

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

**July 10, 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, June 12, 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 – June 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. Approval of Tentative Budget & Appropriations Ordinance FY26 to be filed for Public Review (**Action**)
  - b. Set September 11<sup>th</sup> at 6:30 pm for Budget & Appropriations Ordinance Hearing (**Action**)
  - c. Approval of FY2026 Freedom of Information Act Policy (**Action**)
  - d. Approve Required Disclosure of Salary for FY26 for Employees Earning Over \$75,000 in Combined Salary and Benefits Annually (**Action**)
12. Other Business
  - a. Announcements
  - b. Friends of the Library Artisan Faire This Weekend
  - c. Dine to Donate (Foundation) – Texas Roadhouse, August 5<sup>th</sup>
  - d. Agenda-setting for Next Meeting
13. 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  
June 12, 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 June 12, 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. Krysten McGee | 6. Tiffany Allen-Smith |

**ABSENT:** Arthetta Reeder

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

**VISITORS PRESENT:** Paul Mills

**CHANGES/ADDITIONS TO AGENDA:** None

**APPROVAL OF MINUTES:**

Treasurer Stahl moved to approve the regular meeting minutes from May 8, 2025. Vice President Schultz seconded the motion. The motion passed with all Trustees present voting 'yes'.

**COMMENTS FROM THE PUBLIC:** Bob Schwartz attended the meeting to address his concerns over the Library's landscape company coming to work on the weekends. He stated that he had to stop them from cutting all the brush by the fence that separates the Library's main parking lot from adjacent houses, because the worker had misread the report. Director Mills assured Mr. Schwartz that she would speak with the landscape company to ensure they complete their work during regular business hours in the future.

**TREASURER'S REPORT:**

Cash on Hand Beginning of May 2025	\$ 493,894.15
Cash received during May 2025	: 98,572.92
Disbursements	<u>(166,628.78)</u>
Cash on Hand End of May 2025	\$ 425,838.29

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	20,475.10
Money Market Fund – Chase	72,691.30
Old Plank Trail MM X6183	208,227.59
Payroll Account – Chase	2,903.24

License Plates – Chase	1,149.11
Old Plank Trail MM X9981	95,089.01
Old Plank Trail General x7766	25,000.00
PMA Financial CD80197	<u>2.94</u>
TOTAL	\$ 425,838.29

APPROVAL AND PAYMENT OF BILLS: Secretary Voitik motioned that the bills presented for payment be approved. Vice President Schultz 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 Health Insurance Co-op may potentially be merging with another pool to help lower costs for employees using Health Insurance.

Summer Read went well. Eight hundred fifty people attended it. There was a 26% increase in adults who signed up and an 18% increase in children.

#### OLD BUSINESS:

- a. Parking Lot – The line was scoped, and it remains intact. The scope revealed that the line installed by the contractor has seams instead of being a single, continuous line. These seams could be leaking and contributing to the flooding. The specifications given to the contractor did not specify the type of line to use, but it did state that the line should be water-tight, so that was a decision the contractor made. Todd Lukas (an independent consultant) also noted that the flooding could be because the line was buried in a high water table.

#### NEW BUSINESS:

- a. Honored Anna Allison, Adult Outreach Coordinator, for her first anniversary of service with the Library.
- b. Honored Jessica Forlenzo, Children’s Department Assistant, for her first anniversary of service with the Library.
- c. Honored Jennie Mills, Director, for her 15<sup>th</sup> anniversary of service with the Library.
- d. Treasurer Stahl motioned/Vice President Schultz seconded to approve Resolution 2025-3 Designating Jennie Mills and Cindy Norman as Open Meetings Act Officers. The motion passed with all members present voting ‘yes’.
- e. Treasurer Stahl motioned/Vice-President Schultz seconded to approve Resolution 2025-4 Designating Jennie Mills and Julie Hornberger as Freedom of Information Act Officers. The motion passed with all members present voting ‘yes’.
- f. Treasurer Stahl/Secretary Voitik seconded approving Ordinance 2025-1, Building and Maintenance Ordinance, to levy a .02 tax for the maintenance of the facility. A roll call was taken and all members present voted ‘yes’. Motion passed.
- g. President Novinski appointed Trustee Krysten McGee and Vice President Vito Schultz as the designated Whistleblower Auditing Officers.
- h. Treasurer Stahl motioned/Secretary Voitik seconded, to transfer the interest earned into the General Fund. A roll call was taken and all members present voted ‘yes’. Motion passed.
- i. Secretary Voitik motioned/Treasurer Stahl seconded to approve the repayment of \$150,000 to reserves from the General Fund after the levy tax distribution. A roll call was taken and all members present voted ‘yes’. Motion passed.

- j. Vice President Schultz motioned/Secretary Voitik seconded to update the Library's Nonresident Fee for FY26 for non-residents who do not pay library taxes to any library. Excludes children served by the Card for Kids Act. The motion passed with all members voting 'yes'.
- k. Vice President Schultz motioned/Treasurer Stahl seconded to approve the Revised Interlibrary Loan Policy. The motion passed with all members present voting 'yes'.

Motion made to go into Executive Session to discuss matters related to Personnel 5 ILCS 120/2(c)(1) by Secretary Voitik, seconded by Vice President Schultz at 7:39 p.m.

Vice President Schultz made the motion to reopen the public meeting, seconded by Secretary Voitik at 7:51 p.m.

- a. Treasurer Stahl moved/Secretary Voitik seconded to approve salary increases for the Library Staff for FY26 and the salary increase for the Library Director for FY26 at a 4% increase. A roll call was taken and all members present voted 'yes'. The motion passed.
- b. Vice President Schultz moved/Trustee McGee seconded to approve the operating budget for FY26. A roll call was taken and all members present voted 'yes'. The motion passed.

#### ANNOUNCEMENTS:

Photos of the Board will be taken on the night of July 10<sup>th</sup>. The Board meeting adjourned at 7:59 pm with Voitik motioning and Stahl seconding. All voted 'yes' to adjourn.

Respectfully submitted,

Cindy Norman

## **Director's Report/July 2025**

### **Administrative Duties:**

- The Budget & Appropriations Ordinance will be ready for the Board meeting; I need to know the final amounts in all accounts to prepare the Ordinance. I will email out the Ordinance as soon as it is ready.
- The hearing for the Ordinance should be set for 6:30 pm on September 11<sup>th</sup>.
- I prepared the FOIA policy for 2025 – I made it a little bit more readable than it has been previously.
- The Disclosure of Salary and Benefits for staff earning over \$75,000, as required by IL law, has also been prepared.

### **Financials:**

- Payroll and IMRF have been set to run through Wintrust now, instead of the Chase accounts, now that the first set of tax deposits have been made to the Wintrust accounts. I'm letting the last few rounds of checks settle through the Chase accounts and will continue to do so for several months to give everyone time to cash all checks before officially asking the Board to close the Chase accounts.

