

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

October 12, 2023
General Meeting
7:00 p.m.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to Agenda
4. Approval of Minutes:
 - Regular meeting, September 14, 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 – September 2023
7. Approval and Payment of Bills
8. Correspondence
9. Reports
 - a. Director's Report with personnel– Jennie Cisna Mills
 - b. Department Heads
10. Old Business
 - a. Strategic Plan Update (**Discussion**)
11. New Business –
 - a. Honoring Becky Goode, Head of Adult & Teen Services and Technology Manager for Five Years of Service (**Presentation**)
 - b. Approve TITA Notice for Levy Hearing on November 9, 2023 (**Action**)
 - c. Approve Resolution 23-06 "Resolution to Determine Estimate of Funds," (**Action**)
 - d. Approve Board Meeting Dates for 2024 (**Action**)
 - e. Approve Library Closure Dates for 2024 (**Action**)
 - f. Approve Intergovernmental Agreement with Troy Township regarding placing a book drop on their property to be reimbursed by ARPA funds (**Action**)
12. Close to go into Executive Session: 5 ILCS 120/2(c) The purchase or lease of real property for the use of the public body
13. Reopen to Open Session. No action is expected to be taken.
14. Announcements
 - a. Agenda-setting for the November meeting
 - b. Levy Hearing is November 9th, 6:30 pm
 - c. Jennie at the ILA conference from October 24th through the 26th

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

For further information regarding this meeting agenda, please contact:

Jennie Cisna Mills, Director

Shorewood – Troy Public Library District, 650 Deerwood Dr., Shorewood, IL 60404/815-725-1715, jmills@shorewoodtroylibrary.org

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
September 14, 2023**

The Public Hearing on the Budget & Appropriations Ordinance FY 2023/2024 for the Shorewood-Troy Public Library District was called to order by the President, Thomas Novinski, at 6:30 p.m. on Thursday, September 14, 2023. The meeting took place in Meeting Room A of the Library.

ROLL CALL:

TRUSTEES PRESENT:

- | | |
|--------------------|-------------------------------------|
| 1. Karen Voitik | 4. Bob Stahl |
| 2. Vito Schultz | 5. Tracy Caswell – via Zoom 6:48 pm |
| 3. Thomas Novinski | |

ABSENT: Arthetta Reeder, Krysten McGee

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

The Public Hearing was adjourned at 6:59 p.m. No public was present.

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 September 14, 2023.

ROLL CALL:

TRUSTEES PRESENT:

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

ABSENT: None

STAFF PRESENT:

Jennie Mills, Director
Cindy Norman, Finance Clerk

VISITORS PRESENT: Tawnya Mack, Mack & Associates

CHANGES/ADDITIONS TO AGENDA: Secretary Voitik motioned/Vice President Schultz seconded to have Trustee Caswell attend the meeting remotely due to a family emergency. A roll call was taken, and the motion passed with all members present voting ‘yes.’

APPROVAL OF MINUTES:

Treasurer Bob Stahl moved/Vice President Schultz seconded that the regular meeting minutes on August 10, 2023 be approved. The motion passed with all Trustees present voting ‘yes.’ President Novinski abstained.

COMMENTS FROM THE PUBLIC: NONE

TREASURER'S REPORT:

Cash on Hand Beginning of August 2023	\$849,891.01
Cash received during August 2023	114,395.41
Disbursements during August 2023	<u>(126,429.90)</u>
Cash on Hand End of August 2023	\$837,856.52

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	13,830.65
Money Market Fund – Chase	173,618.95
Old Plank Trail MM X6183	367,486.13
Payroll Account – Chase	6,094.26
License Plate – Chase	1,298.39
Old Plank Trail MM X9335	22,751.76
Old Plank Trail MM X9981	151,026.55
PMA Financial CD80197	<u>101,449.83</u>
TOTAL	\$ 837,856.52

APPROVAL AND PAYMENT OF BILLS:

Secretary Voitik moved that the bills presented for payment be approved. Vice President Schultz seconded the motion. A roll call vote was taken; the motion passed. All Trustees present voted 'yes'.

CORRESPONDENCE: Director Mills shared (3) comment cards that were turned in by patrons. They were all 5-star reviews.

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
 - Director Mills let the Board know that we will be getting the self-checkouts with the money from the ARPA grant.
 - Director Mills is writing a grant on behalf of Pinnacle for Last Copy Archive.
 - Director Mills went over some of the Building Issues over the past couple of weeks. A broken pipe was fixed in the meeting room's ceiling, and one of the roof's drains had become clogged, so RJ Kuhn unclogged it and reworked it to drain correctly. The building's carpets and tile floors were cleaned over Labor Day weekend.
- b. Department Head reports were also noted

OLD BUSINESS:

- a. Trustees approved re-investing \$100,000 with PMA for a 367-day term. President Tom Novinski motioned/Secretary Karen Voitik seconded. A roll call was conducted and the motion passed with all Trustees voting 'yes'.
- b. Trustee Caswell motioned/Secretary Voitik seconded to table the Whistleblower policy until a later date so that the Board members can review the policy with the simplified wording. The motion passed with all Trustees voting 'yes.'

NEW BUSINESS:

- a. Tawnya Mack from Mack & Associates presented their audit findings to the board. There were no deficiencies to report and they noted that there are good financial controls in place.
- b. Vice President Schultz moved/Secretary Voitik seconded to approve the FY23 audit. A roll call was conducted and the motion passed with all Trustees voting 'yes.'
- c. Treasurer Stahl moved/Vice President Schultz seconded to approve FY24 Budget & Appropriations Ordinance 23-2. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- d. Vice President Schultz moved/Trustee Reeder seconded to approve Chief Fiscal Officer's Statement of Revenues, FY24. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- e. Treasurer Stahl moved/Vice President Schultz seconded to approve Tracy Caswell to attend ILA's Trustee Day on October 26th, 2023, with a mileage per diem & hotel stay for one night for \$771.03. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- f. Vice President Schultz moved/Secretary Voitik seconded to approve Jennie Mills to attend the entire ILA conference with a rental car & per diem at \$732. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- g. Treasurer Stahl moved/Vice President Schultz seconded to approve Becky Goode & Sarah Haish to attend one day of ILA conference with mileage & per diem at \$838.53. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- h. Treasurer Stahl moved/Vice President Schultz seconded to approve setting the levy rate at 9.9% to allow for the creation of the levy document. A roll call vote was conducted and the motion passed with all Trustees voting 'yes.'
- i. Vice President Schultz moved/Trustee Reeder seconded to approve Resolution 23-4 LIMRiCC to Allow Administrative Amendments to the Intergovernmental Agreement. The motion passed with all Trustees voting 'yes.'
- j. Vice President Schultz moved/Trustee Reeder seconded to approve Resolution 23-5 LIMRiCC to Allow Substantive Amendments to the Intergovernmental Agreement. The motion passed with all Trustees voting 'yes.'
- k. Treasurer Stahl moved/Vice President Schultz seconded to approve a three-year renewal of Intergovernmental Agreement with Troy 30-C for issuance of Library Link library cards to eligible students. The motion passed with all Trustees voting 'yes.'
- l. Vice President Schultz moved/Trustee Reeder seconded to approve the request for website redesign to accommodate Americans with Disability Acts needs. The motion passed with all Trustees voting 'yes.'
- m. The Board discussed the placement of the new community book drop boxes from the ARPA grant. It was decided that Director Mills would reach out to the Township office and The Timbers as possible sites.
- n. The Board discussed their ideas for a Strategic Plan that would fit the Library's needs. Things to include would be a strong mission statement, long term goals, and a staff and community survey. Director Mills will get some pricing for the October meeting.

