



Wednesday, January 28, 2026
Board of Trustees Meeting - 6:30 PM Storytime Room

1. **Call to order and roll call**
2. **Action: Appointment of Secretary Pro Tem**
3. **Approval of agenda**
4. **Consent agenda**
 - a Agenda approval
 - b Consent agenda approval
 - c Regular Minutes of the December 17, 2025 Board of Trustees Meeting

**Journal of the Proceedings of a
REGULAR LIBRARY BOARD OF TRUSTEES MEETING
December 17, 2025**

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, Mihelic, Parker, Weglarz, DeJonghe and Jakubiak

Members Absent: None

Others Present: Executive Director Kimberly Coughran, Administrative Assistant Fran Montoro, Youth Service Manager Jennifer Smith, Circulation Manager Jim Berg and Village Liaison Jennifer Hendricks

CALL TO ORDER

APPROVAL OF AGENDA

Motion by Trustee Jakubiak, seconded by Trustee DeJonghe to approve the agenda of the regular Library Board of Trustees Meeting of December 17, 2025.

CONSENT AGENDA

- A. Agenda Approval
- B. Consent Agenda Approval
- C. Regular Minutes of the November 19, 2025 Board of Trustee Meeting
- D. Special Minutes of the November 15, 2025 Special Board of Trustee Meeting
- E. November 2025 Financial Statements
- F. November 2025 Statistical Report

Motion by Trustee Kampschroeder 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, DeJonghe and Jakubiak. Nay: None. Absent: None

PRESENTATIONS

Presentations by Jennifer Smith (Youth Service Manager) and Jim Berg (Circulation Manager), who shared their respective primary job responsibilities and examples of the work taking place in their departments.

COMMUNICATIONS AND CORRESPONDENCE

None.

COMMENTS OF VISITORS

Village Liaison Jennifer Hendricks reported the Village has cancelled all meetings until 2026.

LIAISON REPORTS

Trustee Kampschroeder as liaison reported Friends & Foundation held a giftwrapping fundraiser on Saturday, December 13th raising \$300.00 in addition to a premium book sale that raised \$502. The group also hosted the combined F+F and Trustee holiday party on December 16. The next meeting of the Friends & Foundation will take place in January.

PRESIDENT'S REPORT

President Paliatka reported she had phone meetings with Director Coughran to discuss Board retreat feedback well as the agenda and strategic planning. Additionally, she attended PJX, the giftwrapping fundraiser and the Foundation / Trustee Holiday Party.

DIRECTOR'S REPORT

Director Coughran informed Trustees of the plan for staff member Greg Molinari. She attended the F+F gift-wrapping event and holiday party. She also shared the multi-year process involved in the Library's current strategic plan.

NEW BUSINESS

Discussion: Retreat Reflections

A review of the documents and ground rules was discussed from the Board retreat.

Action: FY2026 Schedule of Meetings & Closed Days

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

Action: Resolution 2025-03 Authorizing Non-Resident Library Cards

Motion by Trustee DeJonghe and seconded by Trustee Weglarz to approve Resolution 2025-03 Authorizing Non-Resident Library Cards. Ayes: President Paliatka, Trustees Kampschroeder, Parker, Weglarz, DeJonghe and Jakubiak. Nay: Mihelic. Absent: None

Action: Finance Committee – Monthly Bills

Motion by Trustee Mihelic and seconded by Trustee Kampschroeder to approve the warrant dated December 17, 2025 in the amount of \$159,625.40. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: None

Action: Semi-Annual Review of Executive Session Minutes

Motion by Trustee Paliatka seconded by Trustee Weglarz to keep executive session minutes sealed. Ayes: President Paliatka, Trustees Kampschroeder, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: None.

Discussion: FY2026 Per Capita Grant

Director Coughran led the discussion about sections reviewed this month for the FY2026 Per Capita Grant. There were no questions.

Action: Staff & Trustee Reimbursements

Motion by Trustee Kampschroeder and seconded by Trustee Mihelic to approve staff & Trustee reimbursements. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: None

Action: Executive Session

At 7:40 p.m. a motion to enter into Executive Session was made by Trustee Jakubik and seconded by Trustee Mihelic for the purpose of discussing Personnel (5 ILCS 120/2 ©1). Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, Parker, Weglarz, DeJonghe and Jakubiak. Nay: None. Absent: None

Action: Reconvene Board Meeting

Motion by Trustee Mihelic and seconded by Trustee Jakubiak to reconvene the Regular Library Board of Trustees meeting of December 17, 2025 at 8:39 p.m.

Action: Director's Compensation Package

Motion by Trustee Kampschroeder and seconded by Trustee Mihelic on a market adjustment / cost of living increase of four percent plus a merit increase of four percent for the Director. Ayes: President Paliatka, Trustees Kampschroeder, Mihelic, Parker, Weglarz, and Jakubiak. Nay: None. Abstained: DeJonghe Absent: None.

ANNOUNCEMENTS

None

FINAL PUBLIC FORUM

None

ADJOURNMENT

Motion by Trustee Kampschroeder and seconded by Trustee Mihelic to adjourn the Regular Library Board meeting of December 17, 2025 at 8:42 p.m.

Linda Kampschroeder
Secretary, Board of Trustees
LSF Brookfield Library

- d Executive Session Minutes of December 17, 2025 Board of Trustees Meeting
- e December 2025 Financial Statements

LSF Brookfield Library

Balance Sheet As of December 31, 2025

	Dec 31, 25	Dec 31, 24
ASSETS		
Current Assets		
Checking/Savings		
1010 · First Natl Bank of Brookfield	42,189.23	42,974.35
1045 · FNBB MONEY MARKET	2,312,845.17	2,890,313.73
1055 · FNBB HOME TOWN CHOICE SAVINGS	21,313.95	21,313.95
1056 · Illinois Trust Client Services	968,718.98	408,339.79
1056K · ITCS - CD - Harmony Bank	0.00	245,167.61
1056L · ITCS - CD - T Bank, TX (2)	0.00	245,182.93
1056M · ITCS - CD - Mission Nat'l Bank	0.00	245,916.57
1056N · ITCS - CD - Kendall Bank, KS	0.00	245,822.31
1056O · ITCS - CD - Flagstar Bank, MI	0.00	245,802.93
1056S · ITCS - CD - Solera Nat'l Bank	245,665.15	0.00
1056T · ITCS - CD - Mission Nat'l Bank2	245,665.15	0.00
1056U · ITCS - CD - Bank of China.	248,965.18	0.00
1060 · FNBB - Imprest Account	622.11	716.94
Total Checking/Savings	4,085,984.92	4,591,551.11
Accounts Receivable		
1200 · Accounts Receivable	7,585.06	7,585.06
Total Accounts Receivable	7,585.06	7,585.06
Other Current Assets		
1202 · Replacement tax receivable	5,059.96	5,059.96
1255 · Due to General Fund from Bldg	-0.06	-0.06
1260 · Taxes receivable - SS Fund	79,704.00	79,704.00
1270 · Taxes Receivable - IMRF Fund	13,794.00	13,794.00
1280 · Taxes Receivable - Site Fund	-2,968.00	-2,968.00
1290 · Taxes Receivable - Library Fund	2,099,353.00	2,099,353.00
1500 · Prepaid Expenditures	-0.06	-0.06
Total Other Current Assets	2,194,942.84	2,194,942.84
Total Current Assets	6,288,512.82	6,794,079.01
TOTAL ASSETS	6,288,512.82	6,794,079.01
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	-2,909.79	9,431.56
Total Accounts Payable	-2,909.79	9,431.56
Credit Cards		
VISA - FNBB	420.00	420.00
Total Credit Cards	420.00	420.00
Other Current Liabilities		
2006 · Additional Accounts Payable	7,247.31	7,247.31

LSF Brookfield Library

Balance Sheet As of December 31, 2025

	Dec 31, 25	Dec 31, 24
2100 · Payroll Liabilities		
2101 · IMRF Payroll Liabilities	37,767.11	35,499.76
2102 · Mission Square Payroll Liab	-18,206.62	-11,065.00
2103 · EBC Payroll Liabilities	-46,938.96	-24,602.48
2104 · LIMRiCC Payroll Liabilities	18,348.68	18,348.68
2105 · AFLAC Payroll Liabilities	-2,127.55	-1,727.11
2106 · HSA / Avadia	-7,791.52	-7,791.52
2107 · Bankruptcy	-5,175.00	-5,175.00
2108 · NCSPERS	-767.52	-383.76
2100 · Payroll Liabilities - Other	16,860.29	-9,387.86
Total 2100 · Payroll Liabilities	-8,031.09	-6,284.29
2111 · Accrued Payroll	476,420.00	476,420.00
2112 · Accrued Compensated Absences	529,011.00	529,011.00
2120 · Deferred Rev. - SS Fund	83,000.00	83,000.00
2130 · Deferred Rev. - IMRF Fund	14,000.00	14,000.00
2140 · Deferred Rev. - Site Fund	13,000.00	13,000.00
2150 · Deferred Rev. - Library Fund	2,678,242.00	2,678,242.00
Total Other Current Liabilities	3,792,889.22	3,794,636.02
Total Current Liabilities	3,790,399.43	3,804,487.58
Total Liabilities	3,790,399.43	3,804,487.58
Equity		
3010 · Fund Balance - SS Fund	73,906.00	73,906.00
3020 · Fund Balance - IMRF Fund	130,396.00	130,396.00
3030 · Fund Balance - Site Fund	42,200.00	42,200.00
3040 · Fund Balance - Library Fund	853,394.00	853,394.00
3050 · Fund Balance - Reserve Fund	10,328,973.00	10,328,973.00
3900 · Retained Earnings	-8,439,277.57	-9,119,472.45
Net Income	-491,478.04	680,194.88
Total Equity	2,498,113.39	2,989,591.43
TOTAL LIABILITIES & EQUITY	6,288,512.82	6,794,079.01

LSF Brookfield Library
Budget vs. Actual By Class
January - December 2025

100% FY2025 Complete	Building and Site				FICA				General Operating Fund			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Income												
4010 · Property Taxes	74,462.38	92,000.00	-17,537.62	80.94%	80,736.70	100,000.00	-19,263.30	80.74%	1,311,145.33	2,300,000.00	-988,854.67	57.01%
4020 · Replacement Tax	0.00				0.00				23,763.77	20,000.00	3,763.77	118.82%
4030 · Grants	0.00				0.00				28,727.10	23,000.00	5,727.10	124.9%
4040 · Fees and Fines	0.00				0.00				3,255.67	0.00	3,255.67	100.0%
4050 · Gifts and Memorials	0.00				0.00				845.00	0.00	845.00	100.0%
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				116,246.86	25,000.00	91,246.86	464.99%
4062 · Special Reserve Interest	0.00				0.00				0.00			
Total 4060 · Library Fund Interest	0.00				0.00				116,246.86	25,000.00	91,246.86	464.99%
4070 · Miscellaneous Income	0.00				0.00				2,987.30	0.00	2,987.30	100.0%
Total Income	74,462.38	92,000.00	-17,537.62	80.94%	80,736.70	100,000.00	-19,263.30	80.74%	1,486,971.03	2,368,000.00	-881,028.97	62.79%
Gross Profit	74,462.38	92,000.00	-17,537.62	80.94%	80,736.70	100,000.00	-19,263.30	80.74%	1,486,971.03	2,368,000.00	-881,028.97	62.79%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				417.01			
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				790,483.83	808,405.07	-17,921.24	97.78%
5020 · Salaries-Part Time	0.00				0.00				260,759.06	273,399.11	-12,640.05	95.38%
5030 · Medical Insurance	0.00				0.00				160,301.73	179,197.20	-18,895.47	89.46%
5040 · IMRF	0.00				0.00				0.00			
5050 · FICA	0.00				77,802.34	82,758.02	-4,955.68	94.01%	0.00			
5051 · IL Unemployment	0.00				0.00				814.66	3,346.20	-2,531.54	24.35%
5052 · Personnel Contingency	0.00				0.00				250.00	2,000.00	-1,750.00	12.5%
Total 5000 · Personnel	0.00				77,802.34	82,758.02	-4,955.68	94.01%	1,212,609.28	1,266,347.58	-53,738.30	95.76%
5560 · Payroll Expenses	0.00				0.00				5,031.45	6,200.00	-1,168.55	81.15%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				20,462.86	22,000.00	-1,537.14	93.01%
6012 · Adult Fiction	0.00				0.00				21,656.25	25,000.00	-3,343.75	86.63%
6013 · Lucky Day	0.00				0.00				3,795.34	10,000.00	-6,204.66	37.95%
6014 · Youth Fiction	0.00				0.00				8,917.56	13,000.00	-4,082.44	68.6%
6015 · Youth Non Fiction	0.00				0.00				2,885.46	7,500.00	-4,614.54	38.47%

LSF Brookfield Library
Budget vs. Actual By Class
January - December 2025

100% FY2025 Complete	Building and Site				FICA				General Operating Fund			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
7010 · Professional Associations	0.00				0.00				2,924.00	5,500.00	-2,576.00	53.16%
7020 · Co-Worker Services	89.92				0.00				5,568.25	7,500.00	-1,931.75	74.24%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				7,221.05	16,350.00	-9,128.95	44.17%
7034 · Board Education	0.00				0.00				2,039.00	2,050.00	-11.00	99.46%
7036 · Continuing Education - Other	0.00				0.00				500.00	500.00	0.00	100.0%
Total 7030 · Continuing Education	0.00				0.00				9,760.05	18,900.00	-9,139.95	51.64%
7040 · Professional Sevices												
7041 · Legal	0.00				0.00				1,977.50	10,000.00	-8,022.50	19.78%
7042 · Audit	0.00				0.00				7,000.00	8,000.00	-1,000.00	87.5%
7043 · Financial Consultant	0.00				0.00				1,979.86	3,500.00	-1,520.14	56.57%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				2,758.91	4,700.00	-1,941.09	58.7%
Total 7040 · Professional Sevices	0.00				0.00				13,716.27	26,200.00	-12,483.73	52.35%
7050 · Insurance-General	0.00				0.00				390.00	31,550.00	-31,160.00	1.24%
7060 · Maintenance-Office Equipment	0.00				0.00				98,371.79	107,800.00	-9,428.21	91.25%
7070 · Printing and Publications	0.00				0.00				13,550.00	21,900.00	-8,350.00	61.87%
7080 · Telephone and Internet	0.00				0.00				13,447.78	16,500.00	-3,052.22	81.5%
7090 · Office Supplies	0.00				0.00				5,807.29	7,500.00	-1,692.71	77.43%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				2,986.16	4,500.00	-1,513.84	66.36%
7092S · Technical Services Supplies	0.00				0.00				4,111.85	6,500.00	-2,388.15	63.26%
7093 · Circ Services Supplies	0.00				0.00				2,133.88	5,500.00	-3,366.12	38.8%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				2,525.38	1,700.00	825.38	148.55%
7100 · Postage	0.00				0.00				9,700.29	10,500.00	-799.71	92.38%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				3,334.44	8,500.00	-5,165.56	39.23%
7114 · Youth Programming	0.00				0.00				16,426.31	17,500.00	-1,073.69	93.87%
7115 · Maker Studio Classes & Events	0.00				0.00				2,811.61	3,000.00	-188.39	93.72%
7116 · Young Adult Programming	0.00				0.00				4,308.55	5,000.00	-691.45	86.17%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				27,328.91	34,550.00	-7,221.09	79.1%
7120 · Outreach & Engagement (PR)	615.83				0.00				12,831.74	19,000.00	-6,168.26	67.54%
7130 · Gifts Given	0.00				0.00				50.00	1,000.00	-950.00	5.0%

LSF Brookfield Library
Budget vs. Actual By Class
January - December 2025

100% FY2025 Complete	Building and Site				FICA				General Operating Fund			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
7140 · Contingency	0.00				0.00				1,000.00	1,000.00	0.00	100.0%
7000 · Services and Supplies - Other	0.00				0.00				1,000.00	1,000.00	0.00	100.0%
Total 7000 · Services and Supplies	705.75				0.00				227,203.64	329,450.00	-102,246.36	68.97%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				22,381.77	28,000.00	-5,618.23	79.94%
8014 · Software	0.00				0.00				9,497.69	27,650.00	-18,152.31	34.35%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
Total 8010 · Computers	0.00				0.00				31,879.46	57,650.00	-25,770.54	55.3%
8020 · Photocopiers	0.00	0.00	0.00	0.0%	0.00				4,448.42	7,000.00	-2,551.58	63.55%
8025 · Janitorial	0.00				0.00				47,587.00	49,000.00	-1,413.00	97.12%
8030 · Maintenance-Building	43,852.90	83,225.00	-39,372.10	52.69%	0.00				9,282.18			
8040 · Capital Improvement	0.00	0.00	0.00	0.0%	0.00				0.00			
8050 · Other Capital Projects												
8051 · Capital Exp - Current Lib	0.00				0.00				0.00	0.00	0.00	0.0%
8050 · Other Capital Projects - Other	0.00	0.00	0.00	0.0%	0.00				7,158.10	136,650.00	-129,491.90	5.24%
Total 8050 · Other Capital Projects	0.00	0.00	0.00	0.0%	0.00				7,158.10	136,650.00	-129,491.90	5.24%
Total 8000 · Capital Expenses	43,852.90	83,225.00	-39,372.10	52.69%	0.00				100,355.16	250,300.00	-149,944.84	40.09%
9000 · Debt Service	0.00				0.00				349,575.04	354,302.90	-4,727.86	98.67%
9100 · Capital Expenditures (SR)	0.00				0.00				5,271.16			
Total Expense	44,879.32	83,225.00	-38,345.68	53.93%	77,802.34	82,758.02	-4,955.68	94.01%	2,157,288.56	2,501,400.48	-344,111.92	86.24%
Net Income	29,583.06	8,775.00	20,808.06	337.13%	2,934.36	17,241.98	-14,307.62	17.02%	-670,317.53	-133,400.48	-536,917.05	502.49%

LSF Brookfield Library

Budget vs. Actual By Class

January - December 2025

100% FY2025 Complete	IMRF				Special Reserve				TOTAL			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Income												
4010 · Property Taxes	10,440.17	26,000.00	-15,559.83	40.16%	0.00				1,476,784.58	2,518,000.00	-1,041,215.42	58.65%
4020 · Replacement Tax	0.00				0.00				23,763.77	20,000.00	3,763.77	118.82%
4030 · Grants	0.00				0.00				28,727.10	23,000.00	5,727.10	124.9%
4040 · Fees and Fines	0.00				0.00				3,255.67	0.00	3,255.67	100.0%
4050 · Gifts and Memorials	0.00				0.00				845.00	0.00	845.00	100.0%
4060 · Library Fund Interest												
4061 · General Fund Interest	0.00				0.00				116,246.86	25,000.00	91,246.86	464.99%
4062 · Special Reserve Interest	0.00				74,137.18	45,000.00	29,137.18	164.75%	74,137.18	45,000.00	29,137.18	164.75%
Total 4060 · Library Fund Interest	0.00				74,137.18	45,000.00	29,137.18	164.75%	190,384.04	70,000.00	120,384.04	271.98%
4070 · Miscellaneous Income	0.00				610,000.00				612,987.30	0.00	612,987.30	100.0%
Total Income	10,440.17	26,000.00	-15,559.83	40.16%	684,137.18	45,000.00	639,137.18	1,520.31%	2,336,747.46	2,631,000.00	-294,252.54	88.82%
Gross Profit	10,440.17	26,000.00	-15,559.83	40.16%	684,137.18	45,000.00	639,137.18	1,520.31%	2,336,747.46	2,631,000.00	-294,252.54	88.82%
Expense												
4051 · Gift and Memorial Expenditures	0.00				0.00				417.01	0.00	417.01	100.0%
5000 · Personnel												
5010 · Salaries-Operating Regular	0.00				0.00				790,483.83	808,405.07	-17,921.24	97.78%
5020 · Salaries-Part Time	0.00				0.00				260,759.06	273,399.11	-12,640.05	95.38%
5030 · Medical Insurance	0.00				0.00				160,301.73	179,197.20	-18,895.47	89.46%
5040 · IMRF	20,654.65	20,368.23	286.42	101.41%	0.00				20,654.65	20,368.23	286.42	101.41%
5050 · FICA	0.00				0.00				77,802.34	82,758.02	-4,955.68	94.01%
5051 · IL Unemployment	0.00				0.00				814.66	3,346.20	-2,531.54	24.35%
5052 · Personnel Contingency	0.00				0.00				250.00	2,000.00	-1,750.00	12.5%
Total 5000 · Personnel	20,654.65	20,368.23	286.42	101.41%	0.00				1,311,066.27	1,369,473.83	-58,407.56	95.74%
5560 · Payroll Expenses	0.00				0.00				5,031.45	6,200.00	-1,168.55	81.15%
6000 · Materials												
6010 · Books												
6011 · Adult Non Fiction	0.00				0.00				20,462.86	22,000.00	-1,537.14	93.01%
6012 · Adult Fiction	0.00				0.00				21,656.25	25,000.00	-3,343.75	86.63%
6013 · Lucky Day	0.00				0.00				3,795.34	10,000.00	-6,204.66	37.95%
6014 · Youth Fiction	0.00				0.00				8,917.56	13,000.00	-4,082.44	68.6%
6015 · Youth Non Fiction	0.00				0.00				2,885.46	7,500.00	-4,614.54	38.47%

LSF Brookfield Library
Budget vs. Actual By Class
January - December 2025

100% FY2025 Complete	IMRF				Special Reserve				TOTAL			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
7010 · Professional Associations	0.00				0.00				2,924.00	5,500.00	-2,576.00	53.16%
7020 · Co-Worker Services	0.00				0.00				5,658.17	7,500.00	-1,841.83	75.44%
7030 · Continuing Education												
7032 · Staff Education	0.00				0.00				7,221.05	16,350.00	-9,128.95	44.17%
7034 · Board Education	0.00				0.00				2,039.00	2,050.00	-11.00	99.46%
7036 · Continuing Education - Other	0.00				0.00				500.00	500.00	0.00	100.0%
Total 7030 · Continuing Education	0.00				0.00				9,760.05	18,900.00	-9,139.95	51.64%
7040 · Professional Sevices												
7041 · Legal	0.00				0.00				1,977.50	10,000.00	-8,022.50	19.78%
7042 · Audit	0.00				0.00				7,000.00	8,000.00	-1,000.00	87.5%
7043 · Financial Consultant	0.00				0.00				1,979.86	3,500.00	-1,520.14	56.57%
7046 · Employee Benefit Mgmt Fees	0.00				0.00				2,758.91	4,700.00	-1,941.09	58.7%
Total 7040 · Professional Sevices	0.00				0.00				13,716.27	26,200.00	-12,483.73	52.35%
7050 · Insurance-General	0.00				0.00				390.00	31,550.00	-31,160.00	1.24%
7060 · Maintenance-Office Equipment	0.00				0.00				98,371.79	107,800.00	-9,428.21	91.25%
7070 · Printing and Publications	0.00				0.00				13,550.00	21,900.00	-8,350.00	61.87%
7080 · Telephone and Internet	0.00				0.00				13,447.78	16,500.00	-3,052.22	81.5%
7090 · Office Supplies	0.00				0.00				5,807.29	7,500.00	-1,692.71	77.43%
7091 · Tech Services - Equipment	0.00				0.00				0.00	850.00	-850.00	0.0%
7092P · Technical Services Processing	0.00				0.00				2,986.16	4,500.00	-1,513.84	66.36%
7092S · Technical Services Supplies	0.00				0.00				4,111.85	6,500.00	-2,388.15	63.26%
7093 · Circ Services Supplies	0.00				0.00				2,133.88	5,500.00	-3,366.12	38.8%
7094 · Recip Borrowing Svcs/Billing	0.00				0.00				2,525.38	1,700.00	825.38	148.55%
7100 · Postage	0.00				0.00				9,700.29	10,500.00	-799.71	92.38%
7110 · Programming												
7112 · Adult Programming	0.00				0.00				3,334.44	8,500.00	-5,165.56	39.23%
7114 · Youth Programming	0.00				0.00				16,426.31	17,500.00	-1,073.69	93.87%
7115 · Maker Studio Classes & Events	0.00				0.00				2,811.61	3,000.00	-188.39	93.72%
7116 · Young Adult Programming	0.00				0.00				4,308.55	5,000.00	-691.45	86.17%
7118 · Movie Licensing	0.00				0.00				448.00	550.00	-102.00	81.46%
Total 7110 · Programming	0.00				0.00				27,328.91	34,550.00	-7,221.09	79.1%
7120 · Outreach & Engagement (PR)	0.00				0.00				13,447.57	19,000.00	-5,552.43	70.78%
7130 · Gifts Given	0.00				0.00				50.00	1,000.00	-950.00	5.0%

LSF Brookfield Library
Budget vs. Actual By Class
January - December 2025

100% FY2025 Complete	IMRF				Special Reserve				TOTAL			
	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
7140 · Contingency	0.00				0.00				1,000.00	1,000.00	0.00	100.0%
7000 · Services and Supplies - Other	0.00				0.00				1,000.00	1,000.00	0.00	100.0%
Total 7000 · Services and Supplies	0.00				0.00				227,909.39	329,450.00	-101,540.61	69.18%
8000 · Capital Expenses												
8010 · Computers												
8012 · Hardware	0.00				0.00				22,381.77	28,000.00	-5,618.23	79.94%
8014 · Software	0.00				0.00				9,497.69	27,650.00	-18,152.31	34.35%
8016 · Computers - Other	0.00				0.00				0.00	2,000.00	-2,000.00	0.0%
Total 8010 · Computers	0.00				0.00				31,879.46	57,650.00	-25,770.54	55.3%
8020 · Photocopiers	0.00				0.00				4,448.42	7,000.00	-2,551.58	63.55%
8025 · Janitorial	0.00				0.00				47,587.00	49,000.00	-1,413.00	97.12%
8030 · Maintenance-Building	0.00				0.00				53,135.08	83,225.00	-30,089.92	63.85%
8040 · Capital Improvement	0.00				0.00				0.00	0.00	0.00	0.0%
8050 · Other Capital Projects												
8051 · Capital Exp - Current Lib	0.00				0.00				0.00	0.00	0.00	0.0%
8050 · Other Capital Projects - Other	0.00				824.00				7,982.10	136,650.00	-128,667.90	5.84%
Total 8050 · Other Capital Projects	0.00				824.00				7,982.10	136,650.00	-128,667.90	5.84%
Total 8000 · Capital Expenses	0.00				824.00				145,032.06	333,525.00	-188,492.94	43.49%
9000 · Debt Service	0.00				0.00	0.00	0.00	0.0%	349,575.04	354,302.90	-4,727.86	98.67%
9100 · Capital Expenditures (SR)	0.00				526,776.63	1,055,000.00	-528,223.37	49.93%	532,047.79	1,055,000.00	-522,952.21	50.43%
Total Expense	20,654.65	20,368.23	286.42	101.41%	527,600.63	1,055,000.00	-527,399.37	50.01%	2,828,225.50	3,742,751.73	-914,526.23	75.57%
Net Income	-10,214.48	5,631.77	-15,846.25	-181.37%	156,536.55	-1,010,000.00	1,166,536.55	-15.5%	-491,478.04	-1,111,751.73	620,273.69	44.21%



Statistics At-A-Glance December 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	4,258	4,394	-3%	56,738	57,400	-1%
Teens	219	301	-27%	4,070	4,836	-16%
Children	4,749	5,198	-9%	70,876	74,937	-5%
Digital Downloads	6,343	5,279	20%	75,375	66,377	14%
Interlibrary loans	1,919	1,971	-3%	26,438	28,131	-6%
Total	17,488	17,143	2%	233,497	231,681	1%

Active Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Added	33	52	-37%	896	955	-6%
Deleted	24	54	-56%	846	514	65%
Total	13,800	13,750	0%	164,608	162,186	1.49%

New Cardholders	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	33	52	-37%	896	955	-6%

Visits	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	9,498	8,583	11%	118,898	114,370	4%

Notary Transactions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	19	26	-27%	322	315	2%

Room Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Study Rooms	433	372	16%	5,382	4,983	8%
A/V Studio	28	43	-35%	452	487	-7%
Maker Studio	16	15	7%	218	231	-6%
Storytime Room	35	31	13%	513	455	13%
Meeting Room 1	34	39	-13%	381	390	-2%
Meeting Room 2	21	25	-16%	387	400	-3%
Meeting Room Combined	16	10	60%	147	170	-14%
Total	583	535	9%	7,480	7,116	5%

Community Outreach	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Staff Outreach Visits	8	5	60%	88	66	33%
People Reached	126	141	-11%	3,214	2,067	55%
Community Visits to the Library	0	0	0%	5	7	-29%
People Reached	0	0	0%	92	86	7%
Home Delivery Visits	5	8	-38%	79	68	16%

Block Party Engagement	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Block Parties	0	N/A	N/A	15	N/A	N/A
Interactions	0	N/A	N/A	276	N/A	N/A

Book Bike Check Outs	0	N/A	N/A	81	N/A	N/A
Library Card Sign-Ups	0	N/A	N/A	5	N/A	N/A

Farmers Market Engagement	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Farmers Market Visits	0	0	0%	19	20	-5%
Summer Reading Sign Ups	0	0	0%	68	87	-22%
Library Card Sign Ups	0	0	0%	54	77	-30%
Book Bike Check Outs	0	0	0%	87	80	9%
Interactions	0	0	0%	1,107	1,048	6%
Cookbooks Sold	0	0	0%	61	N/A	N/A

Outreach & Engagement Total	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total Outreach Visits	13	13	0%	248	209	19%
Total People Reached	131	149	-12%	6,033	4,350	39%
Total Library Card Sign-Ups	0	0	0%	63	86	-27%
Total Book Bike Check Outs	0	0	0%	344	220	56%

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	43	33	30%	411	489	-16%
#Threads Posts	38	32	19%	376	164	129%
#Instagram Posts	42	32	31%	391	472	-17%
Bluesky Posts	33	N/A	N/A	197	N/A	N/A
#TikTok Videos	2	3	300%	26	24	8%
#YouTube Videos	1	1	0%	18	15	20%
Constant Contact Emails	5	6	-17%	31	29	7%

SOCIAL MEDIA-Followers	Current FY	Last FY	Change	FYTD	Last FYTD	Change
#Facebook Followers	3,286	3,061	7%	3,286	3,061	7%
#Threads Followers	279	253	10%	282	253	11%
#Instagram Followers	1,715	1,496	15%	1,715	1,496	15%
Bluesky Followers	12	N/A	N/A	12	N/A	N/A
#TikTok Followers	1,080	956	13%	1,080	956	13%
#YouTube Subscribers	109	90	21%	109	90	21%
Constant Contact	17,333	25,363	-32%	121,598	107,100	14%

SOCIAL MEDIA Engagement	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Facebook Engagement	5,171	1,415	265%	27,400	31,586	-13%
Threads Engagement	0	16	N/A	70	107	N/A
Instagram Engagement	537	439	22%	5,898	5,938	-1%
Bluesky Engagement	4	N/A	N/A	49	N/A	N/A
TikTok Engagement	4,618	2,300	101%	102,463	13,605	653%
YouTube Engagement	528	150	252%	3,093	2,186	41%
Constant Contact	6,800	9,636	-29%	53,116	43,025	23%

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	43	50	-14%	632	564	12%
Attendance	624	632	-1%	6,608	7,257	-9%

Teens	11	9	22%	121	90	34%
Attendance	162	85	91%	1,248	1,093	14%
Childrens	34	27	26%	490	458	7%
Attendance	1,476	1,278	15%	11,581	10,189	14%
Total Classes & Events	88	86	2%	1,243	1,128	10%
Total Attendance	2,262	1,995	13%	18,823	18,539	2%

1-on-1 Appointments	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Total	11	11	0%	109	98	11%

Reference Questions	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Adult Reference	602	266	126%	7,208	4,030	79%
Adult Non-Reference	802	906	-11%	10,711	13,844	-23%
Youth Reference	146	264	-45%	3,114	3,607	-14%
Youth Non-Reference	313	379	-17%	4,669	3,420	37%
Circulation	114	61	87%	1,187	1,996	-41%
Total	1,977	1,876	5%	26,889	26,897	0%

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	12	59.00	-81%	100	210.75	-53%

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

Technology Use	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Public Computer Use	980	950	3%	14,931	13,350	12%
WiFi Sessions	4,224	4,570	-8%	52,050	53,096	-2%
Website Sessions	12673	8,722	45%	131,210	87,729	50%
Android App Sessions	1,504	1,124	34%	18,398	6,498	183%
IOS (Apple) App Sessions	914	580	58%	10,408	8,157	28%
Printer Usage (Pages)	7,651	7,272	5%	120,219	107,810	12%
Scanner Usage (Sessions)	289	193	50%	3,861	3,759	3%
Maker Equipment Reservations	31	3	933%	138	115	20%
Online Resource Use - Adult	4,579	2,581	77%	44,182	26,449	67%
Online Resource Use - Adult (Remote)	3,761	1,831	105%	33,516	18,665	80%
Online Resource Use - Youth	15	0	200%	302	137	120%
Online Resource Use - Youth (Remote)	0	0	0%	63	96	-34%

	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Self-service Checkouts	2,905	3,173	-8%	46,987	46,596	1%

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	1,919	1,971	-3%	26,438	28,131	-6%
Sent	1,019	849	20%	14,281	11,325	26%

Volunteer Hours	Current FY	Last FY	Change	FYTD	Last FYTD	Change
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Total	96.00	38.00	153%	933.55	604.00	55%
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Items Added	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Items Added	430	502	-14%	6,417	5,832	10%
Withdrawn	482	517	-7%	7,140	8,932	-20%
Collection Total	139,320	140,043	-1%	139,320	140,043	-1%

Hot Picks Checkouts	Current FY	Last FY	Change	FYTD	Last FYTD	Change
Fiction	114	161	-41%	1,850	1604	13%
Nonfiction	30	9	70%	185	135	27%
Total	144	170	-18%	2,035	1739	15%

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

6. **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

7. **President's Report**

8. **Director's Report**

Director's Report

January 2026

Submitted by Kimberly Coughran

Building

► **Envelope Replacement**: Architects from Wiss, Janney, Elstner Associates, Inc. will join the monthly January meeting to review seventy percent complete drawings for the envelope replacement project. Coming important dates:

February 11	Bids issued
March 3	Mandatory pre-bid meeting
March 17	Public bid opening

Construction anticipated to start approximately six to eight weeks later.

