# PUBLIC MEETING NOTICE

## Highland Park Public Library Board of Trustees
Lower-Level Meeting Room
January 16, 2024, 7:00 p.m.

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

**On a computer:** https://bit.ly/HPLibBoardMtg      **Password:** HPLibrary
**On a phone:** (312) 626-6799 **Webinar ID:** 843 1227 6146      **Password:** 766561727

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

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

## AGENDA

1. Call to order and roll call
2. Consent agenda
   - Approval of December 19, 2023 regular meeting minutes
   - Approval of December 2023 Bill List – motion from Rich Basofin, Treasurer
   - Approval of December 2023 Financial Reports – motion from Rich Basofin, Treasurer
3. Comments from the public
4. Report of the President – Rob Olian
   - Committee appointments
5. Report of the Executive Director – Heidi Smith
6. Other committee and liaison reports
   - Architectural Liaisons – Rob Olian, Carol Wolfe
   - Development Committee – Irene Hoffman
7. Old and new business
8. Closed session
9. New business
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
December 19, 2023

CALL TO ORDER
President Wolfe, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE
**Members Present:** Rich Basofin, Rob Biederman, Alicia De La Cruz, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian, Carol Wolfe, Peter Zotos
**Members Absent:** None
**Others Present:** Kim Stone, Catherine Lambrecht, Darren Schretter, Pamela Siegel, Heidi Smith

APPROVAL OF MINUTES
**Trustee De La Cruz moved and Trustee Hoffman seconded a motion to approve the November 14, 2023 regular meeting minutes, November 2023 Bill List, November 2023 Financial Reports, the 2024 budget, and approval of transfer to Special Reserve Fund on the consent agenda. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

COMMENTS FROM THE PUBLIC
Catherine Lambrecht, member of the Historical Society, shared her thoughts about the proposed new location of the archives and donation of historical documents.

REPORT OF THE ARCHITECTURAL LIAISONS
Darren Schretter from Studio GC shared an updated presentation on the building expansion project. There will be changes in the lower-level entrance to accommodate the new elevator but most of the work will be done to the west side of the building. Discussion followed regarding the west entrance, egress, and restrooms.

Director Smith stated that if the Board agrees with the updated plan, the next steps will be to move forward with StudioGC and share the concept with the community. Trustee Zotos suggested building excitement and engaging donors during this stage of the project.

REPORT OF THE PRESIDENT
President Wolfe's report included the following:
- President Wolfe reported that Alicia De La Cruz has been reappointed for a second term on the Library Board.
- She shared that it has been an honor to serve as President for the last two years. President Wolfe loved working with Director Smith and the staff and tells everyone the trustees make up the most amazing board. She stated that upcoming President Olian is the perfect person to lead the Library through the expansion and the next couple of years.
- Trustee Olian remarked that he knew President Wolfe would be a great president. She exceeded all expectations and did a wonderful job during a time with high turnover in trustees. He believes it's one of the best boards the Library has ever had.

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## REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith shared that she received a draft of the parking study. The review determined that if the overflow parking deck is included, there is enough parking. The expansion would require an additional 17 spaces. Director Smith will speak to the City about obtaining parking spots in the Metra train station. Council member Stone offered to follow up on parking in the Metra lot.

## REPORT OF THE DEVELOPMENT COMMITTEE

Chair Hoffman reported the Committee met and has been very productive. A list of 2023 donors has been added to the donation webpage. They are working on building stronger connections with the Friends of the Library and invited them to add their donors to the page as well. In addition, language about gifts of stocks has been added to the webpage. Staff is working on developing talking points for current donors and will be offering reserved seating at upcoming programs. The Committee also talked about an annual fund and will work on messaging with the Friends to differentiate from the Friends.

## REPORT OF THE OPERATIONS & POLICY COMMITTEE

Trustee Olian reported the Operations & Policy Committee met to review several policies: the ADA Policy, the By-laws, the Personnel Manual and the new Policy Development Policy.

**Trustee Olian moved and Trustee Zotos seconded a motion to approve the ADA Policy as revised. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

**Trustee Olian moved and Trustee Lapin Olian seconded a motion to approve the By-laws Policy as revised. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

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

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

**Trustee moved Olian and Trustee Zotos seconded a motion to approve the Policy Development Policy as presented. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

## REPORT OF THE NOMINATING COMMITTEE

President Wolfe presented the 2023 slate of officers: Rob Olian, President, Carol Wolfe, Vice-President, Rich Basofin, Treasurer, and Rebecca Nathanson, Secretary.

**Trustee Biederman moved and Trustee Zotos seconded a motion to approve the 2024 slate of officers. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

OLD AND NEW BUSINESS
Director Smith reported a program summary was included in the packet. In May, there will be a winetasting book pairing program. Per the Behavior Policy, board approval is required to have wine in the building.

**Trustee Olian moved and Trustee Hoffman seconded a motion to approve an exception to the Behavior Policy to allow wine at the "Page Pairings" Library-sponsored program. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

CLOSED SESSION
**Trustee Olian moved and Trustee Zotos seconded a motion to adjourn to closed session to discuss the approval and release of closed session minutes and the discussion of the 2024 Executive Director performance and compensation at 8:22 p.m. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

RETURN TO OPEN SESSION
Trustee Lapin Olian moved and Trustee Nathanson seconded a motion to adjourn closed session. President Wolfe adjourned the closed session at 8:32 p.m. and reconvened an open session.

**Trustee De La Cruz moved and Trustee Hoffman seconded a motion to increase Executive Director Heidi Smith's salary to $145,230. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

**Trustee Olian moved and Trustee Nathanson seconded a motion to approve and open closed session minutes from July 18, 2023 and keep the remaining closed session minutes closed. The motion passed unanimously.**

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Zotos
Nays: None
Abstain: Wolfe
MOTION CARRIED

**Trustee Olian moved and Trustee Basofin seconded a motion to destroy closed session recordings from 2022: April 12, May 10, and June 14. The motion passed unanimously.**

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Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

## ADJOURNMENT

Trustee Zotos moved to adjourn the meeting. President Wolfe, presiding, adjourned the meeting at 8:35 p.m.

Ayes: Basofin, Biederman, De La Cruz, Hoffman, Nathanson, Lapin Olian, Olian, Wolfe, Zotos
Nays: None
MOTION CARRIED

Submitted by: Pamela Siegel
Reviewed by: Heidi Smith, Rebecca Nathanson
Approved:

# HIGHLAND PARK PUBLIC LIBRARY
## BALANCE SHEET
### December 31, 2023 (Unaudited)

| 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 | 183,720 | | 183,720 | | | | | 183,720 |
| U.S. Government Select MM | 423,003 | 33,616 | 456,620 | 54,689 | - | 650,001 | | 1,161,309 |
| Petty Cash | 434 | | 434 | | | | | 434 |
| | 607,156 | 33,616 | 640,773 | 54,689 | - | 650,001 | | 1,345,462 |
| **INVESTMENTS** | | | | | | | | |
| Certificates of Deposit | 2,160,000 | 270,000 | 2,430,000 | - | 383,000 | 3,593,000 | | 6,406,000 |
| INTERFUND LIABILITY – DUE FROM (TO) | 10,407 | 3,480 | 13,887 | (52) | (13,835) | - | | - |
| **OTHER CURRENT ASSETS** | | | | | | | | |
| Receivables | 5,559,800 | | 5,559,800 | | | | | 5,559,800 |
| Prepaid Expense/Accrued Revenue | 27,581 | - | 27,581 | | 5,835 | 30,042 | | 63,457 |
| | 5,587,381 | - | 5,587,381 | - | 5,835 | 30,042 | | 5,623,257 |
| **CAPITAL ASSETS** | | | | | | | 6,792,438 | 6,792,438 |
| **TOTAL ASSETS** | 8,364,944 | 307,096 | 8,672,041 | 54,637 | 375,000 | 4,273,042 | 6,792,438 | 20,167,157 |
| **LIABILITIES** | - | - | - | - | - | - | - | - |
| **ACCRUED EXPENSES** | | | | | | | | |
| Accrued Salaries & Benefits | 69,545 | | 69,545 | - | | | | 69,545 |
| Accrued Bill List | 114,625 | - | 114,625 | - | | | | 114,625 |
| | 184,170 | - | 184,170 | - | | | | 184,170 |
| **OTHER CURRENT LIABILITIES** | | | | | | | | |
| Deferred Revenue, Property Taxes | 5,559,800 | | 5,559,800 | | | | | 5,559,800 |
| Deferred Revenue, Other | - | | - | | | | | - |
| **TOTAL LIABILITIES** | 5,743,970 | - | 5,743,970 | - | | | | 5,743,970 |
| **FUND EQUITY** | | | | | | | | |
| **INVESTMENT IN CAPITAL ASSETS** | | | | | | | 6,792,438 | 6,792,438 |
| **FUND BALANCES** | | | | | | | | |
| Beginning Balance | 2,507,843 | 270,564 | 2,778,408 | 50,193 | 375,150 | 3,341,385 | - | 6,545,135 |
| Current Year Earnings | 113,130 | 36,532 | 149,662 | 4,444 | (150) | 931,657 | | 1,085,614 |
| TOTAL FUND BALANCES | 2,620,974 | 307,096 | 2,928,070 | 54,637 | 375,000 | 4,273,042 | - | 7,630,749 |
| **TOTAL LIABILITIES AND FUND BALANCES** | 8,364,944 | 307,096 | 8,672,041 | 54,637 | 375,000 | 4,273,042 | 6,792,438 | 20,167,157 |

