

# NORTHBROOK PUBLIC LIBRARY BOARD MEETING

July 17, 2025 | 7:00 p.m.  
Northbrook Public Library | Pollak AB  
Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order
- 2 Board of Trustees Roll Call
- 3 Consent Agenda – Board President
  - 3.1 Approve Regular Session Minutes – June 18, 2025
  - 3.2 Approve Executive Session Minutes – June 18, 2025
  - 3.3 Approve Cash Balances & Income Statement June 2025
  - 3.4 Approve Bills and Charges from June 2025 in the amount of \$773,592.43
- 4 Public Comments
- 5 Staff Reports
  - 5.1 Scope 3 Emissions Environmental Report
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Room Rental Policy Review Working Group Update
- 8 New Business
  - 8.1 Friends of the Library Update
  - 8.2 Data Analysis Ongoing Support Discussion
  - 8.3 Schaumburg Township District Library Visit Discussion
  - 8.4 Quarterly Strategic Plan Check In
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
6/30/2025**

		<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Expenditures</b>	<b>Ending Balance</b>
<b>Operating</b>					
	General	8,607,121.95	12,836.37	644,190.66	7,975,767.66
	Restricted	350,561.29	1,787.47	26,488.31	325,860.45
	IMRF	957,566.18		27,414.31	930,151.87
	FICA	106,745.79		25,792.42	80,953.37
	<b>Total Operating</b>	<b>\$10,021,995.21</b>	<b>\$ 14,623.84</b>	<b>\$ 723,885.70</b>	<b>\$ 9,312,733.35</b>
<b>Capital Improvement</b>		<b>\$ 7,639,477.64</b>	<b>\$ 3,411.38</b>	<b>\$ 49,706.73</b>	<b>\$ 7,593,182.29</b>
<b>Debt Service</b>		<b>\$ 4,053.68</b>			<b>\$ 4,053.68</b>

<b>Cash Detail</b>	<b>Operating</b>	<b>Capital Improvement</b>	<b>Debt Service</b>
NB&T - Checking	315,135.99	9,931.02	4,053.68
PayPal	3,656.00	-	-
First Bank of Chicago	253,373.24	-	-
Fifth Third - Checking/Money Market	8,731,174.06	7,582,662.62	-
US Bancorp	8,793.83	588.65	-
INB	125.23		
Petty Cash	475.00	-	-
<b>Total</b>	<b>\$ 9,312,733.35</b>	<b>\$7,593,182.29</b>	<b>\$ 4,053.68</b>

NB&T = Northbrook Bank & Trust

Northbrook Public Library  
Income Statement  
June 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	17%
<b>01 - General Operating Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy	\$62,065.85	\$0.00	\$4,376,957.17	\$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	\$0.00	\$0.00	\$1,439.94	\$0.00	0.00%
Fines, Fees & Rentals	\$6,408.77	\$5,471.74	\$12,997.95	\$11,862.73	\$40,000.00	29.66%
Interest Income	\$4,524.96	\$3,628.39	\$9,823.47	\$8,066.68	\$30,000.00	26.89%
Other Income	\$96.00	\$381.87	\$2,126.26	\$1,348.39	\$100,000.00	1.35%
Total Undesignated Revenue	\$73,095.58	\$9,482.00	\$4,401,904.85	\$4,549,108.30	\$9,189,000.00	49.51%
<b>Designated Revenue</b>						
Gifts & Other Designated Incc	\$1,056.97	\$924.63	\$481,513.27	\$3,043.26	\$100,000.00	3.04%
Designated Interest Income	\$1,069.55	\$862.84	\$1,481.88	\$1,195.82	\$5,000.00	23.92%
Total Designated Revenue	\$2,126.52	\$1,787.47	\$482,995.15	\$4,239.08	\$105,000.00	4.04%
<b>Total Revenues</b>	<b>\$75,222.10</b>	<b>\$11,269.47</b>	<b>\$4,884,900.00</b>	<b>\$4,553,347.38</b>	<b>\$9,294,000.00</b>	<b>48.99%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Materials &amp; Services</b>						
Books	\$87,609.23	\$70,631.10	\$222,417.99	\$245,046.94	\$1,050,000.00	23.34%
Audiobooks	\$79,905.38	\$63,290.66	\$210,366.49	\$233,109.60		
Audiobooks	\$2,613.60	\$3,430.13	\$4,076.37	\$5,313.52		
Videos/DVDs	\$5,087.25	\$3,910.29	\$7,975.13	\$6,623.82		
Programs	(\$3,176.04)	\$12,703.66	\$18,699.31	\$43,458.45	\$124,000.00	35.05%
OCLC	\$0.00	\$15.26	\$3,711.74	\$3,468.17	\$29,000.00	11.96%
CCS Shared Costs	\$0.00	\$0.00	\$12,450.74	\$11,675.19	\$76,000.00	15.36%
Total Materials & Services	\$84,433.19	\$83,350.02	\$257,279.78	\$303,648.75	\$1,279,000.00	23.74%
<b>Human Resources</b>						
General Salaries and Wage	\$373,363.07	\$339,501.50	\$741,661.11	\$545,855.44	\$4,740,000.00	11.52%
Maintenance Salaries & W	\$16,981.34	\$9,609.22	\$33,845.10	\$17,137.88	\$103,000.00	16.64%
Group Insurance	\$63,333.15	\$60,870.47	\$126,326.61	\$122,806.00	\$880,000.00	13.96%
Unemployment/Worker's C	\$4,776.23	\$0.00	\$20,672.60	\$12,166.88	\$18,000.00	67.59%
Staff Development	\$485.34	\$4,143.14	\$28,907.49	\$15,088.44	\$74,000.00	20.39%
Total Human Resources	\$458,939.13	\$414,124.33	\$951,412.91	\$713,054.64	\$5,815,000.00	12.26%

Northbrook Public Library  
Income Statement  
June 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	17%
<b>Operating Costs</b>						
Photocopy	\$2,293.65	\$1,996.44	\$5,172.82	\$4,537.07	\$18,000.00	25.21%
Office & Library Supplies	\$4,027.94	\$4,593.16	\$14,718.12	\$7,740.40	\$70,000.00	11.06%
Software	\$9,020.23	\$11,472.06	\$45,909.88	\$34,181.06	\$110,000.00	31.07%
Postage	\$15,254.39	\$15,000.00	\$15,408.26	\$14,960.23	\$20,000.00	74.80%
General Insurance	\$0.00	\$0.00	\$67,524.20	\$70,476.06	\$88,000.00	80.09%
Telephone/Internet	\$18.70	\$18.79	\$18,326.12	\$17,930.05	\$40,000.00	44.83%
Professional Services	\$26,783.05	\$62,209.98	\$75,023.67	\$94,553.87	\$630,000.00	15.01%
Furniture, Equipment	\$2,450.70	\$3,384.00	\$3,489.60	\$3,384.00	\$75,000.00	4.51%
Equipment Rental & Maint	\$1,170.00	\$3,558.56	\$29,748.68	\$32,100.92	\$53,000.00	60.57%
Community Relations	\$568.04	\$9,787.13	\$9,897.04	\$10,054.94	\$55,000.00	18.28%
<b>Total Operating Costs</b>	<b>\$61,586.70</b>	<b>\$112,020.12</b>	<b>\$285,218.39</b>	<b>\$289,918.60</b>	<b>\$1,159,000.00</b>	<b>25.01%</b>
<b>Maintenance</b>						
Vehicle Expense	\$0.00	\$76.42	\$0.00	\$1,516.46	\$3,000.00	50.55%
Janitorial Supplies	\$2,614.15	\$2,522.22	\$6,002.18	\$4,823.01	\$45,000.00	10.72%
Utilities	\$2,617.16	\$4,401.43	\$3,248.61	\$4,408.18	\$60,000.00	7.35%
Building Repairs	\$1,405.00	\$0.00	\$2,810.00	\$0.00	\$35,000.00	0.00%
Contracted Services	\$23,027.24	\$15,962.95	\$43,308.72	\$66,982.11	\$245,000.00	27.34%
<b>Total Maintenance</b>	<b>\$29,663.55</b>	<b>\$22,963.02</b>	<b>\$55,369.51</b>	<b>\$77,729.76</b>	<b>\$388,000.00</b>	<b>20.03%</b>
<b>Other Expenses</b>						
Recruiting	\$100.00	\$500.00	\$100.00	\$650.00	\$1,000.00	65.00%
Contingency & Misc Exp	\$1,247.35	\$1,530.04	\$2,039.46	\$2,619.74	\$100,000.00	2.62%
Board Development	\$336.57	\$441.38	\$336.57	\$476.38	\$1,000.00	47.64%
<b>Total Other Expenses</b>	<b>\$1,683.92</b>	<b>\$2,471.42</b>	<b>\$2,476.03</b>	<b>\$3,746.12</b>	<b>\$102,000.00</b>	<b>3.67%</b>
<b>Total Undesignated Expenses</b>	<b>\$636,306.49</b>	<b>\$634,928.91</b>	<b>\$1,551,756.62</b>	<b>\$1,388,097.87</b>	<b>\$8,743,000.00</b>	<b>15.88%</b>
<b>Designated Expenses</b>						
Miscellaneous Designated Exp	\$6,327.77	\$24,169.82	\$515,994.66	\$27,576.99	\$100,000.00	27.58%
Designated Capital Expense	\$0.00	\$739.99	\$0.00	\$739.99	\$0.00	0.00%
Designated Program Expense	\$12,400.73	\$1,380.50	\$38,021.23	\$4,663.00	\$0.00	0.00%
<b>Total Designated Expenses</b>	<b>\$18,728.50</b>	<b>\$26,290.31</b>	<b>\$554,015.89</b>	<b>\$32,979.98</b>	<b>\$100,000.00</b>	<b>32.98%</b>
<b>Transfers &amp; Other Financing Uses</b>						
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%
<b>Total Transfers &amp; Other Financing</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$450,000.00</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$655,034.99</b>	<b>\$661,219.22</b>	<b>\$2,105,772.51</b>	<b>\$1,421,077.85</b>	<b>\$9,293,000.00</b>	<b>15.29%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$579,812.89)</b>	<b>(\$649,949.75)</b>	<b>\$2,779,127.49</b>	<b>\$3,132,269.53</b>	<b>\$1,000.00</b>	

