

AGENDA
SHOREWOOD-TROY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Troy Township Offices Meeting Room (Due to Remodeling of Library Facility)
25448 W. Seil Road, Shorewood, IL 60404

March 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, February 9, 2023
5. Comments from the Public
MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK TO THE BOARD. COMMENTS ARE TO BE LIMITED TO THREE MINUTES OR LESS. DUE TO OPEN MEETINGS ACT RESTRICTIONS, ACTIONS MAY NOT BE TAKEN ON ITEMS NOT ALREADY ON THE AGENDA, BUT ACTION MAY BE DEFERRED TO A LATER BOARD MEETING.
6. Treasurer's Report – February 9, 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 parking lot project (**Discussion**)
 - b. Update on the status of Remodeling of the Building (**Discussion**)
 - c. Standing Update on Leased Acre (**Discussion/Action**)
11. New Business –
 - a. Award auditing business to the low proposal of Mack & Associates at \$5,250 or the next lowest proposal Hearne & Associates at \$11,750 (**Action**)
 - b. Update on the landscaping firm that the Building Committee awarded a contract to D & A Landscaping (**Discussion**)
 - c. Attorney at negotiations (**Discussion/Action**)
 - d. Open House after remodeling (**Discussion**)
 - e. Director's Evaluation (**Discussion**)
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
February 9, 2023

The regular meeting of the Shorewood-Troy Public Library Board of Trustees was called to order by the President, Thomas Novinski, at 7:00 p.m. on February 9, 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. Tracy Caswell |
| 5. Arthetta Reeder | 6. Phil Besler |

ABSENT: Bob Stahl

STAFF PRESENT:

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

VISITORS PRESENT:

CHANGES/ADDITIONS TO AGENDA: Addition of k. under New Business to discuss the Construction Timeline Schedule.

APPROVAL OF MINUTES:

Secretary Karen Voitik moved that the minutes of the regular meeting on January 12, 2023, be approved. Trustee Vito Schultz seconded the motion, and it passed with a majority vote. Trustee Tracy Caswell abstained.

COMMENTS FROM THE PUBLIC: None

TREASURER'S REPORT:

Cash on Hand Beginning of January 2023	\$ 980,714.33
Cash received during January 2023	31,719.18
Disbursements	<u>(132,930.68)</u>
Cash on Hand End of January 2023	\$ 879,502.83

Location and Denomination of Cash

Petty Cash	\$ 300.00
General Fund Checking – Chase	1,653.15
Money Market Fund – Chase	170,648.56
Money Market Fund – Old Plank Trail	178,015.59
Payroll Account – Chase	7,557.19
License Plates – Chase	826.18
Money Market – Old Plank Trail	20,516.73
PMA Financial CD80197	<u>499,985.43</u>

TOTAL

879,502.83

APPROVAL AND PAYMENT OF BILLS:

Trustee Tracy Caswell 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 turned in the quarterly report for the DCEO Grant. It was accepted, and things continue to move forward.
- b. Director Mills turned in the quarterly report for the LSCA Grant, and it was accepted. There is now a Construction Timeline in place, and things are moving forward.
- c. The Library and the Village of Shorewood are still in discussions over the private road next to the leased acre of land. The Village is having a public engineer coming out to look at it.

NEW BUSINESS:

- a. The Board honored Mary Hurtado, Adult Outreach Librarian, on her One-Year Anniversary at the library.
- b. The Board honored Kim King, Circulation Assistant, on her One-Year Anniversary at the library.
- c. The Board honored Tina Lyznicki, Technical Services Assistant, on her One-Year Anniversary at the library.
- d. Trustee Vito Schultz moved/Secretary Karen Voitik seconded to approve the parking lot concept and have Director Mills begin working with the Village on approvals. The motion passed with all members present voting "yes."
- e. President Tom Novinski moved/Vice-President Phil Besler seconded to approve the closure of the Library starting February 24th with demolition starting February 27th. This date is based on the carpet shipping on time. If there is a delay in the carpet shipping, those dates would be adjusted. The motion passed with all members present voting "yes".
- f. Trustee Tracy Caswell moved/Trustee Vito Schultz seconded to approve full closure of all library services on the day of demolition, February 27th with mobile pick services, phone/zoom reference services, etc. being available 3 days before demolition to end of project. The motion passed with all members present voting "yes".
- g. Trustee Vito Schultz moved/Trustee Arthetta Reeder seconded to approve that the March 9th Building Committee Meeting and Board Meeting be held at the Troy Township Building on Seil Rd. due to the remodeling. The motion passed with all members present voting "yes."
- h. Vice-President Phil Besler moved/Trustee Vito Schultz seconded to approve the Money Market account at Wintrust be converted to a MaxSafe Account. A roll call was taken and the motion passed with all members present voting "yes".
- i. Vice-President Phil Besler moved/Trustee Arthetta Reeder seconded to approve the release of Request for Proposal for Landscaping Services. A roll call was taken and the motion passed with all members present voting "yes".

- j. Vice-President Phil Besler moved/Trustee Vito Schultz seconded to approve the release of Executive Session Minutes for June 2022 – December 2022. The motion did not pass with all members present voting “no”.
- k. The Board went over the construction timeline that The Ethos Workshop provided. The timeline will be adjusted if any variables pop up.

OTHER BUSINESS:

- a. Jennie’s cell phone will be available during the library closure, and she will be working 6 days a week.
- b. There will be no auxiliary services during closure (notary, passports, license plate stickers).

Trustee Vito Schultz motioned/Secretary Karen Voitik seconded for the meeting to adjourn at 7:21 p.m. with all members present voting yes.

Respectfully submitted,
Cindy Norman, Finance Clerk

Director's Report

March 9, 2023

Administrative Duties:

- The Worker's Comp Audit was conducted by our insurance company (Hartford) on February 16th. Due to an increase in payroll, the Library owes an additional \$263 in premiums.
- The Library received four responses the Request for Proposals for a new auditing firm; a more detailed memo is enclosed in your packet.
- The Library received four responses to the Request for Proposals for a new landscaping firm; a more detailed memo is enclosed in your packet.

Building Issues/Projects:

- As of the time of this writing (March 3rd) everything is proceeding very smoothly with the remodeling project – knock on wood! Carpet has begun to be laid; the stair treads have been replaced; the doors are scheduled to be installed on March 8th or 9th; walls have been patched and begun to be painted. All of the pieces of the project are moving on target and no significant issues have been encountered.
- One round of clean-up has been done by staff as offices were moved between floors; there are always things found during a move that people discover that they can do without. Another round of clean-up is being worked on right now during the closure with the storage room, as staff goes through old craft supplies, etc.
- Cindy and I are also going through old files in the old storage room. The State of Illinois has established schedules for how long certain records need to be retained: for the lifetime of the agency for some records (board minutes), seven years for others (invoices), etc. So far, she's identified about eight banker boxes worth of records that potentially can be disposed of, once the State Archivist's office gives permission. There is a process for requesting that permission. We will file the appropriate paperwork to do so; once permission is provided, we will file the permission appropriately and contact a document shredding company to shred the files.

Finances:

- In February, we were notified that our credit card was being used fraudulently. The credit card was in our possession the entire time (and none of our staff were vacationing in Hong Kong at the time). My best guess is that it was just stolen off the dark web. However, during the time period that we had to close that account and when the new card was received, the Library did have to make several purchases, such as paying the junk-guys to come during the move and for pizza for staff during the first day of the closure. I paid for those expenses on my personal card. That is why there is a reimbursement to me on the "Bills paid" report. Receipts documenting the expenditures have been kept in accordance with Library policy.

