

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

August 11, 2022
General Meeting
7:00 pm

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular Meeting, July 14, 2022
5. New Business –
 - a. Presentation from Deirdre Brennan, Executive Director of RAILS, regarding Strategic Plans (**Action**)
6. 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.
7. Treasurer's Report – July 2022
8. Approval and Payment of Bills
9. Correspondence
10. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
11. Old Business
 - a. Release Bid #1 – to replace four egress/fire doors (**Action**)
 - b. Release Bid #2 – replacement of existing flooring and base (**Action**)
 - c. Release Bid #3 – Painting of first floor (**Action**)
 - d. Release Bid #4 – New power receptacles on the first floor (**Action**)
 - e. Update on Parking Lot scope and schedule
12. New Business –
 - a. Honoring Shalyn Rodriguez for ten years of service to the Library (**Discussion**)
 - b. Approve Illinois Public Library Annual Report for submission to the Illinois State Library (**Action**)
 - c. Approve paying Chase Credit Card bill online due to delayed payment acceptance by the bank (**Action**)
 - d. Approving 7 staff to attend the Illinois Library Association conference, either full-conference or one-day passes at a total cost of \$2,967.75 (**Action**)
 - e. Approve submission of a grant request to Will County in the designated amount of \$40,000 (**Action**)
 - f. Invest \$400,000 into short-term treasury notes as recommended by PMA (**Action**)
13. Other Business
 - a. National Library Card Sign-up Month is September
 - b. Jennie – Surgical leave, approximately five weeks, beginning 11/14
14. 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 14, 2022**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by President Thomas Novinski, at 7:00 p.m. on July 14, 2022. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

1. Vito Schultz
2. Tracy Caswell
3. Thomas Novinski
4. Bob Stahl
5. Karen Voitik

ABSENT: Philip Besler

STAFF PRESENT:

Jennie Mills, Director
Shalyn Rodriguez, Assistant Director
Cindy Norman, Finance Clerk

VISITORS PRESENT:

Robert Schwartz

Secretary Karen Voitik administered the Oath of Office to new Trustee Arthetta Reeder.

CHANGES/ADDITIONS TO AGENDA: Add Will County ARPA money in New Business, Item "I."

APPROVAL OF MINUTES:

Secretary Karen Voitik moved that the regular meeting minutes be approved for June 9, 2022. Trustee Vito Schultz seconded, with all Trustees present voting "yes." President Thomas Novinski abstained.

COMMENTS FROM THE PUBLIC: Robert Schwartz attended the meeting to watch the swearing-in of new Trustee Arthetta Reeder. Mr. Schwartz wanted to congratulate Mrs. Reeder and to thank the board for her appointment.

TREASURER'S REPORT:

Cash on Hand Beginning of May 2022	\$ 470,980.91
Cash received during May of 2022	\$ 589,951.55
Disbursements May 2022	<u>\$(116,259.09)</u>
Cash on Hand End of May 2022	\$ 944,673.37

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	17,277.23
Money Market Fund – Chase	418,495.01

Money Market Fund – Shorewood Bank & Trust	376,822.61
Payroll Account – Chase	728.01
Cash – Payroll	29,703.08
PMA Financial CD80197	100,724.34
License Plate – Chase	<u>623.09</u>
TOTAL	\$944,673.37

Director Mills let the board know that the library held expenses under 75% for the year for FY22.

APPROVAL AND PAYMENT OF BILLS:

Secretary Karen Voitik moved that the bills presented for payment be approved. Trustee Vito Schultz seconded the motion. A roll call was taken with all Trustees present, passing the motion.

CORRESPONDENCE: None

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
-Director Mills informed the board that the library was awarded the Reader's Service Advisory Award by the Illinois Library Association. The Reader's Service Award is given for excellence in serving our readers.
- b. Department Heads

OLD BUSINESS:

- a. DCEO Grant Update – The parking lot is going to final design. Ethos Workshop is engaging a civil engineer to start and they are also working with the Village to move forward.
LSCA Grant Update – All remodel projects are going out for bid by August.

NEW BUSINESS:

- a. **Honor Cindy Norman, Finance Clerk for her first anniversary.** President Novinski highlighted the different jobs that Cindy performs at the library. She was presented with a certificate for her anniversary.
- b. **Honor Oliver Wolcott, Page, for his first anniversary.** Oliver was unable to come to the board meeting so he was presented his certificate during his shift by his supervisor, Julie Hornberger.
- c. **Approval of Tentative Budget & Appropriation Ordinance for FY23 to be filed for public review.** Treasurer Bob Stahl motioned/Secretary Karen Voitik seconded that the Tentative Budget & Appropriation Ordinance for FY23 be filed for public review. The motion passed with all board members present voting "yes".
- d. **Set September 8, 2022, at 6:30 p.m. for a public hearing on Budget & Appropriation Ordinance.** Secretary Karen Voitik motioned/Trustee Tracy Caswell seconded setting the public hearing for September 8, 2022 at 6:30 p.m. The motion passed with all members present voting "yes".
- e. **Approve Ordinance 22-1, Building & Maintenance Ordinance to levy a 2% tax for maintenance of the facility.** Director Mills stated that the tax levy is used for routine maintenance of the building. This includes things like elevator maintenance, HVAC maintenance, and carpet cleaning. Treasurer Bob Stahl moved/Trustee Vito Schultz

seconded to approve the Building & Maintenance Ordinance tax levy. The motion passed with the majority of the board voting “yes”. Trustee Caswell voted no.

- f. **Approve CD laddering proposal by PMA for short-term investment.** Treasurer Bob Stahl motioned/Trustee Tracy Caswell seconded to table the CD laddering for a month due to rates moving up. The motion passed with all board members voting “yes”.
- g. **Dicennial Committees on Local Government Efficiency.** Director Mills informed the board that a committee will need to be formed for this by June 2023. Nothing more to do at this time.
- h. **Appointment of two trustees to review FY2022 Board minutes to meet the filing requirements of the Illinois Public Library Annual Report to the Illinois State Library.** The board decided that Trustee Tracy Caswell and Vice-President Phil Besler will review the FY2022 Board Minutes at the August meeting at 6:30 p.m.
- i. **Allocation of the Will County American Rescue Plan (ARPA) money.** The library will be receiving \$40,000 from ARPA and the board discussed spending \$10,000 for new check out kiosks through Communico, \$20,000 for new e-books through Overdrive, and \$10,000 for two new book drops. One book drop would possibly be placed at the Senior community and one at the Village Hall

ANNOUNCEMENTS: None

Treasurer Bob Stahl motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:38 p.m., with all members voting “yes”.

Respectfully submitted,
Cindy Norman, Finance Clerk

August 11, 2022

TO: Shorewood-troy Library Board of Trustees

FROM: Jennie Mills, Director

RE Strategic Plans with Deirdre Brennan, Executive Director of RAILS

Several Board members have indicated that they wish to learn more about working with a consultant for a strategic plan. A strategic plan would take feedback from the community and other stakeholders regarding the Library, which the Board and the administration could then use to formulate a guiding plan for the library for the next 3-5 years. Anything past five years may not be as usable, as technology will change in unpredictable ways; the community's internal make-up might change as demographics change, etc.

Deirdre Brennan recently guided her own organization (RAILS) through strategic planning. She has also assisted other agencies through their own processes. Karen Voitik was kind enough to ask her to speak to the Board this evening. Deirdre will give a general overview of a Strategic Planning process and allow for the Board's questions. She will be appearing via Zoom.

Director's Report

August 2, 2022

Administrative Duties:

- I prepared the ARPA request form for Will County, requesting funding for two community book-drop returns, an investment into e-books, and the purchase of upgraded self-check machines. It is on the agenda for approval.
- I prepared the Illinois Public Library Annual Report with assistance from Department Heads. It is on the agenda for submission approval.
- Full state funding was received for the LSCA grant, so the funds are in the bank, ready to be used when necessary.
- The in-office portion of our annual audit has been scheduled for September 12th.

Presentations/Networking:

- I will speak at the Annual North Dakota Librarians Conference (NDLA) on October 6th. It will be a Zoom presentation – I won't need to fly to North Dakota! I'll be speaking on assisting library patrons with readers' advisory when the librarian is unfamiliar with the genre.
- As the LIMRiCC Chair (LIMRiCC is our cooperative for Health Insurance), I'll be hosting a peer-to-peer insurance networking meeting in September. This sounds like not a lot of fun, but still, Library Directors and HR staff in LIMRiCC have questions like 'What is the cost-sharing formula other libraries use for health insurance?' or 'How do I fill out the form for LIMRiCC to set up Employee Navigator?' We're hopeful that holding a peer-to-peer networking group, which is how lots of communication gets disseminated in the field, will be helpful to our group members.

Staffing

- Ana Guzman, a 19-hour Children's Assistant, has accepted a position as a Speech Pathologist in a school district; the Library is currently advertising for the role. We wish her the best!
- The Library's All-Staff Training Day was August 5th. The morning's presentation was excellent – the Centers for Conflict Resolution, a mediation center, gave a presentation on having difficult conversations. Small-group training on various topics happened in the afternoon, along with time for departmental meetings.

Meetings:

- LIRA Pool Insurance (Property & Casualty & Worker's Comp) Full Meeting, External (7/15)
- Pinnacle Governing Board, External (7/15)
- Space-Planning with Bret Mitchell, Internal (7/20)
- Department Head Meeting, Internal (8/2)
- LIMRiCC (health insurance) Governing Board (8/2)
- Area Library Administrators Networking Meeting (8/4)



MONTHLY REPORT

JULY 2022

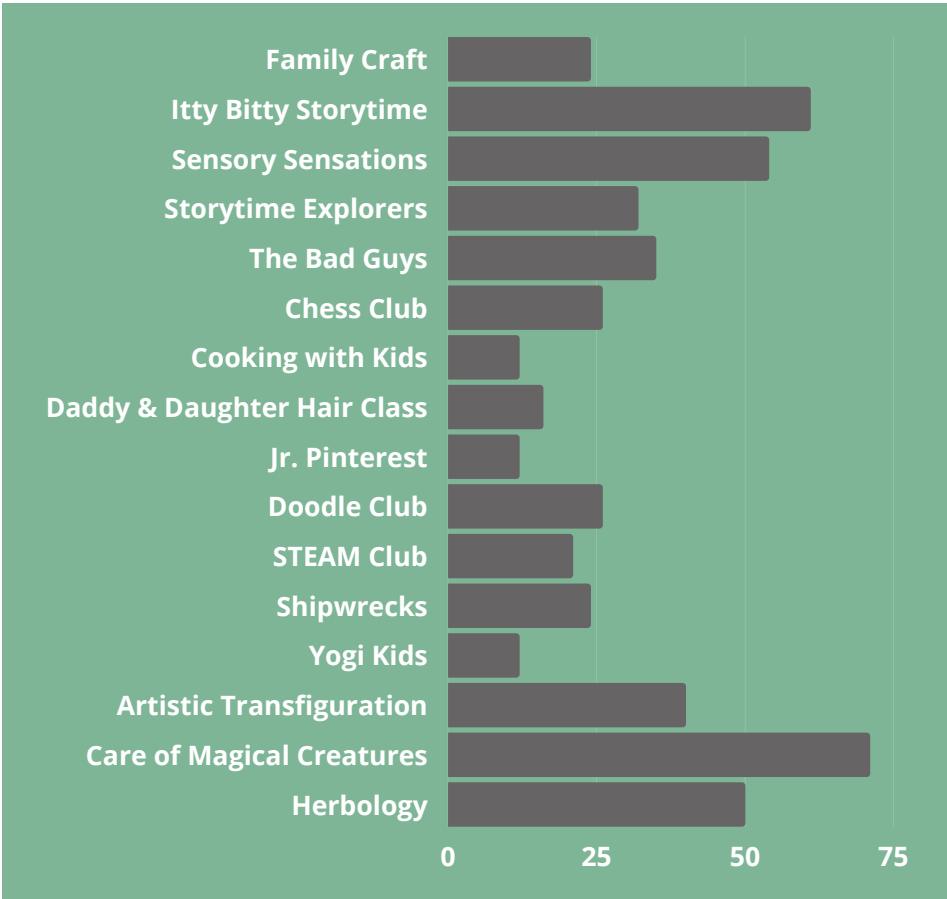
Shalyn Rodriguez
Assistant Director &
Children's Services Manager

Deliverables

We saw a -29% decrease in participation of active programs this month compared to June and a -49% decrease in passive programs. In-house participation typically decreases at the tailend of our Summer Reading program as more families go on vacation before going back to school.

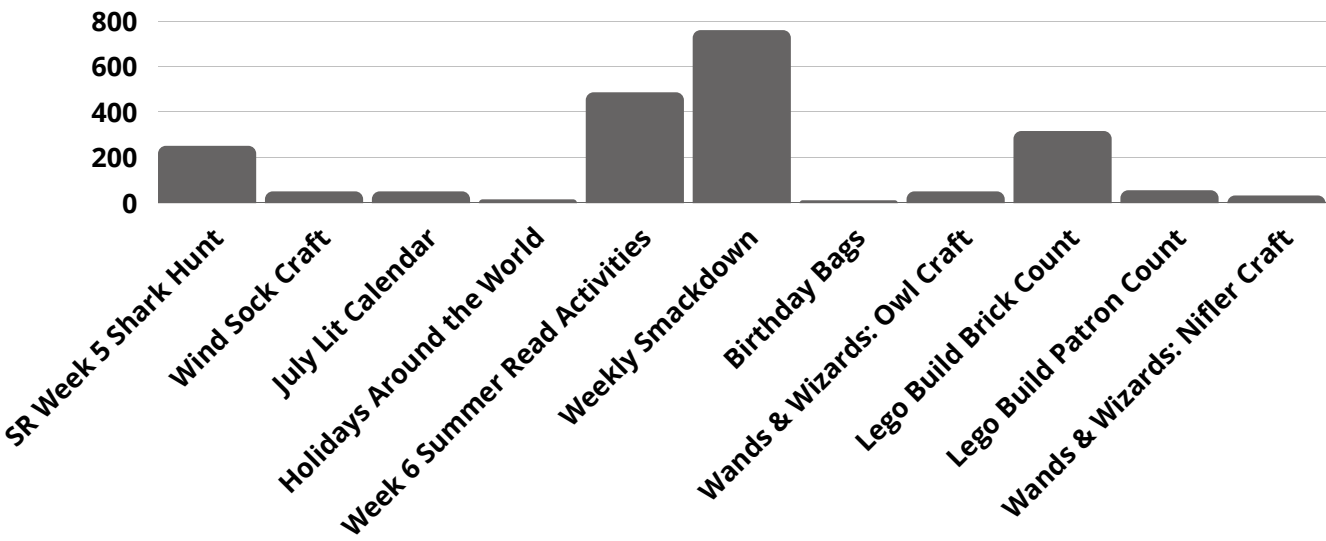
Active Programs

We wrapped up Summer Read with 297 completed reading logs putting us at a 44% completion rate! In years past, we average around 20-30%. Wands & Wizards Day was a huge success! We had 111 attendees and amazing compliments and feedback! Staff have already started brainstorming ideas for next summer.