# HIGHLAND PARK PUBLIC LIBRARY
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
### For the Twelve Months Ended December 31, 2023   (Unaudited)

| | GENERAL FUND | UNRESTRICTED GIFT FUND | TOTAL GENERAL FUND | RESTRICTED GIFT FUNDS | LLWCF | SPECIAL RESERVE | TOTAL |
|---|---|---|---|---|---|---|---|
| **REVENUE** | | | | | | | |
| Property Taxes | $ 5,204,326 | | $ 5,204,326 | | | | $5,204,326 |
| Gifts and grants | 65,037 | 33,598 | 98,634 | 22,384 | | | 121,019 |
| **OTHER REVENUE** | | | | | | | |
| Fees - Impact | 16,006 | | 16,006 | | | | 16,006 |
| Library U | 7,545 | | 7,545 | | | | 7,545 |
| Fines and Misc Revenue | 15,547 | | 15,547 | | | | 15,547 |
| Investment Income | 109,243 | 2,935 | 112,178 | 2,448 | 14,898 | 81,657 | 211,180 |
| Per Capita | 44,510 | | 44,510 | | | | 44,510 |
| State Corporate Replacement Tax | 132,560 | | 132,560 | | | | 132,560 |
| Transfers | (634,952) | 0 | (634,952) | 0 | (15,048) | 650,000 | 0 |
| **TOTAL REVENUE** | 4,959,821 | 36,532 | 4,996,353 | 24,832 | (150) | 731,657 | 5,752,692 |
| | | | | | | | |
| **EXPENSE** | | | | | | | |
| **OPERATING EXPENSE** | | | | | | | |
| Salaries | 2,538,374 | | 2,538,374 | | | | 2,538,374 |
| Payroll Taxes | 195,771 | | 195,771 | | | | 195,771 |
| IMRF | 49,257 | | 49,257 | | | | 49,257 |
| Insurance - Health | 331,728 | | 331,728 | | | | 331,728 |
| Subtotal - Salaries & Benefits | 3,115,130 | 0 | 3,115,130 | 0 | 0 | 0 | 3,115,130 |
| Books, Audiovisual & Electronic Resources | 556,141 | | 556,141 | 0 | | | 556,141 |
| Cataloging & Processing | 20,018 | | 20,018 | | | | 20,018 |
| Insurance - General | 90,764 | | 90,764 | | | | 90,764 |
| Legal | 1,755 | | 1,755 | | | | 1,755 |
| Library U | 11,635 | | 11,635 | | | | 11,635 |
| Maintenance of Building | 173,144 | | 173,144 | 0 | | | 173,144 |
| Maintenance of Equipment & Software | 138,148 | | 138,148 | | | | 138,148 |
| Maintenance of Grounds | 32,327 | | 32,327 | 0 | | | 32,327 |
| Marketing | 12,160 | | 12,160 | 0 | | | 12,160 |
| Postage | 7,082 | | 7,082 | | | | 7,082 |
| Programs | 42,537 | | 42,537 | 16,897 | | | 59,434 |
| Supplies & Services | 186,977 | | 186,977 | 3,491 | | | 190,468 |
| Telephone | 22,369 | | 22,369 | | | | 22,369 |
| Training | 16,824 | | 16,824 | 0 | | | 16,824 |
| Subtotal Other Operating Expenses | 1,311,882 | 0 | 1,311,882 | 20,388 | 0 | 0 | 1,332,270 |
| Total Operating Expense | 4,427,012 | 0 | 4,427,012 | 20,388 | 0 | 0 | 4,447,400 |
| **CAPITAL EXPENSE** | | | | | | | |
| Building & Grounds Improvement | 95,528 | | 95,528 | | | | 95,528 |
| Computerization | 43,508 | | 43,508 | | | | 43,508 |
| Furniture & Equipment | 13,217 | | 13,217 | 0 | | | 13,217 |
| Total Capital Expense | 152,253 | 0 | 152,253 | 0 | | 0 | 152,253 |
| Building Expansion Fund | 200,000 | | 200,000 | | | (200,000) | 0 |
| Debt Service Expense | 67,425 | | 67,425 | | | | 67,425 |
| **TOTAL EXPENSE** | 4,846,691 | 0 | 4,846,691 | 20,388 | 0 | (200,000) | 4,667,079 |
| | | | | | | | |
| 2023 Year to Date Net Revenue or (Expense) | 113,130 | 36,532 | 149,662 | 4,444 | (150) | 931,657 | 1,085,614 |
| | | | | | | | |
| 12-31-22 FUND BALANCE (audited) | 2,507,843 | 270,564 | 2,778,408 | 50,193 | 375,150 | 3,341,385 | 6,545,135 |
| | | | | | | | |
| FUND BALANCE AT MONTH END | $ 2,620,974 | $ 307,096 | $ 2,928,070 | $ 54,637 | $375,000 | $4,273,042 | $7,630,749 |

| | Actual | | | | General Fund Budget 12 months | YTD 2023 as % of 12 month | Budget Remaining |
| | Month of December | | Twelve Months Ended December 31, | | | | |
| | 2023 | 2022 | 2023 | 2022 | 2023 | Budget | thru Year-end |
|---|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | | |
| REVENUE | | | | | | | |
| Property Taxes | $ 102,394 | $ 110,201 | $ 5,204,326 | $ 5,168,278 | $ 5,194,900 | 100.18% | $ (9,426) |
| Other Income | | | | | | | |
| Fees - Impact | - | - | 16,006 | 55,724 | 5,000 | 320.12% | (11,006) |
| Library U | 180 | - | 7,545 | 3,772 | | | (7,545) |
| Fines and Miscellaneous Revenue | 826 | 935 | 15,547 | 19,667 | 20,600 | 75.47% | 5,053 |
| Gifts and Grants | 26,446 | 2,845 | 98,634 | 34,168 | 25,000 | 394.54% | (73,634) |
| Investment Income | 33,596 | 13,567 | 112,178 | 34,083 | 1,000 | 11217.77% | (111,178) |
| Per Capita | - | - | 44,510 | 44,510 | 35,000 | 127.17% | (9,510) |
| State Corporate Replacement Tax | 5,987 | 10,221 | 132,560 | 159,335 | 42,000 | 315.62% | (90,560) |
| Transfer from LLWCF | 15,048 | 1,614 | 15,048 | 1,614 | 300 | 5015.96% | (14,748) |
| Transfer from Unrestricted Gift Fund | - | | - | | | - | - |
| Transfer to General from Unrestricted Gift Fur | - | | - | | | - | |
| Transfer (to) from Special Reserve | (650,000) | (1,000,000) | (650,000) | (1,000,000) | | - | 650,000 |
| TOTAL OTHER INCOME | (567,917) | (970,819) | (207,973) | (647,128) | 128,900 | -161.34% | 336,873 |
| TOTAL REVENUE | (465,523) | (860,618) | 4,996,353 | 4,521,150 | 5,323,800 | 93.85% | 327,447 |
| EXPENSE | | | | | | | |
| OPERATING EXPENSE | | | | | | | |
| Salaries | 222,450 | 194,635 | 2,538,374 | 2,374,670 | 2,740,000 | 92.64% | 201,626 |
| Payroll Taxes | 16,677 | 14,549 | 195,771 | 184,190 | 206,000 | 95.03% | 10,229 |
| IMRF | 6,152 | 18,638 | 49,257 | 121,586 | 55,000 | 89.56% | 5,743 |
| Group Insurance | 29,922 | 29,534 | 331,728 | 328,852 | 450,000 | 73.72% | 118,272 |
| Subtotal - Salaries & Benefits | 275,201 | 257,356 | 3,115,130 | 3,009,298 | 3,451,000 | 90.27% | 335,870 |
| Books, AV & Electronic Res. | 50,040 | 73,870 | 556,141 | 536,959 | 574,000 | 96.89% | 17,859 |
| Cataloging & Processing | 1,012 | 1,150 | 20,018 | 20,556 | 31,000 | 64.57% | 10,982 |
| Insurance - General | 2,551 | - | 90,764 | 96,352 | 104,000 | 87.27% | 13,236 |
| Legal | - | - | 1,755 | 10,013 | 5,000 | 35.10% | 3,245 |
| Library U | - | - | 11,635 | 6,270 | - | | (11,635) |
| Maintenance - Building | 12,935 | 15,597 | 173,144 | 190,060 | 140,000 | 123.67% | (33,144) |
| Maintenance - Equip. & Software | 7,498 | 2,135 | 138,148 | 111,019 | 125,000 | 110.52% | (13,148) |
| Maintenance - Grounds | 3,142 | 3,074 | 32,327 | 17,143 | 14,000 | 230.91% | (18,327) |
| Marketing | 10,070 | 5,286 | 12,160 | 6,020 | 9,000 | 135.12% | (3,160) |
| Postage | 1,498 | 204 | 7,082 | 4,331 | 8,000 | 88.52% | 918 |
| Programs | 2,438 | 988 | 42,537 | 19,629 | 26,000 | 163.60% | (16,537) |
| Supplies & Services | 13,651 | 19,887 | 186,977 | 89,630 | 100,400 | 186.23% | (86,577) |
| Telecommunications | 1,880 | 1,911 | 22,369 | 23,782 | 23,000 | 97.26% | 631 |
| Training | 902 | 2,214 | 16,824 | 8,749 | 26,000 | 64.71% | 9,176 |
| Subtotal - Other Operating Expenses | 107,617 | 126,317 | 1,311,882 | 1,140,511 | 1,185,400 | 110.67% | (126,482) |
| Total Operating Expense | 382,818 | 383,673 | 4,427,012 | 4,149,809 | 4,636,400 | 95.48% | 209,388 |
| CAPITAL EXPENSE | | | | | | | |
| Building & Grounds Improvement | 4,338 | - | 95,528 | 56,948 | 375,000 | 25.47% | 279,472 |
| Computerization | 2,294 | 10,995 | 43,508 | 52,891 | 35,000 | 124.31% | (8,508) |
| Furniture & Equipment | 12,423 | 5,233 | 13,217 | 23,065 | 10,000 | 132.17% | (3,217) |
| Total Capital Expense | 19,055 | 16,229 | 152,253 | 132,905 | 420,000 | 36.25% | 267,747 |
| Expansion Reserve Fund | - | - | 200,000 | 200,000 | 200,000 | 100.00% | - |
| Debt Service Expense | - | - | 67,425 | 68,425 | 67,400 | 100.04% | (25) |
| TOTAL EXPENSE | 401,873 | 399,902 | 4,846,691 | 4,551,139 | 5,323,800 | 91.04% | 477,109 |
| Net Revenue (Expense) | $ (867,396) | $ (1,260,520) | $ 149,662 | $ (29,989) | $ - | | $ (149,662) |

