

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

February 19, 2026 | 7:00 p.m.

Northbrook Public Library | Civic Room

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order
- 2 Board of Trustees Roll Call
- 3 Consent Agenda
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – January 15, 2026
 - 3.3 Approve Executive Session Minutes – January 15, 2026
 - 3.4 Approve Cash Balances & Income Statement January
 - 3.5 Approve Bills and Charges from January 2026 in the amount of \$919,360.18
 - 3.6 File detailed statement of all receipts and expenditures for previous 6 months as required by 50 ILCS 305/1
 - 3.7 Delta Dental addition of Adult Orthodontics to Dental Insurance Plan
 - 3.8 Cook County Property Tax Resolution
 - 3.9 eBook Intergovernmental Agreement
- 4 Public Comments
- 5 Staff Reports
 - 5.1 Marketing Brand Refresh Presentation
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Executive Director Quarterly Goal Check-In
 - 7.2 Zheng EDI Report Follow-Up Discussion
 - 7.3 Master Plan Project Update
- 8 New Business
 - 8.1 Security Camera Proposals Review and Recommendation
 - 8.2 Review of Draft Budget
 - 8.3 Annual Library Tour and Dinner
 - 8.4 Internet Service Provider Change
 - 8.5 OSG Cyber Security Presentation (closed session)
- 9 Closed Session

Pursuant to: 5 ILCS 120/2(c)8: Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

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
1/31/2026**

| | | Beginning Balance | Cash Receipts | Expenditures | Ending Balance |
|----------------------------|-----------------|------------------------------|----------------------|---------------------|---------------------------|
| Operating | | | | | |
| | General | 3,556,029.97 | 992,864.86 | 801,130.85 | 3,747,763.98 |
| | Restricted | 392,767.61 | 4,473.06 | 5,175.57 | 392,065.10 |
| | IMRF | 747,079.98 | 38,743.22 | 42,883.56 | 742,939.64 |
| | FICA | (90,728.61) | 33,135.65 | 40,203.53 | (97,796.49) |
| | Total Operating | \$ 4,605,148.95 | \$ 1,069,216.79 | \$ 889,393.51 | \$ 4,784,972.23 |
| Capital Improvement | | \$ 7,605,841.99 | \$ 2,875.17 | \$ 29,966.67 | \$ 7,578,750.49 |
| Debt Service | | \$ 553.68 | | | \$ 553.68 |

| | | | Capital Improvement | Debt Service |
|--------------------|-------------------------------------|------------------|--------------------------------|---------------------|
| Cash Detail | | Operating | | |
| | NB&T - Checking | 180,941.33 | 23,661.67 | 553.68 |
| | PayPal | 6,783.12 | - | - |
| | First Bank of Chicago | 259,259.65 | - | - |
| | Fifth Third - Checking/Money Market | 4,322,154.53 | 7,554,485.53 | - |
| | US Bancorp | 15,248.78 | 603.29 | - |
| | INB | 109.82 | | |
| | Petty Cash | 475.00 | - | - |
| | Total | \$ 4,784,972.23 | \$ 7,578,750.49 | \$ 553.68 |

NB&T = Northbrook Bank & Trust

Northbrook Public Library
Income Statement
January 2026

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 75% |
|---------------------------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|----------------|
| 01 - General Operating Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy | \$0.00 | \$904,246.35 | \$8,270,430.96 | \$5,498,458.07 | \$8,869,000.00 | 62.00% |
| Replacement Tax | \$0.00 | \$0.00 | \$105,615.39 | \$112,484.67 | \$150,000.00 | 74.99% |
| Impact Fees | \$0.00 | \$2,257.41 | \$0.00 | \$10,177.08 | \$0.00 | 0.00% |
| Fines, Fees & Rentals | \$3,191.86 | \$2,867.60 | \$39,104.50 | \$38,170.16 | \$40,000.00 | 95.43% |
| Interest Income | \$2,763.96 | \$1,199.05 | \$48,433.21 | \$24,341.78 | \$30,000.00 | 81.14% |
| Other Income | \$528.40 | \$364.87 | \$9,073.94 | \$4,239.73 | \$100,000.00 | 4.24% |
| Total Undesignated Revenue | \$6,484.22 | \$910,935.28 | \$8,472,658.00 | \$5,687,871.49 | \$9,189,000.00 | 61.90% |
| Designated Revenue | | | | | | |
| Gifts & Other Designated Income | \$39,471.32 | \$4,302.80 | \$754,290.71 | \$827,085.93 | \$100,000.00 | 827.09% |
| Designated Interest Income | \$848.62 | \$844.64 | \$8,247.62 | \$7,082.24 | \$5,000.00 | 141.64% |
| Total Designated Revenue | \$40,319.94 | \$5,147.44 | \$762,538.33 | \$834,168.17 | \$105,000.00 | 794.45% |
| Total Revenues | \$46,804.16 | \$916,082.72 | \$9,235,196.33 | \$6,522,039.66 | \$9,294,000.00 | 70.17% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Materials & Services | \$73,077.99 | \$60,349.86 | \$679,119.46 | \$682,685.97 | \$1,050,000.00 | 65.02% |
| Books | \$68,059.58 | \$50,386.71 | \$609,613.68 | \$618,338.36 | | |
| Audio Visual | \$2,673.69 | \$5,875.04 | \$28,904.50 | \$30,054.21 | | |
| Videos/DVDs | \$2,344.72 | \$4,088.11 | \$40,601.28 | \$34,293.40 | | |
| Programs | \$13,959.07 | \$14,472.63 | \$67,170.34 | \$88,828.84 | \$124,000.00 | 71.64% |
| OCLC | \$6,287.03 | \$5,797.96 | \$22,996.95 | \$22,336.83 | \$29,000.00 | 77.02% |
| CCS Shared Costs | \$17,512.78 | \$17,860.89 | \$65,199.14 | \$65,257.86 | \$76,000.00 | 85.87% |
| Total Materials & Services | \$110,836.87 | \$98,481.34 | \$834,485.89 | \$859,109.50 | \$1,279,000.00 | 67.17% |
| Human Resources | | | | | | |
| General Salaries and Wages | \$380,620.69 | \$531,447.10 | \$3,287,387.17 | \$3,385,010.83 | \$4,740,000.00 | 71.41% |
| Maintenance Salaries & Wages | \$12,622.40 | \$9,914.69 | \$127,475.28 | \$77,489.95 | \$103,000.00 | 75.23% |
| Group Insurance | \$60,648.34 | \$75,883.47 | \$556,339.47 | \$625,464.80 | \$880,000.00 | 71.08% |
| Unemployment/Worker's Comp | \$272.44 | \$200.86 | \$19,359.25 | \$13,391.01 | \$18,000.00 | 74.39% |
| Staff Development | (\$4,732.73) | \$9,309.41 | \$67,080.11 | \$60,358.71 | \$74,000.00 | 81.57% |
| Total Human Resources | \$449,431.14 | \$626,755.53 | \$4,057,641.28 | \$4,161,715.30 | \$5,815,000.00 | 71.57% |

Northbrook Public Library
Income Statement
January 2026

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 75% |
|---|-----------------------|---------------------|-----------------------|-----------------------|-----------------------|----------------|
| Operating Costs | | | | | | |
| Photocopy | \$0.00 | \$377.41 | \$16,799.13 | \$12,773.33 | \$18,000.00 | 70.96% |
| Office & Library Supplies | \$3,896.13 | \$2,302.43 | \$35,299.24 | \$32,993.61 | \$70,000.00 | 47.13% |
| Software | \$761.87 | \$6,274.09 | \$93,285.55 | \$87,444.63 | \$110,000.00 | 79.50% |
| Postage | \$479.77 | \$16.66 | \$16,394.18 | \$15,703.92 | \$20,000.00 | 78.52% |
| General Insurance | \$0.00 | \$0.00 | \$74,541.20 | \$78,703.06 | \$88,000.00 | 89.44% |
| Telephone/Internet | \$13.78 | \$19.02 | \$30,050.28 | \$30,090.18 | \$40,000.00 | 75.23% |
| Professional Services | \$62,615.11 | \$61,498.65 | \$360,981.60 | \$460,827.98 | \$630,000.00 | 73.15% |
| Furniture, Equipment | \$21,284.10 | \$9,725.49 | \$31,726.89 | \$54,738.82 | \$75,000.00 | 72.99% |
| Equipment Rental & Maintenance | \$4,399.00 | \$3,227.50 | \$38,770.08 | \$39,700.80 | \$53,000.00 | 74.91% |
| Community Relations | \$625.00 | \$370.00 | \$33,282.06 | \$47,316.71 | \$55,000.00 | 86.03% |
| Total Operating Costs | \$94,074.76 | \$83,811.25 | \$731,130.21 | \$860,293.04 | \$1,159,000.00 | 74.23% |
| Maintenance | | | | | | |
| Vehicle Expense | \$0.00 | \$0.00 | \$1,912.82 | \$1,598.97 | \$3,000.00 | 53.30% |
| Janitorial Supplies | \$2,175.21 | \$5,135.08 | \$23,720.71 | \$36,615.29 | \$45,000.00 | 81.37% |
| Utilities | \$5,405.14 | \$8,318.48 | \$29,245.95 | \$39,902.39 | \$60,000.00 | 66.50% |
| Building Repairs | \$525.00 | (\$3,384.00) | \$14,203.75 | \$27,176.00 | \$35,000.00 | 77.65% |
| Contracted Services | \$22,727.95 | \$9,852.38 | \$166,831.87 | \$158,352.05 | \$245,000.00 | 64.63% |
| Total Maintenance | \$30,833.30 | \$19,921.94 | \$235,915.10 | \$263,644.70 | \$388,000.00 | 67.95% |
| Other Expenses | | | | | | |
| Recruiting | \$0.00 | \$0.00 | \$250.00 | \$825.50 | \$1,000.00 | 82.55% |
| Contingency & Misc Exp | \$734.27 | \$638.25 | \$7,514.87 | \$11,495.09 | \$100,000.00 | 11.50% |
| Board Development | \$0.00 | \$0.00 | \$446.57 | \$1,502.93 | \$1,000.00 | 150.29% |
| Total Other Expenses | \$734.27 | \$638.25 | \$8,211.44 | \$13,823.52 | \$102,000.00 | 13.55% |
| Total Undesignated Expenses | \$685,910.34 | \$829,608.31 | \$5,867,383.92 | \$6,158,586.06 | \$8,743,000.00 | 70.44% |
| Designated Expenses | | | | | | |
| Miscellaneous Designated Expenses | \$33,886.24 | \$266.22 | \$637,244.90 | \$706,164.56 | \$100,000.00 | 706.16% |
| Designated Materials Expense | \$0.00 | \$570.10 | \$1,185.93 | \$702.58 | \$0.00 | 0.00% |
| Designated Capital Expense | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 | \$0.00 | 0.00% |
| Designated Program Expense | \$5,371.00 | \$4,554.25 | \$58,304.52 | \$60,813.75 | \$0.00 | 0.00% |
| Total Designated Expenses | \$39,257.24 | \$5,390.57 | \$696,735.35 | \$770,180.89 | \$100,000.00 | 770.18% |
| 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 | \$725,167.58 | \$834,998.88 | \$6,564,119.27 | \$6,928,766.95 | \$9,293,000.00 | 74.56% |
| NET SURPLUS/(DEFICIT) | (\$678,363.42) | \$81,083.84 | \$2,671,077.06 | (\$406,727.29) | \$1,000.00 | |

Northbrook Public Library
Income Statement
January 2026

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 75% |
|------------------------------------|----------------------|----------------------|---------------------|-----------------------|---------------------|---------------|
| 02 - IMRF/FICA Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy-IMRF | \$0.00 | \$38,743.22 | \$391,644.30 | \$235,586.21 | \$380,000.00 | 62.00% |
| Property Tax Levy FICA | \$0.00 | \$33,135.65 | \$274,151.02 | \$201,488.06 | \$325,000.00 | 62.00% |
| Interest Income IMRF | \$0.00 | \$0.00 | \$255.16 | \$0.00 | \$2,000.00 | 0.00% |
| Interest Income FICA | \$0.00 | \$0.00 | \$178.61 | \$0.00 | \$500.00 | 0.00% |
| Total Undesignated Revenue | \$0.00 | \$71,878.87 | \$666,229.09 | \$437,074.27 | \$707,500.00 | 61.78% |
| Total Revenues | \$0.00 | \$71,878.87 | \$666,229.09 | \$437,074.27 | \$707,500.00 | 61.78% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Human Resources | | | | | | |
| Employer IMRF | \$29,730.59 | \$42,883.56 | \$261,835.46 | \$283,232.26 | \$365,000.00 | 77.60% |
| Employer FICA | \$29,227.63 | \$40,203.53 | \$253,225.83 | \$265,745.66 | \$340,000.00 | 78.16% |
| Total Human Resources | \$58,958.22 | \$83,087.09 | \$515,061.29 | \$548,977.92 | \$705,000.00 | 77.87% |
| Total Undesignated Expenses | \$58,958.22 | \$83,087.09 | \$515,061.29 | \$548,977.92 | \$705,000.00 | 77.87% |
| Total Expenses | \$58,958.22 | \$83,087.09 | \$515,061.29 | \$548,977.92 | \$705,000.00 | 77.87% |
| NET SURPLUS/(DEFICIT) | (\$58,958.22) | (\$11,208.22) | \$151,167.80 | (\$111,903.65) | \$2,500.00 | |

Northbrook Public Library
Income Statement
January 2026

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 75% |
|--|--------------------|----------------------|-----------------------|----------------------|-----------------------|----------------|
| 03 - Capital Improvements Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Interest Income | \$2,406.03 | \$2,875.17 | \$31,124.15 | \$28,784.17 | \$20,000.00 | 143.92% |
| Other Income | \$25,000.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | 0.00% |
| Total Undesignated Revenue | \$27,406.03 | \$2,875.17 | \$56,124.15 | \$28,784.17 | \$20,000.00 | 143.92% |
| 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 | \$27,406.03 | \$2,875.17 | \$56,124.15 | \$28,784.17 | \$445,000.00 | 6.47% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Capital Projects & Bond Expenses | | | | | | |
| Renovation/Repair | \$0.00 | \$24,469.17 | \$308,320.70 | \$41,055.60 | \$715,000.00 | 5.74% |
| Professional Fees | \$0.00 | \$6,617.50 | \$2,700.00 | \$8,777.50 | \$50,000.00 | 17.56% |
| Furniture & Equipment | \$0.00 | \$0.00 | \$1,230.96 | \$0.00 | \$0.00 | 0.00% |
| Total Capital & Bond Expenses | \$0.00 | \$31,086.67 | \$312,251.66 | \$49,833.10 | \$765,000.00 | 6.51% |
| Total Undesignated Expenses | \$0.00 | \$31,086.67 | \$312,251.66 | \$49,833.10 | \$765,000.00 | 6.51% |
| Total Expenses | \$0.00 | \$31,086.67 | \$312,251.66 | \$49,833.10 | \$765,000.00 | 6.51% |
| NET SURPLUS/(DEFICIT) | \$27,406.03 | (\$28,211.50) | (\$256,127.51) | (\$21,048.93) | (\$320,000.00) | |

Northbrook Public Library
Income Statement
January 2026

| | PY Month | CY Month | PY YTD | CY YTD | CY Budget | 75% |
|---|---------------|--------------------|----------------------|-----------------------|---------------------|----------------|
| 05 - Debt Service Fund | | | | | | |
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy | \$0.00 | \$78,506.00 | \$742,508.63 | \$477,372.05 | \$770,000.00 | 62.00% |
| Interest Income | \$0.00 | \$0.00 | \$483.74 | \$0.00 | \$0.00 | 0.00% |
| Total Undesignated Revenue | \$0.00 | \$78,506.00 | \$742,992.37 | \$477,372.05 | \$770,000.00 | 62.00% |
| Total Revenues | \$0.00 | \$78,506.00 | \$742,992.37 | \$477,372.05 | \$770,000.00 | 62.00% |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Capital Projects & Bond Expenses | | | | | | |
| Interest Payments | \$0.00 | \$0.00 | \$332,934.72 | \$325,000.00 | \$325,000.00 | 100.00% |
| Principal Payments | \$0.00 | \$0.00 | \$425,000.00 | \$445,000.00 | \$445,000.00 | 100.00% |
| Total Capital & Bond Expenses | \$0.00 | \$0.00 | \$757,934.72 | \$770,000.00 | \$770,000.00 | 100.00% |
| Total Undesignated Expenses | \$0.00 | \$0.00 | \$757,934.72 | \$770,000.00 | \$770,000.00 | 100.00% |
| Transfers & Other Financing Uses | | | | | | |
| Other Financing Uses | \$0.00 | \$0.00 | \$475.00 | \$0.00 | \$0.00 | 0.00% |
| Total Transfers & Other Financing Uses | \$0.00 | \$0.00 | \$475.00 | \$0.00 | \$0.00 | 0.00% |
| Total Expenses | \$0.00 | \$0.00 | \$758,409.72 | \$770,000.00 | \$770,000.00 | 100.00% |
| NET SURPLUS/(DEFICIT) | \$0.00 | \$78,506.00 | (\$15,417.35) | (\$292,627.95) | \$0.00 | |

JANUARY 2026 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 \$6,522,040.

