

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

March 20, 2025 | 7:00 p.m.

Northbrook Public Library | Civic Room

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Ms. Stacy Oliver
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Ms. Stacy Oliver
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – February 20, 2025
 - 3.3 Approve Executive Session Minutes – February 20, 2025
 - 3.4 Approve Special Session Minutes – March 11, 2025
 - 3.5 Approve Executive Session Minutes – March 11, 2025
 - 3.6 Approve Cash Balances & Income Statement February 2025
 - 3.7 Approve Bills and Charges from February 2025 in the amount of \$792,236.4
 - 3.8 Approve Non-Resident Fee Method
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Statistics Dashboard Project Update
 - 7.2 IPBC Health Insurance
 - 7.3 FY26 Budget
- 8 New Business
 - 8.1 Board Nominating Committee Appointments
 - 8.2 EDI Q4 Pulse Survey Presentation
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

The Northbrook Public Library is subject to the Requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend any meetings of the Board and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of these meetings or the facilities are requested contact 847-272-7074 promptly to allow the Northbrook Public Library to make reasonable accommodations for those persons. Hearing impaired individuals may establish TDD contact by calling 847-272-7074.

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
2/28/2025**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	7,229,898.78	1,725,648.54	661,460.28	8,294,087.04
	Restricted	336,966.90	107,321.98	29,065.52	415,223.36
	IMRF	871,868.17	64,412.56	26,249.71	910,031.02
	Fica	46,602.60	55,645.80	24,847.60	77,400.80
	Total Operating	\$ 8,485,336.45	\$1,953,028.88	\$ 741,623.11	\$ 9,696,742.22
<u>Capital Improvement</u>		\$ 6,862,948.54	\$ 3,619.18	\$ 50,613.33	\$ 6,815,954.39
<u>Debt Service</u>		\$ 1,553.68			\$ 1,553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	50,409.98	20,983.06	1,553.68
PayPal	3,586.06	-	-
FBoFHP	250,049.32	-	-
Fifth Third - Checking/Money Market	9,384,859.29	6,794,391.23	-
US Bancorp	7,268.60	580.10	-
INB	93.97		
Petty Cash	475.00	-	-
Total	<u>\$ 9,696,742.22</u>	<u>\$6,815,954.39</u>	<u>\$ 1,553.68</u>

NB&T = Northbrook Bank & Trust
FBoFHP - First Bank of Highland Park
USB = US Bancorp

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$100,467.23	(\$85,162.34)	\$7,986,219.67	\$8,185,268.62	\$8,446,880.00	96.90%
Replacement Tax	\$117,208.19	\$74,919.38	\$404,262.43	\$180,534.77	\$150,000.00	120.36%
Impact Fees	\$0.00	\$0.00	\$4,294.00	\$0.00	\$0.00	0.00%
Fines, Fees & Rentals	\$1,540.20	\$1,660.62	\$35,537.79	\$40,765.12	\$35,000.00	116.47%
Interest Income	\$4,643.80	\$13,585.88	\$49,689.13	\$62,019.09	\$20,000.00	310.10%
Other Income	\$0.00	\$1,320.27	\$18,952.44	\$10,394.21	\$100,000.00	10.39%
Total Undesignated Revenue	\$223,859.42	\$6,323.81	\$8,498,955.46	\$8,478,981.81	\$8,751,880.00	96.88%
Designated Revenue						
Gifts & Other Designated Income	\$10,512.49	\$104,990.47	\$572,555.08	\$859,281.18	\$600,000.00	143.21%
Designated Interest Income	\$1,051.24	\$851.51	\$8,007.09	\$9,099.13	\$0.00	0.00%
Total Designated Revenue	\$11,563.73	\$105,841.98	\$580,562.17	\$868,380.31	\$600,000.00	144.73%
Total Revenues	\$235,423.15	\$112,165.79	\$9,079,517.63	\$9,347,362.12	\$9,351,880.00	99.95%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$71,064.38	\$68,345.15	\$704,183.65	\$747,464.61	1001500	74.63%
Audio Visual	\$61,178.82	\$59,641.45	\$625,042.32	\$669,255.13		
Videos/DVDs	\$5,882.63	\$4,977.92	\$37,611.06	\$33,882.42		
Programs	\$4,002.93	\$3,725.78	\$41,530.27	\$44,327.06		
OCLC	\$6,244.22	\$6,178.47	\$75,834.97	\$73,348.81	\$112,000.00	65.49%
OCLC	\$644.26	\$58.04	\$23,500.61	\$23,054.99	\$29,000.00	79.50%
CCS Shared Costs	\$0.00	\$0.00	\$69,246.10	\$65,199.14	\$76,000.00	85.79%
Total Materials & Services	\$77,952.86	\$74,581.66	\$872,765.33	\$909,067.55	\$1,218,500.00	74.61%
Human Resources						
General Salaries and Wages	\$351,088.12	\$322,978.08	\$3,452,209.76	\$3,610,365.25	\$4,597,000.00	78.54%
Maintenance Salaries & Wages	\$15,588.70	\$13,538.16	\$155,868.79	\$141,013.44	\$203,000.00	69.46%
Group Insurance	\$62,492.94	\$60,648.14	\$606,089.96	\$616,987.61	\$790,000.00	78.10%
Unemployment/Worker's Comp	\$2,420.63	\$0.00	\$21,664.43	\$19,359.25	\$24,000.00	80.66%
Staff Development	\$4,949.93	\$5,731.11	\$56,824.94	\$72,811.22	\$63,000.00	115.57%
Total Human Resources	\$436,540.32	\$402,895.49	\$4,292,657.88	\$4,460,536.77	\$5,677,000.00	78.57%

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
Operating Costs						
Photocopy	\$1,698.52	\$171.16	\$20,140.81	\$16,970.29	\$19,000.00	89.32%
Office & Library Supplies	\$4,959.49	\$14,487.09	\$35,829.70	\$49,786.33	\$70,000.00	71.12%
Software	\$10,869.14	\$1,512.23	\$87,957.70	\$94,797.78	\$106,000.00	89.43%
Postage	\$405.29	\$0.00	\$18,174.92	\$16,394.18	\$20,000.00	81.97%
General Insurance	\$8,448.55	\$8,455.74	\$75,229.17	\$82,996.94	\$84,000.00	98.81%
Telephone/Internet	\$27.48	\$13.79	\$29,638.72	\$30,064.07	\$39,000.00	77.09%
Professional Services	\$28,327.58	\$34,036.90	\$353,374.52	\$395,018.50	\$434,000.00	91.02%
Furniture, Equipment	\$2,505.92	\$12,199.09	\$66,575.02	\$43,925.98	\$70,000.00	62.75%
Equipment Rental & Maintenance	\$2,915.54	\$165.54	\$43,275.75	\$38,935.62	\$46,000.00	84.64%
Community Relations	\$10,590.88	\$9,157.72	\$35,212.04	\$42,439.78	\$55,000.00	77.16%
Total Operating Costs	\$70,748.39	\$80,199.26	\$765,408.35	\$811,329.47	\$943,000.00	86.04%
Maintenance						
Vehicle Expense	\$587.18	\$0.00	\$1,763.54	\$1,912.82	\$3,000.00	63.76%
Janitorial Supplies	\$6,352.33	\$1,806.65	\$36,217.89	\$25,527.36	\$45,000.00	56.73%
Utilities	\$8,475.57	\$5,682.59	\$43,382.98	\$34,928.54	\$54,000.00	64.68%
Building Repairs	\$16,572.50	\$0.00	\$18,067.50	\$14,203.75	\$35,000.00	40.58%
Contracted Services	\$22,042.88	\$24,311.80	\$130,744.38	\$191,143.67	\$223,000.00	85.71%
Total Maintenance	\$54,030.46	\$31,801.04	\$230,176.29	\$267,716.14	\$360,000.00	74.37%
Other Expenses						
Recruiting	\$200.00	\$0.00	\$160.00	\$250.00	\$1,000.00	25.00%
Contingency & Misc Exp	\$676.71	\$644.06	\$6,844.07	\$8,158.93	\$100,000.00	8.16%
Board Development	\$48.87	\$0.00	\$1,044.29	\$446.57	\$1,000.00	44.66%
Total Other Expenses	\$925.58	\$644.06	\$8,048.36	\$8,855.50	\$102,000.00	8.68%
Total Undesignated Expenses	\$640,197.61	\$590,121.51	\$6,169,056.21	\$6,457,505.43	\$8,300,500.00	77.80%
Designated Expenses						
Miscellaneous Designated Expenses	\$12,774.71	\$26,280.02	\$438,021.12	\$663,524.92	\$600,000.00	110.59%
Designated Materials Expense	\$516.86	\$0.00	\$868.47	\$1,185.93	\$0.00	0.00%
Designated Capital Expense	\$1,499.98	\$0.00	\$131,406.53	\$0.00	\$0.00	0.00%
Designated Program Expense	\$2,999.65	\$2,110.50	\$57,772.49	\$60,415.02	\$0.00	0.00%
Total Designated Expenses	\$17,791.20	\$28,390.52	\$628,068.61	\$725,125.87	\$600,000.00	120.85%
Transfers & Other Financing Uses						
Transfer to CIF	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	\$450,000.00	0.00%
Total Expenses	\$657,988.81	\$618,512.03	\$6,797,124.82	\$7,182,631.30	\$9,350,500.00	76.82%
NET SURPLUS/(DEFICIT)	(\$422,565.66)	(\$506,346.24)	\$2,282,392.81	\$2,164,730.82	\$1,380.00	

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$5,257.15	(\$4,032.84)	\$417,895.02	\$387,611.46	\$400,000.00	96.90%
Property Tax Levy FICA	\$3,574.86	(\$2,822.99)	\$284,168.61	\$271,328.03	\$280,000.00	96.90%
Interest Income IMRF	\$0.00	\$451.07	\$91.27	\$706.23	\$2,000.00	35.31%
Interest Income FICA	\$0.00	\$315.75	\$62.06	\$494.36	\$500.00	98.87%
Total Undesignated Revenue	\$8,832.01	(\$6,089.01)	\$702,216.96	\$660,140.08	\$682,500.00	96.72%
Total Revenues	\$8,832.01	(\$6,089.01)	\$702,216.96	\$660,140.08	\$682,500.00	96.72%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$28,584.35	\$26,249.71	\$274,531.28	\$288,085.17	\$380,000.00	75.81%
Employer FICA	\$27,152.17	\$24,847.60	\$266,738.34	\$278,073.43	\$325,000.00	85.56%
Total Human Resources	\$55,736.52	\$51,097.31	\$541,269.62	\$566,158.60	\$705,000.00	80.31%
Total Undesignated Expenses	\$55,736.52	\$51,097.31	\$541,269.62	\$566,158.60	\$705,000.00	80.31%
Total Expenses	\$55,736.52	\$51,097.31	\$541,269.62	\$566,158.60	\$705,000.00	80.31%
NET SURPLUS/(DEFICIT)	(\$46,904.51)	(\$57,186.32)	\$160,947.34	\$93,981.48	(\$22,500.00)	

