

## **PUBLIC MEETING NOTICE**

### **Highland Park Public Library Board of Trustees**

Lower-Level Meeting Room

March 19, 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 February 20, 2024 regular meeting minutes
  - Approval of February 2024 Bill List – motion from Rich Basofin, Treasurer
  - Approval of February 2024 Financial Reports – motion from Rich Basofin, Treasurer
3. Comments from the public
4. Report of the President – Rob Olian
  - Reviewing financial reports
5. Report of the Executive Director – Heidi Smith
  - 2023 Illinois Public Library Annual Report
6. Other committee and liaison reports
  - Architectural liaisons – Rob Olian, Carol Wolfe
  - Budget & Finance Committee – Rich Basofin
  - Development Committee – Irene Hoffman
  - Friends of the Library – Irene Hoffman
  - Operations & Policies Committee – Peter Zotos
    - Approval of revisions to the Meeting Rooms for Community Use policy
7. Old and new business
8. Closed session
9. New business
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting  
February 20, 2024

CALL TO ORDER

Vice President Wolfe, presiding, called the meeting to order at 7:00 p.m.

**Members Present:** Rich Basofin, Rob Biederman, Alicia De La Cruz, Irene Hoffman, Rebecca Nathanson, Ashley Lapin Olian, Rob Olian (remote), Carol Wolfe, Peter Zotos

**Members Absent:**

**Others Present:** Graham Harwood, Carl Lambrecht, Catherine Lambrecht, Cary Rositas-Sheftel, Pamela Siegel, Heidi Smith

**Trustee Biederman moved and Trustee Nathanson seconded a motion to approve remote attendance for Trustee Olian due to business matters. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

Vice President Wolfe welcomed Julia Nathanson, the new Highland Park High School student liaison, to the Library Board.

APPROVAL OF MINUTES

**Trustee Lapin Olian moved and Trustee De La Cruz seconded a motion to approve the January 16, 2023 regular meeting minutes, January Bill List, and the January Financial Reports. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Carl Lambrecht suggested the library consortium consider an empty warehouse to keep withdrawn materials accessible.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian reported a meeting date with the Historical Society, Library and the City has not been scheduled yet.
- The City is holding three neighborhood meetings: Friday, April 26 at the Library, Tuesday, May 7 at Moraine Township, and Wednesday, May 15 at Northwood School. President Olian asked board members to advise Director Smith if they can attend one of the meetings.
- President Olian invited Trustees Zotos and Basofin to lead a discussion on monthly financial reports and how to read them. Trustee Basofin reported on the treasurer's responsibilities, Trustee Zotos discussed the financial reports, and Director Smith shared the budget process.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- A revised strategic plan section of her report will include a monthly update on each strategic initiative.
- She shared that the Library is working on an Oral History project related to the 2022 Highland Park shooting. The purpose of the project is to preserve personal stories and experiences that might otherwise be lost over time. The Library has received some support with grant funds from the Illinois State Library and would like to use unrestricted gift funds to support additional expenses related to the project. It is an agenda item to be discussed later in the meeting.
- Director Smith shared that over the last several months staff have had the opportunity to connect to many Highland Park parents and have received feedback on current Youth Services, ideas for expanded spaces, and operations. Assistant Director Rositas-Sheftel added that it has been exciting to listen and to learn from the community. She also reported that the iRead event was very successful. An estimated 1200 people attended the event, and 72 library cards were issued.

### ARCHITECTURAL LIAISONS

President Olian reported that the video for the community presentation on Tuesday, February 27, is in post-production. Letters have gone out to residents in the immediate neighborhood of the Library. Director Smith said the Youth Services team is formalizing visits to other local libraries to obtain ideas for implementation in the design plans. Vice President Wolfe shared that Director Smith completed the Illinois State Library grant application for \$125,000 last week.

President Olian expressed there was a plan for approval of the architect and owner's representative contracts at tonight's meeting. However, the contracts are very lengthy and detailed, and Trustee Biederman found some inconsistencies in language. The contracts were sent back to the attorney and the firms, so they are not ready to approve tonight. President Olian proposed for discussion that the contracts be approved substantively and delegated to Director Smith the authority to execute them on behalf of the Board once the changes are made.

**President Olian moved and Trustee Biederman seconded a motion to approve the contracts in substance as presented in the board packet delegating to Director Smith the authority to execute them on behalf of the Board once the conforming changes are identified and presented to the parties, and the contracts are amended accordingly. The motion passed unanimously.**

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

**MOTION CARRIED**

Director Smith commended Graham Harwood as well as the CCS team for their support as Owner's Representative for the expansion project. Mr. Harwood stated he is very proud and excited to be working with the Library and is looking forward to the end results.

### DEVELOPMENT COMMITTEE

Trustee Hoffman reported that the Committee made calls to 15 recent donors of sizable amounts. One donor will be attending the February 27 event. All of the donors were excited and thankful for the call and raved about the Library. The Committee is reviewing the Gift Policy and Donor Recognition policies. A final draft of the Gift Policy is being reviewed and will be brought to the Board for approval. The Committee discussed the 2025 expansion campaign including messaging, marketing, promotion, giving opportunities, naming rights, and donor recognition, and communication and engagement with the community.

### OLD AND NEW BUSINESS

Trustee Hoffman reported the Friends approved almost \$5,000 in program funding, including the Halloween Railroad, A Night at the Oscars, a series of foreign film discussions, six book discussions, and two historical programs.

Director Smith asked the Board for approval to use unrestricted gift funds for the Oral History Project. So far, the expenses for the Oral History Project have been minimal but they will be increasing over time. She would like approval to use unrestricted gift funds in an amount not to exceed \$10,000 to cover travel expenses, contractor services, and interviews. Trustee Wolfe stated that it's a good concrete thing to inform donors where their money is being used.

**Trustee Wolfe moved and Trustee Basofin seconded a motion to approve using unrestricted gift funds in an amount not to exceed \$10,000 for the Oral History project. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

### CLOSED SESSION

**Trustee Lapin Olian moved and Trustee Hoffman seconded a motion to adjourn to closed session to discuss a real estate matter at 8:25 p.m. The motion passed unanimously.**

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

Nays: None

MOTION CARRIED

### RETURN TO OPEN SESSION

**Trustee Zotos moved and Trustee Hoffman seconded a motion to return to open session at 8:32 p.m. President Olian adjourned the closed session at 8:32 p.m. and reconvened an open session.**

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

Nays: None

MOTION CARRIED

### ADJOURNMENT

**Trustee Nathanson moved and Trustee Hoffman seconded a motion to adjourn the meeting at 8:32 p.m. President Olian, presiding, adjourned the meeting at 8:32 p.m.**

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

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith, Rebecca Nathanson

Approved:

**HIGHLAND PARK PUBLIC LIBRARY  
BALANCE SHEET  
February 29, 2024**

	General Fund				Local Library Working Cash Fund			
	General Fund	Unrestricted Gift Fund	Total	Restricted Gift Fund		Special Reserve	Capital Assets	TOTAL
<b>ASSETS</b>								
<b>CASH</b>								
Checking Account	\$ 186,421		\$ 186,421					\$ 186,421
U.S. Government Select MM	1,805,828	37,385	1,843,213	55,159	90	10,345		1,908,807
Petty Cash	434		434					434
	<u>1,992,682</u>	<u>37,385</u>	<u>2,030,068</u>	<u>55,159</u>	<u>90</u>	<u>10,345</u>		<u>2,095,662</u>
<b>INVESTMENTS</b>								
Certificates of Deposit	-	270,000	270,000	-	383,000	4,269,000		4,922,000
<b>INTERFUND LIABILITY -- DUE FROM (TO)</b>	9,072	(1,437)	7,635	-	(7,635)	-		-
<b>OTHER CURRENT ASSETS</b>								
Receivables	5,366,300		5,366,300					5,366,300
Prepaid Expense/Accrued Revenue	3,061	-	3,061	-	-	-		3,061
	<u>5,369,361</u>	<u>-</u>	<u>5,369,361</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>5,369,361</u>
<b>CAPITAL ASSETS</b>							6,566,751	6,566,751
<b>TOTAL ASSETS</b>	<u>\$ 7,371,115</u>	<u>\$ 305,948</u>	<u>\$ 7,677,064</u>	<u>\$ 55,159</u>	<u>\$ 375,455</u>	<u>\$ 4,279,345</u>	<u>\$ 6,566,751</u>	<u>\$ 18,953,773</u>
<b>LIABILITIES</b>								
<b>ACCRUED EXPENSES</b>								
Accrued Salaries & Benefits	\$ 100,000		\$ 100,000	\$ -				\$ 100,000
Accrued Bill List	115,607	1,732	117,339	-				117,339
	<u>215,607</u>	<u>1,732</u>	<u>217,339</u>	<u>-</u>				<u>217,339</u>
<b>OTHER CURRENT LIABILITIES</b>								
Deferred Revenue, Property Taxes	5,366,300		5,366,300					5,366,300
Deferred Revenue, Other	-		-					-
<b>TOTAL LIABILITIES</b>	<u>5,581,907</u>	<u>1,732</u>	<u>5,583,639</u>	<u>-</u>				<u>5,583,639</u>
<b>FUND EQUITY</b>								
<b>INVESTMENT IN CAPITAL ASSETS</b>							6,566,751	6,566,751
<b>FUND BALANCES</b>								
Beginning Balance	2,651,392	307,096	2,958,488	54,637	375,000	4,274,598	-	7,662,723
Current Year Earnings	(862,184)	(2,880)	(865,064)	522	455	4,748		(859,339)
<b>TOTAL FUND BALANCES</b>	<u>1,789,208</u>	<u>304,217</u>	<u>2,093,425</u>	<u>55,159</u>	<u>375,455</u>	<u>4,279,345</u>	<u>-</u>	<u>6,803,384</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 7,371,115</u>	<u>\$ 305,948</u>	<u>\$ 7,677,064</u>	<u>\$ 55,159</u>	<u>\$ 375,455</u>	<u>\$ 4,279,345</u>	<u>\$ 6,566,751</u>	<u>\$ 18,953,773</u>

HIGHLAND PARK PUBLIC LIBRARY  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
For the Two Months Ended February 29, 2024

