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

August 8, 2024
General Meeting
7:00 pm

1. Welcome

2. Call to order and roll call of Trustees

3. Changes/Additions to the Agenda

4. Approval of Minutes:
    - Regular Meeting, July 12, 2024
    - Special Meeting, July 24, 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 – July 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. Old Business
    a. Parking Lot Update (**Discussion/Action)**

11. New Business –
    a. Honoring Elyse Cooksey, Page, for her first anniversary of service with the Library (**Recognition)**
    b. FY24 Audit Presentation by Tawnya Mack of Mack and Associates (**Presentation)**
    c. Approval of Audit (**Action)**
    d. Review of Goals & Mission Statement coming out of Strategic Planning Process (**Action)**
    e. Approve submission of the Illinois Public Library Annual Report to the Illinois State Library **(Action)**
    f. Approve Julie Hornberger to attend the "Back In Circulation" Conference for Circulation Professionals in Madison, Wisconsin, October 7th & 8th at a total cost of $925 (**Action)**
    g. Approve Jennie Mills to attend the Illinois Library Association Annual Conference, Peoria, IL, October 8-10, at a total cost of $980 **(Action)**
    h. Approve Lori Freeman to attend the Illinois Library Association Annual Conference, October 8-10 at a total cost of $991 (**Action)**
    i. Approve Sarah Haish to attend the ILA Annual Conference, October 8-10 at a total cost of $541 (**Action)**
    j. Approve Karen Voitik to attend the ILA Annual Conference at Peoria, IL, October 8-10, at a total cost of $991 **(Approval).**
    k. Approve Teen Space Equipment & Usage Policy **(Action)**

12. Other Business
    a. Announcements
    b. Agenda-setting for next month (**Discussion)**
    c. September is National Library Card Sign-Up Month
    d. Friends Book Sale, September 13th & 14th

13. Adjournment

Individuals requiring special accommodations as specified by the Americans with Disabilities Act are 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
July 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 July 11, 2024. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:
        TRUSTEES PRESENT:
        1. Karen Voitik   2. Vito Schultz
        3. Arthetta Reeder   4. Tom Novinski
        5. Bob Stahl

STAFF PRESENT:
Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:
        Treasurer Stahl moved that the minutes of the regular meeting on June 13, 2024, be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of June 2024	$ 536,035.28
Cash received during June 2024	725,610.42
Disbursements June 2024	(149,929.95)
Cash on Hand End of June 2024	$1,111,715.75

Location and Denomination of Cash

Petty Cash	$ 300.00
General Fund Checking – Chase	21,724.05
Money Market Fund – Chase	559,136.13
MM Fund – Old Plank Trail x6183	356,113.23
Payroll Account – Chase	20,890.48
License Plates – Chase	2,002.24
MM Fund – Old Plank Trail x9335	18,060.96
MM Fund – Old Plank Trail x9981	28,527.80
PMA Financial CD80197	104,960.86
TOTAL	$1,111,715.75

APPROVAL AND PAYMENT OF BILLS:
        Vice President Schultz moved that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

LIBRARIAN'S REPORT:
    a. Director's Report with personnel
        -There are 5 staff recognitions on the agenda. Three first-year anniversaries and two third-year anniversaries.
        The Library's Audit will take place on Monday, July 15th. Director Mills and Cindy have been busy pulling and uploading everything for the auditors.
        -The Library will be hosting the Troy Township Administrators meeting on 7/23/24.
        -The Library has been very busy with Summer Read.
    b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

    a. Honored Hailie Balding, Adult Services Assistant, for her first anniversary of service with the Library.
    b. Honored Lindsey Justice, Circulation Clerk, for her first anniversary of service with the Library.
    c. Honored Mallory Laiter, Children's Program Coordinator, for her first anniversary of service with the Library.
    d. Honored Cindy Norman, Finance Clerk, for her third anniversary of service with the Library.
    e. Honored Oliver Wolcott, Circulation Clerk, for his third anniversary of service with the Library.
    f. Treasurer Stahl moved, and Vice President Schultz seconded, to file the Tentative Budget & Appropriation Ordinance for FY25 for public review. A roll call was taken, and the motion passed with all Trustees present voting 'yes.'
    g. Vice President Schultz moved/Secretary Voitik seconded to set September 12, 2024, at 6:30 pm for a public hearing on the Budget & Appropriations Ordinance. The motion passed with all Trustees present voting 'yes.'
    h. Treasurer Stahl moved/Trustee Reeder seconded to approve Ordinance 24-1, Building and Maintenance Ordinance to levy a .02 tax for the maintenance of the facility. A roll call was taken and the motion passed with all trustees present voting 'yes'.
    i. Vice President Schultz moved/Secretary Voitik seconded to approve the FY25 Freedom of Information Act Policy. The motion passed with all members present voting 'yes.'
    j. Vice President Schultz moved/Secretary Voitik seconded to approve the Required Disclosure of Salary for FY25 for employees earning over $75,000 in compensation and benefits. The motion passed with all members present voting 'yes.'
    k. Secretary Voitik moved/Vice President Schultz seconded to set the second session with Kathy Parker of Kathy Parker Consulting for July 24, 2024, at 6:00 pm.

OTHER BUSINESS:
    a. There will be an update on the parking lot project at the August meeting.
    b. Library will be closed for Staff Training Day on Friday, August 2nd.

Vice President Schultz moved, Secretary Voitik seconded, that the meeting be adjourned at 7:20 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
July 24, 2024

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 6:00 p.m. on July 24, 2024. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:
    TRUSTEES PRESENT:
    1. Karen Voitik   2. Vito Schultz
    3. Krysten McGee   4. Bob Stahl (left at 6:03 pm)
    5. Tom Novinski

STAFF PRESENT:
Jennie Mills, Director

VISITORS PRESENT: Paul Mills, serving as recorder
Bret Mitchell, Architect
Kathy Parker of Kathy Parker Consulting

CHANGES/ADDITIONS TO AGENDA: None

COMMENTS FROM THE PUBLIC: None

OLD BUSINESS:
    a.   None

NEW BUSINESS:

   a. **Authorize the lowest responsible bid from Concord-OVC-JV at $421,185.** Bret Mitchell went over the tabulation sheet with the Board. There were four bids received, but only the Concord-OVC-JV bid was fully responsible with respect to meeting the DCEO requirements for Minority-Owned and Women-Owned Business Enterprises. President Novinski discussed that the Building Committee had discussed that value engineering would not reduce the project much and that the existing parking lot still needed to be fully repaired. There is a CD that can be cashed to cover the overage. Paying the overage isn't much different than what the Library put in towards the cost of the remodeling project for the upper level. Bob motioned to approve awarding the bid to Concord/Karen seconded. In a roll call vote, all present voted 'yes.'
   b. **Authorize Bret Mitchell, the library's architect, to begin the process of value engineering the project to lower costs.** Bret suggested three potential ways to value engineer the project: 1) to not do the work on the existing parking lot (rejected by the Board because the existing parking lot needs to be redone), 2) reduce the work on electrical by not doing wiring for future charging stations, etc. (likely to only to reduce costs by about $5,000 – not significant and would force a rebid) and 3) to work with the Village to reduce plantings (the

Village is unlikely to reduce plantings). Vito moved/Karen seconded to table this item. All voted 'yes' to table.

c. **Authorize Adam Simon, the Library's Attorney, to begin vetting Concord-OVC-JV and contractual agreements**. Vito moved/Karen seconded. All voted 'yes.' Bob left at 6:03 pm.

d. **Kathy Parker presented the Library Goals in rough draft form**. These goals 'popped' as commonalities between the staff and board responses. Jennie will refine the document, discuss it with the staff at Staff Day, and bring it back to the Board at the August Board meeting. Krysten noted that the library building turning 40 in 2025 and the library district turning 50 in 2026 are both important milestones, which can be used as goal-posts to fundraise around. Jennie will talk with a couple of librarians that she knows (Alissa Williams and Amanda McKay), who both have strong foundations at their libraries, about how their library started their foundations and bring one of them in to discuss with the Board this winter. A Mission Statement was also crafted, "**Connecting Our Community Through Knowledge and Learning.**" Jennie will bring back a refined goals document and the mission statement to the August meeting.

OTHER BUSINESS:
   a. None.

Vice President Schultz moved, Secretary Voitik seconded, that the meeting be adjourned at 7:10 p.m., with all members present voting yes.

Respectfully submitted,
Jennie Mills, Library Director

Director's Report/August 8, 2024

Administrative Duties:

- The Illinois Public Library Annual Report has been completed and is on the Board's agenda for review and approval.
- The Illinois Board of Elections has moved up the date of the circulation of petitions for the April 1st election to an earlier time. The first day to circulate petitions is **August 20th.** The first day to file petitions is **November 12th**; the last day to file is **November 20th.** There will be two six-year terms open.
- I filed the second quarter's grant report for the parking lot with the DCEO. The DCEO also approved the parking lot grant's Business Enterprise Plan Utilization (the Library's threshold had been set at 25% of the work has to be performed by minority- and women-owned enterprises); the contractors will hit 40%.

Circulation:

- In July 2024, the library circulated 20,000 items in a month for the first time, a 14% increase over July 2023.

Financials:

- Tawnya Mack is presenting the FY24 Audit to the Board at this meeting.

Library's Community Networking – Other:

- Tomorrow (August 9th), the Library is hosting the School Media Center staff in our Library District for a brunch to kick off the school year. I'll be there with Sarah Haish, our Children's Outreach Librarian, and Lori Freeman, our Head of Children's Services. We'll be asking them what our Library can help provide them, as well as making sure that they know all of the services that our Library already provides, including the Library Link card and our ability to request multiple copies of titles for classroom discussions, as well as pull titles for homework help.
- The Library hosted the Troy Township Administrators' Lunch on July 23rd. Those present included the Village administrators and staff from Shorewood and Minooka, the School Superintendents from Troy 30-C, Minooka 201, Minooka 111, Joliet Township High School, the President of JJC, Troy Township Administration and staff, IL Senator Rachel Ventura, IL. Rep. Harry Benton, the staff of IL. Rep. Larry Walsh, Jr. and IL. Sen. Meg Loughran Cappel. The Administrators' lunch happens 6 times a year; this is our first time hosting in about 3 years.

Outreach:

- The Outreach Staff (Anna Allison in Adult Services and Sarah Haish in Children's Services) have contributed a joint report to your Board Packet this month and will continue to do so. I believe that their report will show the diversity of programs and partnerships that the Library has outside the Library's walls.

- Nine staff participated in the Library's Crossroads parade on Sunday. We passed out candy and small hand-cards with QR codes to register for library cards. Outreach staff was also at the Vendor tent on Saturday at Crossroads Fest.

Meetings:

- LIRA (Property & Casualty Insurance) Membership meeting, External (7/12/24)
- Audit Fieldwork, External (7/15/24)
- Department Head Meeting, Internal (7/16/24)
- Adult & Teen Services Department, Internal (7/18/24)
- Troy Township's Administrators Lunch, External (7/23/24)
- Shorewood Area Library Administrators' Meeting, External (8/1/24)
- IMRF Authorized Agents Training, External (8/6/24)
- RAILS Networking Convener's Meeting, External (8/6/24)

Staffing:

- The Sunshine Committee has been revamped with the new fiscal year. Our resident shark kicked it off with small treats (Swedish fish and small packs of goldfish crackers) for "Shark Week."