► **Play Reorganization in Youth Services**: At the request of Youth Services staffers, Kyle moved the Velcro wall to the baby enclosure area this month in the effort to reduce use by middle schoolers.

► **Dome Mirrors**: Several dome mirrors are now installed in both the adult/teen and youth services departments to assist with lines of sight.

► **Study Room / Touch Up Painting**: Kyle worked diligently at the end of December and beginning of January to repaint all five of the Library's study rooms, which are in near-constant use. The painting of study rooms, meeting rooms, etc. at the end of the year has become an annual occurrence for us.

► **Meeting Room Wiring**: Noteworthy over the last few months is the Library's intermittent wiring issues in the main lower level meeting rooms. Our IT consultant has worked one-on-one with the original AV installation company on the issue. On January 23, plenum wire replaced ethernet wiring for better, faster picture resolution.

Financial

As of the end of December, 100% of the fiscal year was complete. The Library expended \$2,775,728.14 or 74.16% of the FY2025 budget. Snapshot of expenses:

1. Personnel – the Library expended 92.5%
2. Materials – the Library expended 80.11%
3. Services and Supplies – the Library expended 69.14%
4. Capital Expenses – the Library expended 49.42%
5. Debt Service – the Library expended 100%

Cook County Taxes

Between January 14 and 23, the Library received \$226,052.05 of last fall's tax disbursement, with the remainder of the distribution expected over the next three weeks. February marks the usual month taxing bodies receive the first disbursement of the year, which will therefore make for an interesting 2026 for accountants and auditing professionals. The interest income lost by our Library and by all taxing bodies due to the county's software glitch is a significant.

Fiscal Year 2025 Audit

We are already attending to this year's audit processes, with preliminary field work now scheduled to take place March 4 & 5.

Statement of Economic Interests

Trustee names have been submitted to Cook County for their annual Statement of Economic Interests submission. As always, the email will likely end up in spam folders so please check for their communication in March. Submissions are due in early May.

Annual Library Certification Process

Per the State Library's annual requirement, the Library's yearly certification statement has been filed and certified for 2026.

FY2025 IPLAR

The 2025 annual report to the Illinois State Library, or IPLAR, is an action item for this month's meeting and can be found attached in BoardBook. As always, I will review the year's statistical report at the monthly Board of Trustees meeting as well as with staff at our mini-meetings on Thursday, January 29 and with the Friends + Foundation at their January 27 meeting. I am, of course, very proud of the accomplishments of all of the staff members of our Library. Staff continues to deliver phenomenal classes and events, services, and results to community members.

Annual Report Mailing

The 2025 annual report is being worked on and will likely be mailed to Brookfield homes at the end of January or early February. As Trustees know, this marketing piece outlines the Library's accomplishments and overall value and underscores the importance of the Library in the community.

FY2026 Per Capita Grant

The year's per capita grant is an action item on the January agenda. Per this year's reading of the new Illinois Standards, Trustees will take action to approve a new programming policy due to the recommendation that all libraries have a 'challenge procedure' in place. The complaint form more or less mirrors the one found in our Library's selection of materials policy.

Revised FY2026 Working Budget

A revised FY2026 working budget is an action item on the January agenda, with full-time salaries the only edit owing to recent hires and cost of living increases. The revised budget makes every difference in the Library's accounting software, and us via accurate monthly financial statements.

Governance Software

After using a different software since 2010, at last the Library goes live with the new BoardBook software this month.

Friends + Foundation

Friends + Foundation members hold their first meeting of 2026 on Tuesday, January 27 at noon to review upcoming initiatives.

AI Roadmap

At the end of January, the Library's newly created AI Team, chaired by Adult/Teen Manager Emily Hampston and Maker Studio Coordinator Alan Ortiz and I will begin the process of establishing an AI Roadmap for the Library, including an eventual guideline and policy for staff use. A big thanks to additional Team members Yesenia Ruiz, Amy Hernandez and Ayleen Huerta.

Greg Molinari

Thank you again to everyone who attended Greg's service on Sunday, December 28, and thank you to Trustee Edgar Mihelic for so wonderfully eulogizing Greg as a dedicated Library employee. Approximately \$3,000 has been collected in Greg's honor, and we work with his family in the coming months / year on an item or service by which to remember him.

9. **New Business**

- a Discussion: Wiss, Janney, Elstner Associates Draft Envelope Replacement Drawings

THE LINDA SOKOL FRANCIS BROOKFIELD LIBRARY

PARTIAL RECLAD

3541 PARK AVENUE, BROOKFIELD, IL 60513

WJE ENGINEERS
ARCHITECTS
MATERIALS SCIENTISTS

Wiss, Janney, Elstner Associates, Inc.
330 Pfingsten Road
Northbrook, Illinois 60062
847.272.7400 tel | 847.480.9534 fax
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Headquarters & Laboratories: Northbrook, Illinois
Atlanta | Austin | Boston | Chicago | Cleveland | Dallas | Denver | Detroit
Honolulu | Houston | Los Angeles | Minneapolis | New Haven | New York
Princeton | San Francisco | Seattle | Washington, D.C.

**70% DRAFT
NOT FOR
CONSTRUCTION**

Project
**THE LINDA SOKOL
FRANCIS BROOKFIELD
LIBRARY
PARTIAL RECLAD**
3541 PARK AVENUE
BROOKFIELD, ILLINOIS 60513

Client

Mark	Date	Description
1	01/23/2026	FOR OWNER REVIEW

Project No.	2025.2217.0
Date	JANUARY 23, 2026
Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

TITLE SHEET

Sheet Title
A-0.0
Sheet No.

DRAWING INDEX

- A-0.0 TITLE SHEET
- A-1.0 SITE PLAN
- A-1.1 CODE INFORMATION AND WIND DESIGN
- A-1.2 BUILDING PLANS
- A-2.0 BUILDING ELEVATIONS
- A-2.1 BUILDING ELEVATIONS
- A-3.0 BUILDING SECTIONS
- A-3.1 BUILDING SECTIONS
- A-4.0 WALL ASSEMBLY DETAILS
- A-4.1 WALL TYPE A SECTION DETAILS
- A-4.2 WALL TYPE A PLAN DETAILS
- A-4.3 WALL TYPE B SECTION DETAILS
- A-4.4 WALL TYPE B PLAN DETAILS
- A-4.5 KNIFE PLATE AND TYPICAL DETAILS

SCOPE OF WORK

THE FOLLOWING REPAIRS SHALL BE PERFORMED IN ACCORDANCE WITH THE CONSTRUCTION DOCUMENT DRAWINGS AND SPECIFICATIONS LISTED HEREIN. REPAIRS SHALL INCLUDE ALL WORK INDICATED, ASSOCIATED WITH, OR REQUIRED BY THE REPAIRS OUTLINED BELOW, WHETHER SPECIFICALLY LISTED OR NOT. ALL WORK FOR THIS PROJECT SHALL BE COMPLETED FROM THE EXTERIOR AND INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

BASE BID WORK ITEMS

- 1.1. REMOVE AND DISPOSE OF THE EXISTING STAINLESS STEEL METAL TILES (MILLENNIUM FORMS CUPPED STAINLESS STEEL TILES).
- 1.2. REMOVE AND DISPOSE OF THE EXISTING ARMORWALL NP SIS PANELS WITH FLUID APPLIED AIR/WATER/VAPOR BARRIER.
- 1.3. REMOVE AND DISPOSE OF THE EXISTING FIBERGLASS BATT INSULATION FROM WITHIN THE STUD CAVITY FRAMING TO EXPOSE THE EXTERIOR FACE OF THE INTERIOR TYPE X GYPSUM WALL BOARD.
- 1.4. REMOVE AND DISPOSE OF THE EXISTING COPING AND WOOD BLOCKING AT THE TOP OF THE PARAPET. REMOVE AND DISPOSE OF THE EXISTING ARMORWALL NP SIS PANELS AT THE INSIDE FACE OF THE PARAPET.
- 1.5. WALL TYPE A: EXTEND THE EXISTING INTERIOR TYPE X GYPSUM WALL BOARD TO THE UNDERSIDE OF THE METAL ROOF DECK. NOTCH THE WALL BOARD TO FIT TIGHTLY TO THE UNDERSIDE OF THE ROOF DECK AND SEAL THE INTERFACE BETWEEN THE TYPE X GYPSUM BOARD AND METAL DECK WITH FIRE RATED SEALANT. CONSTRUCT A BULKHEAD AT EDGE BEAMS AS NECESSARY SO THAT NO VOIDS EXIST, AS THIS WILL ACT AS BOTH A THERMAL BARRIER AND SUBSTRATE FOR THE SPRAY FOAM INSULATION.
- 1.6. WALL TYPE A: INSTALL NEW CLOSED-CELL SPRAY POLYURETHANE FOAM (ccSPF) TO FILL THE FULL DEPTH OF THE METAL STUD FRAMING, INCLUDING PARAPETS. INSTALL THE ccSPF IN MULTIPLE LIFTS AND ALLOW EACH PASS TO CURE AND COOL PRIOR TO INSTALLATION OF THE NEXT PASS. OVERFILL STUD CAVITY AND SHAVE FLUSH WITH EXTERIOR FACE OF METAL STUDS TO ENSURE EXTERIOR SHEATHING IS IN CONTINUOUS CONTACT WITH ccSPF.
- 1.7. WALL TYPE B: INSTALL A NEW FLUID-APPLIED, VAPOR IMPERMEABLE AIR BARRIER ON THE EXTERIOR FACE OF THE CMU. FILL THE GAP SPACE BETWEEN THE CMU BACKUP AND THE METAL STUD FRAMING, AS WELL AS THE METAL STUD FRAMING CAVITY WITH MINERAL WOOL INSULATION.
- 1.8. INSTALL NEW 5/8" TYPE X GYPSUM SHEATHING ON THE EXTERIOR FACE OF THE METAL STUD FRAMING.
- 1.9. INSTALL A NEW FLUID-APPLIED AIR BARRIER ON THE EXTERIOR FACE OF THE NEW 5/8" TYPE X GYPSUM SHEATHING.
- 1.10. INSTALL NEW 2-INCH DEEP, VERTICALLY ORIENTED, Z-GIRTS AT 16" O.C. TO ALIGN WITH THE EXISTING STUD FRAMING.
- 1.11. INSTALL NEW 2-INCH THICK MINERAL WOOL INSULATION BETWEEN THE Z-GIRTS.
- 1.12. INSTALL NEW HORIZONTALLY-ORIENTED 7/8" DEEP VENTED HAT CHANNEL FURRING OVER THE Z-GIRTS TO PROVIDE AN AIR SPACE AND AN ATTACHMENT SUBSTRATE FOR THE STAINLESS-STEEL CLADDING TILES. THE AIR SPACE BEHIND THE TILES SHOULD BE VENTED AT BOTH THE TOP AND BOTTOM TO ALLOW FOR AIR FLOW WITHIN THE CAVITY SPACE.
- 1.13. CUT EXISTING EPDM ROOF MEMBRANE 18" FROM FACE OF PARAPET TO ALLOW FOR REMOVAL OF ARMORWALL SIS PANEL FROM PARAPET. REMOVE AND DISPOSE OF SIS PANELS.
- 1.14. INSTALL NEW TYPE X GYPSUM SHEATHING, NAILBASE INSULATION, AND WHITE EPDM MEMBRANE ON INSIDE FACE OF PARAPET.
- 1.15. EXTEND KNIFE PLATE BRACKETS TO ALLOW FOR REATTACHMENT OF THE VERTICAL SUNSHADES.
- 1.16. INSTALL NEW STAINLESS STEEL CUPPED TILES.
- 1.17. INSTALL NEW WOOD BLOCKING AND COPING AT THE TOP OF THE PARAPET.
- 1.18. FURNISH AND INSTALL NEW MISCELLANEOUS SHEET METAL TRIM TO ACCOMMODATE THE INCREASED WALL THICKNESS AT WINDOW PENETRATIONS, LOUVERS, SOFFITS, CORNERS, COPINGS, ETC. PARAPET COPING TO COMPLY WITH ANSIPRI ES-1 REQUIREMENTS.

UNIT PRICE WORK ITEMS

THE UNIT PRICE BID SHALL INCLUDE THE UNIT COSTS AND COSTS FOR THE ESTIMATED QUANTITIES INDICATED BELOW. THESE WORK ITEMS WILL BE PERFORMED AT THE DISCRETION OF THE OWNER AND A/E. ALL LOCATIONS OF UNIT PRICE/ESTIMATED QUANTITY REPAIRS SHALL BE VERIFIED BY THE A/E PRIOR TO PERFORMING THE WORK.

- 2.1. REPLACEMENT STAINLESS STEEL CUPPED TILES (IF REUSING EXISTING TILES PER ALTERNATE A.1).

ALTERNATES

THE FOLLOWING ALTERNATE WORK ACTIVITIES WILL BE PERFORMED AT DISCRETION OF OWNER, INCLUDE FEES ASSOCIATED WITH MOBILIZATION, DEMOBILIZATION, GENERAL CONDITIONS, AND ANY REQUIRED OVERHEAD PROTECTION WITH EACH ALTERNATE IF APPLICABLE:

- A.1. IN LIEU OF INSTALLATION OF NEW STAINLESS STEEL CUPPED TILES, SALVAGE EXISTING TILES UPON REMOVAL, STORE AND PROTECT TILES FROM SCRATCHES AND DEFORMATION(S). REINSTALL FOLLOWING INSTALLATION OF NEW EXTERIOR WALL ASSEMBLY. TRIM AND FLASHING COMPONENTS TO BE NEW BRAKE FORMED SHEET METAL.

REFERENCE DOCUMENTS

DOCUMENTS DESCRIBING THE EXISTING CONDITIONS THAT WERE REVIEWED FOR THIS PROJECT ARE LIMITED TO THE FOLLOWING:

1. ORIGINAL ARCHITECTURAL DESIGN DRAWINGS (SHEETS A0.0 THROUGH A9.5) PREPARED BY PRODUCT ARCHITECTURE + DESIGN DATED FEBRUARY 17, 2020 (PERMIT REVISIONS).
2. PROJECT MANUAL PREPARED BY PRODUCT ARCHITECTURE + DESIGN DATED JANUARY 6, 2020 (ISSUED FOR BID).

DIMENSIONS PROVIDED ARE APPROXIMATE AND ARE SOLELY BASED ON LIMITED FIELD MEASUREMENTS AND THE DOCUMENTS LISTED ABOVE. THEY ARE PROVIDED FOR PRICING ESTIMATION PURPOSES ONLY. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS PRIOR TO FINALIZING A BID, ORDERING MATERIAL, OR BEGINNING THE WORK.

CONDITIONS SHOWN FOR THE INSTALLATION OF ALL NEW WORK ARE BASED SOLELY ON THE PROVIDED CONSTRUCTION DRAWINGS AND LIMITED EXPLORATORY OPENINGS. CONDITIONS THAT MAY IMPACT THE WORK HAVE NOT BEEN FULLY FIELD VERIFIED. AS-BUILT CONDITIONS MAY VARY SIGNIFICANTLY FROM THOSE SHOWN ON THESE DOCUMENTS AND MAY IMPACT THE FINAL DESIGN.

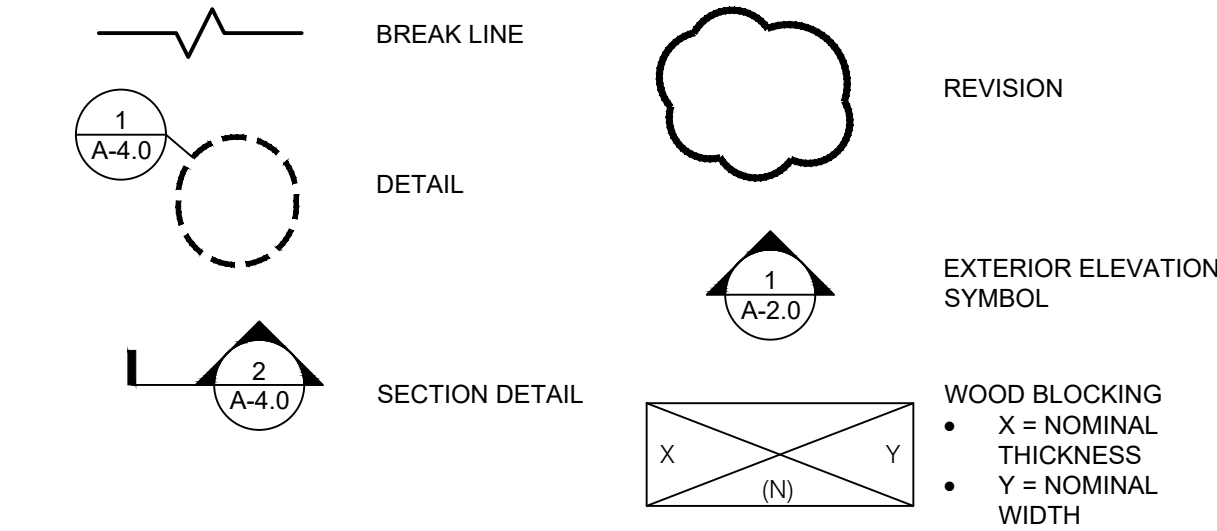


1 Exterior View
SCALE: Not to Scale

GENERAL NOTES

1. ALL WORK SHALL COMPLY WITH ALL APPLICABLE VILLAGE OF BROOKFIELD, COOK COUNTY, AND STATE OF ILLINOIS RULES AND REGULATIONS, INCLUDING GOVERNING BUILDING CODE REQUIREMENTS, AND ALL OTHER AUTHORITIES HAVING JURISDICTION, UNLESS STATED OTHERWISE, CURRENT APPLICABLE CODES AND STANDARDS ADAPTED BY JURISDICTION APPLY.
2. THE CONTRACTOR(S) SHALL SECURE ALL NECESSARY BUILDING PERMITS PRIOR TO STARTING THE WORK.
3. THE CONTRACTOR SHALL STRICTLY COMPLY WITH ALL SITE ACCESS SECURITY REQUIREMENTS AND LIMITATIONS, AS REQUIRED BY THE OWNER.
4. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR ALL JOB SAFETY DURING CONSTRUCTION.
5. THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH THE APPLICABLE REQUIREMENTS OF THE LATEST EDITION OF THE OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA).
6. THE CONTRACTOR SHALL SUPPLY THE OWNER WITH SAFETY DATA SHEETS (MSDS) FOR EACH CHEMICAL THAT WILL BE BROUGHT ONTO THE JOBSITE AND SHALL COMPLY WITH THE REQUIREMENTS OF THE OSHA COMMUNICATION STANDARD.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DELIVERING MATERIALS TO THE SITE AND STORING MATERIALS IN AREAS AGREED UPON BY THE OWNER.
8. THE DRAWINGS AND SPECIFICATIONS ARE TO BE TAKEN IN THEIR ENTIRETY AND AS A WHOLE. IF A DISCREPANCY IS FOUND BETWEEN THE DRAWINGS AND SPECIFICATIONS, THE ARCHITECT/ENGINEER SHALL HAVE THE OPTION AS TO WHICH GOVERNS.
9. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL METHODS AND MEANS OF CONSTRUCTION. ALL RIGGING EQUIPMENT AND PROCEDURES SHALL BE IN ACCORDANCE WITH THE APPLICABLE CODES AND STANDARDS. THE CONTRACTOR SHALL MAKE ANY INSPECTION OR ANALYSIS NECESSARY TO VERIFY THAT EXISTING BUILDING ELEMENTS HAVE ADEQUATE LOAD CAPACITY TO SUPPORT ANY REQUIRED RIGGING FORCES THE CONTRACTOR CHOOSES TO IMPOSE ON THEM.
10. THE CONTRACTOR SHALL HOLD HARMLESS THE OWNER AND THE ARCHITECT/ENGINEER FOR ANY DAMAGES RESULTING FROM USE OF ANY EQUIPMENT OWNED BY THE CONTRACTOR.
11. THE ARCHITECT/ENGINEER SHALL BE PROVIDED COMPLETE ACCESS WITHOUT TIME RESTRICTIONS TO ALL REPAIR AREAS PRIOR TO, DURING, AND AFTER COMPLETION OF THE REPAIRS, AT NO ADDITIONAL COST TO OWNER.
12. THE ARCHITECT/ENGINEER WILL PERFORM QUALITY CONTROL TESTS AND INSPECTIONS TO EVALUATE INSTALLATION OF THE NEW CONSTRUCTION FOR THE CONFORMANCE WITH THE DRAWINGS AND SPECIFICATIONS. THE CONTRACTOR SHALL ALLOW FOR AND MAKE ACCESS AVAILABLE TO THE ARCHITECT/ENGINEER FOR INSPECTION AND TESTING ALL WORK AREAS AND MAKE APPROPRIATE REPAIRS AFTER COMPLETION OF ARCHITECT/ENGINEER'S INSPECTION. ANY DEFECTIVE WORK SHALL BE REPAIRED BY THE CONTRACTOR AT NO COST TO THE OWNER.
13. ANY NECESSARY OR REQUESTED CHANGES IN ANY OF THE WORK SPECIFIED SHALL BE SUBMITTED TO THE ARCHITECT/ENGINEER WITH ADEQUATE TIME FOR REVIEW BEFORE CHANGES ARE IMPLEMENTED.
14. REPAIR AREAS ARE SHOWN GRAPHICALLY FOR LOCATION PURPOSES ONLY, AND DO NOT NECESSARILY INDICATE ACTUAL REPAIR BOUNDARIES OR FINAL QUANTITIES.
15. THE EXTENT OF ALL REPAIR AREAS IS SUBJECT TO FINAL APPROVAL AND VERIFICATION BY THE ARCHITECT/ENGINEER.
16. UNANTICIPATED CONDITIONS ENCOUNTERED DURING THE COURSE OF THE WORK, WHICH REQUIRE ADDITIONAL REPAIRS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER. NO ADDITIONAL REPAIR WORK SHALL BE PERFORMED UNLESS APPROVED IN ADVANCE BY THE ARCHITECT/ENGINEER.
17. THE WORK OF THIS PROJECT CONSISTS OF FURNISHING ALL ITEMS, MATERIALS, OPERATIONS OR METHODS LISTED, MENTIONED, OR INDICATED OR SCHEDULED IN THESE DRAWINGS AND SPECIFICATIONS, INCLUDING ALL LABOR, MATERIALS, EQUIPMENT TRANSPORTATION, AND INCIDENTALS NECESSARY AND REQUIRED TO PERFORM THE WORK, AND TO BRING THE PROJECT TO COMPLETION, NOTWITHSTANDING THAT EVERY ITEM OF LABOR OR MATERIALS OR ACCESSORIES REQUIRED TO MAKE THE INSTALLATION COMPLETE, MAY NOT BE SPECIFICALLY MENTIONED.
18. THE CONTRACTOR SHALL LEAVE AND PROTECT ELEMENTS THAT ARE TO REMAIN INTACT AND UNDISTURBED. THE CONTRACTOR SHALL REMOVE AND STORE SIGNS, ELECTRICAL FIXTURES AND MISCELLANEOUS SURFACE MOUNTED ELEMENTS AS NECESSARY TO COMPLETE THE WORK. UPON COMPLETION OF THE WORK, THE CONTRACTOR SHALL REINSTALL ALL REMOVED ITEMS IN THEIR ORIGINAL CONDITION AND LOCATION.
19. EXISTING MEANS OF EGRESS SHALL BE MAINTAINED AND PROTECTED FROM THE WORK AT ALL TIMES. THE CONTRACTOR SHALL PROVIDE PROTECTIVE BARRIERS, FENCES, WALKWAY ENCLOSURES, ETC. TO ENSURE THE SAFETY OF PEDESTRIANS, BUILDING OCCUPANTS, VEHICULAR TRAFFIC, SITE FEATURES, ETC. AS APPROVED BY THE OWNER AND IN ACCORDANCE WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. SUBMIT TRAFFIC CONTROL AND PEDESTRIAN SAFETY PLAN (COMPLETE WITH SIGNS, SIGN MATERIALS, SIGN MESSAGES, SIGN LOCATIONS AND FLOW RECONFIGURATION PATTERN) FOR APPROVAL PRIOR TO THE START OF REPAIRS.
20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY PORTIONS OF THE BUILDING AND/OR SURROUNDING LANDSCAPING THAT ARE DAMAGED AS A RESULT OF PERFORMANCE OF THE REPAIR WORK. ANY SUCH DAMAGE SHALL BE REPORTED TO THE OWNER AND ARCHITECT/ENGINEER PRIOR TO REPAIRING DAMAGE. THE CONTRACTOR MAY PHOTOGRAPH ANY BUILDING ELEMENTS ANTICIPATED TO BE AFFECTED BY THE WORK, AND SUBMIT THEM TO THE OWNER OR ARCHITECT/ENGINEER TO DOCUMENT AND VERIFY THE CONDITIONS OF THOSE ELEMENTS PRIOR TO BEGINNING WORK IN THAT AREA. ANY PRE-CONSTRUCTION DAMAGE NOTED WILL BE DOCUMENTED AND VERIFIED BY THE OWNER OR ARCHITECT/ENGINEER.
21. THE CONTRACTOR SHALL TAKE NECESSARY PRECAUTIONS TO PREVENT FIRE DURING CONSTRUCTION AS REQUIRED BY FEDERAL AND LOCAL LAWS AND ORDINANCES. PROVIDE ADEQUATE VENTILATION DURING THE USE OF VOLATILE OR NOXIOUS MATERIALS.
22. FIRE PROTECTION EQUIPMENT: AT A MINIMUM THE CONTRACTOR SHALL PROVIDE AT THE JOB SITE UL CLASS 2A 2-1/2 GALLON WATER TYPE STORE PRESSURE EXTINGUISHER AND UL CLASS 10 TYPE 1 15 POUND B:C CARBON DIOXIDE EXTINGUISHER.
23. SMOKING SHALL BE PROHIBITED DURING OPERATIONS WHERE THERE ARE COMBUSTIBLE MATERIALS. "NO SMOKING" SIGNS SHALL BE CLEARLY POSTED IN THESE AREAS.
24. THE CONTRACTOR SHALL TEMPORARILY SUPPORT OR REMOVE PRIOR TO THE WORK, AND REPLACE AFTER THE WORK IS COMPLETE, ANY VISIBLE PLUMBING LINES, ELECTRICAL CONDUIT, OR MECHANICAL EQUIPMENT THAT MAY INTERFERE WITH THE WORK. ALL SYSTEMS MUST REMAIN OPERATIONAL BY RELOCATING, TEMPORARILY RELOCATION, OR BY PROVIDING ALTERNATE SYSTEMS.
25. THE CONTRACTOR SHALL PROVIDE TEMPORARY VENTILATION AND DUST BARRIERS AS REQUIRED TO CONTROL DUST AND FUMES IN THE WORK AREA.
26. THE CONTRACTOR SHALL UNDERTAKE CLEAN-UP AND DEBRIS REMOVAL ON A DAILY BASIS. CLEAN-UP AND DEBRIS REMOVAL SHALL BE SATISFACTORY TO THE ARCHITECT/ENGINEER AND OWNER. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER REMOVAL, HANDLING, STORAGE, HAULING AND DISPOSAL OF THE MATERIALS TO BE REMOVED, IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS.
27. THE CONTRACTOR MAY USE THE EXISTING UTILITIES, ALL UTILITY HOOKUPS AND TEMPORARY EXTENSIONS MADE BY THE CONTRACTOR ARE SUBJECT TO APPROVAL BY THE OWNER AND SHALL BE PROVIDED, MAINTAINED, AND REMOVED AT THE COMPLETION OF THE WORK BY THE CONTRACTOR. MATERIALS MUST BE NEW AND MUST BE ADEQUATE IN CAPACITY FOR THE REQUIRED USAGE, MUST NOT CREATE AN UNSAFE CONDITION, AND SHALL NOT VIOLATE THE REQUIREMENTS OF APPLICABLE CODES AND STANDARDS.
28. ALL DETAILS, SECTIONS, AND NOTES SHOWN ARE INTENDED TO BE TYPICAL AND SHALL APPLY TO SIMILAR CONDITIONS UNLESS OTHERWISE INDICATED.
29. THE CONTRACTOR SHALL INSTALL MATERIALS IN STRICT ACCORDANCE WITH THE PUBLISHED REQUIREMENTS OF THE MANUFACTURERS SPECIFIED AND APPROVED FOR THE PROJECT, AND SHALL NOTIFY THE ARCHITECT/ENGINEER IMMEDIATELY OF ANY DISCREPANCIES BETWEEN THOSE REQUIREMENTS AND THE SCOPE OF WORK FOR THIS PROJECT. THE CONTRACTOR SHALL PROVIDE WRITTEN AFFIDAVITS FROM THE APPROVED MANUFACTURERS CERTIFYING THAT THEY HAVE REVIEWED AND APPROVED THE USE OF THEIR PRODUCTS IN THIS APPLICATION AND WITH A WARRANTY PERIOD AS SPECIFIED IN THE PROJECT DOCUMENTS.
30. THE CONTRACTOR SHALL TEMPORARILY PROTECT ALL DRAINS AT THE ROOF AREAS BELOW AND ADJACENT TO THE WORK AREAS AT ALL TIMES DURING CONSTRUCTION. DRAINS BLOCKED DURING CONSTRUCTION SHALL BE CLEARED AT NO EXPENSE TO THE OWNER.
31. EXISTING SUBSTRATES SHALL BE SOUND AND DRY PRIOR TO INSTALLATION OF NEW ROOFING MATERIALS. MATERIAL MANUFACTURER'S REPRESENTATIVE(S) SHALL VISIT SITE TO OBSERVE EXISTING DECK CONDITIONS AND SUBSTRATE PREPARATIONS PRIOR TO INSTALLATION OF NEW MATERIALS.
32. THE CONTRACTOR SHALL VISIT THE SITE OF THE PROPOSED WORK AND BECOME FULLY ACQUAINTED WITH THE EXISTING CONDITIONS RELATING TO THE CONSTRUCTION AND LABOR, THE FACILITIES INVOLVED, THE DIFFICULTIES, RESTRICTIONS, AND LOGICAL EXTENSIONS OF THE SCOPE ASSOCIATED WITH THE PERFORMANCE OF THE CONTRACT. LACK OF KNOWLEDGE ON THE PART OF THE CONTRACTOR WILL IN NO WAY RELIEVE THEM OF THE OBLIGATIONS AND RESPONSIBILITIES ASSUMED UNDER THE CONTRACT.
33. CONTRACTOR SHALL DESIGN AND PROVIDE ALL SCAFFOLDING, OVERHEAD PROTECTION, SHORING, BRACING, AND SHEETING REQUIRED FOR SAFETY OR PROPER EXECUTION OF THE WORK AND MAKE AVAILABLE TO THE OWNER AND/OR A/E FOR USE DURING CONSTRUCTION AS REQUIRED TO REVIEW THE WORK.
34. CONTRACTOR SHALL NOT UNREASONABLY ENCLUMBER SITE WITH MATERIALS OR EQUIPMENT. THE MATERIALS AND EQUIPMENT SHALL BE CONFINED TO THE AREAS INDICATED BY THE OWNER OR ENGINEER. DO NOT LOAD STRUCTURE WITH WEIGHT THAT WILL ENDANGER STRUCTURE. CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR THE PROTECTION AND SAFEKEEPING OF PRODUCTS STORED ON PREMISES. MOVE ANY STORED MATERIAL PRODUCTS WHICH INTERFERE WITH OPERATIONS OF OWNER OR OTHER CONTRACTORS.
35. CONTRACTOR SHALL COORDINATE WORK BETWEEN ALL SUBCONTRACTORS/TRADES AND BRING ANY CONFLICTS TO THE A/E'S AND OWNER'S ATTENTION PRIOR TO THE WORK BEING PERFORMED. CONTRACTOR SHALL BE RESPONSIBLE FOR THE COSTS OF CORRECTIONS ASSOCIATED WITH THE CONTRACTOR'S FAILURE TO PROPERLY COORDINATE THE WORK.

