

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

February 13, 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. January 9, 2025
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. January 2025
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. Approve Revised “Public Library Trustees Ethics Statement” created for United for Libraries for use by Existing and Future Library Trustees (**Action**)
 - b. Approve closure of account *9335 holding DCEO grant funds at Wintrust (**Action**)
 - c. Approve Revised Circulation Policy (**Action**)
 - d. Library Trustee Update (**Discussion**)
11. Other Business
 - a. Agenda Building for the February Meeting
 - b. ILA Trainings or Shorewood State of the Village?
 - c. 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
January 9, 2025**

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 January 9, 2025. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

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

ABSENT: Tracy Caswell, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA:

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on November 14, 2024, be approved. Secretary Voitik seconded the motion, and it was passed with all members voting "yes." Vice President Schultz abstained. There were no minutes from December 2024 because there was no meeting held in December.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of November 2024	\$ 1,163,068.03
Cash received during November 2024	40,718.86
Disbursements	<u>(125,446.14)</u>
Cash on Hand End of November 2024	\$ 1,078,340.75
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	13,647.38
Money Market Fund – Chase	75,683.43
Money Market –Old Plank Trail X6183	456,069.98
Payroll Account – Chase	3,985.57
License Plates – Chase	755.22
Money Market – Old Plank Trail x9335	18,420.10
Mondy Market – Old Plank Trail X9981	509,476.13
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 1,078,340.75

TREASURER'S REPORT:

Cash on Hand Beginning of December 2024	\$1,078,340.75
Cash received during December 2024	35,635.09
Disbursements	<u>(466,171.21)</u>
Cash on Hand End of December 2024	\$ 647,804.63
Location and Denomination of Cash	
Petty Cash	\$ 300.00
General Fund Checking – Chase	9,360.35
Money Market Fund – Chase	90,685.11
Money Market – Old Plank Trail x6183	108,954.79
Payroll Account – Chase	7,966.05
License Plates – Chase	836.55
Money Market – Old Plank Trail x9335	18,488.41
Mondy Market – Old Plank Trail X9981	411,210.43
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 647,804.63

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment for November 2024 be approved. Trustee Reeder seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted “yes.”

Vice President Schultz moved that the bills presented for payment for December 2024 be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted “yes”.

CORRESPONDENCE: Director Mills included in the board packet comment cards that were filled out by patrons.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills reported to the board that the fourth quarter grant report has been sent to the DCEO so the library should get reimbursed the remaining \$265,000 pretty quickly.
 - Passport agents all completed their annual training; Director Mills completed the annual recertification process to continue as a Passport Acceptance Agency facility.
 - Submission of Per Capita Grant Application is on the agenda for approval.
 - Director Mills will be meeting with Senator Loughran Cappel on January 20th to discuss delivery with her in more detail so Senator Loughran Cappel could understand the mechanism better.
 - Director Mills has been asked by Mark Shaffer from the State Library to be a grant reviewer for the upcoming round of construction grants.

OLD BUSINESS: The cement and electrical work for the new poles is complete, but they are still waiting for the poles to arrive. Bret from Ethos believes the fixtures have shipped, so hopefully, they will arrive next week. The contractors will return to pour the correct size concrete pad for the book drop. They will incur this cost because it is their fault for not asking the Director what size concrete pad was needed as was stated in the contract they were supposed to do.

NEW BUSINESS:

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve the submittal of the Per Capita Grant Application to the Illinois State Library. The motion passed with all members present voting “yes.”
- b. Vice President Schultz moved/Secretary Voitik seconded to approve lists of names to be submitted to Will County for the Statement of Economic Interests. The motion passed with all members present voting “yes.”
- c. Treasurer Stahl moved/Vice President Schultz seconded to table the release of closed session minutes from July 2024 – December 2024 because there were no minutes from that time frame. The motion passed with all members present voting “yes”.
- d. Secretary Voitik moved/Vice President Schultz seconded to approve using the “Public Library Trustees Ethics Statement” created by United for Libraries for use by Existing and Future Library Trustees. The motion passed with all members present voting “yes.” The ethics statement will appear at the top of each meeting agenda and will be made into a poster that will be put out at each meeting. All current and future members will sign off on the statement showing their commitment to follow it. Director Mills will reword it to make it a little shorter.
- e. The Board decided to have the ribbon cutting for the new parking lot on April 10th at 6:00 p.m. just before the monthly meeting. There will be light refreshments served and President Novinski will deliver remarks.

OTHER BUSINESS:

- a. Now that the parking lot project is just about finished the board discussed the downstairs bathrooms should be the next project to start discussing.
- b. The Board asked Director Mills to check into water trucks for watering the new landscape in the Spring.

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:28 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

TRACY E. CASWELL

716 Westshore Drive ~ Shorewood, IL 60404

February 6, 2025

President Tom Novinski
Shorewood Troy Public Library District
650 Deerwood Lane
Shorewood, IL 60404

Dear Tom:

I am currently unable to attend Shorewood Troy Public Library District Board Meetings. I do not know if I will be able to do so before the end of my term.

Due to FOIA requirements, I kindly request the Shorewood Troy Public Library District continue to maintain the email for a period of seven years from the date my term expires. If any further communication is necessary, please do so in written format.

Thank you in advance for relaying this information to the Board and respecting my needs.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Tracy', with a long, sweeping horizontal flourish extending to the right.

Tracy E. Caswell

Director's Report/February 13, 2025

Administrative Duties:

- We were notified by Claudette Davis, our Grant Manager at the DCEO on 2/4/25, that quarterly filing was approved. The Library should be receiving a reimbursement of **\$244,298.75**. We will be filing one final grant reimbursement request in the amount of \$25,436 in April.
- We did have to file another extension of the grant – the DCEO will grant this request.
- I completed the annual certification process with RAILS.
- I completed the annual worker's compensation audit for our insurance company.

Advocacy:

- Will County Executive has asked me to work on convening together Will County librarians to discuss the new Dolly Parton Imagination Library project that kicking off in Will County. Libraries should be a partner in this project as well – the first library partnership meeting is Tuesday, February 25th.

Financials:

- On the agenda, there is an item to close the account holds the grant monies for the DCEO grant. Once the final Concord invoice is received, this account should be closed and the funds should be used towards the payment of the invoice.

Policies:

- Many of the Library's policy's need to be reviewed and possibly updated. The Circulation policy is on the agenda this evening with some changes, mostly due to Pinnacle policy updates, but also changes to pricing.

Staffing:

- Sarah Loomis, a part-time Children's Assistant's last day is February 15th. She is leaving for a position at Joliet Junior college. We wish her well.

Meetings:

- Pinnacle Governing Board, External (1/17/25)
- ARPA Grant Closeout Meeting, External (1/20/25)
- Department Manager's Meeting, Internal (1/21/25)
- Meeting with State Sen. Meg Loughran Cappel, External (1/22/25)
- Non-Fiction Book Club, Program, 6 attendees (1/22/25)
- RAILS Consortia Committee Meeting, External (1/27/25)
- Troy Township Administrators' Meeting, External (1/28/25)
- YMCA/JJC Ribbon-Cutting Event, External (2/6/25)
- Fiction Book Club, Program (2/12/25)

Technical Services Department Head Report

January 2025

January meetings and events:

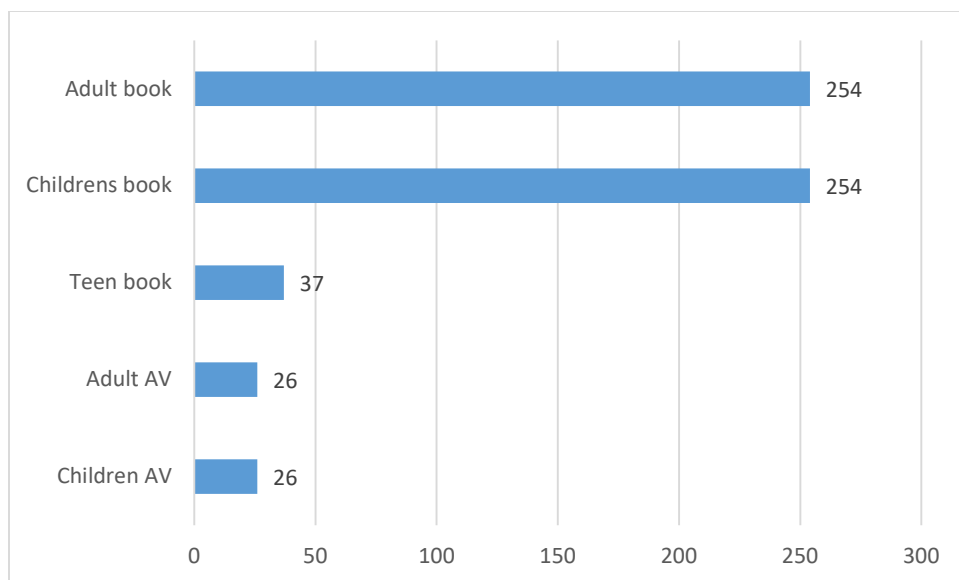
- 1/17 – Strategic Planning meeting @ Fountainsdale PL. I was invited as a member of the Pinnacle Operations committee.
- 1/20 – DH meeting- Zoom
- 1/31 – OCLC Connexion training – Zoom.

Current projects and news:

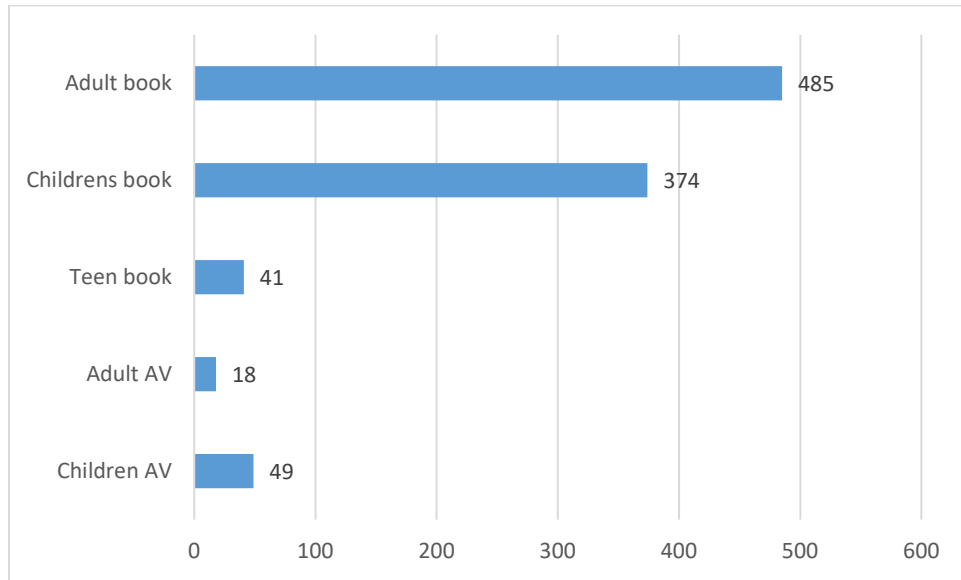
- We are all set up with our new vendors, Ingram and Libraria. I have cancelled all of our backorders through Baker & Taylor – about 90% of those titles were in-stock with Ingram and shipped to us the next day!

Tech Service Statistics

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



Items ordered in January:

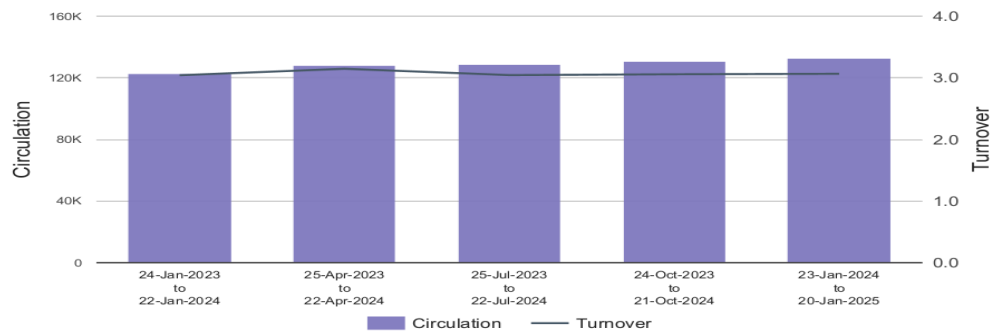


CollectionHQ

Circulation and Turnover

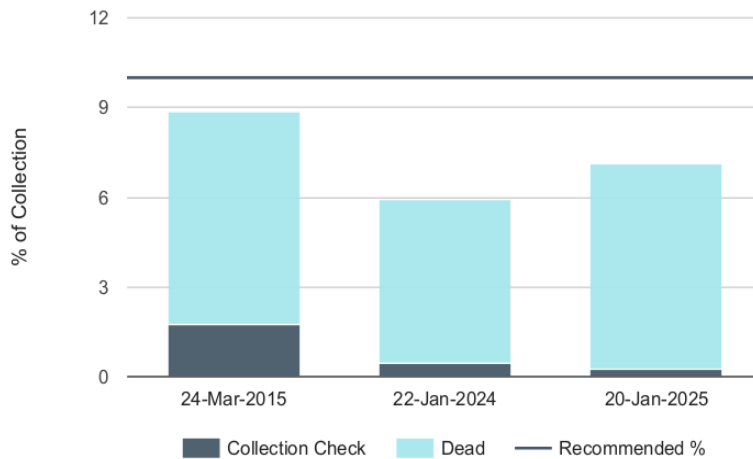
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



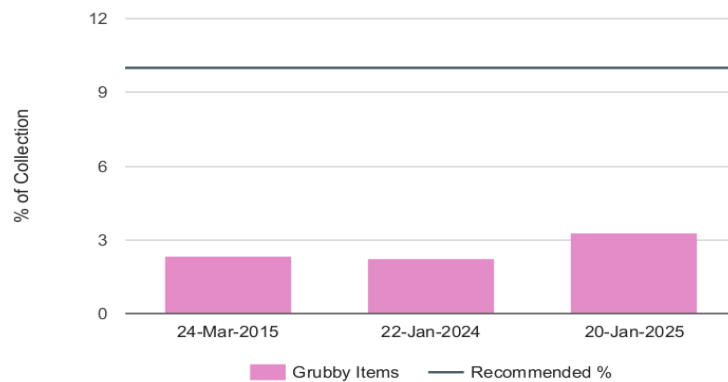
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.11% (0.17% 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 3.3% (.1% 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: 90,546

DEI Items: 17,786 (19.6% of our collection ; 0.1% increase from last month)



DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items	13.2%	24.9%	24.2%	17.3%	44.9%	58.8%	19.6%
> Asian & Pacific Islander	2.1%	1.9%	4.5%	2.1%	9.1%	7.6%	3.0%
Black	3.5%	5.0%	4.6%	4.9%	7.5%	14.3%	4.3%
Disabilities & Neurodiversity	0.5%	1.0%	2.3%	1.2%	3.7%	1.7%	1.2%
Equity & Social Issues	3.6%	8.3%	5.4%	5.6%	10.5%	33.6%	5.3%
Hispanic & Latino	0.7%	0.7%	2.3%	1.6%	3.9%	0.0%	1.3%
Indigenous	0.6%	0.6%	0.8%	1.0%	1.0%	1.7%	0.7%
Mental & Emotional Health	1.3%	8.2%	7.1%	2.7%	12.0%	13.4%	4.3%
Middle Eastern & North African	0.1%	0.5%	0.3%	0.5%	1.0%	0.8%	0.3%
Multicultural	1.0%	0.5%	3.9%	1.4%	10.2%	1.7%	2.2%
> Religion	0.9%	2.1%	1.6%	1.2%	3.1%	5.9%	1.4%
> Sexuality & Gender	2.0%	1.7%	1.4%	0.5%	13.2%	10.1%	2.6%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.1%	1.7%	0.4%

