

PUBLIC MEETING NOTICE

Highland Park Public Library Board of Trustees

Youth Activity Room

February 17, 2026, 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 January 20, 2026 regular meeting minutes
 - Approval of January 2026 Bill List – motion from Rob Biederman, Treasurer
 - Approval of January 2026 Financial Reports – motion from Rob Biederman, Treasurer
3. Comments from the public
4. Report of the President – Irene Hoffman
5. Report of the Executive Director – Heidi Smith
6. Other committee and liaison reports
 - Development Liaisons – Ashley Lapin Olian, Irene Hoffman
 - Consideration and approval of any and all donation naming agreements
 - Expansion Liaisons – Rob Olian, Carol Wolfe
 - Consideration and approval of any and all expansion change orders
 - Approval of authorization to purchase shelving package not to exceed \$245,000
 - Operations & Policies Committee – Peter Zotos, Chair
7. Old and new business
 - Approval of Circulation Policy as revised
 - Discussion of 2026 Budget Amendment
8. Closed session
9. New business
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
January 20, 2026

CALL TO ORDER

Trustee Olian, presiding on behalf of President Hoffman and Vice President Zotos, called the meeting to order at 7:00 pm.

ATTENDANCE

Members Present: Rich Basofin, Rob Biederman, Ashley Lapin Olian, Rebecca Nathanson, Rob Olian, Carol Wolfe

Members Absent: Irene Hoffman, Peter Zotos

Others Present: Claudia Fincher, Graham Harwood, Catherine Lambrecht, Darren Schretter, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

Trustee Olian and Director Smith welcomed Claudia Fincher, the new student liaison.

APPROVAL OF MINUTES

Trustee Biederman moved and Trustee Wolfe seconded a motion to approve the December 16, 2025 regular meeting minutes, December 2025 Bill List, the December 2025 Financial Reports, and the transfer to Special Reserve Fund. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None

EXPANSION LIAISONS

Trustee Olian moved the expansion update to the top of the agenda and turned the meeting over to Graham Harwood, CCS representative, to provide a construction update.

Mr. Harwood stated that work continues on site grading, and foundation pours are underway with some work awaiting concrete and improved weather conditions. Regarding water issues in the lower level, the previously identified water damage was addressed with the installation of drain tile. A new water issue has since been identified through a different wall, and the team is actively investigating the source. Interior framing and new flooring up to the baseboard are complete. In the auditorium, the raised floor and dry wall installation have been completed. Work in the hallway has been placed on hold due to the newly identified water issue. Ductwork and electrical work continue in the lower level.

Looking ahead, once the concrete walls are poured, the space between the walls and the surrounding area will be backfilled. Drainage and under-slab work will be installed beneath the slab, with steelwork anticipated to begin by the end of January. Construction is expected to move quickly at that point, followed by pouring the concrete slab to make the structure watertight.

Several delays were noted, including undercuts, the addition of drain tile in the auditorium, a surveying error, and the electrical solution for conduit entering the building. The elevator location will be adjusted to avoid conflicts with electrical conduits.

Owner-Architect-Contractor (OAC) meetings continue on a biweekly basis. Pay Application No. 5 for October, totaling approximately \$300,000, was approved and paid. November and December pay applications remain open. Total project expenditures to date, including the October payment, are approximately \$2 million. The project schedule is continually updated and reviewed every two weeks, with particular attention to critical items and their impact on library operations. Current planning includes determining the timing for stair removal, and moving and storing Youth Services materials in the lower level.

Change orders currently total approximately \$400,000. The allowance in LoDestro's contract is approximately \$250,000, resulting in an overage of about \$150,000. Final pricing has not yet been determined, as several major items are still being finalized.

Director Smith reviewed the expansion expense detail that was distributed prior to the meeting. Due to the success of fundraising to date, the Library is in a position to increase the total amount budgeted in the 2026 budget for the expansion project in order to add to the contingency amount and to cover additional items that have arisen. The first page of the handout itemizes expenses already incurred, those pending, and those requested. Overall, she recommended increasing the 2026 budget by a total of \$750,000. A budget amendment will be presented to the Board next month for approval.

Director Smith noted that the 2026 capital budget includes a \$20,000 line item for signage, with an additional \$20,000 budgeted in 2027. The architect has recommended a total signage budget of \$50,000 this year. Accordingly, Director Smith recommended adding \$50,000 to the 2026 budget amendment for signage.

Trustee Olian remarked that the increased contingency amount reflects the amount originally included in the project budget that was reduced earlier due to the unexpected high bids, which necessitated cuts to items such as furniture. Fundraising dollars were not taken into consideration at that time.

Darren Schretter of Studio GC was present to answer questions regarding the furniture presentation shared last month and the memo included in the packet outlining next steps for the purchase of shelving and furniture. At the previous meeting, he presented the cost estimates at that time for shelving and workstations. Since then, LFI's shelving quote has been finalized based on last month's discussion.

Trustee Biederman questioned the total furniture budget. Director Smith noted that the project originally budgeted \$500,000 for furniture but was reduced to \$400,000 by cutting items and materials. At that level, she can't recommend furniture of acceptable quality. To avoid further price increases, she requested a motion authorizing expenditures not to exceed \$475,000.

Trustee Olian moved and Trustee Biederman seconded a motion to approve the authorization of the purchase of the shelving packages presented not to exceed \$235,000. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

Trustee Olian moved and Trustee Biederman seconded a motion to approve the authorization of the purchase of the furniture packages presented not to exceed \$240,000. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

REPORT OF THE PRESIDENT

Trustee Olian reported on behalf of President Hoffman:

- Trustee Olian reported that Alicia De La Cruz resigned from the Board due to personal matters. The Mayor is reviewing previously submitted applications to appoint a replacement.
- The Board revisited its prior discussion regarding magazine circulation. Director Smith reported that, after further review with staff and managers, they believe access to both current and back issues could be improved by eliminating magazine renewals and limiting checkout to 14 days rather than 42 days with all renewals. Patrons would still be able to place holds on both current and back issues. Director Smith asked the Board to consider the proposal and noted that it will be presented for approval at the February meeting.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith inquired whether there were any questions regarding her report in the board packet. Trustee Biederman asked if ICE presence has affected library attendance. Director Smith shared that it is unclear whether internal or external factors may be affecting library use.

DEVELOPMENT LIAISONS

Trustee Lapin Olian reported that as of year-end, fundraising totals reached \$803,913, representing 238 gifts and 14 pledges. She noted that three naming agreements included in the packet require Board approval.

Trustee Basofin moved and Trustee Lapin Olian seconded a motion to approve the three MOUs presented in the packet: the Donna Fletcher Schur Trust, the Dolores Kohl Education Foundation, and Ryan & Tiffani Siegel. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

OPERATIONS & POLICIES COMMITTEE

Trustee Olian expressed hope that everyone had reviewed the revised Personnel Policy. He noted that David Buzard, who worked extensively on the Personnel Manual revisions, was unable to attend the meeting and remarked that it would have been nice to thank him in person. He explained that, aside from stylistic edits and reorganization, the changes reflect updates in the law related to blood and organ donation, military leave, and accommodation for nursing mothers. The policy was amended to ensure compliance with current legal requirements.

Trustee Olian moved and Trustee Biederman seconded a motion to approve the Personnel Policy as revised. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

None

ADJOURNMENT

Trustee Lapin Olian moved and Trustee Wolfe seconded a motion to adjourn the meeting. Trustee Olian, presiding, adjourned the meeting at 8:03 pm. The motion passed unanimously.

Ayes: Basofin, Biederman, Lapin Olian, Nathanson, Olian, Wolfe

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Ashley Lapin Olian

Approved: .

**HIGHLAND PARK PUBLIC LIBRARY
BALANCE SHEET
January 31, 2026**

ASSETS	General Fund			Restricted Gift Fund	Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
	General Fund	Unrestricted Gift Fund	Total					
CASH								
Checking Account	\$ 273,861		\$ 273,861					\$ 273,861
U.S. Government Select MM	2,680,339	159,202	2,839,542	56,209	10	2,872,769		5,768,530
Petty Cash	434		434					434
	<u>2,954,634</u>	<u>159,202</u>	<u>3,113,836</u>	<u>56,209</u>	<u>10</u>	<u>2,872,769</u>		<u>6,042,824</u>
INVESTMENTS								
US Treasury Bills	-	221,017	221,017			4,723,865		4,944,882
Certificates of Deposit	-	-	-		375,000	240,000		615,000
Equity Securities—Vanguard	-	-	-					-
INTERFUND LIABILITY – DUE FROM (TO)	288,227	(826)	287,400	28,279	-	(315,679)		-
OTHER CURRENT ASSETS								
Receivables	6,401,900		6,401,900					6,401,900
Prepaid Expense/Accrued Revenue	1,460		1,460			13,474		14,934
	<u>6,403,360</u>	<u>-</u>	<u>6,403,360</u>	<u>-</u>	<u>-</u>	<u>13,474</u>		<u>6,416,834</u>
CAPITAL ASSETS							6,867,687	6,867,687
TOTAL ASSETS	<u>\$ 9,646,220</u>	<u>\$ 379,393</u>	<u>\$10,025,614</u>	<u>\$ 84,487</u>	<u>\$ 375,010</u>	<u>\$ 7,534,429</u>	<u>\$ 6,867,687</u>	<u>\$ 24,887,227</u>
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	\$ 127,000		\$ 127,000	\$ -				\$ 127,000
Accrued Bill List	353,774	400	354,174	-				354,174
	<u>480,774</u>	<u>400</u>	<u>481,174</u>	<u>-</u>				<u>481,174</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	6,401,900		6,401,900					6,401,900
Deferred Revenue, Other	125,000		125,000					125,000
TOTAL LIABILITIES	<u>7,007,674</u>	<u>400</u>	<u>7,008,074</u>	<u>-</u>				<u>7,008,074</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS							6,867,687	6,867,687
FUND BALANCES								
Beginning Balance	\$ 3,165,560	\$ 379,498	\$ 3,545,057	\$ 55,930	\$ 375,000	\$ 7,534,429	\$ -	\$ 11,510,417
Current Year Earnings	(527,013)	(505)	(527,518)	28,557	10	-		(498,951)
TOTAL FUND BALANCES	<u>2,638,546</u>	<u>378,993</u>	<u>3,017,539</u>	<u>84,487</u>	<u>375,010</u>	<u>7,534,429</u>	<u>-</u>	<u>11,011,466</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 9,646,220</u>	<u>\$ 379,393</u>	<u>\$10,025,614</u>	<u>\$ 84,487</u>	<u>\$ 375,010</u>	<u>\$ 7,534,429</u>	<u>\$ 6,867,687</u>	<u>\$ 24,887,227</u>

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
For the Month Ended January 31, 2026

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ -		\$ -				\$ -
Bond Revenue	0		0				0
OTHER REVENUE							
Fees - Impact	0		0				0
Library U	0		0				0
Fines and Misc Revenue	1,047		1,047				1,047
Gifts and grants	0	548	548	28,380			28,928
Investment Income	43	497	540	177	10	0	727
Per Capita	0		0				0
Slate Corporate Replacement Tax	12,788		12,788				12,788
Transfers	0	0	0	0	0	0	0
TOTAL REVENUE	13,878	1,045	14,923	28,557	10	0	43,490
EXPENSE							
OPERATING EXPENSE							
Salaries	270,763		270,763				270,763
Payroll Taxes	20,115		20,115				20,115
IMRF	8,696		8,696				8,696
Insurance - Health	43,895		43,895				43,895
Subtotal - Salaries & Benefits	343,469	0	343,469	0	0	0	343,469
Books, Audiovisual & Electronic Resources	54,185		54,185	0			54,185
Cataloging & Processing	4,084		4,084				4,084
Insurance - General	99,767		99,767				99,767
Legal	0		0				0
Library U	0		0				0
Maintenance of Building	5,764		5,764	0			5,764
Maintenance of Equipment & Software	17,760		17,760				17,760
Maintenance of Grounds	1,723		1,723				1,723
Marketing	110		110	0			110
Postage	0		0				0
Programs	1,250		1,250	0			1,250
Purchases Funded by Gifts and Grants	248	1,550	1,798				1,798
Supplies & Services	7,512		7,512	0			7,512
Telephone	1,773		1,773				1,773
Training	2,653		2,653	0			2,653
Subtotal Other Operating Expenses	196,831	1,550	198,381	0	0	0	198,381
Total Operating Expense	540,300	1,550	541,850	0	0	0	541,850
CAPITAL EXPENSE							
Building & Grounds Improvement	0		0				0
Computerization	591		591				591
Furniture & Equipment	0		0	0			0
Total Capital Expense	591	0	591	0			591
Building Expansion Fund	0		0			0	0
Debt Service Expense	0		0				0
TOTAL EXPENSE	540,891	1,550	542,441	0	0	0	542,441
2025 Year to Date Net Revenue or (Expense)	(527,013)	(505)	(527,518)	28,557	10	0	(498,951)
12-31-25 FUND BALANCE Unaudited	3,165,560	379,498	3,545,057	55,930	375,000	7,534,429	11,510,417
FUND BALANCE AT MONTH END	\$ 2,638,546	\$ 378,993	\$ 3,017,539	\$ 84,487	\$375,010	\$ 7,534,429	\$ 11,011,466

