

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING ROOM A

June 12, 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:
 - Regular Meeting, May 8, 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 – May 2025
7. Approval and Payment of Bills
8. Correspondence
9. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Parking Lot Project (**Discussion**)
11. New Business –
 - a. Recognize Anna Allison, Adult Outreach Coordinator, for her 1st Anniversary with the Library (**Recognition**)
 - b. Recognize Jessica Forlenzo, Children's Department Assistant, for her 1st Anniversary with the Library (**Recognition**)
 - c. Recognize Jennie Mills, Library Director, for her 15th Anniversary with the Library (**Recognition**)
 - d. Approve Resolution 2025-3 Resolution Designating Open Meetings Act Officers (**Action**)
 - e. Approve Resolution 2025-4, Resolution Designating Freedom of Information Act Officers (**Action**)
 - f. Approve Ordinance 2025-1, Building and Maintenance Ordinance, to levy a .02 tax for the maintenance of the facility (**Action**)
 - g. Board President appoints two Library Board members as designated Whistleblower Auditing Officials (**Appointment**)
 - h. Transferring over interest earned into the General Fund (**Action**)
 - i. Approve repayment of \$150,000 to reserves from the General Fund after the levy tax distribution (**Action**)
 - j. Update Library's Nonresident Fee for FY26 – for non-residents who do not pay library taxes to ANY Library – Excludes children served by the Cards for Kids Act (**Action**)
 - k. Approve Revised Interlibrary Loan Policy (**Action**)

12. Close to go into an executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1), the Compensation of Specific individuals of a public body.
13. Re-open to the Public meeting.
 - a. Set compensation for the Library Director for FY26 **(Action)**
 - b. Approve Operating budget for FY26 **(Action)**
14. Other Business
 - a. Announcements
 - b. Agenda-setting for July Meeting
 - c. Jennie is on vacation the week of June 16, returning to be the passport agent on Saturday, June 21.
 - d. No Executive Session Minutes exist between January 2025 and May 2025 to be released
15. 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.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
May 8, 2025**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on May 8, 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. Tom Novinski | 4. Bob Stahl |
| 5. Arthetta Reeder | 6. Krysten McGee (attended remotely, due to childcare issues) |

ABSENT:

STAFF PRESENT:

Jennie Mills

VISITORS PRESENT: Family of Tiffany Allen-Smith

MOTION TO LET TRUSTEE MCGEE ATTEND REMOTELY DUE TO UNEXPECTED CHILDCARE ISSUES:

Treasurer Stahl motioned to approve; Vice-President Schultz seconded. All voted 'yes,' via voice-vote. Motion passed.

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved that the regular meeting minutes on April 23, 2025, be approved. Secretary Voitik seconded the motion. Trustee Reeder abstained. The remainder of the trustees voted 'yes,' via voice vote. The motion passed.

Secretary Voitik administered the Oath of Office to newly elected trustees: Tiffany Allen-Smith and Arthetta Reeder.

Roll call was called again. Trustees present:

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------------|---|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Arthetta Reeder | 6. Krysten McGee (attended remotely, due to childcare issues) |
| 7. Tiffany Allen-Smith | |

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of April 2025	\$ 558,339.09
Cash received during April 2025	53,012.36
Disbursements	<u>(117,457.30)</u>
Cash on Hand End of April 2025	\$ 493,894.15

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	2,497.92
Money Market Fund – Chase	173,689.40
Old Plank Trail MM X6183	207,474.86
Payroll Account – Chase	43,172.67
License Plates – Chase	1,049.16
Old Plank Trail MM X9335	1,630.84
Old Plank Trail MM X9981	64,076.36
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 493,894.15

APPROVAL AND PAYMENT OF BILLS:

The Treasurer's Report was filed for audit. Vice President Schultz motioned that the bills presented for payment be approved. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

LIBRARIAN'S REPORT: Director Mills informed the Board that the Library was recognized in the Team Category for Distinguished Service by the Illinois Chapter of the National School Public Relations Association (INSPRA) for those who partner with school communications offices. Sarah Wells in Troy 30-C nominated us.

The PSACC Awards are also on Wednesday, May 21st. Mills, Secretary Voitik, President Novinski, and Trustee Allen-Smith will attend.

OLD BUSINESS:

- a. The Building Committee has recommended that Indicom install a French drain to fix the water intrusion issue in the basement correctly. Director Mills will coordinate with Indicom to schedule the work.

NEW BUSINESS:

- a. Elections of officers:
 - a. Treasurer Stahl motioned/Secretary Voitik seconded, that Thomas Novinski be the President of the Board. All voted 'yes' to approve, except Novinski, who abstained. The motion passed.
 - b. Treasurer Stahl motioned/President Novinski seconded, for Vito Schultz to be the Vice-President of the Board. All voted 'yes' to approve. Motion passed.
 - c. Trustee Reeder motioned/Treasurer Stahl seconded, for Karen Voitik to be Secretary of the Board. All voted 'yes' to approve. Motion passed.
 - d. Secretary Voitik motioned/President Novinski seconded for Bob Stahl to be Treasurer. All voted 'yes' to approve. Motion passed.

- b. Vice-President Schultz motioned/President Novinski seconded to approve "Resolution 25-1 "Honoring Tracy Caswell for Four Years of Service to the Library Board. All members voted "yes." Motion passed.
- c. Vice President Schultz motioned/Trustee Reeder seconded to approve Resolution 25-2 "Authorizing signers for Wintrust Bank Accounts to be President, Treasurer, and Director." A roll call was conducted, with all members voting 'yes.' Motion passed.
- d. Trustee Reeder motioned/Treasurer Stahl seconded to authorize the opening of a checking account at Wintrust with the signers being the President, the Treasurer, and the Director. Two signers will be required on every check. A roll call was conducted, with all members voting 'yes.' Motion passed.
- e. Secretary Voitik motioned, and Vice-President Schultz seconded, to close the DCEO grant account *9335 and use the remainder of the funds for a stone monument. A roll-call vote was conducted, with all members voting yes. The motion passed.
- f. Treasurer Stahl/Vice-President Schultz seconded signing the Engagement letter with Mack & Associates for the FY25 Audit. A roll call was conducted, with all members voting yes. The motion passed.
- g. President Novinski appointed Trustee Krysten McGee and Secretary Karen Voitik to the Secretary's Audit Committee. The Committee will meet in August of 2025.
- h. President Novinski appointed Secretary Karen Voitik and Vice-President Vito Schultz to the Building Committee.
- i. The Operating Budget for FY 2026 was discussed.

ANNOUNCEMENTS: The Summer Reading Kickoff is June 5th from 5 pm to 7 pm.

Photos of the Board will be taken on the night of June 12th.

Respectfully submitted,
Jennie Mills, Library Director

Director's Report/June 2025

Administrative Duties:

- Tonight's agenda includes two resolutions. One is to appoint the Open Meeting Act Officers. Cindy Norman and I have taken the annual training to fulfill those roles. The other resolution is to appoint the Library's Freedom of Information Act Officers; Julie Hornberger and I have taken the annual training to fulfill those roles.
- Ordinance 25-1, the Building and Maintenance Ordinance, is on tonight's agenda for approval and passage to levy an additional .02 towards the maintenance and repair of the building. June or July is the traditional time when the Board passes this levy.
- Vito Schultz and Krysten McGee are the current "Auditing Officials" for the Whistleblower Policy. Since the officer election was last month, the board president will make new appointments. All staff will review and sign off on the policy at the turn of the fiscal year in July.
- The agenda includes an Executive session for the Board to discuss my evaluation and decide my raise for FY26 (if any). This allows the Operating Budget for the next year to be set.

Financials:

- Cindy and I have been working through the process of setting up the new accounts at Wintrust. On 6/4, both of us attended Positive Pay training, which will help the Library prevent fraud through check-washing or other theft of our checks.
- The Library received our first tax levy distribution in May, and received a much larger distribution today. This allows us to "repay" the loan to ourselves, which is a motion on our agenda tonight.

LIMRiCC:

- I continue to serve as the Chair of LIMRiCC, our Library's Health Insurance Cooperative (and the Health Insurance Cooperative of about 70 other public Libraries). LIMRiCC continues to seek ways to keep health insurance affordable as affordable as possible for our employees.
 - LIMRiCC is looking at adding a kind of "telehealth component" for mental health. This would allow unlimited virtual access to therapists for counseling and medicine refills for health-care enrollees and their dependents. We believe this would lower costs while increasing satisfaction.
 - We are also looking at other potential solutions, which I will discuss briefly at the board meeting.

Staffing:

- Wendy Bergmann is the Library's new Part-Time Technical Services Assistant. She started her new role on June 2nd. We are excited to have her start.
- There are three anniversary recognitions on the agenda for this evening: Anna Allison, the Adult Outreach Coordinator, who is celebrating her first anniversary, Jessica Forlenzo, a Children's Department Assistant, who is celebrating her first anniversary, and myself. I celebrated fifteen years as Library Director on Monday, June 9th.
- Cat Bonzani left her role as full-time Circulation Clerk in June. The position has been posted.

