

# SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES

October 8, 2026 | 7 p.m.

650 Deerwood Dr | Shorewood | Meeting Room A

1. Welcome
2. Call to Order and Roll Call of Trustees
3. Changes/Additions to Agenda
4. Minutes for Approval
  - a. Regular Meeting, September 17, 2026
5. Comments from the Public
6. Treasurer's Report - September, 2026
7. Approval and Payment of Bills
8. Correspondence
9. Reports
  - a. Director's Report
  - b. Department Head Reports
10. Old Business
11. New Business
  - a. Set TITA Hearing for November 12, 2026 at 6:30 pm (ACTION)
  - b. Approve TITA Notice for Levy Hearing on November 12, 2026 (ACTION)
  - c. Approve Resolution 2026-09 "Resolution to Determine Estimate of Funds" (ACTION)
  - d. Review Draft Levy (DISCUSSION)
  - e. Approve Board Meeting Dates for Calendar Year 2027 (ACTION)
  - f. Approve Library Closure Dates for Calendar Year 2027 (ACTION)
  - g. Health insurance costs, Calendar Year 2027 (DISCUSSION/ACTION)
  - h. Approving updates to printing charges from 10 cents for B&W to 20 cents/25 cents for color to 40 cents (ACTION)
  - i. Review of State Standards: Finance & Budget; Governance & Administration; Human Resources; Information Services (DISCUSSION)
12. Announcements
  - a. Agenda-Setting for November
  - b. Library Spooktacular, October 24th, 12pm-2pm
  - c. Trustee Ballot Filing period - November 16th - November 20th; November 23rd.
13. Adjournment

## September 17, 2026 -Shorewood-Troy Library Board Minutes

### Roll Call

Trustees Present: Karen Voitik; Vito Schultz; Arthetta Reeder (6:31 pm); Tom Novinski; Bob Stahl; Krysten McGee; Tiffany Allen-Smith (6:58 pm)

Staff Present: Jennie Mills, Director; Cindy Norman, Finance Clerk

Visitors Present: None

### Public Hearing

The President, Thomas Novinski, called the Public Hearing on the Budget & Appropriations Ordinance FY 2026/2027 for the Shorewood-Troy Public Library District to order at 6:30 p.m. on Thursday, September 17, 2026. The meeting took place in Meeting Room A of the Library.

Treasurer Stahl moved and Trustee Reeder seconded to close the public hearing at 6:59 p.m. The motion passed with all members present voting 'yes'.

The President, Thomas Novinski, called the regular meeting of the Shorewood-Troy Public Library Board of Trustees to order at 7:00 p.m. on September 17, 2026.

### Roll Call

Trustees Present: Karen Voitik; Vito Schultz; Arthetta Reeder (6:31 pm); Tom Novinski; Bob Stahl; Krysten McGee; Tiffany Allen-Smith (6:58 pm)

Staff Present: Jennie Mills, Director; Cindy Norman, Finance Clerk

Visitors Present: None

### Changes/Additions to the Agenda:

None.

### Approval of the Minutes:

Vice President Schultz moved, and Treasurer Stahl seconded, to approve the regular meeting minutes from August 13, 2026. The motion passed with all Trustees present voting 'yes.'

**Comments from the Public:**

None.

**Treasurer's Report**

|                                       |                     |
|---------------------------------------|---------------------|
| Cash on Hand Beginning of August 2026 | \$987,660.89        |
| Cash received during August 2026      | 98,473.06           |
| Disbursements during August 2026      | <u>(132,538.95)</u> |
| Cash on Hand End of August 2025       | \$953,595.00        |

**Location and Denomination of Cash**

|                          |                  |
|--------------------------|------------------|
| Petty Cash               | \$300.00         |
| Old Plank Trail MM X6183 | 376,603.91       |
| License Plate – Chase    | 1,807.14         |
| Old Plank Trail MM X9981 | 494,078.73       |
| Old Plank Trail X7766    | <u>80,805.22</u> |
| <u>Total</u>             | \$953,595.00     |

**Approval and Payment of Bills;**

Vice President Schultz moved to approve the bills presented for payment. Secretary Voitik seconded the motion. A roll call vote was conducted; the motion passed. All Trustees present voted 'yes'.

**Correspondence:**

None.

**Librarians' Reports:**

- LIMRiCC costs went down 5% after the merger. Director Mills will look into whether there are any cost benefits to offering HSA incentives.
- Director Mills is having the flat part of the roof assessed to see the condition of the roof. A new round of construction grants is opening from the State Library, so if necessary, this project should be a viable option for funding with 50/50 cost sharing.
- a. Department Head reports were also noted.

### Old Business:

None.

### New Business:

- a. Vice President Schultz motioned and Secretary Voitik seconded to table the honoring of Violet Guzman for her 5 years with the Library since Violet was unable to attend the meeting. The motion passed with all trustees voting 'yes'.
- b. Treasurer Stahl motioned, and Vice President Schultz seconded to approve the FY27 Budget and Appropriation Ordinance. A roll-call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- c. Vice President Schultz motioned and Trustee Reeder seconded to approve Chief Fiscal Officer's Statement of Revenue FY27. A roll call vote was conducted, and the motion passed with all Trustees voting 'yes'.
- d. Treasurer Stahl motioned, and Vice President Schultz seconded to approve Resolution 26-6 "Amending the Amended LIMRiCC Intergovernmental Agreement". A roll-call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- e. Vice President Schultz motioned and Trustee Reeder seconded to approve Resolution 26-7 "Amending the Amended By-Laws of LIMRiCC". A roll call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- f. Treasurer Stahl motioned, and Vice President Schultz seconded to approve Resolution 26-8 "Resolution to join LIMRiCC" to provide access to employee health care and associated benefits; unemployment compensation insurance for the Library. A roll call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- g. Vice President Schultz motioned, and Treasurer Stahl seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll call vote was conducted, and the motion passed with all Trustees present voting 'yes'.
- h. The board is beginning the Review of Standards for Public Libraries. This month, the board was given the standards of Access, Advocacy, Building and Grounds, and Collection Management to review. No one had follow-up questions for Director Mills.

### Announcements:

- a. For the October Board Meeting, Director Mills will present any cost savings offerings that HSA's might offer. The October Board meeting is also when the board approves the closing days for the following year.
- b. September is National Library Card Sign-Up Month.
- c. Friends of the Library book fair made \$2,800.

Oct 8, 2026

Treasurer Stahl moved, and Vice President Schultz seconded, to adjourn the meeting at 7:08 p.m., with all members present voting 'yes'.

Respectfully submitted,  
Cindy Norman, Finance Clerk

## October 2026 Director's Report

Jennie Mills, Director

### Administrative

- A draft levy and a draft TITA hearing notice are in your Board packet. The hearing is scheduled for next month, November 12th, at 6:30 pm.
- I created draft calendars for both Board meetings and library closures for 2027.

