

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

**Thursday, November 14, 2024, at 6:30 PM**  
**Public Hearing**  
**Tax Levy Ordinance for FY 2024/2025**

A public hearing on the Shorewood-Troy Public Library District Tax Levy Ordinance for FY 2024/2025 will be held at 6:30 pm on Thursday, November 14<sup>th</sup>, 2024. The meeting will be held at the Library, located at 650 Deerwood Drive, Shorewood, IL 60404, in Meeting Room A.

The regular meeting of the Board of Trustees will immediately follow this hearing.

**November 14, 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, October 10, 2024
5. Correspondence
6. 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.
7. Treasurer's Report
  - a. September 2024
  - b. October 2024
8. Approval and Payment of Bills
9. Librarian's Report
  - a. Director's Report with personnel– Jennie Cisna Mills
  - b. Department Heads
10. Old Business
  - a. Parking Lot Update (**Discussion**)
11. New Business –
  - a. Honor Maren Flessen for their First Anniversary with the Library (**Recognition**)
  - b. Approve Ordinance 24-3 Tax Levy Ordinance for 2024/2025 for a total of \$1,532,870 levied (**Action**)
  - c. Approve Annual Treasurer's report for FY24 (**Action**)

11. Other Business

- a. Agenda Building for December Meeting
- b. Announcements

12. Adjournment

*Any individual requiring special accommodations as specified by the American with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours in advance of 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](mailto:jmills@shorewoodtroylibrary.org)

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
October 10, 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 October 10, 2024.

Treasure Stahl motioned/Secretary Voitik seconded to allow Trustee Caswell to attend the meeting via Zoom due to illness. There were enough trustees physically present to allow for a quorum. The motion passed with all Trustees present voting 'yes.'

**ROLL CALL:**

**TRUSTEES PRESENT:**

- |                    |                  |
|--------------------|------------------|
| 1. Karen Voitik    | 5. Bob Stahl     |
| 2. Arthetta Reeder | 6. Krysten McGee |
| 3. Tracy Caswell   |                  |
| 4. Tom Novinski    |                  |

**ABSENT:** Vito Schultz

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:** None

**CHANGES/ADDITIONS TO AGENDA:** None

**APPROVAL OF MINUTES:**

Secretary Voitik motioned, and Treasurer Bob Stahl seconded, to approve the minutes of the September 12, 2024 meeting. The motion passed, with all Trustees present voting 'yes.' Trustee Caswell and Trustee McGee abstained.

**COMMENTS FROM THE PUBLIC:** NONE

**TREASURER'S REPORT:**

Treasure Stahl motioned, and Secretary Voitik seconded, to table the approval of the Treasurer's report as presented due to a discrepancy in the balancing. The motion passed, with all Trustees present voting 'yes'.

**APPROVAL AND PAYMENT OF BILLS:**

Treasurer Stahl moved that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed.

**CORRESPONDENCE:** Comment cards were shared with the board via the board packet. There were five positive comment cards turned in by patrons.

**LIBRARIAN'S REPORT:**

- a. Director's Report with personnel – Jennie Cisna Mills

- Director Mills reported to the board that Kiwanis donated \$1,000 to the Library.
- The staff pumpkin contest is going on all month and is very much enjoyed by the patrons.
- Outreach has been busy attending many community events.
- Lori, Sarah, Karen, and Jennie are back from the ILA conference. Jennie will be submitting a report to the board.
- Julie is back from the "Back in Circulation" conference and will be submitting a report to Jennie.
- The door count is up compared to the same time period as last year.

b. Department Heads

OLD BUSINESS:

- a. The work on the parking lot has begun. They are working towards a tentative end-of-October completion date.
- b. The furnace was replaced, the steel has been painted, and the re-caulking is finished.

NEW BUSINESS:

- a. Treasurer Stahl motioned/Secretary Voitik seconded to set the TITA Hearing for November 14<sup>th</sup> at 6:30. The motion passed with all members present voting 'yes.'
- b. Secretary Voitik motioned, and Trustee Reeder seconded, to approve the TITA Notice for Levy Hearing on November 14, 2024. The motion passed, with all members present voting 'yes.'
- c. Secretary Voitik motioned, and Trustee Reeder seconded, to approve Resolution 23-03, "Resolution to Determine the Estimate of Funds." The motion passed, with all members present voting 'yes'.
- d. Director Mills handed out the breakdown of what the board is levying for to all board members.
- e. Treasurer Stahl motioned/Secretary Voitik seconded to approve the Board Meeting Dates in 2025. The regular meeting each month will continue to be on the second Thursday of the month. The motion passed with all members present voting 'yes.'
- f. Treasurer Stahl motioned/Secretary Voitik Seconded to approve the Library Closure Dates in 2025. The motion passed with all members present voting 'yes.'
- g. "Building Community through the Joy of Reading, Learning, and Exploring" was chosen as the new mission statement for the Library after getting feedback from staff and board discussion. Treasurer Stahl motioned/Secretary Voitik seconded to approve the new mission statement. The motion passed with a majority vote. Trustee Caswell abstained.

ANNOUNCEMENTS:

- a. November Agenda Setting: The parking lot will be close to completion by the November meeting.
- b. Levy Hearing is at 6:30 pm on November 14<sup>th</sup>.

Treasurer Stahl motioned/Secretary Voitik seconded for the meeting to adjourn at 7:17 p.m. with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk

How satisfied were you  
with your visit today?



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

The staff here is  
wonderful —  
eager to help —  
gone out of their way  
we homeschool —  
and they've given  
suggestions and helped  
me decide on books  
for curriculum!  
MV. Clarke

How satisfied were you  
with your visit today?



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

Very kind and helpful!  
They helped me find books for  
research and encouraged me.  
They have a sense of humor  
and have great conversations.

How satisfied were you  
with your visit today?



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

Amazing!  
I always ENJOY  
my Time here your  
So Kind Thank you  
😊

How satisfied were you  
with your visit today?



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

The whole staff is  
wonderful. This is the  
best library that I have  
been in. Everyone there  
is always so helpful &  
are always smiling &  
bubbly. Their customer  
service is the best  
than even regular  
stores. Thank you  
everyone for all you do

How satisfied were you  
with your visit today?



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

5) Always at  
Shorewood.  
Accommodate  
their patrons!



November 14<sup>th</sup>, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: September 2024 Treasurer's Report

The September 2024 Treasurer's Report was tabled due to a discrepancy in its summation. Ultimately, it turned out to be an Excel formula error, corrected by our book-keeping agency. It's included in your packet for approval.

The October financials will be forwarded to the Board once they are completed.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**

	PRIOR MO	RECEIPTS CUR MO	DISBURSED CUR MO	CASH ON HAND END OF PERIOD
<b>TOTALS</b>	<b>\$ 673,468.85</b>	<b>\$ 590,195.13</b>	<b>\$ (126,776.68)</b>	<b>\$ 1,136,887.30</b>
CORPORATE	\$ 1,199,806.53	\$ 576,477.90	\$ (112,781.03)	<b>\$ 1,663,503.40</b>
AUDIT & ACCOUNTING	\$ 35,926.57	\$ 418.79	\$ (1,200.00)	<b>\$ 35,145.36</b>
TORT/LIAB INSURANCE	\$ (16,329.28)	\$ 1,045.84	\$ -	<b>\$ (15,283.43)</b>
IMRF & FICA	\$ (386,702.09)	\$ 4,616.76	\$ (8,083.00)	<b>\$ (390,168.33)</b>
OPER. BUILDING MAINT.	\$ 23,801.16	\$ 5,906.80	\$ (4,712.65)	<b>\$ 24,995.31</b>
UE/WC	\$ 7,178.63	\$ 1,729.04	\$ -	<b>\$ 8,907.66</b>
WORKING CASH	\$ -	\$ -	\$ -	<b>\$ -</b>
<b>PROOF TOTALS</b>	<b>\$ 863,681.52</b>	<b>\$ 590,195.13</b>	<b>\$ (126,776.68)</b>	<b>\$ 1,327,099.97</b>
<b>CASH ON HAND END OF PERIOD</b>				<b>\$ 1,327,099.97</b>

**BREAKDOWN OF DISBURSEMENTS**

	PAYROLL	CHECKS WRITTEN	OTHER*	TOTAL
<b>TOTALS</b>	<b>\$ 81,353.90</b>	<b>\$ 43,576.27</b>	<b>\$ 1,846.51</b>	<b>\$ 126,776.68</b>
CORPORATE	\$ 73,270.90	\$ 25,792.44	\$ 1,846.51	\$ 100,909.85
AUDIT & ACCOUNTING		\$ 600.00		\$ 600.00
TORT/LIAB INSURANCE				\$ -
IMRF & FICA	\$ 8,083.00			\$ 8,083.00
OPER. BUILDING MAINT.		\$ 17,183.83		\$ 17,183.83
UE/WC				\$ -
WORKING CASH				\$ -
<b>PROOF TOTALS</b>	<b>\$ 81,353.90</b>	<b>\$ 43,576.27</b>	<b>\$ 1,846.51</b>	<b>\$ 126,776.68</b>

\*Square Fees \$67.27, LP Square Fees \$42.99, ELS Fees \$20.90, License Plate Owed to State \$1708, \$7.35 Bank Fees

**UNOBLIGATED BALANCE** **\$ 1,327,099.97**

**CASH-LOCATION & DENOMINATION**

100 Petty Cash	\$ 300.00
102 General Fund Checking-Chase	\$ 141,266.58
103 Money Market Fund-Chase	\$ 284,678.54
104 Old Plank Trail MM X6183	\$ 363,916.66
105 Payroll Account-Chase	\$ 11,871.69
106 License Plates - Chase	\$ 1,434.82
109 Shorewood B&T X6014 CLOSED	\$ -
110 Old Plank Trail MM X9335	\$ 18,215.10
111 Old Plan Trail MM X9981	\$ 505,413.64
118 1st Federal Savings Bank #4164000683	\$ -
120A Harris Bank CD	
120B Old Second CD	\$ -
120F PMA Financial CD80197	\$ 2.94
120D BMO Harris CD 3383	\$ -
125 Cash-Payroll	\$ -

**Total Bank Accounts** **\$ 1,327,099.97**

**STATEMENT OF OPERATIONS**  
**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT**

ACCOUNT	BUDGET	CURRENT PERIOD	CUMULATIVE	BUDGET BALANCE	% BUDGET USED
		September-24			NORMAL
<b>Income</b>					<b>25.00%</b>
401 Per Capita Grant	\$ 32,000.00	\$ -	\$ 32,343.30	\$ (343.30)	101.07%
402A LSTA Grant	\$ -	\$ -	\$ -	\$ -	
402B Other Grants	\$ 275,000.00	\$ -	\$ -	\$ 275,000.00	0.00%
410 Sale of Library Materials	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
430 Photocopy Receipts	\$ 5,000.00	\$ 436.60	\$ 1,461.38	\$ 3,538.62	29.23%
435 Fines & Lost Books	\$ 4,000.00	\$ 191.70	\$ 884.12	\$ 3,115.88	22.10%
445 Interest Income	\$ 35,000.00	\$ 8,494.22	\$ 12,181.84	\$ 22,818.16	34.81%
450 Misc., Notary fees, etc.	\$ 2,500.00	\$ 1,361.34	\$ 1,483.93	\$ 1,016.07	59.36%
455 Passport Revenue	\$ 40,000.00	\$ 2,170.05	\$ 7,730.15	\$ 32,269.85	19.33%
456 License Plate Renewal	\$ 1,800.00	\$ 1,812.50	\$ 7,403.50	\$ (5,603.50)	411.31%
468 Room Rental/Proctoring	\$ 500.00	\$ 30.00	\$ 60.00	\$ 440.00	12.00%
470 General Property Tax	\$ 1,436,630.00	\$ 561,376.48	\$ 615,005.39	\$ 821,624.61	42.81%
Corporate	\$ 1,910,930.00	\$ 547,659.25	\$ 599,977.73	\$ 1,310,952.27	31.40%
Audit & Accounting	\$ 14,000.00	\$ 418.79	\$ 458.79	\$ 13,541.21	3.28%
Tort/Liab Insurance	\$ 17,000.00	\$ 1,045.84	\$ 1,145.76	\$ 15,854.24	6.74%
IMRF & FICA	\$ 112,000.00	\$ 4,616.76	\$ 5,057.80	\$ 106,942.20	4.52%
Oper. Building Maintenance	\$ 60,000.00	\$ 5,906.80	\$ 6,471.09	\$ 53,528.91	10.79%
Unemp Comp/Wrkrm Comp	\$ 7,500.00	\$ 1,729.04	\$ 1,894.22	\$ 5,605.78	25.26%
471 Per. Prop. Replacement	\$ 40,000.00	\$ -	\$ 9,709.01	\$ 30,290.99	24.27%
475 Donations	\$ 6,000.00	\$ 182.00	\$ 439.50	\$ 5,560.50	7.33%
476A Impact Fees	\$ 25,000.00	\$ -	\$ 2,871.66	\$ 22,128.34	11.49%
477 Fax Services	\$ 1,000.00	\$ 41.00	\$ 158.00	\$ 842.00	15.80%
480 Reimbursable Accounts	\$ 186,000.00	\$ 14,099.24	\$ 41,852.47	\$ 144,147.53	22.50%
<b>Total Income</b>	<b>\$ 2,090,930.00</b>	<b>\$ 590,195.13</b>	<b>\$ 733,584.25</b>	<b>\$ 1,357,345.75</b>	<b>35.08%</b>
<b>Expenses</b>					
Corporate	\$ 1,910,930.00	\$ 100,909.85	\$ 441,463.94	\$ 1,469,466.06	23.10%
IMRF & FICA	\$ 112,000.00	\$ 8,083.00	\$ 23,384.60	\$ 88,615.40	20.88%
UE/Workers Comp	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
Oper Bldg Maintenance	\$ 60,000.00	\$ 17,183.83	\$ 51,551.49	\$ 8,448.51	85.92%
Tort/Liab Insurance	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00	0.00%
Audit & Accounting	\$ 14,000.00	\$ 600.00	\$ 1,800.00	\$ 12,200.00	12.86%
<b>Total Expense Exc. Grants</b>	<b>\$ 2,121,430.00</b>	<b>\$ 126,776.68</b>	<b>\$ 518,200.03</b>	<b>\$ 1,603,229.97</b>	<b>24.43%</b>
Proof Line	\$ -	\$ -	\$ -	\$ -	
<b>Purchases from Grants</b>		\$ -		\$ -	
<b>Totals from Grants</b>		\$ -		\$ -	
<b>Total Expenses</b>	<b>\$ 2,121,430.00</b>	<b>\$ 126,776.68</b>	<b>\$ 518,200.03</b>	<b>\$ 1,603,229.97</b>	<b>24.43%</b>

