

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

October 9, 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, September 11, 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 – September 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. Set TITA Hearing for November 13th at 6:30 pm (**Action**)
 - b. Approve TITA Notice for Levy Hearing on November 13th, 2025 (**Action**)
 - c. Approve Resolution 2025-05 "Resolution to Determine Estimate of Funds" (**Action**)
 - d. Review Draft Levy (**Discussion**)
 - e. Approve Board meeting Dates for Calendar Year 2026 (**Action**)
 - f. Approve Library Closure Dates for Calendar Year 2026 (**Action**)
 - g. Final Review of Revised Standards: Marketing & Promotion; Programming; Safety & Emergency Preparedness; Technology (**Discussion**)
 - h. Review of received Architect RFQs (**Discussion**)
 - i. YMCA walk-through (**Discussion**)
12. Announcements
 - a. Agenda Setting for October's Board Meeting
 - b. Library Spooktacular, October 25th, 12pm – 2pm
 - c. Jennie on vacation, October 10-14th

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@shorewoodtroypublibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 11, 2025**

The Public Hearing on the Budget & Appropriations Ordinance FY 2025/2026 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 11, 2025. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|-----------------|
| 1. Karen Voitik | 4. Tom Novinski |
| 2. Vito Schultz | 5. Bob Stahl |
| 3. Arthetta Reeder | |

ABSENT: Krysten McGee; Tiffany Allen-Smith

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Paul Mills

Treasurer Stahl moved/Trustee Reeder seconded to close the public hearing at 6:59 p.m. The motion passed with all members present voting 'yes'.

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 September 11, 2025.

ROLL CALL:

TRUSTEES PRESENT:

1. Karen Voitik
2. Vito Schultz
3. Arthetta Reeder
4. Tom Novinski
5. Bob Stahl
6. Tiffany Allen-Smith

ABSENT: Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Paul Mills

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Secretary Voitik moved/Vice President Schultz seconded, that the regular meeting minutes from August 14, 2025, be approved. The motion passed with the majority of Trustees present voting 'yes.' Trustee Reeder abstained.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2025	\$868,218.15
Cash received during August 2025	120,352.64
Disbursements during August 2025	<u>(171,111.74)</u>
Cash on Hand End of August 2025	\$817,459.05

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	9,521.16
Money Market Fund – Chase	7,691.86
Old Plank Trail MM X6183	322,776.16
Payroll Account – Chase	9,468.21
License Plate – Chase	1,343.65
Old Plank Trail MM X9981	386,364.23
Old Plank Trail X7766	<u>79,993.78</u>
TOTAL	\$ 817,459.05

APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik 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: The Kiwanis Club donated \$1,000 to the Library for the Children's Department. The donation is going to be used to beautify the patio area outside the Children's Department.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Communico is upgrading our library app. It will have a refreshed look with enhanced capabilities. It is expected to be rolled out in October.
 - Director Mills informed the board that the library has not received a ComEd bill for a couple of months, and when she called, she found out it was due to a glitch in the system. The library is current in their system, but the bill will be quite a bit larger when we receive it due to it being over a more extended period.
 - Director Mills wanted to let the board know that at the ILA board meeting, the Public Policy Council had asked ILA to vote on a requirement that all Trustees may need to do (2) hours of training per year. She will keep the board informed as to what happens.
- b. Department Head reports were also noted.

OLD BUSINESS: NONE

NEW BUSINESS

- a. Treasurer Stahl moved/Vice President Schultz seconded to approve FY26 Budget & Appropriations Ordinance 25-2. A roll-call vote was conducted, and the motion passed with all Trustees present voting 'yes.'
- b. Treasurer Stahl moved/Vice President Schultz seconded to approve the Chief Fiscal Officer's Statement of Revenues FY26. A roll-call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- c. Treasurer Stahl moved/Vice President Schultz seconded to approve the Request for Architectural Services to be sent out to Architectural Firms. A roll call was conducted and the motion passed with all Trustees voting 'yes'. Director Mills is going to reschedule the walk-throughs for September 24th.
- d. Treasurer Stahl moved/Vice President Schultz seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll-call vote was conducted, and the motion passed with all Trustees present voting 'yes.'
- e. Treasurer Stahl moved/Vice President Schultz seconded to approve Arthetta Reeder to attend the October 16th (Trustee Day) at the Illinois Library Association Annual Conference for \$363. A roll call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- f. Director Mills and the Trustees continued the review of New Standards for Public Libraries: Finance and Budget; Governance and Administration; Human Resources; Information Services

ANNOUNCEMENTS:

- a. Friends of the Library Book Sale on September 13th & 14th
- b. September is National Library Card Sign-Up Month. The library is hosting a design contest where a patron's design could be printed on limited-time library cards. There will be winners for Adult, Teen, and Children's categories.

Trustee Reeder moved/Treasurer Stahl seconded, for the meeting to adjourn at 7:19 p.m., with all members present voting 'yes'.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report/September 11, 2025

Administrative Duties:

- The Resolution to Determine the Estimate of Funds was created
- A draft levy is in your packet for review; it will be passed at the November meeting.

Building:

- The library did have a small, pinhole leak in the roof by nonfiction in the 100s. Fortunately, it was in a gap where there weren't any books, so there wasn't any loss to the collection, and a staff member noticed it early. We got Adler Roofing out, and they were able to get it tarred quickly. The leak was in the flat roof section. The flat roof section is starting to show its age.

Circulation:

- The Library saw an **incredible** increase in circulation in September. There was a **17% increase in physical circulation**; when digital items are included, the total circulation increased by 31%. I personally bought pizza for the staff because I was so impressed with the work that they've been doing in hand-selling and promoting our materials for the month. The door count increased by **15%**.
- The materials that we're sending to other libraries increased by **27%**. Unfortunately, this may be partially because the book vendor we left (Baker & Taylor) is about to go under; the buyout that was expected to happen in September fell through. Many libraries are having a tough time getting new releases in, including Pinnacle libraries. Because we switched vendors early, to Ingram, we aren't experiencing that same difficulty.

Staffing:

- Melissa Almanza, our Community Engagement Coordinator, has resigned to spend more time with her family. Her last day will be October 18th. We will miss her and wish her well – she has done a great job with the webpage and created a style guide, took our newsletter to a new level, and ensured that the Library is in a good place for the next person. We have been interviewing and hope to have a Marketing Specialist in place shortly.
- The Manager's Retreat will take place on October 23rd. We'll be meeting for the day at Hidden Lakes Conference Center in Bolingbrook.

