

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

May 14, 2026
General Meeting, 7:00 pm

1. Welcome
2. Call to order and roll call of Current Trustees
3. Approval of Minutes:
 - Regular Meeting, April 13, 2026
4. Roll Call of Trustees
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 – April 2026
7. Approval and Payment of Bills
8. Librarian's Report
 - a. Director's Report
 - b. Department Heads
9. Old Business
10. New Business –
 - a. Authorizing the signing of the Engagement Letter with Mack & Associates for FY26 Audit (**Action**)
 - b. Approval of the Memorandum of Understanding authorizing the issuance of library cards to Troy 30-C students residing in Library District Boundaries for the next 3 school years (**Action**)
11. Close to Go into Executive Session to Discuss Matters Related to Personnel 5 ILCS 120/2(c)(1)
12. Return to Open session
 - a. Set Compensation for Library Director for FY27 (**Action**)
 - b. Approve Compensation for Library Staff for FY27 (**Action**)
13. Announcements
 - a. Agenda building for June meeting
 - b. Summer Reading Kickoff, **June 6th**, 11 am – 1 pm
14. Adjournment

If you require special accommodations under the Americans with Disabilities Act, please 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, 815.725.1715/jmills@shorewoodtroylibrary.org
Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
April 13, 2026**

The Regular Meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Thomas Novinski at 7:00 p.m. on April 13, 2026. 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. Vito Schultz |
| 3. Arthetta Reeder | 4. Tom Novinski |
| 5. Bob Stahl | 6. Krysten McGee |
| 7. Tiffany Allen-Smith – 7:01 p.m. | |

ABSENT:

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Gaby Monarrez & Sarah Haish

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved to approve the minutes of the regular meeting on March 12, 2026. Vice President Schultz seconded the motion, which passed with all members present voting “Yes.”

COMMENTS FROM THE PUBLIC: None

TREASURER’S REPORT:

Cash on Hand Beginning of March 2026	\$ 750,225.43
Cash received during March 2026	28,833.31
Disbursements March 2026	<u>(130,961.95)</u>
Cash on Hand End of March 2026	\$ 648,096.79

Location and Denomination of Cash

Petty Cash	\$ 300.00
Old Plank Trail MM X6183	344,725.83
Payroll Account – Chase	8,803.21
License Plates – Chase	1,749.75
Money Market – Old Plank Trail x9981	106,724.32
Old Plank Trail Community Bank X7766	<u>185,793.68</u>
TOTAL	\$ 648,096.79

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, and the motion passed with all Trustees present voting "Yes."

CORRESPONDENCE: NONE

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - The Troy 30-C Board will be voting on renewing its partnership with the Library on 4/15/26.
 - The Library's 50th Anniversary celebration will be held on April 30th from 6:00 -7:00 pm.
 - The Friends Book Sale will be April 17th & 18th from 9:00 – 4:00 each day.
 - The ILA Director is retiring, and Director Mills is part of the Selection Committee working on hiring the new ILA Director.
 - Director Mills is moderating a panel of authors on 5/7/26 for *Library Journal's* Day of Dialog.
- b. Department Heads

OLD BUSINESS:

- a. None

NEW BUSINESS:

- a. Gaby Monarrez was honored for her Third Anniversary with the library.
- b. Sarah Haish was honored for her Fifth Anniversary with the Library.
- c. Treasurer Stahl motioned, and Vice President Schultz seconded to approve a transfer of \$150,000 from Reserves to the General fund to be repaid no later than June 30, 2026 from tax monies received. Funds are not expected to be transferred until May 2026. A roll call was taken, and the motion passed with all members voting 'yes'.
- d. Treasurer Stahl motioned, and Trustee Reeder seconded to decline all bids for the Lower Bathroom remodeling project. A roll call was taken and the motion passed with all members voting 'yes'.
- e. Treasurer Stahl motioned, and Vice President Schultz seconded to approve Santanna as the Natural Gas Supplier at approximately 52 cents per therm. This will be for a 1 year contract. A roll call was taken and the motion passed with all members voting 'yes'.
- f. Trustee Reeder motioned, and Secretary Voitik seconded to change the Library closure from June 4th to June 6th for the Summer Read Kickoff. The motion passed with all members voting 'yes'.

Motion made to go into Executive Session to discuss matters related to Personnel 5 ILCS 120/2(c)(1) by Treasurer Stahl, seconded by Vice President Schultz at 7:28 p.m.

The public meeting was reopened at 7:37 p.m. No action was taken.

- a. Director Mills discussed the FY27 Budget with the Board. She indicated it's similar to 2026 except for the Database Line Item (538). The budget increase for Databases is due mainly to the cost of Hoopla and the extra money needed to maintain the checkout capability of 10 per month. The Director and Department Managers are thinking to change it to 5 or 7 checkouts per month for cost savings.

