

PUBLIC MEETING NOTICE

Highland Park Public Library Board of Trustees

Lower-Level Meeting Room

April 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 March 19, 2024 regular meeting minutes
 - Approval of March 2024 Bill List – motion from Rich Basofin, Treasurer
 - Approval of March 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
6. Other committee and liaison reports
 - Architectural liaisons – Rob Olian, Carol Wolfe
 - Building & Grounds Committee – Ashley Lapin Olian
 - Development Committee – Irene Hoffman
 - Friends of the Library – Irene Hoffman
 - Operations & Policies Committee – Peter Zotos
 - Approval of Trustee Training policy as revised
 - Approval of Disposal of Closed Session Recordings policy as revised
7. Old and new business
 - Approval of 3-year agreement with Tether Security not-to-exceed \$2000
 - Approval of ATA letter of understanding for accounting services
8. Closed session
9. New business
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
March 19, 2024

CALL TO ORDER

President Olian, presiding, called the meeting to order at 7:01 p.m.

ATTENDANCE

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

Members Absent: Rich Basofin

Others Present: Julia Nathanson, Pamela Siegel, Heidi Smith, Jeff Stern, Kim Stone

APPROVAL OF MINUTES

Trustee Basofin moved (on the consent agenda) and Trustee Wolfe seconded a motion to approve the February 20, 2024 regular meeting minutes, February Bill List, and the February Financial Reports. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

Historical Society member Jeff Stern shared his belief that the artifact collection would be stored in the Library after the upcoming expansion.

REPORT OF THE PRESIDENT

President Olian's report included the following:

- President Olian reported the second part of "how to read the financials" will be moved to next month's meeting.
- A meeting between the Historical Society, City, and Library is scheduled for April 17.
- Director Smith will be discussing the possibility of folding some additional items into the expansion project with the architects.
- Neighborhood meetings are coming up. Trustee Nathanson will be attending the meeting at the Library on April 26. President Olian asked trustees to advise Director Smith if they can attend one of the two remaining meetings.
- President Olian referred to the Revenue and Expenditure Budget Comparison page in the packet. The Board discussed the language used in the comment section. Councilmember Stone suggested using the City's report. Trustee Wolfe suggested changing verbiage to "over and under" rather than "ahead and behind." Director Smith will adopt "over and under" next month and review the City's report.
- Trustee Zotos questioned the handwritten note at the bottom of the January 31 Balance Sheet in the packet. It was a correction following the auditor's review.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith's written report included highlights of the Illinois Public Library Annual report in the packet. The full report was emailed to all trustees last month. Trustee Biederman questioned what the State does with the information submitted by all the libraries. Director

Smith replied that it may be used for a cumulative state library report and the data is available to the public mid-year.

- Director Smith included a reminder about Board access to the Sharepoint Board folder. She will ask the IT Manager to resend the link to all trustees.
- Director Smith reported that the timing for developing a new strategic plan for 2025 to 2027 is not ideal since the expansion will be completed in 2026. She is proposing that an internal team create a bridge plan to extend the current plan through 2027. Staff will begin developing a bridge plan second quarter and share it with the Board third quarter for discussion.
- Director Smith referred to the Library Safety section of the monthly report. The numbers are higher than pre-pandemic. However, the staff has had more training and might be reporting more incidents due to increased reporting. She will continue to monitor the incidents.
- Director Smith shared a couple highlights from Assistant Director Rositas-Sheftel's report: she was pleased to have a successful teen program with 10 teens participating and Diana Alvey, Social Services Coordinator, presented a training at the February All Staff meeting for staff on how to best connect patrons with her.

ARCHITECTURAL LIAISONS

Trustee Wolfe reported that the Expansion Design Preview presentation was great, despite having to move to a safe hallway due to the tornado. Director Smith, Assistant Director Rositas-Sheftel, and the liaisons met with the architects to discuss feedback received in patron comments including the relocation of the sculpture, loss of green space on the west side, and the façade of the building. President Olian shared that the architects will be bringing material samples to the next meeting. The rendering software does not do justice to the look of the stone. Trustee Wolfe commended Director Smith for her diplomatic handling of patron comments and questions.

BUDGET & FINANCE COMMITTEE

Trustee Zotos reported that the Committee met with financial advisor, James Rachlin, to discuss best practices for financial plans. Mr. Rachlin recommended retaining 60% of the fund balance at the end of the year until proceeds (taxes) are received in the summer and fall. He also discussed keeping special reserve funds and general funds separate in budgeting and expenditures. Trustee Zotos asked Director Smith to share the presentation deck with the whole Board. President Olian added that Mr. Rachlin will share expertise and help with budgeting more expenses in the operating budget due to the expansion. Trustee Zotos affirmed Mr. Rachlin's suggestion to review and incorporate annual returns on investments.

DEVELOPMENT COMMITTEE

Trustee Hoffman reported the Committee met to discuss naming opportunities and the donor wall. The Committee decided they would like to incorporate community gifts at a lower level along with the large naming opportunities. They are looking at creating a campaign donor wall with the understanding that it will not be forever. There was discussion on how to memorialize the current donor wall. Trustee Hoffman shared that there will be donor recognition on the website and some type of annual report in the future. At the next meeting, the Committee will review gift ranges and levels, and new naming opportunities as a result of the expansion.

OPERATIONS & POLICIES COMMITTEE

Trustee Zotos reported that the Committee clarified the inconsistencies in the Meeting Room Policy and it is ready for approval.

Trustee Zotos moved and Trustee Hoffman seconded a motion to approve Policy 401, Meeting Rooms for Community Use.

Trustee Wolfe suggested defining "Card" as Highland Park Library Card ("Card") in number two of Regulations for Meeting Rooms 1-8. Card could then be used in subsequent citations in the policy.

Trustee Zotos moved and Trustee Hoffman seconded a motion to approve the Meeting Rooms for Community Use policy as amended. The motion passed unanimously.

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

Nays: None

MOTION CARRIED

Trustee Zotos reported that the Committee spent time reviewing the Gift Policy but decided to wait to tie it together with the other policy the Development Committee is revising.

Trustee Hoffman requested a copy of the style guide.

OLD AND NEW BUSINESS

Director Smith reported the Friends met to discuss the future of the Book Nook in the expansion. The goal of the meeting was to understand how the group would like to function in the future. The Friends envision success with the same number of shelves as now, preferably in a high traffic area, and would gladly take more space if available. They suggested the consideration of two book nooks, one for adults and one for youth. The annual book sale would be held in one or both meeting rooms as needed.

ADJOURNMENT

Trustee Zotos moved and Trustee Wolfe seconded a motion to adjourn the meeting at 7:55 p.m. President Olian, presiding, adjourned the meeting at 7:55 p.m.

Ayes: 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
March 31, 2024**

	General Fund			Restricted Gift Fund	Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
	General Fund	Unrestricted Gift Fund	Total					
ASSETS								
CASH								
Checking Account	\$ 140,289		\$ 140,289					\$ 140,289
U.S. Government Select MM	1,451,980	51,908	1,503,888	55,379	90	97,336		1,656,693
Petty Cash	434		434					434
	<u>1,592,703</u>	<u>51,908</u>	<u>1,644,611</u>	<u>55,379</u>	<u>90</u>	<u>97,336</u>		<u>1,797,416</u>
INVESTMENTS								
Certificates of Deposit	-	270,000	270,000	-	383,000	4,233,000		4,886,000
INTERFUND LIABILITY – DUE FROM (TO)	7,974	(339)	7,635	-	(7,635)	-		-
OTHER CURRENT ASSETS								
Receivables	5,366,300		5,366,300					5,366,300
Prepaid Expense/Accrued Revenue	3,042	-	3,042	-	-	-		3,042
	<u>5,369,342</u>	<u>-</u>	<u>5,369,342</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>5,369,342</u>
CAPITAL ASSETS							6,566,751	6,566,751
TOTAL ASSETS	<u>\$ 6,970,018</u>	<u>\$ 321,569</u>	<u>\$ 7,291,588</u>	<u>\$ 55,379</u>	<u>\$ 375,455</u>	<u>\$ 4,330,336</u>	<u>\$ 6,566,751</u>	<u>\$ 18,619,508</u>
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	\$ 111,642		\$ 111,642	\$ -				\$ 111,642
Accrued Bill List	94,228	2,791	97,018	-				97,018
	<u>205,870</u>	<u>2,791</u>	<u>208,660</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>208,660</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	5,366,300		5,366,300					5,366,300
Deferred Revenue, Other	-		-					-
TOTAL LIABILITIES	<u>5,572,170</u>	<u>2,791</u>	<u>5,574,960</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>5,574,960</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS							6,566,751	6,566,751
FUND BALANCES								
Beginning Balance	2,651,392	307,096	2,958,488	54,637	375,000	4,274,598	-	7,662,723
Current Year Earnings	(1,253,543)	11,682	(1,241,861)	742	455	55,739		(1,184,925)
TOTAL FUND BALANCES	<u>1,397,849</u>	<u>318,779</u>	<u>1,716,628</u>	<u>55,379</u>	<u>375,455</u>	<u>4,330,336</u>	<u>-</u>	<u>6,477,798</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 6,970,018</u>	<u>\$ 321,569</u>	<u>\$ 7,291,588</u>	<u>\$ 55,379</u>	<u>\$ 375,455</u>	<u>\$ 4,330,336</u>	<u>\$ 6,566,751</u>	<u>\$ 18,619,508</u>

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
For the Three Months Ended March 31, 2024