Other Projects:

- I am running again for the Board of LIMRiCC, our Health Insurance Cooperative. I currently serve as Chair of the Board. The election period runs through the month of March; there are four candidates running for three seats.
- During Pinnacle's Strategic Planning Process, one (very) large goal that was identified was to work on a "long tail" storage facility. "Long tail" is a concept that Amazon really thrived on in the beginning of their business model - physical bookstores (and libraries) have boundaries set by their storage capacity set by their floorspace. They can only hold so many books because they only have so much square footage. Since Amazon is less physically bound by limitations (theoretically they can have as many warehouses as they can afford), they could support the "long tail" of book demand. They can sell the older copies of books that might have been popular 10-15-20 years ago, as long as they still have a copy still in the warehouse somewhere. In libraries, that physical copy was probably discarded to make space for a newer, more popular book a long time ago (as a side note, this notion of the long tail has been an area of concern of mine since graduate school, and I've written grant projects around it, based around my concerns, since around 2005). Anyway, the Governing Board believes that as we look towards our future, we may also want to look towards our past, and look toward creating a "last book repository" – where if a copy of a book was the last copy of the title held in the cooperative, it would go towards the repository, able to be requested by patrons in the cooperative and by patrons outside of Pinnacle as well. That way, our libraries would retain the "long tail", while still keeping fresh, relevant collections in our own facilities. I'll be working with staff from White Oak and Fountaindale to write an Institute of Museum and Library Science Grant (a National Agency).

Programming:

- With the large volume of programs for all ages being held, planning programs requires a lot of oversight to be approved then properly planned and promoted. This month, we implemented a new management system that requires approval from the program planner's department manager (or both the children's and adult's managers if it's a family program) and then myself. Once that approval has been obtained, it then sends automatic paperwork to Mara for promotion and Cindy for payment (if it's not an in-house program). It's being run from an add-on software product that ties to Google forms, and costs about \$240 annually. The programmer creates a form in Google forms, then the add-on emails a chain of people. Each person in the chain has to "approve" or "decline" before it makes it to the next stage in the process. It eliminates a ton of literal paperwork, while adding accountability to the programming process.

Meetings:

- Manager's meeting, Internal (February 14, 2023)
- Pinnacle Governing Board, External (February 17, 2023)
- Programmer's Meeting, Internal (February 20, 2023)

Technical Services Department Head Report

February 2023

February meetings and events:

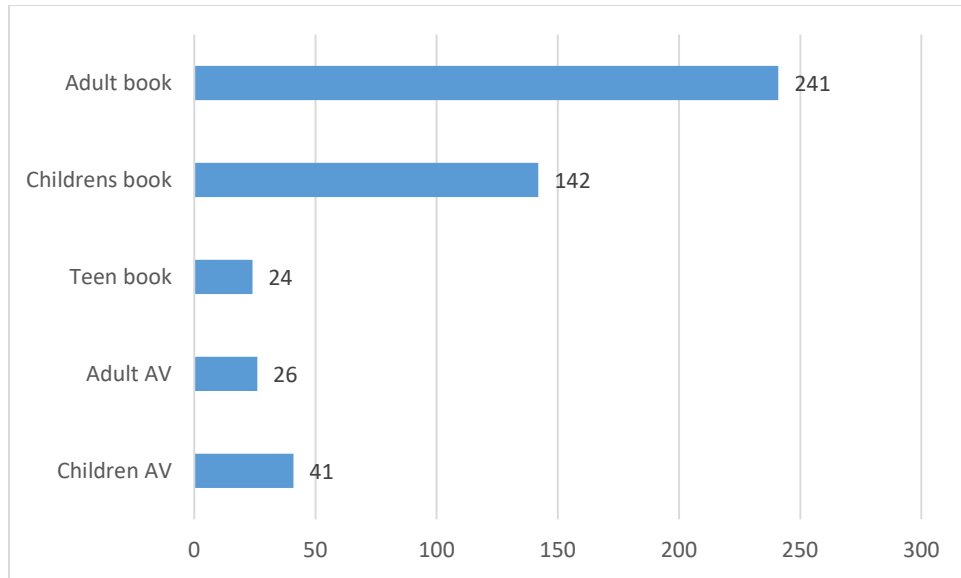
- 2/14 – Department Head meeting
- 2/24 – Staff meeting

Current projects:

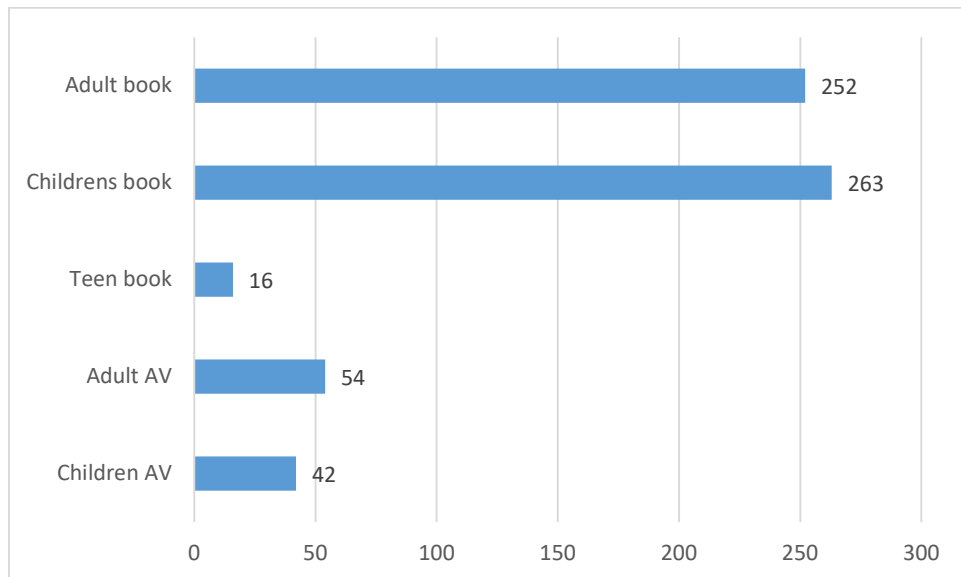
- Begin working on our new Adult Manga collection.
- Change call number and spine label on children's award books. These will be integrated into the children's fiction collection.
- Planning our new tech services space.

Tech Service Statistics

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



Items ordered in February:

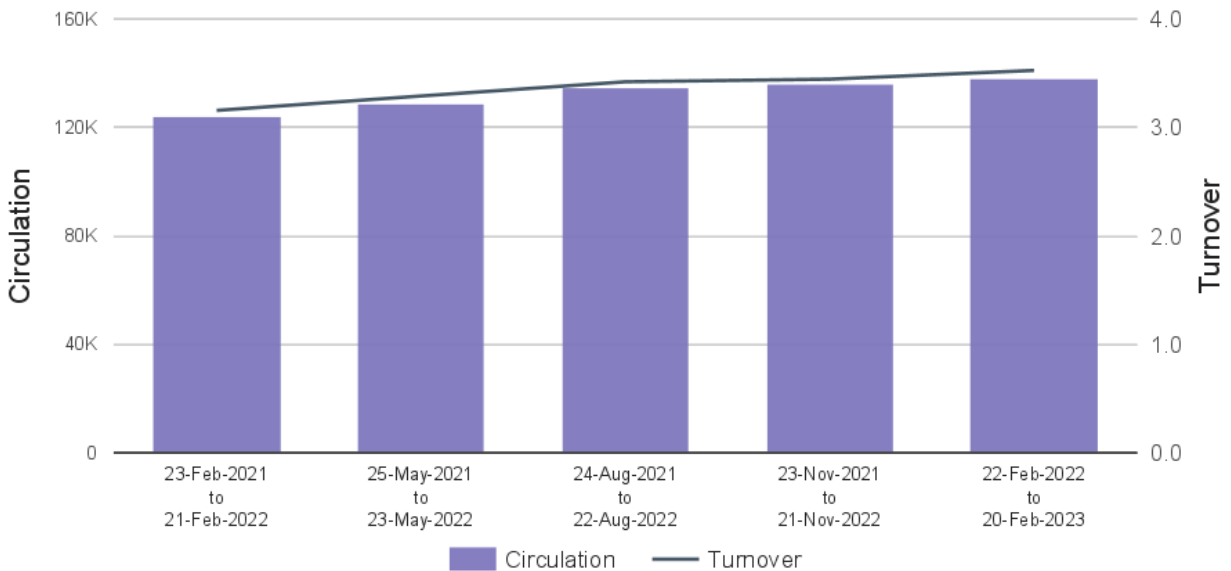


CollectionHQ

Circulation and Turnover

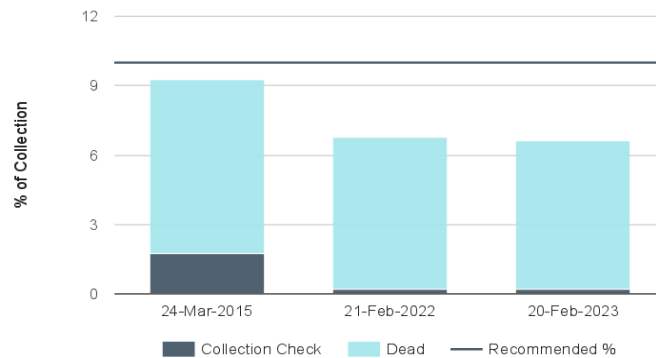
*This graph displays the circulation of the items in our library as well as the turnover of the items. Data is displayed over 5 points in time.

