

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

April 11, 2024
General Meeting
7:00 p.m.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular Meeting, March 14, 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 – March 2024
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Parking lot (**Discussion**)
11. New Business –
 - a. Honoring Gabriela (Gaby) Monarrez for her 1-year Anniversary with the Library (**Recognition**)
 - b. Approve a \$150,000 transfer from Reserves to General fund to be repaid by no later than June 30th, 2024, from tax monies received (**Action**)
12. Close to go into executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1)
13. Reopen to Open Session.
 - a. Approve Salary for FY25 for Library Staff (**Discussion/Action**)
14. Announcements
 - a. Agenda Building for the May meeting
 - b. Strategic Planning meeting, **Next Week, Thursday, April 18th**
13. Adjourn

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/815.725.1715 or jmills@shorewoodtroylibrary.org
Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
March 14, 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 March 14, 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. Tom Novinski | 4. Tracy Caswell |
| 5. Arthetta Reeder (7:03 pm) | 6. Krysten McGee |
| 7. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Voitik moved that the minutes of the regular meeting on February 8, 2024, be approved. Vice President Schultz seconded the motion. The motion passed with a majority vote. Trustee Caswell and Treasurer Stahl abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of February 2024	\$ 845,293.69
Cash received during February 2024	22,550.11
Disbursements	<u>(115,057.59)</u>
Cash on Hand End of February 2024	\$ 752,786.21

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(6,172.54)
Money Market Fund – Chase	56,489.28
Money Market Fund – Old Plank Trail x6183	366,732.45
Payroll Account – Chase	17,561.03
License Plates – Chase	1,605.43
Money Market – Old Plank Trail x9335	23,334.70
Money Market – Old Plank Trail x9981	187,975.00
PMA Financial CD80197	<u>104,960.86</u>

TOTAL	\$ 752,786.21
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APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl 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 a majority vote. Trustee Caswell abstained.

LIBRARIAN'S REPORT:

- a. Director's Report with Personnel – Jennie Cisna Mills
 - Director Mills updated the Board that the Worker's Compensation audit was completed.
 - LIRA is providing a new building appraisal as part of their package. Director Mills will forward the appraisal when it is completed.
 - Both physical and digital circulation had strong increases over February 2023 and February 2022.
- b. Department Heads

OLD BUSINESS:

- a. Parking Lot Update:

The Building Committee met and voted to increase the new parking lot from 15 to 18 spots. Ethos will charge \$6,600 to change the site plan. The Village of Shorewood will review the new site plan, and if approved, it will be included in the April 3, 2024, Planning & Zoning meeting.

NEW BUSINESS:

- a. Treasurer Stahl motioned/Vice President Schultz seconded to hold the Strategic Planning Meeting for the Board Members on April 18, 2024, from 7:00 p.m. – 9:00 p.m. The motion passed with a majority vote.
- b. Vice-President Schultz motioned, and Trustee Reeder seconded, to close the library for half a day on April 18, 2024, so that staff can meet with the Strategic Planner for staff input. The motion passed with a majority vote.

CORRESPONDENCE: All correspondence was discussed.

OTHER BUSINESS: None

Vice President Schultz motioned/Secretary Voitik seconded for the meeting to adjourn at 7:24 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

April 11, 2024

Received Correspondence:

From a staff member:

Hi all!

PATRON BARCODE called to express her gratitude to us all as the Library!

She said she had talked to a number of people when coordinating the event here, and that each person was wonderful. She also had great feedback from her group about all the help, opportunities, and resources they have experienced here at the Library.

She asked that I share this with everyone

Email received from Bob Schwartz:



rschwartz304@gmail.com

Fri, Mar 15,
3:47 PM

to me

They did a good job of cleaning the drains.

Thanks.

Also today we received your magazine, seems like you have a lot of good programs lined up.

Sent from my iPhone

Feedback on Facebook posts:

So glad my kiddos were able to attend this event. I know they had a fun time! You always put together great events.

We had tons of fun! Thank you for putting together special stuff like this for the kids! Evie had a blast!

We had such a great time! Thank you to everyone who hosted this very special event!!
(Easter Bunny program)

Director's Report/April 11, 2024

Administrative Duties:

- Will County provided the taxing districts with their tax calculation in March; the Library's levy to be received from the 2023 Levy (primarily during the months of May 2024-October 2024) is \$1,394,797.78. This is a 6% increase over the prior year's taxes received.
- I prepared a draft of the salary table for the FY25 budget for the Board to discuss. This is the first step in preparing the complete FY25 Budget.
- I attended the Planning & Zoning Commission Meeting. The Commission voted unanimously to approve the project, which will now go to the Village Board for their approval. They had no comments or concerns.
- Karen, Krysten, and I attended the State of the Village; the Mayor spoke of the large water project for Lake Michigan water and the intersection widening at Rt 59 and Jefferson. He also highlighted new businesses that had come to Shorewood in the past year.

Public Library Association Conference:

I missed the first day of the conference (Wednesday), staying in town for the Shorewood State of the Village and the Planning and Zoning Commission Meeting for the parking lot project. However, I did fly out (at my own cost) after the P + Z meeting on Wednesday evening. I was able to attend excellent sessions on:

- How Libraries are Ensuring Access to Banned Books
- Serving Patrons with Dementia with Programs and Resources
- Book Buzz – Upcoming Summer & Fall Titles
- Diversifying Library Displays and Booklists
- Employee Training

I have access to the slides of the presentations that I could not attend and will be taking the time to look at those. I also spent time in the Exhibit Hall. I am grateful that I was able to attend the Conference.

Staffing:

- National Library Workers' Day was April 9th. I brought in Home Cut donuts and gave each staff member a handwritten note of appreciation. They also each received a t-shirt.
- Elise Tarrant started as the new 19-hour technical services assistant.
- Sarah Loomis & Louise Salomone are the new 19-hour Children's Services Assistants.
- Miriam Quintero's final day in Children's Services was April 6th – she is leaving due to family concerns.

