

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

March 14, 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. February 8, 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 – February 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. Parking Lot Update (**Discussion**)
10. New Business –
 - a. Strategic Plan Date for Board of Trustees (**Action**)
 - b. Authorize the Director to close the Library for half-day for Staff to meet with Strategic Planner (**Action**)
11. Correspondence
12. Other Business
 - a. Agenda Building for the April 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
February 8, 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 February 8, 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. Tom Novinski |
| 5. Krysten McGee | |

ABSENT: Tracy Caswell, Bob Stahl

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Vice President Schultz moved that the minutes of the regular meeting on January 11, 2024, be approved. Secretary Voitik seconded the motion, which passed with all members present voting "Yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of January 2024	\$ 934,728.19
Cash received during January 2024	46,926.72
Disbursements January 2024	<u>(136,361.22)</u>
Cash on Hand End of January 2024	\$ 845,293.69

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(15,977.70)
Money Market Fund – Chase	71,487.25
Money Market Fund – Old Plank Trail x6183	364,608.67
Payroll Account – Chase	8,038.64
License Plates – Chase	1,564.81
Money Market – Old Plank Trail x9335	23,242.34
Money Market – Old Plank Trail x9981	287,068.82
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 845,293.69

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, and the motion passed with all Trustees present voting "Yes."

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
Director Mills informed the Board that the roof leak was caused by extra holes that the roofers could not see previously due to earlier heavy snow. The holes were repaired, and only about 15 additional books were damaged. The roofing company will check the roof again in the Spring.
-Track lighting in the Children's Department was repaired, and a new light in the back storage room was installed.
- b. Department Heads

OLD BUSINESS:

- a. Vice President Schultz motioned, and Secretary Voitik seconded, to approve the Social Media Policy. The motion passed, with all Trustees present voting "Yes."

NEW BUSINESS:

- a. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the revised parking lot design for submission to the Village of Shorewood Planning and Zoning Committee. A roll call was taken, and the motion passed with all Trustees present voting "Yes."
- b. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the Memorandum of Understanding with Will County Workforce to have a kiosk located in the library. A roll call was taken, and the motion passed with all Trustees voting "Yes."
- c. The Board is going to move the Strategic Planning Meetings to a date in April or May due to the Strategic Planner's unavailability. Director Mills will send out a Doodle Poll to see what dates work best for everyone.

CORRESPONDENCE: The board reviewed all correspondence.

OTHER BUSINESS: None

Trustee Vito Schultz motioned, and Secretary Karen Voitik seconded, that the meeting be adjourned at 7:44 p.m., with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report/March 14, 2024

Administrative Duties:

- I completed the Worker's Compensation Audit for our Worker's Comp insurance with Cindy's assistance.
- LIRA is providing a new building appraisal of our appraisal as part of an add-on of our insurance this year. This is not being charged to the membership; it is part of the package LIRA provides this year. I was present for the appraiser. The updated appraisal had not arrived when I was writing this report, but I will forward it to the Board once it arrives.

Building:

- The Building Committee met on March 7th to approve a quote from Ethos Architecture for a total of **\$6,600.00**, based on the revised architecture plan approved by the Board on February 8th. This covers:
 - Plat map (required by the Village)
 - Civil engineering (\$2900)
 - Electrical Engineering (\$500)
 - Landscape design (\$1200)
 - Architectural design (\$1200)

Circulation:

- Physical circulation did very well this month. It increased 20% over February 2023 (11,970 v. 9,948), but it also did very well compared to February 2022 (11,970 v. 10,495), a 14% increase.
- Digital circulation also showed a sharp increase, a 31% increase from February 2023 (4,155 v. 3,150) and a 70% increase when you compare February 2024 with February 2022 (4,155 v. 2,435).

Illinois Municipal Retirement Fund (IMRF) Training:

- IMRF has been trying to go live with its new employer interface for about a year now, perhaps two. They are hopeful that it is ready for a go-live launch now. I attended training at the end of February. The employer interface is where authorized agents track their IMRF-eligible employees, submit wage reports, and report IMRF events (such as retirements, leaves of absence, etc.).

Staffing:

- Rose Nowak, formerly the Head of Patron Services at the Morris Area Public Library, is our new Head of Adult & Teen Services. We are very excited to have her here. She started on February 26th.
- Sarah Haish, our former Adult Outreach Coordinator, has completed her transfer to the Children's Outreach Coordinator position and is doing a fantastic job of getting settled in her new role. The role of Adult Outreach Coordinator has been posted.

- Cristina Soto is no longer with the Library. Lori Freeman, the Head of Children's Services, ultimately decided to reconfigure that position within the Children's Department. Two 19-hour Children's Department positions have been posted.

