

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

July 13, 2023
General Meeting
7:00 pm

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to the Agenda
4. Approval of Minutes:
 - Regular Meeting, June 8, 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 – June 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 (**Discussion**)
11. New Business –
 - a. Approval of Tentative Budget & Appropriation Ordinance for FY24 to be filed for public review (**Action**)
 - b. Set September 14, 2023, at 6:30 pm for a public hearing on the Budget & Appropriations Ordinance (**Action**)
 - c. Approve opening a secondary General Fund account at Shorewood Bank and Trust in a Max-Safe account to take advantage of interest rates, signers to follow normal check signing policy (**Action**)
 - d. Approve funding the secondary General Fund account with \$150,000 (**Action**)
 - e. Appoint Trustees to an ad-hoc Personnel committee to review and create a new Director evaluation tool (**Action**)
 - f. Approve the Illinois Public Library Annual Report for submission to the Illinois State Library, pending Secretary's minutes' audit (**Action**)
12. Other Business
 - a. Announcements
 - b. Agenda-setting for next month (**Discussion**)
 - c. Library Closed – Staff Training Day on **Friday, August 4th**
 - d. Friends of the Library at Crossroads Vendor Fair on **Saturday, August 5th**
13. 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
June 8, 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 June 8, 2023. The meeting took place in Meeting Room A of the Library located at 650 Deerwood Dr., Shorewood, IL 60404.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|------------------|--------------------|
| 1. Karen Voitik | 2. Arthetta Reeder |
| 3. Tracy Caswell | 4. Tom Novinski |
| 5. Bob Stahl | |

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: None

CHANGES/ADDITIONS TO AGENDA: Trustee Caswell asked if the appointment of the Personnel Committee could be added. President Novinski said it will be put on next month's agenda.

APPROVAL OF MINUTES:

Treasurer Stahl moved that the minutes of the regular meeting on May 11, 2023, be approved. Secretary Voitik seconded the motion. All members voted 'yes' to approve.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of April 2023	\$ 607,372.19
Cash received during April 2023	159,040.58
Disbursements April 2023	<u>(216,140.89)</u>
Cash on Hand End of April 2023	\$ 550,271.88

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	14,543.74
Money Market Fund – Chase	146,251.92
Money Market Fund – Old Plank Trail	230,726.54
Payroll Account – Chase	33,615.39
License Plates – Chase	1,034.53
Money Market – Old Plank Trail	22,368.63
PMA Financial CD80197	<u>101,431.13</u>

TOTAL	\$550,271.88
--------------	---------------------

APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik moved that the bills presented for payment be approved. Treasurer Stahl 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
-Director Mills informed the Board that 559 people attended the Summer Read Kickoff
- b. Department Heads

OLD BUSINESS:

- a. The Village of Shorewood has not been communicating back regarding the parking lot project getting put on the Planning and Zoning meeting agenda. Due to this project being time sensitive for completion the Board decided to have the Library's attorney reach out to both the Village and Mr. Michas' attorney. Director Mills will call the Library's attorney to start this process.

NEW BUSINESS:

- a. Treasurer Stahl moved/Secretary Voitik seconded to approve the Operating Budget for FY24. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- b. Trustee Caswell moved to release Executive Minutes from January 2023 – May 2023. There was no second of the motion so the motion failed.
- c. Secretary Voitik moved/Trustee Reeder seconded to approve Resolution 2023-2 Resolution Designating Open Meeting Act Officers (Director Mills and Finance Clerk Cindy Norman; Certificates of passing OMA training were presented in the Board packet). The motion passed with all Trustees present voting 'yes'.
- d. Secretary Voitik moved/Treasurer Stahl seconded to approve Resolution 2023-3 Resolution Designating Freedom of Information Act Officers (Director Mills and Head of Circulation Julie Hornberger; Certificates of passing FOIA training were presented in the Board packet). The motion passed with all Trustees present voting 'yes'.
- e. Trustee Caswell moved/Secretary Voitik seconded to approve FY24 Freedom of Information Act Policy. The motion passed with all Trustees present voting 'yes'. It will be posted in the building and on the website.
- f. Treasurer Stahl moved/Secretary Voitik seconded to approve Required Disclosure of Salary for FY24 for employees earning over \$75,000 in compensation and benefits. The motion passed with all Trustees present voting 'yes'. It will be posted in the building and on the website.
- g. Secretary Voitik moved/Trustee Caswell seconded transferring over interest earned into the General Fund Account. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- h. Treasurer Stahl moved/Secretary Voitik seconded to approve repayment of \$150,000 to reserves from General Fund after the levy tax distribution. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- i. Treasurer Stahl moved/Trustee Reeder seconded to approve Ordinance 23-1, Building & Maintenance Ordinance, to levy a .02 tax for maintenance of the facility. A roll call was taken and the motion passed with all Trustees present voting 'yes'.
- j. Board President Tom Novinski appointed Vice-President Vito Schultz and Secretary Karen Voitik to the Building Committee.

- k. Board President Tom Novinski appointed Trustee Arthetta Reeder and Vice-President Vito Schultz to the Secretary's Audit Committee. The Audit Committee traditionally does its work in August.
- l. Treasurer Stahl moved/Secretary Voitik seconded to update the Library's Nonresident Fee for FY24-for non-residents who do not pay library taxes to any library. This excludes children served by the Cards for Kids Act. The new fee is \$169.89 annually per family. A roll call was taken and the motion passed with all Trustees present voting 'yes'.

OTHER BUSINESS:

- a. Appointment of the Personnel Committee and opening another account at Wintrust Bank will be added to next month's agenda.
- b. Jennie will be on vacation June 26 – 30, 2023.

Treasurer Stahl moved/Secretary Voitik seconded for the meeting to adjourn at 7:23 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

July 13, 2023

Administrative Duties:

- The Illinois Public Library Annual Report (IPLAR) was prepared; the financial reports for June were prepared early enough that I could complete everything this month.
- I completed the final report for the LSCA (remodeling) grant and submitted it to the State Library.
- The Budget & Appropriations Ordinance was prepared. It must be on file for public inspection for at least 30 days. Since the next Board of Trustee meeting is August 10th, the August meeting won't work for the passage of the ordinance (as it typically doesn't). September 14th is the board meeting date that works for the public hearing and enactment of the Ordinance.

External Factors to Track:

- It looks increasingly likely that the Teamsters' union will strike with UPS. UPS is how the Library gets most of its shipments, including deliveries of new books. While I'm positive that our vendors will seek alternate shippers, I expect clogs up and down the supply chain, and this will likely hold for various industries, of course, not just libraries. It is something to keep in mind.

Grants:

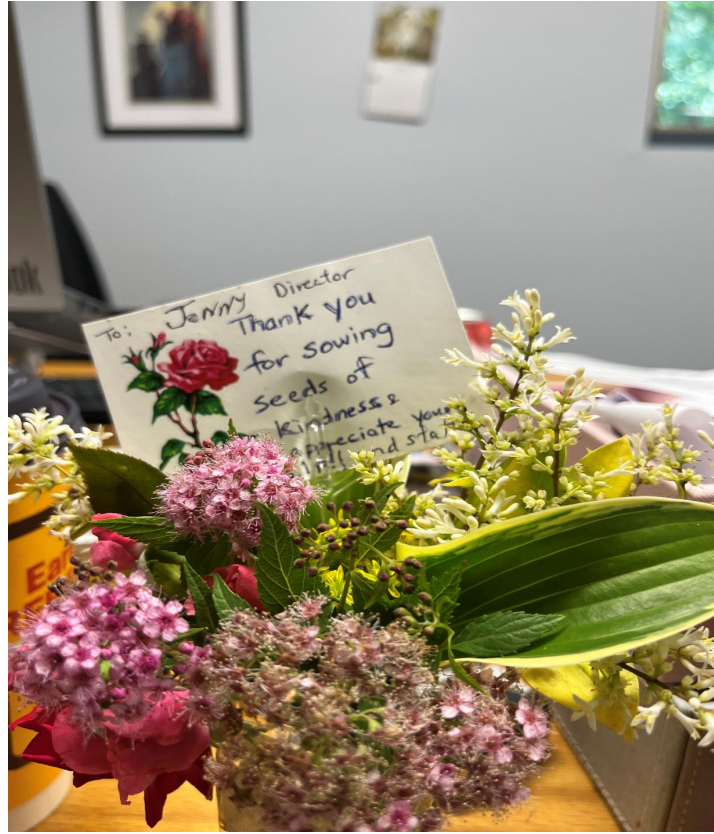
- The Per Capita Grant award check (\$32,125.50) arrived on Friday, July 7th.
- The new self-checks, to be paid for from ARPA grant funds, have been ordered and will arrive in the fall.

Staffing:

- August 4th is the annual Staff Day. This year our day includes:
 - Becky Spratford, with RA For All, provides training on readers' advisory services
 - CPR Certification Training for all staff
 - Situational training
 - Review of Policies
- Cristina Soto is our new Children's Programming Coordinator. She was hired to replace Lori Freeman, who was promoted to the Children's Services Manager.
- Melissa Almanza is the new Marketing Specialist, replacing Mara Barbel, who moved to Maryland on July 12th.
- Lindsey Justice is a new Circulation Aide, replacing Meesum Jeffery, who also moved to Maryland (not with Mara... but to pursue an internship at NPR).
- Jessica Roper had been our new Adult Outreach Specialist but found that health issues made returning to work difficult. The Library will promote Sarah Haish when she completes her practicum with JJC for her Library Technical Assistant Degree. Sarah is a current Circulation Aide.