Summer Reading Donations:

So far, our fundraising for extras for Summer Reading has been going successfully! We have received:

- \$500 from Wintrust/Old Plank Trail
- \$500 from Shorewood Hugs

- \$50 from Anchor Storage
- Panda Express – 450 Coupons
- Keller's Farmstand – 200 Coupons
- Raising Cane's – 600 Free Kid's meals
- Channahon Lanes – 200 Free Bowling passes
- Portillo's – 500 free cake slices
- Diva's Salon – Door prize

With several more businesses still deciding.

Meetings:

- Pinnacle Governing Board, External (3/15)
- LIMRiCC Board meeting, External (3/19)
- Department Manager's Meeting, Internal (3/20)
- Meeting with Krysten McGee regarding Fundraising, Internal (3/27)
- Meeting with Timbers Administration regarding Book Drop Install, External (4/3)
- State of the Village, External (4/3)
- Planning & Zoning Meeting, External (4/3)
- Public Library Association Conference, External (4/4 & 4/5)
- Library Administrators Meeting (4/11)

Technical Services Department Head Report

March 2024

March meetings and events:

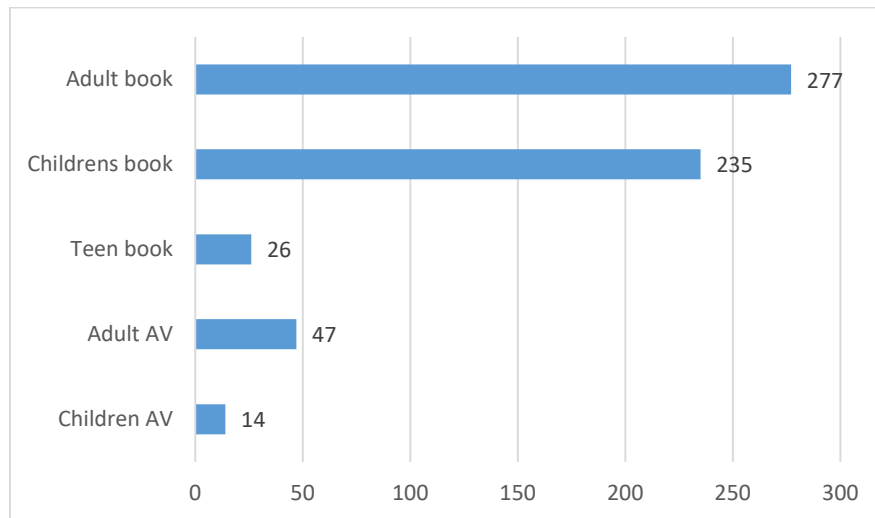
- 3/6 – Interview for Technical Services Assistant position
- 3/12 & 3/15 – CollectionHQ demo with new staff members
- 3/13 – Pinnacle Technical Services meeting at STPL
- 3/20 – DH meeting

Current projects:

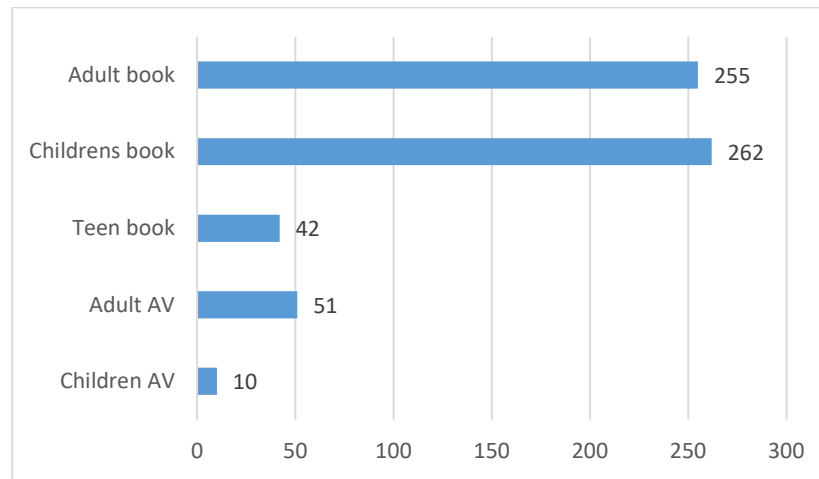
- No projects at this time.

Tech Service Statistics

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



Items ordered in March:

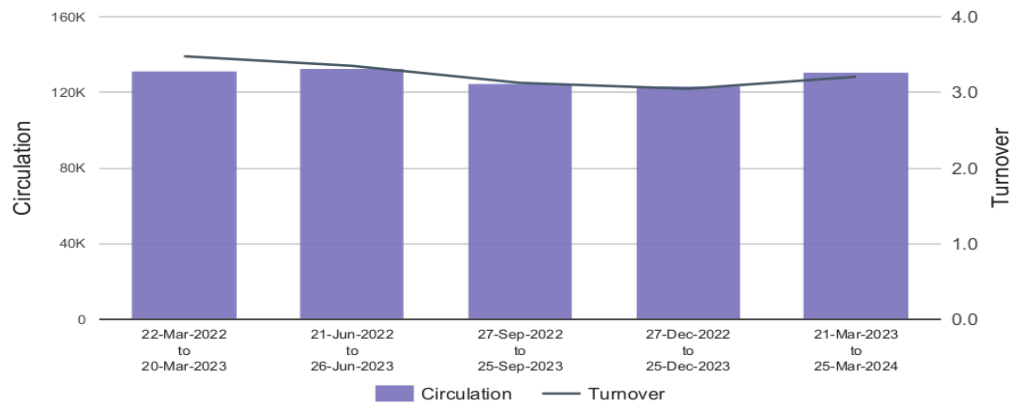


CollectionHQ

Circulation and Turnover

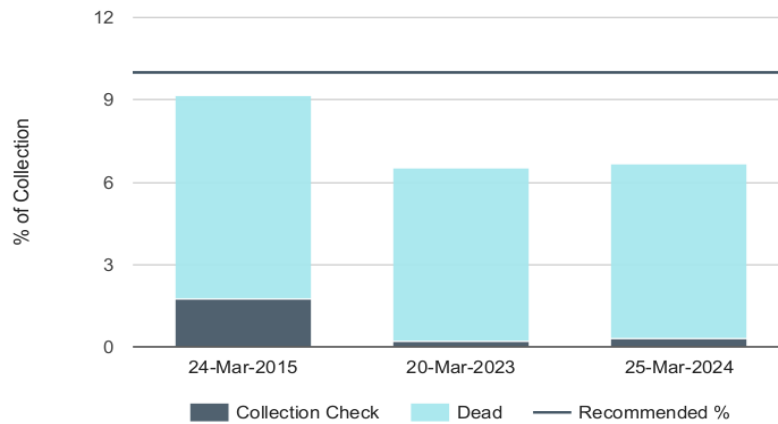
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