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



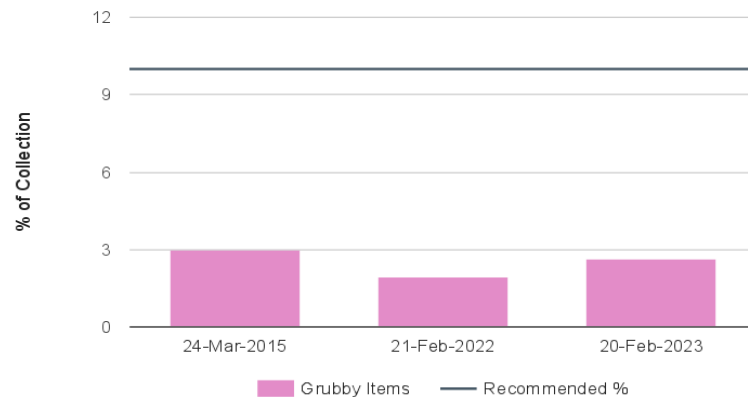
Dead Items – All Audiences

*This graph shows the percentage of items on shelf that have not been checked out in 2+ years. Our Dead percentage is at 6.62%. 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 2.66%. As with the dead percentage, the goal is to be under 10%.

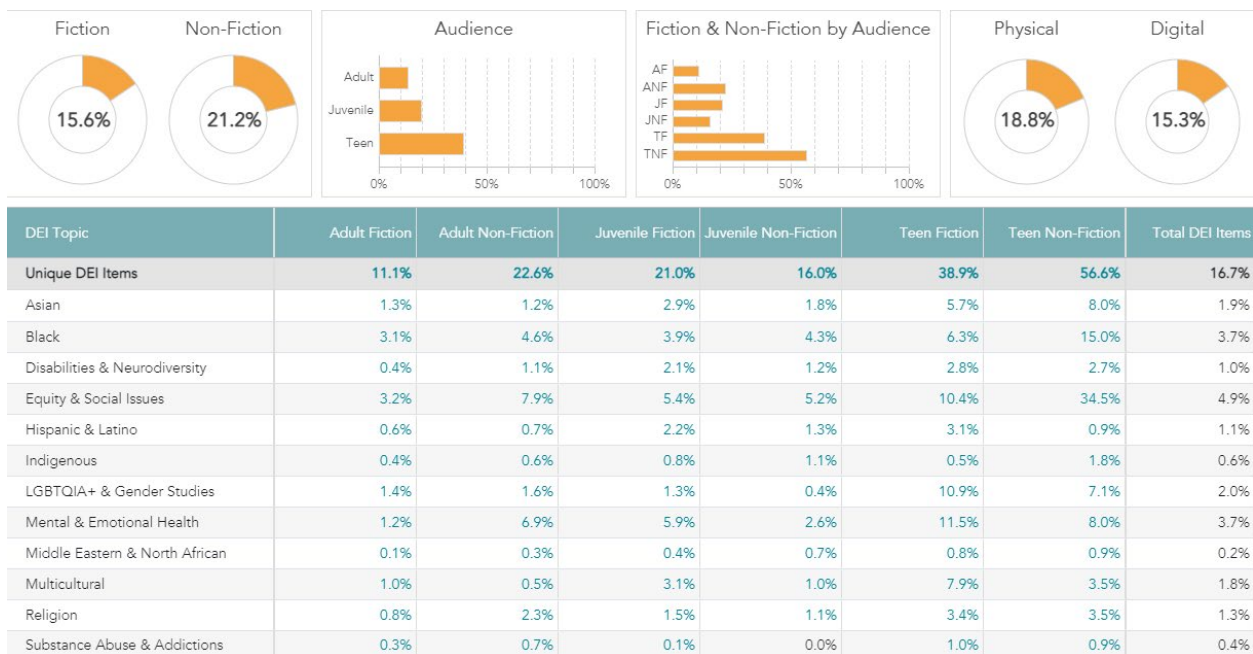


Diversity, Equity, and Inclusion (DEI)

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: 86,464

DEI Items: 14,479 (16.7% of our collection ; 0% increase from last month)



Respectfully submitted,

Leslie Lovato

Technical Services Manager



Monthly Report

FEBRUARY
2023

Shalyn Rodriguez
Assistant Director &
Children's Services Manager

Deliverables

PROGRAMMING

Active Programs

We saw a -27% decrease in participation of active programs this month compared to January.

10

Active Programs Offered

263

Total Attendance

Passive Programs

We saw a 19% increase in participation of passive programs this month compared to January.

13

Passive Programs Offered

1,060

Total Attendance

REFERENCE TRIAGE

02/23

Availability of Materials: 126
Reference Questions: 84
Holds Placed: 80
Program Questions: 133
Quick Answers: 100
Reader's Advisory: 62
Technology Questions: 61

02/22

Availability of Materials: 123
Reference Questions: 64
Holds Placed: 46
Program Questions: 150
Quick Answers: 112
Reader's Advisory: 108
Technology Questions: 69

02/21

Availability of Materials: 113
Reference Questions: 55
Holds Placed: 119
Program Questions: 96
Quick Answers: 91
Reader's Advisory: 156
Technology Questions: 3

CIRCULATION

-25%

Decrease in Juvenile circulation compared to last month (1/2023)

9

**1KB4K ACCOUNTS
CREATED**

These cards are administered by Children's Staff

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

2023 - 5,513

2022 - 5,239

2021 - 3,885

2020 - 5,194

Administrative

DEPARTMENT UPDATES

Board Book Expansion

Our board book collection is one of our top circulating collections in the Children's Department. Because of this, we quickly ran out of space to house said collection and needed to expand. We started with 44 bins and expanded to 88 bins.

Summer Read Planning

The Library Events Committee has determined this year's theme for summer read -- "Level Up Your Reading." The gaming theme will include classics, video games, sports, and more. Mara has already received donations from sponsors and staff are prepping decorations, the reading logs, and activities.

FACILITIES

I had The Electric Company out this month to test existing network ports and install new ones in preparation of the closure to ensure staff are able to connect workspaces to internet while temporarily working in the basement.

I scheduled our bi-annual gutter cleaning with Bubbles Window Washing & Gutter Cleaning.

Jennie, the managers, and I met with the contractors to finalize the timeline of our building renovations. Julie and Becky finalized the layout of how the main level will look and contractors are already well on their way with demo!