Meetings:

- Department Head Meeting, Internal (2/14)
- Pinnacle Governing Board, External (2/16)
- Building Appraisal Appointment, External (2/21)
- IMRF Authorized Agent Training, External (2/22)
- Pinnacle Budget Meeting, External (2/29)

Technical Services Department Head Report

February 2024

February meetings and events:

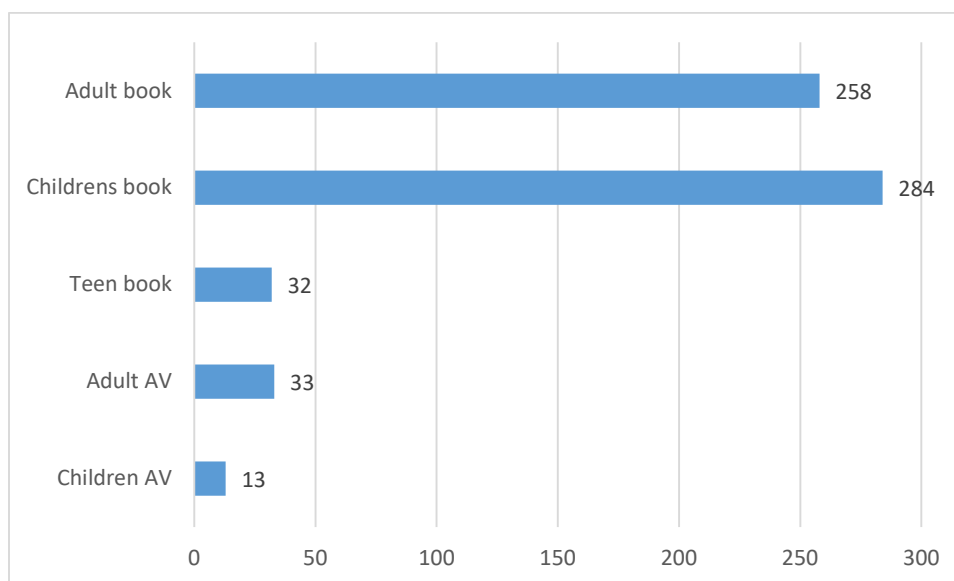
- 2/5 – Adult Services Manager interview
- 2/9 – Adult Services Manager interview
- 2/13 – Automatically Yours revamp meeting with Julie
- 2/14 – DH meeting
- 2/22 – PinOps meeting at White Oak-Crest Hill

Current projects:

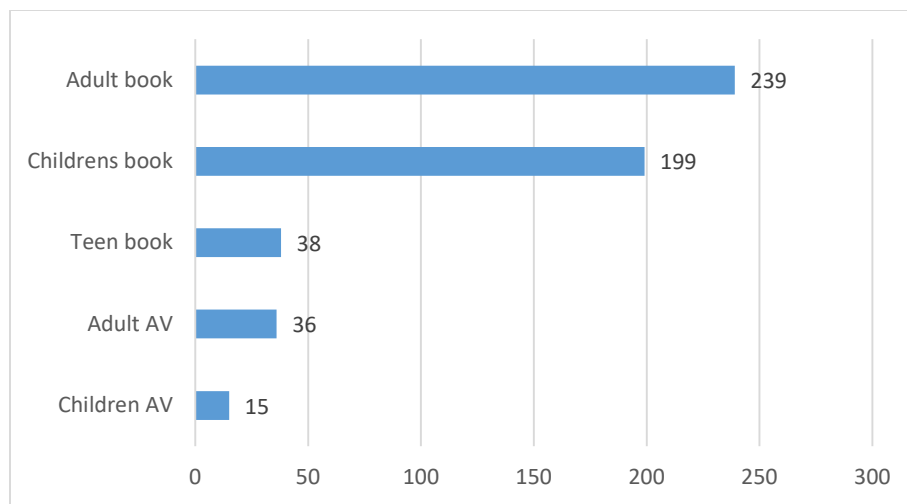
- No projects at this time.

Tech Service Statistics

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



Items ordered in February:

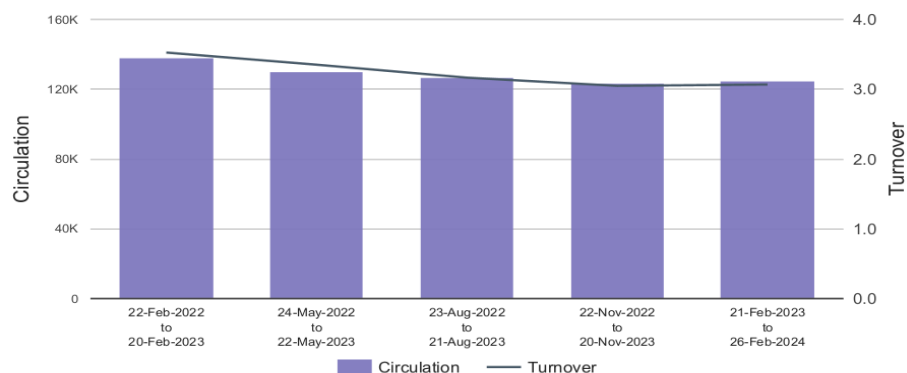


CollectionHQ

Circulation and Turnover

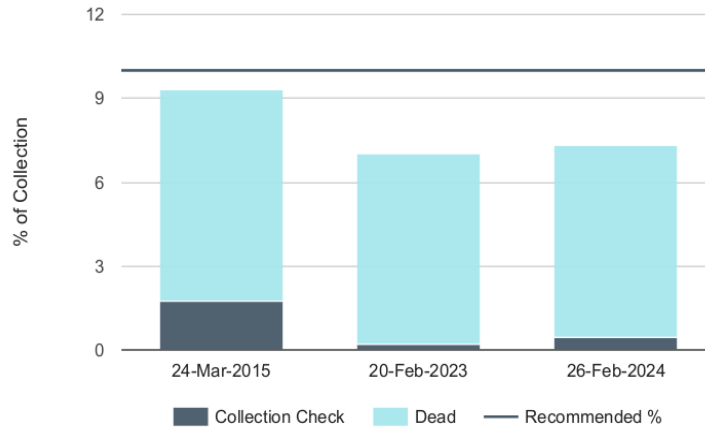
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



