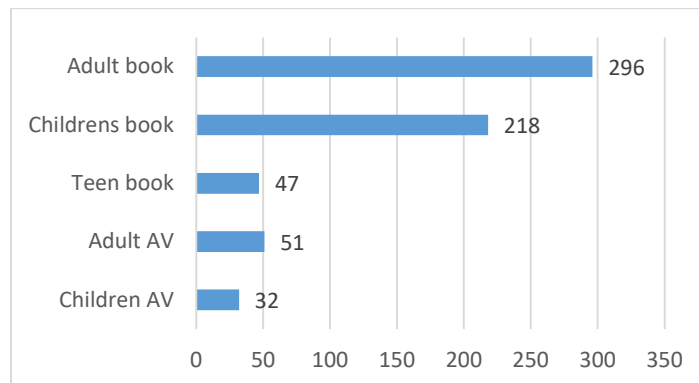
- No current projects

## Tech Service Statistics

Items processed, cataloged, and added to the collection in December:



Items ordered in December:

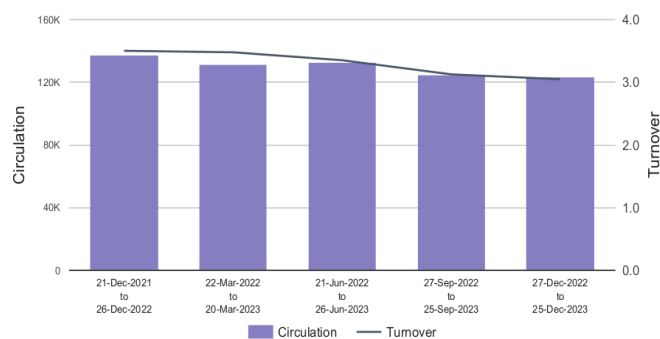


# CollectionHQ

## Circulation and Turnover

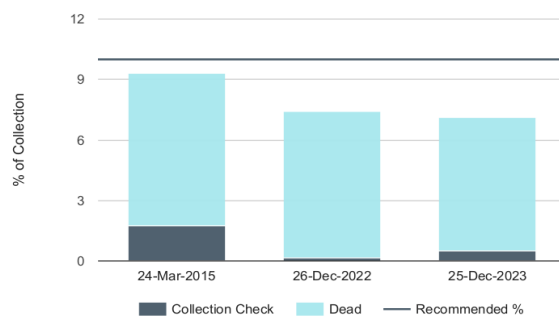
\*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



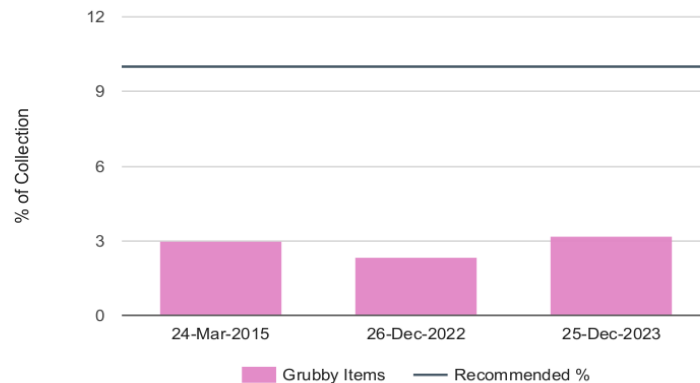
## Dead Items – All Audiences

\*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.11% (0.55% decrease from last month). Anything under 10% is considered good.



## Grubby Items – All Audiences

\*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.2% (.16% increase from last month). As with the dead percentage, the goal is to be under 10%.

