

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

May 9, 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, April 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 – April 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. Cleaning (**Discussion**)
 - b. Building Committee Updates (**Discussion**)
11. New Business –
 - a. Honoring Melissa Almanza for her First Anniversary with the Library (**Recognition**)
 - b. Honoring Sarah Haish for her Third Anniversary with the Library (**Recognition**)
 - c. Honoring Lori Freeman for her Fifth Anniversary with the Library (**Recognition**)
 - d. Website status presentation by Melissa Almanza (**Presentation**)
 - e. Approve Audit Engagement Letter with Mack & Associates (**Action**)
 - f. Review and Discussion of the Proposed FY25 Budget (**Discussion**)
 - g. Approve revised Director's Evaluation Tool (**Action**)
 - h. Evaluation of the Director procedure and due date (**Discussion**)
12. Announcements
 - a. Agenda Building for the June meeting
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
April 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 April 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. Tom Novinski | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Krysten McGee |
| 7. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Vice President Schultz moved that the minutes of the regular meeting on March 14, 2024, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of March 2024	\$ 752,786.21
Cash received during March 2024	29,723.66
Disbursements	<u>(98,791.93)</u>
Cash on Hand End of March 2024	\$ 683,717.94

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	1,249.51
Money Market Fund – Chase	122,491.63
Old Plank Trail MM X6183	368,824.38
Payroll Account – Chase	21,398.57
License Plates – Chase	1,638.97
Old Plank Trail MM X9335	24,428.10
Old Plank Trail MM X9981	38,425.92
PMA Financial CD80197	<u>104,960.86</u>
TOTAL	\$ 683,717.94

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl motioned that the bills presented for payment be approved. Vice President Schultz 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
- b. Department Heads

OLD BUSINESS:

- a. The Village of Shorewood Planning & Zoning committee unanimously approved the Parking Lot project. The Village had very few questions but they do expect the Library to repair the missing boards to the fence and provide shrubs around it. The Library's attorney will also send the site plan to Mr. Michas' attorney; Ethos will start preparing the bid documents to work towards breaking ground in late August.

NEW BUSINESS:

- a. The Board honored Gaby Monarrez for her first anniversary with the Library. Gaby is a dedicated worker in the Circulation Department and is always willing to help out other departments.
- b. Treasurer Stahl moved, and Vice President Schultz seconded, to approve a \$150,000 transfer from Reserves to the General Fund to be repaid by June 30th, 2024, from tax monies received. A roll call vote was taken, and the motion passed with all Trustees present voting 'yes.'

Motion made to go into Executive Session for the purpose of discussing matters related to Personnel 5 ILCS 120/2 (c) (1) by Secretary Voitik, seconded by Trustee Reeder at 7:10 p.m. All members voted "yes'.

The open meeting resumed at 7:55 p.m.

- a. The Board decided to not vote on FY25 Salary increases until after the Personnel Committee has a chance to meet, which will happen within the next two weeks. The Board instructed Director Mills to proceed with salary budgeting and include a \$5,000 unallocated amount for possible future salaries. The members of the Personnel Committee also asked Director Mills to send them her current job description and self-evaluation form.

The Agenda Building for the May meeting includes an Evaluation Meeting, an update on cleaning, and an update on the website.

The Strategic Planning meeting is on Thursday, April 18th. The Library will close at noon so the staff can meet with the Strategic Planner in the afternoon, and then the Board will meet with the Strategic Planner that evening from 7:00 p.m. to 9:00 p.m.

Vice President Schultz motioned/Secretary Voitik seconded for the meeting to adjourn at 8:03 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

DEPARTMENT OF
COMMUNITY DEVELOPMENT
PHONE: 815/724-4040
FAX: 815/724-4056

CITY OF



JOLIET

April 29, 2024

150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

RE: Statutory Notice of Annexation by the City of Joliet
(Section 7-1-1, of the Illinois Municipal Code)

TO: Robert Schwartz, President, Troy Fire Protection District
Stephanie Rosado, Local Election Official
George Muentnich, Treasurer, Troy Fire Protection District
John Scheidt, Trustee, Troy Fire Protection District
Steve Schwartz, Trustee, Troy Fire Protection District
Joe Baltz, Trustee, Troy Fire Protection District
Gerry Gabrielson, Commissioner, Troy Fire Protection District
Dave Blaskey, Commissioner, Troy Fire Protection District
Denzil Smothers, Commissioner, Troy Fire Protection District
Thomas J. Gilbert, Attorney, Troy Fire Protection District

Joseph D. Baltz, Township Supervisor
Larry Ryan, Troy Township Clerk
Jennifer Dylak, Deputy Clerk/Administrator
Kimberly Anderson, Troy Township Assessor
Thomas Ward, Troy Township Highway Commissioner
Dawn Damiani, Troy Township Collector
Jerry Nudera, Troy Township Trustee
Brett Wheeler, Troy Township Trustee
Johnnie D. Greenwood, Troy Township Trustee
Bryan W. Kopman, Troy Township Trustee
Carl Buck, Attorney, Troy Township

Tom Novinski, President, Shorewood-Troy Public Library District
Vito Schultz, Vice-President, Shorewood-Troy Public Library District
Bob Stahl, Treasurer, Shorewood-Troy Public Library District
Karen Voitik, Secretary, Shorewood-Troy Public Library District
Tracy Caswell, Trustee, Shorewood-Troy Public Library District
Arthetta Reeder, Trustee, Shorewood-Troy Public Library District
Krysten McGee, Trustee, Shorewood-Troy Public Library District
Adam Simon, Attorney, Shorewood-Troy Public Library District

Lauren Staley Ferry, Will County Clerk
Megan Millen, Director, Joliet Public Library

FROM: Community Development

The City of Joliet will be taking action on a petition to annex the following described property:

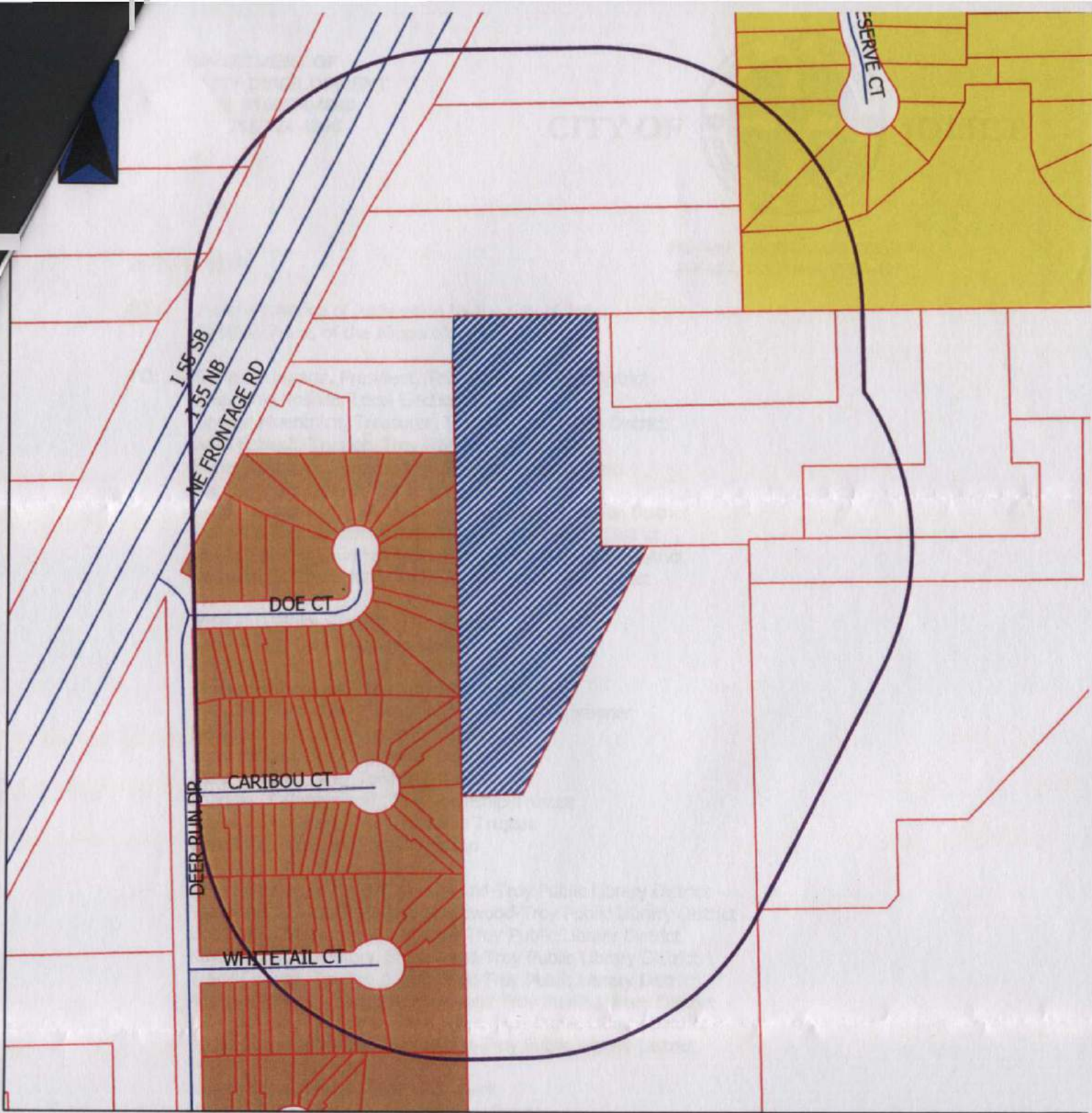
A-2-24: Annexation of 19535 NE Frontage Road, Classification to R-5 (Multi-Family Residential) Zoning and Approval of an Annexation Agreement. (19535 NE Frontage Road)
(PIN # Part of 05-06-10-400-034-0000)

April 29, 2024
Page 2

The petition to annex will be heard at a meeting of the **Joliet Plan Commission** to be held on **Thursday, May 16, 2024 at 4:00 p.m.**, and at the meeting of the **Joliet City Council** to be held on **Tuesday, June 18, 2024 at 6:30 p.m.** Both meetings will be held in the City Council Chambers (2nd Flr.) of the Joliet Municipal Building, 150 W. Jefferson Street, Joliet, Illinois.


