

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
MEETING ROOM A

June 11, 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:
 - Regular Meeting, May 14, 2026
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 – May 2026
7. Approval and Payment of Bills
8. Correspondence
9. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
11. New Business –
 - a. Approve Operating Budget for FY2027 (**Action**)
 - b. Approve Disclosure of Salary for Employees compensated at over \$75,000 annually (**Action**)
 - c. Approve FY2027 Freedom of Information Act Policy (**Action**)
 - d. Approve Ordinance 2026-1, Building and Maintenance Ordinance, to levy a .02 tax for the Maintenance of the Facility (**Action**)
 - e. Approve Resolution 2026-1, Resolution Designating the Freedom of Information Act Officer (**Action**)
 - f. Approve Resolution 2026-2, Resolution Designating the Open Meetings Act Officers (**Action**)
 - g. Board President appoints two Library Board members as the Secretary's Audit Committee (**Appointment**)
 - h. Transferring over interest earned into the General Fund (**Action**)
 - i. Approve repayment of the **\$75,000** borrowed from reserves after the levy tax distribution (**Action**)
 - j. Update Library's Nonresident Fee for FY27 – for non-residents who do not pay library taxes to ANY Library – Excludes children served by the Cards for Kids Act (**Action**)
 - k. Approve the one-time rollover of one week of vacation for Mills to be used by December 2026 (**Action**)

12. Other Business

- a. Announcements
- b. Agenda-setting for July Meeting

13. Adjournment

Any individual requiring special accommodations under the Americans with Disabilities Act is requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
May 14, 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 May 14, 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. Arthetta Reeder |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Tiffany Allen-Smith | |

ABSENT: Vito Schultz; Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Treasurer Stahl moved to approve the minutes of the regular meeting on April 13, 2026. Secretary Voitik seconded the motion, which passed with all members present voting "Yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of April 2026	\$ 648,096.79
Cash received during March 2026	: 29,489.49
Disbursements March 2026	<u>(159,803.88)</u>
Cash on Hand End of March 2026	\$ 517,782.40

Location and Denomination of Cash

Petty Cash	\$ 300.00
Old Plank Trail MM X6183	352,585.05
Payroll Account – Chase	8,708.21
License Plates – Chase	1,821.09
Money Market – Old Plank Trail x9981	107,045.33
Old Plank Trail Community Bank X7766	<u>47,322.72</u>
TOTAL	\$ 517,782.40

APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik moved that the bills presented for payment be approved. Treasurer Stahl 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 Library Audit is set for July 20th. The engagement letter is in the board packet for approval.
 - The Friend's Spring Book Sale made \$3,200.
 - Director Mills, Lori, and Julie will be presenting on increasing your library's circulation at the Annual ILA conference in October.
 - Director Mills moderated 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. Treasurer Stahl motioned, and Trustee Reeder seconded to authorize the signing of the Engagement Letter with Mack & Associates for FY26 Audit. A roll call was taken, and the motion passed with all members voting 'yes'.
- b. Treasurer Stahl motioned, and Secretary Voitik seconded the 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. 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 Secretary Voitik, seconded by Treasurer Stahl at 7:07 p.m.

The public meeting was reopened at 7:23 p.m.

- a. Treasurer Stahl motioned, and Secretary Voitik seconded to give the Library Director a 4% raise for FY27. A roll call was taken, and the motion passed with all members voting 'yes'.
- b. Secretary Voitik motioned, and Trustee Reeder seconded to approve the salary table for the Library Staff for FY27. A roll call was taken, and the motion passed with all members voting 'yes'.

OTHER BUSINESS:

-Summer Read Kickoff is on June 6th from 11:00 – 1:00.

-Director Mills is going to get the parking lot sealed either Memorial Day weekend or the 4th of July weekend, depending on weather conditions.

Treasurer Stahl motioned, and Secretary Voitik seconded, that the meeting be adjourned at 7:27 p.m., with all members present voting 'yes'.

Respectfully submitted,

Cindy Norman, Finance Clerk

Director's Report/June 2026

Administrative:

- The Operating Budget is ready to be approved tonight.
- Several resolutions are ready to be approved tonight, including appointing the Freedom of Information Act Officers and the Open Meetings Act officers.
- Staff earning income & benefits over \$75,000 need to have their income reported, so that information has been prepared for approval.
- The Ordinance to levy an additional .02 tax for purposes of maintaining the library facility has been prepared for approval.
- The Library's nonresident fee for FY27 has been updated and will be reported to RAILS once approved by the Library Board. This will not apply to children served by the Cards for Kids Act.

Appointments:

- The Board President will appoint two Board members to serve on the Secretary's Audit Committee.

Financials:

- The Library transferred \$75,000 from reserves to make it through its cash-poor time (an improvement on many recent years, when we've had to transfer \$150,000). There will be a motion to transfer it back from the General fund to Reserves.

Legislation:

- House Bill 5391, which is currently in the House Rules Committee, would substantially streamline the auditing rules for small local governments (of which we are one) and would likely significantly open up the ability of CPAs to perform our annual audits and lower costs to us to have them done.
- E-Book legislation, which did pass the IL House 99-1, is currently sitting with the IL Senate's attorneys as they look at it to see if it meets constitutional tests. ILA's lobbyist, who is also an attorney, will work with them to amend the legislation as necessary.

Pinnacle:

- I'll be serving as Pinnacle's Governing Board's Secretary for FY27.

Staffing:

- Liliana Picco is the library's summer intern, working with us as part of the Give Something Back organization (which provides partial funding for her salary). Liliana graduated from high school this May and is interested in working as an ASL interpreter. She's working in the Children's Department, helping with preparing craft kits, answering phones, handing out summer reading prizes, etc.

- Lexi Gountanis, formerly of the Circulation Department, is no longer with the Library. We are hiring for a full-time Circulation Assistant.
- Rachel Engelhardt, who has worked in the Children's Department for a little over a year, has been promoted to a 25-hour Children's Outreach Coordinator position. I know she'll be awesome in her new role!

Meetings:

- LIMRiCC Board meeting, External (05/19/2026)
- LIMRiCC Membership Meeting, External (05/19/2026)
- PSACC Chamber Awards Dinner, External (05/20/2026)
- Department Head meeting, Internal (05/21/2026)
- Pinnacle Governing Board, External (05/22/2026)
- 3 1st Round Circulation Interviews, Internal (6/3 & 6/4)
- LIMRiCC merger meeting, External (6/3/2026)
- 1st Round Circulation Interview, Internal (6/8/2026)

Technical Services Department Head Report

May 2026

May meetings and events:

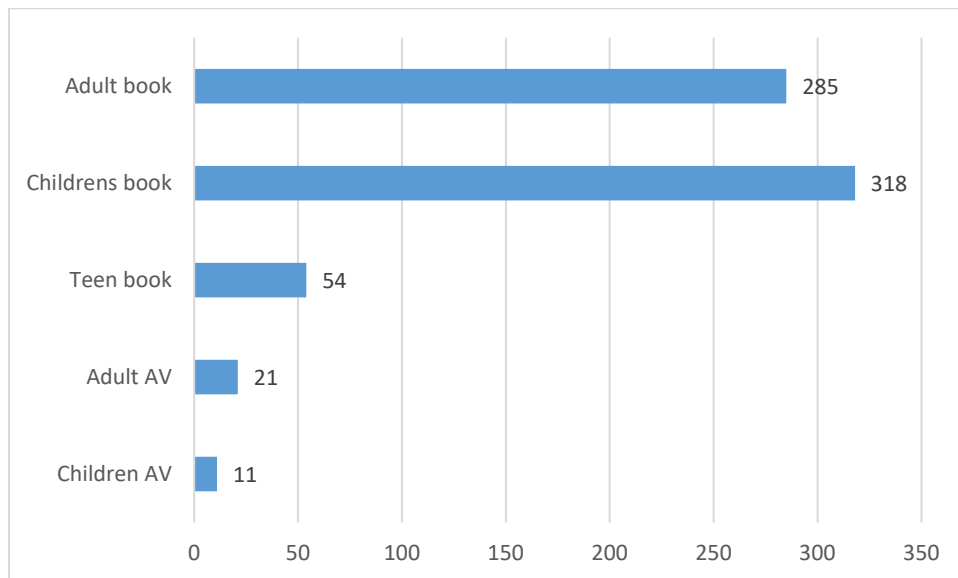
- 5/5 – PinOperations meeting
- 5/12 – Webinar- Top Ten Genealogy Resources for Library Staff
- 5/15 – LACONI – Cataloging the Library of Things
- 5/18 – Webinar – Leading with Purpose – The Coaching Approach
- 5/21 – Department head meeting

