

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

February 9, 2023
General Meeting
7:00 p.m.

1. Welcome
2. Call to order and roll call of Trustees
3. Changes/Additions to the Agenda
4. Approval of Minutes:
 - Regular Meeting, January 12, 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 – January 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. Standing update on DCEO Grant (**Discussion**)
 - b. Standing Update on LSCA Grant (**Discussion**)
 - c. Standing Update on Leased Acre (**Discussion/Action**)
11. New Business –
 - a. Honoring the One-Year Anniversary of Mary Hurtado, Adult Outreach Librarian (**Action**)
 - b. Honoring the One-Year Anniversary of Kim King, Circulation Assistant (**Action**)
 - c. Honoring the One-Year Anniversary of Tina Lyznicki, Technical Services Assistant (**Action**)
 - d. Approval of Parking Lot concept to begin working with the Village on approvals (**Action**)
 - e. Approve closure of the *Library Building to the Public* from **3 days before demolition begins to the end of project - Probable dates:** February 22nd – March 14th for remodeling (**Action**)
 - f. Approve full closure of all services on **day of demolition, with probable date of Saturday, February 25th** for demolition, with mobile pick-services, phone/zoom reference services, etc. being available **3 days before demolition to end of project** from 9 am to 5 pm Monday – Saturday, **probable dates** Feb 22nd- Feb 24th & Feb 27-March 14th (**Action**)
 - g. Approve March 9th Building Committee Meeting & Board Meeting to be held at the Troy Township Building, 25448 W. Seil Rd, Shorewood, Due to Remodeling (**Action**)
 - h. Approve Money Market account at Wintrust to be converted to a MaxSafe Account (**Action**)
 - i. Approve release of Request for Proposal for Landscaping Services (**Action**)
 - j. Release of Executive Session Minutes for June 2022-December 2022 (**Action**)
12. Announcements
13. Adjourn

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

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

**SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD MEETING
January 12, 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 January 12, 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. Vito Schultz |
| 3. Tom Novinski | 4. Bob Stahl |
| 5. Arthetta Reeder | 6. Phil Besler |

ABSENT: Tracy Caswell

STAFF PRESENT:

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

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: NONE

APPROVAL OF MINUTES:

Treasurer Bob Stahl moved that the minutes of the regular meeting on December 8, 2022, be approved. Secretary Karen Voitik seconded the motion, and it was passed with all members voting "yes."

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of December 2022	\$1,079,782.17
Cash received during December 2022	39,577.90
Disbursements	<u>138,645.74</u>
Cash on Hand End of December 2022	\$ 980,714.33

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	10,886.68
Money Market Fund – Chase	260,639.71
Money Market Fund – Old Plank Trail	178,015.59
Payroll Account – Chase	1,151.12
License Plates – Chase	784.03
Money Market – Old Plank Trail	28,956.73
PMA Financial CD80197	<u>499,980.47</u>
TOTAL	980,714.33

APPROVAL AND PAYMENT OF BILLS:

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

LIBRARIAN'S REPORT:

- a. Director's Report with personnel – Jennie Cisna Mills
- b. Department Heads

OLD BUSINESS:

- a. Director Mills informed the Board that the modification to the parking lot project for the DCEO Grant was approved. The completion deadline is February 2024. However, the majority of the project needs to be completed by October 2023 because the asphalt plants will stop pouring around then due to weather. The proposal to move forward will be put on the February 9th Board agenda for approval.
- b. Diverzify+ updated Director Mills that carpet tiles are shipping on 2/24/23 and should arrive approximately 3/3/23. The Library is looking to start demolition on 2/25/23. During the closure, staff will still be able to fill holds with books located in the Children's department and receive books from other libraries for patrons. All upstairs services will move to the basement during the renovation. Director Mills will hopefully have a firm date for closure to be approved at the February 9th meeting.
- c. Director Mills updated the Board that the Village of Shorewood may be willing to take ownership of the private road next to the leased acre so that they can maintain it. This will be beneficial to the Library because then the Library will not be responsible for plowing it or taking care of the curbs. Also, Director Mills found out from the attorney that there would be no liability to the Library if the land needs to be returned in the future. There will be a standard clause in the draft to cover that issue. Director Mills will move forward with the attorney to prepare a draft that can be presented to the Board.

NEW BUSINESS:

- a. Treasurer Bob Stahl moved/Trustee Vito Schultz seconded to approve the submission of required filers for the Statement of Economic Interest. The motion passed with all members present voting "yes".
- b. Secretary Karen Voitik moved/Vito Schultz seconded to approve Director Mills to sign the contract to accept ARPA funds from Will County, pending final review from the Attorney. A roll call was taken and the motion passed with all members present voting "yes".
- c. The Board received a quote of \$14,358.82 from Wunderlich Doors to replace the two emergency doors and staff entrance door including the automatic locks and key cards. Treasurer Bob Stahl motioned/Trustee Vito Schultz seconded to approve the quote and replace the doors. A roll call was taken and the motion passed with all members present voting "yes".
- d. Trustee Vito Schultz moved/Trustee Arthetta Reeder seconded to approve the Committee Charge for the Building Committee. The motion passed with all members present voting "yes."
- e. Vice-President Phil Besler moved/Treasurer Bob Stahl seconded to approve Request for Proposals for Library Auditors to be utilized. A roll call was taken and the motion passed with all members present voting "yes".

- f. Two board member terms are expiring and they are not seeking re-election. Currently there is no one on the ballot to replace them. Director Mills informed the Board that there are two ways to fill the vacancies when no one is on the ballot. There can either be write-ins on Election Day or after the Election the Board can solicit applications to interview and appoint two new members.
- g. Treasurer Bob Stahl moved/Secretary Karen Voitik seconded to table the Release of Executive Session Minutes for June 2022 – December 2022 until the February 9th board meeting. The motion passed with all members present voting “yes.”

OTHER BUSINESS:

- a. Jennie is on vacation from January 26 – January 31, 2023.

Trustee Vito Schultz motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:37 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

February 9, 2023

Administrative Duties:

- I submitted the quarterly report for the DCEO grant project (Parking Lot). It was accepted.
- I submitted the quarterly report to the IL State Library for the Remodeling Project (Carpeting, Painting, etc.). It was accepted.
- The Library made a small expenditure with the ARPA grant funds (\$5,000 in OverDrive ebook credits so that I can determine how easy it is to receive reimbursements before expending large sums of money). I will request reimbursement for this month's cycle, which is due on February 15th.
- I've been working with Wintrust (the bank for our Reserve funds) to convert our older Money Market to a MaxSafe checking account. There is more information in your Board packet about the benefits and protections offered by the MaxSafe account.

Building Issues/Projects:

- Demolition is anticipated to begin on February 25th. I'm requesting that Board authorize the closure of the Library a few days before that, on February 22nd, to allow us to pack up offices, move patron computers downstairs, and set up auxiliary offices in the Meeting Room. I anticipate being closed through March 14th. More details are in your board packet.
- There is a slight increase in the cost of the Wunderlich doors (from \$14,358 to \$15,408) to cover the cost of the Prevailing Wage. I've asked the Building Committee to authorize the increase in costs. The good news, however, is that the doors should be able to be installed during the time period when the rest of the remodeling is taking place, in late February or early March.
- The Library was able to secure upholstered chairs (for free!) from the Naperville Public Library, which no longer needed them, for the upper floor. Thank you to Becky and Julie, who went and picked them up. The chairs replaced the chairs at the computer stations and the work tables.

Insurance

- The Shorewood-Troy Library is a member of LIMRiCC-UCGA (Unemployment Compensation Group Account); UCGA handles the administrative paperwork related to unemployment claims as well as provides a smoothing effect by placing the Library in a larger pool for claim experiences. Once the pool hits \$1 million in reserves, it is able to pay out dividends. It did so this year, and the Library received a dividend check of **\$3,107.97**.