Respectfully submitted,

Leslie Lovato

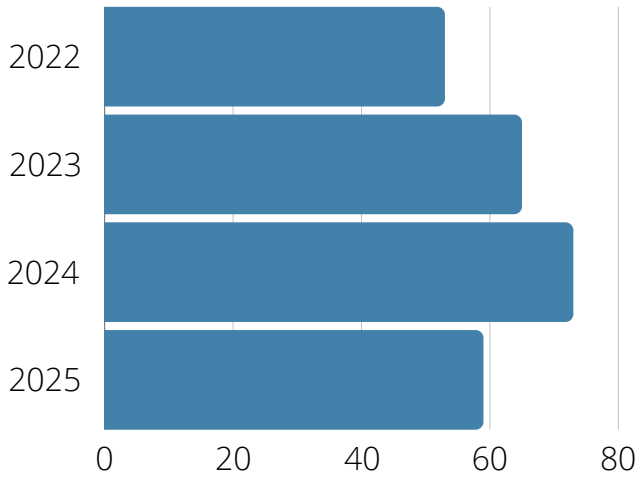
Technical Services Manager

MONTHLY REPORT

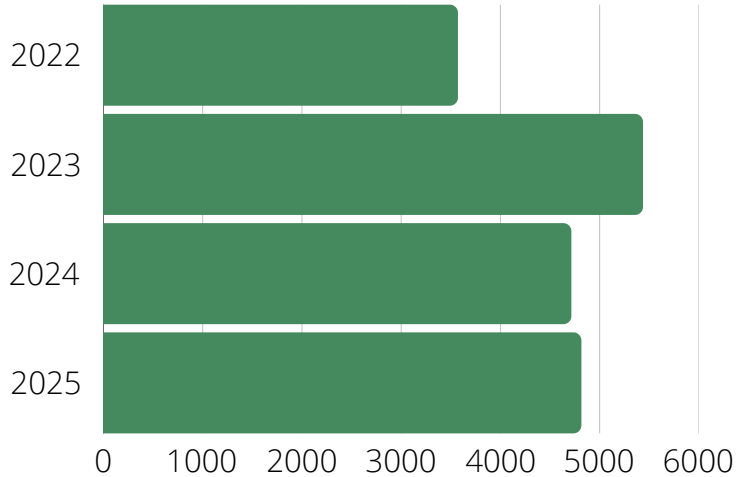
JANUARY 2025

JULIE HORNBERGER
CIRCULATION MANAGER

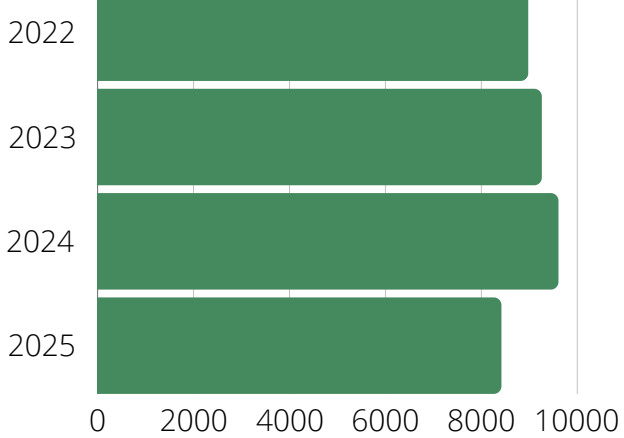
NEW CARDS



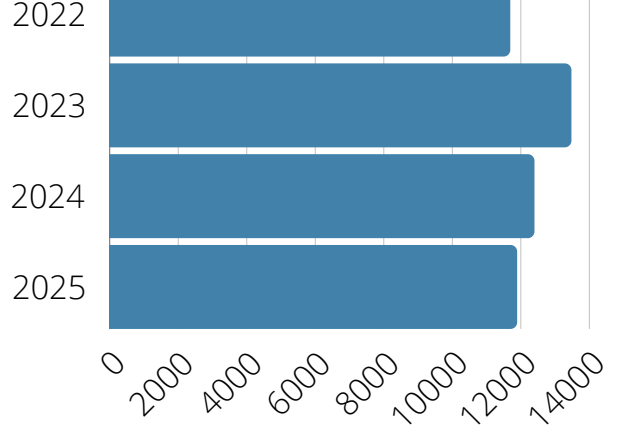
DOOR COUNT



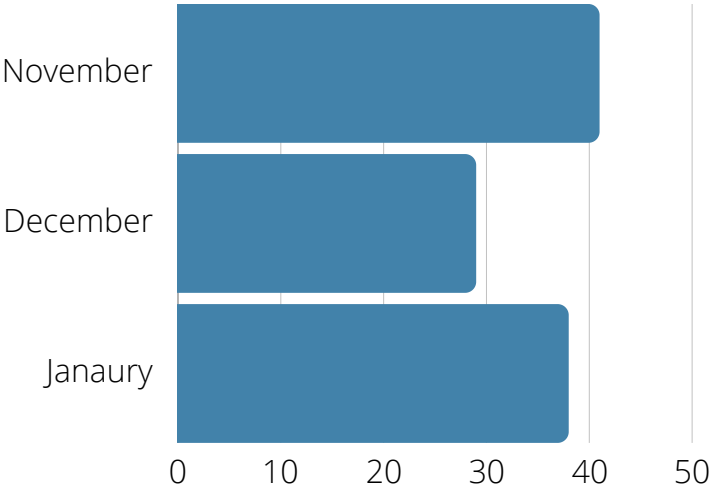
ITEMS CHECKED IN



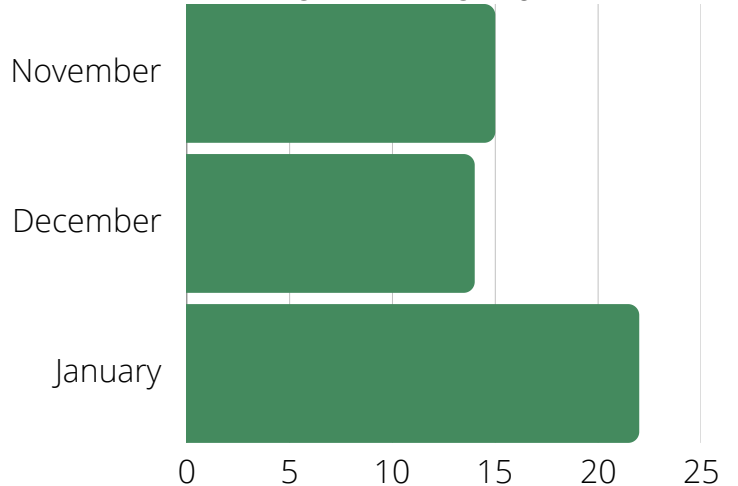
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

