

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

August 13, 2026
General Meeting
7:00 pm

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to the Agenda
4. Approval of Minutes:
Regular Meeting, July 10, 2025
5. Comments from the Public

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – July 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. Honor Hailie Balding for her three-year anniversary with the Library (**Honor**)
 - b. Honor Lindsay Justice for her three-year anniversary with the Library (**Honor**)
 - c. Honor Mallory Laiter for her three-year anniversary with the Library (**Honor**)
 - d. Approval of FY26 Audit (**Action**)
 - e. Approval of Resolution 26-3 Transfer of Funds from General fund to the Tort/Liability Fund (**Action**)
 - f. Approval of Resolution 26-4 Transfer of Funds from General Fund to Building & Maintenance Fund (**Action**)
 - g. Approval of Resolution 26-5 Transfer of Funds from General Fund to Audit Fund (**Action**)
 - h. Approve submission of the Illinois Public Library Annual Report to the Illinois State Library (**Action**)
 - i. Approve staff attendance (Freeman, Hornberger & Mills) attendance at the ILA Annual conference at a total cost of \$2,116.03 (**Approve**)
 - j. Approve trustee attendance at Trustee Day and total ILA conference (Allen-Smith, Reeder, Voitik) at a total cost of \$2,2205.51 (**Approve**)
 - k. Approve switching Internet for Library to AT&T Business Fiber 1000Mbps/1000 mbps at a cost of \$170 per month (**Action**)
 - l. Approval of Landscaping quotes to remove overgrowth at Brookshore and plant bushes at a cost of \$5215 (**Action**)
12. Close to go into an executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1), the performance of a specific employee of the public body.
13. Re-open to the Public meeting. No action expected to be taken.
14. Other Business
 - a. Announcements
 - b. Agenda-setting for next month (**Discussion**)
 - c. Board meeting and Hearing is September 17th at 6:30 pm

- d. Jennie on vacation – August 24; August 27 & 28
- e. September is National Library Card Sign-Up Month
- f. Friends Book Sale, September 11th & 12th

15. Adjournment

Individuals requiring special accommodations as specified by the Americans with Disabilities Act are requested to notify the Shorewood-Troy Public Library District Director at 815-725-1715 at least 24 hours before the meeting date.

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
July 9, 2026

The Regular Meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by Vice President Vito Schultz at 7:00 p.m. on July 9, 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. Bob Stahl |
| 5. Tiffany Allen-Smith | |

ABSENT: Tom Novinski; 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 June 18, 2026. Trustee Reeder seconded the motion, which passed with all members present voting "Yes." Tiffany Allen-Smith abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of June 2026	\$ 548,282.14
Cash received during June 2026	694,688.73
Disbursements June 2026	<u>(156,000.42)</u>
Cash on Hand End of June 2026	\$ 1,086,970.45

Location and Denomination of Cash

Petty Cash	\$ 300.00
Old Plank Trail MM X6183	342,199.86
License Plates – Chase	1,856.93
Money Market – Old Plank Trail x9981	664,495.25
Old Plank Trail Community Bank X7766	<u>78,118.41</u>
TOTAL	\$1,086,970.45

APPROVAL AND PAYMENT OF BILLS:

Treasurer Stahl moved that the bills presented for payment be approved. Secretary Voitik 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
 - LIMRiCC and WIN are set to merge effective 1/1/2027. The merger will cause the new health insurance pool to have over 1,000 members which should provide more leverage in the marketplace.
 - Director Mills will be spending some time with her ILA duties as they work on hiring a new Executive Director and moving the organization forward.
 - Chris Perez has been hired as the new full-time Circulation Assistant, starting July 20th.
 - Three staff are being honored for their anniversaries. Wendy Bergmann for her first anniversary and Oliver Wolcott and Cindy Norman for their fifth anniversaries.
- b. Department Heads

OLD BUSINESS:

- a. None

NEW BUSINESS:

- a. Honored Wendy Bergmann, Technical Services Assistant, for her one year anniversary.
- b. Honored Cindy Norman, Finance Clerk, for her five year anniversary.
- c. Honored Oliver Wolcott, Circulation Services Assistant, for his five year anniversary.
- d. Treasurer Stahl motioned, and Trustee Reeder seconded the approval of Tentative Budget & Appropriations Ordinance FY27 to be filed for Public Review. A roll call was taken and the motion passed with all members voting 'yes'.
- e. Treasurer Stahl motioned, and Secretary Voitik seconded to move the September Board Meeting to September 17, 2026. The motion passed with all members voting 'yes'.
- f. Secretary Voitik motioned, and Trustee Reeder seconded to set September 17th at 6:30 p.m. for the Budget & Appropriation Ordinance Hearing. The motion passed with all members voting 'yes'.
- g. Treasurer Stahl motioned, and Secretary Voitik seconded to approve the Revised Meeting Room Policy. The motion passed with all members voting 'yes'.
- h. Treasurer Stahl motioned, and Trustee Reeder seconded to open closed meeting minutes from January 2026 – June 2026. The motion did not pass with all members voting 'no'.

Motion made to go into Executive Session to discuss matters related to Personnel 5 ILCS 120/2(c)(1) by Treasurer Stahl, seconded by Trustee Reeder at 7:21 p.m.

The public meeting was reopened at 7:34 p.m.

- a. Secretary Voitik motioned, and Treasurer Stahl seconded to give Gabi Monarrez and Oliver Wolcott a one-time \$375 bonus for all the extra work they took on over the last month due to being extremely short staffed in Circulation; and to give each passport agent a \$25 gift card per 25 passports processed. A roll call was taken, and the motion passed with all members voting 'yes'.

OTHER BUSINESS:

- The Friends of the Library Artisan Faire is Saturday, July 11th, from 10 – 2. They have 20 vendors signed up.
- Director Mills will be on vacation July 21 – July 24, 2026.

Treasurer Stahl motioned, and Secretary Voitik seconded, that the meeting be adjourned at 7:37 p.m., with all members present voting 'yes'.

Respectfully submitted,

Cindy Norman, Finance Clerk

Director's Report/August 2026

Administrative:

- The Library's FY26 Audit has been completed. It's in your packets tonight for approval.
- There are three resolutions tonight to transfer funds over from the General fund to special funds.
- I completed my annual training for the passports + facility manager training for passport agencies. The Department of State recently moved annual re-certification for passport agencies to the fall. All passport agents are taking their training courses now.

Building:

- Carpet cleaning was done after hours on Saturday, August 7th.
- There is a quote in your packet to move the Library's internet to AT&T business fiber at 1000 mbps/1000 mbps for **\$170** per month. This will replace our current internet solution which costs us \$798 a month, for about \$620 a month savings.
- There is a quote in your packet to remove the overgrowth of weeds on Brookshore (poison ivy, mulberry, Queen Anne's lace, etc) and to plant bushes there. Our Sebert rep thinks that with the planting of the bushes and consistent mulching that should help keep the overgrowth down.

Committee Work:

- The transition team for the LIMRiCC/WIN Merger has handed off the changes that need to be made to the Intergovernmental Agreement to the attorney. The new Board of the combined LIMRiCC will be seated in January, with a full election being done in June of 2027.
- I'm serving on the hiring committee for the new Executive Director of ILA. First-round interviews are being conducted during the last week of August for that position.

Staff:

- Lori Freeman was awarded the Youth Services Achievement Award from the Illinois Library Association this year. She wrote in acceptance letter to ILA: *"I am truly honored to receive this award. This recognition reflects the dedication, creativity, and passion of my incredible team. I am proud to share this honor with them, and I am grateful every day to work alongside people who care so deeply about the children and families we serve."*
- Amy Goodwin has been hired as a 19-hour Children's staff member; she is replacing an open position left as one person was promoted to an Outreach position in Children's.
- The Library is honoring three staff members for anniversaries.
- All six libraries of Pinnacle closed on Friday, August 7th to have a joint staff day training session at the Renaissance Center in downtown Joliet, like a mini-ILA conference for Pinnacle staff. This was the first time in Pinnacle's almost 15-year history that we've done something like this. Staff did:
 - training in customer service
 - learned about Vega Discover (the new catalog interface coming soon)
 - learned about new fall book releases
 - had a speaker from IMRF to learn about our pension benefits

- o learned tips and tricks about doing a better storytime (a presentation given by our very own STPL staff)
- o could take sessions on self-care
- o and more!