Technical Services Department Head Report

July 2024

June meetings and events:

- 7/16: Department head meeting (internal)
- 6/17: PinTech meeting (Lemont Public Library)
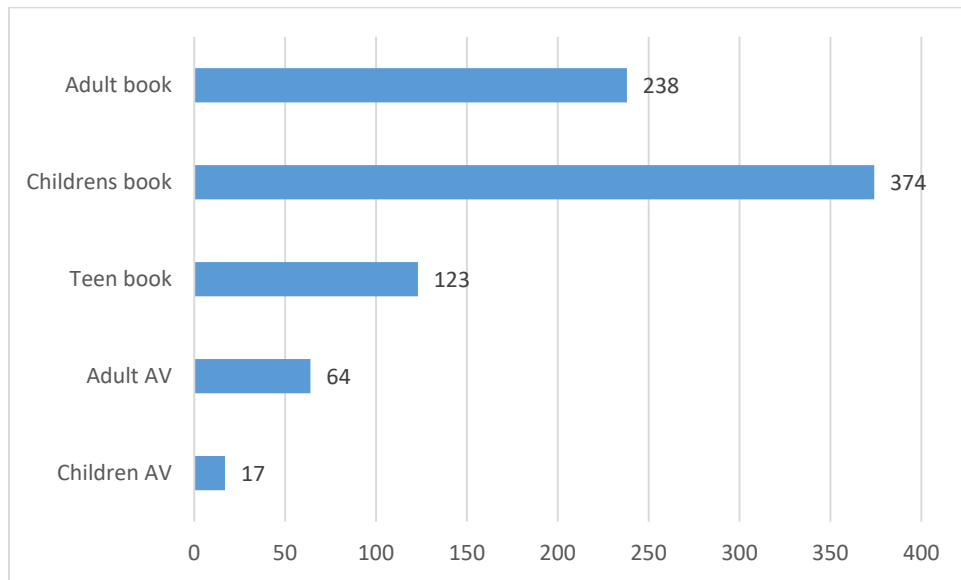
Current projects and news:

- I am the recording secretary for PinTech this fiscal year.
- Tech services is beginning a small inventory project of AV materials.

Tech Service Statistics

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

Category	Value
Adult book	291
Childrens book	229
Teen book	66
Adult AV	55
Children AV	10
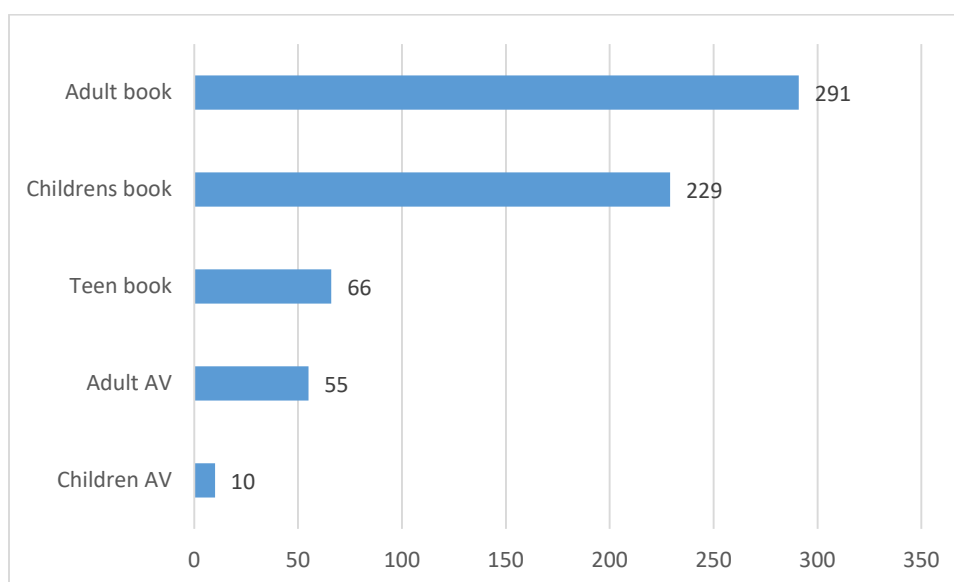
Items ordered in July:

CollectionHQ

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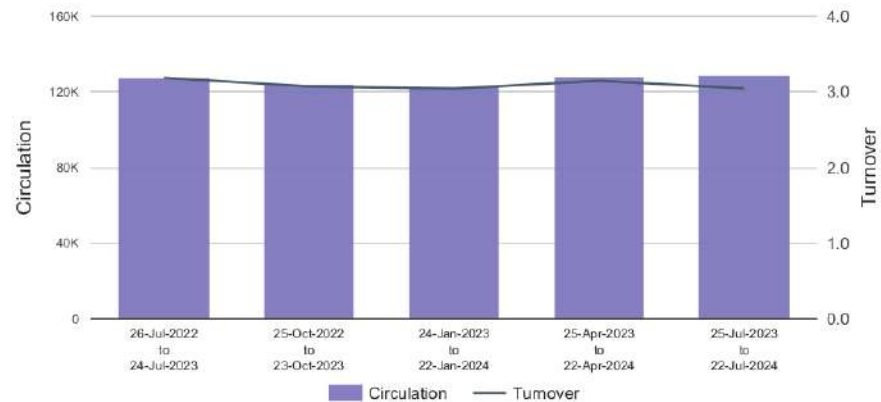**Circulation and Turnover**
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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 7.2% (0.44% increase from last month). Anything under 10% is considered good.
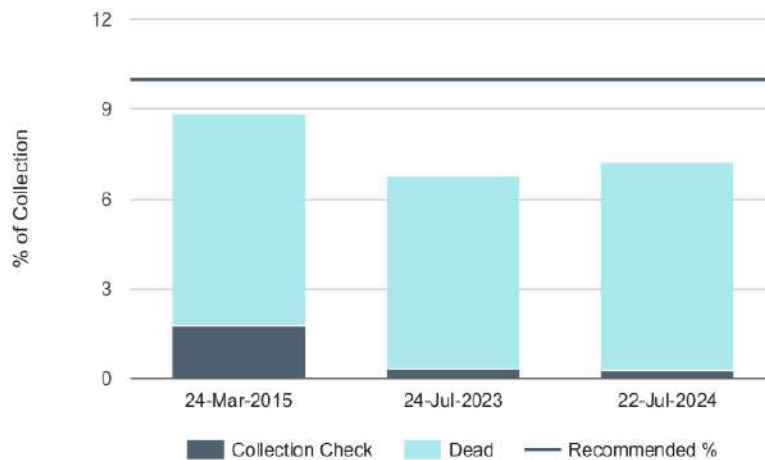
Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 4.1% (.11% increase from last month). As with the dead percentage, the goal is to be under 10%.
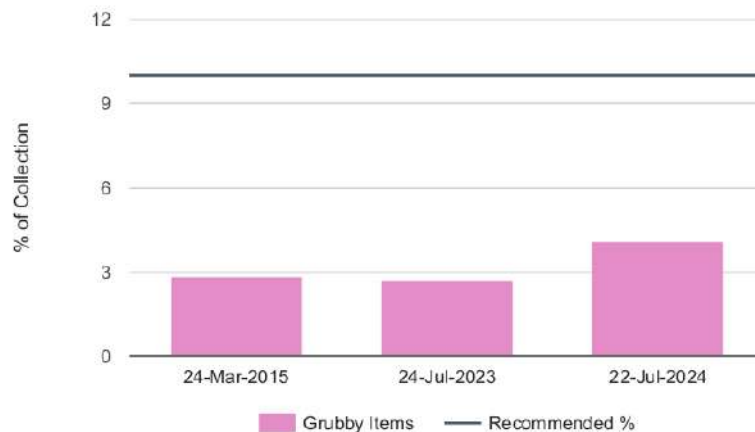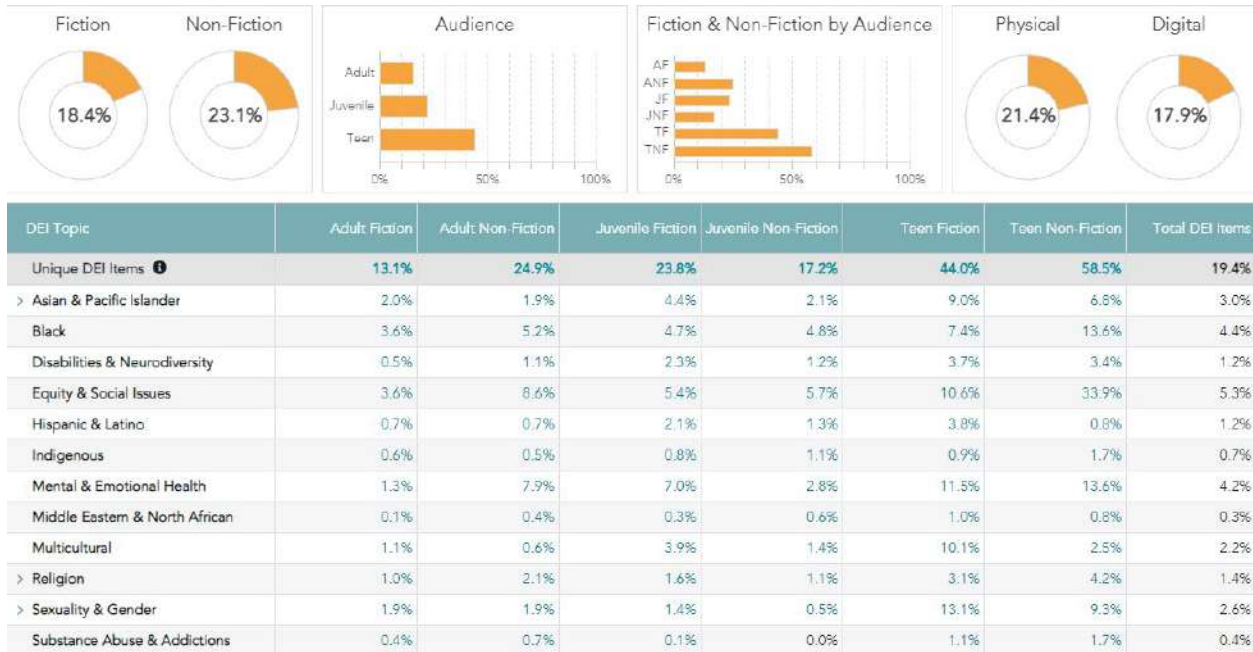
Diversity, Equity, and Inclusion (DEI)

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: 89,355
DEI Items: 17,302 (19.4% 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 ⓘ	13.1%	24.9%	23.8%	17.2%	44.0%	58.5%	19.4%
› Asian & Pacific Islander	2.0%	1.9%	4.4%	2.1%	9.0%	6.8%	3.0%
Black	3.6%	5.2%	4.7%	4.8%	7.4%	13.6%	4.4%
Disabilities & Neurodiversity	0.5%	1.1%	2.3%	1.2%	3.7%	3.4%	1.2%
Equity & Social Issues	3.6%	8.6%	5.4%	5.7%	10.6%	33.9%	5.3%
Hispanic & Latino	0.7%	0.7%	2.1%	1.3%	3.8%	0.8%	1.2%
Indigenous	0.6%	0.5%	0.8%	1.1%	0.9%	1.7%	0.7%
Mental & Emotional Health	1.3%	7.9%	7.0%	2.8%	11.5%	13.6%	4.2%
Middle Eastern & North African	0.1%	0.4%	0.3%	0.6%	1.0%	0.8%	0.3%
Multicultural	1.1%	0.6%	3.9%	1.4%	10.1%	2.5%	2.2%
› Religion	1.0%	2.1%	1.6%	1.1%	3.1%	4.2%	1.4%
› Sexuality & Gender	1.9%	1.9%	1.4%	0.5%	13.1%	9.3%	2.6%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.1%	1.7%	0.4%

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Respectfully submitted,

Leslie Lovato
Technical Services Manager

TEEN & ADULT OUTREACH REPORT
JULY 2024

Total Teen & Adult Outreach Programs/Events:

9

Reoccurring Programs/Events:

6

Total Participants:

63

Homebound Deliveries:

4

Alden Estates: Biweekly visit with book pick-up and drop-off and a craft. In July we made a multimedia artwork with buttons and personalized book log notebooks, utilizing stamps. This was a great fine motor activity for the residents.