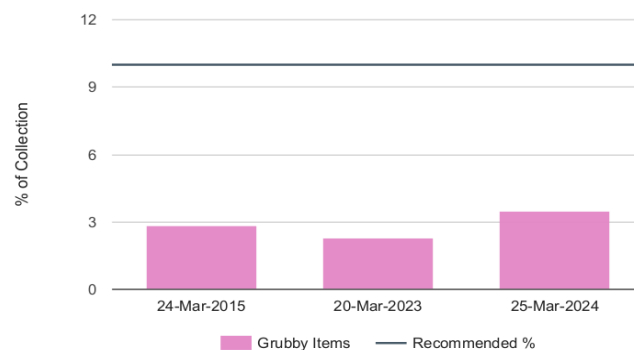
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.66% (0.67% 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 3.51% (.004% decrease from last month). As with the dead percentage, the goal is to be under 10%.

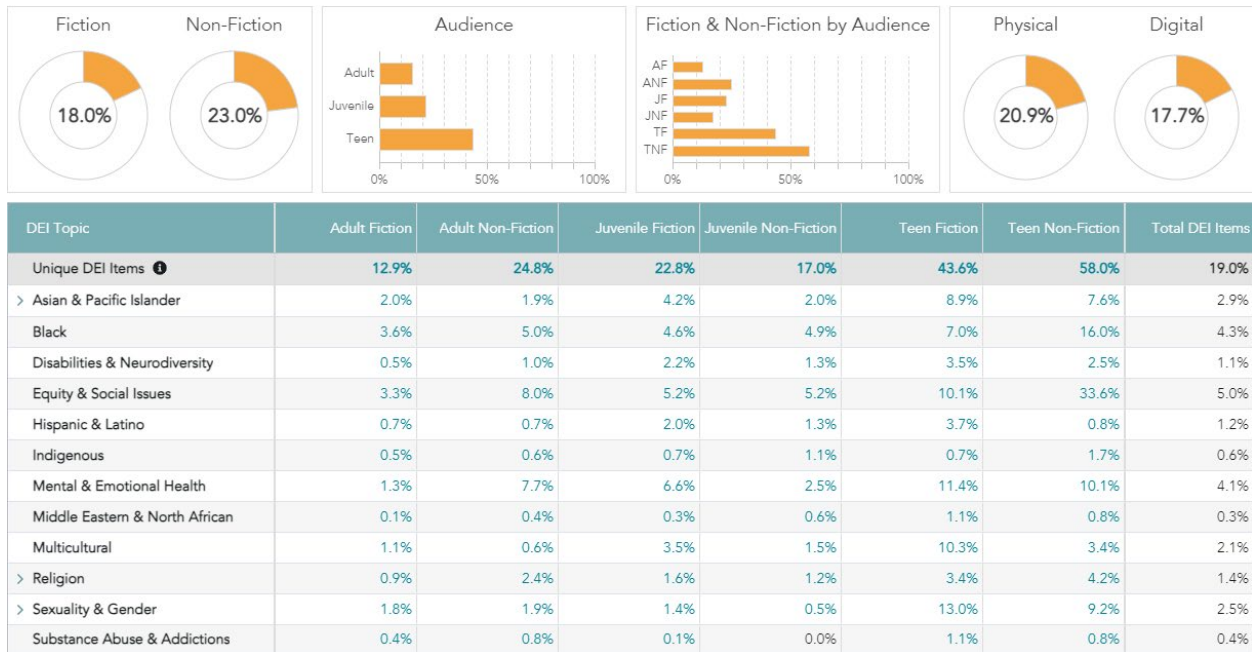


Diversity, Equity, and Inclusion (DEI)

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: 87,420

DEI Items: 16,609 (19% of our collection ; 0.3% increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