Meetings:

- LIRA (Property & Casualty/Workers' Comp) Membership Meeting, External (7/9/26)
- ILA Board Orientation, External (7/14/26)
- Pinnacle Governing Board Meeting, External (7/17/26)
- LIMRiCC Governing Board Meeting, External (7/28/26)
- ILA Executive Director Hiring Committee, External (8/11/26)
- ILA Nominating Committee, External (8/13/26)

Technical Services Department Head Report

July 2026

July meetings and events:

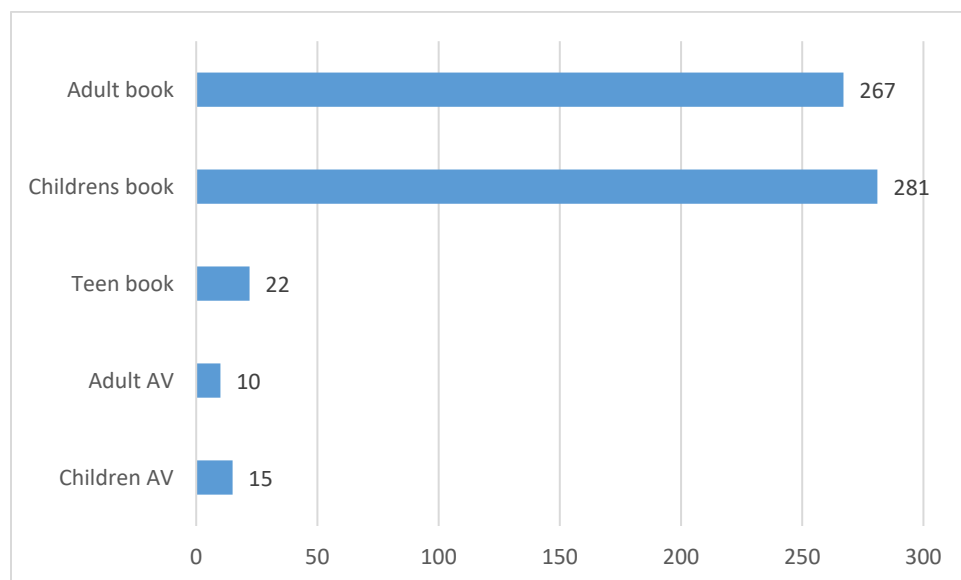
- None

Current projects and news:

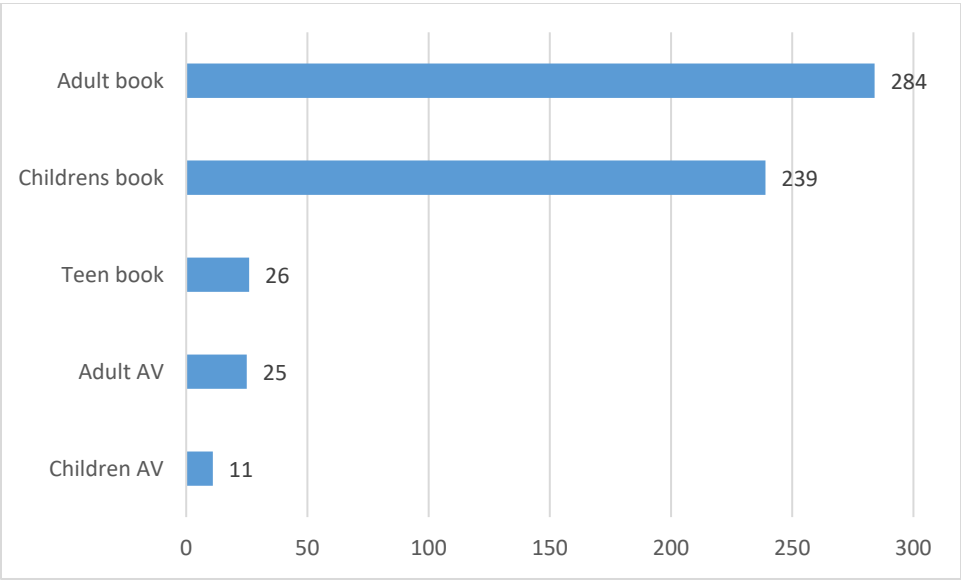
- PinCon is August 7!
- I was on vacation for a large chunk of the month, and Wendy was an absolute rock star, keeping things in TS organized and moving!

Tech Service Statistics

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



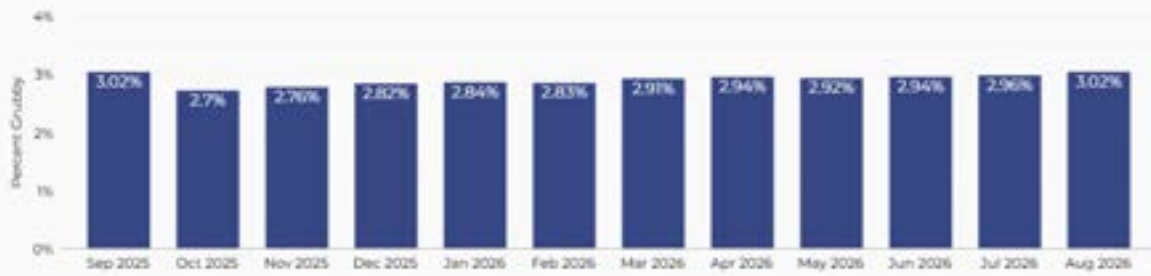
Items ordered in July:



Collection Trends



Grubby Items



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

LORI FREEMAN
CHILDREN'S MANAGER

July 2026

DEPARTMENT UPDATES

• Summer Read 2026; Saddle Up and Read:

We had 337 complete the summer read challenge.

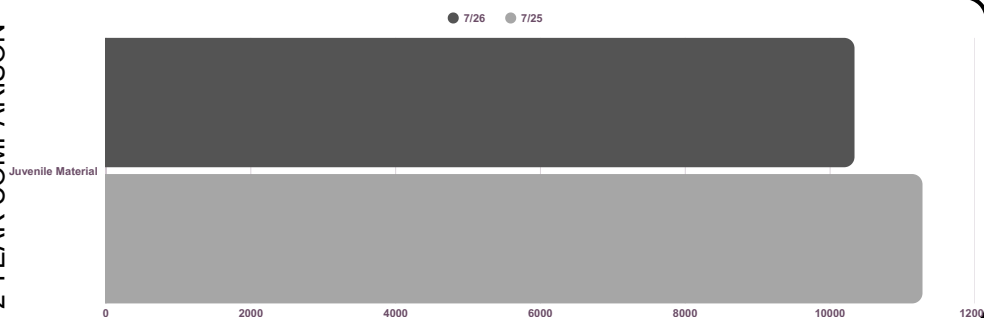
- **Patio Project:** Our patio project has continued. Since the tree damaged some of our fencing, we repurchased extra panels to install. We also removed tree roots that were a tripping hazard and added rock and dirt to level some areas that were sunken. If the weather cooperates, we will finish the install and add the pebbles next month. Our goal is to be done by the end of August so patrons can use the space.

- **PinCon:** Our department has been prepping for our presentation on Storytime Success at the Pinnacle in-service day in August. We've planned a 45-minute interactive presentation to share how we create successful storytimes—from planning and preparation to performance. We hope the other librarians will leave with fresh ideas and some practical tips to implement at their libraries.

CIRCULATION

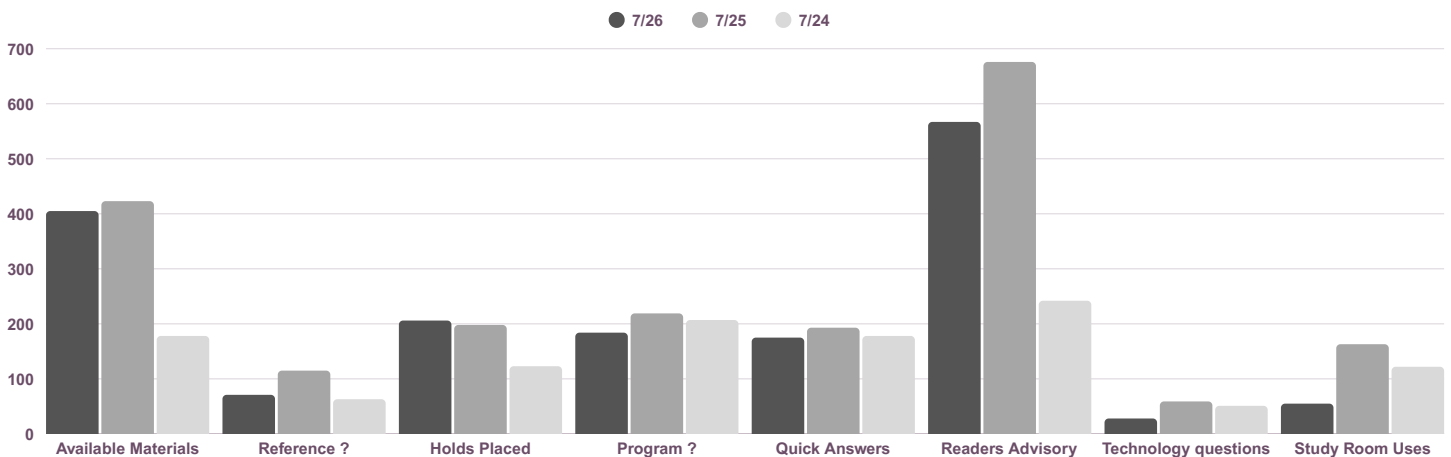
The circulation of Juvenile materials for the month of July 2026 decreased by **8.33%**. **10,337** items were checked out, compared with **11,276** the previous year.