Meetings:

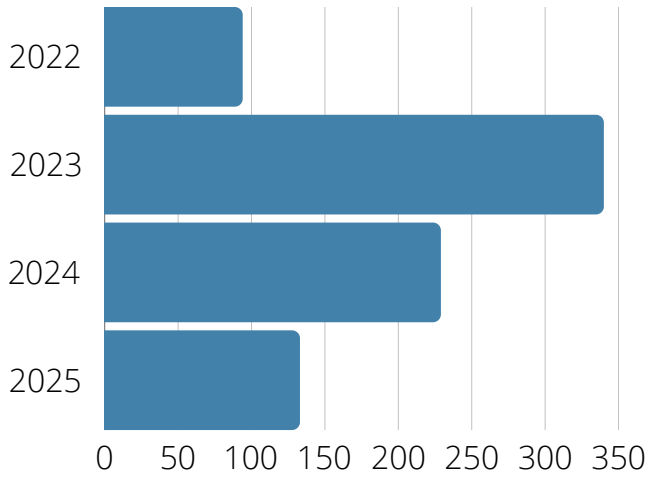
- Department Head Meeting, Internal (9/16/25)
- Illinois Library Association Board Meeting, External (9/18/25)
- Potential Architect Site Visit, External (9/24/25)
- Intellectual Freedom Committee, ILA, External (9/24/25)
- True Story Book Discussion, Program (9/24/25)
- Screening Interviews for Marketing Specialist (3 on 9/29; 1 on 9/30; 1 on 10/1; 1 on 10/3)
- Phone Meeting with Chair of WIN (Another Health Cooperative), External (10/3)
- TIF Meeting, External (10/9)

