

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

April 10, 2025
General Meeting
7:00 p.m.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular Meeting, March 13, 2025
5. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – March 2025
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Parking lot (**Discussion**)
11. New Business –
 - a. Approve a \$150,000 transfer from Reserves to General fund to be repaid by no later than June 30th, 2025, from tax monies received (**Action**)
 - b. Banking proposal from Shorewood Bank & Trust, Wintrust (**Discussion/Action**)
 - c. Approval of Resolution 25-01 Honoring Tracy Caswell for Service as a Library Trustee (**Action**)
 - d. Approve Policy for Board & Staff Attendance at Community Events (**Action**)
 - e. Approve Revisions to Library Notary Policy (**Action**)
 - f. Approve Revisions to Policy on Reference & Reader's Services (**Action**)
 - g. Approve Revisions to Usage of Library Computers (**Action**)
12. Close to Go into Executive Session to Discuss Matters Related to Personnel 5 ILCS 120/2(c)(1)
13. Reopen to Open Session – No action expected to be taken directly related to Executive Session
 - a. Budget for FY26 (**Discussion**)
14. Announcements
 - a. Agenda Building for the May meeting
 - b. Jennie is on vacation, April 21–April 28.
13. Adjourn

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/815.725.1715 or jmills@shorewoodtroylibrary.org
Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
March 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 March 13, 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 | 6. Krysten McGee |

ABSENT: Tracy Caswell

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Voitik moved to approve the minutes of the regular meeting held on February 13, 2025. Vice President Schultz seconded the motion, which passed with all members present voting "Yes." Trustee McGee abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of January 2025	\$ 538,427.26
Cash received during January 2025	270,021.60
Disbursements January 2025	<u>(124,795.36)</u>
Cash on Hand End of January 2025	\$ 683,653.50

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(349.98)
Money Market Fund – Chase	92,686.90
Money Market Fund – Old Plank Trail x6183	355,733.58
Payroll Account – Chase	2,364.40
License Plates – Chase	920.87
Money Market – Old Plank Trail x9335	18,609.33
Money Market – Old Plank Trail x9981	213,385.46
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 683,653.50

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 updated the board on the Dolly Parton's Library Imagination project. The Will County Library Directors 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.
 - Director Mills discussed with the Trustees the possibility of moving more funds to Wintrust due to the higher interest rate. Treasurer Stahl wanted to ensure that all the funds were FDIC insured, and Director Mills assured him they were, due to Wintrust having multiple charters to spread the risk.
 - Director Mills will moderate a panel for Library Journal's Day of Dialog on April 17th.
- b. Department Heads
 - Secretary Voitik asked for an explanation of a Toniebox, which is now available for circulation in the Children's Department
 - President Novinski would prefer the Department Head reports to be in black and white going forward to save money.

OLD BUSINESS:

- a. Director Mills provided an update on the parking lot project. The Building Committee voted to hire Indicom to blow out the conduit and scope it to determine if anything is broken or if there are any holes, in order to help identify the cause of the leak. The findings of the scope will determine the next move.

NEW BUSINESS:

- a. Rose Nowak, Head of Adult & Teen Services, was honored for her First Anniversary with the Library.
- b. Louise Salomone, Children's Assistant, was honored for her First Anniversary with the Library.
- c. Elise Tarrant, Technical Services Assistant, was honored for her First Anniversary with the Library.
- d. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the updated Unattended Children Policy. The motion passed with all members present voting 'yes'.
- e. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the Updated Book-a-Librarian Policy. The motion passed with all members present voting 'yes'.
- f. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the updated Code of Conduct policy. The motion passed with all members voting 'yes'. The policy is on our website, and a hard copy is given to patrons when needed.
- g. Vice President Schultz motioned, and Trustee Reeder seconded, to approve the updated Collection Development policy. The motion passed with all members voting 'yes'.
- h. Treasurer Stahl motioned/Vice President Schultz seconded to approve Sebert Landscaping at \$5,480 for Summer 2025. A roll call was taken and the motion passed with all members

voting 'yes'. Sebert Landscaping has water trucks to be able to water the new landscaping around the new parking lot and they are also cheaper than the existing company.

- i. The board discussed fundraising for the Library Foundation Seeds Funds. Director Mills opened a Zeffy account to accept online donations. It was discussed to conduct a soft launch at the ribbon-cutting ceremony, featuring pledge cards, donation cards, and QR codes in the Library.

CORRESPONDENCE: Patron Surveys

OTHER BUSINESS:

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

Director's Report/April 2025

Administrative Duties:

- One new policy is on the agenda: the Policy on Board and Staff Attendance at Community Events is scheduled for discussion at April's Board meeting. Two other policies, the Reference and Reader's Advisory Policy and Computer Usage at the Library, need revisions.
- However, gaining a Notary Commission in the State of Illinois now requires passing a paid examination, plus the Library purchasing an insurance bond. While notarization is an important service in our community, we do currently offer it for free. I recommend that, starting in July 2025, the Library begin charging a \$1 per required notarial seal. If a document requires, say, 3 notarial seals, that would mean that the Library would charge \$3.00. This is an allowed fee by the State of Illinois.
- I did take the Notary exam, by the way, and as soon as I get the bond back from the bonding company, I'll be a Notary for the Library too. It's a heavily used service, and we need more notaries available to cover the service hours.
- A rough draft of the budget for FY26 is on the agenda. I am waiting for the financials to be completed on Wednesday, so that I have 9 months' worth of data complete – I will email it to the Board when it is done and have copies available at the Board meeting.

Financials:

- Wintrust's proposal for banking services is in your Board packet for discussion.
- There is a motion on the agenda to transfer \$150,000 from the "Reserves" money market to borrow against ourselves until tax payments begin to arrive in May. The Library would repay the fund, making it an interest-free "loan" to itself. We do this every April as this is a cash-poor time of the year.

Foundation:

- Since March 15th, the Library has received \$660 in seed money towards the Library Foundation.

Institute of Museum and Library Services:

- Our Secretary of State, Alexi Giannoulias, provided the clearest explanation I've seen yet of how the IMLS cuts will impact the budgets of Illinois Libraries. His email is enclosed in your board packet. During the first week of April, all staff of the IMLS were placed on administrative leave.

Staffing:

- I will hand out my self-evaluation at the Board meeting on Thursday. I have also compiled a packet of libraries that are roughly comparable in size, which posted their Director's compensation on their webpage: Homer Public Library, New Lenox Public Library, Morris Public Library, and Three Rivers Public Library, so that you can see where my compensation falls in line with theirs. My 15th anniversary with the Library will be on June 9th.

Meetings:

- Village TIF Meeting, External (3/19/2025)
- Minooka Community High School Community Leader's Breakfast, External (3/24/25)
- True Story Book Club, Program, 7 participants (3/26/25)
- Shorewood Kiwanis Fundraiser, External (3/29/25)
- Wintrust Proposal Meeting, External (4/2/25)



Giannoulas, Alexi <AGiannoulas@ilsos.gov>

Thu, Mar 27, 3:50 PM (6 days ago)

to me

Dear Library Colleagues:

On March 14, President Trump issued an executive order mandating the elimination of seven agencies, including one that funds libraries around the country – the Institute of Museum and Library Services (IMLS).

The executive order, which we believe violates the law, will have detrimental consequences for libraries and the services they offer to Illinoisans across the state. IMLS provides vital grants, resources and initiatives that help our libraries better serve young people, families and communities.

Scores of organizations, including the American Library Association (ALA), the Illinois Library Association (ILA) and other state and local libraries nationwide have spoken out against the executive order, which jeopardizes free educational, reading and literacy programs, internet for those without home access, homework and tutoring assistance and other resources for children, students and adults.

In 2024, the total amount awarded by IMLS to museums, libraries, and archives was \$266.7 million — or just 0.003 percent of the federal budget, and 75 cents per capita.

This executive order runs counter to our values as a society and democracy and will come at a high cost to Illinois families living in underserved and rural areas who don't have access to books and rely on interlibrary sharing agreements as a lifeline for learning.

Impact on Illinois:

Of the \$180 million that the IMLS's Grants to States Program provides to state libraries, the Illinois State Library received \$5.7 million in the fiscal year 2025 – the sixth highest amount of any state. These funds help sustain the operations of all public, school, academic and special libraries and provide essential program funding in targeted areas, particularly underserved areas of the state.

Allocation of Funding:

Statewide Services:

\$2.5 million is allocated to the Illinois Heartland and Reaching Across Illinois Library Systems (RAILS) under the System Area & Per Capita Grant Program. This funding is

specifically targeted to facilitate the delivery of books and library materials to support interlibrary loan services. Last fiscal year, 11 million items were transferred among more than 1,700 public, school, academic, and special libraries in Illinois, which has one of the largest interlibrary sharing programs in the nation. This program is critical to supporting libraries that are dependent on borrowing materials from districts with larger collections and more financial resources.

