

**AGENDA**  
**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
**MEETING ROOM A**

**June 13, 2024**  
**General Meeting**  
**7:00 pm**

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
  - Regular Meeting, May 9, 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 – May 2024
7. Approval and Payment of Bills
8. Correspondence
9. Librarian's Report
  - a. Director's Report with personnel– Jennie Cisna Mills
  - b. Department Heads
10. Close to go into an executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1), the Compensation of Specific individuals of a public body.
11. Reopen to Public meeting.
  - a. Set compensation for staff of the Library for FY25 **(Action)**
  - b. Set compensation for the Library Director for FY2 **(Action)**
12. Old Business
  - a. Approve Operating Budget for FY25 **(Action)**
  - b. Parking Lot Project **(Discussion)**
13. New Business –
  - a. Approve Resolution 2024-1 Resolution Designating Open Meetings Act Officers **(Action)**
  - b. Approve Resolution 2024-2 Resolution Designating Freedom of Information Act Officers **(Action)**
  - c. Transferring over interest earned into General Fund **(Action)**
  - d. Approving repayment of \$150,000 to reserves from the General Fund after the levy tax distribution **(Action)**
  - e. The Board President appoints two board members to the Secretary's Audit Committee **(Appointment)**
  - f. Release of Executive Meeting minutes from January 2024-May of 2024 **(Action)**
  - g. Update Library's Nonresident Fee for FY25 – for non-residents who do not pay library taxes to ANY Library – Excludes children served by the Cards for Kids Act **(Action)**

14. Other Business

- a. Announcements
- b. Agenda-setting for July Meeting
- c. Jennie is on the final week of June (beginning June 24th and returning to the office on July 1).

15. Adjournment

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

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
May 9, 2024**

Vice President Vito Schultz called the regular meeting of the Shorewood-Troy Public Library Board of Trustees to order at 7:00 p.m. on May 9, 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    | 5. Bob Stahl     |
| 2. Vito Schultz    | 6. Krysten McGee |
| 3. Arthetta Reeder |                  |
| 4. Tracy Caswell   |                  |

**BOARD ABSENT:** THOMAS NOVINSKI

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:** None

**CHANGES/ADDITIONS TO THE AGENDA:** Secretary Voitik motioned/Trustee Reeder seconded to move the honoring of the employee anniversaries to before 'Old Business' so the employees could leave if needed. The motion passed with all Trustees present voting 'yes'.

**APPROVAL OF MINUTES:**

Treasurer Stahl moved that the minutes of the regular meeting on April 11, 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 April 2023	\$ 683,717.94
Cash received during April 2023	30,247.12
Disbursements April 2023	<u>(111,932.31)</u>
Cash on Hand End of April 2023	\$ 602,032.75

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	6,194.21
Money Market Fund – Chase	176,497.59
Money Market Fund – Old Plank Trail	221,186.25
Payroll Account – Chase	34,761.31
License Plates – Chase	1,695.90
Money Market – Old Plank Trail	17,828.10
Money Market – Old Plank Trail	38,608.53

PMA Financial CD80197

104,960.86

TOTAL

\$602,032.75

**APPROVAL AND PAYMENT OF BILLS:**

Secretary Voitik motioned that the bills presented for payment be approved. Trustee Reeder seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

**CORRESPONDENCE:** The Library received a notice from the City of Joliet that they annexed four pieces of property off Frontage Road.

**LIBRARIAN'S REPORT:**

- a. Director's Report with personnel
  - Director Mills informed the board that the Library received a rebate from LIMRiCC.
  - The annual audit fieldwork day is scheduled for July 15<sup>th</sup>
  - Director Mills was elected to the Illinois Library Association's board as a Trustee-at-Large
- b. Department Heads

**HONORING EMPLOYEES:**

- The Board honored Melissa Almanza for her First Anniversary with the Library
- The Board honored Sarah Haish for her Third Anniversary with the Library
- The Board honored Lori Freeman for her Fifth Anniversary with the Library

**OLD BUSINESS:**

- a. The board discussed the work of the cleaning company. It was noted that baseboards need to be cleaned
- b. Building Committee Update:
  - Approved to release the bids pending attorney approval
  - Plantings by the doctor's office will be moved back five ft. to accommodate the snow storage required by the lease
  - Exterior steel repair and painting of outside pillars. This work will be less than \$25,000, which would require it to be bid out, but multiple proposals will be sought.
  - Exterior Sealant Caulk Work. This work will cost less than \$25,000, but multiple proposals will be sought.

**NEW BUSINESS:**

- a. Melissa Almanza presented the board with an update on the rebuilding of the Library's website. Based on feedback from staff and patrons, some of the goals of the new website are to have a more refreshed/modern look, easier navigation, and a display of current events and information. Melissa presented a slideshow so the board could see some of the changes they are working on.
- b. Secretary Voitik motioned/Treasurer Stahl seconded to approve the Audit Engagement Letter with Mack & Associates. The motion passed with all Trustees present voting 'yes'.
- c. The Operating Budget for FY25 was discussed, and some line items were noted as impacted.
  - 402B/Other Grants: This is the DCEO funds for the parking lot
  - 445/Interest Income: Moving some of the General funds to Wintrust has resulted in more interest revenue

- 531/Website Maintenance: Budget increase to pay for the website rebuild
- d. The Personnel Committee updated the board that they were able to tweak the Director's Job Description for the upcoming fiscal year, but they will continue to work on it as more time allows. Treasurer Stahl moved/Secretary Voitik seconded the approval of the revised Director's Evaluation Tool. The motion passed with all Trustees present voting 'yes.'
  - e. All Board Members' director evaluations must be sent to Tom by the end of May. A new President's email will be set up for members to send the evaluations to, but only Tom has access to it.

Trustee Caswell requested a listing of "Other" items that the library currently checks out to its patrons. Director Mills provided the Board Members with a list. Board Members discussed possible items to add to the list, but limited storage continues to be an issue with growing the collection.

Trustee Caswell motioned, and Treasurer Stahl seconded, that the meeting be adjourned at 7:50 p.m., with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk



## OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State and State Librarian

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June 3, 2024

Ms. Jennifer Cisna Mills, Library Director  
Shorewood-Troy Public Library District  
650 Deerwood Drive  
Shorewood, Illinois 60404-8666

Dear Ms. Cisna Mills:

I am pleased to award the Shorewood-Troy Public Library District a Fiscal Year 2024 Public Library Per Capita grant in the amount of \$32,343.30.

This grant support is provided pursuant to Title 23 Ill. Adm. Code 3035.115; Public Library Per Capita and Equalization Aid Grants.

As Secretary of State and State Librarian, I commend you for taking advantage of this grant that will greatly benefit your community. The Illinois State Library staff and I are committed to ensuring that all Illinois residents have fair and equitable access to library services.

Should you have any questions regarding this award, please contact the Illinois State Library at 217-524-8836.

Sincerely,

A handwritten signature in black ink, reading "Alexi Giannoulas".

Alexi Giannoulas, Secretary of State  
and State Librarian

cc: Board President, Shorewood-Troy Public Library District

AG:isl

## **Director's Report/June 13, 2024**

### **Administrative Duties:**

- Resolutions 2024-1 and 2024-2 will be voted upon at the June Board meeting. 2024-1 appoints Cindy Norman and me as the Library's Open Meetings Act Officers; 2024-2 appoints Julie Hornberger and me as the Library's Freedom of Information Act officers. All three of us have refreshed our training recently, and our certificates appear in your packets.
- The Library undergoes audits every three years by Department of State personnel to ensure that the Library is operating correctly and efficiently as a passport application acceptance facility. Our audit will be on June 12<sup>th</sup>. I will share what occurred at the audit with the Board at the meeting.

### **Financials:**

- An initial tax disbursement of about \$61,000 came through in May; a much larger disbursement is scheduled to disburse today (**June 13<sup>th</sup>**). There is a motion on the Board agenda to repay the \$150,000 transferred from reserves now that tax disbursements are being received.