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ -		\$ -				\$ -
Gifts and grants	0	1,920	1,920	52			1,972
OTHER REVENUE							
Fees - Impact	11,978		11,978				11,978
Library U	1,090		1,090				1,090
Fines and Misc Revenue	3,425		3,425				3,425
Investment Income	12,110	289	12,399	470	455	4,748	18,072
Per Capita	0		0				0
State Corporate Replacement Tax	13,240		13,240				13,240
Transfers	0	0	0	0	0	0	0
TOTAL REVENUE	41,843	2,209	44,052	522	455	4,748	49,777
EXPENSE							
OPERATING EXPENSE							
Salaries	468,120		468,120				468,120
Payroll Taxes	35,042		35,042				35,042
IMRF	10,794		10,794				10,794
Insurance - Health	68,266		68,266				68,266
Subtotal - Salaries & Benefits	582,222	0	582,222	0	0	0	582,222
Books, Audiovisual & Electronic Resources	96,858		96,858	0			96,858
Cataloging & Processing	3,253		3,253				3,253
Insurance - General	100,349		100,349				100,349
Legal	0		0				0
Library U	2,500		2,500				2,500
Maintenance of Building	21,426		21,426	0			21,426
Maintenance of Equipment & Software	23,724		23,724				23,724
Maintenance of Grounds	3,447		3,447	0			3,447
Marketing	828		828	0			828
Postage	2,198		2,198				2,198
Programs	10,012		10,012	0			10,012
Purchases Funded by Gifts and Grants	3,050	5,089	8,139				8,139
Supplies & Services	25,594		25,594	0			25,594
Telephone	4,272		4,272				4,272
Training	1,161		1,161	0			1,161
Subtotal Other Operating Expenses	298,671	5,089	303,760	0	0	0	303,760
Total Operating Expense	880,893	5,089	885,982	0	0	0	885,982
CAPITAL EXPENSE							
Building & Grounds Improvement	18,436		18,436				18,436
Computerization	4,697		4,697				4,697
Furniture & Equipment	0		0	0			0
Total Capital Expense	23,134	0	23,134	0		0	23,134
Building Expansion Fund	0		0			0	0
Debt Service Expense	0		0				0
TOTAL EXPENSE	904,027	5,089	909,116	0	0	0	909,116
2024 Year to Date Net Revenue or (Expense)	(862,184)	(2,880)	(865,064)	522	455	4,748	(859,339)
12-31-23 FUND BALANCE (unaudited and updated 1-31-24)	2,651,392	307,096	2,958,488	54,637	375,000	4,274,598	7,662,723
FUND BALANCE AT MONTH END	\$ 1,789,208	\$ 304,217	\$ 2,093,425	\$ 55,159	\$375,455	\$4,279,345	\$6,803,384

**HIGHLAND PARK PUBLIC LIBRARY  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET COMPARISON  
For the Period Ended February 29, 2024**

	Actual				General Fund Budget 12 months 2024	YTD 2024 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of February		Two Months Ended February 29,				
	2024	2023	2024	2023			
GENERAL FUND							
REVENUE							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 5,366,300	0.00%	\$ 5,366,300
Other Income							
Fees - Impact	-	12,832	11,978	12,832	25,000	47.91%	13,022
Library U	550	840	1,090	2,810			(1,090)
Fines and Miscellaneous Revenue	1,552	1,253	3,425	2,964	20,600	16.63%	17,175
Gifts and Grants	50	1,071	1,920	1,296	35,000	5.49%	33,080
Investment Income	8,239	5,608	12,399	9,502	55,000	22.54%	42,601
Per Capita	-	-	-	-	44,500	0.00%	44,500
State Corporate Replacement Tax	-	-	13,240	22,547	75,000	17.65%	61,760
Transfer from LLWCF	-	-	-	-	-	-	-
Transfer from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer to General from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer (to) from Special Reserve	-	-	-	-	-	-	-
TOTAL OTHER INCOME	10,391	21,604	44,052	51,952	255,100	17.27%	211,048
TOTAL REVENUE	10,391	21,604	44,052	51,952	5,621,400	0.78%	5,577,348
EXPENSE							
OPERATING EXPENSE							
Salaries	225,347	191,963	468,120	397,850	2,855,000	16.40%	2,386,880
Payroll Taxes	16,751	15,269	35,042	30,303	218,400	16.05%	183,358
IMRF	5,455	3,658	10,794	7,240	78,200	13.80%	67,406
Group Insurance	34,133	26,412	68,266	52,824	486,000	14.05%	417,734
Subtotal - Salaries & Benefits	281,685	237,301	582,222	488,216	3,637,600	16.01%	3,055,378
Books, AV & Electronic Res.	61,000	51,476	96,858	98,042	581,400	16.66%	484,542
Cataloging & Processing	702	1,675	3,253	4,518	31,000	10.49%	27,747
Insurance - General	(352)	-	100,349	89,489	119,600	83.90%	19,251
Legal	-	-	-	-	5,000	0.00%	5,000
Library U	1,050	1,305	2,500	2,970	-	-	(2,500)
Maintenance - Building	12,008	9,984	21,426	19,981	140,000	15.30%	118,574
Maintenance - Equip. & Software	2,482	1,804	23,724	37,805	125,000	18.98%	101,276
Maintenance - Grounds	1,723	1,723	3,447	3,447	17,000	20.27%	13,553
Marketing	615	-	828	1,319	10,000	8.28%	9,173
Postage	773	279	2,198	1,519	8,000	27.47%	5,802
Programs	4,915	1,753	10,012	4,043	26,000	38.51%	15,988
Purchases Funded by Gifts and Grants	4,289	-	8,139	66	10,000	81.39%	1,861
Supplies & Services	19,050	9,033	25,594	17,121	170,400	15.02%	144,806
Telecommunications	1,894	1,304	4,272	3,270	23,000	18.57%	18,728
Training	1,133	2,538	1,161	5,171	26,000	4.46%	24,839
Subtotal - Other Operating Expenses	111,283	82,874	303,760	288,760	1,292,400	23.50%	988,640
Total Operating Expense	392,968	320,175	885,982	776,976	4,930,000	17.97%	4,044,018
CAPITAL EXPENSE							
Building & Grounds Improvement	18,436	28,192	18,436	28,727	375,000	4.92%	356,564
Computerization	140	1,182	4,697	2,047	40,000	11.74%	35,303
Furniture & Equipment	-	794	-	794	10,000	0.00%	10,000
Total Capital Expense	18,576	30,168	23,134	31,568	425,000	5.44%	401,866
Expansion Reserve Fund	-	-	-	-	200,000	0.00%	200,000
Debt Service Expense	-	-	-	-	66,400	0.00%	66,400
TOTAL EXPENSE	411,544	350,343	909,116	808,544	5,621,400	16.17%	4,712,284
Net Revenue (Expense)	\$ (401,153)	\$ (328,739)	\$ (865,064)	\$ (756,592)	\$ -		\$ 865,064

Benchmark: 2 months of 12 = 16.67% year complete.



**HIGHLAND PARK PUBLIC LIBRARY  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET COMPARISON  
For the Period Ended February 29, 2024**

	Actual			
	Month of February		Two Months Ended February 29,	
	2024	2023	2024	2023
<b>RESTRICTED GIFT FUNDS</b>				
Revenue				
Donations - Miscellaneous	\$ -	\$ -	\$ -	\$ -
Donations - Arenberg	-	-	-	-
Friends Receipts	-	2,358	52	3,830
Total Donations	-	2,358	52	3,830
Interest Income	235	169	470	314
Transfer to General Fund	-	-	-	-
Total Revenue, Gift Funds	235	2,526	522	4,145
Books	-	-	-	-
Maintenance - Building	-	-	-	-
Programs	-	-	-	-
Supplies and Services	-	-	-	-
Friends:				
Maintenance - Building	-	-	-	-
Marketing	-	-	-	-
Programs	-	950	-	2,950
Supplies and Services	-	966	-	2,173
Total Operating Expenses	-	1,916	-	5,123
Capital Expense				
Furniture & Equipment	-	-	-	-
Furniture & Equipment, Friends	-	-	-	-
Total Capital Expenses	-	-	-	-
Total Gift Fund Expenses	-	1,916	-	5,123
GIFT FUNDS Net Revenue (Expense)	235	611	522	(979)
<b>LLWCF</b>				
Interest Income	10	273	455	399
Transfer from (to) General Fund	-	-	-	-
LLWCF Net Revenue(Expense)	10	273	455	399
<b>SPECIAL RESERVE</b>				
Interest Income	3,916	4,608	4,748	5,930
Building Expansion Fund Revenue	-	-	-	-
Transfer from (to) General Fund	-	-	-	-
SPECIAL RESERVE Net Revenue(Expense)	3,916	4,608	4,748	5,930
<b>TOTAL LIBRARY Net Revenue (Expense)</b>	<b>\$ (396,992)</b>	<b>\$ (323,247)</b>	<b>\$ (859,339)</b>	<b>\$ (751,242)</b>



**HIGHLAND PARK PUBLIC LIBRARY  
BALANCE SHEET  
January 31, 2024**

	General Fund				Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
ASSETS	General Fund	Unrestricted Gift Fund	Total	Restricted Gift Fund				
CASH								
Checking Account	\$ 120,509		\$ 120,509					\$ 120,509
U.S. Government Select MM	748,498	33,781	782,259	54,924	79	6,429		843,692
Petty Cash	434		434					434
	<u>869,441</u>	<u>33,781</u>	<u>903,202</u>	<u>54,924</u>	<u>79</u>	<u>6,429</u>		<u>984,634</u>
INVESTMENTS								
Certificates of Deposit	1,440,000	270,000	1,710,000	-	383,000	4,289,000		6,382,000
INTERFUND LIABILITY - DUE FROM (TO)	4,585	3,050	7,635	-	(7,635)	-		-
OTHER CURRENT ASSETS								
Receivables	5,559,800		5,559,800					5,559,800
Prepaid Expense/Accrued Revenue	41,323	-	41,323	-	-	-		41,323
	<u>5,601,123</u>	<u>-</u>	<u>5,601,123</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>5,601,123</u>
CAPITAL ASSETS							6,792,438	6,792,438
TOTAL ASSETS	<u>\$ 7,915,149</u>	<u>\$ 306,811</u>	<u>\$ 8,221,960</u>	<u>\$ 54,924</u>	<u>\$ 375,444</u>	<u>\$ 4,275,429</u>	<u>\$ 6,792,438</u>	<u>\$ 19,720,195</u>
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	\$ 89,400		\$ 89,400	\$ -				\$ 89,400
Accrued Bill List	77,832	350	78,182	-				78,182
	<u>167,232</u>	<u>350</u>	<u>167,582</u>	<u>-</u>				<u>167,582</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	5,559,800		5,559,800					5,559,800
Deferred Revenue, Other	-		-					-
TOTAL LIABILITIES	<u>5,727,032</u>	<u>350</u>	<u>5,727,382</u>	<u>-</u>				<u>5,727,382</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS							6,792,438	6,792,438
FUND BALANCES								
Beginning Balance	2,651,392	307,098	2,958,488	54,837	375,000	4,274,598	-	7,662,723
Current Year Earnings	(463,275)	(638)	(463,910)	287	444	832	-	(462,347)
TOTAL FUND BALANCES	<u>2,188,117</u>	<u>306,461</u>	<u>2,494,578</u>	<u>54,924</u>	<u>375,444</u>	<u>4,275,429</u>	<u>-</u>	<u>7,200,375</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 7,915,149</u>	<u>\$ 306,811</u>	<u>\$ 8,221,960</u>	<u>\$ 54,924</u>	<u>\$ 375,444</u>	<u>\$ 4,275,429</u>	<u>\$ 6,792,438</u>	<u>\$ 19,720,195</u>

