

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

**April 13, 2023**  
**General Meeting**  
**7:00 p.m.**

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
  - Regular Meeting, March 9, 2023
5. Comments from the Public  

MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – March 2023
7. Approval and Payment of Bills
8. Correspondence
9. Reports
  - a. Director's Report with personnel– Jennie Cisna Mills
  - b. Department Heads
10. Old Business
  - a. Closeout of Remodeling Grant (**Discussion**)
  - b. Parking lot (**Discussion**)
11. New Business –
  - a. Approve a \$150,000 transfer from Reserves to General fund to be repaid by no later than June 30<sup>th</sup>, 2023, from tax monies received (**Action**)
  - b. Decennial Committee Appointments (**Discussion**)
12. Close to go into executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1)
13. Reopen to Open Session. No action is to be taken after the executive session.
14. Close to go into executive session to discuss matters related to Personnel 5 ILCS 120/2(c)(1)
15. Reopen to Open Session.
  - a. Approve Salary for FY24 for Director of the Library (**Action**)
  - b. Approve Salary for FY24 for Library Staff (**Action**)
  - c. Forming a Personnel committee to revise Director's Evaluation form for next year (**Discussion**)
16. Announcements
  - a. Jennie is on vacation, beginning April 21<sup>st</sup> and returning to work on May 1.
13. Adjourn

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

For further information regarding this meeting agenda, please contact:  
Jennie Cisna Mills, Director/815.725.1715 or [jmills@shorewoodtroylibrary.org](mailto:jmills@shorewoodtroylibrary.org)  
Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT  
BOARD MEETING  
March 9, 2023**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:02 p.m. on March 9, 2023. The meeting took place in the Meeting Room of the Troy Township Offices (25448 W. Seil Road, Shorewood, IL 60404) due to the ongoing remodeling of the Library's facility.

**ROLL CALL:**

**TRUSTEES PRESENT:**

- |                    |                  |
|--------------------|------------------|
| 1. Karen Voitik    | 2. Vito Schultz  |
| 3. Tom Novinski    | 4. Tracy Caswell |
| 5. Arthetta Reeder | 6. Phil Besler   |
| 7. Bob Stahl       |                  |

**STAFF PRESENT:**

Jennie Mills, Director

**VISITORS PRESENT:** Paul Mills, Recorder

**CHANGES/ADDITIONS TO AGENDA:** Addition of **F.** under New Business to discuss Dicennial Committee

**APPROVAL OF MINUTES:**

Tracy Caswell moved that the minutes of the regular meeting on February 9, 2023, be approved. Trustee Phil Besler seconded the motion. All members voted 'yes' to approve.

**COMMENTS FROM THE PUBLIC:** None

**TREASURER'S REPORT:**

Cash on Hand Beginning of February 2023	\$ 879,502.83
Cash received during January 2023	32,639.37
Disbursements	<u>(419,683.67)</u>
Cash on Hand End of January 2023	\$ 492,458.53

**Location and Denomination of Cash**

Petty Cash	\$ 300.00
General Fund Checking – Chase	(9,442.68)
Money Market Fund – Chase	185,654.47
Money Market Fund – Old Plank Trail	184,962.22
Payroll Account – Chase	8,196.47
License Plates – Chase	857.69
Money Market – Old Plank Trail	20,516.73
PMA Financial CD80197	<u>101,413.63</u>
<b>TOTAL</b>	<b>492,458.53</b>

Director Mills noted that the PMA 6-month CD matured. It has to be a manual transfer between banks. The check for the \$300,000 had been written out of the Chase Bank in February but had not yet been deposited. It will be reflected in the March treasurer's report, so while the Treasurer's report is accurate at \$492,458.53, there is a \$300,000 check that will be reflected in the Money Market – Old Plank Trail account in March, increasing total funds available again.

#### APPROVAL AND PAYMENT OF BILLS:

Trustee Vito Schultz moved that the bills presented for payment be approved. Trustee Phil Besler seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted "yes."

#### LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills provided a brief update on the remodeling project. She answered a question from Trustee Bob Stahl regarding what "turnover rate" means for a library and answered a question for Trustee Karen Voitik regarding what "long tail" means for collection development.
- b. Department Heads

#### OLD BUSINESS:

- a. The Village appears to be willing to take over the private road between the daycare and the vacant land.
- b. Director Mills provided a brief update of the remodeling project so far: the stacks are in their final location, much of the carpet has been removed and replaced, tile is down in the bathrooms, and stair treads have been replaced. Electrical work is ongoing.
- c. There is no update to provide on the leased acre at this point.

#### NEW BUSINESS:

- a. Four proposals were received for library auditors. Director Mills obtained references for the lowest two firms. Trustee Besler moved to accept Mack & Associates at \$5,250 for 1<sup>st</sup>-year pricing, with Trustee Schultz seconding. All voted 'yes' with a roll-call vote.
- b. Building committee members updated the Board that D&A Landscape had been selected as the Library's new landscaping firm, with the winter services being conducted on a "per snow event" need.
- c. The Board discussed when the Attorney should be present during certain discussions. As the Director is not empowered to make unilateral decisions on land contracts, etc. she is reminded to refer to the attorney and the Board any questions of substantive issues, through email or phone discussions. She will keep the Board in the loop through email as to timing of discussions.
- d. Director Mills let the Board know that an all-day Open House will be on Thursday, March 30<sup>th</sup>. A ribbon-cutting event will be held at 5:30, and an invite will go out to elected officials and community partners of the Library.
- e. The Director provided her self-evaluation the Trustees. The evaluation has been moved this year to SurveyMonkey; only Tom will view the responses. Responses are due on March 30<sup>th</sup>. An executive session will be scheduled for the April meeting for the Board to discuss the Director's evaluation and to set her pay.
- f. The Dicennial Committee was discussed. The initial meeting will need to be held at the June 2023 Board meeting, and the Committee will have 18 months to complete its work. Two community members will need to be appointed. Discussion ensued as to how the

committee members should be selected. The Director will place an item on the April agenda for more discussion.

OTHER BUSINESS:

Trustee Tracy Caswell motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:38 p.m. with all members present voting yes.

Respectfully submitted,  
Jennie Mills, Director

## Director's Report

April 13, 2023

### Administrative Duties:

- The remodeling project was successfully wrapped up in time for the library to open up on the target date of March 20<sup>th</sup>. Bret is now working with the contractors on the 'punch list' of small items that need to be fixed by the contractors. Once the punch list is complete, the contractors will be paid, the project will be closed out, and the final grant report will be written.
  - As the library was closed for 19 days in March, door count was *down 55%* from March 2022 (which was anticipated), BUT circulation of physical items was *only down 38%*, and circulation of e-items *went up by 32%*.
- The quarterly report for the DCEO grant will be completed next week.

### Building Issues/Projects:

- One of the compressors for the air conditioning failed; the compressor is too old to get parts to fix it anymore. At the time of this writing, I don't have quotes for it yet. However, there will be quotes for the building committee to approve on Thursday to get the compressor replaced.