### **Staffing:**

- The June Board meeting of the Governing Board (June 21) will be my last meeting as Chair of the Governing Board; however, I have been appointed as the Pinnacle representative to the RAILS Consortia Committee. This Committee meets quarterly to discuss matters affecting the various consortia in RAILS (SWAN, PrairieCAT, CCS, etc.)
- Julie Hornberger will be the Chair of the Pinnacle Circulation Committee for the upcoming year.
- Anna Allison, the new Adult Services Outreach Coordinator, started on May 28. Anna worked at the Seneca Public Library for a number of years.

### **Summer Reading Kickoff:**

- The kickoff party for Summer Reading had fabulous weather! There were 826 attendees (compared to 559 attendees last year, a 47% increase). In 2 hours, staff register 292 children, 90 adults and 25 teens for Summer Reading.

### **Meetings:**

- LIMRiCC Annual Membership Meeting, External (5/21)
- Manager's Meeting, Internal (5/22)
- Luncheon for Early Childhood Partnership/Joliet Diocese, External (5/29)
- Meeting with Matt Hammermeister (Pinnacle) & Mary Golden (Dir. Of Lemont), External (5/31)
- Pinnacle Governing Board, External (5/31)
- Shorewood Area Library Administrators Meeting, External (6/6)
- Passport Location Audit/Inspection, External (6/12)

# Technical Services Department Head Report

## May 2024

### May meetings and events:

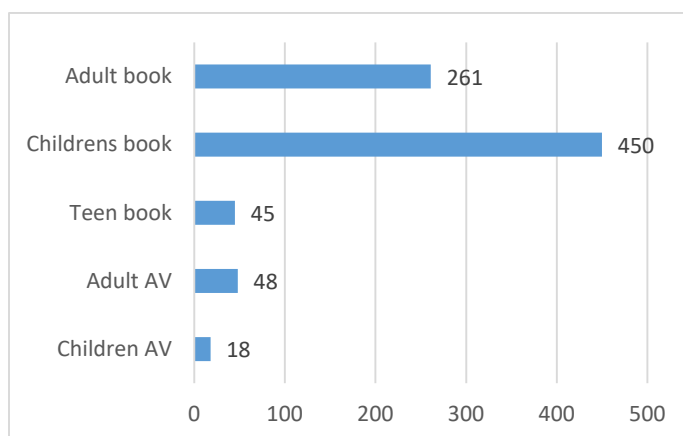
- 5/2: CollectionHQ webinar on their new web interface.
- 5/3: LACONI workshop at Helen Plum Memorial Library. Acquisitions round-up (notable library vendors were on hand to discuss new products, innovations, and to answer questions)
- 5/8: PinTech meeting at Joliet Public Library
- 5/21: Webinar presented by Library Journal: Demystifying Data to Deliver Community-Driven Library Collections (basically discussed CollectionHQ)
- 5/22: Department Head meeting (internal)

### Current projects:

- No projects at this time. Busy time in technical services right now as selectors spend out the rest of their fiscal year budgets.

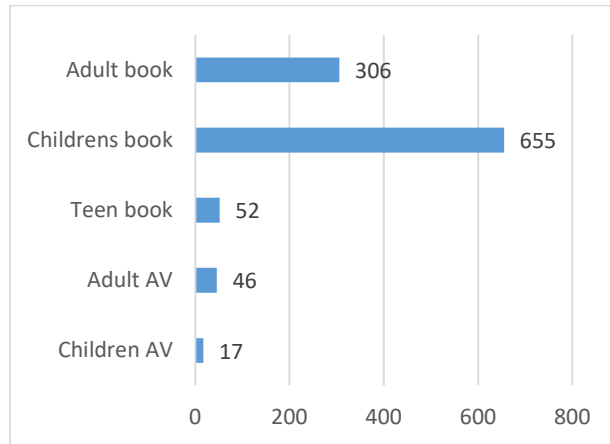
## Tech Service Statistics

### Items processed, cataloged, and added to the collection in May:





Items ordered in May:



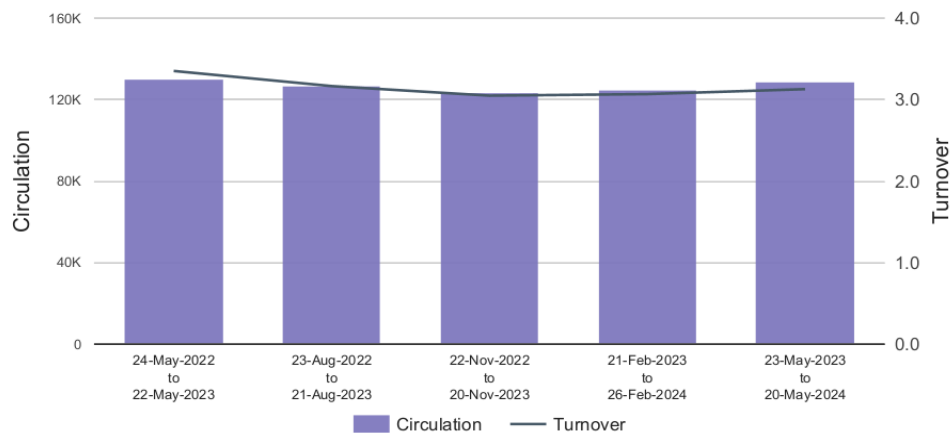
## CollectionHQ

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### Circulation and Turnover

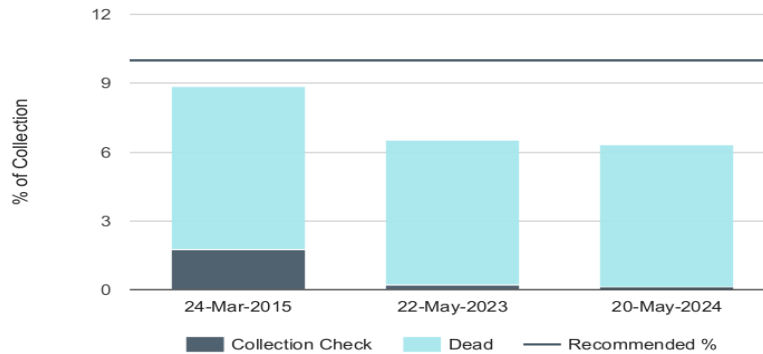
\*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



### Dead Items – All Audiences

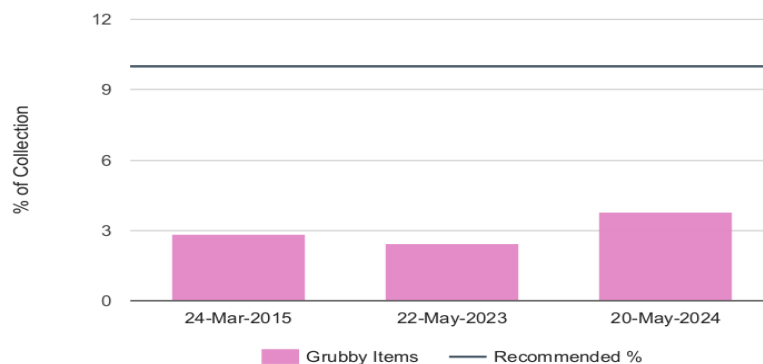
\*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.33% (0.29% decrease from last month). Anything under 10% is considered good.



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### Grubby Items – All Audiences

\*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.8% (.15% increase from last month). As with the dead percentage, the goal is to be under 10%.

