

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

March 19, 2026 | 7:00 pm
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 Agenda
 - 3.2 Approve Regular Session Minutes – February 19, 2026
 - 3.3 Approve Executive Session Minutes – February 19, 2026
 - 3.4 Approve Cash Balances & Income Statement February 2026
 - 3.5 Approve Bills and Charges from February 2026 in the amount of \$ 1,080,752.15
 - 3.6 Approve Non-Resident Fee Method
 - 3.7 6-month Review of Closed/Executive Session Minutes
- 4 Public Comments
- 5 Staff Reports
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Master Plan Project Update
 - 7.2 Finalize FY27 Budget
- 8 New Business
 - 8.1 Strategic Plan Year 1 Outcomes & Review
 - 8.2 Appoint Board Nominating Committee
 - 8.3 Discuss 2027 Library 75th Anniversary
 - 8.4 Executive Director Evaluation (closed session)
- 9 Closed Session

Pursuant to 5 ILCS 120/2(c)1 & 11: The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
2/28/2026**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	3,747,763.98	3,357,065.74	733,288.64	6,371,541.08
Restricted	392,065.10	3,661.08	55,934.78	339,791.40
IMRF	742,939.64	129,905.33	28,557.73	844,287.24
FICA	(97,796.49)	111,103.24	26,364.75	(13,058.00)
Total Operating	<u>\$ 4,784,972.23</u>	<u>\$3,601,735.39</u>	<u>\$ 844,145.90</u>	<u>\$ 7,542,561.72</u>
Capital Improvement	\$ 7,578,750.49	\$ 2,572.14	\$ 236,606.25	\$ 7,344,716.38
Debt Service	\$ 553.68			\$ 553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	177,161.44	12,055.42	553.68
PayPal	6,879.74	-	-
First Bank of Chicago	260,107.05	-	-
Fifth Third - Checking/Money Market	7,081,131.16	7,332,055.95	-
US Bancorp	16,707.82	605.01	-
INB	99.51		
Petty Cash	475.00	-	-
Total	<u>\$ 7,542,561.72</u>	<u>\$7,344,716.38</u>	<u>\$ 553.68</u>

NB&T = Northbrook Bank & Trust

Northbrook Public Library
Income Statement
February 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$85,162.34)	\$3,031,921.96	\$8,185,268.62	\$8,530,380.03	\$8,869,000.00	96.18%
Replacement Tax	\$74,919.38	\$56,747.47	\$180,534.77	\$169,232.14	\$150,000.00	112.82%
Impact Fees	\$0.00	\$0.00	\$0.00	\$10,177.08	\$0.00	0.00%
Fines, Fees & Rentals	\$1,660.62	\$2,248.82	\$40,765.12	\$40,418.98	\$40,000.00	101.05%
Interest Income	\$13,585.88	\$1,484.67	\$62,019.09	\$25,826.45	\$30,000.00	86.09%
Other Income	\$1,320.27	\$100.50	\$10,394.21	\$4,340.23	\$100,000.00	4.34%
Total Undesignated Revenue	\$6,323.81	\$3,092,503.42	\$8,478,981.81	\$8,780,374.91	\$9,189,000.00	95.55%
Designated Revenue						
Gifts & Other Designated Income	\$104,990.47	\$2,813.69	\$859,281.18	\$829,899.62	\$100,000.00	829.90%
Designated Interest Income	\$851.51	\$847.39	\$9,099.13	\$7,929.63	\$5,000.00	158.59%
Total Designated Revenue	\$105,841.98	\$3,661.08	\$868,380.31	\$837,829.25	\$105,000.00	797.93%
Total Revenues	\$112,165.79	\$3,096,164.50	\$9,347,362.12	\$9,618,204.16	\$9,294,000.00	103.49%
Expenses						
Undesignated Expenses						
Materials & Services	\$68,345.15	\$54,748.79	\$747,464.61	\$737,434.76	\$1,050,000.00	70.23%
Books	\$59,641.45	\$48,473.33	\$669,253.13	\$666,811.69		
Audio Visual	\$4,977.92	\$2,400.39	\$33,882.42	\$32,454.65		
Videos/DVDs	\$3,725.78	\$3,875.07	\$44,327.06	\$38,168.42		
Programs	\$6,178.47	\$7,988.18	\$73,348.81	\$96,817.02	\$124,000.00	78.08%
OCLC	\$58.04	\$0.00	\$23,054.99	\$22,336.83	\$29,000.00	77.02%
CCS Shared Costs	\$0.00	\$0.00	\$65,199.14	\$65,257.86	\$76,000.00	85.87%
Total Materials & Services	\$74,581.66	\$62,736.97	\$909,067.55	\$921,846.47	\$1,279,000.00	72.08%
Human Resources						
General Salaries and Wages	\$322,978.08	\$354,317.22	\$3,610,365.25	\$3,739,328.05	\$4,740,000.00	78.89%
Maintenance Salaries & Wages	\$13,538.16	\$6,549.09	\$141,013.44	\$84,039.04	\$103,000.00	81.59%
Group Insurance	\$60,648.14	\$76,164.29	\$616,987.61	\$701,629.09	\$880,000.00	79.73%
Unemployment/Worker's Comp	\$0.00	\$1,818.50	\$19,359.25	\$15,209.51	\$18,000.00	84.50%
Staff Development	\$5,731.11	\$4,327.81	\$72,811.22	\$64,686.52	\$74,000.00	87.41%
Total Human Resources	\$402,895.49	\$443,176.91	\$4,460,536.77	\$4,604,892.21	\$5,815,000.00	79.19%