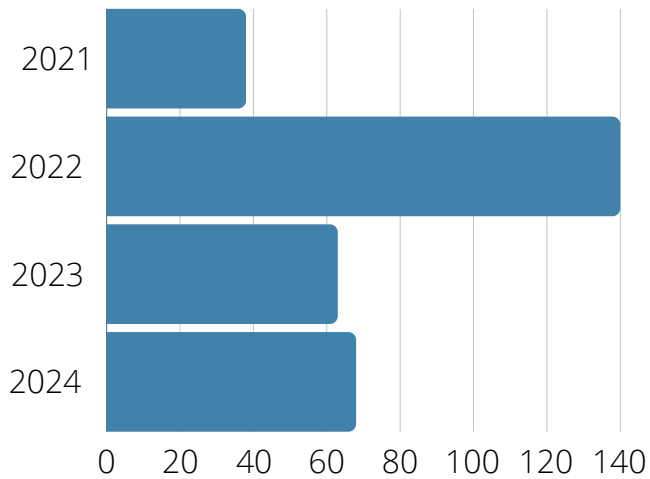
MONTHLY REPORT

MARCH 2024

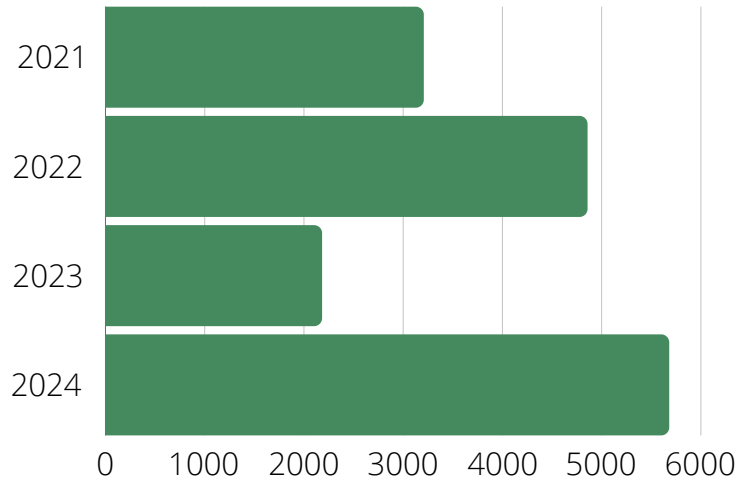
JULIE HORNBERGER

CIRCULATION MANAGER

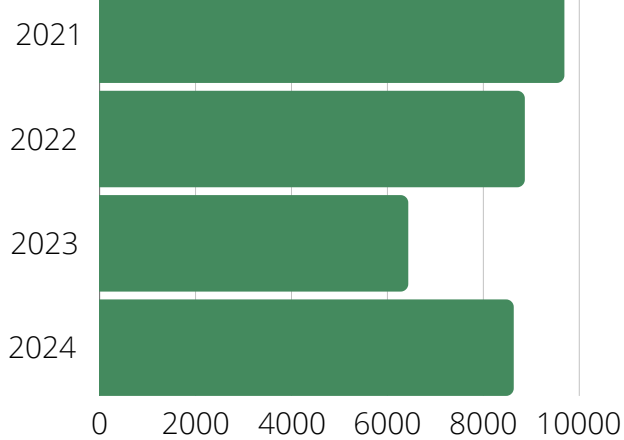
NEW CARDS



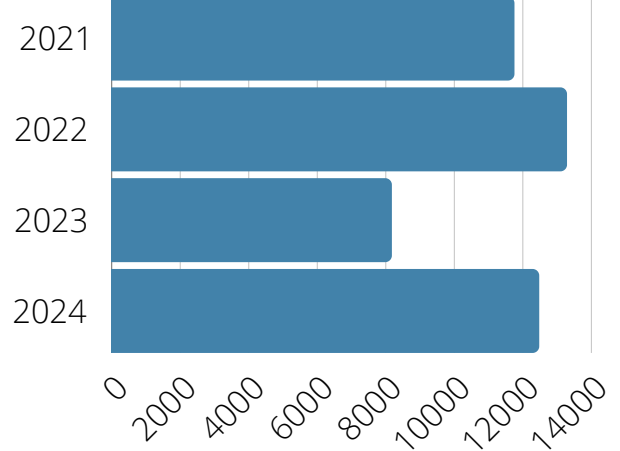
DOOR COUNT



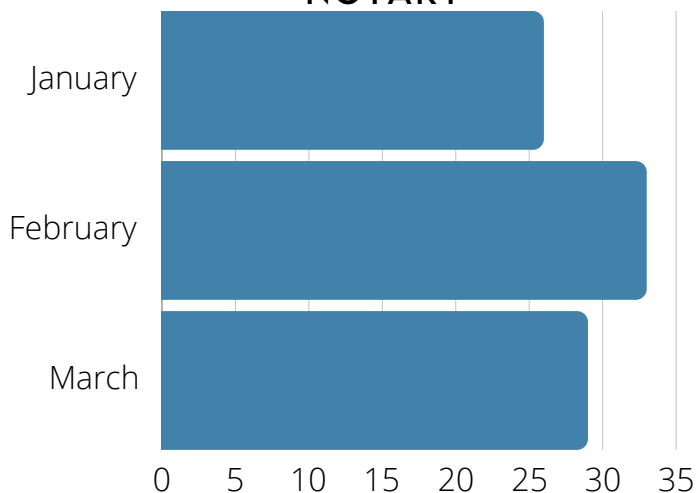
ITEMS CHECKED IN



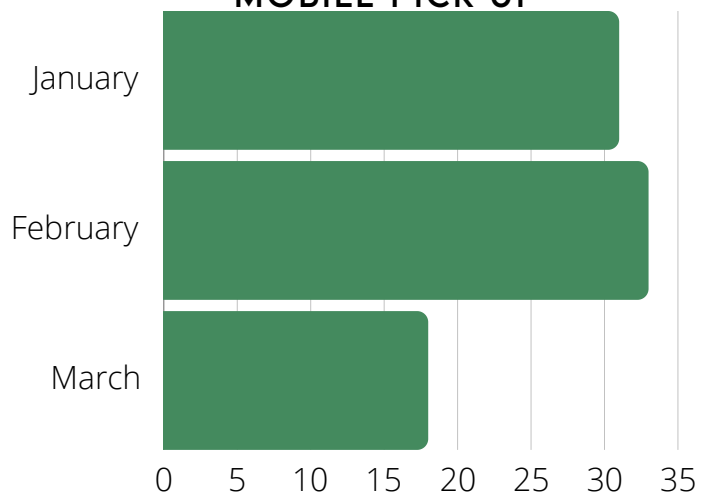
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