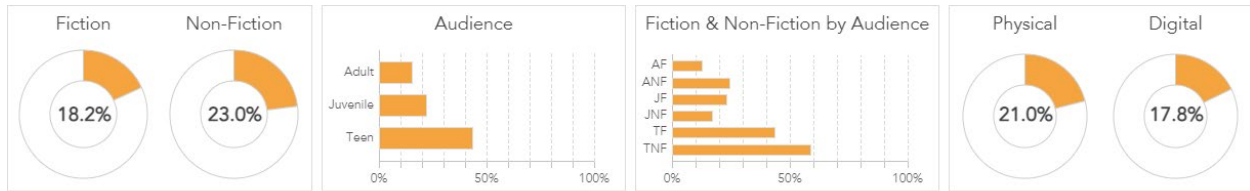


### Diversity, Equity, and Inclusion (DEI)

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: 88,157

DEI Items: 16,886 (19.2% of our collection ; 0.1% increase from last month)



DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items ⓘ	13.0%	24.7%	23.4%	17.2%	43.5%	58.8%	19.2%
> Asian & Pacific Islander	2.0%	1.9%	4.3%	2.1%	8.9%	6.7%	2.9%
Black	3.5%	5.0%	4.7%	4.9%	7.2%	15.1%	4.3%
Disabilities & Neurodiversity	0.5%	1.0%	2.2%	1.3%	3.5%	3.4%	1.1%
Equity & Social Issues	3.6%	8.6%	5.3%	5.7%	10.5%	34.5%	5.3%
Hispanic & Latino	0.7%	0.7%	2.1%	1.3%	3.7%	0.8%	1.2%
Indigenous	0.5%	0.5%	0.7%	1.1%	0.8%	1.7%	0.6%
Mental & Emotional Health	1.3%	7.7%	6.8%	2.7%	11.4%	11.8%	4.1%
Middle Eastern & North African	0.1%	0.4%	0.4%	0.6%	1.1%	0.8%	0.3%
Multicultural	1.1%	0.6%	3.7%	1.4%	10.1%	5.0%	2.1%
> Religion	1.0%	2.2%	1.6%	1.1%	3.0%	4.2%	1.4%
> Sexuality & Gender	1.9%	1.9%	1.4%	0.5%	12.8%	9.2%	2.5%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.0%	1.7%	0.4%

Respectfully submitted,

Leslie Lovato

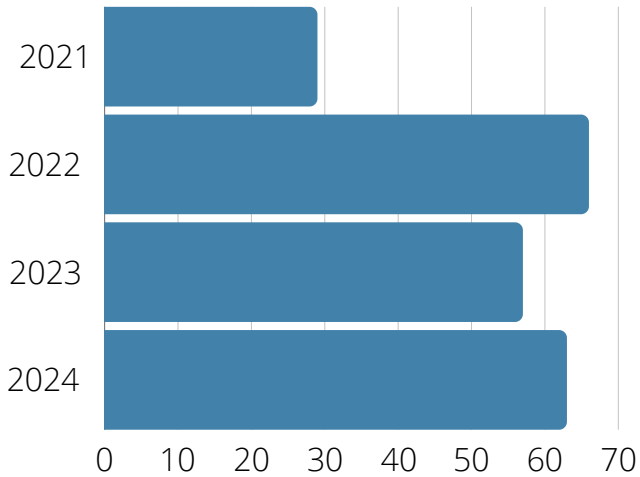
Technical Services Manager

# MONTHLY REPORT

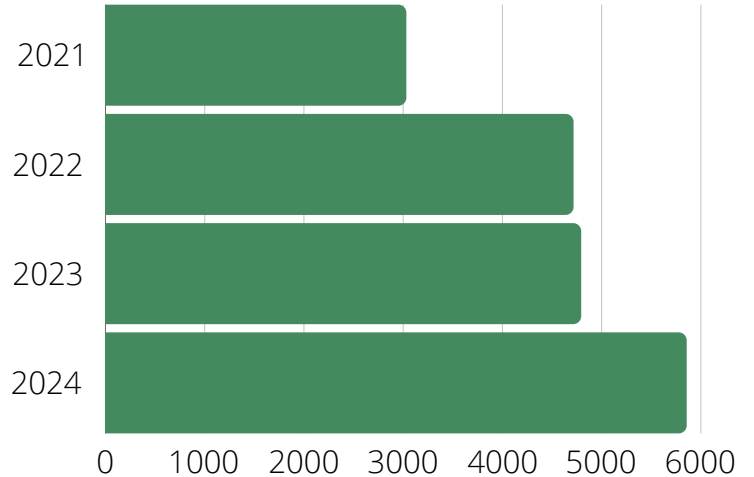
## MAY 2024

**JULIE HORNBERGER**  
CIRCULATION MANAGER

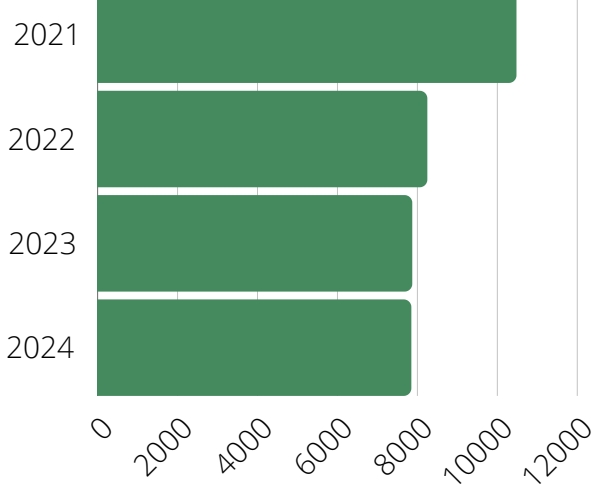
### NEW CARDS



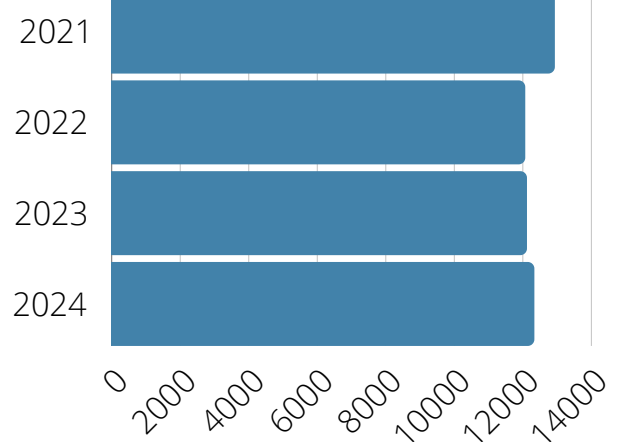
### DOOR COUNT



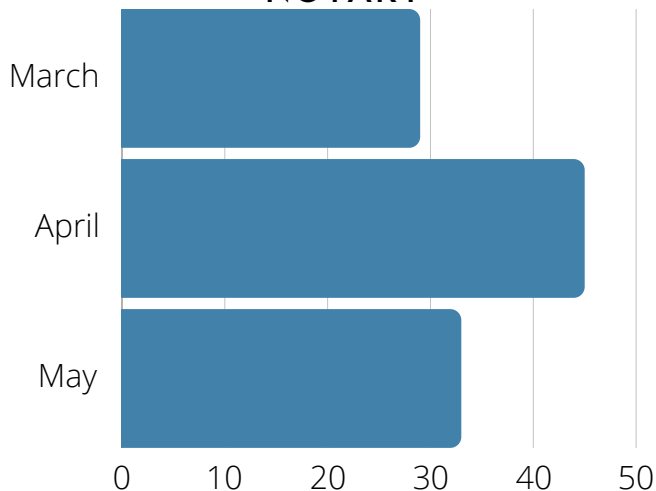
### ITEMS CHECKED IN



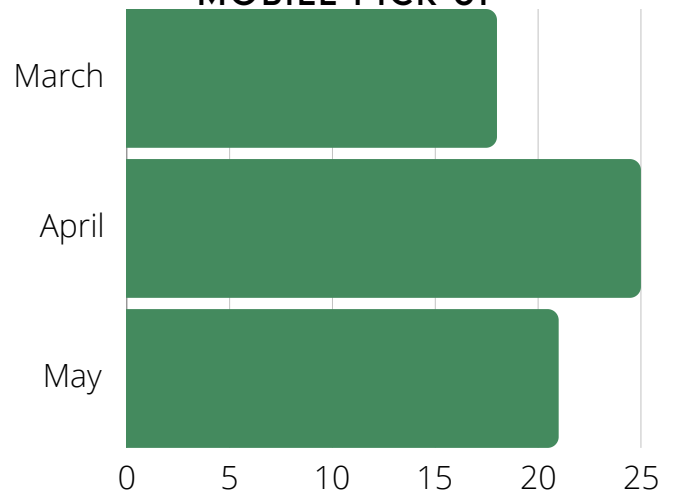
### ITEMS CHECKED OUT



### NOTARY



### MOBILE PICK UP



# MONTHLY REPORT

## May 2024

### LORI FREEMAN

### CHILDREN'S MANAGER

### DEPARTMENT UPDATES

The library hosted Dottie's Art Studio for their annual art showcase at the beginning of the month. Dottie displayed her students artwork through out the children's department and had an award ceremony in the meeting room. Our department helped her set up, answered questions, promoted our programs and gave them invites to our Summer Read Kickoff. Dottie's students also painted a mural for us to use as a photo backdrop for Summer Read. There was a total engagement of **123** patrons.