\$1.8 million for a subscription to OCLC's WorldCat Discovery/FirstSearch services. More than 1,000 libraries in Illinois use OCLC services to support their cataloging, interlibrary loan program, and information needs. During fiscal year 2024, Illinois libraries conducted nearly 1 million citation searches to serve their library patrons and support their library operations.

\$166,000 is used by the Illinois Heartland Library System to support the iLEAD online training and leadership portal for all public library trustees in the State.

\$100,000 for the "Illinois Libraries Present" initiative, which allows over 200 public libraries to afford high-quality online programming for their patrons that would be cost-prohibitive for single libraries to provide on their own.

Individual Library Grants:

\$526,000 for Project Next Generation, which educates at-risk students and bridges the digital divide, providing access to computers, software, and technologies.

\$420,000 awarded to the Illinois Department of Corrections (IDOC) for the purchase of library materials and services at 28 state corrections facilities in the state aimed at reducing recidivism.

Library Workforce Development:

\$111,000 to support continuing education and professional development through grants to the Illinois Library Association that provides library leadership training for public library directors.

State Library Operations & Programs:

\$80,000 for the State Library's print subscriptions to support reference services and facilitate interlibrary loan/article requests received from other libraries throughout the state.

Additional Impacts:

The IMLS budget also supports funding for the National Leadership Grants for Libraries and the Laura Bush 21st Century Librarian Program, named after the former First Lady.

In its most recent allocations for these purposes, IMLS granted **\$2.4 million** to individual libraries, academic institutions, and library consortia in Illinois. These include:

- The American Library Association's collaboration with the Chicago Public Library, the Delaware Association, and the Charleston County Public Library to develop resources that will support literacy services in libraries.
- The University of Illinois Urbana-Champaign and the Public Library Association's effort to train libraries to better illustrate their impact and value through data-driven tools.

Call to Action:

Raise Awareness: Librarians and library administrators must make their governing bodies aware of this situation. Public library trustees, school board members, academic trustees, and even corporate officers of our special libraries must fully understand the potential impact on IMLS services to libraries, their patrons and their communities. Library leadership must work to ensure these essential services are sustained for the communities they serve.

Make Your Voices Heard: Congressional members must hear the many voices of the library community, including the influential voices in our libraries' governing bodies. Joining with the efforts of the American Library Association and the Illinois Library Association, we urge everyone to reach out and urge lawmakers to restore this critical funding.

Congressional contact information can be found here – [Find Your Members in the U.S. Congress | Congress.gov | Library of Congress](#)

Closing:

Make no mistake, stripping these vital resources threatens the sustainability of libraries and amounts to a disinvestment in an educated and informed society.

As State Librarian, my administration is committed in doing everything possible to protect these essential agencies and prevent any efforts to dismantle and defund them.

The importance of our libraries, librarians and library workers extends far beyond the bookshelf. You play an indispensable role in the communities you serve, fostering lifelong learning and offering invaluable resources, despite these challenging times. You will always have my support.

If you have any questions, please email our State Library Director Greg McCormick at ISLServices@ilsos.gov.

Sincerely,

Alexi Giannoulas
Secretary of State & State Librarian

Technical Services Department Head Report

March 2025

March meetings and events:

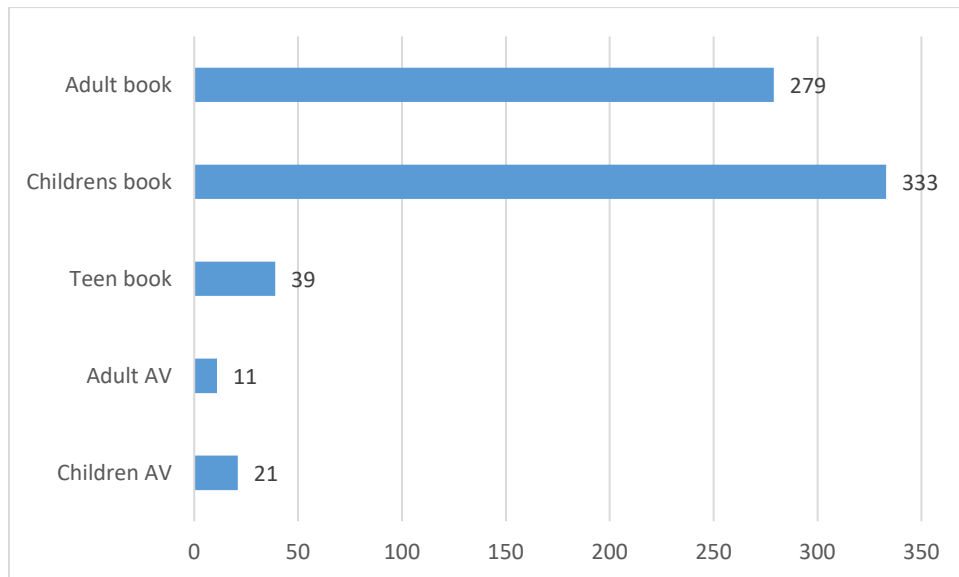
- 3/10-3/22 – CMC asynchronous cataloging class: Deriving a New Record in OCLC
- 3/11 – DH meeting
- 3/13 – CMC Cataloging Equipment online webinar
- 3/19 – PinTech meeting at Shorewood-Troy Library

Current projects and news:

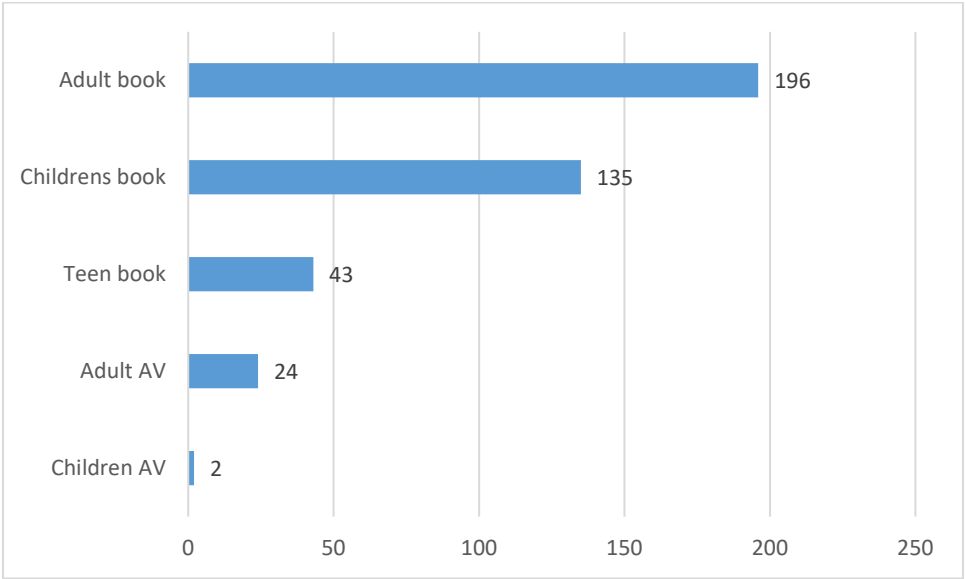
- The children's nonfiction collection will become easier to browse. We are affixing subject labels onto each of the books to make them easier for kids to know what the book is about (Dewey numbers will still be on the books as well).
-

Tech Service Statistics

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



Items ordered in March:

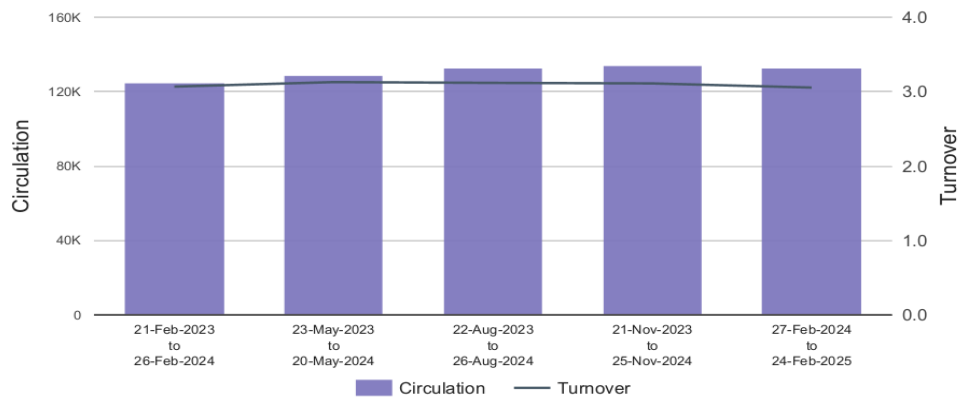


CollectionHQ

Circulation and Turnover

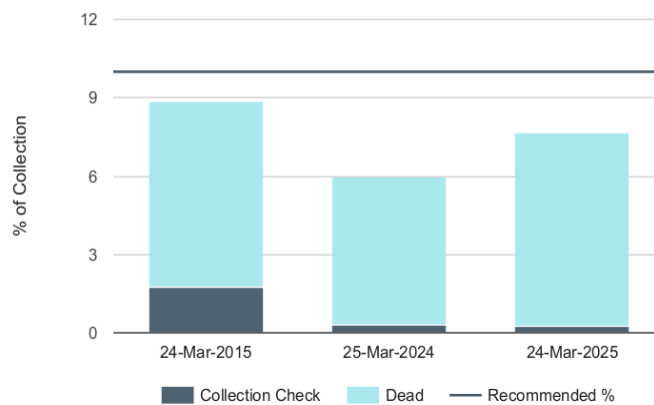
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



