

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

March 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. February 13, 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. February 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 & Action**)
11. New Business –
 - a. Honor Rose Nowak, Head of Adult & Teen Services, for her First Anniversary with the Library (**Honor**)
 - b. Honor Louise Salomone, Children's Assistant, for her First Anniversary with the Library (**Honor**)
 - c. Honor Elise Tarrant, Technical Services Assistant, for her First Anniversary with the Library (**Honor**)
 - d. Approve Updated Unattended Children Policy (**Action**)
 - e. Approve an Updated Book a Librarian Policy (**Action**)
 - f. Approve Updated Code of Conduct Policy (**Action**)
 - g. Approve Updated Collection Development Policy (**Action**)
 - h. Approve Sebert Landscaping at \$5480 for Summer 2025 (**Action**)
 - i. Fundraising for Library Foundation Seed Funds (**Discussion**)
11. Other Business
 - a. Agenda Building for the April Meeting
 - b. **Reminder – Ribbon Cutting for Parking Lot, Monday, April 7th at 4 pm**
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
February 13, 2025**

The Regular Meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Thomas Novinski, at 7:00 p.m. on February 13, 2025. The meeting occurred in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|---------------------------|-----------------|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Arthetta Reeder (7:01) | 4. Tom Novinski |
| 5. Bob Stahl | |

ABSENT: Tracy Caswell, Kristen McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on January 9, 2025 be approved. Vice President Schultz seconded the motion, which passed with all members present voting "Yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of January 2025	\$ 647,804.63
Cash received during January 2025	30,644.14
Disbursements January 2025	<u>(140,021.51)</u>
Cash on Hand End of January 2025	\$ 538,427.26

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	2,725.97
Money Market Fund – Chase	85,686.09
Money Market Fund – Old Plank Trail x6183	109,476.08
Payroll Account – Chase	8,303.17
License Plates – Chase	877.87
Money Market – Old Plank Trail x9335	18,552.60
Money Market – Old Plank Trail x9981	312,502.54
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 538,427.26

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment be approved. Vice President Schultz seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting "Yes."

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills informed the Board that DCEO approved the reimbursement request. The library should be receiving the reimbursement in March.
 - Will County Executive has asked Director Mills to work on convening the Will County Librarians to discuss the new Dolly Parton Imagination Library project with them. The first partnership meeting is February 25th.
- b. Department Heads

OLD BUSINESS:

- a. Director Mills provided an update on the parking lot project. A leak in the longest conduit run was realized during the rain on January 31st. The Library is requesting the contractor to fix it with a French drain system to prevent it from re-occurring. The sub-contractor caused the problem, and the contractor knows that, so the Library will work with the attorney to ensure the cost falls on the contractor.

NEW BUSINESS:

- a. Vice-President Schultz motioned, and Trustee Reeder seconded, to approve the revised "Public Library Trustee Ethics Statement" created for United for Libraries for use by Existing and Future Library Trustees. The motion passed with all Trustees present voting "Yes."
- b. Treasurer Stahl motioned, and Trustee Reeder seconded, to approve the closure of account 9335 holding DCEO grant funds at Wintrust. A roll call was conducted; the motion passed with all Trustees voting "Yes." This account will close as soon as the final invoice comes.
- c. Treasurer Stahl motioned, and Vice President Schultz seconded to approve the Revised Circulation Policy. The motion passed with all Trustees present voting "Yes".
- d. There was a brief discussion regarding the correspondence received from Board Member Tracy Caswell. She will be unable to attend any more meetings before the end of her term

CORRESPONDENCE: Letter from Board Member Tracy Caswell

OTHER BUSINESS:

-Director Mills asked the board if anyone wanted to attend ILA trainings or the Shorewood State of the Village address. They can reach out to her if interested. The State of the Village is April 10, 2025.
-The ribbon cutting for the new parking lot is scheduled for April 7, 2025, at 4:00. President Novinski will make remarks.

Treasurer Stahl motioned, and Vice President Schultz seconded, that the meeting be adjourned at 7:25 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?

I would like to say
you have a very valuable
worker named Rose.
She helped me tremendously
on the computer and on
the printing situation.
Thank you! Rose is
a great access to your
library.

Rose Norris

Again Thank You "Rose"

How satisfied were you
with your visit today?



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

Hailie was very
helpful.
I miss the large
wooden tables
and chairs terrible
remodeling. Library
was wrong to get rid
of tables.

How satisfied were you
with your visit today?



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

The people who
work at your
library are
so customer service
minded - & very
knowledgeable.

Thank you!
D. Clarke

Director's Report/March 13, 2025

Administrative Duties:

- Several policies are on the agenda for general review and updating: 1) the Unattended Children's Policy, 2) the updated Book A Librarian Policy, and 3) the updated Code of Conduct Policy. All three just need minor updates and review by the Board.
- The Collection Management Policy is more substantially revised. The old policy included a fair amount of procedural elements, which 1) tended to become outdated more frequently, 2) made the policy lengthy, and 3) were intended more to guide selectors and less to inform the public. I hope this policy version is more explanatory for the public, easier to read, and better explains the Library's vision.

Advocacy:

- The Will County Librarians met with Will County Executive Jennifer Bertino-Tarrant on February 25th to discuss ways to leverage the library community with the Dolly Parton's Imagination Library Foundation. For the project to launch, the Foundation wants to see \$150K fundraised, a 2-year commitment by Will County. Ideas the library directors brainstormed included tying it with our 1000 Books Before Kindergarten Programs, and requesting the ability to advertise a library-landing page with information about how to register for a library card.

Banking:

- I did meet with representatives with Wintrust (at their request) to discuss moving more of the Library's funds to their bank. Most of the library's accounts are held at Chase. However, the Money Market at Wintrust still receives about **4.6%** interest; the Chase money market is **.02%**. Wintrust has donated several times to our Summer Reading program; Chase has not. Wintrust does have multiple charters to spread risk and still have FDIC insurance. If the Board wants a Wintrust presentation, I can set one up.

Building:

- There is more information about the parking lot regarding the conduit flood issue in your board packet; I will also discuss at the Board meeting.
- Sebert Landscaping, the subcontractor who installed the new landscaping across the street, also made a very attractive quote for maintaining our landscaping for the summer. They also have water trucks, which rent for \$75 an hour to help maintain the new plantings. I also provided the quote from our current landscaping company and attempted to obtain one from Duke's Landscaping, which does the municipal properties in Joliet.

Outside Library Activity:

- I will once again be moderating a panel for Library Journal's Day of Dialog (on April 17th). As I will be accepting an honorarium, I will take a day off from the Library. I'll moderate a panel on Notable Novels with authors Oyinkan Braithwaite, Jade Chang, Yrsa Daley-Ward, Angela Flournoy, and Gish Jen.

Staffing:

- Audrey Mudroch started her position as the Full-Time Adult Services Programmer on March 3rd. She most recently worked at the Fountaindale Public Library District.
- Rachel Engelhardt started her position as a 19-hour Children's Services Assistant on March 3rd. We are excited to have her start!
- Three staff: Rose Nowak, Louise Salomone, and Elise Tarrant celebrate their first year anniversaries with us tonight.

Meetings:

- Pinnacle Governing Board, External (2/14/25)
- Department Head Meeting, Internal (2/18/25)
- Meeting with Wintrust Bank, External (2/25/25)
- Meeting with Will County Librarians & Will County Executive, External (2/25/25)
- True Story Book Club, Program (2/26/25)
- Area Library Directors Networking Group, External (3/6/25)
- Meeting with Architect & Contractor (3/7/25)
- Department Head Meeting, Internal (3/11/25)
- Fiction Book Club, Program (3/12/25)

Technical Services Department Head Report

February 2025

February meetings and events:

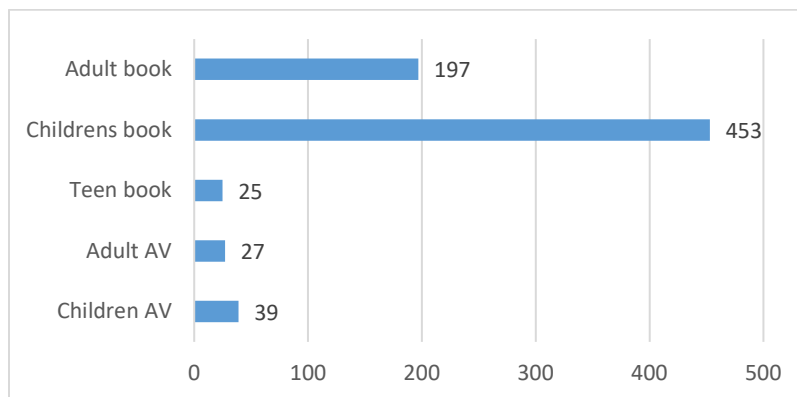
- 2/7 – LACONI workshop – RDA Book Cataloging with Bobby Bothmann
- 2/18 – DH meeting
- 2/25 – PinOps meeting – Review strategic plan, new employee training, Pinnacle forum thoughts.
- 2/26- Visit to Frankfort Public Library to view their Children’s nonfiction collection (see below)

Current projects and news:

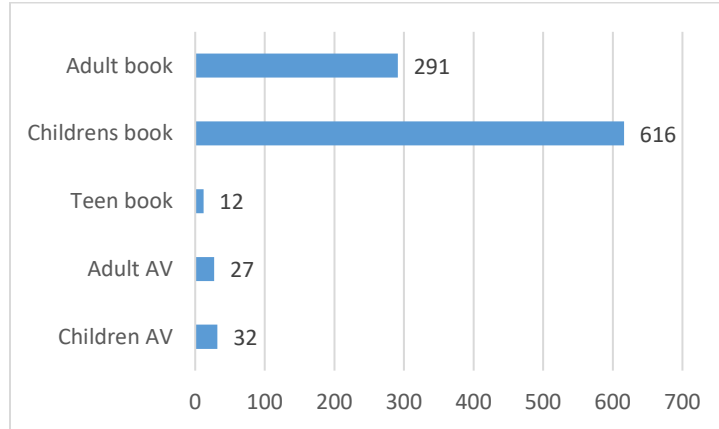
- We are discontinuing our CollectionHQ subscription this year due to cost and not using Baker & Taylor anymore (Collection HQ and B&T are owned by the same company and highly integrated). Luckily, our ILS manager, Matt, has built a reporting system that mirrors CollectionHQ’s reports, so we will begin using that instead (and it’s free!)
- The children’s department is looking at ways to make browsing their nonfiction section easier. I am researching and visiting libraries that use a more “Dewey-less” approach. We will compile our ideas and start this project in the coming months.