Shorewood Horizons: Biweekly visit with book pick-up and drop-off. Residents place their own holds and I drop them off at the facility.
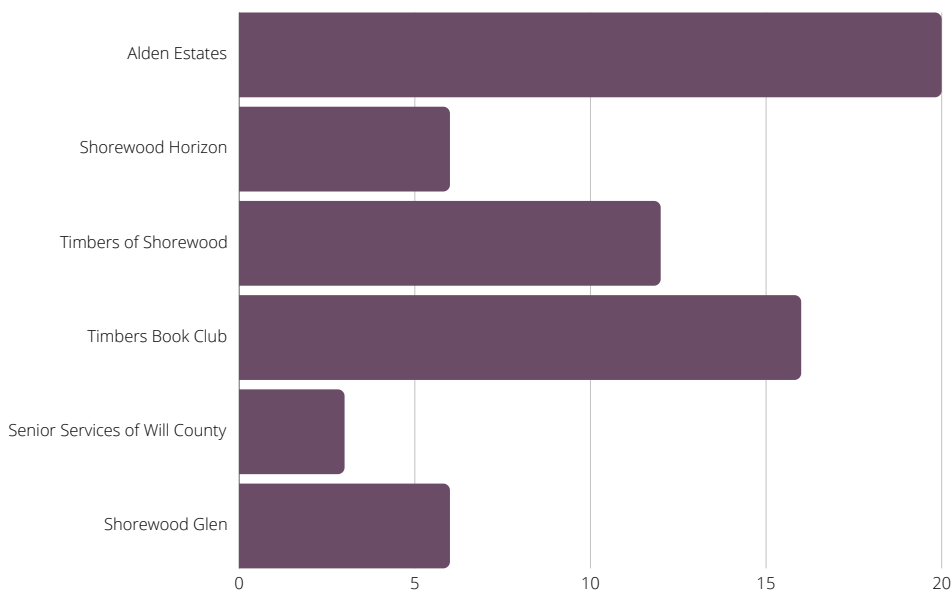
Timbers of Shorewood: Monthly visit with book-pick and drop-off. The facility emails every month a list of books residents are requesting.

Timbers Book Club: Residents read and discussed *The Heaven and Earth Grocery Store* by James McBride. They chose *Lessons in Chemistry* by Bonnie Garmus for their August title. Fun fact: The facility serves wine and treats while the residents discuss!

Senior Services of Will County: Monthly visit to help seniors with tech help. This is a joint effort between Luis from Joliet Public Library and I. Seniors bring in their device and we assist them with whatever roadblock they are facing, often times cellphone basics.

Shorewood Glen: Monthly visit to lead a craft with Glen residents. In July we made rag wreaths (pictured above).

Outreach Visit Statistics

Facility	Value
Alden Estates	20
Shorewood Horizon	6
Timbers of Shorewood	12
Timbers Book Club	16
Senior Services of Will County	3
Shorewood Glen	6

CHILDREN'S OUTREACH REPORT
JULY 2024

Total Children's Outreach Programs/Events:

8

Reoccurring Programs/Events:

5

Total Participants:

355

PreK Storytime's: Age appropriate stories, songs, and fingerplays to promote the love of literacy. Library Promotional materials are printed and shared at each visit. Storytime's will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.

- **Shorewood Early Learning Center**
  3, 4, & 5 Year Old
  2 Classrooms
  5-7 Staff members
- **Step By Step**
  1 & 2 Year Old's
  3, 4, & 5 Year Old's
  2 Classrooms
  3-4 Staff members
- **The Learning Experience**
  1 to 2 Year Old's
  3, 4, & 5 Year Old's
  School age children
  4 Classrooms
  12 Staff members

School Partnerships: We have been in touch with Shorewood Schools and Shorewood Area School Librarians. We will continue the Library Link Cards, attend the Back-to-School Events, and strengthen the support system with School Librarians and LRC Associates.

Storywalk @ Towne Center Park
- *Should I Share My Ice Cream* by Mo Willems

CHILDREN'S OUTREACH REPORT JULY 2024

Traveling Storyteller: Through partnerships with the Shorewood Park District and the Forest Preserve District of Will County, these community Storytime's are crafted to promote imagination, play, community connections, good citizenship, and environmentalism. Library promotions and promotional materials are included at each event.
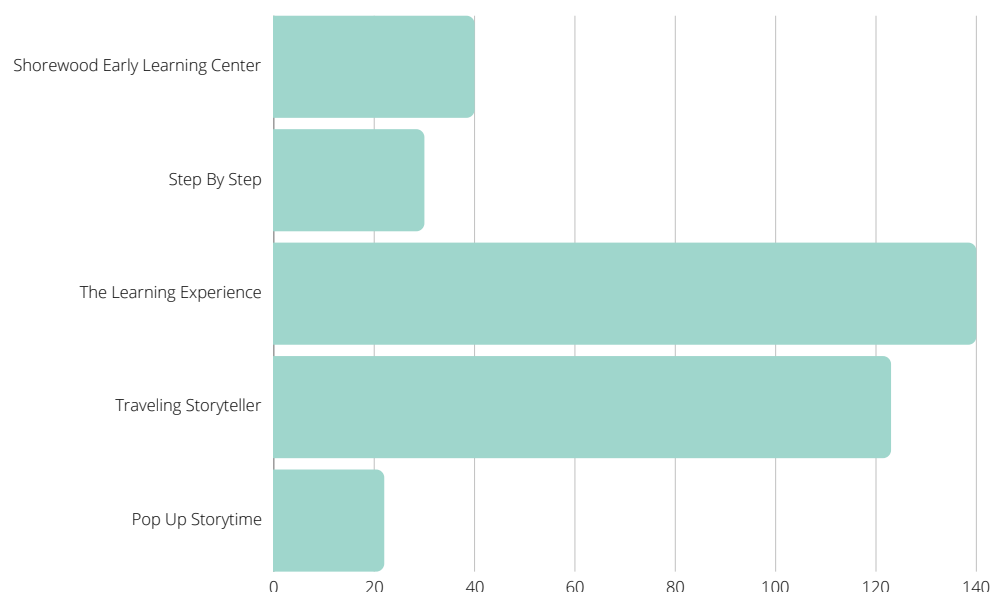
July's Traveling Storyteller events took place at Shorewood Park, Hammel Woods and Towne Center Park, reaching 19 community members from infant to adult.

Additional Storytimes were offered through partnerships with Bronkberry Farms for 104 community members. These stories focus on community and all creatures furry and feathered.

Pop-Up Storytime: 16 students and 6 counselors with Special Recreation of Joliet & Channahon through Joliet Park District visited the Library and were offered a brief tour of the Children's Department and a Storytime, resulting in future partnerships with the Library and their summer camps.

Community Fundraisers: In partnership with Kiwanis of Shorewood, we are a collection and pick up site for Christmas in July. This program is a toy drive for children fighting cancer through Treasurechest.org. The Library provided a raffle basket of books and Library merch for those who donate.

Outreach Visit Statistics

Category	Value
Shorewood Early Learning Center	~40
Step By Step	~30
The Learning Experience	~140
Traveling Storyteller	~123
Pop Up Storytime	~22

ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- JULY 2024

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

- Summer Read 2024 Update
  - The 2024 Summer Read Program has come to a close. See page 3 for details.
- Adult Services
  - The Local Artisan Faire was a great success! We hosted 14 vendors and brought over 230 attendees to the library's field. Maren, the ATTS department, and Sarah H. all worked hard to reach local artists, and some local artists reached out to us. Maren did an excellent job organizing the vendor approvals, table reservation process, and layout of the event. A few attendees mentioned that this was their first time visiting our library, too!
  - ATS staff created the following displays in July: Beat the Summer Heat (With Winter Reads), Stardew Valley, Disability Pride Month, Shorewood Garden of Talents & Trades, Christmas in July, Astronomy, and France.
  - We are way ahead of our target for the Trex Recycling Challenge! We have collected 701 of the 1000 pounds of plastic needed to get a bench for the library. The challenge began in April, and could run until April 2025 if needed.
- Teen Services
  - The materials ordered for the teen area are being deployed as they are ready to go out. Some materials will require checkout, and therefore cataloging, while other materials (such as pencils) will not. Two documents (an agreement form for using the new materials and a policy for the teen space) have been drafted and submitted to the Board for approval.
  - The 100 Books Before Graduation program is set to commence in August. It is advertised in the August/September newsletter. Flyers will be brought to schools in August.
- Adult & Teen Outreach
  - For a deep dive on our Outreach Services, please see the new Outreach section of the monthly report.
- Technology
  - The new self service kiosks are an ongoing project. Due to mixed feedback from patrons, adjustments to the Communico app and kiosks are still being made.

Sailer, of "Beaded By Sailer," at the Local Artisan Faire

ATTS PROGRAMS & MEETINGS 7/24

Active program attendee breakdown:

Family	Adult Craft
	Adult Other / Teen Cr... / Adult Boo... / Book-A-Li... / Proctor
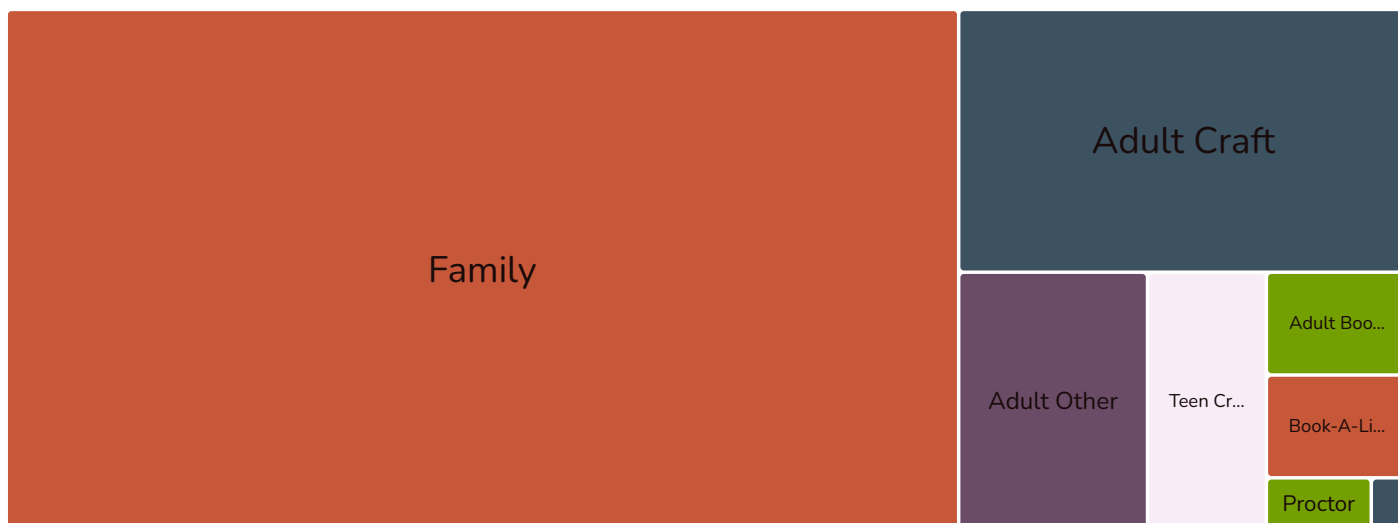
Active Programs

Number of Programs: 34
Attendees: 466

Passive Programs

Number of Programs: 7
Total Patrons: 46

Adult & Teen Outreach Snapshot:

Number of Programs: 9
Total Patrons: 63
Homebound Deliveries: 4

Staff Meetings, Programs, & Outreach

- Rose - Adult, Teen & Technology Manager
  - Summer Read
  - Special Events Committee
  - Sunshine Committee
  - Passport Refresh Training
  - Vega Task Force Meeting
  - BAL
  - Digital Equity Webinar
  - Department Heads Meeting
  - Proctor
  - ATTS Department Meeting
  - Tech Help Tuesday
  - Proctor
  - BAL

- Maren - Adult Programming Coordinator
  - Summer Read
  - BAL
  - Special Events Committee
  - Sunshine Committee
  - Magical Glass
  - Proctor
  - Pressed Flower Luminaries
  - ATTS Department Meeting
  - Take & Make Embroidered Bookmark
  - Family Craft
  - Rosemary Oil Take & Make
  - Local Artisan Faire