Motion made to go into Executive Session to discuss matters related to the purchase of lease of real property for the use of the public body 5ILCS 120/2(c) by Vice President Schultz and seconded by Trustee Caswell at 7:35 pm.

The open meeting resumed at 7:56 pm

ANNOUNCEMENTS:

- a. September is National Library Card Sign-up Month
- b. Friends of the Library Booksale on September 15th & 16th

Treasurer Stahl moved/Vice President Schultz seconded for the meeting to adjourn at 7:58 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

October 12, 2023

Administrative Duties:

- Troy Township is excited to have a community book drop on their site. Our attorney and Troy Township's attorney have reviewed the Intergovernmental Agreement in your packet. The Troy Township Board is prepared to approve it at their next meeting on October 19th. I'm continuing to work with the Timbers to see if they would be willing to take a book drop.
- I submitted a reimbursement request to Will County for the expenditures related to the self-check purchases (through the ARPA grant). The last time, it took approximately five months before reimbursement was issued.

Book Discussions:

- I'll be taking over the Adult Nonfiction book discussion group – I'm really excited! I read nonfiction a lot, personally.

Building:

- Next month, I will be submitting quotes for a new cleaning service to the Board. We have been conversing continually with this cleaning company to resolve issues, and nothing has been corrected.

Friends of the Library:

- The Friends made \$1993.71 at their September Book Sale!

Staffing:

- Kimberlee Patton, the Adult Programming Coordinator, left to take a job in a school district. We are currently interviewing candidates for the role.
- Every staff member of the Library decorated a pumpkin upstairs – they are all sitting upstairs on top of the audiobook shelf, close to the Circulation counter. Take time to vote for your favorite pumpkin☺.

Meetings:

- Department Manager Meeting, Internal (9/19)
- Consultation with Amanda Standerfer, Library Consultant, Strategic Planning, External (9/26)
- Kiwanis Award Breakfast, External (9/27)
- Consultation with Kathy Parker, Library Consultant, Strategic Planning, External (10/3)
- Meeting with the Directors of Lemont, Plainfield, and Joliet for on-boarding of new Director to Pinnacle, External (10/6)

Technical Services Department Head Report

September 2023

September meetings and events:

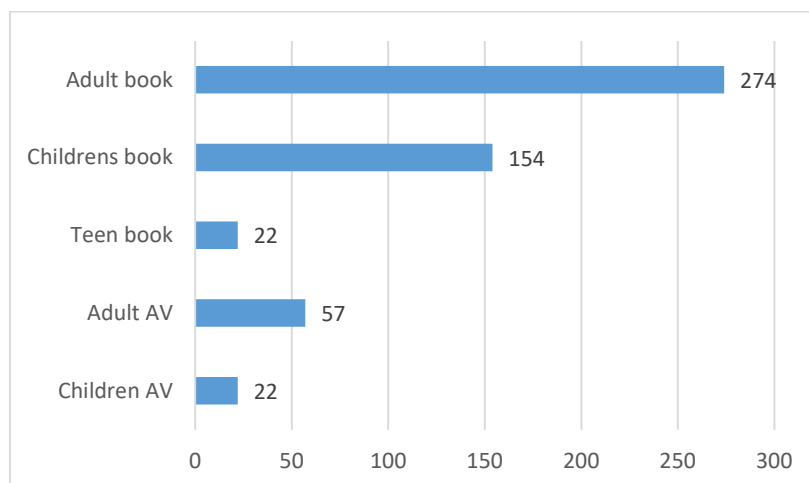
- 9/13 – PinTech meeting at White Oak-Romeoville. Topics discussed include adding a 250 field for non-English language titles and moving to free OverDrive MARC records.
- 9/20 – DH meeting – no news from Tech Services

Current projects:

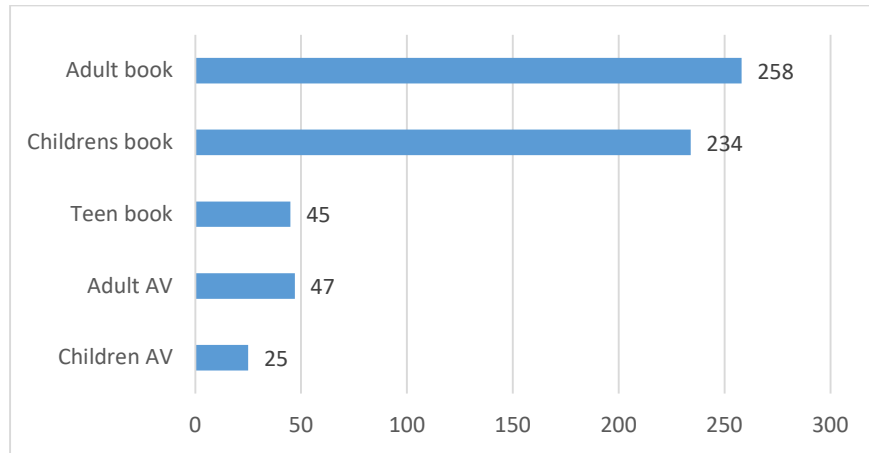
- None

Tech Service Statistics

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



Items ordered in September:

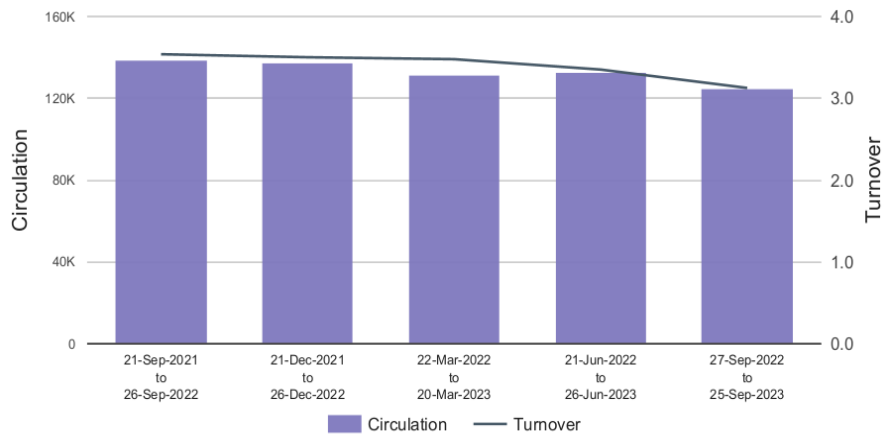


CollectionHQ

Circulation and Turnover

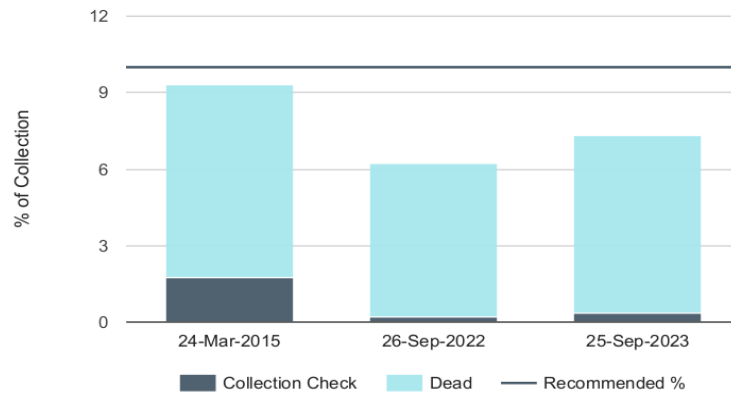
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