- b. Director Mills handed her self-evaluation to the Board for review. Tom wants everyone's response to him by 5/4/26 and then the Board will discuss it at the May Board Meeting.

OTHER BUSINESS:

-Wintrust donated \$500 for Summer Read

-Friends of the Library Book Sale is April 17th & 18th; 9:00 am – 4:00 pm each day

-Jennie is on vacation April 17th – April 27th, returning April 29th

Treasurer Stahl motioned, and Vice President Schultz seconded, that the meeting be adjourned at 7:43 p.m., with all members present voting 'yes'.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report/May 2026

Administrative:

- The Troy 30-C School Board approved the Memorandum of Agreement in April regarding automatically issuing public library cards to students. The Library Board now needs to approve it. The agreement is for the next three school years.
- The fieldwork date for the FY27 audit is scheduled for July 20th. The engagement letter is in the Board packet for approval.
- One of my target projects to work on, in the next couple of weeks before Summer Reading kicks in, is to pull files that can be disposed of, in accordance with the Local Records Act. It won't give us back a ton of room in the storage area, but every little bit helps.
- The salary schedule needs to be approved tonight so that I can lock down the remainder of the FY27 Operating budget.

Friends of the Library:

- The Friends of the Library Spring Book Sale made over \$3,000 on their April book sale!

Presentations:

- Lori, Julie, and I will be presenting on increasing your library's circulation at the Annual ILA conference in October. Our program proposal was accepted.

Meetings:

- Department Managers' Meeting, Internal (4/14)
- 50th Anniversary Party, Celebration (4/30)
- RAILS Member Library Meet-up, External (5/1)
- LIMRiCC Transition Team Joint Meeting with WIN Transition Team, External (5/12)
- ILA Board Meeting, External (5/14)

Technical Services Department Head Report

April 2026

April meetings and events:

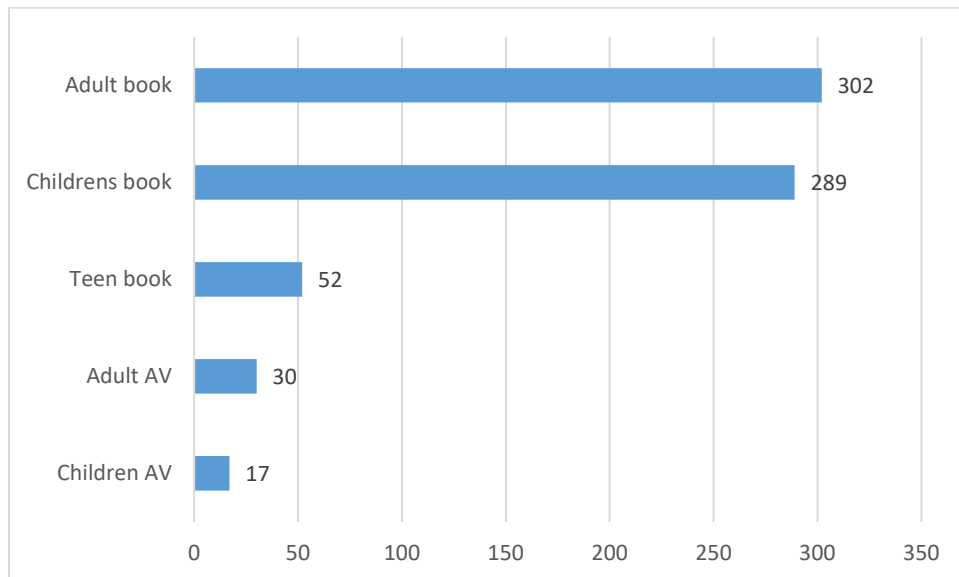
- 4/7 – PinOperations meeting
- 4/14 – IUG conference, downtown Chicago (all day)
- 4/15 – Department head meeting

Current projects and news:

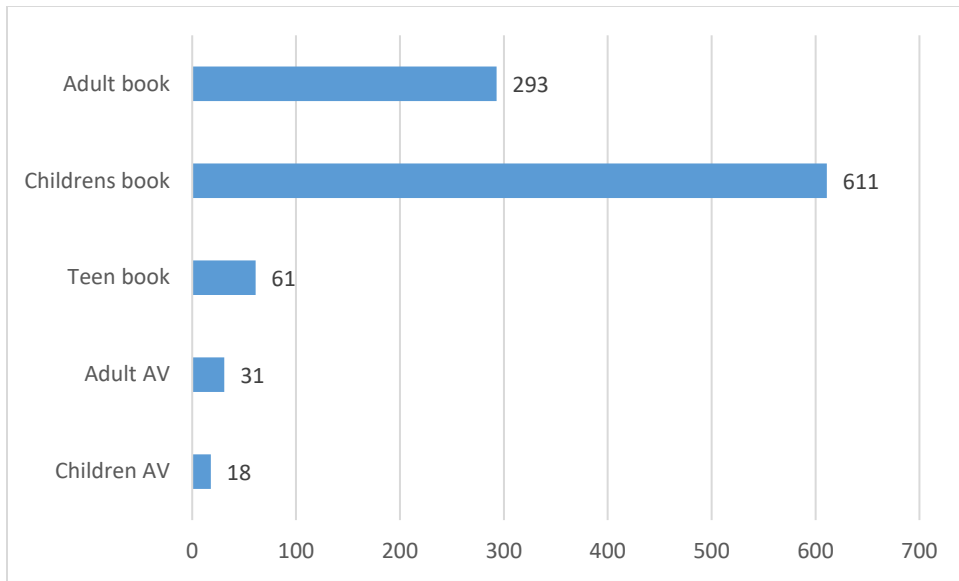
- None

Tech Service Statistics

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



Items ordered in April:



Collection Trends

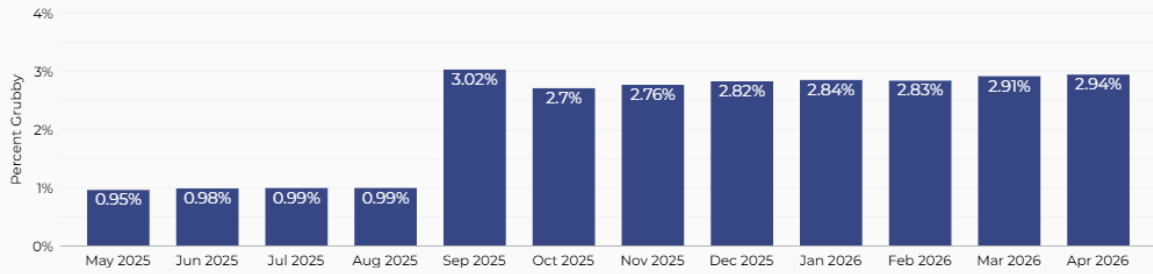
Total Items

Material Type	Top 10 - Date / Total Items						
	Apr 2020	Apr 2021	Apr 2022	Apr 2023	Apr 2024	Apr 2025	Apr 2026
Audio	3,545	3,304	1,759	1,922	1,889	1,957	1,831
Book	41,028	39,032	35,583	35,093	37,404	40,305	42,966
Magazine	548	586	583	176	223	254	242
Movie	4,592	4,604	3,992	3,651	3,897	4,147	4,418
Other	251	212	137	157	159	195	182
Grand total	49,964	47,738	42,054	40,999	43,572	46,858	49,639

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

April 2026

DEPARTMENT UPDATES

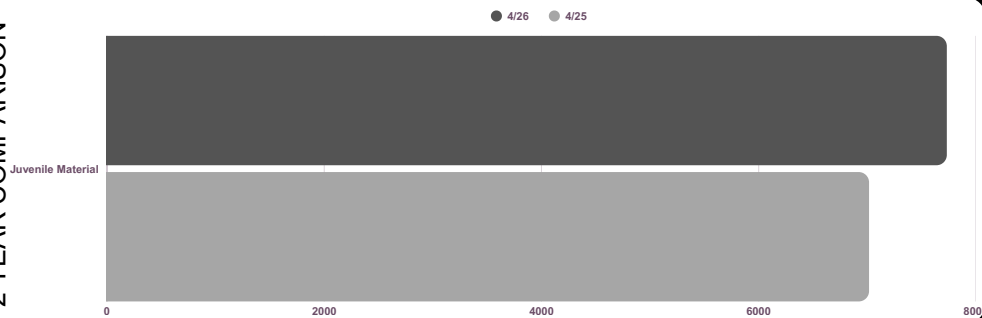
- **National Library Week:** This month we had a special "Find Your Joy" display featuring books that bring joy to our young patrons. We had 121 patrons submit their favorite reads. Each patron wrote on a bookmark why the book they chose brought them joy.
- **Library Road Trip:** This month we had many visitors from 24 participating libraries on the Library Road Trip. We had a total of 126 children visit our department and they added a car/truck to our library road trip map.