### **Foundation:**

- The Foundation received an additional \$125 in donations in June.
- A fundraiser for the Foundation has been set up at Texas Roadhouse (in Joliet) on August 5th from 3:00 p.m. to close. Anyone who dines with a flyer that evening will contribute 10% of their ticket towards the Foundation.

### **Friends of the Library:**

- Two members of the Friends of the Library, Jeanne and Valerie, put in some serious "overtime" to refresh our study room – they took down the old, dated wallpaper, painted, and put up some fresh wallpaper on one wall. The Friends also purchased new chairs for the study room. It looks fabulous!
- The Friends' Artisan Faire is THIS Saturday from 10 am – 2 pm. Stop by to buy some wonderful things from a number of great vendors!

### **Pinnacle:**

- I ended my second term in a row as Secretary for the Pinnacle Governing Board in June. I'll be enjoying my year without any officer responsibilities this year!

### **Staffing:**

- Alexia (Lexi) Gountanis has been hired as the full-time Circulation Assistant. Her first day is July 14<sup>th</sup>.

**Meetings:**

- Department Head Meeting, Internal (6/17)
- Pinnacle Governing Board Meeting, External (6/20)
- True Story Book Club, Program (6/25)
- Communico Review, Meeting with Vendor (6/25)
- LIRA (Property Casualty & Workers' Comp) Full Membership Meeting, External (7/10/25)

# Technical Services Department Head Report

## June 2025

May meetings and events:

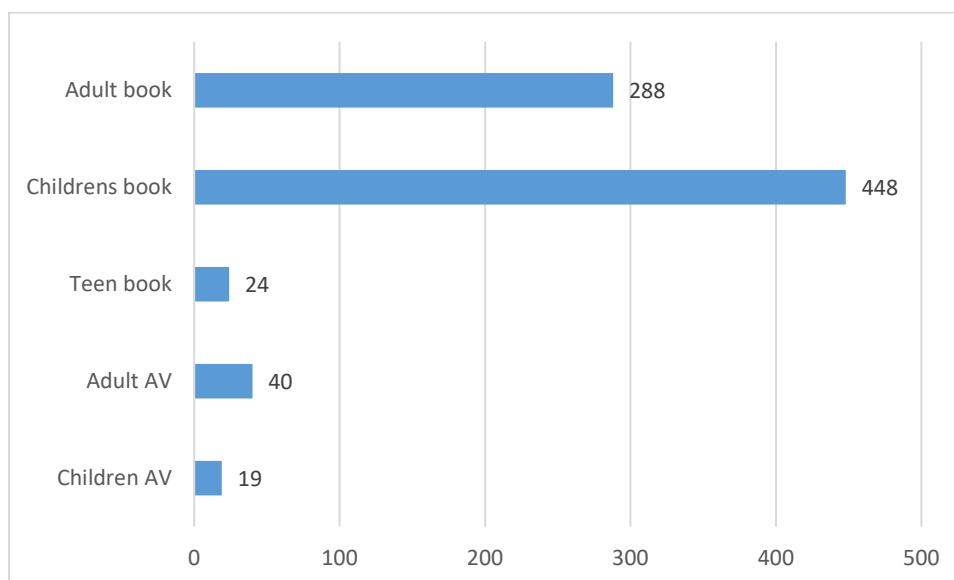
- 6/17- Department Head meeting
- 6/24- Pinnacle Operations meeting

Current projects and news:

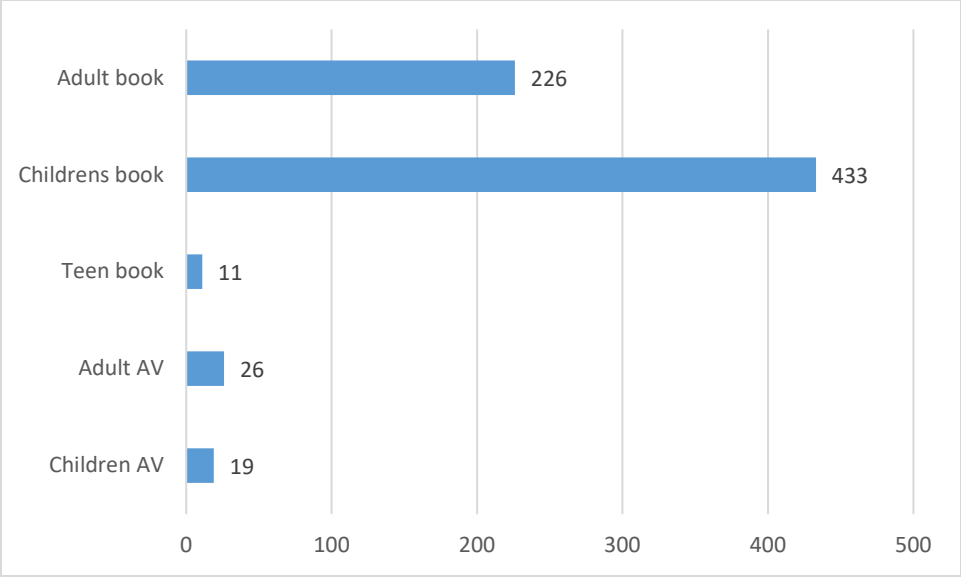
- We are continuing on with genrification of the Children's nonfiction.

## Tech Service Statistics

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



Items ordered in June:

