



**Wednesday, February 25, 2026**  
**Board of Trustees Meeting - 6:30 PM Meeting Room 2**

1. **Call to order and roll call**
2. **Approval of agenda**
3. **Consent agenda**
  - a Agenda approval
  - b Consent agenda approval
  - c Regular Minutes of the January 28, 2026 Board of Trustees Meeting

**Journal of the Proceedings of a  
REGULAR LIBRARY BOARD OF TRUSTEES MEETING  
January 28, 2026**

Library Board President Paliatka called the meeting to order at 6:30 p.m. Upon roll call a quorum was determined.

**Members Present:** Library Board President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak (at 6:33pm)

**Members Absent:** Trustee Kampschroeder

**Others Present:** Executive Director Kimberly Coughran, Administrative Assistant Fran Montoro, Owners Representative Dan Eallonardo, Heidi Mase and Rich Koziol of Wiss, Janney, Elstner Associates

**CALL TO ORDER**

**ACTION: APPOINTMENT OF Secretary Pro Tem**

Motion by Trustee DeJonghe and seconded by Trustee Parker to approve the temporary appointment of Trustee Weglarz to Secretary Pro Tem. Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, and DeJonghe. Nay: None. Absent: Trustee Kampschroeder and Jakubiak.

**APPROVAL OF AGENDA**

Motion by Trustee DeJonghe, seconded by Trustee Mihelic to approve the agenda of the regular Library Board of Trustees Meeting of January 28, 2026.

**CONSENT AGENDA**

- A. Agenda Approval
- B. Consent Agenda Approval
- C. Regular Minutes of the December 17, 2025 Board of Trustee Meeting
- D. Executive Session Minutes of the December 17, 2025 Board of Trustee Meeting
- E. December 2025 Financial Statements
- F. December 2025 Statistical Report

Motion by Trustee Parker and seconded by Trustee Weglarz to approve the consent agenda of the regular Library Board of Trustees Meeting of December 17, 2025. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, Parker, Weglarz and DeJonghe. Nay: None. Absent: Trustee Kampschroeder. Abstained: Trustee Jakubiak.

**COMMUNICATIONS AND CORRESPONDENCE**

**COMMENTS OF VISITORS**

None

**LIAISON REPORTS**

Library Director Coughran shared the next Friends + Foundation book sale will take place March 13-15<sup>th</sup>, 2026.

**PRESIDENT'S REPORT**

President Paliatka reported she had an agenda setting meeting with Director Coughran.

## **DIRECTOR'S REPORT**

Director Coughran thanked all for the condolences and for attending the services for Greg Molinari at the end of December. She also discussed ongoing difficulties with the Cook County tax levy distribution, and introduced the StoryCorps One Small Step initiative to Trustees.

## **NEW BUSINESS**

### **Discussion: Wiss, Janney, Elstner Associates Draft Envelope Replacement Drawings**

A presentation by WJE architects Heidi Mase and Rich Koziol, including slides and discussion about the plans and methods they will use in replacing the building envelope. An estimated timeline was also discussed.

### **Action: Programming Policy**

Motion by Trustee DeJonghe and seconded by Trustee Jakubiak to approve the programming policy.

Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: Kampschroeder.

### **Action: FY2026 Per Capita Grant**

Motion by Trustee Weglarz and seconded by Trustee Mihelic to approve the FY2026 Per Capita Grant.

Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: Kampschroeder.

### **Action: Revised FY2026 Working Budget**

Motion by Trustee Mihelic seconded by Trustee Jakubiak to approve the revised FY2026 Working Budget.

Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: Kampschroeder.

### **Action: Finance Committee – Monthly Bills**

Motion by Trustee Mihelic and seconded by Trustee Weglarz to approve the warrant dated January 28, 2026 in the amount of \$159,625.40. Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None.

Absent: Kampschroeder.

### **Discussion and Action: 2025 IPLAR**

Motion by Trustee Mihelic and seconded by Trustee Parker to approve the FY2026 IPLAR. Ayes: President Paliatka, Trustees Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: Trustee Kampschroeder.

## **ANNOUNCEMENTS**

None

## **FINAL PUBLIC FORUM**

None

## **ADJOURNMENT**

Motion by Trustee Parker and seconded by Trustee Jakubiak to adjourn the Regular Library Board meeting of January 28, 2026 at 8:25 p.m.

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Phil Weglarz  
Secretary Pro Tem  
Board of Trustees  
LSF Brookfield Library



**LSF Brookfield Library**  
**Balance Sheet Prev Year Comparison**  
**As of January 31, 2026**

	Jan 31, 26	Jan 31, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 · First Natl Bank of Brookfield	6,954.85	50,861.50	-43,906.65	-86.33%
1045 · FNBB MONEY MARKET	3,287,851.41	2,698,932.20	588,919.21	21.82%
1055 · FNBB HOME TOWN CHOICE SAVINGS	21,313.95	21,313.95	0.00	0.0%
1056 · Illinois Trust Client Services	727,150.00	409,872.15	317,277.85	77.41%
1056K · ITCS - CD - Harmony Bank	0.00	246,240.47	-246,240.47	-100.0%
1056L · ITCS - CD - T Bank, TX (2)	0.00	246,257.81	-246,257.81	-100.0%
1056M · ITCS - CD - Mission Nat'l Bank	0.00	246,890.56	-246,890.56	-100.0%
1056N · ITCS - CD - Kendall Bank, KS	0.00	246,796.31	-246,796.31	-100.0%
1056O · ITCS - CD - Flagstar Bank, MI	0.00	246,766.56	-246,766.56	-100.0%
1056S · ITCS - CD - Solera Nat'l Bank	246,548.14	0.00	246,548.14	100.0%
1056T · ITCS - CD - Mission Nat'l Bank2	246,548.14	0.00	246,548.14	100.0%
1056V · ITCS - CD- Firstbank Southwest	247,156.73	0.00	247,156.73	100.0%
1056W · ITCS - CD - Bank of China .	247,164.44	0.00	247,164.44	100.0%
1060 · FNBB - Imprest Account	91.13	716.94	-625.81	-87.29%
<b>Total Checking/Savings</b>	<b>5,030,778.79</b>	<b>4,414,648.45</b>	<b>616,130.34</b>	<b>13.96%</b>
<b>Accounts Receivable</b>				
1200 · Accounts Receivable	7,585.06	7,585.06	0.00	0.0%
<b>Total Accounts Receivable</b>	<b>7,585.06</b>	<b>7,585.06</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Current Assets</b>				
1202 · Replacement tax receivable	5,059.96	5,059.96	0.00	0.0%
1255 · Due to General Fund from Bldg	-0.06	-0.06	0.00	0.0%
1260 · Taxes receivable - SS Fund	79,704.00	79,704.00	0.00	0.0%
1270 · Taxes Receivable - IMRF Fund	13,794.00	13,794.00	0.00	0.0%
1280 · Taxes Receivable - Site Fund	-2,968.00	-2,968.00	0.00	0.0%
1290 · Taxes Receivable - Library Fund	2,099,353.00	2,099,353.00	0.00	0.0%
1500 · Prepaid Expenditures	-0.06	-0.06	0.00	0.0%
<b>Total Other Current Assets</b>	<b>2,194,942.84</b>	<b>2,194,942.84</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Current Assets</b>	<b>7,233,306.69</b>	<b>6,617,176.35</b>	<b>616,130.34</b>	<b>9.31%</b>
<b>TOTAL ASSETS</b>	<b>7,233,306.69</b>	<b>6,617,176.35</b>	<b>616,130.34</b>	<b>9.31%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	11,976.68	6,953.91	5,022.77	72.23%
<b>Total Accounts Payable</b>	<b>11,976.68</b>	<b>6,953.91</b>	<b>5,022.77</b>	<b>72.23%</b>