### Building

- Adler Roofing did return an assessment of the Library's flat portion of the roof, which I've enclosed in your packet. They assess the roof as having 3-5 years of life left. They've provided a maintenance contract at \$4,000 a year, with twice-yearly visits to maintain the roof. I have approved the contract.

### Illinois Library Association

- The Executive Board met on September 30th to conduct final-round interviews for the new Executive Director of ILA. We extended an offer; negotiations and a background check are pending. We hope that an announcement will be made soon. I am very excited about this choice; I think it's a good one.
- The ILA conference was Tuesday, Wednesday, and Thursday (today). Lori received her award on Tuesday, and Lori, Julie and I gave our presentation this morning. There were also trustees that attended the conference!

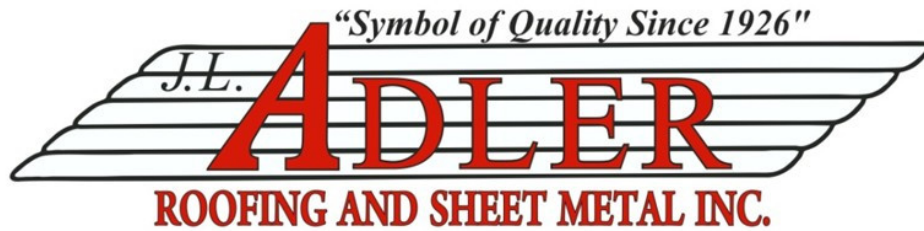
### Meetings:

- Nonfiction Book Discussion, 8 participants, Program (9/23)
- Illinois Library Association, Executive Director Interviews, External (9/30)
- Illinois Library Association Conference, External (10/6, 10/7, 10/8)

Jeff Tucci

J.L. Adler Roofing & Sheet Metal Inc.

Sep 29, 2026 | 8 Photos



# Shorewood-Troy Public Library

## 2026 Roof Assessment Report



# Roof Assessment Report

## Existing Roof System

The existing roof system is a **Carlisle 60-mil fully adhered EPDM membrane** installed in **2004**. Field verification of the manufacturer's membrane stamp confirms a manufacturing date consistent with the known installation date.

## Roof Condition Assessment

Based on our inspection, the EPDM membrane appears to be in **fair condition for its age** and remains serviceable. No evidence of field membrane seam failure or widespread membrane deterioration was observed during the assessment.

Localized **delamination is beginning to occur at portions of the wall flashings**, which is consistent with the age of the roof system and normal weathering. These areas should be monitored closely, as flashing details are commonly among the first components of an EPDM roofing system to exhibit age-related deterioration.

At the time of inspection, the roof remained functional, and no conditions were observed that would warrant immediate replacement.

## Expected Service Life

The average service life of a properly maintained fully adhered EPDM roof system is approximately **25 to 35 years**.

At approximately **22 years of age**, the existing roof remains functional but is approaching the latter portion of its anticipated service life. Continued preventative maintenance and timely repairs can help maximize the remaining years of service.

While the roof is currently performing satisfactorily, replacement planning is recommended based on:

- Roof age exceeding 20 years.
- Early signs of flashing delamination.
- Limited remaining useful life compared to a new roofing system.
- Increased likelihood of future seam and flashing deterioration.
- Opportunity to proactively replace the system before widespread failures occur.
- Reduction of future maintenance costs and risk of interior water damage.

## Recommended Project - Roof Recover System

### Proposed System:

- Recover existing EPDM roof system.
- Install 1/2" polyisocyanurate insulation cover board.
- Install new fully adhered 60-mil EPDM membrane.
- Replace associated flashings and penetration details.
- Provide a new manufacturer's warranty.

### Budget Estimate

The budgetary cost for a roof recover system consisting of a 1/2" polyisocyanurate insulation cover board and a new 60-mil fully adhered EPDM membrane is estimated at:

**\$20.00 to \$25.00 per square foot**

The stated budget is intended for planning purposes and is based on current market pricing for a roof recover system. Final project costs may vary depending on material and labor pricing at the time of bidding, manufacturer warranty requirements, and any unforeseen repairs to the existing roof assembly identified during design or construction.

### Recommended Timing

#### Recommended Construction Timeline: Within the Next 3 to 5 Years

Based on the current condition of the roof, the absence of widespread membrane deterioration, and the limited delamination observed at wall flashings, **budgeting for a roof recover project within the next three to five years is recommended.** Planning for replacement during this timeframe will allow the library to address the roof proactively before age-related deterioration results in significant leaks, interior damage, or costly emergency repairs.

### Maintenance Recommendations

We recommend implementing a **bi-annual preventative maintenance program**, with inspections performed in the spring and fall, to monitor and maintain the condition of the roof system. Maintenance activities should include:

- Removal of debris from the roof surface and drains to promote positive drainage.
- Inspection of field seams, wall flashings, penetration flashings and perimeter terminations.
- Identification and documentation of developing deficiencies, membrane wear, and sealant failures.
- Completion of minor repairs to observed deficiencies, punctures, holes, open seams, and other maintenance-related items within the allotted maintenance visit when practical.

These maintenance activities help identify age-related deterioration early, reduce the likelihood of leaks, and maximize the remaining service life of the roof system.



Manufacturer Lot Identification



Localized delamination of wall flashing



Localized delamination of wall flashing

# **Debris Accumulation and Removal**







# September Board Report

## Technical Services (Leslie Lovato)

### Department Summary

- I attended a PinTech meeting on 9/9 at White Oak- Romeoville. Topics covered included updating video game titles in the catalog to reflect best practices, circulating board games (we currently do not do this), and adding new TOMs (Type of Materials). TOMs are the small graphic under the item's picture in the catalog. Some new ones we will be adding are Graphic Novels (currently book), AV Equipment (currently Equipment), and Laptops/Tablets (currently Equipment).
- I attended a LACONI program on 9/25 titled "Modern MARC." In 2025, the Library of Congress introduced this revision in practice to create and distribute MARC records with additional identifiers and more RDA-specific, linked-data modeling choices. The webinar went into why the changes came about and what we will see more of in the future.

### Department Statistics

- 1,618 new items were added to the collection.
- 1,798 items were ordered throughout the month.
- 764 items were withdrawn from the collection.
- 37 items were repaired and returned to circulation.
- 7.3% of the collection is considered "dead," defined as items not circulated in the last 2-3 years. We are under the standard recommendation of less than 10% dead.
- 3.08% of the collection is considered "grubby," defined as having circulated 50 times or more. We are under the standard recommendation of less than 10% grubby.