Current projects and news:

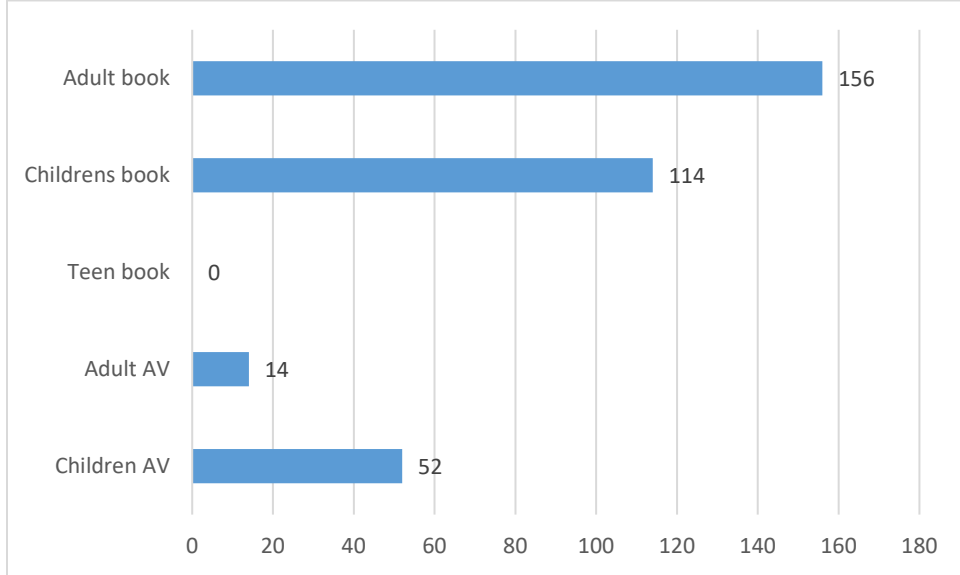
- None

Tech Service Statistics

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



Items ordered in May:



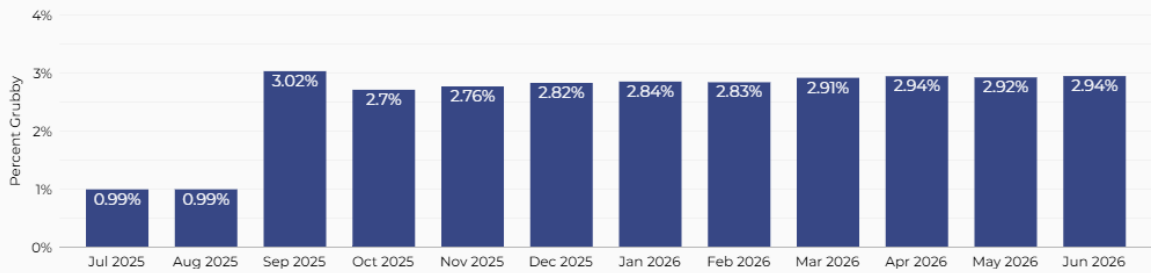
Collection Trends

Total Items							Top 10 - Date / Total Items	
Material Type	Jun 2020	Jun 2021	Jun 2022	Jun 2023	Jun 2024	Jun 2025	Jun 2026	
Audio	3,580	1,981	1,806	1,965	1,915	1,964	1,840	
Book	41,881	36,277	35,429	36,050	37,884	40,170	43,850	
Magazine	661	640	645	161	243	237	269	
Movie	4,712	4,253	3,942	3,709	3,959	4,204	4,476	
Other	184	226	141	158	161	197	182	
Grand total	51,018	43,377	41,963	42,043	44,162	46,772	50,617	

Dead Items



Grubby Items



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

May 2026

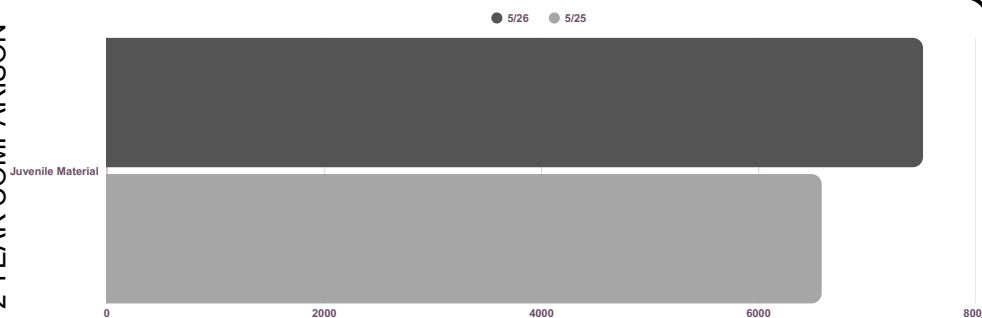
DEPARTMENT UPDATES

- **New Programs:** This month, we introduced two new programs. Both programs were a big hit and will be added to our recurring programs list!
 - Hot Wheels At STPL!** - This program allowed patrons to design and build tracks, race against friends, and play with car sets. This was open play!
 - Tiny Art Gallery-** This program allowed patrons to create a miniature masterpiece to be displayed on STPL's Tiny Art Gallery wall! This was an in-department program.

CIRCULATION

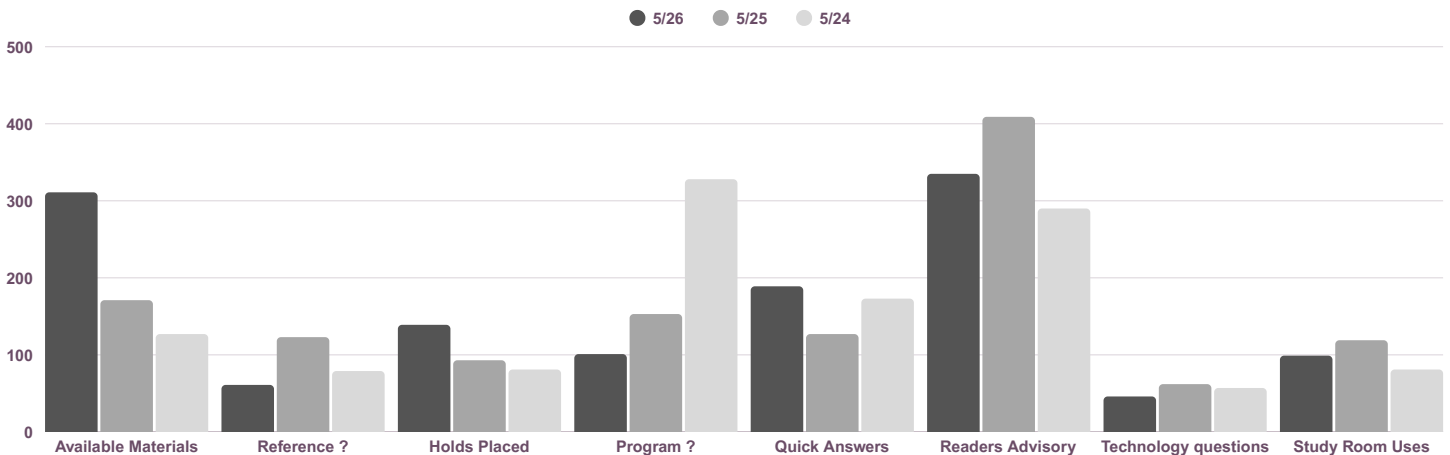
The circulation of Juvenile materials for the month of May 2026 increased by **14.18%**. **7,513** items were checked out, compared with **6,580** the previous year.

