

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

August 21, 2025 | 7:00 p.m.
Northbrook Public Library | Civic
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 – July 17, 2025
 - 3.2 Approve Special Session Minutes – July 10, 2025
 - 3.3 Approve Cash Balances & Income Statement July 2025
 - 3.4 Approve Bills and Charges from July 2025 in the amount of \$819,582.95
 - 3.5 File detailed statement of all receipts and expenditures for previous 6 months
- 4 Public Comments
- 5 Staff Reports
 - 5.1 Teen Volunteers Program Presentation
 - 5.2 One Book One Northbrook Presentation
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Room Rental Policy Review Working Group Update
 - 7.2 Data Analysis Ongoing Support
- 8 New Business
 - 8.1 Executive Director Quarterly Goal 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
7/31/2025**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	7,975,767.66	12,528.36	734,732.79	7,253,563.23
	Restricted	325,860.45	11,263.65	3,088.28	334,035.82
	IMRF	930,151.87		81,761.88	848,389.99
	FICA	80,953.37			80,953.37
	Total Operating	<u>\$ 9,312,733.35</u>	<u>\$ 23,792.01</u>	<u>\$ 819,582.95</u>	<u>\$ 8,516,942.41</u>
<u>Capital Improvement</u>		<u>\$ 7,593,182.29</u>	<u>\$ 446.29</u>		<u>\$ 7,593,628.58</u>
<u>Debt Service</u>		<u>\$ 4,053.68</u>			<u>\$ 4,053.68</u>

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	407,284.95	56,861.02	4,053.68
PayPal	3,728.34	-	-
First Bank of Chicago	254,211.11	-	-
Fifth Third - Checking/Money Market	7,839,402.91	7,536,176.72	-
US Bancorp	11,760.58	590.84	-
INB	79.52		
Petty Cash	475.00	-	-
Total	<u><u>\$ 8,516,942.41</u></u>	<u><u>\$7,593,628.58</u></u>	<u><u>\$ 4,053.68</u></u>

NB&T = Northbrook Bank & Trust

Northbrook Public Library
Income Statement
July 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$1,942,847.87	\$0.00	\$6,319,805.04	\$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	\$1,679.93	\$0.00	\$3,119.87	\$0.00	0.00%
Fines, Fees & Rentals	\$5,535.36	\$4,498.27	\$18,533.31	\$16,361.00	\$40,000.00	40.90%
Interest Income	\$9,905.90	\$3,596.87	\$19,729.37	\$11,663.55	\$30,000.00	38.88%
Other Income	\$284.20	\$289.90	\$2,410.46	\$1,638.29	\$100,000.00	1.64%
Total Undesignated Revenue	\$1,958,573.33	\$10,064.97	\$6,360,478.18	\$4,559,173.27	\$9,189,000.00	49.62%
Designated Revenue						
Gifts & Other Designated Income	\$53,181.05	\$10,425.78	\$534,694.32	\$731,157.37	\$100,000.00	731.16%
Designated Interest Income	\$1,039.66	\$837.87	\$2,521.54	\$2,033.69	\$5,000.00	40.67%
Total Designated Revenue	\$54,220.71	\$11,263.65	\$537,215.86	\$733,191.06	\$105,000.00	698.28%
Total Revenues	\$2,012,794.04	\$21,328.62	\$6,897,694.04	\$5,292,364.33	\$9,294,000.00	56.94%
Expenses						
Undesignated Expenses						
Materials & Services	\$62,564.62	\$57,461.81	\$284,982.61	\$304,699.31	\$1,050,000.00	29.02%
Books	\$52,445.90	\$53,639.53	\$262,812.39	\$287,906.13		
Audio Visual	\$4,935.95	\$1,530.28	\$9,012.32	\$7,877.36		
Videos/DVDs	\$5,182.77	\$2,292.00	\$13,157.90	\$8,915.82		
Programs	\$5,597.11	\$4,108.04	\$24,296.42	\$48,063.36	\$124,000.00	38.76%
OCLC	\$5,662.11	\$677.20	\$9,373.85	\$4,145.37	\$29,000.00	14.29%
CCS Shared Costs	\$17,512.78	\$0.00	\$29,963.52	\$11,675.19	\$76,000.00	15.36%
Total Materials & Services	\$91,336.62	\$62,247.05	\$348,616.40	\$368,583.23	\$1,279,000.00	28.82%
Human Resources						
General Salaries and Wages	\$369,179.54	\$524,277.22	\$1,110,840.65	\$1,070,132.66	\$4,740,000.00	22.58%
Maintenance Salaries & Wages	\$17,622.81	\$12,107.10	\$51,467.91	\$29,244.98	\$103,000.00	28.39%
Group Insurance	\$63,764.92	\$63,328.21	\$190,091.53	\$186,134.21	\$880,000.00	21.15%
Unemployment/Worker's Comp	\$0.00	\$614.99	\$20,672.60	\$12,781.87	\$18,000.00	71.01%
Staff Development	\$16,698.63	\$6,724.46	\$45,606.12	\$21,812.90	\$74,000.00	29.48%
Total Human Resources	\$467,265.90	\$607,051.98	\$1,418,678.81	\$1,320,106.62	\$5,815,000.00	22.70%

Northbrook Public Library
Income Statement
July 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
Operating Costs						
Photocopy	\$4,783.00	\$0.00	\$9,955.82	\$4,537.07	\$18,000.00	25.21%
Office & Library Supplies	\$4,222.52	\$2,174.70	\$18,940.64	\$10,440.74	\$70,000.00	14.92%
Software	\$2,763.87	\$2,080.98	\$48,673.75	\$36,262.04	\$110,000.00	32.97%
Postage	\$39.51	\$123.80	\$15,447.77	\$15,084.03	\$20,000.00	75.42%
General Insurance	\$0.00	\$0.00	\$67,524.20	\$70,476.06	\$88,000.00	80.09%
Telephone/Internet	\$13.70	\$18.79	\$18,339.82	\$17,948.84	\$40,000.00	44.87%
Professional Services	\$25,400.02	\$28,410.21	\$100,423.69	\$122,964.08	\$630,000.00	19.52%
Furniture, Equipment	\$0.00	\$15,624.93	\$3,489.60	\$19,008.93	\$75,000.00	25.35%
Equipment Rental & Maintenance	\$0.00	\$2,340.00	\$29,748.68	\$34,440.92	\$53,000.00	64.98%
Community Relations	\$743.20	\$976.12	\$10,640.24	\$11,133.82	\$55,000.00	20.24%
Total Operating Costs	\$37,965.82	\$51,749.53	\$323,184.21	\$342,296.53	\$1,159,000.00	29.53%
Maintenance						
Vehicle Expense	\$505.81	\$0.00	\$505.81	\$1,516.46	\$3,000.00	50.55%
Janitorial Supplies	\$3,040.96	\$4,842.57	\$9,043.14	\$9,981.01	\$45,000.00	22.18%
Utilities	\$631.45	\$3,212.92	\$3,880.06	\$7,621.10	\$60,000.00	12.70%
Building Repairs	\$0.00	\$8,566.00	\$2,810.00	\$8,566.00	\$35,000.00	24.47%
Contracted Services	\$13,528.00	\$8,699.29	\$56,836.72	\$75,681.40	\$245,000.00	30.89%
Total Maintenance	\$17,706.22	\$25,320.78	\$73,075.73	\$103,365.97	\$388,000.00	26.64%
Other Expenses						
Recruiting	\$0.00	\$175.50	\$100.00	\$825.50	\$1,000.00	82.55%
Contingency & Misc Exp	\$775.77	\$925.60	\$2,815.23	\$3,545.34	\$100,000.00	3.55%
Board Development	\$0.00	\$327.99	\$336.57	\$804.37	\$1,000.00	80.44%
Total Other Expenses	\$775.77	\$1,429.09	\$3,251.80	\$5,175.21	\$102,000.00	5.07%
Total Undesignated Expenses	\$615,050.33	\$747,798.43	\$2,166,806.95	\$2,139,527.56	\$8,743,000.00	24.47%
Designated Expenses						
Miscellaneous Designated Expenses	\$10,400.15	\$1,729.78	\$526,394.81	\$698,955.88	\$100,000.00	698.96%
Designated Materials Expense	\$18.35	\$0.00	\$18.35	\$0.00	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$0.00	\$739.99	\$0.00	0.00%
Designated Program Expense	\$1,856.76	\$1,358.50	\$39,877.99	\$28,021.50	\$0.00	0.00%
Total Designated Expenses	\$12,275.26	\$3,088.28	\$566,291.15	\$727,717.37	\$100,000.00	727.72%
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	\$627,325.59	\$750,886.71	\$2,733,098.10	\$2,867,244.93	\$9,293,000.00	30.85%
NET SURPLUS/(DEFICIT)	\$1,385,468.45	(\$729,558.09)	\$4,164,595.94	\$2,425,119.40	\$1,000.00	

Northbrook Public Library
Income Statement
July 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$111,110.00	\$0.00	\$299,272.87	\$193,937.13	\$380,000.00	51.04%
Property Tax Levy FICA	\$73,376.71	\$0.00	\$209,491.02	\$165,867.28	\$325,000.00	51.04%
Interest Income IMRF	\$255.16	\$0.00	\$255.16	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$178.61	\$0.00	\$178.61	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$184,920.48	\$0.00	\$509,197.66	\$359,804.41	\$707,500.00	50.86%
Total Revenues	\$184,920.48	\$0.00	\$509,197.66	\$359,804.41	\$707,500.00	50.86%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$29,869.74	\$42,196.57	\$90,569.94	\$96,567.52	\$365,000.00	26.46%
Employer FICA	\$28,678.15	\$39,565.31	\$86,221.35	\$90,940.20	\$340,000.00	26.75%
Total Human Resources	\$58,547.89	\$81,761.88	\$176,791.29	\$187,507.72	\$705,000.00	26.60%
Total Undesignated Expenses	\$58,547.89	\$81,761.88	\$176,791.29	\$187,507.72	\$705,000.00	26.60%
Total Expenses	\$58,547.89	\$81,761.88	\$176,791.29	\$187,507.72	\$705,000.00	26.60%
NET SURPLUS/(DEFICIT)	\$126,372.59	(\$81,761.88)	\$332,406.37	\$172,296.69	\$2,500.00	

Northbrook Public Library
Income Statement
July 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,767.02	\$3,516.29	\$11,219.33	\$10,462.91	\$20,000.00	52.31%
Total Undesignated Revenue	\$3,767.02	\$3,516.29	\$11,219.33	\$10,462.91	\$20,000.00	52.31%
 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	\$3,767.02	\$3,516.29	\$11,219.33	\$10,462.91	\$445,000.00	2.35%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$105,862.75	\$2,600.00	\$263,990.11	\$14,922.50	\$715,000.00	2.09%
Professional Fees	\$1,560.00	\$470.00	\$1,560.00	\$591.25	\$50,000.00	1.18%
Furniture & Equipment	\$0.00	\$0.00	\$1,230.96	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$107,422.75	\$3,070.00	\$266,781.07	\$15,513.75	\$765,000.00	2.03%
 Total Undesignated Expenses	\$107,422.75	\$3,070.00	\$266,781.07	\$15,513.75	\$765,000.00	2.03%
 Total Expenses	\$107,422.75	\$3,070.00	\$266,781.07	\$15,513.75	\$765,000.00	2.03%
 NET SURPLUS/(DEFICIT)	(\$103,655.73)	\$446.29	(\$255,561.74)	(\$5,050.84)	(\$320,000.00)	

Northbrook Public Library
Income Statement
July 2025

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	25%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$187,434.26	\$0.00	\$567,383.95	\$392,977.87	\$770,000.00	51.04%
Interest Income	\$483.74	\$0.00	\$483.74	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$187,918.00	\$0.00	\$567,867.69	\$392,977.87	\$770,000.00	51.04%
Total Revenues	\$187,918.00	\$0.00	\$567,867.69	\$392,977.87	\$770,000.00	51.04%
Expenses						
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 Expenses	\$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%
Total Expenses	\$0.00	\$0.00	\$166,675.00	\$162,500.00	\$770,000.00	21.10%
NET SURPLUS/(DEFICIT)	\$187,918.00	\$0.00	\$401,192.69	\$230,477.87	\$0.00	

JULY 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 \$5,292,364.33

- Property Taxes – 51.04% of property taxes have been collected
 - Cook County's second installment property tax bills will be delayed due to the transition from an old mainframe to a new computer system.
- Fines, Fees, and Rentals: Actual receipts have exceeded the conservative budget estimate.
- Interest Income: Actual receipts have exceeded the conservative budget estimate.

Total General Fund expenditures to date are \$2,867,244.93

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 four 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.
- **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).
- **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.
- **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 and ILA Annual Conference Registration costs.

