

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

June 8, 2023
General Meeting
7:00 pm

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular Meeting, May 11, 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 – May 2023
7. Approval and Payment of Bills
8. Correspondence
9. Librarian's Report
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Parking lot/Land Donation (**Discussion**)
11. New Business –
 - a. Approve Operating Budget for FY24 (**Action**)
 - b. Release of Executive Meeting minutes from January 2023-May of 2023 (**Action**)
 - c. Approve Resolution 2023-2 Resolution Designating Open Meetings Act Officers (**Action**)
 - d. Approve Resolution 2023-3 Resolution Designating Freedom of Information Act Officers (**Action**)
 - e. Approve FY24 Freedom of Information Act Policy (**Action**)
 - f. Approve Required Disclosure of Salary for FY24 for employees earning over \$75,000 in compensation and benefits (**Action**)
 - g. Transferring over interest earned into General Fund (**Action**)
 - h. Approving repayment of \$150,000 to reserves from the General Fund after the levy tax distribution (**Action**)
 - i. Approve Ordinance 23-1, Building & Maintenance Ordinance, to levy a .02 tax for maintenance of the facility (**Action**)
 - j. Board President appoints two board members to Building Committee (**Appointment**)
 - k. Board President appoints two board members to Secretary's Audit Committee (**Appointment**)
 - l. Update Library's Nonresident Fee for FY24 – for non-residents who do not pay library taxes to ANY Library – Excludes children served by the Cards for Kids Act (**Action**)

12. Other Business

- a. Announcements
- b. Agenda-setting for July Meeting
- c. Jennie is on Vacation, June 26th-June 30th

13. Adjournment

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.

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
May 11, 2023**

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on May 11, 2023. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

The Oath of Office was administered to Krysten McGee, Thomas Novinski, Arthetta Reeder, and Karen Voitik by Notary Cindy Norman.

ROLL CALL:

TRUSTEES PRESENT:

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

STAFF PRESENT:

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

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES:

Trustee Vito Schultz moved that the minutes of the regular meeting on April 13, 2023, be approved. Secretary Karen Voitik seconded the motion. All members voted 'yes' to approve. Trustee Krysten McGee abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of April 2023	\$ 710,291.96
Cash received during April 2023	29,164.87
Disbursements April 2023	<u>(132,084.64)</u>
Cash on Hand End of April 2023	\$ 607,372.19

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	(10,082.27)
Money Market Fund – Chase	144,646.07
Money Market Fund – Old Plank Trail	338,765.39
Payroll Account – Chase	9,014.89
License Plates – Chase	932.79

Money Market – Old Plank Trail	22,375.98
PMA Financial CD80197	<u>101,419.34</u>
TOTAL	\$607,372.19

APPROVAL AND PAYMENT OF BILLS:

Treasurer Bob Stahl moved that the bills presented for payment be approved. Trustee Vito Schultz 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
- b. Department Heads

OLD BUSINESS:

- a. The parking lot project will hopefully be on the Village of Shorewood June Planning and Zoning committee meeting agenda.
- b. Brett from Ethos Workshop is still waiting on initial quotes to come in for the Building Projects for the upcoming year. These quotes will be used to finalize the budget. Additional quotes will be sought when the work is actually ready to start on the project..

NEW BUSINESS:

- a. Trustee Reeder moved/Secretary Voitik seconded the approval of Resolution 23-1 "Honoring Philip Besler for Twelve Years of Service to the Library Board". The motion passed with all Trustees present voting 'yes'.
- b. Trustees elected Officers of the Board. Caswell nominated/Reeder seconded to elect Voitik Board President. A roll call was taken and the vote did not pass via majority vote. Caswell voted 'yes', Reeder abstained, and all other members voted 'no'. Voitik nominated/Stahl seconded to elect Novinski as Board President. A roll call was taken and this motion passed via majority vote. Caswell voted 'no', Reeder and McGee abstained, and all other members voted 'yes'. Voitik nominated/Reeder seconded to elect Schultz Vice-President; all members voted 'yes' via voice vote; Stahl nominated/Reeder seconded to elect Voitik Secretary, all members voted 'yes' via voice vote; Reeder nominated/Voitik seconded to elect Stahl Treasurer, all members voted 'yes' via voice vote.
- c. Treasurer Stahl moved/Vice-President Schulz seconded to ratify the signers for all banking accounts (money market, checking, CDs) to be the President of the Board, the Treasurer of the Board, and the Library Director, as specified in the Board By-laws. Two signers are to be required on all checks and withdrawals. The motion passed with all Trustees voting 'yes'.
- d. Vice-President Schultz moved/Secretary Voitik seconded to authorize signing Audit Engagement Letter for FY23 Audit with Mack & Associates. The motion passed with all Trustees voting 'yes'.
- e. President Novinski appointed Helen Valantinas and Erin Gilmartin to the Decennial Committee as the two community members required to be appointed to the committee.
- f. Secretary Voitik moved/Vice-President Schultz seconded for the Inaugural Decennial Committee meeting to be June 8, 2023 at 6:30 p.m. Six of the committee members need to be in attendance for it to constitute a meeting. Director Mills is also considered to be a member of the Committee.

- g. There was a discussion of the Operating Budget for FY24 and some line items that were impacted.
- Treasurer Stahl commented on the increase of passport revenue and Director Mills discussed how the trend has definitely gone up the past year.
 - Director Mills explained in a little more depth a couple of the line items to new Board Trustee McGee (personal property replacement tax, impact fees, Pinnacle Reimbursement)
 - Director Mills explained there was a budget increase for the Audit line due to the new company charging more money.
 - Website Maintenance budget increased due to a necessary site rebuild to adhere with the Americans with Disability Act.
 - Management Services budget increased due to money needed for Strategic Planning for the Library.
 - Legal Services budget increased due to the Parking Lot Project bid requirements and the land donation.

OTHER BUSINESS: Summer Reading Kickoff is June 1st from 5:00 – 7:00 p.m. The Board will have their own table at the event. Trustee Caswell asked if the Board members could get name tags. Director Mills will make sure those are ordered.

Vice-President Schultz motioned/Treasurer Stahl seconded for the meeting to adjourn at 7:38 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

June 8, 2023

Administrative Duties:

- Resolutions designating the Freedom of Information Act Officers and the Open Meeting Act Officers are on tonight's agenda.
- The FY24 Freedom of Information Act Policy is on tonight's agenda.
- The Operating Budget for FY24 is on the agenda for final approval by the Board.
- Mack & Associates (the Library's new auditor) has set July 27th as the date for the fieldwork for the FY23 audit.
- The Building and Maintenance Ordinance has been prepared for approval.

Grants:

- The Library did receive the initial \$5,000 reimbursement for ARPA expenditures for an expense report filed in February of 2023.
- The Library did receive notification that the Per Capita Grant was awarded in the amount of \$32,125.50. Funds should be received in FY24.

Staffing:

- Lori Freeman, the Library's former Children's Programming Coordinator, has been promoted to Children's manager after a search process was conducted. The Children's Programming Coordinator position has been posted.
- The interview process for the Marketing Specialist position is in second-round interviews, but I expect that the position will be filled shortly.
- Jessica Roper is the new Adult & Teen Services Coordinator, replacing Mary Hurtado. She begins her position June 19th.

Meetings:

- Meeting with Bret & DCEO Grant Coordinator regarding bidding requirements, External (5/15/23)
- Marketing Specialist Interviews: 5/15, 5/17, 5/18, 5/23, 5/25, 6/7
- Children's Manager Interviews: 5/17, 5/25
- LIMRiCC Board meeting & LIMRiCC Full Membership Meeting, External (5/23)
- Training workshop: Using Excel in Data Analysis, Northbrook Library, External (5/31)
- Shorewood Area Library Director Networking meeting, External (6/1)
- HR Source webinar on Paid Leave Act, External (6/6)

Technical Services Department Head Report

May 2023

May meetings and events:

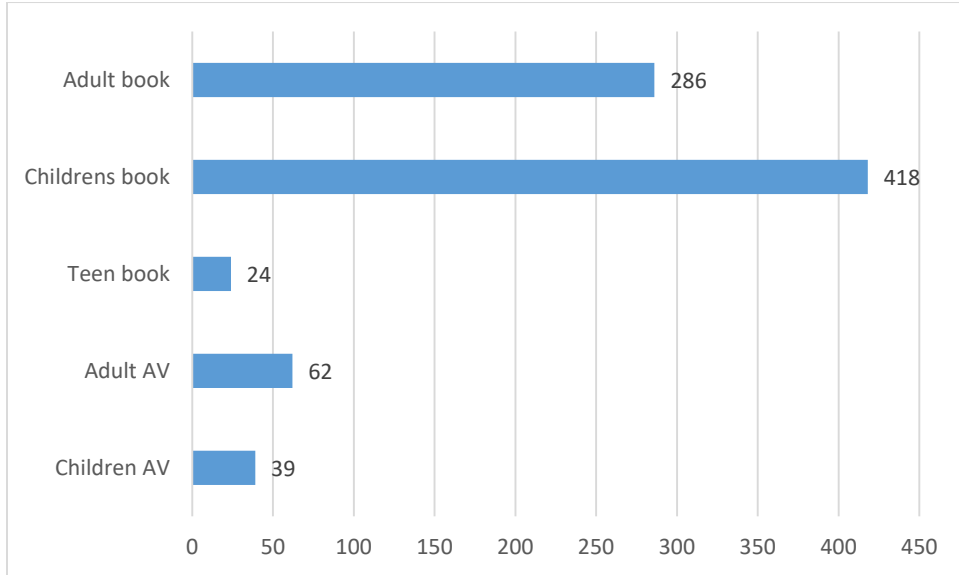
- 5/9 – Department head meeting. No new updates from T.S.
- 5/17 – PinTech meeting. Topics discussed were
 - Scheduling fiscal year rollovers
 - Discussing DEI subject headings and drafting general guidelines for catalogers,
 - Approving new LCGFT terms.
- 5/23 – Trained Kim K. on CollectionHQ
- 5/26 – T.S. Networking group meeting. Topics discussed were:
 - Onboarding training guides for ILS systems
 - Ideas for goals for annual reviews for assistants
 - Library updates

Current projects:

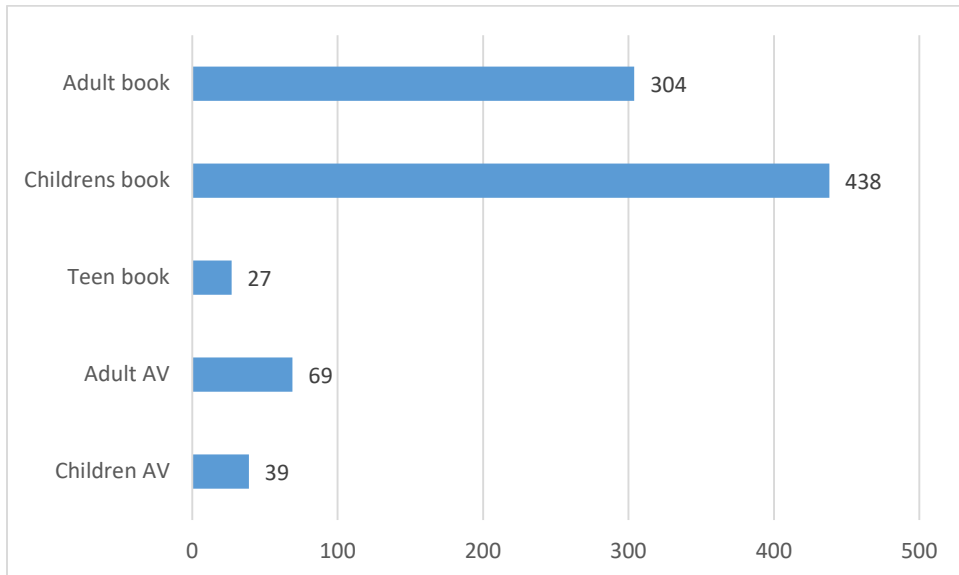
- None.

Tech Service Statistics

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



Items ordered in May:



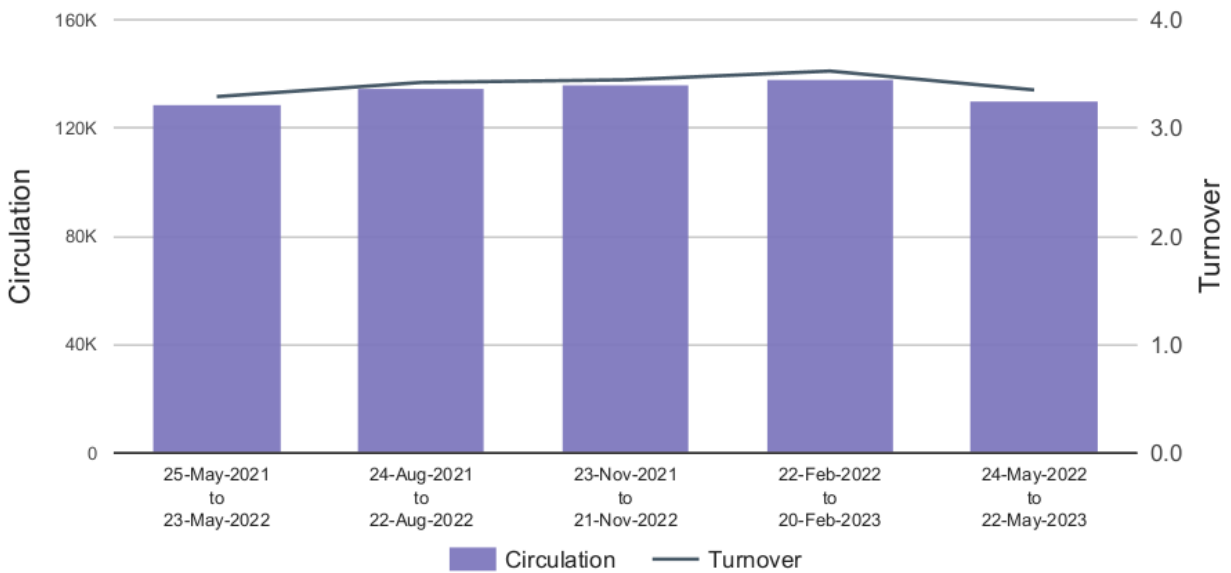
CollectionHQ

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.

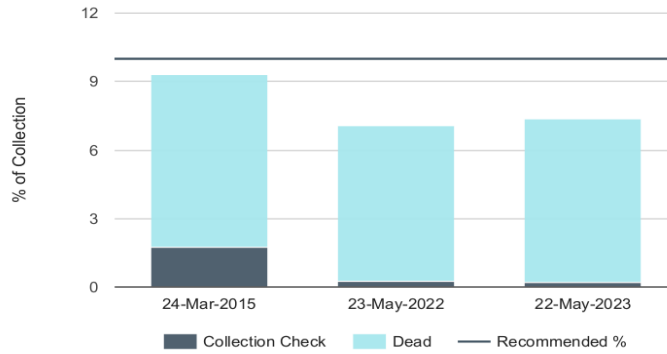
Turnover is the circulation during the date range divided by the number of our items.

The most recent dip is due to our closure in March.



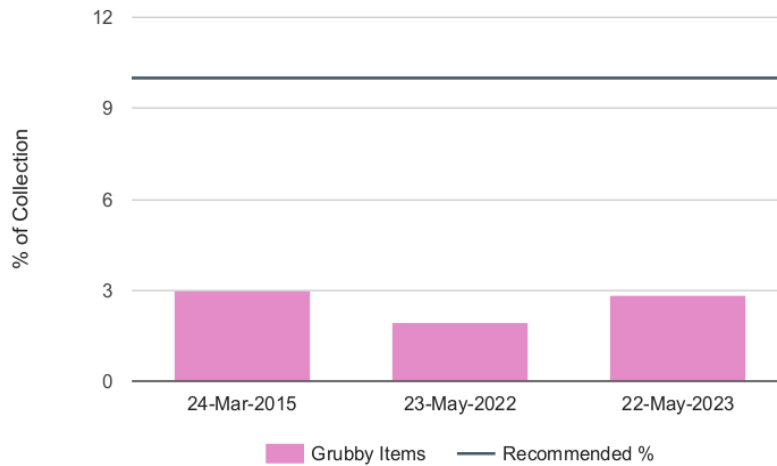
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.38%. Anything under 10% is considered good.



Grubby Items – All Audiences

*This graph shows the percentage of items currently circulating that have had 40+ checkouts. Our grubby percentage is at 2.86%. As with the dead percentage, the goal is to be under 10%.