ACCOUNT	BUDGET	CURRENT PERIOD	CUMULATIVE	BUDGET BALANCE	% BUDGET USED
<b>Cost of Goods Sold</b>					
510A Books-Adult	\$ 50,000.00	\$ 3,050.43	\$ 8,223.26	\$ 41,776.74	16.45%
510B Books - Children	\$ 50,000.00	\$ 2,399.77	\$ 8,798.13	\$ 41,201.87	17.60%
510C Books-YA	\$ 5,000.00	\$ 335.84	\$ 1,490.47	\$ 3,509.53	29.81%
510D Books-Reference	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
510E Electronic Books	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	100.00%
510F LSTA Grant	\$ -	\$ -	\$ -	\$ -	
511 Periodicals	\$ 2,500.00	\$ -	\$ 1,790.67	\$ 709.33	71.63%
515 Newspapers	\$ 5,000.00	\$ 434.76	\$ 1,309.44	\$ 3,690.56	26.19%
520A Audiobooks-Adult	\$ 4,000.00	\$ 184.73	\$ 354.07	\$ 3,645.93	8.85%
520B Audiobooks-Children	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
522A Music-Adult	\$ 1,000.00	\$ 172.58	\$ 206.59	\$ 793.41	20.66%
522B Music - Children	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
527A Videos-Adult	\$ 6,000.00	\$ 15.85	\$ 789.64	\$ 5,210.36	13.16%
527B Video-Children	\$ 2,000.00	\$ 183.78	\$ 353.81	\$ 1,646.19	17.69%
527C Games-YA	\$ 2,000.00	\$ -	\$ 272.32	\$ 1,727.68	13.62%
527D Games-Children	\$ 1,500.00	\$ 20.37	\$ 211.99	\$ 1,288.01	14.13%
<b>Total Cost of Goods Sold</b>	<b>\$ 151,000.00</b>	<b>\$ 6,798.11</b>	<b>\$ 43,800.39</b>	<b>\$ 107,199.61</b>	<b>29.01%</b>
<b>Expenses</b>					
		\$ -	\$ -		
501 Professional Salary	\$ 496,000.00	\$ 33,391.51	\$ 101,084.08	\$ 394,915.92	20.38%
502 Paraprofessional Salary	\$ 368,000.00	\$ 33,093.47	\$ 100,510.46	\$ 267,489.54	27.31%
503 FFCRA Credit	\$ -	\$ -	\$ -	\$ -	
504 IMRF - Employer's portion	\$ 44,000.00	\$ 3,123.10	\$ 8,341.21	\$ 35,658.79	18.96%
506 FICA - Employer's portion	\$ 68,000.00	\$ 4,959.90	\$ 15,043.39	\$ 52,956.61	22.12%
508 Health Ins - Employer's Portion	\$ 80,000.00	\$ 6,210.40	\$ 18,631.20	\$ 61,368.80	23.29%
509 Unemp Comp/Wrk Comp	\$ 7,500.00	\$ -	\$ 236.66	\$ 7,263.34	3.16%
531 Website Maintenance	\$ 4,000.00	\$ 2,227.50	\$ 2,607.40	\$ 1,392.60	65.19%
532 Management Services	\$ 5,000.00	\$ -	\$ 1,662.30	\$ 3,337.70	33.25%
533 Pinnacle Services	\$ 80,000.00	\$ -	\$ 80,014.85	\$ (14.85)	100.02%
535 Maintenance of Equipment	\$ 27,000.00	\$ 1,890.00	\$ 4,830.00	\$ 22,170.00	17.89%
536 Computer Supplies/Software	\$ 35,000.00	\$ 8,110.00	\$ 10,650.86	\$ 24,349.14	30.43%
537 Photocopier Supplies and Equip	\$ 7,000.00	\$ 673.05	\$ 2,762.82	\$ 4,237.18	39.47%
538 Databases	\$ 54,000.00	\$ 3,589.64	\$ 20,543.40	\$ 33,456.60	38.04%
539 State of IL License Plate Fees	\$ 30,000.00	\$ 1,708.00	\$ 6,976.00	\$ 23,024.00	23.25%
540 ELS Sticker Fees	\$ 500.00	\$ 20.90	\$ 85.50	\$ 414.50	17.10%
541 Tech Services Supplies	\$ 8,000.00	\$ 407.33	\$ 2,304.23	\$ 5,695.77	28.80%
542 Office Supplies	\$ 7,000.00	\$ 389.77	\$ 1,733.63	\$ 5,266.37	24.77%
542A Management Supplies	\$ 5,000.00	\$ -	\$ 1,148.24	\$ 3,851.76	22.96%
542C Display Supplies	\$ 500.00	\$ 16.56	\$ 49.02	\$ 450.98	9.80%
543 Assets Not Capitalized	\$ 7,630.00	\$ -	\$ 1,119.25	\$ 6,510.75	14.67%
544 Telephone Services	\$ 8,000.00	\$ 596.86	\$ 1,790.32	\$ 6,209.68	22.38%

545 Computer Line	\$	10,000.00	\$	240.00	\$	1,821.94	\$	8,178.06	18.22%
546 Adult Services Programs	\$	11,000.00	\$	174.08	\$	2,664.04	\$	8,335.96	24.22%
547A Postage	\$	10,000.00	\$	193.98	\$	2,490.93	\$	7,509.07	24.91%
547B Passport Postage	\$	5,000.00	\$	-	\$	845.61	\$	4,154.39	16.91%
548 Circulation Services	\$	3,000.00	\$	49.25	\$	841.96	\$	2,158.04	28.07%
549 Youth Services Programs	\$	12,000.00	\$	269.10	\$	4,483.98	\$	7,516.02	37.37%
549A Young Adult Programs	\$	2,500.00	\$	-	\$	502.14	\$	1,997.86	20.09%
549B Outreach Services	\$	3,500.00	\$	(17.92)	\$	3,046.83	\$	453.17	87.05%
549C Family Programs	\$	3,000.00	\$	-	\$	-	\$	3,000.00	0.00%
551 Advertising and Publishing	\$	25,000.00	\$	-	\$	8,113.67	\$	16,886.33	32.45%
552 Mileage/Meetings	\$	3,000.00	\$	1,327.68	\$	2,552.15	\$	447.85	85.07%
553 Professional Development	\$	7,000.00	\$	-	\$	3,278.43	\$	3,721.57	46.83%
554 Professional Dues	\$	1,000.00	\$	150.00	\$	350.00	\$	650.00	35.00%
555 Library Promotion and Dvlpt	\$	3,000.00	\$	-	\$	1,150.19	\$	1,849.81	38.34%
560 Electricity	\$	13,000.00	\$	1,706.73	\$	4,535.15	\$	8,464.85	34.89%
561 Gas	\$	4,000.00	\$	147.41	\$	294.83	\$	3,705.17	7.37%
562 Maintnce and Grounds Safety	\$	16,000.00	\$	998.75	\$	10,036.25	\$	5,963.75	62.73%
563 Water	\$	2,000.00	\$	220.93	\$	575.49	\$	1,424.51	28.77%
564 Utility and Janitorial Supplies	\$	3,000.00	\$	125.38	\$	516.05	\$	2,483.95	17.20%
565 Routine Mainenance	\$	42,000.00	\$	3,492.97	\$	16,955.96	\$	25,044.04	40.37%
568 Janitorial Services	\$	20,000.00	\$	1,778.00	\$	5,122.00	\$	14,878.00	25.61%
569 Ins Bldg, Cont & Liab	\$	17,000.00	\$	-	\$	-	\$	17,000.00	0.00%
580 Fixed Assets Cap	\$	-	\$	-	\$	-	\$	-	
582 Capital Improvments	\$	340,000.00	\$	5,147.74	\$	10,025.90	\$	329,974.10	2.95%
583 Land Purchase	\$	-	\$	-	\$	-	\$	-	
584 New Building Expenses	\$	-	\$	-	\$	-	\$	-	
590 Legal Services	\$	8,000.00	\$	930.00	\$	930.00	\$	7,070.00	11.63%
591 Audit and Accounting	\$	14,000.00	\$	1,200.00	\$	7,210.00	\$	6,790.00	51.50%
594 Administrative Expense	\$	9,000.00	\$	575.52	\$	1,953.56	\$	7,046.44	21.71%
595 Special Reserve Fund	\$	30,000.00	\$	-	\$	-	\$	30,000.00	0.00%
596 Interest & Prin Short Term	\$	-	\$	-	\$	-	\$	-	
598 Err & Omiss/Treas Bond	\$	3,300.00	\$	-	\$	-	\$	3,300.00	0.00%
599 Contingencies	\$	8,000.00	\$	860.98	\$	1,977.76	\$	6,022.24	24.72%
<b>Total Expenses</b>	<b>\$</b>	<b>2,121,430.00</b>	<b>\$</b>	<b>126,776.68</b>	<b>\$</b>	<b>518,200.03</b>	<b>\$</b>	<b>1,603,229.97</b>	<b>24.43%</b>
PIVOT TOTALS									
<b>Audit &amp; Accounting</b>	<b>\$</b>	<b>14,000.00</b>	<b>\$</b>	<b>1,200.00</b>	<b>\$</b>	<b>7,210.00</b>	<b>\$</b>	<b>6,790.00</b>	<b>51.50%</b>
<b>Corporate</b>	<b>\$</b>	<b>1,910,930.00</b>	<b>\$</b>	<b>112,781.03</b>	<b>\$</b>	<b>459,801.07</b>	<b>\$</b>	<b>1,451,128.93</b>	<b>24.06%</b>
<b>IMRF &amp; FICA</b>	<b>\$</b>	<b>112,000.00</b>	<b>\$</b>	<b>8,083.00</b>	<b>\$</b>	<b>23,384.60</b>	<b>\$</b>	<b>88,615.40</b>	<b>20.88%</b>
<b>Oper Bldg Maintenance</b>	<b>\$</b>	<b>60,000.00</b>	<b>\$</b>	<b>4,712.65</b>	<b>\$</b>	<b>27,567.70</b>	<b>\$</b>	<b>32,432.30</b>	<b>45.95%</b>
<b>Tort/Liab Insurance</b>	<b>\$</b>	<b>17,000.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>17,000.00</b>	<b>0.00%</b>
<b>UE/Workers Comp</b>	<b>\$</b>	<b>7,500.00</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>236.66</b>	<b>\$</b>	<b>7,263.34</b>	<b>3.16%</b>

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<b>Total From Levy</b>	<b>\$</b>	<b>2,121,430.00</b>	<b>\$</b>	<b>126,776.68</b>	<b>\$</b>	<b>518,200.03</b>	<b>\$</b>	<b>1,603,229.97</b>	<b>24.43%</b>
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# SHOREWOOD TROY PUBLIC LIBRARY