BOTH should be 5,366,300

**HIGHLAND PARK PUBLIC LIBRARY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET COMPARISON**  
**For the Period Ended February 29, 2024**

	General Fund				
	Actual	Budget	Variance	Budget	
	Two Months Ended	February 29	(under)over	12 months	
	2024	2024	YTD budget	2024	Comment
GENERAL FUND					
REVENUE					
Property Taxes	\$ -	\$ 894,383	\$ (894,383)	\$ 5,366,300	Behind: timing of property tax receipts (June and September)
				-	
Other Income					
Fees - Impact	11,978	4,167	7,811	25,000	Ahead: fluctuation of payments
Library U	1,090	-	1,090	-	
Fines and Miscellaneous Revenue	3,425	3,433	(8)	20,600	
Gifts and Grants	1,920	5,833	(3,913)	35,000	Behind: timing of grants and fluctuation of gifts
Investment Income	12,399	9,167	3,233	55,000	Ahead: budgeted conservatively
Per Capita	-	7,417	(7,417)	44,500	Behind: timing of payment
State Corporate Replacement Tax	13,240	12,500	740	75,000	
Transfer from LLWCF	-	-	-	-	
Transfer from Unrestricted Gift Fund	-	-	-	-	
Transfer to General from Unrestricted Gift Fund	-	-	-	-	
Transfer (to) from Special Reserve	-	-	-	-	
TOTAL OTHER INCOME	44,052	42,517	1,535	255,100	
TOTAL REVENUE	44,052	936,900	(892,848)	5,621,400	
EXPENSE					
OPERATING EXPENSE					
Salaries	468,120	475,833	(7,714)	\$ 2,855,000	
Payroll Taxes	35,042	36,400	(1,358)	218,400	
IMRF	10,794	13,033	(2,239)	78,200	
Group Insurance	68,266	81,000	(12,734)	486,000	Behind: contingency for life-changing events
Subtotal - Salaries & Benefits	582,222	606,267	(24,045)	3,637,600	
Books, AV & Electronic Res.	96,858	96,900	(42)	581,400	
Cataloging & Processing	3,253	5,167	(1,913)	31,000	
Insurance - General	100,349	19,933	80,416	119,600	Ahead: annual renewal timing
Legal	-	833	(833)	5,000	
Library U	2,500	-	2,500	-	
Maintenance - Building	21,426	23,333	(1,907)	140,000	
Maintenance - Equip. & Software	23,724	20,833	2,891	125,000	Ahead: timing of renewals
Maintenance - Grounds	3,447	2,833	613	17,000	
Marketing	828	1,667	(839)	10,000	
Postage	2,198	1,333	865	8,000	
Programs	10,012	4,333	5,678	26,000	Ahead: Kinzinger event with partner libraries; ILP annual membership
Purchases Funded by Gifts and Grants	8,139	1,667	6,472	10,000	Ahead: timing of purchases
Supplies & Services	25,594	28,400	(2,806)	170,400	
Telecommunications	4,272	3,833	439	23,000	Behind: conferences in April, July, and October
Training	1,161	4,333	(3,172)	26,000	
Subtotal - Other Operating Expenses	303,760	215,400	88,360	1,292,400	
Total Operating Expense	885,982	821,667	64,315	4,930,000	
CAPITAL EXPENSE					
Building & Grounds Improvement	18,436	62,500	(44,064)	375,000	Behind: summer projects; design phase to come
Computerization	4,697	6,667	(1,969)	40,000	
Furniture & Equipment	-	1,667	(1,667)	10,000	
Total Capital Expense	23,134	70,833	(47,699)	425,000	
Expansion Reserve Fund	-	33,333	(33,333)	200,000	
Debt Service Expense	-	11,067	(11,067)	66,400	
TOTAL EXPENSE	909,116	936,900	(27,784)	5,621,400	
Net Revenue (Expense)	\$ (865,064)	\$ -	\$ (865,064)	\$ -	

**Highland Park Public Library**  
**February 2024 Bill List**  
 March 19 through March 25, 2024

Date	Name	Account Charged	Split	Amount
03/19/2024	AlphaGraphics	5183 · Marketing		-615.00
03/19/2024	Anderson Pest Solutions	5175 · Maintenance - Building		-20.91
03/19/2024	Associated Electrical Contractors, LLC	5175 · Maintenance - Building		-280.00
03/19/2024	ATA Group	52126 · Services		-3,561.00
03/19/2024	ATIS Elevator Inspections, LLC	5175 · Maintenance - Building		-220.00
03/19/2024	Beach, Marcia	520620 · Programs - Youth		-27.50
03/19/2024	Cintas	5175 · Maintenance - Building		-297.76
03/19/2024	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-5,349.00
03/19/2024	Cooper, Trudy	520640 · Library U		-600.00
03/19/2024	Demco, Inc	-SPLIT-		-541.57
		520620 · Programs - Youth	50.94	
		5160 · Cataloging, Processing	490.63	
03/19/2024	Epson Labelworks	5160 · Cataloging, Processing		-182.39
03/19/2024	EnvisionWare, Inc.	5178 · Maintenance -Equipment,Software		-575.00
03/19/2024	Fox Valley Fire and Safety	5175 · Maintenance - Building		-158.15
03/19/2024	Gordon Flesch Co, Inc.	5178 · Maintenance -Equipment,Software		-101.00
03/19/2024	GFC Leasing	5178 · Maintenance -Equipment,Software		-2,534.12
03/19/2024	Heartland Business Systems, LLC	5178 · Maintenance -Equipment,Software		-477.20
03/19/2024	Hill Mechanical Services	5175 · Maintenance - Building		-3,999.00
03/19/2024	HR Source	52126 · Services		-6,773.75
03/19/2024	ITSavvy LLC	52123 · Supplies		-1,585.28
03/19/2024	Jauch, Marissa	520620 · Programs - Youth		-25.00
03/19/2024	London, Michelle	51663 · Dues		-162.00
03/19/2024	Mariani Landscape	5181 · Maintenance - Grounds		-1,723.28
03/19/2024	Melicchio, Cecilia	520640 · Library U		-450.00
03/19/2024	Paper Rolls Plus	52123 · Supplies		-161.85
03/19/2024	Pitney Bowes Global Financial Services	5187 · Postage		-406.95
03/19/2024	Pitney Bowes Bank, Inc.	5187 · Postage		-1,000.00
03/19/2024	Rachlin, James	52126 · Services		-825.00
03/19/2024	Reyes, Juan	520615 · Programs- New Media		-430.32
03/19/2024	Risk Program Administrators	5169 · Insurance		-633.00
03/19/2024	State Graphics	52123 · Supplies		-531.68
03/19/2024	Suburban Elevator Services	5175 · Maintenance - Building		-546.18
03/19/2024	Sunset Foods	52123 · Supplies		-160.99
03/19/2024	Technology Management Rev Fund	5215 · Telecommunications		-500.00
03/19/2024	Uline	52123 · Supplies		-53.14
03/19/2024	Warehouse Direct	-SPLIT-		-2,191.23
		52123 · Supplies	1273.17	
		5175 · Maintenance - Building	889.12	
		5160 · Cataloging, Processing	28.94	
03/19/2024	Wisconsin Glacier Springs Co.	52123 · Supplies		-97.92

**Highland Park Public Library**  
**February 2024 Bill List**  
**March 19 through March 25, 2024**

03/21/2024 Baker & Taylor Books	5130 · Books & Audio	-5,774.70
03/21/2024 Blackstone Publishing	5130 · Books & Audio	-699.05
03/19/2024 Dominican University	5130 · Books & Audio	-45.00
03/21/2024 Ingram Library Services	5130 · Books & Audio	-7,120.59
03/21/2024 Midwest Tape	5130 · Books & Audio	-2,670.44
03/21/2024 Morningstar, Inc.	5130 · Books & Audio	-8,206.00
03/21/2024 North Carolina State University	5130 · Books & Audio	-15.00
03/21/2024 OverDrive	5130 · Books & Audio	-11,378.43
03/21/2024 Playaway Products LLC	5130 · Books & Audio	-691.88
03/21/2024 Proquest Information and Learning	5130 · Books & Audio	-22,519.38
03/21/2024 Rowman & Littlefield Publishing Group	5130 · Books & Audio	-202.86
03/21/2024 Texas A&M University	5130 · Books & Audio	-20.00
03/21/2024 University of Georgia	5130 · Books & Audio	-15.00
03/21/2024 University of Iowa	5130 · Books & Audio	-15.00
03/23/2024 CCS	550325 · 2025 Construction project	-350.00
03/23/2024 Des Plaines Glass Company	5503 · Building/Grounds Improvement	-6,930.00
03/23/2024 ECS Midwest, LLC	550325 · 2025 Construction project	-3,600.00
03/23/2024 KLOA	550325 · 2025 Construction project	-7,285.00
03/23/2024 StudioGC	550325 · 2025 Construction project	-271.44
03/25/2024 Anderson, Mark	521004 · Friends Programs	-650.00
03/25/2024 Levin, Judy	521004 · Friends Programs	-350.00
03/25/2024 Schneiderman, Davis	521004 · Friends Programs	-350.00
03/25/2024 Werner-Thomas, Holly	520614 · Oral History Project	-381.80
		<b><u>-117,338.74</u></b>

**Highland Park Public Library**  
**February 2024 Bill List Summary**  
Distributed March 2024

**Expense**

**5010 · General Expenses**

**5100 · Operating Expenses**

5130 · Books & Audio	59,373.33
5160 · Cataloging, Processing	701.96
5166 · Training	
51663 · Dues	162.00
Total 5166 · Training	162.00
5169 · Insurance	633.00
5175 · Maintenance - Building	11,760.12
5178 · Maintenance -Equipment,Software	3,687.32
5181 · Maintenance - Grounds	1,723.28
5183 · Marketing	615.00
5187 · Postage	1,406.95

**5203 · Programs**

**5206 · Programs - General**

520614 · Oral History Project	381.80
520615 · Programs- New Media	430.32
520620 · Programs - Youth	103.44

Total 5206 · Programs - General 915.56

Total 5203 · Programs 915.56

520640 · Library U 1,050.00

**5212 · Supplies & Services**

52123 · Supplies	3,864.03
52126 · Services	11,159.75

Total 5212 · Supplies & Services 15,023.78

5215 · Telecommunications 500.00

Total 5100 · Operating Expenses 97,552.30

**5500 · Capital Outlay**

**5501 · Capital Outlay**

5503 · Building/Grounds Improvement	6,930.00
550325 · 2025 Construction project	11,506.44

Total 5501 · Capital Outlay 18,436.44

Total 5500 · Capital Outlay 18,436.44

Total 5010 · General Expenses 115,988.74

**501000 · Gift Funds Total**

**501004 · Unrestricted Gift Funds**

**520000 · Unrestricted Gifts--Friends**

521004 · Friends Programs 1,350.00

Total 520000 · Unrestricted Gifts--Friends 1,350.00

Total 501004 · Unrestricted Gift Funds 1,350.00

Total 501000 · Gift Funds Total 1,350.00

Total Expense 117,338.74

**Highland Park Public Library**  
**February 2024 General II (Bills Already Paid)**  
February 1 through February 29, 2024