Northbrook Public Library
Income Statement
February 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
Operating Costs						
Photocopy	\$171.16	\$375.84	\$16,970.29	\$13,149.17	\$18,000.00	73.05%
Office & Library Supplies	\$14,487.09	\$12,573.56	\$49,786.33	\$45,567.17	\$70,000.00	65.10%
Software	\$1,512.23	\$2,628.44	\$94,797.78	\$90,073.07	\$110,000.00	81.88%
Postage	\$0.00	\$15.34	\$16,394.18	\$15,719.26	\$20,000.00	78.60%
General Insurance	\$8,455.74	\$10,985.50	\$82,996.94	\$89,688.56	\$88,000.00	101.92%
Telephone/Internet	\$13.79	\$19.01	\$30,064.07	\$30,109.19	\$40,000.00	75.27%
Professional Services	\$34,036.90	\$47,044.83	\$395,018.50	\$507,872.81	\$630,000.00	80.61%
Furniture, Equipment	\$12,199.09	(\$47,350.71)	\$43,925.98	\$7,388.11	\$75,000.00	9.85%
Equipment Rental & Maintenance	\$165.54	\$1,320.54	\$38,935.62	\$41,021.34	\$53,000.00	77.40%
Community Relations	\$9,157.72	\$11,326.94	\$42,439.78	\$58,643.65	\$55,000.00	106.62%
Total Operating Costs	\$80,199.26	\$38,939.29	\$811,329.47	\$899,232.33	\$1,159,000.00	77.59%
Maintenance						
Vehicle Expense	\$0.00	\$162.29	\$1,912.82	\$1,761.26	\$3,000.00	58.71%
Janitorial Supplies	\$1,806.65	\$3,392.40	\$25,527.36	\$40,007.69	\$45,000.00	88.91%
Utilities	\$5,682.59	\$9,897.29	\$34,928.54	\$49,799.68	\$60,000.00	83.00%
Building Repairs	\$0.00	\$1,750.00	\$14,203.75	\$28,926.00	\$35,000.00	82.65%
Contracted Services	\$24,311.80	\$26,938.79	\$191,143.67	\$185,290.84	\$245,000.00	75.63%
Total Maintenance	\$31,801.04	\$42,140.77	\$267,716.14	\$305,785.47	\$388,000.00	78.81%
Other Expenses						
Recruiting	\$0.00	\$0.00	\$250.00	\$825.50	\$1,000.00	82.55%
Contingency & Misc Exp	\$644.06	\$1,345.75	\$8,158.93	\$12,840.84	\$100,000.00	12.84%
Board Development	\$0.00	\$0.00	\$446.57	\$1,502.93	\$1,000.00	150.29%
Total Other Expenses	\$644.06	\$1,345.75	\$8,855.50	\$15,169.27	\$102,000.00	14.87%
Total Undesignated Expenses	\$590,121.51	\$588,339.69	\$6,457,505.43	\$6,746,925.75	\$8,743,000.00	77.17%
Designated Expenses						
Miscellaneous Designated Expenses	\$26,280.02	\$1,571.83	\$663,524.92	\$707,736.39	\$100,000.00	707.74%
Designated Materials Expense	\$0.00	\$0.00	\$1,185.93	\$702.58	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$52,952.45	\$0.00	\$55,452.45	\$0.00	0.00%
Designated Program Expense	\$2,110.50	\$1,410.50	\$60,415.02	\$62,224.25	\$0.00	0.00%
Total Designated Expenses	\$28,390.52	\$55,934.78	\$725,125.87	\$826,115.67	\$100,000.00	826.12%
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	\$618,512.03	\$644,274.47	\$7,182,631.30	\$7,573,041.42	\$9,293,000.00	81.49%
NET SURPLUS/(DEFICIT)	(\$506,346.24)	\$2,451,890.03	\$2,164,730.82	\$2,045,162.74	\$1,000.00	

Northbrook Public Library
Income Statement
February 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$4,032.84)	\$129,905.33	\$387,611.46	\$365,491.54	\$380,000.00	96.18%
Property Tax Levy FICA	(\$2,822.99)	\$111,103.24	\$271,328.03	\$312,591.30	\$325,000.00	96.18%
Interest Income IMRF	\$451.07	\$0.00	\$706.23	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$315.75	\$0.00	\$494.36	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	(\$6,089.01)	\$241,008.57	\$660,140.08	\$678,082.84	\$707,500.00	95.84%
Total Revenues	(\$6,089.01)	\$241,008.57	\$660,140.08	\$678,082.84	\$707,500.00	95.84%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$26,249.71	\$28,557.73	\$288,085.17	\$311,789.99	\$365,000.00	85.42%
Employer FICA	\$24,847.60	\$26,364.75	\$278,073.43	\$292,110.41	\$340,000.00	85.91%
Total Human Resources	\$51,097.31	\$54,922.48	\$566,158.60	\$603,900.40	\$705,000.00	85.66%
Total Undesignated Expenses	\$51,097.31	\$54,922.48	\$566,158.60	\$603,900.40	\$705,000.00	85.66%
Total Expenses	\$51,097.31	\$54,922.48	\$566,158.60	\$603,900.40	\$705,000.00	85.66%
NET SURPLUS/(DEFICIT)	(\$57,186.32)	\$186,086.09	\$93,981.48	\$74,182.44	\$2,500.00	

Northbrook Public Library
Income Statement
February 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,619.18	\$2,572.14	\$34,743.33	\$31,356.31	\$20,000.00	156.78%
Other Income	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$3,619.18	\$2,572.14	\$59,743.33	\$31,356.31	\$20,000.00	156.78%
Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$3,619.18	\$2,572.14	\$59,743.33	\$31,356.31	\$445,000.00	7.05%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$50,613.33	\$235,470.00	\$358,934.03	\$276,525.60	\$715,000.00	38.67%
Professional Fees	\$0.00	\$1,136.25	\$2,700.00	\$9,913.75	\$50,000.00	19.83%
Furniture & Equipment	\$0.00	\$0.00	\$1,230.96	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$50,613.33	\$236,606.25	\$362,864.99	\$286,439.35	\$765,000.00	37.44%
Total Undesignated Expenses	\$50,613.33	\$236,606.25	\$362,864.99	\$286,439.35	\$765,000.00	37.44%
Total Expenses	\$50,613.33	\$236,606.25	\$362,864.99	\$286,439.35	\$765,000.00	37.44%
NET SURPLUS/(DEFICIT)	(\$46,994.15)	(\$234,034.11)	(\$303,121.66)	(\$255,083.04)	(\$320,000.00)	

Northbrook Public Library
Income Statement
February 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$7,645.76)	\$263,229.22	\$734,862.87	\$740,601.27	\$770,000.00	96.18%
Interest Income	\$855.17	\$0.00	\$1,338.91	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	(\$6,790.59)	\$263,229.22	\$736,201.78	\$740,601.27	\$770,000.00	96.18%
Total Revenues	(\$6,790.59)	\$263,229.22	\$736,201.78	\$740,601.27	\$770,000.00	96.18%
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)	(\$6,790.59)	\$263,229.22	(\$22,207.94)	(\$29,398.73)	\$0.00	

FEBRUARY 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 **\$9,618,204**.

- Property Taxes – 96% of property taxes have been collected
- Replacement Taxes: Actual receipts have exceeded the conservative budget estimate.
- Fines, Fees, and Rentals: Actual receipts have exceeded the conservative budget estimate.

Total General Fund expenditures to date are **\$7,573,041**.