### Finances:

- By switching the money market at Wintrust (Old Plank Trail), the Library not only achieved FDIC coverage up to \$3.75 million, by utilizing all of their different charters, the interest rate on the account was far superior than what the Library was achieving on the old money market account. In March of 2023, the monthly interest was **\$1,708.58**.

### Other Projects:

- I was re-elected to the LIMRiCC Board.

### Staffing:

- Usha Anil, a part-time Circulation Assistant, received a full-time position at the Naperville Public Library. While we will miss her, we wish her all the best. We are currently interviewing to fill the vacant position.
- There are two executive sessions scheduled for the Board meeting. One is to discuss my evaluation. The other is to discuss the potential salary increases for the staff. A fuller memo is included in your packet. Once the salary table is voted upon, the salary table (as approved) will become open to the public.
- The Managers and I had an afternoon planning retreat on the 3<sup>rd</sup>. We discussed strategies for 'handselling' books and programming to patrons and working on more high-impact, highly-targeted programming.

**Meetings:**

- LIMRiCC Board Meeting, External (3/21/23)
- Department Head Meeting, Internal (3/28/23)
- Minooka Community High School Community Leaders Breakfast, External (4/3/23)
- Manager's Planning Retreat, Internal (4/3/23)



# Monthly Report

MARCH 2023

Shalyn Rodriguez  
Assistant Director &  
Children's Services Manager

# Deliverables

## PROGRAMMING

### Active Programs

We saw a -28% decrease in participation of active programs this month compared to February.

**7**

**Active Programs Offered**

**189**

**Total Attendance**

### Passive Programs

We saw a -59% decrease in participation of passive programs this month compared to February.

**5**

**Passive Programs Offered**

**438**

**Total Attendance**

## REFERENCE TRIAGE

**03/23**

Availability of Materials: 69  
Reference Questions: 67  
Holds Placed: 200  
Program Questions: 70  
Quick Answers: 76  
Reader's Advisory: 51  
Technology Questions: 67

**03/22**

Availability of Materials: 168  
Reference Questions: 73  
Holds Placed: 105  
Program Questions: 162  
Quick Answers: 153  
Reader's Advisory: 121  
Technology Questions: 33

**03/21**

Availability of Materials: 98  
Reference Questions: 39  
Holds Placed: 79  
Program Questions: 103  
Quick Answers: 69  
Reader's Advisory: 145  
Technology Questions: 10

## CIRCULATION

**-22%**

Decrease in Juvenile circulation compared to last month (2/2023)

**5**

**1KB4K ACCOUNTS  
CREATED**

\*These cards are administered by Children's Staff\*

**March Circulation Totals  
(4 year comparison):**

**2023 - 4,308  
2022 - 6,906  
2021 - 4,505  
2020 - 2,242**



# Administrative

## DEPARTMENT UPDATES

### Changes During Closure

We wrapped up the Board Book expansion project and created more space for the popular collection.

Circulation # February 1 - 18: 228

Circulation March 21 - April 4: 307

**35% Increase**

We also had the opportunity to move a shelving unit to the end of our Graphic Novels and expand that collection.

Circulation February 1 - 18: 172

Circulation March 21 - April 4: 303

**76% Increase**



Following the success of popping out our nonfiction series books, we decided to separate our biographies by topic. We've already seen a 183% increase in circulation of those materials!

## FACILITIES

As you are well aware, building renovations took place during majority of the month! Jennie and I worked with contractors to ensure they were on schedule and answered any questions they had about the work being done.

I met with our new landscaping company on 3/21 to review services and make sure they had the information needed to start their work at the beginning of April.



### UPCOMING EVENTS:

- SECRETS OF THE PUZZLE MASTER: A CONVERSATION WITH WILL SHORTZ | TUE, APRIL 25 AT 7PM
- DRAWING COMICS WITH JARRETT J. KROSOCZKA | SAT, MAY 6 AT 10 AM
- ON BEING FABULOUS WITH JONATHAN VAN NESS AND KRISTI YAMAGUCHI | WED, MAY 17 AT 7 PM
- NAVIGATE YOUR STARS: A CONVERSATION WITH JESMYN WARD | TUES, JUNE 6 AT 7PM