Tech Service Statistics

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



Items ordered in February:

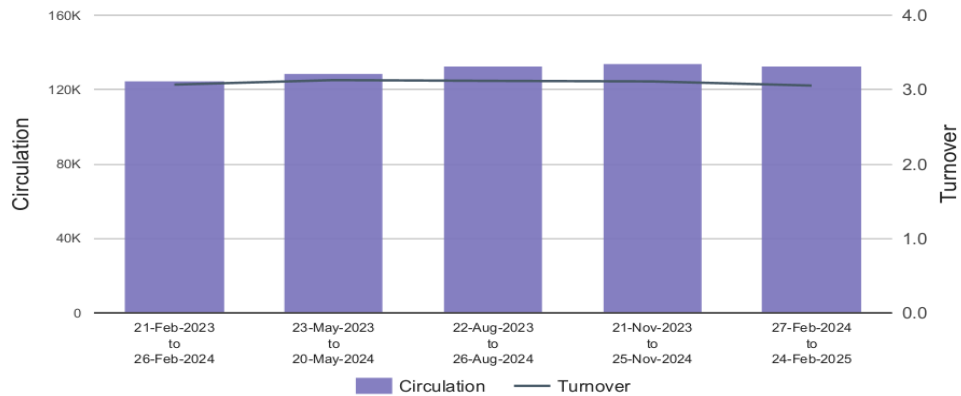


CollectionHQ

Circulation and Turnover

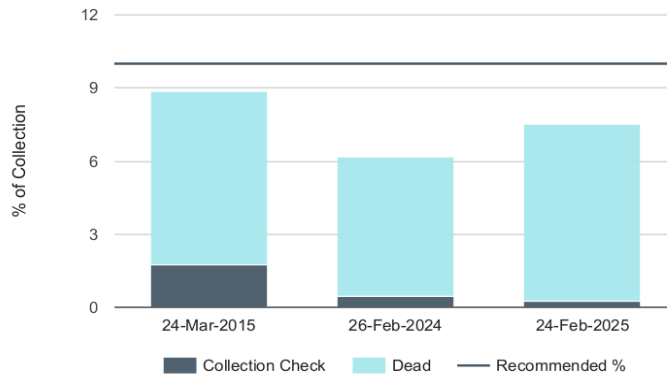
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



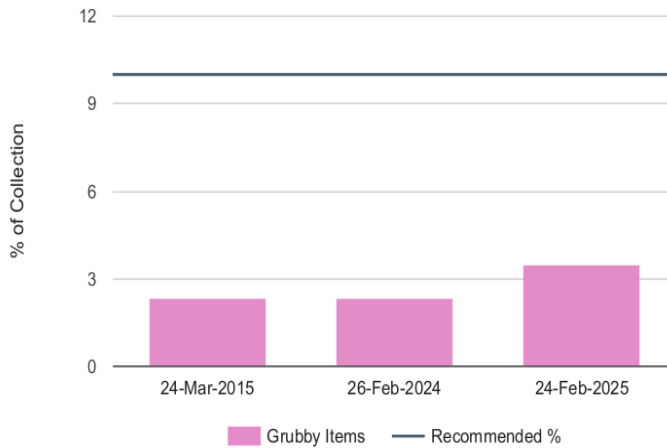
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.54% (0.43% increase from last month). Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 3.49% (.19% increase from last month). As with the dead percentage, the goal is to be under 10%.

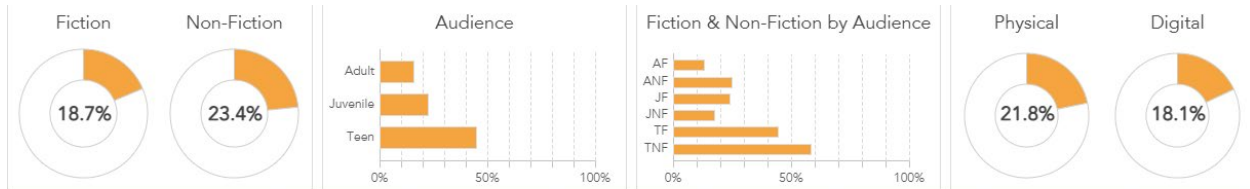


Diversity, Equity, and Inclusion (DEI)

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: 90,523

DEI Items: 17,981 (19.6% of our collection ; 0% change 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%	25.2%	24.2%	17.7%	44.7%	58.5%	19.6%
> Asian & Pacific Islander	2.0%	1.9%	4.6%	2.2%	9.1%	7.6%	3.0%
Black	3.5%	5.0%	4.6%	5.1%	7.4%	13.6%	4.3%
Disabilities & Neurodiversity	0.5%	1.0%	2.3%	1.3%	3.7%	0.8%	1.2%
Equity & Social Issues	3.6%	8.5%	5.4%	5.7%	10.3%	33.9%	5.3%
Hispanic & Latino	0.7%	0.7%	2.3%	1.6%	4.0%	0.0%	1.3%
Indigenous	0.6%	0.6%	0.8%	1.0%	1.0%	1.7%	0.7%
Mental & Emotional Health	1.4%	8.4%	7.1%	2.7%	11.9%	13.6%	4.4%
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%	1.5%	10.2%	1.7%	2.2%
> Religion	0.9%	2.1%	1.6%	1.3%	3.1%	5.9%	1.4%
> Sexuality & Gender	2.0%	1.7%	1.4%	0.5%	13.1%	9.3%	2.6%
Substance Abuse & Addictions	0.4%	0.7%	0.1%	0.0%	1.0%	1.7%	0.4%

Respectfully submitted,

Leslie Lovato

Technical Services Manager

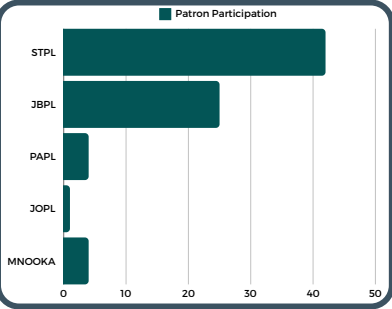
MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

February
2025

DEPARTMENT UPDATES

- **Toniebox**- The new Toniebox's are now available for circulation.
- **Middle Grade Reading Challenge** - Our team is working on developing a middle grade reading challenge to implement through Beanstack. We are in the beginning stages of developing this program and hope to have it ready to launch in the fall.
- **Winter Read** - The Winter Read program had great participation not only from Shorewood patrons but from several of the libraries in our consortium. We had a total of 76 participants and 271 bingo completions.



- **42 STPL** patrons participated.
- **25 JBPL** patrons participated.
- **25 PAPL** patrons participated.
- **1 JOPL** patrons participated.
- **4 Minooka** patrons participated.

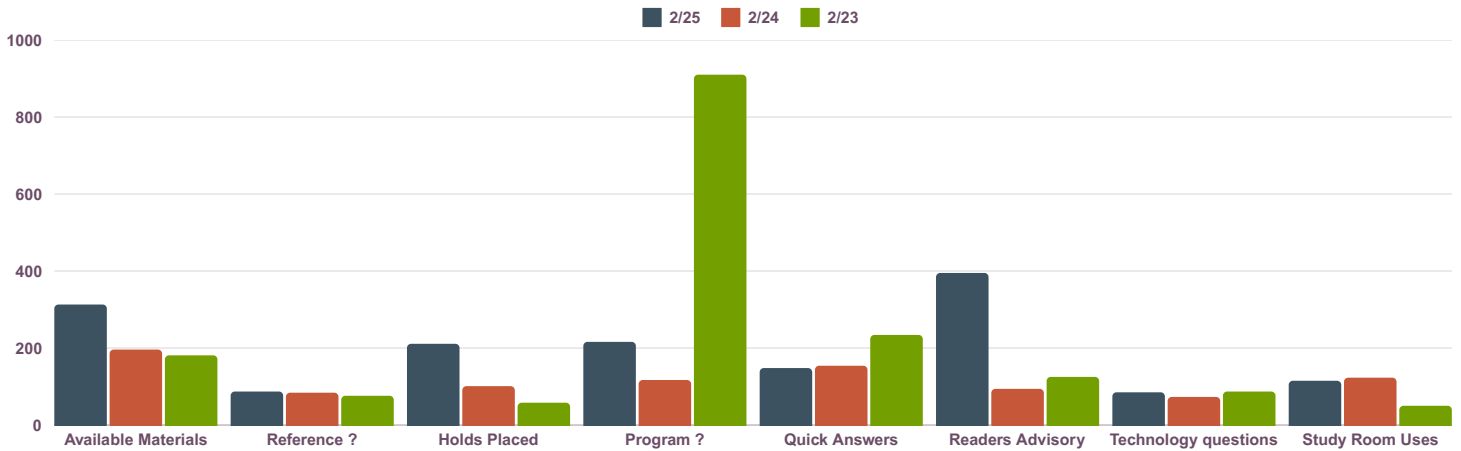


Winter Read Winners



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 1/25

- **313** patrons ask about available materials
- **87** ask general reference questions
- **211** holds were placed
- **216** questions were asked about programs
- **148** quick answers were provided
- **395** reader's advisory
- **85** patrons asked about technology.
- **115** study room reservations.



CHILDREN'S PROGRAMS

22

Active Programs Offered

717

Total Attendance

11

Passive Programs Offered

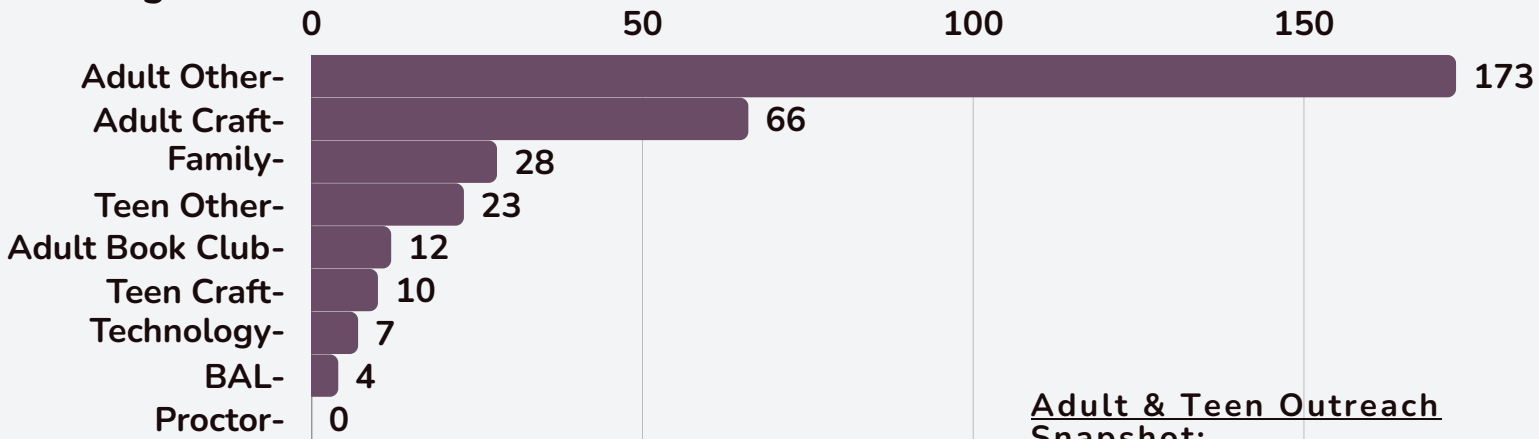
2336

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: 7
Attendees: 95

Passive Programs

Number of Programs: 7
Total Patrons: 213

Adult & Teen Outreach Snapshot:

Number of Programs: 15
Total Patrons: 189
Homebound Deliveries: 2

Staff Meetings, Training, Programs, & Events

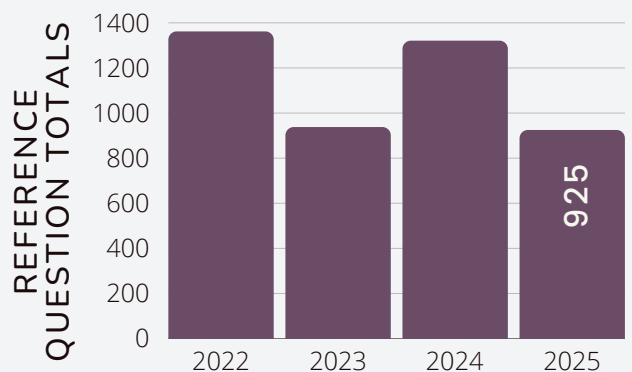
- Rose - Adult, Teen & Technology Manager (14)
 - Tech Help Tuesday
 - Gilmore Girls Trivia @ Will County Brewing
- Anna - Adult & Teen Outreach Coordinator (12)
 - Family Reading Night @ Troy Hofer
 - Joliet Transitions Center
- Violet - Teen Programming Coordinator (4)
 - Teen Advisory Group
 - Mystery Cocoa Take & Make
- Hailie - Adult & Teen Services Assistant (1)
 - Neurodiversity-Affirming Practices webinar

Winter Reading Program

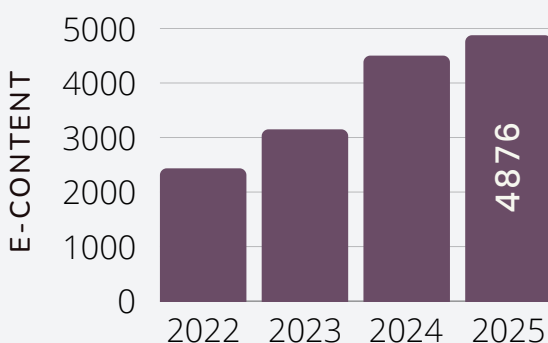
- 2025
 - Adult Participants: 112
 - Teen Participants: 19
 - Staff tracked reading (total): 150 hours
- 2024
 - Adult Participants: 167
 - Teen Participants: 12
 - Staff tracked reading (total): 96 hours

Reference Stats

- TOTAL: 925
 - Reference: 254
 - Item Availability: 79
 - Reader's Advisory: 82
 - Holds: 64
 - Programs: 83
 - Technology: 176
 - Quick Answer: 187



E-Content



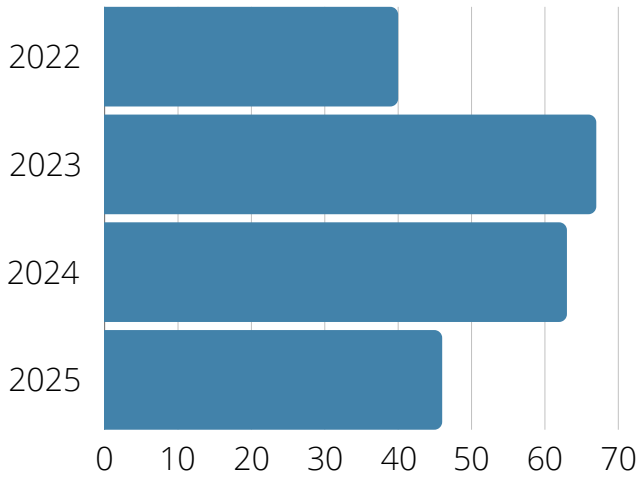
- E-Content Holdings
 - Hoopla: 1,025 items
 - Libby: 3,851 items

MONTHLY REPORT

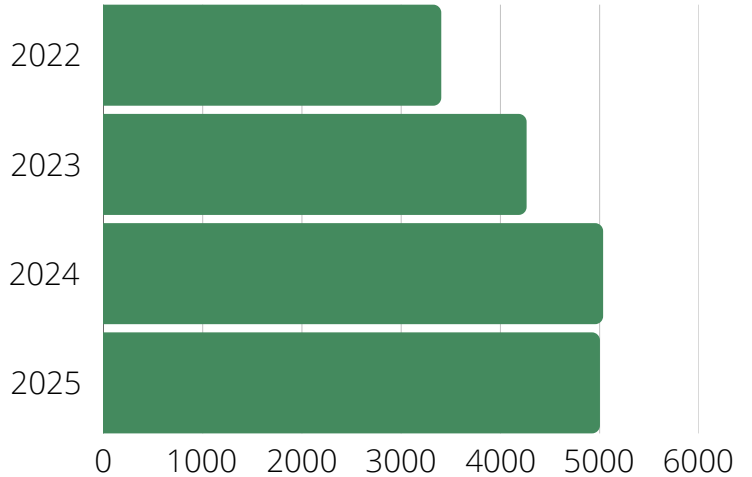
FEBRUARY 2025

JULIE HORNBERGER
CIRCULATION MANAGER

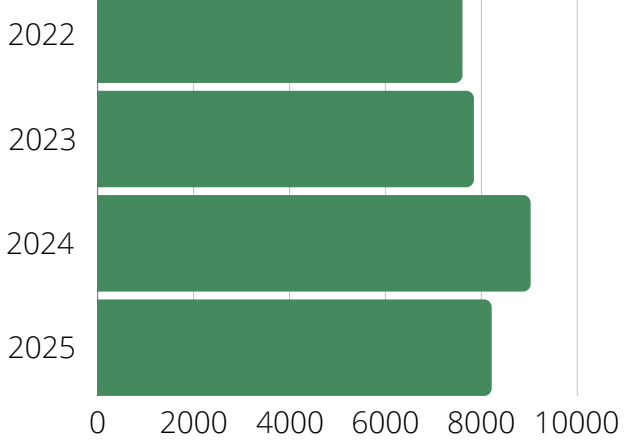
NEW CARDS



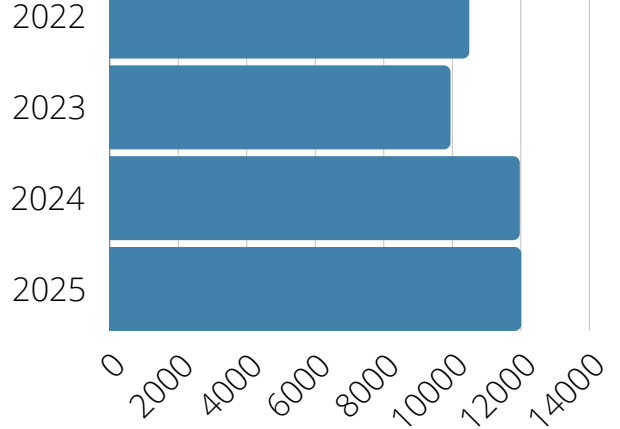
DOOR COUNT



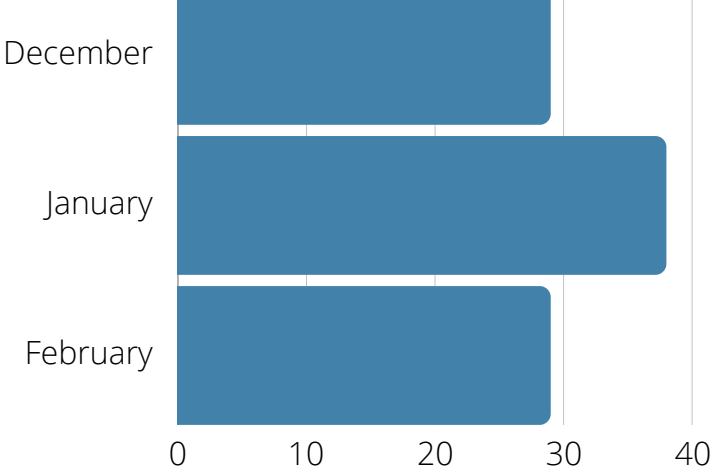
ITEMS CHECKED IN



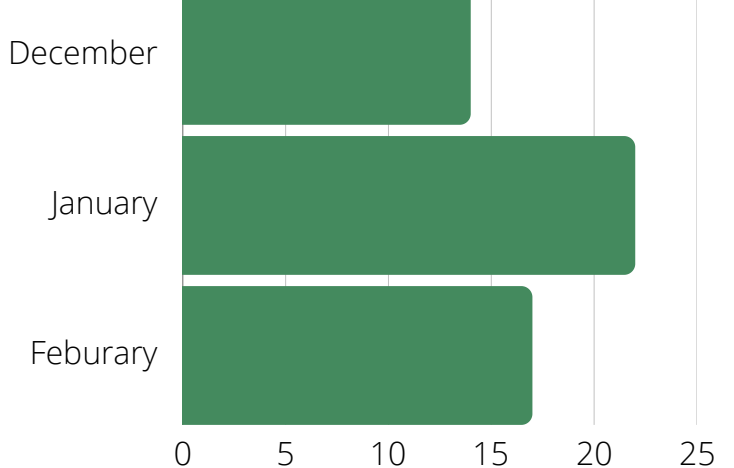
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



ADULT & TEEN OUTREACH REPORT FEBRUARY 2025

Total Teen &
Adult Outreach
Programs/Events:

15

Reoccurring
Programs/Events:

7

Total
Participants:

189

Homebound
Deliveries:

2

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 February we painted St. Patrick's Day themed gnomes.

Shorewood Glen Tech Help: Taught residents simple ways to clean up their phones camera roll, storage tips and basic cell phone functions.