SYMBOL LEGEND



ABBREVIATIONS

- Ø DIAMETER
- +/- APPROXIMATE (VERIFY IN FIELD)
- A/E ARCHITECT/ENGINEER OF RECORD
- ALUM. ALUMINUM
- APPROX. APPROXIMATE (VERIFY IN FIELD)
- CF CUBIC FEET
- CMU CONCRETE MASONRY UNIT
- (E), EX. EXISTING
- E.J. EXPANSION JOINT
- EPDM ETHYLENE PROPYLENE DIENE TERPOLYMER
- EQ. EQUAL
- FT FEET
- GA. GAUGE
- HDG. HOT DIP GALVANIZED
- H.J. HIGH TEMPERATURE
- IN. INCHES
- LF. LINEAR FEET
- MAX. MAXIMUM
- MIL. 1/1000TH OF AN INCH (0.001")
- MIN. MINIMUM
- (N) NEW
- NOT TO SCALE
- NTS. NOT TO SCALE
- O.C. ON CENTER
- POLYISO POLYISOCYANURATE INSULATION
- REQ. REQUIRED
- SF. SQUARE FEET
- S.S. STAINLESS STEEL
- SIM. SIMILAR
- TERM. TERMINATION
- TYP. TYPICAL
- V.I.F. VERIFY IN FIELD (FOR MEASUREMENTS)

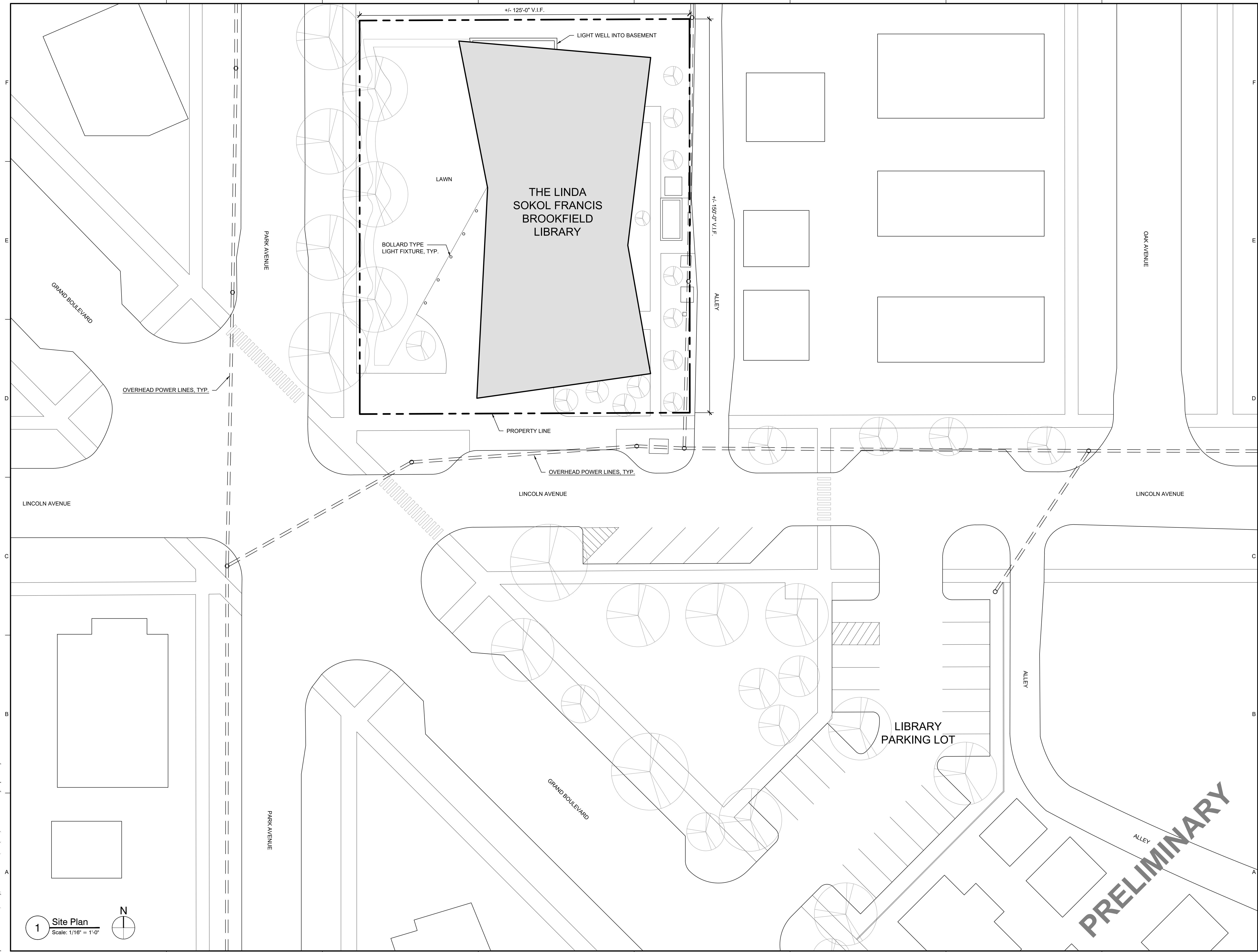
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ISSUE DATE: JANUARY 23, 2026
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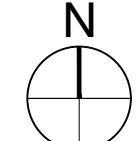
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1 Site Plan
 Scale: 1/16" = 1'-0"



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**70% DRAFT
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 CONSTRUCTION**

Project
**THE LINDA SOKOL
 FRANCIS BROOKFIELD
 LIBRARY
 PARTIAL RECLAD**
 3541 PARK AVENUE
 BROOKFIELD, ILLINOIS 60513

Client

Mark	Date	Description
1	01/23/2026	FOR OWNER REVIEW

Project No.	2025.2217.0
Date	JANUARY 23, 2026
Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

SITE PLAN
 Sheet Title
 Sheet No. **A-1.0**

PRELIMINARY

BUILDING CODE INFORMATION

PHYSICAL ADDRESS: 3541 PARK AVENUE, BROOKFIELD, COOK COUNTY, ILLINOIS 60513
 BUILDING NAME: THE LINDA SOKOL FRANCIS BROOKFIELD LIBRARY
 ORIGINAL CONSTRUCTION: 2021
 APPROX. ROOF AREA: +/- 7,756 SF (V.I.F.)
 MAIN ROOF: +/- 28'-8"
 APPROX. ROOF HEIGHT: +/- 10'-0"
 PROJECT APPLICABLE CODES: 2021 INTERNATIONAL BUILDING CODE (2021 IBC)
 2021 INTERNATIONAL EXISTING BUILDING CODE (2021 IEBIC)
 2021 INTERNATIONAL ENERGY CONSERVATION CODE (2021 IECC)

CLASSIFICATION OF WORK: ALTERATION, LEVEL 1
 OCCUPANCY USE GROUP: A-3 (ASSEMBLY - LIBRARY)
 RISK CATEGORY: III
 SURFACE ROUGHNESS: B
 EXPOSURE CATEGORY: B
 ULTIMATE WIND SPEED, V_{ult} : 115 MPH (3 SEC GUST AT 33 FT ABOVE GROUND, EXP. CAT. C)
 DESIGN WIND SPEED, V_{50} : 89 MPH
 WALL INSULATION: CONTINUOUS 2" MINERAL WOOL (R 9.6) + 6" ccSPF BETWEEN STUDS (R 40)
 METAL FRAMING (STUDS): METAL FRAMING (STUDS)
 DESCRIPTION OF WORK: REMOVAL OF EXISTING WALL ASSEMBLY CONSISTING OF METAL PANELS, STRUCTURAL INSULATED SHEATHING PANELS, AND FIBERGLASS BATT INSULATION. INSTALLATION OF NEW WALL ASSEMBLY CONSISTING OF METAL PANELS, MINERAL WOOD INSULATION, EXTERIOR SHEATHING, AND SPRAY FOAM INSULATION

ALLOWABLE DESIGN WIND LOADS (UPLIFT)

ASCE 7-16 COMPONENTS & CLADDING (SECTION 30.3)
 ANSI/SPRI ES-1

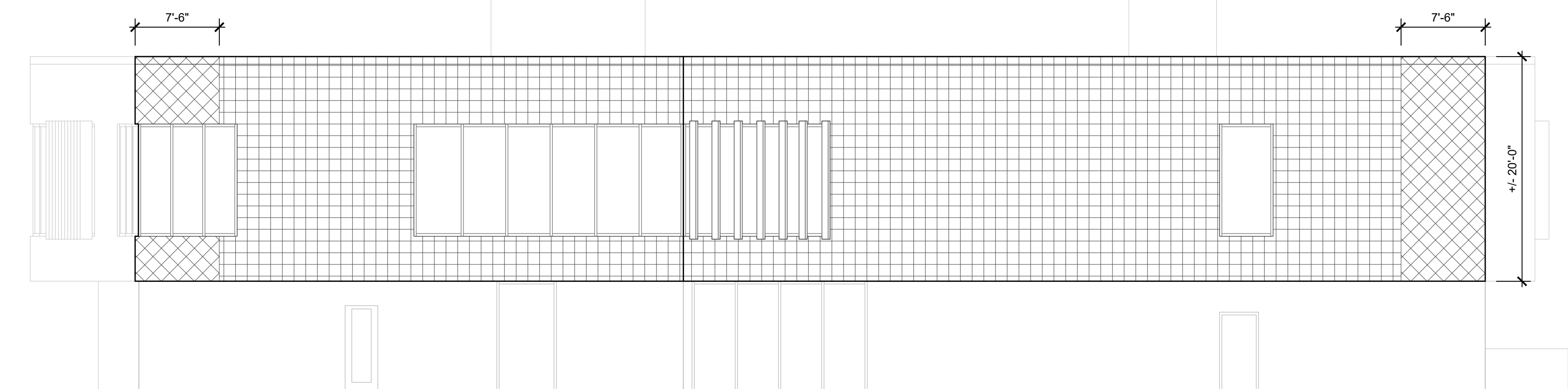
ZONE	WIND PRESSURE (PSF)
ZONE 1:	23 PSF
ZONE 2:	30 PSF
ZONE 3:	41 PSF
ZONE 4:	16 PSF
ZONE 5:	19 PSF
PARAPET BLOCKING AND ROOF METAL EDGE SECUREMENT	78 PSF ↑ 33 PSF →

NOTES:

- WALL SYSTEM COMPONENTS SHALL BE FASTENED TO MEET TO EXCEED THE DESIGN PRESSURES SHOWN
- THE DESIGN UPLIFT PRESSURES IN THE TABLE ABOVE DO NOT INCLUDE A SAFETY FACTOR

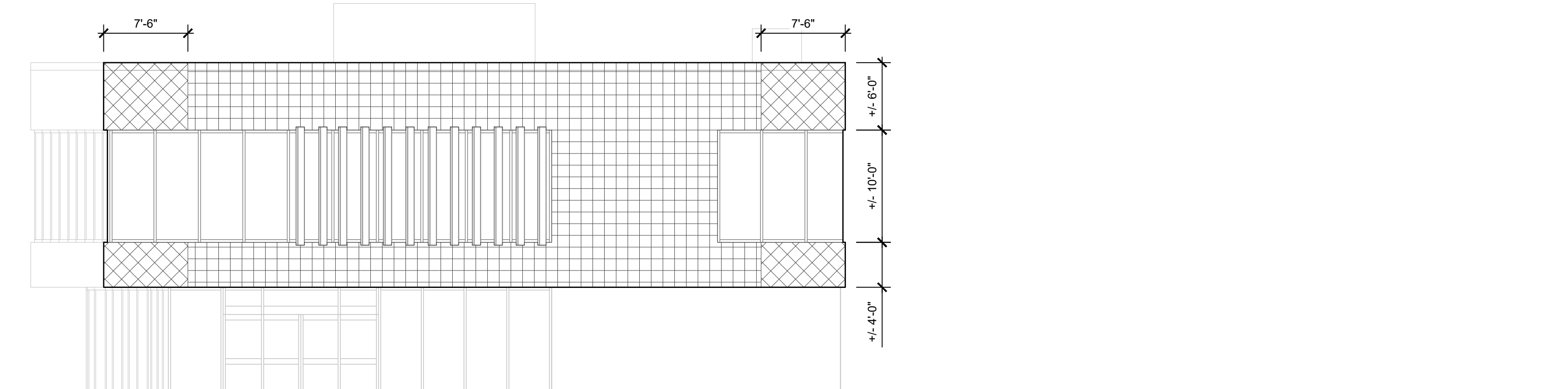
1 North Elevation - Wind Load Diagram

Scale: 1/8" = 1'-0"



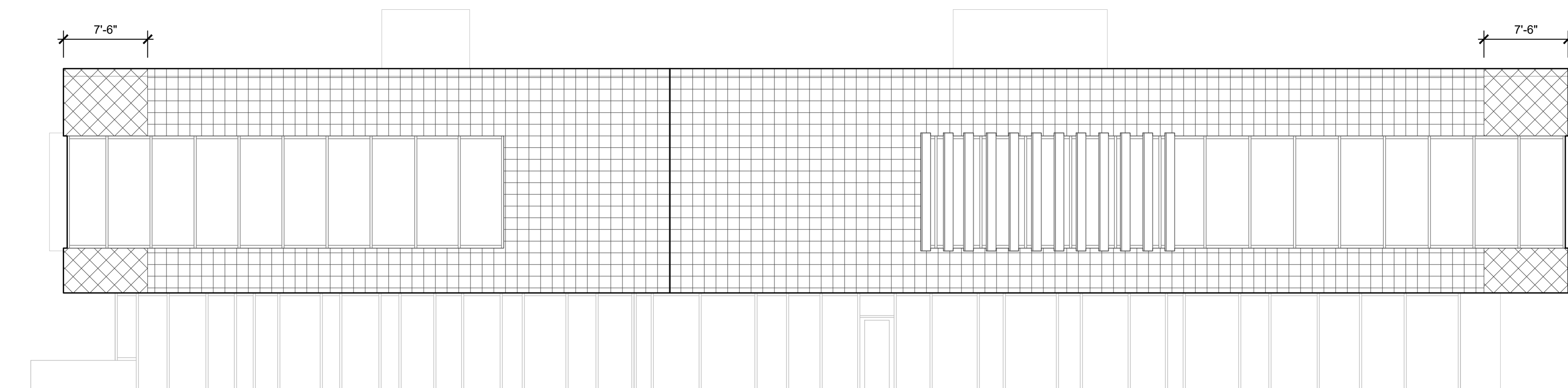
2 East Elevation - Wind Load Diagram

Scale: 1/8" = 1'-0"



3 South Elevation - Wind Load Diagram

Scale: 1/8" = 1'-0"

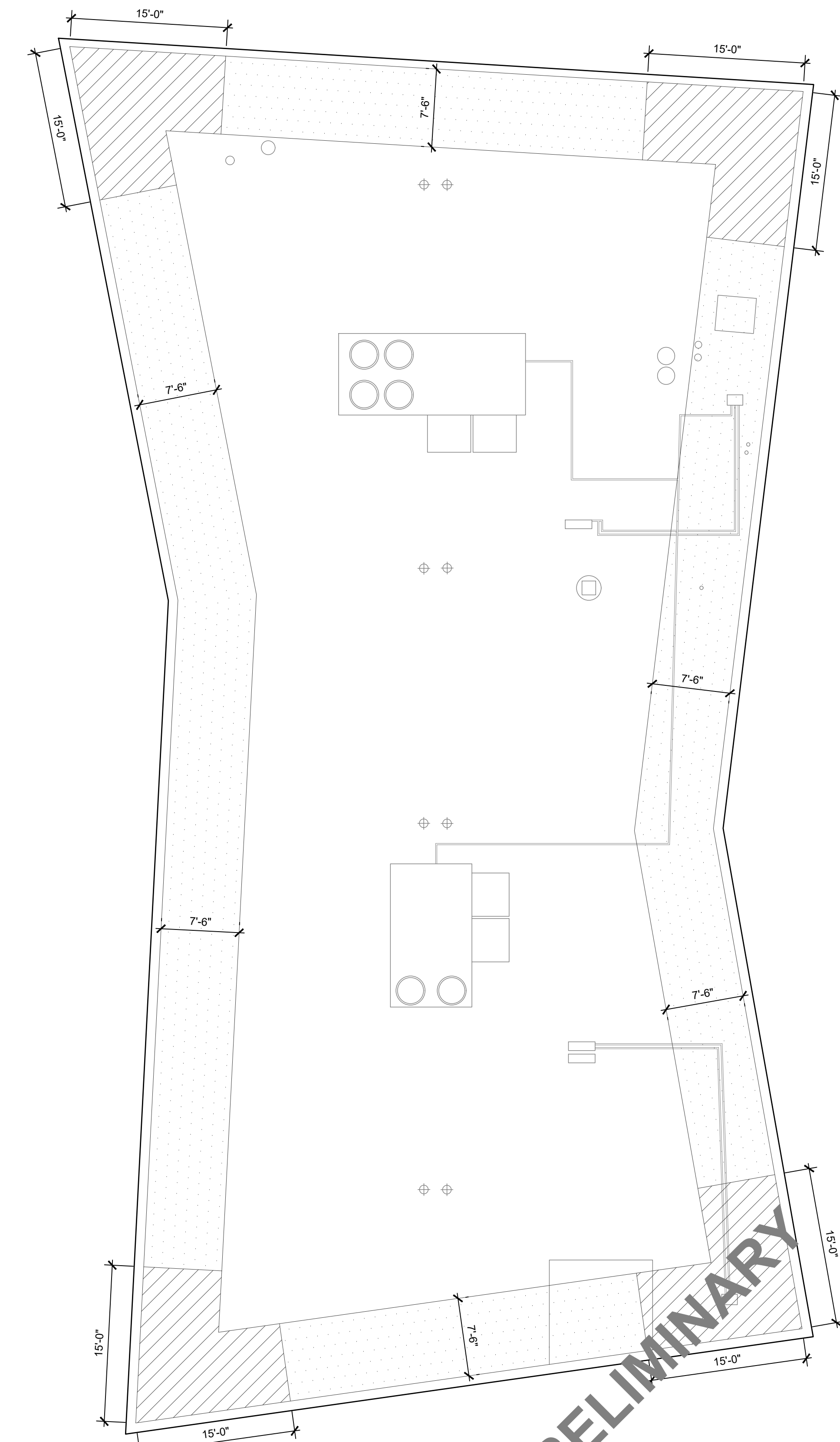


4 West Elevation - Wind Load Diagram

Scale: 1/8" = 1'-0"

5 Roof Plan - Wind Load Diagram

Scale: 1/8" = 1'-0"



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Drawn	ICH
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Scale	AS SHOWN

**CODE INFORMATION
 AND WIND DESIGN**

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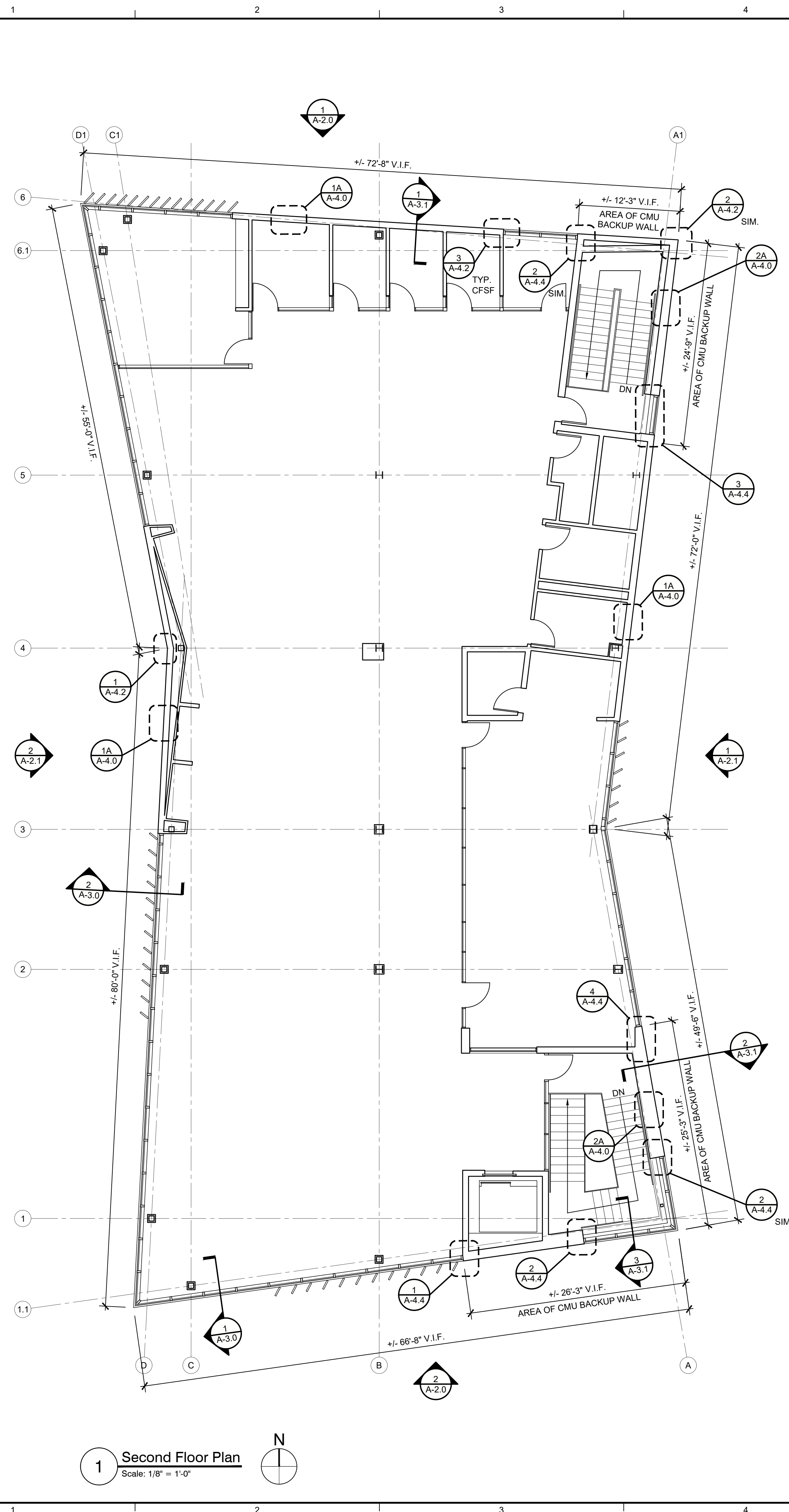
Client

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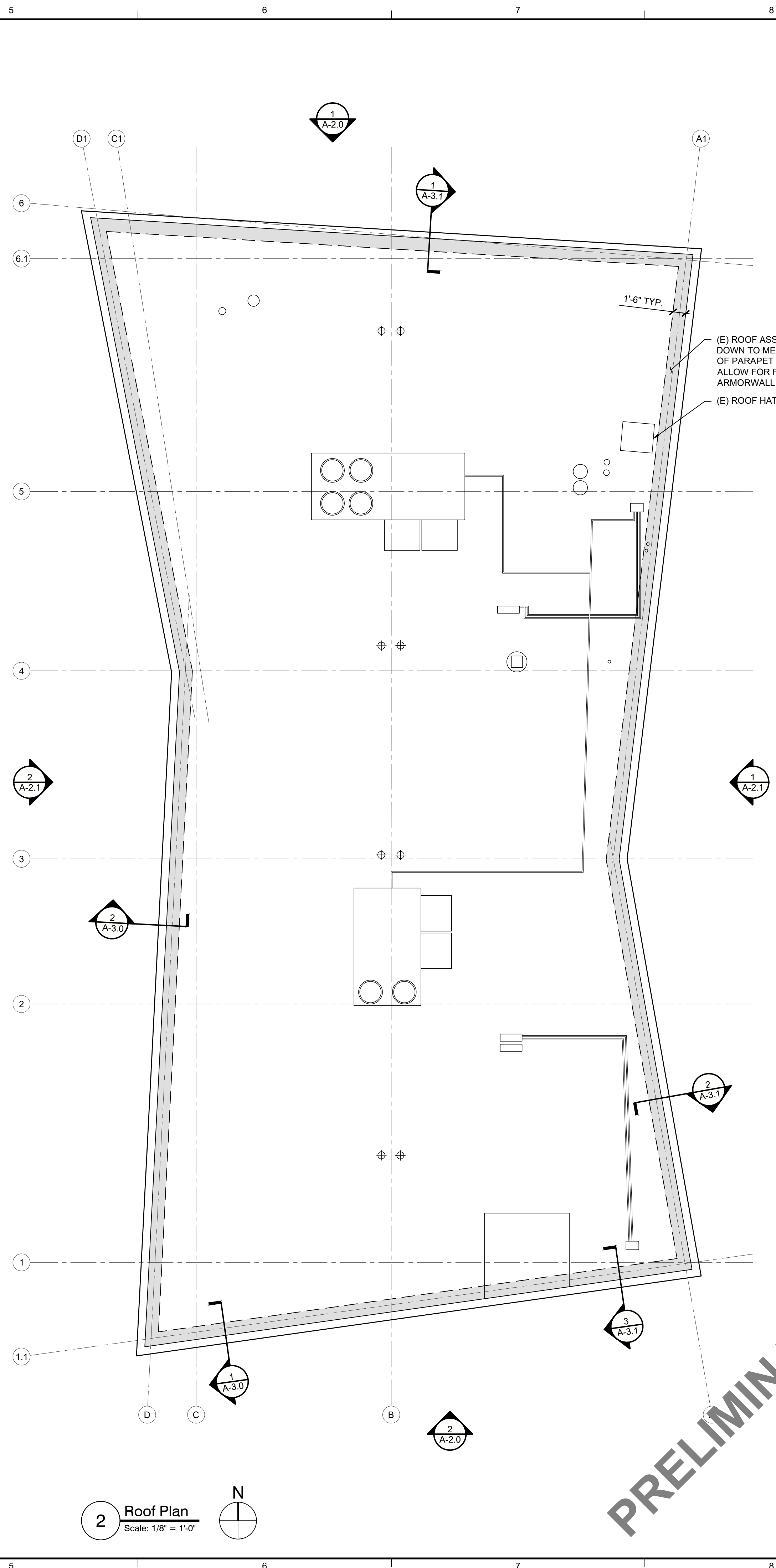
Project No. 2025.2217.0
Date JANUARY 23, 2026
Drawn ICH
Checked HLM/RSK
Scale AS SHOWN