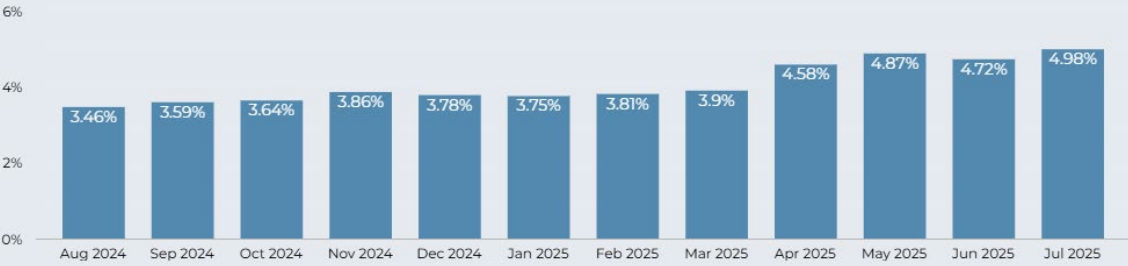


## Collection Trends

### Total Items

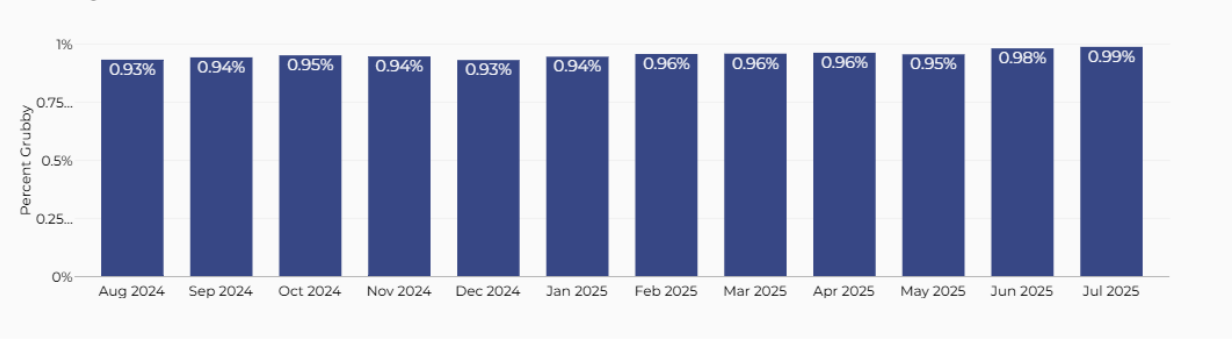
Material Type	Top 10 - Date / Total Items					
	Jul 2020	Jul 2021	Jul 2022	Jul 2023	Jul 2024	Jul 2025
Audio	3,503	1,571	1,832	1,985	1,950	1,926
Book	40,940	35,865	36,231	36,367	38,605	40,748
Magazine	469	613	518	182	249	249
Movie	4,665	3,914	3,888	3,705	3,975	4,255
Other	190	234	147	157	165	197
Grand total	49,767	42,197	42,616	42,396	44,944	47,375

### Dead Items





Grubby Items



Respectfully submitted,

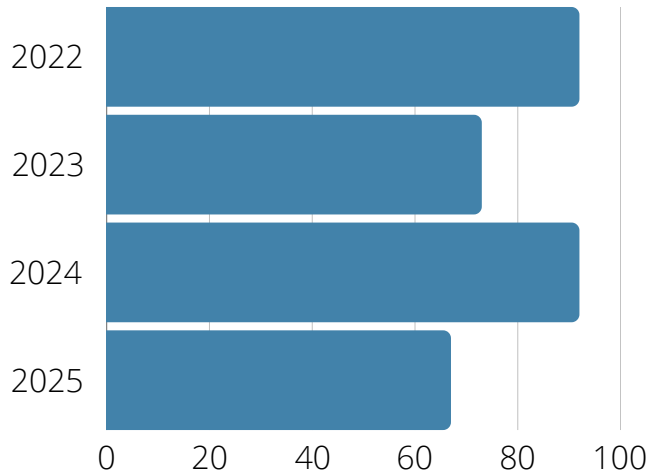
Leslie Lovato  
Technical Services Manager

