

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

June 18, 2025 | 7:00 p.m.
Northbrook Public Library | Civic Room
Regular Monthly Meeting Agenda

1 Call Regular Meeting to Order

2 Board of Trustees Roll Call

3 Consent Agenda

- 3.1 Approve Regular Session Minutes – May 15, 2025
- 3.2 Approve Cash Balances & Income Statement May 2025
- 3.3 Approve Bills and Charges from May 2025 in the amount of \$1,129,865.59
- 3.4 Approve updated FOIA Policy
- 3.5 Approve New Bank Resolutions for Board signers

4 Public Comments

5 Staff Reports

6 Board Member Reports

7 Unfinished Business

- 7.1 Park District Facilities Cooperative Intergovernmental Agreement
- 7.2 Room Rental Policy Review Working Group Update

8 New Business

- 8.1 Local Elections & The Role of Library Trustees
- 8.2 Facilities Outsourcing Update
- 8.3 Illinois Public Library Annual Report
- 8.4 Executive Director Annual Goals (closed session)

9 Closed Session

pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity

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
5/31/2025**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	9,493,943.40	22,651.07	909,472.52	8,607,121.95
	Restricted	352,964.36	2,950.89	5,353.96	350,561.29
	IMRF	984,522.82		26,956.64	957,566.18
	Fica	132,328.26		25,582.47	106,745.79
	Total Operating	\$10,964,238.77	\$ 25,601.96	\$ 967,365.59	\$10,021,995.21
<u>Capital Improvement</u>		\$ 7,635,942.40	\$ 3,535.24		\$ 7,639,477.64
<u>Debt Service</u>		\$ 1,553.68	\$ 165,000.00	\$ 162,500.00	\$ 4,053.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(106,909.23)	59,637.75	4,053.68
PayPal	3,646.78	-	-
FBofHP	252,510.40	-	-
Fifth Third - Checking/Money Market	9,863,874.21	7,579,253.35	-
US Bancorp	8,290.43	586.54	-
INB	107.62		
Petty Cash	475.00	-	-
Total	<u>\$ 10,021,995.21</u>	<u>\$7,639,477.64</u>	<u>\$ 4,053.68</u>

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

Northbrook Public Library
Income Statement
May 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$4,314,891.32	\$4,526,390.56	\$4,314,891.32	\$4,526,390.56	\$8,869,000.00	51.04%
Replacement Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$150,000.00	0.00%
Impact Fees	\$0.00	\$1,439.94	\$0.00	\$1,439.94	\$0.00	0.00%
Fines, Fees & Rentals	\$6,589.18	\$6,390.99	\$6,589.18	\$6,390.99	\$40,000.00	15.98%
Interest Income	\$5,298.51	\$4,438.29	\$5,298.51	\$4,438.29	\$30,000.00	14.79%
Other Income	\$2,030.26	\$966.52	\$2,030.26	\$966.52	\$100,000.00	0.97%
Total Undesignated Revenue	\$4,328,809.27	\$4,539,626.30	\$4,328,809.27	\$4,539,626.30	\$9,189,000.00	49.40%
Designated Revenue						
Gifts & Other Designated Income	\$480,456.30	\$2,118.63	\$480,456.30	\$2,118.63	\$100,000.00	2.12%
Designated Interest Income	\$412.33	\$332.98	\$412.33	\$332.98	\$5,000.00	6.66%
Total Designated Revenue	\$480,868.63	\$2,451.61	\$480,868.63	\$2,451.61	\$105,000.00	2.33%
Total Revenues	\$4,809,677.90	\$4,542,077.91	\$4,809,677.90	\$4,542,077.91	\$9,294,000.00	48.87%
Expenses						
Undesignated Expenses						
Materials & Services	\$134,808.76	\$174,415.84	\$134,808.76	\$174,415.84	\$1,050,000.00	16.61%
Books	\$130,461.11	\$169,818.92	\$130,461.11	\$169,818.92		
Audio Visual	\$1,459.77	\$1,883.39	\$1,459.77	\$1,883.39		
Videos/DVDs	\$2,887.88	\$2,713.53	\$2,887.88	\$2,713.53		
Programs	\$21,875.35	\$30,754.79	\$21,875.35	\$30,754.79	\$124,000.00	24.80%
OCLC	\$3,711.74	\$3,452.91	\$3,711.74	\$3,452.91	\$29,000.00	11.91%
CCS Shared Costs	\$12,450.74	\$11,675.19	\$12,450.74	\$11,675.19	\$76,000.00	15.36%
Total Materials & Services	\$172,846.59	\$220,298.73	\$172,846.59	\$220,298.73	\$1,279,000.00	17.22%
Human Resources						
General Salaries and Wages	\$368,298.04	\$206,353.94	\$368,298.04	\$206,353.94	\$4,740,000.00	4.35%
Maintenance Salaries & Wages	\$16,863.76	\$7,528.66	\$16,863.76	\$7,528.66	\$103,000.00	7.31%
Group Insurance	\$62,993.46	\$61,935.53	\$62,993.46	\$61,935.53	\$880,000.00	7.04%
Unemployment/Worker's Comp	\$15,896.37	\$12,166.88	\$15,896.37	\$12,166.88	\$18,000.00	67.59%
Staff Development	\$28,422.15	\$10,945.30	\$28,422.15	\$10,945.30	\$74,000.00	14.79%
Total Human Resources	\$492,473.78	\$298,930.31	\$492,473.78	\$298,930.31	\$5,815,000.00	5.14%

Northbrook Public Library
Income Statement
May 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
01 - General Operating Fund						
Operating Costs						
Photocopy	\$2,879.17	\$2,540.63	\$2,879.17	\$2,540.63	\$18,000.00	14.11%
Office & Library Supplies	\$10,690.18	\$3,147.24	\$10,690.18	\$3,147.24	\$70,000.00	4.50%
Software	\$36,889.65	\$22,709.10	\$36,889.65	\$22,709.10	\$110,000.00	20.64%
Postage	\$153.87	(\$39.77)	\$153.87	(\$39.77)	\$20,000.00	(0.20%)
General Insurance	\$67,524.20	\$70,476.06	\$67,524.20	\$70,476.06	\$88,000.00	80.09%
Telephone/Internet	\$18,307.42	\$17,911.26	\$18,307.42	\$17,911.26	\$40,000.00	44.78%
Professional Services	\$48,240.62	\$32,343.89	\$48,240.62	\$32,343.89	\$630,000.00	5.13%
Furniture, Equipment	\$1,038.90	\$0.00	\$1,038.90	\$0.00	\$75,000.00	0.00%
Equipment Rental & Maintenance	\$28,578.68	\$28,542.36	\$28,578.68	\$28,542.36	\$53,000.00	53.85%
Community Relations	\$9,329.00	\$267.81	\$9,329.00	\$267.81	\$55,000.00	0.49%
Total Operating Costs	\$223,631.69	\$177,898.58	\$223,631.69	\$177,898.58	\$1,159,000.00	15.35%
Maintenance						
Vehicle Expense	\$0.00	\$1,440.04	\$0.00	\$1,440.04	\$3,000.00	48.00%
Janitorial Supplies	\$3,388.03	\$2,300.79	\$3,388.03	\$2,300.79	\$45,000.00	5.11%
Utilities	\$631.45	\$6.75	\$631.45	\$6.75	\$60,000.00	0.01%
Building Repairs	\$1,405.00	\$0.00	\$1,405.00	\$0.00	\$35,000.00	0.00%
Contracted Services	\$20,281.48	\$51,019.16	\$20,281.48	\$51,019.16	\$245,000.00	20.82%
Total Maintenance	\$25,705.96	\$54,766.74	\$25,705.96	\$54,766.74	\$388,000.00	14.12%
Other Expenses						
Recruiting	\$0.00	\$150.00	\$0.00	\$150.00	\$1,000.00	15.00%
Contingency & Misc Exp	\$792.11	\$1,089.70	\$792.11	\$1,089.70	\$100,000.00	1.09%
Board Development	\$0.00	\$35.00	\$0.00	\$35.00	\$1,000.00	3.50%
Total Other Expenses	\$792.11	\$1,274.70	\$792.11	\$1,274.70	\$102,000.00	1.25%
Total Undesignated Expenses	\$915,450.13	\$752,606.46	\$915,450.13	\$752,606.46	\$8,743,000.00	8.61%
Designated Expenses						
Miscellaneous Designated Expenses	\$509,666.89	\$3,407.17	\$509,666.89	\$3,407.17	\$100,000.00	3.41%
Designated Program Expense	\$25,620.50	\$3,282.50	\$25,620.50	\$3,282.50	\$0.00	0.00%
Total Designated Expenses	\$535,287.39	\$6,689.67	\$535,287.39	\$6,689.67	\$100,000.00	6.69%
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	\$1,450,737.52	\$759,858.73	\$1,450,737.52	\$759,858.73	\$9,293,000.00	8.17%
NET SURPLUS/(DEFICIT)	\$3,358,940.38	\$3,782,219.18	\$3,358,940.38	\$3,782,219.18	\$1,000.00	

Northbrook Public Library
Income Statement
May 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$185,223.76	\$193,937.13	\$185,223.76	\$193,937.13	\$380,000.00	51.04%
Property Tax Levy FICA	\$134,056.93	\$165,867.28	\$134,056.93	\$165,867.28	\$325,000.00	51.04%
Interest Income IMRF	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$319,280.69	\$359,804.41	\$319,280.69	\$359,804.41	\$707,500.00	50.86%
Total Revenues	\$319,280.69	\$359,804.41	\$319,280.69	\$359,804.41	\$707,500.00	50.86%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$30,317.13	\$26,956.64	\$30,317.13	\$26,956.64	\$365,000.00	7.39%
Employer FICA	\$28,583.13	\$25,582.47	\$28,583.13	\$25,582.47	\$340,000.00	7.52%
Total Human Resources	\$58,900.26	\$52,539.11	\$58,900.26	\$52,539.11	\$705,000.00	7.45%
Total Undesignated Expenses	\$58,900.26	\$52,539.11	\$58,900.26	\$52,539.11	\$705,000.00	7.45%
Total Expenses	\$58,900.26	\$52,539.11	\$58,900.26	\$52,539.11	\$705,000.00	7.45%
NET SURPLUS/(DEFICIT)	\$260,380.43	\$307,265.30	\$260,380.43	\$307,265.30	\$2,500.00	

