

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

September 12, 2024
Public Hearing/Special Board Meeting
6:30 p.m.

A Public Hearing on the Budget and Appropriations Ordinance for the Shorewood-Troy Public Library District for FY 2024/2025 will be held at 6:30 p.m. on Thursday, September 12, 2024. The Hearing will be held at the Library (Meeting Room A) at 650 Deerwood Dr., Shorewood, IL. The hearing will immediately be followed by the board's regular meeting at 7:00 p.m.

September 12, 2024
General Meeting
7:00 pm.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular meeting, August 8, 2024
 - Special meeting, August 20, 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 – August 2024
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Building and Parking Lot Updates (**Discussion**)
11. New Business –
 - a. Recognition of Violet Guzman, Teen Programmer, for her 3rd Anniversary with the Library (**Recognition**)
 - b. Recognition of Julie Hornberger, Head of Circulation, for her 10th Anniversary with the Library (**Recognition**)
 - c. Approve FY25 Budget and Appropriations Ordinance 24-2 (**Action**)
 - d. Approve Chief Fiscal Officer's Statement of Revenues, FY25 (**Action**)

- e. Approve the closing of IPRIME CD, maturing 9/16/2024, to move into Wintrust Money Market **(Action)**
- f. Mission Statement **(Discussion)**
- g. Approve setting the levy rate at 9.9% to allow for the creation of the levy document **(Action)**
- h. Approval of any other trustees who wish to go to ILA to attend the annual ILA conference **(Action)**

12. Announcements

- a. Agenda Setting for October's Board Meeting
- b. September is National Library Card Sign-Up Month
- c. Friends of the Library Book-sale on September 13th & 14th

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.

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director
Shorewood – Troy Public Library District
650 Deerwood Dr., Shorewood, IL 60404
815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
August 8, 2024**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Tom Novinski at 7:00 p.m. on August 8, 2024. It was held 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. Tracy Caswell |
| 5. Tom Novinski | 6. Bob Stahl |
| 7. Krysten McGee | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Kyle from Mack & Associates

CHANGES/ADDITIONS TO THE AGENDA: The board tabled Honoring Elyse Cooksey for her first anniversary of service because she could not attend the meeting. The board will also open attendance at the ILA Annual Conference in Peoria to any board member who wants to attend.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the regular meeting minutes on July 12, 2024 be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve. Trustee Caswell abstained.

Vice President Schultz moved that the Special meeting minutes on July 24, 2024, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve. Trustee Reeder and Trustee Caswell abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of July 2024	\$1,111,715.75
Cash received during July 2024	68,623.56
Disbursements July 2024	<u>(255,130.36)</u>
Cash on Hand End of July 2024	\$ 925,208.95

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	16,700.79
Money Market Fund – Chase	388,784.83
Old Plank Trail MM x6183	357,846.54
Payroll Account – Chase	7,727.29
License Plates – Chase	2,073.14
Old Plank Trail MM X9335	18,148.85

Old Plank Trail MM X9981	28,666.65
PMA Financial CD80197	<u>104,960.86</u>
 TOTAL	 \$925,208.95

APPROVAL AND PAYMENT OF BILLS:

Vice President Schultz moved that the bills presented for payment be approved. Trustee Reeder seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

CORRESPONDENCE: A 5-star satisfaction survey submitted by a patron was shared with the board.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
 - The Outreach Report will be a joint report of both Children's and Adult Departments so the board can see the diversity of the library's programs and partnerships in the community.
 - The Library participated in Shorewood's Crossroads Fest parade on August 4th.
 - Director Mills informed the board that August 20th is the first day to circulate petitions for the two six-year board member terms.
 - The Library hosted the Troy Township Administrator's Luncheon on July 23rd.
- b. Department Heads

OLD BUSINESS:

- a. The contract for the parking lot is being sent to the attorney on 8/9/2024.

NEW BUSINESS:

- a. The Mack & Associates auditor presented to the board that the financial audit was clean. The Library is responsible for its spending.
- b. Vice President Schultz moved, and Treasurer Stahl seconded, to approve the audit. A roll call was taken, and the motion passed with all members voting 'yes.'
- c. Staff feedback on the mission statement indicated that it seemed to focus solely on education. The board added "collaboration" to warm up the statement and reflect more on the library's work. The board decided to table approving the mission statement until Director Mills shares the updated version with the staff for feedback.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve the Illinois Public Library Annual Report submission to the Illinois State Library. The motion passed with all members voting 'yes.'
- e. Treasurer Stahl moved/Trustee Reeder seconded to approve Julie Hornberger to attend the "Back in Circulation" conference for Circulation Professionals in Madison, Wisconsin, on October 7th & 8th at a total cost of \$925. A roll call was taken, and the motion passed with all members voting 'yes.'
- f. Treasurer Stahl moved/Vice President Schultz seconded to approve Jennie Mills to attend the Illinois Library Association Annual Conference, Peoria, IL, October 8 – 10 at a total cost of \$980. A roll call was taken, and the motion passed with all members voting 'yes.'
- g. Trustee Reeder moved/Treasurer Stahl seconded to approve Lori Freeman to attend the Illinois Library Association Annual Conference, October 8 – 10, at a total cost of \$991. A roll call was taken, and the motion passed with all members voting 'yes.'

- h. Vice President Schultz moved/Trustee Reeder seconded to approve Sarah Haish to attend the ILA Annual Conference, October 8 – 10, at a total cost of \$541. A roll call was taken, and the motion passed with all members voting 'yes'.
- i. Vice President Schultz moved/Treasurer Stahl seconded to approve Karen Voitik to attend the ILA Annual Conference at Peoria, IL, October 8 – 10, at a total cost of \$991. A roll call was taken, and the motion passed with all members voting 'yes'. Secretary Voitik abstained.
- j. Vice President Schultz moved/Trustee Reeder seconded to approve the Teen Space Equipment and Usage Policy. The motion passed with all members voting 'yes.'

OTHER BUSINESS:

- a. The Friends of the Library Book Sale will be on September 13th & 14th
- b. September is National Library Card Sign-Up Month
- c. Director Mills will send the ILA Annual Conference information to all the board members to see if anyone else would like to attend.

Treasurer Stahl moved/ Vice President Schultz seconded, that the meeting be adjourned at 7:36 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
August 20, 2024**

The Board President, Thomas Novinski, called the special meeting of the Shorewood-Troy Public Library Board of Trustees to order at 5:00 p.m. on August 20, 2024. The meeting occurred in the Study Room of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|-----------------|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Tracy Caswell | 4. Bob Stahl |
| 5. Tom Novinski | |

STAFF PRESENT:

Jennie Mills, Director

VISITORS PRESENT: Bret Mitchell, Architect

TRUSTEES ABSENT:

Krysten McGee
Arthetta Reeder

CHANGES/ADDITIONS TO AGENDA: None

COMMENTS FROM THE PUBLIC: None

OLD BUSINESS:

- a. None

NEW BUSINESS:

- a. **Authorize signing the contract with Concord-OVC-JV for the Parking Lot Project in the amount of \$421,585 (Action).** The library's architect wrote the contract, and the library's attorney reviewed it. Bob Stahl motioned to approve the contract/Karen Voitik seconded the motion. A roll call was conducted. The motion passed 4-1; Tracy Caswell was the dissenting vote. She cited concerns about using the Library's funds to pay for the project and the State's funds (through the DCEO grant) to pay for the project.

OTHER BUSINESS:

- a. Bret provided a brief overview of other Library projects, including the steel painting.

Vito Schultz moved, and Karen Voitik seconded that the meeting be adjourned at 5:08 p.m., with all members present voting yes.

Respectfully submitted,
Jennie Mills, Library Director

How satisfied were you with
your visit today?



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

My visit today was wonderful
as they always are.

The Shorewood Tray Library
is a safe and inclusive
place to visit + learn.

The librarians are a heap
kind + helpful. The Book Club
has added so much to my
life in so many ways.

I love this Library.

Thank You

Director's Report/September 12, 2024

Administrative Duties:

- The Budget & Appropriations Ordinance will be submitted to the County Clerk after tonight's public hearing. The Chief Fiscal Officer's Estimate of Revenue will also be filed.

Financials:

- A significant tax disbursement will occur on 9/12. The money will be moved to the general fund at Wintrust to earn interest income.

Library Usage:

- In August 2024, physical items saw a 7% increase in circulation over August 2023 (13,785 v. 12,876). When e-items are included, total circulation went up 8.99% in August 2024 compared to August 2023 (17,991 v. 16,507).
- Door count is up 15% in August 2024 compared to August 2023 (6,138 v. 5,320).
- Reference questions/interactions were up 33% in August 2024 compared to August 2023 (4,407 v. 3,292)
- We're adding a new display pull-out in the Adult/Teen area called "Always Favorites." Everyone has books that they always lean toward recommending because they are perennial personal favorites. Every staff member who works upstairs is contributing to that pull-out display. Once we see how it works upstairs, it may be implemented downstairs as well.