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:

- **Materials:** Lower than budget due to publication timing, a vendor change, outsourced processing adjustments, and some databases not being purchased as originally budgeted
- **Office & Library Supplies:** Lower than budget due to lower spending than anticipated.
- **General Insurance:** Higher than budget as the amount recorded represents 12 months of expense.
- **Furniture, Equipment:** Lower than budget due to technology related expenditures being reclassified and paid by the funds received through the Per Capita Grant
- **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.
- **Contracted Services:** Lower than budget due to expenses being recorded when incurred not evenly throughout the year.
- **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 February 2026**

Operating Funds	
Library Claims List	\$ 280,650.70
Librarian's Claims List	\$ 14,678.65
Payroll	\$ 395,030.09
Fica/IMRF	\$ 54,922.48
ACH to IPBC	\$ 95,015.16
ACH to ADP	\$ 1,748.82
ACH to Village of Northbrook	\$ 2,100.00
Total Operating Funds	<u>\$ 844,145.90</u>
Capital Improvement Fund	
Claims List	\$ 236,606.25
	<u>\$ 236,606.25</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 1,080,752.15</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27163	02/19/2026	Cook & Kocher Insurance Group	\$4,146.00	General Insurance
27164	02/19/2026	First Bankcard	\$11,974.08	Supplies
27165	02/19/2026	Garaventa USA Inc.	\$633.75	Contracted Services
27166	02/19/2026	Innovative Users Group	\$950.00	Staff Development
27167	02/19/2026	The Hanover Insurance Company	\$73,202.00	General Insurance
27168	02/19/2026	Thermosystems Building System Solutions	\$8,566.00	Contracted Services
27170	02/27/2026	ABM Industry Groups LLC	\$19,597.77	Professional Services
27171	02/27/2026	Amazon Capital Services	\$5,934.44	Supplies
27172	02/27/2026	Ancel Glink P.C.	\$865.00	Professional Services
27173	02/27/2026	Bayscan Technologies	\$741.60	Supplies
27174	02/27/2026	Best Quality Cleaning	\$16,751.82	Contracted Services
27175	02/27/2026	Blue Iron Investigations and Security	\$1,381.25	Professional Services
27176	02/27/2026	Book Page	\$1,188.00	Community Relations
27177	02/27/2026	Children's Plus Inc	\$2,494.93	Materials
27178	02/27/2026	Constructive Playthings	\$727.99	Furniture, Equipment
27179	02/27/2026	Continental Resources, Inc	\$5,308.75	Furniture, Equipment
27180	02/27/2026	Demco	\$685.52	Supplies
27181	02/27/2026	F.E. Moran, Inc. - Fire Protection - North	\$1,750.00	Contracted Services

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27182	02/27/2026	Fifth Star Collective, PLLC	\$1,800.00	Professional Services
27183	02/27/2026	Gale/Cengage Learning Inc.	\$859.09	Materials
27184	02/27/2026	Graphic 14	\$766.00	Supplies
27185	02/27/2026	Ingram Library Services	\$19,576.96	Materials
27188	02/27/2026	Midwest Tape LLC	\$5,649.42	Materials
27189	02/27/2026	North American Corp of Illinois	\$1,299.08	Janitorial Supplies
27190	02/27/2026	Outsource Solutions Group, Inc.	\$22,426.59	Professional Services & Software
27191	02/27/2026	Overdrive	\$22,194.71	Materials
27192	02/27/2026	Storm Science	\$920.00	Programming
27193	02/27/2026	Symmetry Energy Solutions, LLC	\$8,151.53	Utilities
27194	02/27/2026	Town Square Publications	\$720.00	Community Relations
27195	02/27/2026	Travel Sewing Repair	\$1,155.00	Equipment Rental & Maintenance
27196	02/27/2026	Travelers CL Remittance Center	\$23,702.00	General Insurance
27197	02/27/2026	Village of Northbrook Water Dept.	\$999.90	Utilities
27198	02/27/2026	Vis-O-Graphic, Inc.	\$9,846.07	Community Relations
27199	02/27/2026	Wex Health Inc.	\$1,915.84	Flexible Spending, Dedendant Care and Commuter Benefit Deposit
27200	02/27/2026	WM Corporate Services Inc.	\$745.86	Utilities
27201	02/27/2026	Lynchpin Event Management LLC	\$1,023.75	Auditorium Rental & Programming

\$280,650.70

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

Transaction Number	Transaction Date	Vendor	Amount
54944	10/23/2025	VOID - Sean Collins	(\$48.32)
55020	11/28/2025	VOID - Kathryn Hall	(\$132.17)
55055	11/28/2025	VOID - Linda Vering	(\$34.18)
55099	1/30/2026	VOID - Zbigniew Banas	(\$250.00)
55179	02/18/2026	Costco	\$250.00
55180	02/18/2026	Costco	\$99.57
55181	02/27/2026	A-Z Mindfulness	\$150.00
55182	02/27/2026	AAA Lock & Key Co.	\$9.90
55183	02/27/2026	Advance Auto Parts	\$108.28
55184	02/27/2026	Anna Amen	\$68.46
55185	02/27/2026	American Library Association, Membership	\$321.00
55186	02/27/2026	Zbigniew Banas	\$250.00
55187	02/27/2026	Zbigniew Banas	\$350.00
55188	02/27/2026	Zbigniew Banas	\$500.00
55189	02/27/2026	Susan Barzacchini	\$300.00
55190	02/27/2026	Blythe Martin Productions	\$450.00
55191	02/27/2026	Arianna Brooks	\$2.96
55192	02/27/2026	CADS	\$35.00
55193	02/27/2026	Cavendish Square	\$186.03
55194	02/27/2026	CCH Incorporated	\$351.41
55195	02/27/2026	Cintas	\$539.52
55196	02/27/2026	Sean Collins	\$48.32
55197	02/27/2026	Neil Davilo	\$44.82
55198	02/27/2026	Discount School Supply	\$128.43
55199	02/27/2026	Glenview Chess Club LLC	\$200.00
55200	02/27/2026	Glenview Chess Club LLC	\$200.00
55201	02/27/2026	Benjamin Goluboff	\$250.00
55202	02/27/2026	Angela Gonzalez	\$300.00
55203	02/27/2026	Grainger	\$119.88
55204	02/27/2026	Kathryn Hall	\$436.89
55205	02/27/2026	Happiness Forward LLC	\$150.00
55206	02/27/2026	Steve Hargadon	\$499.00
55207	02/27/2026	Sarang Heo	\$150.00
55208	02/27/2026	Jayne Herring	\$450.00
55209	02/27/2026	The Home Depot Credit Services	\$215.22
55210	02/27/2026	Korean Books & More	\$295.98