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

Operating Funds

Library Claims List	\$	150,375.68
Librarian's Claims List	\$	11,459.16
Payroll	\$	488,158.88
Fica/IMRF	\$	81,761.88
ACH to IPBC	\$	87,294.10
ACH to ADP	\$	533.25
Total Operating Funds	\$	<u>819,582.95</u>

Capital Improvement Fund

Claims List	\$	<u>-</u>
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Debt Service Fund

Grand Total Library	\$	<u><u>819,582.95</u></u>
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26907	7/17/2025	First Bankcard	\$ 11,170.08	Monthly Payment - Supplies
26908	7/17/2025	Limricc - UCGA	\$ 614.99	Quarterly Payment - Unemployment
26909	7/17/2025	Travelers CL Remittance Center	\$ 1,272.00	Annual Payment - Workers Comp Audit Premium
26910	7/23/2025	ABM Industry Groups LLC	\$ 15,256.46	Monthly Payment - Professional Services
26911	7/23/2025	Amazon Capital Services	\$ 6,816.14	Monthly Payment - Supplies
26912	7/23/2025	Mark Anderson	\$ 750.00	Monthly Payment - Programming
26913	7/23/2025	Baker & Taylor	\$ 19,864.00	Monthly Payment - Materials
26914	7/23/2025	Best Quality Cleaning	\$ 5,982.68	Monthly Payment - Contracted Services
26915	7/23/2025	CDW Government, Inc.	\$ 836.98	Annual Payment - Furniture and Equipment
26916	7/23/2025	Dornfeld Piano Tuning	\$ 2,340.00	Quarterly Payment - Equipment Rental & Repair
26917	7/23/2025	Gale/Cengage Learning Inc.	\$ 877.31	Monthly Payment - Materials
26918	7/23/2025	GovConnection, Inc.	\$ 9,023.95	Annual Payment - Furniture and Equipment
26919	7/23/2025	Grainger	\$ 2,284.54	Monthly Payment - Janitorial Supplies
26920	7/23/2025	Illinois Heartland Library System-OCLC	\$ 950.96	Annual Payment - Software
26921	7/23/2025	Illinois Library Association	\$ 1,330.00	Annual Payment - Staff Development - membership and conference registration
26922	7/23/2025	Ingram Library Services	\$ 4,133.28	Monthly Payment - Materials
26923	7/23/2025	Lauterbach & Amen, LLP	\$ 7,500.00	Annual Payment - Professional Services

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26924	7/23/2025	Lionheart Critical Power Specialists, Inc.	\$ 2,344.99	Annual Payment - Contracted Services
26925	7/23/2025	Menard Consulting, Inc.	\$ 2,700.00	Annual Payment - Professional Services
26926	7/23/2025	Midwest Tape LLC	\$ 3,839.88	Monthly Payment - Materials
26927	7/23/2025	North American Corp of Illinois	\$ 1,752.74	Monthly Payment - Janitorial Supplies
26928	7/23/2025	Outsource Solutions Group, Inc.	\$ 3,755.98	Annual Payment - Furniture and Equipment
26929	7/23/2025	Overdrive	\$ 24,357.11	Monthly Payment - Materials
26930	7/23/2025	Petersen Bros. Plastics, Inc.	\$ 611.00	Monthly Payment - Materials
26931	7/23/2025	Primera Technology, Inc.	\$ 3,328.85	Annual Payment - Software
26932	7/23/2025	Reaching Across Illinois Library System	\$ 4,214.00	Annual Payment - Materials
26933	7/23/2025	Swank Motion Pictures Inc.	\$ 792.00	Monthly Payment - Programming
26934	7/23/2025	Symmetry Energy Solutions, LLC	\$ 2,503.21	Monthly Payment - Utilities
26935	7/23/2025	Thermosystems Building System Solutions	\$ 8,566.00	Quarterly Payment - Contracted Services
26936	7/23/2025	Value Line Publishing LLC	\$ 1,050.00	Annual Payment - Materials
26937	7/23/2025	Wex Health Inc.	\$ 1,862.84	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26938	7/23/2025	WM Corporate Services Inc.	\$ 709.71	Monthly Payment - Utilities

\$ 150,375.68

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

Transaction Number	Transaction Date	Vendor	Amount
54510	9/31/24	VOID - Peng Zhou	\$ (88.16)
54510	3/28/2025	VOID - Angela De Venuto	\$ (400.00)
54730	6/30/2025	VOID - Adrienne Edwards	\$ (19.32)
54769	7/16/2025	House of Rentals	\$ 555.76
54770	7/22/2025	AICPA	\$ 355.00
54771	07/22/2025	Anna Amen	\$ 49.98
54772	07/22/2025	American Library Association, Membership	\$ 312.00
54773	07/22/2025	Ancel Glink P.C.	\$ 250.00
54774	07/22/2025	Aquatic Works LTD	\$ 185.00
54775	07/22/2025	Zbigniew Banas	\$ 250.00
54776	07/22/2025	Cindy Blue	\$ 516.79
54777	07/22/2025	Barry Bradford	\$ 300.00
54778	07/22/2025	Bryan Brugger	\$ 87.42
54779	07/22/2025	Sara Chase	\$ 410.07
54780	07/22/2025	Charlene Chausis	\$ 250.00
54781	07/22/2025	Chicago Distribution Center	\$ 58.57
54782	07/22/2025	Children's Plus Inc	\$ 47.07
54783	07/22/2025	Cintas	\$ 515.80
54784	07/22/2025	Angela De Venuto	\$ 400.00
54785	07/22/2025	Demco	\$ 179.83
54786	07/22/2025	Freeman Pictures, Inc.	\$ 350.00
54787	07/22/2025	Friends of Illinois Nature Preserves	\$ 150.00
54788	07/22/2025	Glenview Chess Club LLC	\$ 200.00
54789	07/22/2025	Glenview Chess Club LLC	\$ 300.00
54790	07/22/2025	Happiness Forward LLC	\$ 150.00
54791	07/22/2025	Sarang Heo	\$ 150.00
54792	07/22/2025	Illinois CPA Society	\$ 375.00
54793	07/22/2025	Illinois Heartland Library System-OCLC	\$ 45.52

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

Transaction Number	Transaction Date	Vendor	Amount
54794	07/22/2025	Image Specialties of Glenview, Inc.	\$ 24.00
54795	07/22/2025	Kino Lorber	\$ 300.00
54796	07/22/2025	Korean Books & More	\$ 340.46
54797	07/22/2025	Alisa Kusnitzow	\$ 150.00
54798	07/22/2025	Lakeshore Learning Materials	\$ 218.39
54799	07/22/2025	Lechner Services	\$ 116.80
54800	07/22/2025	Literacy Minnesota	\$ 550.00
54801	07/22/2025	Juan Lucero	\$ 500.00
54802	07/22/2025	Northbrook Hardware	\$ 74.19
54803	07/22/2025	Ocooch Hardwoods	\$ 367.96
54804	07/22/2025	Panera, LLC	\$ 517.99
54805	07/22/2025	Petty Cash Custodian	\$ 5.38
54806	07/22/2025	Pioneer Press	\$ 39.49
54807	07/22/2025	Quill LLC	\$ 186.25
54808	07/22/2025	RobotShop Inc.	\$ 30.74
54809	07/22/2025	Olga Rudiak	\$ 400.00
54810	07/22/2025	Sentrum Marketing, LLC	\$ 219.50
54811	07/22/2025	Showcases	\$ 97.20
54812	07/22/2025	Sunset Food Mart, Inc.	\$ 107.78
54813	07/22/2025	Teacher Dan	\$ 250.00
54814	07/22/2025	Teacher Dan	\$ 250.00
54815	07/22/2025	Teacher Dan	\$ 250.00
54816	07/22/2025	Warehouse Direct Inc.	\$ 119.67
54817	07/22/2025	Robert Waterbury	\$ 50.00
54818	07/22/2025	Yami Vending Inc.	\$ 268.87
54819	07/22/2025	Peng Zhou	\$ 88.16

\$ 11,459.16

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1939	07/17/25	Vertical Assets, LLC	\$ 1,800.00	Elevator Audit
1940	07/23/25	Ancel Glink P.C.	\$ 470.00	Professional Fees - Security Project
1941	07/23/25	Tee Jay Service Company, Inc.	\$ 800.00	Repair of sliding doors
			<u>\$ 3,070.00</u>	

NORTHBROOK PUBLIC LIBRARY
1201 Cedar Lane
Northbrook, IL 60062

CERTIFICATION

I, Nimesh Patel, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2025 through June 2025 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

Treasurer

Subscribed and sworn before me on this ____ day of _____, 20__

Notary Public

Accounts Payable \$1,000 and above for the Period January 2025 through June 2025

3E Electric, Inc. - \$1,856.00; ABM Industry Groups LLC - \$13,488.10; Added Incentives, Inc. - \$4,162.54; ADP - \$6,092.54; Amalgamated Bank of Chicago - \$162,500.00; Amazon Capital Services - \$31,711.73; American Library Association, Membership - \$1,939.00; Ancel Glink P.C. - \$21,343.50; Aquatic Works LTD - \$1,110.00; A-Z Mindfulness - \$1,400.00; Baker & Taylor - \$123,206.18; Baker & Taylor Entertainment - \$1,011.43; Zbigniew Banas - \$2,100.00; Bayscan Technologies - \$1,858.00; Best Buy Business Advantage Account - \$4,339.96; Best Quality Cleaning - \$35,199.08; Bibliotheca, LLC. - \$11,903.06; Blackbaud Inc. - \$7,137.49; Book Page - \$1,134.00; BroadwayHD LLC - \$3,000.00; Nancy Buehler - \$1,250.00; CDW Government, Inc. - \$5,818.76; Chicago Backflow, Inc. - \$1,350.00; Chicago Tribune - \$1,615.97; Children's Plus Inc - \$23,903.36; Cintas - \$3,892.78; Colley Elevator Co. - \$4,172.00; Comcast - \$4,211.04; Continental Resources, Inc - \$27,034.80; Cook & Kocher Insurance Group - \$3,926.00; Cooperative Computer Service - \$46,125.18; Alison Cuddy - \$1,000.00; Demco - \$3,144.52; Dornfeld Piano Tuning - \$1,170.00; EBSCO Information Services - \$4,507.52; Natalie Evans - \$1,000.00; Fast Signs - \$1,327.69; Fifth Star Collective, PLLC - \$21,712.50; First Bankcard - \$47,298.91; Gale/Cengage Learning Inc. - \$4,519.37; Glenbrook HSD 225 - Business Services - \$6,140.75; Glenview Chess Club LLC - \$2,350.00; Benjamin Goluboff - \$1,500.00; Grainger - \$1,041.46; Happiness Forward LLC - \$1,050.00; Jayne Herring - \$3,800.00; HR Source - \$3,334.00; Illinois Library Association - \$25,800.00; Impact Networking LLC - \$4,227.43; Info USA Marketing - \$7,500.00; Ingram Library Services - \$22,861.66; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$462,277.66; It's Impressive LLC - \$2,573.00; ITsavvy LLC - \$2,580.00; J.D. Power and Associates - \$1,757.00; Joffe Emergency Services - \$32,055.00; Greta Johnsen - \$1,000.00; Kanopy Inc. - \$13,500.00; Lakeshore Rush NFP - \$1,000.00; Carla Lasky - \$4,560.00; Lauterbach & Amen, LLP - \$7,500.00; Library Furniture International, Inc. - \$2,974.00; Library Ideas LLC - \$1,899.00; Limricc - UCGA - \$2,495.29; Mango Languages - \$3,538.00; Mergent, Inc. - \$1,054.00; Midwest Tape LLC - \$97,901.03; Urye Min - \$5,000.00; Kathleen Jo Zeigler Mitchem - \$1,750.00; Heather-Marie Montilla - \$3,500.00; Natalie Y. Moore - \$1,000.00; Morningstar, Inc. - \$8,405.00; Naxos of America Inc. - \$1,150.00; Neuco Inc. - \$1,875.62; New York Times - \$7,249.96; Noggin Builders LLC - \$1,250.00; North American Corp of Illinois - \$8,997.19; Northbrook Public Library Foundation - \$1,321.00; North Town Auto Service - \$1,440.04; Kathryn Norregaard - \$2,520.00; Old Town School of Folk Music - \$1,800.00; Olsson Roofing Company, Inc. - \$1,075.00; Outsource Solutions Group, Inc. - \$164,960.69; Overdrive - \$139,874.29; Pace Systems INC - \$40,158.32; Pepper Construction Co. - \$24,549.00; Petersen Bros. Plastics, Inc. - \$1,960.00; Joe Policastro - \$1,405.61; Proquest - \$43,391.69; Quill LLC - \$4,634.58; Reaching Across Illinois Library System - \$22,928.49; Record Information Services, Inc. - \$1,330.00; RELX Inc. DBA LexisNexis - \$4,915.68; Reserve Account - \$15,000.00; RG Asphalt & Concrete - \$8,074.50; Olga Rudiak - \$2,800.00; Runco Office Supply - \$1,009.42; Scholastic Inc - \$6,816.35; Search Inc. - \$1,500.00; Siemens Industry Inc. - \$6,565.00; Snow Systems, Inc. - \$19,800.00; Staples - \$1,433.83; Sterling Services, Inc. - \$5,073.80; Stories Matter

Payroll for the Period January 2025 through June 2025

Abbas - \$1,440.67; Ali - \$3,752.00; Altieri - \$21,832.17; Amen - \$63,685.79; Amundsen - \$3,973.72; Ashmann - \$29,980.94; Baran - \$9,615.97; Bass - \$8,309.67; Beach - \$29,857.99; Becker - \$12,429.63; Berkover - \$11,263.24; Bremner - \$26,188.05; Brugger - \$31,524.38; Budimir - \$1,175.25; Burman - \$1,137.92; Chase - \$28,653.87; Choi - \$26,100.06; Cirignani - \$30,617.90; Collins - \$34,142.20; Collins - \$8,728.89; Cornog III - \$7,525.89; D'Antico - \$8,180.12; Doyle - \$46,368.60; Duncan-McGee - \$24,549.07; Durov - \$52,587.56; Dzianott - \$5,971.86; Edwards - \$9,747.57; Edwards - \$4,957.71; Faedtke - \$11,523.78; Flowers - \$27,873.33; Fragozo - \$295.10; Franklin - \$34,260.75; Garcia - \$4,481.60; Garzón - \$1,727.14; Gerstein - \$541.49; Godnik - \$884.95; Goese - \$23,767.97; Gonzalez Esparza - \$23,871.78; Gossage - \$38,348.88; Gray - \$12,883.90; Gutmann - \$13,884.70; Hall - \$79,731.72; Hall - \$8,794.16; Hannon - \$29,611.60; Hannon - \$2,135.82; Hegelund - \$46,345.72; Hill - \$31,524.36; Hollister - \$25,135.27; Hormozi - \$8,330.70; Huie - \$30,255.26; Jaffery - \$14,110.24; Kalmens - \$30,040.62; Kaminski - \$31,524.38; Karahalios - \$19,643.80; Kearns - \$10,641.56; Keaton - \$29,043.93; Kim - \$485.00; Kosuge - \$40,859.25; Kuehn - \$620.37; Lasky - \$10,757.94; Lee - \$13,027.11; Lee - \$553.60; Lewis - \$1,151.54; Liu - \$24,772.23; Lopez - \$28,655.76; Lundberg - \$17,801.72; Marek - \$7,719.45; Mayer - \$14,801.82; McDermott - \$17,589.42; McDowell - \$25,387.85; McGill - \$11,182.12; McQuinn - \$13,971.87; Medel - \$25,745.80; Mella-Goris - \$1,875.88; Miller - \$4,811.21; Min - \$13,500.67; Mistalski - \$31,104.03; Mohrdieck - \$10,276.27; Moore - \$43,128.70; Murphy - \$2,579.18; Nava - \$26,807.76; Nelson - \$29,378.4; Nguyen - \$22,709.94; Norton - \$35,493.55; Oh - \$1,984.75; Pekara - \$33,471.51; Porter - \$4,311.18; Posladek - \$8,827.86; Prioletti - \$48,407.25; Raucci - \$4,355.95; Raybuck - \$39,359.25; Readdy - \$9,100.97; Reid - \$15,255.67; Rodriguez - \$11,875.55; Rykov - \$5,326.67; Saks - \$8,429.55; Schafer - \$7,719.59; Schmidt - \$16,218.67; Schwartz - \$17,573.60; Scodius - \$30,255.27; Shapiro - \$13,376.56; Siegel - \$31,524.36; Siegel - \$24,722.46; Simmons - \$527.77; Simpson - \$12,147.56; Smith - \$93.01; Spelz - \$8,343.93; Suarez - \$5,829.62; Suarez - \$1,018.46; Thomann - \$2,691.00; Traskina - \$188.40; Vering - \$41,169.76; Vienna - \$14,515.91; Voronova - \$8,981.73; Waclawik - \$25,898.62; Weinberg - \$469.48; Wolf - \$44,360.28; Wright - \$11,358.21; Yen - \$1,904.09; Zwick - \$7,480.81;

Foundation - \$1,200.00; Sunset Food Mart, Inc. - \$1,686.43; Swank Motion Pictures Inc. - \$2,626.00; Symmetry Energy Solutions, LLC - \$24,079.22; Teacher Dan - \$1,500.00; Tee Jay Service Company, Inc. - \$1,870.00; Terryberry - \$1,199.70; The Hanover Insurance Company - \$67,646.00; The Library Store - \$8,108.41; The Steven Barclay Agency, Inc. - \$30,000.00; Thermosystems Building System Solutions - \$93,848.14; TK Elevator - \$54,951.32; T-Mobile - \$7,500.00; Travel Sewing Repair - \$1,240.00; Travelers CL Remittance Center - \$23,064.02; Tumbleweed Press Inc. - \$3,600.00; Uline - \$1,323.13; Unbound Agency - \$5,100.00; Village of Northbrook - \$16,082.00; Village of Northbrook Water Dept. - \$1,842.15; Vis-O-Graphic, Inc. - \$20,001.56; VSP of Illinois, NFP - \$2,019.46; Warehouse Direct Inc. - \$1,826.11; Waste Management North - \$1,443.42; WEPA Libros LLC - \$2,499.04; WET Solutions, Inc. - \$3,900.00; Wex Health Inc. - \$9,641.84; Kate Will - \$7,560.00; WM Corporate Services Inc. - \$2,857.18; Yami Vending Inc. - \$3,868.36; Yellowstone Landscape - \$1,164.00; Zoobean Inc. - \$1,392.00;

Director's Report

August 2025

Agenda Items

5 Staff Reports

- 5.1 Teen Volunteers Program Presentation
Teen Librarian Stephanie Bremner will be joined by some of the teen volunteers from this year's Summer Reading Teen Volunteer Program to talk about the program. Teen Volunteers volunteered over 600 hours in July and over 1,000 hours this summer.
- 5.2 One Book One Northbrook Presentation
Adult Services Librarian Caitlyn Hannon who is co-chairing the One Book One Northbrook committee will be coming to talk about the book and the events planned for this October.