Benchmark: 12 months of 12 = 100% year complete.

## HIGHLAND PARK PUBLIC LIBRARY
## STATEMENT OF REVENUES AND EXPENDITURES
## BUDGET COMPARISON
## For the Period Ended December 31, 2023   (Unaudited)

| | Actual | | | |
|---|---|---|---|---|
| | **Month of December** | | **Twelve Months Ended December 31,** | |
| | **2023** | **2022** | **2023** | **2022** |
| **RESTRICTED GIFT FUNDS** | | | | |
| Revenue | | | | |
| Donations - Miscellaneous | $        - | $        - | $        75 | $    3,729 |
| Donations - Arenberg | - | - | - | - |
| Friends Receipts | 6,656 | 4,986 | 22,309 | 42,068 |
| Total Donations | 6,656 | 4,986 | 22,384 | 45,797 |
| Interest Income | 244 | 124 | 2,448 | 469 |
| Transfer to  General Fund | | | | |
| Total Revenue, Gift Funds | 6,900 | 5,110 | 24,832 | 46,266 |
| | | | | |
| Books | - | 38 | - | 579 |
| Maintenance - Building | - | - | - | - |
| Programs | - | - | - | - |
| Supplies and Services | - | - | - | 167 |
| Friends: | | | | |
| Maintenance - Building | - | - | - | - |
| Marketing | - | - | - | - |
| Programs | - | - | 16,897 | 12,380 |
| Supplies and Services | - | 1,574 | 3,491 | 12,848 |
| Total Operating Expenses | - | 1,612 | 20,388 | 25,973 |
| Capital Expense | | | | |
| Furniture & Equipment | - | - | - | - |
| Furniture & Equipment, Friends | - | - | - | 18,063 |
| Total Capital Expenses | - | - | - | 18,063 |
| Total Gift Fund Expenses | - | 1,612 | 20,388 | 44,036 |
| GIFT FUNDS Net Revenue (Expense) | 6,900 | 3,499 | 4,444 | 2,230 |
| | | | | |
| **LLWCF** | | | | |
| Interest Income | 5,840 | 417 | 14,898 | 1,756 |
| Transfer from (to) General Fund | (15,048) | (1,614) | (15,048) | (1,614) |
| | | | | |
| LLWCF Net Revenue(Expense) | (9,207) | (1,197) | (150) | 142 |
| | | | | |
| **SPECIAL RESERVE** | | | | |
| Interest Income | 30,156 | 5,387 | 81,657 | 10,134 |
| Building Expansion Fund Revenue | - | - | 200,000 | 200,000 |
| Transfer from (to) General Fund | 650,000 | 1,000,000 | 650,000 | 1,000,000 |
| | | | | |
| SPECIAL RESERVE Net Revenue(Expense) | 680,156 | 1,005,387 | 931,657 | 1,210,134 |
| | | | | |
| | | | | |
| TOTAL LIBRARY Net Revenue (Expense) | $   (189,547) | $   (252,830) | $   1,085,614 | $   1,182,518 |

| Date | Name | Account Charged | Split | Amount |
|------|------|-----------------|-------|--------|
| 01/16/2024 | AlphaGraphics | 5183 · Marketing | | -89.61 |
| 01/16/2024 | Anderson Pest Solutions | 5175 · Maintenance - Building | | -41.82 |
| 01/16/2024 | Arthur J. Gallagher & Co. | 5169 · Insurance | | -2,551.00 |
| 01/16/2024 | ATA Group | 52126 · Services | | -3,285.00 |
| 01/16/2024 | Beinlich, Tim | 5175 · Maintenance - Building | | -500.00 |
| 01/16/2024 | Cintas | 5175 · Maintenance - Building | | -220.15 |
| 01/16/2024 | City of Highland Park | 5183 · Marketing | | -8,739.68 |
| 01/16/2024 | Complete Cleaning Company, Inc. | 5175 · Maintenance - Building | | -3,784.00 |
| 01/16/2024 | Demco, Inc | 5160 · Cataloging, Processing | | -515.08 |
| 01/16/2024 | Comprise Technologies, Inc. | 5178 · Maintenance -Equipment,Software | | -2,603.00 |
| 01/16/2024 | FastSigns | 5183 · Marketing | | -54.59 |
| 01/16/2024 | Fox Valley Fire and Safety | 5175 · Maintenance - Building | | -2,803.48 |
| 01/16/2024 | Heartland Business Systems, LLC | 5178 · Maintenance -Equipment,Software | | -761.77 |
| 01/16/2024 | Hill Mechanical Services | 5175 · Maintenance - Building | | -3,604.00 |
| 01/16/2024 | HR Source | 52126 · Services | | -2,495.00 |
| 01/16/2024 | ITsavvy LLC | -SPLIT- | | -5,568.12 |
| | | 5506 · Computerization | 1018.92 | |
| | | 52123 · Supplies | 2912.50 | |
| | | 5178 · Maintenance -Equipment,Software | 1636.70 | |
| 01/16/2024 | Keyth Security Systems, Inc. | 5175 · Maintenance - Building | | -12.00 |
| 01/16/2024 | KnowBe4, Inc. | 5178 · Maintenance -Equipment,Software | | -1,663.20 |
| 01/16/2024 | LACONI | 516670 · Training - General | | -150.00 |
| 01/16/2024 | Mariani Landscape | 5181 · Maintenance - Grounds | | -3,142.00 |
| 01/16/2024 | Medrano, Cynthia | -SPLIT- | | -44.32 |
| | | 520610 · Adult - Programs | 41.57 | |
| | | 516690 · Training -Mileage | 2.75 | |
| 01/16/2024 | NIR Roof Care, Inc. | 5175 · Maintenance - Building | | -1,200.00 |
| 01/16/2024 | Quill Corporation | 52123 · Supplies | | -48.30 |
| 01/16/2024 | Showcases | 5160 · Cataloging, Processing | | -497.36 |
| 01/16/2024 | Siegel, Pamela | 52123 · Supplies | | -59.49 |
| 01/16/2024 | Smith, Heidi | 516690 · Mileage | | -34.06 |
| 01/16/2024 | Sterling Talent Solutions | 52126 · Services | | -210.00 |
| 01/16/2024 | Sunset Foods | 52123 · Supplies | | -73.63 |
| 01/16/2024 | Technology Management Rev Fund | 5215 · Telecommunications | | -500.00 |
| 01/16/2024 | U.S. Postal Service | 5187 · Postage | | -1,000.00 |
| 01/16/2024 | Warehouse Direct | -SPLIT- | | -1,652.87 |
| | | 52123 · Supplies | 1031.73 | |
| | | 5175 · Maintenance - Building | 621.14 | |
| 01/16/2024 | Wisconsin Glacier Springs Co. | 52123 · Supplies | | -48.96 |
| 01/18/2024 | Baker & Taylor Books | 5130 · Books & Audio | | -6,673.47 |
| 01/18/2024 | Blackstone Audio Books | 5130 · Books & Audio | | -50.00 |
| 01/18/2024 | Brigham Young University | 5130 · Books & Audio | | -15.00 |
| 01/18/2024 | Gale/CENGAGE Learning | 5130 · Books & Audio | | -570.02 |

| Date | Vendor | Account | | Amount |
|------|--------|---------|---|-------|
| 01/18/2024 | Ingram Library Services | 5130 · Books & Audio | | -3,397.32 |
| 01/18/2024 | Kanopy, Inc. | 5130 · Books & Audio | | -3,000.00 |
| 01/18/2024 | Libraries First | 5130 · Books & Audio | | -5,001.56 |
| 01/18/2024 | Manufacturers' News Inc | 5130 · Books & Audio | | -238.90 |
| 01/18/2024 | Midwest Tape | 5130 · Books & Audio | | -2,426.18 |
| 01/18/2024 | Niche Academy | 5130 · Books & Audio | | -1,690.00 |
| 01/18/2024 | OverDrive | 5130 · Books & Audio | | -17,613.63 |
| 01/18/2024 | RAILS | -SPLIT- | | -7,375.00 |
| | | 520610 · Adult - Programs | 1375.00 | |
| | | 5130 · Books & Audio | 6000.00 | |
| 01/18/2024 | USA Today | 5130 · Books & Audio | | -396.18 |
| 01/18/2024 | W.T. Cox Subscriptions, Inc. | 5130 · Books & Audio | | -64.60 |
| 01/18/2024 | World Book School and Library | 5130 · Books & Audio | | -1,400.17 |
| 01/20/2024 | Jackson Manufacturers Company, Inc. | 5509 · Furniture & Equipment | | -12,423.00 |
| 01/20/2024 | CCS | 550325 · 2025 Construction project | | -4,337.50 |
| | | | | **-114,625.02** |