**BUILDING
PLANS**

Sheet Title
Sheet No. **A-1.2**



1 Second Floor Plan
Scale: 1/8" = 1'-0"

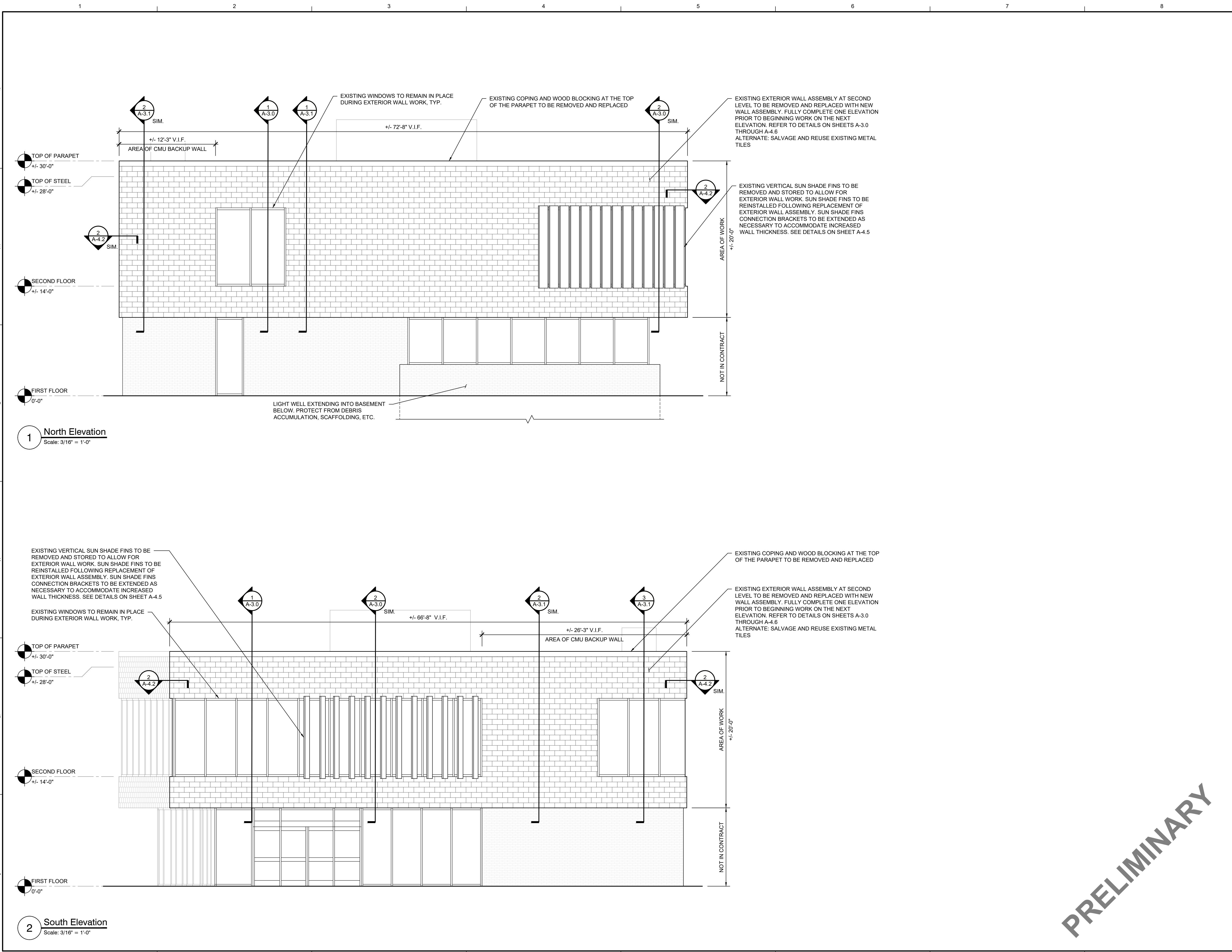


2 Roof Plan
Scale: 1/8" = 1'-0"

PRELIMINARY

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 PARTIAL RECLAD**
 3541 PARK AVENUE
 BROOKFIELD, ILLINOIS 60513

Client

Mark	Date	Description
1	01/23/2026	FOR OWNER REVIEW

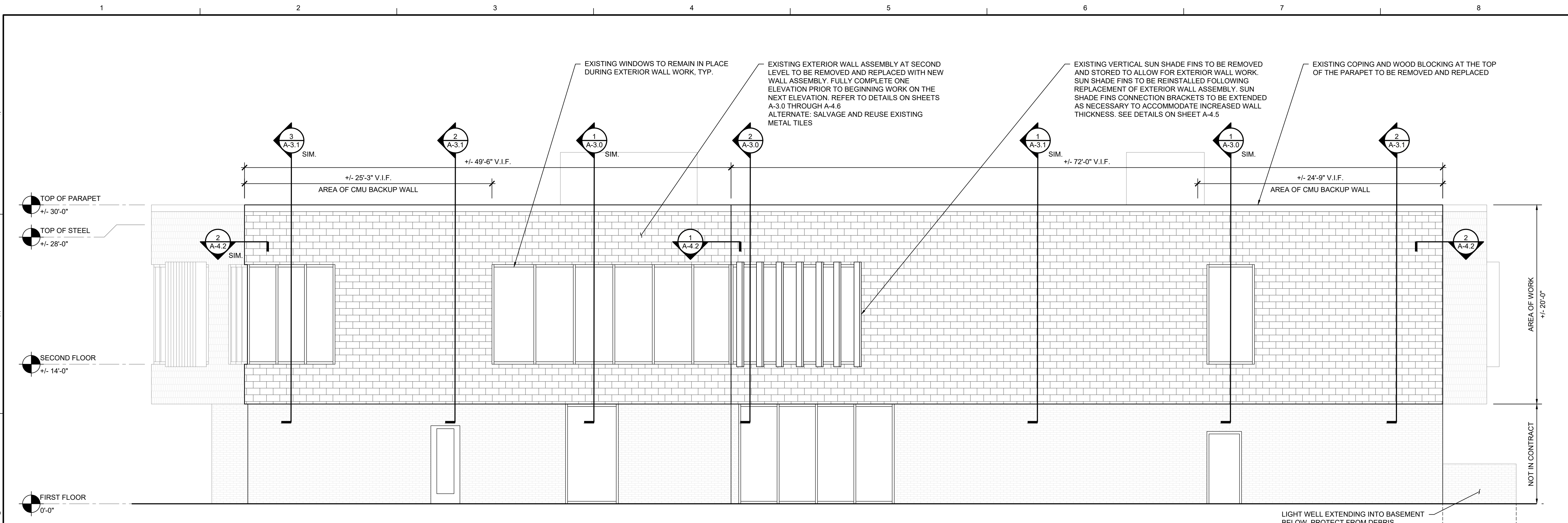
Project No. 2025.2217.0
 Date JANUARY 23, 2026
 Drawn ICH
 Checked HLM/RSK
 Scale AS SHOWN

**BUILDING
 ELEVATIONS**
 Sheet Title
A-2.0
 Sheet No.

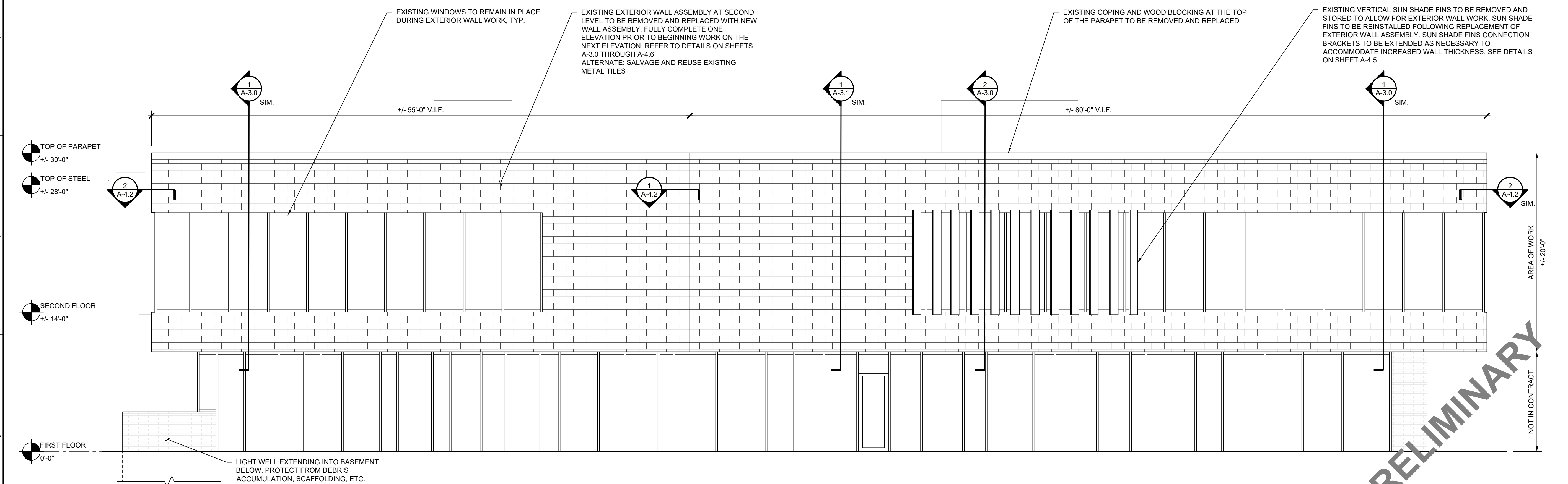
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1 East Elevation
Scale: 3/16" = 1'-0"



2 West Elevation
Scale: 3/16" = 1'-0"

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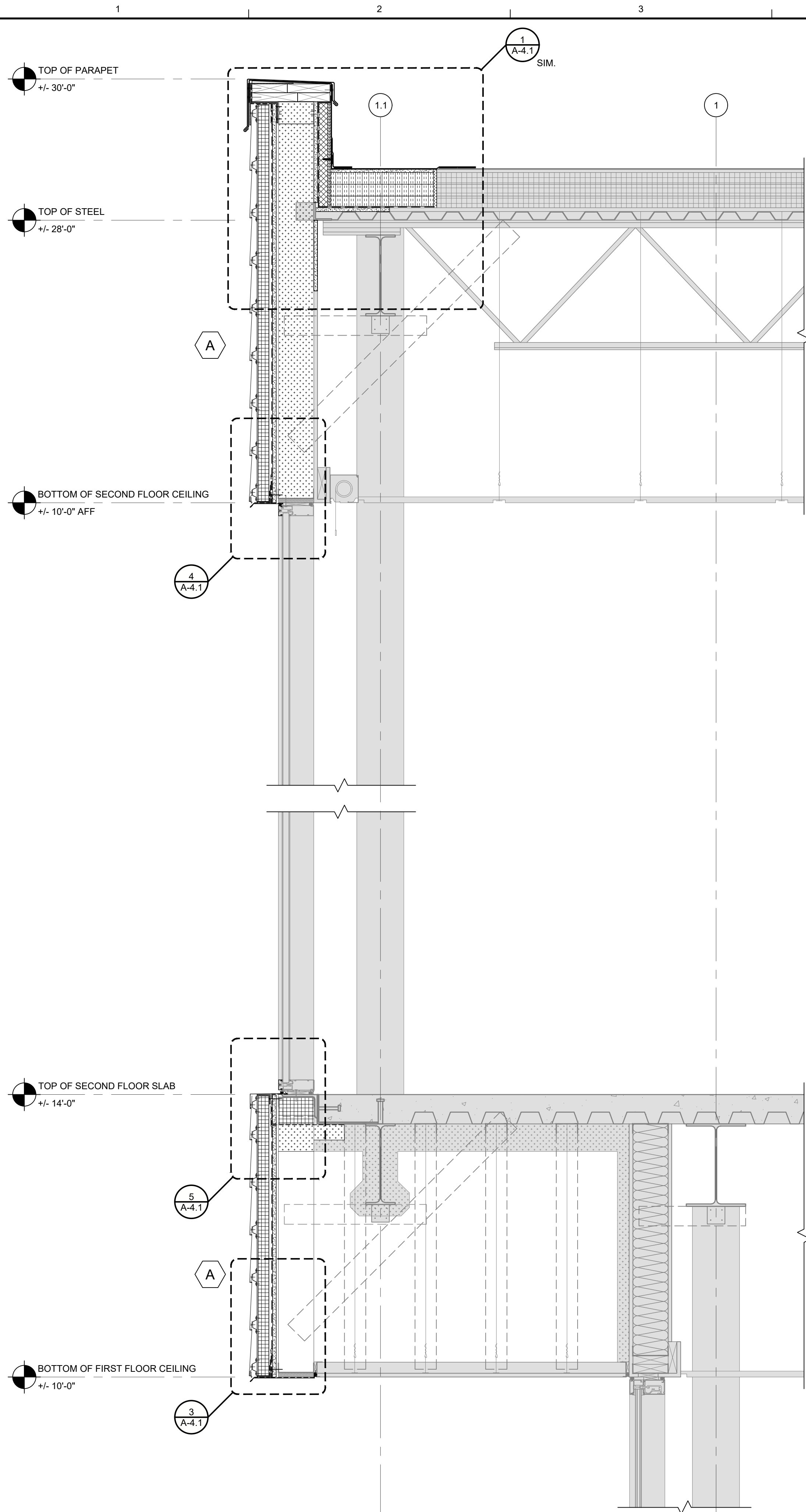
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Date JANUARY 23, 2026
Drawn ICH
Checked HLM/RSK
Scale AS SHOWN

**BUILDING
ELEVATIONS**
Sheet Title
Sheet No. **A-2.1**

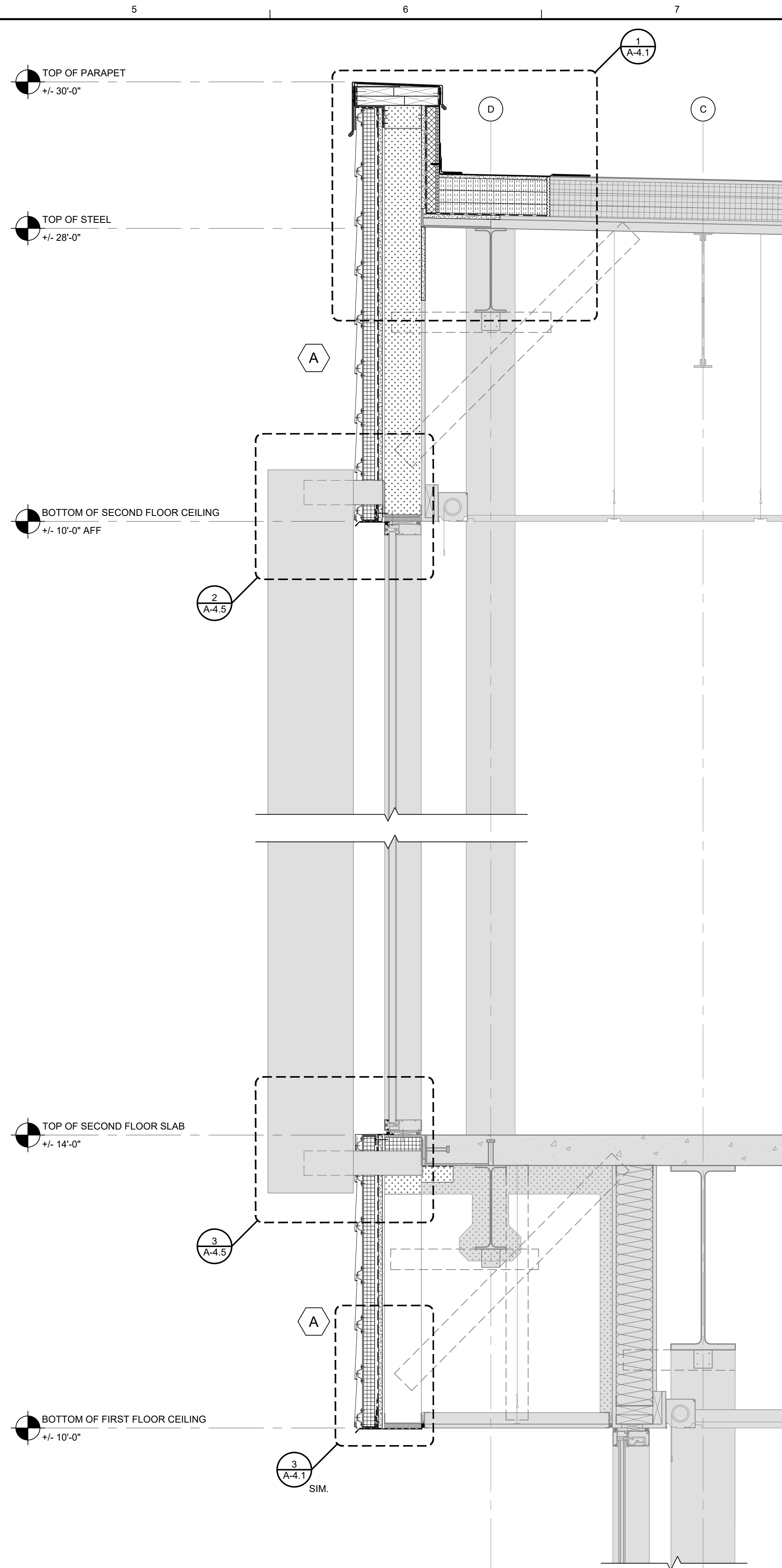
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1 Exterior Wall Section through Storefront at South Elevation
Scale: 1" = 1'-0"



2 Exterior Wall Section through Storefront with Sun Shade Fins at West Elevation
Scale: 1" = 1'-0"

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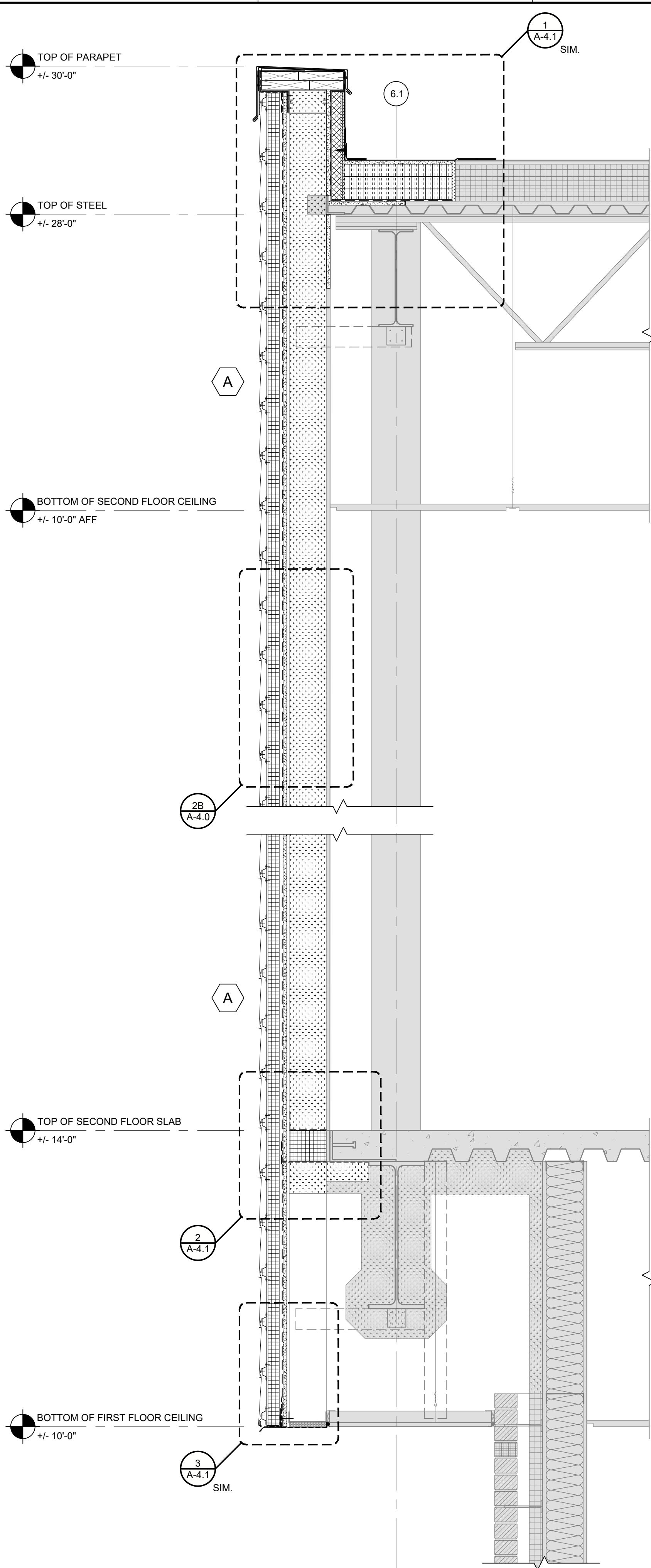
Project No.	2025.2217.0
Date	JANUARY 23, 2026
Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

**BUILDING
SECTIONS**

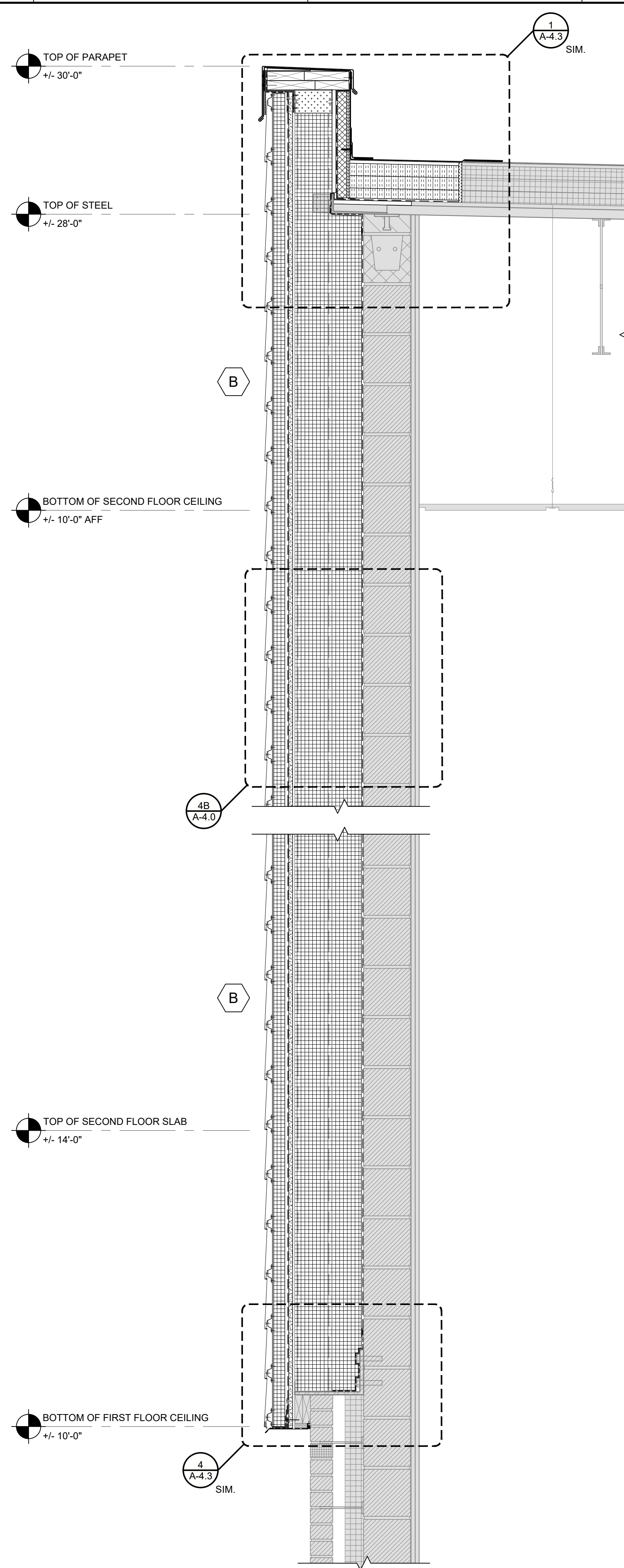
Sheet Title
A-3.0
Sheet No.

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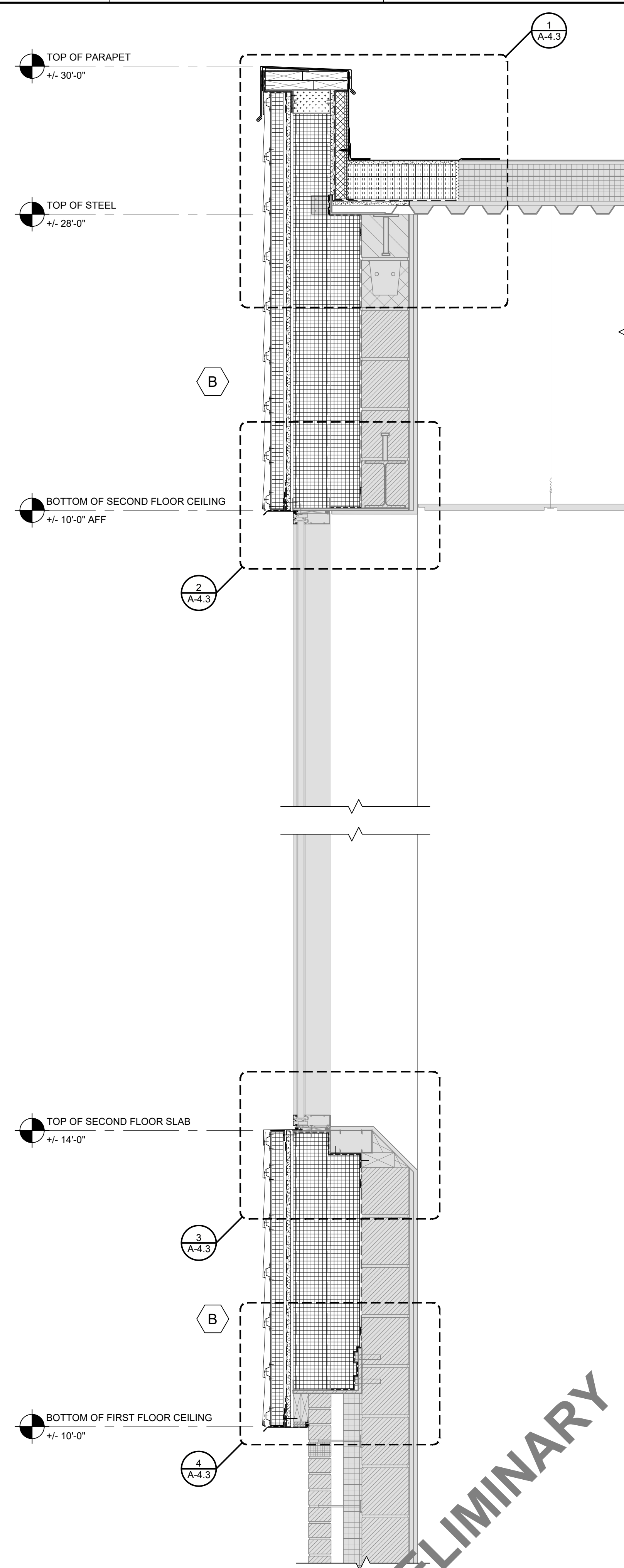
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1 Exterior Wall Section at North Elevation
Scale: 1" = 1'-0"



2 Exterior Wall Section at CMU Backup Wall at East Elevation
Scale: 1" = 1'-0"



3 Exterior Wall Section at CMU Backup Wall and Storefront at South Elevation
Scale: 1" = 1'-0"

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**BUILDING
SECTIONS**

Sheet Title
A-3.1
Sheet No.