Passive Programs

We offered 13 passive programs this month with a total participation of 2,444.



-8%

Decrease in circulation compared
to last month (6/2022)

-37%

Decrease in reference
compared to last month
6/2022)

Circulation Totals (4 year comparison):

2022 - 8,995

2021 - 7,565

2020 - 4,065

2019 - 7,707

Reference Totals (4 year comparison):

2022 - 1,671

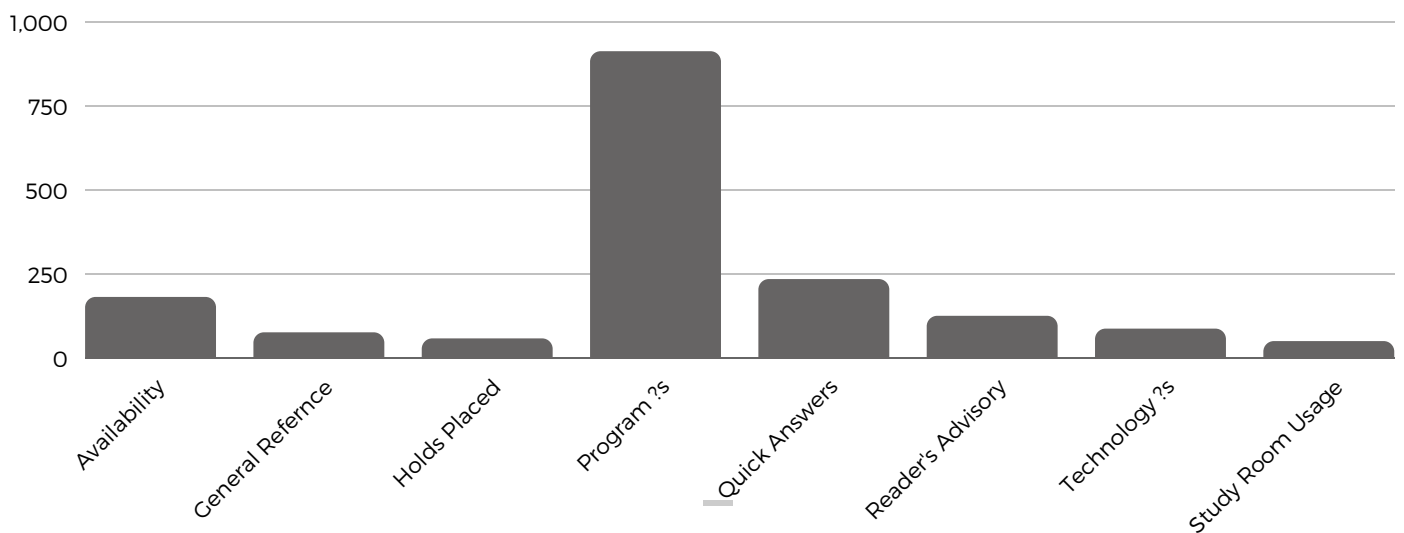
2021 - 1,213

2020 - 597

2019 - 3,094

Reference Breakdown

We had 181 patrons ask about available materials, 76 ask general reference questions, 58 holds were placed, 910 questions were asked about programs, 234 quick answers were provided, 125 reader's advisory transactions were conducted, and 87 patrons asked about technology. 50 study room reservations were made.



10

1KB4K ACCOUNTS CREATED

10

MEETINGS ATTENDED



7

EVENTS HOSTED

6

MONTHS OF PROGRAMMING
OFFERED

192

ILLINOIS LIBRARIES PARTICIPATED

15,230

TOTAL VIEWERS

Administrative

DEPARTMENT UPDATES

Ana Guzman has informed me that she will be resigning from her position as the part-time evening Children's Services Assistant as of August. She has accepted a full-time position with Channahon School District 17 as a Speech Language Pathologist. We wish her all the best!

LOOKING FORWARD

The entire library has started planning for Library Card Sign Up Month in September and our annual Winter Reading Program. Additionally, a committee has been formed to begin the work of planning next year's Summer Reading Program.

BUILDING MAINTENANCE

A Family offered volunteer service to the Library by walking the property and cleaning up trash. The parent wished to educate their children on the importance of volunteering time to their community and we appreciated the help of keeping our landscape clean!

Managers met with Bret to discuss rearranging spaces to help identify where electrical should be placed for the carpeting project. I am working on updating floor plan layouts to aid Bret and his team as they move forward with their work.

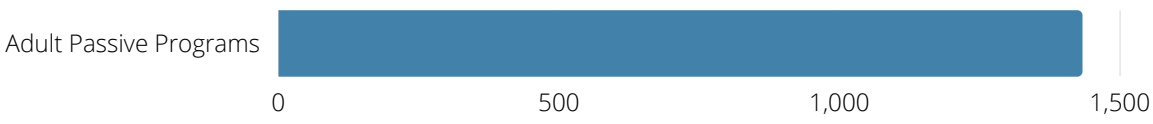
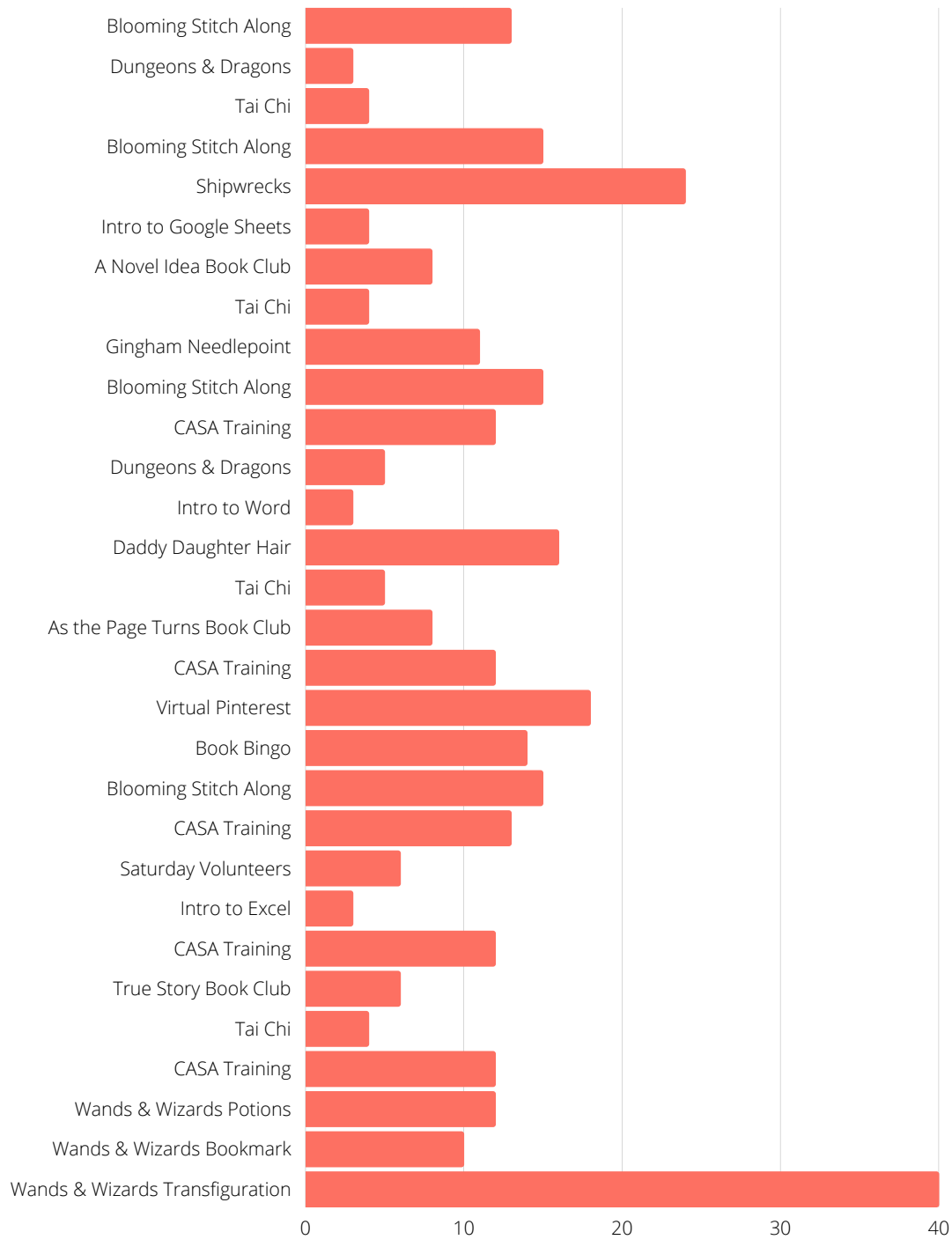


MONTHLY REPORT

JULY 2022

BECKY GOODE
ADULT, TEEN & TECHNOLOGY SERVICES
MANAGER

PROGRAMS



Total Active In-House Programs:

38

Book-A-Librarian Programs:

8

Total Participants:

335



Total Passive Programs:

10

Total Passive Participants:

1,433

SUMMER READ ATTENDANCE

2022 Totals

Total Adult/Teen
Registration
Number:

156

Total Completion
Number:

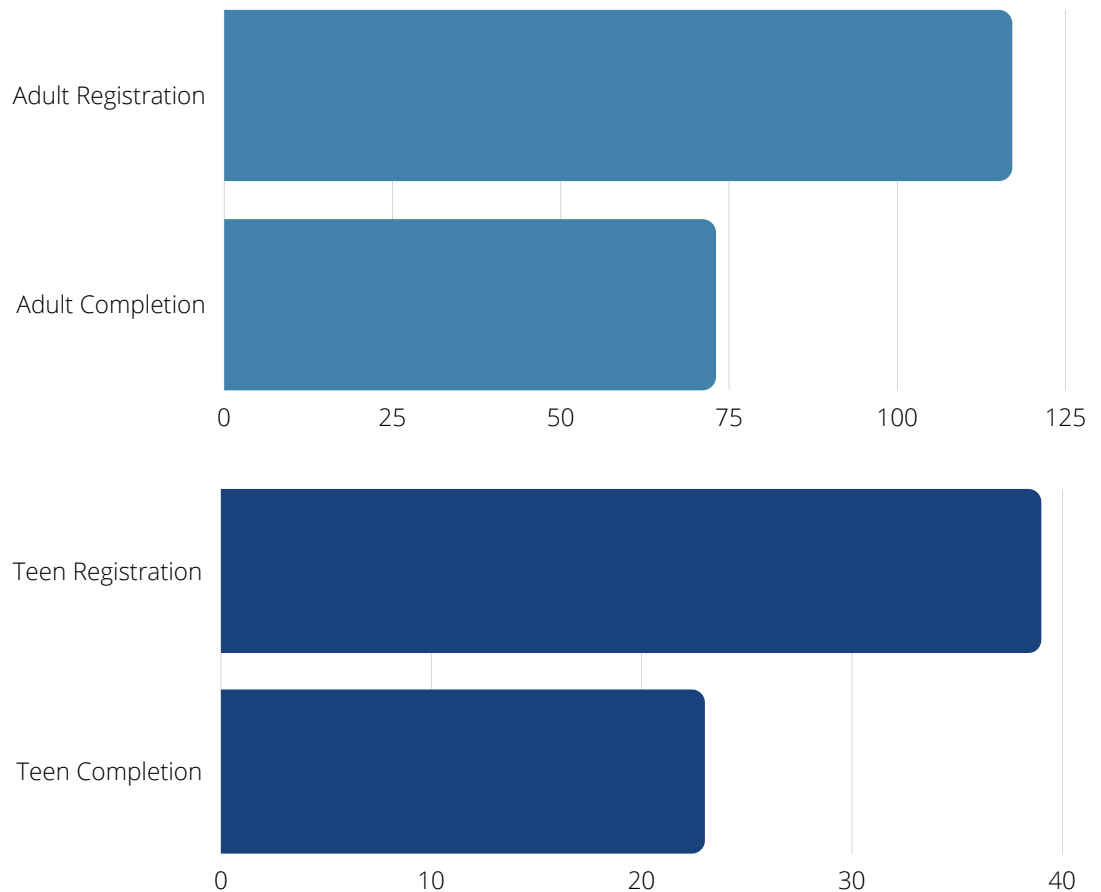
96

Completion
Average:

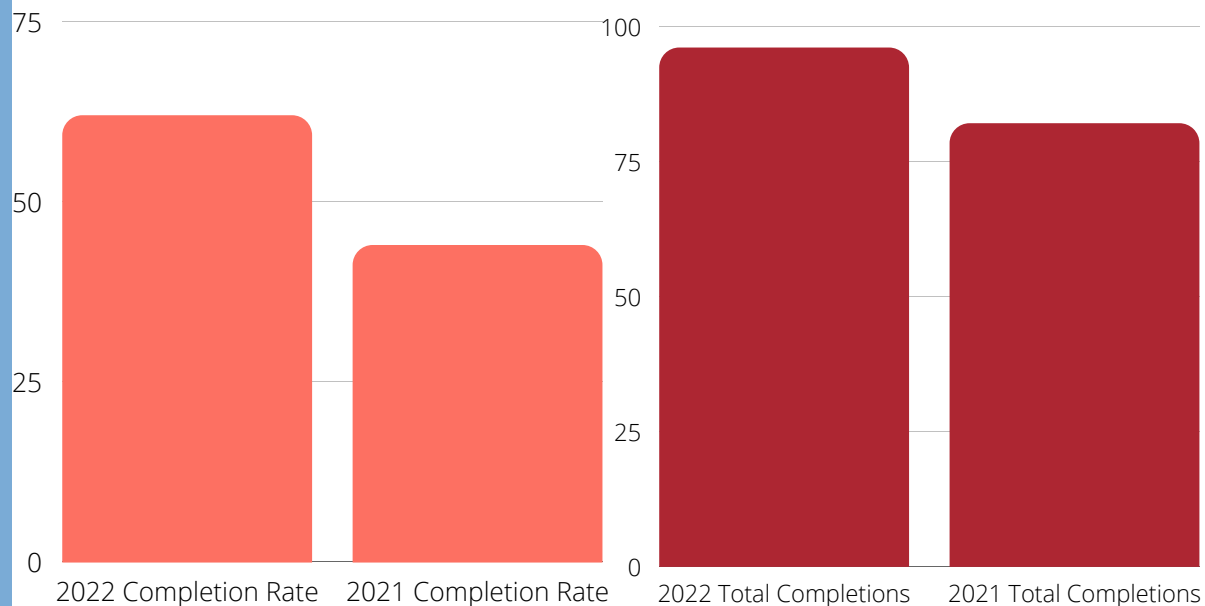
62%



OUR TEEN
COZY
READING
BASKET
WINNER



2022 VS 2021



Last Year's Totals

2021 Total Adult/Teen
Registration Number:

187

2021 Total Completion
Number:

82

2021 Completion Average:

44%



OUTREACH PROGRAMS & EVENTS

Total Outreach Programs/Events:

8

Reoccurring Programs/Events:

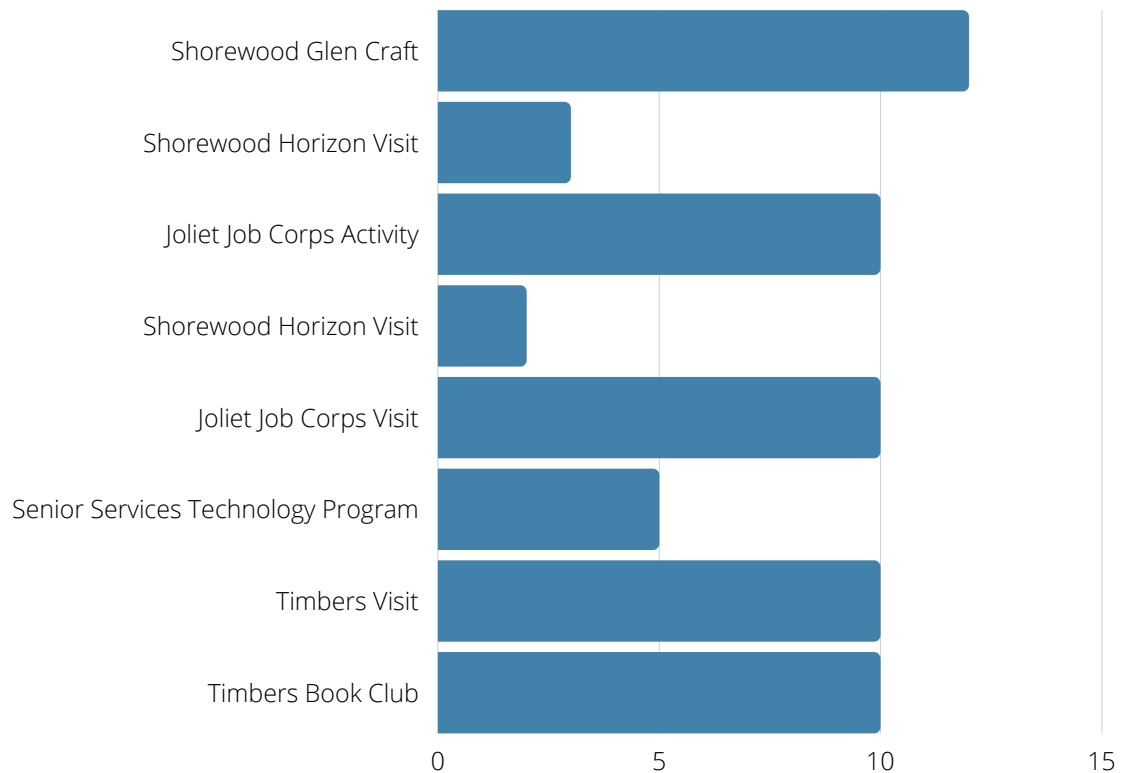
6

Total Participants:

62

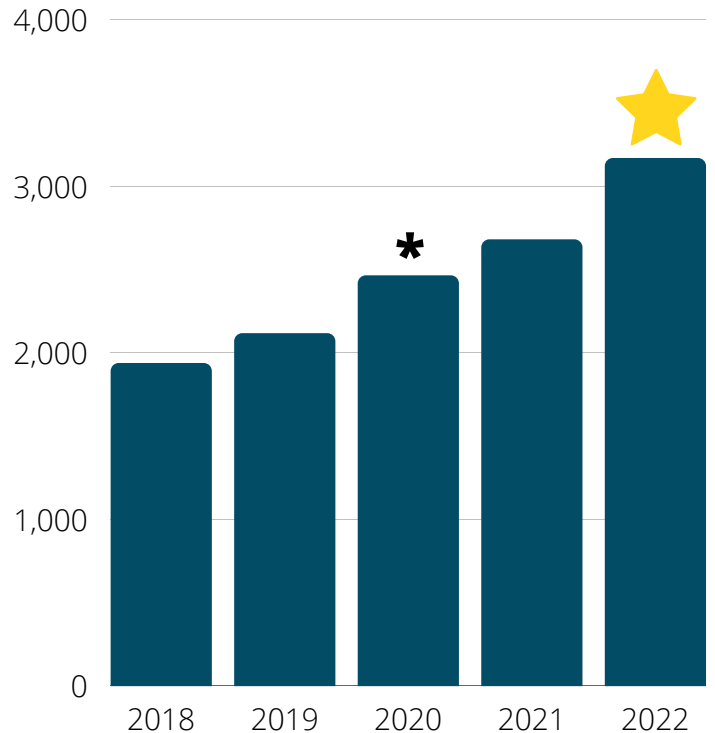
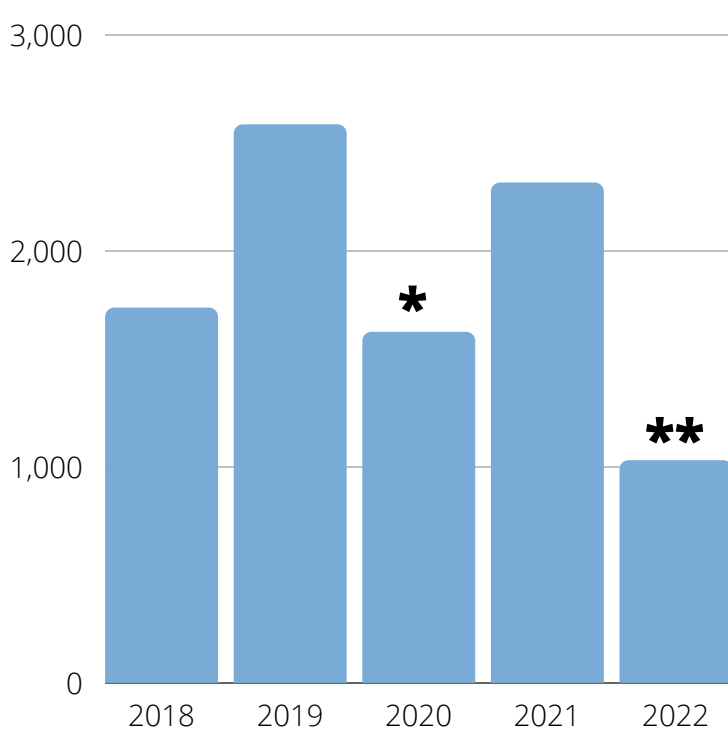
Total Home Deliveries:

2



REFERENCE STATS

E-CONTENT

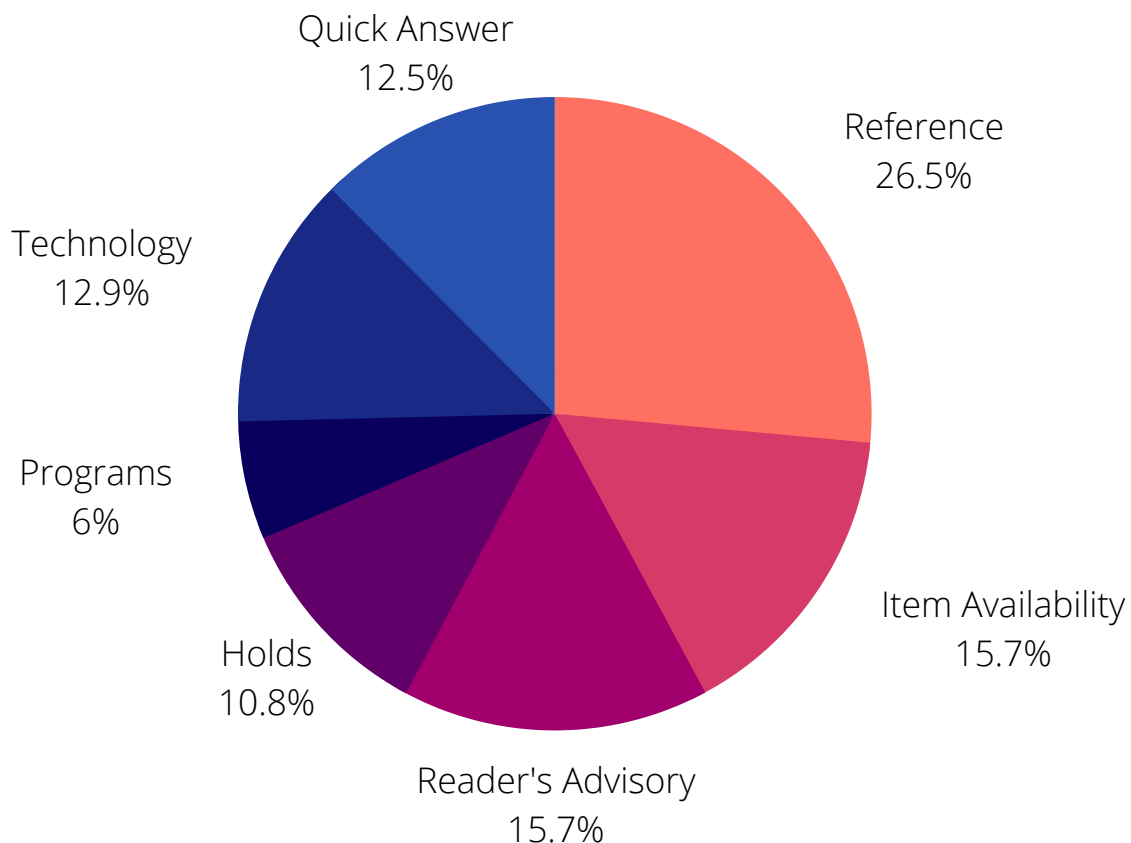


*First July after re-opening from COVID-19

**Beginning December 2021, Circulation stats will be counted separately from Reference.

★ We hit the highest e-content stats for July ever!

JULY REFERENCE STATS



BECKY VIOLET
KIMBERLEE MARY

JULY

PROGRAMS | MEETINGS | OUTREACH

SUN	MON	TUE	WED	THU	FRI	SAT
					<u>01</u>	<u>02</u>
					BLOOMING STICH ALONG	
<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>	<u>08</u>	<u>09</u>
	4 TH OF July	SHOREWOOD GLEN OUTREACH HORIZONS OUTREACH DUNGEONS & DRAGONS	KIWANIS	TAI CHI FAMILY CRAFT JOLIET JOB CORPS PROGRAM	BLOOMING STICH ALONG	
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
	HOME DELIVERY SHIPWRECKS FAMILY PROGRAM	GOOGLE SHEETS	NOVEL IDEA BOOK CLUB	TAI CHI	MIDDLE MANAGERS MEETING BLOOMING STICH ALONG GINGHAM BOOK	
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
	DUNGEONS & DRAGONS MEETING WITH ALEX FROM LEGENDS	ILA PRESENTATION PREP MEETING INTRO TO WORD MEETING WITH ARCHITECT DADDY DAUGHTER HAIR CLASS HORIZONS OUTREACH		MEETING WITH JENNIE VIRTUAL PINTEREST TAI CHI BOOK BINGO	BLOOMING STICH ALONG	SATURDAY VOLUNTEERS
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
	PUBLIC MANAGERS MEETING HOME DELIVERY	INTRO TO EXCEL PROGRAMMING MEETING	SENIOR SERVICES TRUE STORY BOOK CLUB	TAI CHI TIMBERS OUTREACH TIMBERS BOOK CLUB	WANDS & WIZARDS DAY ARTISTIC TRANSFIGURATION HARRY BOOKMARK CARE OF MAGICAL CREATURES	
<u>31</u>						

ADMINISTRATIVE SUMMARY

July was quite a magical month! Not only was Wands & Wizards day a HUGE success, but so were all of our other in-person programs. Kimberlee has done an amazing job this month, testing some new reoccurring programs for patrons. All of them were definitely successful as you can see from our program attendance numbers. We had more family programs that Kimberlee headed, which helped boost attendance numbers. The Adult, Teen & Children's departments are all really enjoying working together on bigger events, and we hope to continue that trend going forward (keep an eye out this fall for another fun event!). I also need to give a quick shout out to Mara for her help with getting CASA (Court Appointed Special Advocates for Children) to start programs for training here at the library.