Meetings:

- Public Services Managers Meeting, Internal (January 16, 2023)
- LIMRiCC Board Meeting, External (January 17, 2023)
- Meeting with Architect, External (January 19, 2023)
- Pinnacle Governing Board, External (January 20, 2023)
- Troy Township Administrators' Meeting, External (January 24, 2023)
- Shorewood Area Library Administrator's Meeting, External (February 2, 2023)

Technical Services Department Head Report

January 2023

January meetings and events:

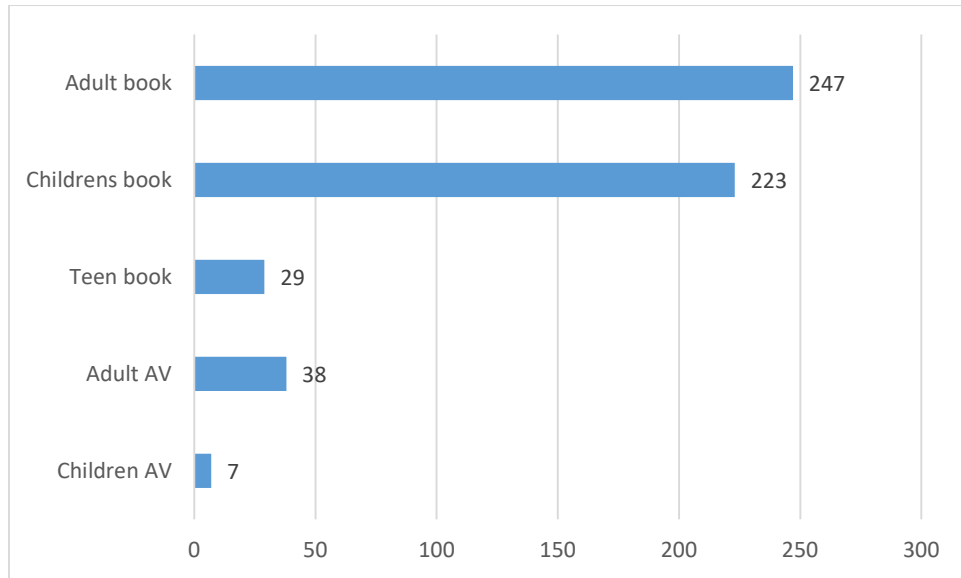
- 1/11 – PinTech Meeting at Fountaindale Public Library. This is a bimonthly meeting of the Pinnacle technical services heads to discuss cataloging topics, trends, and best practices.

Current projects:

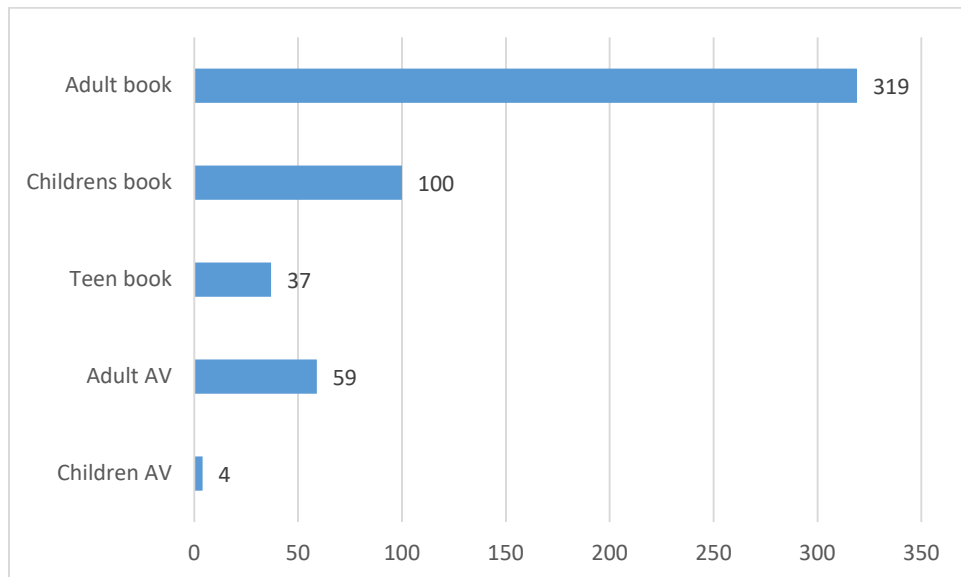
- Continuing to update all children's series books to include book # on the spine label and catalog record.
- Planning our space in tech services for once the new painting and carpeting is complete. We will be shifting around our workspace to make it better suited to our needs.

Tech Service Statistics

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



Items ordered in January:

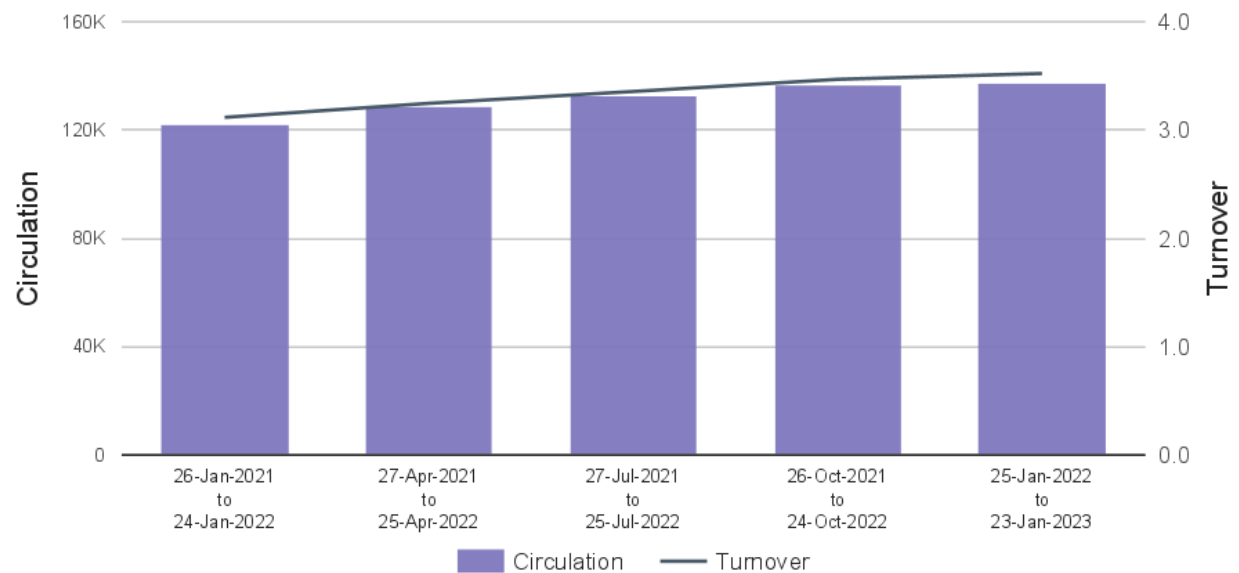


CollectionHQ

Circulation and Turnover

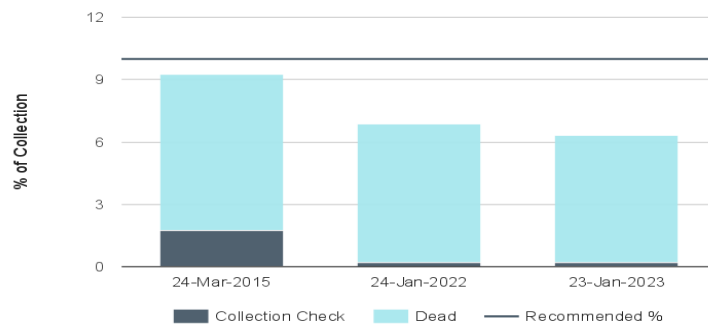
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



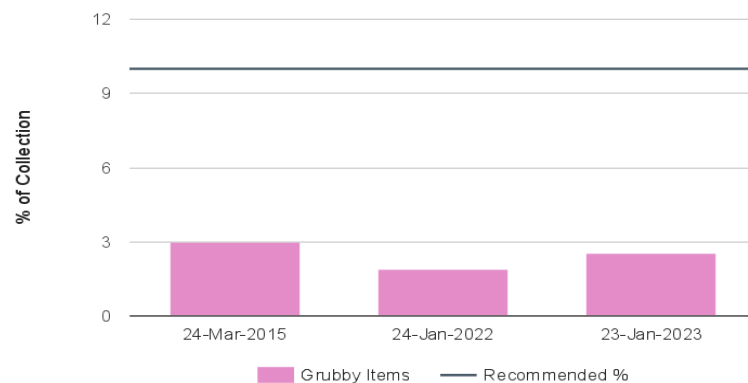
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.31%. 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 2.56%. As with the dead percentage, the goal is to be under 10%.