MARCH 2024

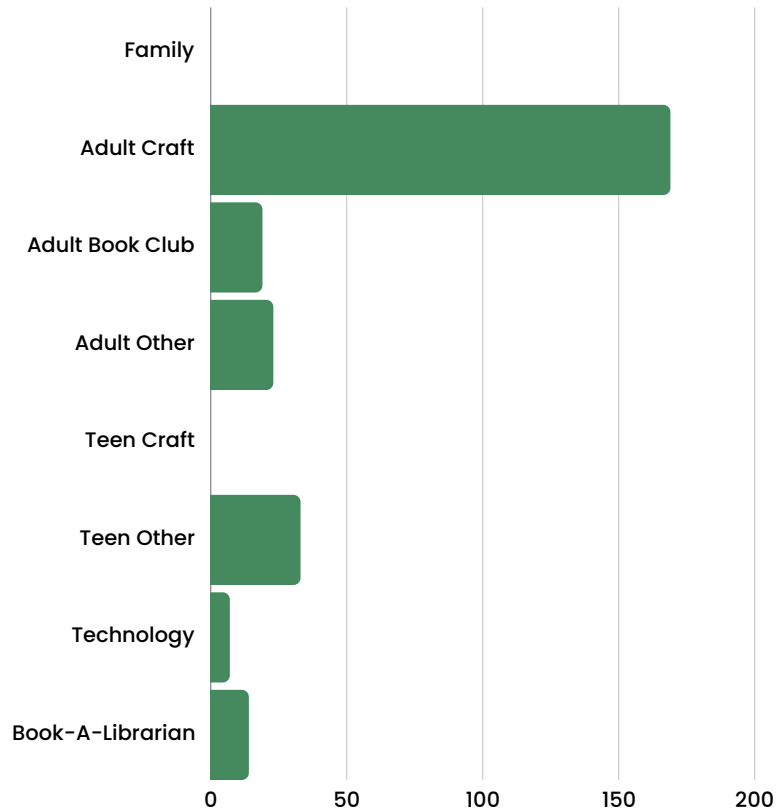
ROSE NOWAK

ADULT, TEEN, & TECHNOLOGY SERVICES MANAGER

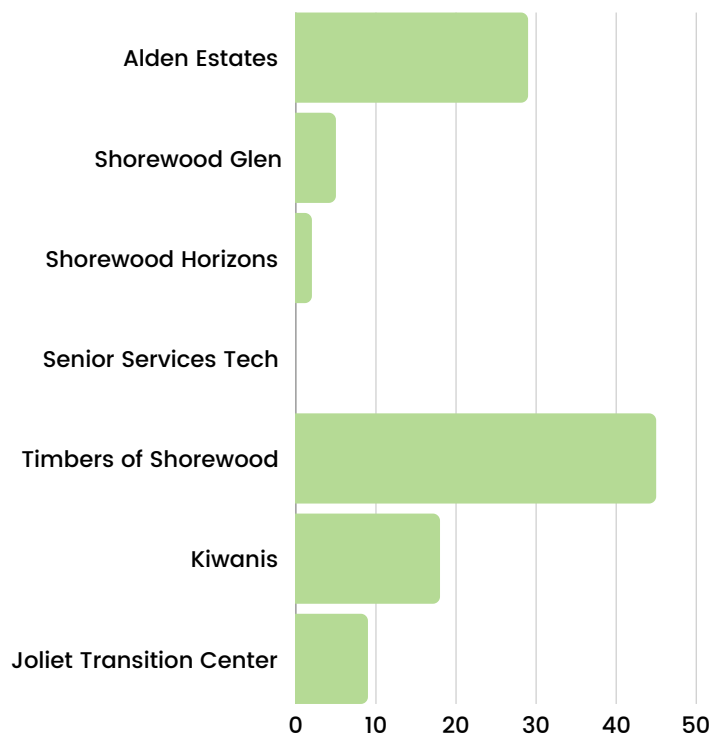
- **Adult Services**
 - The Library Road Trip started on March 23, and will run until April 30 this year. Visitors to Shorewood Troy Public Library receive goodie bags with the following items (while supplies last): STPL branded book light, calming strip, STPL branded lip balm, Pizza Hut coupons. Optionally, visitors are asked to write their home library on a slip of paper for staff to add to the “Libraries Linked Together” chain (visible on the display).
 - The Seed Library was well-appreciated and will return next year.
 - ATS staff created the following displays: March Madness, Women’s History Month, Green Books, Bottom Shelf Books, Start a Series, Gardening, and Library Road Trip.
- **Teen Services**
 - No new projects to discuss.
- **Adult & Teen Outreach**
 - The search for a new outreach person is ongoing. In the interim, Rose and Maren are filling in as they can to continue to provide vital services to those patrons, and maintain a working relationship with the facility coordinators.
- **Technology**
 - Work on the new Communico Interact Self Serve Kiosks are progressing. Rose is assembling the hardware and working with Communico to get the kiosks patron-ready.
 - The scanning machine by the main door has been fixed.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 4

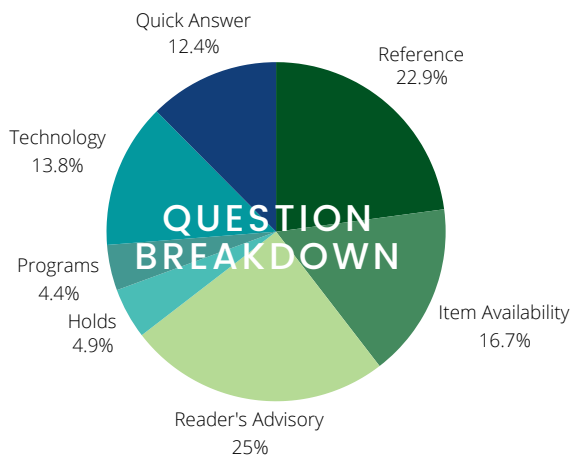
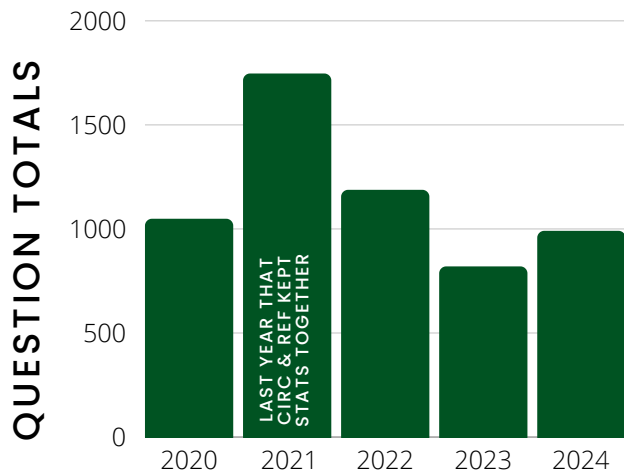
TOTAL PATRONS: 119