Outside Presentations:

- *Library Journal* has asked me to moderate a panel during their conference, "Day of Dialog," an author showcase. I regularly review family fiction and women's literature for them. I'll be moderating a panel on October 24th with the authors Anne Tyler, Curtis Sittenfeld, Jennifer Weiner, and Weike Wang, all of whom have new books coming out this winter. As this is an outside commitment, I'll, of course, take that day off from the Library to commit to this task.

Staffing:

- In August, each department held mini-Open Houses for staff of the other departments to discover the different things each department does that other staff may not have known.
 - The first week, back office staff: Leslie in Tech Services showed how she prepared books for the shelf, ordered books for the library, and cataloged them; Cindy and I talked about the library's finance cycle, and I reminded them of the Open-door policies of all supervisors.
 - In the second week, the Circulation department staff talked with various staff about how interlibrary loan is done in their departments, all of the different reports that are run (like the "missing" list) to keep the shelves in good order, and all of the behind-the-scenes work that they do.

- In the third week, the Reference department opened their department to show how they plan programs and displays, some simple tricks to fix technology that might not be working right, and more!
- In the fourth week, Children's finished up by letting us all do a simple craft in their department, giving us a tour of how everything is shelved, and explaining how they plan *their* programs and activities.
- The Library is hosting an LTA intern from JJC, James Navarro, this fall. This is his capstone semester, and one of the requirements of this internship is that he attend one of the host library's board meetings, which he will attend tonight. He will gain experience in each of our library's departments. He has already spent time in the Technical Services Department

Meetings:

- Department Manager's Meeting, Internal (8/19)
- IMRF Authorized Agent Training, External (8/20)
- LIMRICC Annual Membership Meeting, External (8/20)
- True Story Book Discussion, **Program**, Four Attendees (8/28)

Technical Services Department Head Report

August 2024

August meetings and events:

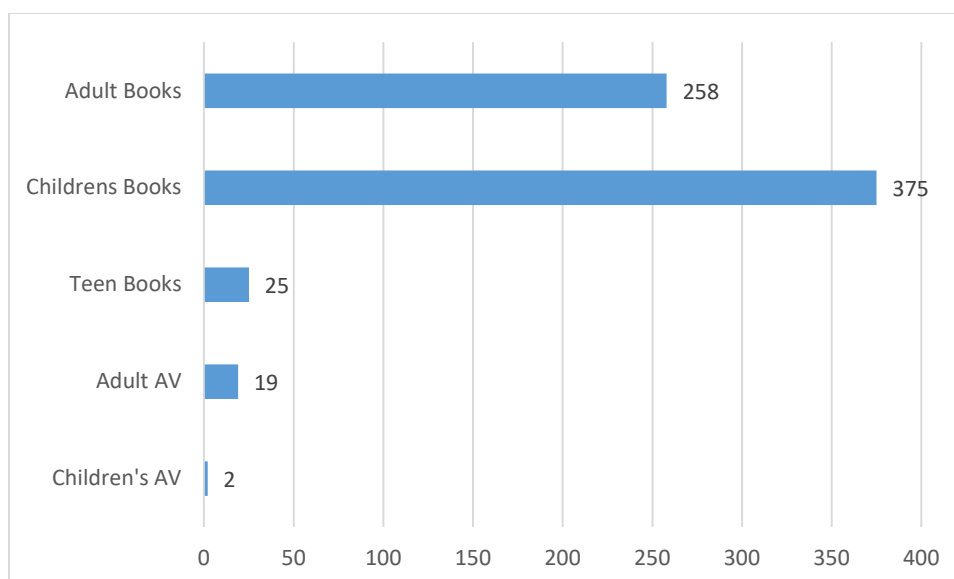
- 8/2 – Staff in-service day
- 8/4 – March in Crossroads Fest parade
- 8/19 – Department Head meeting
- 8/27 – PinOps (Operations) meeting (discussed Pinnacle clothing for staff, off-site storage facility, and onboarding new staff)

Current projects:

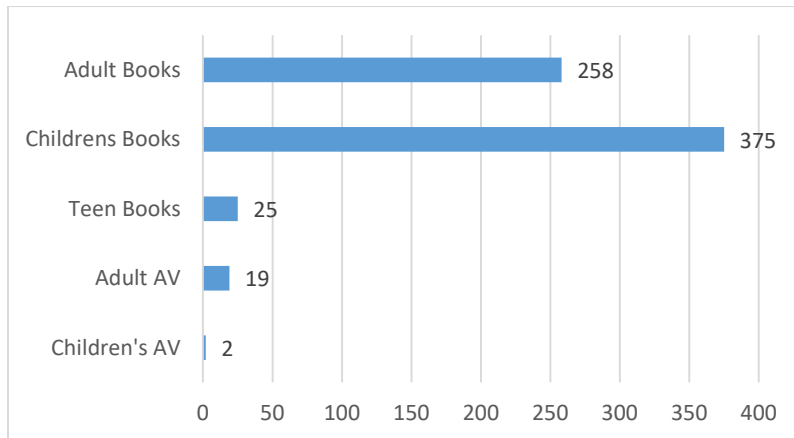
- I will have an intern in the department on 8/28 and 9/4. He will learn about our acquisitions and cataloging processes.
- Elise has finished inventorying all audiovisual items in the library. She will begin books in September.

Tech Service Statistics

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



Items ordered in August:

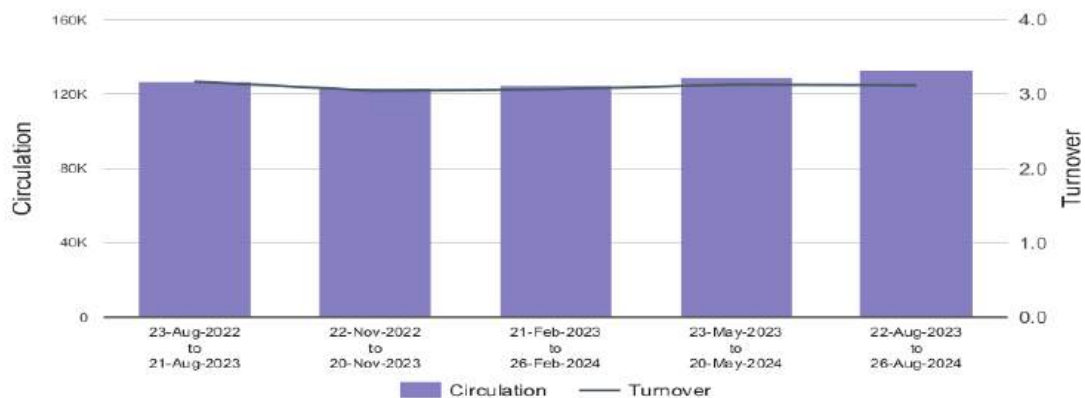


CollectionHQ

Circulation and Turnover

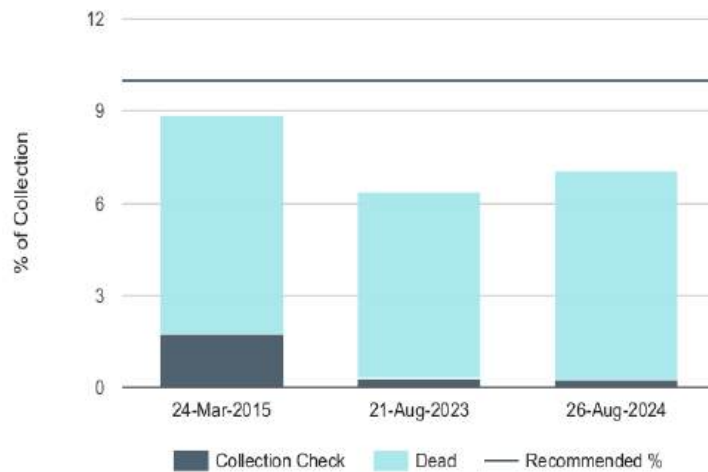
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



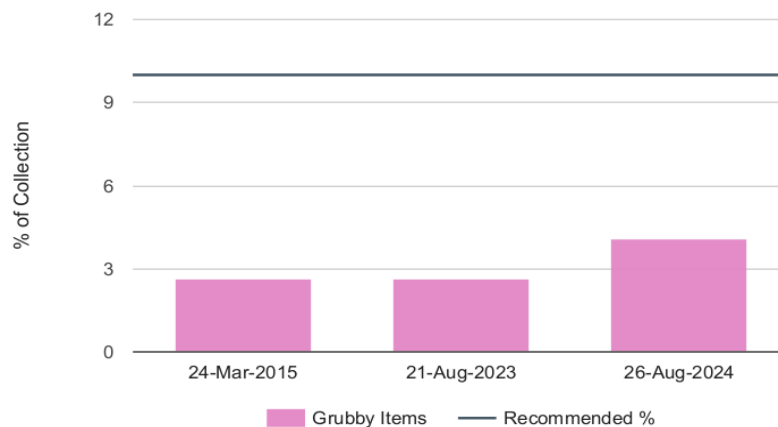
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.08% (0.42% increase from last month). Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of circulating items with 40+ checkouts. Our grubby percentage is 4.06% (a .55% increase from last month). As with the dead percentage, the goal is under 10%.