Northbrook Public Library  
Income Statement  
June 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	17%
<b>02 - IMRF/FICA Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Property Tax Levy-IMRF	\$2,939.11	\$0.00	\$188,162.87	\$193,937.13	\$380,000.00	51.04%
Property Tax Levy FICA	\$2,057.38	\$0.00	\$136,114.31	\$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%
<b>Total Undesignated Revenue</b>	<b>\$4,996.49</b>	<b>\$0.00</b>	<b>\$324,277.18</b>	<b>\$359,804.41</b>	<b>\$707,500.00</b>	<b>50.86%</b>
<b>Total Revenues</b>	<b>\$4,996.49</b>	<b>\$0.00</b>	<b>\$324,277.18</b>	<b>\$359,804.41</b>	<b>\$707,500.00</b>	<b>50.86%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Human Resources</b>						
Employer IMRF	\$30,383.07	\$27,414.31	\$60,700.20	\$54,370.95	\$365,000.00	14.90%
Employer FICA	\$28,960.07	\$25,792.42	\$57,543.20	\$51,374.89	\$340,000.00	15.11%
<b>Total Human Resources</b>	<b>\$59,343.14</b>	<b>\$53,206.73</b>	<b>\$118,243.40</b>	<b>\$105,745.84</b>	<b>\$705,000.00</b>	<b>15.00%</b>
<b>Total Undesignated Expenses</b>	<b>\$59,343.14</b>	<b>\$53,206.73</b>	<b>\$118,243.40</b>	<b>\$105,745.84</b>	<b>\$705,000.00</b>	<b>15.00%</b>
<b>Total Expenses</b>	<b>\$59,343.14</b>	<b>\$53,206.73</b>	<b>\$118,243.40</b>	<b>\$105,745.84</b>	<b>\$705,000.00</b>	<b>15.00%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$54,346.65)</b>	<b>(\$53,206.73)</b>	<b>\$206,033.78</b>	<b>\$254,058.57</b>	<b>\$2,500.00</b>	

Northbrook Public Library  
Income Statement  
June 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	17%
<b>03 - Capital Improvements Fund</b>						
<b>Revenues</b>						
<b>Undesignated Revenue</b>						
Interest Income	\$3,662.14	\$3,411.38	\$7,452.31	\$6,946.62	\$20,000.00	34.73%
<b>Total Undesignated Revenue</b>	<b>\$3,662.14</b>	<b>\$3,411.38</b>	<b>\$7,452.31</b>	<b>\$6,946.62</b>	<b>\$20,000.00</b>	<b>34.73%</b>
 <b>Transfers &amp; Other Financing Sources</b>						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
<b>Total Transfers &amp; Other Financing</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>0.00%</b>
 <b>Total Revenues</b>	<b>\$3,662.14</b>	<b>\$3,411.38</b>	<b>\$7,452.31</b>	<b>\$6,946.62</b>	<b>\$445,000.00</b>	<b>1.56%</b>
<b>Expenses</b>						
<b>Undesignated Expenses</b>						
<b>Capital Projects &amp; Bond Expenses</b>						
Renovation/Repair	\$113,914.86	\$15,154.50	\$158,127.36	\$12,322.50	\$715,000.00	1.72%
Professional Fees	\$0.00	\$121.25	\$0.00	\$121.25	\$50,000.00	0.24%
Furniture & Equipment	\$1,230.96	\$0.00	\$1,230.96	\$0.00	\$0.00	0.00%
<b>Total Capital &amp; Bond Expense</b>	<b>\$115,145.82</b>	<b>\$15,275.75</b>	<b>\$159,358.32</b>	<b>\$12,443.75</b>	<b>\$765,000.00</b>	<b>1.63%</b>
 <b>Total Undesignated Expenses</b>	<b>\$115,145.82</b>	<b>\$15,275.75</b>	<b>\$159,358.32</b>	<b>\$12,443.75</b>	<b>\$765,000.00</b>	<b>1.63%</b>
 <b>Total Expenses</b>	<b>\$115,145.82</b>	<b>\$15,275.75</b>	<b>\$159,358.32</b>	<b>\$12,443.75</b>	<b>\$765,000.00</b>	<b>1.63%</b>
 <b>NET SURPLUS/(DEFICIT)</b>	<b>(\$111,483.68)</b>	<b>(\$11,864.37)</b>	<b>(\$151,906.01)</b>	<b>(\$5,497.13)</b>	<b>(\$320,000.00)</b>	

Northbrook Public Library  
Income Statement  
June 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	17%
<b>05 - Debt Service Fund</b>						
<b>Revenues</b>						
Undesignated Revenue						
Property Tax Levy	\$5,572.19	\$0.00	\$379,949.69	\$392,977.87	\$770,000.00	51.04%
Total Undesignated Revenue	\$5,572.19	\$0.00	\$379,949.69	\$392,977.87	\$770,000.00	51.04%
<b>Total Revenues</b>	<b>\$5,572.19</b>	<b>\$0.00</b>	<b>\$379,949.69</b>	<b>\$392,977.87</b>	<b>\$770,000.00</b>	<b>51.04%</b>
<b>Expenses</b>						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$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 Expense	\$0.00	\$0.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
Total Undesignated Expenses	\$0.00	\$0.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$166,675.00</b>	<b>\$162,500.00</b>	<b>\$770,000.00</b>	<b>21.10%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$5,572.19</b>	<b>\$0.00</b>	<b>\$213,274.69</b>	<b>\$230,477.87</b>	<b>\$0.00</b>	

## JUNE 2025 FINANCIAL SUMMARY

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 \$4,553,347.38

- 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:
  - 12% is fines and lost item / replacement collections
  - 66% is non-resident fees
  - 22% is copy machine collections
- Interest Income: Actual receipts have exceeded the conservative budget estimate.

Total General Fund expenditures to date are \$1,421,077.85.

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 three months of expenses having been booked for timely processing.
- **Unemployment/Workers Compensation:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Office & Library Supplies:** Lower than budget due to lower spending than anticipated.
- **Software:** Higher than budget due to annual renewals being recorded when paid.
- **Postage:** Higher than budget due to the annual postage deposit being paid.
- **General Insurance:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Telephone:** Higher than budget due to the recording of six months of RingCentral charges and the annual Comcast charges (for mobility lines and backup internet).
- **Furniture, Equipment:** Lower than budget due to expenses not being incurred at this point of the year.
- **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 needed repairs being booked when incurred.
- **Janitorial Supplies:** Lower than budget due to lower spending than anticipated.
- **Utilities:** Lower than budget due to gas costs being higher in winter months compared to summer months.
- **Recruiting:** Higher than budget due to reimbursing an out of state candidate for traveling costs.
- **Board Development:** Higher than budget due to recording membership costs to ALA and ILA for new trustees.



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

**Operating Funds**

Library Claims List	\$	247,236.62
Librarian's Claims List	\$	12,383.59
Payroll	\$	269,761.92
Fica/IMRF	\$	53,206.73
Mission Square	\$	20,461.45
IMRF - transfer to Village	\$	42,235.00
ACH to IPBC	\$	77,557.81
ACH to ADP	\$	1,042.58
<b>Total Operating Funds</b>	<b>\$</b>	<b>723,885.70</b>

**Capital Improvement Fund**

Claims List	\$	49,706.73
	<b>\$</b>	<b>49,706.73</b>

**Debt Service Fund**

<b>Grand Total Library</b>	<b>\$</b>	<b>773,592.43</b>
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Northbrook Public Library  
Bank Register Report  
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26862	6/16/2025	First Bankcard	\$ 6,816.88	Monthly Payment - Supplies
26863	6/16/2025	New York Times	\$ 3,115.96	Annual Payment - Materials
26864	6/16/2025	Pepper Construction Co.	\$ 21,717.00	Water Leak Repair Work
26865	6/16/2025	Joe Policastro	\$ 805.61	Reimbursement
26866	6/16/2025	Travel Sewing Repair	\$ 1,240.00	Annual Payment - Equipment Repair & Maintenance
26867	6/16/2025	Village of Northbrook Water Dept.	\$ 702.96	Quarterly Payment - Utilities
26868	6/16/2025	WM Corporate Services Inc.	\$ 728.05	Monthly Payment - Utilities
26869	6/30/2025	ABM Industry Groups LLC	\$ 13,488.10	Monthly Payment - Professional Services
26870	6/30/2025	Amazon Capital Services	\$ 4,466.48	Monthly Payment - Supplies
26871	6/30/2025	American Library Association, Membership	\$ 817.00	Annual Payment - Staff Development & Board Development
26872	6/30/2025	Baker & Taylor	\$ 19,451.54	Monthly Payment - Materials
26873	6/30/2025	Best Buy Business Advantage Account	\$ 3,384.00	Annual Payment
26874	6/30/2025	Best Quality Cleaning	\$ 5,982.68	Monthly Payment - Contracted Services
26875	6/30/2025	Bibliotheca, LLC.	\$ 2,318.56	Annual Payment - Equipment Repair & Maintenance
26876	6/30/2025	Chicago Backflow, Inc.	\$ 1,350.00	Annual Payment - Contracted Services
26877	6/30/2025	Cintas	\$ 703.44	Monthly Payment - Janitorial Supplies & Contracted Services
26878	6/30/2025	Demco	\$ 922.19	Monthly Payment - Supplies
26879	6/30/2025	EBSCO Information Services	\$ 1,207.74	Annual Payment - Materials
26880	6/30/2025	Fifth Star Collective, PLLC	\$ 2,437.50	Monthly Payment - Professional Services
26881	6/30/2025	Jonas Fiddle	\$ 600.00	Monthly Payment - Programming
26882	6/30/2025	Illinois Library Association	\$ 1,900.00	Annual Payment - Staff Development & Board Development
26883	6/30/2025	Impact Networking LLC	\$ 1,996.44	Quarterly Payment - Photocopy
26884	6/30/2025	Ingram Library Services	\$ 6,619.29	Monthly Payment - Materials

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26885	6/30/2025	It's Impressive LLC	\$ 1,599.18	Annual Payment - Programming
26886	6/30/2025	Carla Lasky	\$ 1,840.00	Annual Payment - Staff Development - Tuition Reimbursement
26887	6/30/2025	Midwest Tape LLC	\$ 6,186.25	Monthly Payment - Materials
26888	6/30/2025	New York Times	\$ 3,016.00	Needs to be voided - cut in error
26889	6/30/2025	North American Corp of Illinois	\$ 1,148.33	Monthly Payment - Janitorial Supplies
26890	6/30/2025	Old Town School of Folk Music	\$ 600.00	Monthly Payment - Programming
26891	6/30/2025	Olsson Roofing Company, Inc.	\$ 1,075.00	Semi Annual Payment - Contracted Services
26892	6/30/2025	Outsource Solutions Group, Inc.	\$ 44,628.86	Monthly Payment - Professional Services (2 months)
26893	6/30/2025	Overdrive	\$ 20,396.92	Monthly Payment - Materials
26894	6/30/2025	Reaching Across Illinois Library System	\$ 18,154.49	Annual Payment - Software & Materials
26895	6/30/2025	Reserve Account	\$ 15,000.00	Annual Payment - Postage
26896	6/30/2025	Scholastic Inc	\$ 4,210.00	Annual Payment - Programming & Materials
26897	6/30/2025	Siemens Industry Inc.	\$ 2,555.00	Quarterly Payment - Contracted Services
26898	6/30/2025	Sunset Food Mart, Inc.	\$ 1,435.72	Annual Payment - Community Relations, Staff Development, Programming
26899	6/30/2025	Swank Motion Pictures Inc.	\$ 917.00	Monthly Payment - Programming
26900	6/30/2025	Symmetry Energy Solutions, LLC	\$ 2,970.42	Monthly Payment - Utilities
26901	6/30/2025	Vis-O-Graphic, Inc.	\$ 9,113.94	Quarterly Payment - Community Relations
26902	6/30/2025	Warehouse Direct Inc.	\$ 1,307.25	Monthly Payment - Supplies
26903	6/30/2025	WET Solutions, Inc.	\$ 3,900.00	Annual Payment - Contracted Services
26904	6/30/2025	Wex Health Inc.	\$ 1,862.84	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26905	6/30/2025	Yami Vending Inc.	\$ 1,156.00	Monthly Payment - Contingency
26906	6/30/2025	Zoobean Inc.	\$ 1,392.00	Annual Payment - Software