# MONTHLY REPORT

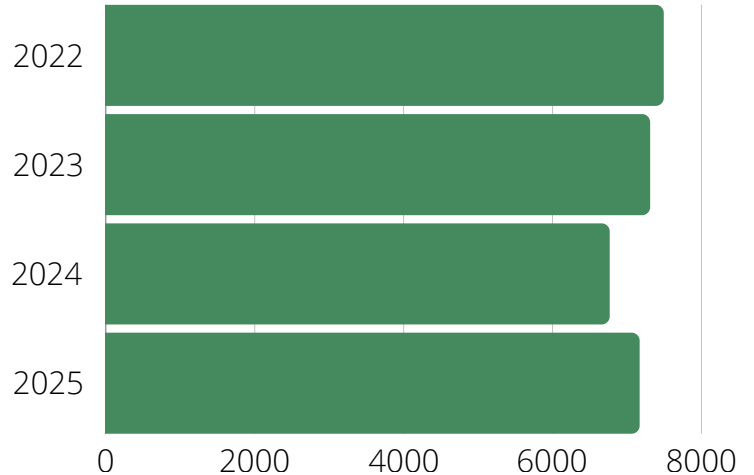
## JUNE 2025

**JULIE HORNBERGER**  
CIRCULATION MANAGER

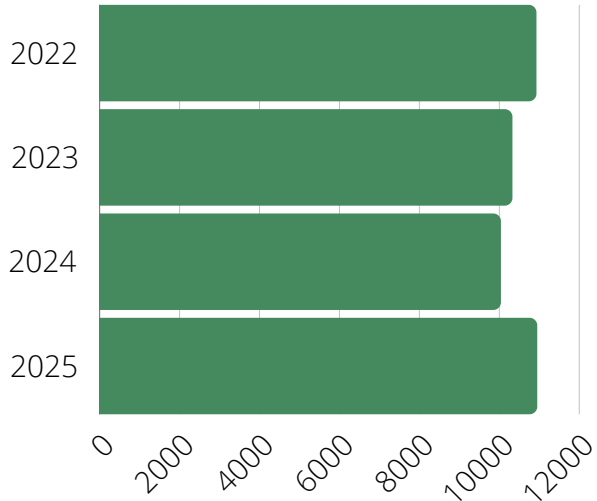
### NEW CARDS



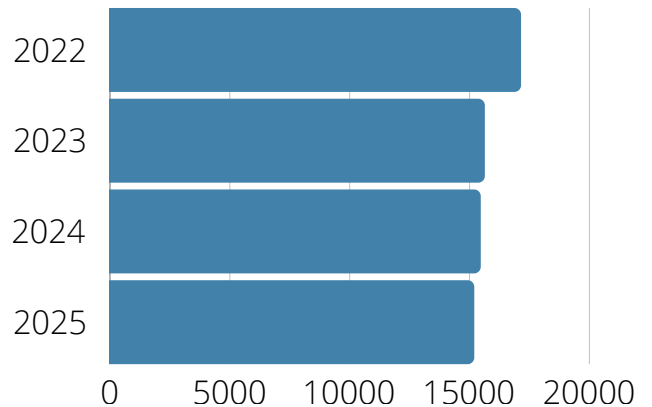
### DOOR COUNT



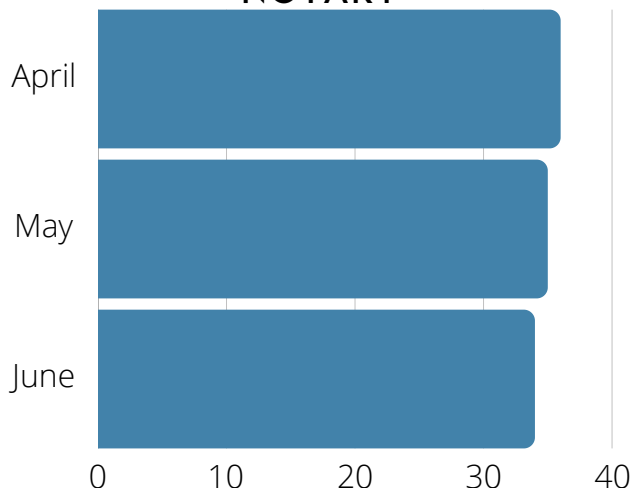
### ITEMS CHECKED IN



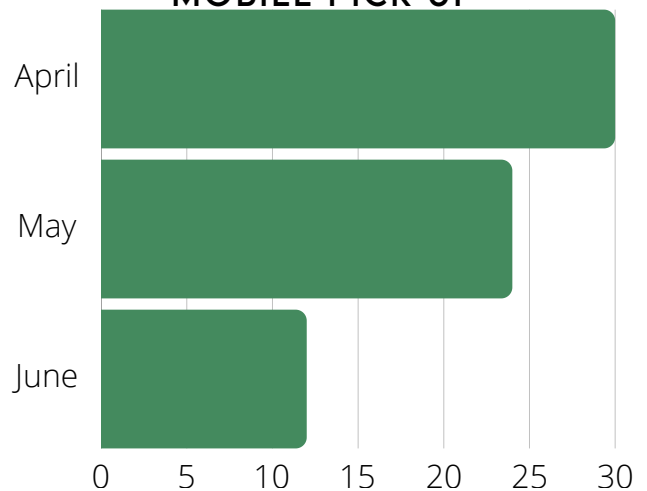
### ITEMS CHECKED OUT



### NOTARY



### MOBILE PICK UP



# MONTHLY REPORT

LORI FREEMAN  
CHILDREN'S MANAGER

June  
2025

## DEPARTMENT UPDATES

- **Summer Read Kick Off**- This year's Summer Read Kick Off had an AWESOME turnout. We had about **856** patrons attend. **342** Children were registered at the event, and an additional **188** children registered as of today. It has been super busy in our department as children are tracking their progress and collecting prizes. We have had several compliments from patrons about how they are enjoying the program. I attached an email we received below.



Hi All,

A patron/parent/local special education teacher came in today praising our summer read challenge layout!

She thanked us for making it user-friendly for busy people, as she's also logging time for her children. She loves it so much, she's going to model her classroom reading challenge after the map layout that Lori created!

<3

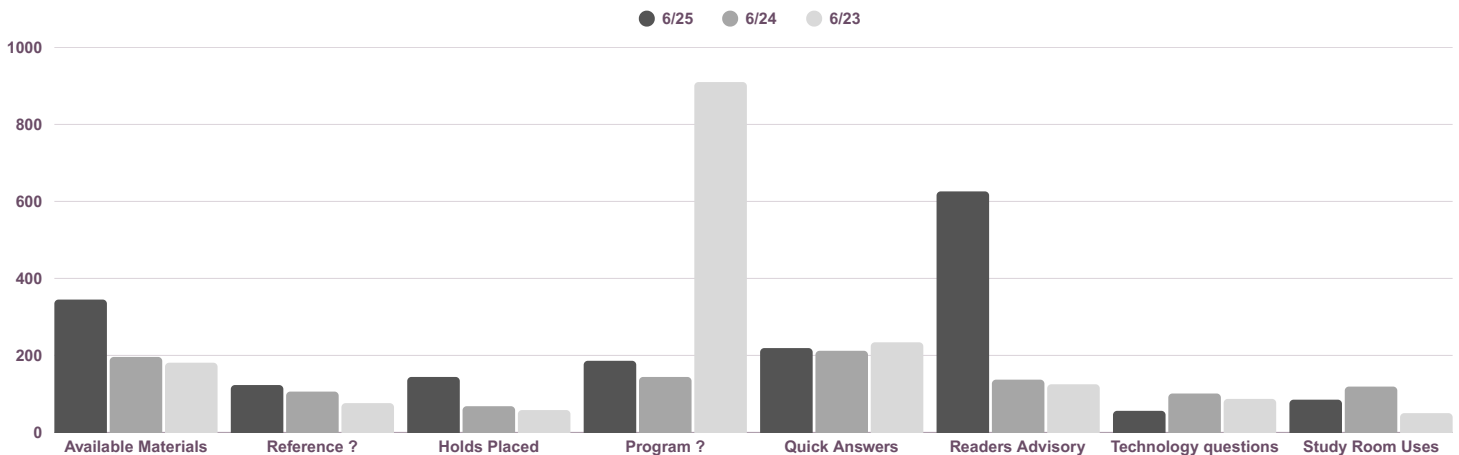
-Sarah

p.s. She also said she will never do Joliet's challenge again after seeing how good ours is.



## DELIVERABLES

3 YEAR COMPARISON



## Reference Breakdown 6/25

- **345** patrons ask about available materials
- **123** ask general reference questions
- **144** holds were placed
- **186** questions were asked about programs
- **219** quick answers were provided
- **626** reader's advisory
- **56** patrons asked about technology.
- **85** study room reservations.