**Expense**

| | | |
|---|---|---:|
| 5010 · General Expenses | | |
| 5100 · Operating Expenses | | |
| 5130 · Books & Audio | | 48,537.03 |
| 5160 · Cataloging, Processing | | 1,012.44 |
| 5166 · Training | | |
| 51666 · Training | | |
| 516670 · Training - General | | 150.00 |
| 516690 · Mileage | | 36.81 |
| Total 51666 · Training | | 186.81 |
| Total 5166 · Training | | 186.81 |
| 5169 · Insurance | | 2,551.00 |
| 5175 · Maintenance - Building | | 12,786.59 |
| 5178 · Maintenance -Equipment,Software | | 6,664.67 |
| 5181 · Maintenance - Grounds | | 3,142.00 |
| 5183 · Marketing | | 8,883.88 |
| 5187 · Postage | | 1,000.00 |
| 5203 · Programs | | |
| 5206 · Programs - General | | |
| 520610 · Programs - Adult | | 1,416.57 |
| Total 5206 · Programs - General | | 1,416.57 |
| Total 5203 · Programs | | 1,416.57 |
| 5212 · Supplies & Services | | |
| 52123 · Supplies | | 4,174.61 |
| 52126 · Services | | 5,990.00 |
| Total 5212 · Supplies & Services | | 10,164.61 |
| 5215 · Telecommunications | | 500.00 |
| Total 5100 · Operating Expenses | | 96,845.60 |
| 5500 · Capital Outlay | | |
| 5501 · Capital Outlay | | |
| 550325 · 2025 Construction project | | 4,337.50 |
| 5506 · Computerization | | 1,018.92 |
| 5509 · Furniture & Equipment | | 12,423.00 |
| Total 5501 · Capital Outlay | | 17,779.42 |
| Total 5500 · Capital Outlay | | 17,779.42 |
| Total 5010 · General Expenses | | 114,625.02 |
| **Total Expense** | | **114,625.02** |

# Highland Park Public Library
## December 2023 General II (Bills Already Paid)
### December 1, 2023 through December 31, 2023

| Date | Num | Name | Account Charged | Split | Paid Amount |
|---|---|---|---|---|---|
| 12/11/2023 | 12853 | Access One | 5215 · Telecommunications | | -845.19 |
| 12/15/2023 | 12854 | AT&T | 5215 · Telecommunications | | -365.15 |
| 12/22/2023 | 12855 | Comcast | 5215 · Telecommunications | | -169.90 |
| 12/30/2023 | 12856 | Amazon Capital Services | 5130 · Books & Audio | | -562.87 |
| 12/31/2023 | 12857 | Elan Financial Services | -SPLIT- | | -8,541.80 |
| | | | 520610 · Programs - Adult | 193.71 | |
| | | | 520615 · Programs - New Medi | 500.81 | |
| | | | 520620 · Programs - Youth | 326.52 | |
| | | | 5178 · Maint. - Equipment, Soft | 833.35 | |
| | | | 5175 · Maintenance - Building | 148.58 | |
| | | | 5506 · Computerization | 1,275.50 | |
| | | | 5130 · Books & Audio | 939.71 | |
| | | | 5183 · Marketing | 1,186.50 | |
| | | | 5187 · Postage | 1.50 | |
| | | | 52123 · Supplies | 2,420.75 | |
| | | | 516670 · Training - Admin | 476.58 | |
| | | | 516670 · Training - Circ | 238.29 | |
| | | | | | **-10,484.91** |

## HIGHLAND PARK PUBLIC LIBRARY
### SALARY REPORT
### December 2023

| | Pay period ending: | | | Monthly |
| | 12/10/2023 | 12/24/2023 | Off Cycle* | Totals |
|---|---|---|---|---|
| Salary Expense by Department: | | | | |
| Administration | 27,606.37 | 27,506.36 | | 55,112.73 |
| Information and Reader Services | 21,211.46 | 19,087.51 | 1,308.22 | 41,607.20 |
| Membership Services | 16,243.57 | 15,779.44 | 423.92 | 32,446.94 |
| Media Services | 8,883.95 | 8,481.28 | 646.36 | 18,011.59 |
| Maintenance | 4,524.94 | 4,495.56 | | 9,020.50 |
| Technical Services | 11,714.97 | 11,714.97 | | 23,429.93 |
| Youth Services | 15,007.49 | 14,813.61 | | 29,821.10 |
| Total Salaries Paid | 105,192.75 | 101,878.73 | 2,378.50 | 209,449.98 |

| | |
|---|---|
| Accrue for December 25 to 31 | 51,000.00 |
| Reverse Accrued for November 27 to 30 | (38,000.00) |
| Subtotal Salaries per Page 3 | 222,449.98 |
| | |
| Payroll Taxes | 16,676.69 |
| IMRF  (estimate) | 6,152.37 |
| Health Insurance-Library Share | 29,921.71 |
| | |
| Total Payments | 275,200.75 |

*2 Market Rate adjustments and 1 PTO payout.

# HIGHLAND PARK PUBLIC LIBRARY
## Library Board of Trustees Committee Responsibilities

Budget and Finance Committee

Prepare the annual levy and budget for presentation to the full Board in June. In preparing the levy and budget, ensure that the Library will have adequate funds to meet anticipated expenses and accomplish the Library's goals in the next fiscal year. This includes an annual review of salary ranges, benefits, staffing changes, and funds needed to support the budget's salary line.

Present the annual levy request before the City Council (with the Executive Director) in August.

Following approval of the levy and budget by the City Council, present the budget to the Board for approval in December.

Ensure that the Library maintains adequate bookkeeping standards to comply with state laws, municipal ordinances, and generally accepted auditing standards.


Building and Grounds Committee

Evaluate the condition of the building and grounds annually and update the 10-year CIP with input from the City Public Works Department for presentation to the Board in May.

Make recommendations to the Board regarding building system upgrades, building repairs, and remodeling projects to address new service needs.


Operations and Policies Committee

Ensure that the Library is operating in accord with sound management principles. Areas under the purview of this committee include circulation and personnel policies, bylaws, library hours, general security of the building and property, insurance coverage, meeting room use, and emergency procedures.


Ad Hoc Development Committee

Assist the Library in determining a long-term and short-term development strategy. Support development of development policies and communication strategies. Determine options for raising funds for the 2025 Library Expansion Project, including grants, naming rights and any other fund raising opportunities. Work with the Friends of the Highland Park Public Library to determine their role in fundraising.


Friends of the Highland Park Public Library Liaison


Architectural Liaisons

# HIGHLAND PARK PUBLIC LIBRARY

## Committees of the Library Board of Trustees
## FY 2024

Rob Olian (ex officio) all committees

**Budget and Finance**
Rich Basofin (Chair), Peter Zotos, Alicia De La Cruz

**Building and Grounds**
Ashley Lapin Olian (Chair), Rebecca Nathanson, Rob Biederman

**Operations and Policies**
Peter Zotos (Chair), Rob Biederman, Rebecca Nathanson

**Ad Hoc Development Committee**
Irene Hoffman (Chair), Rich Basofin, Alicia De La Cruz, Carol Wolfe

**Friends of the Highland Park Public Library Liaison**
Irene Hoffman

**Architectural Liaisons**
Rob Olian, Carol Wolfe

HIGHLAND PARK PUBLIC LIBRARY
Development Committee Meeting – IN-PERSON
January 9, 2024

CALL TO ORDER
Trustee Irene Hoffman, presiding, called the meeting to order at 7:07 p.m.

ATTENDANCE
**Trustees Present:** Irene Hoffman (chair), Carol Wolfe, Rob Olian (ex officio)
**Others Present:** Heidi Smith (Executive Director)
**Not in Attendance:** Rich Basofin, Alicia De La Cruz, Friends of the Highland Park Public Library
President Suzanne Zweig (ex officio)

COMMENTS FROM THE PUBLIC
None.

APPROVAL OF MINUTES
The minutes were tabled for the next meeting.