\$ 247,236.62

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

Transaction Number	Transaction Date	Vendor	Amount
54672	5/25/2025	VOID - Kaitlin Grady	\$ (150.00)
54712	6/25/2025	Stephen Fincher	\$ 500.00
54713	06/30/2025	A-Z Mindfulness	\$ 150.00
54714	06/30/2025	Alert Protective Services	\$ 162.03
54715	06/30/2025	Gregory Alexander	\$ 300.00
54716	06/30/2025	Anna Amen	\$ 550.92
54717	06/30/2025	Ancel Glink P.C.	\$ 500.00
54718	06/30/2025	Aquatic Works LTD	\$ 370.00
54719	06/30/2025	B&H Photo-Video	\$ 136.44
54720	06/30/2025	Baker & Taylor Entertainment	\$ 77.63
54721	06/30/2025	Zbigniew Banas	\$ 250.00
54722	06/30/2025	Bayscan Technologies	\$ 192.75
54723	06/30/2025	Neil Bradbury	\$ 150.00
54724	06/30/2025	Nancy Buehler	\$ 250.00
54725	06/30/2025	Cardio Partners Inc.	\$ 507.00
54726	06/30/2025	Cavendish Square	\$ 186.03
54727	06/30/2025	Chicago Filter Supply	\$ 273.20
54728	06/30/2025	Chicago Food Swap	\$ 350.00
54729	06/30/2025	Discount School Supply	\$ 141.55
54730	06/30/2025	Adrienne Edwards	\$ 19.32
54731	06/30/2025	Gale/Cengage Learning Inc.	\$ 329.49
54732	06/30/2025	Jo I Gayle	\$ 125.00
54733	06/30/2025	Glenview Chess Club LLC	\$ 200.00
54734	06/30/2025	Glenview Chess Club LLC	\$ 300.00
54735	06/30/2025	Jeffrey Gluskin	\$ 55.78
54736	06/30/2025	Grainger	\$ 35.44
54737	06/30/2025	Happiness Forward LLC	\$ 150.00
54738	06/30/2025	HR Source	\$ 310.00
54739	06/30/2025	Terrence Hunter	\$ 450.00
54740	06/30/2025	Illinois Heartland Library System-OCLC	\$ 15.26
54741	06/30/2025	Illinois Library Association	\$ 400.00

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

Transaction Number	Transaction Date	Vendor	Amount
54742	06/30/2025	Image Specialties of Glenview, Inc.	\$ 48.00
54743	06/30/2025	Stephanie Kaczynski	\$ 250.00
54744	06/30/2025	James Karol	\$ 63.37
54745	06/30/2025	Alisa Kusnitzow	\$ 150.00
54746	06/30/2025	Alisa Kusnitzow	\$ 150.00
54747	06/30/2025	Lakeshore Learning Materials	\$ 367.97
54748	06/30/2025	Lechner Services	\$ 116.80
54749	06/30/2025	Jeanette K. Licata	\$ 75.00
54750	06/30/2025	Melissa Lungaard	\$ 8.00
54751	06/30/2025	Neuco Inc.	\$ 149.10
54752	06/30/2025	Kathryn Norregaard	\$ 420.00
54753	06/30/2025	Kathryn Norregaard	\$ 420.00
54754	06/30/2025	Kathryn Norregaard	\$ 420.00
54755	06/30/2025	Kathryn Norregaard	\$ 420.00
54756	06/30/2025	Northbrook Hardware	\$ 171.86
54757	06/30/2025	Northbrook Park District	\$ 25.00
54758	06/30/2025	Ocooch Hardwoods	\$ 87.78
54759	06/30/2025	Panera, LLC	\$ 152.72
54760	06/30/2025	Petersen Bros. Plastics, Inc.	\$ 550.00
54761	06/30/2025	Petty Cash Custodian	\$ 26.11
54762	06/30/2025	Quill LLC	\$ 183.71
54763	06/30/2025	Olga Rudiak	\$ 300.00
54764	06/30/2025	Runco Office Supply	\$ 143.91
54765	06/30/2025	Mardi Scott	\$ 75.00
54766	06/30/2025	The Office of the State Fire Marshall	\$ 195.00
54767	06/30/2025	Robert Waterbury	\$ 50.00
54768	06/30/2025	WEX Bank	\$ 76.42

\$ 12,383.59

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1932	06/16/25	Grainger	\$ 824.97	Elevator - Access Key Pads
1933	06/16/25	Pepper Construction Co.	\$ 2,832.00	Elevator - Victaulic Repair
1934	45824	RG Asphalt & Concrete	\$ 8,074.50	Final Payment - Parking Lot Project
1935	45824	Thermosystems Building System Solutions	\$ 33,606.01	Final Payment - Chiller Project
1936	45838	3E Electric, Inc.	\$ 967.00	Lights for Boiler Room
1937	45838	Ancel Glink P.C.	\$ 121.25	Security RFP Review
1938	45838	Colley Elevator Co.	\$ 3,281.00	Elevator - Packing Repair
			<u>\$ 49,706.73</u>	

# Director's Report

July 2025

## Agenda Items

### 5 Staff Reports

#### 5.1 Scope 3 Emissions Environmental Report

Staff Member Katie Suárez is getting a masters in Sustainability at Harvard and one of her projects was to pick an organization to do an analysis on their carbon emissions. She chose the library and we narrowed the scope to materials loaned and materials purchased. A copy of the report is in the packet and Katie will be joining us to give a report at the meeting and talk to the board about what she put together.

### 7 Unfinished Business

#### 7.1 Room Rental Policy Review Working Group Update

The first meeting of the group is Wednesday, July 16. Maura, Janet, or I will give a verbal report on Thursday on how the first meeting went.

### 8 New Business

#### 8.1 Friends of the Library Update- Ms. Merrill Medansky

Merrill will be joining us to share with the board what the Friends of the Library have been up to. No action needed on this.

#### 8.2 Data Analysis Ongoing Support Discussion

With our Data Dashboard live, we have started looking at the other data needs we have for the library. I have prepared a memo to share more information with the board on what our needs are and what we are suggesting to provide support going forward. No action requested on this.

#### 8.3 Schaumburg Township District Library Visit Discussion

After the visit last week, the board will have time to discuss thoughts and impressions as we move towards updating our Master Plan. No action requested on this.

#### 8.4 Quarterly Strategic Plan Check In

I will be providing a report on how we are doing on the strategic plan. There is a report in the packet with a summary. No action requested on this.

## 10 Agenda Building

Next month, we will have the following on the agenda:

- Website Update Project Overview with Linda Vering
- Facilities Manager Introduction & Facilities Updates with Jason Halack
- Room Rental Policy Review Working Group Update

## Updates

### Patron Feedback

We are now including the patron feedback in the link below. This will take you to the data dashboard and the most recent month's patron feedback is at the top of the page.

- [Northbrook Public Library Patron Feedback Link](#)

## Connect with Our Community

### Collections

- Cataloging Librarian Sara Scodius and Processing Clerk Seyoung L. added twenty new mobile hotspots to the Library of Things Collection. These new devices replace the older model and expands the collection to meet increased demand.
- We are going to be adding a new technology eresource – Northstar Digital Literacy. It will provide additional teaching resources for our instructors, but most importantly it has assessments and learning pathways for patrons on media literacy.
- The Technical Services Cataloging Librarians Sarah Kaminski, Sara Scodius, and Connie Liu updated the call numbers on the Young Adult Manga collection to improve the consistency and discoverability of the titles. The collection consists of approximately 1,300 items.
- In June, Youth Services and Teen Services celebrated Pride Month with book displays. YS also had a display for Juneteenth.

### Outreach & Partnerships

- The committee participated in the Village Climate Action Day on June 7. It took place in the Village Hall parking lot from 10am - 2pm. The library table had 100 interactions over that time and was an opportunity to let people know about sustainability programming, items in the library of things, such as the puller bear, and promoted a drawing for a sustainable giveaway.



- On June 14, Northbrook Public Library partnered with Endeavor Health to share information about opioids and naloxone in the Pollak Room. Participants were trained to use naloxone and were able to take home naloxone with them if they wished.
- YIVO Chicago presented the silent film East and West on June 22. We had 74 in attendance
- Youth Services partnered with the Park District for a film screening of Despicable Me 4 for one of the Park District camps. There were about 32 kids in attendance and many of them got to experience seeing a movie at the library for the first time and some had expressed being at the library before!

## Upcoming Partnerships

- YIVO Chicago: Maxwell Street Klezmer Quintet, August 5, 2025, Contact: Fran Dvorkin, Partner: YIVO Chicago
- Illinois Libraries Present Series 5 Line Up:
  - September 16 - Steve Burns
  - October 21 - Marissa Bode
  - November 18 - J. Kenji Lopez-Alt
  - January 13 - Jonathan Eig
  - February 24 - R.L. Stine
  - Percival Everett - March 19
  - Cristina Henriquez - April 16
  - Rebecca F. Kuang - May 19

## Collaboratory Projects

- Maker Specialist Dylan McDowell helped a father and daughter, who wanted to make some shirts for her soccer team. The team already had a logo designed, but it was going to be difficult to subliminate. She talked to them about the sublimation process and the potential issues we were going to run into. After discussing it, they decided to try heat transfer vinyl instead. They got a whole set of shirts ready for their team and were very happy with how they turned out.



- Eric Flowers, Maker Specialist, assisted a patron who wanted to use our Brother embroidery machine to create applique pieces from grandson's outgrown onesies to spell out his name and add it to a blanket for him. He helped her work through a procedure for this project, since applique involves a few more moving parts than a typical embroidery, and she was very pleased that the result was so cute.



- Maker Specialist Megan Hollister worked with a patron and his grandchildren to embroider a large zip-up hoodie with their custom 7.5 x 9 inch embroidery design that he had professionally digitized. Since most of the staff ended up helping or troubleshooting at various points in this project, the patron was incredibly grateful for the makerspace department and wanted to show his appreciation in the form of pizza for lunch.