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended January 31, 2026**

	Actual				General Fund Budget 12 months 2026	YTD 2026 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of January		Month Ended January 31,				
	2026	2025	2026	2025			
GENERAL FUND							
REVENUE							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 6,401,900	0.00%	\$ 6,401,900
Bond Proceeds	-	-	-	-	-	-	\$ -
Other Income							
Fees - Impact	-	-	-	-	19,000	0.00%	19,000
Library U	-	1,020	-	1,020	-	-	-
Fines and Miscellaneous Revenue	1,047	1,489	1,047	1,489	22,000	4.76%	20,953
Gifts and Grants	548	477	548	477	30,000	1.83%	29,452
Investment Income	540	565	540	565	138,000	0.39%	137,460
Per Capita	-	-	-	-	44,500	0.00%	44,500
State Corporate Replacement Tax	12,788	9,540	12,788	9,540	79,000	16.19%	66,212
Transfer from LLWCF	-	-	-	-	-	-	-
Transfer from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer from Restricted Gift Fund	-	-	-	-	-	-	-
Transfer (to) from Special Reserve	-	-	-	-	-	-	-
TOTAL OTHER INCOME	<u>14,923</u>	<u>13,091</u>	<u>14,923</u>	<u>13,091</u>	<u>332,500</u>	<u>4.49%</u>	<u>317,577</u>
TOTAL REVENUE	<u>14,923</u>	<u>13,091</u>	<u>14,923</u>	<u>13,091</u>	<u>6,734,400</u>	<u>0.22%</u>	<u>6,719,477</u>
EXPENSE							
OPERATING EXPENSE							
Salaries	270,763	253,714	270,763	253,714	3,349,000	8.08%	3,078,237
Payroll Taxes	20,115	18,952	20,115	18,952	256,500	7.84%	236,385
IMRF	8,696	6,694	8,696	6,694	116,000	7.50%	107,304
Group Insurance	43,895	39,441	43,895	39,441	648,000	6.77%	604,105
Subtotal - Salaries & Benefits	<u>343,469</u>	<u>318,801</u>	<u>343,469</u>	<u>318,801</u>	<u>4,369,500</u>	<u>7.86%</u>	<u>4,026,031</u>
Books, AV & Electronic Res.	54,185	83,419	54,185	83,419	661,000	8.20%	606,815
Cataloging & Processing	4,084	3,096	4,084	3,096	26,000	15.71%	21,916
Insurance - General	99,767	105,583	99,767	105,583	122,000	81.78%	22,233
Legal	-	-	-	-	5,000	0.00%	5,000
Library U	-	2,475	-	2,475	-	-	-
Maintenance - Building	5,764	5,206	5,764	5,206	185,000	3.12%	179,236
Maintenance - Equip. & Software	17,760	18,111	17,760	18,111	141,000	12.60%	123,240
Maintenance - Grounds	1,723	1,792	1,723	1,792	23,000	7.49%	21,277
Marketing	110	50	110	50	23,000	0.48%	22,890
Postage	-	1,399	-	1,399	9,000	0.00%	9,000
Programs	1,250	1,527	1,250	1,527	26,000	4.81%	24,750
Purchases Funded by Gifts and Grants	1,798	2,600	1,798	2,600	30,000	5.99%	28,202
Supplies & Services	7,512	16,726	7,512	16,726	193,500	3.88%	185,988
Telecommunications	1,773	1,708	1,773	1,708	27,000	6.57%	25,227
Training	2,653	15,034	2,653	15,034	27,000	9.83%	24,347
Subtotal - Other Operating Expenses	<u>198,381</u>	<u>258,728</u>	<u>198,381</u>	<u>258,728</u>	<u>1,498,500</u>	<u>13.24%</u>	<u>1,300,119</u>
Total Operating Expense	<u>541,850</u>	<u>577,529</u>	<u>541,850</u>	<u>577,529</u>	<u>5,868,000</u>	<u>9.23%</u>	<u>5,326,150</u>
CAPITAL EXPENSE							
Building & Grounds Improvement	-	-	-	-	65,000	0.00%	65,000
Computerization	591	4,071	591	4,071	40,000	1.48%	39,409
Furniture & Equipment	-	-	-	-	10,000	0.00%	10,000
Total Capital Expense	<u>591</u>	<u>4,071</u>	<u>591</u>	<u>4,071</u>	<u>115,000</u>	<u>0.51%</u>	<u>114,409</u>
Expansion Reserve Fund	-	-	-	-	310,000	0.00%	310,000
Debt Service Expense	-	-	-	-	441,400	0.00%	441,400
TOTAL EXPENSE	<u>542,441</u>	<u>581,600</u>	<u>542,441</u>	<u>581,600</u>	<u>6,734,400</u>	<u>8.05%</u>	<u>6,191,959</u>
Net Revenue (Expense)	<u>\$ (527,518)</u>	<u>\$ (568,509)</u>	<u>\$ (527,518)</u>	<u>\$ (568,509)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 527,518</u>

Benchmark: 1 months of 12 = 8.33% year complete.

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended January 31, 2026**

	Actual			
	Month of January		Month Ended January 31,	
	2026	2025	2026	2025
RESTRICTED GIFT FUNDS				
Revenue				
Donations - Building Fund	\$ 28,380	\$ -	\$ 28,380	\$ -
Friends Receipts	-	-	-	-
Total Donations	<u>28,380</u>	<u>-</u>	<u>28,380</u>	<u>-</u>
Interest Income	177	199	177	199
Transfer from (to) General Fund	-	-	-	-
Total Revenue, Gift Funds	<u>28,557</u>	<u>199</u>	<u>28,557</u>	<u>199</u>
Books	-	-	-	-
Maintenance - Building	-	-	-	-
Programs	-	-	-	-
Supplies and Services	-	-	-	-
Friends:				
Maintenance - Building	-	-	-	-
Marketing	-	-	-	-
Programs	-	-	-	-
Supplies and Services	-	-	-	-
Total Operating Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expense				
Furniture & Equipment	-	-	-	-
Furniture & Equipment, Friends	-	-	-	-
Total Capital Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Gift Fund Expenses	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
GIFT FUNDS Net Revenue (Expense)	<u>28,557</u>	<u>199</u>	<u>28,557</u>	<u>199</u>
LLWCF				
Interest Income	10	730	10	730
Transfer from (to) General Fund	-	-	-	-
LLWCF Net Revenue(Expense)	<u>10</u>	<u>730</u>	<u>10</u>	<u>730</u>
SPECIAL RESERVE				
Interest Income	-	1,615	-	1,615
Building Expansion Fund Revenue	-	-	-	-
Transfer from (to) General Fund	-	-	-	-
SPECIAL RESERVE Net Revenue(Expense)	<u>-</u>	<u>1,615</u>	<u>-</u>	<u>1,615</u>
TOTAL LIBRARY Net Revenue (Expense)	<u>\$ (498,951)</u>	<u>\$ (565,965)</u>	<u>\$ (498,951)</u>	<u>\$ (565,965)</u>

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended January 31, 2026**

	General Fund				Comment
	Actual	Budget	Variance	Budget	
	Month Ended January 31, 2026	2026	(under) over YTD budget	12 months 2026	
GENERAL FUND					
REVENUE					
Property Taxes	\$ -	\$ 533,492	\$ (533,492)	\$ 6,401,900	Under: timing of payments
Bond Proceeds	-			-	
Other Income					
Fees - Impact	-	1,583	(1,583)	19,000	
Library U	-			-	
Fines and Miscellaneous Revenue	1,047	1,833	(786)	22,000	
Gifts and Grants	548	2,500	(1,952)	30,000	
Investment Income	540	11,500	(10,960)	138,000	Under
Per Capita	-	3,708	(3,708)	44,500	Under: timing of payments
State Corporate Replacement Tax	12,788	6,583	6,205	79,000	Over: fluctuation of payments
Transfer from LLWCF	-			-	
Transfer from Unrestricted Gift Fund	-			-	
Transfer from Restricted Gift Fund	-			-	
Transfer (to) from Special Reserve	-			-	
TOTAL OTHER INCOME	14,923	27,708	(12,785)	332,500	
TOTAL REVENUE	14,923	561,200	(546,277)	6,734,400	
EXPENSE					
OPERATING EXPENSE					
Salaries	270,763	279,083	(8,320)	\$ 3,349,000	Under: 1.35 FTE open positions (see salary report)
Payroll Taxes	20,115	21,375	(1,260)	256,500	
IMRF	8,696	9,667	(971)	116,000	
Group Insurance	43,895	54,000	(10,105)	648,000	Under: life changing events contingency & 2 new FT positions
Subtotal - Salaries & Benefits	343,469	364,125	(20,656)	4,369,500	
Books, AV & Electronic Res.	54,185	55,083	(899)	661,000	
Cataloging & Processing	4,084	2,167	1,918	26,000	
Insurance - General	99,767	10,167	89,600	122,000	Over: timing of payment
Legal	-	417	(417)	5,000	
Library U	-			-	
Maintenance - Building	5,764	15,417	(9,652)	185,000	Under: timing of service contracts & engaging services as needed
Maintenance - Equip. & Software	17,760	11,750	6,010	141,000	Over: timing of contract renewals
Maintenance - Grounds	1,723	1,917	(193)	23,000	
Marketing	110	1,917	(1,806)	23,000	
Postage	-	750	(750)	9,000	
Programs	1,250	2,167	(916)	26,000	
Purchases Funded by Gifts and Grants	1,798	2,500	(702)	30,000	
Supplies & Services	7,512	16,125	(8,613)	193,500	Under: timing of supplies purchases
Telecommunications	1,773	2,250	(477)	27,000	
Training	2,653	2,250	403	27,000	
Subtotal - Other Operating Expenses	198,381	124,875	73,506	1,498,500	
Total Operating Expense	541,850	489,000	52,850	5,868,000	
CAPITAL EXPENSE					
Building & Grounds Improvement	-	5,417	(5,417)	65,000	Under: timing of construction project
Computerization	591	3,333	(2,742)	40,000	Under: timing of projects
Furniture & Equipment	-	833	(833)	10,000	
Total Capital Expense	591	9,583	(8,992)	115,000	
Expansion Reserve Fund	-	25,833	(25,833)	310,000	Under: transfer at year-end
Debt Service Expense	-	36,783	(36,783)	441,400	Under: timing of payments
TOTAL EXPENSE	542,441	561,200	(18,759)	6,734,400	
Net Revenue (Expense)	\$ (527,518)	\$ -	\$ (527,518)	\$ -	

HIGHLAND PARK PUBLIC LIBRARY
Investment Report
January 31, 2026

Fund	Account #	Type	Settlement Date	Trade Date	BANK	Principal	T-Bill Face Value	1/31/2026 Market Value	Unrealized Gain (Loss)	Rate	Interest is Paid:	Benchmark*		Maturity Date
												Term in Months	Treasury Rate on trade date	
General														
	NT2-xxxx311	CD			None									
					Total CD's									
		T-Bill												
					Total Treasury Bills									
					Total General Fund									
Restricted Gifts														
	NT2-xxxx03				None									
Unrestricted Gifts														
	NT2-xxxx043													
		T-Bill	11/28/2025	11/26/2025	US Treasury Bill	221,017	225,000	222,437	1,420	3.63%	@ Maturity	6.03	3.79%	5/28/2026
					Total Unrestricted Gifts	\$ 221,017	\$ 225,000	\$ 222,437	\$ 1,420					
LLWCF														
	NT2-xxxx20													
		CD	8/13/2025	8/6/2025	Bank of America NA	187,000		187,198	198	4.05%	@ Maturity	12.17	3.90%	8/13/2026
		CD	4/30/2025	4/24/2025	Morgan Stanley Private Bank	188,000		188,039	39	4.00%	@ Maturity	12.17	3.87%	4/30/2026
					Total Working Cash Fund	\$ 375,000		\$ 375,238	\$ 238					
					Purchase Settles after Month End:									
					none									
Special Reserve														
	NT2-xxxx67													
		CD	2/13/2025	2/11/2025	Safra Bank	240,000		240,022	22	4.20%	@ Maturity	12.13	4.25%	2/12/2026
					Total CD's	240,000		240,022	22					
		T-Bill	11/28/2025	11/26/2025	U.S. Treasury Bill	1,366,505	1,379,000	1,375,677	9,172	3.78%	@ Maturity	3.00	3.82%	2/26/2026
		T-Bill	12/24/2025	12/23/2025	U.S. Treasury Bill	3,357,360	3,387,000	3,369,252	11,892	3.50%	@ Maturity	3.07	3.60%	3/26/2026
					Total T-Bills	4,723,865	4,766,000	4,744,929	21,064					
					Total Special Reserve	4,963,865	4,766,000	4,984,950	21,086					
Total Library						\$ 5,559,882	\$ 4,991,000	\$ 5,582,625	\$ 22,744					

***Benchmarks:**

NTC Brokerage fee for Treasury Bills is 10 basis points = .10%. There are no fees for CD's

Link: https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=daily_treasury_bill_rates&field_tdr_date_value=2025

Brokerage Statements available in Sharepoint

Highland Park Public Library
January 2026 Bill List
February 17, 2026 through February 23, 2026