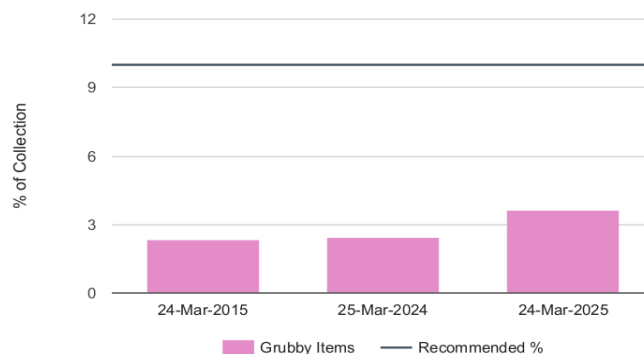
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.69% (0.15% 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% (.15% increase from last month). As with the dead percentage, the goal is to be under 10%.

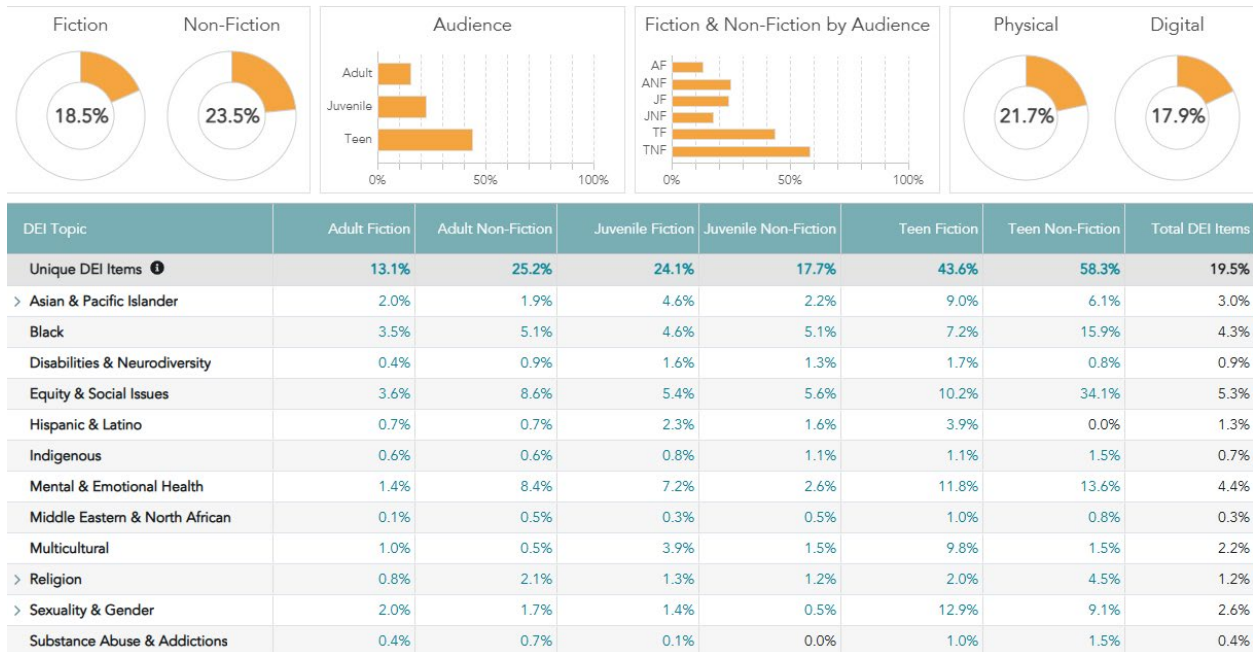


Diversity, Equity, and Inclusion (DEI)

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: 92,135

DEI Items: 17,990 (19.5% of our collection ; .1% decrease from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

March
2025

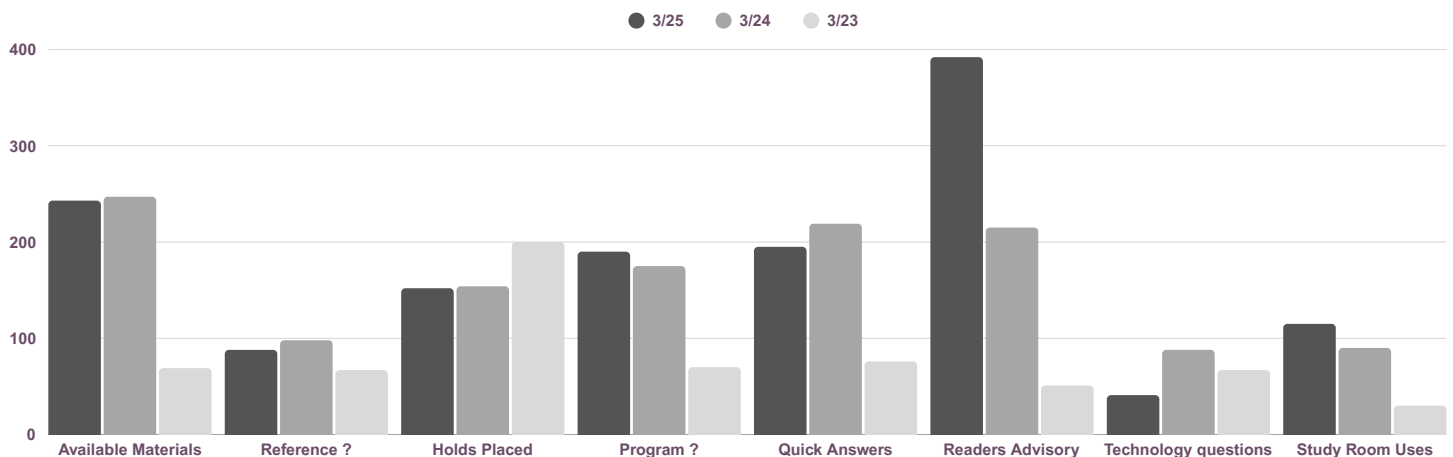
DEPARTMENT UPDATES

- **1KB4K-** The 1KB4K program revamp is now complete. Children registered in the program will have logs to track their reading progress. For each level completed they will receive a level completion sticker and a brag tag noting how many books have been read. When they complete the program and have read 1,000 books they will get a certificate and a new book to take home. We will take a picture of them to go in our super reader slideshow that will be displayed on the monitor above the toy bin shelf.
- **Browsable Non-Fiction Project-** Sarah and I have been working on making our children's non-fiction collection more browsable. We visited Frankfort Library and spoke with Mary Ryan, Head of Youth Services. Frankfort is now Dewey free with their Adult and YA Non-fiction and they are in the process of making their children's non-fiction collection Dewey free. Mary shared her YA and Adult taxonomy with us to help guide us on this new project. While we are not going to be Dewey free, we will be adding broad categories with in the collection to group like topics. We are in the beginning stages of project, Leslie and Elise have started pulling sections to relabel and Sarah and I will be labeling and shifting the books. Our end goal is to make it easier for our patrons to find what they are looking for.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 3/25

- **243** patrons ask about available materials
- **88** ask general reference questions
- **152** holds were placed
- **190** questions were asked about programs
- **195** quick answers were provided
- **392** reader's advisory
- **41** patrons asked about technology.
- **115** study room reservations.