January
2025

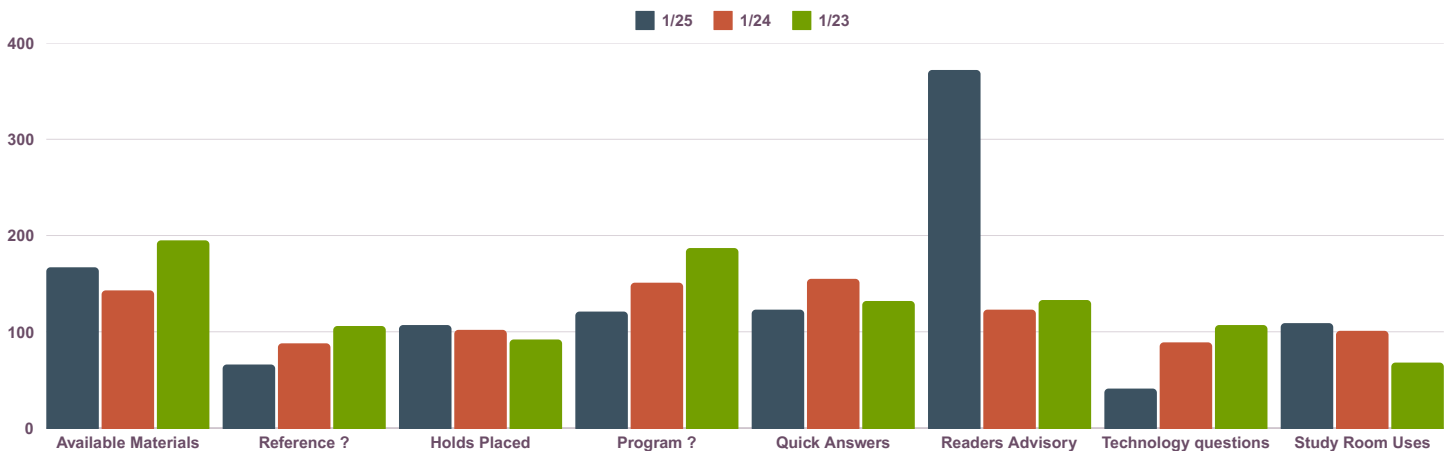
DEPARTMENT UPDATES

- **Winter Read Prep-** The Winter Read program prep was in full swing this month. We transitioned from Christmas decoration to Winter Reads “Cozy Winter” theme. The children’s logs were finalized and weekly activities were planned and prepped.
- **Inhouse Story Walk** - To go along with our winter read theme, we prepared an inhouse story walk to the book *The Mitten* by Jan Brett. Patrons will follow the animal footprints to the next pages to read the story.
- **Toniebox-** The Toniebox is a screen-free speaker that reads stories aloud when paired with a Tonie figurines. Each Tonie figurine contains unique stories and songs. When you place them on the Toniebox an adventure begins! We are working on adding three of these kits to our circulation. We plan to have them ready for check out in February.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 1/25

- **167** patrons ask about available materials
- **66** ask general reference questions
- **107** holds were placed
- **121** questions were asked about programs
- **123** quick answers were provided
- **372** reader's advisory
- **41** patrons asked about technology.
- **109** study room reservations.



CHILDREN'S PROGRAMS

26

Active Programs Offered

493

Total Attendance

9

Passive Programs Offered

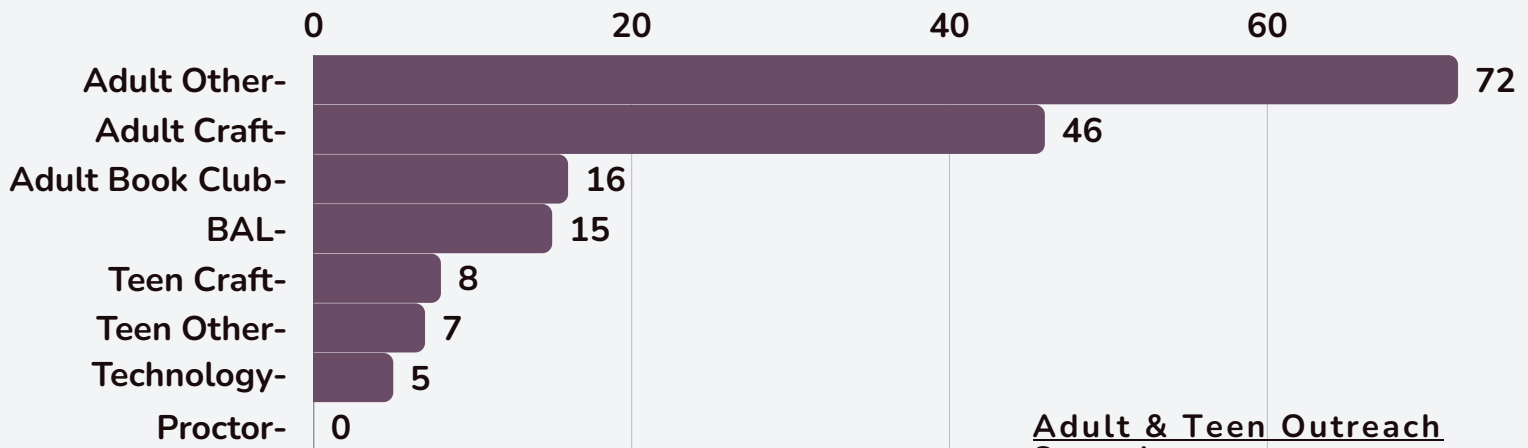
1420

Total Attendance

ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- JANUARY 2025

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 19
Attendees: 118

Passive Programs

Number of Programs: 6
Total Patrons: 82

Adult & Teen Outreach Snapshot:

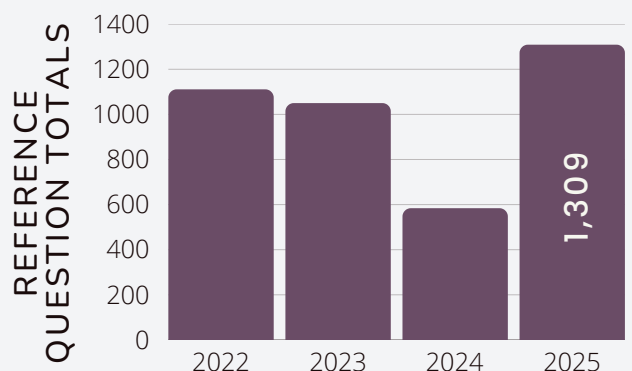
Number of Programs: 12
Total Patrons: 54
Homebound Deliveries: 3

Staff Meetings, Training, Programs, & Events

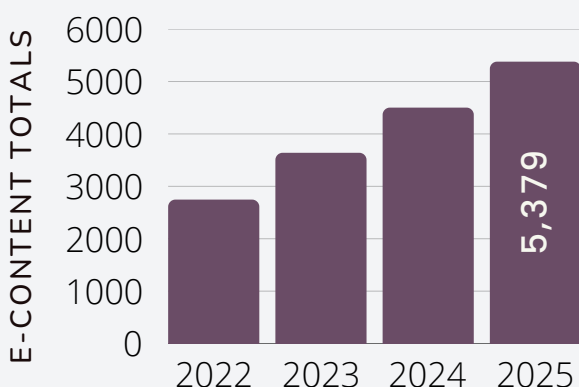
- Rose - Adult, Teen & Technology Manager (14)
 - "Journey Back" Illinois Holocaust Museum VR Experience
 - Spring Celebration Planning Meeting
- Anna - Adult & Teen Outreach Coordinator (12)
 - "Friends" Trivia at Will County Brewing
 - Joliet Transitions Center
- Hailie - Adult & Teen Services Assistant (1)
 - Crochet 101
- Violet - Teen Programming Coordinator (8)
 - Teen Advisory Group
 - Pumpkin Latte Spoon Take & Make

Reference Stats

- TOTAL: 1309
 - Reference: 469
 - Item Availability: 109
 - Reader's Advisory: 148
 - Holds: 32
 - Programs: 60
 - Technology: 230
 - Quick Answer: 261



E-Content



- E-Content Holdings
 - Hoopla: 1,143 items
 - Libby: 4,236 items

ADULT & TEEN OUTREACH REPORT JANUARY 2025

Total Teen &
Adult Outreach
Programs/Events:

11

Reoccurring
Programs/Events:

7

Total
Participants:

51

Homebound
Deliveries:

3

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

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

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

Shorewood Glen: Monthly craft program at their community lodge. In January we made winter mason jars.

NEW **Shorewood Glen Tech Help:** Collaborated with the Activities Director to set up a new upcoming monthly tech hour.

NEW **Shorewood Glen Book Club:** Partnered with residents to provide book club selections.