CIRCULATION

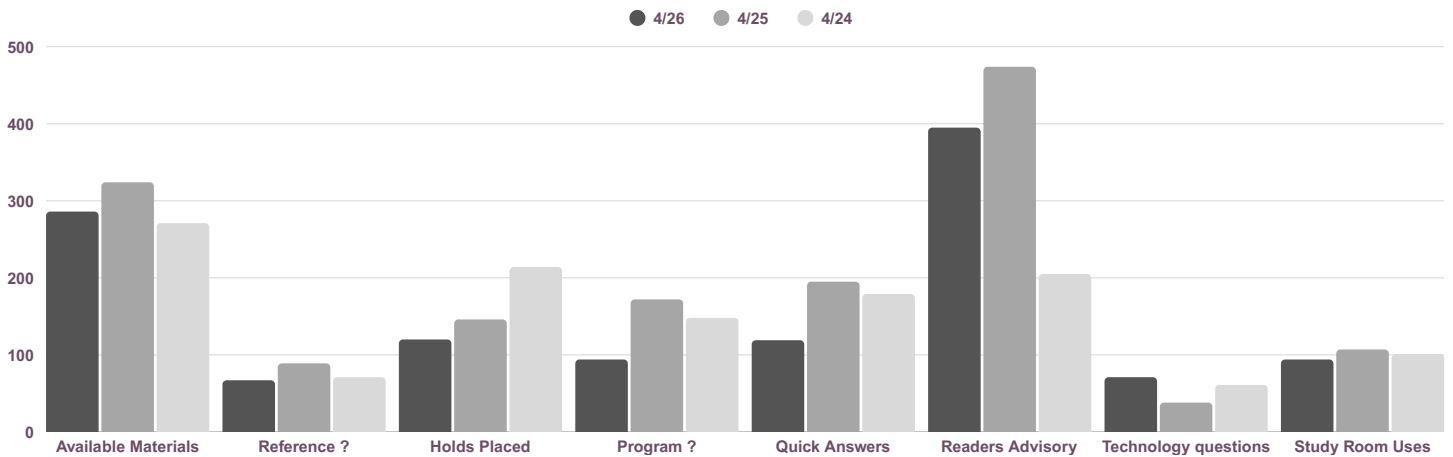
The circulation of Juvenile materials for the month of March 2026 increased by **10.21%**. **7,732** items were checked out as opposed to **7,016** the previous year.

2 YEAR COMPARISON



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 4/26

- **286** patrons ask about available materials
- **67** ask general reference questions
- **120** holds were placed
- **94** questions were asked about programs
- **119** quick answers were provided
- **395** reader's advisory
- **71** patrons asked about technology.
- **94** study room reservations.



CHILDREN'S PROGRAMS

21
 Active Programs Offered
457
 Total Attendance

10
 Passive Programs Offered
1425
 Total Attendance

Children's Outreach Report, April 2026



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
5-7 Staff members
- **Trinity Christian School**
PreK
3-5 Year old
8+ Staff members
- **Step by Step**
3, 4, & 5 Year old
3-4 Staff members
- **The Learning Experience**
1 to 2 Year old
3, 4, & 5 Year old
12 Staff members
- **Troy 30C**
PreK
3-5 Year old
11+ Staff members

Total Engagement
376

School Partnerships:

Troy Shorewood Elementary 4th Grade Public Library Incentive. Students will complete challenges provided by STPL, and one lucky member wins a Book Basket!

Holy Family Bingo, Minooka Step Up Day, WBO Family Night - Library resources and raffle baskets shared with school families.

Cronin Carnival STPL adds to our community schools' goals with information, games, & prizes!

Career Day @ Troy Hofer & Troy Shorewood - STPL visits both schools to share information, experiences, and resources with students

Total Engagement
1,668

Community Partnerships:

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

YMCA Legacy Night & Shorewood State of the Village - STPL supports our partners by attending their event, networking, and being visible in the community.

Kiwanis of Shorewood - STPL creates signage, social media posts, and slides in preparation for the annual Gala.