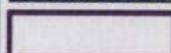
Additional information may be obtained from this office by calling 815/724-4040.


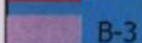
Attach. Zoning Map(s)



A-2-24, PUD-3-24, & PUD-4-24



 = Property in Question
 = 600' Public Notification Boundary

Legend		
	B-1	 I-TA
	B-2	 I-TB
	B-3	 I-TC
	I-1	 R-1
	I-2	 R-1A
	I-T	 R-1B
	R-2	 R-2A
	R-2A	 R-3
	R-3	 R-4
	R-4	 R-5
	R-5	 R-B

How satisfied were you with
your visit today?



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

Everyone is SO
nice and helpful!
Great library!
Thank you!

How satisfied were you with
your visit today?



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

Violet was
Great!
really helped
me
Thanks

How satisfied were you with
your visit today?



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

I would like too say
all the women here do
a tremendous job in
helping me with all.
I would especially say
Miss Gabriela helped
me tremendously today!

Rose Davis

Director's Report/May 9, 2024

Administrative Duties:

- The Personnel Committee met on April 23rd; Trustee Caswell and President Novinski made several changes to the Director's evaluation document. The proposed revisions are in the Board's packet tonight for discussion and approval. Once approved, a Google form will be sent from the email account president@shorewoodtroylibrary.org. Only President Novinski will have access to the results. He will provide you with a date to return the form to him.
- The Building Committee will meet on May 6th. I will provide updates at the Board meeting.
- I filed the quarterly report for the DCEO grant.

Circulation:

- Physical circulation was up 7.5% in April 2024 (12,138 items) v. April 2023 (11,289 items). With digital circulation included, circulation was up 14% - 16,165 items in April 2024 v. 14,410 in April 2023.

Financials:

- The Library belongs to LIMRiCC for its Unemployment Insurance. When the year ends with a pool amount of over \$1 million, the overage is paid out as dividends to the member libraries as an incentive to keep pool costs down. Shorewood-Troy's dividend share was \$1,484, paid out on 4/19.
- Our annual audit fieldwork day is scheduled for July 15th.

Staffing:

- I was elected to the Illinois Library Association's board as a Trustee-at-Large. My term will begin in July 2024.
- Jessica Forlenzo will start as a 19-hour Children's Assistant on May 20th.

Meetings:

- Pinnacle Governing Board, External (4/12)
- Department Manager's Meeting, Internal (4/15)
- LIMRiCC Board meeting, External (4/16)
- RAILS Member Update with State Librarian Alexi Giannoulas, External Webinar (4/22)
- Troy Township Administrators, External (4/23)

Technical Services Department Head Report

April 2024

April meetings and events:

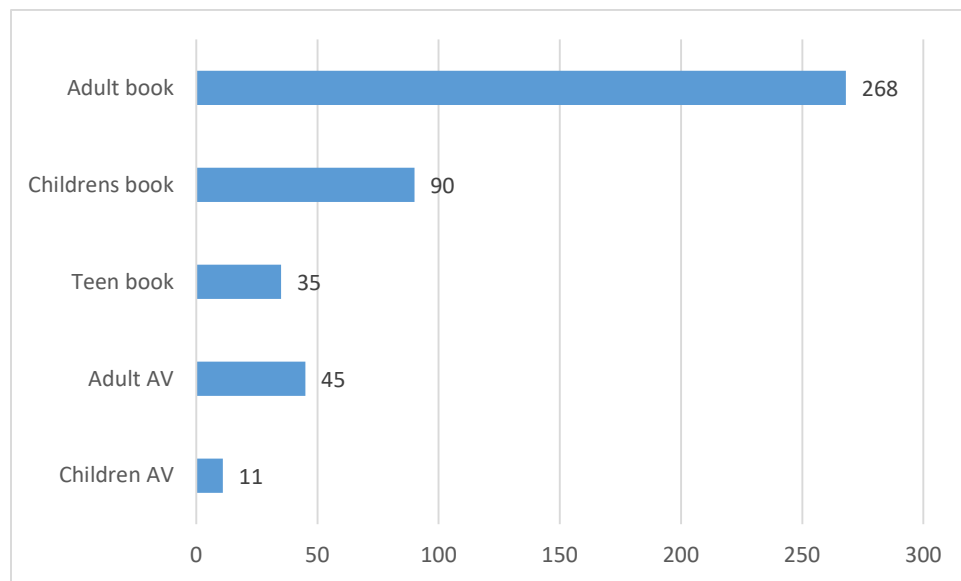
- 4/15 – DH meeting

Current projects:

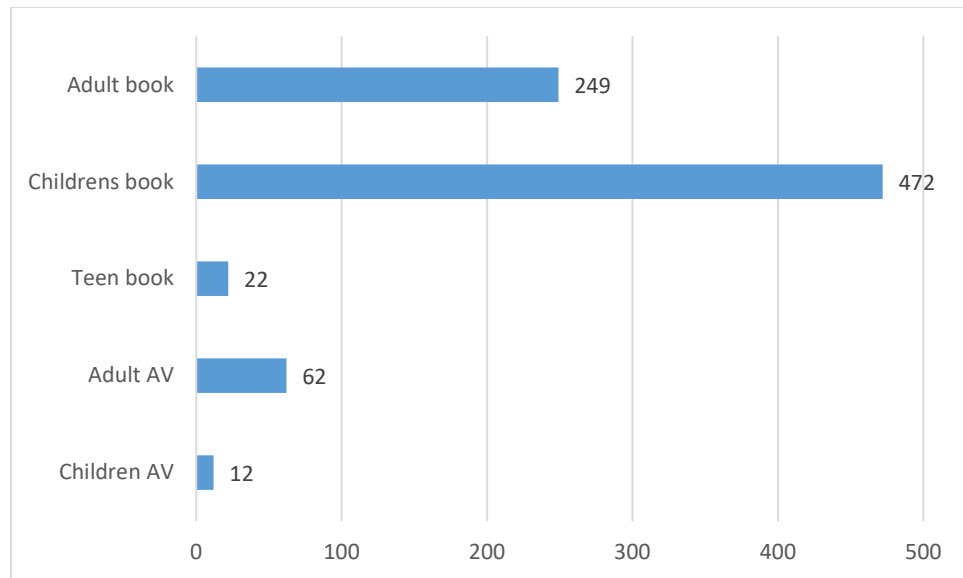
- No projects at this time.

Tech Service Statistics

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



Items ordered in April:

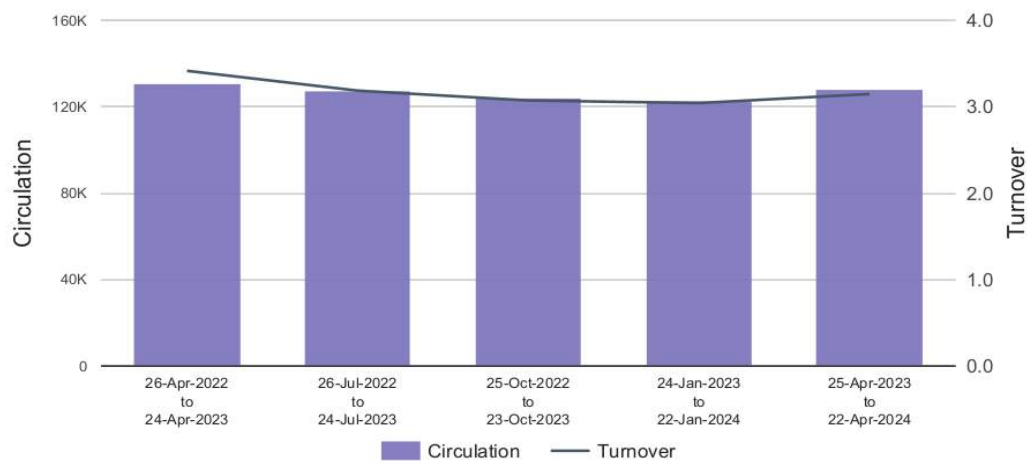


CollectionHQ

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.