DONOR ENGAGEMENT
Director Smith reported that Business Manager Pamela Siegel identified previous repeat donors to invite to
the February concert and community engagement meeting about the expansion project. The Committee
reviewed the list and the talking points and assigned calling each donor to staff members and trustees.
Director Smith will finalize the materials for those making calls, and they will then submit their summaries
to the Business Office.

LIBRARY STRATEGIES UPDATE
Chair Hoffman reported that the Library received a proposal from Library Strategies for fundraising
consultation. There are some options that could be beneficial down the road, including support for how the
Library and Friends work in tandem, strenghtening both organizations.

POLICY REVIEW
Chair Hoffman shared her review of the Library's Gift and Naming policies. She will revise the policies for
the Committee to review, and then the Operations and Policies Committee will review them.

The Committee also discussed whether the Library would organize donor recognition by campaign gift, by
annual gift, or cumulative gifts. They also discussed if the Library would continue to add to a physical
donor wall, carrying forward the current practice, or pivoting to another method of recognition.

After discussing a possible timeline for an appeal to the community in 2024, the Committee determined
that 2024 will be a year to build up the Library's relationship with the community, including awareness of
Library services, and recognize donors. In 2025, Library communications will include a fundraising
campaign to support the expansion.

OTHER BUSINESS

Director Smith reported that Communications Manager Jill Alfrejd reviewed other Library building fundraising campaigns and shared the Ellsworth (WI) Public Library approach that includes naming opportunities as well as a community campaign for all. The committee will review this information next month.

ADJOURNMENT
Trustee Wolfe made a motion to adjourn. With none in opposition, Trustee Hoffman, presiding, adjourned the meeting at 8:14 p.m.


Submitted by: Heidi Smith
Reviewed by: Irene Hoffman
Approved:

**Highland Park Public Library Strategic Activities Report: January-December (Q1-4) 2023**
The HPPL Team strives to increase the Library's positive community impact with growth in the following areas, noted in italics. This report focuses on the milestones or completion of key initiatives with intended outcomes listed first and activities listed as sub bullets. View the full strategic plan at www.hplibrary.org/strategic-plan.

*Lifelong Learning*
1. Improve equity of access to library services. (All Services teams and Marketing)
   a. Emphasized Libro Para Ti / Book For You book giveaway program at iRead, Rumbo a la Universidad, Spanish tours in Spanish, and other programs and events to expand connections with Spanish speakers.
   b. Conducted tour for a group of ESL Highland Park High School students.
   c. Updated signs with English-Spanish translations to frequently used computer lab equipment and catalog computers and created bilingual how-to guides for how to use them. (Media Services)
   d. Added a sign at the Membership Services in Spanish that lets patron know they can request help in Spanish. This small thing has made a big difference!
2. Develop additional opportunities to engage in technology learning. (Media Services)
   a. Created bootcamp-style technology sessions such as Intro to Smart Devices and Password Management.
   b. Launched live webcam to stream 3D printing.
      i. This activity was changed as online viewership was low. The 3D printer now has a prominent place in the lobby with a subsequent increase in submissions by over 250%.
   c. Offered 3D printing classes along with a 4-week maker series in collaboration with Highwood Library and Community Center on 3D design, 3D scanning, and 3D printing. Spanish speaking staff members were available to assists participants during the series. A total of 60 participants attended these programs.
   d. Developed 3 workshops in collaboration with Highland Park High School to build technology and literacy skills. These classes are intended for Spanish speaking parents who have students enrolled at the HPHS.
3. Support youth in maintaining reading skills and strengthening a love of reading.
   a. Both the refreshed 1000 Books before Kindergarten and a combined Readers Choice club (Using Blue Stem and Rebecca Caudill readers choice nominee lists) were successfully launched in conjunction with the Summer Reading Club. (Youth Services)
   b. Hosted first Teen Time program to encourage teens to use the Library. (Information & Reader Services)
   c. Worked with Highland Park High School to provide several classes with temporary cards that can be used to access online resources as a prototype that is being documented for future implementation. (Membership Services)
4. Promote library as a resource for discovery of new experiences.
   a. Hosted Mexican Sugar Skulls event for all ages (Youth and Information & Reader Services)
   b. Created Craftivism programs that have been very popular, merging crafting with a good cause.
   c. Completed Banned Books Challenge with display that was incredibly popular. Multiple patron comments thank staff for putting together the challenge and bringing awareness to the issue.

*Optimizing Resources*
1. Patron discovery of international language books is easy and inclusive. (Youth and Information & Reader Services and Marketing)
   a. Developed youth book displays for Spanish materials; will evaluate demand for Russian and Polish displays. Includes promotion for LOTE and other multi-lingual resources.
   b. Valentine's Day e-newsletter included Spanish, Russian, and Polish books. Unfortunately, highlighted materials did not circulate as a result.
   c. Promoted Foreign Language section of Nonfiction and in Spanish Language collection areas Shelf Wiz shelving signage with QR code to LOTE online database was put in place, resulting in a noticeable spike in usage during March and April. (Youth Services)
2. New materials are available to patrons as soon as possible. (Technical Services)
   a. Evaluated workflow for getting new materials to the shelf.
   b. Developed guidelines for the timely withdrawals of previous editions of continuations (e.g. travel guides, test prep books) when new ones are cataloged.
   c. Consolidated some of the additional new AV item processing that was previously completed outside Technical Services.

*Optimizing Resources, continued*

3. Staff maintain the Library's brand and merchandise collections to increase usage. (Marketing)
   a. Evaluated Library Aware for templates similar to Canva templates (completed in 2022); Canva templates are preferred.
4. Connect film discussion participants with collection.
   a. Created mobile film display for film showings; attendance increased in the 4th quarter. (Media Services)
5. Improved user-experience (Information & Reader, Media, Membership, and Youth Services)
   a. Removed barriers with the end of the disaster proclamation in May.
   b. Added "transaction" tables in front of the desks so patrons have a place to set books and other materials.
   c. Added swivel monitors to help staff engage with patrons more easily.
   d. Updated signage has been printed for the following categories: New Blu-ray, New 4k Blu-ray, and New Feature. Documentary, Arts, Travel, and Anime to follow.
   e. Launched *Resource of the Week* social media campaign with 8 posts in the form of Instagram Stories. Campaign has generated a reach of 1274, 22 reactions, and 6 clicks. The series generated a reach of 1,030 and 15 interactions in Q3. (Media Services)
   f. Added a "you saved" feature to receipts to let people know how much money they save every time they checkout at the Library. (Membership Services)
6. Designed a youth landing page where all youth appropriate links/content may be found. (Media & Youth Services)

*Organizational Development*

1. Up-to-date Emergency Manual will ensure the best possible outcome in an emergency. (Administration)
   a. Updated revised draft is being utilized by staff with scheduled reviews and drills as part of 3rd party security assessment.
      i. Emergency procedures book has been printed and distributed.
2. Staff and patrons are supported with trauma-informed response training and expert support. (Administration)
   a. Building social worker program.
      i. Joined RAILS social worker in the library networking group.
      ii. Signed MOU with Loyola University to welcome interns from the On-line Bilingual Masters in Social Work program starting on August 2023.
      iii. Social Services Coordinator joined the team in September 2023.
      iv. Developed relationships and initiated asset mapping with other local agencies.
   b. Provided quarterly staff trainings for managing difficult situations, including de-escalation.
   c. Assistant Director serves on HP Crisis Response Team in response to the 2022 HP shooting.
      i. Social Services Coordinator will represent the Library moving forward.
      ii. Board approved MOU with City and other agencies to continue this partnership.
3. Improve security features in Library. (Facility)
   a. Added window shades to glass doors with access to staff workspaces.
   b. Added "employees only" signs outside locked staff spaces.
   c. Improved landscaping to provide clear access and video surveillance.
   d. Installed panic buttons at all service desks.
4. Prepare for Expansion 2025 to ensure best possible design and implementation outcomes. (Administration)
   a. Worked with Board Architectural Liaisons to research construction models.
   b. Hired CCS as owner's representative.
   c. Completed pre-design process with StudioGC.
5. Develop fundraising platform for Library. (Administration)
   a. Convened Board Development Committee.
   b. Conducted research about existing endowments, previous room dedications, and gifts from the last 10 years.
   c. Committee reviewed gifts from the last 10 years to identify prospective donors and drafted contact procedures.
6. Support staff development and training. (All departments)
   a. Provided trainings on 1st Amendment Audits and Book Challenges to help staff feel prepared in handling these interactions.

*Creating Connections*
1.  Expand community engagement with library services.
    a.  Featured storytime registration in Highlander and weekly e-newsletters. Updated storytime quarterly e-newsletter subscriber list. (Marketing and Youth Services)
        i.  Updated storytime registration to better accommodate attendance with a drop-in procedure.
    b.  Researched new cardholder communications including content and delivery; will use current e-newsletter platform Constant Contact. (Marketing)
    c.  Review of Youth and Adult webpages is in progress. (Information & Reader Services, Media Services, and Youth Services)
    d.  Reviewed e-newsletter strategy as primary digital communications tool. (Marketing)
    e.  Established outreach committee. (Membership Services)
    f.  Participated in several outreach events including Middle School Orientation Night, several of the Bitter Jester events, and events at Highland Park High School. (Outreach team)
        i.  Attended Highwood's Summer Reading Send-off and Resource Fair and several of Highland Park's elementary/middle school open houses where we discussed library services and offered library card signups. The library has attended 21 events throughout 2023 and interacted with over 1200 people.
2.  Enhance partnerships with other community agencies. (Administration)
    a.  Continued to support CommUNITY dinners, transitioning leadership to Library Assistant Director. Program brings films and discussions about important topics to the community.
    b.  The library hosted the Mobile Mexican Consulate, successfully serving almost 600 people.