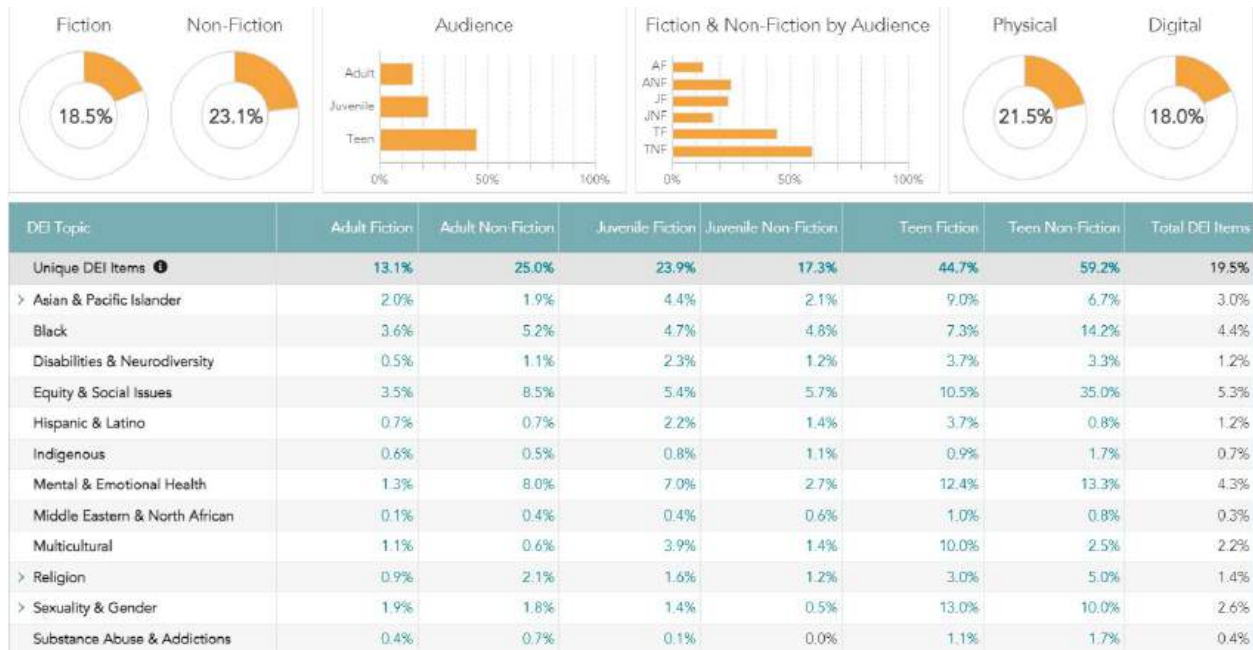


Diversity, Equity, and Inclusion (DEI)

This tool gives us a snapshot of how diverse our collection is in terms of race, gender, culture, etc.

Items Analyzed this month: 89,597

DEI Items: 17,449 (19.5% of our collection; 0.5% increase from last month)



