

PUBLIC MEETING NOTICE

Highland Park Public Library Board of Trustees

Lower-Level Meeting Room

August 9, 2022, 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://us02web.zoom.us/j/84312276146>

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 Library Board in the following ways:

1. **EMAILS FOR THE RECORD.** Email the Library at hsmith@hplibrary.org. If you wish to have your comments read into the record, limit your communication to 200 words or less. Comments from the public received by 4:30 PM the day of the meeting will be read under Agenda topic: Comments from the public. Any comments received during the meeting will be held until the end of the meeting. All emails received will be acknowledged. Comments from the public should contain the following information:
 - In the subject line, identify, "Library Board Meeting – Read into the Record"
 - Name
 - City
 - Address (optional)
 - Phone (optional)
 - Organization, agency representing, if applicable
 - Topic or agenda item number of interest
2. **EMAILS WITH UNLIMITED INFORMATION.** Individuals who do not wish to have their comments read into the record can email the Library an unlimited number of words. Emails will be forwarded to the Library Board if requested. All emails received will be acknowledged.
3. **TELEPHONE.** Individuals with no access to email may leave a message with the Library Executive Director at 847.432.0720.
4. **LIVE COMMENTS.** Individuals are able to address the Library Board during the meeting. Questions/comments are limited to written testimony into the record or spoken comments, not both. If attending virtually, use the virtual raise hand feature or raise your hand in the Library Meeting Room for Agenda topic: Comments from the public. Comments should be limited to five minutes or less.

AGENDA

1. Call to order
2. Consent agenda
 - Approval of July 14, 2022 regular meeting minutes
 - Approval of July 2022 Bill List – motion from Bill Ott, Treasurer
 - Approval of July 2022 Financial Reports – motion from Bill Ott, Treasurer
3. Comments from the public
4. Report of the President – Carol Wolfe
5. Report of the Executive Director – Heidi Smith
6. Other committee and liaison reports
 - Operations & Policy Committee
 - Approval of proposed Remote Work Policy addition to the Personnel Policy
 - Approval of changes to Circulation Policy
 - Approval of changes to Guidelines for Expenditure of Funds Policy
 - Approval of changes to Library Behavior Policy
7. Old and new business
8. Adjournment

HIGHLAND PARK PUBLIC LIBRARY
Board of Trustees Meeting
July 14, 2022

CALL TO ORDER

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

ATTENDANCE

Members Present: Irene Hoffman, Ashley Lapin Olian, Rob Olian (remote), Bill Ott, Nancy Sawle-Knobloch, Carol Wolfe

Members Absent:

Others Present: Heidi Smith

APPROVAL OF MINUTES

Ms. Hoffman moved and Ms. Sawle-Knobloch seconded a motion to approve the June 14, 2022 minutes, June Bill List, and the June 2022 Financial Reports on the consent agenda. The motion passed unanimously.

Ayes: Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

COMMENTS FROM THE PUBLIC

None.

REPORT OF THE PRESIDENT

President Wolfe's report included the following:

- President Wolfe thanked the trustees for their flexibility in rescheduling the board meeting. She also thanked Director Smith and the staff for all they have done in the ten days following the parade.
- The RFQ was sent to more than 20 architects and has been posted in the newspaper. Responses are due in August.

REPORT OF THE EXECUTIVE DIRECTOR

Director Smith's report included the following:

- Director Smith reported all current team members were physically unharmed on the 4th. The Library was closed on the 5th. A doctor-led supportive session was available for all staff the morning of the 6th and the Library reopened at 1 p.m. The team created talking points for staff and resources to share with the community.
- In terms of the community, it seems patrons are seeking a familiar, caring place to be. The Library's goal is to provide a safe, comforting place for everyone. Some patrons want to talk and they're being referred to support services that are available.
- This week, a staff member was appointed to serve as our Immediate Response Coordinator and another one as our Staff Support Coordinator.
- Highwood Public Library (HPL) team members were at the parade, too, along with many Highwood residents. The HPL team has stepped up, providing direct counseling and care in Spanish and English through a health care grant. They have been amazing, sending members of their team to HPPL to help support patrons and us, and we are working to support their efforts as well. You will see a lot more synergies in the weeks and months to come.

- The immediate response goal was outlined as: “To serve as people and place for caring, information, comfort, and resources for healing for our community.”
- We had planned to post for the Assistant Director position this week, and as we would benefit from the support we’re moving forward with the posting. It will be posted next week.
- We are developing a section of the website to communicate important, pertinent information in Spanish. More information will come on this.
- On Monday at 1 p.m., the Library will be the location for a press conference in partnership with the City, HPL and Latino leaders in H/HP to share services available for immigrant communities impacted by the July 4th tragedy. Prominent figures representing the Spanish-speaking community will communicate about culturally responsive and bilingual services available to Latinx and immigrant families.

BUILDING AND GROUNDS COMMITTEE

Director Smith reported that when the Committee met last month to discuss the glass replacement proposal, they were still waiting for a third proposal. The third proposal was received and did not greatly affect the discussion, so the Committee recommended bringing it back to the full board for discussion. The project is to replace broken, fogged, and cracked panes. It also includes some panes that need to be resealed and some shore-up of glass fronts in Adult Services.

Ms. Lapin Olian moved and Mr. Ott seconded a motion to approve the glass replacement with Des Plaines Glass Company for an amount not-to-exceed \$20,000. The motion passed unanimously.

Ayes: Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

OLD AND NEW BUSINESS

President Wolfe reported the audit report that was presented last month needs approval.

Ms. Sawle-Knobloch moved and Ms. Hoffman seconded a motion to approve the 2021 Audit results from Baker Tilly. The motion passed unanimously.

Ayes: Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

ADJOURNMENT

Mr. Ott moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:17 p.m. President Wolfe, presiding, adjourned the meeting at 7:17 p.m.