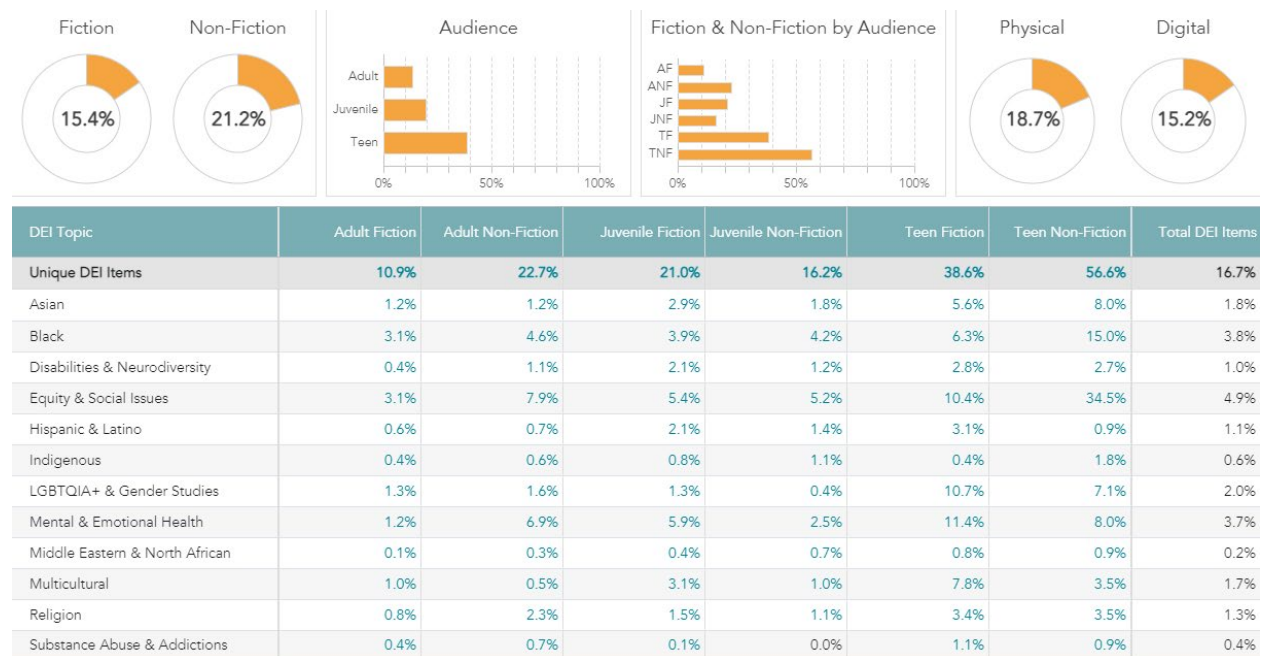


Diversity, Equity, and Inclusion (DEI)

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

Items Analyzed this month: 85,943

DEI Items: 14,323 (16.7% of our collection ; .1% increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager

MONTHLY REPORT

JANUARY
2023

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

ADMINISTRATIVE SUMMARY

The cold weather didn't stop the Adult/Teen Services department from being busier than ever this January! Not only did we host more programs this month, but our attendance for both adult passive and adult active programs was up more than 30% over last January. Mary was busy outside the library too, with outreach attendance up over 70% from last year!

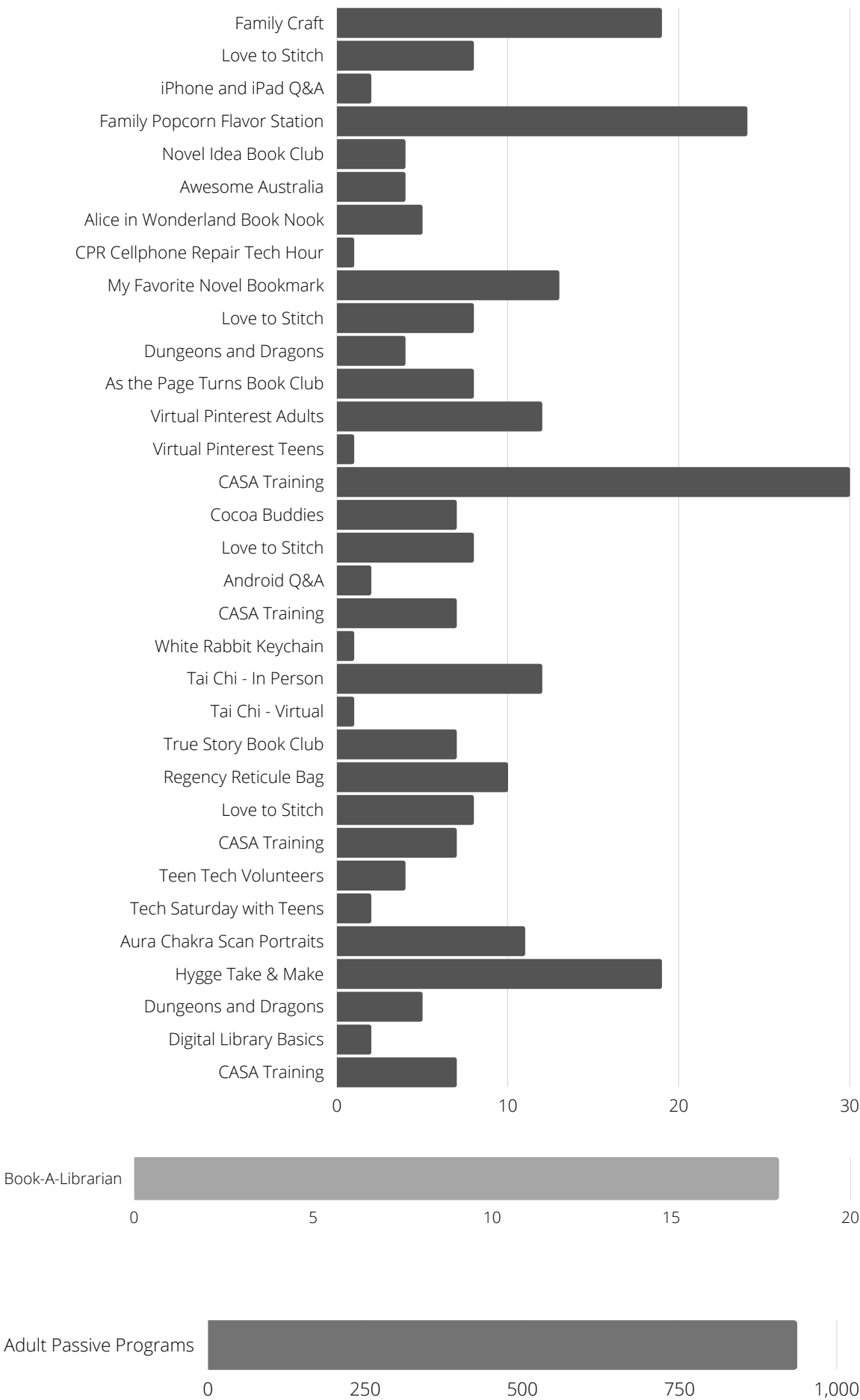
Our electronic content usage is at the highest it has ever been, with more than 3,500 items checked out in the month of January. Libby's audiobook checkouts are also at its peak, consisting of more than 1,000 of the digital items circulated this month.

Staff technology will have some updates soon. Legend is working on overhauling our server area with a smaller, more mobile storage unit, and has made staff computers wi-fi enabled so that desks can move easily during the renovation.

Overall it has been a very successful month, and we are all looking forward to what February will bring (especially the new carpet!).



PROGRAMS



Total Active In-House Programs:

51

Book-A-Librarian Programs:

18

Total Adult/Teen Participants:

281

Total Passive Programs:

10

Total Passive Participants:

937

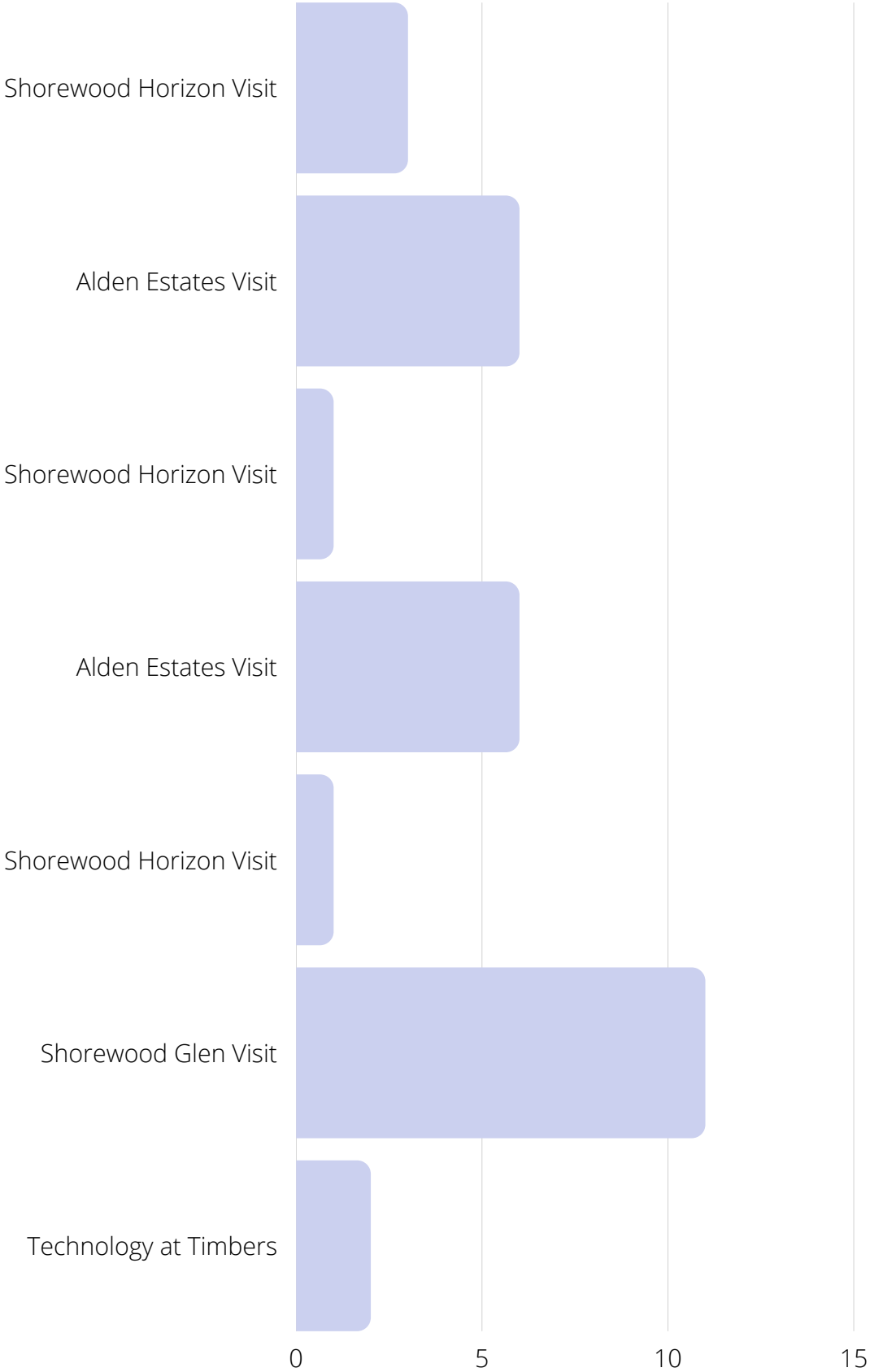
OUTREACH PROGRAMS & EVENTS

Total Outreach Programs/Events:
7

Reoccurring Programs/Events:
7

Total Participants:
30

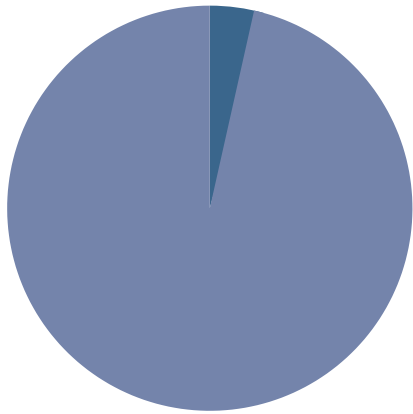
Total Home Deliveries:
1



ELECTRONIC CONTENT USAGE

KANOPY STATS

Items Viewed
4



Unique Users
110

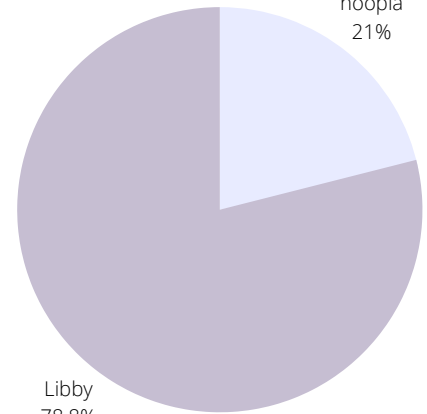
Kanopy is a streaming platform (app and website) that patrons can watch movies and television shows with. There are no commercials on this platform.

E-CONTENT BREAKDOWN

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

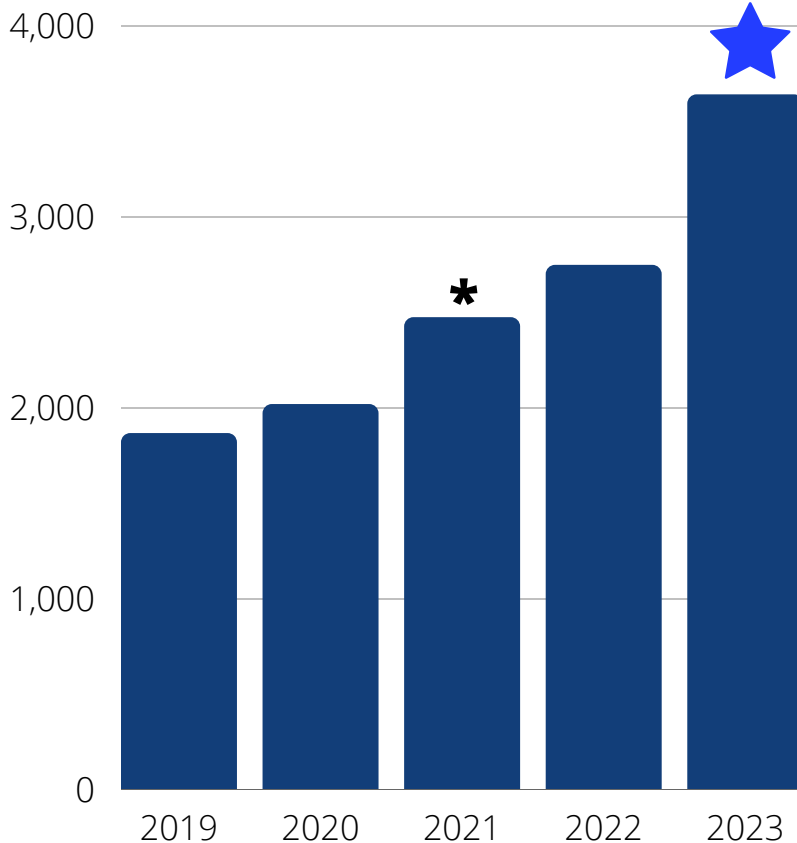
Kanopy
0.1%

hoopla
21%



Libby
78.8%

E-CONTENT TOTALS



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

*First December after re-opening from COVID-19

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

REFERENCE QUESTION STATISTICS

TYPES OF REFERENCE QUESTIONS

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

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

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

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

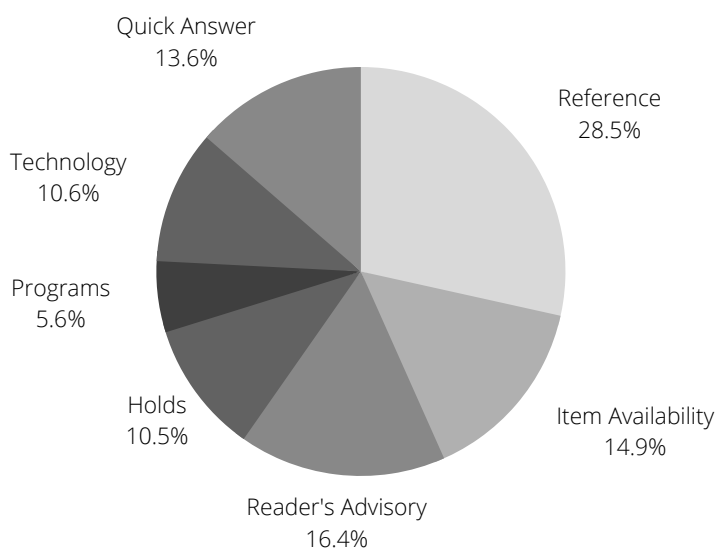
Reader's Advisory - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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

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

JANUARY REFERENCE STATS

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

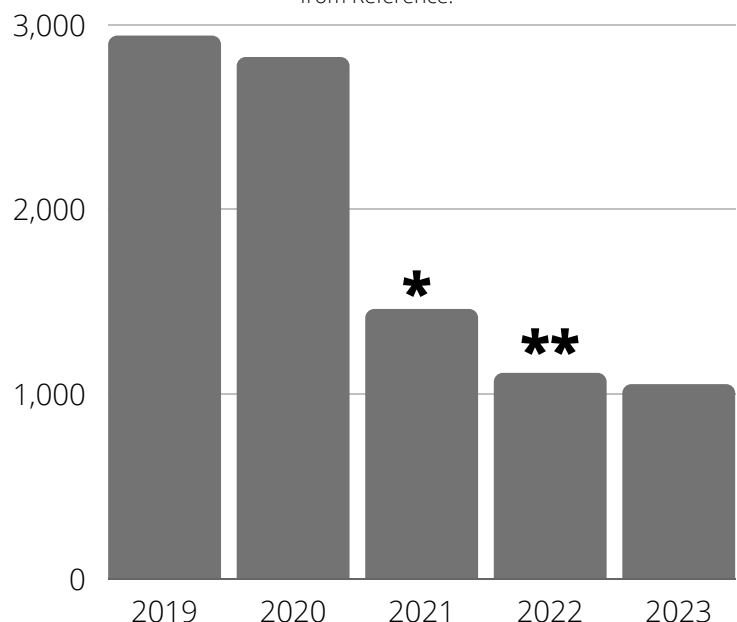


REFERENCE TOTALS

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

*First December after re-opening from COVID-19

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



KEY

BECKY VIOLET
KIMBERLEE MARY

JANUARY

PROGRAMS | MEETINGS | OUTREACH

SUN

01

MON

02

TUE

03DEPARTMENT
HEAD MEETINGHORIZON
OUTREACHALDEN
OUTREACH

WED

04

THU

05FAMILY
CRAFT

FRI

06LOVE TO
STITCH

SAT

070809EVENTS
COMMITTEE
MEETING10IPHONE AND
IPAD Q&APOPCORN
FLAVOR
STATIONDEMENTIA
SUBCOMMITTEE
MEETING11NOVEL IDEA
BOOK CLUBAWESOME
AUSTRALIAMEETING WITH
JOLIET
TRANSITION
CENTER12SUNSHINE
COMMITTEE
MEETINGTIMBERS
TECHNOLOGY
PROGRAM
ALICE BOOK
NOOK13LOVE TO
STITCH
NOVEL
BOOKMARKCPR
CELLPHONE
REPAIR TECH141516PUBLIC
SERVICES
MANAGERS
MEETING
SHOREWOOD
GLEN
HOME DELIVERY
DUNGEONS
& DRAGONS17HORIZON
OUTREACH
ALDEN
OUTREACH18BOOK
DISPLAY
WEBINAR
WEBINAR19VIRTUAL
PINTEREST
& TEEN
PINTEREST
MEETING WITH
ARCHITECT
WEBINAR
CASA
TRAINING20LOVE TO
STITCH
NOVEL
BOOKMARKPINNACLE
GOVERNING
BOARD
MEETING21CASA
TRAINING222324LIBRARY ROAD
TRIP MEETING