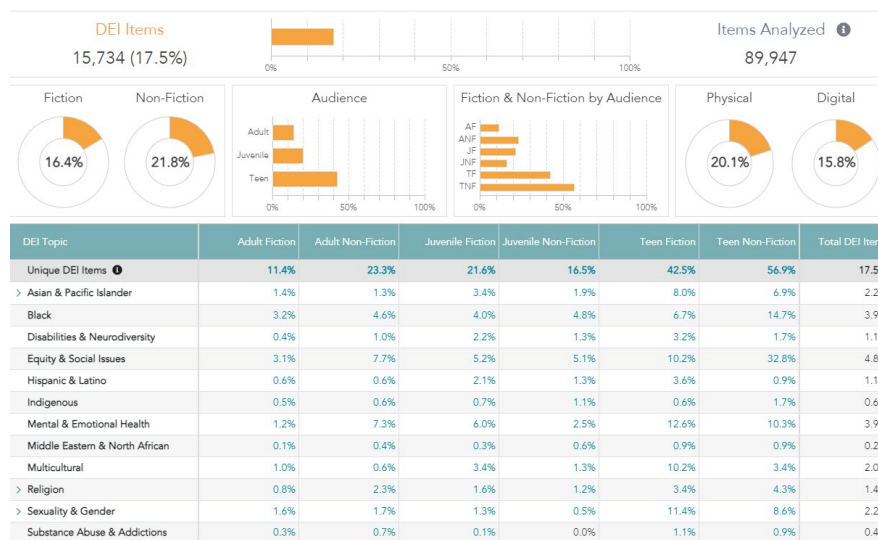


## Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

**Items Analyzed this month: 89,947**

**DEI Items: 15,734 (17.5% of our collection ; .1% increase from last month)**



Respectfully submitted,

Leslie Lovato

Technical Services Manager

# MONTHLY REPORT

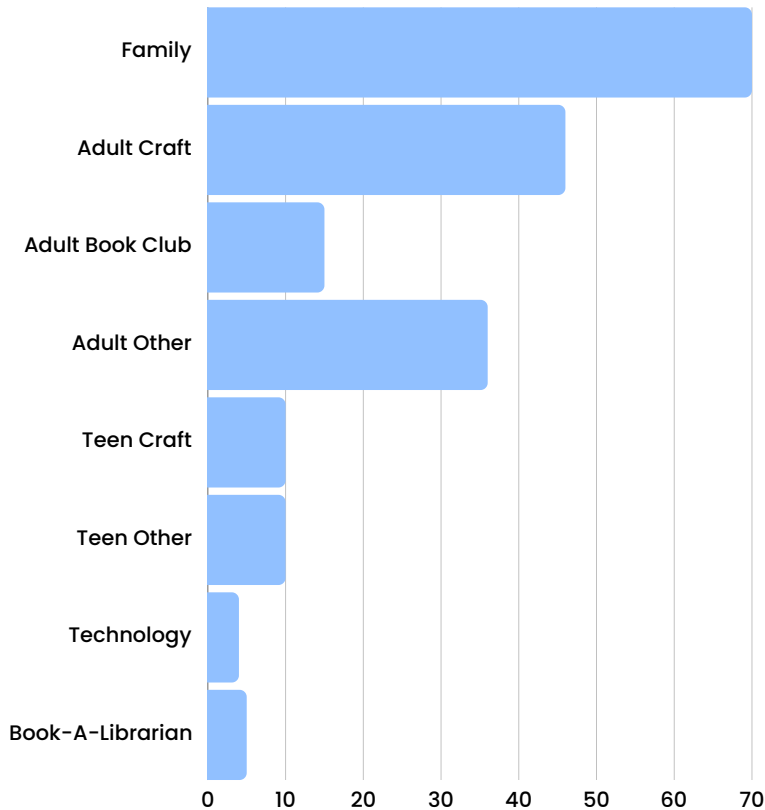
## DECEMBER 2023

**BECKY GOODE**  
ADULT, TEEN & TECHNOLOGY SERVICES MANAGER

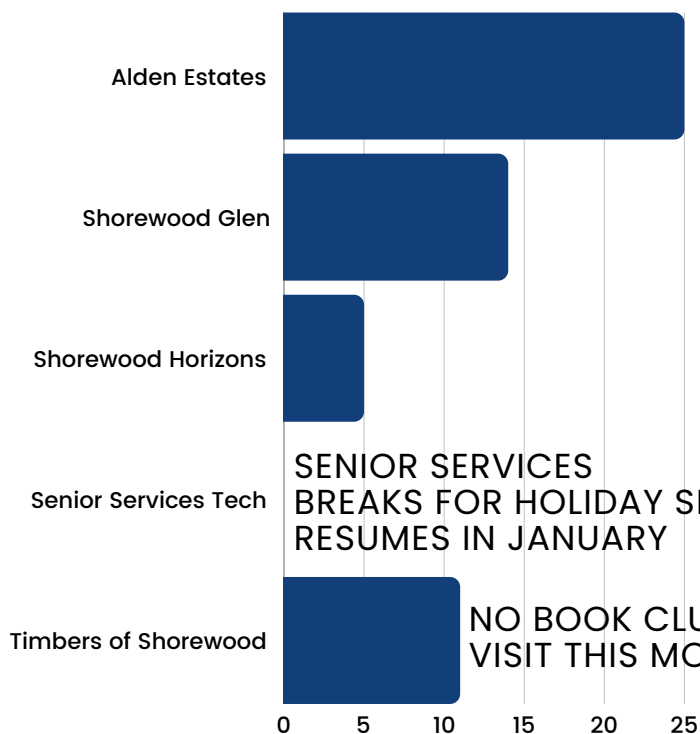
- **Adult Services**
  - No new projects to discuss.
- **Teen Services**
  - We are finalizing an update to our teen volunteer hours. We will soon be launching a registration link on the website where teens can now register to volunteer online! Volunteering will be limited to 2 hours per week, and has to be approved by an Adult/Teen Services Staff member. A volunteer policy will still have to be signed prior to volunteer hours.
- **Adult & Teen Outreach**
  - No new projects to discuss.
- **Technology**
  - Oak Brook Office Solutions will now be maintaining the Konica Minolta copiers. They have done a round of cleaning and inspections, after replacing the drums for the downstairs copier, all machines are in great standing.
  - Communico Interact (new self-check program) is still in progress. Per the last update from Communico (12/29/2023), the engineers are still working on the build, but will reach out with any testing updates.

# PROGRAMS & OUTREACH

## ACTIVE PROGRAMS



## OUTREACH PROGRAMS/EVENTS



## PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 6  
TOTAL PATRONS: 315

## STAFF MEETINGS PROGRAMS & OUTREACH

- **Becky – Adult, Teen & Technology Manager**
  - Alden Visit Trivia x 1
  - Baker & Taylor Ordering Training
  - ComicsPlus Meeting
  - Department Meeting
  - Department Head Meeting
  - Novel Idea Book Club
  - PinOPAC Meeting
  - Square Reports Meeting
  - Vega Meeting
  - WWII Christmas Program

- **Maren – Adult Programming Coordinator**
  - Baker & Taylor Ordering Training
  - Department Meeting
  - Novel Idea Book Club
  - Santa Visit Program
  - Tech How To: Smartphone and Tablet Q&A Program
  - Tech How To: Streaming Services Program
  - Virtual Pinterest Program

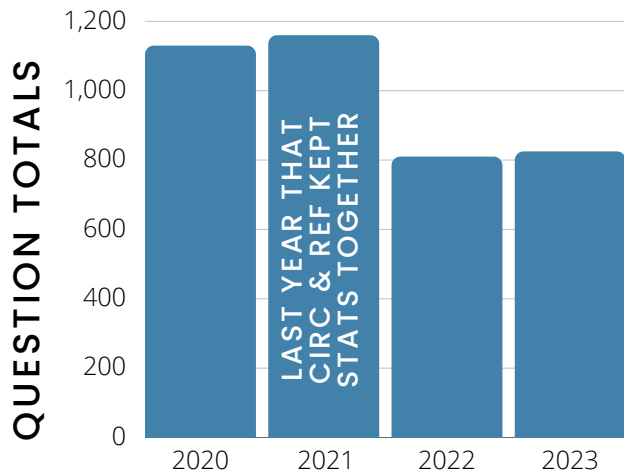
- **Sarah – Adult & Teen Outreach Coordinator**
  - Alden Visit x 1
  - Alden Visit Trivia x 1
  - Baker & Taylor Ordering Training
  - Department Meeting
  - Family Craft Program
  - Home Delivery x 3
  - Horizons Visit x 2
  - Joliet Transition Center Phone Meeting
  - Joliet Transition Center Training x 3
  - Kiwanis Meeting
  - Santa Visit Program
  - Shorewood Glen Technology Program
  - STEAM Program
  - Timbers Visit X 1