Ayes: Hoffman, Lapin Olian, Olian, Ott, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

Submitted by: Pamela Siegel

Reviewed by: Heidi Smith

**HIGHLAND PARK PUBLIC LIBRARY
BALANCE SHEET
July 31, 2022**

ASSETS	General Fund			Restricted Gift Fund	Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
	General Fund	Unrestricted Gift Fund	Total					
CASH								
Checking Account	77,741		77,741					77,741
U.S. Government Select MM	1,807,535	7,672	1,815,207	48,356	209	2,538		1,866,310
Petty Cash	434		434					434
	<u>1,885,710</u>	<u>7,672</u>	<u>1,893,382</u>	<u>48,356</u>	<u>209</u>	<u>2,538</u>		<u>1,944,485</u>
INVESTMENTS								
Certificates of Deposit	1,245,000	249,000	1,494,000	-	375,000	2,131,000		4,000,000
INTERFUND LIABILITY -- DUE FROM (TO)	11,796	-	11,796	(11,796)	-	-		-
OTHER CURRENT ASSETS								
Receivables	2,499,165		2,499,165					2,499,165
Prepaid Expense/Accrued Revenue	1,121	-	1,121	-	-	-		1,121
	<u>2,500,286</u>	<u>-</u>	<u>2,500,286</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>2,500,286</u>
CAPITAL ASSETS							7,024,434	7,024,434
TOTAL ASSETS	<u>5,642,792</u>	<u>256,672</u>	<u>5,899,464</u>	<u>36,560</u>	<u>375,209</u>	<u>2,133,538</u>	<u>7,024,434</u>	<u>15,469,204</u>
LIABILITIES								
ACCRUED EXPENSES								
Accrued Salaries & Benefits	49,900		49,900	-				49,900
Accrued Bill List	95,718	-	95,718	2,700				98,418
	<u>145,618</u>	<u>-</u>	<u>145,618</u>	<u>2,700</u>				<u>148,318</u>
OTHER CURRENT LIABILITIES								
Deferred Revenue, Property Taxes	2,499,165		2,499,165					2,499,165
Deferred Revenue, Other	-		-					-
TOTAL LIABILITIES	<u>2,644,783</u>	<u>-</u>	<u>2,644,783</u>	<u>2,700</u>				<u>2,647,483</u>
FUND EQUITY								
INVESTMENT IN CAPITAL ASSETS							7,024,434	7,024,434
FUND BALANCES								
Beginning Balance	2,567,209	241,187	2,808,396	47,963	375,007	2,131,251	-	5,362,618
Current Year Earnings	430,799	15,485	446,284	(14,103)	202	2,287		434,670
TOTAL FUND BALANCES	<u>2,998,009</u>	<u>256,672</u>	<u>3,254,681</u>	<u>33,860</u>	<u>375,209</u>	<u>2,133,538</u>	<u>-</u>	<u>5,797,288</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>5,642,792</u>	<u>256,672</u>	<u>5,899,464</u>	<u>36,560</u>	<u>375,209</u>	<u>2,133,538</u>	<u>7,024,434</u>	<u>15,469,204</u>

HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
For the Seven Months Ended July 31, 2022

	GENERAL FUND	UNRESTRICTED GIFT FUND	TOTAL GENERAL FUND	RESTRICTED GIFT FUNDS	LLWCF	SPECIAL RESERVE	TOTAL
REVENUE							
Property Taxes	\$ 2,695,735		\$ 2,695,735				\$2,695,735
Gifts and grants	0	15,375	15,375	18,970			34,345
OTHER REVENUE							
Fees - Impact	51,542		51,542				51,542
Library U	1,962		1,962				1,962
Fines and Misc Revenue	14,472		14,472				14,472
Investment Income	1,563	110	1,673	50	202	2,287	4,212
Per Capita	0		0				0
State Corporate Replacement Tax	115,257		115,257				115,257
Transfers	0	0	0	0	0	0	0
TOTAL REVENUE	<u>2,880,530</u>	<u>15,485</u>	<u>2,896,015</u>	<u>19,020</u>	<u>202</u>	<u>2,287</u>	<u>2,917,524</u>
EXPENSE							
OPERATING EXPENSE							
Salaries	1,385,461		1,385,461				1,385,461
Payroll Taxes	104,841		104,841				104,841
IMRF	68,273		68,273				68,273
Insurance - Health	194,313		194,313				194,313
Subtotal - Salaries & Benefits	1,752,888	0	1,752,888	0	0	0	1,752,888
Books, Audiovisual & Electronic Resources	287,352		287,352	541			287,893
Cataloging & Processing	13,860		13,860				13,860
Insurance - General	96,352		96,352				96,352
Legal	8,213		8,213				8,213
Library U	3,255		3,255				3,255
Maintenance of Building	107,751		107,751	0			107,751
Maintenance of Equipment & Software	67,779		67,779				67,779
Maintenance of Grounds	9,804		9,804	0			9,804
Marketing	734		734	0			734
Postage	2,968		2,968				2,968
Programs	7,641		7,641	7,414			15,055
Supplies & Services	45,091		45,091	7,106			52,197
Telephone	13,663		13,663				13,663
Training	4,255		4,255	0			4,255
Subtotal Other Operating Expenses	668,718	0	668,718	15,060	0	0	683,778
Total Operating Expense	2,421,606	0	2,421,606	15,060	0	0	2,436,666
CAPITAL EXPENSE							
Building & Grounds Improvement	0		0				0
Computerization	14,026		14,026				14,026
Furniture & Equipment	4,886		4,886	18,063			22,949
Total Capital Expense	18,912	0	18,912	18,063		0	36,975
Building Expansion Fund	0		0			0	0
Debt Service Expense	9,213		9,213				9,213
TOTAL EXPENSE	<u>2,449,730</u>	<u>0</u>	<u>2,449,730</u>	<u>33,123</u>	<u>0</u>	<u>0</u>	<u>2,482,854</u>
2022 Year to Date Net Revenue or (Expense)	430,799	15,485	446,284	(14,103)	202	2,287	434,670
12-31-21 FUND BALANCE (audited)	2,567,209	241,187	2,808,396	47,963	375,007	2,131,251	5,362,618
FUND BALANCE AT MONTH END	<u>\$ 2,998,009</u>	<u>\$ 256,672</u>	<u>\$ 3,254,681</u>	<u>\$ 33,860</u>	<u>\$375,209</u>	<u>\$2,133,538</u>	<u>\$5,797,288</u>