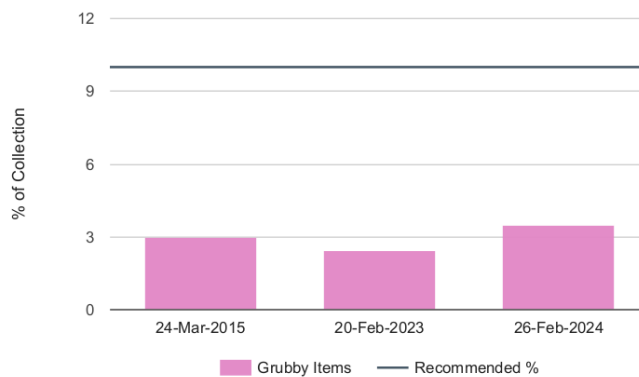
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.33% (0.36% increase 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 3.51% (.18% increase from last month). As with the dead percentage, the goal is to be under 10%.

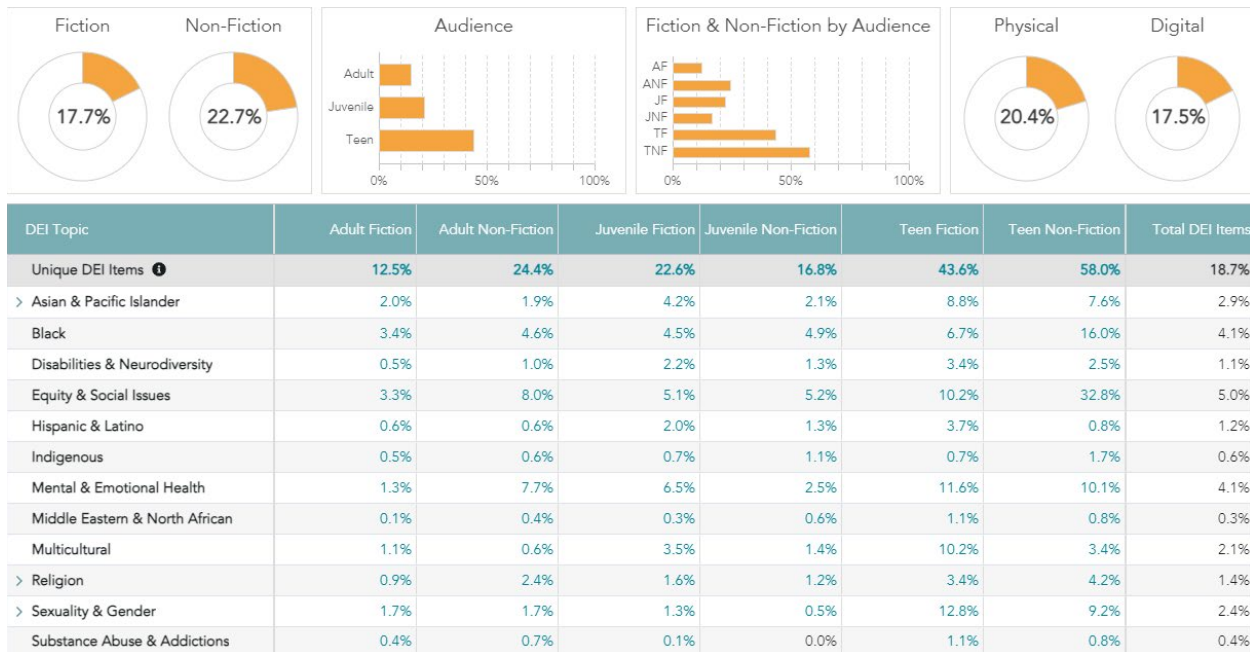


Diversity, Equity, and Inclusion (DEI)

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: 87,244

DEI Items: 16,357 (18.7% of our collection ; 0.2% increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