Northbrook Public Library
Income Statement
May 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,790.17	\$3,535.24	\$3,790.17	\$3,535.24	\$20,000.00	17.68%
Total Undesignated Revenue	\$3,790.17	\$3,535.24	\$3,790.17	\$3,535.24	\$20,000.00	17.68%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$3,790.17	\$3,535.24	\$3,790.17	\$3,535.24	\$445,000.00	0.79%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$44,212.50	(\$2,832.00)	\$44,212.50	(\$2,832.00)	\$715,000.00	(0.40%)
Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0.00%
Total Capital & Bond Expenses	\$44,212.50	(\$2,832.00)	\$44,212.50	(\$2,832.00)	\$765,000.00	(0.37%)
Total Undesignated Expenses	\$44,212.50	(\$2,832.00)	\$44,212.50	(\$2,832.00)	\$765,000.00	(0.37%)
Total Expenses	\$44,212.50	(\$2,832.00)	\$44,212.50	(\$2,832.00)	\$765,000.00	(0.37%)
NET SURPLUS/(DEFICIT)	(\$40,422.33)	\$6,367.24	(\$40,422.33)	\$6,367.24	(\$320,000.00)	

Northbrook Public Library
Income Statement
May 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	8.33%
Revenues						
Undesignated Revenue						
Property Tax Levy	\$374,377.50	\$392,977.87	\$374,377.50	\$392,977.87	\$770,000.00	51.04%
Total Undesignated Revenue	\$374,377.50	\$392,977.87	\$374,377.50	\$392,977.87	\$770,000.00	51.04%
Total Revenues	\$374,377.50	\$392,977.87	\$374,377.50	\$392,977.87	\$770,000.00	51.04%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$166,675.00	\$162,500.00	\$166,675.00	\$162,500.00	\$325,000.00	50.00%
Principal Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$445,000.00	0.00%
Total Capital & Bond Expenses	\$166,675.00	\$162,500.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
Total Undesignated Expenses	\$166,675.00	\$162,500.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
Total Expenses	\$166,675.00	\$162,500.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
NET SURPLUS/(DEFICIT)	\$207,702.50	\$230,477.87	\$207,702.50	\$230,477.87	\$0.00	

MAY 2025 FINANCIAL SUMMARY

May marks the beginning of the new fiscal year. As a reminder, the General Fund budget is allocated evenly across all 12 months. However, actual revenues and expenditures are recorded on a cash basis, meaning they reflect when payments are received or made. This timing difference can create variances early in the fiscal year.

Total General Fund revenues collected to date is \$4,542,077.91

- Property Taxes – 51.04% of property taxes have been collected
- Fines, Fees, and Rentals: Actual receipts were higher than projected during the budget process. The breakdown is as follows:
 - o 11% is fines and lost item / replacement collections
 - o 65% is non-resident fees
 - o 24% is copy machine collections
- Interest Income: Actual receipts have exceeded the conservative budget estimate.

Total General Fund expenditures to date are \$3,782,781.78.

Several expenditure categories show variances to budget, primarily due to the timing of annual or multi-month payments being recorded early in the fiscal year:

- **Programs:** Higher than budget due to both May and June program expenses being recorded in May for timely processing.
- **Unemployment/Workers Compensation:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Software:** Higher than budget due to annual renewals being recorded in May.
- **Postage:** Lower than budget as the annual postage deposit has not yet been paid.
- **General Insurance:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Telephone:** Higher than budget due to six months of RingCentral costs and the annual Comcast charges (for mobility lines and backup internet) being recorded in May.
- **Equipment Rental & Maintenance:** Higher than budget due to full-year RFID and AMH maintenance fees being recorded in May.
- **Vehicle Expense:** Higher than budget due to a one-time repair recorded in May.
- **Contracted Services:** Higher than budget due to the annual payment to Joffe Services and the quarterly payment to Thermosystems both being recorded in May.

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

Operating Funds

Library Claims List	\$	309,943.37
Librarian's Claims List	\$	21,966.67
Payroll	\$	331,623.51
Fica/IMRF	\$	52,539.11
ACH to IPBC	\$	77,488.69
ACH to ADP	\$	1,556.24
Transfer to Village of Northbrook	\$	7,248.00
Transfer to Debt Service	\$	165,000.00
Total Operating Funds	\$	967,365.59

Capital Improvement Fund

Claims List		
	\$	-

Debt Service Fund

2013 B Interest Payment	\$	13,000.00
2019 Interest Payment	\$	53,375.00
2024 Interest Payment	\$	96,125.00
Total Debt Service Fund	\$	162,500.00

Grand Total Library	\$	1,129,865.59
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26811	5/12/2025	VOID - American Library Association	\$ -	
26812	5/12/2025	American Library Association	\$ 895.00	Annual Payment - Staff Development
26813	5/12/2025	First Bankcard	\$ 7,674.66	Monthly Payment - Supplies
26814	5/12/2025	Kanopy Inc.	\$ 13,500.00	Annual Payment - Materials
26815	5/12/2025	Midwest Tape LLC	\$ 55,000.00	Annual Payment - Materials
26816	5/12/2025	Symmetry Energy Solutions, LLC	\$ 3,077.15	Monthly Payment - Utilities
26817	5/12/2025	T-Mobile	\$ 7,500.00	Annual Payment - Materials
26818	5/12/2025	WM Corporate Services, Inc.	\$ 709.71	Monthly Payment - Utilities
26819	5/12/2025	Carpet Square Records	\$ 800.00	Monthly Payment - Programming
26820	5/12/2025	Lakeshore Rush NFP	\$ 1,000.00	Monthly Payment - Programming
26821	5/12/2025	Thomas Lowery	\$ 600.00	Monthly Payment - Programming
26822	5/12/2025	Old Town School of Folk Music	\$ 600.00	Monthly Payment - Programming
26823	5/12/2025	Joe Policastro	\$ 600.00	Monthly Payment - Programming
26824	5/12/2025	The Barefoot Hawaiian, Inc.	\$ 865.00	Monthly Payment - Programming
26825	5/12/2025	Ann Torralba	\$ 725.00	Monthly Payment - Programming
26826	5/30/2025	Added Incentives, Inc.	\$ 3,467.00	Annual Payment - Programming - Summer Reading Giveaways
26827	5/30/2025	Amazon Capital Services	\$ 4,163.54	Monthly Payment - Supplies
26828	5/30/2025	Ancel Glink P.C.	\$ 3,536.25	Monthly Payment - Professional Services
26829	5/30/2025	Baker & Taylor	\$ 15,439.24	Monthly Payment - Materials
26830	5/30/2025	Best Quality Cleaning	\$ 5,982.68	Monthly Payment - Contracted Services
26831	5/30/2025	Beyond Coaching & Consulting	\$ 900.00	Annual Payment - Staff Development
26832	5/30/2025	John R. Burgin	\$ 800.00	Monthly Payment - Programming
26833	5/30/2025	Chicago Tribune	\$ 721.99	Quarterly Payment - Materials
26834	5/30/2025	Demco	\$ 1,226.88	Monthly Payment - Supplies
26835	5/30/2025	Fast Signs	\$ 1,327.69	Annual Payment - Supplies
26836	5/30/2025	Fifth Star Collective, PLLC	\$ 5,887.50	Monthly Payment - Professional Services

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26837	5/30/2025	Gale/Cengage Learning Inc.	\$ 877.31	Monthly Payment - Materials
26838	5/30/2025	Glenbrook HSD 225 - Business Services	\$ 6,140.75	Annual Payment - Telephone
26839	5/30/2025	HR Source	\$ 3,024.00	Annual Payment - Professional Fees, Staff Development
26840	5/30/2025	Info USA Marketing	\$ 7,500.00	Annual Payment - Materials
26841	5/30/2025	Ingram Library Services	\$ 2,359.00	Monthly Payment - Materials
26842	5/30/2025	Joffe Emergency Services	\$ 32,055.00	Annual Payment - Professional Fees, Staff Development
26843	5/30/2025	Mergent, Inc.	\$ 1,054.00	Biannual Payment - Materials
26844	5/30/2025	Midwest Tape LLC	\$ 4,134.41	Monthly Payment - Materials
26845	5/30/2025	Urye Min	\$ 2,450.00	Biannual Payment - Staff Development - Tuition Reimbursement
26846	5/30/2025	Naxos of America Inc.	\$ 1,150.00	Annual Payment - Materials
26847	5/30/2025	VOID - New York Times		
26848	5/30/2025	North American Corp of Illinois	\$ 1,471.95	Monthly Payment - Janitorial Supplies
26849	5/30/2025	North Town Auto Service	\$ 1,440.04	Annual Payment - Vehicle Expense
26850	5/30/2025	Outsource Solutions Group, Inc.	\$ 22,327.27	Monthly Payment - Professional Services & Software
26851	5/30/2025	Pace Systems INC	\$ 23,151.00	Annual Payment - Fixed Assets
26852	5/30/2025	Proquest	\$ 34,420.42	Annual Payment - Materials
26853	5/30/2025	Reaching Across Illinois Library System	\$ 2,910.00	Annual Payment - Materials
26854	5/30/2025	Record Information Services, Inc.	\$ 1,330.00	Annual Payment - Materials
26855	5/30/2025	Scholastic Inc	\$ 2,606.35	Annual Payment - Programming - Summer Reading Giveaways
26856	5/30/2025	Search Inc.	\$ 1,500.00	Annual Payment - Staff Development
26857	5/30/2025	Snow Systems, Inc.	\$ 3,960.00	Montly Payment - Contracted Services (2 months)
26858	5/30/2025	Sterling Services, Inc.	\$ 2,736.90	Quarterly Payment - Contracted Services
26859	5/30/2025	Tee Jay Service Company, Inc.	\$ 970.00	Annual Payment - Contracted Services
26860	5/30/2025	Thermosystems Building System Solutions	\$ 9,794.00	Quarterly Payment - Contracted Services
26861	5/30/2025	Wex Health Inc.	\$ 3,581.68	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit (two months)
			<u>\$ 309,943.37</u>	