Meetings:

- RAILS Member Update Meeting, External (5/14)
- Fiction Book Club Discussion, Program (5/16)
- INSPRA Award Ceremony, External (5/16)
- Pinnacle Governing Board, External (5/16)
- LIMRiCC Governing Board Meeting, External (5/20)
- LIMRiCC Spring Membership Meeting, External (5/20)
- Non-Fiction Book Club, Program (5/28)
- Pinnacle Directors' Meeting with Rep. Lauren Underwood, External (5/29)

Technical Services Department Head Report

May 2025

May meetings and events:

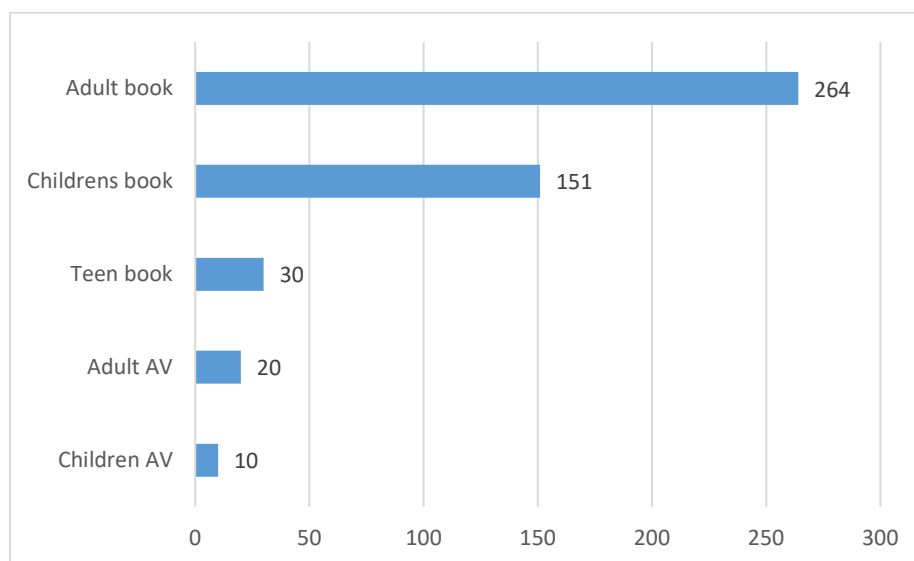
- 5/6, 5/8, and 5/14 – TS Assistant interviews
- 5/13 – Department Head meeting
- 5/15-16 – WILIUG Spring Conference at Arlington Heights Mem Library (Innovative updates, Polaris enhancements, roundtables, networking)

Current projects and news:

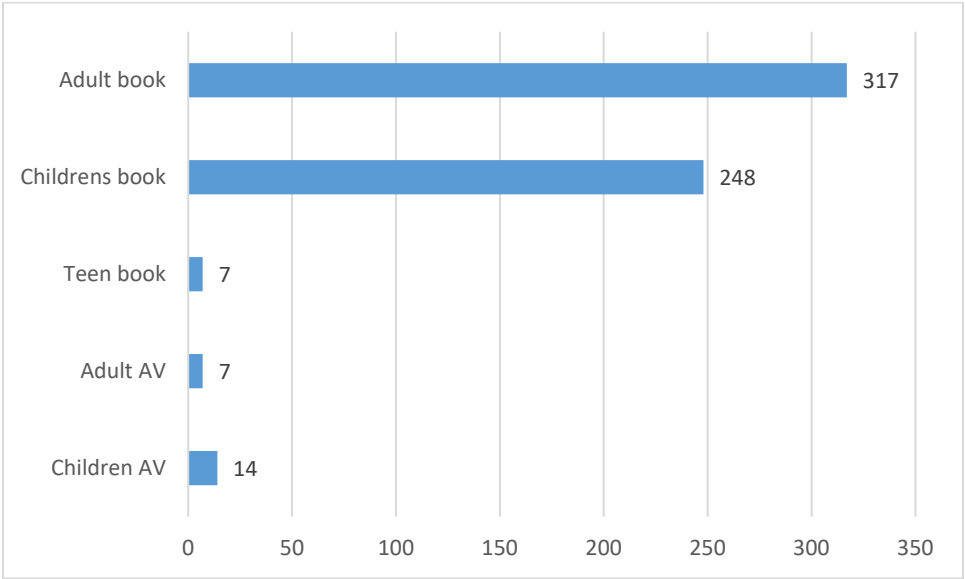
- Please welcome Wendy Bergmann, the new Technical Services Assistant. Her first day will be June 2.
- We are continuing with the genrification of the Children's nonfiction.

Tech Service Statistics

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



Items ordered in May:



Collection Trends

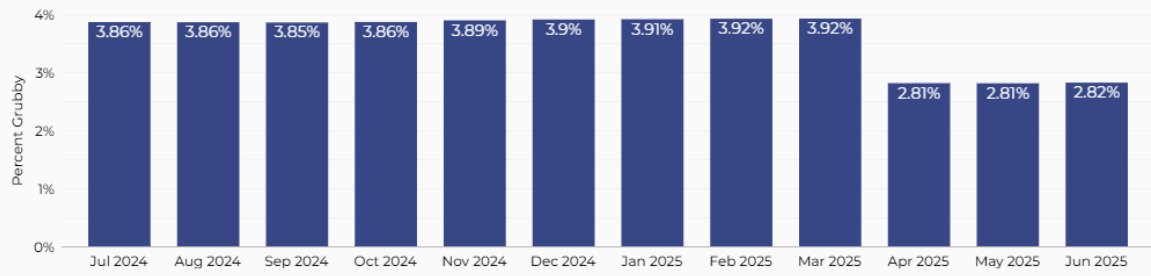
Total Items

Material Type	Top 10 - Date / Total Items					
	Jun 2020	Jun 2021	Jun 2022	Jun 2023	Jun 2024	Jun 2025
Audio	88,258	77,814	70,663	67,637	57,334	52,504
Book	853,802	800,927	786,386	776,573	746,626	730,022
Magazine	14,288	12,810	12,397	10,561	10,580	9,911
Movie	117,008	115,449	117,200	118,884	116,169	117,363
Other	2,042	2,434	2,675	2,897	3,015	3,096
Grand total	1,075,398	1,009,434	989,321	976,552	933,724	912,896