MONTHLY REPORT

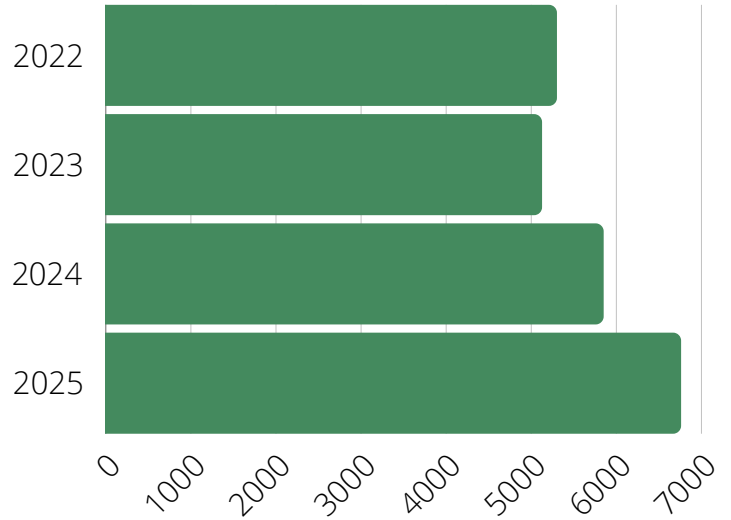
SEPTEMBER 2025

JULIE HORNBERGER
CIRCULATION MANAGER

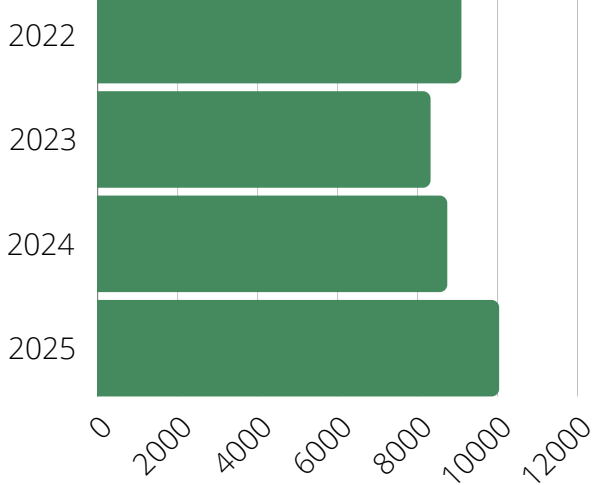
NEW CARDS



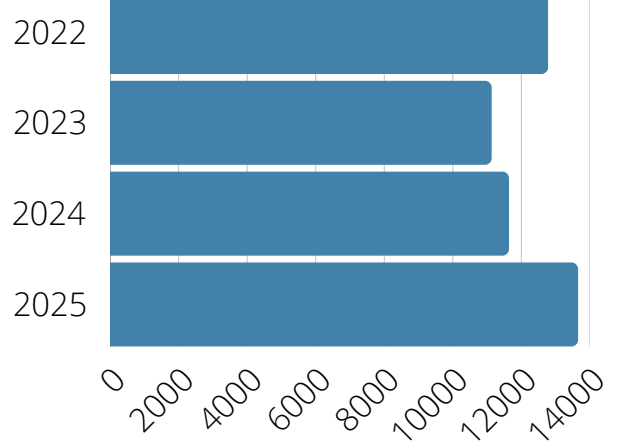
DOOR COUNT



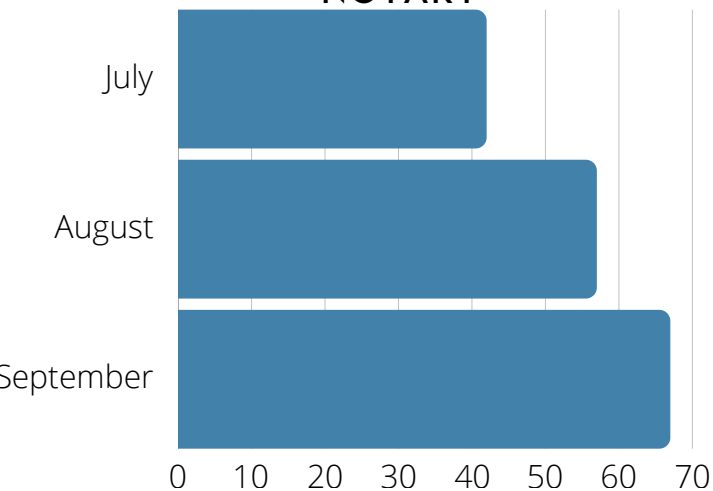
ITEMS CHECKED IN



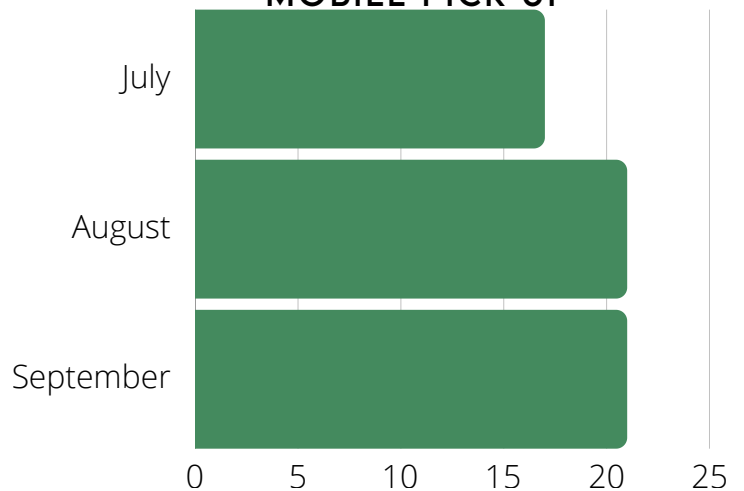
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



Technical Services Department Head Report

September 2025

September meetings and events:

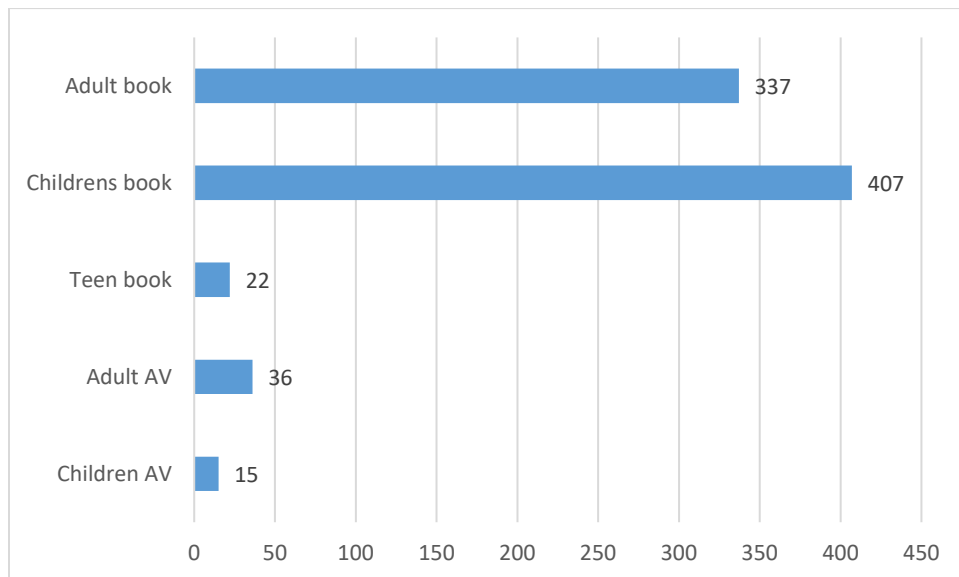
- 9/5 – Book repair workshop at Tinley Park PL
- 9/10 – PinTech meeting at White Oak – Romeoville
- 9/16 – Department Head meeting

Current projects and news:

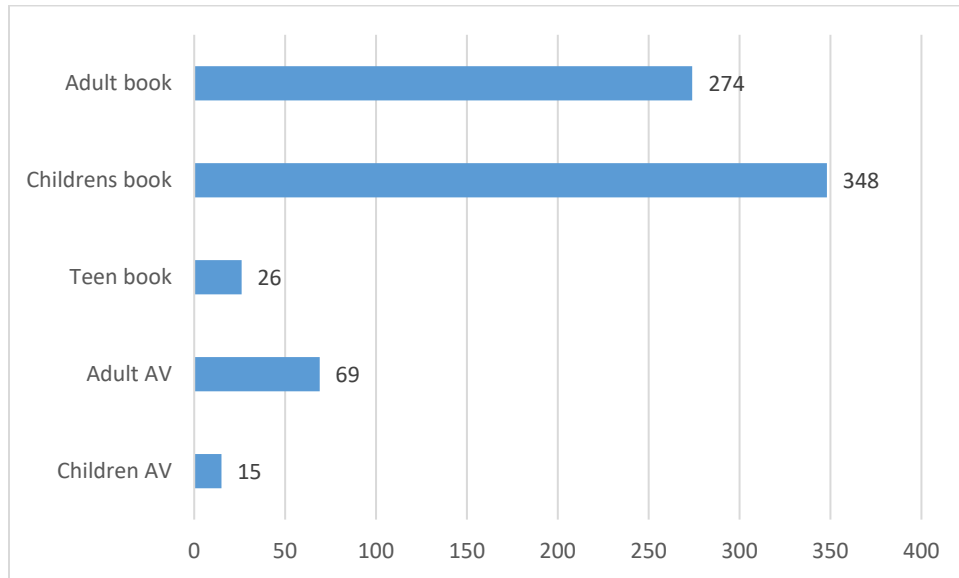
- We are continuing on with genrification of the Children's nonfiction.
- A new book repair machine has been ordered for the tech services department. This machine should repair most broken spines and loose pages. It will repair books that we usually discard and have to reorder.

Tech Service Statistics

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



Items ordered in September:



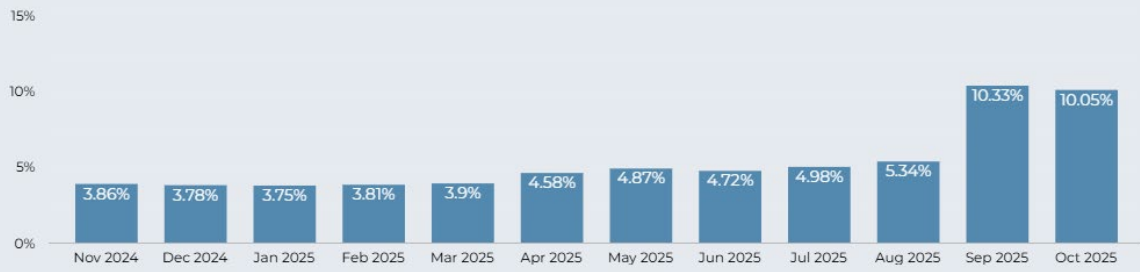
Collection Trends

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.