CHILDREN'S PROGRAMS

34

Active Programs Offered

772

Total Attendance

6

Passive Programs Offered

1057

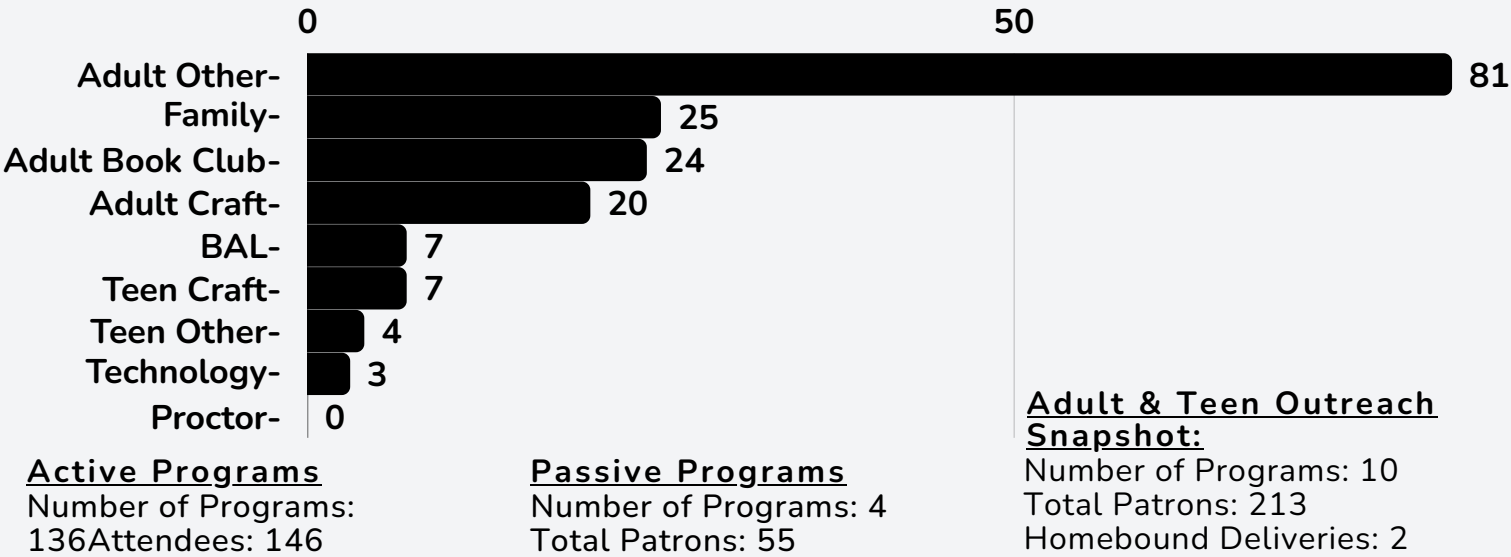
Total Attendance

ADULT, TEEN, & TECHNOLOGY SERVICES

MONTHLY REPORT- MARCH 2025

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:

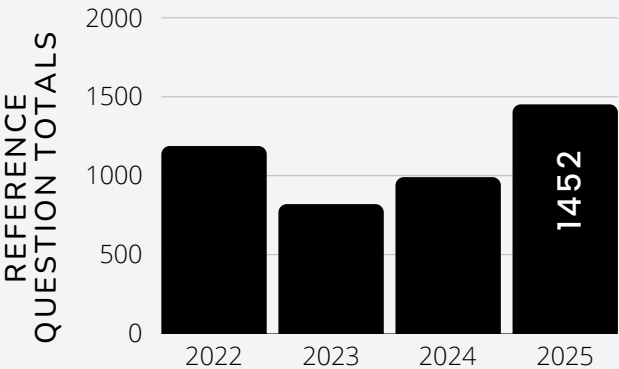


Staff Meetings, Training, Programs, & Events

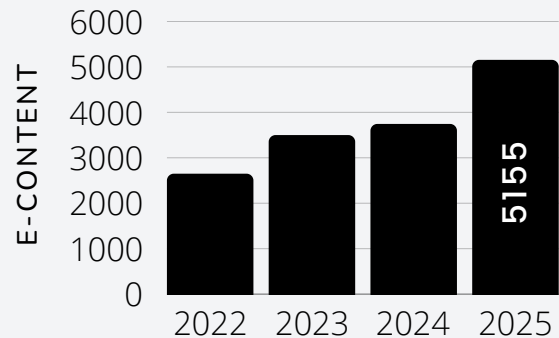
- Rose - Adult, Teen, & Technology Manager (10).
 - Summer Fun With Science webinar
 - Trillium Celtic Music Concert
- Anna - Adult & Teen Outreach Coordinator (12).
 - Family Reading Night @ Cronin Elementary
 - Greys Anatomy Trivia @ Will County Brewing
- Hailie - Adult & Teen Services Assistant (0).
- Audrey- Adult Services Program Coordinator (5).
 - Audrey is joining us from Fountaindale PL with adult programming experience. She has been shadowing the ATS Department and will continue to do so to provide great programs for our patrons.
 - Casting a Historic Vote: Suffrage for Women in Illinois
- Violet - Teen Programming Coordinator (5).
 - Teen Advisory Group
 - Shortcake Cookie Take & Make

Reference Stats

- TOTAL: 1452
 - Reference: 131
 - Item Availability: 25
 - Reader's Advisory: 105
 - Holds: 57
 - Programs: 144
 - Technology: 422
 - Quick Answer: 156



E-Content



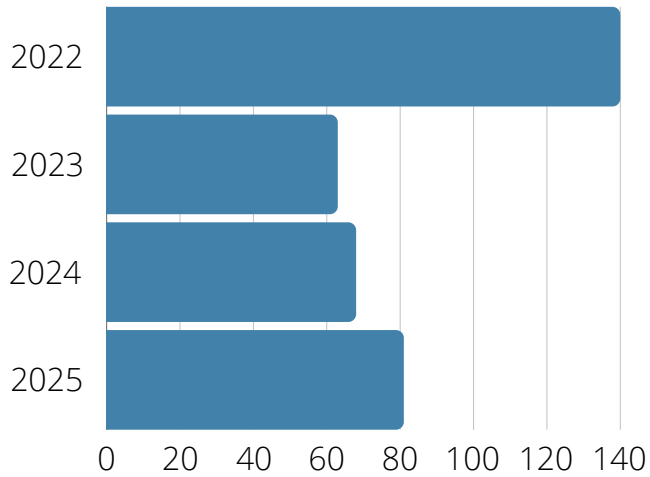
- E-Content Holdings
 - Hoopla: 1,240 items
 - Libby: 3,915 items