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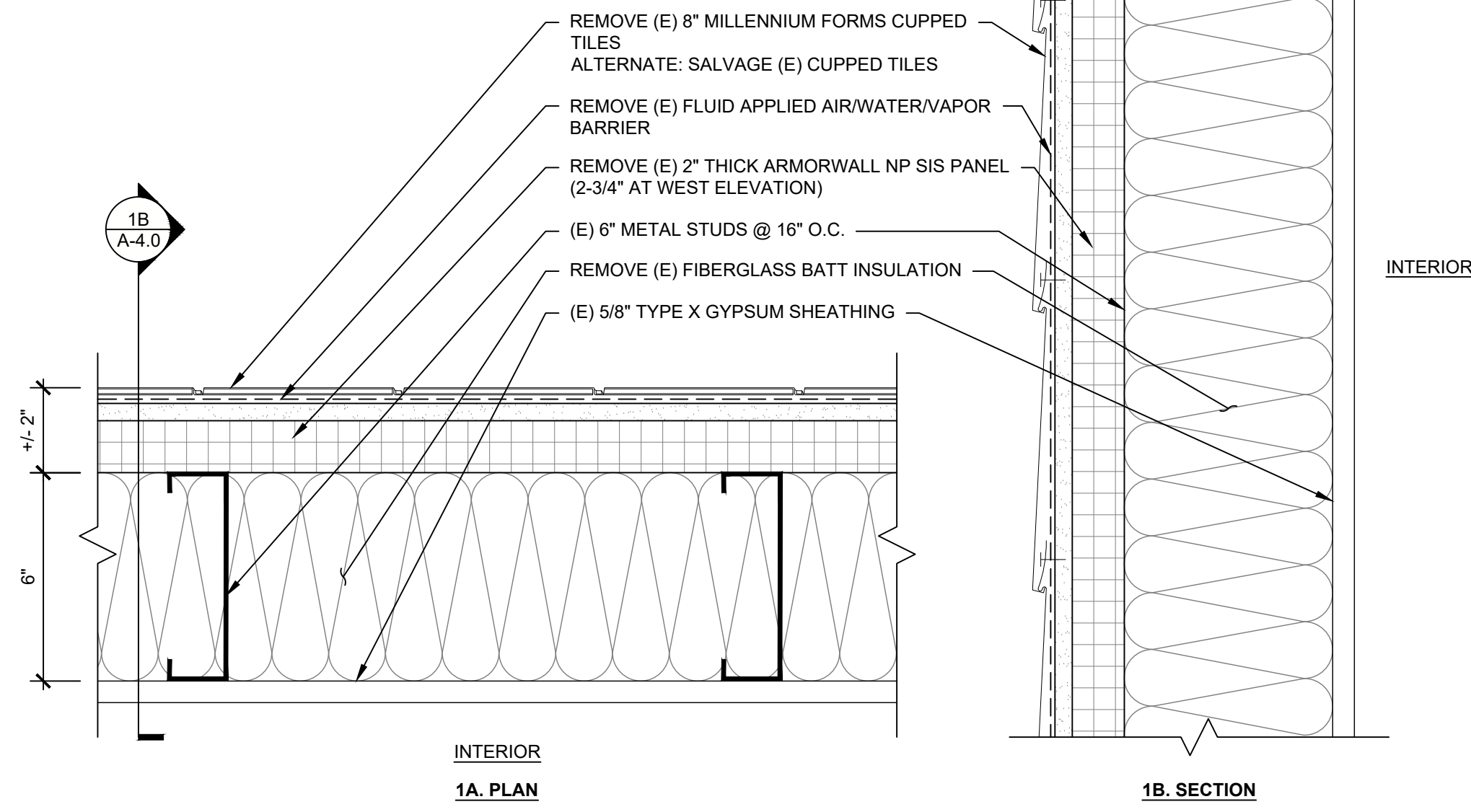
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Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

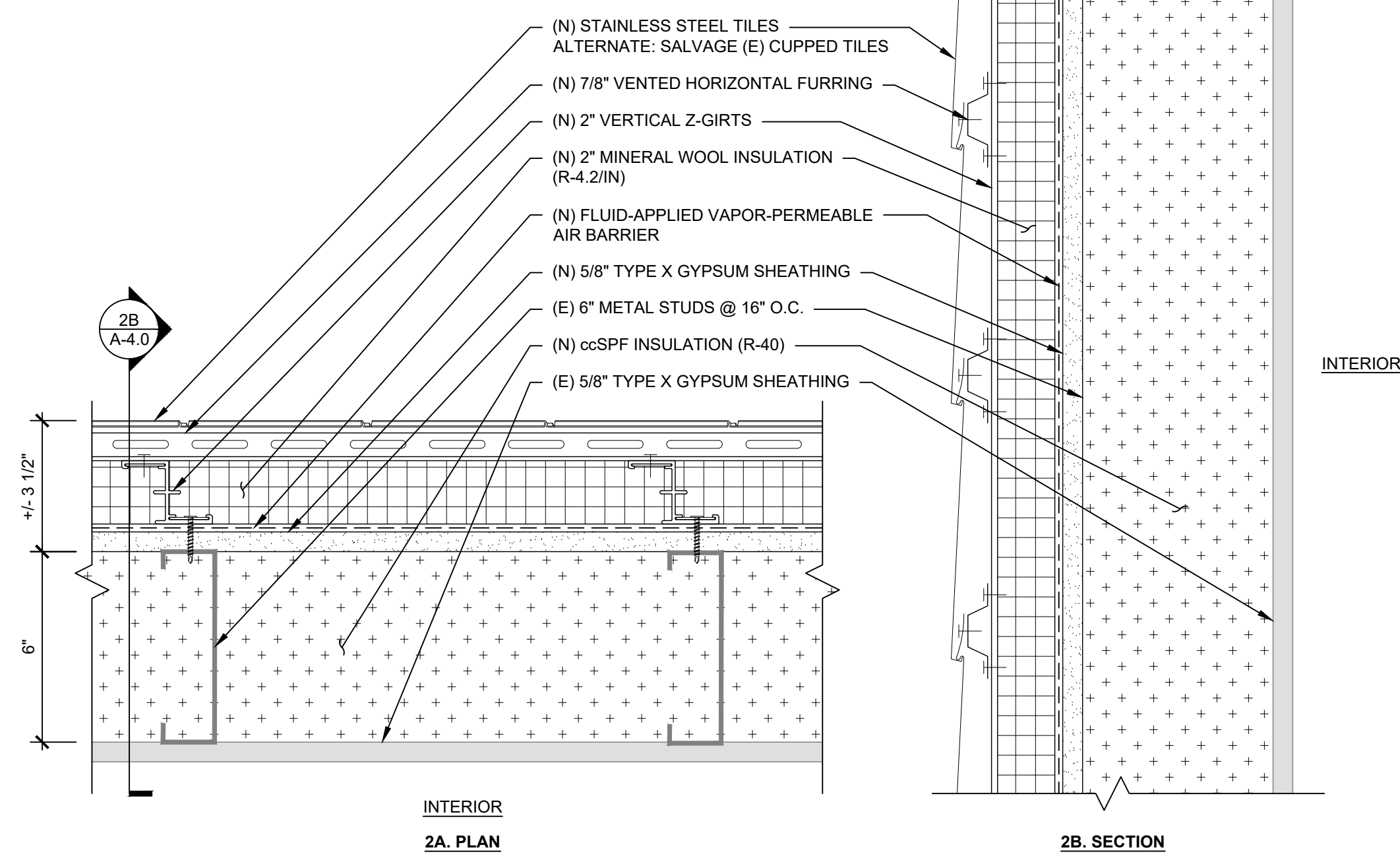
**WALL ASSEMBLY
DETAILS**

Sheet Title

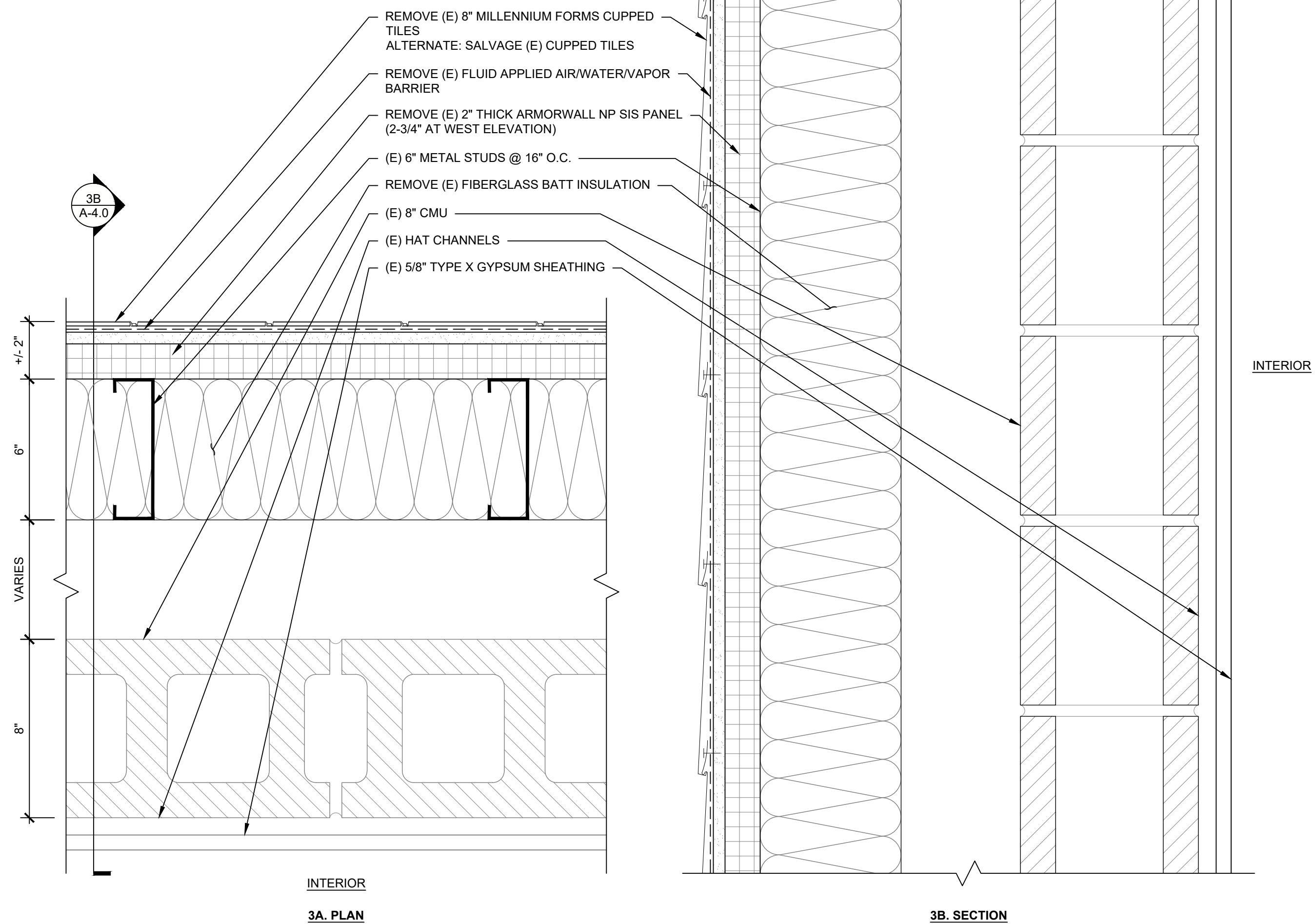
Sheet No. **A-4.0**



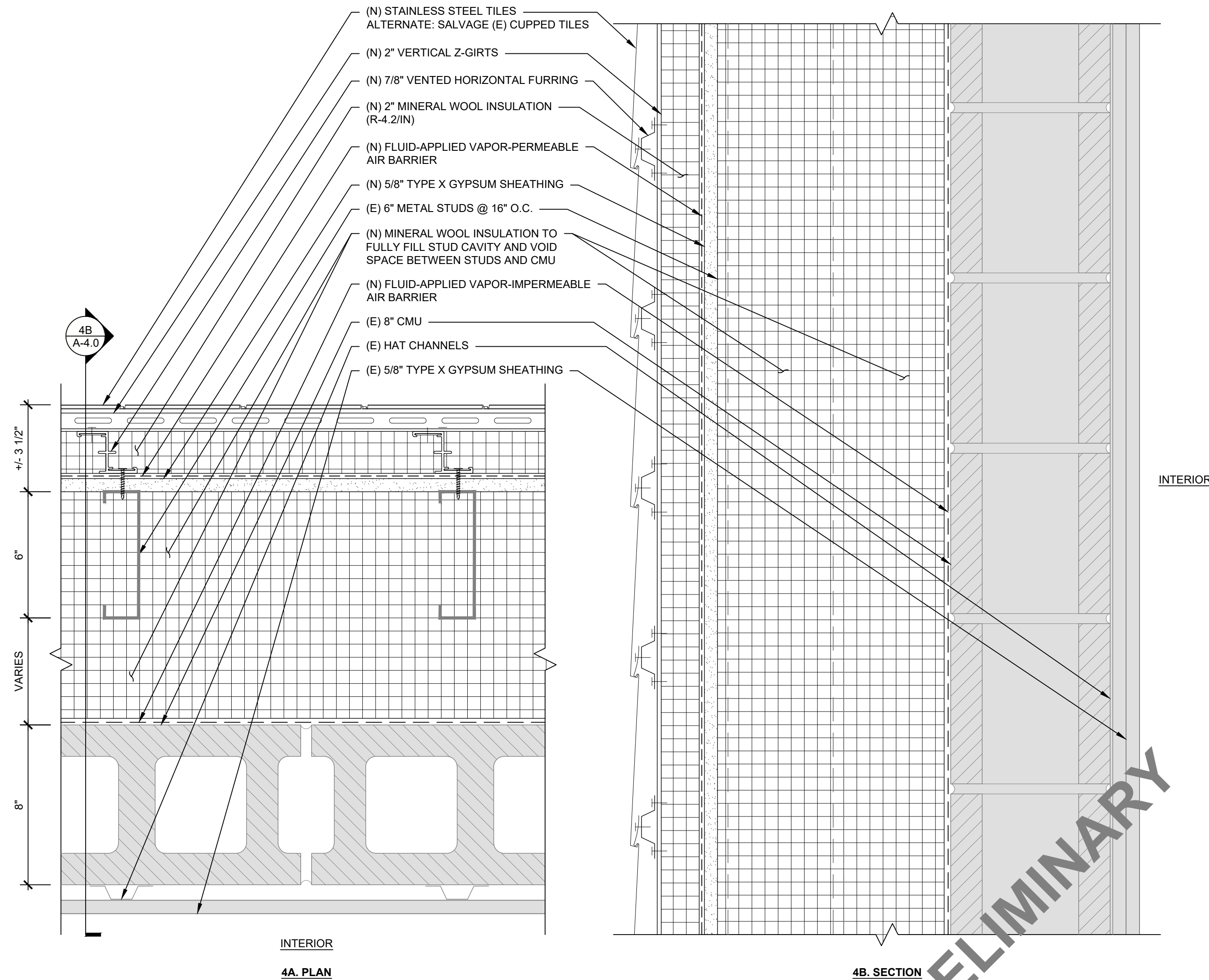
1 Existing Wall Assembly - Wall Type A Demolition
Scale: 3" = 1'-0"



2 New Wall Assembly - Wall Type A
Scale: 3" = 1'-0"



3 Existing Wall Assembly - CMU Backup - Wall Type B Demolition
Scale: 3" = 1'-0"



4 New Wall Assembly - CMU Backup - Wall Type B
Scale: 3" = 1'-0"

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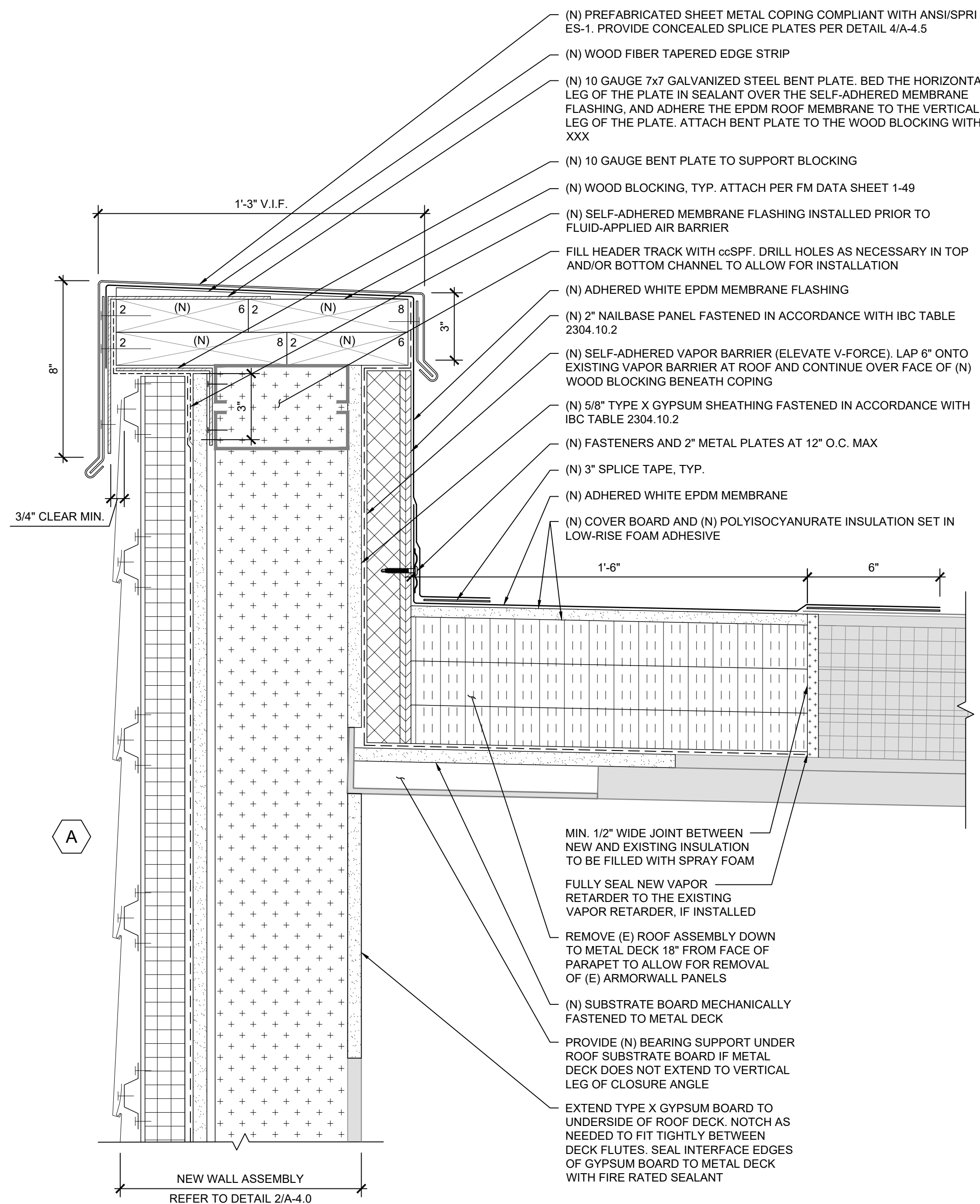
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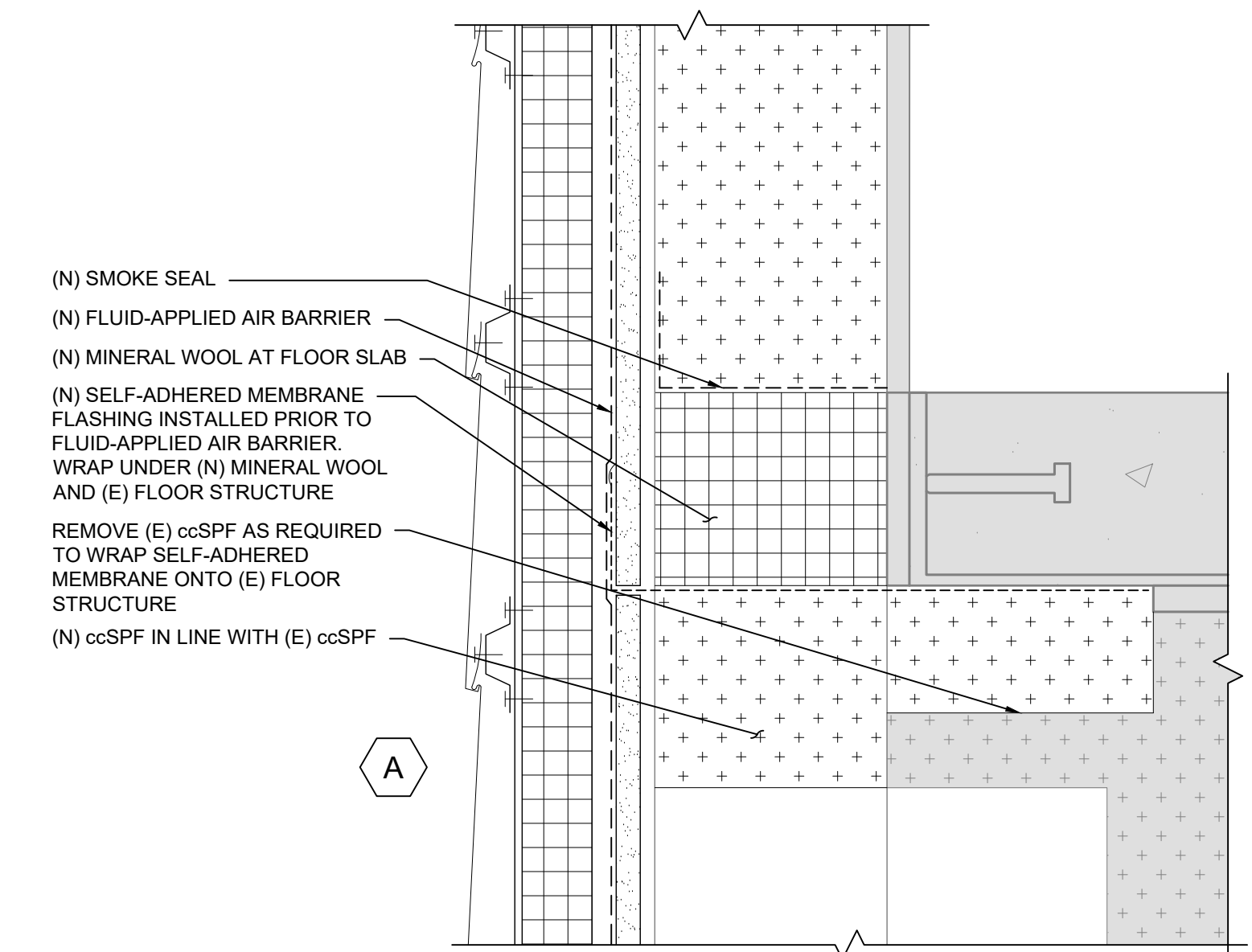
Project No.	2025.2217.0
Date	JANUARY 23, 2026
Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

**WALL TYPE A
SECTION DETAILS**

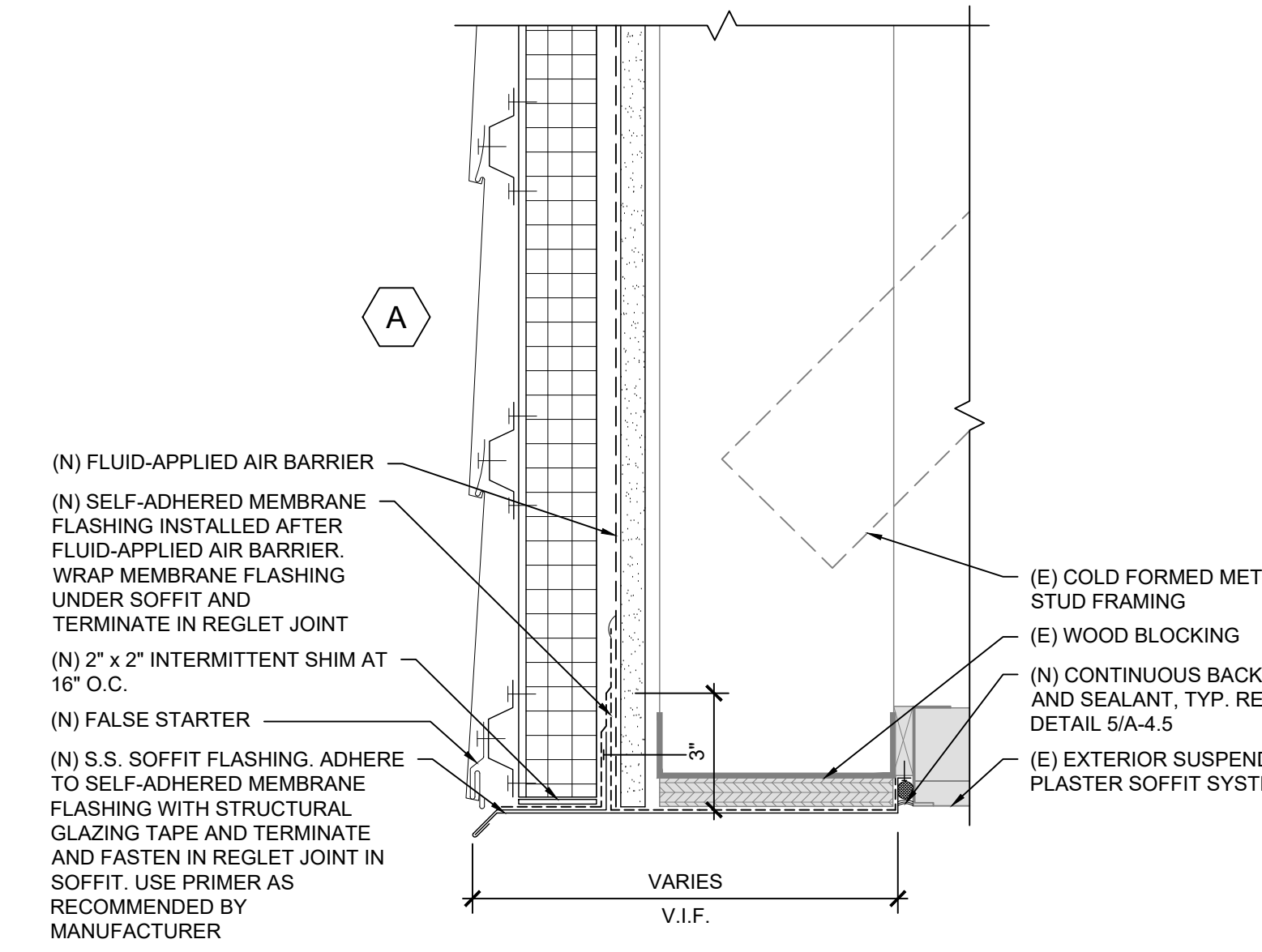
Sheet Title
A-4.1
Sheet No.



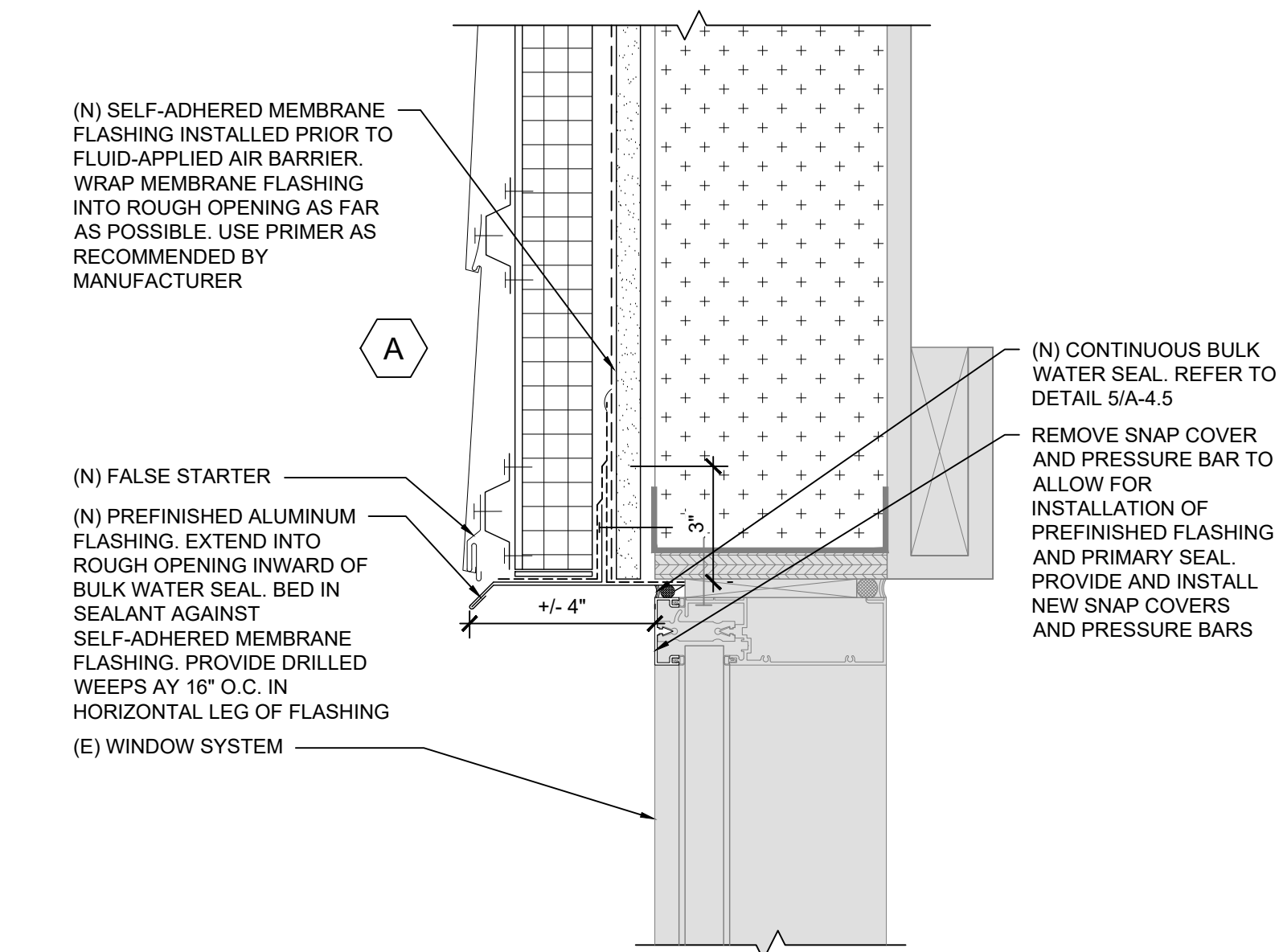
1 Typical Parapet Detail - Wall Type A
Scale: 3" = 1'-0"