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended July 31, 2022**

	Actual				General Fund Budget 12 months 2022	YTD 2022 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of July		Seven Months Ended July 31,				
	2022	2021	2022	2021			
GENERAL FUND							
REVENUE							
Property Taxes	\$ 379,760	\$ 231,300	\$ 2,695,735	\$ 2,726,238	\$ 5,194,900	51.89%	\$ 2,499,165
Other Income							
Fees - Impact	891	1,916	51,542	3,721	5,000	1030.84%	(46,542)
Library U	-	-	1,962	3,040			(1,962)
Fines and Miscellaneous Revenue	779	1,281	14,472	6,781	20,600	70.25%	6,128
Gifts and Grants	55	260	15,375	13,997	25,000	61.50%	9,625
Investment Income	994	2	1,673	85	1,000	167.27%	(673)
Per Capita	-	-	-	-	35,000	0.00%	35,000
State Corporate Replacement Tax	23,172	12,238	115,257	52,571	42,000	274.42%	(73,257)
Transfer from LLWCF	-	-	-	-	300	0.00%	300
Transfer from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer to General from Unrestricted Gift Fu	-	-	-	-	-	-	-
Transfer (to) from Special Reserve	-	-	-	-	43,000	0.00%	43,000
TOTAL OTHER INCOME	25,892	15,697	200,280	80,196	171,900	116.51%	(28,380)
TOTAL REVENUE	405,652	246,997	2,896,015	2,806,433	5,366,800	53.96%	2,470,785
EXPENSE							
OPERATING EXPENSE							
Salaries	187,873	192,685	1,385,461	1,309,860	2,660,000	52.09%	1,274,539
Payroll Taxes	13,797	14,268	104,841	97,709	206,000	50.89%	101,159
IMRF	12,742	18,399	68,273	91,757	149,000	45.82%	80,727
Group Insurance	27,587	29,541	194,313	204,151	464,000	41.88%	269,687
Subtotal - Salaries & Benefits	241,998	254,893	1,752,888	1,703,476	3,479,000	50.38%	1,726,112
Books, AV & Electronic Res.	51,403	36,844	287,352	356,964	572,000	50.24%	284,648
Cataloging & Processing	2,890	2,432	13,860	12,288	31,000	44.71%	17,140
Insurance - General	-	-	96,352	85,765	87,500	110.12%	(8,852)
Legal	2,306	-	8,213	1,238	5,000	164.25%	(3,213)
Library U	(960)	-	3,255	3,020	-		(3,255)
Maintenance - Building	16,655	23,858	107,751	69,463	137,500	78.36%	29,749
Maintenance - Equip. & Software	20,474	22,825	67,779	69,638	125,000	54.22%	57,221
Maintenance - Grounds	783	771	9,804	11,626	12,000	81.70%	2,196
Marketing	-	-	734	2,291	9,000	8.15%	8,266
Postage	249	440	2,968	2,779	8,000	37.09%	5,033
Programs	1,536	2,264	7,641	8,252	23,000	33.22%	15,359
Supplies & Services	4,011	5,673	45,091	49,823	100,400	44.91%	55,309
Telecommunications	2,719	1,879	13,663	14,436	23,000	59.40%	9,337
Training	-	347	4,255	5,849	26,000	16.37%	21,745
Subtotal - Other Operating Expenses	102,066	97,332	668,718	693,432	1,159,400	57.68%	490,682
Total Operating Expense	344,064	352,225	2,421,606	2,396,908	4,638,400	52.21%	2,216,794
CAPITAL EXPENSE							
Building & Grounds Improvement	-	-	-	-	375,000	0.00%	375,000
Computerization	2,747	5,270	14,026	47,654	75,000	18.70%	60,974
Furniture & Equipment	-	-	4,886	-	10,000	48.86%	5,114
Total Capital Expense	2,747	5,270	18,912	47,654	460,000	4.11%	441,088
Expansion Reserve Fund	-	-	-	-	200,000	0.00%	200,000
Debt Service Expense	-	-	9,213	9,663	68,400	13.47%	59,188
TOTAL EXPENSE	346,811	357,495	2,449,730	2,454,225	5,366,800	45.65%	2,717,070
Net Revenue (Expense)	\$ 58,841	\$ (110,498)	\$ 446,284	\$ 352,209	\$ -		\$ (246,284)

Benchmark: 7 months of 12 = 58.33% year complete.

**HIGHLAND PARK PUBLIC LIBRARY
STATEMENT OF REVENUES AND EXPENDITURES
BUDGET COMPARISON
For the Period Ended July 31, 2022**