2 YEAR COMPARISON



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 5/26

- **311** patrons ask about available materials
- **61** ask general reference questions
- **139** holds were placed
- **101** questions were asked about programs
- **189** quick answers were provided
- **335** reader's advisory
- **46** patrons asked about technology.
- **99** study room reservations.



CHILDREN'S PROGRAMS

22

Active Programs Offered

388

Total Attendance

8

Passive Programs Offered

860

Total Attendance

Children's Outreach Report, May 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
- **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

Total Engagement
245

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!

Troy Craughwell Fly Into Summer Event - Library resources, activities, and raffle baskets shared with school families.

All Troy and Minooka Schools Invitations sent to encourage students and their families to participate in STPL's Summer Read Challenge!

Total Engagement
237+

Community Partnerships:

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

Swim Safety Storytime with Goldfish Swim School - STPL partners with a local swim school to provide a fun, interactive storytime! Attendees were presented with swim safety tips and information about Goldfish Swim School classes.

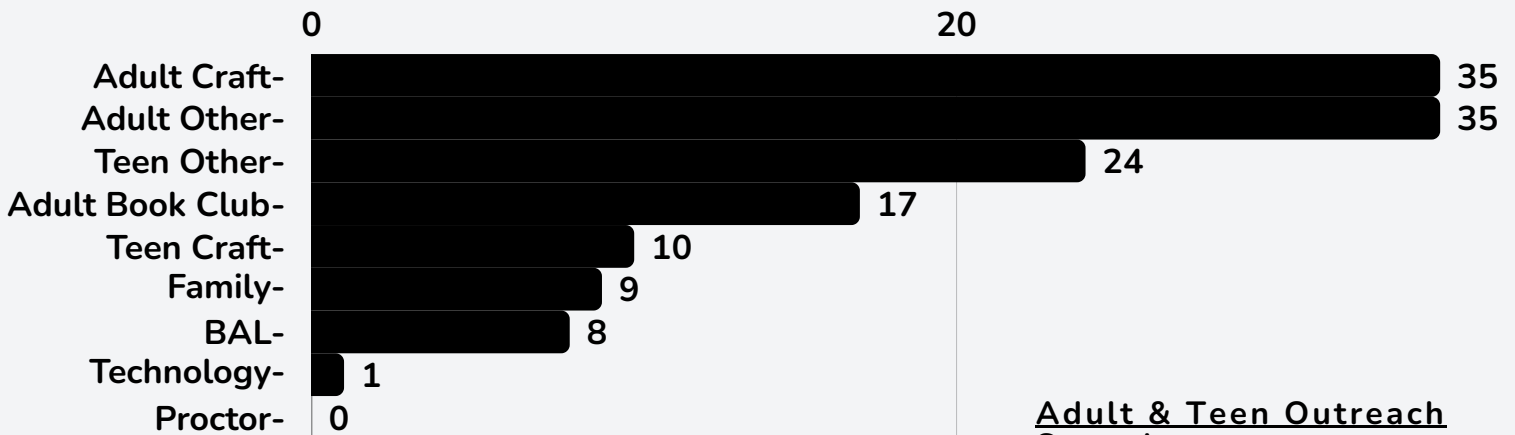
Total Engagement
21

Illinois Library Association Reaching Forward North- Participated in conference sessions, networked with other Library professionals, and scoped out new contacts at the Exhibition area.

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

Rose Nowak - Adult, Teen, & Technology Services Manager

Program attendance breakdown:



Adult & Teen Outreach Snapshot:

Number of Programs: 13
Total Patrons: 689
Homebound Deliveries: 3

Active Programs

Number of Programs: 15
Attendees: 104

Passive Programs

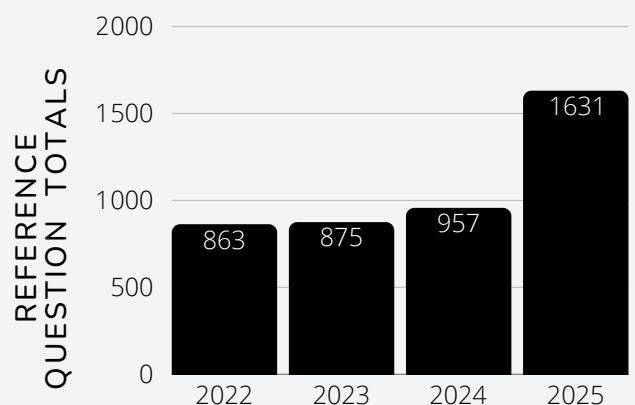
Number of Programs: 5
Total Patrons: 89

Staff Meetings, Training, Programs, & Events

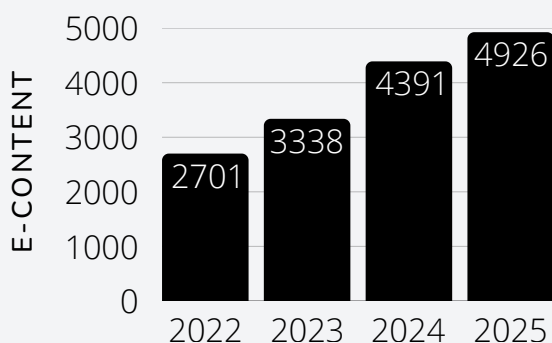
- Rose - Adult, Teen, & Technology Manager (7)
 - Events Committee
 - Warhol's Wonders
- Anna - Adult & Teen Outreach Coordinator (13)
 - Senior Services of Will County Tech Help
 - StoryWalk at Towne Center Park
- Hailie - Adult & Teen Services Assistant (1)
 - Teen Boba Bar
- Audrey- Adult Services Program Coordinator (10)
 - Tech Help Tuesday
 - Medicare & Social Security
- Violet - Teen Programming Coordinator (7)
 - Teen Advisory Group
 - STEAM Club

Reference Stats

- TOTAL: 1631
 - Reference: 433
 - Item Availability: 129
 - Reader's Advisory: 73
 - Holds: 90
 - Programs: 95
 - Technology: 562
 - Quick Answer: 227



E-Content



- E-Content Holdings
 - Hoopla: 1,178 items
 - Libby: 3,748 items

ADULT & TEEN OUTREACH REPORT MAY 2026

Total Teen & Adult
Outreach
Programs/Events:

12

Alden Estates: Biweekly visit alternating between book pick-up/drop-off and a craft. May's craft was Hummingbird Sun Catcher's.

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

Shorewood Glen: Monthly craft program at their community center. May's craft was painting glass cups.

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

Timbers Book Club: Members read and discussed the book *Remain* by Nicholas Sparks.

Trivia @ Mad Hatchet Brewing: Monthly outreach trivia program geared towards adults. May's installment was *Law and Order* themed.

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

Timbers Expo: Gabby and Violet set up a table at the Timbers Health Expo. They engaged with almost 100 residents and their families with games, prizes, and information for the library.

Reaching Forward North: Gabby, Sarah, and Rachel attended Reaching Forward North. They attended multiple informational panels, walked around vendor booths, and networked with other librarians and businesses.