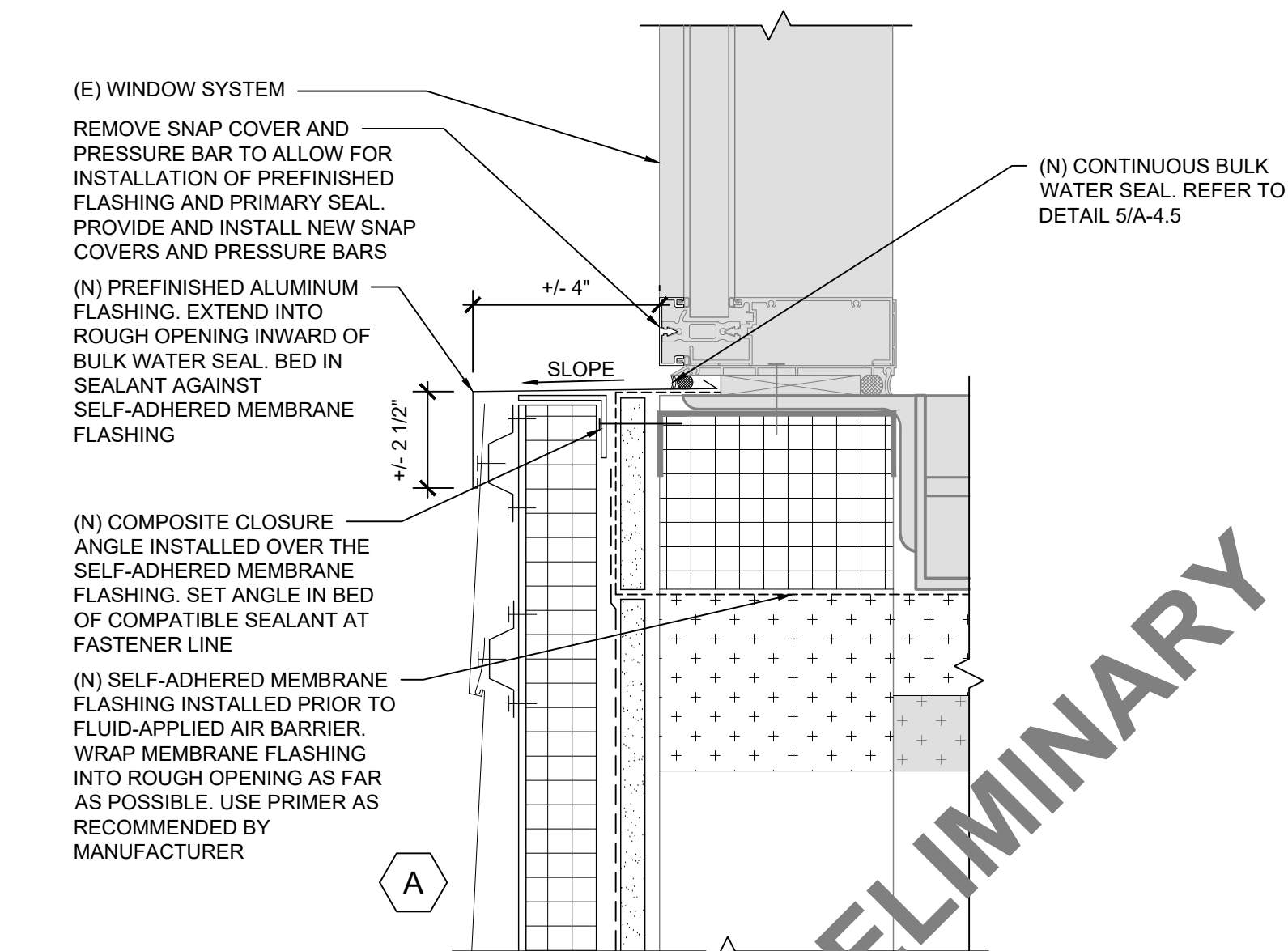
2 Enlarged Wall Section at Floor Slab
Scale: 3" = 1'-0"



3 Typical Soffit Overhang Detail
Scale: 3" = 1'-0"



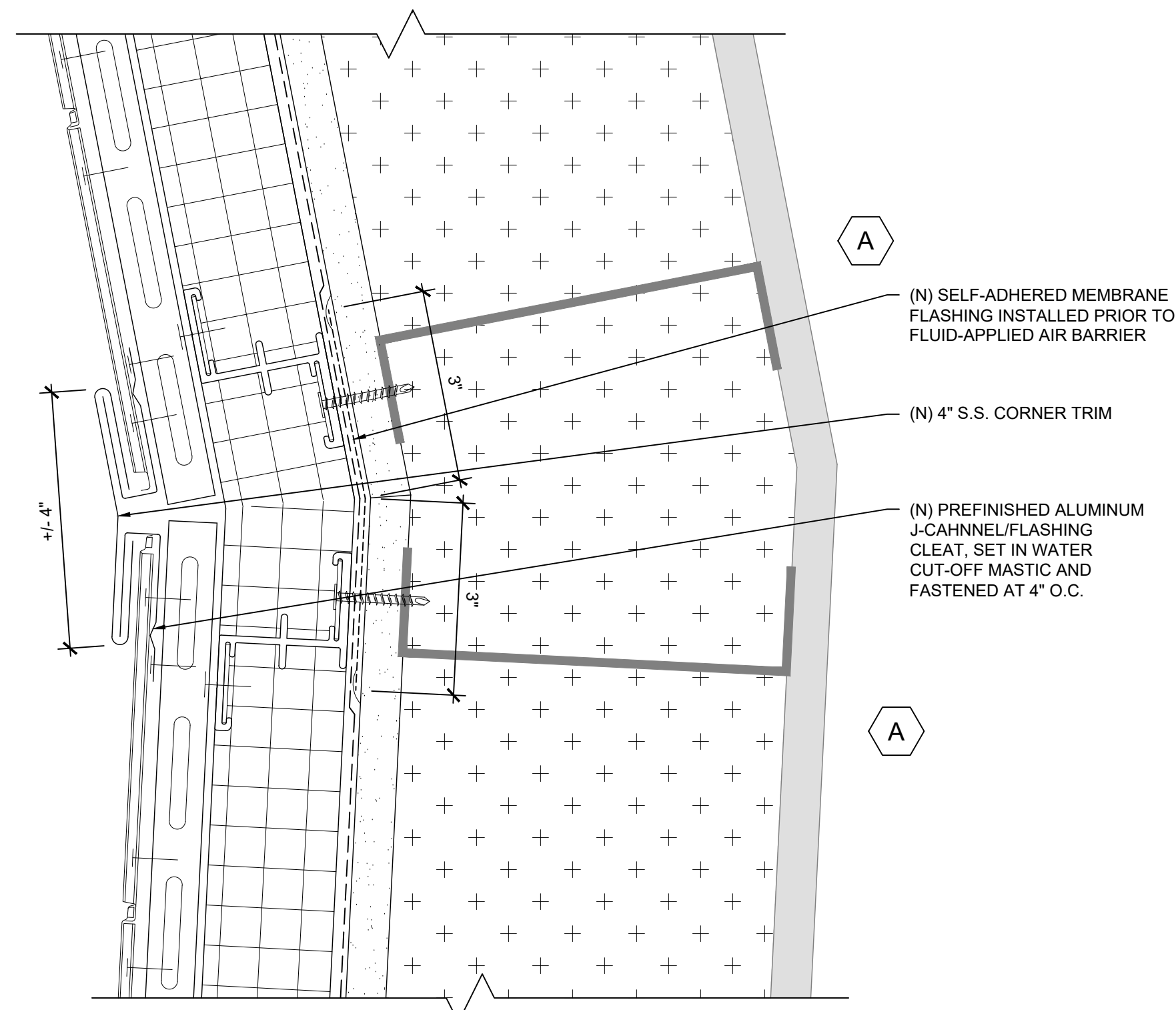
4 Typical Window Head Detail
Scale: 3" = 1'-0"



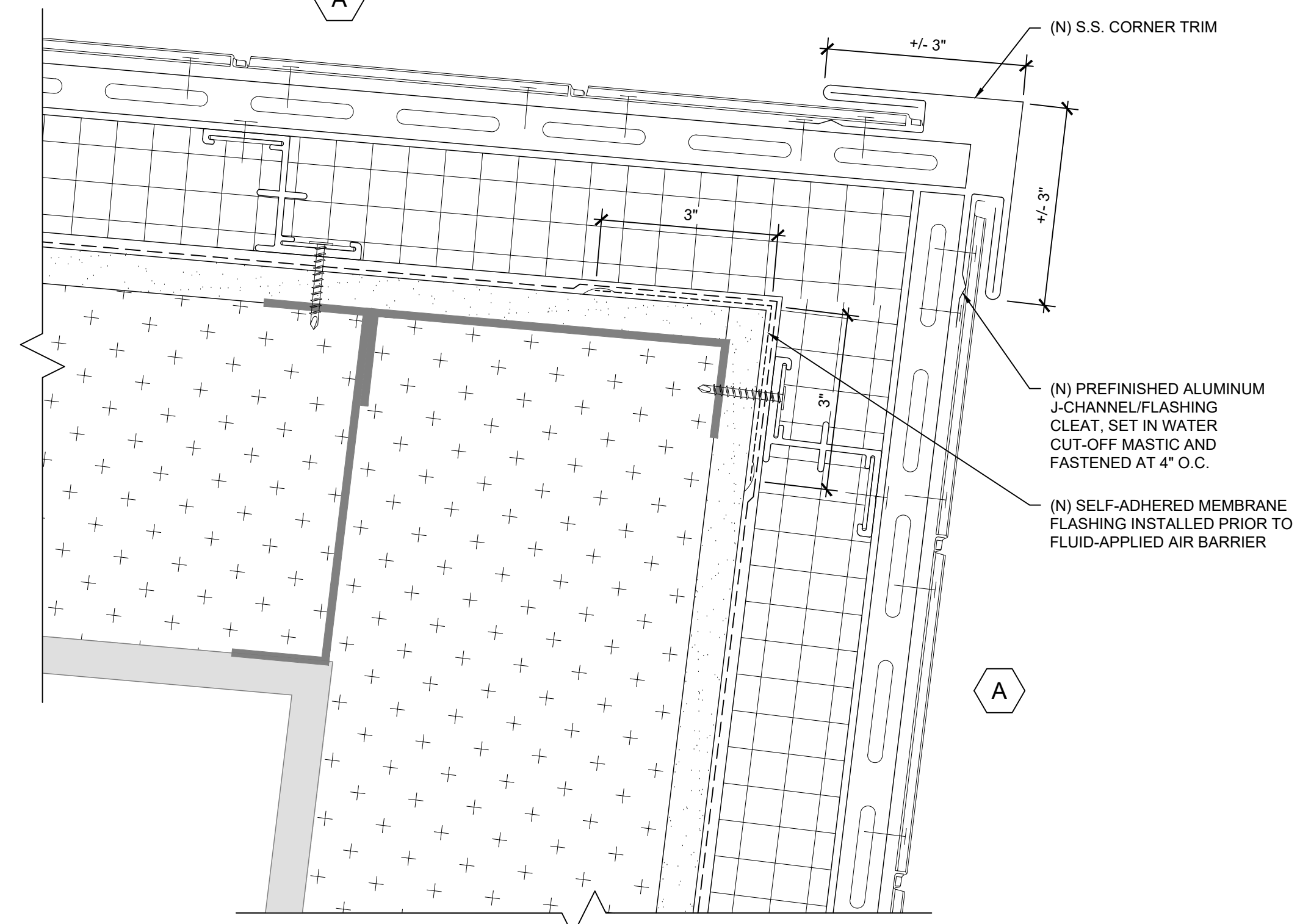
5 Typical Window Sill Detail
Scale: 3" = 1'-0"

PRELIMINARY

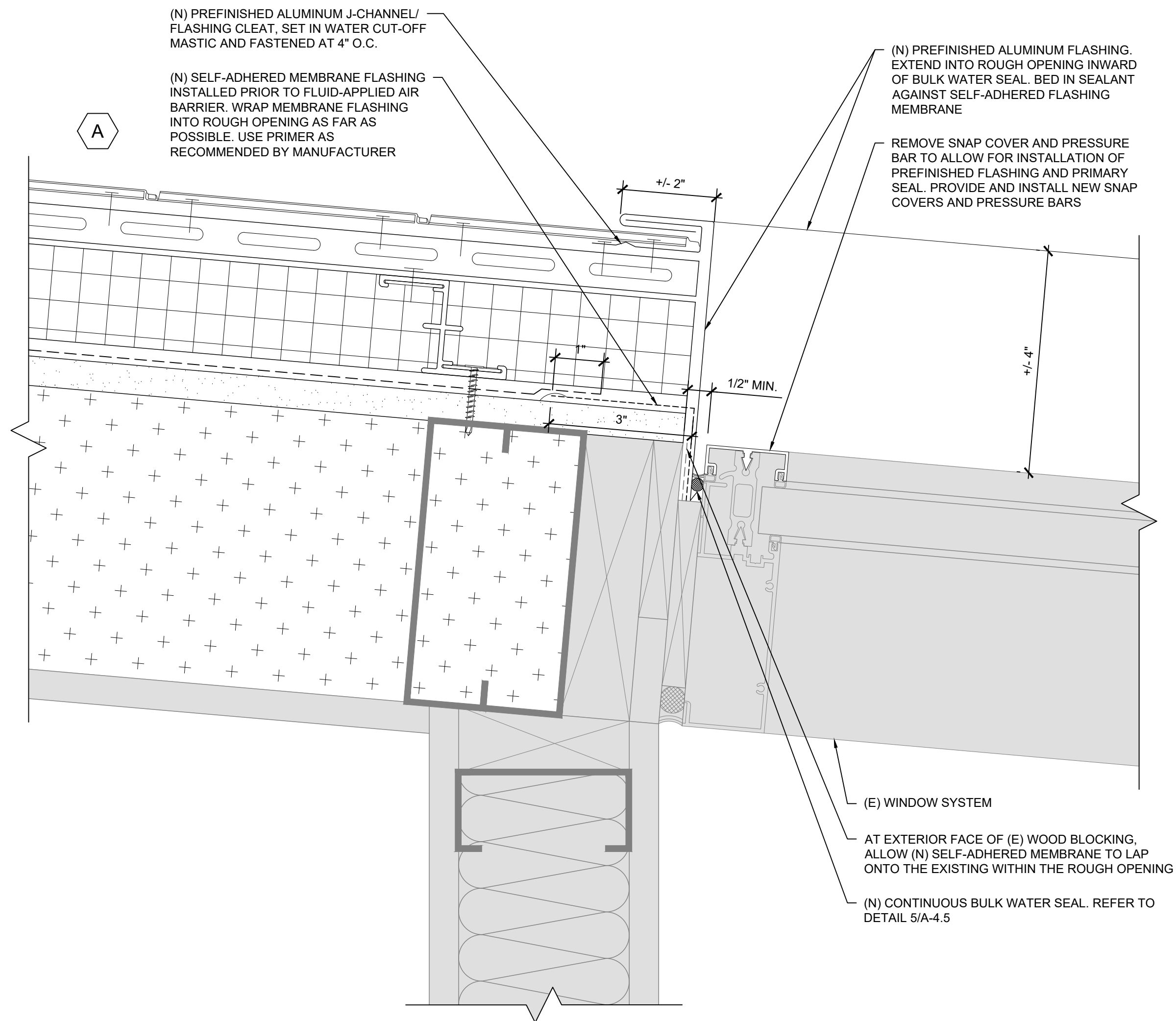
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1 Typical Inside Corner Plan Detail
Scale: 6" = 1'-0"



2 Typical Outside Corner Plan Detail
Scale: 6" = 1'-0"



3 Typical Window Jamb Plan Detail
Scale: 6" = 1'-0"

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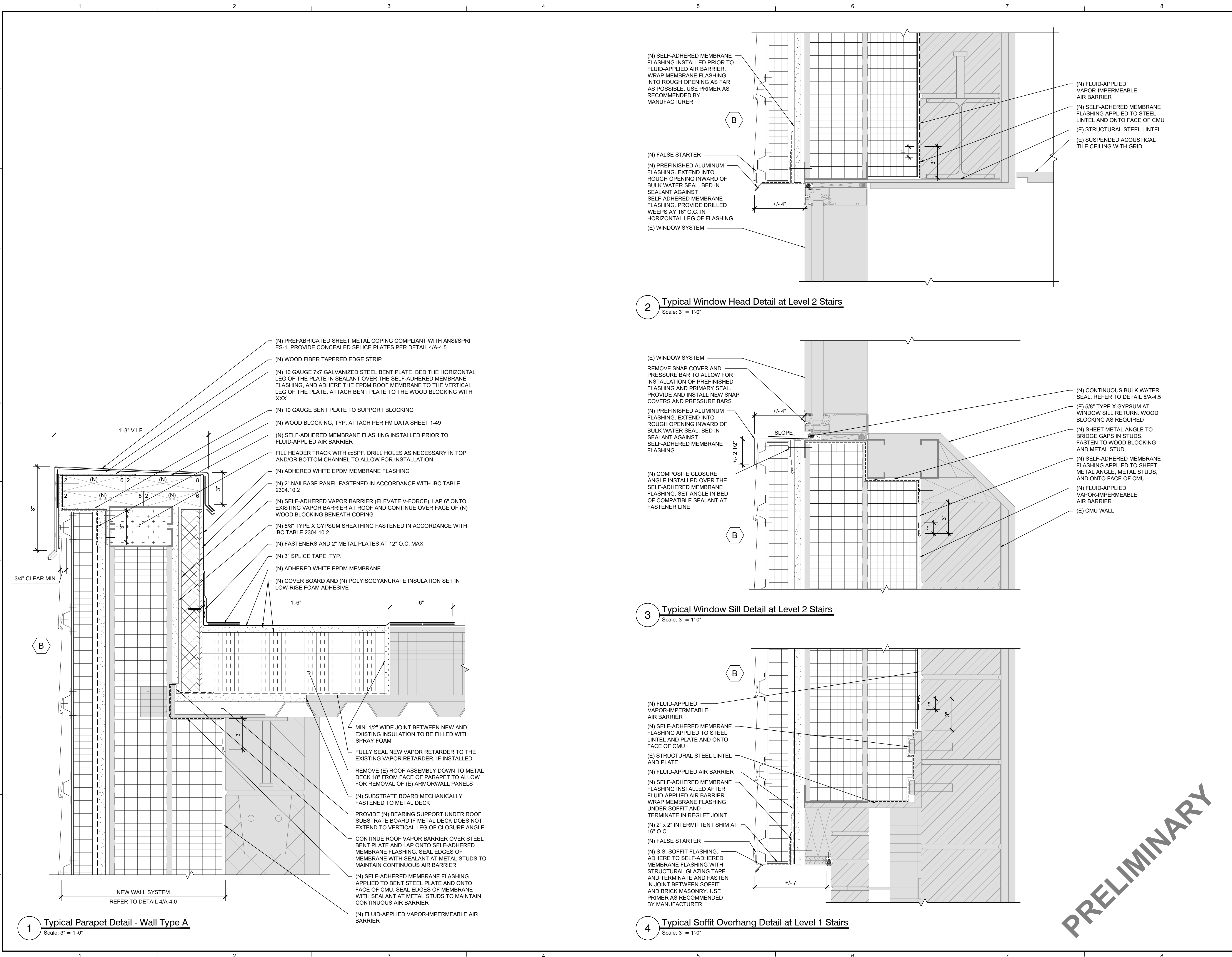
Project No.	2025.2217.0
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Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

**WALL TYPE A
PLAN DETAILS**

Sheet Title
A-4.2
Sheet No.

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1 Typical Parapet Detail - Wall Type A
Scale: 3" = 1'-0"

2 Typical Window Head Detail at Level 2 Stairs
Scale: 3" = 1'-0"

3 Typical Window Sill Detail at Level 2 Stairs
Scale: 3" = 1'-0"

4 Typical Soffit Overhang Detail at Level 1 Stairs
Scale: 3" = 1'-0"

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Drawn	ICH
Checked	HLM/RSK
Scale	AS SHOWN

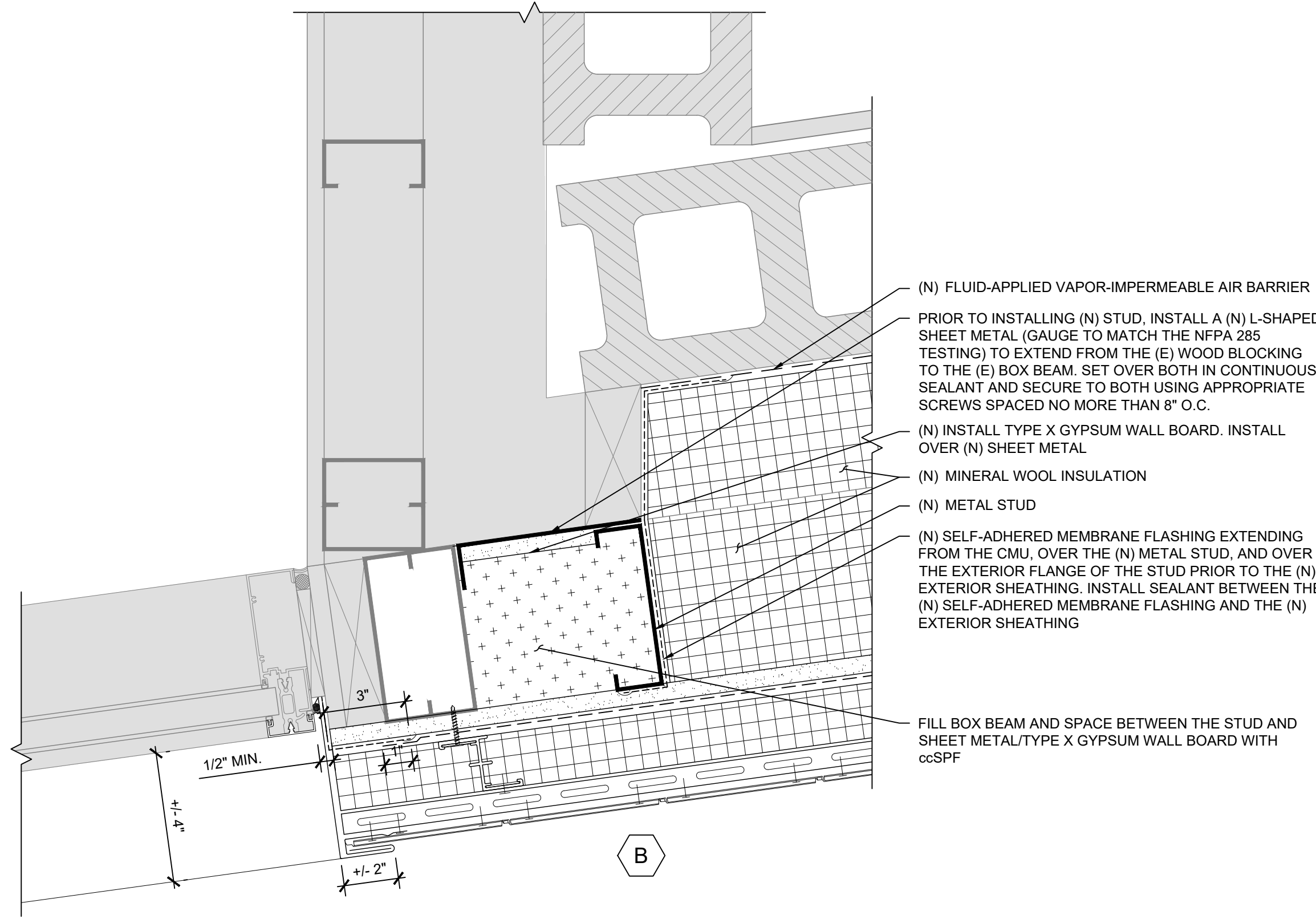
**WALL TYPE B
SECTION DETAILS**

Sheet Title
A-4.3
Sheet No.

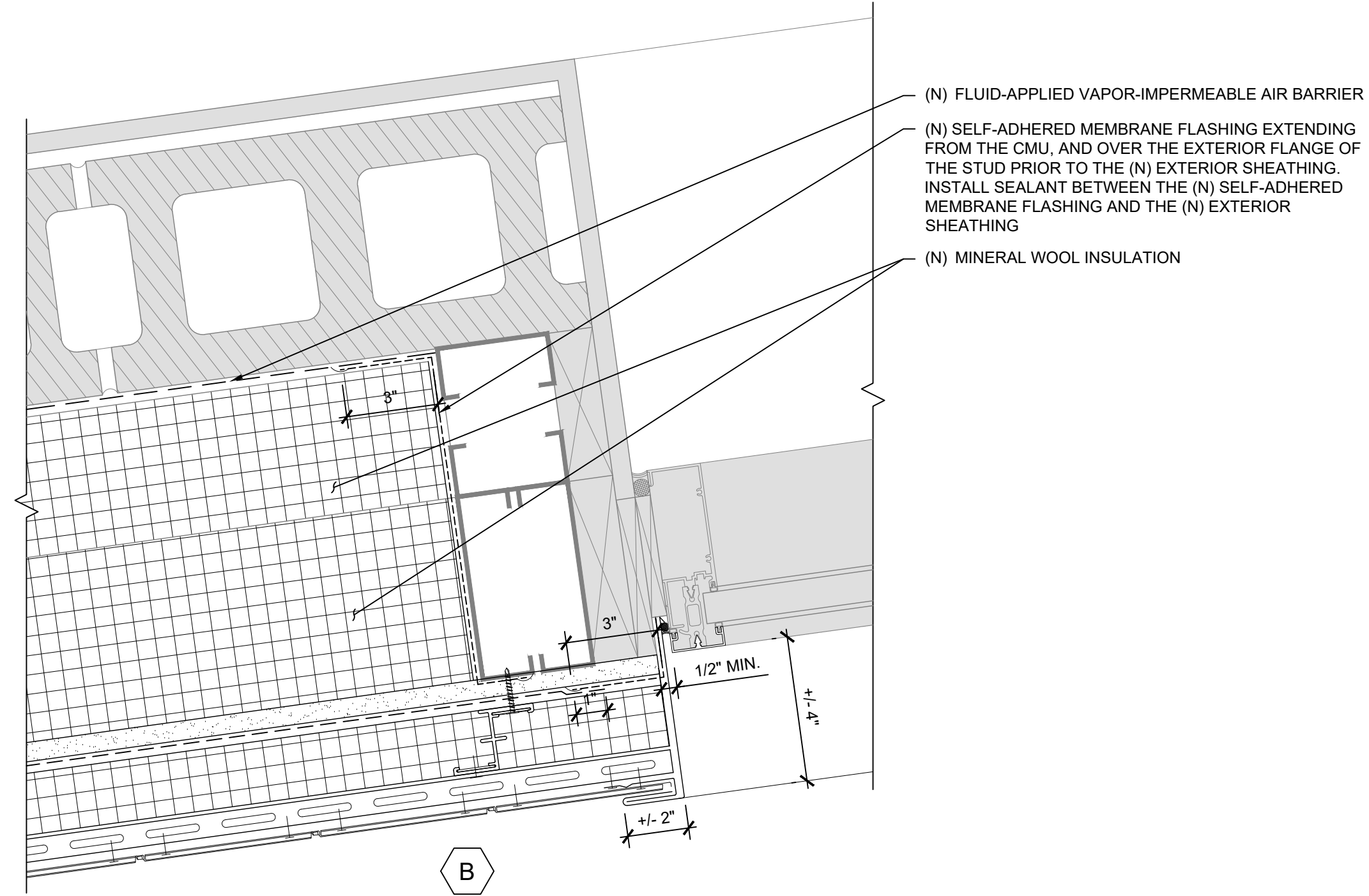
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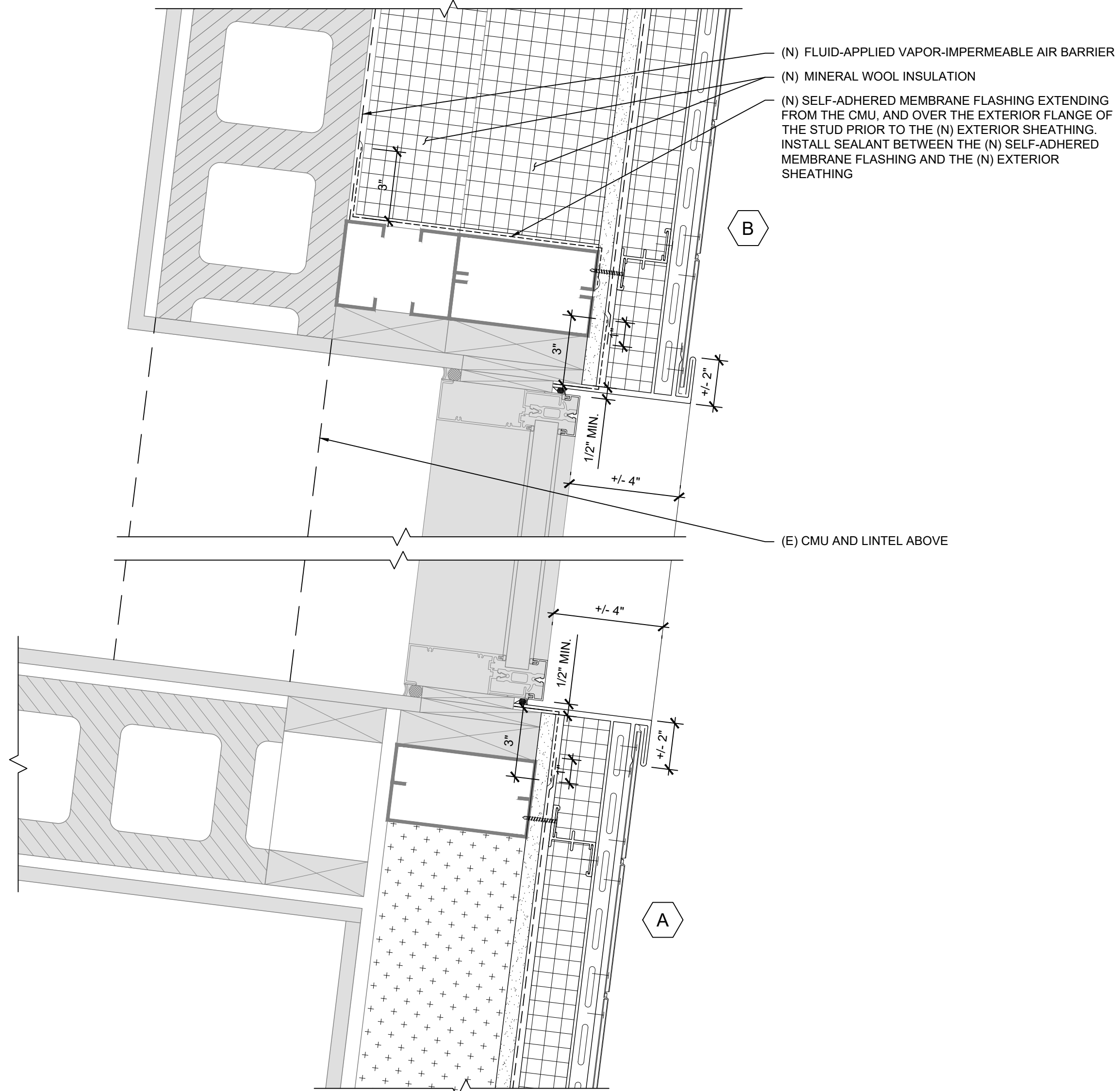
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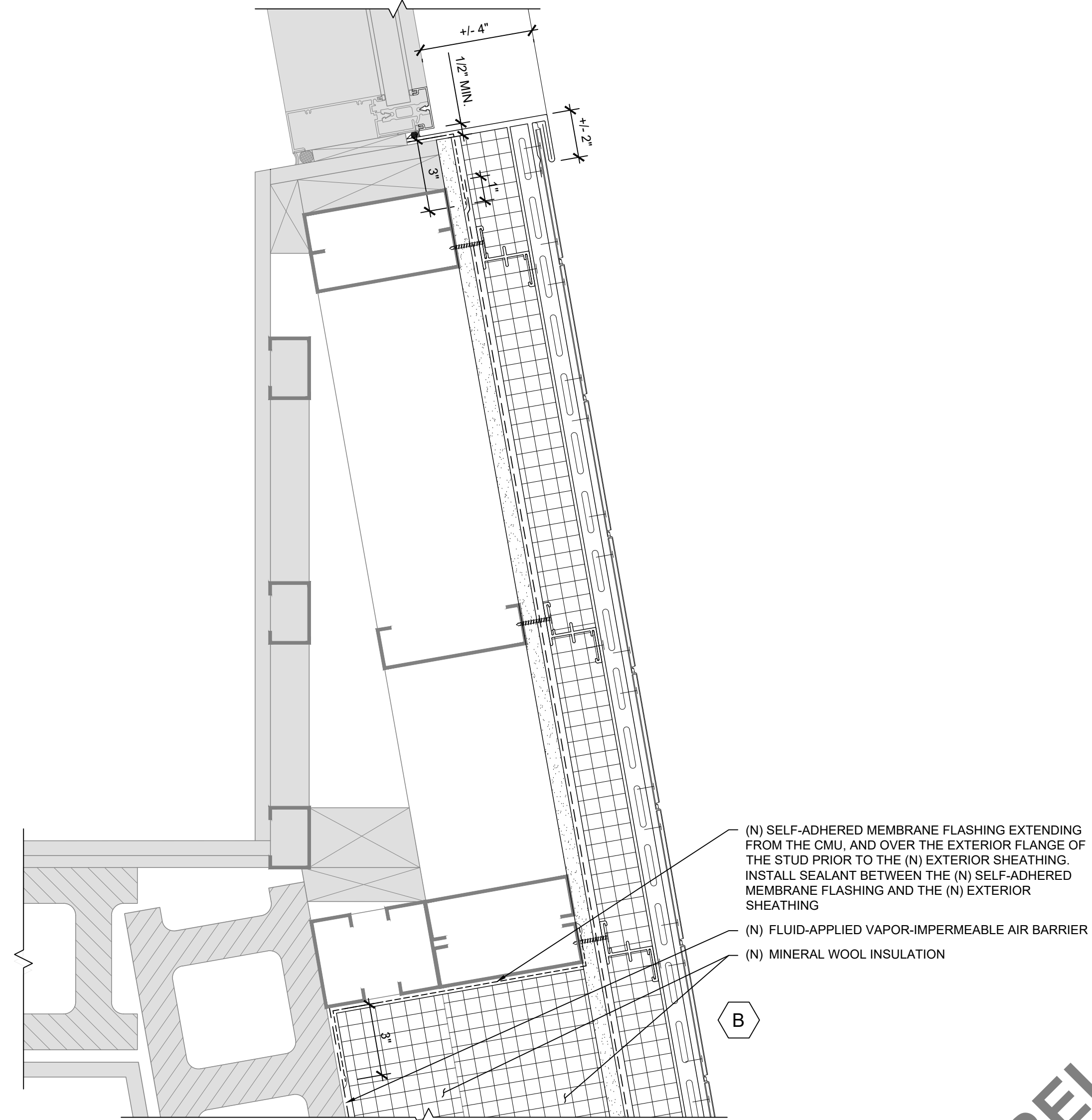
1 Window Jamb Detail - CMU Backup at Elevator Shaft
Scale: 3" = 1'-0"



