

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

February 8, 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. January 11, 2024
5. 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.
6. Treasurer's Report – January 2024
7. Approval and Payment of Bills
8. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
9. Old Business
 - a. Social Media Policy (**Action**)
10. New Business –
 - a. Approve Revised Parking Lot Design for Submission to the Village of Shorewood Planning and Zoning Committee (**Action**)
 - b. Approve Memorandum of Understanding with Will County Workforce to have a Kiosk located in the Library (**Action**)
 - c. Move Strategic Planning Meetings to dates in April & May due to the unavailability of the Strategic Planner (**Action**)
11. Correspondence
12. Other Business
 - a. Agenda Building for the March Meeting
 - b. Announcements
13. 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

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
January 11, 2024**

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 January 11, 2024. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|------------------|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Arthetta Reeder | 4. Tracy Caswell |
| 5. Tom Novinski | 6. Bob Stahl |
| 7. Krysten McGee | |

ABSENT:

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: An updated version of the December 14th meeting minutes was sent to the board prior to the meeting to include changes that Trustee Caswell had requested.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the updated minutes of the regular meeting on December 14, 2023, be approved. Vice President Schultz seconded the motion, and it was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2023	\$ 992,130.77
Cash received during December 2023	66,511.03
Disbursements	<u>(123,913.61)</u>
Cash on Hand End of December 2023	\$ 934,728.19
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	25,766.26
Money Market Fund – Chase	31,485.39
Money Market Fund – Old Plank Trail	359,112.71
Payroll Account – Chase	3,028.85
License Plates – Chase	1,510.77
Money Market – Old Plank Trail x9335	23,136.90
Mondy Market – Old Plank Trail X9981	385,426.45
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 934,728.19

APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted "yes."

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills reported to the board that Becky Goode is leaving to work for a community college library closer to her home. Trustee Caswell requested a new organizational chart in the interim until Becky's position is filled.
 - Passport agents all completed their annual training; Director Mills completed the annual recertification process to continue as a Passport Acceptance Agency facility.
 - Submission of Per Capita Grant Application is on the agenda for approval.
 - The library will begin transferring money from the General Fund money market at Wintrust to the money market at Chase. This does not pull from reserves. It's just a transfer of funds from one general account to another.
- b. Department Heads

OLD BUSINESS:

NEW BUSINESS:

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve the submittal of the Per Capita Grant Application to the Illinois State Library. The motion passed with all members present voting "yes."
- b. Vice President Schultz moved/Secretary Voitik seconded to approve lists of names to be submitted to Will County for the Statement of Economic Interests. The motion passed with all members present voting "yes."
- c. Trustee Caswell moved/Vice President Schultz seconded to release closed session minutes from July 2023 – December 2023. A roll call was taken, and the motion did not carry with the majority of members present voting "no." Trustee Caswell voted in favor of the motion.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve Director Mills to attend the Public Library Association's Annual Conference in Columbus, OH, from April 3-5 at a cost of \$739. A roll call was taken, and the motion passed with all members present voting "yes."
- e. Ancel & Glink gave their recommendations on the current Social Media policy. The Board viewed the policy recommendations from Julie Tappendorf from Ancel Glink. Director Mills will bring an unmarked version of the new version to the February meeting; it will be on the February agenda for approval.

OTHER BUSINESS:

- a. The roof has been sealed to fix the spot that was leaking.
- b. The new cleaning company is going well.

Vice President Schultz moved/Treasurer Stahl seconded for the meeting to adjourn at 7:09 p.m. with all members present voting yes.

Respectfully submitted,

Cindy Norman, Finance Clerk

Director's Report/February 8, 2024

Administrative Duties:

- The Quarterly Report for the Department of Commerce and Economic Opportunity Grant was submitted for the quarter ending 12/31/2023.

Building:

- Unfortunately, the leak continued in the same area of the Adult nonfiction. Again, we were lucky that we spotted it quickly, and only about 15 books were damaged before they were pulled off the shelf. Roofers were called out again; it turned out that there were several small holes in the flat roof that were easily repaired. However, the holes had been hard to spot with all the snow on the roof before. They have now been fixed, and ceiling tiles have been replaced.
- The track lighting in the children's department was repaired to make the children's nonfiction easier to find when it's evening, and a new light was installed in storage to brighten up a dark corner.

Staffing:

- Gina Rolando, the Children's Outreach Coordinator, left us to move to Florida. Her husband, a Ukrainian Orthodox priest, moved to a parish there. Her replacement in the Children's Department will be our current Adult Outreach Coordinator, Sarah Haish.
- The Adult Outreach Coordinator Position will be posted once the Adult Services Manager Position is filled. Second-round interviews were held this week.
- Tina Lyznicki, the Library's Technical Services Assistant, left for a position that provided better family health insurance benefits. The Technical Services Assistant position will be posted shortly.

Meetings:

- Shorewood Area Library Director Network Meeting, External (1/11/2024)
- LIMRiCC Board Meeting, External (1/16/2024)
- Department Head Meeting, Internal (1/17/2024)
- Pinnacle Governing Board Meeting, External (1/19/2024)
- Adult Services Department Head First-Round Interviews on 1/22; 1/23; 1/31; 2/1

Technical Services Department Head Report

January 2024

January meetings and events:

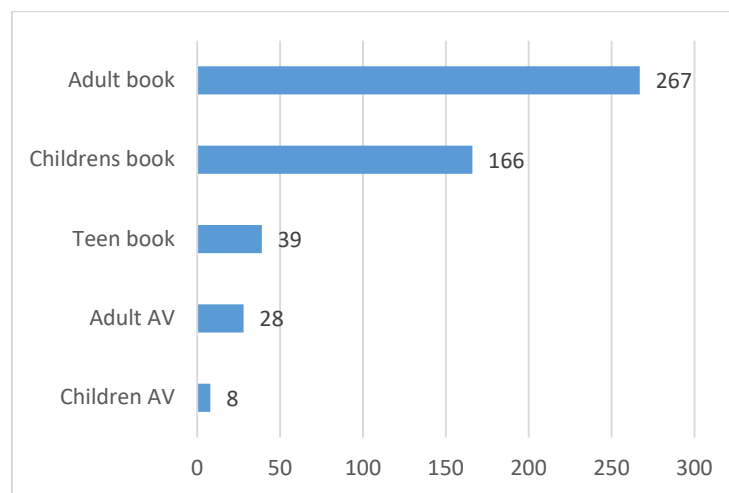
- 1/17- Department Head meeting
- 1/17 – Website meeting
- 1/23- Pinnacle webinar – “Weeding Workflow on LEAP”

Current projects:

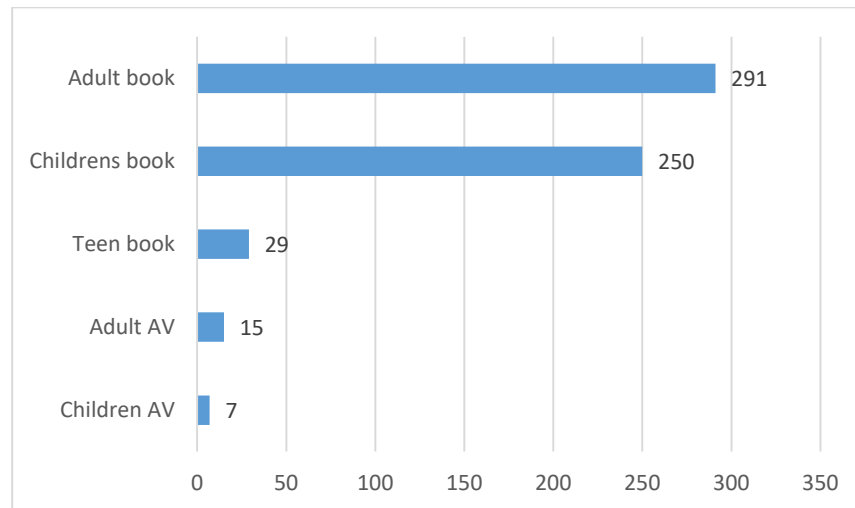
- Tina Lyznicki, tech services assistant, has moved on to another job in the health industry. She will be greatly missed! I am planning to post the job later this month.
- No projects at this time.

Tech Service Statistics

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



Items ordered in January:

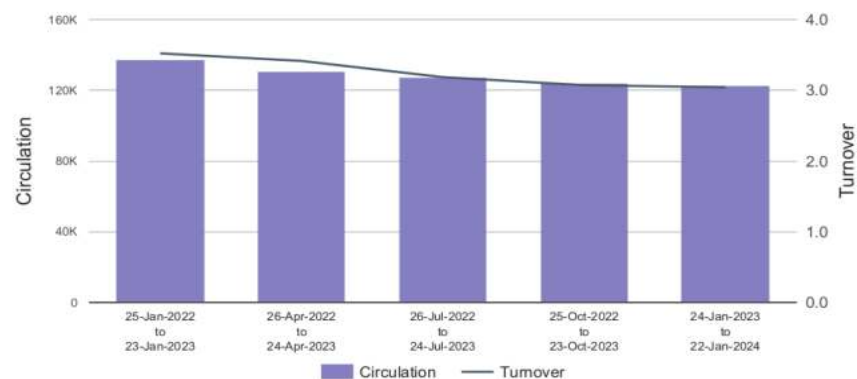


CollectionHQ

Circulation and Turnover

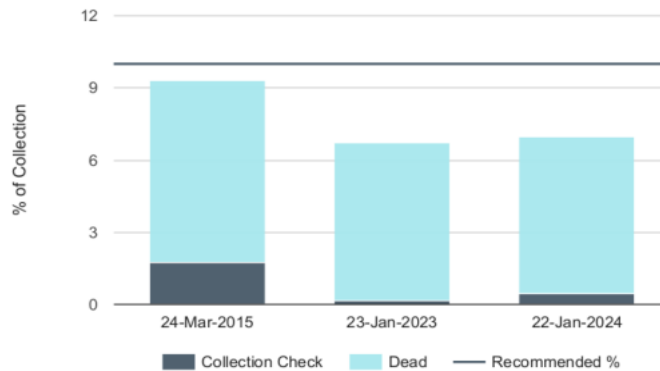
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



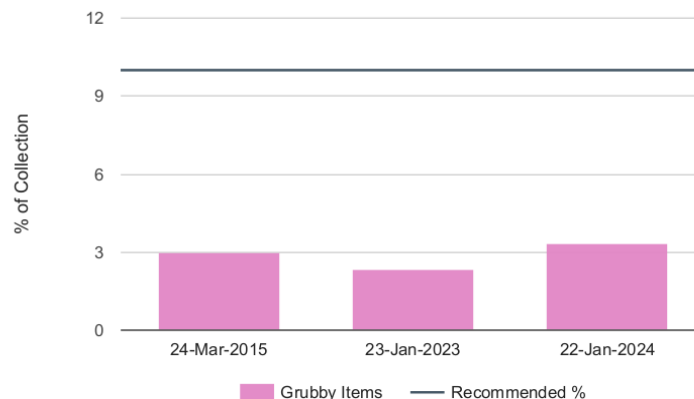
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.97% (0.14% 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 3.33% (.13% increase from last month). As with the dead percentage, the goal is to be under 10%.

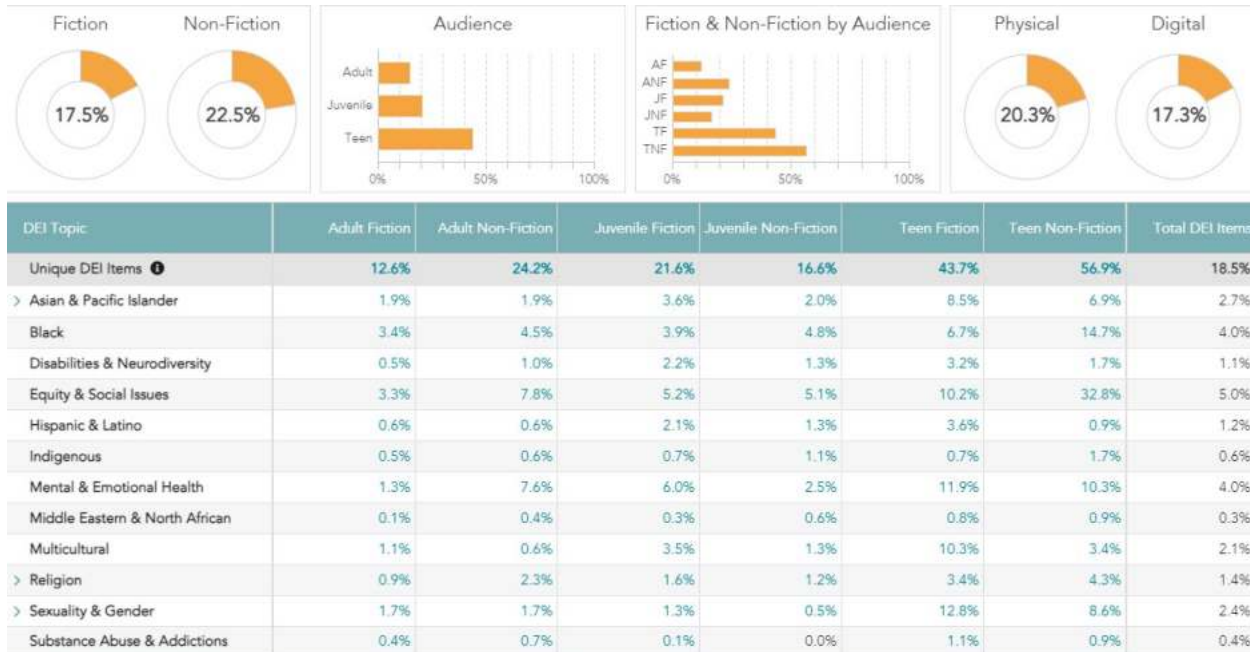


Diversity, Equity, and Inclusion (DEI)