Meetings:

- Pinnacle Governing Board Meeting, External (June 16)
- Orientation for New Board Members – LIMRiCC, External (June 20th)
- Department Manager's Meeting, Internal (June 21st)



Garden flowers received from a patron this month

Technical Services Department Head Report

June 2023

June meetings and events:

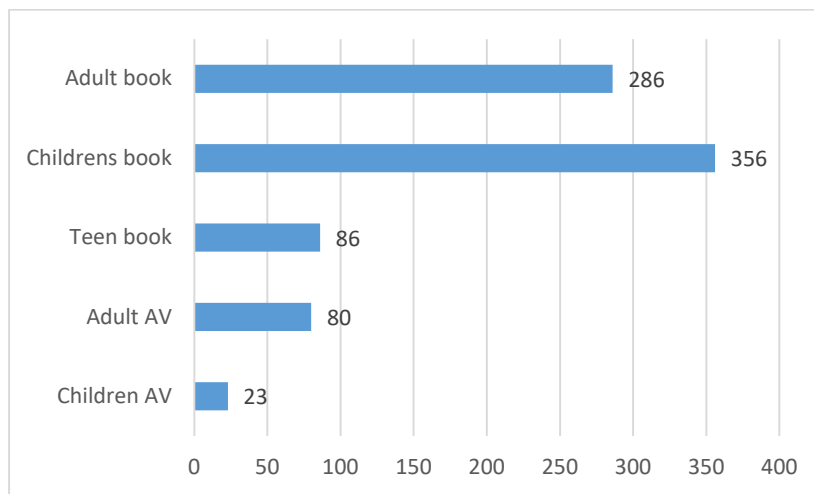
- 6/21 – Department head meeting. Discussed the close of the fiscal year in Polaris, our ILS.

Current projects:

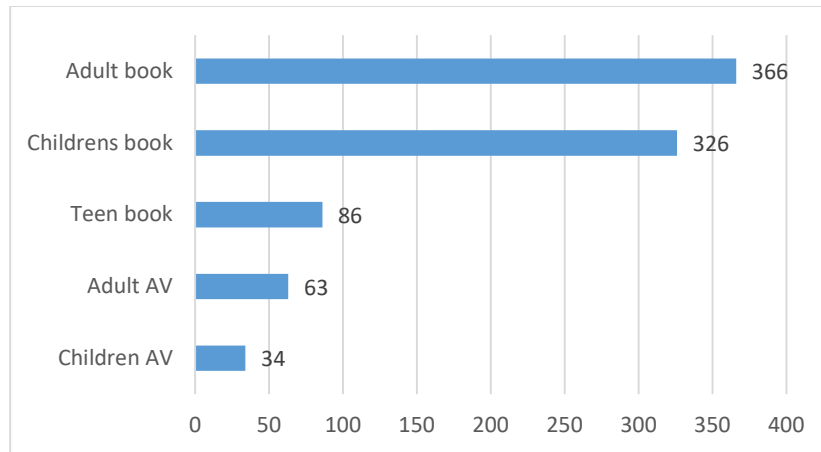
- Adding new juvenile literature bags into the system.

Tech Service Statistics

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



Items ordered in June:



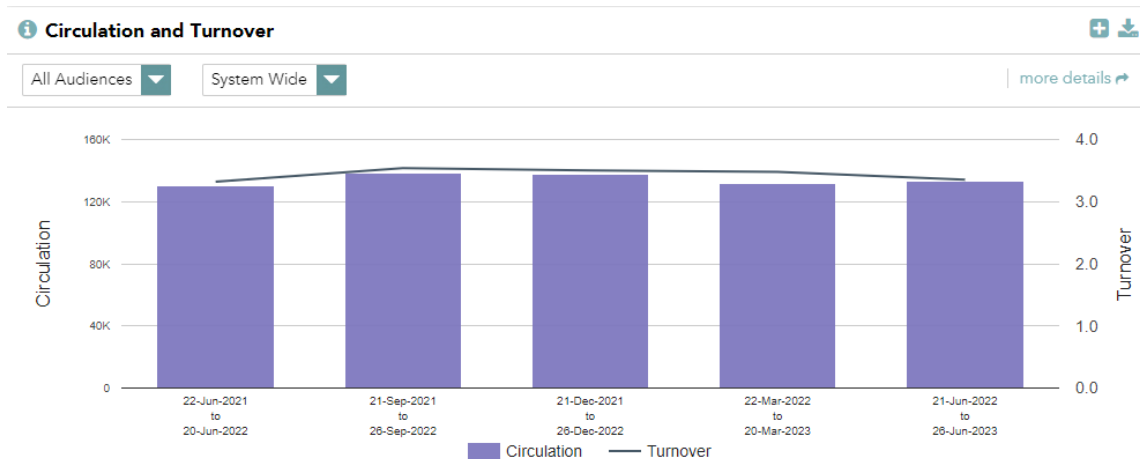
CollectionHQ

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.

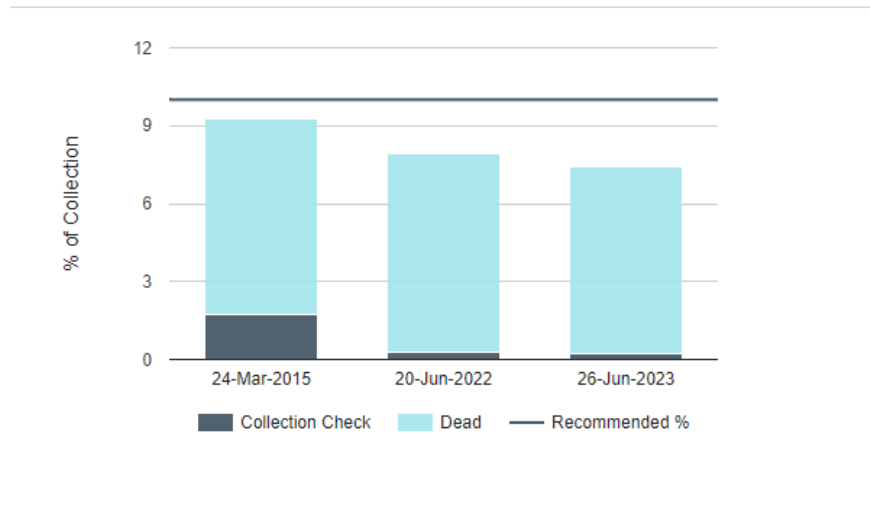
Turnover is the circulation during the date range divided by the number of our items.

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



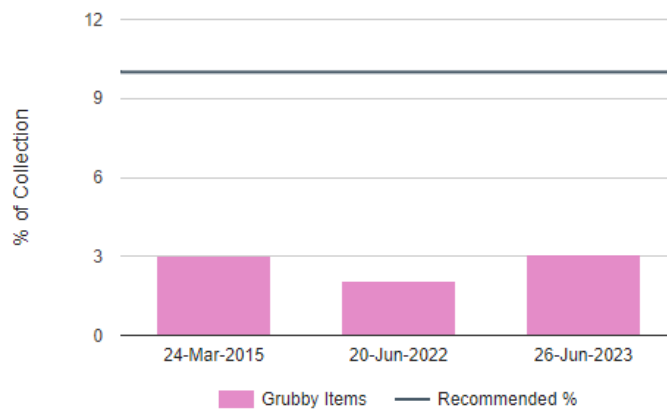
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.41%. 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 3.08%. As with the dead percentage, the goal is to be under 10%.

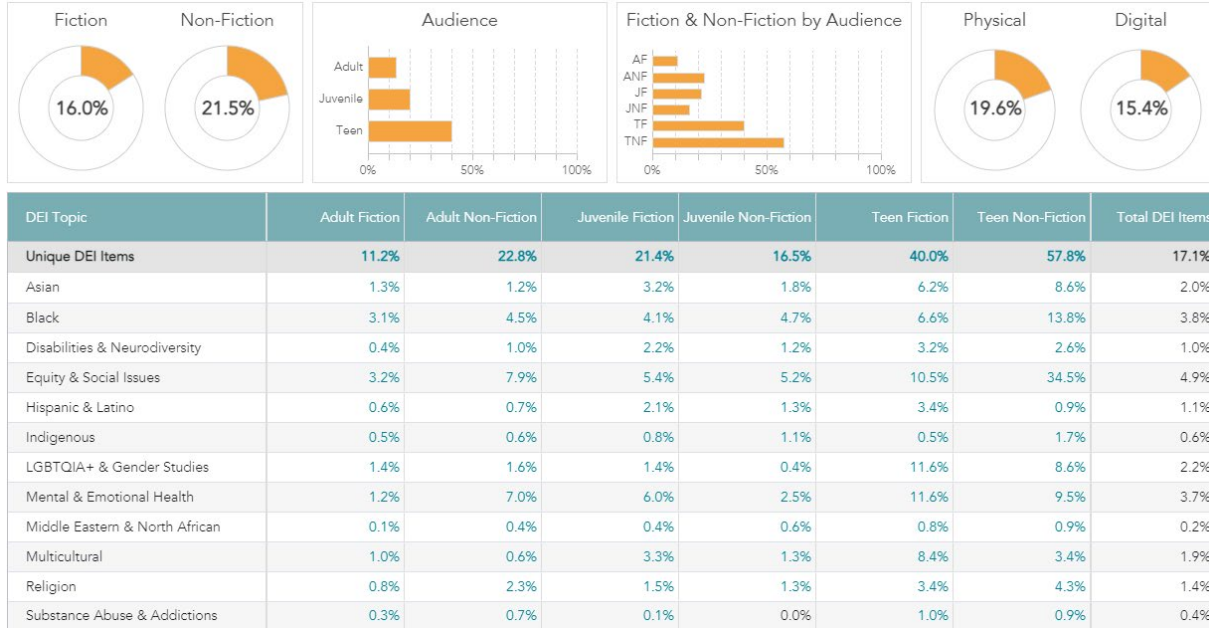


Diversity, Equity, and Inclusion (DEI)