Date	Name	Account Charged	Split	Amount
02/17/2026	Air Filter Engineers, Inc	5175 · Maintenance - Building		-446.96
02/17/2026	Ambius	52123 · Supplies		-517.44
02/17/2026	ATA Group	52126 · Services FY2025		-3,150.00
02/17/2026	Bulaich, Michelle	52123 · Supplies		-10.71
02/17/2026	Cooperative Computer Services	-SPLIT-		-17,961.30
		5178 · Maintenance -Equipment,Software	15157.07	
		5160 · Cataloging, Processing	2804.23	
02/17/2026	Cintas	5175 · Maintenance - Building		-200.80
02/17/2026	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-3,787.00
02/17/2026	Demco, Inc	-SPLIT-		-1,300.44
		5160 · Cataloging, Processing	1280.14	
		52123 · Supplies	20.30	
02/17/2026	Element Four	5178 · Maintenance -Equipment,Software		-69.00
02/17/2026	Hayes, Rebecca	520610 · Adult Services Programs		-45.00
02/17/2026	Heartland Business Systems, LLC	-SPLIT-		-1,614.96
		5178 · Maintenance -Equipment,Software	1023.96	
		5506 · Computerization	591.00	
02/17/2026	Image Specialties of Glenview, Inc.	52123 · Supplies		-33.00
02/17/2026	KnowBe4, Inc.	516670 · Training - General		-1,869.70
02/17/2026	London, Michelle	51663 · Dues		-125.00
02/17/2026	Mariani Landscape	5181 · Maintenance - Grounds		-1,723.28
02/17/2026	Medrano, Cynthia	520610 · Adult Services Programs		-70.00
02/17/2026	Mutual Ace Hardware	5175 · Maintenance - Building		-48.95
02/17/2026	North Shore School District 112	518535 · HPCF		-248.40
02/17/2026	Peregrine, Stime, Newman, Ritzman & Br	5172 · Legal FY2025		-900.00
02/17/2026	Ravinia Plumbing & Heating Co., Inc.	5175 · Maintenance - Building		-445.30
02/17/2026	Robbins Schwartz	5172 · Legal FY2025		-1,300.00
02/17/2026	Technology Management Rev Fund	5215 · Telecommunications FY2025		-1,000.00
02/17/2026	Terminix Anderson	5175 · Maintenance - Building		-28.07
02/17/2026	Warehouse Direct	-SPLIT-		-1,293.71
		52123 · Supplies	678.67	
		5175 · Maintenance - Building	615.04	
02/17/2026	Wisconsin Glacier Springs Co.	52123 · Supplies		-93.92
02/17/2026	Xerox IT Solutions	52123 · Supplies		-2,854.96
02/19/2026	Brodart Co.	5130 · Books & Audio		-1,030.68
02/19/2026	Cavendish Square	5130 · Books & Audio		-186.03
02/19/2026	Illinois Association of Park Districts	5130 · Books & Audio		-35.00
02/19/2026	Infobase Learning	5130 · Books & Audio		-4,620.79
02/19/2026	Ingram Book Company	5130 · Books & Audio		-2,385.52
02/19/2026	Law Bulletin Publishing Company	5130 · Books & Audio		-153.29
02/19/2026	Libraria	5130 · Books & Audio		-91.44
02/19/2026	Midwest Tape	5130 · Books & Audio		-2,918.30
02/19/2026	OverDrive	5130 · Books & Audio		-9,540.50

Highland Park Public Library
January 2026 Bill List
February 17, 2026 through February 23, 2026

02/19/2026 Proquest Information and Learning	5130 · Books & Audio	-14,760.13
02/19/2026 Sentrum Marketing, LLC	5130 · Books & Audio	-695.50
02/19/2026 World Book, Inc.	5130 · Books & Audio	-1,475.62
02/21/2026 CCS	550325 · 2025 Construction project FY2025	-8,185.00
02/21/2026 StudioGC	550325 · 2025 Construction project FY2025	-12,480.46
02/23/2026 Sandoval, Yolibeth	521004 · Friends Programs	-400.00
		<u>-100,096.16</u>

Highland Park Public Library
January 2026 Bill List Summary
Distributed February 2026

FY2025

Expense

5010 · General Expenses

5100 · Operating Expenses

5130 · Books & Audio 37,892.80

5160 · Cataloging, Processing 4,084.37

5166 · Training

51663 · Dues 125.00

51666 · Training

516670 · Training - General 1,869.70

Total 51666 · Training 1,869.70

Total 5166 · Training 1,994.70

5172 · Legal 2,200.00

2,200

5175 · Maintenance - Building 5,572.12

5178 · Maintenance -Equipment,Software 16,250.03

5181 · Maintenance - Grounds 1,723.28

5203 · Programs

5185 · Miscellaneous Grant Expense

518535 · HPCF 248.40

Total 5185 · Miscellaneous Grant Expense 248.40

5206 · Programs - General

520610 · Adult Services Programs 115.00

Total 5206 · Programs - General 115.00

Total 5203 · Programs 363.40

5212 · Supplies & Services

52123 · Supplies 4,209.00

52126 · Services 3,150.00

3,150

Total 5212 · Supplies & Services 7,359.00

5215 · Telecommunications 1,000.00

1,000

Total 5100 · Operating Expenses 78,439.70

5500 · Capital Outlay

5501 · Capital Outlay

550325 · 2025 Construction project 20,665.46

20,665.46

5506 · Computerization 591.00

Total 5501 · Capital Outlay 21,256.46

Total 5500 · Capital Outlay 21,256.46

Total 5010 · General Expenses 99,696.16

501000 · Gift Funds Total

501004 · Unrestricted Gift Funds

520100 · Unrestricted Gifts--Friends

521004 · Friends Programs 400.00

Total 520100 · Unrestricted Gifts--Friends 400.00

Total 501004 · Unrestricted Gift Funds 400.00

Total 501000 · Gift Funds Total 400.00

Total Expense 100,096.16

27,015.46

Highland Park Public Library
January 2026 General II (Bills Already Paid)
 January 1, 2026 through January 31, 2026

Date	Num	Name	Account Charged	Split	Paid Amount	FY2025
01/02/2026	14225	Amazon Capital Services	5130 · Books & Audio			
						FY2025
					-1,162.32	
01/06/2026	14226	City Of Highland Park.	5115 · Group Insurance			
					-47,917.02	
01/06/2026	14227	Eilers, Catherine	-SPLIT-			
			516680 · Conference	690.84		
			516690 · Mileage	4.27		
01/06/2026	14228	Risk Program Administrators	5169 · Insurance			
					-13,194.00	
01/06/2026	14229	Libraries of Illinois Risk Agency	5169 · Insurance			
					-86,573.02	
01/06/2026	14230	Finkel, Eli	520655 · Adult Marketing Programs			
					-750.00	
01/06/2026	14231	Herzog, Brad	521004 · Friends Programs			
					-100.00	
01/06/2026	14232	Hannigan, Kate	521004 · Friends Programs			
					-100.00	
01/06/2026	14233	Fascione, Chris	521004 · Friends Programs			
					-750.00	
01/06/2026	14234	Reckamp, Erica	520655 · Adult Marketing Programs			
					-300.00	
01/06/2026	14235	Schaumburg Township District I	520655 · Adult Marketing Programs			
					-90.00	
01/06/2026	14236	Libraries First	5130 · Books & Audio			
					-4,447.00	
01/06/2026	14237	Record Information Services, In	5130 · Books & Audio			
					-792.00	
01/06/2026	14238	RAILS	5130 · Books & Audio			
					-4,000.00	
01/06/2026	14239	USA Today	5130 · Books & Audio			
					-399.82	
01/07/2026	14240	Kanopy	5130 · Books & Audio			
					-5,000.00	
01/09/2026	14241	Access One	5215 · Telecommunications			
					-1,086.67	
01/12/2026	14242	AT&T	5215 · Telecommunications			
					-365.15	
01/12/2026	14243	Timothee Block	4023 · Books/Damaged Lost			
					-12.40	
01/19/2026	14244	Cooper, Ilene	521004 · Friends Programs			
					-100.00	
01/19/2026	14245	Eschmann, Reese	521004 · Friends Programs			
					-100.00	
01/26/2026	14246	City Of Highland Park.	5116 · IMRF			
					-8,696.14	
01/26/2026	14247	AlphaGraphics	5183 · Marketing			
					-428.29	
01/26/2026	14248	Lo Destro Construction Compar	550325 · 2025 Construction project			
						FY2025
					-334,710.00	334,710.00
01/29/2026	14249	Stephen Spector	4023 · Books/Damaged Lost			
					-7.99	
01/26/2026	14250	Chicago Tribune	5130 · Books & Audio			
					-656.99	
01/26/2026	14251	Lo Destro Construction Compar	550325 · 2025 Construction project			
						FY2025
					-254,078.00	254,078.00
01/29/2026	14252	Jonathan Honor	4023 · Books/Damaged Lost			
					-18.99	
01/29/2026	14253	Elan Financial Services	-SPLIT-			
			5130 · Books & Audio	278.86		
			5175 · Maintenance - Building	192.28		
			5178 · Maintenance - Equipment, Software	1,509.98		
			5183 · Marketing	110.32		
			5215 · Telecommunications	18.21		
			52123 · Supplies	259.96		
						FY2025
						259.96
			52123 · Supplies	153.38		
			52123 · Supplies	58.31		
			52123 · Supplies	51.32		
			52126 · Services	1,854.00		
			520610 · Adult Services Programs	1,290.79		
						FY2025
						1,290.79
			520615 · Programs - New Media	1,125.30		
						FY2025
						1,125.30

Highland Park Public Library
January 2026 General II (Bills Already Paid)
 January 1, 2026 through January 31, 2026

	520620 · Programs - Youth	40.49	
	516670 · Training - General	295.00	
	516670 · Training - General	63.44	
	516680 · Conference FY2025	909.37	909.37
01/30/2026 14254 Comcast	5215 · Telecommunications	-303.09	
01/31/2026 14256 Amazon Capital Services	5130 · Books & Audio	-717.15	
01/31/2026 14258 ECS Midwest, LLC	550325 · 2025 Construction project FY2025	-10,847.25	10,847.25
01/31/2026 14260 Complete Cleaning	5175 · Maintenance - Building FY2025	-5,645.15	5,645.15
		<u>-792,254.56</u>	<u>\$ 608,865.82</u>

HIGHLAND PARK PUBLIC LIBRARY
 SALARY REPORT
 January 2026

	Pay period ending:		Monthly Totals
	1/4/2026	1/18/2026	
Salary Expense by Department:			
Administration	25,659.73	23,409.71	49,069.44
Communications	8,831.32	9,400.99	18,232.30
Information and Reader Services	24,568.56	24,932.71	49,501.27
Membership Services	17,443.19	19,586.59	37,029.79
Media Services	7,339.10	7,623.75	14,962.85
Maintenance	5,316.57	5,615.63	10,932.19
Technical Services	13,972.45	14,192.07	28,164.52
Youth Services	16,640.21	17,230.67	33,870.87
Total Salaries Paid	119,771.12	121,992.12	241,763.24
Accrue for January 19 to 31			118,000.00
Reverse Accrued for December 22 to 31			(89,000.00)
Subtotal Salaries per Page 3			270,763.24
Payroll Taxes			20,114.57
IMRF			8,696.14
Health Insurance-Library Share			43,895.14
Total Payments			343,469.09

HIGHLAND PARK PUBLIC LIBRARY

Date: February 11, 2026
To: Board of Trustees
From: Heidi Smith, Executive Director
Subject: Furniture Procurement

Purpose

Approve increased not-to-exceed amount for purchase of shelving package through cooperative purchasing program.

Background

The Library is procuring shelving for the expansion project through a cooperative purchasing program. Darren Schretter, StudioGC, presented the plan and cost breakdowns at the December 2025 Board meeting. At the January 2026 Board meeting, the Board authorized the purchase of the shelving package not-to-exceed \$235,000 and furniture package not-to-exceed \$240,000, increasing the furniture budget from \$400,000 to \$475,000.

Summary

The shelving package includes new steel shelving, end panels, and select sign holders for Youth Services and the Gallery, which will serve as a marketplace for new and popular physical materials. A small section of existing steel shelving will remain in Youth Services. The package also includes adding additional shelving units to the existing Archives shelving as well as all freight, delivery, and installation, but unfortunately did not include de-installation and re-installation of the existing shelving, requiring additional funds. I request an increase to cover either those costs, or if better value to the Library, purchase all new Archives shelving.

Of note, approving the shelving package as revised would not exceed the current furniture budget as the furniture order was finalized for \$217,591.

Actions

1. Approval of authorization to purchase the shelving package as presented not-to-exceed \$245,000

HIGHLAND PARK PUBLIC LIBRARY

Date: January 13, 2026; Action section updated February 11, 2026

To: Board of Trustees

From: Heidi Smith, Executive Director

Subject: Circulating Magazines

Background

The Library provides magazines as a service to the community. The Library strives to meet community needs through policy that allows for equitable, cost-effective sharing of community resources. In addition, the Library strives for circulation policies that are simple and consistent, making processes easier for patrons and staff to navigate.

The Library currently circulates all issues of its magazines. Per the current circulation policy, the loan period is 14 days, with the possibility of 2 renewals. Magazines are holdable by Highland Park patrons only. Newspapers and certain larger-format magazines do not circulate. The Library maintains a second, noncirculating subscription to select magazines based on use.