**LSF Brookfield Library**  
**Balance Sheet Prev Year Comparison**  
**As of January 31, 2026**

	Jan 31, 26	Jan 31, 25	\$ Change	% Change
<b>Credit Cards</b>				
<b>VISA - FNBB</b>	420.00	420.00	0.00	0.0%
<b>Total Credit Cards</b>	420.00	420.00	0.00	0.0%
<b>Other Current Liabilities</b>				
<b>2006 · Additional Accounts Payable</b>	7,247.31	7,247.31	0.00	0.0%
<b>2100 · Payroll Liabilities</b>				
<b>2101 · IMRF Payroll Liabilities</b>	35,898.89	35,499.75	399.14	1.12%
<b>2102 · Mission Square Payroll Liab</b>	-19,778.77	-11,393.20	-8,385.57	-73.6%
<b>2103 · EBC Payroll Liabilities</b>	-59,342.01	-33,328.62	-26,013.39	-78.05%
<b>2104 · LIMRiCC Payroll Liabilities</b>	18,348.68	18,348.68	0.00	0.0%
<b>2105 · AFLAC Payroll Liabilities</b>	-2,161.63	-1,761.19	-400.44	-22.74%
<b>2106 · HSA / Avadia</b>	-7,791.92	-7,791.52	-0.40	-0.01%
<b>2107 · Bankruptcy</b>	-5,175.00	-5,175.00	0.00	0.0%
<b>2108 · NCSPERS</b>	-789.66	-428.04	-361.62	-84.48%
<b>2100 · Payroll Liabilities - Other</b>	17,169.20	-5,997.12	23,166.32	386.29%
<b>Total 2100 · Payroll Liabilities</b>	-23,622.22	-12,026.26	-11,595.96	-96.42%
<b>2111 · Accrued Payroll</b>	476,420.00	476,420.00	0.00	0.0%
<b>2112 · Accrued Compensated Absences</b>	529,011.00	529,011.00	0.00	0.0%
<b>2120 · Deferred Rev. - SS Fund</b>	83,000.00	83,000.00	0.00	0.0%
<b>2130 · Deferred Rev. - IMRF Fund</b>	14,000.00	14,000.00	0.00	0.0%
<b>2140 · Deferred Rev. - Site Fund</b>	13,000.00	13,000.00	0.00	0.0%
<b>2150 · Deferred Rev. - Library Fund</b>	2,678,242.00	2,678,242.00	0.00	0.0%
<b>Total Other Current Liabilities</b>	3,777,298.09	3,788,894.05	-11,595.96	-0.31%
<b>Total Current Liabilities</b>	3,789,694.77	3,796,267.96	-6,573.19	-0.17%
<b>Total Liabilities</b>	3,789,694.77	3,796,267.96	-6,573.19	-0.17%
<b>Equity</b>				
<b>3010 · Fund Balance - SS Fund</b>	73,906.00	73,906.00	0.00	0.0%
<b>3020 · Fund Balance - IMRF Fund</b>	130,396.00	130,396.00	0.00	0.0%
<b>3030 · Fund Balance - Site Fund</b>	42,200.00	42,200.00	0.00	0.0%
<b>3040 · Fund Balance - Library Fund</b>	853,394.00	853,394.00	0.00	0.0%
<b>3050 · Fund Balance - Reserve Fund</b>	10,328,973.00	10,328,973.00	0.00	0.0%
<b>3900 · Retained Earnings</b>	-8,926,409.82	-8,439,277.57	-487,132.25	-5.77%
<b>Net Income</b>	941,152.74	-168,683.04	1,109,835.78	657.94%
<b>Total Equity</b>	3,443,611.92	2,820,908.39	622,703.53	22.08%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,233,306.69</b>	<b>6,617,176.35</b>	<b>616,130.34</b>	<b>9.31%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	Building and Site				FICA				General Operating Fund			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>												
4010 · Property Taxes	42,345.13	92,000.00	-49,654.87	46.03%	46,157.67	90,000.00	-43,842.33	51.29%	1,044,409.78	2,300,000.00	-1,255,590.22	45.41%
4020 · Replacement Tax	0.00				0.00				0.00	20,000.00	-20,000.00	0.0%
4030 · Grants	0.00				0.00				0.00	23,000.00	-23,000.00	0.0%
4040 · Fees and Fines	0.00				0.00				716.41			
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				6,298.32	25,000.00	-18,701.68	25.19%
4062 · Special Reserve Interest	0.00				0.00				0.00			
<b>Total 4060 · Library Fund Interest</b>	<b>0.00</b>				<b>0.00</b>				<b>6,298.32</b>	<b>25,000.00</b>	<b>-18,701.68</b>	<b>25.19%</b>
4070 · Miscellaneous Income	0.00				0.00				829.33			
<b>Total Income</b>	<b>42,345.13</b>	<b>92,000.00</b>	<b>-49,654.87</b>	<b>46.03%</b>	<b>46,157.67</b>	<b>90,000.00</b>	<b>-43,842.33</b>	<b>51.29%</b>	<b>1,052,253.84</b>	<b>2,368,000.00</b>	<b>-1,315,746.16</b>	<b>44.44%</b>
<b>Gross Profit</b>	<b>42,345.13</b>	<b>92,000.00</b>	<b>-49,654.87</b>	<b>46.03%</b>	<b>46,157.67</b>	<b>90,000.00</b>	<b>-43,842.33</b>	<b>51.29%</b>	<b>1,052,253.84</b>	<b>2,368,000.00</b>	<b>-1,315,746.16</b>	<b>44.44%</b>
<b>Expense</b>												
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				63,933.41	858,115.70	-794,182.29	7.45%
5020 · Salaries-Part Time	0.00				0.00				21,605.89	320,581.21	-298,975.32	6.74%
5030 · Medical Insurance	0.00				0.00				15,357.20	206,112.60	-190,755.40	7.45%
5040 · IMRF	0.00				0.00				0.00			
5050 · FICA	0.00				6,309.75	90,170.31	-83,860.56	7.0%	0.00			
5051 · IL Unemployment	0.00				0.00				283.43	3,346.20	-3,062.77	8.47%
5052 · Personnel Contingency	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
<b>Total 5000 · Personnel</b>	<b>0.00</b>				<b>6,309.75</b>	<b>90,170.31</b>	<b>-83,860.56</b>	<b>7.0%</b>	<b>101,179.93</b>	<b>1,390,155.71</b>	<b>-1,288,975.78</b>	<b>7.28%</b>
5560 · Payroll Expenses	0.00				0.00				380.18	6,200.00	-5,819.82	6.13%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				1,137.53	23,000.00	-21,862.47	4.95%
6012 · Adult Fiction	0.00				0.00				1,826.47	26,000.00	-24,173.53	7.03%
6013 · Lucky Day	0.00				0.00				661.68	12,000.00	-11,338.32	5.51%
6014 · Youth Fiction	0.00				0.00				724.12	15,500.00	-14,775.88	4.67%
6015 · Youth Non Fiction	0.00				0.00				314.61	10,500.00	-10,185.39	3.0%
6016 · Young Adult Fiction	0.00				0.00				228.26	4,000.00	-3,771.74	5.71%
6017 · Young Adult Non Fiction	0.00				0.00				147.75	3,000.00	-2,852.25	4.93%
<b>Total 6010 · Books</b>	<b>0.00</b>				<b>0.00</b>				<b>5,040.42</b>	<b>94,000.00</b>	<b>-88,959.58</b>	<b>5.36%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	Building and Site				FICA				General Operating Fund			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
6020 · Periodicals	0.00				0.00				0.00	11,000.00	-11,000.00	0.0%
6030 · Audiovisual Materials												
6031 · Adult & Teen Audio Recordings	0.00				0.00				189.20	4,000.00	-3,810.80	4.73%
6032 · Adult & Teen Videorecordings	0.00				0.00				231.25	10,000.00	-9,768.75	2.31%
6034 · Youth Audio Recordings	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
6035 · Youth Videorecordings	0.00				0.00				60.82	3,200.00	-3,139.18	1.9%
6036 · Youth Music CDs	0.00				0.00				0.00	100.00	-100.00	0.0%
6037 · Youth Video Games	0.00				0.00				0.00	3,000.00	-3,000.00	0.0%
6038 · Adult & Teen Video Games	0.00				0.00				0.00	2,500.00	-2,500.00	0.0%
<b>Total 6030 · Audiovisual Materials</b>	<b>0.00</b>				<b>0.00</b>				<b>481.27</b>	<b>24,800.00</b>	<b>-24,318.73</b>	<b>1.94%</b>
6040 · Electronic Databases												
6041 · Databases - Adult	0.00				0.00				0.00	56,000.00	-56,000.00	0.0%
6042 · Databases - Youth	0.00				0.00				0.00	10,000.00	-10,000.00	0.0%
6045 · InterLibrary Loan	0.00				0.00				0.00	500.00	-500.00	0.0%
6046 · Digital Products & Services AS												
6046a · Digital Content Adult & Teen	0.00				0.00				9,294.00	70,000.00	-60,706.00	13.28%
6046b · Digital Devices Adult & Teen	0.00				0.00				0.00	14,000.00	-14,000.00	0.0%
6046 · Digital Products & Services AS	0.00				0.00				1,920.00			
<b>Total 6046 · Digital Products &amp; Services AS</b>	<b>0.00</b>				<b>0.00</b>				<b>11,214.00</b>	<b>84,000.00</b>	<b>-72,786.00</b>	<b>13.35%</b>
6048 · Website Construction	0.00				0.00				1.99	7,000.00	-6,998.01	0.03%
6049 · Shared Digital Content	0.00				0.00				0.00	18,000.00	-18,000.00	0.0%
<b>Total 6040 · Electronic Databases</b>	<b>0.00</b>				<b>0.00</b>				<b>11,215.99</b>	<b>175,500.00</b>	<b>-164,284.01</b>	<b>6.39%</b>
6060 · Per Capita Grant Purchases												
6061 · Grant Expenses Other	0.00				0.00				455.00			
6060 · Per Capita Grant Purchases - Other	0.00				0.00				75.00			
<b>Total 6060 · Per Capita Grant Purchases</b>	<b>0.00</b>				<b>0.00</b>				<b>530.00</b>			
<b>Total 6000 · Materials</b>	<b>0.00</b>				<b>0.00</b>				<b>17,267.68</b>	<b>305,300.00</b>	<b>-288,032.32</b>	<b>5.66%</b>
6999 · Uncategorized Expenses	0.00				0.00				4,275.59			
7000 · Services and Supplies												
7010 · Professional Associations	0.00				0.00				720.00	6,000.00	-5,280.00	12.0%
7020 · Co-Worker Services	0.00				0.00				1,721.80	8,100.00	-6,378.20	21.26%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				1,961.00	17,350.00	-15,389.00	11.3%