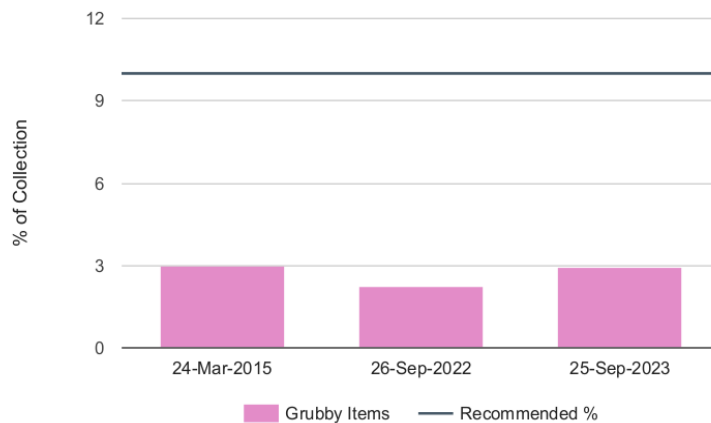
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 7.3% (0.23% increase from last month). 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 2.94% (.45% decrease from last month). As with the dead percentage, the goal is to be under 10%.

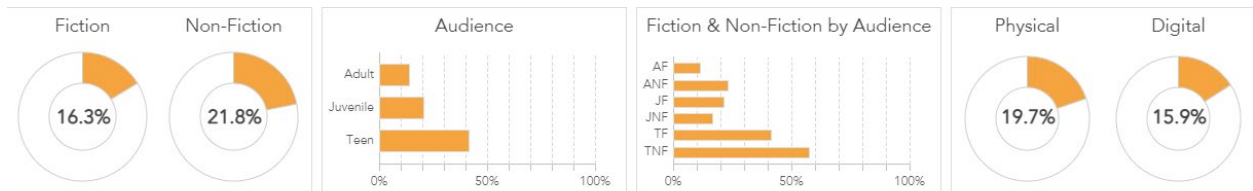


Diversity, Equity, and Inclusion (DEI)

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: **88,341**

DEI Items: **15,405 (17.4% of our collection ; .1% increase 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 1	11.4%	23.1%	21.7%	16.8%	41.5%	57.6%	17.4%
> Asian & Pacific Islander	1.4%	1.3%	3.4%	1.9%	7.9%	7.6%	2.2%
Black	3.2%	4.6%	4.0%	5.0%	6.8%	14.4%	3.9%
Disabilities & Neurodiversity	0.4%	1.1%	2.2%	1.4%	3.2%	2.5%	1.1%
Equity & Social Issues	3.2%	7.7%	5.4%	5.3%	10.4%	32.2%	4.9%
Hispanic & Latino	0.6%	0.6%	2.1%	1.2%	3.4%	0.8%	1.1%
Indigenous	0.5%	0.6%	0.7%	1.1%	0.6%	1.7%	0.6%
Mental & Emotional Health	1.2%	7.2%	6.1%	2.5%	11.3%	10.2%	3.8%
Middle Eastern & North African	0.1%	0.4%	0.4%	0.6%	0.9%	0.8%	0.2%
Multicultural	1.0%	0.6%	3.3%	1.3%	10.0%	3.4%	2.0%
> Religion	0.8%	2.3%	1.5%	1.2%	3.5%	4.2%	1.4%
> Sexuality & Gender	1.5%	1.7%	1.3%	0.5%	11.6%	8.5%	2.2%
Substance Abuse & Addictions	0.3%	0.7%	0.1%	0.0%	1.1%	0.8%	0.4%

Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

September 2023

LORI FREEMAN

CHILDREN'S MANAGER

DEPARTMENT UPDATES

Collection Development

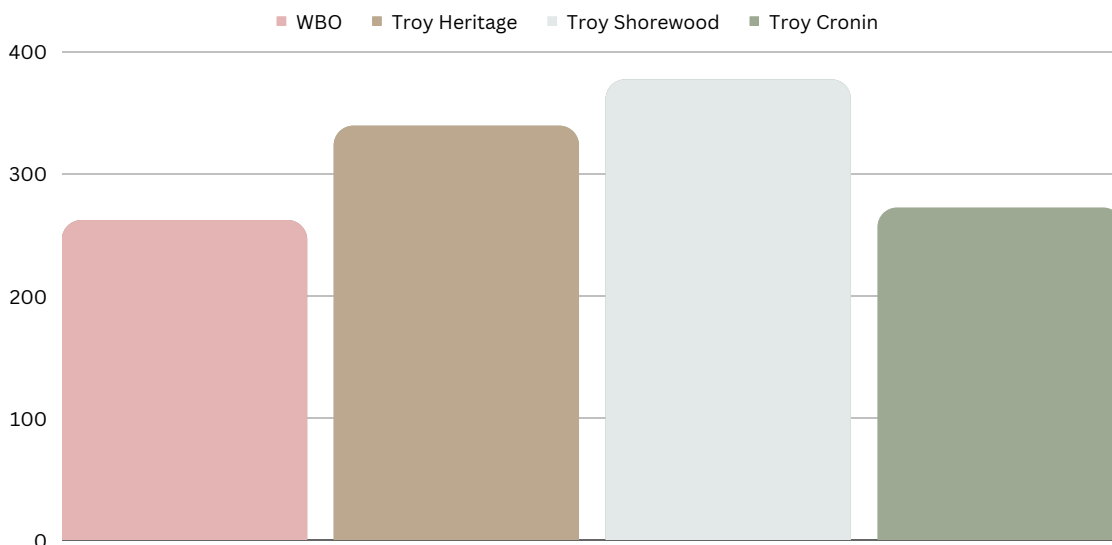
We finished our shelf-reading/evaluation project. All collections were shifted and we expanded board books, language learners, and early readers. Parenting was moved closer to the toy area for parents to browse while their child is playing. We are anticipating better circulation with this change.

Children's Outreach

September was a busy month for Children's Outreach.

The Story Walk was updated with the fourth installment this season with, *Soaked!* by Abi Cushman.

Gina, Sarah and Mallory attended Back to School Night for all of the nearby Elementary Schools. They promoted library resources and the programs we offer. They had a total engagement 1,250 people!!!



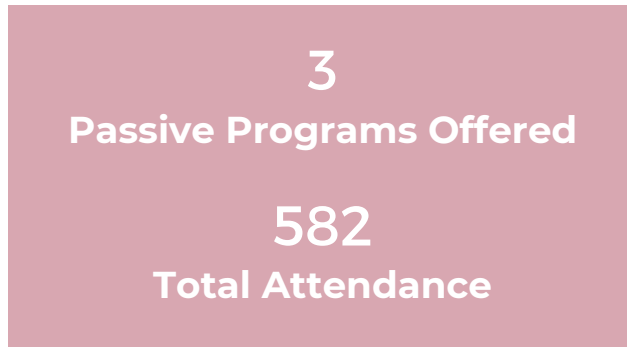
We are running an incentive program for kids who come into the library and use their Library Link or Juvenile card to check out books now through December 22nd. Every time they check out, they will earn a raffle ticket to win a prize basket!