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: 87,762

DEI Items: 14,996 (17.1% of our collection ; .2% increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

JUNE 2023

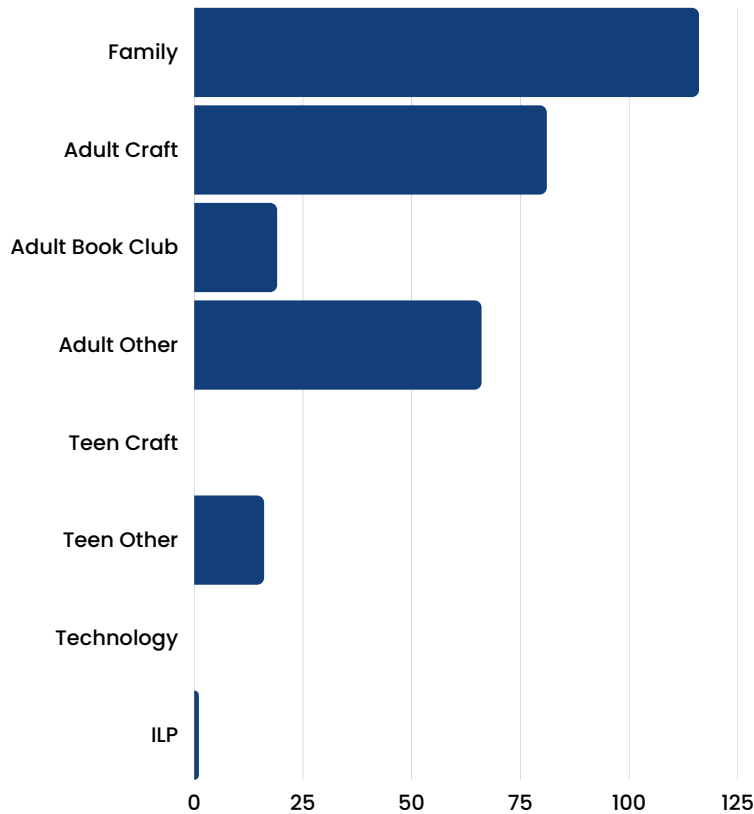
BECKY GOODE

ADULT, TEEN & TECHNOLOGY SERVICES MANAGER

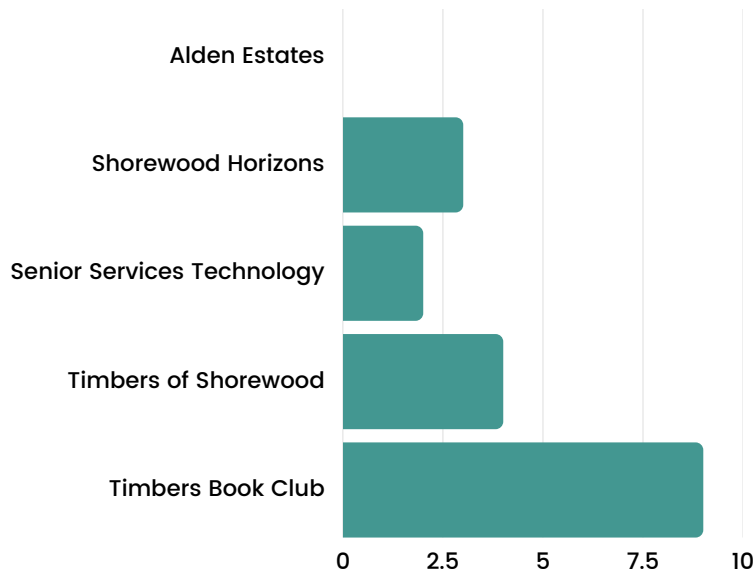
- Adult Services
 - The library was donated tickets for upcoming concert events at Ravinia through Ravinia's Words & Music Program. As tickets are limited (2-4 per specified event), we are giving to patrons through passive programming.
 - Circulation staff built an additional rotating shelf to accommodate more Blu-ray discs for patrons to browse from near circulation.
- Teen Services
 - No new projects to discuss.
- Adult & Teen Outreach
 - No new projects to discuss.
- Technology
 - A second EZ Scan Station has been installed and is ready for use by the front doors. This station is meant for a quick scan-and-go transaction. The new full scan station that was installed last month, with faxing properties, is working well.
 - The Coin tower bases have been replaced with a safe, mobile base. We also now have credit card readers installed at both the fax coin tower, and printing coin tower.
 - The self-check station on main level has had the computer replaced due to age and function. Computer was replaced with an extra the library had on hand to use until new scan stations arrive in the fall.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 7

TOTAL PATRONS: 309

SUMMER READ:

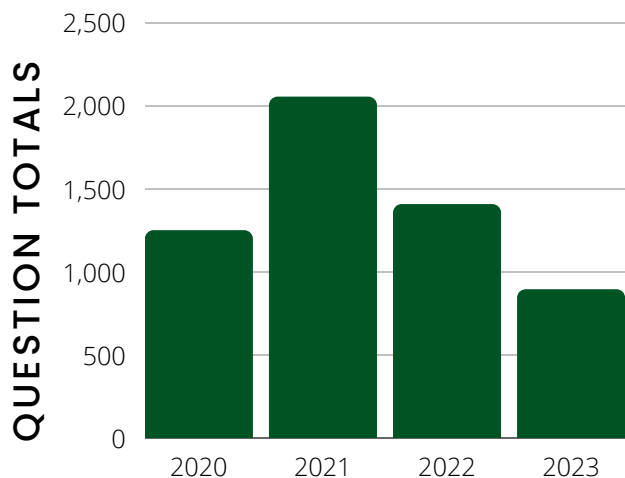
- KICKOFF ATTENDANCE: 559
- ADULT SIGN UPS:
 - 251
- ADULT COMPLETIONS:
 - 10
- TEEN SIGN UPS:
 - 111
- TEEN COMPLETIONS:
 - 2

STAFF MEETINGS PROGRAMS & OUTREACH

- All Adult & Teen Services Staff
 - Summer Read Kickoff
- Becky – Adult, Teen & Technology Manager
 - Family Craft
 - Horizons Visit x 2
 - Meeting with Dell Technology
 - Teen D&D
 - Department Head Meeting
 - Kiwanis Meeting
 - Timbers Visit
 - Timbers Book Club
 - Home Delivery
 - Tai Chi
 - Virtual Tai Chi
 - Bee Garden
 - Alden Delivery
 - Senior Services Tech
- Kimberlee – Adult & Teen Programming Coordinator
 - Teen D&D
 - Dog Treat Program
 - Proctor
 - Mystery Stitch Along x 4
 - Arcade Bookmark
 - CASA Volunteer Training
 - Laconi Webinar
 - Novel Idea Book Club
 - Virtual Pinterest
 - Plant Swap
 - Puppy Yoga
 - True Story Book Club
 - Communico Training
- Violet – Adult & Teen Services Assistant
 - Dungeons & Dragons x 2
 - Dog Treat Program
 - CASA Volunteer Training
 - Tween Time
 - Gaming Dice Bag
 - Communico Training
- Rebekah – Adult & Teen Services Summer Assistant

STATISTICS

REFERENCE QUESTIONS



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.

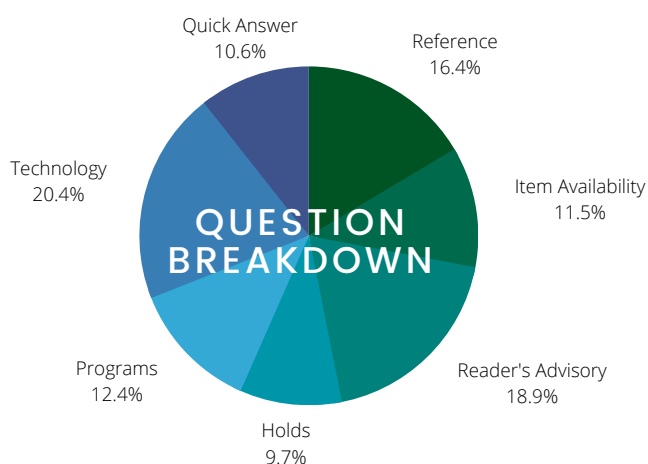
Programs - questions related to library programs for all ages. For example, "What do I need to bring with me to the Tai Chi program?"

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."

