

## PUBLIC NOTICE - VIRTUAL MEETING

In accordance with the statutes of the State of Illinois and the ordinances of the City of Highland Park, notice is hereby given that the next regular meeting of the Board of Trustees of the Highland Park Public Library is scheduled to be held at the hour of 7:00 p.m., January 12, 2021.

The public is invited to call-into the meeting as follows:

**On a computer:** <https://us02web.zoom.us/j/82777106207> **Password:** HPLibrary  
**On a phone:** (312) 626-6799 **Webinar ID:** 827 7710 6207 **Password:** 736303771

Public comments should be emailed to [psiegel@hplibrary.org](mailto:psiegel@hplibrary.org). Public comments received by 4:00 p.m., January 12, 2021 will be read at the beginning of the meeting under Comments from the public. Any comments received during the meeting will be held until the end of the meeting. Public comment is limited to 200 words or less. Public comments should be emailed and contain the following information:

- In the subject line, identify, "Library Board Meeting Public Comment"
- Name
- Address (optional)
- City
- Phone (optional)
- Organization, agency representing, if applicable
- Topic or agenda item number of interest

Individuals with no access to email may leave a message with the Library Administration Office at 847-432-0720.

### AGENDA

Highland Park Public Library  
Board of Trustees  
January 12, 2020  
VIRTUAL MEETING  
7:00 p.m.

1. Call to order
2. Consent agenda
  - Approval of December 8, 2020 regular meeting minutes
  - Approval of December 2020 Bill List – motion from Rob Olian, Treasurer
  - Approval of December 2020 Financial Reports – motion from Rob Olian, Treasurer
3. Comments from the public
4. Report of the President – Rich Basofin
  - Welcome Trustees Rudy Juarez and Bill Ott
5. Report of the Executive Director – Heidi Smith
6. Report of the Personnel Committee – Joel Hurwitz, Chair
  - Compensation Study
  - Ratification of Supplemental Sick Leave Policy for 2021
  - Approval of FY21 Salary Adjustments
7. Other committee and liaison reports
8. Old and new business
9. Closed session
10. Adjournment

HIGHLAND PARK PUBLIC LIBRARY  
Board of Trustees Meeting - VIRTUAL  
December 8, 2020

CALL TO ORDER

President Basofin, presiding, called the meeting to order at 7:03 p.m.

ATTENDANCE

**Members Present:** Erik Anderson, Rich Basofin, Rich Coplan, Joel Hurwitz, Marty Kinczel, Barbara Mazur, Rob Olian, Nancy Sawle-Knobloch, Carol Wolfe

**Members Absent:** None

**Others Present:** Chad Clark, Dan Kaufman, Pamela Siegel

APPROVAL OF MINUTES

President Basofin removed approval of the FY21 budget from the consent agenda for further discussion.

**Mr. Hurwitz moved and Mr. Olian seconded a motion to approve the November 10, 2020 minutes, November 2020 Bill List, the November 2020 Financial Reports, and the approval of a \$350,000 transfer to the Special Reserve Fund on the consent agenda. The motion passed unanimously.**

Ayes: Anderson, Basofin, Coplan, Hurwitz, Kinczel, Mazur, Olian, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

**Mr. Olian moved and Mr. Anderson seconded a motion to approve the FY21 budget as presented in the board packet. Discussion followed:**

President Basofin opened a discussion of the FY21 budget. Mr. Hurwitz questioned the fine revenue line of \$25,000 and whether fines would be reinstated in 2021. Mr. Olian reported that it was the best estimate at this time and may need to be revised next year if the fine policy changes. It would have minimal impact on the overall budget. Mr. Hurwitz also asked whether the capital expense budget of \$372,000 included funds for the parking lot improvement. Mr. Olian reported there is \$130,000 allotted in the budget for improvements next year.

Mr. Olian reported that another reason the FY21 budget was pulled from the consent agenda was a request to consider the salary line and what will be done regarding personnel salaries for the coming year. Various options were discussed. However, a salary recommendation could not be approved since it was not an agenda item. It was suggested that the Personnel Committee consider the question and make a recommendation to the Board. President Basofin would like to convene the Personnel Committee in early January at which time the new Executive Director will be able to participate.

**The motion to approve the FY21 budget was then passed unanimously**

Ayes: Anderson, Basofin, Coplan, Hurwitz, Kinczel, Mazur, Olian, Sawle-Knobloch, Wolfe

Nays: None

MOTION CARRIED

## COMMENTS FROM THE PUBLIC

None

## REPORT OF THE PRESIDENT

President Basofin's report included the following:

- Deena Jenkins, Youth Services Librarian, is retiring after 38 years. Mr. Clark reported that she has been the library storyteller for over 30 years.
- He recognized Marty Kinzel and Rich Coplan for their service and said it has been a pleasure serving with both of them.
- The first part of next year will be busy. Every third year a Compensation Study is undertaken, a Strategic Plan is created (work on the Strategic Plan for FY22-24 will be done in FY21), and a review of possible future maintenance projects is completed.

## REPORT OF THE INTERIM DIRECTOR

Mr. Clark's report included the following:

- Last month the Library reverted back to the Grab n Go model of service due to the rise of COVID cases. Along with that, more staff is working from home and staggering shifts.
- The Library received a Cares Act reimbursement check of \$25,300.93.
- The Library received a check from the City for impact fees in the amount of \$75,000.