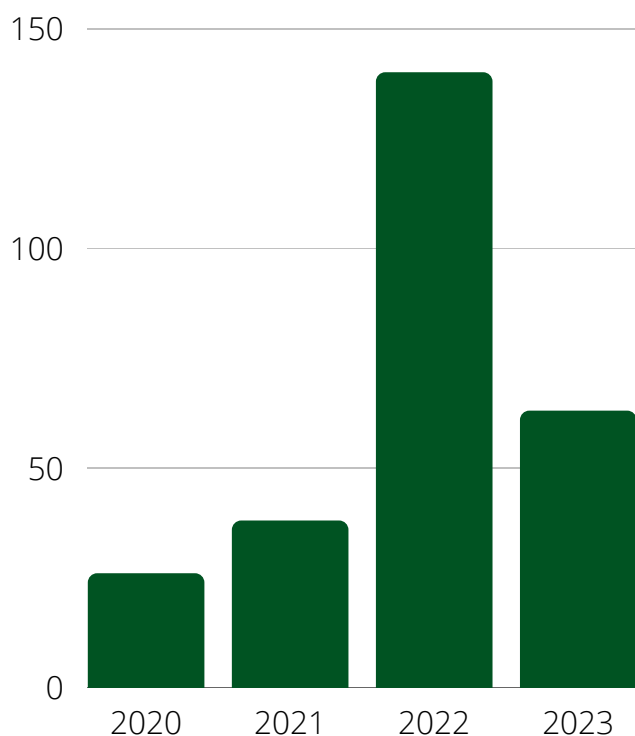
# MONTHLY REPORT

## MARCH 2023\*

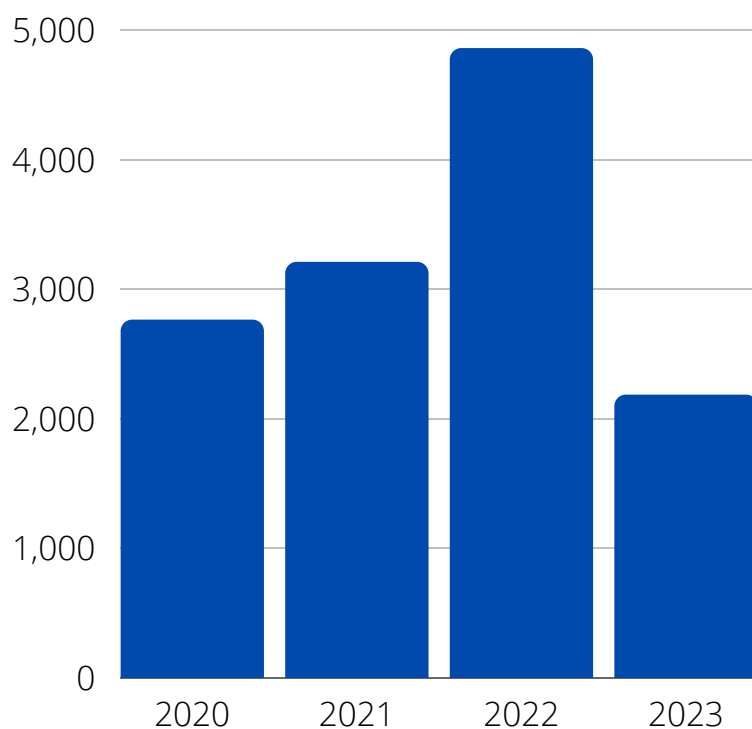
JULIE HORNBERGER  
CIRCULATION MANAGER

\*CLOSED FROM FEBRUARY 24-MARCH 19 FOR RENOVATIONS

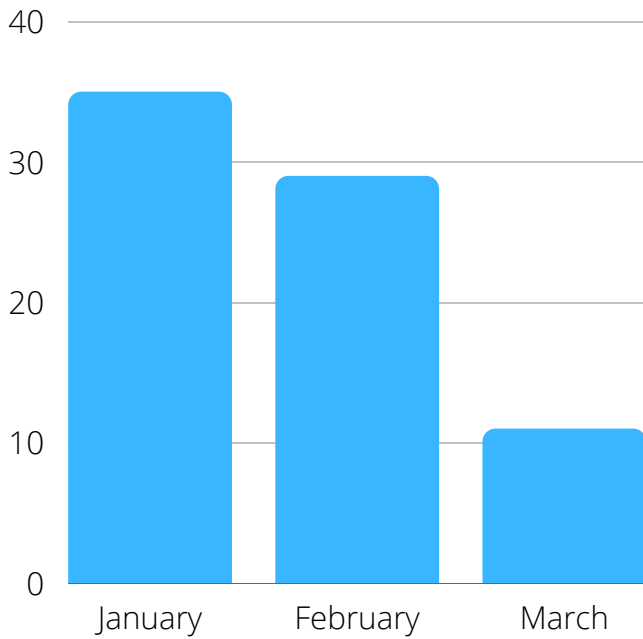
### NEW CARDS



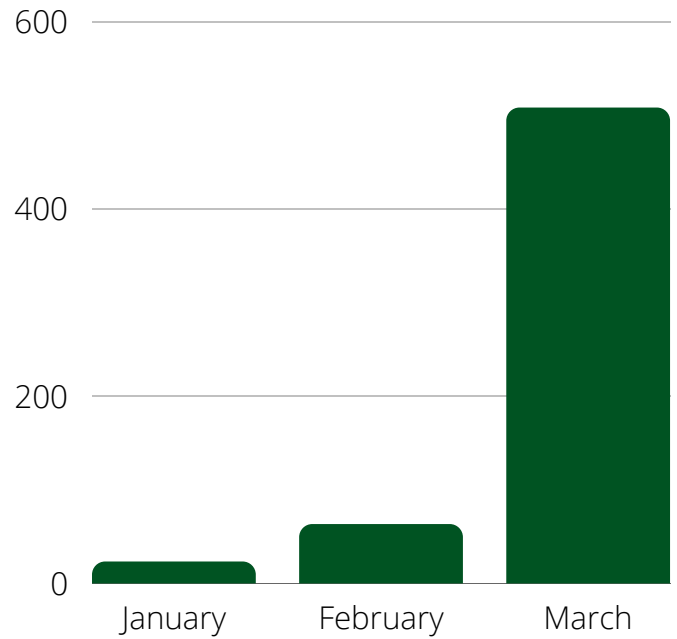
### DOOR COUNT



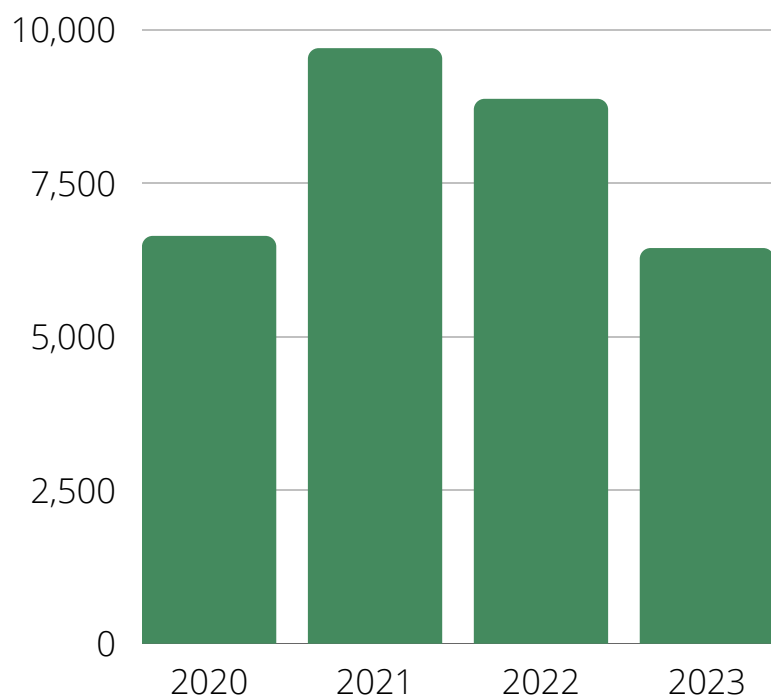
## NOTARY



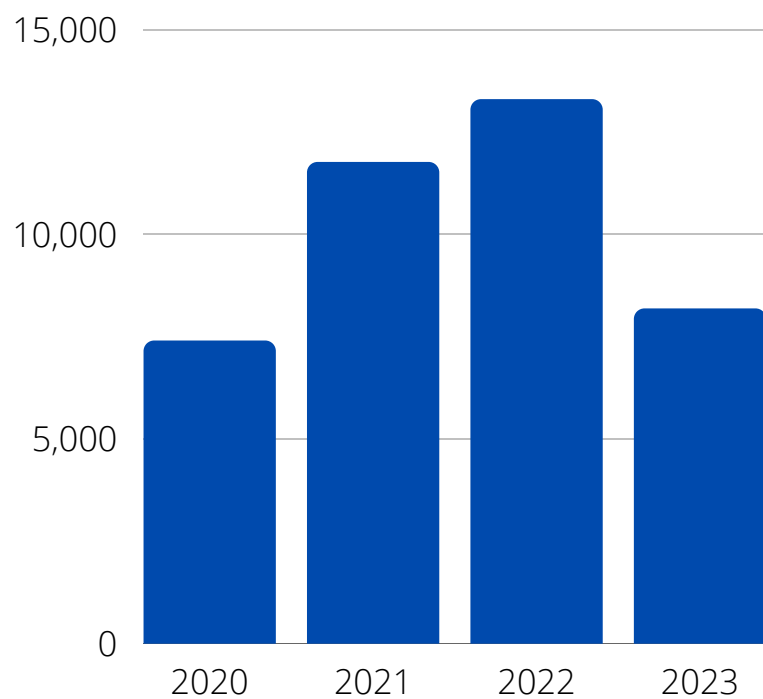
## MOBILE PICK-UP



## ITEMS CHECKED IN



## ITEMS CHECKED OUT



# MONTHLY REPORT

MARCH  
2023

**BECKY GOODE**  
ADULT, TEEN & TECHNOLOGY SERVICES  
MANAGER

## ADMINISTRATIVE SUMMARY

What a whirlwind of a month! In less than 4 weeks, we completely overhauled the first floor and more! From what patrons have said, and from the wonderful Open House and Ribbon Cutting event, it was a huge success!

