

COMPONENT UNIT

HIGHLAND PARK PUBLIC LIBRARY



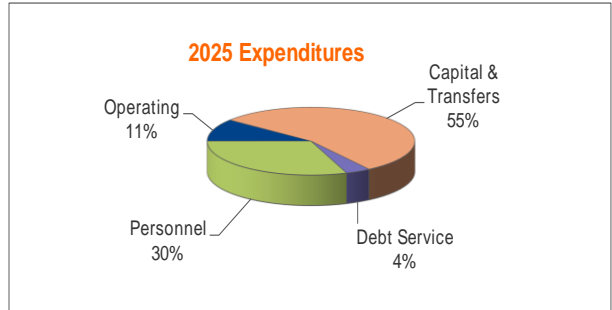
Budgeted Positions: 32 full-time, 45 part-time

Component Unit headcount is not included in the City’s headcount.

PURPOSE

The Highland Park Public Library is the City’s trusted forum for enrichment and engagement, opening doors to information and imagination with numerous varied opportunities for lifelong learning, cultural enrichment, and guided introduction to technology.

Expenditures	2023 Actual	2024 Budget	2024 Estimate	2025 Budget
Personnel	3,115,100	3,637,600	3,637,600	3,923,200
Operating	1,311,900	1,292,400	1,292,400	1,378,700
Capital & Transfers	1,002,300	625,000	625,000	7,055,000
Debt Service	67,400	66,400	66,400	496,600
TOTAL	5,496,700	5,621,400	5,621,400	12,853,500



2024 OBJECTIVES ACCOMPLISHED

Capital Projects

- Completed concept and design for the 2025 expansion.
- Hosted community meeting to review 2025 expansion plans.
- Maintained Reimagine HPPL website and e-newsletter to engage the community about the 2025 expansion.
- Added additional notification and detection devices to fire alarm system.
- Completed repair of stairs at Laurel entrance.
- Completed door repairs and replacements.
- Seal coated and restriped parking lot.
- Replaced external sealant joints in 1970’s addition facade.

Grant Awards for Special Projects and Services

- Receive over \$20,000 from the Friends of the Library annually to fund programs and services.
- Received \$6,000 from the Highland Park Community Foundation for the annual concert series.
- Received \$4,000 from the Highland Park Community Foundation to support social services.
- Received \$125,000 from the Illinois State Library/Secretary of State to support the expansion.

Excellence in Special Programming

- Partnered with Highwood Library and Community Center and several other community partners in diverse outreach efforts, notably in the organization of a bilingual community resource fair.
- Continued the Meet the Author series, providing a forum for readers to connect with authors.
- Supported diversity discussions with the Art Center of Highland Park to foster community inclusivity.
- Hosted *Caminando Juntos / Walking Together*, monthly Spanish language Facebook Live series, providing culturally relevant information and resources. The episodes are now available as a podcast.
- Continued the Library U adult continuing education class offerings such as Poetry Writing, Canasta, Chess, and Mindful Journaling.
- Partnered to present multi-library virtual programs, offering a variety of enriching opportunities including an event with 22 libraries across the state organized by Highland Park Library to host former Congressman Adam Kinzinger and continued participation in Illinois Libraries Present, a statewide initiative featuring events with noteworthy speakers.
- Offered youth programming in STEM, education, enrichment and engagement areas.

COMPONENT UNIT

HIGHLAND PARK PUBLIC LIBRARY

- Presented cultural and educational programs for adults including concerts with the prestigious Herbie Hancock Institute of Jazz International Competition winner and a Chicago Symphony violinist and educational programs included lectures on electrification and dark skies.

Intergovernmental Cooperation

- Engaged with the community at The Lot, Bitter Jester Music Fest, and several other community events.
- Partnered with the Resiliency Division of the City of Highland Park and Resource Partners to provide bilingual, trauma-informed communication and programming to support those impacted by the Highland Park shooting.
- Hosted annual iRead kickoff and Art in Bloom event in partnership with the 112 Education Foundation.
- Facilitated book talks and the annual Book Match tournament, partnering with NSSD 112.
- Participated in Dr. Martin Luther King Jr. Day of Service with Park District of Highland Park.
- Facilitated operations of the Highland Park Archives and Local History Collections. Promoted historical archives and provided archival training to library staff.