## Payroll Detail by Account September 2024

	Date	Account	Num	Name	Memo/Description	Amount
<b>220 Payroll Clearing</b>						
	09/30/2024	220 Payroll Clearing			NET WAGES 9/06/24	24,298.00
	09/30/2024	220 Payroll Clearing			NET WAGES 9/20/24	24,212.00
<b>Total for 220 Payroll Clearing</b>						<b>\$ 48,510.00 \$ -</b>
<b>222 Federal/State/Fica Tax WH</b>						
	09/30/2024	222 TAX WH-FED/STAT/FICA			FED W/H 9/06/24	2,236.31
	09/30/2024	222 TAX WH-FED/STAT/FICA			FED W/H 9/20/24	2,248.61
						<b>\$ 4,484.92</b>
	09/30/2024	222 TAX WH-FED/STAT/FICA			SOC & MED W/H 9/06/24	2,483.08
	09/30/2024	222 TAX WH-FED/STAT/FICA			SOC & MED W/H 9/20/24	2,476.74
						<b>\$ 4,959.82</b>
	09/30/2024	222 TAX WH-FED/STAT/FICA			STATE W/H 9/06/24	1,504.10
	09/30/2024	222 TAX WH-FED/STAT/FICA			STATE W/H 9/20/24	1,500.10
						<b>\$ 3,004.20</b>
<b>Total for 222 Federal/State/Fica Tax WH</b>						<b>\$ 12,448.94</b>
<b>504 IMRF - Employer's portion</b>						
	09/30/2024	504 IMRF - Employer's portion	DM	IMRF		6,870.98
	09/30/2024	504 IMRF - Employer's portion			IMRF W/H 9/20/24	-1,874.71
	09/30/2024	504 IMRF - Employer's portion			IMRF W/H 9/06/24	-1,873.17
<b>Total for 504 IMRF - Employer's portion</b>						<b>6,870.98</b>
<b>506 FICA - Employer's portion</b>						
	09/30/2024	506 FICA - Employer's portion			COSHARE FICA W/H 9/06/24	2,483.10
	09/30/2024	506 FICA - Employer's portion			COSHARE FICA 9/20/24	2,476.80
<b>Total for 506 FICA - Employer's portion</b>						<b>\$ 4,959.90</b>

SHOREWOOD TROY PUBLIC LIBRARY  
Payroll Detail by Account September 2024

0

0

508 Health Insurance -  
Employer's Portion

Date	0	Num	Name	Memo/Description	Amount
09/10/2024	508 Health Insurance - Employer's Portion		LIMRICC - PHIP		7,988.56
09/30/2024	508 Health Insurance - Employer's Portion			INS W/H 9/06/24	-889.08
09/30/2024	508 Health Insurance - Employer's Portion			INS W/H 9/20/24	-889.08

Total for 508 Health  
Insurance -  
Employer's Portion-  
Reported on  
Schedule II

0

\$ 7,988.56

594 Administrative  
Expense

09/30/2024	594 Administrative Expense	DM	PAYLOCITY	193.44
09/30/2024	594 Administrative Expense	DM	PAYLOCITY	382.08

\$	575.52
\$	81,353.90
\$	73,270.90
\$	8,083.00

SCHEDULE II				9/30/2024
Transaction Detail by September 30, 2024				
Num	Name	Account	Amount	Account #
21892	Adler Roofing and Sheet Metal Inc.	565 Routine Maintenance	1,970.00	565
21893	Amazon Capital Services	510A Books-Adult	94.34	510A
21893	Amazon Capital Services	510B Books-Children	8.65	510B
21893	Amazon Capital Services	510B Books-Children	-15.85	510B
21893	Amazon Capital Services	510B Books-Children	-14.30	510B
21893	Amazon Capital Services	527A Videos-Adult	15.85	527A
21893	Amazon Capital Services	527B Video-Children	152.17	527B
21893	Amazon Capital Services	527B Video-Children	31.61	527B
21893	Amazon Capital Services	527D Games - Children	18.97	527D
21893	Amazon Capital Services	527D Games - Children	1.40	527D
21893	Amazon Capital Services	542 Office Supplies	61.98	542
21893	Amazon Capital Services	542 Office Supplies	19.98	542
21893	Amazon Capital Services	542 Office Supplies	19.65	542
21894	Amazon Capital Services	542 Office Supplies	189.23	542
21894	Amazon Capital Services	542 Office Supplies	98.93	542
21894	Amazon Capital Services	542C Displays	16.56	542C
21894	Amazon Capital Services	546 Adult Services Programs	6.16	546
21894	Amazon Capital Services	546 Adult Services Programs	17.92	546
21894	Amazon Capital Services	549 Youth Services Programs	14.30	549
21894	Amazon Capital Services	549 Youth Services Programs	56.33	549
21894	Amazon Capital Services	549 Youth Services Programs	-6.16	549
21894	Amazon Capital Services	549 Youth Services Programs	-1.40	549
21894	Amazon Capital Services	549 Youth Services Programs	-18.97	549
21894	Amazon Capital Services	549B Outreach Services	-17.92	549B
21894	Amazon Capital Services	564 Utility and Janitorial Supplies	6.89	564
21894	Amazon Capital Services	564 Utility and Janitorial Supplies	49.99	564
21894	Amazon Capital Services	564 Utility and Janitorial Supplies	68.50	564
21895	Ancel Glink, P.C.	590 Legal Services	930.00	590
21896	Arthur J. Gallagher Risk Management Services, Inc.	582 Capital Improvments	390.00	582
21897	Baker & Taylor.	510A Books-Adult	256.29	510A
21897	Baker & Taylor.	510A Books-Adult	127.01	510A
21897	Baker & Taylor.	510A Books-Adult	568.54	510A
21897	Baker & Taylor.	510A Books-Adult	767.14	510A
21897	Baker & Taylor.	510A Books-Adult	30.67	510A
21897	Baker & Taylor.	510A Books-Adult	87.62	510A
21897	Baker & Taylor.	510A Books-Adult	462.50	510A
21897	Baker & Taylor.	510A Books-Adult	107.61	510A
21897	Baker & Taylor.	510A Books-Adult	576.43	510A
21897	Baker & Taylor.	510A Books-Adult	20.38	510A
21897	Baker & Taylor.	510B Books-Children	120.60	510B
21897	Baker & Taylor.	510B Books-Children	10.49	510B
21897	Baker & Taylor.	510B Books-Children	26.30	510B
21897	Baker & Taylor.	510B Books-Children	54.21	510B
21897	Baker & Taylor.	510B Books-Children	413.25	510B
21897	Baker & Taylor.	510B Books-Children	329.74	510B
21897	Baker & Taylor.	510B Books-Children	901.87	510B
21897	Baker & Taylor.	510B Books-Children	304.35	510B
21897	Baker & Taylor.	510B Books-Children	40.13	510B
21897	Baker & Taylor.	510B Books-Children	99.70	510B
21897	Baker & Taylor.	510B Books-Children	76.84	510B
21897	Baker & Taylor.	510C Books-YA	25.30	510C
21897	Baker & Taylor.	510C Books-YA	41.66	510C
21897	Baker & Taylor.	510C Books-YA	57.45	510C
21897	Baker & Taylor.	510C Books-YA	57.46	510C
21897	Baker & Taylor.	510C Books-YA	30.17	510C
21897	Baker & Taylor.	510C Books-YA	120.90	510C
21897	Baker & Taylor.	520A Audiobooks-Adult	184.73	520A
21897	Baker & Taylor.	522A Music-Adult	12.56	522A
21897	Baker & Taylor.	522A Music-Adult	11.09	522A
21897	Baker & Taylor.	522A Music-Adult	11.09	522A
21897	Baker & Taylor.	522A Music-Adult	31.79	522A



Num	Name	Account	Amount	Account #
21897	Baker & Taylor.	522A Music-Adult	10.35	522A
21897	Baker & Taylor.	522A Music-Adult	10.35	522A
21897	Baker & Taylor.	522A Music-Adult	8.85	522A
21897	Baker & Taylor.	522A Music-Adult	14.05	522A
21930	Baker & Taylor.	522A Music-Adult	20.70	522A
21930	Baker & Taylor.	522A Music-Adult	10.35	522A
21930	Baker & Taylor.	522A Music-Adult	31.40	522A
21930	Baker & Taylor.	541 Tech Services Supplies	8.04	541
21930	Baker & Taylor.	541 Tech Services Supplies	2.75	541
21930	Baker & Taylor.	541 Tech Services Supplies	12.73	541
21930	Baker & Taylor.	541 Tech Services Supplies	17.58	541
21930	Baker & Taylor.	541 Tech Services Supplies	8.88	541
21930	Baker & Taylor.	541 Tech Services Supplies	6.59	541
21930	Baker & Taylor.	541 Tech Services Supplies	19.79	541
21930	Baker & Taylor.	541 Tech Services Supplies	16.49	541
21930	Baker & Taylor.	541 Tech Services Supplies	7.25	541
21930	Baker & Taylor.	541 Tech Services Supplies	15.94	541
21930	Baker & Taylor.	541 Tech Services Supplies	1.94	541
21898	Brittany Smith	552 Mileage/Meetings	27.31	552
21932	Chicago Tribune	515 Newspapers	434.76	515
21899	ComEd	560 Electricity	1,706.73	560
21900	D & A Landscape	562 Maintenance and Safety of Grounds	998.75	562
21901	Ferrari Accounting & Tax Service	591 Audit and Accounting	600.00	591
21901	Ferrari Accounting & Tax Service	591 Audit and Accounting	600.00	591
21933	Friends of the Shorewood-Troy Library	599 Contingencies	743.37	599
21934	Imperial Service Systems, Inc.	568 Janitorial Services	1,566.00	568
21902	Interactive Sciences, Inc.	538 Databases	499.29	538
21903	Jennifer Mills	552 Mileage/Meetings	216.00	552
21904	Johansen & Anderson	565 Routine Maintenance	177.00	565
21905	Julie Hornberger	552 Mileage/Meetings	391.00	552
21906	Kammeran Hughes	546 Adult Services Programs	75.00	546
21906	Kammeran Hughes	546 Adult Services Programs	75.00	546
21907	Karen Voitik	552 Mileage/Meetings	216.00	552
21908	Kiwanis Club of Shorewood	554 Professional Dues	150.00	554
21909	Legend Technology Services	535 Maintenance of Equipment	1,890.00	535
21936	Legend Technology Services	536 Computer Supplies/Software	610.00	536
21911	Lori Freeman	552 Mileage/Meetings	216.00	552
21912	Matt Hammermeister	552 Mileage/Meetings	45.37	552
21913	Midwest Tape LLC	538 Databases	2,045.35	538
21914	Nicor Gas	561 Gas	147.41	561
21915	Oak Brook Office Solutions, Inc	537 Photocopier Supplies and Equipment	135.05	537
21915	Oak Brook Office Solutions, Inc	537 Photocopier Supplies and Equipment	348.93	537
21915	Oak Brook Office Solutions, Inc	537 Photocopier Supplies and Equipment	189.07	537
21916	Orkin	565 Routine Maintenance	350.00	565
21916	Orkin	565 Routine Maintenance	442.97	565
21937	Purchase Power	547 Postage	193.98	547
21917	Reaching Across Illinois Library System	536 Computer Supplies/Software	7,500.00	536
21918	Rent-A-Guy	565 Routine Maintenance	553.00	565
21919	Rival5 Technologies Corp	544 Telephone Services	596.86	544
21920	Sarah Haish	552 Mileage/Meetings	216.00	552
21921	Shorewood Municipal Utilities	563 Water	220.93	563
21922	Shorewood Plaza LLC	582 Capital Improvments	2,287.00	582
21923	Stephanie Barta	549 Youth Services Programs	225.00	549
21924	Technology Management Rev Fund	545 Computer Line	240.00	545
21939	The Ethos Workshop, Ltd.	582 Capital Improvments	1,422.50	582
21939	The Ethos Workshop, Ltd.	582 Capital Improvments	1,048.24	582
21925	The Library Store, Inc.	541 Tech Services Supplies	287.94	541
21926	Unique	548 Circulation Services	49.25	548
21927	Vestis	568 Janitorial Services	106.00	568
21940	Vestis	568 Janitorial Services	106.00	568
21928	Weblinx	531 Website Maintenance	2,227.50	531
21929	Zoobean	538 Databases	1,045.00	538
			\$ 43,576.27	





## **Director's Report/November 14, 2024**

### **Administrative Duties:**

- The Levy is ready to be approved by the Board tonight. The public hearing is scheduled for **6:30 pm on November 14<sup>th</sup>**.
- The Annual Treasurer's Report for FY24 has been completed and is your packet for review and approval.
- I filed the third quarter report with the DCEO for the parking lot. I'm hopeful I'll be able to file the 4<sup>th</sup> quarter of the parking lot report in January and then file the final report shortly after.