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ -		\$ -				\$ -
Gifts and grants	0	4,970	4,970	52			5,022
OTHER REVENUE							
Fees - Impact	11,978		11,978				11,978
Library U	1,150		1,150				1,150
Fines and Misc Revenue	4,948		4,948				4,948
Investment Income	18,278	14,592	32,869	690	455	55,739	89,753
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	49,594	19,562	69,156	742	455	55,739	126,091
EXPENSE							
OPERATING EXPENSE							
Salaries	700,965		700,965				700,965
Payroll Taxes	52,487		52,487				52,487
IMRF	16,385		16,385				16,385
Insurance - Health	100,900		100,900				100,900
Subtotal - Salaries & Benefits	870,737	0	870,737	0	0	0	870,737
Books, Audiovisual & Electronic Resources	145,477		145,477	0			145,477
Cataloging & Processing	4,810		4,810				4,810
Insurance - General	100,349		100,349				100,349
Legal	0		0				0
Library U	3,700		3,700				3,700
Maintenance of Building	36,540		36,540	0			36,540
Maintenance of Equipment & Software	31,331		31,331				31,331
Maintenance of Grounds	7,508		7,508	0			7,508
Marketing	828		828	0			828
Postage	2,198		2,198				2,198
Programs	12,400		12,400	0			12,400
Purchases Funded by Gifts and Grants	3,050	7,879	10,929				10,929
Supplies & Services	47,968		47,968	0			47,968
Telephone	6,170		6,170				6,170
Training	2,407		2,407	0			2,407
Subtotal Other Operating Expenses	404,737	7,879	412,616	0	0	0	412,616
Total Operating Expense	1,275,474	7,879	1,283,353	0	0	0	1,283,353
CAPITAL EXPENSE							
Building & Grounds Improvement	21,436		21,436				21,436
Computerization	6,227		6,227				6,227
Furniture & Equipment	0		0	0			0
Total Capital Expense	27,664	0	27,664	0		0	27,664
Building Expansion Fund	0		0			0	0
Debt Service Expense	0		0				0
TOTAL EXPENSE	1,303,137	7,879	1,311,016	0	0	0	1,311,016
2024 Year to Date Net Revenue or (Expense)	(1,253,543)	11,682	(1,241,861)	742	455	55,739	(1,184,925)
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	\$ 1,397,849	\$ 318,779	\$ 1,716,628	\$ 55,379	\$375,455	\$4,330,336	\$6,477,798

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended March 31, 2024**

	Actual				General Fund Budget 12 months 2024	YTD 2024 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of March		Three Months Ended March 31,				
	2024	2023	2024	2023			
GENERAL FUND							
REVENUE							
Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 5,366,300	0.00%	\$ 5,366,300
Other Income							
Fees - Impact	-	-	11,978	12,832	25,000	47.91%	13,022
Library U	60	1,850	1,150	4,660	-	-	(1,150)
Fines and Miscellaneous Revenue	1,523	1,728	4,948	4,693	20,600	24.02%	15,652
Gifts and Grants	3,050	51	4,970	1,347	35,000	14.20%	30,030
Investment Income	20,470	8,347	32,869	17,850	55,000	59.76%	22,131
Per Capita	-	-	-	-	44,500	0.00%	44,500
State Corporate Replacement Tax	-	11,169	13,240	33,716	75,000	17.65%	61,760
Transfer from LLWCF	-	-	-	-	-	-	-
Transfer from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer to General from Unrestricted Gift Fu	-	-	-	-	-	-	-
Transfer (to) from Special Reserve	-	-	-	-	-	-	-
TOTAL OTHER INCOME	25,104	23,145	69,156	75,097	255,100	27.11%	185,944
TOTAL REVENUE	25,104	23,145	69,156	75,097	5,621,400	1.23%	5,552,244
EXPENSE							
OPERATING EXPENSE							
Salaries	232,845	218,087	700,965	615,937	2,855,000	24.55%	2,154,035
Payroll Taxes	17,445	16,484	52,487	46,787	218,400	24.03%	165,913
IMRF	5,590	3,760	16,385	10,999	78,200	20.95%	61,815
Group Insurance	32,634	29,570	100,900	82,394	486,000	20.76%	385,100
Subtotal - Salaries & Benefits	288,515	267,901	870,737	756,117	3,637,600	23.94%	2,766,863
Books, AV & Electronic Res.	48,620	34,893	145,477	132,935	581,400	25.02%	435,923
Cataloging & Processing	1,557	306	4,810	4,824	31,000	15.52%	26,190
Insurance - General	-	-	100,349	89,489	119,600	83.90%	19,251
Legal	-	-	-	-	5,000	0.00%	5,000
Library U	1,200	2,430	3,700	5,400	-	-	(3,700)
Maintenance - Building	15,114	12,224	36,540	32,205	140,000	26.10%	103,460
Maintenance - Equip. & Software	7,607	2,602	31,331	40,407	125,000	25.06%	93,669
Maintenance - Grounds	4,061	1,788	7,508	5,235	17,000	44.16%	9,492
Marketing	-	-	828	1,319	10,000	8.28%	9,173
Postage	-	66	2,198	1,586	8,000	27.47%	5,802
Programs	2,388	1,078	12,400	5,121	26,000	47.69%	13,600
Purchases Funded by Gifts and Grants	2,791	-	10,929	66	10,000	109.29%	(929)
Supplies & Services	22,375	17,842	47,968	34,963	170,400	28.15%	122,432
Telecommunications	1,898	2,351	6,170	5,621	23,000	26.83%	16,830
Training	1,246	1,524	2,407	6,696	26,000	9.26%	23,593
Subtotal - Other Operating Expenses	108,857	77,106	412,616	365,866	1,292,400	31.93%	879,784
Total Operating Expense	397,371	345,007	1,283,353	1,121,983	4,930,000	26.03%	3,646,647
CAPITAL EXPENSE							
Building & Grounds Improvement	3,000	10,986	21,436	39,713	375,000	5.72%	353,564
Computerization	1,530	3,090	6,227	5,137	40,000	15.57%	33,773
Furniture & Equipment	-	-	-	794	10,000	0.00%	10,000
Total Capital Expense	4,530	14,077	27,664	45,644	425,000	6.51%	397,337
Expansion Reserve Fund	-	-	-	-	200,000	0.00%	200,000
Debt Service Expense	-	-	-	-	66,400	0.00%	66,400
TOTAL EXPENSE	401,901	359,083	1,311,016	1,167,627	5,621,400	23.32%	4,310,384
Net Revenue (Expense)	\$ (376,797)	\$ (335,938)	\$ (1,241,861)	\$ (1,092,530)	\$ -	-	\$ 1,241,861

Benchmark: 3 months of 12 = 25% year complete.

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended March 31, 2024**

	Actual			
	Month of March		Three Months Ended March 31,	
	2024	2023	2024	2023
RESTRICTED GIFT FUNDS				
Revenue				
Donations - Miscellaneous	\$ -	\$ -	\$ -	\$ -
Donations - Arenberg	-	-	-	-
Friends Receipts	-	-	52	3,830
Total Donations	-	-	52	3,830
Interest Income	220	168	690	483
Transfer to General Fund	-	-	-	-
Total Revenue, Gift Funds	<u>220</u>	<u>168</u>	<u>742</u>	<u>4,313</u>
Books	-	-	-	-
Maintenance - Building	-	-	-	-
Programs	-	-	-	-
Supplies and Services	-	-	-	-
Friends:				
Maintenance - Building	-	-	-	-
Marketing	-	-	-	-
Programs	-	1,296	-	4,246
Supplies and Services	-	(1,101)	-	1,073
Total Operating Expenses	-	<u>195</u>	-	<u>5,319</u>
Capital Expense				
Furniture & Equipment	-	-	-	-
Furniture & Equipment, Friends	-	-	-	-
Total Capital Expenses	-	-	-	-
Total Gift Fund Expenses	-	<u>195</u>	-	<u>5,319</u>
GIFT FUNDS Net Revenue (Expense)	<u>220</u>	<u>(27)</u>	<u>742</u>	<u>(1,006)</u>
LLWCF				
Interest Income	0	248	455	647
Transfer from (to) General Fund	-	-	-	-
LLWCF Net Revenue(Expense)	<u>0</u>	<u>248</u>	<u>455</u>	<u>647</u>
SPECIAL RESERVE				
Interest Income	50,991	7,457	55,739	13,386
Building Expansion Fund Revenue	-	-	-	-
Transfer from (to) General Fund	-	-	-	-
SPECIAL RESERVE Net Revenue(Expense)	<u>50,991</u>	<u>7,457</u>	<u>55,739</u>	<u>13,386</u>
TOTAL LIBRARY Net Revenue (Expense)	<u>\$ (325,586)</u>	<u>\$ (328,261)</u>	<u>\$ (1,184,925)</u>	<u>\$ (1,079,503)</u>

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended March 31, 2024**

	General Fund			Budget 12 months 2024	Comment
	Three Months Ended March 31,		Variance		
	Actual	Budget	(under)over YTD budget		
GENERAL FUND					Note begins with Under/Over for lines >\$3K variance under/over YTD budget
REVENUE					
Property Taxes					
Other Income	\$ -	\$ 1,341,575	\$ (1,341,575)	\$ 5,366,300	Under: timing of property tax receipts (June and September)
Fees - Impact	11,978	6,250	5,728	25,000	Over: fluctation of payments
Library U	1,150	-	1,150	-	
Fines and Miscellaneous Revenue	4,948	5,150	(202)	20,600	
Gifts and Grants	4,970	8,750	(3,780)	35,000	Under: timing of grants and fluctuation of gifts
Investment Income	32,869	13,750	19,119	55,000	Over: budgeted conservatively
Per Capita	-	11,125	(11,125)	44,500	Under: timing of payment
State Corporate Replacement Tax	13,240	18,750	(5,510)	75,000	Under: fluctation of payments
Transfer from LLWCF	-	-	-	-	
Transfer from Unrestricted Gift Fund	-	-	-	-	
Transfer to General from Unrestricted Gift Fund	-	-	-	-	
Transfer (to) from Special Reserve	-	-	-	-	
TOTAL OTHER INCOME	69,156	63,775	5,381	255,100	
TOTAL REVENUE	69,156	1,405,350	(1,336,194)	5,621,400	
EXPENSE					
OPERATING EXPENSE					
Salaries	700,965	713,750	(12,785)	\$ 2,855,000	Under: 3.8 FTE open positions
Payroll Taxes	52,487	54,600	(2,113)	218,400	
IMRF	16,385	19,550	(3,165)	78,200	Under: directly impacted by salaries
Group Insurance	100,900	121,500	(20,600)	486,000	Under: contingency for life-changing events
Subtotal - Salaries & Benefits	870,737	909,400	(38,663)	3,637,600	
Books, AV & Electronic Res.	145,477	145,350	127	581,400	
Cataloging & Processing	4,810	7,750	(2,940)	31,000	
Insurance - General	100,349	29,900	70,449	119,600	Over: annual renewal timing
Legal	-	1,250	(1,250)	5,000	
Library U	3,700	-	3,700	-	Over: budgeted 0 in revenue and expense
Maintenance - Building	36,540	35,000	1,540	140,000	
Maintenance - Equip. & Software	31,331	31,250	81	125,000	
Maintenance - Grounds	7,508	4,250	3,258	17,000	
Marketing	828	2,500	(1,673)	10,000	
Postage	2,198	2,000	198	8,000	
Programs	12,400	6,500	5,900	26,000	Over: Kinzinger event with partner libraries; ILP annual membership
Purchases Funded by Gifts and Grants	10,929	2,500	8,429	10,000	Over: timing of expenditures; gift support exceeds budget
Supplies & Services	47,968	42,600	5,368	170,400	Over: additional hours for audit and recruiting support
Telecommunications	6,170	5,750	420	23,000	
Training	2,407	6,500	(4,093)	26,000	Under: conferences in April, July, and October
Subtotal - Other Operating Expenses	412,616	323,100	89,516	1,292,400	
Total Operating Expense	1,283,353	1,232,500	50,853	4,930,000	
CAPITAL EXPENSE					
Building & Grounds Improvement	21,436	93,750	(72,314)	375,000	Under: summer projects; design phase to come
Computerization	6,227	10,000	(3,773)	40,000	Under: timing of projects
Furniture & Equipment	-	2,500	(2,500)	10,000	
Total Capital Expense	27,664	106,250	(78,587)	425,000	
Expansion Reserve Fund	-	50,000	(50,000)	200,000	
Debt Service Expense	-	16,600	(16,600)	66,400	
TOTAL EXPENSE	1,311,016	1,405,350	(94,334)	5,621,400	
Net Revenue (Expense)	\$ (1,241,861)	\$ -	\$ (1,241,861)	\$ -	