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

Transaction Number	Transaction Date	Vendor	Amount
54616	5/12/2025	A-Z Mindfulness	\$ 150.00
54617	05/12/2025	Donna Baiocchi	\$ 250.00
54618	05/12/2025	Zbigniew Banas	\$ 250.00
54619	05/12/2025	Eleanor Bartsch	\$ 200.00
54620	05/12/2025	Kelli Jo Bergheimer	\$ 100.00
54621	05/12/2025	Brick of Chicago LLC	\$ 200.00
54622	05/12/2025	Nancy Buehler	\$ 250.00
54623	05/12/2025	Charlene Chausis	\$ 150.00
54624	05/12/2025	Sandra Cotler	\$ 75.00
54625	05/12/2025	Christopher Ferrer	\$ 200.00
54626	05/12/2025	Freedom To Read Foundation	\$ 500.00
54627	05/12/2025	Glenview Chess Club LLC	\$ 300.00
54628	05/12/2025	Glenview Chess Club LLC	\$ 200.00
54629	05/12/2025	Benjamin Goluboff	\$ 250.00
54630	05/12/2025	Lori Gumbiner	\$ 225.00
54631	05/12/2025	Jose E Guzman Borrero	\$ 200.00
54632	05/12/2025	Happiness Forward LLC	\$ 150.00
54633	05/12/2025	Sarang Heo	\$ 150.00
54634	05/12/2025	Jayne Herring	\$ 450.00
54635	05/12/2025	Jayne Herring	\$ 450.00
54636	05/12/2025	Marina Hoover	\$ 200.00
54637	05/12/2025	La Grange Public Library	\$ 500.00
54638	05/12/2025	Lake County Forest Preserve District	\$ 120.00
54639	05/12/2025	Sang Mee Lee	\$ 200.00
54640	05/12/2025	Janice Lee	\$ 200.00
54641	05/12/2025	Kathleen Jo Zeigler Mitchem	\$ 250.00
54642	05/12/2025	Noggin Builders LLC	\$ 250.00
54643	05/12/2025	Noggin Builders LLC	\$ 250.00
54644	05/12/2025	NSYMCA Art Academy	\$ 40.00
54645	05/12/2025	Olga Rudiak	\$ 400.00
54646	05/12/2025	Andrea Swan	\$ 200.00
54647	05/12/2025	Oana Tatu	\$ 200.00
54648	05/12/2025	Teacher Dan	\$ 250.00
54649	05/12/2025	Teacher Dan	\$ 250.00
54650	05/12/2025	Teacher Dan	\$ 250.00
54651	05/12/2025	Gereltuya Tumurbaatar	\$ 200.00
54652	05/12/2025	Robert Waterbury	\$ 50.00
54653	05/25/2025	A-Z Mindfulness	\$ 150.00
54654	05/25/2025	Added Incentives, Inc.	\$ 340.84
54655	05/25/2025	American Library Association, Membership	\$ 125.00
54656	05/25/2025	Zbigniew Banas	\$ 250.00
54657	05/25/2025	Zbigniew Banas	\$ 250.00
54658	05/25/2025	Best Buy Business Advantage Account	\$ 349.99
54659	05/25/2025	The Book Bin	\$ 270.00
54660	05/25/2025	Children's Plus Inc	\$ 48.37
54661	05/25/2025	Cintas	\$ 530.37
54662	05/25/2025	Consumers' Checkbook	\$ 460.00
54663	05/25/2025	Deaf Services Unlimited	\$ 261.00
54664	05/25/2025	EBSCO Information Services	\$ 38.10

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

Transaction Number	Transaction Date	Vendor	Amount
54665	05/25/2025	Efficiency Reporting	\$ 174.75
54666	05/25/2025	Freeman Pictures, Inc.	\$ 250.00
54667	05/25/2025	Glenview Chess Club LLC	\$ 200.00
54668	05/25/2025	Glenview Chess Club LLC	\$ 300.00
54669	05/25/2025	Andrea Goese	\$ 31.24
54670	05/25/2025	Benjamin Goluboff	\$ 250.00
54671	05/25/2025	Theresa Goodrich	\$ 300.00
54672	05/25/2025	Kaitlin Grady	\$ 150.00
54673	05/25/2025	Grainger	\$ 181.05
54674	05/25/2025	Kathryn Hall	\$ 224.14
54675	05/25/2025	Happiness Forward LLC	\$ 150.00
54676	05/25/2025	Harvard Business Review	\$ 135.00
54677	05/25/2025	Illinois Library Association	\$ 300.00
54678	05/25/2025	Illinois State Police	\$ 150.00
54679	05/25/2025	Investor's Business Daily	\$ 389.00
54680	05/25/2025	Kiplinger's Investing for Income	\$ 109.00
54681	05/25/2025	Korea Times of Midwest Inc.	\$ 400.00
54682	05/25/2025	Korean Books & More	\$ 341.19
54683	05/25/2025	Alisa Kusnitzow	\$ 150.00
54684	05/25/2025	Lechner Services	\$ 116.80
54685	05/25/2025	Heather McCammond-Watts	\$ 300.00
54686	05/25/2025	Monarchs, Milkweed, & More	\$ 150.00
54687	05/25/2025	Moneyletter.com	\$ 153.00
54688	05/25/2025	Kathryn Norregaard	\$ 420.00
54689	05/25/2025	Kathryn Norregaard	\$ 420.00
54690	05/25/2025	Ocooch Hardwoods	\$ 205.43
54691	05/25/2025	Petersen Bros. Plastics, Inc.	\$ 578.00
54692	05/25/2025	Pioneer Press	\$ 71.99
54693	05/25/2025	Pitney Bowes Inc.	\$ 165.54
54694	05/25/2025	Polonia Bookstore, Inc.	\$ 362.02
54695	05/25/2025	Laurie Prioletti	\$ 42.40
54696	05/25/2025	Quill LLC	\$ 170.99
54697	05/25/2025	Diane Raucci	\$ 12.67
54698	05/25/2025	Reds Garden Center	\$ 37.56
54699	05/25/2025	Olga Rudiak	\$ 400.00
54700	05/25/2025	Runco Office Supply	\$ 112.35
54701	05/25/2025	Stories Matter Foundation	\$ 300.00
54702	05/25/2025	Sunset Food Mart, Inc.	\$ 94.53
54703	05/25/2025	Swank Motion Pictures Inc.	\$ 125.00
54704	05/25/2025	Margaret Tennant	\$ 6.99
54705	05/25/2025	VSP of Illinois, NFP	\$ 409.11
54706	05/25/2025	Robert Waterbury	\$ 50.00
54707	05/25/2025	Brian Wilson	\$ 150.00
54708	05/25/2025	Yami Vending Inc.	\$ 257.82
54709	05/25/2025	Yellowstone Landscape	\$ 582.00
54710	05/26/2025	Halloran & Yauch, Inc.	\$ 318.69
54711	05/26/2025	Petty Cash Custodian	\$ 184.74
			<u>\$ 21,966.67</u>

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT

I. A brief description of our public body is as follows:

- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
- B. An organizational chart is attached.
- C. The total amount of our operating budget for FY2026 is: \$9,293,000
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. General Operating Expenditures
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Debt Service (for bond and interest payments)
- D. The office is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
- E. We have approximately the following number of persons employed:
 - 1. Full-time 51
 - 2. Part-time 62
- F. The following organization exercises control over our policies and procedures: *The Northbrook Public Library Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 7:00 p.m., at the library.

Its members are: Stacy Oliver, President; Janet Spector Bishop, Vice President; Barbara Unikel, Secretary; Nimesh Patel, Treasurer; Adam Bazer, Bryce Budin, Maura Crisham
- G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, and various other staff.

II. You may request the information and the records available to the public in the following manner:

- A. Submit your request in writing to the FOIA officer
- B. Your request should be directed to the following individual: Anna Amen, FOIA officer.
- C. You must indicate whether you have a "commercial purpose"¹ in your request.²

¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 working days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from prepayment; or provide the documents requested.

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT - PAGE 2

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - 9:00 a.m. to 5:00 p.m. Monday through Friday
 - Northbrook Public Library, Administration
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Operating Budgets
 - D. Annual Audits
 - E. Minutes of the Board of Library Trustees
 - F. Library Policies, including Materials Selection
 - G. Adopted Resolutions of the Board
 - H. Annual Reports to the Illinois State Library

NORTHBROOK PUBLIC LIBRARY FREEDOM OF INFORMATION REQUEST

Requestor's Name (or business name, if applicable)		Date of Request	Phone number
Street Address		Certification requested: _____ Yes _____ No	
City	State	Zip	
Description of Records Requested: _____ _____ _____			
Is the reason for this request a "commercial purpose" as defined in the Act? ____ Yes ____ No			
<i>Library Response (Requestor does not fill in below this line)</i>			
A P P R O V E D	()	The documents requested are enclosed.	
	()	You may inspect the records at _____ on the date of _____.	
	()	The documents will be made available upon payment of copying costs of \$_____. _____.	
	()	For "commercial requests" only: the estimated time of when the documents will be available is _____, at the prepaid costs stated above.	
D E N I E D	()	The request creates an undue burden on the public body in accordance with Section 3(g) of the Freedom of Information Act, and we are unable to negotiate a more reasonable request.	
	()	The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons: _____ _____ Individual(s) that determined request to be denied and title: _____ _____.	
		In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705 Or you have the right to judicial review under section 11 of FOIA.	
	()	Request delayed, for the following reasons (in accordance with 3(e) of the FOIA): _____. You will be notified by the date of _____ as to the action taken on your request.	