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

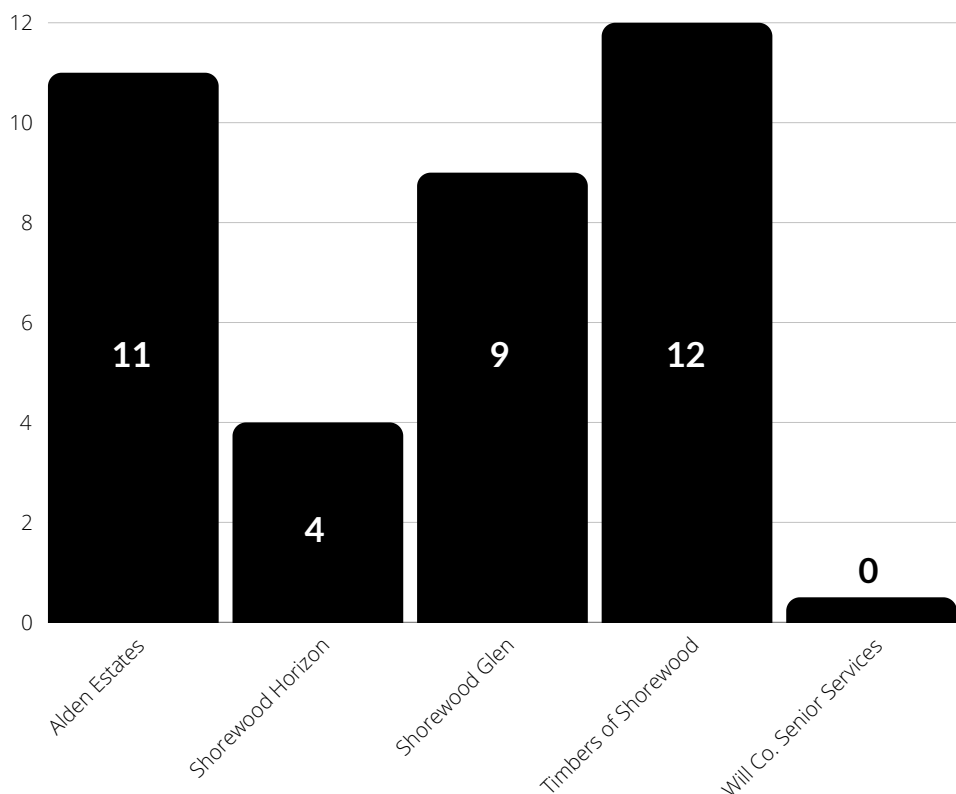
Timbers Book Club: The facility cancelled January's meeting due to ongoing quarantine.

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

Outreach Tour: Spoke with White Oak Library District's Outreach Team to schedule a meeting amongst local peers and see what outreach happenings are going on in Pinnacle.

Reoccurring Outreach Visits



Children's Outreach Report January 2024

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
- **Troy Cronin Preschool**
3, 4, & 5 Year Old's
12 Classrooms
2-3 Staff members per room

Total Engagement 205

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

Troy Schools

- Continued communication to secure Library participation in upcoming events

Troy Shorewood 4th Grade Reading Challenge

- Supporting school curriculum by highlighting books about poetry, music, inventors, and inventions

Total Engagement 76

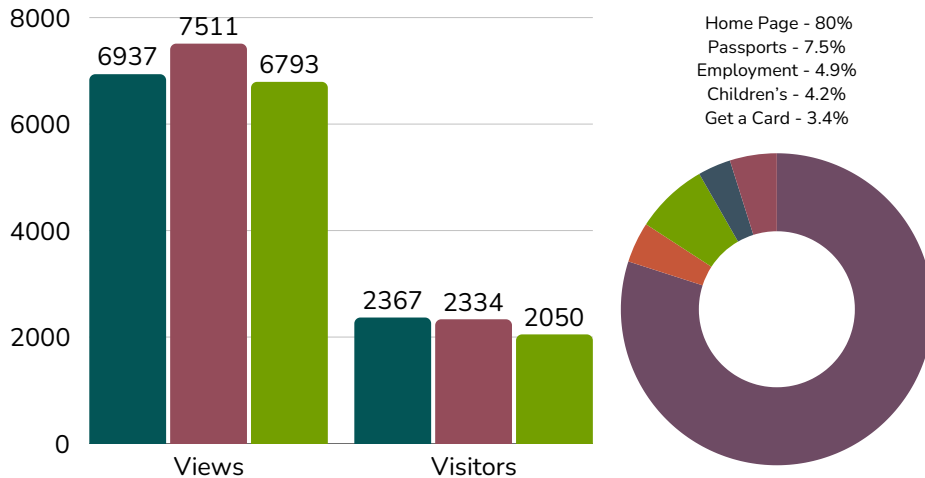
Community Events:

- **In partnership with Kiwanis of Shorewood**, Winter Coat Drive concluded with 3 overflowing bins from our Library location alone! There were approximately 2,000 items in total collected for our community in need. Marketing materials for upcoming Kiwanis events were completed through the Library in preparation for the yearly Casino Night Gala fundraising event.
- **SuperHero Storytime** highlights community members who make a positive impact on our lives and our community. January guests were the Shorewood Fire Department and K-9 Ministries. **Total Engagement - 37**

January 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Meeting Room:

	2025	2024	2023
Non-Profit	1	3	5
For-Profit	0	0	0

eNews Stats:

2025

8,668 EMAILS SENT
42.43% OPEN RATE
312 CLICKS
164 UNIQUE CLICKERS

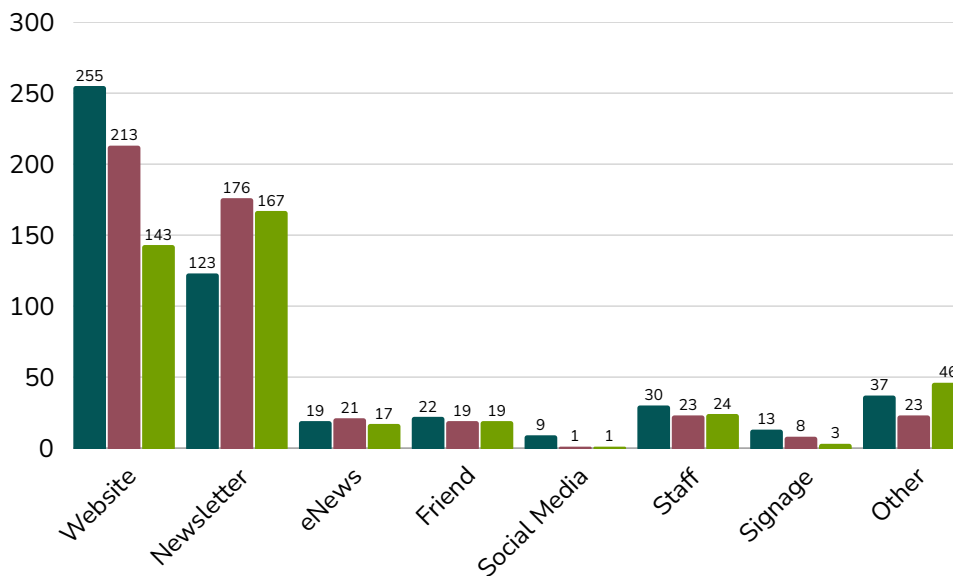
2024

8,019 EMAILS SENT
46.25% OPEN RATE
452 CLICKS
203 UNIQUE CLICKERS

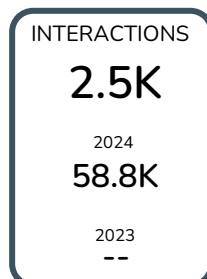
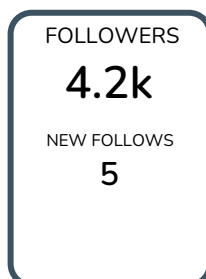
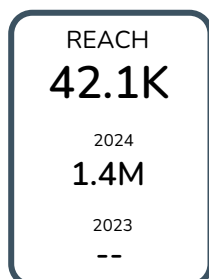
2023

6,857 EMAILS SENT
46.08% OPEN RATE
209 CLICKS
119 UNIQUE CLICKERS

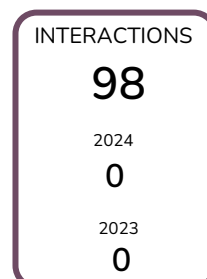
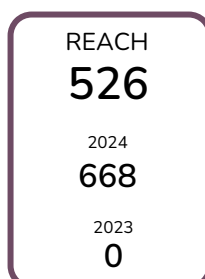
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

January 2025 Marketing Updates



Meetings/Trainings:

- 01/14 - Beanstack Webinar: How (and Why!) to Build a Points Challenge
- 01/21 - Department Head



Website Project:

- Phase 3 is in progress: Website Usability Testing Process
- Approximate duration: 4-5 weeks
- The team is actively reviewing the website, testing all areas, and reporting any revisions to the Weblinx team. We are testing on multiple browsers and devices.
- Once approved, staff will be trained on the WordPress CMS, all plug-in technology, and basic troubleshooting.
- Any additional enhancements will be added during this time for either formatting or overall look.
- We are projecting the official launch to take place this April.