- Anna- Adult & Teen Outreach Coordinator
  - Summer Read
  - Adult Brain Quest
  - Horizons
  - Shorewood Glen
  - Alden Estates
  - BAL
  - Alden Horizons
  - Senior Services Tech
  - ATTS Department Meeting
  - Local Artisan Faire
  - Alden Estates
  - Timbers
  - Passport Training
  - BAL
  - Shorewood Horizons

- Violet - Teen Programming Coordinator
  - Summer Read
  - Dungeons & Dragons (at Critical Grind Coffee Shop)
  - Fairy Jar Take & Make
  - Dungeons & Dragons (at STPL)
  - ATTS Department Meeting
  - Warhol's Wonders Tween
  - Take & Make Fairy Jar
  - Renaissance Trivia

- Hailie - Adult & Teen Services Assistant
  - Summer Read
  - Medieval Mail
  - ATTS Department Meeting

ATTS SUMMER READ PROGRAM 7/24

This year, the program theme was Renaissance. Participants 'rose in the ranks' for every 6 hours they read. Each rank achieved earned them a raffle ticket & completion prize. The program ran from the Kickoff on May 30 to July 27, 2024.
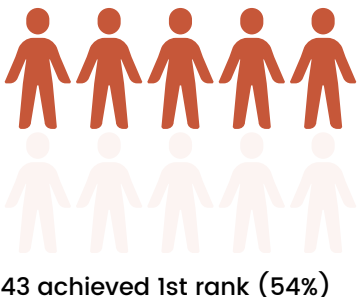
LIBRARY BREAKDOWN

Other 124
29.5%

Shorewood 296
70.5%
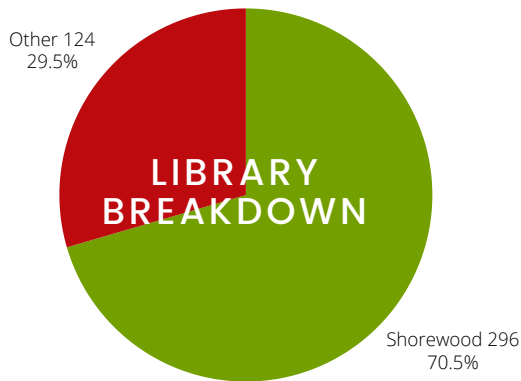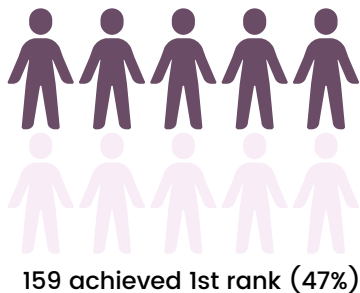
ADULT

PAPER LOG V. BEANSTACK   **77%**

- ADULTS REGISTERED: 339
- MOST READ: 395.5 HOURS!
- TOTAL READING: 115,150 MINUTES/ 1,919 HRS/ 80 DAYS

159 achieved 1st rank (47%)
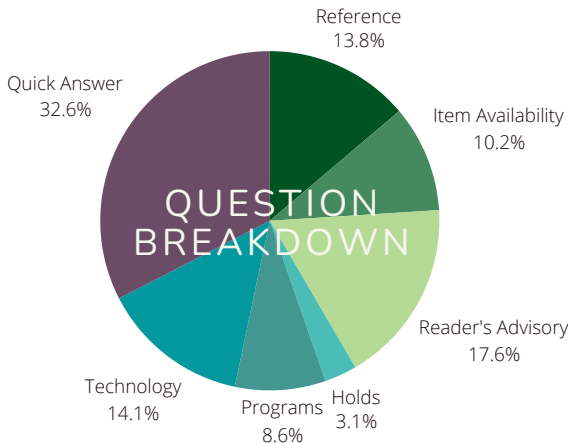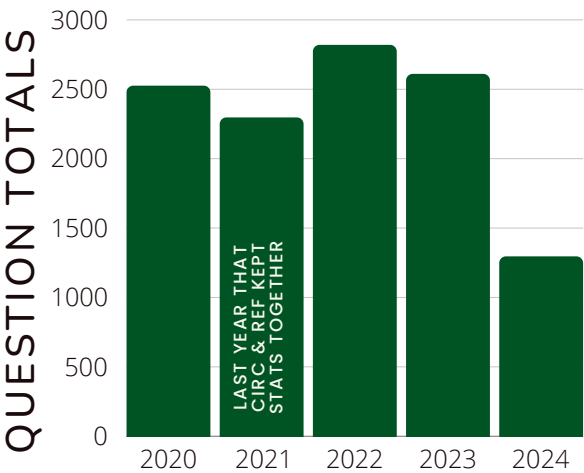
TEEN

PAPER LOG V. BEANSTACK   **85%**

- TEENS REGISTERED: 80
- MOST READ: 158.7 HOURS!
- TOTAL READING: 94,920 MINUTES /1582 HRS/ 65.9 DAYS

43 achieved 1st rank (54%)

STAFF

- MOST READ: 6662 MINUTES!
- TOTAL *TRACKED* READING: 25136 MINUTES/ 418.9 HRS/17 DAYS

ALL achieved 1st rank (100%)

REFERENCE QUESTIONS

QUESTION TOTALS

3000
2500
2000
1500
1000
500
0

LAST YEAR THAT CIRC & REF KEPT STATS TOGETHER

2020 2021 2022 2023 2024

QUESTION BREAKDOWN

Reference 13.8%
Item Availability 10.2%
Reader's Advisory 17.6%
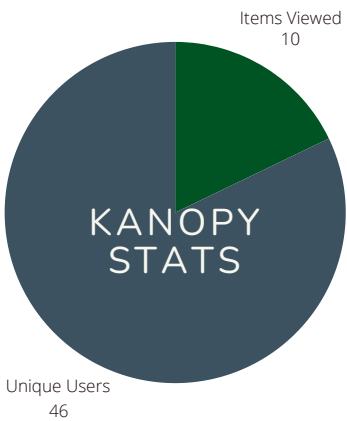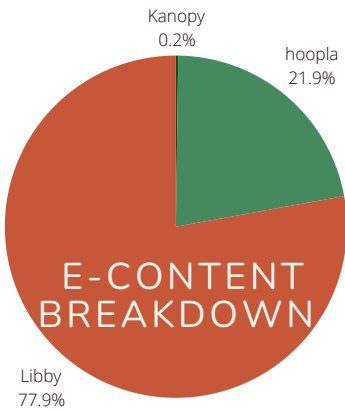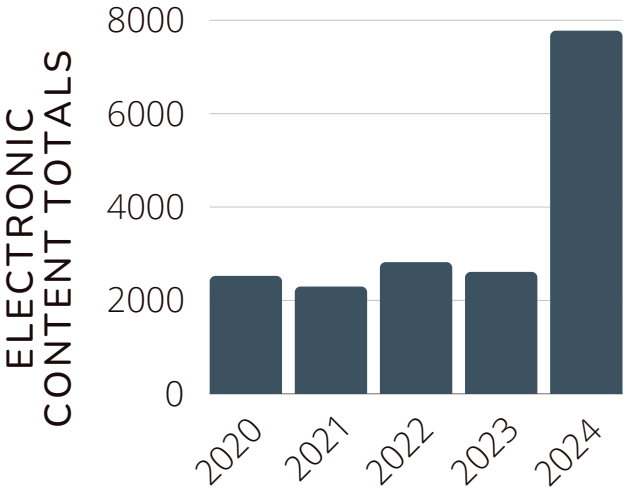Holds 3.1%
Programs 8.6%
Technology 14.1%
Quick Answer 32.6%

Types of Reference Questions

Holds - when patrons ask for items to be placed on hold.

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, such as "What do I need to bring to the Cat Yoga 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 request from 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, "How do I get to the closest post office?"

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).

ELECTRONIC CONTENT TOTALS

8000
6000
4000
2000
0

2020 2021 2022 2023 2024

E-CONTENT BREAKDOWN

Kanopy 0.2%
hoopla 21.9%
Libby 77.9%

KANOPY STATS

Items Viewed 10
Unique Users 46

MONTHLY REPORT
July 2024

LORI FREEMAN
CHILDREN'S MANAGER

DEPARTMENT UPDATES

The Children's Department was Bugging Out this month! With the help of our patrons, Sarah and Mallory over 200 Cicada shells were collected! Patrons attended our Cicada program to learn more about the rare emergence of periodical cicadas and paint the shells that were collected. Sarah added the colorfully decorated cicadas to our tree in the hallway! The kids and Ms. Sarah really enjoyed this buggy activity.

We had our very first Princess Storytime program this month with a very special guest. Jessica McClure of Parties with Character came to our storytime as Princess Belle. She read them stories, sang songs, did crafts and told all the little ones all about how to be a princess. It was a magical event we will definitely have again!

We did a test run on a new program for tweens, ages 11-14, to offer a creative outlet for an older age group! Warhol's Wonders is a taught step by step canvas paint class led by Ms. Louise. The program was well received and we will continue to offer this program bimonthly.

CHILDREN'S PROGRAMS
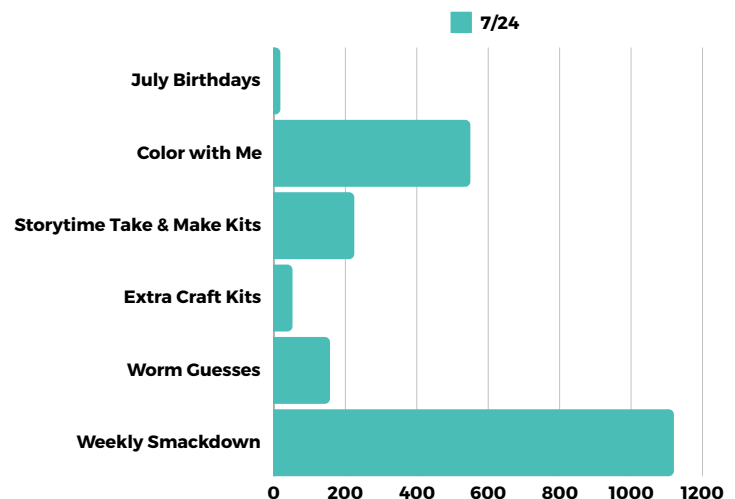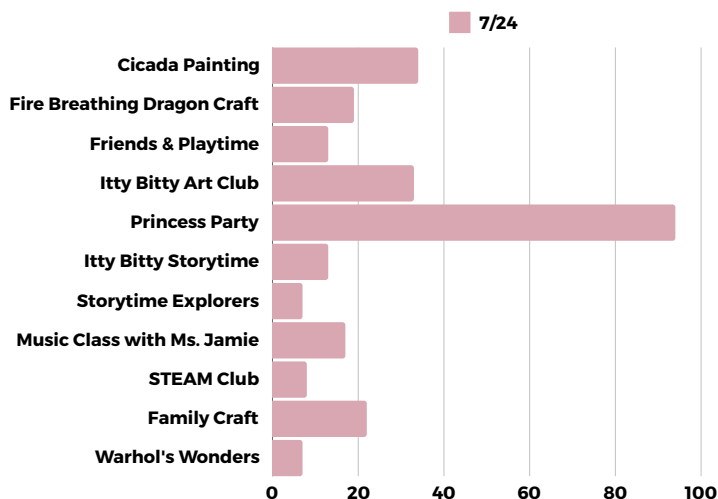
11
Active Programs Offered
267
Total Attendance

6
Passive Programs Offered
2122
Total Attendance

7/24

Cicada Painting
Fire Breathing Dragon Craft
Friends & Playtime
Itty Bitty Art Club
Princess Party
Itty Bitty Storytime
Storytime Explorers
Music Class with Ms. Jamie
STEAM Club
Family Craft
Warhol's Wonders