Date	Num	Name	Account Charged	Split	Paid Amount
02/01/2024	12880	Mid -Town Instrument Rentals	518535 · HPCF		-200.00
02/08/2024	12883	Access One	5215 · Telecommunications		-838.18
02/08/2024	12884	Mid -Town Instrument Rentals	518535 · HPCF		-150.00
02/13/2024	12885	Pitney Bowes Bank, Inc.	5187 · Postage		-1,000.00
02/15/2024	12886	AT&T	5215 · Telecommunications		-365.15
02/19/2024	12887	Stampley, Jahari	518535 · HPCF		-1,500.00
02/19/2024	12888	Library Journals LLC	516670 · Training - General		-672.30
02/19/2024	12889	Comcast	5215 · Telecommunications		-172.90
02/27/2024	12890	Elan Financial Services	-SPLIT-		-4,703.38
			521004 · Friends Programs	7.00	
			5506 · Computerization	139.88	
			5178 · Maintenance-Equip,Software	636.69	
			5175 · Maintenance - Bldg	247.96	
			52123 · Supplies	452.41	
			520610 · Programs - Adult	480.88	
			5130 · Books & Audio	630.09	
			516670 · Training - General (Comm)	100.00	
			516670 · Training - General (Admin)	199.00	
			5187 · Postage	20.20	
			52126 · Services	1,771.30	
			5215 · Telecommunications	17.97	
02/29/2024	12891	Phillips, Michael	521004 · Friends Programs		-350.00
02/29/2024	12892	Levin, Judy	521004 · Friends Programs		-350.00
02/29/2024	12893	Edwards, Steve	520610 · Programs - Adult		-800.00
02/28/2024	12894	Amazon Capital Services	5130 · Books & Audio		-996.62
					<b>-12,098.53</b>

Check# 12881 and 12882 were on the January Bill List

HIGHLAND PARK PUBLIC LIBRARY  
SALARY REPORT  
February 2024

	Pay period ending:		Monthly Totals
	<u>2/4/2024</u>	<u>2/18/2024</u>	
Salary Expense by Department:			
Administration	28,596.16	28,374.27	56,970.43
Information and Reader Services	19,272.35	19,529.89	38,802.24
Membership Services	16,757.35	16,951.84	33,709.19
Media Services	10,281.41	9,800.89	20,082.30
Maintenance	4,663.40	4,710.21	9,373.61
Technical Services	12,859.86	12,867.08	25,726.95
Youth Services	15,392.27	15,289.75	30,682.02
Total Salaries Paid	<u>107,822.79</u>	<u>107,523.93</u>	<u>215,346.73</u>
Accrued for February 19 to 29			93,000.00
Reverse Accrued for January 22 to 31			<u>(83,000.00)</u>
Subtotal Salaries per Page 3			<u>225,346.73</u>
Payroll Taxes			16,750.82
IMRF			5,454.60
Health Insurance-Library Share			34,133.30
Total Payments			<u>281,685.45</u>



# Illinois Public Library Annual Report (IPLAR)

## HIGHLIGHTS

### ADMINISTRATIVE INFORMATION

1.23a Population residing in tax base	30,176
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### SERVICE OUTLETS

2.11b Facility square footage	47,050
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2.14 Total annual attendance/visits	202,539
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### FACILITY/FACILITIES

6.2 Total number of meeting rooms	2
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6.2b Total number of times meeting room(s) used by the public during the fiscal year	378
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6.3 Total number of study rooms	9
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6.3b Total number of times study room(s) used by public	9,690
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### PERSONNEL

13.5 Total Group A: Librarians with Master's Degrees: FTE ALA-MLS	15.64
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13.12 Total Group B: FTE Librarians (non-ALA-MLS degrees)	18.64
---	-------

13.16 Total Group C Full-time and Part-time Professional Staff	22.21
--	-------

13.20 Total Group D Full-time and Part-time Pages	3.53
---	------

13.24 Total Group E Maintenance Employees	2.64
---	------

13.26 Total FTE Paid Employees	47.01
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### LIBRARY VISITS

14.1 Total annual visits/attendance in the library	202,539
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# Illinois Public Library Annual Report (IPLAR)

## HIGHLIGHTS

### PROGRAMS, ACTIVITIES & ATTENDANCE 15.1 – 15.30

	Synchronous Programs	Attendance	Self Directed Activities	Self Directed Activity Participants
Children (0-5)	305	5,079	6	59
Children (6-11)	85	3,456	55	4,052
Young Adults (12-18)	15	138	16	1,762
Adults (19 and older)	200	7,627	2	117
Total	605	16,300	79	5,990

Onsite, Offsite & Virtual Group Programs	Program Sessions	Program Attendance
Synchronous In-Person Onsite Program Sessions	431	9,472
Synchronous In-Person Offsite Program Sessions	154	3,562
Synchronous Virtual Program Sessions	20	3,266

### Registered Users

**16.1** Total Number of Unexpired Resident Cards 12,294

### RESOURCES OWNED

**17.3** Total Print Materials 167,625

**17.4** E-books Held at end of the fiscal year 184,271

**17.5a** Audio Recordings: Physical Units Held at end of the fiscal year 16,937

**17.5b** Audio Recordings: Downloadable Units Held at end of the fiscal 113,474

**17.6a** DVDs/Videos: Physical Units Held 21,429

**17.6b** DVDs/Videos: Downloadable Units Held 4,058

**17.6c** Other Circulating Physical Items 602

**17.6d** Total Physical Items in Collection 206,359

**17.9** Total Electronic Collections 76

# Illinois Public Library Annual Report (IPLAR)

## HIGHLIGHTS

### USE OF RESOURCES

<b>18.1</b> Number of adult materials loaned	331,676
<b>18.2</b> Number of young adult materials loaned	13,804
<b>18.3</b> Number of children's materials loaned	166,886
<b>18.4</b> Total number of materials loaned	512,366
<b>18.5</b> Books – Physical	280,989
<b>18.6</b> Videos/DVDs-Physical	56,186
<b>18.7</b> Audios (include music) Physical	15,209
<b>18.8</b> Magazines/Periodicals - Physical	7,615
<b>18.9</b> Other Items - Physical	11,695
<b>18.10</b> Physical Item Circulation	371,694
<b>18.11</b> Use of Electronic Materials	140,672
<b>18.12</b> Total Circulation of Materials	512,366
<b>18.13</b> Successful Retrieval of Electronic Information	65,209
<b>18.14</b> Electronic Content Use	205,881
<b>18.15</b> Total Collection Use	577,575
<b>18.16</b> Interlibrary Loans Provided to other Libraries	31,700
<b>18.17</b> Interlibrary Loans Received from other libraries	30,859

### PATRON SERVICES

<b>19.1</b> Total Annual Reference Transactions	42,083
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### AUTOMATION

<b>20.1</b> Total number of all computers	113
<b>20.2</b> Total number of Public Use	36

# Illinois Public Library Annual Report (IPLAR)

## HIGHLIGHTS

### INTERNET

21.5	Number of Uses of Public Internet Computers per year	7,921
21.6	Wireless Sessions per year	79,420
21.9	Number of website visits to library's website	409,023

### STAFF DEVELOPMENT & TRAINING

23.1	Money used on staff development and training	16,823
23.3	How many hours of training did employees receive	875

HIGHLAND PARK PUBLIC LIBRARY  
Budget and Finance Committee Meeting – IN PERSON  
March 7, 2024

CALL TO ORDER

Chair Rich Basofin, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

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

**Others Present:** Heidi Smith (Executive Director), James Rachlin (President, Meristem Advisors)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

**Trustee Zotos moved and Trustee De La Cruz seconded a motion to approve the minutes of the October 10, 2023 Budget and Finance Committee meeting. The motion passed unanimously.**

Ayes: Basofin, De La Cruz, Zotos

Nays:

MOTION PASSED.

FINANCIAL CONDITION AND FORECAST

Mr. Rachlin, President of Meristem Advisors, gave a brief introduction to his work. He then reviewed the Library's financial history 2020-2023 and current condition. He pointed out that the annual cash low point is May, and recommended the Library's General Fund remain at 60-75% at the end of the year in order to have sufficient funds in May. The Working Cash Fund may serve as an 8% back-up as needed. Mr. Rachlin's review included the Special Reserve Fund for capital needs. He recommended that the Library pay for capital improvement directly from the Special Reserve Fund, and that the Library's attorney should be consulted.

Mr. Rachlin also presented the assumptions and results of a forecast including capital projects through 2031, including the 2025-2026 Expansion and future main floor renovation project.

INVESTMENT AND FINANCIAL POLICIES.

Mr. Rachlin outlined suggestions to the investment policy, and recommended a review of internal controls as well as guidelines for expenditure of funds.

The Committee discussed the inclusion of a portfolio report on annual insight on returns. Director Smith will add this to year-end procedures in January.

#### OTHER BUSINESS

The Committee discussed next steps in reviewing financial reports with the Board. Treasurer Basofin and Trustee Zotos will spend 10 minutes at the March meeting sharing how they review the reports.

#### ADJOURNMENT

Trustee Zotos moved and Trustee De La Cruz seconded a motion to adjourn. Chair Basofin adjourned the meeting at 8:24 p.m.

Submitted by: Heidi Smith

Reviewed by: Rich Basofin

Approved:

HIGHLAND PARK PUBLIC LIBRARY  
Development Committee Meeting – IN-PERSON  
March 12, 2024

CALL TO ORDER

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

ATTENDANCE

**Trustees Present:** Irene Hoffman (chair), Rich Basofin, Carol Wolfe, Rob Olian (ex officio)

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

**Not in Attendance:** Alicia De La Cruz, Friends of the Highland Park Public Library President Suzanne Zweig (ex officio),

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

**Trustee Wolfe moved and Trustee Basofin seconded a motion to approve the February 13, 2024 meeting minutes. The motion passed unanimously.**

Ayes: Basofin, Hoffman, Wolfe

Nays:

MOTION PASSES.

POLICY UPDATE

Director Smith reported that the Operations & Policies Committee reviewed the draft revisions to the Gift Policy. They suggested some changes and plan to review the policy again when they consider drafts to the donor recognition policy the Development Committee is currently working on.

NAMING OPPORTUNITIES

Director Smith provided a list of naming opportunities of areas that will be improved or created by the 2025-2026 Expansion project as well as the 2020 Expansion Opportunities that was not fully realized. The Committee discussed the information shared from the Ellsworth Public Library about their recent campaign. Donors could make their total contribution over several years. Naming rights last 20 years and could be for spaces and services beyond the new spaces, continuing after construction. The Committee would like to have something like the previously successful auditorium chairs fundraising, and discussed the possibility of a shared naming opportunity, such as a mural in the makerspace.