- **Property Taxes** – 62% of property taxes have been collected – this is lower than normal due to issues with Cook County issuing property tax bills and disbursing receipts – see memo in packet for additional information.
- **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 \$6,928,766.

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:

- **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.
- **Community Relations:** Higher than budget due to the formation of a meeting room policy work group, which worked with outside consultants to ensure the community had a voice in the process.
- **Vehicle Expense:** Lower than budget due to lower spending than anticipated.
- **Building Repairs:** Higher than budget due to repairs being recorded when incurred not evenly throughout the year.
- **Contracted Services:** Lower than budget due to expenses being recorded when incurred not evenly throughout the year.
- **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 January 2026

| | |
|--------------------------|-----------------------------|
| Operating Funds | |
| Library Claims List | \$ 222,699.37 |
| Librarian's Claims List | \$ 20,155.34 |
| Payroll | \$ 467,385.31 |
| Fica/IMRF | \$ 83,087.09 |
| ACH to IPBC | \$ 95,015.16 |
| ACH to ADP | \$ 1,051.24 |
| Total Operating Funds | <u>\$ 889,393.51</u> |
| | |
| Capital Improvement Fund | |
| Claims List | <u>\$ 29,966.67</u> |
| | <u>\$ 29,966.67</u> |
| | |
| Debt Service Fund | |
| | |
| Grand Total Library | <u><u>\$ 919,360.18</u></u> |

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

| Transaction Number | Transaction Date | Vendor | Amount | Description |
|--------------------|------------------|--------------------------------|-------------|--|
| 27129 | 1/15/2026 | ABM Industry Groups LLC | \$15,459.97 | Contracted Services |
| 27130 | 1/15/2026 | Amazon Capital Services | \$4,778.99 | Materials & Supplies |
| 27131 | 1/15/2026 | BiblioCommons | \$32,851.37 | Website Implementation & Subscription Cost |
| 27132 | 1/15/2026 | First Bankcard | \$9,323.72 | Supplies |
| 27133 | 1/15/2026 | Kloepfer Construction Inc | \$1,120.00 | Building Repair |
| 27134 | 1/15/2026 | Michelle Mistalski | \$1,635.00 | Staff Development - Tuition Reimbursement |
| 27135 | 1/15/2026 | Pace Systems INC | \$797.50 | Equipment Repair & Maintenance |
| 27136 | 1/15/2026 | Symmetry Energy Solutions, LLC | \$7,572.62 | Utilities |
| 27137 | 01/15/2026 | WM Corporate Services Inc. | \$745.86 | Utilities |
| 27138 | 01/30/2026 | Ancel Glink P.C. | \$6,062.50 | Professional Services |
| 27139 | 01/30/2026 | Best Quality Cleaning | \$5,982.68 | Contracted Services |
| 27140 | 01/30/2026 | CDW Government, Inc. | \$3,996.00 | Software |
| 27141 | 01/30/2026 | Children's Plus Inc | \$1,022.77 | Materials |
| 27142 | 01/30/2026 | Cintas | \$1,378.59 | Contracted Services |
| 27143 | 01/30/2026 | Cooperative Computer Service | \$23,658.85 | CCS & OCLC |
| 27144 | 01/30/2026 | Dornfeld Piano Tuning | \$2,430.00 | Equipment Repair & Maintenance |
| 27145 | 01/30/2026 | Adrienne Edwards | \$2,550.00 | Staff Development - Tuition Reimbursement |

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

| Transaction Number | Transaction Date | Vendor | Amount | Description |
|--------------------|------------------|---------------------------------|-------------|--|
| 27146 | 01/30/2026 | Fifth Star Collective, PLLC | \$1,500.00 | Professional Services |
| 27147 | 01/30/2026 | Ingram Library Services | \$20,498.31 | Materials |
| 27148 | 01/30/2026 | Lakeshore Rush NFP | \$1,000.00 | Programming |
| 27149 | 01/30/2026 | Midwest Tape LLC | \$6,578.25 | Materials |
| 27150 | 01/30/2026 | Michelle Mistalski | \$789.00 | Staff Development - Tuition Reimbursement |
| 27151 | 01/30/2026 | Neuco Inc. | \$1,275.36 | Janitorial Supplies |
| 27152 | 01/30/2026 | North American Corp of Illinois | \$1,159.30 | Janitorial Supplies |
| 27153 | 46052 | Northbrook Hardware | \$1,106.64 | Janitorial Supplies |
| 27154 | 46052 | Old Town School of Folk Music | \$600.00 | Programming |
| 27155 | 46052 | Outsource Solutions Group, Inc. | \$33,441.36 | Professional Services & Software |
| 27156 | 46052 | Overdrive | \$19,205.88 | Materials |
| 27157 | 46052 | ProSight Financial Association | \$602.20 | Materials |
| 27158 | 46052 | Sterling Services, Inc. | \$2,736.90 | Equipment Repair & Maintenance |
| 27159 | 46052 | WEPA Libros LLC | \$2,597.19 | Materials |
| 27160 | 46052 | Wex Health Inc. | \$1,915.84 | Flexible Spending, Dedendant Care and Commuter Benefit Deposit |
| 27161 | 46052 | Amazon Capital Services | \$5,265.32 | Materials & Supplies |
| 27162 | 46052 | Forza Cucina Kitchen & Catering | \$1,061.40 | Annual expense - Staff Development - Wellness Committee |

\$ 222,699.37

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

| Transaction Number | Transaction Date | Vendor | Amount |
|--------------------|------------------|--|----------|
| 55093 | 01/30/2026 | A-Z Mindfulness | \$150.00 |
| 55094 | 01/30/2026 | A-Z Mindfulness | \$150.00 |
| 55095 | 01/30/2026 | Alert Protective Services | \$162.03 |
| 55096 | 01/30/2026 | American Library Association, Membership | \$270.00 |
| 55097 | 01/30/2026 | Aquatic Works LTD | \$185.00 |
| 55098 | 01/30/2026 | Zbigniew Banas | \$250.00 |
| 55099 | 01/30/2026 | Zbigniew Banas | \$250.00 |
| 55100 | 01/30/2026 | Susan Barzacchini | \$300.00 |
| 55101 | 01/30/2026 | BMI | \$481.00 |
| 55102 | 01/30/2026 | Sandra Cotler | \$75.00 |
| 55103 | 01/30/2026 | Demco | \$60.74 |
| 55104 | 01/30/2026 | EBSCO Information Services | \$78.21 |
| 55105 | 01/30/2026 | Claire Evans | \$275.00 |
| 55106 | 01/30/2026 | Christopher Ferrer | \$250.00 |
| 55107 | 01/30/2026 | Freeman Pictures, Inc. | \$200.00 |
| 55108 | 01/30/2026 | Gale/Cengage Learning Inc. | \$567.81 |
| 55109 | 01/30/2026 | Glenview Chess Club LLC | \$200.00 |
| 55110 | 01/30/2026 | Glenview Chess Club LLC | \$300.00 |
| 55111 | 01/30/2026 | Glenview Chess Club LLC | \$200.00 |
| 55112 | 01/30/2026 | Glenview Chess Club LLC | \$300.00 |
| 55113 | 01/30/2026 | Benjamin Goluboff | \$250.00 |
| 55114 | 01/30/2026 | Benjamin Goluboff | \$250.00 |
| 55115 | 01/30/2026 | Angela Gonzalez | \$300.00 |
| 55116 | 01/30/2026 | Angela Gonzalez | \$300.00 |
| 55117 | 01/30/2026 | Grainger | \$334.28 |
| 55118 | 01/30/2026 | Guitar Center | \$145.75 |
| 55119 | 01/30/2026 | Michael Gurevich | \$250.00 |
| 55120 | 01/30/2026 | Happiness Forward LLC | \$150.00 |
| 55121 | 01/30/2026 | Happiness Forward LLC | \$150.00 |
| 55122 | 01/30/2026 | Joyce Haworth | \$240.00 |
| 55123 | 01/30/2026 | Sarang Heo | \$150.00 |
| 55124 | 01/30/2026 | Sarang Heo | \$150.00 |
| 55125 | 01/30/2026 | Jayne Herring | \$550.00 |
| 55126 | 01/30/2026 | Jayne Herring | \$550.00 |
| 55127 | 01/30/2026 | Janice P. Hincapie | \$150.00 |
| 55128 | 01/30/2026 | HR Source | \$340.00 |
| 55129 | 01/30/2026 | Illinois Library Association | \$250.00 |
| 55130 | 01/30/2026 | Impact Networking LLC | \$377.41 |
| 55131 | 01/30/2026 | Indian Trail Library District | \$50.00 |
| 55132 | 01/30/2026 | Anette Isaacs | \$275.00 |
| 55133 | 01/30/2026 | Stephanie Kaczynski | \$250.00 |
| 55134 | 01/30/2026 | Ana Kim | \$250.00 |
| 55135 | 01/30/2026 | Christopher Laughlin School of Music | \$500.00 |
| 55136 | 01/30/2026 | Lechner Services | \$175.20 |
| 55137 | 01/30/2026 | Jeanette K. Licata | \$75.00 |
| 55138 | 01/30/2026 | Limrisc - UCGA | \$200.86 |

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

| Transaction Number | Transaction Date | Vendor | Amount |
|--------------------|------------------|--------------------------------|----------|
| 55139 | 01/30/2026 | Amanda Lopez | \$37.64 |
| 55140 | 01/30/2026 | Luc Creative Inc. | \$35.00 |
| 55141 | 01/30/2026 | Lynchpin Event Management LLC | \$357.50 |
| 55142 | 01/30/2026 | Manufacturers News Inc. | \$421.90 |
| 55143 | 01/30/2026 | Douglas McGillivray | \$150.00 |
| 55144 | 01/30/2026 | Cacie Miller | \$250.00 |
| 55145 | 01/30/2026 | Kathleen Jo Zeigler Mitchem | \$250.00 |
| 55146 | 01/30/2026 | Kathleen Jo Zeigler Mitchem | \$250.00 |
| 55147 | 01/30/2026 | Emily Nebel | \$250.00 |
| 55148 | 01/30/2026 | Thomas Nickell | \$500.00 |
| 55149 | 01/30/2026 | Noggin Builders LLC | \$250.00 |
| 55150 | 01/30/2026 | Noggin Builders LLC | \$250.00 |
| 55151 | 01/30/2026 | Northbrook Garden Club | \$80.00 |
| 55152 | 01/30/2026 | Northbrook Star | \$39.49 |
| 55153 | 01/30/2026 | Panera, LLC | \$133.88 |
| 55154 | 01/30/2026 | Petty Cash Custodian | \$78.63 |
| 55155 | 01/30/2026 | Polonia Bookstore, Inc. | \$242.35 |
| 55156 | 01/30/2026 | Quill LLC | \$142.11 |
| 55157 | 01/30/2026 | Olga Rudiak | \$300.00 |
| 55158 | 01/30/2026 | Olga Rudiak | \$400.00 |
| 55159 | 01/30/2026 | Daniel Sahlin | \$42.99 |
| 55160 | 01/30/2026 | Scholastic Inc | \$414.45 |
| 55161 | 01/30/2026 | Mardi Scott | \$75.00 |
| 55162 | 01/30/2026 | Sentrum Marketing, LLC | \$47.50 |
| 55163 | 01/30/2026 | Sony Pictures Classics Lockbox | \$300.00 |
| 55164 | 01/30/2026 | Sphero, Inc. | \$137.79 |
| 55165 | 01/30/2026 | Stories Matter Foundation | \$300.00 |
| 55166 | 01/30/2026 | Stories Matter Foundation | \$300.00 |
| 55167 | 01/30/2026 | Maria Storm | \$250.00 |
| 55168 | 01/30/2026 | Barbara L. Sugden | \$200.00 |
| 55169 | 01/30/2026 | Rebecca Swan | \$250.00 |
| 55170 | 01/30/2026 | Swank Motion Pictures Inc. | \$396.00 |
| 55171 | 01/30/2026 | Sweetwater | \$10.00 |
| 55172 | 01/30/2026 | Teacher Dan | \$275.00 |
| 55173 | 01/30/2026 | Teacher Dan | \$275.00 |
| 55174 | 01/30/2026 | Teacher Dan | \$275.00 |
| 55175 | 01/30/2026 | Universal Film Exchanges LLC | \$500.00 |
| 55176 | 01/30/2026 | Robert Waterbury | \$50.00 |
| 55177 | 01/30/2026 | Robert Waterbury | \$50.00 |
| 55178 | 01/30/2026 | Yami Vending Inc. | \$219.82 |

\$20,155.34

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

| Transaction Number | Transaction Date | Vendor | Amount | Description |
|--------------------|------------------|---|--------------------|--|
| 1948 | 01/30/2026 | 3E Electric, Inc. | \$7,987.00 | Rooftop Heat Trace Repair & Installatio |
| 1949 | 01/30/2026 | Ancel Glink P.C. | \$125.00 | Intrusion Alert and Access Control Project |
| 1950 | 01/30/2026 | Atomatic Mechanical Services, Inc. | \$6,250.00 | Steam Boiler Repair |
| 1951 | 01/30/2026 | Thermosystems Building System Solutions | \$9,604.67 | Building Repairs - RTU 1 & 2 |
| 1952 | 01/30/2026 | ThirdWay, Inc. | \$6,000.00 | Space Audit |
| | | | <u>\$29,966.67</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 July, 2025 through December 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__

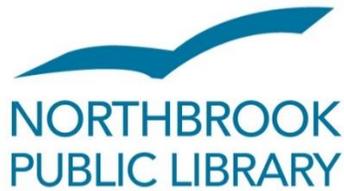
Notary Public

Accounts Payable \$1,000 and above for the Period July 2025 through December 2025