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,349.60	\$3,619.18	\$25,500.13	\$34,743.33	\$20,000.00	173.72%
Other Income	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	0.00%
Total Undesignated Revenue	\$2,349.60	\$3,619.18	\$25,500.13	\$59,743.33	\$20,000.00	298.72%
 Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$425,000.00	0.00%
 Total Revenues	\$9,849.60	\$3,619.18	\$33,000.13	\$59,743.33	\$445,000.00	13.43%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$126,998.00	\$50,613.33	\$329,682.64	\$358,934.03	\$885,000.00	40.56%
Professional Fees	\$1,860.00	\$0.00	\$6,747.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 Total Undesignated Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 Total Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 NET SURPLUS/(DEFICIT)	(\$119,008.40)	(\$46,994.15)	(\$303,430.01)	(\$303,121.66)	(\$540,000.00)	

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$2,349.60	\$3,619.18	\$25,500.13	\$34,743.33	\$20,000.00	173.72%
Other Income	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	0.00%
Total Undesignated Revenue	\$2,349.60	\$3,619.18	\$25,500.13	\$59,743.33	\$20,000.00	298.72%
 Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$425,000.00	0.00%
 Total Revenues	\$9,849.60	\$3,619.18	\$33,000.13	\$59,743.33	\$445,000.00	13.43%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$126,998.00	\$50,613.33	\$329,682.64	\$358,934.03	\$885,000.00	40.56%
Professional Fees	\$1,860.00	\$0.00	\$6,747.50	\$2,700.00	\$100,000.00	2.70%
Furniture & Equipment	\$0.00	\$0.00	\$0.00	\$1,230.96	\$0.00	0.00%
Total Capital & Bond Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 Total Undesignated Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 Total Expenses	\$128,858.00	\$50,613.33	\$336,430.14	\$362,864.99	\$985,000.00	36.84%
 NET SURPLUS/(DEFICIT)	(\$119,008.40)	(\$46,994.15)	(\$303,430.01)	(\$303,121.66)	(\$540,000.00)	

Northbrook Public Library
Income Statement
February 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$9,412.15	(\$7,645.76)	\$748,179.57	\$734,862.87	\$758,350.00	96.90%
Interest Income	\$0.00	\$855.17	\$163.40	\$1,338.91	\$0.00	0.00%
Total Undesignated Revenue	\$9,412.15	(\$6,790.59)	\$748,342.97	\$736,201.78	\$758,350.00	97.08%
Total Revenues	\$9,412.15	(\$6,790.59)	\$748,342.97	\$736,201.78	\$758,350.00	97.08%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$350,900.00	\$332,934.72	\$333,350.00	99.88%
Principal Payments	\$0.00	\$0.00	\$410,000.00	\$425,000.00	\$425,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Total Undesignated Expenses	\$0.00	\$0.00	\$760,900.00	\$757,934.72	\$758,350.00	99.95%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$574.93	\$475.00	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$761,474.93	\$758,409.72	\$758,350.00	100.01%
NET SURPLUS/(DEFICIT)	\$9,412.15	(\$6,790.59)	(\$13,131.96)	(\$22,207.94)	\$0.00	

FEBRUARY 2025 FINANCIAL SUMMARY

I want to highlight that the budget is allocated evenly throughout the year while actual expenditures are recorded on a cash basis as paid.

Total General Fund revenues collected to date is \$9,347,362

- Property Taxes – 96.90% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 18% is fines and lost item / replacement collections
 - 53% is non-resident fees
 - 29% is copy machine collections
- Interest Income budget is a conservative estimate – we have collected more than budget
- Designated Revenue budget is a conservative estimate – we have collected more than budget – primarily from Illinois Library Presents

Total General Fund expenditures are \$7,187,731, budget differences including

- Programming
 - Library Wide is less than budget due to a contingency that has not been used
 - Adult service is spending according to budget
 - Maker Services is less than budget due to staff shortages, training new staff and not finding suitable contractors for sewing programs
 - Young Adult is spending according to budget
 - Youth Services is under budget due to unexpected staff shortages, which forced the department to prioritize essential tasks over creating new programs
- Maintenance Salaries & Wages is less than budget due to not being fully staffed from July 2024
- Staff Development is greater than budget due to expenses not being booked evenly throughout the year and spending for Staff Development Day being greater than budget
- Office & Library Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year

FEBRUARY 2025 FINANCIAL SUMMARY

- General Insurance is greater than budget due to invoice being paid annually – the policies renewed and the amount booked represents 12 months of expense for the auto, umbrella and liability policies
- Furniture and Equipment is less than budget due to expenses not being incurred to date
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Janitorial Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Utilities is less than budget due to gas costs being higher in the winter as compared to summer and we have only accounted for 9 months of gas expense
- Building Repairs is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities
- Board Development is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Miscellaneous Designated Expenses is greater than budget due to ILP related expenses being paid in August to use grant funding rather than when due

**Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of February 2025**

Operating Funds

Library Claims List	\$	274,143.93
Librarian's Claims List	\$	13,303.43
Payroll	\$	326,554.79
Fica/IMRF	\$	51,097.31
ACH to IPBC	\$	76,523.65
Total Operating Funds	\$	<u>741,623.11</u>

Capital Improvement Fund

Claims List	\$	50,613.33
	\$	<u>50,613.33</u>

Debt Service Fund

Grand Total Library	\$	<u><u>792,236.44</u></u>
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**Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking**

Transaction Number	Transaction Date	Vendor	Amount	Description
26626	12/18/2024	Seventh Art Productions LTD	\$ (650.00)	Monthly Payment - Materials
26685	2/20/2025	Ancel Glink P.C.	\$ 5,698.50	Monthly Payment - Professional Services
26686	2/20/2025	BroadwayHD LLC	\$ 3,000.00	Illinois Library Presents
26687	2/20/2025	Colley Elevator Co.	\$ 891.00	Monthly Payment - Contracted Services
26688	2/20/2025	First Bankcard	\$ 5,807.18	Monthly Payment - Supplies
26689	2/20/2025	Carla Lasky	\$ 2,720.00	Annual Payment - Staff Development - Tuition Reimbursement
26690	2/20/2025	Library Furniture International, Inc.	\$ 2,974.00	Annual Payment - Furniture & Equipment
26691	2/20/2025	Lynchpin Event Management LLC	\$ 643.50	Monthly Payment - Auditorium Rental
26692	2/20/2025	Urye Min	\$ 2,550.00	Annual Payment - Staff Development - Tuition Reimbursement
26693	2/20/2025	Snow Systems, Inc.	\$ 15,840.00	Monthly Payment - Contracted Services (4 months)
26694	2/20/2025	Symmetry Energy Solutions, LLC	\$ 4,972.88	Monthly Payment - Utilities
26695	2/20/2025	Unbound Agency	\$ 5,100.00	Monthly Payment - Prepaid Programming - One Book
26696	2/20/2025	Wex Health Inc.	\$ 1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26697	2/20/2025	WM Corporate Services Inc.	\$ 709.71	Monthly Payment - Utilities
26698	2/25/2025	Illinois Library Association	\$ 20,000.00	Illinois Library Presents
26699	2/28/2025	Amazon Capital Services	\$ 7,335.43	Monthly Payment - Supplies
26700	2/28/2025	Baker & Taylor	\$ 23,562.31	Monthly Payment - Materials
26701	2/28/2025	Best Quality Cleaning	\$ 5,808.43	Monthly Payment - Contracted Services
26702	2/28/2025	Bibliotheca, LLC.	\$ 8,508.25	Annual Payment - Supplies
26703	2/28/2025	Children's Plus Inc	\$ 2,057.26	Monthly Payment - Materials
26704	2/28/2025	Demco	\$ 603.26	Monthly Payment - Supplies

Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26705	2/28/2025	Fifth Star Collective, PLLC	\$ 4,162.50	Monthly Payment - Professional Services
26706	2/28/2025	Gale/Cengage Learning Inc.	\$ 880.51	Monthly Payment - Materials
26707	2/28/2025	Garaventa USA Inc.	\$ 633.75	Annual Payment - Contracted Services
26708	2/28/2025	Microsystems, Inc.	\$ 753.80	Annual Payment - Materials
26709	2/28/2025	Midwest Tape LLC	\$ 6,616.44	Monthly Payment - Materials
26710	2/28/2025	MityLite Inc.	\$ 697.68	Annual Payment - Furniture & Equipment
26711	2/28/2025	North American Corp of Illinois	\$ 803.32	Monthly Payment - Janitorial Supplies
26712	2/28/2025	Outsource Solutions Group, Inc.	\$ 21,656.34	Monthly Payment - Professional fees
26713	2/28/2025	Overdrive	\$ 19,205.49	Monthly Payment - Materials
26714	2/28/2025	Petersen Bros. Plastics, Inc.	\$ 832.00	Monthly Payment - Supplies
26715	2/28/2025	Proquest	\$ 8,971.27	Monthly Payment - Materials - Database
26716	2/28/2025	Quill LLC	\$ 979.93	Monthly Payment - Materials
26717	2/28/2025	Sentrum Marketing, LLC	\$ 775.00	Monthly Payment - Materials
26718	2/28/2025	Staples	\$ 1,071.72	Monthly Payment - Supplies
26719	2/28/2025	The Hanover Insurance Company	\$ 67,646.00	Annual Payment - Insurance
26720	2/28/2025	The Library Store	\$ 8,108.41	Annual Payment - Furniture & Equipment
26721	2/28/2025	Vis-O-Graphic, Inc.	\$ 9,113.94	Quarterly Payment - Community Relations
26722	2/28/2025	Wex Health Inc.	\$ 1,552.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit

\$ 274,143.93

Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Librarian Checking

Transaction Number	Transaction Date	Vendor	Amount
54441	2/20/2025	Patrick McCallister	\$ 205.00
54442	02/24/2025	A-Z Mindfulness	\$ 150.00
54443	02/24/2025	Anderson Lock	\$ 33.37
54444	02/24/2025	Aquatic Works LTD	\$ 185.00
54445	02/24/2025	Zbigniew Banas	\$ 250.00
54446	02/24/2025	Bayscan Technologies	\$ 379.50
54447	02/24/2025	Brodart Co.	\$ 34.19
54448	02/24/2025	Nancy Buehler	\$ 250.00
54449	02/24/2025	CADS	\$ 35.00
54450	02/24/2025	Cintas	\$ 517.30
54451	02/24/2025	Continental Resources, Inc	\$ 419.00
54452	02/24/2025	Sandra Cotler	\$ 75.00
54453	02/24/2025	DeFranco Plumbing	\$ 344.00
54454	02/24/2025	Discount School Supply	\$ 30.94
54455	02/24/2025	EBSCO Information Services	\$ 101.20
54456	02/24/2025	Garvey's Office Products	\$ 282.00
54457	02/24/2025	Jo I Gayle	\$ 250.00
54458	02/24/2025	Glenview Chess Club LLC	\$ 200.00
54459	02/24/2025	Benjamin Goluboff	\$ 250.00
54460	02/24/2025	Scott Green Magic Inc.	\$ 599.00
54461	02/24/2025	Lori Gumbiner	\$ 225.00
54462	02/24/2025	Kathryn Hall	\$ 119.77
54463	02/24/2025	Happiness Forward LLC	\$ 150.00
54464	02/24/2025	Sarang Heo	\$ 150.00
54465	02/24/2025	Jayne Herring	\$ 450.00
54466	02/24/2025	Jayne Herring	\$ 450.00
54467	02/24/2025	Illinois Heartland Library System-OCLC	\$ 58.04
54468	02/24/2025	Lakeshore Learning Materials	\$ 103.47
54469	02/24/2025	Lechner Services	\$ 58.40
54470	02/24/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54471	02/24/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54472	02/24/2025	Ken Mottet	\$ 300.00