2 YEAR COMPARISON



DELIVERABLES

3 YEAR COMPARISON



Reference Breakdown 7/26

- **405** patrons ask about available materials
- **71** ask general reference questions
- **206** holds were placed
- **184** questions were asked about programs
- **175** quick answers were provided
- **567** reader's advisory
- **28** patrons asked about technology.
- **55** study room reservations.



CHILDREN'S PROGRAMS

25

Active Programs Offered

865

Total Attendance

9

Passive Programs Offered

1798

Total Attendance

Children's Outreach Report, July 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
- **The Learning Experience**
1 to 2 Year old
3, 4, & 5 Year old
12 Staff members
- **Step by Step**
3, 4, & 5 Year old
3-4 Staff members

**Total
Engagement
57**

Community Partnerships:

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

Libraries Explore! with Forest Preserve of Will County - STPL partners with our Forest Preserve to bring educational outdoor events: Sensory Walk and Book & Bird Hike.

Traveling Storyteller with Shorewood Parks, and Bronkberry Farm. STPL Brings Storytimes out to the community to inspire play and connection through books!

**Total
Engagement
266+**

SuperHero Storytime with The Texas Road House.

Chefs and servers from Texas Road House share fun food stories and restaraunt challenges!

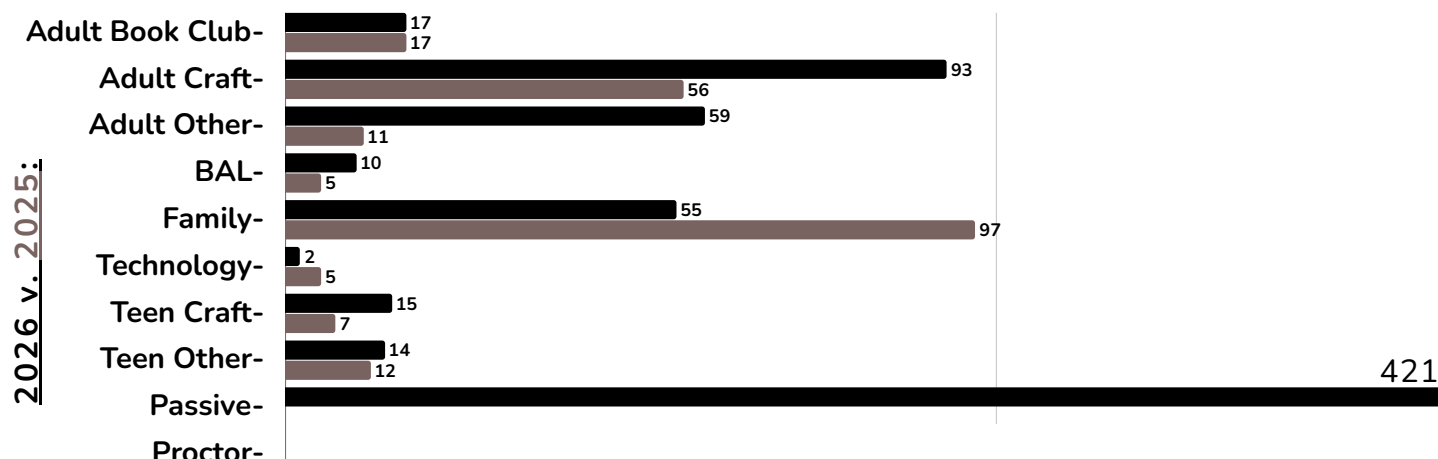
Storywalk at Towne Center Park-

Gearing up for Back to School! *We Don't Eat Our Classmates* by Ryan T. Higgins is a fun and sensible way to remind us all to be kind to each other.

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

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

Program Attendance



Active Programs

Number of Programs: 38
Attendees: 288

Passive Programs

Number of Programs: 14
Total Patrons: 447

Adult & Teen Outreach Snapshot:

Number of Programs: 14
Total Patrons: 116
Homebound Deliveries: 5



Summer Read 2026:

- Adult
 - Registered: 267
 - Completed: 145 (54.3%)
- Teen
 - Registered: 60
 - Completed: 23 (38.3%)
- Completion: 30 hours



Summer Read 2025:

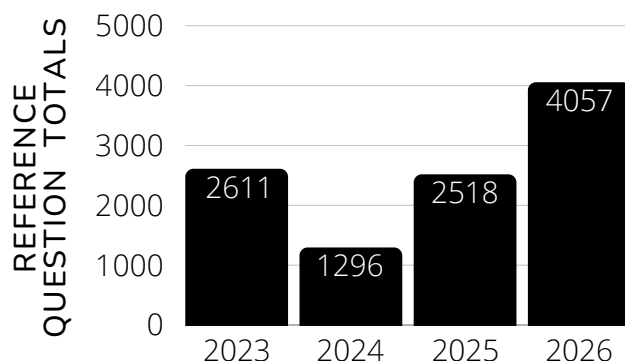
- Adult
 - Registered: 301
 - Completed: 149 (49.5%)
- Teen
 - Registered: 60
 - Completed: 32 (53.3%)
- Completion: 3 hours

Staff Meetings, Training, Programs, & Events

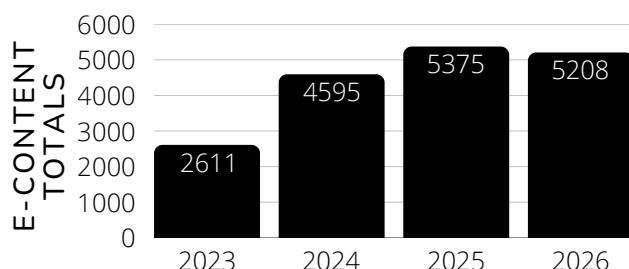
- Rose - Adult, Teen, & Technology Manager (18).
 - Horseshoe Wall Art, book bags
- Gabby- Adult & Teen Outreach Coordinator (15).
 - ALA, Digital Collections webinar
- Hailie - Adult & Teen Services Assistant (5).
 - Crochet 101, Intro to Libby & Hoopla
- Audrey- Adult Services Program Coord. (18).
 - Novel Idea Book Club, Travelling Science Center
- Violet - Teen Programming Coordinator (8).
 - TAB, College Do's & Dont's

Reference Stats

- TOTAL: 4,057
 - Reference: 401
 - Item Availability: 244
 - Reader's Advisory: 184
 - Holds: 52
 - Programs: 1591
 - Technology: 897
 - Quick Answer: 688



E-Content



- E-Content Holdings
 - Hoopla: 1,271 items
 - Libby: 3,937 items

ADULT & TEEN OUTREACH REPORT

JULY 2026

Total Teen & Adult
Outreach
Programs/Events:

14

Reoccurring
Programs/Events:

5

Total Participants:

116+

Homebound
Deliveries:

5

Community
Bookdrop Returns:

120

Alden Estates: Biweekly visit alternating between book pick-up/drop-off and a craft. July's craft was Painting Bookmarks.

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

Shorewood Glen: Monthly craft program at their community center. July's craft was Painting Bookmarks.

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

Timbers Book Club: Members read and discussed the book *Remarkably Bright Creatures* by Shelby Van Pelt.

Timbers Movie Night: The Timbers Book Club Members read *Remarkably Bright Creatures*, so Gabby hosted a watch party for the movie. It was open to Book Club Members and any other interested residents.