NOTE: This form cannot be MANDATORY under FOIA, but it is preferred. Failure to use it may result in the request not being properly or promptly processed.

FOIA Officer	Date of Reply
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Director's Report

June 2025

Agenda Items

3 Consent

3.4 Update FOIA Policy

With the new board officers and new FY budget, we need to make updates to the Freedom of Information Act Policy. There are no substantive changes to the policy.

3.5 Approve New Bank Resolutions for New Signers

With the new board officer, we need to update bank resolutions to include the new treasurer. These are the resolutions for the board to approve to allow the changing of signers.

7 Unfinished Business

7.1 Park District Facilities Cooperative Intergovernmental Agreement

We are still finalizing the IGA with the park district and Kelly Durov will provide an update on where we are at with this process.

7.2 Room Rental Policy Review Working Group Update

Thank you to Maura and Janet for volunteering to serve on the working group. We have three staff members also participating and will be reviewing patron applications once the window for applications closes on June 14. I will provide an additional verbal update at the board meeting.

8 New Business

8.1 Local Elections & The Role of Library Trustees

As we are entering into a new election cycle and have some new trustees, I wanted to share information on the role of library trustees in local elections. A handout is included in the packet with the basics. There is no action required for this agenda item.

8.2 Facilities Outsourcing Update

Finance and Operations Director Anna Amen will provide a verbal update on the facilities outsourcing. Our new facilities manager, Jason Halack, will be coming to the August board meeting and will provide a summary of what he has assessed in his first three months.

8.3 Illinois Public Library Annual Report

Assistant Director Kelly Durov will provide an overview of the Fiscal Year 2025 Illinois Public Library Annual Report (IPLAR). A copy of the full report is included in the packet.

8.4 Executive Director Annual Goals (closed session)

I have included a memo in the board packet on my suggested goals and look forward to talking them through with the board.

10 Agenda Building

Park District Facilities Cooperative Intergovernmental Agreement
Room Rental Policy Review Working Group Update
Quarterly Strategic Plan Check In
Scope 3 Emissions Report from staff member Katie Suárez

Board News & Reminders

6/17 Northfield Township Open House and Ribbon Cutting

The township's updated and expanded food pantry is having their open house and ribbon cutting on Tuesday, June 17 from 4-6pm. Kelly, Janet, and I will all be there and anyone else interested in attending is welcome as well.

6/18 Northbrook Farmers Market Opening Day

The farmers market will have a grand opening bash on Wednesday, June 18 at 10am. I will be unable to attend, but this is a great event and if you are available at that time, I encourage you to attend.

7/4 Fourth of July Parade

We are looking forward to walking in the parade on July 4th. I will send out a reminder closer to the date, but just as a reminder, the parade starts at 4pm and we will line up by 3:30. We will share our location a little closer to the date. Please wear your summer reading t-shirt and bring any family members interested in walking too!

7/10 Reminder: Schaumburg Township Public Library Visit

We will be visiting the STDL on Thursday, July 10. The tour will begin at 7pm and will be followed by dinner at Season 52.

Updates

General News & Information

New Data Dashboard & Patron Comments

Our new data dashboard is up! Moving forward, we will link the data dashboard in the director's report so you have easy access to it. We are also adding it to the Board Portal. Here is the link for the [Data Dashboard & Patron Comments](#)

IMLS Funding Update

Two significant and seemingly contradictory federal court rulings occurred on the same day regarding the Institute of Museum and Library Services (IMLS):

1. [Washington D.C. Federal Court](#): A judge denied the American Library Association's request for a preliminary injunction that would have blocked the Trump administration's efforts to dismantle IMLS. This represents a sharp reversal from the previous month's temporary restraining order that had protected the agency.
2. [Rhode Island Federal Court](#): Judge McConnell denied the federal government's request to pause a court order requiring continued IMLS funding and operations during the appeal process. This means IMLS must continue operating as Congress originally mandated while legal challenges proceed.

IMLS remains operational due to the Rhode Island court order, but faces reduced legal protection against dismantling efforts following the Washington D.C. ruling. The agency continues funding grants to 21 states involved in the lawsuit while multiple court cases proceed simultaneously.

This ongoing legal battle began in May 2025 when the Trump administration attempted to shut down IMLS, prompting lawsuits from the American Library Association and affected states.

Ongoing Updates: Kelly Jensen of *Book Riot* maintains a detailed [JMLS timeline](#) and the [Words and Money](#) website offers news articles relating to libraries and funding.

Connect with Our Community

Collections

Our Marketing team celebrated Asian American, Native Hawaiian, and Pacific Islander (AANHPI) months and Jewish American Heritage Month with a social media post that linked to a web page, and included updated links to library resources for each of the two heritage months.

Adult Services Librarian Joe Nava is now spending two 2-hour shifts per month at the Historical Society Archives helping to digitize their collections.

Outreach & Partnerships

YS Librarian, Jason Waclawik, met with 16 students from the Westmoor Elementary School Library Advisory Committee. Students were given a full tour of the library, met with staff from several departments, and came prepared with many thoughtful questions. The students were especially excited to get a behind-the-scenes look at library operations. Their questions covered everything from how materials are chosen to how programs are planned.

- Tara LaCerra, Westmoor's Library Media Specialist Tara LaCerra messaged staff to say:
"Ohmigosh it was AMAZING! The kids were obsessed and they created two different slideshows to present to grades 1-5. Teachers AND students were blown away by the info they presented to them! I am attaching one of the slideshows so you can see - Jason was fabulous!"



On May 22nd we partnered with JCC to screen Jewish Soldiers in Blue & Gray. This documentary was a fascinating study into several prominent Jewish members of the military or military operations during the Civil War. We had 124 registrants and 84 in attendance. Since the screening, we have had a few patrons request that we put the DVD in circulation.

With the goal of performing arts and DEI in mind, we screened the documentary Orchestrating Change. This documentary follows an orchestra (Me2) which is the world's only classical music organization created for individuals with mental illnesses and the people who support them. The documentary follows a few of the members, including the founder as they discuss their struggles with mental illness, with a focus on bipolar disorder, its impact on their life, and what being a part of the orchestra has done for them. We had 12 people attend the screening but it was very impactful.

Linda Vering, Marketing and Communications Manager, and Cat Garcia represented the library at the Village of Northbrook's Flamingo Friday event on Friday, May 9. This event was presented by the Village's Community Commission. Library Board President Stacey Oliver also helped work at the table and interact with community members.



We promoted our community partnership with CATCH (Community Action Together for Children's Health) and North Shore Radio Club (NSRC) with a post featuring the colorful and informative lobby display cases.



Programs

The Summer Reading Challenge for all ages got off to a busy start on June 1, with families and individuals coming in to register and others signing themselves up online. Kids have been visiting all the service desks to find hidden numbers to Crack the Code for a chance to win a prize. Our Teen Summer Volunteer Program started as well and Teen Services had a record number of 118 applications for the program.

The summer reading numbers through June 4 are:

- 1128 registrations
 - 401 adults
 - 559 kids
 - 136 teens
 - 32 babies
- 136 books read
- 3874 minutes read
- 124 activities completed

The [Celebrating Pride Month](#) page on the library website showcases a variety of materials about the LGBTQ+ community. Adult and Youth Services staff work together to keep the curated lists of materials up-to-date ahead of Pride Month each year. The quality and variety of materials featured on this page is a testament to the work our selectors do to ensure our collections are vibrant and well-rounded.

Maker Specialist Patrick Rodriguez taught the *Handsewn Strawberry Basket* program, where patrons learned how to sew polyfill stuffed strawberries in a fabric basket. the bottom of socks.





Daniel Choi, Maker Specialist, led a program on sublimation using sublimation markers on coloring pages and pressing it onto a canvas tote bag. He printed coloring pages on both sublimation paper and regular printing paper. If they chose sublimation paper, the black lines would transfer to the material; if they went with standard printing paper, only the colors transferred over and gave it stained glass mosaic look.

Maker Specialist Eric Flowers taught the Infinity Mirror Book Nook class on how to build a neat project that would add some atmosphere and mystery to their bookshelves. They assembled a design prepared by Eric, learned tips and tricks and background information about the materials, and got to admire the results of the illusion. When the lights were turned off to let the illusion shine, everyone photographed their personal book nook. One woman left noting specifically that she was looking forward to seeing the next set of maker programs.



We continue to develop new technology classes to meet patron demand. Adult Services Librarian, Joe Nava created and taught our first Android Basics class. Attendance was at capacity and he received many good questions and requests for assistance. He will be teaching this class again in November.

Adult Services librarian, Caitlyn Hannon, hosted a cultural dance program in the library's auditorium called "Barefoot Hawaiian Dance" on May 29th. The program received many positive comments in the program survey afterwards, including:



Fabulous program. It was like visiting the islands. Joyful and really fun.

It was entertaining and well organized and fun. Thanks for having it at the library.

Get them back again kids & adults enjoyed the interaction. The show was uplifting, entertaining and informative for all ages.

I appreciate the library presenting quality free programming to the community.

Ann Torralba and her outstanding accompanist (fiddle and voice) joined us for a high energy concert in celebration of AANHPI Month. Ann is a Filipina-American musician. She shared songs that she has written and collaborated on that highlight her Filipina American culture and so much more. She had the audience dancing, singing and moving to the music on stage and off. Everyone enjoyed some fun with bouncy beach balls, bubbles and parachutes.