ABM Industry Groups LLC - \$102,315.16; Added Incentives, Inc. - \$,3615.00; ADP - \$8,260.79; Amalgamated Bank of Chicago - \$607,000.00; Amazon Capital Services - \$37,486.71; American Library Association, Membership - \$1,359.00; Ancel Glink P.C. - \$19,347.50; Ann & Robert H. Lurie Children's Hospital of Chicago - \$1,150.00; Aquatic Works LTD - \$1,110.00; Baker & Taylor - \$43,580.55; BambooHR - \$9,490.00; Benjamin Goluboff - \$1,000.00; Best Quality Cleaning - \$35,896.08; Beyond Coaching & Consulting - \$1,000.00; Bibliotheca, LLC. - \$71,985.44; Bright Plum Inc. - \$,6375.00; CDW Government, Inc. - \$10,286.98; Children's Plus Inc - \$4,869.42; Cintas - \$3,415.14; CollectionHQ - \$3,750.00; Colley Elevator Co. - \$5,915.00; Computype, Inc. - 139154 - \$1,470.40; Cooperative Computer Service - \$51,579.70; Culture Amp Inc. - \$6,120.00; David Drazin - \$1,000.00; Demco - \$3,831.65; Dornfeld Piano Tuning - \$2,340.00; EBSCO Information Services - \$21,643.72; F.E. Moran, Inc. - Fire Protection - North - \$4,600.00; Fast Forward Libraries LLC - \$1,200.00; Fifth Star Collective, PLLC - \$4,387.50; First Bankcard - \$60,454.09; Fredriksen Fire Equipment Co. - \$2,839.13; Gale/Cengage Learning Inc. - \$4,501.71; Garaventa USA Inc. - \$1,695.00; Glenview Chess Club LLC - \$2,200.00; GovConnection, Inc. - \$9,023.95; Grainger - \$4,312.90; Grey House Publishing - \$2,995.00; Heather Benveniste - \$1,300.00; HR Source - \$3,130.00; Illinois Heartland Library System-OCLC - \$1,222.86; Illinois Library Association - \$5,080.00; Impact Networking LLC - \$4,233.49; Ingram Library Services - \$52,195.53; Intergovernmental Personnel Benefit Cooperative (IPBC) - \$532,497.39; International Children's Media Center - \$1,000.00; Jayne Herring - \$2,250.00; Juan Lucero - \$1,000.00; Kathleen Jo Zeigler Mitchem - \$1,250.00; LastPass US LP - \$18,354.60; Lauterbach & Amen, LLP - \$7,500.00; Limricc - UCGA - \$1,023.27; Linkedin Corporation - \$7,000.00; Lionheart Critical Power Specialists, Inc. - \$2,344.99; LR Consulting LLC - \$20,000.00; Lynchpin Event Management LLC - \$,1950.00; Maike Preissing - \$290.79; Mango Languages - \$3,538.00; Mark Anderson - \$1,500.00; Menard Consulting, Inc. - \$2,700.00; Mergent, Inc. - \$1,196.00; Michelle Mistalski - \$1,578.00; Midwest Tape LLC - \$36,119.25; Neuco Inc. - \$1,493.22; NewsBank, Inc. - \$7,696.00; NFIP Direct - \$8,227.00; Niche Academy - \$1,354.50; North American Corp of Illinois - \$9,474.51; Northbrook Chamber of Commerce & Industry - \$1,925.00; Olga Rudiak - \$1,900.00; Olsson Roofing Company, Inc. - \$1,075.00; Outsource Solutions Group, Inc. - \$167,837.38; Overdrive - \$121,304.56; Panera, LLC - \$1,065.99; Petersen Bros. Plastics, Inc. - \$1,161.00; Primera Technology, Inc. - \$3,664.70; Proquest - \$12,225.67; Reaching Across Illinois Library System - \$5,444.00; RELX Inc. DBA LexisNexis - \$5,136.89; Ring Central Inc - \$26,567.70; Robert Oakley Gregory - \$12,000.00; Selden Fox, LTD - \$11,750.00; Showcases - \$1,406.16; Siemens Industry Inc. - \$7,625.00; Sony Pictures Classics Lockbox - \$1,100.00; Suzanne Marcus - \$1,680.00; Swank Motion Pictures Inc. - \$3,693.00; Sylvia de la Cerna - \$2,551.25; Symmetry Energy Solutions, LLC - \$17,116.59; Tango with Winnie - \$1,000.00; Teacher Dan - \$1,500.00; Tee Jay Service Company, Inc. - \$1,250.00; Temperature Equipment Corp. - \$2,253.08; Thermosystems Building System Solutions - \$32,964.00; Today's Business Solutions, Inc. - \$8,338.29; Travelers CL Remittance Center - \$1,272.00; Tsai Fong Books, Inc. - \$1,084.77; Unbound Agency - \$6,011.28; Value Line Publishing LLC - \$1,050.00; Vertical Assets, LLC - \$1,800.00; Village of Northbrook - \$6,351.50; Vis-O-Graphic, Inc. - \$18,227.88; WEPA Libros LLC - \$2,180.00; Wex Health Inc. - \$11,719.04; WM Corporate Services Inc. - \$4,462.64; Yami Vending Inc. - \$3,736.20; Yellowstone Landscape - \$1,164.00; Zbigniew Banas - \$1,000.00;

Payroll for the Period July 2025 through December 2025

Abbas - \$1,315.44; Altieri - \$23,962.84; Amen - \$62,262.46; Amundsen - \$3,325.16; Ashmann - \$31,002.56; Baran - \$9,339.93; Bass - \$8,984.81; Beach - \$28,010.50; Becker - \$12,253.29; Berkover - \$12,085.65; Bremner - \$29,957.20; Brugger - \$34,316.10; Burman - \$938.66; Chase - \$32,500.00; Choi - \$28,501.20; Cirignani - \$34,316.11; Clark - \$6,256.50; Collins - \$36,660.00; Collins - \$8,823.46; Cornog III - \$7,743.22; Crabb - \$6,426.75; Davilo - \$32,000.02; Doyle - \$48,842.43; Duncan-McGee - \$30,475.67; Durov - \$55,603.73; Duthis - \$6,090.00; Dzianott - \$6,567.99; Edwards - \$636.22; Edwards - \$9,653.93; Faedtke - \$11,788.35; Flowers - \$30,531.21; Fragozo - \$298.54; Franklin - \$35,881.34; Garcia - \$11,835.20; Garzón - \$2,584.23; Gerstein - \$1,683.77; Godnik - \$2,457.75; Goese - \$25,698.40; Gonzalez Esparza - \$26,371.81; Gossage - \$40,112.41; Gray - \$12,503.26; Gutmann - \$14,319.79; Hall - \$1,143.36; Hall - \$85,160.40; Hannon, M - \$3,530.84; Hannon, C - \$31,194.80; Hegelund - \$44,102.63; Hill - \$34,316.10; Hollister - \$28,865.20; Hormozi - \$8,358.85; Huie - \$34,316.10; Jaffery - \$15,047.92; Kalmens - \$33,207.33; Kaminski - \$34,325.55; Karahalios - \$22,331.40; Keahey - \$857.95; Kearns - \$11,206.00; Keaton - \$32,224.92; Kim - \$2,362.92; Kosuge - \$43,469.53; Kuehn - \$1,074.02; Lasky - \$28,509.03; Lee - \$13,223.17; Lee - \$361.13; Liu - \$28,082.60; Lopez - \$31,194.80; Lundberg - \$29,638.72; Mangas - \$1,922.66; Marek - \$8,132.97; Martinez - \$5,215.80; Mayer - \$14,845.52; Mayer - \$5,704.64; McDermott - \$19,965.40; McDowell - \$28,098.08; McGill - \$11,479.43; Medel - \$29,957.20; Miller - \$4,582.95; Min - \$11,787.03; Mistalski - \$34,352.50; Mohrdieck - \$11,062.24; Moore - \$49,463.05; Mujovic - \$799.67; Murphy - \$3,158.15; Nava - \$29,957.20; Nelson - \$31,376.80; Nguyen - \$22,568.00; Norton - \$38,556.71; Oh - \$1,415.13; Pekara - \$35,881.34; Posladek - \$9,291.64; Prioletti - \$51,061.66; Raybuck - \$43,469.53; Readdy - \$8,086.50; Reese - \$6,989.63; Reid - \$14,985.88; Reme - \$5,334.03; Rodriguez - \$11,757.88; Rykov - \$6,517.09; Saks - \$8,761.46; Schafer - \$8,029.53; Schmidt - \$15,876.42; Schroeder - \$8,639.08; Schwartz - \$17,961.38; Scodius - \$34,316.12; Shapiro - \$15,692.83; Siegel - \$24,214.49; Siegel - \$34,316.12; Simmons - \$340.50; Simpson - \$12,253.45; Spelz - \$349.58; Suarez - \$6,984.25; Suarez - \$822.12; Thomson - \$26,750.48; Vering - \$44,105.88; Voronova - \$9,684.30; Waclawik - \$28,628.61; Weinberg - \$1,990.44; Wolf - \$50,314.68; Wright - \$10,674.42; Yen - \$8,863.49; Zwick - \$7,776.56;



Memorandum

Date: February 19, 2026

From: Becky Moore, HR Director, and Kate Hall, Executive Director

To: Northbrook Public Library Board of Trustees

Subject: Proposal to Add Adult Orthodontia Coverage to Dental Insurance, Effective July 2026

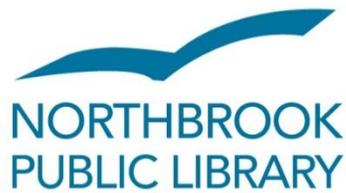
At the January 15 meeting, the Board approved covering 100% of dental and vision premiums. At the time of that presentation, we were waiting for a quote from IPBC to add adult orthodontia to our Delta Dental plan; we have now received that information.

Currently, orthodontia is only covered for dependent children under 19. Adding adult coverage closes a significant gap in our benefits, ensuring equity for staff members without dependents and providing a more robust package to attract and retain talent.

IPBC has confirmed that adding this coverage will increase dental premiums by 1.15% over current costs. We are requesting the Board approve this addition, effective July 2026, to ensure our benefits remain competitive. Please see the table below for details.

| Current Annual Library Dental Premium Costs | Annual Cost to add Adult Orthodontia Coverage to Dental Plan | Total Annual Library Dental Premium Costs - with Adult Orthodontia Coverage Included |
|---|--|--|
| \$38,253.36 | \$439.91 (1.15% increase) | \$38,693.27 |

MOTION: Approve updating the Delta Dental insurance plan effective July 2026 to include adult orthodontia for an additional cost of \$439.91.



Memorandum

DATE: February 1, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Cook County Property Tax Disbursement Delays

Over the past few years, delays in the mailing of property tax bills and the disbursement of collections have significantly impacted libraries and other taxing bodies in Cook County. The Library relies on property tax revenue to meet its monthly operating obligations, including payroll for our dedicated staff and payments to vendors who provide essential library materials and services averaging \$875,000 each month. For the second time in three years, the Library has faced cash flow challenges due to delays resulting from Cook County's inability to resolve its software system issues.

Cook County's failure to issue the 2024 second-installment property tax bills on time, due to a reported software glitch with Tyler Technologies and administrative delays, created serious cash-flow problems for the Library and hundreds of other taxing bodies throughout the county.

The Library has also lost significant interest revenue on delayed fall collections, estimated at approximately \$20,000-\$40,000. These lost revenues impact the Library's ability to provide books, programs, technology, and services to our community.

After significant pressure from library advocates, municipal officials, and press coverage from the Chicago Tribune, The Daily Herald, and other newspapers, the Library has received 62% of our disbursements as of the end of January. However, we are still waiting for the remainder to be distributed.

The additional expenditures and lost interest income negatively impact our operating budget, which in turn limits available funds for library materials, programming, and services for our community and places an unnecessary financial burden on our taxpayers. Libraries receive 90-95% of their operating revenue from local property taxes and depend on predictable, timely disbursements to maintain essential services.

Therefore, we are asking the Board to approve this resolution, which demands that Cook County officials resolve the ongoing systemic issues and guarantee a predictable cycle of property tax collection and distribution. The resolution calls on Cook County officials to work collaboratively and implement permanent solutions and safeguards to ensure this costly and disruptive failure of the property tax system does not occur again. We also ask the Board to join our efforts and urge Cook County to seek recompense from Tyler Technologies for the unnecessary expenses incurred due to this ongoing failure.



A RESOLUTION CALLING ON THE COOK COUNTY TREASURER AND OTHER COOK COUNTY OFFICIALS RESPONSIBLE FOR THE ISSUANCE OF PROPERTY TAX BILLS TO RESOLVE SYSTEMIC ISSUES

WHEREAS, the Board of Trustees of the Northbrook Public Library is the governing body responsible for providing essential library services to the community, and in this capacity, serves as the steward of public funds entrusted to it by the taxpayers of this community; and

WHEREAS, the Library relies in a substantial and critical manner on the timely receipt of local property tax revenues to fund its programs and services, pay its dedicated staff, and meet all other financial obligations necessary to keep the library open and operating effectively; and

WHEREAS, the Library receives over 90% of its total operating revenue from local property taxes and relies on timely disbursements to continue to offer core materials, programs, and services; and

WHEREAS, the Cook County Assessor is statutorily responsible for the determination of property tax assessments with those assessments subject to review by the Cook County Board of Review; and

WHEREAS, the Cook County Clerk is statutorily responsible for the calculation of tax rates for all taxing bodies in Cook County; and

WHEREAS, the Cook County Treasurer is statutorily responsible for the billing and distribution of property tax revenues to the Library and all other taxing bodies within Cook County; and

WHEREAS, the second installment of Cook County property tax bills are typically issued in late June with an August 1st due date and Cook County taxing districts, including the Library, rely on a predictable cycle of property tax collection and distribution; and

WHEREAS, for the second installment property tax bills for the 2024 tax year the tax bills were not issued until November 16th with a December 15, 2025 due date making this 2nd installment more than four months delinquent; and

WHEREAS, this significant delinquency has been attributed to ongoing computer system issues with outside vendor Tyler Technologies and administrative delays within the Treasurer's Office; and

WHEREAS, the failure to issue property tax bills in a timely manner has created predictable cash flow concerns for the Library, jeopardizing the Library's ability to meet its financial obligations, including but not limited to, payroll and vendor payments, without incurring debt; and

WHEREAS, as a direct and unavoidable consequence of the Cook County Treasurer's failure to timely perform this core governmental function, the Library has lost necessary interest income and

WHEREAS, these new expenses divert funds that would otherwise be dedicated to library services and programs for our community, and place an unnecessary financial burden on our local taxpayers;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE NORTHBROOK PUBLIC LIBRARY, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: The Board of Trustees calls upon the Cook County Treasurer to promptly resolve all internal computer system issues and administrative failures with respect to the 2024 second installment property tax bills without further delay.

Section 2: The Board of Trustees expresses its profound disappointment and frustration that this administrative failure has resulted in a direct and unnecessary financial cost to the taxpayers served by the Library, who must now bear the expense of interest and fees for Tax Anticipation Warrants.

Section 3: The Board of Trustees demands that the Cook County Treasurer's Office work collaboratively with the County Assessor, the Board of Review, and the Clerk to implement permanent solutions and safeguards to ensure that this costly and disruptive failure of the property tax billing system does not occur in any future tax cycle.

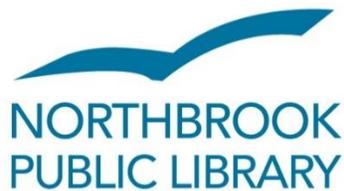
Section 4: The Board of Trustees urges Cook County to seek recompense from Tyler Technologies for its failure to correctly, professionally, and timely implement the new computer system, and to reimburse the Library for the expenses incurred for the combined failure of the County and Tyler Technologies.