My team worked really hard prepping for our big Summer Read Kickoff. Decorations were made and put up, reading logs prepped and printed, prizes put together and displayed. Our final decoration, the Summer Read Dragon, was put up after our kickoff event. Every child that registered at the event added their name to a colored "scale" that was going to make the body of our dragon. We had **292** children register at the kickoff which gave us more than enough scales to create the dragons body. He is hanging in the entry to the Children's Department.



### 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** - 42 students

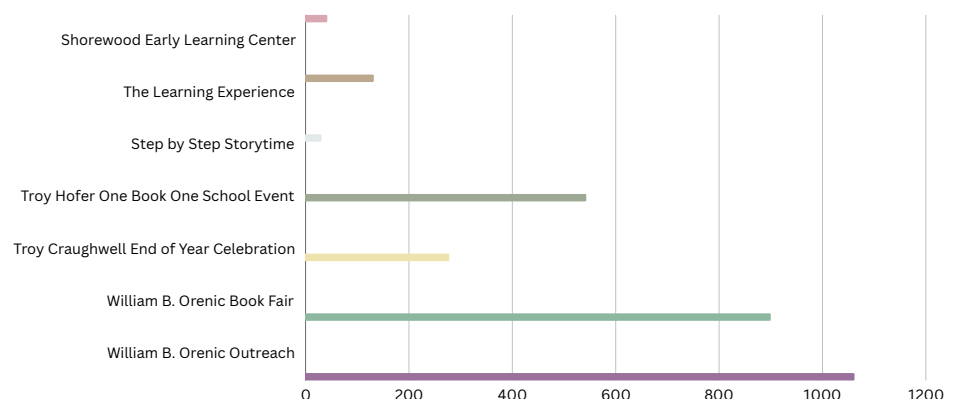
**The Learning Experience** - 132 students

**Step By Step** - 31 students

#### Outreach Events

- **Troy Hofer One Book One School-** Students and families of the Troy Hofer Elementary School celebrate One Book, One School with "The One and Only Ivan" by Katherine Applegate! 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. Sarah and I had a spinning wheel with prizes to give out which was a huge success. There was a total engagement of **543** students.
- **Troy Craughwell's End Of Year Celebration!** -STPL attended the schools end of year celebration to help show support to the school, students and families of our community with literacy promotion, recourses and activities. Everyone who visited our table received an invitation to our summer read kickoff and giveaways. There was a total engagement of **278** students.
- **William B. Orenic Intermediate School Outreach** - STPL shares Summer Read Info and a raffle basket for the students of WBO at their book fair and had **900** entries. Sarah and I visited the 5th and 6th grade students during their lunch/recess time to promote Summer Read. There was a total engagement of **1062** students.

8  
Outreach  
Programs/Events  
3118  
Total Engagement



# Deliverables

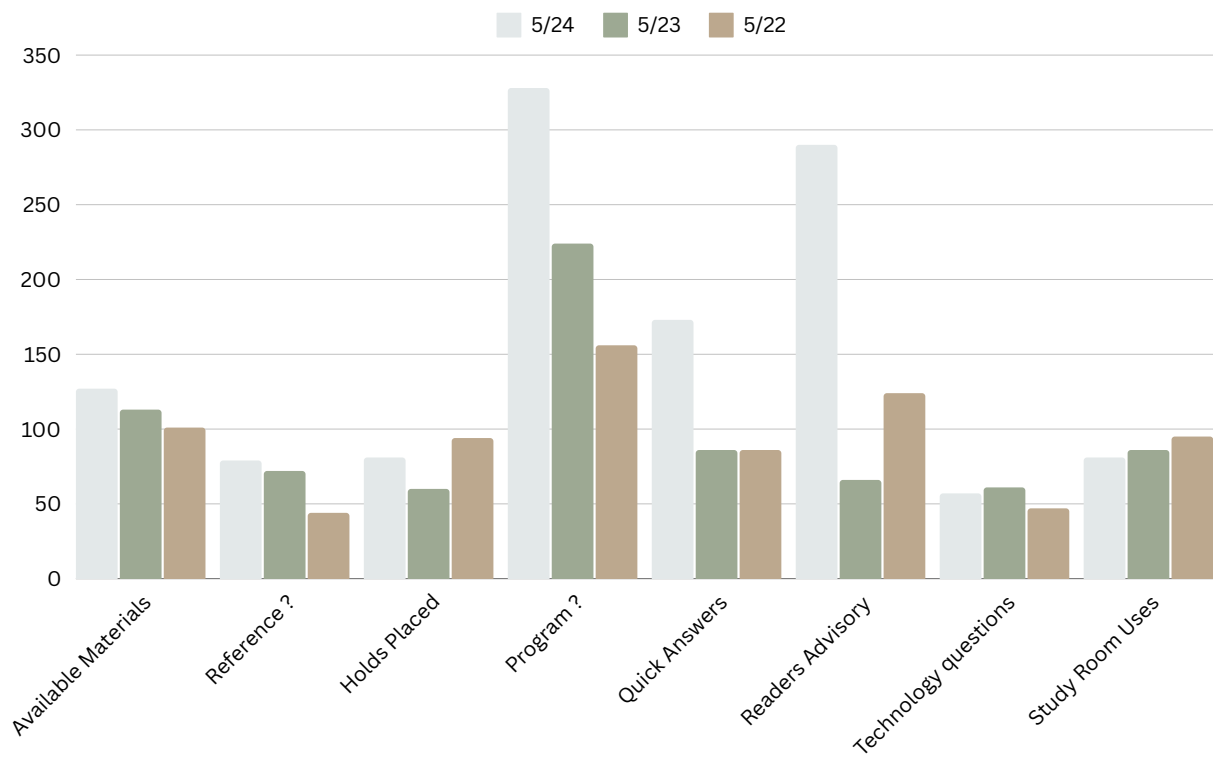
## Active Programs



## Passive Programs



# REFERENCE TRIAGE



## Reference Breakdown 5/24

We had **127** patrons ask about available materials, **79** ask general reference questions, **81** holds were placed, **328** questions were asked about programs, **173** quick answers were provided, **290** reader's advisory transactions were conducted, and **57** patrons asked about technology. **81** study room reservations were made study room reservations were made.

# MONTHLY REPORT– MAY 2024

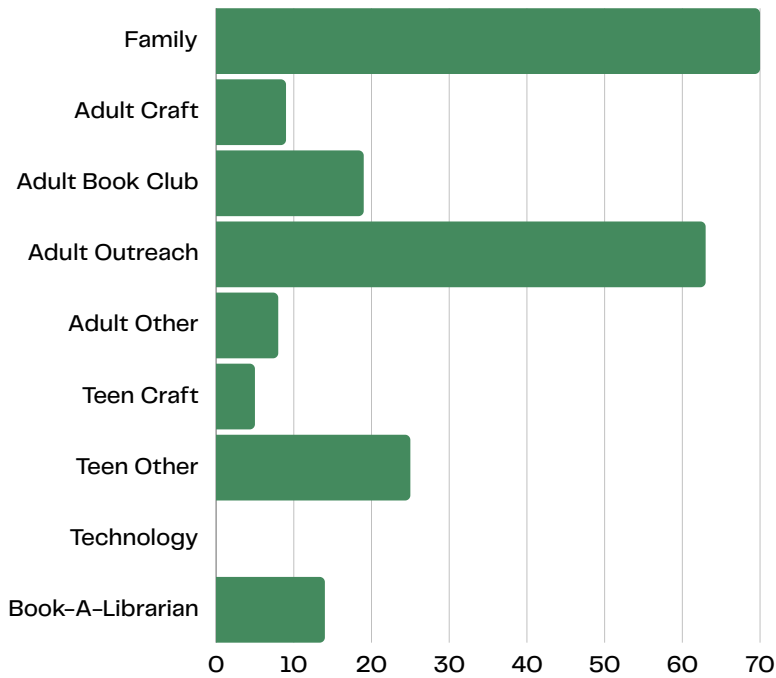
## Rose Nowak– Adult, Teen, & Technology Services Manager