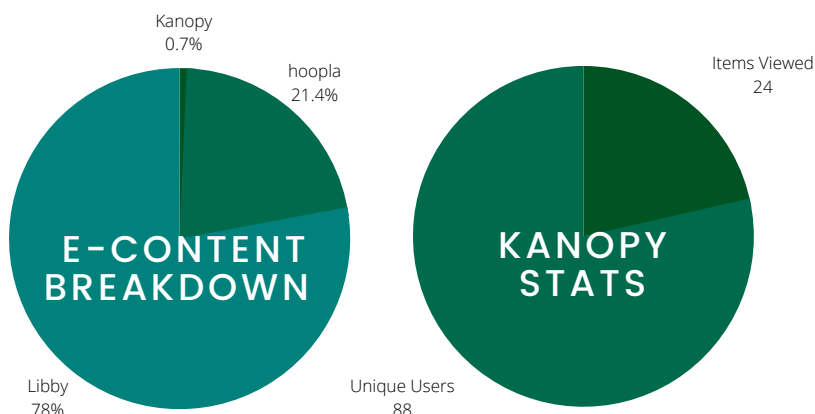
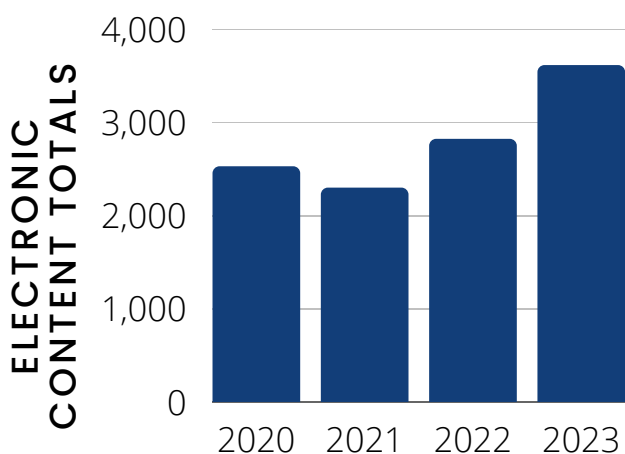
Reference - questions involving research, dealing with passports, license plate renewals, or any other in depth topic. For example, "Where is the closest post office, and how do I get there?"

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



ELECTRONIC CONTENT

We have three electronic material platforms, Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).

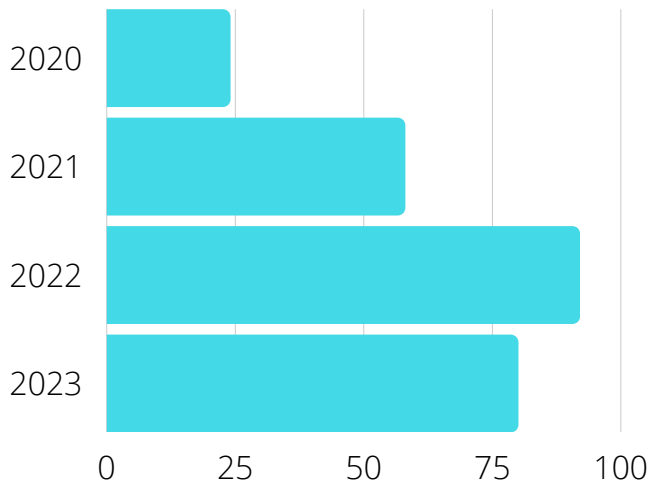


MONTHLY REPORT

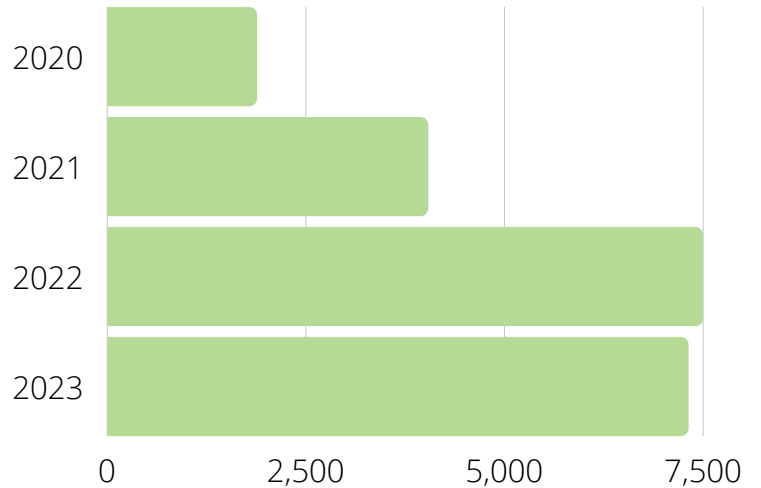
JUNE 2023

JULIE HORNBERGER
CIRCULATION MANAGER

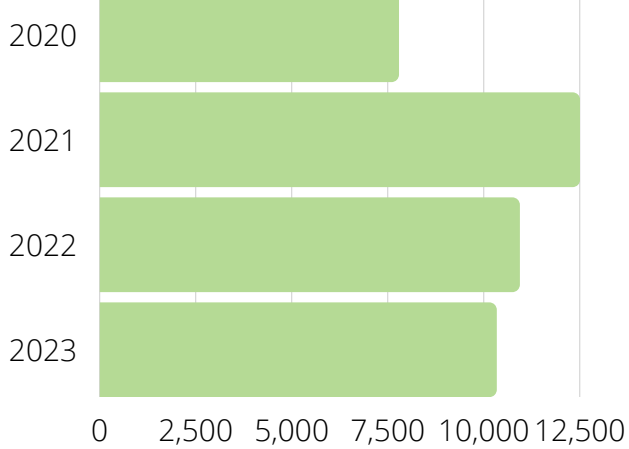
NEW CARDS



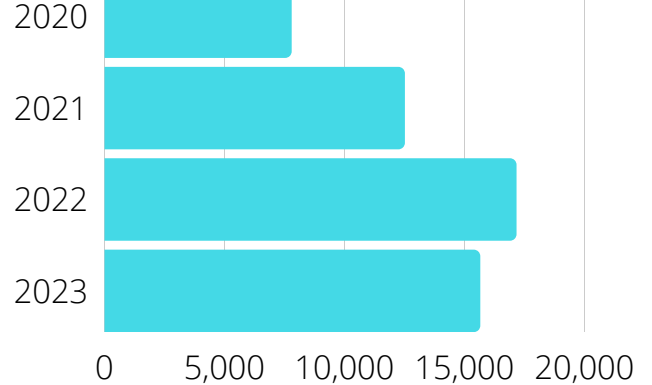
DOOR COUNT



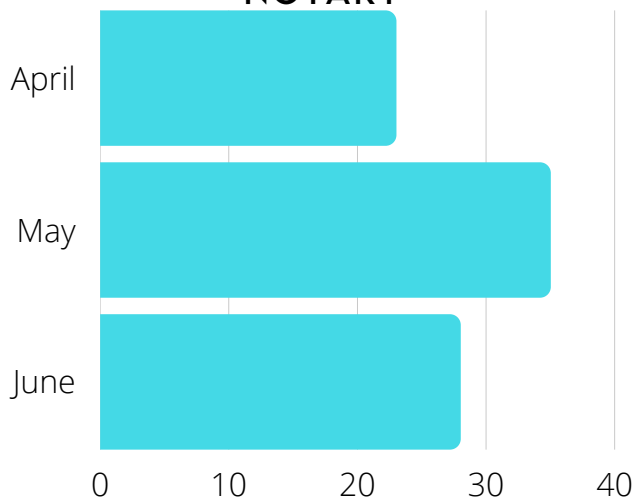
ITEMS CHECKED IN



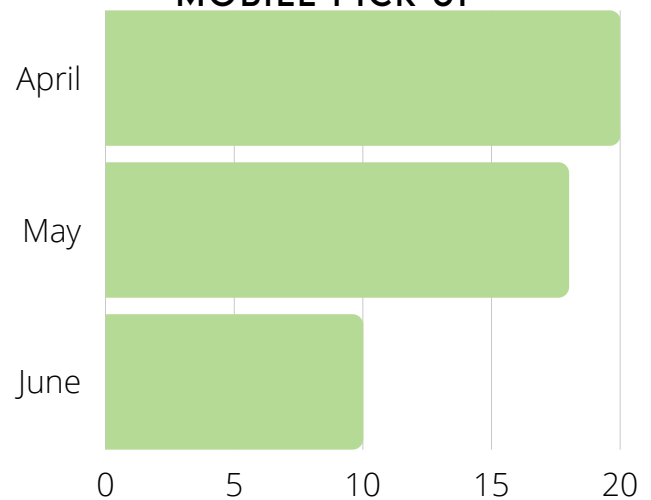
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



MONTHLY REPORT

JUNE 2023

LORI FREEMAN CHILDREN'S MANAGER

DEPARTMENT UPDATES

PROGRAMMING

June has been a super busy month in the Children's Department. Summer Read is off to an AMAZING start. We registered 592 children for summer read, 331 of whom were registered at the SR Kickoff. Between 200 to 300 patrons have come in every week to participate in our weekly summer read activities. The SR Power Up Shop has been a huge success. The patrons have been so excited to spend their earned coins. Our team decided we will use this reading incentive again for next year's SR. So far 16 children ages 0-4 and 30 children ages 5-12 have completed their SR logs! We anticipate the next two weeks will continue to be very busy!