- **Violet – Teen Programming Coordinator**
  - Department Meeting
  - Dungeons & Dragons @ Critical Grind
  - Dungeons & Dragons (at library)
  - Finals Survival Kit Program
  - Hot Chocolate Cookies Program

- **Hailie – Adult & Teen Services Assistant**
  - Department Meeting

# STATISTICS

## REFERENCE QUESTIONS



### TYPES OF REFERENCE QUESTIONS

**Holds** – when patrons ask for items to be placed on hold for them.

**Item Availability** – when we search our catalog and/or shelves to see if an item is available for checkout.

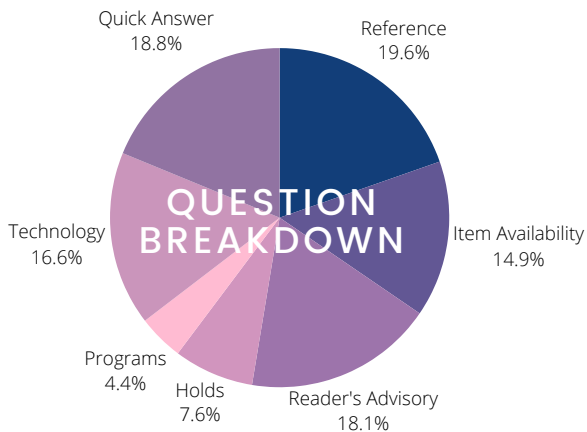
**Programs** – questions related to library programs for all ages. For example, "What do I need to bring with me to the Tai Chi program?"

**Quick Answer** – easy to answer questions with quick answers, such as "What time do you open tomorrow?"

**Reader's Advisory** – reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

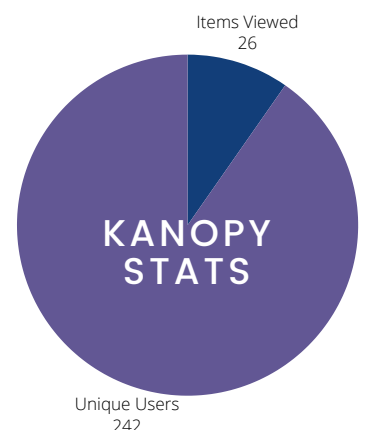
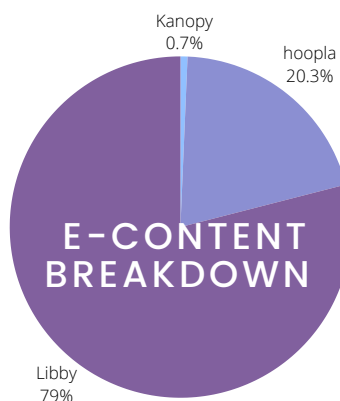
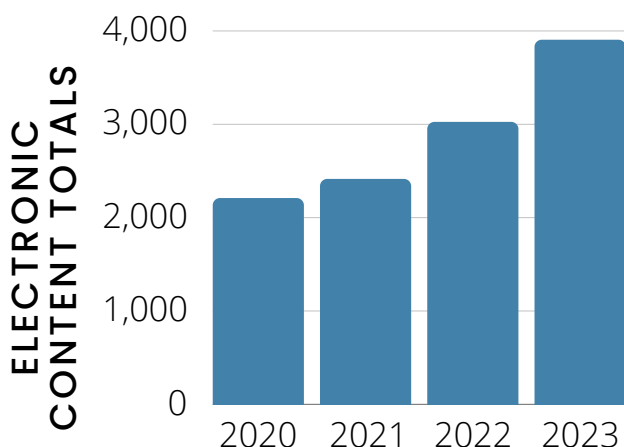
**Reference** – questions involving research, dealing with passports, license plate renewals, or any other in depth topic. For example, "Where is the closest post office, and how do I get there?"

**Technology** – questions on computer programs, smart phones, e-readers, or other technology related programs and devices.



## ELECTRONIC CONTENT

We have three electronic material platforms, Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).



# MONTHLY REPORT

## December 2023

### LORI FREEMAN

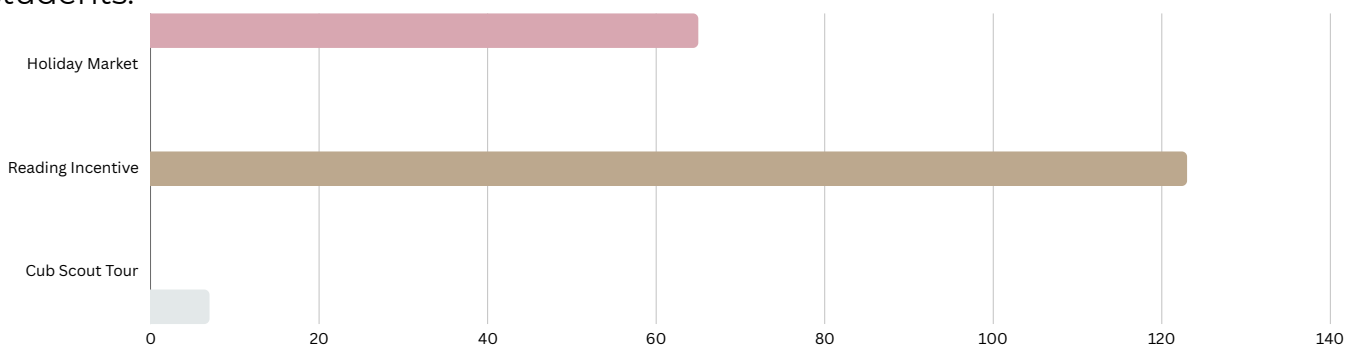
### CHILDREN'S MANAGER

#### DEPARTMENT UPDATES

- December was a busy month full of holiday activities. Santa's visit was a huge success. We had a few last minute cancelations and we were able to move everyone off of the waitlist. All registered patrons were in attendance. With Santa's storytime and photos in the meeting room, the Friends running a hot cocoa bar in the Children's Department and the Grinch sneaking around being mischievous, the kids loved it, everyone had a wonderful time! Even with all the busyness everything went smoothly!
- We added 6 new toy bins with the donation from a patron. She loved that we offered learning toys for in house play at the library and wanted to donate new toys.