Programming numbers are down, as we had to cancel several in-person programs due to the renovations. The same can be said for reference statistics while the building itself was closed to the public. Most of the conversations with patrons were about mobile pickups.

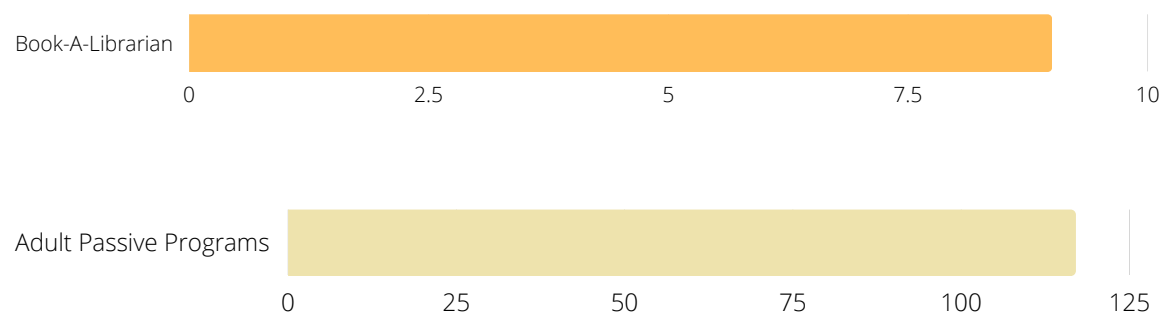
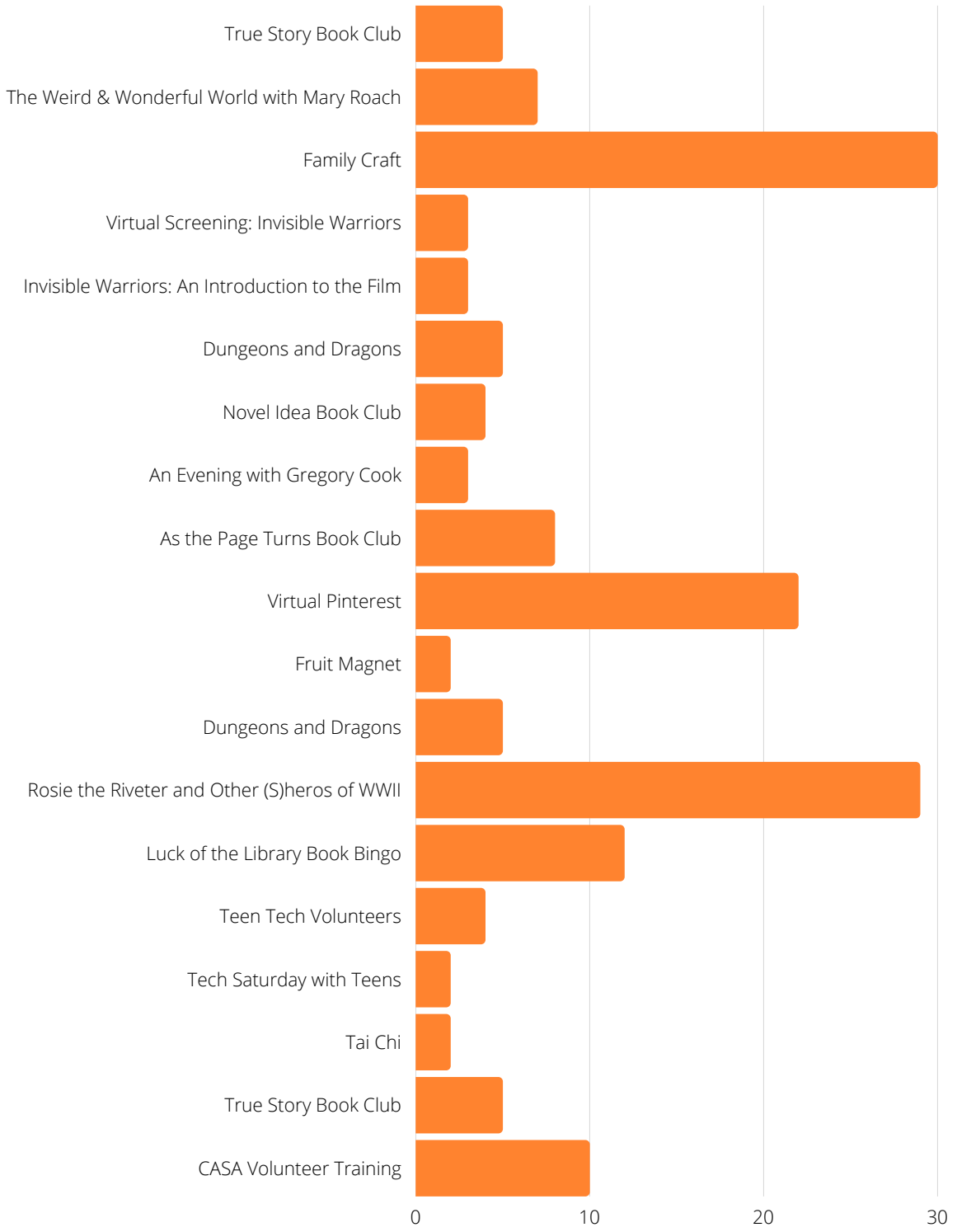
However, outreach had slightly better attendance this month, and our electronic usage is way up, with over 3,500 checkouts across all platforms!

Technology updates are in the works again as well. We will soon be getting a second Scan Solution machine from TBS, and updating some of the coin towers. Delivery date is still to be determined.

Overall, things are running smoothly, and we're looking forward to providing services to our patrons in person again!