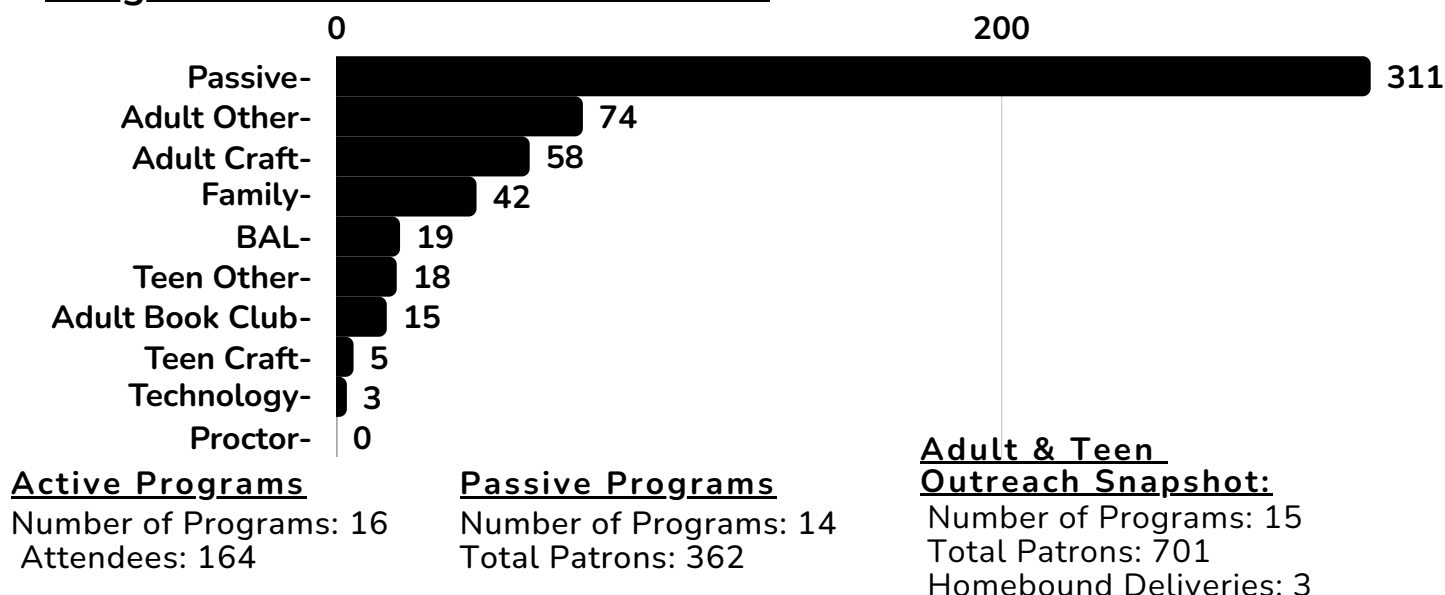
Total Engagement
43+

Storywalk @ Troy Towne Center- STPL shares *A Camping Spree with Mr. McGee*, by Chris Van Dusen, along with local camping information provided by **The Forest Preserve District of Will County**.

ADULT, TEEN, & TECHNOLOGY SERVICES MONTHLY REPORT- APRIL 2026

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

Program attendance breakdown:

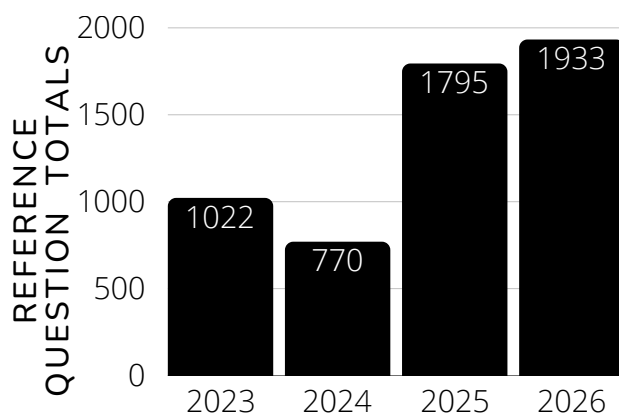


Staff Meetings, Training, Programs, & Events

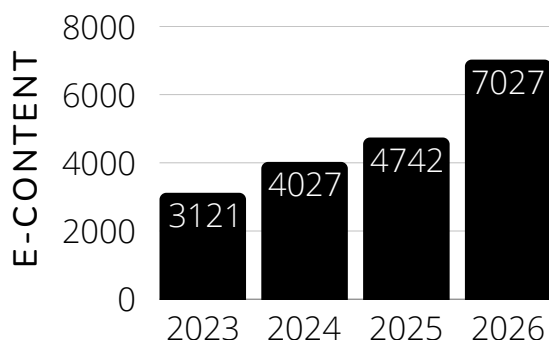
- Rose - Adult, Teen, & Technology Manager (20)
 - PLA
 - Troy Cronin Carnival Night
- Gabby- Adult & Teen Outreach Coordinator (16)
 - YMCA Grand Opening
 - Minooka Intermediate Step Up Day
- Hailie - Adult & Teen Services Assistant (1)
 - ATS Department Meeting
- Audrey- Adult Services Program Coordinator (15)
 - Sustainable Landscaping
 - Bring Your Own Book Club
- Violet - Teen Programming Coordinator (9)
 - Spotlight On Manga Webinar
 - Earth Day Volunteer Day

Reference Stats

- TOTAL: 1933
 - Reference: 289
 - Item Availability: 177
 - Reader's Advisory: 128
 - Holds: 83
 - Programs: 132
 - Technology: 530
 - Quick Answer: 594



E-Content



- E-Content Holdings
 - Hoopla: 1,331 items
 - Libby: 5,696 items

ADULT & TEEN OUTREACH REPORT APRIL 2026

Total Teen & Adult
Outreach
Programs/Events:

15

Reoccurring
Programs/Events:

5

Total Participants:

701

Homebound
Deliveries:

3

Community
Bookdrop Returns:

113

Alden Estates: Biweekly visit alternating between book pick-up/drop-off and a craft.

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

Shorewood Glen: Monthly craft program at their community center. April's craft was Flower Sun Catcher's.

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

Timbers Book Club: Members read and discussed the book *The God Of The Woods* by Liz Moore.

Trivia @ Will County Brewing Company: Monthly outreach trivia program geared towards adults. April's installment was Rock Music Legends themed.

Homebound Deliveries: Bi-weekly visits to drop-off and pick-up books.

Story Walk Set-Up: Gabby and Sarah visited the Shorewood Village Hall to clean up the Story Walk area and provide a new story for patrons to enjoy.