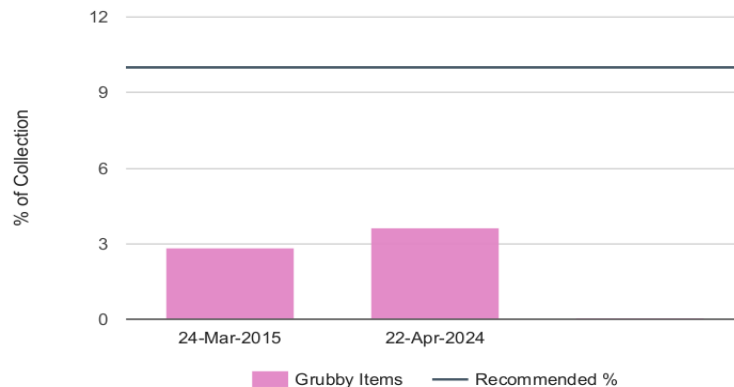
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.62% (0.04% 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 3.65% (.14% increase from last month). As with the dead percentage, the goal is to be under 10%.

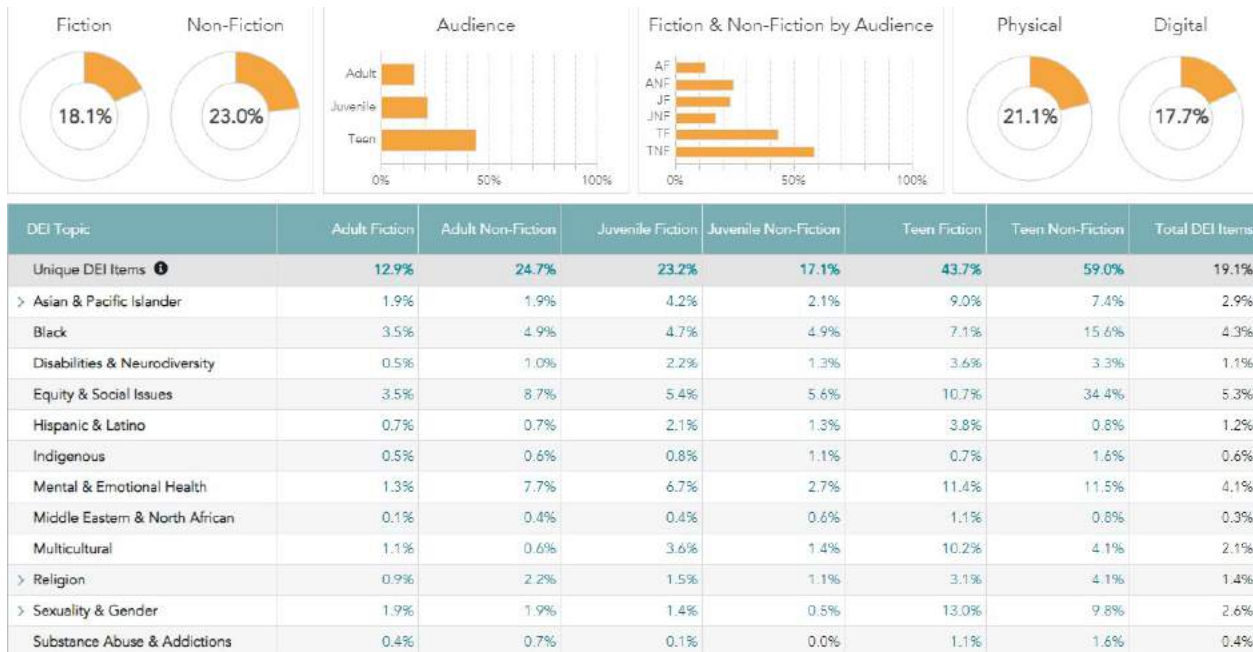


Diversity, Equity, and Inclusion (DEI)

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: 87,477

DEI Items: 16,705 (19.1% of our collection ; 0.1% increase from last month)