Highlights:

- Winter Read is off to a great start.
- Our number of teen participants is already tripled from last year, and that is only including digital trackers (not those tracking via paper log).
- The Adult Reading Challenge we kicked off this month is also off to a great start with over 40 participants (not including those tracking via paper log).
- In the works:
 - *Summer Read*: We have 2 confirmed sponsors - We Rock the Spectrum Kids and The Royal Tea Room
 - *Library Events*: Save the Dates for the ribbon-cutting ceremony went out to elected officials. Also working with ATS to secure partnerships for the anniversary fundraiser later this year.

February 13, 2025

TO: Shorewood-Troy Library Board of Trustees:

FROM: Jennie Mills, Director

RE: Parking Lot Update

There are several things to highlight:

- 1) The DCEO greenlit a reimbursement of **\$244,298**. This leaves a remainder of \$25,436 to be reimbursed in the final cycle, which I'll request in April 2025.
- 2) The parking lot lights are installed. I'm hopeful the ComEd pole will be removed soon.
- 3) There was a leak in the longest conduit run (which is empty) on January 31st during rain. We are requesting that the contractor:
 - a. Have a third-party scope it for holes and dirt/grime that might have gotten into it.
 - b. Fix it with a French drain system to prevent this from re-occurring
 - c. Poly-fill the other conduits to keep them dry.
 - d. This will all be at their cost.
 - e. The architect and I will work with the Library's attorney if necessary to ensure the cost falls on the contractor.
- 4) There are a couple of remaining punch list items: replacing a dead tree and making sure the concrete pad for the book drop is in place, but the project is nearly complete.

The ribbon cutting has been set for **Monday, April 7th, at 4 pm.**

February 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Revised Trustee Ethics Statement

I've revised the Trustee Ethics statement to be more condensed, removed the logo for the United for Libraries, and put in our Library's name into the document as well.

Shorewood-Troy Library District Trustees Ethics Statement

Shorewood-Troy Library District Trustees are accountable for the resources of the Library and are bound to oversee that the Library provides the best possible service to its Community. Each Trustee makes the personal commitment to contribute the time and energy to faithfully carry his or her duties and responsibilities with absolute truth, honor and integrity.

- Trustees will display civility to each other and the Director in Board meetings. While open dialog and a diversity of thought is encouraged, trustees respect each other.
- Trustees will comply with all applicable laws, rules, and regulations in regard to themselves and the Library.
- Trustees will not be swayed by public pressure or fear of criticism.
- Trustees will uphold patron privacy and will not engage in discrimination of any kind.
- Trustees will always uphold the formal position of the Board, even if they personally disagree.
- Trustees will respect the confidential nature of library business and not disclose it. They are aware of and in compliance with Freedom of Information Act Laws and Open Meetings Act laws.
- Trustees (and/or their family) do not personally financially benefit from the Library or from access to Library information.
- A Trustee will disqualify him/herself in the case of a conflict of interest.
- Trustees shall not interfere with the management responsibilities of the Director or of the supervision of Library staff.
- Trustees support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature: _____ Date: _____

February 13, 2025

TO: Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Closing DCEO Funds account

Although we are holding back the final payment back from the contractor until the resolution to the final punchlist items and the fixes are done to the electrical conduits, the final pay app will be submitted soon. At that point, account *9335 at Wintrust, holding approximately \$18,400 should be closed and used towards the final payment to Concord.

February 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Circulation Policy Revision

The Circulation policy was last revised in 2021. PinCirc, the Pinnacle committee that oversees Circulation decisions and functions within Pinnacle, has been working over the past year or so to try to get the 6 Pinnacle libraries into more uniformity to simplify the patron experience across libraries. Internally, we also want to make our own processes as seamless for patrons as possible.

As you review the documents, you should see strikeouts, where I'm recommending that language be removed or highlights where I'm recommending that change to wording either be changed or added.

- On page 1, most people present a valid state ID or driver's license. We don't really need TWO pieces of ID if they present either of those things. If they have just moved, we can take a check book or a lease agreement, but otherwise? A driver's license really does work.
- Since the policy was last revised, we have added PatronPoint which issues a virtual-only library card to patrons. We have patrons who may never set foot in our library, ever, but who make significant use of our digital offerings. Their addresses are verified by the same database that credit card companies use to verify addresses when instantly offering credit in stores.
- We are the only library that uses the Homeschooling Card, and the other libraries would like us to eliminate our usage of it. We should also see significant increase in circulation of Children's materials once the automatic 9 week check out to homeschoolers' are sunsetted.
- The changes on page 5 are just clarifying language changes.
- On page 6, we no longer circulate e-readers; DVDs and video games only circulate for a week.
- On page 8, the plus \$5.00 overdue fee was overly punitive.

Shorewood-Troy Public Library

Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

Circulation Policy

The circulation policies of the Shorewood-Troy Public Library District exist to facilitate community access to the materials and information in the library's collections, while protecting these same collections. The policies also ensure consistent services and fees for all patrons.

Sections:

1. Library Card
2. Material Loan Limits and Loan Periods
3. Renewals
4. Fees
 - Fees for Lost and Damaged Materials
5. Claims Returned
6. Overdue Notices
7. Library Material Holds

1. Library Card Policy

The Shorewood-Troy Public Library District issues library cards to facilitate loan of materials and to enable the library to keep a record of which materials are on loan to patrons.

Regulations:

Obtaining a Library Card

1. Any resident of the Shorewood-Troy Public Library District over the age of 18 may receive an adult library card upon completion of an application and provision of proof of identification (ID) and current address **a valid photo ID**.
2. On the library card application, the applicant must provide his or her full legal name, address, and date of birth, and contact information (e.g. an email address or a phone number).
3. ~~Acceptable photo ID and proof of current address shall be two or more of the following:~~
 - a. ~~valid Illinois driver's license or other government issued photo ID with current address~~
 - b. ~~utility bill~~
 - c. ~~printed checks~~
 - d. ~~property tax statement~~
 - e. ~~canceled mail, postmarked within the last two weeks~~
 - f. ~~typed lease that shows the address~~
 - g. ~~Department of Motor Vehicles issued change of address card~~
 - h. ~~Voter's registration card~~
2. Determination and acceptance of any particular form of ID is the prerogative of the library.
3. The person to whom the card is being issued must be present when applying for a card.