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

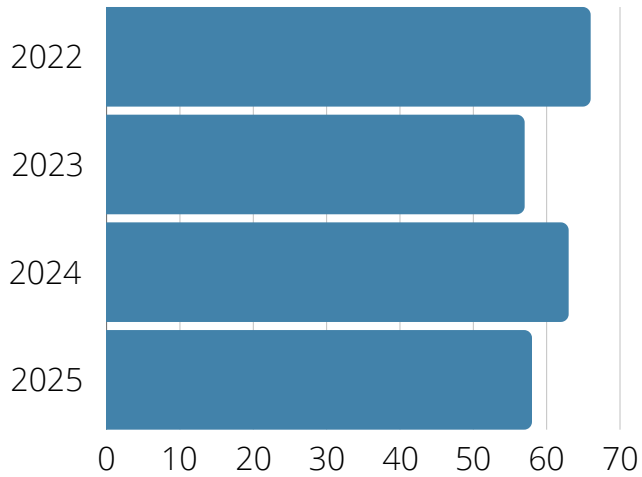
Technical Services Manager

MONTHLY REPORT

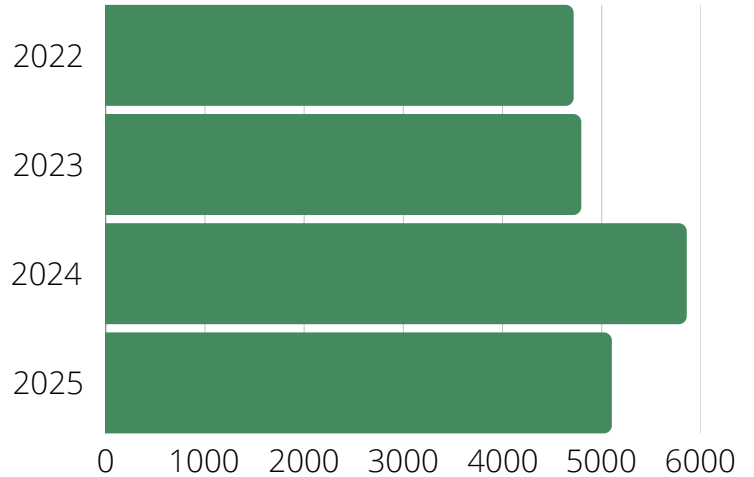
MAY 2025

JULIE HORNBERGER
CIRCULATION MANAGER

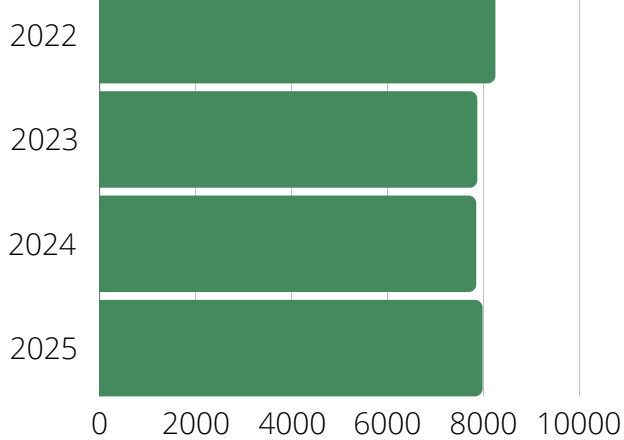
NEW CARDS



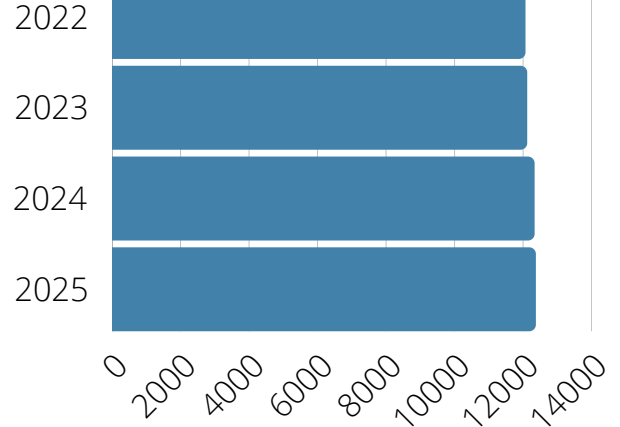
DOOR COUNT



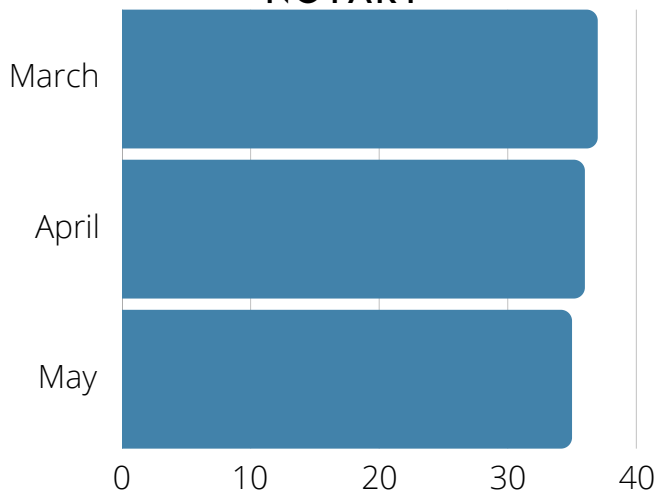
ITEMS CHECKED IN



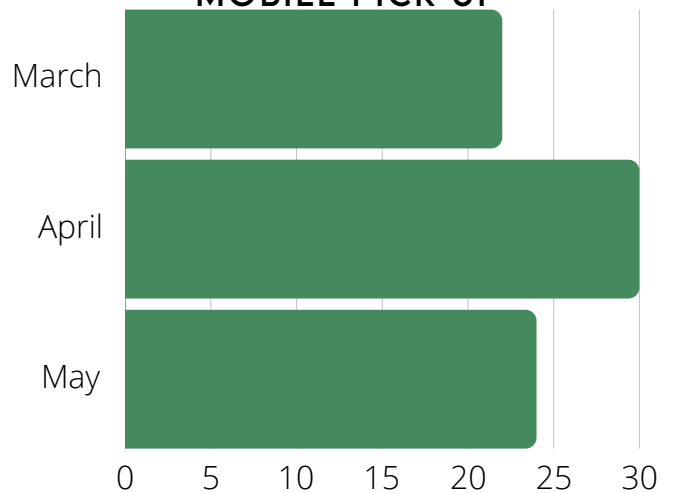
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

May
2025

DEPARTMENT UPDATES

- **Summer Read Prep-** This month my team focused on SR prepping. Decorations were made and put up, reading logs prepped and printed, prizes put together and displayed. We made a Galaxy on the back wall in the department and every child that registers for summer read will add their name to a star that we will put up after our kickoff event.
- **INSPIRA Award-** Mallory and I attended the Troy 30C Board of Education meeting to be recognized and to receive our Award. We also received a really nice email from one of the Troy Teachers I wanted to share.



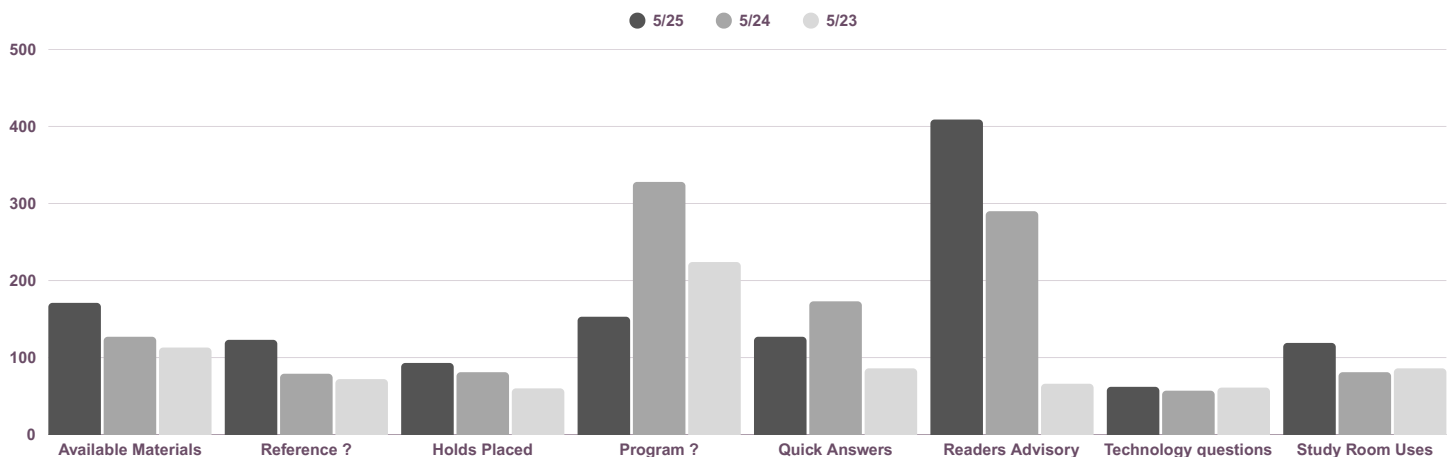
CONGRATULATIONS! to you and the Children's Department for being recognized at the board meeting for your exceptional collaboration with local schools and the community. I could not think of anyone more fitting to earn such an honor. We are fortunate to partner with you yearly to help further engage our students and support the love of reading. I am proud of you all, and I am beyond grateful you finally earned the recognition you deserve!

Mrs. Jayme Las
Fourth Grade Educator
Troy Shorewood Elementary



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 5/25

- **171** patrons ask about available materials
- **123** ask general reference questions
- **93** holds were placed
- **153** questions were asked about programs
- **127** quick answers were provided
- **409** reader's advisory
- **62** patrons asked about technology.
- **119** study room reservations.



CHILDREN'S PROGRAMS

21

Active Programs Offered

362

Total Attendance

9

Passive Programs Offered

1872

Total Attendance

Children's Outreach Report

May 2025

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

- **Trinity Christian Preschool**

- 3 & 4 Year Old's
- 1 Classroom
- 2-3 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

Total Engagement
260

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

One Book, One School @ Troy Hofer Elementary

- Games and activities based on "Wonder" by R.J. Palacio, Library informationals, prizes & SR tickets!

Trinity Christian School Summer Read Promotion

- STPL staff shared an interactive presentation, treats, trivia, and prizes with grades K-7
- Students had an opportunity to learn about all the fantastic opportunities the Library offers over summer and beyond!
- Teaching staff at TCS were given information to open their own individual Teacher Cards.

Total Engagement
536

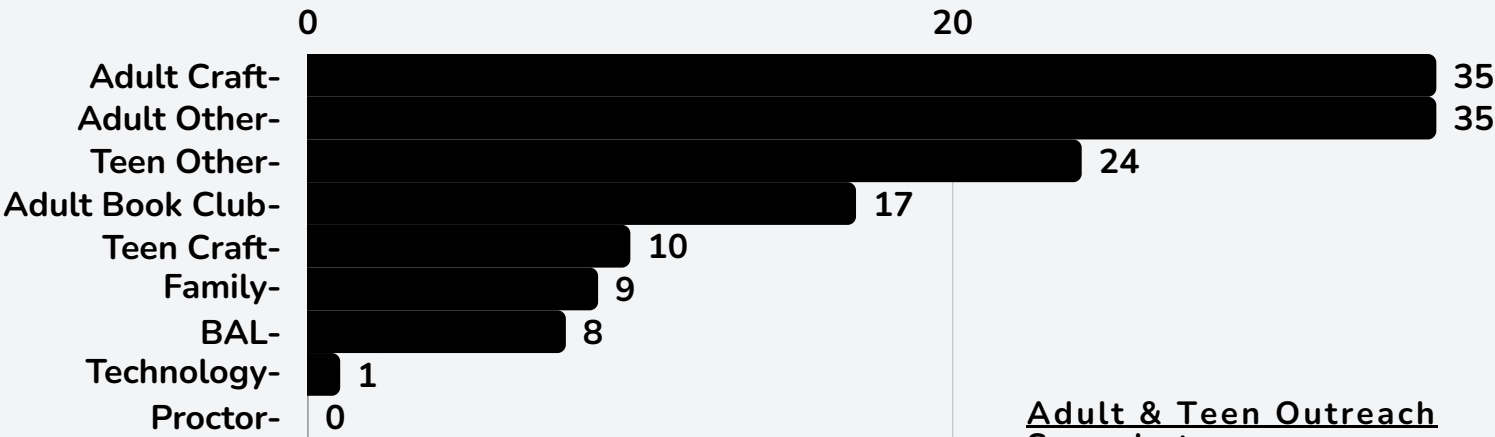
Community Events:

- **INSPRA-** STPL Children's Department was nominated by the staff of Troy 30-C, for being present in their schools, at their Literacy nights, working with their teachers, and having awesome programs at our Library, and keeping kids reading during the summer.
- **New Storywalk @ Towne Center Park-** "The Very Impatient Caterpillar" by Ross Burach; a hilarious tale of patience (or impatience), and growth.