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

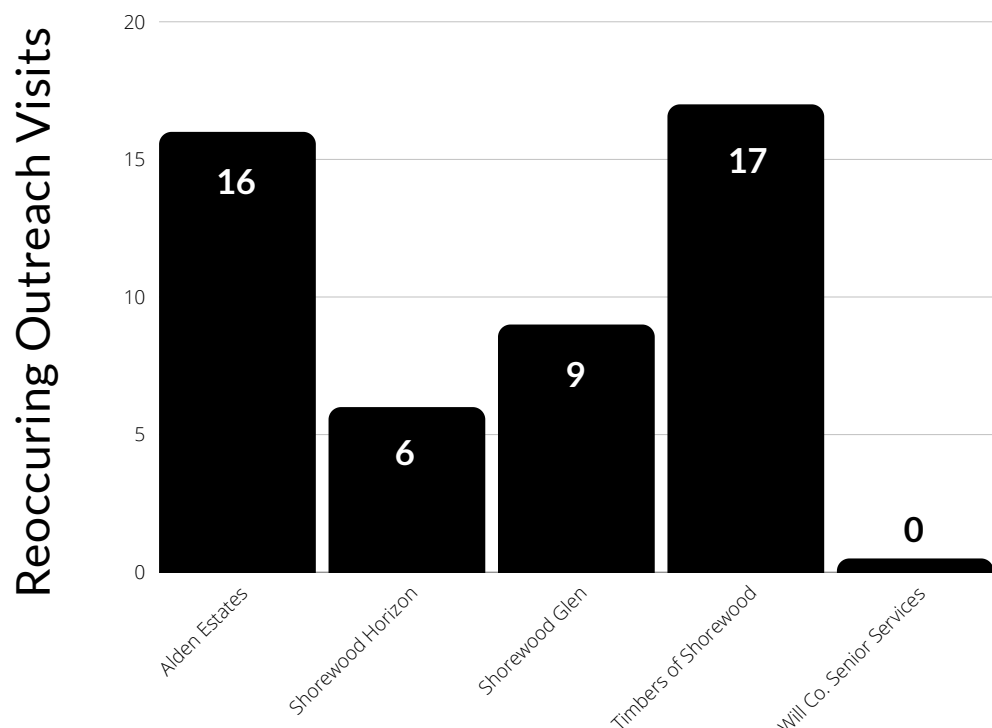
Timbers Book Club: Members read and discussed the book *Sworn to Silence* by Linda Castillo.

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

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. In February, they curated a Teen book display for the month of March.

Ribbon Cutting Event: Joined our community to celebrate and support the new partnership between our Junior College and area YMCAs.

Family Reading Night: Sarah and I teamed-up with Troy Hofer Elementary to celebrate literacy with fun activities and library information. Their theme was based off the movie *Inside Out 2*. We saw over 140 students and parents in an hour!



Children's Outreach Report February 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 214

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

Troy Hofer Elementary Family Reading Night

- Library informationals, activities, and prizes complying with *Inside Out* - Emotions Theme

Troy Shorewood 4th Grade Reading Challenge

- Supporting school curriculum by highlighting books about poetry, inventors, and African Americans

Troy 30C Preschool Family Engagement Event

- Library informationals, activities, and prizes complying with Colors Theme

Troy Shorewood 1st Grade Tour

- 1st graders received a specialized tour, storytime, Dewey session, and treats and activities

Total Engagement 458

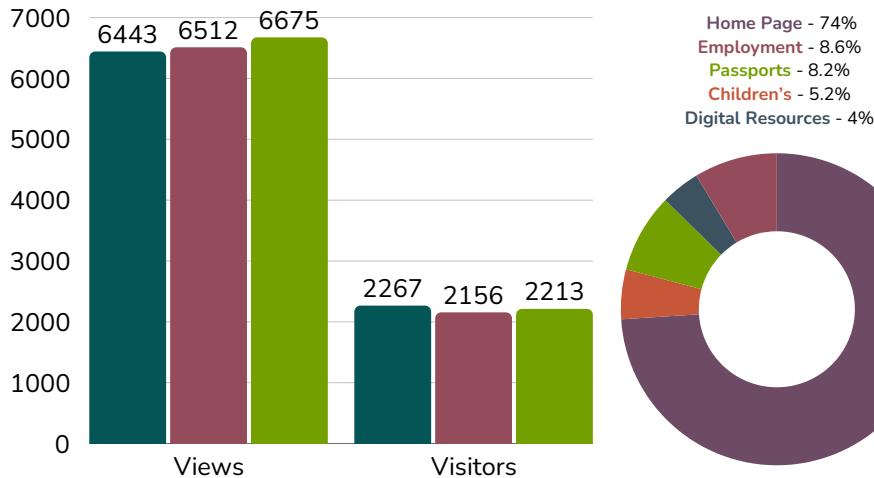
Community Events:

- **In partnership with Kiwanis of Shorewood**, 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. February guests were Habitat for Humanity and Joliet Regional YMCA. **Total Engagement - 21**
- **PinKids Meeting**, Pinnacle Libraries' Children's Departments discussed summer read plans, activities, and ideas.

February 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Meeting Room:

	2025	2024	2023
Non-Profit	4	4	3
For-Profit	0	1	0

eNews Stats:

2025

7,167 EMAILS SENT
45.28% OPEN RATE
241 CLICKS
160 UNIQUE CLICKERS

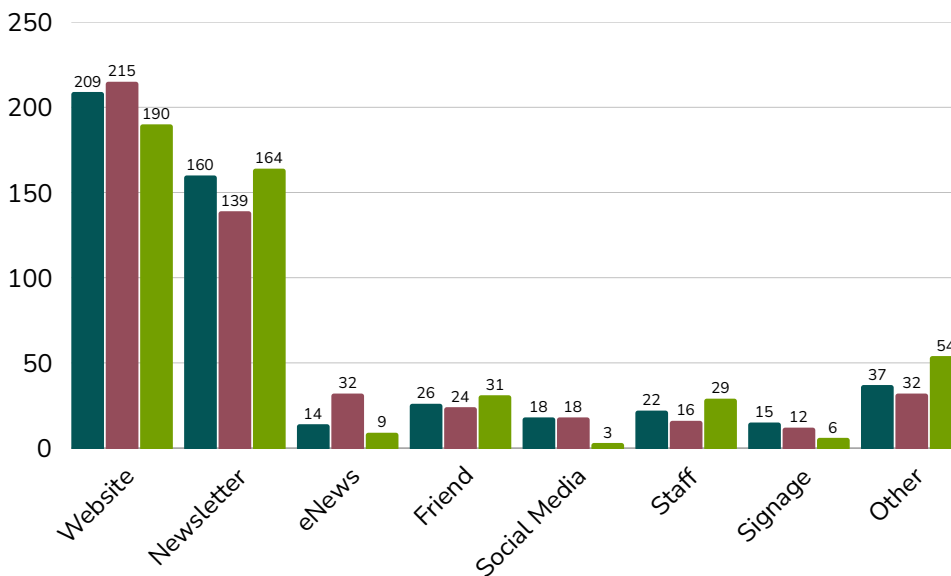
2024

8,050 EMAILS SENT
45.91% OPEN RATE
218 CLICKS
120 UNIQUE CLICKERS

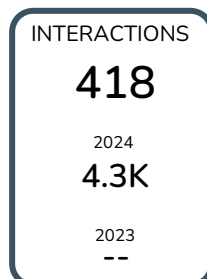
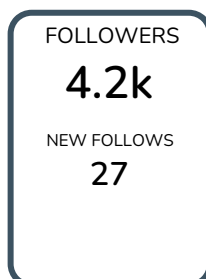
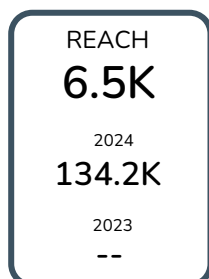
2023

6,854 EMAILS SENT
49.36% OPEN RATE
316 CLICKS
193 UNIQUE CLICKERS

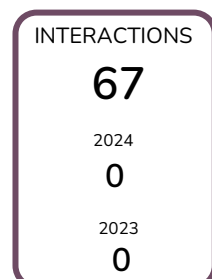
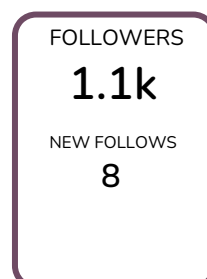
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

February 2025 Marketing Updates



Meetings/Trainings:

- 02/13 - Fundraising brainstorm with ATS
- 02/18 - Department Head



Website Project:

- Phase 3 is in progress: Website Usability Testing Process
- Staff training session is coming up next week. Weblinx team will work with staff to show the backend of WordPress.
- We will learn how to build and customize pages, update content, and publish announcements (closures, emergency notices, etc.)
- We are adding a “donate” button to be displayed prominently on the site, perfect for our fundraising campaign.
- We are still projecting the official launch to take place this April.



Highlights:

- We are gearing up for Summer Read and preparing for the Library’s anniversary.
- Sponsorship request letters have been written and will be sent out this week.
- We already have 3 confirmed sponsors with a goal to get a *minimum* of a dozen more.
- I am also working on library displays for our anniversary event
 - getting photography/articles posted around the library
 - banner introducing our campaign in Meeting Room A
 - post-card

March 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Parking Lot

I have sent the Board several emails regarding the second water intrusion into the basement on 3/4/25. Indicomm, an alternate contractor, did come out to provide an alternate quote. I hope to have that in hand by Tuesday, the 11th. Bret and I haven't received a follow-up from the Zoom call that we had with the contractor on 3/7 (as of 1 pm on the 10th).

Our attorney is out of the office until 3/12, but I have a call scheduled with him in the afternoon.

March 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Rose Nowak's First Anniversary

Rose Nowak celebrated her first anniversary with us as the Head of Adult & Teen Services in February. Rose has accomplished so much in her first year! She has not only learned how to navigate a new library culture and a new-to-her staff, but she has also accomplished a lot in a year! She has:

- Gotten the new self-checks from Communico up-and-running, which had been an outstanding issue before her arrival.
- Teens have a new ongoing reading challenge, thanks to Rose and our Teen Assistant, Violet, 100 Books Before Graduation. This program keeps teens reading during their middle- and high school years, preparing them to go to college.
- She and her staff have planned popular and engaging Summer and Winter Reading Challenges

Rose is a calm and patient trainer with Book a Librarian appointments and other patron needs. She always listens to her staff and fellow managers to fully understand the needs and issues of the different departments and the Library, as a whole. She is our staff baker and frequently brings in tasty treats to share! In fact, she's currently trying to get a Cookbook Club off the ground as an Adult Program, if any of you would like to join.

Rose has been a fantastic addition to our team. I'm glad to have her and am excited to see what she brings next to the table.

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Lori Freeman, Children's Services Manager

RE: Louise Salomone's First Anniversary with the Library

Louise is one of our Children's Department Assistants, celebrating her one-year anniversary with the library.

Although she has been with us for only a year, she has already made a great impact as a valued team player. Louise's collaborative spirit embodies our library's teamwork and community engagement values. She always takes the initiative and is willing to help her coworkers whenever it is needed.

As the Children's Assistant, Louise runs four of our children's art programs. The thought and creativity she invests in each project truly shines through in every program she runs.

The positive feedback and enthusiasm we receive about her programs are a testament to her ability to connect with our patrons and inspire their love for art and literature.

Louise also orders phonics, early readers, and parenting books. She created a resource area for parents and guardians with updated general information about local parenting classes, support groups, and different material resources.

I am genuinely grateful for her hard work and dedication to our department. Louise's library joy and contributions have been instrumental in our team's success in creating a welcoming environment where creative expression flourishes and fosters connections with our community.