In the past, Highland Park did not circulate the current issue of magazines. In 2020, the shutdown made noncirculating issues inaccessible to patrons, so the Library began circulating all issues, which incidentally halved the amount of magazine processing labor. In 2022, the question of whether to keep circulating current issues arose. After consulting with several peer libraries, Library administration did not request a policy review by the Board. In 2024, when the Circulation Policy was reviewed, Library administration did not recommend revision to that specific policy but recommended to continue circulating current issues.

Staff procedures regarding periodicals have evolved with the intent to minimize staff time and maximize patron use (by minimizing time off shelf for staff processes). Previous staff processes when current issues circulated required a lag time of 1-3 days before new issues were shelved and again while the previous current issue was updated in order to circulate.

In the last five years, the Library received two anonymous comments and three patron comments requesting that current issues not circulate, including Mr. Andrew Marwick at the July Board meeting. He shared that issues of magazines he wished to use were checked out to other patrons and requested that new issues of those magazines not circulate for the first 30 days. I shared with Mr. Marwick instructions on how to place holds on specific issues while a comprehensive review of the policy was conducted.

Management and administration reviewed circulation data about the use of all magazine issues. Of note, one snapshot revealed no holds on any magazines, indicating that either it is more difficult to place a hold or perhaps there is not significant patron demand for specific issues. Per another snapshot, the two most recent issues of a magazine in question were checked out to two different patrons. One was on the shelf for 11 days before check-out, and the other for 6 days. Circulation information shows that no one patron appears to dominate circulation, nor that current issues are constantly checked out.

Library management and administration reviewed the policies of other area libraries and various ways access could be improved while supporting equity and efficiency. The following is a brief summary.

Options, Results, and Actions

1. **RECOMMEND:** Circulate all issues (current policy) but reduce the amount of time one patron can keep an issue to improve all patron access to all magazine issues. Eliminate renewals on all magazines, reducing loan length to 14 days from up to 42 days with 2 renewals.
 - a. Negatively impacts circulation.
 - b. Improves access but does not provide the timeliest access to current information as a patron must wait for another patron to return a checked out issue for up to 14 days.
 - c. Maintains minimal time for staff processes when issues are unavailable to patrons.
 - d. Keeps a 14-day loan period consistent with some other collections but may create confusion as it would be the exception with no renewals.
 - e. Patrons can place holds, ensuring no wasted trips to the Library if the current issue is in use by another patron, consistent with other high-demand materials in most other collections.
 - f. All patrons have increased access to current information, including those who cannot spend extended periods in the Library using materials that do not circulate.

Improvement for everyone with no increased investment.

Requires up to 6 weeks to set-up with CCS, update policy, and communicate changes.

2. **DO NOT RECOMMEND:** Do not circulate current issues of select/all magazines.
 - a. Would ensure the current issue is in the Library (unless it is stolen or damaged).
 - b. Appears to provide perfect access, but patrons might expect that current issues are available without needing to place holds. At times, this results in patrons monitoring other patrons' use, requiring staff time to defuse friction between patrons.
 - c. Issues would be unavailable to patrons during change from circulating to noncirculating.
 - d. Would more than double staff time spent coordinating magazine issues.
 - e. Patrons who cannot spend extended periods in the Library would have less access to current information.

More significant improvement for most but worse for others with increased investment.

Requires 8 weeks (est.) to review personnel workflows, set-up with CCS, update policy, and communicate changes.

Action

1. At the January meeting, it was the consensus of the Board to revise the Circulation Policy to reduce magazine renewals from 2 to 0. Recommended action at the February Board meeting:
 - a. Approval of Circulation Policy as revised

Attachment:

Circulation Policy draft revision

HIGHLAND PARK PUBLIC LIBRARY

Policy 301 **Circulation**

Purpose: To clarify library card types and requirements as well as loan periods and limits of collection circulation.

General Policy

The Highland Park Public Library (“the Library”) issues library cards based on circumstances of residency, property ownership, business ownership, and educational and civic institutions to manage circulation of library materials.

Issuance of Library Cards

A Highland Park Public Library Card (“Card”) will be issued without charge to any person who qualifies under one of the categories listed below. For all Cards, a person may apply in person by presenting valid identification. An online application is available on the Library’s website for those applying for a Highland Park Resident Card.

Identification must include proof of current residency, as well as a photo ID. Proof of residence and photo ID can be one document (such as a driver’s license) if it contains both the address and photo ID. Otherwise, the proof of residence and photo ID can be two separate documents from the list below.

Acceptable forms of identification and proof of residency include (all must be current):

- Driver's License
- State Identification Card
- Credit Card Statement
- Student Identification Card
- Passport
- Matrícula Consular ID Card
- Government Issued Photo ID
- Bank Statement
- Voter's Registration Card
- Instructional Driver's Permit
- Lease or Housing Agreement
- Telephone, Gas, Electric, Water or Cable Bill
- Vehicle Insurance Card
- Postmarked Mail
- Property Tax Bill

HIGHLAND PARK PUBLIC LIBRARY

Other, if approved by the Membership Services Manager

Cardholders

A. Highland Park Resident Card

1. A Card will be issued to any person who resides within the City of Highland Park.
2. This Card does not expire, as long as the person remains a resident of Highland Park, which will be verified through the National Change of Address service, and the card remains active in use. Any Card that is inactive for more than 3 years may be removed from the database.
3. Online applications are only available for Highland Park Resident Cards. The application will be reviewed by a Library staff member. Once verified, a Card will be mailed to the address provided in the application.
4. Persons between 14 and 17 years old may apply for a Card using their own proof of residency. For those who do not have the necessary proof of residence, they can be registered utilizing their parent or legal guardian's proof of Highland Park residency.
5. Persons under the age of 14 must have a parent or legal guardian apply for the Card and sign the application form. They may present their own identification or have a parent or guardian present the necessary identification (see above for acceptable forms).
6. The Card issued to a person under the age of 14 can be canceled at any time by that person's parent or legal guardian that is listed on their account.
7. A parent or legal guardian who has signed the child's application form has financial responsibility for all materials checked out on the Card of a child under the age of 14.
8. A Card will be issued to residents of the portion of Fort Sheridan that falls within the boundaries of the City of Highland Park.
9. A Card will be issued to military personnel residing in Fort Sheridan.

B. Temporary Highland Park Resident Card

1. A person may qualify for a Temporary Highland Park Resident Card if they are temporarily residing in the home of a Highland Park resident or reside in a Highland Park residential facility.
2. To receive a Temporary Highland Park Resident Card, a "Request for Temporary Borrower Card" form must be completed.

HIGHLAND PARK PUBLIC LIBRARY

- a. For someone residing in the home of a Highland Park resident, the form requires the signature of a hosting resident. The hosting resident is responsible for any lost or damaged materials checked out to the temporary resident. The signed form will be kept on file. The hosting resident must have a valid Card.
 - b. For someone residing in a Highland Park residential facility, the form requires the signature of the director of the residential facility. The residential facility is responsible for any lost or damaged materials checked out to the temporary resident. The signed form will be kept on file.
3. Cards are issued for a three-month minimum and 12-month maximum period and may be renewed, with an updated request form, for up to an additional 12 months.

C. Highland Park Property Owner Residing Outside Highland Park

1. A Card valid for one year will be issued to an individual who lives outside of Highland Park but pays taxes on property in Highland Park. In order to qualify for the Card, an individual must present a copy of the most recent tax bill pertaining to the taxable property.
2. A Card may be issued to only one person for each parcel of taxable property, regardless of whether there are several joint owners of the property (75 ILCS 5/4-7(12)). A copy of the application and a copy of the tax bill will be kept on file. The most recent tax bill must be presented each time the Card is renewed.
3. Highland Park property owners who reside outside Highland Park are entitled to all materials and services available to residents.

D. Highland Park Business Owners

1. A Card valid for one year will be issued to an individual who lives outside of Highland Park but owns a business in Highland Park. In order to qualify for the Card, the business owner must present official business mail showing the name of the business, owner or CEO, and Highland Park address.
2. Only one Card will be issued for each business, regardless of whether there are several joint owners. A copy of the application and a copy of the supporting documents will be kept on file.
3. Highland Park business owners who reside outside of Highland Park are entitled to all materials and services available to residents.

HIGHLAND PARK PUBLIC LIBRARY

E. Staff Cards

1. Employees of the Library will be issued a Card using the staff designation.
2. Employees are responsible for lost or damaged materials checked out on the Card.

F. City of Highland Park Staff Cards

1. Current employees of the City of Highland Park are eligible for a Card.
2. The Card will be valid for three years, or until the employee is no longer employed by the City, whichever occurs first.
3. Employees are responsible for lost or damaged materials checked out on the Card.

G. Institutional Cards

1. Institutional Cards are extended to Highland Park School Districts, private educational institutions located within the City of Highland Park, Highland Park agencies, and residential facilities located within the City of Highland Park. All rights, privileges, and responsibilities of resident patrons are extended for institutional borrowing.
2. Institutional Cards are valid for up to one year and may be renewed annually thereafter.
3. The school, agency, or residential facility administrator must provide a contact person at issuance and at each renewal.
4. The institution remains responsible for any lost or damaged materials.

H. Teacher Card

1. Teachers of District 112, Highland Park High School, and all private schools located in Highland Park are eligible for a Card. All rights, privileges, and responsibilities of resident patrons are extended for Teacher Cards.
2. Teachers must have approval from the school's principal, the district's superintendent, or the district's authorized proxy, and must present the teacher's school ID to obtain a library card.
3. The school district remains responsible for any lost or damaged materials.
4. A Teacher Card will be valid for up to one year and may be renewed annually.

I. Student Card

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1. Students of District 112, Highland Park High School, and all private schools located in Highland Park are eligible for a Card.
2. Students must present a current school ID in order to obtain a Card. If the student is under the age of 14, a parent or legal guardian must be present and present a photo ID and proof of residence.
3. A Student Card will be valid for one year and may be renewed annually.

J. Small Limit Checkout Card

1. Individuals who cannot provide proof of residency are eligible for a Small Limit Checkout Card. This Card allows a person to check out up to three items at a time, however certain collections may be excluded from checkout, such as the Library of Things and STEM Kits.
2. To obtain a Small Limit Checkout Card, a person must provide a photo ID.
3. Small Limit Checkout Cards will be valid for three months and may be renewed.

K. Renewing Cards

1. Cards can be renewed according to the same conditions as the initial registration.

Reciprocal Borrowers

1. The Library accepts cards for borrowers of the CCS consortium and of other Illinois public libraries participating in the Inter-System Reciprocal Borrowing Covenant.
2. CCS Reciprocal Borrowers must present a valid library card from their home library or proper identification with their current residence address. Reciprocal Borrowers from other Illinois public libraries must present a valid library card from their home library and proper identification with their current residence address. A Reciprocal Borrower's library card will expire on the date set by the issuing library or three years after issuance, whichever is less. Reciprocal Borrowers who have purchased non-resident cards from other public libraries in the Reaching Across Illinois Library System (RAILS) must present a valid library card from the issuing library. Those cards will expire on the date set by the issuing library.

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3. Reciprocal Borrowers may have limited borrowing privileges (see Loan Period and Checkout Limit chart).

Use of Library Identification

A. Identification

1. A person may present a library card, photo ID, an electronic device with a scanned image of the Card's barcode that is human-readable, or their library card number as library identification.

B. Lost/Stolen Library Identification

1. Borrowers are responsible for all materials checked out with their library identification until the identification is reported lost. Borrowers are required to report lost or stolen library identification.

C. Liability for Unauthorized Use of Library Identification

1. The possession of another person's library identification to check out library material on that person's behalf is considered authorized use.
2. Borrowers will not be liable for materials checked out after the loss of their library identification has been reported.
3. A borrower will be liable for all losses for unauthorized uses occurring prior to notifying the Library.

D. Confidentiality of Registration and Circulation Records

1. Registration and circulation records are confidential per state law (75 ILCS 70). Persons requesting information about their own records must present their library card or photo ID before staff will provide any information.
2. If this request is made by telephone, Cardholders or Reciprocal Borrowers must provide their library barcode numbers before any information is provided. Only the number of items checked out, money owed, and titles of reserved and/or overdue materials will be provided.
3. If a caller does not provide their library card or barcode number, the only information provided will be whether an item is ready to be picked up, however no additional information about the item, including the title, will be provided.

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E. Cardholders and Reciprocal Borrowers Change of Address/Custodial Parent or Legal Guardian

1. All Cardholders and Reciprocal Borrowers of the Library are required to inform the Library of any change of address, phone, email, or other contact information.
2. If at any time mail sent to the Cardholder or Reciprocal Borrower by the Library is returned, or if the Library learns by other means that the address on file is no longer accurate, the Cardholder's borrowing privileges will be suspended. The Cardholder will need to show valid identification of current residence to restore borrowing privileges.
3. If the parent or legal guardian who originally signed a juvenile registration card is no longer a custodial parent or legal guardian, a new registration card must be completed and signed by a custodial parent or legal guardian. The child may continue to use the same library identification.

