

PUBLIC MEETING NOTICE

Highland Park Public Library Board of Trustees

Lower-Level Meeting Room

May 21, 2024, 7:00 p.m.

For members of the public interested in attending the meeting virtually, use the access information below. Directions pertaining to questions and comments from the public are noted below.

On a computer: <https://bit.ly/HPLibBoardMtg>

Password: HPLibrary

On a phone: (312) 626-6799 **Webinar ID:** 843 1227 6146

Password: 766561727

Individuals with questions or feedback about an agenda item can address the Board in the following ways:

1. **WRITTEN COMMENTS.** Individuals may send the Board an unlimited number of words. Correspondence will be forwarded to the Board via email. All correspondence received will be acknowledged. Comments received at least an hour before the meeting will be summarized at the meeting.
2. **TELEPHONE.** Individuals may leave a message with the Library Director at 847.432.0720.
3. **LIVE COMMENTS.** Individuals are able to address the Board during the meeting. Comments should be limited to five minutes or less.

AGENDA

1. Call to order and roll call
2. Consent agenda
 - Approval of April 16, 2024 regular meeting minutes
 - Approval of April 2024 Bill List – motion from Rich Basofin, Treasurer
 - Approval of April 2024 Financial Reports – motion from Rich Basofin, Treasurer
3. Comments from the public
4. Report of the President – Rob Olian
5. Report of the Executive Director – Heidi Smith
 - Illinois Public Library Annual Report (IPLAR) comparisons to neighboring libraries
6. Other committee and liaison reports
 - Architectural liaisons – Rob Olian, Carol Wolfe
 - Budget & Finance Committee – Rich Basofin
 - Development Committee – Irene Hoffman
7. Old and new business
 - Approval of HR Source letter of understanding for HR services
8. Closed session
9. New business
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
April 16, 2024

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

Members Present: Rich Basofin, Rob Biederman, Alicia De La Cruz, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Carol Wolfe, Peter Zotos

Members Absent: Irene Hoffman

Others Present: Catherine Lambrecht, Julia Nathanson, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES

Trustee Basofin moved and Trustee Wolfe seconded a motion to approve the March 19, 2023 regular meeting minutes, March Bill List, and the March Financial Reports.

Business Manager Siegel made a correction to the Approval of Minutes: “March 19, 2023 should be March 19, 2024”.

The motion passed unanimously with the amended date.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

REPORT OF THE PRESIDENT

President Olian’s report included the following:

- President Olian reported that the financial reports were changed to reflect “over and under” budget. Trustees reviewed the City’s format which Councilmember Stone suggested but did not find it suitable for the Library.
- President Olian asked Trustees Basofin and Zotos to continue with the education and review of financials for the trustees.

Trustee Basofin reviewed the treasurer’s process of approving the monthly bills and the bill list. He also discussed how to compare the bank reconciliations to the bank statements.

Trustee Zotos shared that Director Smith was investigating a new software called Loom. The software allows a person to record a voiceover onto a computer screen video. These videos could be used for training and made available to trustees on SharePoint. The videos are four minutes or less.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith’s report included the following:

- Director Smith introduced Catherine Eilers, Technical Services Manager, to share a power point presentation on 2023 Collections.

- Director Smith pointed out that in the personnel report, longtime ILL Coordinator Stephanie Klemp, left the Library. Staff are evaluating the position and next steps for hiring.
- Director Smith shared that on Thursday, April 25, the Illinois State Library will be reviewing construction grants. She will attend via zoom.
- Assistant Director Rositas-Sheftel shared that the Library attended Rumbo Universidad at the High School. As a result, one person connected with the Social Services Coordinator and two people attended a Fiber Arts program.

Ms. Eiler's presentation included Investment in the Collections: Materials Budget, Investment in the Collections: Staff Expertise and Time, and How Patrons are Using the Collections. She highlighted that Highland Park Public Library spends the second least of all neighboring libraries and is the second highest in spending per capita. Topics for further discussion included demographic preferences regarding electronic or physical copies and collaboration with local book clubs on books and how it affects purchasing.

ARCHITECTURAL LIAISONS

President Olian reported that the City and the Park District asked the Library to take into account what might happen in the future with the addition, ensuring the work including grading will support accessibility between the Library grounds and surrounding public spaces. The architects were advised and asked to keep this in mind. The liaisons will be meeting with the architects next week and hope to see samples of stones and a 3D model to share.

BUILDING & GROUNDS COMMITTEE

Trustee Lapin Olian reported the Committee met on April 1 to discuss capital improvement plans. Capital projects for 2025, based on the 2021 building assessment, include computerization, furniture and equipment, the expansion, and moving costs. Key projects for 2026-2034 include roof replacements, HVAC updates, computerization updates, and an Adult Services update. The budget will be presented in June.

The Committee also discussed a new vehicle and is looking at electric vehicles. An EV car show is taking place in Highland Park at the end of the month. The Committee will have more to report following the show.

DEVELOPMENT COMMITTEE

Trustee Wolfe reported the Committee met last week. The Communications Manager, Jill Alfrejd, presented a draft case statement. The Committee discussed personal testimonials, potential tag lines, reviewed different naming opportunities, discussed campaign fundraising ranges, and talked about a campaign kick-off event. Trustees would like staff to talk about the expansion whenever possible at programs. Trustee Zotos asked if an FAQ document was available for board members. Trustee Wolfe stated that FAQ's are available on line and will be refreshed. Director Smith will prepare talking points for the Board.

FRIENDS

Director Smith reported the Friends Board met last week. The plan for expansion was shared with the Friends. Staff requested close to \$5,000 in equipment and programs. The Friends had many questions on "The Library of Things." They funded \$3,772.00. Director Smith pointed out that the financial reports of the Friends were included in the packet as well as a report of attendance on programs funded by Friends.

OPERATIONS & POLICIES COMMITTEE

Trustee Zotos reported that the Committee reviewed two policies. The first policy was the Trustee Training Policy. They are recommending two changes: making library orientation mandatory and increasing the cost of annual membership fees.

Trustee Wolfe moved and Trustee Biederman seconded a motion to approve Policy 101, Trustee Training. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

The second policy discussed was the Disposal of Closed Session Recordings. The Committee recommended changing the term "specify" to "approve."

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve Policy 102, Disposal of Closed Session Recordings. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Trustee Zotos reported that the Committee will review Policy 213 and Policy 201 together at the next committee meeting and will bring recommendations to the Board meeting in June. The terms "personally identifiable information" and "non-personally identifiable information" will be updated.

OLD AND NEW BUSINESS

Director Smith is seeking approval of a 3-year agreement with Tether Security. When the software is installed on laptops, the devices can easily be located.

Trustee Zotos moved and Trustee Nathanson seconded a motion to approve a three year agreement with Tether Security not to exceed \$2,000. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

The ATA letter of agreement is a renewal for accounting services. The hourly rate has not increased but there is an increase in the estimated amount of time needed.

Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to approve the ATA letter of understanding for accounting services. The motion passed unanimously.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

ADJOURNMENT

Trustee Basofin moved and Trustee Lapin Olian seconded a motion to adjourn the meeting at 8:12 p.m. President Olian, presiding, adjourned the meeting at 8:12 p.m.

Ayes: Basofin, Biederman, De La Cruz, Nathanson, Lapin Olian, Olian, Wolfe, Zotos

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Rebecca Nathanson

Approved:

**HIGHLAND PARK PUBLIC LIBRARY
BALANCE SHEET
April 30, 2024**

	General Fund			Restricted Gift Fund	Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
	General Fund	Unrestricted Gift Fund	Total					
ASSETS								
CASH								
Checking Account	\$ 191,838		\$ 191,838					\$ 191,838
U.S. Government Select MM	943,895	51,774	995,668	55,615	91	101,618		1,152,993
Petty Cash	434		434					434
	<u>1,136,167</u>	<u>51,774</u>	<u>1,187,940</u>	<u>55,615</u>	<u>91</u>	<u>101,618</u>		<u>1,345,264</u>
INVESTMENTS								
Certificates of Deposit	-	270,000	270,000	-	383,000	4,233,000		4,886,000
INTERFUND LIABILITY – DUE FROM (TO)								
	4,224	3,412	7,635	-	(7,635)	-		-
OTHER CURRENT ASSETS								
Receivables	5,366,300		5,366,300					5,366,300
Prepaid Expense/Accrued Revenue	3,055	-	3,055	-	-	-		3,055
	<u>5,369,355</u>	<u>-</u>	<u>5,369,355</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>5,369,355</u>
CAPITAL ASSETS								
							6,566,751	6,566,751
TOTAL ASSETS	<u>\$ 6,509,745</u>	<u>\$ 325,185</u>	<u>\$ 6,834,930</u>	<u>\$ 55,615</u>	<u>\$ 375,455</u>	<u>\$ 4,334,618</u>	<u>\$ 6,566,751</u>	<u>\$ 18,167,370</u>
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	\$ 28,164		\$ 28,164	\$ -				\$ 28,164
Accrued Bill List	100,728	950	101,678	174				101,852
	<u>128,892</u>	<u>950</u>	<u>129,842</u>	<u>174</u>				<u>130,016</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	5,366,300		5,366,300					5,366,300
Deferred Revenue, Other	-		-					-
TOTAL LIABILITIES	<u>5,495,192</u>	<u>950</u>	<u>5,496,142</u>	<u>174</u>				<u>5,496,316</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS								
							6,566,751	6,566,751
FUND BALANCES								
Beginning Balance	2,651,392	307,096	2,958,488	54,637	375,000	4,274,598	-	7,662,723
Current Year Earnings	(1,636,839)	17,139	(1,619,700)	804	455	60,021		(1,558,419)
TOTAL FUND BALANCES	<u>1,014,553</u>	<u>324,235</u>	<u>1,338,788</u>	<u>55,441</u>	<u>375,455</u>	<u>4,334,618</u>	<u>-</u>	<u>6,104,303</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 6,509,745</u>	<u>\$ 325,185</u>	<u>\$ 6,834,930</u>	<u>\$ 55,615</u>	<u>\$ 375,455</u>	<u>\$ 4,334,618</u>	<u>\$ 6,566,751</u>	<u>\$ 18,167,370</u>