Highland Park Public Library
March 2024 Bill List
 April 16 through April 22, 2024

Date	Name	Account Charged	Split	Amount
04/16/2024	Air Comfort LLC	5175 · Maintenance - Building		-865.00
04/16/2024	Air Filter Engineers, Inc	5175 · Maintenance - Building		-446.96
04/16/2024	American Library Association	51663 · Dues		-324.00
04/16/2024	Alert Protective Services	5178 · Maintenance -Equipment,Software		-119.97
04/16/2024	Anderson Pest Solutions	5175 · Maintenance - Building		-151.11
04/16/2024	ATA Group	52126 · Services		-3,402.00
04/16/2024	Cardona, Alvin Raul	520610 · Programs - Adult		-150.00
04/16/2024	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-5,349.00
04/16/2024	Dotson, Jennifer	520640 · Library U		-1,200.00
04/16/2024	DuPage Fed. on Human Services Reform	52126 · Services		-912.57
04/16/2024	EnvisionWare, Inc.	5160 · Cataloging, Processing		-1,307.50
04/16/2024	Fox Valley Fire and Safety	5175 · Maintenance - Building		-3,385.00
04/16/2024	GFC Leasing	5178 · Maintenance -Equipment,Software		-861.44
04/16/2024	Gordon Flesch Co, Inc.	5178 · Maintenance -Equipment,Software		-138.36
04/16/2024	Heartland Business Systems, LLC	5178 · Maintenance -Equipment,Software		-362.40
04/16/2024	Hill Mechanical Services	5175 · Maintenance - Building		-1,206.64
04/16/2024	Hollinger Metal Edge, Inc.	52123 · Supplies		-136.20
04/16/2024	HR Source	52126 · Services		-7,606.25
04/16/2024	IHLS-OCLC	5160 · Cataloging, Processing		-209.74
04/16/2024	ITsavvy LLC	-SPLIT-		-1,418.80
		52123 · Supplies	800.04	
		5178 · Maintenance -Equipment,Software	618.76	
04/16/2024	Libraries First	52123 · Supplies		-490.00
04/16/2024	Library Journals LLC	-SPLIT-		-922.25
		516670 · Training - YS	368.90	
		516670 · Training - IRS	368.90	
		516670 · Training - Com	184.45	
04/16/2024	Mariani Landscape	5181 · Maintenance - Grounds		-4,061.44
04/16/2024	Oriental Trading Company, Inc.	520620 · Programs - Youth		-24.57
04/16/2024	Quill Corporation	52123 · Supplies		-48.30
04/16/2024	Rachlin, James	52126 · Services		-4,296.00
04/16/2024	Ravinia Plumbing & Heating Co., Inc.	5175 · Maintenance - Building		-2,587.63
04/16/2024	Rositas-Sheftel, Cary	52123 · Supplies		-14.34
04/16/2024	Showcases	5160 · Cataloging, Processing		-39.50
04/16/2024	Sterling Talent Solutions	52126 · Services		-134.00
04/16/2024	Technology Management Rev Fund	5215 · Telecommunications		-500.00
04/16/2024	Walczak, Ken	520610 · Programs - Adult		-250.00
04/16/2024	Warehouse Direct	-SPLIT-		-1,446.45
		52123 · Supplies	974.10	
		5175 · Maintenance - Building	472.35	
04/16/2024	Wisconsin Glacier Springs Co.	52123 · Supplies		-48.96

Highland Park Public Library
March 2024 Bill List
April 16 through April 22, 2024

04/18/2024 Baker & Taylor Books	-SPLIT-	-3,721.09
	5130 · Books & Audio	3715.63
	520620 · Programs - Youth	5.46
04/18/2024 Chicago Tribune	5130 · Books & Audio	-238.91
04/18/2024 DePaul University Library	5130 · Books & Audio	-75.00
04/18/2024 Cengage Learning Inc/Gale	5130 · Books & Audio	-1,561.64
04/18/2024 Ingram Library Services	-SPLIT-	-8,729.76
	5130 · Books & Audio	8089.26
	521004 · Friends Programs	640.50
04/18/2024 Kanopy	5130 · Books & Audio	-5,000.00
04/18/2024 Midwest Tape	5130 · Books & Audio	-17,768.61
04/18/2024 OverDrive	5130 · Books & Audio	-10,211.01
04/18/2024 Pioneer Press	5130 · Books & Audio	-39.49
04/18/2024 W.T. Cox Subscriptions, Inc.	5130 · Books & Audio	-106.57
04/20/2024 CCS	550325 · 2025 Construction project	-350.00
04/20/2024 ECS Midwest, LLC	550325 · 2025 Construction project	-2,650.00
04/22/2024 Coscarelli, Robert	521004 · Friends Programs	-700.00
04/22/2024 Dodge, Baird	521004 · Friends Programs	-350.00
04/22/2024 Goddard, Leslie	521004 · Friends Programs	-400.00
04/22/2024 Levin, Judy	521004 · Friends Programs	-350.00
04/22/2024 Schneiderman, Davis	521004 · Friends Programs	-350.00
		-97,018.46

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

Expense

5010 · General Expenses	
5100 · Operating Expenses	
5130 · Books & Audio	46,806.12
5160 · Cataloging, Processing	1,556.74
5166 · Training	
51663 · Dues	324.00
51666 · Training	
516670 · Training - General	922.25
Total 51666 · Training	<u>922.25</u>
Total 5166 · Training	1,246.25
5175 · Maintenance - Building	14,463.69
5178 · Maintenance -Equipment,Software	2,100.93
5181 · Maintenance - Grounds	4,061.44
5203 · Programs	
5206 · Programs - General	
520610 · Programs - Adult	400.00
520620 · Programs - Youth	30.03
Total 5206 · Programs - General	<u>430.03</u>
Total 5203 · Programs	430.03
520640 · Library U	1,200.00
5212 · Supplies & Services	
52123 · Supplies	2,511.94
52126 · Services	16,350.82
Total 5212 · Supplies & Services	<u>18,862.76</u>
5215 · Telecommunications	500.00
Total 5100 · Operating Expenses	<u>91,227.96</u>
5500 · Capital Outlay	
5501 · Capital Outlay	
550325 · 2025 Construction project	3,000.00
Total 5501 · Capital Outlay	<u>3,000.00</u>
Total 5500 · Capital Outlay	<u>3,000.00</u>
Total 5010 · General Expenses	94,227.96
501000 · Gift Funds Total	
501004 · Unrestricted Gift Funds	
520100 · Unrestricted Gifts--Friends	
521404 · Friends Books	640.50
521004 · Friends Programs	2,150.00
Total 520100 · Unrestricted Gifts--Friends	<u>2,790.50</u>
Total 501004 · Unrestricted Gift Funds	<u>2,790.50</u>
Total 501000 · Gift Funds Total	<u>2,790.50</u>
Total Expense	<u><u>97,018.46</u></u>

Highland Park Public Library
March 2024 General II (Bills Already Paid)
March 1 through March 31, 2024

Date	Num	Name	Account Charged	Split	Paid Amount
03/11/2024	12895	Access One	5215 · Telecommunications		-841.82
03/11/2024	12896	AT &T	5215 · Telecommunications		-365.15
03/14/2024	12897	VOID	VOID		0.00
03/14/2024	12898	Margolin, Lauren	520610 · Programs - Adult		-275.00
03/19/2024	12899	EBSCO Information Services	5178 · Maintenance -Equipment,Software		-4,900.00
03/26/2024	12900	Elan Financial Services	-SPLIT-		-7,717.26
			52123 · Supplies	647.06	
			52126 · Services	1,800.00	
			520620 · Programs - Youth	503.28	
			520610 · Programs - Adult	235.54	
			520615 · Programs - New Media	944.58	
			5130 · Books & Audio	856.74	
			5175 · Maintenance - Building	576.62	
			5178 · Maintenance -Equipment,Software	605.89	
			5506 · Computerization	1,529.58	
			5215 · Telecommunications	17.97	
03/26/2024	12901	Home Depot Credit Services	5175 · Maintenance - Building		-73.91
03/30/2024	12902	Comcast	5215 · Telecommunications		-172.90
03/31/2024	12903	Amazon Capital Services	5130 · Books & Audio		-956.66
					-15,302.70

HIGHLAND PARK PUBLIC LIBRARY
SALARY REPORT
March 2024

	Pay period ending:			Monthly Totals
	3/3/2024	3/17/2024	3/31/2024	
Salary Expense by Department:				
Administration	\$ 28,374.29	\$ 28,161.69	\$ 28,161.72	\$ 84,697.70
Information and Re	19,196.54	24,203.60	17,944.81	61,344.95
Membership Servic	16,577.90	17,239.89	16,693.10	50,510.89
Media Services	9,971.67	10,026.38	9,936.04	29,934.09
Maintenance	4,664.43	4,922.26	4,542.10	14,128.78
Technical Services	12,862.31	12,850.08	12,827.46	38,539.85
Youth Services	16,289.32	15,256.85	15,142.78	46,688.95
Total Salaries Paid	\$ 107,936.45	\$ 112,660.74	\$ 105,248.01	\$ 325,845.21

Reverse Accrued for February 19 to 29	(93,000.00)
No accrual for March, period end 3/31/24	-
Subtotal Salaries per Page 3	232,845.21
Payroll Taxes	17,445.02
IMRF	5,590.17
Health Insurance-Library Share	32,634.31
Total Payments	288,514.71

HIGHLAND PARK PUBLIC LIBRARY
Building and Grounds Meeting – IN-PERSON
April 1, 2024

CALL TO ORDER

Ashley Lapin Olian, presiding, called the meeting to order at 6:13 p.m.