### **Building:**

- I closed the library on October 24<sup>th</sup> and 25<sup>th</sup> as asphalt was poured in both lots on those dates. On Thursday (the 24<sup>th</sup>), the asphalt in the existing lot was removed and taken down to gravel, so it was entirely out of service then. Work trucks were in Deerwood; it wasn't safe for patrons, staff, or vehicles to attempt curbside delivery.
- The lot still needs to have the poles installed for the lighting, but everything else, including landscaping, is in place!
- The new book drop, which will be installed in the existing lot, is anticipated to arrive in the last week or so of November. You would think book drops would always be in stock at library supply warehouses. Apparently, this is not the case.

### **Library Usage:**

- Despite the disruption of construction and the two-day closure in October, physical circulation was only down by 1.15% in FY25 v. FY24 (12,099 v. 12,233). When e-items were added in, circulation increased by 1.8% (16,457 v. 16,167) year over year.
- Door count was up by 14%, going from 4,925 visitors last year up to 5,643 patrons visiting this year.

### **Outreach/Community Partnerships**

- On Election Day, Library staff sat out in the Library's lobby and handed out leftover Halloween candy to voters to welcome people to our library. We offered people a library card if they didn't have one and generally made people feel welcome in the Library. The door count "in" that day was **977**, and the Children's Department was very busy since the schools were closed.
- On October 24<sup>th</sup>, I moderated a panel with the authors Chris Sittenfeld, Weike Wang, and Jennifer Weiner, all of whom have books coming out soon. There were approximately 130 people who attended the Zoom panel live; the recording is available for viewing for 3 months afterward.
- The Outreach Staff visited many places in October, including the Village of Shorewood's Trunk or Treat, the Galowich Family YMCA's Boo Bash, and a Math Literacy Night at a Troy School.

**Staffing:**

- Maren Flessen, our Adult Programming Coordinator, will attend the Board meeting to celebrate their first anniversary with the Library.
- While the Library was closed, staff completed training on blood-borne pathogens and anti-sexual harassment and discrimination. Passport agents also completed their required annual refresher training for the year. Managers also assigned other tasks that could be completed remotely.
- I attended the HR Source's Employment Law Conference on 11/7, attending sessions on new Illinois and Federal employment laws in 2025 and an opening session on the importance of viewing disabilities within a DEI framework as well as gender, national origin, etc. I also learned of new resources that can be used to assist employees with requested ADA accommodations.
- Kimberlee King, who worked in Circulation as a Circulation aide, left to work in the library at Waubensee Community College, partly due to the college's generous tuition reimbursement policy. We will miss Kimberlee. Cat Bonzani will be starting on November 18<sup>th</sup> in the Circulation Department.

**Meetings:**

- Department Manager's Meeting, Internal (10/15)
- Pinnacle Governing Board, External (10/18)
- RAILS Consortia Committee, External (10/21)
- Troy Township Administrators Meeting, External (10/22)
- LIRA Training on Incident Reporting, External (11/1)
- Employment Law Conference, External (11/7)

# Technical Services Department Head Report

## October 2024

September meetings and events:

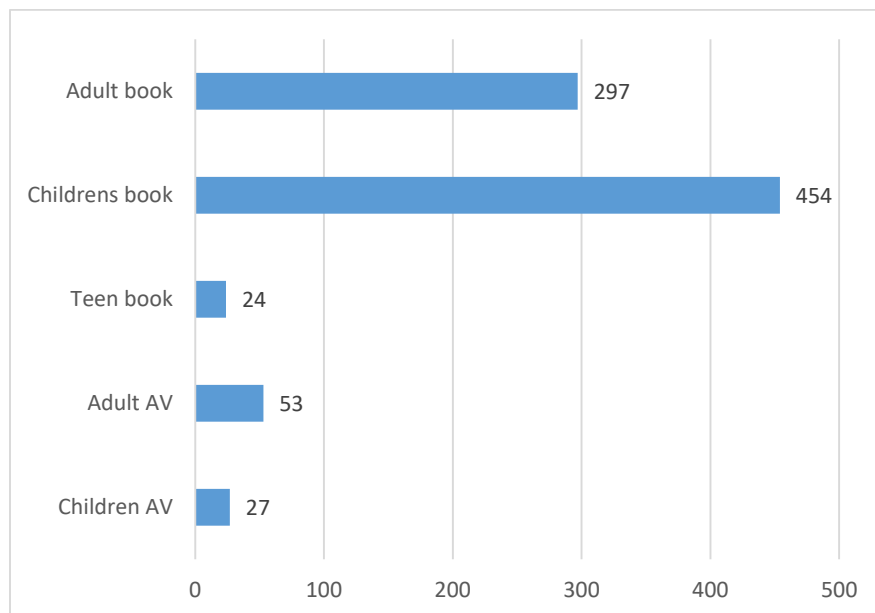
- 10/15 – Department Head meeting
- 10/22- PinOps meeting

Current projects and news:

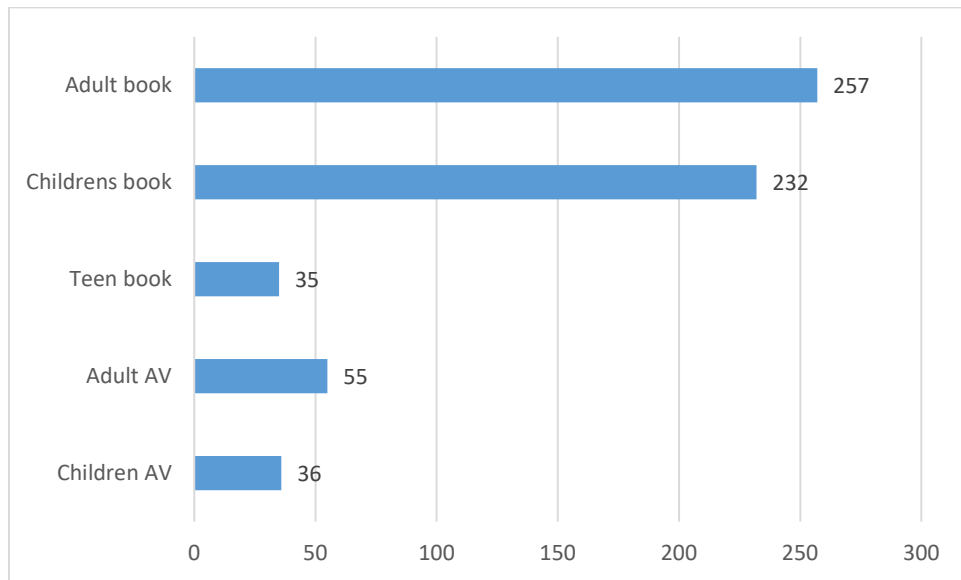
- None

## Tech Service Statistics

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



Items ordered in October:



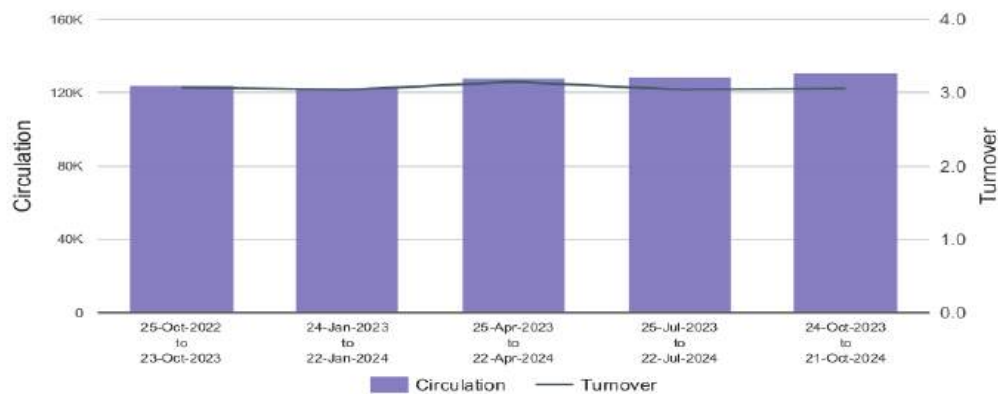
## CollectionHQ

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### Circulation and Turnover

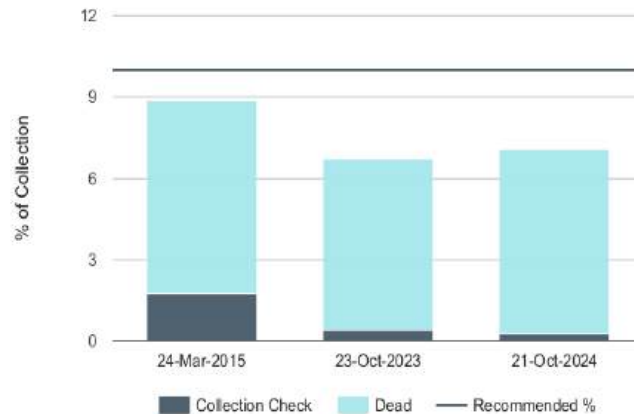
\*This graph displays the circulation and turnover of items in our library over five points in time.

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



### Dead Items – All Audiences

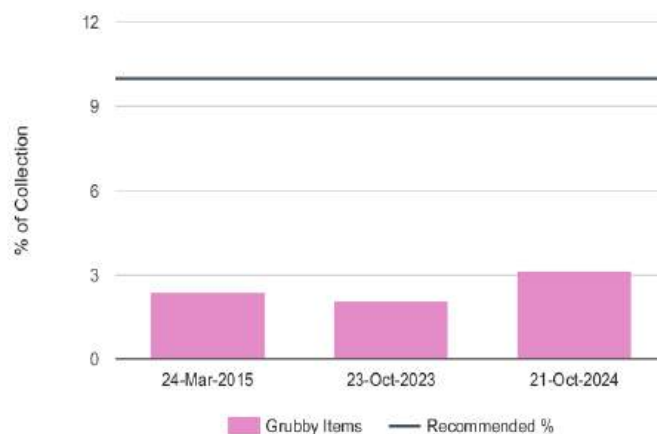
\*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.05% (0.37% increase from last month). Anything under 10% is considered good.



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### Grubby Items – All Audiences

\*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.15% (.51% decrease from last month). As with the dead percentage, the goal is to be under 10%.



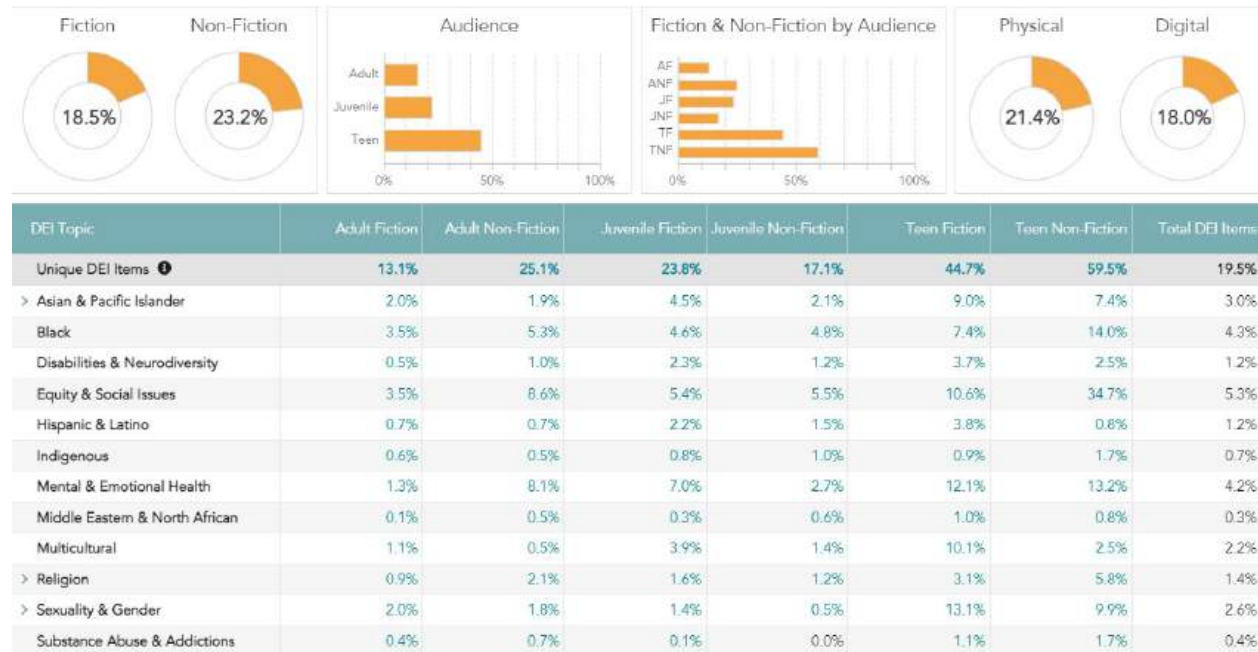


## Diversity, Equity, and Inclusion (DEI)

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

**Items Analyzed this month: 89,965**

**DEI Items: 17,505 (19.5% of our collection ; .1% increase from last month)**



Respectfully submitted,

Leslie Lovato

Technical Services Manager

# MONTHLY REPORT

## October 2024

LORI FREEMAN  
CHILDREN'S MANAGER

### DEPARTMENT UPDATES

We had two big events this month. Shorewood Trunk or Treat and the Diary of a Wimpy Kid: Hot Mess Release Party.