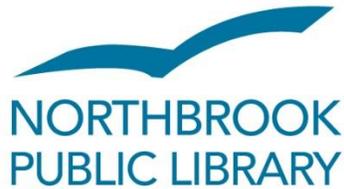
Northbrook Public Library
 Bank Register Report
 Northbrook Bank & Trust Librarian Checking

Transaction Number	Transaction Date	Vendor	Amount
55211	02/27/2026	Lechner Services	\$116.80
55212	02/27/2026	Kathleen Jo Zeigler Mitchem	\$300.00
55213	02/27/2026	Megan Mohrdieck	\$32.75
55214	02/27/2026	Neuco Inc.	\$563.65
55215	02/27/2026	Northbrook Star	\$39.49
55216	02/27/2026	Ocooch Hardwoods	\$357.14
55217	02/27/2026	Dan Petrosko	\$525.00
55218	02/27/2026	Petty Cash Custodian	\$93.00
55219	02/27/2026	Pitney Bowes Global Financial Services Inc.	\$165.54
55220	02/27/2026	Pitney Bowes Inc.	\$161.82
55221	02/27/2026	Mark Plotnick	\$300.00
55222	02/27/2026	Primera Technology, Inc.	\$220.00
55223	02/27/2026	Quill LLC	\$385.31
55224	02/27/2026	Reaching Across Illinois Library System	\$546.00
55225	02/27/2026	Jenny Riddle	\$400.00
55226	02/27/2026	Olga Rudiak	\$400.00
55227	02/27/2026	Sheet Music Plus	\$214.84
55228	02/27/2026	Stories Matter Foundation	\$300.00
55229	02/27/2026	Sunset Food Mart, Inc.	\$56.30
55230	02/27/2026	Today's Business Solutions, Inc.	\$375.84
55231	02/27/2026	Total Automation Concepts, Inc.	\$275.00
55232	02/27/2026	Total Link to Community Cooperative Inc	\$550.00
55233	02/27/2026	Linda Vering	\$34.18
55234	02/27/2026	Robert Waterbury	\$50.00
55235	02/27/2026	WEX Bank	\$54.01
55236	02/27/2026	Wisconsin Glacier Springs Company	\$48.30
55237	02/27/2026	Jennifer Wright	\$2.69
55238	02/27/2026	Yami Vending Inc.	\$532.99
55239	02/27/2026	Yellowstone Landscape	\$582.00

\$14,678.65

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1953	02/19/2026	Kloepfer Construction Inc	\$1,120.00	Sewer Work
1954	02/19/2026	Santucci Plumbing Inc.	\$477.00	Sewer Work
1955	02/19/2026	Total Automation Concepts, Inc.	\$220,903.00	Intrusion Alert and Access Control Project
1956	02/27/2026	3E Electric, Inc.	\$2,978.00	Parking Lot Lighting
1957	02/27/2026	Ancel Glink P.C.	\$1,136.25	Camera Project
1958	02/27/2026	Atomatic Mechanical Services, Inc.	\$9,992.00	HVAC repair work - Steam Boiler & S-3
			<u>\$236,606.25</u>	



Memorandum

DATE: March 10, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Non-Resident Fee Method

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

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

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

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

Non-Resident Payment Method:

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

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

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

NORTHBROOK PUBLIC LIBRARY

BI-ANNUAL REVIEW OF MINUTES AND RECORDINGS MONTH YEAR

A. Closed Session Minutes to Review

Make determinations about written minutes of closed sessions to release or keep closed.

Date	Reason	Recommendation
4/18/2024	Personnel	Keep Closed

Motion: To keep the minutes of the April 18, 2024 executive session closed.

B. Closed Session Recordings to Review

Make determinations about recordings of closed sessions for which the written minutes have been approved and/or released. Recordings may be destroyed if the written minutes have been approved (even if not released) and at least 18 months have passed. A separate motion must be made to destroy closed session recordings.

Date	Reason	Eligible for Destruction
4/18/2024	Personnel	12/18/2025

Motion: To destroy the verbatim recordings of closed session meetings from April 18, 2024.

Director's Report

March 2026

Agenda Items

3 Consent Agenda

3.6 Approve Non-Resident Fee Method

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

3.7 6-month Review of Closed/Executive Session Minutes

Semi-annual review of closed session minutes per ILCS requirements.

7 Unfinished Business

7.1 Master Plan Project Update

I have provided a written update for the board. No major decisions needed this month.

7.2 Finalize FY27 Budget

An updated budget is included in the packet for the Board's review and approval.

8 New Business

8.1 Strategic Plan Year 1 Outcomes & Review

We are finalizing our new Strategic Plan Outcomes report and will have a printed copy for the board at the meeting

8.2 Appoint Board Nominating Committee

At the regular March meeting of the Board, a special committee of three Board members shall be appointed for the purpose of nominating officers of the Board. The nominating committee shall seek from each member an expression of willingness to serve as an officer. There are typically 2 meetings each lasting 10-30 minutes.

8.3 Discuss Library 75th Anniversary (2027)

I have included a memo outlining different options for the board to discuss on how we want to celebrate next year's 75th Anniversary.

8.4 Executive Director Evaluation (closed session)

10 Agenda Building

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

- Master Plan Project Update
- Executive Director Review
- FY27 Board Meeting Dates
- Quarterly Strategic Plan Report Check In
- Website Project Update
- Filtering in Libraries Article and Discussion

Updates

Legislative

Cook County Property Taxes

We have now gotten 97% of our 2nd installment property taxes, but many other libraries are still less than 50% of where they should be for the 2nd Installment. I went to a meeting with President Preckwinkle's staff and spoke with Commissioner Scott Britton about this. Efforts are being made to communicate better. I along with District 31 Superintendent Erin Murphy went to the Cook County board meeting with other library and school folks and spoke about the impact of the delayed taxes on taxing bodies. Scott Britton publicly announced that he will be holding a hearing in the Intergovernmental Hearing and that he will be calling for a forensic audit. It's a move in the right direction.

HB5236

The Digital Library Protection Act has moved to the Consumer Protection Committee. We are now waiting for a hearing to be scheduled and will be asking for people to sign witness slips and call congress people. There is a lot of positive forward momentum on this bill and I have been working closely with a small group at ILA to keep it moving. I will be asking for the board to reach out soon on this to legislators.

Other Legislative Priorities

PPC has put together a list of bills to support, oppose, and monitor and ILA will be working on updating the membership. I have put together another two pager with a summary for the board that is in the packet.