Trivia @ Mad Hatchet Brewing: Monthly outreach trivia program geared towards adults. July's installment was NBC Channel 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.

Book Drop Photo: Gabby went to Timbers to take a photo in front of the Book Drop with Timbers staff. The photo was then used on the Timbers Social Media, to help promote Book Drop use.

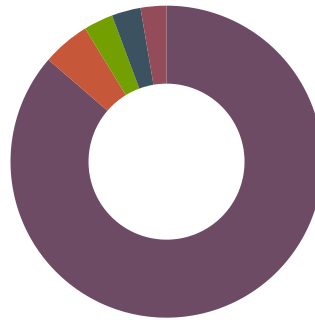
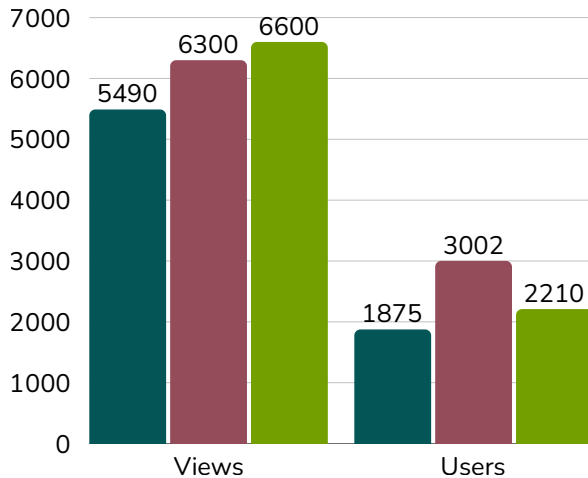
Raffle Basket for Timbers: Gabby created a Raffle Basket for the upcoming Timbers Singo Fundraiser.

Summer Read: Gabby created a Summer Reading program for her outreach patrons.

July 2026 Marketing Stats

Monthly Board Report
Donna Rodriguez
Marketing Specialist

Website Visits:



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

Meeting Room:

	2026	2025	2024
Non-Profit	32	30	4
For-Profit	1	0	0

eNews Stats:

2026

8,531 EMAILS SENT

40.94% OPEN RATE

288 CLICKS

90 UNIQUE CLICKERS

2025

7,966 EMAILS SENT

43.8% OPEN RATE

171 CLICKS

67 UNIQUE CLICKERS

2024

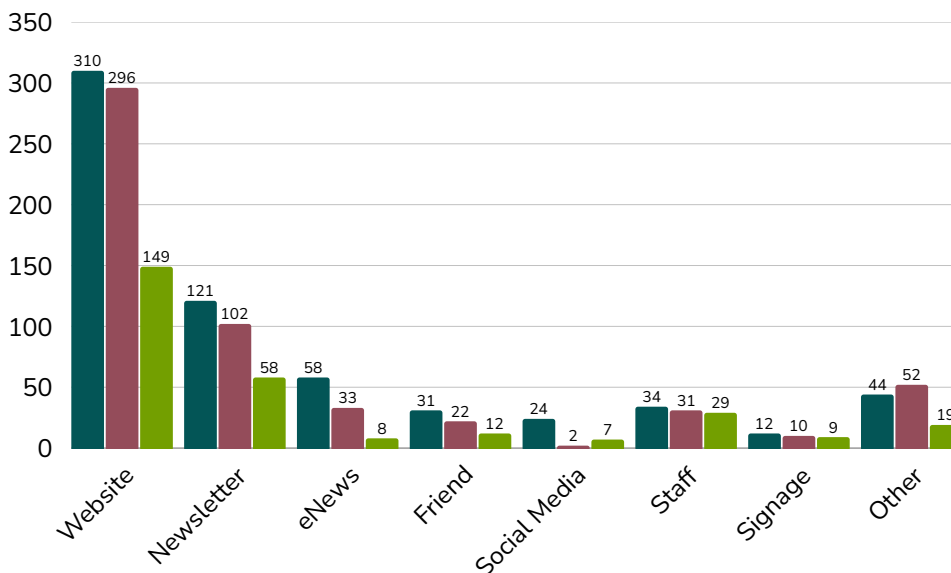
8,263 EMAILS SENT

42.4% OPEN RATE

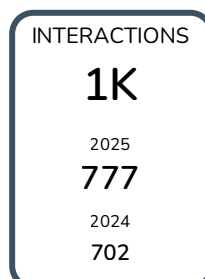
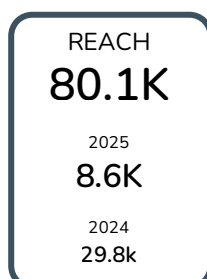
514 CLICKS

311 UNIQUE CLICKERS

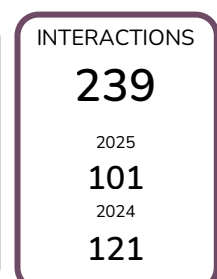
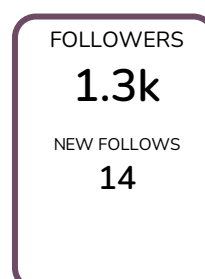
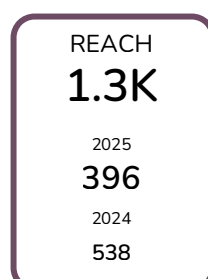
Program Referrals:



Facebook:



Instagram:



*Some data is unavailable

July 2026 Marketing Updates



Meetings/Trainings:

- 7/22 - In person passport training at Coal City Library



Other Items:

- Created video for social media that tied together World Cup Soccer hype and the library.
- Created and published August eNewsletter.
- Created collateral materials for July programs with low registration, those materials were displayed digitally or in print throughout the building.
- Continued to promote Saddle Up & Read. When the reading challenge ended, created posts of the Challenge winners.
- Edited the website and created posts for the two current job openings (Teen Services Assistant and Children's Services Assistant).
- Promoted the 2026 Ravinia Words & Music program digitally on the website and social media and in print throughout the library.
- Created social media posts for upcoming programs with low registration or programs being led by an outside vendor (i.e. Traveling Science Center).
- Created and sent artwork to *Metal Memorials* sign company to create a cast aluminum sign made. This fulfills a requirement of the Department of Commerce & Economic Opportunity Grant through which the lot was made possible.



Working on:

- Library Card Sign Up materials, this year's theme is camping.
- October/November newsletter.
- 2025/26 Annual Report mailer.



We had 55% increase in website visits and a 34% increase in eNews readership from June to July!

August 13, 2026

FROM: Jennie Mills, Director

TO: Shorewood-Troy Library Board of Trustees

RE: Honoring 3 staff for Anniversaries

The Library is honoring three staff for their anniversaries:

- Hailee Balding has worked three years with in the Adult and Teen Services Department. Hailee is ending her employment with the Library, and we will miss her! She is going to spend a semester abroad in South Korea, which is very exciting for her! We still wanted to honor her three-year tenure with us, though.
- Lindsay Justice has worked for three years in the Circulation Department. She always does a fantastic job talking up new books with patrons and selling programs to our patrons. She's been a great addition to our team.
- Mallory Laiter is also celebrating her third anniversary with the Library; she will be going full-time this fall when her children fully enter elementary school. She's the Children's Programmer and has done a great job with our programming for our youngest patrons and their families. She has also done some great family programming like the "Cool Cars Night" in July.

We're glad to be honoring each of these staff members tonight.

TO: Shorewood-Troy Library Board of Trustees

FROM: Rose Nowak, Head of Adult & Teen Services

RE: Hailie Balding's Third Year Anniversary with STPL

We celebrated Hailie Balding's third year with us as the Adult & Teen Services Assistant on July 24, 2026.

Over the past three years, Hailie has assisted our department and patrons in a variety of ways. She crafts at least three curated displays each month, highlighting the materials we have in our collection in a fresh light. Her interactive displays are always very popular with our younger patrons. It's always fun to see them run to the Character poster to see who's been added since their last visits. Her recent Crochet 101 program was so popular that we had to hold it multiple times. She's always happy to help staff prepare for their programs, and we can count on her to follow directions and share suggestions for ways to improve. When patrons need help troubleshooting our databases or technology in general, Hailie is always kind, patient, and courteous, even if the patron is not.

Hailie is helpful, thorough, and always up for trying new things. Whether it's a coworker who is just plain stuck on a program description or a patron who doesn't understand why they need to upload their resume for every job they want to apply for, she's ready to jump in to help them through it. Her displays and passive programs are well-thought-out, and she provides beneficial, actionable suggestions and feedback when prompted. She is able to adapt quickly, from changes in our workflow to pivoting when a piece of tech or resource isn't operating as it should.