The Committee discussed how to build a database of people to contact. The Committee felt that a mailing list would take several years to be effective. President Olian also suggested contacting local foundations, banks, and car dealerships for gifts to the Library. The Committee identified a need to identify an ambassador to the community to “open the doors,” like the role Ellsworth made successful, and they identified some community members to contact.



### DONOR WALL

The Committee discussed the current donor wall and decided to transition away from a permanent, cumulative, ongoing donor wall, and instead, create a campaign-specific donor wall to recognize all gifts raised during the expansion project. The Committee discussed possible locations for the campaign donor wall, identifying potential locations such as the wall near the gallery space to the new meeting rooms. The Committee anticipates that the Library would only have a campaign of this nature every 20 years or so, and that at that time, the current campaign donor wall could be memorialized in some way (photos, a plaque, etc.) to make room for another campaign donor wall.

Phasing out of the current donor wall will require additional discussion and thoughtfulness on how best to memorialize the donor names. One possibility could be to transition names to another location on a permanent plaque or video display, possibly in proximity to the campaign donor wall.

Moving forward, donors will be recognized annually on the website and in an annual report.

### OTHER BUSINESS

Next steps for Director Smith include drafting a case statement, adding dollar amounts to the proposed list of naming opportunities, and defining ranges for the campaign, for committee discussion in April.

### ADJOURNMENT

Trustee Basofin made a motion to adjourn, and Trustee Wolfe seconded. With all in favor, Trustee Hoffman presiding, adjourned the meeting at 8:30 p.m.

Submitted by: Heidi Smith

Reviewed by: Irene Hoffman

Approved:

HIGHLAND PARK PUBLIC LIBRARY  
Operations & Policy Meeting – IN-PERSON  
Director's Office  
March 4, 2024

CALL TO ORDER

Trustee Zotos, presiding, called the meeting to order at 7:08 p.m.

ATTENDANCE

**Members Present:** Peter Zotos (Chair), Rebecca Nathanson, Rob Biederman, and Rob Olian (President, ex officio)

**Members Absent:**

**Others Present:** Heidi Smith (Executive Director)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

**Trustee Biederman moved, and Trustee Nathanson seconded a motion to approve the minutes of the December 2, 2023 Operations and Policy Committee meeting. The motion passed unanimously.**

Ayes: Biederman, Nathanson, Zotos

Nays:

MOTION PASSED.

COMMUNITY USE OF MEETING ROOMS

The Committee reviewed the proposed changes to the policy. Director Smith will incorporate additional proposed changes and send it back to the Committee.

PRIVACY

Staff continue to work on the revision to the Privacy Policy for the next Committee meeting.

GIFT POLICY

President Olian summarized the Development Committee's approach to the policy. The draft revisions are meant to retain Board control over gifts made to the Library. Any gift to the Library would be unrestricted unless a specific agreement is negotiated with the Board.

Trustee Biederman prepared revisions to the draft that provide continuity to all types of gifts. Director Smith will oversee changes to the draft based on the Committee's discussion, including updating naming conventions from the style guide and definitions appendix.

Director Smith will email the draft policy to the Committee members as soon as it is complete. The policy will be reviewed again by the Committee along with 612 (revised) Donor Recognition Policy as soon as the Development Committee submits it.

#### UPDATE STYLE GUIDE AND DEFINITIONS

Director Smith will distribute the style guide and definitions appendix to the Committee following the meeting.

#### OTHER

Director Smith will obtain and review quotes for a comprehensive legal review of the Personnel Manual to be completed prior to the Committee's review in December.

Director Smith will also follow-up with the Board about how to access SharePoint in case there are any barriers to accessing the policy manual and other Board resources.

#### ADJOURNMENT

Trustee Biederman moved, and Trustee Zotos seconded a motion to adjourn the meeting. Trustee Zotos, presiding, adjourned the meeting at 8:02 p.m.

Submitted by: Heidi Smith

Reviewed by: Peter Zotos

Approved:

# HIGHLAND PARK PUBLIC LIBRARY

## Policy 401 Meeting Rooms for Community Use

Purpose: To state the terms of use for Library meeting rooms.

### General Policy

Highland Park Public Library (“the Library”) offers ~~the~~ community use of large meeting room spaces ~~in alignment with the Library’s vision of serving the community as a trusted forum for enrichment and engagement.~~ to local government agencies, businesses, community groups, and non-profit organizations for the presentation and exchange of information and opinions on subjects of interest to the Highland Park community. The Library also offers small to midsized meeting rooms for individual and group use.

Except for programs that are Library-sponsored, the meeting rooms are intended primarily for occasional or ad hoc use. Exceptions to this policy may be made with special approval by the Highland Park Public Library Board of Trustees (“~~Library~~ the Board”).

Use of the meeting rooms for Library-sponsored programs shall have priority over all other requests.

Provision of Library facilities does not denote sponsorship, support, promotion, or endorsement of the using group, their ideas, or ideas expressed during an event.

Reservation holders will ensure meeting room activities comply with Library policies. If an individual, group, or organization does not comply with the regulations of this or other Library policies, it may be prohibited from use of these rooms at the discretion of the Board.

### Rooms Available

Eight small to midsized meeting rooms, located in Adult Services, are available-  
~~for community use.~~

Meeting Room 1	2-person capacity
Meeting Room 2	4-person capacity
Meeting Room 3	5-person capacity
Meeting Room 4	6-person capacity
Meeting Room 5	4-person capacity
Meeting Room 6	4-person capacity

## HIGHLAND PARK PUBLIC LIBRARY

Meeting Room 7 4-person capacity  
Meeting Room 8 8-person capacity

The Auditorium is available for community use and has equipment and furniture that can be reserved for meetings. The Auditorium seats eighty-seven (87) persons in theater fashion. In addition, space has been provided for up to 3 wheelchairs in the last row.

The Lower-Level Meeting Room, adjacent to the Auditorium, is available for community use and has equipment and furniture that can be reserved for meetings. It allows flexible seating arrangements for up to forty (40) chairs. Limited kitchen facilities are available subject to approval by the Executive Director or their designee.

### Regulations for all Meeting Rooms

- 1) Use of the Library's meeting rooms shall be in accordance with Article VI of the American Library Association Library Bill of Rights.  
[www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms](http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms)
- 2) The Library complies with the Americans with Disabilities Act ("ADA") by making reasonable accommodations for people with disabilities. Groups using the meeting room and presenters are responsible for meeting the requirements of the ADA. The Library offers the facility as a service to the community but has no responsibility for those groups using the room.
- 3) Meetings must end at least fifteen minutes before the Library closes.
- 4) Admission fees, tuition fees, or donations cannot be collected for any room use.
- 5) Handouts may only be distributed within the Meeting Room rental space during the hours of rental.
- 6) A meeting cannot continue if it interferes with the work of the staff, the use of the Library by its patrons, or if it disturbs the neighborhood.
- 7) Sale, advertising, solicitation, or promotion of any goods or services is not permitted on Library property, except by Library-affiliated organizations or at Library-sponsored events.

## HIGHLAND PARK PUBLIC LIBRARY

- 8) Reservation holders must be present for the duration of the reservation and are responsible for the orderliness of the group, ~~and the condition of the rooms, and compliance with all Library policies. The reservation holder agrees to reimburse the Library for any expenses that may be incurred in replacing or repairing any fixtures, furniture, or equipment and for any damage to Library property.~~
- 9) ~~If an individual, group, or organization does not comply with the regulations of this policy, it may be prohibited from use of these rooms at the discretion of the Library Board.~~

### Regulations for Meeting Rooms 1-8

- 1) Reservations can be made for up to 2 hours a day for each individual requestor, meeting, or group. Exceptions for test proctoring may be made by the Executive Director or their designee.
- 2) Reservations can be made up to a week in advance by phone or online with a ~~Highland Park Public Library~~ Card.
- 3) If a meeting room is available, patrons may make a walk-up reservation at the Information & Readers Services desk. A ~~Highland Park Public Library~~ eCard is not required for walk-up reservations.
- 4) Reservations will be forfeited if the room isn't occupied within 15 minutes of the starting time.

### Regulations for Lower-Level Meeting Room and Auditorium

- 1) ~~Any Highland Park Public Library eCard holders, 18 years of age and older, - and Highland Park-based organizations~~ may reserve the Lower-Level Meeting Room and/or Auditorium.
- 2) Reservations must be requested by completing the Application Form provided by the Library for approval by the Executive Director or their designee.
- 3) Reservations may not be scheduled more than sixty (60) days in advance or less than three weeks in advance of the meeting. Library programming schedules will have priority.
- 4) Reservations will be limited to 4 reservations during a 12-month period. An equipment set-up and support fee of \$100 for the use of one room (up to 2



## HIGHLAND PARK PUBLIC LIBRARY

hours) or \$150 for the use of both rooms (up to 2 hours) and a fee of \$50 for each additional hour after 2 hours shall be charged to cover the ~~incremental-staffing~~ costs to the Library in ~~making-supporting use of the rooms-equipment~~ available. The Executive Director or their designee may waive the fee and/or limit for federal, state, or local government agencies and local nonprofits with whom the Library works in partnership.

- 5) The Executive Director or their designee must receive all publicity material including but not limited to press releases and announcements two weeks in advance of the scheduled meeting. If a flyer or written announcement of the event is used, the following disclaimer must be included: ***The Highland Park Public Library provides library meeting space as a community service. The Library neither sponsors nor endorses this/these event(s) nor the presenting individual(s) or organization(s).*** The Library will include the organization or group name and a description of the event in the Library's online event calendar including the disclaimer. All content on the Library's website is subject to approval by the Executive Director or their designee.
- 6) Reservation holders are encouraged to cancel reservations at least 24 hours in advance. Reservation holders are required ~~Any group that fails to fulfill~~ their reservation or cancel prior to the start time of their reservation ~~may lose future meeting room privileges.~~
- 7) All meetings must be open to the public. Seating must be made available on a first come, first served basis.
- 8) The number of persons in attendance in the Auditorium may not exceed ninety (90). The number of persons in attendance in the Lower-Level Meeting Room may not exceed forty (40).
- 9) Refreshments cannot be served in the Auditorium. Light refreshments may be served in the Lower-Level Meeting Room subject to approval by the Executive Director or their designee. Reservation holders are responsible for clean-up of any refreshments. ~~Failure to do so may result in the loss of — future meeting room privileges.~~
- 10) The reservation holder agrees to reimburse the Library for any expenses that may be incurred in replacing or repairing any fixtures, furniture, or equipment and for any damage to Library property.