HIGHLAND PARK PUBLIC LIBRARY
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 For the Four Months Ended April 30, 2024

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ 5		\$ 5				\$ 5
OTHER REVENUE							
Fees - Impact	12,176		12,176				12,176
Library U	1,750		1,750				1,750
Fines and Misc Revenue	6,272		6,272				6,272
Gifts and grants	0	12,170	12,170	52			12,222
Investment Income	25,214	14,796	40,010	926	455	60,021	101,412
Per Capita	0		0				0
State Corporate Replacement Tax	20,204		20,204				20,204
Transfers	0	0	0	0	0	0	0
TOTAL REVENUE	65,621	26,966	92,587	979	455	60,021	154,042
EXPENSE							
OPERATING EXPENSE							
Salaries	933,830		933,830				933,830
Payroll Taxes	70,030		70,030				70,030
IMRF	21,756		21,756				21,756
Insurance - Health	135,107		135,107				135,107
Subtotal - Salaries & Benefits	1,160,723	0	1,160,723	0	0	0	1,160,723
Books, Audiovisual & Electronic Resources	184,209		184,209	0			184,209
Cataloging & Processing	8,175		8,175				8,175
Insurance - General	102,900		102,900				102,900
Legal	2,025		2,025				2,025
Library U	4,700		4,700				4,700
Maintenance of Building	54,260		54,260	0			54,260
Maintenance of Equipment & Software	50,479		50,479				50,479
Maintenance of Grounds	8,389		8,389				8,389
Marketing	828		828	0			828
Postage	2,198		2,198				2,198
Programs	11,423		11,423	174			11,597
Purchases Funded by Gifts and Grants	3,050	9,827	12,877				12,877
Supplies & Services	63,899		63,899	0			63,899
Telephone	8,179		8,179				8,179
Training	5,906		5,906	0			5,906
Subtotal Other Operating Expenses	510,618	9,827	520,446	174	0	0	520,620
Total Operating Expense	1,671,342	9,827	1,681,169	174	0	0	1,681,343
CAPITAL EXPENSE							
Building & Grounds Improvement	22,311		22,311				22,311
Computerization	8,806		8,806				8,806
Furniture & Equipment	0		0	0			0
Total Capital Expense	31,118	0	31,118	0		0	31,118
Building Expansion Fund	0		0			0	0
Debt Service Expense	0		0				0
TOTAL EXPENSE	1,702,460	9,827	1,712,287	174	0	0	1,712,461
2024 Year to Date Net Revenue or (Expense)	(1,636,839)	17,139	(1,619,700)	804	455	60,021	(1,558,419)
12-31-23 FUND BALANCE (unaudited and updated 1-31-24)	2,651,392	307,096	2,958,488	54,637	375,000	4,274,598	7,662,723
FUND BALANCE AT MONTH END	\$ 1,014,553	\$ 324,235	\$ 1,338,788	\$ 55,441	\$375,455	\$4,334,618	\$6,104,303

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended April 30, 2024**

	Actual				General Fund Budget 12 months 2024	YTD 2024 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of April		Four Months Ended April 30,				
	2024	2023	2024	2023			
GENERAL FUND							
REVENUE							
Property Taxes	\$ 5	\$ -	\$ 5	\$ -	\$ 5,366,300	0.00%	\$ 5,366,295
Other Income							
Fees - Impact	198	-	12,176	12,832	25,000	48.70%	12,824
Library U	600	(300)	1,750	4,360			(1,750)
Fines and Miscellaneous Revenue	1,324	1,131	6,272	5,824	20,600	30.45%	14,328
Gifts and Grants	7,200	270	12,170	1,617	35,000	34.77%	22,830
Investment Income	7,140	7,339	40,010	25,189	55,000	72.74%	14,990
Per Capita	-	-	-	-	44,500	0.00%	44,500
State Corporate Replacement Tax	6,964	17,745	20,204	51,461	75,000	26.94%	54,796
Transfer from LLWCF	-	-	-	-			-
Transfer from Unrestricted Gift Fund	-	-	-	-			-
Transfer to General from Unrestricted Gift Fund	-	-	-	-			-
Transfer (to) from Special Reserve	-	-	-	-			-
TOTAL OTHER INCOME	23,426	26,185	92,581	101,282	255,100	36.29%	162,519
TOTAL REVENUE	23,431	26,185	92,587	101,282	5,621,400	1.65%	5,528,813
EXPENSE							
OPERATING EXPENSE							
Salaries	232,865	199,477	933,830	815,414	2,855,000	32.71%	1,921,170
Payroll Taxes	17,543	14,961	70,030	61,748	218,400	32.07%	148,370
IMRF	5,371	3,850	21,756	14,850	78,200	27.82%	56,444
Group Insurance	34,207	27,240	135,107	109,634	486,000	27.80%	350,893
Subtotal - Salaries & Benefits	289,987	245,529	1,160,723	1,001,646	3,637,600	31.91%	2,476,877
Books, AV & Electronic Res.	39,013	50,749	184,209	183,684	581,400	31.68%	397,191
Cataloging & Processing	3,364	2,947	8,175	7,771	31,000	26.37%	22,825
Insurance - General	2,551	596	102,900	90,085	119,600	86.04%	16,700
Legal	2,025	-	2,025	-	5,000	40.50%	2,975
Library U	1,000	630	4,700	6,030	-	-	(4,700)
Maintenance - Building	17,720	10,456	54,260	42,661	140,000	38.76%	85,740
Maintenance - Equip. & Software	19,148	17,777	50,479	58,185	125,000	40.38%	74,521
Maintenance - Grounds	881	2,271	8,389	7,506	17,000	49.34%	8,611
Marketing	-	-	828	1,319	10,000	8.28%	9,173
Postage	-	1,576	2,198	3,161	8,000	27.47%	5,802
Programs	(1,259)	989	11,423	6,110	26,000	43.94%	14,577
Purchases Funded by Gifts and Grants	1,948	-	12,877	66	10,000	128.77%	(2,877)
Supplies & Services	15,931	13,808	63,899	48,771	170,400	37.50%	106,501
Telecommunications	2,009	1,487	8,179	7,108	23,000	35.56%	14,821
Training	3,499	393	5,906	7,089	26,000	22.72%	20,094
Subtotal - Other Operating Expenses	107,830	103,679	520,446	469,545	1,292,400	40.27%	771,954
Total Operating Expense	397,816	349,208	1,681,169	1,471,192	4,930,000	34.10%	3,248,831
CAPITAL EXPENSE							
Building & Grounds Improvement	875	1,634	22,311	41,347	375,000	5.95%	352,689
Computerization	2,579	-	8,806	5,137	40,000	22.02%	31,194
Furniture & Equipment	-	-	-	794	10,000	0.00%	10,000
Total Capital Expense	3,454	1,634	31,118	47,278	425,000	7.32%	393,882
Expansion Reserve Fund	-	-	-	-	200,000	0.00%	200,000
Debt Service Expense	-	-	-	-	66,400	0.00%	66,400
TOTAL EXPENSE	401,270	350,842	1,712,287	1,518,470	5,621,400	30.46%	3,909,113
Net Revenue (Expense)	\$ (377,839)	\$ (324,658)	\$ (1,619,700)	\$ (1,417,188)	\$ -		\$ 1,619,700

Benchmark: 4 months of 12 = 33.33% year complete.

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended April 30, 2024**

	Actual			
	Month of April		Four Months Ended April 30,	
	2024	2023	2024	2023
RESTRICTED GIFT FUNDS				
Revenue				
Donations - Miscellaneous	\$ -	\$ -	\$ -	\$ -
Donations - Arenberg	-	-	-	-
Friends Receipts	-	3,112	52	6,942
Total Donations	-	3,112	52	6,942
Interest Income	236	195	926	678
Transfer to General Fund	-	-	-	-
Total Revenue, Gift Funds	236	3,307	979	7,620
Books	-	-	-	-
Maintenance - Building	-	-	-	-
Programs	174	-	174	-
Supplies and Services	-	-	-	-
Friends:				
Maintenance - Building	-	-	-	-
Marketing	-	-	-	-
Programs	-	950	-	5,196
Supplies and Services	-	1,106	-	2,179
Total Operating Expenses	174	2,056	174	7,375
Capital Expense				
Furniture & Equipment	-	-	-	-
Furniture & Equipment, Friends	-	-	-	-
Total Capital Expenses	-	-	-	-
Total Gift Fund Expenses	174	2,056	174	7,375
GIFT FUNDS Net Revenue (Expense)	62	1,251	804	245
LLWCF				
Interest Income	0	275	455	922
Transfer from (to) General Fund	-	-	-	-
LLWCF Net Revenue(Expense)	0	275	455	922
SPECIAL RESERVE				
Interest Income	4,282	3,424	60,021	16,811
Building Expansion Fund Revenue	-	-	-	-
Transfer from (to) General Fund	-	-	-	-
SPECIAL RESERVE Net Revenue(Expense)	4,282	3,424	60,021	16,811
TOTAL LIBRARY Net Revenue (Expense)	\$ (373,494)	\$ (319,708)	\$ (1,558,419)	\$ (1,399,210)