# PROGRAMS



Total Active In-House Programs:  
**28**

Book-A-Librarian Programs:  
**9**

Total Adult/Teen Participants:  
**170**

Total Passive Programs:  
**6**

Total Passive Participants:  
**117**



# OUTREACH PROGRAMS & EVENTS

Total Outreach  
Programs/Events:

8

Reoccurring  
Programs/Events:

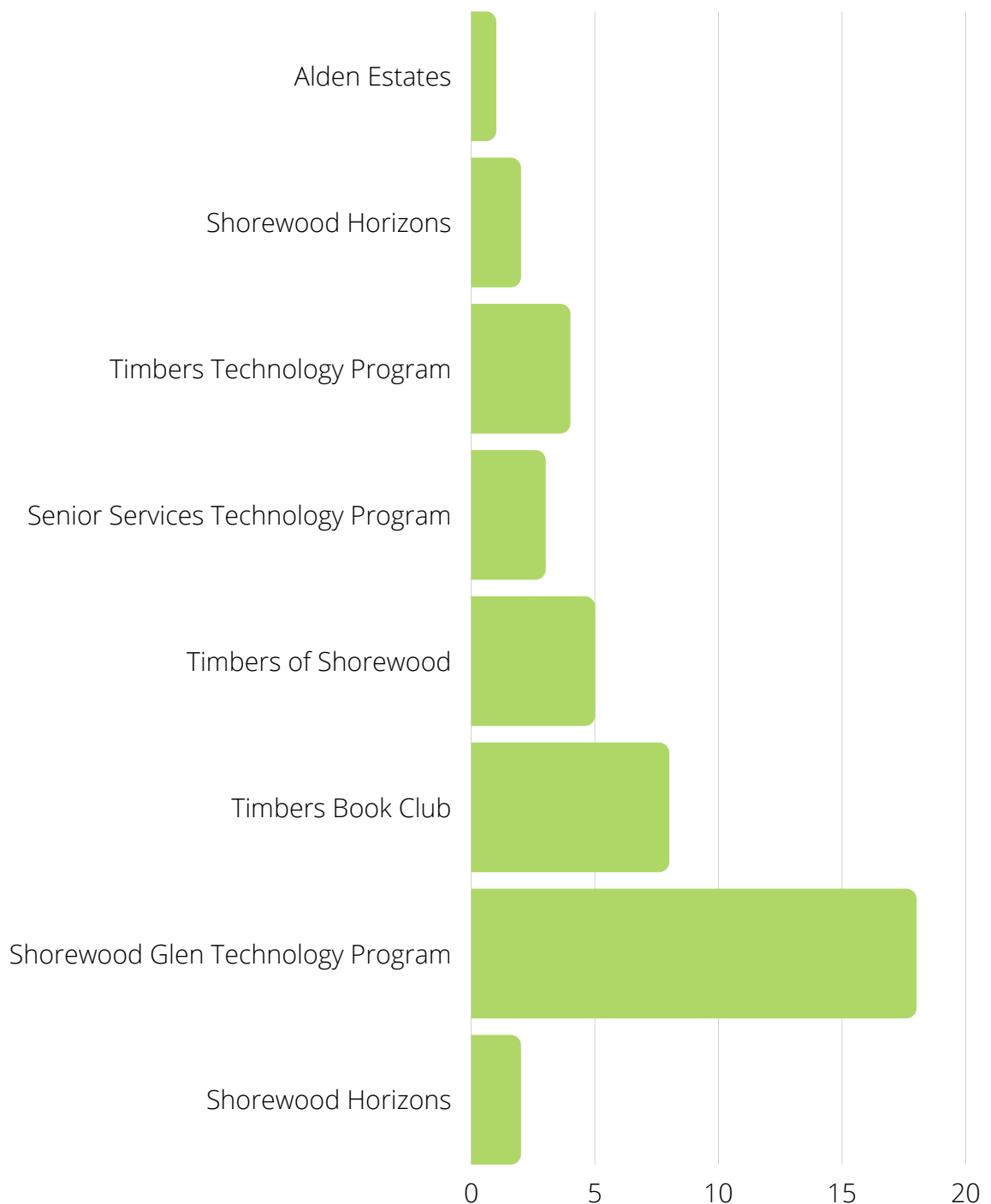
8

Total  
Participants:

43

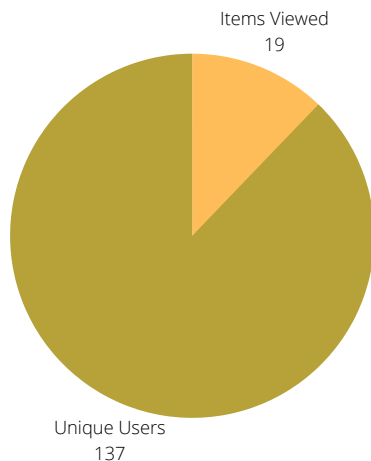
Total Home  
Deliveries:

0



# ELECTRONIC CONTENT USAGE

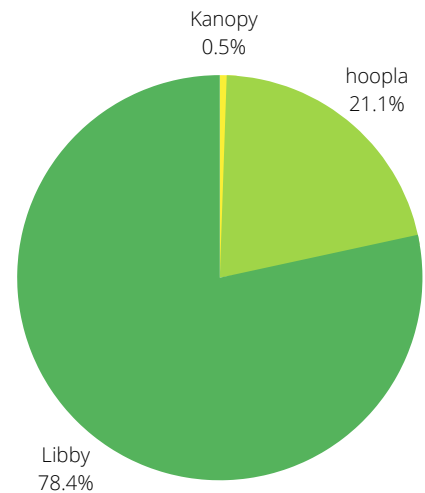
## KANOPY STATS



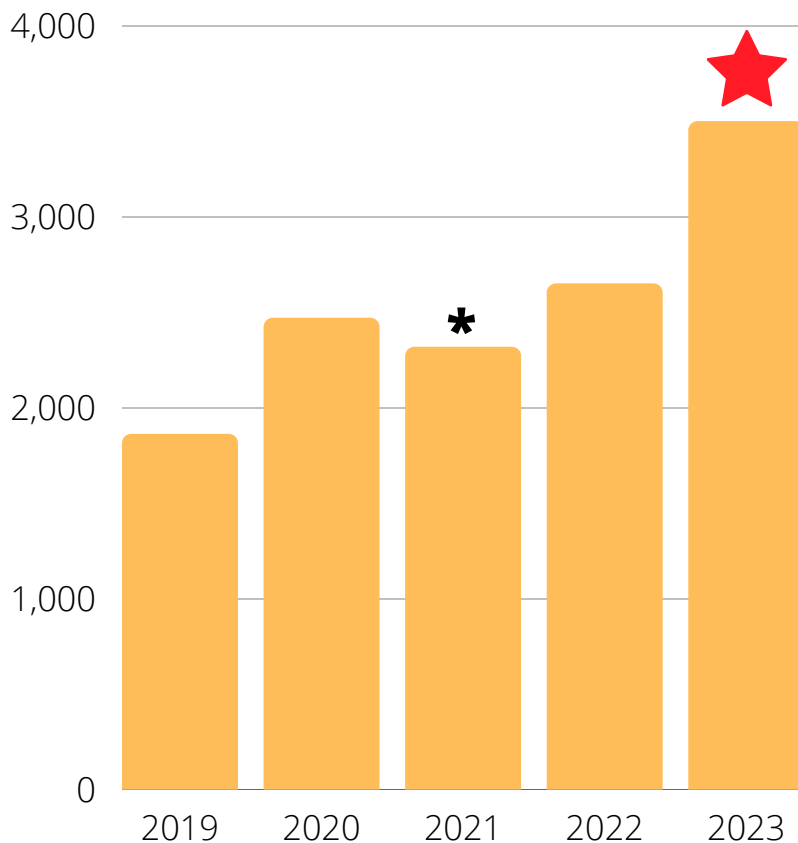
Kanopy is a streaming platform (app and website) that patrons can watch movies and television shows with. There are no commercials on this platform.