MONTHLY REPORT

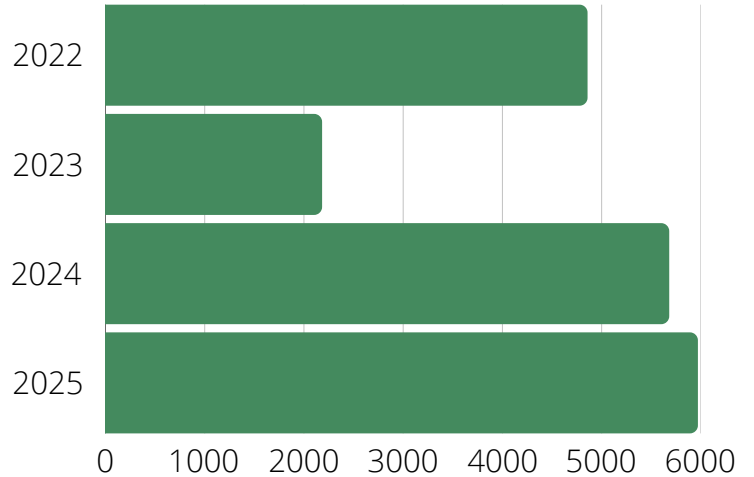
MARCH 2025

JULIE HORNBERGER
CIRCULATION MANAGER

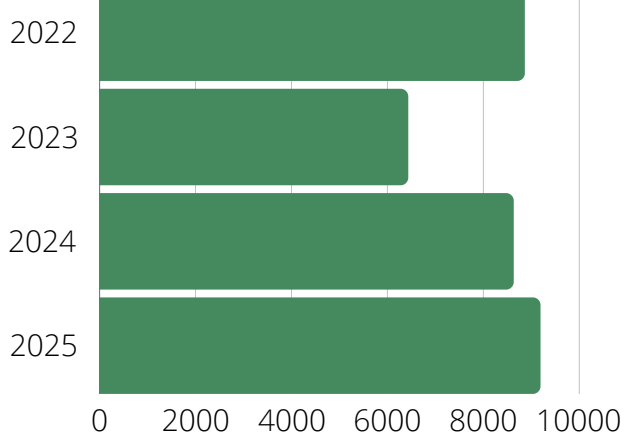
NEW CARDS



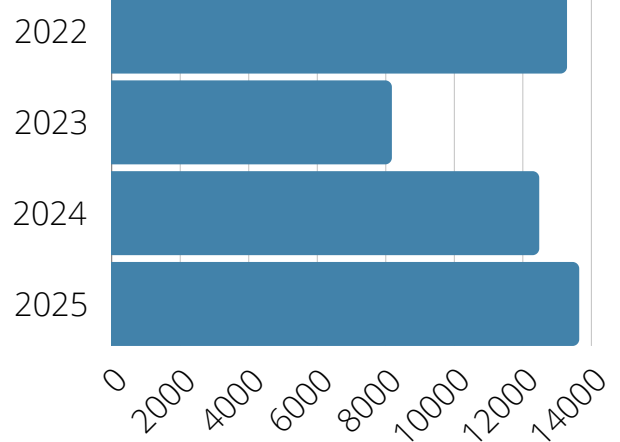
DOOR COUNT



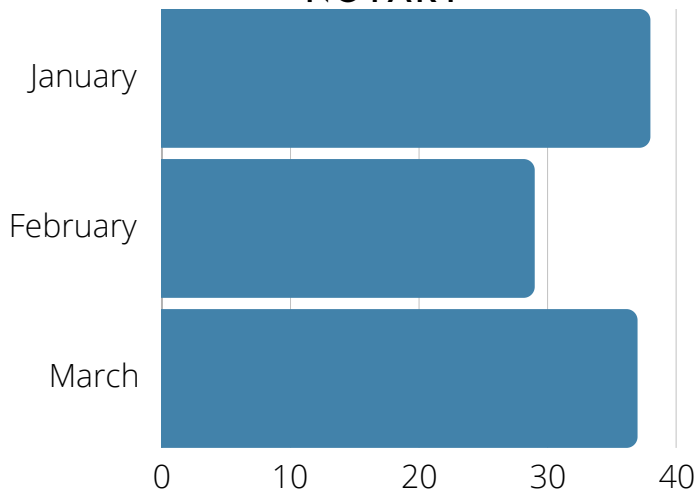
ITEMS CHECKED IN



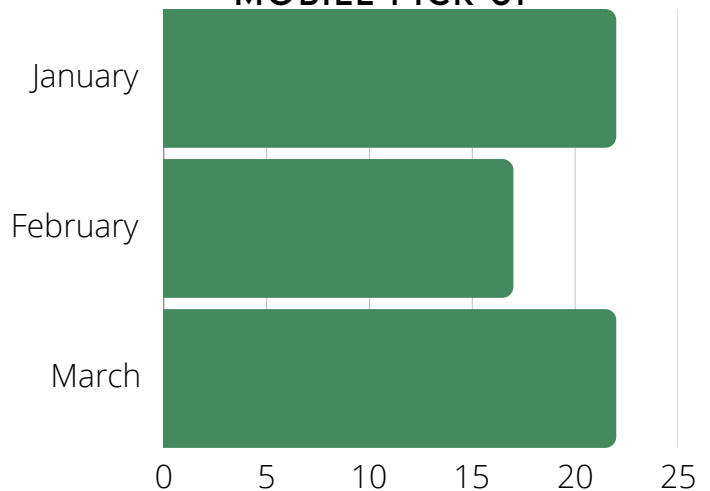
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



ADULT & TEEN OUTREACH REPORT

MARCH 2025

Total Teen &
Adult Outreach
Programs/Events:

1

Reoccurring
Programs/Events:

7

Total
Participants:

1

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 March they selected from an assortment of extra take & make crafts we had in storage. They thoroughly enjoyed picking through them!

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.

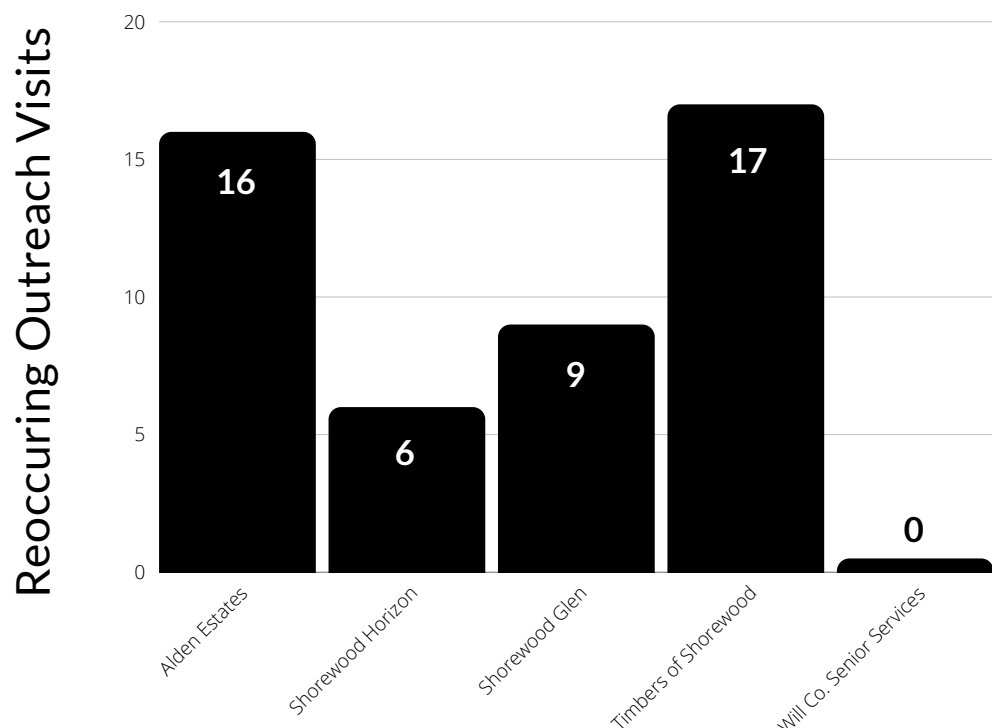
Senior Services of Will County: Monthly visit to help seniors with tech help. This is a joint effort between Joliet Public Library and STPL.

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

Ramadan Iftar Dinner: Select staff were invited to the Al Aqsa Community Center for a networking opportunity and to learn more about the services and programs they offer as well as the community they serve.

Troy Cronin Literacy Night: Library information, activities, and prizes following the “**Charlie and the Chocolate Factory**” Theme.

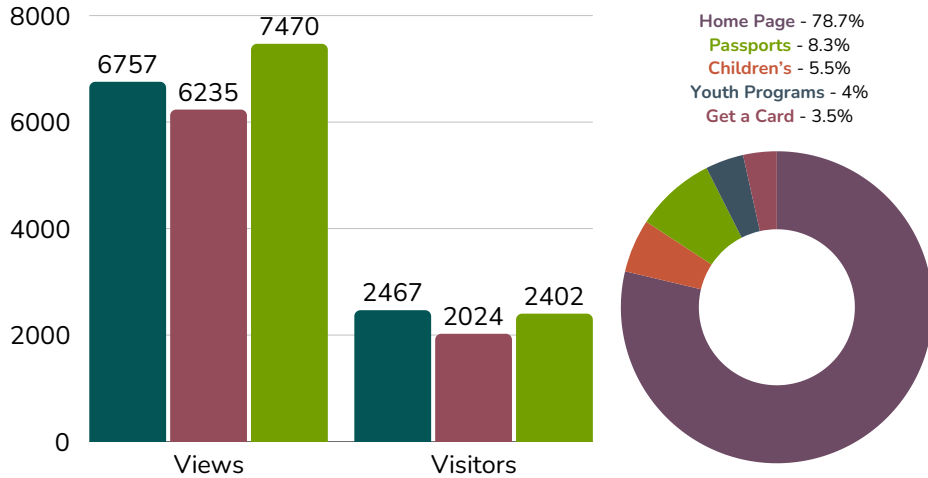
Craughwell Glow Night: Library information, activities, and prizes following with Glow Night theme.



March 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Meeting Room:

	2025	2024	2023
Non-Profit	5	6	0
For-Profit	0	0	0

eNews Stats:

2025

7,234 EMAILS SENT
44.36% OPEN RATE
260 CLICKS
146 UNIQUE CLICKERS

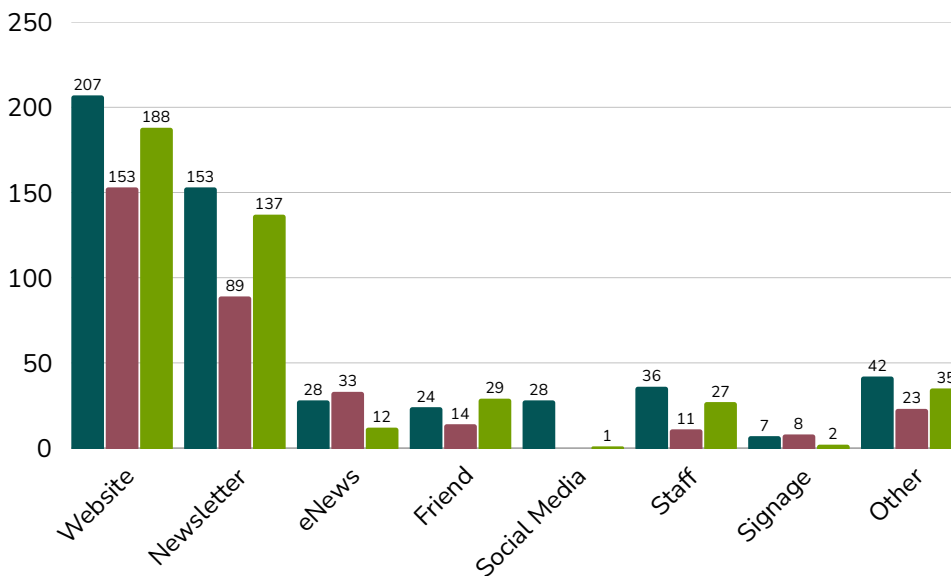
2024

8,643 EMAILS SENT
43.1% OPEN RATE
225 CLICKS
148 UNIQUE CLICKERS

2023

6,867 EMAILS SENT
45.89% OPEN RATE
118 CLICKS
65 UNIQUE CLICKERS

Program Referrals:



Facebook:

REACH
8.3K
2024
40.6K
2023
--

FOLLOWERS
4.2k
NEW FOLLOWS
19

INTERACTIONS
540
2024
1.3K
2023
--

Instagram:

REACH
263
2024
284
2023
0

FOLLOWERS
1.1k
NEW FOLLOWS
12

INTERACTIONS
19
2024
0
2023
0

*Some data is unavailable

March 2025

Marketing Updates



Meetings/Trainings:

- 03/11 - Department Head
- 03/21 - Website backend training with Weblinx
- 03/28 - Communico Interact



Website Project:

- Phase 4 is in progress: Final review!
- The website is undergoing a final review by staff; Last minute edits are in progress
- The last step is working with the engineers to create a menu for our external pages hosted by Communico (events page, room reservations, mobile pick-up, etc.) that look and function the same as our new menu. This will create a cohesive experience for our users.
- The engineering team began work on that Friday, March 28th. They are aware of our goal launch date and are hard at work to help us achieve that.



Highlights:

- March was entirely focused on wrapping up the website project and prepping supporting materials for the anniversary fundraising campaign.
- We also now have 13 confirmed SR sponsors with a goal to get a few more. Each sponsor selected a tier: star (bronze), sun (silver), and supernova (gold)
 - Anchor Storage, star
 - Channahon Lanes, supernova
 - Critical Grind, sun
 - Haunted Trails, supernova
 - Keller's Farmstand, sun
 - Panda Express, supernova
 - Papa Johns, still deciding
 - Portillo's, supernova
 - Raising Cane's, supernova
 - The Royal Tea Room, still deciding
 - Shorewood Family Dental Care, star
 - Timbers of Shorewood, sun
 - We Rock the Spectrum Kids, supernova

Children's Outreach Report March 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 (Delivery Only)**
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

Total Engagement
105

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

Troy Craughwell Elementary Family Reading Night

- Library informationals, activities, and prizes complying with *Glow Night theme*

Troy Shorewood 4th Grade Reading Challenge

- Supporting school curriculum by challenging student to an Escape Room designed to correspond to the curriculum: Natural Disasters *and* navigating their Public Library!

Troy Cronin - One Book, One School

- Library informationals, activities, and prizes complying with Charlie and the Chocolate Factory Theme

Total Engagement
401

Community Events:

- **Kiwanis of Shorewood**, Kiwanis Gala- Margaritaville! STPL helped organize and created slides, signage, placeholders, and donated a raffle basket and library bookmarks to help raise funds for local youth. **100+ attendees**
- **SuperHero Storytime** highlights community members who make a positive impact on our lives and our community. March guests were Ozinga Concrete and author, Darnell Weathersby. **Total Engagement - 26**
- **Libraries Explore!** The 1st in a series where STPL builds connections to our patrons and local resources, held at the JJC Greenhouse! **Total Engagement - 18**
- **Rewilding w/ Will County Green** - A new partnership created to promote the reduction of waste and saving our natural resources! **Total Engagement - 33**
- **Ramadan Iftar Celebration** - Strengthening our connections and securing future partnerships with our Muslim community members

April 10, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Parking Lot

On March 31st, the Building Committee authorized Indicom to remove cabling from the longest-run conduit. That cabling was interfering with the scoping of the conduit to determine the issue. Since the cabling runs approximately 300 ft., it is heavy, so it will require a winch on a truck to pull it out. Indicom is waiting on a free truck – hopefully by the end of the week of April 7th.

I have continued to keep the attorney updated.

April 10, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Transfer from Reserves

I recommend that the Board approve a transfer of \$150,000 from reserves to cover expenses for April and May. Our tax deposits come at two different times – we get half of our tax receipts in July through September and half of our tax receipts in May and June. This creates a cash-lean time in the Spring.

Our taxes begin coming in at the end of May, and we should be able to repay our reserves in full by the end of June. In essence, we are just providing ourselves with an interest-free loan to ourselves, as we have done for a number of years.

April 10, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Banking Proposal from Shorewood Bank & Trust

I've attached the banking proposal from Shorewood Bank & Trust. Their Max Safe accounts hold our significant funds safely (page 6) across multiple charters, which is essential when our tax funds drop.

Wintrust also utilizes Positive Pay, which is an important safeguard that the Library currently utilizes at Chase. Positive Pay alerts us if someone attempts to cash a check that has been altered. I will note that Chase offers us this tool for free, whereas Wintrust would charge us \$55 a month, or **\$660 annually**.

However, since the interest rate on the MaxSafe accounts is changed daily to match or exceed the interest rate on IllinoisFunds, we'd make the money back. For security reasons, I'll hand out paper copies of the statements at the Board meeting. However, you'll see that although we haven't held most of the Library's money in these accounts, the Library earned **\$28,639.02** in interest in 2024 on the Wintrust MaxSafe accounts.

The interest rate on the money market at Chase is **0.02%**. **The interest paid in 2024 in that account was \$55.14.**

Additionally, the deal on the Wintrust credit card is better. The credit card will offer points or cash back, which can be used to extend our purchasing power.

Switching banks will be a little complicated for both Cindy and me. There are some complications, and it will take a little time. However, I would be remiss if I didn't suggest it. It makes financial sense for the Library.



SHOREWOOD

BANK & TRUST

A branch of Old Plank Trail Community Bank, N.A.

A WINTRUST COMMUNITY BANK

BANKING PRESENTATION

PRESENTED TO:

SHOREWOOD-TROY PUBLIC LIBRARY

WINTRUST GOVERNMENT FUNDS



Wintrust Government Funds provides the expertise and financial solutions that school districts, park districts, municipalities, libraries and other local government entities are looking for. Our Illinois portfolio includes over **450** government depositors, with over **250** main operating account clients, including over **35** library districts. We work with taxing bodies of all sizes.

OUR APPROACH

- A consistent commitment to all public sector markets
- Taxpayer funds are kept local and reinvested in our communities
- Our dedicated team that understands our public sector clients' unique needs including the Illinois Public Funds Act, collateral requirements, FDIC coverage and debt structure options
- Active and consistent support of the communities we serve through unmatched community engagement



MAXSAFE MUNICIPAL DEPOSIT ACCOUNTS

Illinois government entities can receive more than \$7 million in FDIC insurance. Backed by Wintrust's 16 individually chartered community banks, these account offers up to \$7.5 million in total FDIC insurance per ownership category for interest bearing & non-interest bearing funds.

ACCOUNT STRUCTURE



General Fund Account

Have It All Govt. Checking

Payroll Account

Combine with General Fund
Have It All Govt. Checking

Current Saving Account

Open a new MaxSafe™ Money Market or
place funds into an existing MaxSafe™
Money Market account.

4.439%

Rate as of 4/1/2025

Suggested Fraud Tools

Payee Positive Pay & ACH
Positive Pay Bundle
\$55 per month

Suggested Fraud Tool

Post No Checks designation
\$10 per month

RELATIONSHIP OVERVIEW



GOVERNMENT HAVE IT ALL CHECKING :

- No monthly maintenance fee if an average collected balance of \$20,000 is maintained.
- Funds FDIC insured up to \$250,000. Additional funds can be collateralized in accordance with state statute and the Shorewood-Troy Public Library's investment policy.
- Up to 400 free monthly transactions including checks paid, deposits, deposited items, ACH credits and ACH debits received.
- Up to \$15,000 in cash deposited monthly at no charge.
- Free online banking access which includes 16 months of online statements and 90 days of account history included. The cost for tokens is \$1.50 for any user beyond the first two.
- Payee Check Positive Pay and ACH Positive Pay provided at a bundled monthly price of \$55 per account. In addition to this bundled fee a \$1.85 per exception fee will be assessed to the account.
- ACH Origination services are available for \$30 per month (up to 30 transactions).
- Online Wire capabilities are available for \$20 per month and \$15 per wire initiated.
- Post No Checks designation available for \$10.00 per month for accounts not writing checks.

RELATIONSHIP OVERVIEW



MAXSAFE PUBLIC FUNDS MONEY MARKET:

- Provides \$4 million in FDIC coverage.
- No monthly maintenance fee if a minimum balance of \$10,000 is maintained.
- A competitive interest rate tied to the Illinois Funds State Treasurer pool.
- Interest rate is adjusted daily to match or exceed the Illinois Funds rate.
 - **Rate as of April 1, 2025 = 4.439%**
- Interest posted to the account monthly.