Reoccurring
Programs/Events:

5

Total Participants:

206+

Homebound
Deliveries:

2

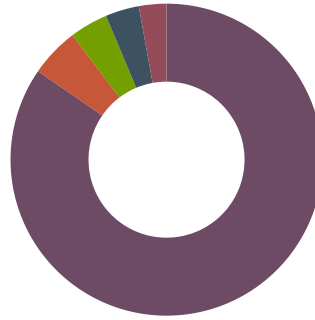
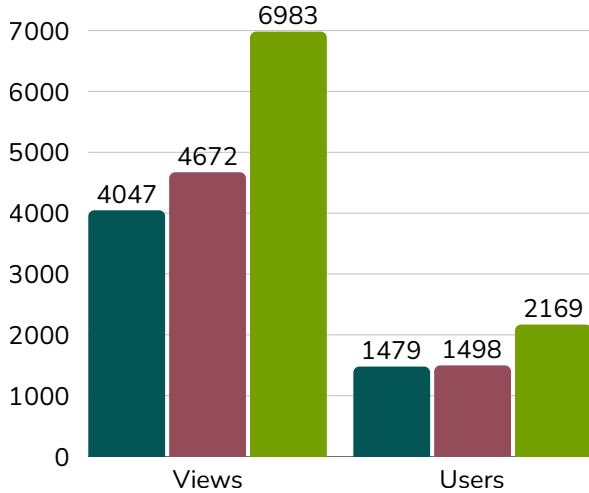
Community
Bookdrop Returns:

148

May 2026 Marketing Stats

Monthly Board Report
Donna Rodriguez
Marketing Specialist

Website Visits:



Home Page - 86%
Get a Library Card - 4%
Work at the Library - 4%
Passports - 3%
Museum Passes - 3%

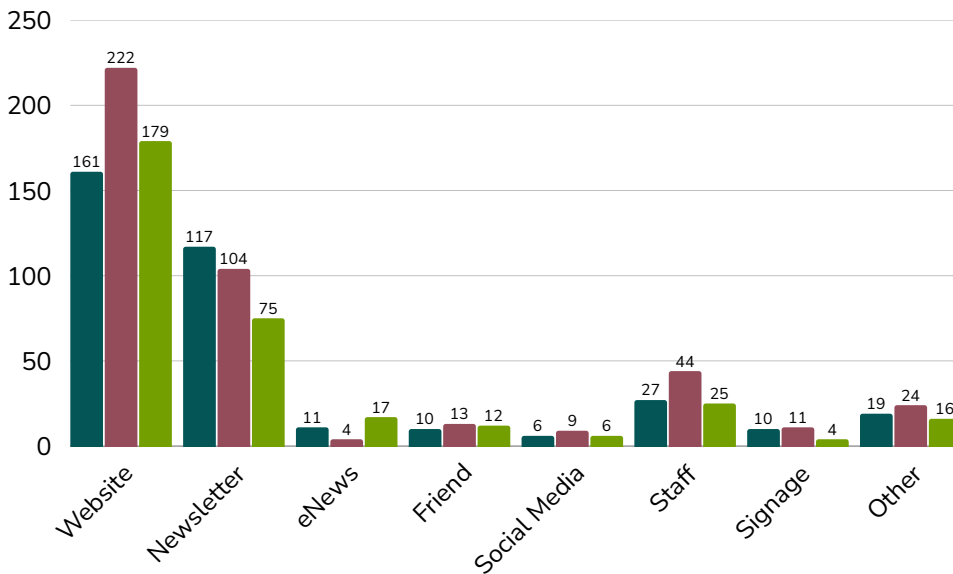
Meeting Room:

	2026	2025	2024
Non-Profit	98	4	8
For-Profit	1	1	0

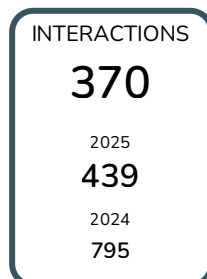
eNews Stats:

	2026
8,494 EMAILS SENT	
41.02% OPEN RATE	
155 CLICKS	
60 UNIQUE CLICKERS	
	2025
7,519 EMAILS SENT	
48.5% OPEN RATE	
381 CLICKS	
242 UNIQUE CLICKERS	
	2024
8,106 EMAILS SENT	
41.11% OPEN RATE	
586 CLICKS	
242 UNIQUE CLICKERS	

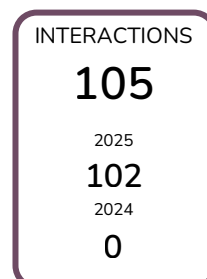
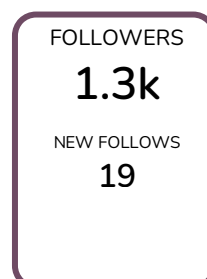
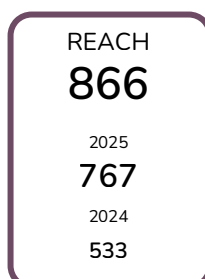
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

May2026

Marketing Updates



Meetings/Trainings:

- 5/19 - Programmer Meeting
- 5/21 - Department Head Meeting



Other Items:

- Sent the June/July newsletter to Crossmark for printing
- Added clickable links to pdf of newsletter and posted it on the website
- Created and published June eNewsletter
- Summer Read
 - Finalized list of sponsors
 - Created “day of” banners for sponsors and registration
 - Put together door prize baskets for Summer Read- Nine total baskets- 4 donated by sponsors (Divas, Papa John’s, We Rock the Spectrum, Texas Roadhouse and Pantheon Printing) 6 baskets from library (large plush cow, car care basket, lego basket, chili basket, family games basket)
 - Created weekly promotional social media posts
 - Created a page on the website
- Created a slideshow for June programs with low registration that will run on the tv in the lobby
- Created social media posts for upcoming low registration programs
- Resolved issues with our library app not showing up in the Apple app store



June 11, 2026

TO: Shorewood-Troy Board of Trustees

FROM: Jennie Mills, Director

RE: Operating Budget FY27

I was able to tighten up some of the assumptions in the Operating Budget for FY27

- The income and expenses have been updated with 10-months worth of data (through April), which is the most current month of information that I have to this point. I am comfortable with the projections that I am making for the Operating Budget.
- Passport revenue trended slightly down this year, compared to last year, so I lowered projections.
- Interest revenue should still remain relatively high, although not at the peak of what it had been.

STATEMENT OF INCOME AND EXPENSE

	FY26	10-month	Proposed FY27
INCOME			
401 Per Capita Grant	\$32,000.00	\$32,134.00	\$ 32,000.00
402A LSTA Grant	\$0.00	\$0.00	\$ -
402B Other Grants	\$0.00	\$0.00	\$ 3,000.00
410 Sale of Library Materials	\$500.00	\$664.77	\$ 1,000.00
430 Photocopy Receipts	\$5,000.00	\$5,878.29	\$ 7,500.00
435 Fines & Lost Books	\$4,000.00	\$2,583.97	\$ 4,000.00
445 Interest Income	\$40,000.00	\$27,607.16	\$ 35,000.00
450 Misc, Notary Fees, etc	\$3,000.00	\$1,068.14	\$ 3,000.00
455 Passport Revenue	\$45,000.00	\$32,192.00	\$ 38,000.00
468 Room Rental	\$500.00	\$665.00	\$ 750.00
470 General Property Tax	\$1,470,000.00	\$661,072.00	\$ 1,539,923.00
471 Per. Prop. Replacement	\$30,000.00	\$27,108.59	\$ 35,000.00
475 Donations	\$6,000.00	\$9,681.68	\$ 10,000.00
476 Impact fees	\$10,000.00	\$38,063.02	\$ 40,000.00
477 Fax Services	\$1,000.00	\$753.00	\$ 1,000.00
480 Pin Reimbursement	\$195,000.00	\$146,759.19	\$ 205,000.00
476b Transfer From Developer'	\$0.00	\$0.00	\$ -
License Plate fees	\$1,800.00	\$1,692.00	\$1,800.00
<u>Total Income</u>	<u>\$ 1,843,800.00</u>	<u>\$987,922.81</u>	<u>\$1,956,973.00</u>