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	Building and Site				FICA				General Operating Fund			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
7034 · Board Education	0.00				0.00				0.00	4,000.00	-4,000.00	0.0%
7036 · Continuing Education - Other	0.00				0.00				0.00	500.00	-500.00	0.0%
<b>Total 7030 · Continuing Education</b>	<b>0.00</b>				<b>0.00</b>				<b>1,961.00</b>	<b>21,850.00</b>	<b>-19,889.00</b>	<b>8.98%</b>
<b>7040 · Professional Sevices</b>												
7041 · Legal	0.00				0.00				0.00	7,000.00	-7,000.00	0.0%
7042 · Audit	0.00				0.00				0.00	8,000.00	-8,000.00	0.0%
7043 · Financial Consultant	0.00				0.00				184.74	3,500.00	-3,315.26	5.28%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				72.00	4,700.00	-4,628.00	1.53%
7040 · Professional Sevices - Other	0.00				0.00				0.00	0.00	0.00	0.0%
<b>Total 7040 · Professional Sevices</b>	<b>0.00</b>				<b>0.00</b>				<b>256.74</b>	<b>23,200.00</b>	<b>-22,943.26</b>	<b>1.11%</b>
7050 · Insurance-General	0.00				0.00				24,979.00	31,250.00	-6,271.00	79.93%
7060 · Maintenance-Office Equipment	0.00				0.00				16,044.70	110,500.00	-94,455.30	14.52%
7070 · Printing and Publications	0.00				0.00				0.00	23,000.00	-23,000.00	0.0%
7080 · Telephone and Internet	0.00				0.00				1,110.57	16,500.00	-15,389.43	6.73%
7090 · Office Supplies	0.00				0.00				664.98	6,800.00	-6,135.02	9.78%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				60.18	4,500.00	-4,439.82	1.34%
7092S · Technical Services Supplies	0.00				0.00				640.74	6,500.00	-5,859.26	9.86%
7093 · Circ Services Supplies	0.00				0.00				211.74	5,500.00	-5,288.26	3.85%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				0.00	1,700.00	-1,700.00	0.0%
7100 · Postage	0.00				0.00				2,223.40	10,500.00	-8,276.60	21.18%
<b>7110 · Programming</b>												
7112 · Adult Programming	0.00				0.00				957.08	11,500.00	-10,542.92	8.32%
7114 · Youth Programming	0.00				0.00				1,622.99	16,500.00	-14,877.01	9.84%
7115 · Maker Studio Classes & Events	0.00				0.00				197.67	3,000.00	-2,802.33	6.59%
7116 · Young Adult Programming	0.00				0.00				473.10	5,000.00	-4,526.90	9.46%
7118 · Movie Licensing	0.00				0.00				0.00	550.00	-550.00	0.0%
<b>Total 7110 · Programming</b>	<b>0.00</b>				<b>0.00</b>				<b>3,250.84</b>	<b>36,550.00</b>	<b>-33,299.16</b>	<b>8.89%</b>
7120 · Outreach & Engagement (PR)	0.00				0.00				352.72	19,000.00	-18,647.28	1.86%
7130 · Gifts Given	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7140 · Contingency	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7000 · Services and Supplies - Other	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
<b>Total 7000 · Services and Supplies</b>	<b>0.00</b>				<b>0.00</b>				<b>54,198.41</b>	<b>335,300.00</b>	<b>-281,101.59</b>	<b>16.16%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	Building and Site				FICA				General Operating Fund			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
<b>8000 · Capital Expenses</b>												
<b>8010 · Computers</b>												
8012 · Hardware	0.00				0.00				1,492.39	28,000.00	-26,507.61	5.33%
8014 · Software	0.00				0.00				0.00	27,650.00	-27,650.00	0.0%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
<b>Total 8010 · Computers</b>	0.00				0.00				1,492.39	57,650.00	-56,157.61	2.59%
8020 · Photocopiers	-477.62				0.00				857.33	7,000.00	-6,142.67	12.25%
8025 · Janitorial	0.00				0.00				3,894.00	49,000.00	-45,106.00	7.95%
8030 · Maintenance-Building	3,540.00	79,875.00	-76,335.00	4.43%	0.00				1,506.14			
8050 · Other Capital Projects	975.42				0.00				570.00	119,650.00	-119,080.00	0.48%
<b>Total 8000 · Capital Expenses</b>	4,037.80	79,875.00	-75,837.20	5.06%	0.00				8,319.86	233,300.00	-224,980.14	3.57%
9000 · Debt Service	0.00				0.00				0.00	344,754.00	-344,754.00	0.0%
9100 · Capital Expenditures (SR)	0.00				0.00				0.00			
<b>Total Expense</b>	4,037.80	79,875.00	-75,837.20	5.06%	6,309.75	90,170.31	-83,860.56	7.0%	185,621.65	2,615,009.71	-2,429,388.06	7.1%
<b>Net Income</b>	<b>38,307.33</b>	<b>12,125.00</b>	<b>26,182.33</b>	<b>315.94%</b>	<b>39,847.92</b>	<b>-170.31</b>	<b>40,018.23</b>	<b>-23,397.29%</b>	<b>866,632.19</b>	<b>-247,009.71</b>	<b>1,113,641.90</b>	<b>-350.85%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	IMRF				Special Reserve				TOTAL			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
<b>Income</b>												
4010 · Property Taxes	10,295.34	26,000.00	-15,704.66	39.6%	0.00				1,143,207.92	2,508,000.00	-1,364,792.08	45.58%
4020 · Replacement Tax	0.00				0.00				0.00	20,000.00	-20,000.00	0.0%
4030 · Grants	0.00				0.00				0.00	23,000.00	-23,000.00	0.0%
4040 · Fees and Fines	0.00				0.00				716.41	0.00	716.41	100.0%
<b>4060 · Library Fund Interest</b>												
4061 · General Fund Interest	0.00				0.00				6,298.32	25,000.00	-18,701.68	25.19%
4062 · Special Reserve Interest	0.00				5,737.73	45,000.00	-39,262.27	12.75%	5,737.73	45,000.00	-39,262.27	12.75%
<b>Total 4060 · Library Fund Interest</b>	<b>0.00</b>				<b>5,737.73</b>	<b>45,000.00</b>	<b>-39,262.27</b>	<b>12.75%</b>	<b>12,036.05</b>	<b>70,000.00</b>	<b>-57,963.95</b>	<b>17.19%</b>
4070 · Miscellaneous Income	0.00				0.00				829.33	0.00	829.33	100.0%
<b>Total Income</b>	<b>10,295.34</b>	<b>26,000.00</b>	<b>-15,704.66</b>	<b>39.6%</b>	<b>5,737.73</b>	<b>45,000.00</b>	<b>-39,262.27</b>	<b>12.75%</b>	<b>1,156,789.71</b>	<b>2,621,000.00</b>	<b>-1,464,210.29</b>	<b>44.14%</b>
<b>Gross Profit</b>	<b>10,295.34</b>	<b>26,000.00</b>	<b>-15,704.66</b>	<b>39.6%</b>	<b>5,737.73</b>	<b>45,000.00</b>	<b>-39,262.27</b>	<b>12.75%</b>	<b>1,156,789.71</b>	<b>2,621,000.00</b>	<b>-1,464,210.29</b>	<b>44.14%</b>
<b>Expense</b>												
<b>5000 · Personnel</b>												
5010 · Salaries-Operating Regular	0.00				0.00				63,933.41	858,115.70	-794,182.29	7.45%
5020 · Salaries-Part Time	0.00				0.00				21,605.89	320,581.21	-298,975.32	6.74%
5030 · Medical Insurance	0.00				0.00				15,357.20	206,112.60	-190,755.40	7.45%
5040 · IMRF	3,100.92	29,194.10	-26,093.18	10.62%	0.00				3,100.92	29,194.10	-26,093.18	10.62%
5050 · FICA	0.00				0.00				6,309.75	90,170.31	-83,860.56	7.0%
5051 · IL Unemployment	0.00				0.00				283.43	3,346.20	-3,062.77	8.47%
5052 · Personnel Contingency	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
<b>Total 5000 · Personnel</b>	<b>3,100.92</b>	<b>29,194.10</b>	<b>-26,093.18</b>	<b>10.62%</b>	<b>0.00</b>				<b>110,590.60</b>	<b>1,509,520.12</b>	<b>-1,398,929.52</b>	<b>7.33%</b>
5560 · Payroll Expenses	0.00				0.00				380.18	6,200.00	-5,819.82	6.13%
<b>6000 · Materials</b>												
<b>6010 · Books</b>												
6011 · Adult Non Fiction	0.00				0.00				1,137.53	23,000.00	-21,862.47	4.95%
6012 · Adult Fiction	0.00				0.00				1,826.47	26,000.00	-24,173.53	7.03%
6013 · Lucky Day	0.00				0.00				661.68	12,000.00	-11,338.32	5.51%
6014 · Youth Fiction	0.00				0.00				724.12	15,500.00	-14,775.88	4.67%
6015 · Youth Non Fiction	0.00				0.00				314.61	10,500.00	-10,185.39	3.0%
6016 · Young Adult Fiction	0.00				0.00				228.26	4,000.00	-3,771.74	5.71%
6017 · Young Adult Non Fiction	0.00				0.00				147.75	3,000.00	-2,852.25	4.93%
<b>Total 6010 · Books</b>	<b>0.00</b>				<b>0.00</b>				<b>5,040.42</b>	<b>94,000.00</b>	<b>-88,959.58</b>	<b>5.36%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	IMRF				Special Reserve				TOTAL			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
6020 · Periodicals	0.00				0.00				0.00	11,000.00	-11,000.00	0.0%
6030 · Audiovisual Materials												
6031 · Adult & Teen Audio Recordings	0.00				0.00				189.20	4,000.00	-3,810.80	4.73%
6032 · Adult & Teen Videorecordings	0.00				0.00				231.25	10,000.00	-9,768.75	2.31%
6034 · Youth Audio Recordings	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
6035 · Youth Videorecordings	0.00				0.00				60.82	3,200.00	-3,139.18	1.9%
6036 · Youth Music CDs	0.00				0.00				0.00	100.00	-100.00	0.0%
6037 · Youth Video Games	0.00				0.00				0.00	3,000.00	-3,000.00	0.0%
6038 · Adult & Teen Video Games	0.00				0.00				0.00	2,500.00	-2,500.00	0.0%
<b>Total 6030 · Audiovisual Materials</b>	<b>0.00</b>				<b>0.00</b>				<b>481.27</b>	<b>24,800.00</b>	<b>-24,318.73</b>	<b>1.94%</b>
6040 · Electronic Databases												
6041 · Databases - Adult	0.00				0.00				0.00	56,000.00	-56,000.00	0.0%
6042 · Databases - Youth	0.00				0.00				0.00	10,000.00	-10,000.00	0.0%
6045 · InterLibrary Loan	0.00				0.00				0.00	500.00	-500.00	0.0%
6046 · Digital Products & Services AS												
6046a · Digital Content Adult & Teen	0.00				0.00				9,294.00	70,000.00	-60,706.00	13.28%
6046b · Digital Devices Adult & Teen	0.00				0.00				0.00	14,000.00	-14,000.00	0.0%
6046 · Digital Products & Services AS	0.00				0.00				1,920.00	0.00	1,920.00	100.0%
<b>Total 6046 · Digital Products &amp; Services AS</b>	<b>0.00</b>				<b>0.00</b>				<b>11,214.00</b>	<b>84,000.00</b>	<b>-72,786.00</b>	<b>13.35%</b>
6048 · Website Construction	0.00				0.00				1.99	7,000.00	-6,998.01	0.03%
6049 · Shared Digital Content	0.00				0.00				0.00	18,000.00	-18,000.00	0.0%
<b>Total 6040 · Electronic Databases</b>	<b>0.00</b>				<b>0.00</b>				<b>11,215.99</b>	<b>175,500.00</b>	<b>-164,284.01</b>	<b>6.39%</b>
6060 · Per Capita Grant Purchases												
6061 - Grant Expenses Other	0.00				0.00				455.00	0.00	455.00	100.0%
6060 · Per Capita Grant Purchases - Other	0.00				0.00				75.00	0.00	75.00	100.0%
<b>Total 6060 · Per Capita Grant Purchases</b>	<b>0.00</b>				<b>0.00</b>				<b>530.00</b>	<b>0.00</b>	<b>530.00</b>	<b>100.0%</b>
<b>Total 6000 · Materials</b>	<b>0.00</b>				<b>0.00</b>				<b>17,267.68</b>	<b>305,300.00</b>	<b>-288,032.32</b>	<b>5.66%</b>
6999 · Uncategorized Expenses	0.00				0.00				4,275.59	0.00	4,275.59	100.0%
7000 · Services and Supplies												
7010 · Professional Associations	0.00				0.00				720.00	6,000.00	-5,280.00	12.0%
7020 · Co-Worker Services	0.00				0.00				1,721.80	8,100.00	-6,378.20	21.26%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				1,961.00	17,350.00	-15,389.00	11.3%