# September 2026 Board Report

## Adult, Teen, & Technology Services Department

### Rose Nowak

#### Program Attendance

The Adult and Teen Services department filled September 2026 with a variety of entertaining and useful programs. Adults learned how to protect themselves and their loved ones from financial scams targeting our community. Crafty patrons DIY'd scrapbook-style bookmarks, made a sweet beehive hanging decoration, and kept bedazzling books. Inquisitive patrons learned how to create a professional presentation with Canva, tested if they were smarter than a fifth grader at trivia, and learned about the death and grand funeral of Abraham Lincoln. Book lovers discussed this month's selections in the library, at brunch, and on the trails.

Total adult programs: 43    Total adult program attendees: 338

Total teen programs: 7    Total teen program attendees: 46

#### Department Meetings, Training, Programs, and Events

Rose, Adult, Teen, and Technology Manager, participated in 13 events, including a Book Bedazzling Pop-Up craft and the quarterly PinOPAC Committee meeting. Vega should be ready for a full launch in early 2027!

Gabby, Adult and Teen Outreach Coordinator, participated in 17 events, ranging from bringing Sassy Sasquatch to promote our local business partners to chaperoning families for the Libraries Explore: Dollinger Family Farm trip.

Audrey, Adult Services Program Coordinator, participated in 23 events, such as a Scam Prevention Presentation led by the Will County Sheriff's Office and a Medicare Presentation led by Remlinger Financial Group.

Alma, Teen Services Assistant, was involved in 7 events, from a Tween Programming Meeting with Children's Department Staff to preparing the teen Science at Home Take & Make.

Violet, Adult and Teen Services Assistant, participated in 2 events, assisting a patron during a scheduled Book A Librarian session and accommodating a family for Teen Dungeons and Dragons.

## Reference Stats

- Total: 1,765
  - Reference: 352
  - Item Availability: 114
  - Reader's Advisory: 107
  - Holds: 22
  - Programs: 105
  - Technology: 634
  - Quick Answer: 431

## E-Content Stats

E-Content Holdings:

- Total: 5,033
  - Hoopla: 1
  - Libby: 3,825

# September 2026 Board Report

## Lori Freeman, Children's Manager

### Department Updates

- The Read the Rainbow Challenge launched for middle-grade readers. We have had 104 children register for the challenge and 5 completions.
- ILA Prep: I have been working on my October ILA presentation, focusing on our Children's collection and how we increase circulation.
- Collection cleanup continues.
- Prep for Spooktacular has begun.

### Circulation

The circulation of Juvenile materials for **September 2026 increased** by **8.5%**: **8,497** items were checked out compared with **7,831** the previous year.

### Deliverables

Reference breakdown for September 2026

- **408** patrons asked about available materials
- **126** asked general reference questions
- **155** holds were placed
- **147** questions were asked about programs
- **126** quick answers were provided
- **456** reader's advisory
- **29** patrons asked about technology.
- **70** study room reservations.

### Children's Programs

**25** Active Programs Offered

**538** Total Attendance

**11** Passive Programs Offered

**1215** Total Attendance

# Children's Outreach Services (Sarah Haish)

## Highlights

**Preschool Storytimes:** Library Staff provides age-appropriate stories, songs, and fingerplays to promote early literacy skills. Library Promotional materials are printed and shared at each visit. Storytimes will reflect the teachers' lesson plans. Book deliveries are provided using Library materials reflecting teachers' requests.

Shorewood Early Learning Center, Chesterbrook Academy, The Learning Experience, Trinity Christian School. **TOTAL ENGAGEMENT: 313**

Shorewood Reads with Sassy the Sasquatch: STPL promoted Library Card sign-up month with our Village Partners! **TOTAL ENGAGEMENT: 110**

Bilingual Storytime with the Spanish Community Center: Library staff shares songs, stories, resources, and fun in both English & Spanish! **TOTAL ENGAGEMENT: 4**

Libraries Explore at Dollinger Farm: Through our partnership with Dollinger Family Farm, families were invited for storytime and to learn about the Dollinger farm, its animals, and its history. **TOTAL ENGAGEMENT 46**

## September Board Report - Circulation

Julie Hornberger, Head of Circulation

### Department Summary

September was National Library Card Sign-Up Month, and our theme was Read S'more! We ran a variety of contests during the month where patrons could enter to win an adorable s'mores basket. Contests included getting a STPL library card (new patrons only) and checking out items. The more items you check out, the more chances you are entered to win. We also had a Refer a Friend contest, where two lucky winners will receive Barnes and Noble gift cards.

New patrons also received STPL baseball hats with their cards, and many have proudly been wearing them around town.

Circulation staff processed over 90 Library Link cards for new students in the Troy school district.

### Department Statistics:

- 164 new library cards were issued.
- Our door count was 6008.
- 9994 items were checked in.
- 13714 items were checked out.
- We issued 20 license plate stickers.
- We issued 35 notary stamps.
- We had 17 mobile pick-ups.

# September 2026 Board Report

## Marketing (Donna Rodriguez)

### Department Highlights

- Created a new website page for Read the Rainbow, the new reading challenge for children ages 6-12. Also made collateral materials to promote the new program.
- Conducted a photoshoot for “Read s’more with Sassy”, a new community outreach idea to promote Library Card Sign Up Month, literacy, and the library. Sarah Haish wore a sasquatch costume, and we went out into the community to take photos with library sponsors. We merged the photos into a video and posted it on social media. The sponsors were all very excited to be included, and some tagged businesses reposted the photos on their social media pages as well. We did a second photoshoot with sponsors we didn’t include in the first round, and the results were similarly positive.
  - First Sassy post:
    - 2,004 Facebook views
    - 86 Facebook engagements (reactions, likes, shares, etc)
    - Over 50% of the views were from non-followers
    - 634 Instagram views
    - 41 Instagram engagements (likes, comments, shares)
    - 23 TikTok views
  - Second Sassy post:
    - 2,234 Facebook views
    - 30 Facebook engagements (reactions, likes, shares, etc)
    - 153 Instagram views
    - 9 Instagram engagements (likes, comments, shares)
    - 183 TikTok views
  - Sassy even won the ILA Member Photo of the Month - Thanks, Karen!
- Sent out bi-annual “\$50+ in fines” email.
- Attended our Department Head meeting.
  - My role was to discuss an updated version of our Library Link letter, which is mailed to parents of children in the school district who do not have a library card. The letter also invited parents to get a library card and promoted the new Read the Rainbow initiative.



- Also touched base on the use of Grackle (an accessibility checking extension) and the new format for board reports.
- Participated in a RAILS marketing webinar called “The Next Year of Library Marketing: Trends You Can Use” hosted by Angela Hursh. It covered how to identify which trends to focus on and which tactics to use to get positive results.
- Sent final artwork for the annual report postcard, which was printed and mailed out.
- Hosted two internal photoshoots to photograph staff members. The resulting photos are to be used in the presentation given by Jennie, Julie & Lori at the ILA conference.