PINDATA

CASA TRAINING

ANDROID Q&A

JOLIET TRANSITION
CENTER25CARPETING
MEETINGEVALUATION
MEETINGKIWANIS
MEETINGTRUE STORY
BOOK CLUBWHITE
RABBIT
KEYCHAIN

TAI CHI

26

WEBINAR

REGENCY
RETICULE
BAG27LOVE TO
STITCH
NOVEL
BOOKMARK28AURA
PORTRAIT
SCAN
TEEN TECH
VOLUNTEERS2930HYGGE
DUNGEONS
& DRAGONS31DIGITAL LIBRARY
BASICSLIRA WEBINAR
MEETING WITH TBSCASA TRAINING
HORIZON
OUTREACH
JOLIET TRANSITION
CENTER



Monthly Report

JANUARY 2023

Shalyn Rodriguez
Assistant Director &
Children's Services Manager

Deliverables

PROGRAMMING

Active Programs

We saw a 38% increase in participation of active programs this month compared to December.

14

Active Programs Offered

359

Total Attendance

Passive Programs

We saw a 15% increase in participation of passive programs this month compared to December.

12

Passive Programs Offered

1,060

Total Attendance

REFERENCE TRIAGE

01/23

Availability of Materials: 195
Reference Questions: 106
Holds Placed: 92
Program Questions: 187
Quick Answers: 132
Reader's Advisory: 133
Technology Questions: 107

01/22

Availability of Materials: 143
Reference Questions: 68
Holds Placed: 106
Program Questions: 113
Quick Answers: 127
Reader's Advisory: 141
Technology Questions: 63

01/21

Availability of Materials: 106
Reference Questions: 90
Holds Placed: 159
Program Questions: 77
Quick Answers: 92
Reader's Advisory: 171
Technology Questions: 4

CIRCULATION

28%

Increase in Juvenile circulation compared to last month (12/2022)

8

1KB4K ACCOUNTS
CREATED

These cards are administered by Children's Staff

January Circulation Totals
(4 year comparison):

2023 - 7,374

2022 - 5,598

2021 - 3,665

2020 - 5,363

Administrative

DEPARTMENT UPDATES

Winter Read Updates

- Number of Readers Ages 0-12: 212
- Weekly Winter Read Activities Offered: 4 Activities offered with 235 Participants

Lit Bag Wall Updated

Our Lit Bags are themed bags with 2-4 books and an activity inside that serve as storytimes-to-go for our families and educators. The new location of our Literature Bags can be seen below. We have already seen a 54% increase in circulation from December to January (before and after the project was completed).



LEGO COMMUNITY BUILD WRAP UP



785
Builders

4,233
Legos Used

FACILITIES

I met with our Janitorial servicer to review our contract and inform them of the closure dates for renovations. They will continue with their routine schedule during the closure and focus on the downstairs portion of the building.



UPCOMING EVENTS:

- SAYING YES TO YOUR STORY: A CONVERSATION WITH KWAME ALEXANDER | WED, FEBRUARY 8 AT 7PM
- THE WEIRD & WONDERFUL WORLD WITH MARY ROACH | WED, MARCH 1 AT 7PM
- DANNY TREJO TALKS TACOS, HOLLYWOOD, AND REDEMPTION | TUE, APRIL 4 AT 7PM

MONTHLY REPORT _{1/23}

MARA BARBEL

COMMUNITY ENGAGEMENT COORDINATOR



DELIVERABLES

WEBSITE

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

6,793

Website Visits

79%

increase from 2022

2022

3,794 Website Visits

2021

3,867 Website Visits

SOCIAL MEDIA

01/23

Total Posts: 41

Total Engagement: 4,848

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

eNEWSLETTER

01/23

Sent: 6,803

Read: 3,092

Links Clicked: 207

STPL's Patron Point rep suggested adding more clickable buttons in the eNews in order to increase click rates. I will keep the Board informed of the results over my 3 month test.

PROGRAM MARKETING

01/23

Facebook: 1

Friend: 19

In-House Signage: 3

Library Staff: 24

Library Website: 143

Newsletter: 184

Other: 46

01/22

Facebook: 36

Friend: 16

In-House Signage: 1

Library Staff: 33

Library Website: 116

Newsletter: 172

Other: 48

01/21

Facebook: 4

Friend: 8

In-House Signage: 0

Library Staff: 22

Library Website: 162

Newsletter: 72

Other: 11

ADMINISTRATIVE

DEPARTMENT UPDATES

Promotional:

During the month of January, I spent a lot of time preparing for the announcement of the closure due to construction. I have created a dedicated eBlast, signage, social media posts, and more!

I also met with Mary and Becky in order to propose a draft 100 Books Before Graduation logo, color palette, and general style guide.

Friends of the Library:

The Friends have officially decided to hold their Book Sale annually in September. I will be working with the Village of Shorewood's Parks & Recreation Department to ensure that the sale is held on the Village's Garage Sale Weekend!

The Friends also wrote thank you cards for all the Wish Tree donations and they have been sent out.



ILLINOIS LIBRARIES PRESENT:

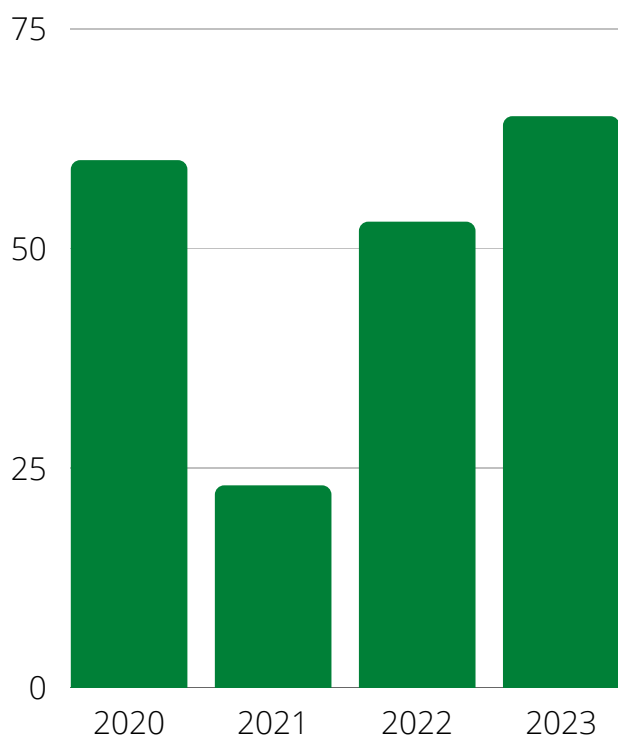
January was full of ILP meetings for me! I led a Marketing Committee meeting, had a procedural meeting with the chairs of the Event Production and Programming Committees, and met with the Chair of the Event Production committee 1-on-1. 2023 is going to be a great year for ILP! Be sure to register for our upcoming events!