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	IMRF				Special Reserve				TOTAL			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
7034 · Board Education	0.00				0.00				0.00	4,000.00	-4,000.00	0.0%
7036 · Continuing Education - Other	0.00				0.00				0.00	500.00	-500.00	0.0%
<b>Total 7030 · Continuing Education</b>	<b>0.00</b>				<b>0.00</b>				<b>1,961.00</b>	<b>21,850.00</b>	<b>-19,889.00</b>	<b>8.98%</b>
<b>7040 · Professional Services</b>												
7041 · Legal	0.00				0.00				0.00	7,000.00	-7,000.00	0.0%
7042 · Audit	0.00				0.00				0.00	8,000.00	-8,000.00	0.0%
7043 · Financial Consultant	0.00				0.00				184.74	3,500.00	-3,315.26	5.28%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				72.00	4,700.00	-4,628.00	1.53%
7040 · Professional Services - Other	0.00				0.00				0.00	0.00	0.00	0.0%
<b>Total 7040 · Professional Services</b>	<b>0.00</b>				<b>0.00</b>				<b>256.74</b>	<b>23,200.00</b>	<b>-22,943.26</b>	<b>1.11%</b>
7050 · Insurance-General	0.00				0.00				24,979.00	31,250.00	-6,271.00	79.93%
7060 · Maintenance-Office Equipment	0.00				0.00				16,044.70	110,500.00	-94,455.30	14.52%
7070 · Printing and Publications	0.00				0.00				0.00	23,000.00	-23,000.00	0.0%
7080 · Telephone and Internet	0.00				0.00				1,110.57	16,500.00	-15,389.43	6.73%
7090 · Office Supplies	0.00				0.00				664.98	6,800.00	-6,135.02	9.78%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				60.18	4,500.00	-4,439.82	1.34%
7092S · Technical Services Supplies	0.00				0.00				640.74	6,500.00	-5,859.26	9.86%
7093 · Circ Services Supplies	0.00				0.00				211.74	5,500.00	-5,288.26	3.85%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				0.00	1,700.00	-1,700.00	0.0%
7100 · Postage	0.00				0.00				2,223.40	10,500.00	-8,276.60	21.18%
<b>7110 · Programming</b>												
7112 · Adult Programming	0.00				0.00				957.08	11,500.00	-10,542.92	8.32%
7114 · Youth Programming	0.00				0.00				1,622.99	16,500.00	-14,877.01	9.84%
7115 · Maker Studio Classes & Events	0.00				0.00				197.67	3,000.00	-2,802.33	6.59%
7116 · Young Adult Programming	0.00				0.00				473.10	5,000.00	-4,526.90	9.46%
7118 · Movie Licensing	0.00				0.00				0.00	550.00	-550.00	0.0%
<b>Total 7110 · Programming</b>	<b>0.00</b>				<b>0.00</b>				<b>3,250.84</b>	<b>36,550.00</b>	<b>-33,299.16</b>	<b>8.89%</b>
7120 · Outreach & Engagement (PR)	0.00				0.00				352.72	19,000.00	-18,647.28	1.86%
7130 · Gifts Given	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7140 · Contingency	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
7000 · Services and Supplies - Other	0.00				0.00				0.00	1,000.00	-1,000.00	0.0%
<b>Total 7000 · Services and Supplies</b>	<b>0.00</b>				<b>0.00</b>				<b>54,198.41</b>	<b>335,300.00</b>	<b>-281,101.59</b>	<b>16.16%</b>

**LSF Brookfield Library**  
**Budget vs. Actual By Class**  
**January 2026**

FY2026 8.33% Complete	IMRF				Special Reserve				TOTAL			
	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget	Jan 26	Budget	\$ Over Budget	% of Budget
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				1,492.39	28,000.00	-26,507.61	5.33%
8014 · Software	0.00				0.00				0.00	27,650.00	-27,650.00	0.0%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
<b>Total 8010 · Computers</b>	0.00				0.00				1,492.39	57,650.00	-56,157.61	2.59%
8020 · Photocopiers	0.00				0.00				379.71	7,000.00	-6,620.29	5.42%
8025 · Janitorial	0.00				0.00				3,894.00	49,000.00	-45,106.00	7.95%
8030 · Maintenance-Building	0.00				0.00				5,046.14	79,875.00	-74,828.86	6.32%
8050 · Other Capital Projects	0.00				0.00				1,545.42	119,650.00	-118,104.58	1.29%
<b>Total 8000 · Capital Expenses</b>	0.00				0.00				12,357.66	313,175.00	-300,817.34	3.95%
9000 · Debt Service	0.00				0.00				0.00	344,754.00	-344,754.00	0.0%
9100 · Capital Expenditures (SR)	0.00				65.00	1,765,000.00	-1,764,935.00	0.0%	65.00	1,765,000.00	-1,764,935.00	0.0%
<b>Total Expense</b>	3,100.92	29,194.10	-26,093.18	10.62%	65.00	1,765,000.00	-1,764,935.00	0.0%	199,135.12	4,579,249.12	-4,380,114.00	4.35%
<b>Net Income</b>	<b>7,194.42</b>	<b>-3,194.10</b>	<b>10,388.52</b>	<b>-225.24%</b>	<b>5,672.73</b>	<b>-1,720,000.00</b>	<b>1,725,672.73</b>	<b>-0.33%</b>	<b>957,654.59</b>	<b>-1,958,249.12</b>	<b>2,915,903.71</b>	<b>-48.9%</b>





## Statistics At-A-Glance January 2026

**Goal: Design and implement Library services, classes and events to engage the community and promote literacy, personal information gathering and entertainment, and encourage Library use.**

<b>Circulation</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Adults	4,466	5,051	-12%	4,466	5,051	-12%
Teens	229	301	-24%	229	301	-24%
Children	5,446	5,804	-6%	5,446	5,804	-6%
Digital Downloads	6,451	6,288	3%	6,451	6,288	3%
Interlibrary loans	2,542	2,580	-1%	2,542	2,580	-1%
<b>Total</b>	<b>19,134</b>	<b>20,024</b>	<b>-4%</b>	<b>19,134</b>	<b>20,024</b>	<b>-4%</b>

<b>Active Cardholders</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Added	72	78	-8%	72	78	-8%
Deleted	14	24	-42%	14	24	-42%
<b>Total</b>	<b>13,858</b>	<b>13,804</b>	<b>0%</b>	<b>13,858</b>	<b>13,804</b>	<b>0%</b>

<b>New Cardholders</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
<b>Total</b>	<b>72</b>	<b>78</b>	<b>-8%</b>	<b>72</b>	<b>78</b>	<b>-8%</b>

<b>Visits</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
<b>Total</b>	<b>10,624</b>	<b>8,871</b>	<b>17%</b>	<b>10,624</b>	<b>8,871</b>	<b>17%</b>

<b>Notary Transactions</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
<b>Total</b>	<b>25</b>	<b>23</b>	<b>8%</b>	<b>25</b>	<b>23</b>	<b>8%</b>

<b>Room Use</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Study Rooms	477	413	15%	477	413	15%
A/V Studio	42	52	-19%	42	52	-19%
Maker Studio	16	17	-6%	16	17	-6%
Storytime Room	44	42	5%	44	42	5%
Meeting Room 1	36	32	13%	36	32	13%
Meeting Room 2	27	30	-10%	27	30	-10%
Meeting Room Combined	14	14	0%	14	14	0%
<b>Total</b>	<b>656</b>	<b>600</b>	<b>9%</b>	<b>656</b>	<b>600</b>	<b>9%</b>

<b>Community Outreach</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Staff Outreach Visits	8	7	14%	8	7	14%
People Reached	60	77	-22%	60	77	-22%
Community Visits to the Library	6	0	100%	6	0	100%
People Reached	74	0	100%	74	0	100%
Home Delivery Visits	7	8	-13%	7	8	-13%
<b>Total Outreach Visits</b>	<b>21</b>	<b>15</b>	<b>40%</b>	<b>21</b>	<b>15</b>	<b>40%</b>
<b>Total People Reached</b>	<b>141</b>	<b>85</b>	<b>66%</b>	<b>141</b>	<b>85</b>	<b>66%</b>