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

Items Analyzed this month: 86,414

DEI Items: 16,021 (18.5% of our collection ; 1.0% increase from last month)



Respectfully submitted,

Leslie Lovato

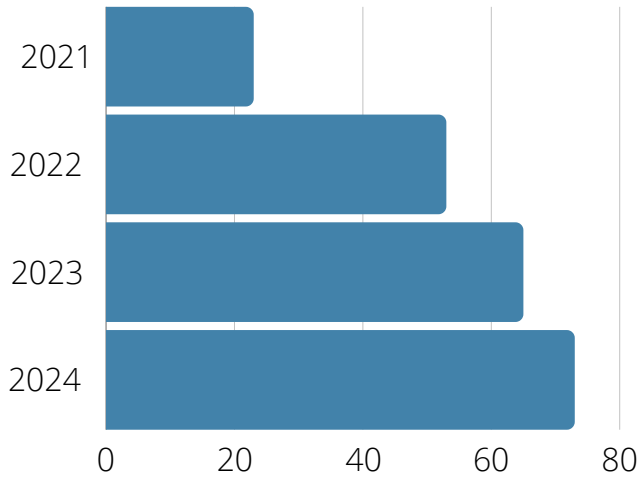
Technical Services Manager

MONTHLY REPORT

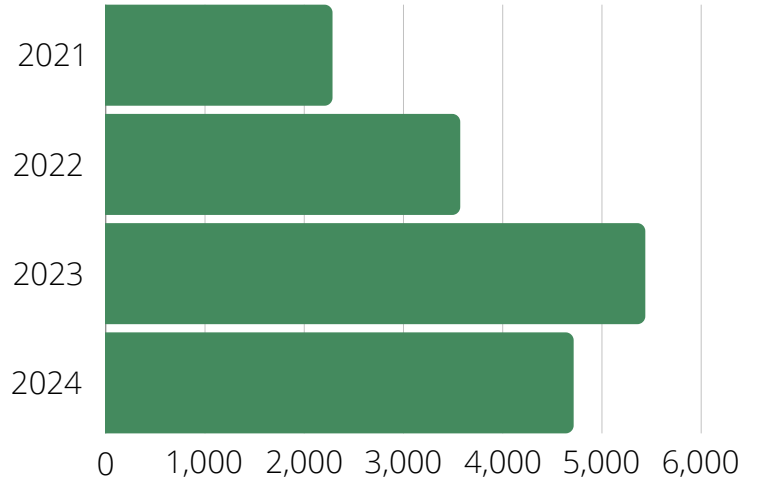
JANUARY 2024

JULIE HORNBERGER
CIRCULATION MANAGER

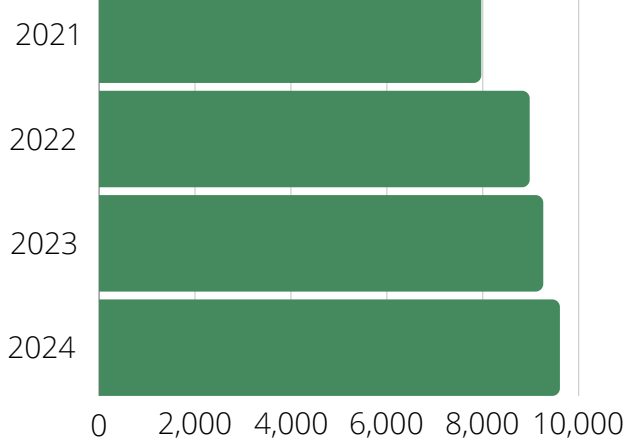
NEW CARDS



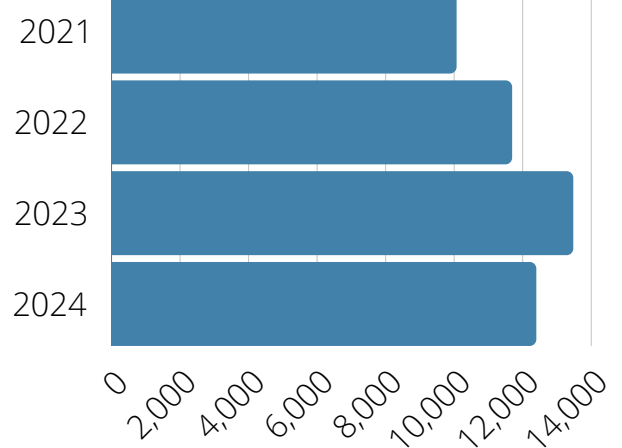
DOOR COUNT



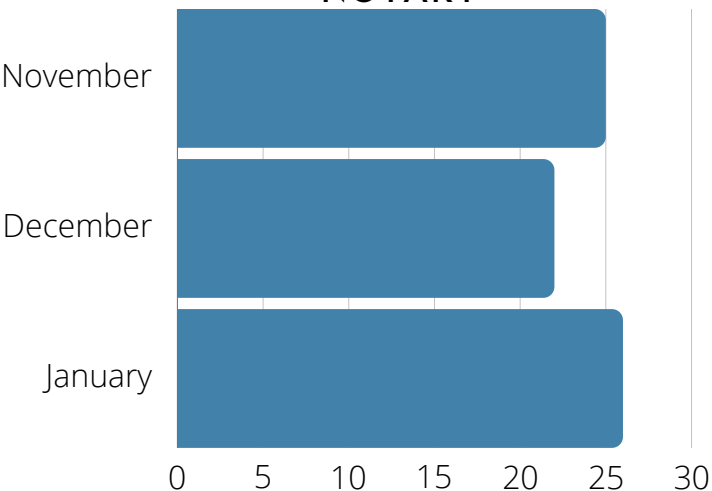
ITEMS CHECKED IN



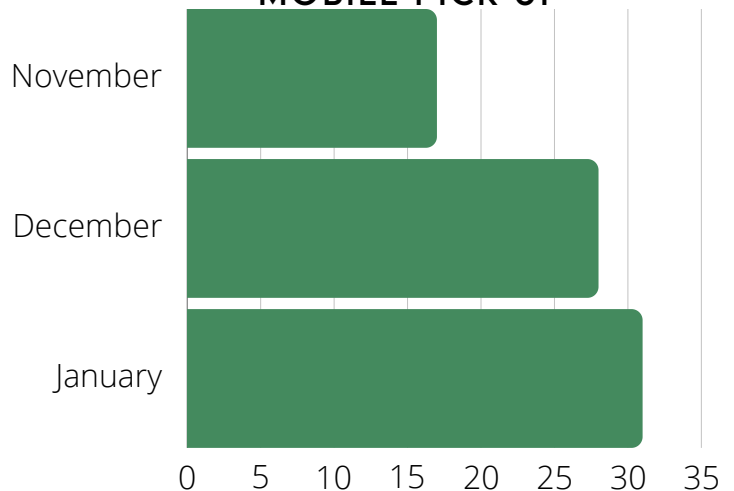
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