Communications

- Maintained a monthly e-newsletter promoting new books, building librarians' reputations as experts.
- Communicated programs and services including digital resources through robust e-newsletter subscriber base.
- Contributed promotional information to each Highlander issue, delivered to every HP home.

Personnel

- Evaluated staffing needs that will result from 2025-2026 expansion projects.
- Launched updated staff performance evaluation process.

2025 OBJECTIVES

- Continue supporting the needs of the community, expanding social services navigation and referrals services.
- Complete Strategic Plan 2025 initiatives, championing lifelong learning, optimizing resources, building organizational strength, and creating connections within the community.
- Communicate with partners and community about services affected by 2025-2026 expansion project both during and post construction.
- Launch an oral history project that aims to create a safe space for community members to share their stories and preserve individual and collective memories of the Highland Park shooting.
- Manage an annual budget which supports the Library's needs.
- Pursue grants which benefit the Library's service and expansion goals.
- Coordinate 2025-2026 expansion project fundraising including naming opportunities.
- Identify sources of cost-effective goods and services and continue seeking intergovernmental efficiencies.
- Continue enriching the community with information, literacy, technology, cultural services, and programs.

HIGHLAND PARK PUBLIC LIBRARY



	Actual 2023	Budget 2024	Estimate 2024	Budget 2025	Increase / (Decrease)	
					'25 Bud. vs. '24 Est.	
General Fund						
Property Taxes	5,204,326	5,366,300	5,366,300	5,843,945	477,645	8.9%
Bond Proceeds	-	-	-	4,000,000	4,000,000	100.0%
Transfers:						
Transfer from Special Reserve Fund	-	-	-	2,485,000	2,485,000	100.0%
Transfer from Unrestricted Gift Fund	-	-	-	-	-	0.0%
Transfer from Local Library Working Cash Fund	15,048	-	-	-	-	0.0%
Total Transfers	15,048	-	-	2,485,000	2,485,000	100.0%
Other Revenue:						
Fees - Impact	16,006	25,000	25,000	48,000	23,000	92.0%
Fines and Miscellaneous Revenue	23,092	20,600	20,600	20,600	-	0.0%
Gifts and Grants	98,634	35,000	35,000	40,000	5,000	14.3%
Investment Income	112,178	55,000	55,000	296,500	241,500	439.1%
Per Capita	44,510	44,500	44,500	44,500	-	0.0%
State Corporate Replacement Tax	132,560	75,000	75,000	75,000	-	0.0%
Total Other Revenue	426,980	255,100	255,100	524,600	269,500	105.6%
Total Revenue	5,646,354	5,621,400	5,621,400	12,853,545	7,232,145	128.7%
Operating Expense:						
Salaries	2,538,374	2,855,000	2,855,000	3,100,000	245,000	8.6%
Payroll Taxes	195,771	218,400	218,400	237,900	19,500	8.9%
IMRF	49,257	78,200	78,200	93,320	15,120	19.3%
Insurance - Health	331,728	486,000	486,000	492,000	6,000	1.2%
Subtotal - Salaries & Benefits	3,115,130	3,637,600	3,637,600	3,923,220	285,620	7.9%
Books, AV & Electronic Res.	556,141	581,400	581,400	610,700	29,300	5.0%
Cataloging & Processing	20,018	31,000	31,000	28,000	(3,000)	-9.7%
Insurance - General	90,764	119,600	119,600	122,100	2,500	2.1%
Legal	1,755	5,000	5,000	5,000	-	0.0%
Maintenance - Building	173,144	140,000	140,000	140,000	-	0.0%
Maintenance - Equip. & Software	138,148	125,000	125,000	125,000	-	0.0%
Maintenance - Grounds	32,327	17,000	17,000	20,000	3,000	17.6%
Marketing	12,160	10,000	10,000	21,500	11,500	115.0%
Postage	7,082	8,000	8,000	9,000	1,000	12.5%
Programs	42,537	26,000	26,000	26,000	1,500	5.8%
Purchases funded by Gifts & Grants	11,635	10,000	10,000	15,000	5,000	0.5
Supplies & Services	186,977	170,400	170,400	190,400	20,000	11.7%
Telecommunications	22,369	23,000	23,000	23,000	-	0.0%
Training, Staff	16,824	26,000	26,000	43,000	17,000	65.4%
Total Operating Expense	4,427,011	4,930,000	4,930,000	5,301,920	371,920	7.5%
Capital Expense:						
Building & Grounds Improvement	95,528	375,000	375,000	6,965,000	6,590,000	1757.3%
Computerization	43,508	40,000	40,000	80,000	40,000	100.0%
Furniture & Equipment	13,217	10,000	10,000	10,000	-	0.0%
Total Capital Expense	152,253	425,000	425,000	7,055,000	6,630,000	1560.0%
Transfer to Expansion Reserve Fund	850,000	200,000	200,000	-	(200,000)	0.0%
Debt Service Expense	67,425	66,400	66,400	496,625	430,225	647.9%
Total Expense	5,496,689	5,621,400	5,621,400	12,853,545	7,232,145	128.7%
Net Revenue (Deficit)	149,665	-	-	-	-	