YMCA Grand Opening: Gabby and Sarah visited the new Shorewood YMCA for their grand opening with the community leaders.

State of the Village: Gabby and Sarah visited the new YMCA again for the state of the village. They learned about what has been improved in the community in the last year.

Minooka Intermediate: Gabby and Sarah visited the Minooka Intermediate School for their step-up day. They set up a table with library information, games, and prizes. They interacted with 249 parents and their children.

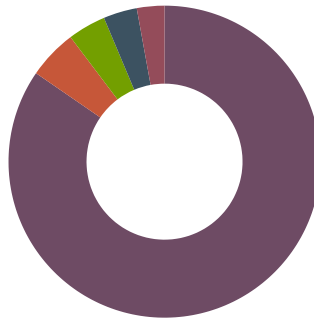
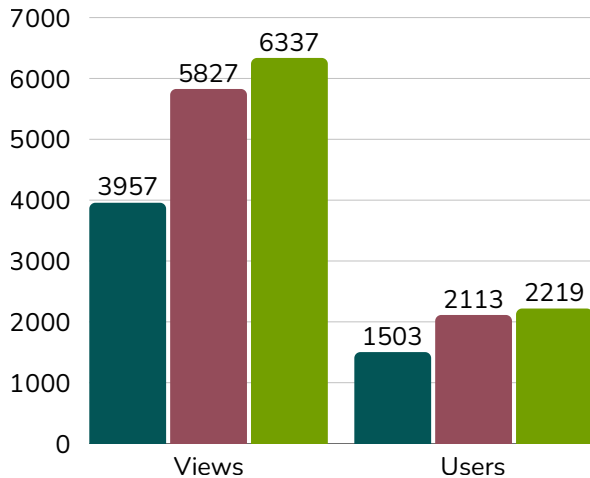
Cronin Carnival: Rose and Sarah added to our community schools' goals with information, games, & prizes! They interacted with 296 parents and their children.

JPIE Laraway: Gabby attended the JPIE meeting at Laraway school. At this meeting, Gabby was able to make community connections with local businesses and schools.

April 2026 Marketing Stats

Monthly Board Report
Donna Rodriguez
Marketing Specialist

Website Visits:



Home Page - 84%
Passports - 5%
Get a Library Card - 4%
Museum Passes - 4%
What's Happening - 3%

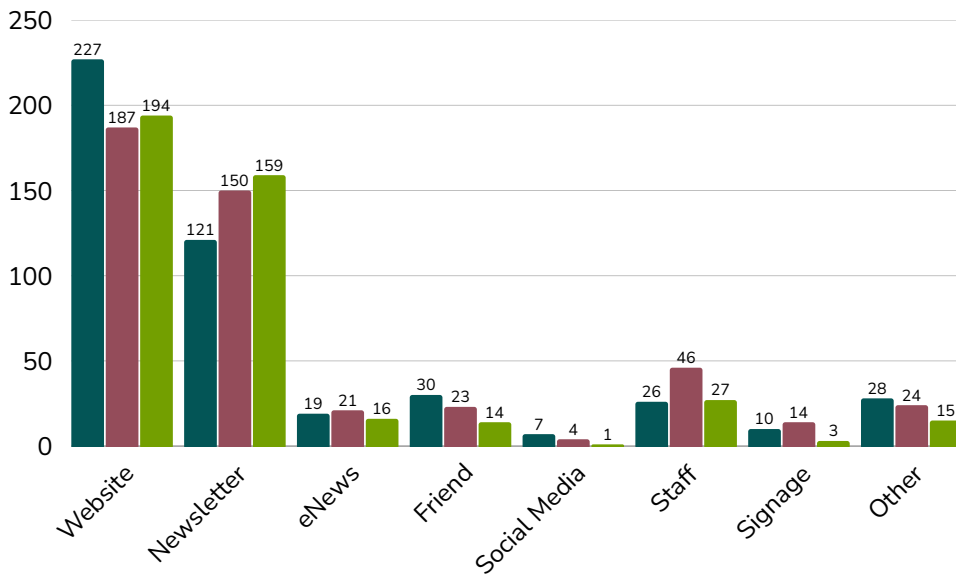
Meeting Room:

	2026	2025	2024
Non-Profit	95	7	9
For-Profit	0	0	0

eNews Stats:

2026	
8,451 EMAILS SENT	
34.4% OPEN RATE	
128 CLICKS	
103 UNIQUE CLICKERS	
2025	
7,342 EMAILS SENT	
43.6% OPEN RATE	
149 CLICKS	
97 UNIQUE CLICKERS	
2024	
8,290 EMAILS SENT	
44.43% OPEN RATE	
447 CLICKS	
162 UNIQUE CLICKERS	

Program Referrals:



Facebook:

REACH
35.9k
2025
29.6K
2024
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FOLLOWERS
4.4k
NEW FOLLOWERS
26

INTERACTIONS
879
2025
644
2024
42

Instagram:

REACH
569
2025
132
2024
108

FOLLOWERS
1.3k
NEW FOLLOWERS
14

INTERACTIONS
114
2025
0
2024
0

*Some data is unavailable

March 2026 Marketing Updates



Meetings/Trainings:

- 4/7 - Programmer Meeting
- 4/15 - Department Head Meeting
- 4/17- ILA Marketing Forum
- 4/23-State of the Village



Other Items:

- Friday, April 17 I attended the ILA Marketing Forum. The first speaker presented "Own the Narrative: Telling Your Library's Story in an Era of Scrutiny and Strain?" which detailed the five fundamentals of a good story; channels and tools to use to tell your story; how to engage your staff to be storytellers. Second speaker addressed "Marketing the Modern Library", libraries are not just book warehouses. Provided tips on how to connect with and engage your audience. Next was "Using Trello for Marketing Campaigns" walked us through using Trello software as a project management tool and the last speaker presented "From Concept to Costume: Building a Library Mascot That Connects" how to successfully build a library mascot.
- Co-ordinated a summer read themed photoshoot with library staff to use on the June/July cover of the newsletter.
- Attended and photographed the 50th Anniversary party.
- Summer Read update: Finalized sponsors, logo and beginning to circulate collateral materials in print and online. Bronco level sponsors (\$300+) are: Shorewood Bank and Trust, State Farm, Ron Tirapelli Ford, The Timbers, Chesterbrook Academy. 23 sponsors in total.
- Purchased ad space for a quarter page ad in Trinity Christian School Spring Musical program book. Created ad (which promotes summer read) and sent final artwork.
- Library Road Trip ended April 30. We chose the raffle winner (Trenton F.) and awarded the prize package.



May 14, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Authorizing the Signing of the Engagement Letter for Auditors

The Engagement Letter for the Auditors needs to be signed by both a Library Trustee and the Library Director. The Engagement Letter outlines what the audit will provide to the District and the District's responsibility to provide certain financial records to the auditor.

The Field Day for the audit is July 20th. expect that the audit will be ready for the Board by August or September. This year, the audit will cost \$5,745.



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OLIVIA SMITH

CERTIFIED PUBLIC ACCOUNTANTS

May 1, 2026

To the Director
and Board of Trustees

Shorewood-Troy Public Library District

We are pleased to confirm our understanding of the services we are to provide Shorewood-Troy Public Library District for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Shorewood-Troy Public Library District as of and for the year ended June 30, 2026.

We have also been engaged to report on supplementary information that accompanies Shorewood-Troy Public Library District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Individual fund financial statements
- 2) Notes to Other Information

We have not been engaged to report on the other information which accompany the financial statements. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it:

- 1) Assessed valuation, tax rates, tax extensions and tax collections

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and many include direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. However, as part of our engagement, we have offered a letter bypassing such request being made that serves as your confirmation that legal counsel above and beyond the normal course of operation during the current fiscal year was unnecessary, therefore no inquiry from your attorney(s) would be made.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Shorewood-Troy Public Library District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Shorewood-Troy Public Library District in conformity with the modified cash basis of accounting based on information provided by you, which includes assistance with maintaining the schedule of capital assets. Additionally, we will prepare and submit the Annual Financial Report to the Comptroller's Office of the State of Illinois.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Mack & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulator or its designee.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mack & Associates, P.C. personnel.

Furthermore, upon request, we may provide copies of selected audit documentation to regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Tawnya R. Mack, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$5,745. However, any electronic third-party verification of deposit authorizations that may be required will be billed separately. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Shorewood-Troy Public Library District's financial statements. Our report will be addressed to management and those charged with governance of Shorewood-Troy Public Library District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Shorewood-Troy Public Library District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Mack & Associates, P.C.

Mack & Associates, P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Shorewood-Troy Public Library District.

Management signature: _____

Title: _____

Date: _____

Trustee signature: _____

Title: _____

Date: _____

May 14, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Memorandum of Agreement with Troy 30-C

This will be the second renewal of this agreement, which was put into place during COVID. Troy 30-C is eager to renew this relationship with our Library, as funding for their own media centers is limited. We automatically issue cards to their students if the students reside in our library district.

Typically, now we're just doing it for kindergartners and students who have newly moved into the District. The agreement has worked well on our end.

This agreement runs for the next three school years. The Troy 30-C Board has already approved it on April 15th.

Memorandum of Agreement Between the Troy 30-C School District and the Shorewood-Troy Public Library District

This MEMORANDUM OF AGREEMENT ('MOA') is entered into between the Shorewood-Troy Public Library District, acting by and through its Library Board of Trustees (Library), and the Troy 30-C School District (School District) for the purpose of providing Library Cards to the School District Students.

LIBRARY and SCHOOL DISTRICT may be referred to herein individually as a "PARTY" and collectively as the "PARTIES."