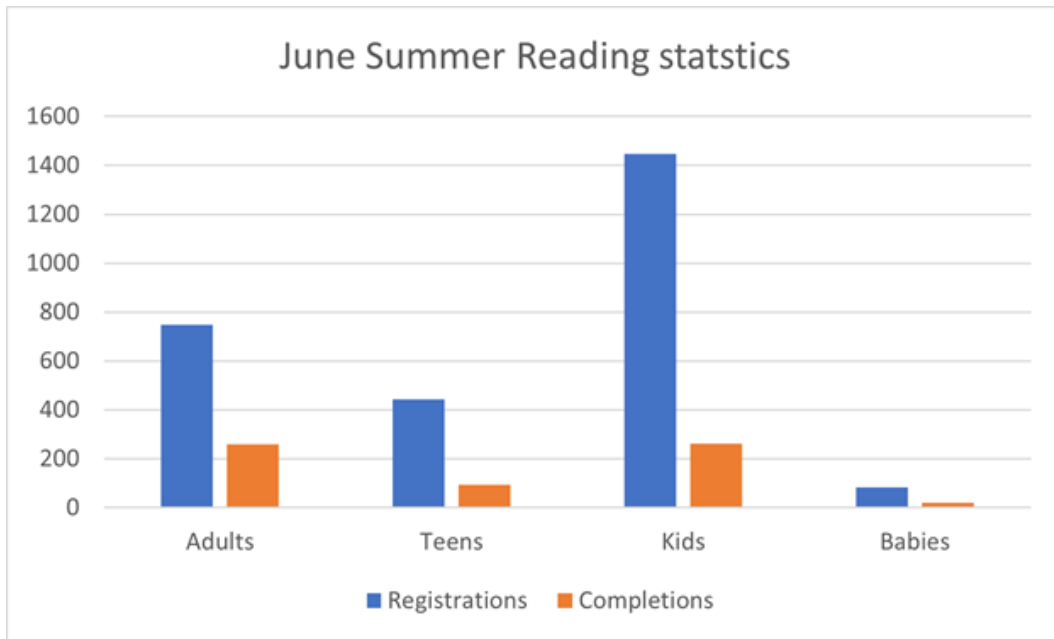
- Maker Specialist Patrick Rodriguez helped a patron who wanted to etch a photo onto a wooden box using the laser cutter. He assisted her with measuring the box, airdropping the image to the computer, and compiling the project on the Corel Vector software.



## Programs

### Summer Reading

- Summer Reading kicked off with a Crack the Code challenge with 220 participants. Two successful codebreakers won gift cards to the Book Bin and North Shore Comics.
- The Reading Challenge has gotten off to a strong start, with 2,724 total participants in June. So far, 634 have completed the challenge.



- The bucket hat prize has been very popular with adults who complete the challenge. One recipient said they looked forward to wearing it while reading in the park. Other prizes for adults include gift cards in weekly drawings to local businesses, such as the newly opened Bean Bar.
- Kids are most excited about the coupons they receive for tracking their daily reading, including the Park District, NSYMCA, McDonald's, Culvers, Dunkin', Kane County Cougars, and Epic Burger. Epic is the biggest hit, especially with the parents. This year Epic is offering a burger, fries, and a drink to kids who complete 5 days of reading. We're also seeing a lot of buzz around our Grand Prizes, most notably the Xbox and the baseball tickets for both the Cubs and the White Sox.
- There are many new parents who are happy to find out we offer a Baby Summer Reading program and are "thrilled" that their babies are able to participate. Babies and parents did a total of 677 activities together in June.

## Youth Services

- The Teen Volunteer Program has a record number of participants this year at 117. Teen Librarian Stephanie Bremner, diligently worked with YS staff to find opportunities for all the volunteers and not turn away anyway.
  - 2025: 117 volunteers
  - 2024: 85 volunteers
  - 2023: 70 volunteers
  - 2022: 84 volunteers
  - 2021: 85 volunteers
  - 2020: 66 volunteers

- Teen Volunteers started their service hours once the school year concluded. In addition to working at the Summer Reading Desk, they have been very helpful in facilitating our programs and participating in various Group activities including:
  - Garden Group - Maintain a garden plot and donate produce to the Northfield Food Pantry
  - Program Prep Group - Organize and prepare program supplies
  - Craft Group - prepare the monthly crafts for the department
  - Early Learning Through Play Group - Create and facilitate extension activities after our Tuesday Storytimes.
  - Book Group - Collections help including weeding, creating book lists, and book displays
  - Video Group - Create short form video and social media posts for the Marketing Department
  - Book Discussion Group - Help run a monthly book discussion for children grades 4-6
  - Chess Group - Facilitate a weekly drop-in chess program for children and teens.
- Youth Services started off this season's Games Outside the Box with the ever popular Egg Drop Challenge. YS Library Assistant Dalia Shapiro, along with staff from many departments, help kids design containers to protect a raw egg from breaking after being dropped off the roof of the library. 41 children participated in the program.
- YS Librarian Jason Waclawik and YS Library Assistant Sean Collins presented Stories in the Park at the Village Green on Friday, June 6 for 47 participants. A second date, June 20, was relocated to the library due to rain and had 81 attendees.
- The summer programs have been very popular and here is a sampling of some of the happy patrons at different programs:





Stories in the Park on June 6, 2025.



8 Bit Art on 6/24/25



Summer Art: Watercolor  
Teen Volunteer Video Group TikTok post



Miss Katie Sings





Gamefest

## Adult Services

- Our Pride themed programs were successful this year. They all had a good turnout and an engaged audience. While we prepared staff for any negative community comments or behaviors surrounding Pride Month as we have for several years now, I'm happy to report that we did not receive any negative comments this month.
  - On June 9th Lev Kalmens, Adult Services Assistant Manager, hosted Heather McCammond Watts for a program titled "Allyship 101 - A Community Conversation". Two of the three surveys we received for this program indicated that patrons felt a greater sense of belonging in the community after attending the program.
  - On June 18th Adult Services Librarian Margo Hill hosted a showing of "A Portrait of a Lady on Fire" which was followed by a discussion of the film.
  - Youth Services Librarian, Miles Schwartz, and Adult Services Assistant Manager, Tracy Gossage, hosted the 2nd annual LGBT Tea Party on Saturday, June 21. We had 20 people attend this drop-in program to socialize and meet other LGBTQ+ people and allies in a casual environment over snacks and crafts. We partnered with the Youth Services of Glenview/Northbrook who helped promote the event and assist us during the event. People were thankful for us hosting the event, and chatted with one another well after the official end time.

- On Thursday, June 19th, Adult Services librarian Caitlyn Hannon hosted a program called "Travel Inspiration: Midwest Road Trips." Nearly 70 people attended the afternoon program and attendees were very engaged with the presentation.



## Social Media

Cat Garcia, Marketing Assistant, has started assisting Teen Librarian, Stephanie Bremner with the members of the Summer High School Volunteer's "Video Creation/Social Media Group" with creating TikTok videos that promote the library. The first TikTok was published in June.  
<https://www.tiktok.com/@northbrookpl/video/7521825801071824183>

Ari Siegel uses the library to achieve a dream  
 6/27/25 at 11:38am  
 Reach: 1,637  
 Views: 2,632  
 Interactions: 43  
 Link clicks: 29





Social Media post: Stacy showing off her Summer Reading bucket hat  
6/30/25 at 4:34pm  
Reach: 1,001, Views: 1,619  
Interactions: 14



## Build an Inclusive Culture

- The data dashboard went live in June and was used to provide statistical data in the June Board packet. We still need to get this information displayed on the website. Streamlining our monthly data collection may help increase staff capacity. The new dashboard will also make accessing and understanding key data points and trends more accessible to both staff, the Board, and the public.
- Becky completed the IPBC Benefit Benchmarking Survey, which will provide valuable data to assess the library's benefits in comparison to those offered by other IPBC members. The results will support informed decision-making by both library leadership and elected officials regarding employee benefits and other related expenses.
- We have embarked on role alignment by updating our reporting structure as part of the feedback I received from the board. We are transitioning throughout the rest of this year. We are shifting all public service managers to report to Kelly, ensuring more consistency for those departments and shifting my focus so I can operate at a more strategic level. Kelly will be overseeing these managers. Anna will be now overseeing IT and Events Production in addition to Facilities. As these are all back of house departments, this will help with streamlining work and processes. We have also shifted the security monitors to report to the new Facilities Manager where before they reported directly to the Assistant Director. The goals of all of these changes are to increase capacity, strengthen communication, and make decision making pathways clearer. We are excited to be making these changes.

## CE & Training

- 2025 Staff Development Day Follow-up:  
As an institute of lifelong learning, the Northbrook Public Library is committed to carrying forward the insights and lessons gained from this year's Staff Development Day. To evaluate this annual event, HR Director Becky Moore facilitated a discussion with managers to gather additional feedback and combined it with responses from the post-event staff survey. A summary of these insights was shared at the June all-staff meeting, highlighting staff experiences and outlining leadership's commitments

moving forward. The goal is to ensure that future Staff Development Days align with the library's strategic priorities and continue to provide meaningful opportunities for learning, team-building, reflection, and recognition.

- Assistant Manager Sara Chase attended the Annual ALA Conference in Philadelphia from June 27 through June 30. Key takeaways were finding out more about the issues facing Baker & Taylor with not being able to supply materials to libraries and the lack of communication, new CollectionHQ functionality and features, and upcoming titles for Youth collections.
- Erin Tegge and Anne Benson from GNCY will be here on August 1 to present naloxone training to staff in advance of the library adding naloxone distribution to our services and after the public program we had this June.

## Personnel

### Hires

- Neil Davilo, full-time Circulation Assistant Manager (CIRC) joined effective June 16.  
New
- Carolan Schroeder, part-time Circulation Clerk (CIRC) joined effective June 23.  
Replacement
- CeeCee Crabb, part-time Circulation Clerk (CIRC) joined effective June 23.  
Replacement

### Change in Position and/or Status

- Shannon Hall, changed from part-time Circulation Clerk (CIRC) to part-time substitute Circulation Clerk (CIRC).
- Carla Lasky, changed from part-time Adult Services Assistant (AS) to full-time Adult Services Librarian (AS) effective June 2.

### Departures

- Katherine D'Antico, part-time Circulation Clerk (CIRC), last day was June 3.

## Create Spaces to Belong

- After the end of the fiscal year on April 30, Anna has worked on closing out FY25. Selden Fox, our auditor, came the week of July 7 to start working on the audit. Once finalized, it will be presented to the board this fall.
- We continue to draft the access control and intrusion alert RFP and emergency operations procedures with input from outside vendors (electrical and elevator), attorneys, Northbrook Police, and Northbrook Fire Department.
- As mentioned previously, Anna is continuing to work on the Elevator Modernization Project. After getting a lot of pushback from TKE, Jason Halack recommended we bring in an elevator auditor to assess the issues. Vertical Assets identified the main issues and Anna is working with Jason, Colley, TK and Vertical Assets on resolving these issues.