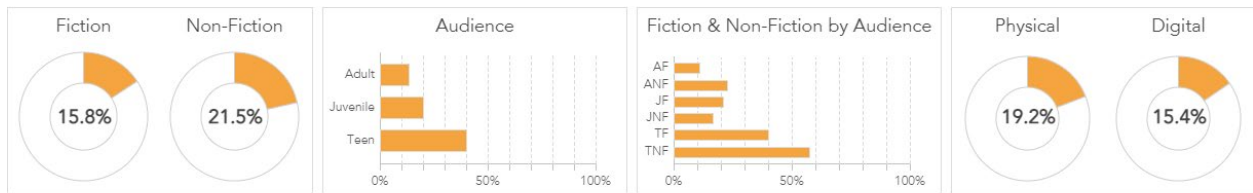


Diversity, Equity, and Inclusion (DEI)

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: 87,025

DEI Items: 14,733 (16.9% of our collection ; .1% decrease from last month)



DEI Topic	Adult Fiction	Adult Non-Fiction	Juvenile Fiction	Juvenile Non-Fiction	Teen Fiction	Teen Non-Fiction	Total DEI Items
Unique DEI Items	11.1%	22.7%	21.3%	16.6%	40.0%	57.8%	16.9%
Asian	1.2%	1.1%	3.1%	1.8%	5.9%	8.6%	1.9%
Black	3.1%	4.5%	4.0%	4.8%	6.7%	13.8%	3.8%
Disabilities & Neurodiversity	0.4%	1.1%	2.2%	1.2%	3.0%	2.6%	1.0%
Equity & Social Issues	3.2%	7.9%	5.4%	5.3%	10.8%	34.5%	4.9%
Hispanic & Latino	0.6%	0.7%	2.1%	1.4%	3.3%	0.9%	1.1%
Indigenous	0.5%	0.6%	0.7%	1.2%	0.5%	1.7%	0.6%
LGBTQIA+ & Gender Studies	1.4%	1.6%	1.4%	0.4%	11.5%	8.6%	2.1%
Mental & Emotional Health	1.3%	7.0%	6.0%	2.6%	11.6%	9.5%	3.7%
Middle Eastern & North African	0.1%	0.4%	0.3%	0.6%	0.8%	0.9%	0.2%
Multicultural	1.0%	0.6%	3.3%	1.2%	8.2%	3.4%	1.8%
Religion	0.8%	2.3%	1.5%	1.2%	3.5%	4.3%	1.4%
Substance Abuse & Addictions	0.3%	0.7%	0.1%	0.0%	1.1%	0.9%	0.4%

Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

MAY
2023

BECKY GOODE
ADULT, TEEN & TECHNOLOGY SERVICES
MANAGER

ADMINISTRATIVE SUMMARY

May was a month of preparation for Summer Read! Staff spent time decorating the main floor, as well as getting prizes and reading logs assembled. Are you ready to Level Up Your Reading?

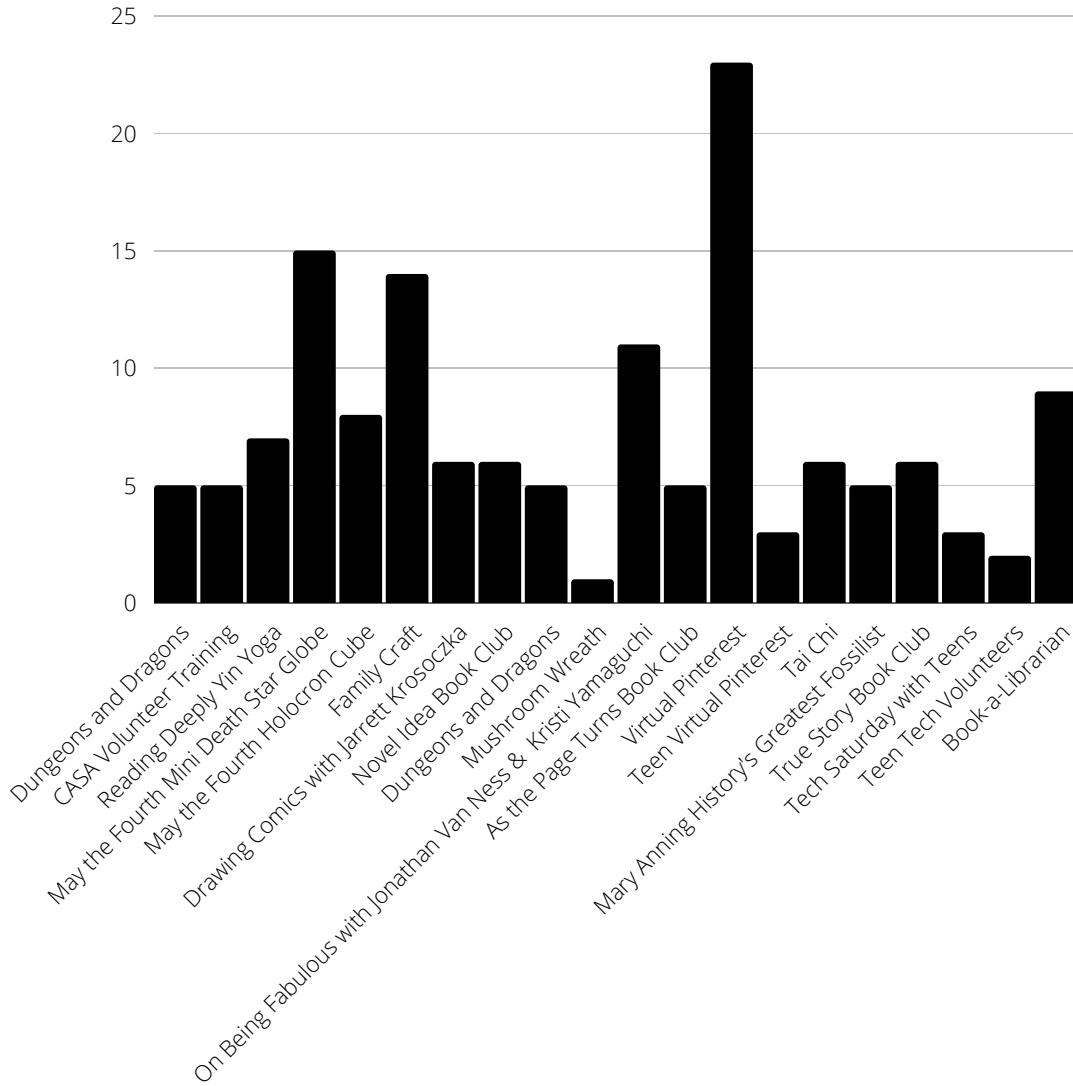
Both our programming and outreach numbers have stayed steady for May. The most exciting news was that we had the 501st Legion come out for a photo opportunity with staff and patrons! The 501st Legion is an international volunteer fan-based organization dedicated to celebrating STAR WARS™ through the creation and use of quality costumes that portray the villainous characters from the STAR WARS™ universe. The Legion uses these costumes for STAR WARS-related events and contributes to the local community through costumed charity and volunteer work. We were honored to be on their visit list on May 4th, also known as STAR WARS DAY™.

Joliet Transition Center students had their last visit for the school year this month. They learned library related skills ranging from shelving and checkouts, to program preparations and creating displays. We look forward to resuming our work with them again in the fall.

Lastly, we did have one major technology update this month, a new fax machine and coin towers! After the coin tower is finished being installed, both the printer and fax machine will be able to accept credit cards for payment. The fax machine also has a larger screen and new scanner, both making the process quicker and easier to use.

PROGRAMS

ACTIVE PROGRAMS



Total Active In-House Programs:

28

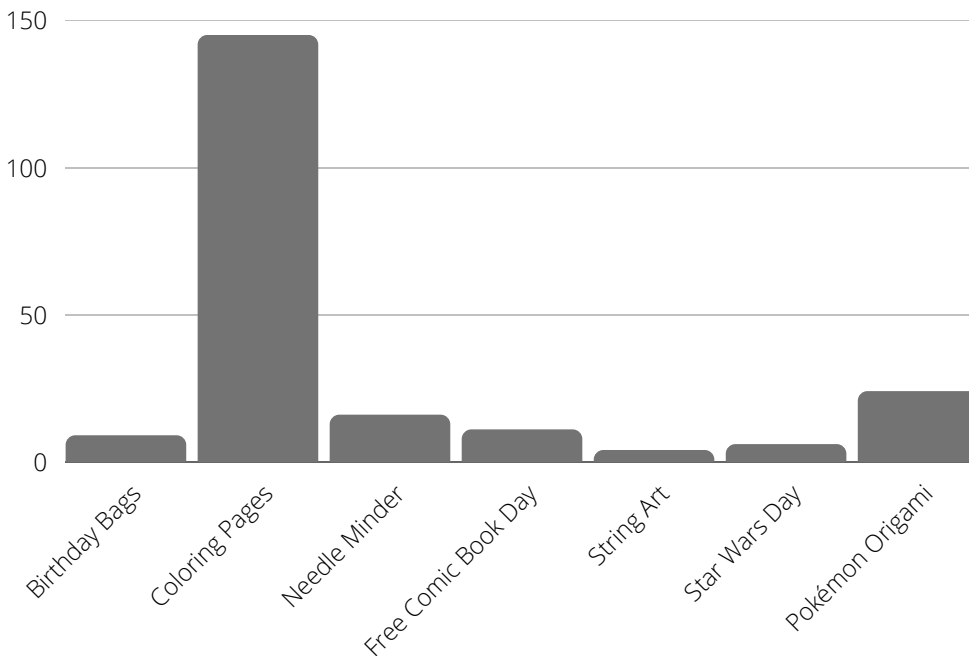
Book-A-Librarian Programs:

9

Total Adult/Teen Participants:

145

PASSIVE PROGRAMS



Total Passive Programs:

7

Total Passive Participants:

215

OUTREACH PROGRAMS & EVENTS

Total Outreach Programs/Events:

5

Reoccurring Programs/Events:

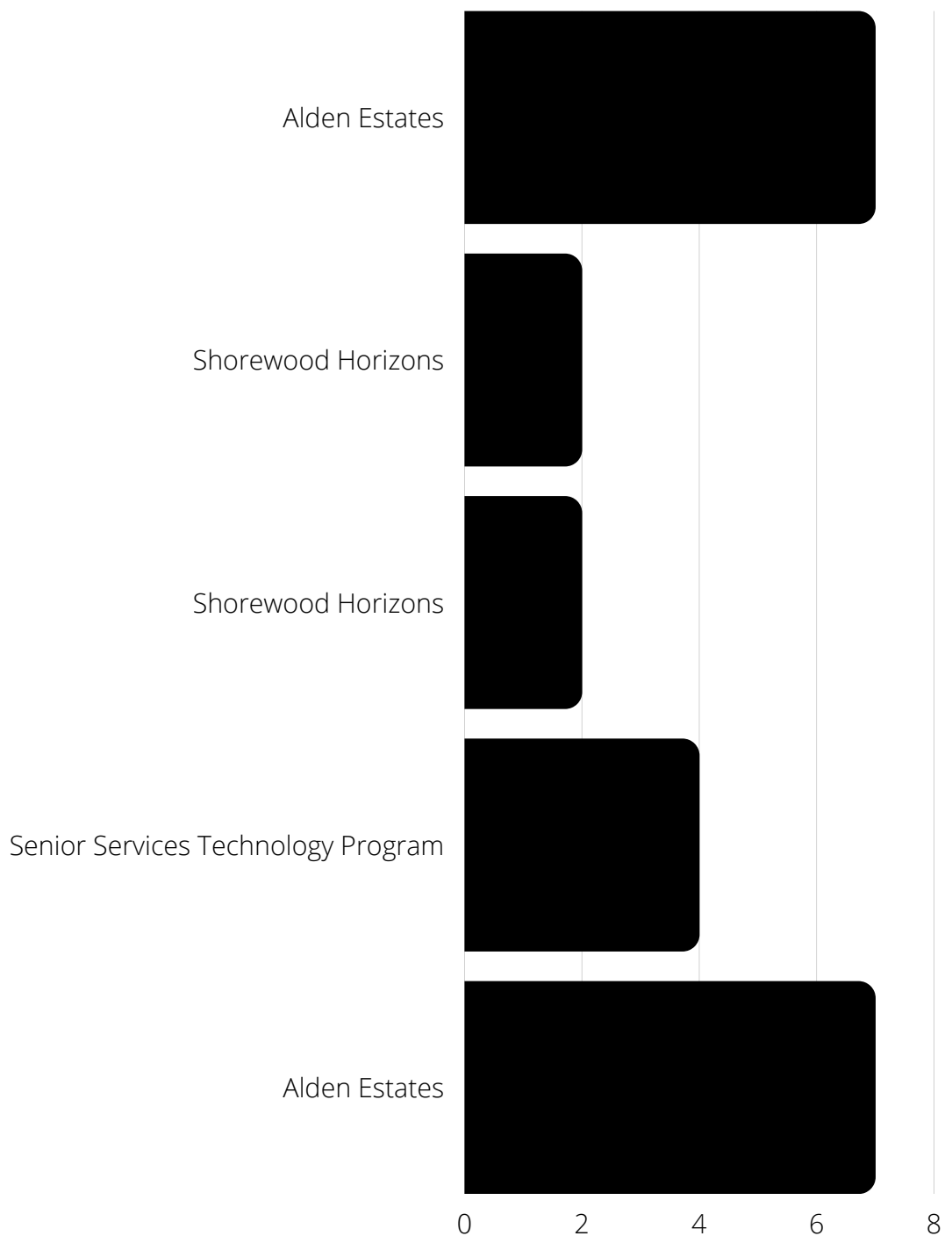
5

Total Participants:

22

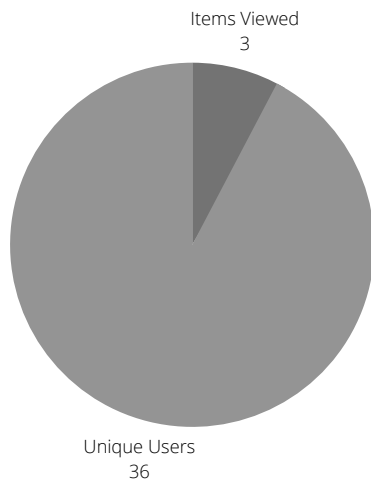
Total Home Deliveries:

2



ELECTRONIC CONTENT USAGE

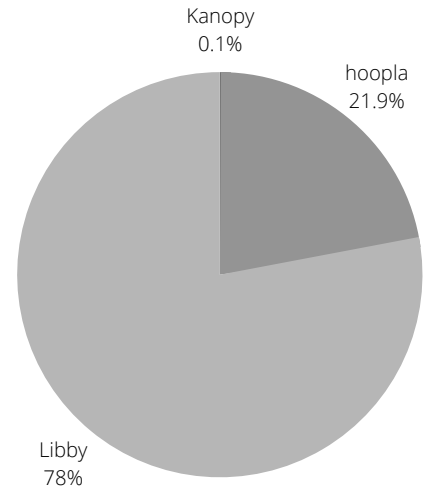
KANOPLY STATS



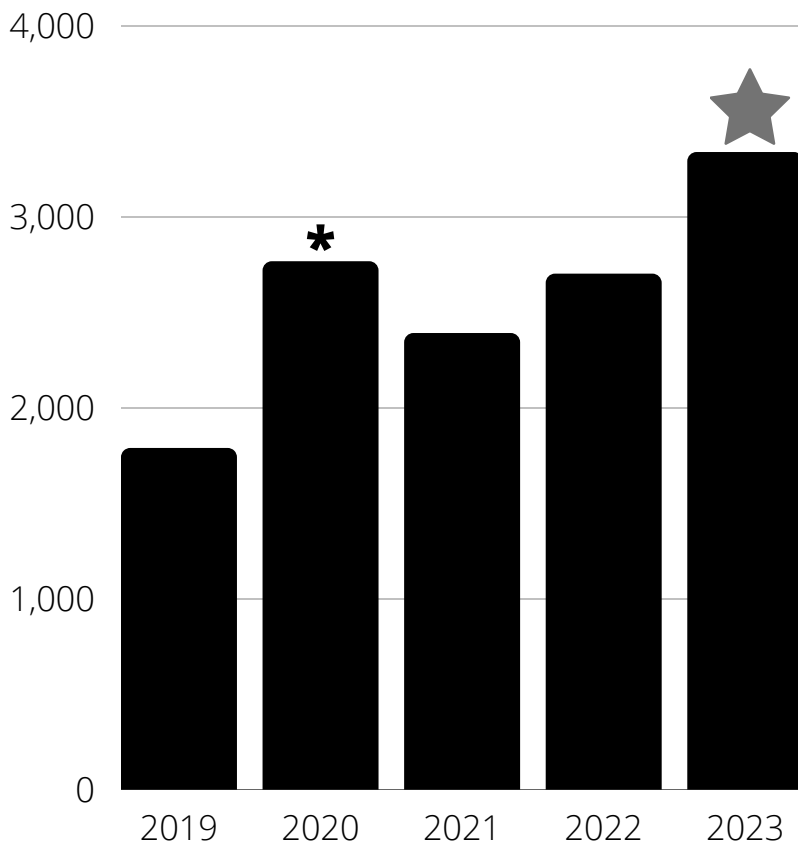
Kanopy is a streaming platform (app and website) that patrons can watch movies and television shows with. There are no commercials on this platform.

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).

*Stats from May of 2020 at the height of COVID-19.

★ We hit the highest e-content stats for May 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?"

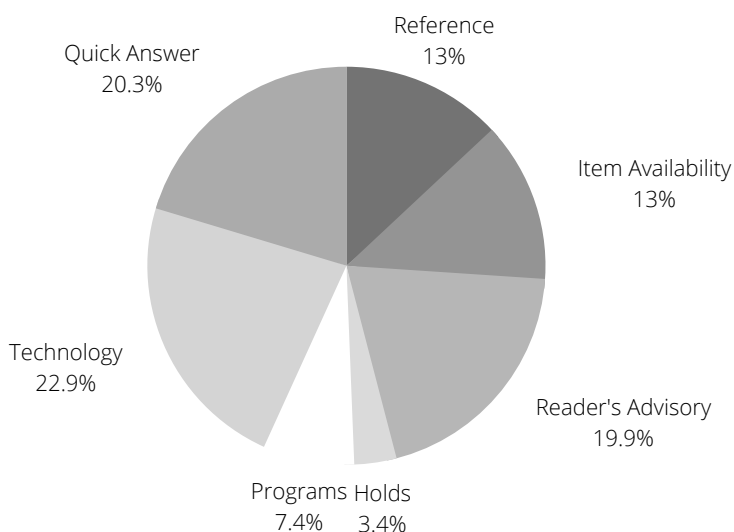
Reader's Advisory - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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.

