



Wednesday, April 22, 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 March 25, 2026 Board of Trustees Meeting

**Journal of the Proceedings of a
REGULAR LIBRARY BOARD OF TRUSTEES MEETING
March 25, 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 Kampschroeder, Weglarz, DeJonghe and Jakubiak

Members Absent: Trustee Mihelic and Parker

Others Present: Executive Director Kimberly Coughran, Administrative Assistant Fran Montoro, Owners Representative Dan Eallonardo and Village Liaison Julie Narimatsu

CALL TO ORDER

APPROVAL OF AGENDA

Motion by Trustee Jakubiak seconded by Trustee Kampschroeder to approve the agenda of the regular Library Board of Trustees Meeting of March 25, 2026.

CONSENT AGENDA

- A. Agenda Approval
- B. Consent Agenda Approval
- C. Regular Minutes of the February 25, 2026 Board of Trustee Meeting
- D. February 2026 Financial Statements
- E. February 2026 Statistical Report

Motion by Trustee DeJonghe and seconded by Trustee Weglarz to approve the consent agenda of the regular Library Board of Trustees Meeting of March 25, 2026. Ayes: President Paliatka, Trustees Kampschroeder, Weglarz, Jakubiak and DeJonghe. Nay: None. Absent: Trustee Mihelic and Parker.

COMMUNICATIONS AND CORRESPONDENCE

COMMENTS OF VISITORS

None.

LIAISON REPORTS

Trustee Kampschroeder reported the book sale on March 13th – 15th raised \$5,237. and the spring raffle continues with over \$2,000 sold to date.

PRESIDENT'S REPORT

President Paliatka requested Trustees to complete the statement of economics Interest, if they have not already done so. Additionally, she reminded everyone about the LACONI dinner for those available.

DIRECTOR'S REPORT

Director Coughran showed a video about Rotary and its mission, as seen at the incoming presidential training. The Rotary Oscar party was well attended and a successful. A brief discussion took place about memorial options for Greg Molinari as well as the ongoing/upcoming One Small Step initiative.

NEW BUSINESS

Action: Award of Building Envelope Replacement Contract to Lowest Responsible Bidder Ward Contracting and Building Restoration, Inc. Not to Exceed \$1,763,000

Motion by Trustee Kampschroeder and seconded by Trustee DeJonghe to award the building envelope replacement contract to Ward Contracting and Building Restoration, Inc. not to exceed \$1,763,000. Ayes: President Paliatka, Trustees Kampschroeder, Weglarz, Jakubiak and DeJonghe. Nay: None. Absent: Trustee Mihelic and Parker.

Discussion: Strategic Plan

In March Board packets, Director Coughran included planning and data documents from the most current strategic planning process led by Sarah Keister Armstrong so Trustees can begin the process of reading through background information. The fourth quarter of 2026 will likely be ideal for diving into the Library's next plan and/or editing the current one.

Action: Finance Committee – Monthly Bills

Motion by Trustee DeJonghe and seconded by Trustee Jakubiak to approve the warrant dated March 25, 2026 in the amount of \$205,511.44. Ayes: President Paliatka, Trustees Kampschroeder, Weglarz, Jakubiak and DeJonghe. Nay: None. Absent: Trustee Mihelic and Parker.

Action: Gaming Device Lending, Gifts to the Library, Hotspot Lending and Study Room Policies.

Motion by Trustee Weglarz and seconded by Trustee DeJonghe to retire the Gaming Device Lending policy and to approve Gifts to the Library, Hotspot Lending and Study Room Policies. Ayes: President Paliatka, Trustees Kampschroeder, Weglarz, Jakubiak and DeJonghe. Nay: None. Absent: Trustee Mihelic and Parker.

ANNOUNCEMENTS

None

FINAL PUBLIC FORUM

None

ADJOURNMENT

Motion by Trustee Jakubiak and seconded by Trustee DeJonghe to adjourn the Regular Library Board meeting of March 25, 2026 at 7:47 p.m.

Linda Kampschroeder
Secretary
Board of Trustees
LSF Brookfield Library

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	Building and Site				FICA				General Operating Fund			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Income												
4010 · Property Taxes	66,860.92	92,000.00	-25,139.08	72.68%	73,101.71	90,000.00	-16,898.29	81.22%	1,487,350.95	2,300,000.00	-812,649.05	64.67%
4020 · Replacement Tax	0.00				0.00				19,121.17	20,000.00	-878.83	95.61%
4030 · Grants	0.00				0.00				4,358.00	23,000.00	-18,642.00	18.95%
4035 · Other Grants	0.00				0.00				10,000.00			
4040 · Fees and Fines	0.00				0.00				1,580.12			
4050 · Gifts and Memorials	0.00				0.00				10,974.00			
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				23,704.55	25,000.00	-1,295.45	94.82%
4062 · Special Reserve Interest	0.00				0.00				0.00			
Total 4060 · Library Fund Interest	0.00				0.00				23,704.55	25,000.00	-1,295.45	94.82%
4070 · Miscellaneous Income	0.00				0.00				818.66			
Total Income	66,860.92	92,000.00	-25,139.08	72.68%	73,101.71	90,000.00	-16,898.29	81.22%	1,557,907.45	2,368,000.00	-810,092.55	65.79%
Gross Profit	66,860.92	92,000.00	-25,139.08	72.68%	73,101.71	90,000.00	-16,898.29	81.22%	1,557,907.45	2,368,000.00	-810,092.55	65.79%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				-500.00			
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				195,948.57	858,115.70	-662,167.13	22.84%
5020 · Salaries-Part Time	0.00				0.00				63,695.87	320,581.21	-256,885.34	19.87%
5030 · Medical Insurance	0.00				0.00				48,204.90	206,112.60	-157,907.70	23.39%
5040 · IMRF	0.00				0.00				0.00			
5050 · FICA	0.00				19,144.55	90,170.31	-71,025.76	21.23%	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				50.00	2,000.00	-1,950.00	2.5%
Total 5000 · Personnel	0.00				19,144.55	90,170.31	-71,025.76	21.23%	308,182.77	1,390,155.71	-1,081,972.94	22.17%
5560 · Payroll Expenses	0.00				0.00				1,533.29	6,200.00	-4,666.71	24.73%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				3,259.38	23,000.00	-19,740.62	14.17%
6012 · Adult Fiction	0.00				0.00				5,058.82	26,000.00	-20,941.18	19.46%
6013 · Lucky Day	0.00				0.00				1,487.35	12,000.00	-10,512.65	12.4%
6014 · Youth Fiction	0.00				0.00				2,773.78	15,500.00	-12,726.22	17.9%