Deliverables

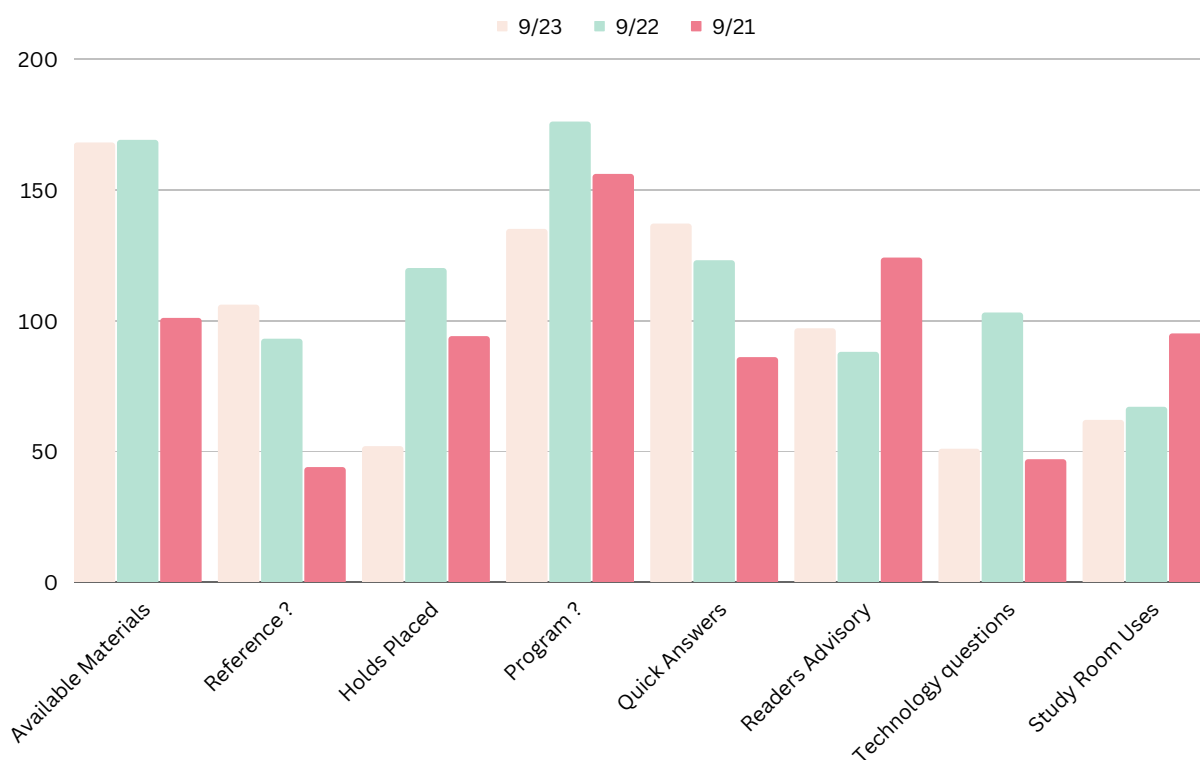
Active Programs



Passive Programs



REFERENCE TRIAGE



Reference Breakdown 8/23

We had 168 patrons ask about available materials, 106 ask general reference questions, 52 holds were placed, 135 questions were asked about programs, 137 quick answers were provided, 97 reader's advisory transactions were conducted, and 51 patrons asked about technology. 62 study room reservations were made.

MONTHLY REPORT

SEPTEMBER 2023

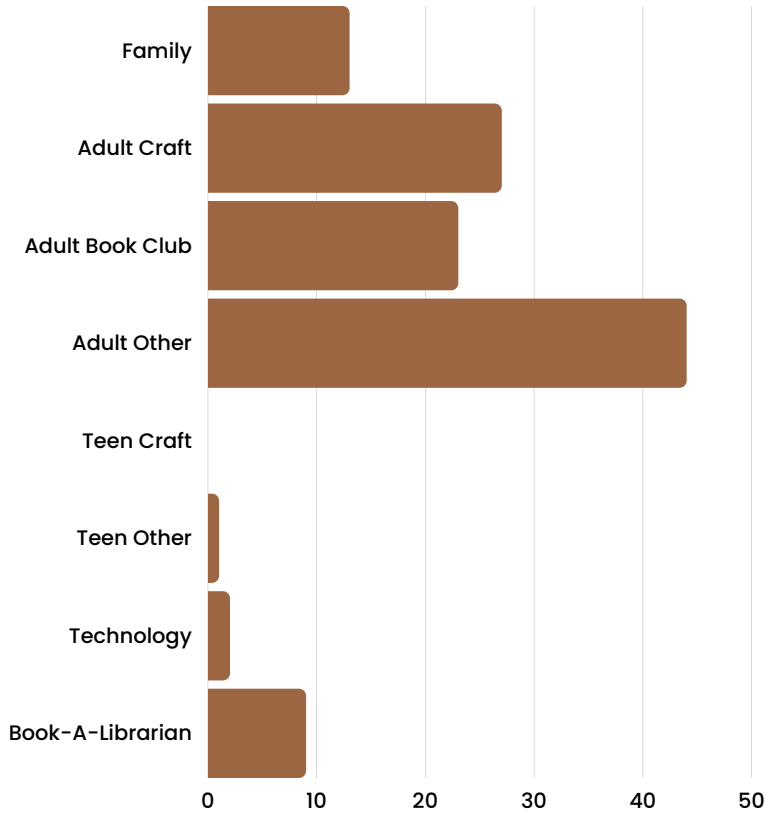
BECKY GOODE

ADULT, TEEN & TECHNOLOGY SERVICES MANAGER

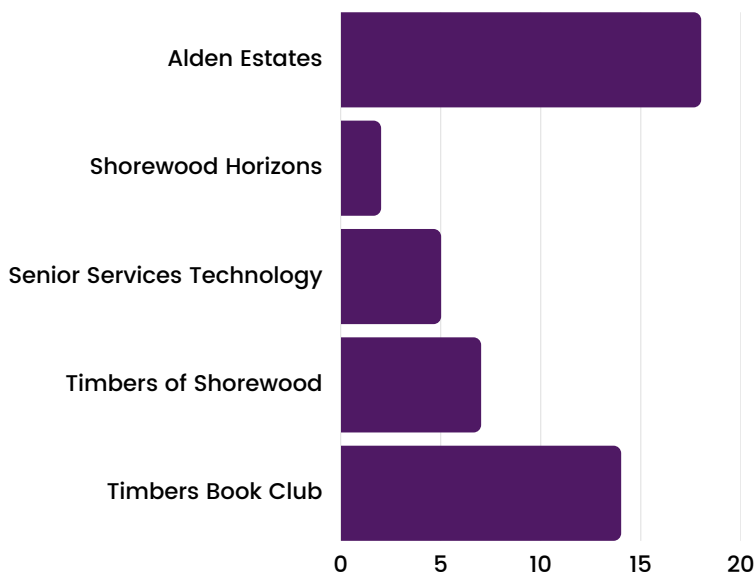
- Adult Services
 - No new projects to discuss.
- Teen Services
 - No new projects to discuss.
- Adult & Teen Outreach
 - Joliet Transition Center will be working with us again this school year. After our initial meeting this month, we will have 3 students joining us again (starting in October) to learn about library careers and other beneficial employment skills.
- Technology
 - The new computers that were purchased have been successfully set up and are in use for both staff and patrons.
 - Synapse Technology and Legend Technology completed the wiring project. All ethernet ports are now labeled, loose ethernet cables were removed from the ceilings, old patch panels were removed, some wall ports were rerun and plates replaced, the public printer and fax machine have been hardwired, and a new low-profile wall rack to hold all new ports in the back office area away from the supply shelf was installed.
 - Communico Interact, our new self-check program, has started the launch process. If all goes well, we should be going live with the machines soon.
 - New Elo self-check machines have arrived and will be assembled when Communico Interact is ready to go live.