## OTHER COMMITTEE AND LIAISON REPORTS

None

## OLD AND NEW BUSINESS

**Ms. Wolfe moved and Mr. Hurwitz seconded a motion to waive compliance with the 2-year limitation on Board Officer terms of office. The motion passed unanimously.**

**Mr. Hurwitz moved and Ms. Sawle-Knobloch seconded a motion to approve the FY21 slate of officers to remain the same for one more year—President-Rich Basofin, Vice President-Carol Wolfe, Treasurer-Rob Olian, and Secretary-Barbara Mazur. The motion passed unanimously.**

Councilman Kaufman thanked Mr Coplan and Mr Kinzel for their service.

## ADJOURNMENT

Mr. Olian moved and Ms. Sawle-Knobloch seconded a motion to adjourn the meeting at 7:37 p.m. President Basofin, presiding, adjourned the meeting at 7:37 p.m.

Submitted by: Pamela Siegel

**HIGHLAND PARK PUBLIC LIBRARY  
BALANCE SHEET  
December 31, 2020 (Unaudited)**

	General Fund			Restricted Gift Fund	Local Library Working Cash Fund	Special Reserve	Capital Assets	TOTAL
	General Fund	Unrestricted Gift Fund	Total					
<b>ASSETS</b>								
<b>CASH</b>								
Checking Account	194,298		194,298					194,298
U.S. Government Select MM	2,002,612	114,930	2,117,542	49,368	51,000	832,752		3,050,662
Petty Cash	562		562					562
	<u>2,197,472</u>	<u>114,930</u>	<u>2,312,402</u>	<u>49,368</u>	<u>51,000</u>	<u>832,752</u>		<u>3,245,522</u>
<b>INVESTMENTS</b>								
Certificates of Deposit	249,000	100,000	349,000	-	324,000	498,000		1,171,000
<b>INTERFUND LIABILITY – DUE FROM (TO)</b>								
	-	-	-	-	-	-		-
<b>OTHER CURRENT ASSETS</b>								
Receivables	5,148,100		5,148,100					5,148,100
Prepaid Expense/Accrued Revenue	34,303	1,582	35,885	-	-	3		35,889
	<u>5,182,403</u>	<u>1,582</u>	<u>5,183,985</u>	<u>-</u>	<u>-</u>	<u>3</u>		<u>5,183,989</u>
<b>CAPITAL ASSETS</b>								
							6,999,058	6,999,058
<b>TOTAL ASSETS</b>	<u>7,628,875</u>	<u>216,512</u>	<u>7,845,387</u>	<u>49,368</u>	<u>375,000</u>	<u>1,330,755</u>	<u>6,999,058</u>	<u>16,599,568</u>
<b>LIABILITIES</b>								
<b>ACCRUED EXPENSES</b>								
Accrued Salaries & Benefits	35,218		35,218	-				35,218
Accrued Bill List	110,664	-	110,664	40				110,704
	<u>145,882</u>	<u>-</u>	<u>145,882</u>	<u>40</u>				<u>145,921</u>
<b>OTHER CURRENT LIABILITIES</b>								
Deferred Revenue, Property Taxes	5,148,100		5,148,100					5,148,100
Deferred Revenue, Other	4,814		4,814					4,814
<b>TOTAL LIABILITIES</b>	<u>5,298,796</u>	<u>-</u>	<u>5,298,796</u>	<u>40</u>				<u>5,298,836</u>
<b>FUND EQUITY</b>								
<b>INVESTMENT IN CAPITAL ASSETS</b>								
							6,999,058	6,999,058
<b>FUND BALANCES</b>								
Beginning Balance	2,366,922	296,702	2,663,624	49,070	375,000	1,742,376	-	4,830,070
Current Year Earnings	(36,843)	(80,189)	(117,033)	259	-	(411,621)		(528,395)
<b>TOTAL FUND BALANCES</b>	<u>2,330,079</u>	<u>216,512</u>	<u>2,546,591</u>	<u>49,328</u>	<u>375,000</u>	<u>1,330,755</u>	<u>-</u>	<u>4,301,675</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>7,628,875</u>	<u>216,512</u>	<u>7,845,387</u>	<u>49,368</u>	<u>375,000</u>	<u>1,330,755</u>	<u>6,999,058</u>	<u>16,599,568</u>

HIGHLAND PARK PUBLIC LIBRARY  
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
 For the Twelve Months Ended December 31, 2020 (Unaudited)