7 Unfinished Business

- 7.1 Room Rental Policy Review Working Group Update
Our next in person meeting is the Wednesday before the board meeting and I will have a verbal update at the board meeting. No action is requested at this meeting.
- 7.2 Data Analysis Ongoing Support
I have included a memo with information and there are two supporting documents outlining two of three options for the board to consider. An action is possible at this meeting.

8 New Business

- 8.1 Executive Director Quarterly Goal Check In
I have included my first quarterly goal check in report for the board in the packet. No action is requested on this item.

9 Agenda Building

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

- Facilities Overview by Jason Halack
- Data Analysis Ongoing Support Proposal Update (if needed)
- FY25 Audit Presentation
- Website Project Presentation

- FY26 Tax Levy Draft Presentation
- RFP for Access Controls Presentation
- Room Rental Policy Update

Board Update

Braver Angels Skills for Disagreeing Better

We are partnering with the Village Community Commission to offer a program with the organization, Braver Angels, which does workshops on how to learn skills for communicating differences and finding common ground. The program will be held in Pollak AB on September 14, 2025 from 2-4pm and you can register at: <https://visit.northbrook.info/events?>

One Book One Northbrook Events

We have a long list of wonderful programs coming u in October. Here is the website that lists everything. <https://www.northbrook.info/one-book-one-northbrook>

The author, Brendan Slocumb, will be joining us on October 15 at 7pm. This is the 2nd time we've been able to bring in the author live thanks to the generous donation of the Friends of the Library who sponsor this part of One Book.

Updates

IMLS Funding Update

Congress was supposed to meet in late July to discuss next year's federal budget, but those meetings have been delayed until early September. This is important because the federal budget must be finalized by September 30, and President Trump's budget proposal would completely eliminate IMLS funding which is .003% of the federal budget and 10% of the Illinois State Library budget.

Essentially, Congress now has less time to decide whether to keep IMLS alive or let it be shut down. The situation remains highly fluid with potential outcomes ranging from full restoration to complete elimination of IMLS, depending on Congressional action in September.

Upcoming Deadlines:

- September 30, 2025: The FY2026 budget must pass by this date to avoid a government shutdown_
- September 30, 2025: The Museum and Library Services Act authorization expires, and if Congress doesn't reauthorize it, IMLS will no longer be active regardless of budget outcomes.

While Illinois has not made any changes due to the IMLS funding situation, the same is not true in other states. Interlibrary loan services have been suspended in South Dakota and Iowa, digital resources and databases have been cut in Massachusetts, Texas, Washington, and Mississippi due to current IMLS funding disruptions.

No Changes in Court Cases Status:

- Rhode Island v. Trump (21 States case): The preliminary injunction from May 13 remains in effect, meaning IMLS staff have returned to work and library and museum grantees in those 21 states (including Illinois) have their grants reinstated.
- ALA v. Sonderling: On June 6, 2025, the judge decided not to grant a preliminary injunction, meaning the judge will not stop the Administration from further dismantling IMLS while the case continues. However, the case is ongoing.

Actions You Can Take

Our representatives have all signed what are called “Dear Appropriator” letters which essentially say that they support allocating funding for IMLS. Take a moment to thank them for signing these letters. You can do so through the ALA Show Up for Libraries website:

https://www.ala.org/advocacy/fund-libraries?utm_source=AL&utm_medium=web&utm_campaign=fy26fl-julyupdate

Additional Reading

[Early Closure of House Leaves IMLS Future Hanging: What This Means & What You Can Do. Checking In on Federal Library Funding](#)

[Latest on IMLS Court Cases – American Alliance of Museums.](#)

[A Timeline of IMLS Cuts, Lawsuits, Impact to Libraries, and More](#)

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

Cards & Collections

- Circulation Coordinator Andi Goese worked with the Summer Youth Volunteers to stuff over 1400 Welcome Kits for the upcoming 2025-26 Student Card Program.
- Circulation Coordinator Andi Goese audited our Business Cards with a recent update to LEAP that allows for a Single Name Field. Accounts previously were listed under the cardholder’s personal name rather than the business name, which often caused confusion. This change makes it easier for staff to search and identify accounts in LEAP, while also improving how business accounts are presented and understood.

- Cataloging Librarian Sara Scodius and Processing Clerk Seyoung L. added five new items to the Library of Things Collection. Telescope, Green screen and lighting kit, 2 large projector screens, a bicycle repair tool kit, and 2 travel adapters. (1.1, 1.2)



Outreach & Partnerships



The Marketing Dept. coordinated the library's participation in Northbrook's 4th of July Parade. Many library staff, Board Members, and Teen Volunteers represented the library and received a lot of library love and cheers.

Photo from a TikTok video created by the teen volunteers

Cat Garcia, Marketing Assistant, continues to review and post the videos created by the Summer High School Volunteer's Video Creation/Social Media group on TikTok.

We collaborated with Northbrook Park District on completing a light pole replacement job in the library parking lot. Project concluded on schedule.



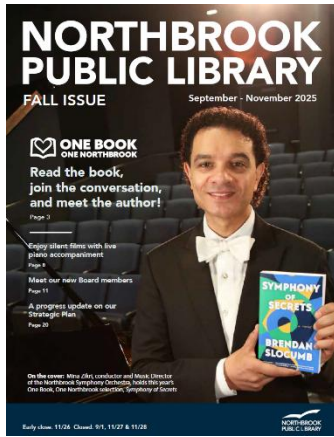
I, along with Adult Services staff, Linnea Lundberg and Susan Wolf, represented the library at the Northbrook Chamber of Commerce Business Expo. We focused on promoting One Book One Northbrook and attendees shared a lot of library love.

We hosted a very successful Yiddish Concert in partnership with YIVO Chicago. The partnership features Steward Figa singing traditional Yiddish toons with piano accompaniment. We had just over 160 in attendance and the house felt packed to the brim.

We partnered with the Ensemble Society to bring Captain Louie Jr to the Auditorium Stage. There were two performances provided by teen performers and just over 60 people attended each.

We are partnering with the Village of Northbrook to offer Wellness Days in September. Group C list Group codes in BambooHR.

The library worked with local legislatures to host a Joint Legislative Town Hall on July 8th. 85 were in attendance for this Pollak Room event. State Rep. Bob Morgan, State Rep. Tracy Katz Muhl, and State Rep. Jennifer Gong-Gershowitz provided insight into recent bills processed by Illinois State Representatives and to hear questions from their constituents



Linda Vering, Marketing and Communications Manager, collaborated with Mina Zikri, conductor of the Northbrook Symphony Orchestra, to feature him holding *Symphony of Secrets*, our One Book, One Northbrook selection, on the cover of our Fall newsletter. The photo was taken by our photographer, Barbara Freeman. Spotlighting Mina promotes our partnership with the NSO and ties into one of the major themes of our One Book selection: orchestral composition.

In July, Linda Vering, Marketing and Communications Manager, coordinated with members of the Northbrook Veterans Center (VFW Post 10236 and American Legion Post 791) to host and promote a donation drive for cleaning supplies to provide to veterans leaving homelessness. Facilities staff were also instrumental in contributing to the success of this donation drive.



Our lobby display cases featured the Northbrook Civic Foundation and Go Green Northbrook in July. The Civic Foundation provided information about the foundation and also about their major community fundraiser, Northbrook Days. Go Green spotlighted simple changes to the products we use to be more Earth-friendly.

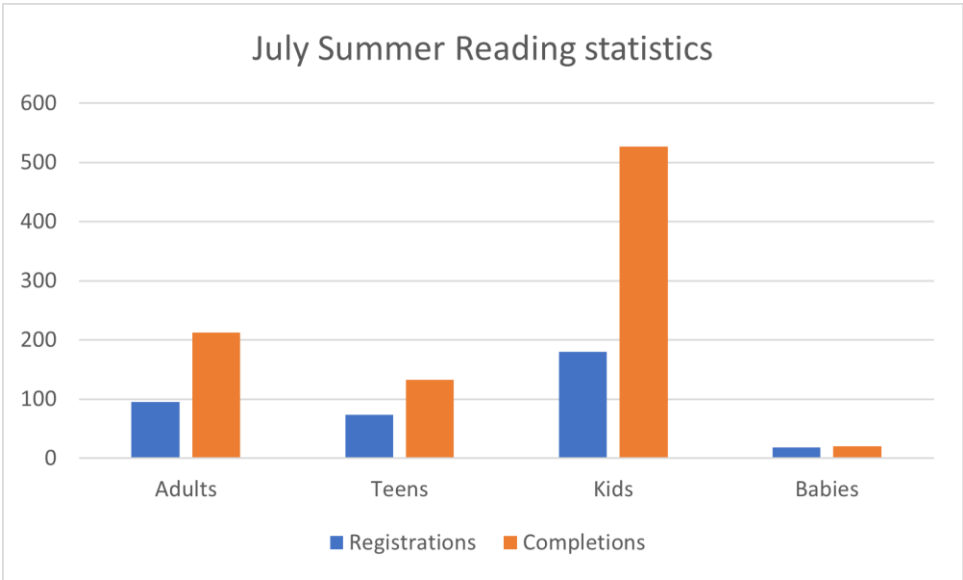


Programs

Summer Reading

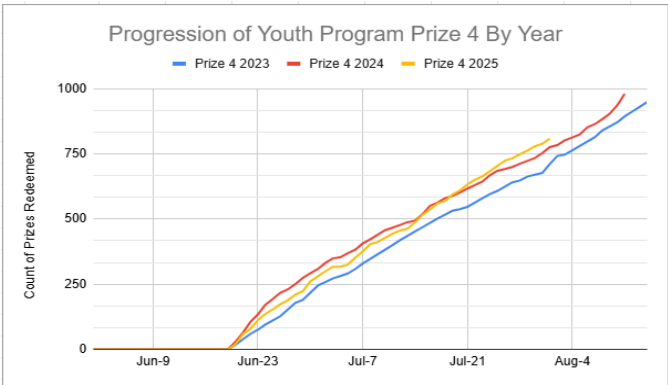
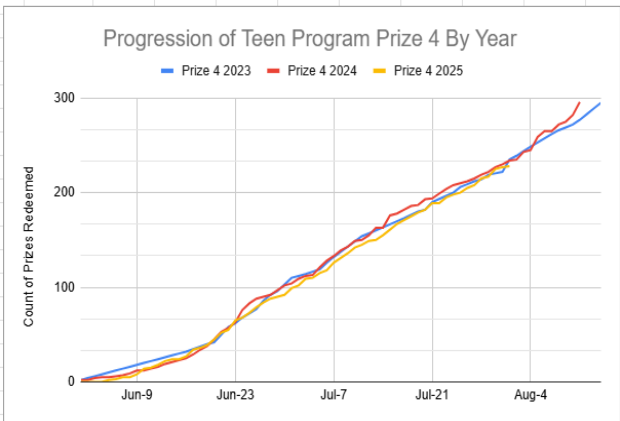
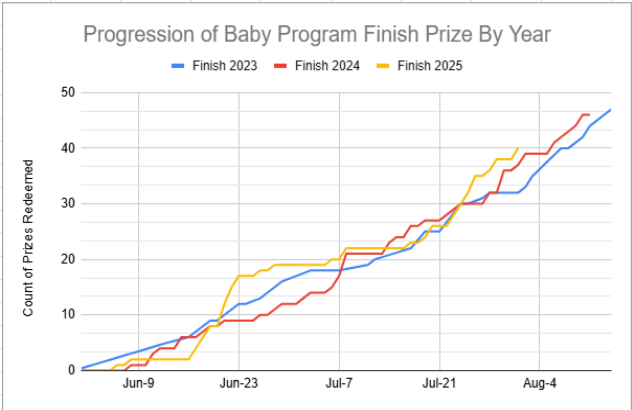
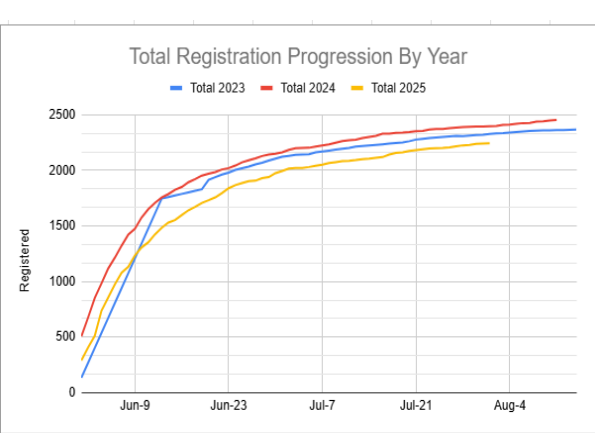
Reading Program Committee

July was a busy month for Summer Reading. Babies completed 715 activities, kids logged 10,659 days of reading, teens read for a total of 193,724 minutes, and adults finished 2,024 books. An additional 367 people registered for the programs, and 893 completed the goals of their reading challenges.