EXPENSE	FY26	10-month cumulative Proposed FY27	
501 Professional Salary	\$510,000.00	\$429,844.13	\$ 532,173.00
502 Paraprofessional Salary	\$385,000.00	\$322,162.00	\$ 417,000.00
504 IMRF - Emplr's portion	\$46,000.00	\$26,931.88	\$ 49,000.00
506 FICA - Emplr's portion	\$70,000.00	\$56,582.99	\$ 74,000.00
508 Health Insurance-Emplr'	\$75,000.00	\$44,769.30	\$ 75,000.00
509 Unemp Comp/Wrk Comp	\$7,500.00	\$6,255.01	\$ 8,500.00
TOTAL PAYROLL RELATED EXPEN	\$1,093,500.00	\$886,545.31	\$1,155,673.00
510A Books-Adult	\$55,000.00	\$41,308.69	\$ 55,000.00
510B Books-Children	\$55,000.00	\$40,530.73	\$ 55,000.00
510C Books-YA	\$5,000.00	\$2,733.28	\$ 6,000.00
510D Reference	\$500.00	\$0.00	\$ 500.00
510E Electronic books	\$20,000.00	\$20,000.00	\$ 25,000.00
510F LSTA Grant	\$0.00	\$0.00	\$ -
511 Periodicals	\$2,500.00	\$3,073.28	\$ 3,500.00
515 Newspapers	\$5,000.00	\$2,455.16	\$ 5,000.00
520A Audiobooks (Adult)	\$2,500.00	\$1,531.18	\$ 2,500.00
520B Audiobooks (Children)	\$1,000.00	\$54.95	\$ 1,000.00
522A Music-Adult	\$1,000.00	\$347.98	\$ 1,000.00
522B Music-Children	\$500.00	\$183.91	\$ 500.00
527A Videos-Adult	\$5,000.00	\$4,188.36	\$ 5,000.00
527B Videos-Children	\$2,000.00	\$1,542.34	\$ 2,000.00
527C Games-YA	\$2,000.00	\$1,736.43	\$ 2,000.00
527D Games-Children	\$1,500.00	\$1,406.81	\$ 1,500.00
TOTAL LIBRARY MATERIAL	\$158,500.00	\$121,093.10	\$165,500.00
531 Website Maintenance	\$4,000.00	\$1,501.05	\$ 3,000.00
532 Management Services	\$5,000.00	\$1,733.89	\$ 5,000.00
533 Pinnacle Services	\$81,000.00	\$79,735.63	\$ 83,000.00
535 Maintenance of Equipmer	\$27,000.00	\$28,702.34	\$ 30,000.00
536 Computer Supplies/softwz	\$30,000.00	\$12,003.78	\$ 30,000.00
537 Photocoper Supp & Equip	\$8,000.00	\$9,230.84	\$ 10,000.00
538 Databases	\$48,000.00	\$64,937.02	\$ 61,000.00
TOTAL CONTRACTUAL SERVICES	\$203,000.00	\$197,844.55	\$ 222,000.00
541A Tech services supplies	\$7,000.00	\$4,917.47	\$ 7,000.00
542 Office Supplies	\$7,000.00	\$5,992.96	\$ 7,000.00
542A Management Supplies	\$5,000.00	\$5,918.14	\$ 7,500.00
542C Display supplies	\$500.00	\$263.65	\$ 500
543 Assets Not Capitalized	\$10,000.00	\$6,635.73	\$ 10,000.00
544 Telephone Services	\$8,000.00	\$6,149.41	\$ 8,000.00
545 Computer Line	\$10,000.00	\$7,991.50	\$ 10,000.00
546 Adult Services Program	\$11,000.00	\$9,074.19	\$ 13,000.00
547a Postage	\$12,000.00	\$8,567.53	\$ 11,000.00
547b Passport postage	\$5,000.00	\$2,902.05	\$ 5,000.00
548 Circulation Services	\$3,000.00	\$3,899.26	\$ 5,000.00
549 Youth Serv Programs	\$14,000.00	\$8,899.90	\$ 15,000.00
Youth Services Grant			

	FY26	9-month Cumulative	Proposed FY27
549A Teen programming	\$2,500.00	\$1,454.39	\$ 2,500.00
549B Outreach Services	\$5,000.00	\$3,848.72	\$ 5,000.00
549C Family Programs	\$4,000.00	\$4,029.89	\$ 5,500.00
TOTAL SUPPLIES & SERVICES	\$104,000.00	\$80,544.79	\$ 112,000.00
551 Adv & Publishing	\$28,000.00	\$20,048.89	\$ 26,000.00
552 Mileage/Meetings, etc.	\$6,000.00	\$2,368.40	\$ 5,000.00
553 Professional Dev	\$9,000.00	\$8,389.57	\$ 9,000.00
554 Professional Dues	\$1,000.00	\$450.00	\$ 1,000.00
555 Library Promotion & Dev	\$4,000.00	\$1,986.93	\$ 4,000.00
TOTAL MISC EXPENSE	\$48,000.00	\$33,243.79	\$45,000.00
560 Electricity	\$18,000.00	\$12,365.23	\$ 18,000.00
561 Gas	\$5,000.00	\$4,362.37	\$ 5,000.00
562 Mnt & Sfy of Grounds	\$22,000.00	\$16,219.88	\$ 25,000.00
563 Water	\$3,500.00	\$2,802.82	\$ 3,500.00
564 Util & Jan Supplies	\$3,000.00	\$2,399.47	\$ 3,000.00
565 Routine Maint Building	\$45,000.00	\$29,370.39	\$ 45,000.00
568 Janitorial Service Building	\$21,000.00	\$18,057.71	\$ 21,000.00
569 Ins Building, Cont, & Liab	\$22,000.00	\$15,907.56	\$ 22,000.00
Total Util & Building Expense	\$139,500.00	\$101,485.43	\$142,500.00
580 Fixed Assets Cap	\$0.00	\$0.00	\$ -
582 Capital Improv Building	\$25,000.00	\$44,134.15	\$ 40,000.00
583 Land Purchase/Mortgage	\$0.00	\$0.00	\$ -
584 New Building Expenses	\$0.00	\$0.00	\$ -
TOTAL CAPITAL EXPENSE	\$25,000.00	\$44,134.15	\$40,000.00
590 Legal Services	\$8,000.00	\$4,771.07	\$ 6,000.00
591 Audit & Accounting	\$14,000.00	\$12,427.92	\$ 14,000.00
594 Administrative Expense	\$9,000.00	\$7,918.80	\$ 9,000.00
595 Special Reserve Fund	\$20,000.00	\$0.00	\$ 30,000.00
596 Interest & Prin Short term	\$0.00	\$0.00	\$ -
598 Err & Omiss/Treas Bond	\$3,300.00	\$0.00	\$ 3,300.00
599 Contingencies	\$8,000.00	\$10,883.95	\$ 12,000.00
TOTAL OVERHEAD & DEBT SERVI	\$62,300.00	\$36,001.74	\$74,300.00
TOTAL EXPENSES	\$1,833,800.00	\$1,500,892.86	\$1,956,973.00

\$0.00

June 11, 2026

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Jennie Mills, Director

RE: Disclosure of Salary Information for FY27

Illinois Public Act 97-0609 requires the posting of the “total compensation package” for public employees whose compensation package exceeds \$75,000 annually. The total compensation package is defined as salary, the amount paid towards health insurance, vacation days granted, and sick days granted for employees by the Shorewood-Troy Library District.

The Library Director is the only employee internally who is compensated at this level at the Shorewood-Troy Public Library. However, the Pinnacle Director (Matt Hammermeister) is considered to be STPL’s employee of record. While STPL is fully reimbursed for his employment costs by Pinnacle, he appears on our payroll records and needs to be accounted for on this spreadsheet as well.

This salary disclosure will be posted internally and on the Library’s website.

June 11, 2026

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Freedom of Information Act Policy for FY26

The Freedom of Information Act policy is updated annually with updated budget numbers and changes in officers (if any). It is then posted in our lobby and on the website to meet legal requirements.