Mary continues to do amazing work with her outreach programs and visits. She has started a few regular home deliveries, and has finally been able to talk to Shorewood Glen about getting regularly scheduled book deliveries to their main clubhouse! This should be starting in the next month or so. Next month, she will also start attending some events for the middle and high schools again!

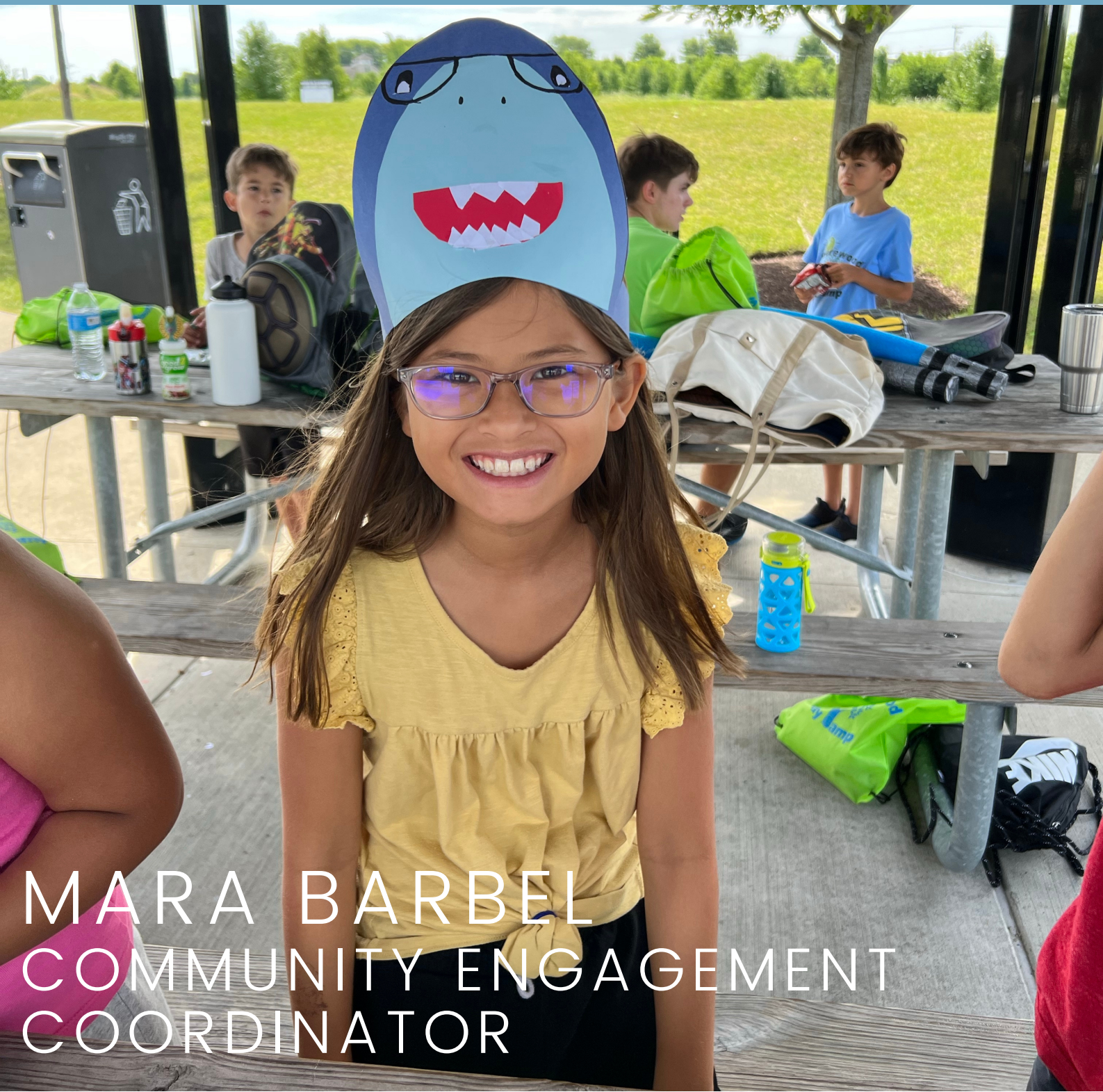
We also have a few technology updates throughout the library. First and foremost, our new register upstairs is working wonderfully, and we now have a physical register down in the children's department for monetary transactions. These registers are able to show reports both physically (printed on receipt paper) and online in our square account. Our job kits are circulating, and we've added a few more hotspots to our collection as well. Next month, we will hopefully get a few more Rokus added to the collection, and start working on MFA devices for library staff.

OUR PATRONS LOVED THE SUMMER READ PRIZES THIS YEAR, AS WELL AS ALL THE CRAFTS WE ALWAYS OFFER. ONE OF OUR BOOK CLUBS TRIED MEETING OFF SITE, AND THAT WAS A HIT AS WELL!



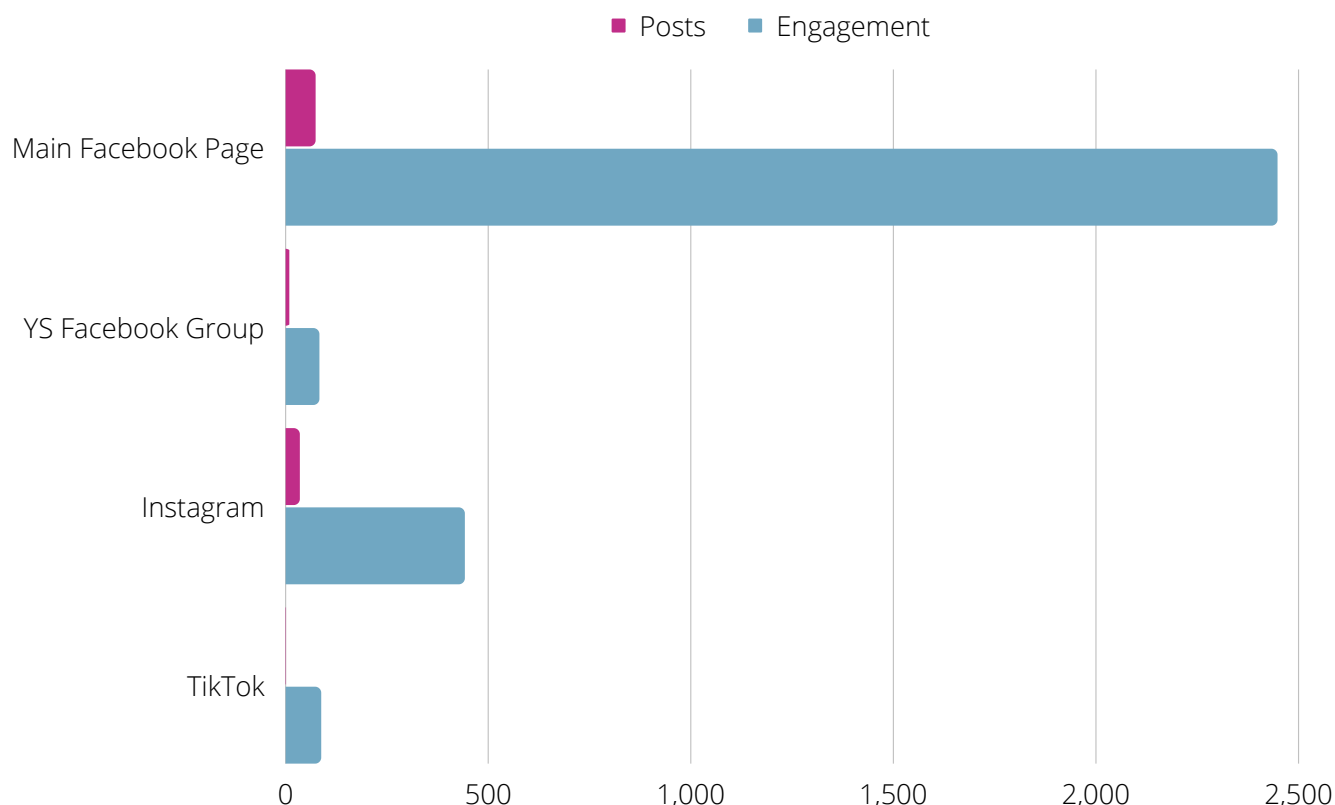
MONTHLY REPORT

7/22



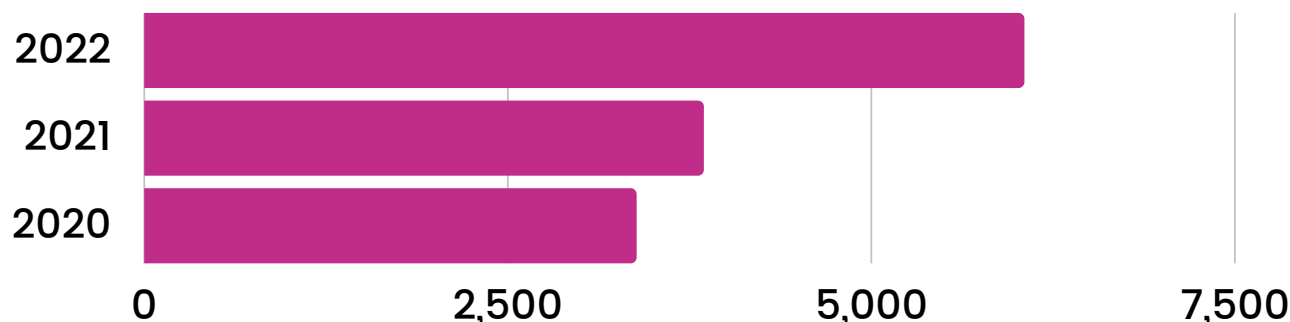
MARA BARBEL
COMMUNITY ENGAGEMENT
COORDINATOR

Social Media



The main Library Facebook page had a huge amount of engagement in July! The Children's Department group is also doing quite well with engagement. We have several very active members who post adorable program photos regularly.

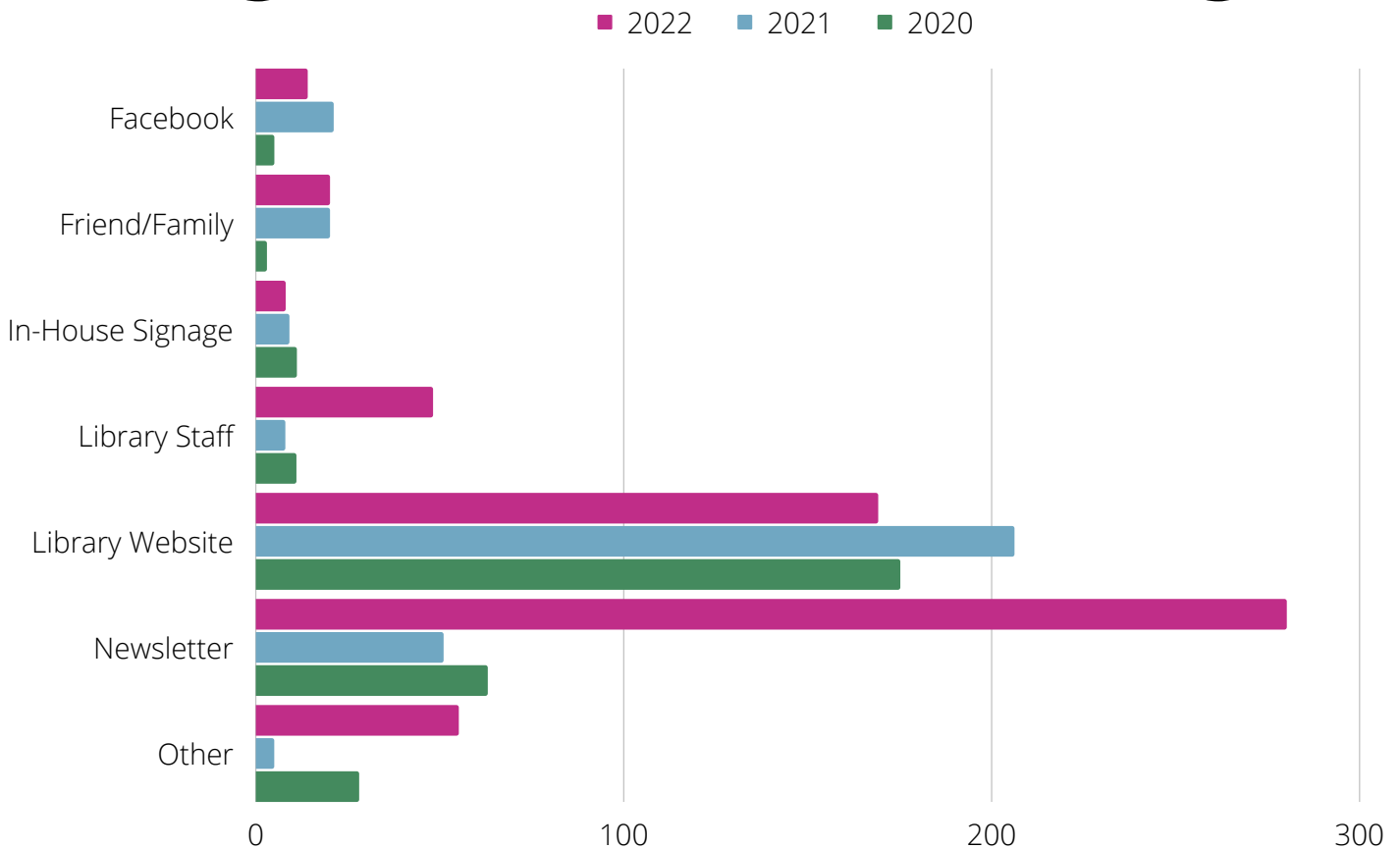
Website



The top performing pages for July were the Home Page, Children's Department, Passport Agency Services, Children's Programs, and 24/7 Digital Collection.