MAY REFERENCE STATS

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

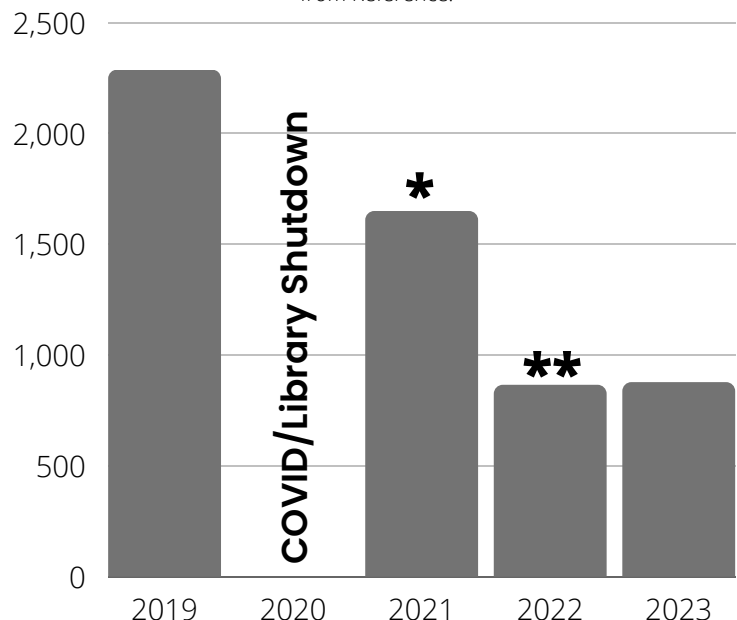


REFERENCE TOTALS

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

*First May after re-opening from COVID-19

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



KEY

BECKY VIOLET
KIMBERLEE REBEKAH

MAY

PROGRAMS | MEETINGS | OUTREACH

SUN

MON

TUE

WED

THU

FRI

SAT

01

DUNGEONS &
DRAGONS

02

ALDEN
OUTREACH

03

VEGA
MEETING
KONICA
MINOLTA
MEETING

04

501ST LEGION
PHOTO OP
HOLOCRON CUBE
DEATH STAR
GLOBE
TEEN
ORDERING
MEETING

05

06

FREE COMIC
BOOK DAY

07

08

QUICK DEPT
MEETING

09

DEPARTMENT
HEAD
MEETING
JOLIET
TRANSITION
CENTER
ILL WORKSHOP

10

NOVEL IDEA
BOOK CLUB

11

12

13

14

15

DUNGEONS &
DRAGONS
FULL DEPT
MEETING
HORIZON
OUTREACH
REBEKAH'S
FIRST DAY

16

JOLIET
TRANSITION
CENTER
MUSHROOM
WREATH
TRAINING
LIBRARY ROAD
TRIP MEETING

17

TRAINING

18

VIRTUAL
PINTEREST
VIRTUAL TEEN
PINTEREST
TRAINING

19

TRAINING

20

21

22

TAI CHI
MARY ANNING
PROGRAM

23

HORIZONS
OUTREACH
TRAINING

24

TRUE STORY
BOOK CLUB
SENIOR
SERVICES TECH
PROGRAM
BOOK
DELIVERY
TIMBERS
TRAINING

25

NEW FAX
MACHINE
INSTALL
PINDIGITAL
MEETING
TRAINING

26

TRAINING

27

TEEN TECH
SATURDAY
TEEN
VOLUNTEERS
TRAINING

28

29

MEMORIAL
DAY - LIBRARY
CLOSED

30

ALDEN
OUTREACH

31

BOOK
DELIVERY
TIMBERS

MONTHLY REPORT

May 2023

LORI FREEMAN CHILDREN'S MANAGER

DEPARTMENT UPDATES

Library Shout Out

We received a wonderful library feedback survey!
"As always the Shorewood Library is always a pleasure. The attention to detail that is put in place in the Children's Department is outstanding! My daughter and I truly enjoy our library days. We can't forget the sweetest & friendliest staff! Thank you for making this library a fun & safe environment for our little ones!



Programming

We celebrate mom's this month with our first Mother's Day Tea. Our patrons enjoyed arts and crafts, a spa station, and snacks with their kiddos. The program was really special and everyone had such a wonderful time! We will have this program annually

Deliverables

PROGRAMMING

Active Programs

We saw a 9% Increase in participation of active programs this month compared to April.

10

Active Programs Offered

261

Total Attendance

Passive Programs

We saw a -16% decrease in participation of passive programs this month compared to April.

5

Passive Programs

496

Total Attendance

REFERENCE TRIAGE

05/23

Availability of Materials: 113
Reference Questions: 72
Holds Placed: 60
Program Questions: 224
Quick Answers: 86
Reader's Advisory: 66
Technology Questions: 61

05/22

Availability of Materials: 101
Reference Questions: 44
Holds Placed: 94
Program Questions: 156
Quick Answers: 86
Reader's Advisory: 124
Technology Questions: 47

05/21

Availability of Materials: 104
Reference Questions: 51
Holds Placed: 86
Program Questions: 46
Quick Answers: 79
Reader's Advisory: 110
Technology Questions: 4

CIRCULATION

1%

Increase in Juvenile circulation compared to last month (4/2023)

8

1KB4K ACCOUNTS
CREATED

These cards are administered by Children's Staff

May Circulation Totals
(4 year comparison):

2023 - 6,140

2022 - 6,114

2021 - 4,995

2020 - 0 (Pandemic Shutdown)

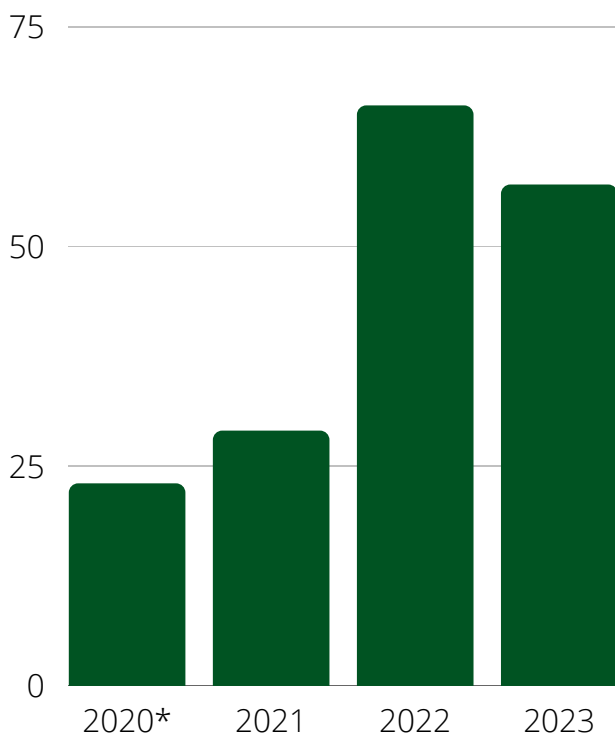
MONTHLY REPORT

MAY 2023

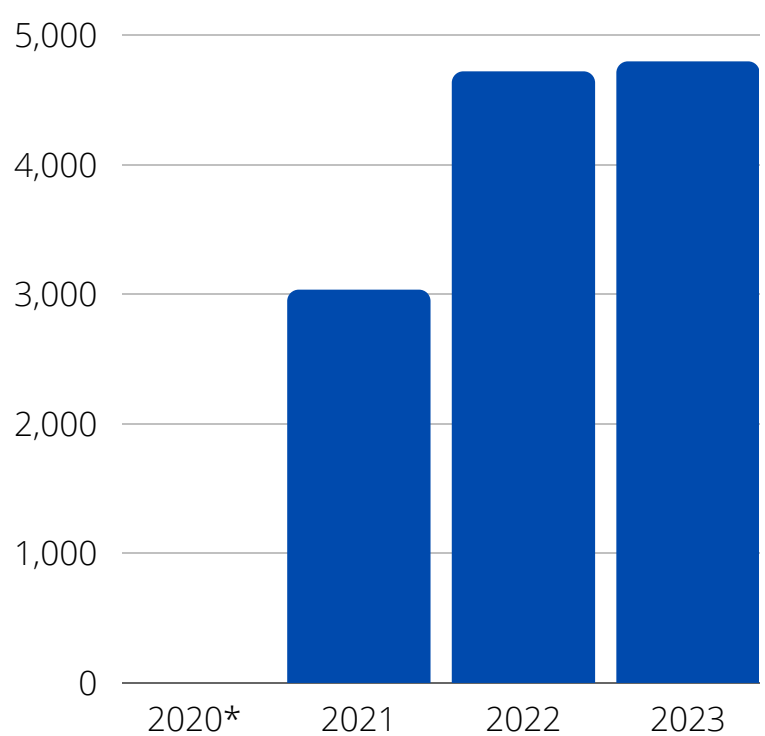
JULIE HORNBERGER CIRCULATION MANAGER

*No/limited stats collected due to COVID closure .