Social Media

Social Media post: May is Jewish Heritage Month

5/7/25 at 2:12pm

Reach: 1,249

Views: 2,502

Interactions: 61



Northbrook Public Library

May 7 at 2:12 PM · 🌐



May is Jewish American Heritage Month in the U.S., which recognizes the many ways Jewish Americans have shaped and enriched our country's culture and history. We invite... [See more](#)



👍❤️ 53

5 💬 3 📌

Social Media post: Flowers from Inspire Through Flowers
5/5/25 at 5:44pm
Reach: 744, Views: 1,354
Interactions: 38



Social Media post: Westmore school visit
5/10/25 at 5:44pm
Reach: 605, Views: 985
Interactions: 16



Northbrook Public Library

May 10 at 9:29 AM · 🌐

...

Members of the Westmoor Elementary School Library Advisory Committee recently stopped by for a behind-the-scenes tour. As part of the tour, they got to meet our Executi... See more



Illinois Library Association and 14 others

Build an Inclusive Culture

Inspired Through Flowers provided flowers for library staff in May. It was a lovely gesture by this local 501c3 and much appreciated by staff.

Zheng Consulting, 2 Question Pulse Survey Follow-up

In April 2025, Zheng Consulting conducted a brief two-question follow-up to the Q4 Pulse Survey to explore areas of concern related to staff-leadership respect and psychological safety. Based on the results, Zheng Consulting provided several recommendations for leadership to implement in response to staff feedback.

Leadership has committed to the following actions:

- Expressing appreciation for all feedback and sharing responses to anonymous comments during all-staff meetings
- Rotating meeting facilitation among leadership and managers

- Maintaining strong communication and transparency around decision-making and how feedback is used
- Participating in conflict coaching and/or training for members of the Leadership and Management Team

As part of our ongoing agreement with Zheng Consulting, a more comprehensive staff assessment will be conducted in September 2025. This assessment will evaluate leadership's adherence to the above recommendations and support accountability moving forward.

Hires

- Kimberly Yen, part-time Youth Services Assistant (YS) joined effective May 5.
Replacement
- Jason, Halack, full-time Facilities Department Manager per the library's contractual agreement with ABM effective May 8. Replacement.
- Zoey Godnick, part-time seasonal Summer Reading Aide (YS) joined effective May 19.
- Jack Weinberg, part-time seasonal Summer Reading Aide (YS) joined effective May 22.
- Madeline Kim, part-time seasonal Summer Reading Aide (YS) joined effective May 23.
- Alex Gerstein, part-time seasonal Summer Reading Aide (YS) joined effective May 23.

Change in Position and/or Status

- Anthony Altieri, changed from full-time Circulation Coordinator to full-time Clerk (CIRC) effective May 4.

Departures

- None

CE & Training

HR Director Becky Moore successfully coordinated the 2025 Staff Development Day, featuring year-end reviews, work anniversary recognition, and forward planning. The event emphasized EDI principles with sessions on disability awareness, gender inclusivity, artificial intelligence, and intellectual freedom. Afternoon activities included film screening, chair yoga, and staff photos.

As part of SDD, the EDI Committee facilitated a keynote by La Grange Public Library Executive Director Jenn Hovanec and Freedom to Read Foundation Assistant Program Director Joyce McIntosh on intellectual freedom, followed by breakout discussions.

Staff feedback was positive: "re: intellectual freedom discussion - there is something for everyone at the library. I never thought of the topic in that way." and "During Jenn Hovanec's portion in the Intellectual Freedom presentation, I was pleasantly surprised and, frankly the most consistently attentive I have been when it comes to slides. Her way of speaking and reminding us of how we are people aside from our job, that we are valued equally to the patrons, was done extremely well."

Create Spaces to Belong

Kelly Durov is collaborating with Joffe Emergency Services, Northbrook Police and Fire departments, OSG, legal counsel Ancel Glink, and Facilities staff including Anna Amen to create 3 RFPs to upgrade security technologies. We hope to release the first RFP to upgrade our intrusion alert system and access control this summer, a second RFP to upgrade our security cameras this fall, and a third RFP this winter to upgrade our public address system.

Kate Hall, Executive Director

Fiscal Year-to-Date Statistics Dashboard



This dashboard displays fiscal year-to-date (FYTD) statistics for key data categories tracked by the Northbrook Public Library (NPL). Alongside the definition of each statistic, an FYTD total is provided, with an indicator denoting the percentage change comparing the current FYTD total to the same time period the previous fiscal year.

Connecting with Our Community



Cardholders

The number of unexpired NPL cardholders as of the last day of the previous month

21,422

↑ 5.1%



Building Visits

The number of in-person patron visits to the NPL building

28,347

↑ 11.7%



Community Outreach

The number of outreach events/activities conducted by NPL staff, and the number of community members reached

Events

8

↓ -46.7%

People Reached

266

↓ -81.2%



Staff Continuing Education

The number of continuing education hours completed by NPL staff

424

↓ -35.7%

Sharing Books & Materials



Physical Collections

The number of physical materials owned by NPL as of the last day of the previous month

226,804

↓ -0.8%



Circulation

The number of checkouts of physical and downloadable materials from NPL collections

Physical

56,717

↓ -2.3%

Downloadable

20,682

↑ 12.6%

Using Spaces & Services



Computer Use

The number of hours that public NPL computers were used by patrons

1,221

↓ -4.5%



WiFi Use

The number of unique devices that access NPL WiFi each day

13,227

↑ 5.5%



Study Room Use

The number of NPL study room reservations made by patrons

1,537

↑ 0.9%



Meeting Room Use

The number of NPL meeting room reservations made by patrons

Total

42

↓ -12.5%

Auditorium

0

N/A



Program Engagement

The number of programs offered by NPL, and the number of patrons who attend

Events

89

↑ 61.8%

Attendance

2,503

↑ 64.8%



One-on-Ones

The number of one-on-one learning sessions (pre-scheduled or walk-in) lasting 15 minutes or more offered to NPL patrons

279

↓ -53.0%

Updated with the most recent available data as of: Jun 9, 2025, 2:15:23 PM

Please note that certain statistics are only updated on a monthly basis, with data from a given month entered by the 7th day of the following month.

Monthly Statistics Dashboard (Page 1 of 3)



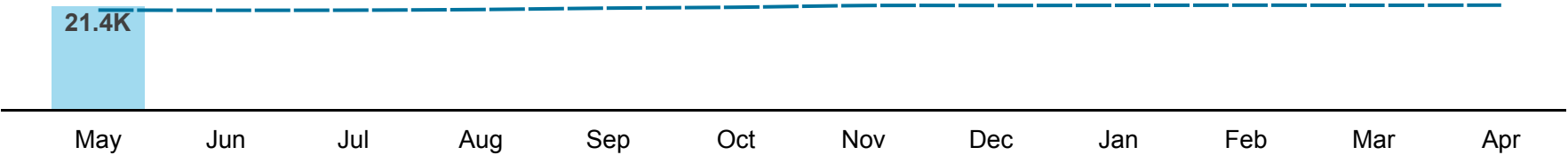
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A fiscal year-to-date (FYTD) total is also provided to the right of each combo chart, with an indicator denoting the percentage change comparing the current FYTD total to the same time period the previous fiscal year.

Connecting with Our Community



Cardholders

The number of unexpired NPL cardholders as of the last day of the previous month



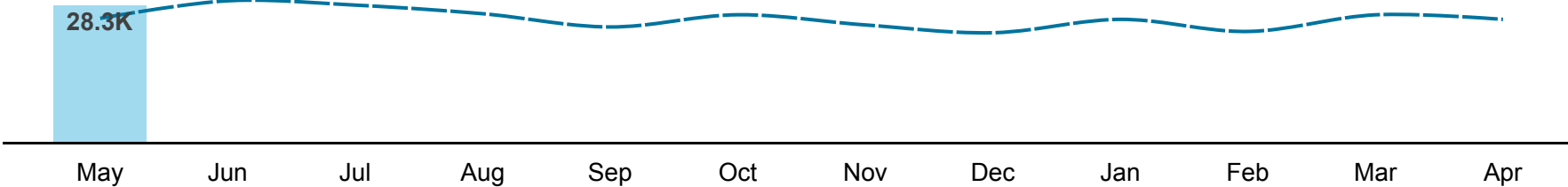
FYTD Totals

21,422
↑ 5.1%



Building Visits

The number of in-person patron visits to the NPL building



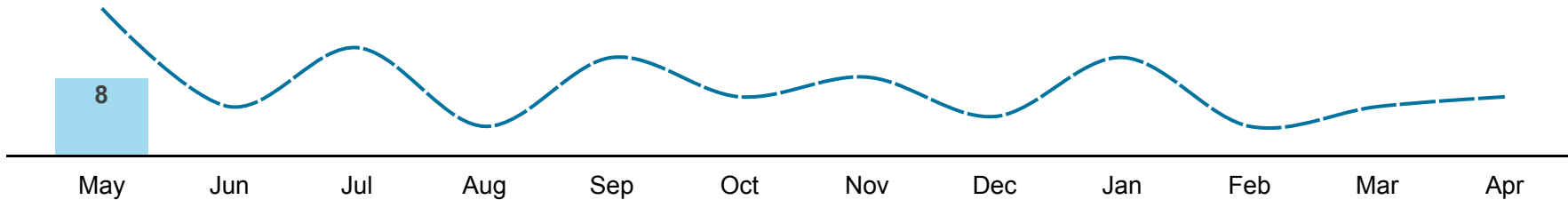
28,347
↑ 11.7%



Community Outreach

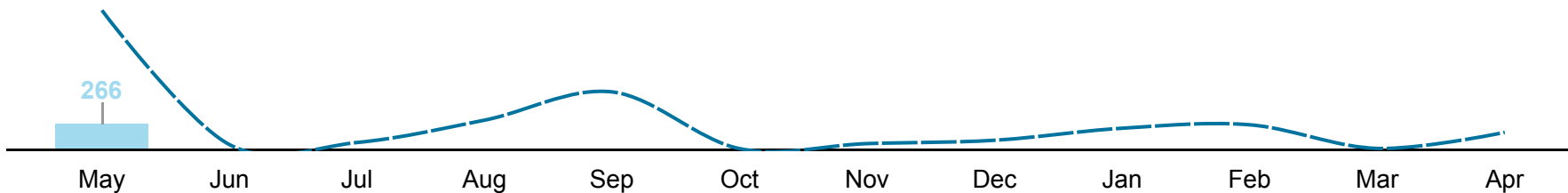
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