JANUARY 2024

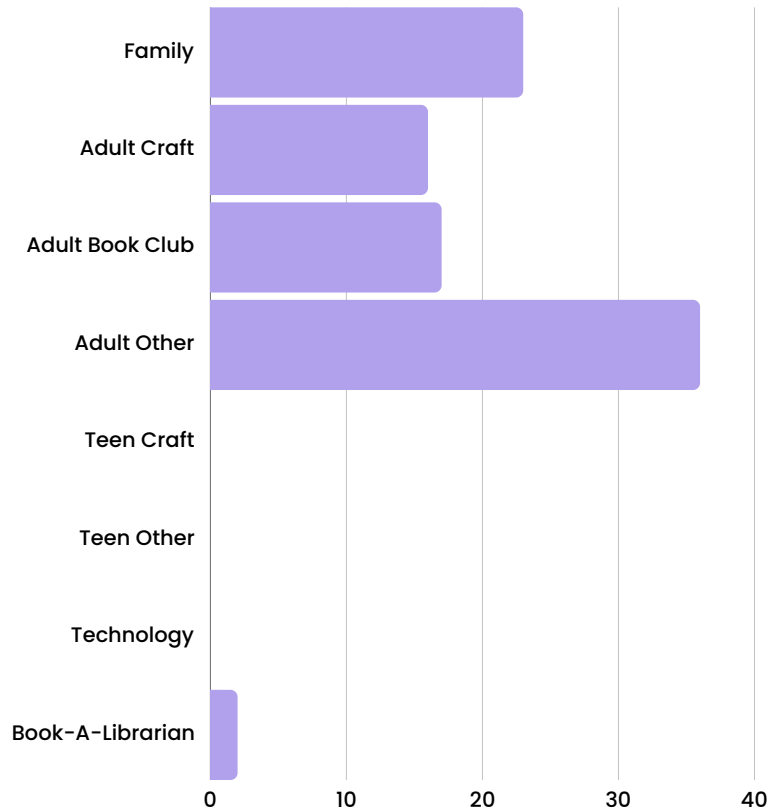
MAREN FLESSEN

INTERIM ADULT, TEEN & TECHNOLOGY SERVICES MANAGER

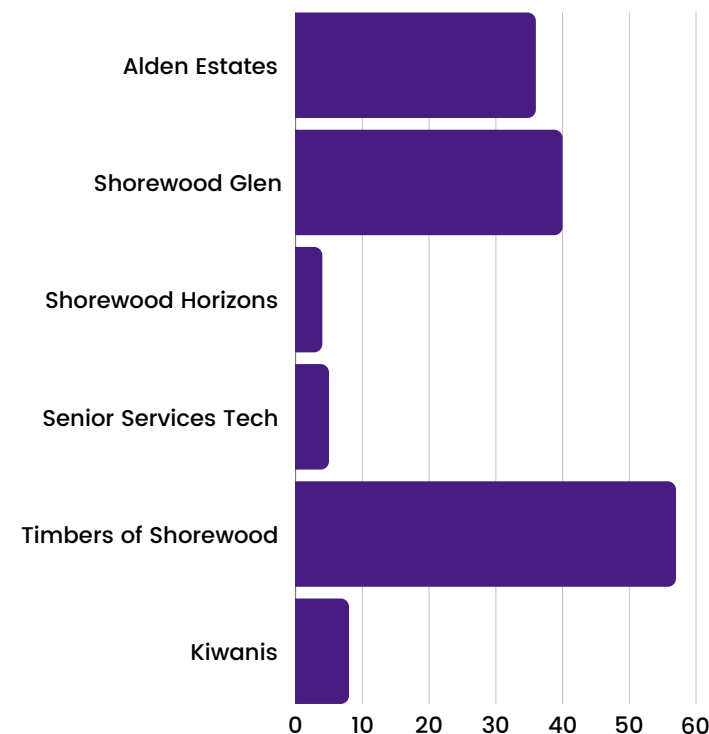
- **Adult Services**
 - On Feb 1st, the Adult & Teen Services Department will be coordinating with Circ & the Children's Department to launch Winter Read. Participants in the Adult & Teen Winter Reads will be able to track their reading either on a paper log or through Beanstack. Once they've completed three hours of reading, they will receive a completion prize and the chance at a raffle ticket for the Grand Prize Basket Drawing.
- **Teen Services**
 - No new projects to discuss.
- **Adult & Teen Outreach**
 - No new projects to discuss.
- **Technology**
 - All Rokus have been updated with the History Channel, so that patrons can access the free content available from there. We are not currently subscribers to the History Channel.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 2

TOTAL PATRONS: 70

STAFF MEETINGS PROGRAMS & OUTREACH

- **Maren – Adult, Teen & Technology Manager**
 - Pinnacle Debrief Meeting with Matt Hammermeister
 - Library Road Trip Virtual Meeting
 - RAILS Readers Advisory Virtual Meeting
 - Department Head Meeting
 - Website Feedback Committee Meeting
 - Special Events Committee Meeting
 - Interim Manager Training with Becky

- **Maren – Adult Programming Coordinator**
 - Novel Idea Book Club
 - Programming Meeting
 - Tech Help Tuesday x 1
 - Proctoring x 1
 - Book a Librarian x 2
 - Virtual Pinterest Program
 - Family Craft Program x 2
 - Sound Healing Meditation Program
 - Oracle Cards Program

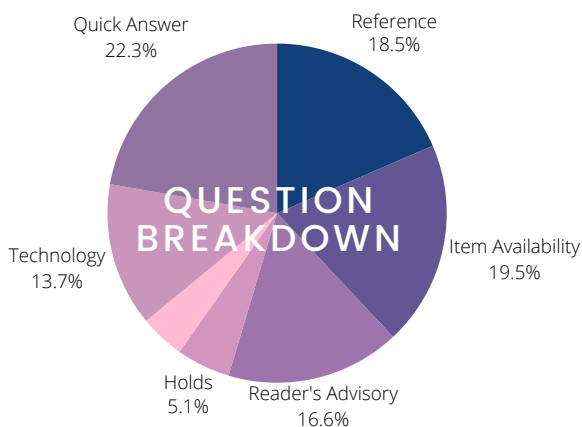
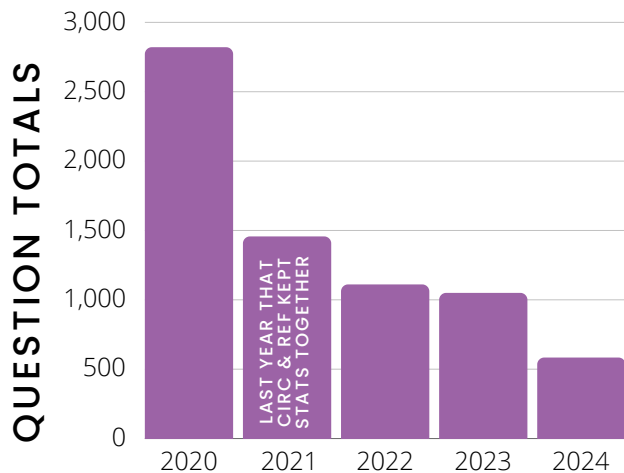
- **Sarah – Adult & Teen Outreach Coordinator**
 - Alden Visit x 2
 - Horizons Visit x 3
 - Senior Services of Will County x 3
 - Illinois Library Presents Phone Meeting x 1
 - Joliet Transition Center Training x 1
 - Kiwanis Meeting x 2
 - Shorewood Glen Technology Program
 - Timbers Visit – Free Library App Installation Day X 1
 - Timbers Book Club x 1
 - Reading Deeply: Bring Your Own Book Yin Yoga Program
 - Family Engagement Program
 - Children's Program

- **Violet – Teen Programming Coordinator**
 - Programming Meeting
 - Dungeons & Dragons (at library)
 - Teen Trivia Night Program

- **Hailie – Adult & Teen Services Assistant**
 - Astrology 101 Virtual Program
 - Craft Take & Make

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?"