Respectfully submitted,

Leslie Lovato

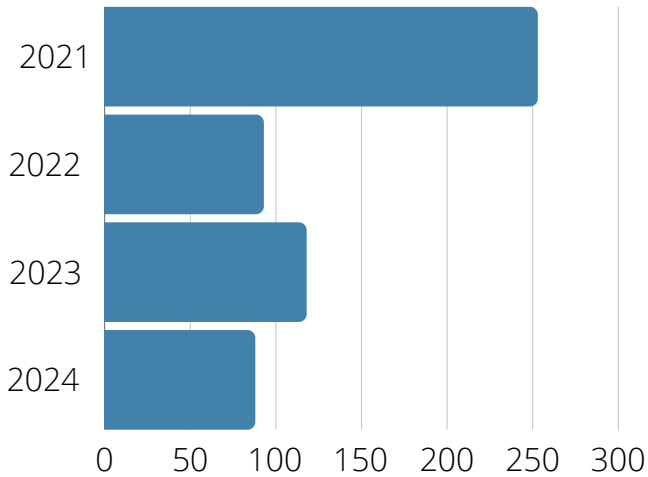
Technical Services Manager

MONTHLY REPORT

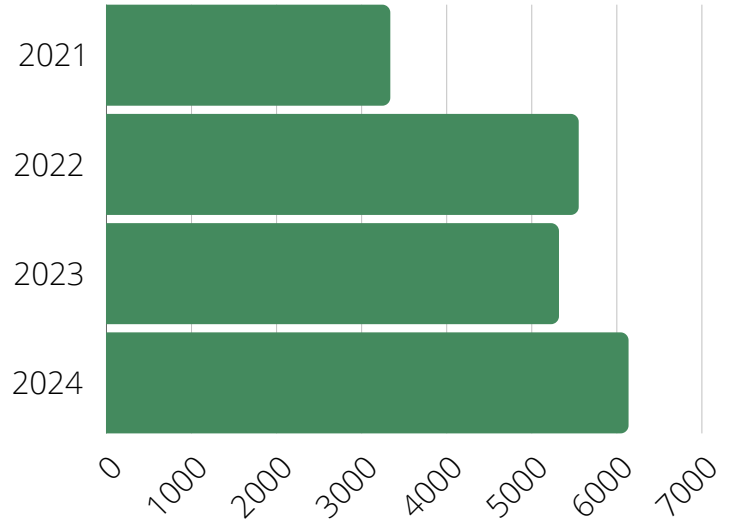
AUGUST 2024

JULIE HORNBERGER
CIRCULATION MANAGER

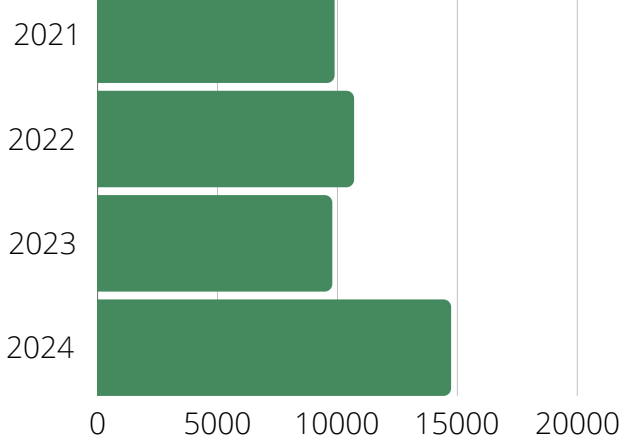
NEW CARDS



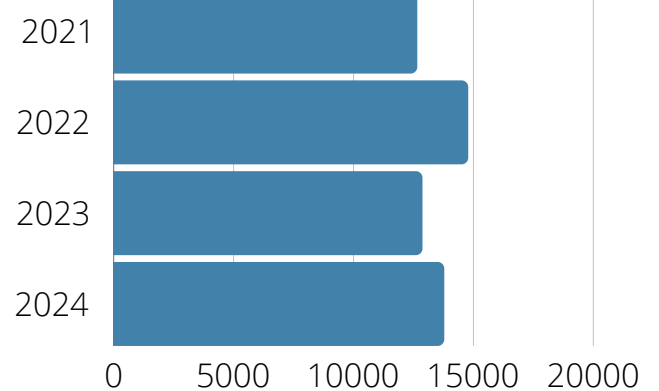
DOOR COUNT



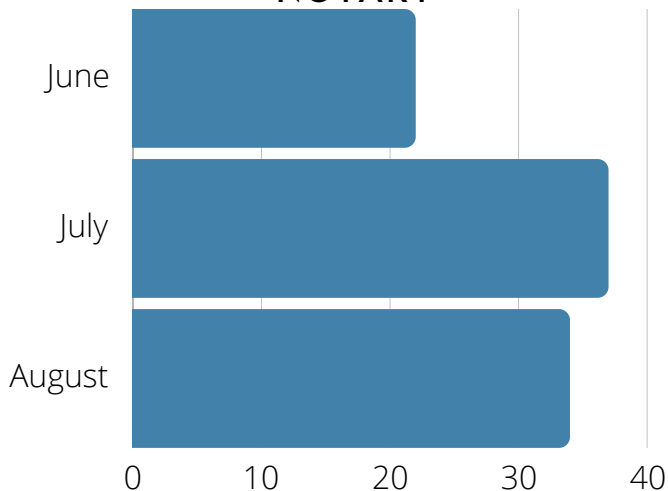
ITEMS CHECKED IN



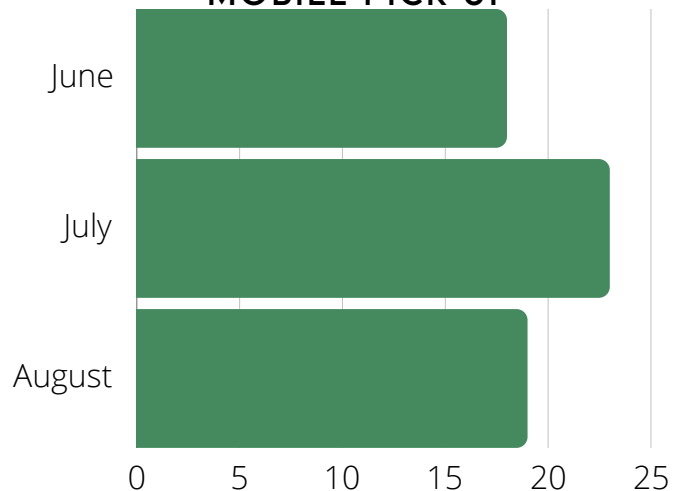
ITEMS CHECKED OUT



NOTARY



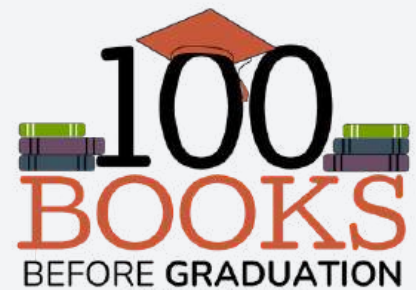
MOBILE PICK UP



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

Rose Nowak- Adult, Teen, & Technology Services Manager

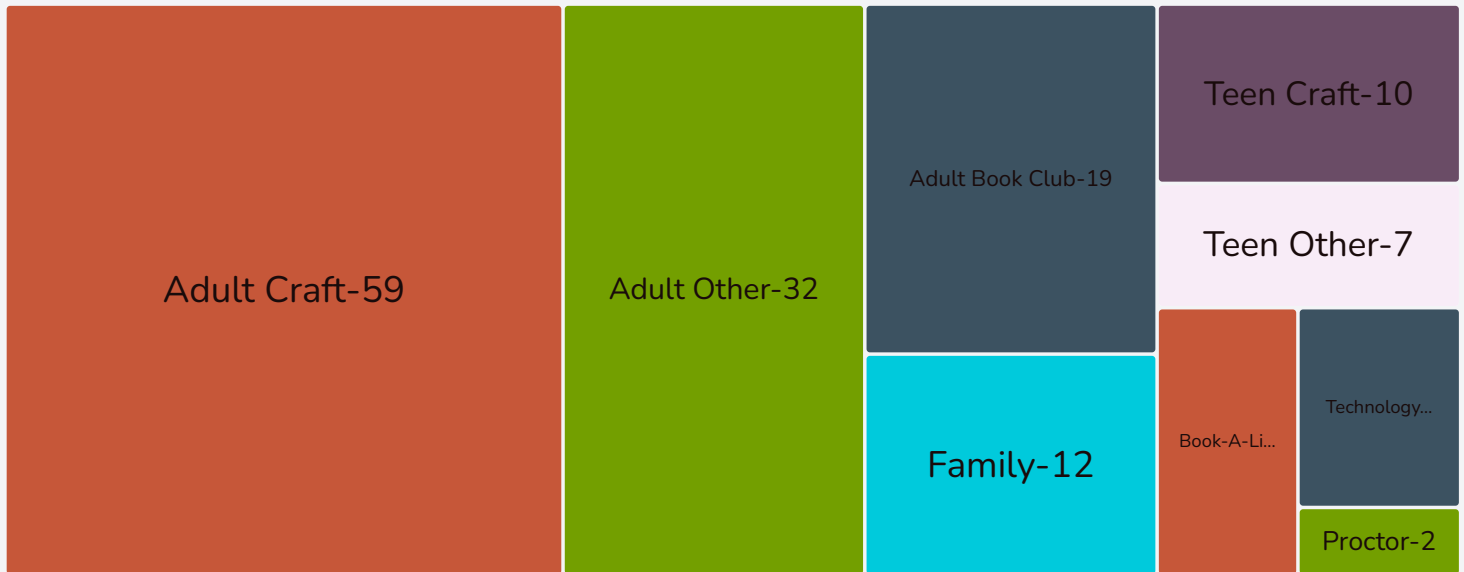
- Adult Services
 - ATS staff created the following displays in August: Olympic Games, Fishing, Ready-Set-Read, Stardew Valley, Last Days of Summer, "i'm so Julia" (first in a series), manga, and Astronomy.
 - We are way ahead of our target for the Trex Recycling Challenge! We have collected 806 of the 1000 pounds of plastic needed to get a bench for the library, with 8 months remaining. That new bench is within sight!
- Teen Services
 - The 100 Books Before Graduation program started on August 24. For this self-guided challenge, teens track their progress on Beanstack (though a print log is available upon request). They earn badges when they read 10, 25, 50, 75, and 100 books. They can get additional badges for reviewing the books they've read. When they earn a badge, teens can visit the Library to pick a prize. We have 5 teens registered already, with 6 books read so far!
- Adult & Teen Outreach
 - For a deep dive on our Outreach Services, please see the new Outreach section of the monthly report.
- Technology
 - Library staff have recently been testing out a new job search resource, MyJobs Library. MyJobs Library helps patrons locate job openings, write a stronger resume, research education pathways to their desired career, & more.
 - Maren has been researching AARP's Senior Planet, a senior-focused series of technology classes.



Teens utilizing the refreshed Teen Space

ATTS PROGRAMS & MEETINGS 7/24

Active program attendee breakdown:



Active Programs

Number of Programs: 24
Attendees: 154

Passive Programs

Number of Programs: 6
Total Patrons: 109

Adult & Teen Outreach Snapshot:

Number of Programs: 11
Total Patrons: 280
Homebound Deliveries: 3

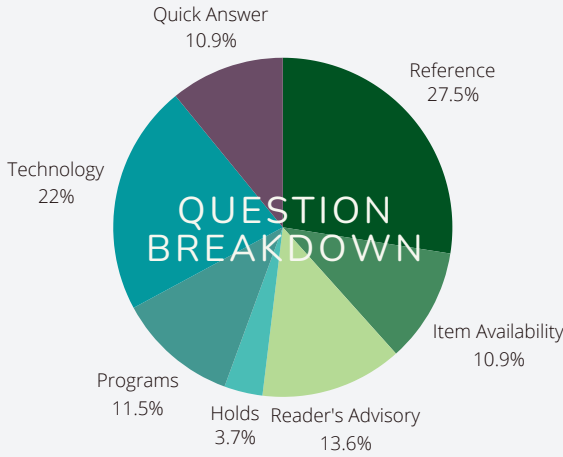
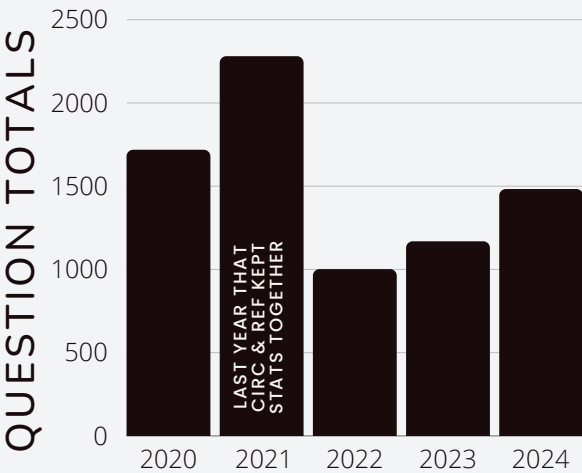
Staff Meetings, Programs, & Outreach

- Rose - Adult, Teen & Technology Manager
 - Proctor
 - Staff Inservice Day
 - Crossroads Fest Vendor Fair
 - Alden Drop Off
 - MyJobs Library Demo
 - Book A Librarian
 - Department Heads Meeting
 - Book A Librarian
- Violet - Teen Programming Coordinator
 - Staff Inservice Day
 - Dungeons & Dragons (at Critical Grind Coffee Shop)
 - Take & Make: Back to School Kit
 - Book A Librarian
 - Dungeons & Dragons (at STPL)
 - Pop Up Board Game Night
- Hailie - Adult & Teen Services Assistant
 - Staff Inservice Day
 - Book A Librarian
 - Jr. Pinterest
 - Book A Librarian
- Anna- Adult & Teen Outreach Coordinator
 - LRC/School Librarian Appreciation Lunch
 - Alden Horizons
 - Senior Services of Will County
 - Joliet Transitions Center
 - Craughwell School
 - Alden Estates
 - Timbers
 - Alden Horizons
 - Senior Fair
 - JTHS
- Maren - Adult Programming Coordinator
 - Family Craft
 - Staff Inservice Day
 - Crossroads Fest Parade
 - Lotus Lantern
 - Proctor
 - Tech Help Tuesday
 - Novel Idea Book Club
 - Take & Make: Watermelon Coaster
 - AARP Webinar
 - Alcohol Ink Tile Craft
 - Sound Bath Meditation
 - Senior Fair
 - College Transitions for High School Students with 504 Plans & IEPs