March 13, 2025

To: Shorewood-Troy Library Board of Trustees

From: Leslie Lovato, Technical Services Manager

Re: One-year work anniversary of Elise Tarrant, Technical Services Assistant

Last March, Elise Tarrant began her position as technical services assistant for the library. Her sunny disposition and willingness to learn have contributed greatly to the department as well as the whole library. Her tasks include preparing books for checkout by wrapping them in mylar, and preparing their labels. She also assists in inventory projects. Besides learning and excelling at technical services tasks, Elise assists in other departments whenever needed. She is an amazing team player. I am so happy to have her as part of the technical services staff. Congratulations on your one-year anniversary, Elise!

March 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Policy Revisions

There are four policies on the agenda for review.

1. Unattended Children Policy
2. Code of Conduct Policy
3. Book a Librarian Policy
4. Collection Development Policy

The first three needed minor revisions. Additional language is highlighted in yellow. If I'm recommending that language be removed, you'll see the words with a ~~strike-through~~.

The fourth policy, the Collection Development Policy, I'm recommending that there be a more substantial revision. The old policy had some substantial procedural information that was meant for selectors. It didn't assist the public in understanding our collections were developed and maintained. I wanted the policy to be more useful for the public, so I re-wrote it with that goal in mind.

Shorewood-Troy Public Library

Unattended and/or Unsupervised Children Policy

Approved by the Board Action 9/21/2019; Draft 03/13/2025

Unattended and/or Unsupervised Children Policy

Parents or legal guardians are responsible for their children at all times, regardless of the parent or guardian's presence in the library.

The Shorewood-Troy Public Library welcomes and encourages children and their families to use its services and facilities. Staff members are library professionals committed to helping children **and their families** find materials to meet their needs, providing a welcoming environment to learn and play, and planning/presenting programs that enrich, inform, and entertain.

However, staff members cannot guarantee an entirely risk-free environment or take responsibility for children outside of a set library program. All public places may be dangerous for a child who a parent or caregiver leaves unattended and/or unsupervised, and library staff are not equipped or licensed to provide long or short-term childcare services including adult supervision, nutrition, or emergency care.

A child left at the library without a parent or caregiver may also engage in behavior related to boredom, fatigue, or fear, disrupting the services the library staff provides for the community. Parents and caregivers must manage and/or prevent any behavior that interferes with the regular operation of the library or disturbs library users and staff.

It is out of genuine concern that the library encourages parents and caregivers to consider the safety and well-being of their children in a public place, and to respect the privileges of other library users and the professional roles of the library staff.

Children aged 4+, 12, and over can use the library's facilities and resources alone, provided their behavior conforms to the General Rules of Conduct. It does not disrupt other library users or staff members. If their behavior is disruptive, staff members can call a parent or guardian to request they pick up the child. Children aged 4-12 and under must be attended and supervised by a parent or a caregiver 16 years of age or older at all times while on library premises. Children of all ages using the library facilities should know or carry a copy of their phone number and address.

Using the following guidelines, the library deems an unattended and/or unsupervised child as any child

- found frightened or crying in the library,
- perceived to be endangering him or herself,
- perceived as vulnerable to potential harm from another person in the library,
- exhibiting inappropriate behavior in the library, or
- has not been met by a responsible caregiver at closing time.

If at any time a child age 10 or under is found unattended and/or unsupervised, the following steps will occur:

Shorewood-Troy Public Library

Unattended and/or Unsupervised Children Policy

Approved by the Board Action 9/21/2019; Draft 03/13/2025

1. The parent or caregiver will be paged in order to determine if they are in the library. If the parent or caregiver is in the library, they will be directed to stay with and supervise the child.
2. If it is determined that the child is in the library without a parent or caregiver 16 years of age or older, a staff member will call the parent or guardian to request that they pick up the child. If the responsible adult cannot be contacted or does not respond within **30** minutes, the police will be asked to assume responsibility for the child.
3. Any parent, legal guardian, or caregiver not complying with this Unattended and/or Unsupervised Children Policy will receive a warning from the library staff and be told of the library's next course of action should non-compliance continue.

When visiting the Library without an adult, children 11 to 17, unless the minor child has access to transportation on their own, should have definite arrangements to be picked up at closing time or in emergencies. If a child is left stranded at closing, the following steps will occur:

1. A staff member will first call a parent or guardian. If the parent or guardian cannot be contacted or does not arrive within **15** minutes, the police will be asked to assume responsibility for the child.
2. Two Library staff members will stay with the child inside the library until the parent or the police arrive.
3. Any parent, legal guardian, or caregiver not complying with this Unattended and/or Unsupervised Children Policy will receive a warning from the library staff and be advised of the library's next course of action should non-compliance continue.

Library staff may notify the appropriate authorities if they have reason to suspect abuse or neglect.

Shorewood-Troy Public Library

Book-a-Librarian Policy

Approved by the Board of Trustees, 2/12/15; Last Revised 9/8/2022, draft 3/13/25

Book a Librarian Policy

Purpose

Book-A-Librarian sessions are one-on-one consultations with a member of the reference staff. They are intended to assist with a given topic related to research and technology. Any library patron may access this service, and no fee is involved.

Rules

- Sessions will last no more than 30 minutes unless otherwise arranged with staff, **in advance**.
- Sessions must be scheduled at least 24-48 hours in advance and depend on staff availability.
- Staff may not always be able to assist with a particular topic but will provide information on additional resources for that topic.
- **If a patron is more than 10 minutes late to the session, the appointment will be considered as 'cancelled without notice' and may count against a patron's session allotment for the month.**
- Patrons may not schedule sessions more than twice in a given month.

Restrictions

- The staff does not provide medical, legal, advanced genealogical research, or business advice or opinions.
- The staff does not provide technical support or troubleshooting except in relation to library resources.
- Staff cannot type or proofread documents and do not provide professional tutoring.
- Staff cannot assist with travel planning and/or travel preparations.
- Patrons cannot demand specific staff members for book-a-librarian appointments. Appointments will be made based on staff availability.
- The staff does not provide ongoing training on topics that would require a professional tutor.

Cancellation

Cancellations must be made in advance of appointments. Repeated failure to notify the library of a cancellation may result in a programming cycle (2-month) suspension, including Book-A-Librarian privileges being revoked.

Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

Patron Code of Conduct

The Board and staff of the Shorewood-Troy Public Library is committed to providing all of our patrons with a safe, pleasant, comfortable environment in which to learn and be entertained. The Board of Trustees has established the following Code of Conduct to protect the rights and safety of ALL library patrons and staff. We also wish to seek to protect library materials, equipment, and property. All policies apply to all public spaces in the Library, including Meeting Rooms.

The Library requests that all patrons:

- Respect the rights of patrons, library staff, and library property.
- Respect one another's personal space and privacy.
- Respect the rights of Library staff to work in a calm environment, free from harassment.
- Remember the library is a public shared space, used by all members of our community.
- Be aware of noise levels and do not disturb others. Conversations should be conducted quietly, head-phones should be turned to appropriate levels, and cell phone conversations should be taken to the lobby or outside.
- Be aware that ~~Skype~~ Zoom or other forms of video chat are not permitted on library computers, **unless in the Study Room**, as the noise of the conversations can disturb other users. ~~The Library is also concerned with the privacy of other library users who may be viewable on the web-camera without their consent.~~
- Keep Library entrances clear. Do not congregate near doorways or park bikes, skateboards, etc. in front of the doorway.
- **Leave pets at home. The library always welcomes service animals, but all other pets should not be brought indoors. Other pets shouldn't be left outside the entrance, for their own and other's safety. Animals may occasionally be present at library programs, with permission from the Library Director. Advance notification to program participants will be provided about programs including animals, so that patrons can make their own decision regarding potential allergies or other safety concerns.**
- Park bikes in the appropriate rack, not in the lobby. All skates, skateboards, etc. should be picked up and carried while in the library.
- Throw trash in appropriate waste cans.
- Wear a shirt, shoes, and other proper attire.
- Drink beverages in a covered container only. Library staff reserves the right not to allow you to have liquids near the computers.
- Keep Library furniture in place.
- Keep personal items with you at all times. Library staff cannot monitor your personal property. The Library staff is not responsible for lost, damaged or stolen items. Items left at the library that goes unclaimed (other than personal ids) after two weeks will be donated to charity or discarded.
- Comply with the Library's Computer and Internet Policy.
- Obey all applicable state, federal, and local law. ~~This includes the current State of Illinois' mask mandate.~~

Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

- Follow the policies, procedures, and guidelines as written or directed to by staff.

The Library requests that patrons refrain from the following behaviors, which are unacceptable or illegal:

- Do not disturb others by:
 1. Loud or disruptive behavior
 2. Using profanity, obscenities, or abusive language
 3. Rough play or violence of any kind
 4. Public displays of affection
 5. Skating or using athletic equipment inside (basketballs, etc.)
 6. Extreme lack of hygiene, **odors that others find offensive**, or excessive use of perfumes or colognes
- Downloading, printing, or viewing material that violates federal, state, or local laws.
- Stealing library property, including, but not limited to, books, computers, or furniture.
- Damaging or attempting to damage library property.
- Using tobacco products or non-tobacco products (such as vaping, cannabis, etc.) , including cigarettes, e-cigarettes, cigars, and smokeless tobacco within the building. If used outside, it must be at least 15 ft. away from all library entrances/exits.
- Violating copyright laws or licensing agreements.
- Violating policy or guidelines.
- Any other illegal activity not mentioned above.
- Eating or drinking in the computer areas.
- Loitering on Library property.
- Drinking alcoholic beverages on library property or using illegal substances.
- Public Indecency.
- Sleeping or inappropriate use of library furniture
- Trespass in areas marked as **"restricted areas"**, unless attended by a staff member.
- Selling or panhandling, unless specifically permitted by the Library Director.
- Inappropriate bathroom usage, including bathing, shaving, or clothes washing.
 - Regarding Children's bathrooms on the lower level, adults with children in their charge or attending programs in one of our lower level meeting rooms are the ONLY adults allowed to use the Family restrooms located in the Children's Department. Regarding the Children's Department, staff members will always place the interests and comfort of children first.
- Please remember that the Children's Department is specifically designed to serve the needs of children, their parents or caregivers, and teachers and is reserved for use by those patrons. Adults not using the area with children, or for the intended purpose, will be asked to use the other library areas.
- Leaving children under the age of twelve unattended by a responsible adult.
- ~~Distributing or posting any printed materials unless specifically permitted by the Library Director.~~
- Removing or attempting to remove any library materials without proper checkout.

Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

- Possessing weapons in the Library unless authorized by law.
- Adults/teenagers over the age of 15 loitering in the Youth Services Area without being accompanied by a child.

If a patron registers a complaint about another library patron to library staff:

- Staff will immediately ask, “Do you feel physically threatened?”
 - If the answer is “yes”, police will be automatically called. An incident report will be taken for internal records, and the Director will be responsible for any internal banning procedures, while the police may follow up on any criminal action.
 - If the answer is “no,” police will not be called and staff will follow procedural guidelines and document issues in the incident report.
 - Staff may also determine that calling the police is necessary, and file an incident report, with the Director being responsible for any necessary disciplinary actions.