ATTENDANCE

Members Present: Ashley Lapin Olian (chair), Rob Biederman, Rob Olian (ex-officio)

Members Absent: Rebecca Nathanson

Others Present: Heidi Smith (Executive Director)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to approve the minutes of the Sept. 12, 2023 Building and Grounds Committee meeting. The motion carried.

Ayes: Biederman, Lapin Olian

Nays:

MOTION CARRIED.

FY2025 CAPITAL PROJECTS AND 10-YEAR CAPITAL IMPROVEMENT PROGRAM

Director Smith reviewed the 10-year capital plan, with a detailed focus on the 2025 budget. A building consultant's comprehensive report from three years ago guided the plan, with adjustments made based on current conditions and inspections as well as anticipated cost escalations. The plan is structured according to City guidelines, prioritizing projects, and organizing them by timeline and cost estimates. Funding sources include the Library tax levy, bond proceeds, special reserves, and potential fundraising and grants. Discussion extended to the impact on the community, debt service payments, and adjustments to the operating budget to support the expansion project. Timing considerations and strategies for budget presentation were also discussed, with a focus on aligning with City expectations and financial planning. Director Smith shared a recommendation to update Adult Services in 2031, including improving accessibility and potentially adding study rooms. Questions about budget structure and allocation were raised for further clarification.

The conversation continued around budget planning and decision-making for the expansion project. Additionally, there was consideration of phasing the project to manage costs and maintain service levels.

Director Smith reviewed the Library's capital budgeting resources, including the template provided by the City with information based on the results of the 2021 building assessment. The capital projects proposed for FY2025 include:

- Computerization

- general replacements and new technology as needed \$40,000
- equipment to support new and renovated spaces \$40,000
- Furniture and equipment
 - general replacements and new furniture as needed \$10,000
- Library Expansion
 - Professional services \$695,000
 - Construction \$5,570,000
 - Will include Fire Prevention/Suppression sprinkler system if required
 - Furniture, Fixtures, and Equipment \$450,000
 - Moving costs \$250,000

Director Smith also reviewed the 2026-2034 capital improvement program which include:

- Door/Window/Framing Replacements as needed
- Computerization
 - escalate cost from \$40,000 to \$45,000 in 2028
 - replace materials handler/sorter in 2029 \$275,000
- Exterior Updates as needed
- Furniture and Equipment
 - escalate cost from \$10,000 to \$15,000 in 2028
- Roof Replacements
 - replace 2 areas in 2028
 - replace tile area in 2034
- HVAC Updates
 - 2028
 - replace steam heating pipe in 1930s building
 - add steam-water converter for 1930s building and replace with hot water elements
 - Note: The two bullets above could be redundant if the Library moves up the steam boiler replacement from 2032.
 - replace MDF fan coil unit, refrigeration piping and condensing unit
 - replace linear diffusers with adjustable discharge units to improve comfort
 - upgrade building automation system in 2028
 - replace AHU-2 system in 2031
 - remove steam boiler and convert to all hot water heat system for entire building in 2032
 - upgrade building automation system in 2032
- Direction/Stack Signage
 - following Expansion in 2026
- Flooring Replacements as needed
- Painting Updates as needed
- Plumbing Updates as needed
- Staff Elevator Updates
 - Modernize equipment and update cab in 2027
 - replace hydraulic cylinder in 2030
- Proposed \$1,500,000 update to Adult Services in 2031

Discussion ensued. Director Smith shared that there are still many details to be determined for the 2025 Expansion, but that the 10-year program will be updated for 2026-2034 once a final concept is complete.

Director Smith advised the Committee that the next step would be to provide this draft to the Budget and Finance Committee for inclusion in the FY2025 budget. The budget will be presented to the Board in June and the City in August.

LIBRARY VEHICLE

Director Smith reported on the process of purchasing a new vehicle, with a preference for an electric option due to increased availability. The team will explore electric vehicle options further, including attending the Highland Park EV Car Show in April, and report back to the Board.

ADJOURNMENT

Trustee Biederman moved and Trustee Lapin Olian seconded a motion to adjourn the meeting. With none opposed, Trustee Lapin Olian presiding, adjourned the meeting at 7:08 p.m.

Submitted by: Heidi Smith
Reviewed by: Ashley Lapin Olian
Approved:

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

CALL TO ORDER

Trustee Irene Hoffman, presiding, called the meeting to order at 7:05 p.m.

ATTENDANCE

Trustees Present: Irene Hoffman (chair), Alicia De La Cruz, Rich Basofin, Carol Wolfe, Friends of the Highland Park Public Library President Suzanne Zweig (ex officio)

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

Not in Attendance: Rob Olian (ex officio)

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Wolfe moved and Trustee Basofin seconded a motion to approve the March 12, 2024 meeting minutes. The motion passed unanimously.

Ayes: Basofin, De La Cruz, Hoffman, Wolfe

Nays:

MOTION PASSES.

REVIEW DRAFT CASE STATEMENT

The Committee reviewed the draft case statement and provided feedback. Suggestions were made to include personal testimonials and stories to make the case statement more compelling. Feedback was provided on various sections of the case statement, including suggestions to emphasize the impact of donations. The Committee discussed the funding sources for the project, aiming to clarify the role of the Library versus the City in financing the expansion. Concerns were raised about the clarity of certain sections, prompting revisions to better convey the Library's financial responsibility and the need for community support. The Committee brainstormed potential taglines for the campaign, aiming for a dynamic, action-oriented, and future-focused message.

The Library team will revise the draft case statement based on feedback received during the meeting including alternative taglines for the campaign that convey excitement and vision for the future.

NAMING OPPORTUNITY

The Committee reviewed the proposed naming opportunities and suggested revisions. The Committee emphasized the importance of prestigious spaces like the archives and makerspace and discussed the practicality of attaching names to youth services. Director Smith will revise them as discussed and return them to the Committee.

CAMPAIGN RANGES

The Committee reviewed the proposed campaign ranges, and suggested revisions. They also discussed the breakdown of fundraising goals and the number of gifts needed. Different giving levels and recognition options were discussed as well. Chair Hoffman will take the Committee's feedback, revise the ranges, and send them to the Library team.

OTHER BUSINESS

The Committee considered the audience for a campaign kickoff event, the type of event needed, and other kickoff strategies. Ideas for giveaways and recognition for smaller donors were also discussed. These topics will be discussed again at the next meeting.

There was a consensus to start talking about the project at the Library as much as possible. Ideas were shared regarding engaging potential donors, including hosting events and leveraging existing gatherings to create awareness about the project. Chair Hoffman will share the draft policy, including naming opportunities and fundraising ranges, at the next meeting.

Due to conflicting schedules, it was agreed to reschedule the next meeting to accommodate all members.

ADJOURNMENT

Trustee Wolfe made a motion to adjourn, and Trustee De La Cruz seconded. With all in favor, Trustee Hoffman presiding, adjourned the meeting at 8:32 p.m.

Submitted by: Heidi Smith

Reviewed by: Irene Hoffman

Approved:

2023 Friends Gift Report

Requests	Date of Purchase	Amount	Date of Event	Attendance
Ingram Library Services - <i>Camino de las Lagrimas</i> - books for trauma	1/10/2023	\$ 92.00		
Ingram Library Services - <i>Numb to This</i> - books for trauma	1/10/2023	\$ 307.17		
Meet the Author: Jason Marck - <i>Three Girls from Bronzeville</i>	1/10/2023	\$ 350.00	1/26/2023	83
Meet the Author: Jason Marck - <i>Three Girls from Bronzeville</i> - Dawn Turner	1/10/2023	\$ 250.00	1/26/2023	83
Anne Shimojima: Storytelling - "Laughs Around the World"	2/15/2023	\$ 500.00	1/21/2023	1284
Arianna Cohen Brooks - Kid Lit Fest - iRead Kickoff	2/15/2023	\$ 100.00	1/21/2023	1284
Keir Graff -iRead Kickoff	2/15/2023	\$ 100.00	1/21/2023	1284
Celia Perez - iRead Kickoff	2/15/2023	\$ 100.00	1/21/2023	1284
Carolyn Crimi - iRead Kickoff	2/15/2023	\$ 100.00	1/21/2023	1284
Michael Phillips - A Night at the Oscars	11/10/2023	\$ 350.00	3/8/2023	14
Greenwich Entertainment - Screening of "Love, Charlie"	2/15/2023	\$ 250.00	2/23/2023	46
Ingram - Books for July 4th Tragedy	2/15/2023	\$ 910.70		
Ingram - Childrens Books	4/10/2023	\$ 182.40		
Baker & Taylor Books - Childrens Books	4/10/2023	\$ 783.40		
Judy Levin Book Discussions - <i>Horse</i>	4/10/2023	\$ 350.00	4/11/2023	27
Discussions with Davis - Davis Schneiderman - <i>The Memory Monster</i>	4/10/2023	\$ 250.00	4/17/2023	12
Educational Development Corp - Childrens Books	2/15/2023	\$ 296.82		
Discussions with Davis - Davis Schneiderman - <i>The Idiot</i>	4/10/2023	\$ 250.00	3/16/2023	4
Open Studio Project - Creative Process Art and Writing	4/10/2023	\$ 946.00	4/8/2023, 4/15/2023	6
Judy Levin Book Discussions - <i>Tomorrow and Tomorrow and Tomorrow</i>	4/10/2023	\$ 350.00	5/9/2023	27
Baker & Taylor Books - Books - Body Keeps the Score, Numb to this Memoir of a Mass Shooting	6/1/2023	\$ 1,106.01		
Bob Coscarelli Film Series - <i>Umbrellas of Cherbourg , La La Land, Xanadu , Yentl</i>	6/1/2023	\$ 700.00	2/19, 3/19, 4/23, 5/21	32, 23, 18, 18
Discussions with Davis - Davis Schneiderman - <i>The Weight of Ink</i>	6/1/2023	\$ 250.00	5/18/2023	15
Todd Downing - Tall Tales and Silly Songs	6/20/2023	\$ 450.00	6/14/2023	71
Dan Laib - Dan Gogh's Find Your Art	6/20/2023	\$ 550.00	7/12/2023	72
Pure Bloom Flowers - Designer Hacks for Fresh Flower Arranging	7/27/2023	\$ 300.00	6/27/2023	40
Mark Anderson - Roar! Wild Voices Drawing Workshop	7/27/2023	\$ 600.00	7/27/2023	25
Discussions with Davis - Davis Schneiderman - <i>On the Beach</i>	7/27/2023	\$ 350.00	7/20/2023	15
T-Rexplorers - Dinosaurs Discovery	7/27/2023	\$ 495.00	8/1/2023	47
Ignacio Reyes - <i>El Mago - A Bilingual Magic Show</i>	11/10/2023	\$ 500.00	9/20/2023	50
Judy Levin Book Discussions - <i>Trust</i>	11/10/2023	\$ 350.00	9/12/2023	23
Discussions with Davis - Davis Schneiderman - <i>The Leopard</i>	11/10/2023	\$ 350.00	8/23/2023	13
Amazon - Youth Stem Kits	9/5/2023	\$ 422.87		
Judy Levin Book Discussions - <i>The Wager</i>	9/22/2023	\$ 350.00	10/10/2023	18
Stephanie Rohr - Craftivism	9/22/2023	\$ 150.00	11/11/2023	21
Discussions with Davis - Davis Schneiderman - <i>The World and All that it Holds</i>	9/22/2023	\$ 350.00	9/28/2023	10
Elan VISA - Maker Space and Media Services equipment	11/10/2023	\$ 3,806.34		
Judy Levin Book Discussions - <i>Demon Copperhead</i>	11/10/2023	\$ 350.00	11/14/2023	25
North Central O Gauger - Halloween Railroad	11/10/2023	\$ 600.00	10/28/2023	642
Discussions with Davis - Davis Schneiderman - <i>The Seed Keeper</i>	11/10/2023	\$ 350.00	10/26/2023	7
Tellin' Tales Theater - <i>I Am Who I Am</i>	11/10/2023	\$ 500.00	11/9/2023	6
Stephanie Rohr - Craftivism	11/10/2023	\$ 250.00	11/11/2023	21
Bob Coscarelli Film Series - <i>Detour, Sunset Boulevard, Ace in the Hole, Body Heat</i>	11/10/2023	\$ 700.00	9/10, 10/8, 11/5, 12/3	11, 14, 18, 27
Discussions with Davis - Davis Schneiderman - <i>The Years</i>	11/10/2023	\$ 350.00	11/30/2023	9
Amazon - Youth craft supplies	11/30/2023	\$ 33.46		
Youth - Elenco Electronics Battery Holder - Visa	11/30/2023	\$ 18.70		
YTD TOTAL		\$ 21,050.87		