MONTHLY REPORT

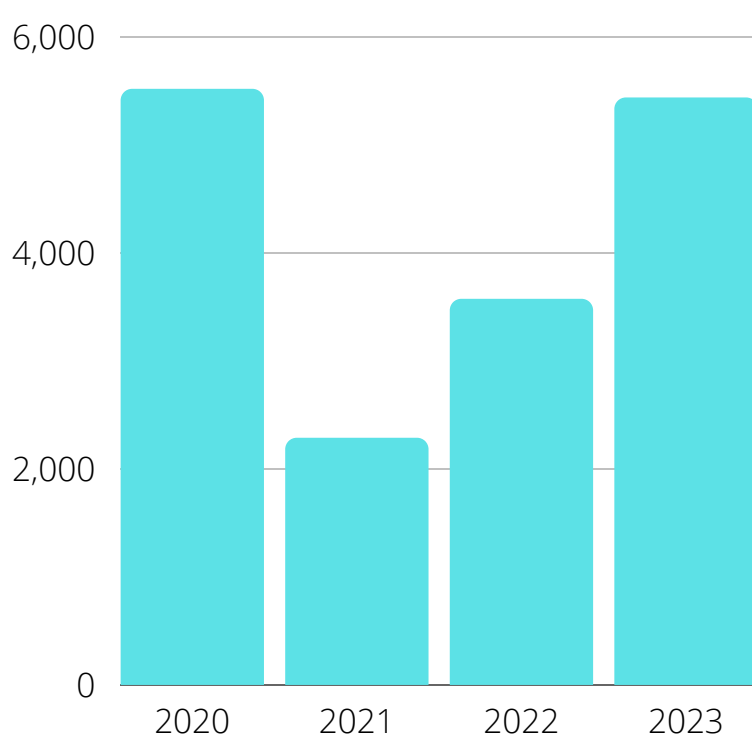
JANUARY 2023

JULIE HORNBERGER
CIRCULATION MANAGER

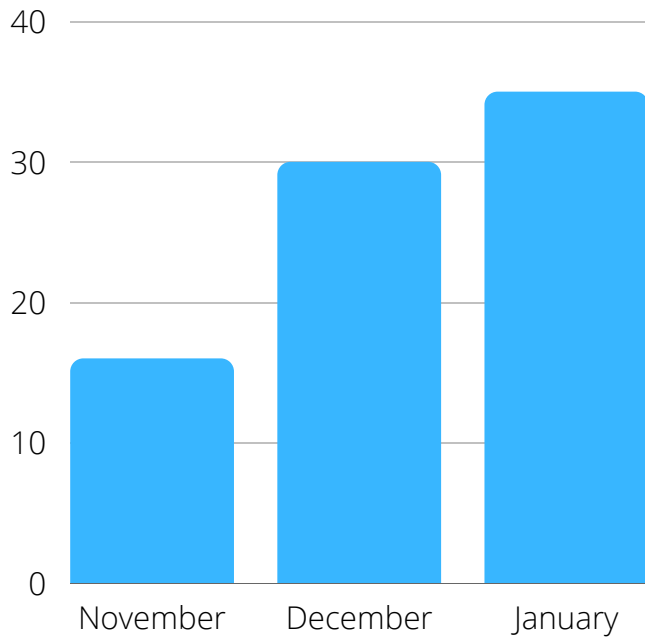
NEW CARDS



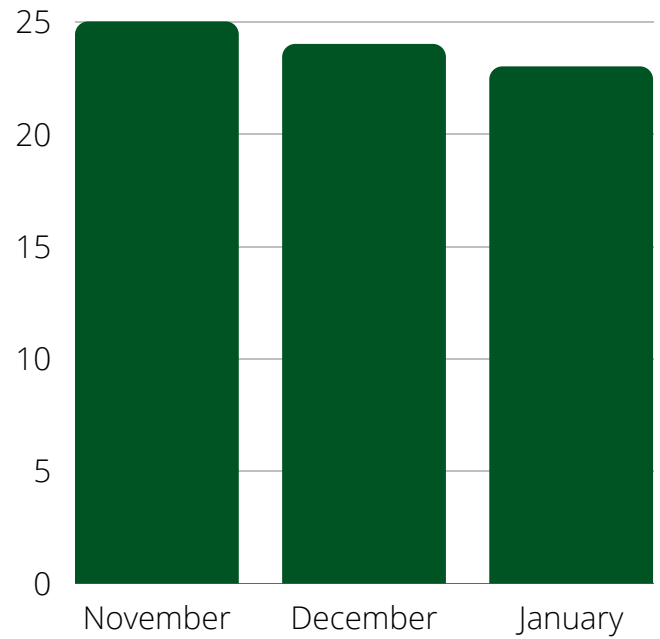
DOOR COUNT



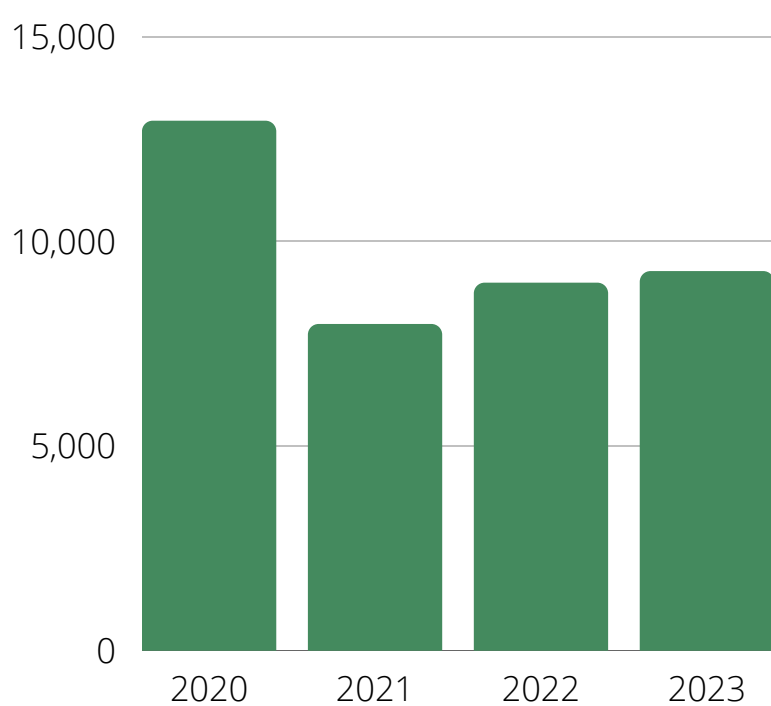
NOTARY



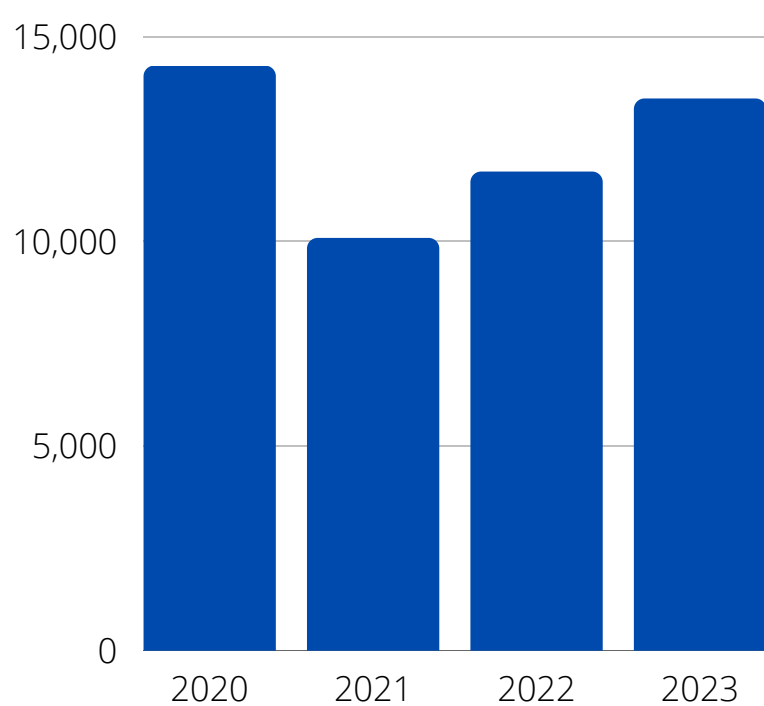
MOBILE PICK-UP



ITEMS CHECKED IN



ITEMS CHECKED OUT



February 9, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Old Business, Agenda items A-C

Standing Update on the DCEO Grant:

The quarterly grant report was submitted for the DCEO grant (Parking Lot) in January and was approved. Things will begin moving fairly rapidly once the Village begins moving through its feedback and approval process, but at this point, the Library is on-track with where it should be with this project.

Standing Update on the LSCA Grant

The quarterly grant report was filed and accepted. Work is very nearly ready to start. At the end of March, I should be able to file both the quarterly report and the final report. It also sounds like the emergency doors will be able to be installed at the end of February/beginning of March, meaning that all work will be complete.

Standing Update on Leased Acre

I'm currently talking with the Village about potentially assuming ownership of the private road. This needs to be decided prior to having the contract drawn-up for the ownership of the land.

February 9, 2023

To: Board of Trustees, Shorewood-Troy Library

From: Becky Goode - Adult, Teen & Technology Services Manager

Re: Mary Hurtado's 1-Year Anniversary with STPL

Mary Hurtado is the Adult & Teen Outreach Specialist here at Shorewood-Troy Public Library. As the Adult & Teen Outreach Specialist, Mary works with the community at large to bring items and services to those who cannot come into the library, as well as promotes library programs and services to residents of Shorewood and surrounding areas. Mary runs deliveries, technology programs, and craft programs for the residents of the Timbers of Shorewood, Shorewood Horizons, Alden Estates of Shorewood, Shorewood Glen, and Senior Services of Will County. She creates all of our Pinterest craft programs for both teens and adults, and she attends many local events as the library's liaison (such as local school reading nights). She is the library liaison for the Shorewood Kiwanis Club, and the Plainfield-Shorewood Area Chamber of Commerce. When she has time between all of that, she also helps with other teen programs and book-a-librarian appointments and has even started working to create a "100 Books Before Graduation" program that we plan on launching this fall. Over the past year, she has brought in new organizations to the library, such as Joliet Transition Center, and worked with high school and middle school teachers to increase our teen attendance in programming.