Adults participated in a timeline game, ranking 20th century history and pop culture events in chronological order, while kids enjoyed drop-in games and weekly estimation jars and seek-and-find activities. Gift card drawings highlighting local businesses included Little Louie's, Graeter's, Trattoria Oliverii, Eataco, and Book Bin.

Youth Services has seen a lot of engagement with Summer Reading during the second month of the program. While the overall program registration is remaining steady behind the previous numbers, we are seeing an increase in overall participation.

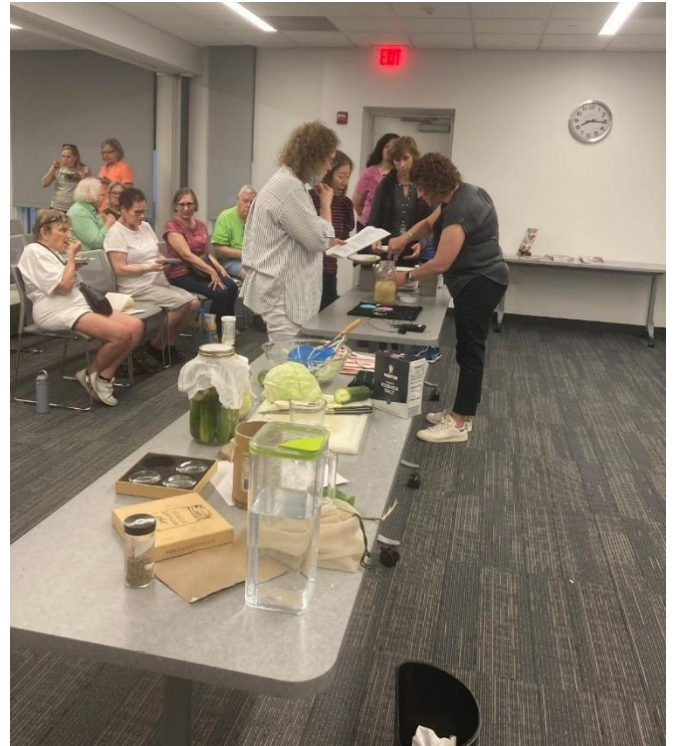


Adult Services Programs

Cultural Programming: We are continuing to plan and produce programs that have a varied cultural focus. Many of our partners including RAIN, Italian Film Festival, JCC Chicago, Northbrook Chinese American Community, YIVO Chicago as well as library programming such as Korean Language Storytime provide some variance in programming. At some point a year or two of programming should be evaluated to determine the number and variance of the cultural programming we have provided. A survey was sent out for some of our June

events related to LGBTQIA Programming and one will be sent out for one of our Yiddish Partner Programs.

Jill Franklin, Adult Services Librarian, hosted an Introduction to Fermenting Vegetables. Food demonstration programs continue to be very popular with patrons commenting that the program was informative and entertaining and that they learned skills they could take home and use.



Collaboratory Projects

Maker Specialist Patrick Rodriguez helped a patron embroider the names of her daughters on their baby blankets. The opposite sides of the blankets were satin, so he warned her that embroidering on the blankets could result in the satin side becoming puckered (as happens with the embroidery machines with really delicate fabric). She said that she wanted to try one to see how it turned out. After embroidering one blanket, they determined there was no puckering whatsoever and embroidered the other two without issue.





Assistant Manager Michelle Mistalski worked with a patron who came into the Collaboratory looking to use the Cricut for the first time to create heat transfer vinyl designs onto a onesie. The patron was absolutely thrilled with how their design came out and appreciated Michelle's patience in walking them through the entire process.

Megan Hollister, Maker Specialist, helped a patron create shirts and hats for her sorority using heat transfer vinyl (HTV). They improvised by making the delta character out of an "A" with an extra line to connect the bottom, making the triangular shape (The middle line for the A was cut out with an x-acto knife). The patron was in the space for most of the afternoon and left feeling ecstatic about her project.



Maker Specialist Joe Cirignani assisted a returning patron to laser etch onto water bottles.



Daniel Choi helped a patron work on multiple projects. This is one of the patron's projects; he wanted to etch a fun logo he designed for an upcoming sports trip. Daniel showed him how to scale his image so it would fit inside the wooden coasters he brought from Michaels. He was able to etch all 10 coasters while he was here.



Eric Flowers, Maker Specialist, worked with a patron to complete a multilayer iron-on vinyl project on a group of hats that required her to test some slightly unusual pressing methods with our hat iron. The result was very cute and she was very pleased to have accomplished it!

Youth Services Programs

Miss Katie Sings continues to be a popular music and movement program on Thursdays. This is the second year we've had her perform weekly during Summer Reading.

- June Total: 213
- July Total: 373

YS Assistant Manager Sara Chase facilitated a successful ABCs of Magic Program for ages 5-10 years old with Total T Magic. This is the second time we've had Magician Terrence Hunter at the library. Instead of a magic show in the auditorium, children learned tricks and were given their own magic kit.



YS Librarian Assistants Urye Min and Sean Collins planned and presented Little Explorers on July 25. Little Explorers introduced STEM concepts around a central theme to children aged 2 to 6. The theme for this program was Dinosaurs and children had the opportunity to build bridges for dinosaur crossings, excavate dinosaurs, create dinosaur fossils, and to design their own dinosaur.



YS Librarian Jason Waclawik, YS Library Assistant Kim Yen, and YS Manager Summer Kosuge videoed the Stuffed Animal Sleepover on July 28 with the help of 7 teen volunteers. Many departments helped during the recording including Administration, Reference, Fiction & Media, Maker Services, Circulation, and Security. The video screening will be held on August 8. You can watch the video here: <https://youtu.be/b9FW0wd5Ors?si=alhwyT0TpCLcwAyU>



Stuffed Animal Sleepover (7/28/2025)



Checkmates (7/25/25)

Social Media

Popular Social media posts:
 Ravinia Tickets Available to Northbrook Library
 Card Holders
 7/5/25
 Reach: 2,316
 Views: 3,730
 Interactions: 35
 Shares: 5

Northbrook Public Library
 Published by Linda Vering · July 5 ·

Update: We gave out the last pair of tickets yesterday (7/10). If you picked up tickets, we hope you enjoy the concert!

We're partnering with Ravinia to offer TWO FREE LAWN PASSES to select concerts, while supplies last. To pick up a pair, stop by our 3rd Floor Fiction & Media desk. Passes are available on a first-come, first-served basis to Northbrook Library cardholders only. One pair of passes per household per season. (Passes are only valid on the date printed, may only be used on the evening of the performance, may not be exchanged, and cannot be sold.)

*** Passes Available ***

7/11: CSO: 89th Residency Opening Night with Bruce Liu, piano
 7/12: CSO: Gershwin's Concerto in F with Jean-Yves Thibaudet, piano
 7/18: CSO: Mahler's Second Symphony: "Resurrection" with Janai Brugger, soprano, Sasha Cooke, mezzo-soprano
 7/20: CSO: Beethoven's Seventh Symphony with Himari, violin
 7/25: CSO: Chef Sheherazade with Molly Yeh, co-curator
 7/27: CSO: Breaking Barriers "Italian" Mendelssohn & Elgar's Enigma with Stephen Williamson, clarinet
 7/31: CSO: Lang Lang's The Disney Book, Lang Lang, piano
 8/1: CSO: Morgan Freeman's Symphonic Blues Experience (Morgan Freeman will not be at the concert)
 8/9: CSO: Debussy's La mer & Bruch's Concerto with Ray Chen, violin
 8/10: CSO: All-Mozart Evening with Garrick Ohlsson, piano
 8/16: CSO: Rachmaninoff's Piano Concerto No. 2 with Nobuyuki Tsujii, piano
 8/17: CSO: Saint-Saëns's Cello Concerto No. 1 with Sheku Kanneh-Mason, cello



northbrookpl We leveled up with some July 4th Parade fun today!! Thank you to the @villageofnorthbrook and @nb_parks for this great community event. 🥰



Social Media post: 4th of July Fun
 7/4/25
 Reach: 656, Views: 1,701
 Reactions: 55

Build an Inclusive Culture

CE & Training

Bryan Brugger, Adult Services Librarian, attended the Midwest Business Librarian Summit and presented on how partnering with other libraries, as well as community organizations, has allowed the Northbrook Library to increase their program offerings and reach a greater number of patrons. The biggest example of this is that this past spring the Northbrook Library partnered with the Business Interest Group to bring in Terry Savage and had an audience of over 1,200 people.

Kim Hegelund attended ALA in Philadelphia. Programs ranged from Framework for Access Services Librarianship, Consortial Trends, AI Ethics, Inclusive Language for Library Services, and Empowering Library Support Staff. (2.2)

A number of staff in Youth Services, Adult Services, and Admin attended the recent RAILS webinar: Generative AI in Libraries: Ethical Dilemmas and Opportunities. This sparked interesting discussion at department meetings and we are planning on continuing to discuss and learn more about these tools.

Arielle Raybuck attended a webinar about Fortifying Your Library Through Policy which provided helpful insight into Library Policy Development.

YS Library Assistant Kim Yen attended the program Generative AI in Libraries: Ethical Dilemmas and Opportunities and learned about the environmental cost, the inherent biases of AI, and that AI is predictive but not creative.

Personnel

Hires

- Laura Martinez, part-time Circulation Clerk (CIRC) joined effective July 8. Replacement
- Sophia Remé, part-time Circulation Clerk (CIRC) joined effective July 28. Replacement

Change in Position and/or Status

- None

Departures

- Willie Edwards, part-time Security Monitor (FAC), retired July 10 and moved out of the country.

Create Spaces to Belong

Safety

Along with other identified staff members, Becky Moore took part in an Incident Command System that supported a library program on July 31st. Becky and Laurie worked as staff support to be on stand by and to offer support, as needed. The previous training we received and the meeting held in the lead-up to the event on July 31st helped ensure each member knew and understood their role and feel more prepared going supporting the team using the ICS model.

As part of our security updates and initiatives, we are adjusting how we schedule Persons in Charge (PIC). We have embarked on a many months process to make these changes in order to allow for all 44 of our PIC staff to be able to share feedback on the proposed changes and make adjustments based on their concerns.

Operations

We have adjusted our reporting structure to more closely align public facing and back of house roles. Roll out of this began in June and the transition will continue throughout this year. Here are some activities toward this activity in July:

- Kelly Durov and Anna Amen worked together on transitioning the Security Monitor reporting to our Facilities Manager, Jason Halack. Due to a staff departure, we're training on the hiring process and job expectations while embarking in a hiring process for a new Security Monitor. Kelly and Jason are doing the hiring process together.
- IT oversight is transitioning to Anna and Kelly attended project meetings to get Anna up to speed with OSG.
- Events Production Manager oversight is also transitioning to Anna and Anna worked with Arielle Raybuck and Kelly on this transition
- Adult Services Manager oversight is transitioning to Kelly and Kate Hall worked with Kelly and Susan Wolf on this.
- Youth Services Manager oversight is transitioning to Kelly and Kate Hall worked with Kelly and Summer Kosuge on this.
- We are transitioning Susan Wolf off of being our Village Liaison to having Arielle Raybuck serve in this role as coordinating with community partners is in her job description. Role alignment and expectations around community partners and partner events continues to be an area rich for discussions about structure as no two partnerships or partner events are ever the same.

Leadership started on a new system for facilitating our Managers meetings in order to make the meetings more inclusive for managers and have made adjustments to the system based on managers feedback. Managers will receive facilitation training on August 13 from Fast Forward for Libraries and start sharing Managers Meeting facilitation in September. Library Wide Committee Chairs will also attend the Facilitation training in August.

In July, Becky received the first draft of questions from Zheng Consulting for the Northbrook Public Library's second large EDI assessment, which will be administered to all staff in September 2025. Becky then met with Lily Zheng and their team to review the questions and make minor edits that confirm the survey is aligned with the library's overall strategic initiatives and values.

Marketing

Graphic Designer, Princess Gonzalez Esparza designed a set of posters to be displayed in staff areas as a visual reminder of our Strategic Directions. One poster highlights all three of our Strategic Directions, and the second poster focuses on the first Strategic Direction: *Connect with Our Community*. We'll rotate out the detailed Strategic Direction poster each quarter. The current Strategic Direction poster features *Connect with the Community*, and the next poster *Build an Inclusive Culture*, will be displayed in September.

Graphic Designer, Princess Gonzalez Esparza created a new color palette using some existing, and adding some additional colors to make it more accessible, and to meet current WCAG 2.0 guidelines

Finance

Cook County has not yet released property tax bills and they will likely not go out until September or October.