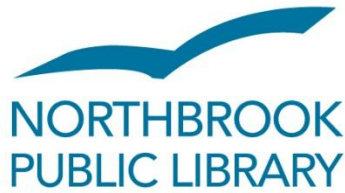
Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Librarian Checking

Transaction Number	Transaction Date	Vendor	Amount
54473	02/24/2025	Neuco Inc.	\$ 192.42
54474	02/24/2025	Noggin Builders LLC	\$ 250.00
54475	02/24/2025	Northbrook Hardware	\$ 79.93
54476	02/24/2025	Emily Nyblad	\$ 5.99
54477	02/24/2025	Dan Petrosko	\$ 450.00
54478	02/24/2025	Petty Cash Custodian	\$ 71.76
54479	02/24/2025	Pitney Bowes Inc.	\$ 165.54
54480	02/24/2025	Olga Rudiak	\$ 400.00
54481	02/24/2025	Runco Office Supply	\$ 95.55
54482	02/24/2025	Megan Sanks	\$ 150.00
54483	02/24/2025	Sherwin-Williams Company	\$ 138.42
54484	02/24/2025	Stories Matter Foundation	\$ 300.00
54485	02/24/2025	Sunset Food Mart, Inc.	\$ 60.55
54486	02/24/2025	Swank Motion Pictures Inc.	\$ 396.00
54487	02/24/2025	Today's Business Solutions, Inc.	\$ 171.16
54488	02/24/2025	UPS	\$ 16.04
54489	02/24/2025	Vis-O-Graphic, Inc.	\$ 437.33
54490	02/24/2025	VSP of Illinois, NFP	\$ 401.51
54491	02/24/2025	Robert Waterbury	\$ 50.00
54492	02/24/2025	Gary Wenstrup	\$ 300.00
54493	02/24/2025	Yvonne Wolf	\$ 330.00
54494	02/24/2025	World Trade Press	\$ 400.00
54495	02/24/2025	Yami Vending Inc.	\$ 284.00
54496	02/24/2025	Yellowstone Landscape	\$ 582.00
54497	02/25/2025	Baker & Taylor Entertainment	\$ 308.34
54498	02/27/2025	Costco	\$ 111.71

\$ 13,303.43

Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Capital Improvements

Transaction Number	Transaction Date	Vendor	Amount	Description
1929	02/20/25	Pace Systems INC	17,007.32	Civic Room Project
1930	02/20/25	Thermosystems Building System Solutions	33,606.01	Chiller Project
			<u>50,613.33</u>	



Memorandum

DATE: March 7, 2025

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Non-Resident Fee Method

Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card to obtain public library service.

Administrative rules ([23 Ill. Adm. Code 3050](#)) determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

The rules also allow for a Board of Trustees to approve offering non-resident cards to non-residents free of charge. On August 18, 2022, the Board passed a resolution waiving fees for non-resident library cards for children under the age of 18 living within the boundaries of a Northbrook School District. The card is limited to use by the student.

I am asking the board to approve the following for non-resident payments for library cards:

Non-Resident Payment Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence

assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

2. Non-Resident Renter: The library shall charge a minimum of 15% of the monthly rent as the annual non-resident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.

Director's Report

March 2025

Agenda Items

3 Consent

3.3 Approve Non-Resident Fee Method

This is required annually and sets what the method for calculating costs for people that do not live within the boundaries of Northbrook. There are no changes from last year.

7 Unfinished Business

7.1 Statistics Dashboard Project Update

Mallory Edgar from 5th Star has completed the first phase of the statistics database project we are working on. I have included her wrap-up memo for Phase I in the packet and will share where we are at in Phase II with the board at the meeting.

7.2 IPBC Health Insurance

Anna Amen and Becky Moore have prepared several scenarios for the board to consider for the historically high health insurance increases. A memo is included in the packet and they will present on the options at the meeting.

7.3 FY26 Budget

Anna Amen has updated the budget and included a memo for the board's review and approval.

8 New Business

8.1 Board Nominating Committee Appointments

Each March, per the by-laws, the board president forms a three-person nominating committee to form a slate of officers for the May board meeting.

8.2 EDI Q4 Pulse Survey Presentation

Becky Moore has prepared the Q4 Pulse Survey findings and will share it with the board at next week's meeting. A copy of the memo and findings are included in the packet.

10 Agenda Building

Resolutions honoring outgoing board members
Trustee Appointments
Director Eval Process

Board News & Reminders

Schaumburg has asked to delay the tour to July or August. Jennifer is working on dates and will be reaching out.

Election Day is April 1 and early voting has begun at the Village Hall.

Some upcoming Events for Board Members to be aware of. If you would like to attend any of these, please let me or Jennifer know and we will register you.

- Northbrook Trustees and District 225 Candidate Forum, March 16, Partner: League of Women Voters
- GBN Entrepreneur Pitch Night, April 16, Partner: GBN

Updates

Connect with Our Community

Programs

- Adult Services Librarian, Joe Nava, gave an Intro to Generative AI presentation on Feb. 7. We had a great turnout and the attendees were very engaged and asked great questions throughout. Joe will also be bringing the presentation to The Lodge of Northbrook senior living community in April per their request.
- Illinois Libraries Present brought An Evening with James McBride to patron screens. James McBride is an award-winning author, musician, and screenwriter. 52 Northbrook patrons were in attendance.
- Illinois Libraries Present featured Amy Tan, National Humanities Medal winner and bestselling author of The Joy Luck Club, in a webinar titled Slowing Down with Amy

Tan. Northbrook Public Library had 52 in attendance. Amy Tan joined us to share and reflect on the wonder of slowing down and savoring the quiet moments.

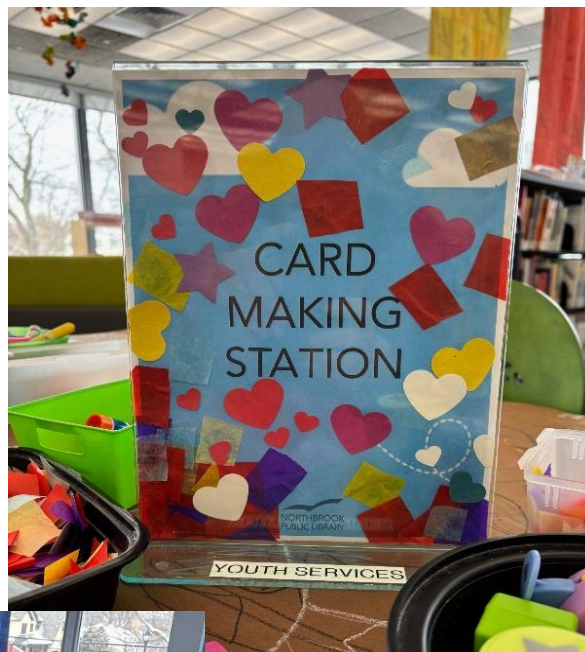
- On February 2nd the library had its first Auditorium Rental. The event was completely full and they used assigned seating for registration. They were able to use the auditorium and house drawings that Events Production had already made in order to do so.
- Amanda Lopez and YS Library Assistant Urye Min provided Storytime outreach to the Little Ones Preschool on February 26 for 65 children.
- YS Library Assistant Liz Becker has been working with parent volunteers at Westmoor School to help provide resources and promote their Spring Readathon. Liz will be creating a display in YS to highlight spring and various K-5th grade titles.



- YS Librarian Jason Waclawik ran a Graphics Squad book discussion and activity for the title *Measuring Up*, about a 12 year old participating in a children's cooking competition. After the discussions, the program participants worked together to create unique art pieces in a *Chopped* styled "mystery box challenge."
- The February Teen Advisory Board meeting run by Teen Librarian Stephanie Bremner and YS Program Assistant Sean Collins saw 14 participants melting down crayon scraps to remake them into larger more fun shaped crayons that can be gripped better by little hands.



- From Jason Waclawik: "Lots of creative card making happened before and after Korean Language Storytime. One patron expressed to me her appreciation for our space, activities and especially the Korean language programming for youth and families. She noted that we were the only library around that offers this. I thanked her and let her know about additional offerings from surrounding libraries. She was thankful for the information, but said she likes our library best."



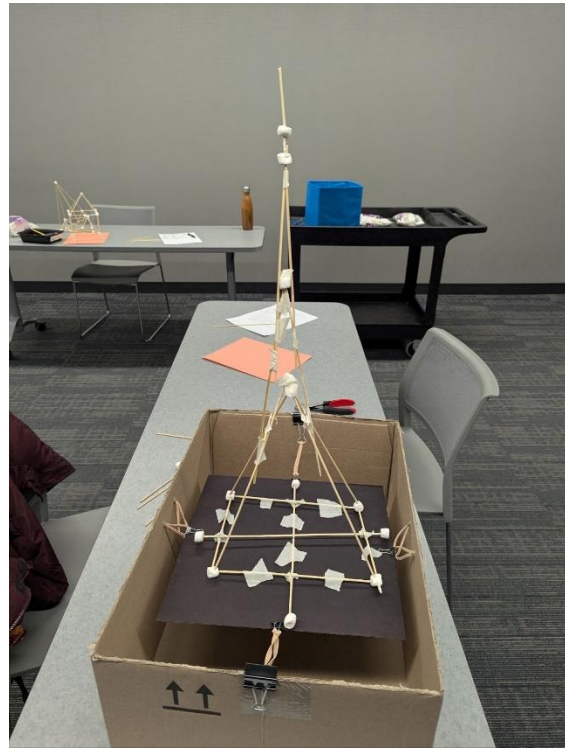
- Voicemail left for Stephanie Bremner in January during Finals Cafe

Voiceemail Preview:

"Hi, Amanda. My name is Laura. Strike Kowski, I am a resident here in Northbrook. I was calling you. My son is a junior over at Bloomberg North and has been spending the week studying at the library and you guys have done such a wonderful thing with providing the students with pizza every day, which is really appreciated and My family and I wanted to find out about how we could donate either money or some pizzas tomorrow while the students are studying, if you are planning on doing it again, just because it was so nice that you guys did that for the students in the community, if you can give me a call back when you have a moment in 847-331-3237. Thanks, Amanda, I look forward to talking to you."

- Daniel Choi also ran the *Build Challenge: Earthquake Proof Tower* for students in grades 3-5. Participants were challenged to create the tallest structure using wooden

skewers and small marshmallows that can withstand a simulated earthquake. Designs were placed on a piece of cardboard that was suspended in box using rubber bands and clips. The result: the tallest structure was over 22 inches and the longest time a tower survived was just under 2 minutes.



Collections

- Cataloging Librarian Sarah Kaminski transitioned the Spotlight Collection from February's theme of Sports to March's focus on Visual Arts. This effort is a collaborative process among staff in multiple departments, involving the selection of themes and materials, updating catalog records, and curating the display in the lobby.
- We are excited to be partnering with Baker & Taylor on the CATS TitleTalks day happening on April 24. B&T will be bringing in authors, giving away free books, and celebrating youth librarians. We are excited to welcome librarians from all over northern Illinois to this fun partnership event.