#### CHILDREN'S OUTREACH

- Gina and Mallory attended the Holiday Market at the Shorewood Village Hall. They set up a craft table and were scheduled to do a storytime by the fire. Due to the weather the storytime portion was canceled and the attendance was not as expected.
- We have had a recent interest from Girl Scouts and Cubs Scouts for tours of the library. Gina set up a tour this month with a Cub Scout troop. She walked them around library and went over all the resources and programs we offer.
- The reading incentive encouraging Shorewood students to come to the library and use their library card ended this month. There was a total engagement of 123 students.



# Deliverables

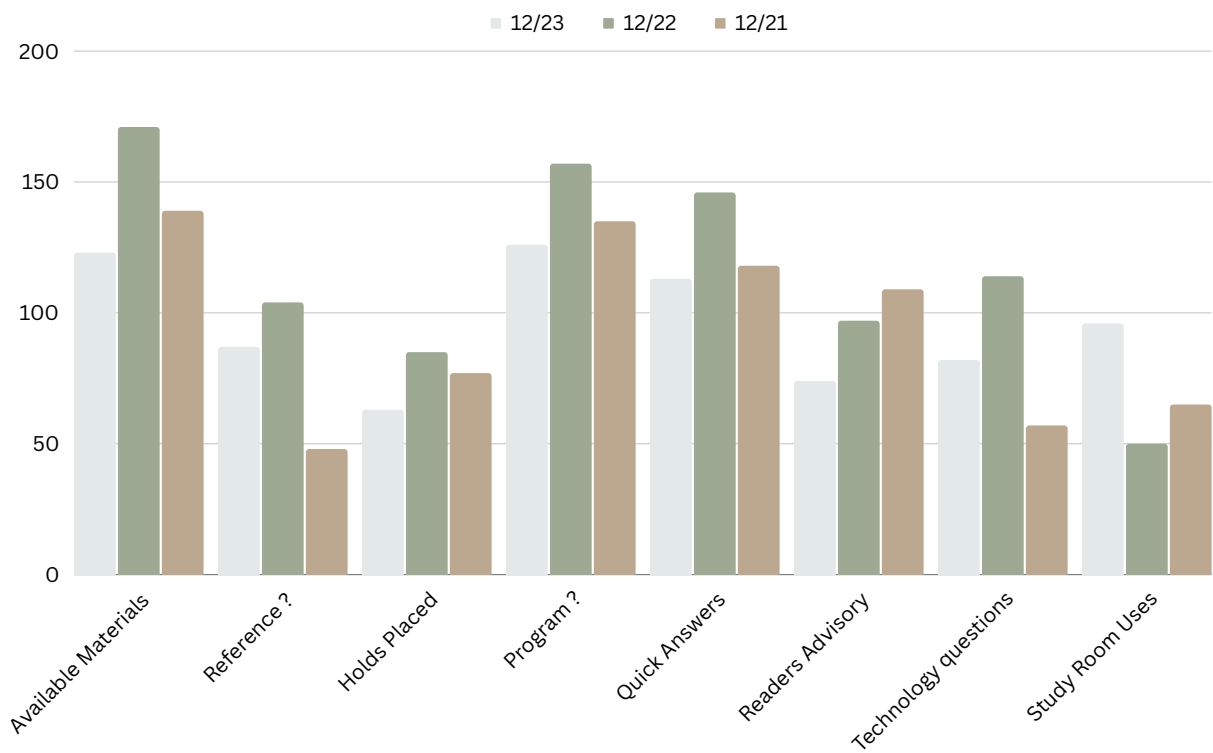
## Active Programs



## Passive Programs



# REFERENCE TRIAGE



## Reference Breakdown 11/23

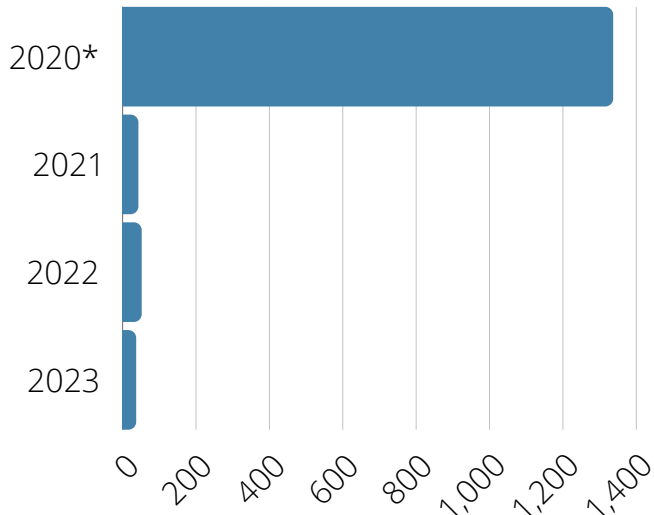
We had 123 patrons ask about available materials, 87 ask general reference questions, 63 holds were placed, 126 questions were asked about programs, 113 quick answers were provided, 74 reader's advisory transactions were conducted, and 82 patrons asked about technology. 96 study room reservations were made.

# MONTHLY REPORT

## DECEMBER 2023

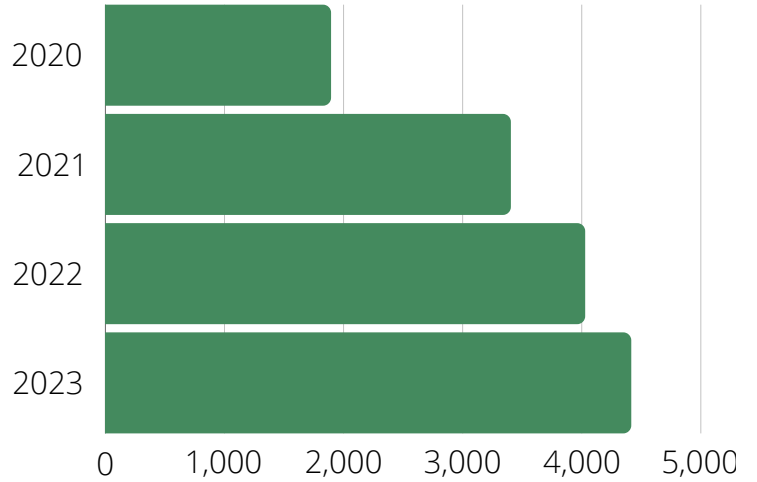
**JULIE HORNBERGER**  
CIRCULATION MANAGER