	UNRESTRICTED		TOTAL GENERAL FUND	RESTRICTED		LLWCF	SPECIAL RESERVE	TOTAL
	GENERAL FUND	GIFT FUND		GIFT FUNDS				
<b>REVENUE</b>								
Property Taxes	\$ 4,904,314		\$ 4,904,314					\$4,904,314
Gifts and grants	68,256	15,991	84,247	5,798				90,045
Fees - Impact	76,647		76,647					76,647
Library U	1,810		1,810					1,810
Fines	12,595		12,595					12,595
Miscellaneous Revenue	29,099		29,099					29,099
Investment Income	8,952	3,819	12,771	201	6,055	10,379		29,406
Per Capita	37,204		37,204					37,204
State Corporate Replacement Tax	44,857		44,857					44,857
Transfers	728,055	(100,000)	628,055	0	(6,055)	(622,000)		0
<b>TOTAL REVENUE</b>	<b>5,911,789</b>	<b>(80,189)</b>	<b>5,831,600</b>	<b>5,999</b>	<b>0</b>	<b>(611,621)</b>		<b>5,225,978</b>
<b>EXPENSE</b>								
<b>OPERATING EXPENSE</b>								
Salaries	2,452,068		2,452,068					2,452,068
Payroll Taxes	188,802		188,802					188,802
IMRF	210,136		210,136					210,136
Insurance - Health	369,496		369,496					369,496
Subtotal - Salaries & Benefits	3,220,503	0	3,220,503	0	0	0		3,220,503
Books, Audiovisual & Electronic Resources	477,398		477,398	1,336				478,733
Cataloging & Processing	20,938		20,938					20,938
Insurance - General	69,429		69,429					69,429
Legal	8,156		8,156					8,156
Library U	1,948		1,948					1,948
Maintenance of Building	151,771		151,771	0				151,771
Maintenance of Equipment & Software	101,885		101,885					101,885
Maintenance of Grounds	15,852		15,852	0				15,852
Marketing	5,049		5,049	0				5,049
Postage	3,351		3,351					3,351
Programs	7,826		7,826	4,405				12,231
Projects funded by Grants	57,349		57,349					57,349
Purchases funded by Unrestricted Gifts		0	0					0
Supplies & Services	77,986		77,986	0				77,986
Telephone	25,962		25,962					25,962
Training	7,821		7,821	0				7,821
Subtotal Other Operating Expenses	1,032,720	0	1,032,720	5,741	0	0		1,038,461
Total Operating Expense	4,253,223	0	4,253,223	5,741	0	0		4,258,964
<b>CAPITAL EXPENSE</b>								
Building & Grounds Improvement	1,387,913		1,387,913					1,387,913
Building Expansion Fund	200,000		200,000			(200,000)		0
Computerization	32,992		32,992					32,992
Furniture & Equipment	9,279		9,279	0				9,279
Total Capital Expense	1,630,184	0	1,630,184	0		(200,000)		1,430,184
Debt Service Expense	65,225		65,225					65,225
<b>TOTAL EXPENSE</b>	<b>5,948,632</b>	<b>0</b>	<b>5,948,632</b>	<b>5,741</b>	<b>0</b>	<b>(200,000)</b>		<b>5,754,373</b>
2020 Year to Date Net Revenue or (Expense)	(36,843)	(80,189)	(117,033)	259	0	(411,621)		(528,395)
12-31-19 FUND BALANCE (audited)	2,366,922	296,702	2,663,624	49,070	375,000	1,742,376		4,830,070
<b>FUND BALANCE AT MONTH END</b>	<b>\$ 2,330,079</b>	<b>\$ 216,512</b>	<b>\$ 2,546,591</b>	<b>\$ 49,328</b>	<b>\$375,000</b>	<b>\$1,330,755</b>		<b>\$4,301,675</b>

**HIGHLAND PARK PUBLIC LIBRARY  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGET COMPARISON  
For the Period Ended December 31, 2020 (Unaudited)**

	Actual		General Fund Budget 12 months 2020	YTD 2020 as % of 12 month Budget	Budget Remaining thru Year-end		
	Month of December					Twelve Months Ended December 31,	
	2020	2019				2020	2019
<b>GENERAL FUND (Includes Unrestricted Gift Fund)</b>							
<b>REVENUE</b>							
Property Taxes	\$ 90,638	\$ 64,532	\$ 4,904,314	\$ 4,918,573	\$ 5,148,300	95.26%	\$ 243,986
Other Income							
Fees - Impact	-	-	76,647	3,899	5,000	1532.94%	(71,647)
Library U	-	50	1,810	13,453			(1,810)
Fines	872	3,114	12,595	33,913	35,000	35.99%	22,405
Gifts and Grants	(342)	7,661	84,247	57,029	25,000	336.99%	(59,247)
Miscellaneous Revenue	14	1,364	29,099	16,827	22,000	132.27%	(7,099)
Investment Income	1,600	11,479	12,771	53,856	40,000	31.93%	27,229
Per Capita	-	-	37,204	37,204	35,000	106.30%	(2,204)
State Corporate Replacement Tax	1,623	2,008	44,857	50,190	42,000	106.80%	(2,857)
Transfer from LLWCF	6,055	8,571	6,055	8,571	5,000	121.10%	(1,055)
Transfer from Unrestricted Gift Fund	-	-	100,000	-	100,000	100.00%	-
Transfer to General from Unrestricted Gift Fund	-	-	(100,000)	-	-	-	100,000
Transfer (to) from Other Funds	(350,000)	(696,977)	622,000	(690,657)	972,000	63.99%	350,000
<b>TOTAL OTHER INCOME</b>	<b>(340,178)</b>	<b>(662,729)</b>	<b>927,286</b>	<b>(415,715)</b>	<b>1,281,000</b>	<b>72.39%</b>	<b>353,714</b>
<b>TOTAL REVENUE</b>	<b>(249,540)</b>	<b>(598,198)</b>	<b>5,831,600</b>	<b>4,502,857</b>	<b>6,429,300</b>	<b>90.70%</b>	<b>597,701</b>
<b>EXPENSE</b>							
<b>OPERATING EXPENSE</b>							
Salaries	188,341	223,327	2,452,068	2,598,725	2,704,900	90.65%	252,832
Payroll Taxes	14,285	(11,511)	188,802	194,762	206,000	91.65%	17,198
IMRF	32,645	10,002	210,136	131,973	199,000	105.60%	(11,136)
Group Insurance	29,314	29,792	369,496	377,043	414,000	89.25%	44,504
Subtotal - Salaries & Benefits	264,585	251,611	3,220,503	3,302,504	3,523,900	91.39%	303,397
Books, AV & Electronic Res.	51,969	32,308	477,398	531,732	572,000	83.46%	94,602
Cataloging & Processing	421	2,282	20,938	24,183	31,000	67.54%	10,062
Insurance - General	(1,265)	(4,874)	69,429	56,274	77,500	89.59%	8,071
Legal	1,181	3,038	8,156	9,251	5,000	163.13%	(3,156)
Library U	-	80	1,948	11,774	-		(1,948)
Maintenance - Building	17,127	22,584	151,771	154,455	137,500	110.38%	(14,271)
Maintenance - Equip. & Software	1,352	2,035	101,885	109,304	125,000	81.51%	23,115
Maintenance - Grounds	2,573	2,456	15,852	19,863	12,000	132.10%	(3,852)
Marketing	190	951	5,049	6,725	9,000	56.10%	3,951
Postage	184	658	3,351	4,362	8,000	41.88%	4,649
Programs	(1,408)	767	7,826	13,132	23,000	34.02%	15,174
Projects funded by Grants	186	6,993	57,349	21,793			(57,349)
Purchases funded by Unrestricted Gifts	-	-	-	1,687			-
Supplies & Services	3,761	6,028	77,986	88,818	100,400	77.68%	22,414
Telecommunications	2,734	2,135	25,962	27,260	23,000	112.88%	(2,962)
Training	100	1,488	7,821	21,262	26,000	30.08%	18,179
Subtotal - Other Operating Expenses	79,103	78,928	1,032,720	1,101,874	1,149,400	89.85%	116,680
<b>Total Operating Expense</b>	<b>343,688</b>	<b>330,539</b>	<b>4,253,223</b>	<b>4,404,378</b>	<b>4,673,300</b>	<b>91.01%</b>	<b>420,077</b>
<b>CAPITAL EXPENSE</b>							
Building & Grounds Improvement	1,700	57,040	1,387,913	182,803	1,444,000	96.12%	56,087
Expansion Reserve Fund	-	-	200,000	-	200,000	100.00%	-
Computerization	3,825	16,892	32,992	34,862	35,000	94.26%	2,008
Furniture & Equipment	-	-	9,279	410	10,000	92.79%	721
<b>Total Capital Expense</b>	<b>5,525</b>	<b>73,931</b>	<b>1,630,184</b>	<b>218,075</b>	<b>1,689,000</b>	<b>96.52%</b>	<b>58,816</b>
Debt Service Expense	-	450	65,225	66,125	67,000	97.35%	1,775
<b>TOTAL EXPENSE</b>	<b>349,213</b>	<b>404,920</b>	<b>5,948,632</b>	<b>4,688,578</b>	<b>6,429,300</b>	<b>92.52%</b>	<b>480,668</b>
<b>Net Revenue (Expense)</b>	<b>\$ (598,753)</b>	<b>\$ (1,003,118)</b>	<b>\$ (117,033)</b>	<b>\$ (185,721)</b>	<b>\$ -</b>		<b>\$ 117,033</b>