F. Library Identification Not Presented for Checkout

1. Registered borrowers who have forgotten their library identification may borrow items by showing proper photo identification that verifies their residence address.
2. If identification is not provided at checkout, the Library will be unable to checkout items. However, the Library may hold materials for 4 days upon request.
3. Children between 8 and 14 years of age who do not have their library identification, and are not accompanied by an adult, may borrow items by confirming their street address and telephone number with the Membership Services clerk.
4. Children under 8 years of age who do not have their library identification and are accompanied by an adult may borrow items when identification and address can be verified.

G. Ownership of Library Cards

1. All cards issued by the Library remain the property of the Library and may be reclaimed for violation of Library policies.

Circulation of Library Materials

A. Quantity and Loan Periods

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1. Highland Park Resident Cardholders (excluding Small Limit Checkout Cards) and Reciprocal Borrowers may possess up to 150 items checked out at any given time. For the number of items by item type a Cardholder or Reciprocal Borrower may possess, and each item type's loan period, please refer to the Loan Period and Checkout Limit Appendix.
2. Small Limit Checkout Cards may possess up to 3 items checked out at any given time and are excluded from checking out Library of Things items and STEM Kits.
3. Department Managers may adjust loan periods for their collections due to seasonal demand, special programs, or limited resources.
4. Upon request, materials that fit the following descriptions are available for Vacation Loans of up to six weeks (42 days):
 - a. Print materials
 - b. No longer in high demand
 - c. No longer new
 - d. Not on hold
 - e. Under special circumstances the Membership Services Manager may extend the loan period.

B. Renewals

1. Materials that are eligible for renewal will automatically renew for their normal loan period if there are no holds on the item, and if the library card is in good standing. Materials can also be renewed in person, by telephone, or through "My Account" online. Please refer to the Loan Period and Checkout Limit chart to view what items are eligible for renewal and for their number of renewals.

C. Hold Requests

1. For the type of items a Cardholder or Reciprocal borrower may place on hold, please refer to the Loan Period and Checkout Limit chart.
2. Hold requests may be placed through the Library's online catalog, by telephone, or in person.
3. Certain designated new materials are holdable only by Cardholders for the first 90 days that the item is available. (Exceptions include: New Youth CDs, DVDs, Blu-rays, New Adult CDs, and New Adult DVDs/Blu-rays in the categories - Series, Arts, Documentary, Health and Fitness, Instruction, and Travel.) After 90 days, items are

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holdable by all Cardholders and Reciprocal Borrowers unless specified in the Loan Period and Checkout Limit chart.

4. Material with holds will be held for 4 days from the date of the hold alert.
5. Cardholders may have up to a total of 50 holds at one time.

D. Interlibrary Loan

1. Only Highland Park Resident Cardholders may request interlibrary loan materials. Holds placed on materials at other CCS member libraries do not constitute interlibrary loan as defined in this policy.
2. Cardholders may have up to 10 interlibrary loan item requests outstanding at one time. No Cardholder may request the same title more than twice within a 12-month period. Contingent upon Cardholder approval, the Cardholder is responsible for any fees assessed by the lending library.
3. Cardholders may have up to 10 requests for copies of periodical articles. Fees charged by the lending library for periodical photocopies are passed along to the Cardholder regardless of whether the material is used.
4. If the Library owns the requested interlibrary loan item, the request will not be processed.
5. The Library follows the guidelines of service outlined in the Illinois Interlibrary Loan Code and the Reaching Across Illinois Library System Interlibrary Loan procedures.

<https://www.railslibraries.info/services/interlibrary-loan>

E. Exceptions

1. Department Managers may temporarily restrict holds, renewals, loan periods, and interlibrary loans due to seasonal demand, special programs or limited resources.

Cardholders and Reciprocal Borrowers Responsibilities

A. Responsibility for Materials

1. Cardholders and Reciprocal Borrowers are responsible for items loaned using their library identification until the items are returned to the Library.

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2. A parent or legal guardian who signed the child's application form is responsible for all materials checked out with the library identification of a child under the age of 14.
3. The residential host family member or residential facility who signed the "Request for Temporary Borrower Card" form is responsible for all materials checked out with that temporary borrower's library identification.

B. Overdue Materials

1. Items are due by closing time indicated on the due date receipt slip for the item loaned. Materials may be returned to the appropriate Library material drop in the building or parking lot.
2. Library borrowing privileges will be suspended when an item is 14 days overdue or when a Cardholder has 40 or more items that are overdue. Reciprocal Borrowers will be blocked when 25 items are overdue. Privileges will be reinstated when the Cardholder's or Reciprocal Borrower's record is resolved.
3. Cardholders and Reciprocal Borrowers are responsible for overdue items regardless of receipt of notice. The Library will send overdue notices on a regular basis to remind Cardholders and Reciprocal Borrowers of overdue materials.
4. The Library considers an item lost once it is 45 days overdue.
5. The Library borrows Interlibrary Loan (ILL) items from other libraries all over the United States, then lends them out to Highland Park residents. Some libraries may choose not to lend anything to the Library if the return of ILL items is consistently overdue. As such, a pattern of returning ILL items late may result in suspension of a Cardholder's ILL privileges. A warning will be issued at the first occurrence of ILL item(s) returned after the due date, a second warning for a second occurrence, and a 30-day suspension of ILL privileges at the 3rd occurrence. If there is any damage to an interlibrary loan item or an interlibrary loan item is lost, the Cardholder will be responsible for the lending library's replacement cost which may be as high as several hundred dollars over the purchase price of the item.

C. Lost or Damaged Materials

1. The Library considers an item lost once it is 45 days overdue.
2. The Cardholder or Reciprocal Borrower will be charged the Library's replacement cost for the lost or damaged item. If an item is returned

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before it is deleted from the catalog, the fee will be removed from the account. Any item returned after the item is deleted from the catalog will need to be paid.

3. The Library does not charge for the first 5 items (with the exception of the Library of Things and STEM Kits) that are checked out at and returned damaged to the Library. Once the limit of 5 items has been reached, the Library reserves the right to charge for damaged items. Items checked out at and/or returned to other libraries may still be charged for damage.
4. Cardholders and Reciprocal Borrowers who repeatedly damage or lose materials may have their Library privileges suspended or modified.
5. The Library does not accept a replacement copy in lieu of payment.
6. The Library is not liable for damage to patrons' equipment used in conjunction with Library materials.
7. Fees may be assessed for lost or damaged containers, supplementary contents of the materials, and barcodes.
8. Refunds will be provided for any lost and paid items that are returned in good condition and returned to the Library within 3 months of payment, as long as the item had not been deleted from the catalog at the time of payment.
9. Library borrowing privileges will be suspended when \$20.00 in outstanding bills have been accumulated on a Cardholder or Reciprocal Borrower record. Privileges will be reinstated when the Cardholder or Reciprocal Borrower record is resolved. In special circumstances, the Membership Services or Media Services Managers may allow charges to be reduced or waived, and to allow limited borrowing privileges to Cardholders or Reciprocal Borrowers whose borrowing privileges have been suspended.

Reviewed and revised October 21, 2025

Revised February 17, 2026

HIGHLAND PARK PUBLIC LIBRARY

CIRCULATION POLICY APPENDIX

LOAN PERIODS AND CHECKOUT LIMITS				
Item Type	Loan Period (Days)	Checkout Limit (per card)	Holdable	Renewal Limit
All Items - Unless Specified Below	21	150	Yes	3
Hot Picks	14	2	No	0
New Adult Services & Teen Books (Does not include Travel Guidebooks, Computer Books, Large Print, or 500+ Page Books)	14	150	Yes	2
Youth New Books, Books with CD, Wonderbooks, Holiday Books	21	50	Yes	3
New Audiobooks	21	10	Yes	3
DVDs/Blu-Rays	21	20	Yes	3
Video Games	21	10	Yes	3
Magazines	14	10	Yes	0
STEM Kits	14	1*	Yes	2
Maps	21	150	No	3
Ebook, Eaudiobook, Streaming Videos	Varies	Varies	Varies	Varies
Library of Things¹				
Circulating Equipment, Tools, and Devices	7	2*	Yes	1
In-Library Use	2 hours	2	No	1

*Highland Park Public Library Cardholder only.

¹ Some items from the Library of Things may require a signed liability waiver to use.

Small Limit Checkout Cards may possess up to 3 items checked out at any given time and are excluded from checking out Library of Things items and STEM Kits.

Certain designated new materials are holdable only by Cardholders for the first 90 days that the item is available. (Exceptions include: New Youth CDs, DVDs, Blu-rays, New Adult CDs, and New Adult DVDs/Blu-rays in the categories - Series, Arts, Documentary, Health and Fitness, Instruction, and Travel.)

HIGHLAND PARK PUBLIC LIBRARY

Date: February 11, 2026
To: Board of Trustees
From: Heidi Smith, Executive Director
Subject: 2026 Budget Amendment

Background

At Library Board of Trustee meeting on January 20, 2026, the Board reviewed the construction budget and shared a consensus of support for increasing the overall project budget from \$10,065,000 to \$10,815,000. As such, a budget amendment is needed for the 2026 budget.

For the draft 2026 budget amendment, the following changes were made per the Board's previous discussions about funding strategies for the expansion:

Revenue:

1. Added the Transfer from the Special Reserve Fund to cover expansion expenditures.
2. Added the Transfer from the Unrestricted Gift Fund to offset Revised 12/31/2025 Special Reserve Fund balance included with January financial statements (decreased \$316,000).
 1. All invoices were applied to project spending to 12/31/2025, but \$316,000 was inadvertently omitted from Special Reserve Fund balance.
3. Added the Transfer from the Restricted Gift Fund to reflect expending campaign proceeds as they are received. Please note, \$263,000 is a conservative estimate that reflects only gifts already contracted.
4. Added Illinois State Library grant as it will be booked as revenue the year it is expended.

Expense:

1. Increased the Capital Expense for Building & Grounds Improvement for the remainder of the updated expansion budget and the increase for signage.

Expansion remaining: \$8,226,000 with budget increased to \$10,815,000

Other capital: \$95,000 includes \$45,000 for front doors & \$50,000 for signage

Total: \$8,321,000

2. Reduced the Transfer to Special Reserve Fund due to \$30,000 increase for signage

Attachment:

- Draft 2026 Budget Amendment

Recommendation:

- Approval of the 2026 Budget Amendment at the March 17th Board meeting

HIGHLAND PARK PUBLIC LIBRARY

2026 Budget Amendment Draft



	Amended 2025	Unaudited 2025	Budget 2026	Proposed Amendment
General Fund				
Property Taxes	5,843,945	5,852,689	6,401,925	6,401,925
Bond Proceeds	4,062,737	4,062,737	-	-
Transfers:				
Transfer (to) from Special Reserve Fund	4,662,263	(2,552,667)	-	7,530,000
Transfer from Unrestricted Gift Fund	328,375	-	-	308,000
Transfer from Restricted Gift Fund	-	277,705	-	263,000
Transfer from Local Library Working Cash Fund	-	13,084	-	-
Total Transfers	4,990,638	(2,261,878)	-	8,101,000
Other Revenue:				
Fees - Impact	48,000	10,584	19,000	19,000
Fines and Miscellaneous Revenue	20,600	29,943	22,000	22,000
Gifts and Grants	40,000	49,384	30,000	155,000
Investment Income	296,500	255,451	138,000	138,000
Per Capita	44,500	44,510	44,500	44,500
State Corporate Replacement Tax	75,000	62,604	79,000	79,000
Total Other Revenue	524,600	452,476	332,500	457,500
Total Revenue	15,421,920	8,106,024	6,734,425	14,960,425
Operating Expense:				
Salaries	3,100,000	2,992,613	3,349,000	3,349,000
Payroll Taxes	237,900	223,780	256,500	256,500
IMRF	93,320	89,606	116,000	116,000
Insurance - Health	492,000	468,591	648,000	648,000
Subtotal - Salaries & Benefits	3,923,220	3,774,590	4,369,500	4,369,500
Books, AV & Electronic Res.	610,700	601,857	661,000	661,000
Cataloging & Processing	28,000	23,726	26,000	26,000
Insurance - General	122,100	104,020	122,000	122,000
Legal	5,000	3,253	5,000	5,000
Maintenance - Building	140,000	134,543	185,000	185,000
Maintenance - Equip. & Software	125,000	112,425	141,000	141,000
Maintenance - Grounds	20,000	19,994	23,000	23,000
Marketing	21,500	18,419	23,000	23,000
Postage	9,000	9,615	9,000	9,000
Programs	26,000	26,190	26,000	26,000
Purchases funded by Gifts & Grants	15,000	33,086	30,000	30,000
Supplies & Services	190,400	180,755	193,500	193,500
Telecommunications	23,000	27,039	27,000	27,000
Training, Staff	43,000	39,771	27,000	27,000
Total Operating Expense	5,301,920	5,109,281	5,868,000	5,868,000
Capital Expense:				
Building & Grounds Improvement	10,065,000	2,165,274	65,000	8,321,000
Computerization	40,000	39,130	40,000	40,000
Furniture & Equipment	10,000	10,475	10,000	10,000
Total Capital Expense	10,115,000	2,214,879	115,000	8,371,000
Transfer to Special Reserve Fund			310,000	280,000
Debt Service Expense	255,000	270,154	441,425	441,425
Total Expense	15,671,920	7,594,314	6,734,425	14,960,425

Service Highlights

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

- Administration & Media Services created *Caminando Juntos (Walking Together)*, hosting *Artificial Intelligence* (275 uses).
 - Caminando Juntos is a Facebook Live event presented in Spanish each month to discuss relevant topics in education, wellness, technology, and community resources.
- Communications hosted Library Speakers Consortium online programs (196 attendees)
 - David Brooks: *The Creative and Compassionate Art of Seeing Others Deeply*
 - Join us for a virtual event with David Brooks, leading cultural and political commentator and bestselling author, as he discusses his book "How to Know a Person: The Art of Seeing Others Deeply."
 - Journalist Julia Hotz: *Nature, Art, and Service as Medicine*
 - Join us for a virtual discussion with Julia Hotz about her book "The Connection Cure: The Prescriptive Power of Movement, Nature, Art, Service, and Belonging."
 - Liz Moore: *Secrets and Second Chances*
 - Join us for a virtual event with bestselling and award-winning author Liz Moore as she discusses "The God of the Woods," an instant "New York Times" bestseller.
- Media Services completed 48 Book-a-Librarian 1:1 appointments.
- Youth Services hosted Drop-In Legos (37 attendees)
 - Do you love Legos? Join us in the Activity Room and see what you can build. For ages 5-14.