Section 5: The Library Director is hereby directed to forward a copy of this adopted Resolution to the Honorable Maria Pappas, Cook County Treasurer; the Honorable Toni Preckwinkle, President of the Cook County Board of Commissioners; the Honorable Fritz Kaegi, Cook County Assessor; the Honorable Monica Gordon, Cook County Clerk; the Commissioners of the Cook County Board of Review; all members of the Cook County Board of Commissioners; and all members of the Illinois General Assembly representing the residents served by the Library.

ADOPTED this ____ day of _____, 2026.

AYES: _____

NAYS: _____



Memorandum

DATE: February 13, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Intergovernmental Agreement Update for Shared eBook Services

Background

In 2019, the Library entered into an intergovernmental agreement (IGA) with Northbrook school districts to provide students with access to the Library's digital collection through the Axis 360 eBook platform. Axis 360 has since been discontinued, and the Library now provides digital content through the Sora platform by OverDrive. The Library and school districts would like to continue the successful partnership, so the agreement must be amended to reflect the new platform.

Key Changes in the Amendment

- Updates the agreement to replace Axis 360 with the Sora platform for student access to eBooks and digital materials.
- Clarifies that the Library now waives nonresident fees for students under 18.
- Specifies that each school district will pay the Sora platform fee directly.
- Maintains the overall structure and terms of the existing intergovernmental agreement.

Financial Impact

There is no direct financial impact to the Library from this amendment. Districts will continue to cover the platform costs as outlined in the agreement.

Recommendation

Approve the First Amendment to the Intergovernmental Agreement with Northbrook School Districts 27, 28, 30, and 31.

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

This First Amendment to Intergovernmental Agreement for Library Services (“Amendment”) is entered into this 19 day of February, 2026 by, between, and among the Northbrook Public Library (“Library”), Northbrook School District 27 (“District 27”), Northbrook District 28 (“District 28”), Northbrook/Glenview School District 30 (“District 30”), and West Northfield School District 31 (“District 31”) (Districts 27, 28, 30 and 31 are collectively, the “Districts,” and the Library and the Districts are collectively the “Parties”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the Library and the Districts are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, on July 18, 2019, the Parties entered into an Intergovernmental Agreement (“Agreement”) for Library Services, whereby the Library agreed to provide access to eContent and related services through its Axis360 System, maintained by Baker & Taylor LLC to children enrolled as students in the Districts (“Students”); and

WHEREAS, the Agreement provided for monetary payments by the Districts to the Library for access to the Axis360 system by nonresident students under Section 4-7(8) of the Local Library Act, 75 ILCS 5/4-7(8); and

WHEREAS, in March 2024, the Library amended its Library Cards Policy pursuant to Section 4-7(12) of the Local Library Act, 75 ILCS 5/4-7(12) to adopt regulations waiving the nonresident fee for children under 18; and

WHEREAS, the Library is no longer enrolled in Axis360, and instead uses the Sora System offered by OverDrive, Inc. (“OverDrive”) to provide eContent to its patrons; and

WHEREAS, the Library wishes to continue to provide library service to the Districts in the form of access to eContent through the Sora System (“Services”) delivered to Library by OverDrive to currently enrolled Students in order to further the Library’s mission of stimulating lifelong learning through innovative, responsive programming, partnerships, resources, and services; and

WHEREAS, the Districts wish to cooperate with the Library to provide Students with the Services and greater access to books, audiobooks, video and other works in digital format that are contained in the Sora System, in furtherance of the School’s mission of preparing students to reach their full potential as lifelong learners; and

WHEREAS, the Parties have mutually benefitted from the Agreement, and believe that the provision of Services by the Library and the principles of equity or costs of services described

herein provide benefits to the Library, Districts, and the general public and believe it is in the best interests of the community to enter into this Amendment.

NOW, THEREFORE, the Parties agree as follows:

1. Services.

A. Library. The Library shall coordinate with OverDrive to establish an online system whereby Students may view and check out approved eContent from the Sora System including: (i) enabling the Districts to view a subset of selected eContent titles under license by the Library from OverDrive, (ii) providing an authentication system at or for the Districts whereby Students are eligible to become authorized users with authority to check out eContent, (iii) controlling access to the Sora System by valid IP address, referring URL, identification codes and passwords and/or other commercially reasonable methods, as determined by OverDrive, and (iv) executing check-outs of eContent with appropriate recognition of such check-outs in the Sora System.

B. Districts. Each District shall be responsible for providing OverDrive an API or SIP connection to their Follet-based library management system to enable implementation of the authentication system described in 1(A)(ii). Districts shall ensure the numeric IDs do not contain personally identifiable information.

2. District Liaison. Annually on or before the first day of the new school year, each District shall provide the Library with the name, title, telephone number and e-mail address of a contact person at the District who is designated to communicate with the Library Director, or his or her designee, regarding the terms and conditions of this Agreement.

3. Term and Renewal of IGA. The Agreement shall be effective upon the approval of all the Parties and shall remain in effect for a period of ten (10) years unless earlier terminated pursuant to this Section 3. Any District may choose to no longer participate in the Agreement without cause or penalty upon thirty (30) days' prior written notice to the Library and payment to Library of any outstanding consideration. The Library may choose to terminate the Agreement at any time without cause or penalty upon thirty (30) days' prior written notice to the Districts. The Agreement shall also terminate if, at any time, all Districts choose to no longer participate in the Agreement.

4. Consideration. The Parties recognize that the Library no longer charges fees for non-resident library services to individuals under the age of 18, pursuant to relevant provisions of the Local Library Act, 75 ILCS 5/4-7(12), and the Library's Library Cards Policy. Each District is responsible for paying the platform fee imposed by OverDrive for access to the Sora System.

5. Indemnification. To the fullest extent permitted by law, the Parties shall indemnify, defend, and hold each other Party, its board members, officers, administrators, employees, volunteers, and agents ("Indemnitees"), harmless against any and all liability, loss, expense, including reasonable attorneys' fees, for claims for injury or damages arising out of the Agreement; but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent

or willful acts or omissions of a Party, including the Party's board members, officers, administrators, employees, volunteers, and agents subject, however, to any defenses or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 *et seq.*, or otherwise provided by law. These indemnification obligations shall survive termination of the Agreement.

6. **Amendments.** Any amendment to the Agreement must be reduced to writing and signed by authorized representatives of the Library and the Districts.
7. **Reaffirmation of Agreement.** All terms and conditions of the Agreement not otherwise modified or amended by this Amendment are hereby reaffirmed in their entirety.
8. **Notice.** Any notice required by the Agreement shall be delivered personally or by electronic mail at the following addresses. Notice will be deemed served upon delivery.

To the Library:

Northbrook Public Library
1201 Cedar Ln
Northbrook, IL 60062
Attn. Executive Director
Email: khall@northbrook.info

To District 27:

Northbrook School District 27
1250 Sanders Rd
Northbrook, IL 60062
Attn. Superintendent
Email: jdeiters@nb27.org

To District 28:

Northbrook School District 28
1475 Maple Ave
Northbrook, IL 60062
Attn. Superintendent
Email: jpearson@northbrook28.net

To District 30:

Northbrook/Glenview School District 30
2374 Shermer Road
Northbrook, IL 60062
Attn. Superintendent
Email: etammaru@district30.org

To District 31:

West Northfield School District 31
3131 Techny Rd

Northbrook, IL 60062
Attn. Superintendent
Email: emurphy@district31.net

- 8. **Compliance with Laws.** Each Party shall comply with all applicable laws, rules and regulations with regard to the terms and conditions of this Amendment.
- 9. **Governing Law; Venue.** The Amendment shall be governed by the laws of the State of Illinois. Venue for any dispute arising out of this Agreement shall be the Circuit Court of Cook County, Illinois.
- 10. **Relationship of the Parties.** Nothing in this Agreement shall be construed to create a relationship of principal and agent, employer and employee, partnership, or joint venture between the Parties.
- 11. **Assignment.** No Party shall assign this Agreement without the prior written consent of the other Parties.

IN WITNESS WHEREOF, the Parties hereto have caused the Agreement to be executed by their duly authorized representatives on the dates set forth below.

Library

Its _____

By _____

Date _____

Its _____

District 30

Date _____

By _____

District 27

Its _____

By _____

Date _____

Its _____

District 31

By _____

District 28

Its _____

By _____

Date _____

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
FOR LIBRARY SERVICES**

This First Amendment to Intergovernmental Agreement for Library Services (“Amendment”) is entered into this ___ day of _____, 2026 by, between, and among the Northbrook Public Library (“Library”), Northbrook School District 27 (“District 27”), Northbrook District 28 (“District 28”), Northbrook/Glenview School District 30 (“District 30”), and West Northfield School District 31 (“District 31”) (Districts 27, 28, 30 and 31 are collectively, the “Districts,” and the Library and the Districts are collectively the “Parties”).

RECITALS

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Cooperation Act, (5 ILCS 220/1 et seq.), and the Illinois Local Library Act (75 ILCS 5/4-7(8)), the Library and the Districts are authorized to enter into intergovernmental agreements for library services; and

WHEREAS, on July 18, 2019, the Parties entered into an Intergovernmental Agreement (“Agreement”) for Library Services, whereby the Library agreed to provide access to eContent and related services through its Axis360 System, maintained by Baker & Taylor LLC to children enrolled as students in the Districts (“Students”); and

WHEREAS, the Agreement provided for monetary payments by the Districts to the Library for access to the Axis360 system by nonresident students under Section 4-7(8) of the Local Library Act, 75 ILCS 5/4-7(8); and

WHEREAS, in March 2024, the Library amended its Library Cards Policy pursuant to Section 4-7(12) of the Local Library Act, 75 ILCS 5/4-7(12) to adopt regulations waiving the nonresident fee for children under 18; and

WHEREAS, the Library is no longer enrolled in Axis360, and instead uses the Sora System offered by OverDrive, Inc. (“OverDrive”) to provide eContent to its patrons; and

WHEREAS, the Library wishes to continue to provide library service to the Districts in the form of access to eContent through the Sora System (“Services”) delivered to Library by OverDrive to currently enrolled Students in order to further the Library’s mission of stimulating lifelong learning through innovative, responsive programming, partnerships, resources, and services; and

WHEREAS, the Districts wish to cooperate with the Library to provide Students with the Services and greater access to books, audiobooks, video and other works in digital format that are contained in the Sora System, in furtherance of the School’s mission of preparing students to reach their full potential as lifelong learners; and

WHEREAS, the Parties have mutually benefitted from the Agreement, and believe that the provision of Services by the Library and the principles of equity or costs of services described

herein provide benefits to the Library, Districts, and the general public and believe it is in the best interests of the community to enter into this Amendment.

NOW, THEREFORE, the Parties agree as follows:

1. Services.

A. Library. The Library shall coordinate with OverDrive to establish an online system whereby Students may view and check out approved eContent from the Sora System including: (i) enabling the Districts to view a subset of selected eContent titles under license by the Library from OverDrive, (ii) providing an authentication system at or for the Districts whereby Students are eligible to become authorized users with authority to check out eContent, (iii) controlling access to the Sora System by valid IP address, referring URL, identification codes and passwords and/or other commercially reasonable methods, as determined by OverDrive, and (iv) executing check-outs of eContent with appropriate recognition of such check-outs in the Sora System.

B. Districts. Each District shall be responsible for providing OverDrive an API or SIP connection to their Follet-based library management system to enable implementation of the authentication system described in 1(A)(ii). Districts shall ensure the numeric IDs do not contain personally identifiable information.

2. District Liaison. Annually on or before the first day of the new school year, each District shall provide the Library with the name, title, telephone number and e-mail address of a contact person at the District who is designated to communicate with the Library Director, or his or her designee, regarding the terms and conditions of this Agreement.

3. Term and Renewal of IGA. The Agreement shall be effective upon the approval of all the Parties and shall remain in effect for a period of ten (10) years unless earlier terminated pursuant to this Section 3. Any District may choose to no longer participate in the Agreement without cause or penalty upon thirty (30) days' prior written notice to the Library and payment to Library of any outstanding consideration. The Library may choose to terminate the Agreement at any time without cause or penalty upon thirty (30) days' prior written notice to the Districts. The Agreement shall also terminate if, at any time, all Districts choose to no longer participate in the Agreement.

4. Consideration. The Parties recognize ~~that the Library no longer charges fees for non-resident library services to individuals under the age of 18, pursuant to relevant provisions of the Local Library Act, 75 ILCS 5/4-7(12), and the Library's Library Cards Policy. Each District is responsible for paying the platform fee imposed by OverDrive for access to the Sora System. that some of the Students receiving Services under the Agreement do not live within the boundaries of the Library. Section 4-7(8) of the Local Library Act, 75 ILCS 5/4-7(8), recognizes the principle of equity or cost of services must be apportioned to the Districts based on the value of the Services received by the Students. Therefore, in exchange for extending the Services to the Students not living within the boundaries of the Library, the Parties agree that the Districts will provide the Library monetary contributions~~

~~in the form and amounts described in Exhibit A to be mutually agreed upon annually by the Library Director and the superintendents of the Districts.~~

5. **Indemnification.** To the fullest extent permitted by law, the Parties shall indemnify, defend, and hold each other Party, its board members, officers, administrators, employees, volunteers, and agents (“Indemnitees”), harmless against any and all liability, loss, expense, including reasonable attorneys’ fees, for claims for injury or damages arising out of the Agreement; but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injury or damages are caused by or result from the negligent or willful acts or omissions of a Party, including the Party’s board members, officers, administrators, employees, volunteers, and agents subject, however, to any defenses or limitations of liability permitted under the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 *et seq.*, or otherwise provided by law. These indemnification obligations shall survive termination of the Agreement.
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Email: jpearson@northbrook28.net

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Library

By _____

Its _____

Date _____

District 27

By _____

Its _____

District 28

By _____

Its _____

Date _____

District 30

By _____

Its _____

Date _____

District 31

By _____

Its _____

Date _____

EXHIBIT A

Form and Amount of Consideration

~~To participate, each District will make an annual monetary contribution to the Library based on the number of non-resident student households served by the District. A non-resident student household is a household that is not within the Northbrook Public Library's taxing boundaries. The Library will inquire as to the number of non-resident student households served annually and invoice the schools at the beginning of each school year.~~

~~The cost per household will be determined annually based on the Sora costs and number of Northbrook households (Sora Cost / Number of Northbrook Households = Cost Per Household).~~

~~The cost for non-resident student households is determined by multiplying the number of non-resident households within each District by the cost per household (Cost Per Household x Number of Non-Resident Households = Annual Contribution).~~

2026

Cost of Sora services: _____

Number of Northbrook Households: _____

Cost per household: _____

Director's Report

February 2026

Agenda Items

3 Consent Agenda

3.6 File detailed statement of all receipts and expenditures for previous 6 months as required by 50 ILCS 305/1

This is an annual requirement that we do. A full list of all receipts and expenditures is included in the packet.

3.7 Delta Dental addition of Adult Orthodontics to Dental Insurance Plan

HR Director Becky Moore has included a memo in the packet asking for the board to approve adding adult orthodontia to our Dental plan. We had not received the numbers from IPBC last month when we presented the other changes.

3.8 Cook County Property Tax Resolution

As outlined in the memo in the packet, Cook County has had a significant delay in taxes and schools and libraries are passing resolutions to call on the County board to be more transparent about what is being done to make sure this doesn't happen again. I am asking for the board to pass the included resolution which will be sent to the county.

3.9 eBook Intergovernmental Agreement

With the closing of Baker & Taylor, we need to update our IGA with the schools for eBook sharing. Once approved by the board, the schools will send to their boards for approval.