Sound Bath
Meditation at
Hammel Woods

REFERENCE QUESTIONS



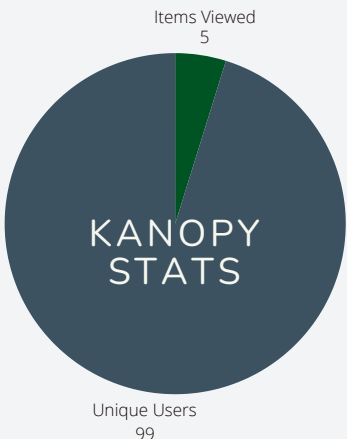
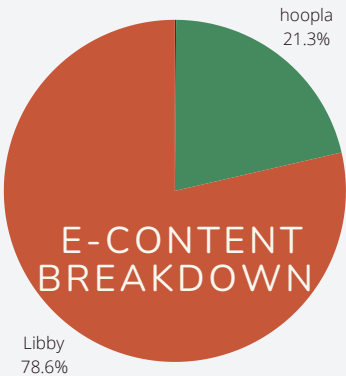
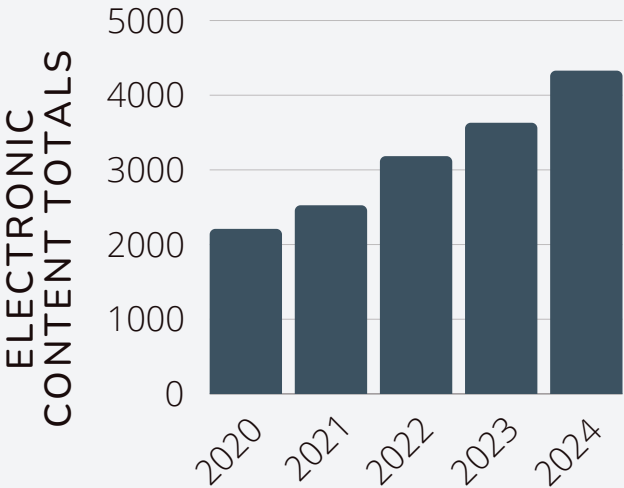
Types of Reference Questions

- 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: Libby (e-books and audiobooks), Hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music), and Kanopy (movies and television shows).



MONTHLY REPORT

August 2024

LORI FREEMAN
CHILDREN'S MANAGER

DEPARTMENT UPDATES

"There's No Place Like the Library!" Our department started preparations for our Wizard of Oz theme for Library Card Sign Up Month. We've had a lot of fun creating fun displays with the theme. Patrons are asking questions and getting exciting about the raffles and activities we have for the month.

Now that summer is over, we can focus on our collections again. We will be doing our annual shelf-reading/evaluation project as many books have been missing and put back in wrong locations. This project will consist of us running reports, shelf reading, weeding and shifting books in each collection. We hope to have this project completed by the end of September.

We partnered with a local organization, Operation Christmas Child Shoeboxes. They prep shoeboxes with clothing, school supplies and toys for children all over the world.

The program was received well and we had great participation. From the collecting of old t-shirts to making the jump ropes, our patrons made 67 jump ropes to add to the shoe boxes. Many families told us they would love to do more programs like this. We are looking into other community participation programs moving forward.



CHILDREN'S PROGRAMS

22

Active Programs Offered

521

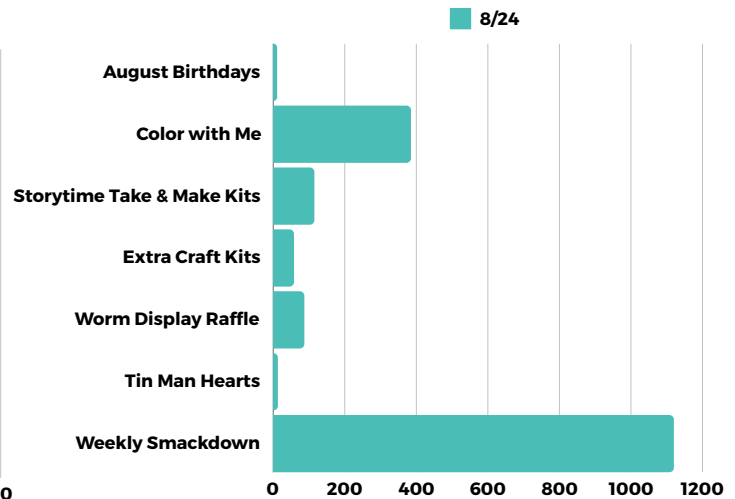
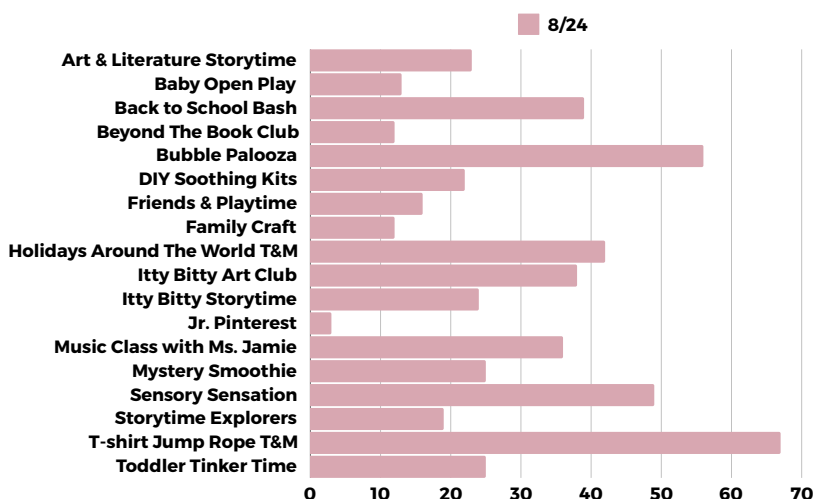
Total Attendance