Use of Resources:

- *The correspondent: a novel* by Virginia Evans was the highest circulating book by Highland Park patrons; film *Superman* was the top DVD/Blu Ray title.
- See collection statistics, pages 4-5 and the following chart.

Library Social Services:

- 2 individual patrons served in 11 patron engagements.

Outreach:

- Outreach team members attended 1 event and engaged with 115 individuals.
 - MLK Jr. Day of Service
 - Join us at the annual Day of Service in a joint, signature event of the City of Highland Park. This year's service project will be assembling essentials kits for our neighbors in need.
- Storytime in the community continued with monthly storytimes at Family Focus, Green Bay, JCYS Lutz Center, Little Giants (HPHS), and Tri-Con with 7 storytimes for 119 attendees. Of note, this is in addition to the 8 storytimes hosted at the Library for 143 attendees.

Partnerships:

- iREAD Kickoff was organized in partnership with 112 Education Foundation and North Shore School District 112 at Northwood Middle School (450 attendees)
 - Activities included:
 - D112 teachers reading favorite books
 - register for library cards
 - 30 additional minutes towards total iREAD
 - meet local authors
 - book character scavenger hunt
 - sensory-friendly room

Patron Comments (see comments chart page)**Staff**

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

- At the all-staff meeting, the team was trained on how to administer Nalaxone/Narcan by Stephanie Rosales, Community Health Educator for Lake County Health Department.

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

Facility & Technology

Projects in progress

- Mapping out alarm devices and zones

Upcoming projects

- Removing furniture and equipment from Youth Services

Library Safety

- Suspensions issued: 0
- Incident reports documented: 0
- Police on-site: 0

HPPL in the News

- *After difficult stretch, it's closing time for Highland Park's Mil Colibris Bakery and Café* was featured in The Record North Shore on January 28, 2026. (see article following report)

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.

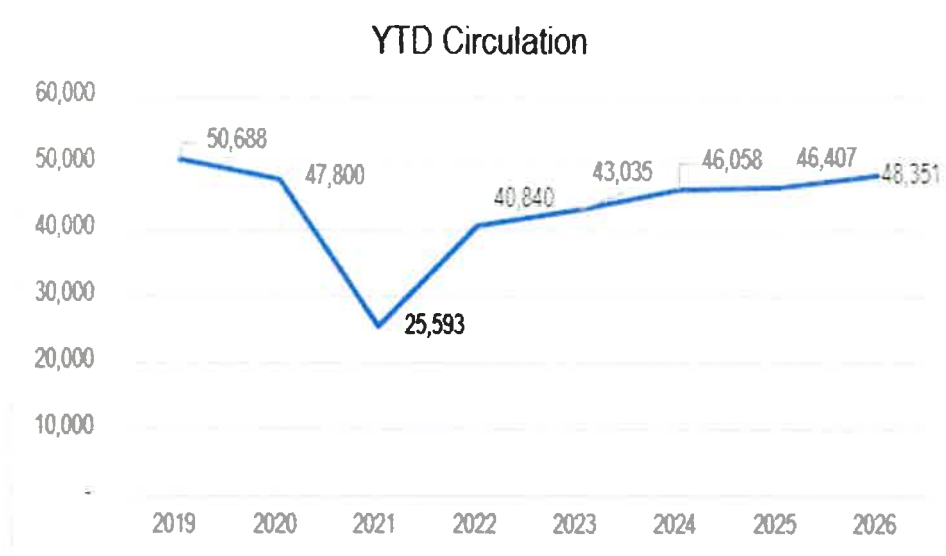
- I was happy to connect with a Spanish-speaking mom and young daughter. The girl was talking about "mi biblioteca" (my library), which gave me a great cue to reaffirm that this is her library, introduce myself, and share about the upcoming expansion. The girl asked me so many good questions: when will the project be completed? what is this (referring to the new maker space)? The mom shared with me that she was very happy to know that the Assistant Director of the HPPL is Latina and speaks Spanish. I later saw them again at the iRead event, and I was very happy that the mom came to say hi and gave me a big hug!
- I was organizing the newspaper at the reference area, and a patron came and told me, "Thank you for keeping this organized." It was so cute to me.
- Many comments on the January video about how many people love our library was so sweet!
- Upon receipt of my email sharing the slides from the job searching/resume program, I received the following email. I love how a new resident of Highland Park has discovered, and appreciates, the Library's programming. "Thank you very much for this program and for passing along the slides. We are new to Highland Park and I appreciate having access to such good programming."
- I had a mom and her son ask me about 3D printing. The son was shy and interested, probably around 9 years old, and he had 3D printed before. They were visiting from Connecticut, so we connected on that because I used to live there, and because they were leaving in a few days, I showed the kid a bin of 3D printed "accidents" or things people left behind and told him to choose 1 to take with him. Although I have worked with children in classroom settings and being a live-in babysitter, this was

one of my first interactions with a child at a library, and I liked being able to inspire him to want to develop new things.

- A patron came in with their young child and when told they had 11 holds was visibly excited, which created excitement for the child while they picked up their books. The child then helped the patron count the number of holds as they were being scanned.
- A woman came to the desk looking for a very obscure book of stories that her mother read to her when she was a kid. She knew the name of one of the stories and a specific line from it. After a lot of guesswork, I found the title and publisher, but of course the book was nowhere in our system or even showing up as available to buy online. I managed to find a PDF of the whole book, and we found the specific story she wanted to reread, with the illustrations she remembered. I'm so glad I was able to help her find it!
- During one of my desk shifts I was able to suggest reading both the chapter book and graphic novel of a title the patron was looking for. They were wondering which one was "better". I said that the graphic novel offers visual cues (characters' facial expressions and sounds) while the chapter book would describe them in detail. Also sometimes having a visual or idea of what characters look like can also help a reader.

Library Data

- 8-Year Comparisons: Year-To-Date Circulation, January

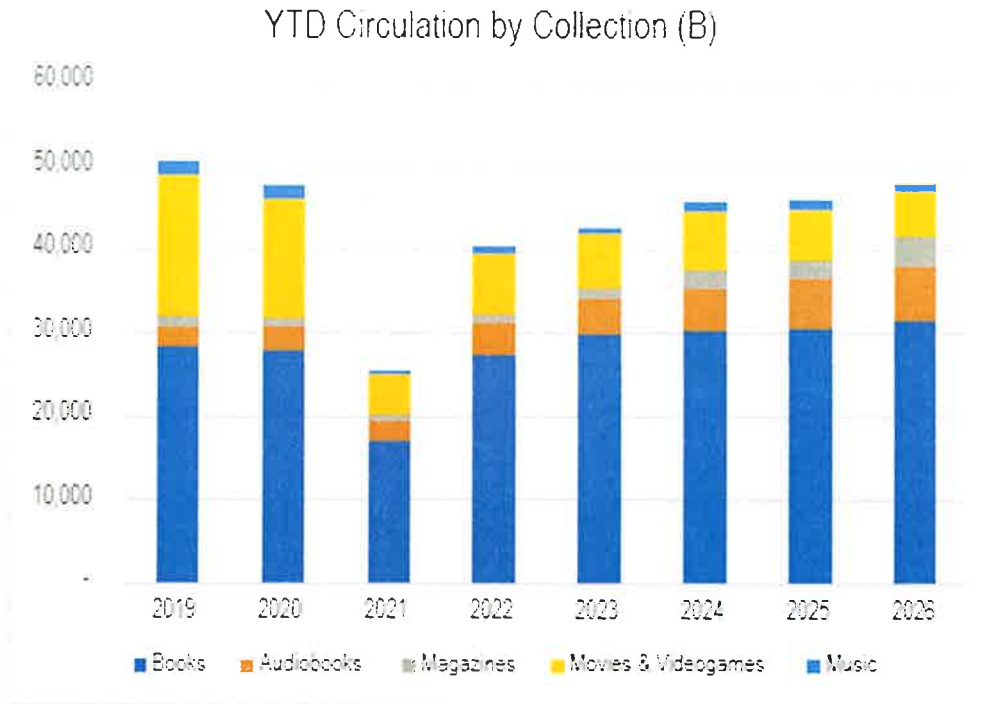


Does not include CCS & ILL borrowed from other libraries.

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

Library Data, continued

- 8-Year Comparisons: Year-To-Date Circulation, January



YTD Circulation by Collection (B)

	2019	2020	2021	2022	2023	2024	2025	2026
Books	28,324	27,861	16,902	27,330	29,768	30,269	30,414	31,484
Audiobooks	2,392	2,793	2,637	3,846	4,316	5,101	6,006	6,488
Magazines	1,216	1,100	676	1,048	1,110	2,204	2,292	3,496
Movies & Videogames	16,792	14,068	4,731	7,095	6,529	6,978	6,100	5,411
Music	1,684	1,683	526	1,116	904	1,008	1,083	1,039
Other	280	295	121	405	408	498	512	433
Total	50,688	47,800	25,593	40,840	43,035	46,058	46,407	48,351
Books as percentage of total circulation	56%	58%	66%	67%	69%	66%	66%	65%

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.

**FY26 TOTAL
LIBRARY USAGE STATISTICS**

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	2026 YTD TOTAL	2025 YTD TOTAL	CHANGE %
GENERAL													8,975	10,635	-16%
													4,503	6,625	-32%
	0	0	0	0	0	0	0	0	0	0	0	0	13,478	17,260	-22%
TOTAL COUNT	0	0	0	0	0	0	0	0	0	0	0	0	15,877	15,877	1%
Fiction books	0	0	0	0	0	0	0	0	0	0	0	0	15,877	15,877	1%
Nonfiction books	0	0	0	0	0	0	0	0	0	0	0	0	7,462	6,986	7%
Videogames	0	0	0	0	0	0	0	0	0	0	0	0	668	702	-5%
DVDs	0	0	0	0	0	0	0	0	0	0	0	0	2,988	3,510	-15%
Music CDs	0	0	0	0	0	0	0	0	0	0	0	0	982	1,004	-2%
Audiobooks	0	0	0	0	0	0	0	0	0	0	0	0	353	329	7%
Blu-rays	0	0	0	0	0	0	0	0	0	0	0	0	1,023	1,149	-11%
Magazines	0	0	0	0	0	0	0	0	0	0	0	0	566	516	10%
Other physical formats	0	0	0	0	0	0	0	0	0	0	0	0	395	487	-19%
Overdrive eBooks	0	0	0	0	0	0	0	0	0	0	0	0	7,549	7,334	3%
Overdrive eAudiobooks	0	0	0	0	0	0	0	0	0	0	0	0	5,721	4,918	16%
Overdrive eMagazines	0	0	0	0	0	0	0	0	0	0	0	0	2,930	1,776	65%
Hoopla eBooks	0	0	0	0	0	0	0	0	0	0	0	0	399	436	-8%
Hoopla eAudiobooks	0	0	0	0	0	0	0	0	0	0	0	0	414	759	-45%
Hoopla eMusic	0	0	0	0	0	0	0	0	0	0	0	0	57	79	-28%
Hoopla eVideos	0	0	0	0	0	0	0	0	0	0	0	0	201	195	3%
Hoopla other	0	0	0	0	0	0	0	0	0	0	0	0	38	25	52%
Kanopy eVideos	0	0	0	0	0	0	0	0	0	0	0	0	531	544	-2%
Teen Fiction	0	0	0	0	0	0	0	0	0	0	0	0	189	189	0%
Teen Nonfiction	0	0	0	0	0	0	0	0	0	0	0	0	8	8	0%
Teen Magazines	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
CIRCULATION TOTAL	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	48,351	46,407	4%
CCS & ILL LENT	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,057	3,126	-2%
CCS & ILL BORROWED	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,145	3,296	-5%
NON-HIGHLAND PARK BORROWERS (RBPs)	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	1,936	2,108	-8%
SELF CHECK	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	10,359	11,062	-6%
Self Check %	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	57.0%	3%
PATRON	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	2,784	3,288	-15%
Reference	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	426	0%
CONTACTS	119	119	119	119	119	119	119	119	119	119	119	119	119	119	0%
MONTHLY QUESTIONS	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	2,903	3,714	-22%
PROGRAMS	92	92	92	92	92	92	92	92	92	92	92	92	92	106	-13%
TOTAL ATTENDEES	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	2,022	4,113	-51%
SOCIAL MEDIA															
Social Media Insights (Facebook, Instagram)	876	876	876	876	876	876	876	876	876	876	876	876	876	1,260	-30%
Video Engagement (Library YouTube Page Views)	772	772	772	772	772	772	772	772	772	772	772	772	772	1,892	-59%

Library Activities – January 2026

Meetings and Continuing Education:

Adult Services

Narcan Training

Youth Services

Narcan Training

Youth Roku Devices

SLJ Day of Dialog: A Medley of Middle Grade Fiction

Prairie State Story League virtual meeting

RAILS: Neurodivergence and Customer Service

AI in K-12 Education: Help, Hindrance, or Highway to the Future?