Shorewood-Troy Public Library Freedom of Information Act Policy

About Shorewood-Troy Public Library District

The Shorewood-Troy Library District (STPL) serves 21,780 people in our District through one library location in the Village of Shorewood. In addition, STPL serves reciprocal borrowers from other libraries, and all members of the public who choose to visit our library or engage with our staff and resources.

STPL is a district library established in 1976. STPL is subject to the statutes and provisions outlined in the Illinois Public Library District Act 75 ILCS 16/ and is governed by a 7-member Board of Trustees elected by district residents.

STPL's mission is to "Build Community through the Joy of Reading, Learning, and Exploring!"

STPL is required to report to and answer to the Illinois State Library, which is overseen by Secretary of State Alexi Giannoulias and Executive Director Greg McCormick.

Shorewood-Troy Library District's Website

Our website can be found at: <https://www.shorewoodtroylibrary.org>.

Operating Budget:

STPL's fiscal year runs from July 1 to June 30; the operating budget for FY26 is \$1,957,000. Financial documents for the current fiscal year, including the Budget & Appropriations Ordinance, the Tax Levy, Disclosures of Staff Salaries as required by law, and the last fiscal year's audit, are available on the website or may be requested in person at the administrative office.

Shorewood-Troy Library District Administrative Office

STPL's Administrative office is at the Shorewood-Troy Public Library's Building, 650 Deerwood Drive, Shorewood, IL 60404. It is open Monday through Friday, 9 am—4 pm, excluding scheduled closing dates, which are listed on the website.

Shorewood-Troy Library District Staff

STPL employs 11 full-time and 13 part-time employees. The organizational chart is at the end of this document.

Shorewood-Troy Library District Trustees

STPL is governed by an elected seven-member Board of Trustees. Trustees are elected to six-year terms. Current board members are:

President: Thomas Novinski

Vice-President: Vito Schultz

Secretary: Karen Voitik

Treasurer: Robert J. Stahl

Trustees-At-Large: Tiffany Allen-Smith; Krysten McGee, Arthetta Reeder

Draft 6/11/2026

Board meetings are typically held on the second Thursday of the month and begin at 7 pm, unless otherwise noted on the agenda posted on the website, at least 48 hours in advance, and on STPL's event calendar. Meetings typically occur in Meeting Room A at the library's lower level.

Freedom of Information Act (FOIA)

STPL adheres to the Freedom of Information Act, 5 ILCS 140/1 et Seq, the principal Illinois statute governing public records inspection. The Act requires that public bodies make all public records available for inspection or copying to any person.

Shorewood-Troy Library District FOIA Officers

Director: Jennie Mills (jmills@shorewoodtroylibrary.org)

Head of Circulation: Julie Hornberger (jhornberger@shoewoodtroylibrary.org)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

Mail

ATTN: FOIA Officer
Shorewood-Troy Public Library District
650 Deerwood Drive
Shorewood-Troy Library District
Shorewood, IL 60404

Email

foia@shorewoodtoylibrary.org

Personal delivery

During regular business hours of the Shorewood-Troy Public Library District

A suggested form is at the end of this policy.

FOIA fees

Digital copies shareable via electronic means are provided free of charge.

The charge for physical copies of the record is as follows:

1. First 50 pages black and white, letter size: Free
2. \$0.10 per page for black and white, letter size, after 50 pages
3. 0.25 per page for color or oversized pages
4. Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved.

Responses to Non-Commercial FOIA Requests

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the Library will reach out to the requester.

Responses to Commercial FOIA Request

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a request. If an extension is required, a Library FOIA officer will reach out to the requester.

Procedure for Appealing a Denial

If your request is denied, or partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter, along with a copy of your request and the denial letter, to the following address:

Public Access Counselor
Office of the Illinois Attorney General
500 South Second St
Springfield, IL 62701
public.access@ila.gov
877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court per 5 ILCS 140/11.

Shorewood-Troy Library Record Retention:

STPL adheres to the guidance established by the Illinois State Archives Records Management Division for retaining business records. Records immediately available on our website in an electronic format include:

- Meeting Minutes:** Current Year + 2025
- Meeting Agendas:** Current Year + 2025
- Annual Audit Reports:** Prior Fiscal Year
- Budget & Annual Appropriation Ordinance:** Current Year
- Levy Ordinance:** Current Year
- Library Policies:** Current

Other common record types retained by STPL are listed below, along with their retention times:

- Applications to Dispose of Records:** Permanent
- Annual Reports:** Permanent
- Audit Reports:** Permanent
- Board Meeting Agendas:** Permanent
- Board Meeting Minutes:** Permanent
- Budgets:** 7 Years

Draft 6/11/2026

Cash Receipts: 2 years

Check stubs & Copies: 2 years

Circulation Statistics: 7 years

Contracts, Agreements & Leases: 10 years after termination or completion

Department and Statistical Reports: 2 years

Employment Applications: 2 years (solicited), 1 year (unsolicited)

Financial Reports & Statements: 7 years

FOIA Requests & Denials: 2 years

Grant applications: 7 years (funded), 1 year (unfunded)