Hailie will be missed when she leaves us to continue her education in South Korea. She put the 'assist' in Adult and Teen Services Assistant. She has left a playful mark on our department, and I know she will bring that fun energy to the next chapter of her life. Thank you, Hailie!

August 13, 2026

TO: Shorewood-Troy Library

FROM: Julie Hornberger, Head of Circulation

RE: Lindsay Justice - Three-Year Anniversary

It's been a true pleasure working with Lindsay, watching her put her amazing customer service skills to work. Everyone is greeted with a smile and warm welcome from Lindsay, and if you weren't friends with Lindsay when you walked into the library, chances are you will be when you leave. Lindsay is happy to talk to you about the latest movies, popular books and anything trending on social media. Lindsay is our person in the know!

Lindsay and her entire family are huge library users and supporters. She is our resident balloon artiste, decorating advisor and long-time member of the Sunshine Committee. Thank you, Lindsay, for your sunny disposition.

I am so grateful to have you on our team, as you are an essential part of the library's success. Your contributions are greatly appreciated. Thank you for all you do; we're fortunate to have you.

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Lori Freeman, Children's Services Manager

RE: Mallory Laiter's Third Anniversary with the Library

Mallory Laiter is our Children's Programming Coordinator here at the Shorewood-Troy Public Library; she celebrated her third anniversary on July 28th.

For the past three years, Mallory has brought so much creativity and fun to our children's department. As our Children's Programming Coordinator, she creates and implements engaging programs that make every child and family who walks through our doors feel genuinely welcome. Her efficiency and attention to detail keep so many moving pieces running smoothly! She also does an amazing job managing our graphic novels collection to make sure our patrons always have exciting titles to discover.

Beyond all that she does, Mallory is an incredible coworker and friend! She is always willing to jump in and help, solve problems, and support those around her with a positive attitude and friendly smile! I truly can't say enough good things about her! Congratulations on three amazing years—we're so grateful for everything you do, and I can't wait to see what this next year brings!

August 13, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Approval of FY 2026 Audit

The Auditors, who have been working with our library for 4 years, found our financial records to be very routine this year. Thanks to Cindy's hard work, all of our paperwork was in order, and our controls are adequate for an institution of our size.

I sent out the audit for the Board to the review last week, and it is in your packet for you to look over now.

Our auditors did state that if there was something extraordinary to report to the Board that a presentation would be done. However, our audit is routine. I'm happy to take any questions that the Board has for them and get answers.

Otherwise, the Board needs to approve the audit. It will be filed with Will County for their records and will be posted on our webpage.

August 13, 2026

TO: Board of Trustees

FROM: Jennie Mills, Director

RE: Resolutions 26-3, 26-4, and 26-5

There are three Resolutions on the agenda transferring funds from the General fund to special funds. I waited until after the audit so that I could be clear on the status of the funds. Boards do have authority to do this – move money between funds, and it is normal to do so.

Resolution 26-3

A Resolution of the Board of Trustees of the Shorewood-Troy Library Public Library District Providing for a Fund Transfer to the Tort Immunity Fund (Liability Fund)

WHEREAS, the Shorewood-Troy Public Library District (Library) is established under the Public Library District Act of 1991 (75 ILCS 16); and

WHEREAS, the Library is allowed to levy an extraordinary property tax to fund tort liability, insurance, risk management programs, and related worker's compensation and unemployment claims (745 ILCS 10/9-107);

WHEREAS, the Board of Trustees has an established Liability Fund; and

WHEREAS, 75 ILCS 16/40-50 authorizes the Board of Trustees of an Illinois public library to transfer unexpended balances from the proceeds received from public library tax funds to another tax fund if the Board resolves to do so;

NOW, THEREFORE, BE IT resolved by the Board of the Library Trustees of the Shorewood-Troy Public Library District of Will County, Illinois, as follows:

Section 1: It is hereby directed that the sum of \$25,000 be transferred forthwith from the General fund to the Special Reserve Fund, and the Director of the Library is directed to take such appropriate action as is necessary to effect this fund transfer.

Section2: This Resolution shall be in full force and effect upon its adoption as provided by law.

Adopted this 13th Day of August, 2026.

Ayes: _____

Nay: _____

Absent: _____

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Resolution 26-4

A Resolution of the Board of Trustees of the Shorewood-Troy Library Public Library District Providing for a Fund Transfer to the Tort Immunity Fund (Liability Fund)

WHEREAS, the Shorewood-Troy Public Library District (Library) is established under the Public Library District Act of 1991 (75 ILCS 16); and

WHEREAS, the Library is allowed to levy an extraordinary property tax to fund expenses related to constructing and repairing the building of the Library District and equipping and maintaining the building of the Library District(745 ILCS 16/35-5 et. seq.); and

WHEREAS, the Board of Trustees has an established Building and Maintenance Fund; and

WHEREAS, 75 ILCS 16/40-50 authorizes the Board of Trustees of an Illinois public library to transfer unexpended balances from the proceeds received from public library tax funds to another tax fund if the Board resolves to do so;

NOW, THEREFORE, BE IT resolved by the Board of the Library Trustees of the Shorewood-Troy Public Library District of Will County, Illinois, as follows:

Section 1: It is hereby directed that the sum of \$40,000 be transferred forthwith from the General fund to the Special Reserve Fund, and the Director of the Library is directed to take such appropriate action as is necessary to effect this fund transfer.

Section2: This Resolution shall be in full force and effect upon its adoption as provided by law.

Adopted this 13th Day of August, 2026.

Ayes: _____

Nay: _____

Absent: _____

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Resolution 26-5

A Resolution of the Board of Trustees of the Shorewood-Troy Library District Providing for a Fund Transfer to the Tort Immunity Fund (Liability Fund)

WHEREAS, the Shorewood-Troy Public Library District (Library) is established under the Public Library District Act of 1991 (75 ILCS 16); and

WHEREAS, the Library is allowed to levy an extraordinary property tax to fund the costs of comply with the need to audit and investigate public accounts. (65 ILCS 5/8-8-8)

WHEREAS, the Board of Trustees has an established Audit Fund; and

WHEREAS, 75 ILCS 16/40-50 authorizes the Board of Trustees of an Illinois public library to transfer unexpended balances from the proceeds received from public library tax funds to another tax fund if the Board resolves to do so;

NOW, THEREFORE, BE IT resolved by the Board of the Library Trustees of the Shorewood-Troy Public Library District of Will County, Illinois, as follows:

Section 1: It is hereby directed that the sum of \$5,000 be transferred forthwith from the General fund to the Special Reserve Fund, and the Director of the Library is directed to take such appropriate action as is necessary to effect this fund transfer.

Section2: This Resolution shall be in full force and effect upon its adoption as provided by law.

Adopted this 13th Day of August, 2026.

Ayes: _____

Nay: _____

Absent: _____

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

August 13, 2026

FROM: Jennie Mills, Library Director

TO: Board of Trustees, Shorewood-Troy Library

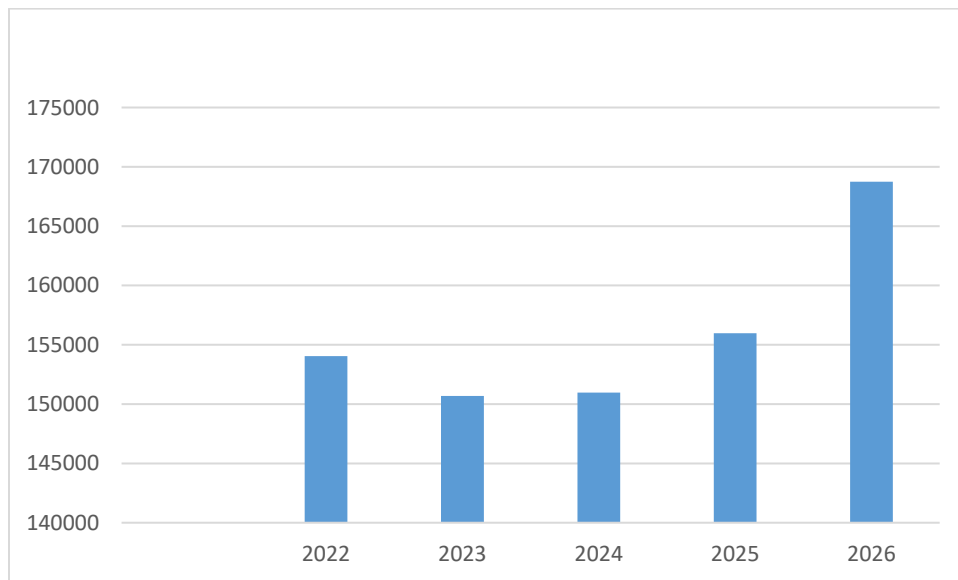
RE: Submitting the Illinois Public Library Annual Report

It's annual report time! Every year, the Library is required to submit the Illinois Public Library Annual Report to the Illinois State Library. While it is a report that frequently takes a day's work to compile accurately, it does provide useful statistics to compare the Library's usage over time.