PROGRAMS & OUTREACH

ACTIVE PROGRAMS



OUTREACH PROGRAMS/EVENTS



PASSIVE PROGRAMS

NUMBER OF PROGRAMS: 4
TOTAL PATRONS: 287

STAFF MEETINGS PROGRAMS & OUTREACH

- **Becky – Adult, Teen & Technology Manager**
 - Adult & Teen Program Meeting
 - Banned Books Program
 - CASA Volunteer Training
 - Communico Interact Meeting
 - Department Head Meeting
 - Joliet Transition Center Meeting
 - Kiwanis Donation Event
 - Kiwanis Meeting
 - Level Up Your Facilitation Skills
 - Programming Meeting
 - Senior Services Tech
 - Social Media Q&A
 - Special Events Committee
 - Timbers Book Club
 - Timbers Visit x 1

- **Sarah – Adult & Teen Outreach Coordinator**
 - Alden Visit Craft x 2
 - B'LONG Roundup Event
 - Family Craft
 - Home Delivery x 2
 - Horizons Visit x 2
 - Joliet Partners in Education
 - Joliet Transition Center Meeting
 - Kiwanis Donation Event
 - STEM at MSI
 - Timbers Book Club
 - Timbers Visit x 1
 - Troy Cronin Back-to-School Event
 - WBO Back-to-School Event

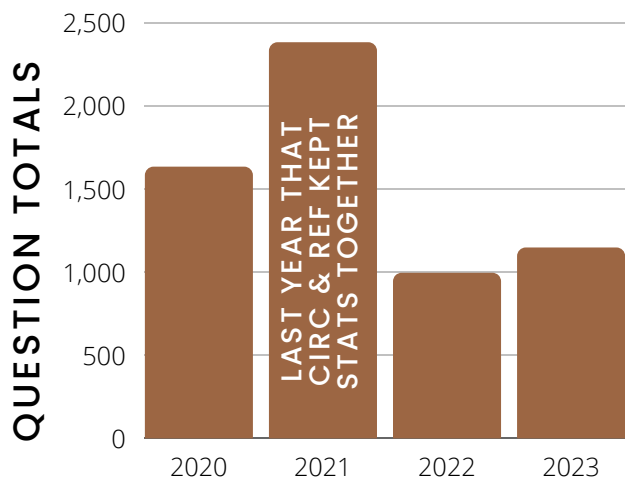
- **Kimberlee – Adult Programming Coordinator**
 - Buttons: Works of Art
 - Kokedama Workshop
 - Novel Idea Book Club
 - Programming Meeting
 - Special Events Committee
 - Virtual Pinterest

- **Violet – Teen Programming Coordinator**
 - Dungeons & Dragons
 - Programming Meeting
 - Teen D&D

- **Hailie – Adult & Teen Services Assistant**
 - DIY Cat Toy

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.

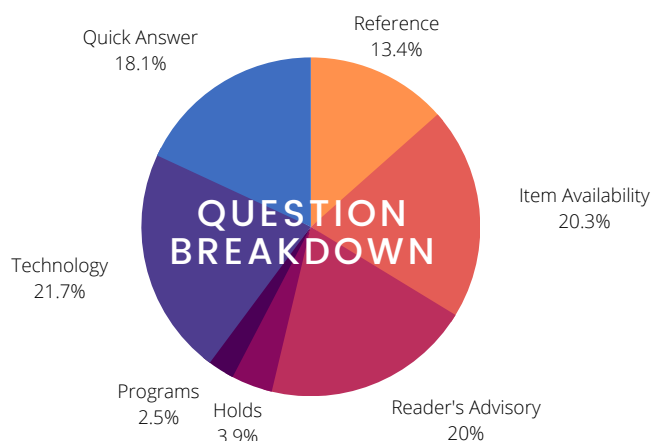
Programs - questions related to library programs for all ages. For example, "What do I need to bring with me to the Tai Chi program?"

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."

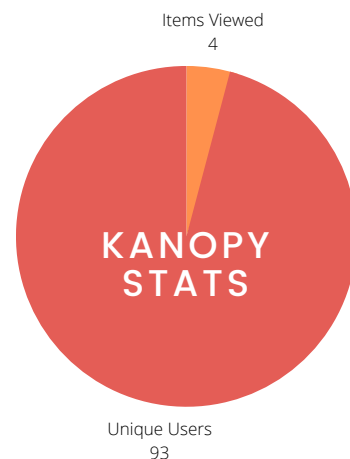
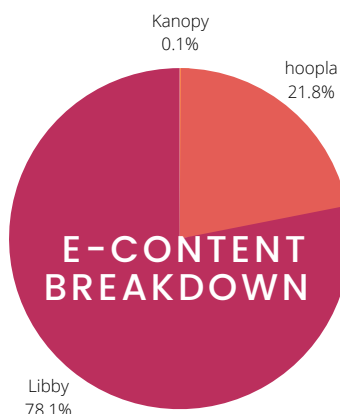
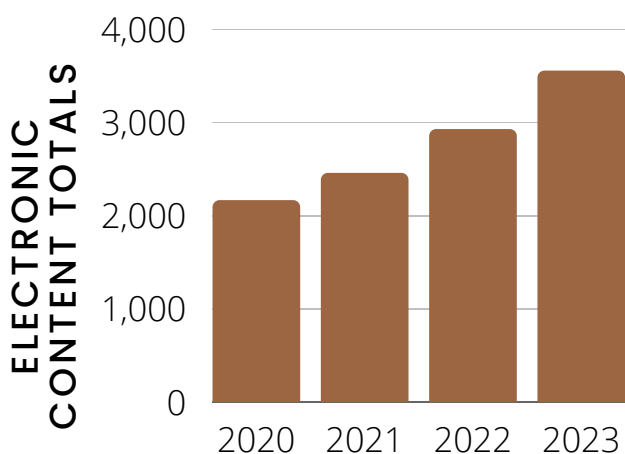
Reference - questions involving research, dealing with passports, license plate renewals, or any other in depth topic. For example, "Where is the closest post office, and how do I get there?"

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



ELECTRONIC CONTENT

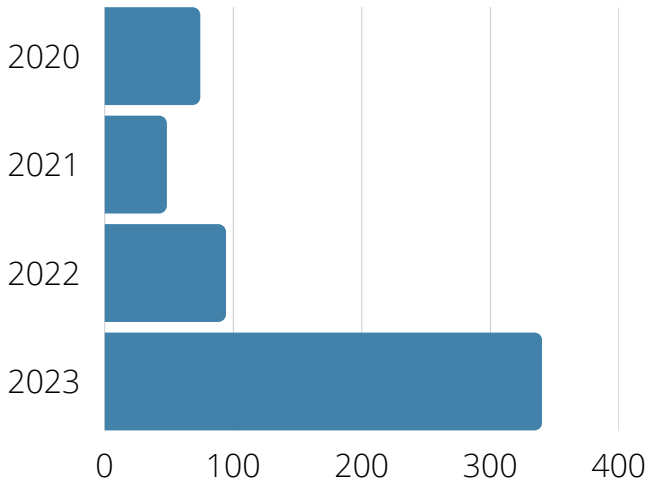
We have three electronic material platforms, Kanopy (movies and television shows), Libby (e-books and audiobooks), and hoopla (e-books, audiobooks, movies, television shows, graphic novels, and music).