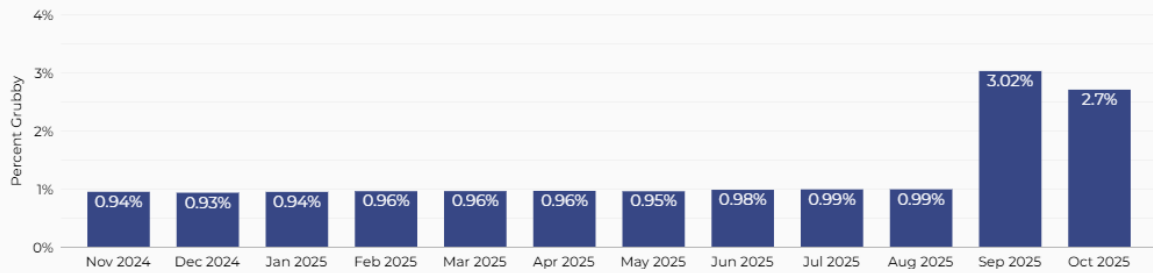
Total Items

Material Type	Top 10 - Date / Total Items					
	Oct 2020	Oct 2021	Oct 2022	Oct 2023	Oct 2024	Oct 2025
Audio	3,667	1,596	1,847	1,946	1,896	1,932
Book	41,664	34,807	35,863	36,483	38,693	41,575
Magazine	501	581	491	190	253	257
Movie	4,700	3,900	3,874	3,737	4,054	4,312
Other	181	192	157	162	191	192
Grand total	50,713	41,076	42,232	42,518	45,087	48,268

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

September
2025

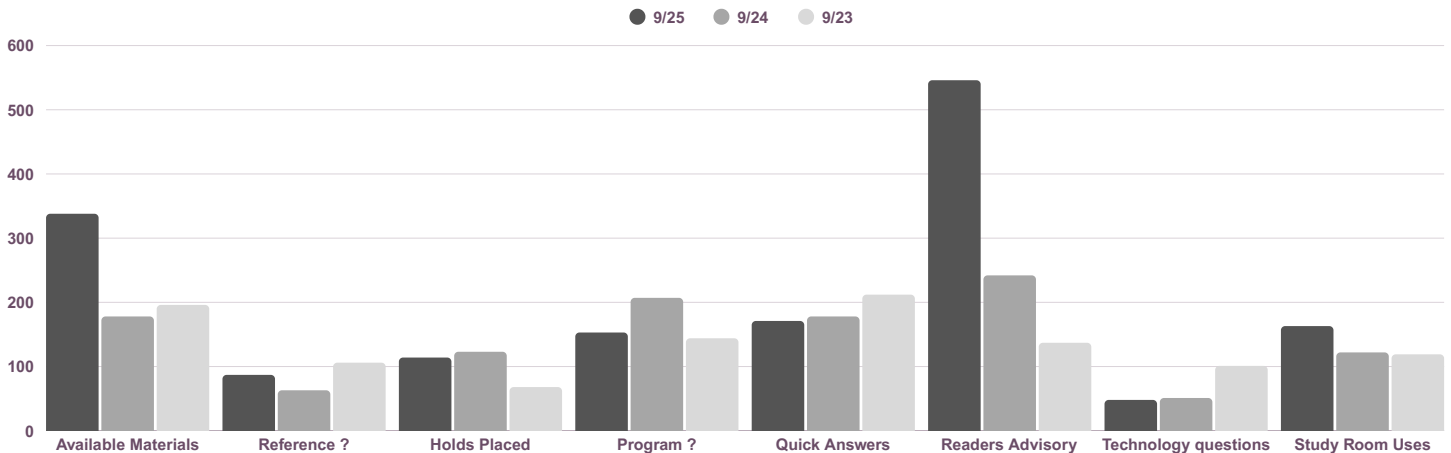
DEPARTMENT UPDATES

- Kiwanis awarded the Children's Department one thousand dollars at this years Kiwanis Give-back Breakfast. We plan to update the patio area so it can be used by patrons. This project will begin next month.
- We had a lot of interaction this month with Library Card Signup. Parents and kids played games and interacted with our displays and activities. They even challenge the children's staff to a round Uno. It was a lot of fun for all.
- Our annual collection cleanup and shifting was completed. We moved a few things around and added additional shelving in the picture books and parenting collections. This opened up the space and allowed to face out more books in the collection.



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 6/25

- **338** patrons ask about available materials
- **87** ask general reference questions
- **114** holds were placed
- **153** questions were asked about programs
- **171** quick answers were provided
- **546** reader's advisory
- **48** patrons asked about technology.
- **146** study room reservations.



CHILDREN'S PROGRAMS

25

Active Programs Offered

298

Total Attendance

12

Passive Programs Offered

1682

Total Attendance

Children's Outreach Report September 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
- **Trinity Christian School**
PreK
5 Classrooms
10-12 Staff members

Total Engagement 339

School Partnerships:

Back to School Event @ Troy Shorewood Elementary & Troy Hofer Elementary, sharing games, information, and prizes with our community!

Total Engagement 463

4th Grade Public Library Challenge with Troy Shorewood Elementary, each month, students will complete various challenges provided by STPL, and one lucky member wins a Book Basket!

Community Partnerships:

Outside Kids' Safety Expo @ Plainfield Village Hall, sharing games, information, and prizes with our community!

Total Engagement 212

Kiwanis Give Back Breakfast - STPL hosts Kiwanis of Shorewood's annual fundraising distribution event. Information is shared about organizational goals opening opportunities for collaboration and partnerships with all attending.

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!