- YS Early Childhood Librarian Amanda Lopez, with the help of YS staff, just concluded a Board Book project which included a weed of the entire collection and adding alpha labels to all of the titles. The labelling allows the material to be more findable for patrons and staff looking for specific titles.
- We added some new items to the Library of Things Collection:
 - Brain Boost Launchpad and Mind Mastery Launchpad: These both were purchased with a donation from Covenant Living. The publisher shares: Are you ready for a brain boost?! Brain Games help train your mind by challenging memory, reaction time, attention span, problem-solving and observation skills, and more. This SuperPack contains 2X as many apps as the standard Launchpad.



The Mind Mastery Launchpad is for those that You love solving puzzles? Then these apps are for you. Brain Games help train your mind by challenging memory, reaction time, problem-solving and observation skills, attention span and more

- Adaptive fidget board: A fidget board that provides sensory activities to help relieve stress, soothe anxiety, improve mental stimulation and dexterity, bring comfort, and provide endless fun. Fidgets include: buckle, zipper, switch, lock & key, music box, wheel, labyrinth, lock latch, beads, and spinner. Purchased with a donation from Covenant Living.



- Analog -to-digital conversion kit: Transfer video or audio to your Mac or PC from a VCR, DVR, camcorder, cassette deck, or any other analog video or audio device. Software download required. Analog equipment not included.



Outreach & Partnerships

- On February 2nd the library celebrated Lunar New Year in partnership with Northbrook Chinese American Community. 178 were in attendance. There were a variety of cultural pieces featuring clothing, dancing and singing.
- Marketing Manager Linda Vering worked with communicators from Northbrook School Districts 27 and 28 to display poster boards in the lobby featuring information about the upcoming referendum. The posters have received a lot of attention, so appear to be a good way to provide information to the community.
- Marketing Manager Linda Vering prepared promo items and communications for the Northbrook Cultural Fair attended by Adult Services staff Jill Franklin and Adrienne Edwards on Sunday, February 23. Attending the event provided library staff a valuable opportunity to interact with the public and promote some of our services, including PressReader, Mango Languages, and LOTE4Kids, as well as a selection of physical materials in world languages. They interacted with 188 people (91 adults and 97 kids) at the table.
- Aaron from Events Production partnered with Rotary Club of Northbrook to bring the Documentary Film Screening "The Shot Felt' Round the World" from 2015. Aaron participated in a Rotary Luncheon to learn more about Rotary's missions and goals. The Polio vaccine was considered one of the great science advances of the 20th century and that was on full display for an attendance of 29 at the evening screening. Rotary is looking forward to another speaker in the fall who is an expert on vaccines.
- We hosted Leadership Northbrook in February, giving the participants a peek into working in a library and sharing what the library offers to residents and businesses. Sara Chase and Becky Moore are the library staff that are part of this year's cohort. We love partnering with the chamber on this series and showing off all that the library offers.

- On February 3rd, Lev Kalmens, Adult Services Assistant Manager hosted "Sitting in for the American Dream" in partnership with RAIN. The speaker, Van Gilmer, talked about his experience participating in the sit-ins in Greensboro, NC. 60 patrons attended and were very engaged in Mr. Gilmer's presentation and even gave him a standing ovation at the end. We received very positive feedback on this program, including:



- *It opened my eyes to things I had never thought of. And Van Gilmer is a captivating speaker.*
- *Time went very fast and the speaker shared from his heart.*

Social Media

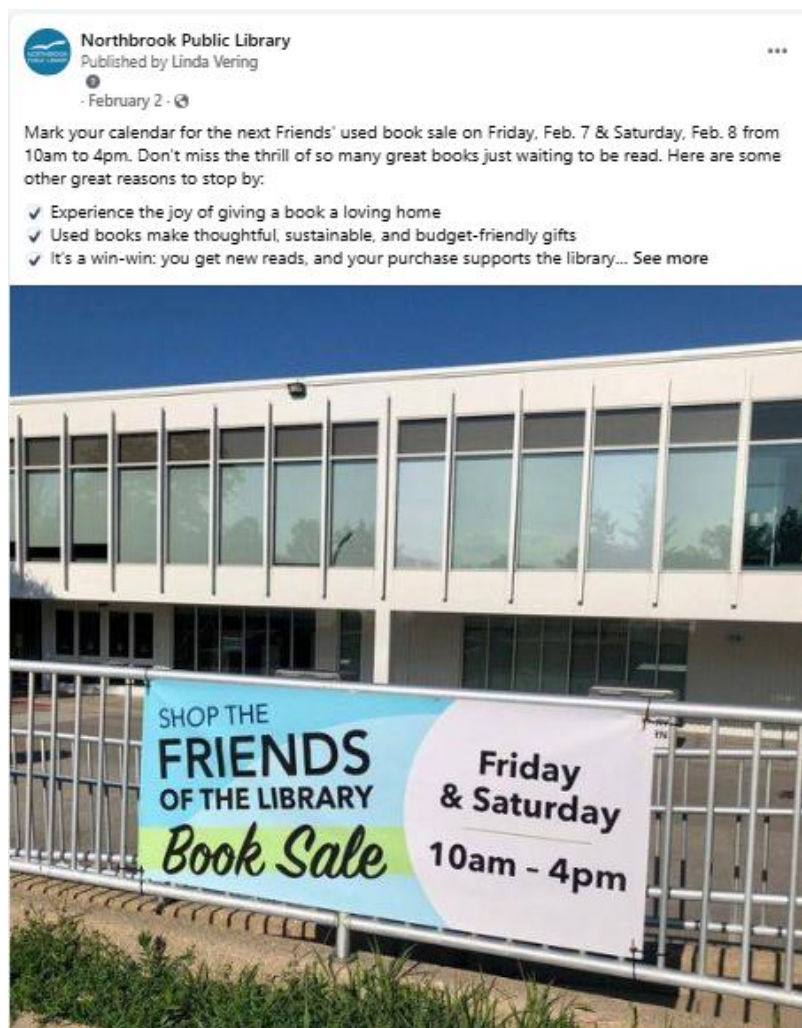
Facebook: Friends Used Book Sale

Posted on: 2/2/25 at 1:00am

Reach: 2,723

Views: 4,248

Interactions: 24



Facebook: Honoring the contributions of Black Americans

Posted on: 2/10/25 at 11:57am

Reach: 977

Views: 1,619

Interactions: 35



Northbrook Public Library

Published by Linda Vering

February 10 at 11:57 AM · 🌐

We're honoring the contributions and impact made by Black Americans in visual arts, music, cultural movements, and more this month. Come visit our displays on our 2nd and 3rd floors to browse books and media for all ages, or explore more in our catalog. You can also find links to selected library resources here: <https://www.northbrook.info/honoring-black-history>

#BlackHistoryMonth



Instagram: Music & Me with Teacher Dan

Posted on: 2/7/25 at 5:34pm

Reach: 459

Views: 569

Interactions: 19



northbrookpl

...



[View insights](#)

[Boost post](#)



19 likes

northbrookpl Kids had a blast at our Music & Me with Teacher Dan program earlier this week. Get ready for more singing, dancing, and... more

February 7

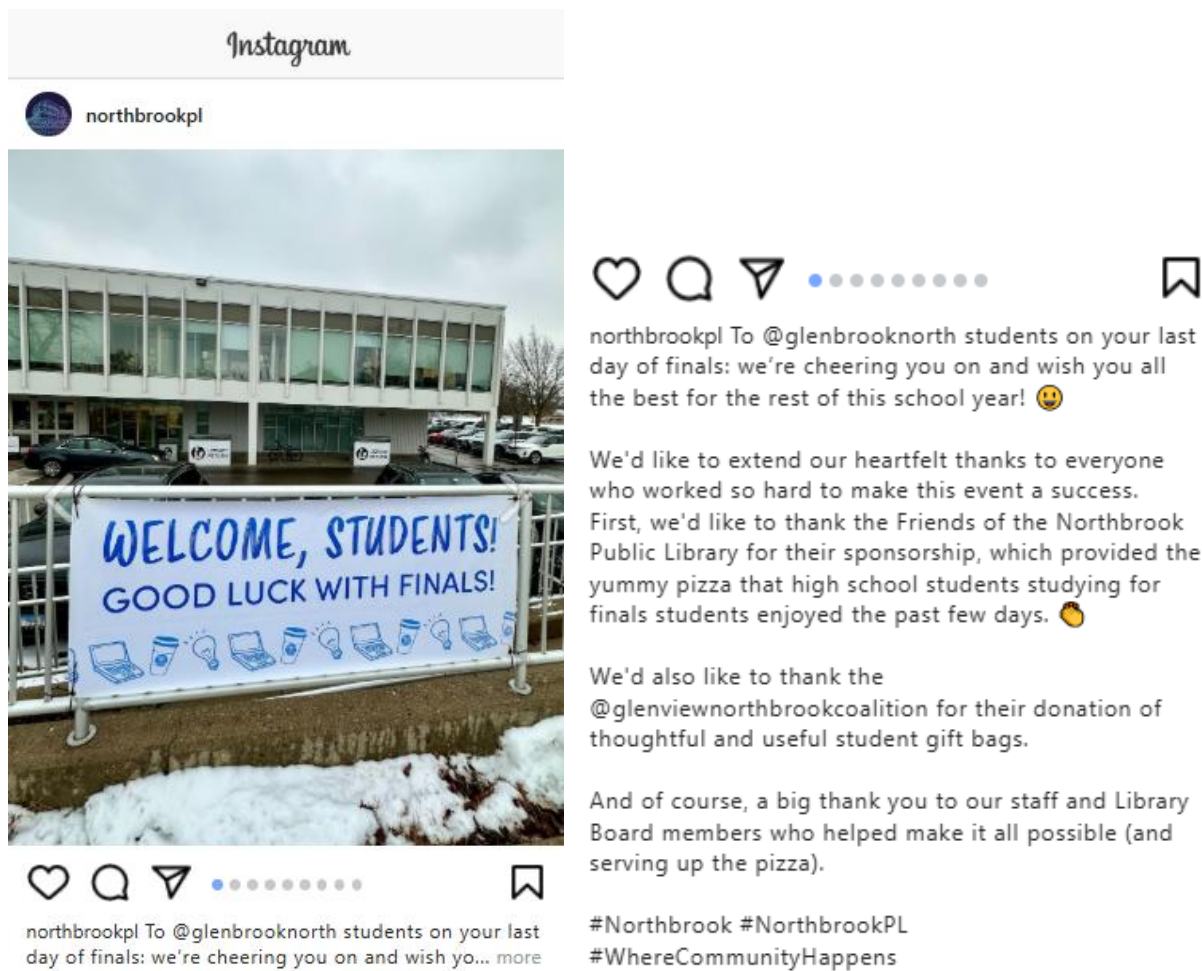
Instagram: To GBN students on your last day of finals

Posted on: 1/16/25 at 10:18am

Reach: 1390, Views: 1942

Likes & Reactions: 62

Shares: 5



Build an Inclusive Culture

- The 2024 annual review process is underway, with staff required to complete the streamlined self-evaluation and manager review form by March 31. Employees were also given the opportunity to provide anonymous upward feedback on supervisory positions, which is due March 3. This feedback will be shared with Managers, Assistant Managers, Supervisors, and the Executive Director as part of their annual reviews.
- In February, Northbrook Public Library was assigned a new ADP implementation manager with specialized expertise in Illinois local government payroll systems. Kate, Anna, and Becky held multiple meetings with the new manager, and early indications suggest they are well-equipped to address our needs and efficiently resolve outstanding payroll issues. Several pre-existing concerns related to IMRF and group term life benefit calculations were successfully addressed, and staff were notified of the corrections. Efforts also continued in ADP staff and manager education, including three

drop-in sessions hosted by Becky Moore, as well as the development of additional standardized ADP processes and workflows. Leadership remains committed to ensuring the payroll system continues to meet the operational needs of the Northbrook Public Library.