Mary's creativity and artistic skills have truly impressed patrons, as she has created the beautiful Summer Read, Halloween Spooktacular, and Winter Read main displays and assisted with the elevator displays. Mary is incredibly passionate about her work, making the library more accessible to all patrons, and creating a welcoming environment here at Shorewood-Troy. Her work has reached parts of the community which are the most in need, and I really can't speak highly enough of the incredible work Mary has accomplished. We look forward to seeing what other amazing programs and services Mary creates in the years to come.

February 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Julie Hornberger, Head of Circulation

RE: One-year Anniversary of Kim King, Circulation Assistant

It has been a pleasure to work with Kim this past year. Kim works at the Circulation Counter, where she has made a strong impression as a natural problem-solver, fixing circulation and computer mysteries as they come up. She also works with receiving and sending out Interlibrary Loans, a task that requires precision and attention to detail.

Kim has a strong customer service background. She is an organizer by nature and is always looking for ideas to streamline Circulation procedures. This summer, she will be introducing a new book club to our patrons, Cover to Cover, focusing on Young Adult fiction. She is also taking coursework toward obtaining her associate's degree as a Library Technical Assistant.

Kim's reliability and dedication are constant. Her contributions to the company are greatly appreciated, including serving as Chair of the Library's Sunshine Committee. Thank you for being an essential part of the library's success. Congratulations on your one-year anniversary with the library!

February 9, 2023

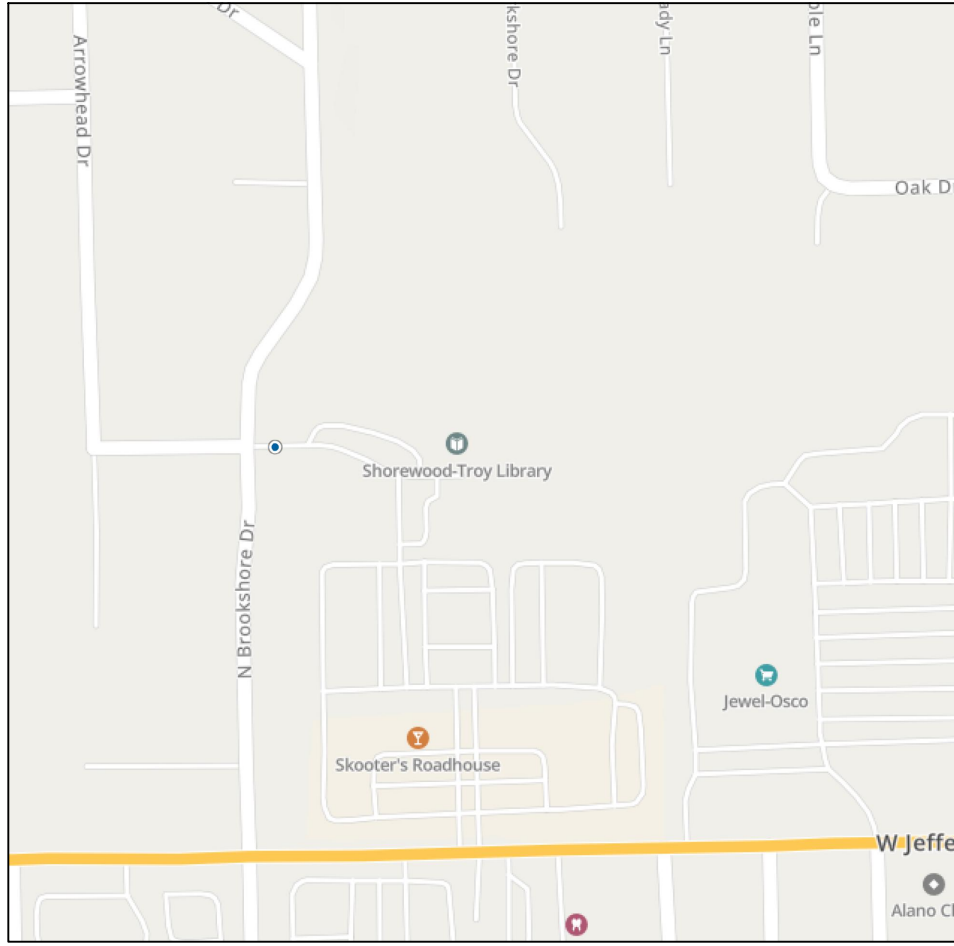
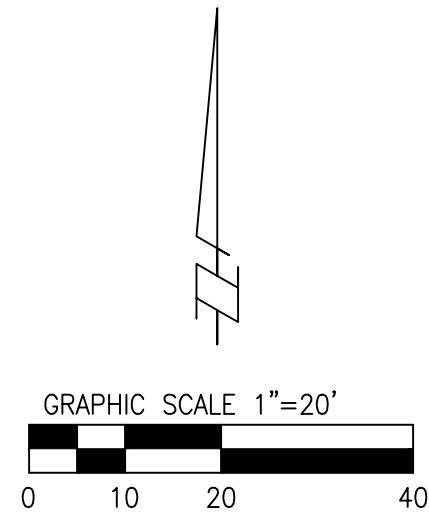
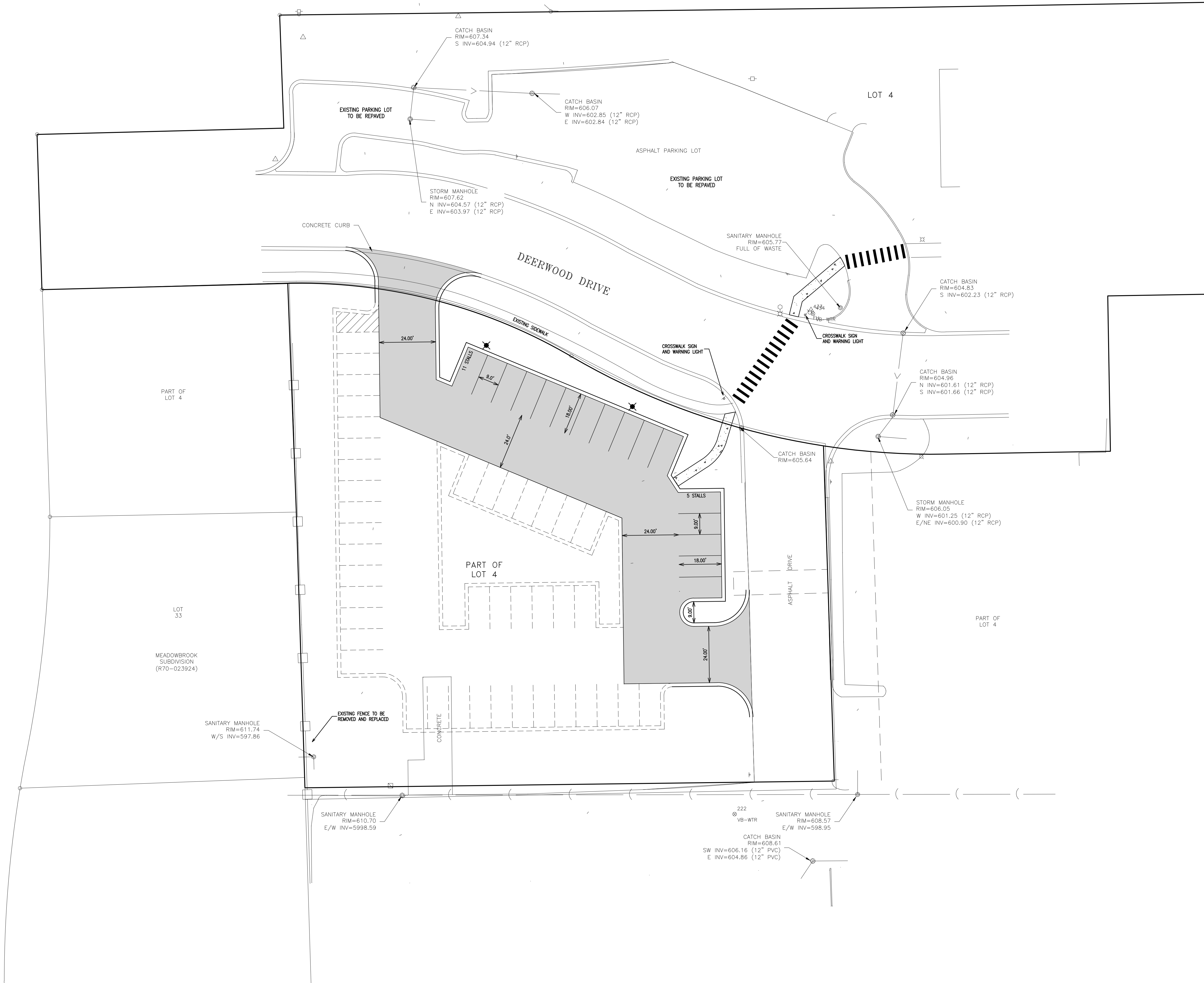
TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Approval of Parking Lot Concept Drawing

The Board had a chance to review the concept drawing with Bret at the last board meeting in January and agreed that it was ready to move the plan forward to the Village for their review of the design. However, the Board does need to take formal action to approve the plan.