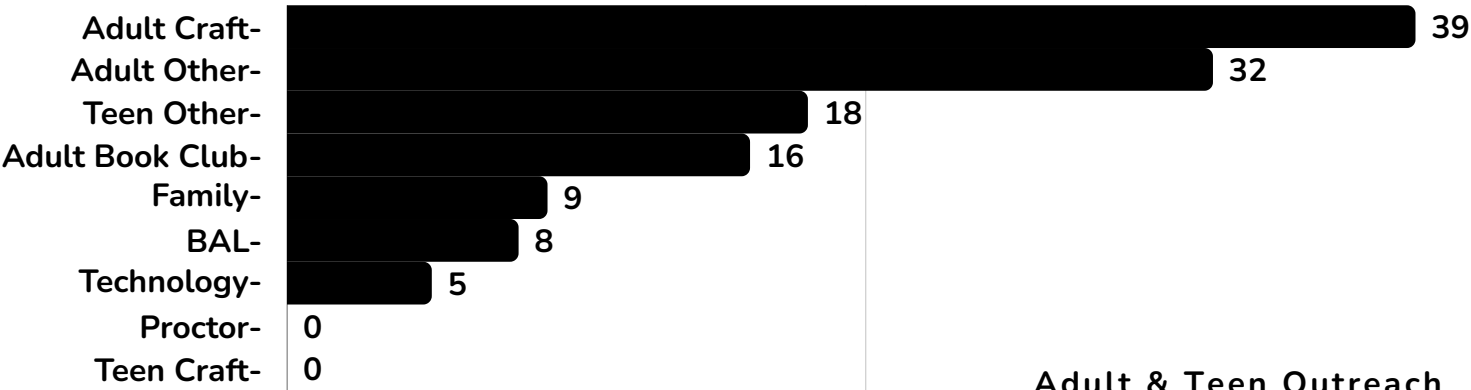
Total Engagement 9

- **Hammel Woods**

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

-Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Active Programs

Number of Programs: 13
Attendees: 93

Passive Programs

Number of Programs: 6
Total Patrons: 88

Adult & Teen Outreach Snapshot:

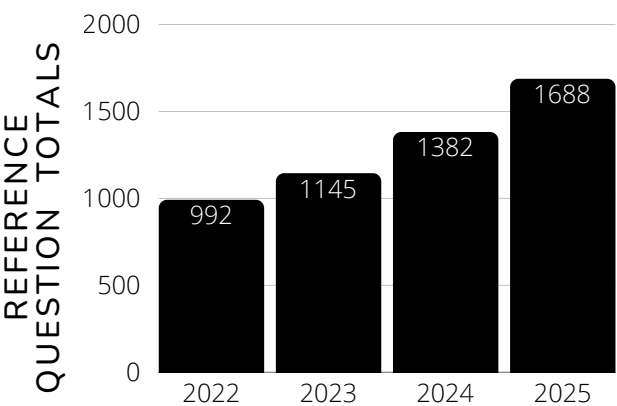
Number of Programs: 15
Total Patrons: 949
Homebound Deliveries: 5

Staff Meetings, Training, Programs, & Events

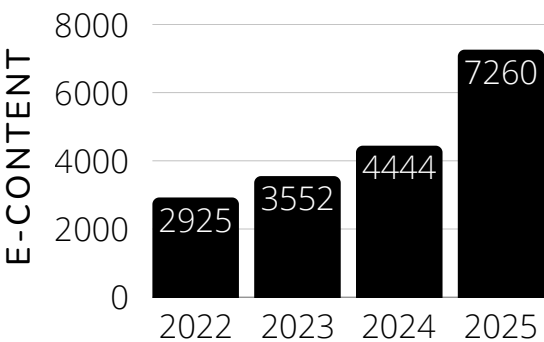
- Rose - Adult, Teen, & Technology Manager (Z).
 - PinOpac
 - Vega Task Force
- Anna - Adult & Teen Outreach Coordinator (15).
 - Kiwanis Meeting
 - Outside Kids Safety Expo
- Hailie - Adult & Teen Services Assistant
- Audrey- Adult Services Program Coordinator (Z).
 - Take & Make: Lavender Oatmeal Soap
 - Cat Yoga & Adoption Event
- Violet - Teen Programming Coordinator (Z).
 - Fall Graphic Novel releases webinar
 - Teen Board Game Night

Reference Stats

- TOTAL: 1688
 - Reference: 382
 - Item Availability: 155
 - Reader's Advisory: 140
 - Holds: 48
 - Programs: 95
 - Technology: 606
 - Quick Answer: 262



E-Content



- E-Content Holdings
 - Hoopla: 1,198 items
 - Libby: 6,062 items

ADULT & TEEN OUTREACH REPORT

SEPTEMBER 2025

Total Teen & Adult
Outreach
Programs/Events:

15

Reoccurring
Programs/Events:

7

Total Participants:

949

Homebound
Deliveries:

5

Community
Bookdrop Returns:

140

YMCA Tour: Staff toured the upcoming YMCA of Shorewood due to open in Spring of 2026.

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

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

Kiwanis Giveback Breakfast: the library hosted Kiwanis of Shorewood as they met with local non-profits to distribute funds raised throughout the previous year.

Plainfield South High School: Special Education students visited the library for a tour, scavenger hunt and to learn about library services.

Kids Safety Expo: Joined local organizations to provide library information, games and prizes. This event was hosted by Representative Harry Benton at the Plainfield Village Hall.

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

Timbers Book Club: Members read and discussed the book *Funny Story* by Emily Henry.

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

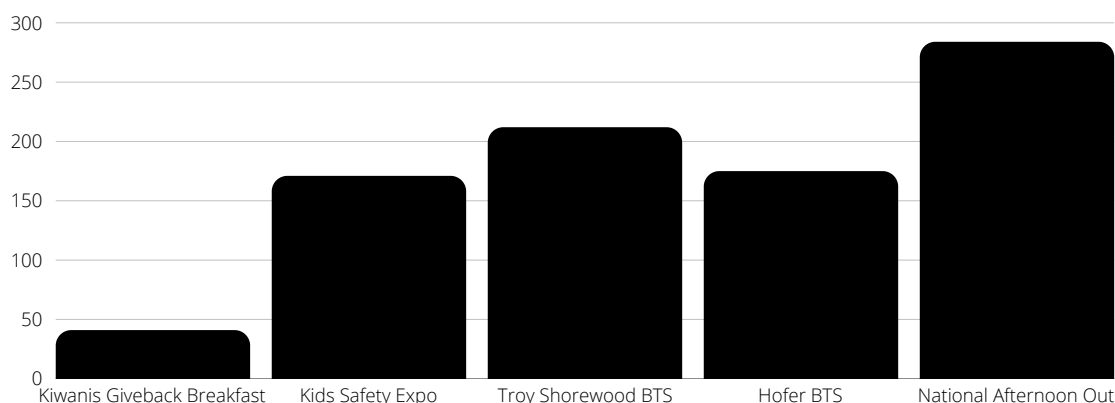
Trivia @ Will County Brewing Company: Monthly outreach program geared towards adults. Septembers theme was US History!

Troy Shorewood Elementary: Attended their back to school event to promote library services with games and prizes.

Hofer Elementary: Attended their back to school event to promote library services with games and prizes.

National Afternoon Out: Attended Shorewood Police Department's National Afternoon Out at Towne Center Park with a game and prizes.