## HIGHLAND PARK PUBLIC LIBRARY

~~10) An adult shall be present to supervise meetings of minor children.~~

Reviewed and revised November 14, 2023

Revised March 19, 2024

**Announcements and Updates**

- The Illinois Public Library Annual Report (IPLAR) and highlights are included in this month's meeting packet.
- Reminder, the Board has a SharePoint folder that serves as a handbook/reference tool including policy manual and previous Board packets and recordings. If you need assistance connecting, please let us know.
- In considering next steps to develop a strategic plan for 2025-2027 during the expansion project, the Library team is proposing an internal process to create a bridge plan that extends the current strategic plan aspirations over the expansion project period. The plan will bridge to a community-wide process in 2027 to develop a new plan based on community input including response to the addition and expanded services. The bridge plan will be drafted by staff in the second and third quarters, for Board discussion later in the 3<sup>rd</sup> quarter of 2024.
- The Expansion Design Preview Event was a success. We had 47 people attend, and the format was conducive for quality engagement. There were many questions and suggestions shared by audience members, despite the tornado warning. Pictured below is part 2 of the presentation.

**Service Highlights**

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

- Media Services supported 27 Book-A-Librarian session (1:1 appointments including Maker technology support) this month.
- Caminando Juntos (Walking Together) presented “Certificaciones y programas asociados como opciones de carrera con College of Lake County” (Certificates and associates degrees with CLC as career pathways”, Jesus Ruiz - CLC Dean Lake Shore Campus on Facebook Live with 210 views.
- There was a great turnout for a recent teen program. We were so pleased that 10 teens dropped by to make terrariums.
- Jahari Stampley, the winner of the 2023 Herbie Hancock Institute for Jazz International Piano Competition and Chicago resident, performed a dynamic, engaging concert. After the event was arranged, the Chicago Tribune named him one of the Chicagoans of the Year in the Arts (along with Jonathan Eig who we hosted last spring). Bringing a performer of this caliber to the Library was a big win for the community as the performance was free to attend and patrons have access to an event that otherwise they might not be able to attend (cost, location, or knowledge of the performer). 183 attended.
- An Evening with Adam Kinzinger was a very successful virtual program with the former congressman, presented in partnership with 22 libraries across the state. Judging from the

registration number (1228 registered), the event resonated with many people. For comparison, a recent ILP event had 1996 register with 200 libraries involved. Attendance was 983 with 137 from Highland Park.

- Of the 564 post-program survey responses to the question about valuing the opportunity to access such a conversation, only 45 responses were not “strongly agree.” And of those 45, most of them were “agree.”
- From a staff member at VAPL: I just have to say this was one of the best hours of library programming ever! I’m looking forward to sharing it with friends and family who missed it. So good!

#### Use of Resources:

- In February, *The Women* by Kristin Hannah was the highest circulating book by Highland Park patrons; film *Oppenheimer* remained the top DVD/Blu Ray title.
- See collection statistics, pages 4-5 and the following chart.

#### Library Social Services:

- 7 individual patrons served in 48 patron engagements

#### Outreach Highlights:

- Storytime in the community continued at Green Bay, JCYS Lutz Center, Little Giants (HPS), Tri-Con, and HP Community (cancelled) with 7 storytimes for 85 attendees.

#### Partnership Highlights:

- Book Match at 112 schools continued with 5 sessions for 187 attendees and one session at HPPL with 34 in attendance.
- CommUNITY Dinner, presented in partnership with the Art Center of Highland Park, hosted a conversation and potluck on “Building Stronger Communities” with guest speaker and facilitator John Woodall. (20 attended)

#### Patron Comments (see comments chart page)

#### Staff

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

- At the February all-staff meeting, the team received an overview from the social services coordinator about the work in progress as well as the process for connecting a patron with social services support in the Library. Members of the team also reported on trainings they attended including “How to Build Effective Work Relationships,” which included the WHY of Customer service, “United Against Book Bans Volunteer,” a training to create teams to respond to attempts to censorship or book banning in libraries, and “Best of Core Forum: Designing for Human Behavior,” which included alternative furniture designs to optimize seating arrangements.

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

#### Library Safety

- New suspensions issued: 2 suspensions, 1-year and 3-month respectively, for repeated failure to comply with Library Behavior Policy
- Incident reports documented: 3
- Police on-site: 1 to support order of no trespass

#### HPPL in the News

- ***Residents can see Plans to Renovate Highland Park Library on Feb. 27*** was featured in the News Briefs section of The Record North Shore on 2/23/2024.

- **HPPL Expansion to Support Children's Programming and Events** was featured in the News Brief Section of The Record North Shore on 2/28/2024.

### 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.*

- A patron shared that with a staff member's help he was able to successfully complete testing in his chosen trade and receive his credentials. He recently stopped by for employment help and was given help/tips in job searches, approaching employers and the interviewing process. Patron was very eager to learn these current ideas about the new country he adopted and stated, "I don't know where else anyone would have taught me these things."
- A patron called the Reference desk to get help accessing the Adam Kinzinger virtual event. Despite the patron wanting to give up, I remained patient and asked questions to understand how the patron was struggling. I successfully guided them through each step. When I heard the event play through the phone, I was so excited, both the patron and I started "woohoo" celebrating!
- One of our patrons has just learned how to make Zoom calls by using our Book-a-Librarian sessions. Now she can easily communicate with her daughters who live in other cities and keep closer touch with her loved ones.
- A patron that wanted to replace their lost library card was impressed and excited to choose a new design. They particularly appreciated the banned books library card.
- I received a call from a patron who was asking to clarify a due date for an item, as they couldn't read the post it note inside the item. The patron kept repeating that whichever staff member had written the post it must be dyslexic. That commentary felt disrespectful and unnecessary.
- While at our service desk, I overheard a father and son at the patron catalog. The dad was trying to figure out the book the little boy was desperately wanting. After refusing his dad's repeated suggestion to "just ask the librarian for help," they were leaving the catalog in defeat as I said, "I'm dying to know what you're trying to find!" The little boy's description of a book about "a bunch of reptiles fighting each other" perfectly described a series, Who Would Win. He literally squealed with delight when I showed him the catalog picture of his book, Ultimate Reptile Rumble. I don't think he will hesitate to ask for our help the next time!

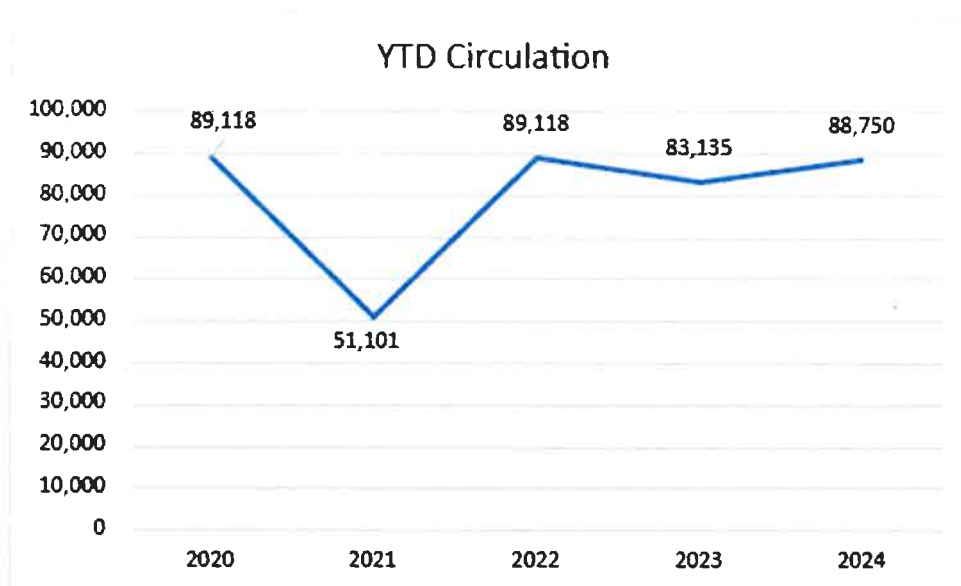
**Strategic Plan Highlights** (updated format)

<p>LIFELONG LEARNING <i>curiosity, knowledge, vitality, discovery</i></p>	<p>OPTIMIZING RESOURCES <i>collections and services meet community needs</i></p>
<p><i>Key concepts: stimulation, bond, literacy, love of reading, habit, cultural enrichment, diversity, depth, information, digital, access, technology.</i></p> <p><b>More HP students are connecting with relevant library services to bolster student success.</b> The team is working to expand the partnership with HP High School to identify relevant needs and support the Library can provide. The team met with High School Assistant Principal and Librarian. Archivist scheduled meeting with HS archive liaison. Library is hosting Teen Time Program once a month to encourage teens to take ownership and promote a feeling of belonging.</p>	<p><i>Key concepts: information, education, research, entertainment, access to resources, invite patrons to connect, evaluation, expertise.</i></p> <p><b>Collection maintenance workflows that cross department lines are coordinated and efficient to maximize staff's time use and maximize collection availability to patrons.</b> The first collection maintenance meeting was held Feb. 6, and was a good discussion on several topics. As a major goal for 2024, the group will work on compiling a "collection maintenance manual" to document the existing processes.</p> <p><b>New items are available to patrons as quickly as possible.</b> The public services and technical services managers implemented a new workflow starting March 1 for Adult and Youth items and Media items April 1. The team will review data in a few months to see if there is a measurable difference in average time-to-shelf.</p>
<p>ORGANIZATIONAL DEVELOPMENT <i>fiscal, physical, and human resources</i></p>	<p>CREATING CONNECTIONS <i>engagement, understanding, impact, partnerships</i></p>
<p><i>Key concepts: structure, personnel, relationships, leaderships, inclusive and diverse team, building expansion, sustainable financial resources</i></p> <p><b>Library is well-prepared for construction in 2025.</b> Communication channels were expanded to inform the community about expansion activities including the e-newsletter and website. Other efforts include Expansion Design Preview, team visits to explore other Youth Services and, and formation of a team to explore the technology needs staff and community will have in new spaces.</p> <p><b>HPPL is a leader, contributing cataloging at the international level.</b> Technical Services catalogers completed Name Authority Cooperative (NACO) training, provided online by Library of Congress. During the rest of this year, they will submit records for review and then contribute them to the Name Authority File maintained by the Library of Congress, for reuse by libraries everywhere.</p>	<p><i>Key concepts: connections between patrons, understanding, sense of belonging, community gathering places, relationships, value</i></p> <p><b>Board and community are well-informed about Library impacts and activities.</b> This will be improved through enhanced monthly reporting with strategic plan highlights. Will continue for the next few months and solicit Board feedback.</p> <p><b>Library shares stories of impact with stakeholders.</b> The team must be trained and have a process to report stories of impact from community members. Staff written monthly reports were initiated in January. The process will continue for the next few months at which time Administration will solicit team feedback.</p>