7

Passive Programs Offered

1480

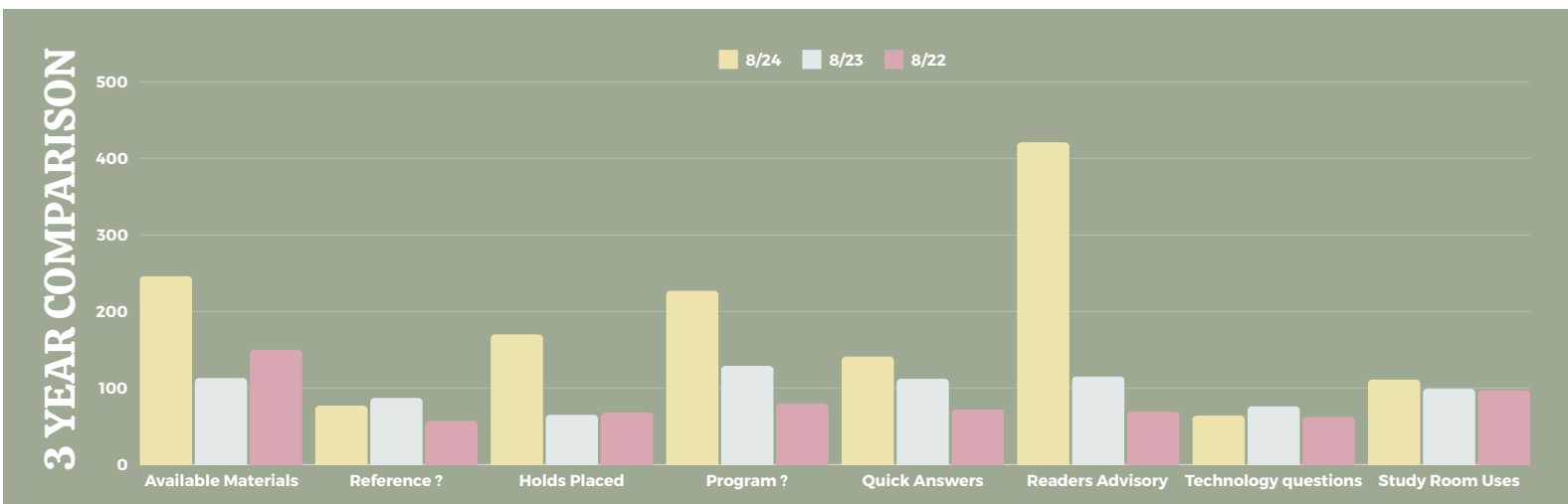
Total Attendance





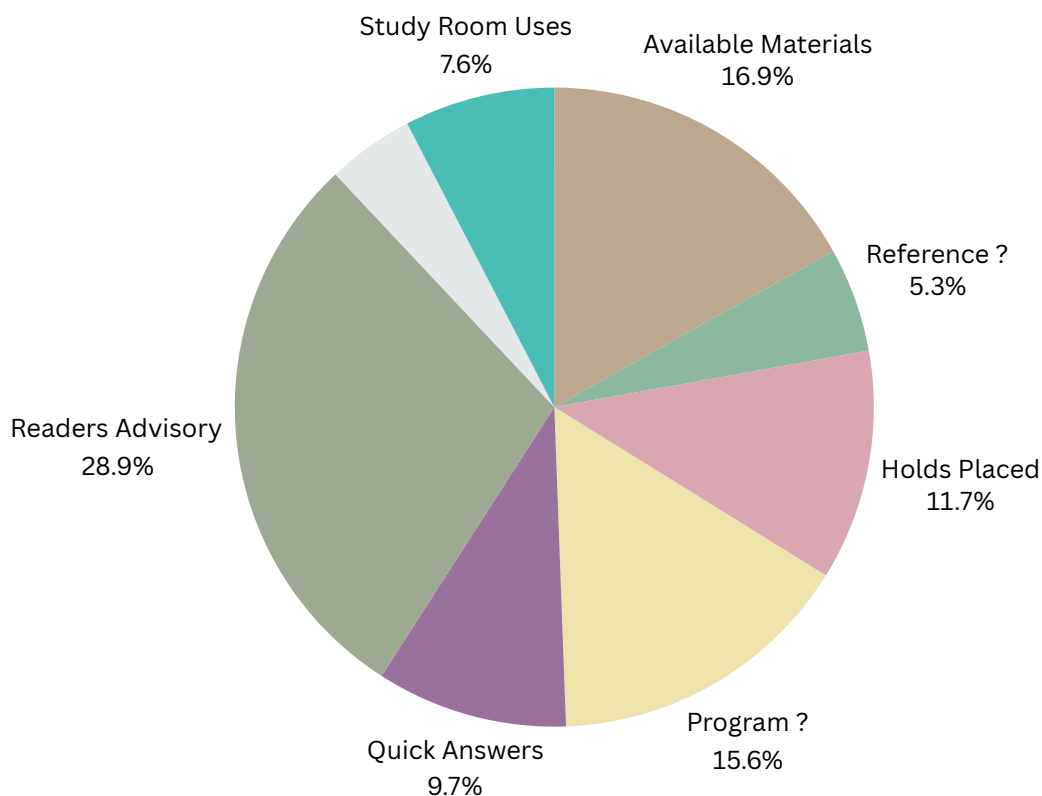
DELIVERABLES

REFERENCE TRIAGE



Reference Breakdown 8/24

- **246** patrons ask about available materials
- **77** ask general reference questions
- **170** holds were placed
- **227** questions were asked about programs
- **141** quick answers were provided
- **421** reader's advisory
- **64** patrons asked about technology.
- **111** study room reservations.





CHILDREN'S OUTREACH REPORT AUGUST 2024

Total Children's
Outreach
Programs/Events:

8

Reoccurring
Programs/Events:

3

Total
Participants:

827

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: All schools in STPL District have been contacted to establish connections for the upcoming school year.

LRC Appreciation Brunch: STPL District School Librarians were invited to discuss ways to strengthen the partnership between School and Public Libraries

Crossroads Festival @ Cene's Four Seasdons Park

- 379 community members
- 8 potential new program partners
- 6 independent Artist / Creator partners

Storywalk @ Towne Center Park

- *Should I Share My Ice Cream* by Mo Willems



Children's Outreach Report

August 2024

SuperHero Storytimes: Readers & leaders for a special storytime series at STPL were confirmed and dates established. The SuperHero Storytime Series highlights our community members who make a positive difference in our lives. Families will hear from local SuperHero Veterans, an Air Traffic Controller, an Art Teacher, a Bus Driver A Fireman, and a Police Officer during November and December.

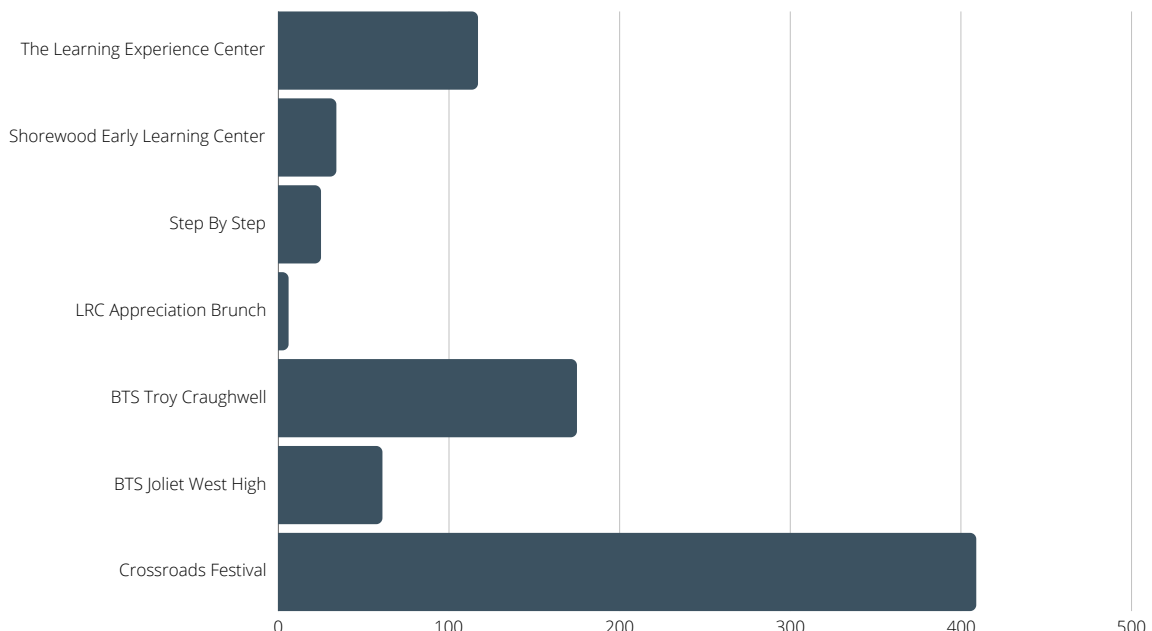
Back to School Night @ Troy Craughwell: 175 Students and Family members played games, won prizes, and learned about free Library Resources.

Joliet West Open House: 61 Students and Family members played games, won prizes, and learned about free Library Resources. Discussions opened for future partnerships with Joliet West HS and STPL.

Community Fundraisers:

- In partnership with *The Will County Humane Society* to celebrate their 50 years of service and their inductment into the PSACC, STPL patrons are invited to donate items the organization needs. Each donor will receive a chance to win prizes provided by the Library.
- In partnership with *Kiwanis of Shorewood*, the Christmas in July event 'wrapped-up' with a total of 430 items collected for [Treasurechest.org](https://treasurechest.org). These items go to pediatric cancer patients.
- In partnership with *The Forest Preserve District of Will County*, 61 library members tried for a chance to win a Puzzel Basket funded by the FPDWC and STPL.

Outreach Visit Statistics





TEEN & ADULT OUTREACH REPORT AUGUST 2024

Total Teen &
Adult Outreach
Programs/Events:

11

Reoccurring
Programs/Events:

5

Total
Participants:

280

Homebound
Deliveries:

3

LRC Lunch: Hosted local school librarians for a lunch at the library while presenting upcoming programs and discussed future partnerships.

Alden Estates: Biweekly visit with book pick-up and drop-off and a craft.

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 *Lessons in Chemistry* by Bonnie Garmus.

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.

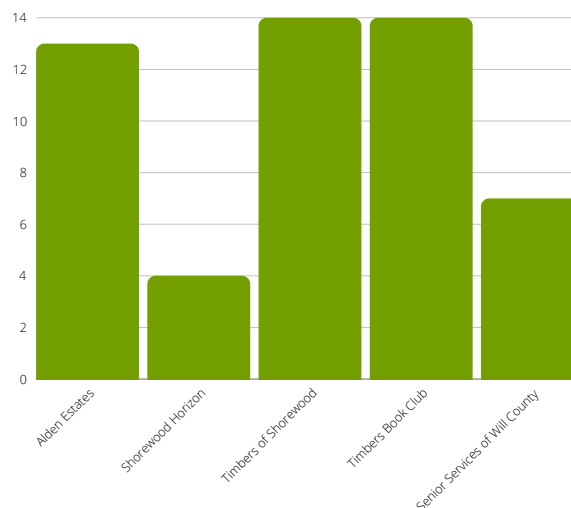
Troy Craughwell Elementary: Joined Sarah to promote the library and offer games and library swag at their Back to School Night.