5 Staff Reports

5.1 Marketing Brand Refresh Presentation

Marketing & Communications Manager Linda Vering and Graphic Designer Princess Gonzalez- Esparza will present on our brand refresh.

7 Unfinished Business

7.1 Executive Director Quarterly Goal Check-In

I have included a memo with my quarterly goal check in and will be sending out my annual self-evaluation for my review after the board meeting

7.2 Zheng EDI Report Follow-Up Discussion

Becky has prepared a memo that is in the packet and included discussion questions for the board to use as a jumping off point for the meeting.

7.3 Master Plan Project Update

Not much movement yet, but I have included a memo with what's going on with the Master Plan.

8 New Business

8.1 Security Camera Proposals Review and Recommendation

A recommendation for the board is included in the packet from Liz Rupert at Joffe Emergency Services. We are asking for approval to move forward with the project.

8.2 Review of Draft Budget

Anna has prepared the preliminary budget and we will do a presentation at the meeting for the board to then discuss. We will bring changes back for approval in March.

8.3 Annual Library Tour and Dinner

A list of possible libraries is included in the packet. We are asking the board to identify a library and when you would like to go.

8.4 Internet Service Provider Change

I have included a memo in the packet about our change in Internet Service Provider and eRate funding. This is for discussion only and no action is needed.

8.5 OSG Cyber Security Presentation (closed session)

OSG will be presenting to the board a state of our technology protections in closed session.

10 Agenda Building

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

- Master Plan Project Update

- Annual Strategic Plan Review & Year 1 Outcomes
- Appoint Board Nominating Committee
- Approve Non-Resident Fee Method
- Finalize FY27 Budget
- Discuss Library 75th Anniversary (2027)

Board Update

I wanted to update the board on my submitting an application to run for ILA President. I have decided to throw my support behind Amanda McKay who is running and not run as a write in. I appreciate the support of the board as I considered this.

The Chamber is having their annual member meeting on March 9 at 5pm. Please let me know if anyone would like to attend with me.



Updates

Patron Feedback

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

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

Connect with Our Community

Collections

- Patron story: A patron came in looking specifically for non-fiction books about mixed race families. She said her daughter was starting to ask questions about her skin color and wanted to see a family that looked just like hers with a white mother and black father and wanted to see a child that looked like her. Staff was able to place one title on hold and the other title she was looking for was in. We also found another book on the shelf that would work and staff told her that we also had books about first conversations about bodies and race. The patron took them and was extremely thankful that we had these books and knew her daughter would be excited to see herself and family in a book.

Outreach & Partnerships

- The library hosted the State of the Village on January 20th. The Chamber of Commerce had breakfast in the Pollak Room before the library opened. Overall, it went very smoothly and we had just over 100 people in attendance.
- The Village Board Committee of the Whole used Pollak Room for a meeting on January 14th. They had a very specific setup request. Facilities ensured everything was set up perfectly and Events Production ensured they had everything they needed. This was an after-hours meeting with 20 in attendance.
- Adult Services Librarian Bryan Brugger attended the Bizhub meeting at the Northbrook Chamber on January 28 and explained how to use audiobooks through the library, how our program application form works, and shared some book recommendations.
- A new Northbrook Voices interview with figure skating coach, Debbie Stoery, is now available: <https://www.northbrookvoices.org/interviews/debbie-stoery/>

Programs

Winter Reading Challenge

Winter Reading concluded on Saturday, January 31.

Overall, the program had a 70.86% completion rate (Adult: 74.61% and Youth: 67.42%). It is a 2.38% increase over the previous Winter Reading. The Adult Winter Reading Challenge had our highest ever completion rate of 75%.

Adult Programs

- The year's programming started with a welcoming tea hosted by Adult Services Librarian Jill Franklin prior to an evening lecture, *Cultivating Hope in Everyday Life*. The topic resonated strongly with attendees, addressing emotions and challenges that are widely shared. One patron commented, "I felt comfort knowing that we all have [the] same emotions and struggles. Inspired to get involved in the community." Patrons also valued the opportunity to socialize before the lecture; another attendee wrote, "The tea was much appreciated! I like programs like this that give people a chance to connect." In alignment with the library's Sustainability Policy and Zero-Waste Event Guidelines, the tea service used washable dishware, and used teabags were composted.
- In collaboration with the Schaumburg Library and other area libraries, our library partnered on the 2026 Civic Awareness Series featuring Paul Lisnek. The event was a success, with 20 Northbrook patrons joining the discussion to gain insights into Illinois politics and the upcoming Midterm Elections. Over 400 patrons attended in total.
- In mid-January, the library hosted pianist Thomas Nickell with 97 patrons attending. Mr. Nickell gave a youthful and energetic performance delighting the audience with pieces from Sibelius, Kodaly, and Beethoven. He also improvised a well-received unfinished piece Mr. Nickell composed himself. Patrons commented "It was phenomenal!" "Really lovely" "It's wonderful to have such a rich resource at the library"



- Community engagement continued with a hands-on Winter Seed Sowing Workshop coordinated by Jill Franklin, Adult Services Librarian, and led by the Northbrook Garden Club. The program began with a brief educational presentation on the benefits of native plants and cool-season vegetable gardening. Following the lecture, participants planted milkweed seeds and other plants in repurposed plastic jugs. The hands-on activity naturally created opportunities for spontaneous conversation and connection. Garden Club members circulated and mentored participants at each table. The program attracted a diverse audience of men and women, working-age adults and retirees. In keeping with the library's Sustainability Policy and Zero-Waste Event Guidelines, no new plastic was generated; the Garden Club's sustainable gardening committee sourced all plastic jugs from Starbucks.



Youth Programs

- School and Accessible Services Librarian Julianne Medel met with participants in the Library Life program with Total Link 2 Community. Julianne provided an overview of the library and a tour to 5 adult participants.
- Library Assistant Dalia Shapiro introduced a new program for Grades 1-3 called All About. Each program will focus on a trending and timely topic. January's class was about the Olympics. Future programs include Tornadoes and the FIFA World Cup.
- Library Assistant Urye Min started a new Pokémon Club for Grades 3-7. Pokémon Trainers participated in trivia, did crafts, and learned how to play Pokémon Battle Academy.
- In January, Youth Services held a Special Saturday Storytime with Meadowbrook Principal and author Ginny Hiltz and the District 28 Facility Dog, Krieger. Principal Hintz read from her book Krieger's Crew: A School Facility Dog's Journey.



Korean Language Storytime 1.9.26



Art Pops 1.26.26



Mythological Science 1.15.26



Create Club 1.13.26



Collaboratory Projects

- Daniel Choi, Maker Specialist, assisted a patron who stopped by to use the embroidery machine to make a gift for his friend. It had been a while since he last used the machine, so Daniel went over the steps again on how to hoop his garment and best practices on using the machine.
- Maker Specialist Dylan McDowell led a program on *Macrame Flower Charms*. Patrons learned how to tie the square knot and vertical lark's head knot, and how to use them together to make these charms. She also worked with a patron who came in with a scanned recipe to engrave onto a cutting board. She helped them with processing the image file and getting everything laid out. The engraving went smoothly, and they were very pleased with the final result.



- Eric Flowers, Maker Specialist, worked with a patron who came in with a photo of a family member's hand drawing they wished to etch on a bottle. Since they did not have the original for a clean scan, he showed them how to adjust aspects of their photo to get a good trace for laser etching. The result was a clean design and truly personal touch. Eric also hosted a program on how to mend socks. Every patron brought along their own sock or two to mend. He taught them 3 different techniques and everyone used a woven darn to repair their items. Two patrons emailed after the workshop to mention that they were going to continue to practice on other clothes.



- Megan Hollister, Maker Specialist, helped a patron looking to fix a shirt. She was more than willing to refresh her memory on how to use one and seemed up for the challenge. After a little guidance, she was able to measure, mark with chalk, cut with fabric scissors, pin the folded edge over with sewing clips, and sew with a simple stitch. She was thrilled and her daughter was very proud of her mom for trying something new and fixing her shirt. They finished it off with some heat transfer vinyl cut into a bow on the Cricut. Megan led a class on stamp carving. She taught attendees how to use linocut tools to create their own designs on soft linoleum blocks.
- Several staff assisted Maker Services Manager Cathleen Doyle in hosting two group tours for TotalLink to Community and TrueNorth.

Social Media

Facebook: They Don't Teach this in Library School

12/26/26 at 4:54pm

Views: 12,326

Interactions: 207

Northbrook Public Library
Published by Linda Vering • January 26 at 4:54PM
Things they don't teach in Library School! Neil in our Circulation Dept. recently went above and beyond his regular duties by helping to catch a European Starling (a ye... See more



194

13 comments

Facebook: Feeling Creative? Get to the Collaboratory

1/23/26 at 10:30am

Views: 4,996

Interactions: 24

Northbrook Public Library
Published by Linda Vering • January 23 at 10:30AM
Feeling creative? Get yourself to the Collaboratory! What have you made lately?



Illinois Library Association, Lake Bluff Public Library and 19 others

3 comments

Instagram: A book and a view? Yes, please!



1/24/26 at 11:00am

Views: 818

Interactions: 29

Build an Inclusive Culture

CE & Training

- School and Accessible Services Librarian Julianne Medel attended the Neurodivergence and Customer Service Webinar on January 12.
- Assistant Director Kelly Durov attended an excellent continuing education session through RAILS about AI policy and guidelines.

Personnel

Hires

- None

Change in Position and/or Status

- None

Departures

- Jennifer Wright, regular part-time Circulation Clerk (CIRC), resigned due to family illness on January 12.

Create Spaces to Belong

Facilities

- New intrusion alert and door access system is now fully operational throughout the building, enhancing overall safety and security
- Resolved heating issues in rooftop units and elevator malfunctions; all systems now operating properly. Steam boiler is running smoothly with daily monitoring in place
- Launched Angus preventive maintenance software to better track and schedule equipment servicing; staff trained and first month of scheduled maintenance completed successfully
- The Holocaust Museum rented the Auditorium for a Holocaust Remembrance event. They had about 160 attendees and the space was [featured on the news](#) as a result.



Technology

- Library app upgrade: We found some additional issues including a big one with how room reservations are handled. Communico is working on a fix and we are now looking at the end of February as the earliest possible launch.

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

21,788

↑ 2.1%



Building Visits

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

242,273

↑ 5.2%



Community Outreach

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

Events

57

↓ -20.8%

People Reached

2,977

↑ 5.4%



Staff Continuing Education

The number of continuing education hours completed by NPL staff

1,948

↓ -12.7%

Sharing Books & Materials



Physical Collections

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

223,681

↓ -0.8%



Circulation

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

Physical

550,265

↓ -3.8%

Downloadable

185,668

↑ 7.4%

Using Spaces & Services



Computer Use

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

12,996

↑ 6.6%



WiFi Use

The number of unique devices that access NPL WiFi each day

110,221

↑ 18.5%



Study Room Use

The number of NPL study room reservations made by patrons

12,507

↑ 10.2%



Meeting Room Use

The number of NPL meeting room reservations made by patrons

Total

407

↑ 17.3%

Auditorium

3

↑ N/A



Program Engagement

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

Events

736

↑ 32.4%

Attendance

21,116

↑ 22.0%



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

2,980

↓ -59.1%

Monthly Statistics Dashboard (Page 1 of 3)

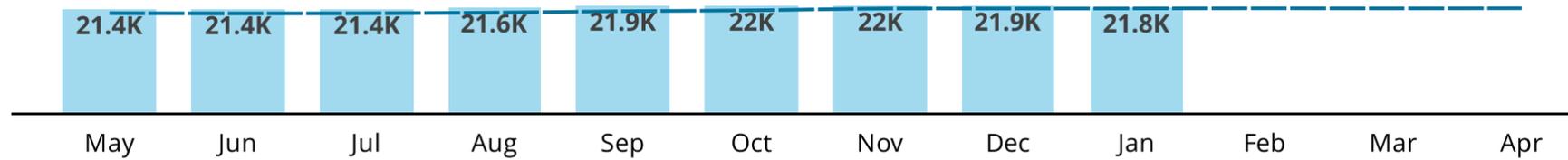
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A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



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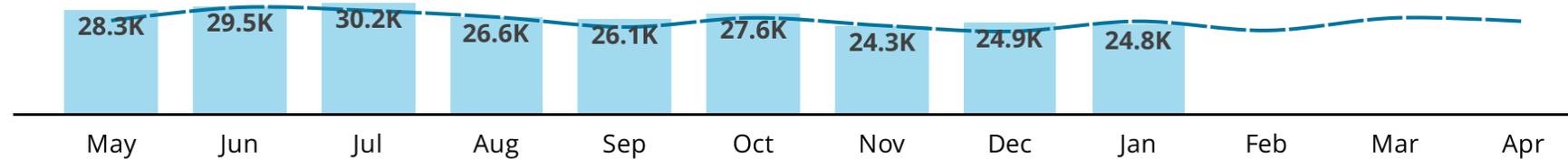
FYTD Totals

21,788
↑ 2.1%



Building Visits

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



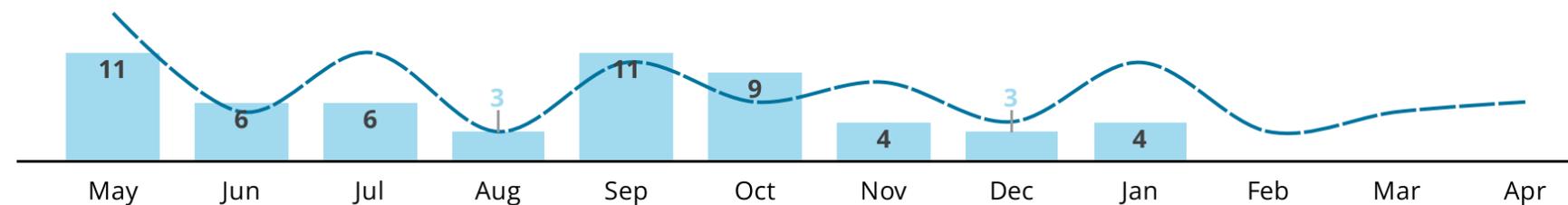
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Community Outreach

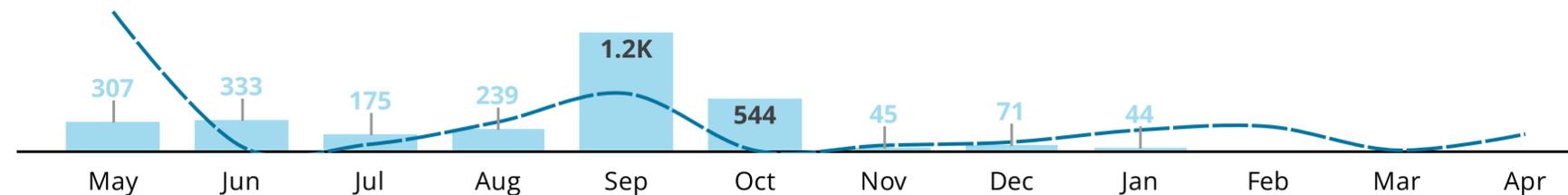
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

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↓ -20.8%

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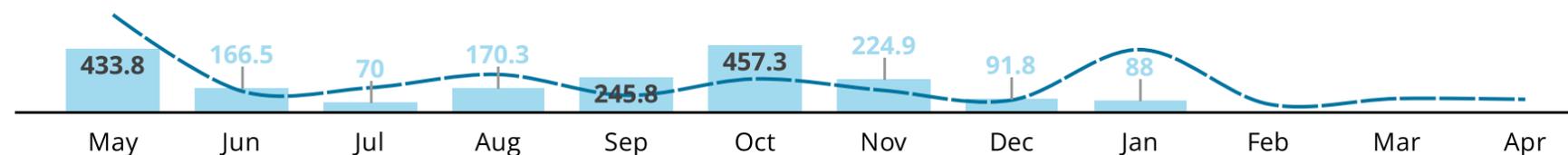