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

21,416

↑ 5.3%



### Building Visits

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

57,863

↑ 6.5%



### Community Outreach

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

Events

13

↓ -35.0%

People Reached

579

↓ -60.6%



### Staff Continuing Education

The number of continuing education hours completed by NPL staff

558

↓ -30.8%

## Sharing Books & Materials



### Physical Collections

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

226,143

↓ -1.0%



### Circulation

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

Physical

124,478

↓ -5.7%

Downloadable

41,126

↑ 12.5%

## Using Spaces & Services



### Computer Use

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

2,976

↑ 0.5%



### WiFi Use

The number of unique devices that access NPL WiFi each day

25,778

↑ 12.0%



### Study Room Use

The number of NPL study room reservations made by patrons

2,944

↑ 10.7%



### Meeting Room Use

The number of NPL meeting room reservations made by patrons

Total

96

↑ 9.1%

Auditorium

0

N/A



### Program Engagement

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

Events

156

↑ 20.9%

Attendance

4,819

↑ 25.9%



### 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

594

↓ -63.8%

# Monthly Statistics Dashboard (Page 1 of 3)



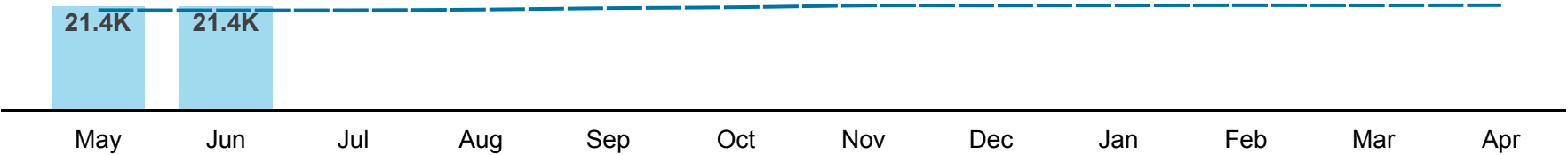
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A 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



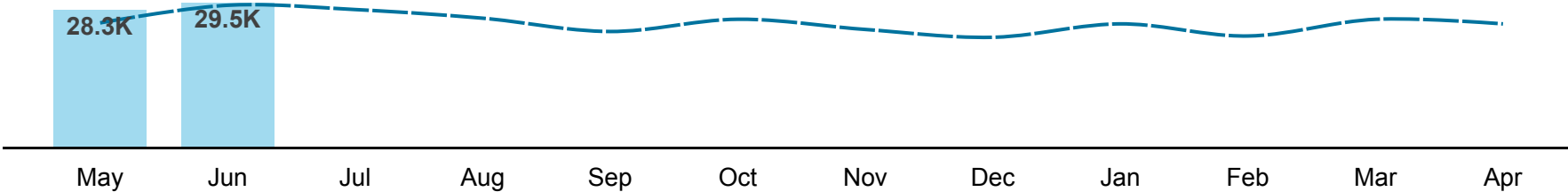
FYTD Totals

21,416  
↑ 5.3%



### Building Visits

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



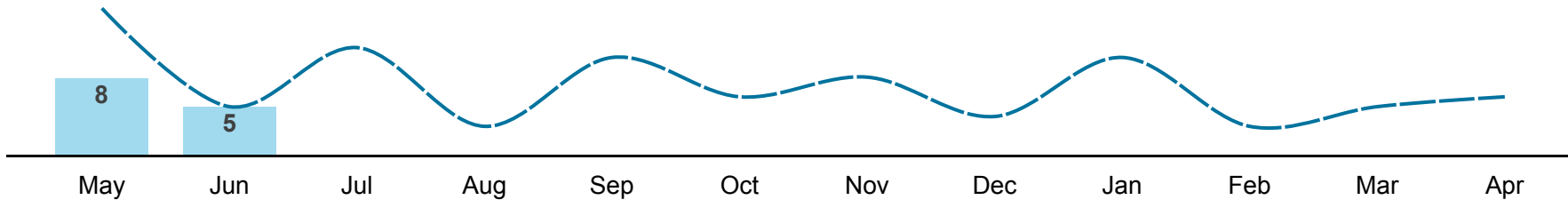
57,863  
↑ 6.5%



### Community Outreach

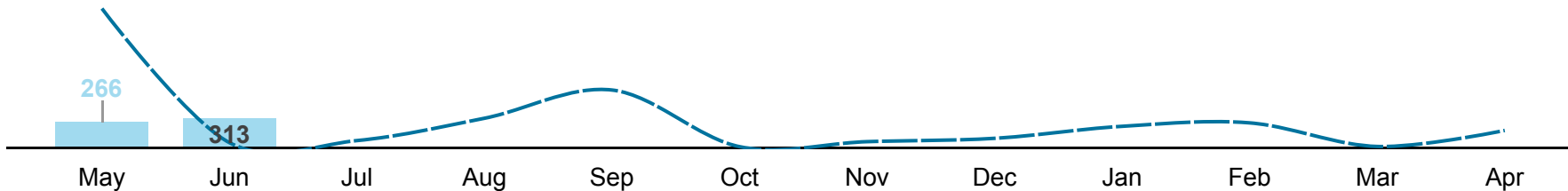
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

#### Events



13  
↓ -35.0%

#### People Reached

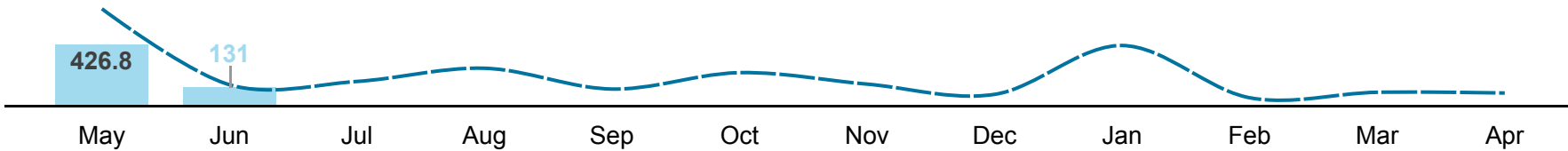


579  
↓ -60.6%



### Staff Continuing Education

The number of continuing education hours completed by NPL staff




558  
↓ -30.8%

# 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.

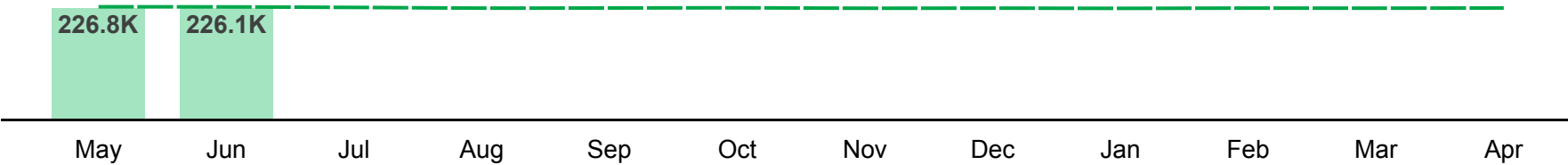


## Sharing Books & Materials




### Physical Collections

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



FYTD Totals

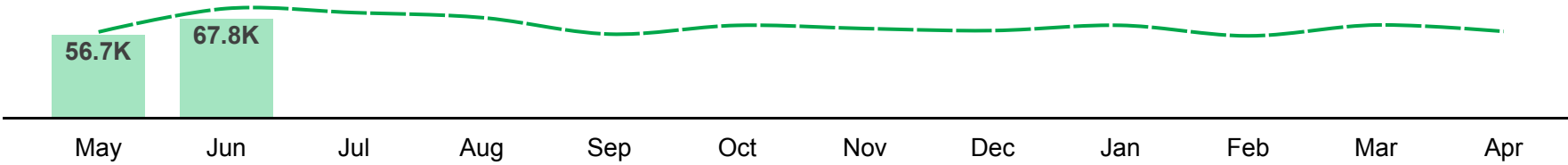
226,143  
↓ -1.0%



### Circulation

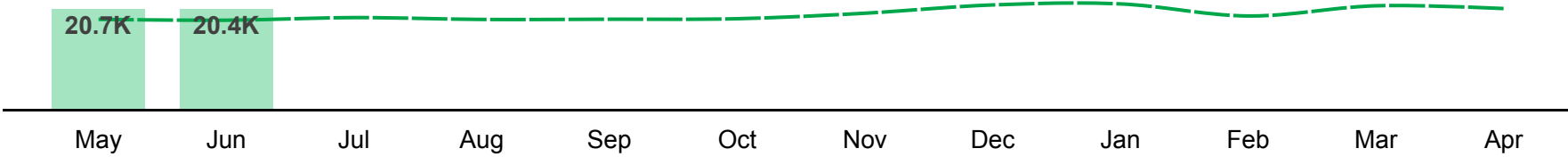
The number of checkouts of physical and downloadable materials from NPL collections

Physical




124,478  
↓ -5.7%

Downloadable



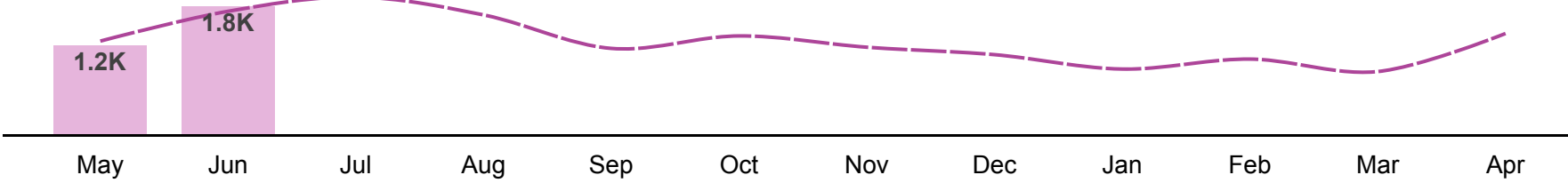
41,126  
↑ 12.5%

## Using Spaces & Services




### Computer Use

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

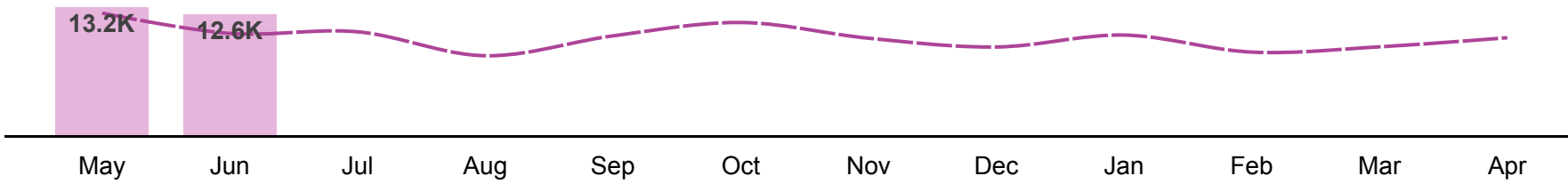


2,976  
↑ 0.5%



### WiFi Use

The number of unique devices that access NPL WiFi each day



25,778  
↑ 12.0%



# Monthly Statistics Dashboard (Page 3 of 3)



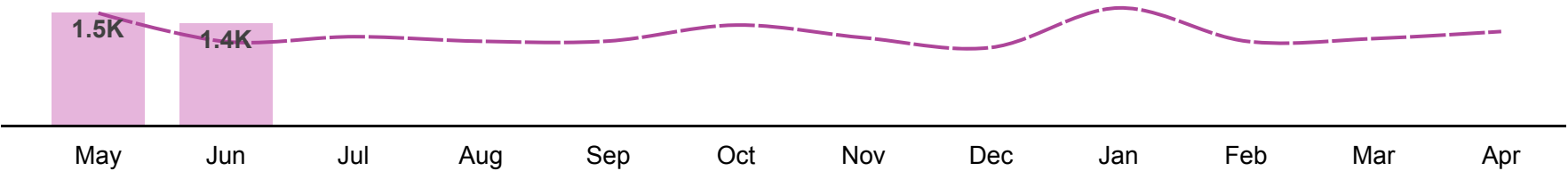
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light purple columns and the previous fiscal year's data as a dark purple dashed line, for comparison purposes. 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