### NEW CARDS

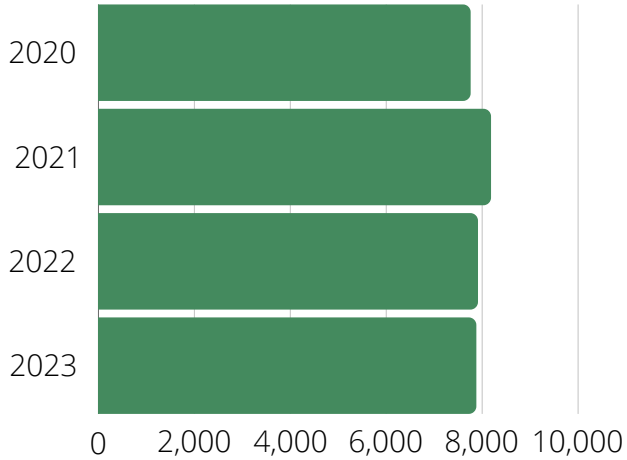


\*Library Link cards distributed Dec. 2020

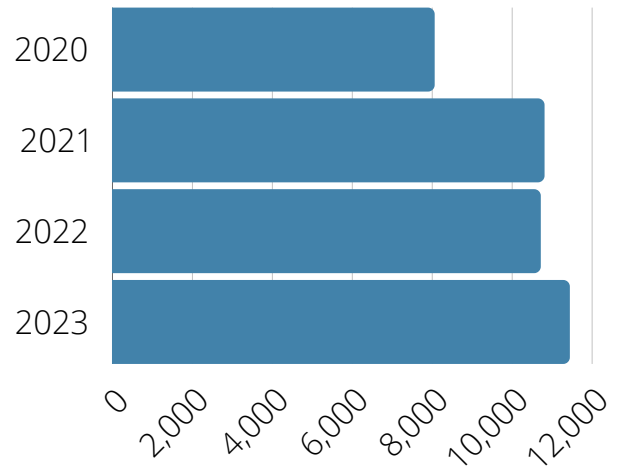
### DOOR COUNT



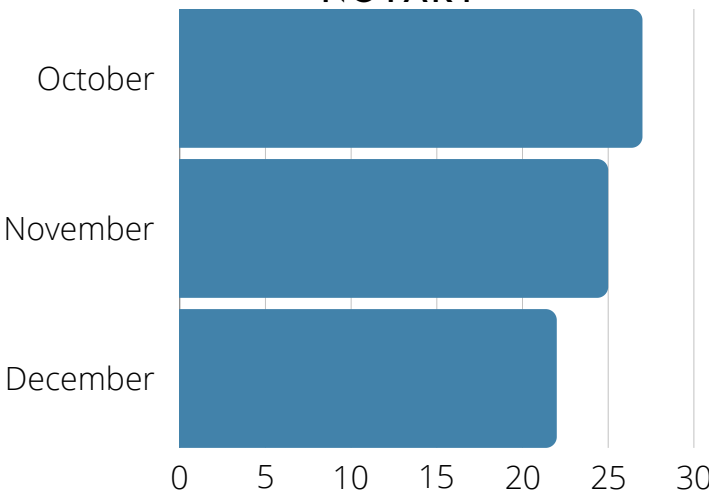
### ITEMS CHECKED IN



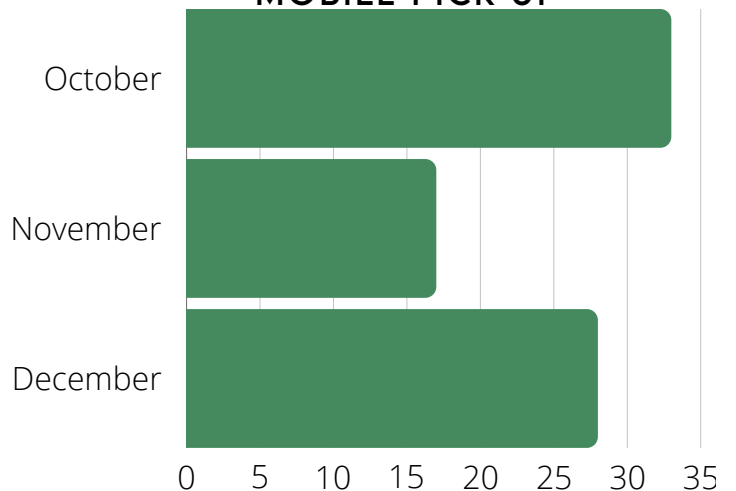
### ITEMS CHECKED OUT



### NOTARY



### MOBILE PICK UP



# December 2023

## Monthly Board Report

Melissa Almanza, Marketing Specialist

### Website Visits:

**2023** - 5,360 views; 1,668 unique visitors;  
3.21 views per visitor  
**2022** - 4,756 views; 1,470 unique visitors;  
3.24 views per visitor  
**2021** - 4,293 views; 1,393 unique visitors;  
3.08 views per visitor

### eNewsletter:

**2023** - 7,583 emails sent; 43.44% read rate;  
198 clicks; 119 unique clickers  
**2022** - 6,851 emails sent; 43.32% read rate;  
168 clicks; 103 unique clickers  
**2021** - 6,181 emails sent; 39.99% read rate;  
308 clicks; 110 unique clickers

### Program Referrals:

#### 12/2023

Social Media: 5  
Friend: 22  
In-House Signage: 2  
Library Staff: 19  
Website: 223  
Newsletter: 199  
Other: 39

#### 12/2022

Social Media: 0  
Friend: 29  
In-House Signage: 9  
Library Staff: 31  
Website: 166  
Newsletter: 151  
Other: 25

#### 12/2021

Social Media: 7  
Friend: 4  
In-House Signage: 6  
Library Staff: 10  
Website: 263  
Newsletter: 114  
Other: 27

Facebook:	2023	2022	2021
Published Posts:	35	43	87--
Reach:	2,190,210	3,636	--
Visits:	8,897	230	--
Median Interactions:	12	--	11
New Followers:	284	8	--

Instagram:	2023	2022	2021
Published Posts:	3	1	11
Reach:	310	161	--
Visits:	29	36	--
Interactions:	--	--	20
New Followers:	8	0	0