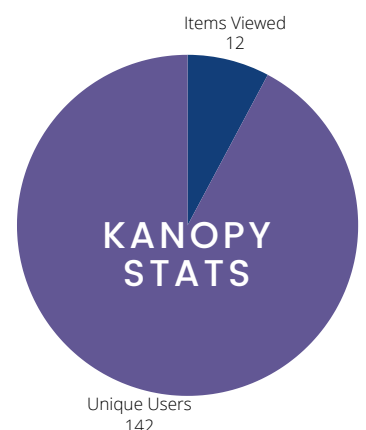
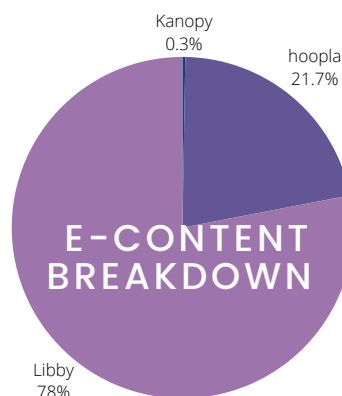
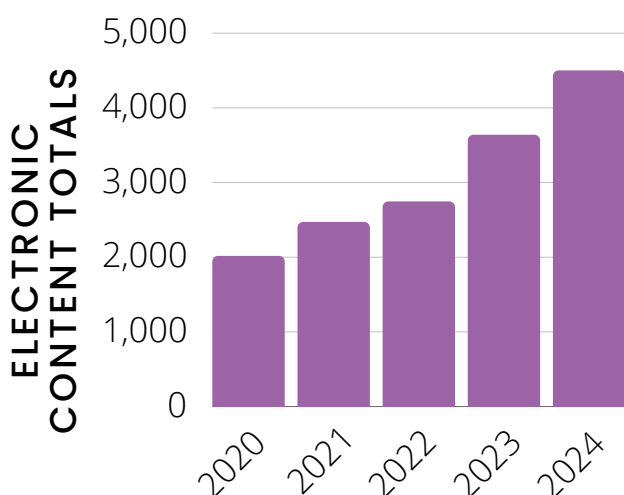
Reader's Advisory – reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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).



January 2024

Monthly Board Report

Melissa Almanza, Marketing Specialist

January was committed to the prep of our Winter Read Challenge! My goal is to beat last year's participation by 25%. I created a webpage that allows patrons to download and print logs from home thereby increasing the accessibility to those who may not be able to come into the library. In addition, the webpage serves as an example of what I envision for our future site with current information being forefront. WebLinx has received our project brief - Kick-off meeting to happen this February.

Website Visits:

2024 - 7,511 views; 2,334 unique visitors;
3.22 views per visitor
2023 - 6,793 views; 2,050 unique visitors;
3.31 views per visitor
2022 - 5,873 views; 1,880 unique visitors;
3.12 views per visitor

eNewsletter:

2024 - 7,978 emails sent; 45.36% read rate;
445 clicks; 215 unique clickers
2023 - 6,857 emails sent; 46.04% read rate;
209 clicks; 135 unique clickers
2022 - 6,194 emails sent; 39.99% read rate;
161 clicks; 98 unique clickers

Program Referrals:

1/2024

Social Media: 1
Friend: 19
In-House Signage: 8
Library Staff: 23
Website: 213
Newsletter: 197
Other: 23

1/2023

Social Media: 0
Friend: 19
In-House Signage: 3
Library Staff: 24
Website: 143
Newsletter: 184
Other: 46

1/2022

Social Media: 36
Friend: 16
In-House Signage: 1
Library Staff: 33
Website: 116
Newsletter: 172
Other: 48



Meet Dewey!

Dewey is our new library mascot and another point of brand recognition that patrons and staff can interact with. He may be featured on social media, library displays, or even attend Outreach visits!

Facebook:

	2024	2023	2022
Published Posts:	45	36	92
Reach:	1.4M	4,785	--
Visits:	6,785	223	--
Interactions:	58.8k	694	--
New Followers:	284	11	--
			--

Instagram:

	2024	2023	2022
Published Posts:	10	2	2
Reach:	668	50	--
Visits:	48	31	--
Interactions:	140	0	0
New Followers:	13	0	0

Meeting Room Bookings:

2024 - 3 total; non-profit **2023** - 5 total; non-profit. **2022** - 6 total; non-profit

MONTHLY REPORT

January 2024

LORI FREEMAN

CHILDREN'S MANAGER

DEPARTMENT UPDATES

- Winter Read planning and prep.
- Early Reader Graphic Novels were pulled out of the collection to be housed on a smaller shelf above regular graphic novels. There is a teal sticker over the spine label to distinguish early readers.
- Board books were shifted and ER Non Fiction board books were added to beginning of the collection.

CHILDREN'S OUTREACH

Outreach Storytimes

- Three daycare centers are currently on a monthly schedule for library storytime visits. During the visit our Outreach Librarian will read two to three books and sing songs to each preschool classroom and increase awareness of library resources.

Total engagement this month:

SELC - 23 students

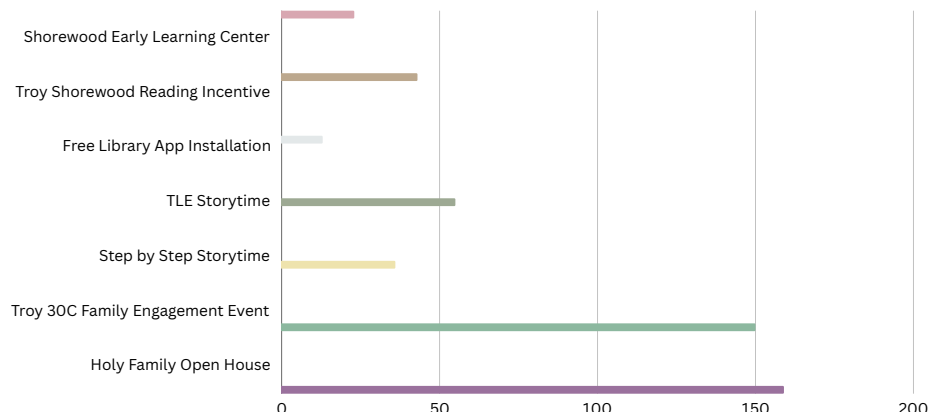
TLE - 55 students

SBS - 36 students

Outreach Events

- **Troy Shorewood Elementary Reading Incentive** - This months reading incentive for the students was to visit he library and ask a librarian about Hoopla and Libby. Staff walked students through how to download the app and check out material using their library card. There was a total engagement of 43 students.
- **Troy 30C Family Engagement Event** - 2 sessions for preschool families, storywalk, raffle baskets and library resources. There was a total engagement of 150 students.
- **Holy Family Open House** - Event for new preschool families, storywalk , literary character guess, raffle baskets and library resources. There was a total engagement of 159 students.
- **Free Library App Installation** - Assisted patrons with downloading library apps. There was a total engagement of 13 patrons.