The Library Board does need to approve the submission of the IPLAR to the State Library.

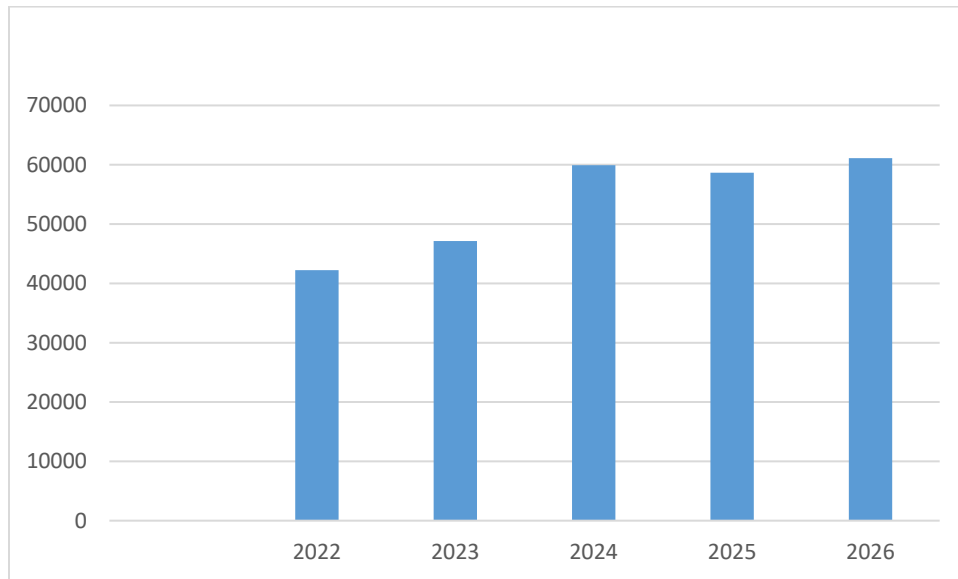
Our circulation of physical items continues to do well:

Five-Year Physical Circulation Data



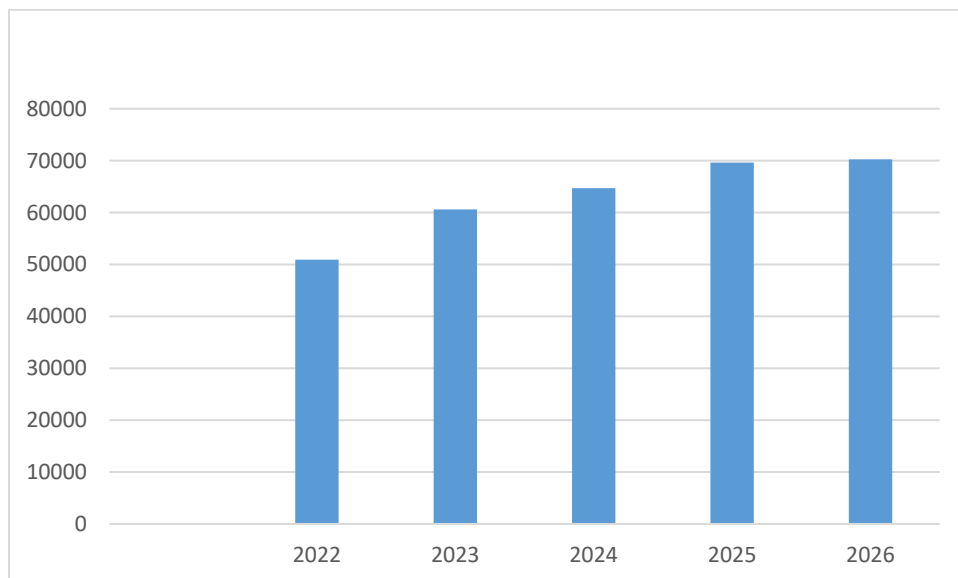
Circulation of Digital items also does well:

Five-Year Digital Circulation Data



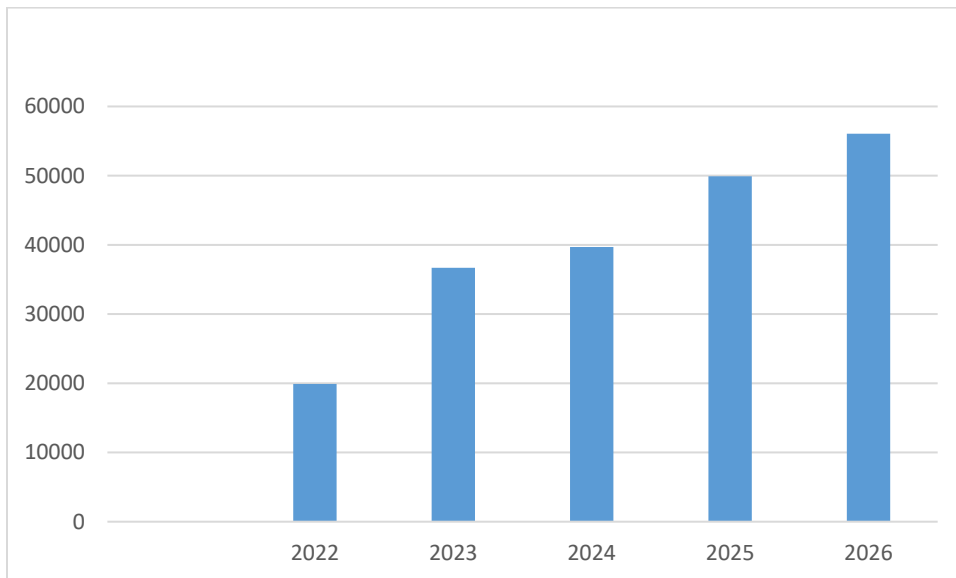
Door count continues to increase, particularly after the parking lot addition.

5-Year Door Count



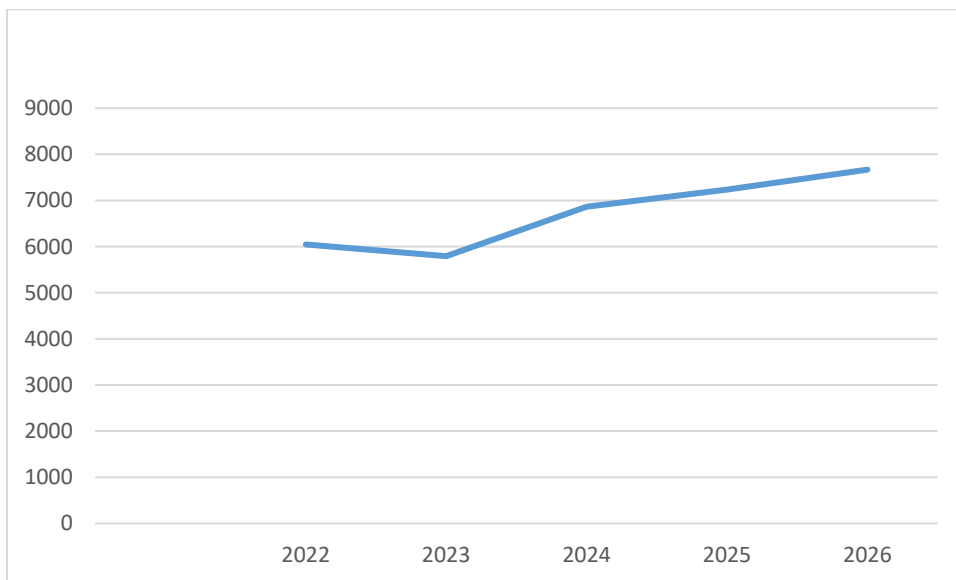
Reference transactions are up – these include asking for book recommendations, needing help with technology, asking for help with homework, etc.