0 20 40 60 80 100

7/24

July Birthdays
Color with Me
Storytime Take & Make Kits
Extra Craft Kits
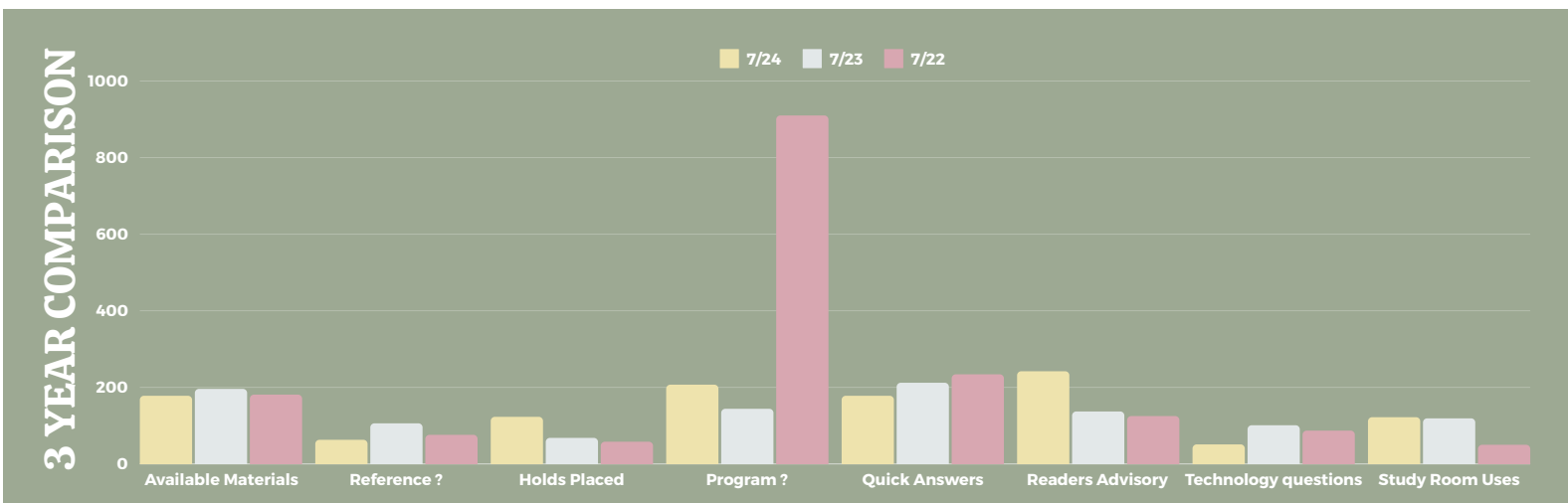Worm Guesses
Weekly Smackdown
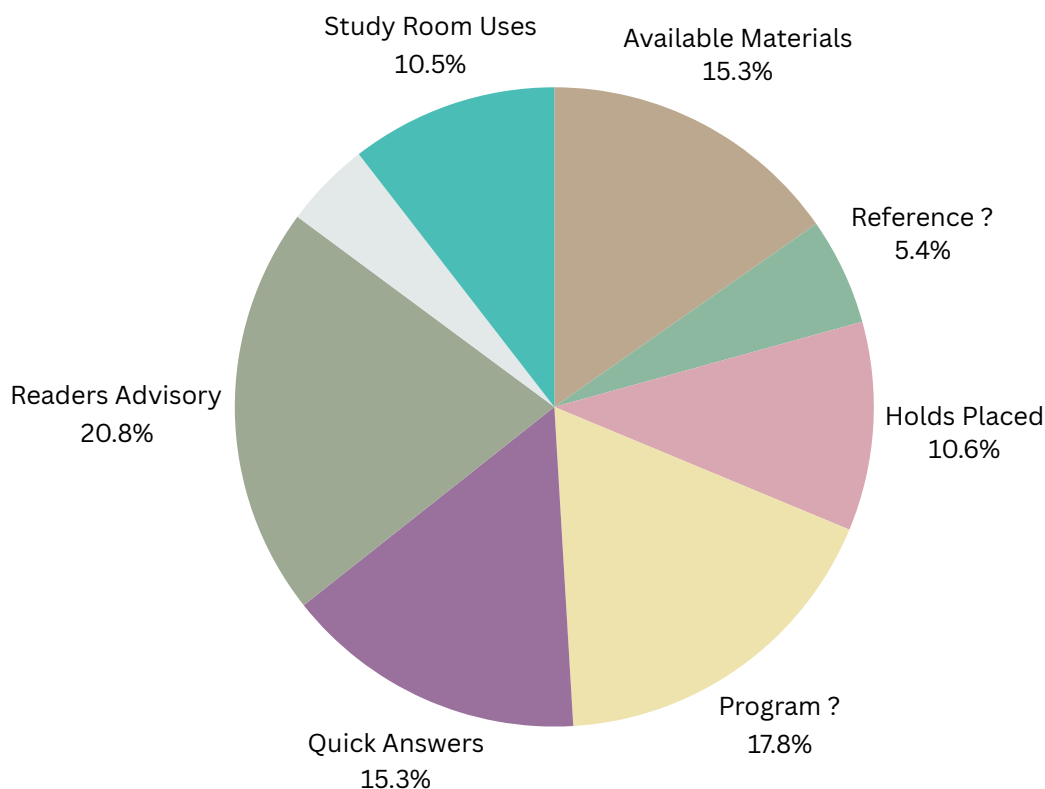
0 200 400 600 800 1000 1200

DELIVERABLES

REFERENCE TRIAGE

Reference Breakdown 7/24

- **178** patrons ask about available materials
- **63** ask general reference questions
- **123** holds were placed
- **207** questions were asked about programs
- **178** quick answers were provided
- **242** reader's advisory
- **51** patrons asked about technology.
- **122** study room reservations.

Summer Read Recap

This year our Summer Read theme, Renaissance was a fun reading adventure for our young patrons. We received a lot of positive feedback about the format we went with. Children had to follow a map while logging their minutes read. Each land mark they reached earned them a reward they could collect at the children's desk. Ten hours completed their log and earned them a raffle ticket for our grand prizes. Super readers were challenged to read an additional six books, one from each of our collections, to earn a raffle ticket for a Nintendo Switch! Parents told our staff that the map and prizes really motivated their children to read. **Goal accomplished!** We loved seeing the children's excitement and hearing all about their reading adventure at every visit.

- 765 children registered
- 462 completions

60% Completion Rate

144 Super Readers

Summer Read Winners

CHILDREN'S OUTREACH REPORT
July 2024

Total Children's Outreach Programs/ Events
8

Total Participants
355

Daycare Storytime's: Age appropriate stories, songs, and fingerplays to promote the love of literacy. Library Promotional materials are printed and shared at each visit. Storytime's will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.

Total engagement this month:

- **Shorewood Early Learning Center:** 40 students.
  2 Classrooms
  3, 4, & 5 Year Old
  5-7 Staff members
- **Step By Step:** 30 students.
  2 Classrooms
  1 & 2 Year Old's
  3, 4, & 5 Year Old's
  3-4 Staff members
- **The Learning Experience:** 140 students.
  4 Classrooms
  1 to 2 Year Old's
  3, 4, & 5 Year Old's
  School age children
  12 Staff members

School Partnerships: We have been in touch with Shorewood Schools and Shorewood Area School Librarians. We will continue the Library Link Cards, attend the Back-to-School Events, and strengthen the support system with School Librarians and LRC Associates.

Storywalk @ Towne Center Park
Should I Share My Ice Cream
by Mo Willems

Traveling Storyteller

Through partnerships with the Shorewood Park District and the Forest Preserve District of Will County, these community Storytime's are crafted to promote imagination, play, community connections, good citizenship, and environmentalism. Library promotions and promotional materials are included at each event.

July's Traveling Storyteller events took place at **Shorewood Park, Hammel Woods and Towne Center Park**, reaching 19 community members from infant to adult. Additional Storytimes were offered through partnerships with **Bronkberry Farms** for 104 community members. These stories focus on community and all creatures furry and feathered. **Total engagement: 123**
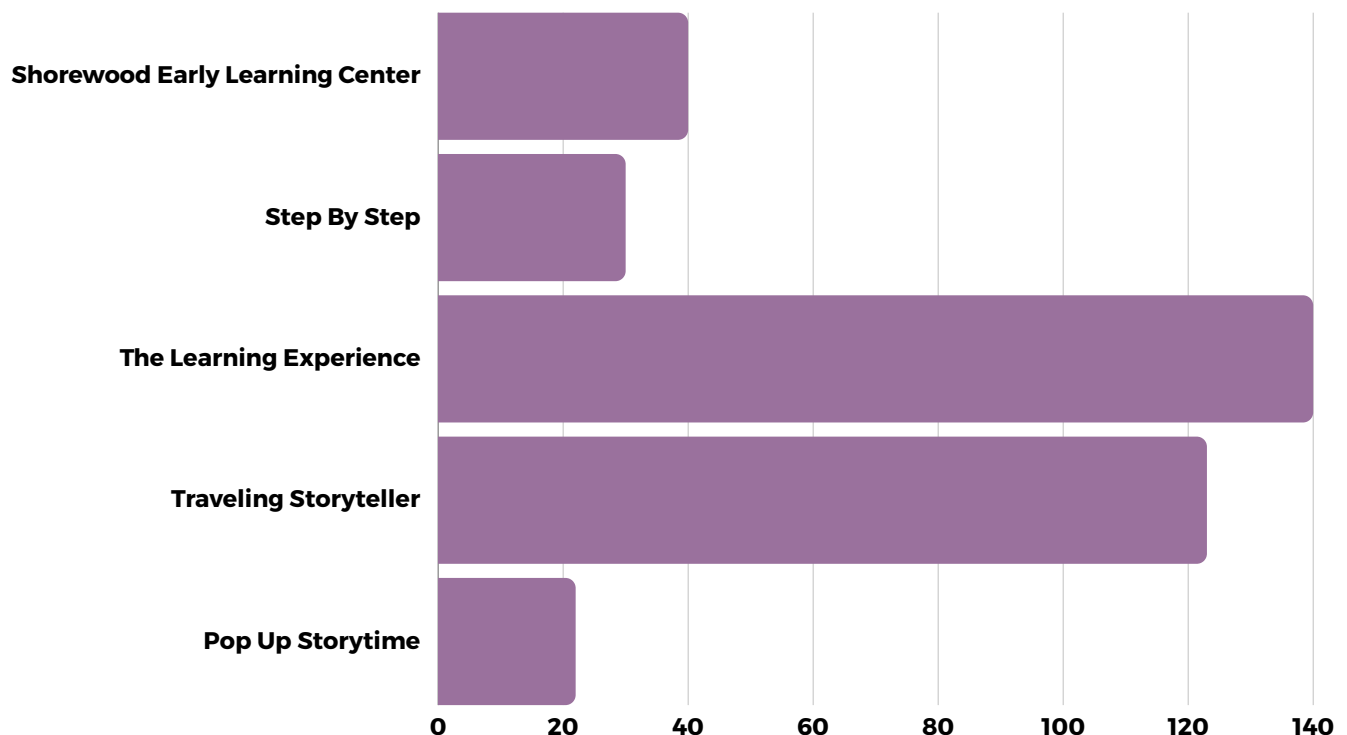
Pop Up Storytime

16 students and 6 counselors with Special Recreation of Joliet & Channahon through Joliet Park District visited the Library and were offered a brief tour of the Children's Department and a Storytime, resulting in future partnerships with the Library and their summer camps. **Total engagement: 22**

Community Fundraisers

In partnership with Kiwanis of Shorewood, we are a collection and pick up site for Christmas in July. This program is a toy drive for children fighting cancer through Treasurechest.org. The Library provided a raffle basket of books and Library merch for those who donate.