Highland Park Public Library
April 2024 Bill List
May 21 through May 27, 2024

Date	Name	Account Charged	Split	Amount
05/21/2024	AlphaGraphics	52123 · Supplies		-195.84
05/21/2024	Ambius	52123 · Supplies		-428.40
05/21/2024	Anderson Lock	5175 · Maintenance - Building		-1,650.00
05/21/2024	Anderson Pest Solutions	5175 · Maintenance - Building		-20.91
05/21/2024	ATA Group	52126 · Services		-2,046.00
05/21/2024	EnvisionWare, Inc.	5160 · Cataloging, Processing		-505.21
05/21/2024	Arthur J. Gallagher & Co.	5169 · Insurance		-2,551.00
05/21/2024	Beach, Marcia	520620 · Programs - Youth		-30.00
05/21/2024	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-8,779.00
05/21/2024	Cooper, Trudy	520640 · Library U		-600.00
05/21/2024	Cooperative Computer Services	-SPLIT-		-18,489.79
		5178 · Maintenance -Equipment,Software	16,046.87	
		5160 · Cataloging, Processing	2,442.92	
05/21/2024	Demco, Inc	5160 · Cataloging, Processing		-333.41
05/21/2024	Eilers, Catherine	-SPLIT-		-146.43
		516690 · Mileage	25.32	
		516670 · Training	121.11	
05/21/2024	ELM USA	52123 · Supplies		-340.00
05/21/2024	Element Four	5178 · Maintenance -Equipment,Software		-69.00
05/21/2024	EnvisionWare, Inc.	5178 · Maintenance -Equipment,Software		-575.00
05/21/2024	Fox Valley Fire and Safety	5175 · Maintenance - Building		-340.00
05/21/2024	Gordon Flesch Co, Inc.	5178 · Maintenance -Equipment,Software		-92.21
05/21/2024	Hollinger Metal Edge, Inc.	52123 · Supplies		-143.10
05/21/2024	Hill Mechanical Services	5175 · Maintenance - Building		-5,205.64
05/21/2024	HR Source	52126 · Services		-5,996.25
05/21/2024	Illinois Library Association	-SPLIT-		-2,214.05
		520610 · Programs - Adult	131.25	
		520620 · Programs - Youth	1,582.80	
		516670 · Training	500.00	
05/21/2024	Jauch, Marissa	516690 · Mileage		-15.20
05/21/2024	Keyth Security Systems, Inc.	5175 · Maintenance - Building		-14.00
05/21/2024	Lerette, Bridget	-SPLIT-		-61.40
		516690 · Mileage	57.15	
		52123 · Supplies	4.25	
05/21/2024	Mariani Landscape	5181 · Maintenance - Grounds		-880.53
05/21/2024	Medrano, Cynthia	-SPLIT-		-45.12
		516690 · Mileage	19.84	
		520610 · Programs - Adult	25.28	
05/21/2024	Oldham, Jayme	516690 · Mileage		-10.59
05/21/2024	Paper Rolls Plus	52123 · Supplies		-161.85
05/21/2024	Peregrine, Stime, Newman, Ritzman & Bruck	5172 · Legal		-2,025.00
05/21/2024	Rooney, Kathleen	520610 · Programs - Adult		-250.00

Highland Park Public Library
April 2024 Bill List
May 21 through May 27, 2024

05/21/2024 Rositas-Sheftel, Cary	-SPLIT-		-89.29
	52123 · Supplies	11.31	
	516690 · Mileage	77.98	
05/21/2024 Sunset Foods	52123 · Supplies		-48.14
05/21/2024 Skrzyniecki, Mati	516690 · Mileage		-30.15
05/21/2024 Sterling Talent Solutions	52126 · Services		-56.00
05/21/2024 Suburban Elevator Services	5175 · Maintenance - Building		-549.00
05/21/2024 Technology Management Rev Fund	5215 · Telecommunications		-500.00
05/21/2024 Tether Security	5178 · Maintenance -Equipment,Software		-1,497.00
05/21/2024 Tripp, Louise	516680 · Conference		-44.42
05/21/2024 Warehouse Direct	-SPLIT-		-1,641.66
	52123 · Supplies	1,028.62	
	5175 · Maintenance - Building	603.58	
	5160 · Cataloging, Processing	9.46	
05/21/2024 Wisconsin Glacier Springs Co.	52123 · Supplies		-92.92
05/23/2024 Baker & Taylor Books	-SPLIT-		-5,687.29
	5130 · Books & Audio	5,670.34	
	520301 · Books & Audio Bornstein Gift	16.95	
05/23/2024 Book Stall	5130 · Books & Audio		-23.19
05/23/2024 Cavendish Square	5130 · Books & Audio		-186.03
05/23/2024 Chicago Sun-Times, Inc.	5130 · Books & Audio		-615.60
05/23/2024 Chicago Tribune	5130 · Books & Audio		-238.91
05/23/2024 Children's Plus Inc.	5130 · Books & Audio		-1,379.54
05/23/2024 Info USA Marketing, Inc.	5130 · Books & Audio		-7,290.00
05/23/2024 Ingram Library Services	-SPLIT-		-7,338.84
	5130 · Books & Audio	7,181.67	
	520301 · Books & Audio Bornstein Gift	157.17	
05/23/2024 Midwest Tape	5130 · Books & Audio		-1,305.46
05/23/2024 OverDrive	5130 · Books & Audio		-11,016.73
05/23/2024 Pioneer Press	5130 · Books & Audio		-111.48
05/23/2024 Playaway Products LLC	5130 · Books & Audio		-343.94
05/23/2024 Rowman & Littlefield Publishing Group	5130 · Books & Audio		-303.67
05/23/2024 The New York Times	5130 · Books & Audio		-2,204.80
05/25/2024 CCS	550325 · 2025 Construction project		-875.00
05/25/2024 ITsavvy LLC	-SPLIT-		-3,218.00
	5506 · Computerization	2,338.84	
	52123 · Supplies	879.16	
05/27/2024 Incrediblebats, Inc.	521004 · Friends Programs		-600.00
05/27/2024 Schneiderman, Davis	521004 · Friends Programs		-350.00
			<u>-101,851.99</u>

Highland Park Public Library
April 2024 Bill List Summary
Distributed May 2024

Expense

5010 · General Expenses	
5100 · Operating Expenses	
5130 · Books & Audio	37,871.36
5160 · Cataloging, Processing	3,291.00
5166 · Training	
51666 · Training	
516670 · Training - General	621.11
516680 · Conference	44.42
516690 · Mileage	236.23
Total 51666 · Training	<u>901.76</u>
Total 5166 · Training	901.76
5169 · Insurance	2,551.00
5172 · Legal	2,025.00
5175 · Maintenance - Building	17,162.13
5178 · Maintenance -Equipment,Software	18,280.08
5181 · Maintenance - Grounds	880.53
5203 · Programs	
5206 · Programs - General	
520610 · Programs - Adult	406.53
520620 · Programs - Youth	1,612.80
Total 5206 · Programs - General	<u>2,019.33</u>
Total 5203 · Programs	2,019.33
520640 · Library U	600.00
5212 · Supplies & Services	
52123 · Supplies	3,333.59
52126 · Services	8,098.25
Total 5212 · Supplies & Services	<u>11,431.84</u>
5215 · Telecommunications	500.00
Total 5100 · Operating Expenses	<u>97,514.03</u>
5500 · Capital Outlay	
5501 · Capital Outlay	
550325 · 2025 Construction project	875.00
5506 · Computerization	2,338.84
Total 5501 · Capital Outlay	<u>3,213.84</u>
Total 5500 · Capital Outlay	<u>3,213.84</u>
Total 5010 · General Expenses	<u>100,727.87</u>
501000 · Gift Funds Total	
501004 · Unrestricted Gift Funds	
520100 · Unrestricted Gifts--Friends	
521004 · Friends Programs	950.00
Total 520100 · Unrestricted Gifts--Friends	<u>950.00</u>
Total 501004 · Unrestricted Gift Funds	950.00
501001 · Restricted Gift Funds	
501200 · Programs	

Highland Park Public Library
April 2024 Bill List Summary
Distributed May 2024

520301 · Programs - Bornstein	174.12
Total 501200 · Programs	<u>174.12</u>
Total 501001 · Restricted Gift Funds	<u>174.12</u>
Total 501000 · Gift Funds Total	<u>1,124.12</u>
Total Expense	<u><u>101,851.99</u></u>

Highland Park Public Library
April 2024 General II (Bills Already Paid)
 April 1 through April 30, 2024

Date	Num	Name	Account Charged	Split	Paid Amount
04/05/2024	12904	Access One	5215 · Telecommunications		-843.23
04/23/2024	12905	Comcast	5215 · Telecommunications		-172.90
04/23/2024	12906	AT&T	5215 · Telecommunications		-474.69
04/24/2024	12907	Search Inc.	516670 · Training - General		-850.00
04/30/2024	12908	Elan Financial Services	-SPLIT-		-9,521.76
			5178 · Maint.-Equip, Software	867.69	
			5175 · Maint./Building	565.46	
			5130 · Books & Audio	168.93	
			5506 · Computerization	240.48	
			5160 · Cataloging, Processing	73.40	
			52123 · Supplies	1,695.94	
			52126 · Services	1,800.00	
			520610 · Programs-Adult	184.52	
			5215 · Telecommunications	17.97	
			520620 · Programs-Youth	177.87	
			520615 · Programs-New Media	984.50	
			516670 · Training - General	160.00	
			516670 · Training - General	960.00	
			516670 · Training - General	627.00	
			520904 · Furn and Equip-Gift Fur	998.00	
04/30/2024	12909	Dow Jones and Co. Inc.	5130 · Books & Audio		-659.88
04/30/2024	12910	Amazon Capital Services	5130 · Books & Audio		-313.28
04/30/2024	12911	Cooper, Trudy	520640 · Library U		-400.00
					-13,235.74