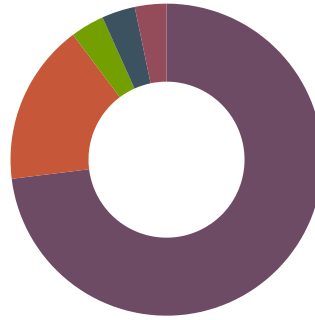
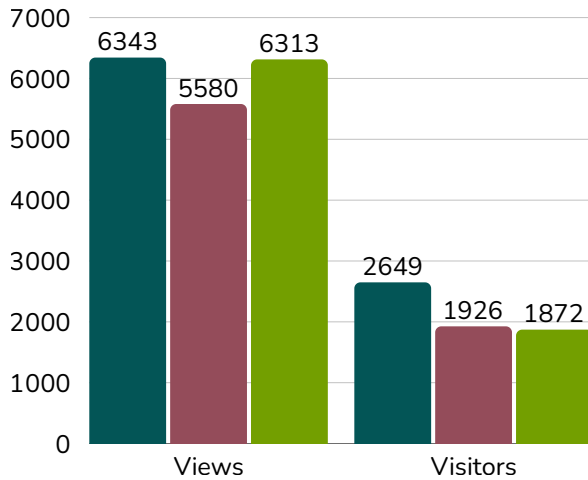
Community Outreach Events



September 2025 Marketing Stats

Monthly Board Report
Melissa Almanza
Marketing Specialist

Website Visits:



Home Page - 73%
Employment - 16.7%
Get a Card - 3.5%
What's Happening - 3.5%
Passports - 3.3%

Meeting Room:

	2025	2024	2023
Non-Profit	8	2	1
For-Profit	0	0	0

eNews Stats:

2025

8,146 EMAILS SENT
44.48% OPEN RATE
428 CLICKS
302 UNIQUE CLICKERS

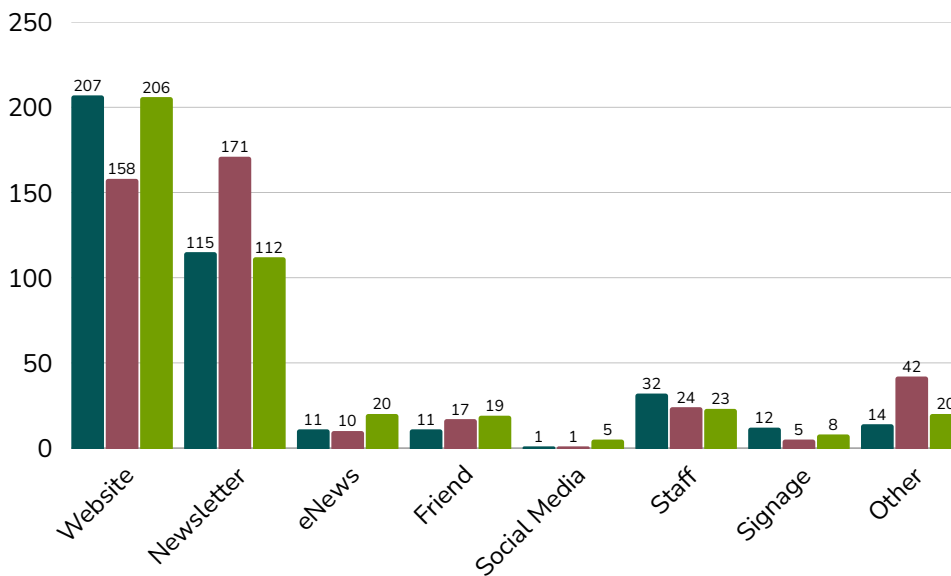
2024

8,397 EMAILS SENT
42.74% OPEN RATE
223 CLICKS
180 UNIQUE CLICKERS

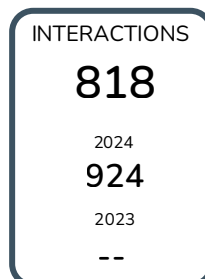
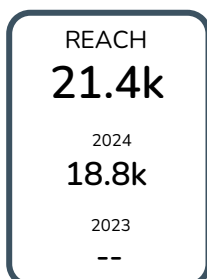
2023

7,462 EMAILS SENT
47.09% OPEN RATE
242 CLICKS
183 UNIQUE CLICKERS

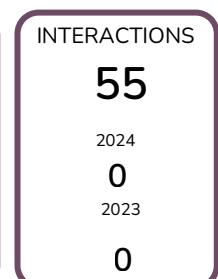
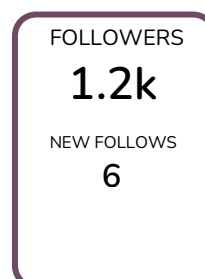
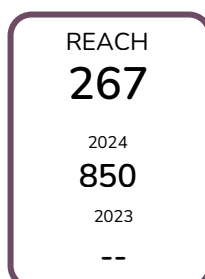
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

September 2025 Marketing Updates



Meetings/Trainings:

- 09/15 - Department Head
- First week of October - meeting with Patron Point to update the eNews form on the website (which is currently generic; non-branded)



Other Items:

- Communico app with new features and style is ready to launch
 - Should be available by the time of this publication
- 40th Anniversary Library Card Design contest just wrapped up
 - Public voting will take place and winners will be announced sometime in October
 - We had mostly children enter, a couple adults, and 1 teen.
- Created an official Brand and Style Guide to support the newly released ILA Library Standards.
 - This has been distributed to staff
 - A laminated and binded copy is available for the next marketing specialist.
- We also moved the Study Room under our “Room List” so patrons can easily make a reservation on the app or on the self-check kiosks, just as they can a Meeting Room reservation

October 9, 2025

To: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Truth In Taxation Hearing and Notice for 2025

At the September 11th meeting of the Board, the Board voted to approve the levy to be written with a 9.9% increase (to be levied only on new and/or improved properties; the levy will be **\$1,593,021**

As the Board has approved a levy request for a 9.9% increase over the previous year's extension, a Truth in Taxation hearing will be required. The Board has typically held these hearings at 6:30 pm before the regular meeting in November. That would be November 13th at 6:30 pm.

A Truth in Taxation Notice black-border legal notice (TITA Notice) will also need to be published in a paper in general circulation in the District, no more than 14 days before the public hearing and no less than 7 Days. The Shorewood Sentinel publishes on Wednesdays, so that the TITA notice will be dated November 5th.

The Board should vote to authorize the placement of the TITA notice in the newspaper.

NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR SHOREWOOD – TROY PUBLIC LIBRARY DISTRICT

1. A public hearing to approve a proposed property tax levy for the Shorewood-Troy Public Library District for 2025 (2025/26 fiscal year) will be held on *November 14th at 6:30 p.m.*, at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, Illinois 60404 in Meeting Room A.
2. Any person desiring to appear at the public hearing and present evidence to the taxing district may appear at the public hearing. Public comment is held to three minutes per member of the public.
3. The corporate and special purpose property taxes extended or abated for 2024 were \$1,454,405.

The proposed corporate and special purpose property taxes for 2025 are \$1,593,021, a 9.9% increase over the previous year.

4. The property taxes extended for debt service and public building commission leases for 2024 were \$0.00.

The estimated property tax to be levied for debt service and public building commission leases for 2025 is \$0.00. This represents no change over the previous year.

5. The total property taxes extended or abated for 2024 were \$1,454,405. The estimated total property taxes to be levied for 2025 are \$1,593,021. This represents a 9.9% increase over the previous year.

Dated: November 5th, 2025.

October 9, 2025

TO: Board of Trustees, Shorewood-Troy Public Library District

FROM: Jennie Mills, Library Director

RE: Resolution to Determine the Estimate of Funds

The wind-down of last year's levy year was completed in September as the Budget and Appropriation Ordinance was approved.

Then, the new levy year process begins with the approval of "Resolution to Determine Estimate of Funds" (Resolution 25-5), which must be passed before the levy filing.

This Resolution has to be passed at least 20 days before the levy hearing.

RESOLUTION 2025-05

RESOLUTION TO DETERMINE ESTIMATE OF
FUNDS NEEDED FOR THE 2025/2026 FISCAL YEAR

WHEREAS, the Shorewood –Troy Public Library District must file on or before December 31, 2025, its Levy Ordinance for the 2025/2026 fiscal year; and

WHEREAS pursuant to the “Truth in Taxation Act” (35 ILCS 215/1 et.seq.), the Shorewood-Troy Public Library District must determine not less than 20 days before the adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2025-2026 fiscal year upon the taxable property in said Library District.

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Library Trustees of the Shorewood-Troy Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2025/2026 fiscal year upon the taxable property in said Library District is \$1,593,021.

FURTHER RESOLVED that a public hearing pursuant to the Truth in Taxation Act shall be held on the 13th day of November at 6:30 p.m. at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, IL 60404.

FURTHER RESOLVED that notice of said public hearing in compliance with said ACT shall be given in a newspaper with circulation in the District, not more than 14 days nor less than 7 days prior to the public hearing date.

Adopted this 9th Day of October 2025,

Thomas Novinski
President

Attest:

Karen Voitik
Secretary

October 9, 2025

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Draft Levy 2025

The draft levy is enclosed in your packet for the Board's review.

Ordinance **25-3**
Tax Levy Ordinance
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2025, to June 30, 2026

AN ORDINANCE for the Assessment, Levy, and Collection of taxes within the Corporate Limits for the general corporate purposes of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2025, and ending June 30, 2026; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special municipal retirement expense tax levy, and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1:

That there be, and hereby is, levied and assessed upon all taxable property, both real and personal, within the Shorewood-Troy Public Library District, Will County, Illinois, and the same assessed and equalized for state and county purposes taxes sufficient to produce the sum of \$1,593,021 of which sum is levied together with \$943,000 to be derived from other sources, being in the total amount appropriation legally made for general library purposes for said taxable year, which sum is to be used for, has been appropriated for purposes and the amount specified as follows, to wit:

Levy:

Unemployment / WC Levy	\$ 9,655
General Corporate Tax Levy	\$1,536,172
Audit Tax Levy	\$ 3,214
Liability Insurance Tax Levy	\$ 8,581
Municipal Retirement Tax Levy	\$ 16,090
Building Maintenance Tax Levy	\$ 19,309
Total 2025 Levy	\$1,593,021

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

Expenditures:

Payroll Related Exp.:	\$1,127,000
Library Materials:	\$ 208,000
Contractual Services:	\$ 344,000
Supplies & Services:	\$ 121,000
Misc. Expense:	\$ 65,000
Util. & Building Expense:	\$ 137,000
Capital Expenses:	\$ 30,000
Overhead Expenses:	\$ 81,000

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

SECTION 2:

This Ordinance shall take effect and be in force ten (10) days after its legal passage and approval and shall be known as Ordinance **25-03** Tax Levy Ordinance of the Shorewood-Troy Public Library District, Will County, Illinois.

Passed by the Board of Trustees of the Shorewood-Troy Public Library District at a regular meeting held on November 13, 2024

Approved this 13th Day of November, 2025,

President, Board of Trustees
Shorewood-Troy Public Library District
Will County, Illinois

ATTEST:

Secretary, Board of Trustees
Shorewood-Troy Public Library District
Will County, Illinois

October 9, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Board Meeting Dates & Closed Dates

All proposed Board Meeting dates in 2026 are standard – all of the proposed dates are on the second Thursday of each month at 7 pm. The two scheduled public hearings are the standard ones; one is in September for the Budget & Appropriations Ordinance. The other is in November for the Levy hearing.

The Proposed Holiday calendar is also in your board packet. One date to note is that July 4th is a Saturday this year; however, all staff already receive one Floating Holiday per calendar year, per staff handbook policy, to account for these kinds of holidays.

I am also proposing that the Board approve closing Thursday, June 4th, for the Summer Reading Kickoff; this year, the last day of school is expected to be May 29th for the Troy School District.

I am also suggesting the first Friday in August for a staff in-service, which would be August 7th. Next year, the Pinnacle Cooperative plans to host an all-Pinnacle training conference. All Pinnacle libraries will be closed that day for joint training.

Shorewood-Troy Library Board Meeting Dates

2026

The regular meeting dates for the Shorewood-Troy Public Library District will be:

January 8	7:00 pm
February 12	7:00 pm
March 12	7:00 pm
April 9	7:00 pm
May 14	7:00 pm
June 11	7:00 pm
July 9	7:00 pm
August 13	7:00 pm
September 10	6:30 pm (public hearing, followed by Board meeting at 7 pm)
October 8	7:00 pm
November 12	6:30 pm (public hearing, followed by Board meeting at 7 pm)
December 10	7:00 pm

Unless otherwise announced, all meetings will be held in the Meeting Room of the Shorewood-Troy Library at 650 Deerwood Drive, Shorewood.

Shorewood-Troy Library Closing Dates for 2026

Thursday, January 1 st	New Year's Day
Monday, May 25th	Memorial Day
Thursday, June 4th	Summer Reading Kickoff
Saturday, July 5th	Independence Day
Friday, August 7th	Staff In-Service
Monday, September 7th	Labor Day
Wednesday, November 25th	Close at 5pm
Thursday, November 26th	Thanksgiving
Thursday, December 24th	Christmas Eve
Friday, December 25 th	Christmas Day
Thursday December 31 st	New Year's Eve
(Friday, January 1 st)	(New Year's Day)

*Staff Receive 1 Floating Holiday

October 9, 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:

- Marketing & Promotion
- Programming
- Safety & Emergency Preparedness
- Technology

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

Illinois Public Library Standards: Marketing & Promotion

Marketing and promotion play a critical role in the success and sustainability of public libraries. It is more important than ever for public libraries to tell their stories, collect data and measure success in order to sustain interest and support within their communities. When libraries utilize a variety of digital, print and face-to-face interactions, they not only raise awareness of their services, programs and collections but also retain and increase library users. Libraries that invest in marketing and promotion practices will successfully showcase value, impact, and return on investment to their communities.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.	The library has a marketing guide that outlines where and how the library will market its services, programs and collections.	The library adopts a formal marketing plan.
2	The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).	The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.	The library has one or more dedicated employees for marketing and graphic design.
3	The library allocates funds for marketing and promotion.		

4	The library adopts an easily recognizable logo that represents the library's brand.	The library uses its logo consistently across all print and digital marketing platforms.	The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
5	The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.	The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.	
6	The library understands the community it serves and designs its marketing efforts to reach all residents.	The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.	
7	The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).		
8	The library collects data, stories and photos that illustrate the value of the library.	The library uses collected data, stories, and photos to communicate the value of the library to the community.	The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

9	The library regularly evaluates the effectiveness of its marketing efforts.	The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.	
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Illinois Public Library Standards: Programming

Programming is one of the channels through which libraries fulfill their mission of bringing people together for educational, recreational, and civic or community purposes. Literacy initiatives such as storytimes and book discussions encourage a love of reading and provide an opportunity to highlight library collections. Lifelong learning programs empower patrons with new information and improved skills that support their academic and vocational advancement, as well as their personal growth. Cultural programs promote appreciation of the arts and introduce participants to a variety of world traditions. Arts and crafts and do-it-yourself workshops foster creativity and ingenuity. Recreational programs combat social isolation and encourage interaction with others in the community. Programming can also serve as outreach to the community and promotion of the library's services by offering a wide variety of events that appeal to both regular and new users. Programs may be in-person, virtual, or hybrid; they may include traditional presenter-led events as well as opportunities for self-directed activities by patrons. Programming must strive to welcome people of all ages, abilities, identities, and backgrounds.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library provides programs for all ages free of charge or on a cost recovery basis.	The library provides virtual or hybrid programs where appropriate.	
2	The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.	The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).	The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
3	The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.		

4	The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.	The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.	The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
5	The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.		
6	The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.	The library provides staff training in best practices for meeting the programming needs of a diverse community.	The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Illinois Public Library Standards: Safety & Emergency Preparedness

Public libraries strive to be welcoming community centers safe for all who enter. Libraries should have written plans and policies to manage safety and security concerns, emergencies, and disaster recovery. Library staff should be well-versed in all emergency and safety plans, policies and protocols and have training on how to handle difficult situations with patrons. Local, state and federal safety and emergency laws should be reviewed on a regular basis. It is also critical that libraries maintain open lines of communication with the community and first responders.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.		
2	Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.	The library staff have ready access to all library key service providers (plumbing, electric, roofing).	The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
3	The library provides training for staff on safety and emergency preparedness.	The library includes safety and emergency training in new employee on-boarding procedures.	In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
4	The library has a board approved Patron Conduct Policy.	The library staff is aware of the Patron Conduct Policy and understands how to implement it.	The library has a dedicated security staff person and/or a security surveillance system.

5	Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.	Floor plans with designated emergency routes and equipment are displayed and shared with first responders.	The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
6	The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.		
7	The library has an emergency and disaster preparedness manual that is easily accessible to staff.	The library annually reviews and updates the library emergency and preparedness manual.	The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.
8	The library has a disaster recovery plan that is kept in an off-site location.	The library has a technology recovery plan, in the event of a physical disaster or cyberattack.	
9	The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.	The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.	

10	The library follows all local and state requirements for emergency systems and equipment inspections.	The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.	
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Illinois Public Library Standards: Technology

Technology is an integral part of any library. Technology transforms the library into a dynamic hub of information, learning and community engagement. Libraries offer a wide array of digital services and tools that cater to the diverse needs of their communities. From providing access to e-books, high-speed internet and online learning platforms to offering maker spaces equipped with 3D printers and coding workshops, technology has expanded the role of libraries far beyond traditional boundaries. By bridging the digital divide, fostering lifelong learning and supporting innovation, technology ensures that libraries remain relevant and accessible in an increasingly digital world.

STANDARD	CORE	INTERMEDIATE	ADVANCED
1	The library has a dedicated budget for technology equipment and services.	The library has a technology replacement schedule and/or a technology plan.	The library conducts a technology needs assessment that examines current and emerging trends and includes community input.
2	The library has a board approved internet and computer use policy.	The library reviews and updates computer use policies on a regular basis.	
3	The library provides a sufficient number of public use computers.	The library offers laptops or tablets for the public to use in-house.	The library allows laptops or tablets to be checked-out by the public.
4	The library has access to a trained individual to maintain all technology.	The library has a trained staff person or contractual service to maintain the technology infrastructure.	The library has a dedicated IT department.

5	The library takes steps to protect the integrity, safety and security of all technology. This may include anti-virus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.	The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.	The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
6	Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).	The library provides adaptive equipment for individuals of all abilities (e.g., large-print keyboards, large trackball mice) and guides patrons in their use.	The library provides adaptive equipment for individuals of all abilities for checkout.
7	The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.	The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness.	The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
8	The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.	The library offers facsimile, mobile printing, and scanners.	The library offers video conferencing equipment and space.

9	The library is aware of emerging technology trends such as the maker movement.	The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.	The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.
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