## E-CONTENT BREAKDOWN

E-content is available to library patrons via apps or websites, and includes Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).



## E-CONTENT TOTALS



This is the total number of items circulated from all three e-content platforms, Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).

\*First March after re-opening from COVID-19

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

# REFERENCE QUESTION STATISTICS

## TYPES OF REFERENCE QUESTIONS

**Holds** - when patrons ask for items to be placed on hold for them.

**Item Availability** - when we search our catalog and/or shelves to see if an item is available for checkout.

**Programs** - questions related to library programs for all ages. For example, "What do I need to bring with me to the Tai Chi program?"

**Quick Answer** - easy to answer questions with quick answers, such as "What time do you open tomorrow?"

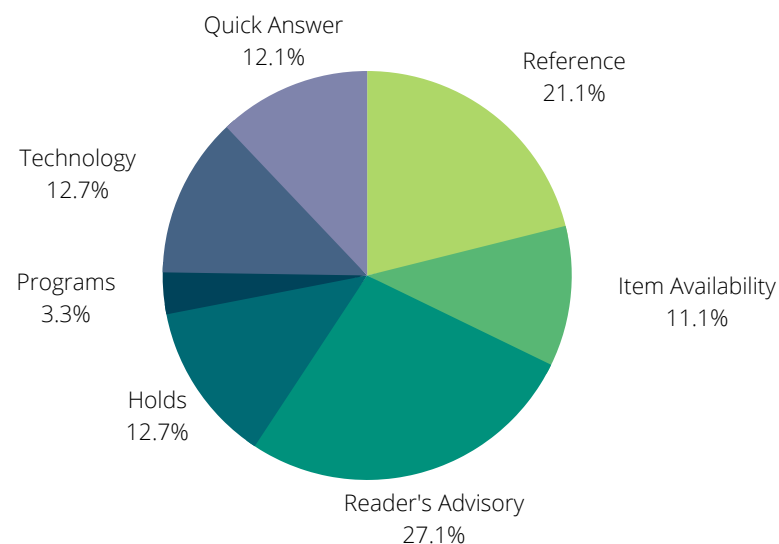
**Reader's Advisory** - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

**Reference** - questions involving research, dealing with passports, license plate renewals, or any other in depth topic. For example, "Where is the closest post office, and how do I get there?"

**Technology** - questions on computer programs, smart phones, e-readers, or other technology related programs and devices.

## MARCH REFERENCE STATS

This pie chart breaks down reference questions by frequency asked at the reference/"Ask Here" desk.

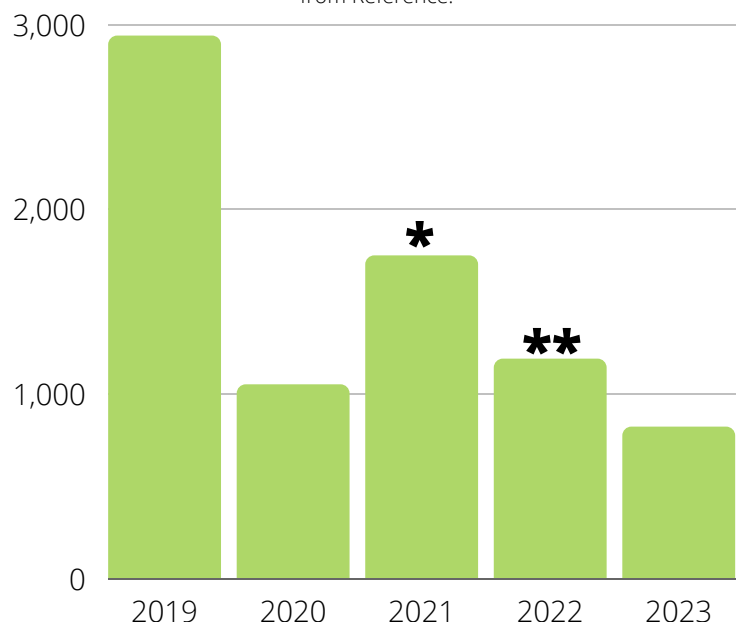


## REFERENCE TOTALS

Total number of questions asked at the reference/"Ask Here" desk.