WINTER READING PROGRAM

- Number of 0-12 year olds signed up: 212
- Number of Completed Reading Logs: 91
- Weekly Winter Read Activities Offered: 8 Activities offered with 385 Participants

COMPLETION RATE: 43%



UPCOMING EVENTS:

- DANNY TREJO TALKS TACOS, HOLLYWOOD, AND REDEMPTION | TUE, APRIL 4 AT 7PM
- SECRETS OF THE PUZZLE MASTER: A CONVERSATION WITH WILL SHORTZ | TUE, APRIL 25 AT 7PM
- DRAWING COMICS WITH JARRETT J. KROSOCZKA | SAT, MAY 6 AT 10 AM
- ON BEING FABULOUS WITH JONATHAN VAN NESS AND KRISTI YAMAGUCHI | WED, MAY 17 AT 7 PM

MONTHLY REPORT _{2/23}

MARA BARBEL

COMMUNITY ENGAGEMENT COORDINATOR

PHOTO FROM SAYING YES TO YOUR STORY: A
CONVERSATION WITH KWAME ALEXANDER



DELIVERABLES

WEBSITE

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

6,675

Website Visits

32%

increase from 2022

2022

5,070 Website Visits

2021

3,885 Website Visits

SOCIAL MEDIA

02/23

Total Posts: 72

Total Engagement: 2,980

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

eNEWSLETTER

02/23

Sent: 6,829

Read: 3,334

Links Clicked: 310

After adding more clickable buttons, our click rate went up by 49% from 207 clicks to 310.

PROGRAM MARKETING

02/23

Facebook: 3

Friend: 31

In-House Signage: 6

Library Staff: 29

Library Website: 190

Newsletter: 173

Other: 54

02/22

Facebook: 21

Friend: 4

In-House Signage: 1

Library Staff: 32

Library Website: 103

Newsletter: 144

Other: 67

02/21

Facebook: 2

Friend: 4

In-House Signage: 8

Library Staff: 15

Library Website: 215

Newsletter: 52

Other: 1

ADMINISTRATIVE

DEPARTMENT UPDATES

Promotional:

The early part of February was spent getting ready to close for construction. I created and sent a postcard to the printer, created an eBlast to alert patrons of construction, and built an FAQ page on our website. It certainly was busy!

Friends of the Library:

The Friends continue to look at chair options to replace our metal chairs in the meeting room. We currently have a couple of options to choose from. I will be ordering sample and we will make decisions from there.

The Friends are also working on creating a mission statement. We are progressing well! We hope to finish the statement at our April meeting as we are skipping March due to construction.



ILLINOIS LIBRARIES PRESENT:

February saw New York Times bestselling author Kwame Alexander come (virtually!) to Shorewood! It was an excellent program full of motivational encouragement!

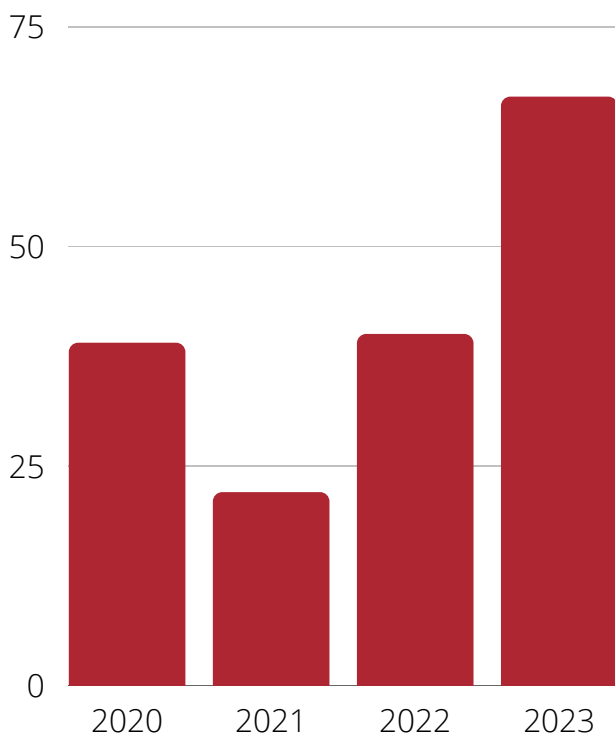
I also participated in updating all committee members with the Marketing Committee's current projects in our all-committee meeting.