**Goal: Continually adopt new methods to communicate with residents, including carrying on and expanding social media efforts to increase connectedness.**

<b>SOCIAL MEDIA-Posts</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
#Facebook Posts	32	32	0%	32	32	0%
#Bluesky Posts	24	0	100%	24	0	100%
#Instagram Posts	30	31	-3%	30	31	-3%
#TikTok Videos	2	2	200%	2	2	200%
#YouTube Videos	1	2	-50%	1	2	-50%
Constant Contact Emails	0	1	-100%	0	1	-100%

<b>SOCIAL MEDIA-Followers</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
#Facebook Followers	3,292	3,080	7%	3,292	3,080	7%
#Bluesky Followers	12	0	100%	12	0	100%
#Instagram Followers	1,732	1,509	15%	1,732	1,509	15%
#TikTok Followers	1,122	950	18%	1,122	950	18%
#YouTube Subscribers	110	91	21%	110	91	21%
Constant Contact Sends	0	4,243	-100%	0	4,243	-100%

<b>SOCIAL MEDIA Engagement</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Facebook Engagement	1,478	1,347	10%	1,478	1,347	10%
Bluesky Engagement	6	0	100%	6	0	100%
Instagram Engagement	452	242	87%	452	242	87%
TikTok Views	175,490	610	28669%	175,490	610	28669%
YouTube Views	225	190	18%	225	190	18%
Constant Contact Opens	0	2,079	-100%	0	2,079	-100%

**Goal: Design and implement Library services, classes and events to engage the community and promote literacy, personal information gathering and entertainment, and encourage Library use.**

<b>Classes &amp; Events</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Adults	45	41	10%	45	41	10%
Attendance	778	479	62%	778	479	62%
Teens	9	9	0%	9	9	0%
Attendance	59	55	7%	59	55	7%
Childrens	35	37	-5%	35	37	-5%
Attendance	694	711	-2%	694	711	-2%
Total Classes & Events	89	87	2%	89	87	2%
Total Attendance	1,531	1,245	23%	1,531	1,245	23%

<b>1-on-1 Appointments</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	20	9	122%	20	9	122%

<b>Reference Questions</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Adult Reference	786	505	56%	786	505	56%
Adult Non-Reference	985	1,150	-14%	985	1,150	-14%
Youth Reference	251	323	-22%	251	323	-22%
Youth Non-Reference	275	303	-9%	275	303	-9%
Circulation	189	65	191%	189	65	0%
Total	2,486	2,346	6%	2,486	2,346	6%

**Goal: Foster a knowledgeable, technologically savvy Library one step ahead of its users by promoting ongoing continuing education opportunities for staff members.**

<b>Training Hours</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	10	1	900%	10	1	900%

**Goal: Implement user-friendly technology that supports public service.**

<b>Technology Use</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Public Computer Use	975	953	2%	975	953	2%
WiFi Sessions	4,580	4,245	8%	4,580	4,245	8%
Website Sessions	10,559	10,041	5%	10,559	10,041	5%
Android App Sessions	1,877	1,577	19%	1,877	1,577	19%
IOS (Apple) App Sessions	1,105	777	42%	1,105	777	42%
Printer Usage (Pages)	11,154	7,218	55%	11,154	7,218	55%
Scanner Usage (Sessions)	309	491	-37%	309	491	-37%
Maker Equipment Reservations	9	13	-31%	9	13	-31%
Online Resource Use - Adult	6,321	3,058	107%	6,321	3,058	107%
Online Resource Use - Adult (Remote)	5,302	2,249	136%	5,302	2,249	136%
Online Resource Use - Youth	24	5	380%	24	5	380%
Online Resource Use - Youth (Remote)	1	1	0%	1	1	0%

	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
<b>Self-service Checkouts</b>	3,377	4,217	-20%	3,377	4,217	-20%

**Goal: Provide collections, classes and events, and other resources to support residents in meeting their lifelong learning goals.**

<b>Interlibrary Loan</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Received	2,542	2,580	-1%	2,542	2,580	-1%
Sent	1,220	1,032	18%	1,220	1,032	18%

<b>Volunteer Hours</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Total	55	52	5%	55	52	5%

<b>Items Added</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Items Added	277	592	-53%	277	592	-53%
Withdrawn	399	610	-35%	399	610	-35%
Collection Total	0	140,025	-100%	0	140,025	-100%

<b>Hot Picks Checkouts</b>	<b>Current FY</b>	<b>Last FY</b>	<b>Change</b>	<b>FYTD</b>	<b>Last FYTD</b>	<b>Change</b>
Fiction	137	191	-28%	137	191	-28%
Nonfiction	37	6	517%	37	6	517%
Total	174	197	-12%	174	197	-12%

4. **Items removed from the consent agenda (if any)**

5. **Communications and Correspondence**

a Comments of visitors

Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.

b Liaison Reports

Liaison Reports

6. **President's Report**

7. **Director's Report**



► **Fast Charging Cell Phone Stations:** Two new cell phone charging stations have now been installed on each floor of the Library for members to use.

### **Financial**

As of the end of January, 8.33% of the fiscal year was complete. The Library expended \$199,135.12 or 4.35% of the FY2026 budget. Snapshot of expenses:

1. Personnel – the Library expended 7.33%
2. Materials – the Library expended 5.66%
3. Services and Supplies – the Library expended 16.16%
4. Capital Expenses – the Library expended 0%
5. Debt Service – the Library expended 100%

### **Cook County Taxes**

The Library is now in receipt of \$1,193,950.07 of the second installment tax distribution, which is approximately 90% of expected monies. While the disbursement crisis may seem to be over, Trustees should be aware these types of delays in payment have occurred nearly every other year over my tenure though many years not as lengthy. We estimate approximately \$50,000 in lost interest income due to the county's software glitch.

In good news, library advocacy efforts with Cook County officials have paid off in that all libraries have now been included in a (new to us) formal email communication email called "Cook County Treasurer News". One example from **February 17**:

#### **Preckwinkle and Pappas announce on-time First Installment tax bills, ensuring prompt distributions to taxing agencies**

Property owners face an important tax deadline in the coming weeks, and Cook County Board President Toni Preckwinkle and Treasurer Maria Pappas are encouraging residents to plan ahead and take advantage of available payment tools.

First Installment property tax bills for 2025 will be mailed by March 2 and will be due **April 1**, for nearly 1.8 million Cook County properties. That's a month later than usual because we pushed lawmakers for the extension to give property owners some breathing room after second installment bills for 2024 were late.

And although bills will likely be arriving in mail boxes early next month, property owners can pay online for free as soon as February 20 by clicking [here](#).

For those unable to pay their prior Second Installment bill in full, there's a free **Payment Plan Calculator**, available now by clicking [here](#). The tool allows taxpayers to create customized monthly or twice-monthly payment schedules and to develop plans to catch up on delinquent taxes over \$100.

First Installment 2025 collection money will be distributed to more than 2,000 local government agencies within 30 days after receipt of the funds.

No one ever looks forward to receiving a tax bill, but timely billing reflects responsible government. Our offices remain in close coordination to continue improving the system, with staff in regular communication throughout the day to keep the process moving forward. We will issue further updates as key milestones are reached.

Another example from **February 19**. For context, email notifications of distributions went away nearly two years ago:

This is a notice from the Office of Cook County Treasurer Maria Pappas to inform you that a distribution was processed on 2/19/2026 for the below agencies and amounts.

03-0140-000 VILLAGE OF BROOKFIELD \$86,875.73

03-0140-001 VILLAGE OF BROOKFIELD LIBRARY FUND \$50,742.15

03-0140-080 VILLAGE OF BROOKFIELD FIRE PENSION ESCROW \$23,040.44

03-0140-085 VILLAGE OF BROOKFIELD POLICE PENSION ESCRO \$44,882.53

03-0140-500 TIF VIL OF BROOKFIELD-OGDEN AVE \$48,999.47

03-0140-502 TIF VIL OF BROOKFIELD-8 CORNERS \$16,033.24

We will continue to keep you updated accordingly about future distributions.

Sincerely,

Maria Pappas  
Cook County Treasurer

### **Resolution 2026-01 District 102 Intergovernmental Agreement**

Trustees will take action on resolution 2026-01 – an intergovernmental agreement between School District 102 and the LaGrange, LaGrange Park and Brookfield libraries – at the February meeting. This IGA formalizes a partnership already in place.

### **Policy Review**

Continuing the policy review are Firearms on Library Property, Friends and Foundation for the Brookfield Library, and Fund Balance policies. This review did assist us with realizing we were not yet in the practice of placing a concealed carry sticker on staff doors or on entrances/exits to the Library's parking lot. Note the following additional revisions:

1. Friends of the Library to "Friends and Foundation for the Brookfield Library";
2. Strike of the mention of Finance Committee in the former Fund Balance policy since converting to Committee of the Whole meetings.

### **Director Evaluation Tool**

Per discussion with President Paliatka, I have attached the following documents to the Director Evaluation Tool discussion item on this month's agenda:

1. The evaluation tool in place and used by Trustees for my evaluation 2005 – 2012;
2. The tool used from 2012 to approximately 2019;
3. Upward evaluation staff memo from 2009;
4. Current review template used staff-wide.

From 2007 to 2019, I completed and turned in the same template used by Trustees as well as an annual self-review essay.