	Actual				General Fund Budget 12 months 2022	YTD 2022 as % of 12 month Budget	Budget Remaining thru Year-end
	Month of July		Seven Months Ended July 31,				
	2022	2021	2022	2021			
GENERAL FUND							
REVENUE							
Property Taxes	\$ 379,760	\$ 231,300	\$ 2,695,735	\$ 2,726,238	\$ 5,194,900	51.89%	\$ 2,499,165
Other Income							
Fees - Impact	891	1,916	51,542	3,721	5,000	1030.84%	(46,542)
Library U	-	-	1,962	3,040			(1,962)
Fines and Miscellaneous Revenue	779	1,281	14,472	6,781	20,600	70.25%	6,128
Gifts and Grants	55	260	15,375	13,997	25,000	61.50%	9,625
Investment Income	994	2	1,673	85	1,000	167.27%	(673)
Per Capita	-	-	-	-	35,000	0.00%	35,000
State Corporate Replacement Tax	23,172	12,238	115,257	52,571	42,000	274.42%	(73,257)
Transfer from LLWCF	-	-	-	-	300	0.00%	300
Transfer from Unrestricted Gift Fund	-	-	-	-	-	-	-
Transfer to General from Unrestricted Gift Fu	-	-	-	-	-	-	-
Transfer (to) from Special Reserve	-	-	-	-	43,000	0.00%	43,000
TOTAL OTHER INCOME	25,892	15,697	200,280	80,196	171,900	116.51%	(28,380)
TOTAL REVENUE	405,652	246,997	2,896,015	2,806,433	5,366,800	53.96%	2,470,785
EXPENSE							
OPERATING EXPENSE							
Salaries	187,873	192,685	1,385,461	1,309,860	2,660,000	52.09%	1,274,539
Payroll Taxes	13,797	14,268	104,841	97,709	206,000	50.89%	101,159
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Group Insurance	27,587	29,541	194,313	204,151	464,000	41.88%	269,687
Subtotal - Salaries & Benefits	<u>241,998</u>	<u>254,893</u>	<u>1,752,888</u>	<u>1,703,476</u>	<u>3,479,000</u>	<u>50.38%</u>	<u>1,726,112</u>
Books, AV & Electronic Res.	51,403	36,844	287,352	356,964	572,000	50.24%	284,648
Cataloging & Processing	2,890	2,432	13,860	12,288	31,000	44.71%	17,140
Insurance - General	-	-	96,352	85,765	87,500	110.12%	(8,852)
Legal	2,306	-	8,213	1,238	5,000	164.25%	(3,213)
Library U	(960)	-	3,255	3,020	-		(3,255)
Maintenance - Building	16,655	23,858	107,751	69,463	137,500	78.36%	29,749
Maintenance - Equip. & Software	20,474	22,825	67,779	69,638	125,000	54.22%	57,221
Maintenance - Grounds	783	771	9,804	11,626	12,000	81.70%	2,196
Marketing	-	-	734	2,291	9,000	8.15%	8,266
Postage	249	440	2,968	2,779	8,000	37.09%	5,033
Programs	1,536	2,264	7,641	8,252	23,000	33.22%	15,359
Supplies & Services	4,011	5,673	45,091	49,823	100,400	44.91%	55,309
Telecommunications	2,719	1,879	13,663	14,436	23,000	59.40%	9,337
Training	-	347	4,255	5,849	26,000	16.37%	21,745
Subtotal - Other Operating Expenses	<u>102,066</u>	<u>97,332</u>	<u>668,718</u>	<u>693,432</u>	<u>1,159,400</u>	<u>57.68%</u>	<u>490,682</u>
Total Operating Expense	<u>344,064</u>	<u>352,225</u>	<u>2,421,606</u>	<u>2,396,908</u>	<u>4,638,400</u>	<u>52.21%</u>	<u>2,216,794</u>
CAPITAL EXPENSE							
Building & Grounds Improvement	-	-	-	-	375,000	0.00%	375,000
Computerization	2,747	5,270	14,026	47,654	75,000	18.70%	60,974
Furniture & Equipment	-	-	4,886	-	10,000	48.86%	5,114
Total Capital Expense	<u>2,747</u>	<u>5,270</u>	<u>18,912</u>	<u>47,654</u>	<u>460,000</u>	<u>4.11%</u>	<u>441,088</u>
Expansion Reserve Fund	-	-	-	-	200,000	0.00%	200,000
Debt Service Expense	-	-	9,213	9,663	68,400	13.47%	59,188
TOTAL EXPENSE	346,811	357,495	2,449,730	2,454,225	5,366,800	45.65%	2,717,070
Net Revenue (Expense)	\$ 58,841	\$ (110,498)	\$ 446,284	\$ 352,209	\$ -		\$ (246,284)

Benchmark: 7 months of 12 = 58.33% year complete.

Highland Park Public Library
July 2022 Bill List
August 9 - 13, 2022

Date	Name	Account Charged	Split	Amount
08/09/2022	AlphaGraphics	52123 · Supplies		-108.98
08/09/2022	Ambius	52123 · Supplies		-389.40
08/09/2022	Anderson Pest Solutions	5175 · Maintenance - Building		-553.41
08/09/2022	Artistic Masonry	5175 · Maintenance - Building		-7,900.00
08/09/2022	Better Impact Inc.	5178 · Maintenance -Equipment,Software		-495.00
08/09/2022	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-3,674.00
08/09/2022	Cooperative Computer Services	-SPLIT-		-18,844.58
		5160 · Cataloging, Processing	2,221.76	
		5178 · Maintenance -Equipment,Software	16,622.82	
08/09/2022	FastSSigns	52123 · Supplies		-354.56
08/09/2022	First Responders Wellness Center	52126 · Services		-320.00
08/09/2022	Garaventa USA	5175 · Maintenance - Building		-667.50
08/09/2022	GFC Leasing	5178 · Maintenance -Equipment,Software		-797.12
08/09/2022	Gordon Flesch Co, Inc.	5178 · Maintenance -Equipment,Software		-39.13
08/09/2022	Heartland Business Systems, LLC	5178 · Maintenance -Equipment,Software		-200.00
08/09/2022	Hill Mechanical Services	5175 · Maintenance - Building		-1,084.29
08/09/2022	HR Source	52126 · Services		-150.00
08/09/2022	iC Signs & Graphics	52123 · Supplies		-300.00
08/09/2022	ID Label, Inc.	5160 · Cataloging, Processing		-668.00
08/09/2022	IHLS-OCLC	5178 · Maintenance -Equipment,Software		-701.91
08/09/2022	ITsavvy LLC	52123 · Supplies		-489.21
08/09/2022	Lincolnwood Public Library	520610 · Programs - Adult		-375.00
08/09/2022	Mariani Landscape	5181 · Maintenance - Grounds		-782.84
08/09/2022	Paper Rolls Plus	52123 · Supplies		-157.85
08/09/2022	Peregrine, Stime, Newman, Ritzman & Bruck	5172 · Legal		-2,025.00
08/09/2022	Pitney Bowes	5187 · Postage		-237.98
08/09/2022	Quill Corporation	52123 · Supplies		-48.30
08/09/2022	Robb, Aaron	52123 · Supplies		-27.20
08/09/2022	Robbins Schwartz	5172 · Legal		-281.25
08/09/2022	Scholastic Inc.	520620 · Programs - Youth		-262.00
08/09/2022	Securitas Electronic Security, Inc.	5215 · Telecommunications		-942.00
08/09/2022	Skinner, Laurie Unger	520610 · Programs - Adult		-75.00
08/09/2022	Sones de Mexico Ensemble	520615 · Programs- New Media		-1,500.00
08/09/2022	Stechly, Chad	52123 · Supplies		-35.38
08/09/2022	Sterling Talent Solutions	52126 · Services		-188.00
08/09/2022	Suburban Elevator Services	5175 · Maintenance - Building		-2,080.00
08/09/2022	Sunset Foods	52123 · Supplies		-8.48
08/09/2022	Technology Management Rev Fund	5215 · Telecommunications		-500.00
08/09/2022	Warehouse Direct	-SPLIT-		-1,201.30
		52123 · Supplies	645.64	
		5175 · Maintenance - Building	555.66	
08/09/2022	Wisconsin Glacier Springs Co.	52123 · Supplies		-45.50