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	Building and Site				FICA				General Operating Fund			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
7010 · Professional Associations	0.00				0.00				935.00	6,000.00	-5,065.00	15.58%
7020 · Co-Worker Services	0.00				0.00				1,532.13	8,100.00	-6,567.87	18.92%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				7,319.36	17,350.00	-10,030.64	42.19%
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%
Total 7030 · Continuing Education	0.00				0.00				7,319.36	21,850.00	-14,530.64	33.5%
7040 · Professional Sevices												
7041 · Legal	0.00				0.00				0.00	7,000.00	-7,000.00	0.0%
7042 · Audit	0.00				0.00				6,000.00	8,000.00	-2,000.00	75.0%
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				228.00	4,700.00	-4,472.00	4.85%
7040 · Professional Sevices - Other	0.00				0.00				0.00	0.00	0.00	0.0%
Total 7040 · Professional Sevices	0.00				0.00				6,412.74	23,200.00	-16,787.26	27.64%
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				24,219.70	110,500.00	-86,280.30	21.92%
7070 · Printing and Publications	0.00				0.00				4,925.00	23,000.00	-18,075.00	21.41%
7080 · Telephone and Internet	0.00				0.00				3,463.95	16,500.00	-13,036.05	20.99%
7090 · Office Supplies	0.00				0.00				1,455.64	6,800.00	-5,344.36	21.41%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				216.09	4,500.00	-4,283.91	4.8%
7092S · Technical Services Supplies	0.00				0.00				951.46	6,500.00	-5,548.54	14.64%
7093 · Circ Services Supplies	0.00				0.00				544.27	5,500.00	-4,955.73	9.9%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				-364.17	1,700.00	-2,064.17	-21.42%
7100 · Postage	0.00				0.00				2,924.37	10,500.00	-7,575.63	27.85%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				2,980.10	11,500.00	-8,519.90	25.91%
7114 · Youth Programming	0.00				0.00				-281.44	16,500.00	-16,781.44	-1.71%
7115 · Maker Studio Classes & Events	0.00				0.00				695.35	3,000.00	-2,304.65	23.18%
7116 · Young Adult Programming	0.00				0.00				1,490.62	5,000.00	-3,509.38	29.81%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				5,332.63	36,550.00	-31,217.37	14.59%

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	Building and Site				FICA				General Operating Fund			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
7120 · Outreach & Engagement (PR)	0.00				0.00				1,628.90	19,000.00	-17,371.10	8.57%
7130 · Gifts Given	0.00				0.00				542.15	1,000.00	-457.85	54.22%
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%
Total 7000 · Services and Supplies	0.00				0.00				87,018.22	335,300.00	-248,281.78	25.95%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				-7,594.02	28,000.00	-35,594.02	-27.12%
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%
Total 8010 · Computers	0.00				0.00				-7,594.02	57,650.00	-65,244.02	-13.17%
8020 · Photocopiers	-727.70				0.00				1,522.29	7,000.00	-5,477.71	21.75%
8025 · Janitorial	0.00				0.00				11,682.00	49,000.00	-37,318.00	23.84%
8030 · Maintenance-Building	10,378.42	79,875.00	-69,496.58	12.99%	0.00				5,206.94			
8050 · Other Capital Projects	8,195.42				0.00				570.00	119,650.00	-119,080.00	0.48%
Total 8000 · Capital Expenses	17,846.14	79,875.00	-62,028.86	22.34%	0.00				11,387.21	233,300.00	-221,912.79	4.88%
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				-22.16			
Total Expense	17,846.14	79,875.00	-62,028.86	22.34%	19,144.55	90,170.31	-71,025.76	21.23%	469,441.59	2,615,009.71	-2,145,568.12	17.95%
Net Income	49,014.78	12,125.00	36,889.78	404.25%	53,957.16	-170.31	54,127.47	-31,681.73%	1,088,465.86	-247,009.71	1,335,475.57	-440.66%