5-Year Reference Question #'s



The number of people who have a library card are up:

5-Year Library Card #'s



ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2026

SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30613
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0491
1.3b FSCS_SEQ [PLS 700]	003
1.4a Legal Name of Library [PLS 152]	Shorewood-Troy Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	650 Deerwood Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	SHOREWOOD
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60404
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	650 DEERWOOD DR
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Shorewood
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60404
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8157251715
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	815-725-1722
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.shorewoodtroylibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jennifer Cisna Mills
1.15 Title	Director

1.16 Library Director's E-mail	j.mills@shorewoodtroylibrary.org
--------------------------------	----------------------------------

Library Information

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Will
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, Indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	21,780
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;

4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
SHOREWOOD-TROY P.L.D.	SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
SHOREWOOD-TROY P.L.D.	30613	3061300

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
SHOREWOOD-TROY P.L.D.	650 DEERWOOD DRIVE		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.

SHOREWOOD-TROY P.L.D.	SHOREWOOD	60404
-----------------------	-----------	-------

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
SHOREWOOD-TROY P.L.D.	Will		8157251715	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
SHOREWOOD-TROY P.L.D.	15,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
SHOREWOOD-TROY P.L.D.	3,120	52	70,254

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2025
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2026
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jennifer Cisna Mills
3.5 Telephone Number of Person Preparing Report	815-725-1715
3.6 E-Mail Address of Person Preparing Report	jmills@shorewoodtroylibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation
---------------------	---	----------------------------------	-----------------------	---------------------------------	--

--	--	--	--	--	--

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Robert Stahl
5.6 Trustee Position	Treasurer

5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-725-0754
5.9 Trustee E-mail Address	bobstahl46@gmail.com
5.10 Home Address	1013 Windsor Drive
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Second member

5.5 Name	Arthetta Reeder
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2031
5.8 Telephone Number	815-729-9666
5.9 Trustee E-mail Address	arthettar@shorewoodtroylibrary.org
5.10 Home Address	100 N. Brookshore Drive
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Third member

5.5 Name	Tiffany Allen-Smith
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2031
5.8 Telephone Number	708-668-6082
5.9 Trustee E-mail Address	tiffanyas@shorewoodtroylibrary.org
5.10 Home Address	901 Nightshade Ln
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Fourth member

5.5 Name	Karen Voitik
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-212-2288
5.9 Trustee E-mail Address	karenv@shorewoodtroylibrary.org
5.10 Home Address	415 Savoy Dr.
5.11 City	Shorewood
5.12 State	IL

5.13 Zip Code	60404
---------------	-------

Fifth member

5.5 Name	Krysten McGee
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-729-9310
5.9 Trustee E-mail Address	writeaway1@gmail.com
5.10 Home Address	710 Westshore Dr
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Sixth member

5.5 Name	Thomas Novinski
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2029
5.8 Telephone Number	815-207-4412
5.9 Trustee E-mail Address	z942438@yahoo.com
5.10 Home Address	21322 S. Timber Trail
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Seventh member

5.5 Name	Vito Schultz
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-278-0303
5.9 Trustee E-mail Address	vitz123@outlook.com
5.10 Home Address	813 Schock Dr.
5.11 City	Joliet
5.12 State	IL
5.13 Zip Code	60431

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	

5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	1
6.2 Total number of times meeting room(s) used by the public during the fiscal year	67
6.3 Total Number of Study Rooms	1
6.4 Total number of times study room(s) used by the public during the fiscal year	1,150

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

Note: This is not the place to list any new vehicles purchased.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$4,958,420
--	-------------

7.2 During the last fiscal year, did the library acquire any real and/or personal property?

No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase

7.4 Legacy

7.5 Gift

7.6 Other

7.7 Provide a general description of the property acquired.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

\$340,000; intended to be used for major building repairs and as a financial cushion during cash-lean cycles.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?

No

7.11 IF YES, what is the total amount of the outstanding liabilities?

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value

of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (Includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,479,921
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$0

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$32,135
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$34,229
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$66,364

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services,

or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$12,762
8.14 Other receipts intended to be used for operating expenditures	\$288,810
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$301,572
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$1,847,857
--	-------------

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Insurance for Library Funds	shorewood vc.pdf Surety bond renewal.docx
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,000,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

Note: For the IRS definition of "Fringe Benefits" see here: <https://www.irs.gov/publications/p15b>

9.1 Salaries and wages for all library staff [PLS 350]	\$877,818
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$161,624
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,039,442

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$111,264
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$104,171
10.3a Other Physical Materials Expenditures [PLS 355]	\$13,078
10.3b Please list the types of materials purchased in 10.3a	CDs, DVDs, & Video Games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$228,513

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$480,055
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,748,010

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$44,134
--	----------

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example,

for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	2	2	48.5700030.1400C	40.0000025.00000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$48.57	40.00
	Head of Technical Services	Cataloging	\$30.14	25.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	1.63
---	------

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	8	8	8	26.4100030.2100C	40.0000040.0000C
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Head of Youth Services	Young Adult Services	Bachelor's Degree: No library science	\$26.41	40.00
	Head of Circulation	Circulation	Master's Degree: Not in library science	\$30.21	40.00
	Head of Adult Services	Reference	Less than a Bachelor's degree with LTA	\$26.41	40.00
	Adult Programmer	Adult Services	Bachelor's Degree: No library science	\$19.92	40.00
	Adult Outreach Coordinator	Adult Services	Bachelor's Degree: No library science	\$19.92	40.00
	Children's Outreach Coordinator	Children's Services	Less than a Bachelor's degree with LTA	\$21.22	40.00
	Children's Programmer	Children's Services	Bachelor's Degree: No library science	\$18.89	25.00
	Teen Librarian	Young Adult Services	Less than a Bachelor's degree	\$18.63	25.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	7.25
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	8.88

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and

clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	297.00
13.14 Minimum hourly rate actually paid	\$17.08
13.15 Maximum hourly rate actually paid	\$46.96
13.16 Total FTE Group C employees (13.13 / 40)	7.43

Group D

This category includes full-time and part-time pages or shelveers.

13.17 Total hours worked in a typical week by all Group D employees	10.00
13.18 Minimum hourly rate actually paid	\$15.53
13.19 Maximum hourly rate actually paid	\$15.53
13.20 Total FTE Group D employees (13.17 / 40)	0.25

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	0.00
13.22 Minimum hourly rate actually paid	\$0.00
13.23 Maximum hourly rate actually paid	\$0.00
13.24 Total FTE Group E employees (13.21 / 40)	0.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	7.68
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	16.55

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	1	1	1	40.00000	12.00000	50000.00000	52000.00000
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
IT Support	Automation/Technology/Systems	Bachelor's Degree: No library science	40.00	12	\$50,000.00	\$52,000.00	

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is

entered in the current row.

Summary						
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary							
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	70,254
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

SYNCHRONOUS PROGRAMS

A synchronous program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.

Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

SELF-DIRECTED ACTIVITIES

A self-directed (asynchronous or passive) activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc. For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	116	3,120	55	8,801
Children (6-11)	221	7,195	59	9,994
Young Adults (12-18)	149	136	19	259
Adults (19 and older)	273	7,713	77	2,501
General Interest	-1 Unknown	-1 Unknown	-1 Unknown	-1 Unknown
Total	659	18,164	210	21,555

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	492	11,387
Synchronous In-Person Offsite Program Sessions	155	6,642
Synchronous Virtual Program Sessions	212	135
Total	659	18,164

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	210
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	21,555

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	7,667
16.2 Total Number of Unexpired Non-resident Cards	1
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	0
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	0
16.2c What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$183.68
16.3 Total Number of Registered Users (16.1 + 16.2) [PLS 503]	7,668
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	Yes

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	45,002
17.2 Current Print Serial Subscriptions	27
17.3 Total Print Materials (17.1+17.2)	45,029
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	1,413
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	4,511
17.6 Other Circulating Physical Items [PLS 462]	197
17.7 Total Physical Items in Collection [PLS 461]	51,123

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? [PLS 534]	Yes
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 535]	Yes
17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? [PLS 537]	Yes

17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the library? [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 541]	No
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material	61,922
18.2 Circulation of Young Adult Physical Material	6,340
18.3 Circulation of Children's Physical Material [PLS 549]	100,479
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	168,741

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	132,779
18.6 Videos/DVDs- Physical	25,116
18.7 Audios (Include music)- Physical	1,537
18.8 Magazines/Periodicals- Physical	1,445
18.9 Other Items- Physical [PLS 561]	7,864
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	168,741
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	21,937
18.13 e-Serial Circulation [PLS 546]	6,970
18.14 e-Audio Circulation [PLS 547]	30,781
18.15 e-Video Circulation [PLS 548]	1,436
18.16 Use of Electronic Materials [PLS 552]	61,124
18.17 Total Circulation of Materials [PLS 550]	229,865
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	24,883
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	31,888

18.20 If your library purchases research databases and online learning platforms, list the total use

1,515

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet information needs.