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

21,414

↑ 5.2%



Building Visits

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

88,058

↑ 6.8%



Community Outreach

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

Events

16

↓ -48.4%

People Reached

684

↓ -55.7%



Staff Continuing Education

The number of continuing education hours completed by NPL staff

657

↓ -32.5%

Sharing Books & Materials



Physical Collections

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

225,609

↓ -0.8%



Circulation

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

Physical

192,485

↓ -5.2%

Downloadable

61,850

↑ 11.9%

Using Spaces & Services



Computer Use

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

4,872

↑ 0.7%



WiFi Use

The number of unique devices that access NPL WiFi each day

38,471

↑ 14.3%



Study Room Use

The number of NPL study room reservations made by patrons

4,317

↑ 11.7%



Meeting Room Use

The number of NPL meeting room reservations made by patrons

Total

128

↑ 8.5%

Auditorium

0

N/A



Program Engagement

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

Events

244

↑ 20.2%

Attendance

7,220

↑ 20.2%



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

939

↓ -64.2%

Monthly Statistics Dashboard (Page 1 of 3)



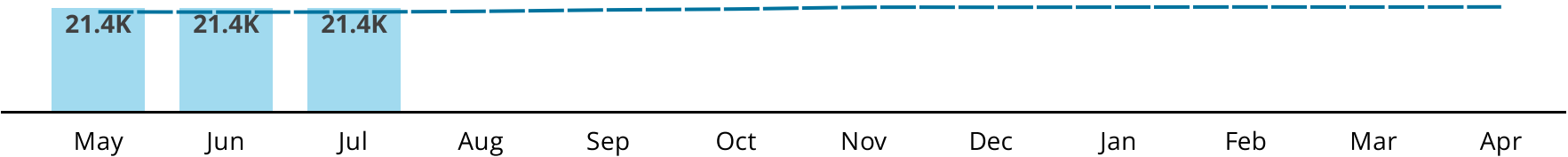
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A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



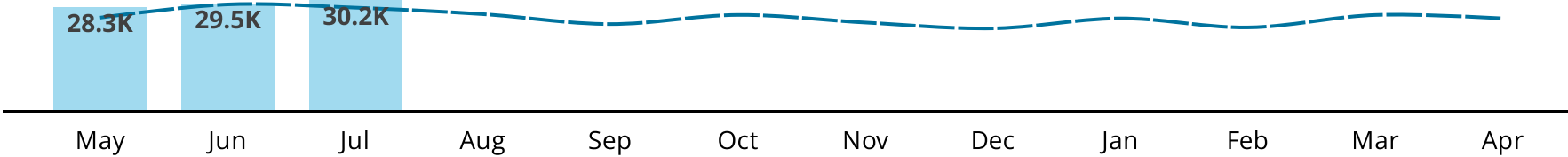
FYTD Totals

21,414
↑ 5.2%



Building Visits

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



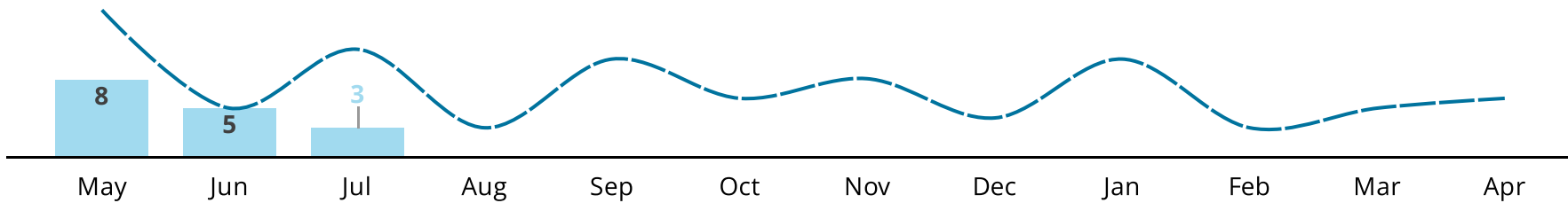
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Community Outreach

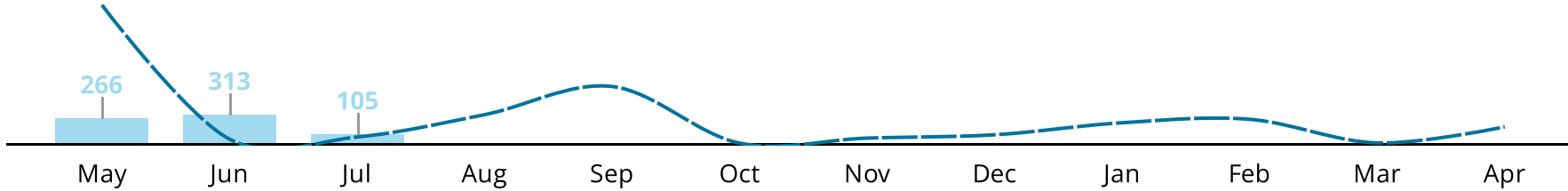
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Events



16
↓ -48.4%

People Reached

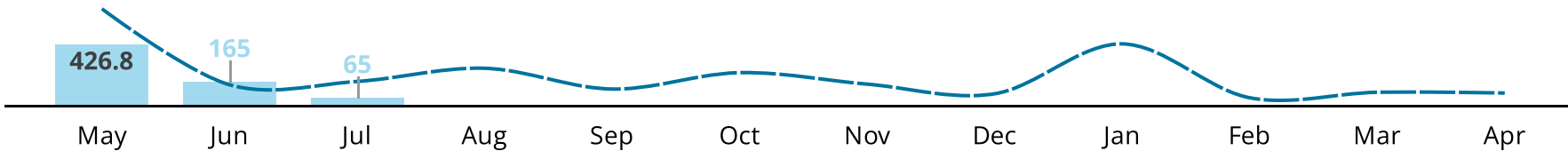


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Staff Continuing Education

The number of continuing education hours completed by NPL staff



657
↓ -32.5%

Monthly Statistics Dashboard (Page 2 of 3)

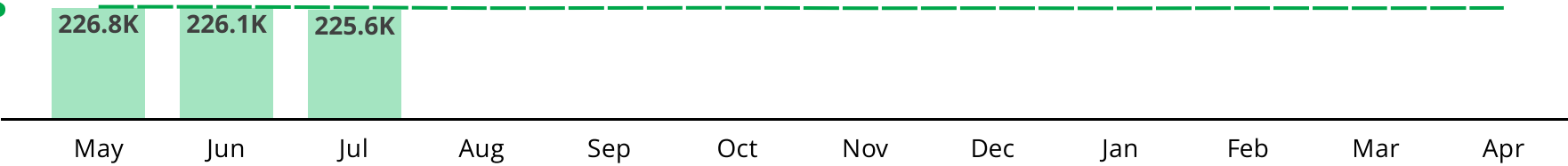
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed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

225,609

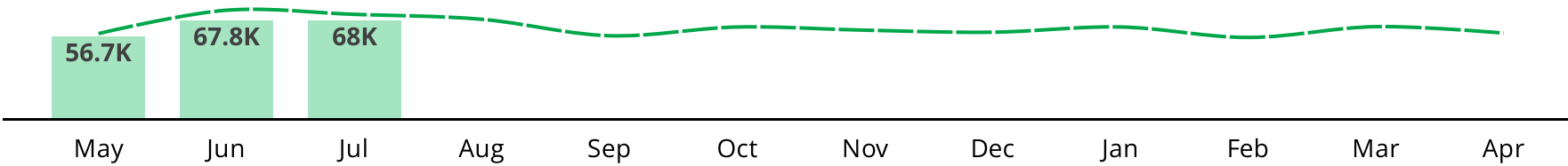
↓ -0.8%



Circulation

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

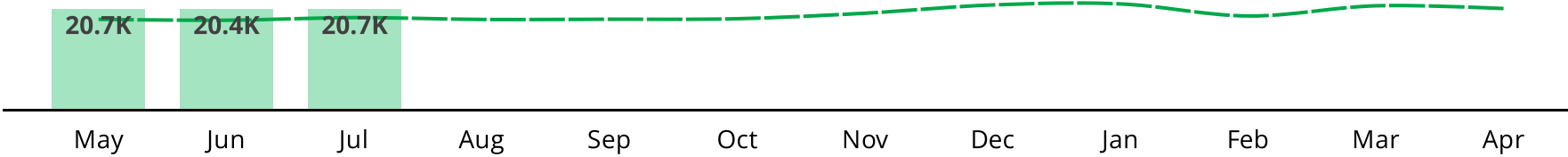
Physical



192,485

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Downloadable



61,850

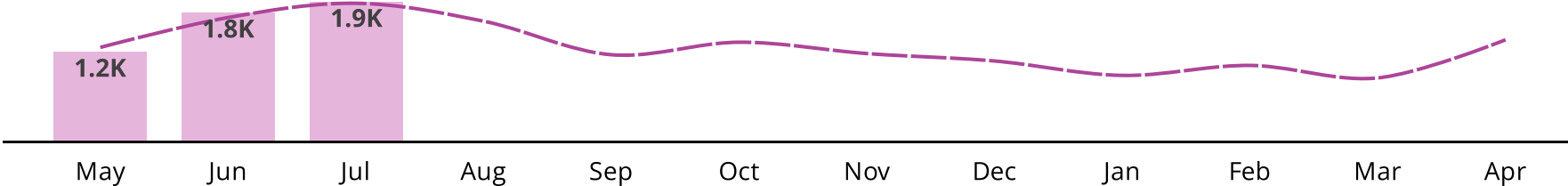
↑ 11.9%

Using Spaces & Services



Computer Use

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



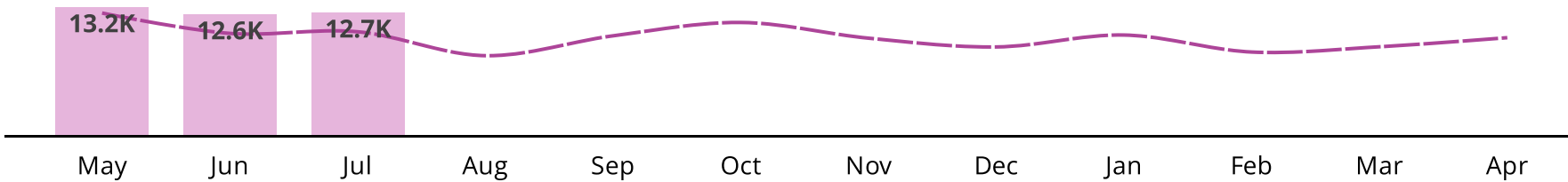
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WiFi Use

The number of unique devices that access NPL WiFi each day



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Monthly Statistics Dashboard (Page 3 of 3)



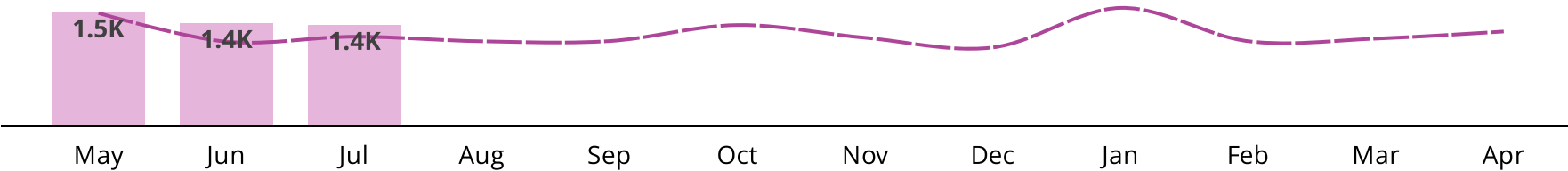
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Using Spaces & Services



Study Room Use

The number of NPL study room reservations made by patrons



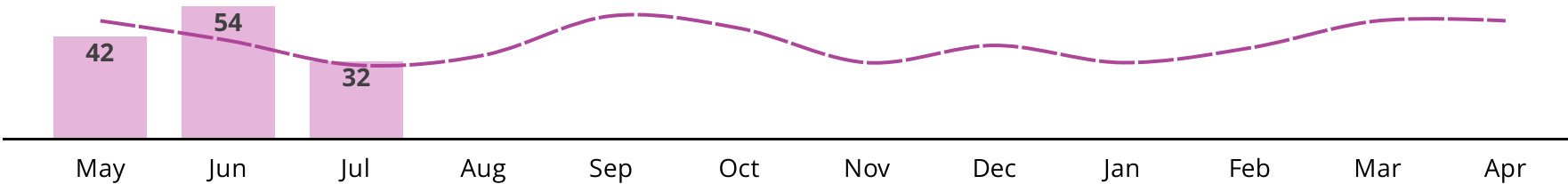
FYTD Totals

4,317
↑ 11.7%



Meeting Room Use

The number of NPL meeting room reservations made by patrons



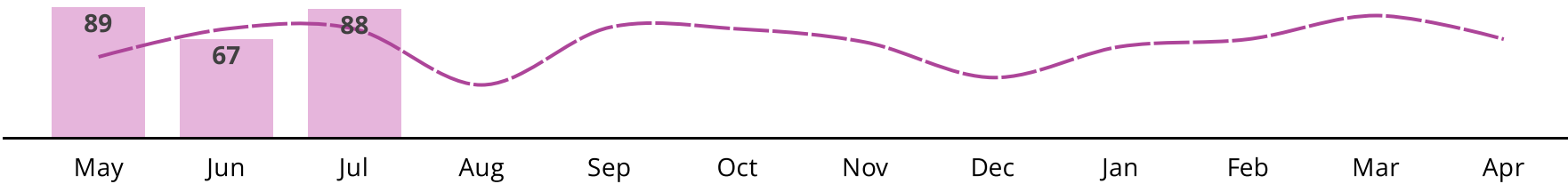
128
↑ 8.5%



Program Engagement

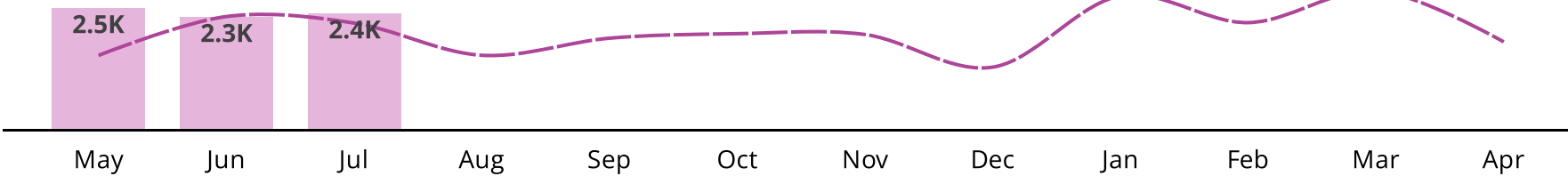
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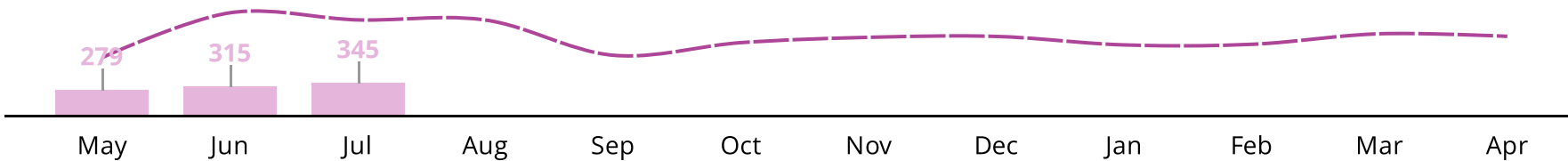


7,220
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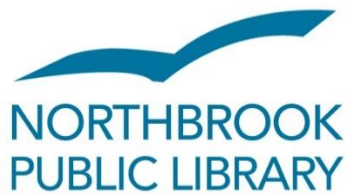


One-on-Ones

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



939
↓ -64.2%



Memorandum

DATE: August 12, 2025

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Data Analysis Ongoing Support

As mentioned last month, as we continue implementing our Strategic Plan and focus on being a data-driven organization, we need to address a growing gap between the data insights we need and our current internal capacity to deliver them. This memo outlines:

- our current capabilities,
- what we cannot currently accomplish but would like to do,
- priority projects we want to accomplish, and
- presents three approaches for moving forward
 - Option 1: Retainer Based Model
 - Option 2: Project Based/Hourly Model
 - Option 3: Internal Capacity Building

Also included in the packet are two agreements from Fifth Star Collective that lay out costs and services for Options 1 and 2. Mallory will be joining the board meeting to go over these two options and answer any questions for the board.