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	IMRF				Special Reserve				TOTAL			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
Income												
4010 · Property Taxes	13,908.30	26,000.00	-12,091.70	53.49%	0.00				1,641,221.88	2,508,000.00	-866,778.12	65.44%
4020 · Replacement Tax	0.00				0.00				19,121.17	20,000.00	-878.83	95.61%
4030 · Grants	0.00				0.00				4,358.00	23,000.00	-18,642.00	18.95%
4035 · Other Grants	0.00				0.00				10,000.00	0.00	10,000.00	100.0%
4040 · Fees and Fines	0.00				0.00				1,580.12	0.00	1,580.12	100.0%
4050 · Gifts and Memorials	0.00				0.00				10,974.00	0.00	10,974.00	100.0%
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				23,704.55	25,000.00	-1,295.45	94.82%
4062 · Special Reserve Interest	0.00				16,579.15	45,000.00	-28,420.85	36.84%	16,579.15	45,000.00	-28,420.85	36.84%
Total 4060 · Library Fund Interest	0.00				16,579.15	45,000.00	-28,420.85	36.84%	40,283.70	70,000.00	-29,716.30	57.55%
4070 · Miscellaneous Income	0.00				0.00				818.66	0.00	818.66	100.0%
Total Income	13,908.30	26,000.00	-12,091.70	53.49%	16,579.15	45,000.00	-28,420.85	36.84%	1,728,357.53	2,621,000.00	-892,642.47	65.94%
Gross Profit	13,908.30	26,000.00	-12,091.70	53.49%	16,579.15	45,000.00	-28,420.85	36.84%	1,728,357.53	2,621,000.00	-892,642.47	65.94%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				-500.00	0.00	-500.00	100.0%
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				195,948.57	858,115.70	-662,167.13	22.84%
5020 · Salaries-Part Time	0.00				0.00				63,695.87	320,581.21	-256,885.34	19.87%
5030 · Medical Insurance	0.00				0.00				48,204.90	206,112.60	-157,907.70	23.39%
5040 · IMRF	7,474.16	29,194.10	-21,719.94	25.6%	0.00				7,474.16	29,194.10	-21,719.94	25.6%
5050 · FICA	0.00				0.00				19,144.55	90,170.31	-71,025.76	21.23%
5051 · IL Unemployment	0.00				0.00				283.43	3,346.20	-3,062.77	8.47%
5052 · Personnel Contingency	0.00				0.00				50.00	2,000.00	-1,950.00	2.5%
Total 5000 · Personnel	7,474.16	29,194.10	-21,719.94	25.6%	0.00				334,801.48	1,509,520.12	-1,174,718.64	22.18%
5560 · Payroll Expenses	0.00				0.00				1,533.29	6,200.00	-4,666.71	24.73%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				3,259.38	23,000.00	-19,740.62	14.17%
6012 · Adult Fiction	0.00				0.00				5,058.82	26,000.00	-20,941.18	19.46%
6013 · Lucky Day	0.00				0.00				1,487.35	12,000.00	-10,512.65	12.4%
6014 · Youth Fiction	0.00				0.00				2,773.78	15,500.00	-12,726.22	17.9%

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	IMRF				Special Reserve				TOTAL			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
7010 · Professional Associations	0.00				0.00				935.00	6,000.00	-5,065.00	15.58%
7020 · Co-Worker Services	0.00				0.00				1,532.13	8,100.00	-6,567.87	18.92%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				7,319.36	17,350.00	-10,030.64	42.19%
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%
Total 7030 · Continuing Education	0.00				0.00				7,319.36	21,850.00	-14,530.64	33.5%
7040 · Professional Sevices												
7041 · Legal	0.00				0.00				0.00	7,000.00	-7,000.00	0.0%
7042 · Audit	0.00				0.00				6,000.00	8,000.00	-2,000.00	75.0%
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				228.00	4,700.00	-4,472.00	4.85%
7040 · Professional Sevices - Other	0.00				0.00				0.00	0.00	0.00	0.0%
Total 7040 · Professional Sevices	0.00				0.00				6,412.74	23,200.00	-16,787.26	27.64%
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				24,219.70	110,500.00	-86,280.30	21.92%
7070 · Printing and Publications	0.00				0.00				4,925.00	23,000.00	-18,075.00	21.41%
7080 · Telephone and Internet	0.00				0.00				3,463.95	16,500.00	-13,036.05	20.99%
7090 · Office Supplies	0.00				0.00				1,455.64	6,800.00	-5,344.36	21.41%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				216.09	4,500.00	-4,283.91	4.8%
7092S · Technical Services Supplies	0.00				0.00				951.46	6,500.00	-5,548.54	14.64%
7093 · Circ Services Supplies	0.00				0.00				544.27	5,500.00	-4,955.73	9.9%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				-364.17	1,700.00	-2,064.17	-21.42%
7100 · Postage	0.00				0.00				2,924.37	10,500.00	-7,575.63	27.85%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				2,980.10	11,500.00	-8,519.90	25.91%
7114 · Youth Programming	0.00				0.00				-281.44	16,500.00	-16,781.44	-1.71%
7115 · Maker Studio Classes & Events	0.00				0.00				695.35	3,000.00	-2,304.65	23.18%
7116 · Young Adult Programming	0.00				0.00				1,490.62	5,000.00	-3,509.38	29.81%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				5,332.63	36,550.00	-31,217.37	14.59%

LSF Brookfield Library
Budget vs. Actual By Class
January - March 2026

FY2026 25% Complete	IMRF				Special Reserve				TOTAL			
	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Jan - Mar 26	Budget	\$ Over Budget	% of Budget
7120 · Outreach & Engagement (PR)	0.00				0.00				1,628.90	19,000.00	-17,371.10	8.57%
7130 · Gifts Given	0.00				0.00				542.15	1,000.00	-457.85	54.22%
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%
Total 7000 · Services and Supplies	0.00				0.00				87,018.22	335,300.00	-248,281.78	25.95%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				-7,594.02	28,000.00	-35,594.02	-27.12%
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%
Total 8010 · Computers	0.00				0.00				-7,594.02	57,650.00	-65,244.02	-13.17%
8020 · Photocopiers	0.00				0.00				794.59	7,000.00	-6,205.41	11.35%
8025 · Janitorial	0.00				0.00				11,682.00	49,000.00	-37,318.00	23.84%
8030 · Maintenance-Building	0.00				0.00				15,585.36	79,875.00	-64,289.64	19.51%
8050 · Other Capital Projects	0.00				0.00				8,765.42	119,650.00	-110,884.58	7.33%
Total 8000 · Capital Expenses	0.00				0.00				29,233.35	313,175.00	-283,941.65	9.34%
9000 · Debt Service	0.00				0.00				0.00	344,754.00	-344,754.00	0.0%
9100 · Capital Expenditures (SR)	0.00				23,955.47	1,765,000.00	-1,741,044.53	1.36%	23,933.31	1,765,000.00	-1,741,066.69	1.36%
Total Expense	7,474.16	29,194.10	-21,719.94	25.6%	23,955.47	1,765,000.00	-1,741,044.53	1.36%	537,861.91	4,579,249.12	-4,041,387.21	11.75%
Net Income	6,434.14	-3,194.10	9,628.24	-201.44%	-7,376.32	-1,720,000.00	1,712,623.68	0.43%	1,190,495.62	-1,958,249.12	3,148,744.74	-60.79%