Respectfully submitted,

Leslie Lovato

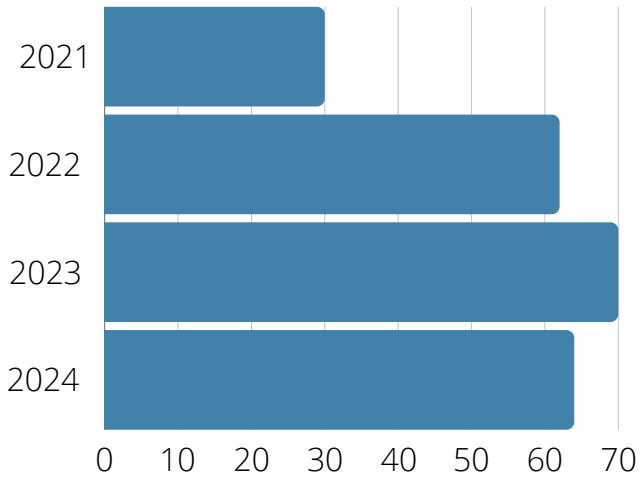
Technical Services Manager

MONTHLY REPORT

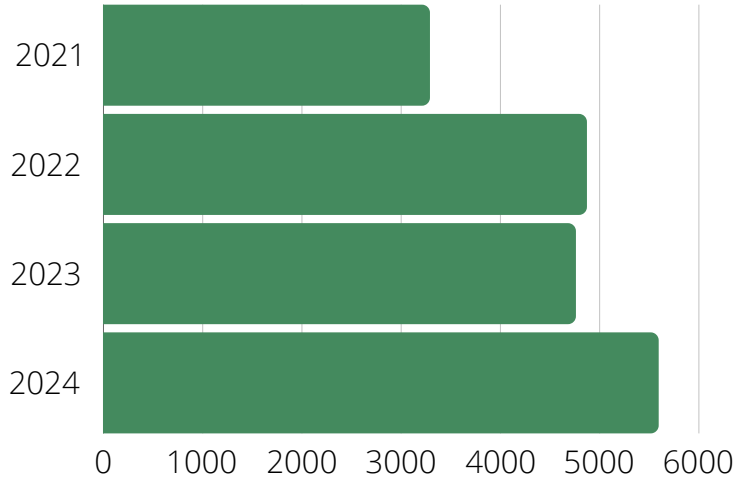
APRIL 2024

JULIE HORNBERGER
CIRCULATION MANAGER

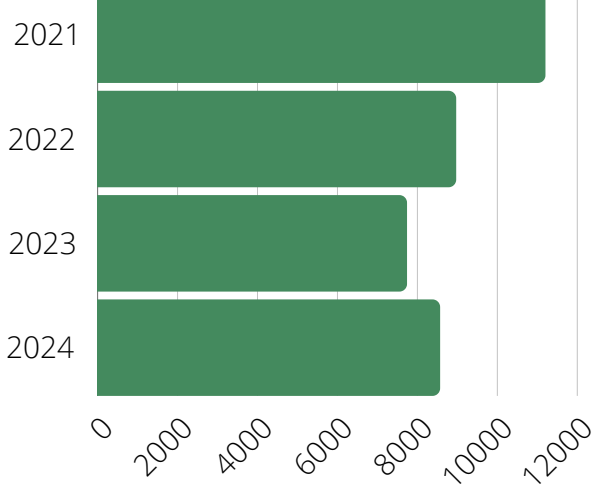
NEW CARDS



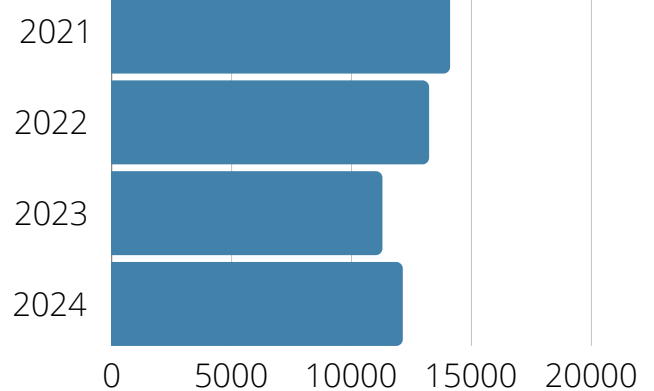
DOOR COUNT



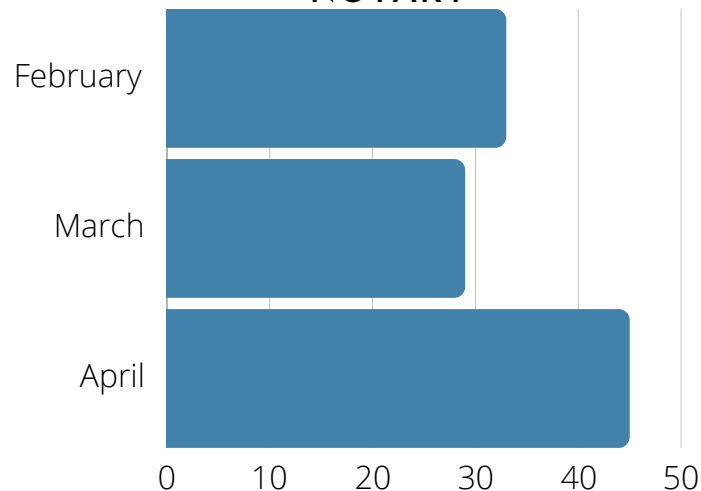
ITEMS CHECKED IN



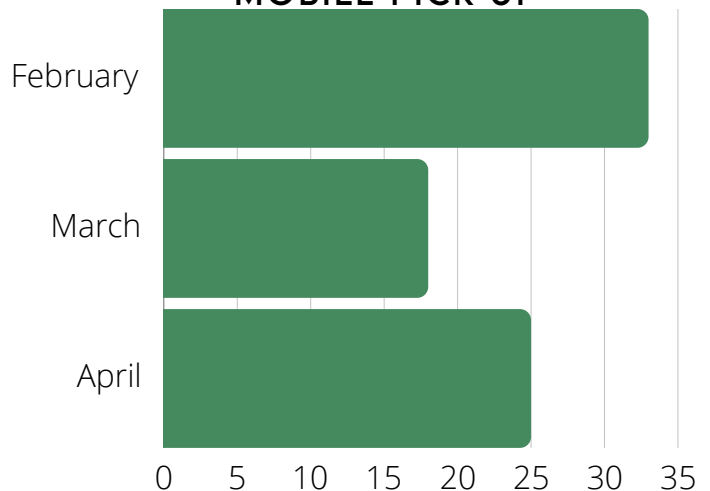
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

April 2024

LORI FREEMAN

CHILDREN'S MANAGER

DEPARTMENT UPDATES

This month we had many visitors from 17 participating libraries on the Library Road Trip. We had a total of **257** children visit our department! Every child received a shrinky-dink keychain take and make kit. They also added a car/truck (colored for their home library) to our library road trip map.

National Library Week was April 8-12th. We had 7 different activities during the week for children to participate in. There was a total engagement of **143**. Eclipse Day was April 8th. Our department provided **645** safety glasses leading up to the event. We also had an Asteroid Toss game, Astronaut Candy tasting, I Spy and a take and make craft.



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 - 70 students

The Learning Experience - 103 students

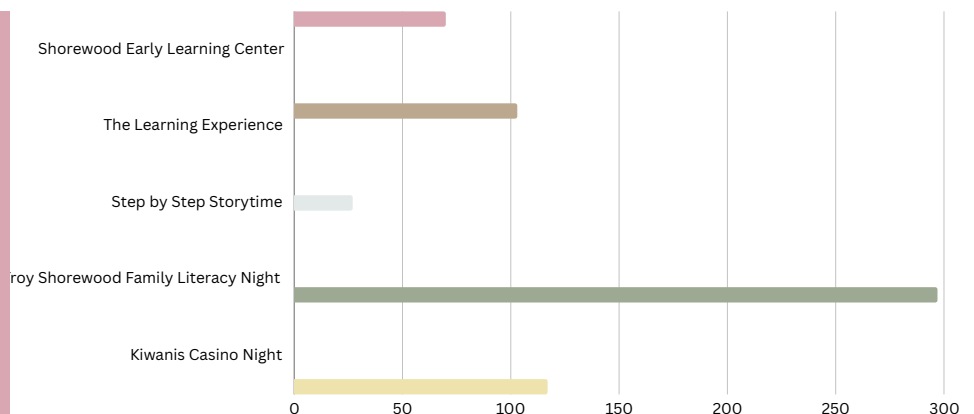
Step By Step - 27 students

Outreach Events

- **Troy Shorewood Family Early Literacy Night** - Students and families of the Troy Shorewood Elementary School celebrate Family Literacy Night! This One Book One School event takes place yearly to promote literacy by sharing one title across the school. Activities and promotional material was provided by the library. There was a total engagement of **297** students.
- **Kiwanis Casino Night Fundraiser** - This year's annual Kiwanis Fundraiser was held at the Jacob Henry Mansion. For this event, Sarah H. attended on behalf of the Library, she designed centerpieces, feedback cards, social posts, table placards, a photo booth backdrop, and she put together a 'Library Picnic Basket' donation valued at approximately \$130. All efforts ultimately go to support Kiwanis in their mission to assist children and families from the area who are in need. There was a total engagement of **117** patrons.

5
Outreach
Programs/Events

614
Total Engagement



Deliverables

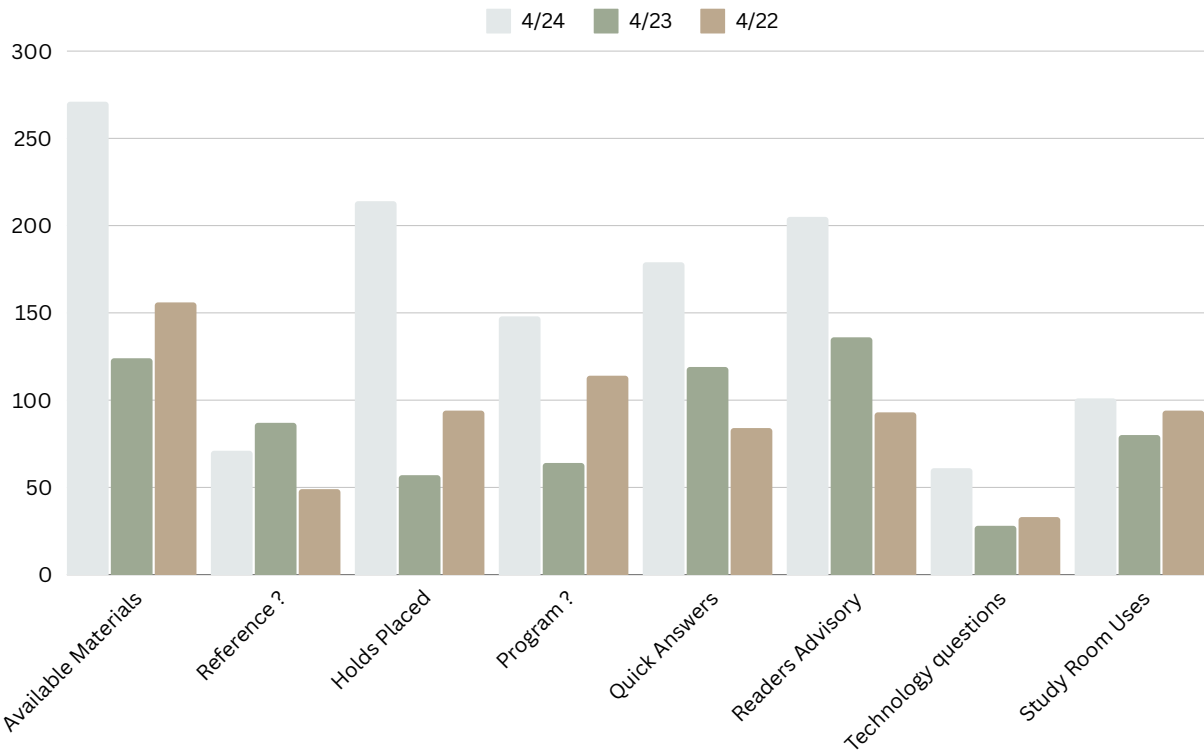
Active Programs



Passive Programs



REFERENCE TRIAGE



Reference Breakdown 3/24

We had **271** patrons ask about available materials, **71** ask general reference questions, **214** holds were placed, **148** questions were asked about programs, **179** quick answers were provided, **205** reader's advisory transactions were conducted, and **61** patrons asked about technology. **101** study room reservations were made study room reservations were made.

MONTHLY REPORT– APRIL 2024

Rose Nowak– Adult, Teen, & Technology Services Manager

- Adult Services

- The Library Road Trip started on March 23 and concluded on April 30. We had 179 adult & teen visitors collect a stamp on their passports upstairs. Optionally, visitors are asked to write their home library on a slip of paper for our “Libraries Linked Together” chain. Most links came from our “East” library section, with only 26 links from the Western libraries.
- Patrons were invited to participate in six activities to celebrate National Library Week. The activities were a library scavenger hunt, button activity, a ‘leaf of kindness’ activity, a display of items set in places staff would like to visit for patrons to check out, self-guided reading outside, and a chance to show how reading rocks their socks by showing off quirky socks. Patrons wrote that they were grateful for the fun books, large print materials, activities, study room, games, DVDs, and children’s department, as well as the great staff and their book recommendations.
- ATS staff created the following displays: Library Road Trip, Star Wars lore, Poetry (with an interactive blackout poetry component), Pinnacle and Pours, Staff Travel Picks, and Campout With Horror.
- The Trex Recycling Challenge kicked off on April 22. We were able to drop off 139.67 pounds of plastic towards the 1,000 pound goal in the first week and a half!
- Community partners from Guardian Angel Community Services were onsite at Shorewood Troy Library on April 12 to visit with interested patrons.

- Teen Services

- Planning has begun for 100 Books Before Graduation.

