

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

September 11, 2025
Public Hearing/Special Board Meeting
6:30 p.m.

A Public Hearing on the Budget and Appropriations Ordinance for the Shorewood-Troy Public Library District for FY 2025/2026 will be held at 6:30 p.m. on Thursday, September 11, 2025. The Hearing will be held at the Library (Meeting Room A) at 650 Deerwood Dr., Shorewood, IL. The hearing will immediately be followed by the board's regular meeting at 7:00 p.m.

September 11, 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, August 14, 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 – August 2025
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
11. New Business –
 - a. Approve FY26 Budget and Appropriations Ordinance 25-2 (**Action**)
 - b. Approve Chief Fiscal Officer's Statement of Revenues, FY26 (**Action**)
 - c. Approve Request For Proposal for Architectural Services to be sent out to Architectural Firms (**Action**)
 - d. Approve setting the levy rate at 9.9% to allow for the creation of the levy document (**Action**)
 - e. Approval of Arthetta Reeder to attend October 16th (Trustee Day) at the Illinois Library Association Annual Conference at a total cost of \$363 (**Action**)
 - f. Continue review of New Standards for Public Libraries: Finance and Budget; Governance and Administration; Human Resources; Information Services (**Discussion**)

12. Announcements

- a. Agenda Setting for October's Board Meeting
- b. September is National Library Card Sign-Up Month
- c. Friends of the Library Book-sale on September 13th & 14th

Individuals requiring special accommodations as specified by the Americans with Disabilities Act are requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director
Shorewood – Troy Public Library District
650 Deerwood Dr., Shorewood, IL 60404
815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
August 14, 2025**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Tom Novinski at 7:00 p.m. on August 14, 2025. It was held in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|------------------------|
| 1. Karen Voitik | 2. Vito Schultz |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Krysten McGee | 6. Tiffany Allen-Smith |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES:

Secretary Voitik moved that the regular meeting minutes on July 10, 2025 be approved. Vice President Schultz seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of July 2025	\$1,031,257.55
Cash received during July 2025	63,547.14
Disbursements July 2025	<u>(226,586.54)</u>
Cash on Hand End of July 2025	\$ 868,218.15

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	9,324.90
Money Market Fund – Chase	7,691.80
Old Plank Trail MM x6183	320,257.19
Payroll Account – Chase	9,563.21
License Plates – Chase	1,305.99
Old Plank Trail MM X9981	484,969.42
Old Plank Trail Checking x7766	<u>34,805.64</u>
TOTAL	\$868,218.15

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment be approved. Vice President Schultz seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

CORRESPONDENCE:

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
 - Circulation saw a 12% increase over July 2024 and a 22% increase in door count.
 - The Library is adding two new databases in September. Weiss Financial & Insurance Ratings which patrons can use to compare rates of insurance and banking products. Mango Language Learning will be available to help patrons learn a new language at their own pace
 - The Foundation received \$625 the month of July bringing the total to \$1,930 as of 8/8/25.
- b. Department Heads

OLD BUSINESS:

- a. The conduit was capped off on August 5th. Everyone is paid off and the parking lot project is complete.

NEW BUSINESS:

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve the FY25 audit. A roll call was taken and the motion passed with all members voting 'yes'.
- b. Treasurer Stahl moved/Vice President Schultz seconded to approve a 2-year extension of Mack & Associates providing auditing services; \$5,745 for FY26 audit and \$5,915 for FY27 audit. A roll call was taken and the motion passed with all members voting 'yes.'
- c. Treasurer Stahl moved/Vice President Schultz seconded to approve the submission of the Illinois Public Library Annual Report to the Illinois State University. The motion passed with all members voting 'yes'.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve Jennie Mills to attend the Illinois Library Association Annual Conference, October 16th, at a total cost of \$338 - \$275 conference + 63 mileage. A roll call was taken and the motion passed with all member's voting 'yes'.
- e. Treasurer Stahl moved/Vice President Schultz seconded to approve Tiffany Allen-Smith & Karen Voitik to attend the ILA conference, October 16th, at a cost of \$363 each (\$726 total). A roll call was taken and the motion passed with all members voting 'yes'.
- f. The board began review of New Standard for Public Libraries: Access, Advocacy, Buildings & Grounds; Collection Management. The Library is in the Intermediate or Advanced levels for all the standards. Director Mills informed the board she went over all the standards with the staff at the yearly in-service on August 5th. The managers will be held accountable based on the standards.

Motion made to go into Executive Session to discuss matters related to Personnel 5 ILCS 120/2(c)(1), the performance of a specific employee of the public body by Treasurer Stahl. Vice President Schultz seconded the motion at 7:16 p.m. All members voted 'yes'.

The Open Meeting resumed at 7:27 p.m. No action was taken.

OTHER BUSINESS:

- a. The Friends of the Library Book Sale will be on September 12th & 13th
- b. September is National Library Card Sign-Up Month. Patron Point will send out flyers and emails to the community.
- c. There will be a public hearing at the September 11th meeting starting at 6:30 p.m.

Treasurer Stahl moved/ Vice President Schultz seconded that the meeting be adjourned at 7:31 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report/September 11, 2025

Administrative Duties:

- Next month, I'll create a draft of the levy for the Board. I'm asking the Board this month for clarification on what percentage I should plan on creating the levy at.

Circulation:

- Circulation continues to be strong; August saw a **9%** increase in physical material circulation compared to August 2024. When digital items were included, there was a **12%** increase in circulation.
- RAILS periodically has weeks where they count the number of items going out in delivery so that they can estimate their own count of items being circulated through the system. They did an item count the last week of August. Just for the Board's information, the Library sent out 38 bins that week with 789 items in the bins. Those items would have included both the books we were sending and the books being returned to other libraries.

Collection Management:

- This is the first month that our library is using the free tool created by the Pinnacle ILS Director (Matt Hammermeister) for running weeding reports. Leslie, our Head of Technical Services, is assigning various staff members' areas of the collection to weed. It's going smoothly, and the tool is working well!

Library App:

- Our library app is being upgraded by Communico. It will have a refreshed look. You can also reserve rooms through the app, and multiple card accounts (helpful for families) can be stored in the app as well. It is expected to be rolled out in October.

Request for Proposal:

- There is a Request for Proposal for architectural services in your packet. The attorney has reviewed it.

Meetings:

- LIMRiCC Board Meeting, External (8/19)
- LIMRiCC Full Membership Meeting, External (8/26)
- Intellectual Freedom Committee, ILA, External (8/27)
- True Story Book Club, Program (8/27)
- Area Library Directors' Networking Group, External (9/4)
- ILA Finance Committee, External (9/5)
- Kiwanis Giving Breakfast, External (9/10)
- RAILS Update Meeting (9/10)

Technical Services Department Head Report

August 2025

August meetings and events:

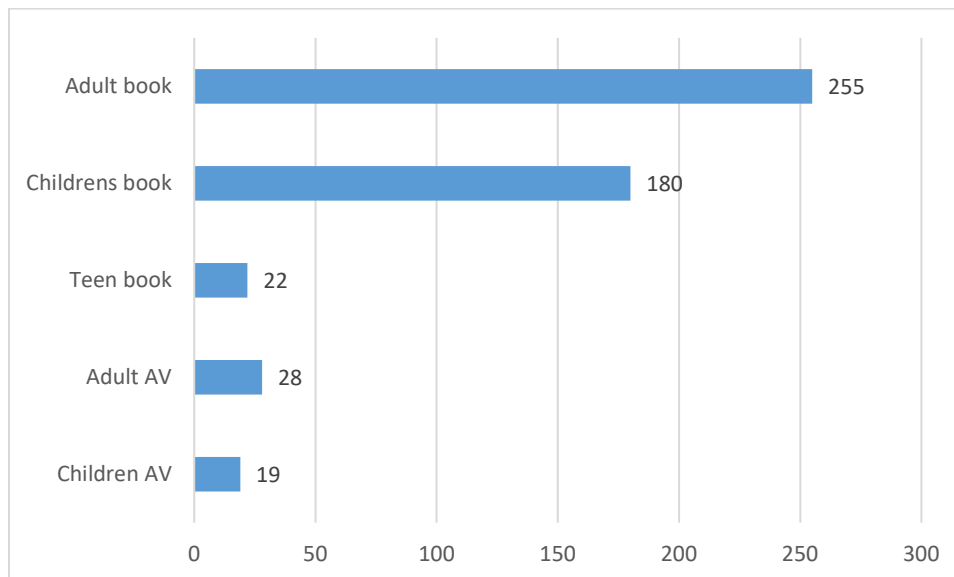
- 8/14 – Department Head meeting
- 8/26 – PinOps meeting

Current projects and news:

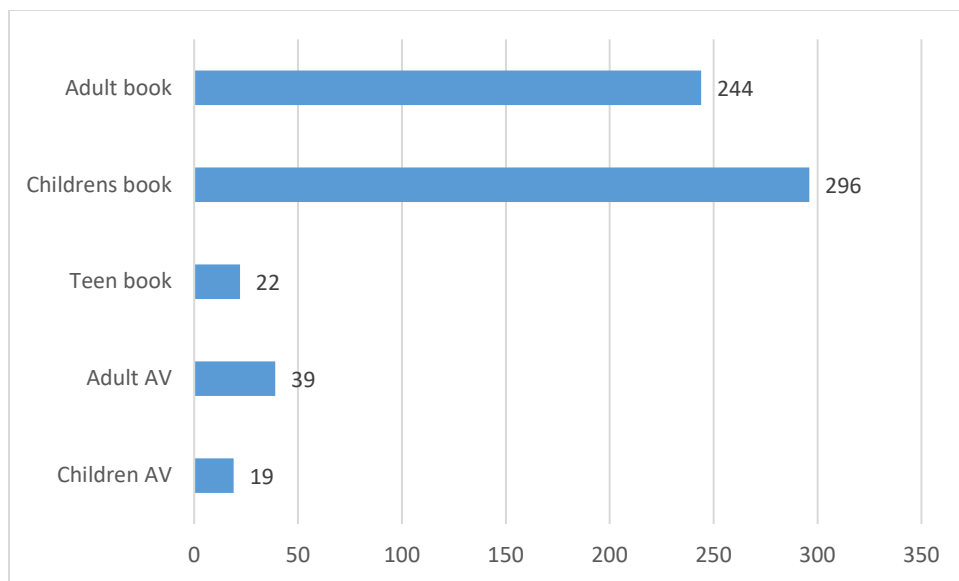
- We are continuing on with genrification of the Children’s nonfiction.
- PinOps is beginning to plan “Pinnacle Day” which will be a consortia-wide staff day next August.

Tech Service Statistics

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



Items ordered in August:



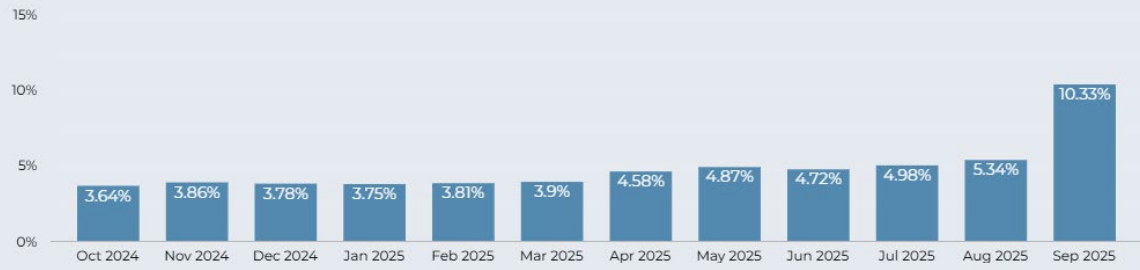
Collection Trends

Just a quick note on the dead and grubby graphs – the high increase is due to me changing the parameters of those two reports last month, not anything specific in the collection. When needing to do a more intense weed, I change the parameters (how long since last checkout, total checkouts) so there is more to clear off the shelves.

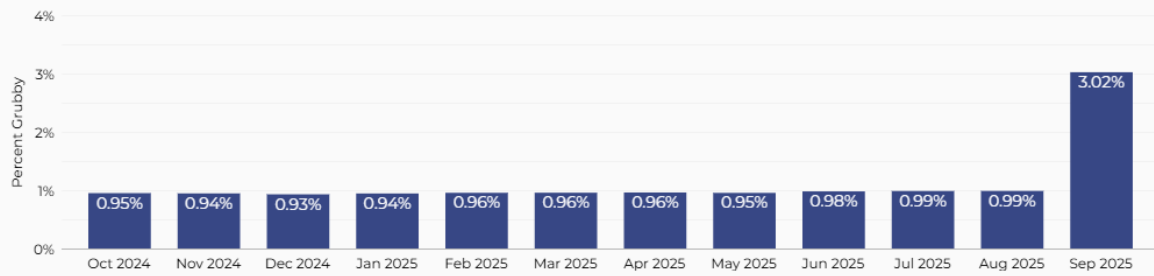
Total Items

Material Type	Top 10 - Date / Total Items					
	Sep 2020	Sep 2021	Sep 2022	Sep 2023	Sep 2024	Sep 2025
Audio	3,544	1,579	1,827	1,928	1,929	1,935
Book	41,433	34,622	35,939	36,642	38,914	41,326
Magazine	498	551	567	173	243	261
Movie	4,636	3,866	3,876	3,693	4,029	4,300
Other	189	193	157	164	184	194
Grand total	50,300	40,811	42,366	42,600	45,299	48,016

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

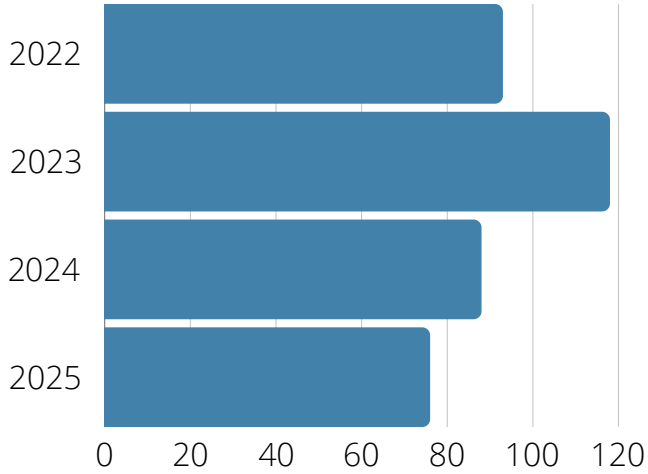
Technical Services Manager

MONTHLY REPORT

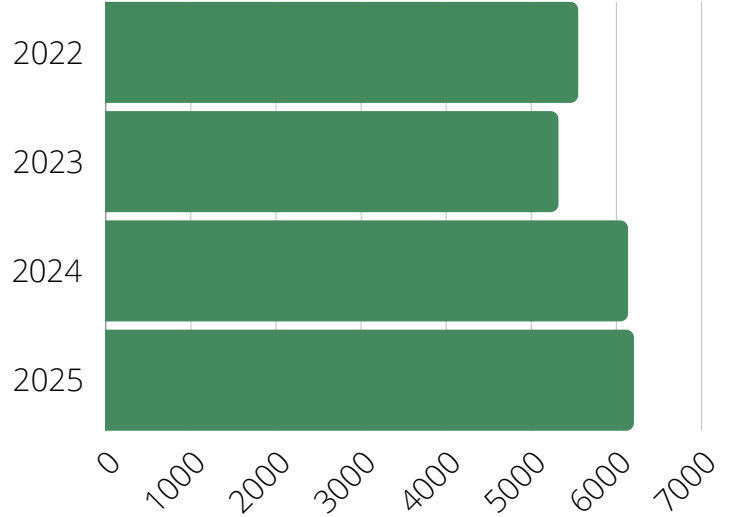
AUGUST 2025

JULIE HORNBERGER
CIRCULATION MANAGER

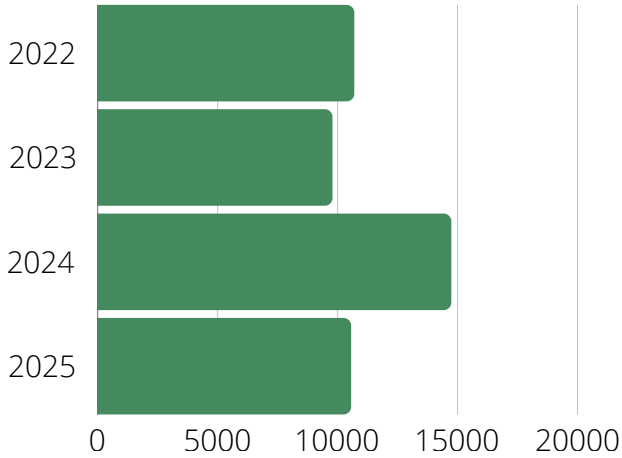
NEW CARDS



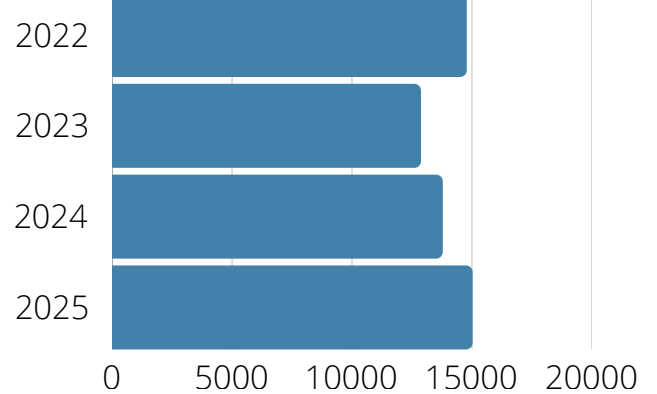
DOOR COUNT



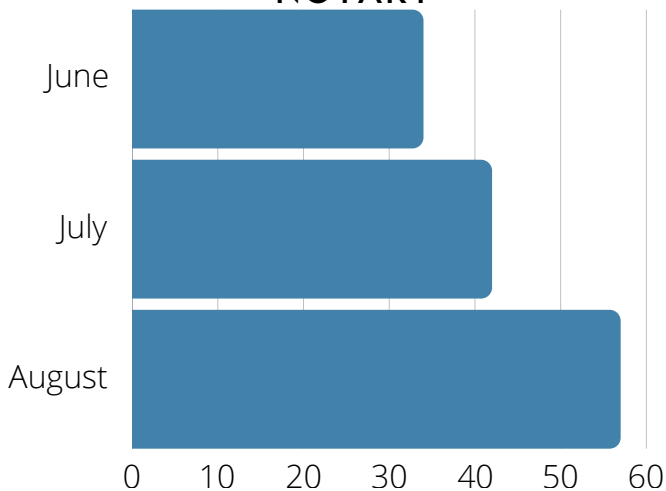
ITEMS CHECKED IN



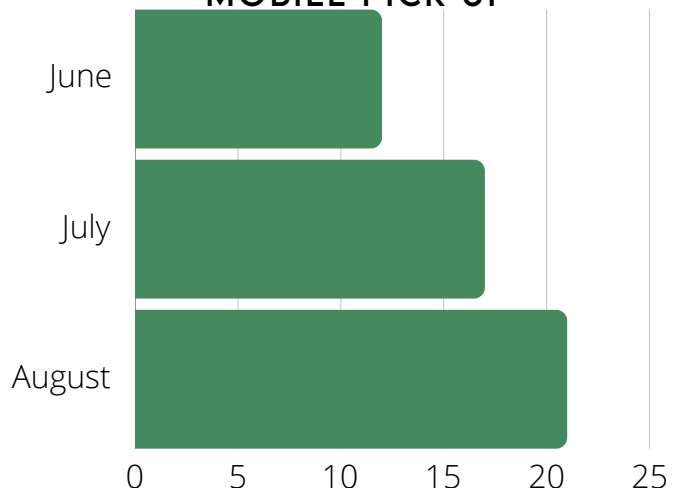
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

August
2025

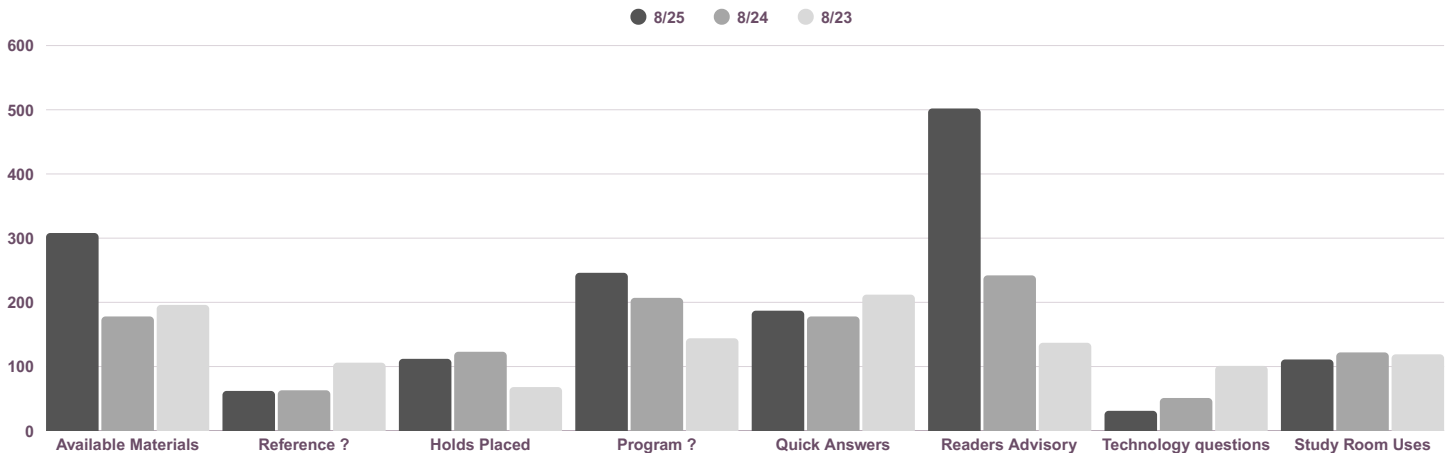
DEPARTMENT UPDATES

- “Never Be ”Board” With Your Library Card!” We started preparations for our board game theme for Library Card Sign Up Month. We have a lot of fun displays and passive/active activities for patrons to do throughout the department.
- We started our annual shelf-reading/evaluation project after the summer read craziness. This project will consist of us running reports, shelf reading, weeding and shifting books in each collection. We hope to have this project completed by the end of September.
- **Changes in the collections:**
- The Non-fiction collection project is still ongoing. Leslie has relabeled through the 500's. J-Fic steps 4-6 is going to be separated to help with easier browsability for reading levels.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 6/25

- **308** patrons ask about available materials
- **62** ask general reference questions
- **112** holds were placed
- **246** questions were asked about programs
- **187** quick answers were provided
- **502** reader's advisory
- **31** patrons asked about technology.
- **111** study room reservations.



CHILDREN'S PROGRAMS

22

Active Programs Offered

432

Total Attendance

9

Passive Programs Offered

1648

Total Attendance

Children's Outreach Report August 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**
1 to 2 Year Old's
3, 4, & 5 Year Old's
School age children
12 Staff members



Total Engagement
221

Total Engagement
199

Total Engagement
400

Total Engagement
72

School Partnerships:

Back to School Picnic @ Troy Cronin Elementary, sharing games, information, and prizes with our community!

Community Partnerships:

Crossroads Fest @ Cene's Four Seasons Park, sharing games, information, and prizes with our community!

Local Author Visit- Local author and teacher, Lily Plascencia, shares an excerpt from her debut title, *Twin Oaks Farm!*

***Coming Soon! Partnership with the Spanish Community Center & Minooka 201 Bilingual Parent Advisory Committee!**

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!

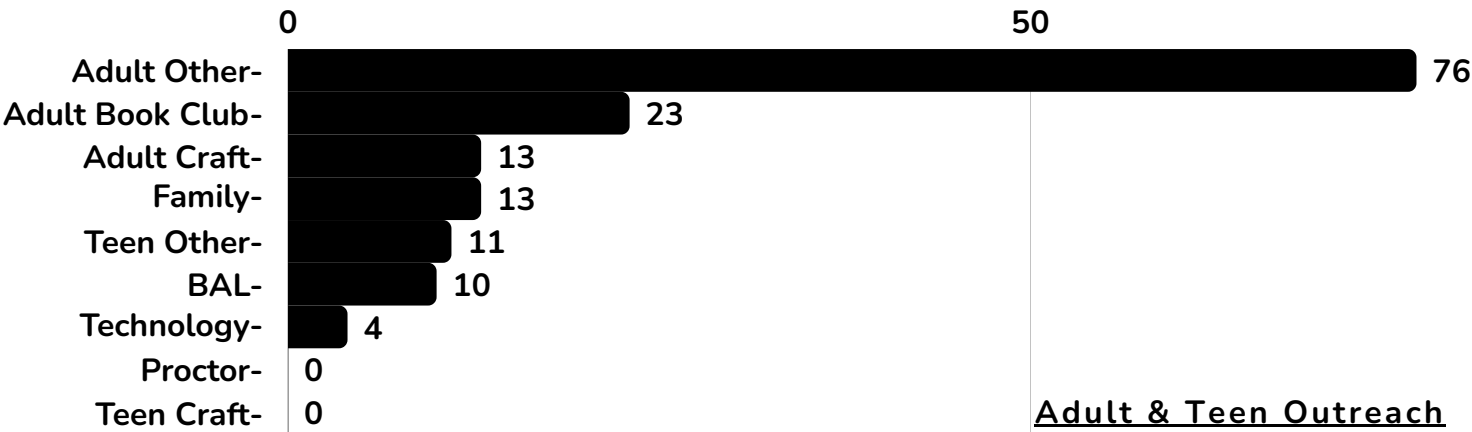
- **Bronkberry Farms**

ADULT, TEEN, & TECHNOLOGY SERVICES

MONTHLY REPORT- AUGUST 2025

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 13
Attendees: 154

Passive Programs

Number of Programs: 6
Total Patrons: 11

Adult & Teen Outreach Snapshot:

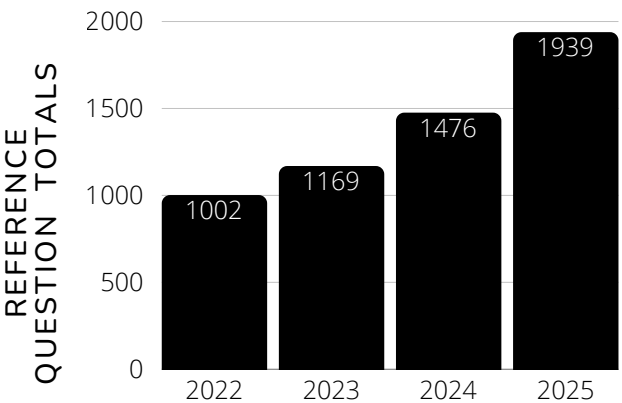
Number of Programs: 11
Total Patrons: 885
Homebound Deliveries: 3

Staff Meetings, Training, Programs, & Events

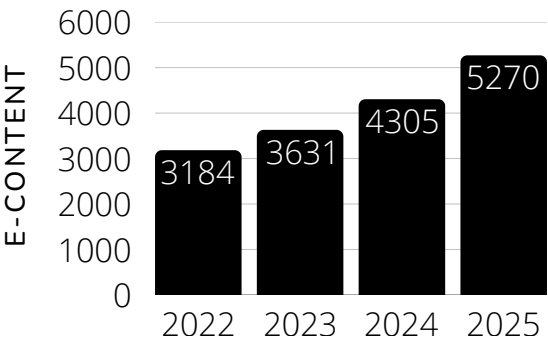
- Rose - Adult, Teen, & Technology Manager (8).
 - Mango Set Up
 - Book Bingo
- Anna - Adult & Teen Outreach Coordinator (12).
 - Special Events Committee Meeting
 - Will County Health Dept. Back to School Faire
- Hailie - Adult & Teen Services Assistant
- Audrey- Adult Services Program Coordinator (9).
 - Seinfeld Trivia
 - Citrus Stamped Towel
- Violet - Teen Programming Coordinator (8).
 - Teen Advisory Group
 - Super Smash Bros Tournament

Reference Stats

- TOTAL: 1939
 - Reference: 559
 - Item Availability: 183
 - Reader's Advisory: 347
 - Holds: 52
 - Programs: 74
 - Technology: 447
 - Quick Answer: 277



E-Content



- E-Content Holdings
 - Hoopla: 1,219 items
 - Libby: 4,051 items
- ★ New Databases:
 - Weiss Financial
 - Mango Languages

ADULT & TEEN OUTREACH REPORT

AUGUST 2025

Total Teen & Adult
Outreach
Programs/Events:

11

Reoccurring
Programs/Events:

7

Total Participants:

885

Homebound
Deliveries:

3

Community
Bookdrop Returns:

90

Crossroads Fest Vendor Fair: Provided games, prizes, and information for our local residents!

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

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

Will County Health Department: Attended their Back 2 School Fair to promote STPL services to families.

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

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

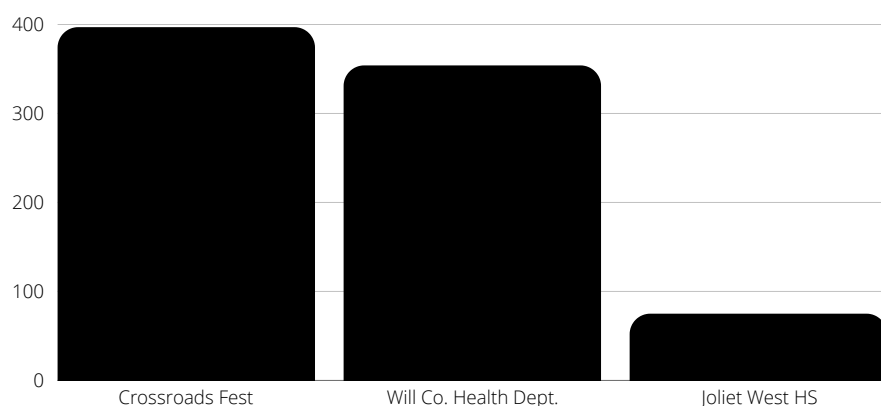
Senior Services of Will County: Monthly visit to help seniors with tech help. This is a joint effort between Joliet Public Library and STPL.

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

Joliet West High School: Attended their back to school Open House to promote library services, especially 100 Books Before Graduation and Teen Volunteer opportunities.



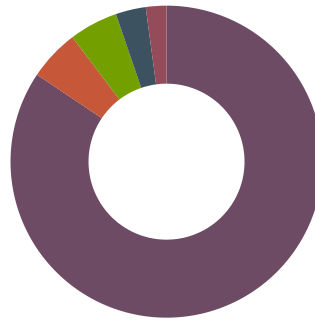
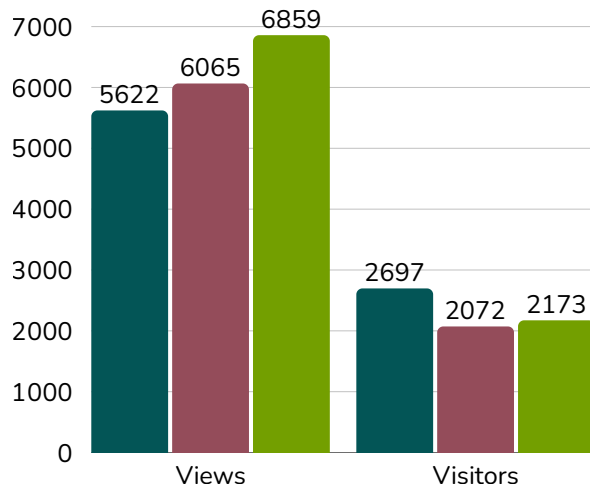
Community Outreach Events



August 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Home Page - 87.6%
Digital Collection - 5.3%
Passports - 5.1%
Get a Card - 3.1%
What's Happ. - 2.1%

Meeting Room:

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

eNews Stats:

2025

8,036 EMAILS SENT
42.88% OPEN RATE
272 CLICKS
112 UNIQUE CLICKERS

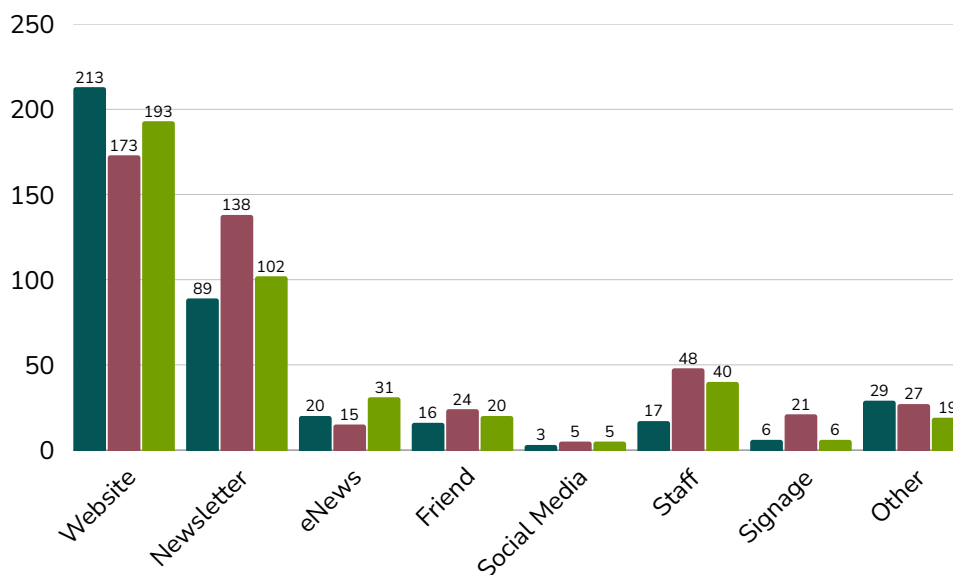
2024

8,300 EMAILS SENT
42.25% OPEN RATE
621 CLICKS
287 UNIQUE CLICKERS

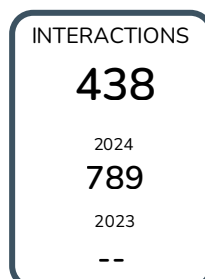
2023

7,378 EMAILS SENT
45.68% OPEN RATE
296 CLICKS
131 UNIQUE CLICKERS

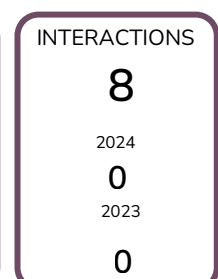
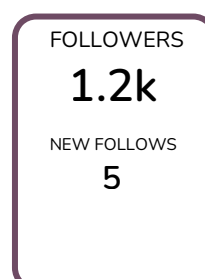
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

August 2025

Marketing Updates



Meetings/Trainings:

- 08/5 - Communico Check In
- 08/14 - Department Head
- 08/28 - Webinar: Unique New Mover



Anniversary Campaign:

- Currently raised: ~\$2,585
- Not a whole lot of movement this month but Scrabble is still up for any interested players/donors.
- Thinking ahead to a Christmas campaign during a season of giving (more info to come later)



Other Items:

- Sent the final draft of the Oct/Nov newsletter which is a 16-page special edition that includes our Annual Report
- *Working on:* Several items!
 - New Movers postcard
 - Communico app with new features and style is in editing phase
 - Expected launch October 2025
 - New eResources webpage that will feature all our digital resources like Mango Languages, Weiss Financial Reports, Consumer Reports, etc.
 - Also preparing signage, social media posts, and email blast
 - Blocked account email campaign
 - Will launch in September and again in February (bi-annual campaign)
 - Email will send only to patrons with a \$50+ charge on their account in an effort to bring them back to the library

September 11, 2025

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Approving the Budget & Appropriations Ordinance and Approving the Chief Fiscal Officer's Revenue Statement

These two documents finish the work of 'officially setting the budget.' The Levy, scheduled to be passed in November of 2025, will fund portions of both FY2026 and FY2027.

Budget & Appropriations Ordinance

The board voted on July 10th to place the Budget & Appropriations Ordinance on file for public inspection. A legal ad was run in the "Sentinel," notifying the public of tonight's hearing. The Budget has been available for public review on both the library's website and in-house for the required 30+ days.

Once the B&A is passed, it will be published in *The Shorewood Sentinel* and filed with the County Clerk's office. It will also be posted on the Library's webpage.

Chief Fiscal Officer's Statement of Revenues

The Chief Fiscal Officer's Statement of Revenues is filed with the County Clerk's office along with the B&A Ordinance and will be published along with the B&A in *The Sentinel*. It merely restates the income portions of the B&A ordinance. It will also be posted on the Library's webpage.

Budget and Appropriation Ordinance 25-2
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2025 to June 30, 2026

Whereas, Jennifer Cisna Mills, Library Director, was designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, and by such designation has prepared such tentative budget and appropriation ordinance and on July 10, 2025 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation conveniently available to public inspection for at least thirty days before action thereon; and

Whereas, before final action, a public hearing was held as to such budget and appropriation ordinance on September 11, 2025, notice of which hearing was given at least 30 days prior thereto by publication in *The Shorewood Sentinel*, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

Estimated Receipts

Estimated Cash on Hand July 1, 2025

Cash in the Special Reserve Fund	\$ 336,645
Cash in Unemployment Fund	\$ 6,165
Cash in the General Corporate Fund	\$ 490,705
Cash in the Audit Fund	\$ 20,158
Cash in the Liability Insurance Fund	\$ (4,652)
Cash in the Municipal Retirement Fund	\$117,236
Cash in the Building Maintenance Fund	\$ 65,000
Total	\$ 1,031,257

Cash to be received from 2024 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 4,400
Balance, Corporate Tax Levy	\$ 698,896
Balance, Audit Tax Levy	\$ 1,464
Balance, Liability Insurance Tax Levy	\$ 3,904
Balance, Municipal Retirement Tax Levy	\$ 7,320
Balance, Building Maintenance Tax Levy	\$ 8,750
Total Cash to be received from 2024 Levy	\$ 724,734

Cash to be received from the 2025 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 9,224
General Corporate Tax Levy	\$1,467,680
Audit Tax Levy	\$ 3,074
Liability Insurance Tax Levy	\$ 8,198
Municipal Retirement Tax Levy	\$ 15,373
Building Maintenance Tax Levy	\$ 18,448
Total 2025 Levy	\$1,521,997
To be collected after the close of the Fiscal year	\$ 760,998
To be Received during Fiscal Year	\$ 760,999

Other Income:

Personal Property Replacement Tax	\$ 50,000
State Per Capita Grant	\$ 35,000
Interest	\$ 55,000
Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 300,000
Donations / Gifts / Grants	\$ 100,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 593,000

**Total Estimated Cash Available During the Year
Including Working Cash Fund**

\$3,109,990

Estimated Expenditures 2025-2026

Payroll Rel Exp:

Professional Salaries	\$ 566,500
Non professional Salaries	\$ 423,500
IMRF, Emplr's Portn	\$ 60,000
FICA, Emplr's Portn	\$ 72,000
Health Insurance	\$ 95,000
Unemp Comp/Wrk Comp	\$ 10,000
Total Payroll	\$ 1,127,000

Library Materials:

Books	\$ 150,000
E-Books	\$ 25,000
Periodicals	\$ 5,000
Newspapers	\$ 7,000
Audio Books	\$ 5,000
CD's (Music)	\$ 3,000
Videos	\$ 13,000
Total Lib Materials	\$ 208,000

Contractual Services:

Website Maintenance	\$ 7,000
Management Services	\$ 7,000
Computer Pinnacle Svcs.	\$ 85,000
Maint. of Equipment	\$ 35,000

Computer Supp. /Software	\$ 40,000
Photocopier Supp. & Equip.	\$ 15,000
Databases	\$ 60,000
State of IL License Plates	\$ 95,000
Total Contractual Serv	\$ 344,000

Supplies & Services:

Processing Supplies	\$ 11,000
Office Supplies	\$ 11,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 15,000
Telephone Services	\$ 10,000
Adult Serv Prog	\$ 12,000
Postage	\$ 20,000
Circulation Supplies	\$ 5,000
Youth Serv Prog	\$ 20,000
Teen programming/Outreach	\$ 10,000
Total Supplies & Services	\$ 121,000

Misc. Expense:

Adv. & Publishing	\$ 32,000
Mileage/ Meeting /Etc.	\$ 10,000
Professional Development	\$ 15,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 6,000
Total Misc. Expense	\$ 65,000

Util. & Building Expense:

Electricity	\$ 20,000
Gas	\$ 7,000
Mnt. & Safety of Grnd.	\$ 25,000
Water	\$ 6,000
Util. & Jan. Supplies	\$ 5,000
Routine Main. of Bldg.	\$ 50,000
Janitorial Serv.	\$ 23,000
Ins. Bldg., Cont. & Lia.	\$ 25,000
Total Util. & Building Expense	\$ 137,000

Capital Expenses:

Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 30,000
Land Purchase	\$ 0
Total Capital Expenses	\$ 30,000

<u>Overhead Expenses:</u>	
Legal Services	\$ 10,000
Audit & Acct. Serv	\$ 17,000
Administrative Expenses	\$ 10,000
Special Reserve Fund	\$ 30,000
Err. & Omiss. / Treas. Bond	\$ 4,000
Contingences	\$ 10,000
Total Overhead Exp.	\$ 81,000

Total Estimated Expenditures **\$2,113,000**

**Estimated Cash on Hand at Close of Fiscal Year
Including Working Cash Fund** **\$996,990**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

SECTION 3. That all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That a certified copy of this ordinance is published at least once after passage in a newspaper published or circulated in the District.

SECTION 5. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 11th day of September 2025.

Approved this 11th day of September 2025.

Thomas Novinski
President of the Board of Trustees of
THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
WILL COUNTY, ILLINOIS

ATTEST:

Karen Voitik
Secretary

CERTIFICATION OF BUDGET AND APPROPRIATION ORDINANCE
IN ACCORDANCE WITH CHAPTER 120, PARAGRAPH 643 OF
ILLINOIS REVISED STATUTES

The undersigned, being Clerk/Secretary and Chief Fiscal Officer of the taxing district hereinafter named, do hereby certify that attached hereto is a true and correct copy of the Budget and Appropriation of said district for its 2025/2026 fiscal year, adopted September 11, 2025.

We further certify that the estimate of revenues, by source, anticipated to be received by the said taxing district, either set forth in the said ordinance as “Estimated Receipts” or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to Public Act 83-881 requirements and on behalf of Shorewood–Troy Public Library District, Will County, Illinois.

Dated: September 11, 2025

Karen Voitik, Secretary

Thomas Novinski, Board President

Robert J. Stahl, Chief Fiscal Officer

Chief Fiscal Officer's Certificate
Of Revenues by Source
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2025 to June 30, 2026

I, Robert J. Stahl do hereby certify as follows:

I am the Chief Fiscal Officer of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, Will County, Illinois.

I estimate the revenues by source of said District for the Fiscal year beginning July 1, 2025, and ending June 30, 2026, to be as follows:

Estimated Receipts

Estimated Cash on Hand July 1, 2025

Cash in the Special Reserve Fund	\$ 336,645
Cash in Unemployment Fund	\$ 6,165
Cash in the General Corporate Fund	\$ 490,705
Cash in the Audit Fund	\$ 20,158
Cash in the Liability Insurance Fund	\$ (4,652)
Cash in the Municipal Retirement Fund	\$ 117,236
Cash in the Building Maintenance Fund	\$ 65,000
Total	\$1,031,257

Cash to be received from 2024 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 4,400
Balance, Corporate Tax Levy	\$ 698,896
Balance, Audit Tax Levy	\$ 1,464
Balance, Liability Insurance Tax Levy	\$ 3,904
Balance, Municipal Retirement Tax Levy	\$ 7,320
Balance, Building Maintenance Tax Levy	\$ 8,750
Total Cash to be received from 2024 Levy	\$ 724,734

Cash to be received from the 2025 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 9,224
General Corporate Tax Levy	\$1,467,680
Audit Tax Levy	\$ 3,074
Liability Insurance Tax Levy	\$ 8,198
Municipal Retirement Tax Levy	\$ 15,373
Building Maintenance Tax Levy	\$ 18,448
Total 2023 Levy	\$1,521,997
To be collected after the close of Fiscal year	\$ 760,998
To be Received during Fiscal Year	\$ 760,999

Other Income:

Personal Property Replacement Tax	\$ 50,000
State Per Capita Grant	\$ 35,000
Interest	\$ 55,000

Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 300,000
Donations / Gifts / Grants	\$ 100,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 593,000

Total Estimated Cash Available During the Year Including Working Cash Fund	\$3,109,990
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Robert J. Stahl, Board Treasurer

Date: September 11, 2025

September 11, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Architectural RFP and Proposed Architectural firms to send to

The Library's Attorney reviewed the Request for Proposal for the architectural firms. He made some revisions to my initial draft; he is fine with this final version. Please let me know if the Board would like me to change any dates or anything else about the draft.

To comply with the law, it will need to be advertised in the newspaper. I will place it in the Joliet Herald-News, as I would like it to be widely distributed. It will also be posted on our webpage. We can also send it to selected architects/architectural firms that work with library projects. All of these firms are recommended by Library Directors. Listed in no particular order:

Studio GC
223 W. Jackson Blvd, #1200
Chicago, IL 60606

Engberg Anderson
8618 W Catalpa Ave, Suite 116
Chicago, IL 60656

Dewberry
132 North York St, Suite 2C
Elmhurst, IL 60126-3079

Product Architecture + Design
848 W Eastman St, Suite 101
Chicago, IL 60642

DLA Architects, LTD
Two Pierce Place, Suite 1300
Itasca, IL 60143

Legat Architects
549 W. Randolph St., Suite 602
Chicago, IL 60661

Request for Qualifications (RFQ)
Architectural Services for Bathroom Remodeling Project

Released September 12, 2025

RFQ Response Due Date and Time: October 3rd, 2025, by 5 pm CST

Return Sealed Proposal to: Shorewood-Troy Public Library District
650 Deerwood Dr.
Shorewood, IL 60404
Attn: Jennie Mills, Library Director
jmills@shorewoodtroylibrary.org

Please mark the front of the envelope with 'RFQ Response – Architectural Services'.

Number of copies: Submit two (2) hard copies of the proposal.

Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the Shorewood-Troy Public Library District. The Library will not return any materials received in response to this invitation. Submittals will not be opened in a public forum.

1. Purpose and Intent

The Board of Trustees of the Shorewood-Troy Library District ("Library") seeks professional architectural services under contract to implement a bathroom remodeling project for its facility's lower level. The project will be composed of a redesign of two (2) single-stall family bathrooms and the remodeling of the bathrooms.

While this Request for Qualifications addresses only a bathroom remodeling project, the Library will likely have other architectural and design needs in the future. We intend to establish a long-term relationship, provided both parties are amenable to it upon the completion of this project. However, this RFQ should only address the bathroom remodeling project.

2. Background Information

The Library building was constructed in 1985, with the lower level being completed for occupation in 1992. The two family bathrooms were last remodeled in 1992. They are both fully tiled, including the walls.

3. Scope of Work for Architectural Services

The Library is requesting comprehensive architectural services, including planning, design, cost estimation, preparation of construction documents, reproduction costs, bidding (if required by law), bid and/or vendor evaluation, construction administration, and final inspection.

The architect, the construction team, and Library administration will jointly determine the anticipated start date for construction upon hire; however, the Library has set a target completion date of May 2026.

Detailed Scope of Services includes, but is not limited to:

- In consultation with the Library Board and Administration, design the remodeling of the bathrooms
- Provide cost estimates of the project
- Provide the schematic and conceptual design for the remodel
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, and evaluation of bids.
- Provide quality control to ensure the contractor and the subcontractors are providing materials, labor, and products consistent with what is identified in the design and specifications.
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards.
- Review and approve all contractor requests for payment within the approved budget and submit approved requests to the Library for payment processing, excluding change orders.
- Provide one set of, as built, reproducible plan drawings to the Library upon project completion.
- Conduct final inspection, testing, and approval of the completed project for acceptance, including successful completion of the punchlist.

4. Schedule

Below is the estimated timeline for the architectural firm search. The following schedule is subject to change. Except as noted below, changes will only be made by written amendment to this RFQ.

Date:

September 12, 2025,
September 19, 2025
October 3rd, 2025
October 20-30, 2025
November 13, 2025

Event:

Release Request for Qualifications
Site Visit (Optional)
Proposals Due
Interviews Conducted (if requested)
Library Board Awards Contract
(subject to delay without notice to proposers)

5. Site Visit

An optional pre-proposal site visit will be held at the Library (650 Deerwood Dr., Shorewood, IL 60404) on September 19, 2025, from 10:00 a.m. to 12:00 p.m.

Firms are encouraged to use this opportunity to ask clarifying questions, obtain a better understanding of the project, and to notify the Library of any ambiguities, inconsistencies, or errors discovered upon examination of this RFQ. All responses to questions during the site visit will be oral and in no way binding to the Library.

6. Questions

Questions must be submitted in writing by 5:00 p.m. CST on September 26, 2025. Questions are best received and responded to most quickly when sent directly to jmills@shorewoodtroylibrary.org via email. Questions will not be accepted by telephone.

7. Corrections and Addenda

- If a proposer discovers any ambiguity, conflict, omission, or other error in the RFQ, the proposer shall immediately notify the contact person (Jennie Mills at jmills@shorewoodtroylibrary.org) in writing and ask for clarification or modification of the document. Modifications will be made as addenda to all parties in receipt of this RFQ.
- Addenda issued by the Library interpreting or changing any of the items in the RFQ, including all modifications thereof, shall be incorporated in the proposal. Any oral communication by the library's designated contact person or any other Library staff person concerning this RFQ is not binding on the Library and shall in no way modify this RFQ.

8. Selection Process.

The Library will consider the materials submitted by the respondents, including references, and may include interviews. Proposals will be evaluated in part based on the evaluation criteria below.

Evaluation criteria:

At a minimum, respondents must provide all the requested information in this RFQ. The Library will consider:

- Overall quality of the RFQ response
- Qualifications and experience of professional personnel to be assigned to the project, including reference checks
- Understanding of the project and scope
- Design experience of similar projects
- Demonstrated ability to perform services described
- Architect's capability to meet time and project budget, including projected workload affecting completion of the project requirements, and availability of personnel to respond and provide services promptly
- Satisfaction of former clients with the competency of the architect and the quality of work, as verified by references
- Ability to communicate and build rapport with Board and staff members
- Related experience with similar projects, with Library or municipal experience desirable.

The Library may, during the evaluation process, request additional information from any proposer that the Library deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted two (2) business days to submit the information requested.

Interviews with up to 3-6 firms will be conducted at the candidate's own expense. Upon final selection after the interviews, negotiations will begin with the architect of the first choice. If a satisfactory contract cost cannot be reached with the architect of first choice, the next architect will be contacted.

9. Other Conditions

- This RFQ is only an invitation to submit a Statement of Qualifications and does not commit the Library to enter into an agreement or to proceed with the project.
- While the Library does have other outstanding architectural needs in the future, and the Library is open to a continuing relationship with an architectural firm if amenable to both sides, contracting with an architectural firm for this project does not imply that the Library is entering into a long-term contractual relationship with an architectural firm.
- All costs incurred by responding to the RFQ are the sole responsibility of the respondents.
- Architectural firms are advised that the Library is a government agency; proposals are subject to the Freedom of Information Act, and discussion of the final selection of architectural firms will take place in an Open Meeting.

10. Proposal Format and Submittal Requirements

Proposals should provide a concise statement of your firm's qualifications, including the following information and any other specific material that you feel is relevant to the Library's consideration of your firm as the architect for this project. The particular information **must** be provided in this order:

- a. **Introduction:** Please provide an introduction, including the following information:
 - a. The firm's legal name, address, telephone number, and principal's email address
 - b. The principal (s) of the firm and their experience and qualifications
 - c. The primary contact person who will be associated with the Library's project and their resume
 - d. A description of the firm's prior experience, including design and construction management of similar renovation projects, the location of the project, and the cost.
 - e. A description of the firm's current workload and how that will be coordinated with the Library's project, as well as the firm's anticipated availability during the term of the Library's project.
 - f. A list of key personnel, including their back-ups, that may be associated with the Library's projects. For each person included, please include a brief biographical sketch. Include the individual's relationship with the firm, current job title, employment history with the firm, educational background, and number of years of relevant experience. If your firm is selected for interviews, the key personnel will be expected to be the ones interviewing.
 - g. References and completed projects of the team (primary contact person and key personnel). Please identify and designate three to five completed public library or similar projects that the team or its members have undertaken within the last five years.

For each reference project include:

 - Brief description of the project and date of occupancy
 - Actual costs vs. budgeted costs
 - Client contact
 - Illustrative drawings
- b. **Statement of Philosophy**
- c. **Description of Approach to Projects**

- d. **Description of Services (Understanding of Scope):** State the knowledge and understanding of the needs of the Library.
- e. **Certification.** Certify that all components of the proposal will remain firm for a minimum period of ninety days following the opening of the proposal.
- f. **Acceptance of Conditions:** Provide an acceptance-of-conditions statement that affirms the respondent's acceptance of all conditions and requirements contained in the RFQ.
- g. **Execution:** Sign the proposal in ink and provide the postal address of the respondent.
- h. **Supplementary information:** at the discretion of the firm.
- i. **Fee Structure:** Not applicable; please do not provide this information; pursuant to the provisions of section 5, "Evaluation Procedure," of the Local Government Professional Services Selection Act [50 ILCS 510/5]

September 11, 2025

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Setting rate to be requested for 2025 Levy

A draft levy will be presented to the Board in October; the public hearing and the Board's approval will be in November. The Board has requested a 9.9% levy rate increase since 2010.

Notably, a 9.9% levy increase **does not** impact existing properties on the tax rolls. Will County is under the Property Tax Extension Limitation Law (PTELL). PTELL protects property owners by restricting the extension each year to the Consumer Price Index (CPI) or 5%, whichever is the lesser. PTELL, however, allows for capturing new and improved property by levying more than we anticipate receiving. When the levy documents are created, I will not know:

- The tax rate determined by the Assessor
- The amount of new construction in the District
- Total EAV (Equal Assessed Value) within the District Boundaries.

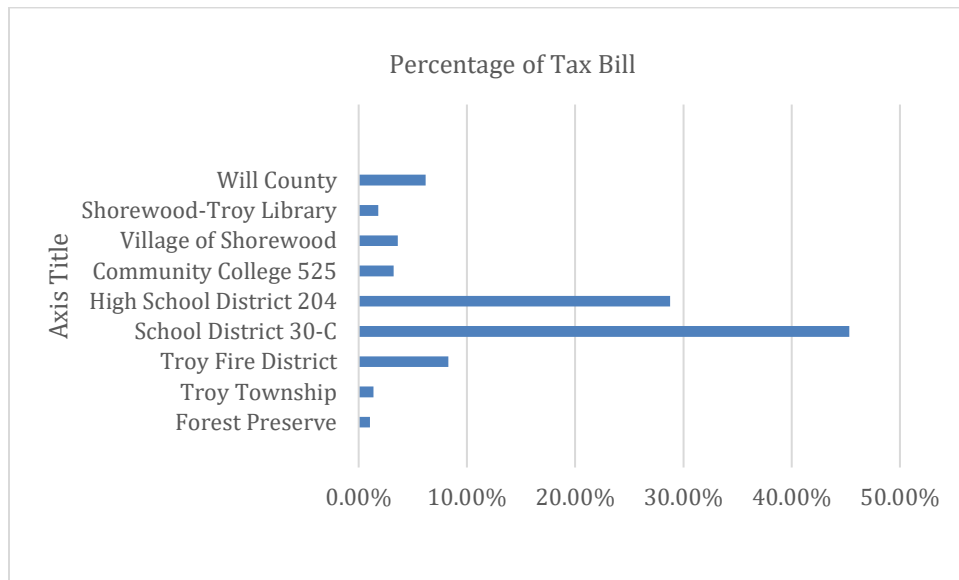
Since 2010, the Board has levied 9.9% on new and improved property, knowing that the County Clerk's Office will not give us a penny more than the CPI or the 5% (whichever is the lesser amount) on **existing property**. However, we don't know the value of the new property within the District when the levy document is created. Here is the past five years' data on the increase in what was received on the levy from year to year:

Past five years:

2020 Levy	4.7% increase
2021 Levy:	2.8% increase
2022 Levy:	6.5% increase (new property growth was captured)
2023 Levy:	6.09% increase (new property growth was captured)
2024 Levy:	4.12% increase

All of which are under the 9.9% levy increase requested. The County Clerk limits our extension based on PTELL.

Again, the lesser of the CPI amount or a 5% increase holds for existing property owners, but we can capture new growth for one year. Then, the following year, that “new growth” falls under the PTELL “cap” and will hold for the lesser of CPI or 5%.



The chart shows that in the 2024 levy, the Library’s Property Tax Levy only accounted for 1.79% of a property owner’s tax bill (I used the address of the house that Paul and I owned in the Library District). Of course, a property’s tax bill will also vary based on its assessed valuation, which is determined by the Assessor’s office and to which the Library District has no input.

I recommend the board levy at 9.9% to capture the growth of the new development in the Shorewood-Troy Library District.

September 11, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Approving Arthetta Reeder to Attend Trustee Day at the ILA Annual Conference

Arthetta Reeder would like to attend the Trustee Day of the Illinois Library Association Conference.

The cost for the day would be \$300 for the registration, which includes breakfast and lunch: \$300 + \$63 mileage = **\$363**

September 11, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Continue Review of News Standards for Public Libraries

On July 23rd, the new standards for IL Public Libraries were released. The working group creating the standards was composed of librarians from across the State, as well as those who work in both large libraries and smaller ones.

Like the last set of standards, these standards have “Core” standards that all libraries should meet, then “Intermediate” standards and “Advanced” standards that are goals to strive for. We meet the Core standards, and many of the Intermediate or Advanced standards.

Libraries will be asked to report on how well they meet the standards on the annual Per Capita grant form. So that the task of reading the standards is not overwhelming, I’m breaking it up into chunks. We are continuing to read more chapters in September. This month, the Board is reading:

- Finance & Budget
- Governance and Administration
- Human Resources
- Information Services

I look forward to the Board’s discussion and questions.

Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a written budget that is developed by administration and approved by the board.	The library has the budget in an electronic spreadsheet format.	The library includes legacy data in the spreadsheet to project future revenues and expenditures.

2	The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).	The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.	
3	The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.	The library board regularly reviews and updates financial policies to reflect best practices.	The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
4	The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).		

5	The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.	The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.	
6	The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.	The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.	
7	The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.	The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.	The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.

8	The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.	The library board reviews and approves the annual audit, making the audit findings available to the public.	The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
9	The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).	The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.	
10	The library utilizes internal controls to prevent fraud.	The board and director regularly review the library's internal controls.	If the library utilizes an auditor, they review the library's internal controls.
11	The library securely stores financial documents (e.g., checks, payroll, credit cards).	The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).	

12	The library has a long-term financial plan.	The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.	The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).
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Illinois Public Library Standards: Governance & Administration

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The board has an approved set of bylaws that outline its rules and procedures.	The board bylaws are reviewed at least every 3-5 years.	An attorney reviews the board bylaws periodically.
2	The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.		

3	The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.		
4	At each regular meeting, the board reviews and approves minutes and financial reports.	At each regular meeting, the library director presents to the board a report of library activities and statistics.	At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
5	The library has a board-approved mission statement.	The mission statement is reviewed periodically by the board, director, and staff.	The library creates a vision or values statement.
6	Trustees represent the needs, interests, and aspirations of the community.	Trustees solicit input on library activities from the community.	Trustees serve on other local committees and forums acting as a bridge from the library to the community.
7	The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]	The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.	

8	The library has public and internal policies that are approved by the board.	The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.	Library policies are regularly reviewed by an attorney or expert on the relevant topic.
9	The library has a strategic plan that is developed by the board, director, and staff.	The strategic plan is reviewed regularly by the board, director and staff.	The library includes members of the community in strategic plan development.
10	The library has a succession plan for the director.	The library has a succession plan for the director and key staff.	The succession plan is reviewed with the board and administration and updated as needed.
11	The board and director develop an orientation program for new trustees.	The board actively participates in ongoing continuing education activities.	
12	The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.		

13	The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.	The board advocates for the library with local stakeholders.	The board advocates for the library with state and federal stakeholders.
14	The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.	The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i>).	The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
15	The director participates in professional development activities, including Directors University for first-time Illinois directors.	The library provides financial support for the director's membership in professional organizations.	The director contributes to the profession by committee service, presentations, and authorship.

Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has sufficient staff for the hours that the library is open.	Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.	Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
2	The library has a set of board-approved personnel policies.	The personnel policies are reviewed on a regular schedule by the director and key staff.	The personnel policies are reviewed by an attorney.
3	The library provides job descriptions for all positions.	Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.	Job descriptions are reviewed by an HR professional.
4	The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.	The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.	The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.

5	The library provides employee benefits as directed by federal, state, and local law.	The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.	The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
6	The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.	Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).	The library employs a staff member who is dedicated to human resource management.
7	Staff members receive coaching, feedback, and support for their own development at least annually.	The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.	The performance appraisal system develops work goals and activities that align with the strategic plan.
8	New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.	The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.	The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

9	The library has a succession plan for the director.	The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.	
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Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.	If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.	
2	Staff provide accurate, timely, and courteous service.		
3	The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.	If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.	

4	Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.	The library provides a variety of self-service information service resources via its website or library apps 24/7.	The library provides information services by chat or phone outside of the hours the library is open.
5	Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).	The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).	
6	Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.	The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.	The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
7	Staff recognize the wide array of individual information needs within the community and strive to offer services for all.	The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.	The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

8	The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).	In multilingual communities, the library strives to provide information services in languages relevant to patron needs.	In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.
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