OUTREACH VISIT STATISTICS

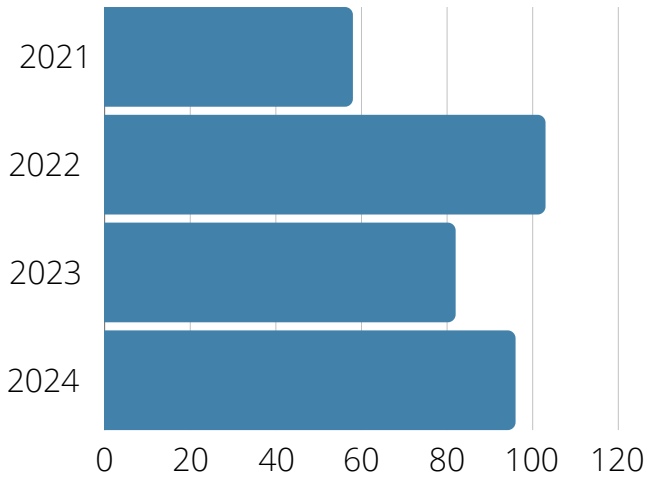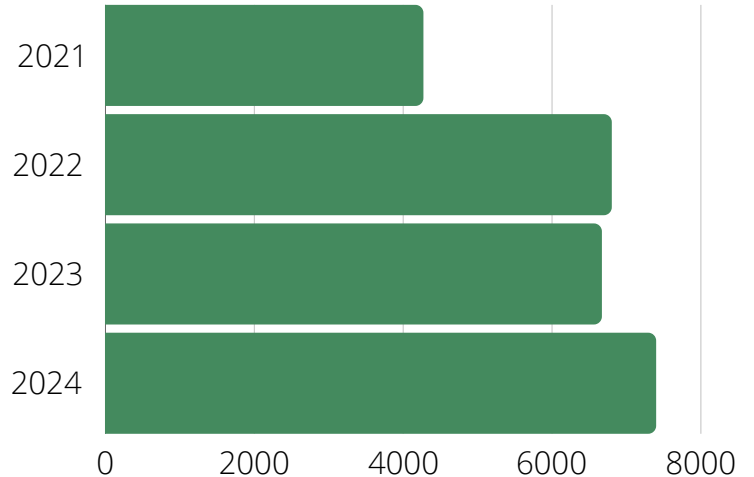| Category	Value
Shorewood Early Learning Center	40
Step By Step	30
The Learning Experience	140
Traveling Storyteller	123
Pop Up Storytime	22

MONTHLY REPORT
JULY 2024
JULIE HORNBERGER
CIRCULATION MANAGER
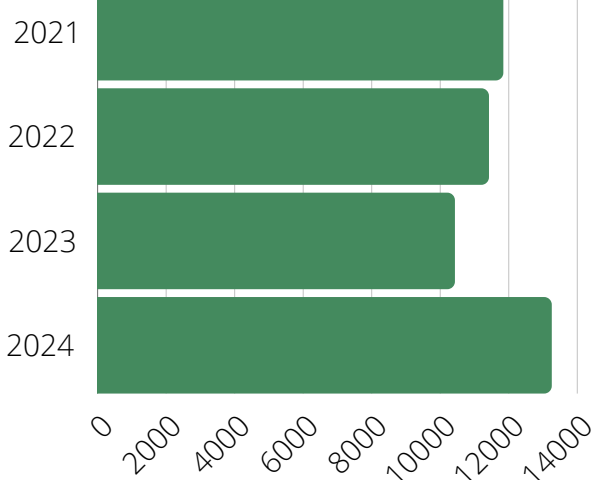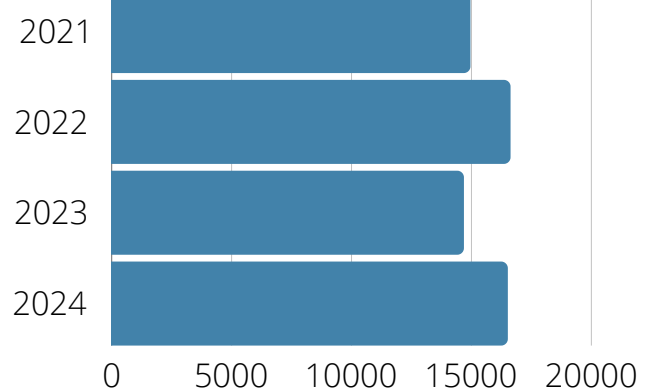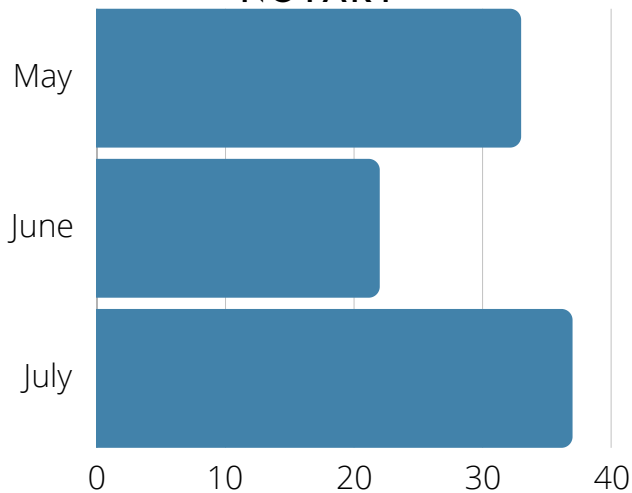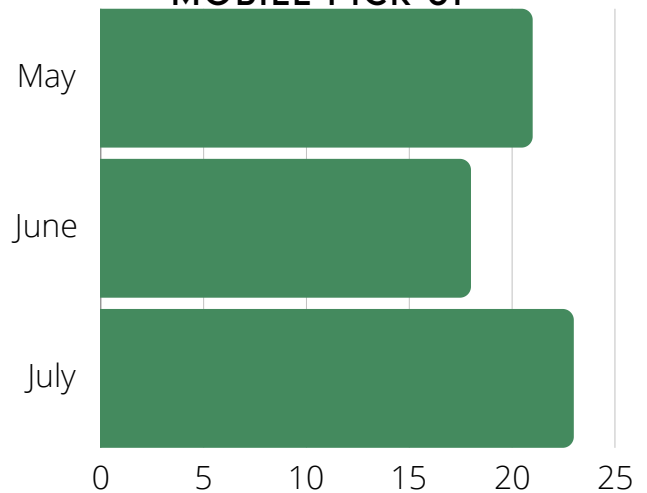
July 2024
Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:

	2024	2023	2022
Views	6,600	6,418	6,043
Visitors	2,210	1,920	1,971
Views per visit	2.99	3.34	3.07

Meeting Room Bookings:

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

Program Referrals:
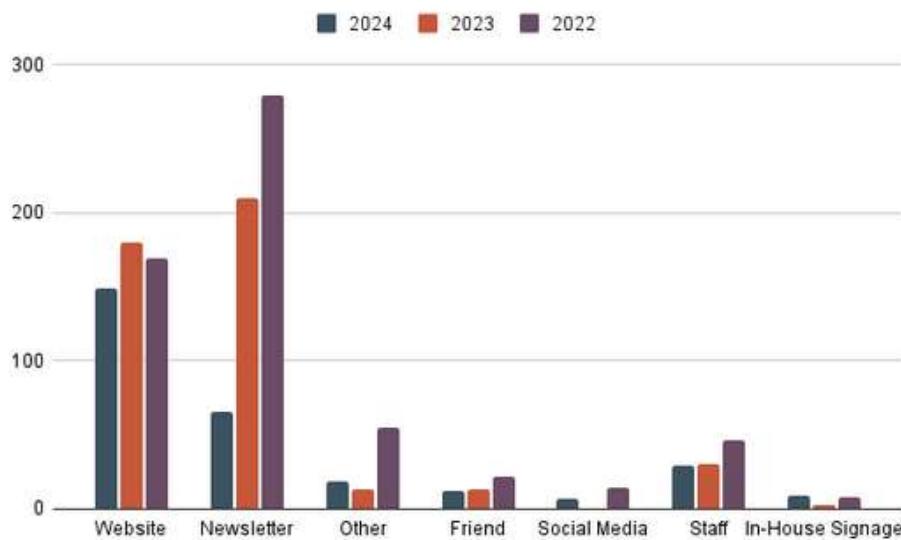
eNews Stats:

2024
8,263 EMAILS SENT
41.85% OPEN RATE
610 CLICKS
330 UNIQUE CLICKERS
2023
7,198 EMAILS SENT
46.87% OPEN RATE
372 CLICKS
192 UNIQUE CLICKERS
2022
6,444 EMAILS SENT
40.8% OPEN RATE
113 CLICKS
75 UNIQUE CLICKERS

Facebook:

REACH	FOLLOWERS	INTERACTIONS
29.8k	4.1k	702
2023	NEW FOLLOWS	2023
3.6k	7	559
2022		2022
--		--

Instagram:

REACH	FOLLOWERS	INTERACTIONS
538	1,141	121
2023	NEW FOLLOWS	2023
438	8	0
2022		2022
0		0

Some data is unavailable

July 2024
Marketing Projects & Updates

Website Project:

- Phase 2 is ongoing
- New logo and branding announced to the public on social media
- In-house signage and marketing materials continue to switch over to new branding
- Currently working with Communico engineers to update Library app

Department Updates:

- **Community Book Drops**
  - Wraps are fully installed and look great!
- **Shorewood-Troy Library gets new Patron Point representative**
  - Will meet with new rep, Michelle Lustig, second week of August; Plan to discuss campaign to support our website transition, plus other tools and functions
- **Changes to online reading challenge platform, Beanstack**
  - In addition to updating the appearance, we added and rearranged elements:
    - Updated Library header
    - Added featured challenges (users can now see what we offer without any clicking)
    - Easier sign-up option
  - With **100 Books Before Graduation** set to launch later this month, these changes will make Beanstack **much easier** to use which we hope encourages more sign-up's!
- **Changes to program registration dates**
  - Registration dates will again open up on the 15th of the month prior to the programming cycle (example, both August and September programs opened up to the public on July 15th)
    - The purpose of this change is to remedy the gradual decline we've seen in the number of referrals by newsletter
      - We also made the NL accessible online and have distributed physical copies in more places around the library, nearby self-checkouts and other heavy traffic areas

How satisfied were you with your visit today?

1 ⭐ **2** ⭐ **3** ⭐ **4** ⭐ ⭐ (5)

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

I love to visit this library! the
people there are always kind
and helpful. Allways smiling
and ready to answer any questions
I love the reading programs. too!

August 8, 2024

To: Board of Trustees, Shorewood-Troy Library

From Julie Hornberger, Head of Circulation

RE: Elyse Cooksey's First Anniversary with the Library

It has been a joy to work with Elyse this past year. As our page, Elyse helps in every department's shelving, shifting, and taking care of the Library's book drops. Elyse is a very dedicated and efficient worker and willing to jump in when anyone needs help.

Elyse just finished her first year of college and is excited about the upcoming semester. She is passionate about all subjects that interest her and would be glad to talk to you about them. Elyse is an accomplished archer and history buff.

Thank you for being a part of our organization. Happy Work Anniversary!

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: FY24 Audit Presentation and Approval (Items B & C)

The FY24 was sent to you via email on Monday, July 29th. Tawnya Mack, the Library's auditor, will bring bound copies of the audit to the meeting.

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Draft Strategic Plan & Mission Statement

After listening to feedback from the Board members present at the July 24th meeting, this draft reflects what I heard. Of course, I am more than willing to revise after tonight's meeting as well.

Shorewood-Troy Strategic Plan

2024

Goal 1: We Know That Customer Service Is at the Core of Every Service the Shorewood-Troy Library Provides to Its Community. We Will Strive To:

1. Provide training to our staff to build their knowledge and skill sets.
2. Be willing to listen and be receptive to our community as its needs change, shift and grow regarding collections, programming, and services.
3. Work to provide necessary funding for staff salaries, materials, and services.

Goal 2: We Will Develop, Deepen, and Enhance Community Partnerships. We Will Strive To:

1. Listen to current partnerships and be willing to adapt to their needs.
2. Explore new partnership opportunities.
3. Be active in our community outreach, welcoming and accessible to new patrons.

Goal 3: We Celebrate the Library's Facility and Recognize Opportunities to Maintain and Improve It. We Will Strive To:

1. Continually seek to enhance and improve the building and grounds to improve the library's ability to provide services and programs to our patrons.
2. Creatively adapt and flex our facility's space as the community's needs change.

