

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

January 9, 2025
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
 - a. November 14, 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. December 2024
 - b. January 2025
8. Approval and Payment of Bills
 - a. December 2024
 - b. January 2025
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. Approve submittal of Per Capita Grant Application to the Illinois State Library **(Action)**
 - b. Approve lists of names to be submitted to Will County for the Statement of Economic Interests **(Action)**
 - c. Release closed session minutes from July 2024 to December 2024 **(Action)**
 - d. Approve the Use of "Public Library Trustees Ethics Statement," created by United for Libraries, for Use by Existing and Future Library Trustees **(Discussion and Action)**
 - e. Timing of Ribbon-Cutting for New Parking Lot **(Discussion)**
11. Other Business
 - a. Agenda Building for the February Meeting
 - b. Announcements

12. Adjournment

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

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
November 14, 2024**

The Public Hearing on the Tax Levy Ordinance for FY 2024/2025 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, November 14, 2024. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|------------------------------|
| 1. Karen Voitik | 2. Arthetta Reeder |
| 3. Tom Novinski | 4. Bob Stahl arrived 6:32 pm |
| 5. Krysten McGee | |

ABSENT: Vito Schultz and Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

No action was taken in the hearing.

Treasurer Stahl motioned, and Secretary Voitik seconded, that the Public Hearing be adjourned at 6:59 p.m. A roll call was taken, and the motion passed with all members voting "yes."

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 November 14, 2024.

ROLL CALL:

TRUSTEES PRESENT:

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

ABSENT: Vito Schultz and Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Maren Flessen
Tiffany Allen-Smith

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Schultz motioned that the minutes of the regular meeting on October 10, 2024, be approved. Secretary Voitik seconded the motion, which was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of September 2024	\$863,681.52
Cash received during September 2024	590,195.13
Disbursements during September 2024	<u>(126,776.68)</u>
Cash on Hand End of September 2024	1,327,099.97

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	141,266.58
Money Market Fund – Chase	284,678.54
Old Plank Trail MM X6183	363,916.66
Payroll Account – Chase	11,871.69
License Plates – Chase	1,434.82
Old Plank Trail MM X9335	18,215.10
Old Plank Trail MM X9981	505,413.64
PMA Financial CD80197	<u>2.94</u>
TOTAL	1,327,099.97

Cash on Hand Beginning of October 2024	\$1,327,099.97
Cash received during October 2024	44,789.85
Disbursements during October 2024	<u>(208,821.79)</u>
Cash on Hand End of October 2024	\$1,163,068.03

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	22,290.97
Money Market Fund – Chase	153,681.85
Old Plank Trail MM X6183	452,941.81
Payroll Account – Chase	7,222.93
License Plates – Chase	729.62
Old Plank Trail MM X9335	18,357.45
Old Plank Trail MM X9981	507,540.46
PMA Financial CD80197	<u>2.94</u>
TOTAL	1,163,068.03

APPROVAL AND PAYMENT OF BILLS:

Trustee Reeder motioned that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting "yes."

CORRESPONDENCE: Director Mills included comment cards in the packet for all board members to read. The feedback was positive, including comments about good customer service provided to individual patrons. One patron expressed that he was excited about the new parking lot being built and the upgrades to the existing lot.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills discussed the Library being closed on October 24th & 25th for the safety of staff and patrons during the paving of the parking lots. Staff were assigned training modules to complete from home, and passport agents completed their passport training from home. On election day, the library staff handed out candy and signed people up for library cards when they stopped in to vote. The library signed up about 15 new patrons with library cards that day.
 - Baker & Taylor has been showing signs of struggle in filling orders for book titles. Director Mills and Leslie Lovato, the Head of Technical Services, are exploring alternative book vendors. The marketplace is small, so the primary vendor they will be talking with is Ingram.
 - Outreach staff had a very busy month, attending many community events.
- b. Department Heads

OLD BUSINESS:

- a. The parking lot project is moving along. The drop box is being delivered next week. Still waiting on light poles. The conduit next to the building is in disrepair, so the contractors cannot pull wire to the light pole at the end of the sidewalk. The conduit will need to be replaced to finish the project, and we are just waiting on the price of those repairs.

NEW BUSINESS:

- a. Maren Flessen was honored for their First Anniversary with the Library.
- b. Treasurer Stahl motioned/Trustee Reeder seconded to approve Ordinance 24-3 Tax Levy Ordinance for 2024/2025 for a total of \$1,532,870 levied. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- c. c. Trustee Reeder motioned, and Secretary Voitik seconded, to approve the Annual Treasurer's Report for FY24. A roll call was taken, and the motion passed with all Trustees present voting "yes."

OTHER BUSINESS:

- a. There will be no December meeting unless something urgent comes up.
- b. No announcements

President Novinski motioned/Secretary Voitik seconded for the meeting to adjourn at 7:11 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?

Everyone here
(staff specifically)
have been so
helpful, patient,
and informative,
especially Jenny.

-Cathy

How satisfied were you
with your visit today?



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

I am very satisfied with
my visit today, as I am
with all of my visits at
Shorewood Library. The
staff is very friendly and
helpful. I mostly find what
I want and when I can't find
it, the help is very good at
assisting me to find it here or
at another location. It's clean
and orderly. Love my neighborhood

Library. ♥

R. Asken

How satisfied were you
with your visit today?



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

THE WHOLE PROLESS
OF GETTING PASSPORT
WAS A GREAT EXPERIENCE
VERY PLEASANT STAFF
1-4-25

November 30 2024

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

	PRIOR MO	RECEIPTS CUR MO	DISBURSED CUR MO	CASH ON HAND END OF PERIOD
TOTALS	\$ 972,855.36	\$ 40,718.86	\$ (125,446.14)	\$ 888,128.08
CORPORATE	\$ 1,518,278.11	\$ 40,480.57	\$ (109,401.96)	\$ 1,449,356.72
AUDIT & ACCOUTING	\$ 34,554.90	\$ 7.27	\$ (600.00)	\$ 33,962.17
TORT/LIAB INSURANCE	\$ (15,259.60)	\$ 18.17	\$ -	\$ (15,241.44)
IMRF & FICA	\$ (399,295.09)	\$ 80.20	\$ (7,988.98)	\$ (407,203.87)
OPER. BUILDING MAINT.	\$ 15,979.44	\$ 102.61	\$ (4,280.20)	\$ 11,801.85
UE/WC	\$ 8,810.28	\$ 30.04	\$ (3,175.00)	\$ 5,665.31
WORKING CASH	\$ -	\$ -	\$ -	\$ -
PROOF TOTALS	\$ 1,163,068.03	\$ 40,718.86	\$ (125,446.14)	\$ 1,078,340.75
CASH ON HAND END OF PERIOD				\$ 1,078,340.75

BREAKDOWN OF DISBURSEMENTS

	PAYROLL	CHECKS WRITTEN	OTHER*	TOTAL
TOTALS	\$ 78,927.83	\$ 42,545.77	\$ 3,972.54	\$ 125,446.14
CORPORATE	\$ 64,249.11	\$ 35,979.04	\$ 3,972.54	\$ 104,200.69
AUDIT & ACCOUTING		\$ 600.00		\$ 600.00
TORT/LIAB INSURANCE				\$ -
IMRF & FICA	\$ 14,678.72			\$ 14,678.72
OPER. BUILDING MAINT.		\$ 5,966.73		\$ 5,966.73
UE/WC				\$ -
WORKING CASH				\$ -
PROOF TOTALS	\$ 78,927.83	\$ 42,545.77	\$ 3,972.54	\$ 125,446.14

*Square Fees \$65.09, LP Square Fees \$35.20, ELS Fees \$15.20, License Plate Owed to State \$1248.00, \$7.35 Bank Fees, Chase Credit Card \$2601.70

UNOBLIGATED BALANCE **\$ 1,078,340.75**

CASH-LOCATION & DENOMINATION

100 Petty Cash	\$ 300.00
102 General Fund Checking-Chase	\$ 13,647.38
103 Money Market Fund-Chase	\$ 75,683.43
104 Old Plank Trail MM X6183	\$ 456,069.98
105 Payroll Account-Chase	\$ 3,985.57
106 License Plates - Chase	\$ 755.22
109 Shorewood B&T X6014 CLOSED	\$ -
110 Old Plank Trail MM X9335	\$ 18,420.10
111 Old Plan Trail MM X9981	\$ 509,476.13
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 **\$ 1,078,340.75**

November 30 2024

30-Nov-24

STATEMENT OF OPERATIONS
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

ACCOUNT	BUDGET	CURRENT PERIOD	CUMULATIVE	BUDGET BALANCE	% BUDGET USED
		November-24			NORMAL
Income					42.00%
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	\$ 537.94	\$ 2,381.33	\$ 2,618.67	47.63%
435 Fines & Lost Books	\$ 4,000.00	\$ 307.99	\$ 1,666.65	\$ 2,333.35	41.67%
445 Interest Income	\$ 35,000.00	\$ 3,735.42	\$ 20,101.38	\$ 14,898.62	57.43%
450 Misc., Notary fees, etc.	\$ 2,500.00	\$ -	\$ 1,576.40	\$ 923.60	63.06%
455 Passport Revenue	\$ 40,000.00	\$ 2,555.00	\$ 12,525.15	\$ 27,474.85	31.31%
456 License Plate Renewal	\$ 1,800.00	\$ 1,324.00	\$ 11,893.50	\$ (10,093.50)	660.75%
468 Room Rental/Proctoring	\$ 500.00	\$ 105.00	\$ 195.00	\$ 305.00	39.00%
470 General Property Tax	\$ 1,436,630.00	\$ 9,751.99	\$ 637,547.57	\$ 799,082.43	44.38%
Corporate	\$ 1,910,930.00	\$ 9,513.70	\$ 621,969.10	\$ 1,288,960.90	32.55%
Audit & Accounting	\$ 14,000.00	\$ 7.27	\$ 475.61	\$ 13,524.39	3.40%
Tort/Liab Insurance	\$ 17,000.00	\$ 18.17	\$ 1,187.75	\$ 15,812.25	6.99%
IMRF & FICA	\$ 112,000.00	\$ 80.20	\$ 5,243.19	\$ 106,756.81	4.68%
Oper. Building Maintenance	\$ 60,000.00	\$ 102.61	\$ 6,708.28	\$ 53,291.72	11.18%
Unemp Comp/Wrkrm Comp	\$ 7,500.00	\$ 30.04	\$ 1,963.65	\$ 5,536.35	26.18%
471 Per. Prop. Replacement	\$ 40,000.00	\$ -	\$ 15,949.26	\$ 24,050.74	39.87%
475 Donations	\$ 6,000.00	\$ 384.66	\$ 1,911.16	\$ 4,088.84	31.85%
476A Impact Fees	\$ 25,000.00	\$ 1,400.00	\$ 4,271.66	\$ 20,728.34	17.09%
477 Fax Services	\$ 1,000.00	\$ 60.00	\$ 246.00	\$ 754.00	24.60%
480 Reimbursable Accounts	\$ 186,000.00	\$ 20,556.86	\$ 76,484.60	\$ 109,515.40	41.12%
Total Income	\$ 2,090,930.00	\$ 40,718.86	\$ 819,092.96	\$ 1,271,837.04	39.17%
Expenses					
Corporate	\$ 1,910,930.00	\$ 104,200.69	\$ 725,424.52	\$ 1,185,505.48	37.96%
IMRF & FICA	\$ 112,000.00	\$ 14,678.72	\$ 49,341.39	\$ 62,658.61	44.05%
UE/Workers Comp	\$ 7,500.00	\$ -	\$ -	\$ 7,500.00	0.00%
Oper Bldg Maintenance	\$ 60,000.00	\$ 5,966.73	\$ 74,702.05	\$ (14,702.05)	124.50%
Tort/Liab Insurance	\$ 17,000.00	\$ -	\$ -	\$ 17,000.00	0.00%
Audit & Accounting	\$ 14,000.00	\$ 600.00	\$ 3,000.00	\$ 11,000.00	21.43%
Total Expense Exc. Grants	\$ 2,121,430.00	\$ 125,446.14	\$ 852,467.96	\$ 1,268,962.04	40.18%
Proof Line	\$ -	\$ -	\$ -	\$ -	
Purchases from Grants		\$ -		\$ -	
Totals from Grants		\$ -		\$ -	
Total Expenses	\$ 2,121,430.00	\$ 125,446.14	\$ 852,467.96	\$ 1,268,962.04	40.18%