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

	Mar 31, 26	Mar 31, 25	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · First Natl Bank of Brookfield	17,287.11	70,167.54	-52,880.43	-75.36%
1045 · FNBB MONEY MARKET	3,466,271.60	3,539,673.06	-73,401.46	-2.07%
1055 · FNBB HOME TOWN CHOICE SAVINGS	21,313.95	21,313.95	0.00	0.0%
1056 · Illinois Trust Client Services	731,472.22	412,768.62	318,703.60	77.21%
1056K · ITCS - CD - Harmony Bank	0.00	248,282.37	-248,282.37	-100.0%
1056L · ITCS - CD - T Bank, TX (2)	0.00	248,303.54	-248,303.54	-100.0%
1056M · ITCS - CD - Mission Nat'l Bank	0.00	248,744.29	-248,744.29	-100.0%
1056N · ITCS - CD - Kendall Bank, KS	0.00	248,650.04	-248,650.04	-100.0%
1056O · ITCS - CD - Flagstar Bank, MI	0.00	248,600.57	-248,600.57	-100.0%
1056S · ITCS - CD - Solera Nat'l Bank	248,228.67	0.00	248,228.67	100.0%
1056T · ITCS - CD - Mission Nat'l Bank2	248,228.67	0.00	248,228.67	100.0%
1056V · ITCS - CD- Firstbank Southwest	248,697.87	0.00	248,697.87	100.0%
1056W · ITCS - CD - Bank of China .	248,781.44	0.00	248,781.44	100.0%
1060 · FNBB - Imprest Account	791.13	1,139.84	-348.71	-30.59%
Total Checking/Savings	5,231,072.66	5,287,643.82	-56,571.16	-1.07%
Accounts Receivable				
1200 · Accounts Receivable	7,585.06	7,585.06	0.00	0.0%
Total Accounts Receivable	7,585.06	7,585.06	0.00	0.0%
Other Current Assets				
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%
Total Other Current Assets	2,194,942.84	2,194,942.84	0.00	0.0%
Total Current Assets	7,433,600.56	7,490,171.72	-56,571.16	-0.76%
TOTAL ASSETS	7,433,600.56	7,490,171.72	-56,571.16	-0.76%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	-36,140.20	9,970.57	-46,110.77	-462.47%
Total Accounts Payable	-36,140.20	9,970.57	-46,110.77	-462.47%
Credit Cards				
VISA - FNBB	420.00	420.00	0.00	0.0%
Total Credit Cards	420.00	420.00	0.00	0.0%

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

	Mar 31, 26	Mar 31, 25	\$ Change	% Change
Other Current Liabilities				
2006 · Additional Accounts Payable	7,247.31	7,247.31	0.00	0.0%
2100 · Payroll Liabilities				
2101 · IMRF Payroll Liabilities	35,502.20	35,499.72	2.48	0.01%
2102 · Mission Square Payroll Liab	-22,928.77	-12,356.55	-10,572.22	-85.56%
2103 · EBC Payroll Liabilities	-62,748.00	-36,290.14	-26,457.86	-72.91%
2104 · LIMRiCC Payroll Liabilities	18,348.68	18,348.68	0.00	0.0%
2105 · AFLAC Payroll Liabilities	-2,229.79	-1,863.43	-366.36	-19.66%
2106 · HSA / Avadia	-7,791.52	-7,791.52	0.00	0.0%
2107 · Bankruptcy	-5,175.00	-5,175.00	0.00	0.0%
2108 · NCSPERS	-819.18	-487.08	-332.10	-68.18%
2100 · Payroll Liabilities - Other	24,082.49	-2,396.69	26,479.18	1,104.82%
Total 2100 · Payroll Liabilities	-23,758.89	-12,512.01	-11,246.88	-89.89%
2111 · Accrued Payroll	476,420.00	476,420.00	0.00	0.0%
2112 · Accrued Compensated Absences	529,011.00	529,011.00	0.00	0.0%
2120 · Deferred Rev. - SS Fund	83,000.00	83,000.00	0.00	0.0%
2130 · Deferred Rev. - IMRF Fund	14,000.00	14,000.00	0.00	0.0%
2140 · Deferred Rev. - Site Fund	13,000.00	13,000.00	0.00	0.0%
2150 · Deferred Rev. - Library Fund	2,678,242.00	2,678,242.00	0.00	0.0%
Total Other Current Liabilities	3,777,161.42	3,788,408.30	-11,246.88	-0.3%
Total Current Liabilities	3,741,441.22	3,798,798.87	-57,357.65	-1.51%
Total Liabilities	3,741,441.22	3,798,798.87	-57,357.65	-1.51%
Equity				
3010 · Fund Balance - SS Fund	73,906.00	73,906.00	0.00	0.0%
3020 · Fund Balance - IMRF Fund	130,396.00	130,396.00	0.00	0.0%
3030 · Fund Balance - Site Fund	42,200.00	42,200.00	0.00	0.0%
3040 · Fund Balance - Library Fund	853,394.00	853,394.00	0.00	0.0%
3050 · Fund Balance - Reserve Fund	10,328,973.00	10,328,973.00	0.00	0.0%
3900 · Retained Earnings	-8,929,584.59	-8,439,277.57	-490,307.02	-5.81%
Net Income	1,192,874.93	701,781.42	491,093.51	69.98%
Total Equity	3,692,159.34	3,691,372.85	786.49	0.02%
TOTAL LIABILITIES & EQUITY	7,433,600.56	7,490,171.72	-56,571.16	-0.76%



Statistics At-A-Glance March 2025

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.