HIGHLAND PARK PUBLIC LIBRARY
 SALARY REPORT
 April 2024

	Pay period ending:		Monthly Totals
	4/14/2024	4/28/2024	
Salary Expense by Department:			
Administration	\$ 21,457.78	\$ 21,451.82	\$ 42,909.60
Communications	6,720.26	6,686.95	13,407.21
Information and Reader Services	18,276.77	17,956.72	36,233.49
Membership Services	17,707.30	17,373.77	35,081.07
Media Services	10,205.70	10,335.03	20,540.73
Maintenance	4,700.36	4,674.47	9,374.82
Technical Services	12,844.01	12,844.01	25,688.03
Youth Services	15,410.24	15,220.28	30,630.52
Total Salaries Paid	\$ 107,322.42	\$ 106,543.05	\$ 213,865.47
Accrue for April 29 and 30			19,000.00
No accrual for March, period end 3/31/24			-
Subtotal Salaries per Page 3			232,865.47
Payroll Taxes			17,542.86
IMRF			5,371.47
Health Insurance-Library Share			34,206.74
Total Payments			289,986.54

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended April 30, 2024

	General Fund			Budget 12 months 2024	Comment
	Actual Four Months Ended April 30, 2024	Budget April 30, 2024	Variance (under)over YTD budget		
GENERAL FUND					
REVENUE					
Property Taxes	\$ 5	\$ 1,788,767	\$ (1,788,761)	\$ 5,366,300	Under: timing of property tax receipts (June and September)
Other Income					
Fees - Impact	12,176	8,333	3,842	25,000	Over: fluctuation of payments
Library U	1,750	-	1,750	-	Over: budgeted 0 in revenue and expense
Fines and Miscellaneous Revenue	6,272	6,867	(595)	20,600	
Gifts and Grants	12,170	11,667	503	35,000	
Investment Income	40,010	18,333	21,676	55,000	Over: budgeted conservatively
Per Capita	-	14,833	(14,833)	44,500	Under: timing of payment
State Corporate Replacement Tax	20,204	25,000	(4,796)	75,000	Under: fluctuation of payments
Transfer from LLWCF					
Transfer from Unrestricted Gift Fund					
Transfer to General from Unrestricted Gift Fund					
Transfer (to) from Special Reserve					
TOTAL OTHER INCOME	92,581	85,033	7,548	255,100	
TOTAL REVENUE	92,587	1,873,800	(1,781,213)	5,621,400	
EXPENSE					
OPERATING EXPENSE					
Salaries	933,830	951,667	(17,836)	\$ 2,855,000	Under: 3 FTE open position
Payroll Taxes	70,030	72,800	(2,770)	218,400	Under: directly impacted by salaries
IMRF	21,756	26,067	(4,311)	78,200	Under: directly impacted by salaries
Group Insurance	135,107	162,000	(26,893)	486,000	Under: contingency for life-changing events/new-hire enrollment
Subtotal - Salaries & Benefits	1,160,723	1,212,533	(51,810)	3,637,600	
Books, AV & Electronic Res.	184,209	193,800	(9,591)	581,400	Under: timing of contracts for eResources
Cataloging & Processing	8,175	10,333	(2,159)	31,000	
Insurance - General	102,900	39,867	63,034	119,600	Over: annual renewal timing
Legal	2,025	1,667	358	5,000	
Library U	4,700	-	4,700	-	Over: budgeted 0 in revenue and expense
Maintenance - Building	54,260	46,667	7,594	140,000	Over: HVAC and plumbing repairs
Maintenance - Equip. & Software	50,479	41,667	8,812	125,000	Over: timing of contract payments
Maintenance - Grounds	8,389	5,667	2,722	17,000	Over: need to increase budget for 2025
Marketing	828	3,333	(2,506)	10,000	Under: timing of payment for Highlander pages
Postage	2,198	2,667	(469)	8,000	
Programs	11,423	8,667	2,757	26,000	Over: Kinzinger event with partner libraries; ILP annual membership
Purchases Funded by Gifts and Grants	12,877	3,333	9,544	10,000	Over: timing of expenditures; gift support exceeds budget
Supplies & Services	63,899	56,800	7,099	170,400	Over: additional hours for audit and recruiting; executive assistant
Telecommunications	8,179	7,667	512	23,000	
Training	5,906	8,667	(2,761)	26,000	Under: conferences in May, July, and October
Subtotal - Other Operating Expenses	520,446	430,800	89,646	1,292,400	
Total Operating Expense	1,681,169	1,643,333	37,836	4,930,000	
CAPITAL EXPENSE					
Building & Grounds Improvement	22,311	125,000	(102,689)	375,000	Under: summer projects; design phase to come
Computerization	8,806	13,333	(4,527)	40,000	Under: timing of upcoming projects
Furniture & Equipment	-	3,333	(3,333)	10,000	Under: timing of upcoming purchases
Total Capital Expense	31,118	141,667	(110,549)	425,000	
Expansion Reserve Fund	-	66,667	(66,667)	200,000	Under: timing of transfer
Debt Service Expense	-	22,133	(22,133)	66,400	Under: timing of payment
TOTAL EXPENSE	1,712,287	1,873,800	(161,513)	5,621,400	
Net Revenue (Expense)	\$ (1,619,700)	\$ -	\$ (1,619,700)	\$ -	

HIGHLAND PARK PUBLIC LIBRARY
Budget and Finance Committee Meeting – IN PERSON
April 30, 2024

CALL TO ORDER

Chair Rich Basofin, presiding, called the meeting to order at 7:00 p.m.

ATTENDANCE

Members Present: Rich Basofin (chair), Alicia De La Cruz, Peter Zotos, Rob Olian (ex officio)

Others Present: Heidi Smith (Executive Director)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Zotos moved and Trustee De La Cruz seconded a motion to approve the minutes of the March 7, 2024 Budget and Finance Committee meeting. The motion passed unanimously.

Ayes: Basofin, De La Cruz, Zotos

Nays:

MOTION CARRIES.

BUDGET

Initial feedback received from the city's finance director led to a clarification regarding the inclusion of construction project expenses in the budget. It was clarified that construction-related expenses for the entire project, specifically professional services for construction and general contractor costs, should be budgeted for in 2025. The recommendation was to front-load these expenses, including revenue from bond proceeds, into the 2025 budget to avoid deficit spending or the need for a levy increase in subsequent years for the project itself.

Further discussion ensued regarding:

- Operating costs associated with the expansion project, particularly personnel expenses for proposed new positions. Considering the project's phasing, it was recommended to budget for these positions in the year they would be hired, mid-year 2025, 2026, and 2027.
- The need for clarity on investment income was emphasized.
- The budget treatment of grants and gifts and potential adjustments based on fundraising efforts. The need for clarity on budgeting procedures and approval processes for incorporating additional revenue sources into the budget was emphasized.

The discussion of the 2025 budget continued with a detailed discussion of budget allocations for various expenses, including salaries, collections, insurance, and building maintenance. Notable increases were proposed for staff training and facilities improvement.

The meeting then transitioned to an in-depth discussion about a proposed security initiative included in the draft budget for \$50,000 that would become an annual expense. The main problem identified was a lack of

expertise in public safety best practices among library staff, management, and administration, inspiring a vision of achieving proficiency in incident prevention and de-escalation with education and support.

The proposal to address the issue involved contracting a security firm to provide ongoing training, support, and expertise to library staff through a shared Director of Security between Highland Park and four other neighboring public libraries. The potential benefits and costs were discussed, including the proposed benefits of outsourcing expertise versus hiring internally. Concerns were raised about the ongoing financial commitment and the effectiveness of the proposed solution.

Concerns were raised regarding the proposed annual expenditure of \$50,000 for security support in this specific approach. Questions were posed regarding the necessity of hiring a third party for ongoing support in the create of a Director of Security role. Various options were discussed, including exploring other avenues for providing cooperative training with other libraries. The importance of further defining the scope of work for security training was emphasized. It was suggested to prioritize the library's needs and assess gaps before determining the course of action.

The meeting concluded with an agreement to revisit the budget, discuss budget allocations, consider the next steps for financial policies, and potentially schedule another meeting before the end of June for further discussion. Subsequently:

- Further discussions will be held on financial policies.
- Consideration will be given to exploring alternative options for security training.
- A follow-up meeting will be scheduled to continue discussions and finalize decisions.
- Verify assumptions and clarify 2025 forecast for investment income.
- Revise the budget to reflect updated information and address outstanding questions.

POLICIES

Tabled for the next meeting by consensus of the Committee.

OTHER BUSINESS

None.

ADJOURNMENT

Trustee Zotos moved and Trustee De La Cruz seconded a motion to adjourn. Chair Basofin adjourned the meeting at 8:45 p.m.

Submitted by: Heidi Smith

Reviewed by: Rich Basofin

Approved:

HIGHLAND PARK PUBLIC LIBRARY
Development Committee Meeting – IN-PERSON
May 1, 2024

CALL TO ORDER

Trustee Irene Hoffman, presiding, called the meeting to order at 7:00 p.m.