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↑ 5.4%



Staff Continuing Education

The number of continuing education hours completed by NPL staff



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↓ -12.7%

Monthly Statistics Dashboard (Page 2 of 3)

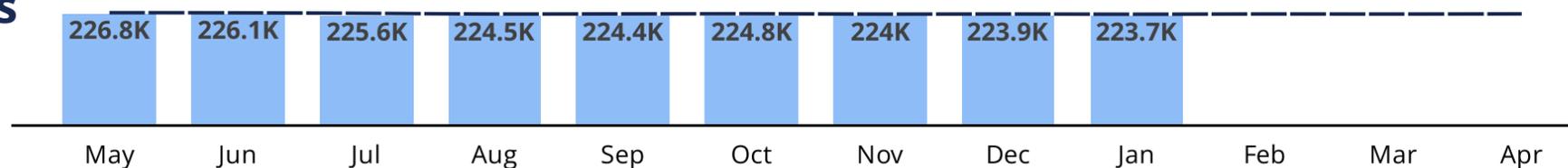
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed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

Sharing Books & Materials



Physical Collections

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



FYTD Totals

223,681

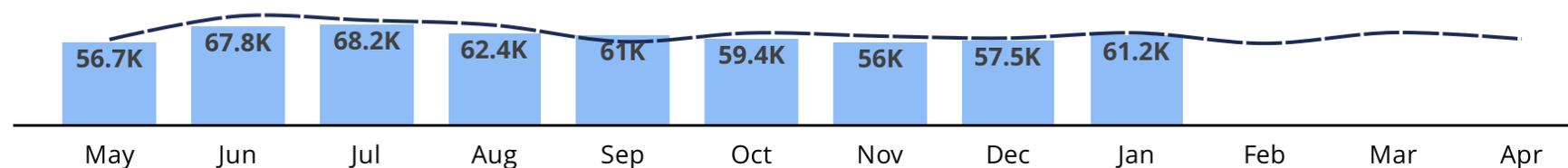
↓ -0.8%



Circulation

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

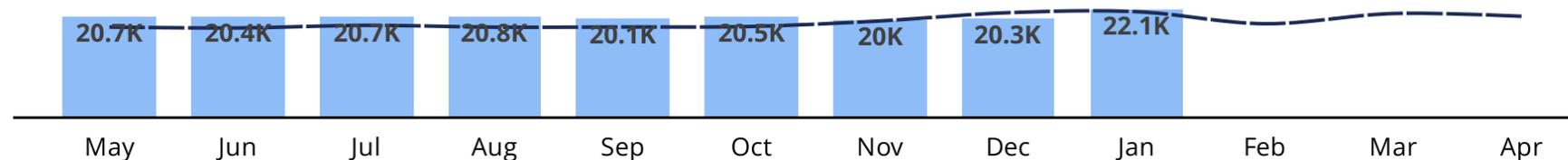
Physical



550,265

↓ -3.8%

Downloadable



185,668

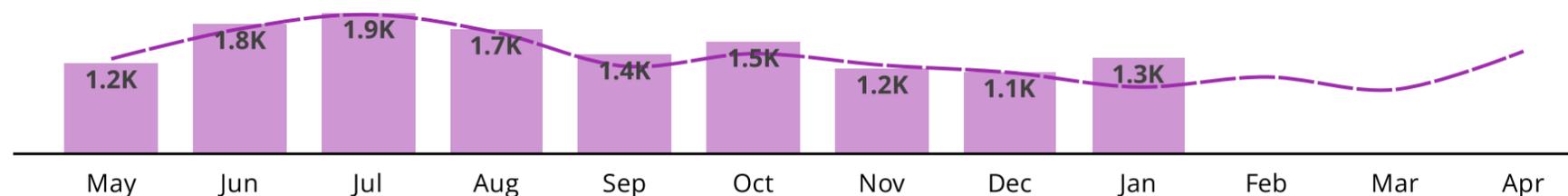
↑ 7.4%

Using Spaces & Services



Computer Use

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



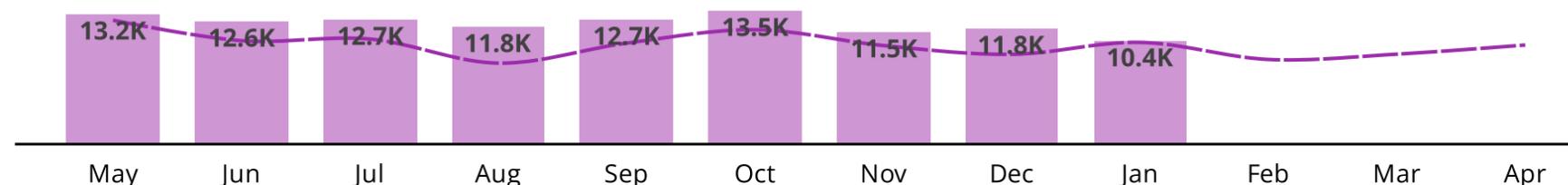
12,996

↑ 6.6%



WiFi Use

The number of unique devices that access NPL WiFi each day



110,221

↑ 18.5%

Monthly Statistics Dashboard (Page 3 of 3)

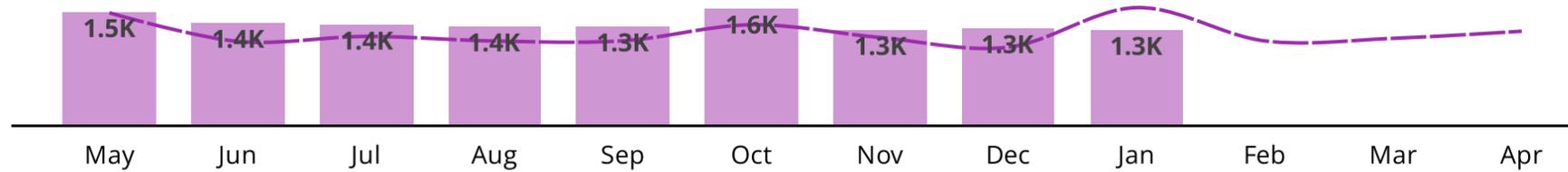
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light purple columns and the previous fiscal year's data as a dark purple dashed line, for comparison purposes.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

Using Spaces & Services



Study Room Use

The number of NPL study room reservations made by patrons



FYTD Totals

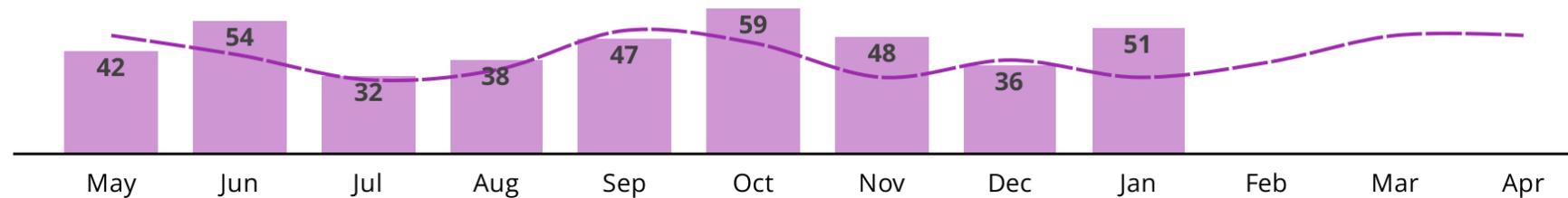
12,507

↑ 10.2%



Meeting Room Use

The number of NPL meeting room reservations made by patrons



407

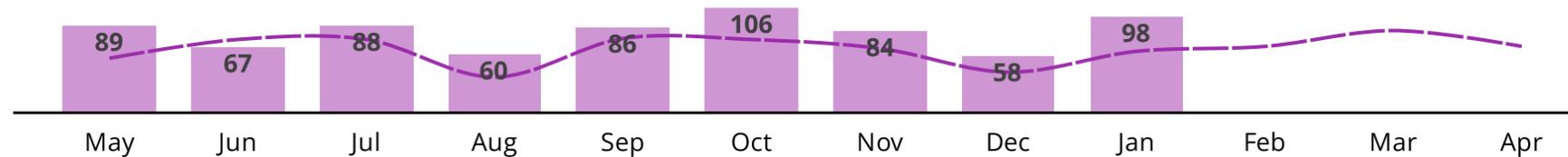
↑ 17.3%



Program Engagement

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

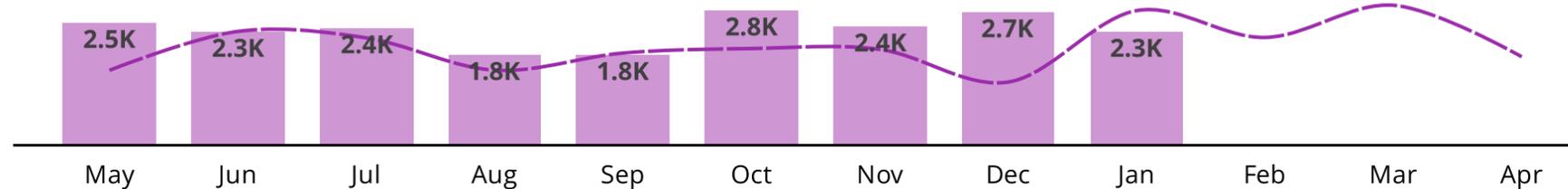
Events



736

↑ 32.4%

Attendance



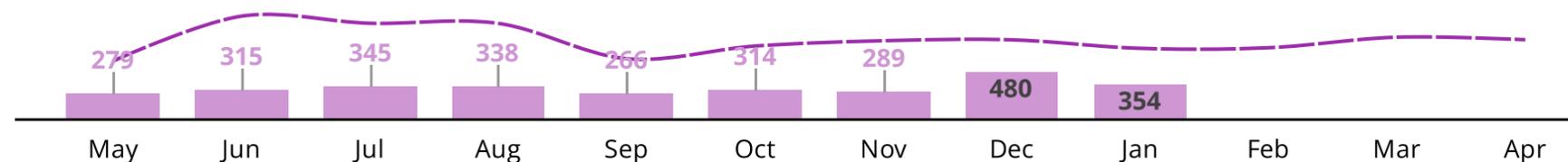
21,116

↑ 22.0%



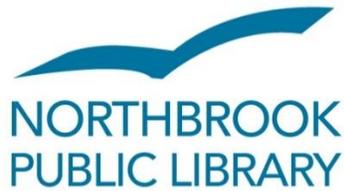
One-on-Ones

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



2,980

↓ -59.1%



Memorandum

DATE: August 2025

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.

| 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.

February 2026 Update: Our first year of the strategic plan has concluded and we have completed all of our activities in year 1. I am preparing a report to share at the March board meeting with a summary of accomplishments and outcomes.

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.

February 2026 Update: A detailed report was provided to the board at the January meeting and new plans were approved along with changes to existing plans that keep strong plans and

- 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.

February 2026 Update: As presented at the January board meeting, we have a detailed plan for updating the Master Plan which will kick off in March with a Space Audit.

- 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.

February 2026 Update: The survey has been completed and Lily has shared their results with staff and the board. We are now working on updating the Strategic Plan based on the results from the Zheng survey.

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.

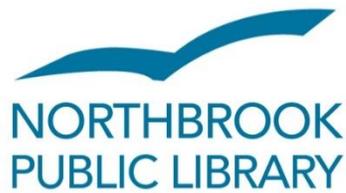
February 2026 Update: We continue to work on a roles and responsibilities document and this will be completed this year. I have also continued to delegate projects to other members of the Library Leadership team, offering support and coaching for new areas of learning.

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.

February 2026 Update: In a continuation of the efforts from May-August, I have continued to provide multiple options for board discussions and decisions and have limited the number of formal presentations done to present information.



Memorandum

DATE: February 19, 2026

TO: Board of Trustees

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

RE: 2025 Zheng Consulting EDI Follow-Up Survey Findings and Board Discussion

The purpose of this memo is to provide a high-level overview of the [2025 Equity, Diversity, and Inclusion \(EDI\) survey findings](#) and to invite board input on strategic direction and priorities as we move to wrap up our work with Lily Zheng. The report summarizes progress made since the 2023 baseline survey and outlines recommendations for future action as the Library continues to align EDI efforts with its mission and operations.

Key Takeaways

1. Overall, the report shows meaningful progress in several areas since 2023, particularly in staff motivation, perceptions of management, and alignment between the library's values and actions.
2. Staff motivation and perception of the library as a great place to work increased significantly, with motivation scores placing the library well above the industry benchmark.

3. Other notable improvements included:
 - Increased awareness of career opportunities.
 - Greater consistency in staff experience across departments.
 - Stronger perceptions that EDI efforts are genuine rather than performative.
4. The report also identified several ongoing challenges:
 - Staff still feel disconnected from some decision-making processes.
 - Communication and feedback practices continue to affect trust.
 - Workload concerns remain, especially among full-time staff and management.
5. Lastly, the Zheng report shared recommendations for growth and continued learning:
 - Recommendations include: strengthening feedback practices, building shared definitions, of equity, diversity, and inclusion, and integrating EDI expectations into roles, evaluations, and daily work.

What's Next

- Library leadership and managers are currently reviewing the report with staff and gathering input. In March, leadership will share a plan with staff outlining how the library will incorporate the recommendations into its ongoing strategic and operational work.
- The timeline also consists of continued management discussions in February, board discussion of the report, and staff input sessions through March before leadership reports back with next steps.

Board of Trustees Discussion Questions

To help guide this conversation, we invite trustees to consider the following questions:

1. What aspects of the report's findings or progress stand out most to you—either positively or as areas of concern?
2. How should the library balance staff experience, community expectations, and its core mission as it continues this work?
3. What role should the board play in supporting and overseeing progress in areas like communication, decision-making, and organizational culture?
4. What types of metrics or updates would help the board feel confident that progress is being made over the next 12–24 months?

Master Plan Update

Date: February 2026

Current Phase: Pre-Design

Overall Status: ● On Track

Next Major Milestone: Completion of Pre-Design – September 17, 2026

Executive Summary

The master plan project is currently in the Pre-Design phase, which focuses on assessment, engagement, and early planning work. The project is on schedule, with design work anticipated to begin in September 2026.

Key Progress Since Last Meeting

- Pre-design phase officially launched in January 2026
- Project timeline reviewed and staff engagement plan finalized February 2026
- Contracted with Third Way Space to do a Space Audit March 24-25
- Coordinated with Architects on initial meetings and feedback process

Project Timeline Overview

[Access the Google Sheet Master Plan Timeline](#)

- Pre-Design: Jan 1, 2026 – Sept 17, 2026
- Design: Sept 17, 2026 – Sept 17, 2027
- Bid Phase: Sept 20, 2027 – Nov 26, 2027
- Procurement: Nov 26, 2027 – Jan 25, 2028
- Construction: Jan 25, 2028 – July 23, 2029

Upcoming Milestones (Next 60–90 Days)

- February 2026
 - Presentation to staff of Master Plan timeline and review opportunities for feedback
- March 2026
 - Conduct Space Audit
 - Department by Department Staff Feedback
- April 2026
 - Board Feedback Session to brainstorm needs and gather input
 - Staff town halls
- May 2026
 - Staff & board feedback compiling
 - Presentation of feedback and space audit results to staff and board

Board Action or Input Needed

At This Meeting

- No action needed

Coming Soon

- Set date for April Board Feedback Session (Jennifer will be reaching out about dates after the meeting)
- Review of staff feedback and Space Audit in May
- Review of draft designs in August



Recommendation Memorandum

To: Northbrook Public Library Staff

From: Elizabeth A. Rupert, Senior Consultant, Joffe Emergency Services

Date: February 12, 2026

Subject: Video Surveillance System Upgrade Proposal Review and Recommendation

Recommendation

Based on the evaluation of technical compliance, infrastructure feasibility and pricing transparency, I recommend that the Northbrook Public Library award the Video Surveillance System Upgrade Project to Total Automations Concepts, Inc. (TAC) for the base bid amount of \$176,327.00 with a 10% contingency of \$17,632.70 to accommodate minor construction variances and scope adjustments for a total project cost of \$193,959.70.