Goal 4: We Will Seek to Enhance the Library's Revenue Base with Outside Sources of Funding. We Will Strive To:

1. Be good stewards of the financial resources that we currently have.
2. Apply for any available grants to upgrade and modernize the Library's facility and grounds.
3. Explore the creation of a Library Foundation.

Draft Mission statement: "Connecting our community through knowledge and learning."

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: FY2024 IPLAR Comparisons

Completing the Library's annual report to the State Library (IPLAR) is always a good time to review and check the state of the Library's overall circulation data.

Combined physical + e-material circulation continues to rise, year over year.
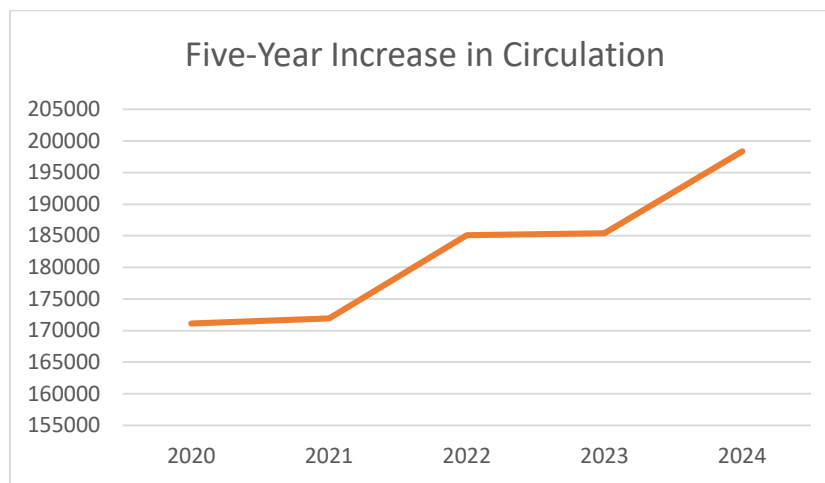
The amount of use that our physical collection loaned to other libraries' patrons is also a good marker of how well our selectors are doing in selecting materials that are useful to others. It's also another way to look at how our materials are circulating even outside of our library's walls.
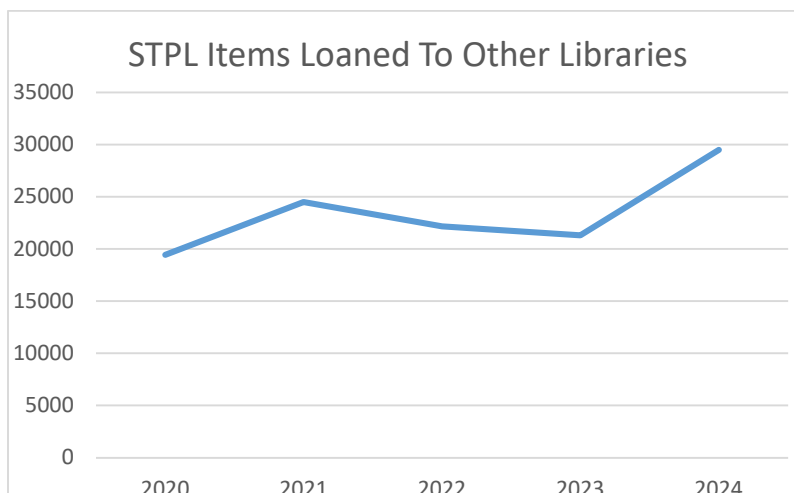
The amount of valid library cards has increased over five years.

Active Library Cards

Year	Active Library Cards
2020	~6150
2021	~5300
2022	~6050
2023	~5800
2024	~6850
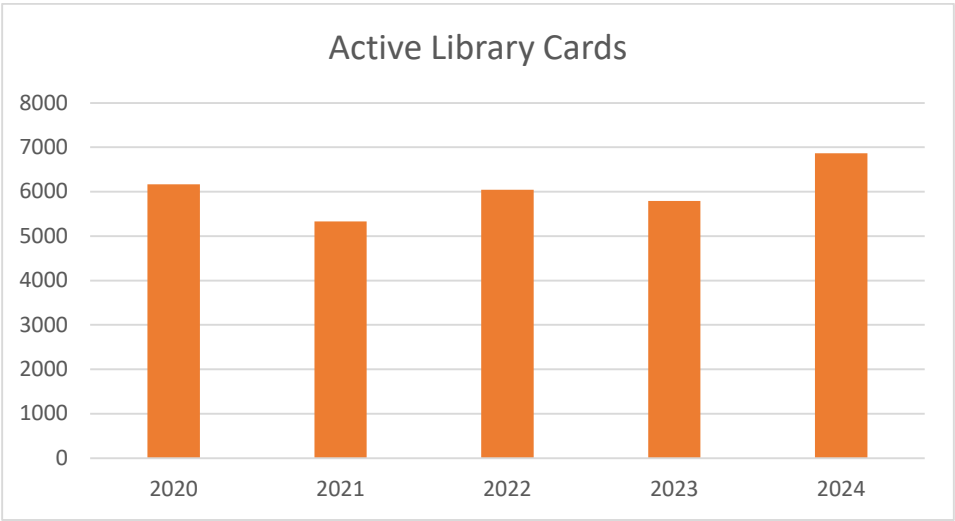
Reference questions answered have also increased:

Reference Transactions

Year	Reference Transactions
2020	~27500
2021	~21500
2022	~19800
2023	~36500
2024	~39800
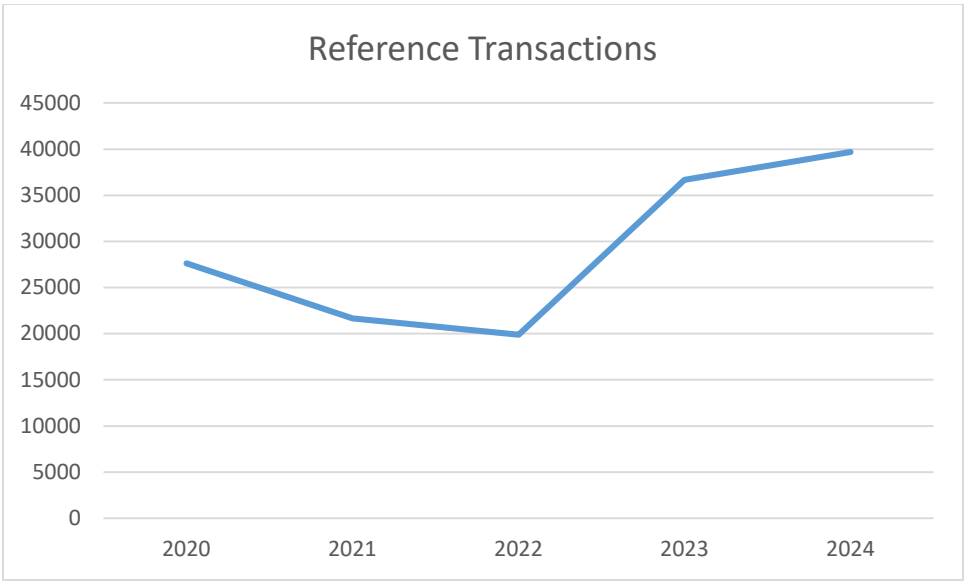
Our Library also frequently compares itself to its Pinnacle compatriots, all larger and typically better funded. Unfortunately, the Institute of Museum & Library Services doesn't frequently update the data aggregated from the IPLAR (or all the other state survey data). The most recent comparison year is *2021*. But in 2021, for example, for Pinnacle Libraries:

- Fountaindale had a population of 67,683, with revenues of $8,864,025
- Joliet Public had a population of 147,443 with revenues of $6,409,240
- Lemont Public had a population of 21,685 with revenues of $1,526,059
- Plainfield Public had a population of 75,337 with revenues of $4,459,648
- White Oak Public had a population of 77,893 with revenues of $6,139, 187

Shorewood-Troy is the smallest library in Pinnacle (in 2021), with a population of 19,235 and revenues of $1,352,821.

Our 2024 numbers are 21,780 and $1,787,156.

Lemont *is* size-comparable, but so is Three Rivers Public Library. They are the closest geographic neighbor of our size class, and there is more current self-released comparison data.

Three Rivers (in 2021) **had a population of 26,600 and two branches with a revenue of $1,550,787.** So, still bigger than us.

They released in January 2024 their calendar year-end card (next page), and comparing us to a library that is more comparable to us in size and budget… we're doing well:

1. Their self-reported physical item collection: ***103,873.***

   Ours is ***39,175.***

2. They checked out ***139,796*** physical items (a circulation turnover rate of <u>1.35</u>)

   We checked out ***150,974*** (a circulation turnover rate of <u>3.85</u> – more than 3X as high as 3 Rivers)

3. They had ***60,897 visitors in their two buildings.***

   We had ***64,694 visitors in our one building.***

4. We have more digital items than they do – **38,450 compared to their 34,923.**

5. I think they must be counting their website uses differently. Our website hits are **57,823,** but our digital resources accesses aren't that high, so they may not be counting their catalog access hits (which impacts our website count) the same way we do.

I've included our fiscal year-end mailer in your packet so the board can see what we're self-reporting to our community. Our data is coming directly from the IPLAR.

THREE RIVERS
PUBLIC LIBRARY DISTRICT
ENGAGE • GROW • INSPIRE

2023

139,796
CHECKOUTS

103,873
PHYSICAL ITEMS
COLLECTION

34,923
DIGITAL ITEMS
COLLECTION

60,897
VISITORS

49
DATABASES,
NEWSPAPERS &
LEARNING PLATFORMS

90,774
DIGITAL RESOURCE
ACCESSES

PROGRAMS
312

5,491
ATTENDEES

32,481
COMPUTER &
WIFI USES

1,974
WEBSITE
ACCESSES

1093
NEW LIBRARY
CARDS ISSUED

www.trpld.org

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30613
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0491
1.3b FSCS_SEQ [PLS 700]	003
1.4a Legal Name of Library [PLS 152]	Shorewood-Troy Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	650 Deerwood Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	SHOREWOOD
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60404
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	650 DEERWOOD DR
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Shorewood
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60404
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8157251715
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	815-725-1722
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.shorewoodtroylibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jennifer Cisna Mills
1.15 Title	Director
1.16 Library Director's E-mail	jmills@shorewoodtroylibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	

Legal name of library you contract with:		

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the Information in this section will be pre-filled. If the Information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Will
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, Indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	21,780
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
SHOREWOOD-TROY P.L.D.	SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
SHOREWOOD-TROY P.L.D.	30613	3061300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?