C:\Users\Vic\Documents\Friends of HP Library\Board Reports\Revenue Comparison 2022 to 2024

Month	2022		2023		2024	
	Donations	Book Sales	Donations	Book Sales	Donations	Book Sales
January			\$ 5,120.00	\$ 2,742.97	\$ 9,259.00	\$ 2,107.48
February			\$ 175.00	\$ 940.90	\$ 2,559.16	\$ 85.50
March			\$ 88.00	\$ 84.00	\$ 285.00	\$ 43.25
April			\$ 200.00	\$ 2,372.73		
May	\$ 230.00	\$ 2,489.87	\$ 1,643.00	\$ 224.12		
June	\$ 261.00	\$ 5,721.24	\$ 66.72	\$ 3,385.01		
July	\$ 160.00	\$ 140.00	\$ 80.00	\$ 367.30		
August	\$ -	\$ 1,406.44	\$ 250.00	\$ 60.25		
September	\$ -	\$ 2,627.78	\$ 1,050.00	\$ 24.50		
October	\$ 193.35	\$ 150.00	\$ 900.00	\$ 224.67		
November	\$ 3,885.00	\$ 543.00	\$ 6,677.50	\$ 3,254.71		
December	\$ 13,785.00	\$ 57.00	\$ 16,729.02	\$ -		
	\$ 18,514.35	\$13,135.33	\$32,979.24	\$ 13,681.16	\$ 12,103.16	\$ 2,236.23

Date	Transaction Amount	Explanation	Check #	Debits				Credits				Balance	Fidelity
				HPL Programs	Mailings	Merchant Fees	Misc.	Donations	Book Sales	Interest	Other		
1/1/2024		Opening Balance											
1/2/2024	\$ 1,180.00							\$ 1,180.00				\$ 32,776.16	\$ 88,697.51
1/2/2024	\$ 2,107.48											\$ 33,956.16	
1/2/2024	\$ 768.00								\$ 2,107.48			\$ 36,063.64	
1/3/2024	\$ 52.16	HP Library	#1382	\$ 52.16				\$ 768.00				\$ 36,831.64	
1/4/2024	\$ 5.60											\$ 36,779.48	
1/8/2024	\$ 78.42					\$ 5.60						\$ 36,773.88	
1/10/2024	\$ 6,205.00					\$ 78.42						\$ 36,695.46	
1/17/2024	\$ 102.00	Suzanne Zweig-postage	#1381					\$ 6,205.00				\$ 42,900.46	
1/22/2024	\$ 56.00				\$ 102.00							\$ 42,798.46	
1/23/2024	\$ 670.00	Risk Management-Insurance	#1383					\$ 56.00				\$ 42,854.46	
1/24/2024	\$ 50.00						\$ 670.00					\$ 42,184.46	
1/25/2024	\$ 10.00	Service Charge						\$ 50.00				\$ 42,234.46	
1/26/2024	\$ 1,700.00	HP Library	#1384	\$ 1,700.00								\$ 42,224.46	
1/31/2024	\$ 1,000.00							\$ 1,000.00				\$ 40,524.46	
1/31/2024	\$ 36.17									36.17		\$ 41,524.46	
		January Totals		\$ 1,752.16	\$ 102.00	\$ 84.02	\$ 680.00	\$ 9,259.00	\$ 2,107.48	\$ 36.17	\$ -	\$ 41,560.63	\$ 375.28
												\$ 41,560.63	\$ 89,072.79
2/5/2024	\$ 6.50								\$ 6.50			\$ 41,567.13	
2/5/2024	\$ 5.03					\$ 5.03						\$ 41,562.10	
2/7/2024	\$ 100.00							\$ 100.00				\$ 41,662.10	
2/7/2024	\$ 62.09					\$ 62.09						\$ 41,600.01	
2/16/2024	\$ 441.00	Robert Berk, CPA	#1385				\$ 441.00					\$ 41,159.01	
2/26/2024	\$ 2,309.16							\$ 2,309.16				\$ 43,468.17	
2/29/2024	\$ 229.00							\$ 150.00	\$ 79.00			\$ 43,697.17	
2/29/2024	\$ 20,000.00	Fidelity Transfer					\$ 20,000.00					\$ 23,697.17	\$ 20,000.00
2/29/2024	\$ 32.59									\$ 32.59		\$ 23,729.76	\$ 351.35
		February Totals		\$ -	\$ -	\$ 67.12	\$ 20,441.00	\$ 2,559.16	\$ 85.50	\$ 32.59	\$ -	\$ 23,729.76	\$ 109,424.14
		February YTD		\$ 1,752.16	\$ 102.00	\$ 151.14	\$ 21,121.00	\$ 11,818.16	\$ 2,192.98	\$ 68.76	\$ -	\$ 23,729.76	\$ 109,424.14
3/1/2024	\$ 10.00								\$ 10.00			\$ 23,739.76	
3/2/2024	\$ -	Void	#1388									\$ 23,739.76	
3/5/2024	\$ 5.03					\$ 5.03						\$ 23,734.73	
3/8/2024	\$ 10.50								\$ 10.50			\$ 23,745.23	
3/8/2024	\$ 61.58					\$ 61.58						\$ 23,683.65	
3/8/2024	\$ 950.00	HP Library	#1387	\$ 950.00								\$ 22,733.65	
3/11/2024	\$ 285.00							\$ 285.00				\$ 23,019.15	
3/25/2024	\$ 20.00								\$ 20.00			\$ 23,039.15	
3/26/2024	\$ 2,057.00	HP Library	#1389	\$ 2,057.00								\$ 20,982.15	
3/26/2024	\$ 86.38	Vic Bassi-supplies					\$ 86.38					\$ 20,895.77	

Date	Transaction Amount	Explanation	Check #	Debits				Credits				Balance	Fidelity
				HPL Programs	Mailings	Merchant Fees	Misc.	Donations	Book Sales	Interest	Other		
3/27/2024	\$ 51.76	Suzanne Zweig	#1391				\$ 51.76						
3/29/2024	\$ 2.75								\$ 2.75			\$ 20,844.01	
3/29/2024	\$ 18.17									\$ 18.17		\$ 20,846.76	
												\$ 20,864.93	\$ 461.61
		March Totals		\$ 3,007.00	\$ -	\$ 66.61	\$ 138.14	\$ 285.50	\$ 43.25	\$ 18.17	\$ -	\$ 20,864.93	\$ 109,885.75
		March YTD		\$ 4,759.16	\$ 102.00	\$ 217.75	\$ 21,259.14	\$ 12,103.66	\$ 2,236.23	\$ 86.93	\$ -	\$ 20,864.93	\$ 109,885.75

HIGHLAND PARK PUBLIC LIBRARY
Operations & Policy Meeting – IN-PERSON
April 2, 2024

CALL TO ORDER

Trustee Peter Zotos, presiding, called the meeting to order at 7:02 p.m.

ATTENDANCE

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

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 March 4, 2024 Operations and Policy Committee meeting. The motion passed.

Ayes: Biederman, Nathanson, Zotos

Nays:

MOTION CARRIED.

TRUSTEE TRAINING POLICY

In addition to the changes proposed, Chair Zotos raised the question of whether the annual membership fees should be increased. Director Smith recommended increasing the amount from \$100 to \$150. The Committee deliberated on trustee membership in ILA, ALA, and/or PLA. President Olian shared that he had found past trainings helpful. Additionally, the Committee decided to raise the allowance for travel expenses from \$50 to \$500, with the clarification that the President and Treasurer could approve exceptions in advance. The Committee also added to the mandatory training for trustees and made some additional stylistic changes. The Committee agreed and will recommend the revised policy to the Board.