Joliet Transition Center: Met the teachers and took a tour of the facility. 4-5 JTC students will participate in weekly staff-guided basic training opportunities at the library in early September.

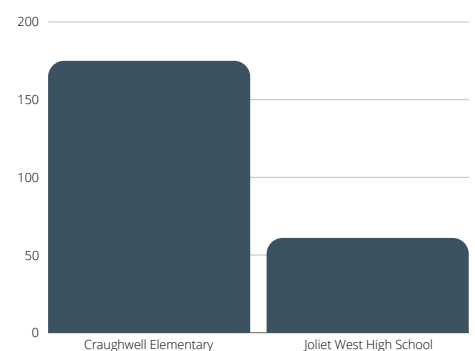
Plainfield YMCA: Attended the Senior Health and Wellness Fair with Maren to scout new partnerships and vendors for a future Senior Fair at the library.

Joliet West High School: Attended their Open House and promoted our new teen challenge 100 Books Before Graduation, provided games, and prizes. The school librarians wish to start a bimonthly partnership with us to provide a craft in school for students.

Reoccurring Outreach Visits



August Back to School Events



Raffle basket winner from
our visit to Joliet West HS

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot/Building Updates

Parking Lot:

NOTE: The contractor is expected to provide a major update about scheduling, but that will occur after the close of the assembly of this Board packet. I will update the Board as soon as the contractor updates me.

The landscape plan can be reduced to save approximately \$4,400. The new plan design cost \$500, so the actual savings are more than \$3,900.

Other updates as of this writing (9/6/24):

- The Village requires a surety bond of approximately \$38,000 to start work. This was delivered to them on 9/6, for a total cost of **\$390.00**.
- On 9/4, the contractors delivered their performance bond (which they couldn't get from their insurance company without our signed contract). The attorney reviewed it for completeness and accuracy.
- The contractors are reviewing the contract. Bret hopes to have a firm start date by September 12th to discuss with the Building Committee.

Parking Lot costs this month:

Tax payment to Shorewood Plaza - \$2,787

Payment to Attorney for Bid Review - \$930

Insurance payment/Surety Bond - \$390

Building:

Other building items to note:

- When Johansen & Anderson came to do the seasonal preparation for the flip-over, the technician noticed that one of our five furnaces had rust and pinholes in the heat exchanger. This is a carbon monoxide risk; the furnace has been in place since 2006. Three quotes for the furnace were sought (Johansen & Anderson, Service 1, and Air Service). The lowest quote was from Johansen & Anderson, at **\$3,895**.
- The carpets were cleaned on Labor Day. I stayed with the cleaners.

September 12, 2024

To: Shorewood-Troy Library Board of Trustees

From: Rose Nowak, Head of Adult & Teen Services

RE: Violet Guzman's Third Anniversary with the Library

We celebrated Violet Guzman's third year with us as the Teen Programming Coordinator on September 7, 2024.

Violet is an important member of our Adult & Teen Services team. She listens to the teens in the library to understand their interests and needs and tries her best to accommodate them. She creates fun programs for teens to create a bond between teens and the library (both in and out of the library building to meet them where they are). She made sure that the library's 100 Books Before Graduation reading challenge was as accessible as we could make it. She partnered with her teammates to create the all-new STPL teen zine to share library information and fun activities to build teen interest. She selects graphic novels and manga to appeal to a broader patron base than traditional fiction/non-fiction readers.

Violet is creative, helpful, and collaborative. She creates a variety of crafty programs as well as cute decorations for library spaces. She kindly offers to help her team while conscious of her duties and responsibilities. She can work independently and in partnership with other coworkers just as well. She strives to design teen activities that are both of interest and beneficial to them. I look forward to supporting her mission to keep teens in the Shorewood Troy Library family- and everything else she will do in the future!

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Julie Hornberger's 10th Anniversary with the Shorewood-Troy Library

Julie celebrated her 10th anniversary with the Library on September 2nd! Believe it or not, Julie started as a 19-hour circulation assistant at the Library in 2014. Her strong knowledge of popular fiction and ability to relate to our patrons quickly made her indispensable to the Library.

When there was an opportunity to be the Adult Services Outreach Librarian, Julie was promoted and did a fantastic job in that role, particularly in working with our senior patrons. They loved working with her, and she loved getting to know them.

Her next position was the Head of Adult and teen Services, where she mentored the staff and expanded the department's programming. More craft programs became available for our patrons. Julie and the ATS staff also developed interesting Reader's Advisory programs.

Julie remains committed to excellent customer service in her current role as Head of Circulation. She knows so many of our patrons by name and can talk to them about the books they read or chat with them about their pets or hobbies. She continues to run the daytime book club and helps to maintain our "Automatically Yours" database for patrons. She stays up-to-date on the hottest titles coming out so that she can talk about them to our patrons.

She also serves as the Chair of the Pinnacle Circulation Committee this year and has served on other Pinnacle committees throughout the years. She participates in an area Circulation Roundtable to learn best practices from other libraries. Julie is truly committed to making Shorewood-Troy Library the best library it can be. I greatly value her contributions and input and enjoy working with her every day.

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Approving the Budget & Appropriations Ordinance and Approving the Chief Fiscal Officer's Revenue Statement

These two documents finish the work of 'officially setting the budget.' The Levy, scheduled to be passed in November of 2024, will fund portions of both FY25 and FY26.

Budget & Appropriations Ordinance

The board voted on July 11th to place the Budget & Appropriations Ordinance on file for public inspection. A legal ad was run in the "Sentinel," notifying the public of tonight's hearing. The Budget has been available for public review on both the library's website and in-house for the required 30+ days.

Once the B&A is passed, it will be published in *The Shorewood Sentinel* and filed with the County Clerk's office. It will also be posted on the Library's webpage.

Chief Fiscal Officer's Statement of Revenues

The Chief Fiscal Officer's Statement of Revenues is filed with the County Clerk's office along with the B&A Ordinance and will be published along with the B&A in *The Sentinel*. It merely restates the income portions of the B&A ordinance. It will also be posted on the Library's webpage.

Budget and Appropriation Ordinance 24-2
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2024 to June 30, 2025

Whereas, Jennifer Cisna Mills, Library Director, was designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, and by such designation has prepared such tentative budget and appropriation ordinance and on July 11, 2024 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation conveniently available to public inspection for at least thirty days before action thereon; and

Whereas, before final action, a public hearing was held as to such budget and appropriation ordinance on September 12, 2024, notice of which hearing was given at least 30 days prior thereto by publication in *The Shorewood Sentinel*, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2024, and ending June 30, 2025.

Estimated Receipts

Estimated Cash on Hand July 1, 2024

Cash in the Special Reserve Fund	\$ 461,074
Cash in Unemployment Fund	\$ 4,906
Cash in the General Corporate Fund	\$ 371,567
Cash in the Audit Fund	\$ 31,554
Cash in the Liability Insurance Fund	\$ 2,950
Cash in the Municipal Retirement Fund	\$133,970
Cash in the Building Maintenance Fund	\$105,695
Total	\$1,111,716

Cash to be received from 2023 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 4,000
Balance, Corporate Tax Levy	\$ 674,725
Balance, Audit Tax Levy	\$ 889
Balance, Liability Insurance Tax Levy	\$ 3,556
Balance, Municipal Retirement Tax Levy	\$ 5,778
Balance, Building Maintenance Tax Levy	\$ 7,112
Total Cash to be received from 2023 Levy	\$ 696,060

Cash to be received from the 2024 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 8,400
General Corporate Tax Levy	\$1,416,923
Audit Tax Levy	\$ 1,865
Liability Insurance Tax Levy	\$ 7,466
Municipal Retirement Tax Levy	\$ 12,134
Building Maintenance Tax Levy	\$ 14,934
Total 2024 Levy	\$1,461,722
To be collected after the close of the Fiscal year	\$ 730,861
To be Received during Fiscal Year	\$ 730,861

Other Income:

Personal Property Replacement Tax	\$ 50,000
State Per Capita Grant	\$ 35,000
Interest	\$ 55,000
Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 400,000
Donations / Gifts / Grants	\$ 350,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 943,000

**Total Estimated Cash Available During the Year
Including Working Cash Fund**

\$3,481,637

Estimated Expenditures 2024-2025

Payroll Rel Exp:

Professional Salaries	\$ 545,000
Non professional Salaries	\$ 420,000
IMRF, Emplr's Portn	\$ 60,000
FICA, Emplr's Portn	\$ 72,000
Health Insurance	\$ 95,000
Unemp Comp/Wrk Comp	\$ 10,000
Total Payroll	\$1,202,000

Library Materials:

Books	\$ 150,000
E-Books	\$ 25,000
Periodicals	\$ 5,000
Newspapers	\$ 6,000
Audio Books	\$ 7,000
CD's (Music)	\$ 3,000
Videos	\$ 13,000
Total Lib Materials	\$ 209,000

Contractual Services:

Website Maintenance	\$ 7,000
Management Services	\$ 7,000
Computer Pinnacle Svcs.	\$ 85,000

Maint. of Equipment	\$ 35,000
Computer Supp. /Software	\$ 40,000
Photocopier Supp. & Equip.	\$ 15,000
Databases	\$ 60,000
State of IL License Plates	\$ 95,000
Total Contractual Serv	\$ 344,000

<u>Supplies & Services:</u>	
Processing Supplies	\$ 11,000
Office Supplies	\$ 10,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 12,000
Telephone Services	\$ 10,000
Adult Serv Prog	\$ 12,000
Postage	\$ 20,000
Circulation Supplies	\$ 5,000
Youth Serv Prog	\$ 15,000
Teen programming/Outreach	\$ 10,000
Total Supplies & Services	\$ 112,000

<u>Misc. Expense:</u>	
Adv. & Publishing	\$ 27,000
Mileage/ Meeting /Etc.	\$ 5,000
Professional Development	\$ 10,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 5,000
Total Misc. Expense	\$ 49,000

<u>Util. & Building Expense:</u>	
Electricity	\$ 15,000
Gas	\$ 6,000
Mnt. & Safety of Grnd.	\$ 17,000
Water	\$ 6,000
Util. & Jan. Supplies	\$ 5,000
Routine Main. of Bldg.	\$ 45,000
Janitorial Serv.	\$ 23,000
Ins. Bldg., Cont. & Lia.	\$ 20,000
Total Util. & Building Expense	\$ 137,000

<u>Capital Expenses:</u>	
Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 400,000
Land Purchase	\$ 0
Total Capital Expenses	\$ 400,000

<u>Overhead Expenses:</u>	
Legal Services	\$ 10,000
Audit & Acct. Serv	\$ 16,000
Administrative Expenses	\$ 10,000
Special Reserve Fund	\$ 30,000
Err. & Omiss. / Treas. Bond	\$ 4,000

Contingences	\$ 10,000
Total Overhead Exp.	\$ 80,000

Total Estimated Expenditures	\$2,533,000
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Estimated Cash on Hand at Close of Fiscal Year Including Working Cash Fund	\$948,637
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SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2024 and ending June 30, 2025.

SECTION 3. That all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That a certified copy of this ordinance is published at least once after passage in a newspaper published or circulated in the District.

SECTION 5. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 12th day of September 2024.

Approved this 14th day of September 2024.

Thomas Novinski
President of the Board of Trustees of
THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
WILL COUNTY, ILLINOIS

ATTEST:

Karen Voitik
Secretary

CERTIFICATION OF BUDGET AND APPROPRIATION ORDINANCE
IN ACCORDANCE WITH CHAPTER 120, PARAGRAPH 643 OF
ILLINOIS REVISED STATUTES

The undersigned, being Clerk/ Secretary and Chief Fiscal Officer of the taxing district hereinafter named, do hereby certify that attached hereto is a true and correct copy of the Budget and Appropriation of said district for its 2023/2024 fiscal year, adopted September 12, 2024.

We further certify that the estimate of revenues, by source, anticipated to be received by the said taxing district, either set forth in the said ordinance as “Estimated Receipts” or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to Public Act 83-881 requirements and on behalf of Shorewood –Troy Public Library District, Will County, Illinois.

Dated: September 12, 2024

Karen Voitik, Secretary

Thomas Novinski, Board President

Robert J. Stahl, Chief Fiscal Officer

Chief Fiscal Officer's Certificate
Of Revenues by Source
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2024 to June 30, 2025

I, Robert J. Stahl do hereby certify as follows:

I am the Chief Fiscal Officer of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, Will County, Illinois.

I estimate the revenues by source of said District for the Fiscal year beginning July 1, 2024, and ending June 30, 2025, to be as follows:

Estimated Receipts

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Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 400,000
Donations / Gifts / Grants	\$ 350,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 958,000

Total Estimated Cash Available During the Year Including Working Cash Fund	\$3,481,637
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Robert J. Stahl, Board Treasurer

Date: September 12, 2024

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Closing CD 80197-101 IPrime

The library holds a CD at IPrime that was opened with \$104,960.86. It is set to mature on 9/16/2024. I recommend that it be closed and moved, along with earned interest, to Wintrust for parking lot construction purposes.

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Mission Statement Drafts

The Managers and I brainstormed a few drafts of a potential mission statement. Before I talk to the entire staff about the possible mission statement, I wanted to see if the Board liked the direction that we were moving in and want to narrow them down to a few choices:

- A. We welcome our community to a wealth of information, resources, and services.
- B. Build a community that learns, shares, and creates together.
- C. Empower our community to explore, learn, create, and connect
- D. Connecting our community with the joy of learning, reading, and experiences
- E. Welcoming people into Community, life-long learning, and the joy of discovery.
- F. Building a community through learning, the joy of reading, and exploration.

September 12, 2024

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Setting rate to be requested for 2023 Levy

A draft levy will be presented to the Board in October; the public hearing and the Board's approval will be in November. The Board has requested a 9.9% levy rate increase since 2010.

Notably, a 9.9% levy increase **does not** impact existing properties on the tax rolls. Will County is under the Property Tax Extension Limitation Law (PTELL). PTELL protects property owners by restricting the extension each year to the Consumer Price Index (CPI) or 5%, whichever is the lesser. PTELL, however, allows for capturing new and improved property by levying more than we anticipate receiving. When the levy documents are created, I will not know:

- The tax rate determined by the Assessor
- The amount of new construction in the District
- Total EAV (Equal Assessed Value) within the District Boundaries.

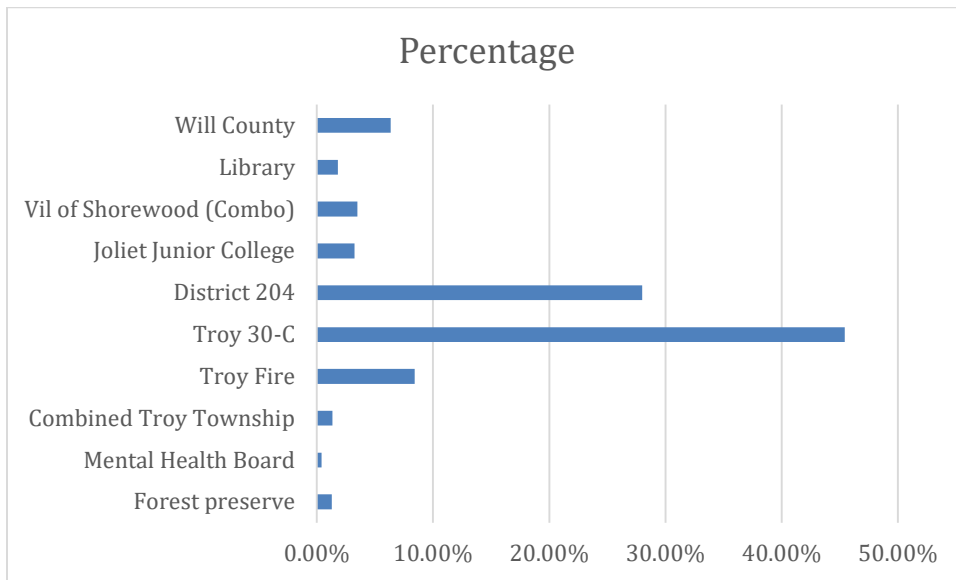
Since 2010, the Board has levied 9.9% on new and improved property, knowing that the County Clerk's Office will not give us a penny more than the CPI or the 5% (whichever is the lesser amount) on **existing property**. However, we don't know the value of new property within the District when the levy document is created. Here is the past five years' data on the increase in what was received on the levy from year to year:

Past five years:

2019 Levy	3.5% increase
2020 Levy	4.7% increase
2021 Levy:	2.8% increase
2022 Levy:	6.5% increase (new property growth was captured)
2023 Levy:	6.09% increase (new property growth was captured)

All of which are under the 9.9% levy increase requested. The County Clerk limits our extension based on PTELL.

Again, the lesser of the CPI amount or a 5% increase holds for existing property owners, but we can capture new growth for one year. Then, the following year, that “new growth” falls under the PTELL “cap” and will hold for the lesser of CPI or 5%.



The chart shows that in the 2023 levy, the Library’s Property Tax Levy only accounted for 1.86% of a property owner’s tax bill. Of course, a property’s tax bill will also vary based on its assessed valuation, which is determined by the Assessor’s office and to which we have no input.

I recommend the board levy at 9.9% to capture the growth of the new development in the Shorewood-Troy Library District.