ATTENDANCE

Committee Members Present: Irene Hoffman (chair), Alicia De La Cruz, Rich Basofin, Carol Wolfe, Rob Olian (ex officio).

Others Present: Heidi Smith (Executive Director), Jill Alfrejd (Communications Manager)

Not in Attendance: Friends of the Highland Park Public Library President Suzanne Zweig (ex officio)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Wolfe moved and Trustee Basofin seconded a motion to approve the minutes of the April 9, 2024 Budget and Finance Committee meeting. The motion passed unanimously.

Ayes: Basofin, De La Cruz, Hoffman, Wolfe

Nays:

MOTION CARRIES.

CASE STATEMENT

The Committee reviewed the updated draft of the case statement. Several changes were made. Once final, Director Smith will share it with the committee prior to reviewing with three community members identified as possible advisors for input.

Discussion then shifted to campaign strategies and funding options for the library expansion project. Various design options for donor recognition walls were presented, including gears and colors to represent different levels. There was consensus to further research design options and consider additional recognition opportunities for smaller donors.

Criteria for donor inclusion included the following:

- Recognition: Participants emphasized the importance of recognizing donors contributing to the campaign wall, ensuring all donors are acknowledged appropriately.
- Categorization: Various design ideas were proposed, including categorizing donors based on contribution sizes and ensuring flexibility in design to accommodate varying donation amounts.
- Naming opportunities: The committee deliberated on naming opportunities for various spaces in the library, considering different donation levels and potential naming options.

The committee revisited the fundraising goal of \$1 million dollars and discussed the feasibility of naming opportunities in reaching this target. Changes to the naming opportunities and recognitions ranges were identified.

Plans were made to further discuss donor recognition and naming opportunities with the Friends of the Public Library, with a focus on aligning their contributions with the campaign's objectives.

The meeting concluded with a sense of progress and shared dedication to advancing the fundraising campaign for the library expansion project.

Action items:

- Continue to identify options for design concept for donor recognition walls (all)
- Determine criteria for donor inclusion on recognition walls (future meeting; Committee)
- Share updated design concepts with committee for feedback (future meeting; staff)

POLICY

Tabled by consensus of the Committee.

OTHER BUSINESS

None.

ADJOURNMENT

Trustee De La Cruz made a motion to adjourn, and Trustee Wolfe seconded. With all in favor, Trustee Hoffman presiding, adjourned the meeting at 8:02 p.m.

Submitted by: Heidi Smith

Reviewed by: Irene Hoffman

Approved:

Letter of Agreement

April 2, 2024

HR Source agrees to offer the proposed Outsourced HR & Recruiting services for:

Member / Client Organization: Highland Park Public Library

Contact Name: Pamela Siegel

Address: 494 Laurel Avenue, Highland Park, IL 60035

Telephone: 847-432-0216

Services to be offered: Outsourced HR and Recruiting Support

This Letter of Agreement ("**Agreement**") sets forth the terms and conditions whereby HR Source agrees to provide certain services (as described in Section 1) to Highland Park Public Library, hereinafter referred to as the "Organization."

1. **Services.** Organization hereby engages, and HR Source hereby accepts such engagement, to provide certain services to the Organization on the terms and conditions set forth in this Agreement. HR Source shall provide to the Organization the following services: **HR Support & Recruiting Support**

The scope of services of this Agreement is to provide HR Support to the Organization, that can include: weekly payroll processing, employee relations, supporting managers, managing the performance review process, benefits administration, recruiting, on-boarding/off-boarding, establishing HR processes, implementing policy, and other day-to-day HR functions.

Unless otherwise set forth in this Section or agreed to in writing between HR Source and the Organization, any additional services are not included as part of this Agreement. Services that exceed the scope of this Section may result in additional fees. HR Source shall not exceed the scope of this Agreement without the approval of the Organization.

a. To the extent HR Source is to perform Services on the Organization's premises, the Organization shall provide workspace and other materials (including but not limited to telephone, computer, email address, access to the premises, passwords and training on systems), as well as any other necessary resources that permit HR Source to accomplish the services set forth in this Section. When HR Source is on the Organization's premises and/or using the Organization's equipment, its employees shall comply with all applicable policies of the Organization relating to business and office conduct, health and safety, and use of the Organization's facilities, supplies, information technology, equipment, networks, and other resources.

b. HR Source personnel are not employees or independent contractors of the Organization.

2. **Time Expectation.** At this time, it is anticipated that the services provided by HR Source would involve approximately 8 hours/week on-site with some off-site work as needed. A Specific schedule will

Member Initials: _____

HR Source Initials: *JT*

be discussed and agreed to upon the execution of this Agreement. Hours per week can fluctuate depending on the needs of the Organization.

3. **Term.** The term of this Agreement is one (1) year from the date of execution.

4. **Fees and Expenses.** In exchange for these services, the Organization agrees to pay \$115.00/hour for HR support. Pricing is reflective of the Organization being a current member and may fluctuate if the project deviates from the project overview and scope as outlined above. If the Organization were to become a non-member, and the Organization retains HR Services to render the services set forth in the Agreement, HR Source reserves the right to adjust the fees accordingly. The terms of this agreement will be reviewed annually and will be sent to the member for approval.

The above rate does not include project-related expenses, such as advertisements or database access, agreed to and purchased on behalf of the Organization. These expenses will be passed thru directly to the member.

Invoices will be processed monthly for actual hours worked. Fees and/or pass thru expenses approved by the Organization will also be invoiced monthly. Payment is expected upon receipt of the invoice.

Use of HR Source's Applicant Tracking System (ATS): Please check the box to agree to the fees associated with using this system:

Applicant Tracking System (ATS) usage
\$150.00 ~~One-time set-up fee already set up~~
\$55.00/hour Administrative Support

Please fill out the email address where invoices should be sent:

5. **Confidentiality.** HR Source acknowledges that its employees may have access to information that is treated as confidential and proprietary by the Organization. All HR Source employees sign a Confidentiality Agreement as a requirement of their employment with HR Source and will use or share confidential information only as needed to perform the work agreed to. A copy of the current Confidentiality Agreement has been provided to the Organization, and any subsequent amendments thereto or superseded agreements will be promptly provided to the Organization. This may include engaging with other HR Source employees on behalf of the Organization to provide recommendations or complete a specific task or project. HR Source will not disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of the Organization in each instance.

6. **Indemnification.** The Organization and HR Source shall defend, indemnify, and hold each other harmless (this includes their affiliates and officers, directors, employees, agents, successors, and assigns) from and against all losses, damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs, or expenses of whatever kind (including reasonable attorneys' fees) arising out of or resulting from:

Member Initials: _____

HR Source Initials: **JT**

(a) bodily injury, death of any person or damage to real or tangible, personal property resulting from each other's acts or omissions; and

(b) each other's breach of any representation, warranty, or obligation under this Agreement.

7. Insurance. During the Term of this Agreement, HR Source and the Organization shall each obtain and maintain the following minimum levels of insurance: (i) Workers' Compensation insurance with coverage in accordance with statutory limits, and Employers Liability insurance with limits of not less than \$2,000,000 per occurrence; (ii) Commercial General Liability insurance, including blanket contractual liability with limits of not less than \$2,000,000 per occurrence/\$3,000,000 aggregate; and (iii) Errors and Omissions insurance with limits of not less than \$2,000,000 per occurrence. HR Source and Organization shall be immediately notified in writing of any such notice of termination of the required coverage. Upon written request, HR Source and the Organization shall produce proof of coverage to each other.

8. Non-Solicitation. The Organization agrees that it will not make offers of employment to any employees of HR Source who have provided professional services to the Organization without providing HR Source a minimum of two (2) weeks' notice of the Organization's intent to make such an offer. The Organization further agrees to pay a placement fee of \$20,000 if the offer is made within one (1) year of completion of the assignment or if the HR Source professional is still currently working with the Organization.

9. Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") shall be in writing and addressed to the parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this Section) and to the person who signs the Agreement on the last page. All Notices shall be delivered by personal delivery, nationally recognized overnight courier (with all fees prepaid), email (with confirmation of transmission), or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in this Agreement, a Notice is effective only if (a) the receiving party has received the Notice and (b) the party giving the Notice has complied with the requirements of this Section.

10. Governing Law/Venue. This Agreement and all related documents and all matters arising out of or relating to this Agreement, whether sounding in contract, tort, or statute are governed by, and construed in accordance with, the laws of the State of Illinois without giving effect to the conflict of laws provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those of the State of Illinois. Venue is proper in the State of Illinois, County of Lake, or the Northern District of Illinois, Eastern Division.

11. Counterparts. This Agreement may be executed in multiple counterparts and by facsimile signature, each of which shall be deemed an original and all of which together shall constitute one instrument.

12. Survival. The terms and conditions of this clause and Section 4, Section 5, Section 6, Section 9, Section 10 and Section 11 shall survive the expiration or termination of this Agreement.

Member Initials: _____

HR Source Initials: *JT*

13. **Termination.** Either party may terminate this Agreement in writing, with or without cause, at any time upon sixty (60) days' notice to the other party. In the event of termination, only payment for services, equipment and supplies rendered as of the date of termination are due, and HR Source will provide cooperation and assistance reasonably necessary to assist the Organization with the transition to another provider.

14. **Relationship of the Parties.** HR Source and Organization are independent companies and are not creating, nor do they intend to create, a partnership or any other "like kind" relationship by virtue and operation of this Agreement.