## CHILDREN'S PROGRAMS

**21**

Active Programs Offered

**1294**

Total Attendance

**9**

Passive Programs Offered

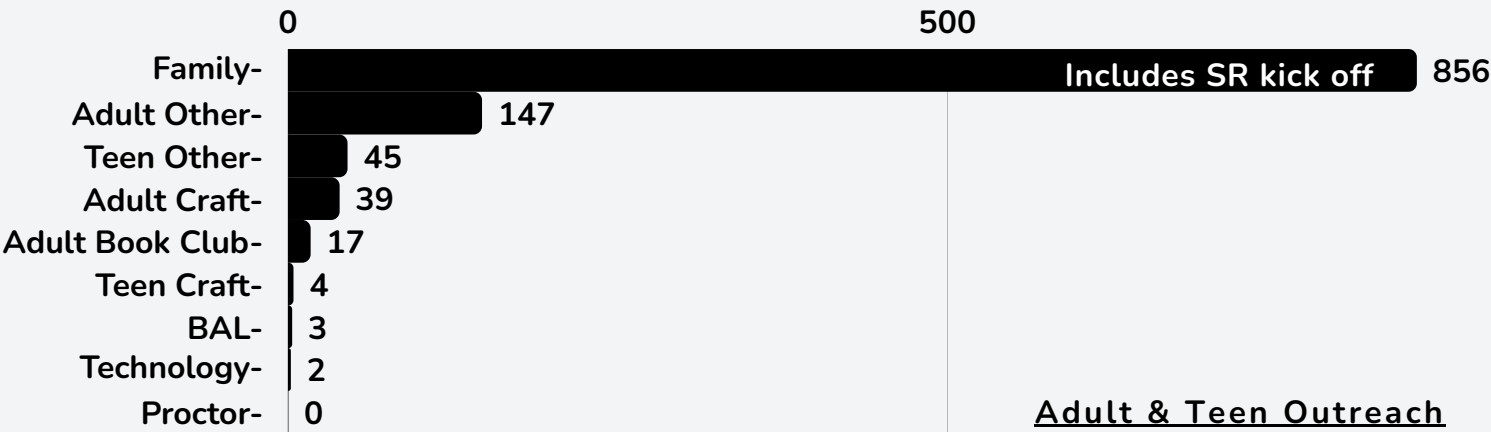
**2210**

Total Attendance

# ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- JUNE 2025

Rose Nowak - Adult, Teen, & Technology Services Manager

## Program attendance breakdown:



### Active Programs

Number of Programs: 16  
Attendees: 234

### Passive Programs

Number of Programs: 10  
Total Patrons: 468

\*Includes SR participants

### Adult & Teen Outreach Snapshot:

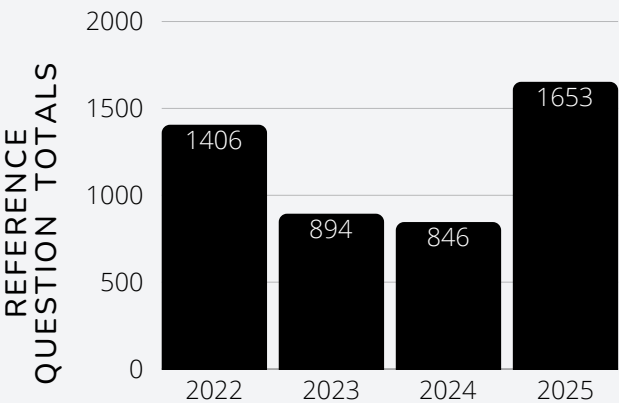
Number of Programs: 12  
Total Patrons: 65  
Homebound Deliveries: 3

## Staff Meetings, Training, Programs, & Events

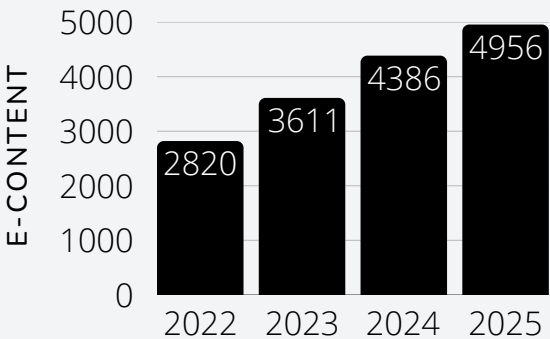
- Rose - Adult, Teen, & Technology Manager (5).
  - PinOpac
  - Alien Escape Room
- Anna - Adult & Teen Outreach Coordinator (12).
  - Star Wars Trivia
  - Horizons
- Hailie - Adult & Teen Services Assistant (2).
  - Summer Read Kickoff
  - The Learning Experience library visit
- Audrey- Adult Services Program Coordinator (12).
  - Starry Wreath Craft
  - Sugar Scrub Craft
- Violet - Teen Programming Coordinator (7).
  - Teen Advisory Group
  - Glow Food Taste Test

## Reference Stats

- TOTAL: 1653
  - Reference: 190
  - Item Availability: 126
  - Reader's Advisory: 57
  - Holds: 63
  - Programs: 239
  - Technology: 480
  - Quick Answer: 285



## E-Content



- E-Content Holdings
  - Hoopla: 1,138 items
  - Libby: 3,818 items

# ADULT & TEEN OUTREACH REPORT

## JUNE 2025

Total Teen & Adult  
Outreach  
Programs/Events:

12

Reoccurring  
Programs/Events:

6

Total Participants:

65

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 June they created diamond paintings.

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

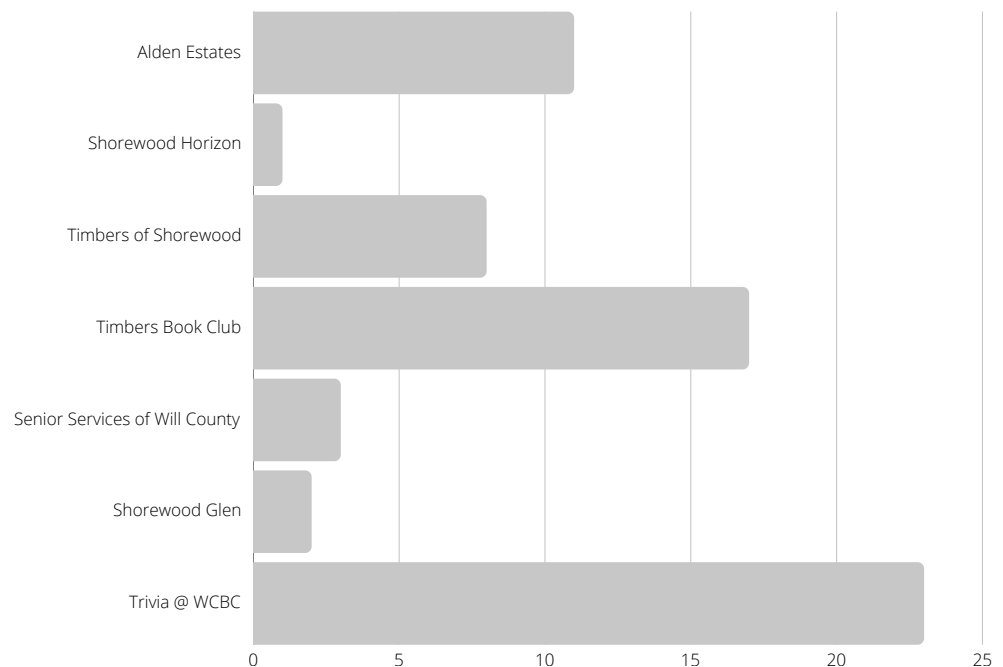
**Timbers Book Club:** Members read and discussed the book *Finding Me* by Viola Davis.

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

**Trivia @ Will County Brewing Company:** Monthly outreach program geared towards adults. June's theme was Star Wars!

**StoryWalk at Towne Center Park:** Swapped out the newest story along the pathway, *We Are Definitely Human* by X. Fang.

Outreach Visit Statistics



Towne Center Park  
Storywalk

# Children's Outreach Report June 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
- **The Learning Experience**  
*\*book order + field trips\**  
1 to 2 Year Old's  
3, 4, & 5 Year Old's  
School age children  
12 Staff members

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

## **Library Field Trip with TLE**

- STPL welcomes our community members to tour our Library, learn about our services, and have fun!
- Scheduled visitors receive a Library tour, information about our services, events, and materials, and a fun activity!