The Library Reserves the Right to:

- Limit group size based on available space and noise level of the group
- Deny access to those found in violation of the policy.

If there are problems, the Library may (but is not limited to) the following actions:

- Ask you to discontinue the problem behavior.
- Ask you to leave the Library property for the day.
- For serious problems, the Library may ban you from the property for a period of time ranging from one week to one year, depending on the severity of the issue. If you are banned for any reason, you must appear before the Board at a regularly scheduled board meeting regarding behavioral policies before re-admittance to the Library’s facility.
- The Director has ultimate discretion regarding the action level taken for violating policy. The police may be called for illegal activities, disturbances, or disruptive behavior.

The Public Library Act provides the Board of Library Trustees with the general power to carry out the spirit and intent of the Act in establishing and maintaining the Library and providing library services, and the specific power to “exclude from the use of the library any person who willfully violates a policy or regulation prescribed by the Board.” 75 ILCS 16/30-55.55

Library Conduct Policy Scale

The Shorewood-Troy Public Library welcomes all individuals to use resources made available to the community. In order to provide a safe, comfortable experience for everyone in the library the following forms of conduct are not permitted and are representative of actions that may result in the loss of library privileges:

Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

<ol style="list-style-type: none">1. Behavior which may disturb or interfere with others' use of library services and facilities. Examples include but are not limited to: loud, repetitive, abusive, or threatening language; public displays of affection; singing or other disturbing noise; running; chasing; roughhousing; profanity.2. Using electronic devices with or without headphones at a volume and/or at a location disturbing to others.3. Bringing food or uncovered beverages outside near the computers.4. Occupying areas of the library that are age inappropriate5. Sleeping, inappropriate use of library furniture, or blocking of aisles, exits or entrances.6. Lack of Hygiene; Having offensive body odor or personal hygiene which unreasonably interferes with other patrons' ability to use the Library.7. Entering the library barefoot, without a shirt, removing one's footwear or shirt, or exposing inappropriate clothing while in the Library. The wearing of masks or similar facial concealments is not allowed except for library sponsored programs and for religious, medical, or other legally protected reasons.8. Campaigning, petitioning, proselytizing, or soliciting for any cause inside the library and/or in the immediate area surrounding the entrance or exits of the building. Placing of material on vehicles in the library's parking lot is prohibited.9. Bringing pets or animals other than service animals necessary for disabilities.10. Gambling.11. Use of tobacco products in the library and/or within 25 feet of a library entrance and/or exit. This includes, but is not necessarily limited to, cigarettes, smokeless	<p>1st offense warning</p> <p>2nd offense suspension for the day</p> <p>3rd offense suspension for a week</p> <p>4th offense suspension for a month</p> <p>5th offense indefinite suspension of at least one month and until conversation with the Board of Trustees.</p>
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Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

<p>tobacco, herbal products and e-cigarettes. 12. Use of alcohol or illegal substances.</p>	
<p>13. Public indecency. 14. Trespassing in nonpublic areas.</p>	<p>1st offense suspension for a week</p> <p>2nd offense suspension for a month</p> <p>3rd offense indefinite suspension of at least one month and until conversation with the Board of Trustees.</p>
<p>15. Remaining on library property after being asked to leave.</p>	<p>1st offense suspension for two weeks</p> <p>2nd offense suspension for a month</p> <p>3rd offense suspension of two months and until conversation with the Board of Trustees. May progress further.</p>
<p>16. Damaging or defacing library property. 17. Stealing or attempting to steal personal or library property. 18. Carrying or displaying simulated or real weapons on library property except for authorized law enforcement officials.</p>	<p>This is going to be variable -- depends on the severity of the infraction.</p>
<p>19. Threatening and/or violent behavior. Examples include but are not limited to: shoving; throwing things; fighting; verbally or physically harassing, bullying, or threatening other patrons or staff including stalking, staring, or lurking.</p> <p>20. Staff have obtained a personal restraining order against a patron.</p>	<p>1st offense suspension of six months and until conversation with the board.</p>

Shorewood-Troy Public Library

Patron Code of Conduct Policy

Approved 3/10/11; Amended 11/10/16; Amended 1/10/19; Draft 3/13/25

21. Any violation of federal, state or local law or disregard of library regulations and policies.	This is going to be variable -- depends on the law or policy in question.
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Anyone violating the regulations of the Shorewood-Troy Public Library District may, at the discretion of the person in charge of the building, or her/his designee, be asked to leave the premises and revoke library privileges for up to one week. Staff will notify the Police Department if an individual fails to heed staff requests.

In case of severe or repeated violations of the regulations of the Shorewood-Troy Public Library District, the executive director may suspend library privileges for up to six months. If necessary, further action may be taken by the Director. Severe or repeated actions will result in written notifications. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Shorewood-Troy Public Library

Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

Collection Management Policy

Purpose

The Shorewood-Troy Library's Mission Statement is "Building Community through the Joy of Reading, Learning, and Exploring!" Our Collection is primarily a popular-materials based collection that serves a community from birth to elders. We want our readers to love the books that they read and will select them in the formats that work for them: from board books for babies to streaming audio for adults.

Our collection serves many needs: from beginning readers just discovering the joy of stories to adults wanting to relax with a good book needing information about a medical or legal concern, our collection has items for all of them. And many more items besides!

Our selectors recognize that some formats eventually become obsolete while new formats begin. We also recognize that public libraries offer a source of entertainment, such as a chapter book for a new reader, a romance for a teen, a video game for a person in their twenties, or a movie for family night. Shorewood-Troy Library selectors recognize that our community is comprised of many people with various tastes, interests, learning styles, and beliefs.

This policy outlines the guiding principles used to develop the Shorewood-Troy Library's Collection of items for Circulation.

Authority

The Board of Trustees is responsible for creating and setting the Collection Management Policy. They delegate the overall management of the Collections to the Director and the Staff of the Library.

Criteria for Selection

Library Materials are generally selected based on the following criteria:

- a. Popular demand
- b. Value of information
- c. Accuracy
- d. Relevance to community interests, needs, and languages spoken
- e. Authority of the author in the field
- f. Representation of varying points of view
- g. Price, format or production quality

These criteria are provided in no particular order.

1. The selection of materials is based on the values and interests of all the community members. No material will be excluded because of the author's race, nationality, religion, or political or social views. The library does not advocate a

Shorewood-Troy Public Library Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

particular viewpoint, simply because a title was selected for the collection. The library attempts to purchase materials across a wide spectrum of political and social beliefs.

2. No titles are excluded from the collection solely because the frankness of presentation might be offensive to some or because the material might not be suitable for all levels. High interest materials of questionable long-term value are included in the collection and may be withdrawn once they have served their purpose. Literary merit is not a necessary criterion for high interest materials.
3. Fiction titles are selected primarily because selectors believe it will be popular, high-circulating, or relevant to our community. Classics, especially those taught in the schools, will also be collected.
4. Nonfiction is chosen for the authoritativeness of its information. Selectors may also select it because it is timely, believed it will be popular or high-circulating, or fills a need in the collection. The library *does not* collect textbooks, unless they are titles currently being taught in the Troy School District.
5. Tools used to select include review sources such as: *Library Journal*, *Booklist*, *Publisher's Weekly*, and *School Library Journal*. Significant mentions in popular media, such as various talk shows or news shows, or in magazines will also guide selectors.
6. When available, all materials containing a significant amount of information about Shorewood and the district or written by a library district resident will be acquired.
7. When budget permits, appropriate suggestions for materials made by registered STPLD patrons will be considered.
8. Collection HQ, a paid database, is used by selectors to determine the quantities of items to be purchased.

Consortia Membership:

~~The Library belongs to the Pinnacle Consortia, a network of 6 libraries in the South Suburbs of Chicago. Collection decisions are made in the context of our membership in Pinnacle. Items unavailable at our library are often easily obtained through Pinnacle's catalog or larger state or national Interlibrary Loan Methods.~~

~~Pinnacle has set internal guidelines for libraries to ensure they meet their patrons' demands. There is a 7:1 ratio on holds, meaning that a copy should be purchased for every 7 holds by the library's patrons. A report is also run annually to determine that individual libraries can support **at least** 80% of their patrons' needs.~~

Censorship

Shorewood-Troy Public Library Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

1. The Board of Trustees believes that censorship is an individual matter and declares that, while anyone is free to reject for themselves or their family members materials of which they disapprove, they cannot exercise this right of censorship to restrict the freedom of others.
2. The Library selects appropriate material for each age group. Special collections serve the needs and interests of preschool, elementary, and junior high age children. The library and its staff recognizes that not every library item may be appropriate for every age group. Staff members are available to assist parents, guardians, and patrons with selecting materials that are the right selections for particular readers. We welcome the opportunity to assist your family in making the right choices for your family.
3. There are no age restrictions on the borrowing of library materials. ~~Selection of materials for the adult collection will not be limited by the fact that this collection is widely used by both high school and middle school students, and increasingly by elementary school students.~~ The responsibility for monitoring library material used by minors rests with the parent or guardian.
4. The Library Board of Trustees upholds the principle of Freedom to Read. It declares that whenever censorship is involved, no material will be removed from the library except under the orders of a court of competent jurisdiction. The principles on which this policy is based are expressed in the "Library Bill of Rights," adopted by the American Library Association (ALA), and as amended by the ALA Council, and the following interpretations by the ALA Council: "Challenged Materials, Evaluating Library Collections, Exhibit Spaces and Meeting Rooms, Expurgation of Library Materials, Free Access to Libraries for Minors, Restricted Access to Library Materials, and Statement on Labeling," copies of which are incorporated herein or attached.
5. Patrons with complaints concerning specific library materials will be provided with a copy of the Collection Management Policy of the Shorewood-Troy Library and asked to complete a copy of the "Citizen's Request for Reconsideration of Materials." Upon receipt of said request, the Director will review the form and make an appointment with the patron for a consultation regarding the material. If the conversation with the Director doesn't satisfy the concern, the matter will be escalated to the Board of Trustees for their decision, at the next regularly scheduled Board Meeting. The Board's decision will be final.

Donations

1. Gifts of books and other materials will be accepted periodically by the Library with the understanding that these articles are given unconditionally and become the library's property. Books are very rarely added to the library's collection, unless they relate specifically to local history. Book donations are usually given to the Friends of the Library for their book sales.
2. Gifts of money, real property, stocks, and bonds are encouraged and are most beneficial to the library in unrestricted form. Any restrictions or conditions attached to such gifts must apply to the mission and roles of the library and be acceptable to the Board of Trustees.

Shorewood-Troy Public Library

Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

3. Personal property, art objects, memorial, or commemorative objects, displays or plaques, portraits, artifacts, antiques, museum objects, and similar materials are generally **not** accepted as gifts by the library. Under certain circumstances, the library may receive such a gift if the Board approves all conditions of the Trustees.
4. The library will not accept any materials that are not outright gifts, nor will the library accept any materials that attach the condition of periodic or permanent display.
5. The library staff shall make no valuations or appraisals on potential or actual gifts to the library. A gift receipt form is available upon request.