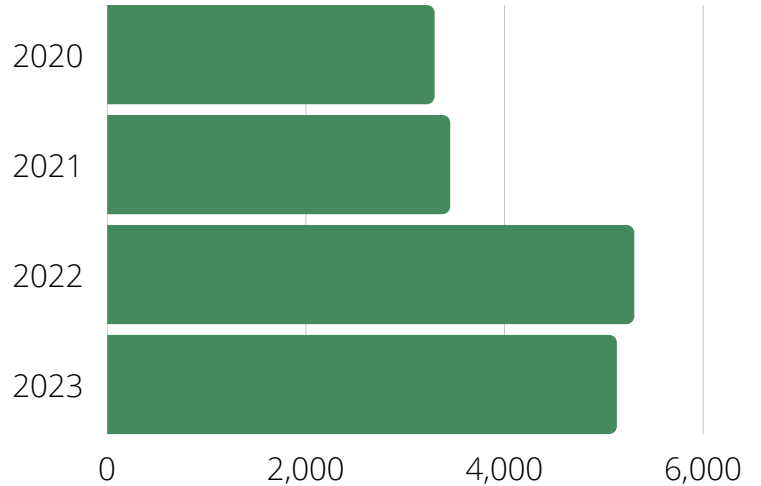
MONTHLY REPORT SEPTEMBER 2023

JULIE HORNBERGER
CIRCULATION MANAGER

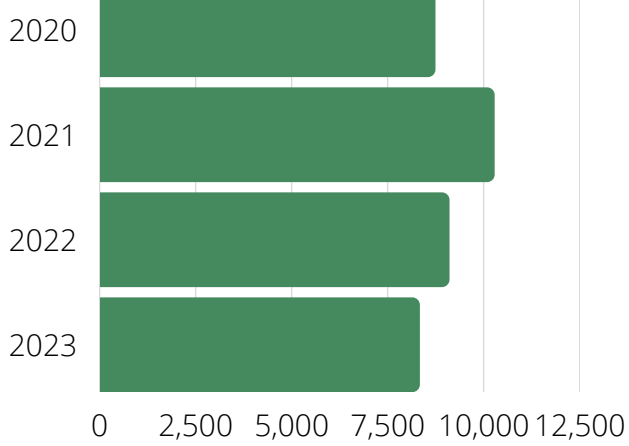
NEW CARDS



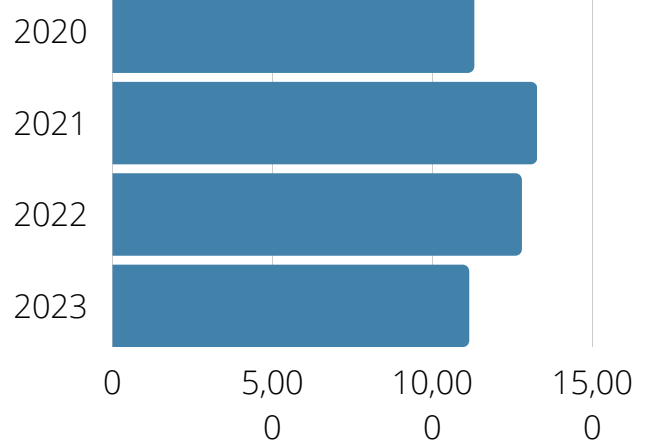
DOOR COUNT



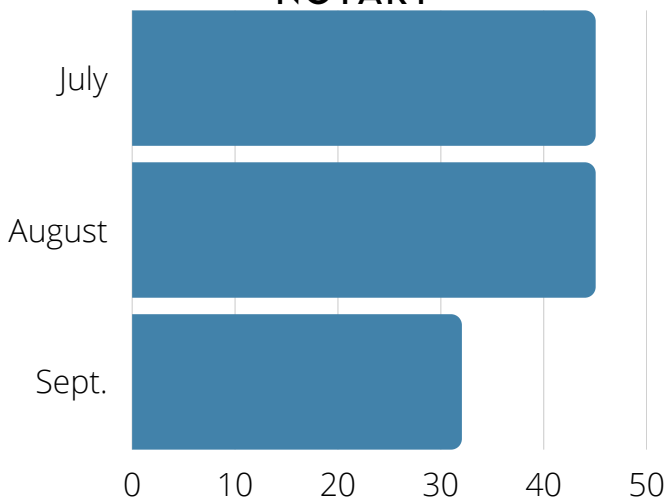
ITEMS CHECKED IN



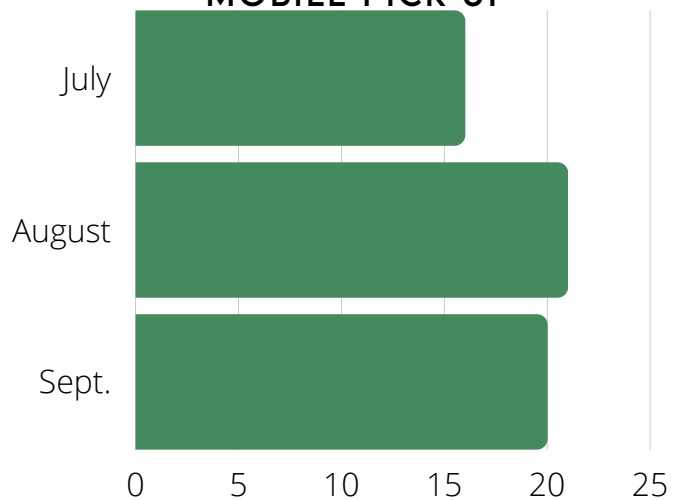
ITEMS CHECKED OUT



NOTARY



MOBILE PICK UP



September 2023

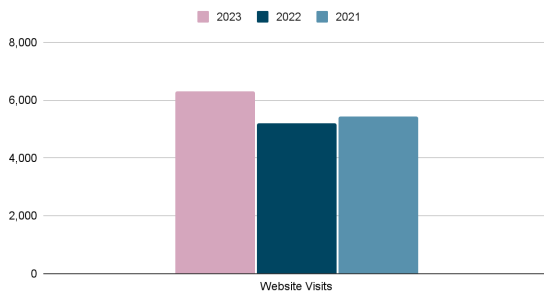
Monthly Board Report

Melissa Almanza, Marketing Specialist

Department Highlights:

This September, we released the Request for Proposal (RFP) to initiate our website redesign project. So far, I've met with CyberOptik and have scheduled meetings with two other developers. We also launched our upgraded patron notices email campaign complete with graphics and cover art.