- Summer Read Kickoff
  - Of the 826 attendees, ATS Staff registered 90 adults and 25 teens for this year's program. Patrons are excited about the theme and the opportunity to 'rise through the ranks of reading nobility'!
- Adult Services
  - Star Wars Day– patrons of all ages visited the library on May 4th to celebrate their love of Star Wars. We had special guests from the 501st Legion in screen-ready cosplay to take pictures and add to the fun! Activities included lightsaber training, a blaster challenge, pin Grogu into his pram, and a variety of paper folding crafts.
  - JTC– Joliet Transitions Center concluded its school year, also concluding our intern partnership with them until the fall. We look forward to working with JTC again to foster library love and care in another great group of interns.
  - Pinnacle & Pours– Pinnacle & Pours wrapped up on May 31. Pinnacle Libraries hosted a variety of tea, coffee, and beer-related programs designed to entice a different crowd of adults. Shorewood patrons logged special program attendance, read books from a curated display, and visited partner businesses. The highest attended collaborative program for Shorewood patrons was the Beer Flight Tasting at Will County Brewing. Feedback was very positive.
  - ATS staff created the following displays: Pinnacle and Pours, "If you enjoyed this, read this", Asian American and Pacific Islander Heritage Month, Mental Health Awareness, and "If a picture is worth a thousand words" (highlighting graphic novels).
  - We are on track for the Trex Recycling Challenge! We have collected 439 of the 1000 pounds of plastic needed to get a bench for the library.
- Teen Services
  - Framework has been drafted for the 100 Books Before Graduation program. We intend to have materials out to patrons during the summer reading program to help the program succeed.
- Adult & Teen Outreach
  - A new Adult & Teen Outreach Coordinator joined our team at the end of May. She joins us with over 15 years of library experience and is excited to provide library services to our community!
- Technology
  - The new Communico Interact Self Serve Kiosks have been deployed. Updates and change requests are being sent to Communico as feedback is presented so the kiosks will be fully tailored to serve our patrons who wish to use them.

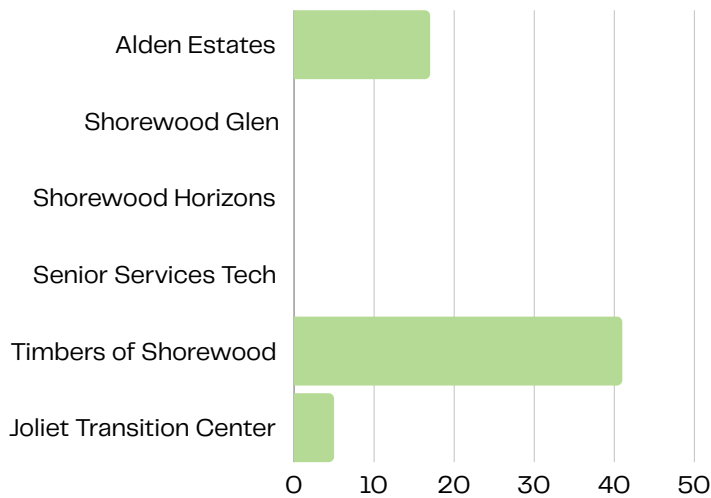


# PROGRAMS & OUTREACH

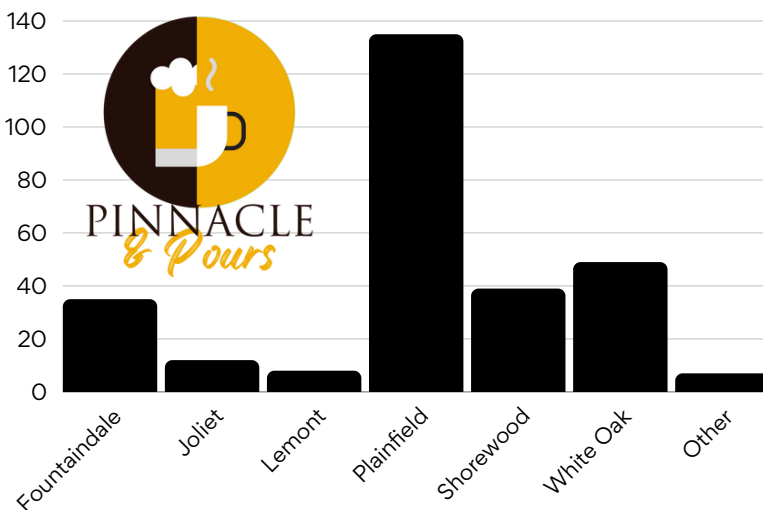
## Active Programs



## Outreach Programs/Events



## Pinnacle & Pours Participation By Library



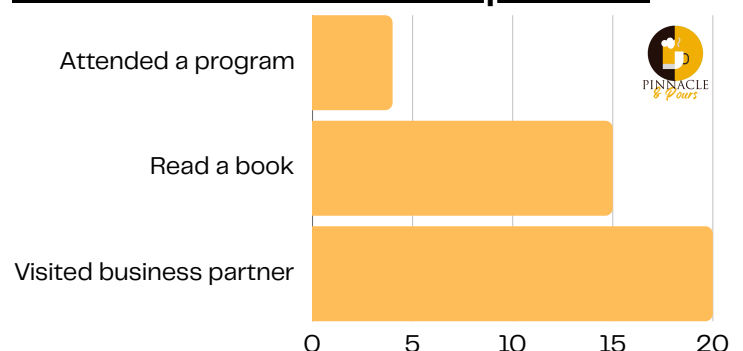
## Passive Programs

Number of Programs: 4  
Total Patrons: 48

## Staff Meetings, Programs, & Outreach

- Rose – Adult, Teen & Technology Manager
  - STPL Star Wars Day
  - Special Events Meeting
  - Adult Services Meeting
  - Alden Estates
  - Manager's Meetings
  - Summer Read Kick-Off
- Maren – Adult Programming Coordinator
  - Seed Globe Workshop
  - Special Events Meeting
  - JTC
  - Adult Services Meeting
  - Adapting Your Library to Changing Community Needs Webinar
  - Novel Idea Book Club
  - ILP Presents: The Many Lives of Kal Penn
  - Chalk Art Walk
  - Test Proctoring
  - Will County Brewing Beer Tasting
  - Tech Help Tuesday
  - Take & Make- CD Mosaic Coaster
  - Timbers Book Club
  - Bizarre History of Illinois- Strange Stories From Our Past
  - Summer Read Kick-Off
- Anna- Adult & Teen Outreach Coordinator
  - Alden Estates
  - Summer Read Kick-Off
- Violet – Teen Programming Coordinator
  - Dungeons & Dragons (at Critical Grind Coffee Shop)
  - Adult Services Meeting
  - Dungeons & Dragons (at STPL)
  - Anime Glass Painting
  - Summer Read Kick-Off
- Hailie – Adult & Teen Services Assistant
  - STPL Star Wars Day
  - Flower Pot Painting
  - Adult Services Meeting
  - Plant Swap
  - Summer Read Kick-Off