P:\Projects\GINT\1350\Engineering\DWG\21350 Base.dwg
PldDate: 1/12/2023 3:13 PM Layout: CONCEPT PLAN



LOCATION MAP

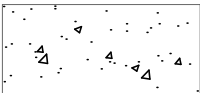
LOT 4 IN SHOREWOOD PLAZA UNIT 1, BEING A SUB OF PART OF THE WEST 1/2 SOUTHEAST 1/4 OF SEC. 9, T35N, R9E.
PROPERTY IDENTIFICATION NUMBER: 05-06-09-409-028
PROPERTY ADDRESS: 650 DEERWOOD DRIVE, SHOREWOOD, IL 60404

SITE DETAILS:
LOT AREA = 41,074 SF
DISTURBED AREA = 9,024 SF (21.9%)
PROPOSED STALLS = 15

PAVEMENT LEGEND:



PROPOSED BITUMINOUS PAVEMENT



PROPOSED SIDEWALK

SHOREWOOD PUBLIC LIBRARY
DEERWOOD DRIVE
SHOREWOOD, IL

CONCEPT PLAN

GEOTECH INC.
CONSULTING ENGINEERS - LAND SURVEYORS
1207 CEDARWOOD DRIVE CREST HILL, ILLINOIS 60403 815/730-1010

PROJECT NO. 21350
DATE: 9.15.22
DRAWN BY: TC
CHECKED BY: CP

SHEET NO.

1

SEAL/STAMP

NO. DATE REVISION

February 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Items E, F & G on the Agenda (Closing the Library Building to the Public and Moving Board Meeting Location)

Most of the month of January was spent by Bret, Shalyn, and I attempting to pin down the actual start of the demolition of the existing carpeting so that plans could be made to publicize the shutdown of the building, etc. All of us have sent numerous emails back and forth to each other and to the contractors (and made a number of phone calls) in an attempt to get an exact date. However, many of us have done remodeling work in our own houses or workplaces and know that start dates can be somewhat of a moving target. My **best guess** (as of the time of this writing – 2/6/23 – is that the demolition will start on 2/25/23), but I **don't** know that for sure. I may know more by the night of the actual Board meeting. I hope so – fingers crossed!

Publicity **will go out to patrons** as soon as I have a firm date. I very much want to communicate all of this to patrons; I just don't want to provide inaccurate information to our taxpayers.

This is why the agenda item is worded the way that it is – the Library staff will need 3 days **before** the demolition starts:

- to set up the temporary offices in the meeting room.
- Move the technology (patron & staff) off the main floor – the movers will not move the tech
- Pack loose personal effects and loose office supplies (Adult Services staff has a great deal of stuff to pack up; I have a lesser amount, but a still significant amount). Circulation and Cataloging staff also have a great deal of stuff that needs to be stored safely, which is hard to do while still having the technology available to serve the public
- Establish a circulation base of operations in the Lobby for mobile pick-up services and return of materials, with technology access

However, until I have a set-in-stone date for the demolition date, I don't want to set a firm closing date. The length of time closed is being determined by the estimates it will take to do each stage of the work: the installation of the electrical, the painting, the carpeting install, the stacks being re-laid out, and the books being replaced on the shelves, with the technology being moved back up, along with the office furniture. If we are able to open slightly earlier than anticipated, we will.

I am expecting to be able to offer mobile pick-up from 9 am to 5 pm, dependent on the light available outside. On the day of the demolition, the library may need to be closed entirely as workers move the carpet remnants in and out to dumpsters, inhibiting our staff's ability to get out to the patrons' vehicles.

As the Library is still expected to be under construction on March 9th, I did make a reservation at Troy Township to have the meetings hosted there. Every effort will be made to communicate the change in venue.

February 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Library Director

RE: Converting Money Market at Wintrust to MaxSafe Account

Wintrust Bank, which holds our impact fees money market account, has a product called "MaxSafe." It increases FDIC protections from the standard \$250,000 to \$3.75 million by combining the deposits across the 12 Old Plank Charters. Along with that protection, it also increases the interest that can be earned from the typical low money-market interest to something approaching what CDs are currently earning, which is approximately 4%, while retaining money-market levels of liquidity.

I recommend converting our current money-money market account, which holds approximately \$185,000, to a MaxSafe Money-Market account. Then, when the PMA CDs mature, allowing the funds just to be held in the MaxSafe account as well to retain liquidity.

The MaxSafe account would retain the same signers as all other accounts: the President and Treasurer of the Board, as well as the Director, with two signatures being required for all withdrawals.

February 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Request for Proposal for Landscaping Services

The Building Committee approved a draft version of the RFP for Landscaping services. It does need approval by the full board to be released.

Shorewood-Troy Public Library District

Shorewood-Troy Public Library District | 650 Deerwood Dr | Shorewood, IL 60404 | www.shorewoodtroylibrary.org

Landscaping Request for Proposals

The Shorewood-Troy Public Library District (STPL) is accepting proposals for landscaping and snow removal services.

Description of the Shorewood-Troy Public Library District

The Shorewood-Troy Public Library District is located at 650 Deerwood Dr., Shorewood, IL. The Library is seeking landscaping services for the land that the library sits on, as well as the approximate acre of currently vacant land across the street. The library does anticipate building a 15-space parking lot on the vacant land by the Fall of 2023.

Service to Be Performed

Your proposal is expected to cover the costs of the following services:

- Routine mowing of both the lawn of the library and the vacant land
- Routine weed-control
- Removal of grass clippings and debris
- Mulching of trees and bushes
- Spring clean-up of plantings
- Occasional plantings by the library (typically bushes)
- Leaf removal in the fall
- Snow removal of lots and walkways in the winter
- Salting of lots and walk-ways in the winter

Term of Engagement

It is the intent of the District's Board of Trustees to continue its relationship with the landscaper/plow company for multiple years. It is open to proposals for multi-year terms.

Termination

This Agreement may be terminated or suspended by the District, in whole or in part, for convenience and without cause upon thirty days (30 days) written notice. In the event of such termination, the landscaper will be paid for all approved services rendered to the date of termination.

Other Information

The Landscaper will be responsible for its own worker's compensation insurance; the Library will not be held responsible for damage to the Landscaper's equipment or property. An insurance certificate must be provided annually to the Library.

Shorewood-Troy Public Library District

Shorewood-Troy Public Library District | 650 Deerwood Dr | Shorewood, IL 60404 | www.shorewoodtroylibrary.org

Your Response to This Request for Proposal

In response to this request, we request the following information:

1. Give brief detail about your company, including the number of years in operation.
2. Provide three (3) references from comparable business/government clients.
3. Provide detailed information regarding costs for:
 - a. Routine Summer Maintenance
 - b. Special projects, such as Spring/Summer clean-up
 - c. Winter maintenance (snow removal and salting)

Submission Information

All questions regarding this request for proposal should be addressed to Shalyn Rodriguez, Assistant Director at srodriguez@shorewoodtroylibrary.org.

All proposals must be submitted via email and are due no later than 3 p.m. on Thursday, March 2, 2023 to Shalyn Rodriguez at srodriguez@shorewoodtroylibrary.org.

Proposals must include all costs. Proposals must be held firm for 60 days.

Proposals will be opened on Friday, March 3rd, 2023 at 10 a.m. in the Study Room on the Lower Level at 650 Deerwood Dr, Shorewood, IL 60404.

The award date will be Thursday, March 9th, 2023 at the regularly scheduled 6:30 pm Building Committee Meeting, with work to commence on **April 15, 2023, and will be on a year-to-year basis, subject to terms and conditions therein.**

The successful respondent(s) will be expected to enter into a contract with the Library pursuant to the documents that include the RFP, the vendor's proposal, the summary of the negotiation, and any and all other additional materials submitted by the vendor. The only official answer or position of the Library will be the one stated in writing.

STPL reserves the right to reject all proposals or to waive any or all technicalities in any proposals in its best interest. Vendors shall note that a response to this RFP does not commit STPL to any course of action resulting from its receipt. This document shall not be construed as a contract between the parties and no communication shall create such a contract with respect to the products or services specified in this RFP. STPL will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price proposal. Additionally, this RFP does not commit STPL to any specific course of action. STPL reserves the right not to select any vendor or purchase any goods and services resulting from this RFP.

February 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Release of Closed Session Minutes from May 2022-December 2022

There was one closed session in that time period (May 2022). The Board must decide whether to keep the minutes closed or to release the minutes to the public.

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