Patron Feedback

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

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

Connect with Our Community

Collections

- Cataloging Librarian Sara Scodius added new items to the Library of Things Collection, including a karaoke machine (replacement), a gas leak detector, and a moisture meter.
- Circulation is implementing a new procedure for video game checkouts. Patrons will need to visit the Welcome Desk to retrieve cartridges or discs rather than checking them out at self-checks. This change is planned for the end of March, aligned with updated checkout and loan limits.
- Interim Technical Services Assistant Manager Brian Nelson and Cataloging Assistant Cheka P. began ordering 2026 award-winning books for the youth collection.
- The shelving team shifted the non-fiction collection to create space for seating in the cookbook section, adding a face-out display shelf to encourage patron browsing.



Outreach & Partnerships

125th Anniversary Commission

Events Production Manager Arielle Raybuck has been working on the 125th Anniversary Commission, coordinating with Adult Services and Marketing to incorporate the anniversary into library programming. Plans include an introductory segment at related events, book and CD displays featuring titles from 1901 or by Northbrook authors, and a pre-event slide for presentations. Summer Reading is also exploring ways to incorporate the theme.

National Library Week Promotion – Coming in April

Marketing is planning a promotion tied to National Library Week (April 19–25). The campaign encourages patrons to share how they find joy at the library and will run from March 1 through April 15.

- Adult Services Assistant Manager Lev Kalmens hosted a hybrid partnership program with RAIN, "Celebrating Black History in Our Own Backyard," on February 3rd. This was the final RAIN program originated by the late Judy Hughes and served as both a moving tribute and an insightful community history lesson.

- Adult Services Librarian Jill Franklin and Marketing Assistant Adrienne worked the Northbrook Cultural Fair at the YMCA, representing the library in the community.
- Lori Siegel presented a biography of Agatha Christie for residents at Axelson Assisted Living. Attendees were engaged and appreciative of the program.
- The Friends of the Library Board met with our new Volunteer Coordinator Janelle Duthie, HR Director Becky Moore, and the Assistant Director to share insights on running volunteer initiatives. The Friends approved a program support request totaling \$34,569.50.
- The Volunteer Committee reconvened on February 12 under new chair Janelle Duthie and will now meet monthly during the volunteer program relaunch. The committee confirmed five volunteer positions for a May 2026 onboarding: Home Delivery, Microphone Runner, Northbrook Repairs, Tech Programs Assistance, and Transcription. The volunteer application goes live the week of March 31. The Northbrook Garden Club will volunteer as a group in April and May.
- The library hosted the Illinois Libraries Present program featuring R.L. Stine on February 24, with 10 in attendance. Stine was charming and shared his journey into writing.
- We celebrated the Lunar New Year with a Chinese American Lunar New Year Festival in partnership with the Chinese American Community of Northbrook and Glenview on February 21st. Registration was 100% full with approximately 120 in attendance.
- The second screening in partnership with the Chicago Armenian Film Festival took place on February 1st, featuring the film Amerikatsi, with 61 in attendance.

Upcoming Partnerships

- Illinois Libraries Present: Percival Everett – March 19; Cristina Henriquez – April 16; Rebecca F. Kuang – May 19
- Chutzpah Girls Exhibition – Reference Area Display, March–April, Partner: JCC Chicago
- GBN Entrepreneur Pitch Night – April 23, Partner: Glenbrook North
- Italian Film Fest – April 8 and April 29, Partner: Italian Film Festival
- Restoring Local Natural Areas – April 22, 7pm, Civic Room/Hybrid, Partner: League of Women Voters

Programs

Adult Services Programs

- Christopher Laughlin performed for 170 patrons on February 22nd, with works from Bach, Barrios, The Beatles, and The Who. Patron feedback was enthusiastic, with comments including "He is an outstanding talent!"
- Adult Services Librarian Jill Franklin hosted a program on the life and music of Fanny Mendelssohn, the overlooked 19th-century German Jewish composer and sibling of Felix Mendelssohn. Patrons were treated to excerpts of her music.



Youth Services Programs

- YS Library Assistants Kim Yen and Urye Min planned and presented Lunar New Year Storytime on February 7th for 44 participants, who learned and practiced sebae, a traditional Korean New Year bow.
- YS Librarian Jason Waclawik led Graphic Squad featuring *The Deep!: Wild Life at the Ocean's Darkest Depths*, including a book discussion, trivia game, and a black light art project inspired by bioluminescence.
- YS School and Accessible Services Librarian Julianne Medel twice presented Supported Storytimes to Marissa Bennett Consulting Preschool for a total of 37 children, and was a guest reader for 100 students at Greenbriar Elementary School.
- Julianne Medel and Maker Services Manager Cathleen Doyle presented at the Bilingual Parent Advisory Committee, sharing library information with 8 parents.



- Youth Services is deep in Summer Reading 2026 planning. The Reading Committee continued planning for “Plant a Seed, Read.” Dates will run Monday, June 1 through Sunday, August 9. Instead of the usual kickoff scavenger hunt, the committee is planning an All Library Estimation Jar with a planting/floral theme, with winners receiving the jar and a gift card to Red’s Garden Center. Seed bookmarks are being explored as a kickoff week giveaway, and planters are being considered as incentive prizes.



Collaboratory Projects



- Daniel Choi, Maker Specialist, assisted a patron sublimating designs onto glass boards for a charity project and led a program on sewing a leather sunglasses case. Attendees learned leather surface prep, fastener attachment, and hand stitching using a saddle stitch.

- Maker Specialist Dylan McDowell led a program on UV Resin Pendants for eight attendees.

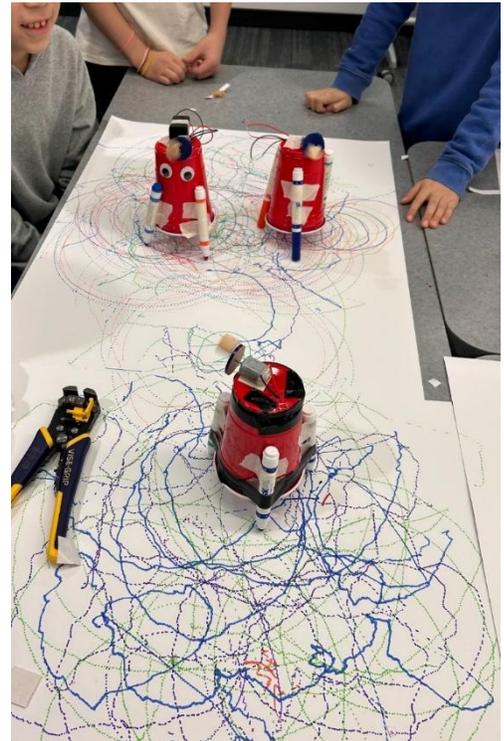


- Maker Specialist Eric Flowers helped a patron laser etch a personalized water bottle and hosted nine 3rd–5th grade students in a Scribblebots program exploring basic circuits and physics.
- Maker Specialist Joe Cirignani worked with a patron on water bottle etching and hosted his first “Intro to the Sticker Printer” program, walking attendees through Canva design and the new sticker printer.