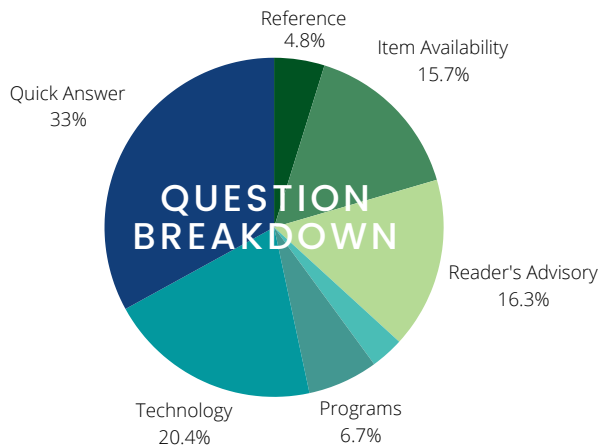
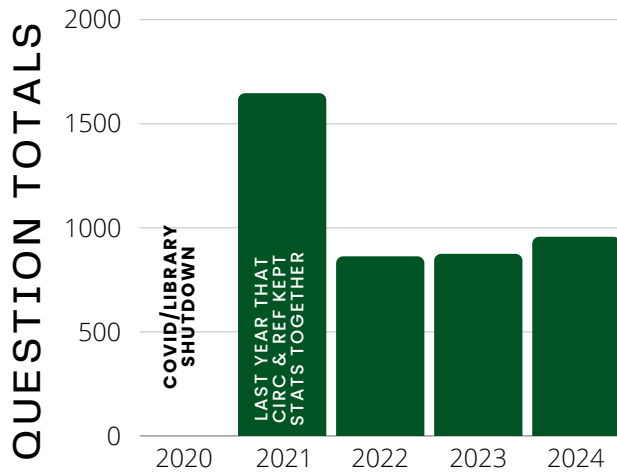
## STPL Patron Participation





# 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?"

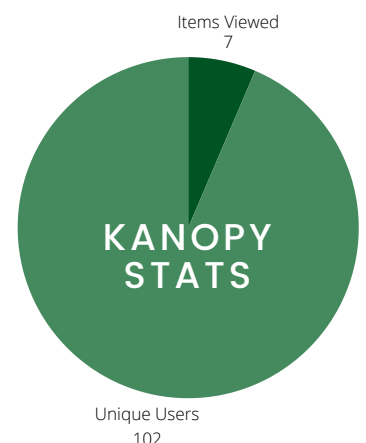
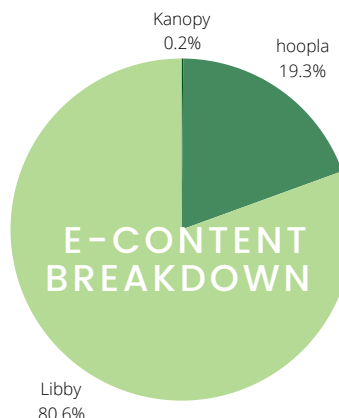
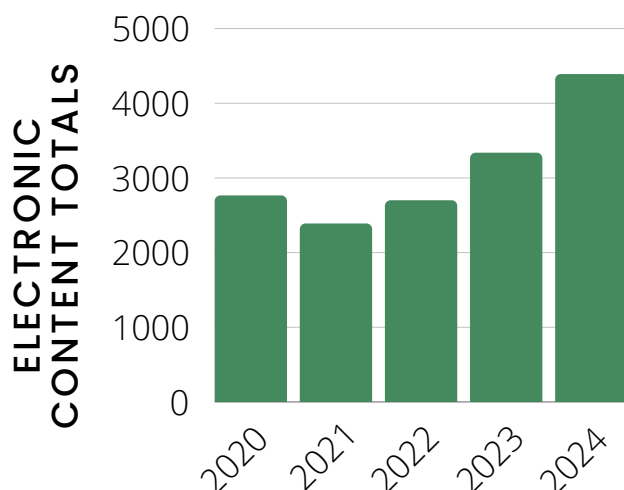
**Reader's Advisory** – reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

**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).






# May 2024

## MARKETING STATS

Monthly Board Report  
Melissa Almanza  
Marketing Specialist



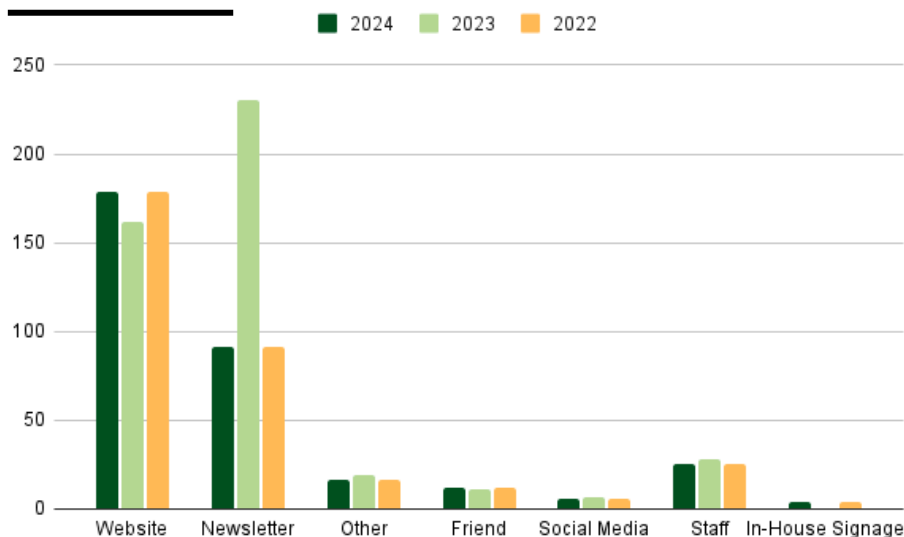
### WEBSITE VISITS:

	2024	2023	2022
 Views	<b>6,983</b>	<b>6,144</b>	<b>5,241</b>
 Visitors	<b>2,169</b>	<b>2,033</b>	<b>1,911</b>
 Views per visit	<b>3.11</b>	<b>3.10</b>	<b>3.03</b>

### MEETING ROOM BOOKINGS:

	2024	2023	2022
Non-Profit	<b>8</b>	<b>6</b>	<b>11</b>
For-Profit	<b>0</b>	<b>0</b>	<b>0</b>

### PROGRAM REFERRALS:



### ENEWS STATS:

<b>2024</b>
<b>8,106</b> EMAILS SENT
<b>40.83%</b> OPEN RATE
<b>582</b> CLICKS
<b>263</b> UNIQUE CLICKERS
<b>2023</b>
<b>6,994</b> EMAILS SENT
<b>44.9%</b> OPEN RATE
<b>254</b> CLICKS
<b>143</b> UNIQUE CLICKERS
<b>2022</b>
<b>6,323</b> EMAILS SENT
<b>41.37%</b> OPEN RATE
<b>171</b> CLICKS
<b>119</b> UNIQUE CLICKERS

### FACEBOOK:

REACH <b>36.1k</b> 2023 <b>6.3k</b> 2022 <b>--</b>	FOLLOWERS <b>4.1k</b> NEW FOLLOWERS <b>20</b>	INTERACTIONS <b>795</b> 2023 <b>1.1k</b> 2022 <b>--</b>
---	--	--

### INSTAGRAM:

REACH <b>533</b> 2023 <b>417</b> 2022 <b>0</b>	FOLLOWERS <b>1,131</b> NEW FOLLOWERS <b>10</b>	INTERACTIONS <b>124</b> 2023 <b>0</b> 2022 <b>0</b>
---	---	--

*\*Some data is unavailable*

# May 2024

## MARKETING PROJECTS & UPDATES



### WEBSITE PROJECT:

- Phase 2 is officially underway!
- This is a 10-week process in which the designer and developer work to create a custom build, active website.
- In the next mockup, we will see a fully functioning website with active links, buttons, and graphics. From there, we will go through a revision process until the website is ready for testing!



### EVENTS:

- **Pinnacle & Pours** was an exciting inaugural event! We had 39 participants - **3rd in the Pinnacle** - and one of the winners are home to our library! Please see the infographic below for more statistics (created by Tracey Lane, Plainfield Library).
- **Summer Reading Kick-Off** was an absolute success with 826 attendants in just 2 hours. We received many compliments from patrons both in person and on social media!



Top fan

Kimberly Morse

Thank you so much for an amazing kickoff 🥳 Great job everyone 😊

1w Love Reply Hide



### Pinnacle & Pours by the Numbers

APRIL 1 TO MAY 31 | 2024

#### Number of Participants



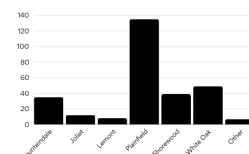
#### Activities Completed

Read a Book: 38.2%

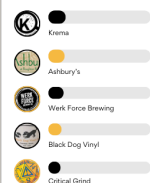
Visited a Business: 36.1%

Attended a Program: 25.6%

#### Participation by Library



#### Most Visited Business



June 13, 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.
- 582/Capital Improvements Building—This accounts for the parking lot's construction. If there is remaining money in this line item after the parking lot is constructed. Other issues expected to be addressed this year include the building's tuck-pointing and the steel-beams painting.
- 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 reviewing the parking lot bids.