7
Outreach
Programs/Events
479
Total Attendance



Deliverables

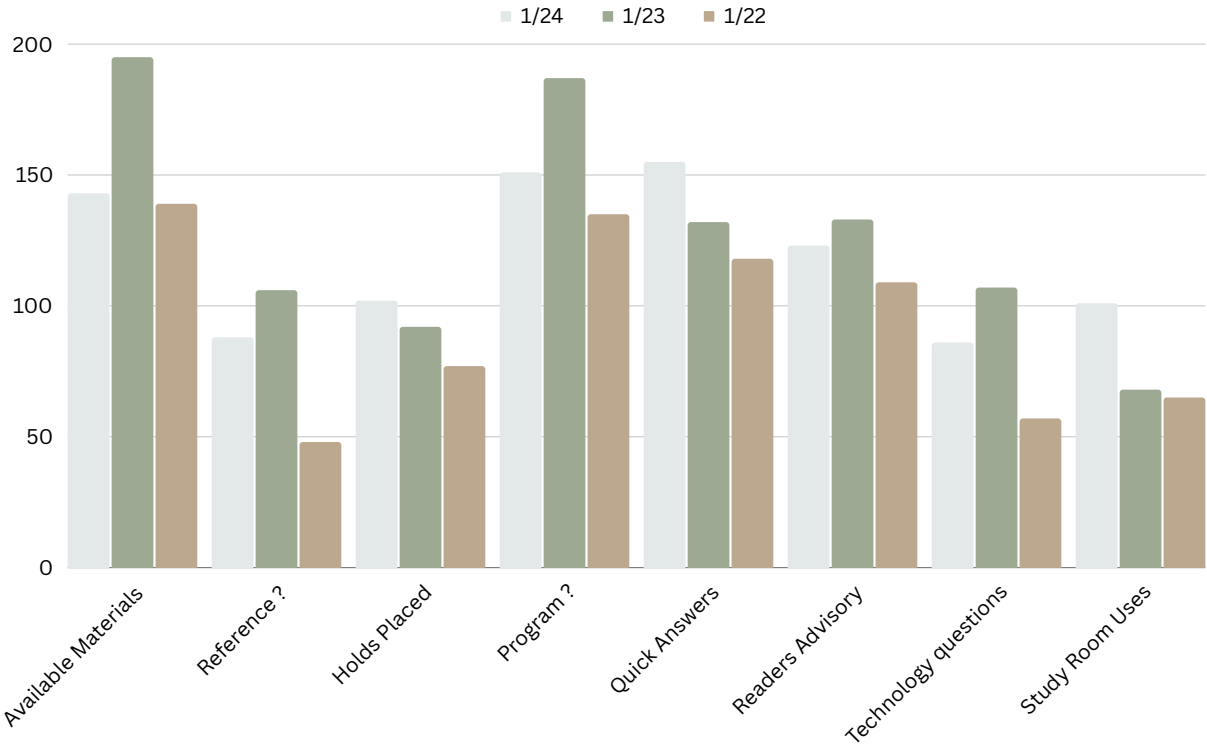
Active Programs



Passive Programs



REFERENCE TRIAGE



Reference Breakdown 11/23

We had 143 patrons ask about available materials, 88 ask general reference questions, 102 holds were placed, 151 questions were asked about programs, 155 quick answers were provided, 123 reader's advisory transactions were conducted, and 86 patrons asked about technology. 101 study room reservations were made.

February 8, 2024

TO: Shorewood-Troy Public Library Trustees

FROM: Jennie Mills, Director

RE: Social Media Policy

Enclosed in the Board's Packet is a marking-free version of the Social Media Policy the Board reviewed in January. This is the version suggested by Ancel Glink's attorney, Julie Tappendorf.

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. Most content will relate to the library, programs, library materials, book or media-related information of interest, or other special topics the library promotes.

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 remove any comments, photographs, links, or posts that it determines violate this social media policy, including:

- 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 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 laws or encourages illegal activity;
- Content in support of or opposition to political campaigns or ballot measures.

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.

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

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.

February 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Building Committee, Shorewood-Troy Library (Tom Novinski; Vito Schultz; Karen Voitik)

RE: Building Committee Report on Meeting Held January 17, 2024

The Building Committee held a meeting on January 17th, 2024; Robert Stahl was also present, along with Director Mills and Bret Mitchell, the Library's architect.

The Building Committee reviewed the change required to the parking lot design necessitated by the Village taking possession of the private road, plus the Village's request to have space designated for a sidewalk along the boulevard.