- Adult & Teen Outreach

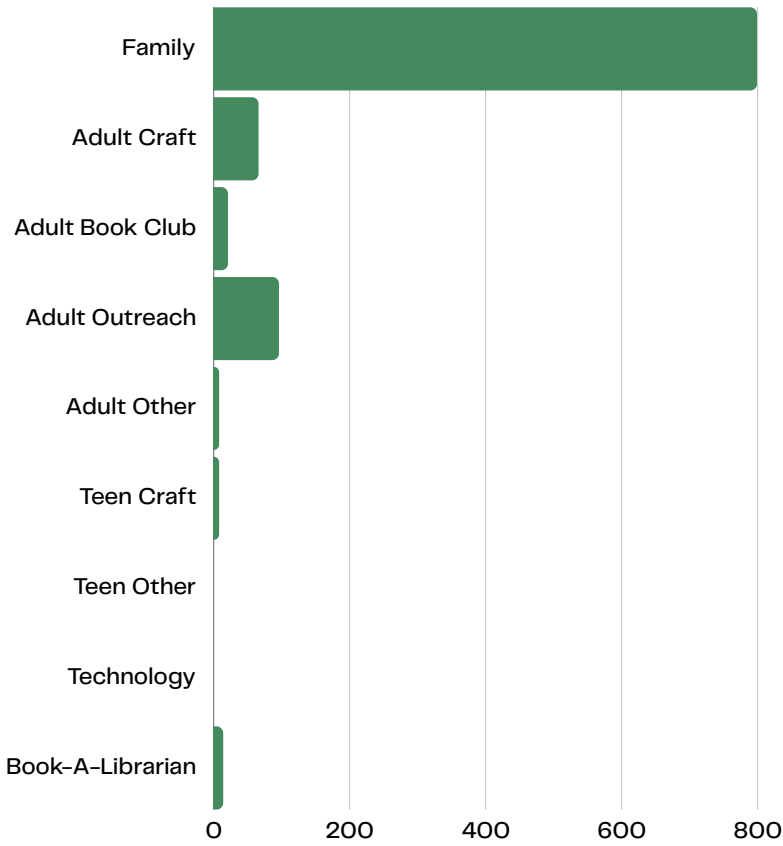
- Staff and patrons of our partner outreach facilities have been appreciative of the limited services we are providing in the interim.

- Technology

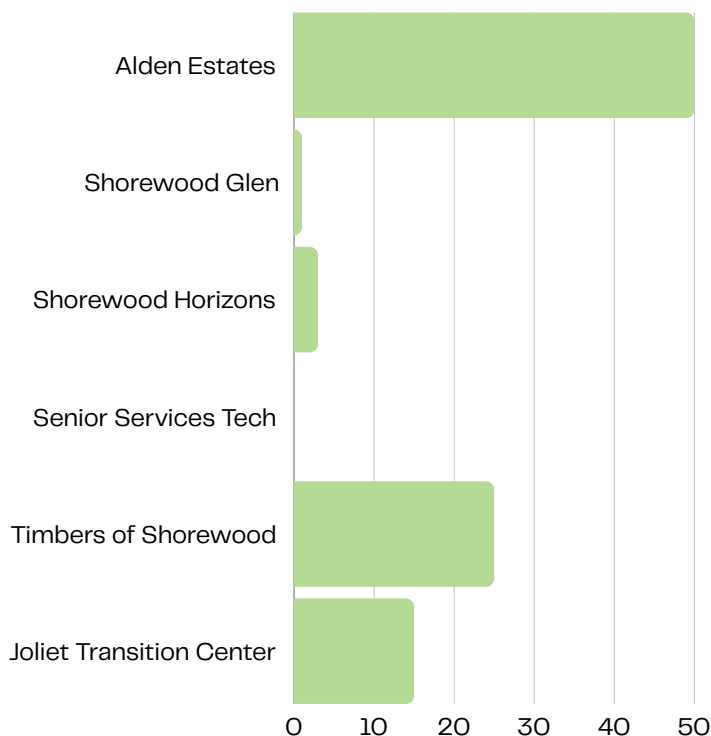
- Work on the new Communico Interact Self Serve Kiosks are ongoing. There are still a few kinks that need to be addressed before they can go live.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 8

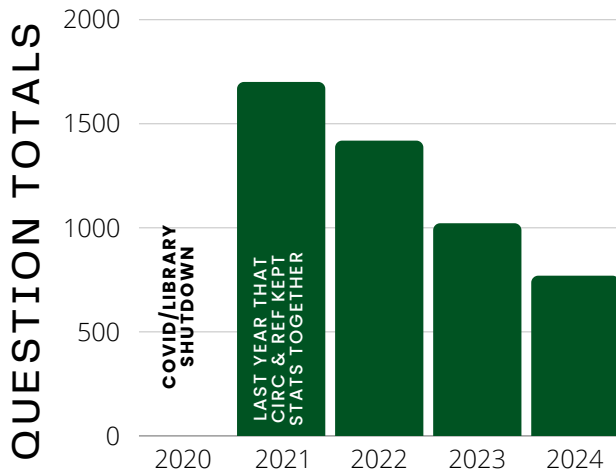
TOTAL PATRONS: 161

STAFF MEETINGS PROGRAMS & OUTREACH

- Rose – Adult, Teen & Technology Manager
 - Timbers
 - Horizons
 - Shorewood Glen
 - Department Heads Meeting
 - Alden
 - Timbers
 - JTC Fun Day
- Maren – Adult Programming Coordinator
 - Alden
 - DIY Coaster
 - Proctor
 - JTC
 - Tech Help
 - Novel Idea Book Club
 - Take & Make
 - Serving Patrons With Dementia Webinar
 - JTC
 - Medicare & Social Security
 - Strategic Plan Meeting
 - Trex Recycling Challenge Kickoff
 - Programmer Meeting
 - JTC
 - Horizons
 - Alden
 - Book a Librarian
- Violet – Teen Programming Coordinator
 - Dungeons & Dragons (at Critical Grind Coffee Shop)
 - Sugar Cookie Bar Take & Make
 - Strategic Plan Meeting
- Hailie – Adult & Teen Services Assistant
 - Strategic Plan 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.

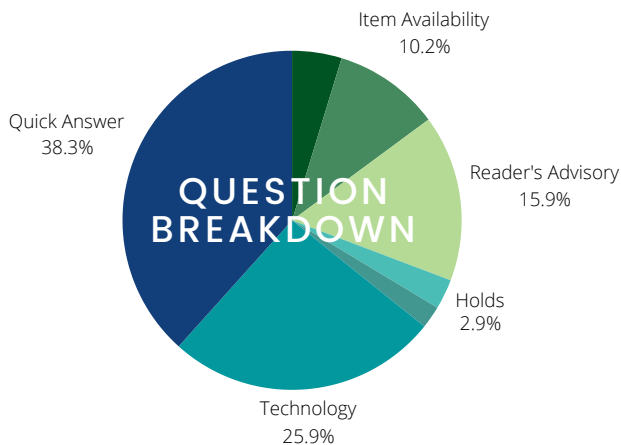
Programs – questions related to library programs for all ages. For example, "What do I need to bring with me to the Tai Chi program?"

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."

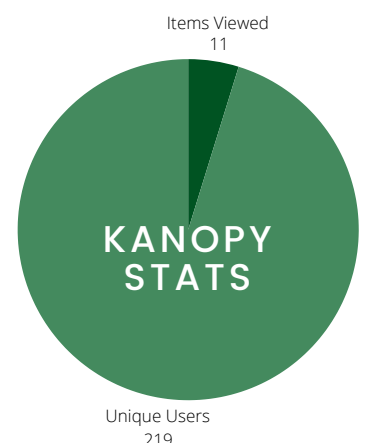
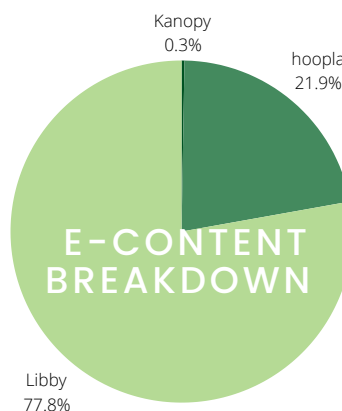
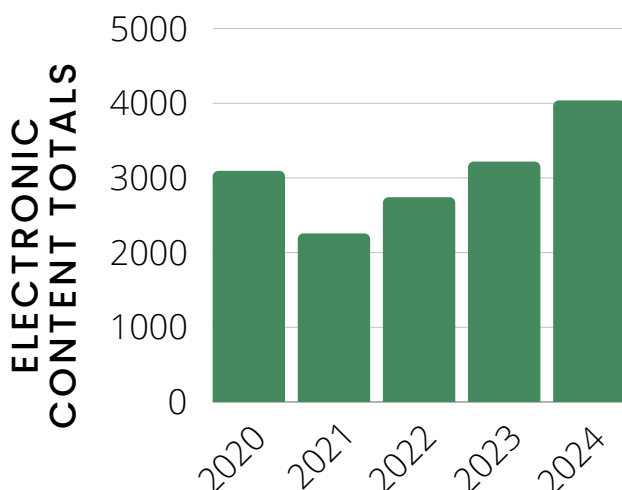
Reference – questions involving research, dealing with passports, license plate renewals, or any other in depth topic. For example, "Where is the closest post office, and how do I get there?"

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).