## Social Media Metrics

### Facebook

- 26 new followers
- 5,038 content views
- 1,467 page visits
- 545 engagements (likes, comments, clicks, saves & shares)

### Instagram

- 12 new followers
- 2,849 content views
- 129 content interactions (likes, comments, saves & shares)

## Email Metrics

- Emails sent: 8629
- Open rate: 3581 (41.5%)
- Clicks: 110
- Unique Clicks: 52

## Website Metrics

Total views: 5,038

Active users: 1,301

## Meeting Room Metrics

Non-Profit use: 60

For-profit use: 0

## Truth In Taxation Hearing And Notice for 2026

Jennie Mills, Director

### Truth in Taxation Hearing

At the September 10th Board Meeting, the Board voted to approve the levy at a 9.9% increase (which would be levied only on new and/or improved properties). A draft levy is included in your packet; if the Library were to receive every penny, the total amount levied would be \$1,644,249.

A Truth in Taxation Hearing will be required. The board has typically held those hearings at 6:30 pm before the regular meeting in November. This year, it will be November 12th at 6:30 pm.

### Truth in Taxation Notice, 2026

A Truth in Taxation black-border legal notice (TITA notice) will also need to be published in a newspaper in general circulation in the District, no more than 14 days before the public hearing and no less than 7 days. The Shorewood Sentinel publishes on Wednesdays, so the TITA notice will be dated November 4th.

The Board should vote to authorize placing the TITA notice in the newspaper.

## Notice of Proposed Property Tax Increase For Shorewood-Troy Public Library District

### Notice of the Proposed Property Tax Increase for the Shorewood-Troy Public Library District

1. A public hearing to approve a proposed property tax levy for the Shorewood-Troy Public Library District for 2026 (2026/2027 fiscal year) will be held on **November 12th, 2026, at 6:30 pm**, at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, IL 60404, in Meeting Room A.
2. Any person who wishes to appear at the public hearing and present evidence to the taxing district may do so. Public comment is limited to three minutes per member of the public.
3. The corporate and special purpose property taxes extended or abated for 2025 were \$1,496,134.
4. The proposed corporate and special purpose property taxes for 2026 are \$1,644,249, a 9.9% increase over the previous year.
5. The property taxes extended for debt service and public building commission leases for 2025 were \$0.00. The estimated property tax to be levied for debt service and public building commission leases for 2026 is \$0.00. This represents no change over the previous year.
6. The total property taxes extended or abated for 2025 were \$1,496,134. The estimated total property taxes to be levied for 2026 are \$1,644,249. This represents a 9.9% increase over the previous year.

**Dated November 4, 2026**

## **Memo on Resolution to Determine Estimate of Funds**

### **Why the Resolution is Created**

The wind-down of last year's levy process was completed in September as the Budget and Appropriation was approved.

Now, the new levy year starts as the Board passes the "Resolution to Determine the Estimate of Funds." This Resolution must be passed before the levy filing.

The Resolution must be passed at least 20 days before the levy hearing.

## Resolution 2026-09

### Resolution to Determine the Estimate of Funds Needed for the 2026/2027 Fiscal Year

Whereas, the Shorewood-Troy Public Library District must file on or before December 29th, 2026, its Levy Ordinance for the 2026/2026 fiscal year; and

Whereas, pursuant to the "Truth in Taxation Act (35 ILCS/215/1 et.seq.), the Shorewood-Troy Public Library District must determine not less than 20 days before the adoption of its Levy Ordinance the amounts of money to be raised by taxation for the 2026-2027 fiscal year upon the taxable property in said Library District.

**Now, therefore, be it resolved and determined** by the Board of the Library Trustees of the Shorewood-Troy Public Library District that the amount of money estimated to be necessary to be raised by taxation for the 2026/2027 fiscal year upon the taxable property in said Library District is \$1,644,249.

**Further resolved** that a public hearing pursuant to the Truth in Taxation shall be held on the 12th day of November at 6:30 pm at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, IL 60404.

**Further resolved** that notice of said public hearing, in compliance with said Act, shall be given in a newspaper with circulation in the District, not more than 14 days nor less than 7 days prior to the public hearing date.

Adopted this 8th day of October, 2026.

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Thomas Novinski, President

Attest:

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Karen Voitik, Secretary

**Ordinance 2026-3**  
**Tax Levy Ordinance**  
**Shorewood-Troy Public Library District**  
**Will County, Illinois**

AN ORDINANCE for the assessment, levy, and collection of taxes for the general corporate purposes of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2026, and ending June 30, 2027 for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special social security retirement expense tax levy, for a special Illinois Municipal Retirement Fund expense tax levy, and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1.

That there be and hereby is levied and assessed upon all taxable property, both real and personal, with the Shorewood-Troy Public Library District, Will County, Illinois, and the same assessed and equalized for the state and county purposes sufficient to produce the sum of \$1,644,249, which sum is levied together with \$512,000 to be derived from other sources, being in the total amount appropriation legally made for general library purposes for said taxable year, which sum is to be used for, has been appropriated for purposes of and the amount specified as follows, to wit:

**Levy:**

|                               |                  |
|-------------------------------|------------------|
| Worker's Comp Levy            | 10,269           |
| General Corporate Tax Levy    | 1,582,633        |
| Audit Tax Levy                | 4,564            |
| Liability Insurance Tax Levy  | 9,128            |
| Municipal Retirement Tax Levy | 17,116           |
| Building Maintenance Tax Levy | 20,539           |
| <b>Total 2026 Levy:</b>       | <b>1,644,249</b> |

**Other Income:**

|                                   |        |
|-----------------------------------|--------|
| Personal Property Replacement Tax | 50,000 |
| State Per Capita Grant            | 38,000 |
| Interest                          | 50,000 |
| Fines                             | 5,000  |
| Copy Machines                     | 9,000  |

|                           |                |
|---------------------------|----------------|
| Miscellaneous Income      | 200,000        |
| Donations/Gifts/Grants    | 100,000        |
| Contributions/Impact Fees | 60,000         |
| <b>Total Other Income</b> | <b>512,000</b> |

**Expenditures:**

|                              |                  |
|------------------------------|------------------|
| Payroll Related Exp.         | 1,234,000        |
| Library Materials            | 193,000          |
| Contractual Services         | 352,000          |
| Supplies & Services          | 123,000          |
| Misc. Expense                | 62,500           |
| Utilities & Building Expense | 165,000          |
| Capital Expenses             | 40,000           |
| Overhead Expenses            | 81,000           |
| <b>Total Expenditures</b>    | <b>2,250,500</b> |

SECTION 2. NOW, THEREFORE, there is hereby levied upon all the taxable property within the territorial limits of THE SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year 2026/2027 for general corporate purposes the sum OF ONE MILLION FIVE HUNDRED EIGHTY-TWO THOUSAND SIX HUNDRED THIRTY-THREE DOLLARS (\$1,582,633).