MONTHLY REPORT

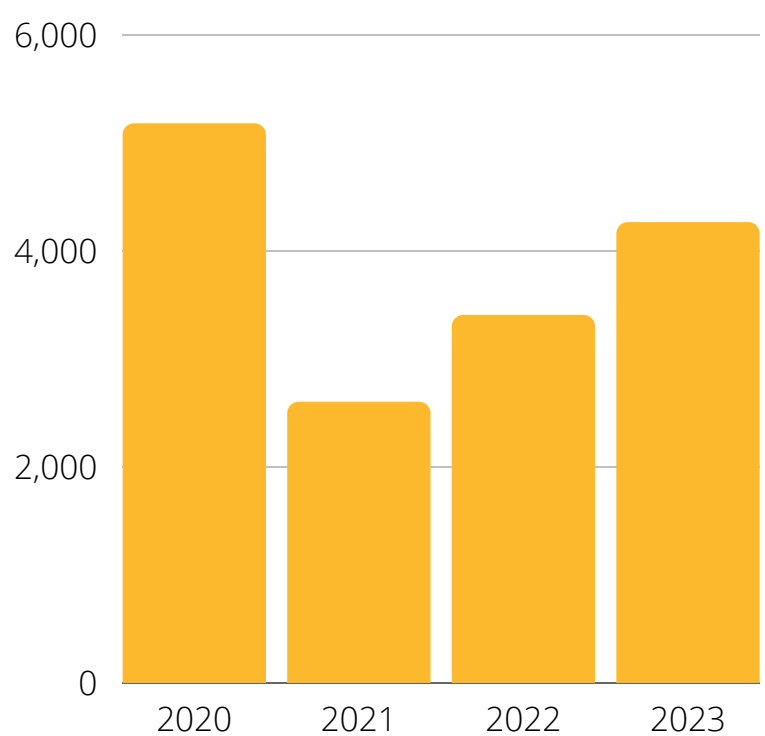
FEBRUARY 2023

JULIE HORNBERGER
CIRCULATION MANAGER

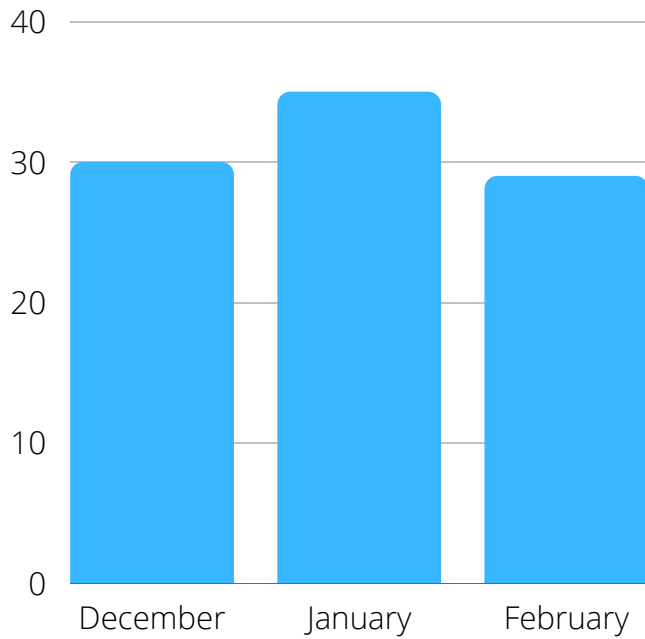
NEW CARDS



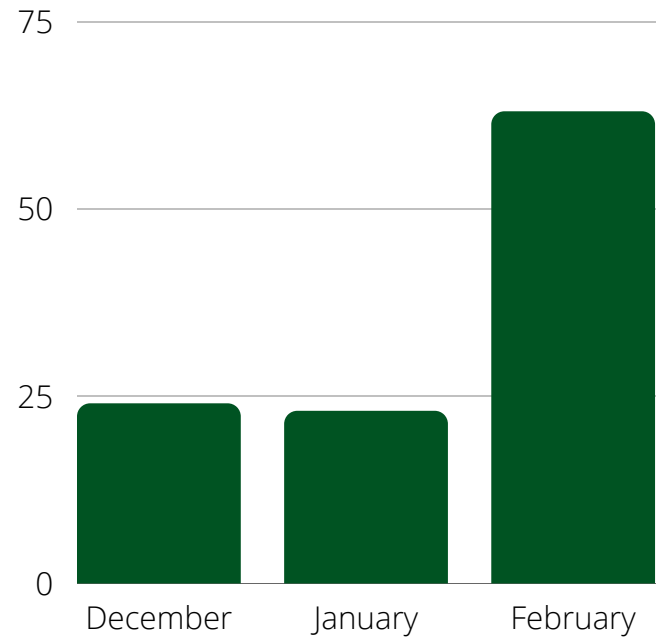
DOOR COUNT



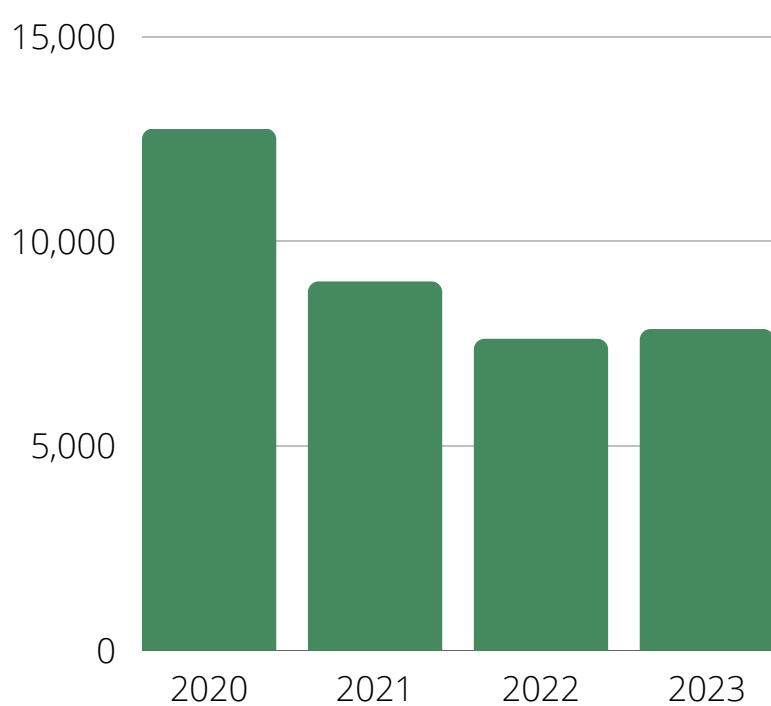
NOTARY



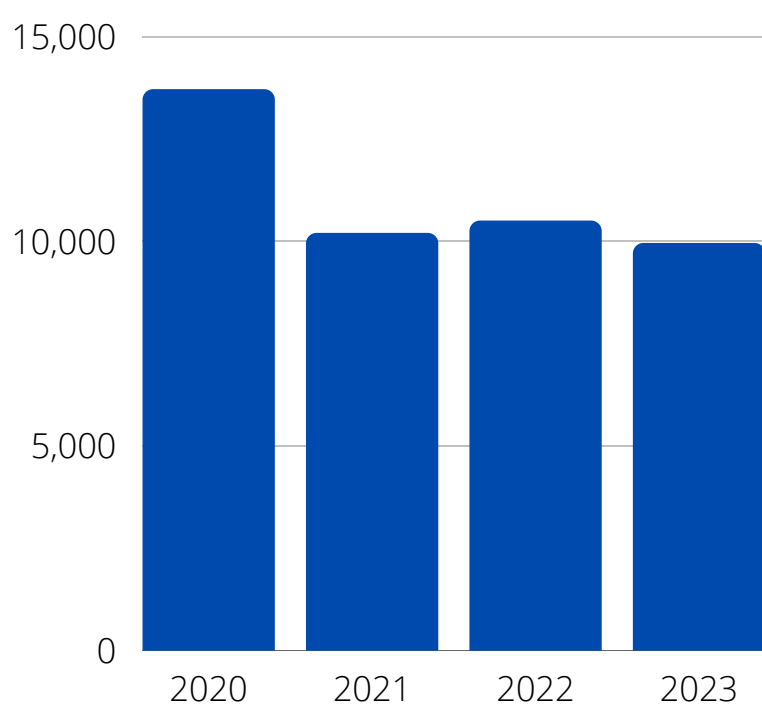
MOBILE PICK-UP



ITEMS CHECKED IN



ITEMS CHECKED OUT



MONTHLY REPORT

FEBRUARY
2023

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

ADMINISTRATIVE SUMMARY

February has been quite a month! Staff successfully relocated downstairs for mobile pickup services while the library closed for renovations. We continued outreach efforts with slightly above average statistics, even while the building was closed and with Mary on maternity leave (see the last page of my report for a special announcement). On top of all of that, our programming numbers for adults was higher than last February as well (two additional programs, and 21 more patrons in attendance)!

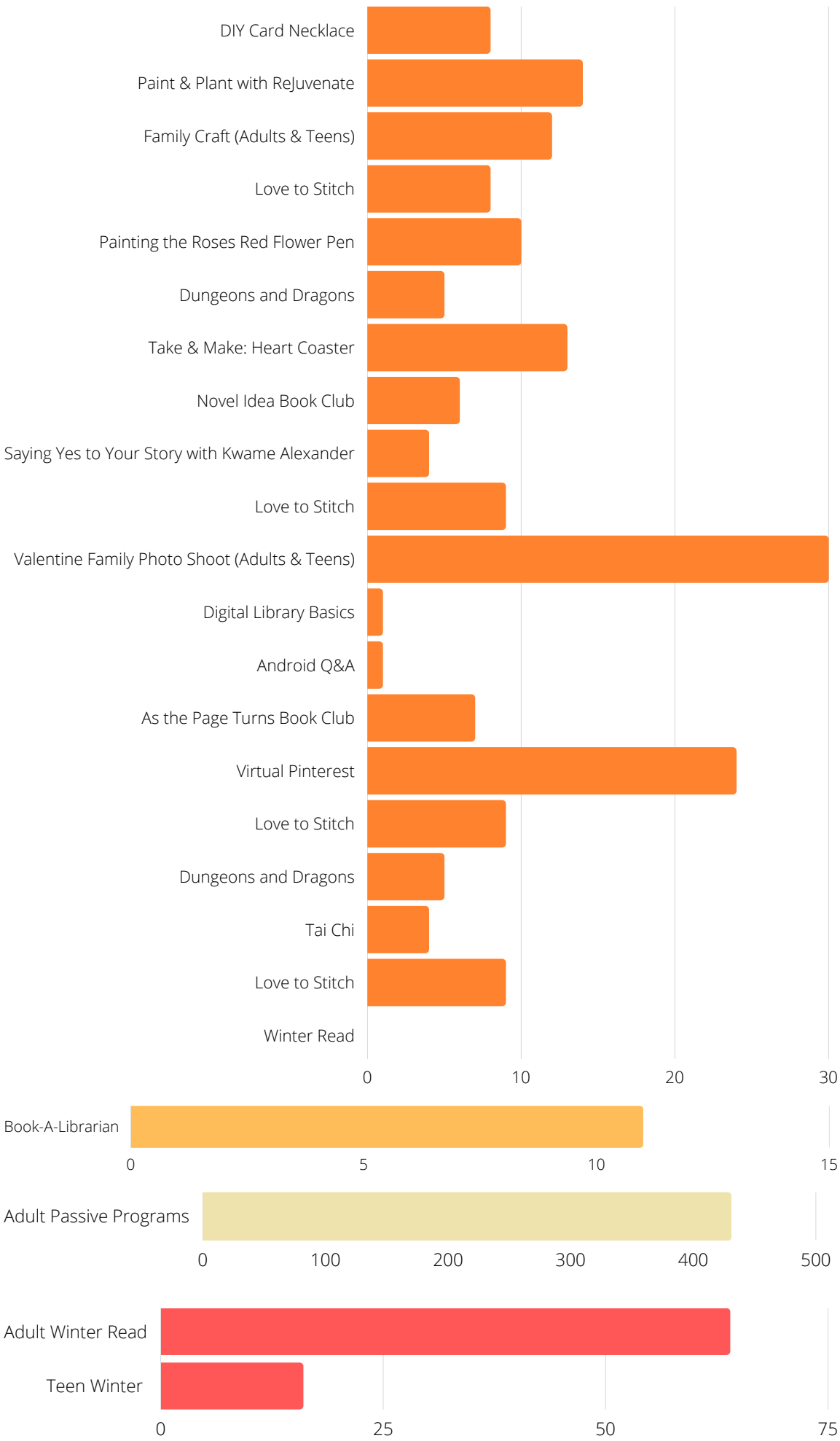
Winter Read 2023 was fantastic for adults and teens. We went up by over 130% in participation, and 90% in completion compared to the Winter Read 2022 program!