Highland Park Public Library

July 2022 Bill List

August 9 - 13, 2022

08/11/2022 Baker & Taylor Books	5130 · Books & Audio	-4,439.06
08/11/2022 Black Book	5130 · Books & Audio	-499.00
08/11/2022 Blackstone Publishing	5130 · Books & Audio	-426.12
08/11/2022 Cavendish Square	5130 · Books & Audio	-183.33
08/11/2022 Chicago Tribune	5130 · Books & Audio	-235.42
08/11/2022 Children's Plus Inc.	5130 · Books & Audio	-54.98
08/11/2022 Findaway	5130 · Books & Audio	-266.95
08/11/2022 Gale/CENGAGE Learning	5130 · Books & Audio	-7,990.20
08/11/2022 Ingram Library Services	5130 · Books & Audio	-4,006.32
08/11/2022 Midwest Tape	5130 · Books & Audio	-2,161.34
08/11/2022 OverDrive	5130 · Books & Audio	-6,077.76
08/11/2022 Pioneer Press	5130 · Books & Audio	-105.92
08/11/2022 Proquest Information and Learning	5130 · Books & Audio	-10,377.72
08/11/2022 RAILS	5130 · Books & Audio	-10,261.00
08/11/2022 Rowman & Littlefield Publishing Group	5130 · Books & Audio	-122.76
08/13/2022 Pipo Productions	521401 · Supplies/Serv. funded by Friend	-2,700.00
		<u>-98,418.05</u>

Highland Park Public Library
July 2022 Bill List Summary
Distributed August 2022

Expense

5010 · General Expenses	
5100 · Operating Expenses	
5130 · Books & Audio	47,207.88
5160 · Cataloging, Processing	2,889.76
5172 · Legal	2,306.25
5175 · Maintenance - Building	16,514.86
5178 · Maintenance -Equipment,Software	18,855.98
5181 · Maintenance - Grounds	782.84
5187 · Postage	237.98
5203 · Programs	
5206 · Programs - General	
520610 · Programs - Adult	450.00
520615 · Programs- New Media	1,500.00
520620 · Programs - Youth	262.00
Total 5206 · Programs - General	<u>2,212.00</u>
Total 5203 · Programs	<u>2,212.00</u>
5212 · Supplies & Services	
52123 · Supplies	2,610.50
52126 · Services	658.00
Total 5212 · Supplies & Services	<u>3,268.50</u>
5215 · Telecommunications	1,442.00
Total 5100 · Operating Expenses	<u>95,718.05</u>
Total 5010 · General Expenses	<u>95,718.05</u>
501001 · Gift Funds	
580001 · Funded by Friends	
521401 · Supplies/Serv. funded by Friend	2,700.00
Total 580001 · Funded by Friends	<u>2,700.00</u>
Total 501001 · Gift Funds	<u>2,700.00</u>
Total Expense	<u><u>98,418.05</u></u>

Highland Park Public Library
July 2022 General II (Bills Already Paid)
 July 1, 2022 through July 31, 2022

Date	Num	Name	Account Charged	Split	Paid Amount
07/11/2022	12672	Access One	5215 · Telecommunications		-727.42
07/17/2022	12673	AT&T	5215 · Telecommunications		-365.15
07/20/2022	12674	Amazon Capital Services	5130 · Books & Audio		-3,639.67
07/25/2022	12675	Comcast	5215 · Telecommunications		-184.85
07/27/2022	12676	Cardmember Service	-SPLIT-		-6,208.11
			520620 · Programs - Youth	37.97	
			5130 · Books & Audio	139.92	
			5178 · Books & Audio	1,618.49	
			5506 · Computerization	2,746.88	
			5175 · Books & Audio	140.52	
			52123 · Supplies	1,318.48	
			5187 · Postage	10.85	
			52126 · Services	195.00	
07/27/2022	12677	Geddes	520620 · Programs - Youth		-460.02
07/31/2022	12678	Amazon Capital Services	5130 · Books & Audio		-435.20
					<u><u>-12,020.42</u></u>