FEBRUARY 2024

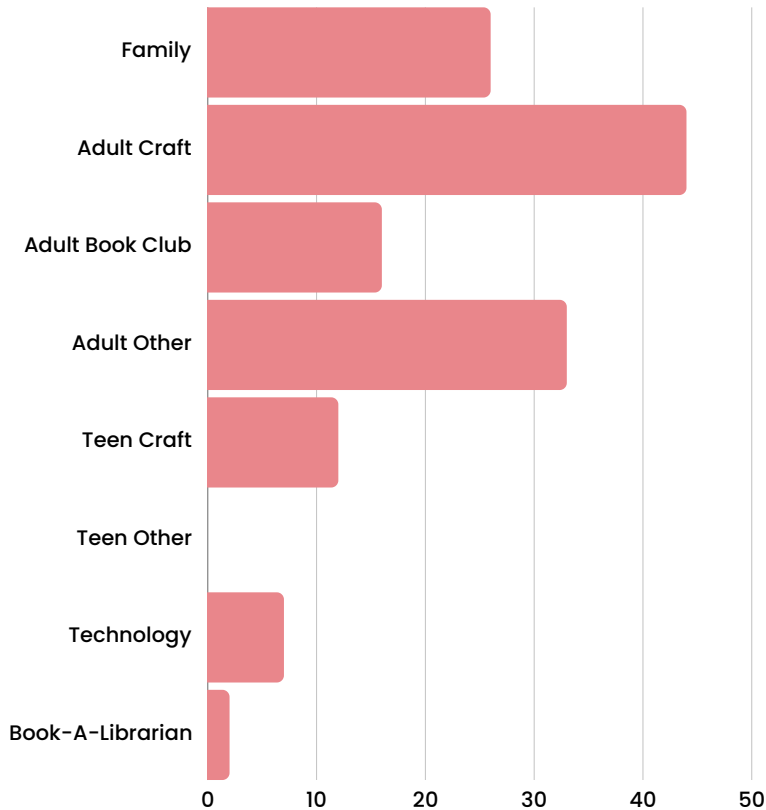
MAREN FLESSSEN & ROSE NOWAK

INTERIM & CURRENT ADULT, TEEN & TECHNOLOGY SERVICES MANAGERS

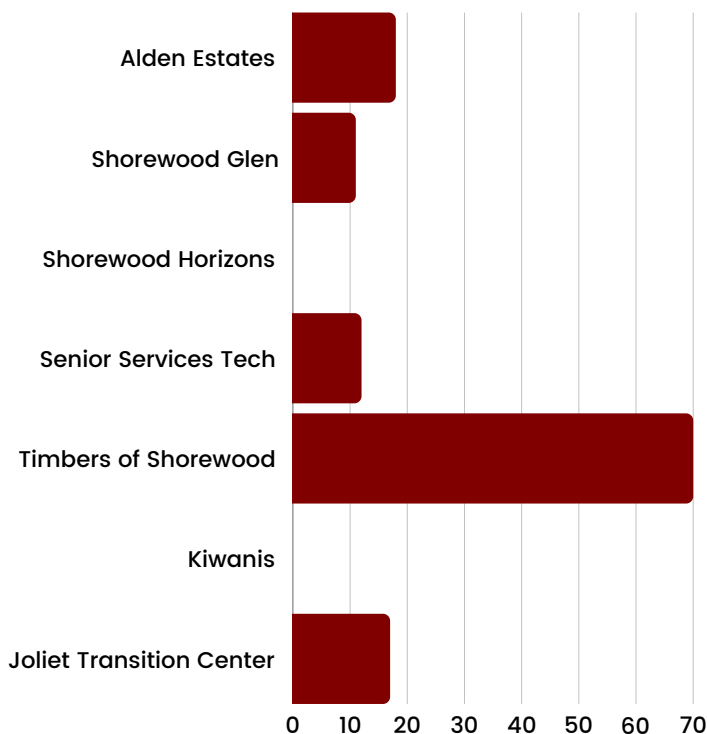
- Adult Services
 - Our Winter Read program wrapped up on February 29th.
 - See page 4 for details
 - Our Seed Library is now running
- Teen Services
 - No new projects to discuss.
- Adult & Teen Outreach
 - Lightways Hospice partnered with us to host a Vet-to-Vet Cafe, where veterans are recognized for their service through a pinning ceremony, and able to speak about their experiences with other veterans. We had 14 veterans attend.
 - Our Adult Outreach Coordinator Sarah Haish coordinated with Illinois Library Presents to host a Watch Party of their most recent Julia Quinn interview at Timbers of Shorewood Retirement Community. She designed and created life size Bridgerton photo props, and facilitated a discussion on the book for the Timbers Book Club.
- Technology
 - We are partnering with Will County Workforce Commission to host an accessible employment kiosk. Patrons are able to come in whenever the library is open to browse job openings and apply for positions right from this kiosk. It is located in the front of the library on the first floor.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

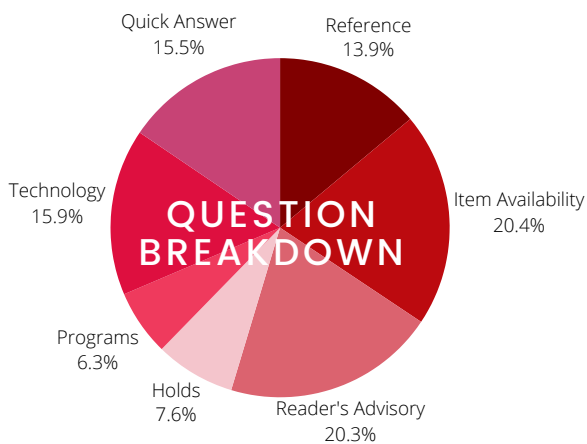
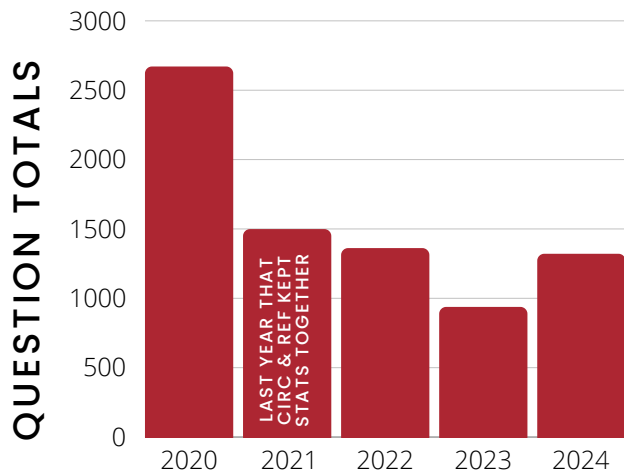
NUMBER OF PROGRAMS: 3
TOTAL PATRONS: 158