BookList Webinar: Chapter Books and Early Readers

Membership Services

Narcan Training

137 New Library Cards

Technical Services

Narcan Training

Shall We Play a Game?: Cataloging Games – an online with the CMC webinar

RAILS: Developing AI Policies & Principles for Libraries with Dr. Brandy McNeil

RAILS – Neurodivergence and Customer Service

RAILS – Data in Libraries Networking Group Meeting

CCS – Standard Cataloging Rules and Practice (SCRAP) Advisory Group Meeting

OCLC – January 2026 Virtual AskQC Office Hours – Understanding LCSH free-floating subdivisions

RAILS – Technical Services Networking Group

RAILS/Illinois State Library – IPLAR Updates and Reporting Guidance

CMC – So, You Want to Start a Digitization Project

PCC – Introduction to EMCO

Administration

Narcan Training

RAILS/Illinois State Library – IPLAR Updates and Reporting Guidance

Developing AI Policies & Principles for Libraries with Dr. Brandy McNeil (RAILS)

The Creative and Passionate Art of Seeing Others Deeply

Stories of Hope: A Value Centered Approach to Storytelling

Media Services

Narcan Training

Communications

Narcan Training

ILA Marketing Forum: Accessibility

Learning Lab: Mix Up Your Summer Marketing Mindset

ALMA Book Buzz

LSC Knowledge Share

Date	Program	Presented by	Attendance
	For Children		
1/5	Panel to Panel Graphic Novel Book Club	L. Tripp (Staff)	9
1/7	Checkout @ Tri-Con	C. Hines (Staff)	15
1/8	Storytime @ Family Focus	H. Grasse (Staff)	37
1/8	PJ Storytime	M. Beach (Staff)	17
1/9	Storytime @ Little Giants	K. Dienes (Staff)	11
1/12	Rock & Read/ 11:30	K. Dienes (Staff)	32
1/13	Storytime @ Tri-Con	H. Grasse (Staff)	14
1/14	Baby Booktime/10:00	L. Tripp (Staff)	8
1/14	Baby Booktime/11:30	L. Tripp (Staff)	24
1/15	Rock & Read/10:30	K. Dienes (Staff)	24
1/15	Rock & Read/ 11:30	K. Dienes (Staff)	6
1/19	Drop-In Legos	B. Burns, H. Grasse (Staff)	37
1/20	Storytime @ JCYS Lutz Center (3 classes)	B. Burns (Staff)	54
1/21	Checkout @ Tri-Con	C. Hines (Staff)	12
1/21	Storytime @ Green Bay	K. Dienes (Staff)	3
1/24	District 112 iRead Kickoff	M. Beach (Staff)	450
1/28	Baby Booktime 10:00	L. Tripp (Staff)	18
1/28	Baby Booktime 11:30	L. Tripp (Staff)	14
1/2-1/31	Board Games	Youth Staff	31
1/2-1/31	100 Books Before High School	Youth Staff	1
1/2-1/31	Monarch Book Club	Youth Staff	1
1/2-1/31	Children's Choice Awards	Youth Staff	0
1/2-1/31	1000 Books Before Kindergarten	Youth Staff	3
1/5-1/11	Origami Challenge	B. Burns (Staff)	75
1/19-1/25	Grab & Go Craft: Paper Plate Twirler	K. Dienes (Staff)	100
1/2-1/18	Voting Jar: Will the Chicago Bears make it to the Super Bowl?		314
		Total Youth Attendance	1310
	For Adults		
Various	Book a Librarian	Media Services Staff	48
1/5	Caminando Juntos	J. Reyes, C. Rositas-Sheftel	275
1/10	Page Turners - "The Lost Man"	R. Hayes, M. Bulaich (Staff)	2
1/13	LSC Presents David Brooks	B. Keller (Staff)	92
1/14	Teen Time: Mario Kart Tournament	C. Medrano (Staff)	0
1/14	Enlightened Disagreement	B. Keller (Staff)	81
1/15	Memory Café	D. Alvey (Staff)	8
1/17	Game Play	A. Robb (Staff)	1
1/20	LSC Presents Journalist Julia Hotz	B. Keller (Staff)	42
1/22	Film Discussion: <i>Fargo</i>	A. Robb (Staff)	10
1/24	Bring Your Own Craft - Mil Colibris	R. Hayes, K. Sleyko (Staff)	8
1/26	Speed Puzzle Competition	C. Medrano (Staff)	20
1/27	Readers Round Table	M. Bulaich (Staff)	6
1/27	Civic Empowerment - Paul Lisnek	B. Keller (Staff)	17

1/28	Job Search Like a Pro - Erica Reckcamp	B. Keller (Staff)	9
1/28	LSC Presents Liz Moore	B. Keller (Staff)	62
12/1-12/31	Community Puzzle Station	C. Medrano (Staff)	31
		Total Adult Attendance	712

TOTAL PROGRAM ATTENDANCE 2022

Outreach

1/19	MLK Day of Service	Alvey, Rositas-Sheftel, Quinlan	115
1/24	iRead	Pleas, Quinlan	238
			353

Social Media Engagements

	Social Media Insights (Facebook, Instagram)		876
	Video Engagement (Library You Tube Page Visits)		772
		Total Social Media	1648

New Hires:

Nuvia Morales Page

Departures:

None



Daniela Segoviano (center) with her team at Mil Colibris Bakery and Cafe in Highland Park.

[Highland Park, News](#)

After difficult stretch, it's closing time for Highland Park's Mil Colibris Bakery and Cafe

By Zofeen Maqsood | 1:13 a.m. January 28, 2026

It has been a brutal winter for most Chicagoans. But for Daniela Segoviano and Mil Colibris Bakery and Cafe in Highland Park, the cold snap also brought along the closure of her beloved cafe.

The neighborhood bakery that sat at 481 Roger Williams Ave. in the Ravinia neighborhood closed its doors to customers on Sunday, January 25.

For Segoviano, popularly known as Dani, the farewell has been both emotional and cathartic.

"It was an incredibly tough decision," she said. "This winter was unusually harsh for sales. We reached a point where it was no longer sustainable. I simply didn't have any money left in my account to keep it going."

Segoviano opened Mil Colibris (Spanish for "a thousand hummingbirds") in the fall of 2023. Her American-meets-Mexican menu was an instant hit, and the cafe soon became known for their breakfast burritos and Mexican breads, such as conchas.

The most recent summer looked particularly promising with a lot of events and people coming in for breakfast and lunch. Menu items such as mushroom, leek and goat cheese quiche and avocado paninis were frequently ordered, according to the Mil Colibris team.



Mil Colibris opened in the Ravinia business district of Highland Park in 2023.

As a small business owner, Segoviano was aware of the sales slump during colder months and was prepared for a somewhat slow winter. But what she did not anticipate was a drastic reduction in footfalls.

“Most bakeries bank on holiday season sales to survive the rest of the winter months. But for us, beginning in September, the sales began dipping,” she said. “I could not understand why, as we maintained the same excellent quality. We did not get enough Thanksgiving orders, and then the slowdown during Christmas drained our finances.”

Segoviano tried reducing hours to keep her business afloat, hoping things would improve. But of late, most of her baked goods were either being donated or trashed.

For a small, community-based business, five months of slowing revenue proved decisive, and Segoviano’s dream bakery bore the brunt.

She said that her husband is very supportive and has continued providing while she built her passion venture. But after a point, she did not want her family to put up with a struggling business.

As for the future, Segoviano hopes that she can find a buyer who can continue the cafe with the same passion and spirit, and possibly the same name. She would love to assist with a smooth transition.

And even though she had not yet thought in that direction, she would also be happy to find a partner who can come onboard and help with the finances while she can continue her creativity in the kitchen.

Segoviano’s business lasted for two short years in Highland Park, but the cafe left its mark among the locals.

“When we opened our operations, people were very excited; we had many returning customers,” she said. “Some would come every day for bread or brunch.”

She also credits the local organizations for their collaborations. The Highland Park Public Library regularly ordered from Mil Colibris and hosted community events like crafting clubs in the cafe.

Segoviano also appreciated the support she got from the Highland Park Community Foundation and loved participating in the Dia de Muertos Week, a community event by the City of Highland Park.

For someone who lived in Montana for many years before coming to Highland Park, Segoviano cherishes the warmth she got from the community as she highlighted her Mexican heritage through her celebrations and her menu.

“Montana is not very diverse, and I am not sure if I would have been able to bring this to life there,” she said. “But here in Highland Park, the community instantly took to the concept.”

And while Segoviano has not been baking in recent days, she is not sure how long she be away from her kitchen.



Dani Segoviano, a Highland Park resident, said, “I am not going anywhere; I hope to see my customers at the grocery store, at the movies, or down the streets.”

“My hands just can’t rest,” said Segoviano, who also used to run an online cake baking service before opening the cafe; though, she hasn’t yet planned on reviving it.

Segoviano said that while she will miss seeing her customers, as a Highland Park resident, she is hopeful she will run into them here and there: “I am not going anywhere; I hope to see my customers at the grocery store, at the movies, or down the streets.”

After announcing the closure on their social media page, Segoviano received an outpouring of love through messages online and sales of the remaining inventory.

Joe Peddle, a longtime Highland Park resident and an active community member, told *The Record*, “They are incredibly nice people, and the place served wonderful food. I will truly miss what they brought to Ravinia and Highland Park.”

Though her next chapter is still undecided, Segoviano is manifesting that her dream finds its way forward. For now, she is holding tight to all her baking equipment, decor and fixtures. But if no one comes forward to continue her labor of love, Segoviano may have to sell them off, one cherished possession at a time.

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Library Goal 1: Improve physical accessibility by completing the library expansion, providing larger activity spaces, an ADA-accessible elevator, and ADA-accessible restrooms.

Project Timeline and Monthly Progress:

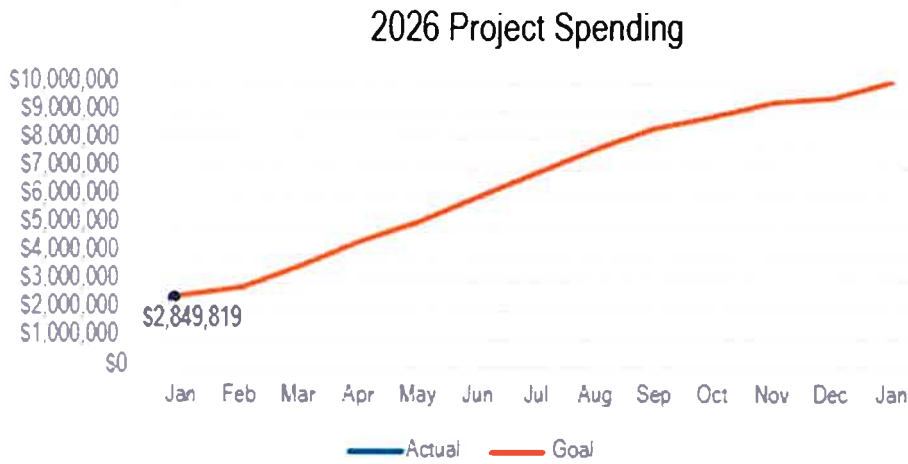
- **Construction timeline:**
 - Construction Substantial Completion Dates
 - Lower-level makerspace and workrooms – March 2026
 - Stair & elevator – April / May 2026 respectively
 - Addition, Youth Services, and Community Room – August 2026
 - Archive & main floor gallery – October 2026
- **Construction progress:**
 - Continue pouring addition foundations (delayed due to cold weather)
 - Backfill remaining foundations
 - Complete soffit framing and drywall in lower-level
 - Investigate foundation water infiltration in lower-level
 - Complete remaining drywall
 - Begin taping of new drywall
 - Install ceiling grid
- **Construction outlook:**
 - February 2026
 - Complete pouring addition foundations and foundation wall (2/18)
 - Backfill remaining foundations and foundation wall (2/23)
 - Commence structural steel (2/25)
 - Painting in lower-level
 - Install ceiling tiles
 - Mechanical, electrical, and sprinkler work
 - City Inspections of overhead equipment
- **Delays:**
 - Cold weather impacted January progress

Project Budget and Monthly Spending:

	Project Budget	Spent to Date
Consultant, Insurance, Legal, Permit	\$ 817,125	\$ 788,555
Building Construction (Lo Destro)	\$ 8,684,500	\$ 1,828,116
Furniture, Fixtures and Equipment	\$ 424,500	\$ 224,175
Moving & Other	\$ 138,875	\$ 8,973
Total	\$ 10,065,000	\$ 2,849,819