Shorewood-Troy Public Library

Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

4. A virtual-only card can be obtained by going to the library's website address at <https://www.shorewoodtroylibrary.org> and following the "Get a Library Card" link. Inputting the requested information will allow the Library's vendor, Patron Point, to securely check the requestor's address information to issue an digital card which can then be used to access the Library's e-offerings, including Libby and hoopla.
5. Residents of unincorporated areas contiguous to the Shorewood-Troy Public Library District may receive a library card with full borrowing privileges by completing the above steps and, in addition, paying an annual fee, equal to the current tax rate (currently calculated by the General Mathematical Formula).
6. Anyone 5-17 can receive a juvenile card by having a parent or guardian fill out and sign the registration card.
7. All students in school districts served by the Shorewood-Troy Library (and whose family resides within the Library District boundaries) will receive a card upon registration in the school district. This card is the LIBRARY LINK card.
8. Infants to age 5 may receive a 1000 Books Before Kindergarten Card. This card is limited to checkout of only items in the children's area. Once the 1000 books are read and the child turns 5, the card immediately will convert to a regular library card with full borrowing privileges, once Circulation staff is notified about completion of the program.
9. Parents/legal guardians can sign a minor child up for a card without the child being present.
10. Institutions may receive an institutional library card providing the director of the agency is willing to sign a statement committing the institution to being responsible for all books checked out on the institutional card.
11. ~~Homeschooling parents can receive a "homeschoolers" card, which allows for an extended 9 week checkout of materials used for homeschooling. The parent/s will be responsible for all items checked out on the homeschooling card, and for all fines which may accrue. This account does not allow for the renewal of items.~~ *We are the only Pinnacle library which uses this category. PinCIRC, the Pinnacle Circulation Committee, would like to see more uniformity among Pinnacle Libraries; they would like to see this category sun-setted. Most books would check out for 3 weeks, with 2 renewals, which would EQUAL 9 weeks, anyway.*
12. Teachers who work in any school, public or private, located within the Library's District boundaries, may receive a "teachers" card, which allows for an extended 9-week checkout of materials used for teaching. (7 day DVDs are not included in extended checkouts.) Teachers will be required to show a current school ID in order to receive the card; this card expires every year, and will need to be renewed in the fall. The teacher will be responsible for all items checked out on the teacher card, and for all fines which may accrue. This account does not allow for the renewal of items. This card is only valid at the Shorewood-Troy Public Library (issuing library) and cannot be used for reciprocal borrowing at other libraries.
13. Short-term visitors may receive a temporary card, good for three months. The visitors' card will NOT be able to be used to request items from other libraries,

Shorewood-Troy Public Library

Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

nor can it be used for reciprocal borrowing privileges at other libraries. The card will be for local checkout only.

14. Borrowers who reside in library districts outside of the Pinnacle Consortia may receive access to our materials and catalog by registering their home library's card with our Library. The library card must be current (not expired) and their account must be in good standing with their home library. Reciprocal borrowers will have to provide our library with all relevant contact information.

Renewal of Library Cards

1. All library cards are valid for three years. At the end of that time period, patrons will be asked to verify their address and phone number in order to renew their privilege.
2. If during the course of the privilege period, a patron moves from a Shorewood-Troy Public Library District address to an out-of-district address, but still within the Pinnacle Library Cooperative, the patron will be required to have their STPL card transferred to their new home library. If the move is outside of the Pinnacle Cooperative boundaries, the STPL should be notified, so the account can be closed.

Use of Library Cards

1. Patrons can maintain full library privileges by:
 - i. returning materials on or before the due date
 - ii. adhering to the borrowing limits for all types of material
 - iii. paying for lost or damaged materials
 - iv. keeping the amount of money owed below \$20.00
 - v. promptly informing the library of any change of address or phone number
2. Patrons must present a library card OR identification in order to check out. Whenever a patron calls in to conduct a transaction on his/her account, he/she must provide either library card number and/or his or her name, plus address for full verification.
3. A patron's record will be marked delinquent when items are overdue or money is owed.
4. A patron retains full library borrowing privileges as long as his/her library record is not blocked.
6. Library accounts become *blocked* under the following circumstances:
 - a. When the total amount of unpaid fees exceeds \$20.00
 - b. 5 items or more are overdue
 - c. when the patron has excessive bills

Shorewood-Troy Public Library Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

- d. when the patron has long overdue or assumed lost items
- e. when the patron has undeliverable mail or an invalid phone number
- f. when an item is returned damaged or with pieces missing.

8. Once a patron's library card is blocked all library privileges for that patron are suspended including borrowing and renewal of items until the account is cleared.

9. Using another patron's library card to check out materials is not permitted.

Lost, Stolen, or Previously Issued Library Cards

1. Patrons must report lost or stolen cards in order to avoid being held responsible for materials checked out on their cards.
2. If a patron reports a card lost or stolen, the patron must provide identification in order to get a new library card.
3. Children under the age of 18 must have a parent/guardian with a valid ID, in order to get a new library card.
4. Once a new card is issued, the original card's barcode is no longer valid

Patron Responsibilities

1. Because the Shorewood-Troy Public Library District verifies the identity of all library card applicants, the individual named on the account is responsible for all fines and fees assessed to that account.
2. A library patron is responsible for all materials checked out on his or her card or on the cards of children for whom he/she has signed library card applications regardless of who checked the items out.
3. All lost or stolen library cards should be reported immediately because the owner of the card is responsible for all items checked out on the card until the card is reported lost or stolen.
4. When a patron moves, it is the responsibility of the patron to inform the Shorewood-Troy Public Library District of the new address.

2. Material Loan Limits and Loan Periods

The Shorewood-Troy Public Library District sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. ~~The Shorewood-Troy Public Library District sets limits on the length of time that an individual can keep a specific type of material in order to more fairly distribute limited resources, such as audio-visual materials~~

Definitions:

- A loan period is the total number of hours, days, or weeks that one patron can keep a specific item.

Shorewood-Troy Public Library

Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

- A loan limit is the total number of items of a specific type or total value that any one patron can have on loan at one time.

Regulations:

- a. Books, magazines, audio books and music CDs have a loan period of 21 days. There is no limit on the amount that can be checked out at one time.
 - b. **LUCKY DAY BOOKS** have a loan-period of 14 days, with no renewals. There is no limit on the amount that can be checked out at one time.
 - c. **LUCKY DAY MOVIES** have a loan-period of 7 days, with no renewals. There is no limit on the amount that can be checked out at one time.
 - d. Fiction DVDs have a loan period of 7 days. Nonfiction DVDs and DVD collections of TV series check out for 21 days.
 - e. Electronic video games have a loan period of 7 days, and a check-out limit of 5 video games per card.
 - f. Loan periods on 21-day books may be extended at patron request in the event of vacations, with the exception of books that are in the "New" category. However, the total loan period may not exceed nine weeks in length.
 - g. When the due date falls on a holiday for which the library is closed, the loan period will be extended until the next day that the library is open.
2. All borrowed materials may be returned to any library in the Pinnacle Library Cooperative, with the exception of hotspots, Rokus, Children's LitBags, or Jobseeker kits. All items that are "exceptions" do have notifying tags on their cases informing patrons that the items should be returned only at the Shorewood-Troy Library and to a Service Desk.
 3. ~~Music CDs should not be returned in the drop box, due to the possibility of damage.~~
 4. When the renewal limit has been reached, it is the patron's responsibility to return the item or it will accumulate days past due, resulting in a replacement cost fee.

3. Renewal Policy

The Shorewood-Troy Public Library District allows patrons to renew library materials as a courtesy to patrons who have not completed their use of an item. Limits on renewals exist so that all patrons can have an equal opportunity to use the library's materials.

Definition:

A renewal is an extension of the original loan period.

Patron items are automatically renewed by the library's software three days before an item is due UNLESS there is an existing hold on the item or if there no more holds available.

Example: *a DVD is due on the 10th of the month. An automatic renewal would happen on the 7th of the month. The new due date would be the 17th of the month (DVDS check out for one week).*

Regulations:

1. Renewals are granted dependent upon:

Shorewood-Troy Public Library Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

- a. material type
 - b. the presence of a request for the material by another patron
 - c. the total amount of renewals already granted to that item
2. Library materials can be renewed in person, by phone or through the library's on-line catalog on the Shorewood-Troy Public Library District website, although the software will renew automatically.
 3. All materials except ~~except~~ DVDs, video games and ~~E-readers~~, Rokus, and hotspots, will be granted two renewals. Renewals extend the term of the loan for three weeks at a time. DVDS and video games are one-week checkouts.
 - ~~4. There is one renewal granted on video games and DVDs.~~
 - ~~5. E-readers are not renewable.~~
 - ~~6.~~ Lucky Day Items and Children's LitBags are not renewable.
 7. To maintain the integrity of the reserve system, items for which other patrons have placed holds may not be renewed.
 8. When the renewal limit has been reached, it is the patron's responsibility to return the item or risk incurring a fine or lost book charge.
 9. The computer/staff will provide patrons with the new due date whenever an item is renewed. If an item is renewed over the phone, it is the patron's responsibility to record the new due date.
 10. Renewal requests for Interlibrary Loan materials can only be granted through the Interlibrary Loan/Reference Department. They must be requested at least three days before the item is due.