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

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 15
Attendees: 104

Passive Programs

Number of Programs: 5
Total Patrons: 89

Adult & Teen Outreach Snapshot:

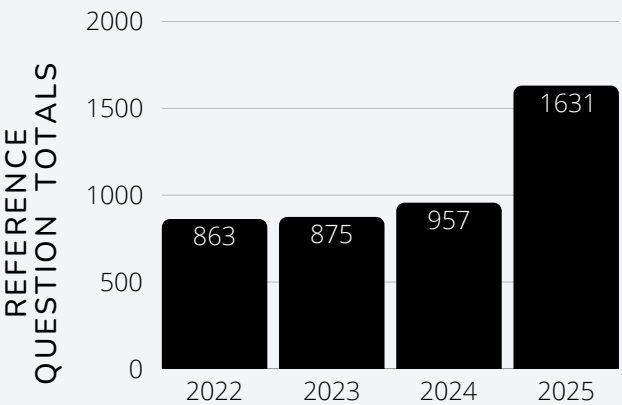
Number of Programs: 13
Total Patrons: 689
Homebound Deliveries: 3

Staff Meetings, Training, Programs, & Events

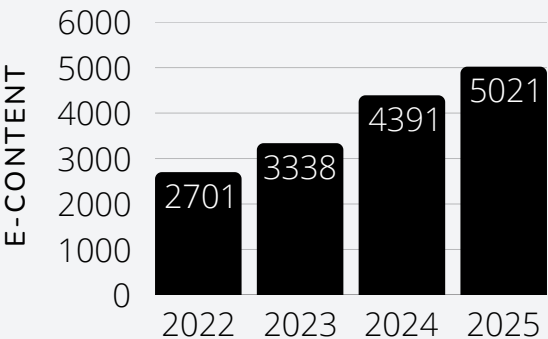
- Rose - Adult, Teen, & Technology Manager (Z).
 - Events Committee
 - Warhol's Wonders
- Anna - Adult & Teen Outreach Coordinator (13).
 - Senior Services of Will County Tech Help
 - StoryWalk at Towne Center Park
- Hailie - Adult & Teen Services Assistant (1).
 - Teen Boba Bar
- Audrey- Adult Services Program Coordinator (10).
 - Tech Help Tuesday
 - Medicare & Social Security
- Violet - Teen Programming Coordinator (Z).
 - Teen Advisory Group
 - STEAM Club

Reference Stats

- TOTAL: 1631
 - Reference: 433
 - Item Availability: 129
 - Reader's Advisory: 73
 - Holds: 90
 - Programs: 95
 - Technology: 562
 - Quick Answer: 227



E-Content



- E-Content Holdings
 - Hoopla: 1,010 items
 - Libby: 4,011 items

ADULT & TEEN OUTREACH REPORT

MAY 2025

Total Teen &
Adult Outreach
Programs/Events:

13

Reoccurring
Programs/Events:

7

Total
Participants:

689

Homebound
Deliveries:

3

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

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

Shorewood Glen: Monthly craft program at their community lodge. In May they painted watercolor bouquets.

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

Timbers Book Club: Members read and discussed the book *Here One Moment* by Liane Moriarty.

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: Students wrapped up their school year. We celebrated them and all their growth and learning. Two students aged out of the program and have successfully found jobs!

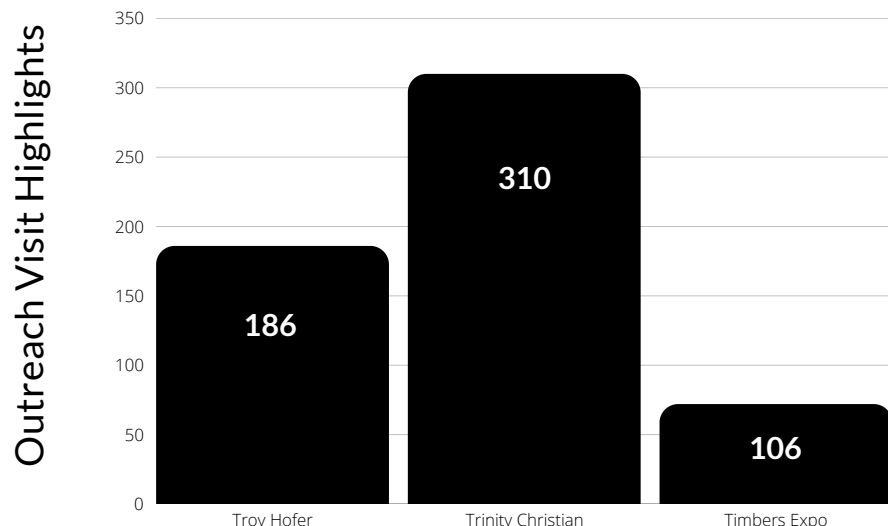
Trivia @ Will County Brewing Company: Monthly outreach program geared towards adults. April's theme was Disney Trivia!

Troy Hofer Elementary: Celebrated literacy with the students and families during their One Book One School event. The theme was space!

Trinity Christian School: Promoted our Summer Read program during a school wide presentation.

Timbers Health & Wellness Expo: Provided library information and swag during this Senior Expo that was open to the public. They have invited us back during June for their craft fair.

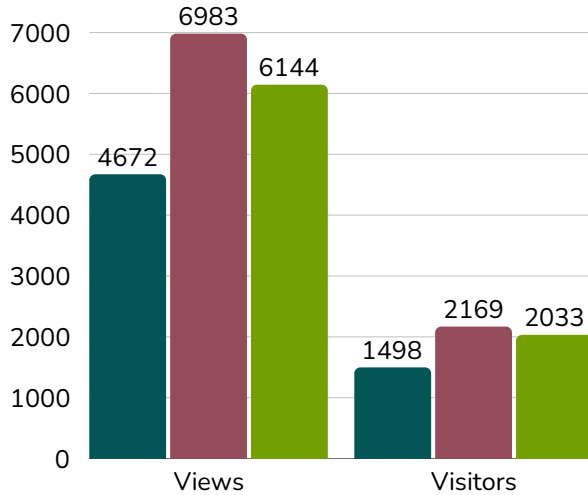
StoryWalk at Towne Center Park: Helped Sarah swap out the newest story along the pathway, *The Very Impatient Caterpillar* by Ross Burach.



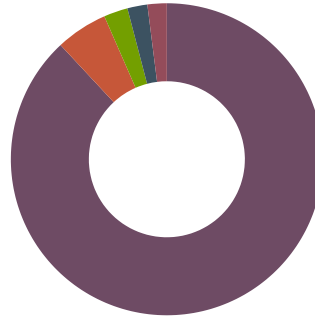
May 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Home Page - 88%
Summer Read - 5%
Employment - 2.5%
Passports - 2%
Digital Coll. - 2%



Meeting Room:

	2025	2024	2023
Non-Profit	4	8	6
For-Profit	1	0	0

eNews Stats:

2025

7,519 EMAILS SENT
48.5% OPEN RATE
381 CLICKS
242 UNIQUE CLICKERS

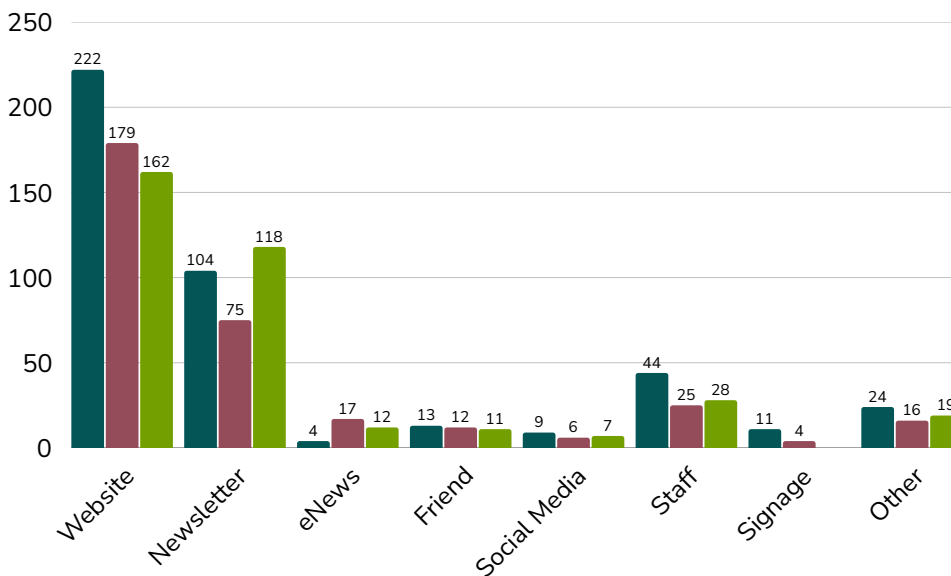
2024

8,106 EMAILS SENT
41.11% OPEN RATE
586 CLICKS
242 UNIQUE CLICKERS

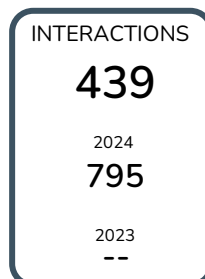
2023

6,944 EMAILS SENT
44.92% OPEN RATE
254 CLICKS
126 UNIQUE CLICKERS

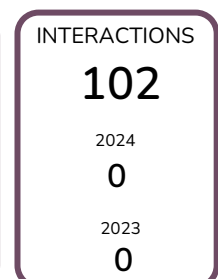
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

May 2025

Marketing Updates



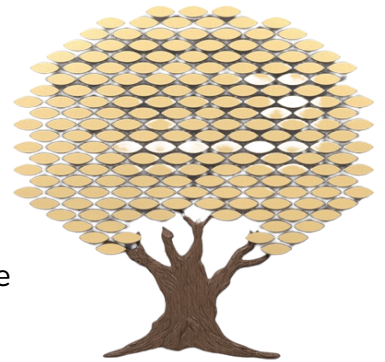
Meetings/Trainings:

- 05/13 - Department Head
- 05/13 - Special Events Committee
- 05/27 - Webinar: Building a Cohesive Brand, Innovative



Anniversary Campaign:

- Currently raised: \$1,195
- Permanent donor display will tentatively be a tree displayed on the lobby wall by the staircase. Possible location is replacing the white board in the staircase closest to the entrance. Donors can buy a leaf to engrave their name, or our top donors can choose from a special item, like a squirrel or an acorn.