Every other line item remains relatively flat.

Draft FY 2025

**STATEMENT OF INCOME AND EXPENSE**

		FY24	11-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	\$4,929.17	\$ 5,000.00
	435 Fines & Lost Books	\$4,000.00	\$2,984.47	\$ 4,000.00
	445 Interest Income	\$15,000.00	\$32,340.05	\$ 35,000.00
	450 Misc, Notary Fees, etc	\$8,000.00	\$2,155.00	\$ 2,500.00
	455 Passport Revenue	\$40,000.00	\$35,354.99	\$ 40,000.00
	468 Room Rental	\$500.00	\$360.00	\$ 500.00
	470 General Property Tax	\$1,350,000.00	\$692,489.38	\$ 1,436,630.00
	471 Per. Prop. Replacement	\$60,000.00	\$49,522.18	\$ 40,000.00
	475 Donations	\$3,000.00	\$5,662.09	\$ 6,000.00
	476 Impact fees	\$30,000.00	\$15,774.05	\$ 25,000.00
	477 Fax Services	\$1,000.00	\$643.00	\$ 1,000.00
	480 Pin Reimbursement	\$150,000.00	\$127,375.15	\$ 186,000.00
476b	Transfer From Developer'	\$235,000.00	\$0.00	\$ -
	License Plate fees	\$1,800.00	\$1,652.00	\$1,800.00
<b><u>Total Income</u></b>		<b><u>\$ 2,244,800.00</u></b>	<b><u>\$1,038,367.03</u></b>	<b><u>\$2,090,930.00</u></b>

Draft FY 2025

	FY24	11- month cumulative	Proposed FY25
<b>EXPENSE</b>			
501 Professional Salary	\$462,000.00	\$343,229.71	\$ 492,000.00
502 Paraprofessional Salary	\$362,000.00	\$386,133.38	\$ 368,000.00
504 IMRF - Emplr's portion	\$43,000.00	\$22,365.99	\$ 44,000.00
506 FICA - Emplr's portion	\$60,000.00	\$54,569.63	\$ 68,000.00
508 Health Insurance-Emplr'	\$55,000.00	\$52,540.63	\$ 80,000.00
509 Unemp Comp/Wrk Comp	\$6,000.00	\$6,634.69	\$ 7,500.00
<b>TOTAL PAYROLL RELATED EXPEN</b>	<b>\$988,000.00</b>	<b>\$865,474.03</b>	<b>\$1,059,500.00</b>
510A Books-Adult	\$50,000.00	\$44,370.19	\$ 50,000.00
510B Books-Children	\$50,000.00	\$35,852.49	\$ 50,000.00
510C Books-YA	\$5,000.00	\$3,615.83	\$ 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	\$1,638.45	\$ 2,500.00
515 Newspapers	\$3,000.00	\$3,162.69	\$ 5,000.00
520A Audiobooks (Adult)	\$4,000.00	\$2,540.09	\$ 4,000.00
520B Audiobooks (Children)	\$1,500.00	\$1,096.92	\$ 1,000.00
522A Music-Adult	\$1,000.00	\$738.95	\$ 1,000.00
522B Music-Children	\$0.00	\$0.00	\$ 500.00
527A Videos-Adult	\$6,000.00	\$4,299.27	\$ 6,000.00
527B Videos-Children	\$1,500.00	\$1,349.75	\$ 2,000.00
527C Games-YA	\$2,000.00	\$1,700.57	\$ 2,000.00
527D Games-Children	\$1,000.00	\$1,101.78	\$ 1,500.00
<b>TOTAL LIBRARY MATERIAL</b>	<b>\$147,500.00</b>	<b>\$121,466.98</b>	<b>\$151,000.00</b>
531 Website Maintenance	\$10,000.00	\$3,249.54	\$ 3,000.00
532 Management Services	\$20,000.00	\$3,661.31	\$ 5,000.00
533 Pinnacle Services	\$80,000.00	\$79,689.75	\$ 80,000.00
535 Maintenance of Equipmer	\$25,000.00	\$25,128.21	\$ 27,000.00
536 Computer Supplies/softwz	\$22,000.00	\$31,483.04	\$ 35,000.00
537 Photocopier Supp & Equip	\$10,000.00	\$6,672.43	\$ 7,000.00
538 Databases	\$53,000.00	\$48,103.33	\$ 54,000.00
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$220,000.00</b>	<b>\$197,987.61</b>	<b>\$ 211,000.00</b>
541A Tech services supplies	\$7,000.00	\$6,995.36	\$ 8,000.00
542 Office Supplies	\$5,000.00	\$5,503.68	\$ 7,000.00
542A Management Supplies	\$4,000.00	\$2,827.33	\$ 5,000.00
542C Display supplies	\$500.00	\$217.18	\$ 500
543 Assets Not Capitalized	\$4,000.00	\$2,467.88	\$ 7,630.00
544 Telephone Services	\$8,000.00	\$6,553.68	\$ 8,000.00
545 Computer Line	\$10,000.00	\$8,073.38	\$ 10,000.00
546 Adult Services Program	\$11,000.00	\$7,690.03	\$ 11,000.00
547a Postage	\$9,000.00	\$9,636.20	\$ 10,000.00
547b Passport postage	\$4,000.00	\$3,463.41	\$ 5,000.00
548 Circulation Services	\$3,000.00	\$1,643.53	\$ 3,000.00
549 Youth Serv Programs	\$11,000.00	\$8,458.43	\$ 12,000.00

Draft FY 2025

	FY24	11-month Cumulative	Proposed FY25
549A Teen programming	\$2,500.00	\$1,384.63	\$ 2,500.00
549B Outreach Services	\$3,000.00	\$2,570.74	\$ 3,500.00
549C Family Programs	\$3,000.00	\$2,605.89	\$ 3,000.00
<b>TOTAL SUPPLIES &amp; SERVICES</b>	<b>\$85,000.00</b>	<b>\$70,091.35</b>	<b>\$ 96,130.00</b>
551 Adv & Publishing	\$22,000.00	\$24,403.45	\$ 25,000.00
552 Mileage/Meetings, etc.	\$3,000.00	\$2,237.77	\$ 3,000.00
553 Professional Dev	\$7,000.00	\$5,648.64	\$ 7,000.00
554 Professional Dues	\$1,000.00	\$625.00	\$ 1,000.00
555 Library Promotion & Dev	\$4,000.00	\$1,903.18	\$ 3,000.00
<b>TOTAL MISC EXPENSE</b>	<b>\$37,000.00</b>	<b>\$34,818.04</b>	<b>\$39,000.00</b>
560 Electricity	\$9,000.00	\$10,926.31	\$ 13,000.00
561 Gas	\$4,000.00	\$3,458.92	\$ 4,000.00
562 Mnt & Sfy of Grounds	\$10,000.00	\$14,373.26	\$ 16,000.00
563 Water	\$2,000.00	\$1,722.34	\$ 2,000.00
564 Util & Jan Supplies	\$2,953.00	\$2,433.89	\$ 3,000.00
565 Routine Maint Building	\$40,000.00	\$35,493.90	\$ 42,000.00
568 Janitorial Service Building	\$18,000.00	\$19,149.61	\$ 20,000.00
569 Ins Building, Cont, & Liab	\$15,000.00	\$14,618.01	\$ 17,000.00
<b>Total Util &amp; Building Expense</b>	<b>\$100,953.00</b>	<b>\$102,176.24</b>	<b>\$117,000.00</b>
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	\$0.00	\$0.00	\$ -
<b>TOTAL CAPITAL EXPENSE</b>	<b>\$350,000.00</b>	<b>\$29,685.01</b>	<b>\$340,000.00</b>
590 Legal Services	\$10,000.00	\$4,272.56	\$ 8,000.00
591 Audit & Accounting	\$14,000.00	\$12,549.87	\$ 14,000.00
594 Administrative Expense	\$6,000.00	8879..68	\$ 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	\$3,500.00	\$8,103.00	\$ 8,000.00
<b>TOTAL OVERHEAD &amp; DEBT SERVI</b>	<b>\$60,500.00</b>	<b>\$28,100.43</b>	<b>\$72,300.00</b>
<b>TOTAL EXPENSES</b>	<b><u>\$1,988,953.00</u></b>	<b><u>\$1,449,799.69</u></b>	<b><u>\$2,085,930.00</u></b>
<b><u>TOTAL REVENUE IN EXCESS OF EXPENSES</u></b>			<b>\$5,000.00</b>

June 13, 2024

TO: Building Committee Members

FROM: Jennie Mills, Director

RE: Bids for Parking Lot Project

The bidding period for the Parking Lot project closed on 6/6/2024; there weren't any responsive bids. Contractors cited the requirements for minority- and women-owned companies as the blocking factor. Bret and I are in the middle of scheduling calls with the DCEO to determine how to work around this issue, whether that is obtaining a list of contractors from the State that can handle this work or for them to assist us with another solution.