Current State: What We Can Do Now

Our staff currently handles basic data functions:

- Compile IPLAR statistics for annual state reporting (manual process across all departments)
- Respond to simple data requests when time permits (usually handled by Kelly or Circulation/Tech staff)

- Conduct basic surveys (like this spring's patron movie survey, still being analyzed)
- Use existing tools like Data Dashboard, IPLAR reports, and Collection HQ for basic decision-making
- Input monthly data using new systems

The Gap: What We Cannot Currently Accomplish

Despite access to growing amounts of data, we lack internal capacity and specialized skills in several areas that would help us make more data driven decisions:

Strategic Reporting

- Build compelling Annual Reports that clearly connect outcomes to Strategic Plan goals
- Provide timely, well-visualized data for proactive staff and board decision-making
- Complete high-impact storytelling projects that highlight our community value

Program Analysis & Marketing Support

- Conduct deeper program analysis to understand effectiveness and improvement opportunities
- Respond to frequent marketing requests for data insights beyond basic metrics
- Analyze demographic and GIS data to identify service gaps while preserving patron privacy

Integrated Data Analysis

- Make IPLAR data truly actionable beyond basic compliance reporting
- Use patron feedback, surveys, and traffic data effectively for planning
- Integrate data across departments for a complete picture of patron engagement

Priority Projects: What We Need Help to Do

To address these gaps and support our Strategic Plan implementation, we have identified four key projects that would significantly improve our data capabilities and strategic reporting that we would work on in the first year:

Enhanced Internal Data Dashboard

Create an internal-only version of our current data dashboard that is fully filterable by staff across all fiscal years, departments, and service areas. This would allow department managers and program coordinators to access historical trends, compare performance across time periods, and make data-informed decisions about programming, staffing, and resource allocation without requiring manual data compilation for each request.

Strategic Plan Outcomes Dashboard

Develop a comprehensive dashboard that directly connects our data collection to Strategic Plan goals and activities more directly. This system would highlight outcomes based on our strategic goals and activity plans, allowing us to demonstrate progress, identify areas needing attention, and provide clear reporting to the board and community about how we're achieving our mission. The dashboard would link directly to our Strategic Plan Goals and Activity Plan, making data needs transparent and actionable.

Mandatory State Reporting

Streamline and, where possible, automate our current IPLAR and ILLINET reporting process, which currently requires over 100 hours annually across all departments using manual Excel compilation. A partially automated system would reduce staff time, minimize errors, eliminate duplicate data entry, and provide year-round access to state reporting metrics that could inform operational decisions beyond compliance requirements. While the new Data Dashboard has helped us to reduce time spent, there is much more that could still be done in this area.

2026 Annual Report

Produce a comprehensive Annual Report for Summer 2026 that combines narrative with data visualization to showcase library impact and community value. This report would integrate data from all service areas with strategic storytelling, similar to peer organizations like:

- Skokie Library Annual Review: <https://new.express.adobe.com/webpage/DWNzoJw7cY3f6>
- Evanston Library Annual Report: https://epl.org/wp-content/uploads/sites/152/2025/04/epl_annual_2024_web2_spreads.pdf
- Northbrook Park District Stewardship report: https://dfiwnmiu3d4d2.cloudfront.net/wp-content/uploads/2019/02/28233223/Stewardship_Report_web_2018.pdf

This Annual Report would serve multiple purposes: board reporting, community engagement, and strategic planning documentation.

Three Options for Moving Forward

I have three options to the board for options we can consider to move forward. Options 1 and 2 have additional supporting documentation in the packet from Mallory Edgar.

Option 1: Retainer-Based Model

Structure: ~250-350 hours annually for ongoing support plus priority projects

Focus: Consistent, year-round data partnership with dedicated analyst expertise

Ongoing Support (100+ hours):

- ✓ Data integrity maintenance for data dashboards
- ✓ Staff training and support for data storytelling
- ✓ Fast turnaround for time-sensitive requests
- ✓ Strategic plan reporting
- ✓ System maintenance and updates

Year 1 Priority Projects (250 hours):

- ✓ Internal-only, filterable staff dashboard for all fiscal years
- ✓ Strategic Plan outcomes dashboard connecting goals to activities
- ✓ IPLAR reporting automation (currently requires 100+ manual hours annually)
- ✓ 2026 Annual Report development with narrative and data integration

Advantages:

- ✓ Consistent, year-round partnership with dedicated expertise
- ✓ Faster response times for urgent data needs
- ✓ 1) Mimics having someone on staff who is dedicated to data work, but at a lower cost than what you'd pay for having a data analyst on staff and without the overhead associated with a W2 employee
- ✓ 2) Cuts down on administrative work required for approaching work on a project-by-project basis, where each hourly contract would require new negotiation (scoping out the work, developing estimates for time and cost, contract edits and approvals, etc.), which takes time and delays forward progress
- ✓ Clear triage and prioritization process
- ✓ Analyst develops deep institutional knowledge of our systems and goals
- ✓ Predictable annual cost for budget planning
- ✓ Combines ongoing support with strategic project work

Considerations:

- ✓ Higher upfront annual commitment
- ✓ Risk of underutilizing contracted hours if projects don't proceed as planned
- ✓ Requires staff preparation and collaboration to maximize value
- ✓ Success depends on clear project outcomes and evaluation metrics

Option 2: Project-Based/Hourly Model

Structure: Contract for specific deliverables as needed

Focus: Targeted support for defined projects without ongoing or as needed support

Advantages:

- ✓ Lower initial financial commitment
- ✓ Clear project boundaries and deliverables
- ✓ Flexibility to adjust scope and timing
- ✓ Pay only for work actually completed
- ✓ Ability to test working relationship before larger commitment
- ✓ Can focus resources on highest-priority projects first

Considerations:

- ✓ May lack continuity for ongoing data maintenance needs
- ✓ Analyst starts from scratch with each new project, requiring setup time
- ✓ Less institutional knowledge development over time
- ✓ Could result in fragmented approach to data strategy
- ✓ May not address day-to-day data support needs effectively
- ✓ Potential for higher per-hour costs due to project setup requirements

Option 3: Internal Capacity Building

Structure: Train existing staff to handle data analysis responsibilities

Focus: Grow our existing in-house skill to meet data analysis needs on staff

If we were to assign this work to existing staff who are not trained data analysts, we estimate the following:

- ✓ Due to the learning curve, work would likely require 750–1,200 hours annually—roughly 3–6 months of full-time work or 15–25 hours/week sustained over the year.
- ✓ Staff would require 50–70 hours of structured training in tools like Excel, Google Looker Studio, survey platforms, and data evaluation.
- ✓ Core Training areas needed for basic entry level understanding and skills:
 - Advanced data management and organization (8-12 hours)
 - Dashboard creation and data visualization (12-20 hours)
 - Survey methodology and analysis (6-8 hours)
 - Automated reporting systems (10-15 hours)
 - Performance measurement and evaluation (4-6 hours)
 - Report writing and data storytelling (6-8 hours)

Advantages:

- ✓ Builds permanent internal expertise
- ✓ Staff develop deep understanding of library operations and data connections
- ✓ No ongoing external contracts or vendor management
- ✓ Flexibility to adjust priorities and timelines internally
- ✓ Potential for long-term cost savings
- ✓ Enhances overall staff skill sets

Considerations:

- ✓ Significant time investment due to learning curve (2-3x longer than skilled analyst)
- ✓ Potential for inconsistent outputs across departments
- ✓ Staff may need ongoing support and troubleshooting
- ✓ Takes trained staff away from core library service responsibilities
- ✓ May result in duplicated effort or need for rework
- ✓ Could delay ability to fully report on Strategic Plan progress
- ✓ Risk of staff turnover losing invested training

Cost Comparison

Cost Factor	Fifth Star Contract	Fifth Star Project Based*	Internal Training**
Year 1 Total Cost (Low)	\$48,000	\$3,750	\$28,920
Year 1 Total Cost (High)	\$48,000	\$44,250	\$45,522

Time to Complete Projects	9-12 months	3-12 months	12-18 months
Quality Assurance Level	Professional guarantee	Professional guarantee	Variable

*Includes lowest cost single project to all projects

**Includes training costs and time and staff project work time based on an average librarian pay rate of \$33.56/hr.

Conclusion & Next Steps

Any approach we choose must balance our core responsibility to maintain excellent library services and support staff efficiency in their primary roles with the desire to make data-driven decisions.

Whether we invest in external expertise, internal training, or a combination approach, we need to consider how each option positions us to meet both immediate reporting requirements and long-term strategic goals while maintaining our commitment to excellent public service. I look forward to hearing the board's thoughts and answering any questions you have.



Mallory S. Edgar, MPH
1748 North Kimball Avenue, Suite 202b
Chicago, IL 60647
217-257-3698
mallory@fifthstarcollective.com

[DRAFT] Service Contract — Northbrook Public Library **Ongoing Data & Evaluation Support**

August 13, 2025

Introduction

Thank you for the opportunity to work with Northbrook Public Library! This document outlines the Services, fees, and terms for a contract in which Fifth Star Collective, PLLC (hereafter referred to as "FSC") will provide ongoing data- and evaluation-related Services to Northbrook Public Library (hereafter referred to as "NPL"). All elements of this contract are open to negotiation.

This Agreement for Consultation Services ("Contract") is entered into this _____ day of August, 2025 ("Effective Date"), by and between Fifth Star Collective ("FSC"), an Illinois professional limited liability company, and Northbrook Public Library ("NPL"), an Illinois public library. Hereafter, FSC and NPL may collectively be referred to as "parties," or individually as a "party."

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby mutually acknowledged, the parties agree as follows:

Consultant Background

Fifth Star Collective is a consulting company that works primarily with nonprofit organizations in the public health, human service, and public library fields, supporting teams in developing their capacity to plan for and evaluate the important work they do with and for communities. FSC's service portfolio includes strategic planning, program design and development, monitoring and evaluation, and data Services, as well as support with technical writing and editing.

FSC is a two-person team with nearly 30 years of combined experience in the public health and social work fields. Co-Founder & Consultant, **Mallory Edgar**, has more than a decade of experience in nonprofit, governmental, and academic settings in the public health field and over five years of experience in the public library field. During this time, she has held a variety of positions, with her work including program planning, evaluation, data analytics and visualization, mixed methods research, direct service, and people and project management. Mallory has a Master of Public Health from the University of Michigan and a Bachelor of Arts in sociology and gender & women's studies from the University of Illinois at Urbana-Champaign.

Services & Deliverables

As of the effective date named in this contract between FSC and NPL, FSC will be available to provide the following Services. The aim of this work is to provide dedicated, consistent support to NPL around evaluation practices and data activities (collection, management, analysis, visualization, reporting) — helping NPL to better understand and evaluate its work, make informed decisions about changes, tell the library’s story, and ultimately better serve and engage with the Northbrook community.

Please note that the table below broadly outlines the types of Services and deliverables that FSC will be available to provide to NPL under the terms of this Contract. This list is intentionally broad and the deliverables are intentionally general, to allow NPL maximum flexibility in utilizing FSC’s support for a wide range of data-related tasks and projects.

Other related tasks not specifically outlined below may also be completed, as mutually agreed upon by FSC and NPL in writing.

Description	Deliverables
Development and revision of data entry, collection, & management tools to support monitoring/evaluation and reporting activities	<ul style="list-style-type: none"> ○ Revised or newly-developed tools (e.g., Google Forms, Google Sheets, survey tools, etc.) for various data entry, collection, and management activities ○ Meetings and other communications (email, phone) with NPL staff, as appropriate
Reporting and storytelling about the library’s work , internally and externally	<ul style="list-style-type: none"> ○ Dashboards and data visualizations, created in Looker Studio or Google Sheets ○ Other data communication tools (reports, infographics, one-pagers), as requested ○ Completion of required/requested library surveys throughout the year, as needed ○ Meetings and other communications (email, phone) with NPL staff, as appropriate
Strategic planning & evaluation planning support	<ul style="list-style-type: none"> ○ Meetings and other communications (email, phone) with director- and manager-level staff members to assess progress toward strategic plan goals and to make revisions/updates to evaluation plans, as needed ○ Documents that summarize the library’s strategic and data/evaluation priorities/plans/practices (e.g., logic model, MEAL plan, etc.)
Miscellaneous data support & other consultation	<ul style="list-style-type: none"> ○ Regular data management and data hygiene activities ○ Periodic review of existing tools (dashboards, forms, etc.) to ensure proper functioning and troubleshoot as needed ○ Data analysis support for various projects, as requested ○ As-needed meetings and email communications with staff to discuss particular data/evaluation projects or requests ○ Individual or group consultation and training related to data/evaluation topics (e.g., Google Workspace tools, logic models, data visualization), as needed throughout the year
Total Monthly Cost	
\$4,000	

[2]

The activities and deliverables described above are inclusive of specific projects that have already been identified as being of future interest for NPL during conversations between NPL and FSC from September 2024 through May 2025, including the following (some of which were included in a [Phase 1 Wrap-up Memo](#) for the previously completed Monthly Statistics Project, shared with the NPL Board of Trustees at their March 2025 Regular Meeting):

- Future edits to and as-needed troubleshooting of the recently developed Monthly Statistics Google Spreadsheet and Monthly Statistics Dashboard — including the creation of a second, internal-only version of the dashboard that is fully filterable by staff for all fiscal years
- Creation of additional Looker Studio-based or Google Sheet-based data dashboards to assist with internal monitoring, evaluation, and planning, as well as external reporting — initial ideas for data to be visualized in more detailed dashboards include, but are not limited to, the following:
 - Strategic Plan goal monitoring
 - Collections (building on the Excel-based dashboards drafted by a previous NPL employee)
 - Circulation
 - Outreach
 - Programs
 - Reading Programs
 - Collaboratory Use
 - One-on-Ones
 - Staffing (open positions, hiring, etc.)
 - Financials (spending levels and trends for different categories — collections, programs, personnel, etc.)
 - Staff Feedback
- Support for development of NPL annual reports to share yearly highlights with the Northbrook community and library peers
- Exploration of opportunities for ongoing feedback-gathering from patrons and community members via surveys — including potential revisions to the program survey or the development of a regular survey of cardholders and/or community members (e.g., NPS survey, annual community survey)
- Creation of tools and processes for capturing qualitative impact stories from staff to build a repository of stories that can be used in library communications and reporting
- Further streamlining of existing documentation and data management tools related to IPLAR
- Development of an organizational logic model for NPL to visually summarize key inputs, activities, outputs, and outcomes relevant to the library's work

In conversation with the NPL Executive Director and Assistant Director in July-August 2025, the following projects were specifically identified as priorities for completion by FSC during the first year of this service contract.

- **Monthly Statistics Dashboard Supplements** — Building on the work completed in the recent Monthly Statistics Project, FSC will produce two supplemental items related to NPL's new public data dashboard.

The first item will be an instructional guide that provides additional details about the back-end build of the dashboard and its linked Google Spreadsheet, including necessary dashboard date filter and parameter updates to be completed at the start of each new fiscal year and tips for maintaining and troubleshooting common issues that could arise with the dashboard and linked Google Spreadsheet. Please note that this will not be an exhaustive instructional guide for fixing every issue that could possibly arise, nor will it be a how-to document for building Looker Studio dashboards. While professional technical support will still be needed for more significant or complex edits to or issues with these tools in the future, this instructional guide will allow NPL to have an internal reference tool for independently addressing basic issues.