September Website Visits

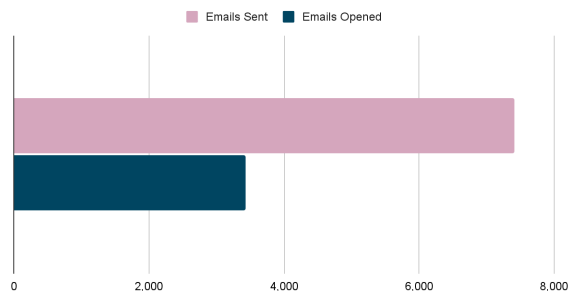


Website Visits:

2023 - 6,313
 2022 - 5,191
 2021 - 5,427

1,872 Unique Visitors

Total eNewsletters Sent vs. Total Read



eNewsletters:

Sent - 7,408
 Read - 3,437
 Clicks - 237

46.4% Read

Program Marketing:

9/2023

Social Media: 5
 Friend: 19
 In-House Signage: 8
 Library Staff: 23
 Website: 205
 Newsletter: 122
 Other: 20

9/2022

Facebook: 8
 Friend: 12
 In-House Signage: 19
 Library Staff: 40
 Website: 147
 Newsletter: 219
 Other: 47

9/2021

Facebook: 16
 Friend: 15
 In-House Signage: 5
 Library Staff: 6
 Website: 195
 Newsletter: 95
 Other: 5

October 12, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Strategic Plan Update

I've talked to two consultants (Amanda Standerfer and Kathy Parker) who are willing to tailor a quote around a small-scale strategic plan process. However, Ms. Parker has been out of town for much of September; she won't be able to submit a quote until after the October Board meeting. I will have the quotes on the agenda for November.

October 12, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Honoring Becky Goode for Her Fifth Anniversary at the Shorewood-Troy Public Library

Becky Goode started at the Shorewood-Troy Library as the Adult & Teen Services Outreach Librarian. She immediately became popular with the existing patrons for that role, including seniors in retirement communities. However, she also began broadening and deepening her role, beginning to attend more meetings at the (then) Shorewood Chamber of Commerce.

Becky also took on the role of teaching more technology classes, both in-library and outside the Library's walls, at the Troy Township Offices, and in the senior communities. She soon became a popular person for patrons to book for Book-A-Librarian one-on-ones because she explained things in a simple, easy-to-understand way to people who might be a little intimidated by their new phone or iPad.

Becky successfully wrote and managed a \$10,00 Illinois State Library Services and Technology Act Grant in FY2022, called "You're Hired: Additional Resources for the Shorewood-Troy Workforce," that funded additional hotspots, laptops for job seekers, resume software, career books, and speakers.

Becky has also collaborated with other libraries, including the Three Rivers Library (Channahon and Minooka) with their successful Library Road Trip program. She has served as one of the organizers of the program. As part of that, she's presented at the PrairieCat User Group Day and the Illinois Library Association Conference about this project, in conjunction with the Three Rivers Director, Lauren Offerman, and staff from other libraries.

In 2022, Becky was promoted to Head of Adult and Teen Services and Technology. One of her past projects was to work to get the Google Suite of products free to the Library, and she expects to have the roll-out of the new self-checks happen soon.

Becky brings dedication and a willingness to the Library to get projects done. I look forward to working with her for many more years to come.

October 12, 2023

To: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: TITA Notice for 2023

At the September 14th meeting of the Board, the Board voted to approve the levy to be written with a 9.9% increase (to be levied only on new and/or improved properties; the levy will be **\$1,441,988**).

As the Board has approved a levy request of a 9.9% increase over the previous year's extension, a Truth in Taxation Notice black-border legal notice (TITA Notice) will need to be published in a paper in general circulation in the District, no more than 14 days before the public hearing, no less than 7 Days. The Shorewood Sentinel publishes on Wednesdays.

The Public Hearing is scheduled for **November 9th**. In order to meet statutory requirements, the TITA Notice will have to be published on November 1, 2023.

The Board needs to authorize the TITA notice to appear in the Shorewood Sentinel.

NOTICE OF PROPOSED PROPERTY TAX INCREASE
FOR SHOREWOOD – TROY PUBLIC LIBRARY DISTRICT

1. A public hearing to approve a proposed property tax levy for the Shorewood-Troy Public Library District for 2023 (2023/24 fiscal year) will be held on *November 9th at 6:30 p.m.*, at the Shorewood-Troy Public Library, 650 Deerwood Dr., Shorewood, Illinois 60404 in Meeting Room A.
2. Any person desiring to appear at the public hearing and present evidence to the taxing district may appear at the public hearing. Public comment is held to three minutes per member of the public.
3. The corporate and special purpose property taxes extended or abated for 2022 were \$1,312,092

The proposed corporate and special purpose property taxes to be levied for 2023 are \$1,441,988. This represents a 9.9% increase over the previous year.

4. The property taxes extended for debt service and public building commission leases for 2022 were \$0.00.

The estimated property tax to be levied for debt service and public building commission leases for 2023 is \$0.00. This represents no change over the previous year.

5. The total property taxes extended or abated for 2022 were \$1,312,092. The estimated total property taxes to be levied for 2023 are \$1,441,988. This represents a 9.9% increase over the previous year.

Dated: November 1st, 2023

Ordinance **23-2**
Tax Levy Ordinance
Of the
Shorewood-Troy Public Library District
Will County, Illinois
For Fiscal Year July 1, 2023, to June 30, 2024

AN ORDINANCE for the Assessment, Levy, and Collection of taxes within the Corporate Limits for the general corporate purposes of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, for the fiscal year commencing July 1, 2023, and ending June 30, 2024; for a special audit expense tax levy, for a special liability insurance expense tax levy, for a special municipal retirement expense tax levy, and for a special equipping and maintenance expense tax levy for said fiscal year. BE IT ORDAINED by the Board of Trustees of the SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS:

SECTION 1:

That there be, and hereby is, levied and assessed upon all taxable property, both real and personal, within the Shorewood-Troy Public Library District, Will County, Illinois, and the same assessed and equalized for state and county purposes taxes sufficient to produce the sum of \$1,441,988 of which sum is levied together with \$958,00 to be derived from other sources, being in the total amount appropriation legally made for general library purposes for said taxable year, which sum is to be used for, has been appropriated for purposes and the amount specified as follows, to wit:

Levy:

Unemployment / WC Levy	\$ 7,352
General Corporate Tax Levy	\$1,401,617
Audit Tax Levy	\$ 1,222
Liability Insurance Tax Levy	\$ 6,414
Municipal Retirement Tax Levy	\$ 11,132
Building Maintenance Tax Levy	\$ 14,251
Total 2023 Levy	\$1,441,988

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

Expenditures:

Payroll Related Exp.:	\$1,107,000
Library Materials:	\$ 200,000
Contractual Services:	\$ 360,000
Supplies & Services:	\$ 100,000
Misc. Expense:	\$ 42,000
Util. & Building Expense:	\$ 128,000
Capital Expenses:	\$ 450,000
Overhead Expenses:	\$ 80,000

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

SECTION 2:

This Ordinance shall take effect and be in force ten (10) days after its legal passage and approval and shall be known as Ordinance **23-03** Tax Levy Ordinance of the Shorewood-Troy Public Library District, Will County, Illinois.

Passed by the Board of Trustees of the Shorewood-Troy Public Library District at a regular meeting held on November 9, 2023,

Approved this 9th day of November 2023.

President, Board of Trustees
Shorewood-Troy Public Library District
Will County, Illinois

ATTEST:

Secretary, Board of Trustees
Shorewood-Troy Public Library District
Will County, Illinois

October 12, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Board Meeting Dates & Closed Dates (Agenda Items C & D)

All of the proposed Board Meeting dates in 2024 are standard – all are on the second Thursday of the month at the normal time. The two public hearings scheduled are the standard ones; one is in September for the Budget & Appropriations Ordinance. The other is in November for the Levy hearing.

The Proposed Holiday calendar is also in your board packet.

I am proposing that the Board approve closing Thursday, May 30th, for the Summer Reading Kickoff; the last day of school is expected to be May 24th this year.

I am also suggesting the 1st Friday in August for a staff in-service; that is August 2nd.