8. **New Business**

- a Action: Resolution 2026-01 District 102 Intergovernmental Agreement



## RESOLUTION 2026-01

### **APPROVING INTERGOVERNMENTAL AGREEMENT BETWEEN LA GRANGE PUBLIC LIBRARY, LA GRANGE PARK PUBLIC LIBRARY DISTRICT, LINDA SOKOL FRANCIS BROOKFIELD LIBRARY AND LA GRANGE SCHOOL DISTRICT 102**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made between the La Grange Public Library, an Illinois local public library, ("LGPL"), La Grange Park Public Library District, an Illinois public library district ("LPPLD"), Linda Sokol Francis Brookfield Library, an Illinois local public library ("LSFBL") and La Grange School District 102, an Illinois school district ("District 102"), this 20th day of January, 2026. LGPL, LPPLD, LSFBL may be referred to collectively as the "Libraries" throughout this Agreement. LGPL, LPPLD, LSFBL and District 102 may be referred to individually as "Party" and jointly as "Parties" throughout this Agreement.

WHEREAS, the Parties have the authority to enter into an intergovernmental agreement pursuant to the Illinois Constitution, Article VII, Section 10, and the Illinois Intergovernmental Cooperation Act, Illinois Compiled Statutes, Chapter 5, Para. 220, et seq.; and

WHEREAS, Section 4-7(8) of the Local Library Act, 75 ILCS 5/4-7(8) authorizes LGPL and LSFBL to contract with any public or private entity for the purpose of providing or receiving library services; and

WHEREAS, Section 30-55.40 of the Public Library District Act of 1991, 75 ILCS 16/30-55.40 authorizes LPPLD to contract with any public or private entity for the purpose of providing or receiving library services;

WHEREAS, District 102 serves students residing in the Villages of Brookfield, La Grange, and La Grange Park; and

WHEREAS, LGPL, LPPLD and LSFBL are willing to allow teachers employed by District 102 access to library resources in accordance with the terms of this agreement; and

WHEREAS, the Parties believe that the provision of library services by the Libraries to District 102 will provide benefits to each Party and the general public, and therefore the Parties believe it is in their best interests to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1) This Agreement shall be in effect from January 20th, 2026 and shall continue for a period of 5 years through and including January 20th, 2031, unless terminated sooner by one or more of the Parties. This Agreement can be terminated for convenience at any time by any of the respective Parties upon thirty (30) days' written notice to every other Party. A Party may also terminate this Agreement for cause by providing written notice of the default or breach and (30) days' opportunity to cure

- 2) LGPL, LPPLD and LSFBL will provide to certified teachers and staff within District 102 library cards to allow teachers and staff to gain access to the Libraries' databases and permit teachers use of library materials from the Libraries for their classrooms ("Teacher Loan Cards")
- 3) Teacher Loan Cards will be in effect from June 1st until August 15th of the following year. Card renewal policies may vary in each of the Libraries. Current policies in place at the Libraries regarding loss and damage to materials will apply to all materials checked out using Teacher Loan Cards.
- 4) Teacher Loan Cards are to be used for curriculum and instructional support and are not intended for the cardholder's personal use.
- 5) While cards are issued to individual teachers and staff members, District 102 is the account holder. District 102 assumes responsibility for the use of library materials checked out from the Libraries using Teacher Loan Cards, including any fees incurred for lost or damaged materials. New Teacher Loan Cards will not be issued, and existing Teacher Loan Cards will not be renewed, until any and all fees owed for lost or damaged materials are paid in full.
- 6) District 102 will supply to the Libraries a list of staff to be issued Teacher Loan Cards by September 1st each year. District 102 is responsible for sending updates to the list when teachers leave or join mid-year so Teacher Loan Card access can be adjusted.
- 7) District 102 will allow the Libraries:
  - a) use of District 102 facilities for no cost and with prior approval for Library-related events, provided there is no conflict with or disruption of District 102 events and activities and the District is named as an additional insured on insurance policies kept by each Library,
  - b) regular promotion of Library events and resources to both teachers and students through mutually agreed upon dissemination criteria.
- 8) The Libraries will allow holders of Teacher Loan Cards to utilize meeting and study rooms for curriculum or instructional support at no charge, provided all other room reservation policies are upheld and teachers do not charge students for their services.
- 9) Services from the Libraries shall be available to holders of Teacher Loan Cards during each Library's regular business hours. The Libraries reserve the right to reduce any or all general services provided at the Libraries, or the business hours for the Libraries, during the term of this Agreement, and shall not be responsible to District 102 for any resulting loss of use.
- 10) To the fullest extent permitted by law, each party agrees to indemnify, defend, and hold harmless the other parties and their respective board members, officers, employees, and agents from any third-party losses, injuries, damages, or claims ("Claims") (including reasonable attorneys' fees and court costs) arising out of or in connection with the activities under to this Agreement, except to the extent said claims arise from the willful misconduct or negligence of the indemnified party.
- 11) The President and Secretary of the Board of each Library and the Board of District 102 are hereby authorized to execute this Agreement on behalf of each Party.
- 12) This Agreement contains the understanding between the Parties and supersedes any prior understanding or written or oral agreements between the Parties regarding the subject matter of this Agreement. There are no representations, agreements, arrangements or understandings, oral or written, between and among the Parties hereto relating to the subject matter of this Agreement which are not fully expressed herein.

13) No amendment or modification to this Agreement will be effective until reduced in writing and approved by all Parties.

14) This Agreement is governed by the laws of the State of Illinois. Venue for any dispute arising out of this Agreement will be in the Circuit Court of Cook County, Illinois.

15) This Agreement may be executed by the Parties hereto in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement.

**La Grange Public Library**

**La Grange Park Public Library District**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Linda Sokol Francis Brookfield Library**

**La Grange School District 102**

\_\_\_\_\_  
President

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ADOPTED** by the Linda Sokol Francis Brookfield Library this 25<sup>th</sup> day of February 2026.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Paliatka, President

ATTEST:

\_\_\_\_\_  
Phil Weglarz, Secretary Pro Tem

b Action: Monthly Bills



LINDA SOKOL FRANCIS  
**BROOKFIELD LIBRARY**  
 INFORM • INSPIRE • INNOVATE

**WARRANT - February 25, 2026**

<b>Payroll 2/13/26</b>		<b>\$ 42,688.06</b>	<b>Actual</b>
<b>Payroll 2/27/26</b>		<b>\$ 42,080.27</b>	<b>Actual</b>
<b>Unpaid bills (List below)</b>		<b>\$ 110,169.06</b>	
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 194,937.39</b>	

*\*Payroll figures include all payroll liabilities/expenses (Federal & State tax payments, etc.)*

**February 25, 2025 - LIST OF BILLS**

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
AFLAC	19829	AFLAC	2.25.26	\$ 34.08
AMAZON	19830	Materials	2.25.26	\$ 2,633.81
AV TechSource, Inc.	19831	Bldg - Maint	2.25.26	\$ 570.00
B & B Networks	19832	Phone	2.25.26	\$ 180.57
B & H Photo-Video	19833	Bldg - Equipment	2.25.26	\$ 4,409.64
B. Allan Graphics	19834	Newsletter	2.25.26	\$ 1,525.00
Blackstone Publishing	19835	Materials	2.25.26	\$ 189.20
Brodart Co.	19836	Bldg - Equipment	2.25.26	\$ 975.42
Case Lots, Inc.	19837	Bldg - Supplies	2.25.26	\$ 118.80
-Cash	19838	Imprest	2.25.26	\$ 700.00
Center Point Large Print	19839	Materials	2.25.26	\$ 49.14
Comcast	19840	Internet	2.25.26	\$ 930.00
Samantha Concklin	19841	Presenter	2.25.26	\$ 30.00
Creative IT Consulting, LLC	19842	IT & Computers	2.25.26	\$ 7,593.95
Grace Daly	19843	Presenter	2.25.26	\$ 175.00
Dancing Cranes Yoga	19844	Presenter	2.25.26	\$ 325.00
Demco	19845	Tech Supplies	2.25.26	\$ 255.93
Dr. Raff Donelson	19846	Presenter	2.25.26	\$ 150.00
Folding Partition Services, Inc.	19847	Bldg - Maint	2.25.26	\$ 1,404.00
Gale/CENGAGE Learning	19848	Materials	2.25.26	\$ 117.76
Jim Gamlin	19849	Fish Guy	2.25.26	\$ 78.00
Growing Community Media	19850	Advertisement	2.25.26	\$ 378.00
Ayleen Huerta	19851	Reimbursement	2.25.26	\$ 90.50
Illinois State Police Services Fund	19852	CHIRP	2.25.26	\$ 50.00