April 2024

MARKETING STATS

Monthly Board Report
Melissa Almanza
Marketing Specialist



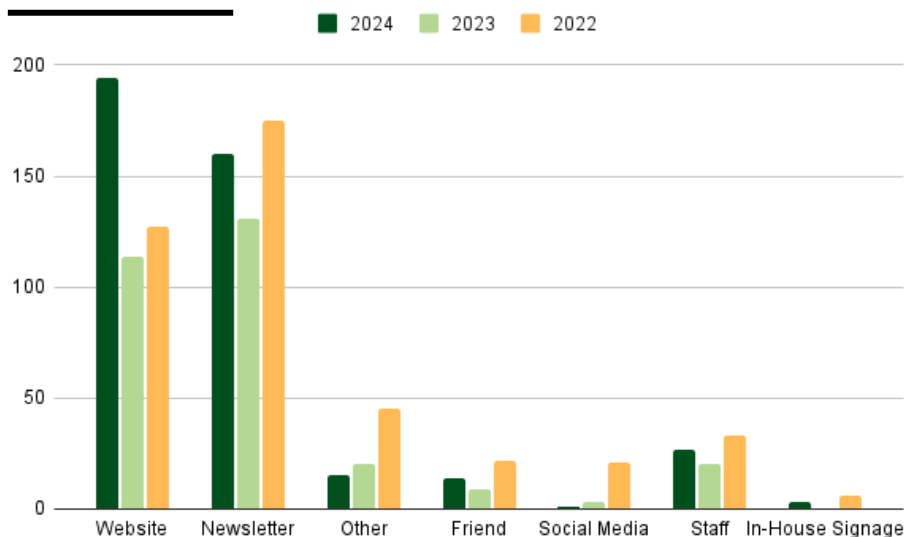
WEBSITE VISITS:

	2024	2023	2022
 Views	7,023	6,511	5,237
 Visitors	2,271	2,049	1,872
 Views per visit	3.13	3.09	3.11

MEETING ROOM BOOKINGS:

	2024	2023	2022
Non-Profit	9	7	11
For-Profit	0	0	0

PROGRAM REFERRALS:



ENEWS STATS:

2024
8,287 EMAILS SENT
43.9% OPEN RATE
439 CLICKS
182 UNIQUE CLICKERS
2023
6,944 EMAILS SENT
46.77% OPEN RATE
327 CLICKS
230 UNIQUE CLICKERS
2022
6,277 EMAILS SENT
42.33% OPEN RATE
188 CLICKS
132 UNIQUE CLICKERS

FACEBOOK:

REACH 2.5M +6.3k% 2023 7.8k 2022 --	FOLLOWERS 4,084 NEW FOLLOWERS 428	INTERACTIONS 53.5k +4.1k% 2023 977 2022 --
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INSTAGRAM:

REACH 767 +68.8% 2023 229 2022 0	FOLLOWERS 1,121 NEW FOLLOWERS 6	INTERACTIONS 71 +76.9% 2023 0 2022 0
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*Some data is unavailable

April 2024

MARKETING PROJECTS & UPDATES



WEBSITE PROJECT:

- We received our first mockups of internal page designs!
- The designer is working on a couple more to show us. Once he does and we approve the final look and feel, the custom build of the website will officially begin.
- Like our website, our existing marketing materials are also being updated to match the new brand so that the style is cohesive throughout our library!



EVENTS:

- **Library Road Trip** came to a close. I kept hearing from patrons how much fun they had and how they already can't wait for next year.
- **Pinnacle & Pours** will wrap up later this month as well. I've done a midway check-in with our community partners, and they're excited to offer special drinks for the month of May, plus a beer tasting which is wonderful!
- **Summer Reading** donations have mostly all been received. Next order of business is to purchase and package door prizes, order yard signs, and spread the word! We're hoping for an even larger turnout this year!



Library Road Trip!



Spring Masquerade Ball



NexTrex Recycle Program

Doing great!! We are already 15% to our goal.

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Building Committee Update

Members of the Building Committee will provide an update on their meeting.

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Honoring Melissa Almanza for her First Anniversary with the Library

Melissa Almanza is celebrating her first anniversary as our Marketing Specialist at the Library. Melissa is responsible for always making our newsletter look professional when mailed out! She coordinates with all the programmers to ensure their offerings are promoted properly and accurately. She also puts together our email newsletter, which has an incredibly high open rate of over 40% each month.

In the past year, she also worked with PatronPoint, our marketing software, to implement more visual email reminders of holds and overdue notices rather than the old-style text notices that Innovative uses. Melissa is, in fact, our PatronPoint and our Communico expert. Communico is the software that runs our event calendar, meeting room calendar, and library app. Melissa is the point person for working with the vendors for both software companies. She quickly got up to speed with how each of them worked as soon as she started, even though she came to us from outside the library field.

Melissa is also working with the website firm to create a new webpage. She is excellent at working with them and listening to the internal feedback that we provide to her.

She provides the graphics for big library events like Summer and Winter Reading and always stays organized and on deadline. Melissa is creative, focused, and a joy to work with!

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Lori Freeman, Children's Services Manager

RE: Sarah Haish's Third Anniversary with the Library

Sarah celebrated her third anniversary with the library on April 12th. She recently moved to the Children's Department as our Children's Outreach Librarian. Sarah started out in the Circulation Department of the Library as a 19-hour Circulation Clerk. While working at our library, she also worked on her library technical assistant's (LTA) certification at JJC, which she completed last year. She worked as the Library's Adult Outreach Coordinator for a while but happily moved to the Children's Outreach position when it opened up since her passion is working with kids.

Sarah's personality grabs you from the get-go—she is always happy and energetic, making her the perfect fit for our Children's team.

Sarah has hit the ground running with Children's Outreach. She has set up recurring Wednesday Storytimes at three local daycares and Bronkberry Farm. This Summer, she will do storytime at local parks and reserves on Fridays. Sarah is becoming well-known in our community as she attends all of the local public school literacy events. She has invited many new patrons to visit our library at these events and they get so excited to see her when they come to the library. Sarah is very passionate about STEAM and patron engagement. She runs our bimonthly STEAM program, which is always full of waiting lists. The kids rave about every activity once it's over.

I absolutely LOVE working with Sarah. She is genuine, kind-hearted, and hilarious. I know I can count on her to help with whatever is needed in the department. The Shorewood-Troy Library, community, library staff, and myself are extremely lucky to have such an amazing person here!

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Lori Freeman's Fifth Anniversary with the Shorewood-Troy Library

Lori's fifth anniversary with the Library will be next week on May 13th. She started as a part-time Storytime Assistant and quickly made a significant impact with her ability to connect with children and their caregivers. Lori is one of the most organized people I have ever met. She is always able to plan entertaining, informative, and developmentally appropriate programs months in advance while keeping all the scheduling balls in the air. Plus, she has all the props for those programs tucked away in a storage closet somewhere.

Lori was quickly promoted to Children's Programming Coordinator, overseeing the more than 300 department programs, ranging from the weekly story times to the more significant events coordinated under the Summer Reading umbrella. Those programs also span age levels from babies to tweens, spanning a wide range of interests and developmental capabilities. She also worked with the Adult Services staff on planning Family Events, which brought together children and adults for activities.

In June 2023, she was promoted to Head of the Children's Department, becoming part of the library's Management Team. She proactively solves issues, works collegially with her fellow managers, and continues to bring her creativity to work every day in the Children's Department. I look forward to seeing what Lori's boundless imagination brings to the Library next.

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Website Presentation

Melissa Almanza, the Library's Marketing Specialist, will give a brief presentation on the work done so far on rebuilding the Library's website.

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

The fieldwork day for the annual audit is scheduled for July 15th. The engagement letter needs to be approved and signed before the audit can begin.



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CHRIS CHRISTENSEN
JESSIKA MCGARVEY

CERTIFIED PUBLIC ACCOUNTANTS

May 5, 2024

To the Director
and Board of Trustees

Shorewood-Troy Public Library District

We are pleased to confirm our understanding of the services we are to provide Shorewood-Troy Public Library District for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Shorewood-Troy Public Library District as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information that accompanies Shorewood-Troy Public Library District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Individual fund financial statements
- 2) Notes to Other Information

We have not been engaged to report on the other information which accompany the financial statements. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it:

- 1) Assessed valuation, tax rates, tax extensions and tax collections

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and many include direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. However, as part of our engagement, we have offered a letter bypassing such request being made that serves as your confirmation that legal counsel above and beyond the normal course of operation during the current fiscal year was necessary, therefore no inquiry from your attorney(s) would be made.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Shorewood-Troy Public Library District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Shorewood-Troy Public Library District in conformity with the modified cash basis of accounting based on information provided by you, which includes assistance with maintaining the schedule of capital assets. Additionally, we will prepare and submit the Annual Financial Report to the Comptroller's Office of the State of Illinois.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Mack & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulator or its designee.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mack & Associates, P.C. personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tawnya R. Mack, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$5,410. However, any electronic third-party verification of deposit authorizations that may be required will be billed separately. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Shorewood-Troy Public Library District's financial statements. Our report will be addressed to management and those charged with governance of Shorewood-Troy Public Library District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Shorewood-Troy Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Mack & Associates, P. C.