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

**HIGHLAND PARK PUBLIC LIBRARY**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET COMPARISON**  
**For the Period Ended December 31, 2020 (Unaudited)**

	Actual			
	Month of December		Twelve Months Ended December 31,	
	2020	2019	2020	2019
<b>RESTRICTED GIFT FUNDS</b>				
Revenue				
Donations - Miscellaneous	\$ -	\$ 100	\$ 1,498	\$ 3,527
Friends Receipts	550	250	4,300	24,468
Total Donations	550	350	5,798	27,995
Interest Income	-	109	201	1,310
Transfer to General Fund				
<b>Total Revenue, Gift Funds</b>	<b>550</b>	<b>459</b>	<b>5,999</b>	<b>29,305</b>
Books	40	50	1,336	170
Maintenance - Building	-	-	-	-
Programs	-	-	105	3,200
Supplies and Services	-	-	-	6,560
Friends:				
Maintenance - Building	-	-	-	-
Marketing	-	-	-	-
Programs	550	1,000	4,300	13,550
Supplies and Services	-	-	-	-
<b>Total Operating Expenses</b>	<b>590</b>	<b>1,050</b>	<b>5,741</b>	<b>23,480</b>
Capital Expense				
Furniture & Equipment	-	-	-	-
Furniture & Equipment, Friends	-	-	-	2,068
<b>Total Capital Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,068</b>
<b>Total Gift Fund Expenses</b>	<b>590</b>	<b>1,050</b>	<b>5,741</b>	<b>25,548</b>
<b>GIFT FUNDS Net Revenue (Expense)</b>	<b>(40)</b>	<b>(590)</b>	<b>259</b>	<b>3,757</b>
<b>LLWCF</b>				
Interest Income	-	10	6,055	6,669
Transfer from (to) General Fund	(6,055)	(8,571)	(6,055)	(8,571)
<b>LLWCF Net Revenue(Expense)</b>	<b>(6,055)</b>	<b>(8,561)</b>	<b>-</b>	<b>(1,902)</b>
<b>SPECIAL RESERVE</b>				
Interest Income	14	3,299	10,379	25,184
Building Expansion Fund	-	-	200,000	-
Transfer from (to) General Fund	350,000	696,977	(622,000)	690,657
<b>SPECIAL RESERVE Net Revenue(Expense)</b>	<b>350,014</b>	<b>700,276</b>	<b>(411,621)</b>	<b>715,841</b>
<b>TOTAL LIBRARY Net Revenue (Expense)</b>	<b>\$ (254,834)</b>	<b>\$ (311,993)</b>	<b>\$ (528,395)</b>	<b>\$ 531,975</b>