ACCOUNT	BUDGET	CURRENT PERIOD	CUMULATIVE	BUDGET BALANCE	% BUDGET USED
Cost of Goods Sold					
510A Books-Adult	\$ 50,000.00	\$ 6,410.12	\$ 20,318.24	\$ 29,681.76	40.64%
510B Books - Children	\$ 50,000.00	\$ 2,496.77	\$ 20,105.11	\$ 29,894.89	40.21%
510C Books-YA	\$ 5,000.00	\$ 376.43	\$ 2,276.86	\$ 2,723.14	45.54%
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	\$ 77.98	\$ 1,970.63	\$ 529.37	78.83%
515 Newspapers	\$ 5,000.00	\$ -	\$ 1,974.43	\$ 3,025.57	39.49%
520A Audiobooks-Adult	\$ 4,000.00	\$ 421.16	\$ 915.45	\$ 3,084.55	22.89%
520B Audiobooks-Children	\$ 1,000.00	\$ 517.88	\$ 517.88	\$ 482.12	51.79%
522A Music-Adult	\$ 1,000.00	\$ 88.85	\$ 358.28	\$ 641.72	35.83%
522B Music - Children	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
527A Videos-Adult	\$ 6,000.00	\$ 749.30	\$ 2,287.32	\$ 3,712.68	38.12%
527B Video-Children	\$ 2,000.00	\$ 54.58	\$ 726.51	\$ 1,273.49	36.33%
527C Games-YA	\$ 2,000.00	\$ 247.31	\$ 788.59	\$ 1,211.41	39.43%
527D Games-Children	\$ 1,500.00	\$ 79.98	\$ 797.19	\$ 702.81	53.15%
Total Cost of Goods Sold	\$ 151,000.00	\$ 11,520.36	\$ 73,036.49	\$ 77,963.51	48.37%
Expenses					
		\$ -	\$ -		
501 Professional Salary	\$ 496,000.00	\$ 34,025.71	\$ 186,271.16	\$ 309,728.84	37.55%
502 Paraprofessional Salary	\$ 368,000.00	\$ 30,586.51	\$ 182,519.43	\$ 185,480.57	49.60%
503 FFCRA Credit	\$ -	\$ -	\$ -	\$ -	#DIV/0!
504 IMRF - Employer's portion	\$ 44,000.00	\$ 3,158.15	\$ 13,072.94	\$ 30,927.06	29.71%
506 FICA - Employer's portion	\$ 68,000.00	\$ 4,830.83	\$ 27,532.59	\$ 40,467.41	40.49%
508 Health Ins - Employer's Portion	\$ 80,000.00	\$ 5,437.41	\$ 29,389.93	\$ 50,610.07	36.74%
509 Unemp Comp/Wrk Comp	\$ 7,500.00	\$ 3,175.00	\$ 3,548.44	\$ 3,951.56	47.31%
531 Website Maintenance	\$ 4,000.00	\$ 9.95	\$ 2,637.25	\$ 1,362.75	65.93%
532 Management Services	\$ 5,000.00	\$ -	\$ 1,941.30	\$ 3,058.70	38.83%
533 Pinnacle Services	\$ 80,000.00	\$ -	\$ 80,014.85	\$ (14.85)	100.02%
535 Maintenance of Equipment	\$ 27,000.00	\$ 1,890.00	\$ 10,500.00	\$ 16,500.00	38.89%
536 Computer Supplies/Software	\$ 35,000.00	\$ 831.87	\$ 14,417.57	\$ 20,582.43	41.19%
537 Photocopier Supplies and Equip	\$ 7,000.00	\$ 598.88	\$ 3,894.69	\$ 3,105.31	55.64%
538 Databases	\$ 54,000.00	\$ 3,050.68	\$ 26,356.02	\$ 27,643.98	48.81%
539 State of IL License Plate Fees	\$ 30,000.00	\$ 1,248.00	\$ 11,200.00	\$ 18,800.00	37.33%
540 ELS Sticker Fees	\$ 500.00	\$ 15.20	\$ 138.70	\$ 361.30	27.74%
541 Tech Services Supplies	\$ 8,000.00	\$ 609.47	\$ 3,990.15	\$ 4,009.85	49.88%
542 Office Supplies	\$ 7,000.00	\$ 346.00	\$ 2,787.50	\$ 4,212.50	39.82%
542A Management Supplies	\$ 5,000.00	\$ 628.78	\$ 2,860.96	\$ 2,139.04	57.22%
542C Display Supplies	\$ 500.00	\$ -	\$ 61.73	\$ 438.27	12.35%
543 Assets Not Capitalized	\$ 7,630.00	\$ 6,087.18	\$ 7,574.40	\$ 55.60	99.27%
544 Telephone Services	\$ 8,000.00	\$ -	\$ 2,387.84	\$ 5,612.16	29.85%

545 Computer Line	\$	10,000.00	\$	240.00	\$	3,403.88	\$	6,596.12	34.04%
546 Adult Services Programs	\$	11,000.00	\$	515.22	\$	4,003.14	\$	6,996.86	36.39%
547A Postage	\$	10,000.00	\$	113.35	\$	4,261.37	\$	5,738.63	42.61%
547B Passport Postage	\$	5,000.00	\$	256.40	\$	1,691.84	\$	3,308.16	33.84%
548 Circulation Services	\$	3,000.00	\$	98.50	\$	989.71	\$	2,010.29	32.99%
549 Youth Services Programs	\$	12,000.00	\$	738.51	\$	6,749.76	\$	5,250.24	56.25%
549A Young Adult Programs	\$	2,500.00	\$	207.61	\$	825.90	\$	1,674.10	33.04%
549B Outreach Services	\$	3,500.00	\$	86.97	\$	3,575.92	\$	(75.92)	102.17%
549C Family Programs	\$	3,000.00	\$	395.88	\$	575.14	\$	2,424.86	19.17%
551 Advertising and Publishing	\$	25,000.00	\$	3,794.35	\$	15,768.59	\$	9,231.41	63.07%
552 Mileage/Meetings	\$	3,000.00	\$	343.53	\$	3,738.76	\$	(738.76)	124.63%
553 Professional Development	\$	7,000.00	\$	147.04	\$	4,713.52	\$	2,286.48	67.34%
554 Professional Dues	\$	1,000.00	\$	-	\$	350.00	\$	650.00	35.00%
555 Library Promotion and Dvlpt	\$	3,000.00	\$	-	\$	2,289.96	\$	710.04	76.33%
560 Electricity	\$	13,000.00	\$	917.76	\$	6,649.20	\$	6,350.80	51.15%
561 Gas	\$	4,000.00	\$	586.61	\$	1,029.67	\$	2,970.33	25.74%
562 Maintnce and Grounds Safety	\$	16,000.00	\$	2,752.75	\$	15,489.61	\$	510.39	96.81%
563 Water	\$	2,000.00	\$	203.47	\$	982.43	\$	1,017.57	49.12%
564 Utility and Janitorial Supplies	\$	3,000.00	\$	321.26	\$	1,167.21	\$	1,832.79	38.91%
565 Routine Mainenance	\$	42,000.00	\$	1,323.98	\$	24,526.31	\$	17,473.69	58.40%
568 Janitorial Services	\$	20,000.00	\$	1,778.00	\$	8,678.00	\$	11,322.00	43.39%
569 Ins Bldg, Cont & Liab	\$	17,000.00	\$	-	\$	-	\$	17,000.00	0.00%
580 Fixed Assets Cap	\$	-	\$	-	\$	-	\$	-	-
582 Capital Improvments	\$	340,000.00	\$	-	\$	34,964.48	\$	305,035.52	10.28%
583 Land Purchase	\$	-	\$	-	\$	-	\$	-	-
584 New Building Expenses	\$	-	\$	-	\$	-	\$	-	-
590 Legal Services	\$	8,000.00	\$	-	\$	3,352.50	\$	4,647.50	41.91%
591 Audit and Accounting	\$	14,000.00	\$	600.00	\$	8,410.00	\$	5,590.00	60.07%
594 Administrative Expense	\$	9,000.00	\$	889.22	\$	3,578.55	\$	5,421.45	39.76%
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	\$	1,085.75	\$	4,568.57	\$	3,431.43	57.11%
Total Expenses	\$	2,121,430.00	\$	125,446.14	\$	852,467.96	\$	1,268,962.04	40.18%
PIVOT TOTALS									
Audit & Accounting	\$	14,000.00	\$	600.00	\$	8,410.00	\$	5,590.00	60.07%
Corporate	\$	1,910,930.00	\$	109,401.96	\$	758,905.64	\$	1,152,024.36	39.71%
IMRF & FICA	\$	112,000.00	\$	7,988.98	\$	40,605.53	\$	71,394.47	36.25%
Oper Bldg Maintenance	\$	60,000.00	\$	4,280.20	\$	40,998.35	\$	19,001.65	68.33%
Tort/Liab Insurance	\$	17,000.00	\$	-	\$	-	\$	17,000.00	0.00%
UE/Workers Comp	\$	7,500.00	\$	3,175.00	\$	3,548.44	\$	3,951.56	47.31%

Total From Levy	\$	2,121,430.00	\$	125,446.14	\$	852,467.96	\$	1,268,962.04	40.18%
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SHOREWOOD TROY PUBLIC LIBRARY