HIGHLAND PARK PUBLIC LIBRARY
 SALARY REPORT
 July 2022

	Pay period ending:		Monthly Totals
	7/10/2022	7/24/2022	
Salary Expense by Department:			
Administration	17,100.51	17,286.50	34,387.01
Information and Reader Services	18,411.55	17,846.39	36,257.94
Membership Services	13,427.17	14,285.01	27,712.18
Media Services	8,543.59	8,784.05	17,327.64
Maintenance	4,166.90	4,397.15	8,564.05
Technical Services	11,762.76	11,670.96	23,433.72
Youth Services	14,070.54	14,119.84	28,190.37
Total Salaries Paid	<u>87,483.02</u>	<u>88,389.89</u>	<u>175,872.91</u>

Accrued for July 25 to 31	44,000.00
Reverse Accrued for June 27 to June 30	(32,000.00)
Subtotal Salaries per Page 3	<u>187,872.91</u>
Payroll Taxes	13,796.71
IMRF	12,741.61
Health Insurance-Library Share	27,586.78
Total Payments	<u><u>241,998.01</u></u>

HIGHLAND PARK PUBLIC LIBRARY
Operations & Policies Committee Meeting
August 4, 2022

CALL TO ORDER

Chair Rob Olian, presiding, called the meeting to order at 10:03 a.m.

ATTENDANCE

Members Present: Rob Olian (Chair), Irene Hoffman, Carol Wolfe (President/Ex officio)

Others Present: Heidi Smith

Members Absent: Nancy Sawle-Knobloch

COMMENTS FROM THE PUBLIC

None.

APPROVAL OF MINUTES

Trustee Olian moved and Trustee Hoffman seconded a motion to approve the minutes of the April 7, 2022 Operations and Policies Committee meeting. The motion passed unanimously.

Ayes: Hoffman, Olian

Nays: None

MOTION CARRIED

REMOTE WORK

Director Smith proposed an addition to the Personnel Policy to codify remote work policy for Library staff.

Director Smith reported on previous questions from the April meeting:

- Insurance coverage: Business Manager Pamela Siegel confirmed that Library insurance covers employees hurt while working offsite as stated in the proposed policy.
- Library equipment: Any employee required to work from home will be provided equipment if needed; any employee requesting to work offsite will be responsible for providing their own equipment.
- Cyber security: IT Manager Ken Berns confirmed that systems are in place (MFA, etc.) to ensure remote access does not make the Library's systems vulnerable.

The Committee recommended some additional clarifications to the text.

The recommended changes will be presented to the Board on August 9th.

GUIDELINES FOR EXPENDITURES OF FUNDS POLICY

At Trustee Olian's request, Director Smith brought information about various area library's executive director purchasing authority and the current policy for consideration.

The Committee reviewed the policy and recommended a purchasing limit of \$25,000 for budgeted expenses, in alignment with the updated state statute. The Committee also recommended a limit of \$5,000 for expenses that are not budgeted or that would cause a budget line to be overspent.

The recommended changes will be presented to the Board on August 9th.

BEHAVIOR POLICY

Following a question from a petitioner at the Library, Director Smith contacted the Library's attorney, Roger Ritzman. Based on that discussion, Director Smith is recommending an update to the Behavior Policy allowing petitioning outside the Library building on Library grounds.

The policy also includes consumption of food in the Library. Director Smith has heard from members of the Person-In-Charge and Leadership teams that this has become a frequent conversation with patrons. Director Smith recommends making the policy more flexible so that the team can try some various options to better serve the community.

The recommended changes will be presented to the Board on August 9th.

MEDICAL EQUIPMENT IN-HOUSE LOAN

The Senior Center gifted a walker with seat to the Library. Director Smith recommends making the walker available for in-house use. After discussion with the Library's attorney, Roger Ritzman, Director Smith recommends adding it to the Library of Things as part of the Circulation policy with a liability waiver to be completed at each use.

CIRCULATION POLICY

Director Smith reported that the Library's consortium, CCS, enacted a policy change to renewal limits on new materials that the Library must follow. The change is a positive one for patrons, allowing for 2 renewals (an increase from 1) on new materials which have no current holds on them.

While the team was reviewing the Appendix with Loan Periods and Checkout Limits, they proposed the following additional changes:

- Integrating Anime collections with all DVD and BluRay collections
- Dropping the restriction on Youth Holiday Books and increasing renewals to 2
- Dropping the restriction on Youth New Audiobooks due to leveled-out demand
- Based on School Districts 112 and 113 access:
 - Correcting STEM kits and Mobile Hotspot Checkout Limit (moved from Holdable column)
 - Aligning use of the Ukulele with STEM kits and Mobile Hotspots
- Adding in-house use of a walker

OTHER BUSINESS

None

ADJOURNMENT

Trustee Olian moved and Trustee Hoffman seconded a motion to adjourn the meeting at 11:05 a.m. The motion passed unanimously.

Ayes: Hoffman, Olian

Nays: None

MOTION CARRIED

Submitted by: Heidi Smith

Reviewed by: Rob Olian

Approved:

Remote Work

The Library may consider working from home or other remote work location a viable alternative work arrangement for certain employees if the supervisor and administration determine that the position and the nature of the job responsibilities are suited for remote work. Working from home or other remote location may also be allowed (and, in some cases, required) during an emergency building closure to ensure service continuity. Remote work is a voluntary work alternative. Remote work is not an entitlement; it is not an organization-wide benefit; and it does not change the terms and conditions of employment.

In the event of an emergency building closing, the Library may require employees in certain positions to work remotely. These employees will be advised of such requirements by their supervisor and/or administration. Whenever possible, preparations should be made in advance by employees and supervisors to allow for remote work in emergency circumstances. The IT department will review equipment and software needs with employees and provide support during emergency remote work situations. Employees should not assume any specified period of time for emergency remote work arrangements, and the Library may require employees to return to regular in-office work at any time consistent with applicable federal, state, or other local law or order.

For remote work arrangements outside of emergency closings, either the employee or supervisor can initiate a request for remote work that is recurring (e.g., work from home each Monday) or for a continuous period (e.g., work from home each day for the next week). Each request will be reviewed by administration on a case-by-case basis. The employee and supervisor will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues. If the proposed arrangement is feasible and deemed appropriate by the supervisor and administration, a remote work agreement will be prepared by the Business Office and signed by the employee and supervisor.