- Maker Services Assistant Manager Michelle Mistalski helped a patron complete their first sublimation project on custom lunchbox containers. The patron said, "You guys are so patient in teaching me all of this. Thank you so much!" Michelle also assisted at the kids sewing program and taught a pipe cleaner cactus program for adults.

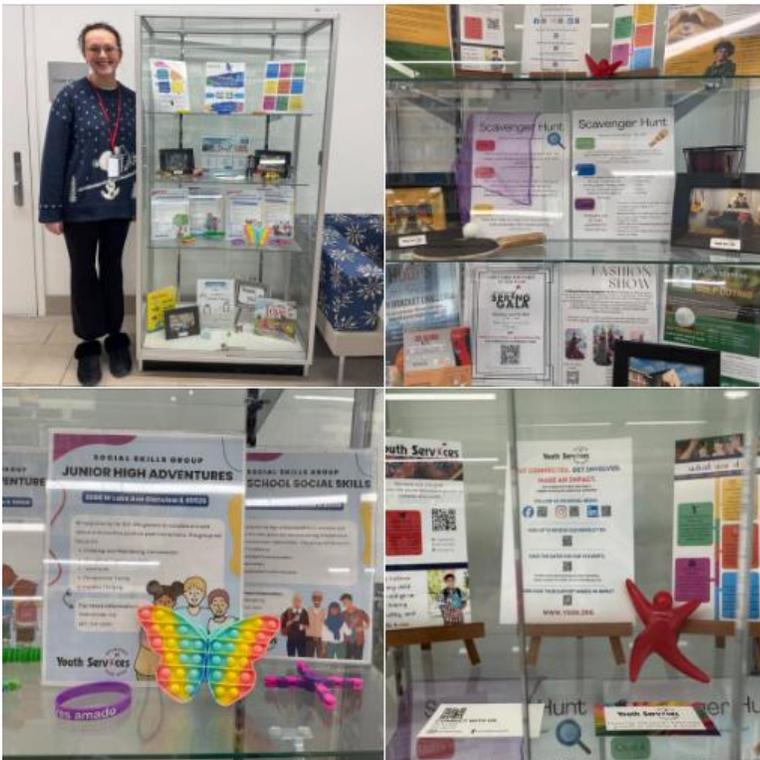
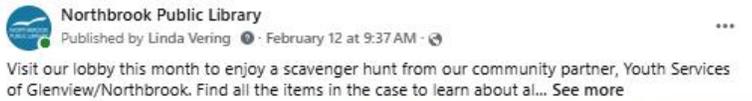


- Maker Specialist Megan Hollister assisted a patron in adapting a ChatGPT-created design for Cricut heat transfer vinyl, and taught an Air Dry Clay Trinket Tray class.



Social Media

Top Posts – February 2026
The February lobby display featured items from Youth Services of Glenview/Northbrook, including an interactive scavenger hunt.



Facebook: Congratulations to Northbrook's new Guinness World Record Holder | 2/27/26 | Views: 28,420 | Interactions: 239

Northbrook Public Library
February 27 at 10:00 AM · 🌐

Congratulations to Northbrook's new Guinness World Record Holder, Sonny the Cockatiel!! At age 33, Sonny recently earned the title of world's oldest cockatiel. (Cockatiels typically live 10-15 years in the wild, making Sonny's achievement truly remarkable!) 🏆

Want to learn how to keep your own bird happy and healthy? Visit our pet bird collection on the 2nd floor (Section 636.68).

#GuinnessWorldRecord #NorthbrookIL #NorthbrookIllinois

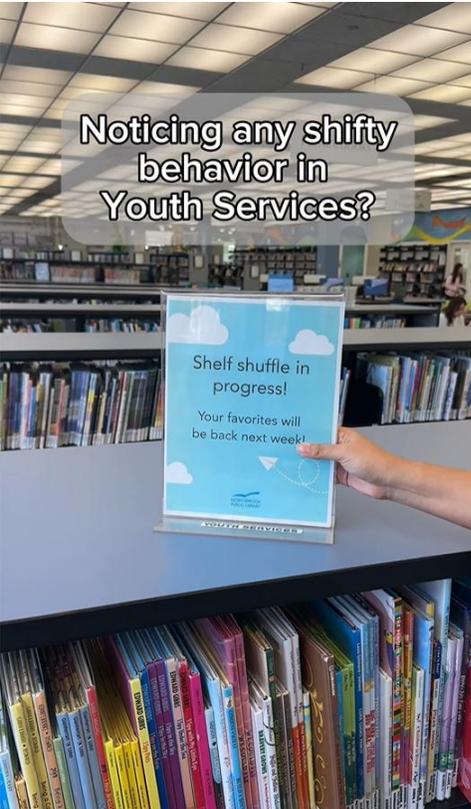


👍👎👤 239 26 comments 15 shares

Instagram: Shelf Shuffle in Progress | 1/24/26 | Views: 4,054 | Interactions: 104

Northbrook Public Library
February 5 at 5:32 PM · 🌐

It's a nice night to be at the library.



👍👎 85 1 share

Facebook: It's a nice night to be at the library | 2/5/26 | Views: 3,216 | Interactions: 85

Build an Inclusive Culture

CE & Training

- Many staff attended a Public Library Association (PLA) AI Town Hall and the RAILS Member Update on February 11.
- Linnea Lundberg presented a bite-sized tech training on Google Calendar at the February All-Staff meeting.
- Marketing Manager Linda Vering attended the RAILS training session “Document Accessibility Essentials” on February 4th, covering WCAG 2.1AA accessibility guidelines for libraries.
- Assistant Manager Neil Davilo attended a quarterly Circulation Roundtable at the Messenger Public Library of North Aurora, discussing odor handling, teacher card programs, and improving the new cardholder experience.
- Brian Nelson attended the LACONI Technical Services Section Acquisitions Round-Up and the Electronic Content Consortium meeting on February 11.
- Library Assistant Liz Becker attended Forest Preserves 101 for Libraries, which showcased program opportunities with the Cook County Forest Preserves.

Personnel

Hires

None

Change in Position and/or Status

None

Departures

None

Create Spaces to Belong

EDI

- Leadership and Managers met in February to analyze findings and recommendations from the Zheng EDI Follow-Up Assessment. Leadership continued dialogue with the Board of Trustees and shared an update at the February All-Staff meeting.
- The EDI Committee led another staff temperature check-in to address the increased ICE presence in the community.