Payroll Detail by Account November 2024

	Date	Account	Num	Name	Memo/Description	Amount
220 Payroll Clearing						
	11/30/2024	220 Payroll Clearing	868		NET WAGES PAID 11/29/24	24,087.46
	11/30/2024	220 Payroll Clearing	867		NET WAGES PAID 11/15/24	23,262.16
Total for 220 Payroll Clearing						\$ 47,349.62
222 Federal/State/Fica Tax WH						
	11/30/2024	222 TAX WH-FED/STAT/FICA	867		FED W/H 11/15/24	2,155.86
	11/30/2024	222 TAX WH-FED/STAT/FICA	868		FED W/H 11/29/24	2,232.68
						\$ 4,388.54
	11/30/2024	222 TAX WH-FED/STAT/FICA	867		SOC & MED W/H 11/15/24	2,373.91
	11/30/2024	222 TAX WH-FED/STAT/FICA	868		SOC & MED W/H 11/29/24	2,456.84
						\$ 4,830.75
	11/30/2024	222 TAX WH-FED/STAT/FICA	867		STATE W/H 11/15/24	1,436.52
	11/30/2024	222 TAX WH-FED/STAT/FICA	868		STATE W/H 11/29/24	1,482.50
						\$ 2,919.02
Total for 222 Federal/State/Fica Tax WH						\$ 12,138.31
504 IMRF - Employer's portion						
	11/05/2024	504 IMRF - Employer's portion	DM	IMRF		6,689.74
	11/30/2024	504 IMRF - Employer's portion	867		IMRF W/H 11/15/24	-1,739.49
	11/30/2024	504 IMRF - Employer's portion	868		IMRF W/H 11/29/24	-1,792.10
Total for 504 IMRF - Employer's portion						6,689.74
506 FICA - Employer's portion						
	11/30/2024	506 FICA - Employer's portion	867		COSHARE FICA 11/15/24	2,373.97
	11/30/2024	506 FICA - Employer's portion	868		COSHARE FICA 11/29/24	2,456.86
Total for 506 FICA - Employer's portion						\$ 4,830.83

SHOREWOOD TROY PUBLIC LIBRARY

Payroll Detail by Account November 2024

0

0

508 Health Insurance - Employer's Portion

Date	0	Num	Name	Memo/Description	Amount
11/11/2024	508 Health Insurance - Employer's Portion		LIMRICC - PHIP		7,030.11
11/30/2024	508 Health Insurance - Employer's Portion	867		INS W/H 11/15/24	-796.35
11/30/2024	508 Health Insurance - Employer's Portion	868		INS W/H 11/29/24	-796.35

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

0

\$ 7,030.11

594 Administrative Expense

11/01/2024	594 Administrative Expense	DM	PAYLOCITY		193.44
11/11/2024	594 Administrative Expense		Friends of the Shorewood-Troy Library		103.50
11/15/2024	594 Administrative Expense	DM	PAYLOCITY		301.32
11/29/2024	594 Administrative Expense	DM	PAYLOCITY		290.96

\$ 889.22

\$ 78,927.83

\$ 64,249.11

\$ 14,678.72

SCHEDULE II				11/30/2024
Transaction Detail by November 30, 2024				
Num	Name	Account	Amount	Account #
22034	Amazon Capital Services	510A Books-Adult	\$ 245.82	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 11.12	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 247.22	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 51.35	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 44.43	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 10.80	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 141.37	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 446.53	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 28.00	510A
22034	Amazon Capital Services	510A Books-Adult	\$ 73.92	510A
22035	Amazon Capital Services	510A Books-Adult	\$ 305.22	510A
22035	Amazon Capital Services	510A Books-Adult	\$ 18.20	510A
22035	Amazon Capital Services	510A Books-Adult	\$ 88.86	510A
22035	Amazon Capital Services	510B Books-Children	\$ 53.97	510B
22035	Amazon Capital Services	510B Books-Children	\$ 15.53	510B
22035	Amazon Capital Services	510B Books-Children	\$ 18.99	510B
22035	Amazon Capital Services	510B Books-Children	\$ 374.89	510B
22035	Amazon Capital Services	510B Books-Children	\$ 92.74	510B
22035	Amazon Capital Services	510B Books-Children	\$ 53.36	510B
22035	Amazon Capital Services	510C Books-YA	\$ 95.64	510C
22035	Amazon Capital Services	510C Books-YA	\$ 30.00	510C
22035	Amazon Capital Services	522A Music-Adult	\$ 13.11	522A
22042	Amazon Capital Services	527A Videos-Adult	\$ 43.32	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 14.96	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 151.04	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 250.18	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 29.95	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 96.90	527A
22042	Amazon Capital Services	527A Videos-Adult	\$ 162.95	527A
22042	Amazon Capital Services	527B Video-Children	\$ 12.49	527B
22042	Amazon Capital Services	527B Video-Children	\$ 42.09	527B
22042	Amazon Capital Services	527C Games-YA	\$ 49.99	527C
22042	Amazon Capital Services	527C Games-YA	\$ 167.33	527C
22042	Amazon Capital Services	527C Games-YA	\$ 29.99	527C
22042	Amazon Capital Services	527D Games - Children	\$ 39.99	527D
22042	Amazon Capital Services	527D Games - Children	\$ 39.99	527D
22036	Amazon Capital Services	536 Computer Supplies/Software	\$ 500.00	536
22036	Amazon Capital Services	541 Tech Services Supplies	\$ 168.10	541
22042	Amazon Capital Services	542 Office Supplies	\$ 154.03	542
22042	Amazon Capital Services	542 Office Supplies	\$ 58.99	542
22042	Amazon Capital Services	542A Management Supplies	\$ 47.98	542A
22042	Amazon Capital Services	543 Assets Not Capitalized	\$ 398.99	543
22042	Amazon Capital Services	546 Adult Services Programs	\$ 10.84	546
22042	Amazon Capital Services	549 Youth Services Programs	\$ 191.21	549
22042	Amazon Capital Services	549 Youth Services Programs	\$ 213.66	549
22042	Amazon Capital Services	549 Youth Services Programs	\$ 122.29	549
22042	Amazon Capital Services	549A Young Adult Programs	\$ 37.97	549A
22042	Amazon Capital Services	549A Young Adult Programs	\$ 101.27	549A
22042	Amazon Capital Services	549B Outreach Services	\$ 13.98	549B
22043	Amazon Capital Services	564 Utility and Janitorial Supplies	\$ 119.39	564
22043	Amazon Capital Services	564 Utility and Janitorial Supplies	\$ 201.87	564
22043	Amazon Capital Services	599 Contingencies	\$ 647.39	599
22037	Anna Allison	552 Mileage/Meetings	\$ 83.19	552
22044	Aquatic Paradise Servicing	565 Routine Maintenance	\$ 100.00	565
22045	Arthur J. Gallagher Risk Management Services, Inc.	509 Unemployment Comp/Worker's Comp	\$ 3,175.00	509
22046	Awards Network	542A Management Supplies	\$ 25.00	542A
22038	Baker & Taylor.	510A Books-Adult	\$ 867.35	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 358.39	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 713.09	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 760.16	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 193.48	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 10.19	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 354.43	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 178.95	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 199.13	510A

SCHEDULE II				11/30/2024
Transaction Detail by November 30, 2024				
Num	Name	Account	Amount	Account #
22038	Baker & Taylor.	510A Books-Adult	\$ 252.34	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 282.91	510A
22038	Baker & Taylor.	510A Books-Adult	\$ 484.38	510A
22038	Baker & Taylor.	510B Books-Children	\$ 104.30	510B
22038	Baker & Taylor.	510B Books-Children	\$ 105.01	510B
22038	Baker & Taylor.	510B Books-Children	\$ 55.79	510B
22038	Baker & Taylor.	510B Books-Children	\$ 565.55	510B
22038	Baker & Taylor.	510B Books-Children	\$ 402.34	510B
22038	Baker & Taylor.	510B Books-Children	\$ 305.23	510B
22038	Baker & Taylor.	510B Books-Children	\$ 105.26	510B
22038	Baker & Taylor.	510B Books-Children	\$ 16.28	510B
22038	Baker & Taylor.	510B Books-Children	\$ 34.57	510B
22038	Baker & Taylor.	510B Books-Children	\$ 133.76	510B
22038	Baker & Taylor.	510B Books-Children	\$ 59.20	510B
22038	Baker & Taylor.	510C Books-YA	\$ 44.82	510C
22038	Baker & Taylor.	510C Books-YA	\$ 25.48	510C
22038	Baker & Taylor.	510C Books-YA	\$ 33.08	510C
22038	Baker & Taylor.	510C Books-YA	\$ 41.09	510C
22038	Baker & Taylor.	510C Books-YA	\$ 12.07	510C
22038	Baker & Taylor.	510C Books-YA	\$ 94.25	510C
22038	Baker & Taylor.	520A Audiobooks-Adult	\$ 43.98	520A
22038	Baker & Taylor.	520A Audiobooks-Adult	\$ 263.90	520A
22038	Baker & Taylor.	520A Audiobooks-Adult	\$ 24.75	520A
22038	Baker & Taylor.	520A Audiobooks-Adult	\$ 50.04	520A
22038	Baker & Taylor.	520A Audiobooks-Adult	\$ 38.49	520A
22038	Baker & Taylor.	520B Audiobooks-Children	\$ 323.56	520B
22038	Baker & Taylor.	520B Audiobooks-Children	\$ 194.32	520B
22038	Baker & Taylor.	522A Music-Adult	\$ 11.09	522A
22038	Baker & Taylor.	522A Music-Adult	\$ 11.09	522A
22038	Baker & Taylor.	522A Music-Adult	\$ 10.33	522A
22038	Baker & Taylor.	522A Music-Adult	\$ 20.33	522A
22038	Baker & Taylor.	522A Music-Adult	\$ 22.90	522A
22038	Baker & Taylor.	541 Tech Services Supplies	\$ 21.21	541
22038	Baker & Taylor.	541 Tech Services Supplies	\$ 14.55	541
22038	Baker & Taylor.	541 Tech Services Supplies	\$ 16.38	541
22038	Baker & Taylor.	541 Tech Services Supplies	\$ 16.87	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 21.65	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 8.05	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 6.31	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 13.08	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 3.58	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 5.13	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 5.98	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 8.33	541
22039	Baker & Taylor.	541 Tech Services Supplies	\$ 13.53	541
22047	Becky Brillon	546 Adult Services Programs	\$ 62.50	546
22047	Becky Brillon	546 Adult Services Programs	\$ 62.50	546
22010	Brittany Smith	552 Mileage/Meetings	\$ 205.47	552
22012	Brodart Co.	541 Tech Services Supplies	\$ 105.75	541
22013	Cintas Fire Protection	562 Maintenance and Safety of Grounds	\$ 755.25	562
22014	ComEd	560 Electricity	\$ 917.76	560
22048	Crossmark Printing, Inc.	551 Advertising and Publishing	\$ 3,794.35	551
22015	D & A Landscape	562 Maintenance and Safety of Grounds	\$ 998.75	562
22049	D & A Landscape	562 Maintenance and Safety of Grounds	\$ 998.75	562
22016	Demco	541 Tech Services Supplies	\$ 180.97	541
22050	Ferrari Accounting & Tax Service	591 Audit and Accounting	\$ 600.00	591
22051	Gerald Curl	549C Family Programs	\$ 300.00	549C
22019	Illinois Library Association	553 Professional Development	\$ 90.00	553
22052	Imperial Service Systems, Inc.	568 Janitorial Services	\$ 1,566.00	568
22023	Jason Bruce	546 Adult Services Programs	\$ 150.00	546
22018	Johansen & Anderson	565 Routine Maintenance	\$ 177.00	565
22020	Kammeran Hughes	546 Adult Services Programs	\$ 75.00	546
22053	Kammeran Hughes	546 Adult Services Programs	\$ 75.00	546
22054	Knight Security Alarms, Inc.	565 Routine Maintenance	\$ 165.00	565
22021	Legend Technology Services	535 Maintenance of Equipment	\$ 1,890.00	535
22021	Legend Technology Services	536 Computer Supplies/Software	\$ 299.99	536
22024	Matt Hammermeister	552 Mileage/Meetings	\$ 54.87	552
22025	Midwest Tape LLC	538 Databases	\$ 2,154.88	538