SECTION 3. In addition to the foregoing general corporate levy, there is herein specially levied a sum of FOUR THOUSAND FIVE HUNDRED SIXTY-FOUR DOLLARS (\$4,564.00) for the audit expense upon all taxable property within the territorial limits of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as provided in 50 ILCS 310/9.

SECTION 4. In addition to the foregoing, there is hereby specially levied a sum of TEN THOUSAND TWO HUNDRED SIXTY-NINE (\$10,269.00) for workers' compensation expense upon all taxable property within the territorial limits of THE SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as provided in 745 ILCS 10/9-107

SECTION 5. In addition to the foregoing, there is hereby specially levied a sum of NINE THOUSAND ONE HUNDRED TWENTY-EIGHT DOLLARS (\$9,128.00) for liability insurance expense upon all taxable property within the territorial limits of THE SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as provided in 745 ILCS 10/9-107.

SECTION 6. In addition to the foregoing, there is hereby specially levied a sum of SEVENTEEN THOUSAND ONE SIXTEEN (\$17,116) for Illinois Municipal Retirement Fund expenses upon all taxable property within the territorial limits of THE

SHOREWOOD-TROY LIBRARY, WILL COUNTY, ILLINOIS, as provided in 40 ILCS 5/7-171.

SECTION 7. In addition to the foregoing, there is hereby specially levied a sum of TWENTY THOUSAND FIVE HUNDRED THIRTY-NINE (\$20,539.00) for special equipping and maintenance expenses upon all taxable property within the territorial limits of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, as provided in 75 ILCS 16/35-5.

SECTION 8. All unexpended balances of any item or items of the general corporate levy made by this ordinance may be expended in making up an insufficiency or deficit in any item or items in the same general corporate levy made by this ordinance.

SECTION 9. All unexpended balances not applied in the manner set forth in Section 8 of this Ordinance may be transferred to the special reserve fund.

SECTION 10. The Secretary of SHOREWOOD-TROY LIBRARY DISTRICT is directed to file with the County Clerk of Will County, Illinois, a certified copy of this Ordinance, and said County Clerk is hereby directed to cause the sum of ONE MILLION FIVE HUNDRED EIGHTY-TWO THOUSAND SIX HUNDRED THIRTY-THREE (\$1,582,633.00) for general corporate levy of this District; the sum of TEN THOUSAND TWO HUNDRED SIXTY-NINE (\$10,269.00) as a special worker's compensation expense levy of this District; the sum of FOUR THOUSAND FIVE HUNDRED SIXTY-FOUR DOLLARS (\$4,564.00) as a special audit expense tax levy of this District; the sum of NINE THOUSAND ONE HUNDRED TWENTY-EIGHT DOLLARS (\$9,128.00) as a special liability insurance tax levy of this District; the sum of SEVENTEEN THOUSAND ONE SIXTEEN (\$17,116) as a special Illinois Municipal Retirement Fund expense tax levy of this District; and the sum of TWENTY THOUSAND FIVE HUNDRED THIRTY-NINE (\$20,539.00) as a special equipping and maintenance tax levy of this District to be extended up and against the taxable property within the territorial limits of THE SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, in accordance with the laws and statutes of the State of Illinois.

SECTION 12. This Ordinance is effective immediately upon passage and approval and shall be known as Ordinance 26-3 Tax Levy Ordinance of the Shorewood-Troy Public Library District, Will County, Illinois.

Passed by the Board of Library Trustees of THE SHOREWOOD-TROY LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 12th day of November, 2026.

Approved this 20th day of November, 2025.

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Thomas Novinski  
President of the Board of Library Trustees of  
Shorewood-Troy Library, Will County, Illinois

ATTEST:

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Karen Voitik  
Secretary

## **Board Meeting Dates & Closing Dates Memo**

Jennie Mills, Director

### **Board Meeting Dates for Calendar Year 2027**

Your packet has a draft calendar of Board Meeting dates for 2027. Everything is normal, except for November's meeting date. It had to be moved to the following week to avoid Veterans Day, which is a Federal Holiday.

### **Closing Dates for Calendar Year 2027**

Your packet has a draft calendar of Closing Dates for 2027. I'm recommending that the Board authorize 3 Floating Holidays for the staff, due to the timing of the following holidays:

- Independence Day (which is on a Sunday this year)
- Christmas (which is on a Saturday this year)
- New Year's Day (which is on a Saturday this year)

In order to remain open to the public as much as possible, all the closing dates of the Library are typical closing dates.

## Board Meeting Dates - 2027

### Board Meeting Dates, 2027

|                         |                           |
|-------------------------|---------------------------|
| Thursday, January 14th  | 7:00 pm                   |
| Thursday, February 11th | 7:00 pm                   |
| Thursday, March 11th    | 7:00 pm                   |
| Thursday, April 8th     | 7:00 pm                   |
| Thursday, May 13th      | 7:00 pm                   |
| Thursday, June 10th     | 7:00 pm                   |
| Thursday, July 8th      | 7:00 pm                   |
| Thursday, August 12th   | 7:00 pm                   |
| Thursday, September 9th | 6:30 pm (Public Hearing)  |
| Thursday, October 14th  | 7:00 pm                   |
| Thursday, November 18th | 6:30 pm (Public Hearing)* |
| Thursday, December 9th  | 7:00 pm                   |

\*Normal Thursday in November is a Federal Legal Holiday (Veterans Day); a Board Meeting cannot be legally held on that day.

## Shorewood-Troy Library Closing Dates, 2027

### Library Closing Dates, 2027

|                                         |                         |
|-----------------------------------------|-------------------------|
| Friday, January 1st                     | New Year's Day          |
| Monday, May 31st                        | Memorial Day            |
| Thursday, June 3rd                      | Summer Reading Kick-Off |
| Friday, August 6th                      | Staff Day               |
| Monday, September 6th                   | Labor Day               |
| Close at 5 pm, Wednesday, November 24th | Thanksgiving Eve        |
| Thursday, November 25th                 | Thanksgiving            |
| Friday, December 24th                   | Christmas Eve           |
| Saturday, December 25th                 | Christmas               |
| Friday, December 31st                   | New Year's Eve          |
| Saturday, January 1st                   | New Year's Day          |

## Health Insurance Cost

### Health Insurance Cost for Staff, Calendar Year 2027

The Library currently pays 80% of the lowest-cost health plan premium for employees. Consistently, believe it or not, that is the PPO 2000, not the HSA/HDHP. The PPO 2000 costs \$978 in premium per month (the library pays \$782.40 monthly; the staff member pays \$195.60).