Announcements and Updates
- StudioGC is reviewing the results of the parking study, and I have updated City Manager Ghida Neukirch. From the report:
  - The purpose of the parking study is to determine the current parking demand of the Library and the surrounding public parking, estimate the future parking demand of the proposed expansion, and evaluate the adequacy of the parking supply.
  - In order to determine the existing parking demand within the study area, parking occupancy surveys were conducted at the Library Parking Lot and Laurel Avenue on-street parking (noted as *convenient*); free, three-hour parking in the Central Business District Parking Garage East (noted as *overflow*); and paid parking in the Central Business District Parking Garage East, St. Johns Avenue on-street parking, and the north section of the Train Station East Lot (noted as *additional public parking*).
  - The surveys were conducted at various times during the week of October 9, 2024. Notably, peak demand for *convenient* parking occurred on:
    - Tuesday at 2 p.m. during afternoon programming (90% occupancy)
    - Saturday at 2 p.m. during the afternoon concert (97% occupancy)
    - Sunday at 3 p.m. with no program scheduled (62% occupancy)
  - It is projected that the Library's future parking demand as a result of the expansion will be approximately 17 additional vehicles, which, based on the surveys, could be accommodated within *convenient* parking all but four hours a week, or 94% of the Library's hours of operation. *Overflow* parking can more than accommodate the additional vehicles.
  - **CONCLUSION: The existing parking supply adequately accommodates the existing parking demand of the Library and can accommodate the additional vehicles that will be generated by the expansion.**
- Working with ATA, the Library's 3rd party accountant, we developed an expenditure report to share with the Board, annotating year-to-date report with comments regarding overall progress and any anomalies. We will begin this reporting process with January 2024 expenses. The first report will be reviewed with the Treasurer and distributed in February.

Highlights
- Program Highlights (see activity report, page 2-3)
  - *LIFELONG LEARNING GOAL: We stimulate minds and create bonds with patrons and families of all ages, configurations, and abilities to support literacy development and embed the love of reading and habit of using the Library.*
    - Youth Services presented *Fairy Tales Redone* storytime featuring a fairy tale and activities to see who can solve the problem better than the fairy tale protagonist (13).
    - Youth Services also hosted an all-day Craftapalooza during winter break (58).
    - Media Services continues to see increased attendance in film showings at the Library, including Fall Film Series: Body Heat (27).

  - *LIFELONG LEARNING GOAL: We inspire the pursuit of lifelong discovery and cultural enrichment with a focus on increasing diversity and depth of services.*
    - Illinois Libraries Present hosted a very successful virtual presentation of Tchaikovsky's *The Nutcracker* performed by the United Kingdom's internationally renowned Royal Ballet (2 sessions; 107).

  - *LIFELONG LEARNING GOAL: We are an information literacy authority and help community members navigate the digital world by supporting access to technology.*
    - Building our maker-culture and supporting young creators, the youth 3D printing club met twice (21).
    - Caminando Juntos (Walking Together) presented *La Tecnología en la Educación de los Niños y los Jóvenes* (Technology in the education of children and youth). This Spanish-language, culturally-relevant, Facebook Live series has been informative and impactful to our community (218).

New Services
- To help our students sustain themselves (and their brains) while studying for finals, the Library hosted a <u>very</u> popular finals pizza party (32). The snacks the team gave out throughout the week were also very popular and effective.
- A passive program meant to help patrons destress during finals, winter weather, and the holidays, the Community Puzzle has garnered a lot of interest from people in Adult Services. At least one patron worked on the puzzle each day, and some patrons were returning to continue to work on it. (58).

Outreach Highlights:
- *CREATING CONNECTIONS GOAL: We find creative ways to be in places our community gathers and needs our resources, and we increase engagement with and support of the local and regional communities through deliberate and impactful partnerships.*
  - Library team members visited Oak Terrace Elementary School and informed families about HPPL programs and services (25).

Use of Resources
In December, *The Heaven & Earth Grocery Store* by James McBride and *The Secret* by Lee Child tied as the highest circulating books by Highland Park patrons; film *Oppenheimer* was the top DVD/Blu Ray title.

Library Safety (December 2023)
- New suspensions issued: 0
- Incident reports documented: 7
- Police on-site: 3

Staff Training and Professional Development (see activity report, page 1)
- *ORGANIZATIONAL DEVELOPMENT GOAL: We invest in effective organization structure, personnel, relationships, and leadership to provide an inclusive and diverse team.*
  - At the December staff meeting, the team completed the annual review of the staff values statement, shared the work they were proud of in 2023, and participated in Library "star programs" that had been successful in 2023. The meeting was followed by the annual staff luncheon.

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

Patron Comments (see comments chart page)

HPPL in the News
- *Highland Park forms agreement with services agencies to assist parade shooting victims.* December 21, 2023. Highland Park news (Chicago Tribune.)

Library Data
- 5-Year Comparisons: Year-To-Date Circulation, January 1-December 31
  - 2023 year-to-date usage statistics indicate a 8% increase in physical book circulation from 2022 as well as a 9% increase in overall circulation.
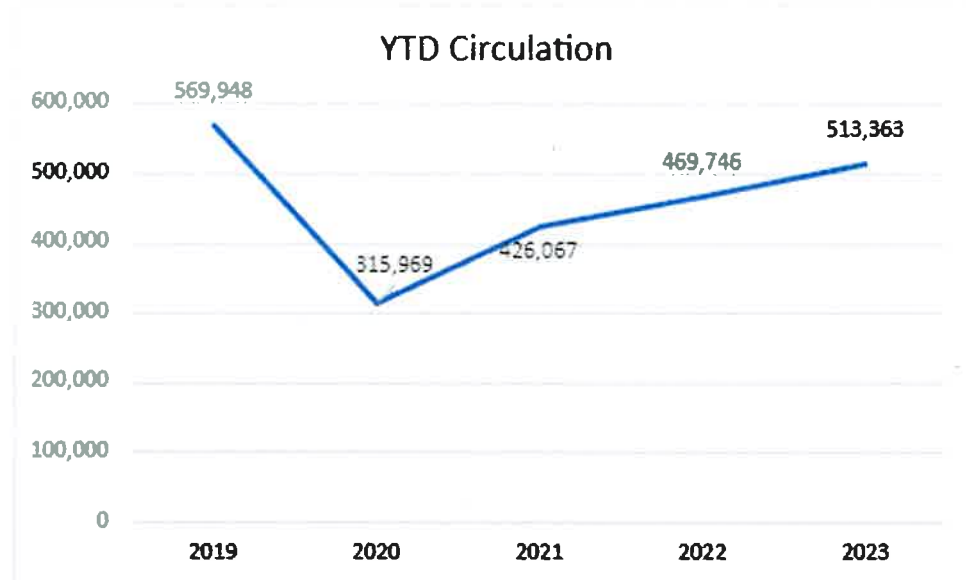
## YTD Circulation



Does not include CCS & ILL borrowed from other libraries.

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

Library Data, continued

- 5-Year Comparisons: Year-To-Date Circulation, January 1-December 31

## YTD Circulation by Collection (A)
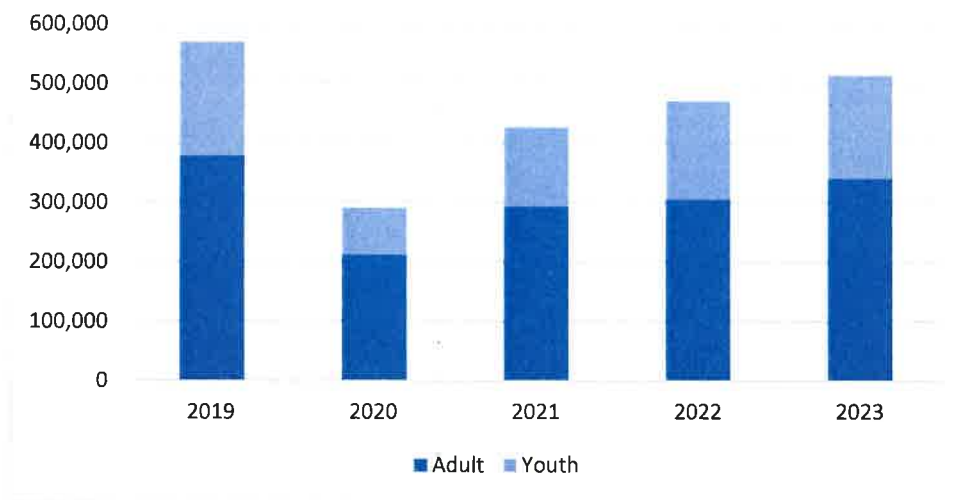


**YTD Circulation by Collection (A)**

|  | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---|---|---|---|---|
| Adult | 377,893 | 211,361 | 292,586 | 304,654 | 340,049 |
| Youth | 192,055 | 79,148 | 133,481 | 165,092 | 173,314 |
| Total | 569,948 | 290,509 | 426,067 | 469,746 | 513,363 |
| Percent of Total: Adult | 66% | 73% | 69% | 65% | 66% |

Does not include CCS & ILL borrowed from other libraries.