Personnel

Hires

- Linnéa Lundberg, full-time Adult Services Supervisor (AS) joined effective February 24. replacement

Change in Position and/or Status

- None

Departures

- Don Porter, regular part-time Clerk (CIRC), resigned effective February 11. He moved out of state.
- Alina Lewis, regular part-time Marketing Assistant (MKTG), employment ended February 28.

Create Spaces to Belong

- Following updated guidance from RAILS and ILA on Immigration Enforcement following the new presidential administrations' changes in immigration enforcement guidelines. The process has led to the following changes at our library
 - Adult Services Staff created a display of immigration resources.
 - Our emergency operations manual has been updated to highlight immigration resources in the social services section of the manual.
 - Procedures on how to address law enforcement or ICE coming into the library looking for individual or to access library records are being updated now and will be updated for staff after attorney review.
 - Talking points for staff about patron privacy have been created.
- With the new Civic Room technology, we have had many conversations about streamlining processes for Board meetings and All Staff meetings. This continues to be a work in progress, but in February we made the decision to begin a transition away from outsourcing Board meeting livestreaming and recording and having Events Production staff run the Board meeting recording going forward. This will streamline tasks for IT, sunset the administrative tasks associated with working with an outside provider for technical support, and poise our Events Production staff as the technical experts for our recorded events which will hopefully lead to an experience for viewers

that aligns with our programming experience. I anticipate this evolving over the next 6 months as Events Production and OSG work through this process.

- After a thorough cleaning after the water leak in January, the Digitization Room was set up and reopened to the public on February 13th. The Digitization Room is currently unavailable as repair work begins. The other spaces are currently being fixed and should hopefully be able to be back to normal use in March.

Kate Hall, Executive Director

Date of	Comment	Response	Staff Member
2/7/2025	<p>My mother passed away in late December, I am the trustee of her will. In her will she left two bequests to the Northbrook Public Library. Mom went to the library often to check out books and attend programs.</p> <p>The first bequest is donation of her books. I brought 6 boxes of her books and placed them in the bin in the west entrance on 1/31/25 prior to your recent book sale.</p> <p>The second bequest is donation of her owl collection. Mom has about 50 owl figurines in her collection, I have attached two images to this email to provide a representation. She did not tell me why the collection should be donated to the library and I don't know if the library accepts donations of this kind.</p> <p>Please let me know if the library will accept this donation and if so, please advise of next steps.</p>	<p>Please accept my condolences on the loss of your mother. I was touched to learn of her strong connection to the Northbrook Public Library through her regular visits and program attendance. Her thoughtfulness in remembering the library in her will makes me feel so appreciative of this wonderful community and the individual thoughtfulness that we often experience. We are grateful for the book donation you've already delivered.</p> <p>Regarding your mother's owl collection, we are truly honored that she thought of us for this personal bequest. While we deeply appreciate the sentiment and recognize the special meaning behind this collection, we unfortunately are not able to accept this type of donation as we do not have anywhere to display a figurine collection. It sounds like this was a special collection that meant a great deal to her. If you would like help, I would be happy to have our reference librarians do some research into the possibilities around donating it to a local museum or cultural institution that specializes in decorative arts or see if there are other places that might be interested in a donation of this beautiful collection.</p> <p>If this is of interest, let me know.</p>	Kate Hall
2/8/2025	<p>I have been a resident of Northbrook for 40 years and a loyal library patron, yesterday I had attended the Friends of the Library book sale as I often do a few times a year. The book sale was advertised to start at 10am, so I got there right at ten. I was surprised to see that there were a few book resellers there with piles of books that they had already grabbed. One of the book resellers had over 50 items "saved".</p> <p>Most of the books were picked through by the time I got there which I don't feel is right. Being a resident of Northbrook I pay taxes that go to the library, I'm pretty sure these book resellers are not even residents. Why should these resellers be able to get into the sale before it even opens to the general public and Northbrook residents?</p> <p>They are making profits off these items while Northbrook residents are just trying to support their local library and love for reading.</p> <p>If you want to discuss this further, below is my contact information.</p>	<p>Thank you for taking the time to share your experience and concerns about the recent Friends of the Library book sale. As a long-time resident and loyal library patron, your feedback is valuable to us, and I appreciate your dedication to supporting the library and our community.</p> <p>I hear your frustration about the situation you described, particularly regarding resellers having already gathered books by the time the sale officially began at 10am. It's disappointing to feel like the sale was already picked through by the time you arrived, and I completely understand why this would feel unfair.</p> <p>While the Friends of the Library is a separate, volunteer-run organization that operates independently from the library, I will gladly share your feedback with them so they are aware of your concerns. They work hard to support the library through these sales, and I'm sure they would want to hear from patrons like you to ensure the experience is positive for everyone.</p> <p>I also want to provide some additional context that might help explain what you observed. The bookshop is open during all the hours the library is open, which may explain why some individuals were able to browse earlier. Additionally, the Friends of the Library offers a special preview night for their members, which allows them early access to the sale as a benefit of their membership. If you're interested, becoming a member of the Friends of the Library is a great way to get to see everything before the general public while also supporting the library. I also want to share that while the presence of book resellers can sometimes feel frustrating, they do contribute to the success of the sale by bringing additional funds into the community. The money raised through these sales goes directly to the Friends' support of library programs, which benefit all Northbrook residents.</p> <p>Thank you again for bringing this to our attention and for your continued support of the library. We are so grateful to have patrons like you who care deeply about the library and our community. If there's anything else I can assist you with, please don't hesitate to reach out.</p>	Kate Hall
2/11/2025	<p>A patron came by today to give Collaboratory staff baked goods from her business. We've been helping her make labels and signage for her business, Red Beans and Cocoa.</p> <p>She said we are all genuinely so kind and she was so grateful for all the help we have given her over the time she has spent here.</p>	NA	Cathleen Doyle

Date of	Comment	Response	Staff Member
2/12/2025	you forgot the why.	<p>This comment was in response to the email that went out to announce that the library was closing at 4pm due to weather conditions. This was the body of the email that the commenter received and responded to: "Closing Early Due to Weather Conditions The library will close at 4:00pm today, Wednesday, February 12. We look forward to welcoming you back at 9:00am tomorrow.</p> <p>While the building is closed, try some of the many digital resources available with your library card, including eBooks, eAudiobooks, movies, homework help, and more." This was my response to the commenter: "Thanks for your feedback! Our message noted that we were closing early due to weather conditions. We're open as usual today—let us know if you need help accessing library materials!"</p>	Kelly Durov
2/14/2025	It would be nice if you provided sublimation products to use for an additional cost.	<p>Thank you so much for suggesting that we offer sublimation blanks for sale at the Collaboratory; we really appreciate your input. One thing we have to consider when adding new materials is available storage space, and at the moment, we're a bit limited in that area. However, if our storage situation changes in the future, we'd definitely revisit the idea of adding sublimation blanks to our offerings.</p> <p>Thanks again for sharing your thoughts with us – it's great to hear how we can keep improving the makerspace.</p>	Cathleen Doyle
2/27/2025	<p>I've now used the digital scanning equipment to scan slides three separate times so far. I plan to use your lab until my project is complete. In all I have approximately 640 slides to scan.</p> <p>As a Mac person, I've needed extra help because I'm not that good with a PC. I also needed to learn how to operate the scanner, to decide what settings to use to get the quality scans I wanted, and to have my tifs transferred from your external hard drive (PC formatted) to my external hard drive (Mac formatted).</p> <p>I've really appreciated a number of things.</p> <p>1) Thank you for allowing me to scheduled times to work. I live in Glencoe, and I'm so appreciative to be able to to work in your lab even though I'm not a Northbrook resident.</p> <p>2) I appreciate that I get a confirmation after I schedule a time. This way I know for sure I can plan on working during my time slot.</p> <p>3) I appreciate that the scanner glass is cleaned between each patron. This is tedious work. In three hours I can only scan about 50 slides. I am grateful to know that I'm getting good output because of the care that your staff has taken in all aspects of my work, including keeping the scanner bed clean.</p> <p>4) I appreciate that whenever I get stuck, I can ask for help and get it promptly.</p> <p>5) I appreciate that everyone I've met who works in the lab is nice and professional, but a special shout out to Joe Cirignani. Joe was helpful to me before I even came in. I had emailed the Collaboratory trying to understand if your lab would be good for me and Joe responded and offered assistance - real patience and an understanding of what I was trying to accomplish. Then when I came in the first time they recalled what we had emailed about and no time was wasted. We got right to work to get thing set up for me to obtain my scanning goals.</p> <p>Having slides scanned through a service such as Phototronics in Hubbard Woods is very expensive. Sending slides to strangers to be massed scanned is just terrifying. Bottom line, I really wanted to do this myself and yet I really didn't want to buy a scanner of my own because once I've done my slides I suspect that I will never use it again. I'm very grateful to your library for offering this to me.</p> <p>Thanks for everything.</p>	<p>NA - patron indicated not to contact her about comment</p>	Cathleen Doyle



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Memorandum

Monthly Statistics Project

DATE: January 10, 2025

TO: Kate Hall, Kelly Durov, Kim Hegelund, Susan Wolf
RE: Monthly Statistics Project — Phase 1 Wrap-up

As outlined in the service contract dated 7/30/2024 and executed 8/20/2024, Fifth Star Collective, PLLC (FSC) is currently working with the Northbrook Public Library (NPL) on a project aimed at developing tools and processes for compiling, managing, and visualizing key library data that are necessary for monitoring and reporting. In the first phase of this project, FSC focused on developing a clear understanding of NPL's current data landscape and its vision for future improvements. Through meetings and other communications with relevant director-level and manager-level staff involved in the project between late September 2024 and early January 2025, FSC had the opportunity to review current data tools and practices and clarify the library's data priorities concerning ongoing data collection/management and monthly data sharing.

Based on the information gained through these discussions and review of existing tools, FSC presents the following memo outlining 1) the updated project plan and list of deliverables for the monthly statistics project, and 2) a summary of additional improvements and projects that may be of future interest to NPL regarding data collection, management, analysis, reporting, and visualization.

Phase 2 Project Plan

The table below summarizes the anticipated activities and deliverables necessary to complete Phase 2 of the Monthly Statistics Project. Additional details can be viewed in the [NPL Monthly Statistics Project Plan Notes](#).