MAXSAFE® ACCOUNTS

GREAT RATES. GREATER FDIC INSURANCE COVERAGE

SHOREWOOD
BANK & TRUST
A branch of Old Plank Trail Community Bank, N.A.
AWINTRUST COMMUNITY BANK

MAXIMUM FDIC INSURANCE

Get up to \$7.5 million in FDIC protection on several account options. By spreading funds across Wintrust's 16 separate bank charters, we are able to combine FDIC insurance coverage and offer 16 times the usual amount of protection in one account.



YOUR BANK

- Control **one** account with one financial institution to insure your deposits.
- Receive **one** regular statement detailing your deposit.
- Receive **one** tax document from MaxSafe at the end of the year. No need for multiple 1099s from multiple banks.



CHOICE OF MATURITIES AND LIQUIDITY

Choose from a multitude of maturities and liquidity options. The MaxSafe Money Market account offers a liquid FDIC insured deposit while the MaxSafe CDs range from three months to four years.

MAXSAFE MONEY MARKET FEE SCHEDULE

Service Description	Standard Charge
Fees are per occurrence unless otherwise stated	Changes in fees are in bold
Monthly Maintenance Fee	\$10.00
Minimum Balance to avoid monthly maintenance fee	\$10,000.00
Deposits	0-20 \$0.00
	> 20 = \$3.75
Deposited Items	0-20 \$0.00
	> 20 = \$0.23
Cash Processing	\$0.00-\$1,000 Free
	\$1,001+ = \$0.10 per \$100
Debit Transactions	0-6 \$0.00
	> 6 = \$10.00
Real Time Payment - Received Credit	\$1.00
Statements - Electronic	No Charge
Paper Statement Fee	\$7.35
Stop Payment - Online via I-BUSINESSBANKING™	\$20.00
Stop Payment - Manual via email, phone or in-person	\$40.00
Foreign check	\$5.00
Deposit Return Item	\$7.25
ACH Return	\$7.50
ACH Notification of Change (NOC)	\$4.50
I-BUSINESSBANKING™ - Online Banking	
IBB Monthly Maintenance - Single User Profile	No Charge
WIRE SERVICES	
Domestic Incoming Wire Fee	\$13.00
Domestic Outgoing Wire Fee - Online via I-BUSINESSBANKING™	\$15.00
Domestic Outgoing Wire Fee - Manual via email and fax	\$60.00
Domestic Outgoing Wire Fee - Manual via phone or in-person	\$35.00

WINTRUST GOVERNMENT FUNDS

SHOREWOOD
BANK & TRUST
A branch of Old Plank Trail Community Bank, N.A.
A WINTRUST COMMUNITY BANK



MUNICIPAL FINANCE SOLUTIONS

- General obligation limited and unlimited tax bonds
- Debt certificates
- Installment contracts
- Alternate revenue bonds
- Revenue bonds
- Special assessment and special service area bonds
- Tax increment financing
- Tax anticipation warrant and working cash bonds
- 501(c)(3) bonds and industrial development revenue bonds
- Technology, equipment, and operating leases

GOVERNMENT CREDIT CARD



Visa®
CommUNITY
Card

**Streamline money management
for your organization.**

Corporate Liability

Optional Rewards Program

1 Point per \$1 spent on all eligible purchases⁸

Consolidated statements

GOVERNMENT CREDIT CARDS¹

Government credit cards can help you protect the Library District's hard-earned cash flow and streamline your accounting and purchasing power. We offer a variety of Visa® Government credit cards to meet your specific needs.

Benefits can include:

- Corporate liability
- Points or Cash Back
- Zero Fraud Liability protection²
- Visa Spend Clarity, an online tool that allows you to access and track card transaction data, helping you manage your cash flow more efficiently and make more informed decisions about your expenses
- Emergency card replacement
- Mobile payment capability
- Free online expense reporting tools
- Account and transaction notifications



1. **Credit Card.** Credit cards are issued by Elan Financial Services

2. Elan Financial Services provides Zero Fraud Liability for unauthorized transactions. Cardmember must notify Elan Financial Services promptly of any unauthorized use. Certain conditions and limitations may apply.

ELAVON MERCHANT PROCESSING PUBLIC SECTOR OVERVIEW



Powering exceptional experiences through flexible software driven solutions.



Gateway Solutions

Integrated technology for many industry verticals



Powerful Developer Tools

Our powerful APIs and SDKs give your customers the ability to securely code to any payment environment



Real-Time Bill Presentment and Funding Solutions

Increased communications and improved cash flow



Payment Optimization

Solutions to reduce or offset card acceptance costs



payments **insider**

Reporting and Analytics

Solutions to reduce or offset card acceptance costs



Security and Liability

A suite of security and backend technology you can count on



Digital Forward

Continuous acceleration and innovation in our products and digital capabilities



Seamless Implementation

With dedicated support

COMMUNITY ENGAGEMENT



SHOREWOOD BANK & TRUST is pleased to offer various educational and financial empowerment seminars at the library to benefit patrons and community members.

- Shorewood Bank & Trust will facilitate various FDIC® Money Smart programs for children, teens, adults and seniors throughout the course of each year.
- Shorewood Bank & Trust will offer a fraud prevention seminar twice a year.
- Shorewood Bank & Trust will facilitate Community Business financial empowerment seminars to assist Entrepreneurs and Small Business owners twice a year.
- Wintrust Mortgage will facilitate mortgage seminars such as Preparing to Become a Homeowner, First Time Homebuyer and Refinance Do's and Don'ts throughout each year.

SHOREWOOD BANK & TRUST remains committed to supporting the annual summer reading program. We will promote the program in our bank lobby & drive-thru and will work together to discuss in-kind and monetary donations to support library programs.

WINTRUST IS PROUD TO BE A PART OF THE ILLINOIS LIBRARY ASSOCIATION!

Wintrust is a new sponsor of the Illinois Library Association. We are thrilled that a large part of this sponsorship will be used for the iRead Summer Reading Grant Program for Small and Rural Libraries.

RELATIONSHIP TEAM



Treasury Management Customer Support

Phone: 847-939-9050

Monday - Friday | 7:30 AM TO 6 PM

Andrea Ramirez-Justin

Director - Government Banking

Old Plank Trail Community Bank, a Wintrust Community Bank

815-462-5519 / Office 708-224-9292 / Mobile

ajustin@wintrust.com

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Mark Neumann

Treasury Sales Officer

Wintrust Treasury Management

Wintrust Financial Corporation

312-447-7354

mneumann@wintrust.com

Alexandra Ramirez

Assistant Branch Manager

Shorewood Bank & Trust a branch of

Old Plank Trail Community Bank, a Wintrust Bank

708-474-1309

aramirez@bankshorewood.com

Jacqueline Niemi Boland

Assistant Vice President

Wintrust Government Funds

847-939-8861 / Office 312-961-65917 / Mobile

jboland@wintrust.com

April 10, 2025:

TO: Board of Trustees

FROM: Jennie Mills, Director

RE: Resolution 25-01 Honoring Tracy Caswell's Years of Service

There is a resolution in your packet honoring Tracy's years of service. It will be mailed to her, along with her gift, a personalized pen.

Resolution 25-01

Honoring Tracy Caswell's Years of Service as a Library Trustee

WHEREAS, Tracy Caswell recently completed her term on the Shorewood-Troy Library Board of Trustees after serving 4 years on the Board; and

WHEREAS, throughout her tenure, she distinguished herself as a dedicated and effective trustee and public official; and

WHEREAS, she served on the Personnel Committee, and;

WHEREAS, through her work on this Board, she helped nurture, enhance, and perpetuate an important community service, thereby enriching the quality of life in the Shorewood area;

NOW, THEREFORE, BE IT RESOLVED that this Board expresses to her their appreciation for her service;

BE IT FURTHER RESOLVED that the Board extends to her its heartfelt wishes for continued success and much happiness.

Signed this 10th Day of April, 2025

Board President

Board Secretary

April 10, 2025

TO: Shorewood-Troy Board of Trustees

FROM: Jennie Mills, Director

RE: Policies

There is one new policy to look over: Policy on Board & Staff Attendance at Community Events,
and three to review:

- The Library Notary Policy
- Reference & Readers Services Policy
- Internet and Usage of Library Computers

I am suggesting that the Library implement a \$1.00 fee per notarial seal required, beginning July 1, as the State of Illinois now requires an exam to be taken by each Notary Public, in addition to the bonding requirements that we must carry for Notary Publics.

Policy on Board and Staff Attendance at Paid Community Events

To promote goodwill and public relations within the Shorewood Community, the Shorewood-Troy Public Library District encourages participation by Library Trustees and selected staff in local community events. In recognition that attendance at these events is valuable to the promotion of the Library, tickets for paid functions will be purchased for trustees and selected staff. The Director of the Library will be responsible for selecting staff to attend events, based on job roles at the Library and individual staff members' participation in specific community outreach events or partnerships.