The HSA/HDHP costs \$1,019 in premium per month. If a staff member selected it, and they can, the library would still pay \$782.40 monthly. The staff member would pay \$236.60 per month. **At this point, I do not recommend incentivizing it by “sweetening the deal” by adding extra money if staff members select the HSA/HDHP.**

The run-down for the other plans:

- The HMO plan: the Library pays \$782.40 monthly/the employee pays \$354.60
- The PPO 1000 plan: the Library pays \$782.40 monthly/the employee pays \$625.60
- The PPO 1500 plan: the Library pays \$782.40 monthly/the employee pays \$225.60

The Library does not contribute towards the cost of dependents on the health plan. Employees may opt for coverage through us, but the Library will still only pay \$785.40 (this year) per month, per employee. That equates to **\$9,424.80** annually per employee who takes health insurance. I had budgeted **\$12,000 per employee**, so the library is comfortably budgeted this year.

LIMRiCC calculates premium costs based partly on each health plan's exposure, and the HSA has been running high. It's been running 113% above expectations. Both PPO plans are running at about 95%, while the HMO is running at 52%.

# Combined Proposal –Premium Equivalents \$210K ISL

| Rates                      | EE        | HMO                 | EE         | PPO 1000            | EE         | PPO 1500            | EE       | PPO 2000      | EE         | HDHP                |
|----------------------------|-----------|---------------------|------------|---------------------|------------|---------------------|----------|---------------|------------|---------------------|
| Employee:                  | 55        | \$1,137.00          | 336        | \$1,408.00          | 444        | \$1,008.00          | 0        | \$978.00      | 90         | \$1,019.00          |
| Employee + Spouse:         | 4         | \$2,405.00          | 20         | \$3,057.00          | 41         | \$2,521.00          | 0        | \$2,446.00    | 12         | \$2,352.00          |
| Employee + Child(ren):     | 10        | \$2,264.00          | 21         | \$2,174.00          | 35         | \$2,062.00          | 0        | \$2,001.00    | 8          | \$1,960.00          |
| Family:                    | 4         | \$3,503.00          | 31         | \$4,093.00          | 42         | \$3,435.00          | 0        | \$3,332.00    | 8          | \$3,136.00          |
| Medicare Single:           | 0         | \$890.00            | 1          | \$1,097.00          | 1          | \$887.00            | 0        | \$861.00      | 0          | \$836.00            |
| Medicare Family:           | 0         | \$1,679.00          | 0          | \$2,240.00          | 0          | \$1,756.00          | 0        | \$1,704.00    | 0          | \$1,636.00          |
| <b>Plan Monthly Costs:</b> | <b>73</b> | <b>\$108,807.00</b> | <b>409</b> | <b>\$707,862.00</b> | <b>563</b> | <b>\$768,240.00</b> | <b>0</b> | <b>\$0.00</b> | <b>118</b> | <b>\$160,702.00</b> |
| <b>Totals</b>              |           |                     |            |                     |            |                     |          |               |            |                     |
| <b>Total Participants:</b> |           |                     |            |                     |            |                     |          |               |            | 1163                |
| <b>Total Monthly:</b>      |           |                     |            |                     |            |                     |          |               |            | \$1,745,611.00      |
| <b>Total Annual:</b>       |           |                     |            |                     |            |                     |          |               |            | \$20,947,332.00     |

## Change to current by plan and tier:

|                        | HMO        |            |       | PPO 1000   |            |         | PPO 1500   |            |        | PPO 2000   |            |         | HDHP       |            |        |
|------------------------|------------|------------|-------|------------|------------|---------|------------|------------|--------|------------|------------|---------|------------|------------|--------|
| LIMRICC                | Current    | Proposed   | %     | Current    | Proposed   | %       | Current    | Proposed   | %      | Current    | Proposed   | %       | Current    | Proposed   | %      |
| Employee:              | \$1,091.00 | \$1,137.00 | 4.22% | \$1,383.00 | \$1,408.00 | 1.81%   | \$1,119.00 | \$1,008.00 | -9.92% | \$1,119.00 | \$978.00   | -12.60% | \$974.00   | \$1,019.00 | 4.62%  |
| Employee + Spouse:     | \$2,337.00 | \$2,405.00 | 2.91% | \$2,925.00 | \$3,057.00 | 4.51%   | \$2,357.00 | \$2,521.00 | 6.96%  | \$2,357.00 | \$2,446.00 | 3.78%   | \$2,050.00 | \$2,352.00 | 14.73% |
| Employee + Child(ren): | \$2,200.00 | \$2,264.00 | 2.91% | \$2,807.00 | \$2,174.00 | -22.55% | \$2,265.00 | \$2,062.00 | -8.96% | \$2,265.00 | \$2,001.00 | -11.66% | \$1,964.00 | \$1,960.00 | -0.20% |
| Family:                | \$3,403.00 | \$3,503.00 | 2.94% | \$4,339.00 | \$4,093.00 | -5.67%  | \$3,498.00 | \$3,435.00 | -1.80% | \$3,498.00 | \$3,332.00 | -4.75%  | \$3,041.00 | \$3,136.00 | 3.12%  |
| Medicare Single:       | \$864.00   | \$890.00   | 3.01% | \$1,108.00 | \$1,097.00 | -0.99%  | \$919.00   | \$887.00   | -3.48% | \$919.00   | \$861.00   | -6.31%  | \$812.00   | \$836.00   | 2.96%  |
| Medicare Family:       | \$1,631.00 | \$1,679.00 | 2.94% | \$2,264.00 | \$2,240.00 | -1.06%  | \$1,820.00 | \$1,756.00 | -3.52% | \$1,820.00 | \$1,704.00 | -6.37%  | \$1,589.00 | \$1,636.00 | 2.96%  |

|                        | HMO     |            |   | PPO 1000   |            |        | PPO 1500   |            |        | PPO 2000   |            |        | HDHP       |            |        |
|------------------------|---------|------------|---|------------|------------|--------|------------|------------|--------|------------|------------|--------|------------|------------|--------|
| WIN                    | Current | Proposed   | % | Current    | Proposed   | %      | Current    | Proposed   | %      | Current    | Proposed   | %      | Current    | Proposed   | %      |
| Employee:              | \$0.00  | \$1,137.00 |   | \$1,258.00 | \$1,408.00 | 11.92% | \$867.00   | \$1,008.00 | 16.26% | \$867.00   | \$978.00   | 12.80% | \$956.00   | \$1,019.00 | 6.59%  |
| Employee + Spouse:     | \$0.00  | \$2,405.00 |   | \$2,796.00 | \$3,057.00 | 9.33%  | \$2,218.00 | \$2,521.00 | 13.66% | \$2,218.00 | \$2,446.00 | 10.28% | \$2,156.00 | \$2,352.00 | 9.09%  |
| Employee + Child(ren): | \$0.00  | \$2,264.00 |   | \$1,971.00 | \$2,174.00 | 10.30% | \$1,719.00 | \$2,062.00 | 19.95% | \$1,719.00 | \$2,001.00 | 16.40% | \$1,504.00 | \$1,960.00 | 30.32% |
| Family:                | \$0.00  | \$3,503.00 |   | \$3,766.00 | \$4,093.00 | 8.68%  | \$2,908.00 | \$3,435.00 | 18.12% | \$2,908.00 | \$3,332.00 | 14.58% | \$2,876.00 | \$3,136.00 | 9.04%  |
| Medicare Single:       |         | \$890.00   |   |            | \$1,097.00 |        |            | \$887.00   |        |            | \$861.00   |        |            | \$853.00   |        |
| Medicare Family:       |         | \$1,679.00 |   |            | \$2,240.00 |        |            | \$1,756.00 |        |            | \$1,704.00 |        |            | \$1,669.00 |        |