## **Community Partnerships:**

**STPL teams up with MARS Academy** to explore the world of coding, robotics, and AI through an exciting, hands-on workshops—absolutely FREE here at the Library!

## **Community Events:**

- **Traveling Storyteller-** The Shorewood Troy Public Library brings Library services out to the community this summer! Storytimes are held at various locations to provide families with storytelling, songs, and activities to inspire play and connection through books!
- **Towne Center Park**
- **Bronkberry Farms**



**Total Engagement  
202**

**Total Engagement  
32**

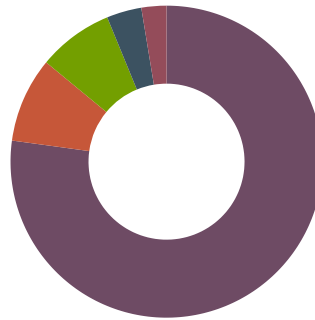
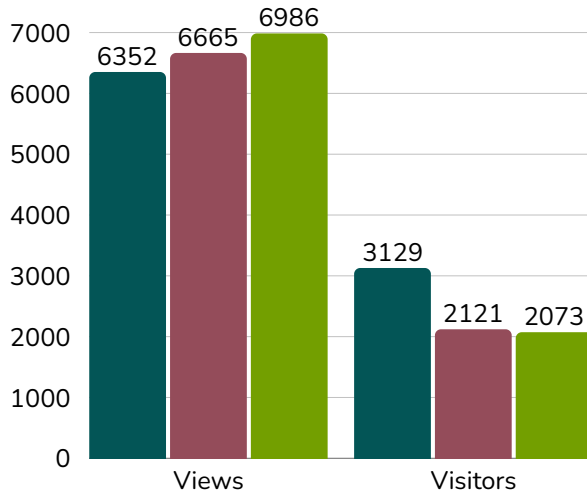
**Total Engagement  
27**

**Total Engagement  
104**

# June 2025 Marketing Stats

Monthly Board Report  
Melissa Almanza  
Marketing Specialist

## Website Visits:



## Meeting Room:

	2025	2024	2023
Non-Profit	5	4	3
For-Profit	0	0	0

## eNews Stats:

2025

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

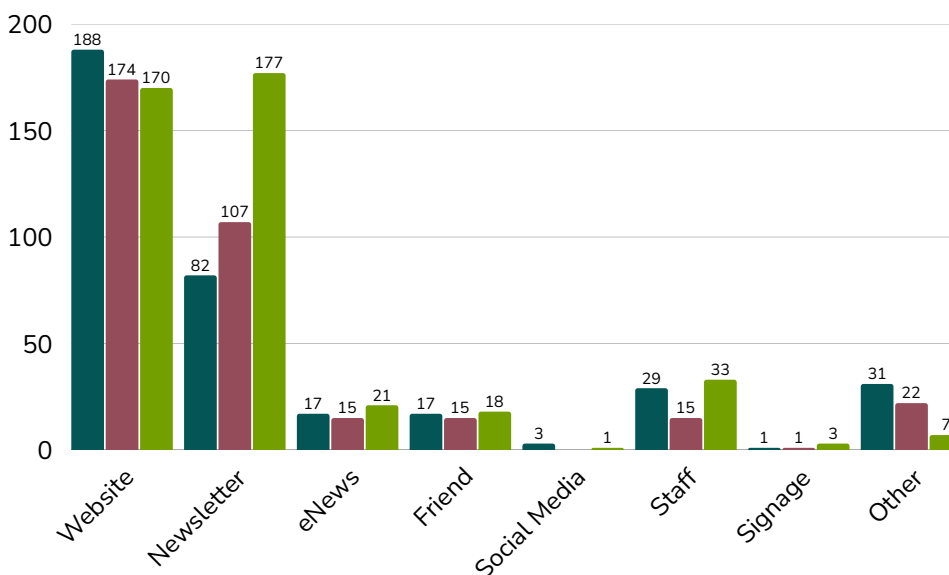
2024

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

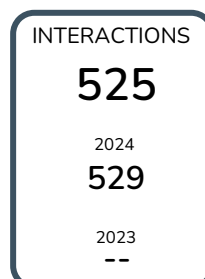
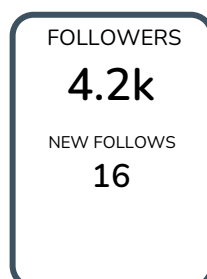
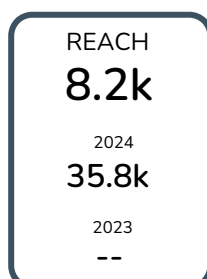
2023

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

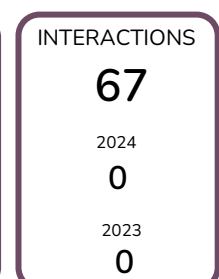
## Program Referrals:



## Facebook:



## Instagram:



\*Some data is unavailable

# June 2025

## Marketing Updates



### Meetings/Trainings:

- 06/17 - Department Head
- 06/25 - Communico Account Review & New Features Meeting



### Anniversary Campaign:

- Currently raised: \$1,220
- **Dine to Donate** event at Texas Roadhouse is scheduled for Tuesday, August 5<sup>th</sup> from 3-10pm
  - Texas Roadhouse will donate 10% of all purchases made during that time to the Library (must present flyer)
- Donate to Play Community Scrabble is a passive program we have set for August and September.
  - For a small donation, patrons can play on one of our 4 community Scrabble boards.
  - Patrons who place a tile on a colored square will win Library merch (pen, keychain, etc.)



### Other Items:

- Website visitors increased this month by over 1,000, and over 900 of those visitors are from **organic search**.
  - We no longer come behind Wisconsin's Shorewood Library. We are the top result when searching "Shorewood Library."
- National Library Card Sign Up Month is already in the works.
  - We will have a library card contest for our 50<sup>th</sup> anniversary. Patrons will customize a card with artwork. We will then have a public vote and winners' cards will be printed from a special limited edition.
    - Various age groups
- New STPL Apple app has been reviewed. Android app is pending. Will meet with Communico to finalize revisions in July.



July 10<sup>th</sup>, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Tentative Budget & Appropriations Ordinance and Setting Date for Hearing

Unfortunately, the Tentative Budget and Appropriations Ordinance won't be included in the packet sent out on Monday. I need to wait for all the financial information to be completed by the bookkeeper before compiling the Ordinance.

However, I should be able to send the Ordinance out by Wednesday, at the latest, via email, and will have physical copies of the Ordinance at the Board meeting. As usual, each line item of the B&A will be inflated by 15-20%. This allows the Library to be flexible with line items without frequently revising the budget. If the Library receives unexpected income or expenses, the B&A accounts for them.