\*First March after re-opening from COVID-19

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





KEY

BECKY VIOLET  
KIMBERLEE MARY

# MARCH

PROGRAMS | MEETINGS | OUTREACH

SUN

MON

TUE

WED

THU

FRI

SAT

01

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

02

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

03

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

04

MOBILE PICK-UP ONLY  
FOR RENOVATIONS



TRUE STORY  
BOOK CLUB

05

06  
MOBILE PICK-UP ONLY  
FOR RENOVATIONS  
MEETING WITH  
JOLIET  
OUTREACH  
DUNGEONS &  
DRAGONS

07

MOBILE PICK-UP ONLY  
FOR RENOVATIONS  
ALDEN  
OUTREACH

08

MOBILE PICK-UP ONLY  
FOR RENOVATIONS  
NOVEL IDEA  
BOOK CLUB

09

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

10

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

11

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

12

13  
MOBILE PICK-UP ONLY  
FOR RENOVATIONS

14

MOBILE PICK-UP ONLY  
FOR RENOVATIONS  
HORIZONS  
OUTREACH

15

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

16

MOBILE PICK-UP ONLY  
FOR RENOVATIONS  
VIRTUAL  
PINTEREST  
PINOPAC AT  
JOLIET

17

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

18

MOBILE PICK-UP ONLY  
FOR RENOVATIONS

19

20  
TIMBERS  
TECHNOLOGY  
PROGRAM  
DUNGEONS &  
DRAGONS  
FRUIT MAGNET

21

LIBRARY  
ROAD TRIP  
MEETING  
ROSIE THE  
RIVETER  
(S)HERO  
PROGRAM

22

SENIOR  
SERVICES  
MEETING  
WITH JENNIE

23

TIMBERS  
OUTREACH  
TIMBERS  
BOOK CLUB  
LIBRARY  
BINGO

24

25  
TEEN TECH  
VOLUNTEERS  
SATURDAY  
TECH WITH  
TEENS  
PROGRAM



26

27  
SHOREWOOD  
GLEN  
TECHNOLOGY  
PROGRAM  
TAI CHI

28

HORIZONS  
OUTREACH  
DEPT HEAD  
MEETING

29

PINDATA  
MEETING WITH  
PROGRAMMERS  
TRUE STORY  
BOOK CLUB

30

CASA  
VOLUNTEER  
TRAINING

31



# Technical Services Department Head Report

## March 2023

### March meetings and events:

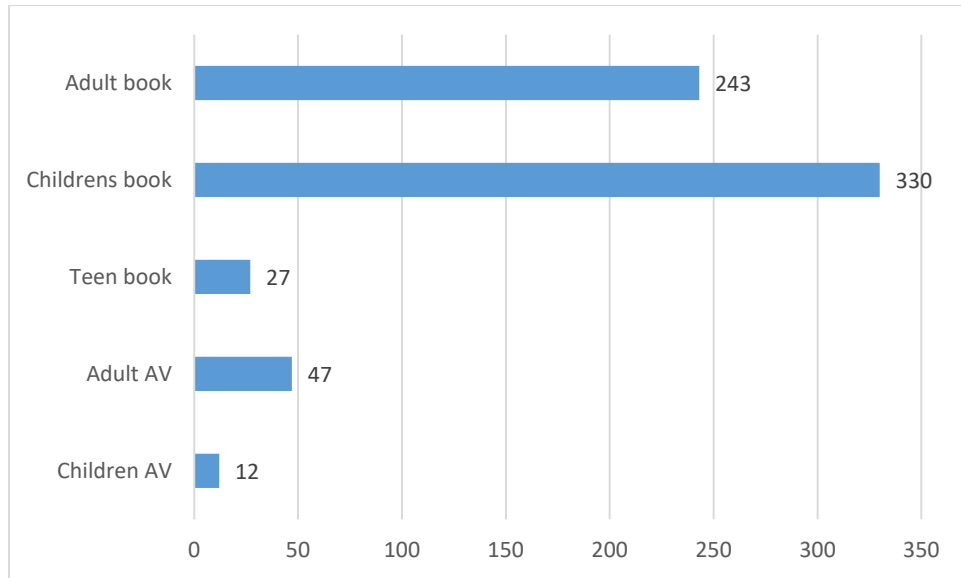
- 3/4 – LACONI workshop: Cataloging AV Materials. We went over core elements needed for the descriptive cataloging of audiovisual materials (other than videorecordings and audio books) and their encoding with the MARC 21 format for Bibliographic Data. The presenter then demonstrated the application of descriptive cataloging core elements with examples including video and board games, kits such as STEM/STEAM kits, virtual reality kits, and media such as Playaway's Wonderbook and Launchpad products, which we do have.
- 3/8 – PinTech meeting at Joliet Public Library-Ottawa Branch. We took a tour of their recently renovated space. Meeting topics included election of officers for the next fiscal year, discussing our continuing education budget, and DEI subject headings.
- 3/28 – Managers Meeting

### Current projects:

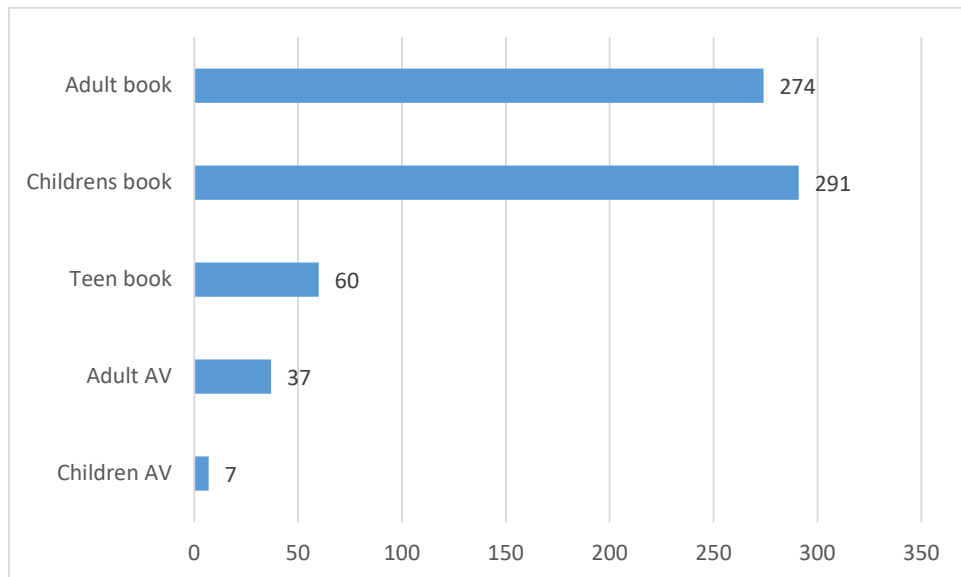
- Switching over books to the new Adult Manga collection.
- Changing out new award books for the 2024 year.

# Tech Service Statistics

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



Items ordered in March:

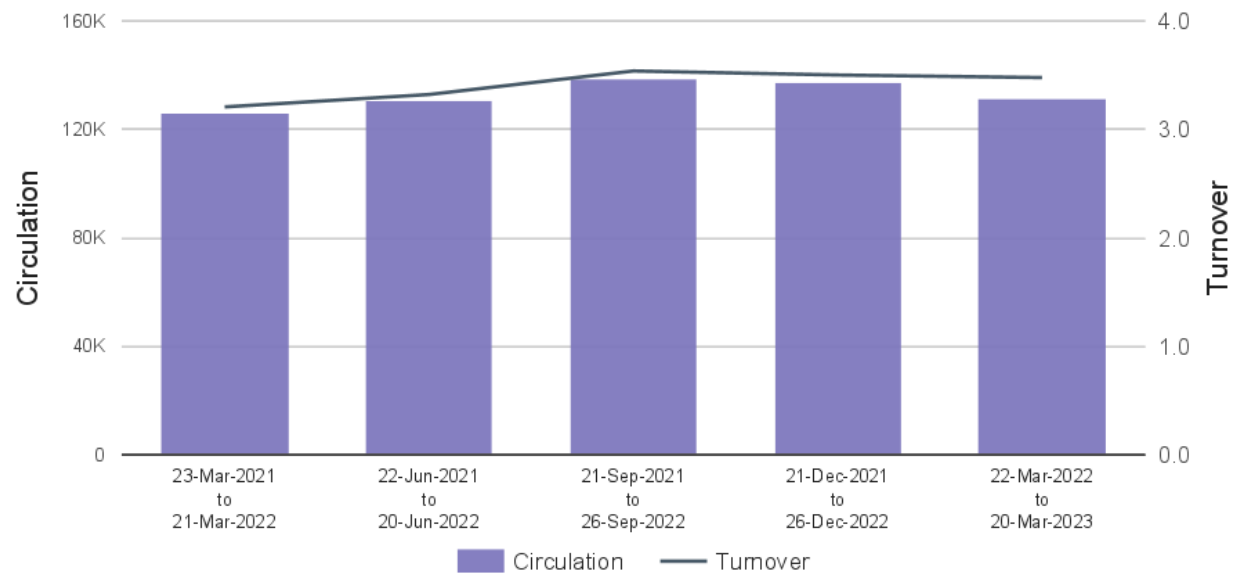


# CollectionHQ

## Circulation and Turnover

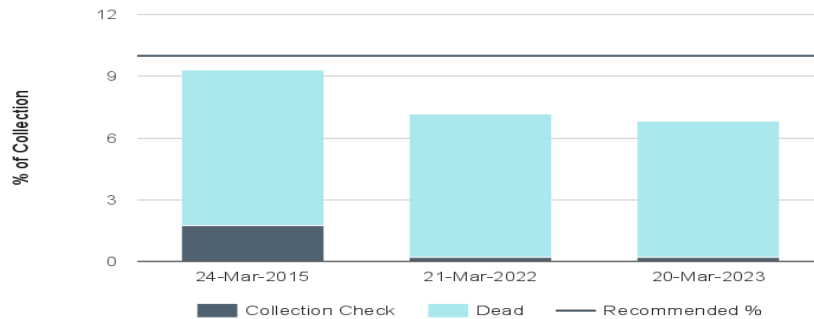
\*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



## Dead Items – All Audiences

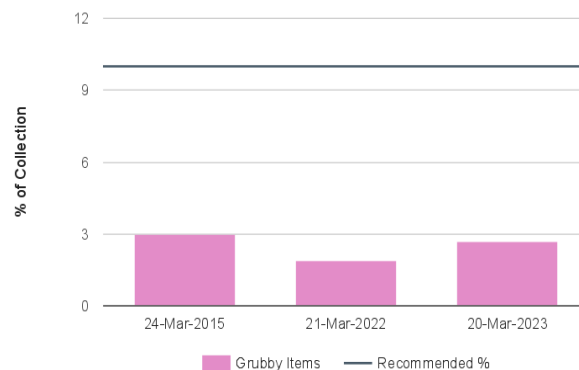
\*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.82%. Anything under 10% is considered good.



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## Grubby Items – All Audiences

\*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 2.7%. As with the dead percentage, the goal is to be under 10%.

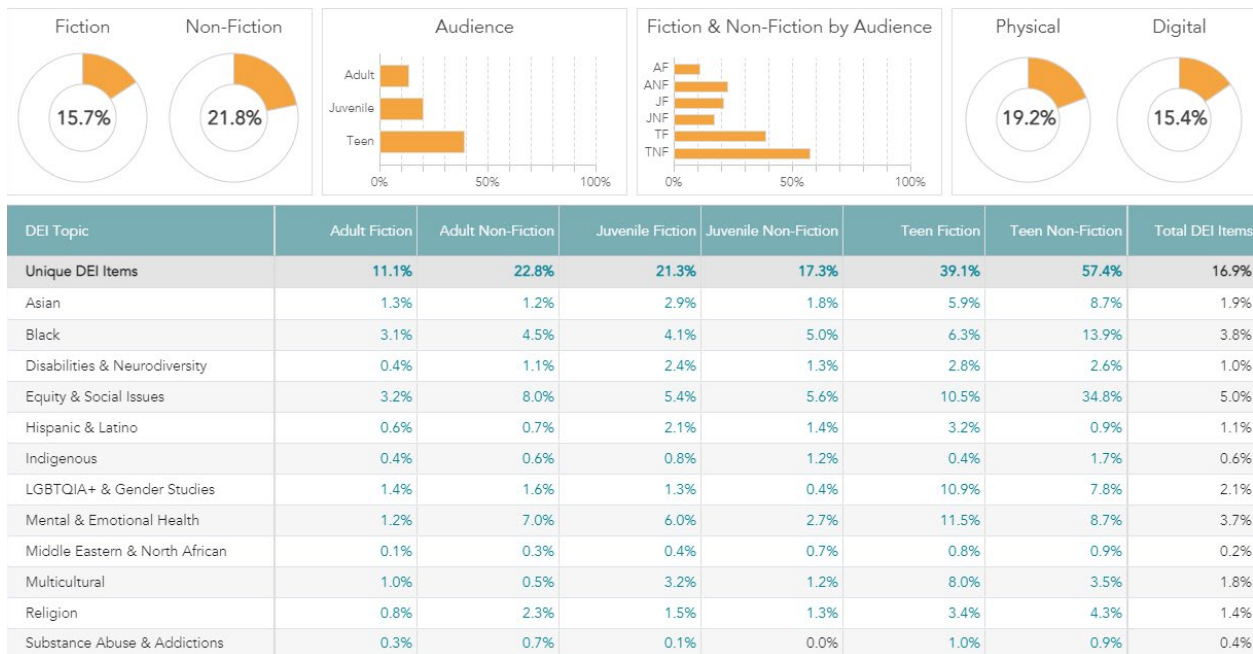


## Diversity, Equity, and Inclusion (DEI)

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: 85,690**

**DEI Items: 14,489 (16.9% of our collection ; .2% increase from last month)**



Respectfully submitted,

Leslie Lovato

Technical Services Manager

April 13, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Transfer from Reserves

I recommend that the Board approve a transfer of \$150,000 from reserves to cover expenses for April and May. Our tax deposits come at two different times – we get half of our tax receipts in July through September and half of our tax receipts in May-June. This creates a cash-lean time in the Spring.

As for the February 2023 financial report (the report I have access to as I am writing this memo), the Library is 67% through the fiscal year. The Library has received 44% of tax monies, with the rest arriving in May & June, with expenses sitting at 61% anticipated. The Library is operating within budgeted parameters.

In Reserves, the Library has a little over \$484,000, with another \$100,000 invested in a CD set to mature in August of 2023. The proposed transfer will be repaid when tax money typically begins arriving in May of 2022, so the \$150,000 transfer is essentially an interest-free loan between Library accounts.

I recommend that the board approve the transfer of \$150,000 from Reserves, with repayment to the Reserves account completed no later than June 30, 2023.

April 13, 2023

TO: Trustees of the Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Decennial Committee Appointments

I will attend the webinar tomorrow (the 14<sup>th</sup>) hosted by RAILS, given by Ancel Glink, regarding the Decennial Committee requirements. So I may have more answers after tomorrow.

However, at this point, I do know:

- Two community members also have to be appointed to the Committee.
- The first meeting has to be held in June (likely at the June Board meeting).
- The Committee has to meet three times in 18 months.
- The Committee's meetings have to have separate agendas and minutes.
- The Committee members have to reside within the Library's boundaries.
- It is likely helpful if they have some understanding of the workings of the Library already and local government.

The Committee appointments would have to be in May of 2023.

Options that I've thought of:

1. Including past board members, such as Amy Chellino or Helen Valantinas
2. Friends members
3. Potentially spouses of trustees or staff members

Of course, the Board may have considered options too. This is the forum to discuss those ideas, with the understanding that the timeline is growing shorter.