*As of February 2022, website statistics will be pulled directly from Wordpress instead of Google Analytics.

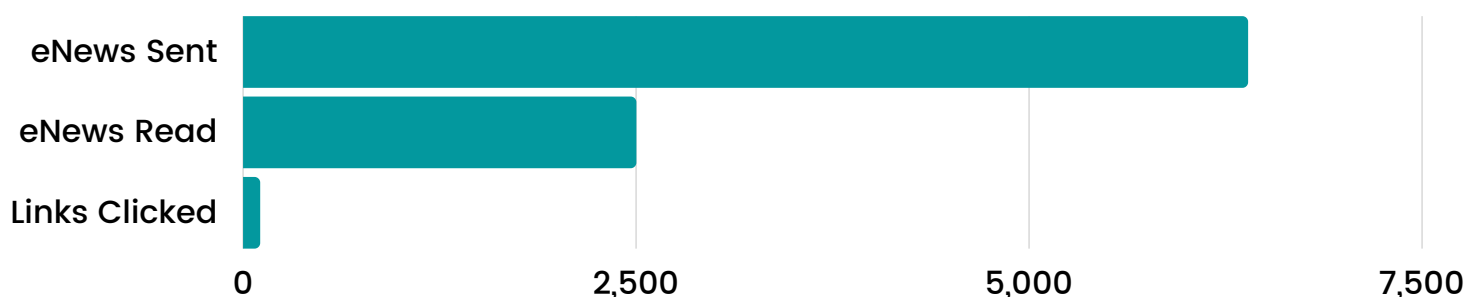
Program Marketing



Our Newsletters (print and digital) continue to outperform every other form of program marketing. Library staff are also doing a fantastic job communicating upcoming programs to patrons as 48 responses were marked as having heard about a program from a staff member.

*As of January 2022, the default question option to in Communico is "PLEASE SELECT ONE" in order to direct patrons to give more accurate answers. This is why the spread is different.

eNewsletter



13 Meetings

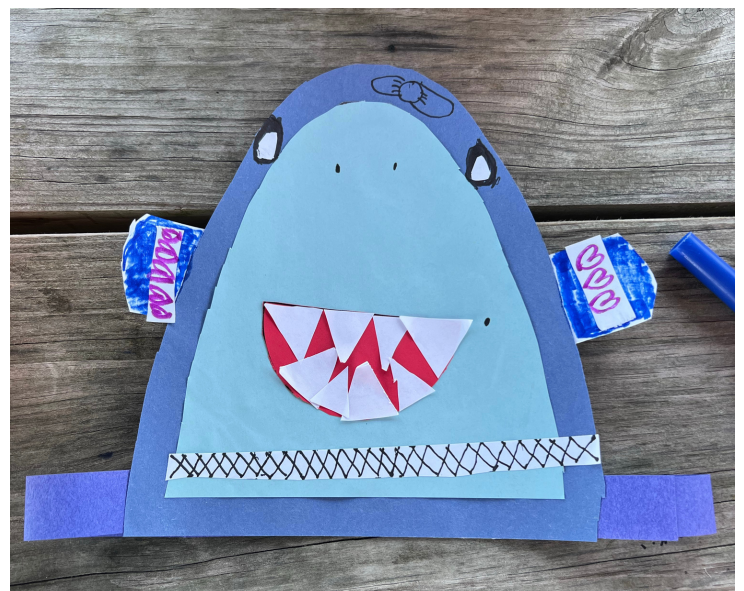
1 Program

1 Outreach Opportunity

On July 28th, I was able to attend the Village of Shorewood's Day Camp for elementary schoolers at Village Hall Park. We made shark hats to celebrate the upcoming shark week. I had so many kids recognize me from the library and tell me all about how they come to the library and "do the reading thing" (the Summer Reading Program). It was wonderful to be out with the kids!

Administrative

July kept me on my toes! I had a lot of meetings this month. I also started working on prepping the Friends of the Library Trolley Cart for Wands and Wizards Day, as well as prepping for the Friends to have a Paperback Preview Book Sale at Shorewood Crossroads Fest!