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Project Budget and Monthly Spending:

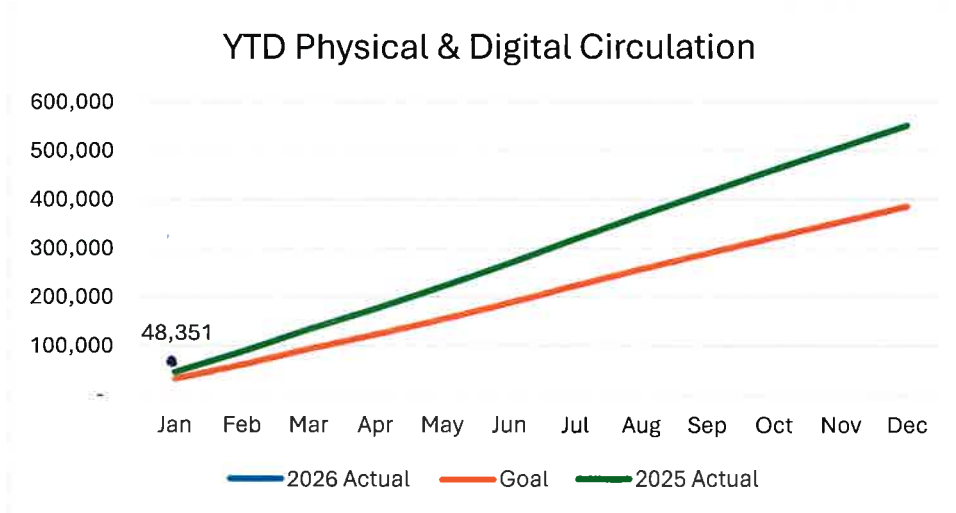


Administration (Admin)
<ul style="list-style-type: none"> • Attended bi-weekly construction update meetings. • Update staff on operational impacts. • Finalized furniture and shelving orders.
Information Technology (IT)
<ul style="list-style-type: none"> • Attending bi-weekly construction update meetings. • Gathering quotes from vendors for networked end devices.
Facility
<ul style="list-style-type: none"> • Attended bi-weekly construction update meetings. • Supported investigation of lower-level water issue.

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Library Goal 2: Optimize community use of library services and collections in the face of temporary disruptions related to the expansion project by providing effective service and responding to patron and staff needs.

Collection Usage:



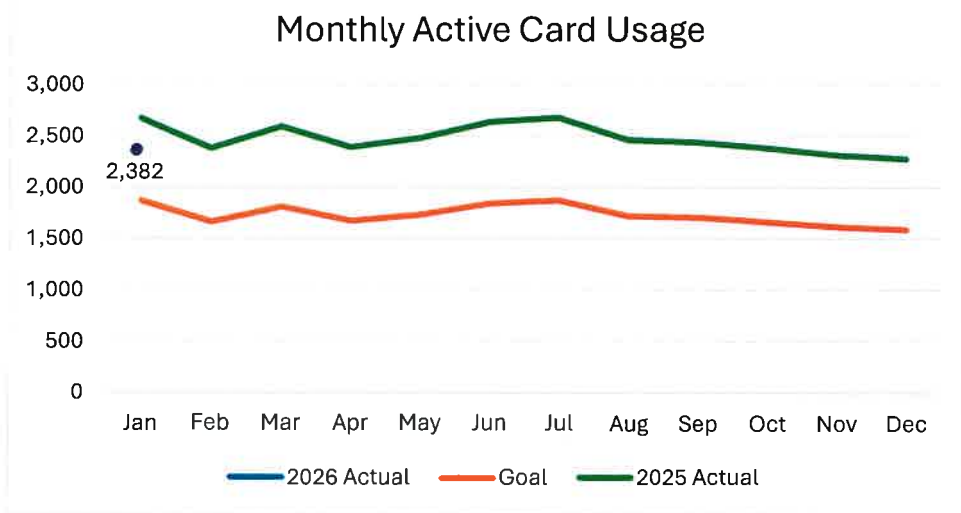
<p>Adult Services (Adult)</p> <ul style="list-style-type: none"> Set up Mini & Mighty Teen Collection behind the Adult Services desk with 256 items, half currently checked out.
<p>Communications (Comms)</p> <ul style="list-style-type: none"> Sent monthly Check It Out! Email to promote collection to 155 patrons; 61% open rate, 3.2% click rate. Sent an automated email Welcome Campaign to new cardholders with content to raise awareness of services and collections. A series of three emails; first sent within 24 hours of obtaining a card, the next two sent in 7-day increments. <ul style="list-style-type: none"> Welcome #1: 51.8% open, 27% click rate Welcome #2: 49.3% open, 8.8% click rate Welcome #3: 47.5% open, 5% click rate Promoted Tumblebooks in youth email; 10 clicks. Promoted Udemy in adult email, alongside job search program; 40 clicks. Promoted Curbit in monthly email; 20 clicks. Promoted Library of Things (LOT) collection in monthly email. Highlighted Ukuleles and sewing machines/one-on-one tech help. <ul style="list-style-type: none"> LOT; 51 link clicks Ukuleles; 40 link clicks Sewing machines; 44 link clicks

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Technical Services (Tech)

- JY Merge: 40% complete, up from 38% at the end of December. Cynthia has weeded additional items and moved a few items to Teen for “Mini Teen.”
- Items in process over 6 weeks: 1, down from 6 at the end of December. Starting a new streak of meeting the goal!

Library Card Usage:

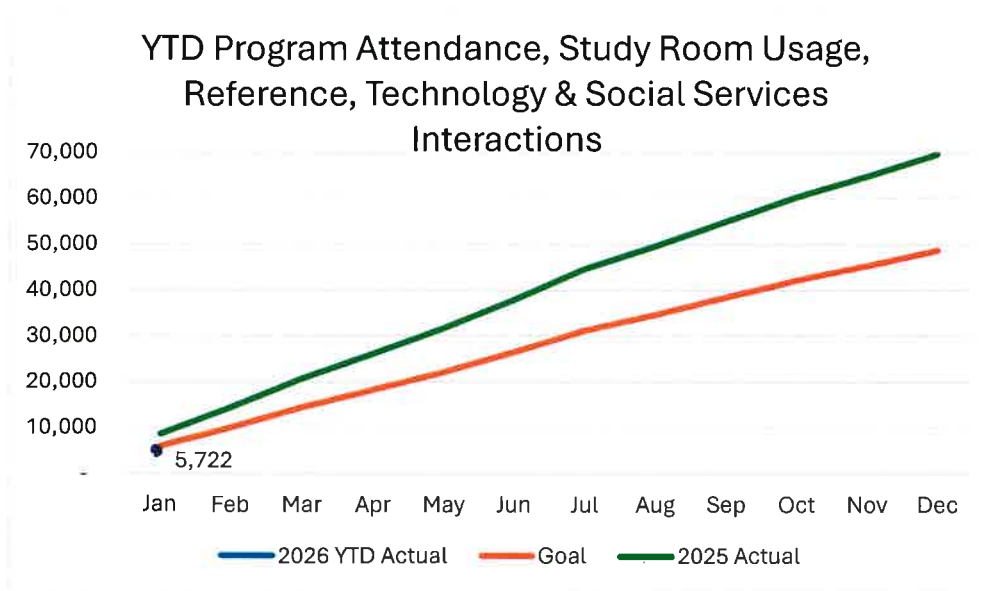


Communications (Comms)

- Automated monthly bounced email report generated. Creating a process to correct them in the ILS is in progress.

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Services Usage:



Communications (Comms)

- Off-site program, Enlightened Disagreement, drew 81 attendees on a very cold evening, including Mayor Nancy Rotering, who gave opening comments.

Social Services (SS)

- Secured presenters, confirm program logistics, and explore alternative community locations—including collaboration with the Chicago Botanic Garden and the Park District of Highland Park. Met with the City’s Resilience Division to plan a 2026 calendar of monthly trauma-informed programs and working on the plans to launch a grief support group after the summer.

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Communications:

Note: Communications that support Goal 2 service initiatives will be reported above. Communications that support awareness about use of the facility during construction (timelines, benefits, progress, service interruptions, etc.) will be reported below.

Communications (Comms)

- Expansion sign for construction fence with QR code to Reimagine webpage; 4 scans. Indoor signage with QR codes to the Reimagine webpage; 11 scans.
- Shared new HP Archive image as a teaser of what the expansion project will bring in monthly email; 44.80% open rate.
- Created a webpage with detailed information about moving the teen collection and gave directions to access teen books from other libraries; 39 clicks.
- No Friends book donations signage directing patrons to other local libraries accepting donations; 3 scans.
- Added expansion summary in email #1 of Welcome Campaign with link to Reimagine page; sent to 137 people, 2 link clicks.
- Featured the expansion and Reimagine website, with QR code to Reimagine Page in Dec-Feb Highlander (released 12/20/25); 18 scans.
- Poster featuring construction photos displayed by the self-checkout machines.

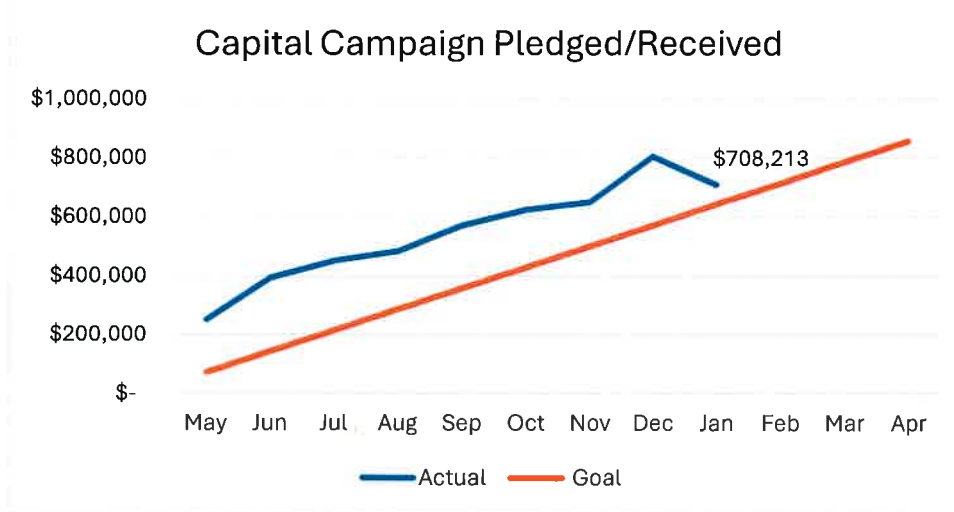
Library Goal 3: Increase website and digital technology accessibility by working to conform to the Web Content Accessibility Guidelines (WCAG), 2.1, Level AA, providing ADA accessible user interfaces.

Communications: Web & Digital Technology Accessibility Group

- Mark Superczynski and Jill Alfrejd attended ILA-Accessibility and Beyond webinar and Shared highlights with the committee.
- Two new members, TJ Moaton and Michael Drozdowski, joined the committee.
- Members will use February & March meeting time to work on PDFs for board packets, Vendor Accessibility Conformance Report, and homepage compliance.

PROGRESS TO GOAL: 2026 cumulative data reporting with monthly activities

Library Goal 4: Launch and successfully complete the “Reimagine Your Library” fundraising campaign to raise \$1 million for the expansion project, ensuring necessary resources are available to enhance services, spaces, and community impact.



Administration (Admin) & Communications (Comms)

- \$404,000 pledged and \$304,213 received for a total of \$708,213. This is down from last month due.
- Prominently featured the capital campaign in the Dec-Feb Highlander with a QR code; 18 scans.
- Shared new HP Archive image as a teaser, including opportunity for naming rights in monthly email; 44.80% open rate.
- Shared achievement of 80% campaign milestone, asking for donations to reach final goal in monthly email:
 - o 30 link clicks to donate
 - o 76 to view the digital donor wall

DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous ?
Jan-26	Could you please get Tonies characters, offer more events for three year olds, provide more toys to checkout, and create an imaginative play area? Thank you.	C/PR	Toys/Imaginative play area/Kids Events	N
Jan-26	TJ was amazing and really helped me with my situation. I couldn't be happier with the service I received!	ST	TJ Moaton	Y
Jan-26	The quality of paper in the printer is horrible! I come only to print resumes. I would be willing to pay 25 cents to have decent paper.	S	Paper	N
Jan-26	I have been coming to the HP Library for many many years. Yulia is the ideal librarian. She is polite, kind, informative, always helpful, and does it all promptly. Perfect!	ST	Yuliya White	N
Jan-26	TJ is a great asset to the library. He is so knowledgeable! He helped us with many phone issues and how to search for documents etc. TJ has a wonderful attitude, professionalism, and expertise.	ST	TJ Moaton	N
Jan-26	Please offer more 30 Books in 30 Minutes programs.	PR	30 Book in 30 Minutes	N
Jan-26	TJ and Juan are wonderful! They went above and beyond their jobs to help me. Kudos to them!	ST	Juan Reyes and TJ Moaton	N
Jan-26	Please replace or fix the printer. Money for the new addition should also mean updating or repairing too.	S	Printer	Y
B = Building		P=Policy		PR=Programs
F = Food & Beverage		S=Services		R=Renovation
C = Collection		ST=Staff		CS=Computer System