- Tracy Gossage and Princess Gonzalez Esparza are working with Susan to find presenters for EDI breakout sessions at Staff Development Day, covering topics including collection development, allyship in 2026, and EDI in customer service.
- Library Leadership collaborated with Lily Zheng in February to identify transitional next steps as the formal consulting partnership concludes. In February–March, Lily Zheng is meeting with staff EDI Committee chairs to define how the committee will collaborate with Leadership going forward.

Safety

- The Assistant Director prepared a January 23rd staff safety and security training with Joffe Emergency Services focused on active threat and lockdown procedures. The training was canceled due to an emergency weather closing. The training has been pivoted to an asynchronous, departmentally focused review, which is expected to be substantially complete by March 6.
- A patron behavior refresher was provided at the February 23rd All-Staff meeting following feedback from the Finals debrief. Managers were asked to reinforce these procedures in department meetings and one-on-ones.
- The Safety and Security Committee's next quarterly meeting is March 11. The agenda includes reviewing staff feedback from the January 23 active threat and lockout training, EOP integration, and security technology upgrades.

Facilities

- The Facilities team completed February's PM schedule in Angus, implemented monthly fire pump testing, and trained staff on lockout/tagout procedures for mechanical equipment.
- A steam boiler leak was discovered on the firetube side; the boiler was shut down and drained. Pricing is being obtained from Atomatic for tube replacement.
- Colley Elevator resolved leveling issues on the 3rd floor for the patron elevator (car 2). The car is back in service.
- FE Moran repaired the suction valve on the fire pump and the remote test switch for S-4's return fan.
- New Verkada access control and intrusion alert system training and procedure updates continued. IT staff attended a software overview with Verkada on February 20 to maximize system setup.
- Facilities staff cleared and salted sidewalks after snow events, completed multiple room set-ups and book drops, and continued training the new BQC day porter Serhiy.

Marketing

- Graphic Designer Princess Gonzalez Esparza presented a mood board for the 2026 Summer Reading Challenge “Plant a Seed, Read” to the Reading Programs Committee, which was approved.
- Princess also presented updates to the Library’s Branding Guide to meet WCAG 2.1AA requirements at the February Board Meeting.
- The lobby display in February featured items from Youth Services of Glenview/Northbrook, including an interactive scavenger hunt.
- Marketing provided updated copy, a graphic, and community engagement photos for the Northbrook Chamber of Commerce’s upcoming Community Resource Guide.
- Marketing Manager Linda Vering updated the Election Information page on the library website to highlight the March 17 election and developed a draft communication plan for sharing the Master Plan with the community.

Finance

- Cook County announced 2nd installment property tax bills for Tax Year 2024 were mailed November 14, 2025, with a due date of December 15, 2025. The Library collected \$3,536,159.75 in February 2026 and has collected 96% of property taxes as of this month.
- Draft 2 of the FY27 budget is in progress.
- Annual review compensation changes are pending Board approval, with pay increases expected to take effect in May at the start of the new fiscal year.

Kate Hall, Executive Director

Illinois Library Association — Legislative Update

As a member of the ILA Public Policy Committee (PPC), I am tracking legislation affecting Illinois libraries in the 104th General Assembly. Below is a summary organized by ILA's recommended position. Bills marked ★ align with ILA's 2026 legislative priorities. I encourage board members to contact our state legislators about bills in the Support and Watch sections — please reach out to me if you'd like talking points or legislator contact information.

Position Key **Support** — ILA actively advocates for passage
 Oppose — ILA advocates against passage **Monitor** — Watching for impact
 ★ = ILA 2026 Priority

SUPPORT — ILA Recommends Advocacy for Passage

Bill	Title / Summary	Status	ILA Position
★ HB 4261	Library System, School & Public Library Per Capita Grants — increases state grants for library systems, public and school libraries	<i>On calendar 2nd reading (Feb 19) — most advanced bill</i>	★ SUPPORT — ILA Priority
★ HB 3411	OER Academic Libraries — \$3M recurring grant for Illinois academic libraries for Open Educational Resources	<i>Referred to Rules Committee</i>	★ SUPPORT — ILA Priority
★ HB 5236 / HB 5279	Digital Library Protection Act — prohibits publisher contracts restricting library operations, lending, or patron confidentiality	<i>Consumer Protection Committee</i>	★ SUPPORT — ILA Priority
SB 2771	Suicide Prevention / 988 Posting — requires 988 Lifeline contact info in libraries and other public settings	<i>Senate Behavioral & Mental Health Committee</i>	<input checked="" type="checkbox"/> SUPPORT
HB 4545 / SB 3610	Audit Threshold Increase — raises audit requirement threshold from \$850K to \$1.5M; 75%+ of libraries could qualify for reduced audit burden	<i>House Executive Committee / Senate Assignments</i>	<input checked="" type="checkbox"/> SUPPORT
HB 4888	Local Records Disposal — modernizes process for disposing of public records (many libraries have requested this)	<i>Referred to Rules Committee</i>	<input checked="" type="checkbox"/> SUPPORT
HB 4946	Property Tax Exemption for Leased Space — exempts property leased to a taxing district for bona fide district purposes	<i>Referred to Rules Committee</i>	<input checked="" type="checkbox"/> SUPPORT

HB 4681 / HB 4682 / HB 4683 / HB 4684	FOIA Reform Package — defines mass/vexatious requesters; special response timelines; tools against abusive FOIA patterns	<i>Referred to Rules Committee</i>	<input checked="" type="checkbox"/> SUPPORT
HB 4444	FOIA Fee Recovery — allows charging actual cost per hour after 2 free hours for record searches	<i>House Executive Committee</i>	<input checked="" type="checkbox"/> SUPPORT
SB 1719	Local Records — Electronic Storage — allows electronic storage to satisfy Local Records Act requirements	<i>Senate Government Operations</i>	<input checked="" type="checkbox"/> SUPPORT
SB 3612 / HB 4561	Low-Income Broadband — requires affordable broadband rates for low-income residents; supports digital equity and library mission	<i>Senate Energy & Utilities / House Rules</i>	<input checked="" type="checkbox"/> SUPPORT
HR 613	Read With Your Child Week — designates May 3–9 as 'Read With Your Child Week' in Illinois	<i>On Calendar Order of Resolutions (Feb 18)</i>	<input checked="" type="checkbox"/> SUPPORT