Shorewood-Troy Library Board Meeting Dates

2024

The regular meeting dates for the Shorewood-Troy Public Library District will be:

January 11	7:00 pm
February 8	7:00 pm
March 14	7:00 pm
April 11	7:00 pm
May 9	7:00 pm
June 13	7:00 pm
July 11	7:00 pm
August 8	7:00 pm
September 12	6:30 pm (public hearing, followed by Board meeting at 7pm)
October 10	7:00 pm
November 14	6:30 pm (public hearing, followed by Board meeting at 7pm)
December 12	7:00 pm

Unless otherwise announced, all meetings will be held in the Meeting Room of the Shorewood-Troy Library at 650 Deerwood Drive, Shorewood.

Shorewood-Troy Library Closing Dates for 2024

Monday, January 1 st	New Year's Day
Monday, May 27 th	Memorial Day
Thursday, May 30 th	Summer Reading Kickoff
Thursday, July 4 th	Independence Day
Friday, August 2 nd	Staff In-Service
Monday, September 2 nd	Labor Day
Wednesday, November 27 th	Close at 5pm
Thursday, November 28 th	Thanksgiving
Tuesday, December 24 th	Christmas Eve
Wednesday, December 25 th	Christmas

October 12, 2023

TO: Board of Trustees, Shorewood-Troy Public Library

FROM: Jennie Mills, Director

RE: Intergovernmental Agreement with Troy Township Regarding Community Book Drop

Troy Township is excited to have a Library Book Drop on their property. The costs of the purchase of the book drop and the installation will be reimbursed by the ARPA grant.

To protect both the Library and the Township, it is best practice to have an Intergovernmental Agreement in place. Our attorney (Adam Simon at Ancel Glink) and the Township attorney both reviewed and provided input on this agreement. Both attorneys find the agreement in your packet to be acceptable.

If the Library Board approves the Agreement at the meeting on the 12th, the Township Board is prepared to approve it at their next meeting next week.

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
AND TROY TOWNSHIP FOR THE INSTALLATION, MAINTENANCE, AND OPERATION OF A COMMUNITY
BOOK DROP**

THIS AGREEMENT is made and entered into this **16th day of October 2023** (“Effective Date”), by and between Troy Township, Will County, Illinois (“Township”), and the Shorewood-Troy Public Library District (“Library”).

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and 5 ILCS 220/1 *et seq.* authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law, to use their credit, revenues and other reserves to pay costs and to service debt related to intergovernmental activities; and

WHEREAS, the Township and the Library are public agencies as that term is defined in the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Township and the Library mutually desire to have a community book drop installed and maintained on the Troy Township’s property, located at **25448 W. Seil Road, Shorewood, IL 60404**, (the “Book Drop Site”).

NOW, THEREFORE, in consideration of the mutual agreements and covenants herein and upon further consideration of the recitals hereinabove set forth, it is hereby agreed by and between the Parties as follows:

SECTION 1. RECITALS. The foregoing recitals are incorporated as though fully set forth in this Section 1.

1. SECTION 2. BOOK DROP.

- a. The initial term of this agreement will be three (3) years, with automatic three (3) year renewals, unless either party shall notify the other party of its intent to terminate the Agreement at least six months prior to the next succeeding renewal date. Notice of termination will be sent by certified mail, with a return receipt requested, or by personal delivery.
- b. The Library District will be solely responsible for all costs associated with the initial installation of the Book Drop (the "Initial Installation") at the Book Drop Site, including the purchase of the Book Drop.
- c. The Township has the right to determine where the book drop will be located on its property and select the installer of its choice.
- d. Upon completion of the initial installation of the book drop, the Library District shall be the sole and exclusive owner of said book drop (the "Book Drop").
- e. If the Book Drop requires replacement or repair during the term of this Agreement, the Library District shall pay for the repair or replacement of the Book Drop.
- f. The Library District will empty the Book Drop. Keys to the Book Drop will be provided to the Township in case misplaced items are put in the book drop.
- g. The Township will be responsible for clearing snow and ice in front of the book drop. The parties agree that this allocation of responsibility is solely for their convenience, and the parties do not intend for it to create or diminish any duties or obligations to third parties that either party otherwise has, nor shall a violation of this provision be evidence of negligence.

SECTION 2. INDEMNIFICATION. The Parties shall mutually indemnify, hold harmless, and defend with counsel of the indemnifying Party's own choosing, the other party, its officials, officers, employees, agents, and contractors, including their past, present, and future elected officials and agents from and

against all liability, third-party claims, suits, causes of action, demands, proceedings, set-offs, liens, attachments, debts, expenses, judgment, or other liabilities including costs, reasonable fees and expense of defense, arising from any loss, damage, injury, death, or loss or damage to property, of whatsoever kind or nature due to any negligent misconduct of such indemnifying party in its performance under this Agreement.

SECTION 3. INSURANCE. The Parties shall each carry public liability insurance in an amount of not less than \$1,000,000.00 per person per occurrence, and such policies shall name the other Party as an additional insured for the services performed or actions undertaken pursuant to this Agreement. Both Parties shall provide each other with copies of certificates of insurance policies stated within thirty (30) days of the Effective Date of this Agreement.

SECTION 4. SEVERABILITY AND WAIVER. If any portion of this Agreement is held invalid or inoperative by a court of competent jurisdiction, then so far as is reasonable and possible, the remainder of this Agreement shall be deemed valid and operative, and effect shall be given to the intent manifested by the portion held invalid or inoperative. The failure by either Party to enforce against the other Party any term or provision of this Agreement shall be deemed not to be a waiver of such Party's right to enforce against the other Party to same or any other such term or provision.

SECTION 5. GOVERNING LAW AND VENUE. This Agreement will be governed by and construed in accordance with the laws of the State of Illinois. The venue for all disputes arising out of, under, or relating to this Agreement shall be the 12th Judicial Circuit Court, Will County, Illinois.

SECTION 6. AUTHORITY. The Parties warrant and guarantee that they have proper and complete authority to enter into this Agreement and perform in accordance with this Agreement's terms.

SECTION 7. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement by the Parties, and supersedes all prior negotiations, representations or agreements relating thereto, written or oral,

except to the extent they are expressly incorporated herein. Unless otherwise provided for herein, no amendments, changes, alterations, or modifications of this Agreement shall be effective unless in writing and executed by the Township and Library. There are no third-party rights, benefits, or beneficiaries under this Agreement.

SECTION 8. NOTICE. All notices provided for in this Agreement shall be in writing and may be given by personal delivery, recognized overnight delivery service (deemed delivered the next business day), facsimile (deemed delivered when received per fax receipt) or by certified or registered mail, return receipt requested, postage prepaid (deemed delivered two days after deposited in the U.S. Mail) Notices shall be addressed as follows:

If to the Township:
Troy Township
Attn: _____
25448 W. Seil Rd.
Shorewood, IL 60404

If to the Library:
Shorewood-Troy Public Library
Attn: Library Director
650 Deerwood Drive
Shorewood, IL 60404

Any Persons may change the persons and contact information with respect to such Party by notifying the other Party in the manner set forth in this Section.

SECTION 9. COUNTERPARTS. This Agreement may be signed in two or more counterparts, each of which shall be treated as an original but which, when taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set above.

Shorewood-Troy Public Library District:

Troy Township:

Thomas Novinski, Board President

Joseph D. Baltz, Supervisor

Attest: Karen Voitik, Board Secretary

Larry Ryan, Clerk