DISPOSAL OF CLOSED SESSION RECORDINGS POLICY

In addition to the changes proposed, Chair Zotos recommended changing the term “specify” to “approve.” The Committee agreed and will recommend the policy as revised to the Board.

PRIVACY (WEBSITE) POLICY

The Committee decided to review Policy 213 along with Policy 201. President Olian reported on his review of all Library policies with information about privacy and confidentiality. The terms ‘personally identifiable information’ and ‘non-personally identifiable information’ will be updated. Director Smith will integrate all revisions and distribute them via email to the Committee members this month. The Committee will revisit the policy in June with Policy 201.

OTHER BUSINESS

Chair Zotos asked for an update about the naming opportunities policy. Director Smith reported that the Development Committee will review it at their April 9th or May 28th meeting, in time for the Operations & Policies Committee to review it at the June meeting.

ADJOURNMENT

Trustee Nathanson moved, and Trustee Biederman seconded a motion to adjourn the meeting. Chair Zotos, presiding, adjourned the meeting at 8:00 p.m.

Submitted by: Heidi Smith

Reviewed by: Peter Zotos

Approved:

DRAFT

HIGHLAND PARK PUBLIC LIBRARY

Policy 101 **Trustee Training**

Purpose: To state the ~~Library's policy regarding expectations and options for~~ training of Library Trustees

General Policy:

~~1. Introduction:~~ The Highland Park Public Library ("the Library") feels ~~strongly that~~ values ~~Trustee~~ training Highland Park Public Library Board of Trustees ("the Board") ~~is~~ essential to maintain the high standards of governance expected by ~~our~~ Library patrons.

~~2. Highland Park Public Library Policy~~

~~a.~~ Trustee training shall include the following mandatory programs.

1. Orientation by the City of Highland Park
- ~~2.~~ Open Meetings Act (online certification)
- ~~2.3.~~ Orientation by the Library

~~—b.~~ Trustee training also includes optional participation in the following activities.

1. Membership in professional library associations.
 - a. The Library will pay 50% of the annual membership fees, not to exceed \$1500 per person.
2. Attendance at professional conferences.
 - a. Registration fees will be paid by the Library.
 - b. Travel expenses shall not exceed \$500 per conference without prior approval by the President and Treasurer.
 - c. A written summary of the conference highlights shall be submitted by the Trustee for inclusion in the monthly Board meeting packet.
 - ~~d. Special consideration will be given to trustees invited to speak at conferences.~~

Revision History

Adopted December 9, 2014

~~Adopted August 10, 2021~~

Reviewed and revised April 16, 2024

HIGHLAND PARK PUBLIC LIBRARY

Policy 102 **Disposal of Closed Session Recordings**

Purpose: To state the ~~Library's policy terms~~ regarding the disposal of closed-session recordings

~~Introduction: General Policy~~

~~1. The Highland Park Public Library Board of Trustees ("the Board") complies with legal requirements that~~ Closed sessions ~~are required by law to~~ must be recorded and the recordings retained for at least 18 months after completion of the meeting being recorded.

~~2. Highland Park Public Library Policy~~

All closed-session recordings that are older than 18 months shall routinely be destroyed, but the ~~Library~~ Board shall ~~specify~~ approve the destruction of each recording separately.

Revision History

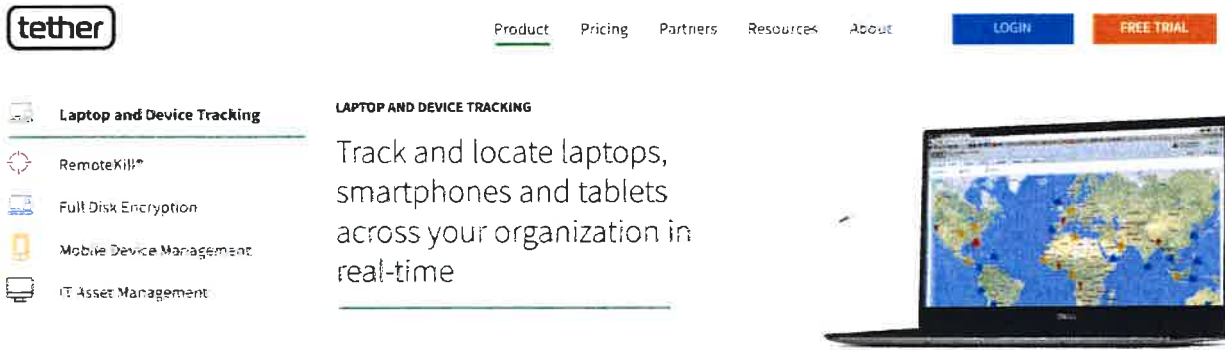
Adopted December 9, 2014

~~Approved with no revision August 10, 2021~~

Reviewed and revised April 16, 2024

The Library is seeking Board approval of 3-year agreement with Tether Security not-to-exceed \$2,000. The Board's guidelines governing expenditures restrict multi-year contracts, so even though the cost is within the Executive Director's purchasing authority, Board approval is requested. There is a 30% savings in committing to 3 years.

Tether Security will track the physical location of laptops and mobile devices. Below is a screenshot from Tether's website with more information. Read more at <https://tethersecurity.com/product/laptop-tracking/>.



Ultra-accurate location

Tether uses multiple methods to locate assets to provide the best location accuracy worldwide including wi-fi and cellular triangulation, GPS, MAC address correlation, and IP address databases from multiple providers.



Dynamic maps

Use the Google Maps interface to quickly locate assets, or the real-time LiveMap display for a commanding view of your entire organization.



Geofence monitors

Administrators can define geofences and get notified when assets cross into or out of them. Combined with RemoteKill triggers and presets, organizations can ensure assets only operate where they should be.



Real-time agent

The Tether agent uses a persistent and secure connection to provide asset inventory, geolocation and command execution in real-time. Information is always up-to-date, which is critical in a developing theft scenario.

April 4, 2024

Board of Trustees and
Heidi Smith, Executive Director
Highland Park Public Library
494 Laurel Ave.
Highland Park, Illinois 60035

Dear Board Members and Ms. Smith:

We are pleased to confirm our acceptance and understanding of the services we are to provide for Highland Park Public Library for the years beginning June 1, 2024 and ending May 31, 2025.

Services Provided

You have requested that we perform the following services:

1. We will provide you with the following **accounting and bookkeeping** services:
 - a. Perform all bank reconciliations, posting of CD maturities to funds, prepare journal entries to accrue monthly items (billing, payroll, and other accruals), post card activity, post bank transfers, and reconcile monthly schedules as agreed upon.
 - b. Preparation of in-house monthly schedules and internal reports as provided to the Board.
 - c. Provide support to the Library regarding accounting and financials as needed.
 - d. Preparation of audit workpapers as requested by the auditing firm.
 - e. Assist with the monitoring of cash flow and recommend scheduled transfers between funds/accounts on a monthly basis.

We estimate our fees for the above services to be \$2,200 per month. However, billings may increase or decrease depending on the scope of work for the month. In addition, fees may increase during the year end close and any additional work required by the auditing firm.

All financial and/or report information will be provided in house by you. We will assist you with generating these schedules from your QuickBooks file.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Conclusion

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Organization or noncompliance with laws and regulations.

If the foregoing correctly sets forth your understanding of our engagement, please sign and date in the spaces below and return it to our office.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described, please sign this letter and return to us.

Sincerely,

ATA Group, LLP

ATA Group, LLP

RESPONSE:

This letter correctly sets forth the understanding of Highland Park Public Library.

By: _____

Title: _____

Date: _____

Announcements and Updates

- The Friends of the Highland Park Public Library generously approved funding for several summer programs and purchase of equipment. Thank you!

Service Highlights

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

- The auditorium was packed for our annual “Night at the Oscars” program with Chicago Tribune film critic Michael Phillips. 78 attended. By hosting Mr. Phillips, we offered patrons an elevated experience as the film critic for one of the country’s major daily newspapers shared his expertise. The program included a raffle for chocolate “Oscars,” enhancing the evening even more.

Use of Resources:

- In March, *The heaven & Earth grocery store* by James McBride was the highest circulating book by Highland Park patrons; film *The holdovers* was the top DVD/Blu Ray title.
- The team promoted the museum pass program with a special epostcard to coincide with spring break. The epostcard had an open rate of 51.9% with 115 clicks on the link for the Museum Adventure Pass and 74 for Explore More Illinois. The goal was to create awareness of the passes and to increase usage of the passes. The epostcard also featured programs that the Youth Services Department offered during spring break, promoting opportunities to attend a program when families may be searching for something fun for their children to do.
- See collection statistics, pages 4-5 and the following chart.

Services:

- Media Services supported 45 Book-A-Librarian sessions (1:1 appointments including Maker technology support) this month. For comparison, there were 27 last month.

Library Social Services:

- 8 individual patrons served in 42 patron engagements.

Outreach:

- Outreach team members attended Rumbo a la Universidad (Path to University) at Highland Park High School and engaged with 56 individuals.
- Storytime in the community continued with monthly storytimes at Family Focus, Green Bay, HP Community, JCYS Lutz Center, Little Giants (HPHS), and Tri-Con with 11 storytimes for 157 attendees.

Partnerships:

- Book Match at 112 schools was completed with 2 sessions for 131 attendees.

Patron Comments (see comments chart page)

- Shared by a patron: “I revere your insight and understanding of who I am, how I operate and why... You manage my “stuff” beautifully, kindly, courageously clarifyingly. I have never felt as you’re instructing me to make choices. I feel supported and seen.”

Staff

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

- At the March all-staff meeting, the team received an overview from Highland Park Police Department representatives. Officer Jacqui White shared information about her role as Administrative Services Officer and Community Relations and introduced Social Worker Quiana Cohn MSW, LCSW. Officer Pawel Geneja reviewed the Police Beat Coordinator program and introduced Officer Lee, new to our “beat.” In addition, the Library team reviewed the strategic plan activities planned for 2024.