Withdrawal of Material

The collection's materials will be periodically examined to discard materials to maintain a balanced, timely, and attractive collection.

Items are removed from the collection because they are (in no particular order):

- Damaged (a new copy might be purchased, depending on demand)
- No longer circulating (typically hasn't circulated for 3+ years)
- The Library purchased multiple copies initially to meet demand, but multiple copies are no longer necessary
- Information is dated or obsolete

It is up to the Library's discretion regarding how withdrawn materials are disposed of. However, if items are still in a saleable condition, most items are donated to the Friends of the Library for their book sale. They may also be recycled or disposed of, if they are too damaged or worn.

~~COLLECTION CRITERIA FOR SPECIFIC LIBRARY COLLECTIONS~~

~~Sub-sections of the collection are listed in alphabetical order.~~

Abridgements

~~Print and audio abridgements are rarely considered for the collection to preserve the original integrity of the text and the author's intent. Abridgements, reworking of a plot or character by the original author, or abridgements of classic works intended for children may be considered.~~

Blind and Physically Handicapped Talking Book Service

~~Talking book service to patrons with disabilities is provided by the State Library through a system of regional offices. The library will provide referral to the appropriate location.~~

Shorewood-Troy Public Library Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

Electronic Resources

~~The library offers a variety of authoritative subscription databases and links to Internet websites based on the needs and interests of the community. Selection of the databases and web sites is determined by:~~

- ~~a. Authority of the publisher/creator~~
- ~~b. Affiliation of the site with other institutions, sponsors, companies~~
- ~~c. Comparisons with other resources in print and electronic format~~
- ~~d. Currency of information, Purpose of the site, and intended audience, Technical and design concerns~~

Foreign Language

~~The library collects a variety of basic foreign language materials, including print and recordings for children and adults that represent the languages of the community. The library will also provide access to materials at other libraries.~~

Formats:

~~The Library's collections are composed of various formats, including books, large type books, graphic novels, periodicals, audiobooks, movies, videogames and electronic resources (such as databases and downloadable audio and e-books). The library strives to remain current with current technology and collects in new formats as they become widely adopted by our patrons.~~

Genealogy

~~The library purchases a variety of general guides to help patrons learn how to trace their ancestry. Genealogies of specific families are considered only if the family is of local interest. Staff will provide referral to other libraries and agencies for particular genealogy questions that are beyond the scope of the collection.~~

Movies

~~STPLD currently collects DVDS and Blu Rays of popular feature films, television series, documentaries, instructional videos and other visual media in a manner consistent with patron demand, critical reviews and budget considerations. Library materials are intended to appeal to a wide range of audiences from the youngest patrons to adults. As such, the library will select films based on G-rated to R-rated. Most R-rated DVDs now have a menu choice to view the unrated version. Unrated films may also be chosen among foreign language films. As technology changes, the library will acquire visual media in prevailing formats.~~

Video Games

~~The Shorewood-Troy Public Library District selects video games based on ratings, patron demand, format and budget considerations to meet the recreational needs of~~

**Shorewood-Troy Public Library
Collection Management Policy**

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

~~children and teens. The library collects games rated E (for everyone) through T (for teen). Video game purchases will reflect the current market dominant gaming systems.~~

Review of Policy

The Board of Trustees will review the Materials Selection Policy biannually.

Shorewood-Troy Public Library

Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name: _____ Date: _____

Address: _____

City: _____ Phone: _____

Are you a registered borrower of this library? _____

Whom do you represent?

Myself

Organization (Please Specify)

Other (Please Specify)

Materials on which you are commenting:

Book

Magazine/Newspaper

Audio

Other

Video Game

CD

DVD

Graphic Novel

Title: _____

Author/Producer: _____

1. Did you read/listen to all _____, part _____ of the item?

2. Please comment on the resource as a whole and be specific on those matters that concern you.

3. What elements of value did you find in the resource?

4. What are your specific recommendations to the library regarding this work? Do you have any suggestions for materials on this subject?

Your Signature

(OFFICE USE ONLY)

Shorewood-Troy Public Library
Collection Management Policy

Approved 11/8/10; Revised 9/14/17; Draft Revised 3/13/25

Board meeting date: _____

Action Taken:

March 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Approve Sebert Landscaping for \$5480 for 8 months

Sebert Landscaping, the company that installed the plantings at the new parking lot, contacted us to see if they could provide a quote for maintenance. When we had contacted them two years ago, they didn't service our area, but they do good work. They maintain Fountaindale's lot and do good work. Frankly, I thought they'd be too expensive.

However, they came back with a significantly cheaper quote than the company we are currently using. Plus, they do have water trucks which we can rent to maintain the new plantings. To do my due diligence, I also called Duke's Landscaping, which maintains many of Joliet's municipal plantings. They came out and promised me a quote, but never provided me with one. I also contacted another company which never followed up with me.



PREPARED FOR:

SHOREWOOD-TROY PUBLIC LIBRARY
650 DEERWOOD DRIVE
SHOREWOOD , IL 60404

PREPARED BY:

BRIE RASMUSSEN
NEW BUSINESS DEVELOPMENT

1050 LILY CACHE LANE - BOLINGBROOK, IL 60440
PHONE: 815-372-9130, FAX: 815-372-9135



SERVICE AGREEMENT

This Service Agreement ("Agreement") is made below between Sebert ("Contractor") and **Shorewood-Troy Public Library** ("Client"), whereby Sebert will provide certain services to Customer as more specifically described herein.

SHOREWOOD-TROY PUBLIC LIBRARY
650 DEERWOOD DRIVE

PROPOSED SERVICE:

The following Service Agreement is for maintenance of all designated exterior landscape areas at **Shorewood-Troy Public Library**. Our landscape management service is performed April 1st thru November 15th for the year(s) 2025, 2026, and 2027. We conform to professional horticultural practices and climatic conditions. This is subject to change due to weather, holidays, or other uncontrollable circumstances. During the months of April and November, attention will be concentrated on Spring Clean up and Fall Clean up activities respectively. Sebert (Contractor) will furnish the labor, materials, tools, and equipment, necessary to perform work and duties in a professional manner creating as little disruption as possible to Client. Contractor will perform all services in accordance with the highest standards of horticultural excellence and will make every effort to reduce our carbon footprint.

COST OF SERVICES:

The cost of the Basic Landscape Maintenance Program as stated in the "Description of Services" will be performed for the sum of **\$5,480** per year, and shall be billed at a rate of **\$685** per month for 8 months of service.

INCLUSIVE SERVICES:

N/A

ADDITIONAL SERVICES/SERVICE DETAILS:

N/A



COMPANY INFORMATION

Sebert Landscape is a full service commercial landscape contractor serving the Chicagoland and Wisconsin region since 1985 with a unique sustainable approach. We call it "the new green," and it's our way of changing the landscaping industry. Our "green" goes beyond reusable bags and recycled bottles. It means finding solutions that benefit customers and respects the environment.

It is Sebert's vision to reshape the landscaping industry by eliminating the conflict between "What is best for our customers" and "What is best for the environment." We want to change the way people think about sustainability. Our commitment begins with our 30,000 square foot headquarters located in Bartlett, IL which is Gold LEED (Leadership in Energy and Environmental Design) certified by the U.S. Green Building Council. Our building features the incorporation and use of Solar Panels, Reclaimed Wood, Heating and Cooling efficiencies, Permeable Pavers and reclaimed rain water features, as well as a beautiful green roof and native landscaping.

Sebert is focused on creating a better environment for all our clients. We have continued to make a positive impact by reducing the noise decibel level and eliminating toxic exhaust fumes associated with gasoline powered equipment. Our commitment to sustainability enables us to substitute propane mowers and battery operated, hand-held ancillary equipment. These practices provide a safer and healthier environment for our clients and crews.

It is our mission to educate the community in the practice of sustainability and advocacy for the environment. As part of our stewardship and commitment, we provide educational tours of our facility highlighting our sustainable practices. Sebert has been a chosen site for Landscape tours, as well as a recipient of many awards for our dedication to the environment.

Sebert serves the northern corridor of Illinois and north eastern Wisconsin with seven regional offices in Bartlett, Bolingbrook, Elk Grove Village, Naperville, South Beloit (Rockford), Illinois and Pleasant Prairie/Kenosha, and Milwaukee, Wisconsin.



SPRING CLEAN UP (APRIL)

Spring clean up consists of the removal of residual fall and winter debris from turf and plant beds. The Contractor will clean and haul away all landscape related debris from walks, drives, parking lots, and curbs on the jobsite. All trees and shrubs (under 12 feet) will be inspected for disease and damaged branches. Mulch may be provided to bed areas for an additional fee at the request of the Client.

TURF MAINTENANCE SERVICE (MAY THRU NOVEMBER)

Turf will be maintained at approximately a three (3) inch height or as climatic conditions dictate. Alternate mowing patterns will be performed when possible. All mower blades will be sharpened weekly to maintain an even cut. Walks and curbs will be mechanically edged. Litter will be collected and removed from landscaped areas during each visit. Client may be notified of excessive debris (including cigarette butts) that will need to be removed at an additional charge. Walks and drives will be left clear of grass clippings and debris. Grass clippings will not be removed from the turf except when accumulation becomes detrimental to the health and appearance of the turf at the discretion of Contractor.

DESIGN FLAWS

Contractor will not be held responsible for damage to siding, air conditioning units/lines, lamp posts, mailbox pedestals, etc. where said object directly abuts maintained turf and there is the potential to be damaged while completing the services outlined in this agreement. If turf directly abuts any of these areas, Contractor will provide cost to client to remove 12 inches of turf and add mulch to create a buffer area to protect structures and greatly reduce the potential for damage. If buffer installation is not approved, Contractor will not be held liable for damage to property as stated above.

WEED CONTROL

All turf areas will have a complete herbicide program including, crabgrass control, broadleaf control and broad spectrum control for weeds such as dandelion, chickweed, knotweed and clover. Crabgrass control (pre-emergence) will be applied once during the spring. Additional applications may be needed and charged accordingly. Broadleaf weed control will be applied twice each season. Heavily infested lawns may need additional applications at an additional charge. All chemicals will be applied in strict accordance with the manufacturer's labels and as weather permits.

PEST CONTROL

Inspection of all turf areas and plant material for insect and disease problems will be made routinely. If infestations are present, the Client will be notified. Appropriate approval from Client will be required to eradicate the problems at agreed upon charges. All chemical applications will be performed by an Illinois licensed applicator/operator.



BED AND TREE RING MAINTENANCE

Spade edging and cultivation are included in this contract for all existing and defined beds and tree rings. If defined edges are not existing, you will receive a proposal to establish a defined edge. All planting beds and tree rings will be maintained with the use of chemical, manual or mechanical operations to control weeds.