Circulation	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adults	4,746	4,795	-1%	13,261	14,309	-7%
Teens	349	332	5%	813	896	-9%
Children	5,595	6,139	-9%	16,341	17,677	-8%
Digital Downloads	7,544	6,103	24%	20,525	18,771	9%
Interlibrary loans	1,334	1,138	17%	3,707	3,283	13%
Total	19,568	18,507	6%	54,647	54,936	-1%

Active Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Added	82	90	-9%	225	233	-3%
Deleted	3	26	-88%	76	117	-35%
Total	13,957	13,866	1%	41,685	41,472	1%

New Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	82	90	-9%	225	233	-3%

Visits	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	14,514	11,254	29%	36,119	29,807	21%

Notary Transactions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	29	19	53%	72	59	22%

Room Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Study Rooms	559	459	22%	1,518	1,340	13%
A/V Studio	54	37	46%	137	134	2%
Maker Studio	19	19	0%	51	54	-6%
Storytime Room	50	52	-4%	141	140	1%
Meeting Room 1	46	30	53%	120	97	24%
Meeting Room 2	29	34	-15%	85	103	-17%
Meeting Room Combined	19	11	73%	50	36	39%
Total	776	642	21%	2,102	1,904	10%

Community Outreach	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	12	9	33%	29	24	21%
People Reached	765	294	160%	1,114	1,345	-17%
Community Visits to the Library	6	1	500%	20	3	567%
People Reached	30	48	-38%	117	58	102%
Home Delivery Visits	17	8	113%	28	27	4%

Total Outreach Visits	35	19	84%	77	54	43%
Total People Reached	812	350	132%	1,259	1,430	-12%

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

SOCIAL MEDIA-Posts	Current FY	Last FY	Change	FYTD	Last FYTD	Change
#Facebook Posts	30	32	-6%	89	91	-2%
#Instagram Posts	27	31	-13%	81	87	-7%
#TikTok Videos	1	1	100%	4	3	33%
#YouTube Videos	1	1	0%	3	4	-25%
Constant Contact Emails	1	3	-67%	1	8	-88%

SOCIAL MEDIA-Followers	Current FY	Last FY	Change	FYTD	Last FYTD	Change
#Facebook Followers	3,335	3,116	7%	3,335	3,116	7%
#Instagram Followers	1,768	1,541	15%	1,768	1,541	15%
#TikTok Followers	1,167	943	24%	1,167	943	24%
#YouTube Subscribers	114	90	27%	114	90	27%
Constant Contact Sends	4,496	12,732	-65%	4,496	25,925	-83%

SOCIAL MEDIA Engagement	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Facebook Engagement	3,761	1,938	94%	6,696	4,517	48%
Instagram Engagement	413	332	24%	1,173	892	32%
TikTok Engagement	61,000	287	21,154%	375,490	1,121	33,396%
YouTube Engagement	386	176	119%	956	528	81%
Constant Contact	2,092	6,133	-66%	2,092	12,167	-83%

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.

Classes & Events	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adults	57	53	8%	147	149	-1%
Attendance	583	512	14%	1,849	1,495	24%
Teens	25	10	150%	46	27	70%
Attendance	304	96	217%	424	219	94%
Childrens	34	39	-13%	108	112	-4%
Attendance	774	743	4%	2,476	2,073	19%
Total Classes & Events	116	102	14%	301	288	5%
Total Attendance	1,661	1,351	23%	4,749	3,787	25%

1-on-1 Appointments	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	16	7	129%	54	22	145%

Reference Questions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adult Reference	784	755	4%	2,319	2,031	14%
Adult Non-Reference	1,140	952	20%	3,203	3,066	4%
Youth Reference	300	368	-18%	857	998	-14%
Youth Non-Reference	311	360	-14%	914	1,009	-9%
Circulation	113	218	-48%	535	459	0%

Total	2,648	2,653	0%	7,828	7,563	4%
-------	-------	-------	----	-------	-------	----

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

Training Hours	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	23.00	3	667%	52	6	767%

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

Technology Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Public Computer Use	1,315	1,351	-3%	3,053	3,379	-10%
WiFi Sessions	4,954	4,858	2%	13,957	13,529	3%
Website Sessions	12,365	10,808	14%	33,078	30,528	8%
Android App Sessions	3,205	1,612	99%	7,798	4,658	N/A
IOS (Apple) App Sessions	1,263	710	78%	3,415	2,258	51%
Printer Usage (Pages)	13,442	12,477	8%	36,737	29,770	23%
Scanner Usage (Sessions)	316	346	-9%	987	1,258	-22%
Maker Equipment Reservations	3	5	-40%	19	21	-10%
Online Resource Use - Adult	6,354	3,269	94%	18,101	9,185	97%
Online Resource Use - Adult (Remote)	5,596	2,489	125%	15,335	6,682	129%
Online Resource Use - Youth	18	29	-38%	66	63	5%
Online Resource Use - Youth (Remote)	11	0	0%	27	6	350%

Self-service Checkouts	Current FY	Last FY	Change	FYTD	Last FYTD	Change
	3,655	4,045	-10%	10,698	12,052	-11%

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

Interlibrary Loan	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Received	2,414	2,297	5%	7,182	7,080	1%
Sent	1,334	1,138	17%	3,707	3,283	13%

Volunteer Hours	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	129	69	88%	280	193	45%

Items Added	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Items Added	554	531	4%	1,554	1,610	-3%
Withdrawn	1,010	264	283%	1,587	1,110	43%
Collection Total	139,287	140,543	-1%	139,287	140,543	-1%

Hot Picks Checkouts	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Fiction	139	143	-3%	403	496	-23%
Nonfiction	42	8	81%	110	24	78%
Total	181	151	17%	513	520	-1%

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

6. **President's Report**

7. **Director's Report**

Director's Report

April 2026

Submitted by Kimberly Coughran

Building

► **Envelope Replacement**: The envelope project's pre-construction meeting was held at the Library Wednesday, April 15 with all parties in attendance. In sum:

- Ward Contracting is expected to begin their mobilization for the project by fencing in the site at 9023 Lincoln Avenue with equipment and materials the week of May 4.
- Demolition/removal and construction work on the Library building is slated to begin May 11. Work will be performed two elevations at a time due to corner detail, and will follow a West, North, East, South direction. The front lawn of the Library will also be fenced in.
- As usual, the Library will proactively announce the project to residents at the beginning of May via all of our communication channels:
 1. The Library's newsletter for the back cover story which goes to the printer Monday, 4/20 and is delivered to all homes and businesses;
 2. The Library's social media platforms and the Library's website Friday, May 1;
 3. A Brookfield-wide eblast Friday, May 1.