Deliverable	Description
New data entry Google Forms for Staff Continuing Education, Outreach, & One-on-Ones	With input from NPL staff involved in the project, FSC will create new Google Forms for NPL staff to utilize for entering three categories of data: 1) Continuing Education, 2) Outreach, and 3) One-on-Ones. As determined in previous project meetings, the Outreach category will now also include data from the former

[1]

	<p>category of “Visits” and, if needed, “Materials Outreach.” (Materials Outreach is already captured partially within Circulation data. Additional data about staff time and number of visits could be captured in the Outreach Google Form, if this is of interest to NPL.) Form responses will populate in one or more sheets of the central Monthly Statistics Google Spreadsheet (described below). Forms for additional data categories beyond those named above may be created, if needed.</p>
Report spreadsheets for all other data categories	<p>All other monthly data categories are retrievable from their various sources in spreadsheet format. FSC will work with NPL staff involved in this project to finalize the specific reports needed from each data source, including identification of any custom reports that may need to be built in order to retrieve all necessary data points. NPL staff will provide FSC with an example version of each of the reports and will work with FSC to determine the manual clean-up that will be necessary for each report before it can be added to the central Monthly Statistics Google Spreadsheet.</p> <p>(Relevant data points to be included in the Monthly Statistics Google Spreadsheet are noted with a checkmark in column S of the NPL Data Inventory Google Spreadsheet.)</p>
Central Monthly Data Google Spreadsheet	<p>FSC will create a multi-sheet Google Spreadsheet, saved in the “NPL Data & Evaluation Projects” Shared Drive, where all data that has been identified as important for monthly data tracking and dashboard visualization will be centrally input and organized. This Google Spreadsheet will include 1) sheets that serve as the destination location for Continuing Education, Outreach, and One-on-One Google Form responses; 2) sheets where designated staff will copy/paste monthly data reports for all other data categories; 3) sheets that will pull data from the form response and report input sheets and transform it, through functions, formulas, and cell references, into a format that is readable by Looker Studio; 4) a sheet that will pull and summarize data from the form response and report input sheets that are relevant specifically for IPLAR; and 5) a sheet that summarizes the data housed in the Google Spreadsheet, where it comes from, who is responsible for entering it, etc. While the Google Spreadsheet will be made viewable to anyone within NPL, certain sheets in their entirety or sections within a sheet will have protections added to them, allowing only a small subset of individuals the ability to make edits. This will minimize opportunities for accidental edits that could break the connection between the Google Spreadsheet and the Looker Studio and cause the dashboard to stop displaying the data visualizations.</p>

	(Relevant data points to be included in the Monthly Statistics Google Spreadsheet are noted with a checkmark in column S of the NPL Data Inventory Google Spreadsheet .)
Historical data input	Once all of the Google Forms and reports noted above are finalized and the central Monthly Data Google Spreadsheet is set up to begin receiving and storing data, FSC will also input previous data from NPL's Access database into the Monthly Data Google Spreadsheet, so that historical data is housed in the same location as future data and is, thus, easily retrievable for comparison purposes in dashboards and reports. An NPL staff member involved in the project will be responsible for pulling an up-to-date version of a full Access database report to share with FSC for data entry.
Process documentation updates	Through the process of developing the tools described above, new or revised monthly data procedures and processes will necessarily be identified (e.g., directions for how to pull, clean, and enter data from reports into the Monthly Data Google Spreadsheet; instructions for use of new Google Forms for data entry throughout the month). FSC will support NPL staff involved in this project in ensuring that their process documentation for staff is updated accordingly.
Looker Studio data dashboard	FSC will create a data dashboard in Looker Studio that will display monthly data for key statistics in a series of visually appealing charts, graphs, and tables. Not all data entered into the central Monthly Data Google Spreadsheet will be displayed in the dashboard — only a subset of key metrics, agreed upon by NPL staff involved in this project and outlined on pages 3-10 of the NPL Monthly Statistics Project Plan Notes . The dashboard will be formatted in such a way that it is conducive to being shared as a PDF added to the Board packet each month. It will also be shared via NPL's website, either linked on or embedded in one or more web pages.

The above deliverables are anticipated to be completed by the end of March 2025 (as outlined in the [Project Timeline](#)). Phase 3 of this project will involve FSC meeting with the NPL project team to review the deliverables and discuss any remaining edits, making any final revisions, and attending the April 2025 meeting of NPL's Board of Trustees to share the dashboard.

Future Data Projects & Improvements

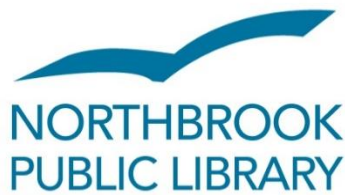
Based on previous conversations with the Monthly Statistics Project team, other data-related projects and opportunities for improvement were identified as being of potential future interest. These are summarized in the bulleted list below, in no particular order. As discussed previously with the NPL Executive Director and Assistant Director, FSC is available to support these and other data activities as part

of a future ongoing contract between NPL and FSC beginning in FY26, should NPL be interested.

- Expanded use of Google Workspace as an organization (particularly for data- and evaluation-related activities), replacing Microsoft-based tools (e.g., Excel spreadsheets, Word documents) with Google-based tools (e.g., Forms, Sheets, Docs) where possible/appropriate, to make the most of this available resource and take full advantage of the opportunities for improved collaboration and more streamlined entry/management/analysis/visualization workflows for library data
- Creation of additional Looker Studio-based or Google Sheet-based data dashboards to assist with monitoring, evaluation, planning, and reporting — initial ideas for data to be visualized in more detailed dashboards include, but are not limited to, the following:
 - Strategic Plan goal monitoring
 - Collections (building on the Excel-based dashboards drafted by a previous employee and shared with FSC by Susan Wolf)
 - Circulation
 - Outreach
 - Programs
 - Collaboratory Use
 - One-on-Ones and Tech Help
 - Staffing (open positions, hiring, etc.)
 - Financials (spending levels and trends for different categories — collections, programs, personnel, etc.)
 - Staff Feedback
- Exploration of opportunities for ongoing feedback-gathering from patrons and community members via surveys — including potential revisions to the program survey or the development of a regular survey of cardholders and/or community members (e.g., NPS survey, annual community survey)
- Creation of tools and processes for capturing qualitative impact stories from staff to build a repository of stories that can be used in library communications and reporting
- Further streamlining of existing documentation and data management tools related to IPLAR & ILLINET
- Review of existing process documentation related to data activities, leading to updates to current documents and creation of new documents as needed to ensure a consistent and comprehensive library of instructional tools available to staff across all categories of data — making sure to also save the documentation in an appropriate location where staff can easily find it
- Refreshed template for monthly narrative reporting to the Board of Trustees, aligning with the strategic plan and incorporating infographic-style design elements to increase visual appeal
- Development of an organizational logic model for NPL to visually summarize key inputs, activities, outputs, and outcomes relevant to the library's work

- Staff learning opportunities around data and evaluation topics, to enhance staff data literacy, encourage interest in data/evaluation, and increase comfort/confidence engaging with data and relevant tools

At the end of Phase 2 of this project, FSC will provide another memo if any additional opportunities for data-related improvements are identified during the process of building the tools described in the “Phase 2 Project Plan” section above.



Memorandum

DATE: March 14, 2025

TO: Board of Trustees

FROM: Becky Moore, HR Director, and Anna Amen, Finance and Operations Director

RE: IPBC Insurance Plan Changes

As the board is aware, the Northbrook Public Library was informed by our insurance pool, Intergovernmental Personnel Benefit Cooperative (IPBC), of significant upcoming changes to the health insurance plans offered to full-time employees.

The monthly premiums for both health insurance plans will increase at historically significant rates. The Blue Cross Blue Shield (BCBS) PPO plan is projected to rise by 16.4%, while the BCBS HMO Illinois plan will increase by 4.3%. In addition, the dental plan is also estimated to increase by 8.6%. IPBC attributes these increases to rising medical claims costs.

At the February board meeting, the board voted to make some plan design changes to bring down the cost of this increase for staff and the library. As a result of the changes made last month, the increase in the PPO plan is now reduced to 12%, which is still historically high. The HMO increase of 4.3% and Dental increase of 8.6% remain the same.

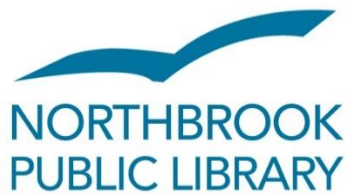
As the board asked, we put together costs for offsetting some of these costs for staff. We are offering the board 3 options to choose from:

1. Cover all increase costs for staff: The costs for all increases to medical and dental would be covered by the library for this year. This would give staff the exact same pricing as they had in the previous 12 months. This would cost \$15,000 and we have accounted for this in the FY26 budget.
2. Cover half of the increased costs for staff: Instead of covering the full costs, the library would cover half of the increase to make the increase more typical. This would

mean a 6% increase for staff and would cost the library \$7,500 and we have accounted for this in the FY26 budget.

3. Do not cover any of the increased costs for staff: If the board wishes to not do anything, we could pass the 12% increase along to staff. This would mean we have an additional \$15,000 in the budget that would be moved to the Personnel line.

We will present the numbers at the meeting and answer any questions so the board can make an informed decision.



Memorandum

DATE: 02/20/25

TO: Board of Trustees

FROM: Kate Hall, Executive Director, & Becky Moore, HR Director

RE: Correction to PPO Plan Design Change

At the 02/20/25 Library Board of Trustees Meeting, the board approved changes to the PPO plan to help offset the 16.4% July 2025 insurance renewal increase.

We want to bring a correction to your attention. In our initial communication, we incorrectly stated that the current out-of-network co-insurance rate was 90%, when it is actually 80%. Accordingly, the approved adjustment should have been to 70%, not 80%. The intended reduction remains the same—10% lower than the current rate.

We appreciate the board's approval of the PPO plan design changes, which we have been informed will result in a 4.5% reduction of the 16.4% PPO increase. Thank you for your understanding. As a reminder, this is a summary of the PPO plan design changes that were approved in February.

	Current	Approved–02/20/25
Deductible	\$300 individual/ \$600 family (in and out of network)	\$500 individual/ \$1,000 family (in and out of network).
Out-of-Pocket Maximum	\$1,000 individual / \$2,000 family in-network; \$3,000 individual / \$6,000 family out-of-network.	\$1,500 individual / \$3,000 family in-network; \$3,000 individual / \$6,000 family out-of-network.
Copays	\$10 for primary care visits, \$20 for specialist visits.	\$20 for primary care visits, \$40 for specialist visits.
Out-of-Network Co-Insurance	90%	80%



Memorandum

DATE: 3.20.25
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2026 Budget

Attached is the budget for fiscal year 2026 for your review. Supporting documentation can be found on the board portal. Changes were made to the budget draft presented at the February Board meeting as a result of a comprehensive review of staff requests, the incorporation of actual insurance cost figures, a detailed analysis of salaries and wages, and a thorough evaluation of software, professional fees, and contracted services.

During the Levy process the board voted to increase the operating, FICA, IMRF, and debt service levies 4.6% or \$10,344,000.