2 Typical Window Jamb Detail - CMU Backup
Scale: 3" = 1'-0"



3 Window Jamb Detail - CMU Backup at North Staircase Transition
Scale: 3" = 1'-0"



4 Window Jamb Detail - CMU Backup at South Staircase Transition
Scale: 3" = 1'-0"

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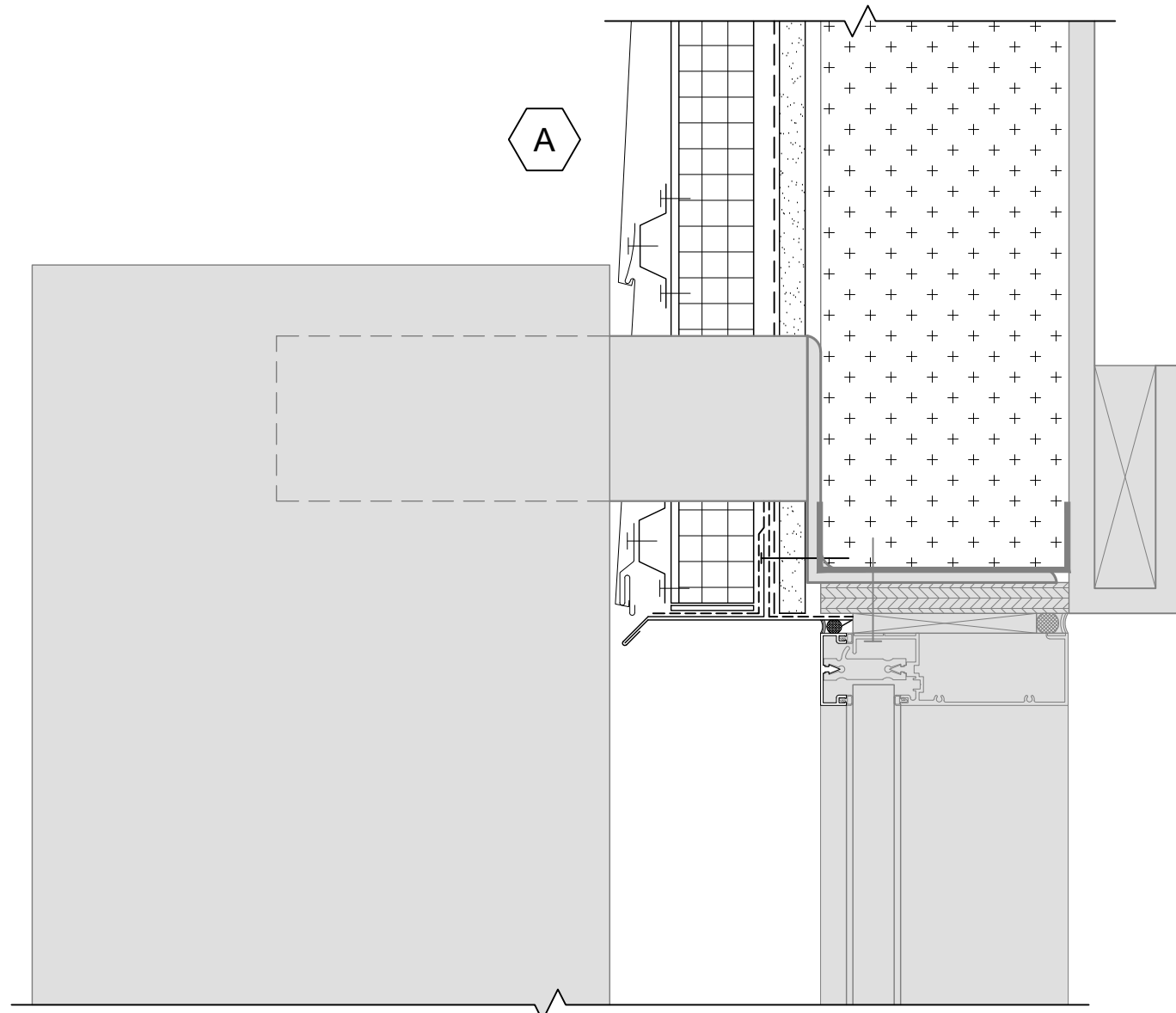
WALL TYPE B
PLAN DETAILS

Sheet Title
A-4.4
Sheet No.

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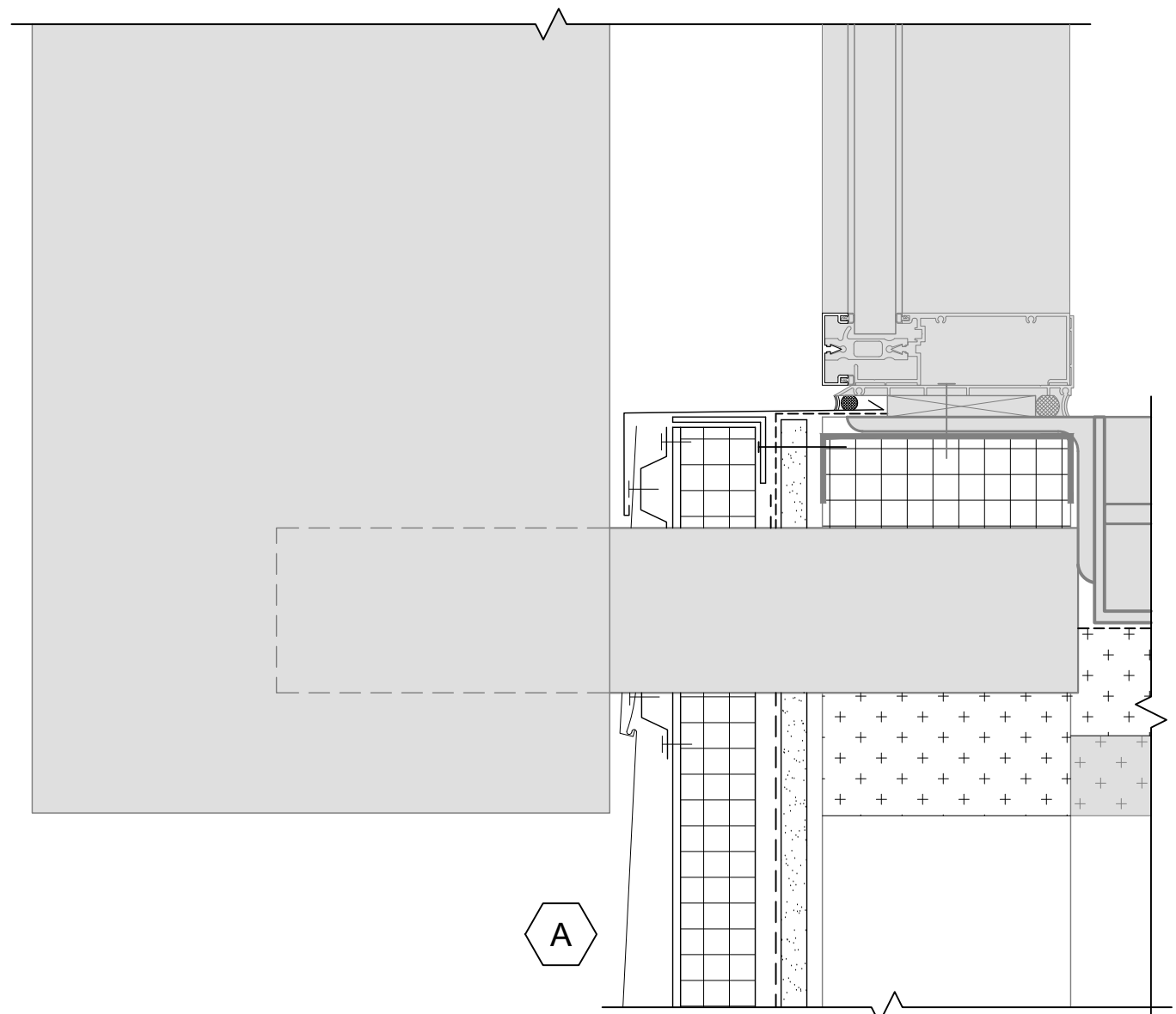
***DETAILS TO BE
DEVELOPED FOR
BID DOCUMENTS**

1 Sun Shade Fin Knife Plate Extension
Scale: 3" = 1'-0"



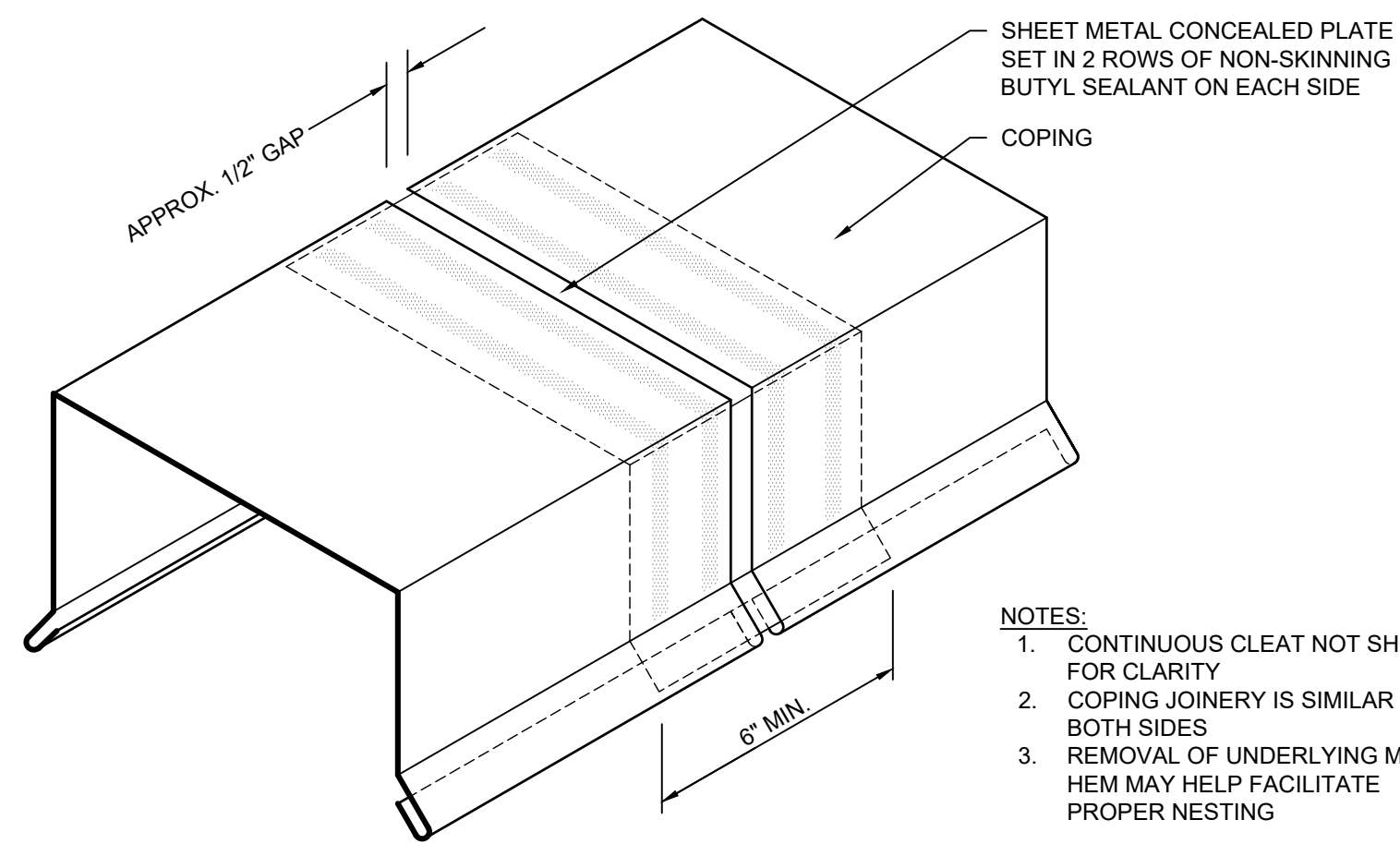
***DETAIL TO BE
DEVELOPED FOR
BID DOCUMENTS**

2 Typical Window Head Detail at Sun Shade Fins
Scale: 3" = 1'-0"



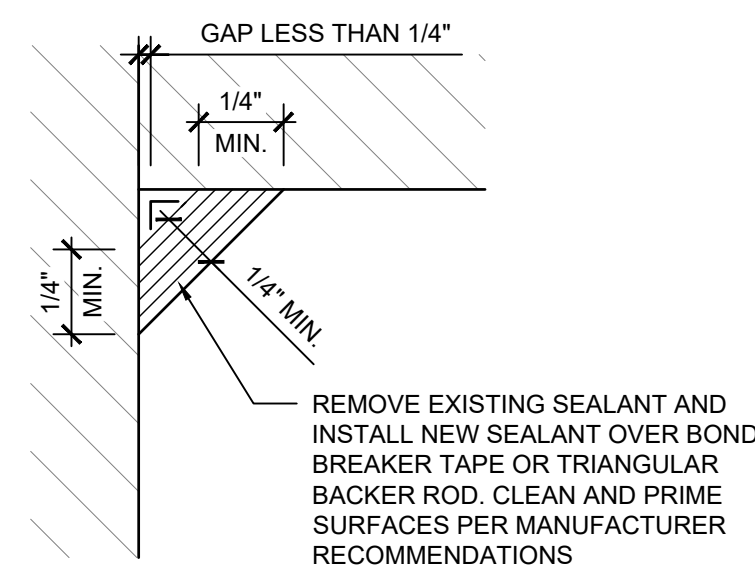
***DETAIL TO BE
DEVELOPED FOR
BID DOCUMENTS**

3 Typical Window Sill Detail at Sun Shade Fins
Scale: 3" = 1'-0"

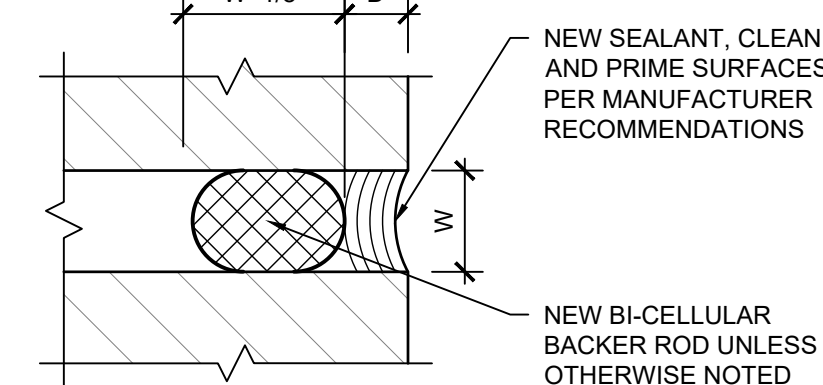


4 Typical Splice Plate Detail
Scale: NTS

- NOTES:**
1. CONTINUOUS CLEAT NOT SHOWN FOR CLARITY
 2. COPING JOINERY IS SIMILAR ON BOTH SIDES
 3. REMOVAL OF UNDERLYING METAL HEM MAY HELP FACILITATE PROPER NESTING



5 Typical Sealant Profiles
Scale: NTS



SEALANT CHART* (BASED ON ASTM C1193)	
D	W
SEE FILLET DETAIL	<1/4 IN.
1/4 IN.	1/4 TO 1/2 IN.
W/2	1/2 TO 1 IN.
1/2 IN.	GREATER THAN 1 IN.

NOTE:
*VERIFY FINAL W AND D DIMENSIONS ARE IN ACCORDANCE WITH SEALANT MANUFACTURER'S RECOMMENDATIONS FOR PRODUCTS BEING USED

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**KNIFE PLATE AND
TYPICAL DETAILS**

Sheet Title
Sheet No. **A-4.5**

b Action: Programming Policy



Programming Policy

Adopted: 1/28/2026

I. Introduction

Library sponsored classes, events and programs including presentations, lectures, discussion groups, clubs, story times, demonstrations, arts and craft projects, performances, and more, are offered to the community to support the Library's mission.

II. Criteria and Scope

Staff members strategically select and plan programming presenters and topics based on several factors, including relevance and timeliness to community needs, suitability for intended audiences, educational and entertainment value, cost, availability of physical and virtual library space (which includes Library staff and technology), and more. Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by the presenters or participants, and the Director has final approval of whether or not a program will be sponsored by the Library. Program suggestions and proposals from presenters and members of the community are welcome, however staff retains the right to determine which programs and events are scheduled.

All programming aligns with the Library's diversity statement as found in our strategic plan: At the Linda Sokol Francis Brookfield Library, we value equity, diversity and inclusion which in turn powers an innovative culture. Excellent service is at the core of what we deliver to the Brookfield community. Integral to our mission is an inclusive workforce driven to help create welcoming collections, classes and events, and spaces for all.

Programs are open to the general public subject to age restrictions, and some programs may be designed with specific audiences in mind. The Library reserves the right to limit the number of participants in a program. All programs, with rare exception, are free to participants. Staff strive to select presenters who do not have a vested interest in selling or promoting products or services to attendees. At the discretion of the Executive Director or designee, authors, visual artists, music performers, and other professional performers or presenters may be permitted to offer books or other merchandise for sale as part of a program, but admittance into the program is not dependent on the possession or purchasing of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such merchandise sales.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. It is recommended that 5 days of notice be given for those who need ADA accommodations.

III. Complaints

Formal objections to Library programming may be made in writing via the form provided at the end of this policy. The Director will discuss all complaints about programming with resident(s) and appropriate staff. The Director's decision regarding reconsideration of scheduled programs will be final, with Library

Trustees being informed of all concerns and complaints. The Director will communicate decisions regarding a program complaint in writing to the person who initiated the complaint, and to Library Trustees at the earliest possible date.



LIBRARY PROGRAMMING COMPLAINT

Program: _____

Date: _____

Name: _____

Address: _____

Telephone: _____

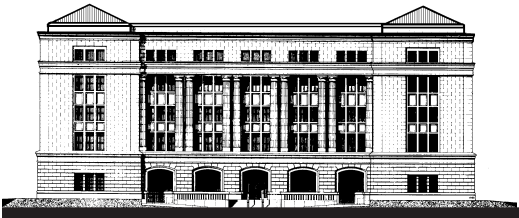
Email: _____

Complaint Represents: _____ Individual _____ Organization

Reason for Complaint: _____

Signature: _____

c Action: FY2026 Per Capita Grant



ALEXI GIANNOULIAS • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
 EQUALIZATION AID GRANT APPLICATION**

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

Has adopted the American Library Association's Library Bill of Rights that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

Is providing a written policy or procedure, approved and in force at the applicant library(s), declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ **First Name:** _____ **Last Name:** _____
 (e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ **Pronouns:** _____ **Date:** _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

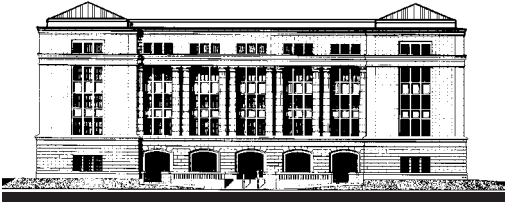
Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ **City:** _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

Core Standards — Chapter 1

Governance and Administration — Chapter 2

Personnel — Chapter 3

Access — Chapter 4

Building Infrastructure and Maintenance — Chapter 5

Safety — Chapter 6

Collection Management — Chapter 7

System Member Responsibilities and Resource Sharing — Chapter 8

Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13

d Action: Revised FY2026 Working Budget

**LSF Brookfield Library
Property Tax Receipts
Fiscal Year 2026**

Anticipated FY2026 Property Tax Receipts

2,300,000.00

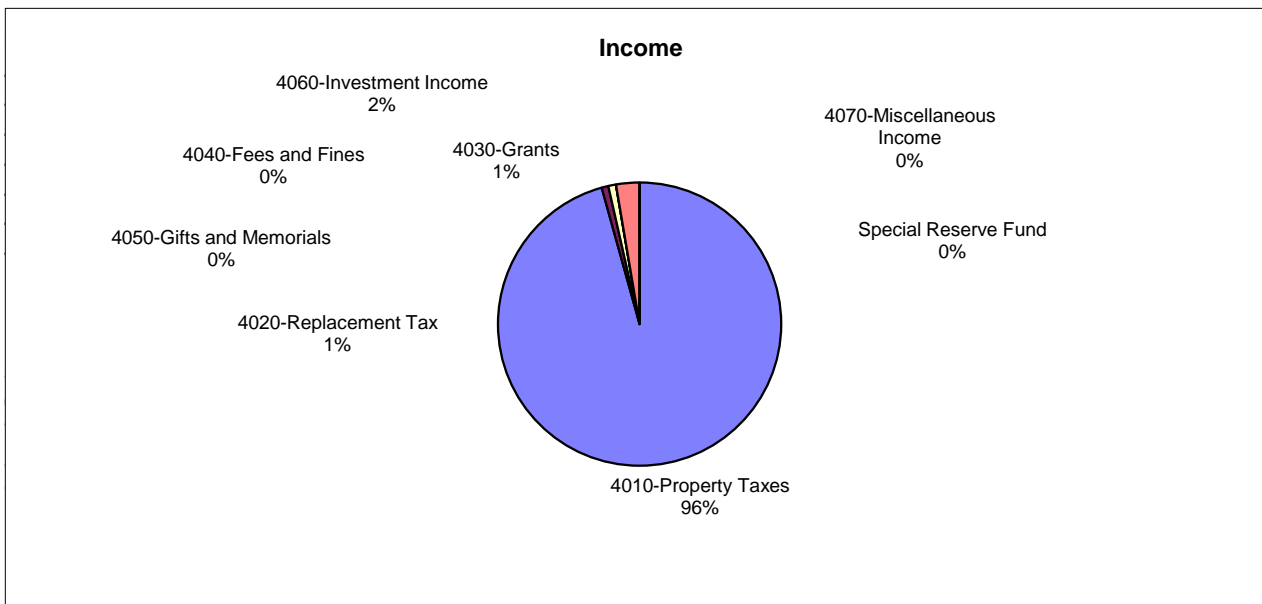
**LSF Brookfield Library
Projected Expenditures
Fiscal Year 2026**

	FY2026	FY2025	\$ change	% change
5000 · Personnel				
5010 · Salaries-Operating Regular	858,115.44	811,489.38	46,626.06	5.75%
5020 · Salaries-Part Time	319,593.21	288,251.85	31,341.36	10.87%
5030 · Medical Insurance	206,112.60	179,197.20	26,915.40	15.02%
5040 · IMRF (IMRF Fund)	22,810.55	20,368.23	2,442.32	11.99%
5050 · FICA (FICA Fund)	90,094.71	84,130.20	5,964.51	7.09%
5051 · IL Unemployment	3,346.20	3,346.20	0.00	0.00%
5052 · Personnel - Contingency	2,000.00	2,000.00	0.00	0.00%
5560 · Payroll Expenses	6,200.00	6,200.00	0.00	0.00%
Total 5000 · Personnel	1,508,272.71	1,394,983.06	113,289.65	8.12%
6000 · Materials				
6010 · Books				
6011 · NonFiction	23,000.00	22,000.00	1,000.00	4.55%
6012 · Fiction	26,000.00	25,000.00	1,000.00	4.00%
6013 · Hot Picks Fiction	12,000.00	10,000.00	2,000.00	20.00%
6014 · Youth Fiction	15,500.00	13,000.00	2,500.00	19.23%
6015 · Youth NonFiction	10,500.00	7,500.00	3,000.00	40.00%
6016 · Young Adult Fiction	4,000.00	3,500.00	500.00	14.29%
6017 · Young Adult NonFiction	3,000.00	2,500.00	500.00	20.00%
Total 6010 · Books	94,000.00	83,500.00	10,500.00	12.57%
6020 · Periodicals	11,000.00	9,500.00	1,500.00	15.79%
6030 · Audiovisual Materials				
6032 · Adult AV	16,500.00	18,500.00	-2,000.00	-10.81%
6034 · Youth AV	8,300.00	7,800.00	500.00	6.41%
Total 6030 · Audiovisual Materials	24,800.00	26,300.00	-1,500.00	-5.70%
6040 · Electronic Databases				
6041 · Databases - Adult	56,000.00	55,000.00	1,000.00	1.82%
6042 · Databases - Youth	10,000.00	13,000.00	-3,000.00	-23.08%
6045 · Interlibrary Loan	500.00	500.00	0.00	0.00%
6046a · Digital Content Adult & Teen	70,000.00	70,000.00	0.00	0.00%
6046b · Digital Devices Adult & Teen	14,000.00	12,000.00	2,000.00	0.00%
6048 · Website Consultation	7,000.00	7,000.00	0.00	0.00%
6049 · Shared Digital Content	18,000.00	18,000.00	0.00	0.00%
Total 6000 · Materials	305,300.00	294,800.00	10,500.00	3.56%
7000 · Services and Supplies				
7010 · Professional Associations	6,000.00	5,500.00	500.00	9.09%
7020 · Co-Worker Services	8,100.00	7,500.00	600.00	8.00%
7030 · Continuing Education				
7032 · Staff Education	17,350.00	16,350.00	1,000.00	6.12%
7034 · Board Education	4,000.00	2,050.00	1,950.00	95.12%
7036 · Continuing Education - Other	500.00	500.00	0.00	0.00%
Total 7030 · Continuing Education	21,850.00	18,900.00	2,950.00	15.61%
7040 · Professional Sevices	23,200.00	26,200.00	-3,000.00	-11.45%
7050 · Insurance-General	31,250.00	31,550.00	-300.00	-0.95%
7060 · Maintenance-Office Equipment	110,500.00	107,800.00	2,700.00	2.50%
7070 · Printing and Publications	23,000.00	21,900.00	1,100.00	5.02%
7080 · Telephone and Internet	16,500.00	16,500.00	0.00	0.00%
7090 · Office Supplies	6,800.00	7,500.00	-700.00	-9.33%
7091 · Technical Services Equipment	850.00	850.00	0.00	0.00%
7092S · Technical Services Supplies	6,500.00	6,500.00	0.00	0.00%
7092P · Technical Services Processing	4,500.00	4,500.00	0.00	0.00%
7093 · Circulation Services Supplies	5,500.00	5,500.00	0.00	0.00%
7094 · Reciprocal Borrowing Services/Billing	1,700.00	1,700.00	0.00	0.00%