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

Facility & Technology

- Projects in progress
 - Technology plan for expansion
 - Moving preparation for expansion
 - Reconfiguration of Administration offices to accommodate more file storage
 - Evaluating and moving select components to Software-as-a-Service (SaaS) to improve network security
 - Moving local file storage to Office365
- Upcoming projects
 - Sealcoat and restripe parking lot
 - Replace two outer service doors
 - Repair/replace exterior joint sealants in 1970's addition
- Projects completed
 - Replaced cracked windows in Adult Services
 - Updated Office365 email retention policy for redundancy with email archiver

Library Safety

- Administration is evaluating potential outsourced safety/security support in partnership with 4 other local public libraries.
- New suspensions issued: 0
- Incident reports documented: 1 related to a police presence about an external incident
- Police on-site: 1 as referenced above

HPPL in the News

- None

Staff Monthly Report

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

- I also helped a patron find some appropriate art classes for her sister who [she shared] has special needs. She was so appreciative that I took the time to look through our class offerings and register her for Katie's painting class. She asked if I would be willing to help her regularly with art options for her sister. I of course told her I would be happy to help her.
- I had an audience while putting items in the sorter, two little girls, one about 2 years old, her sister about 5 years. Both watched me with fascination while I put new materials in the sorter, and the older sister asked me many questions about what I was doing, and I was happy to answer all of them.
- I worked with a patron looking for Large Print materials. It wasn't a genre I was super familiar with, and I asked Matthew for support. While searching, the patron found some choices while browsing. I validated the choices, and he thanked me for taking the time to stop what I was doing to help. I said "of course!" And he responded that it was rare because he doesn't get respectful interactions everywhere he goes. He said most people wouldn't have taken the time. I am not sure if that's true, but it made me emotional! We strive to give everyone the same high-level of service and will continue to do so!
- I overheard a patron talking to the circulation desk about me. She said I was the rose of her day because I was very nice to her children. (Never been called a rose before! Haha)
- It's always nice when patrons stop to tell you how much they enjoyed the book or books you recommended - I had a woman tell me how much she loved *The House in the Pines*, which I'd given her two or three months ago.
- A father with a son in elementary school wanted to introduce his son to a favorite book from the father's childhood, except he had no idea what the title was. The most he could provide was that there was a miniature world, a boy, and it had lots of adventure. After several misses (not *The Indian in the Cupboard*, or *The Littles* or *The Borrowers*...), I hit the winner: *The Castle in the Attic*! That was a good desk moment.

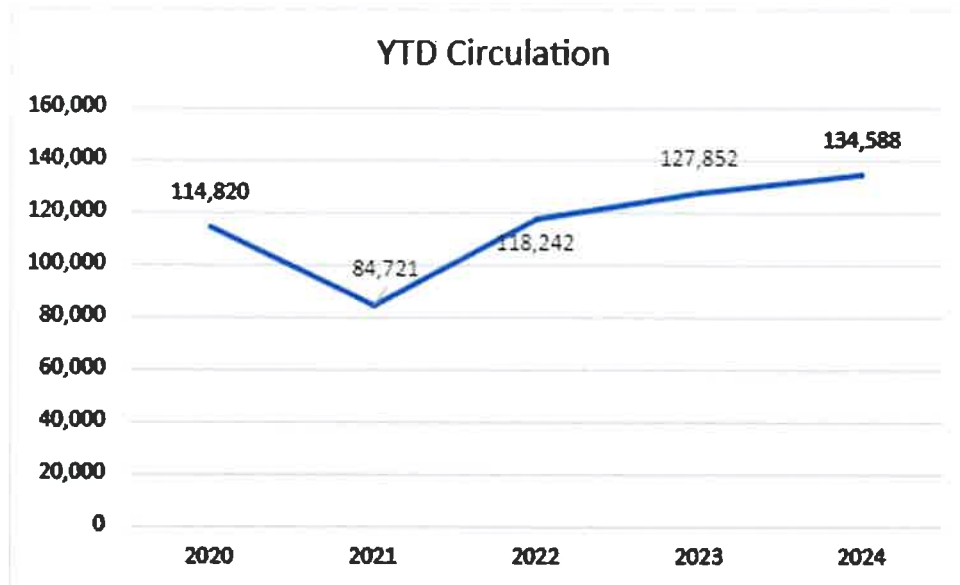
Strategic Plan Highlights

<p style="text-align: center;">LIFELONG LEARNING <i>curiosity, knowledge, vitality, discovery</i></p>	<p style="text-align: center;">OPTIMIZING RESOURCES <i>collections and services meet community needs</i></p>
<p><i>Key concepts: stimulation, bond, literacy, love of reading, habit, cultural enrichment, diversity, depth, information, digital, access, technology.</i></p> <p>Youth Services balanced demand for popular programs with other services and operational requirements. A third Rock & Read (R&R) session was added to Mondays the same weeks R&R is held on Thursdays. Attendance has been full, but all those wanting to attend have been accommodated at the new sessions so far. Also, it appears fewer people unable to attend when Thursday sessions fill to capacity. We are working to balance services in order to support our team members and ensure quality experiences. Youth Services is in the process of hiring two part-time staff members from one part-time opening. Additional support may be necessary.</p>	<p><i>Key concepts: information, education, research, entertainment, access to resources, invite patrons to connect, evaluation, expertise.</i></p> <p>Connect new patrons with library collections, services, & resources based on their needs. Evaluating various software solutions for marketing and website include Bibliocommons and Patron Point. In progress.</p> <p>Ensure simple accessibility to public computers. Added new guest pass and remote printing service to the computer lab.</p> <p>Enhance the website with information about resources as well as improved accessibility. Created seven YS webpages to host information on reading clubs, database recourses, kids’ programs, teacher resources, Storytimes, and bibliographies. Social Services will have one published page and a direct link on the main menu. Created eight Spanish landing pages including parking information, about the library, registering for a library card, skill building sessions, and more.</p>
<p style="text-align: center;">ORGANIZATIONAL DEVELOPMENT <i>fiscal, physical, and human resources</i></p>	<p style="text-align: center;">CREATING CONNECTIONS <i>engagement, understanding, impact, partnerships</i></p>
<p><i>Key concepts: structure, personnel, relationships, leaderships, inclusive and diverse team, building expansion, sustainable financial resources</i></p> <p>Library is well-prepared for construction in 2025. The team is visiting other libraries for ideas for Youth Services configurations, storytimes, and Makerspaces to support the design process.</p>	<p><i>Key concepts: connections between patrons, understanding, sense of belonging, community gathering places, relationships, value</i></p>

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

Library Data

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

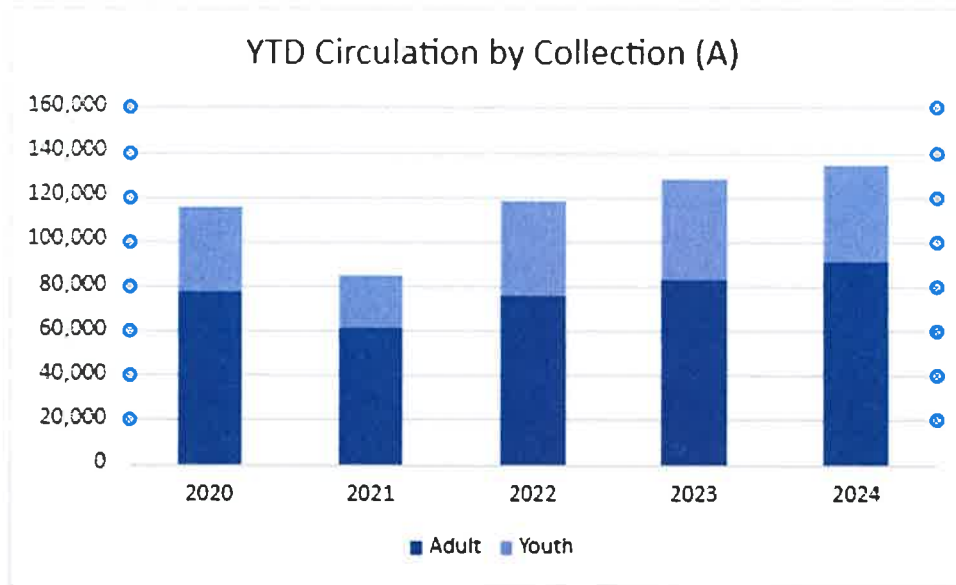


Does not include CCS & ILL borrowed from other libraries.

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-March



YTD Circulation by Collection (A)					
	2020	2021	2022	2023	2024
Adult	77,434	61,334	75,301	83,080	90,772
Youth	37,386	23,387	42,941	44,772	43,816
Total	114,820	84,721	118,242	127,852	134,588
Percent of Total: Adult	67%	72%	64%	65%	67%

Does not include CCS & ILL borrowed from other libraries.

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

**FY24 TOTAL
LIBRARY USAGE STATISTICS**

		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC	2024 YTD TOTAL	2023 YTD TOTAL	% CHANGE
GENERAL	Gate Count Laurel Entrance	10,097	10,141	10,280										30,518	30,486	0%
	Gate Count Stairwell Entrance	6,485	5,878	6,040										18,403	18,913	-3%
	TOTAL COUNT	16,582	16,019	16,320	0	0	0	0	0	0	0	0	0	48,921	49,399	-1%
CIRC	Fiction books	15,773	14,557	15,384	0	0	0	0	0	0	0	0	0	45,714	48,533	-6%
	Nonfiction books	7,128	7,117	7,567	0	0	0	0	0	0	0	0	0	21,812	22,067	-1%
	Videogames	747	633	715	0	0	0	0	0	0	0	0	0	2,095	1,883	11%
	DVDs	4,376	3,786	4,383	0	0	0	0	0	0	0	0	0	12,545	13,357	-6%
	Music CDs	928	879	898	0	0	0	0	0	0	0	0	0	2,705	2,874	-6%
	Audiobooks	350	415	390	0	0	0	0	0	0	0	0	0	1,155	1,318	-12%
	Blu-rays	1,242	1,136	1,208	0	0	0	0	0	0	0	0	0	3,586	2,777	29%
	Magazines	596	540	651	0	0	0	0	0	0	0	0	0	1,787	1,884	-5%
	Other physical formats	486	454	489	0	0	0	0	0	0	0	0	0	1,429	980	46%
	Overdrive eBooks	6,955	6,196	6,435	0	0	0	0	0	0	0	0	0	19,586	16,524	19%
	Overdrive eAudiobooks	4,143	4,043	4,401	0	0	0	0	0	0	0	0	0	12,587	10,106	25%
	Overdrive eVideos	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
	Overdrive eMagazines	1,608	1,392	1,632	0	0	0	0	0	0	0	0	0	4,632	1,158	300%
	Hoopla eBooks	413	361	401	0	0	0	0	0	0	0	0	0	1,175	1,118	5%
	Hoopla eAudiobooks	608	570	588	0	0	0	0	0	0	0	0	0	1,766	1,373	29%
	Hoopla eMusic	80	51	57	0	0	0	0	0	0	0	0	0	188	179	5%
	Hoopla eVideos	117	135	177	0	0	0	0	0	0	0	0	0	429	300	43%
	Hoopla other	12	11	12	0	0	0	0	0	0	0	0	0	35	30	17%
	Kanopy eVideos	496	416	450	0	0	0	0	0	0	0	0	0	1,362	1,391	-2%
		CIRCULATION TOTAL	46,058	42,692	45,838	0	0	0	0	0	0	0	0	134,588	127,852	5%
	CCS & ILL LENT	3,076	2,845	2,845										8,766	8,342	5%
	CCS & ILL BORROWED	2,898	2,760	2,788										8,446	8,011	5%
	NON-HIGHLAND PARK BORROWERS (RBPs)	1,742	1,810	2,069										5,621	7,208	-22%
SELF CHECK	Self Check	12,681	11,066	12,036										35,783	37,414	-4%
	Self Check %	64.0%	62%	62%										63%	62.0%	3%
PATRON CONTACTS	Reference	3,829	3,338	3,790	0	0	0	0	0	0	0	0	0	10,957	10,377	6%
	Other	83	31	70	0	0	0	0	0	0	0	0	0	184	0	0%
	MONTHLY QUESTIONS	3,912	3,369	3,860	0	0	0	0	0	0	0	0	0	11,141	10,377	7%
PROGRAMS	TOTAL CONDUCTED	102	110	124	0	0	0	0	0	0	0	0	0	336	323	4%
	TOTAL ATTENDEES	3,735	2,204	1,653	0	0	0	0	0	0	0	0	0	7,592	7,980	-5%
SOCIAL MEDIA ENGAGEMENTS	Social Media Insights (Facebook, Instagram)	1,280	624	523	0	0	0	0	0	0	0	0	0	2,427	1,052	131%
	Video Engagement (Library You Tube Page Visits)	1,034	1,298	1,515	0	0	0	0	0	0	0	0	0	3,847	7,292	-47%