Budgeted revenues and expenditures were determined by assessing the following information:

- Prior year's revenue data
- Prior year's spending data
- Library wide initiatives
 - Funds have been allocated for Strategic Plan Initiatives – including but not limited to
 - Equity, Diversity & Inclusion (EDI)
 - Website redesign
 - Programming – Civic Engagement / Connection
 - Security
- Facility plan
 - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
 - Security Cameras
 - Alarm System
 - Access Control System
 - HVAC Automation System Upgrade Project

- Operations
 - Personnel
 - Funds have been included to provide a cost of living increase and address pay equity audit findings and properly staff library operations to ensure effective customer service
 - Materials
 - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
 - Spending is 12.10% of the budget
 - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Costs related to consortium and resource sharing are \$105,000 which brings our percentage up to 13.30%.
 - Programming
 - Funds have been allocated based upon staff input.
 - Donations from the Friends of the Northbrook Public Library and the Laird Foundation will be applied to the costs of this program.
 - Staff Development
 - Funds being allocated to allow staff to attend in person training – the costs associated with in person training is greater than virtual training.
 - Funds have been allocated for staff appreciation and wellness to continue the ongoing work identified during the Zheng Consulting Assessment.
 - Software
 - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
 - The increase is due to an increase in subscription license renewals rather than standalone license purchases.
 - Community Relations
 - Funds have been allocated to provide for a quarterly newsletter, email marketing efforts and expenses related to outreach efforts.
 - Insurance (Group and General)
 - Includes a 11% increase for Medical, Dental, Vision and Life
 - We received notification from IPBC that renewal rates in July 2025 will be higher than usual – IPBC is working with their consultants to see how to reduce costs and is providing options to consortium members which will be evaluated when received
 - Includes a 5% increase for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood Insurance
 - Professional Fees
 - Funds have been allocated for attorney fees, auditor fees, HR consultants, website redesign and maintenance, IT consultant, Facility Management outsourcing, EDI consultants and Crisis Management consultants.
 - An inflationary increase was also included

- Contracted Services
 - Funds have been allocated for janitorial services, carpet cleaning, bathroom cleaning, water treatment, snow removal, window cleaning, security and maintenance of building systems and equipment.
 - An inflationary increase was also included
- Fixed Assets
 - Funds have been allocated to meet aging building needs and based upon the technology replacement plan. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.

After Library Board approval in March, the Library Budget will be sent to the Village to be included in the Village budget approval process.

Northbrook Public Library
General Fund
FY2026 Budget

	Explanation	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY25 Forecast	FY26 Budget
REVENUES							
Undesignated Revenue							
	Property Tax Levy	7,237,444	7,518,447	8,010,867	8,446,880	8,270,431	8,869,000
	Uncollectible Levy						
	Property Tax Abatement						
	Replacement Tax	350,276	459,160	332,001	150,000	180,000	150,000
	Impact Fees	12,349	5,525	4,294			
	Fines & Fees	35,157	38,695	43,659	35,000	52,140	40,000
	Video/DVD rental						
	Interest Income	3,796	29,426	55,398	20,000	68,656	30,000
	Loss on Investment	222					
	Other Income	98,309	28,059	25,412	100,000	9,074	100,000
	Total Undesignated Revenue	7,737,553	8,079,312	8,471,631	8,751,880	8,580,301	9,189,000
Designated Revenue							
	Gifts & Other Designated Income	109,901	97,128	107,967	600,000	754,291	100,000
	Designated Interest Income	323	3,905	10,673		6,850	5,000
	Total Designated Revenue	110,225	101,032	118,640	600,000	761,141	105,000
	Total Revenues	7,847,777	8,180,344	8,590,271	9,351,880	9,341,442	9,294,000
PERSONNEL							
	Salaries and Wages	3,544,727	3,920,270	4,159,277	4,597,000	4,383,182	4,740,000
	Maintenance Salaries/Wages	149,068	172,053	190,605	203,000	169,966	103,000
	Total Personnel	\$ 3,693,795	\$ 4,092,322	\$ 4,349,882	\$ 4,800,000	\$ 4,553,148	\$ 4,843,000
FRINGE BENEFITS							
	Group Insurance	654,759	673,498	730,697	790,000	741,786	880,000
	Unemployment/Worker's Comp	24,228	26,047	25,070	24,000	24,000	18,000
	Staff Development & Incentives	53,438	58,301	65,072	63,000	68,000	74,000
	Total Fringe Benefits	\$ 732,425	\$ 757,845	\$ 820,839	\$ 877,000	\$ 833,786	\$ 972,000
COMMODITIES							
	Materials	887,742	885,993	886,167	1,001,500	1,001,500	1,050,000
	Programs	80,588	71,125	89,540	112,000	89,560	124,000
	Office & Library Supplies	60,423	56,483	49,400	70,000	47,066	70,000
	Software	92,506	92,146	96,864	106,000	98,556	110,000
	Postage	19,633	18,556	17,658	20,000	16,859	20,000
	Community Relations	39,553	47,434	36,709	55,000	44,376	55,000
	Janitorial Supplies	45,728	44,678	46,640	45,000	31,626	45,000
	Total Commodities	\$ 1,226,173	\$ 1,216,415	\$ 1,222,978	\$ 1,409,500	\$ 1,329,543	\$ 1,474,000

Northbrook Public Library
General Fund
FY2026 Budget

	Explanation	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY25 Forecast	FY26 Budget
CONTRACTUAL SERVICES							
OCLC		25,204	26,683	26,818	29,000	25,348	29,000
CCS Shared Costs		79,011	78,410	75,471	76,000	70,051	76,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	25,544	24,857	20,889	19,000	19,437	18,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	63,502	71,158	76,765	84,000	84,000	88,000
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	40,502	36,442	36,185	39,000	37,355	40,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	258,042	309,174	382,263	434,000	436,506	630,000
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	26,637	46,468	43,088	46,000	39,715	53,000
Vehicle Expense		465	810	1,823	3,000	2,549	3,000
Utilities	Gas, Water, Garbage, Composting	48,549	50,656	55,942	54,000	52,905	60,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	39,082	41,207	23,683	35,000	35,000	35,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	139,059	144,868	142,527	223,000	229,103	245,000
Recruiting		1,555	420	150	1,000	333	1,000
Total Contractual Services		\$ 747,153	\$ 831,154	\$ 885,604	\$ 1,043,000	\$ 1,032,302	\$ 1,278,000
CAPITAL OUTLAY							
Furniture and Equipment	Items greater than \$500	56,837	30,722	100,113	70,000	70,000	75,000
Total Capital Outlay		\$ 56,837	\$ 30,722	\$ 100,113	\$ 70,000	\$ 70,000	\$ 75,000
OTHER							
Contingency & Misc Exp		7,147	9,739	8,562	100,000	10,018	100,000
Board Development		502	620	1,092	1,000	595	1,000
Total Other		\$ 7,649	\$ 10,359	\$ 9,654	\$ 101,000	\$ 10,613	\$ 101,000
Total Expenses Before Gifts & Transfers							
		\$ 6,464,033	\$ 6,938,819	\$ 7,389,070	\$ 8,300,500	\$ 7,829,392	\$ 8,743,000
DESIGNATED EXPENSES							
		\$ 89,569	\$ 108,970	\$ 181,129	\$ 600,000	\$ 696,735	\$ 100,000
TRANSFERS							
Debt Service Transfer		\$ 20,546	\$ 12,554	\$ 20,080	\$ 25,000	\$ 15,957	\$ 25,000
Capital Improvements Transfer		\$ 1,270,000	\$ 1,120,000	\$ 995,000	\$ 425,000	\$ 790,000	\$ 425,000
Total Transfers		\$ 1,290,546	\$ 1,132,554	\$ 1,015,080	\$ 450,000	\$ 805,957	\$ 450,000
Total Expenses							
		\$ 7,844,147	\$ 8,180,343	\$ 8,585,279	\$ 9,350,500	\$ 9,332,084	\$ 9,293,000
NET SURPLUS/(DEFICIT)							
		\$ 3,630	\$ 2	\$ 4,992	\$ 1,380	\$ 9,358	\$ 1,000

**Northbrook Public Library
IMRF/FICA Fund
FY2026 Budget**

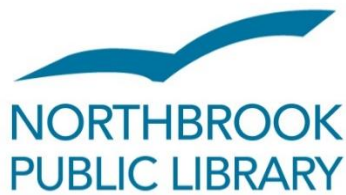
	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Forecast	FY 2026 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy-IMRF		\$389,152	\$418,181	\$419,185	\$400,000	\$391,644	\$380,000
Property Tax Levy FICA & Medicare		\$281,163	\$284,363	\$285,046	\$280,000	\$274,151	\$325,000
Interest Income IMRF		\$298	\$2,608	\$5,580	\$2,000	\$5,891	\$2,000
Interest Income FICA & Medicare		\$81	\$461	\$833	\$500	\$959	\$500
Total Undesignated Revenue		\$670,694	\$705,612	\$710,643	\$682,500	\$672,645	\$707,500
Total Revenues		\$670,694	\$705,612	\$710,643	\$682,500	\$672,645	\$707,500
Expenses							
Undesignated Expenses							
Human Resources							
Employer IMRF	IMRF Rate - FY22 - 9.54%; FY23 - 8.39%; FY24 - 8.68% FY25 - 8.78%	\$360,907	\$339,493	\$333,101	\$380,000	\$347,780	\$365,000
Employer FICA & Medicare	FICA Rate - 6.2% & Medicare Rate - 1.45%	\$271,950	\$301,541	\$321,397	\$325,000	\$337,634	\$340,000
Total Human Resources		\$632,857	\$641,034	\$654,498	\$705,000	\$685,414	\$705,000
Total Undesignated Expenses		\$632,857	\$641,034	\$654,498	\$705,000	\$685,414	\$705,000
Total Expenses		\$632,857	\$641,034	\$654,498	\$705,000	\$685,414	\$705,000
NET SURPLUS/(DEFICIT)		\$37,836	\$64,578	\$56,145	(\$22,500)	(\$12,769)	\$2,500

**Northbrook Public Library
Capital Improvements Fund
FY2026 Budget**

	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Forecast	FY2026 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
Interest Income		\$3,384	\$22,170	\$31,288	\$20,000	\$41,498	\$20,000
Other Income		\$7,200	\$0			\$25,000	
Total Undesignated Revenue		\$10,584	\$22,170	\$31,288	\$20,000	\$66,498	\$20,000
Transfers & Other Financing Sources							
Transfer from General fund		\$1,270,000	\$1,120,000	\$995,000	\$425,000	\$425,000	\$425,000
Bond Proceeds							
Bond Premium							
Insurance Proceeds			\$25,893	\$7,500			
Other							
Total Transfers & Other Financing Sources		\$1,270,000	\$1,145,893	\$1,002,500	\$425,000	\$425,000	\$425,000
Total Revenues		\$1,280,584	\$1,168,063	\$1,033,788	\$445,000	\$491,498	\$445,000
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair		\$179,481	\$259,387	\$331,568	\$885,000	\$400,000	\$715,000
Professional Fees		\$36,755	\$16,193	\$7,768	\$100,000	\$10,000	\$50,000
Furniture & Equipment		\$261,635				\$5,000	
Miscellaneous		(\$70,686)					
Total Capital & Bond Expenses		\$407,185	\$275,579	\$339,336	\$985,000	\$415,000	\$765,000
Total Undesignated Expenses		\$407,185	\$275,579	\$339,336	\$985,000	\$415,000	\$765,000
Total Expenses		\$407,185	\$275,579	\$339,336	\$985,000	\$415,000	\$765,000
NET SURPLUS/(DEFICIT)		\$873,399	\$892,483	\$694,452	(\$540,000)	\$76,498	(\$320,000)