Insurance Policies: 7 years after termination or completion

Ordinances: Permanent

Paid Bills & Invoices: 7 years

Maps, Plats, Surveys, and Blueprints: Permanent

Resolutions: 60 Days once recorded in the Meeting Minutes

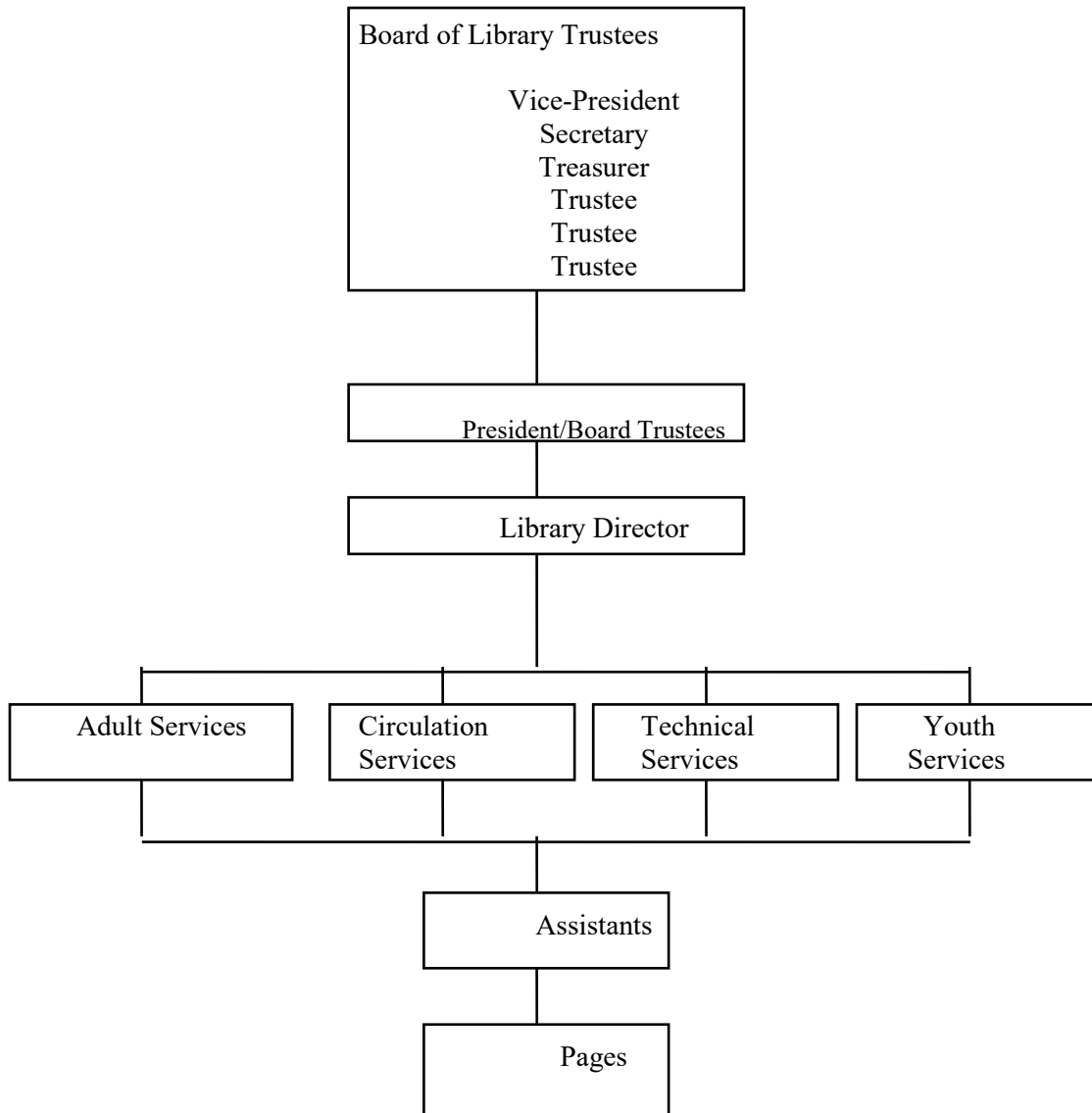
Tax Levies: 7 years

Treasurer's Reports: 7 years

People who lack access to a computer and who want to view any of FPLD's electronic records may visit the Shorewood-Troy Library District for staff assistance.

Posted in accordance with 5 ILCS 140/4.

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT ORGANIZATIONAL CHART



**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
FREEDOM OF INFORMATION REQUEST**

Requestor's Name (or business name, if applicable)	Date of Request	Phone number
Street Address	Certification requested: _____ Yes _____ No	
City	State	Zip
Description of Records Requested: _____		
Is the reason for this request a "commercial purpose" as defined in the Act? ___ Yes ___ No		
<i>Library Response (Requestor does not fill in below this line)</i>		
A P P R O V E D	<input type="checkbox"/> The documents requested are enclosed. <input type="checkbox"/> You may inspect the records at _____ on the date of _____. <input type="checkbox"/> The documents will be made available upon payment of copying costs of \$ _____. <input type="checkbox"/> For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	<input type="checkbox"/> The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request. <input type="checkbox"/> The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____ In the event of a denial, you have the right to seek review by the Public Access Counselor at 877-299-3642 or 500 S. Second St., Springfield, IL 62701 Or you have the right to judicial review under section 11 of FOIA. <input type="checkbox"/> Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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Draft 6/11/2026

June 11, 2026

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Building and Maintenance Ordinance, 26-1

Ordinance 26-1, informally known as the Building and Maintenance Ordinance, is the first levy ordinance that is passed annually by the board. It levies a .02% tax for the purposes of maintenance and repairs to the building. In the 2025 levy, the funds from this ordinance raised **\$18,688** for the District. These funds are used for routine maintenance of the building, such as any repairs or maintenance that are required throughout the year. This past year, funds were used to pay for such maintenance items like replacing a water fountain, basic maintenance on our HVAC units, our elevator maintenance contract, and other items.

Below is the state statute that empowers Library Boards to levy the Building & Maintenance Ordinance:

ARTICLE 35. TAXATION

(75 ILCS 16/35-5)

Sec. 35-5. Tax levy for establishment, maintenance, and support of district library.

(a) When a district has been organized and established under this Act, the board, upon its formation and qualification of the trustees to serve, may levy an annual public library tax for the establishment, maintenance, and support of a public library or libraries within the district or for contracting for library service. The tax shall not exceed 0.15% (or a greater amount not to exceed 0.60% if the greater amount was authorized by the referendum establishing the public library district) of the value of all the taxable property within the district, as equalized and assessed by the Department of Revenue. Any tax levied under Section 35-35 shall be disregarded in applying the provisions of this Section.

(b) The board may also levy an additional tax of 0.02% of the value of all the taxable property in the district, as equalized or assessed by the Department of Revenue, for the purchase of sites and buildings, the construction and equipment of buildings, the rental of buildings required for

library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

In any year in which the board proposes to levy the additional 0.02% tax, the board shall adopt an ordinance determining to levy the tax. The ordinance may be vacated by the board before its publication.

Within 15 days after the adoption of the ordinance, it shall be published in accordance with Section 1-30. The publication or posting of the resolution shall include a notice of (i) the specific number of voters required to sign a petition requesting that the question of the adoption of the resolution be submitted to the electors of the district, (ii) the time in which the petition must be filed, and (iii) the date of the prospective referendum.

The secretary of the district shall provide a petition form to any individual requesting one.

If no petition is filed with the board within 30 days after publication or posting of the ordinance, the district shall then be authorized to levy the tax. If, however, within the 30 day period a petition is filed with the board, signed by electors of the district equal in number to 10% or more of the total number of registered voters in the district, asking that the question of levying a 0.02% tax be submitted to the electors of the district, the question shall be certified to the proper election authority, who shall submit the question at an election in accordance with the Election Code, unless the board vacates the ordinance within 7 days after the petition is filed. The proposition shall be in substantially the following form:

Shall the Board of Library Trustees of (name of district) be authorized to levy an additional tax of (rate)% for the construction of buildings, provision of sites, etc., as determined by the board's ordinance of (date)?

If a majority of votes cast upon the proposition are in the affirmative, the board may levy the additional tax.

(Source: P.A. 87-1277.)

ORDINANCE NO. 26-1

AN ORDINANCE OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, TO LEVY AN ADDITIONAL .02% TAX FOR EQUIPPING THE LIBRARY AND FOR THE MAINTENANCE AND REPAIR OF THE LIBRARY BUILDING AND EQUIPMENT OF THE LIBRARY DISTRICT

WHEREAS, the Board of Library Trustees of the Shorewood-Troy Public Library District, Will County, Illinois, is desirous, during the fiscal year commencing July 1, 2027, and ending June 30, 2028, to expend funds for constructing and equipping the library building of the Library District, and for maintenance and repair of the library building and equipment of the Library District.

NOW, THEREFORE, BE IT ORDAINED BY THE LIBRARY BOARD OF TRUSTEES OF THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as follows:

Section 1. It is hereby determined that during the fiscal year commencing July 1, 2027, and ending June 30, 2028, sums shall be expended for constructing and equipping the library building of the Library District and for maintenance and repair of the library building and equipment of the Library District.

Section 2. Pursuant to the provisions of the Illinois Public Library District Act of 1991 (75 ILCS 16/35-5), it is further determined that the Library District shall levy an additional tax for the fiscal year commencing July 1, 2027 and ending June 30, 2028, in the amount of .02% of the value of all taxable property within the Library District, as equalized or assessed by the Department of Revenue, for equipping the library building of the Library district and for the maintenance and repair of the library building and equipment of the Library District.

Section 3. Within 15 days after the adoption of this ordinance, a certified copy of this ordinance shall be published once in the Shorewood Sentinel, a newspaper circulated in the Library District.

Section 4. The minimum number of Library District voters required to sign a petition requesting that the question of adopting the ordinance be submitted to the electors of the Library District is 10 percent or more of the registered voters of the district at the last election, which is **1,628**. The petition shall be filed with the District within 30 days after this notice's publication, and the prospective referendum date is **April 6, 2027**.

Passed by the Board of Library Trustees of the Shorewood-Troy Public Library District,
Will County, Illinois this 11th day of June, 2026.

Thomas Novinski
President, Board of Trustees
Shorewood-Troy Public Library District

Attest:

Karen Voitik
Secretary, Board of Trustees
Shorewood-Troy Public Library District

June 11, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Resolution 2026-1 (FOIA officers) and Resolution 2026-2 (OMA officers)

Resolution 2026-1 designates Julie Hornberger and myself as the Library's Freedom of Information Act officers. I have completed my training; for some reason the site won't generate a certificate, but the screen shot is below. I completed it on 6/3/26. Julie will complete hers soon.