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

## FY23 TOTAL
## LIBRARY USAGE STATISTICS

| | | JAN | FEB | MAR | APR | MAY | JUN | JULY | AUG | SEP | OCT | NOV | DEC | 2023 YTD TOTAL | 2022 YTD TOTAL | % CHANGE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| GENERAL | Gate Count Laurel Entrance | 10,019 | 8,888 | 11,579 | 10,152 | 10,125 | 10,877 | 11,210 | 11,186 | 9,972 | 11,015 | 10,814 | 9,824 | 125,661 | 114,079 | 10% |
| | Gate Count Stairwell Entrance | 6,364 | 5,914 | 6,635 | 5,975 | 6,241 | 6,183 | 8,024 | 6,534 | 5,600 | 6,951 | 6,276 | 6,181 | 76,878 | 62,208 | 24% |
| | **TOTAL COUNT** | 16,383 | 14,802 | 18,214 | 16,127 | 16,366 | 17,060 | 19,234 | 17,720 | 15,572 | 17,966 | 17,090 | 16,005 | 202,539 | 176,287 | 15% |
| CIRC | Fiction books | 16,363 | 15,135 | 17,035 | 15,832 | 15,372 | 16,407 | 17,925 | 18,840 | 14,856 | 15,915 | 15,612 | 14,771 | 194,063 | 181,521 | 7% |
| | Nonfiction books | 7,240 | 6,988 | 7,839 | 7,205 | 6,670 | 7,015 | 7,242 | 17,225 | 6,415 | 6,969 | 6,345 | 6,162 | 83,923 | 77,630 | 8% |
| | Videogames | 660 | 537 | 686 | 674 | 551 | 616 | 667 | 755 | 484 | 520 | 446 | 595 | 7,191 | 6,230 | 15% |
| | DVDs | 4,393 | 4,097 | 4,867 | 4,058 | 3,956 | 4,309 | 4,777 | 4,558 | 3,686 | 4,209 | 4,100 | 4,269 | 51,279 | 52,682 | -3% |
| | Music CDs | 850 | 954 | 1,070 | 891 | 901 | 989 | 1,305 | 1,229 | 971 | 897 | 1,014 | 983 | 12,054 | 11,991 | 1% |
| | Audiobooks | 459 | 424 | 435 | 379 | 475 | 449 | 502 | 527 | 447 | 398 | 387 | 426 | 5,308 | 5,919 | -10% |
| | Blu-rays | 866 | 857 | 1,054 | 922 | 879 | 897 | 1,005 | 1,029 | 826 | 992 | 917 | 1,012 | 11,256 | 9,382 | 20% |
| | Magazines | 688 | 586 | 610 | 600 | 689 | 622 | 791 | 803 | 510 | 600 | 519 | 543 | 7,561 | 6,600 | 15% |
| | Other physical formats | 393 | 395 | 512 | 460 | 432 | 434 | 480 | 494 | 383 | 450 | 147 | 402 | 4,982 | 4,499 | 11% |
| | Overdrive eBooks | 5,786 | 5,102 | 5,636 | 5,138 | 5,292 | 5,673 | 6,003 | 5,716 | 5,441 | 5,504 | 5,327 | 6,354 | 66,972 | 58,220 | 15% |
| | Overdrive eAudiobooks | 3,392 | 3,212 | 3,502 | 3,374 | 3,532 | 3,535 | 3,727 | 3,783 | 3,577 | 3,640 | 3,510 | 3,860 | 42,644 | 34,184 | 25% |
| | Overdrive eVideos | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 0% |
| | Overdrive eMagazines | 422 | 343 | 393 | 353 | 416 | 399 | 394 | 389 | 593 | 1,447 | 1,435 | 1,504 | 8,088 | 4,764 | 70% |
| | Hoopla eBooks | 379 | 392 | 347 | 392 | 439 | 349 | 423 | 468 | 336 | 359 | 453 | 396 | 4,733 | 3,901 | 21% |
| | Hoopla eAudiobooks | 465 | 430 | 478 | 488 | 464 | 449 | 549 | 521 | 522 | 553 | 538 | 564 | 6,021 | 4,995 | 21% |
| | Hoopla eMusic | 54 | 67 | 58 | 69 | 29 | 50 | 48 | 61 | 86 | 72 | 58 | 74 | 726 | 708 | 3% |
| | Hoopla eVideos | 132 | 114 | 138 | 137 | 114 | 103 | 134 | 149 | 104 | 96 | 126 | 112 | 1,459 | 1,231 | 19% |
| | Hoopla other | 15 | 13 | 2 | 4 | 5 | 8 | 4 | 9 | 8 | 10 | 7 | 15 | 100 | 114 | -12% |
| | Kanopy eVideos | 478 | 462 | 451 | 423 | 415 | 350 | 431 | 402 | 390 | 434 | 366 | 401 | 5,003 | 5,170 | -3% |
| | **CIRCULATION TOTAL** | 43,035 | 40,108 | 45,113 | 41,399 | 40,631 | 42,654 | 46,407 | 56,958 | 39,635 | 43,065 | 41,307 | 42,443 | 513,363 | 469,746 | 9% |
| | **CCS & ILL LENT** | 2,864 | 2,576 | 2,902 | 2,507 | 2,376 | 2,843 | 2,597 | 2,866 | 2,652 | 2,733 | 2,624 | 2,534 | 32,074 | 27,498 | 17% |
| | **CCS & ILL BORROWED** | 2,759 | 2,428 | 2,824 | 2,320 | 2,396 | 2,449 | 2,489 | 2,499 | 2,345 | 2,642 | 2,438 | 2,468 | 30,057 | 29,081 | 3% |
| | **NON-HIGHLAND PARK BORROWERS (RBPs)** | 2,205 | 2,239 | 2,764 | 2,487 | 2,394 | 2,196 | 2,415 | 2,366 | 2,219 | 2,215 | 1,914 | 1,808 | 27,222 | 22,447 | 21% |
| SELF CHECK | Self Check | 12,721 | 11,459 | 13,234 | 11,458 | 10,013 | 13,350 | 13,728 | 12,912 | 10,313 | 11,028 | 11,470 | 10,805 | 142,491 | 139,607 | 2% |
| | Self Check % | 62.0% | 63% | 62% | 62% | 58% | 62% | 65% | 62% | 58% | 59% | 63% | 62% | 62.0% | 63.0% | 3% |
| PATRON CONTACTS | Reference | 3,412 | 3,076 | 3,889 | 3,232 | 3,500 | 4,137 | 3,737 | 3,460 | 3,305 | 3,535 | 3,587 | 3,213 | 42,083 | 43,178 | -3% |
| | Other | 0 | 0 | 0 | 0 | 0 | 80 | 59 | 49 | 442 | 47 | 110 | 33 | 820 | 0 | 0% |
| | **MONTHLY QUESTIONS** | 3,412 | 3,076 | 3,889 | 3,232 | 3,500 | 4,217 | 3,796 | 3,509 | 3,747 | 3,582 | 3,697 | 3,246 | 42,903 | 43,178 | -1% |
| PROGRAMS | **TOTAL CONDUCTED** | 104 | 116 | 103 | 116 | 95 | 80 | 74 | 50 | 86 | 117 | 112 | 87 | 1,140 | 828 | 38% |
| | **TOTAL ATTENDEES** | 4,012 | 1,963 | 2,005 | 1,935 | 2,026 | 2,724 | 2,096 | 1,372 | 1,508 | 2,571 | 2,136 | 2,041 | 26,389 | 17,517 | 51% |
| SOCIAL MEDIA ENGAGEMENTS | Social Media Insights (Facebook, Instagram) | 330 | 328 | 394 | 434 | 466 | 569 | 1,225 | 768 | 1,094 | 559 | 664 | 449 | 7,280 | 4,890 | 49% |
| | Video Engagement (Library You Tube Page Visits) | 1,522 | 3,815 | 1,955 | 4,789 | 4,321 | 971 | 638 | 893 | 807 | 806 | 970 | 769 | 22,256 | 21,369 | 4% |

# Library Activities – December 2023

<u>**Meetings and Continuing Education:**</u>

<u>Information & Reader Services</u>
KnowBe4 Training: Wire Transfer Fraud
Niche Academy – "Dementia and Alzheimer's
Discrimination & Sexual Harassment Training
Managing through Burnout and Advocating for Staff
Crisis Management and Communications: Showing Up for Your Team and Yourself

<u>Youth Services</u>
KnowBe4 Training: Wire Transfer Fraud
Discrimination & Sexual Harassment Training
RAILS: Standing Ovation Customer Service
Top Titles and Trends: The Latest on the Movie Industry

<u>Membership Services</u>
KnowBe4 Training: Wire Transfer Fraud
181 New Library Cards

<u>Technical Services</u>
KnowBe4 Training: Wire Transfer Fraud
Booklist – What's New (and upcoming) with RDA Toolkit