## Photocopy Costs

Jennie Mills, Director

### Photocopy Costs

For as long as I have been Director (so at least since 2010), the costs for photocopying at the Library have been 10 cents for black & white (b&w) copies and 25 cents for color copies. Although we currently own our copiers rather than lease them, we still pay monthly costs for toner, maintenance, and paper.

Currently, we have several heavy printing users because our costs are so low that we can't easily keep paper in stock. They're printing 500 to 1000 pages a day; we don't have the space to store large amounts of copy paper.

Compared to other libraries, our printing costs are cheaper:

- Plainfield charges 10 cents per side for b&w/50 cents for color
- Lemont charges 20 cents per side for b&w/50 cents for color
- White Oak charges 25 cents per side for b&w/40 cents for color

I'd like to update our charges to 20 cents per page for b&w/40 cents for color, with a month's notice, starting on Monday, November 16th.

## Continued Review of State Standards

Jennie Mills, Director

### October Review of Standards

In order to file for the Per Capita Grant, the Illinois State Library always requests that Boards review the Standards for Illinois Public Libraries. The Standards are meant to address the needs of a wide variety of very different public libraries across the State of Illinois, from extremely small public libraries in rural Illinois that may serve populations of less than a thousand, all the way up to the Chicago Public Library and all the public libraries in between.

The Shorewood-Troy Library meets all of the Core standards, most of the Intermediate standards, and many of the Advanced standards. Some of the Advanced standards are aspirational for us.

Libraries are asked to report on how well they meet the standards on the annual Per Capita grant form. This month, your Board packet includes:

- Finance & Budget
- Governance & Administration
- Human Resources
- Information Services

I'm happy to answer questions on how well the Library meets the Standards and how we could look to improve.

## Illinois Public Library Standards: Finance & Budget

Illinois public libraries receive the bulk of their funding from local property tax revenues. Additional funding may come from grants and other miscellaneous revenue streams. Because public tax dollars fund library services, all libraries should strive for strong financial policies and transparent documentation. Board-approved policies and transparency are critical for maintaining public trust, ensuring legal compliance, and fostering responsible stewardship of taxpayer funds. Given the trust that taxpayers put in the library administration to be good stewards of the public monies, extensive training for the director and board of trustees is recommended.

The fiscal well-being of a public library is paramount to serving the community's residents. A library's well-managed finances—through strong policies, procedures, and oversight—allow administration to maintain the facility and collections, hire and retain qualified and competent staff, and provide a variety of programs and services that stakeholders desire. Creating and managing the annual budget is one of the core tasks of the director, and oversight of library finances is one of the most important responsibilities of the board.

Audits are a best practice for maintaining fiscal integrity. Libraries with a budget of \$850,000 or more are required by Illinois statute (50 ILCS 310/1) to conduct an annual audit. It is a best practice recommendation that libraries under that budgetary limit still conduct an annual audit. Audits may be done in conjunction with the library's funding agency (city, village) or independently (districts).

| STANDARD | CORE                                                                                            | INTERMEDIATE                                                    | ADVANCED                                                                                         |
|----------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1        | The library has a written budget that is developed by administration and approved by the board. | The library has the budget in an electronic spreadsheet format. | The library includes legacy data in the spreadsheet to project future revenues and expenditures. |

|          |                                                                                                                                                                                                                                                         |                                                                                                                      |                                                                                                                                        |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>2</b> | The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations). | The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director. |                                                                                                                                        |
| <b>3</b> | The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.                                                                                                                               | The library board regularly reviews and updates financial policies to reflect best practices.                        | The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures. |
| <b>4</b> | The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).                                                                                                             |                                                                                                                      |                                                                                                                                        |

|          |                                                                                                                                                                                                        |                                                                                                                                                                                                          |                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.       | The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.                                                                  |                                                                                                                                                          |
| <b>6</b> | The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor. | The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.                                                                           |                                                                                                                                                          |
| <b>7</b> | The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.                                                        | The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program. | The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget. |

|           |                                                                                                                                                                                                                          |                                                                                                                                                        |                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>8</b>  | The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.                                                  | The library board reviews and approves the annual audit, making the audit findings available to the public.                                            | The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks. |
| <b>9</b>  | The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9). | The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions. |                                                                                                          |
| <b>10</b> | The library utilizes internal controls to prevent fraud.                                                                                                                                                                 | The board and director regularly review the library's internal controls.                                                                               | If the library utilizes an auditor, they review the library's internal controls.                         |
| <b>11</b> | The library securely stores financial documents (e.g., checks, payroll, credit cards).                                                                                                                                   | The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).                                        |                                                                                                          |

|           |                                             |                                                                                                                               |                                                                                                                                                                |
|-----------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12</b> | The library has a long-term financial plan. | The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses. | The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]). |
|-----------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

## ILLINOIS PUBLIC LIBRARY STANDARDS: GOVERNANCE & ADMINISTRATION

Illinois public libraries are governed by locally elected or appointed boards, which operate under the Illinois Local Library Act (75 ILCS 5) or the Illinois Public Library District Act (75 ILCS 16). The library board sets policies, oversees budgets and hires a director to manage day to day operations. Libraries may be municipal, district, or part of other government entities, and they receive funding through local property taxes, state grants and other sources. The Illinois State Library, under the Secretary of State, provides oversight with guidance and funding support. Additionally, regional library systems assist with resource sharing and professional development.

