

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

**December 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:
  - Public Hearing, November 13<sup>th</sup>, 2025
  - Regular Meeting, November 13<sup>th</sup>, 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 – November 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 Hiring Taylor Palumbo, of Ethos Workshop, for Bathroom Remodeling Project. **(Action)**
  - b. Approve list of names to be submitted to Will County for the Statement of Economic Interest **(Action)**
12. Announcements
  - a. Agenda Setting for January's Board Meeting
  - b. Jennie on vacation, beginning December 23<sup>rd</sup>, returning January 3<sup>rd</sup>.

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](mailto:jmills@shorewoodtroylibrary.org)

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
November 13, 2025**

The Public Hearing on the Tax Levy Ordinance for 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, November 13, 2024. The meeting was held in Meeting Room A of the Library at 650 Deerwood Dr., Shorewood, IL 60404.

**ROLL CALL:**

**TRUSTEES PRESENT:**

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

**ABSENT:** Vito Schultz and Krysten McGee

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk  
Lori Freeman, Children’s Department Manager

**VISITORS PRESENT:** None

No Public Comments

The Board interviewed Taylor Palumbo, Architect at Ethos Workshop, regarding the downstairs bathroom remodel project.

Treasurer Stahl motioned, and Secretary Voitik seconded, that the Public Hearing be adjourned at 6:59 p.m. A roll call was taken, and the motion passed with all members 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 November 13, 2025.

**ROLL CALL:**

**TRUSTEES PRESENT:**

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

**ABSENT:** Vito Schultz and Kristen McGee

**STAFF PRESENT:**

Jennie Mills, Director  
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Schultz motioned that the minutes of the regular meeting on October 9, 2025, be approved. Secretary Voitik seconded the motion, which was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: The Children's Department won this month's ILA photo of the month with their annual Halloween Department picture.

TREASURER'S REPORT:

Cash on Hand Beginning of October 2025	\$1,240,705.44
Cash received during October 2024	62,986.26
Disbursements during October 2024	<u>(154,820.02)</u>
Cash on Hand End of October 2024	\$1,148,871.68

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	9,913.13
Money Market Fund – Chase	7,691.99
Old Plank Trail MM X6183	351,120.45
Payroll Account – Chase	9,278.21
License Plates – Chase	1,489.36
Old Plank Trail MM X9881	675,145.38
Old Plank Trail MM X7766	<u>93,933.16</u>
TOTAL	1,148,871.68

APPROVAL AND PAYMENT OF BILLS:

Trustee Stahl motioned that the bills presented for payment be approved. Trustee Reeder seconded the motion. A roll call vote was taken, and the motion passed with all Trustees present voting "yes."

LIBRARIANS' REPORTS:

- a. Director's Report with personnel – Jennie Cisna Mills
  - Circulation was up 15% this October as compared to last October.
  - The Library has received \$290 anonymous donations for the food patty and Heartland Bank will be making a donation.
  - Anna Allison is leaving to take a position at Oglesby Public Library as the new Director
  - Donna Rodriguez is the new Marketing Specialist and will be starting on December 1<sup>st</sup>.
  - Director Mills will be moderating a panel for upcoming releases from Penguin Random House. The panel centers on nonfiction new Spring releases.

b. Department Heads

OLD BUSINESS:

- a. After interviewing Taylor Palumbo in the Open Session regarding the downstairs bathroom remodel, the board instructed Director Mills to negotiate rates with Taylor to see what Ethos will charge and also what the contract entails.

NEW BUSINESS:

- a. Treasurer Stahl motioned/Trustee Reeder seconded to approve Ordinance 25-3 Tax Levy Ordinance for 2025/2026 for a total of \$1,593,021 levied. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- b. Treasurer Stahl motioned/Secretary Voitik seconded, to approve the Annual Treasurer's Report for FY25. A roll call was taken, and the motion passed with all Trustees present voting "yes."
- c. Treasurer Stahl motioned/Trustee Reeder seconded to approve the Per Capita Grant Application for FY26. A roll call was taken, and the motion passed with all Trustees present voting "yes".
- d. Secretary Voitik motioned/Trustee Allen-Smith seconded to approve the closing of Chase account \*7177, 4398, 4271. A roll call was taken, and the motion passed with all Trustees present voting "yes".
- e. Treasurer Stahl motioned/Secretary Voitik seconded to approve Director Mills to attend the bi-annual Public Library Association Conference in Minneapolis at a cost of \$788. A roll call was taken, and the motion passed with all Trustees present voting "yes".
- f. Treasurer Stahl motioned/Trustee Reeder seconded to approve Lori Freeman and Rose Nowak to attend the bi-annual Public Library Association Conference in Minneapolis at a cost of \$1,519 each. A roll call was taken, and the motion passed with all Trustees present voting "yes".
- g. Trustee Reeder motioned/Treasurer Stahl seconded to approve the revision to the Notary Policy that requires patrons needing a witness to obtain their own. The motion passed with all Trustees present voting "yes".

OTHER BUSINESS: None

Treasurer Stahl motioned/Secretary Voitik seconded for the meeting to adjourn at 7:24 p.m. with all members present voting yes.

Respectfully submitted,  
Cindy Norman, Finance Clerk

## Director's Report/December 11, 2025

### **Administrative Duties:**

- I did fill out a small grant (\$10,000) from the Pizza Hut Foundation for a project that the Children's Department is working on. The Department is creating a program similar to 1000 Books Before Kindergarten for elementary school children. The grant had a short turnaround timeline. It's a long shot, but you don't get what you don't try for!

### **Advocacy:**

- Karen and I attended ILA's Legislative Meetup breakfast on December 2<sup>nd</sup>.
- I attended State Senator Meg Loughran Cappel's Office Holiday Party on December 9<sup>th</sup>.

**Building:** I closed the library on Saturday, November 29<sup>th</sup>, due to bad weather.

### **Staffing:**

- Gabby Houde has been hired for the Adult Services Outreach Coordinator Position. Her first day is December 15<sup>th</sup>.
- Donna Rodriguez, the Library's new Marketing Specialist, started on December 1<sup>st</sup>. She has jumped right in – she started designing the next newsletter in her first week.

### **Meetings:**

- LIMRiCC Governing Board meeting, External (11/18)
- LIRA Annual Meeting (Property & Casualty/Worker's Comp Insurance), External (11/20)
- Pinnacle Governing Board Meeting, External (11/21)
- Illinois Library Association's Legislative Meet-up Breakfast, External (12/2)
- Penguin Random House Panel Discussion with 5 authors, External (12/4)
- Manager's Meeting, External (12/9)

# Technical Services Department Head Report

## November 2025

### November meetings and events:

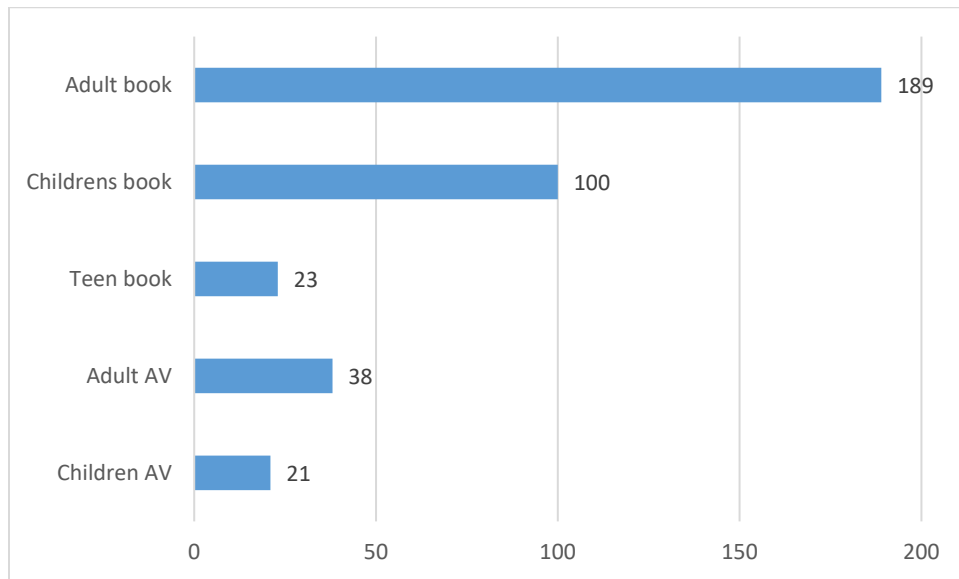
- 11/4 – Met with Shalyn Rodriguez and other New Lenox Public staff to assist them with their switch to Ingram.
- 11/12– PinTech meeting at Plainfield Public Library
- 11/14 – LACONI workshop – TSS Unconference. Presentations I attended were on documentation and succession planning.

### Current projects and news:

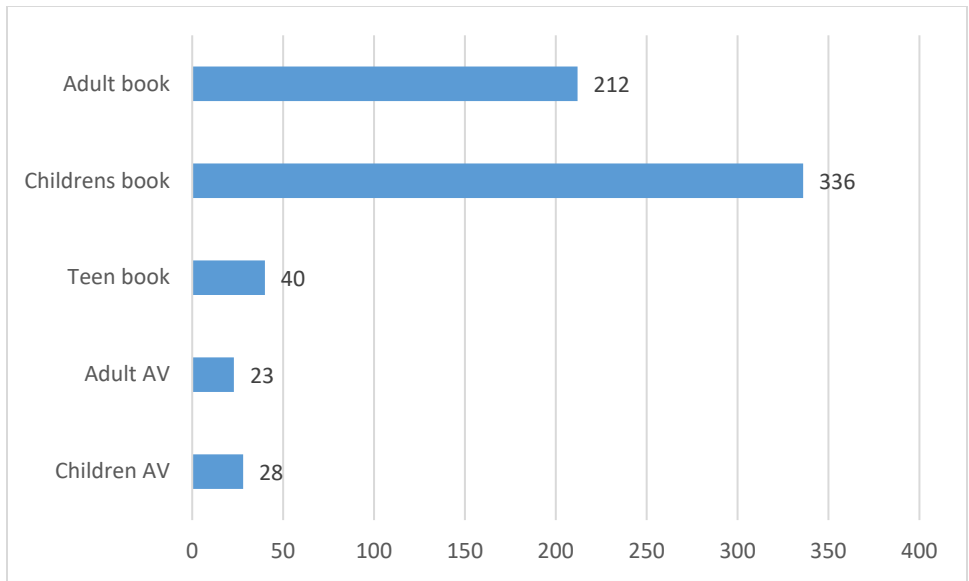
- We are continuing on with genrification of the Children’s nonfiction.

## Tech Service Statistics

### Items processed, cataloged, and added to the collection in November:



Items ordered in November:



### Collection Trends

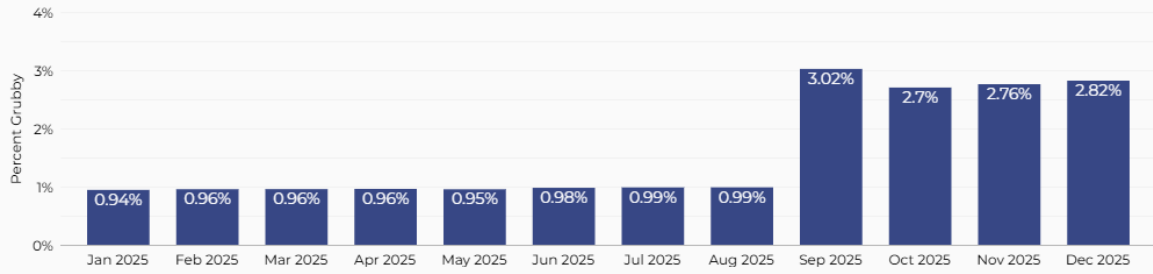
#### Total Items

Material Type	Top 10 - Date / Total Items					
	Nov 2020	Nov 2021	Nov 2022	Nov 2023	Nov 2024	Nov 2025
Audio	3,698	1,630	1,866	1,936	1,922	1,891
Book	41,441	35,064	36,260	36,823	39,276	42,076
Magazine	557	623	455	210	258	249
Movie	4,717	3,937	3,893	3,762	4,089	4,367
Other	181	192	158	162	191	192
<b>Grand total</b>	<b>50,594</b>	<b>41,446</b>	<b>42,632</b>	<b>42,893</b>	<b>45,736</b>	<b>48,775</b>

#### Dead Items



## Grubby Items



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Respectfully submitted,

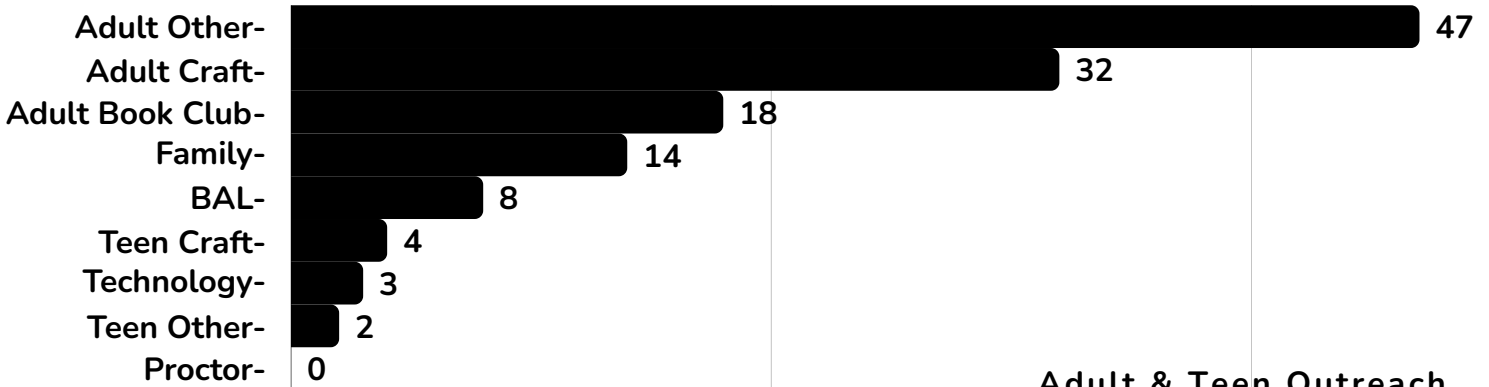
Leslie Lovato

Technical Services Manager

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

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

## Program attendance breakdown:



### Active Programs

Number of Programs: 16  
Attendees: 199

### Passive Programs

Number of Programs: 5  
Total Patrons: 369

### Adult & Teen Outreach Snapshot:

Number of Programs: 6  
Total Patrons: 31  
Homebound Deliveries: 2

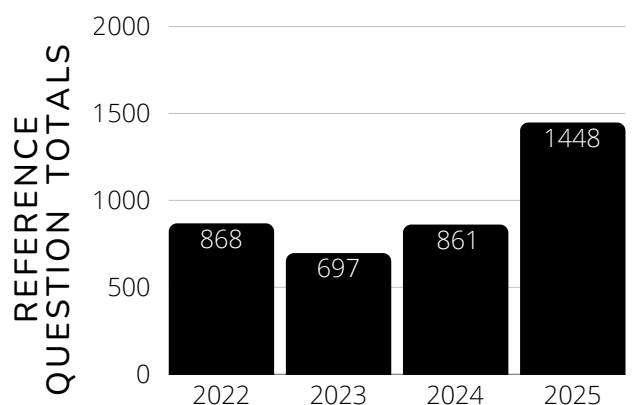
## Staff Meetings, Training, Programs, & Events

- Rose - Adult, Teen, & Technology Manager (15)
  - Book Box
  - Pinnacle Adult Services Managers Forum
- Audrey- Adult Services Program Coordinator (10)
  - Take & Make: Autumn Spice Candle
  - Food Trivia at Will County Brewing
- Hailie - Adult & Teen Services Assistant (0)
  -
- Violet - Teen Programming Coordinator (6)
  - Teen Advisory Board
  - Pumpkin Painting

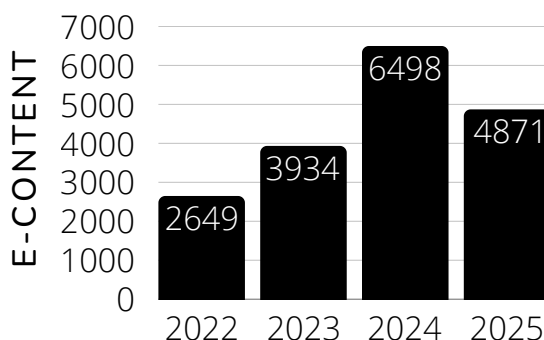
Anna, our Adult and Teen Outreach Coordinator, resigned on 11/7 to become the Director of Oglesby Library. Gabby Houde, our new ATOC, will join us in December!

## Reference Stats

- TOTAL: 1,448
  - Reference: 309
  - Item Availability: 121
  - Reader's Advisory: 153
  - Holds: 70
  - Programs: 82
  - Technology: 547
  - Quick Answer: 166



## E-Content



### • E-Content Holdings

- Hoopla: 1,293 items
- Libby: 3,578 items

# MONTHLY REPORT

**LORI FREEMAN**  
**CHILDREN'S MANAGER**

**November**  
**2025**

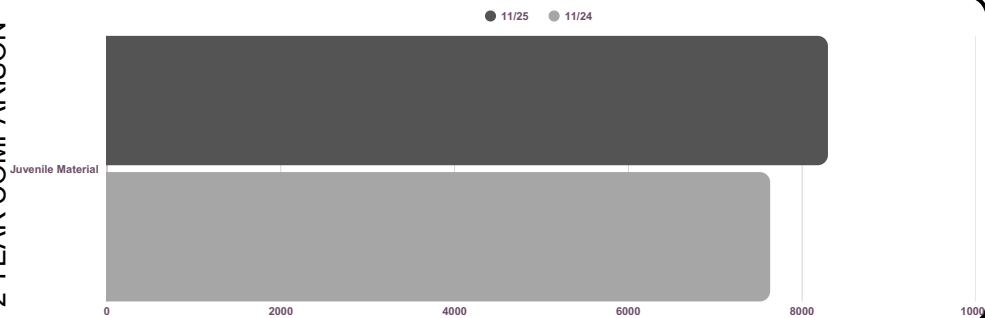
## DEPARTMENT UPDATES

- **Letters to Santa:** We had a big delivery of 71 letters in Santa's mailbox this year. The Friends of the Library were once again Santa's helpers and made sure every child would receive a magical response delivered from the North Pole!
- **New DVD Display:** North Riverside Library was getting rid of a 4 carousel spinner on a platform. Jessica's dad picked it up for us and helped bring it into our department. Jessica and I have been working on condensing and shifting the DVD collection. The new shelf will hold 672 DVD's. Our 21 day collection and switch games were moved to the two shelves facing the entry into the department and the carousel spinner is on the back side. The new shelf has given us more space for the ever expanding collection.

## CIRCULATION

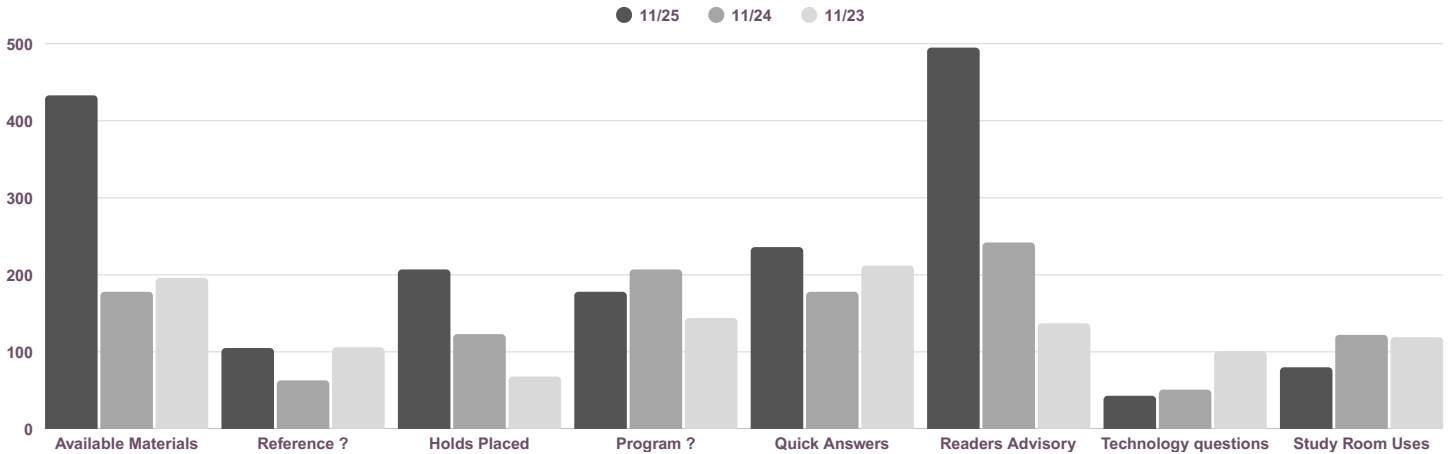
The circulation of Juvenile materials for the month of November 2025 increased by 8.71%. 8,297 items were checked out as opposed to 7,632 the previous year.

2 YEAR COMPARISON



## DELIVERABLES

3 YEAR COMPARISON



## Reference Breakdown 11/25

- **433** patrons ask about available materials
- **105** ask general reference questions
- **207** holds were placed
- **178** questions were asked about programs
- **236** quick answers were provided
- **495** reader's advisory
- **43** patrons asked about technology.
- **80** study room reservations.



## CHILDREN'S PROGRAMS

**26**

Active Programs Offered

**711**

Total Attendance

**10**

Passive Programs Offered

**1427**

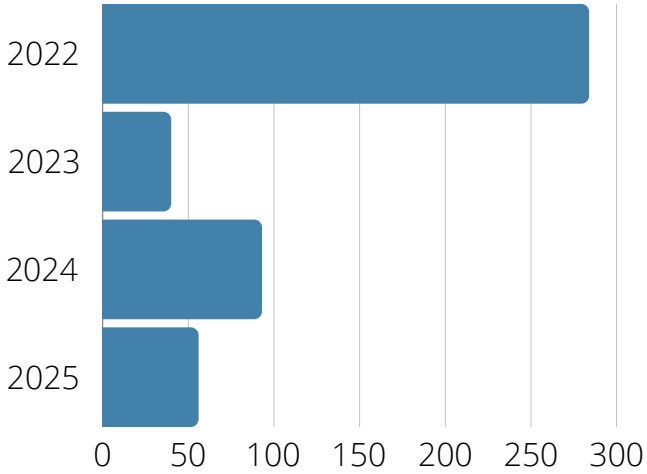
Total Attendance

# MONTHLY REPORT

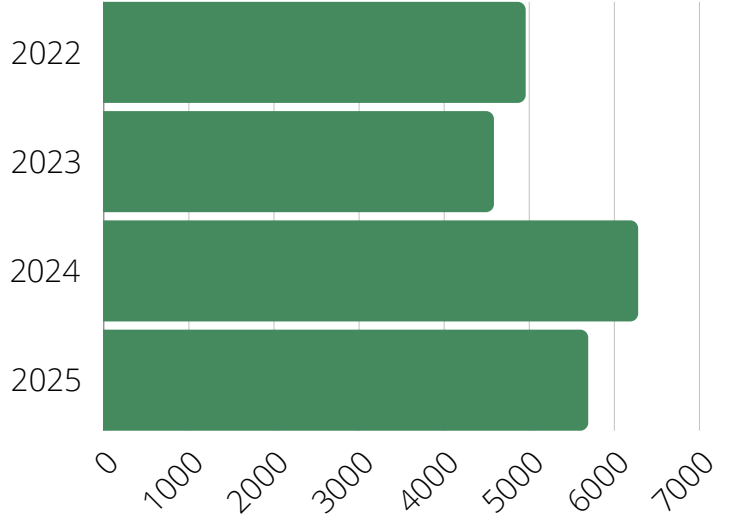
## NOVEMBER 2025

**JULIE HORNBERGER**  
CIRCULATION MANAGER

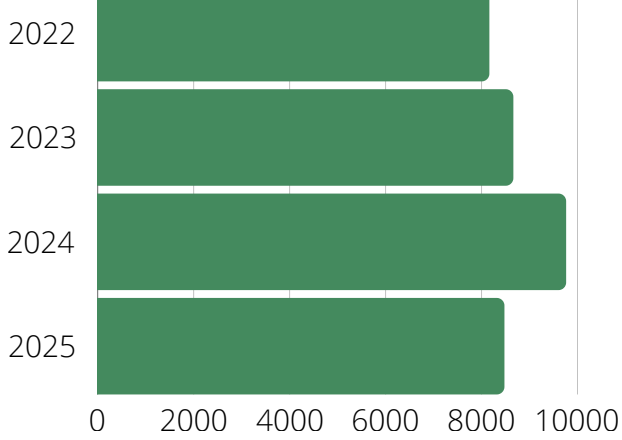
### NEW CARDS



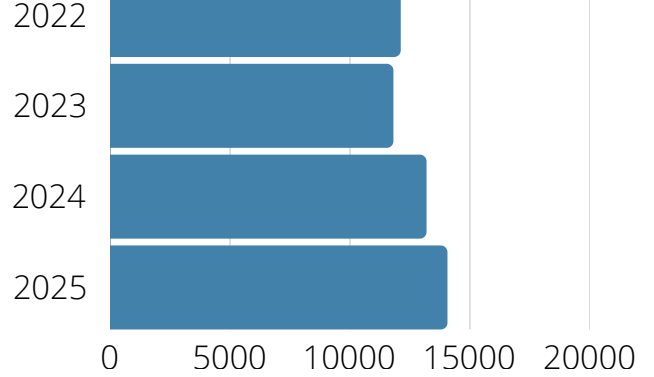
### DOOR COUNT



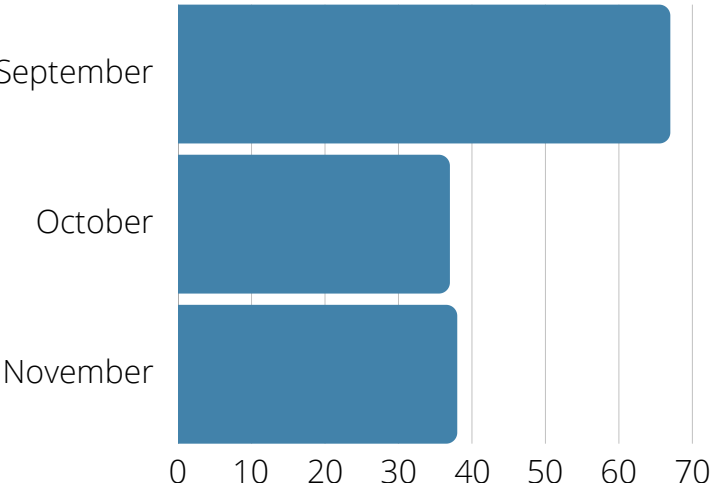
### ITEMS CHECKED IN



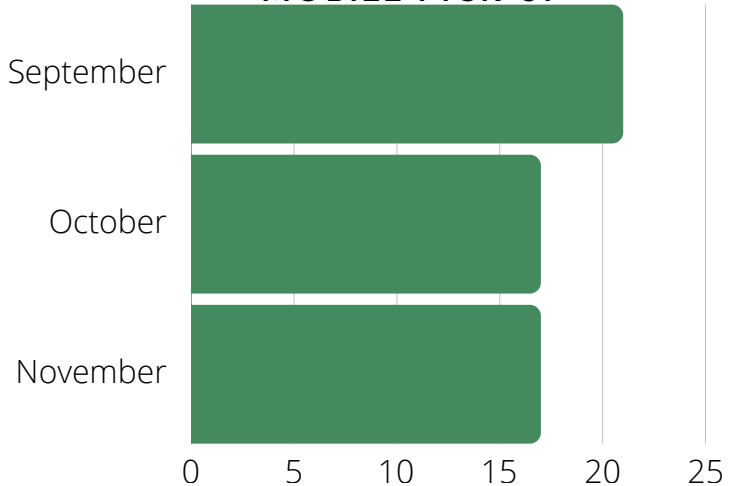
### ITEMS CHECKED OUT



### NOTARY



### MOBILE PICK UP



# ADULT & TEEN OUTREACH REPORT NOVEMBER 2025

Total Teen & Adult  
Outreach  
Programs/Events:

6

Reoccurring  
Programs/Events:

6

Total Participants:

31

Homebound  
Deliveries:

2

Community  
Bookdrop Returns:

53

**Shorewood Glen:** Quarterly craft program at their community lodge. In October they designed fall inspired door hangings.

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

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

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

**Timbers Book Club:** Members read and discussed the book *In the Blink of a Pie* by Catherine Bruns.

**Trivia @ Will County Brewing Company:** Monthly outreach program geared towards adults. November's theme was Food.

## **Community Events:**

Shorewood Towne Center Storywalk -Just Snow Already! by Howard McWilliam.

Shorewood Troy Public Library provided a Library-themed Christmas tree for the Festival of the Trees.

*No non-recurring  
outreach events due  
to Anna's departure*

# Children's Outreach Report November 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**  
3, 4, & 5 Year Old  
2 Classrooms  
5-7 Staff members
- **The Learning Experience**  
1 to 2 Year Old's  
3, 4, & 5 Year Old's  
School age children  
12 Staff members
- **Troy 30C Preschools Hofer**  
3, 4, & 5 Year Old's  
8 Staff members
- **Step by Step**  
1 & 2 Year Old's  
3, 4, & 5 Year Old's  
2 Classrooms  
3-4 Staff members
- **Trinity Christian School**  
PreK  
5 Classrooms  
10-12 Staff members

<b>Total Engagement</b> 434
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## School Partnerships:

**Trinity Research Resource Tutorial**, researching skills, tips, & tricks video tutorial created and shared with Trinity 7<sup>th</sup> & 8<sup>th</sup> Grade.

### **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!

**Minooka 201 Family Literacy Month**, STPL created a literacy challenge and prizes for district 201's Family Literacy Month

<b>Total Engagement</b> 503
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## Community Partnerships:

**Bilingual Storytime w/ the Spanish Community Center**, sharing songs, stories, resources, and fun in both English & Spanish!

**Kiwanis of Shorewood** - STPL supports our families in need by creating signage, social media posts and participating as a donation location for the annual Coat Drive.

**Children's Book Week in partnership with the Children's Book Council**, STPL created a literacy challenge and prizes for our community to celebrate Children's Book Week.

**Super Hero Storytime**, STPL provides our community with a chance to meet our local Super Heroes!

<b>Total Engagement</b> 91+
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## Community Events:

Shorewood Towne Center Storywalk - *Just Snow Already!* by Howard McWilliam.

Shorewood Troy Public Library provided a Library-themed Christmas tree for the Festival of the Trees

How satisfied were you with  
your visit today?



Would you like to add a comment  
about the quality of your visit?

Did you know you're an essential  
part of awesome & loved team?

Our family is truly blessed.

We love the STPLD. Thank you

♥. Kim Wright + grandkids  
Riley + Lily

How satisfied were you with  
your visit today?



Would you like to add a comment  
about the quality of your visit?

I just have to tell you how  
totally awesome the Shorewood  
Children's Library is. My grandchildren  
enjoy the books, the toys, the  
aquarium & everything in the library.  
The special programs you do are  
amazing & the staff is phenomenal.  
They go out of their way to welcome  
us & help us whenever we need it.  
I have recently ~~used~~ visited the  
children's ~~lib~~ departments in the  
Plainfield & Hindale libraries and they  
do not compare in the least bit  
with the Shorewood library. A friend from  
Wenfield says the Shorewood library is way  
nicer than their children's library. Thank  
you for making this place so awesome.  
We all love coming here!! My grandson keeps  
coming by while I am writing this & is telling me to  
keep going. Tell you he loves the toys!!

December 11, 2025

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Hiring Taylor Palumbo from Ethos to be the Architect for Bathroom Remodel

Your packet includes the quote from Ms. Palumbo for her services.

**Taylor Palumbo**

Tue, Nov 18,  
9:37 AM

to me, Tom

Jennie,

I put together some numbers and have some numbers calculated. Additionally, I called the Village of Shorewood and asked about permits and they said that because this project is cosmetic and no fixtures would move, this does **NOT** need a permit. This means that any code updates would not be needed.

For architectural work, I estimate that it will be a fee of **\$9,500** which includes all design drawings, finish selections, accessory and plumbing selections, and construction observation. There is another option where the construction observation would be separated out as an hourly basis only.

I received an estimate from an MEP engineer and their fee would be **\$2,350**. Most MEP engineers will prefer that their work is permitted so going with an MEP engineer runs "the risk" of triggering a permit. The more I think about it though, the less I think an engineer is needed especially if fixtures stay exactly where they are.

How do these numbers align with what you were thinking? Please don't hesitate to call if you want to chat about it too.

Thank you!

December 11, 2025

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: List of individuals required to file a Statement of Economic Interest

The Library must annually file a list of individuals required to file a Statement of Economic Interest with the County Clerk. These individuals are library board members, the Director, and department managers.

You will once again be filing your Statement electronically. Once I receive my email from the County Clerk's office letting me know it is time to file, I will ensure that Board members have received their email as well.

The Library needs the receipts for filing the Statement of Economic Interest for its files; this receipt will be provided to you electronically. Once you receive it, you may just forward the email to me (at [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)).

Draft 12/11/2025

**Shorewood-Troy Public Library District**

**Individuals required to file a Statement of Economic Interest**

Tiffany Allen-Smith  
901 Nightshade Ln.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Department Head

Lori Freeman  
1108 Collingwood Ct.  
Shorewood, IL 604004  
Shorewood-Troy Public Library District – Department Head

Julie Hornberger  
7309 Southworth Circle  
Plainfield, IL. 60586  
Shorewood-Troy Public Library District – Department Head

Leslie Lovato  
2926 Horizon Trail  
New Lenox, IL 60451  
Shorewood-Troy Public Library District – Department Head

Jennifer Cisna Mills  
2604 Chevy Chase Dr.  
Joliet, IL 60435  
Shorewood-Troy Public Library District – Director of Library

Krysten McGee  
710 Westshore Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District - Trustee

Thomas M. Novinski  
21322 S. Timber Trail  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Board President

Rosemary Nowak  
764 Fillebrowne St.  
Marseilles, IL 61341  
Shorewood-Troy Public Library District – Department Head

Arthetta Reeder  
100 N. Brookshore Dr  
Shorewood, IL 60404  
Shorewood-Troy Public Library District - Trustee

Draft 12/11/2025

Donna Rodriguez  
1238 Callaway Dr N  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Department Head

Vito Schultz  
813 Schock Dr.  
Joliet, IL 60431  
Shorewood-Troy Public Library District – Board Vice-President

Robert Stahl  
1013 Windsor Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Trustee – Treasurer

Karen Voitik  
415 Savoy Dr.  
Shorewood, IL 60404  
Shorewood-Troy Public Library District – Secretary of the Board