STAFF MEETINGS PROGRAMS & OUTREACH

- **Rose – Adult, Teen & Technology Manager**
 - Pinnacle Debrief Meeting with Matt Hammermeister
 - Programming Meeting
 - Manager Training
 - Polaris LEAP Training
 - Website Redesign Launch Meeting
 - Winter Reading Program
- **Maren – Adult Programming Coordinator**
 - Winter Reading Program
 - Department Head Meeting
 - ATS Department Meeting
 - All-Staff Meeting
 - Website Redesign Launch Meeting
 - Programming Meeting
 - Library Road Trip Virtual Meeting
 - Novel Idea Book Club
 - Tech Help Tuesday x 2
 - Proctoring x 1
 - Book a Librarian x 2
 - Book Bingo
 - Virtual Pinterest Program
 - Vet-to-Vet Cafe Program
 - Joliet Transition Center x 1
- **Sarah – Adult & Teen Outreach Coordinator**
 - All-Staff Meeting
 - Winter Reading Program
 - ATS Department Meeting
 - Alden Visit x 2
 - Horizons Visit x 2
 - Senior Services of Will County x 3
 - Joliet Transition Center Training x 4
 - Kiwanis Meeting x 2
 - Shorewood Glen Craft Program
 - Timbers Visit
 - Timbers Book Club x 1
 - Timbers ILP Watch Party
 - Family Engagement Program
 - Troy-Hofer Literacy Night x 2
 - Step by Step Program
 - Children's Program
- **Violet – Teen Programming Coordinator**
 - All-Staff Meeting
 - ATS Department Meeting
 - Programming Meeting
 - Winter Reading Program
 - Dungeons & Dragons (at Critical Grind Coffee Shop)
 - Teen Take & Make
 - Adult Take & Make
- **Hailie – Adult & Teen Services Assistant**
 - All-Staff Meeting
 - Winter Reading Program
 - Craft Program
 - Virtual Speaker 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?"

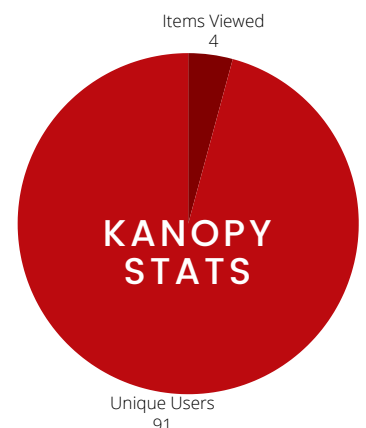
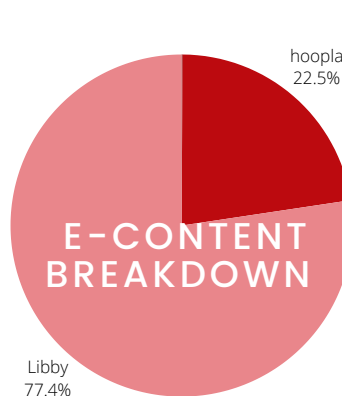
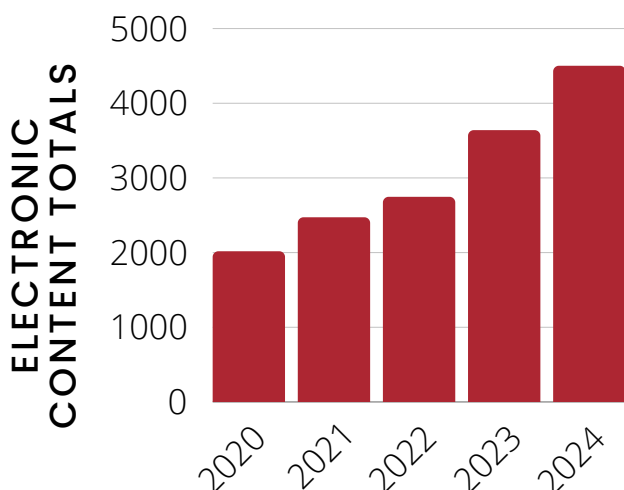
Reader's Advisory - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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