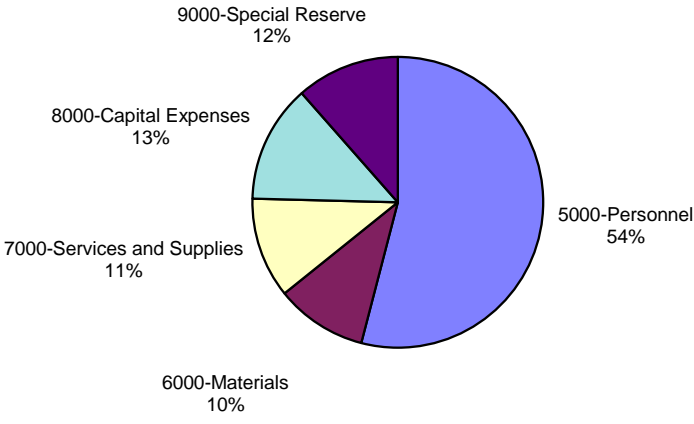
7100 · Postage	10,500.00	10,500.00	0.00	0.00%
7110 · Classes & Events				
7112 · Adult Classes & Events	11,500.00	8,500.00	3,000.00	35.29%
7114 · Youth Classes & Events	16,500.00	17,500.00	-1,000.00	-5.71%
7115 · Maker Studio Classes & Events	3,000.00	3,000.00	0.00	0.00%
7116 · Young Adult Classes & Events	5,000.00	5,000.00	0.00	0.00%
7118 · Movie Licensing	550.00	550.00	0.00	0.00%
Total 7110 · Programming	36,550.00	34,550.00	2,000.00	5.79%
7120 · Outreach & Engagement	19,000.00	19,000.00	0.00	0.00%
7130 · Gifts Given	1,000.00	1,000.00	0.00	0.00%
7140 · Contingency	1,000.00	1,000.00	0.00	0.00%
7000 · Services and Supplies - Other	1,000.00	1,000.00	0.00	0.00%
Total 7000 · Services and Supplies	335,300.00	329,450.00	5,850.00	1.78%
8000 · Capital Expenses				
8010 · Computers				
8012 · Hardware	28,000.00	28,000.00	0.00	0.00%
8014 · Software	27,650.00	27,650.00	0.00	0.00%
8016 · Computers - Other	2,000.00	2,000.00	0.00	0.00%
Total 8010 · Computers	57,650.00	57,650.00	0.00	0.00%
8020 · Photocopiers	7,000.00	7,000.00	0.00	0.00%
8025 · Janitorial	49,000.00	49,000.00	0.00	0.00%
8030 · Maintenance-Building (Building & Site Fund)	79,875.00	83,225.00	-3,350.00	-4.03%
8040 · Capital Improvement (Building & Site Fund)	0.00	0.00	0.00	0.00%
8050 · Capital Projects (General Fund)	119,650.00	136,650.00	-17,000.00	-12.44%
8051 · Capital Expenses - Other	0.00	0.00	0.00	0.00%
Total 8000 · Capital Expenses	313,175.00	333,525.00	-20,350.00	-6.10%
9000 · Debt Service	344,754.00	354,302.90	-9,548.90	-2.70%
9100 · Capital Expenditures (Special Reserve Fund)	1,765,000.00	1,055,000.00	710,000.00	67.30%
	4,571,801.71	3,762,060.96	809,740.75	21.52%

**LSF Brookfield Library
Working Budget Summary
Fiscal Year 2026**

	General Fund	IMRF	FICA	Building & Site	Special Reserve	Memo Total
Beginning Balance January 1, 2026 (estimated)	2,000,000	0	3,000	0	1,700,000	3,703,000
Income						
4010-Property Taxes	2,300,000	26,000	90,000	92,000		2,508,000
4020-Replacement Tax	20,000					20,000
4030-Grants	23,000					23,000
4040-Fines and Fees	0					0
4050-Gifts and Memorials	0					0
4060-Investment Income	25,000				45,000	70,000
4070-Miscellaneous Income	0					0
Use of Assigned Capital Funds					610,000	
Total Income	4,368,000	26,000	93,000	92,000	2,355,000	6,324,000
Expenditures						
5000-Personnel	1,508,273	22,811	90,095			1,621,178
6000-Materials	305,300					305,300
7000-Services and Supplies	335,300					335,300
8000-Capital Expenses	313,175			79,875		393,050
9000-Debt Service	344,754					344,754
9100-Special Reserve					1,800,000	
Total Expenditures	2,806,802	22,811	90,095	79,875	1,800,000	2,999,582
Revenues Over (Under) Expenditures	1,561,198	3,189	2,905	12,125	555,000	
Ending Balance December 31 (estimated)	1,561,198	3,189	5,905	12,125	555,000	3,324,418
Reserves for six months	1,403,401	11,405	45,047	39,938		1,499,791



Expenditures



LSF Brookfield Library
Health Insurance Ratios (95% / 5%)
Fiscal Year 2026

Medical Plans	New Premium	Library Pays	Annually	Employee Pays	Per Paycheck
PPO Medical (High Deductible) - single	\$1,119.00	\$1,063.05	\$12,756.60	\$55.95	\$25.82
PPO Medical - employee/spouse	\$2,357.00	\$2,239.15	\$26,869.80	\$117.85	\$54.39
PPO Medical - employee/children	\$2,265.00	\$2,151.75	\$25,821.00	\$113.25	\$52.27
PPO Medical - family	\$3,498.00	\$3,323.10	\$39,877.20	\$174.90	\$80.72
HSA PPO - single	\$974.00	\$925.30	\$11,103.60	\$48.70	\$22.48
HSA PPO - employee/spouse	\$2,050.00	\$1,947.50	\$23,370.00	\$102.50	\$47.31
HSA PPO - employee/children	\$1,964.00	\$1,865.80	\$22,389.60	\$98.20	\$45.32
HSA PPO - family	\$3,041.00	\$2,888.95	\$34,667.40	\$152.05	\$70.18

Dental Plans	Premium	Library Pays	Annually	Employee Pays	Per Paycheck
DHMO Dental - single	\$29.92	\$0.00	\$0.00	\$29.92	\$13.81
HMO Dental - employee/spouse	\$57.54	\$0.00	\$0.00	\$57.54	\$26.56
HMO Dental - employee/children	\$62.42	\$0.00	\$0.00	\$62.42	\$28.81
HMO Dental - family	\$94.22	\$0.00	\$0.00	\$94.22	\$43.49
PPO - single	\$47.00	\$0.00	\$0.00	\$47.00	\$21.69
PreDent - employee/spouse	\$86.00	\$0.00	\$0.00	\$86.00	\$39.69
PreDent - employee/children	\$85.00	\$0.00	\$0.00	\$85.00	\$39.23
PreDent - family	\$131.00	\$0.00	\$0.00	\$131.00	\$60.46

Vision Plans	Premium	Library Pays	Annually	Employee Pays	Per Paycheck
Vision - single	\$7.75	\$0.00	\$0.00	\$7.75	\$3.58
Vision - employee/spouse or partner	\$12.41	\$0.00	\$0.00	\$12.41	\$5.73
Vision - employee/ children	\$12.67	\$0.00	\$0.00	\$12.67	\$5.85
Vision - family	\$20.43	\$0.00	\$0.00	\$20.43	\$9.43

Maximum Costs to Library:	Monthly	Yearly
Medical	\$ 36,554.10	\$ 402,095.10
Dental	\$ -	\$ -
Total		<u>\$ 402,095.10</u>

More Likely:	Monthly	Yearly
Medical	\$ 16,301.05	\$ 195,612.60
Dental	\$ -	\$ -

Yearly Total: \$ 195,612.60

**LSF Brookfield Library
Health Insurance Ratios (95% / 5%)
Fiscal Year 2026**

	High PPO	H.S.A.	Monthly Savings	Annual Savings	H.S.A. Funding	Net Savings
Employee	\$1,119.00	\$974.00	\$145.00	\$1,740.00	\$1,000.00	\$740.00
Employee/spouse	\$2,357.00	\$2,050.00	\$307.00	\$3,684.00	\$1,500.00	\$2,184.00
Employee/children	\$2,265.00	\$1,964.00	\$301.00	\$3,612.00	\$1,500.00	\$2,112.00
Family	\$3,498.00	\$3,041.00	\$457.00	\$5,484.00	\$2,000.00	\$3,484.00

Library Costs	Monthly	Yearly
Contributions	N/A	\$ 10,500.00

Yearly Total: \$ 10,500.00

**LSF Brookfield Library
6000-Estimated Materials
Fiscal Year 2026**

6010 - Books

Adult Books

6011 · NonFiction	23,000.00	
6012 · Fiction	26,000.00	
6013 · Hot Picks Fiction	12,000.00	
Total Adult Books		61,000.00

Youth Books

6014 · Youth Fiction	15,500.00	
6015 · Youth NonFiction	10,500.00	
6016 · Young Adult Fiction	4,000.00	
6017 · Young Adult NonFiction	3,000.00	
Total Youth Books		33,000.00

Total 6010 - Books 94,000.00

6020 - Periodicals

Total 6020 - Periodicals 11,000.00

6030 - Audiovisual Materials

Adult & Teen AV

6031 · Audiorecordings	4,000.00	
6032 · Videorecordings	10,000.00	
6033 · Music CDs	0.00	
6038 · Video Games	2,500.00	
Total Adult AV		16,500.00

Youth AV

6034 · Audiorecordings	2,000.00	
6035 · Videorecordings	3,200.00	
6036 · Music CDs	100.00	
6037 · Video Games	3,000.00	
Total Youth AV		8,300.00

Total 6030 - Audiovisual Materials 24,800.00

6040 - Electronic Databases / Services

6041 · Databases - Adult	56,000.00	
6042 · Databases - Youth	10,000.00	
6045 · Interlibrary Loan	500.00	
6046a · Digital Content Adult & Teen	70,000.00	
6046b · Digital Devices Adult & Teen	14,000.00	
6048 · Website	7,000.00	
6049 · Shared Digital Content	18,000.00	
Total Electronic Databases / Services		175,500.00

TOTAL 6000-Materials 305,300.00

LSF Brookfield Library
7000-Estimated Services and Supplies
Fiscal Year 2026

7010 · Professional Associations		
Total 7010 · Professional Associations		6,000.00
7020 · Co-Worker Services		
Holiday Party	1,600.00	
Coffee, tea and other foodstuffs	600.00	
Recognitions and awards	250.00	
Board meetings	150.00	
Manager Phone Reimbursement	2,000.00	
Staff Development Days	3,500.00	
Total 7020 · Co-Worker Services		8,100.00
7030 · Continuing Education		
7032 · Staff Education		
Director Conferences / Education	2,000.00	
Department Head Conferences / Education	7,200.00	
Full-time professionals Conferences / Education	2,250.00	
Full-time paraprofessionals Conferences / Education	900.00	
Educational assistance:	0.00	
Workshops	5,000.00	
Total 7032 · Staff Education	17,350.00	
ILA Conference	1,000.00	
ILA Trustee Forum	500.00	
PLA 2026	1,800.00	
Workshops / Conferences	700.00	
Total 7034 · Board Education	4,000.00	
Total 7030 · Continuing Education		21,350.00
7040 · Professional Services		
7041 · Legal	7,000.00	
7042 · Audit	8,000.00	
7043 · Financial consultant	3,500.00	
7046 · Benefit Management Fees	4,700.00	
Total 7040 · Professional Services		23,200.00
7050 · Insurance-General		
Worker's Compensation	2,800.00	
Commerical Lines	22,000.00	
Treasurer's Bond	1,500.00	
Auto	400.00	
Umbrella	4,550.00	
Total 7050 · Insurance-General		31,250.00
7060 · Maintenance-Office Equipment		
SWAN Maintenance	36,000.00	
BoardDocs	4,500.00	
IT Support (Creative IT Consulting)	70,000.00	
Total 7060 · Maintenance-Office Equipment		110,500.00
7070 · Printing and Publications		
Newsletters - Print & Electronic	21,000.00	
Annual Report	2,000.00	
Total 7070 · Printing and Publications		23,000.00
7080 · Telephone		
Total 7080 · Phone, Fax and Internet		
B&B Networks (Phone)	3,000.00	
Comcast	12,500.00	
Fax (TBS)	1,000.00	
Total 7080 · Telephone and Internet		16,500.00

7090 · Office Supplies	6,800.00
7091 · Technical Services Equipment	850.00
7092S · Technical Services Supplies	6,500.00
7092P · Technical Services Processing	4,500.00
7093 · Circulation Services Supplies	5,500.00
7094 · Reciprocal Borrowing Services/Billing	1,700.00
7100 · Postage	
Total 7100 · Postage	10,500.00
7110 · Classes and Events	
7112 · Adult Classes & Events	11,500.00
7114 · Youth Classes & Events	16,500.00
7115 · Maker Studio Classes & Events	3,000.00
7116 · Young Adult Classes & Events	5,000.00
7118 · Movie Licensing	550.00
Total 7110 · Programming	<u>36,550.00</u>
7120 · Outreach & Engagement	
Total 7120 · Outreach & Engagement	<u>19,000.00</u>
7130 · Gifts Given	
Total 7130 · Gifts Given	<u>1,000.00</u>
7140 · Contingency	<u>1,000.00</u>
TOTAL 7000-Services and Supplies	<u>333,800.00</u>

LSF Brookfield Library
8000-Estimated Capital Expenses
Fiscal Year 2026

8010 - Computers		
8012 - Hardware		
Computers	20,000.00	
Maker Studio	5,000.00	
Other hardware	3,000.00	
Total 8012 - Hardware	<u>28,000.00</u>	
8014 - Software		
Shared digital services	20,000.00	
Internet filter	150.00	
Accessibility	3,500.00	
Annual renewals	4,000.00	
Total 8014 - Software	<u>27,650.00</u>	
Total 8010 - Computers		55,650.00
8020 - Photocopiers		
Staff copier	2,000.00	
Public copiers	5,000.00	
Total 8020 - Photocopiers		7,000.00
8025 - Janitorial		
		49,000.00
8030 - Building Maintenance (Building & Site Fund)		
Consumable supplies	7,000.00	
HVAC	7,000.00	
Water treatment / boiler (HOH)	1,000.00	
Landscaping	22,000.00	
Sprinkler system	1,000.00	
Snow removal	10,000.00	
Salt	500.00	
Pest control	1,400.00	
Fire alarm	3,000.00	
Burglar and Access Control	7,500.00	
Fire extinguishers	2,000.00	
Backflow testing	1,000.00	
Elevator certification	600.00	
Elevator maintenance	5,800.00	
Generator	975.00	
Window Cleaning	2,000.00	
Roof survey	1,600.00	
Odd jobs & other	5,500.00	
Total 8030 - Building Maintenance (Building & Site Fund)		79,875.00
8040 - Capital Improvement		0.00
8050 - Capital Projects	8,000.00	8,000.00
Total 8050 - Capital Projects (General Fund)		119,650.00
8051 - Capital Expenses, Other		0.00
TOTAL 8000 - Capital Expenses		<u>199,525.00</u>

LSF Brookfield Library
9100-Estimated Special Reserve
Fiscal Year 2026

9100 - Special Reserve

9100 - Special Reserve		
Real Estate	25,000.00	
Corrective Library Building Work	1,600,000.00	
Professional Services: Legal, Owners Rep	<u>80,000.00</u>	
Total 9100 - Special Reserve	1,705,000.00	
Total 9100 - Special Reserve		1,705,000.00
9100 - Contingency		<u>60,000.00</u>
TOTAL 9100 - Special Reserve		1,765,000.00

e Action: Monthly Bills



LINDA SOKOL FRANCIS
BROOKFIELD LIBRARY
 INFORM • INSPIRE • INNOVATE

WARRANT - January 28, 2026

Payroll 1/2/26		\$ 38,425.91	Actual
Payroll 1/16/25		\$ 40,021.03	Actual
Payroll 1/30/25		\$ 42,298.74	Actual
Unpaid bills (List below)		\$ 120,317.19	
TOTAL DISBURSEMENTS		\$ 241,062.87	

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

January 28, 2026 - LIST OF BILLS

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
AMAZON	19785	Materials	1.28.26	\$ 6,406.24
B & B Networks	19786	Phone	1.28.26	\$ 180.57
B. Allan Graphics	19787	Newsletter	1.28.26	\$ 2,400.00
Bayscan Technologies	19788	Materials	1.28.26	\$ 193.70
Case Lots, Inc.	19789	Bldg Maintenance	1.28.26	\$ 118.80
Center Point Large Print	19790	Materials	1.28.26	\$ 49.14
Church Street Brewing Co.	19791	Presenter	1.28.26	\$ 350.00
Comcast	19792	Internet	1.28.26	\$ 930.00
ComPsych	19793	Counselor	1.28.26	\$ 825.00
Continua Interiors	19794	Furniture	1.28.26	\$ 1,845.78
Creative IT Consulting, LLC	19795	IT / Computers	1.28.26	\$ 4,996.25
Dancing Cranes Yoga	19796	Presenter	1.28.26	\$ 260.00
Demco	19797	Materials	1.28.26	\$ 303.27
Foundation for the Brookfield Library	19798	Transfer	1.28.26	\$ 3,000.00
Gale/CENGAGE Learning	19799	Materials	1.28.26	\$ 119.98
Jim Gamlin	19800	Fish Guy	1.28.26	\$ 76.00
Susan R. Gibberman	19801	Presenter	1.28.26	\$ 200.00
Ingram Library Services	19802	Materials	1.28.26	\$ 2,198.65
Konica Minolta Premier Finance	19803	Copiers	1.28.26	\$ 684.57
Library Ideas	19804	Materials	1.28.26	\$ 4,500.00
LIMRiCC - PHIP	19805	PHIP	1.28.26	\$ 17,376.70
Midwest Tape	19806	Materials	1.28.26	\$ 282.67
Bonnie Mielke	19807	Presenter	1.28.26	\$ 120.00

Payee/Vendor	Check Number	Expense Account	Date	Amount Paid
Dean Milano	19808	Presenter	1.28.26	\$ 250.00
Marianne Mohrhusen	19809	Presenter	1.28.26	\$ 150.00
Marianne Mohrhusen	19810	Presenter	1.28.26	\$ 150.00
Pressreader, Inc	19811	Database	1.28.26	\$ 4,794.00
Quadiant	19812	Postage Meter	1.28.26	\$ 200.97
Riverside Plumbing & Heating	19813	Inspection	1.28.26	\$ 590.00
Robbins Schwartz	19814	Legal	1.28.26	\$ 260.00
Sabeckis Services	19815	Snow Removal	1.28.26	\$ 2,050.00
ServiceMaster Commercial Cleaning	19816	Cleaning	1.28.26	\$ 3,894.00
Sherwin Williams	19817	Bldg Maintenance	1.28.26	\$ 114.53
Smithreen Pest Mgmt	19818	Bug Guy	1.28.26	\$ 100.00
SWAN	19819	Quarterly	1.28.26	\$ 8,450.75
The Library Store	19820	Materials	1.28.26	\$ 120.87
Thunder Moon Studio Inc.	19821	Presenter	1.28.26	\$ 100.00
Thunder Moon Studio Inc.	19822	Presenter	1.28.26	\$ 50.00
Unique Management Services, Inc.	19823	Collections	1.28.26	\$ 78.80
United States Postal Service (Newsletter)	19824	Postage	1.28.26	\$ 2,200.00
Utica National Insurance Group	19825	Insurance	1.28.26	\$ 24,979.00
Village of Brookfield	19826	IMRF	1.28.26	\$ 5,952.14
Visa	19827	Credit Card	1.28.26	\$ 7,746.03
Wiss, Janney, Elstner Associates, Inc	19828	Building	1.28.26	\$ 10,668.78
Total				\$ 120,317.19

f Discussion and Action: 2025 IPLAR

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30067
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0061
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Linda Sokol Francis Brookfield Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	3541 Park Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Brookfield
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60513
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	3541 Park Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Brookfield
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60513
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	7084856917
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	000-000-0000
1.12b If the fax number has changed, then enter the updated answer here.	-3No Fax Number
1.13 Website	http://www.lsfbrookfieldlibrary.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Kimberly Coughran
1.15 Title	Executive Director
1.16 Library Director's E-mail	kcoughran@lsfbrookfieldlibrary.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	19,476
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and

5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact IPLAR@ilsos.gov so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	0
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	LINDA SOKOL FRANCIS BROOKFIELD LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	30067	3006700

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	3541 PARK AVENUE		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	BROOKFIELD		60513	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	Cook		7084856917	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	21,000		

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
LINDA SOKOL FRANCIS BROOKFIELD LIBRARY	3,484	52	129,418

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2025
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Kimberly Coughran
3.5 Telephone Number of Person Preparing Report	7084856917
3.6 E-Mail Address of Person Preparing Report	kcoughran@lsfbrookfieldlibrary.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Jennifer Paliatka
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	708-905-5154
5.9 Trustee E-mail Address	jpaliatka@lsfbrookfieldlibrary.org
5.10 Home Address	3206 Vernon Ave
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Second member

5.5 Name	Michelle Parker
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	773-517-4075
5.9 Trustee E-mail Address	mparker@lsfbrookfieldlibrary.org
5.10 Home Address	9100 Sherman Avenue
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Third member

5.5 Name	Edgar Mihelic
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	304-685-5088
5.9 Trustee E-mail Address	emihelic@Isfbrookfieldlibrary.org
5.10 Home Address	4238 Prairie Avenue
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Fourth member

5.5 Name	Linda Kampschroeder
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	312-254-6886
5.9 Trustee E-mail Address	lkampschroeder@Isfbrookfieldlibrary.org
5.10 Home Address	3636 Vernon Ave
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Fifth member

5.5 Name	David Jakubiak
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	708-299-7733
5.9 Trustee E-mail Address	djakubiak@Isfbrookfieldlibrary.org
5.10 Home Address	3618 Cleveland Ave
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Sixth member

5.5 Name	Phil Weglarz
5.6 Trustee Position	Other

5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	415-939-4743
5.9 Trustee E-mail Address	pweglarz@Isfbrookfieldlibrary.org
5.10 Home Address	3605 Sunnyside Ave
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Seventh member

5.5 Name	Natalie DeJonghe
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	336-772-7215
5.9 Trustee E-mail Address	ndejonghe@Isfbrookfieldlibrary.org
5.10 Home Address	3228 Elm Avenue
5.11 City	Brookfield
5.12 State	IL
5.13 Zip Code	60513

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 Trustee E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	

5.13 Zip Code

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Total Number of Meeting Rooms	6
6.2 Total number of times meeting room(s) used by the public during the fiscal year	718
6.3 Total Number of Study Rooms	5
6.4 Total number of times study room(s) used by the public during the fiscal year	5,382

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

Note: This is not the place to list any new vehicles purchased.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$11,248,751
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$262,500
7.4 Legacy	0
7.5 Gift	0
7.6 Other	0
7.7 Provide a general description of the property acquired.	In February of 2025, the Library Board of Trustees purchased the home located at 9023 Lincoln Avenue, immediately adjacent to the Library's parking lot.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
---	-----

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

As of December 31, 2025, the Library has approximately \$1,730,328 accumulated in its special reserve fund. Special reserve dollars are earmarked for a \$1.2 to \$1.6 million building envelope replacement project to take place over a five month period between May and October 2026.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$2,425,806
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	The Library issued debt certificates in partnership with Brookfield Bank on December 30, 2019 in the amount of \$3,600,000 for construction of the new building which opened July 31, 2021. The Library will repay the debt over the course of 15 years at an interest rate of 3.95%. In 2025, \$349,575 was paid in debt service.

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) ¹	\$1,476,785
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	Yes
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$941,215

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	\$28,727
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$23,764
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$52,491

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$845
8.14 Other receipts intended to be used for operating expenditures	\$793,159
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$794,004
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]

\$2,323,280

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...", or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Insurance Policy/Instrument
8.18b Proof of Insurance for Library Funds	ACORD Form 20260116-105241.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$220,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

Note: For the IRS definition of "Fringe Benefits" see here: <https://www.irs.gov/publications/p15b>

9.1 Salaries and wages for all library staff [PLS 350]	\$1,100,862
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$239,109
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$1,339,971

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$69,997
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$123,605
10.3a Other Physical Materials Expenditures [PLS 355]	\$11,410
10.3b Please list the types of materials purchased in 10.3a	Audio recordings, video recordings, music cds, video games
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$205,012

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$666,198
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$2,211,181

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	0
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$0

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$516,108
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	6	6	38.8500034.8700	37.5000037.5000
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Assist Dir / Adult Mgr	Adult Services	\$38.85	37.50
	Youth Services Mgr	Children\'s Services	\$34.87	37.50
	Engagement Coordinator	Other Type of Librarian	\$31.08	37.50
	Teen Librarian	Young Adult Services	\$25.64	37.50
	Adult Services Assistant Librarian	Adult Services	\$21.63	19.00
	Executive Director	Library Director	\$68.28	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

5.16

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	7	6	7	23.0700017.000C	37.5000019.000C
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Youth Services Librarian		Bachelor's Degree: No library science	\$23.07	37.50
	Youth Services Assistant	Children's Services	Bachelor's Degree: No library science	\$17.00	19.00
	Youth Services Assistant	Children's Services	Bachelor's Degree: No library science	\$17.50	19.00
	Youth Services Assistant	Children's Services	Bachelor's Degree: No library science	\$16.97	19.00
	Youth Services Assistant	Children's Services	Less than a Bachelor's degree	\$16.00	19.00
	Adult Services Assistant	Adult Services	Master's Degree: Not in library science	\$21.00	19.00
	Adult Services Assistant	Adult Services	Master's Degree: Not in library science	\$20.00	19.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	3.79
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	8.95

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	321.00
13.14 Minimum hourly rate actually paid	\$15.45
13.15 Maximum hourly rate actually paid	\$33.95
13.16 Total FTE Group C employees (13.13 / 40)	8.03

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	37.50
13.22 Minimum hourly rate actually paid	\$29.06
13.23 Maximum hourly rate actually paid	\$29.06
13.24 Total FTE Group E employees (13.21 / 40)	0.94

13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	8.96
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	17.91

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	129,418
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

SYNCHRONOUS PROGRAMS

A synchronous program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants.

Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings, lectures, story hours, literacy, English as a second language, citizenship classes, and book discussions.

Count all programs, whether held on- or off-site that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

SELF-DIRECTED ACTIVITIES

A self-directed (asynchronous or passive) activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc. For guidance on Virtual Asynchronous (self-directed) activities and views, please refer to 15.37 Total Number of Asynchronous (Virtual) Program Presentations, and 15.38 Total Views of Asynchronous (Virtual) Program Presentations.

Note: For more information, please refer to the Counting Opinions login screen for links to helpful worksheets and guides.

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	227	4,802	53	1,380
Children (6-11)	155	3,117	57	1,754
Young Adults (12-18)	² 100	943	16	242
Adults (19 and older)	415	4,537	12	400
General Interest	³ 106	965	23	589
Total	1,003	14,364	161	4,365

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	865	12,380
Synchronous In-Person Offsite Program Sessions	75	1,049
Synchronous Virtual Program Sessions	63	935
Total	1,003	14,364

Historic - retired 2021

15.1 Total Number of Children's Programs Retired 2021

15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	33
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	518

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	13,794
16.2 Total Number of Unexpired Non-resident Cards	6
16.2a Of the total in 16.2, how many Cards for Kids Act cards were issued?	0
16.2b Of the total in 16.2, how many Disabled Veterans cards were issued?	0
16.2c What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2) [PLS 503]	13,800
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18?	No

RESOURCES OWNED (17.1 - 17.25)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.

17.1 Print Materials [PLS 450]	59,870
17.2 Current Print Serial Subscriptions	71
17.3 Total Print Materials (17.1+17.2)	59,941
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452] ⁴	1,302
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	7,419
17.6 Other Circulating Physical Items [PLS 462]	1,183
17.7 Total Physical Items in Collection [PLS 461]	69,774

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? [PLS 528]	No
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? [PLS 531]	No
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? [PLS 534]	No
17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 535]	Yes

17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? [PLS 537]	Yes
17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 538]	Yes
17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the library? [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? [PLS 540]	Yes
17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? [PLS 541]	Yes
17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? [PLS 542]	Yes

USE OF RESOURCES (18.1 - 18.19)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Circulation of Adult Physical Material	162,822
18.2 Circulation of Young Adult Physical Material	5,694
18.3 Circulation of Children's Physical Material [PLS 549]	83,719
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	252,235

Report circulation, including renewals, by the material types below.

18.5 Books- Physical	132,662
18.6 Videos/DVDs- Physical	25,325
18.7 Audios (include music)- Physical	5,315
18.8 Magazines/Periodicals- Physical	1,111
18.9 Other Items- Physical [PLS 561]	11,530
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	175,943
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	19,355
18.13 e-Serial Circulation [PLS 546]	6,288
18.14 e-Audio Circulation [PLS 547]	47,279
18.15 e-Video Circulation [PLS 548]	3,370
18.16 Use of Electronic Materials [PLS 552]	76,292
18.17 Total Circulation of Materials [PLS 550]	252,235
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	14,281
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	26,438
18.20 If your library purchases research databases and online learning platforms, list the total use	44,426

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet information needs.

NOTES:

(1) A reference transaction includes information and referral service, scheduled and unscheduled individual instruction and assistance in using information sources (including websites and computer-assisted instruction).

(2) Count Readers Advisory questions as reference transactions.

(3) Information sources include (a) printed and nonprinted material; (b) machine-readable databases (including computer-assisted instruction); (c) the library's own catalogs and other holdings records; (d) other libraries and institutions through communication or referral; and (e) persons both inside and outside the library.

(4) When a staff member uses information gained from previous use of information sources to answer a question, the transaction is reported as a reference transaction even if the source is not consulted again.

(5) If a contact includes both reference and directional services, it should be reported as one reference transaction.

(6) Duration should not be an element in determining whether a transaction is a reference transaction.

(7) Do not include transactions that include only a directional service, such as instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is Susan Smith? Can you help me make a photocopy?"

If an annual count of reference transactions is unavailable, count reference transactions during a typical week or weeks, and multiply the count to represent an annual estimate

A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours.

19.1 Total Annual Reference Transactions [PLS 502]	11,186
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	88
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	74
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	40
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	No

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	1-2 Gbs
21.2b If Other, please specify	
21.3 What is the monthly cost of the library's internet access?	\$930
21.4 Number of Internet Computers Available for Public Use [PLS 650]	30
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	14,853
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	52,050
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

If you want to learn more about E-Rate, RAILS Members should contact communications@railslibraries.org IHLS Members should contact membership@illinoisheartland.org

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Burdensome process.

STAFF AND TRUSTEE DEVELOPMENT & TRAINING (23.1 - 23.3)

This section focuses on staff and trustee development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff and trustee development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$9,260
23.2 Does the above amount include travel expenses?	Yes
23.3 How many total hours of training did staff receive this year?	207.50
23.4 How many total hours of training did trustees receive this year?	38.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit. For more information, please refer to the Counting Opinions login screen for links to templates and instruction sheets.

Note: While District Libraries are required to complete this Section, all other libraries are encouraged to perform the Secretary's Audit as well.

25.1 Upload Audit report	-1 Not Applicable
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IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Kimberly Coughran	01/28/2026
President	Jennifer Paliatka	01/28/2026
Secretary	Phil Weglarz	01/28/2026

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Laura Keyes (IPLAR@ilsos.gov).

¹, 8.1 Cook County's fall / winter tax extension is still forthcoming and expected to begin January 20, 2026. (0-2026-01-16)

², 15.5 This figure is in line with last year. (0-2026-01-23)

³, 15.9 This figure is in line with last year. (0-2026-01-23)

⁴, 17.4 Discarded CD music collection (0-2026-01-13)

10. **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.

11. **Announcements**

12. **Adjournment**