Events



8
↓ -46.7%

People Reached

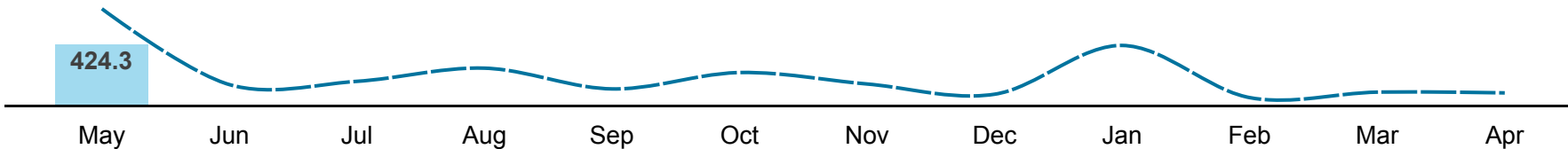


266
↓ -81.2%



Staff Continuing Education

The number of continuing education hours completed by NPL staff



424
↓ -35.7%

Monthly Statistics Dashboard (Page 2 of 3)

This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed line, for comparison purposes. A fiscal year-to-date (FYTD) total is also provided to the right of each combo chart, with an indicator denoting the percentage change comparing the current FYTD total to the same time period the previous fiscal year.

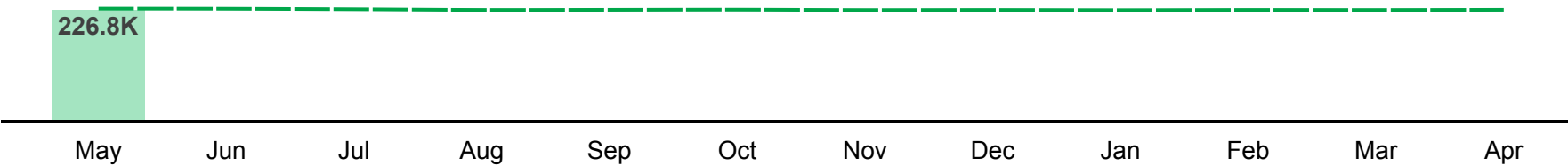


Sharing Books & Materials



Physical Collections

The number of physical materials owned by NPL as of the last day of the previous month



FYTD Totals

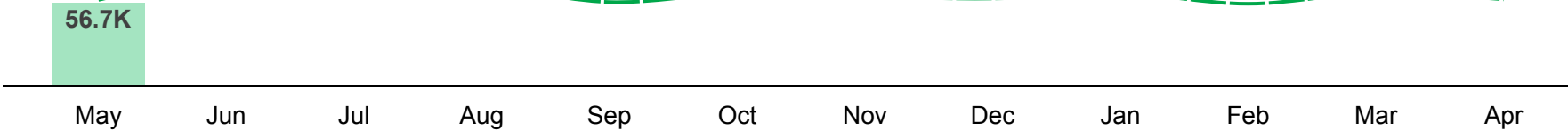
226,804
↓ -0.8%



Circulation

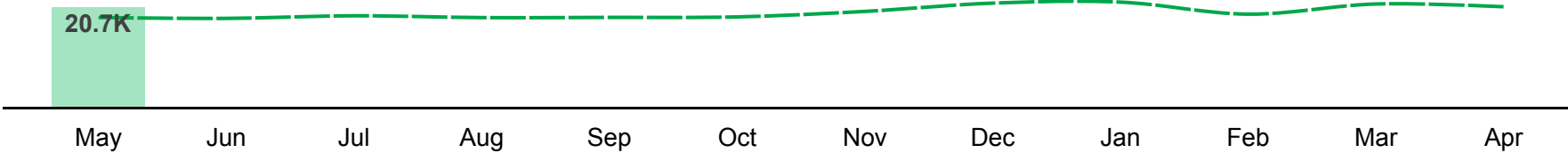
The number of checkouts of physical and downloadable materials from NPL collections

Physical



56,717
↓ -2.3%

Downloadable



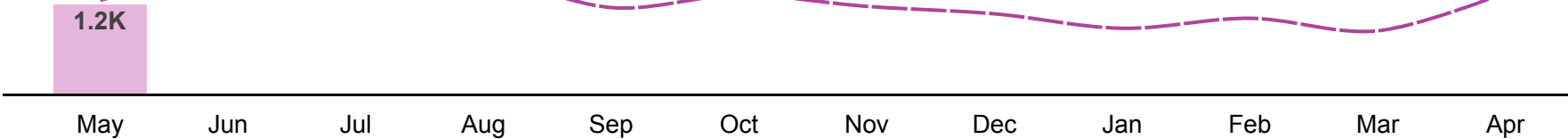
20,682
↑ 12.6%

Using Spaces & Services



Computer Use

The number of hours that public NPL computers were used by patrons

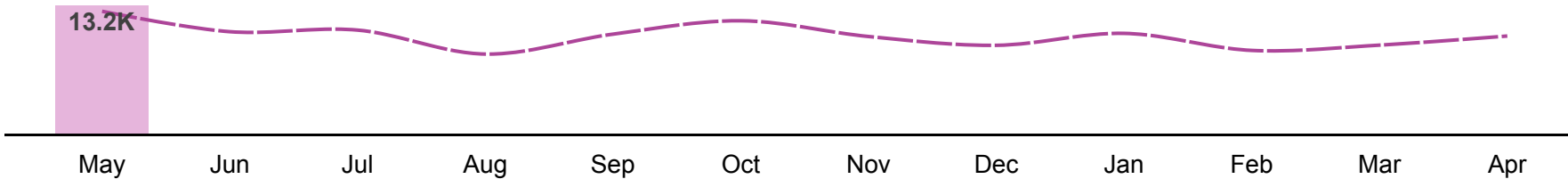


1,221
↓ -4.5%



WiFi Use

The number of unique devices that access NPL WiFi each day



13,227
↑ 5.5%

Monthly Statistics Dashboard (Page 3 of 3)



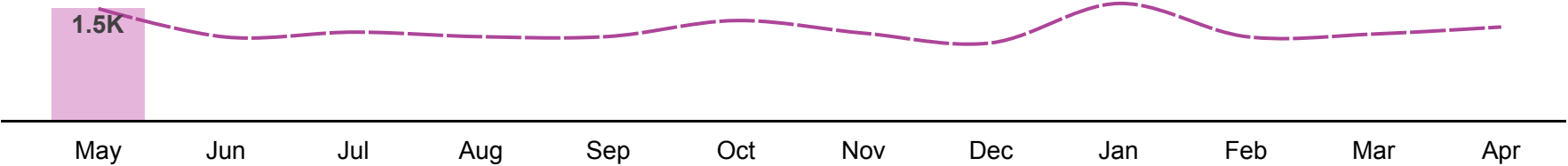
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light purple columns and the previous fiscal year's data as a dark purple dashed line, for comparison purposes. A fiscal year-to-date (FYTD) total is also provided to the right of each combo chart, with an indicator denoting the percentage change comparing the current FYTD total to the same time period the previous fiscal year.

Using Spaces & Services



Study Room Use

The number of NPL study room reservations made by patrons



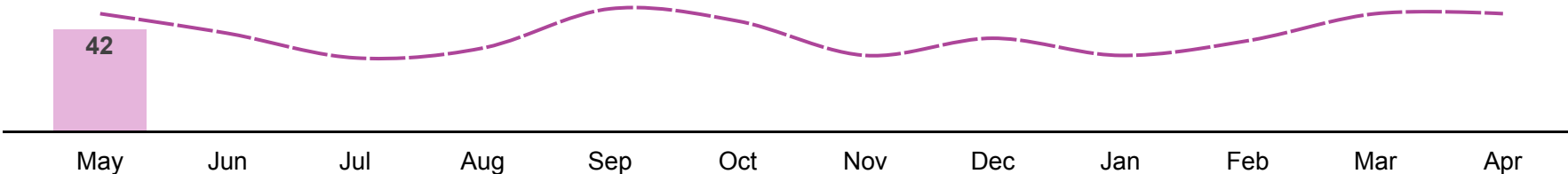
FYTD Totals

1,537
↑ 0.9%



Meeting Room Use

The number of NPL meeting room reservations made by patrons



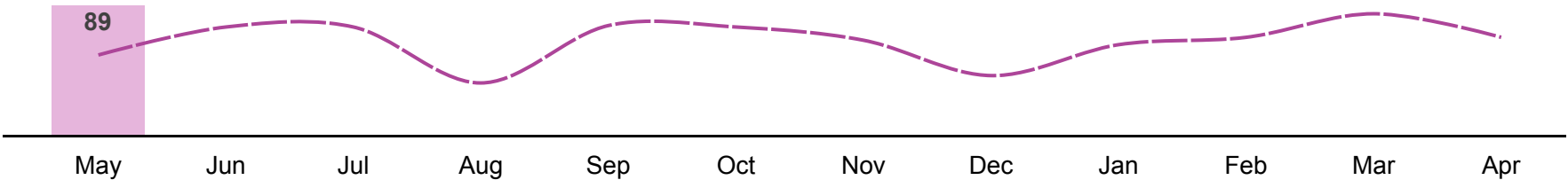
42
↓ -12.5%



Program Engagement

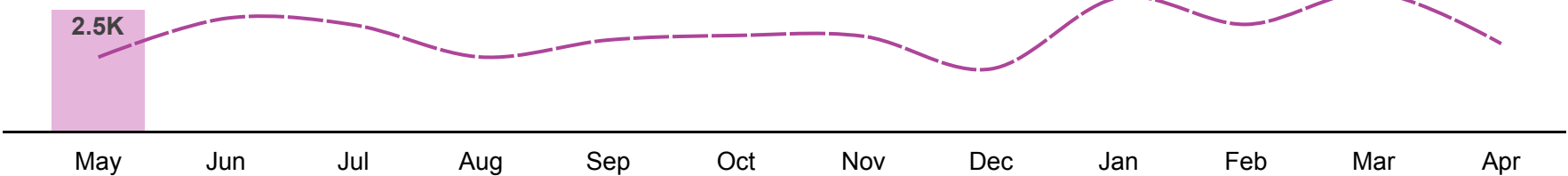
The number of programs offered by NPL, and the number of patrons who attend