STAFF MEETINGS PROGRAMS & OUTREACH

- **Rose – Adult, Teen & Technology Manager**
 - Communico Interact Kiosk Update
 - Vega Meeting
 - Special Events Meeting
 - Department Heads Meeting
 - Ombudsman
 - Simply Reports Info Session
 - Career Con
 - Timbers
 - Easter Bunny Visit
- **Maren – Adult Programming Coordinator**
 - Sit & Stretch
 - Library Road Trip Meetings
 - Proctoring (x2)
 - Pinnacle & Pours Update Meeting
 - Tech Help
 - Special Events Meeting
 - Novel Idea Book Club
 - Joliet Transitions Center
 - Alden
 - Diamond Painting
 - STEAM
 - Take & Make- Gnome
 - Career Con
 - Easter Bunny Visit
 - Biomimicry' Looking to Nature to Solve Today's Problems
- **Violet – Teen Programming Coordinator**
 - Dungeons & Dragons (at Critical Grind Coffee Shop)
- **Hailie – Adult & Teen Services Assistant**
 - Painted Egg
 - Clover Passive Program
 - Dungeons & Dragons (at Critical Grind Coffee Shop)

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?"

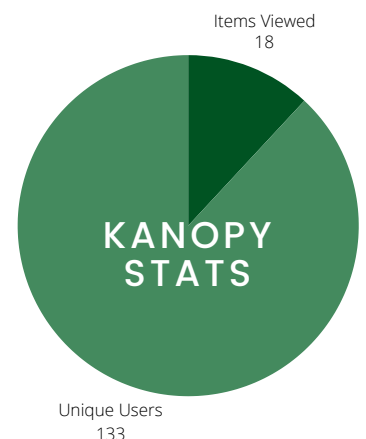
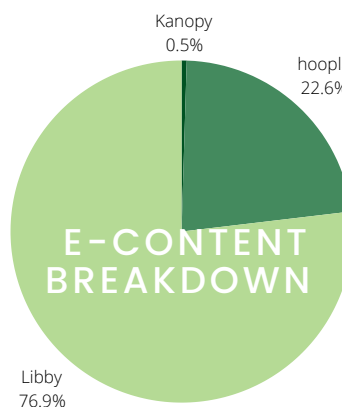
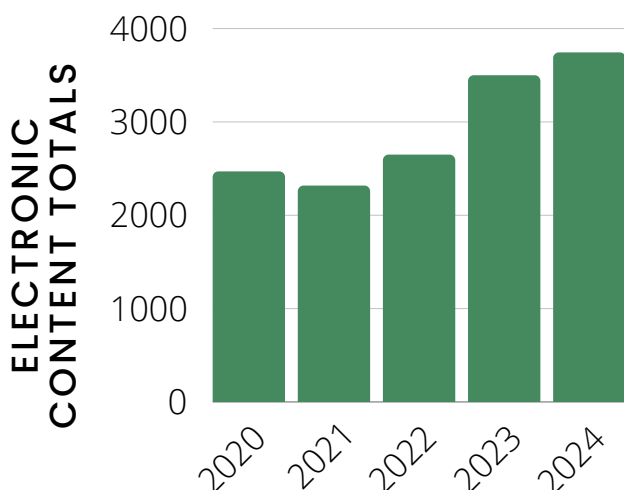
Reader's Advisory - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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

March 2024

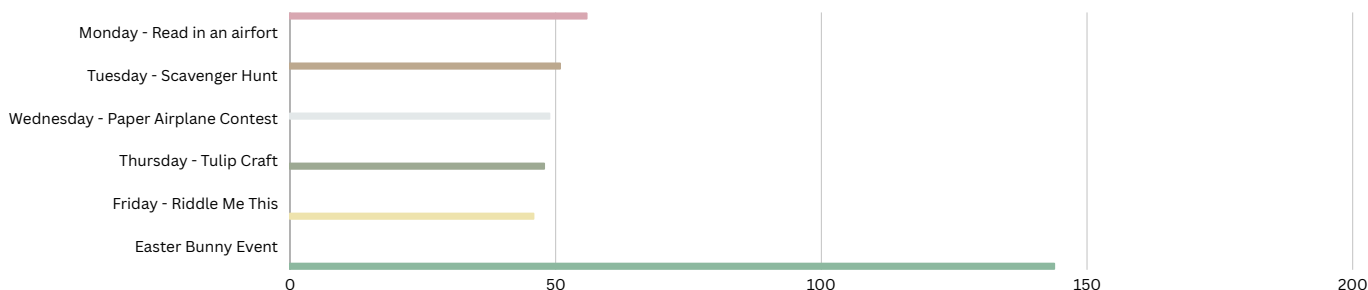
LORI FREEMAN

CHILDREN'S MANAGER

DEPARTMENT UPDATES

March was a busy month of transition and training of new staff. We had our annual Spring Break Staycation and Easter Bunny visit. The department was very busy during Spring Break with an average of **45+** patrons every day to participate in the daily activities and win prizes.

We had a total of **144** children and parents come to our Easter Bunny event! We had an Easter egg hunt, crafts, refreshment and one on one time with the Easter Bunny.