Technology updates have also been in the works. Legend successfully made our server more portable by relocating the main server to a cart, making it much easier not only for the renovations, but for future use of that space. They also made all staff computers wi-fi compatible, so that staff can work anywhere within the library.

Now we wait for the construction to be done! We are all so excited to see how things look in a few short weeks!



PROGRAMS



Total Active In-House Programs:
30

Book-A-Librarian Programs:
11

Total Adult/Teen Participants:
190

Total Passive Programs:
10

Total Passive Participants:
511

OUTREACH PROGRAMS & EVENTS

Total Outreach Programs/Events:

10

Reoccurring Programs/Events:

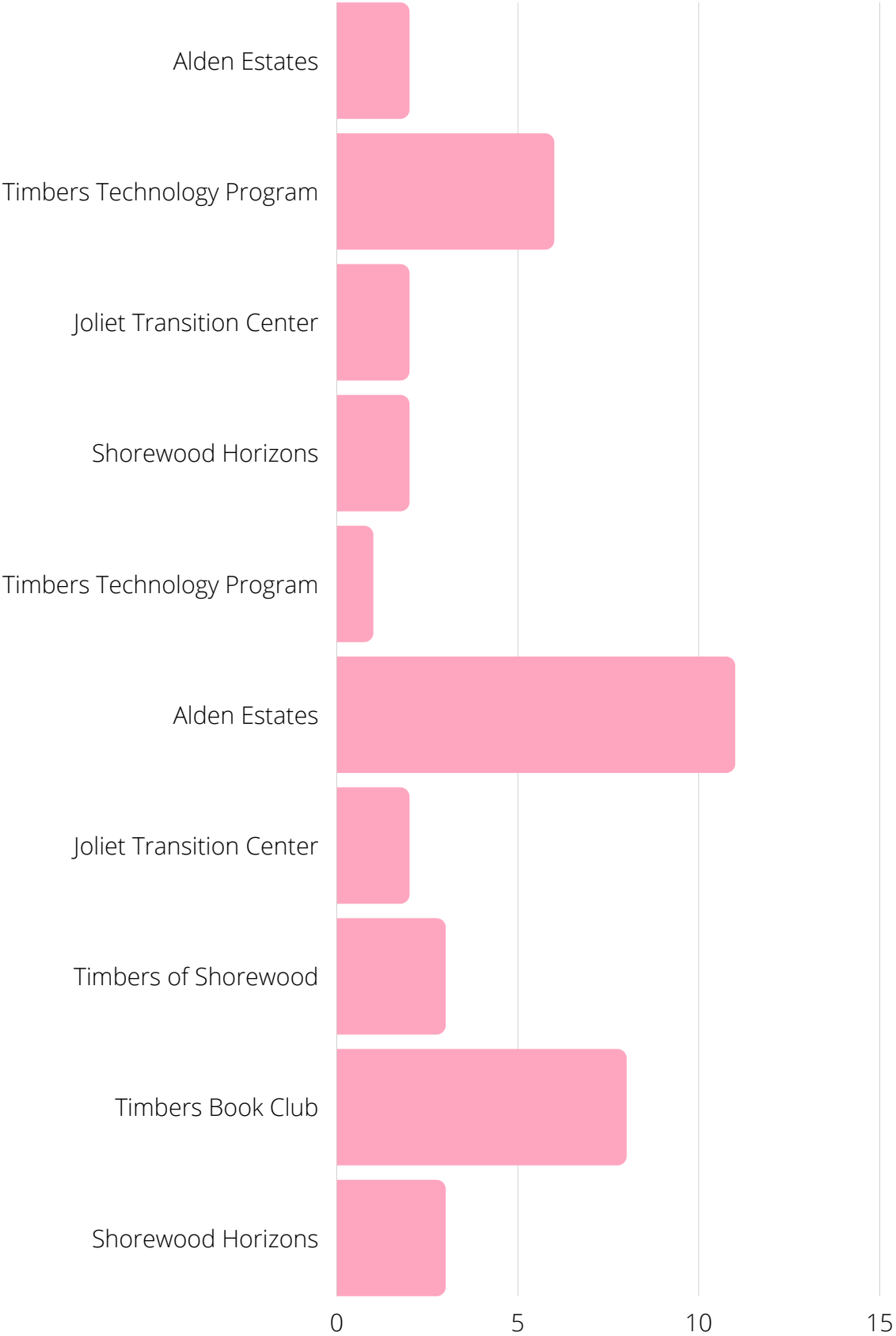
10

Total Participants:

41

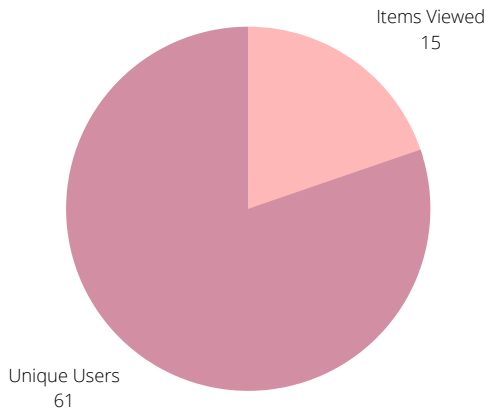
Total Home Deliveries:

0



ELECTRONIC CONTENT USAGE

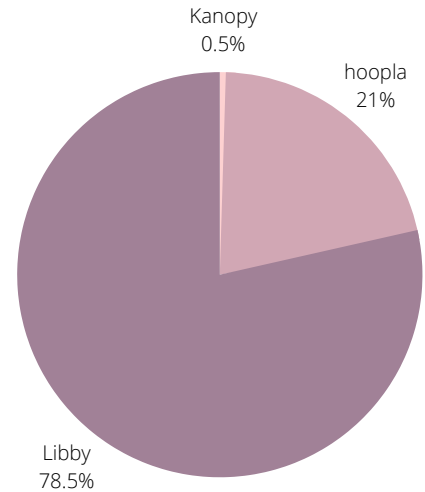
KANOPY STATS



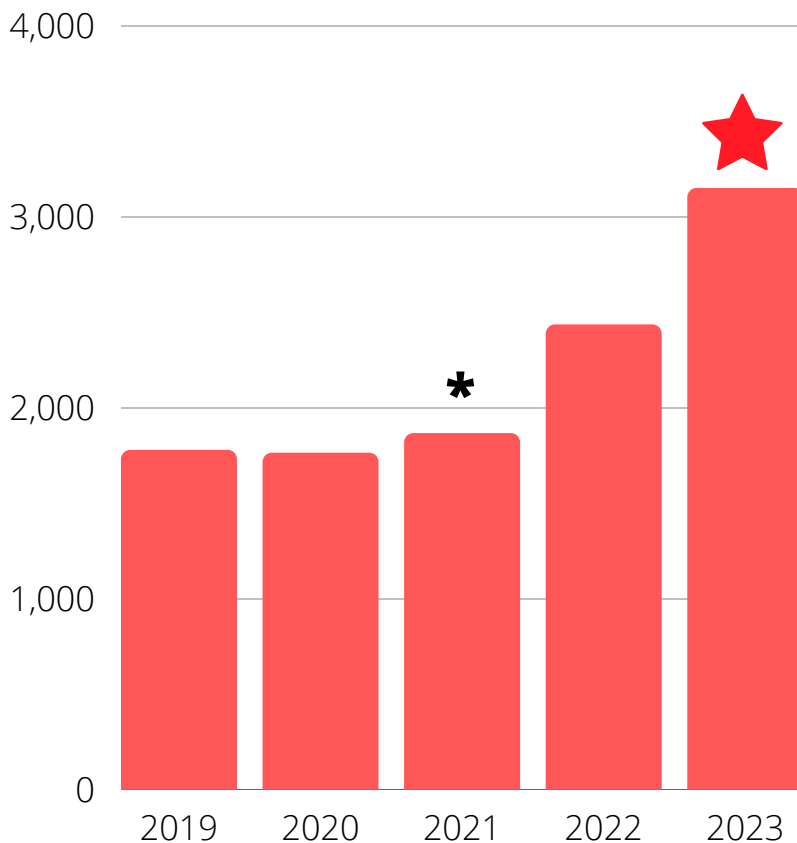
Kanopy is a streaming platform (app and website) that patrons can watch movies and television shows with. There are no commercials on this platform.

E-CONTENT BREAKDOWN

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



E-CONTENT TOTALS



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

*First February after re-opening from COVID-19

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

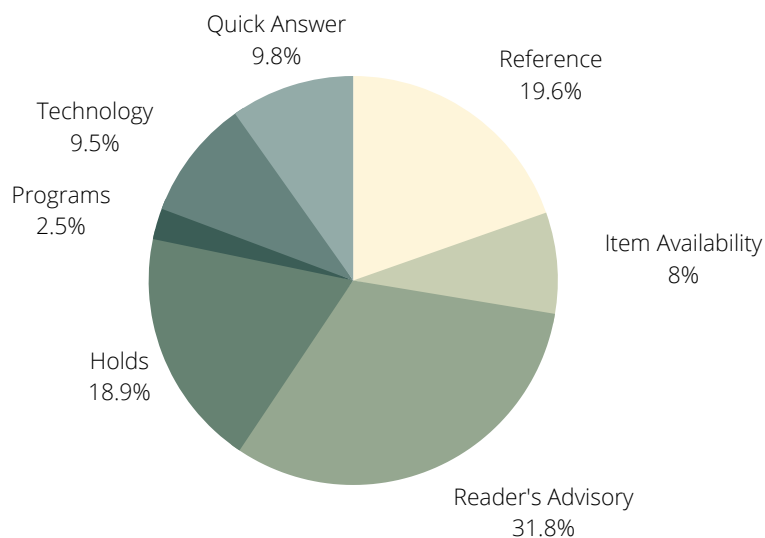
Reader's Advisory - reading recommendations based on a conversation with a patron. For example, "Can you help me find a new mystery book? I really like thrillers."

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.

FEBRUARY REFERENCE STATS

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

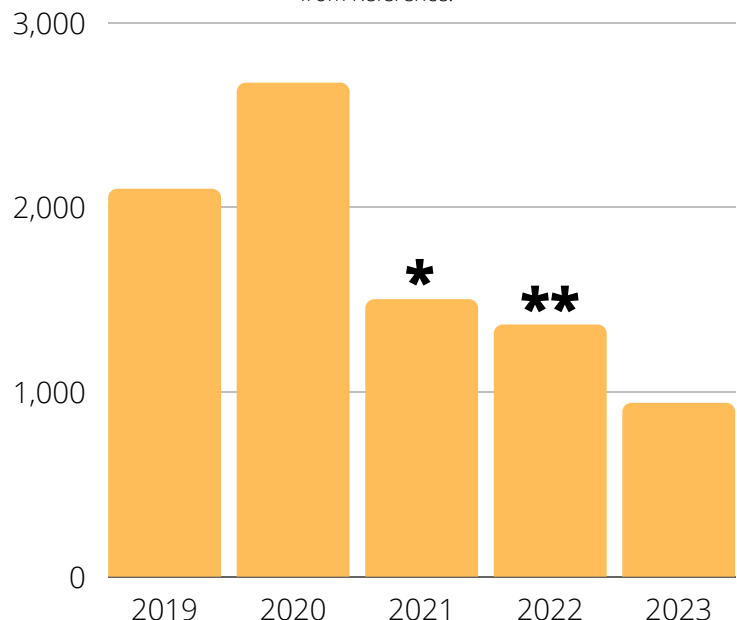


REFERENCE TOTALS

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

*First February after re-opening from COVID-19

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



KEY

BECKY VIOLET
KIMBERLEE MARY

FEBRUARY

PROGRAMS | MEETINGS | OUTREACH

SUN

MON

TUE

WED

THU

FRI

SAT

01

DIY CARD
NECKLACE

02

FAMILY
CRAFT

03

LOVE TO
STITCH

04

VEGA MEETING

TIMBERS
OUTREACH

PAINT &
PLANT

KONICA MINOLTA
MEETING

05

06

PAINT THE
ROSES RED
PEN

DUNGEONS
& DRAGONS

07

LIBRARY ROAD
TRIP MEETING

JOLIET
TRANSITION
CENTER

ALDEN
OUTREACH
TAKE & MAKE
COASTER

08

NOVEL IDEA
BOOK CLUB
EVALUATION
MEETING

09

EVALUATION
MEETING

TIMBERS
TECHNOLOGY
OUTREACH
BOARD MEETING
FOR 1-YEAR

10

LOVE TO
STITCH
MEETING
WITH RIVAL5

11

SEED
LIBRARY ALL-
DAY
WEBINAR

VALENTINES
FAMILY
PHOTOSHOOT

12

13

WEBINAR

14

HORIZON
OUTREACH

JOLIET
TRANSITION
CENTER

DIGITAL LIBRARY
BASICS

DEPT HEAD
MEETING

15

ANDROID
Q&A
WEBINAR

16

VIRTUAL
PINTEREST

17

LOVE TO
STITCH

SERVER MOVE
WITH LEGENDS

18

19

20

PROGRAMS
MEETING

DUNGEONS
& DRAGONS

21

ALDEN
OUTREACH

JOLIET
TRANSITION
CENTER

22

TAI CHI

23

TIMBERS
TECHNOLOGY
OUTREACH

24

LOVE TO
STITCH

SORRY
WE'RE
CLOSED

25

SORRY
WE'RE
CLOSED

26



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TIMBERS
OUTREACH

TIMBERS
BOOK CLUB

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LIBRARY ROAD
TRIP MEETING

HORIZONS
OUTREACH



STARTED 2/27/23

SPECIAL ANNOUNCEMENT

Mary gave birth to a healthy baby girl on February 17th!
Welcome to the STPL team Nina!



March 9, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Update on Parking Lot & Remodeling

The initial set of plans has been sent to the Village, and comments have been provided to the engineer. He is now working on revising the project based on feedback.

The remodeling project is going well. As of March 6th, carpeting has been laid in the section where the book stacks are, the stair treads have been replaced, the walls have been patched and painted in the stacks area, and the doors are on track for being replaced on March 8th or 9th.

While it might be challenging to walk through the upper floor at times, I'm happy to take any of you through tonight after the meeting to get a sneak preview of how the building looks.

March 9, 2023

TO: Shorewood-Troy Library Board of Trustees

FROM: Jennie Mills, Director

RE: Auditing firms

The Library received 4 responses to the Request for Proposals (RFP) for auditing firms. All four were responsive to all points of the RFP.

Mack & Associates quoted \$5,250; Hearne & Associates quoted at \$11,750. The other two firms (Lauterbach & Amen and Selden Fox) were clustered towards the Hearne & Associates quote. Since there was a price disparity, I obtained references for both firms.

Brian Zabel & Associates performed the FY21 audit for \$3,750.

Feedback Regarding Mack & Associates

Hi Jennie. Happy to help. They've been giving our name out since so many people are scrambling with Zabel closing. We've been using them forever and have no complaints.