The Children's staff had so much fun at the Shorewood Trunk or Treat. We talked with so many families and invited them to come to the library to see everything we have to offer. We passed out 150 bookmarks with QR codes to four Halloween stories read by the staff and with a link to the libraries events calendar. The bookmarks were so well received that we are going to start a series of seasonal bookmarks with read aloud stories by staff.

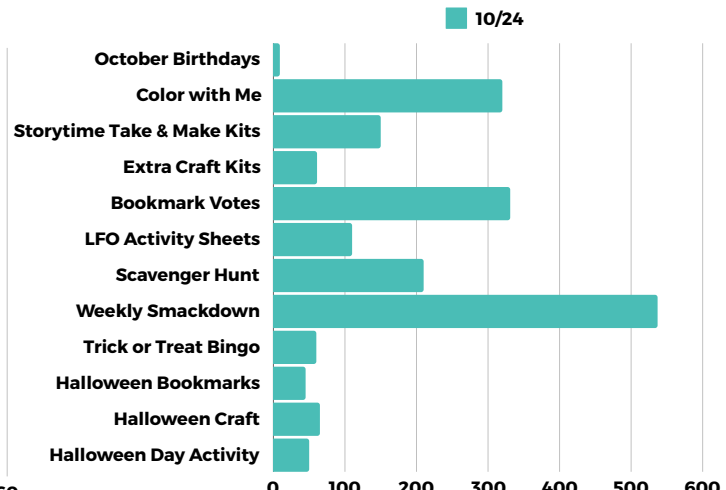
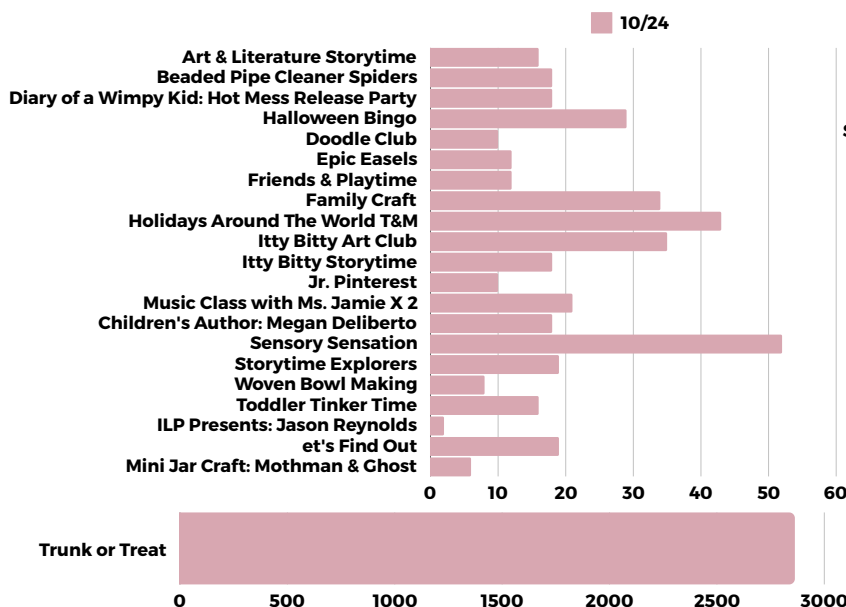
The Diary of a Wimpy Kid release party was a blast. The registered patrons enjoy a spaghetti and meatball meal while we read the first to chapters of Jeff Kinney's newest book in the series, Hot Mess! After we read the book we played games and raffled off 3 copies of the book. It was an Amazing event!



## CHILDREN'S PROGRAMS

23  
Active Programs Offered  
3277  
Total Attendance

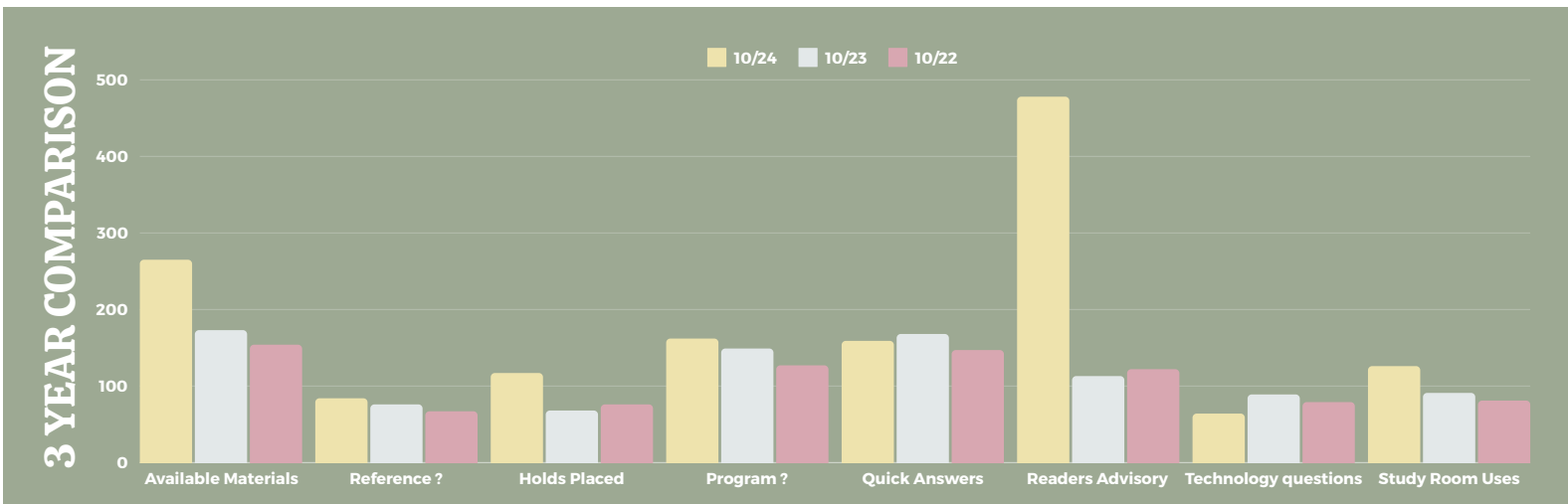
11  
Passive Programs Offered  
1887  
Total Attendance





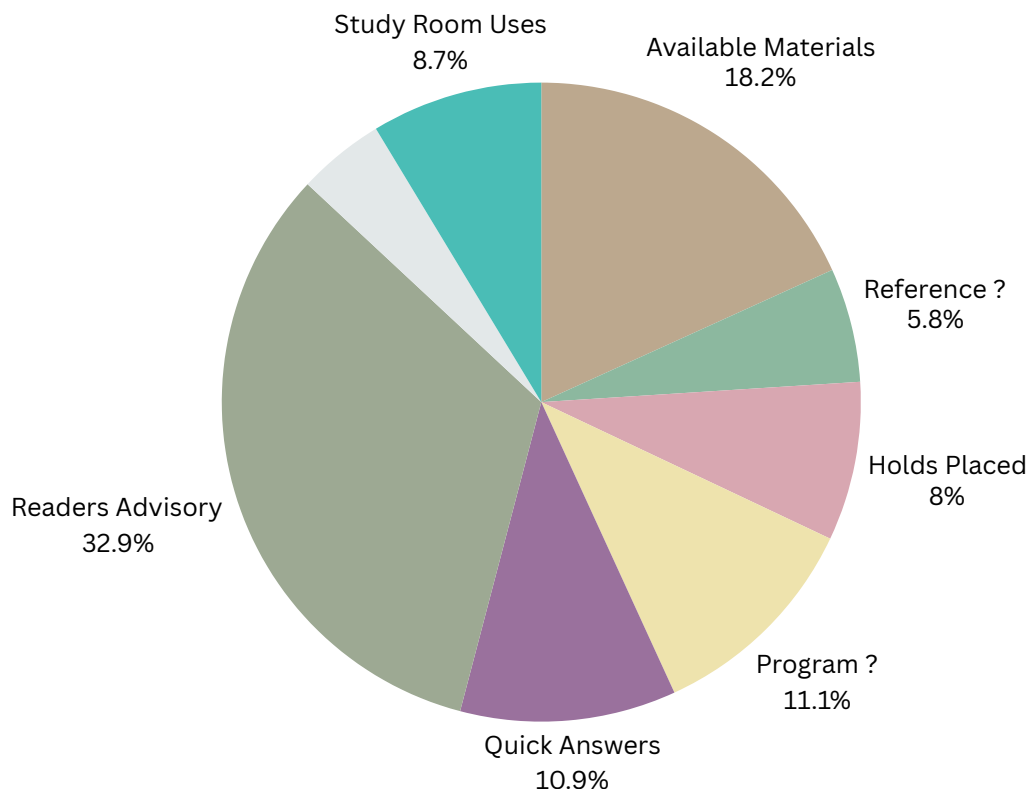
# DELIVERABLES

## REFERENCE TRIAGE



### Reference Breakdown 10/24

- **265** patrons ask about available materials
- **84** ask general reference questions
- **117** holds were placed
- **162** questions were asked about programs
- **159** quick answers were provided
- **478** reader's advisory
- **64** patrons asked about technology.
- **126** study room reservations.



# ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- OCTOBER 2024

Rose Nowak - Adult, Teen, & Technology Services Manager

- Adult Services

- ATS staff created the following displays in October: Hispanic Heritage Month, Read It And Weep, Check Meowt, Not So Spooky, Spooky Reads, and Fright Night. We are trying out 'display bookmarks'. Bookmarks with a list of all of the materials on the display were tested in conjunction with the "Check Meowt" display, and 10 of the 12 bookmarks created were taken by the end of the display.
- We are still ahead of our target for the Trex Recycling Challenge. We have collected 896 of the 1000 pounds of plastic. Our partnership with Critical Grind is going well, as expected.
- At the "STPL's Dead Poet's Society", people were invited to join Maren at the Woodhaven Memorial Park to share poetry. Joliet Poet Laureate Uxmar Torres was among the group. He presented the Library with a handwritten original work (see below) on handmade paper.

- Teen Services

- The new TAB (Teen Advisory Board) group is off to a good start. Violet connected with five teens during the October meeting, answering questions about the library, getting their input on current/upcoming teen programs, and learning more about other things they would like to see at the library. There are 10 teens registered for the November meeting.

- Technology

- STPL has been approved by AARP's Senior Planet tech program. Rose, Maren, and Anna will receive training on how to implement the tech classes that were designed with seniors in mind in the next few months.
- Due to Netflix's change in services, two additional Netflix accounts had to be added. This enables all patrons with Rokus to theoretically view Netflix at the same time.
- Due to low use, we will no longer subscribe to Kanopy. Access ends in November.