Mack & Associates, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Shorewood-Troy Public Library District.



Management signature: _____

Title: _____

Date: _____



Trustee signature: _____

Title: _____

Date: _____

May 9, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Draft of Budget for FY25

Most budgetary expectations are similar to what they were in FY24.

On the Income side:

- 402B/Other Grants—The anticipated revenue in FY25 is \$275,000. This is the remainder of the DCEO funds for the parking lot (around \$272,000).
- 445/Interest Income—Since interest rates are higher on savings amounts than historically, the Library is receiving more interest income. Moving some of the General funds to Wintrust has resulted in more revenue received from interest on savings.

On the Expense side:

- 531/Website maintenance—This year, the website maintenance line item was budgeted high to pay for the rebuild. In FY25, it should fall to a more normal level.
- 565/Routine Maintenance – I increased the budgeted amount in this line item to account for the higher expenditures in this line item.
- 582/Capital Improvements Building—This accounts for the construction of the parking lot. If there is remaining money in this line item after the parking lot is constructed, there may be other long-term issues that the Building Committee may wish to address.
- Computer supplies ran slightly higher than expected in FY24 as some computers needed to be replaced faster than anticipated, and wiring projects required to be completed. I budgeted more this year to cover unanticipated issues again, but that's fine if the money is not spent in FY25.
- 590/Legal Services -This is to account for increased legal costs resulting from the review of bids for the parking lot.

Every other line item remains relatively flat.

Draft FY 2025

STATEMENT OF INCOME AND EXPENSE

	FY24	9-month Cumulative	Proposed FY25
INCOME			
401 Per Capita Grant	\$32,000.00	\$32,125.50	\$ 32,000.00
402A LSTA Grant	\$0.00	\$0.00	\$ -
402B Other Grants	\$310,000.00	\$35,000.00	\$ 275,000.00
410 Sale of Library Materials	\$500.00	\$0.00	\$ 500.00
430 Photocopy Receipts	\$4,000.00	\$3,958.41	\$ 5,000.00
435 Fines & Lost Books	\$4,000.00	\$2,555.37	\$ 4,000.00
445 Interest Income	\$15,000.00	\$29,346.00	\$ 35,000.00
450 Misc, Notary Fees, etc	\$8,000.00	\$670.00	\$ 2,500.00
455 Passport Revenue	\$40,000.00	\$27,737.49	\$ 40,000.00
468 Room Rental	\$500.00	\$245.00	\$ 500.00
470 General Property Tax	\$1,350,000.00	\$630,497.75	\$ 1,436,630.00
471 Per. Prop. Replacement	\$60,000.00	\$36,594.21	\$ 40,000.00
475 Donations	\$3,000.00	\$3,965.64	\$ 6,000.00
476 Impact fees	\$30,000.00	\$14,835.59	\$ 25,000.00
477 Fax Services	\$1,000.00	\$516.00	\$ 1,000.00
480 Pin Reimbursement	\$150,000.00	\$113,152.45	\$ 186,000.00
476b Transfer From Developer'	\$235,000.00	\$0.00	\$ -
License Plate fees	\$1,800.00	\$1,459.00	\$ 1,800.00
<u>Total Income</u>	<u>\$ 2,244,800.00</u>	<u>\$932,658.41</u>	<u>\$2,090,930.00</u>

Draft FY 2025

	FY24	9- month cumulative	Proposed FY25
EXPENSE			
501 Professional Salary	\$462,000.00	\$261,334.19	\$ 492,000.00
502 Paraprofessional Salary	\$362,000.00	\$318,099.98	\$ 368,000.00
504 IMRF - Emplr's portion	\$43,000.00	\$18,669.54	\$ 44,000.00
506 FICA - Emplr's portion	\$60,000.00	\$43,374.06	\$ 68,000.00
508 Health Insurance-Emplr'	\$55,000.00	\$42,439.88	\$ 80,000.00
509 Unemp Comp/Wrk Comp	\$6,000.00	\$6,214.02	\$ 7,500.00
TOTAL PAYROLL RELATED EXPEN	\$988,000.00	\$690,131.67	\$1,059,500.00
510A Books-Adult	\$50,000.00	\$35,351.88	\$ 50,000.00
510B Books-Children	\$50,000.00	\$28,786.55	\$ 50,000.00
510C Books-YA	\$5,000.00	\$2,846.58	\$ 5,000.00
510D Reference	\$500.00	\$0.00	\$ 500.00
510E Electronic books	\$20,000.00	\$20,000.00	\$ 20,000.00
510F LSTA Grant	\$0.00	\$0.00	\$ -
511 Periodicals	\$2,000.00	\$1,638.00	\$ 2,500.00
515 Newspapers	\$3,000.00	\$2,293.07	\$ 5,000.00
520A Audiobooks (Adult)	\$4,000.00	\$2,317.37	\$ 4,000.00
520B Audiobooks (Children)	\$1,500.00	\$1,096.92	\$ 1,000.00
522A Music-Adult	\$1,000.00	\$569.73	\$ 1,000.00
522B Music-Children	\$0.00	\$0.00	\$ 500.00
527A Videos-Adult	\$6,000.00	\$3,389.72	\$ 6,000.00
527B Videos-Children	\$1,500.00	\$1,176.68	\$ 2,000.00
527C Games-YA	\$2,000.00	\$984.16	\$ 2,000.00
527D Games-Children	\$1,000.00	\$964.07	\$ 1,500.00
TOTAL LIBRARY MATERIAL	\$147,500.00	\$101,414.73	\$151,000.00
531 Website Maintenance	\$10,000.00	\$3,249.54	\$ 3,000.00
532 Management Services	\$20,000.00	\$1,201.81	\$ 5,000.00
533 Pinnacle Services	\$80,000.00	\$79,689.75	\$ 80,000.00
535 Maintenance of Equipmer	\$25,000.00	\$21,348.21	\$ 27,000.00
536 Computer Supplies/softwz	\$22,000.00	\$31,483.04	\$ 35,000.00
537 Photocopier Supp & Equip	\$10,000.00	\$5,604.13	\$ 7,000.00
538 Databases	\$53,000.00	\$43,460.27	\$ 55,000.00
TOTAL CONTRACTUAL SERVICES	\$220,000.00	\$186,036.75	\$ 212,000.00
541A Tech services supplies	\$7,000.00	\$4,042.11	\$ 8,000.00
542 Office Supplies	\$5,000.00	\$4,344.99	\$ 7,000.00
542A Management Supplies	\$4,000.00	\$2,635.99	\$ 5,000.00
542C Display supplies	\$500.00	\$196.26	\$ 500
543 Assets Not Capitalized	\$4,000.00	\$2,249.81	\$ 7,630.00
544 Telephone Services	\$8,000.00	\$5,362.02	\$ 8,000.00
545 Computer Line	\$10,000.00	\$7,280.66	\$ 10,000.00
546 Adult Services Program	\$11,000.00	\$7,690.03	\$ 11,000.00
547a Postage	\$9,000.00	\$6,738.67	\$ 9,000.00
547b Passport postage	\$4,000.00	\$2,739.55	\$ 5,000.00
548 Circulation Services	\$3,000.00	\$1,458.63	\$ 3,000.00
549 Youth Serv Programs	\$11,000.00	\$6,693.58	\$ 12,000.00

Draft FY 2025

	FY24	9-month Cumulative	Proposed FY25
549A Teen programming	\$2,500.00	\$1,210.23	\$ 2,500.00
549B Outreach Services	\$3,000.00	\$2,186.63	\$ 3,500.00
549C Family Programs	<u>\$3,000.00</u>	<u>\$1,896.57</u>	<u>\$ 3,000.00</u>
TOTAL SUPPLIES & SERVICES	\$85,000.00	\$56,725.73	\$ 95,130.00
551 Adv & Publishing	\$22,000.00	\$20,733.65	\$ 23,000.00
552 Mileage/Meetings, etc.	\$3,000.00	\$1,247.34	\$ 3,000.00
553 Professional Dev	\$7,000.00	\$5,648.64	\$ 7,000.00
554 Professional Dues	\$1,000.00	\$425.00	\$ 1,000.00
555 Library Promotion & Dev	<u>\$4,000.00</u>	<u>\$1,678.72</u>	<u>\$ 4,000.00</u>
TOTAL MISC EXPENSE	\$37,000.00	\$29,733.35	\$38,000.00
560 Electricity	\$9,000.00	\$9,015.29	\$ 13,000.00
561 Gas	\$4,000.00	\$3,458.92	\$ 4,000.00
562 Mnt & Sfy of Grounds	\$10,000.00	\$11,732.43	\$ 15,000.00
563 Water	\$2,000.00	\$1,385.24	\$ 2,000.00
564 Util & Jan Supplies	\$2,953.00	\$2,098.68	\$ 3,000.00
565 Routine Maint Building	\$40,000.00	\$31,926.50	\$ 42,000.00
568 Janitorial Service Building	\$18,000.00	\$15,699.61	\$ 20,000.00
569 Ins Building, Cont, & Liab	<u>\$15,000.00</u>	<u>\$14,618.01</u>	<u>\$ 17,000.00</u>
Total Util & Building Expense	\$100,953.00	\$89,934.68	\$116,000.00
580 Fixed Assets Cap	\$0.00	\$0.00	\$ -
582 Capital Improv Building	\$350,000.00	\$29,685.01	\$ 340,000.00
583 Land Purchase/Mortgage	\$0.00	\$0.00	\$ -
584 New Building Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$ -</u>
TOTAL CAPITAL EXPENSE	\$350,000.00	\$29,685.01	\$340,000.00
590 Legal Services	\$10,000.00	\$4,152.56	\$ 10,000.00
591 Audit & Accounting	\$14,000.00	\$11,345.88	\$ 14,000.00
594 Administrative Expense	\$6,000.00	\$7,200.48	\$ 9,000.00
595 Special Reserve Fund	\$25,000.00	\$0.00	\$ 30,000.00
596 Interest & Prin Short term	\$0.00	\$0.00	\$ -
598 Err & Omiss/Treas Bond	\$2,000.00	\$3,175.00	\$ 3,300.00
599 Contingencies	<u>\$3,500.00</u>	<u>\$6,921.61</u>	<u>\$ 8,000.00</u>
TOTAL OVERHEAD & DEBT SERVI	\$60,500.00	\$32,795.53	\$74,300.00
TOTAL EXPENSES	<u>\$1,988,953.00</u>	<u>\$1,216,457.45</u>	<u>\$2,085,930.00</u>
<u>TOTAL REVENUE IN EXCESS OF EXPENSES</u>			\$5,000.00