Our puppy programs, Homemade Dog Treats and Puppy Meet and Greet were family favorites this month. Nigel and Brutus from LCC K-9 Comfort Dog Ministries were so sweet and the kids loved sitting with them and reading. We had many requests to have them back again.

Children's Outreach

We are working together with the Village of Shorewood to promote literacy, physical activity and family time in our community. They recently installed a 13-station StoryWalk at the Shorewood Village Hall that begins near the pavilion, proceeds across the footbridge and continues on the path around the pond. Gina added our first book, I Really Want the Cake by Simon Philip. Additional activities, QR codes, and other information will be included on the the last station of the StoryWalk to further enhance the readers experience and encourage the community to visit us at the library. The book will be changed once a month through October to encourage continued use of the StoryWalk.

Deliverables

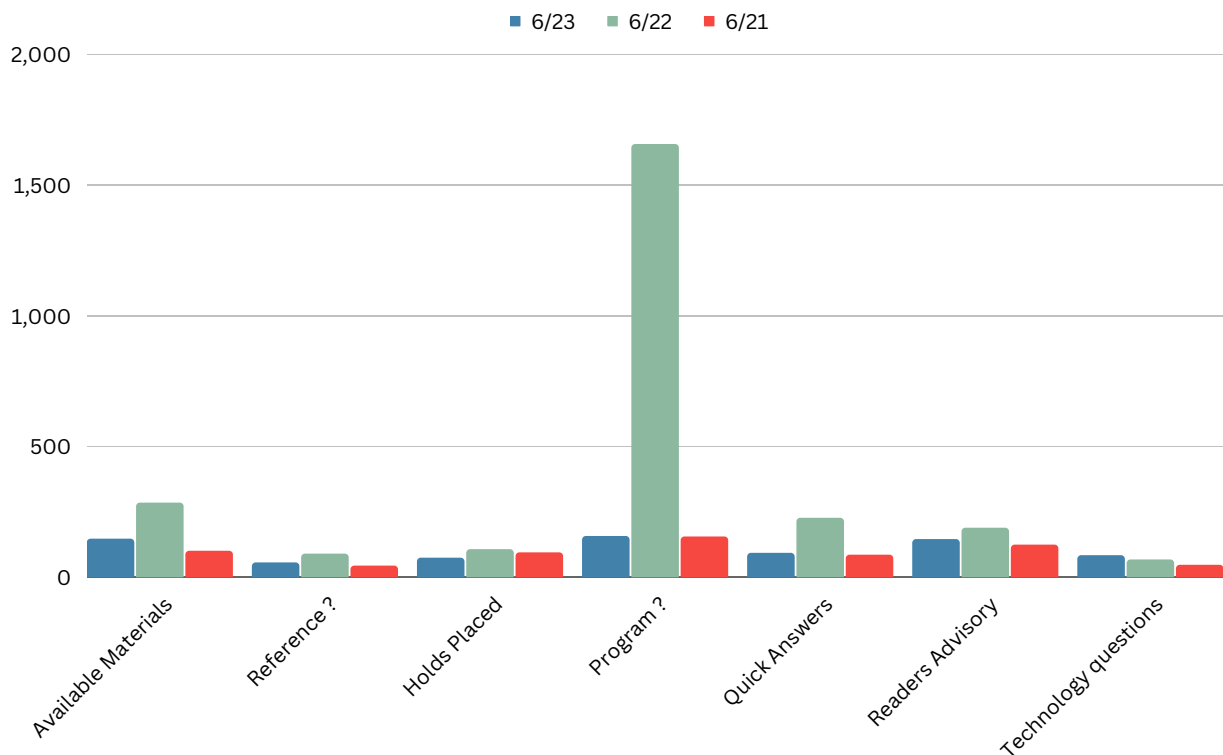
Active Programs



Passive Programs



REFERENCE TRIAGE



Reference Breakdown 6/23

We had 147 patrons ask about available materials, 56 ask general reference questions, 74 holds were placed, 158 questions were asked about programs, 93 quick answers were provided, 145 reader's advisory transactions were conducted, and 83 patrons asked about technology. 84 study room reservations were made.

June 2023

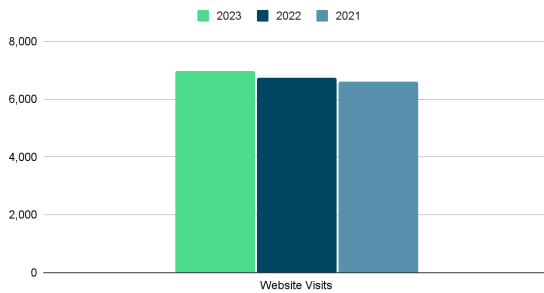
Monthly Board Report

Melissa Almanza & Mara Barbel, Marketing

Department Highlights:

This June, I was hired as the new Marketing Specialist. I continue to work alongside Mara who has done an outstanding job acquainting me with this role and all its responsibilities. We are halfway through the Summer Read Program and are getting started on upcoming projects. Important contacts and access have been transferred from Mara to me to make for a smooth transition when she departs this July.

June Website Visits

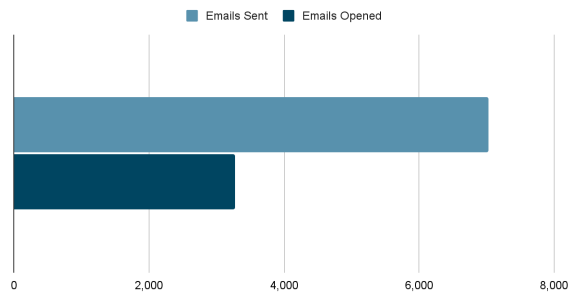


Website Visits:

2023 - 6,986
 2022 - 6,730
 2021 - 6,600

2,073 Unique Visitors

Total eNewsletters Sent vs. Total Read



eNewsletters:

Sent - 7,026
 Read - 3,277
 Clicks - 136

46.64% Read

Program Marketing:

6/2023

Facebook: 1
 Friend: 18
 In-House Signage: 3
 Library Staff: 33
 Website: 170
 Newsletter: 177

6/2022

Facebook: 24
 Friend: 8
 In-House Signage: 8
 Library Staff: 25
 Website: 185
 Newsletter: 210

6/2021

Facebook: 2
 Friend: 4
 In-House Signage: 8
 Library Staff: 15
 Website: 215
 Newsletter: 52

July 23, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Tentative Budget & Appropriations Ordinance & Set Date for Public Hearing of September 14

The Tentative Budget & Appropriations has been prepared. As is typical, each line item has been inflated by between 15-20%. This allows the Library to be flexible with line items without frequently revising the budget. If the Library receives unexpected income or expenses, the B&A will account for it.

If there was no overage written into the B&A, if the Library received unanticipated income, such as a legacy, the Library could not legally spend it until the next fiscal year. Conversely, if unexpected expenses, such as building work, needed to be done, if the overage weren't in the B&A, it would be harder to handle.

By practice, the Library adheres to the working budget when internally budgeting. The Treasurer's Report that the Board receives utilizes the Working Budget numbers, not the B&A numbers.

The Tentative Ordinance will be published in the Sentinel. The public must be allowed to have at least 30 days of inspection prior to the public hearing and its eventual passage.

I am recommending that:

- The Board approve placing the B&A on file for inspection
- The Board approve **Thursday, September 14th 6:30 pm** for the public hearing.

Tentative Budget and Appropriation Ordinance 23-2
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2023 to June 30, 2024

Whereas, Jennifer Cisna Mills, Library Director, was designated by the Board of Trustees to prepare in tentative form a budget and appropriation ordinance for the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, and in accordance with such designation has prepared such tentative budget and appropriation ordinance and on July 13, 2023 such tentative budget and appropriation ordinance was submitted to and inspected by the Board of Library Trustees who thereupon ordered the same filed with the Secretary and ordered the Secretary to make the same conveniently available to public inspection and the Secretary has made said tentative budget and appropriation conveniently available to public inspection for at least thirty days prior to action thereon; and

Whereas, prior to final action, a public hearing was held as to such budget and appropriation ordinance on September 14, 2023, notice of which hearing was given at least 30 days prior thereto by publication in *The Shorewood Sentinel*, a newspaper regularly circulated in the District, and all other legal requirements having been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Library Trustees, of THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1. That the following budget containing an estimate of receipts and expenditures of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, be and the same is hereby adopted as the budget of this District for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

Estimated Receipts

Estimated Cash on Hand July 1, 2023

Cash in the Special Reserve Fund	\$ 357,562
Cash in Unemployment Fund	\$ 10,939
Cash in the General Corporate Fund	\$ 242,702
Cash in the Audit Fund	\$ 52,177
Cash in the Liability Insurance Fund	\$ 24,097
Cash in the Municipal Retirement Fund	\$141,863
Cash in the Building Maintenance Fund	\$ 137,500
Total	\$966,840

Cash to be received from 2022 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Balance, Unemployment/ WC Levy	\$ 2,100
Balance, Corporate Tax Levy	\$ 638,826
Balance, Audit Tax Levy	\$ 840
Balance, Liability Insurance Tax Levy	\$ 1,680
Balance, Municipal Retirement Tax Levy	\$ 5,880
Balance, Building Maintenance Tax Levy	\$ 6,720
Total Cash to be received from 2022 Levy	\$ 656,046