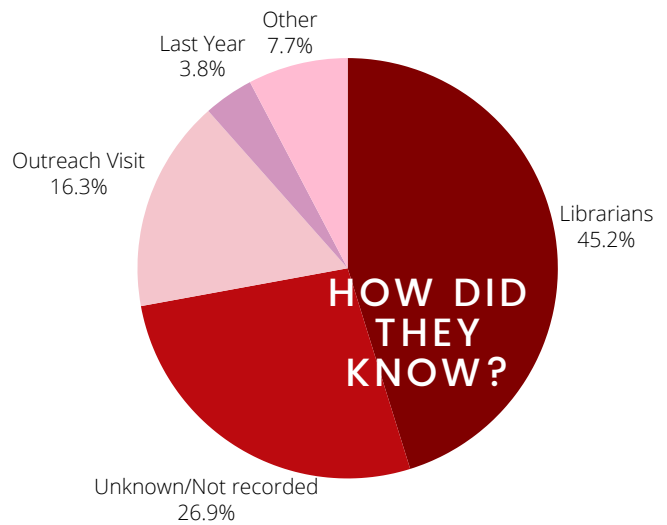
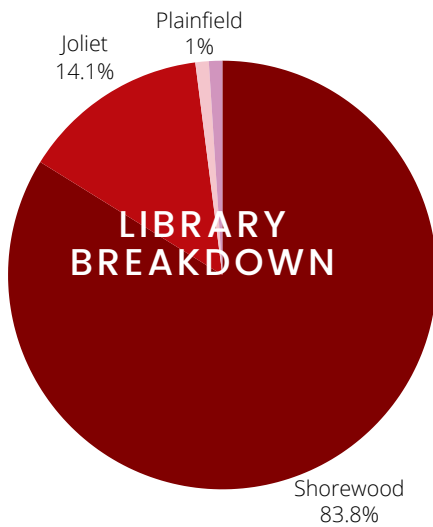
We have three electronic material platforms, Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).



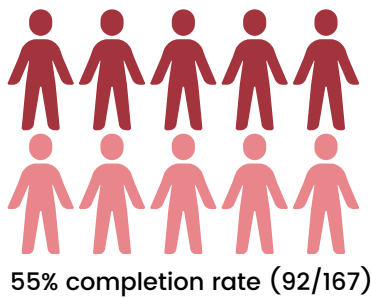
WINTER READING BREAKDOWN

Completion - Read 3 hours

Dates- February 1-29, 2024



ADULT

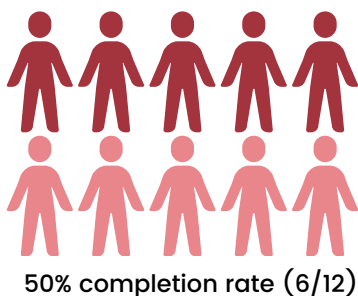


PAPER LOG V. BEANSTACK

68%

- ADULTS REGISTERED: 167
- MOST READ: 185 HOURS!
- TOTAL READING: 115,150 MINUTES/1,919 HRS/80 DAYS

TEEN



PAPER LOG V. BEANSTACK

58%

- TEENS REGISTERED: 12
- MOST READ: 42 HOURS!
- TOTAL READING: 115,150 MINUTES/1,919 HRS/80 DAYS



STAFF

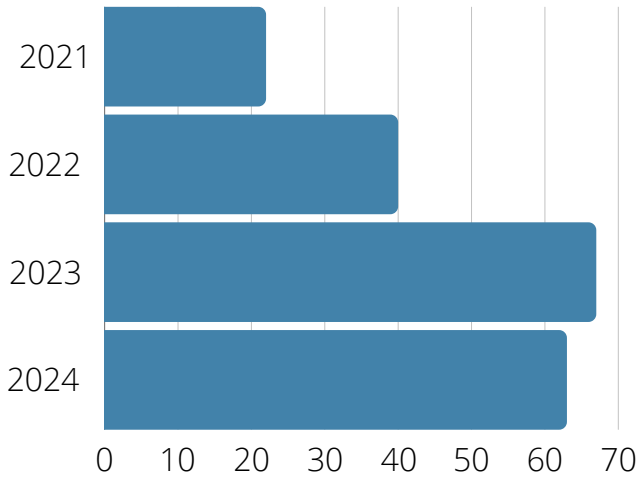
- MOST READ: 36 HOURS!
- TOTAL *TRACKED* READING: 96 HRS/4 DAYS