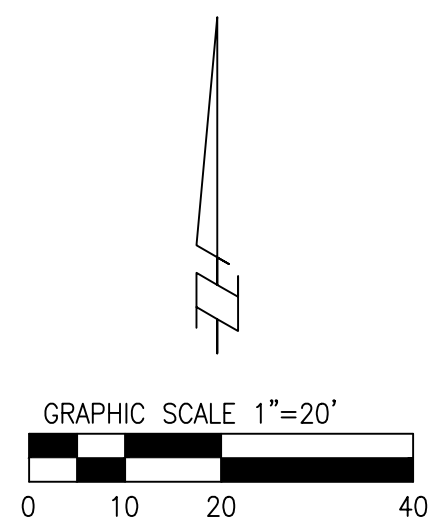
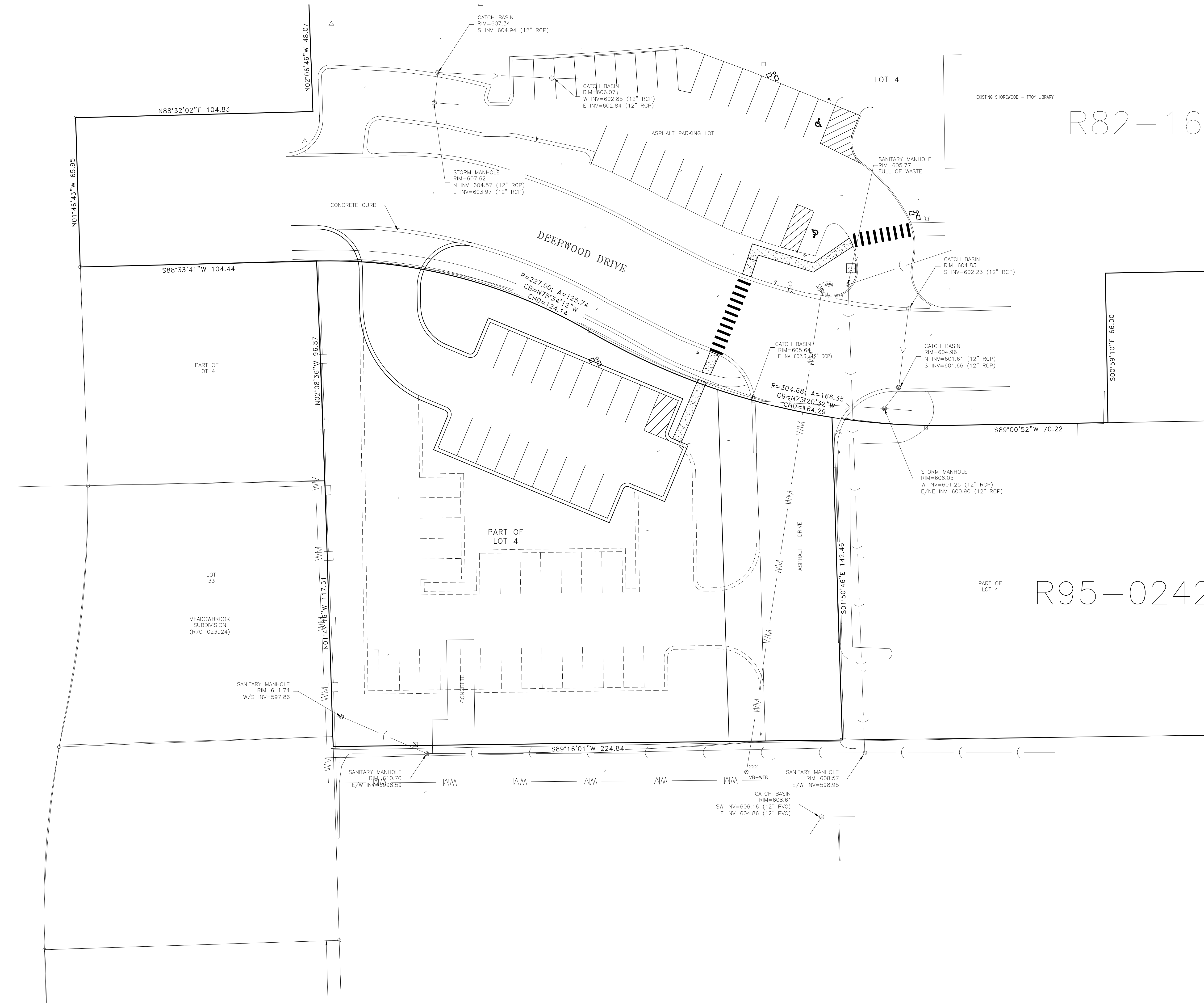
Bret presented a revised drawing to the Building Committee that addressed both of those issues. The concept removes one exit, taking the only exit to Deerwood Dr. This reduces the overall cost of the new parking lot by approximately \$10,000 (since the cost of the other exit's curb cuts will be removed). The new concept adds three spaces, increasing the parking lot to **18 total spaces**.

Building Committee members asked if there would be enough space for cars to back up and turn around in the lot and for snow plows to maneuver; Bret addressed those concerns.

Bret provided cost estimates for both lots and showed a 25% contingency over, if necessary. The project would remain in budget. Landscaping costs have not been estimated yet but should remain within the budget as well.

Bret estimates construction should be able to begin in August. Vito motioned, Karen seconded, and the motion passed to recommend to the Board that the new parking lot design be approved to go forward to the Village Planning & Zoning Commission.

P:\Projects\GINTJ350\Engineering\DWG\alt plans\21350 Base - option 1.dwg
PltDate: 1/9/2024 4:39 PM Layout: ALTERNATE PLAN



SHOREWOOD - TROY PUBLIC LIBRARY
650 DEERWOOD DRIVE
SHOREWOOD, IL
ALTERNATE PLAN

GEOTECH INC.
CONSULTING ENGINEERS - LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

PROJECT NO. 21350
DATE: 9.15.22
DRAWN BY: TC
CHECKED BY: CP

SHEET NO.
1

NO.	DATE	REVISION
1	5.8.2023	ISSUE FOR PERMIT
1	7.7.2023	REVISIONS PER VILLAGE

SEAL/STAMP



GEOTECH INC.

CONSULTING ENGINEERS & LAND SURVEYORS

1207 Cedarwood Dr, Crest Hill, IL 60403 • 815-730-1010 • geotechconsultantsinc.com

**ENGINEER'S ESTIMATE
FOR
SHOREWOOD TROY LIBRARY
NEW PARKING AREA - SOUTH OF DEERWOOD DR.
1/16/24**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
10" AGGREGATE SUB-BASE COURSE, CA-6	795	SY	\$12.50	\$9,938
2.25" HOT MIX ASPHALT BINDER COURSE	795	SY	\$12.50	\$9,938
1.5" HOT MIX ASPHALT SURFACE COURSE	795	SY	\$8.50	\$6,758
8" PCC PAVEMENT	53	SY	\$100.00	\$5,300
B-6.12 CURB & GUTTER	488	LF	\$25.00	\$12,200
PCC SIDEWALK	151	SF	\$10.00	\$1,510
SIDEWALK REMOVAL & REPLACEMENT	100	SF	\$25.00	\$2,500
12" STORM SEWER	79	LF	\$50.00	\$3,950
4' DIAM. CATCH BASIN W/FRAME & GRATE	1	EA	\$4,000.00	\$4,000
CONNECT TO EX. STRUCTURE	1	EA	\$3,000.00	\$3,000
PARKING LOT LIGHTS	1	EA	\$10,000.00	\$10,000
PARKING LOT MARKINGS	1	LS	\$5,000.00	\$5,000
EROSION CONTROL	1	LS	\$5,000.00	\$5,000
EARTH EXCAVATION	1,250	CY	\$15.00	\$18,750
TOPSOIL RESPREAD	205	CY	\$6.00	\$1,230
SEED & BLANKET	1,125	SY	\$4.00	\$4,500
SUB-TOTAL=				\$103,573
25% CONTINGENCY=				\$25,893
TOTAL=				\$129,466

NOTES:

1. THE ENGINEER'S ESTIMATE HAS BEEN PREPARED BASED ON GEOTECH'S EXPERIENCE AND REPRESENTS GEOTECH'S JUDGMENT AS A PROFESSIONAL DESIGN FIRM FAMILIAR PROJECTS OF SIMILAR SCOPE. GEOTECH CANNOT AND DOES NOT GUARANTEE, PROMISE, OR REPRESENTATION EITHER EXPRESSED OR IMPLIED THAT ACTUAL COSTS WILL NOT VARY FROM THIS ENGINEER'S ESTIMATE.
2. ENGINEER'S ESTIMATE BASED ON CONCEPT PLANS. SCOPE OF WORK AND QUANTITIES SUBJECT TO CHANGE DURING FINAL ENGINEERING