Cash to be received from the 2023 general corporate, municipal retirement, liability insurance, audit, and building maintenance tax levies:

Unemployment / WC Levy	\$ 5,000
General Corporate Tax Levy	\$1,341,534
Audit Tax Levy	\$ 1,665
Liability Insurance Tax Levy	\$ 4,162
Municipal Retirement Tax Levy	\$ 12,154
Building Maintenance Tax Levy	\$ 14,062
Total 2023 Levy	\$1,378,577
To be collected after the close of the Fiscal year	\$ 689,288
To be Received during Fiscal Year	\$ 689,289

Other Income:

Personal Property Replacement Tax	\$ 80,000
State Per Capita Grant	\$ 35,000
Interest	\$ 40,000
Fines	\$ 6,000
Copy Machines	\$ 7,000
Miscellaneous Income	\$ 400,000
Donations / Gifts / Grants	\$ 350,000
Contribution / Impact Fees	\$ 40,000
Total Other Income	\$ 958,000

**Total Estimated Cash Available During the Year
Including Working Cash Fund**

\$3,270,175

Estimated Expenditures 2023-2024

Payroll Rel Exp:

Professional Salaries	\$ 500,000
Non professional Salaries	\$ 400,000
IMRF, Emplr's Portn	\$ 60,000
FICA, Emplr's Portn	\$ 72,000
Health Insurance	\$ 65,000
Unemp Comp/Wrk Comp	\$ 10,000
Total Payroll	\$1,107,000

Library Materials:

Books	\$ 150,000
E-Books	\$ 25,000
Periodicals	\$ 5,000
Newspapers	\$ 4,000
Audio Books	\$ 5,000
CD's (Music)	\$ 1,000
Videos	\$ 10,000
Total Lib Materials	\$ 200,000

Contractual Services:

Website Maintenance	\$ 15,000
Management Services	\$ 25,000
Computer Pinnacle Svcs.	\$ 80,000

Maint. of Equipment	\$ 40,000
Computer Supp. /Software	\$ 30,000
Photocopier Supp. & Equip.	\$ 15,000
Databases	\$ 60,000
State of IL License Plates	\$ 95,000
Total Contractual Serv	\$ 360,000

Supplies & Services:

Processing Supplies	\$ 11,000
Office Supplies	\$ 8,000
Management Supplies	\$ 7,000
Assets not Captlzed	\$ 10,000
Telephone Services	\$ 11,000
Adult Serv Prog	\$ 12,000
Postage	\$ 15,000
Circulation Supplies	\$ 5,000
Youth Serv Prog	\$ 12,000
Teen programming/Outreach	\$ 9,000
Total Supplies & Services	\$ 100,000

Misc. Expense:

Adv. & Publishing	\$ 25,000
Mileage/ Meeting /Etc.	\$ 5,000
Professional Development	\$ 10,000
Professional Dues	\$ 2,000
Library Promotion & Dev	\$ 5,000
Total Misc. Expense	\$ 42,000

Util. & Building Expense:

Electricity	\$ 12,000
Gas	\$ 8,000
Mnt. & Safety of Grnd.	\$ 15,000
Water	\$ 3,000
Util. & Jan. Supplies	\$ 5,000
Routine Main. of Bldg.	\$ 45,000
Janitorial Serv.	\$ 20,000
Ins. Bldg., Cont. & Lia.	\$ 20,000
Total Util. & Building Expense	\$ 128,000

Capital Expenses:

Fixed Assets Cap.	\$ 0
Cap. Imprv. to Bldg & Grnd	\$ 450,000
Land Purchase	\$ 0
Total Capital Expenses	\$ 450,000

Overhead Expenses:

Legal Services	\$ 10,000
Audit & Acct. Serv	\$ 16,000
Administrative Expenses	\$ 10,000
Special Reserve Fund	\$ 30,000
Err. & Omiss. / Treas. Bond	\$ 4,000

Contingences	\$ 10,000
Total Overhead Exp.	\$ 80,000

Total Estimated Expenditures **\$2,467,000**

**Estimated Cash on Hand at Close of Fiscal Year
Including Working Cash Fund** **\$803,175**

SECTION 2. That the following amounts, or so much thereof as may be authorized by law and may be needed, be and the same are appropriated for general corporate purposes, audit expense, municipal retirement expense, liability insurance expense and building maintenance expense of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2023 and ending June 30, 2024.

SECTION 3. That all unexpended balances of any item or items for which an appropriation is made by this budget and appropriation ordinance may be expended in making up any insufficiency or deficit in any item or items for which an appropriation is made by this ordinance.

SECTION 4. That a certified copy of this ordinance is published at least once after passage in a newspaper published or circulated in the District.

SECTION 5. This Ordinance is effective immediately upon passage and approval.

Passed by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, this 14th day of September 2023.

Approved this 14th day of September 2023.

Thomas Novinski
President of the Board of Trustees of
THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
WILL COUNTY, ILLINOIS

ATTEST:

Karen Voitik
Secretary

July 13, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Opening a Secondary General Fund account at Shorewood Bank & Trust in a MaxSafe account

TLibrary's Money Market at Chase earns .05% in interest, which is where the General Fund is held. Currently, the Wintrust Money Market earns an average (it varies daily) of about 5%.

MaxSafe also has the advantage that Wintrust can increase the FDIC coverage of \$250,000 across their 15 charters to \$3.75 million.

At this time, with the amount of tax distributions received, I would recommend opening a second General Fund account with a deposit of \$150,000 to take advantage of the interest earnings and liquidity that the money market at Wintrust offers.

July 13, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Appointing Trustees to an ad-hoc Personnel Committee

The President will appoint two trustees to a Personnel Committee to create a new Director-Evaluation tool.

July 13, 2023

TO: Shorewood-Troy Library Board of Trustees

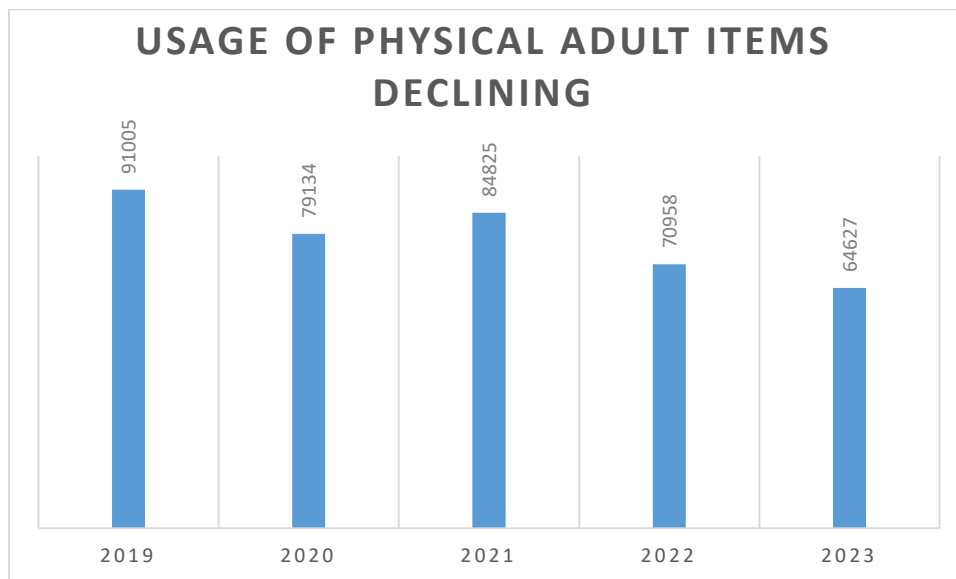
FROM: Jennie Mills, Director

RE: Illinois Public Library Annual Report

I was able to complete the Illinois Public Library Annual Report (IPLAR) which reports the Library's statistics to the Illinois State Library in July. It is in your packet for approval and submission, pending the work of the Secretary's Audit Committee (Arthetta & Vito) in August.

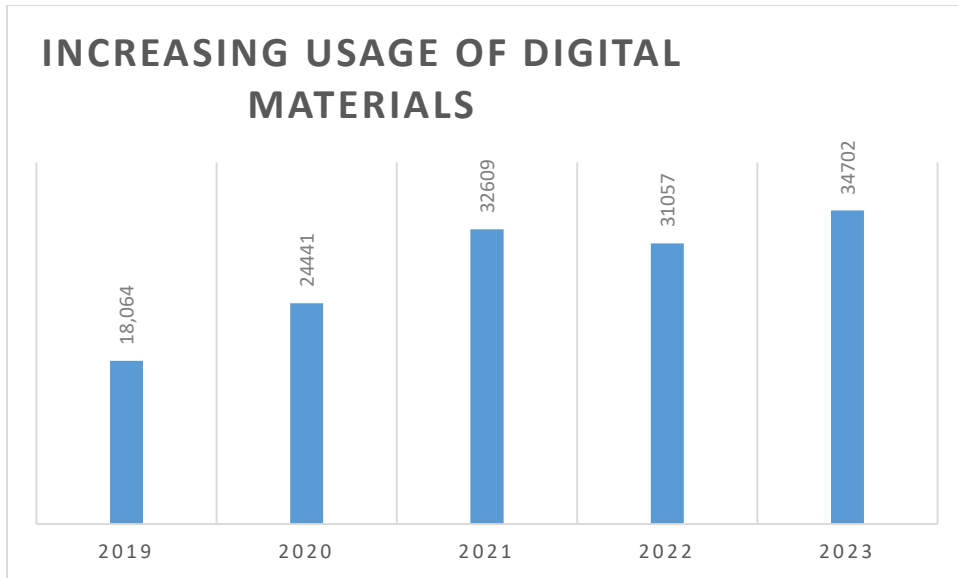
Unfortunately, when the report is printed, it doesn't show the prior year's numbers, so I've handwritten them in for comparison (and yes, I realize my handwriting has gotten worse over the years. I apologize.)