**Highland Park Public Library**  
**December 2020 Bill List**  
 January 12 - 16, 2021

Date	Name	Account Charged	Split	Amount
01/12/2021	Air Filter Engineers, Inc	5175 · Maintenance - Building		-446.96
01/12/2021	Anderson Pest Solutions	5175 · Maintenance - Building		-37.00
01/12/2021	Beinlich, Tim	5175 · Maintenance - Building		-500.00
01/12/2021	Brodart Co.	5160 · Cataloging, Processing		-420.75
01/12/2021	Complete Cleaning Company, Inc.	5175 · Maintenance - Building		-11,251.00
01/12/2021	Dienes, Kelly	520620 · Programs - Youth		-17.45
01/12/2021	FastSigns	52123 · Supplies		-129.40
01/12/2021	GFC Leasing	5178 · Maintenance -Equipment,Software		-762.34
01/12/2021	HD Supply Facilites Maintenance	5175 · Maintenance - Building		-146.48
01/12/2021	KnowBe4, Inc.	5178 · Maintenance -Equipment,Software (FY21)		-1,296.87
01/12/2021	Kordick Electric	5175 · Maintenance - Building		-570.00
01/12/2021	LACONI	516670 · Training - General		-100.00
01/12/2021	London, Michelle	52123 · Supplies		-21.26
01/12/2021	Lynn, Paddy	520620 · Programs - Youth		-350.00
01/12/2021	Mariani Landscape	5181 · Maintenance - Grounds		-2,572.50
01/12/2021	MidCo Systems	5215 · Telecommunications		-320.00
01/12/2021	Mutual Ace Hardware	5175 · Maintenance - Building		-23.16
01/12/2021	Northern Weathermakers HVAC, Inc	5175 · Maintenance - Building		-2,579.50
01/12/2021	Oriental Trading Company, Inc.	520620 · Programs - Youth		-81.91
01/12/2021	Robbins Schwartz	5172 · Legal		-1,181.25
01/12/2021	Skinner, Laurie Unger	5185 · Miscellaneous Grant Expense		-34.50
01/12/2021	Sterling Talent Solutions	52126 · Services		-148.00
01/12/2021	Suburban Elevator Services	5175 · Maintenance - Building		-602.73
01/12/2021	Technology Management Rev Fund	5215 · Telecommunications		-1,000.00
01/12/2021	The Office of the State Fire Marshal	5175 · Maintenance - Building		-100.00
01/12/2021	Warehouse Direct	-SPLIT-		-682.09
		52123 · Supplies	470.77	
		5185 · Miscellaneous Grant Expense	151.25	
		5175 · Maintenance - Building	60.07	
01/12/2021	Wisconsin Glacier Springs Co.	52123 · Supplies		-36.80
01/14/2021	Baker & Taylor Books	-SPLIT-		-14,642.70
		5130 · Books & Audio		
		513201 · Books & Audio - Gift	24.55	
		513001 · Books & Audio - Gift Bornstein	39.89	
01/14/2021	Blackstone Audio Books	5130 · Books & Audio		-2,202.70
01/14/2021	Book Stall	5130 · Books & Audio		-32.40
01/14/2021	Chicago Sun-Times, Inc.	5130 · Books & Audio		-416.00
01/14/2021	Consumers' Checkbook	5130 · Books & Audio (FY21)		-450.00
01/14/2021	Gale/CENGAGE Learning	-SPLIT-		-7,791.46
		5130 · Books & Audio	791.46	
		5130 · Books & Audio (FY21)	7000.00	
01/14/2021	Grey House Publishing	5130 · Books & Audio		-251.05



**Highland Park Public Library**  
**December 2020 Bill List**  
**January 12 - 16, 2021**

01/14/2021 Infobase Learning	5130 · Books & Audio (FY21)	-3,009.79
01/14/2021 Libraries First	5130 · Books & Audio (FY21)	-4,663.00
01/14/2021 Midwest Tape	5130 · Books & Audio	-8,033.83
01/14/2021 Niche Academy	5130 · Books & Audio (FY21)	-1,690.00
01/14/2021 OverDrive	5130 · Books & Audio	-17,563.66
01/14/2021 The Pennsylvania State University	5130 · Books & Audio	-15.00
01/14/2021 Proquest Information and Learning	5130 · Books & Audio (FY21)	-9,586.73
01/14/2021 Recorded Books, Inc	5130 · Books & Audio	-4,619.16
01/14/2021 Regent Book Co, Inc	5130 · Books & Audio	-32.57
01/14/2021 Rowman & Littlefield Publishing Group	5130 · Books & Audio	-428.71
01/14/2021 Scholastic Library Publishing	5130 · Books & Audio (FY21)	-4,679.00
01/14/2021 Tumbleweed Press Inc.	5130 · Books & Audio	-479.20
01/14/2021 USA Today	5130 · Books & Audio	-193.30
01/16/2021 ITsavvy LLC	-SPLIT-	-2,811.61
	5506 · Computerization	1735.98
	52123 · Supplies	656.29
	5178 · Maintenance -Equipment,Software	419.34
01/16/2021 Orbis Construction Co., Inc.	5503 · Building/Grounds Improvement	-1,200.00
01/16/2021 Rethink Owner Solutions, LLC	5503 · Building/Grounds Improvement	-500.00
		<b><u>-110,703.82</u></b>