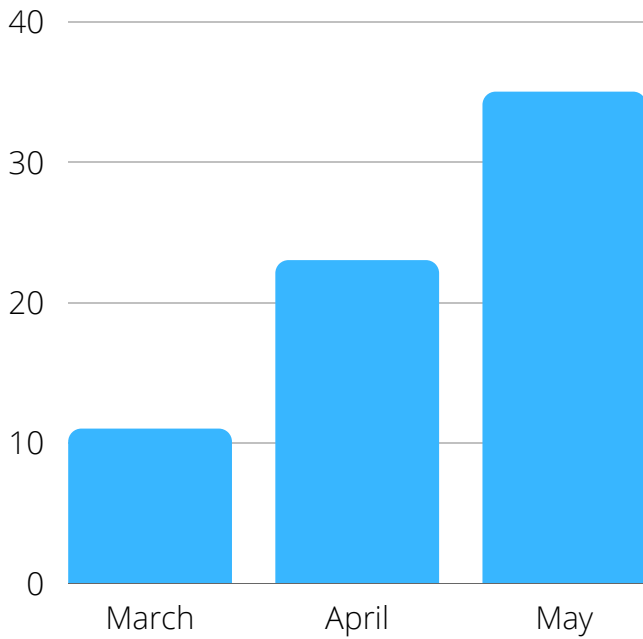
NEW CARDS



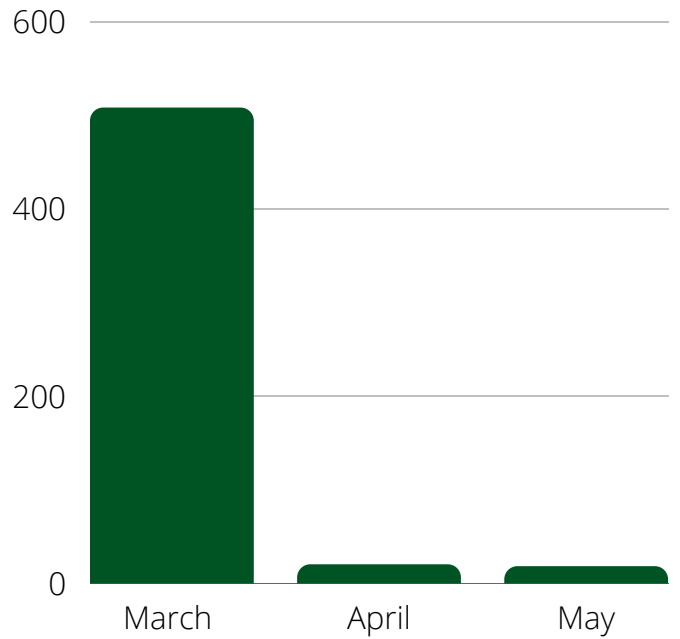
DOOR COUNT



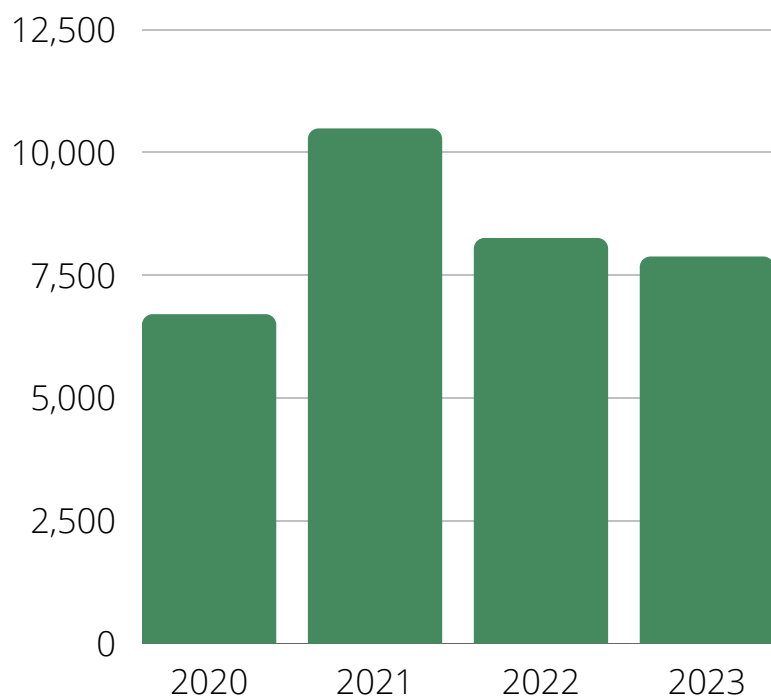
NOTARY



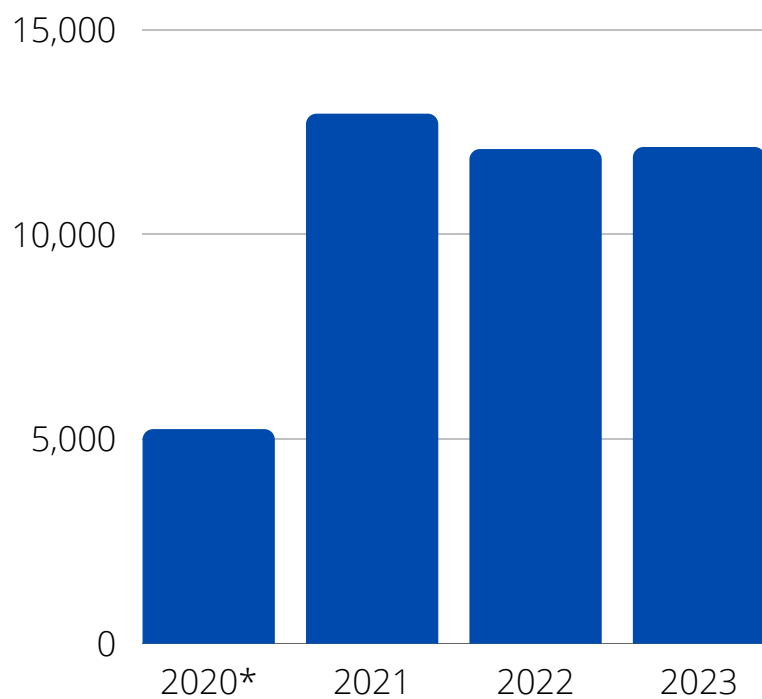
MOBILE PICK-UP



ITEMS CHECKED IN



ITEMS CHECKED OUT



MONTHLY REPORT 5/23

MARA BARBEL

COMMUNITY ENGAGEMENT COORDINATOR

DEPARTMENT UPDATES

May was the month of interviews, training, and prepping for the Summer Read Kick-Off Party! Gina is already doing an amazing job with learning Outreach and I am confident we will find an excellent Marketing Specialist to replace me.

DELIVERABLES

WEBSITE

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

6,144

Website Visits

17%

increase from 2021

2022

5,241 Website Visits

2021

2,939 Website Visits

SOCIAL MEDIA

05/23

Total Posts: 74

Total Engagement: 6,264

*these numbers include the total number of Facebook, Instagram, and YS Facebook Group posts and engagement.

eNEWSLETTER

05/23

Sent: 6,947

Read: 3,080

Links Clicked: 320

PROGRAM MARKETING

05/23

Facebook: 7

Friend: 11

In-House Signage: 0

Library Staff: 28

Library Website: 162

Newsletter: 230

Other: 19

05/22

Facebook: 26

Friend: 10

In-House Signage: 3

Library Staff: 22

Library Website: 92

Newsletter: 132

Other: 23

05/21

Facebook: 4

Friend: 8

In-House Signage: 4

Library Staff: 15

Library Website: 221

Newsletter: 63

Other: 15

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Land Donation

I have reached out to Mr. Gallo (Mr. Michas' Attorney) several times: May 17th, May 30th, and June 5th, via email and phone and have heard nothing back. I will keep the Board updated if that changes.

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Operating Budget FY24

The Board has had the chance to review the draft budget in May. It is in the packet now for formal approval.