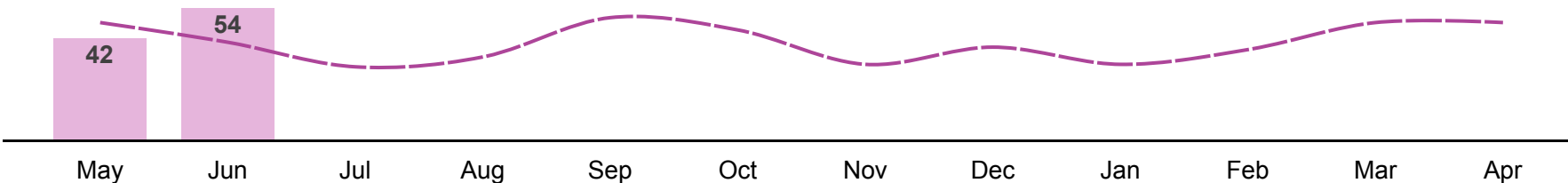
### FYTD Totals

2,944  
↑ 10.7%



### Meeting Room Use

The number of NPL meeting room reservations made by patrons



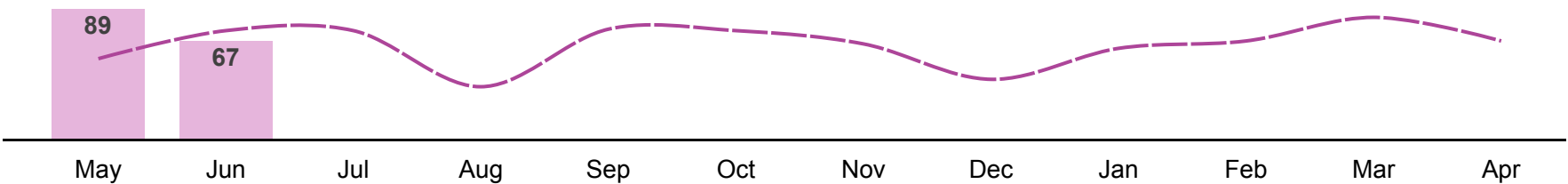
96  
↑ 9.1%



### Program Engagement

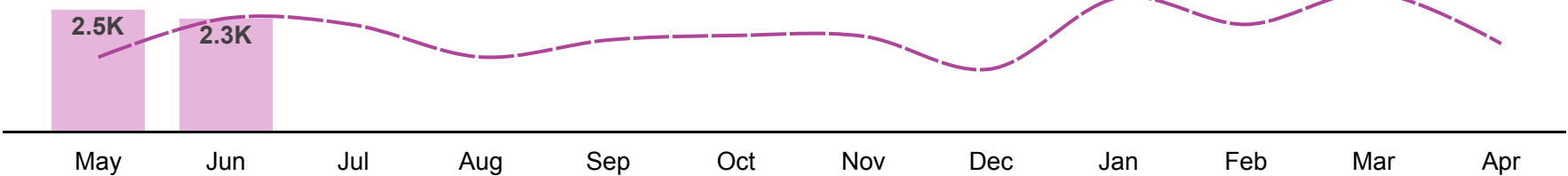
The number of programs offered by NPL, and the number of patrons who attend

#### Events



156  
↑ 20.9%

#### Attendance

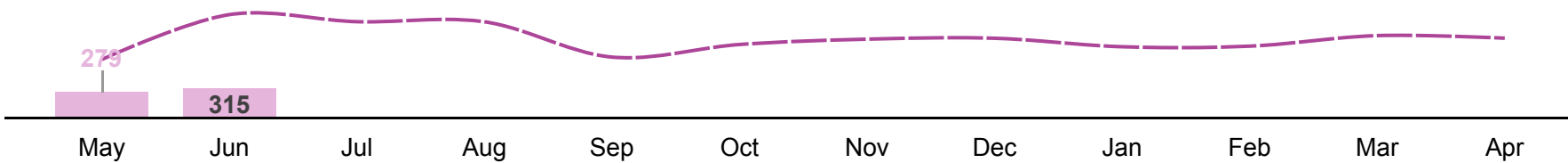


4,819  
↑ 25.9%

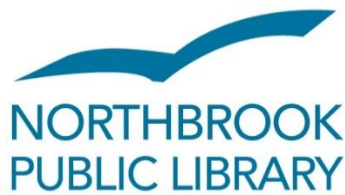


### One-on-Ones

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



594  
↓ -63.8%



## Memorandum

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DATE: July 9, 2025

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Data Analysis Ongoing Support

As part of our strategic plan goal 2.2 To Foster a Culture of Shared Growth and Learning, we successfully collaborated with Mallory Edgar at Fifth Star Collective to reestablish methodology and reporting for monthly statistics. The data dashboard project the board approved in 2024 has been completed and has already proven to be a valuable tool for both staff and board to examine immediate impacts and longer trends in our work.

Building on this successful partnership, we now have an opportunity to expand our data capabilities to better support our strategic plan implementation and overall organizational effectiveness. I am including a proposal from Mallory Edgar at Fifth Star Collective for ongoing data and evaluation support. A link to the proposal is here:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:a7ca237e-f1f3-4c78-b007-b087facc03cc>

The monthly statistics dashboard we created together has demonstrated the value of having dedicated data expertise. However, as we continue working toward our strategic plan goals, we need more comprehensive support around evaluation practices and data activities including collection, management, analysis, visualization, and reporting. This ongoing partnership would help us better understand and evaluate our work, make informed

decisions about changes, tell the library's story, and ultimately better serve and engage with the Northbrook community.

The proposed ongoing support would include development and revision of data collection tools, enhanced reporting and storytelling capabilities, strategic planning and evaluation support, and miscellaneous data consultation as needs arise. This comprehensive approach will give us the tools to hold ourselves accountable as we work on the strategic plan and ensure we can effectively measure our progress toward our goals.

The proposal is for ongoing monthly support at \$4,000 per month, with a contract term beginning September 1, 2025. This investment in our data infrastructure aligns directly with our strategic planning initiatives and our commitment to fostering a culture of shared growth and learning.

I am presenting this as a single option rather than multiple vendor proposals because this work represents Part II of the data infrastructure project we have already begun with Fifth Star Collective. We have successfully established a working relationship with Mallory Edgar, and she has developed an intimate understanding of our data systems, strategic plan goals, and organizational culture. Starting over with a new vendor would require significant time and resources to rebuild this foundation, and would likely result in less effective outcomes as we work to implement our strategic plan.

I am sharing this proposal to gather your initial thoughts and feedback on this approach to ongoing data support, and am happy to answer any questions or bring questions to Mallory after the meeting. No action is being requested at this meeting.



# Strategic Plan Report

July 2025

This is the fourth quarterly update on our progress toward the goals outlined in the library's Strategic Plan. It reflects the continued dedication of both the Board and staff to move this work forward thoughtfully and actively. Over the past quarter, staff across departments have contributed their time, energy, and creativity to advancing the plan's goals, and their efforts are reflected in the highlights below.

Enclosed in the packet is the list of activities identified by library staff to support Strategic Plan implementation. I have included the column outlining who is accountable for heading up each activity. We use the RACI model for project planning which identifies:

- who is accountable for making sure the work is done,
- who is responsible for doing the work,
- who should be consulted on the project
- who should be informed on work being done

The summary below highlights actions taken between April-June 2025 that align with those activities, as well as additional efforts that have emerged in response to community and staff needs. While not exhaustive, this report offers a representative snapshot of the meaningful work happening across the organization to reach the goals identified in the Strategic Plan.

We recognize that the Strategic Plan is a living document—one that allows us to remain responsive and adaptive. This flexibility ensures that we can continue to make thoughtful progress while remaining attentive to the evolving needs of our community and staff.

## Connect with Our Community

### **Goal 1.1 Position ourselves as the community's center for information needs.**

*Strategic Plan Activity: Make data-driven decisions to optimize and expand collections based on community needs.*

We continue to use Collection HQ and a number of CCS reports to make informed decisions on our collections from purchasing to weeding.

*Strategic Plan Activity: Develop and implement programs to educate the community on AI.*

Adult Services is conducting an AI programming series with multiple components

The AI programs include:

- An introduction to generative AI
- Hands-on components
- Sessions in spring and fall
- A specific program by Jill on the environmental impacts of AI
- Potential future targeted sessions for parents or kids about AI

*Strategic Plan Activity: Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.*



Complete! We have now had a rental and are looking at tweaking guidelines to make it easier for people to rent.

*Year 2 Strategic Plan Activity: Update the website to better meet staff and community information needs, with a focus on increasing accessibility.*

Linda Vering has put together a staff working group and will be presenting a timeline and plan to the board at the August board meeting for the work we will be emarking on in Year 2 of the strategic plan.

*Year 3 Strategic Plan Activity: Conduct a public computer usage study to determine the optimal number of computers needed to meet community demand.*



Completed! We decreased the number of public computers available by 1.

*Other activities that serve this goal:*

- Offered 20 classes on sewing machine use, crafting techniques, glass fusion and related maker subjects, serving 166 people.
- Youth Programs
  - Started offering a monthly Family Chess Program in response to the number of adult caregivers who expressed interest in our children's Chess Club.
  - In addition to our Noggin Builders for grades 3-5, YS is trying out a new Preschool Noggin Builders in response to feedback received from the community survey regarding STEM opportunities for those under 5.
- Youth/Teen Services Programs
  - April
    - Programs: 28
    - Attendance: 908
  - May
    - Programs: 23
    - Attendance: 714
  - June
    - Programs: 42
    - Attendance: 3644
- Adult Services Librarian, Bill Pekara, has been conducting interviews for Northbrook Voices, the oral history archive done in collaboration with the Northbrook Historical Society.
- The Reading Challenge has gotten off to a strong start, with 2724 total participants in June. So far, 634 have completed the challenge.

- Kelly Durov attended a CAP Intergovernmental Meeting of the Northbrook Water Treatment facility. This longstanding partnership with school, park district, and township staff led by the Village Sustainability Coordinator keeps us apprised on how our Village intergovernmental partners are keeping Climate Action a priority in the work we do.

## Goal 1.2 Provide exposure to new experiences and ways of looking at the world.

*Strategic Plan Activity: Develop a comprehensive programming plan that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.*

A group of staff are working on developing this programming plan and are in the process of collecting information and looking at data to start crafting. I created Programming Plan Expectations to give the group direction and we went over them in May.

*Other accomplishments that lead to the accomplishment of this goal:*

- 323 requests were 3D printed for community members from April through June.
- The [Celebrating Pride Month](#) page on the library website showcases a variety of materials about the LGBTQ+ community. Adult and Youth Services staff worked 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.
- Our Marketing team highlighted Pride Month and Juneteenth with a with a social media post that linked to a web page, and included updated links to library resources for each of the two celebrations.
- Our Pride themed programs were successful this year. They all had a good turnout and an engaged audience.
- Adult Services librarian, Caitlyn Hannon, hosted a cultural dance program in the library's auditorium called "Barefoot Hawaiian Dance" on May 29th.

- On Thursday, June 19th, Adult Services librarian Caitlyn Hannon hosted a program called “Travel Inspiration: Midwest Road Trips.” Nearly 70 people attended the afternoon program and attendees were very engaged with the presentation.
- Teen Volunteer Program
  - 117 Teen Volunteers who have completed 600 hours from June 9-June 30.
- Offered monthly Hebrew, Korean, and Spanish language storytimes
- In May, YS hosted Ann Torralba of Little Miss Ann for AANHPI Heritage Month. Her children’s concert highlights her Filipina-American heritage

## Build an Inclusive Culture

Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.