16. **Severability.** In the event any provision of the Agreement, in whole or in part, is held to be invalid or unenforceable under applicable law, the Agreement shall be deemed not to include that provision, or such part held to be invalid, but all other provisions shall remain in full force and effect.

16. **Integration.** This Agreement constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding or written or oral agreements between the parties respecting the transaction and cannot be changed except by their written consent.

If this letter accurately sets forth our understanding, kindly execute the enclosed copy of this letter and send back a copy.

HR Source

Highland Park Public Library

By:

By:

Jackie Throop, SPHR
Director, Outsourced HR & Recruiting Services

Date: 4/1/2024

Date: _____

Member Initials: _____

HR Source Initials: **JT**

Announcements and Updates

- The Library continues as part of the Disability Inclusion Leadership Group alongside City of Highland Park, Park District of Highland Park, and other government agencies and nonprofits serving Highland Park and Highwood. We are learning more about the partner agencies, including their services, facilities, and challenges.

Service Highlights

Programs: (see activity report, pages 2-3)

- The program on dark night skies, Join the Dark Side, drew some new faces. It was great to be able to offer something to the community that brought in some who may not usually attend Library programs and may be unaware of the opportunities for lifelong learning and engagement offered at the Library. (20 attendees)
- Caminando Juntos (Walking Together) hosted Medical Mobile unit from Rosalind Franklin University (244 uses)

Use of Resources:

- In March, *The heaven & Earth grocery store* by James McBride continues as the highest circulating book by Highland Park patrons; film *Oppenheimer* was the top DVD/Blu Ray title.
- See collection statistics, pages 4-5 and the following chart.

Library Social Services:

- 11 individual patrons served in 24 patron engagements.

Outreach:

- Outreach team members attended 5 events and engaged with 372 individuals.
 - Now reported separately from programs in the activity report, page 3.
 - Moraine Township Community Resource Fair (115 attendees)
 - First annual event by the Latino Advisory Committee at Moraine Township featured over 25 vendors and attracted 150-200 families. Utilized a passport system for attendees to gather information and win prizes. Made many successful connections with members of the Latino community.
- Storytime in the community continued with monthly storytimes at Green Bay, HP Community, JCYS Lutz Center, Little Giants (HPS), and Tri-Con with 11 storytimes for 151 attendees. Of note, this is in addition to the 15 storytimes hosted at the Library for 262 attendees.

Partnerships:

- Art in Bloom (542 attendees)
 - Hosted on April 6th in partnership with the 112 Education Foundation and District 112 PTO Council. Activities included cartoonist Mark Anderson's workshops and creating 3D flowers. The event will likely be an annual occurrence.
- College Bound Opportunities Community Book Discussion (16 attendees)
 - CBO collaborated with the Library to host a community book discussion of *Class* by Stephanie Land. CBO donated copies of the book to give away. The CBO representative shared that it was "a nice group discussion and the facilitator was very good, shared personal experiences which added a lot of depth and context, too."

Patron Comments (see comments chart page)

Staff

Training and Professional Development: (see activity report, page 1)

- At the April all-staff meeting, the team viewed the 2023 Collections Summary presentation by Technical Services Manager Catherine Eilers. In addition, Social Services Coordinator Diana Alvey presented a training debrief on the Dementia Friend training that all staff participated in.

- Did you know that all staff complete monthly cybersecurity training? This month the topic was Passwords and Access.

New/Departing Staff (see activity report, page 3)

Facility & Technology

Projects in progress

- Developing technology plan for expansion
- Moving preparation for expansion
- Reconfiguration of Administration offices to accommodate more file storage
- Evaluating and moving select components to Software-as-a-Service (SaaS) to improve network security

Upcoming projects

- Sealcoat and restripe parking lot
- Replace one outer service door

Projects completed

- Repaired/replaced exterior joint sealants in 1970's addition (Adult Services)
- Repaired stone front steps at Laurel entrance
- Moved local file storage to Office365

Library Safety

- Administration is evaluating how to increase and improve outsourced safety/security training.
- New suspensions issued: 1 (plus 2 more May 1, 2024)
- Incident reports documented: 3 (plus 1 more May 1, 2024)
- Police on-site: 1 (plus 1 more May 1, 2024)

HPPL in the News

- None

Staff Monthly Report

We asked staff to share something they're proud of, a challenge they're experiencing, and a favorite story about a patron, team member, or partner interaction. Here are a few highlights.

- Patrons with bad explosive tempers.
- Near closing time a few weeks back, two patrons who had just gotten a library card for the first-time (despite living in HP for four years) asked where the Mystery section was. I used this as an opportunity to give them a tour of the main floor of the library, as well as explain certain library services (meeting rooms, Kanopy, etc.) they may be interested in. One patron was particularly excited to learn the library offers video games as part of their collection and both thanked me for the tour and said they would be coming to the library much more frequently now.
- I had a great one-on-one with a patron—she wanted to “do an independent master’s program”, but what she really wanted was “I want to talk about this topic in an educated way”. She was so happy about finding old syllabi online and universities that do these programs—including options like auditing classes—that she could not stop thanking me and the library for doing something like this! It was really kind and it made my day.
- The puzzle station [in Adult Services] continues to bring joy, relaxation, and mental stimulation to the community! A patron came in with an archives question and she sat at the puzzle table to wait for Bridget. She stayed an additional 3.5 hours after speaking to Bridget just working on the puzzle!! We also saw an entire family working on it together!
- I am proud and thrilled to see Out magazine on display in the Brenner Room! Really helps demonstrate the inclusive attitude of Highland Park Public Library!!
- HPPL is a very supportive and collaborative place to work! Each time I have asked for help people have willingly offered their assistance. It feels good to know I can reach out when needed.

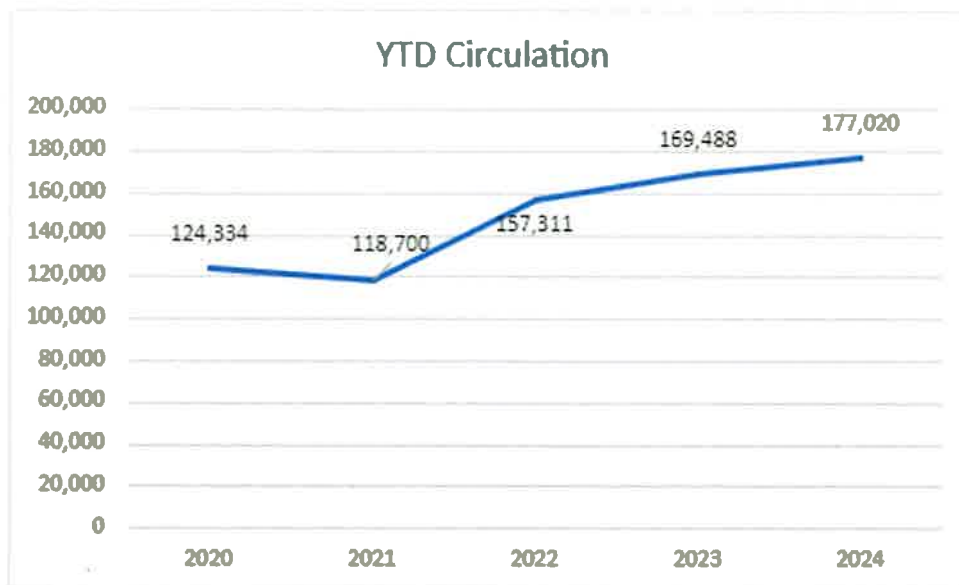
Strategic Plan Highlights

<p style="text-align: center;">LIFELONG LEARNING <i>curiosity, knowledge, vitality, discovery</i></p>	<p style="text-align: center;">OPTIMIZING RESOURCES <i>collections and services meet community needs</i></p>
<p><i>Key concepts: stimulation, bond, literacy, love of reading, habit, cultural enrichment, diversity, depth, information, digital, access, technology.</i></p> <p>Youth Services balanced demand for popular programs with other services and operational requirements. In March, a third Rock & Read (R&R) session was added to Mondays the same weeks R&R is held on Thursdays. In April, Thursday sessions continue to fill to capacity with several children unable to attend. The team is working to relocate Thursday Rock & Read to the Lower-Level Meeting Room to expand capacity.</p> <p>Community members can share their experiences regarding the Highland Park 2022 shooting and view the library as a safe space to house their stories. Connected with partner mentors at various institutions that have mass shooting oral history collections to learn best practices and finalize supportive documentation and processes.</p>	<p><i>Key concepts: information, education, research, entertainment, access to resources, invite patrons to connect, evaluation, expertise.</i></p> <p>Ensure Adult Services collections are easy to find. The team is evaluating the addition of thriller genre to mystery and assess the definition of fantasy and sci-fi to ensure they are shelved accurately.</p>
<p style="text-align: center;">ORGANIZATIONAL DEVELOPMENT <i>fiscal, physical, and human resources</i></p>	<p style="text-align: center;">CREATING CONNECTIONS <i>engagement, understanding, impact, partnerships</i></p>
<p><i>Key concepts: structure, personnel, relationships, leaderships, inclusive and diverse team, building expansion, sustainable financial resources</i></p> <p>Library is well-prepared for construction in 2025. The team continues to visit other libraries for ideas for Youth Services configurations, storytimes areas, and Makerspaces to support the design process.</p>	<p><i>Key concepts: connections between patrons, understanding, sense of belonging, community gathering places, relationships, value</i></p>