I've also created several graphs that the board might find of use, looking at longer trend-lines or data that might be not what is expected.



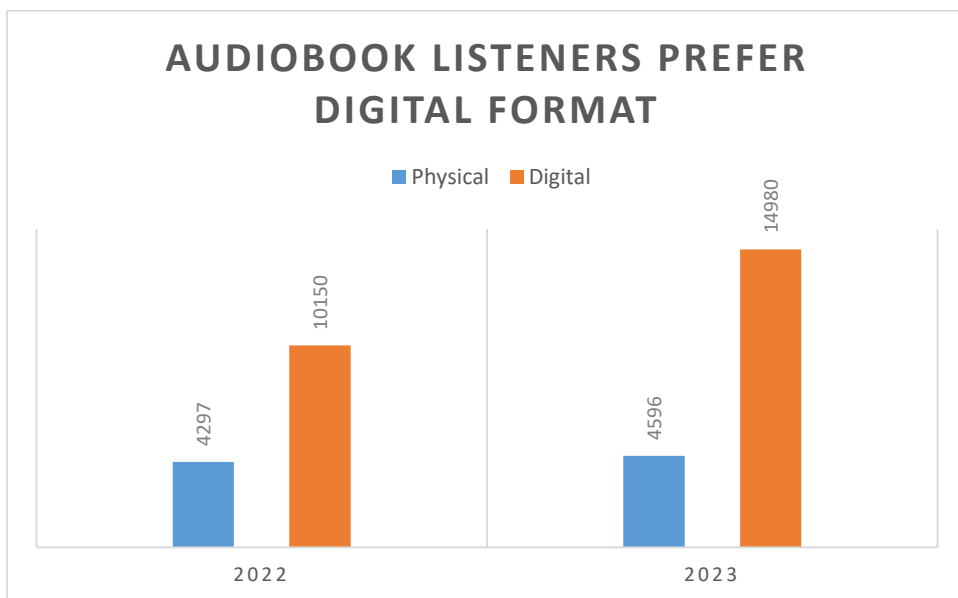
It's a concerning chart, and it's happening for a couple of reasons:

- Some types of media are declining in usage, like CDs and DVDs. Those items just won't be there, and some decline is to be expected. The library has ADDED Roku, but while patrons can watch a variety of shows and movies in the checkout period of a Roku, the library only sees **1 checkout** – that of the actual device.
- A change in preferred format by patrons. For example:

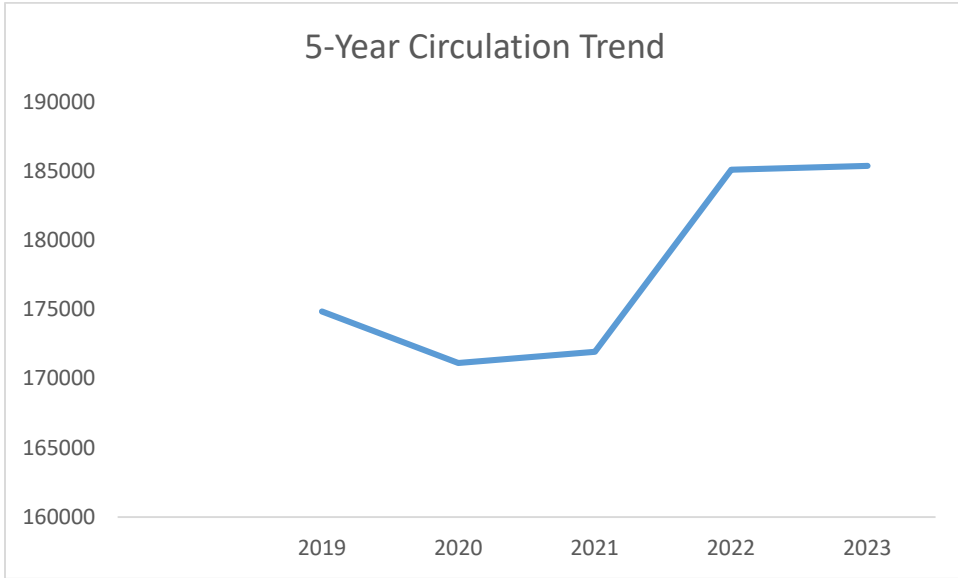


Usage of digital items (ebooks and e-audios) are increasing. Over the 5-year span of 2019 to 2023, usage of digital items has nearly doubled.

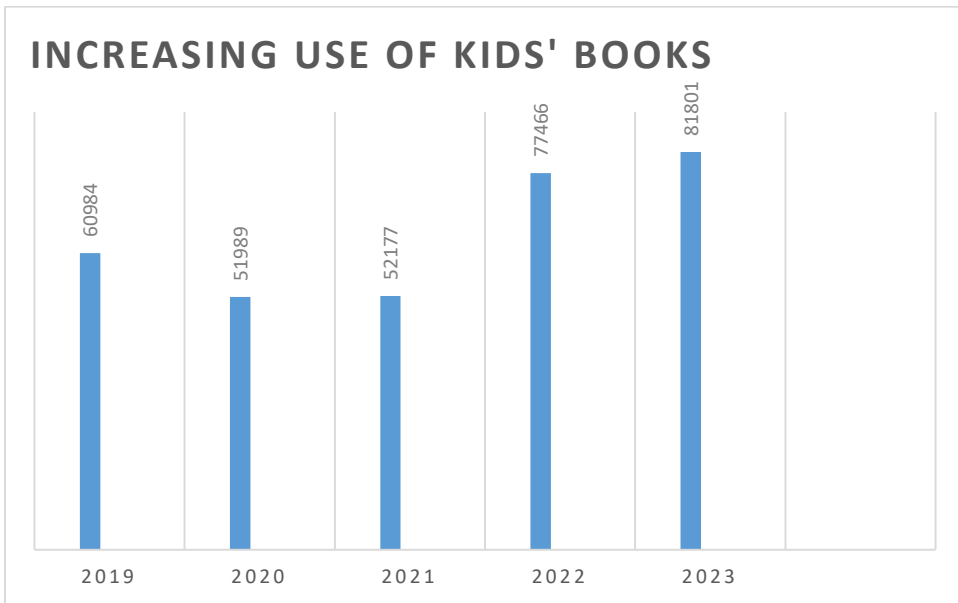
And for some formats, like Audiobooks, our patrons *vastly* prefer the digital format, especially as players for CDs become more limited. I don't have 5-year data for this; the Library has only recorded the difference between e-books and e-audios for 2 years, but you can see the difference between physical audiobooks and e-audios in FY22 and FY23.



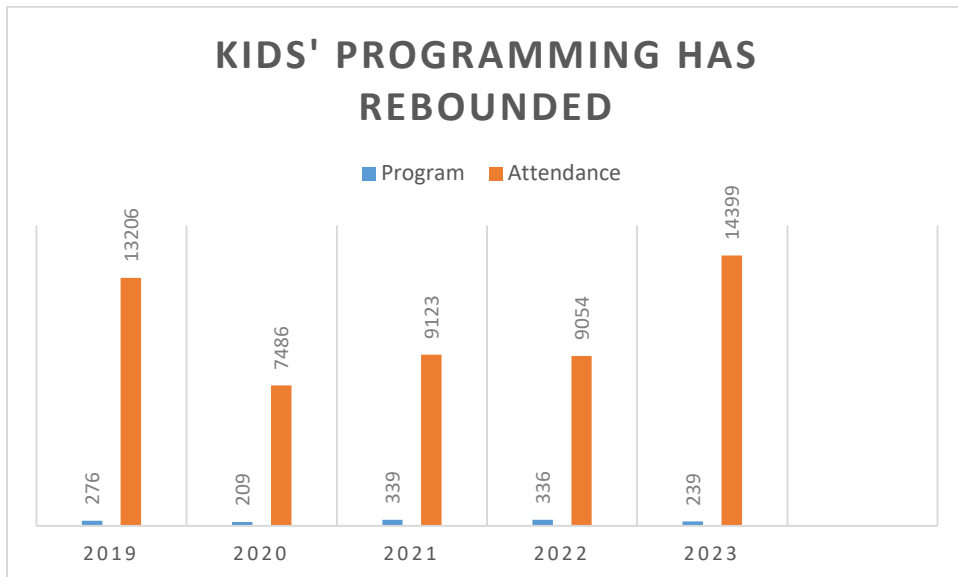
However, overall circulation, when digital items are included with the circulation data, is trending positively.



And circulation of Children’s materials is a particularly bright spot. This upward trend coincides specifically when the Library switched to face-out shelving for picture-books, making it easier for kids and their caregivers to see the bright, appealing covers of the books that they might want to check out.