Other Items:

- Website officially launched this month!
 - Views are slightly lower from what we usually see, but the total does not reflect the entire month as there was a buffer period of a few days to get the site connected to Google Analytics.
 - Website referrals increased by almost 20% compared to last month.
 - So far, we have received only positive feedback (sleek design, easier navigation), but with one request to get Consumer Reports back on the site which was missed in the migration. Currently working on this.
- STPL Library App
 - Restored on both Apple and Google Play
 - With the app now verified and transferred to the marketing account, we can now move forward with testing the new Communico app alongside ATS. Many new features are available and we can't wait to get that launched!

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

We celebrated Anna Allison's first year with us as the Adult & Teen Outreach Coordinator on May 28, 2025.

Anna is a vital member of the ATS team. She effortlessly fit in and picked up our outreach services provided to our neighborhood senior facilities. She's been a tremendous help for our Children's Outreach, as well, from planning activities for school outreach events to helping to maintain the Storywalk. When we needed someone to order teen fiction books, Anna agreed with little hesitation. She's kept our steadily growing trivia night at Will County Brewing going strong. Her "Brain Buster" grown up activity packets are a hot commodity when they drop. She assists patrons during the Senior Services Tech Help hour with grounded patience and care. She's always one to help out in whatever capacity she can!

Anna's kindness permeates everything she does. She treats every patron with kindness, patience, and respect. She regularly steps in to assist our friends in the circulation department with a sunny attitude. She seeks out ways to help the ATS team, and is careful to complete the tasks well, and with style. She relies on her previous library experience and ongoing learning to ensure she's creating programs and services that our patrons enjoy, if not rely on. Anna has been a vital part of our ATS team during her first year here, and I'm keen to see everything she will accomplish as she continues working with us!

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Lori Freeman, Children's Services Manager

RE: Jessica Forlenzo's First Anniversary with the Library

Jessica is one of our Children's Department Assistants; she is celebrating her first anniversary with the library.

Jessica's warm and welcoming demeanor not only brightens our department but also creates a supportive atmosphere for both her team members and our patrons. Over the past year, Jessica has taken on two of our most popular children's programs, Music Class and Jr. Pinterest. In the Fall, Jessica will take on the STEAM program, another patron favorite. Her creativity and thoughtful approach significantly enhance our programming, and her ability to collaborate effectively with our team has a profoundly positive impact.

Jessica is a wonderful coworker and an invaluable team member. Her willingness to lend a helping hand during busy days exemplifies her kindness and dedication.

Jessica, thank you for being such a sweet and reliable presence among us!

June 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Jennie Mills' 15 Years with the Library

I have been at the library for 15 years, and my anniversary was on June 9th. My very first day was a Summer Reading Kickoff Day. I wish I could tell you I remembered the theme, but all I can remember is how happy the kids were and how engaged the staff was. I've been so lucky to work with many fantastic, creative, and excellent staff over the past 15 years.

I've also been extremely fortunate to partner with a Board that has encouraged me and has loved this Library as much as I do. Together, we've overseen many different building projects over the years—new carpet for both floors, a remodel of the upper level with assistance from a state grant, and, of course, the parking lot project, again with grant funding. The automatic lobby doors were also a project funded by the Illinois State Library.

Other big projects in the past fifteen years include our Library going fine-free, which has been wonderful for our patrons. The Pinnacle Library Cooperative went live in 2013, and our six libraries share resources really, really well. All six of us can issue library cards for each other, meaning that a Shorewood patron can go to Joliet and vice versa and get a card issued for the right library, with no issue. Our loan periods are almost the same.

Since June 2010, STPL has also included digital items. Comparing the same time period for checkouts, including those items like ebooks and eaudios, means our circulation has increased 53% from May 2010 to May 2025.

New revenue sources include passport application fees, which should equal about \$40,000 this year. I'm working on starting a Foundation for larger gifts and donations. I don't expect to see much benefit from the Foundation while I'm here, but I hope future Directors will see the benefits.

The past fifteen years have been a joy and a pleasure working here.

June 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Resolution 2025-3 and Resolution 2025-4

Resolution 2024-3 Designates Cindy Norman and me as the Library's Open Meetings Act officers. I've included Cindy's certificate in the packet. For some reason, the training website will not generate my certificates, but I've included my screen grab of the completion dates of my most recent training, which was in May 2025.

Resolution 2025-4 designates Julie Hornberger (Head of Circulation) and me as the District's Freedom of Information Act officers. I've included Julie's certificate.

After the Operating Budget is formally approved, I will update the Library's Freedom of Information Act Policy for FY26 (it includes some general budget numbers; it will be on the July agenda for Board approval. I will also have an updated Disclosure of Salary for Board approval on the July agenda.

RESOLUTION 2025-3

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

WHEREAS, the Open Meetings Act requires a public body to designate one or more employees, officers, or members to receive electronic training on compliance with the Act, and said persons are to complete said training on an annual basis and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate such persons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Cindy Norman are hereby designated to receive training on compliance with the Open Meetings Act to serve as the Open Meetings Act Officers for the Shorewood-Troy Public District.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 12th Day of June 2025

APPROVED THIS 12th Day of June 2025.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees



Office of the Attorney General State of Illinois

Certificate of Completion

Cindy A Norman
Ms.

Has successfully completed the
Open Meetings Act training.

Version: 2025 - OMA Training

Completed: Wednesday, May 28, 2025

FOIA and OMA Training Portal

FOIA and OMA Training

[Edit your Profile](#)

Start a new training

Training

Published Date

2025 - FOIA Training

1/9/2025

2025 - OMA Training

1/9/2025

Training In progress and completed

Type	Training	Date	Status	Current Pa
2025				
OMA	2025 - OMA Training	May 28, 2025 01:25 PM	Completed	
FOIA	2025 - FOIA Training	May 28, 2025 12:45 PM	Completed	
2024				
OMA	2024 - OMA Training	May 23, 2024 01:20 PM	Completed	
FOIA	2024 - FOIA Training	May 23, 2024 12:46 PM	Completed	
2023				
OMA	2023 - OMA Training	May 22, 2023 01:52 PM	Completed	
FOIA	2023 - FOIA Training	May 22, 2023 12:59 PM	Completed	
2022				
FOIA	2022 - FOIA Training	Feb 16, 2022 03:42 PM	Completed	
OMA	2022 - OMA Training	Feb 16, 2022 03:25 PM	Completed	

Notice: Use of this government system is subject to monitoring, and unauthorized use may be prosecuted.

Get Connected:

Leah Bartelt, Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, Illinois 62701
Phone: (877) 299-3642
Fax: (217) 782-1396

RESOLUTION 2025-4

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Julie Hornberger are hereby designated as the Freedom of Information officers for the Shorewood-Troy Public Library District. The FOIA Officers' names, titles, and contact information shall be posted on the District's website and the District's administrative office.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 12th Day of June 2025.

APPROVED THIS 12th Day of June 2025.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees



Office of the Attorney General State of Illinois

Certificate of Completion

Julie Hornberger
Circulation Manager

Has successfully completed the
Freedom of Information Act training.

Version: 2025 - FOIA Training

Completed: Friday, May 30, 2025

June 12, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Building and Maintenance Ordinance, 25-1

Ordinance 25-1, informally known as the Building and Maintenance Ordinance, is the first levy ordinance that is passed annually by the board. It levies a .02% tax for the purposes of maintenance and repairs to the building. In the 2024 levy, the funds from this ordinance raised **\$17,570** for the District. These funds are used for routine maintenance of the building, such as any repairs or maintenance that are required throughout the year. This past year, funds were used to pay to maintenance on the steel girders and waterproofing the lower levels.

Upcoming building needs are the remodeling of the lower-level bathrooms.

Below is the state statute that empowers Library Boards to levy the Building & Maintenance Ordinance:

ARTICLE 35. TAXATION

(75 ILCS 16/35-5)

Sec. 35-5. Tax levy for establishment, maintenance, and support of district library.

(a) When a district has been organized and established under this Act, the board, upon its formation and qualification of the trustees to serve, may levy an annual public library tax for the establishment, maintenance, and support of a public library or libraries within the district or for contracting for library service. The tax shall not exceed 0.15% (or a greater amount not to exceed 0.60% if the greater amount was authorized by the referendum establishing the public library district) of the value of all the taxable property within the district, as equalized and assessed by the Department of Revenue. Any tax levied under Section 35-35 shall be disregarded in applying the provisions of this Section.

(b) The board may also levy an additional tax of 0.02% of the value of all the taxable property in the district, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of

buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax. The ordinance may be vacated by the board before its publication.

Within 15 days after the adoption of the ordinance, it shall be published in accordance with Section 1-30. The publication or posting of the resolution shall include a notice of (i) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the district, (ii) the time in which the petition must be filed, and (iii) the date of the prospective referendum.

The secretary of the district shall provide a petition form to any individual requesting one.