Although only one proposal was received in response to this RFP, the project constitutes specialized security systems integration and professional services work rather than a traditional commodity purchase. The installation involves integration with the Library's recently implemented intrusion alert and access control system and alignment with established IT architecture. As such, the value of this project lies not only in hardware procurement, but in technical design, system integration expertise, and demonstrated implementation capability.

The Library understands that security system modernization of this scale is highly specialized and that the vendor pool capable of integrating seamlessly with the existing Verkada platform and Library infrastructure is limited. TAC's successful completion of the Intrusion Alert and Access Control System Upgrade project provides direct, recent evidence of familiarity with the Library's facilities, operational needs, IT standards, and construction environment.

Given TAC's proven performance, demonstrated system knowledge, and continuity with existing security infrastructure, the proposal is considered both responsible and appropriate for award.

Summary of Evaluation

Background

The Northbrook Public Library issued a [Request for Proposal \(RFP\)](#) for the modernization of its security system. The project seeks to replace the existing camera infrastructure with a unified, cloud-managed Verkada system to integrate with the Library's recently upgraded intrusion alert and access control system.

The RFP outlined technical requirements including cloud-based management, encryption standards, role-based administration, and scalable storage capability.

Bid Receipt and Review for Completeness

One bid was received in response to the RFP.

The complete proposal is:

1. [Total Automations Concepts, Inc. \(TAC\), Downers Grove, IL.](#)

Review Process

Following receipt of proposals, I conducted an evaluation to assess both the technical and practical feasibility of the systems as well as proposed camera coverage. The IT and Facilities Department conducted a separate evaluation and found the proposal acceptable.

References

TAC is the current vendor for the Intrusion Alert and Access Control System Upgrade Project and references for TAC were previously contacted in October 2025. Both references were highly favorable, mentioning excellent service, timely completion, and a user-friendly finished product. Given that TAC's previous installations are substantially similar to the system proposed for this project, the positive reference feedback can be considered a strong indicator of expected performance. The Library's experience with TAC during the Intrusion Alert and Access Control System upgrade process has also been highly positive.

Analysis of Proposal Specificity and Technical Verification

System Architecture and Platform Alignment

TAC's proposal utilizes the Verkada Command cloud-based camera management platform, which aligns with the Library's existing Verkada intrusion and access control infrastructure. This ensures unified management and reduced administrative overhead across systems. The proposal identifies specific camera models, switch hardware, and rack additions sufficient to verify system operability.

Infrastructure and Network Compatibility

TAC proposes installation of a Cisco Catalyst C9300L-48P-4G-E PoE switch to support camera connectivity. This model matches the Library's existing switching infrastructure, supporting stackability and VLAN integration.

Fiber runs are proposed using OM3 multi-mode fiber, consistent with the Library's current backbone architecture. The IT review confirmed compatibility with existing network standards.

Camera Coverage and Design Sufficiency

The proposal includes 50 cameras positioned on the interior and exterior of the Library, including specialized models for parking lot coverage and license plate registration. Based on the site walkthrough and layout review, the proposed design sufficiently addresses identified blind spots and provides comprehensive coverage of primary circulation areas, entrances, and exterior approaches. Additionally, hardware can be repositioned as needed if the Library's second and third floor are remodeled.

Schedule, Licensing, and Cost Transparency

TAC submitted a defined installation schedule consistent with the Library's desired project timeline. TAC also holds appropriate Illinois licensing and demonstrated responsiveness during both the prior intrusion/access control project and this RFP Process.

TAC's proposal provides itemized pricing for hardware, installation, fiber, switching, and licensing. The pricing structure is consistent with prior Verkada system expansions and reflects current market conditions for cloud-managed security platforms. A 10% contingency is recommended to accommodate minor construction adjustments and field condition variances typical of retrofit installations in existing facilities.

Conclusion

Following comprehensive review, TAC's proposal is deemed responsive to the technical and operational requirements of the RFP and appropriate for award under the Library's procurement discretion for professional services. This project is not a stand-alone purchase, but rather a continuation and expansion of the Library's integrated security infrastructure. The proposed camera system will operate within the same cloud-managed Verkada environment, and TAC's direct experience designing and installing those systems positions them to complete this next phase efficiently and with minimal disruption.

Additionally, TAC has demonstrated technical competence, construction coordination capability, and responsiveness during the prior project. Their familiarity with the Library's

Video Surveillance System Upgrade Proposals Review and Recommendation

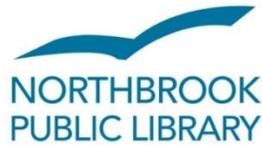
building layout, network topology, security objectives, and operational constraints reduces implementation risk and promotes continuity of system design standards.

Based on these factors, TAC presents the most qualified and appropriate vendor to complete this project.

Accordingly, the Library Board of Trustees is respectfully requested to:

1. Approve the award of the Video Surveillance System Upgrade Project to Total Automations Concepts, Inc. (TAC) for an amount not to exceed \$193,959.70.

This recommendation reflects both the specialized nature of the work and TAC's established capability to deliver a high-quality, integrated security solution aligned with the Library's long-term infrastructure strategy.



Memorandum

DATE: 2.19.26
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2027 Budget Draft I

Attached is the budget for fiscal year 2027 for your review. Projection reports used to develop the budget are on the [board portal](#). A more detailed overview will be presented at the meeting.

During the Levy process the board voted to increase the operating, FICA, IMRF, and debt service levies 4.6% or \$10,823,650.

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

- Prior year's revenue data
- Prior year's spending data
- Leadership met with Department managers to review specific funding requests
- Library wide initiatives
 - Funds have been allocated for Strategic Plan Initiatives – including but not limited to
 - Website redesign
 - Review of Masterplan
- Facility plan
 - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
 - PA System
 - HVAC Automation System Upgrade Project
 - Architectural fees related to MasterPlan
 - Investigative work for potential projects related to roof and windows
- Operations
 - Interest Income assumes on time payment from Cook County related to property taxes

- Personnel
 - Funds have been included to provide a cost of living increase and continue to ensure pay equity is maintained and properly staff library operations to ensure effective customer service
 - As we review options to outsource the Facility Worker and Security Monitor positions, the associated costs have been moved from Salaries and Wages to Contracted and Professional Services.

- Materials
 - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
 - Spending is 11.80% of the budget
 - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Costs related to consortium and resource sharing are \$105,000 which brings our percentage up to 12.90%.
 - We also continue to monitor and ensure appropriate funding for eBooks

- Programming
 - Funds have been allocated based upon staff input.
 - Donations from the Friends of the Northbrook Public Library and Laird Foundation will be applied to the costs of this program.

- Staff Development
 - Funds being allocated to allow staff to attend in person training – the costs associated with in person training is greater than virtual training.
 - Funds have been allocated for staff appreciation and wellness to continue the ongoing work identified during the Zheng Consulting Assessment.

- Software
 - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
 - The increase is due to an increase in subscription license renewals rather than standalone license purchases.
 - Allocated funds to purchase AI software in line with Strategic Plan

- Community Relations
 - Funds have been allocated to provide for a quarterly newsletter, email marketing efforts and expenses related to outreach efforts.
 - Allocated funds for the 75th Library Anniversary – Board is discussing this in March

- Insurance (Group and General)
 - Includes a 20% increase for Medical, Dental, Vision and Life
 - We received notification from IPBC that renewal rates in July 2026 will be higher than usual – We will receive the final increase numbers in March
 - Increase 12.50% for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and Flood Insurance
- Professional Fees
 - Funds have been allocated for attorney fees, auditor fees, HR consultants, website redesign and maintenance, IT Management, Facility Management, EDI consultants and Security
 - An inflationary increase was also included
- Contracted Services
 - Funds have been allocated for janitorial services, carpet cleaning, bathroom cleaning, water treatment, snow removal, window cleaning, security and maintenance of building systems and equipment.
 - An inflationary increase was also included
- Fixed Assets
 - Funds have been allocated to meet aging building needs and based upon the technology replacement plan. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.

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

**Northbrook Public Library
General Fund
FY2027 Budget**

| | Explanation | FY23 Actual | FY24 Actual | FY25 Actual | FY26 Budget | FY26 Forecast | FY27 Budget | |
|-----------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---|
| REVENUES | | | | | | | | |
| Undesignated Revenue | | | | | | | | |
| | Property Tax Levy | 7,518,447 | 8,010,867 | 8,145,415 | 8,869,000 | 8,425,550 | 9,332,700 | Levy number |
| | Uncollectible Levy | | | | | | | |
| | Property Tax Abatement | | | | | | | |
| | Replacement Tax | 459,160 | 332,001 | 203,844 | 150,000 | 150,000 | 150,000 | conservative estimate |
| | Impact Fees | 5,525 | 4,294 | | | | | |
| | Fines & Fees | 38,695 | 43,659 | 49,056 | 40,000 | 52,889 | 40,000 | conservative estimate |
| | Video/DVD rental | | | | | | | |
| | Interest Income | 29,426 | 55,398 | 64,395 | 30,000 | 34,714 | 30,000 | conservative estimate |
| | Loss on Investment | | | | | | | |
| | Other Income | 28,059 | 25,412 | 11,207 | 100,000 | 5,812 | 100,000 | |
| | Total Undesignated Revenue | 8,079,312 | 8,471,631 | 8,473,917 | 9,189,000 | 8,668,966 | 9,652,700 | |
| Designated Revenue | | | | | | | | |
| | Gifts & Other Designated Income | 97,128 | 107,967 | 150,736 | 100,000 | 105,095 | 100,000 | |
| | Designated Interest Income | 3,905 | 10,673 | 11,227 | 5,000 | 9,356 | 5,000 | |
| | Total Designated Revenue | 101,032 | 118,640 | 161,964 | 105,000 | 114,451 | 105,000 | |
| | Total Revenues | 8,180,344 | 8,590,271 | 8,635,880 | 9,294,000 | 8,783,417 | 9,757,700 | |
| PERSONNEL | | | | | | | | |
| | Salaries and Wages | 3,920,270 | 4,159,277 | 4,382,225 | 4,740,000 | 4,280,346 | 4,561,500 | |
| | Maintenance Salaries/Wages | 172,053 | 190,605 | 167,624 | 103,000 | 102,863 | 88,500 | |
| | Total Personnel | \$ 4,092,322 | \$ 4,349,882 | \$ 4,549,849 | \$ 4,843,000 | \$ 4,383,208 | \$ 4,650,000 | |
| FRINGE BENEFITS | | | | | | | | |
| | Group Insurance | 673,498 | 730,697 | 738,758 | 880,000 | 824,372 | 1,032,000 | 20% increase with plan changes considered |
| | Unemployment/Worker's Comp | 26,047 | 25,070 | 24,592 | 18,000 | 17,776 | 18,750 | see detail |
| | Staff Development & Incentives | 58,301 | 65,072 | 77,168 | 74,000 | 82,422 | 85,000 | per detail spreadsheet |
| | | | | | | | | |
| | Total Fringe Benefits | \$ 757,845 | \$ 820,839 | \$ 840,518 | \$ 972,000 | \$ 924,570 | \$ 1,135,750 | |
| COMMODITIES | | | | | | | | |
| | Materials | 885,993 | 886,167 | 936,658 | 1,050,000 | 976,661 | 1,050,000 | |
| | Programs | 71,125 | 89,540 | 87,884 | 124,000 | 102,932 | 127,000 | per detail spreadsheet - includes 3rd party donations of 35K from Friends and 10K from Laird Foundation |
| | Office & Library Supplies | 56,483 | 49,400 | 58,014 | 70,000 | 49,220 | 70,000 | |
| | Software | 92,146 | 96,864 | 112,359 | 110,000 | 102,208 | 118,500 | per detail spreadsheet |

**Northbrook Public Library
General Fund
FY2027 Budget**

| | Explanation | FY23 Actual | FY24 Actual | FY25 Actual | FY26 Budget | FY26 Forecast | FY27 Budget | |
|-----------------------------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| | Postage | 18,556 | 17,658 | 16,450 | 20,000 | 16,056 | 20,000 | |
| | Community Relations | 47,434 | 36,709 | 45,673 | 55,000 | 56,316 | 65,500 | per detail spreadsheet |
| | Janitorial Supplies | 44,678 | 46,640 | 33,166 | 45,000 | 44,581 | 45,000 | no change |
| | Total Commodities | \$ 1,216,415 | \$ 1,222,978 | \$ 1,290,204 | \$ 1,474,000 | \$ 1,347,973 | \$ 1,496,000 | |
| CONTRACTUAL SERVICES | | | | | | | | |
| | OCLC | 26,683 | 26,818 | 25,739 | 29,000 | 25,636 | 29,000 | CCS, Illinois Heartland & Overdrive MARC records |
| | CCS Shared Costs | 78,410 | 75,471 | 71,037 | 76,000 | 73,254 | 76,000 | from CCS |
| | Photocopy | 24,857 | 20,889 | 19,053 | 18,000 | 16,185 | 18,000 | per detail spreadsheet |
| | General Insurance | 71,158 | 76,765 | 84,796 | 88,000 | 88,958 | 97,000 | see detail |
| | Telephone & Internet | 36,442 | 36,185 | 36,099 | 40,000 | 37,728 | 40,000 | per detail spreadsheet |
| | Professional Services | 309,174 | 382,263 | 443,366 | 630,000 | 580,663 | 685,000 | per detail spreadsheet |
| | Equipment Rental/Maintenance | 46,468 | 43,088 | 40,402 | 53,000 | 41,879 | 56,500 | per detail spreadsheet |
| | Vehicle Expense | 810 | 1,823 | 1,913 | 3,000 | 2,398 | 3,000 | |
| | Utilities | 50,656 | 55,942 | 49,943 | 60,000 | 58,324 | 56,000 | per detail spreadsheet |
| | Building Repairs | 41,207 | 23,683 | 20,570 | 35,000 | 36,171 | 35,000 | |
| | Contracted Services | 144,868 | 142,527 | 211,434 | 245,000 | 229,020 | 273,000 | per detail spreadsheet |
| | Recruiting | 420 | 150 | 220 | 1,000 | 826 | 1,000 | |
| | Total Contractual Services | \$ 831,154 | \$ 885,604 | \$ 1,004,571 | \$ 1,278,000 | \$ 1,191,043 | \$ 1,369,500 | |
| CAPITAL OUTLAY | | | | | | | | |
| | Furniture and Equipment | 30,722 | 100,113 | 29,599 | 75,000 | 74,297 | 175,000 | Items greater than \$500 |
| | Total Capital Outlay | \$ 30,722 | \$ 100,113 | \$ 29,599 | \$ 75,000 | \$ 74,297 | \$ 175,000 | |
| OTHER | | | | | | | | |
| | Contingency & Misc Exp | 9,739 | 8,562 | 11,298 | 100,000 | 16,612 | 100,000 | |
| | Board Development | 620 | 1,092 | 539 | 1,000 | 1,503 | 1,000 | |
| | Total Other | \$ 10,359 | \$ 9,654 | \$ 11,837 | \$ 101,000 | \$ 18,114 | \$ 101,000 | |
| | Total Expenses Before Gifts & Transfers | \$ 6,938,819 | \$ 7,389,070 | \$ 7,726,578 | \$ 8,743,000 | \$ 7,939,206 | \$ 8,927,250 | |