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

### Library Data

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



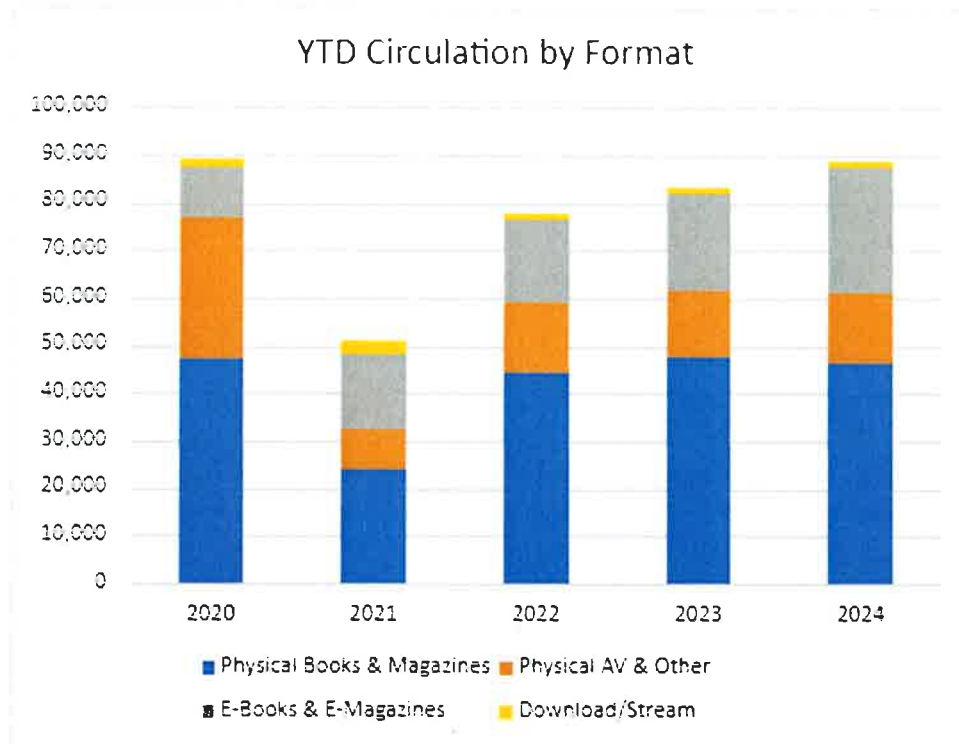
Does not include CCS & ILL borrowed from other libraries.

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-February

**YTD Circulation by Format**

	2020	2021	2022	2023	2024
Physical Books & Magazines	47,186	24,109	44,217	47,788	46,651
Physical AV & Other	29,855	8,503	14,931	14,097	14,492
E-Books & E-Magazines	10,443	15,432	17,237	19,923	26,289
Download/Stream	1,634	3,057	1,217	1,327	1,318
<b>Total</b>	<b>89,118</b>	<b>51,101</b>	<b>77,602</b>	<b>83,135</b>	<b>88,750</b>
Physical materials as percentage of total circulation	86%	64%	76%	74%	69%

Does not include CCS & ILL borrowed from other libraries.

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



**FY24 TOTAL  
LIBRARY USAGE STATISTICS**

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	2024 YTD TOTAL	2023 YTD TOTAL	% CHANGE
GENERAL	Gate Count Laurel Entrance	10,097	10,141											20,238	18,907	7%
	Gate Count Stairwell Entrance	6,485	5,878											12,363	12,278	1%
	<b>TOTAL COUNT</b>	<b>16,582</b>	<b>16,019</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,601</b>	<b>31,185</b>	<b>5%</b>
CIRC	Fiction books	15,773	14,557	0	0	0	0	0	0	0	0	0	0	30,330	31,498	-4%
	Nonfiction books	7,128	7,117	0	0	0	0	0	0	0	0	0	0	14,245	14,228	0%
	Videogames	747	633	0	0	0	0	0	0	0	0	0	0	1,380	1,197	15%
	DVDs	4,376	3,786	0	0	0	0	0	0	0	0	0	0	8,162	8,490	-4%
	Music CDs	928	879	0	0	0	0	0	0	0	0	0	0	1,807	1,804	0%
	Audiobooks	350	415	0	0	0	0	0	0	0	0	0	0	765	883	-13%
	Blu-rays	1,242	1,136	0	0	0	0	0	0	0	0	0	0	2,378	1,723	38%
	Magazines	596	540	0	0	0	0	0	0	0	0	0	0	1,136	1,274	-11%
	Other physical formats	486	454	0	0	0	0	0	0	0	0	0	0	940	788	19%
	Overdrive eBooks	6,955	6,196	0	0	0	0	0	0	0	0	0	0	13,151	10,888	21%
	Overdrive eAudiobooks	4,143	4,043	0	0	0	0	0	0	0	0	0	0	8,186	6,604	24%
	Overdrive eVideos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
	Overdrive eMagazines	1,608	1,392	0	0	0	0	0	0	0	0	0	0	3,000	765	292%
	Hoopla eBooks	413	361	0	0	0	0	0	0	0	0	0	0	774	771	0%
	Hoopla eAudiobooks	608	570	0	0	0	0	0	0	0	0	0	0	1,178	895	32%
	Hoopla eMusic	80	51	0	0	0	0	0	0	0	0	0	0	131	121	8%
	Hoopla eVideos	117	135	0	0	0	0	0	0	0	0	0	0	252	238	6%
	Hoopla other	12	11	0	0	0	0	0	0	0	0	0	0	23	28	-18%
	Kanopy eVideos	496	416	0	0	0	0	0	0	0	0	0	0	912	940	-3%
	<b>CIRCULATION TOTAL</b>	<b>46,058</b>	<b>42,692</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>88,750</b>	<b>83,135</b>	<b>7%</b>
	CCS & ILL LENT	3,076	2,845											5,921	5,440	9%
	CCS & ILL BORROWED	2,898	2,760											5,658	5,187	9%
	<b>NON-HIGHLAND PARK BORROWERS (RBPs)</b>	<b>1,742</b>	<b>1,810</b>											<b>3,552</b>	<b>4,444</b>	<b>-20%</b>
SELF CHECK	Self Check	12,681	11,066											23,747	24,180	-2%
	Self Check %	64.0%	62%											62%	62.0%	3%
PATRON CONTACTS	Reference	3,829	3,338	0	0	0	0	0	0	0	0	0	0	7,167	6,488	10%
	Other	83	31	0	0	0	0	0	0	0	0	0	0	114	0	0%
	<b>MONTHLY QUESTIONS</b>	<b>3,912</b>	<b>3,369</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,281</b>	<b>6,488</b>	<b>12%</b>
PROGRAMS	<b>TOTAL CONDUCTED</b>	<b>102</b>	<b>110</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>212</b>	<b>220</b>	<b>-4%</b>
	<b>TOTAL ATTENDEES</b>	<b>3,735</b>	<b>2,204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,939</b>	<b>5,975</b>	<b>-1%</b>
SOCIAL MEDIA ENGAGEMENTS	Social Media Insights (Facebook, Instagram)	1,280	624	0	0	0	0	0	0	0	0	0	0	1,904	658	189%
	Video Engagement (Library You Tube Page Visits)	1,034	1,298	0	0	0	0	0	0	0	0	0	0	2,332	5,337	-56%

## **Library Activities – February 2024**

### **Meetings and Continuing Education:**

#### Information & Reader Services

KnowBe4 Training: Freeware

Becoming a Dementia Friend

CCS – ILL Tech Meeting

Novelist Keeping Up with Books: Year in Review 2023

Book Preservation 101: Protecting Our Literary Legacy

#### Youth Services

KnowBe4 Training: Freeware

Magnificent Middle Grade

#### Membership Services

KnowBe4 Training: Freeware

Becoming a Dementia Friend Training

148 New Library Cards

#### Technical Services

KnowBe4 Training: Freeware

RAILS – Technical Services Networking Group

CCS- Cataloging and Metadata Maintenance (CAMP) technical group meeting

Library of Congress – Name Authority Cooperative (NACO) training

#### Administration

KnowBe4 Training: Freeware

Autism: A Conversation with Carly Danesh-Jones

I Am Spartacus

Helping Young Children with Big Feelings

Homelessness Resources in Lake County

#### Media Services

KnowBe4 Training: Freeware

#### Communications

KnowBe4 Training: Freeware

Learning Lab: LibCal & Patron Point

North Suburban Programmers Meeting

## **Library Programs**

<b>Date</b>	<b>Program</b>	<b>Presented By</b>	<b>Attendance</b>
	<b>For Children</b>		
2/1	Rock & Read/10:30	C. Hines (Staff)	28
2/1	Rock & Read/11:30	K. Dienes (Staff)	12
2/2	Baby Booktime/10:00	K. Dienes (Staff)	12
2/2	Baby Booktime/11:30	K. Dienes (Staff)	4
2/2	Storytime @ Little Giants	H. Grasse (Staff)	15
2/5	Drop-In Chess	H. Grasse (Staff)	3
2/5	Book Match @ Indian Trail	M. Jauch, J. Troutman (Staff)	36
2/5	Storytime @ Green Bay (2 classes)	K. Dienes (Staff)	10
2/6	Storytime @ JCYS Lutz Center (3 classes)	M. Jauch (Staff)	45
2/7	Book Match @ Braeside	M. Jauch, M. Beach (Staff)	38
2/9, 2/23	3D Printing	M. Skryznicki (Staff)	15
2/10	Sensory Bins	K. Dienes (Staff)	54
2/12	Storytime Live!	L. Tripp (Staff)	14
2/12	Book Match	H. Grasse, B. Burns (Staff)	34
2/12	Friendship Bracelets	M. Jauch (Staff)	3
2/13	Tri-Con Checkout	L. Tripp (Staff)	15
2/13	Homeschool Meetup	L. Tripp, B. Burns (Staff)	9
2/14	Book Match @ Oak Terrace-Cancelled-Library Closed	M. Jauch, H. Grasse (Staff)	0
2/14	Storytime@HP Community-Cancelled-Library Closed	M. Jauch, (Staff)	0
2/14	TrueNorth Arbor Academy (Cancelled-Library closed)	K. Dienes (Staff)	0
2/15	Storytime @ Tri-Con	H. Grasse (Staff)	15
2/15	Rock & Read/10:30	K. Dienes (Staff)	24
2/15	Rock & Read/11:30	K. Dienes (Staff)	21
2/16	Baby Booktime/10:00	K. Dienes (Staff)	10
2/16	Baby Booktime/11:30	K. Dienes (Staff)	16
2/17	Sabado Morning Stories	H. Grasse (Staff)	13
2/19	Bridge Building Challenge	B. Burns (Staff)	10
2/19	PJ Storytime	M. Beach (Staff)	9
2/20	Panel to Panel Graphic Novel Book Club	L. Tripp (Staff)	4
2/21	Book Match @ Braeside	M. Jauch, L. Tripp (Staff)	37
2/22	My First Winter Formal	H. Grasse (Staff)	6
2/22	Beginning Graphic Novel Book Club	J. Troutman (Staff)	11
2/23	TrueNorth Arbor Academy	K. Dienes (Staff)	12
2/26	Storytime Live!	L. Tripp (Staff)	4
2/26	Book Match @ Wayne Thomas	J. Jauch, J. Troutman (Staff)	40
2/27	TrueNorth Arbor Academy	K. Dienes (Staff)	10
2/28	TrueNorth Arbor Academy	K. Dienes (Staff)	8
2/28	Tri-Con Checkout	C. Hines (Staff)	14
2/28	Book Match @ Oak Terrace	M. Jauch, L. Tripp (Staff)	36
2/29	Leap for Leap Day	H. Grasse, B. Burns (Staff)	62
2/1-2/29	Board Games	Youth Staff	38
2/1-2/29	100 Books Before High School	Youth Staff	0
2/1-2/29	Children's Choice Awards	Youth Staff	0
2/1-2/29	1000 Books Before Kindergarten	Youth Staff	0
2/1-2/29	Who Leaps Farther? Red Kangaroo vs. Show Leopard	K. Dienes (Staff)	594
2/12-2/18	Grab & Go Craft: Hedgehogs	M. Jauch (Staff)	115
2/2-2/29	Interactive Bulletin Board: I'm Ready for My Closeup	H. Grasse (Staff)	131