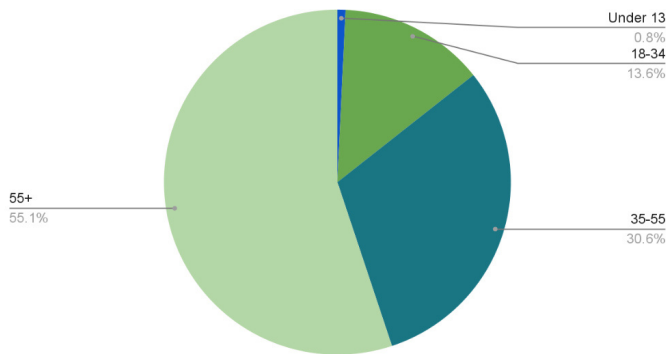
### Meeting Room Bookings:

**2023** - 1 total; non-profit  
**2022** - 6 total; all non-profit  
**2021** - 6 total; all non-profit

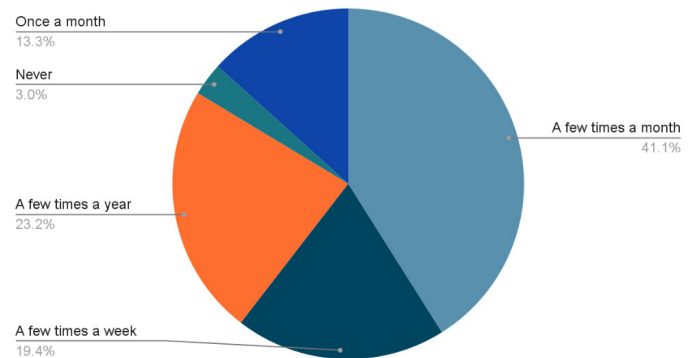
## Department Summary:

- STPL had its first organic viral Facebook post!
  - (75k likes, 1.8k comments, 10k shares)
  - Increased our reach from 6,363 to over 2 million!
  - And, we gained 281 more followers this month compared to last month
- Website Project Updates:
  - We asked...
    - 266 patrons submitted feedback to the website survey.
      - Demographic information
      - Biggest issues or difficulties
      - Biggest reasons for visiting our site
      - Most liked/least liked aspects
    - They answered!

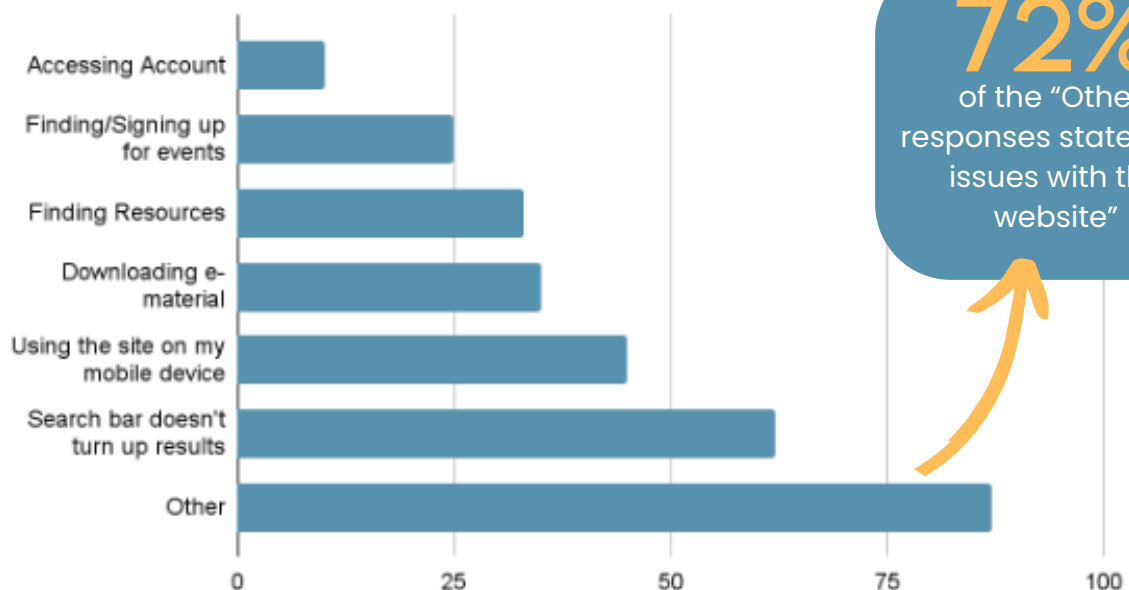
Age



How frequently do you visit the website?