Library Activities – March 2024

Meetings and Continuing Education:

Information & Reader Services

KnowBe4 Training: USB Devices
Becoming a Dementia Friend
Discussion with UNLV – Oral History
Matchmaking with Macmillan Webinar
Tour of the Northwestern University Archives & Special Collections

Youth Services

KnowBe4 Training: USB Devices
LACONI: The Science of Reading
LACONI POP: Serving Patrons with Dementia and their Caregivers at the Library
LACONI RECHARGE: 4 Strategies for Smooth Program Management
Be a Dementia Friend
Preschool Outreach Programmers Meeting
Middle Grade Magic: Debut Voices
Middle Grade Magic: Afternoon Keynote with Katherine Applegates

Membership Services

KnowBe4 Training: USB Devices
Becoming a Dementia Friend Training
Discrimination and Sexual Harassment Training
159 New Library Cards

Technical Services

KnowBe4 Training: USB Devices
RAILS – Technical Services Networking Group
CCS- Cataloging and Metadata Maintenance (CAMM) technical group meeting
Library of Congress – Name Authority Cooperative (NACO) training

Administration

KnowBe4 Training: USB Devices
Serving Patrons with Dementia and their Caregivers at the Library
Oral History Research Center, University of Las Vegas
Social Work in Libraries Networking Group by RAILS
Security Snapshots
Citizenship Grant Webinar

Media Services

KnowBe4 Training: USB Devices
Become a Dementia Friend

Communications

KnowBe4 Training: USB Devices
Become a Dementia Friend
Begin With a Strong Foundation: Developing a Data Plan

Library Programs

Date	Program	Presented By	Attendance
	For Children		
3/1	Storytime @ Little Giants	H. Grasse (Staff)	16
3/1	Baby Booktime/10:00	K. Dienes (Staff)	8
3/1	Baby Booktime/11:30	K. Dienes (Staff)	9
3/4	Storytime @ Green Bay School	K. Dienes (Staff)	12
3/6	Book Match @ Wayne Thomas	M. Jauch, K. Dienes (Staff)	88
3/6	Storytime @ Family Focus	H. Grasse (Staff)	12
3/7	Rock & Read/10:30	K. Dienes (Staff)	25
3/7	Rock & Read/11:30	K. Dienes (Staff)	21
3/8, 3/12	3D Printing	M. Skrzyniecki (Staff)	20
3/9	Sensory Bins	K. Dienes (Staff)	62
3/11	Storytime Live	L. Tripp (Staff)	11
3/11	Book Match @ Oak Terrace	M. Jauch, M. Beach (Staff)	43
3/12	Storytime @ JCYS Lutz Center (3 classes)	M. Jauch (Staff)	45
3/12	Homeschool Meetup	L. Tripp, B. Burns (Staff)	2
3/13	Storytime @ Highland Park Community (4 classes)	M. Jauch (Staff)	60
3/13	Tri-Con Checkout	C. Hines (Staff)	14
3/14	Storytime @ Tri-Con	H. Grasse (Staff)	12
3/15	Baby Booktime/10:00	M. Jauch (Staff)	13
3/15	Baby Booktime/11:30	M. Jauch (Staff)	4
3/18	Rock & Read/10:30	K. Dienes (Staff)	24
3/18	Drop-in Chess	H. Grasse (Staff)	13
3/21	Rock & Read/10:30	K. Dienes (Staff)	24
3/21	Rock & Read/11:30	K. Dienes (Staff)	12
3/21	Beginning Graphic Novel Club	J. Troutman (Staff)	7
3/25	Storytime Live	L. Tripp (Staff)	24
3/26	STEAM Stations	B. Burns (Staff)	33
3/26	Panel to Panel Graphic Novel Book Club	L. Tripp (Staff)	6
3/28	Salute to Dirt	H. Grasse (Staff)	15
3/29	DIY Pokeball Terrarium	B. Burns (Staff)	18
3/29	Tiny Art Studio	H. Grasse (Staff)	3
3/1-3/30	Interactive Bulletin Board: I'm Ready for My Closeup	H. Grasse (Staff)	35
3/1-3/30	Board Games	Youth Staff	34
3/1-3/30	100 Books Before High School	Youth Staff	1
3/1-3/30	Children's Choice Awards	Youth Staff	1
3/1-3/30	1000 Books Before Kindergarten	Youth Staff	7
3/1-3/30	What's Your Lucky Charm?	H. Grasse (Staff)	88
3/16-3/17	Book Bunnies	H. Grasse (Staff)	35
3/25-3/30	Grab & Go Craft: Rainbow Twirligigs	B. Burns (Staff)	114

Total Youth Attendance 971

<u>For Adults</u>			
Various	Book a Librarian	Media Services Staff	45
Various	Spanish Conversation	G. Napoles	51
Various	Poetry Writing	J. Dotson	14
Various	Memoir Writing	J. Dotson	14
Various	Learn Canasta Strategy	T. Cooper	36
Various	Fiber Arts Club (3 sessions)	R. Hayes, M. Bocka (Staff)	24
3/1-3/6	An Evening with Adam Kinzinger (Recording)	B. Keller (Staff)	13
3/3	Rumbo a la Universidad at Highland Park High School	C. Rositas-Sheftel, D. Quinlan	56
3/3	Spring Film Series: <i>Monsoon Wedding</i>	J. Bixby (Staff)	28
3/4	Caminando Juntos -Facebook Live- <i>Renter's Rights</i>	J. Reyes, C. Rositas-Sheftel	191
3/6	A Night at the Oscars	B. Keller (Staff)	78
3/7	Game Night	A. Robb (Staff)	3
3/11	Judy Levin Book Disc: "The Fever in the Heartland"	M. Bulaich (Staff)	14
3/12	CBO Info Session	C. Medrano (Staff)	3
3/12, 26	Tech Brief (with Coffee)	M. Skryzniecki (Staff)	8
3/13	Memory Cafe	A. Robb (Staff)	3
3/15	3D Printing	M. Skryzniecki (Staff)	5
3/18	Short Stories Reading Group	K. Sleyko (Staff)	8
3/18	Discussions with Davis: "How to Say Babylon"	R. Hayes (Staff)	16
3/20	Teen Time	C. Medrano (Staff)	4
3/20	ILP Presents: Ruth Carter	B. Keller (Staff)	22
3/20	Meet the Author Rowan Beaird	B. Keller (Staff)	18
3/21	Readers' Round Table	M. Bulaich (Staff)	3
3/23	Make-It!	M. Skryzniecki (Staff)	11
3/1-3/31	Puzzle Station	C. Medrano (Staff)	14
		Total Adult Attendance	682

<p>TOTAL PROGRAM ATTENDANCE</p> <p>1653</p>

<u>Social Media Engagements</u>			
	Social Media Insights (Facebook, Instagram)	Media Services Staff	523
	Video Engagement (Library YouTube Page Visits)	Library YouTube Page	1515
		Total Social Media	1922

New Hires:

Matthew Byrd	Adult Services Librarian
Dara Bass	Membership Services Assistant

Departures:

Stephanie Klemp	ILL Coordinator
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DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous?
Mar-24	Please offer more charging stations!	S	Charging Stations	Yes
Mar-24	I would like you to know how helpful and patient Yuliya is. I needed help to learn how to scan, create, and save a download. Yuliya went slowly in her directions and watched over my movements to ensure I could do these things independently. I was so lucky to have Yuliya's support!	ST	Yuliya White	No
Mar-24	Please do not spend more money on the Library. Pay staff more instead!	ST	Staff Salaries	No
Mar-24	Overheard at Outreach Storytime: Marissa is a treasure. We love when she visits our class!	ST	Marissa Jauch	Yes
Mar-24	The "Reimagined Library" is ugly.	B	Expansion	Yes
Mar-24	"Browsing Romance" is out of order. It was very hard for me to find the author I was looking for. Then I gave up.	C	Browsing Romance	Yes
Mar-24	Please make toddler storytime every week. It fills every time we try to attend.	PR	Toddler Storytime	Yes
Mar-24	Please gate the area and have more toys for small children in the picture book room. It is very boring for toddlers, as there are no toys. We go to Deerfield instead because they have a train and more sensory activities. Your area is not kid friendly.	S	Toys	No
Mar-24	Marissa is wonderful! I came in with an arcane question about words to a song. She found what I wanted and printed it for me!	ST	Marissa Jauch	No
B = Building		P=Policy	PR=Programs	
F = Food & Beverage		S=Services	R=Renovation	
C = Collection		ST=Staff	CS=Computer System	