View the complete strategic plan at: <https://www.hplibrary.org/strategic-plan>

Library Data

- 5-Year Comparisons: Year-To-Date Circulation, January-April

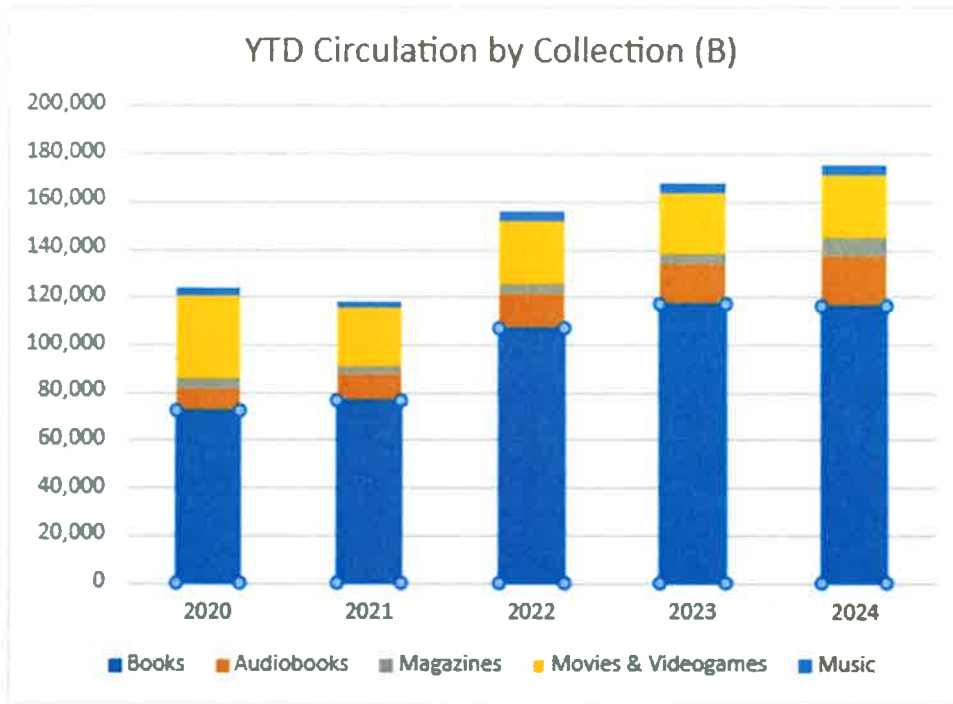


Does not include CCS & ILL borrowed from other libraries.

Note: Library closures in 2020 and 2021 because of the pandemic negatively affected collection use.

Library Data, continued

- 5-Year Comparisons: Year-To-Date Circulation, January-April



YTD Circulation by Collection (B)

	2020	2021	2022	2023	2024
Books	72,324	76,585	107,046	116,809	116,396
Audiobooks	9,487	10,559	14,313	17,038	20,557
Magazines	3,518	3,892	3,937	3,995	7,885
Movies & Videogames	34,916	24,012	25,786	25,839	26,272
Music	3,406	3,027	4,549	4,013	3,944
Other	683	625	1,680	1,794	1,966
Total	124,334	118,700	157,311	169,488	177,020
Books as percentage of total circulation	58%	65%	68%	69%	66%

Does not include CCS & ILL borrowed from other libraries.

Note: Tracking method for e-materials changed in 2022 which could result in a slight variance.

**FY24 TOTAL
LIBRARY USAGE STATISTICS**

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	2024 YTD TOTAL	2023 YTD TOTAL	% CHANGE
GENERAL	Gate Count Laurel Entrance	10,097	10,141	10,280	11,008									41,526	40,638	2%
	Gate Count Stairwell Entrance	6,485	5,878	6,040	6,532									24,935	24,888	0%
	TOTAL COUNT	16,582	16,019	16,320	17,540	0	0	0	0	0	0	0	0	66,461	65,526	1%
CIRC	Fiction books	15,773	14,557	15,384	14,410	0	0	0	0	0	0	0	0	60,124	64,365	-7%
	Nonfiction books	7,128	7,117	7,567	7,434	0	0	0	0	0	0	0	0	29,246	29,272	0%
	Videogames	747	633	715	577	0	0	0	0	0	0	0	0	2,672	2,557	4%
	DVDs	4,376	3,786	4,383	4,058	0	0	0	0	0	0	0	0	16,603	17,415	-5%
	Music CDs	928	879	898	971	0	0	0	0	0	0	0	0	3,676	3,765	-2%
	Audiobooks	350	415	390	336	0	0	0	0	0	0	0	0	1,491	1,697	-12%
	Blu-rays	1,242	1,136	1,208	1,066	0	0	0	0	0	0	0	0	4,652	3,699	26%
	Magazines	596	540	651	554	0	0	0	0	0	0	0	0	2,341	2,484	-6%
	Other physical formats	486	454	489	482	0	0	0	0	0	0	0	0	1,911	1,760	9%
	Overdrive eBooks	6,955	6,196	6,435	5,891	0	0	0	0	0	0	0	0	25,477	21,662	18%
	Overdrive eAudiobooks	4,143	4,043	4,401	4,107	0	0	0	0	0	0	0	0	16,694	13,480	24%
	Overdrive eVideos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
	Overdrive eMagazines	1,608	1,392	1,632	912	0	0	0	0	0	0	0	0	5,544	1,511	267%
	Hoopla eBooks	413	361	401	374	0	0	0	0	0	0	0	0	1,549	1,510	3%
	Hoopla eAudiobooks	608	570	588	606	0	0	0	0	0	0	0	0	2,372	1,861	27%
	Hoopla eMusic	80	51	57	80	0	0	0	0	0	0	0	0	268	248	8%
	Hoopla eVideos	117	135	177	165	0	0	0	0	0	0	0	0	594	354	68%
	Hoopla other	12	11	12	20	0	0	0	0	0	0	0	0	55	34	62%
	Kanopy eVideos	496	416	450	389	0	0	0	0	0	0	0	0	1,751	1,814	-3%
		CIRCULATION TOTAL	46,058	42,692	45,838	42,432	0	0	0	0	0	0	0	177,020	169,488	4%
		CCS & ILL LENT	3,076	2,845	2,845	2,876									11,642	10,849
	CCS & ILL BORROWED	2,898	2,760	2,788	2,799									11,245	10,331	9%
	NON-HIGHLAND PARK BORROWERS (RBPs)	1,742	1,810	2,069	2,025									7,646	9,695	-21%
SELF CHECK	Self Check	12,681	11,066	12,036	10,668									46,451	48,872	-5%
	Self Check %	64.0%	62%	62%	60%									62%	62.0%	3%
PATRON CONTACTS	Reference	3,829	3,338	3,790	3,349	0	0	0	0	0	0	0	0	14,306	13,609	5%
	Other	83	31	70	70	0	0	0	0	0	0	0	0	254	0	0%
	MONTHLY QUESTIONS	3,912	3,369	3,860	3,419	0	0	0	0	0	0	0	0	14,560	13,609	7%
PROGRAMS	TOTAL CONDUCTED	102	110	124	93	0	0	0	0	0	0	0	0	429	439	-2%
	TOTAL ATTENDEES	3,735	2,204	1,653	2,007	0	0	0	0	0	0	0	0	9,599	9,915	-3%
SOCIAL MEDIA ENGAGEMENTS	Social Media Insights (Facebook, Instagram)	1,280	624	523	714	0	0	0	0	0	0	0	0	3,141	1,486	111%
	Video Engagement (Library You Tube Page Visits)	1,034	1,298	1,515	1,896	0	0	0	0	0	0	0	0	5,743	12,081	-52%

Library - 2023 IPLAR data	Service	Operating	Visits	Program		
	Population	Expenditures		Programs	Attendance	Circulation
Cook Memorial Public Library District	61,297	\$ 10,331,985	375,783	1,239	37,976	921,145
Deerfield Public Library	19,196	\$ 4,474,317	117,082	596	11,670	413,680
Glencoe Public Library	8,849	\$ 2,381,485	74,695	425	9,753	192,298
Glenview Public Library	48,705	\$ 7,516,224	259,309	952	23,559	957,945
Highland Park Public Library	30,176	\$ 4,175,781	176,287	657	10,812	471,397
Highwood Public Library	5,074	\$ 1,437,122	43,358	3,045	14,254	10,761
Indian Trails Public Library District	65,423	\$ 7,845,029	288,786	1,563	34,677	790,636
Lake Bluff Public Library	5,616	\$ 991,740	48,931	365	13,719	108,235
Lake Forest Library	19,367	\$ 3,562,645	152,782	692	13,423	288,584
Northbrook Public Library	35,222	\$ 9,155,151	237,708	691	23,260	905,561
Vernon Area Public Library District	44,206	\$ 7,847,694	196,478	1,575	30,226	633,978
Winnetka-Northfield Public Library District	18,495	\$ 3,653,560	151,371	1,120	24,799	445,959

Library	Expenditure per Capita	Library	Program attendance per Capita
Cook Memorial Public Library District	\$ 169	Cook Memorial Public Library District	0.62
Indian Trails Public Library District	\$ 120	Highland Park Public Library	0.36
Highland Park Public Library	\$ 138	Glenview Public Library	0.48
Glenview Public Library	\$ 154	Indian Trails Public Library District	0.53
Lake Bluff Public Library	\$ 177	Deerfield Public Library	0.61
Vernon Area Public Library District	\$ 178	Northbrook Public Library	0.66
Lake Forest Library	\$ 184	Vernon Area Public Library District	0.68
Winnetka-Northfield Public Library District	\$ 198	Lake Forest Library	0.69
Deerfield Public Library	\$ 233	Glencoe Public Library	1.10
Northbrook Public Library	\$ 260	Winnetka-Northfield Public Library District	1.34
Glencoe Public Library	\$ 269	Lake Bluff Public Library	2.44
Highwood Public Library	\$ 283	Highwood Public Library	2.81