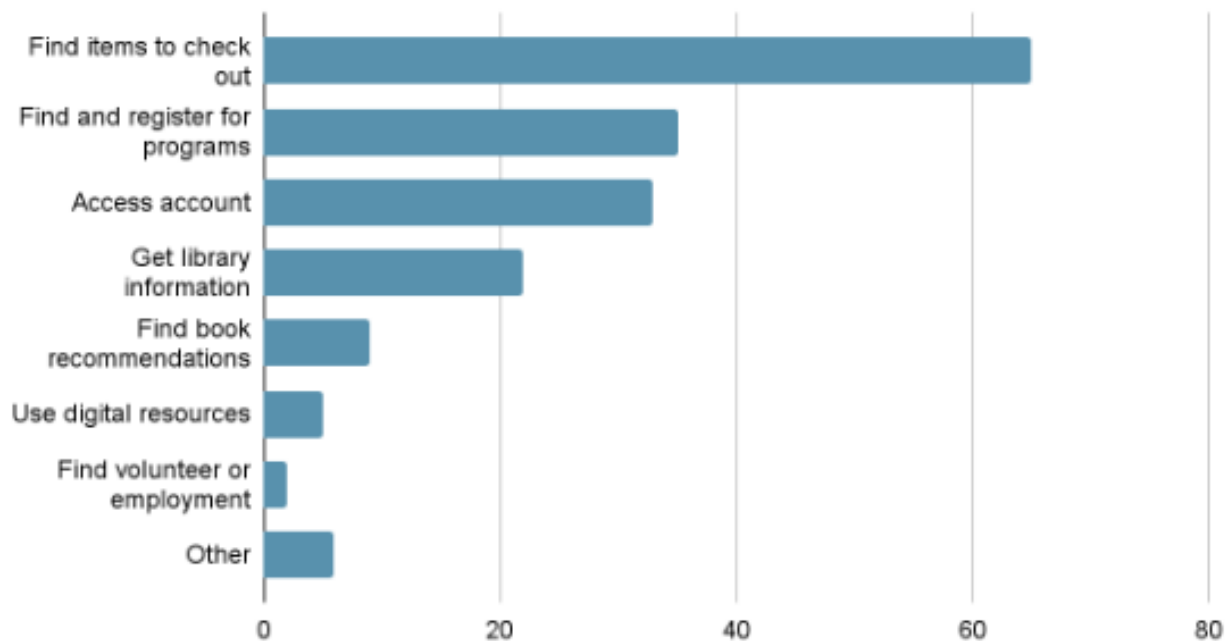


Biggest Difficulty Using Site



**72%**  
of the "Other"  
responses stated "No  
issues with the  
website"

## Biggest Goals



And we gained many valuable responses when it comes to likes & dislikes!

I love how you can check out books so easily and register from programs easily!

Most - I can place holds on items Least - it sometimes feels like a lot of clicks to find the information I'm seeking

It's easy to search for an item. I can't think of anything I really dislike.

I like the displays of event the library offers. I go into the library, not much on website.

most: it has a lot of interesting features, calendar of events, that type of thing. least: i wasn't sure it was current, like it maybe doesn't get updated often enough -- also, i wasn't certain that i was using it properly. perhaps the thing i was looking for WAS there, but i was unable to find it.

I'm ok with it.

Most: the logo Least: The footer seems huge relative to the rest of the pages imo but maybe that's for easier readability.

I sometimes forget how to get to the digital content and logging in is a pain as I don't like using my library card to login.

Easy to find ebooks or books at the library itself

I use the app the most

easy to navigate, well laid-out

The links I need are at the top and easy to find

Easy to find books I am looking for and place holds.

Easy to use

I think it is retty user friendly

## What's to come:

- Currently working on completing the project brief that will serve as the blueprint for the new design team
  - I'm about 85% completed with it and will bring it to the website feedback committee to finalize all the details, making sure we're all on board with our goals and requests
- Since our first big project with the website will be the look and feel of our homepage, we're going to discuss details like:
  - What's missing from our homepage
  - What's working and is most important
  - How we want the layout to feel
  - How we want the public to "feel" upon discovering our website
    - logo (keeping the tree but may modify slightly)
    - color scheme
    - fonts
    - style
- The biggest issue I see right now with our homepage is there is no "What's Happening" section. The only way to display current information on our homepage is through the web splash slider - however, **68% of patrons stated they access our site through mobile which does not display that slider.**
  - Another big issue - no calendar of events or featured programs
  - As a patron pointed out, we have a relatively large footer, but no quick links

As the project kicks off, we'll be able to identify even more problems and work with WebLinx to upgrade the user experience to match our in-house customer service!

January 11, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Per Capita Grant application

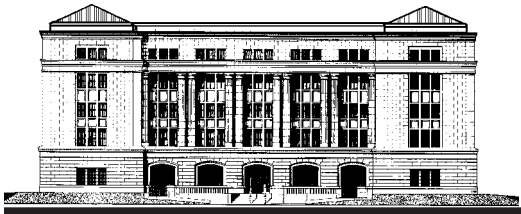
The Per Capita grant application is filed with the State Library annually; the monies received from the grant are the only funds that we receive directly from the State of Illinois without going through a more competitive grant process. From the State Library: The Public Library Per Capita Grant assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries.

The Per Capita grant asks libraries in IL to report on their progress in meeting state standards on the application.

The Per Capita grant is more automatically awarded – every public library that files it will receive funding based on their population, assuming that they are in legal compliance with other requirements. Those requirements include:

- Filing the Illinois Public Library Annual Report in a timely fashion (completed in August)
- Filing the annual certification of compliance with our library system, RAILS (completed in January)

The Per Capita grant award is based on our population, with a \$1.47 being awarded per person in our district (21,870 is the Library's current population). The grant monies will be spent on library materials for children, teens, and adults.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

**Legal Name of Library:** \_\_\_\_\_

**Library's Control Number:** \_\_\_\_\_ **Branch Number:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Contact information of the person completing this grant application:**

**Preparer's Name:** \_\_\_\_\_  
(First Name) (Last Name)

**Preparer's Title:** \_\_\_\_\_

**Preparer's Phone Number:** \_\_\_\_\_

**Preparer's Email Address:** \_\_\_\_\_

**By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.**

**Changes in the population count** for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

**Service Area Population** \_\_\_\_\_

**Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)**

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

**Chapter 1: Core Standards**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

## Chapter 2: Governance and Administration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

## Chapter 3: Personnel

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

## Chapter 4: Access

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

## Chapter 5: Building Infrastructure and Maintenance

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

## Chapter 6: Safety

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

## Chapter 7: Collection Management

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

## **Chapter 8: System Member Responsibilities and Resource Sharing**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

## **Chapter 9: Public Services: Reference and Reader's Advisory Services**

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

## Chapter 10: Programming

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

## Chapter 11: Youth/Young Adult Services

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

## Chapter 12: Technology

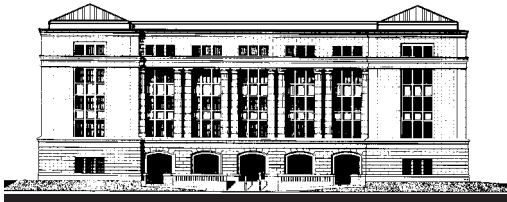
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

## Chapter 13: Marketing, Promotion and Collaboration

**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

## Part II: Planned Use of Grant Funds

**Describe** objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



**ALEXI GIANNOULIAS • Secretary of State & State Librarian**

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

**ilsos.gov**

## Illinois Public Library Per Capita Grant Expenditures Report

**Control Number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Library Name:** \_\_\_\_\_

**Exact amount of Per Capita Grant received in Fiscal Year 2022:** \_\_\_\_\_

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

☐ Public Services: Reference and Reader's Advisory — Chapter 9

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13

January 11, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: List of individuals required to file a Statement of Economic Interest

The Library must annually file a list of individuals required to file a Statement of Economic Interest with the County Clerk. These individuals are library board members, the director, and department managers.