Children's programming numbers are also rebounding, meaning that the Library is building a strong foundation of readers into the next generation.



Some other quick statistics for the year:

- 36,686 reference transactions
- A door count of 60,610
- The Library processed 1,027 passport applications before sending to the US Dept of State

Melissa Almanza, our new Marketing Specialist, is preparing an End-of-the-Year Recap for mailing soon.

IPLAR**IDENTIFICATION (1.1 - 1.31)**

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

1.1 ISL Control # [PLS 151, PLS 701]	30613
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0491
1.3b FSCS_SEQ [PLS 700]	003
1.4a Legal Name of Library [PLS 152]	Shorewood-Troy Public Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	650 Deerwood Drive
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	SHOREWOOD
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60404
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	650 DEERWOOD DR
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Shorewood
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60404
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	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? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	21,780
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a 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 FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	

Service Outlet Name

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

SHOREWOOD-TROY P.L.D.	SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT		
-----------------------	--	--	--

ISL Control Number

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

Street Address

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

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
SHOREWOOD-TROY P.L.D.	SHOREWOOD		60404	

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
SHOREWOOD-TROY P.L.D.	12,940	249	60,610 / 50,914	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
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

jfills@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

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)	04/2025
5.8 Telephone Number	815-729-9666
5.9 E-mail Address	arthettar25@shorewoodtroylibrary.org
5.10 Home Address	100 N. Brookshore Drive
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Third member

5.5 Name	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)	04/2029
5.8 Telephone Number	815-212-2288
5.9 E-mail Address	karenv@shorewoodtroylibrary.org
5.10 Home Address	415 Savoy Dr.
5.11 City	Shorewood
5.12 State	IL
5.13 Zip Code	60404

Fifth member

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

Sixth member

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

Seventh member

5.5 Name	Vito Schultz
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2027
5.8 Telephone Number	815-278-0303
5.9 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	65 / 87
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	551 / 188

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	0	0	0	1	0	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-

populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$500,000	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$40,000	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$15,000	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	0	\$0
Accessibility measures	1	\$100,000	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	1	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	0	\$0
Roof repair/replacement	1	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$0	0	\$0
Electrical systems other than alarms	1	\$0	0	\$0
Plumbing systems	1	\$0	0	\$0
Egress systems (doors, stairs, etc.)	1	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	0	\$0
Asbestos abatement	1	\$0	0	\$0
Security measures	1	\$15,000	0	\$0
Energy conservation	1	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$330,000	0	\$0
Accessibility measures	1	\$0	0	\$0
Technology upgrading	1	\$0	0	\$0
New building construction (construction of a new facility)	1	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

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.)?	\$2,500,000
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. ³	

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 [PLS 300] (Includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,273,917
---	-------------

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

State Government

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

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

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$32,125
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$80,122
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$112,247

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	\$4,687
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$4,687

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	\$3,416
8.14 Other receipts intended to be used for operating expenditures	\$245,134
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$248,550
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$1,639,401
--	-------------

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	
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 [PLS 350]	\$784,894
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$137,573
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$922,467

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$112,233
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$65,742
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$16,630
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) [PLS 356]	\$194,605
--	------------------

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not Included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$430,510
---	------------------

11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,547,582
--	--------------------

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
---	------------

12.1b Local Government: Other	\$0
--------------------------------------	------------

12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
---	------------

12.2 State Government [PLS 401]	\$83,594
--	-----------------

12.3 Federal Government [PLS 402]	\$35,000
--	-----------------

12.4 Other Capital Revenue [PLS 403]	\$0
---	------------

12.5 If Other, please specify	-1 Not Applicable
--------------------------------------	--------------------------

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$118,594
--	------------------

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]	\$192,783
--	-----------

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	4	4	\$116.01	145.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Library Director	Library Director	\$43.39	40.00
	Head of Technical Services	Cataloging	\$26.62	25.00
	Community Engagement	Other Type of Librarian	\$22.00	40.00
	Head of Adult Services	Reference	\$24.00	40.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	3.63
---	------

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	4	4	4	\$87.31	160.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Head of Children' Services	Children\'s Services	Bachelor's Degree: No library science	\$24.50	40.00
	Head of Circulation	Circulation	Bachelor's Degree: No library science	\$26.69	40.00
	Children's Outreach Librarian	Children\'s Services	Bachelor's Degree: No library science	\$18.50	40.00
	Adult Programming Librarian	Adult Services	Less than a Bachelor's degree	\$17.62	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	4.00
--	------

13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	7.63
---	------

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	225.00
13.14 Minimum hourly rate actually paid	\$14.75
13.15 Maximum hourly rate actually paid	\$21.00
13.16 Total FTE Group C employees (13.13 / 40)	5.63

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	\$13.00
13.19 Maximum hourly rate actually paid	\$13.00
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) [PLS 252]	5.88
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	13.50

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	2	2	2	80.00	6	\$17.25	\$17.25
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Adult Outreach Librarian	Adult Services	Less than a Bachelor's degree with LTA	40.00	2	\$17.25	\$17.25
	Children's Programming Librarian	Children's Services	Less than a Bachelor's degree with LTA	40.00	4	\$17.25	\$17.25

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	1	1	1	40.00	1	\$65,374	
	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
	Assistant Director	Assistant Library Director	Master's Degree (ALA accredited)	40.00	04/2023	\$65,374	4

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	60,610
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

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)	63 / 36	1,551 / 1982	57 / 80	5,701 / 6613
Children (6-11)	63 / 43	1,551 / 637	56 / 119	5,596 / 8576
Young Adults (12-18)	37 / 17	197 / 81	3 / 3	166 / 113
Adults (19 and older)	229 / 357	2,413 / 1161	93 / 64	9,056 / 12432
General Interest	-1 Unknown	-1 Unknown	-1 Unknown	-1 Unknown
Total	392 / 486	5,712 / 4000	209 / 267	20,519 / 27738

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	338 / 406	5,051 / 3175
Synchronous In-Person Offsite Program Sessions	41 / 32	413 / 354
Synchronous Virtual Program Sessions	13 / 48	250 / 471
Total	392 / 486	5,714 / 4000

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	115 / 139
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	2,115 / 3158

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	Quiet playtimes for young learners geared to those on the spectrum

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	5,792 / 6044
16.2a Total Number of Unexpired Non-resident Cards	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?	\$158.90
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	5,793
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

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 [PLS 450]	36,848	36,382
17.2 Current Print Serial Subscriptions	33	44
17.3 Total Print Materials (17.1+17.2)	36,881	36,426
17.4 E-books Held at end of the fiscal year [PLS 451]	39,164	37,203
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	1,699	1,605
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	14,195	13,031
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	3,737	3,910
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	811	798
17.6c Other Circulating Physical Items [PLS 462]	115	79
17.6d Total Physical Items in Collection [PLS 461]	42,399	42,076

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 [PLS 456]	10	10
17.8 State (state government or state library) [PLS 457]	16	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	26	26

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.

For guidance in counting electronic item usage, please reference the following guide: Counting Electronic Item Usage for the IPLAR

18.1 Number of adult materials loaned	94,206	97,051
18.2 Number of young adult materials loaned	7,927	7,765
18.3 Number of children's materials loaned [PLS 551]	83,251	79,836
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	185,384	185,102

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	122,722	120,103
18.6 Videos/DVDs- Physical	19,930	26,181
18.7 Audios (Include music)- Physical	2,551	3,502
18.8 Magazines/Periodicals- Physical	1,578	1,578

18.9 Other Items- Physical [PLS 561]	3,901	2,280
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	150,682	154,045
18.11 Use of Electronic Materials [PLS 552]	34,702	34,057
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	185,384	185,102
18.13 Successful Retrieval of Electronic Information [PLS 554]	12,432	11,173
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	47,134	42,230
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	197,816	196,275
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	21,320	22,151
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	34,373	38,076

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 [PLS 502]	36,686	19900
--	--------	-------

19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
--	--------------

One-on-One Tutorials

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

19.2 Total Annual One-on-One Tutorials	110
--	-----

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	40
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	25	25
20.3 Is your library's catalog automated?	Yes	
20.4 Is your library's catalog accessible via the web?	Yes	
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes	

INTERNET (21.1 - 21.9)

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

21.1 Does your library have Internet access?	Yes	
21.2a What is the maximum speed of your library's Internet connection? (Select one)	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 [PLS 650]	23	
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	3,162	2843
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count	
21.6 Wireless Sessions Per Year [PLS 652]	102,304	108705
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count	
21.7 Does your library utilize Internet filters on some or all of the public access computers?		
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 [PLS 653]	61,208 --Select--	53270

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?	Complicated process

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.)	\$5,049	3857
23.2 Does the above amount include travel expenses?	Yes	
23.3 How many hours of training did employees receive this year?	403.00	351
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?		

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?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

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) DISTRICT LIBRARIES ONLY

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.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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).

¹, 2.12 Closed 3 weeks for upper floor remodeling project - funded partially by LSCA funds (0-2023-07-03)

², 2.13 Closed 3 weeks for upper floor remodeling project - funded partially by LSCA funds (0-2023-07-03)

³, 7.9 \$300,000 towards future capital needs. (0-2023-07-07)

⁴, 13.46 funds used towards other needs once person left for other position (0-2023-07-07)