Resolution 2026-2 designates Cindy and myself as the District's Open Meetings Act officers. I've completed my training. Cindy will complete hers soon.

FOIA and OMA Training Edit your Profile Logout

Start a new training

Training	Published Date	Action
2026 - FOIA Training	1/13/2026	➔
2026 - OMA Training	1/13/2026	➔

Training in progress and completed

Type	Training	Date	Status	Current Page	Action
2026					
OMA	2026 - OMA Training	Jun 03, 2026 10:45 AM	Completed		📄
FOIA	2026 - FOIA Training	Jun 03, 2026 10:17 AM	Completed		📄
2025					
FOIA	2025 - FOIA Training	Jun 04, 2025 10:55 AM	In-Progress	1	✖
OMA	2025 - OMA Training	May 28, 2025 01:25 PM	Completed		📄
FOIA	2025 - FOIA Training	May 28, 2025 12:45 PM	Completed		📄
2024					
OMA	2024 - OMA Training	May 23, 2024 01:20 PM	Completed		📄
FOIA	2024 - FOIA Training	May 23, 2024 12:46 PM	Completed		📄
2023					
OMA	2023 - OMA Training	May 22, 2023 01:52 PM	Completed		📄
FOIA	2023 - FOIA Training	May 22, 2023 12:59 PM	Completed		📄
2022					
FOIA	2022 - FOIA Training	Feb 16, 2022 03:42 PM	Completed		📄
OMA	2022 - OMA Training	Feb 16, 2022 03:25 PM	Completed		📄

RESOLUTION 2026-1

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

WHEREAS, the Freedom of Information Act (5 ILCS 140/3.5) requires a public body to designate one or more Freedom of Information officer or officers; and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate Freedom of Information officers as set forth herein below;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Julie Hornberger are hereby designated as the Freedom of Information officers for the Shorewood-Troy Public Library District. The FOIA Officers' names, titles, and contact information shall be posted on the District's website and the District's administrative office.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 11th Day of June 2026.

APPROVED THIS 11th Day of June 2026.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees

RESOLUTION 2026-2

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

WHEREAS, the Open Meetings Act requires a public body to designate one or more employees, officers, or members to receive electronic training on compliance with the Act, and said persons are to complete said training on an annual basis and

WHEREAS, the Board of Trustees of the Shorewood-Troy Library District hereby finds and declares that it is in the best interests of the Library District to designate such persons;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY TRUSTEES OF SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: Jennifer Cisna Mills and Cindy Norman are hereby designated to receive training on compliance with the Open Meetings Act to serve as the Open Meetings Act Officers for the Shorewood-Troy Public District.

SECTION TWO: All policies and resolutions of the Library District that conflict with the provisions of this resolution shall be and are hereby repealed to the extent of such conflict.

SECTION THREE: This resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED THIS 11th Day of June 2026,

APPROVED THIS 11th Day of June 2026.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees

June 11, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Appointing Secretary's Audit Committee

The Board President will need to appoint the members of the Secretary's Audit committee:

This is a short-term committee (meeting only once this year) to audit the Secretary's minutes and the record-keeping of official board materials. This committee typically meets before the August board meeting to do the review. Two members of the board will need to be appointed to this committee.

June 11th, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Moving accumulated interest into the General Fund

To clarify this portion of the audit, I'm asking that the board authorize moving the accrued interest from the Wintrust money market savings account into the General fund account. That amount equals **\$12,274.01**. The General Funds held at Wintrust themselves generated **\$16,532.07** in interest.

June 11, 2026

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Authorizing repayment of \$75,000 to Reserves

In April 2026, the Board authorized a temporary transfer of \$150,000 from Reserves to the General Fund during a cash-lean period before the tax distribution began. Ultimately, the Library only had to transfer **\$75,000**, which is an improvement over the past several years.

Now that tax distributions have begun, the Library can “repay” the reserves account.

The Distribution Schedule is as follows:

- [Levy Distribution #1 \(5/21/2026\)](#)
- Levy Distribution #2 (6/11/2026)
- Levy Distribution #3 (6/25/2026)
- Levy Distribution #4 (7/23/2026)
- Levy Distribution #5 (8/20/2026)
- Levy Distribution #6 (9/10/2026)
- Levy Distribution #7 (9/24/2026)
- Levy Distribution #8 (10/22/2026)
- Levy Distribution #9 (11/19/2026)
- Levy Distribution #10 (12/17/2026)

June 11, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Nonresident fee

Illinois Library Law requires that libraries adopt a Non-Resident Fee annually. A non-resident fee applies only to those library patrons who do not pay any taxes to ANY library district, **not** to patrons who pay taxes to another library district. Locally, Rockdale and Preston Heights residents (among others) do not pay taxes to any library district, so they are considered “non-residents” and would have to pay a fee to obtain a one-year library card.

Additionally, the Library participates in the Cards for Kids Act, which provides a library card to any child who lives in an unincorporated library area and is eligible for free or reduced school lunches. Those children are eligible to receive a card. You can read more about this at <https://www.ila.org/publications/ila-reporter/article/162/my-turn-the-cards-for-kids-program-and-shame> (and their physical cards are indistinguishable from other library cards).

The library also has intergovernmental agreements with all of the public school districts in the area. This ensures that any child who is a library district resident automatically receives a library card from us when they enroll in school.

The Shorewood-Troy Library calculates the library non-resident fee using the General Mathematical Formula (outlined in the Administrative Code of Illinois), which averages what our taxpayers pay and considers the number of people in individual households.

The General Mathematical Formula is:

General Mathematical Formula

- Using this method, the local library should divide the library income from local property tax sources or its equivalent (excluding income from state and federal funds) by the local population to determine the cost of service per capita. The library should multiply the per capita figure by the average number of persons per household in the community to obtain the average cost per household on which to base a fee for a non-resident family card. The most recent federal census information available shall be used to determine population and household size.

The non-resident fee for using this formula for FY26 is **\$182.72 per household**. I recommend that the board approve this as a non-resident fee. Our income from property tax = is \$1,496,134; our population is 21,780, and the most recent household size is 2.66 individuals.

At this fee, every household member residing at the same address could obtain a library card, allowing them access to books, DVDs, and digital materials, such as ebooks and streaming audio.

Section 3050.75 Cards for Kids

- a) Upon the annual determination by the public library board of trustees to issue non-resident cards for the ensuing 12 months, the non-resident fee shall not be charged to students whose principal residence is not within a public library service area and whose household income makes them eligible to receive free or reduced price meals under the National School Lunch Program and the National School Breakfast Program, as determined by Income Eligibility Guidelines established by the U.S. Department of Agriculture (USDA).

June 11, 2026

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Library Director

RE: Approve a one-time one-week vacation rollover to be used by December 2026 for Mills

Typically, I take one week of vacation in June. This year, due to unforeseeable circumstances, the Circulation Department, due to two concurrent medical leaves and one vacancy, is currently being staffed by one 19-hour staff person and one 25-hour staff person.

There is some flexibility to give the 25-hour staff person additional hours, but he holds another job too. Due to IMRF rules, there isn't any flexibility to give more hours to the 19-hour staff person. Other departments can provide additional coverage to the Circulation department to some extent, but the summer season is our busiest season.

In good conscience, I can't take time off in June, and I'm fine with that! I don't **want** to leave the Library or that department in a bad situation. We're working on filling the vacant position, the staff on medical leave will recover, and everything will be back to normal soon.

However, since the fiscal year will reset on July 1, and that week of vacation will be "lost", I am asking if the Board will consider letting me roll that week of vacation over to the next fiscal year, to be used by December 2026. This is the first time I've asked to carryover a week of time. Normally, I'm able to plan a little better than this, but circumstances became difficult this year.

Thank you for the Board's consideration of this matter.