The library director serves as the chief administrator responsible for managing daily operations, maintaining building and grounds, implementing board policies, and ensuring the library meets community needs. They oversee staff, budgeting, strategic planning and compliance with state and local regulations. The director works closely with the board by providing reports and recommendations and advocates for funding and community partnerships. Additionally, they facilitate programming, collection development, and technology initiatives to enhance public services.

| Standard | Core                                                                                                                                                                                                                                      | Intermediate                                            | Advanced                                           |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|
| 1        | The board has an approved set of bylaws that outline its rules and procedures.                                                                                                                                                            | The board bylaws are reviewed at least every 3-5 years. | An attorney reviews the board bylaws periodically. |
| 2        | The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers. |                                                         |                                                    |
| 3        | The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.                                                                                                                       |                                                         |                                                    |

|          |                                                                                                                                                                                                                                                                                          |                                                                                                                                                |                                                                                                                                                  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4</b> | The board appoints a qualified librarian as the library director—a person with an MLS, MLIS, or other comparable degree from an accredited program and/or actively participates in continuing education opportunities each year offered by the ISL, regional library systems or the ILA. |                                                                                                                                                |                                                                                                                                                  |
| <b>5</b> | At each regular meeting, the board reviews and approves minutes and financial reports.                                                                                                                                                                                                   | At each regular meeting, the library director presents to the board a report of library activities and statistics.                             | At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics). |
| <b>6</b> | The library has a board-approved mission statement.                                                                                                                                                                                                                                      | The mission statement is reviewed periodically by the board, director, and staff.                                                              | The library creates a vision or values statement.                                                                                                |
| <b>7</b> | Trustees represent the needs, interests, and aspirations of the community.                                                                                                                                                                                                               | Trustees solicit input on library activities from the community.                                                                               | Trustees serve on other local committees and forums acting as a bridge from the library to the community.                                        |
| <b>8</b> | The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]                                                                                                                                                           | The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.                                            |                                                                                                                                                  |
| <b>9</b> | The library has public and internal policies that are approved by the board.                                                                                                                                                                                                             | The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation. | Library policies are regularly reviewed by an attorney or expert on the relevant topic.                                                          |

|           |                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                   |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>10</b> | The library has a strategic plan that is developed by the board, director, and staff.                                                                                                                                                                                                           | The strategic plan is reviewed regularly by the board, director and staff.                                                                                                                                                                                               | The library includes members of the community in strategic plan development.                                                                                                                                                      |
| <b>11</b> | The library has a succession plan for the director.                                                                                                                                                                                                                                             | The library has a succession plan for the director and key staff.                                                                                                                                                                                                        | The succession plan is reviewed with the board and administration and updated as needed.                                                                                                                                          |
| <b>12</b> | The board and director develop an orientation program for new trustees.                                                                                                                                                                                                                         | The board actively participates in ongoing continuing education activities.                                                                                                                                                                                              |                                                                                                                                                                                                                                   |
| <b>13</b> | The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided. |                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                   |
| <b>14</b> | The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.                                                                                                                                                                   | The board advocates for the library with local stakeholders.                                                                                                                                                                                                             | The board advocates for the library with state and federal stakeholders.                                                                                                                                                          |
| <b>15</b> | The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.                                                                                                                      | The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, <i>ILA Reporter</i> ). | The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association. |

|           |                                                                                                                                     |                                                                                                     |                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>16</b> | The director participates in professional development activities, including Directors University for first-time Illinois directors. | The library provides financial support for the director's membership in professional organizations. | The director contributes to the profession by committee service, presentations, and authorship. |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

Last updated May 8, 2026

## Illinois Public Library Standards: Human Resources

Staff are essential to the success and effectiveness of the library. To be successful, staff should be paid competitive wages, have a thorough understanding of policies and procedures, and be provided continuing education and professional growth opportunities. A skilled, qualified, and empowered staff ensure that the library is a welcoming, vibrant, relevant, inclusive, and trusted community resource.

| STANDARD | CORE                                                                                                                                                                                                            | INTERMEDIATE                                                                                                                                              | ADVANCED                                                                                                                                                                        |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> | The library has sufficient staff for the hours that the library is open.                                                                                                                                        | Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.          | Library staff represent community demographics, especially focusing on cultural and multilingual diversity.                                                                     |
| <b>2</b> | The library has a set of board-approved personnel policies.                                                                                                                                                     | The personnel policies are reviewed on a regular schedule by the director and key staff.                                                                  | The personnel policies are reviewed by an attorney.                                                                                                                             |
| <b>3</b> | The library provides job descriptions for all positions.                                                                                                                                                        | Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.         | Job descriptions are reviewed by an HR professional.                                                                                                                            |
| <b>4</b> | The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits. | The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking. | The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices. |

|          |                                                                                                                                    |                                                                                                                                                                                                                                              |                                                                                                                                            |
|----------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5</b> | The library provides employee benefits as directed by federal, state, and local law.                                               | The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs. | The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.                            |
| <b>6</b> | The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.              | Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).                                                                                               | The library employs a staff member who is dedicated to human resource management.                                                          |
| <b>7</b> | Staff members receive coaching, feedback, and support for their own development at least annually.                                 | The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.                                   | The performance appraisal system develops work goals and activities that align with the strategic plan.                                    |
| <b>8</b> | New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements. | The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.                                                                        | The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development. |

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| 9 | The library has a succession plan for the director. | The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists. |  |
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## Illinois Public Library Standards: Information Services

Information services include circulation, reference, reader's advisory, and technology assistance and instruction. Circulation activities may include library card registration, check-out and check-in of materials, management of patron accounts, hold placement, and interlibrary loan. Reference services primarily focus on answering informational questions, whether for school research projects, personal interest, or daily life needs. Reader's advisory encourages the use of collections for recreational purposes, including the suggestion of books and other media through one-on-one conversations, booklists, displays, and other means. Technology assistance and instruction may range from basic internet access, to device assistance, to computer classes, to high-tech digital media labs. These activities may be performed in separate departments or provided at a variety of service points using a range of service models.

In addition, information services may include referral to social service agencies, which, for some libraries, may mean branching into social work services. It may also include facilitation of the use of library spaces like meeting and study rooms and maker spaces. Libraries may opt to provide other services, such as notary, passport applications, or license plate renewal.

| STANDARD | CORE                                                                                                                                                                                                                                                   | INTERMEDIATE                                                                                                                                                                                                    | ADVANCED |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1        | All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions. | If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas. |          |
| 2        | Staff provide accurate, timely, and courteous service.                                                                                                                                                                                                 |                                                                                                                                                                                                                 |          |
| 3        | The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.                                                                                                      | If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.                                           |          |

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| <b>4</b> | Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.                                                                                                          | The library provides a variety of self-service information service resources via its website or library apps 24/7.                                                                 | The library provides information services by chat or phone outside of the hours the library is open.                                                                                   |
| <b>5</b> | Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials). | The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology). |                                                                                                                                                                                        |
| <b>6</b> | Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.                                                                                                                                                      | The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.                | The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.                                                   |
| <b>7</b> | Staff recognize the wide array of individual information needs within the community and strive to offer services for all.                                                                                                                                  | The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.                                            | The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness). |

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| 8 | The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions). | In multilingual communities, the library strives to provide information services in languages relevant to patron needs. | In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise. |
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