[illegible]

Bills Payable

Amazon	\$ 3,418.97
AT&T (Monthly Bill)	\$ 550.97
Baker & Taylor (Books)	\$ 5,530.55
Chicago Tribune (Subscription)	\$ 446.67
ComEd (Monthly)	\$ 848.78
Concord OVC JV	\$ 349,839.29
Friends of the Library (Book Sale)	\$ 95.25
Jamie Parker (Children's Programmer)	\$ 600.00
Johansen & Anderson (Monthly)	\$ 177.00
Joliet Chamber of Commerce (Annual Dues)	\$ 200.00
Kammeran Hughes (Adult Programmer)	\$ 75.00
Legend Technology (Monthly Tech Maintenance)	\$ 1,890.00
LIMRiCC - PHIP (Employer Contribution)	\$ 7,045.06
Matt Hammermeister (Mileage Reimbursement)	\$ 61.22
Midwest Tape (Hoopla)	\$ 2,366.86
Oak Brook Office Solutions (Copier/Fax)	\$ 540.36
Orkin (Pest Control)	\$ 190.99
Plainfield Shorewood Chamber (Annual Dues)	\$ 100.00
Rival5 Technologies (Monthly phone bill)	\$ 597.52
Shorewood Municipal Utilities (Monthly Bill)	\$ 203.47
Technology Management Rev Fund (Monthly)	\$ 240.00
The Library Store (Tech Services Supplies)	\$ 398.45
Unique (Circulation Services)	\$ 59.10
Vestis (Janitorial)	\$ 106.00
Village of Shorewood (Parking Lot Project)	\$ 648.00
Total	\$ 376,229.51

Bills Paid

Amazon	\$ 3,297.55
Aquatic Paradise Servicing (Monthly)	\$ 100.00
Arthur J Gallagher Risk Management (Premium Renewal)	\$ 3,175.00
Awards Network (Anniversary Award)	\$ 25.00
Becky Brillon (Adult Presenter)	\$ 125.00
Chase (Monthly)	\$ 2,601.70
Crossmark Printing (Newsletter)	\$ 3,794.35
D & A Landscape (Monthly)	\$ 998.75
Ferrari Accounting (Monthly)	\$ 600.00
Gerald Curl (Santa Claus)	\$ 300.00
Imperial Service Systems (Monthly Cleaning Bill)	\$ 1,566.00
Kammeran Hughes (Adult Presenter)	\$ 75.00
Knight Security Alarms (Testing)	\$ 165.00
Nicor Gas (Monthly)	\$ 431.12
Orkin (Pest Control)	\$ 190.99
Pinnacle Library Coop (Apparel for staff)	\$ 304.15
Purchase Power (Postage)	\$ 84.02
Taste of Home (Publication Subscription)	\$ 42.48

The Library Store (Book Drop)	\$	5,688.19
Today's Business Solution (Fax Machine)	\$	59.52
Total	\$	23,623.82

Credit Card Breakdown
Due December 2024

Vendor	Reason	Line Item	Amount
Adobe	Computer Supplies/Software	536	\$31.88
Amazon Kids	Children's Programs	549	\$7.99
Apple TV+	Roku Subscription	538	\$19.98
Atlas Multilibrary	The Intergenerational Day	553	\$57.04
Costco	YMCA Trunk or Treat	599	\$122.04
Cricut	Monthly Subscription - Children's	549	\$10.61
Discovery Plus	Roku Subscription	538	\$14.97
Disney Plus	Roku Subscription	538	\$65.97
Dollar Tree	Children's Programming Supplies	549	\$18.59
GoDaddy	Domain Renewals	538	\$547.98
Green Paper Products	Gallon Size Compostable Bags	546	\$79.38
HBO Max	Roku Subscription	538	\$99.99
Hobby Lobby	Village of Shorewood Christmas	549B	\$72.99
Jet Pack Wordpress	Website	531	\$9.95
Jewel	Teen Programming Supplies	549A	\$7.58
Jewel	Postage	547	\$29.33
Kahoot!	Annual Fee	549C	\$95.88
Macianos	Meetings	542A	\$164.47
Marianos	Office Supplies	542	\$6.68
Marianos	Children's Supplies	549	\$2.99
Netflix	Roku Subscription	538	\$114.95
Oriental Trading	Children's Supplies	549	\$60.23
Peacock	Roku Subscription	538	\$31.96
Pizza Hut	Teen Advisory Board	549A	\$60.79
Postnet	Bookmarks for Children's Dept.	549	\$79.99
Rosatis Pizza	Diary of a Wimpy Kid program	542A	\$87.18
Staples	Office Supplies	542	\$78.45
Spotify	Subscription	549	\$19.99
Target	Bookshelf Replacements	599	\$208.68
The Wallstreet Journal	Subscription	511	\$77.98
USPS	Passport Postage	547B	\$256.40
Walmart	Children's Programming Supplies	549	\$10.96
Walmart	Office Supplies	542	\$47.85
	Total		\$2,601.70

Amazon Spreadsheet
December 2024 Board Meeting

Purchase Reason	Line Item	Amount
Chairs & Playhouse for Children's Department	599	\$647.39
Books - Adult	510A	\$305.22
Books - Adult	510A	\$247.22
Books - Children's	510B	\$18.99
Video Games - Children's	527D	\$39.99
Books - Adult	510A	\$245.82
Books - Adult	510A	\$446.53
Books - Adult	510A	\$88.86
Books - Teen	510C	\$30.00
Children's Programming Supplies	549	\$213.66
Books - Teen	510C	\$95.64
Books - Children's	510B	\$92.74
Books - Adult	510A	\$10.80
Teen Programming Supplies	549A	\$37.97
Books - Adult	510A	\$51.35
Books - Adult	510A	\$141.37
Tech Services Supplies	541	\$168.10
Books - Adult	510A	\$18.20
Janitorial Supplies	564	\$119.39
DVD's - Adult	527A	\$29.95
DVD's - Children's	527B	\$42.09
DVD's - Adult	527A	\$162.95
DVD's - Adult	527A	\$43.32
Checks Cut 11/25/24		\$3,297.55
DVD's - Children's	527B	\$79.90
Books - Children's	510B	\$254.90
Books - Children's	510B	\$114.19
Video Games - Children's	527D	\$39.99
Family Programming Supplies	549C	\$368.27
Janitorial Supplies	562	\$19.70
Books - Children's	510B	\$566.09
Children's Programming Supplies	549	\$306.93
Video Games - Teen	527C	\$64.99
Children's Programming Supplies	549	\$18.26
Books - Children's	510B	\$15.29
Books - Adult	510A	\$45.41
DVD's - Adult	527A	\$14.90
DVD's - Children's	527B	\$16.14
Family Programming Supplies	549C	\$210.19
Adult Programming Supplies	546	\$267.10
Family Programming Supplies	549C	\$23.98
Adult Programming Supplies	546	\$9.96
DVD's - Children's	527B	\$49.03

Amazon Spreadsheet
December 2024 Board Meeting

Wood Chairs	543	\$475.98
Office Supplies	542	\$42.01
Children's Programming Supplies	549	\$28.20
DVD's - Adult	527A	\$44.92
Books - Children's	510B	\$14.22
Books - Children's	510B	\$163.90
DVD's - Adult	527A	\$89.63
Video Games - Children's	527D	\$29.99
DVD's - Chidren's	527B	\$44.90
Checks Cut 12/9/24		\$3,418.97

Passport Revenue Report November 2024

Date	Revenue	Expenses	Reason
11/1/2024	\$70.00		
11/2/2024		\$8.68	Postage
11/3/2024	\$245.00		
11/4/2024		\$17.36	Postage
11/4/2024	\$70.00		
11/5/2024		\$17.36	Postage
11/6/2024	\$140.00		
11/7/2024		\$17.36	Postage
11/7/2024	\$35.00		
11/8/2024		\$8.68	Postage
11/8/2024	\$70.00		
11/9/2024		\$17.36	Postage
11/11/2024	\$175.00		
11/12/2024		\$8.68	Postage
11/12/2024	\$105.00		
11/13/2024		\$17.36	Postage
11/13/2024	\$105.00		
11/14/2024		\$8.68	Postage
11/14/2024	\$105.00		
11/15/2024		\$8.68	Postage
11/15/2024	\$105.00		
11/16/2024		\$8.68	Postage
11/17/2024	\$350.00		
11/18/2024		\$17.36	Postage
11/18/2024	\$35.00		
11/19/2024		\$8.68	Postage
11/19/2024	\$140.00		
11/20/2024		\$17.36	Postage
11/21/2024	\$70.00		
11/22/2024		\$17.36	Postage
11/22/2024	\$35.00		
11/23/2024		\$8.68	Postage
11/24/2024	\$210.00		
11/25/2024		\$17.36	Postage
11/25/2024	\$70.00		
11/26/2024		\$8.68	Postage
11/26/2024	\$245.00		
11/27/2024		\$26.04	Postage
11/28/2024	\$35.00		
11/29/2024		\$8.68	
11/29/2024	\$70.00		
11/30/2024		\$17.36	

\$2,485.00 \$286.44

REVENUE \$2,198.56

71 applications processed

November Overall License Plate
Reconciliation 2024

CTRL NO	FEES	VEN LOCATION	DATE	Fee	Total
85711474	\$151.00	Shorewood Troy Public Library	11/1/2024 10:50	\$9.50	\$160.50
85813186	\$151.00	Shorewood Troy Public Library	11/6/2024 14:21	\$9.50	\$160.50
85841875	\$151.00	Shorewood Troy Public Library	11/8/2024 11:23	\$9.50	\$160.50
85867075	\$171.00	Shorewood Troy Public Library	11/9/2024 12:29	\$9.50	\$180.50
85943416	\$171.00	Shorewood Troy Public Library	11/15/2024 15:39	\$9.50	\$180.50
85972666	\$151.00	Shorewood Troy Public Library	11/18/2024 12:26	\$9.50	\$160.50
86154067	\$151.00	Shorewood Troy Public Library	11/29/2024 10:18	\$9.50	\$160.50
86218258	\$151.00	Shorewood Troy Public Library	11/30/2024 16:03	\$9.50	\$160.50
Subtotal				\$1,324.00	
State fee				\$1,248.00	
ELS fee				\$15.20	
Credit Card Fees				35.2	
<u>Total</u>				<u>\$25.60</u>	

Director's Report/January 9, 2025

Administrative Duties:

- The fourth quarter grant report has been sent to the DCEO. This quarter's grant report requests the remainder of the \$265,000 owed by the DCEO for the parking lot construction.
- The paperwork has been filed with the US Department of State to renew the Library's status as a Passport Acceptance Facility. In FY2024, the Library received \$37,929 in gross income from being a Passport Acceptance Facility.
- The Per Capita Grant has been prepared and is in the Board's packet for approval at tonight's meeting. It is due at the end of the month.

Advocacy:

- I attended State Sen. Meg Loughran Cappel's Open House before the end of the year. I thanked her for all that she did for libraries over the year but also advocated for continued funding for delivery and the Per Capita grant, reminding her that both of those, while they're not very 'alluring grants' (I used a different word) regularly save local taxpayers money. We talked for a couple of minutes more; she invited me for a meeting on **January 20th** to discuss delivery with her in more detail so she could understand the mechanism better. I will report back.

Census and Circulation-Mapping tool:

- Matt Hammermeister, the Pinnacle ILS Director, did some incredibly neat work mapping the Pinnacle libraries' patron and circulation data. I've only done a very little playing with it so far, but here is some interesting data at this point. The Shorewood-Troy Library, looking **only at physical items**, circulates more than (135,600 items annually):
 - The White Oak Crest Hill Branch – 131.2k annually
 - The White Oak Lockport Branch – 131.k annually
 - The White Oak Romeoville – 119.6k annually
 - Joliet-Ottawa branch (Downtown) – 92.7k annually
- Lemont does circulate more than Shorewood (147.1K v. 135.6k), but in drilling down on the issue, they have many more cardholders than we do – 17,180 versus 9,814 at STPL. Therefore, the circulation turnover rate per cardholder *is 8.56 items per cardholder* checked out at Lemont compared to *13.82 items checked out per cardholder* at Shorewood.

Outside Our Library- Library Work

- Mark Shaffer, at the State Library, who oversees the Construction grants, contacted me at the end of December to be a grants reviewer for the upcoming round of grants. It's a relatively short-term commitment, with the work primarily from February to March.
- I spoke to Carrie Upjohn at Troy District 202. They are looking at ways to make our Libby/OverDrive content accessible to their students with age restrictions in place. OverDrive has a product called Sora, which schools can use to access the materials owned by public libraries while locking off inappropriate content for school libraries. They are investigating whether Sora is right for them.

- I am stepping down as the Coordinator of the Shorewood Area Library Administrators. Between being on the ILA Board and the Chair of the LIMRiCC Board while being the Secretary of the Pinnacle Governing Board, SAIL is a commitment that I'm fine just attending the meetings and not coordinating all the membership details.

Staffing:

- Maren Flessen, the Library's Adult Programming Coordinator, is leaving us to take a position as an editorial assistant for *Booklist*, a trade publication of the American Library Association. We will miss her, but this is an excellent opportunity to get her toehold in the publishing field. The position has been posted. I'm taking over the Novel Idea Book Club through March.
- The Staff winter get-together is tomorrow night.

Meetings:

- Meeting with Carrie Upjohn, Library Literacy & Educational Technology Coordinator, Troy School District, External (12/13)
- Nonfiction Book Club, Program, 5 participants, (12/18)
- Novel Idea Book Club, Program, (1/8)
- Shorewood Area Library Administrators, External (1/9)

Technical Services Department Head Report

December 2024

December meetings and events:

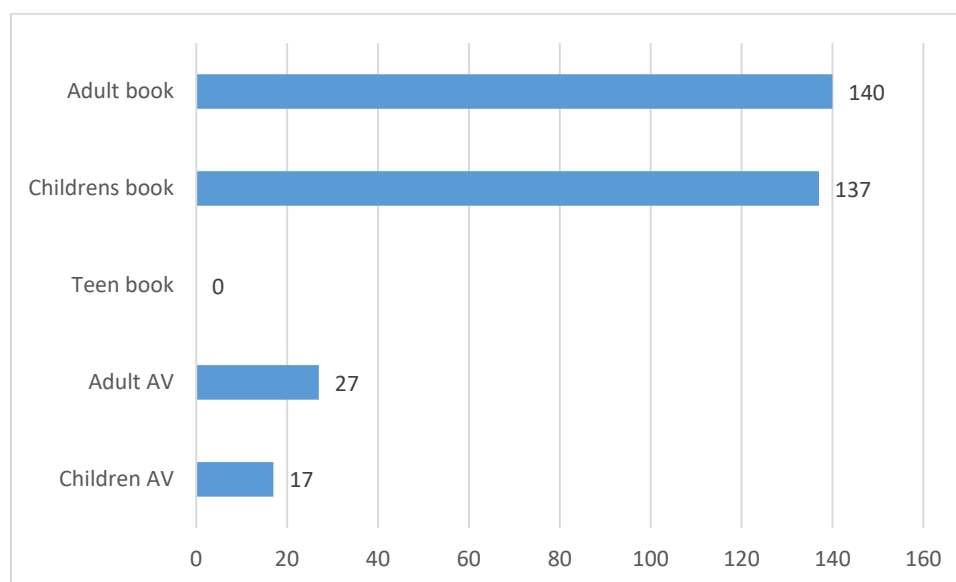
- 12/5 – Meeting with Ingram rep to go over ordering platform
- 12/10 – Quarterly meeting with CollectionHQ rep

Current projects and news:

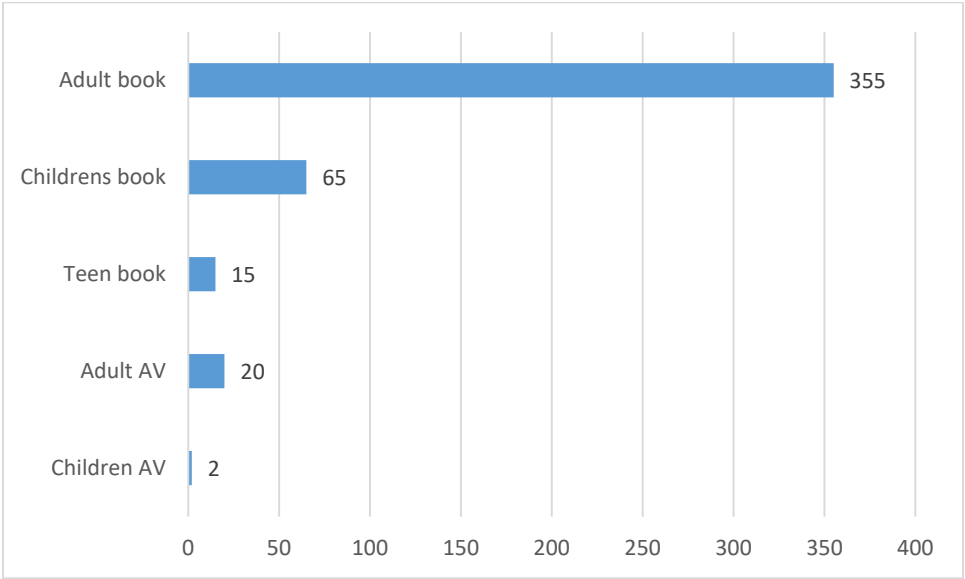
- We have begun ordering through a new supplier, Ingram. We were unhappy with Baker & Taylor's ordering process, backordered titles, and high shipping costs. So far, Ingram has been great. Titles are cheaper, shipping is a low, flat rate, and we are getting the items quickly. In the next month, I will be setting up EDI (electronic ordering) with them.
- I have been working on setting up EDI (electronic ordering) with Libraria, another vendor we use for children's materials.

Tech Service Statistics

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



Items ordered in December:

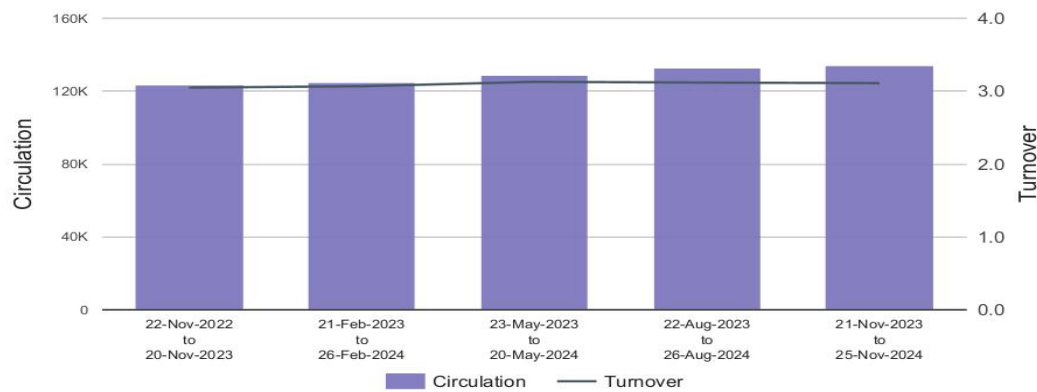


CollectionHQ

Circulation and Turnover

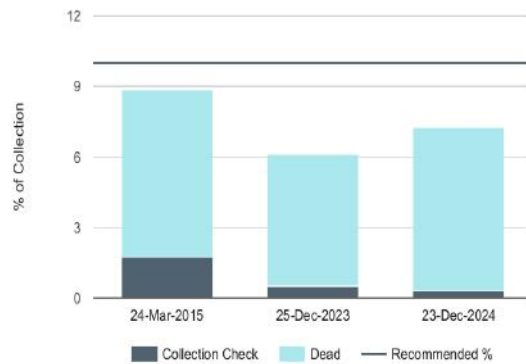
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



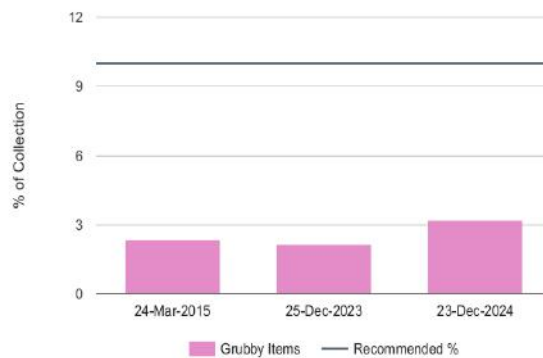
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.28% (0.05% decrease from last month). Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.2% (.04% increase from last month). As with the dead percentage, the goal is to be under 10%.

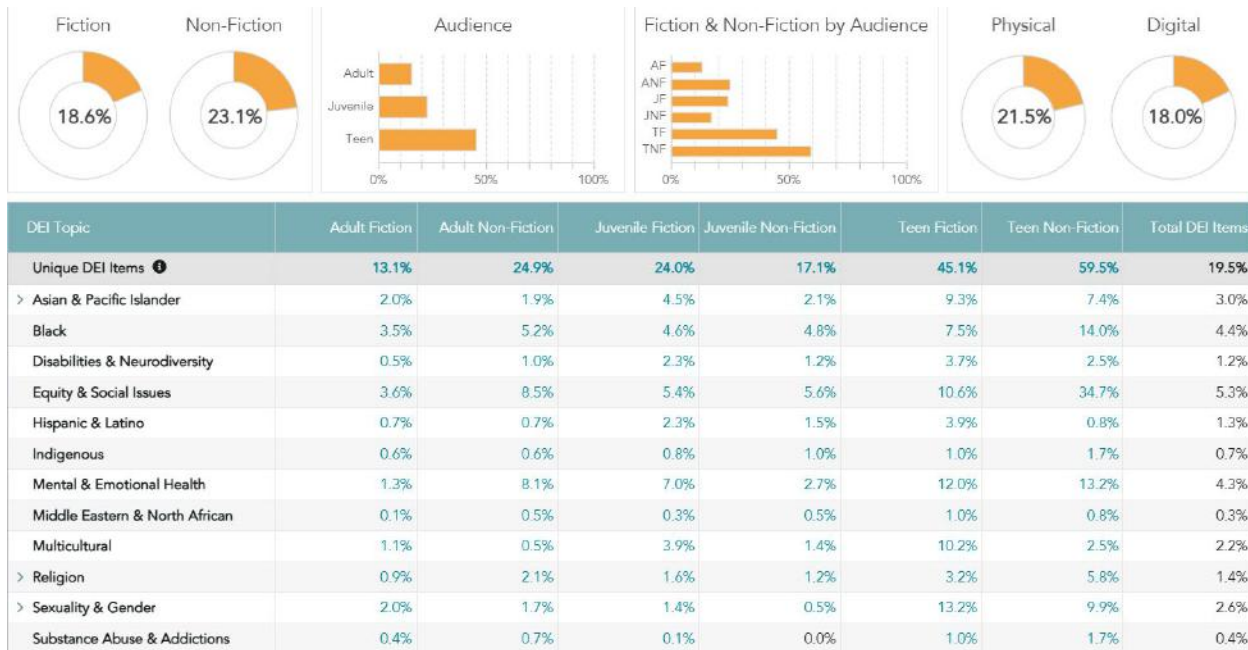


Diversity, Equity, and Inclusion (DEI)

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

Items Analyzed this month: 90,574

DEI Items: 17,681 (19.5% of our collection ; 0.1% increase from last month)



Respectfully submitted,

Leslie Lovato

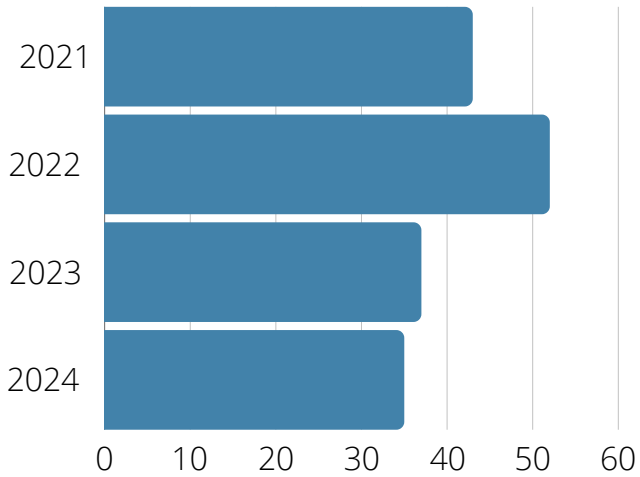
Technical Services Manager

MONTHLY REPORT

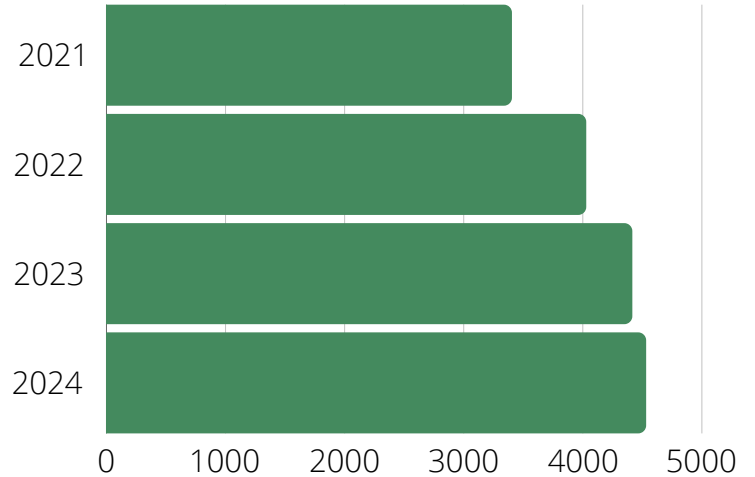
DECEMBER 2024

JULIE HORNBERGER
CIRCULATION MANAGER

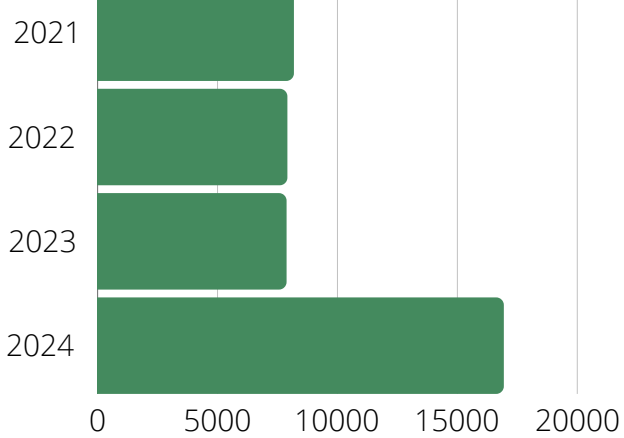
NEW CARDS



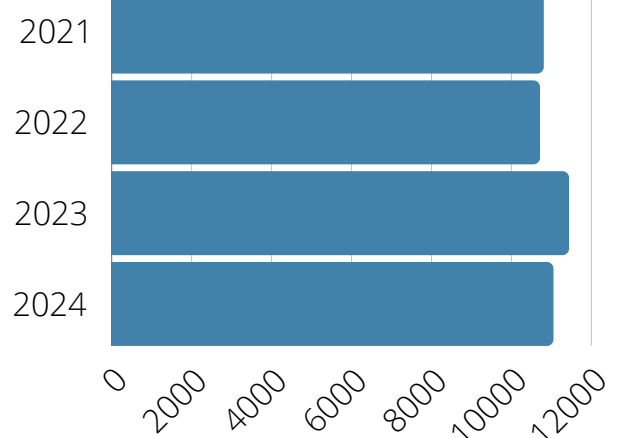
DOOR COUNT



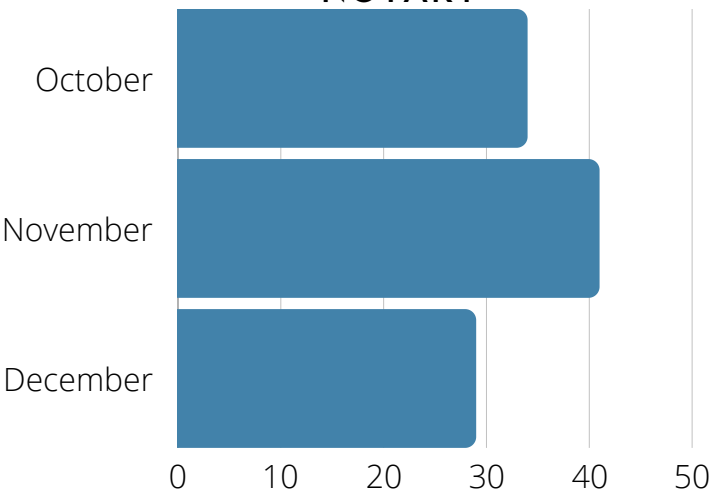
ITEMS CHECKED IN



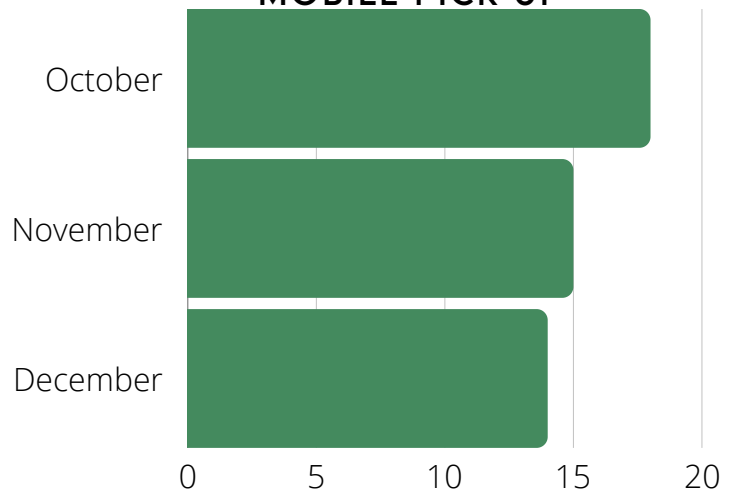
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

December
2024

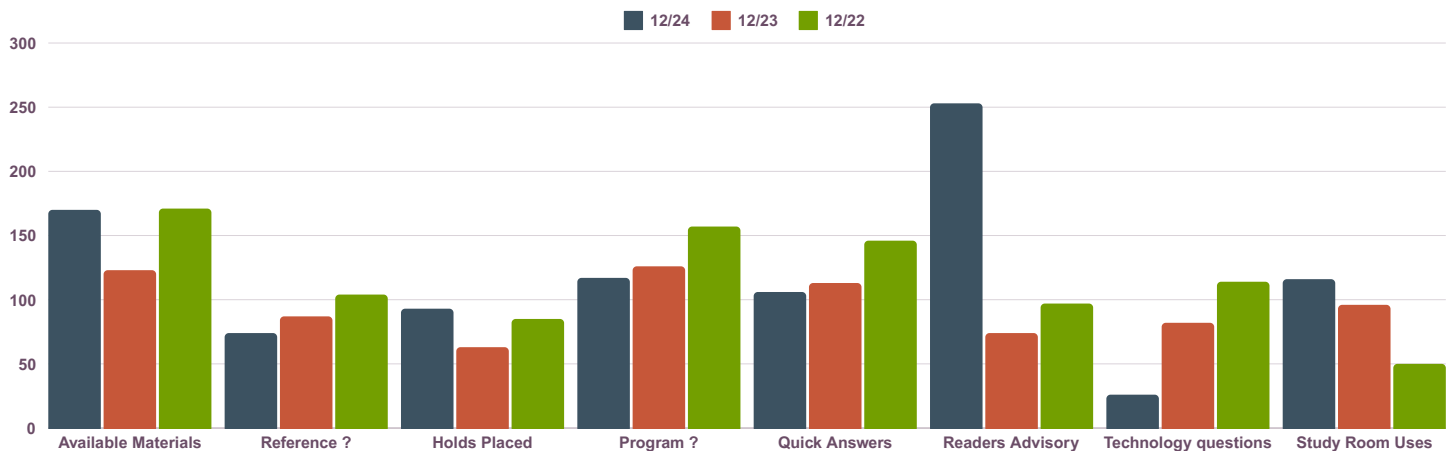
DEPARTMENT UPDATES

- **Santa Visit** - One of our biggest annual programs. We had over 100 patrons visit with Santa and do the activities in our department. The Friends of the Library served Grinch punch and cookies during the program.
- **Troy Middle School Band** - This year we had Troy Middle School Band play Christmas Carols while patrons were waiting for Santa to arrive. With their families in attendance we had an additional 76 patrons.
- **Ingram Training** - The children's book selectors went through training to become familiar with our new ordering system.
- **Oversized Board Books** - We added a new label to the oversized board books that will not fit in the bins. They will now be on top of the board book shelf labeled "oversized".
- **Winter Read Prep** - Our team started brainstorming ideas for the upcoming Winter Read program. The children's logs will be similar to last years bingo format. Activities and prizes are to be determined.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 12/24

- **170** patrons ask about available materials
- **74** ask general reference questions
- **93** holds were placed
- **117** questions were asked about programs
- **106** quick answers were provided
- **253** reader's advisory
- **26** patrons asked about technology.
- **92** study room reservations.