4. Fees

The Shorewood-Troy Public Library District charges fees to offset the cost of recovering and replacing lost and damaged library materials.

Definitions:

- A fee is a fixed charge imposed to cover the cost of processing replacement library materials or recovering or replacing lost ones.

Regulations:

Fees

- Borrowing privileges will be suspended when the amount of money owed reaches or exceeds \$20.00 in fees (lost or damaged items).

Miscellaneous Fees

Fees for Lost and Damaged Materials

1. Once items have been kept 90 days after the due date, the item will be assumed to be lost and will be marked "assumed lost".
2. The library reserves the right to charge a fee to cover the cost of lost or damaged materials (See chart below). The patron may be charged for other types of damage depending upon the severity. The replacement cost of lost books, magazines, audio books, videos, DVDs, and music CDs will be based on the bibliographic record price of the item.

**Shorewood-Troy Public Library
Circulation Policy**

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

3. Once a patron has been sent a collection letter, the patron’s account will be blocked, and all fines must be paid in full before borrowing privileges can be restored.
 4. The full cost of the item shall be assessed for any items returned damaged if the extent of the damage renders the item unusable.
 5. Damaged items become the property of the patron who paid for them.
 6. Once an item is paid for, the transaction is complete. The library can no longer authorize refunds.
7. The Library does not accept replacements in lieu of lost items.

Replacement Fees:	Cost:
Kit bags (in clear plastic bags)	\$1.50
AV Cases	\$2.25
Audiobook Case	\$10
Barcode Label	\$2.50
Individual CD in Audio Book	Current List Price
Literacy Bag	\$12
Items in Literacy Bag	Current List Price
AV Cover	\$3
Missing DVD Case, including cover	\$5.25
Browsing Basket	\$10
Mylar Replacement	\$2.50

Replacement of Lost and Damaged Items:

1. Materials that are *damaged*, beyond normal wear and tear, and can no longer be circulated will be billed to the patron. Patrons will be billed for the full replacement cost of the item.

Items overdue for more than 180 days will pay the replacement cost ~~plus a \$5.00 overdue fee.~~

Shorewood-Troy Public Library Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

2. Damaged items that have been paid for in full will be given to the patron upon request. The patron will be notified to pick up the damaged item once it is withdrawn from the catalog. The patron will have 10 days to pick up the item.
3. Patrons will be billed for the full replacement cost for LOST items.
4. Up to 2 renewals for missing items will be allowed until the item is confirmed lost.
5. An item is “assumed lost” after 180 days of being in checked-out status. After 6 months of checked out status, the item’s barcode and bibliographic record is removed from the system. Once the item is removed from the system, it will no longer be accepted back. The replacement fee ~~plus a \$5.00 overdue fee will be charged to the patron’s account.~~ If an item is returned after reaching this status it is at the discretion of the Department Head whether or not this item will be accepted back. If it is decided that the item is not to be accepted back, the patron will pay the full replacement cost and keep the item. ~~If it is accepted back, there will be a \$10.00 fee placed on each item (\$5 processing fee to return the item back into the system and a \$5 overdue fee).~~
6. Replacement cost for lost or damaged inter-library loan materials will be at the discretion of the owning library/agency.
7. Once an item is paid for, the transaction is complete; the library can no longer authorize refunds.

5. Claims Returned Policy

The Shorewood-Troy Public Library District extends the privilege to patrons of claiming that they have returned materials that the circulation system indicates are still checked out to them. This policy acknowledges that staff occasionally errs in discharging books from a patron's record.

Definitions:

Claims Returned means that a patron has indicated that they have returned an item that the computerized circulation system indicates is still on their account.

Regulations:

1. If a patron indicates, by phone or in person, that they have returned items the computerized circulation system indicates are still checked out to them, the staff will search the shelves for the items. This may include contacting the owning library of a book that has been loaned through the interlibrary loan system.
2. A staff person will initiate a shelf search. If the staff person finds the items in question, the items will be discharged from the patron's record in such a way that no fines will be incurred.
3. If the staff member does not find the items in question on the shelf, he/she will mark the items claims returned on the patron's record.
4. Patrons will be notified either in person or by phone of the status of their accounts after the search.

Shorewood-Troy Public Library Circulation Policy

Approved September 10, 2010; Last Revised 3/11/21; Current Draft Revision 2/13/25

5. Items marked claims returned remain on the patron's record. Patron's may have four claims returned items on their record and maintain borrowing privileges. Upon claiming the fifth item to be already returned, the patron will lose his or her borrowing privileges until the items in question are returned or paid for. Claims returned status will be removed from an item on a patron's record only if the item is located either by the patron at home or by staff at the library and subsequently discharged.
6. The library maintains, as a part of the patron's record, the number of items a patron has claimed to return over their lifetime as a patron.
7. If a patron finds an item previously claimed to be returned they are expected to return the item to the library and will not incur a penalty for doing so.
8. Materials owned by another library may still have fines and fees associated with a "Claims Returned." Fines and fees are left to the discretion of the owning library.

6. Overdue Notices

The Shorewood-Troy Public Library District sends overdue notices (via email or automated telephone message) to patrons as a courtesy to remind them of materials kept past the due date. This service is a "courtesy" and it is ultimately the patron's responsibility to keep track of the due dates of their items.

Definitions:

An overdue item is an item that has not been returned to the library by the due date.

An overdue notice is a voice/mail/email notice listing library materials that have been retained past the due date.

Bill Notices are mailed to the patron when an item is 21 days overdue. Collection notices will be sent with a letter from the Library Director after an item is more than one month overdue. Once an account is 60 days overdue, the account will be turned over to Unique Management Collection Service. A letter will be sent as the first contact regarding the delinquent account. An initial phone call will be made on the 95th day, leading up to the account being filed on the patron's credit report on the 150th day overdue.

7. Library Material Hold Policy

The Shorewood-Troy Public Library District accepts holds for library materials in order to provide access to high demand materials and materials located at the various Pinnacle Library Cooperative libraries. In cases where the item is unavailable within the Pinnacle Cooperative, a librarian may request the item from another library system, either within or outside of Illinois.

Definitions:

A hold is a request, placed by a patron, for an item from the collection to be held in their name for future pickup from a designated location.

Regulations:

1. There is no charge for placing a hold on library materials.

Shorewood-Troy Public Library

Circulation Policy

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2. Some items in the online catalog may not allow holds placed on them.
CHILDREN'S LIT-BAGS AND LUCKY DAY COLLECTION ITEMS WILL NOT ALLOW HOLDS.
3. Patrons may place holds in person, by telephone, and via the Pinnacle online catalog on the library's website
4. Patrons will be notified by phone or email that the held item is available for pickup.
5. Patrons may place a hold on on-order items as soon as they are listed in the online catalog.
6. Holds will be held for the patron for 5 days after the notification date.
7. A patron can designate another individual to pick up their hold by notifying the library in advance.
8. Due to privacy concerns, if the patron picking up the hold is not the patron that placed the hold, the patron picking up the hold will need to have the library card of the individual who placed the hold.
9. Holds will remain active for 12 months. If the hold has not been filled by that time, patrons will receive a notice from the library that their hold has been cancelled.

Adopted: July 9, 2009

Revised: September 9, 2010; July 14, 2012; December 13, 2012; June 8, 2017; September 13, 2018; November 8, 2018; June 13, 2019; March 11, 2021, February 13, 2025

February 13, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Library Trustee Update

As the Election is scheduled for April 1, 2025, the Library Trustee seat will not be vacant for 90 days, limiting the ability to appoint a new Trustee.