The Library will need to re-bid the project once the DCEO staff clarifies the path forward.



June 13, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Resolution 2024-1 and Resolution 2024-2

Resolution 2024-1 Designates Cindy Norman and me as the Library's Open Meetings Act officers. I've included scans of our certificates of completion of training.

Resolution 2024-2 designates Julie Hornberger (Head of Circulation) and myself as the District's Freedom of Information Act officers. I've included scans of our certificates of completion in training.

After the Operating Budget is formally approved, I will update the Library's Freedom of Information Act Policy for FY25 (it includes some general budget numbers; it will be on the July agenda for Board approval. I will also have an updated Disclosure of Salary for Board approval on the July agenda.

## **RESOLUTION 2024-1**

### **RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS**

WHEREAS, the Open Meetings Act requires a public body to designate one or more employees, officers, or members to receive electronic training on compliance with the Act, and said persons are to complete said training on an annual basis and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate such persons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Cindy Norman are hereby designated to receive training on compliance with the Open Meetings Act officers for the Shorewood-Troy Public District.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 13<sup>th</sup> Day of June 2024

APPROVED THIS 13<sup>th</sup> Day of June 2024.

ATTEST:

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Thomas Novinski  
President, Board of Library Trustees

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Karen Voitik  
Secretary, Board of Library Trustees



# Office of the Attorney General State of Illinois

## Certificate of Completion

OMA - 12/11/2023484938

Thursday, May 23, 2024

Jennifer Mills

Has successfully completed the  
Open Meetings Act on-line training.

Kwame Raoul  
Attorney General  
State of Illinois

DynamicPDF Core Suite (Generator, Merger and ReportWriter) for .NET v11.21





# Office of the Attorney General State of Illinois

## Certificate of Completion

OMA - 12/11/2023486139

Wednesday, June 5, 2024

Ms.  
Cindy A Norman

Has successfully completed the  
Open Meetings Act on-line training.

Kwame Raoul  
Attorney General  
State of Illinois

## **RESOLUTION 2024-2**

### **RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS**

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Julie Hornberger are hereby designated Freedom of Information officers for the Shorewood-Troy Public Library District. The names, titles, and contact information of the FOIA Officers shall be posted on the District's website and the District administrative office.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 13<sup>th</sup> Day of June 2024.

APPROVED THIS 13<sup>th</sup> Day of June 2024.

ATTEST:

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Thomas Novinski  
President, Board of Library Trustees

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Karen Voitik  
Secretary, Board of Library Trustees





# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA - 12/11/2023484928

Thursday, May 23, 2024

Jennifer Mills

Has successfully completed the  
Freedom of Information Act on-line training.

Kwame Raoul  
Attorney General  
State of Illinois

DynamicPDF Core Suite (Generator, Merger and ReportWriter) for .NET v11.21





# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA - 12/11/2023477798

Friday, March 22, 2024

Circulation Manager  
Julie Hornberger

Has successfully completed the  
Freedom of Information Act on-line training.

Kwame Raoul  
Attorney General  
State of Illinois

DynamicPDF Core Suite (Generator, Merger and ReportWriter) for .NET v11.21

June 13, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Moving accumulated interest into the General Fund

To clarify this portion of the audit, I'm asking that the board authorize moving accumulated interest from this fiscal year (from various money markets and other investments) into the General Fund.

The one fund that will be excluded from this transfer will be the fund set up to administer the grant funds from the DCEO. Those interest dollars need to remain where they are to continue to be reported upon to the granting agency.



June 13, 2024

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Authorizing repayment of \$150,000 to Reserves

In April 2024, the Board authorized a temporary transfer of \$150,000 from Reserves to the General Fund during a cash-lean period before the tax distribution began. Now that the tax distributions have begun, I request that the Board authorize a \$150,000 transfer from the General Fund back to the Reserves.

The Distribution Schedule is as follows:

- Levy Distribution #1 (5/23/2024)
- Levy Distribution #2 (6/13/2024)
- Levy Distribution #3 (6/27/2024)
- Levy Distribution #4 (7/25/2024)
- Levy Distribution #5 (8/22/2024)
- Levy Distribution #6 (9/12/2023)
- Levy Distribution #7 (9/26/2024)
- Levy Distribution #8 (10/24/2024)
- Levy Distribution #9 (11/21/2024)
- Levy Distribution #10 - Final (12/20/2024)

June 13, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Appointing Secretary's Audit Committee

The Board President will need to appoint the members of the Secretary's Audit committee:

This is a short-term committee (meeting only once this year) to audit the Secretary's minutes and the record-keeping of official board materials. This committee typically meets before the August board meeting to do the review. Two members of the board will need to be appointed to this committee.

June 13, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Release of Closed Session Minutes from January 2024-May 2024

There was one closed session in that period (April 2024). The Board must decide whether to keep the minutes closed or release the minutes to the public.

The Secretary of the Board will provide copies of the minutes from that meeting at the actual meeting.

June 13, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Nonresident fee

Illinois Library Law requires that libraries adopt a Non-Resident Fee annually. A non-resident fee applies only to those library patrons who do not pay any taxes to ANY library district, **not** to patrons who pay taxes to another library district. Locally, Rockdale and Preston Heights residents (among others) do not pay taxes to any library district, so they are considered “non-residents” and would have to pay a fee to obtain a one-year library card.

Additionally, the Library participates in the Cards for Kids Act, which provides a library card to any child who lives in an unincorporated library area and is eligible for free or reduced school lunches. Those children are eligible to receive a card. You can read more about this at <https://www.ila.org/publications/ila-reporter/article/162/my-turn-the-cards-for-kids-program-and-shame> (and their physical cards are indistinguishable from other library cards).

The library also has intergovernmental agreements with all of the public school districts in the area. This ensures that any child who is a library district resident automatically receives a library card from us when they enroll in school.

The Shorewood-Troy Library calculates the library non-resident fee using the General Mathematical Formula (outlined in the Administrative Code of Illinois), which averages what our taxpayers pay and considers the number of people in individual households.

The General Mathematical Formula is:

### **General Mathematical Formula**

- Using this method, the local library should divide the library income from local property tax sources or its equivalent (excluding income from state and federal funds) by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a non-resident family card. The most recent federal census information available shall be used to determine population and household size.

The non-resident fee for using this formula for FY24 is **\$211.56 per household**. I recommend that the board approve this as a non-resident fee. Our income from property tax = is \$1,392,120; our population is 21,780, and the most recent household size is 3.31 individuals.

At this fee, every household member residing at the same address would be able to obtain a library card, which would allow them access to books, DVDs, and digital materials, such as ebooks and streaming audio.

### **Section 3050.75 Cards for Kids**

- a) Upon the annual determination by the public library board of trustees to issue non-resident cards for the ensuing 12 months, the non-resident fee shall not be charged to students whose principal residence is not within a public library service area and whose household income makes them eligible to receive free or reduced price meals under the National School Lunch Program and the National School Breakfast Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA).