

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

January 8, 2026
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:
 - December 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 – December 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. Review/Approve Director's Succession Plan/State Standard **(Action)**
 - b. First Review of Proposed Board By-Law Changes, Before Action at Next Month's Meeting **(Review)**
 - c. Approve updated Finance Policy **(Action)**
 - d. Approve Applying for a \$5,000 RAILS Grant "My Library... Is" for Start-Up Costs for A Middle-Grade Reading Program **(Action)**
12. Announcements
 - a. Agenda Setting for February's Board Meeting

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
December 11, 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 December 11, 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. Arthetta Reeder |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Tiffany Allen-Smith | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

CHANGES/ADDITIONS TO THE AGENDA: None

APPROVAL OF MINUTES:

Trustee Reeder moved to approve the Public Hearing meeting minutes from November 13, 2025. Secretary Voitik seconded the motion. All members voted 'yes' to approve.

Secretary Voitik moved to approve the regular meeting minutes from November 13, 2025. Trustee Reeder seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of November 2025	\$1,148,871.68
Cash received during November 2025	39,085.76
Disbursements November 2025	<u>(133,264.44)</u>
Cash on Hand End of November 2025	\$ 1,054,693.00

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	10,003.71
Money Market Fund – Chase	7,692.05
Old Plank Trail MM x6183	339,913.86
Payroll Account – Chase	9,183.21
License Plates – Chase	1,535.18
Old Plank Trail MM X9981	601,512.53
Old Plank Trail Checking x7766	<u>84,552.46</u>
TOTAL	\$ 1,054,693.00

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved to approve the bills presented for payment. Secretary Voitik seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes.'

CORRESPONDENCE: The Library received two 5-Star reviews.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel
 - Director Mills applied for a \$10,000 grant from the Pizza Hut Foundation for a project that the Children's Department is working on.
 - Director Mills and Secretary Voitik attended ILA's Legislative Meetup Breakfast on December 2nd.
 - Gabby Houde, the new Adult Services Outreach Coordinator, starts on December 15th.
- b. Department Heads

OLD BUSINESS: None

NEW BUSINESS:

- a. Trustee Reeder moved/Trustee Allen-Smith seconded to approve the hiring of Taylor Palumbo, of Ethos Workshop, for the Bathroom Remodeling Project. A roll call was taken, and the motion passed with all members voting 'yes'.
- b. Secretary Voitik moved/Trustee Reeder seconded to approve the list of names to be submitted to Will County for the Statement of Economic Interest. The motion passed with all members voting 'yes.'

OTHER BUSINESS:

- a. Jennie will be on vacation December 23rd – January 3rd.

Secretary Voitik moved/Treasurer Stahl seconded that the meeting be adjourned at 7:12 p.m., with all members present voting 'yes.'

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report/January 2026

Administrative Duties:

- I submitted names to Will County for the Statement of Economic Interests.
- I certified the Library with RAILS for 2026.

Building:

- One of the furnaces needed a new pilot light, and then needed repairs to its control panel in December.
- Our elevator was inspected by Otis, and the Village in December.
- Our Property & Casualty Insurance, and Worker's Comp Insurance does renew in December. I included the confirmation of coverage in your packet, which I don't normally do, but I thought it might be helpful for you to see all of the different incidents that the Library has secured coverage for – cyber liability, risk against trustees and administrators, crises (if there was an unfortunate act like an active shooting, there is coverage for that, etc.). I haven't put the coverage confirmation in your PDF packet, since it is proprietary information, but it is printed out for your review.

Circulation:

- Our overall circulation in December was up 11%
- For the calendar 2025, physical circulation was up 7.7%, and digital circulation was up 23%. Digital circulation now accounts for 25% of our total circulation.
- We are doing **better** than the overall trend of Pinnacle, which is down by 3.7% in physical item circulation. Digital item circulation in Pinnacle is only up by 8.4% overall.

Fiftieth Anniversary:

- 2026 is the Fiftieth Anniversary of the Library District. We are planning to hold a reception on April 23rd, during National Library Week, to seal a time capsule.
- We will also be doing small video testimonials of why people love our library this year.

Foundation:

- The Foundation received **\$2,600 in donations** in December, with \$2,500 coming from one individual. I'm starting to look into a permanent way to recognize our donors, and I'm thinking of a tree plaque with leaves that can be engraved with names. Does anyone have thoughts?

Meetings:

- Pinnacle Governing Board, External (12/19/25)
- Area Library Directors' Networking Group, External (1/8/26)

Technical Services Department Head Report

December 2025

November meetings and events:

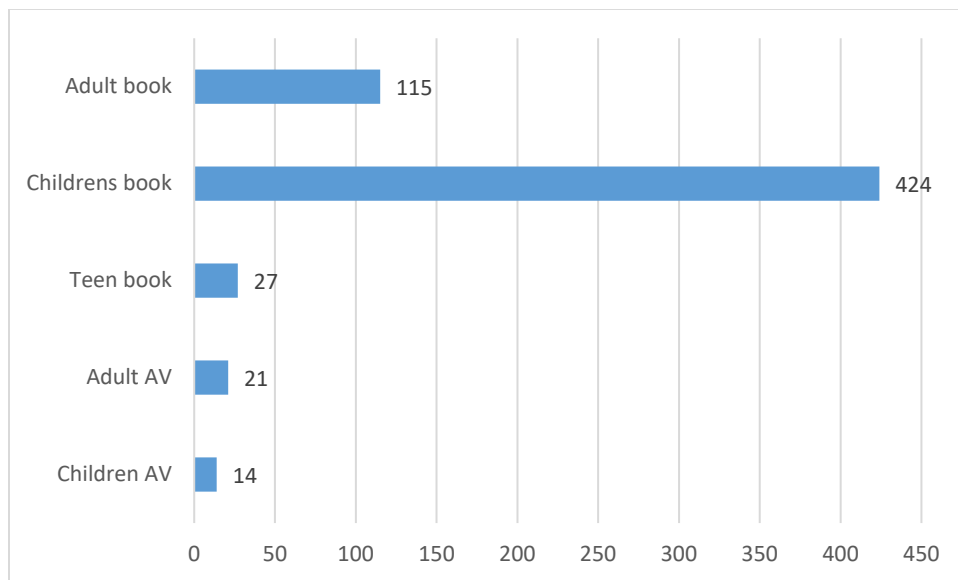
- 12/2 – Authorities & Authority Control webinar
- 12/9– Department Head meeting
- 12/15 – PinOps meeting

Current projects and news:

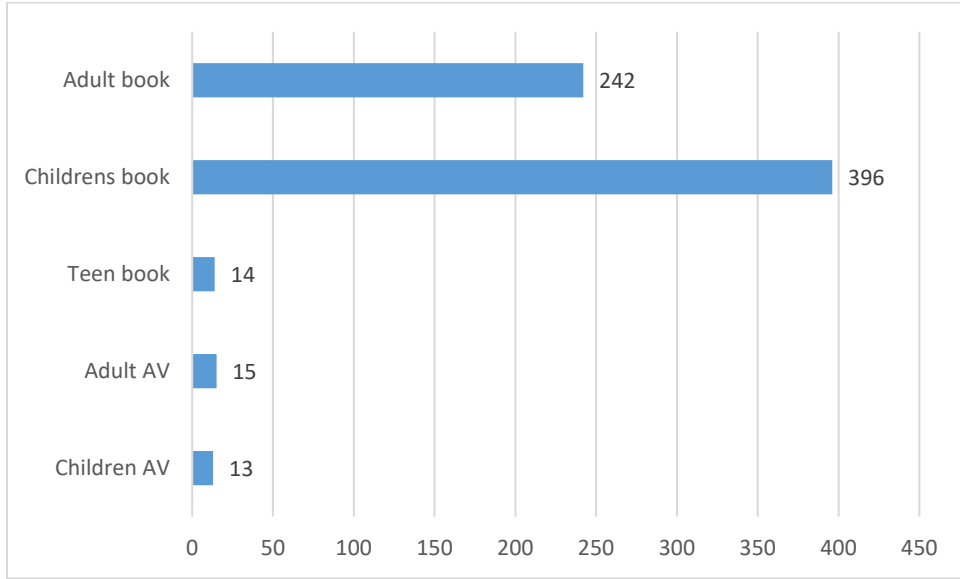
- We are continuing on with genrification of the Children’s nonfiction.

Tech Service Statistics

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



Items ordered in December:

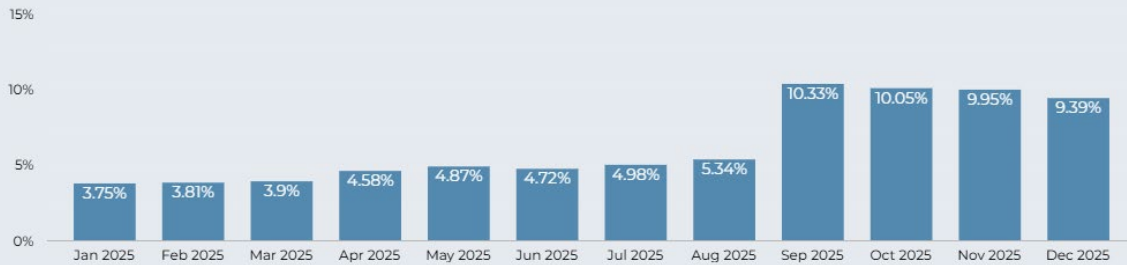


Collection Trends

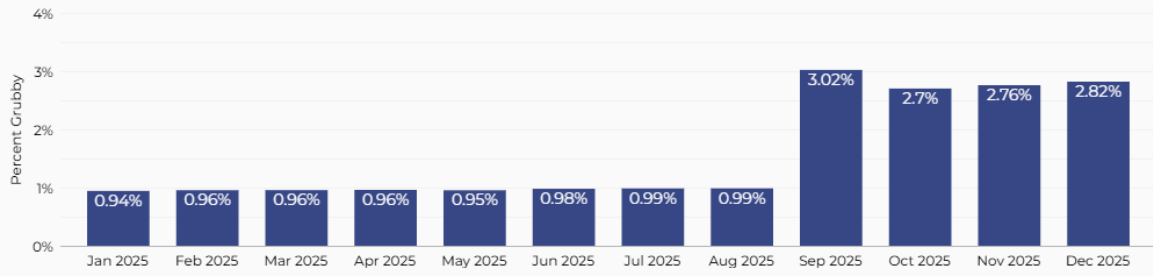
Total Items

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
Grand total	50,594	41,446	42,632	42,893	45,736	48,775

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

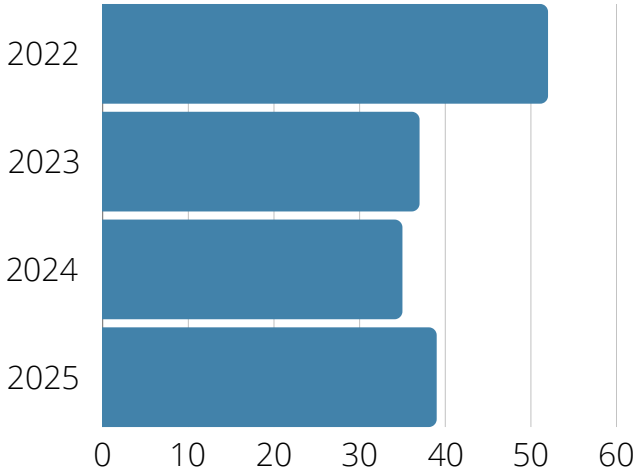
Technical Services Manager

MONTHLY REPORT

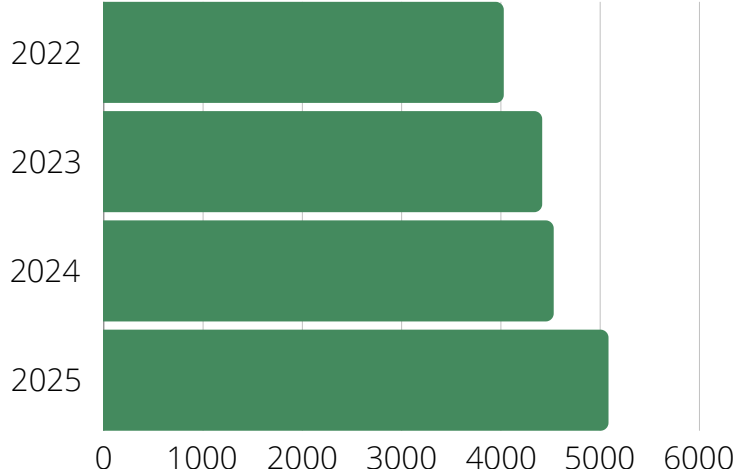
DECEMBER 2025

JULIE HORNBERGER
CIRCULATION MANAGER

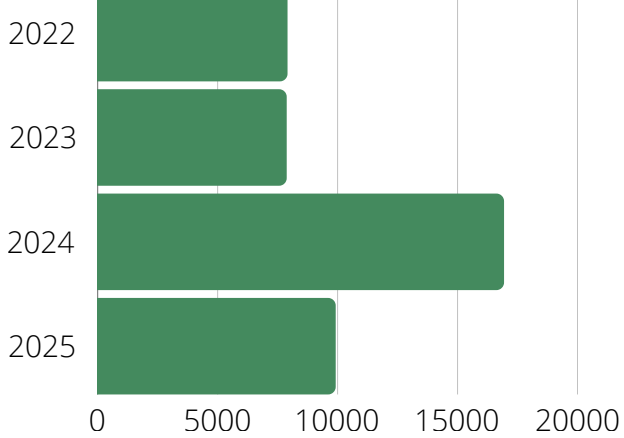
NEW CARDS



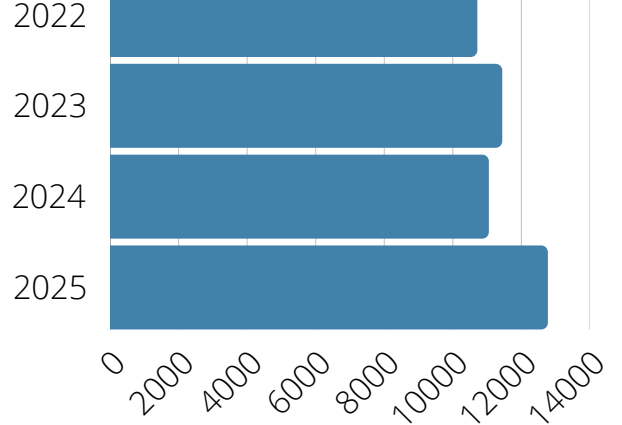
DOOR COUNT



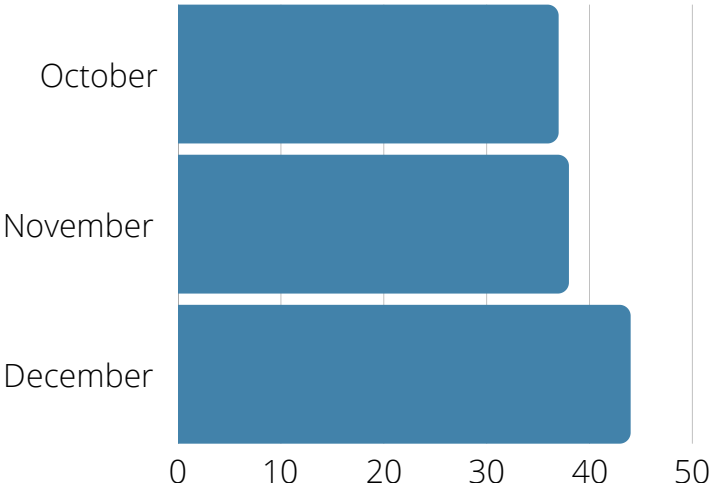
ITEMS CHECKED IN



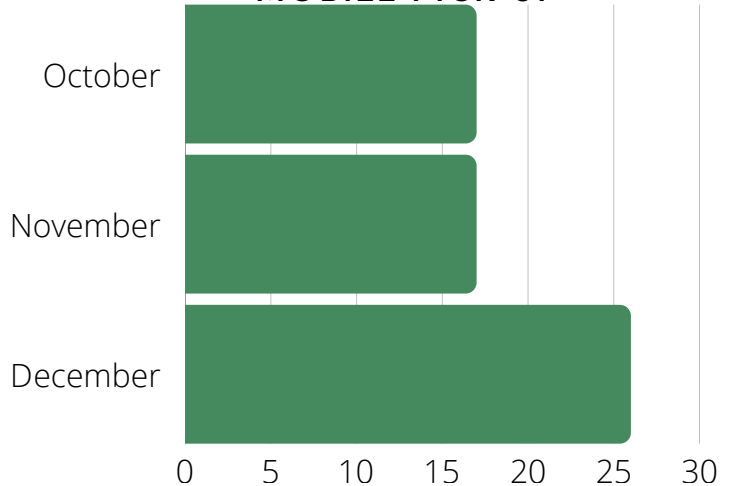
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

December
2025

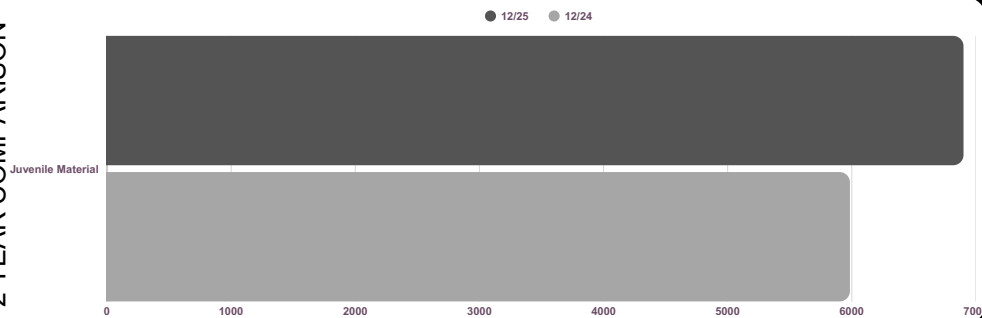
DEPARTMENT UPDATES

- **Santa Visit:** Our biggest annual program had an attendance of over 100 patrons. Our favorite Grinch and the Friends of the Library helped make this program so much fun for our community!
- **Troy Middle School Band:** The Troy Middle School Band visited us again this year played Christmas Carols. Students also talked a little about the instruments they play. With their families in attendance we had 69 patrons attend. It was a wonderful program to celebrate the holiday season. We plan to partner with the TMS Band again and hope to make this an annual experience for the community.
- **Grinch Storytime:** This year we a large interest in this program and decided to open it up to the waitlisted registrants. The program was initial for 25 and we had 65 on the waitlist. We made some adjustment to the program and opened it up and ended up having a total attendance of 82.

CIRCULATION

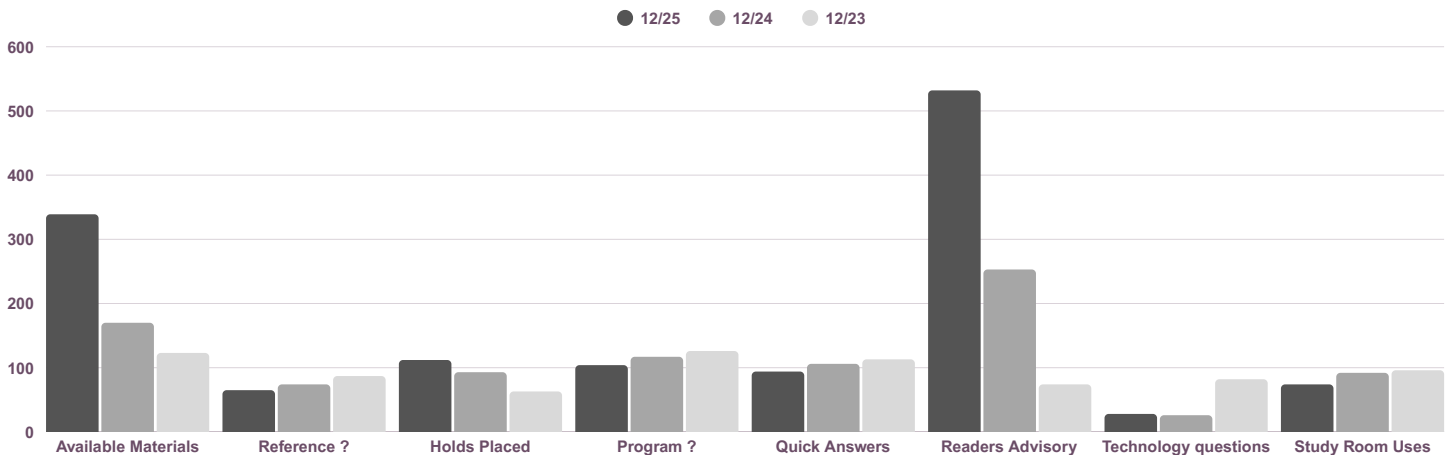
The circulation of Juvenile materials for the month of December 2025 increased by 15.29%. 6,900 items were checked out as opposed to 5,985 the previous year.

2 YEAR COMPARISON



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 12/25

- **339** patrons ask about available materials
- **65** ask general reference questions
- **112** holds were placed
- **104** questions were asked about programs
- **94** quick answers were provided
- **532** reader's advisory
- **28** patrons asked about technology.
- **74** study room reservations.



CHILDREN'S PROGRAMS

23

Active Programs Offered

781

Total Attendance

8

Passive Programs Offered

1265

Total Attendance

Report December 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
- **Step by Step**
1 & 2 Year Old's
3, 4, & 5 Year Old's
2 Classrooms
3-4 Staff members
- **Troy 30C Preschools Hofer**
3, 4, & 5 Year Old's
14 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
12+ Staff members

Total Engagement
525

School Partnerships:

Troy 30 C Winter Holiday Parties, STPL provides informationals, games, and prizes for our local schools!

Troy Winter Carol Band Concert, Students from WBO and TMS were invited to share holiday songs for our Library community! Trivia, prizes, and promotion of Library programs provided during the event

Total Engagement
324

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.

Total Engagement
64+

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

Cooking With Kids, special 2-hour holiday edition with Executive Chef, Samantha Gawrvsiak! Chef Samantha provided homemade gingerbread. a

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

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

Program attendance breakdown:



Active Programs

Number of Programs: 15
Attendees: 144

Passive Programs

Number of Programs: 7
Total Patrons: 85

Adult & Teen Outreach Snapshot:

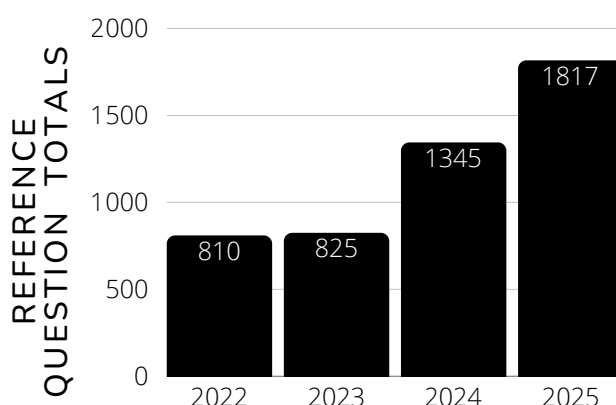
Number of Programs: 4
Total Patrons: 26
Homebound Deliveries: 2

Staff Meetings, Training, Programs, & Events

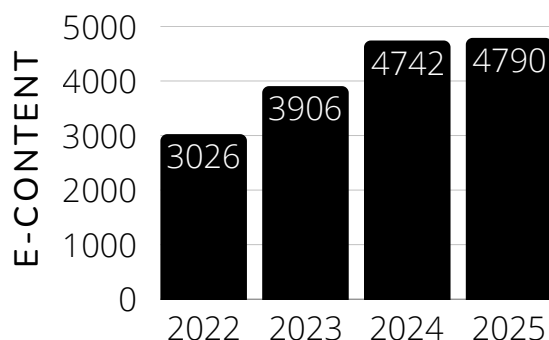
- Rose - Adult, Teen, & Technology Manager (10)
 - Book Box
 - Library Road Trip Meeting
- Audrey- Adult Services Program Coordinator (12)
 - Senior Sip & Social
 - Herbal Mocktail presentation
- Gabby- Adult & Teen Outreach Coordinator (5)
 - Special Events Committee Meeting
 - Grinch Storytime
- Violet - Teen Programming Coordinator (4)
 - Moon Cookie Take & Make
 - DND
- Hailie - Adult & Teen Services Assistant (1)
 - *Percy Jackson* popup program

Reference Stats

- TOTAL: 1,817
 - Reference: 329
 - Item Availability: 148
 - Reader's Advisory: 165
 - Holds: 46
 - Programs: 70
 - Technology: 726
 - Quick Answer: 333



E-Content



• E-Content Holdings

- Hoopla: 1,244 items
- Libby: 3,546 items

ADULT & TEEN OUTREACH REPORT DECEMBER 2025

Total Teen & Adult
Outreach
Programs/Events:

4

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 *Lula Dean's Little Library of Banned Books* by Kirsten Miller.

Trivia @ Will County Brewing Company: Monthly outreach trivia program geared towards adults. December's installment was Holiday-themed.

Grinch Storytime: Gabby assisted Sarah for Grinch-themed storytime.

The Library was an official drop off location for the **Kiwanis Coat Drive**.

Reoccurring
Programs/Events:

3

Total Participants:

26

Homebound
Deliveries:

2

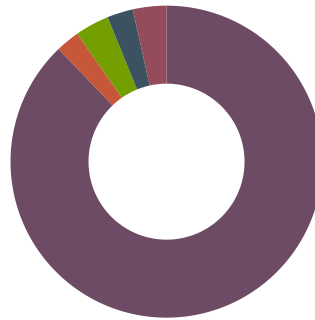
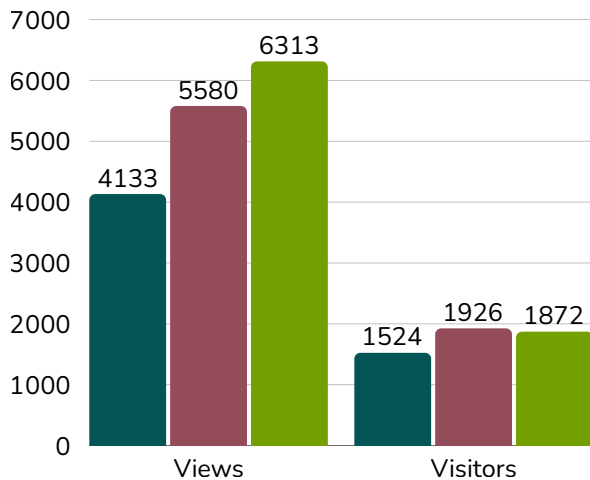
Community
Bookdrop Returns:

68

December 2025 Marketing Stats

Monthly Board Report
Donna Rodriguez
Marketing Specialist

Website Visits:



Home Page - 87.8%
Employment - 2.5%
Get a Card - 3.5%
What's Happening - 2.7%
Passports - 3.5%

Meeting Room:

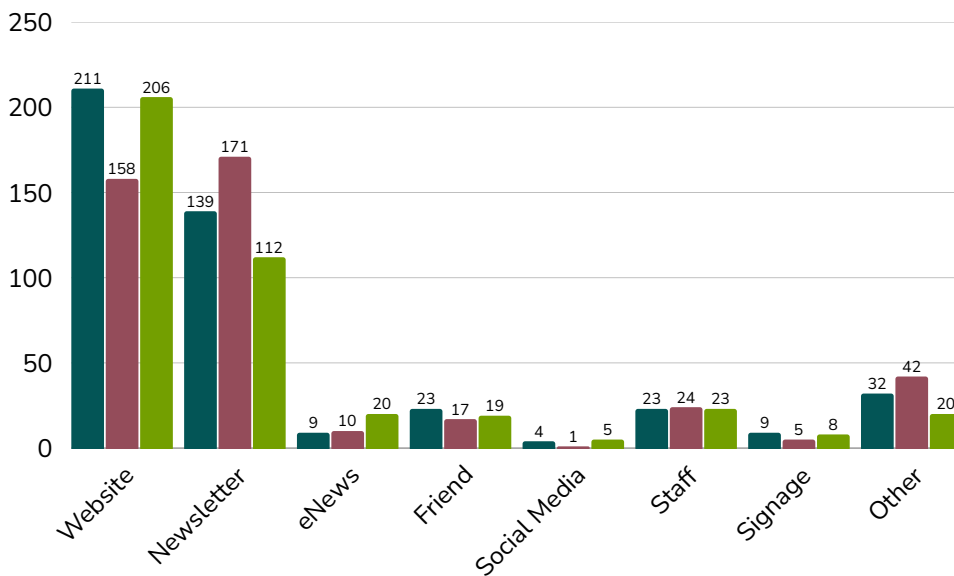
	2025	2024	2023
Non-Profit	73	2	1
For-Profit	0	0	0

eNews Stats:

Year	EMAILS SENT	OPEN RATE	CLICKS	UNIQUE CLICKERS
2025	8,146	44.48%	150	148
2024	8,397	42.74%	223	180
2023	7,462	47.09%	242	183

No eNews sent in December

Program Referrals:



Facebook:

REACH	48.5k
2024	18.8k
2023	--

FOLLOWERS	4.3k
NEW FOLLOWERS	34

INTERACTIONS	917
2024	924
2023	--

Instagram:

REACH	145
2024	850
2023	--

FOLLOWERS	1.2k
NEW FOLLOWERS	6

INTERACTIONS	18
2024	0
2023	0

*Some data is unavailable

December 2025 Marketing Updates



Meetings/Trainings:

- 12/2 - Paton Point Zoom Training
- 12/9 - Manager Meeting
- 12/17 - April/May Programmer Meeting
- 12/22 - Special Events Meeting



Other Items:

- Create Feb/March Newsletter and prepare files to send to printer
- Design and finalize information to be included in the February eNewsletter
- Designed 3 new library cards using artwork from the Library Card Design contest and sent files to the printer
- Made updates to website including adding new books to the “check out what’s new” section and Transparency Dashboard
- Beginning design concepts for 50th Anniversary logo

January 8, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Director's Succession Plan

The Serving our Public Standards has as a standard (and it is a good one) that there should be a succession plan in place for the Director. I don't have any plans to go anywhere, but it's been a while since the Library Board reviewed my Essential Tasks.

Please let me know if you think something is incomplete or if you would like more details. In a perfect world, I would be able to provide more handoff information to an interim person if I were leaving in a planned, orderly way.

This document is meant to be used if I do not leave in a planned and orderly way – if something happens to me, or if an emergency occurs. It is printed out and in a binder on my desk. My essential passwords are stored in a password manager (LastPass) and should be accessible in an emergency.

Essential Directors' Tasks
Created 3/31/20, Reviewed January 2026
JCM

This document is subdivided into daily, weekly, biweekly, monthly, quarterly, and annual tasks.

Daily:

- The Finance Clerk will do the daily deposit. You will have two deposit envelopes, one from upstairs and one from downstairs. Check to make sure that the main floor has change for \$60 (3 packs of \$20, composed of a mixture of \$5s and \$1s). The downstairs floor needs to have \$28 and a variety of change every day at opening. The deposit sheet has a check built into it - the final number on both sides must reconcile.
- Transmit passports. Check the money envelope for passports and enter the money into the deposit sheet, too.

Weekly:

- Empty coinboxes (2) of all bills and coins for the finance clerk.
- Deposit the weekly deposit. Shorewood Bank & Trust/Wintrust (by Dunkin Donuts) is where you deposit general deposits. Deposit slips and the deposit stamp are located in the safe.
- Cindy/Finance clerk will update the deposit sheets for you. Save them in the Director's Drive.
- Put the deposit sheet and banking receipt, stapled together, in the file to go to the bookkeeper.

Biweekly:

- Determine if enough money is in the Wintrust account to cover payroll and monthly bills.
- Run Payroll. Instructions are in the middle drawer of the Director's desk. Instructions have also been provided to the Assistant Director and Head of Technical Services. Payroll needs to be run on the **Tuesday before checks drop**. When running payroll, check for the following exceptions:
 - Has anyone left employment? Vacation hours will need to be paid out, and will need to be added to the paycheck. Sick time is not paid out.
 - Has there been a holiday? You will need to add those hours for employees affected in Paylocity.
 - Did anyone take a personal day? That will need to be entered into the payroll system as hours. A calendar of personal days taken is in the Excel drive on the Director's drive.
 - Has anyone been affected by a bereavement leave?
 - Has anyone taken a floating holiday. That will need to be entered into the payroll system as hours. A calendar of floating holidays taken is in the Excel drive on the Director's drive.
- After payroll, run the following reports out of Paylocity, all set to the most recent payroll period for the run:
 - Labor Distribution

- Payroll Register with YTD
- Payroll summary
- Input worksheet
- Check register
- Run one copy of payroll reports, and put it in the Bookkeeper's folder.

Monthly:

- After the final paycheck for the month, create the IMRF wage report. The spreadsheets are in the Google Drive. Then enter the information into IMRF for IMRF to generate the invoices for payment.
- Once the report is completed, it will tell you how much to pay IMRF for the month; make sure Wintrust has enough money in the account to cover the invoice amount.
- Generate the Paylocity invoice for the month and place it in the bookkeeper's folder so she can settle the bank accounts.
- Create the bill for Pinnacle reimbursement based on salary, FICA, benefits, and mileage for the Pinnacle ILS manager by at least the Friday prior to the Governing Board meeting. Reimbursement is for the month **that you are in**, so if the meeting is in February, you create a bill for February expenses.
- Run all bank statements for the bookkeeper and put in her folder.
- Work with the bookkeeper to ensure she has all the necessary paperwork. The current bookkeeper is Ferrari Accounting: ferrari_accounting@att.net.
- As a check, the bookkeeper handles the entry of deposits into Quickbooks as well as reconciling all accounts.
- Create the Library board agenda one week before the board meeting in consultation with the President. Supporting documentation is ready to be emailed out and assembled in paper format on the Monday prior to the board meeting.
- The Pinnacle Governing Board meeting is monthly, and the calendar changes depending on the Directors' workflow. The meetings are rotated around the consortium; the hosting library pays for the lunches of the other Directors that day. The Director of each Pinnacle library sits on the Board. Matt Hammermeister is the contact for Pinnacle. (mhammermeister@pinnaclelibraries.org); you will be required to attend the Governing Board meeting.
- Department manager meetings are typically held the week after the Board meeting and are to update the Managers and to keep the work of the Library going.

Quarterly

- Prepare Quarterly reports for LIMRiCC's Unemployment Insurance. Quarterly reports can be run from Paylocity. Fill out the paperwork as necessary for LIMRiCC. The Finance Clerk will mail the check to LIMRiCC along with paperwork.

Annually:

- Prepare IPLAR before September 1st. (Past IPLARs are saved on the Director's personal drive).
- Prepare ILL Annual Report according to the due date
- Prepare annual per capita grant applications according to the due date (past per capita grants are saved on the Director's personal drive).
- Certify the Library as a passport agency in September. All agents will need to complete training by September. Prior year paperwork is in the filing cabinet to your left.
- Certify the library with RAILS and the State Library by June.
- Annual audit preparation is conducted in July, work with bookkeeper and auditor to schedule and prepare for. The audit is typically presented to the board in October. The current auditor is Mack and Associates. They will work with you to set up audit fieldwork day, and send items needed for the audit.
- Budget calendar:
 - In March, receive levy extension from the County; begin work on a budget.
 - Present a draft budget to the board in April. Take feedback from the board, and bring back to the board in May. Again, take feedback from the board and bring the salary sheet and budget back in June for final approval. This is your operating budget.
 - Provide final operating budget to the bookkeeper for entry into Quickbooks for the line item entry.
 - In June, have the Board approve the Building and Maintenance Ordinance, and post on the website & bulletin board, and file notice with the paper (prior years are on the director's personal drive)
 - In July, prepare B&A ordinance (prior ordinances are saved in Director's personal drive for modification - no need to retype everything) for review by the board prior to public review. B&A must be on public review for more than 30 days but less than 60 days before final adoption. Prepare documentation for the Shorewood-Sentinel to alert the public to public viewing (again, everything is saved to drive)
 - In September, B&A has to be approved, after a 30-minute public hearing, filed with the County, and the paper again has to receive a legal notice
 - Chief Fiscal Officer's Estimate of Revenue has to be approved and sent to the County.
 - In September, approve Resolution to Determine Estimate of Funds (prior years are on Director's Personal Drive). Post on the bulletin board and put it on the website.
 - In October, a black-border TIF notice has to be put in the paper, no more than 14 days before the hearing, no less than 7 days prior to the public hearing. Prior TIF notices are in the Director's personal drive.
 - In November, file levy (past levies are on the Director's H: drive). It has to be approved by the board after a 30-minute public hearing. File with the county, along with appropriate notification with the newspaper. File the Building and maintenance ordinance (approved in June) with the levy to the county.

- Complete annual statement of disbursements and expenses in December and have the board approve. Place on the bulletin board and website. In July, the \$1.00 payment for the annual lease of vacant land has to be made to Shorewood Plaza, LLC.
- At the close of FY, move the staff folders of employees (in the 3rd drawer of gray file cabinet opposite to you) no longer working to the lower drawer. After 5 years in the lower drawer, move former employee folders to storage. Must be retained for a period according to the state disposal cycle
- Once per year, dispose of files according to the state disposal cycle and formally make an application to the state archivist. Prior applications are in the large tan filing cabinet
- Prior to the open enrollment of health insurance, update staff share info of benefits with LIMRiCC (how much the employee is expected to contribute to each plan) based on the due date provided by LIMRiCC.
- In June, pay all bills in hand on or before June 30th to keep FYs clean.
- Ordering should stop in mid-June to allow for invoicing to be current prior to the year close.
- Policies should be looked at annually/biannually to determine if they need revision.

As needed:

- Deposit Impact fee checks at Wintrust bank on 59. Deposit slips are in the safe.
- Terminate employees leaving employment in both Paylocity and in TALX (run through LIMRiCC). Benefits@limricc.org is the contact person for LIMRiCC.

Other tasks:

- Onboarding of staff members:
 - Individual managers will orient their own staff
 - I-9 form and W-2s must be completed and filed.
 - All staff information must be entered into Paylocity for staff payment.
 - If a 25-hour or more employee, a record must be created in IMRF for payment of pension funds (on payroll side, enter 4.5% deduction for IMRF; the employee's required contribution)
 - If 40 hour employee, enter into LIMRiCC's employee navigator system and have them select health insurance options (deduct appropriate amounts in Paylocity)
- The Director is the "Program Manager" for the passport program. You will need to add/remove agents as required by the US Department of State. Back-office employees and all employees working more than 25 hours are typically passport agents.

Other info:

- The library is a member of LIMRiCC for health insurance and unemployment insurance. The new insurance year starts in January.
- The library is a member of LIRA for property & casualty insurance and worker's comp. The new insurance year starts in January

- The library is a member of IMRF. New rates are provided in March/April, but don't go into effect until January.
- The library is a member of Pinnacle for library cooperation. Active participation is expected by the Director and key staff.
- CD paperwork is located in the safe.
- The Director's list is a font of information on RAILS. You will need to be assigned as the Library Director in L2 to join the Director's list.
- Open library positions are typically posted to the RAILS Library Job board. You will need an L2 login to post to the board.
- Impact fees are held at Shorewood Bank & Trust (account *83); General checking: *66, Money Market Savings: *81)
- Square is the Library's credit card processor.

January 8, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Board By-Law Changes

Recent changes to Illinois laws regarding the Open Meetings Act have necessitated a couple of changes to the Board By-Laws. The changes made have been highlighted in yellow:

- Military service has been added to the list of reasons that trustees can attend remotely.
- Board meetings, including Committee meetings, cannot be held on Election Days
- I also clarified that non-attendance by a Trustee at board meetings for a consecutive 12 months is a reason to declare a vacancy in their position (this is IL law).

Any change to Board by-laws requires an initial read in the month before voting at the next month, so the final vote will be in February.

SHOREWOOD-TROY PUBLIC LIBRARY
BOARD OF TRUSTEES
BY-LAWS

ARTICLE I - GENERAL PROVISIONS

- Section 1: This organization shall be called “The Board of Trustees of the Shorewood-Troy Public Library District.” The District was established by referendum vote in 1975 by the voters in Troy Township.
- Section 2: These rules, adopted under the provisions of Chapter 75 of the Illinois Compiled Statutes are intended to set out the duties of the officers of the Board of Trustees, provide procedures by which meetings of the Board are to be conducted, and set out the methods by which the business of the Board of Trustees is to be carried on, to specify the powers and duties of the Library Director of the Shorewood-Troy Public Library District, and to provide other general rules relating to the government of the Board of Trustees.
- Section 3: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of the boards of library trustees.
- Section 4: Any member who has any interest of a personal nature in a matter before the Board shall not vote thereon and shall remove himself from any meeting or hearing at which said matter is under consideration. Subject to the limitations listed in the gift ban section of the State Officials and Employee Ethics Act, 5 ILCS 430/10-10 et seq. Board members and officers will not solicit or accept gifts, gratuities, discounts, favors, hospitality, or services. Trustees will not engage in economic activity that involves the use or sale of information gained in the course of official duties, in addition to any applicable provisions of the State Officials and Employees Ethics Act 5 ILCS 430/1-1 et seq.
- Section 5: The elected term of office is six (6) years.
- Section 6: The Board of Trustees shall consist of seven (7) members unless otherwise procribed by law, such as if a vacancy occurs.
- Section 7: Any trustee may resign at any time by giving written notice to the President or the Secretary. Such resignation shall take place effective when the notice is given, unless the notice specifies a future date; unless otherwise specified therein, the acceptance of such a resignation shall not be necessary to make it effective. Upon receipt of such resignation, the Board President or Designee will notify the Board of the resignation. The Board will declare a vacancy pursuant to 75 ILCS 16/30-25.
- Section 8: Pursuant to the Public Library District Act of 1991, 75 ILCS 16/30-25, Vacancies shall be declared in the office of the Trustee by the Board when Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

an elected or appointed Trustee (i) declines, fails, or is unable to serve, (ii) becomes a nonresident of the District, (iii) is convicted of a misdemeanor by failing, neglecting, or refusing to discharge any duty imposed by them by the Act, or (iv) has been unable to pay the library taxes levied by the District. Absence without cause from all regular Board meetings for a period of one year (12 consecutive months) shall be a basis for declaring a vacancy. Vacancies shall be filled by appointment by the remaining Trustees until the next regular election, at which time a Trustee shall be elected for the remainder of the unexpired term. If, however, the vacancy occurs with less than 28 months remaining in the term, and if the vacancy occurs less than 88 days before the next regularly scheduled election for this office, then the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held.

- Section 9: The library will indemnify any present or former Trustees, officers, employees, or agents to the fullest extent possible under applicable law against expenses, including attorneys' fees, judgments, fines, settlements and reasonable expenses actually incurred by such persons relating to their conduct as a Trustee, officer, employee, member or agent of the Library, except that indemnification shall not apply to a breach of loyalty to the Library; for acts or omissions not in good faith or that involve intentional misconduct or knowing violation of the law; for a transaction from which any such person derived an improper personal benefit; or against judgments, penalties, fines, and settlements arising from any proceeding by or in the right of the Library, or against expenses In any such case, where such a person shall be adjudged liable to the library.
- Section 10: The Library will purchase and maintain insurance on behalf of any person to the fullest extent permitted by applicable law.
- Section 11: Trustees shall serve without compensation but shall be reimbursed for District funds for their actual and necessary expenses incurred in the performance of their duties.
- Section 10: The Trustees acknowledge that the Bylaws and library policies must comply with all applicable laws.

ARTICLE II – OFFICERS

- Section 1: The officers shall be a President, a Vice President, a Secretary and a Treasurer, elected from among the Trustees at the first regularly scheduled meeting of the Board after the election results are certified, each odd-numbered year. The procedure for nomination of officers shall be at the discretion of the Board. Each office shall be held by a different Trustee.
- Section 2: Officers shall serve a term of two years beginning the first regularly scheduled meeting of the Board after election results are certified.

- Section 3: The President shall preside at all meetings of the Board, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally performs all duties associated with that office. The President is empowered to contact the Library's attorney in the following conditions: 1) There is currently no Library Director in place, 2) The Library Director is not able to contact the attorney, due to health or some other emergency situation, or 3) the Library Director must recuse him or herself from the legal matter at hand.
- Section 4: The President shall not have nor exercise veto powers.
- Section 5: In the event of the absence of the President, or of a vacancy in that office, the Vice President shall assume and perform the duties and functions of the President. In the absence of the President and Vice President, a temporary chairman shall be appointed by the Board.
- Section 6: The Secretary shall keep the Minutes of all Board meetings, ensuring that they are accurate and correct, including attendance, motions, voice or roll-call votes, action and other business of the Board. In practice, this duty may be designated to a District employee(s) as appropriate. In the absence of the Secretary, the President shall appoint a temporary Secretary, if needed, with the approval of the Board.
- Section 7: The Secretary is empowered to administer oaths and affirmations for the purposes of this act.
- Section 8: The Treasurer shall perform such duties as may be assigned by the Board of Trustees. The Treasurer is authorized by the Board to sign checks for the District. The Treasurer shall keep current with all of the financial records. The normal depository of all financial records shall be the Library Director. The Treasurer shall report at each Board meeting the state of the Library funds. In the absence of the Treasurer, or should he or she be unable to serve, the President or Vice-President may perform the duties of the Treasurer. If needed, the President shall appoint a temporary Treasurer, with the approval of the other Board members. The Treasurer Shall be bonded in the amount to be approved by the Board and according to statute requirement.
- Section 9: Checks for payments of bills will require two signers. Signers (for all accounts, savings and checking) are the current President and Treasurer of the Board and the Director of the Library.

ARTICLE III – MEETINGS

- Section 1: The regular meetings shall be held each month on the second Thursday Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

of the month at 7:00 p.m. in the Library. Change in time, date, and/or place shall be posted at least 48 hours in advance of the meeting. Trustees shall be notified of such change in writing whenever possible. If this is not possible, Trustees will be notified by telephone.

- Section 2: The order of business for regular meetings shall be determined by the business to come before the Board. A written agenda shall be prepared for each Board meeting by the Library Director with the assistance of the Board President.
- Section 3: Special meetings may be called by the President or the Secretary, or by any four (4) members for the transaction of business as stated in the call for the meeting.
- Section 4: A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.
- Section 5: An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board. In voting, the Secretary will call the roll of Board members, including the President. The Secretary shall record ayes and nays and note absentees and abstentions from voting. In practice, the Library's recorder (a staff person) will perform this role.
- Section 6: In votes that pertain to financial matters of the District, a roll call will be conducted of all Board members present, with the Secretary recording ayes and nays. The Secretary will also note absentees and abstentions from voting. In practice, the Library's recorder (a staff person) will perform this role.
- Section 7: Proceedings of all meetings shall be governed by Robert's Rules of Order.
- Section 8: Meetings of the Board are governed by the Open Meetings Act laws of the State of Illinois. They are open to the public, and only closed to the public for the exceptions to Open Meetings as defined by the Legislature, which will be specifically cited on relevant meetings' agendas.
- Section 9: Closed sessions will be audio-recorded, and minutes will be taken. Every 6 months, in June and in January of each year, the Board will vote to determine if closed session minutes should remain closed or be opened to the public.
- Section 10: Community members will be allowed 3 minutes (per visitor) to comment on Board actions at the beginning of each meeting. Due to Open Meetings Act restrictions, the Board will not necessarily be able to take action at the meeting the comments are presented.

- Section 11: Members of the public may audio or video record the Board's open meetings. However, such recordings may not interfere with the Board's conducting of business, nor should they interfere with other members of the public's observation of the meeting.
- Section 12: Remote attendance by Board members, in accordance with Illinois Open Meetings Act Law, can only be done in the following conditions: if a physical quorum of the Board is present at the meeting location, and if the Board member unable to be present is unable to attend due reasons related to work, illness, a family emergency, childcare reasons, or military service. Notice must be given to the President of the Board 24 hours in advance, if practical, and the remote attendance must be voted upon by the full board to be permitted. The remote member will have the same voting rights as members attending in person.
- Section 13: No meetings of the Board, including Committees, may be held on an Election Day.

ARTICLE IV – LIBRARY DIRECTOR AND STAFF

- Section 1: The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. Among the duties and responsibilities allocated to the Library Director shall be the direction and the supervision of all staff members in the performance of their duties, the submission to the Board of monthly, and annual reports, and recommendations of such policies and procedures as, in the opinion of said Librarian, will promote the efficiency of the Library in its service to the Shorewood-Troy Public Library District.

ARTICLE V – COMMITTEES

- Section 1: The President shall appoint committees of two or more members each for such specific purposes as the business of the Board may require from time to time. Such committees may include but are not limited to the following standing committees: Finance, Building, House, Policy and By-laws, Planning and Development. Committee Appointments will be made the month *following* a Board election. Ad Hoc committees may be appointed by the President and such committees shall serve until the completion of the work for which they were appointed.
- Section 2: All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3: No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI – AMENDMENTS TO BY-LAWS

- Section 1: Amendments to these by-laws may be proposed at any regular Shorewood-Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

meeting, but must be approved by a majority vote at a subsequent regular meeting.

The foregoing by-laws of the Shorewood-Troy Public Library District Board of Trustees adopted this 12th day of September , 2013.

Bylaws updated and amended by Board Action on March 10, 2022 **Draft January 8, 2026**

January 8, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Approve Updated Finance Policy

The Finance policy had not been updated to reflect the “new” bid threshold (it’s been several years) amount of \$25,000. I also changed the amount of discretionary spending for the Director \$5,000. I don’t do that often, but with the increase in inflation, sometimes repairs come to over \$2,500, even without purchasing new parts. It’s not always easy to call a meeting when we just need to get a furnace fixed.

However, if the Board is really only comfortable with me spending \$2,500, the policy can be changed back to that amount.

Shorewood-Troy Public Library

Finance Policy

Approved, 1/13/11; Updated 4/10/14; Reviewed 1/08/2026

Finance Policy

Budget and Reporting

The Shorewood-Troy Public Library District has a Board-approved written budget. This budget is developed annually in consultation with the Library Director. Each year, the Board of Trustees determines whether the library's revenues are adequate to meet the needs of the community. If revenues are inadequate to meet the community's needs, the Board of Trustees takes action to increase the library's revenue or to determine whether budget cuts are necessary.

On a monthly basis, the Library Director presents written reports on the library's operations to the Board of Trustees. These reports cover the library's finances, usage, personnel matters, collection development, and programming. If other information is deemed relevant and necessary, it will be presented as well. The reports are created jointly by the Library's Director and the Library's contracted bookkeeper.

The Library maintains records of library operations, electronically and in paper form. It is presented to the Board of Trustees monthly and is archived. It is available to the public for viewing. In addition to the general financial position of the library, the record indicates the current position of each budgetary line item, including the budgeted amount, the receipts, and monthly and year-to-date expenditures.

The Library undergoes an annual audit conducted by an accounting firm experienced in working with units of local government. The board reserves the right to request proposals from qualified firms every 3-5 years or when the current firm's performance is unsatisfactory.

Routine Banking Procedures

The Library Director of the Shorewood-Troy Library (or his/her designee) is authorized to make deposits in the appropriate accounts. Such deposits include the deposit of accumulated fees and fines, gifts, donations, impact fees, grants, and tax receipts. Deposits are done on a weekly basis. The source of all receipts is tracked internally to allow for proper planning.

The Library Director of the Shorewood-Troy Public Library District is authorized to transfer funds from one library account to another library account for the payment of monthly bills and payroll. These monthly bills are approved for payment by the Board of Trustees.

The Library Director is not authorized to sign checks or receive cash from library accounts except when the Board of Trustees authorizes such action.

Checks require two signatures. Designated signers on library accounts are the President of the Board, the Treasurer of the Board, and the Director.

A petty cash account of \$300 is authorized by the board; the petty cash is to be used to reimburse for small purchases. The fund will be replenished from the general checking account upon presentation of receipts by the Director and with approval from the Board.

Shorewood-Troy Public Library

Finance Policy

Approved, 1/13/11; Updated 4/10/14; Reviewed 1/08/2026

Purchasing

Purchases of the District are governed by the State of Illinois statutes. It is the policy of the Shorewood-Troy Public Library District Board of Trustees to use the most responsible business practice in its purchases. It is the policy that all purchases, contracts, and expenditure will be awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability. Bidding is not required in the following cases:

- Purchases as identified by this policy of less than **\$25,000**
- Where the goods or services to be procured are only economically procurable from one source.
- Where the services required are for professional skills
- In emergencies involving public health, public safety, or where immediate expenditure is necessary
- Contracts for the maintenance or servicing of equipment which are made with the manufacturers or authorized service agents of that equipment.
- Where the goods or services are procured from another government agency.
- Purchases and contracts for the use, purchase, or installation of data processing equipment or software.
- Contracts for utility services

The staff will seek bids (or quotations if bids are not specifically required) from the widest possible array of contractors, suppliers and vendors.

No commitment for expenditures of District monies, except from the petty cash fund, shall be made without authorization issued according the following conditions:

A. \$25,000 or More

All expenditures of \$25,000 or more shall be made only with prior Board approval in the manner prescribed by State law. Advertisements for sealed bids or requests for proposals will be properly handled through the media. Sealed bids will be received at a bid opening and included all costs for labor and materials, Bid Bond, Performance Bond, and Certificate of Insurance. Bids will then be tabulated and submitted to the Board along with the staff's recommendations for action. Formal contracts with appropriate signatures for both the Board and the Contactor are required.

B. Less than \$25,000 – More than \$5,000.

All expenditures of less than **\$25,000**, but more than \$5,000, shall be made only with prior board approval. Staff shall obtain at least three (3) formal written quotations whenever practical. The Director will also submit a recommendation for the Board Action.

C. Less than \$5,000

Expenditures of less than \$5,000, for approved budget line items, can be made at the discretion of the Library Director. Book and materials purchases may exceed the \$5,000 monthly limit. The Director shall be responsible for monitoring and adhering to the pertinent budget and obtaining proper quotations.

Shorewood-Troy Public Library

Finance Policy

Approved, 1/13/11; Updated 4/10/14; Reviewed 1/08/2026

Receipts and Disbursements

- A. All monies received on a daily basis shall be deposited weekly and stored in the safe while awaiting deposit.
- B. All employee reimbursements in excess of \$20.00 will be made by a means of check drawn from the regular checking account, upon approval by the Board.
- C. Checks, drawn on the library accounts, require two signatures.
- D. The Board of Trustees authorizes a Petty Cash fund in the amount of \$300.
- E. The Library Director shall maintain a corporate credit card account for library expenses.

Monetary Gifts to the Library

The Library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project, which is acceptable to the donor. Although it is unlikely, there may be a time where the library's board and director find that the restrictions placed on a contribution make it impossible to accept. All donations are subject to approval by the Director and the Board of Trustees.

Disposal of Surplus Library Property

Library property (such as print and non-print materials, supplies, equipment and furniture) which in the best judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

- A. Books and non-print materials from the Library's collection (that have been appropriately de-accessioned), or gift materials, may be discarded, sold, or given to local non-profit organizations.
- B. Any other property having an individual current value of less than \$100 may be discarded, traded in for new equipment, or sold. This is done with the discretion of the Library Director.
- C. In the case of individual surplus items having a current value of more than \$100 but less than \$1,000, the board may authorize the sale of such items with the provisions of the Illinois Public Library Act.
- D. Staff, their immediate families, or members of the board of trustees will not be allowed to bid when bidding or purchasing library items declared as surplus when the value of the item is more than \$100.
- E. Any property having a unit value of more than \$1,000 but less than \$2500 will be displayed at the Library and a public notice of its availability, the date, and the terms of the proposed sale shall be posted.

Shorewood-Troy Public Library

Finance Policy

Approved, 1/13/11; Updated 4/10/14; Reviewed 1/08/2026

Investment of Funds

All library investment policies shall use a “prudent person” standard of care. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence and intelligence exercise in the management of their own affairs. Investment officer, acting in accordance with this Policy, and the written procedures of the Library and exercising due diligence, shall be relieved of personal responsibility, providing that deviations from expectation are reported in a timely fashion and that appropriate action is taken to control risk.

Guidelines

The following guidelines should be used to meet the general investment objectives:

A. Legality and Safety:

1. Investments will only be made in securities guaranteed by the U. S. Government or in FDIC insured institutions.
2. Authorized investments will consist primarily of Certificates of Deposit.

B. Liquidity

In general, investments should be managed to meet liquidity needs for the current month, plus one month, and any reasonably anticipated special needs.

C. Yield

Within the considerations of safety and this policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or interest bearing deposit accounts.

Reporting

Investments, fund balances, and the status of such accounts will be reported as part of the monthly treasurer’s report made monthly to the board.

January 8, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Approval of Applying for \$5,000 "My Library...Is" Grant

The Children's Department is starting a middle-grade reading program, comparable to 1,000 Books Before Kindergarten. I'd like to apply for the \$5,000 RAILS grant to cover printing costs for reading logs and bookmarks, prizes for the children, and promotional items to properly set up and kick off the program properly.

It's intended for children in grades 1-6 to help them move past picture books and keep them motivated to read. Since our books are 'stepped' in reading levels, with colors on the spine, the program is the "Read the Rainbow Challenge."

We also intend to survey parents and kids to see whether they are seeing improvements in reading ability and happiness. If the program is successful, we'll speak about it at conferences.

The grant due date is not until the end of January, and since I was on vacation the last two weeks of December, I haven't written it yet, but I will have time to write it. I'm seeking approval to submit the grant; I will be happy to email the grant to the Board members before I submit it to RAILS.