If no petition is filed with the board within 30 days after publication or posting of the ordinance, the district shall then be authorized to levy the tax. If, however, within the 30 day period a petition is filed with the board, signed by electors of the district equal in number to 10% or more of the total number of registered voters in the district, asking that the question of levying a 0.02% tax be submitted to the electors of the district, the question shall be certified to the proper election authority, who shall submit the question at an election in accordance with the Election Code, unless the board vacates the ordinance within 7 days after the petition is filed. The proposition shall be in substantially the following form:

Shall the Board of Library Trustees of (name of district) be authorized to levy an additional tax of (rate)% for the construction of buildings, provision of sites, etc., as determined by the board's ordinance of (date)?

If a majority of votes cast upon the proposition are in the affirmative, the board may levy the additional tax.

(Source: P.A. 87-1277.)

ORDINANCE NO. 25-1

AN ORDINANCE OF THE SHOREWOOD-TROY PUBLIC LIBRARY
DISTRICT, WILL COUNTY, ILLINOIS, TO LEVY AN ADDITIONAL
.02% TAX FOR EQUIPPING THE LIBRARY AND FOR THE
MAINTENANCE AND REPAIR OF THE LIBRARY BUILDING
AND EQUIPMENT OF THE LIBRARY DISTRICT

WHEREAS, the Board of Library Trustees of the Shorewood-Troy Public Library District, Will County, Illinois is desirous, during the fiscal year commencing July 1, 2026, and ending June 30, 2027, to expend funds for constructing and equipping the library building of the Library District, and for maintenance and repair of the library building and equipment of the Library District.

NOW, THEREFORE, BE IT ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as follows:

Section 1. It is hereby determined that during the fiscal year commencing July 1, 2026, and ending June 30, 2027, sums shall be expended for constructing and equipping the library building of the Library District and for maintenance and repair of the library building and equipment of the Library District.

Section 2. Pursuant to the provisions of the Illinois Public Library District Act of 1991 (75 ILCS 16/35-5), it is further determined that the Library District shall levy an additional tax for the fiscal year commencing July 1, 2026 and ending June 30, 2027, in the amount of .02% of the value of all taxable property within the Library District, as equalized or assessed by the Department of Revenue, for equipping the library building of the Library district and for the maintenance and repair of the library building and equipment of the Library District.

Section 3. Within 15 days after the adoption of this ordinance, a certified copy of this ordinance shall be published once in the Shorewood Sentinel, a newspaper circulated in the Library District.

Section 4. The minimum number of voters of the Library District required to sign a petition requesting that the question of the adoption of the ordinance be submitted to the electors of the Library District equal to 10 percent or more of the registered voters of the district at the last election which **is 1,610**. The petition shall be filed with the District within 30 days after this notice's publication, and the prospective referendum date is **March 17, 2026**.

Passed by the Board of Library Trustees of the Shorewood-Troy Public Library District,
Will County, Illinois this 12th day of June, 2025.

Thomas Novinski
President, Board of Trustees
Shorewood-Troy Public Library District

Attest:

Karen Voitik
Secretary, Board of Trustees
Shorewood-Troy Public Library District

STATE OF ILLINOIS)) SS
COUNTY OF WILL)

CERTIFICATION

I Karen Voitik, Secretary of the Shorewood-Troy Public Library District, Will County, Illinois, do hereby certify that on the 12th day of July, A.D., 2025 there was adopted an ordinance entitled:

“AN ORDINANCE OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, TO LEVY AN ADDITIONAL 0.02% TAX FOR EQUIPPING THE LIBRARY AND FOR THE MAINTENANCE AND REPAIR OF THE LIBRARY BUILDING AND EQUIPMENT OF THE LIBRARY DISTRICT” FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF JULY, A.D., 2026 AND ENDING ON THE 30TH DAY OF JUNE, A.D., 2027.

It was passed by the President and the Board of Trustees of the Shorewood-Troy Public Library District on the 12th day of July A.D., 2025. A true and correct copy is attached hereto.

GIVEN UNDER my hand and seal as Secretary and Custodian of the Records of the Shorewood-Troy Public Library District, Will County, Illinois on the 12th Day of July A.D., 2025.

Secretary, Board of Trustees
Shorewood-Troy Public Library District

June 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Appointment of Auditing Officials for Whistleblower Policy

The Whistleblower policy (approved in November 2023) is annually distributed to staff in July. There are two “auditing officials” named in the document; these are the Board members that staff are to go to, if they witness unethical or illegal behavior. Currently the “auditing officials” are Vito and Krysten.

With the recent Board election, it is time to appoint two “auditing officials” and update the document.

Whistleblower Policy – Shorewood-Troy Public Library District

The Shorewood-Troy Public Library District is committed to the highest standards of openness and accountability. An essential piece of accountability and transparency is a mechanism enabling staff to voice concerns responsibly and effectively, mainly regarding financial or legal matters. When an individual discovers information that they believe shows serious malpractice or wrongdoing within the organization, it should be disclosed internally without fear of reprisal. There should be arrangements to enable this to be done. This policy ensures no staff members feel disadvantaged in raising legitimate concerns.

This policy is intended to assist individuals who believe they have discovered fraudulent or unethical behavior or impropriety. It is also designed to protect staff from retaliatory actions for reporting said conduct, which is in the public's interest.

Concerns can include matters such as:

- Financial malpractice, fraud, or impropriety
- Failure to comply with legal obligations or statutes
- Dangers to health & safety or the environment
- Criminal activity
- Unethical behavior
- Attempts to conceal any of the above

Employees can choose to disclose to the auditing official of the Library or a government or law enforcement agency. This policy is not intended to prevent or discourage an employee from disclosing information to a government or a law enforcement agency if the employee has reasonable cause to believe that the information disclosed violates state or federal law, rule, or regulation.

Appointment of Auditing Official:

Per 50 ILCS 105/4.1, the Library Board appoints auditing officials. The Library Board hereby designates **Board Vice-President Vito Schultz** and **Board Member-At-Large, Krysten McGee**, as the Auditing Officials. The Auditing Officials are empowered to contact outside counsel or consultants to begin an initial investigation once reports are made.

If necessary, the auditing officials can then report to law enforcement agencies or the Will County State's Attorney.

Staff who believe they have a concern that needs to be addressed should send it to the Board Vice-President, Vito Schultz, at vitz123@outlook.com or Board Member-At-Large, Krysten McGee, at writeaway1@gmail.com in writing. The Library Director will annually distribute the relevant portions of 50 ILCS 105/4.1 annually to staff.

Addenda:

Public Officers Prohibited Activities Act

Section 4.1

(50 ILCS 105/4.1)

Sec. 4.1. Retaliation against a whistleblower.

(a) It is prohibited for a unit of local government, any agent or representative of a unit of local government, or another employee to retaliate against an employee or contractor who:

- (1) reports an improper governmental action under this Section;
- (2) cooperates with an investigation by an auditing official related to a report of improper governmental action; or
- (3) testifies in a proceeding or prosecution arising out of an improper governmental action.

(b) To invoke the protections of this Section, an employee shall make a written report of improper governmental action to the appropriate auditing official. An employee who believes he or she has been retaliated against in violation of this Section must submit a written report to the auditing official within 60 days of gaining knowledge of the retaliatory action. If the auditing official is the individual doing the improper governmental action, then a report under this subsection may be submitted to any State's Attorney.

(c) Each auditing official shall establish written processes and procedures for managing complaints filed under this Section, and each auditing official shall investigate and dispose of reports of improper governmental action in accordance with these processes and procedures. If an auditing official concludes that an improper governmental action has taken place or concludes that the relevant unit of local government, department, agency, or supervisory officials have hindered the auditing official's investigation into the report, the auditing official shall notify in writing the chief executive of the unit of local government and any other individual or entity the auditing official deems necessary in the circumstances.

(d) An auditing official may transfer a report of improper governmental action to another auditing official for investigation if an auditing official deems it appropriate, including, but not limited to, the appropriate State's Attorney.

(e) To the extent allowed by law, the identity of an employee reporting information about an improper governmental action shall be kept confidential unless the employee waives confidentiality in writing. Auditing officials may take reasonable measures to protect employees

who reasonably believe they may be subject to bodily harm for reporting improper government action.

(f) The following remedies are available to employees subjected to adverse actions for reporting improper government action:

(1) Auditing officials may reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution.

(2) In instances where an auditing official determines that restitution will not suffice, the auditing official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

(g) A person who engages in prohibited retaliatory action under subsection (a) is subject to the following penalties: a fine of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution, or any combination of these penalties, as appropriate.

(h) Every employee shall receive a written summary or a complete copy of this Section upon commencement of employment and at least once each year of employment. At the same time, the employee shall also receive a copy of the written processes and procedures for reporting improper governmental actions from the applicable auditing official.

(i) As used in this Section:

"Auditing official" means any elected, appointed, or hired individual, by whatever name, in a unit of local government whose duties are similar to, but not limited to, receiving, registering, and investigating complaints and information concerning misconduct, inefficiency, and waste within the unit of local government; investigating the performance of officers, employees, functions, and programs; and promoting economy, efficiency, effectiveness and integrity in the administration of the programs and operations of the municipality. If a unit of local government does not have an "auditing official", the "auditing official" shall be a State's Attorney of the county in which the unit of local government is located.

"Employee" means anyone employed by a unit of local government, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. "Employee" also includes members of appointed boards or commissions, whether or not paid. "Employee" also includes persons who have been terminated because of any report or complaint submitted under this Section.