Events



89
↑ 61.8%

Attendance

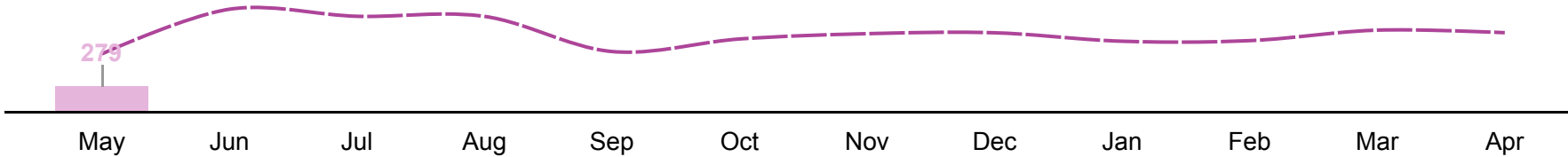


2,503
↑ 64.8%



One-on-Ones

The number of one-on-one learning sessions (pre-scheduled or walk-in) lasting 15 minutes or more offered to NPL patrons



279
↓ -53.0%



Patron Feedback

The table below displays comments, questions, and other feedback provided by patrons to NPL via email, phone, on paper, or in person, along with the NPL staff response, if applicable. Scroll down in the table to peruse all comments. Use one or more of the white filter bars at right to filter comments by date (month/year), department, and/or category. Use the light gray search bars at right to search for specific content within the "Comment" field or "NPL Response" field.

Department ▾

Category ▾

Search "Comment" Field:

Year: 2025 (1) ▾

Month: Ma... (3) ▾

Search "NPL Response" Field:

Date ▾	Comment	NPL Response	Responding Staff Member
May 21, 2025	Called to discuss people driving the wrong way in the library parking lot and wondering if we were going to make any changes to signage or parking lot layout.	Kelly spoke with this patron over the phone. The patron pointed out that painting arrows for the correct way to drive through the parking lot would be helpful. She did not feel having staff outside directing traffic was realistic and wanted to be sure that any solutions that were explored were not staff intensive. She also pointed out that the signage we use is too small, especially for folks with vision impairment. She particularly felt the 22x24 signs we put out to announce closings by the entrance are way too small and the sign that cautions people to yield to pedestrians about the cross walk that leads to Cherry Ln was very hard to see.	Kelly Durov
May 20, 2025	From voicemail: Upon entering the main entrance to the library are patrons allowed to make left turns. Or is the rule that you are supposed to proceed around the parking lot? No left turns a loud if the answer is you are not allowed to make a left turn. I am wondering if when you res stripe the lanes or whenever you are going to have the library closed, if you are going to put up a sign because I am tired of seeing people making left.	Kelly left a message to follow up with this patron.	Kelly Durov
May 12, 2025	<p>The NPL is just simply uninviting - it's such a shame. For all the remodels, additions and renovations it's undergone, the cold unapproachable nature of the building has never been resolved.</p> <p>The lack of landscaping at the building's perimeter makes it feel like an urban installation of concrete, steel and glass. The entry drive feels like you unknowingly pulled into the backside of a supermarket's loading dock area. Perhaps it's time to begin planning a comprehensive redesign of the site plan and main building entrance. Something more inviting that speaks to the village as a whole, and the future generation of children who will have warm inviting memories of going to story time with their parents and siblings; something that represents a more wholesome and approachable community space merging a once deemed esteemed architectural aesthetic with a design that actively encourages positivity, connectivity and security.</p> <p>I'm available for follow up conversations.</p>	<p>Thank you for your comments regarding the library's physical environment, which were forwarded to us by a Village Trustee.</p> <p>I appreciate your candid assessment of our building's exterior and entrance experience. The library is currently updating a master plan that will address many of the design concerns you've highlighted. While this process has been delayed due to several priority projects, creating a more welcoming and inviting space remains a key objective for our organization.</p> <p>Your specific observations about landscaping opportunities and the entrance approach provide valuable perspective as we continue this planning work. The library shares your vision of creating a space that better connects with our community and provides positive experiences for all generations of users.</p> <p>If you're interested in discussing your ideas further, I would be happy to arrange a conversation. Please let me know if you would like to talk more and I'm happy to work on arranging a time for us to connect.</p> <p>Thank you for your interest in improving our community's library.</p>	Kate Hall

Political Activity & Public Office Cheat Sheet

Prepared as a general guidance tool for Trustees. For specific questions, please consult Library administration or legal counsel.

The Basics

As Library Trustees, you are both:

- Public Officials (when acting in your trustee role); and
- Private Citizens (in your personal, non-official capacity).

Election season is a good time to review how to maintain appropriate boundaries between these two roles.

What Trustees Can Do (As Private Citizens)

- Support or oppose candidates personally.
- Donate to campaigns.
- Attend campaign events.
- Post personal political opinions on private, non-Library social media accounts.
- Volunteer for campaigns.
- Display political signs at your private residence.
- If they choose, reference their Library Trustee title in a personal endorsement — *provided legal and ethical restrictions (below) are followed.*

What Trustees Cannot Do

Under the Illinois State Officials and Employees Ethics Act (5 ILCS 430/), Library Trustees may not:

- Use Library resources (e.g., staff time, logos, letterhead, email accounts, printing, Library-funded materials, or official meeting spaces) to support or disseminate any endorsement.
- Make endorsements while performing official duties, during Library Board meetings, or while participating in Library-sponsored events.
- Use Library communication channels (social media, newsletters, website, signage, etc.) for political activity.

The "Changing Hats" Rule of Thumb

- If you're acting in your personal capacity, you're wearing your private citizen hat.
- If you're representing the Library or attending a Library function, you're wearing your public official hat.
- Keep the two separate to protect both yourself and the Library.

Legal Counsel Guidance

- There is no statutory prohibition that prevents a Trustee from referencing their elected title in a personal endorsement.
- However, use of title may create public perception risks, as it could be misunderstood as an endorsement by the Library as an institution.
- Some Trustees may personally prefer to avoid referencing their title, as it has not been the customary practice of the Northbrook Public Library Board.
- Trustees are encouraged to exercise judgment and caution when considering whether to include their title, even when legally permissible.

Why This Matters

- Preserves the Library's nonpartisan public trust.
- Avoids conflicts of interest and legal exposure.
- Provides clarity for Trustees and candidates.
- Ensures transparent, fair governance for the public.

Legal & Ethical Foundations

- Illinois State Officials and Employees Ethics Act (5 ILCS 430/)
- Illinois Municipal League (IML) Handbook for Municipal Officials
- Illinois Library Association Trustee Facts File
- Illinois Local Library Act (75 ILCS 5) or Public Library District Act (75 ILCS 16)
- Northbrook Public Library legal counsel (June 2025 guidance)

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2025

NORTHBROOK PUBLIC LIBRARY

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]	30503
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0388
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Northbrook Public 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]	1201 Cedar Lane
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]	Northbrook
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60062
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	1201 Cedar Lane
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Northbrook
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60062
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472726224
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number ¹	8472725362
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.northbrook.info

Library Director's Information

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

1.14 Name	Kate Hall
1.15 Title	Executive Director
1.16 Library Director's E-mail	khall@northbrook.info

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]	
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]	35,222
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
1.25b If the library's system has changed, then enter the updated answer here.	

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 in the box provided.	

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?
NORTHBROOK P.L.			No

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
NORTHBROOK P.L.		

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?

NORTHBROOK P.L.			
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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.
NORTHBROOK P.L.				

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.
NORTHBROOK P.L.				

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.
NORTHBROOK P.L.	87,223		

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
NORTHBROOK P.L.	23,439	52	304,538

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]	05/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	4/30/2025
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Kelly Durov
3.5 Telephone Number of Person Preparing Report	847-272-7074
3.6 FAX Number	847-272-0001
3.7 E-Mail Address	kdurov@northbrook.info

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	1
5.2b Please explain	Trustee Glaubinger resigned in February 20, 2025. New Trustee to be appointed and sworn in at the May 15, 2025 Board meeting
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	Barbara Unikel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2025
	2

Second member

5.5 Name	Stacy Oliver
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2027

Third member

5.5 Name	Janet Spector Bishop
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	4/2027

Fourth member

5.5 Name	Maura Crisham
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	4/2027

Fifth member

5.5 Name	Howard Jay Glaubinger
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	4/2027

Sixth member

5.5 Name	Jami Xu
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	4/2025

Seventh member

5.5 Name	Nimesh Patel
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	4/2025

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 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 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	4
6.2 Total number of times meeting room(s) used by the public during the fiscal year	461
6.3 Total Number of Study Rooms	18
6.3b Total number of times study room(s) used by the public during the fiscal year	14,859

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling		\$8,582,153		
Structural repairs (walls, foundations, etc.)		\$278,458		
Roof repair/replacement		\$1,527,815		
Heating/ventilation/air conditioning		\$141,230		
Electrical systems other than alarms		\$52,370		
Plumbing systems				

Egress systems (doors, stairs, etc.)			
Fire protection (detectors, alarms, etc.)			
Asbestos abatement			
Security measures		\$275,000	
Energy conservation			
Repair of sidewalks, curbing, parking areas		\$57,431	
Accessibility measures			
Technology upgrading		\$450,000	
New building construction (construction of a new facility)			
Building additions (adding square feet to existing facility)			

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling		\$217,822		
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement				
Heating/ventilation/air conditioning		\$508,215		
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures		\$57,575		
Energy conservation				
Repair of sidewalks, curbing, parking areas		\$33,294		
Accessibility measures				
Technology upgrading		\$62,365		
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

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.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$42,709,235
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

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	
7.4 Legacy	
7.5 Gift	
7.6 Other	

7.7 Provide a general description of the property acquired.

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.