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:

Shorewood Early Learning Center - 37 students

The Learning Experience - 55 students

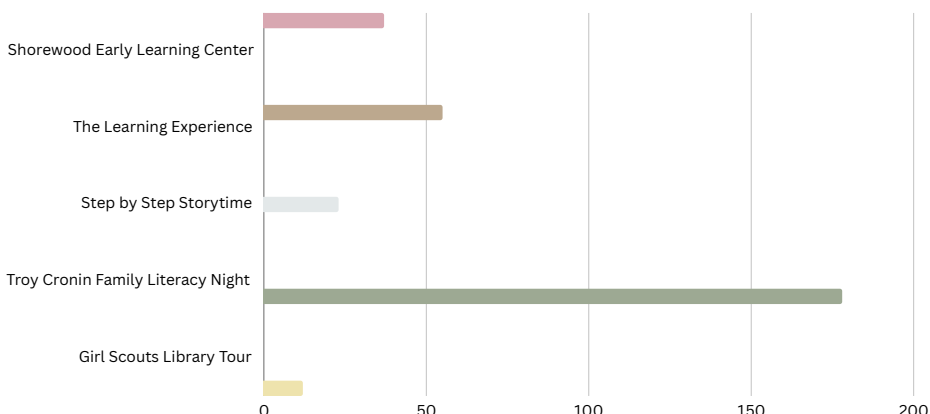
Step By Step - 23 students

Outreach Events

- Troy Cronin Family Early Literacy Night** - Troy Cronin Elementary School hosted their One Book One School Event. This year's festivities were themed around bats and other nocturnal animals. Shorewood Troy Public Library joined them with material and activities to promote Family Literacy. There was a total engagement of **178** students.
- Girl Scouts Library Tour** - A Library tour was given for a Daisy Girls Scout Troop. The library did a short story time, and a craft and provided Library promotional materials. There was a total engagement of **12** students.

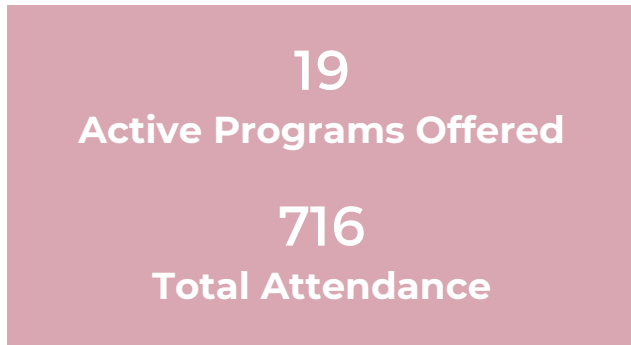
5
Outreach
Programs/Events

305
Total Engagement



Deliverables

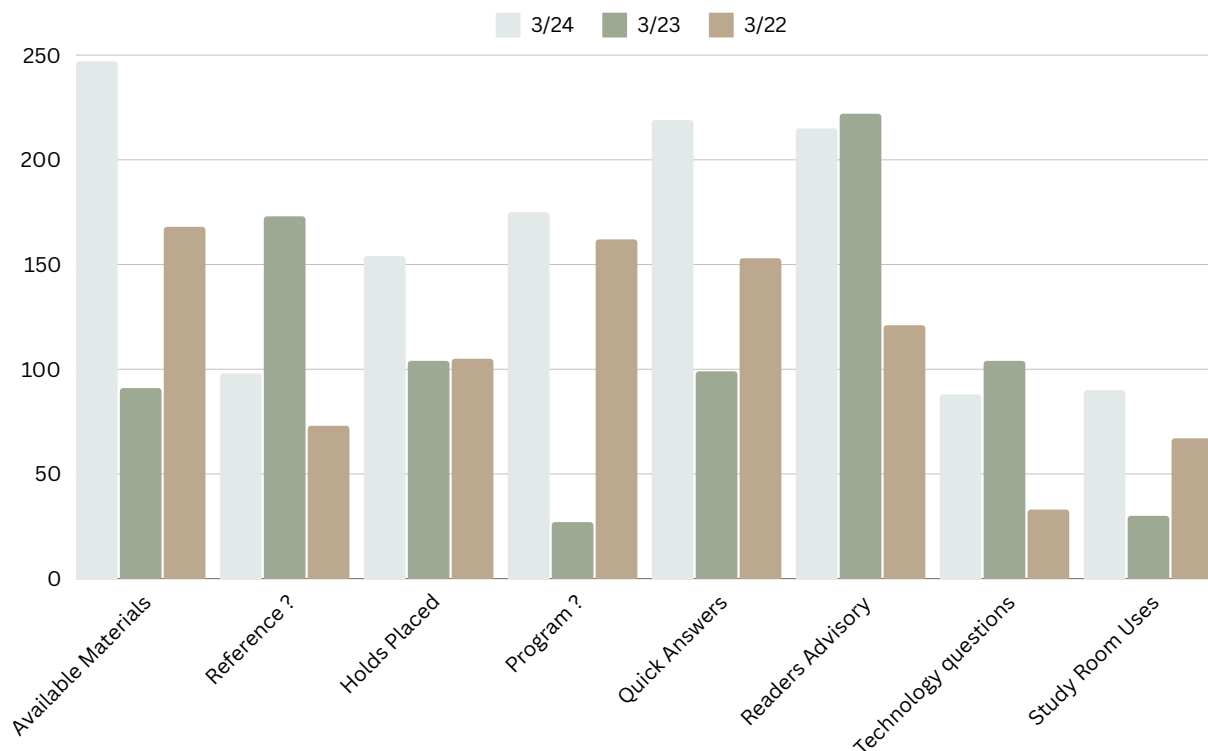
Active Programs



Passive Programs



REFERENCE TRIAGE



Reference Breakdown 3/24

We had **247** patrons ask about available materials, **98** ask general reference questions, **154** holds were placed, **175** questions were asked about programs, **219** quick answers were provided, **215** reader's advisory transactions were conducted, and **88** patrons asked about technology. **90** study room reservations were made study room reservations were made.