SHOREWOOD-TROY P.L.D.	650 DEERWOOD DRIVE		

Address

County & Phone

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
SHOREWOOD-TROY P.L.D.	SHOREWOOD		60404	

Square Feet

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
SHOREWOOD-TROY P.L.D.	Will		8157251715	

IDs

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
SHOREWOOD-TROY P.L.D.	15,000		

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
SHOREWOOD-TROY P.L.D.	3,120	52	64,694

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Cisna Mills
3.5 Telephone Number of Person Preparing Report	815-725-1715
3.6 FAX Number	815-725-1722
3.7 E-Mail Address	jmills@shorewoodtroylibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	-1Not Applicable
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Robert Stahl
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-725-0754
5.9 E-mail Address	bobstahl46@gmail.com
5.10 Home Address	1013 Windsor Drive
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Second member

5.5 Name	Arthetta Reeder
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	815-729-9666
5.9 E-mail Address	arthettar@shorewoodtroylibrary.org
5.10 Home Address	100 N. Brookshore Drive
5.11 City	Shorewood
5.12 State	IL

5.11 City	Joliet
5.12 State	IL
5.13 Zip Code	60431

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.1b If so, please describe	
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year	64
6.3 Total Number of Study Rooms	1
6.3b Total number of times study room(s) used by the public during the fiscal year	783

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [[75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? [1]	$4,814,000
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	$461,073 - reserves to be used for emergencies or capital projects down the road. This accounts for about 3.5 months of expenses.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	$1,391,806
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	$32,126
8.3 Equalization aid grant	$0
8.4 Personal property replacement tax	$49,522
8.5 Other State Government funds received	$0
8.6 If Other, please specify	

8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	$81,648

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	$0
8.9 E-Rate funds received	$0
8.10 Other federal funds received [2]	$35,000
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	$35,000

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	$5,908
8.14 Other receipts intended to be used for operating expenditures	$272,794
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$278,702
8.16 Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	$1,787,156

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	$1,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLS 350]	$793,276
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	$152,852
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	$946,128

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	$111,244
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	$103,413
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	$14,687
10.3b Please list the types of materials purchased in 10.3a	CDs, DVDs, and Video Games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$229,344

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures.
Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	$427,032
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	$1,602,504

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	$0
12.2 State Government [PLS 401]	$0
12.3 Federal Government [PLS 402]	$0
12.4 Other Capital Revenue [PLS 403]	$0
12.5 If Other, please specify	

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$37,811

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	2	2	$70.01	65.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	$43.39	40.00
	Head of Technical Services	Cataloging	$26.62	25.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	1.63

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	8	7	8	$166.23	290.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Head of Reference	Adult Services	Bachelor's Degree: No library science	$24.52	40.00
	Head of Circulation	Circulation	Bachelor's Degree: No library science	$26.69	40.00
	Head of Children's		Bachelor's Degree: major or minor in library science	$24.52	40.00
	Adult Programming Coordinator	Adult Services	Bachelor's Degree: No library science	$18.50	40.00
	Adult Outreach Coordinator	Adult Services	Bachelor's Degree: No library science	$18.25	40.00
	Teen Services Coordinator	Young Adult Services	Less than a Bachelor's degree with LTA	$17.00	25.00
	Children's Programming Coordinator	Children\'s Services	Bachelor's Degree: No library science	$17.25	25.00

Children's Outreach Coordinor	Children\'s Services	Less than a Bachelor's degree with LTA	$19.50	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.25
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	8.88

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), Information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	270.00
13.14 Minimum hourly rate actually paid	$15.50
13.15 Maximum hourly rate actually paid	$21.00
13.16 Total FTE Group C employees (13.13 / 40)	6.75

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	10.00
13.18 Minimum hourly rate actually paid	$14.00
13.19 Maximum hourly rate actually paid	$14.00
13.20 Total FTE Group D employees (13.17 / 40)	0.25

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	0.00
13.22 Minimum hourly rate actually paid	$0.00
13.23 Maximum hourly rate actually paid	$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	7.00
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	15.88

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	64,694
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:
A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:
A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	72	1,071	25	8,548
Children (6-11)	56	1,900	30	7,630
Young Adults (12-18)	29	164	6	461
Adults (19 and older)	354	2,971	55	2,867
General Interest	-1 Unknown	-1 Unknown	-1 Unknown	-1 Unknown
Total	511	6,106	116	19,506

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	315	5,735
Synchronous In-Person Offsite Program Sessions	³184	405
Synchronous Virtual Program Sessions	12	66

Total	511	6,206

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	76
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	1,989

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Quiet play for children

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	6,862
16.2a Total Number of Unexpired Non-resident Cards	1
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	$169.89
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	6,863
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: **Counting Electronic Materials for the IPLAR**

17.1 Print Materials [PLS 450]	39,175
17.2 Current Print Serial Subscriptions	29
17.3 Total Print Materials (17.1+17.2)	39,204
17.4 E-books Held at end of the fiscal year [PLS 451]	38,450
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	1,630
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	16,042
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	3,999
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	792
17.6c Other Circulating Physical Items [PLS 462]	171
17.6d Total Physical Items in Collection [PLS 461]	44,975

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are

provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	10
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	26

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: Counting Electronic Item Usage for the IPLAR

18.1 Number of adult materials loaned	107,695
18.2 Number of young adult materials loaned	5,347
18.3 Number of children's materials loaned [PLS 551]	85,297
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	198,339

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: Reporting Electronic Item Usage for the IPLAR

18.5 Books- Physical	119,993
18.6 Videos/DVDs- Physical	20,060
18.7 Audios (include music)- Physical	4,561
18.8 Magazines/Periodicals- Physical	1,475
18.9 Other Items- Physical [PLS 561]	4,885
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	150,974
18.11 Use of Electronic Materials [PLS 552]	47,365
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	198,339
18.13 Successful Retrieval of Electronic Information [PLS 554]	12,560
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	59,925
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	210,899
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	29,491
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	39,313

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	39,704

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	102

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	40
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	25
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about Internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	44 Mbps (T-3)
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's Internet access?	$791
21.4 Number of Internet Computers Available for Public Use [PLS 650]	23
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	3,553
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652] [4]	25,033
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	57,824 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Complicated process.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	$7,541
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	235.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	No
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments

24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:
1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

[1], 7.1 New insurance valuation done this year. (0-2024-07-16)

[2], 8.10 ARPA funds distributed through Will County (0-2024-07-16)

[3], [PLS 607] Our outreach department is becoming fully active again after COVID (0-2024-07-03)

[4], 21.6 prior miscount (0-2024-07-29)

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Julie Hornberger's Attendance at "Back in Circulation 2024"

Julie, who is the Head of Circulation, has requested to attend a conference in Madison, WI, which focuses its content directly for circulation professionals.

Conference registration is: $315

Hotel (2 nights) = $262

Per Diem = $129

Mileage $219

For a total of $925

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Approving Jennie Mills to attend Illinois Library Association's Annual Conference

This year, the Annual Conference will be held October 8-10 in Peoria (and I will be back in time for the Board meeting on October 10th).

Early Bird Registration for an ILA member is **$325**

GSA Per Diem Rate (Peoria, IL) is **$216**

Car rental is **$439**

Fountaindale is picking up the hotel cost ($**553)**

Total cost = $980

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Approving Lori Freeman to attend Illinois Library Association's Annual Conference

This year, the Annual Conference will be held October 8-10 in Peoria

Early Bird Registration for an ILA member is **$325;** the Library is an institutional member.

GSA Per Diem Rate (Peoria, IL) is **$216**

She will be sharing in the Library's car rental (already approved in Jennie's approval).

Her hotel cost is estimated at **$450** (or $150 per night).

Total cost = $991

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Approving Sarah Haish to attend Illinois Library Association's Annual Conference

This year, the Annual Conference will be held October 8-10 in Peoria

Early Bird Registration for an ILA member is **$325;** the Library is an institutional member.

GSA Per Diem Rate (Peoria, IL) is **$216**

She will be sharing in the Library's car rental (already approved in Jennie's approval).

She will be sharing Lori's hotel room, so that cost is eliminated.

Total cost = $541

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Approving Karen Voitik to attend Illinois Library Association's Annual Conference

This year, the Annual Conference will be held October 8-10 in Peoria; Karen has requested to go all three days.

Early Bird Registration for an ILA member is **$325;** the Library is an institutional member.

GSA Per Diem Rate (Peoria, IL) is **$216**

She will be sharing in the Library's car rental (already approved in Jennie's approval).

Her hotel cost is estimated at **$450** (or $150 per night).

Total cost = $991

August 8, 2024

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Teen Equipment and Teen Space Usage Policy

With the school year about to kick off, the library is trying to make the teen area more appealing to our teen patrons by making it more exclusive to teens during after-school hours. The Library has also purchased some games and school supplies for these users that will require signoff and approval by themselves and a parent/guardian. A draft of the space policy and equipment usage policy is enclosed in your packets.

Another teen program is about to kick off—"100 Books Before Graduation." This program is meant to keep kids reading as they go through middle school and high school. It will be tracked online on Beanstack and have milestone prizes as certain reading levels are hit, just like 1000 Books Before Kindergarten. The books that can be read can be 'fun books', not the books that have to be read for class, although they can count the books they read for class, too.

This program will be promoted in the schools, our newsletter, and our outreach to teens.

Shorewood-Troy Public Library
Teen Space Equipment Use Policy & Agreement
Submitted 7/31/24

Teen Space Equipment Use Policy & Agreement
   The Shorewood-Troy Public Library welcomes all members of the community. Teens, like patrons of other ages, require a welcoming "third space" where they can gather outside of their home to connect with peers or study. The Library has purchased equipment to support this goal.

The item(s) will only:
   ● be checked out to a Shorewood-Troy Public Library teen account (ages 12-18) in good standing after this agreement has been signed by the teen and one of their parent/guardians if the teen is 12-17 years old. Checkout length is 30 minutes. If a patron requests an additional 30 minutes, time may be granted at the discretion of Library Staff.
   ● be returned to library staff in person no less than 20 minutes before the Library closes for the day. Patrons should expect to wait while the item is checked for completeness and condition.

The item(s) will not:
   ● leave the Teen Space or the patron will be charged the replacement price. The only exception is the TI calculator; the calculator may be checked out for use at home.
   ● be able to be placed on hold
   ● be loaned to teens who do not follow the Library's behavior policy

Item	Current Replacement Prices
Calculator (TI-30XIIS)	$9.48
Game, chess/checkers	$14.69
Game, Happy Salmon	$8.99
Game, Llamas Unleashed	$19.97
Game, Sushi Go Party	$27.79
Game, Taco Cat Goat Cheese Pizza	$9.84
Headphones	$18.99
Nintendo Switch	$279.00
Nintendo Switch Screen Protector	$7.47
Nintendo Switch Safety Skin	$10.87
Joy-Con Controllers	$79.99

Shorewood-Troy Public Library
Teen Space Equipment Use Policy & Agreement
Submitted 7/31/24

Nintendo Switch games owned by the Library must be checked out using a card in good standing. Games that are checked out may therefore leave the Library following their circulation rules. Teens are welcome to bring games of their own to use, but the Library is not responsible for loss or damages.

By signing this document, I verify that I understand and agree to the above conditions:

_____   _____

Parent/guardian signature (if teen is 17 or under)   Date

_____   _____

Teen patron's signature   Date

This form will be kept on file for one calendar year. A new form may be required after expiration.

Shorewood-Troy Public Library
TEEN SPACE USAGE POLICY

The Shorewood-Troy Public Library's Teen Space is an area where library patrons ages 12-18 can read, study, do homework, work on school projects, use computers for appropriate educational and recreational purposes, and engage in other library-appropriate activities.

To keep the Teen Space open to all teen users, we ask that all patrons using the space adhere to the policies outlined in the Shorewood-Troy Public Library Code of Conduct. Listed below are guidelines specific to using the teen space:

The teen space will be saved for teens during the following hours:

Monday-Thursday: 3 pm-8 pm
Friday: 3 pm-5 pm
Saturday and Vacation/Holidays: All Day

Seating in the teen space is reserved for patrons ages 12-18. If you do not appear to be 12-18, you may be asked to move to another area of the library when school is not in session. All patrons are encouraged to browse the teen collection for books and displayed items. Guardians and siblings are allowed in the teen space if accompanied by a teen or when browsing materials. Signs are posted to indicate the age group permitted in this area and restrict other users from the area.

Tutors are encouraged to use other appropriate spaces in the building to meet with students to ensure that the Teen Space tables and computers are primarily available for teens to study and socialize.

The teen collection includes board games, Switch, and office supplies intended for patrons ages 12-18. The library strives to reach this entire age group, and what is appropriate for an 18-year-old may not be for a 12-year-old. Parents are encouraged to talk with their teens about what they are reading.

All library patrons must follow the Shorewood-Troy Public Library Code of Conduct. The following behaviors are not permitted in the library:
Violence
Excessive noise
Disruptive public displays of affection

Vandalism and destruction of library property

Violation of any of the rules above or anything from the Library Code of Conduct will be handled in the following way:

> The patron will be asked to stop the behavior.
> Patrons will be asked again to stop the behavior and warned that they will be asked to leave if the behavior continues.
> The patron will be asked to leave the library.

Patrons may be asked to leave the library at the discretion of any library staff member if the situation mandates. If necessary, the police will be contacted.