The second item will be an internal-only version of the current NPL data dashboard that is fully filterable for all available fiscal years of data. The current dashboard was developed with built-in date controls to automatically display data for specific date ranges (the current fiscal year, with prior year comparisons) only. This more limited structure was intentionally selected based on the purpose and intended audience for the dashboard (i.e., a more static, storytelling dashboard for public consumption by the community and the Board). In contrast, this secondary version of the dashboard will be for internal use by staff only and will allow for more interactivity and data exploration with filtering capabilities on all pages. Creating this version will require duplicating the existing dashboard, adjusting back-end time range restrictions, adding new filters, making any as-needed formatting adjustments to visualizations, and compiling available pre-FY24 data into the dashboard's linked Google Spreadsheet.

- **Strategic Plan Dashboard** — To support rigorous tracking and transparent sharing of progress toward strategic plan goals, FSC will work with the NPL Executive Director and Assistant Director to develop a dedicated strategic plan dashboard. Similar to the Monthly Statistics Project, this work will begin with a collaborative review of the strategic plan goals and activity plan, making sure there are clear indicators identified for measuring (quantitative) or describing (qualitative) goal progress or completion. Importantly, FSC will work with NPL to determine which indicators will be measured with already-developed data sources (e.g., data that is readily available from the recently-developed monthly data spreadsheet and dashboard) and which indicators will require updates to existing tools or the creation of new tools for gathering/compiling quantitative or qualitative data (e.g., staff or patron surveys, etc.), which FSC will assist with. Once all data sources are identified and any new/updated tools are in place, FSC will develop a central Google Spreadsheet where all data related to tracking strategic plan goal progress will live, similar to the centralized location developed for monthly library statistics. Finally, FSC will develop a dashboard to visualize key data and display progress toward each of the strategic plan goals, measuring against relevant benchmarks or deadlines. NPL will provide guidance to FSC on preferred functionality, intended audience, etc., related to the dashboard, and FSC will complete an initial mock-up for review before building the final version. The dashboard may be created in Google Sheets or Looker Studio, depending on intended audience/use, preferred functionality, etc.

- **IPLAR & ILLINET Tools & Processes** — To streamline the process of completing the required Illinois Public Library Annual Report (IPLAR) and ILLINET Interlibrary Loan Statistical Survey, FSC will develop an updated process and tools for NPL to compile the necessary data each year. Currently, NPL uses a variety of spreadsheets and manual data entry by multiple staff to pull together required IPLAR and ILLINET data. FSC will create a new central Google Spreadsheet for compiling IPLAR & ILLINET data, which will be populated using a combination of automated and, where necessary, manual data entry practices. Opportunities for automated data entry in this new spreadsheet will include data compiled in the recently-developed monthly data spreadsheet, such as program events and attendance, one-on-one tutorials, circulation, building visits, room use, and technology use. IPLAR and ILLINET require several of these data categories to be disaggregated in specific ways — for example, with IPLAR, program events and attendance must be disaggregated by synchronous/asynchronous structure, virtual/in-person format, on-site/off-site location, and primary audience age groups. Instead of staff manually combing through program data to determine totals for each of these subcategories, the data as it is now compiled in the monthly statistics spreadsheet can be used to automatically calculate these various totals and subtotals using formulas that FSC will set up in the new IPLAR spreadsheet.

In addition to setting up the new IPLAR/ILLINET spreadsheet to be ready to compile data for future reports, FSC will also ensure that data from previous years' reports are compiled in the same spreadsheet, for easy reference to NPL's historical data. The spreadsheet will also include space for additional notes and instructions about the data sources, methods, and persons responsible, so that NPL has a clear reference for where all information is coming from each year.

- **Annual Report** — With guidance from the NPL Executive Director, FSC will work with NPL's marketing and graphics staff to develop an annual report for NPL during the summer of 2026. This report will include both narrative and data, and FSC will specifically provide support around compiling relevant data and best practices for visualizing and displaying both quantitative and qualitative data in the report. If needed, FSC may also provide support around editing and proofreading of narrative content.

Successful completion of or significant progress toward completion of all items listed above during the first year of this contract, as monitored and assessed by the NPL Executive Director, will be a necessary prerequisite for renewal of this ongoing engagement between NPL and FSC, as described in the "Renewal & Termination" section below.

Method of Performing Services

All Services described above will be performed solely by FSC Co-Founder & Consultant Mallory Edgar. FSC will determine the method, details, and means of performing the above-described Services, including the determination of the need for and hiring of assistants at FSC's own expense. NPL may not control, direct, or otherwise supervise FSC's assistants or employees in the performance of those Services.

FSC represents and warrants that FSC has the skills and knowledge necessary to perform the Services in a safe, proper, efficient, thorough, and satisfactory manner and understands that NPL is relying on such representation in contracting with FSC for the Services.

In completing the work described above, FSC will primarily work with the NPL Executive Director, Assistant Director, and members of NPL's management team. Other NPL staff may also contact FSC as needed to request assistance with various data-related activities (e.g., designing a survey, creating data visualizations, etc.). This may be done via email or, if preferred by NPL, via a data support request form that FSC will develop. FSC will then triage and respond to requests based on urgency and capacity.

FSC and NPL will collaboratively determine at least one regular meeting time per month to discuss progress on existing projects, future priorities, and new data/evaluation needs as they arise. FSC will also identify 2 days per week that are primarily dedicated to NPL work, during which NPL can expect the most prompt response time on communications and the most flexibility and availability for meeting scheduling.

Compensation & Payment Terms

For the Services outlined above, NPL will be billed for a flat-rate monthly retainer of \$4,000. This retainer structure allows NPL to maintain consistent access to FSC's support each month (in much the same way as having someone on staff who is dedicated to data work), with flexibility for workload size to fluctuate month-to-month while the monthly cost remains the same — allowing for more predictability and ease of accounting for both NPL and FSC. A monthly retainer payment will be due to FSC after the receipt of an invoice for a completed month's work in accordance with the Local Government Prompt Payment Act.

As noted above, additional activities/deliverables not specifically outlined in this contract may also be completed by FSC, as mutually agreed upon by FSC and NPL. Please note that, for significant activities and projects beyond the scope of this contract, FSC will bill at an hourly rate of \$150 to account for any potential high-volume requests by NPL in a given month. Any additional work would be billed monthly, with FSC submitting an invoice by the first business day of the month for work performed the previous month, with payment due within 30 days. Any service or change recommended by FSC in addition to and above and beyond the Services defined in the "Services & Deliverables" section will require NPL written pre-approval to accept any additional charge.

Payments may be submitted via electronic bank transfer (preferred method) or via paper check mailed to the address provided on the invoice. If paying via paper check, FSC requests that NPL use a mailing service that includes tracking and provide this tracking information to FSC.

If payment is not received within the terms outlined above and in monthly invoices, a late fee will be charged on any overdue and unpaid balances. After an initial grace period of 30 days past the original payment due date (60 days from the date of invoice), late fees will begin to accrue at a rate of 1%, applied weekly until the balance is paid. Accrued late fees will be added to the next monthly invoice, with the standard net 30 terms.

Tools & Instruments

FSC will supply all computer systems, software, tools, equipment, and supplies required to perform the Services under this Contract. All computing devices used by FSC (laptops, desktops, servers, smartphones, tablets, etc.) which connect to NPL's data (shared drives, networks, systems, websites, etc.) or third-party data from NPL's vendors as part of the scope of Services listed above are required to be free of any malware infections and have active antivirus/antimalware software installed.

Confidentiality of Information

In completing the work described above, FSC is required to comply with any and all NPL data privacy and confidentiality policies. FSC shall maintain all information received, viewed, transmitted, or otherwise accessed from NPL in the strictest confidence. Further, FSC shall not disclose, transmit, release, copy, publish, or use the information except as permitted by this Contract, notwithstanding any provisions in the Contract to the contrary. FSC shall use the same degree of care to avoid unauthorized disclosure of the confidential information as it uses with respect to its own confidential proprietary information of like quality and nature, but employing no less than a reasonable standard of care. On termination or expiration of this Contract, FSC will promptly return to NPL or securely discard all materials containing NPL's confidential information, including all copies, unless otherwise agreed by NPL.

Freedom of Information Act

FSC agrees to maintain, without charge to NPL, all records and documents relating to this Contract in compliance with the Freedom of Information Act ("FOIA"), 5 ILCS 140/1 et seq. In addition, FSC must produce records which are responsive to a request received by NPL under the Freedom of Information Act so that NPL may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then FSC must notify NPL and if possible, NPL will request an extension so as to comply with the Act. If FSC believes that any record, or part thereof, may be confidential, proprietary, privileged, or otherwise exempt from disclosure, FSC must furnish those records under an express claim that the records are proprietary, confidential, or privileged. NPL is solely responsible for determining whether a record, or part thereof, is exempt from disclosure under FOIA. In the event that NPL is found to have not complied with FOIA due to FSC's failure to disclose documents or otherwise appropriately respond to a request under FOIA, then FSC will indemnify and hold NPL harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees, and penalties.

Workers' Compensation

FSC agrees to provide workers' compensation insurance for FSC's employees and agents and agrees to hold harmless and indemnify NPL for any and all claims arising out of any injury, disability, or death of any of FSC's employees or agents.

Obligations of NPL

NPL agrees to meet the terms of all reasonable requests of FSC necessary to the performance of FSC's duties under this Contract.

Assignment

Neither this Contract nor any duties or obligations under this Contract may be assigned by NPL or FSC without the prior written consent of NPL and FSC.

Renewal & Termination

The start date of contract work will be September 1, 2025, with a one-year term. The contract term shall automatically renew for a subsequent period of the same length as the initial term for a maximum of two times (through August 31, 2028) without a newly signed contract. After the initial year of the contract, either party may terminate or renegotiate the contract with 60 days' written notice. In compliance with these terms, either party must notify the other in writing no later than July 2, 2026 (60 days prior to the end of the first-year term on August 31, 2026) should they wish to terminate the contract after the initial year. Any renegotiated terms, including outlining of new goals and specific deliverables for years 2 and 3, may be documented in signed addenda to this primary Contract.

Either party may terminate this Contract at any time and for any reasons upon the giving of at least thirty (30) days' prior written notice to the other party. Termination will become effective on the 31st day from the giving of such notice or, if later, the date specified in the notice. All fees and expenses accrued to this date will be due and payable upon receipt of a final invoice. FSC shall only be entitled to compensation for work actually performed and accepted by NPL up to the date of such early termination.

In the event of non-performance by FSC, or extended delays of deliverables beyond 30 days, NPL will notify FSC of non-performance. If no remedy is delivered within 15 days of notice, NPL reserves the right to terminate the agreement with 30 days' written notice. In the case of recurring issues of non-performance by FSC, NPL reserves the right to terminate the contract without notice. In the event of early termination, FSC shall only be entitled to compensation for work actually performed and accepted by NPL up to the date of such early termination.

Notices

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by email with read receipt or by mail, registered or certified, postage prepaid with return receipt requested. Emailed or mailed notices shall be addressed to the parties at the following addresses:

The Library:

Kate Hall, Executive Director

khall@northbrook.info

Northbrook Public Library, 1201 Cedar Lane, Northbrook, IL 60062

The Contractor:

Mallory S. Edgar, Managing Member

mallory@fifthstarcollective.com

Fifth Star Collective, PLLC, 1748 North Kimball Avenue, Suite 202b, Chicago, IL 60647

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; emailed and mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Relationship of FSC and NPL

NPL hereby engages FSC as an independent contractor to perform the Services described in this Contract. Nothing contained in this Contract shall be deemed or construed to create any relationship of principal and agent, or of limited or general partnership, or of joint venture, or of any association by and between NPL and FSC.

Indemnification

FSC acknowledges and agrees that FSC shall indemnify, save harmless, and defend NPL its elected or appointed officials, officers, and employees against all damages, liability, claims, losses, and expenses (including attorneys' fees and costs of appeal) that may arise, or be alleged to have arisen, out of or in connection with FSC's performance of, or failure to perform, the Services or any part thereof set forth in this Contract.

Entire Agreement

This Contract supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of Services by FSC for NPL, and contains all of the covenants and agreements between the parties with respect to the rendering of such

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Services in any manner whatsoever. Each party to this Contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the authorized officer of the party to be charged.

Counterparts

This Contract may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

Partial Invalidity

If any provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Compliance with Laws

The Services, and all of its components, must be provided, performed, and completed in compliance with, and FSC agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, including, without limitation, the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., if applicable; any other prevailing wage laws; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Services. Further, FSC must have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act during the course of the work.

Governing Law

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any action arising out of or due to this Contract shall be in the Cook County Circuit Court.

FOR: **Northbrook Public Library**

<hr/>	
Print Name	Title
<hr/>	
Signature	Date

FOR: **Fifth Star Collective, PLLC**

Print Name

Title

Signature

Date



Mallory S. Edgar, MPH
1748 North Kimball Avenue, Suite 202b
Chicago, IL 60647
217-257-3698
mallory@fifthstarcollective.com

Service Contract — Northbrook Public Library

Data Projects Support

August 13, 2025

Introduction

Thank you for the opportunity to work with Northbrook Public Library! This document outlines the Services, fees, and terms for a contract in which Fifth Star Collective, PLLC (hereafter referred to as "FSC") will provide data-related support to Northbrook Public Library (hereafter referred to as "NPL") for specific deliverables outlined herein. All elements of this contract are open to negotiation.

This Agreement for Consultation Services ("Contract") is entered into this _____ day of August, 2025 ("Effective Date"), by and between Fifth Star Collective ("FSC"), an Illinois professional limited liability company, and Northbrook Public Library ("NPL"), an Illinois public library. Hereafter, FSC and NPL may collectively be referred to as "parties," or individually as a "party."

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby mutually acknowledged, the parties agree as follows:

Consultant Background

Fifth Star Collective is a consulting company that works primarily with nonprofit organizations in the public health, human service, and public library fields, supporting teams in developing their capacity to plan for and evaluate the important work they do with and for communities. FSC's service portfolio includes strategic planning, program design and development, monitoring and evaluation, and data Services, as well as support with technical writing and editing.

FSC is a two-person team with nearly 30 years of combined experience in the public health and social work fields. Co-Founder & Consultant, **Mallory Edgar**, has more than a decade of experience in nonprofit, governmental, and academic settings in the public health field and over five years of experience in the public library field. During this time, she has held a variety of positions, with her work including program planning, evaluation, data analytics and visualization, mixed methods research, direct service, and people and project management. Mallory has a Master of Public Health from the University of Michigan and a Bachelor of Arts in sociology and gender & women's studies from the University of Illinois at Urbana-Champaign.