A remote work employee who is non-exempt from overtime requirements under the Fair Labor Standards Act must record all hours worked in a manner designated by their supervisor. Any work in excess of regularly scheduled hours requires advance approval of the employee's supervisor. Failure to comply with this record keeping requirement may result in the immediate end of the remote work arrangement and/or disciplinary action.

The employee will establish an appropriate work environment within their home or other remote location for work purposes. The Library will not be responsible for any costs associated with the setup of the employee's remote work location, such as remodeling, furniture, or lighting, nor for repairs or modifications to home office space. The Library will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only. Unless the Library requires a remote work arrangement, expenses such as internet and phone are not reimbursable by the Library.

Employees must be reachable by phone, Microsoft Teams or Library email during the established work schedule unless otherwise detailed by the remote work agreement.

Consistent with the Library's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of employee and patron information accessible from their home office or other remote work location. Failure to take appropriate steps to ensure information remains protected while working remotely will subject an employee to disciplinary action.

Injuries sustained by a remote work employee while at their home or other remote work location, and in conjunction with work duties being performed for the Library, are normally covered by the Library's workers' compensation insurance coverage. Remote work employees are required to notify the Business Office of any injuries and complete an incident report in a timely manner. A remote work employee is liable for any injuries sustained by visitors to the remote work employee's work site.

Insert "Remote Work" section in Personnel Policy on p. 18 after "Hours of Work"

Update Personnel Policy revision date to August 9, 2022

APPENDIX

LOAN PERIODS AND CHECKOUT LIMITS

Item Type	Loan Period (Days)	Checkout Limit	Holdable	Renewal Limit
ADULT				
Book (Incl. Browsing Paperback)	28	150	Yes	2
New Book	14	150	Yes/HP	1 2
New Book (500+ pages)	21	150	Yes/HP	X 2
New Travel Guidebook	21	150	Yes/HP	X 2
New Computer Book	21	150	Yes/HP	X 2
New Large Print	21	150	Yes/HP	X 2
Hot Picks Book	14	2	No	0
Map	28	150	Yes	2
Audiobook	28	50	Yes	2
New Audiobook	21	4	Yes/HP	X 2
Language Instructional	28	150	Yes	2
Video Game	21	8*	Yes	2
Magazine	14	10	Yes/HP	2
Downloadable	Varies		Yes/HP	0
ADULT AV				
CD (Music)	21	150	Yes	2
New CD (Music)	21	150	Yes	2
Opera Commentary	21	3	Yes	2
Anime				
DVD/Blu-Ray	14	20	Yes	2
New DVD/Blu-Ray	14	20	Yes/HP	1
Feature, Foreign, Series, Nonfiction				
DVD/Blu-Ray	21	20*	Yes	2
New DVD/Blu-Ray	7	20*	Yes/HP	2
YOUTH				
Book (Incl. Paperback Series)	28	150	Yes	2
New Book	21	50	Yes/HP	X 2
Holiday Book	28	50	Yes/HP	X 2

Magazine	14	10	Yes/HP	2
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Audiobook	28	150	Yes	2
New Audiobook	21	4**	Yes/HP	1 2
CD (Music)	21	150	Yes	2
New CD (Music)	21	150	Yes	2
DVD/Blu-Ray	7	20*	Yes	2
New DVD/Blu-Ray (2-Day)	7	4	Yes/HP	2
Video Game	21	8*	Yes/HP	2
Kit (Book with CD)	21	50	Yes	2
STEM Kit	14	1**x	Yes/HP***	2
Nook	21	1	Yes/HP	0
Library of Things/ Miscellaneous				
Camera	7	2**	Yes/HP	1
Camera Tripod				
Portable Hard Drive				
Digital Projector				
Slide Projector				
Ukulele	14	1**x	Yes/HP	1
Mobile Hotspot	14	1**x	Yes/HP***	1
Roku Device	7	1**	Yes/HP	1
Kill-A-Watt Meter	28	1**	Yes/HP	0
Laptop Computer	2 hour	1**	No	0

Walker (Library use only) # 1 1 No 0

* DVD/Blu-Ray Checkout – 20 total
Video Games – 8 total

**Highland Park cardholder only.

***Highland Park and District 112/113 residents only.

Registered Reciprocal Borrowers may possess up to 150 items checked out at any given time.

Interlibrary loan materials have a checkout limit of 10 items.

Reference materials do not circulate.

use dependent on completion of liability waiver

Guidelines for Expenditure of Funds

A. All expenditures from the General Fund

1. Checks drawn on the General Fund, exclusive of payroll checks, shall be brought to the Board of Trustees for approval at a scheduled monthly meeting. Checks drawn on the General Fund shall require at least two signatures: those of a Board officer and the Executive Director or, when the Executive Director is absent, two Board officers. (Note: the same requirements will apply to withdrawals from the Local Library Working Cash Fund.) The only exception to this relates to the GII (secondary General Fund) Account as noted below.

B. Expenditures from the GII Account

1. Checks may be drawn on the GII Account for up to ~~five~~ **fifteen** hundred dollars (\$1,500) signed by the Executive Director or, in ~~her~~ **the Executive Director's** absence, by a Board officer.

2. When payment is necessary prior to monthly Board meetings, checks may be drawn on the GII Account for up to ten thousand dollars (\$10,000) signed by the Executive Director or, in ~~her~~ **the Executive Director's** absence, by a Board officer, and shall require two signatures. Examples of such payments include but are not limited to:

- Credit card payments
- Food for meetings
- Finance Company payments
- Payments to correct an error
- Reimbursements for expenses incurred by staff for conferences
- Registration for conferences and/or training
- Postage and shipping
- Utility payments

An officer of the Board may approve amounts in excess of ten thousand dollars (\$10,000) in special circumstances.