**Highland Park Public Library**  
**December 2020 Bill List Summary**  
Distributed January 2021

FY2021

Expense

5010 · General Expenses		
5100 · Operating Expenses		
5130 · Books & Audio	80,740.37	<b>31,078.52</b>
5160 · Cataloging, Processing	420.75	
5166 · Training		
51666 · Training		
516670 · Training - General	100.00	
Total 51666 · Training	<u>100.00</u>	
Total 5166 · Training	100.00	
5172 · Legal	1,181.25	
5175 · Maintenance - Building	16,316.90	
5178 · Maintenance -Equipment,Software	2,478.55	<b>1,296.87</b>
5181 · Maintenance - Grounds	2,572.50	
5185 · Miscellaneous Grant Expense	185.75	
5203 · Programs		
5206 · Programs - General		
520620 · Programs - Youth	449.36	
Total 5206 · Programs - General	<u>449.36</u>	
Total 5203 · Programs	449.36	
5212 · Supplies & Services		
52123 · Supplies	1,314.52	
52126 · Services	148.00	
Total 5212 · Supplies & Services	<u>1,462.52</u>	
5215 · Telecommunications	1,320.00	
Total 5100 · Operating Expenses	<u>107,227.95</u>	
5500 · Capital Outlay		
5501 · Capital Outlay		
5503 · Building/Grounds Improvement	1,700.00	
5506 · Computerization	1,735.98	
Total 5501 · Capital Outlay	<u>3,435.98</u>	
Total 5500 · Capital Outlay	<u>3,435.98</u>	
Total 5010 · General Expenses	110,663.93	
501001 · Gift Funds		
501100 · Books and Materials		
513001 · Books & Audio - Bornstein	15.34	
513201 · Books & Audio - Gift	24.55	
Total 501100 · Books and Materials	<u>39.89</u>	
Total 501001 · Gift Funds	<u>39.89</u>	
Total Expense	<u><u>110,703.82</u></u>	<b>32,375.39</b>

**Highland Park Public Library**  
**December 2020 General II (Bills Already Paid)**  
December 1, 2020 through December 31, 2020

Date	Num	Name	Account Charged	Split	Paid Amount
12/02/2020	12516	Martin, Bina	521001 · Programs funded by Friends		-250.00
12/02/2020	12517	Schmich, Mary	521001 · Programs funded by Friends		-300.00
12/07/2020	12518	Access One	5215 · Telecommunications		-816.42
12/14/2020	12519	AT&T	5215 · Telecommunications		-414.00
12/29/2020	12520	Synchrony Bank/Amazon	5130 · Books & Audio		-2,168.94
12/29/2020	12521	Comcast	5215 · Telecommunications		-183.35
12/29/2020	12522	Cardmember Service	-SPLIT-		-5,806.86
			520620 · Programs - Youth	688.54	
			5130 · Books & Audio	137.96	
			5183 · Marketing	190.00	
			5187 · Postage	5.06	
			52123 · Supplies	1,598.66	
			5175 · Maintenance - Building	810.00	
			5178 · Maintenance - Equipment, Softwa	287.86	
			5506 · Computerization	2,088.78	
12/31/2020	12523	Levin, Judy	520610 · Programs - Adult		-250.00
					<u><u>-10,189.57</u></u>

HIGHLAND PARK PUBLIC LIBRARY  
SALARY REPORT  
December 2020

	Pay period ending:		Monthly
	<u>12/13/2020</u>	<u>12/27/2020</u>	<u>Totals</u>
Salary Expense by Department:			
Administration	15,398.87	17,505.67	32,904.53
Information and Reader Services	19,739.62	17,384.36	37,123.97
Membership Services	13,259.84	12,994.58	26,254.42
Media Services	6,766.02	6,670.20	13,436.23
Maintenance	5,190.16	5,339.16	10,529.32
Technical Services	9,200.60	10,330.60	19,531.21
Youth Services	13,519.46	13,624.69	27,144.15
Total Salaries Paid	<u>83,074.57</u>	<u>83,849.25</u>	<u>166,923.82</u>
Accrue for December 28 to 31			32,917.64
Reverse Accrued for November			<u>(11,500.00)</u>
Subtotal Salaries per Page 3			<u>188,341.46</u>
Payroll Taxes			14,285.05
IMRF			32,644.85
Health Insurance-Library Share			29,313.87
Total Payments			<u><u>264,585.23</u></u>

## HIGHLAND PARK PUBLIC LIBRARY

### Summary of the Personnel Policies Committee Meeting

January 5, 2021, 4:30 p.m.

Members Present: Joel Hurwitz (Chair), Barbara Mazur, Carol Wolfe, Rich Basofin (President/ex officio)

Others Present: Rob Olian, Heidi Smith

The Committee discussed the following topics:

- 1. Compensation Study** - A Compensation Market Benchmarking Project was completed in 2015 and again in 2018 by Eric A. Van Cleven, CCP, SPHR. A 2021 update was recommended that would also include mitigation for the effect of minimum wage adjustments on the Library's salary ranges. Completion before FY22 budget planning was recommended.
- 2. Supplemental Sick Leave** - With the expiration of the Families First Coronavirus Relief Act on December 31, 2020, by executive decision the Board approved a Supplemental Sick Leave Policy for 2021 ("Policy") effective January 1, 2021. While no longer federally mandated, the purpose of the Policy is to ensure staff are not working in the Library when ill as a safety consideration. The Personnel Committee reviewed and updated the Policy to reflect the intended use of the leave for COVID-19 related absences effective January 6, 2021. The Library Board will consider ratification of this Policy at the January 12<sup>th</sup> meeting. COMMITTEE RECOMMENDS RATIFICATION.
- 3. FY21 Salary Adjustments** - Increases were proposed at 2% for all staff prorated to January 1, 2021. The 2% would be applied to the base pay for all staff who have not reached the top of their pay range. Staff who have reached the top of their pay range would receive a 2% lump sum payment rather than an adjustment to their base pay. Treasurer Olian confirmed that 2% was included in the FY2021 salaries budget for this purpose. COMMITTEE RECOMMENDS APPROVAL.