<b>Payee/Vendor</b>	<b>Check Number</b>	<b>Expense Account</b>	<b>Date</b>	<b>Amount Paid</b>
<b>Independent Construction Services</b>	<b>19853</b>	<b>Owners Rep</b>	<b>2.25.26</b>	<b>\$ 1,631.25</b>
<b>Ingram Library Services</b>	<b>19854</b>	<b>Materials</b>	<b>2.25.26</b>	<b>\$ 6,879.71</b>
<b>Irish Music School of Chicago</b>	<b>19855</b>	<b>Presenter</b>	<b>2.25.26</b>	<b>\$ 575.00</b>
<b>Kanopy, Inc.</b>	<b>19856</b>	<b>Databases</b>	<b>2.25.26</b>	<b>\$ 470.90</b>
<b>Konica Minolta Premier Finance</b>	<b>19857</b>	<b>Copiers</b>	<b>2.25.26</b>	<b>\$ 684.57</b>
<b>LIMRiCC - PHIP</b>	<b>19858</b>	<b>PHIP</b>	<b>2.25.26</b>	<b>\$ 18,604.84</b>
<b>Midwest Tape</b>	<b>19859</b>	<b>Databases</b>	<b>2.25.26</b>	<b>\$ 6,613.63</b>
<b>Bonnie Mielke</b>	<b>19860</b>	<b>Presenter</b>	<b>2.25.26</b>	<b>\$ 120.00</b>
<b>Marianne Mohrhusen</b>	<b>19861</b>	<b>Presenter</b>	<b>2.25.26</b>	<b>\$ 150.00</b>
<b>Marianne Mohrhusen</b>	<b>19862</b>	<b>Presenter</b>	<b>2.25.26</b>	<b>\$ 150.00</b>
<b>Quill.com</b>	<b>19863</b>	<b>Office Supply</b>	<b>2.25.26</b>	<b>\$ 80.61</b>
<b>RAILS</b>	<b>19864</b>	<b>Movie Licensing</b>	<b>2.25.26</b>	<b>\$ 448.00</b>
<b>Sabeckis Services</b>	<b>19865</b>	<b>Snow Removal</b>	<b>2.25.26</b>	<b>\$ 1,890.00</b>
<b>Scholastic Library Publishing</b>	<b>19866</b>	<b>Materials</b>	<b>2.25.26</b>	<b>\$ 7.50</b>
<b>ServiceMaster Commercial Cleaning</b>	<b>19867</b>	<b>Cleaning</b>	<b>2.25.26</b>	<b>\$ 3,894.00</b>
<b>Sherwin Williams</b>	<b>19868</b>	<b>Bldg - Maint</b>	<b>2.25.26</b>	<b>\$ 377.40</b>
<b>Showcases</b>	<b>19869</b>	<b>Tech Supplies</b>	<b>2.25.26</b>	<b>\$ 271.57</b>
<b>Smithreen Pest Mgmt</b>	<b>19870</b>	<b>Bug Guy</b>	<b>2.25.26</b>	<b>\$ 100.00</b>
<b>TK Elevator Company</b>	<b>19871</b>	<b>Elevator</b>	<b>2.25.26</b>	<b>\$ 1,650.00</b>
<b>Today's Business Solutions, Inc.</b>	<b>19872</b>	<b>Fax - 4th Qtr</b>	<b>2.25.26</b>	<b>\$ 132.24</b>
<b>Triangle Environmental</b>	<b>19873</b>	<b>Bldg - Maint</b>	<b>2.25.26</b>	<b>\$ 1,470.00</b>
<b>Unique Management Services, Inc.</b>	<b>19874</b>	<b>Collections</b>	<b>2.25.26</b>	<b>\$ 98.50</b>
<b>United States Postal Service (METER)</b>	<b>19875</b>	<b>Postage</b>	<b>2.25.26</b>	<b>\$ 500.00</b>
<b>Village of Brookfield</b>	<b>19876</b>	<b>IMRF x 2</b>	<b>2.25.26</b>	<b>\$ 17,640.04</b>
<b>Visa</b>	<b>19877</b>	<b>Credit Card</b>	<b>2.25.26</b>	<b>\$ 6,646.63</b>
<b>Timothy Wilsey</b>	<b>19878</b>	<b>Presenter</b>	<b>2.25.26</b>	<b>\$ 210.00</b>
<b>Wiss, Janney, Elstner Associates, Inc</b>	<b>19879</b>	<b>Building</b>	<b>2.25.26</b>	<b>\$ 14,471.22</b>
<b>World Trade Press</b>	<b>19880</b>	<b>Databases</b>	<b>2.25.26</b>	<b>\$ 1,437.65</b>
<b>Total</b>				<b>\$ 110,169.06</b>

c Action: Firearms on Library Property, Friends of the Library, and Fund Balance Policies



## Firearms on Library Property (Concealed Carry)

Adopted: 11/20/2013

Reviewed and Approved: 11/15/2017

Revision Date: 2/25/2026

The Library follows Illinois State Law which prohibits the carrying of any weapon, concealed or partially concealed, in the library building or on library property. In conformance with State Statute, the Library will post at all entrances to the building, driveways, and parking areas of the Library the required signs as approved by the State Police. Violators will be reported to law enforcement, prosecuted to the fullest extent of the law, and will have his/her library privileges revoked immediately for a period of not less than one year.

The signage below, as approved and adopted by the Illinois State Police, will be posted as follows:

- Front entrance doors to building
- Youth Services plaza door
- Staff entry doors
- Entrance to parking lot from Grand Boulevard
- Entrance to parking lot from Lincoln Avenue



**ILLINOIS**



## **Friends and Foundation for the Brookfield Library**

Adopted: 03/27/2002

Reviewed and Approved: 4/23/2008, 11/15/2017, 2/25/2026

The Board of Library Trustees of the Linda Sokol Francis Brookfield Library looks upon the establishment of the Friends and Foundation for the Brookfield Library as a worthwhile community endeavor, which will benefit the Library.

Complete advance information regarding all Friends and Foundation projects shall be provided to the Director and the Board of Library Trustees of the Linda Sokol Francis Brookfield Library. The Board acknowledges that it does not supervise the activities of the Friends and Foundation, but the Board reserves the right not to participate in any projects in which the Board does not believe the best interest of the Library is being served.

The Board acknowledges the Friends and Foundation is an organization separate and apart from the Library, with its own Board, goals, and purposes.

The Friends and Foundation is distinct and separate from the Library, and neither the Friends and Foundation as an organization nor any member or participant thereof may assume any liability or take or authorize any act on behalf of the Linda Sokol Francis Brookfield Library.

Because the Friends and Foundation is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall perform any duty or take any act on behalf of the Friends and Foundation, except Library staff members may act in an advisory capacity for activities.

Operating expenses of the Library are provided through allocation of tax monies, which are audited by an independent auditor. Friends and Foundation funds and Library funds shall not be commingled or integrated, except that gifts may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be expended for the specific purpose for which the gift or donation has been made by the Friends and Foundation. In the event the Library becomes the custodian of any Friends and Foundation funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.

~~Complete advance information regarding all Friends of the Library public relations programs on behalf of the Library shall be provided to the Library Director and the Board of Library Trustees of the Linda Sokol Francis Brookfield Library. Public relations programs adopted by Friends shall not be part of the budget of or funded by the Library.~~



## Fund Balance Policy

Effective Date: 05/28/2014

Revised: 3/25/2015, 3/22/2017, 6/28/2017, 2/25/26

### **Purpose**

The Board of Trustees has approved a Fund Balance Policy that establishes a minimum level at which the projected year-end fund balance of each fund should be maintained. This policy is established to provide financial stability, cash flow for operations and assurance that the Library will be able to respond to emergencies with fiscal strength.

It is the Library's philosophy to support fiscal sustainability as our first priority while also building funds for future needs. Adequate fund balance/net asset levels are crucial in long-term financial planning. If the Library Board of Trustees adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to the policy within a five-year period.

The following parameters will be used as part of the budget process to establish targets for the following funds:

### **Corporate Fund (Nonspendable, unassigned)**

The Corporate Fund is the general operating fund of the Library. It is used to account for administrative, library, and all financial resources, except those accounted for in another fund. Unrestricted fund balance targets should represent no less than two months and no more than twelve months of operating expenditures. Balances above the maximum or at fiscal year-end may be transferred to the Special Reserve Fund through Board resolution.

### **Special Reserve Fund (Capital, committed)**

Special Reserve Fund monies are solely for the purpose of carrying out the Library's capital projects or for use in emergencies (facility emergencies or extremely delayed tax receipts from Cook County). Special Reserve Fund targets match the capital projects planned for by the Board of Trustees.

### **Building and Site Fund (Committed, unassigned when in deficit)**

The Building and Site Fund is the maintenance and repair fund for the Library. The fund is used in its totality each year to pay for the general maintenance of the Library. After funds from this levy are expended, remaining necessary expenditures for Library maintenance are debited from the Corporate Fund.

### **IMRF Fund (Restricted)**

A non-major fund to account for expenditures resulting from mandatory participation in the Illinois Municipal Retirement Fund. Revenues are provided by a specific line item in the annual property tax levy sufficient to pay contributions on behalf of Library employees. Fund balances are legally restricted to the purpose of the fund.

## **Social Security Fund (Restricted)**

A non-major fund to account for expenditures for payroll taxes required by the Federal Insurance Contributions Act. Revenues are provided by a specific line item in the annual property tax levy and are therefore legally restricted to the purpose of the fund.

## **Monitoring Targets**

The Director in conjunction with the ~~Finance Committee~~ and Board of Trustees will monitor revenue collections, expenditures, and availability of cash by reviewing monthly financial reports. The Director shall advise the Board of Library Trustees whenever revenue projections fall short of expectations or unexpected expenditures exceed the budget, and/or if for any reason fund target(s) may not be met by the end of the fiscal year. In this event, the Director will take the following actions:

- Review expenses with management staff;
- Reduce capital expenditures for construction and development;
- Reduce operating expenditures where appropriate, maintaining priorities established by the Board of Library Trustees and the State of Illinois;
- Present to the Board of Trustees other expense reduction and expenditure control options, including those that might modify goals or directions previously established by the Board.

## **Definitions**

**Nonspendable Fund Balance:** the portion of a governmental fund's balance that is not available to be spent, either in the short term or long term, or through legal restrictions (e.g. inventories, prepaid items, land held for sale and endowments).

**Restricted Fund Balance:** the portion of a governmental fund's balance that is subject to external enforceable legal restrictions (e.g. grantor, contributor and property tax levies).

**Unrestricted Fund Balance**, made up of three components:

- Committed Fund Balance:** the portion of a governmental fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal board action. The same action is required to remove the commitment of fund balance.
- Assigned Fund Balance:** the portion of a governmental fund's balance to denote an intended use of resources, but with no formal board action.
- Unassigned Fund Balance:** available expendable financial resources in a governmental fund that is not the object of a tentative management plan.