"Improper governmental action" means any action by a unit of local government employee, an appointed member of a board, commission, or committee, or an elected official of the unit of local government that is undertaken in violation of a federal, State, or unit of local government law or rule; is an abuse of authority; violates the public's trust or expectation of his or her conduct; is of substantial and specific danger to the public's health or safety; or is a gross

waste of public funds. The action need not be within the scope of the employee's, elected officials, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action." "Improper governmental action" does not include a unit of local government personnel actions, including, but not limited to, employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

"Retaliate", "retaliation", or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Section. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Section.

(Source: P.A. 101-652, eff. 7-1-21; 102-813, eff. 5-13-22.)

Address for complete Public Officers Prohibited Activities Act

<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=689&ChapterID=11>

Approved by Board Action, 11/9/2023

AcknowledgmentForm:

I have received the Whistleblower Policy and the Addenda:

(Name)

(Date)

June 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Moving accumulated interest into the General Fund

To clarify this portion of the audit, I'm asking that the board authorize moving the accrued interest from the money market at Wintrust that is in savings into the General fund account. That amount equals **\$22,480.13**. The General Funds held at Wintrust themselves generated **\$13,818.05** in interest.

June 12, 2025

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Authorizing repayment of \$150,000 to Reserves

In April 2025, the Board authorized a temporary transfer of \$150,000 from Reserves to the General Fund during a cash-lean period before the tax distribution began. Now that the tax distributions have begun, I request that the Board authorize a \$150,000 transfer from the General Fund back to the Reserves.

The Distribution Schedule is as follows:

- Levy Distribution #1 (5/22/2025)
- Levy Distribution #2 (6/12/2025)
- Levy Distribution #3 (6/26/2025)
- Levy Distribution #4 (7/24/2025)
- Levy Distribution #5 (8/21/2025)
- Levy Distribution #6 (9/11/2025)
- Levy Distribution #7 (9/25/2025)
- Levy Distribution #8 (10/23/2025)
- Levy Distribution #9 (11/20/2025)
- Levy Distribution #10 (12/18/2025)

June 12, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Nonresident fee

Illinois Library Law requires that libraries adopt a Non-Resident Fee annually. A non-resident fee applies only to those library patrons who do not pay any taxes to ANY library district, **not** to patrons who pay taxes to another library district. Locally, Rockdale and Preston Heights residents (among others) do not pay taxes to any library district, so they are considered “non-residents” and would have to pay a fee to obtain a one-year library card.

Additionally, the Library participates in the Cards for Kids Act, which provides a library card to any child who lives in an unincorporated library area and is eligible for free or reduced school lunches. Those children are eligible to receive a card. You can read more about this at <https://www.ila.org/publications/ila-reporter/article/162/my-turn-the-cards-for-kids-program-and-shame> (and their physical cards are indistinguishable from other library cards).

The library also has intergovernmental agreements with all of the public school districts in the area. This ensures that any child who is a library district resident automatically receives a library card from us when they enroll in school.

The Shorewood-Troy Library calculates the library non-resident fee using the General Mathematical Formula (outlined in the Administrative Code of Illinois), which averages what our taxpayers pay and considers the number of people in individual households.

The General Mathematical Formula is:

General Mathematical Formula

- Using this method, the local library should divide the library income from local property tax sources or its equivalent (excluding income from state and federal funds) by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a non-resident family card. The most recent federal census information available shall be used to determine population and household size.

The non-resident fee for using this formula for FY26 is **\$183.68 per household**. I recommend that the board approve this as a non-resident fee. Our income from property tax = is \$1,449,525; our population is 21,780, and the most recent household size is 2.76 individuals.

At this fee, every household member residing at the same address could obtain a library card, allowing them access to books, DVDs, and digital materials, such as ebooks and streaming audio.

Section 3050.75 Cards for Kids

- a) Upon the annual determination by the public library board of trustees to issue non-resident cards for the ensuing 12 months, the non-resident fee shall not be charged to students whose principal residence is not within a public library service area and whose household income makes them eligible to receive free or reduced price meals under the National School Lunch Program and the National School Breakfast Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA).

June 12, 2025

TO: Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Revised Interlibrary Loan Policy

Several revisions have been made to the Interlibrary Loan policy.

1. Strikeouts reflect language that can be removed. The Library no longer charges fines, so language reflecting fine charges isn't necessary. We also don't care if labels remain intact; it's poor service to charge a \$1.00 for lost paperwork when we can just re-print it.
2. Highlights indicate places where language has been added. With the loss of federal funding, some states (including South Dakota, Montana, and others) completely restrict all out-of-state interlibrary loans, meaning their collections are no longer accessible to our patrons, even if they are visible in the catalog. Other states take longer to process requests for renewals.
3. Our patrons have become accustomed to fines dropping off if they return materials, even if they have been marked as "lost" in the computer system. This works fine for materials that are Pinnacle items (our agreements with our partners sit the responsibility for costs solely with the patron, not with the Library), but it doesn't for ILL items where we have actually paid the lending library for the lost item in order to make the Lending Library whole. We need language to ensure that patrons realize they are still liable for expenses of long-overdue items, so that we can bill for the costs, if we need to.

Shorewood-Troy Public Library

Interlibrary Loan Policy

Approved by Board Action, 4/14/16; Draft 6/12/25

Interlibrary Loan Policy

Purpose:

The Shorewood-Troy Public Library's interlibrary loan policy facilitates community access to materials not already owned by the Pinnacle Library Cooperative for Shorewood library patrons.

Eligible Users:

Interlibrary loan (ILL) is available to anyone 14 years of age or older with a library card residing in the area served by the Pinnacle Library Cooperative.

Cost:

This service is usually free of charge. If the lending library charges a fee, the requesting patron is responsible for it. Patrons must preauthorize the acceptance of fees. If accepted, the fee will be attached to the patron record and require payment at the time of pickup. If an item with a fee is not picked up, the fee remains the responsibility of the requesting patron. The Shorewood-Troy Public Library will pay postage costs for items that are shipped.

Restrictions:

To ensure that requests are processed promptly, they are limited to ten (10) “in-process” items at a time. In-process is the time from when a request is made until the material is returned to the owning library. For photocopies, the transaction is complete when the patron picks them up. Requests made by non-Shorewood-Troy Public Library cardholders are limited to in-state materials only.

The following materials cannot be requested through ILL:

- Entire issues of a periodical
- Reference/non-circulating books
- Audio-visual materials within six (6) months of their release date
- Textbooks and required course materials

National, regional, and state ILL codes may sometimes restrict or limit borrowing of picture or easy books, sound recordings, DVDs, and other audiovisual material. **With changes to federal funding, many states are restricting out-of-state ILLs altogether.**

Time:

Most requests are filled within 7-14 days. However, delays are common, and there is no guarantee that a request can be filled. Lending libraries may take up to 28 days to respond to a loan request.

Shorewood-Troy Public Library

Interlibrary Loan Policy

Approved by Board Action, 4/14/16; Draft 6/12/25

Materials may be unavailable at the lending library, or the first owning library contacted may choose not to loan the material. In such cases, additional libraries must be contacted. A sudden influx of ILL requests may also slow the process.

Notification:

When the material arrives, the Shorewood-Troy Public Library notifies the patron either by telephone or by e-mail. Materials received through ILL will be available on the holds shelf near the circulation desk. Materials not picked up within 5 days after notification of arrival will be returned to the lending library.

Labels and Paperwork

~~A label indicating the loan period given to the patron will be affixed to the material. This label should be left intact to ensure accurate and prompt loan processing. In some cases, paperwork is sent by the lending library that must remain with the material. Paperwork will be attached to the book and may not be removed. Removal of labels or paperwork will result in a \$1.00 fine.~~

Loan Periods and Due Dates:

The lending library determines the loan period for materials. Materials should be returned to the Shorewood-Troy Public Library by the due date indicated at checkout. Materials may not be returned to any other libraries. Overdue materials cannot be renewed. Borrowers who disregard due dates may jeopardize their ILL borrowing privileges. ~~Late fees for overdue materials are \$1.00 per day for DVDs, Blu-Ray, and Videogames, and \$0.10 per day for all other materials. There is no grace period for interlibrary loans.~~

Loan recalls:

The lending library retains the right to request the immediate return of any material it has loaned to the Shorewood-Troy Public Library at any time before the original due date given. In these rare instances, the ILL department will contact the patron and inform them of the new due date. The patron will be responsible for charges incurred for any materials returned after this newly established date.

Renewal Request:

Upon the lending library's consent, the patron can renew an ILL material once. Any request for renewals must be made at least **five (5)** days before the due date. Renewal requests made after this time will not be processed, and the materials must be returned by the original due date to avoid late fees. The lending library determines the time, if any, the loan period may be extended. The ILL department will contact the patrons with the new due date or if the renewal request is denied.

Shorewood-Troy Public Library

Interlibrary Loan Policy

Approved by Board Action, 4/14/16; Draft 6/12/25

Lost/Damaged Materials:

The lending library will determine the replacement cost of lost or damaged materials. The patron who borrowed the material is responsible for all fees. If the Library is forced to pay the lost item to regain borrowing privileges from a lending library, the patron remain responsible for the cost, even if the item is returned.

June 12, 2025

TO: Shorewood-Troy Board of Trustees

FROM: Jennie Mills, Director

RE: Operating Budget FY26

I was able to tighten up some of the assumptions in the Operating Budget for FY26

- The Illinois Municipal Retirement Rate (IMRF) for employees working 20+ hours a week will be 5.62% for Calendar year 2026, not 8%, which I had been calculating (I always calculate high to start with).
- I dropped a database that had cost us about \$9,000 a year, which will significantly lower our database costs going forward.
- Passport income continues to trend high; interest income should trend high.
- There is overage in the Operating budget right now—my raise (if any) has not been decided by the Board. I am comfortable increasing the staff salary by another half percent if the Board is okay with it, but I can lower it if the Board prefers. Any remaining overage in the budget will be put towards materials, programs, or reserves.