Services & Deliverables

As of the effective date named in this Contract between FSC and NPL, FSC will be available to provide the following Services, with work anticipated to be performed September 2025 - August 2026. All Services described below will be performed solely by FSC Co-Founder & Consultant Mallory Edgar. Other related tasks not specifically outlined below may also be completed, as mutually agreed upon by FSC and NPL in writing.

Description	Estimated Time	Estimated Cost
<p>Monthly Statistics Dashboard Supplements — Building on the work completed in the recent Monthly Statistics Project, FSC will produce two supplemental items related to NPL’s new public data dashboard.</p> <p>The first item will be an instructional guide that provides additional details about the back-end build of the dashboard and its linked Google Spreadsheet, including necessary dashboard date filter and parameter updates to be completed at the start of each new fiscal year and tips for maintaining and troubleshooting common issues that could arise with the dashboard and linked Google Spreadsheet. Please note that this will not be an exhaustive instructional guide for fixing every issue that could possibly arise, nor will it be a how-to document for building Looker Studio dashboards. While professional technical support will still be needed for more significant or complex edits to or issues with these tools in the future, this instructional guide will allow NPL to have an internal reference tool for independently addressing basic issues.</p> <p>The second item will be an internal-only version of the current NPL data dashboard that is fully filterable for all available fiscal years of data. The current dashboard was developed with built-in date controls to automatically display data for specific date ranges (the current fiscal year, with prior year comparisons) only. This more limited structure was intentionally selected based on the purpose and intended audience for the dashboard (i.e., a more static, storytelling dashboard for public consumption by the community and the Board). In contrast, this secondary version of the dashboard will be for internal use by staff only and will allow for more interactivity and data exploration with filtering capabilities on all pages. Creating this version will require duplicating the existing dashboard, adjusting back-end time range restrictions, adding new filters, making any as-needed formatting adjustments to visualizations, and compiling available pre-FY24 data into the dashboard’s linked Google Spreadsheet.</p>	70-80 hours	\$10,500 - \$12,000
<p>Strategic Plan Dashboard — To support rigorous tracking and transparent sharing of progress toward strategic plan goals, FSC will work with the NPL Executive Director and Assistant Director to develop a dedicated strategic plan dashboard. Similar to the Monthly Statistics Project, this work will begin with a collaborative review of the strategic plan goals and activity plan, making sure there are clear indicators identified for measuring (quantitative) or describing (qualitative) goal progress or completion.</p>	115-135 hours	\$17,250 - \$20,250

<p>Importantly, FSC will work with NPL to determine which indicators will be measured with already-developed data sources (e.g., data that is readily available from the recently-developed monthly data spreadsheet and dashboard) and which indicators will require updates to existing tools or the creation of new tools for gathering/compiling quantitative or qualitative data (e.g., staff or patron surveys, etc.), which FSC will assist with. Once all data sources are identified and any new/updated tools are in place, FSC will develop a central Google Spreadsheet where all data related to tracking strategic plan goal progress will live, similar to the centralized location developed for monthly library statistics. Finally, FSC will develop a dashboard to visualize key data and display progress toward each of the strategic plan goals, measuring against relevant benchmarks or deadlines. NPL will provide guidance to FSC on preferred functionality, intended audience, etc., related to the dashboard, and FSC will complete an initial mock-up for review before building the final version. The dashboard may be created in Google Sheets or Looker Studio, depending on intended audience/use, preferred functionality, etc.</p>		
<p>IPLAR & ILLINET Tools & Processes — To streamline the process of completing the required Illinois Public Library Annual Report (IPLAR) and ILLINET Interlibrary Loan Statistical Survey, FSC will develop an updated process and tools for NPL to compile the necessary data each year. Currently, NPL uses a variety of spreadsheets and manual data entry by multiple staff to pull together required IPLAR and ILLINET data. FSC will create a new central Google Spreadsheet for compiling IPLAR & ILLINET data, which will be populated using a combination of automated and, where necessary, manual data entry practices. Opportunities for automated data entry in this new spreadsheet will include data compiled in the recently-developed monthly data spreadsheet, such as program events and attendance, one-on-one tutorials, circulation, building visits, room use, and technology use. IPLAR and ILLINET require several of these data categories to be disaggregated in specific ways — for example, with IPLAR, program events and attendance must be disaggregated by synchronous/asynchronous structure, virtual/in-person format, on-site/off-site location, and primary audience age groups. Instead of staff manually combing through program data to determine totals for each of these subcategories, the data as it is now compiled in the monthly statistics spreadsheet can be used to automatically calculate these various totals and subtotals using formulas that FSC will set up in the new IPLAR spreadsheet.</p> <p>In addition to setting up the new IPLAR/ILLINET spreadsheet to be ready to compile data for future reports, FSC will also ensure that data from previous years' reports are compiled in the same spreadsheet, for easy reference to NPL's historical data. The spreadsheet will also include space for additional notes and instructions about the data sources, methods, and persons responsible, so that NPL has a clear reference for where all information is coming from each year.</p>	40-50 hours	\$6,000 - \$7,500
<p>Annual Report — With guidance from the NPL Executive Director, FSC will work with NPL's marketing and graphics staff to</p>	25-30 hours	\$3,750 - \$4,500

develop an annual report for NPL during the summer of 2026. This report will include both narrative and data, and FSC will specifically provide support around compiling relevant data and best practices for visualizing and displaying both quantitative and qualitative data in the report. If needed, FSC may also provide support around editing and proofreading of narrative content.		
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Compensation & Payment Terms

For the Services outlined above, NPL will be billed at FSC's current hourly rate of \$150. Based on the estimated contract hours described above for the four core deliverables (250-295 hours total), the estimated total cost for support will be in the range of \$37,500 to \$44,250.

Hours will be billed on a monthly basis, with invoices submitted by the first day of the month for work performed during the previous month. Invoices will be submitted electronically unless otherwise specified, with payment due in accordance with the Local Government Prompt Payment Act Should any tasks require less time than estimated above, actual time will be reflected in submitted invoices.

Payments may be submitted via electronic bank transfer (preferred method) or via paper check mailed to the address provided on the invoice. If paying via paper check, FSC requests that NPL use a mailing service that includes tracking and provide this tracking information to FSC.

If payment is not received within the terms outlined above and in monthly invoices, a late fee will be charged on any overdue and unpaid balances. After an initial grace period of 30 days past the original payment due date (60 days from the date of invoice), late fees will begin to accrue at a rate of 1%, applied weekly until the balance is paid. Accrued late fees will be added to the next monthly invoice, with the standard net 30 terms.

Confidentiality of Information

In completing the work described above, FSC is required to comply with any and all NPL data privacy and confidentiality policies. FSC shall maintain all information received, viewed, transmitted, or otherwise accessed from NPL in the strictest confidence. Further, FSC shall not disclose, transmit, release, copy, publish, or use the information except as permitted by this Contract, notwithstanding any provisions in the Contract to the contrary. FSC shall use the same degree of care to avoid unauthorized disclosure of the confidential information as it uses with respect to its own confidential proprietary information of like quality and nature, but employing no less than a reasonable standard of care. On termination or expiration of this Contract, FSC will promptly return to NPL or securely discard all materials containing NPL's confidential information, including all copies, unless otherwise agreed by NPL.

Freedom of Information Act

FSC agrees to maintain, without charge to NPL, all records and documents relating to this Contract in compliance with the Freedom of Information Act ("FOIA"), 5 ILCS 140/1 et seq. In addition, FSC must produce records which are responsive to a request received by NPL under the Freedom of Information Act so that NPL may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then FSC must notify NPL and if possible, NPL will request an extension so as to comply with the Act. If FSC believes that any record, or part thereof, may be confidential, proprietary, privileged, or otherwise exempt from disclosure, FSC must furnish those records under an express claim that the records are proprietary, confidential,

or privileged. NPL is solely responsible for determining whether a record, or part thereof, is exempt from disclosure under FOIA. In the event that NPL is found to have not complied with FOIA due to FSC's failure to disclose documents or otherwise appropriately respond to a request under FOIA, then FSC will indemnify and hold NPL harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees, and penalties.

Workers' Compensation

FSC agrees to provide workers' compensation insurance for FSC's employees and agents and agrees to hold harmless and indemnify NPL for any and all claims arising out of any injury, disability, or death of any of FSC's employees or agents.

Obligations of NPL

NPL agrees to meet the terms of all reasonable requests of FSC necessary to the performance of FSC's duties under this Contract.

Assignment

Neither this Contract nor any duties or obligations under this Contract may be assigned by NPL or FSC without the prior written consent of NPL and FSC.

Renewal & Termination

Either party may terminate this Contract at any time and for any reasons upon the giving of at least thirty (30) days' prior written notice to the other party. Termination will become effective on the 31st day from the giving of such notice or, if later, the date specified in the notice. All fees and expenses accrued to this date will be due and payable upon receipt of a final invoice. FSC shall only be entitled to compensation for work actually performed and accepted by NPL up to the date of such early termination.

Notices

Any notices to be given hereunder by either party to the other may be made either by personal delivery or by email with read receipt or by mail, registered or certified, postage prepaid with return receipt requested. Emailed or mailed notices shall be addressed to the parties at the following addresses:

The Library:

Kate Hall, Executive Director

khall@northbrook.info

Northbrook Public Library, 1201 Cedar Lane, Northbrook, IL 60062

The Contractor:

Mallory S. Edgar, Managing Member

mallory@fifthstarcollective.com

Fifth Star Collective, PLLC, 1748 North Kimball Avenue, Suite 202b, Chicago, IL 60647

Each party may change the above address by written notice in accordance with this paragraph. Notices delivered personally shall be deemed communicated as of the date of actual receipt; emailed and mailed notices shall be deemed communicated as of three (3) days after the date of mailing.

Relationship of FSC and NPL

NPL hereby engages FSC as an independent contractor to perform the Services described in this Contract. Nothing contained in this Contract shall be deemed or construed to create any relationship of principal and agent, or of limited or general partnership, or of joint venture, or of any association by and between NPL and FSC.

Indemnification

FSC acknowledges and agrees that FSC shall indemnify, save harmless, and defend NPL its elected or appointed officials, officers, and employees against all damages, liability, claims, losses, and expenses (including attorneys' fees and costs of appeal) that may arise, or be alleged to have arisen, out of or in connection with FSC's performance of, or failure to perform, the Services or any part thereof set forth in this Contract.

Entire Agreement

This Contract supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the performance of Services by FSC for NPL, and contains all of the covenants and agreements between the parties with respect to the rendering of such Services in any manner whatsoever. Each party to this Contract acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing and signed by the authorized officer of the party to be charged.

Counterparts

This Contract may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.

Partial Invalidity

If any provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Compliance with Laws

The Services, and all of its components, must be provided, performed, and completed in compliance with, and FSC agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, including, without limitation, the Prevailing Wage Act, 820 ILCS 130/0.01 et seq., if applicable; any other prevailing wage laws; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Services. Further, FSC must have a written sexual harassment policy in compliance with Section 2-105 of the Illinois Human Rights Act during the course of the work.

Governing Law; Venue

This Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois. Venue for any action arising out of or due to this Contract shall be in the Cook County Circuit Court

FOR: **Northbrook Public Library**

Print Name

Title

Signature

Date

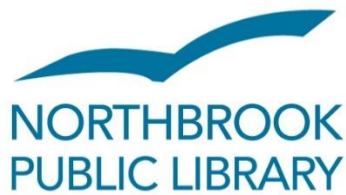
FOR: **Fifth Star Collective, PLLC**

Print Name

Title

Signature

Date



Memorandum

DATE: February 10, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY26 ED Goals Check-In

As part of setting my goals in May, we talked about doing a quarterly check-in on where I am at with my goals. I have included my goals and the original timeline I set for them and have added information on the progress I made since we finalized the goals at the May meeting.

Based on what has been going on in the previous quarter, I am asking the board to adjust some of my goals and extend them into next year.

Goals	Q1 May-Jul	Q2 Aug-Oct	Q3 Nov-Jan	Q4 Feb-Apr
Strategic Plan Execution				
Benefits Analysis				
Master Facilities Plan Revision				
Zheng Staff Resurvey				
Delegate Projects and Expand Leadership Team Ownership				
Improve Board Communication				

1. Strategic Plan Execution: By August 2025, ensure all activities in the Strategic Plan 'Activity Plan' have clearly assigned staff leads, conduct quarterly management team and board review sessions to monitor progress and address roadblocks.

August 2025 Update: Shared the activity plan RACI model at last month's meeting and provided first quarterly report for FY26 on Strategic Plan goals and activities.

These are a few specific items that are in the strategic plan that I want to call out things the board are interested in:

- a. Benefits Analysis: Oversee the HR Director who will perform a detailed analysis of our current healthcare options and assess changes that can be made to decrease costs for staff and the library while maintaining a strong benefits package within IPBC.

August 2025 Update: Becky has begun pulling together information on the Benefits Analysis and we are meeting in August to talk about overarching goals and plans for the project after working on a project plan for the process.

- b. Master Facilities Plan Revision: Collaborate with the Finance & Operations Director to review and update the Master Facilities Plan by Q4, ensuring it supports the strategic direction of the organization. Include assessments of current facilities, identification of new needs, and a timeline for proposed changes.

August 2025 Update: Anna and I will be beginning this work in the Fall.

- c. Zheng Staff Resurvey: Oversee the HR Director who will work with Lily Zheng to redeploy the original baseline staff survey with added qualitative components by September 30, 2025, analyze the results, and assess whether we have reached our goals from where we were with the baseline survey.

August 2025 Update: Becky and Lily have been working on crafting the new survey that will be going out in September to staff.

2. Delegate Projects and Expand Leadership Team Ownership

By December 31, 2025, identify and delegate at least three major projects or processes currently led by the Executive Director to appropriate leadership team members, and establish an ongoing semiannual review process to evaluate and adjust project ownership, reducing ED direct operational involvement by at least 50%.

August 2025 Update: In an effort to expand leadership team ownership, we have restructured the reporting structure. Now all managers with the exception of Marketing & Communications report to the Assistant Director, Finance & Operations Director or HR Director. We have also begun working on a roles and responsibilities document to better outline who is responsible for which projects, and I look forward to sharing that in coming months with the board.

3. Improve Board Communication by Simplifying and Presenting Options

Starting with the June 2025 Board meeting and ongoing, streamline Board materials to provide 2-3 concise options on agenda items wherever possible and remove leadership recommendations for Board decisions, reduce and where possible eliminate formal presentations with slide decks in board meetings, and incorporate more staff member presentations during quarterly strategic plan updates to foster broader staff engagement with the Board.

August 2025 Update: Over the past few months, I have put a plan in place to have more staff presentations at board meetings, restructured some of the board memos I have done and have opted for verbal updates instead of powerpoints as recommended. In this month's packet, an example of this is the data analysis proposal which has three options outlined for the board with no recommendation, just information for the board to consider. I look forward to hearing any feedback the board has on these changes as we move forward.