If no overage was written into the B&A, the Library couldn't legally spend it until the next fiscal year if it received unexpected income. Conversely, if unexpected expenses, such as building work that needed to be paid, if the overage weren't in the B&A, it would be much harder to accommodate.

By practice, the Library adheres to the working budget when internally budgeting. The Treasurer's Report that the Board receives utilizes the working budget numbers, not the B&A numbers.

The Tentative Ordinance will be published in the Sentinel and will be posted on the corkboard in the lobby, as well as on the Library's website. The public must have the ability to inspect it for at least 30 days before the public hearing and its eventual passage.

I am recommending that:

- The Board approve placing the B&A on file for inspection
- The Board approve **Thursday, September 11<sup>th</sup>** at 6:30 pm for the public hearing

July 20, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Freedom of Information Act Policy for FY26

The Freedom of Information Act policy is updated annually with updated budget numbers and changes in officers (if any). It is then posted in our lobby and on the website to meet legal requirements. I have also updated this policy to make it a little bit more reader-friendly.

## **Shorewood-Troy Public Library Freedom of Information Act Policy**

### About Shorewood-Troy Public Library District

The Shorewood-Troy Library District (STPL) serves 21,780 people in our District through one library location in the Village of Shorewood. In addition, STPL serves reciprocal borrowers from other libraries, and all members of the public who choose to visit our library or engage with our staff and resources.

STPL is a district library established in 1976. STPL is subject to the statutes and provisions outlined in the Illinois Public Library District Act 75 ILCS 16/ and is governed by a 7-member Board of Trustees elected by district residents.

STPL's mission is to "Build Community through the Joy of Reading, Learning, and Exploring!"

STPL is required to report to and answer to the Illinois State Library, which is overseen by Secretary of State Alexi Giannoulis and Executive Director Greg McCormick.

### Shorewood-Troy Library District's Website

Our website can be found at: <https://www.shorewoodtroylibrary.org>.

### Operating Budget:

STPL's fiscal year runs from July 1 to June 30; the operating budget for FY26 is \$1,843,800. Financial documents for the current fiscal year, including the Budget & Appropriations Ordinance, the Tax Levy, Disclosures of Staff Salaries as required by law, and the last fiscal year's audit, are available on the website or may be requested in person at the administrative office.

### Shorewood-Troy Library District Administrative Office

STPL's Administrative office is at the Shorewood-Troy Public Library's Building, 650 Deerwood Drive, Shorewood, IL 60404. It is open Monday through Friday, 9 am—4 pm, excluding scheduled closing dates, which are listed on the website.

### Shorewood-Troy Library District Staff

STPL employs 11 full-time and 13 part-time employees. The organizational chart is at the end of this document.

### Shorewood-Troy Library District Trustees

STPL is governed by an elected seven-member Board of Trustees. Trustees are elected to six-year terms. Current board members are:

**President:** Thomas Novinski

**Vice-President:** Vito Schultz

**Secretary:** Karen Voitik

**Treasurer:** Robert J. Stahl

**Trustees-At-Large:** Tiffany Allen-Smith; Krysten McGee, Arthetta Reeder

Board meetings are typically held on the second Thursday of the month and begin at 7 pm, unless otherwise noted on the agenda posted on the website, at least 48 hours in advance, and on STPL's event calendar. Meetings typically occur in Meeting Room A at the library's lower level.

### Freedom of Information Act (FOIA)

STPL adheres to the Freedom of Information Act, 5 ILCS 140/1 et Seq, the principal Illinois statute governing public records inspection. The Act requires that public bodies make all public records available for inspection or copying to any person.

### Shorewood-Troy Library District FOIA Officers

Director: Jennie Mills ([jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org))

Head of Circulation: Julie Hornberger ([jhornberger@shorewoodtroylibrary.org](mailto:jhornberger@shorewoodtroylibrary.org))

### Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

#### **Mail**

ATTN: FOIA Officer  
Shorewood-Troy Public Library District  
650 Deerwood Drive  
Shorewood-Troy Library District  
Shorewood, IL 60404

#### **Email**

[foia@shorewoodtroylibrary.org](mailto:foia@shorewoodtroylibrary.org)

#### **Personal delivery**

During regular business hours of the Shorewood-Troy Public Library District

A suggested form is at the end of this policy.

### FOIA fees

Digital copies shareable via electronic means are provided free of charge.

The charge for physical copies of the record are as follows:

1. First 50 pages black and white, letter size: Free
2. \$0.10 per page for black and white, letter size, after 50 pages
3. 0.25 per page for color or oversized pages
4. Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved.

### Responses to Non-Commercial FOIA Requests

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the Library will reach out to the requester.

### Responses to Commercial FOIA Request

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a request. If an extension is required, a Library FOIA officer will reach out to the requester.

### Procedure for Appealing a Denial

If your request is denied, or partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter, along with a copy of your request and the denial letter, to the following address:

Public Access Counselor  
Office of the Illinois Attorney General  
500 South Second St  
Springfield, IL 62701  
[public.access@ila.gov](mailto:public.access@ila.gov)  
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court per 5 ILCS 140/11.

### Shorewood-Troy Library Record Retention:

STPL adheres to the guidance established by the Illinois State Archives Records Management Division for retaining records of business. Records immediately available on our website in an electronic format include:

**Meeting Minutes:** Current Year + 2024, 2023

**Meeting Agendas:** Current Year + 2024, 2023

**Annual Audit Reports:** Prior Fiscal Year

**Budget & Annual Appropriation Ordinance:** Current Year

**Levy Ordinance:** Current Year

**Library Policies:** Current

Other common record types retained by STPL are listed below, along with their retention times:

**Applications to Dispose of Records:** Permanent

**Annual Reports:** Permanent

**Audit Reports:** Permanent

**Board Meeting Agendas:** Permanent

**Board Meeting Minutes:** Permanent

**Budgets:** 7 Years

**Cash Receipts:** 2 years

**Check stubs & Copies:** 2 years

**Circulation Statistics:** 7 years

**Contracts, Agreements & Leases** 10 years after termination or completion

**Department and Statistical Reports:** 2 years

**Employment Applications:** 2 years (solicited), 1 year (unsolicited)

**Financial Reports & Statements:** 7 years

**FOIA Requests & Denials:** 2 years

**Grant applications:** 7 years (funded), 1 year (unfunded)

**Insurance Policies:** 7 years after termination or completion

**Ordinances:** Permanent

**Paid Bills & Invoices:** 7 years

**Maps, Plats, Surveys, and Blueprints:** Permanent

**Resolutions:** 60 Days once recorded in the Meeting Minutes

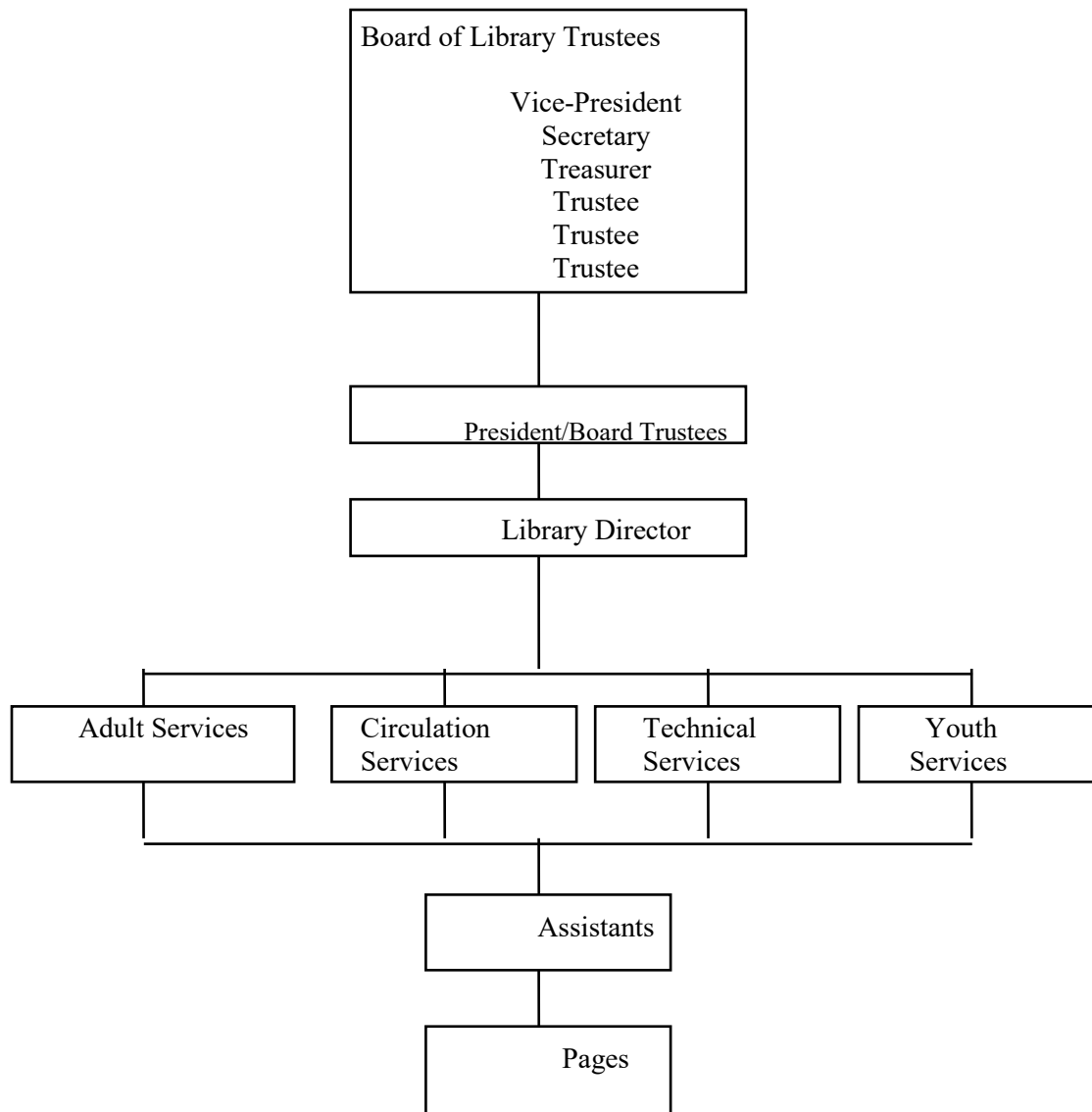
**Tax Levies:** 7 years

**Treasurer's Reports:** 7 years

People who lack access to a computer and want to view any of FPLD's electronic records may visit the Shorewood-Troy Library District for staff assistance.

Posted in accordance with 5 ILCS 140/4.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART**



**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: _____ Yes                      _____ No	
City                      State                      Zip		
Description of Records Requested:		
Is the reason for this request a "commercial purpose" as defined in the Act?    ___ Yes        ___ No		
<i><b>Library Response (Requestor does not fill in below this line)</b></i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> <b>For "commercial requests" only:</b> the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 877-299-3642 or 500 S. Second St., Springfield, IL 62701 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

**NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.**

FOIA Officer	Date of Reply
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July 10, 2025

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Jennie Mills, Director

RE: Disclosure of Salary Information for FY26

Illinois Public Act 97-0609 requires the posting of the “total compensation package” for public employees whose compensation package exceeds \$75,000 annually. The total compensation package is defined as salary, the amount paid towards health insurance, vacation days granted, and sick days granted for employees by the Shorewood-Troy Library District.

The Library Director is the only employee internally who is compensated at this level at the Shorewood-Troy Public Library. However, the Pinnacle Director (Matt Hammermeister) is considered to be STPL’s employee of record. While STPL is fully reimbursed for his employment costs by Pinnacle, he appears on our payroll records and needs to be accounted for on this spreadsheet as well.

This salary disclosure will be posted internally and on the Library’s website.

**Shorewood-Public Library District-PUBLIC DISCLOSURE OF "TOTAL COMPENSATION"**  
**Illinois Public Act 97-0609 of Compensation in Excess of \$75,000 Annually**

The Shorewood-Troy Public Library does not provide: Vehicle Allowances, Housing Allowances, Loans, or Clothing Allowances.

<b>Position</b>	<b>Annual salary</b>	<b>Employer-paid health insurance</b>	<b>Vacation Hours Earned</b>	<b>Sick hours Earned</b>	<b>Total Compensation</b>
Director	\$101,025.60	\$9,418.00	200	96	\$110,443.60
Pinnacle ILS Director	\$97,676.80	\$9,418.00	192	96	\$107,094.80

For Fiscal Year 2026

The Director receives 200 hours of vacation hours per year; 96 hours of sick time. It is not known how many hours of PTO time will be used this year.  
The Pinnacle ILS Director receives 192 hours of vacation time per year; 96 hours of sick time. It is not known how many hours of PTO time will be used this year.

Sick time accumulates up to a bank of 320 hours; Vacation does not accumulate.

The full-time employees of Shorewood-Troy Public Library District are provided the option to enroll in the Library's group health insurance. Employees pay 20% of the premium costs; the employer pays 80% of the costs (of the High-Deductible PPO option). If the employee chooses the other two options, they also pay the cost differential between the plans. The Library only pays for employee coverage, not family coverage.

The 2025 Monthly Rates for Insurance are shown below.

HMO	\$1,032.00
Low Deduct PPO	\$1,192.00
High Deduct PPO	\$981.00

is year.