**Northbrook Public Library
Debt Service Fund
FY2026 Budget**

	Explanation	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY 2025 Forecast	FY2026 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy		\$737,686	\$745,395	\$750,489	\$758,350	\$742,509	\$770,000
Interest Income		\$4	\$172	\$163	600	\$484	
Loss on Investment							
Total Undesignated Revenue		\$737,690	\$745,567	\$750,652	\$758,950	\$742,993	\$770,000
Transfers & Other Financing Sources							
Transfer from General fund		\$20,546	\$12,554	\$20,080		\$15,957	\$600
Total Transfers & Other Financing Sources		\$20,546	\$12,554	\$20,080		\$15,957	\$600
Total Revenues		\$758,236	\$758,122	\$770,732	\$758,950	\$758,950	\$770,600
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$382,172	\$367,550	\$350,900	\$333,350	\$333,350	\$325,000
Principal Payments --		\$376,077	\$390,000	\$410,000	\$425,000	\$425,000	\$445,000
Total Capital & Bond Expenses		\$758,249	\$757,550	\$760,900	\$758,350	\$758,350	\$770,000
Total Undesignated Expenses		\$758,249	\$757,550	\$760,900	\$758,350	\$758,350	\$770,000
Transfers & Other Financing Uses							
Other Financing Uses			\$572	\$547	\$600	\$600	\$600
Total Transfers & Other Financing Uses							
Total Expenses		\$758,249	\$758,122	\$761,447	\$758,950	\$758,950	\$770,600
NET SURPLUS/(DEFICIT)		(\$13)	\$0	\$9,285	\$0	\$0	\$0



Memorandum

DATE: 03/20/25

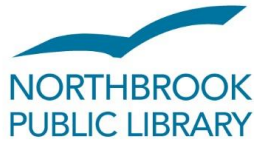
TO: Board of Trustees

FROM: Becky Moore, Human Resources Director

RE: Q4 2024 Pulse Survey Findings

At the upcoming Northbrook Public Library Board of Trustees meeting on March 20, 2025, I will present an overview of the Q4 2024 Pulse Survey, conducted in January–February 2025. The presentation will cover key findings, highlight actions leadership has taken to address areas of concern, and provide recommendations for future steps based on employee feedback.

This survey serves as a valuable tool for assessing employee sentiment and guiding continuous improvement efforts. I look forward to sharing these insights and discussing potential next steps with the board.



Q4 2024 Pulse Survey Findings Brief

Presented by: Becky Moore, HR Director, Northbrook Public Library

Introduction

In Q4 2024, Northbrook Public Library (NPL) administered a short, 6-question survey following up on the previous Q1, Q2, and Q3 pulse surveys as well as the 2023 EDI Baseline Survey. The Q4 2024 pulse survey was sent to 110 staff members—of which, 77 completed the survey. This represents a participation rate of 70%. The participation rate for the Q3 2024 pulse survey was 68%. This brief covers the findings of the Q3 2024 pulse survey and HR Director Becky Moore's interpretation of these findings.

Survey Questions and Design

The Q4 2024 pulse survey retained the same design and questions as the Q3 2024 pulse survey. The survey included the following questions:

- I can voice a contrary opinion, provide constructive feedback, or address conflicts with library leadership without fear of negative consequences.
- I feel respected and valued by library leadership.
- My time and autonomy are respected by library leadership.
- My job performance is evaluated fairly.
- Workloads are fairly distributed within my department.
- I have the capacity to complete my workload each week.

The first four questions directly align with those asked in the 2023 EDI Baseline Survey and the Q1–Q3 2024 pulse surveys. The final two questions were reworded in Q3 to enhance clarity and focus and were carried forward into the Q4 survey. As with the Q3 survey, the Q4 2024 pulse survey also included a qualitative component, allowing respondents to provide comments. These open-ended responses offer deeper insights beyond numerical scores, helping to identify key staff concerns and inform actionable improvements.

Survey Findings

Figure 1 (see below) is a summary of NPL's survey scores on the Q4 2024 pulse survey. There are two comparison columns. Comparison 1 column lists the degree to which NPL's Q4 2024 pulse survey scores differ from its Q3 2024 pulse survey scores. Comparison 2 column lists the degree to which NPL's Q4 2024 pulse survey scores differ from its 2023 EDI Baseline survey scores, with darker shades of green or red indicating greater variation above or below 2023 Baseline survey scores.

Question	Q4 Jan 2025 Pulse	Q3 Sep 2024 Pulse	Q2 Jun 2024 Pulse	Q1 Feb 2024 Pulse	EDI Baseline Sep 2023	Comparison 1: From Q3 Pulse Survey	Comparison 2: From 2023 EDI Baseline
I can voice a contrary opinion, constructive feedback, or resolve conflict with library leadership without fear of negative consequences.	49	56	55	47	43	-7	+6
I feel respected and valued by library leadership.	62	72	77	69	59	-10	+3
My time and autonomy are respected by library leadership.	71	79	76	73	77	-8	-6
My job performance is evaluated fairly here.	79	83	86	84	74	-4	+5
Workloads are fairly divided in my department.	72	66	n/a	n/a	n/a	+6	n/a
Workloads are fairly divided here.	n/a	n/a	59	58	44	n/a	n/a
I have the capacity to complete my workload each week.	71	71	72	78	n/a	0	n/a

Summary of Survey Results and Comments

Several key insights emerged from the Q4 2024 pulse survey, including the following:

1. Long-Term Improvements from the 2023 Baseline, But Recent Setbacks
 - a. Compared to the 2023 EDI baseline, most categories have improved (e.g., voicing concerns +6 points, leadership respect +3 points, and job fairness +5 points).
 - b. However, when comparing the Q4 pulse survey to the Q3 survey, many areas declined, raising concerns about a negative trend.
2. Decline in Perceptions of Leadership Respect and Fairness
 - a. The biggest drop from Q3 to Q4 is in feeling respected and valued by leadership (-10 points) and autonomy being respected (-8 points).
 - b. Fear of consequences for voicing concerns also worsened (-7 points), reversing earlier improvements.
3. Job Performance Evaluation Still Seen as Fair but Slightly Declining
 - a. Although "My job performance is evaluated fairly" is still high (79), it has declined from Q3 (-4 points).
Compared to the 2023 EDI baseline (+5 points), there's overall improvement, but recent dips may indicate emerging concerns.
4. Staff Capacity and Division of Workload Scores Remain Stable or Increasing Slightly
 - a. **Workload capacity remains stable (71) but lower than in Q1 (78).**
 - b. **Workload fairness in departments improved (+6 from Q3) and the Q4 score is strong (72).**

Please refer to Appendix A for a summary of environmental factors that may have influenced changes in pulse survey scores from Q3 to Q4. Similar to the Q3 2024 pulse survey, the Q4 survey included qualitative data in the form of staff comments. In Q4, survey participants submitted 37 comments, with 22% of respondents leaving a comment and a median of two comments per commenter. This reflects a significant increase from Q3, when

only 14 comments were submitted, 12% of participants left a comment, and the median comment submission rate was one per commenter. Notably, more staff chose to provide feedback in the Q4 pulse survey, and those who did were more likely to submit multiple comments. Of the 47 comments submitted, 36 were negative, 10 were neutral, and only one was positive. These insights highlight ongoing challenges and opportunities for improvement in workplace culture, communication, and leadership support. Below is a summary of the key themes and takeaways from the Q4 2024 pulse survey staff comments.

- Reluctance to Voice Contrary Opinions and Leadership Perceptions
 - A significant theme in the feedback was employees' continued hesitancy to express differing opinions to library leadership. Many cited past negative experiences, fear of potential repercussions, and a general preference for anonymous feedback channels. Despite previous efforts to encourage open communication, concerns remain about the safety and effectiveness of voicing alternative perspectives.
- Workload and Staffing Imbalances
 - Workload concerns were also a recurring topic, with employees reporting feelings of being overburdened or understaffed within their departments. Some comments indicated that workload distribution is perceived as uneven, with certain teams experiencing heavy backlogs while others have significantly less to do. These concerns suggest a need for reassessment of workload allocation and staffing levels.
- Managerial Support and Perceptions
 - Feedback on managerial support was mixed, with some employees expressing concerns about their direct supervisors' leadership styles. Specific issues included managers lacking a clear understanding of their roles and instances of micromanagement. However, some employees also acknowledged positive aspects, such as workplace flexibility and the availability of multiple channels for sharing feedback.
- Workplace Culture and Access to Resources
 - Employees raised concerns about workplace culture, particularly in relation to trust. Several comments mentioned dissatisfaction with recent changes in time-tracking processes, including the transition to a new payroll system (ADP) and the

introduction of a time clock. Some staff members expressed frustration over perceived micromanagement and a shift away from the previous “honor system” of tracking time. Others highlighted the need for better access to workplace tools, such as use of the ADP app, to streamline daily operations.

Recommendations

As noted earlier, when compared to the 2023 EDI baseline survey, the Q4 pulse survey results show that most categories have improved or remained stable. Significantly, 4 out of the 6 pulse survey questions have scores of 70 and above with staff indicating they either agree or strongly agree (in particular, this applies to fairness of workload division, job performance evaluation, and capacity). However, when comparing the Q4 pulse survey to the Q3 survey, several areas declined, with the most significant declines in perceptions of trust and respect from leadership as well as psychological safety. Those two areas greatly inform the recommendations for the Q4 2024 pulse survey.

1. Address Leadership Perception Issues

- a. To better understand the decline in trust and respect for leadership, the following actions are recommended:
 - i. Conduct targeted staff outreach to gather insights on key concerns, including potential causes such as communication gaps, policy changes, or leadership actions.
 - ii. Use these findings to inform leadership strategies and improve transparency before conducting the next larger, formal assessment.

2. Strengthen Psychological Safety

- The decline in employees feeling safe to voice concerns without fear of consequences indicates a need to reinforce psychological safety. Recommended actions include clearly communicating protections against retaliation to build confidence in speaking openly, and demonstrating leadership commitment to fostering a culture of openness and trust.

These steps can help address immediate concerns and guide meaningful improvements before the next comprehensive assessment by Lily Zheng Consulting later in 2025.

Appendix A: Environmental Factors

Several environmental factors may have contributed to the decreases observed in staff-leadership respect (-10%) and staff-leadership psychological safety (-7%) in the Q4 2024 pulse survey. These factors include:

- **Payroll System Transition:** On January 1, 2025, the Northbrook Public Library transitioned to a new timekeeping and payroll system (ADP). The survey was conducted in mid-January, coinciding with the rollout of this new system. Additionally, payroll issues that same week resulted in paycheck delivery errors for some employees, causing frustration and uncertainty.
- **Facilities Department Transition:** The facilities department remained in a state of transition, with interim managers and reduced capacity. Additionally, the library was exploring long-term staffing plans, including the potential outsourcing of department operations to an external firm.
- **Potential Merger of Circulation and Technical Services:** The library continued an exploratory process regarding a possible merger of the Circulation and Technical Services departments. This ongoing uncertainty left the affected teams in a state of flux, with interim leadership overseeing Technical Services operations.
- **Recent Staffing Changes in Circulation:** The Circulation Department also experienced staff turnover during this period, impacting staff capacity and departmental operations.

These organizational changes and uncertainties may have influenced employee perceptions of leadership respect and psychological safety during the survey period.