► **Play Reorganization in Youth Services**: This month Kyle completed the re-carpeting of the baby coral area.

► **Meeting Room Divider Wall**: In April, Kyle wrapped up the drywall, painting, and reinstallation of the blinds in both rooms.

► **Library Water Fountains**: All of the electrical components (similar to a computer's mother board) of one of the downstairs water fountains were replaced by Kyle this month as it stopped working entirely.

Financial

As of the end of March, 25% of the fiscal year was complete. The Library expended \$537,861.91 or 11.75% of the FY2026 budget. Snapshot of expenses:

1. Personnel – the Library expended 22.18%
2. Materials – the Library expended 18.22%
3. Services and Supplies – the Library expended 25.95%
4. Capital Expenses – the Library expended 9.34%
5. Debt Service – the Library expended 0%

FY2025 Audit

Auditors and staff are still making our way through audit work and its spot checks with requests for back up documentation. In the next weeks, I will write the management discussion and analysis.

Statement of Economic Interests

A last reminder the deadline is nearing to submit your(SEI) statement. As a reminder, non-filers are reported to the Cook County State's Attorney's office and are fined \$15 followed by \$100 for those who fail to file by May 16.

Policy Review

Continuing the policy review this month are:

1. Identity Protection - Retirement recommended since we / most libraries do not collect social security numbers;
2. Interlibrary Loan – Includes minor updates from Circulation Manager Jim Berg with respect to interlibrary loan fines;
3. Investment of Public Funds – No edits.

Impact of Student Success Librarian

To provide Trustees with an inside look at Eddie Eng's work to date as the Library's first ever Student Success Librarian, he provided the following summary and list of outreach at schools:

Over the past three months, I have become familiar with the library's departments and staff roles. Through my duties, I have engaged with members of all ages, from children to adults, and reached out to local elementary and high schools, as well as homeschool groups, to build connections. I have established contact with educators and school-affiliated organizations, including PTOs and PTAs. I participated in events such as One Book, One Hollywood, where I led a book-related activity; attended tabling events at a few elementary and middle schools; and shared information about events at a high school. At these events, attendees signed up for library cards, checked out books, learned about library resources, and discovered current library programs.

I am developing resources for a Google Drive folder to share with educators, including a monthly newsletter. The newsletter features reading lists for heritage months, highlights library databases, and includes a book feature related to each month's events. I am also collaborating with other librarians to create topical book lists for educators, parents, and students. Educators from public schools and homeschools have begun reaching out for class resources. As these connections continue to grow, I look forward to strengthening the partnership between the library and local schools.

School Related Events:

- 1.14.26 – Assist Jennifer Smith during the District 103 Family Reading Night at LSF Brookfield Library
- 1.28.26 – Attend the Graphic Novel Book Club with Jo Spangler at Park Junior High School

- 2.1.26 to 2.28.26 – Create book display and Word Search activity sheets for Brook Park's One School, One Book program at LSF Brookfield Library
- 2.10.26 – Tabling event with Jennifer Smith and Eduardo Echeverria for the District 102 Transitional Family Event at Park Junior High School
- 2.21.26 – Tabling event with Eduardo Echeverria for Congress Park PTO Culture Night at Congress Park Elementary School
- 2.24.26 – Tabling event for Brook Park Family Reading Night with Cortney McInerney at Brook Park Elementary School
- 3.12.26 – Tabling event for Cafeteria Meet and Greet at S.E. Gross Middle School
- 3.24.26 – Meet with debate students to discuss the Shadow a Legislator Contest with Alexandra Tsolis at Lyons Township High School
- 3.26.26 – Lead an activity table for One Book, One Hollywood at Hollywood Elementary School
- 4.9.26 - Tabling event for Cafeteria Meet and Greet at S.E. Gross Middle School

One Small Step and Civic Action Lab

One Small Step initiatives continue, with the April 13 community partner facilitator training resulting in seven invested community members receiving training. We look forward to the first community-wide conversation taking place on Monday, April 27 at 7pm. A sneak peek of the letter to the editor for the Riverside Brookfield Landmark:

Library Invites Residents to Take One Small Step Toward Each Other for Meaningful Connection

On April 13, seven uniquely qualified Brookfield residents came together in a conference room to meet the call to serve as community partner facilitators for the Library's new One Small Step initiative. These facilitators-to-be for the Brookfield In Conversation, part 1 event on April 27 at 7pm represented varying demographics, yet just one collective sentiment: that of coming together to create a tight-knit community regardless of one's political stance.

Throughout 2026, the Library and the larger Brookfield community will creatively deliver One Small Step events, mostly by talking to one another using StoryCorps' diplomatically crafted playing card decks. Every card asks a question: How has your life been different than what you imagined? Who has been the most influential person in shaping your world view? From there, participants begin a conversation to discover unexpected commonalities. The goal is to foster cohesiveness and fellowship among and between the unlikeliest of compatriots, and to gently remind us that despite the divisive and often ugly times in which we find ourselves, we are, to quote Maya Angelou, more alike than we are unlike.

Brookfield is a diverse community, and diversity is a great strength for a thriving democracy. The Library is proud to represent all Brookfielders, and in One Small Step, we aim to do our part to ensure that our town, and our world, remain connected. See you at the Library Monday, April 27th to help kick off the first annual One Small Step community conversation event with your facilitator neighbors who will ensure a safe, comfortable and supportive experience for all.