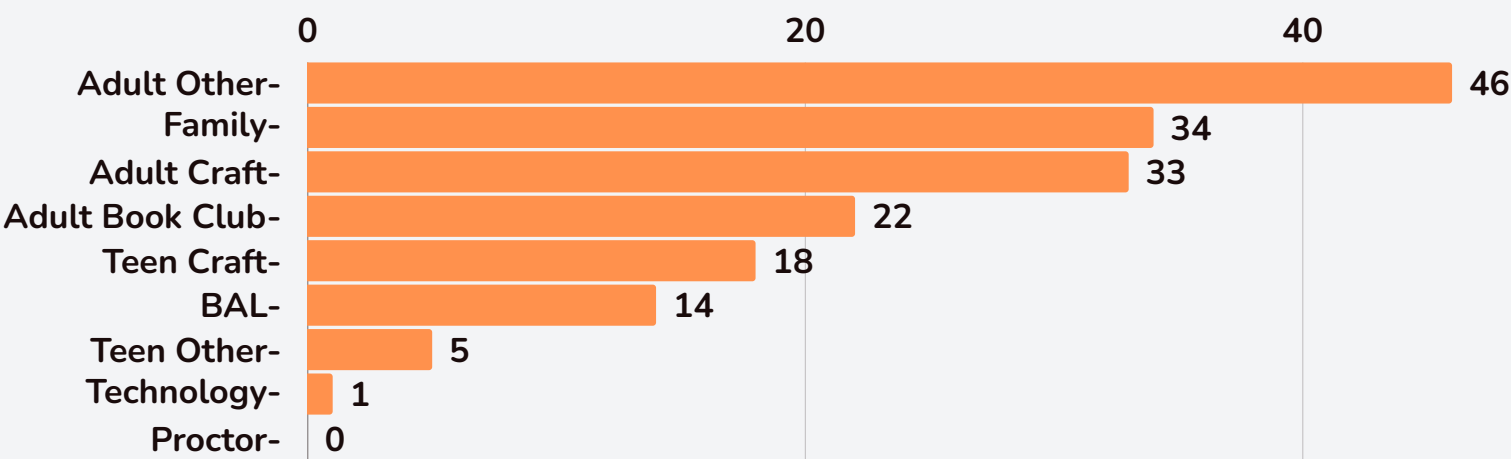
Uxmar Torres presenting  
his work



Leaf-Stamping Pillows

# ATTS PROGRAM STATS, MEETINGS

## Active program attendance breakdown:



### Active Programs

Number of Programs: 20  
Attendees: 125

### Passive Programs

Number of Programs: 6  
Total Patrons: 114

### Adult & Teen Outreach Snapshot:

Number of Programs: 18  
Total Patrons: 3307  
Homebound Deliveries: 6

## Staff Meetings, Programs, & Outreach Events

- Rose - Adult, Teen & Technology Manager
    - 'Copyright, Text Mining, & AI' webinar
    - Vega Task Force
    - BAL (x3)
    - Medicare 101
    - Intern Shadowing
    - Department Heads Meeting
    - Reader's Advisory 'interview'
    - Horizons
    - Senator Meg. Loughran Cappel staff visit
  - Maren - Adult Programming Coordinator
    - Family Craft
    - Tuesday Tech Help
    - Medicare 101
    - Novel Idea Book Club
    - ILP Presents: E. Sanchez
    - Take & Make: Pumpkin Book
    - BAL (x2)
    - Leaf Stamp Pillow
    - Intro to Deathcare
    - Mecha & Magic Book Club
    - Reader's Advisory 'interview'
    - Tech Help Tuesday
    - ILP Presents: J. Reynolds
    - STPL's Dead Poets (Poetry Reading in the Memorial Park)
    - Arkham Game Night
    - Illinois Most Haunted
    - Flag Folding
- Anna - Adult & Teen Outreach Coordinator
    - JTHSC
    - JTC (x3)
    - Alden Estates
    - Kiwanis
    - BAL
    - Family Fun Fest
    - YMCA
    - Alden
    - Senior Services of Will County
    - Storywalk
    - Trunk or Treat
    - JPIE
    - Timbers
    - Troy Shorewood Elementary Math & Literacy Night
    - YMCA Boo Bash
    - Timbers
    - Homebound Deliveries



Energized teens at TAB



# ATTS PROGRAM STATS, MEETINGS

## Staff Meetings, Programs, & Outreach Events Continued

- Hailie - Adult & Teen Services Assistant
  - Leaf Stamp Pillow
- Violet - Teen Programming Coordinator
  - Teen Advisory Group
  - Dungeons & Dragons (Critical Grind)
  - Bob Ross Night
  - Dungeons & Dragons (STPL)
  - Tween Mini Jar Take & Make
  - Take & Make: Pinwheel Cookies

by Uxmar Torres



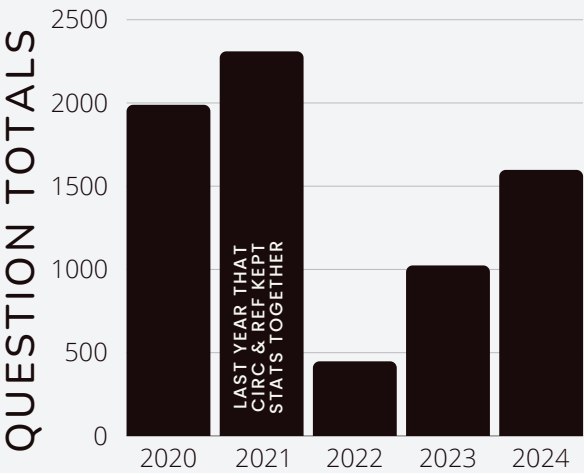
## Work From Home Days:

- Anna: Cyber Malware, Bloodborne Pathogens, Sexual Harassment & Discrimination, four Library Journal Day of Dialogue Panels (About Family; Funny, Charming, Feel-good; Spells, Witches, Fairies, & More; Romantasy Roundup), Smart TV presentation for outreach facilities, Troy Shorewood Elementary Math & Literacy Night Outreach Event, and the YMCA Boo Bash Event.
- Hailie: Cyber Malware, Bloodborne Pathogens, Sexual Harassment & Discrimination, Library Journal Day of Dialogue Panels (Imani Perry's keynote; About Family; Funny, Charming, and Feel-good; fantasy), completed the Nov-Jan New Fiction Releases brochure, and developed a November display.
- Maren: program research, entering giveaways for the library, four Library Journal Day of Dialogue Panels (Keynote, Family Matters, Bibliographic Trends, and upcoming Fantasy trends), Cyber Malware, Bloodborne Pathogens, annual passport recertification, Sexual Harassment & Discrimination training, and completion of trivia questions for the upcoming Office Trivia program.
- Rose: Cyber Malware, Bloodborne Pathogens, Sexual Harassment & Discrimination, four Library Journal Day of Dialogue Panels (Retellings; Imani Perry's keynote; About Family; Spells, Witches, Fairies, and More), a new-release themed winter gift guide, and upcoming large print book order.
- Violet: Cyber Malware, Bloodborne Pathogens, Sexual Harassment & Discrimination, annual passport recertification, and Library Journal Day of Dialogue Panels (Romantic Comedies; Retellings; About Family; Funny & Feel-good; Spells)

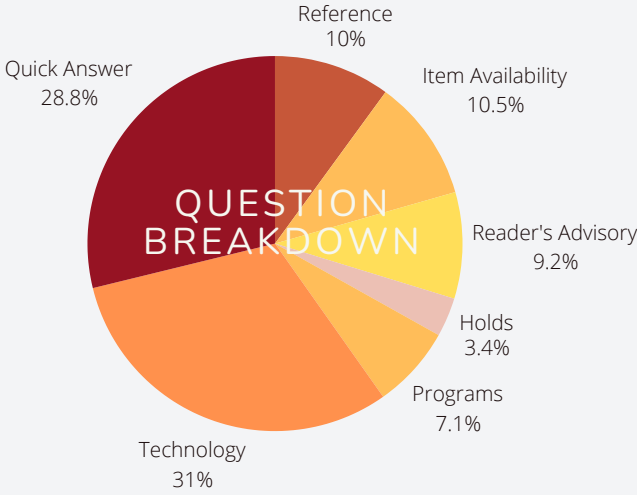


Poetry fans at STPL's Dead Poet's Society poetry reading

# REFERENCE QUESTIONS

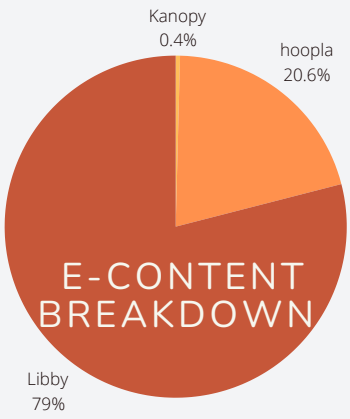
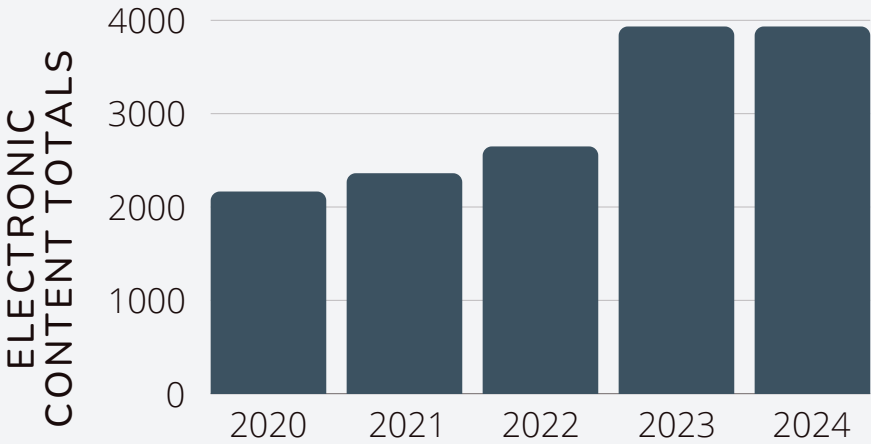


- Types of Reference Questions:
- Holds - when patrons ask for items to be placed on hold.
  - Item Availability - when we search our catalog and/or shelves to see if an item is available for checkout.
  - Programs - questions related to library programs for all ages, such as "What do I need to bring 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). Access to Kanopy content will end in November.