May 9, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Director's Evaluation Tool & Evaluation Method

The Personnel Committee April 23rd. Trustee Caswell and President Novinski worked to bring the evaluation document more in line with the Director's job description (enclosed in your packet). Some portions of the job description may need to be updated to reflect what the Director is currently doing. A revised job description will be on the Board agenda in June.

A draft evaluation document is in the packet for discussion and approval. Changes are highlighted in yellow.

Once the document is approved, a Google form will be sent from the email address president@shorewoodtroylibrary.org. This email is only accessible by Tom. He will provide you with information about the due date of the feedback. An executive session will be on the June agenda to formalize my evaluation, my salary increase, and the salary increases of the staff.

My self-evaluation will be distributed to the Board at the Board meeting.

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

JOB TITLE: DIRECTOR

POSITION OVERVIEW:

Under the Board of Trustees of the library, serves as the professional administrator of the library. Performs all duties and responsibilities as set forth by the by laws, rules, and regulations of the library. Administers over 25 staff. Supervises up to 7 staff. This is an exempt position.

DUTIES AND RESPONSIBILITIES:

1. Provides consistently gracious and friendly service to internal and external customers.
2. Understands and applies the library policies and procedures while safeguarding confidential and restricted information.
3. Hires, trains, and evaluates management teams. Coaches and counsels to resolve conflicts.
4. Assists the board in the formulation of policies, by-laws, rules, and regulations in connection with the operation of the library.
5. Executes and carries out all stated policies and objectives, and all by-laws, rules and regulations determined by the Board; abides by the requirements of all applicable laws.
6. Administers such other employees of the library as may be necessary.
7. Manages and supervises the day to day operations and business of the library.
8. Ensures that all contractual arrangements made with the library are properly carried out.
9. Ensures proper protection, management, and disbursement of all library funds and assets.
10. Act, only at the request of the Board, as a signatory for the withdrawal of library funds.
11. Attendance at all meetings of the Board and its committees, and such other civic public body, or association meetings as reasonably requested by the Board.
12. Prepares and submits topical and program progress reports to the Board as it may request or direct.
13. Actively seeks to maximize funding sources for the library, including active solicitation of available public and private grants and donations.
14. Performs all other duties as are deemed necessary by the Board to carry out the purpose of the library.
15. Responsible for the overall implementation and progress in meeting the goals of the library's long-range plan.
16. Responsible for the overall budget and monitoring of expenditures.
17. Keeps informed of current information and trends at the local, regional, state, and national Library levels.

KNOWLEDGE SKILLS AND ABILITIES:

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

1. Considerable ability to establish and maintain effective working relationships with board, staff, and public.
2. Considerable ability to exercise leadership and provide direction.
3. Ability to emphasize and relate to the needs of all patrons.
4. Ability to communicate effectively orally and in writing.
5. Considerable knowledge of public library principles, practices and technology.
6. Considerable knowledge of the Illinois laws directly pertaining to the administration and governance of a library district.
7. Considerable ability to remain calm in difficult situations.
8. Considerable ability to exercise reasonable and independent judgment and discretion.
9. Considerable ability to analyze and synthesize data to produce new and revised policies, plans, processes, and procedures.
10. Considerable ability to manage and prioritize multiple tasks.
11. Considerable ability to attend to detail.
12. Knowledge of personnel management principles and practices.
13. Knowledge of PCs and Windows software applications.
14. Considerable ability to adapt and effectively implement change.

QUALIFICATIONS FOR JOB:

ALA/MLS with 10 years public library experience, including three years as director of a public library and six years supervisory experience. Includes evenings and weekends. Access to a vehicle.

EMPLOYEE PERFORMANCE EVALUATION

Employee's Name: _____

Position: _____

Date: _____

Type of Review:

☐ Annual☐ Six month☐ Other: _____

My supervisor has reviewed this evaluation with me. My signature does not imply full agreement with its contents, but it does indicate that I have reviewed the contents with my supervisor and have accepted responsibility for the performance objectives in the evaluation. I understand that I may attach written comments reflecting my response to this evaluation if I so desire. I will forward written comments to my supervisor for review and inclusion with this evaluation in my personnel file.

SUPERVISOR_____
EMPLOYEE_____
DATE COMPLETED

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES**

LIBRARY DIRECTOR PERFORMANCE REVIEW

Rank according to the following scale:

1. Unsatisfactory 2. Needs improvement 3. Meets expectations 4. Above expectations

A. Library Management

Provides consistently gracious and friendly service to internal and external customers

Develops and prioritizes library goals and objectives. _____

Supervises the selection, purchase, and withdrawal of library materials with input from staff and patrons. _____

Administers the library by the policies and procedures established by the Board of Trustees. _____

Manages and supervises the day-to-day operations of the District. _____

Accurately prepares reports relating to library operations. _____

Oversees publication of legal notices as needed. _____

Directs the overall maintenance of the building and grounds. _____

Oversees the library's programming activities. _____

Oversees publicity and public relations for the library. _____

Abides by the requirements of all applicable laws _____

Responsibly and accurately reports information to Will County, the Illinois State Library, and other interested stakeholders: _____

Keeps informed of current library information and trends at the local, regional, state, and national Library levels. _____

COMMENTS:

B. Board Relations:

Meets with the Board of Trustees to establish policies for library operations. ____

Helps develop policies that are designed to provide excellent customer service. ____

Identifies policies that need to be changed or updated. ____

Effectively Interacts with the Board of Trustees: ____

Prepares and submits topical and program progress reports to the Board as it may request or direct ____

Attendance at all meetings of the Board and its Committees, and other civic public body, and association meetings as reasonably requested by the Board ____

COMMENTS:**C. Financial Management**

Assists in the preparation and administration of the library's annual budget. ____

Analyzes sources of revenue and anticipates expenditures and services costs. ____

Understands and works with the Board to prepare financial documents such as the Budget & Appropriations Ordinance and the Levy. ____

Effectively plans and spends the budget to meet the needs of patrons best. ____

Ensures that all contractual arrangements made with the Library are correctly carried out: ____

Ensures proper protection, management, and disbursement of all Library funds and assets: ____

Act, only at the request of the Board, as a signatory for the withdrawal of Library funds: _____

Ensures that the Library is protected with insurance products (property & casualty, worker's comp insurance, Director's & Officer's Insurance) and that employees, as applicable, are covered by health insurance and unemployment insurance _____

Responsibly processes payroll for the District _____

Responsibly serves as the Authorized Agent for the Illinois Municipal Retirement Fund: _____

Actively seeks to maximize funding sources for the library, including active solicitation of available public and private grants and donations: _____

~~Responsibly prepares invoices for payment. _____~~

COMMENTS:

C. Personnel Management

Hires staff as needed _____

Maintains staffing levels to support the needs of the library. _____

Supervises and evaluates library personnel. _____

Coordinates training and continuing education for library staff. _____

Administers contractual employees: _____

COMMENTS:

D. Overall Professional Performance

Shows initiative and leadership. ____

Is dependable. ____

Attends meetings, workshops, and conferences to consistently improve job knowledge.

Communicates effectively with staff. ____

Communicates effectively with patrons. ____

Communicates effectively with the board. ____

Acts as a spokesperson for the library. ____

Maintains poise and composure. ____

Maintains a professional demeanor in the workplace. ____

COMMENTS:

E. Community Relations

Represents the library on community organizations and groups. ____

Encourages and provides opportunities for other staff to represent the library also.

Exhibits an awareness of the needs and activities of the community and actively develops/supports library programs and services that benefit the community. ____

Provides consistently gracious and friendly service to internal and external customers

COMMENTS:

Board Goals for the Director:

Draft