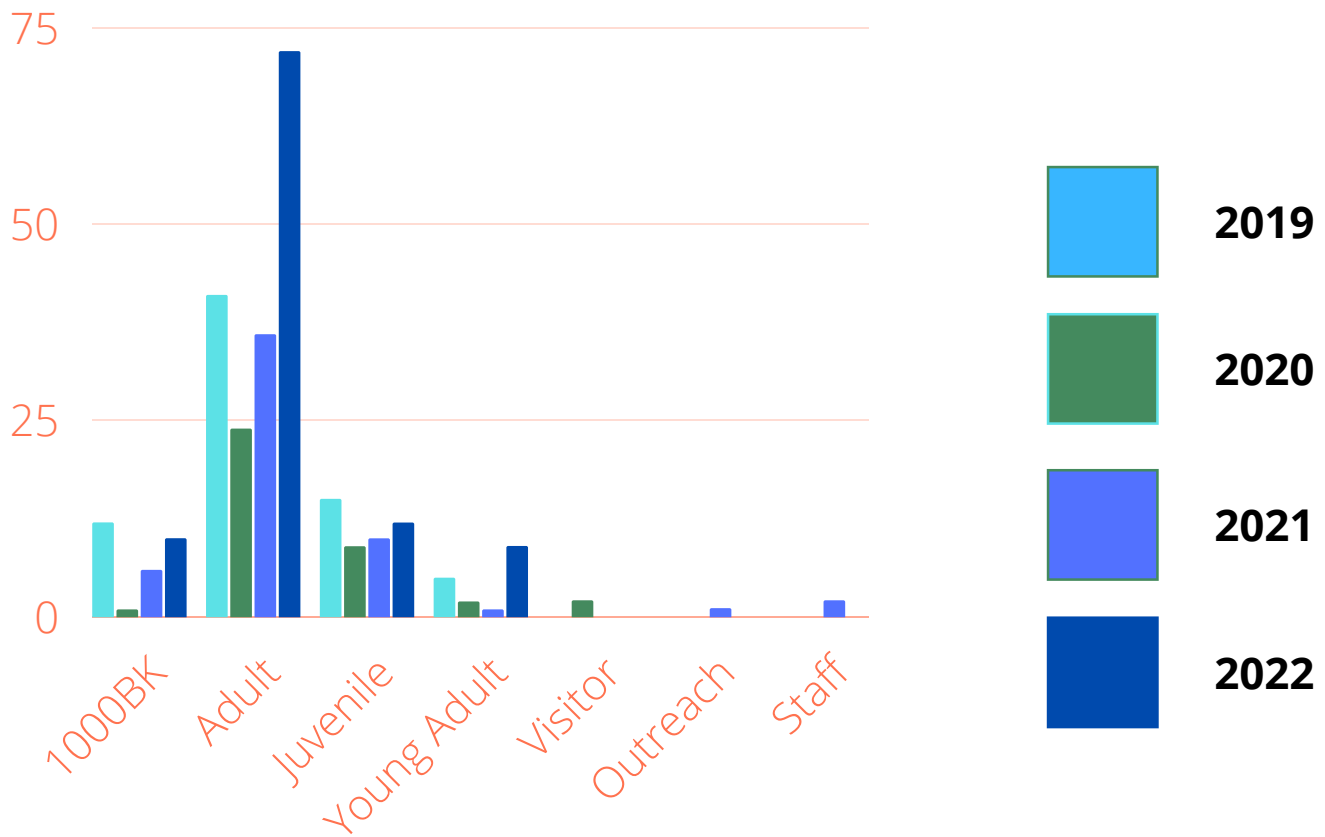


MONTHLY REPORT

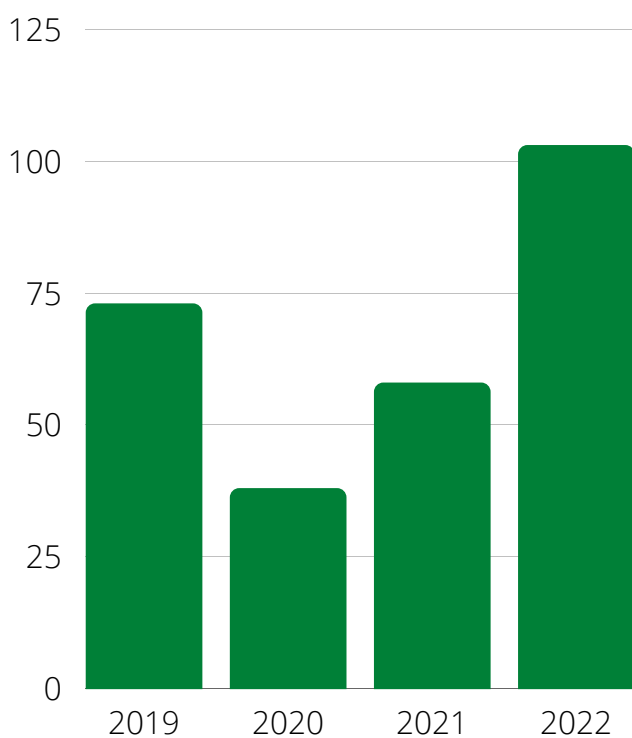
JULY 2022

JULIE HORNBERGER
CIRCULATION MANAGER

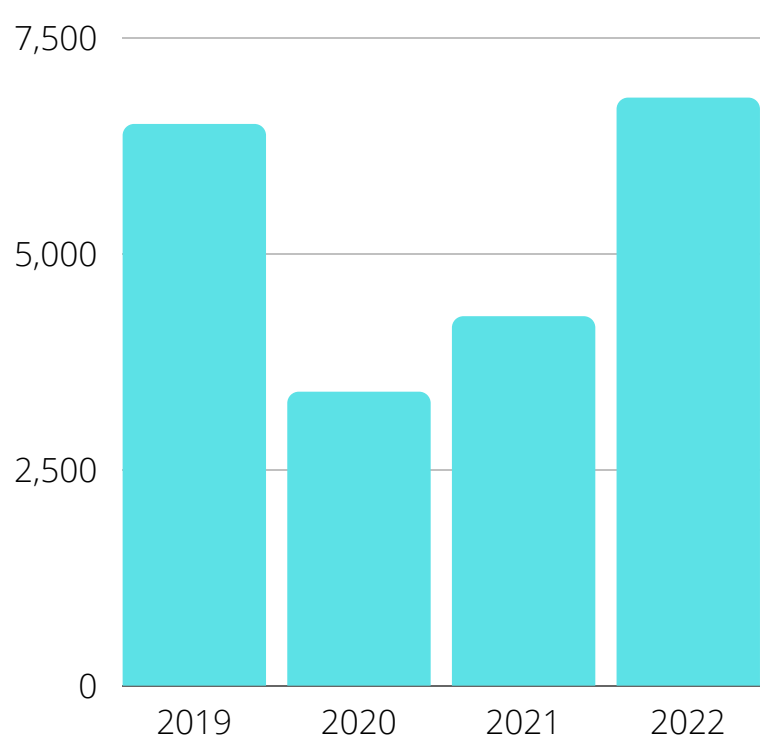
NEW LIBRARY CARDS



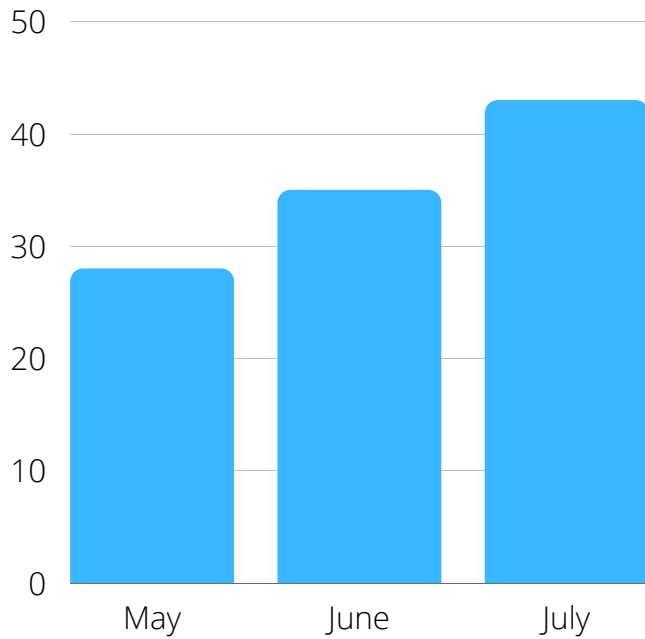
NEW CARDS



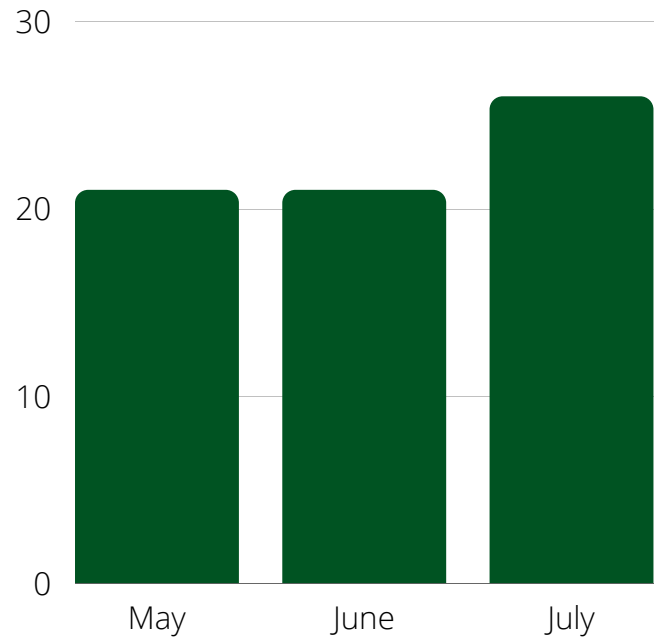
DOOR COUNT



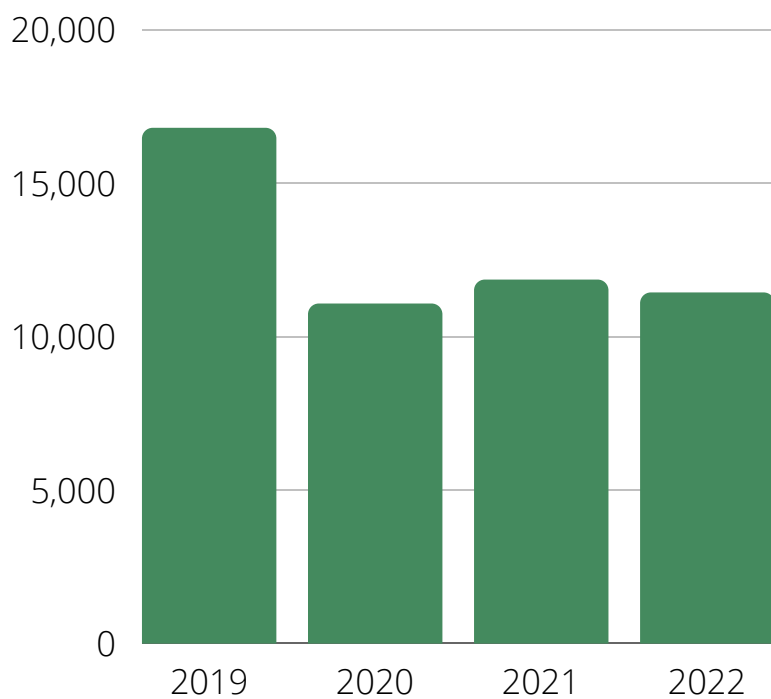
NOTARY



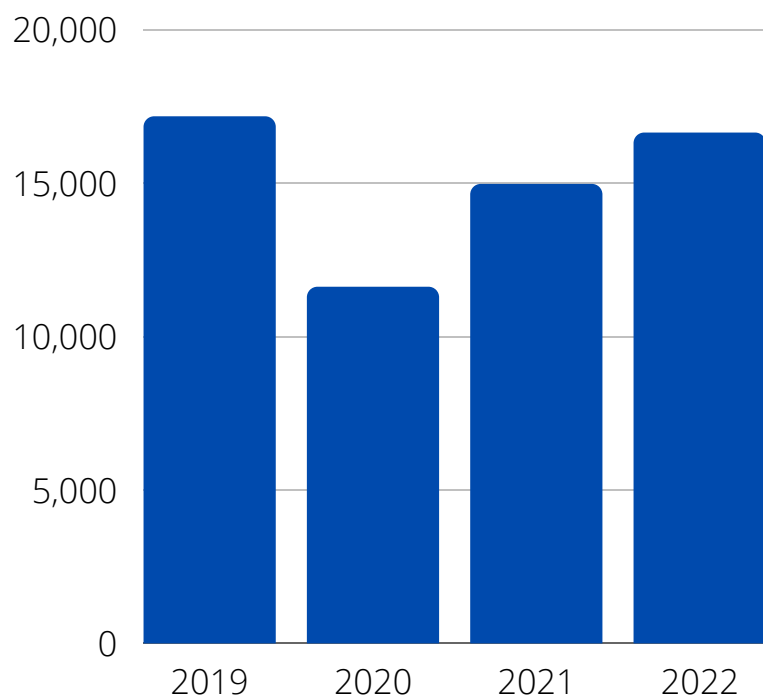
MOBILE PICK-UP



ITEMS CHECKED IN



ITEMS CHECKED OUT



ADMINISTRATIVE

It was a busy month and the library was hopping. New library cards continue to increase, passport applications (and the questions that go with them) are on the rise and patrons were happy to come in out of the heat and talk about what to read.

I want to mention how proud I am of the library winning the Readers' Service Advisory Award from the Illinois Library Association. Our staff is always ready to recommend a new read, chat about the new "in" author and discuss the books you should be reading (answer - any book you want to read is the book you should be reading).

Summer Read ended with Wands and Wizards, an all-day, all-hands on deck event. Below is a picture of Mad Eye Moody (aka Sarah) wielding her wizard magic.



Technical Services Department Head Report

July 2022

July meetings and events:

7/27: PinTech meeting

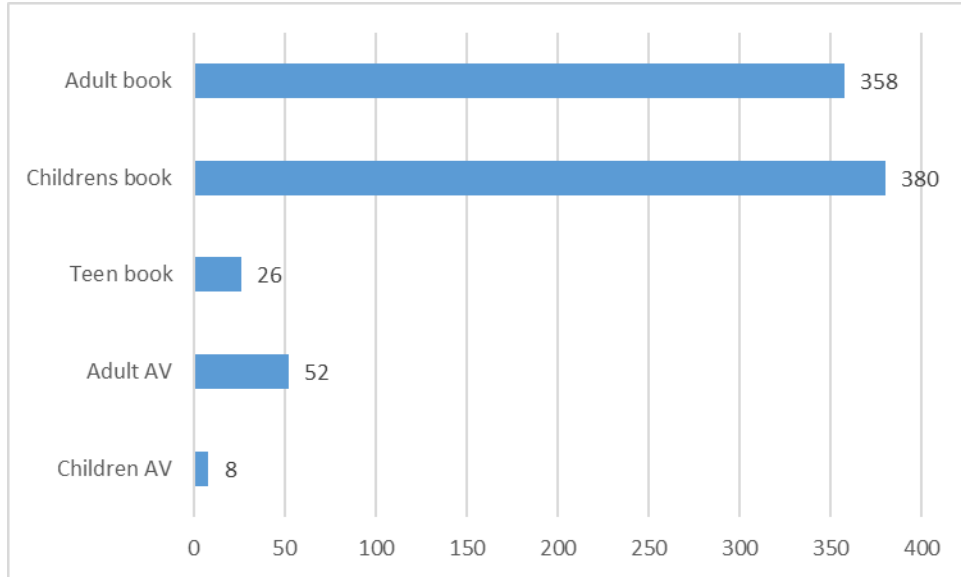
- Discussion of EDI subject headings
- Adding subject headings to Spanish materials
- Graphic novel and fiction series procedures
- Upcoming Polaris training sessions

Current projects:

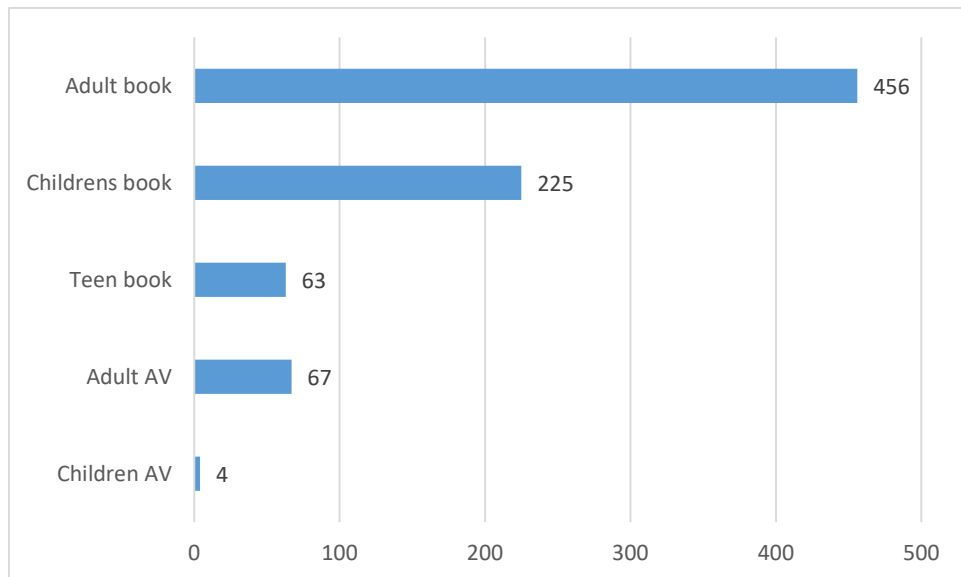
- Rebranding and relabeling Vox and Wonderbooks to Readalongs.
- Relabeling and recataloging all Award books (Newberry, Coretta Scott King, etc).

Tech Service Statistics

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



Items ordered in July:

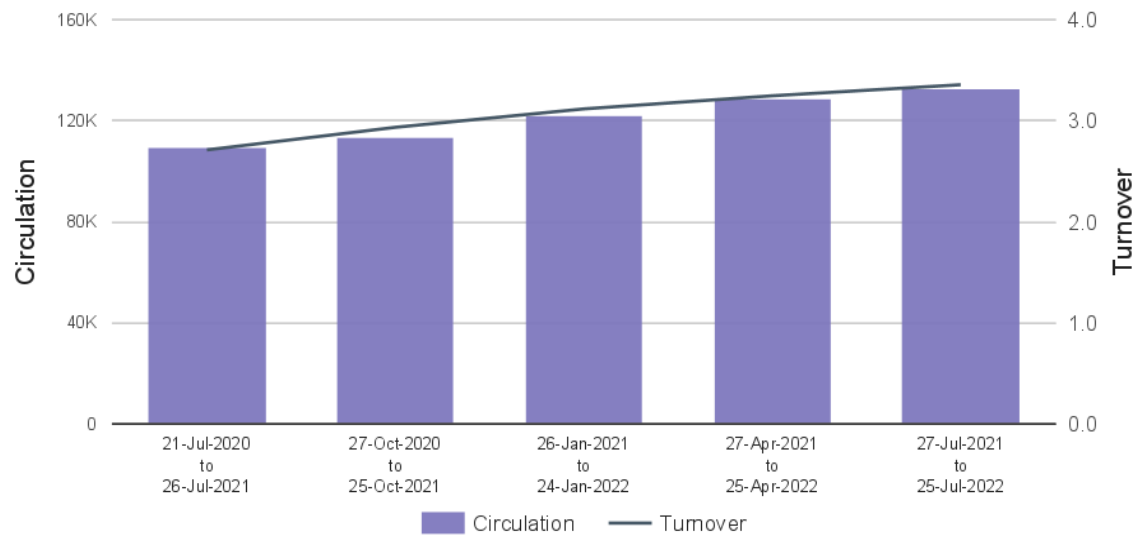


CollectionHQ

Circulation and Turnover

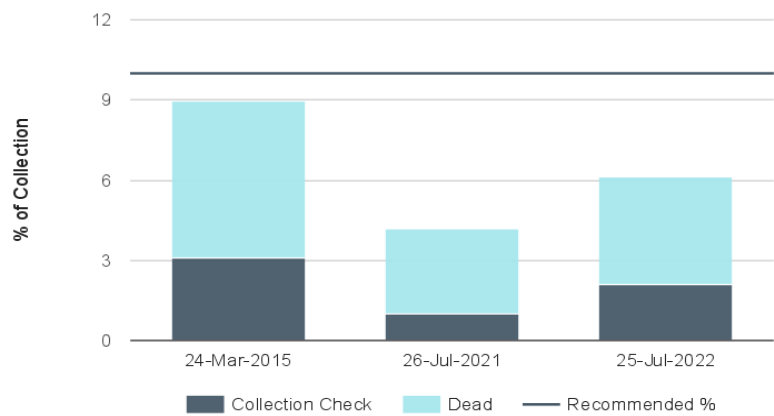
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

Turnover is the circulation during the date range divided by the number of our items.



Dead Items- All Audiences

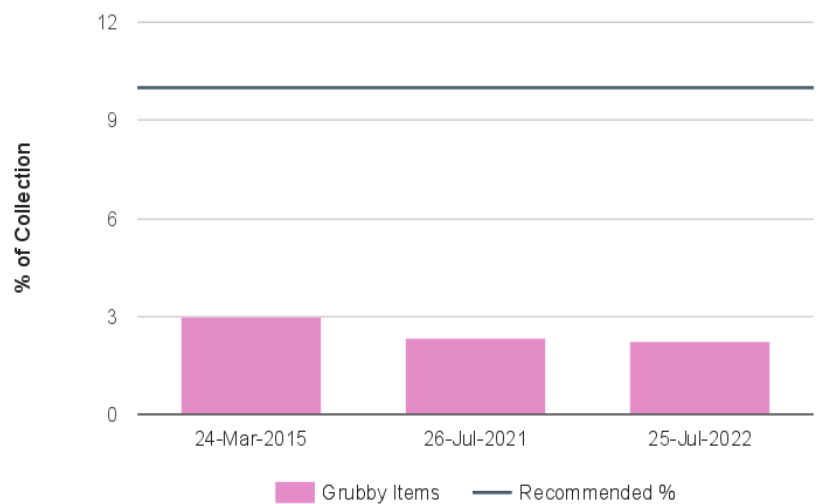
*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 8.95%. Anything under 10% is considered good.



Dataset Name	Dead Items	Dead Items %	Collection Check Items	Collection Check % of Total	Collection Check % of Dead	Total Items	Recommended %
24-Mar-2015	1840	8.95%	637	3.10%	34.62%	20558	10%
26-Jul-2021	1698	4.20%	411	1.02%	24.20%	40432	10%
25-Jul-2022	2430	6.13%	838	2.12%	34.49%	39618	10%

Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 2.99%. As with the dead percentage, the goal is to be under 10%.



Dataset Name	Grubby Items	Grubby Items %	Total Items	Recommended %
24-Mar-2015	615	2.99%	20558	10%
26-Jul-2021	951	2.35%	40432	10%
25-Jul-2022	895	2.26%	39618	10%

Diversity, Equity, and Inclusion (DEI)

This is a tool that gives us a snapshot of how diverse our collection is in regards to race, gender, culture, etc.