<u>Administration</u>
KnowBe4 Training: – Wire Transfer Fraud
Discrimination & Sexual Harassment Training
Marketing and Outreach Strategies to Engage Your Community
Oral History Training
Fundamentals of Dementia
Mental Illness Part 3
Music and Its Effects on the Brain

<u>Media Services</u>
KnowBe4 Training: Discrimination & Sexual Harassment Training
Discrimination & Sexual Harassment Training

## Library Programs

| Date | Program | Presented By | Attendance |
|---|---|---|---|
| | **For Children** | | |
| 12/1, 22 | 3D Printing Club | M. Skrzyniecki (Staff) | 21 |
| 12/6 | Tri-Con Checkout | C. Hines (Staff) | 16 |
| 12/7 | Rock & Read/10:30 | K. Dienes (Staff) | 25 |
| 12/7 | Rock & Read/11:30 | K. Dienes (Staff) | 23 |
| 12/8 | Storytime @ Little Giants | H. Grasse (Staff) | 15 |
| 12/11 | Storytime Live | L. Tripp (Staff) | 4 |
| 12/11 | Trinket Box Painting | M. Jauch (Staff) | 7 |
| 12/12 | Homeschool | L. Tripp, B. Burns (Staff) | 14 |
| 12/12 | Storytime @ JCYS Lutz Center | M. Jauch (Staff) | 15 |
| 12/13 | Storytime @ HP Community (4 sessions) | M. Jauch (Staff) | 55 |
| 12/13 | Oak Terrace School Visit | D. Alvey, J. Reyes (Staff) | 25 |
| 12/14 | Storytime @ Tri-Con | H. Grasse (Staff) | 14 |
| 12/14 | Beginning Graphic Novel Book Club | J. Troutman (Staff) | 11 |
| 12/15 | Baby Booktime/10:00 | H. Grasse (Staff) | 10 |
| 12/15 | Baby Booktime/11:30 | H. Grasse (Staff) | 13 |
| 12/16 | Sensory Bins | K. Dienes (Staff) | 28 |
| 12/18 | Drop-in Chess | H. Grasse (Staff) | 1 |
| 12/19 | Panel to Panel Graphic Novel Book Club | L. Tripp (Staff) | 7 |
| 12/20 | Tri-Con Checkout | C. Hines (Staff) | 14 |
| 12/21 | Rock & Read/10:30 | K. Dienes (Staff) | 25 |
| 12/21 | Rock & Read/11:30 | K. Dienes (Staff) | 16 |
| 12/27 | Craftapalooza | H. Grasse (Staff) | 58 |
| 12/29 | Fairy Tales Redone | B. Burns (Staff) | 13 |
| 12/1-12/31 | Board Games | Youth Staff | 35 |
| 12/1-12/31 | 100 Books Before High School | Youth Staff | 0 |
| 12/1-12/31 | Children's Choice Awards | Youth Staff | 0 |
| 12/1-12/31 | 1000 Books Before Kindergarten | Youth Staff | 1 |
| 12/1-12/31 | Bulletin Board Winter Word Search | K. Dienes (Staff) | 58 |
| 12/1-12/17 | Grab & Go Craft: Family Book | B. Burns (Staff) | 24 |
| 12/18-12/23 | Grab & Go Craft: Wobbly Penguin | B. Burns (Staff) | 150 |
| 12/5-12/31 | Winter Joke Teller | B. Burns (Staff) | 69 |
| 12/12-12/31 | Why Can't Penguins Fly | M. Beach, C. Hines (Staff) | 56 |
| | | **Total Adult Attendance** | **823** |
| | **For Adults** | | |
| Various | Book a Librarian | Media Services Staff | 27 |
| Various | Spanish Conversation | G. Napoles | 56 |
| Various | Poetry Writing | J. Dotson | 8 |
| Various | Memoir Writing | J. Dotson | 6 |
| Various | Art and Relaxation 2 | S. Kamholtz | 4 |
| Various | Mindful Writing 2 | S. Kamholtz | 4 |
| 12/2 | Donna Herula Trio: *Roots of Chicago Blues* | J. Reyes (Staff) | 104 |
| 12/4 | Caminando Juntos:*La Tecnologia en la Educacion* | C. Rositas-Sheftel (Staff) | 218 |
| 12/3 | Fall Film Series: Body Heat | J. Bixby (Staff) | 27 |
| 12/6 | Surviving the Holidays with Lori Gottlieb | B. Keller (Staff) | 23 |
| 12/11 | Game Night | A. Robb (Staff) | 3 |
| 12/13 | Crafts & Connections | C. Medrano, D. Alvey (Staff) | 6 |
| 12/16 | Kerry Leung: Moon Concert | J. Reyes (Staff) | 34 |
| 12/16, 17 | Nutcracker Performance | B. Keller (Staff) | 107 |
| 12/18 | Finals Pizza Party | M, Bocka (Staff) | 32 |
| 12/18 | Craftivism | C. Medrano, M. Bocka (Staff) | 5 |

| | | | |
|---|---|---|---|
| 12/20 | Film Showing: The Grinch | M. Skrzyniecki (Staff) | 22 |
| 12/21 | Memory Cafe | A. Robb(Staff) | 6 |
| Various | Community Puzzle | C. Medrano (Staff) | 58 |

**Total Adult Attendance**     **750**

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**TOTAL PROGRAM ATTENDANCE**
**1573**

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Social Media Engagements

| | | |
|---|---|---|
| Social Media Insights (Facebook, Instagram) | Media Services Staff | 449 |
| Video Engagement (Library You Tube Page Visits) | Library YouTube Page | 769 |

**Total Social Media**     **1218**

New Hires:
Emily Cruz        Page
Katharine Solheim     Membership Services Assistant

Departures:
Mari Buttweiler     Adult Services Librarian

**NEWS**

# Highland Park forms agreement with service agencies to assist parade shooting victims

**By Chloe Hilles**
Chicago Tribune

In order to share grant funding, a partnership between the service agencies assisting the victims of the July 4 parade shooting has been formalized by the Highland Park City Council.

The interagency agreement was suggested to the city by the Department of Justice's Office for Victims of Crime unit, as a way to facilitate resource sharing, while the city pursues an Antiterrorism and Emergency Assistance Program (AEAP) grant.

The agencies involved in the agreement include Lake County agencies such as the Health Department and State's Attorney's Office, the Park District of Highland Park, the public library system, Moraine Township, North Shore School District, Township High School District, United Way of Lake County, The Josselyn Center, North Suburban Legal Aid Clinic and the Highland Park Community

> *"What we want to do is just make sure that our residents and anyone who was impacted by this tragedy has support for them and their family."*
>
> —Highland Park City Manager Ghida Neukirch

Foundation.

Highland Park City Manager Ghida Neukirch said if the city receives the AEAP grant, which she expects to hear about in the next three months, it would provide funding for the services that have increased in need since the mass shooting in Highland Park on July 4, 2022 that left seven people dead and dozens injured.

Services include immigration support for victims, crisis counseling and providing trauma-informed information about the alleged

shooter's ongoing trial.

Neurkirch said the demand for these services has "absolutely increased" since the parade shooting.

After traumatic events, according to experts, communities may experience an increase in domestic violence, suicide, alcohol and drug use, Neukirch said.

"What we want to do is just make sure that our residents and anyone who was impacted by this tragedy has support for them and their family," she said. "We also want to try to prevent emergencies from taking place."

Since the mass tragedy, the city has hired a resiliency manager and victim specialist to support counseling, programming for victims and assisting in memorial planning.

To get the resources in the hands who need it, Highland Park will hold a resource fair for the community at the end of January with various public agencies and nonprofits.

*chilles@chicagotribune.com*

| DATE | GENERAL SUGGESTION | KEY | KEYWORD | Anonymous? |
|---|---|---|---|---|
| Dec-23 | I would like to be able to use Apple Pay for the printer. | S | Apple Pay | Yes |
| Dec-23 | I love the library and I spend my life here. I love having access to the Friend | S | Friends Books | No |
| Dec-23 | Please offer better video games. | C | Video Games | Yes |
| Dec-23 | Yuliya is amazing! She has helped me with every problem I have ever had since I moved to Highland Park. Her disposition is so sweet and refreshing. Thank you! | ST | Yuliya White | No |
| Dec-23 | I have loved the library for decades. The Brenner Room could use some reading lamps. | B | Brenner Room Lighting | No |
| Dec-23 | I liked seeing the Nordic fiction display. | C | Nordic Fiction | No |
| Dec-23 | I love your Saturday afternoon music programs and have attended Music of the Balkans and the Blues program. I also really enjoy the Judy Levin Book Discussion. The librarians at the Adult Reader Services desk are always helpful! | PR, ST | Music programs, Judy Levin, Reader Services Desk | No |
| Dec-23 | Juan and Mati were fabulous teachers! I learned how to use Libby! Thank you. | ST | Juan Reyes and Mati Skrz | No |
| Dec-23 | I would like really interesting puzzles. The Smithsonian magazine has some interesting puzzles too. | C | Puzzles | No |
| | | | | |
| | | | | |

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|---|---|---|---|---|---|
| B = Building | | P=Policy | | PR=Programs | |
| F = Food & Beverage | | S=Services | | R=Renovation | |
| C = Collection | | ST=Staff | | CS=Computer System | |