*Strategic Plan Activity: Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.*

- After the completing of an exploratory process on the structure of our Circulation and Technical Services departments that included EDI principals like including staff in the process and seeking feedback, we have been working on implementing our findings. This quarter, we hired a second Circulation Assistant Manager in order to align roles and reporting structure. We also have written a Circulation Supervisor job description written and sent to HR Source for benchmarking. This added supervisory staff will help align staff roles and responsibilities.

We are also in the midst of a hiring process to hire a new Technical Services Manager. The process included equitable hiring practices like using rubrics to evaluate applications and during interviews as well as seeking staff feedback and participation in the process.

- As part of our ongoing efforts to build an inclusive culture and strengthen decision-making across the organization, Zheng Consulting conducted a brief two-question follow-up survey in April 2025. This follow-up to the Q4 Pulse Survey focused on staff perceptions of leadership respect and psychological safety.
- In response to the feedback gathered, Zheng Consulting provided actionable recommendations to enhance trust, transparency, and inclusivity. Leadership has committed to the following steps to align with these recommendations:
  - Expressing appreciation for all feedback and sharing responses to anonymous staff comments during all-staff meetings
  - Rotating facilitation responsibilities among leadership and managers to support shared ownership and inclusive dialogue
  - Maintaining clear, transparent communication around decision-making processes and how staff input is incorporated
  - Engaging in conflict coaching and/or training for Leadership and Management Team members to build skills in navigating difficult conversations and promoting psychological safety
- As part of our continued partnership with Zheng Consulting, a comprehensive staff assessment will be conducted in September 2025. This assessment will evaluate leadership's follow-through on these commitments and help ensure ongoing accountability and alignment with our organizational values and strategic goals.

*Strategic Plan Activity: Identify activities that can be sunsetted with an eye toward meeting strategic goals and increasing staff capacity.*

- Each department is looking at things that can be sunset. Here is a summary of some of the recent ideas:
  - Adult Services: Tried moving marker kits out of study rooms, but the experiment didn't work. They're okay with acknowledging the failure and returning to the previous process.

- Maker Services: Already reduced programming and stopped one-on-one tutorials like teaching sewing, effectively "pre-sunsetting" some services.
- Tech Services: Stopped stamping books and changed media labeling processes to be more efficient.
- HR/Finance: Migrated from Access databases to BambooHR, simplified payroll processes, and reduced manual spreadsheet work.
- Admin: Streamlined board packet creation and exploring board packet management software.
- The key principles we are focusing on are:
  - Not every experiment will succeed, and that's okay
  - Look for ways to increase staff capacity
  - Be willing to stop or modify processes that aren't working efficiently
  - Continuously evaluate how departments can work more effectively

*Year 2 Strategic Plan Activity: Assess the feasibility and benefits of outsourcing security operations.*

- We are introducing the new Emergency Operations Procedures that we are working on with Joffe Emergency Services at the August 1 All Staff training day. This will be a kick off followed by more targeted training and roll out for the rest of this calendar year.
- Joffe visited in June to work on the RFP and EOP.

*Other accomplishments that lead to the accomplishment of this goal:*

- Kelly Durov worked with Anna and ABM on the Facilities Manager selection process. Our new Facilities Manager started May 8. I am helping with security training and transitioning to having the Facilities Manager supervise our 2 part-time Security Monitors.
- Payroll Switch
  - Successfully complete payroll on a bi weekly basis

- Staff appear to be comfortable with the system and continue to receive support as needed.

## Goal 2.2 Foster a culture of shared growth and learning.

*Strategic Plan Activity: Continue to implement regular training sessions for staff development.*

- Staff Development Day – May 9, 2025
  - HR Director Becky Moore led the planning and execution of a successful 2025 Staff Development Day. The event celebrated the past year's achievements, honored staff work anniversaries, and set the stage for the year ahead.
- Provided Bite Sized Accessibility Training at All Staff Meetings
- PIC quarterly meeting in June included procedure refresh and discussion of our current Person in Charge (PIC) scheduling.
- Kelly Durov worked with HR to update the library's Operations Manual. We do this on a quarterly basis to keep this key resource up to date to assist staff in working through emergencies and incidents.

*Strategic Plan Activity: Staff learn about AI tools and look into integrating AI tools into library operations.*

- As part of SDD, we brought in a presenter to talk about AI. We have followed up with additional conversations around AI usage for the library
- We are rolling out AI Guidelines for the library. We are beta testing right now and will roll out to full staff in September
- OSG is rolling out Gemini in September

*Strategic Plan Activity: Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.*



- The data dashboard went live in June and was used to provide statistical data in the June Board packet. We still need to get this information displayed on the website. Streamlining our monthly data collection may help increase staff capacity. The new dashboard will also make accessing and understanding key data points and trends more accessible to both staff, the Board, and the public.

*Year 2 Strategic Plan Activity: Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community.*

- Youth Services Manager, Summer Kosuge, and Events Production Manager, Arielle Raybuck, coordinated a Youth Services professional development and networking opportunity for Illinois Youth Services librarians with Baker and Taylor. Anna and Kelly advised on logistics. Our Facilities staff did the set up.

*Other accomplishments that lead to the accomplishment of this goal:*

- Youth Services staff attended 105 hours of continuing education learning about topics such as AI, DEI, Intellectual Freedom, Fall/Winter books, and Phishing.
- 1 staff member attended the Reaching Forward Conference in May and learned about seed libraries and the importance of graphic novels in a Youth Collection.
- 1 staff member attended the Annual ALA Conference in Philadelphia and learned about the issues Baker & Taylor have been facing, new features for CollectionHQ, and authentic voices in YS materials.
- Kelly Durov worked with HR to update the library's Operations Manual. We do this on a quarterly basis to keep this key resource up to date to assist staff in working through emergencies and incidents.

## Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

*Strategic Plan Activity: Reassess and redistribute EDI-related workstreams to ensure balanced workload and effective implementation.*

- New Legal Issues procedure based on changes at federal level were developed in concert with the library's attorney.
- Pride Month planning including safety and security planning and staff talking points.

*Strategic Plan Activity: Review and set expectations for effective and inclusive meeting norms.*



Completed! The management team started to expand on this and establish guidelines for meeting facilitation and a rotation so managers can take turns facilitating meetings in order to improve communication and ensure decision making and staff communication are central to these meetings going forward.

*Strategic Plan Activity: Perform a comprehensive pay equity audit to ensure fair compensation across all roles.*



Completed! HR Director Becky Moore completed a comprehensive Pay Equity Audit in early 2025. This audit supports equitable compensation practices and helps ensure fair treatment across all roles and departments. Findings were first presented to the Library's management team in March, with presentations and a full report shared with the Board of Trustees and all staff in April. Becky continued to have discussions around the results and recommended next steps that promote pay equity and transparency. Following the discussions and presentations in April, Becky worked with Finance and Operations Director Anna Amen and HR Manager Laurie Prioletti in the review and distribution of annual pay increase communications, ensuring timely delivery and clear messaging to staff and

managers. She also provided direct outreach to employees receiving equity adjustments to support transparency and reinforce the Library's commitment to fair compensation.

*Other accomplishments that lead to the accomplishment of this goal:*

- Graphic Designer Princess Gonzalez Esparza created new posters that will be posted in staff areas of the building to highlight our three Strategic Directions and our Mission, Vision, and Values.
- Interviewing candidates for our open Technical Services Manager position included several spaces for Technical Services staff and managers to provide input and feedback including key skills and characteristics staff were looking for in a new manager, providing topics for interview questions, taking candidates on a building tour, and participating in 2<sup>nd</sup> round interviews with candidates.
- We have embarked on role alignment by updating our reporting structure. We are transitioning throughout the rest of this year.

## Create Spaces to Belong

Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.

*Strategic Plan Activity: Review and update the Master Facilities Plan to reflect current and future needs.*

Paused – replaced with Security Technology Upgrades project and Facilities Manager outsourcing. This activity will begin again in the fall.

*Strategic Plan Activity: Create a Civic Room hybrid meeting room to support flexible, hybrid meetings and events.*



Complete! The room is now fully in use and is being utilized to record our board meetings.

*Year 2 Strategic Plan Activity: Explore and implement new internet service provider to support community needs and select the best provider for our library.*

Selected e-rate consultant. The e-rate process will start in early fall. This project will be completed by Summer 2026.

*Other accomplishments that lead to the accomplishment of this goal:*

- We updated the Interactive Classroom and Youth Services Activity Room's projectors, sound quality, and internal display systems (Barcos) in April. We also upgraded the Civic Room's Barcos at this time.
- In Youth Services, created a new Construction Imaginative Play area for the summer which includes cardboard brick, blueprints, tools, and hi-vis vests. Activities like this help children with motor skills, socialization, and early literacy.
- Reduced the amount of wooden trains and tracks to feature magna-tiles, which allow children to build 3D structures.
- The Digital Media Lab repairs were completed and damaged equipment was replaced, allowing us to re-open it to the public on Wednesday, April 23<sup>rd</sup>.



- 50 items were inspected by 7 volunteers at the bi-annual Northbrook Repairs event on May 1. One patron commented, "It was great to be with so many creative, talented individuals who kindly shared their time with our community. I am so excited to continue to use my items – they are as good as new! Thanks for offering Northbrook Repairs! See you next time!"

Northbrook Repairs creates a space where community members can collaborate with skilled volunteers to fix broken household items. Lamps are the most popular item brought in, followed by clothing or textiles.

## Goal 3.2 Cultivate an inclusive and welcoming library environment.

*Strategic Plan Activity: Continue to organize programs that celebrate cultural diversity and foster an inclusive community.*

- Provided volunteer opportunities for Transitional Students (18+)
- Held the yearly spring Accessibility Hour on April 6. Individuals and families with disabilities are invited to visit the library one hour early to browse, check out materials, and participate in sensory friendly activities.
- Hosted an LGBTea Party for Pride Month

*Year 2 Strategic Plan Activity: Enhance the volunteer program to ensure accessibility and inclusivity for all, including court-ordered volunteers.*

Decided to move off of year 1 due to vacant volunteer coordinator position and open Management positions at September Managers meeting.

## Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.

*Strategic Plan Activity: Launch the "Find More Illinois" initiative to provide access to more materials statewide.*



Complete! This went live in January and we have been successfully sharing resources more with libraries across Illinois.

*Year 2 Strategic Plan Activity: Implement ways to make the library more accessible to people with disabilities.*

- Parking Lot Project
  - Collaborated with a civil engineer to relocate ADA parking spots for enhanced accessibility and complete plans for resealing and striping the parking lot.
  - RG Asphalt and Concrete performed work in October 2025 however it did not meet our expectations - RG Asphalt, informed me that the asphalt used in our parking lot was defective, which is why the surface is not looking as expected and the striping is coming up. RG Asphalt has acknowledged the issue and is taking steps to make things right. They plan to return in the Spring of 2025 to re perform the job with quality materials to ensure a longer-lasting solution. RG Asphalt is committed to making things right and ensuring our satisfaction. Rework occurred in May 2025
- Elevator Modernization Project
  - Collaborated with TK Elevator to upgrade essential components of the system and make elevator more accessible in emergencies
  - Project started in January 2025 – staff elevator was completed in the timely manner – patron elevator had significant challenges – project was completed in May 2025

*Other accomplishments that lead to the accomplishment of this goal:*

- Outsourced Facilities Department to meet goal of better building maintenance and management
- We continue to draft the access control and intrusion alert RFP and emergency operations procedures with input from outside vendors (electrical and elevator), attorneys, Northbrook Police, and Northbrook Fire Department.