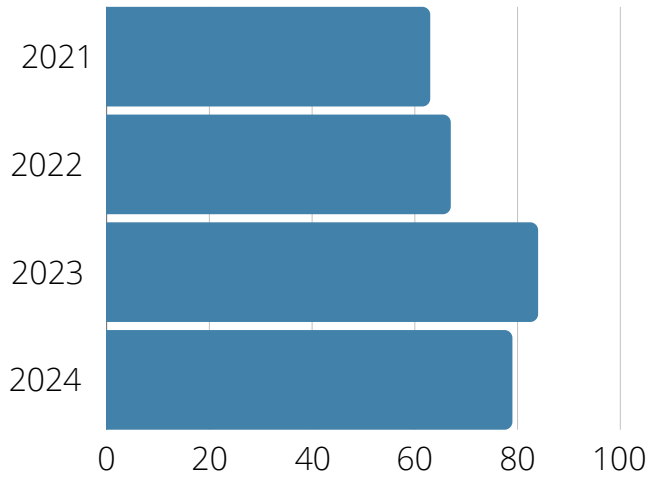


# MONTHLY REPORT

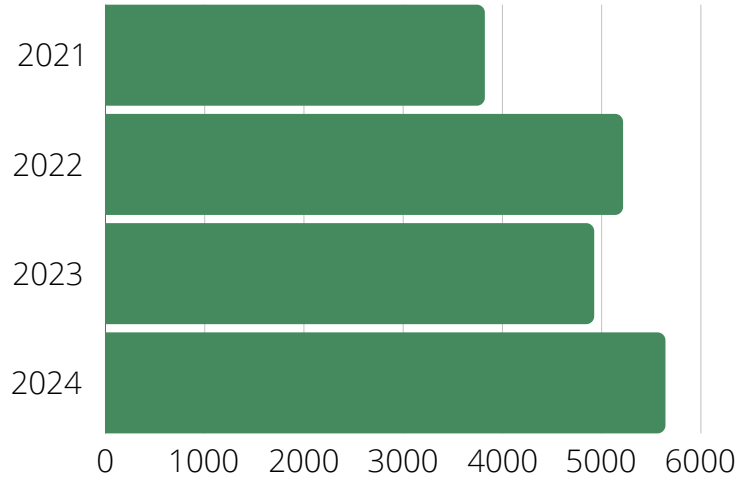
## OCTOBER 2024

**JULIE HORNBERGER**  
CIRCULATION MANAGER

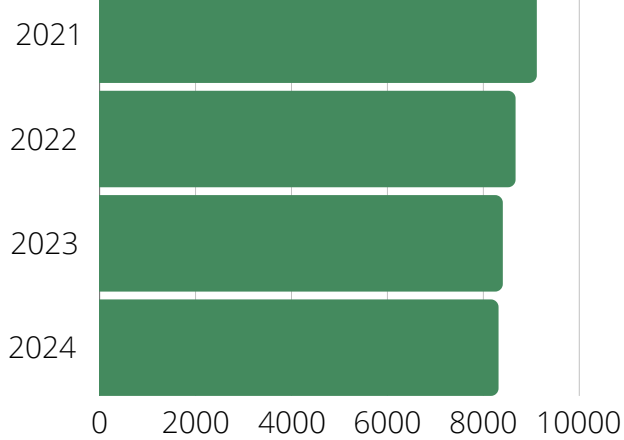
**NEW CARDS**



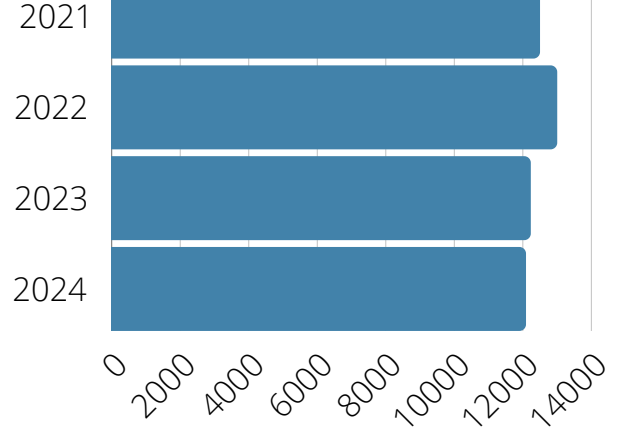
**DOOR COUNT**



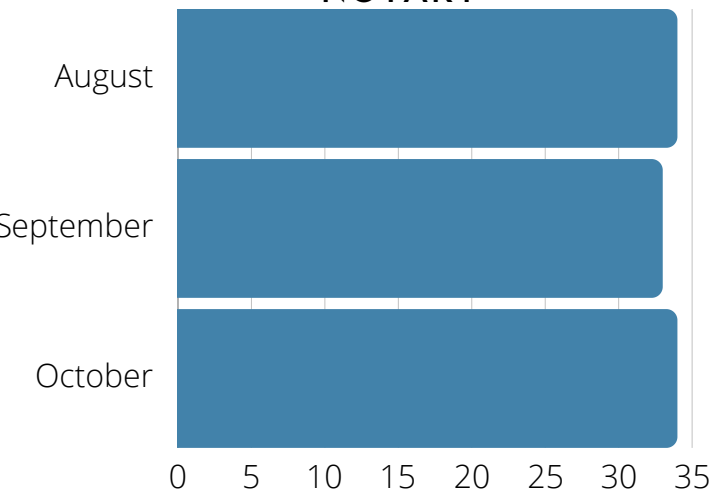
**ITEMS CHECKED IN**



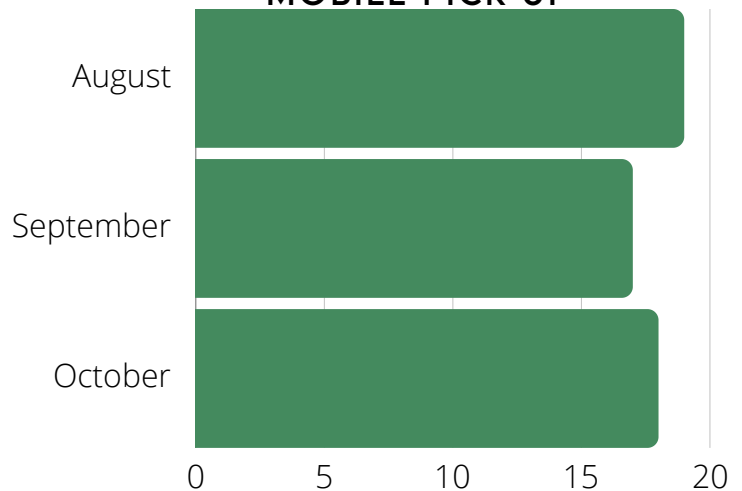
**ITEMS CHECKED OUT**



**NOTARY**



**MOBILE PICK UP**








# October 2024 Marketing Stats

Monthly Board Report  
Melissa Almanza  
Marketing Specialist



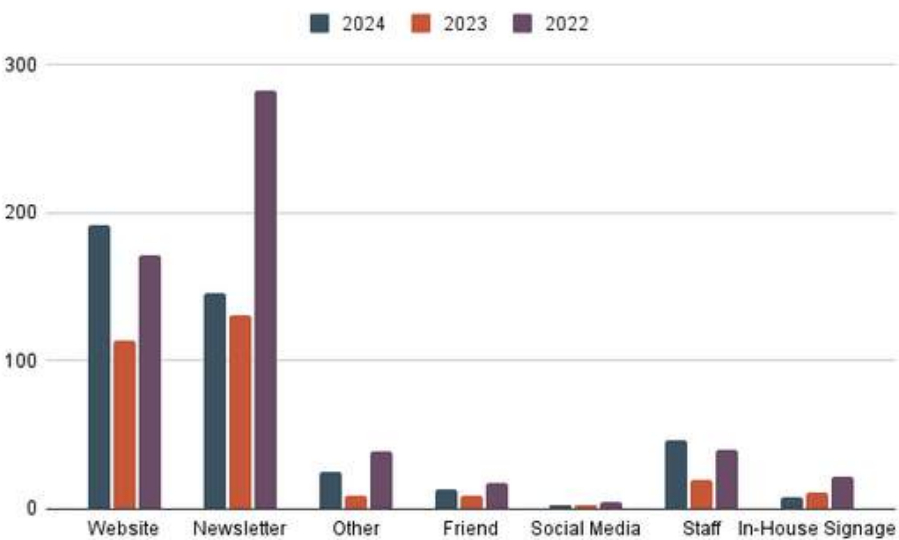
## Website Visits:

	2024	2023	2022
 Views	6,244	7,507	5,737
 Visitors	2,043	1,813	1,755
 Views per visit	3.06	4.14	3.27

## Meeting Room Bookings:

	2024	2023	2022
Non-Profit	5	6	5
For-Profit	0	0	0

## Program Referrals:



## eNews Stats:

2024
8,445 EMAILS SENT
42.4% OPEN RATE
452 CLICKS
214 UNIQUE CLICKERS
2023
7,531 EMAILS SENT
46.33% OPEN RATE
360 CLICKS
204 UNIQUE CLICKERS
2022
6,803 EMAILS SENT
46.36% OPEN RATE
342 CLICKS
157 UNIQUE CLICKERS

## Facebook:

REACH 21.6k 2023 6.5k 2022 --	FOLLOWERS 4.2k NEW FOLLOWERS 13	INTERACTIONS 1.4k 2023 953 2022 --
--	--	---

## Instagram:

REACH 737 2023 951 2022 0	FOLLOWERS 1.1k NEW FOLLOWERS 9	INTERACTIONS 185 2023 0 2022 0
--	---	---

\*Some data is unavailable

# October 2024

## Marketing Projects & Updates



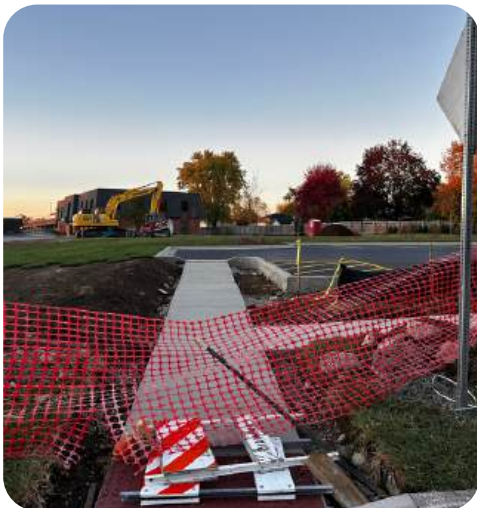
### Website Project:

- Phase 2 continues
- The website project moved from the Graphics Department over to the Production Department.
- The new site is coded and they are just finalizing content migration before sending over the demo.



### Highlights:

- Inactive Patron Email Campaign
  - This month, we launched the inactive patron campaign.
  - Patrons who have not used the Library in 6 months will now receive an email reminding them of all our services and what we offer.
- Potential changes to our bi-monthly newsletter
  - Considering switching from glossy to a paper newsletter for the purpose of cutting down costs. I received a paper sample from a new printer company and it looks very professional and saturated. Will discuss with team at next Dept. Head.
- In the works:
  - Currently building the upcoming Adult reading challenge, The Road Less Challenged. We have the look and feel of the challenge already put together with graphics. It will be soft-launched in the Dec./Jan. newsletter and then officially launched this winter!





## TEEN & ADULT OUTREACH REPORT OCTOBER 2024

Total Teen &  
Adult Outreach  
Programs/Events:

18

Reoccurring  
Programs/Events:

5

Total  
Participants:

3307

Homebound  
Deliveries:

6

**Kiwanis of Shorewood:** Hosted the Fund Distribution Event. Met and connected with local nonprofits that were in attendance to further collaborate for future events with the library.

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

**Alden Courts:** Began conversation with Memory Care facility to begin a Storytime with Alzheimer residents.

**Shorewood Horizons:** Biweekly visit with book pick-up and drop-off.

**Timbers of Shorewood:** Monthly visit with book-pick and drop-off.

**Timbers Book Club:** Residents read and discussed *Take My Hand* by Dolen Perkins-Valdez.

**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.

**Joliet Transition Center:** 6 JTC students participate in weekly staff-guided basic training opportunities at the library. They work on checking-in items, shelving, and helping with craft preparation.

**Family Fun Fest:** Spent the afternoon at the Joliet Slammer's Duly Stadium to promote library resources while providing guests with a game and raffle.

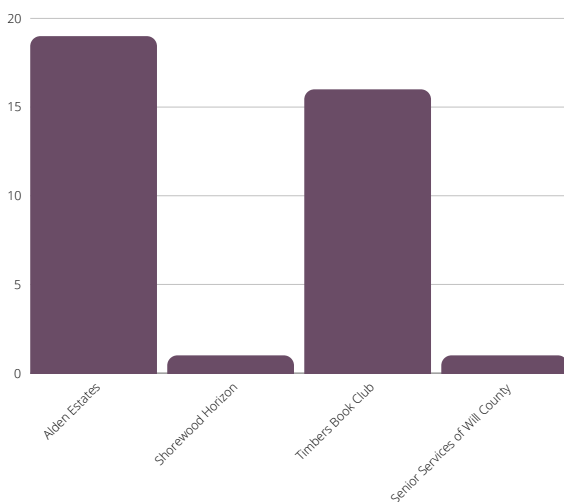
**Autumn Fest:** Attended the Trunk-or-Treat event with a Beetlejuice themed tent. Sarah and I won spookiest "trunk".

**Joliet Partners in Education:** Joined community partners at Laraway School to share ideas, resources, and connections.

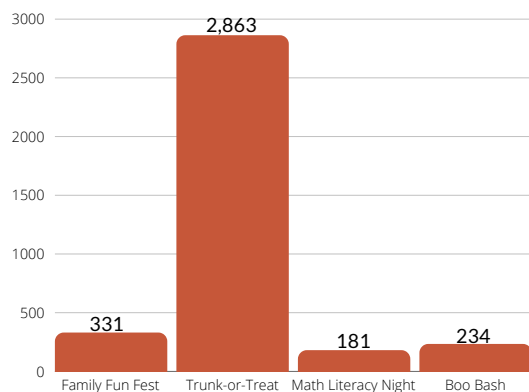
**Family Math Literacy Night:** We were invited to Troy Shorewood Elementary to promote literacy to our school community.

**YMCA Boo Bash:** Met with the new Shorewood YMCA executive team in mid October to brainstorm ideas to foster a relationship before the new YMCA is built into our community. They invited us to the Joliet YMCA Boo Bash where we had a spooky game, candy and library information.

### Reoccurring Outreach Visits



### October Halloween Events







# CHILDREN'S OUTREACH REPORT OCTOBER 2024

Total Children's  
Outreach  
Programs/Events:

6

Reoccurring  
Programs/Events:

4

Total  
Participants:

4,415

**PreK Storytime's:** Age appropriate stories, songs, and fingerplays to promote early literacy skills. 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
- **Trinity Christian Preschool**  
3 & 4 Year Old's  
1 Classroom  
2-3 Staff members

**School Partnerships:** STPL at School! The Library presence brings themed activities to support curriculum, Library information, and treats!

## Troy 30C Preschool Family Engagement Event "Fall into Math!"

- Interactive storywalk *1, 2, 3, Dream* by Kim Krans with a hidden pictures game!
- Library informationals and treats!

## Troy Shorewood Elementary - Family Math Literacy Halloween Event

- Math formulas shared to determine & win the number of candies in a jar!
- Dice addition game to win a treat!



## Storywalk @ Towne Center Park

- Leaves by David Ezra Stein for our youth + Poetry cited with links to Library Catalog to reach the entire community.



# Children's Outreach Report

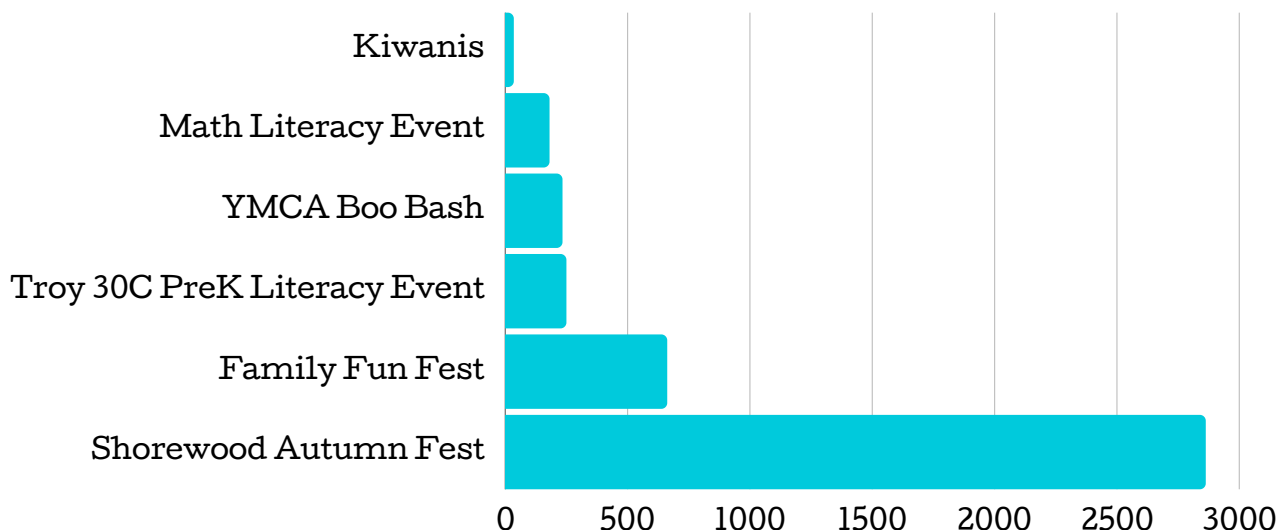
## October 2024

**SuperHero Storytimes:** More 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. Additional heroes will be K9 Comfort Dogs, Habitat for Humanity and the YMCA! The Storytime series will be extended through February.