7,602,336 is being held in capital improvement fund as a reserve for building repair and maintenance / improvements

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?

\$10,332,450

7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.

2013 B - 689,200 2019 - 4,279,250 2024 - 5,364,000

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)

\$8,801,146

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.]?

No

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.)

\$9,574,000

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

\$51,952

8.3 Equalization aid grant

\$0

8.4 Personal property replacement tax

\$203,844

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]	\$255,796
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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	\$100,000
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]	\$100,000

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	\$727,189
8.14 Other receipts intended to be used for operating expenditures	\$132,605
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$859,794
8.16 Other non-capital receipts placed in reserve funds	

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$10,016,736
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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 Certificate of Insurance for Library Funds	ACORD Form 20250512-124528.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$1,000,000
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.

9.1 Salaries and wages for all library staff [PLS 350]	\$4,457,779
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,512,681
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]	\$5,970,460

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]	\$323,805
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	\$477,479
10.3a Other Physical Materials Expenditures [PLS 355]	\$133,281
10.3b Please list the types of materials purchased in 10.3a	audio books, video games, music) DVD/BluRay, Libray of things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$934,565

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]	\$3,644,228
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$10,549,253

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

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]**\$476,829****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	29	29	36.2600037.9100C	35.0000035.0000C
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Cataloging	Cataloging	\$36.26	35.00
	Adult Services	Adult Services	\$37.91	35.00
	Children's Services	Children's Services	\$30.25	35.00
	Adult Services	Adult Services	\$37.91	35.00
	Adult Services Manager	Adult Services	\$53.16	35.00
	Adult Services	Adult Services	\$36.26	35.00
	Assistant Library Director	Assistant Library Director	\$58.75	35.00
	Youth Services	Children's Services	\$36.00	10.00
	Adult Services	Adult Services	\$42.38	35.00
	Children's Services	Children's Services	\$32.96	35.00
	Adult Services	Adult Services	\$38.64	22.00
	Adult Services	Adult Services	\$36.26	35.00
	Adult Services	Adult Services	\$36.26	35.00
	Adult Services	Adult Services	\$40.74	35.00
	Adult Services	Adult Services	\$30.56	35.00
	Adult Services	Adult Services	\$32.96	3.00
	Cataloging	Cataloging	\$29.67	35.00
	Executive Director	Library Director	\$89.98	35.00
	Children's Services	Children's Services	\$31.65	35.00
	Adult Services	Adult Services	\$32.96	35.00
	Adult Services	Adult Services	\$36.26	35.00
	Maker Services Manager	Other Type of Librarian	\$51.61	35.00
	Cataloging	Cataloging	\$36.26	35.00
	Children's Services	Children's Services	\$32.74	20.00
	Children's Services Manager	Children's Services	\$45.05	35.00
	Adult Services	Adult Services	\$38.74	35.00
	Adult Services	Adult Services	\$29.67	2.00

	Circulation Manager	Circulation	\$44.43	35.00
	Adult Services	Adult Services	\$34.37	35.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	22.43
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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	12	12	12	21.2500027.15000	15.0000011.00000
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Children's Services	Children's Services	Bachelor's Degree: No library science	\$21.25	15.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$27.15	11.00
	Children's Services	Children's Services	Master's Degree: Not in library science	\$21.88	20.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$21.88	16.00
	Children's Services	Children's Services	Bachelor's Degree: No library science	\$25.97	20.00
	Children's Services	Children's Services	Master's Degree: Not in library science	\$30.56	35.00
	Children's Services	Children's Services	Less than a Bachelor's degree	\$21.88	18.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$21.25	22.00
	Children's Services	Children's Services	Master's Degree: Not in library science	\$21.50	20.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$21.10	16.00
	Adult Services	Adult Services	Less than a Bachelor's degree	\$23.00	24.00
	Adult Services	Adult Services	Bachelor's Degree: No library science	\$31.32	35.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	6.30
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	28.73

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	1,115.00
13.14 Minimum hourly rate actually paid	\$15.25
13.15 Maximum hourly rate actually paid	\$65.79
13.16 Total FTE Group C employees (13.13 / 40)	27.88

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	156.00
13.18 Minimum hourly rate actually paid	\$15.70
13.19 Maximum hourly rate actually paid	\$19.48
13.20 Total FTE Group D employees (13.17 / 40)	3.90

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	143.00
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13.22 Minimum hourly rate actually paid	\$17.02
13.23 Maximum hourly rate actually paid	\$48.02
13.24 Total FTE Group E employees (13.21 / 40)	3.58
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	35.35
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	64.08

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	1	1	1	35.00000	6.00000	53628.00000	77462.00000
	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
	Librarian	Adult Services	Master's Degree (ALA accredited)	35.00	6	\$53,628.00	\$77,462.00

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]	304,538
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.38)

Synchronous Programs:

A 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, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed 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.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	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)	197	12,290	12	³ 4,800
Children (6-11)	94	827	0	0
Young Adults (12-18)	27	1,327	1	23
Adults (19 and older)	360	12,415	0	0
General Interest	132	7,129	⁴ 25	5,229
Total	810	33,988	38	10,052

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	698	32,264
Synchronous In-Person Offsite Program Sessions	8	232
Synchronous Virtual Program Sessions	104	1,492
Total	810	33,988

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]	5
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	370

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	20,877
16.2a Total Number of Unexpired Non-resident Cards	531
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	383
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	5
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$26,509.17
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503] ⁵	21,408
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?	Yes

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]	180,837
17.2 Current Print Serial Subscriptions	292
17.3 Total Print Materials (17.1+17.2)	181,129
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	22,512
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	23,802
17.6 Other Circulating Physical Items [PLS 462]	1,376
17.7 Total Physical Items in Collection [PLS 461]	228,527

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? Answer yes or no. [PLS 525] ⁶	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? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
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? Answer yes or no. [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? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
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? Answer yes or no. [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? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes
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? Answer yes or no. [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? This is prefilled. [PLS 536]	No
17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [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? Answer yes or no. [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 administrative entity? This is prefilled. [PLS 539]	Yes
17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [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? Answer yes or no. [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? This is prefilled. [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	304,746
18.2 Circulation of Young Adult Physical Material	24,978
18.3 Circulation of Children's Physical Material [PLS 549]	375,343
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3) ⁷	705,067

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

18.5 Books- Physical	565,766
18.6 Videos/DVDs- Physical	73,535

18.7 Audios (include music)- Physical	27,497
18.8 Magazines/Periodicals- Physical	5,587
18.9 Other Items- Physical [PLS 561]	32,682
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	705,067
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]	110,181
18.13 e-Serial Circulation [PLS 546]	36,687
18.14 e-Audio Circulation [PLS 547]	83,735
18.15 e-Video Circulation [PLS 548]	15,082
18.16 Use of Electronic Materials [PLS 552]	245,685
18.17 Total Circulation of Materials [PLS 550]	950,752
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	37,836
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	38,091

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 particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	34,788
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19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Estimate Based on Typical Week(s)

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

9,703

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 ⁸

193

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?

Yes

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)

Other (specify)

21.2b If Other, please specify

500

21.3 What is the monthly cost of the library's internet access?

\$512

21.4 Number of Internet Computers Available for Public Use [PLS 650]

35

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

14,857

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]

120,754

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?

No

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.

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?

exploring for next year due to rising internet service costs

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

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

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$76,310

23.2 Does the above amount include travel expenses?

Yes

23.3 How many hours of training did employees receive this year?

2,452.00

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 (25.1-25.5) DISTRICT LIBRARIES ONLY

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.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

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		
President		
Secretary		

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 Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 1.12a Fax number is 847-272-0001. Form will not let me change 1.12a (0-2025-05-05)

², 2.12 Additional closed hours from FY2024 due to Christmas/New Year holidays being on weekdays as well as 14.5 emergency closing due to water leaks in January 2025. (0-2025-05-05)

³, Numbers match from last year because Youth Services staff prepare 1 year worth of passive craft program kits annually and distribute them throughout the year. (0-2025-05-28)

⁴, 15.11 Expanded self-directed activities for children and teens this year. (0-2025-06-02)

⁵, 16.3 why are Cards for Kids and Veterans not included in this total? Total is calculated on Counting Opinions form. If you count Cards for Kids and Veterans, the total would be 21,796 (0-2025-05-28)

⁶, 17.8 Yes, part of Overdrive Advantage program (0-2025-05-28)

⁷, 18.4 We speculate that our physical material circulation is down for the following reasons: increased use of e-books and e-audio, YA trends toward more adult themes and authors which we house in our adult collection, and a staffing shortage at our library that led to a slow down in the cataloging of physical materials. (0-2025-06-12)

⁸, 20.1 Removed 2 public computers due to less usage. Counted servers last year and did not count servers this year. (0-2025-05-29)