**Total Youth Attendance 1587**

	<b>For Adults</b>		
Various	Book a Librarian	Media Services Staff	27
Various	Spanish Conversation	G. Napoles	56
Various	Poetry Writing	J. Dotson	14
Various	Memoir Writing	J. Dotson	14
Various	Learn Canasta Strategy	T. Cooper	12
Various	Mindful Arts 1: Mixed Media	S. Kamholtz	4
2/5	Caminando Juntos -Facebook Live- <i>Winter Blues</i>	J. Reyes, Rositas- Sheftel	210
2/5	Short Story Reading Group	K. Sleyko (Staff)	10
2/5	Game Night	A. Robb (Staff)	3
2/7	Movie Showing: <i>Sleepless in Seattle</i>	M. Skrzyniecki (Staff)	17
2/11	Film Series: <i>A Wedding</i>	M. Skrzyniecki (Staff)	20
2/13, 2/27	Tech Brief with Coffee	M. Skrzyniecki (Staff)	14
2/15	Self Defense Class	C. Medrano (Staff)	8
2/16	3D Printing for Adults	J. Reyes (Staff)	6
2/19	Build Your Own Terrarium	M. Bocka (Staff)	12
2/20	ILP: Romance & Regency – Bridgerton’s Julia Quinn	B. Keller (Staff)	24
2/22	Memory Cafe	A. Robb (Staff)	7
2/24	Make It!	Media Staff	8
2/26	Impresora 3D en Accion (3D Printing in Action)	J. Reyes (Staff)	0
2/27	Readers’ Round Table	M. Bulaich (Staff)	4
2/28	Teen Terrariums	M. Bocka (Staff)	10
2/29	An Evening with Adam Kinzinger	B. Keller (Staff)	137
		<b>Total Adult Attendance</b>	<b>617</b>

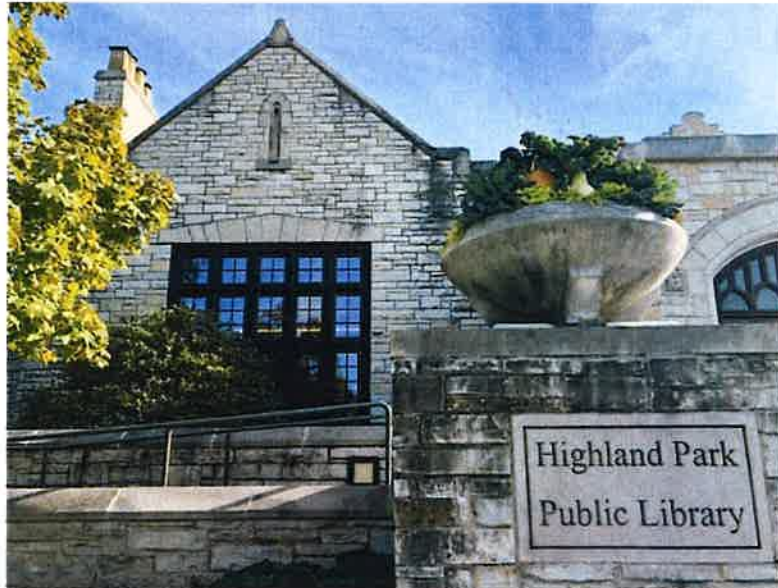
<p><b>TOTAL PROGRAM ATTENDANCE</b></p> <p><b>2204</b></p>
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**Social Media Engagements**

Social Media Insights (Facebook, Instagram)	Media Services Staff	624
Video Engagement (Library You Tube Page Visits)	Library YouTube Page	1298
Total Social Media		1922

New Hires:  
None

Departures:  
None



Residents can see plans to renovate Highland Park library on Feb. 27

The Highland Park Public Library will hold a community meeting to preview the expansion plans for the library from 7-8 p.m. on Tuesday, Feb. 27, in the lower-level meeting room.

The plans are part of the library's 2025-2026 expansion project. During the meeting, community members can view design images, learn about the services and changes the expansion will offer, and have time to ask questions.

"The Highland Park Public Library's expansion project is based on the results of a needs assessment, strategic planning, and resident feedback," Executive Director Heidi Smith said in a press release. "The expansion design plans will address the

community's desires for expanded spaces, improved accessibility access, and enhanced services,"

Those who cannot attend the event in person can watch a recording of the meeting online at the [Imagine HP website](#).

The Highland Park Public Library also offers online updates on the expansion project via email.

For more information about the project, call (847) 579-6819 or email [Library-Administration@hplibrary.org](mailto:Library-Administration@hplibrary.org).





## **HPPL expansion to support children's programming and events**

By [Peter Kaspari](#) | 11:16 a.m. February 28, 2024

Library patrons and community members got their first look at the designs for the Highland Park Public Library's long-planned expansion, which staff said would address several priorities involving programming, space and services.

The presentation was held in the library's auditorium Tuesday evening, Feb. 27, and featured both library staff and the project's architects.

Library Executive Director Heidi Smith said the library has been discussing an addition "for several years," and in 2020 completed an interior renovation that addressed some of the needs for the building.

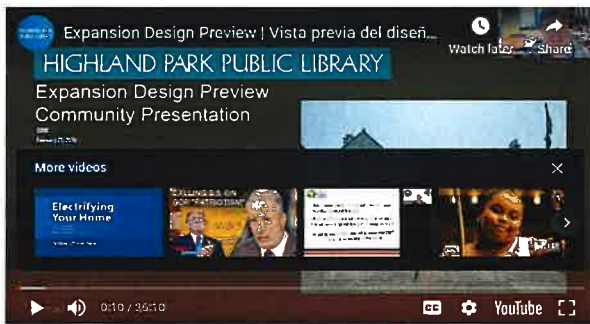
In 2021, she said the Library Board passed a strategic plan, with the help of the community, to prioritize what still needed to be done. Ultimately, Smith said, what came of that plan was an addition that, if all goes as planned, would be built from 2025 to 2026. Among the issues the addition would address is space for both children's programming and events.

"Tonight, our auditorium, this is serving us very well," Smith said. "If 87 people had come to join us tonight, this would have been just right. Most of our programs welcome more than 100 people and so we need a larger space to accommodate our popular programming."

Another challenge the addition would address is the library's limited archive space on the second floor.



“Our archive space is undersized and it is not appropriately temperature- or humidity-controlled,” Smith said. “We need to improve that in order to be the stewards we want to be for the community’s history.”



Darren Schretter, with architecture firm Studio GC, went over the proposed 7,700-square foot addition, which would be built on the west side of the library. New meeting rooms would be the focus of the addition.

“This is really about the meeting room ... that’s going to serve upwards of 175 people in a seated capacity,” he said. “So, we no longer have to take over the adult services area to have those large format programs.”

He added that the new meeting room will have a divider to allow for two events to happen simultaneously. Schretter said the youth services department would also be expanded.

“You’re going to see a considerable amount of glass so that as the kids are in those spaces, they have more opportunity to really connect with that space,” he said. “And a lot of that space is meant to be saved as part of this project.”

The new youth services department will be 25 percent larger than the current one, according to Schretter, and include two new accessible family restrooms and an expanded children’s work area for staff.

The addition would also allow for a restructuring of the current library spaces, including the lower level where the auditorium is located. The auditorium would be converted into a “makerspace,” a workspace meant for collaboration and learning.

The remainder of the lower level would be used exclusively by library staff.

“One of the things we really wanted to focus about on (the lower) level is that there is currently a mixture of public and private staff use and it is a little bit combined,” Schretter said. “There is not a clear security break between the two and this opportunity with moving the meeting room upstairs gave us an opportunity really try and focus the separation of staff area and public area.”

The archives would also be expanded into two rooms, which will both be climate-controlled.

A larger elevator will also be built, allowing for more accessibility. Schretter said the current elevator will remain for staff use only.

Responding to questions from the public, Smith said the new meeting room will not have graduated seating like the auditorium does but will include a stage.

“The auditorium is a lovely, lovely space,” she said. “Unfortunately, it does sit empty a majority of the time as it’s not very flexible for our other programming needs.”

Regarding cost, Smith said she was “reluctant to give a specific number when we don’t have it,” but estimated that the expansion would likely cost between \$5.5-\$6.3 million. She said the project would be funded by issuing bonds of up to \$4 million in collaboration with the City of Highland Park, and the balance is expected to come from the library’s special reserve fund and any fundraising or grants.

Smith added that the library would continue to receive feedback from the public regarding the plans, and said that was the reason for holding Tuesday’s meeting.

“We don’t want any of this to be decided in a bubble,” she said. “If it’s for the community, it’s got to be of the community.”

DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous?
Feb-24	Dear everyone, Thank you for being such a great library! You have such an interesting, well organized collection of books. I have been a patron for thirty years and have always found something good here!	C	Collection	Yes
Feb-24	I would like an earlier storytime for kids. Kids wake up sooner than 10 am! I would appreciate it!	PR	Storytime	Yes
Feb-24	You should have a program where our great librarians help patrons who need to create a resume. This would be a great service!	PR	Resume Writing	No
Feb-24	I would love the League of Women Voters to host "Great Discussions" from the Foreign Policy Association, but not on Wednesday.	PR	Great Discussions	No
Feb-24	The restroom door should have a handicap button. This is discriminatory to disabled people and those using wheelchairs.	B	Restrooms	Yes
Feb-24	Can you please offer more Escape Rooms?	PR	Escape Room	Yes
Feb-24	Public libraries are fantastic. You're the best people! Thank you!	ST	Library Staff	Yes
Feb-24	There should be signage pointing people to the Activity Room. My granddaughter missed a program because we couldn't find the room.	B	Signage	Yes
Feb-24	The wording of the "Overdue" text feels adversarial. Perhaps instead of "...call the Library" it could read, "Please return your items. For additional information feel free to contact the Library."	CS	Overdue Notice	No
Feb-24	This library is the best!	S	Library	Yes
B = Building                      P=Policy                      PR=Programs				
F = Food & Beverage              S=Services                      R=Renovation				
C = Collection                      ST=Staff                      CS=Computer System				