Items Analyzed this month: 85,124

DEI Items: 13,716 (16.1% of our collection)

DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items	10.5%	22.1%	20.2%	16.0%	37.8%	53.7%	16.1%
Asian	1.2%	1.2%	2.6%	1.8%	5.4%	6.5%	1.8%
Black	3.0%	4.4%	3.8%	4.5%	6.0%	16.7%	3.7%
Disabilities & Neurodiversity	0.4%	1.0%	2.1%	1.3%	2.6%	0.9%	1.0%
Equity & Social Issues	2.9%	7.8%	5.4%	5.3%	10.3%	33.3%	1.0%
Hispanic & Latino	0.6%	0.6%	2.0%	1.3%	2.9%	0.0%	1.0%
Indigenous	0.4%	0.6%	0.8%	0.9%	0.3%	1.9%	0.5%
LGBTQIA+ & Gender Studies	1.3%	1.6%	1.3%	0.3%	10.0%	6.5%	1.9%
Mental & Emotional Health	1.2%	6.7%	5.8%	2.4%	11.8%	7.4%	3.6%
Middle Eastern & North African	0.1%	0.3%	0.4%	0.7%	0.8%	0.9%	0.2%
Multicultural	1.0%	0.5%	2.7%	0.8%	7.4%	2.8%	1.6%
Religion	0.8%	2.3%	1.5%	1.1%	3.1%	2.8%	1.3%
Substance Abuse & Addictions	0.3%	0.7%	0.1%	0.0%	1.1%	0.9%	0.4%

Respectfully submitted,

Leslie Lovato

Technical Services Manager

August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills Director

RE: Authorizing the release of Four bids for the LSCA grant + Update the schedule of the Parking Lot

Bret Mitchell will be at the Library's Board meeting and will cover each of the four bids to be let in detail:

- Replacing four egress/fire doors
- Replacement of existing flooring and base
- Painting of First floor and stairwell
- New power receptacles on the first floor

However, each of the bids was discussed by the Building Committee at their meeting on August 3rd. Each bid has been approved to be released to the full Board for the final vote.

It is anticipated that the Board will be able to approve the lowest bids at their September meeting, which will hopefully mean this work can be completed by late October or early November.

Bret will also update you on the new schedule for the parking lot project.

August 11th, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Tenth Anniversary of Employment for Shalyn Rodriguez

Shalyn started her employment at the Shorewood-Troy Library in August 2012 as a part-time circulation clerk. In the past ten years, she has worked in every library department, except for Cataloging, always steadily taking on more and more responsibility. She has worked as a part-time Circulation Clerk, the Adult Services Outreach Librarian, then moved to be the Youth Services Outreach Librarian, then became the Youth Services Department Head, landing at the joint position of the Assistant Director/Head of Youth Services, so she wears two hats! I might have missed a job there, too – she's been indispensable since she started at the Library.

In those ten years, she somehow also found the time to obtain her Master's in Library Science from the University of Washington.

As the Assistant Director, Shalyn most closely organizes staff training and development. She planned this year's Staff Training Day, in fact. She is also in the process of working with the Managers to develop more departmental cross-training opportunities. She oversees the work of Programming and Marketing of the Library. Shalyn is also the person that coordinates the scheduling of vendors to work on the facility and its grounds. In my absence, she serves as the Person-In-Charge and leads the Public Services Managers' meetings as they coordinate work between the departments on projects and events.

Shalyn is passionate about engaging our littlest readers in their families with our books and our programming. She is vitally involved in her department's work, ensuring that the collections serve the needs of our families, that our Children's staff is prepared to handle programs, large and small, and that children's space is well-utilized. She was the one that advocated for the purchase of face-out shelving for the picture books; the Library has seen circulation soar in that collection.

She works on Committees outside of just our library as well. She's on the Committee for Illinois Libraries' Present, bringing a variety of well-known authors to present to a number of libraries. This allows our patrons to access programming that we could never afford on our own. Shalyn and the committee do just that for a number of libraries across the State.

She is my right-hand person. Shalyn is the person that I bounce ideas off of. Together, we work to solve issues and brainstorm new approaches. Her knowledge of Children's Librarianship is far greater than my own, and she's fantastic at reminding me of details that I need to look at. I've loved the experience of working with Shalyn every day.

August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Illinois Public Library Annual Report FY2022

Public Libraries in IL must file an annual report called the Illinois Public Library Annual Report (IPLAR). The IPLAR reports various statistics to the Illinois Library, including information on funding, annual circulation statistics, how many people used the library in multiple ways, and more. This provides the State with a snapshot of the “health” of all the libraries in our state. Those statistics are then funneled to the Institute of Museum & Library Services, which then provides block grants to the state and advocates for libraries on a federal level.

I did want to highlight some key statistics from this year’s report (which covers **July 2021-June 2022**).

- When you look at the circulation of BOTH physical and electronic items, circulation increased by **7% yearly**.
- Not surprisingly, visits to the library are rebounding after COVID shutdowns. While it still isn’t up to pre-COVID levels, visits to the library increased by **47% over the prior year**.
- Unfortunately, the way that COVID caused the State to gather statistics for programming made a comparison by simply looking at the prior year’s IPLAR to be complicated. However, our own internal statistics show:
 - There were **181** Adult programs held, with **1,694** attendees (a 27% increase over last year’s attendees of 1,329)
 - There were **29** teen programs, with a **600%** increase in attendance year over year (30 attendees in FY21, 210 attendees in FY22)
 - There were **150** children’s programs, with an increase of **41%** in attendees (6,137 vs. 4339).
 - Overall, the library staff had **360** programs for patrons, almost one per day of the year.
 - Outreach towards adults was able to resume on a fuller basis. Our outreach staff made contact with 714 people vs. 300 the prior year.

I am pleased with how the library is rebounding after two very difficult years.

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022
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 # [PLSC 151, PLSC 701]	30613
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0491
1.3b FSCS_SEQ [PLSC 700]	003
1.4a Legal Name of Library [PLSC 152]	Shorewood-Troy Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLSC 153]	650 Deerwood Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLSC 154]	SHOREWOOD
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60404
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	650 DEERWOOD DR
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Shorewood
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60404
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	815-725-1715
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	jmills@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? [PLSC 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	21,780 / 19,235
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	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

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 PLSC public library definition? [PLSC 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 Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	0
2.1b Total number of branch libraries [PLSC 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 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 # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
SHOREWOOD-TROY P.L.D.	30613	3061300

Street Address

Location	2.6a Street Address [PLSC 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 [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 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 [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 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 [PLSC 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	2.13 Total number of weeks, during the fiscal year, this service	2.14 Total annual	2.15 Number of Weeks an Outlet	2.16 Number of Weeks an Outlet Had

	YEAR for this service outlet [PLSC 713]	outlet was open for service to the public [PLSC 714]	attendance/visits in the outlet	Closed Due to COVID-19	Limited Occupancy Due to COVID-19
SHOREWOOD-TROY P.L.D.	3,120 / 3072	52 / 48	50,914 / 34,546	0 / 4	0 / 38

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) [PLSC 206]	07/01/2021
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	06/30/2022
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 FAX Number	815-725-1722
3.7 E-Mail Address	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
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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

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 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)	04/2023
5.8 Telephone Number	815-729-9666
5.9 E-mail Address	arthettar25@gmail.com
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	Tracy Caswell
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	815-725-2040
5.9 E-mail Address	tracy@shorewoodtroylibrary.org
5.10 Home Address	716 Westshore Dr.
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)	04/2023
5.8 Telephone Number	815-725-3295
5.9 E-mail Address	kvoitik@comcast.net
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	Phillip Besler
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	815-741-1041
5.9 E-mail Address	pbesler@hotmail.com
5.10 Home Address	628 Shorewood Drive
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)	04/2023
5.8 Telephone Number	815-207-4412
5.9 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	Other
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-278-0303
5.9 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 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 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 Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2 Total Number of Meeting Rooms	1
6.2b Total number of times meeting room(s) used by the public during the fiscal year	87 / 10
6.3 Total Number of Study Rooms	1
6.3b Total number of times study room(s) used by the public during the fiscal year	188 / 171

Capital Needs Assessment

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.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$2,000,000
--	-------------

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.

The Library has \$477,546 in reserves. The reserves exist to fund building projects; some spend-down will occur in FY23 as a new parking lot is built and the upper floor is cosmetically remodeled.

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

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 [PLSC 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)

\$1,302,866

1,123,664

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

\$0

government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

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 Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$28,371	24,043
8.3 Equalization aid grant	\$0	
8.4 Personal property replacement tax	\$71,986	35,520
8.5 Other State Government funds received	\$0	
8.6 If Other, please specify		
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$100,357	59,563

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 Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$3,395	10
8.9 E-Rate funds received	\$0	
8.10 Other federal funds received	\$0	
8.11 If Other, please specify		
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$3,395	10

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	\$2,617	4160
8.14 Other receipts intended to be used for operating expenditures	\$176,965	165,434
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$179,582	169,594
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) [PLSC 304]	\$1,586,200	1,352,821
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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 50% 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 50% 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 50% 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 Certificate of Insurance for Library Funds	-1 Have Surety Bond
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.

9.1 Salaries and wages for all library staff [PLSC 350]	\$710,007 / 1,035,949
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$136,066 / 126,559
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$846,073 / 1,162,508

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.) [PLSC 353]	\$95,934 / 120,168
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$61,155 / 83,638
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$19,930 / 18,640
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, and Video games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$177,019 / \$222,440

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.) [PLSC 357]	\$364,887 / 330,299
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$1,387,979 / 1,315,247

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) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$0
12.5 If Other, please specify	
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 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]

\$0

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	6	6	\$178.27	225.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Director	Library Director	\$42.13	40.00
	Assistant Director	Assistant Library Director	\$30.43	40.00
	Community Engagement	Other Type of Librarian	\$21.00	40.00
	Head of Technical Services	Cataloging	\$25.62	25.00
	Adult Outreach Librarian	Bookmobile	\$17.75	40.00
	ILS Systems Manager	Automation/Technology/Systems	\$41.34	40.00

Group A Total

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

5.63

Group A hidden group hours

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	5	5	5	\$97.43	200.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week

Head of Adult Services	Reference	Master's Degree: Not in library science	\$23.00	40.00
Head of Circulation	Circulation	Bachelor's Degree: No library science	\$25.69	40.00
Adult Programming Librarian	Adult Services	Less than a Bachelor's degree	\$16.62	40.00
Children's Programming Librarian	Children's Services	Less than a Bachelor's degree	\$16.62	40.00
Children's Librarian	Children's Services	Bachelor's Degree: No library science	\$15.50	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	5.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	10.63

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	208.00
13.14 Minimum hourly rate actually paid	\$13.75
13.15 Maximum hourly rate actually paid	\$24.00
13.16 Total FTE Group C employees (13.13 / 40)	5.20

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	\$12.00
13.19 Maximum hourly rate actually paid	\$12.00
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) [PLSC 252]	5.45
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	16.08

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	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

					Vacant during report period.		

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 [PLSC 501]	50,914
14.1a Library Visits Reporting Method [PLSC 501a]	Annual Count

The way the State Counted these activities Changed from prior years (due to COVID) - the numbers are not an apple/apple comparison

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A 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, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs

sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed 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.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	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)	36	872	80	6,613
Children (6-11)	43	637	119	8,576
Children's Total	79	1,509	199	15,189
Young Adults (12-18)	17	81	3	113
Adults (19 and older)	357	1,161	64	12,432
General Interest	33	139	1	4
Total	486	2,890	267	27,738

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	430	3,175
Synchronous In-Person Offsite Program Sessions	32	354
Synchronous Virtual Program Sessions	48	471
Total	510	4,000

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620]	139
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630]	3,158

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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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	6,044 / 5,330
16.2a Total Number of Unexpired Non-resident Cards	1 / 1
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	0
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$186.82 / 186.82
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	6,045 / 5,331
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

USE OF RESOURCES (18.1 - 18.17)

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 Number of adult materials loaned	97,501 / 84,285
18.2 Number of young adult materials loaned	7,765 / 4,376
18.3 Number of children's materials loaned [PLSC 551]	79,836 / 52,177
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	185,102 / 140,838

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

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	120,103 / 102,584
18.6 Videos/DVDs- Physical	26,181 / 24,813
18.7 Audios (include music)- Physical	3,502 / 9,730
18.8 Magazines/Periodicals- Physical	1,979 / 1,928
18.9 Other Items- Physical [PLSC 561]	2,280 / 2,661
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	154,045 / 139,321
18.11 Use of Electronic Materials [PLSC 552]	31,057 / 32,609
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	185,102 / 171,930
18.13 Successful Retrieval of Electronic Information [PLSC 554]	11,173 / 7381
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	42,230 / 39,990
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	196,275 / 179,311
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	22,151 / 24,483
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	38,076 / 37,062

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 particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	19,900 / 21,641
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

RESOURCES OWNED (17.1 - 17.9)

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. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: Counting Electronic Materials for the IPLAR

17.1 Print Materials [PLSC 450]	36,382	1,36,073
17.2 Current Print Serial Subscriptions	44	152
17.3 Total Print Materials (17.1+17.2)	36,426	136,125
17.4 E-books Held at end of the fiscal year [PLSC 451]	37,203	130,704
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	1,605	1,470
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	13,031	12,231
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	3,910	3,928
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	798	814
17.6c Other Circulating Physical Items [PLSC 462]	179	-
17.6d Total Physical Items in Collection [PLSC 461]	42,076	41,523

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	10	121
17.8 State (state government or state library) [PLSC 457]	16	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	26	137

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	209
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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	40 / 41
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	25 / 23
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)	44 Mbps (T-3)
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$802
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	23
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	2,843 / 2,211
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a]	Annual Count
21.6a Reporting Method for Wireless Sessions [PLSC 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
21.9 Number of website visits or sessions to your library website [PLSC 653]	53,270 --Select-- / 38,250

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.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.3 If NO, why did your library NOT participate in the E-rate program?	