Kimberly Coughran, Director
Linda Sokol Francis Brookfield Library

Volunteer Appreciation Lunch

A reminder to all Trustees to please RSVP for this year's April 28 Volunteer Appreciation Lunch if you haven't already.

Coming Soon:

1. The annual call for volunteers for the Farmers Market. Be on the lookout in the coming weeks via SignUp Genius.
2. 2026's Summer Reading Challenge with kickoff Wednesday, June 3. This year's party will feature a juggler and magician duo on the parking lot side of the street, affectionately known to us as Library Park, with the parking lot closed for safety.
3. The Title Wave book bike in its second year at Brookfield block parties.
4. The continuation of One Small Step and Civic Action Lab events marking 250 years of our nation's democracy.

8. **New Business**

a Discussion: Building Envelope Replacement Project

b Action: Monthly Bills



LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
 INFORM • INSPIRE • INNOVATE

WARRANT - April 22, 2026			
Payroll 4/10/26		\$ 40,775.79	Actual
Payroll 4/24/26		\$ 40,659.59	Actual
Unpaid bills (List below)		\$ 96,697.64	
TOTAL DISBURSEMENTS		\$ 178,133.02	

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

April 22, 2026 - LIST OF BILLS

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
AFLAC	19933	AFLAC	4.22.26	\$ 34.08
AMAZON	19934	Materials	4.22.26	\$ 2,736.49
B & B Networks	19935	Phone	4.22.26	\$ 180.50
Bayscan Technologies	19936	Materials	4.22.26	\$ 193.70
Brookfield Chamber of Commerce	19937	Farmers Market 2026	4.22.26	\$ 800.00
Case Lots, Inc.	19938	Bldg Supplies	4.22.26	\$ 157.70
Center Point Large Print	19939	Materials	4.22.26	\$ 49.14
Comcast	19940	Internet	4.22.26	\$ 930.00
ComEd	19941	Electric - Final	4.22.26	\$ 25.49
Creative IT Consulting, LLC	19942	IT & Computers	4.22.26	\$ 3,705.00
Dancing Cranes Yoga	19943	Presenter	4.22.26	\$ 260.00
DELL MARKETING L.P.	19944	Computers	4.22.26	\$ 14,925.90
Demco	19945	Materials	4.22.26	\$ 312.06
Gale/CENGAGE Learning	19946	Materials	4.22.26	\$ 1,320.93
Greater Chicago Music Therapy	19947	Presenter	4.22.26	\$ 250.00
Illinois State Police Services Fund	19948	CHIRP	4.22.26	\$ 50.00
Independent Construction Services	19949	Owner's Rep	4.22.26	\$ 2,467.50
Ingram Library Services	19950	Materials	4.22.26	\$ 5,021.82
Kanopy, Inc.	19951	Database	4.22.26	\$ 245.65
Konica Minolta Premier Finance	19952	Copiers	4.22.26	\$ 684.57

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
LACONI - Membership	19953	LACONI	4.22.26	\$ 140.00
Library Furniture International	19954	Furniture	4.22.26	\$ 781.82
LIMRiCC - PHIP	19955	PHIP	4.22.26	\$ 18,604.84
Susan Maddox	19956	Presenter 5.11.26 - Spring	4.22.26	\$ 375.00
Midwest Tape	19957	Materias / Database	4.22.26	\$ 3,707.13
Bonnie Mielke	19958	Presenter	4.22.26	\$ 120.00
Marianne Mohrhusen	19959	Presenter	4.22.26	\$ 150.00
Marianne Mohrhusen	19960	Presenter	4.22.26	\$ 150.00
Mia Guevara Morgan	19961	Reimburse Supplies for C	4.22.26	\$ 95.61
Peregrine, Stime et al	19962	Legal	4.22.26	\$ 900.00
Priority Print	19963	Labels	4.22.26	\$ 29.00
Proquest LLC	19964	Database	4.22.26	\$ 8,590.83
Quill.com	19965	Office Supplies	4.22.26	\$ 414.80
RAILS	19966	Database	4.22.26	\$ 560.00
Robbins Schwartz	19967	Legal	4.22.26	\$ 390.00
ServiceMaster Commercial Cleaning	19968	Cleaning	4.22.26	\$ 3,894.00
Smithreen Pest Mgmt	19969	Bug Guy	4.22.26	\$ 100.00
Tischler Finer Foods	19970	Office Expense	4.22.26	\$ 135.34
ULINE	19971	Office Supply	4.22.26	\$ 120.90
Unique Management Services, Inc.	19972	Collections	4.22.26	\$ 98.50
United States Postal Service (Newslett	19973	Postage	4.22.26	\$ 1,100.00
Village of Brookfield	19974	IMRF	4.22.26	\$ 7,478.91
Visa	19975	Credit Card	4.22.26	\$ 9,110.43
Wiss, Janney, Elstner Associates, Inc	19976	Bldg Envelope	4.22.26	\$ 5,300.00
Total				\$ 96,697.64

c Action: Identity Protection, Interlibrary Loan and Investment of Public Funds Policies



Identity Protection Policy

Adopted: 2/23/2011

Retired: 04/22/2026

The Linda Sokol Francis Brookfield Library (Library) adopts this Identity Protection Policy pursuant to the Identity Protection Act, 5 ILCS 179/1 *et seq.* The Identity Protection Act requires units of local government to approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security Numbers which agencies collect, maintain, and use. It is important to safeguard Social Security Numbers (SSNs) against unauthorized access as SSNs can be used to facilitate identity theft. One way to better protect SSNs is to limit the widespread dissemination of SSNs. The Identity Protection Act was passed in part to require government agencies to assess their personal information collection practices and make necessary changes to those practices to ensure confidentiality of SSNs.