- d Discussion: Solar Panels
- e Discussion: Director Evaluation Tool

# The Evaluation Instrument

## Part I

### Category 1: Organization Leadership

**1a) The executive understands and implements the mission of the organization.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

**1b) The executive works as an advocate for the organization before government, clients/members and the general public.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

**1c) The executive understands the needs of the organization's client's/members and seeks to fill those needs with the organization's programs and services.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

**1d) The executive is recognized as a leader among his/her peers.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

**1e) The executive gains respect and support of other persons and organizations who come into contact with our organization.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

**1f) The executive stays current about new ideas and current trends among our type of organizations.**

\_\_\_ Very good \_\_\_ Adequate \_\_\_ Needs improvement

## **Category 2: Business and Financial Management**

**2a) The executive keeps informed about financial needs of the organization to pay for staff, facilities, equipment and supplies.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2b) The executive understands and supervises the financial accounting programs for the organization.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2c) The executive ensures that organization funds are spent appropriately, always in the best interest of those we serve.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2d) The executive provides the board accurate, understandable information about the financial status of this organization through regular financial reports.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2e) The executive makes well-supported budgeting recommendations to the board.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2f) The executive assists the board to keep the organization financially sound.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2g) The executive explores and proposes to the board new potential sources of finance for programs and services.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2h) The executive plans and organizes work effectively.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**2i) The executive ensures that all governmental and legal requirement of the organization are met.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

### **Category 3: Relationship with the Board**

**3a) The executive keeps board members informed about issues, needs and operation of this organization.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3b) The executive offers direction to the board, when needed on issues requiring board action, and make appropriate recommendations based on thorough study and analysis.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3c) The executive interprets and executes the intent of board policy.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3d) The executive seeks, and accepts from the board, constructive criticism of work.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3e) The executive supports board policy and actions to staff, clients/members and the public.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3f) The executive understands his/her role in administration of board policy.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3g) The executive responds in a timely manner to supply to the board information requested by the full board.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3h) The executive remains impartial to board members, treating all alike.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3i) The executive refrains from criticism of the board and individual board members outside board meetings.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3j) The executive works directly with the board to resolve differences of opinion.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3k) The executive freely offers opposition to any matter under discussion by the board until a board decision is made, after which he subordinates his views to those of the board.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**3l) The executive demonstrates clear understanding of the employee/employer relationship with the board.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

## **Category 4: Personal Characteristics That Impact Job Performance**

**4a) The executive maintains high standards of ethics, honesty, and integrity in personal and professional relationships.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4b) The executive has respect and high standing among professional colleagues.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4c) The executive devotes time and energy effectively to the job.**

\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4d) The executive works well with individuals and groups.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4e) The executive exercises good judgment in arriving at decisions.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4f) The executive maintains poise and emotional stability in the full range of professional activities.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4g) The executive writes clearly and concisely.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4h) The executive responds well when faced with unexpected/disturbing situations.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**4i) The executive remains open to ideas, suggestions and criticisms from the board.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

## **Category 5: Innovation/Improvement**

**5a) The executive accepts/promotes change that will better serve clients/members.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**5b) The executive regularly proposes good ideas to the board for better service to clients/members.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement

**5c) The executive seeks advanced training to improve job skills.**  
\_\_\_\_ Very good    \_\_\_\_ Adequate    \_\_\_\_ Needs improvement



**Part III**  
**Progress made on goals**

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Brookfield Free Public Library  
Director Evaluation**

**GENERAL ADMINISTRATION**

Rate each item on a scale of 1 to 5, with 1 being the lowest and 5 being the highest. A rating of 3 is considered the competent achievement of the duty. The rating scale is listed below, and comments are encouraged on all items.

- 1 Well below expectations**
- 2 Below expectations**
- 3 Meets expectations**
- 4 Above expectations**
- 5 Well above expectations**

\_\_\_\_\_ **Relationship with the Board of Trustees:** Communicates effectively with the Board both orally and in writing, provides the information and recommendations needed by the Board to establish policies and make decisions, plans Board meeting agendas and organizes supporting documents, brings significant matters to the Board's attention in a timely manner, utilizes annual evaluation to promote professional growth.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Technical Competence:** Exhibits the technical knowledge and skill to effectively direct library operations.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Planning Ability:** Plans, organizes, and effectively completes projects as they relate to the library and its operations. Logically analyzes and solves problems. In cooperation with the Board, develops strategic plans periodically and monitors progress towards implementation.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Management Ability:** Hires well-qualified staff: delegates' authority and responsibility appropriately; maintains a positive working environment.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Administrative Relations:** Effectively interacts with Village officials, the Library Attorney, library systems and consortia such as MLS and SWAN, library consultants, etc. to ensure the administrative operations of the library are effectively and efficiently carried out.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Financial Responsibility:** Thoroughly understands the needs of the library, the limitations of the budget, and effectively cooperates with the Board to establish priorities and develop a workable budget.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Program Development:** Works with the staff and Board to provide library programs and services which not only meet current public needs but also anticipate changes in public demand.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ **Public Relations:** Works effectively with local organizations and political, civic, and business leaders to enhance and promote library services.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Promotion/Fund Raising:** Develops and implements strategies for enhancing the image of the Library, provides advocacy for the Library in public gatherings, provides leadership and support for fund raising activities in cooperation with the Foundation.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Creativity:** Displays creativity, originality and ingenuity, when appropriate, in carrying out the library's mission and roles.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Professionalism and Image:** Exhibits consideration and professionalism in all dealings with the public; maintains an image that reflects positively on the library.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Additional Category:** \_\_\_\_\_: Another area of performance that should be considered in this year's evaluation.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PROGRESS TOWARDS ATTAINMENT OF GOALS FROM PRIOR YEAR'S EVALUATION**

Rate the progress toward each goal using a scale of 1 to 5, with 1 being the lowest and 5 being the highest. A rating of 3 is considered the expected progress toward completion of the goal. The rating scale is listed below, and comments are encouraged on all items.

- 1 Well below expectations**
- 2 Below expectations**
- 3 Meets expectations**
- 4 Above expectations**
- 5 Well above expectations**

**GOALS:**

\_\_\_\_\_ **Goal:** \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Goal:** \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Goal:** \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Memo

Date: 12/10/2009  
To: Department Heads  
From: Kim  
RE: Upward Evaluation

---

Following up on our discussion at this week's department head meeting, I would like department heads to start the upward evaluation process with this current cycle of evaluations that are about to take place. Please have all staff members in your respective departments complete the same evaluation tool that you use to conduct their performance evaluations, disregarding the obvious sections that don't apply such as goals. As managers, you will also formally evaluate me. We are purposefully using the same tool so staff members at all levels are held to the same standards and evaluated using exactly the same criteria.

Some tips and general guidelines:

- **The purpose of carrying out the upward evaluation process is to begin the conversation.** There is no right or wrong way for staff members to fill out their evaluations of managers. Rather, the focus should be on the effort put into it and on the resulting conversation that is held between staff and their respective manager. None of us should strive for perfection in the process itself, especially in this first attempt.
- **Hold evaluation conversations at the same time, when possible,** i.e. you are conducting your staff member's performance evaluation and conversely, they are sharing their evaluations of you immediately following.
- **Managers must fully appreciate the importance of thoughtful, truthful responses.** The opportunity to participate in this process should foster an atmosphere of openness that will encourage continued communication. Staff members will undoubtedly gain a view of what is entailed in providing constructive criticism and in the effort that goes into a performance evaluation.
- **Feedback belongs to you and to the respective staff member** that provided it to you. It is not necessary to pass the evaluations on to me. I will, however, discuss general feedback that was provided to you in our performance evaluation meetings.
- **Please complete the evaluation process in both directions** by the end of this year.

As always, please let me know what questions you have.

Kim

## Performance Review

<b>Name:</b> <input style="width: 90%;" type="text"/>	<b>Review Period:</b> <input style="width: 20%;" type="text"/> to <input style="width: 20%;" type="text"/>
<b>Department:</b> <input style="width: 90%;" type="text"/>	<b>Date of Review Discussion:</b> <input style="width: 90%;" type="text"/>
<b>Job Title:</b> <input style="width: 90%;" type="text"/>	<b>Type of Review:</b> <input type="checkbox"/> annual <input type="checkbox"/> other

**I. KEY PERFORMANCE OBJECTIVES: (To be filled out by the evaluator)**

Describe the staff member's performance objectives for this period and utilize the guidelines and their descriptors to evaluate the staff member's progress. Evaluators are expected to include backup explanation to indicate an objective that no longer applies.

Objectives	Results Achieved and Comments

NAME:

**II. PERFORMANCE QUALITIES: (To be filled out by the evaluator)**

**PERFORMANCE EXCEEDS EXPECTATIONS:**

Work is of exceptionally high quality. Work is consistently thorough, accurate, and on time. Staff member is consistently reliable, responsible, and resourceful. Works independently – exhibits initiative and good judgment.

**PERFORMANCE MEETS EXPECTATIONS:**

Work is of good quality and quantity. Work is typically thorough, accurate, and on time. Staff member is reliable and responsible. Typically exhibits good judgment and initiative. Seldom needs supervision and direction.

**PERFORMANCE NEEDS IMPROVEMENT:**

Work should show better quality or quantity. Work often needs to be more thorough, accurate, and on time. Staff member needs to be more reliable and responsible. While showing some initiative, judgment is inconsistent, and often requires supervision and direction.

**PERFORMANCE IS UNACCEPTABLE:**

Quality and quantity of work are well below requirements. Work is seldom completed thoroughly, accurately, or on-time. Staff member is unreliable and not responsible. Shows consistently poor judgment. Lacks initiative and requires constant supervision and direction.

1. Knows & follows library policies & procedures.
2. Exhibits supportive communication.
3. Promotes a team environment.
4. Exhibits knowledge of job; continues to develop new skills as needed.
5. Quality of work (how well job is done) – is accurate, neat & thorough.

NAME:

**III. JOB PERFORMANCE SUMMARY: (To be filled out by evaluator).**

**IV. STAFF MEMBER'S COMMENTS.** (Employee may comment on any information contained in this document.)

NAME:

**V. OBJECTIVES FOR THE NEXT PERIOD**

**Staff Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

9. **Final Public Forum**

Visitors who wish to address the Board at this time are asked to introduce themselves. This item on the agenda will take no more than 15 minutes. The President of the Board will divide this 15-minute segment by the number of persons who have requested to speak to the Board to determine the amount of time allotted to each person. The President will then call on those people one at a time to stand and address the Board for no more than the allotted time.

10. **Announcements**

11. **Adjournment**