STATEMENT OF INCOME AND EXPENSE

	FY23	10-month cumulative Proposed FY24	
INCOME			
401 Per Capita Grant	\$32,000.00	\$32,125.50	\$ 32,000.00
402A LSTA Grant	\$0.00	\$4,687.95	-
402B Other Grants	\$385,000.00	\$113,728.00	\$ 310,000.00
410 Sale of Library Materials	\$500.00	\$100.50	\$ 500.00
430 Photocopy Receipts	\$4,000.00	\$3,497.30	\$ 4,000.00
435 Fines & Lost Books	\$4,000.00	\$2,732.75	\$ 4,000.00
445 Interest Income	\$1,000.00	\$11,310.55	\$ 15,000.00
450 Misc, Notary Fees, etc	\$2,500.00	\$7,441.89	\$ 8,000.00
455 Passport Revenue	\$21,000.00	\$30,551.80	\$ 40,000.00
468 Room Rental	\$500.00	\$155.00	\$ 500.00
470 General Property Tax	\$1,250,000.00	\$562,005.25	\$ 1,350,000.00
471 Per. Prop. Replacement	\$45,000.00	\$64,483.27	\$ 60,000.00
473 LIMRiCC	\$0.00	\$0.00	-
474 Youth Services	\$500.00	\$0.00	\$ 500.00
475 Donations	\$3,000.00	\$2,331.08	\$ 3,000.00
476 Impact fees	\$25,000.00	\$24,556.57	\$ 30,000.00
477 Fax Services	\$1,500.00	\$921.00	\$ 1,000.00
480 Pin Reimbursement	\$144,000.00	\$117,943.63	\$ 150,000.00
476b Transfer From Developer'	\$235,000.00	\$0.00	-
License Plate fees	\$1,800.00	\$1,459.00	\$1,800.00
Total Income	\$ 2,156,300.00	\$980,031.04	\$2,010,300.00

EXPENSE	FY23	10- month cumulative	Proposed FY24
501 Professional Salary	\$467,000.00	\$307,888.74	\$ 462,000.00
502 Paraprofessional Salary	\$307,000.00	\$333,594.59	\$ 362,000.00
504 IMRF - Emplr's portion	\$41,000.00	\$30,948.42	\$ 43,000.00
506 FICA - Emplr's portion	\$60,000.00	\$48,363.31	\$ 65,000.00
508 Health Insurance-Emplr'	\$40,000.00	\$29,221.97	\$ 55,000.00
509 Unemp Comp/Wrk Comp	\$7,500.00	\$5,501.00	\$ 6,000.00
Staff Recognition			\$ 1,000.00
TOTAL PAYROLL RELATED EXPEN	\$922,500.00	\$755,518.03	\$994,000.00
510A Books-Adult	\$50,000.00	\$39,653.47	\$ 50,000.00
510B Books-Children	\$50,000.00	\$37,451.41	\$ 50,000.00
510C Books-YA	\$5,000.00	\$2,842.30	\$ 5,000.00
510D Reference	\$1,000.00	\$0.00	\$ 500.00
510E Electronic books	\$20,000.00	\$25,000.00	\$ 20,000.00
510F LSTA Grant	\$0.00	\$4,129.23	\$ -
511 Periodicals	\$2,000.00	\$1,411.70	\$ 2,500.00
515 Newspapers	\$1,500.00	\$2,242.49	\$ 3,000.00
520A Audiobooks (Adult)	\$4,000.00	\$2,433.99	\$ 4,000.00
520B Audiobooks (Children)	\$1,000.00	\$1,000.00	\$ 1,000.00
522A Music-Adult	\$1,000.00	\$688.38	\$ 1,000.00
522B Music-Children	\$0.00	\$0.00	\$ -
527A Videos-Adult	\$7,000.00	\$4,143.71	\$ 6,000.00
527B Videos-Children	\$2,500.00	\$877.13	\$ 1,500.00
527C Games-YA	\$3,000.00	\$1,055.76	\$ 2,000.00
527D Games-Children	\$1,000.00	\$882.94	\$ 1,000.00
TOTAL LIBRARY MATERIAL	\$149,000.00	\$123,812.51	\$147,500.00
531 Website Maintenance	\$2,500.00	\$760.41	\$ 10,000.00
532 Management Services	\$5,000.00	\$655.33	\$ 20,000.00
533 Pinnacle Services	\$75,000.00	\$74,704.98	\$ 80,000.00
535 Maintenance of Equipmer	\$30,000.00	\$22,961.31	\$ 25,000.00
536 Computer Supplies/softwæ	\$22,000.00	\$14,666.85	\$ 26,000.00
537 Photocoper Supp & Equip	\$10,000.00	\$7,686.39	\$ 10,000.00
538 Databases	\$48,000.00	\$49,112.35	\$ 53,000.00
TOTAL CONTRACTUAL SERVICES	\$192,500.00	\$170,547.62	\$ 224,000.00
541A Tech services supplies	\$8,000.00	\$5,195.22	\$ 7,000.00
542 Office Supplies	\$5,000.00	\$3,492.16	\$ 5,000.00
542A Management Supplies	\$4,000.00	\$6,127.93	\$ 4,000.00
542C Display supplies	\$500.00	\$320.27	\$ 500
543 Assets Not Capitalized	\$3,000.00	\$3,490.24	\$ 4,000.00
544 Telephone Services	\$8,000.00	\$6,245.29	\$ 8,000.00
545 Computer Line	\$10,000.00	\$8,578.41	\$ 10,000.00
546 Adult Services Program	\$9,000.00	\$9,179.25	\$ 11,000.00
547a Postage	\$6,000.00	\$7,347.10	\$ 9,000.00
547b Passport postage	\$3,000.00	\$2,642.55	\$ 4,000.00
548 Circulation Services	\$3,000.00	\$1,406.79	\$ 3,000.00
549 Youth Serv Programs	\$9,000.00	\$6,831.87	\$ 11,000.00

	FY23	9-month Cumulative	Proposed FY24
549A Teen programming	\$2,000.00	\$1,745.61	\$ 2,500.00
549B Outreach Services	\$3,000.00	\$1,067.78	\$ 3,000.00
549C Family Programs	<u>\$2,000.00</u>	<u>\$2,039.99</u>	<u>\$ 3,000.00</u>
TOTAL SUPPLIES & SERVICES	\$75,500.00	\$65,710.46	\$ 85,000.00
551 Adv & Publishing	\$19,000.00	\$20,043.66	\$ 22,000.00
552 Mileage/Meetings, etc.	\$2,000.00	\$1,943.23	\$ 3,000.00
553 Professional Dev	\$5,000.00	\$4,864.03	\$ 7,000.00
554 Professional Dues	\$1,000.00	\$570.17	\$ 1,000.00
555 Library Promotion & Dev	<u>\$4,000.00</u>	<u>\$2,075.84</u>	<u>\$ 4,000.00</u>
TOTAL MISC EXPENSE	\$31,000.00	\$29,496.93	\$37,000.00
560 Electricity	\$9,000.00	\$6,907.77	\$ 9,000.00
561 Gas	\$4,000.00	\$3,586.69	\$ 4,000.00
562 Mnt & Sfy of Grounds	\$10,000.00	\$9,940.43	\$ 12,000.00
563 Water	\$2,000.00	\$1,639.56	\$ 2,000.00
564 Util & Jan Supplies	\$2,953.00	\$1,735.24	\$ 3,000.00
565 Routine Maint Building	\$25,000.00	\$31,289.41	\$ 40,000.00
568 Janitorial Service Building	\$17,000.00	\$16,924.95	\$ 18,000.00
569 Ins Building, Cont, & Liab	<u>\$15,000.00</u>	<u>\$12,948.77</u>	<u>\$ 15,000.00</u>
Total Util & Building Expense	\$84,953.00	\$84,972.82	\$103,000.00
580 Fixed Assets Cap	\$0.00	\$0.00	\$ -
582 Capital Improv Building	\$645,847.00	\$32,465.14	\$ 350,000.00
583 Land Purchase/Mortgage	\$0.00	\$0.00	\$ -
584 New Building Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$ -</u>
TOTAL CAPITAL EXPENSE	\$645,847.00	\$32,465.14	\$350,000.00
590 Legal Services	\$5,000.00	\$5,047.25	\$ 10,000.00
591 Audit & Accounting	\$12,000.00	\$10,340.00	\$ 14,000.00
594 Administrative Expense	\$6,000.00	\$8,323.15	\$ 9,000.00
595 Special Reserve Fund	\$25,000.00	\$0.00	\$ 30,000.00
596 Interest & Prin Short term	\$0.00	\$0.00	\$ -
598 Err & Omiss/Treas Bond	\$2,000.00	\$3,175.00	\$ 3,300.00
599 Contingencies	<u>\$3,500.00</u>	<u>\$2,471.54</u>	<u>\$ 3,500.00</u>
TOTAL OVERHEAD & DEBT SERVI	\$53,500.00	\$29,356.94	\$69,800.00
TOTAL EXPENSES	<u>\$2,154,800.00</u>	<u>\$1,291,880.45</u>	<u>\$2,010,300.00</u>
<u>TOTAL REVENUE IN EXCESS OF EXPENSES</u>			\$0.00

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Release of Closed Session Minutes from January 2023-May 2023

There were two closed sessions in that time period (April 2023). The Board must decide whether to keep the minutes closed or to release the minutes to the public.

The Secretary of the Board will provide copies of the minutes from that meeting at the actual meeting.

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Resolutions 2023-2 and Resolutions 2023-3 & FY24 Freedom of Information Act Policy

Resolution 2023-2 Designates Cindy Norman and myself as the Open Meetings Act officers of the Library. I've included scans of our certificates of completion of training.

Resolution 2023-3 designates Julie Hornberger (Head of Circulation) and myself as Freedom of Information Act officers for the District. I've included scans of our certificates of completion in training.

The Freedom of Information Act Policy gets updated annually with new budget numbers, and changes in elected officials (if any). This is the updated FOIA policy for FY24.