Social Security Number Protections

Whenever an individual is asked to provide the Library with a SSN, the Library shall provide that individual with a statement of the purpose or purposes for which the Library is collecting and using the SSN. The Library shall also provide the statement of purpose upon request. A copy of the statement of purpose is attached to this policy.

The Library shall not:

1. Publicly post or publicly display in any manner an individual's SSN. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet, unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method delivery, unless State or federal law requires the SSN to be on the document to be mailed. SSNs may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, the Library shall not:¹

1. Collect, use, or disclose a SSN from an individual unless:
 - (i) Required to do so under State or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Library's duties and responsibilities;
 - (ii) The need and purpose for the SSN number is documented before collection of the SSN; and
 - (iii) The SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website;
3. Use the SSN for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

The Library shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. The Library shall redact SSN's from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the Library shall request each SSN in a manner that makes the SSN easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits for a SSN are accessible as part of personal information.

Employee Access to Social Security Numbers

¹ These prohibitions do not apply in the following circumstances:

- (1) The disclosure of SSN to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use or disclosure of Social Security numbers for internal verification or administrative purposes.
- (5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs are trained to protect the confidentiality of SSNs.

Retire Policy



Statement of Purpose for Collection of Social Security Numbers

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each unit of local government to approve and implement an Identity Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the Library to provide your SSN or because you requested a copy of this statement.

Why does the Library collect your Social Security Number?

You are being asked for your SSN for one or more of the following reasons:

- Complaint mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation;
- Child support collection;
- Internal verification;
- Administrative services; and/or
- Other _____

What does the Library do with your Social Security Number?

- We will only use your SSN for the purpose(s) for which it was collected;
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy to your SSN.

Questions or Complaints about this Statement of Purpose

Write to the Library, Attn: Kimberly Coughran, Library Director
Linda Sokol Francis Brookfield Library
3541 Park Avenue
Brookfield, IL 60513



Interlibrary Loan Policy

Adopted: 8/26/2009

Reviewed and Approved: 1/28/2015

Revised: 2/22/2023

If materials from the Linda Sokol Francis Brookfield Library do not satisfy a request, the Library will attempt to obtain materials or photocopied items from other libraries for Brookfield residents with a Brookfield Library card in good standing. All nominal fees and costs not exceeding \$20.00 per request will be paid by the Library. Any charges exceeding \$20.00 will be passed on to the library member who originated the request. Library members who make these requests will be notified of the cost before actual interlibrary loan requests are completed, and given the option of paying to complete the request.

The Library reserves the right to turn down or attempt to provide an alternative form of acquisition for members that make repeated requests.

Interlibrary loan ~~period~~ due dates are set by the lending library. ~~Fines for interlibrary loan items are charged at the same rate as local materials.~~ Renewals may be requested, but are granted at the discretion of the lending library.

Members will be liable for lost, **overdue**, or damaged interlibrary loan materials. The amount owed will be assessed by the supplying library, and may include charges above item replacement costs.

The Linda Sokol Francis Brookfield Library shall make available for interlibrary loan all materials that are circulated to in-person library members. Items from developing collections or newly acquired materials may not be available for interlibrary loan.

Interlibrary loan will be conducted in accordance with the Illinet Interlibrary Loan Code and the ALA National Interlibrary Loan Code.



Investment of Public Funds

Adopted: 12/18/2002

Revised: 3/22/2017

Reviewed and Approved: 4/23/2008, 4/22/2026

General Policy

It is the policy of the Linda Sokol Francis Brookfield Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library in conforming to all state and local statutes governing the investment of public funds.

Purpose

The purpose of this policy statement is to outline the responsibilities, general objectives, specific guidelines, and other directions for management of public funds by the Library.

Scope

This Policy includes all funds governed by the Board of Library Trustees.

Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

Responsibilities

All investment policies and procedures of the Library will be in accordance with Illinois law. The authority of the Board of Library Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act (30 ILCS 235), and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Board of Library Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered.

- Safety
- Maintenance of sufficient liquidity to meet current obligations
- Return on investment
- Simplicity of management

Guidelines

The following guidelines should be used to meet the general investment objectives.

- 1) Safety:
 - a) Investments will be made only in securities guaranteed by the U.S. government, or in FDIC- or FSLIC-insured institutions. Deposit accounts in banks or savings-and-loan institutions will not exceed the amount insured by FDIC or FSLIC coverage.
 - b) Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurers' Investment Pool known as *The Illinois Funds*, and any other investments allowed under State law that satisfy the investment objectives of the Library.
- 2) Maintenance of sufficient liquidity to meet current obligations.
- 3) Return on investment: Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.
- 4) Simplicity of management: The time required by Library administrative staff to manage investments shall be kept to a minimum.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Authorized Financial Dealers and Institutions

The Treasurer shall maintain a list of financial institutions authorized as depositories for funds and to provide investment services. Should it become necessary to use an investment advisor or money manager, the Treasurer shall establish a policy regarding their selection.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered into by the Library shall be conducted in a manner that ensures safety. The Library is required to keep receipts and a written record of all transactions.

Internal Controls

The Treasurer is responsible for establishing and maintaining a structure of internal control to ensure that the assets of the Library are protected from loss, theft, or misuse. Accordingly, the Treasurer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery of securities
- Clear delegation of authority to Library Director and his/her subordinate staff members
- Written confirmation of telephone and online transactions for investment and wire transfers
- Development of a wire transfer agreement with the lead bank or third-party custodian

Diversification

The Library shall diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

Maximum Maturities

To the extent possible the Library shall attempt to match its investments with anticipated cash flow requirements. Therefore, the Treasurer shall establish a maximum maturity limit for securities, unless they are matched to a specific cash flow or if the investments' maturities are made to coincide as nearly as practicable with the expected use of the funds.

Performance Standard

This investment portfolio will be managed in accordance with the parameters specified within this policy.

Investment Policy Adoption

The Board of Library Trustees shall adopt the investment policy. The policy shall be reviewed on an annual or as-needed basis. The Board of Library Trustees must approve modification made to the policy.

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**