MONTHLY REPORT

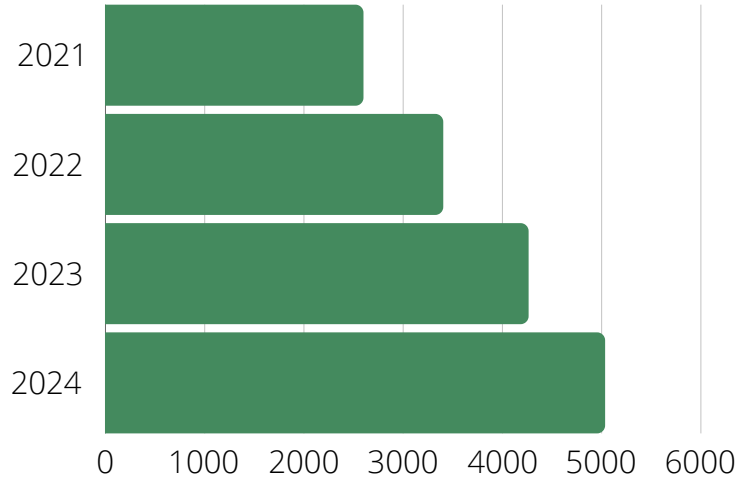
FEBRUARY 2024

JULIE HORNBERGER
CIRCULATION MANAGER

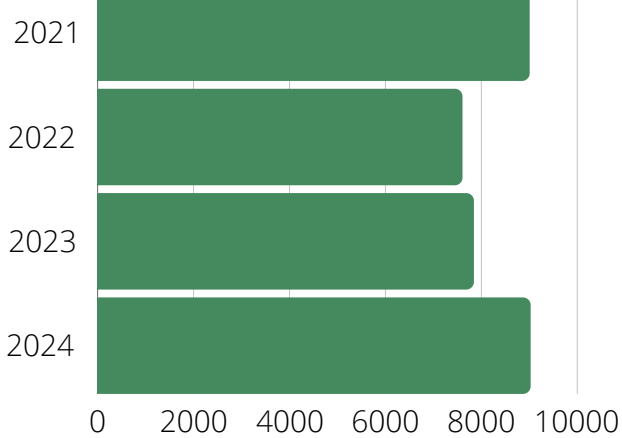
NEW CARDS



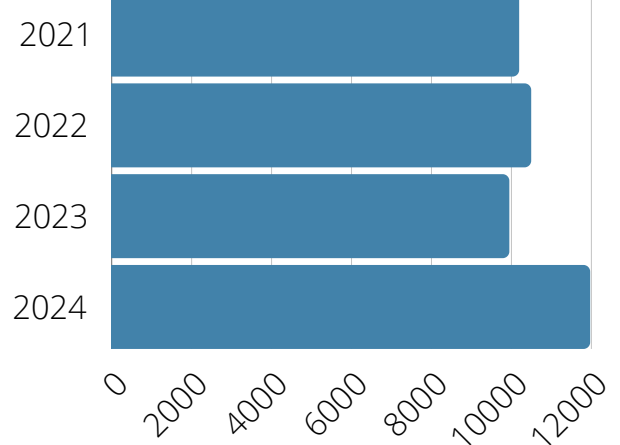
DOOR COUNT



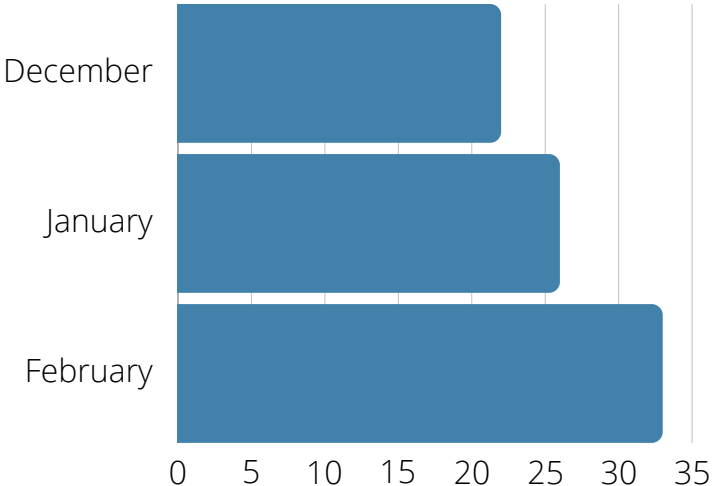
ITEMS CHECKED IN



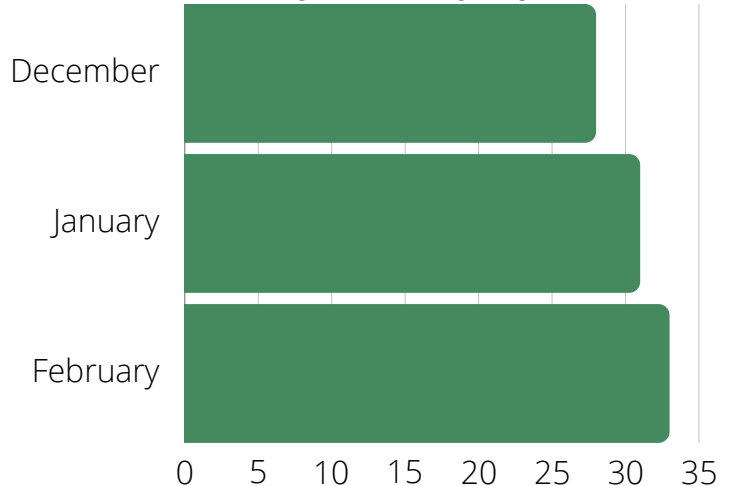
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP






February 2024

MARKETING STATS

Monthly Board Report
Melissa Almanza
Marketing Specialist



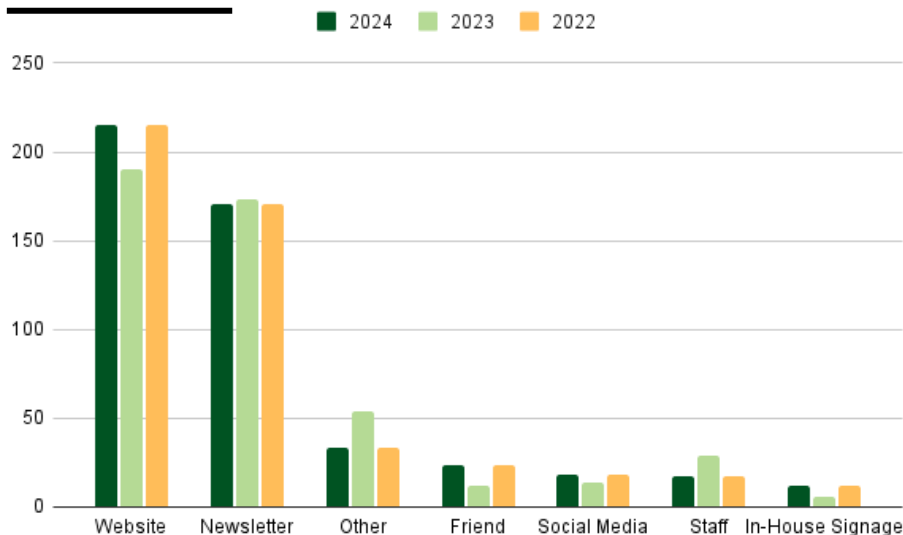
WEBSITE VISITS:

	2024	2023	2022
 Views	6,512	6,675	5,070
 Visitors	2,156	2,213	1,691
 Views per visit	3.02	3.02	3.00

MEETING ROOM BOOKINGS:

	2024	2023	2022
Non-Profit	4	3	5
For-Profit	1	0	0

PROGRAM REFERRALS:



ENEWS STATS:

2024
7,997 EMAILS SENT
44.99% OPEN RATE
215 CLICKS
127 UNIQUE CLICKERS
2023
6,854 EMAILS SENT
49.36% OPEN RATE
316 CLICKS
208 UNIQUE CLICKERS
2022
6,207 EMAILS SENT
40.62% OPEN RATE
127 CLICKS
72 UNIQUE CLICKERS

FACEBOOK:

REACH 134.2k 2023 8k 2022 --	FOLLOWERS 3,627 NEW FOLLOWERS 33	INTERACTIONS 4.3k 2023 8k 2022 --
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INSTAGRAM:

REACH 255 2023 750 2022 0	FOLLOWERS 1,115 NEW FOLLOWERS 7	INTERACTIONS 75 2023 0 2022 0
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**Some data is unavailable*

February 2024

MARKETING PROJECTS & UPDATES



WEBSITE PROJECT:

- Kick-off meeting took place February 26th
- WebLinx team (Theresa, Rick and Joe) are working on the first draft of the home page
- This phase should take approximately 6 weeks (~April 8th)
- We provided a style guide to the team as they work to develop our new branding
- Over the course of the next 4 weeks, I'll be updating web content starting with our most valuable pages



EVENTS:

- Our Friends of the Library **Puzzle Competition** was a big success! The room was full of engaged people of all ages. We even had some participants ask us when the next one will be!
- The PinMark group is working hard to finalize the details for our **Pinnacle & Pours** program. We have 13 total businesses participating – 3 of which are partnered with Shorewood: Code One Coffee Truck, Critical Grind, and Will County Brewing
- **Library Road Trip** is ready to hit the road March 23rd!
- Our **Winter Reading Challenge** had a great turnout. The Friends came by to kick-off the event and the library was a full house. Over 100 people in Children's alone picked up reading logs that night!



SHOREWOOD-TROY
PUBLIC LIBRARY

March 14, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot updates

The Building Committee met on March 7th to approve a quote from Ethos Architecture for a total of **\$6,600.00**, based on the revised architecture plan approved by the Board on February 8th. This covers:

- Plat map (required by the Village)
- Civil engineering (\$2900)
- Electrical Engineering (\$500)
- Landscape design (\$1200)
- Architectural design (\$1200)

The revised plan will be submitted to the Village of Shorewood by tomorrow (March 15th) for review. If it is accepted on the April agenda for the Planning & Zoning Commission Meeting for April, I'll cancel my attendance at PLA to ensure that I'm at the Planning and Zoning meeting.

March 15, 2024

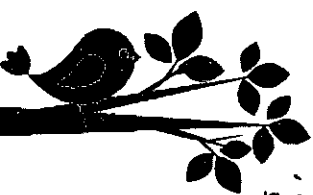
To: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Strategic Planner Dates

I've set up a Straw Poll with dates. At the Board meeting, the Board can select the best date and time.

I am also requesting that the library be closed for a half-day so that Kathy may meet with the staff for their input. This will be timed around the Board's scheduled meeting.



To: The Library 3/2024
staff —

Who are so
nice & helpful:

+

A special thank you
to the Children's library!

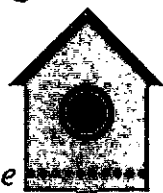
It is an amazing place with
all kinds of wonders in every
corner. My grandchildren had so
much fun with the Willy Wonka
program. They enjoy the plastic
bins & the small Kitchen area.

The take home Kits & books are
nice. We haven't connected w/Hoopla.

I feel that their desire to read
more had dwindled but has been
renewed. The kindness, caring &
patience of the women at the
desk is wonderful. A+!

I have seen tiny people &
bigger ones enjoying their time
there. Keep up the good work!!!

"Gma" Sherry Mastalesh



Dear library
I had so much
fun doing the
woka Bingo Thank
you for the fun
and candy

Sincerely
Brenda!!



and
for the
hard work

Go To
Back