Good luck with the paint and carpet. While we're at it, our library got some of the children's chairs your library posted on RAILS classified. Thank you! I stopped by one Friday afternoon to pick them up and, you should know, that your children's staff were awesome to meet. The person at the desk was so friendly (before I even said why I was there) and Shalynn walked me around and showed off the department and some of your newer projects. They were great and you should be happy to know how well they represented your library!

Let me know if you need anything else.

Ashley

Do they complete the audit in a timely manner?

Yes. They typically come out to do the audit in early August and present at the August board meeting (fourth Monday).

Do they provide you and your financial team upfront with the pull list and questions to answer prior to on-site days to simplify the process on both ends?

Yes. We have most of the items pulled prior to their arrival, paperwork signed, and questions answered. Occasionally they ask for a random receipt or follow up item but we haven't had any issues providing those things.

How many days do they spend on-site? How many staff are on-site?

They spend one morning on site. It's usually less than half a day. Our business manager handles everything so they really only need one person from our staff working with them. Even then, she has everything ready for them so she's only needed to answer an occasional question.

Do they clearly answer questions regarding the audit for your Board and admin team?

Yes. We've had Laurie Pope present to the board for the last few years. She goes through the audit page by page and is helpful if there are any questions.

Is there any other feedback that you would like to provide me?

We've been happy with their services and have found their prices to be the most reasonable of anyone we have contacted about completing our audit.

--

Ashley Hopper, MLIS
Library Director
Manhattan-Elwood Public Library

Good morning Jennie,
I hope you are doing well and having a great Tuesday. Below are my answers, if you need anything else, please let me know.
Noreen

Do they complete the audit in a timely manner?

Yes- we have had no issues.

Do they provide you and your financial team upfront with the pull list and questions to answer prior to on-site days to simplify the process on both ends?

Yes - it has saved much time.

How many days do they spend on-site? How many staff are on-site?

We have one staff on-site for usually about 4-6 hours.

Do they clearly answer questions regarding the audit for your Board and admin team?

Yes - last three years they have been coming in on Google Meets instead of in person. They review the audit, page by page and answer questions.

Is there any other feedback that you would like to provide me?

They have been great to work with and have been doing Peoton's audit before I started here.

Noreen A. Bormet
Library Director
Peotone Public Library District
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and parts of Monee and Will Townships)*
515 N. First Street
Peotone, IL 60468
708-258-3436 fax 708-258-9796
www.peotonelibrary.org

From Jennifer Dylik at Troy Township:

Do they complete the audit in a timely manner? **Yes, they do.**

Do they provide you and your financial team upfront with the pull list and questions to answer prior to on-site days to simplify the process on both ends? **Yes, they do.**

How many days do they spend on-site? **Typically, one on-site day.** How many staff are on-site? **Usually three people.**

Do they clearly answer questions regarding the audit for your Board and admin team? **Yes. The lead auditor attends our board meeting and presents the audit to them.**

Is there any other feedback that you would like to provide me? **Working with Mack and Associates has been a relatively good experience. I will tell you that I make them send me a draft audit to review first. I have found some errors in their drafts that have needed to be corrected. Most are typographical but one year, I believe it was our 2021 audit, they used data from 2019 but called it 2020 data. They updated the column heading from 2019 to 2020 but didn't update the data below it. They also tried to give us a negative mark for not having a very small portion of our funds collateralized. They said it was required by law to do so but after I produced the actual language of the law that said we "may" collateralize "at the discretion of the supervisor" they changed it from a negative mark to just a recommendation. They are always welcoming of all of corrections, questions, and recommendations that I have. They are also always happy to talk through various scenarios with me and explain their methodology until it makes sense to me.**

Feedback for Hearne & Associates

Hi Jennie!

My business manager weighed in, too. Below are the answers. I hope you are doing great and Happy March 1st!

Do they complete the audit in a timely manner?

Yes, they do!

Do they provide you and your financial team upfront with the pull list and questions to answer prior to on-site days to simplify the process on both ends?

Yes, they do.

How many days do they spend on-site? How many staff are on-site?

For us it's been a day or two, but when he first started he was here about 3 or 4 days. Usually they have 2 people.

Do they clearly answer questions regarding the audit for your Board and admin team?

Yes, we review with them (Admin Team) and they attend a board meeting to review with the board and answer questions. One time I felt a statement was noted somewhat negatively, and after discussion they revised.

Is there any other feedback that you would like to provide me?

He provides a fraud inquiry for us and trustees. I think that is pretty standard.

~~* Proudly Celebrating 41 Years of Excellence in Library Service *~~

Sheree Kozel-La Ha, MLS

Executive Director | Homer Township Public Library District

14320 West 151st Street | Homer Glen, IL 60491

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From Michelle Krooswyck, Director of New Lenox Public Library

Do they complete the audit in a timely manner?

Yes, they have a very reasonable turnaround once they receive all documents. We have a fiscal year that ends on June 30, and the firm will send the audit engagement letter in May. Our audit was completed within 3 months since this was my first time fully responsible for the process from the library's standpoint. We are hoping that it will be a much quicker turnaround this year due to the knowledge gained during last year's audit. The longest part was ensuring that all the Trustees' Fraud Inquiry Letters were accounted for.

Do they provide you and your financial team upfront with the pull list and questions to answer prior to on-site days to simplify the process on both ends?

They provide us with an excel sheet of all required documents. Once the fiscal year is over, we start uploading documents to their online portal.

How many days do they spend on-site? How many staff are on-site?

This was not our first year utilizing their auditing services, so they did not have to be on site at all due to the ability to upload all documents digitally and meeting remotely.

Do they clearly answer questions regarding the audit for your Board and admin team?

Their staff reply within a day usually (John responded in 11 minutes this morning with a tax question I had!) and are very knowledgeable with any questions we have.

Is there any other feedback that you would like to provide me?

John Williams and the Hearne & Associates team are very professional, listen to your questions, and they are willing to modify the report layout to highlight your library's unique circumstances. We also like that they are local and have experience with local government as well.

March 9, 2023

To: Building Committee, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Landscaping Award

The Library received 4 responses to its Request for Proposal for Landscaping services. Two services (Midwest Ground Effects and D&A Landscape) were very similar in pricing. D&A Landscape is the overall lowest priced.

Snow Events: \$850 per month rate from December 1st – March 30th/ \$3400 seasonal or \$120.00 per event up to 4", thereafter increases by \$50 for every 4" accumulation. \$165 salt per occasion.

Summer mowing: \$185 per mow/\$ 5180 a season.

Spring clean-up: \$850

Fertilize: 4 applications at \$75/\$300

Herbicide: 4 applications at \$65/\$260

Mulch: \$850

Fall Clean-up: \$550

Plantings per occasion \$80

However, the bids were scattered, so I enclosed the next lowest bid in the packet as well from Midwest Ground effects. The other two bids either had much higher snow plow rates (Pocoro at \$9,000) or higher mowing rates (\$10,600 for Dirty Deeds). Those two companies were not in the same range.

March 9, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Open house

There are plans to do an informal Open House to welcome patrons to the newly remodeled space (and to thank them for being patient during the closure) on March 30th. We'll have small goodie bags, make ourselves available for mini-tours, and put up some balloons and decorations.

However, since this is such a significant remodel, having a bigger opening event for the Board and local elected officials might be nice. Is this something the Board is interested in doing? If so, what are you interested in seeing in such an event, and when would you like it to be held?

March 9, 2023

TO: Board of Trustees, Shorewood-Troy Library

FROM: Jennie Mills, Director

RE: Director Evaluation

My annual evaluation is due to be conducted in April. I will provide my self-evaluation to the Board on the night of the Board meeting. This year, I have prepared the evaluation form as a survey through Survey Monkey, hopefully, to make it more convenient for the Board to fill out electronically. Responses will still only be seen by the Board President. I will set an Executive Session for the April Board meeting for the Board to discuss my evaluation and my compensation.

Please let me know if you have any questions.