## Strategic Plan 2025-2027 Activity Plan

### Connect with Our Community

#### Goal 1.1 Position ourselves as the community's center for information needs.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Make data-driven decisions to optimize and expand collections based on community needs.	Adult & Youth Services Managers	Increased circulation; Holds ratios are in line with current collection development policy and users report satisfaction with wait times and availability of materials
Ongoing Focus	Year 1	Develop and implement programs to educate the community on AI.	AS/MS/YS Managers	4 AI programs held annually across library; 80% of participants report increased understanding of AI.
Project	Year 1	Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.	Events Production Manager	Documented procedures in place. 90% of renters report satisfaction with the facility at the end of year 1.
Ongoing Focus	Year 2	Revise the Collection Development Policy to reflect current community needs and trends.	AS/YS Managers	Policy updated and approved by the board; Selectors report understanding and alignment with the new policy.
Project	Year 2	Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.	Adult Services Manager	Offer at least 2 programs annually where we partner with other groups; 75% of participants report feeling more connected to the community.
Project	Year 2	Update the website to better meet staff and community information needs, with a focus on increasing accessibility.	Marketing Manager	Website is WCAG compliant and 85% of surveyed users report improved accessibility and usability.
Project	Year 3	Conduct a public computer usage study to determine the optimal number of computers needed to meet community demand.	Adult Services Manager	Study completed and recommendations implemented; Computer usage analysis shows sufficient access to meet demand

### Goal 1.2 Provide exposure to new experiences and ways of looking at the world.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Develop a comprehensive programming plan that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.	Programming Managers	Plan for each programming department and library wide is completed; Staff report on different categories annually including reflections on what was learned
Ongoing Focus	Year 2	Establish a framework to evaluate whether programs offer new perspectives and ways of looking at the world.	Programming Committee & AS/MS/YS Managers	Creation of implementation framework
Project	Year 2	Offer access to new equipment, software, programs, and techniques to make a variety of items.	Maker Services Manager	Staff share patron stories that illustrate impact with new equipment, etc; Patron requests are assessed and implemented where feasible to acquire new equipment, software, programs, etc.
	Year 3	Implement framework to evaluate whether programs offer new perspectives and ways of looking at the world.	Programming Committee & AS/MS/YS Managers	80% positive feedback from program attendees
Project	Year 3	Conduct regular assessments of program formats and preferences, including online versus in-person attendance, and adapt based on community feedback.	Programming Committee & AS/MS/YS Managers	Semiannual analysis completed and recommendations implemented based on community feedback
Project	Year 3	Design and implement intergenerational programs that foster engagement across different age groups.	Programming Committee & AS/MS/YS Managers	Offered at least 4 successful intergenerational events per year with 85% positive feedback on participant surveys.

### Build an Inclusive Culture

#### Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing focus	Year 1	Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.	HR Director	8% increase from 2023 Baseline in Pulse survey responses on staff reporting integration of EDI principles into decision making processes
Project	Year 1	Identify activities that can be sunsetted with an eye toward meeting strategic goals and increasing staff capacity.	Management Team	Staff reports increased capacity in pulse survey and each department has reviewed one activity to sunset or streamline
Project	Year 2	Formalize and communicate decision-making roles and responsibilities across the organization.	HR Director	A decision tree or similar with clearly outlined decision making roles and responsibilities is created; 90% of staff report understanding roles and responsibilities across the organization;
Project	Year 2	Assess the feasibility and benefits of outsourcing security operations.	Assistant Director	Analysis completed; decision on next steps made based on short and long term needs and finances of the library.
Project	Year 3	Establish a structured feedback system for continuous improvement in decision-making.	HR Director	Regular feedback mechanisms established; 90% of staff engage with the system annually. Staff pulse surveys report 90% agreement on good feedback structures in place across the organization
Project	Year 3	Develop and implement succession plans for key positions.	HR Director	Succession plans in place for all key positions; reduced downtime in leadership transitions.



### Goal 2.2 Foster a culture of shared growth and learning.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Continue to implement regular safety training sessions for staff development.	Assistant Director	90% staff participation in training sessions; 80% of participants report improved skills and knowledge.
Project	Year 1	Staff learn about AI tools and look into integrating AI tools into library operations.	HR Director	Each staff members attends one program to learn more about AI
Ongoing Focus	Year 1	Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.	Executive Director	New reporting system implemented; Increased efficiency in reporting and decrease staff time for compiling monthly stats
Project	Year 2	Create a supportive environment that encourages staff to experiment with new ideas and programs.	Executive Director	Staff report experiments at all staff meetings; Staff report on learning from failures in 1:1 with managers; 75% of staff feel supported in their innovative efforts.
Project	Year 2	Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community.	HR Director	Have an annual peer institution partnering opportunity; staff report understanding the value of meeting with other libraries and learning from what they do
Project	Year 2	Review and enhance current manager/leadership accountability practices to ensure autonomy and encourage experimentation.	Executive Director	90% of managers report having the autonomy to make decisions; regular sharing of experimental learnings with the management team and biannual review of what we learned from failures
Project	Year 3	Develop standard feedback processes and integrate feedback training into existing staff and manager training programs.	HR Director	Feedback processes established; 75% of staff and managers report understanding and use of effective feedback techniques.

### Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Reassess and redistribute EDI-related workstreams to ensure balanced workload and effective implementation.	HR Director	EDI workstreams reassigned and balanced; 8% increase in pulse survey responses on staff capacity over base survey.
Ongoing Focus	Year 1	Review and set expectations for effective and inclusive meeting norms.	Executive Director	Meeting guidelines established and implemented
Ongoing Focus	Year 1	Perform a comprehensive pay equity audit to ensure fair compensation across all roles.	HR Director	Pay equity audit completed; Identified disparities addressed.
	Year 2	Provide staff training on EDI principles and best practices.	HR Director	100% of staff complete at least one EDI training; 85% of participants report increased understanding and application of EDI principles.
	Year 2	Assess staffing needs across all departments to ensure equitable distribution of resources.	Executive Director	Staffing assessment completed; Plan established to address any identified issues.
Project	Year 3	Improve internal and external communications to reflect EDI principles.	Management Team	Communication guidelines updated; 75% of staff and community feedback indicate improved clarity and inclusivity.
Project	Year 3	Task individual departments with creating their own EDI workstreams relevant to their daily operations.	Managers	Each department develops and implements an EDI workstream; 85% of departments report successful integration of EDI practices.
Project	Year 3	Conduct a diversity audit of the collection to ensure it reflects the community and the wider world.	AS/YS Managers	Diversity audit completed; 20% increase in diverse collection items; 90% of community feedback indicates satisfaction with collection diversity.

## Create Spaces to Belong

### Goal 3.1 Reimagine our spaces to increase flexibility and opportunities to explore and connect.

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Review and update the Master Facilities Plan to reflect current and future needs.	Finance & Operations Director	Updated Master Facilities Plan approved
Ongoing Focus	Year 1	Create a Civic Room hybrid meeting room to support flexible, hybrid meetings and events.	Assistant Director	Civic Room Hybrid Meeting room established
Ongoing Focus	Year 2	Develop programs focused on bringing people together, reducing social isolation, and creating community bonds.	Programming Committee & AS/MS/YS Managers	80% of participants report feeling more connected in identified programs
Project	Year 2	Explore and implement new internet service provider to support community needs and select the best provider for our library.	Finance & Operations Director	New internet service provider is implemented. Internet bandwidth is monitored and we have 99% uptime for public internet. Patrons do not report issues with bandwidth or capabilities of public wifi
Project	Year 2	Execute the updated Master Facilities Plan to improve library infrastructure and services.	Executive Director	80% of planned updates completed on schedule and within budget; 85% of staff and community report satisfaction with improvements.
Project	Year 3	Create a long-term vision and plan for evolving the auditorium into a more flexible, multi-use space.	Events Production Manager	Long term vision is created
Project	Year 3	Develop and implement a sustainable landscaping plan to enhance the library's outdoor spaces.	Finance & Operations Director	Landscaping plan implemented; 70% of community feedback indicates satisfaction with outdoor spaces.

**Goal 3.2 Cultivate an inclusive and welcoming library environment.**

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Continue to organize programs that celebrate cultural diversity and foster an inclusive community.	Programming Committee & AS/MS/YS Managers	85% of participants in cultural programs report feeling more included.
Ongoing Focus	Year 2	Enhance the volunteer program to ensure accessibility and inclusivity for all, including court-ordered volunteers.	Volunteer Coordinator	Every department has long and short term volunteers. Increase volunteer placement by 10% across the library
Project	Year 2	Prioritize customer service excellence in order to foster a welcoming atmosphere.	Management Team	95% of visitors rate customer service as excellent
Project	Year 2	Develop and implement a plan to welcome new library card holders and inform them about the different ways the library can meet their needs.	Marketing Manager	100% of new card holders receive welcome information; 70% of new card holders engage with library services within the first month.
Project	Year 3	Assess the feasibility of offering Maker programs in other languages spoken in our community.	Maker Services Manager	Feasibility analysis completed; recommendations implemented
Project	Year 3	Develop and implement a marketing plan to increase awareness of library programs and services for multilingual households.	Marketing Manager	20% increase in program participation from multilingual households; 80% of multilingual users report awareness of services.
Project	Year 3	Expand the World Language collection to better reflect the community's linguistic diversity.	AS/YS Managers	Work with partners to identify languages served and develop a plan to meet needs of these audiences. Increased usage of the world language collections

**Goal 3.3 Improve access to facilities, programs, and materials to better serve all populations.**

<u>Project or Ongoing Focus</u>	<u>Timeline</u>	<u>Activity</u>	<u>A(ccountable)</u>	<u>Outcome Reflections</u>
Ongoing Focus	Year 1	Launch the "Find More Illinois" initiative to provide access to more materials statewide.	Circulation Manager	Initiative launched; staff report understanding and familiarity with new process; Staff work with CCS on assessing patron satisfaction
Ongoing Focus	Year 2	Implement ways to make the library more accessible to people with disabilities.	TBD	Analysis of accessibility needs conducted and patrons with disabilities and their families surveyed to identify ways to make the library more accessible. Patrons with disabilities and their families report greater accessibility.
Project	Year 2	Upgrade security cameras, alarm, door locks, and the paging system.	Assistant Director	Security upgrades completed; Police assessment reports reduction in safety concerns for library
Project	Year 2	Increase availability of hours and programs in the Collaboratory.	Maker Services Manager	Patron needs assessment is completed and plan to increase hours is created.
Project	Year 3	Offer programs at various times to accommodate different schedules and increase accessibility.	Programming Committee	75% of participants report satisfaction with program timing.
Project	Year 3	Improve wayfinding/merchandising on 3rd floor to help patrons find materials more efficiently.	Marketing & Communications Manager	Install face out picture book shelving in YS; increase display shelves on 2nd and 3rd floors; reduction in questions from patrons on where to find items; Redesign Stack Maps signage for uniformity and improved usability for patrons