RESOLUTION 2023-2

RESOLUTION DESIGNATING OPEN MEETINGS ACT OFFICERS

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

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

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

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

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

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

PASSED THIS 8th Day of June, 2023

APPROVED THIS 8th Day of June, 2023.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees



Office of the Attorney General State of Illinois

Certificate of Completion

OMA - 12/19/2022437635

Monday, May 22, 2023

Jennifer Mills

Has successfully completed the
Open Meetings Act on-line training.

Kwame Raoul
Attorney General
State of Illinois



Office of the Attorney General State of Illinois

Certificate of Completion

OMA - 12/19/2022437642

Monday, May 22, 2023

Ms.
Cindy A Norman

Has successfully completed the
Open Meetings Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

DynamicPDF Core Suite (Generator, Merger and ReportWriter) for .NET v11.21

RESOLUTION 2023-3

RESOLUTION DESIGNATING FREEDOM OF INFORMATION ACT OFFICERS

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

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

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

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

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

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

PASSED THIS 8th Day of June, 2023.

APPROVED THIS 8th Day of June, 2023.

ATTEST:

Thomas Novinski
President, Board of Library Trustees

Karen Voitik
Secretary, Board of Library Trustees



Office of the Attorney General State of Illinois

Certificate of Completion

FOIA - 12/19/2022439860

Monday, June 5, 2023

Circulation Manager
Julie Hornberger

Has successfully completed the
Freedom of Information Act on-line training.

Kwame Raoul
Attorney General
State of Illinois



Office of the Attorney General State of Illinois

Certificate of Completion

FOIA - 12/19/2022437618

Monday, May 22, 2023

Jennifer Mills

Has successfully completed the
Freedom of Information Act on-line training.

Kwame Raoul
Attorney General
State of Illinois

June 8, 2023

TO: Shorewood-Troy Public Library Board of Trustees

FROM: Jennie Mills, Director

RE: Disclosure of Salary Information for FY 24

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

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

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

Shorewood-Public Library District-PUBLIC DISCLOSURE OF "TOTAL COMPENSATION"
Illinois Public Act 97-0609 of Compensation in Excess of \$75,000 Annually

The Shorewood-Troy Public Library does not provide: Vehicle Allowances, Housing Allowances, Loans, or Clothing Allowances.

Position	Annual salary	Employer-paid health insurance	Vacation Hours Earned	Sick hours Earned	Total Compensation
Director	\$93,932.00	\$7,776.00	200	96	\$101,708.00
ILS Manager	\$90,292.80	\$7,776.00	160	96	\$98,068.80

For Fiscal Year 2024

The Director position receives 200 hours vacation time per year; 96 hours of sick time. It is not known how many hours of PTO time will be used this year. The Integrated Library Systems Manager receives 160 hours of vacation time per year; 96 hours of sick time. It is not known how many hours of PTO time will be used this year.

Sick time accumulates up to a bank of 320 hours; Vacation does not accumulate.

The full-time employees of Shorewood-Troy Public Library District are provided the option to enroll in the Library's group health insurance. Employees pay 20% of the premium costs; the employer pays 80% of the costs (of the High-Deductible PPO option). If the employee chooses the other two options, they also pay the cost differential between the plans. The Library only pays for employee coverage, not family coverage.

The 2023 Monthly Rates for Insurance are shown below.

HMO	\$944.00
Low Deduct PPO	\$810.00
High Deduct PPO	\$967.00

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ie

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Moving accumulated interest into the General Fund

In order to clarify this portion of the audit, I'm asking that the board authorize moving accumulated interest from this fiscal year (from various money markets and other investments) into the General Fund.

June 8, 2023

TO: Shorewood-Troy Library Trustees

FROM: Jennie Mills, Director

RE: Authorizing repayment of \$150,000 to Reserves

In April of 2023, the Board authorized a temporary transfer of \$150,000 from Reserves to the General Fund during a cash-lean period before the tax distribution began. As the tax distributions have begun, I'm requesting that Board authorize a \$150,000 repayment from the General Fund back to the Reserves.

The Distribution Schedule is as follows:

2022 Tax Levy Distribution Reports

- [Levy Distribution #1 \(5/25/2023\)](#)
- Levy Distribution #2 (6/15/2023)
- Levy Distribution #3 (6/29/2023)
- Levy Distribution #4 (7/27/2023)
- Levy Distribution #5 (8/24/2023)
- Levy Distribution #6 (9/14/2023)
- Levy Distribution #7 (9/28/2023)
- Levy Distribution #8 (10/26/2023)
- Levy Distribution #9 (11/22/2023)
- Levy Distribution #10 - Final (12/21/2023)

June 8, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Building and Maintenance Ordinance, 22-1

Ordinance 23-1, informally known as the Building and Maintenance Ordinance, is the first levy ordinance that is passed annually by the board. It levies a .02% tax for the purposes of maintenance and repairs to the building. In the 2022 levy, the B&M ordinance raised **\$13,440** for the District. These funds are used for routine maintenance of the building, such as any repairs or maintenance that are required throughout the year. This past year, funds were used to pay to replace the ejector pumps and a failed air-conditioning unit.

Upcoming building needs be the maintenance of the steel girders and the waterproofing of the lower level, which is estimated to be right now to be a little less than \$16,000.00

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

ARTICLE 35. TAXATION

(75 ILCS 16/35-5)

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

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

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

and buildings, the construction and equipment of buildings, the rental of buildings required for library purposes, and maintenance, repairs, and alterations of library buildings and equipment.

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

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

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

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

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

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

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

ORDINANCE NO. 23-1

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

WHEREAS, the Board of Library Trustees of the Shorewood-Troy Public Library District, Will County, Illinois is desirous, during the fiscal year commencing July 1, 2024 and ending June 30, 2025 to expend funds for constructing and equipping the library building of the Library District, and for maintenance and repair of the library building and equipment of the Library District.

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

Section 1. It is hereby determined that during the fiscal year commencing July 1, 2024 and ending June 30, 2025 sums shall be expended for constructing and equipping the library building of the Library District, and for maintenance and repair of the library building and equipment of the Library District.

Section 2. Pursuant to the provisions of the Illinois Public Library District Act of 1991 (75 ILCS 16/35-5), it is further determined that the Library District shall levy an additional tax for the fiscal year commencing July 1, 2024 and ending June 30, 2025 in the amount of .02% of the value of all taxable property within the Library District, as equalized or assessed by the Department of Revenue, for equipping the library building of the Library district and for the maintenance and repair of the library building and equipment of the Library District.

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

Section 4. The minimum number of voters of the Library District required to sign a petition requesting that the question of the adoption of the ordinance be submitted to the electors of the Library District is **1,611**. The petition shall be filed with the District within 30 days after the publication of this notice, and the date of the prospective referendum is March 19, 2024.

Passed by the Board of Library Trustees of the Shorewood-Troy Public Library District,
Will County, Illinois this 8th day of June, 2023

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

Attest:

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

STATE OF ILLINOIS)
) SS
COUNTY OF WILL)

CERTIFICATION

I Karen Voitik, Secretary of the Shorewood-Troy Public Library District,
Will County, Illinois, do hereby certify that on the 8th day of
June, A.D., 2023 there was adopted an ordinance entitled:

“AN ORDINANCE OF THE SHOREWOOD-TROY PUBLIC LIBRARY
DISTRICT, WILL COUNTY, ILLINOIS, TO LEVY AN ADDITIONAL
0.02% TAX FOR EQUIPPING THE LIBRARY AND FOR THE
MAINTENANCE AND REPAIR OF THE LIBRARY BUILDING
AND EQUIPMENT OF THE LIBRARY DISTRICT” FOR THE FISCAL
YEAR BEGINNING ON THE 1ST DAY OF JULY, A.D., 2024 AND
ENDING ON THE 30TH DAY OF JUNE, A.D., 2025.

Was passed by the President and the Board of Trustees of the Shorewood-Troy Public
Library District on the 8th day of June A.D., 2023. A true and correct copy is
attached hereto.

GIVEN UNDER my hand and seal as Secretary and Custodian of the Records of
the Shorewood-Troy Public Library District, Will County, Illinois on the 8th
Day of June A.D., 2023.

Secretary, Board of Trustees
Shorewood-Troy Public Library District

June 8, 2023

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Building Committee Appointments

From the Board By-laws:

ARTICLE V – COMMITTEES

Section 1: The President shall appoint committees of two or more members each for such specific purposes as the business of the Board may require from time to time. Such committees may include but are not limited to the following standing committees: Finance, Building, House, Policy and By-laws, Planning and Development. Committee Appointments will be made the month *following* a Board election. Ad Hoc committees may be appointed by the President and such committees shall serve until the completion of the work for which they were appointed.

The Building Committee will be appointed by the President at the June meeting.

June 11, 2020

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Appointing Secretary's Audit Committee

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

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

June 8, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Nonresident fee

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

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

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

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

The General Mathematical Formula is:

General Mathematical Formula

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

The non-resident fee for, using this formula for FY24 is: **\$169.89 per household**. I recommend that the board approve this as the non-resident fee. Our income received by property tax = \$1,312,091; our population is 21,780; and most recent household size is 2.82 individuals.

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

Section 3050.75 Cards for Kids

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