The annual anticipated expense for event attendance by trustees and staff will be accounted for in the Library's annual budget.

Guests of the Trustees and staff may also attend the events, but are responsible for purchasing their own tickets. Reimbursement to the District for such tickets must be made within 60 days of the event.

If ticket holders are unable to attend an event, it is their responsibility to find substitute attendees or reimburse the District. If substitutes are found, no reimbursement is necessary. In the case of a genuine emergency, the requirement to reimburse the District for non-attendance is waived.

Shorewood- Troy Library Notary Policy

The purpose of notarization is to prevent fraud and forgery. A Notary Public acts as an official and unbiased witness to the identity of persons who comes before the notary for a specific purpose.

Please note that a Notary Public at the Shorewood-Troy Library is not an attorney licensed to practice law in Illinois and may **not** give legal advice or create any legal documents. Notarizing a document does **not** constitute a legal review of the document's contents.

Other important information:

- The Shorewood-Troy Public Library ~~does not~~ will charge a fee of \$1.00 per notarial seal required for Notary Public services. If a document requires three notarial seals, for example, a fee of \$3.00 will be charged.
- Notaries are usually often available at the Library while the library is open, but notary services will cut off 30 minutes before the closing of the library for the day. We recommend that you call ahead (815-725-1715) to ensure a notary is available. Notary service is not guaranteed, due to individual staffing schedules.
- Each signer must present an unexpired government issued ID card with photograph and signature.
 - Examples: Driver's License, State ID, valid Passport, US Military ID, or Matricula Consular Card
- Please do not sign the document until in front of the notary. All people signing the document must be present. All signers must also record their signatures in the library's Notary Public's transaction log.
- Notary services will only be provided in English. Documents being notarized must be written in English. A translator may not be used.
- Blank forms cannot be notarized. If a space on a form does not require an answer, please write "N/A" or cross out the space.
- Public documents such as birth certificates, death certificates, and marriage certificates cannot be copied and notarized.
- No off-site notary service is available through the Library.
- Some documents require one or more witnesses. Ideally, a witness should personally know the person whose documents are being notarized and must not be party to any of the document's contents. Witnesses cannot be solicited from library patrons. Library staff may act as a witness if need be (but this service is not guaranteed).
- The following types of documents cannot be notarized at the library:
Government I-9 forms, Apostilles, Deeds, Mortgages, Wills, Codicils, or Depositions.
- Notaries reserve the right to deny service.

Information to Be Recorded in Notary Log

- The date
- Each signer's name
- Each signer's signature

Approved by Board action 1/13/2022, Draft Revision 04/10/2025

- Each signer's address
- Type of ID provided and the expiration date
- Description of document being notarized
- Whether notarization was a jurat or not
- Notary's initials
- Venue (state and county notarization was performed in)

Reference and Reader's Advisory Policy

The Shorewood-Troy Public Library welcomes and encourages the use of its services and facilities by all patrons. Our staff is committed to the Library's mission statement: "Building Community Through the Joy of Reading, Learning, and Exploring!"

In order to support reading, learning, and exploration, the Library fully staffs the Reference and Readers' Services Desks of both the Adult & Teen Department, plus the Children's Services desk every hour the Library is open. The Library Administration and Board also fully commit to supporting the ongoing professional development for the Library's staff on new technology and skills.

Our Staff:

- Respects the information and entertainment needs of every patron and treats it with care and confidentiality.
- Every patron's reading taste will be taken seriously and without judgment. However, when performing Reader's Advisory Services, it can be subjective and open to personal interpretation. Our staff will make every effort to take the time and patience to work with patrons until they are happy.
- Staff does not discriminate with respect to providing service based on age, gender, race, sexual preference, gender presentation, disability, economic class, or appearance in providing services.
- Staff replies to all requests for information from patrons in person, by phone, mail, various social media, and email. All requests for assistance are provided first-come, first served, with priority given to in-person requests.
- Very detailed requests may take a longer amount of time, with every effort to turn around a response within 48 business hours.
- The Library does take patron requests for book purchases, as budget allows. Books must be currently in print and not a textbook.

Please understand, that our Staff:

- Are not legal experts, medical experts, or tax experts. We cannot give patrons any help, guidance or advice in law, medicine or taxes.
- Will be happy to guide you to books in the areas of religion or politics, but will not discuss religion or politics with patrons on work-time.

- May request that you utilize the Book-A-Librarian service for particularly difficult reference questions or technology training, so that they can dedicate the correct amount of time to your question.
- Cannot provide typing, translation, or editing/proofreading of document services.
- Cannot guarantee that they will be the only reference librarian that you will work with. Staff work rotational shifts on service desks.

Computer and Internet Usage Policy

The Shorewood-Troy Public Library is committed to providing access to informational, educational, and recreational resources for all library users. We provide access to the Internet through library-provided computers and through wi-fi.

Not every site found on the Internet is reliable or trustworthy. Some sites on the Internet are unsafe. We only take responsibility for our own website and social media sites.

In order to access the Internet access computers, patrons must have a library card or a staff-issued guest pass in order to use the computers.

- **Patrons must have their library card to use the computers.**

We can issue guest passes to patrons who have forgotten to bring their library card. Patrons who have lost their library card can replace it at no cost. If the patron has a fee of more than \$50, they will be blocked from using the computer until the amount is paid to below \$50.

- **Guests must have their ID to get a guest pass.**

A valid driver's license, state id, or another photo ID (like a school ID) must be presented in order to obtain a guest pass. No patron under the age of 16 will be issued a guest pass unless their parent is present. If no one is waiting for the computer, extension can be granted at staff discretion.

II. Responsibilities of Users

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users should refrain from using Internet sounds and visuals that may disrupt the ability of other library patrons to use the library and its resources. Library users are responsible for their own use of the Internet in the Library. In the case of minors, the use of library computers and the library's wireless network is a joint responsibility of the user and their parent or guardian.

Users can share personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the Internet at their own risk. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library cannot be responsible for the security of personal information shared on or with non-library sites.

Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of the information. Users must use the Internet at their own risk, realizing that

~~beyond the Library's web sites, web-based services, and social media pages they may encounter material they find offensive.~~

Supervising Use by Children and Teens

Children eight and under must use the Internet with their accompanying adult.

The Library supports the right for each family to decide what is appropriate Internet usage for their children and teens. The use of the Internet presents an opportunity for each family to discuss sites and content that they feel is either appropriate or inappropriate.

~~Parents, guardians, and caregivers are expected to instruct minors to safely share personal information (name, address, password, telephone number, school, credit card number, etc.) on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Before giving out any personal information via email, minors need to be confident that they are dealing with someone who is known and trusted by them and their parents or guardians.~~

For more information on children, teens, and the Internet see content on ConnectSafely.org.

Illegal and Unacceptable Uses

Users may only access the Library's computers and networks for lawful purposes. Examples of unacceptable uses include, but are not limited to, the following:

- Harassment of other users or violation of their privacy (see Code of Conduct policy)
- Violation of software licensing agreements;
- Overuse of system resources such as bandwidth;
- Attempting to crash, degrade performance of, or gain unauthorized access to the Library's or other computer systems and networks;
- Damaging equipment, software, or data belonging to the Library or other users;

These and other issues that violate the Library's Code of Conduct may result in a patron being asked to leave the library for a day. Multiple, repeated issues may result in longer suspensions. Illegal behavior will result in being reported to the local law officials.

III. Responsibilities of the Library

The Library strives to maintain Internet access via library computers, networks, and wireless access at all times the library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible. Library staff will assist patrons with technology-related issues.

Computer use information, as well as library cardholder information, is confidential. All files are removed and internet search history is deleted from library computers at the end of each user's session.

The Library's wireless networks are offered as unsecure wireless networks. Users should use wireless access accordingly.

IV. Copyright

Copyright law of the United States (Title 17, U.S. Code) protects created works (including email, text, music, videos, web sites, images, programs or data), and describes permissible and prohibited uses of protected works. The U.S. Copyright Office notes that while “*use of works may be permissible for criticism, comment, news reporting, teaching, scholarship, and research.....the distinction between fair use and infringement may be unclear and not easily defined.*”¹ Except as permitted by fair use or other copyright exemptions, Shorewood-Troy Public Library internet users may not reproduce, display, or distribute copyrighted materials. Responsibility for any consequences of copyright infringement lies with the user; the Shorewood-Troy Public Library expressly disclaims any liability or responsibility resulting from such use.

April 10, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Budget for FY26

I will have a draft budget for review by the Board, but I would like to have the March financials in hand to have 9 months' worth of data to review. I will email the Budget to you once it's ready and will have paper copies at the Board meeting.

The Executive Session scheduled for the April meeting is to discuss the percentage increase the Board would prefer to give to the staff for their salary in FY26, an important part of creating the budget.