TREE, SHRUBS, EVERGREENS AND GROUND COVER CARE

All plant material will be inspected during maintenance visits to determine the need for pruning. Pruning of shrubs less than six feet will be provided in accordance with horticultural practices. Two to three prunings are included in the contract to provide a sharp, clean look to the property. Shrubs will be pruned in a manner as to maintain the existing look of the plant. If client requests rejuvenation or hard prunings, this service can be provided at an additional cost. Flowering shrubs will be pruned after flowering has occurred. All shade and ornamental trees, up to 12 feet in height and up to a 4 inch diameter, will be pruned to correct any low hanging or broken branches that impede pedestrian traffic on sidewalks, obstruct cars in parking lots, and block any signage or lighting. Groundcover will be trimmed as needed. Evergreen trees and shrubs will be pruned to assure conserving their natural form. The exception would be where an alternative design has been maintained in the past. All trimmings will be cleaned up and removed from the site.

FERTILIZATION

All turf will be fertilized three (3) times per year unless otherwise specified by the Client. Early spring fertilizer will contain pre-emergence crabgrass control. Summer and fall applications are fertilizer only. Typical application rates will consist of 1lb. nitrogen per 1,000 square feet. All shrub and plant beds will be fertilized with a balanced nitrogen, phosphorus and potassium fertilizer.

FALL CLEAN UP

Turf will be mowed at an appropriate height to help prevent matting from snowfall. Annuals planted by Contractor will be removed. Perennials maintained by Contractor will be cut back as required. Removal of leaves from turf and bed areas will also be performed. Leaves in the turf areas will be mulched back into the turf using mulching style mower blades. Fall clean up is a one time service that is performed. Any additional clean up requested will be charged on a time and material basis.



TERMS AND CONDITIONS

INSURANCE

Contractor will maintain the following types of insurance: worker's compensation, complete automotive coverage, and general liability in commercially reasonable coverage amounts. Contractor will provide the Client a Certificate of Insurance upon request General Liability - \$1,000,000 - Automobile Liability - \$1,000,000 - Umbrella Liability - \$2,000,000 - Workers Comp - \$500,000.

BILLING

Invoicing will occur on the 1st day of the month and are due upon receipt. Monthly billings are based on a pro-rated yearly cost and are not indicative of work done in any one month. In the event the account is not paid within 30-days, the Client shall pay to Sebert all past due amounts, and a service charge of 1.5% per month(18%APR). In the event the account is placed in collection, all associated collection costs and reasonable attorney's fees will be charged to the account. All services and materials will be considered property of Contractor until such items are paid in full.

GAS AND OIL PRICES

This contract is based on the average daily price for diesel and gasoline not exceeding \$4.00 per gallon as determined by the Department of Energy ('DOE') National Mid-West average price of fuel. The DOE prices include taxes and the National Mid-West Average Price of Fuel is generally updated and available after 4:00 pm each Monday on the DOE website at www.eia.doe.gov. In the event that the National Mid-West Average price of fuel for diesel and/or gasoline increases to \$4.00 per gallon a four percent (4%) fuel surcharge will be added to your monthly invoice.

RENEWAL

In the absence of notice of a new rate as provided herein, and unless either party serves notice of the intention to terminate the contract, this contract shall automatically renew for successive one-year terms, at the prior year's rate.

TERMINATION

In the event the Client is dissatisfied with services performed, the Client shall give Contractor 30 days written notice to correct the problem. If the problem is not corrected within said 30 days, then the Client has the right to cancel this agreement upon payment of all outstanding charges.

This agreement may be canceled, with or without cause, upon thirty (30) days written notice by either party. This agreement will become null and void and all services rendered will become due and payable within the terms of this agreement. All correspondence regarding cancellation shall be made via Certified Mail/Return Receipt Requested.

This agreement shall inure to the benefit and be binding on the parties, heirs, executors, administrators, assignees, and successors of the parties. This agreement contains the entire understanding of the parties. No statements, promises, or inducements made by either party or agent that are not contained in this written agreement shall be valid or binding. In the event of a dispute between the parties, the status of any litigation shall be in DuPage County, Illinois, and laws of the State of Illinois shall govern.



TERMS OF AGREEMENT:

ACCEPTANCE OF SERVICE:

This Service Agreement ("Agreement") is made below between Sebert ("Contractor") and **Shorewood-Troy Public Library** ("Client"), whereby Sebert will provide certain services to Customer as more specifically described herein for Shorewood-Troy Public Library, 650 Deerwood Drive.

COST OF SERVICES:

The cost of the Landscape Maintenance Program will be performed for the sum of **\$5,480** per year, and shall be billed at a rate of **\$685** per month for 8 months of service. Contract term is for April 1st thru November 15th for the year(s) 2025, 2026, and 2027.

INCLUSIVE SERVICES:

N/A

SERVICES IN ADDITION TO AGREEMENT PRICE:

N/A

CLIENT:

Name: _____

Signature: _____

Title: _____

Date: _____

SEBERT:

Name: Brie Rasmussen

Signature: _____

Title: New Business Development

Date: _____



SEBERT

Landscape

CUSTOMER INFORMATION

Billing Information

Attn:	
E-Mail:	
Company:	
Address:	
City / State/ Zip	
Phone:	Fax:
PO#	Tax Exempt: Yes No

If Tax Exempt - please supply a copy of certificate.

Renewal Information

Same as Billing Information

Attn:	
Company:	
Address:	
City / State/ Zip	
Phone:	Fax:
E-Mail:	

Property Location Information

Same as Billing Information

Same as Renewal Information

Contact:	
Property Location:	
Address:	
City / State/ Zip	
Phone:	Fax:
E-Mail:	
Additional Insured Information	

*Any additional necessary information please direct to the following
Yvonne Smith
Contract Administrator
630-497-1000 (Office)
630-883-3252 (Fax)
yvonne@sebert.com



SEBERT

Regional Branches

Bartlett, IL	(630) 497.1000
Bolingbrook, IL	(815) 372.9130
Elk Grove Vlg., IL	(847) 439.4324
Naperville, IL	(630) 236.9350
Roscoe (Rockford), IL	(815) 904.7062
Kenosha/Pleasant Prairie, WI	(414) 431.7577
Milwaukee, WI	(414) 431.7577

Proud to be privately owned and operated!

▪ **Jeff Sebert since 1985**





Clients:

Fountaindale Public Library
300 W Briarcliff Rd, Bolingbrook
Tasos Priovolos/
tpriovolos@fountaindale.org

Orland Park Public Library
14921 Ravinia Ave, Orland Park
AnthonyAndros
aandros@orlandparklibrary.org
** 2024 large planting project







SEBERT CLIENT PARTNERS: *DEFINED BEDS AND CRISP DETAIL*

* WE WILL MAINTAIN EDGES IF EXISTING AND
DEFINED.
TO CREATE EDGES ADDITIONAL COST.



“Good landscaping is essential to the health and well being of society in my opinion, we all need to see beauty and naturally gravitate to it whether we know it or not.” , Mary Dahl”



When you partner with Sebert Landscape, we'll build a maintenance plan or landscape design that fits your property needs.





GO GREEN WITH SEBERT!



What is the new green?
It's our vision for reshaping the landscaping industry. By eliminating the conflict between "what's best for customers" and "what's best for the environment," we want to change the way people think about sustainability.



Did you know- Sebert uses:
*propane mowers
*battery handheld equipment
*Trailers equipped with solar panels

Grace Nursery

- Sebert's Grace Nursery
- To grow quality trees and shrubs exclusively for our customers, Sebert Landscape owns and operates the 75-acre Grace Nursery. Located outside of Marengo, Ill., this unique property is both an oasis and an incubator. The environment at Grace Nursery lets us control growing conditions to yield trees and shrubs that surpass industry standards. After careful cultivation, these plants are then shipped directly from the nursery to your property.
- The nursery also plays a role in our sustainable vision. The grassy fields of Grace Nursery are home to a herd of American bison, which we raise to honor their importance in North American natural history. We also launched the Grace Nursery Scholarship Program, which provides a full scholarship to an outstanding high school student pursuing an associate's degree in horticulture.



Thank you



- Thank you for your consideration for Landscape management!
- -Brie Rasmussen
- Sebert Landscape

D & A Landscape

3407 Black Rd.
 Joliet, IL 60435
 815-791-1384

Date	Invoice #
3/5/2025	642

Bill To
Shorewood-Troy Public Library 650 Deerwood Dr. Shorewood, IL 60404

Terms
Due on receipt

Item	Quantity	Description	Rate	Total
Spring Clean-up	1	Rake up lawn and clean out beds, First cut of the season, Edge beds, and power sweep	850.00	850.00
Fertilize	4	Fertilize lawn , power sweep walks and driveway (these applications as follows; first app. of pre-emergent, June, & Aug will be weed and feed, November will be winterizer)	80.00	320.00
Herbicide	4	Spray weed killing herbicide in lawn on broadleaf weeds and or crabgrass during the growing season (once a month in May June, July & August)	65.00	260.00
Maintenance 10	28	Cut lawn and line trim edges. Power sweep sidewalks and driveway	185.00	5,180.00
Mulch	20	Premium Bark mulch, delivered and installed	85.00	1,700.00
Fall Clean-up	1	Cut back and haul away perennials and plants, blow leaves out of beds and haul away yard waste and final lawn mowing of the season ***Please note an increase due to the amount of area that will be mulched***	650.00	650.00
Total				\$8,960.00

Phone #
815-791-1384

E-mail
daland@comcast.net

March 13, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Fundraising for Library Foundation Seed Funds

One of my long-standing goals has been to create a Library Foundation – to create a fund that donors who wanted to donate more significant sums of money or set up contributions in their estates would feel comfortable partnering with.

A turn-key solution to creating a library foundation that would mean less paperwork and less overhead on the library's end is to partner with the Community Foundation of Will County. The Foundation Fund can diversify the asset portfolio, handle the IRS paperwork, and reduce the costs to any one fund. They also handle all the administrative functions of the foundation: <https://willcountycf.org/why-choose-cfwc/>

It does require a \$10,000 seed fund contribution. This is the Fortieth anniversary of the building (1985 was when the building was completed) and 2026 is the Fiftieth Anniversary of the District (1976 is the year the District formed). These two years are the strongest years to kick off a campaign to fund the \$10,000 seed fund contribution for the Foundation that we'll have.

I opened a Zeffy account, which is like a GoFundme account, but takes 0% off the top in fees for nonprofits for online contributions, and we'll do a soft-launch at the parking lot ribbon-cutting. Melissa is hard at work creating the materials for that, and I know they will look wonderful.

I'm hopeful that, over the years, proceeds from the Foundation's income can be used to fund projects that future Boards and Administrators deem valuable and necessary, such as funding needed building repairs or upgrades, or larger programs for patrons. Income from the Foundation's funds may never be seen or used much while I'm still serving in my career here, but I want to create it for the future of the Library, and the people who will work here after me.