I look forward to the Board's discussion of the budget.

Draft FY 2026 with 3.5% increase

STATEMENT OF INCOME AND EXPENSE

	FY25	10-month Cumulative Proposed FY26	
INCOME			
401 Per Capita Grant	\$32,000.00	\$32,343.30	\$ 32,000.00
402A LSTA Grant	\$0.00	\$0.00	\$ -
402B Other Grants	\$275,000.00	\$269,735.00	\$ -
410 Sale of Library Materials	\$500.00	\$0.00	\$ 500.00
430 Photocopy Receipts	\$5,000.00	\$4,601.58	\$ 5,000.00
435 Fines & Lost Books	\$4,000.00	\$3,565.40	\$ 4,000.00
445 Interest Income	\$35,000.00	\$29,963.76	\$ 40,000.00
450 Misc, Notary Fees, etc	\$2,500.00	\$1,904.65	\$ 3,000.00
455 Passport Revenue	\$40,000.00	\$37,695.15	\$ 45,000.00
468 Room Rental	\$500.00	\$400.00	\$ 500.00
470 General Property Tax	\$1,436,630.00	\$646,659.59	\$ 1,470,000.00
471 Per. Prop. Replacement	\$40,000.00	\$27,244.64	\$ 30,000.00
475 Donations	\$6,000.00	\$3,237.78	\$ 6,000.00
476 Impact fees	\$25,000.00	\$8,391.27	\$ 10,000.00
477 Fax Services	\$1,000.00	\$500.00	\$ 1,000.00
480 Pin Reimbursement	\$186,000.00	\$148,440.92	\$ 195,000.00
476b Transfer From Developer'	\$235,000.00	\$0.00	\$ -
License Plate fees	\$1,800.00	\$1,742.00	\$1,800.00
<u>Total Income</u>	<u>\$ 2,325,930.00</u>	<u>\$1,216,425.04</u>	<u>\$1,843,800.00</u>

Draft FY 2026 with 3.5% increase

	FY25	9-month cumulative	Proposed FY26
EXPENSE			
501 Professional Salary	\$496,000.00	\$360,802.52	\$ 510,000.00
502 Paraprofessional Salary	\$368,000.00	\$336,167.83	\$ 385,000.00
504 IMRF - Emplr's portion	\$44,000.00	\$30,004.75	\$ 46,000.00
506 FICA - Emplr's portion	\$68,000.00	\$52,059.05	\$ 70,000.00
508 Health Insurance-Emplr'	\$80,000.00	\$59,266.95	\$ 75,000.00
509 Unemp Comp/Wrk Comp	\$7,500.00	\$5,430.09	\$ 7,500.00
TOTAL PAYROLL RELATED EXPEN	\$1,063,500.00	\$843,731.19	\$1,093,500.00
510A Books-Adult	\$50,000.00	\$37,683.21	\$ 55,000.00
510B Books-Children	\$50,000.00	\$41,370.88	\$ 55,000.00
510C Books-YA	\$5,000.00	\$3,702.41	\$ 5,000.00
510D Reference	\$500.00	\$0.00	\$ 500.00
510E Electronic books	\$20,000.00	\$20,000.00	\$ 20,000.00
510F LSTA Grant	\$0.00	\$0.00	\$ -
511 Periodicals	\$2,500.00	\$2,087.60	\$ 2,500.00
515 Newspapers	\$5,000.00	\$3,625.70	\$ 5,000.00
520A Audiobooks (Adult)	\$4,000.00	\$1,464.57	\$ 2,500.00
520B Audiobooks (Children)	\$1,000.00	\$900.45	\$ 1,000.00
522A Music-Adult	\$1,000.00	\$602.28	\$ 1,000.00
522B Music-Children	\$0.00	\$0.00	\$ 500.00
527A Videos-Adult	\$6,000.00	\$3,753.86	\$ 5,000.00
527B Videos-Children	\$2,000.00	\$1,693.74	\$ 2,000.00
527C Games-YA	\$2,000.00	\$1,401.23	\$ 2,000.00
527D Games-Children	\$1,500.00	\$1,468.25	\$ 1,500.00
TOTAL LIBRARY MATERIAL	\$150,500.00	\$119,754.18	\$158,500.00
531 Website Maintenance	\$4,000.00	\$5,264.55	\$ 4,000.00
532 Management Services	\$20,000.00	\$2,657.94	\$ 5,000.00
533 Pinnacle Services	\$80,000.00	\$80,014.85	\$ 81,000.00
535 Maintenance of Equipmer	\$27,000.00	\$20,190.00	\$ 27,000.00
536 Computer Supplies/softwz	\$35,000.00	\$15,070.58	\$ 30,000.00
537 Photocopier Supp & Equip	\$7,000.00	\$6,699.60	\$ 8,000.00
538 Databases	\$54,000.00	\$47,221.45	\$ 48,000.00
TOTAL CONTRACTUAL SERVICES	\$227,000.00	\$177,118.97	\$ 203,000.00
541A Tech services supplies	\$7,000.00	\$5,703.56	\$ 7,000.00
542 Office Supplies	\$7,000.00	\$5,414.77	\$ 7,000.00
542A Management Supplies	\$5,000.00	\$3,546.33	\$ 5,000.00
542C Display supplies	\$500.00	\$71.72	\$500
543 Assets Not Capitalized	\$7,630.00	\$8,632.97	\$ 10,000.00
544 Telephone Services	\$8,000.00	\$5,980.34	\$ 8,000.00
545 Computer Line	\$10,000.00	\$7,358.73	\$ 10,000.00
546 Adult Services Program	\$11,000.00	\$7,358.73	\$ 11,000.00
547a Postage	\$10,000.00	\$8,487.84	\$ 12,000.00
547b Passport postage	\$5,000.00	\$3,205.48	\$ 5,000.00
548 Circulation Services	\$3,000.00	\$1,749.52	\$ 3,000.00
549 Youth Serv Programs	\$12,000.00	\$11,996.59	\$ 14,000.00

Draft FY 2026 with 3.5% increase

	FY26	9-month Cumulative	Proposed FY26
549A Teen programming	\$2,500.00	\$1,537.66	\$ 2,500.00
549B Outreach Services	\$3,500.00	\$3,575.92	\$ 5,000.00
549C Family Programs	<u>\$3,000.00</u>	<u>\$1,737.03</u>	<u>\$ 4,000.00</u>
TOTAL SUPPLIES & SERVICES	\$95,130.00	\$76,357.19	\$ 104,000.00
551 Adv & Publishing	\$25,000.00	\$23,597.42	\$ 28,000.00
552 Mileage/Meetings, etc.	\$3,000.00	\$5,129.96	\$ 6,000.00
553 Professional Dev	\$7,000.00	\$6,078.52	\$ 9,000.00
554 Professional Dues	\$1,000.00	\$650.00	\$ 1,000.00
555 Library Promotion & Dev	<u>\$4,000.00</u>	<u>\$2,745.43</u>	<u>\$ 4,000.00</u>
TOTAL MISC EXPENSE	\$40,000.00	\$38,201.33	\$48,000.00
560 Electricity	\$13,000.00	\$11,420.06	\$ 18,000.00
561 Gas	\$4,000.00	\$3,568.37	\$ 5,000.00
562 Mnt & Sfy of Grounds	\$16,000.00	\$20,884.07	\$ 22,000.00
563 Water	\$2,000.00	\$1,967.65	\$ 3,500.00
564 Util & Jan Supplies	\$3,000.00	\$1,857.98	\$ 3,000.00
565 Routine Maint Building	\$42,000.00	\$36,082.03	\$ 45,000.00
568 Janitorial Service Building	\$20,000.00	\$17,832.24	\$ 21,000.00
569 Ins Building, Cont, & Liab	<u>\$17,000.00</u>	<u>\$16,601.69</u>	<u>\$ 22,000.00</u>
Total Util & Building Expense	\$117,000.00	\$110,214.09	\$139,500.00
580 Fixed Assets Cap	\$0.00	\$0.00	\$ -
582 Capital Improv Building	\$340,000.00	\$432,392.82	\$ 25,000.00
583 Land Purchase/Mortgage	\$0.00	\$0.00	\$ -
584 New Building Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$ -</u>
TOTAL CAPITAL EXPENSE	\$340,000.00	\$432,392.82	\$25,000.00
590 Legal Services	\$8,000.00	\$4,307.50	\$ 8,000.00
591 Audit & Accounting	\$14,000.00	\$12,040.61	\$ 14,000.00
594 Administrative Expense	\$9,000.00	\$7,376.66	\$ 9,000.00
595 Special Reserve Fund	\$30,000.00	\$0.00	\$ 20,000.00
596 Interest & Prin Short term	\$0.00	\$0.00	\$ -
598 Err & Omiss/Treas Bond	\$3,300.00	\$3,175.00	\$ 3,300.00
599 Contingencies	<u>\$8,000.00</u>	<u>\$6,140.31</u>	<u>\$ 8,000.00</u>
TOTAL OVERHEAD & DEBT SERVI	\$72,300.00	\$33,040.08	\$62,300.00
TOTAL EXPENSES	<u>\$2,105,430.00</u>	<u>\$1,830,809.85</u>	<u>\$1,833,800.00</u>
<u>TOTAL REVENUE IN EXCESS OF EXPENSES</u>			\$10,000.00