WHEREAS, the LIBRARY'S mission is to provide free and easy access to information, ideas, books, and technology that can help enrich, educate, and empower the lives of every individual within the various and diverse communities within the Library District Boundaries.

WHEREAS, the vision of the SCHOOL DISTRICT is for every student to gain a quality education in a safe, caring environment.

WHEREAS, the LIBRARY and the SCHOOL DISTRICT are partners in education for the students attending the SCHOOL DISTRICT and have a long tradition of collaborating to meet the needs of students in achieving their academic goals.

NOW THEREFORE, in consideration of the terms, covenants, and conditions hereinafter contained to be kept and performed by the respective PARTIES, the PARTIES agree to collaborate on connecting every SCHOOL DISTRICT student with a 'Library Link Library Card' issued by the LIBRARY as follows:

SECTION 1 – TERM

The Term of this MOA shall commence on the last date all required signatures are obtained and shall not exceed a period of three (3) years. This MOA shall terminate without cause upon thirty (30) days' written notice from either PARTY to the other PARTY stating the PARTY'S intent to terminate this MOA.

SECTION 2 – PURPOSE

The LIBRARIES and the SCHOOL DISTRICT agree to work collaboratively, as outlined in this MOA, to issue to all students in the SCHOOL DISTRICT, who also reside in the LIBRARY'S DISTRICT, during the school years:

- 2026-2027
- 2027-2028
- 2028-2029

SECTION 3 – LIBRARY LINK LIBRARY CARD

3.1 The Library Link Card will use a unique number identifier (randomly generated) as the Library Link account number.

3.2 The Library Link Card will provide access to all materials and electronic resources offered by the LIBRARY, including research and homework databases. It will also provide access to downloadable e-books and e-audios. Parents can opt out of allowing their children access to the Internet during the initial enrollment and at any time during the Library Link's Card term.

3.3 The Library Link Card will offer the same borrowing privileges that a regularly-issued Shorewood-Troy Library District card provides.

3.4 Overdue fines or other fees will not be charged on a Library Link Card. Parents/guardians will remain responsible for lost or damaged items.

SECTION 4 – OPERATING RESPONSIBILITIES

All PARTIES agree that all registration and circulation records of the LIBRARIES about the Library Link Cards will remain confidential in accordance with the Library Records Confidentiality Act (75 ILCS 70/) and other applicable statutes and will not be disclosed unless a valid court order is issued. Both PARTIES agree to work together to ensure compliance with all applicable laws and statutes.

SECTION 5 – LIBRARY OPERATING RESPONSIBILITIES

5.1 Design, create, and issue Library Link Cards, including assuming all costs of printing and distributing them to the SCHOOL DISTRICT students and their families. The Shorewood-Troy Public Library will issue the Library Link Card to all students of Troy 30-C *who reside within the Shorewood-Troy Library District Boundaries*.

5.2 Work jointly with the SCHOOL DISTRICT to provide training and information to administrators, teachers, and librarians regarding the Library Link Card program.

5.3 Work jointly with the SCHOOL DISTRICT to develop information that describes the Library Link program to parents and legal guardians.

5.4 Provide sufficient time for LIBRARY staff to visit Troy 30-C schools to build and strengthen local partnerships and provide information on the Library Link Library Card program.

5.5 Replace lost, stolen, or damaged Library Link cards at no charge to the students or their parents/guardians.

SECTION 6 – SCHOOL DISTRICT RESPONSIBILITIES

6.1 Distribute pertinent information about the Library Link Card program to parents or legal guardians.

6.2 Provide SCHOOL DISTRICT student data to the LIBRARY'S integrated library system via a secure electronic delivery method at the start of every school year, and then as the SCHOOL DISTRICT deems necessary, for the purpose of issuing new Library Link Cards. All student data remains confidential under the Library Records Confidentiality Act (75 ILCS 70/).

6.3 Work jointly with the LIBRARY to provide information to SCHOOL DISTRICT teachers and administrators regarding the Library Link Library Card program.

6.4 Provide evaluation and feedback to the LIBRARY and assist with obtaining feedback from the SCHOOL DISTRICT teachers, administrators, students, and their families or legal guardians.

6.5 Ensure that any promotional material regarding the Library Link Cards produced by Troy 30-C includes language that states, "Troy 30-C in collaboration with the Shorewood-Troy Library District."

SECTION 7 – NOTIFICATION TO PARTIES

7.1 The representation of the PARTIES who are authorized to administer this MOA and to whom formal notices, demands, and written communications shall be given is as follows:

Shorewood-Troy Public Library
650 Deerwood Dr.
Shorewood, IL 60404

Troy CCSD 30-C
5800 Theodore St.
Plainfield, IL 60586

IN WITNESS WHEREOF, the PARTIES have caused this MOA to be executed by their duly authorized representatives as of the dates below:

Shorewood-Troy Library

Troy CCSD 30-C

By (Signature): _____

By (Signature): _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____