You will once again be filing your Statement electronically. Once I receive my email from the County Clerk's office letting me know it is time to file, I will ensure that Board members have received their email as well.

The Library does need the receipts for filing the Statement of Economic Interest for its files; this receipt will be provided to you electronically. You may just forward the email to me (at [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)) once you receive the receipt.

**Shorewood-Troy Public Library District**

**Individuals required to file a Statement of Economic Interest**

Tracy Caswell  
716 Westshore Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Trustee

Lori Freeman  
1108 Collingwood Ct.  
Shorewood, IL 604004  
Shorewood-Troy Public Library District – Department Head

Julie Hornberger  
7309 Southworth Circle  
Plainfield, IL. 60586  
Shorewood-Troy Public Library District – Department Head

Leslie Lovato  
2926 Horizon Trail  
New Lenox, IL 60451  
Shorewood-Troy Public Library District – Department Head

Jennifer Cisna Mills  
2604 Chevy Chase Dr.  
Joliet, IL 60435  
Shorewood-Troy Public Library District – Director of Library

Krysten McGee  
710 Westshore Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District - Trustee

Thomas M. Novinski  
21322 S. Timber Trail  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Board President

Arthetta Reeder  
100 N. Brookshore Dr  
Shorewood, IL 60404  
Shorewood-Troy Public Library District - Trustee

Draft 01/11/2024

Vito Schultz  
813 Schock Dr.  
Joliet, IL 60431  
Shorewood-Troy Public Library District – Board Vice-President

Robert Stahl  
1013 Windsor Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Trustee – Treasurer

Karen Voitik  
415 Savoy Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Secretary of the Board

January 11, 2024

TO: Board of Trustees

FROM: Jennie Mills, Director

RE: Closed Session Minutes

Closed session minutes must be reviewed for possible release from July through December 2023. There were several closed sessions in that time period:

- September 14<sup>th</sup>
- October 12<sup>th</sup>

The Secretary of the Board will provide you with the minutes at the Board meeting on Thursday.

January 11, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Request to Attend the Public Library Association's Biannual Conference

I am requesting to be able to attend the Public Library Association's Biannual Conference in Columbus, OH. The Public Library Association Conference is held every even year; the last one I attended was in February 2020. It is a national conference that focuses solely on public libraries and their concerns.

This year's conference is drivable; I could share transportation & room costs with the Fountaindale Public Library.

**Registration: \$347**

**Transportation: \$200**

**Per Diem (for 3 days) \$192**

**For a total of \$739**

This is within budget for ongoing training and staff development.

January 11, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Social Media Policy

The library has a social media policy currently in effect. I sent the current policy to our attorney to review; he forwarded it to an attorney in his practice, Julie Tappendorf. Ms. Tappendorf is RAILS's attorney and frequently presents at ILA's annual conferences and RAILS's training events regarding social media policies.

The yellow highlights are what she recommends as additions, and the strikethroughs are what she recommends to be deleted. Once the Board has made its own final adjustments, I will present a clean copy to the Board for final action at a future month's Board meeting.

## Shorewood-Troy Public Library

### Social Media Policy

Approved 12/8/11; UPDATE 9/21/2019; Reviewed 4/8/21; DRAFT REVISION PROVIDED BY ATTORNEY ON 1/11/24

### Social Media Policy

The Shorewood-Troy Public Library is committed to using current forms of social media, including, but not limited to, Facebook and Instagram. (Remove: Twitter & blogs.) Most content will relate to the library, programs, library materials, book or media-related information of interest, or other special topics the library is promoting.

#### ADD:

A comment posted by a member of the public on a social media site is the opinion of the poster only, and publication of the comment does not imply endorsement of, or agreement by, the library, nor do the comments necessarily reflect the opinions or policies of the library. The library also does not endorse the comments left on any sites that the library might link to.

The following is intended to inform users of the policies for posting comments and other information on all Shorewood-Troy Public Library District social media sites.

The library reserves the right to decline to post or to remove any comments, photographs, links, or posts that it determines to be inappropriate violate this social media policy, including:

- Posts containing personal attacks, insults, profanity, obscenity, threatening language, threats, pornography, or harassment;
- Obscene, sexual or pornographic content, or language.
- Posts that promote discrimination against specific individuals or groups on the basis of gender, gender identity, sexual orientation, race, religion, national origin, or any other unlawful reason protected class;
- Spam, malware, viruses, and commercial posts;
- Threats to any person;
- Content that violates a copyright, trademark, or any other intellectual property;
- Conduct that violates any state, federal, or local law, or encourages illegal activity;
- Private and/or personal information about an individual, group, or entity published without consent of that individual, group, or entity;
- Content in support of or opposition to political campaigns or ballot measures.

If such posting is deleted, the person who left the posting may appeal the deletion, in writing, to the Library Director within 30 days. The Library Director will affirm or reverse that staff's decision to delete a posting within 30 days after receiving the written appeal.

## **Shorewood-Troy Public Library**

### **Social Media Policy**

Approved 12/8/11; UPDATE 9/21/2019; Reviewed 4/8/21; DRAFT REVISION PROVIDED BY ATTORNEY ON 1/11/24

~~Abuse of the above policy may result in the poster being barred from posting any subsequent messages to the library's social media sites. Violation of the terms can lead to legal liability.~~

~~The Shorewood-Troy Public Library is not responsible or liable for content posted by any subscriber in any forum, message board, or any other area within the service.~~

ADD:

The library reserves the right to deny access to social media sites to any individual who repeatedly violates the library's social media policy at any time and without prior notice.

All comments posted to any library social site are bound by the social media platform's terms of service, and the library reserves the right to report any violation of the platform's terms of use to the platform.

Users who enter private or personal information on library social media sites do so at their own risk, and the library is not responsible for any damages resulting from the public display of or failure to remove private or personal information.

Content or posts on the Library's social media sites related to Library business may be a public record subject to disclosure under the Freedom of Information Act and retention under state records retention laws.

### **Policy Review**

The use of social media tools is governed by policy established by the Board of Trustees. The Board of Trustees will review the Social Media and Comment Policy periodically; it reserves the right to amend the policies at any time.