### **Community Events:**

- **In partnership with Kiwanis of Shorewood**, STPL was host to the Fund Distribution Event where we met, honored, and gifted local nonprofits with the funds raised through the Annual Kiwanis Gala. As Marketer for Kiwanis, next year's gala theme has been created along with other efforts to give-back and empower our community through our partnership with Kiwanis.
- **Family Fun Fest at Slammers Stadium** is an annual free resource fair for our communities. STPL brought games, informationals, and prizes.
- **Shorewood Autumn Fest and Trunk-or-Treat at Village Towne Center** is a free local event with games, costumes, and candy! STPL received the trophy for 'Spookiest Tent'!
- **Boo Bash @ YMCA** is a free community event where families can celebrate Spooky Season with indoor activities. STPL provided a Halloween Mystery Challenge game, informationals, bookmarks, and candy!

### **October Outreach Statistics**



November 14, 2024

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot Updates

Construction on the parking lot began in full force in the first week of October and is now mostly completed.

- Asphalt has been poured in the new lot; it has been striped.
- The existing lot has been ripped down to gravel and completely re-surfaced. The re-surfacing solved some long-standing issues, including a deep dip back by the fence line that was difficult to park in previously.
- A crosswalk was added for safety in the existing lot.
- Landscaping has been fully planted in the new lot
- A crosswalk has been added to Deerwood for pedestrian safety and a stop sign for when pedestrians are in the crosswalk.

Electrical work is the last step—electricians are pulling the wire from the building to across the street for the light in the new parking lot. The light pole for the new parking lot should arrive in mid-November. ComEd has been called to remove the utility pole in the existing lot, and a new pole will be put up there.

An issue with the front electrical has been found, where an existing conduit has snapped to pull power from the building. The contractor is working with the architect to resolve that issue; once pricing for a change order is determined, a building committee meeting will be held to approve the change order. All work with the parking lot is expected to be completed by the end of December.

Bills submitted since the last board meeting in relationship to the parking lot:

Ancel Glink (attorney) - \$120.00

Ethos Architect - \$516.08

\$922.50

To: Shorewood-Troy Library Board of Trustees  
From: Rose Nowak, Head of Adult & Teen Services  
Regarding: Maren Flessen's First Year Anniversary with STPL

We will be celebrating Maren Flessen's first year with us as the Adult Programming Coordinator on November 14, 2024.

Maren is a valuable player for the Adult, Teen, & Tech Department of our Library. They diligently source programs that enrich and entertain our patrons, while fostering long-lasting connections with and between patrons. They are always on board to help other team members with projects, displays, and planning, all while providing a robust catalog of programs to fill our expectations. Maren also enjoys working on family programs with Mallory and the other programmers in the Children's Department. Maren is willing to create and execute difficult programs- even organizing a highly-successful local artisan fair! They work diligently to offer programs that they know our patrons like, bring back programs our patrons loved in the past in a fresh way, and try new programs and services that are sure to become patron favorites. Their well-read nature enables them to suggest great materials for patrons and staff alike.

Maren brings positive energy to every interaction. They are thoughtful, considerate, upbeat, and thorough. Through their warm interactions with fellow staff members and patrons, Maren shows that they want everyone to feel safe and welcome in the library. They have a wonderful ability to assist patrons with immense patience and understanding. They receive feedback and suggestions in a positive manner. They share information in a thorough and kind way. Maren approaches library life events with a can-do attitude that is most welcome. Maren is a key member of the ATS team. I look forward to seeing their impact in the library world and in patrons' lives in the future!

November 14, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Levy Ordinance 24-03

Once the levy is passed, it is submitted to the Will County Clerk's office. The Library will be notified of the amount levied in late March.

The Truth in Taxation notice, passed by the Board in October, was published in the November 6th *Shorewood Sentinel*, giving the public notice of tonight's public hearing. Notice was also provided on the Library's website.



Ordinance **24-3**  
Tax Levy Ordinance  
Of the  
Shorewood-Troy Public Library District  
Will County, Illinois  
For Fiscal Year July 1, 2024, to June 30, 2025

AN ORDINANCE for the Assessment, Levy, and Collection of taxes within the Corporate Limits for the general corporate purposes of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2024, and ending June 30, 2025; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special municipal retirement expense tax levy, and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1:

That there be, and hereby is, levied and assessed upon all taxable property, both real and personal, within the Shorewood-Troy Public Library District, Will County, Illinois, and the same assessed and equalized for state and county purposes taxes sufficient to produce the sum of \$1,532,870 of which sum is levied together with \$943,000 to be derived from other sources, being in the total amount appropriation legally made for general library purposes for said taxable year, which sum is to be used for, has been appropriated for purposes. The amount specified as follows, to wit:

**Levy:**

Unemployment / WC Levy	\$ 8,792
General Corporate Tax Levy	\$1,480,278
Audit Tax Levy	\$ 2,100
Liability Insurance Tax Levy	\$ 8,500
Municipal Retirement Tax Levy	\$ 15,200
Building Maintenance Tax Levy	\$ 18,000
<b>Total 2024 Levy</b>	<b>\$1,532,870</b>

**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
<b>Total Other Income</b>	<b>\$ 943,000</b>

**Expenditures:**

Payroll Related Exp.:	\$1,202,000
Library Materials:	\$ 209,000

Contractual Services:	\$ 344,000
Supplies & Services:	\$ 112,000
Misc. Expense:	\$ 49,000
Util. & Building Expense:	\$ 137,000
Capital Expenses:	\$ 400,000
Overhead Expenses:	\$ 80,000

<b>Total Expenditures</b>	<b>\$2,533,000</b>
---------------------------	--------------------

SECTION 2:

This Ordinance shall take effect and be in force ten (10) days after its legal passage and approval. It shall be known as Ordinance **24-03** Tax Levy Ordinance of the Shorewood-Troy Public Library District, Will County, Illinois.

Passed by the Board of Trustees of the Shorewood-Troy Public Library District at a regular meeting held on November 14, 2024

Approved this 14<sup>th</sup> Day of November 2024,

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President, Board of Trustees  
Shorewood-Troy Public Library District  
Will County, Illinois

ATTEST:

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Secretary, Board of Trustees  
Shorewood-Troy Public Library District  
Will County, Illinois

CERTIFICATION OF LEVY ORDINANCE  
IN ACCORDANCE WITH CHAPTER 120, PARAGRAPH 643 OF  
ILLINOIS REVISED STATUES

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 Levy Ordinance of said district for its 2024-2025 fiscal year, adopted November 14, 2024.

We further certify that the Truth in Taxation Notice, which set forth notice of the public hearing held on November 14, 2024, was published in the *Shorewood Sentinel*.

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

Dated: November 14, 2024

\_\_\_\_\_  
Karen Voitik, Secretary

\_\_\_\_\_  
Thomas Novinski, Chief Fiscal Officer

**Certificate of Compliance in Truth in Taxation**

In Accordance with Chapter 35 Sections 200/18-55 through 200/18-101.65 Illinois Compiled Statutes

I, **Thomas Novinski**, hereby certify to the Will County Clerk that the **Shorewood-Troy Public Library District** has complied with all provisions of Truth in Taxation, as amended with respect to the adoption of the tax levy for the year **2024-2025**.

The District levied an amount of ad valorem tax that is greater than 105% of the final aggregate extension plus any amount abated prior to the extension for the preceding year; therefore, the publication and hearing provisions for Truth In Taxation are **applicable** and have been met. Said public hearing was held on **November 14, 2024**.

---

Signature of Presiding officer

---

(Date)

November 14, 2024

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Annual Treasurer's Report

The Annual Treasurer's Report is an accounting of our revenues and expenditures for the last fiscal year; Districts have 6 months after the close of the fiscal year to prepare the report. This report is prepared after the audit is presented to the Board. It shows income by line item, outgoing payments to vendors with which the Library spent more than \$2,500 within FY24, and the salaries of staff (categorized by quartile that they fall into).

The report will be filed with the Will County Clerk's office and printed by the *Shorewood Sentinel* once approved by the Board and signed by the Board's Treasurer.

Shorewood-Troy Public Library District  
Annual Treasurer's Report  
Year Ended June 30, 2024

**Revenue Summary:**

Property taxes, \$1,376,032; Grants, \$67,126; Photocopy Receipts, \$5,308; Fines & Fees, \$3,232; Passport Fees, \$37,930; Interest Income, \$33,717; Personal Property Replacement Tax, \$49,522; Donations, \$5,909; Impact Fees, \$15,774; Fax Service, \$695; Pinnacle Reimbursements, \$162,166; Room Rent, \$110; Miscellaneous, \$21,623.

**Expenditure Summary:**

**Vendors Paid in Excess of \$2,500.00:** Amazon Capital Services, \$40,876; Ancel Glink, P. C., \$ 2,835; AT&T, \$6,755; Baker & Taylor, \$91,267; Best Quality Cleaning, \$8,280; Brian Zabel and Associates, \$3,750; Bridgeall Libraries Limited, \$8,999; CDW Government, \$7,463; Chase Card Services, \$48,744; Chicago Tribune, \$2,687; ComEd, \$11,906; Crossmark Printing, \$23,522; D & A Landscaping, \$10,909; EcoClean, \$2,997; FICA- Employer Share: \$65,664; Ferrari Accounting Services, \$7,200; Illinois Municipal Retirement Fund (Employer Share), \$31,788; Illinois Municipal Retirement Fund (Employee Share), \$51,426; Imperial Services, \$10,118; Johansen & Anderson, \$2,517; Kanopy, Inc, \$3000; Legend Technology Services, \$33,043; Libraries of Illinois Risk Agency, \$12,949; Library Ideas, LLC, \$2,752; LIMRICC-PHIP (Health Insurance)-Employer Share; \$61,458; LIMRICC- PHIP (Health Insurance) – Employee Share, \$21,192; Mack & Associates, \$5,250; Midwest Tape, \$22,253; Nicor Gas, \$3,648; Oak Brook Office Solutions, \$4,026; Ollis Book Corporation, \$4,034; Orkin, \$4,4756; Otis Elevator Co., \$9,554; Overdrive, \$20,000; Patron Point, \$6,722; Paylocity, \$8,356; Pinnacle Library Cooperative, \$79,690; Reaching Across IL Library System, \$20,210; Rival5 Technologies Corp, \$7,149; Smith Painting Services, \$17,000; Technology Management Revolving Fund, \$2,640; The Child's World, \$5,280; The Electric Company, \$5,280; The Ethos Workshop, \$10,487; The Library Store, \$12,938; The Penworthy Company, \$7,753; Today's Business Solutions, \$6,594; US Post Office, \$5,946; Village of Shorewood, \$5,428; Weblinx, \$4,455.

**Compensation Summary**

**Under \$25,000:** Allison, Anna; Balding, Hailie; Barbel, Mara; Cooksey, Elyse; Forlenzo, Jessica; Guzman, Violet; Justice, Lindsay; Laiter, Mallory; Loomis, Sarah; Lyznicki, Tina; Monarrez, Gabriela; Norman, Cindy; Nowak, Rosemary; Patton, Kimberlee; Rolando, Gina; Salomone, Louise; Soto, Cristina; Tarrant, Elise; Wolcott, Oliver.

**\$25,000.00 to \$49,000.00:** Almanza, Melissa; Flessen, Maren; Goode, Rebecca; Haish, Sarah; King, Kimberlee; Lovato, Leslie; Patton, Kimberlee; Smith, Brittany.

**\$50,000 to \$74,999.99:** Freeman, Lori; Hornberger, Julie.

**\$75,000 to \$99,999.99:** Hammermeister, Matthew; Mills, Jennifer Cisna.

**Cash on Hand at Close of Fiscal Year 2023-2024:**

\$1,111,715.75

I hereby certify that this is a true copy of the Annual Treasurer's Report of the Shorewood-Troy Library District for the Fiscal Year ended June 30, 2024.

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Robert J. Stahl, Treasurer