ENGINEER'S ESTIMATE
FOR
SHOREWOOD - TROY PUBLIC LIBRARY
EXISTING PARKING LOT IMPROVEMENTS
1/16/24

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
PAVEMENT REMOVAL - MILLING	1350	SY	\$5.00	\$6,750
RE-GRADE EXISTING STONE	1350	SY	\$10.00	\$13,500
REPAIR AGGREGATE BASE	350	SY	\$40.00	\$14,000
2.25" HOT MIX ASPHALT BINDER COURSE	1,350	SY	\$12.50	\$16,875
1.5" HOT MIX ASPHALT SURFACE COURSE	1,350	SY	\$8.50	\$11,475
PAVEMENT MARKINGS	1	LS	\$5,000.00	\$5,000
PARKING LOT LIGHTS	2	EA	\$10,000.00	\$20,000
SIDEWALK	220	SF	\$10.00	\$2,200
			TOTAL=	\$89,800
			25% CONTINGENCY=	\$22,450
			TOTAL=	\$112,250

NOTES:

1. THE ENGINEER'S ESTIMATE HAS BEEN PREPARED BASED ON GEOTECH'S EXPERIENCE AND REPRESENTS GEOTECH'S JUDGMENT AS A PROFESSIONAL DESIGN FIRM FAMILIAR PROJECTS OF SIMILAR SCOPE. GEOTECH CANNOT AND DOES NOT GUARANTEE, PROMISE, OR REPRESENTATION EITHER EXPRESSED OR IMPLIED THAT ACTUAL COSTS WILL NOT VARY FROM THIS ENGINEER'S ESTIMATE.
2. ENGINEER'S ESTIMATE BASED ON CONCEPT PLANS. SCOPE OF WORK AND QUANTITIES SUBJECT TO CHANGE DURING FINAL ENGINEERING.

February 8th, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Request to locate a Workforce Center of Will County Kiosk at the Library

The Workforce Center of Will County has requested that the Shorewood-Troy Library host an informational kiosk at the Library. It would provide jobseekers with uploaded job ads, resources, and other information.

A picture of the kiosk is enclosed in your packet, as well as a Memorandum of Understanding for the Board to approve. The Library has partnered with the Workforce Center on our own grant projects in the past; they have always been a willing partner

**Memorandum of Understanding (MOU)
between the Workforce Center of Will County
and Troy Shorewood Library**

This MOU is an Agreement between the Workforce Center of Will County (Workforce Services Division) and Shorewood-Troy Public Library, (collectively the “Parties”).

Workforce Center of Will County
2400 Glenwood Ave, Joliet, IL 60435
815.727.4444

Shorewood-Troy Public Library
650 Deerwood Dr. Shorewood, IL 60404
815.725.1715

WHEREAS both Parties work toward providing assistance to and addressing the needs of residents of Will County, including those from historically marginalized communities, those who have been unemployed or underemployed for an extended period, and/or those from vulnerable populations.

AND WHEREAS both Parties understand that State funds made available by the Illinois Department of Commerce & Economic Opportunity (DCEO) by way of the State Legislature in the form of a Supplemental Grant will support this effort to connect Will County residents with employment and training services.

AND WHEREAS both Parties acknowledge the importance of implementing technology to make such services accessible to all.

THEREFORE, the Parties agree to provide a community-based access point wherein residents can connect directly with the local workforce system and its full array of training and employment services through technological means.

ROLES & RESPONSIBILITIES

Workforce Center of Will County agrees to:

- Provide all kiosk hardware, signage, and other related marketing materials to the host location
- Design, control, and oversee the kiosk interface and software
- Handle any physical relocation or moving of the kiosk
- Visit the host site bi-monthly to inspect, update, and deep clean the kiosk
- Troubleshoot issues and communication with kiosk vendor support in the event an issue cannot be resolved by Workforce Center staff
- Provide a basic orientation to on-site staff who may need to field questions about Workforce Services, Workforce Center of Will County and/or the kiosk
- Track and analyze kiosk usage
- Provide prompt customer service upon receipt of contact forms through the kiosk platform
- Assume liability should the kiosk hardware be damaged at the host location

Shorewood-Troy Public Library agrees to:

- Keep the kiosk clearly visible, accessible, and unobstructed for the use of any individuals/visitors to the host location
- Allow kiosk to utilize onsite Wi-Fi network
- Make reasonable efforts to ensure the physical safety of the kiosk and proper usage thereof
- Agree to follow the cleaning procedures (as outlined on the back of the kiosk base)
- Communicate technical problems to Workforce Center staff as listed in this MOU promptly upon realization of an issue, while not attempting to fix or troubleshoot independently
- Communicate any plans or needs to move the kiosk to Job Center staff as listed in this MOU, while not attempting to relocate or move independently

**Memorandum of Understanding (MOU)
between the Workforce Center of Will County
and Troy Shorewood Library**

TERMS OF AGREEMENT

- This project and Kiosks are made possible through a Supplemental Funding Grant. Although this grant funding is effective from December 1, 2023, and expires June 30, 2024, the Kiosks can continue being utilized past the expiration of the grant. The Kiosks become property of Workforce Services Division of Will County and will be inventory tagged as required.
- Continued utilization of the kiosk at the host location will be evaluated periodically to determine utilization and effectiveness, as well as adherence to this agreement.
- It is understood by all parties that the kiosk can be relocated at any time by the Workforce Center of Will County staff. It is also understood that the host location can choose to have the kiosk removed from the property at any time. Notice of this decision shall be sent to the Workforce Center staff listed within this MOU, and removal of the kiosk shall take place within 3-5 business days.

The host site's willingness to provide the space and oversight of the kiosks as outlined above is essential to the success of this project. We appreciate the partnership to provide program information to the residents of Will County.

Accepted:

Jennie Mills
Director
Shorewood-Troy Library
815.725.1715

Date

Accepted:

Michelle Stiff
Director
Workforce Center of Will County
815.740-8370

Date



WORKFORCE CENTER
OF WILL COUNTY

**your next
OPPORTUNITY
is a  click away!**



FRONT
(remove before use)

February 8, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Moving Strategic Planning Dates

Kathy Parker, the Strategic Planning Consultant, unexpectedly had a planned surgery delayed and won't be able to drive in March.

She would, however, like to reschedule for two dates: one in April and one in May. This would allow the Board and herself time to process between each session. She will be using the SOAR analysis with the Board (Strengths, Opportunities, Aspirations, and Results) with the Board.

How satisfied were you with
your visit today?



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

We placed several calls prior to
visiting the library to get our
passports done and everyone
was very nice & very helpful!!
When it came time to actually
go to the library and process
the passports, Jenny was the
best! She was knowledgable
and pleasant to work with!
I'd recommend to anyone to
come to the Shorewood Library
when getting their passports.

Kelli Schmid
Kelli Schmid