HIGHLAND PARK PUBLIC LIBRARY

10-YEAR CAPITAL IMPROVEMENT PROGRAM



Projects (\$k)	Priority	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Yr.
Library Expansion ¹ /Renovation	1	6,965						1,500				8,465
Computerization	1	80	60	40	45	320	45	45	45	45	45	770
Furniture and Equipment	1	10	10	10	15	15	15	15	15	15	15	135
Directional/Stacks Signage			40									40
Staff Elevator Updates				120			60					180
Plumbing Updates				100								100
Exterior Updates				5		25	5	25	5	40	40	145
Roof Replacements					285						370	655
HVAC Updates					255			340	610			1,205
Flooring Replacements					60					75		135
Painting Updates					25					30		55
Door/Window/Framing Rplcmt						60				15		75
Total²		7,055	110	275	685	420	125	1,925	675	220	470	11,960

Funding (\$k)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Yr.
Library Tax Levy	420	110	275	420	420	125	420	420	230	420	3,260
Other Revenue ³ and Special Reserves	2,635			260	5		1,505	245		50	4,700
Library Bond Proceeds	4,000										4,000
Total	7,055	110	275	685	425	125	1,925	675	230	470	11,960

Impact on Annual Operating Cost (\$k)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10-Yr.
Expansion Personnel & Operations ⁴	67	203	332	342	352	362	373	384	396	408	3,218
Expansion Debt Service Payments	432	351	348	355	356	357	357	362	367	366	3,651
Total Increase/(Decrease)	499	554	680	697	708	719	730	746	763	774	6,869

Notable Budget Comments:

1. Addresses needs identified in community-based strategic planning including youth, programs, events, archives, accessibility, and life-safety improvements.
2. Includes historical \$372,000 for building & grounds. Does not include \$200,000 Special Reserve Fund 2025 contribution and future contributions to Special Reserve Fund.
3. Includes fundraising and grant opportunities as well as investment income due to timing of bond proceeds.
4. No additions in 2028 or later; assumes 3% annual cost escalation.

2025 PRIORITY 1: High - Life Safety Concerns; Immediate Need

1. Critical infrastructure improvement or scheduled maintenance or replacement
2. Positive ROI (revenue generating program or upgrade)
3. Life safety and health risk
4. Impact on other infrastructure (holistic approach to achieve economies of scale)
5. Delay results in future expensive maintenance costs
6. City Council, state, or federally mandated program
7. Funding earmarked or grant cost share program
8. Special Service Area or Recapture or Special Assessment project
9. Regional as well as local benefit

2025 PRIORITY 2: Medium - Operable For Now; Repairs Not Critical

1. Non-critical infrastructure improvement
2. Neutral ROI
3. Placeholder for an unfunded Priority 1 project or an unplanned but necessary project
4. Minimal local benefit - impacts only a portion of City
5. City Council, state, or federally preferred program (not mandated)
6. Potential future grant cost share program
7. Potential future Special Service Area or Recapture or Special Assessment project
8. Greater regional or other entity benefit than local benefit

2025 PRIORITY 3: Low

1. Aesthetic improvement, no health or safety risk
2. Negative ROI
3. Future project on radar with potential regional benefit or funding opportunities
4. Potential to increase service efficiency but not a necessity

HIGHLAND PARK PUBLIC LIBRARY BUDGET DETAIL

REVENUE NOTES

Property Taxes. Represents 92% of revenues without bond proceeds or transfer from special reserve.

Bond Proceeds. Represents bond proceeds for 2025 Expansion capital project.