March 2024

MARKETING STATS

Monthly Board Report
Melissa Almanza
Marketing Specialist



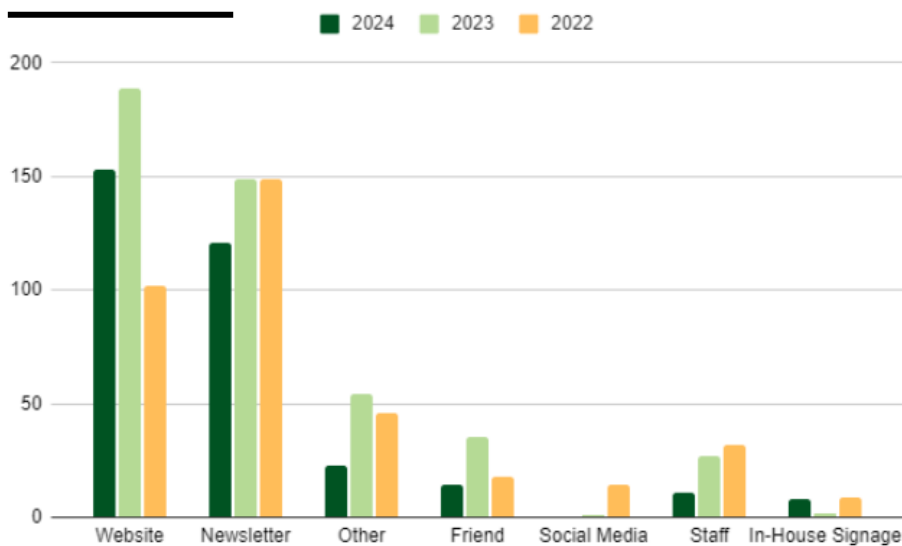
WEBSITE VISITS:

	2024	2023	2022
 Views	6,235	7,470	5,943
 Visitors	2,024	2,402	1,872
 Views per visit	3.08	3.11	3.17

MEETING ROOM BOOKINGS:

	2024	2023	2022
Non-Profit	6	0	7
For-Profit	0	0	0

PROGRAM REFERRALS:



ENEWS STATS:

2024
8,065 EMAILS SENT
45.36% OPEN RATE
221 CLICKS
155 UNIQUE CLICKERS
2023
6,867 EMAILS SENT
45.84% OPEN RATE
118 CLICKS
76 UNIQUE CLICKERS
2022
6,265 EMAILS SENT
41.48% OPEN RATE
183 CLICKS
112 UNIQUE CLICKERS

FACEBOOK:

REACH 40.6k 2023 8.7k 2022 --	FOLLOWERS 3,656 NEW FOLLOWERS 29	INTERACTIONS 1.3k 2023 1.7k 2022 --
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INSTAGRAM:

REACH 284 2023 516 2022 0	FOLLOWERS 1,115 NEW FOLLOWERS 3	INTERACTIONS 85 2023 0 2022 0
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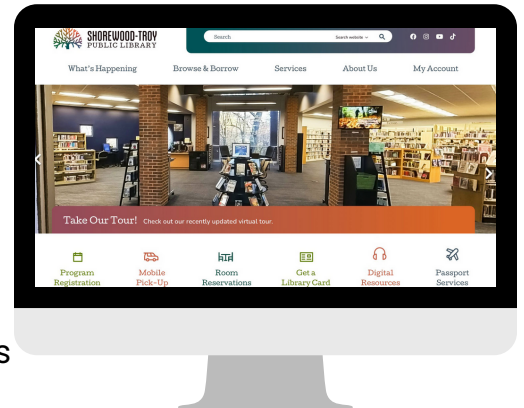
March 2024

MARKETING PROJECTS & UPDATES



WEBSITE PROJECT:

- Off to a great start! Our design team really understands our vision.
- We are on design mockup #4 and are close to finalizing.
- From here, we will move on to building internal pages. This next phase is ~10 weeks long. I'm working on updating content, collecting photos, and honing in our library brand and voice.



EVENTS:

- **Library Road Trip** is in progress and patrons are having a lot of fun with it! We've received positive feedback on the Facebook event page.
- Our **Easter event** was super successful; the library was packed which offered the perfect opportunity to promote Pinnacle & Pours.
- **Pinnacle & Pours** began April 1st. Most of the programs are full already. We're excited to see how this turns out.
- **Summer Reading** is in full prep mode. Currently, we have 13 generous sponsors (some who have already sent donations!)



April 11, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot Update

Bret Mitchell, our architect, submitted the revised plan to the Village in March. After a few minor requested revisions, completed by Bret, the Library got on the Planning & Zoning Commission's agenda for April 3rd. The Commission unanimously voted to approve the plans to be forwarded to the Village Board on April 9th for final approval. I will be able to give an update at the Board meeting as to what occurred at the Village Board meeting.

Once the Village Board approves the plans, the bid documents can be completed and approved by our attorney. Then the project can go out to bid.

April 11, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Gabriela Monarrez's One-Year Anniversary with the Library

Gabriela (Gaby) celebrates her one-year anniversary with the Library on April 24th. Gaby works as a Circulation Assistant. Gaby has a strong work ethic and constantly wants to learn more about how to do her job better. She provides excellent customer service to our patrons, always greeting them with a friendly face and a smile.

Gaby works primarily evenings in Circulation, checking materials in and out. She also provides backup support in Interlibrary Loan, helping to request and send back items from outside the Pinnacle Cooperative. She is also ready to assist other departments if they need help with special projects, like getting take-and-make craft kits ready.

It's a pleasure to work with Gaby!

April 11, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Transfer from Reserves

I recommend that the Board approve a transfer of \$150,000 from reserves to cover expenses for April and May. Our tax deposits come at two different times – we get half of our tax receipts in July through September and half of our tax receipts in May and June. This creates a cash-lean time in the Spring.

As for the February 2024 financial report (the report I have access to as I am writing this memo), the Library is 67% through the fiscal year. The Library has received 46% of tax monies, with the rest arriving in May & June, with expenses sitting at 53% anticipated. The Library is operating within budgeted parameters.

The Library has a little over \$404,708 in reserves, with another \$104,000 invested in a CD set to mature in August 2024. The proposed transfer will be repaid when tax money typically begins arriving in May 2024, so the \$150,000 transfer is essentially an interest-free loan between Library accounts.

I recommend that the board approve the transfer of \$150,000 from Reserves, with repayment to the Reserves account completed no later than June 30, 2024.