CHILDREN'S PROGRAMS

25

Active Programs Offered

656

Total Attendance

10

Passive Programs Offered

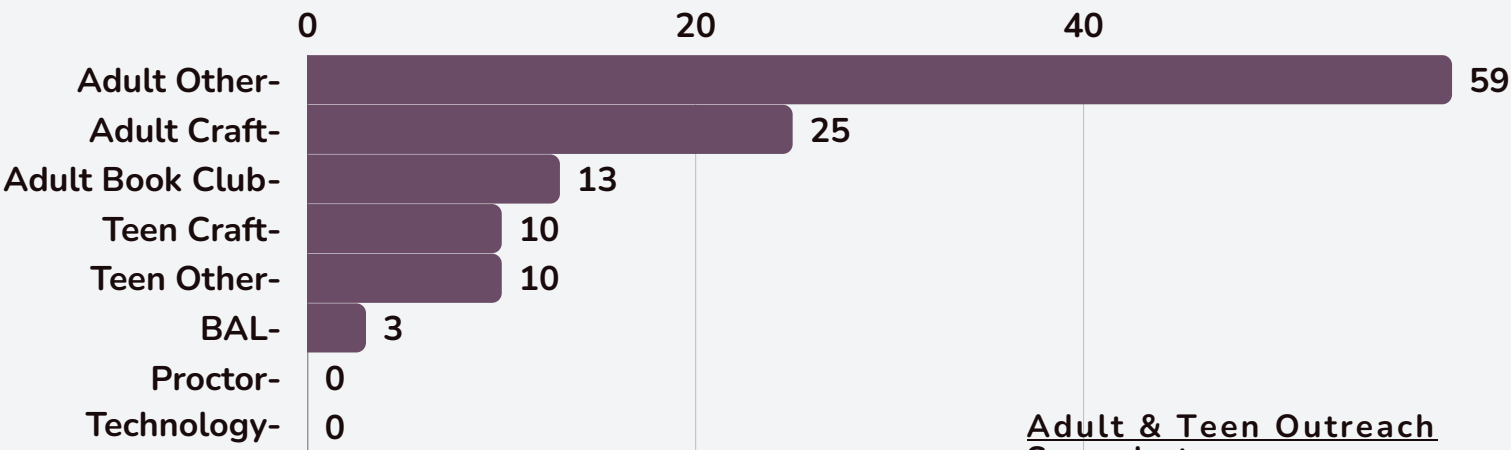
1768

Total Attendance

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

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 14
Attendees: 117

Passive Programs

Number of Programs: 6
Total Patrons: 278

Adult & Teen Outreach Snapshot:

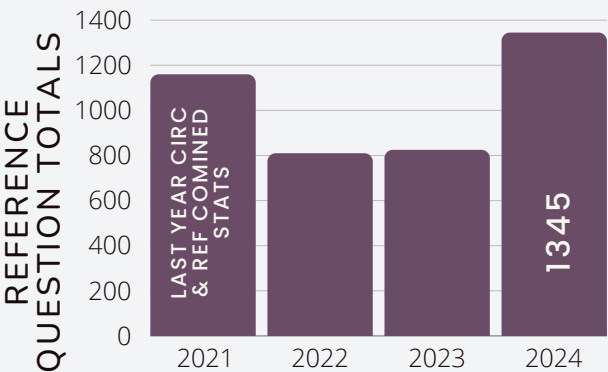
Number of Programs: 7
Total Patrons: 28
Homebound Deliveries: 3

Staff Meetings, Training, Programs, & Events

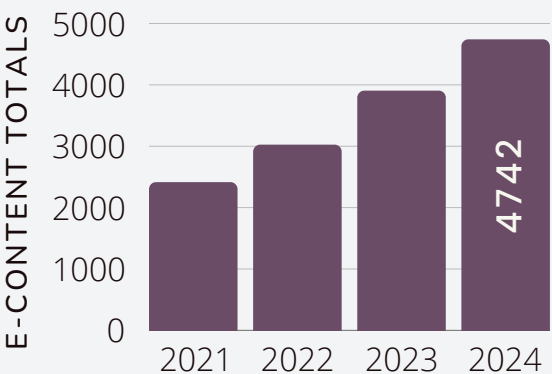
- Rose - Adult, Teen & Technology Manager (8).
 - PinOPAC Meeting
 - Santa
- Anna - Adult & Teen Outreach Coordinator (11).
 - Santa
 - ATLAS Multi-library Intergenerational Workplace
- Maren - Adult Programming Coordinator (12).
 - Frosted Jar Craft
 - WWII Christmas on the Homefront
- Hailie - Adult & Teen Services Assistant
 - "Bookify Wrapped" display
- Violet - Teen Programming Coordinator (6).
 - Teen Advisory Group
 - DIY Slime

Reference Stats

- TOTAL: 1345
 - Reference: 467
 - Item Availability: 100
 - Reader's Advisory: 122
 - Holds: 70
 - Programs: 71
 - Technology: 219
 - Quick Answer: 296



E-Content



- E-Content Holdings
 - Hoopla: 1,067 items
 - Libby: 3675 items

ADULT & TEEN OUTREACH REPORT

DECEMBER 2024

Total Teen &
Adult Outreach
Programs/Events:

7

Reoccurring
Programs/Events:

6

Total
Participants:

39

Homebound
Deliveries:

3

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.

Shorewood Horizons Book Club: Resident's continued their holiday book club.

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

Timbers Book Club: Residents read *The Last Party* by Claire Mackintosh. The facility decided to cancel the December meeting to prevent spread of sickness amongst residents.

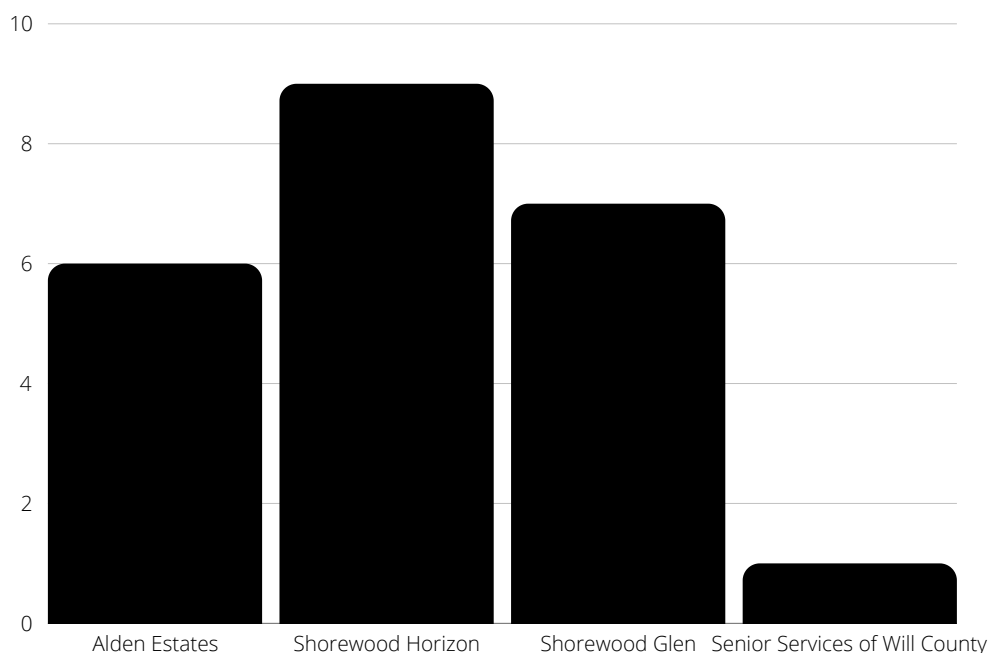
Senior Services of Will County: Monthly visit to help seniors with tech help. This is a joint effort between Luis from Joliet Public Library and I.

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



Homebound Tech Help: I made my first homebound visit for a Book A Librarian or "BAL". The patron requested help accessing library apps through her phone and tablet, as well as some other troubleshooting issues.

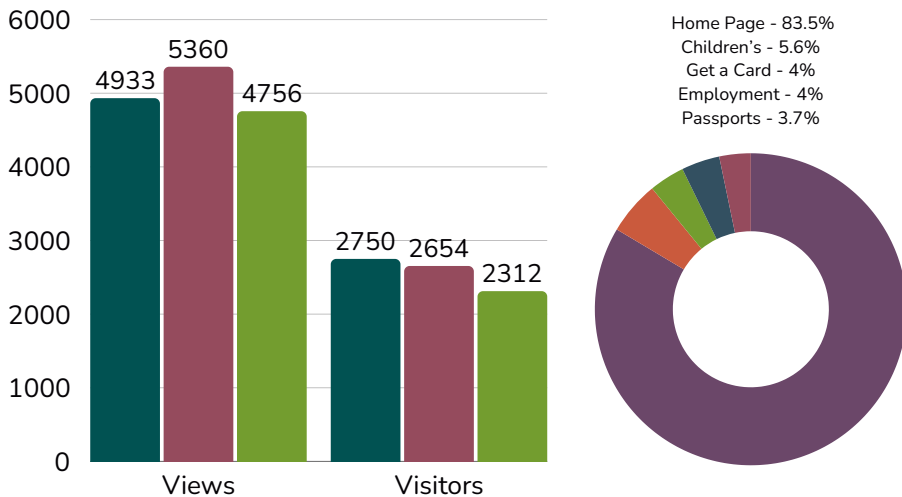
Reoccurring Outreach Visits



December 2024 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Meeting Room:

	2024	2023	2022
Non-Profit	2	1	6
For-Profit	0	0	0

eNews Stats:

2024

8,492 EMAILS SENT
42.2% OPEN RATE
406 CLICKS
209 UNIQUE CLICKERS

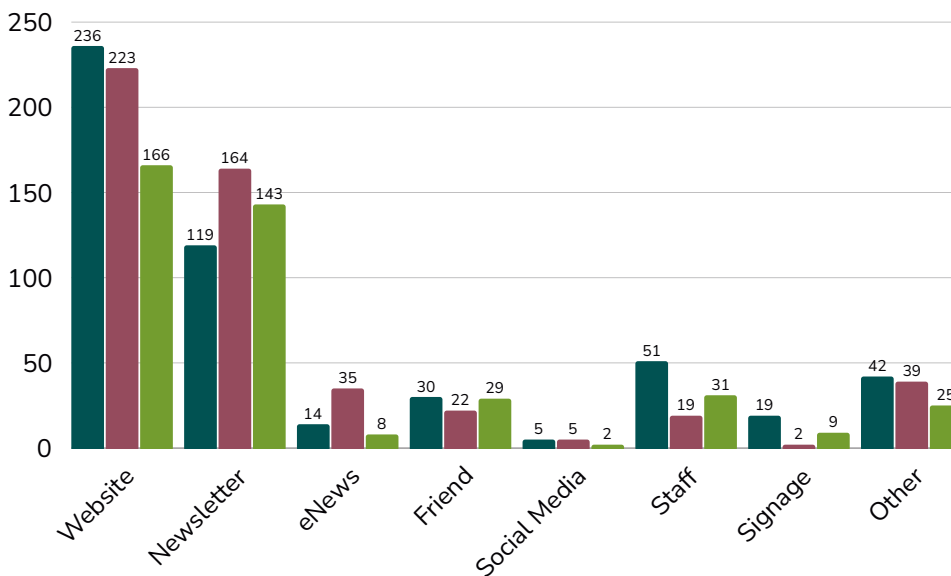
2023

7,626 EMAILS SENT
44.23% OPEN RATE
206 CLICKS
124 UNIQUE CLICKERS

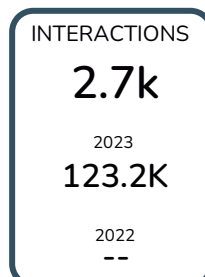
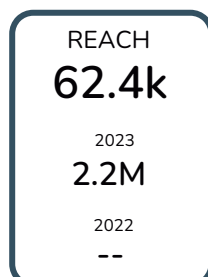
2022

6,851 EMAILS SENT
43.35% OPEN RATE
168 CLICKS
103 UNIQUE CLICKERS

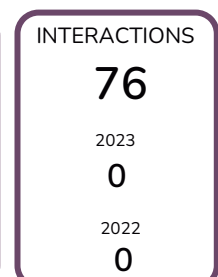
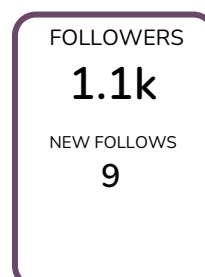
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

December 2024

Marketing Updates



Meetings/Trainings:

- 12/11 - Learning Lab: Getting Noticed with Notices
- 12/17 - Department Head
- 12/19 - Website Check In



Website Project:

- Phase 2 continues; Demo received 12/13
- Rick, Jennie, and I met to discuss the demo, revisions, and the timeline moving forward. Rick and design team are working on implementing revisions.
- The Weblinx team requested a few items from me:
 - Communico event calendar integration - sent 12/21
 - Patron Point javascript for customizing fillable forms - sent 12/26
 - Wowbrary slider



Highlights:

- Adult Reading Challenge, Road Less Traveled is complete and ready for launch at Winter Read (February 1st)
- Winter Read is in the works, We have 1 confirmed sponsor!
 - Kids Rock the Spectrum - Shorewood
 - \$2.00 off open play coupon for readers who pick up a youth log
 - Prize raffle basket
 - And 1 other sponsor pending for ATS

January 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Parking Lot Updates

The Building Committee met twice (November 25th and December 9th) to resolve the issue of handling the broken conduit, which caused the sidewalk lights to be without power. After discussing the issue with the attorney and going out for a competitive bid, we were able to come to a satisfactory resolution with Concord-OVC with a Change Order not to exceed \$6,400. The work to fix the broken conduit and wire the sidewalk lights was done on December 31st.

Other outstanding parking lot work:

- The contractor fixed the striping issue for the parallel parking spots
- They will add additional concrete around the book drop for a larger book drop pad. Concord's project manager assures me they can work "miracles" with small-batch concrete now.
- They have the light poles in stock for the new light fixtures, but the manufacturer has not shipped the fixtures themselves. They have a ship date of **January 20th**, and the electrical subcontractors estimate that they can install the lights if the ship date holds, the first week of February.
- The contractor is eager to meet their punch list now so that they can get a final payout.

Payments made this month:

- Village of Shorewood - \$648, Engineering fees
- Concord OVC-JV \$349,839.29

January 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Per Capita Grant application

The Per Capita grant application is filed with the State Library annually; the monies received from the grant are the only funds we receive directly from the State of Illinois without going through a more competitive grant process.

From the State Library: The Public Library Per Capita Grant assists public libraries in providing library services that meet or show progress toward meeting Illinois library standards. Grant amounts of up to \$1.475 per person, based on the population of the library's service area, are awarded annually to qualified Illinois public libraries.

The Per Capita grant asks libraries in IL to report on their progress in meeting state standards on the application.

The Per Capita grant is more automatically awarded. Every public library that files it will receive funding based on its population, assuming that they are legally compliant with other requirements (and that there is funding available in the State). Those requirements include:

- Filing the Illinois Public Library Annual Report in a timely fashion (completed in August)
- Certifying that the Library complies with PA 103-0100. – That the Library has formally approved the American Library Association's Bill of Rights that indicates that Library Materials will not be proscribed or removed because of partisan or doctrinal disapproval or has a written policy in place that is anti-censorship. (Our Board formally adopted the Bill of Rights again in December of 2023 and has such a Collection Development Policy in place.)

The Per Capita grant award is based on our population, with \$1.47 being awarded per person in our district (the Library's current population is 21,870). The grant funds will be spent on library materials for children, teens, and adults.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ **Branch Number:** _____ **Today's Date:** _____

Contact information of the person completing this grant application:

Preparer's Name: _____
(First Name) (Last Name)

Preparer's Title: _____

Preparer's Phone Number: _____

Preparer's Email Address: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

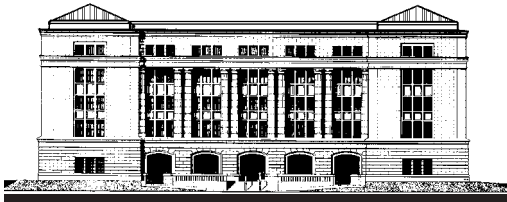
Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2022: _____

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☐ Collection Management — Chapter 7

☐ System Member Responsibilities and Resource Sharing — Chapter 8

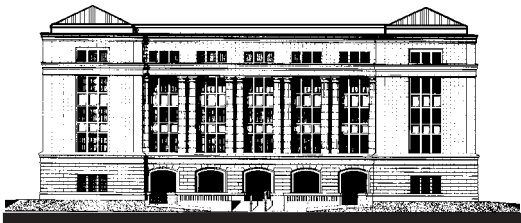
☐ Public Services: Reference and Reader's Advisory — Chapter 9

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois State Library

**Certification of Eligibility for Grants
Pursuant to
75 ILCS 10/ Illinois Library System Act
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs**

Submit with grant application

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Name of Library or Agency

☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

Date

Signature Name (Typed or Printed)

Title

January 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: List of individuals required to file a Statement of Economic Interest

The Library must annually file a list of individuals required to file a Statement of Economic Interest with the County Clerk. These individuals are library board members, the Director, and department managers.

You will once again be filing your Statement electronically. Once I receive my email from the County Clerk's office letting me know it is time to file, I will ensure that Board members have received their email as well.

The Library needs the receipts for filing the Statement of Economic Interest for its files; this receipt will be provided to you electronically. Once you receive it, you may just forward the email to me (at jmills@shorewoodtroylibrary.org).

Shorewood-Troy Public Library District

Individuals required to file a Statement of Economic Interest

Melissa Almanza
8506 Sawyer Ct.
Joliet, IL 60431
Shorewood-Troy Library District – Department Head

Tracy Caswell
716 Westshore Dr.
Shorewood, IL 60404
Shorewood-Troy Public Library District – Trustee

Lori Freeman
1108 Collingwood Ct.
Shorewood, IL 604004
Shorewood-Troy Public Library District – Department Head

Julie Hornberger
7309 Southworth Circle
Plainfield, IL. 60586
Shorewood-Troy Public Library District – Department Head

Leslie Lovato
2926 Horizon Trail
New Lenox, IL 60451
Shorewood-Troy Public Library District – Department Head

Jennifer Cisna Mills
2604 Chevy Chase Dr.
Joliet, IL 60435
Shorewood-Troy Public Library District – Director of Library

Krysten McGee
710 Westshore Dr.
Shorewood, IL 60404
Shorewood-Troy Public Library District - Trustee

Thomas M. Novinski
21322 S. Timber Trail
Shorewood, IL 60404
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Draft 01/09/2025

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Shorewood-Troy Public Library District – Secretary of the Board

January 9, 2025

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Release Closed Session Minutes from July 2024 through December 2024

There were no Executive sessions in that period (July through December 2024) and no minutes to review.

January 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: "Public Library Trustees Ethics Statement" created by United for Libraries

While working on the Per Capita grant application this year, I looked at the Core Standards for Public Libraries, which I typically consider very basic standards. They include:

- Having an elected/appointed Board of Trustees
- Having regular Board meetings and Board by-laws
- Having a budget
- Having monthly reports presented to the Board
- Being a member of a library system (RAILS)
- Having your library building be open more than 15 hours a week

Since these are such fundamental standards of my field, it didn't catch my eye that one key component hadn't been signed off on. That is, it may be useful to have the Board approve the "The Public Library Trustees Ethics Statement" written by United for Libraries. United for Libraries is the ALA Association Arm for Trustees, Advocates, Friends, and Foundations.

I recommend that if the Board approves the Ethics Statement, each existing board member sign off on it. Then, it would be included in the Orientation process for each new Board member going forward that the Board President and I hold for each new Board Member.

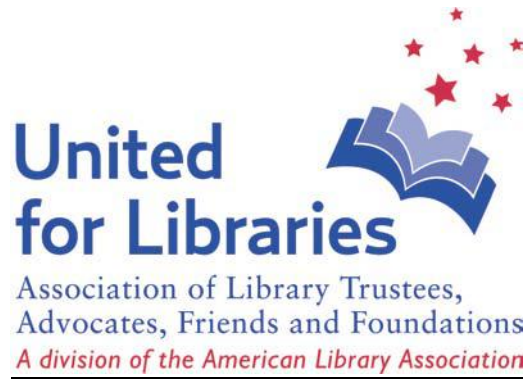
I've included the Core Standards Sheet that recommends that the Ethics statement be adhered to.

In addition to these essential standards, listed below are standards that have been enhanced and defined.

Illinois Public Library Core Standards

- Core 1 The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2 The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3 The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4 The library complies with all other state and federal laws that affect library operations. (See Appendix A)
- Core 5 The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
- Core 6 The library adopts and adheres to the *Code of Ethics of the American Library Association*.
The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
- Core 7 The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix C)
- Core 8 The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA-accredited master's degree.)
- Core 9 The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10 The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11 The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12 The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13 The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate. (See Appendices F and H)

- Core 14 The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15 The board of trustees annually reviews the performance of the library administrator.
- Core 16 The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17 The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18 The library utilizes a variety of methods to communicate with its community.
- Core 19 The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20 A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
- Core 21 As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22 The library board and staff promote the collections and services available to its community.
- Core 23 At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.



PUBLIC LIBRARY TRUSTEE **ETHICS STATEMENT**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature_____Date_____

Approved by the United for Libraries Board in January 2012

January 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Ribbon-Cutting For Parking Lot

It is time to start thinking about what the Board wants to see for a ribbon-cutting for the Parking Lot.

- When would you like it to be?
- Is there a particular day or time?
- Who would you like to see invited?
- What kind of refreshments?
- What kind of feel?