Transfer from Special Reserve. Represents transfer of Special Reserve funds for 2025 Expansion capital project.

Fees-Impact. The Library receives a portion of the fees collected by the City from building developments.

Fines and Miscellaneous Revenue. Fees for copy machines, printers, coffee service and Library U tuition. Fees for lost or damaged books and materials. The Library no longer charges daily overdue fines.

Gifts and Grants. Most gifts are one-time unrestricted payments. Grants are one-time/project specific, incl. purchases funded by the Friends of Highland Park Public Library. Restricted gifts are reported in the Gift Fund.

Investment Income. Interest earned on certificates of deposit and money market cash investments.

Per Capita Grant. State Library program assists public libraries with improving/expanding services.

State Corporate Replacement Tax. Revenue collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were eliminated.

EXPENSE NOTES

Salaries. 5% increase for market/merit/minimum wage adjustments for 76 (31 full-time, 45 part-time) staff and an increase of 1 full-time position to support increased services during and after the expansion.

Payroll Taxes (FICA). 7.65% of salaries.

IMRF. The rate has increased from 2.74% to an estimated 3.28% and is applied to 53 employees working 20+ hours per week. Note: 24 employees do not earn IMRF. The rate is calculated by IMRF.

Health Insurance. The rate is applied to 32 eligible full-time employees. An estimated 5% increase is included. Note: 45 employees do not receive health insurance benefits.

Books, A/V, Electronic Resources. Circulating and reference materials available to the public, including books, newspapers, magazines, CDs, DVDs, digital resources, eBooks, streaming services (for both adult and youth collections), and handling/delivery charges. A minimum of 12% of total operating expenses should be spent on materials according to Illinois Public Library Standards. As costs have increased, to provide the same amount of new, relevant resources, the Library plans to increase this budget line by 3-5% each year for the next 3-5 years.

Cataloging & Processing. OCLC cataloging, labels, book covers, and packaging for audio-visual items, bar codes, and RFID tags, as well as costs to repair and rebind items in the collection.

Insurance-General. The Library joined the Libraries of Illinois Risk Agency (LIRA) in 2014. An estimated 5% increase is included as well as anticipated additional costs during the 2025 Expansion. New rates will be confirmed in November 2024.

Legal. \$225/hour fee for services as required.

Maintenance of Building. Cleaning service, air filter replacements, routine maintenance of HVAC systems, monthly elevator inspections, and replacement of bulbs/ballasts.

Maintenance of Equipment & Software. Membership in the CCS catalog consortium, annual copier lease and maintenance contracts, microfilm supplies and maintenance, firewall service, computer software upgrades of 140 staff and public PC workstations and devices, and maintenance agreements.

Maintenance of Grounds. Landscaping service, three seasonal plantings, and snow removal. Increased due to increased costs in the current and previous year.

Marketing. Printing projects, graphic supplies, supportive software, promotional/giveaway items, and special event advertising. Increased in 2025 to support expanding marketing needs including fundraising and outreach support.

Postage. Correspondence, mailings, interlibrary loan books, and equipment leasing/maintenance.

Programs. Youth and adult programs. The Library solicits supplemental program sponsorships.

Purchases funded by Gifts and Grants. Purchases funded by unrestricted gifts.

Supplies & Services. Office supplies, library cards/forms, advertisements, payroll service, consultants and service providers including human resources, accounting, and the 2025 addition of virtual executive assistance.

Telecommunications. Voice and data lines, telephone equipment, Internet access, and one fiber optic line.

Training. Library memberships, continuing education classes, conferences, and reimbursement for use of personal cars for Library business. Increased to support security training.

HIGHLAND PARK PUBLIC LIBRARY

BUDGET DETAIL

Building & Grounds Improvements. 10-year CIP priorities, including expansion project, based on a 2021 building assessment.

Computerization. Replacement of 30 PCs (four-year replacement cycle on average), servers, printers, and equipment.

Furniture & Equipment. Replacement of furniture due to expected wear and tear and emerging needs.

Expansion Reserve Fund. Funds transferred to the Special Reserve Fund for future expansion will not continue in 2025. Annual fund balance limits will result in annual transfers to the Special Reserve Fund.

Debt Service Expense. Annual repayment of the debt funding the penthouse/basement AHU replacement and 2025 Expansion project. Includes \$54,400 for bond administration.