All Library employees including part-time non-benefit eligible employees (those working fewer than 20 hours per workweek), are permitted to utilize, upon request, up to two (2) weeks (the term "week" applies to the regular workweek schedule for which the employee was hired to work) of paid sick leave (a) at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or (b) at two-thirds the employee's regular rate of pay where the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19. Any use of sick leave benefits provided under this Supplemental Policy shall be subject to the requirements of the Library's existing Paid Sick Leave policy ("Existing Policy") in the Library's Personnel Policy Manual. Employees who are eligible ("benefit eligible") to accrue sick leave pay under the Existing Policy will continue to accrue sick leave pay during 2021 consistent with the Existing Policy. However, a benefit eligible employee must exhaust all their accrued sick leave pay under Existing Policy prior to requesting use of the additional sick leave pay under this Supplemental Policy. There will be no payment for unused sick leave under this Supplemental Policy, nor will employees be permitted to carry-over any unused sick leave under this Supplemental Policy beyond the 2021 calendar year. Paid sick leave granted under this Supplemental Policy is not eligible for conversion to IMRF service credits. This Supplemental Policy shall expire on December 31, 2021.

## Library Activities – December 2020

### Meetings and Continuing Education:

#### Information & Reader Services

RAILS E-Content Networking Meeting  
Sexual Harassment and Discrimination Training  
World Languages Networking Group  
CONTENTdm Community Insights: Building narratives with CONTENTdm  
Elisha Gray: Oberlin Inventor and Electric Music Pioneer  
CCS Public Access Services Tech meeting  
FIL Virtual Book Fair  
Readers Advisory Interest Group  
Mayor/Local Clergy Meeting

#### Youth Services

Awkward, Ill-Timed & Startling Situations ILA Webinar  
Read Woke (SLJ) Webinar  
SLJ Keynote Conversation with Jason Reynolds & Ibram Kendi  
Sexual Harassment and Discrimination Training  
Diversity Audits for Library Collections  
Tis the Season for Outdoor Programs  
Macmillan Spring 2021 YA Book Buzz  
Espanol, Splingish, or Bilingual: The Use of Spanish in Latinx KidLit

#### Membership Services

51 New Library Card Registrations  
Sexual Harassment and Discrimination Training

#### New Media Services

Sexual Harassment and Discrimination Training

#### Technical Services

CCS SCRAP Meeting  
Sexual Harassment and Discrimination Training

## Library Programs

Date	Program	Presented By	Attendance
	<u>For Children</u>		
12/1-12/31	Oobleck	C. Leventis (Staff)	2
12/1-12/31	Citrus Science	H. Grasse (Staff)	2
12/1-12/31	Letters & Writing	K. Dienes (Staff)	14
12/1-12/31	6 Early Literacy Skills	K. Dienes (Staff)	7
12/1-12/31	Ready, Set, Stem – Paper Circuits	C. Leventis (Staff)	29
12/1-12/31	Rhyming & Phonological Skills	K. Dienes (Staff)	8
12/1	HP Community Virtual Storytime (video)	H. Grasse (Staff)	20
12/6-12/31	Narrative Skills	K. Dienes (Staff)	6
12/6-12/31	PB&J Caterpillar Kebabs	K. Dienes (Staff)	16
12/14	Zoom Stuffed Animal Storytime (video)	D. Jenkins (Staff)	11
12/9	Zoom Silly Songs	K. Dienes (Staff)	4
12/10	Zoom 2 Books & a Craft	D. Jenkins (Staff)	28
12/10	Facetime Tricon Storytime	H. Grasse (Staff)	13
12/11	Zoom Storytime Live	D. Jenkins (Staff)	30
12/11	Zoom Harry Potter Trivia	C Leventis, M.Maraldi (Staff)	13
12/14-12/31	Winter Grab & Go How-To Video	M. Maraldi (Staff)	102
12/14	Zoom Family Focus Storytime	H. Grasse (Staff)	14
12/15	Zoom Bedtime Buddies	K. Dienes (Staff)	6
12/17	Zoom 2 Books & a Craft	M. Maraldi (Staff)	14
12/17-12/31	Vocabulary	K. Dienes (Staff)	16
12/18	Zoom Storytime Live	H. Grasse (Staff)	16
12/18-12/31	Candy Science Experiments	H. Grasse (Staff)	9
12/21-12/31	Spot the Animal #3	H. Grasse (Staff)	25
12/21	Zoom Storytime with Thor Live!	M. Maraldi (Staff)	17
12/22	Zoom Bedtime Buddies	K. Dienes (Staff)	10
12/23-12/31	Guide to Graphic Novels	C. Leventis (Staff)	5
12/29	Zoom Bedtime Buddies	K. Dienes (Staff)	16
12/31	Zoom Noon Years Eve	H. Grasse (Staff)	27
12/14-12/16	Grab & Go Winter Craft (P)	M. Maraldi, M. Freeman	120
12/17	Grab & Go Mystery Craft (P)	C. Leventis, M. Maraldi	12
		<b>Total Childrens Attendance</b>	<b>612</b>