NOTES:

(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

(2) Count Readers Advisory questions as reference transactions.

(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is Susan Smith? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

19.1 Total Annual Reference Transactions [PLS 502]

56,061

19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

143

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

10

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

25

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

26-50 Mbs

21.2b If Other, please specify

21.3 What is the monthly cost of the library's Internet access?

\$750

21.4 Number of Internet Computers Available for Public Use [PLS 650]

23

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

3,577

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652]

20,335

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

If you want to learn more about E-Rate, RAILS Members should contact communications@railslibraries.org IHLS Members should contact membership@illinoisheartland.org

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

No

22.2a If YES, did your library apply for Category 1, Category 2 or both?

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

22.3 If NO, why did your library NOT participate in the E-rate program?

Complicated method

STAFF AND TRUSTEE DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff and trustee development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff and trustee development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$9,794
23.2 Does the above amount include travel expenses?	Yes
23.3 How many total hours of training did staff receive this year?	516.00
23.4 How many total hours of training did trustees receive this year?	64.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	The IPLAR doesn't easily account for Outreach to patrons data - our library does a great deal of outreach to our community, but the way the IPLAR asks the questions doesn't easily allow us to input that data.
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	Allow for better accounting of outreach data.

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit. For more information, please refer to the Counting Opinions login screen for links to templates and instruction sheets.

Note: While District Libraries are required to complete this Section, all other libraries are encouraged to perform the Secretary's Audit as well.

25.1 Upload Audit report	
--------------------------	--

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Laura Keyes (IPLAR@ilsos.gov).

¹, 15.5 This is what the programming value is. (0-2026-08-06)

², [PLS 608] This is what the programming value is. (0-2026-08-06)

August 13, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Item I – approving Staff Attendance at ILA

This year, Lori Freeman, Jennie Mills, and Julie Hornberger are presenting at the Annual Conference of the Illinois Library Association on October 8th. Additionally, Lori is being given an award on October 6th.

As speakers in the conference, each received a 20% discount on registration. Hornberger only wished to attend on the day of the 8th. Mills will be sharing a hotel room with her husband, whose library will pay for lodging. Per diem was calculated using the GSA per diem rate calculator.

- **Freeman:** \$270 registration + \$238 per diem + \$640.55 hotel = \$1148.55
- **Hornberger:** \$220 registration + 51 per diem + \$188.48 mileage = \$459.48
- **Mills:** \$270 registration + \$238 per diem = \$508

Total cost = \$2116.03

August 13, 2026

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Item J – approving Trustee Attendance at ILA

This year, Karen Voitik would like to attend all three days, and Trustees Allen-Smith and Reeder would both like to attend Trustee Day. Trustee Day does offer a Continental Breakfast and a lunch, so no per diem is necessary on that day.

- **Allen-Smith:** \$300 registration + 188.48 mileage = *\$488.48*
- **Reeder:** \$300 registration + \$188.48 mileage = *\$488.48*
- **Voitik:** \$350 registration + \$238 per diem + \$640.55 Hotel = *\$1228.55*

Total cost = \$2205.51

August 13, 2026

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Approve Switching Internet to AT&T Business Fiber

In November, our current contract with our internet provider will be up. We currently have a 100 mbps/100mbps speed connection for \$796 a month, with a combined package from AT&T and ICN.

From AT&T Business Fiber we can now get:

1000 mbps/1000mbps for **\$140 per month**. We'll need to pay another **\$30 per month** for a pack of IPs. This would also allow us to eliminate our ICN connection, saving \$620 a month, with a much faster connection, for a total of *\$170 per month*.

Legend (our outsourced technology company) also looked at Comcast, but 500 mbps/500mbps was *\$987 per month*, which is not a savings.

The additional speed may come in handy as we look at potentially replacing our 9-year old server with a hosted solution, rather than a physical server.

August 13, 2026

FROM: Jennie Mills, Director

TO: Shorewood-Troy Library Board of Trustees

RE: Landscaping Quote

Our property that borders Brookshore is overgrown and contains weeds such as poison ivy, mulberry bushes, Queen Anne's lace and other overgrowth that is unsightly. It gets gangly and creates bad sightlines for our neighbor backing out of their driveway.

Our representative at Sebert thinks we can keep on top of it by cutting it down and then putting some plantings in and keeping it mulched. I've included a quote in the packet. The cost to get the growth cut down and then do some non-invasive, native plantings that will nice back there will be **\$5,215**.

I've been frustrated by this area of our property for awhile; it's been an eyesore. I'd like to try to get it under control.



CUSTOMER	SITE
Shorewood Troy Library	Shorewood Troy Public Library
650 Deerwood Drive	650 Deerwood Drive
Shorewood, IL 60404	Shorewood, IL 60404

We propose the following work. If acceptable, please sign and return.

Project Description

Native Woodland Edge Restoration

Restore the existing overgrown woodland edge by removing unwanted vegetation, invasive plant material, and surface roots as necessary to prepare the site for planting. The area will be graded as needed to create suitable planting beds while preserving desirable existing trees and natural features.

Install a layered planting design using non-invasive, native and regionally adapted plant material to enhance the natural woodland transition while providing seasonal interest, wildlife habitat, and long-term sustainability.

The planting plan includes:

Three (3) Multi-Stem Eastern Redbud installed along the rear of the planting area to provide an understory canopy and spring color.

A continuous row of Smooth Hydrangea planted in front of the Redbuds to provide summer blooms and shrub structure.

A mixed row of New Jersey Tea and Steeplebush planted in front of the Hydrangeas to create diversity, pollinator habitat, and a naturalized shrub layer.

A foreground planting adjacent to the turf consisting of Purple Coneflower (Echinacea), Monarda (Bee Balm), and Black-eyed Susan (Rudbeckia) to provide vibrant seasonal color, support pollinators, and create an attractive transition from the lawn to the woodland edge.

All plant material will be installed in accordance with industry standards, including soil preparation, mulching,



watering at installation, and cleanup of the work area.

Plant Material		
Qty	Size	Item
3	#7	Cercis canadensis Eastern Redbud
7	#3	Hydrangea arb. 'Annabelle'
7	Per	Ceanothus americanus 'New Jersey Tea' #3
7	Per	Spiraea tomentosa 'Steeplebush' #3
7	Per	Echinacea purpurea 'Purple Coneflower' #1
7	Per	Rudbeckia hirta 'Black-eyed Susan' #1
7	#1	Monarda bradburiana Eastern Beebalm
5	CY	Mulch Premium Double Processed Hardwood
10	CY	Top Soil Pulverized

PROPOSAL AMOUNT: **\$5,215**

Valid for 30 days from proposal date

If you should have any questions regarding this proposal, please do not hesitate to contact me.

Sebert Landscaping Co

Matthew Eigel

Ask us about our Referral Program.

Approved By:

Date:



Date: 8/5/2026
Proposal #: 627796
Account Manager: Matthew Eigel

WATERING SERVICES

☐ Check if you would like us to provide watering services. Services to be conducted at current T/M rates with a 2 hour minimum.

WARRANTY & TERMS

This proposal incorporates the current terms and conditions of the Landscape/Snow Management agreement with Sebert Landscaping.

If diesel and/or gasoline increases to \$4.00 per gallon a fuel surcharge will be added to your invoice.

In the event the account is not paid within thirty days from the date of the invoice, the customer shall pay all past due charges of 1.5% (18% APR) and all associated collection costs and reasonable attorney's fees. By signing this contract, the signee agrees to the below warranty.

We offer you a one year, one-time, plant replacement warranty on trees and shrubs after installation. Annuals, perennials, ornamental grass, and groundcover carry a 30-day warranty. Roses carry a 90-day warranty with a one-time replacement.

Please note that any work being done, that requires excavation of soil greater than 12", will need to be called into J.U.L.I.E. underground utilities. Sebert Landscaping cannot be responsible for private unmarked utilities, structures, irrigation systems etc. damaged in the work process.