Northbrook Public Library
General Fund
FY2027 Budget

| | Explanation | FY23 Actual | FY24 Actual | FY25 Actual | FY26 Budget | FY26 Forecast | FY27 Budget |
|------------------------------|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| DESIGNATED EXPENSES | | \$ 108,970 | \$ 181,129 | \$ 129,196 | \$ 100,000 | \$ 99,115 | \$ 100,000 |
| TRANSFERS | | | | | | | |
| | Debt Service Transfer | \$ 12,554 | \$ 20,080 | \$ 25,786 | \$ 25,000 | \$ 15,400 | \$ 25,000 |
| | Capital Improvements Transfer | \$ 1,120,000 | \$ 995,000 | \$ 750,000 | \$ 425,000 | \$ 729,000 | \$ 705,000 |
| Total Transfers | | \$ 1,132,554 | \$ 1,015,080 | \$ 775,786 | \$ 450,000 | \$ 744,400 | \$ 730,000 |
| Total Expenses | | \$ 8,180,343 | \$ 8,585,279 | \$ 8,631,560 | \$ 9,293,000 | \$ 8,782,721 | \$ 9,757,250 |
| NET SURPLUS/(DEFICIT) | | \$ 2 | \$ 4,992 | \$ 4,320 | \$ 1,000 | \$ 696 | \$ 450 |

| | | | | | | |
|----|-----------|--------------|--------------|--------------|--------------|--------------|
| | 991,087 | 988,456 | 1,033,433 | 1,155,000 | 1,075,551 | 1,155,000 |
| \$ | 6,938,819 | \$ 7,389,070 | \$ 7,726,578 | \$ 8,743,000 | \$ 7,939,206 | \$ 8,927,250 |
| | 0.143 | 0.134 | 0.134 | 0.132 | 0.135 | 0.129 |

Northbrook Public Library
IMRF/FICA Fund
FY2027 Budget - Draft 1 - February 2026

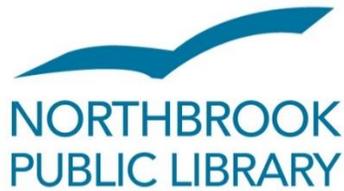
| | Explanation | FY2023 Actual | FY2024 Actual | FY2025 Actual | FY 2026 Budget | FY2026 Forecast | FY 2027 Budget |
|------------------------------|------------------------------------|------------------|------------------|-------------------|-------------------|--------------------|-------------------|
| Revenues | | | | | | | |
| Undesignated Revenue | | | | | | | |
| | Property Tax Levy-IMRF | \$418,181 | \$419,185 | \$385,724 | \$380,000 | \$372,400 | \$380,000 |
| | Property Tax Levy FICA & Medicare | \$284,363 | \$285,046 | \$270,007 | \$325,000 | \$318,500 | \$340,000 |
| | Interest Income IMRF | \$2,608 | \$5,580 | \$6,801 | \$2,000 | \$4,996 | \$2,000 |
| | Interest Income FICA & Medicare | \$461 | \$833 | \$1,275 | \$500 | \$856 | \$500 |
| | Total Undesignated Revenue | \$705,612 | \$710,643 | \$663,807 | \$707,500 | \$696,752 | \$722,500 |
| | | | | | | | |
| | Total Revenues | \$705,612 | \$710,643 | \$663,807 | \$707,500 | \$696,752 | \$722,500 |
| Expenses | | | | | | | |
| Undesignated Expenses | | | | | | | |
| Human Resources | | | | | | | |
| | Employer IMRF | \$339,493 | \$333,101 | \$343,745 | \$365,000 | \$360,523 | \$380,000 |
| | Employer FICA & Medicare | \$301,541 | \$321,397 | \$330,320 | \$340,000 | \$338,313 | \$350,000 |
| | Total Human Resources | \$641,034 | \$654,498 | \$674,065 | \$705,000 | \$698,836 | \$730,000 |
| | | | | | | | |
| | Total Undesignated Expenses | \$641,034 | \$654,498 | \$674,065 | \$705,000 | \$698,836 | \$730,000 |
| | | | | | | | |
| | Total Expenses | \$641,034 | \$654,498 | \$674,065 | \$705,000 | \$698,836 | \$730,000 |
| | | | | | | | |
| | NET SURPLUS/(DEFICIT) | \$64,578 | \$56,145 | (\$10,258) | \$2,500 | (\$2,084) | (\$7,500) |
| | | | | | | | |

**Northbrook Public Library
Capital Improvements Fund
FY2027 Budget - Draft 1 - February 2026**

| | Explanation | FY2023 Actual | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY2026 Forecast | FY2027 Budget |
|--|-------------|--------------------|--------------------|------------------|--------------------|--------------------|--------------------|
| Capital Improvements Fund | | | | | | | |
| Revenues | | | | | | | |
| Undesignated Revenue | | | | | | | |
| Interest Income | | \$22,170 | \$31,288 | \$41,029 | \$20,000 | \$38,864 | \$20,000 |
| Other Income | | \$0 | | \$75,000 | | | |
| Total Undesignated Revenue | | \$22,170 | \$31,288 | \$116,029 | \$20,000 | \$38,864 | \$20,000 |
| Transfers & Other Financing Sources | | | | | | | |
| Transfer from General fund | | \$1,120,000 | \$995,000 | \$750,000 | \$425,000 | \$729,000 | \$425,000 |
| Bond Proceeds | | | | | | | |
| Bond Premium | | | | | | | |
| Insurance Proceeds | | \$25,893 | \$7,500 | | | | |
| Other | | | | | | | |
| Total Transfers & Other Financing Sources | | \$1,145,893 | \$1,002,500 | \$750,000 | \$425,000 | \$729,000 | \$425,000 |
| Total Revenues | | \$1,168,063 | \$1,033,788 | \$866,029 | \$445,000 | \$767,864 | \$445,000 |
| Expenses | | | | | | | |
| Undesignated Expenses | | | | | | | |
| Capital Projects & Bond Expenses | | | | | | | |
| Renovation/Repair | | \$259,387 | \$331,568 | \$384,194 | \$715,000 | \$561,697 | \$810,987 |
| Professional Fees | | \$16,193 | \$7,768 | \$2,700 | \$50,000 | \$13,160 | \$125,000 |
| Furniture & Equipment | | | | \$1,231 | | | \$75,000 |
| Miscellaneous | | | | | | | |
| Total Capital & Bond Expenses | | \$275,579 | \$339,336 | \$388,125 | \$765,000 | \$574,857 | \$1,010,987 |
| Total Undesignated Expenses | | \$275,579 | \$339,336 | \$388,125 | \$765,000 | \$574,857 | \$1,010,987 |
| Total Expenses | | \$275,579 | \$339,336 | \$388,125 | \$765,000 | \$574,857 | \$1,010,987 |
| NET SURPLUS/(DEFICIT) | | \$892,483 | \$694,452 | \$477,904 | (\$320,000) | \$193,006 | (\$565,987) |

Northbrook Public Library
Debt Service Fund
FY2027 Budget - Draft 1 - February 2026

| | FY2023 Actual | FY2024 Actual | FY2025 Actual | FY2026 Budget | FY 2026 Forecast | FY2027 Budget |
|--|------------------|------------------|--------------------|------------------|---------------------|------------------|
| Revenues | | | | | | |
| Undesignated Revenue | | | | | | |
| Property Tax Levy | \$745,395 | \$750,489 | \$731,285 | \$770,000 | \$754,600 | \$770,950 |
| Interest Income | \$172 | \$163 | \$1,339 | \$600 | \$475 | \$600 |
| Loss on Investment | | | | | | |
| Total Undesignated Revenue | \$745,567 | \$750,652 | \$732,624 | \$770,600 | \$755,075 | \$771,550 |
| Transfers & Other Financing Sources | | | | | | |
| Bonds Issued - 2024 GOB | | | \$3,845,000 | | | |
| Premium on Bonds Issued - 2024 GOB | | | \$438,130 | | | |
| Transfer from General fund | \$12,554 | \$20,080 | \$25,786 | | \$15,400 | |
| Total Transfers & Other Financing Sources | \$12,554 | \$20,080 | \$4,308,916 | | \$15,400 | \$0 |
| Total Revenues | \$758,122 | \$770,732 | \$5,041,540 | \$770,600 | \$770,475 | \$771,550 |
| Expenses | | | | | | |
| Undesignated Expenses | | | | | | |
| Capital Projects & Bond Expenses | | | | | | |
| Bond Issuance Costs - 2024 GOB | | | \$94,607 | | | |
| Interest Payments | \$367,550 | \$350,900 | \$332,935 | \$325,000 | \$325,000 | \$305,950 |
| Principal Payments | \$390,000 | \$410,000 | \$425,000 | \$445,000 | \$445,000 | \$465,000 |
| Payment to Bond Escrw Agent | | | \$4,188,523 | | | |
| Total Capital & Bond Expenses | \$757,550 | \$760,900 | \$5,041,065 | \$770,000 | \$770,000 | \$770,950 |
| Total Undesignated Expenses | \$757,550 | \$760,900 | \$5,041,065 | \$770,000 | \$770,000 | \$770,950 |
| Transfers & Other Financing Uses | | | | | | |
| Other Financing Uses | \$572 | \$547 | \$475 | \$600 | \$475 | \$600 |
| Total Transfers & Other Financing Uses | | | | | | |
| Total Expenses | \$758,122 | \$761,447 | \$5,041,540 | \$770,600 | \$770,475 | \$771,550 |
| NET SURPLUS/(DEFICIT) | \$0 | \$9,285 | \$0 | \$0 | \$0 | \$0 |



Memorandum

DATE: February 11, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Annual Library Visit

Each year the Library board visits an area library that has recently undergone renovations or has a new building. In the past, we have visited:

| Year | Library | Type |
|------|-----------------------|-----------------|
| 2025 | Schaumburg | Renovation |
| 2024 | No visit | |
| 2023 | Glenview | Renovation |
| 2022 | Palatine | Renovation |
| 2021 | No Visit due to COVID | |
| 2020 | No Visit due to COVID | |
| 2019 | Lake Villa | New building |
| 2018 | Skokie | Renovation |
| 2017 | Indian Trails | Renovation |
| 2017 | Winnetka Northfield | Makerspace Tour |

As we are going to be working on the Master Plan and having a board retreat in April, I suggest we do the visit in March.

Here are some renovations that used our architect, Product Architecture & Design:

- Carol Stream-That was a full renovation. <https://www.product-architects.com/carol-stream>
- Addison: Renovation in process. The 2nd floor is complete (adult and teen). The 3rd floor is all staff and is complete also. The first floor is under construction. Youth area will not be complete until April/ May. <https://www.addisonlibrary.org/about/building-renovation>
- Prospect Heights: Entire library renovated right after COVID <https://www.product-architects.com/prospect-heights>

- Tinley Park-Recently completed a renovation of the 2nd floor children's area, and it is a good one to see. The adult area has not been renovated. <https://www.product-architects.com/tinley-park>
- Algonquin Area Eastgate Branch- \$6 million renovation of their branch including an updated Children's department. <https://www.product-architects.com/algonquin>

If the board prefers to go elsewhere, we could also do:

- Lemont- redid their Children's area. <https://engberganderson.com/project/lemont-public-library/>
- Skokie- did a massive \$17.5 million renovation over the pandemic. They have the same original architects as our building. http://andrewbermanarchitect.com/projects/skokie_public_library
- Rockford- built a new building after toxic waste was found on the old library site and had to be demolished. It was a \$39,000,000 project. <https://engberganderson.com/project/rockford-public-library-2/>
- Helen Plum in Lombard- built a new building which opened in Spring 2023. <https://engberganderson.com/project/helen-plum-memorial-library/>



Memorandum

DATE: February 12, 2026

TO: Board of Trustees

FROM: Anna Amen, Finance & Operations Director, and Kate Hall, Executive Director

RE: Internet Service Provider & eRate Funding

Background

In May 2024, we learned that our current internet service arrangement was coming to an end. For years, the library has received affordable internet service through the Illinois Century Network (ICN) as part of the Northfield Township Technology Consortium (NTTC), which is managed by District 225. However, new state legislation began offering free internet services to school districts while excluding public libraries from this benefit. As a result, District 225 alerted consortium partners that our agreement would terminate, initially by July 1, 2025, later extended to June 30, 2026.

This presented a significant challenge: we needed to find a new, affordable high-speed internet solution without compromising our mission to provide uncensored information to patrons.

By July 2024, we began exploring multiple avenues for affordable internet solutions. Unfortunately, many options were closed to us. By February 2025, we had determined that e-rate was our best path forward and made the decision to hire an e-rate consultant to guide us through the application process.

eRate & CIPA

The eRate Program is a federal funding program that helps libraries and schools afford high-speed internet access and the internal network equipment needed to deliver digital services. It is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). eRate is designed to ensure that libraries and schools have reliable, affordable broadband. eRate provides discounts, not direct grants, typically ranging from 20%-90%.

To receive eRate funding for internet access and internal connections, libraries must certify compliance with the Children's Internet Protection Act (CIPA), which requires implementing internet filtering on all library-owned computers and devices, including staff and adult computers. Libraries that accept eRate funds must enforce the use internet filtering technology to block or filter internet access for both minors and adults to visual depictions that are obscene, child pornography, or harmful to minors.

The library must have a procedure in place for authorized individuals to disable the internet filter upon request by an adult (patron or staff), without significant delay. The law states that any adult (age 17 and older) can request the filter be disabled for any lawful purpose. This disabling provision was key to the Supreme Court upholding CIPA's constitutionality. CIPA does NOT apply to patron-owned computers and devices. We can leave the guest network to remain unfiltered so patrons would not be filtered on their personal devices.

Libraries must adopt and enforce an internet safety policy and provide reasonable public notice and hold at least one public hearing or meeting to address the proposed technology protection measure and internet safety policy [Universal Service Administrative Company](#).

Current Situation

In March 2025, Kelly Durov, Anna Amen, and OSG finalized plans to bring on this consultant to help onboard the library onto e-rate before our June 30, 2026 deadline. As part of this process, the eRate consultant provided Anna with information on CIPA (Children’s Internet Online Protection Act) compliance that we need to sign off on. eRate requires that we have filtering on every computer in the library and requires that we update our Internet Policy to comply with CIPA. We originally understood that our current firewall settings were sufficient, but have now learned that we must have actual filters enabled or installed. There are two options to comply with CIPA:

1. Option 1: applying filtering by turning on filtering in our firewall.
2. Option 2: applying filtering on the individual computers for staff and patrons.

Mike Ruter from OSG has been doing research on our options and will be able to share more at the meeting on what he has learned.

Board Consideration

Historically, the library has not filtered internet access on library computers, consistent with our long-standing commitment to intellectual freedom and open access to information.

Participation in the eRate program would provide an estimated 40% savings on our internet costs, but it requires the library to implement filtering on all library-owned computers, including those used by adults and staff. While the law allows filters to be disabled for adults upon request, adopting eRate would still represent a philosophical and operational shift from our current practice.

This creates a tension between:

- Maintaining unfiltered access as a core library value, and

- Reducing ongoing operating costs through eRate participation.

Because this decision touches on the library's core values as well as its financial sustainability, we are seeking board input on the appropriate path forward before finalizing our next steps.