Library	Visits per Capita	Library	Percentage of Population with Library Card
Cook Memorial Public Library District	6.1	Lake Bluff Public Library	19%
Indian Trails Public Library District	4.4	Highwood Public Library	25%
Vernon Area Public Library District	4.4	Indian Trails Public Library District	27%
Glenview Public Library	5.3	Lake Forest Library	32%
Highland Park Public Library	5.8	Cook Memorial Public Library District	34%
Deerfield Public Library	6.1	Highland Park Public Library	35%
Northbrook Public Library	6.7	Glenview Public Library	35%
Lake Forest Library	7.9	Glencoe Public Library	38%
Winnetka-Northfield Public Library District	8.2	Northbrook Public Library	42%
Glencoe Public Library	8.4	Vernon Area Public Library District	47%
Highwood Public Library	8.5	Winnetka-Northfield Public Library District	49%
Lake Bluff Public Library	8.7	Deerfield Public Library	59%

Library Activities – April 2024

Meetings and Continuing Education:

Information & Reader Services

KnowBe4 Training: Passwords and Access
Crash Course in Romance webinar from NoveList

Youth Services

KnowBe4 Training: Passwords and Access
C2E2
LOTE4Kids, New Feature Updates

Membership Services

KnowBe4 Training: Passwords and Access
Trauma-Informed Librarianship: Centering Relationships & Care
178 New Library Cards

Technical Services

KnowBe4 Training: Passwords and Access
ALA Core – Continuing Resources Cataloging Update Forum
ALA Core – Welcome to Logic Models: Your Strategic Magic Wand
CCS – Standard Cataloging Rules and Practice (SCRAP) Advisory Group meeting
RAILS – When Generations Connect: Navigating Generational Differences
OCLC – Member Meeting
CCS – SQL Basics Training: Part 1
Program for Cooperative Cataloging (PCC) – PCC Participants' Meeting, Feb 24, 2024

Administration

KnowBe4 Training: Passwords and Access
Trauma Informed Librarianship: Centering Relationship and Care
Outcomes and Beyond: a 3-step approach to Evaluating Program Success organized y RIPL
Logic Models: Your Strategic Magic Wand by ALA
Migrants: A Conversation with Sheri Laigle
Citizenship Grant Webinar

Media Services

KnowBe4 Training: Passwords and Access
Maker Faire Conference

Communications

KnowBe4 Training: Passwords and Access
ILA Mini Conference
Patron Point Info session
Macmillan Author Event

Library Programs

Date	Program	Presented By	Attendance
	For Children		
4/1	Storytime @ Green Bay (2 classes)	K. Dienes (Staff)	17
4/1	Rock & Read	K. Dienes (Staff)	20
4/2	Storytime @ JCYS Lutz Center (3 classes)	K. Dienes (Staff)	45
4/4	Rock & Read/10:30	K. Dienes (Staff)	22
4/4	Rock & Read/11:30	K. Dienes (Staff)	13
4/5	Baby Booktime/10:00	M. Jauch (Staff)	10
4/5	Baby Booktime/11:30	M. Jauch (Staff)	18
4/5	Storytime @ Little Giants	H. Grasse (Staff)	15
4/6	Sensory Bins	K. Dienes (Staff)	58
4/6	Art in Bloom	M. Beach (Staff)	542
4/8	Storytime Live	L. Tripp (Staff)	4
4/9	Homeschool Meetup	L. Tripp (Staff)	0
4/10	Tri-Con Checkout	C. Hines (Staff)	15
4/11	Storytime @ Tri-Con	H. Grasse (Staff)	14
4/11	PJ Storytime	M. Beach (Staff)	22
4/12, 26	3D Printing Club	M. Skrzyniecki (Staff)	20
4/13	Sabado Morning Stories	H. Grasse (Staff)	14
4/15	Rock & Read	K. Dienes (Staff)	18
4/15	Drop-in Chess	H. Grasse (Staff)	2
4/17	Storytime @ Highland Park Community (4 classes)	M. Jauch (Staff)	60
4/18	Rock & Read/10:30	K. Dienes (Staff)	24
4/18	Rock & Read/11:30	K. Dienes (Staff)	15
4/18	Beginning Graphic Novel Club	J. Troutman (Staff)	9
4/19	Baby Booktime/ 10:00	M. Jauch (Staff)	13
4/19	Baby Booktime/11:30	M. Jauch (Staff)	10
4/22	Storytime Live	L. Tripp (Staff)	7
4/24	Tri-Con Checkout	C. Hines (Staff)	14
4/29	Rock & Read	K. Dienes (Staff)	27
4/30	Panel to Panel Graphic Novel Club	L. Tripp (Staff)	7
4/1-4/30	Board Games	Youth Staff	45
4/1-4/30	100 Books Before High School	Youth Staff	0
4/1-4/30	Children's Choice Awards	Youth Staff	1
4/1-4/30	1000 Books Before Kindergarten	Youth Staff	4
4/1-4/8	Solar Eclipse Glasses Case craft	H. Grasse (Staff)	28
4/15-4/21	Grab & Go Craft: Spinning Tops	H. Grasse (Staff)	100
4/6-4/30	Art in bloom Bulletin Board Petals	J. Troutman (Staff)	238
		Total Youth Attendance	1471

	For Adults		
Various	Book a Librarian	Media Services Staff	27
Various	Spanish Conversation	G. Napoles	60
Various	Learn to Play Canasta	T. Cooper	8
Various	Learn Canasta Strategy	T. Cooper	4
4/1	Caminando Juntos: <i>Medical Mobile Unit from Rosalind Franklin</i>	R. Hayes, M. Bocka (Staff)	244
4/7	Spring Film Series: <i>The Wedding Banquet</i>	J. Bixby (Staff)	21
4/9	Meet the Author: Will Linder	B. Keller	9
4/9	Judy Levin Book Disc: <i>Kantika</i>	M. Bulaich (Staff)	15
4/12, 26	Fiber Arts Club	R. Hayes, M. Bocka (Staff)	15
4/13	College Bound Opportunities Book Disc: <i>Class</i>	C. Medrano (Staff)	16
4/15	Memory Cafe	A. Robb (Staff)	3
4/15	Game Night	A. Robb (Staff)	4

4/16	GO Green HP Talks Compost!	B. Keller (Staff)	10
4/17	Teen Time	C. Medrano (Staff)	0
4/21	Paint-a-long	K. Sleyko (Staff)	15
4/24	Discussions with Davis: <i>Alice B. Toklas is Missing</i>	M. Bulaich (Staff)	9
4/27	Make It!	Media Services Staff	5
4/29	Join the Dark Side - Night	B. Keller (Staff)	20
4/30	Readers Round Table	M. Bulaich (Staff)	5
4/1-4/30	Community Puzzle Station	C. Medrano (Staff)	40
		Total Adult Attendance	536

**TOTAL PROGRAM ATTENDANCE
2007**

Outreach			
4/9	Highland Park High School Visit	Quinlan, Medrano, Beach	113
4/13	Dia del Nino	Pleas, Alvey, Chang	43
4/20	Moraine Township Community Resource Fair	Alvey, Rositas-Sheftel, Peas, Hines	115
4/25	Oak Terrace School Visit	K. Dienes (Staff)	86
4/27	Community Day	Rositas-Sheftel (Staff)	15
		Total Outreach	372

Social Media Engagements			
	Social Media Insights (Facebook, Instagram)	Media Services Staff	714
	Video Engagement (Library You Tube Page Visits)	Library YouTube Page	1896
		Total Social Media	2610

New Hires:
None

Departures:
Julia Bae Adult Services Librarian
Maureen Bocka Adult Services Librarian

DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous?
Apr-24	The computers and print system are out of date! Every time I come to the library to print it is a PITA! I am a regular and frequent patron.	CS	Computers and Printers	Yes
Apr-24	There is a lack in awareness of Sunday newspaper copies in area behind reference desk. There needs to be better signage to let people know they are there.	C	Newspapers	Yes
Apr-24	Please bring back Baby Bubble Time!	PR	Baby Bubble Time	No
Apr-24	I've lived here for 55 years and the place that makes me the happiest is the Highland Park Public Library. It is a world-class library!	S	BAL Service/ Embroidery Machine	No
Apr-24	We had a blast watching <i>the Wedding Banquet</i> . I heard it was selected for the 2023 Nation Film Registry and then I saw the flyer for the showing. We came for a shot of culture. These types of events are so enriching! However, I didn't like having to wait for the doors to open until 15 minutes before the event. Perhaps flyers could mention this in future.	PR	Film Showing	No
Apr-24	The Library of Things does not show up on the Library homepage. It is impossible to find unless you call.	CS	Library of Things	No
Apr-24	Recently someone called me about a bookmark that I had left in a book. I want to thank you for sending it back to me. I really appreciate your effort and thoughtfulness!	ST	Bookmark	No
Apr-24	I am taking the Beginning Spanish class with my husband and we are really enjoying this experience. Thank you for providing it to us! Ms. Melicchio is an engaging and dedicated instructor. All are enjoying it!	PR	Library U	No
Apr-24	We would love to have kid's puzzles to check out. The Northbrook Library does this.	C	Puzzles	No
B = Building P=Policy PR=Programs F = Food & Beverage S=Services R=Renovation C = Collection ST=Staff CS=Computer System				