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$3,857
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	351.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

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?	
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?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	Yes

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

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.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

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 Pat Burg (217-785-1168, pburg@ilsos.gov).

August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Requesting to pay Chase Credit Card Bill Online

In July, Cindy and I both noticed that the credit card bill's payment was not posted to the account in a timely fashion. Finally, once I believed that the postal system had lost the check, I called Chase Card Services to alert them that the Library would void that check out of the system, put a block on it, and reissue a fresh one.

However, the customer service representative asked me to wait several more days before stopping payment, saying that the company had been experiencing delays in processing physical payments. Sure enough, about three days after that call, the payment was posted. However, by that point, the Library's account had accrued late fees and interest.

I did, of course, call back and get the fees and interest waived, but it added a layer of complication (and really stressed Cindy and me out). I request that the Board authorize us to submit an electronic payment to pay the credit card bill. To add a layer of oversight, either the Board President or Board Treasurer would sign an authorization form authorizing the payment (included in your packet). The payment would not be made until the signature allowed the payment to be made.

Of course, the full invoice would be available for viewing by the Board officers, and we would track the submission of the final payment for the auditor.

This certifies that it is approved to transfer \$AMOUNT from the Shorewood-Troy Library's General Fund Checking to the Chase Credit Card account to pay the bill due DATE.

By:

Print Full name:

On Date:

August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Illinois Library Association Conference

Since the Annual Conference is so close – it's in Rosemont this year – Department Heads and I wanted to maximize attendance at the Conference while ensuring that the Public Services Desks are adequately covered. Fortunately, as with most conferences, some days are more appealing to Youth Services Staff, and others are better for Adult Services Staff, so with this recommendation, several staff will be able to attend. At the same time, the Library will continue to function efficiently.

Request & Costs:

Two staff are requesting to attend the entire conference: Jennie Mills (Director) and Becky Goode (Head of Adult Services) (\$275 for full-conference attendance) = **\$550**

Five staff are requesting to attend the conference with one-day passes: Julie Hornberger (Head of Circulation), Shalyn Rodriguez (Assistant Director), Gina Rolando (Children's Assistant), Mary Hurtado (Adult Outreach Librarian), and Mara Barbel (Community Engagement Coordinator). One-day conference passes are \$200 a piece for a total of **\$1000**.

Due to the closeness of the conference and other life commitments, only one staff member (Jennie Mills) is requesting a stay at a hotel for two days. I have some networking meetings that will run after the business hours of the conference, so having a hotel room would be convenient. Staying at the Conference rate at the Embassy Suites would be \$189 a night, with \$33 for parking each night. This would be a total of **\$444 + tax**.

Since multiple staff is going to Rosemont on the same days, commuting together will be encouraged. From here to Rosemont, it's an 86-mile round-trip for three days, reimbursed to the driver at the IRS mileage rate of 62.5 cents per mile. **\$159.75**

The Library reimburses meals by using the GSA calculator (US General Services Administration rate): for the two full-conference attendees, it is \$74 per day for a total of **\$444**. For the five one-day attendees, it's \$20 for lunch or **\$100**.

The total conference expense is \$2,697.75, which was budgeted for in the FY23 budget.

August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Submission of Grant Request to Will County in the designated amount of \$40,000

As noted in an email from Anna Sitton, the Shorewood-Troy Library's Allocation Amount for American Recovery Plan Act was \$40,000. Before writing the grant, I discussed priorities with the Board at the July meeting.

As the Board and I discussed, the three priorities were: 1) new self-checks, 2) extra money for OverDrive content, and 3) two community book drops.

Please note that I have put \$17,500 into the OverDrive content and \$12,500 into the book drops. If necessary, this will cover the cost of building concrete pads at the sites. Should that be more money than needed, the extra funds can be easily put into OverDrive content, as can extra funds after the self-checks are purchased.

The application form didn't have a "print" button, so please pardon the screen print-outs. The application is due tomorrow, August 12th.

American Rescue Plan Act Application

Step 1 of 7

14%

Organization Information

Entity

Shorewood-Troy Public Library District

Federal Tax ID Number

36-2935544

SAM Unique Entity ID

PENJL9DMR8Q6

Organization Address

650 Deerwood Dr, Shorewood, IL 60404

Mailing Address

650 Deerwood Dr, Shorewood, IL 60404

Supervisor Name

Jennifer Cisna Mills

Phone



(815) 725-1715

Email

jfills@shorewoodtroylibrary.org

Website

<https://www.shorewoodtroylibrary.org>

District/Dept Services

Library District

Contact Person

Jennifer Mills

Contact Person Phone

(815) 725-1715

Contact Person Email

jfills@shorewoodtroylibrary.org

1. Organization Mission or Vision Statement - Primary Purpose:

The Shorewood-Troy Library serves the lifelong learning and recreational needs of our community, by providing quality books, audiovisual, electronic, and streaming content for all ages.

2. Are any of the organization's staff or Board Members immediate family members of County Staff or an Elected Official?

☐ Yes

☒ No

3. If you answered "yes" to the previous question, please list out family members and their relation

4. In the space below, please provide the number of full-time and number of part-time employees

8 full-time staff, 12 part-time staff

5. Describe the services the District provides to residents including any specific response to COVID-19

We provide access to books, DVDs, and audio materials. We provide access to ebooks and e-audio through two services (OverDrive & Hoopla). We assist with early childhood education, in the area of literacy and pre-k readiness. We provide technology instruction to individuals and groups. We provide reference service (assisting people with locating information for educational or individual needs). We provide free programming to our community, including (but not limited to) storytimes, art programs, book clubs, and senior enrichment activities. We serve as a passport acceptance facility and provide license plate renewal stickers. During COVID, we adapted our service model to include providing more e-content, providing access to materials through curbside pickup, and added more job-seeking

6. Does the organization count persons served, or households served?

- ☒ Persons
- ☐ Households

7A. How many residents did the organization serve from March 1, 2020, through July 1, 2022?

90,464 (door-count);

American Rescue Plan Act Application

Step 2 of 7

28%

Grant Usage

For the following question, please list out each area you wish to use grant funds and the amount budgeted for each item.

Note: The County reserves the right to award fewer funds than requested. Applicants should be prepared to discuss what a reduction would look like for the project.

Budgeted Item 1

Category

New Self-Check devices

Description

Devices that patrons use to checkout books without relying on staff

Amount

\$10,000

Budgeted Item 2

Category

E-material (e-books & e-audio)

Description



Non-physical library material able to be used by patrons remotely

Amount

\$17,500

Budgeted Item 3

Category

2 Community Book-Drops

Description

Off-site bookdrops to return physical items without having to come to our facility

Amount

\$12,500

Budgeted Item 4

Category

Description

Amount

Budgeted Item 5

Category

Description

Amount



Amount

Budgeted Item 10

Category

Description

Amount

Subtotal

Grant Request Information

Note: The County reserves the right to award less funds than requested. Applicants should be prepared to discuss what a reduction would look like for the project.

9. Type of Grant Requested (select all that apply).

- ☐ Funds to cover direct expenses related to COVID-19 (e.g., purchase of PPE, staff cost related to increased demand of services)
- ☐ Funding for new programs/services for people disparately impacted by the pandemic and its economic impacts
- ☐ Funds to cover household assistance
- ☒ Funds to cover cost associated with the implementation of preventing or mitigation measures to contain the spread of the virus
- ☐ Other

10. Describe in detail what the grant funds will be used for according to the boxes checked in the question above.

checked in the question above.

New Self-Check Devices: COVID has made the Library cognizant of traffic patterns and how clustering occurs in our facility. One central chokepoint is that in our current layout, the reference desk and the circulation desk are clustered together, meaning that patrons have difficulty maintaining appropriate social distancing. By utilizing newer models of self-check, the Library will reduce clustering at service points and provide for better social distancing.

Investment into e-books and e-audio: Wider access to this form of media will allow patrons to continue utilizing their library for their informational and recreational needs remotely, from their homes. This allows for the Library to continue to provide

11. Has the organization previously managed or utilized federal grant money or support in the past?

☒ yes

☐ No

12. Applicant agrees it will be able to expend all funds requested by December 31, 2026

☒ yes

☐ No

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WILL COUNTY HOME RENT, MORTGAGE & UTILITY ASSISTANCE



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American Rescue Plan Act Application

Step 3 of 7

42%

Project/Program Details

(Section Must be completed if Question 13, Box #3 is checked)

13. If funds will be used to support or implement a new project or program, describe how the planned project/program responds to needs created by the COVID-19 public health emergency?

Self-checks will allow patrons to maintain social distancing protocols and assist in creating better traffic patterns.

The Library already purchases e-content for its patrons; adding additional content will provide more reading and learning choices.

Remote book drops will allow patrons to return books without having to come to our facility to return items.

14. If funds will be used to support or implement a new project or program, identify and describe existing needs in the community that the project/program will address.



All of the projects address community needs. In the last two fiscal years, our library has circulated 289,045 physical items and 83,703 digital items. Our community continues to want and need access to our items, both physical and digital. Allowing for the safer circulation of physical items, through new self-checkout units and book drops, will help to keep our communities safer. Additionally, adding more digital content through e-books and e-audio purchases will also enable patrons to safely utilize our items from the safety of their homes.

15. If funds will be used to support or implement a new project or program, describe the goals and objectives of the project/program. Provide performance metrics and explain how each will be measured?

Our library continually keeps statistics about our usage as a routine matter. We will measure: 1) the items circulated through self-check, rather than engaging with staff, 2) the number of uses of the new digital content purchased, and 3) how many items are returned in the remote book drops.

The first two can easily be counted through our normal statistics obtained through our library software; staff will hand-count the items returned through the remote book drops.

16. Describe how the program proposed will continue to be viable on its own after Township and ARPA funding is fully expended.

The self-checks will remain in place once the funds are expended; the Library will pay the annual licensing fees. The upfront cost the ARPA funding pays for is the installation of the hardware and the set-up costs. The ongoing licensing fees for the software will be budgeted internally.

The purchase of digital items will be a boost of items for the period of funding; post-funding from ARPA funds, the library will continue to license the software that makes the digital items usable as part of its normal budget.

The installation of the book drops is a one-time purchase of equipment, with

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Will County
Illinois




COME BACK

APPLICA TION

PARKS & LIBRARIES

**APPLICATIONS DUE BY
AUGUST 12**



American Rescue Plan Act Application

Step 4 of 7

57%

COVID-19 Impact

17. Describe the impact the COVID-19 public health emergency has had on the organization's programs/activities (e.g., increased/decrease in demand for services, program modification due to social distancing, new programming to serve those impacted, limited operations, etc.).

The Library, as COVID phases have waxed and waned, has adjusted our service model accordingly. At times, we've limited the capacity of the building, we've switched to delivering materials through curbside models, modified programming to be remote (through Zoom or YouTube), and added hot-spots and computer job-seeking kits to assist our community members affected by pandemic job-loss. COVID has encouraged us to look at continuing to provide services through flexible models and to look more closely at our physical spaces, including how we serve our community when members are in quarantine or are otherwise unable to reach our facility.

18. Describe the impact the COVID-19 public health emergency has had on the organization's finances (e.g., increased or new expenses, reduced/canceled fundraising, loss of earnings, declined in revenue, etc.).



The Library has always strived to be open to everyone in our community - we don't charge fees for our programs or services. We've noticed revenue decline in peripheral areas: fees for photocopies have declined, we eliminated fines on overdue materials due to the difficulty of returning items during COVID, and our added services (accepting passport applications) also experienced revenue decline.

19. Describe the impact the COVID-19 public health emergency has had on the organization (e.g., staffing changes, volunteers' impact, periods of closure, mitigation efforts to contain the spread of COVID, etc.).

At times, we limited all access to the facility, which increased the need for digital items to serve our public when physical books could not. There were also periods where individual staff members were encouraged to work at home, if possible, but it often wasn't, since our staff needs to be available to serve the public in a physical location.

20. What steps has the organization taken to address the financial impacts of COVID-19 to date?

We've worked to increase funding through some grants - the jobseeker computer kits are funded by a grant from the Illinois State Library. The Library has also added some additional revenue by starting to process license plate sticker renewals.

21. If the organization receives the funds requested, what is the anticipated future social and/or economic impact to the community and persons/households/business served? What opportunities do you anticipate it will create?

Increasing access to the Library's collections will enable to people to continue to safely utilize our agency to fulfill their educational and recreational needs.

American Rescue Plan Act Application

Step 6 of 7

85%

Financial/Insurance Information

28. Projected revenue for the current fiscal year?

\$2,250,500

29. Projected expenditures for the current fiscal year?

\$2,250,500

30. Dates covered by organization fiscal year:

7/1 through 6/30

31a. General Liability Insurance

Please indicate the maximum amount

\$1,000,000 occurrence/\$3,000,000 Annual aggregate

31b. Automobile Liability

Please indicate the maximum amount

\$1,000,000 Combined single limit

31c. Workers Compensation

Please indicate the maximum amount

\$1,000,000 each accident/\$1,000,000 limit by bodily disease per employee

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American Rescue Plan Act Application

Step 7 of 7

100%

SIGNATURE

I hereby certify that the statements and documents submitted herein are true and the funds requested adhere to the County American Rescue Plan Grant guidelines.

Request Preparer

Jennifer Mills

First & Last Name

Library Director

Title

8/12/2022

Date

Organization CEO, Executive Director or Authorized Representative

Jennifer Mills

First & Last Name

Library Director

Title

8/12/2020



August 11, 2022

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: PMA Laddering of Investments

Knowing that the Federal Reserve Bank was going to increase the interest rate again in July, the Board tabled any potential investments until August.

Courtney Soesbe, from PMA, will be providing an updated ladder of investment rates prior to the August meeting. The interest rates the library will be able to achieve will be higher than what the funds are currently earning in our money market accounts.