	<u>For Adults</u>		
Various	Book-A-Librarian	Media Services Staff	11
Various	Library U on Zoom – Memoir Writing	Jennifer Dotson	9
Various	Library U on Zoom – Advanced Spanish	Shirley Novack	18
Various	Cookin' with Books: Dorie's Cookies	C. Eilers, (Staff)	4
12/3	Sports Show Live!	HPPL Staff	1
12/3	Comic Book Club: The Comic Book History of Comics	C. Eilers, W. Pleas (Staff)	3
12/7	Davis Book Disc: <i>On Earth We're Briefly Gorgeous</i>	C. Eilers (Staff)	24
12/9,12/27	Video Game Live	HPPL Staff	386
12/15	Readers' Round Table	M. Bulaich (Staff)	6
12/15	Cookin' with Books: Modern Native Feasts	C. Eilers (Staff)	4
12/16	Meet the Author: Mary Schmuch	B. Keller (Staff)	178
12/29	Cookin' with Books: Savory Baking	C. Eilers (Staff)	7
Various	Shelf Isolation 33-35 (P)	S. Aiello (Staff)	74
Various	IRS Perfect Picks	IRS Staff	6

Various	Online Questions	Media Services Staff	8
Various	Film and Music Perfect Pick Requests	Film & Music Staff	3
Various	Social Media Posts	Media Services Staff	19
Various	Uploaded Videos to Youtube Channel	Media Services Staff	14
Various	Video Engagement (Library You Tube Page Visits)	Library Youtube Page	544
Various	Social Media Engagement (Facebook, Twitter, Instagram)	Library Social Media Channels	1400
Various	Tech Virtual Programming	Y. White, M. Skrzyniecki	83
		<b>Total Adult Attendance</b>	<b>2802</b>

<b>TOTAL PROGRAM ATTENDANCE</b> <b>3414</b>
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**New Hires:**

**Resignations:**

Sarah Aiello	IRS Librarian
Natalie Bowling	IRS Librarian
Deena Jenkins	Youth Services Librarian



## Highland Park taps veteran librarian as executive director of public library

BY JAMES T. NORMAN

Highland Park Public Library board voted Nov. 17 to appoint a new library executive director to replace the retiring Jane Conway, officials announced.

Heidi Smith, of Highland Park, come from the Park Ridge Public Library where she served as the director for more than two years. She will start in her new role in January, a release from the library states.

Smith's library experience goes back 15 years, having served as the assistant director of the Waukegan Public Library before her time as director of Park Ridge, the release states. While in Waukegan, she oversaw public services, collection management, customer services, education and literacy.

Her work in Waukegan also

includes being part of a team that launched the library's Early Literacy Center, which is award-winning, officials said. As the executive director in Highland Park, Smith will oversee all of the library's departments.

"Heidi's broad and varied experience at different public libraries made her an ideal candidate for the job," library board President Richard Basofin said in the release. "She's been involved in all aspects of running libraries and has a passion and enthusiasm for public libraries."

Coming into the job, Smith said in her talks with others, the common theme has been looking to build on the "solid foundation" currently in place.

"It's going to be a lot of fun, hard work, and it will pay off in a big way," Smith said.

DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous ?
Dec-20	Our appreciation and thanks to Dr. Davis Schneiderman. We're both fans of him and so enjoy his book selections and discussions. Thank you!	PR	Davis Schneiderman	No
Dec-20	Absolutely awesome...Loved all of the selections...After I read them I will contact you. Thank you, thank you!	S	Perfect Picks	No
Dec-20	HPPL Staff, This note is to tell you how much we appreciate you. One of my biggest fears early in the pandemic was running out of books. When you re-opened in June I was thrilled. Your system for picking up in the lower lobby is excellent. Your staff are always cheerful and helpful despite all the crazy going on in the world. I always get a prompt response to my queries and you fulfill my requests for books almost instantly. The youth librarians have been more helpful and efficient than I ever could have expected. It is obvious you are top-notch people doing top-notch work. I cannot say enough good things about your systems and staff during this difficult time we are all experiencing. Thank you for all your efforts to serve the community and for doing it all with a smile. Not even masks can stop the spreading of cheer. It's definitely contagious.	ST, S	Grab and Go, staff	No
Dec-20	The wonderful group of Readers' Roundtablers would like to thank all of you for joining in our discussions this year. They really appreciated seeing you and hearing your suggestions. Please know you are always welcome to join us, they would like to see you! Thank you!	ST	Reader's Roundtable	Yes
Dec-20	I'd like to improve my Italian, and work on my French. I'd also like to explore a difficult book, like one of the James Joyce's, over many classes with interested people.	PR	Library U	No
Dec-20	I would like Mariana Kretevski from Essential Evolution to teach a yoga class. Her classes were wonderful and geared towards all ages. I am 57 years old and really appreciate that I felt welcomed in her studio. She teaches all levels of yoga and meditation. I highly recommend Mariana. I would love to take a meditation class.	PR	Library U	No
Dec-20	Marlena at Love That Spice in HP is very knowledgeable about spices. Natural ingredients can heal the body, mind and spirit.	PR	Library U	No
Dec-20	Joseph was great to work with and helped me overcome computer issues. Thanks!	ST	Joseph	No

DATE	GENERAL SUGGESTION	KEY	KEYWORD	Anonymous ?
Dec-20	Thank you again for helping me get historical Highland Park photos from microfilm and the archives. They are a tremendous hit and are bringing back lots of memories of Highland Park Christmases!	ST	Karen and Nancy	No
Dec-20	Thank you for putting together a great book list for me! You rock!	S	Perfect Picks	No
B = Building	P=Policy	PR=Programs		
F = Food & Beverage	S=Services	R=Renovation		
C = Collection	ST=Staff	CS=Computer System		