C. Contracts and Bidding

1. Individual expenditures, including new maintenance contracts, up to ~~five~~ **twenty-five** thousand dollars (\$~~25,000~~) do not need prior Board approval, as long as funds are available in the designated budget line. When **an item is not included in the budget or** a budget line has been fully expended, only individual expenditures of up to ~~fifteen hundred~~ **five thousand** dollars (~~\$1,500~~**5,000**) may be incurred without prior Board approval.

2. Maintenance contracts may not exceed a 12-month period. When contracts are continued from one year to the next with the same company with only moderate annual increases, the contracts do not have to be approved each year. Such contracts are subject to periodic review by the appropriate Board committee.

3. For contracts other than contracts which, by statute, require a formal competitive bid process (see ¶4 below), the Board has discretion as to whether to seek proposals via a written Request for Proposals or via informal solicitation of proposals/prices/bids.

4. By statute (see 75 ILCS 5/5-5), a formal competitive bid process is required for certain projects (generally capital improvement projects) where the project costs exceed \$20,00025,000. In connection with such projects:

- a) A plan and cost estimate is required.
- b) The Board may advertise in the Dodge Reports (or similar publications).
- c) A Performance Bond and Payment bond are required by statute (30 ILCS 550/1).
- d) Contracts are awarded to the lowest responsible bidder. The determination of whether a bidder is responsible is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and input from third parties. This process requires assessment of bidders by the Library Trustees as to overall suitability of the bidder for the project.

Revised July, 2002

Revised October, 2005

Revised May, 2010

Approved December 9, 2014

Approved January 10, 2017

Revised August 9, 2022

Library Behavior Policy

In order to allow all patrons of the Highland Park Public Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules. According to Illinois Statutes, the Board of Trustees may exclude from the use of the Library any person who willfully violates the rules prescribed by the Board (75 ILCS 5/4-7.11).

- 1.** Patrons must respect the rights of other patrons and staff and shall not engage in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature, including stalking, prolonged staring at or following another person, running, pushing, throwing objects, verbal or physical intimidation, offensive touching, inappropriate sexual conduct, disruptive or loud conversations, and using personal electronic equipment at such a volume as to disturb other patrons or staff on Library property. Persons engaging in threatening behavior or acts of violence will be evicted immediately from Library property.
- 2.** Patrons may not interfere with the use of the Library by other patrons, or interfere with Library employees' performance of their duties, including interfering or interrupting conversations between patrons and staff or interfering with the safe and free passage of patrons or staff by blocking aisles, doorways, or access to collections.
- 3.** Patrons may not deface or mar books, magazines, newspapers, recordings, software, hardware or other items of the Library collection nor shall they deface, mar or in any way destroy, damage or misuse Library furnishings, walls, machines, or other property. Patrons may not remove Library property from the building without authorization. Patrons may not litter. Computer usage is also subject to the Internet Policy rules.
- 4.** Patrons may not commit or attempt to commit any activity that would constitute a crime or a violation of City ordinances while on Library property.
- 5.** Patrons may not smoke on Library property. This policy applies to e-cigarettes and vaping devices, which for purposes of this policy are considered to be the same as "traditional" cigarettes.
- 6.** Patrons may not consume beverages from open containers without lids or tops in the Library and may not consume food in the Library except in the lower lobby.
- 7.** As a courtesy to other patrons, cell phone users are asked to silence ringers and speak quietly while in the Library. Patrons may not use cell phones in the Alyce and Leonard Brenner Room.
- 8.** Patrons must wear shirts and shoes, or other footwear, at all times in the Library.
- 9.** Patrons whose personal hygiene is offensive constitute a nuisance to other patrons, and may be required to leave the Library.
- 10.** Patrons may not engage in any indecent or obscene conduct or make any indecent exposure of their person.
- 11.** Patrons may not use, sell, manufacture, possess, or distribute alcohol, cannabis, cannabis or THC-infused products, drugs, or non-prescribed controlled substances on Library property.
- 12.** Patrons may not use roller skates, roller blades, skateboards on Library property.
- 13.** Patrons may not leave animals unattended on Library property or bring animals into the Library building, other than service animals aiding the disabled.
- 14.** Patrons may not leave children under the age of 8 unattended on Library property.
- 15.** Patrons may not trespass by entering or remaining on Library property after having been notified by authorized staff not to do so. Patrons may not enter non-public areas of the building without permission.
- 16.** Patrons seeking to photograph, film, record, or use television equipment on Library property must comply with the Library's Photo and Video Policy.
- 17.** Patrons may not campaign, petition, interview, survey, solicit, conduct sales, distribute or post materials on Library property without the prior authorization of the Director or Director's designee.

Any patron who violates the Library rules and regulations may be required to leave the Library premises. Library employees may contact the Highland Park Police if deemed advisable.

Any patron who violates the Library rules and regulations may be denied the privilege of access to the Library by the Library Director. Any patron whose privileges have been denied may have the decision reviewed by the Board of Trustees upon prior written request.

Library Behavior Policy

Proposed update to introductory paragraph:

In order to allow all patrons of the Highland Park Public Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules. The term "patrons" refers to all visitors to the Library. According to Illinois Statutes...etc.

Proposed update to last bullet of 2nd column:

- No one Patrons may ~~not~~ campaign, petition, interview, survey, ~~solicit, conduct sales, or distribute or post materials on Library property~~ within the Library building ~~without the prior authorization of the Director or Director's designee~~. Said activities on outdoor Library property must be conducted at a reasonable distance from Library entrances and not disrupt Library operations, impede patrons from entering or leaving the Library, or create unsafe traffic patterns on the Library's sidewalks or parking lots.
- No one may solicit, conduct sales, or post materials on Library property without the prior authorization of the Director or Director's designee.

Proposed update to last bullet of 1st column:

- Patrons may not consume beverages from open containers without lids or tops in the Library and may not consume food in the Library except in **designated areas**.