✗ OPPOSE — ILA Recommends Advocacy Against Passage

Bill	Title / Summary	Status	ILA Position
HB 4311	Obscenity Civil Action — creates civil cause of action for harm from obscenity; chilling effect on library collections and programming	<i>Amendment pending; likely dead in water</i>	✗ OPPOSE
HB 4320 / SB 3844	Property Tax Cap — limits levy increase to 103% of prior year; could constrain library revenue growth over time	<i>Referred to Rules Committee / Senate Assignments</i>	✗ OPPOSE
HB 5550	Truth in Taxation — requires notice/hearing if tax rate exceeds 'revenue neutral rate'; extra levy planning burden	<i>Referred to Rules Committee</i>	✗ OPPOSE
SB 3858	School Library Catalog — requires searchable online catalog; allows parents to block specific materials for their child — censorship risk	<i>Senate Assignments</i>	✗ OPPOSE
SB 1665	FOIA Draft Exemption — exempts preliminary studies/drafts from disclosure; reduces transparency around library-related planning	<i>Senate Government Operations</i>	✗ OPPOSE

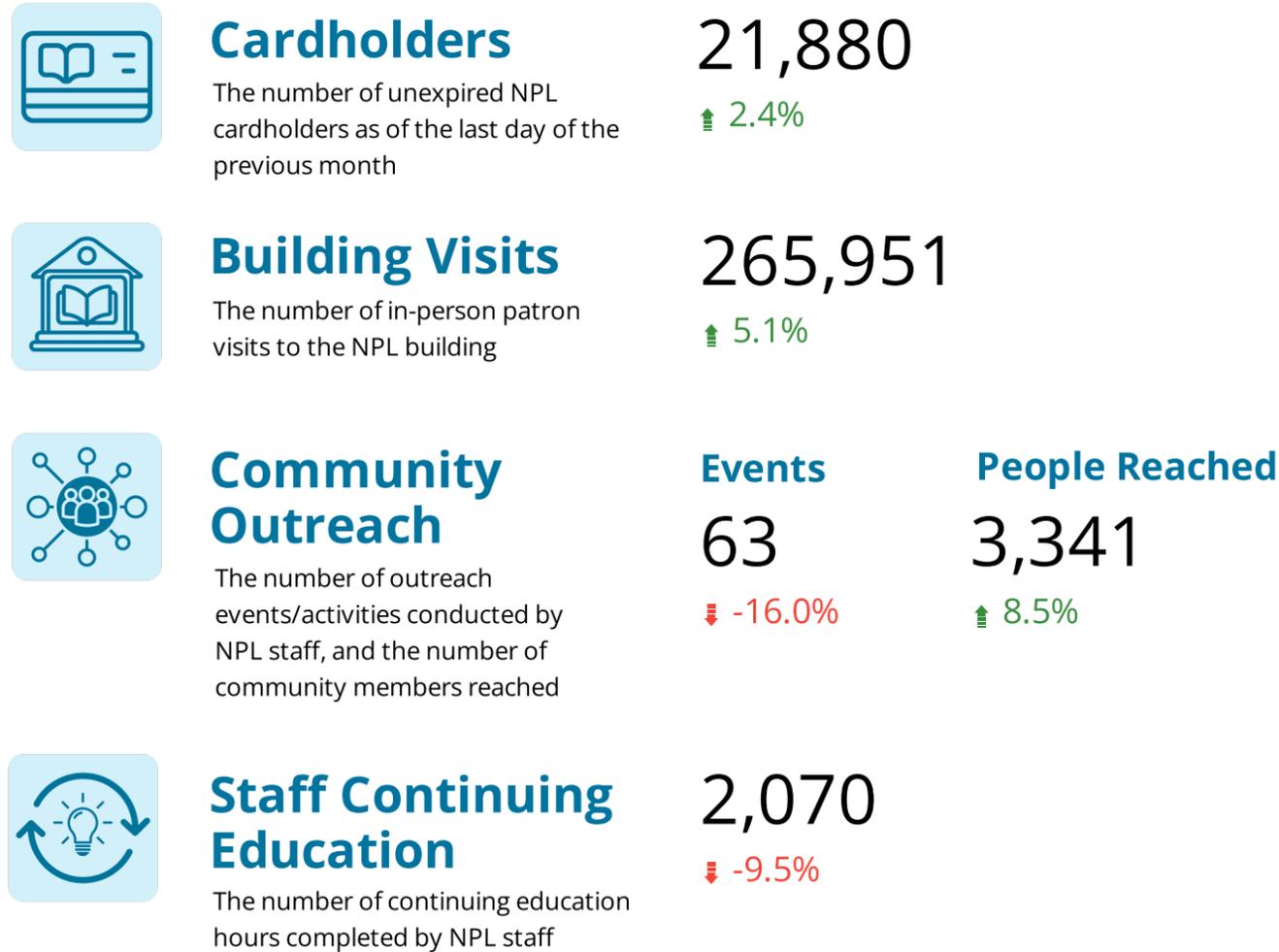
👁 WATCH / MONITOR — Notable Bills Requiring Attention

Bill	Title / Summary	Status	ILA Position
HB 5241 / SB 3638	Cook County Tax Delays — reimburses taxing districts for interest lost due to Cook County delinquent distributions. Library districts not named — PPC advocating for inclusion	<i>Referred to Rules / Senate Revenue</i>	👁 WATCH — advocate for library inclusion
HB 4379	Adult Changing Stations — requires powered adult changing tables in public buildings. Unfunded mandate; accessibility benefit but costly for small libraries	<i>House Human Services Committee (Feb 25)</i>	👁 WATCH — unfunded mandate concern
HB 4706	Comptroller Consolidation Study — creates division to identify local governments for consolidation. Potential existential risk for small library districts	<i>Referred to Rules Committee</i>	👁 WATCH — needs further PPC discussion
HB 4711	AI Provenance Act — requires provenance data on AI-generated content; may affect library tech vendors and platforms	<i>House Cybersecurity Committee (Feb 26)</i>	👁 WATCH — needs further PPC discussion
HB 4980	Human Control of AI Act — requires human review for automated decision systems in public employment; impact assessment every 2 years	<i>Referred to Rules Committee</i>	👁 WATCH — many co-sponsors
SB 3552	Citizens Empowerment Act — petition process to dissolve units of local government; potential existential risk for library districts	<i>Senate Consolidation Committee</i>	👁 WATCH — governance risk
SB 2967	Menstrual Health Leave — up to 80 hours paid leave per year for menstrual health conditions. Libraries ~80% female; doubles current paid leave obligation	<i>Senate Paid Leave Committee</i>	👁 WATCH — significant workforce impact
HB 4992	Child Abuse Notice — adds public libraries to list of locations required to post child abuse notice + 988/crisis resources. Libraries explicitly named.	<i>Referred to Rules Committee</i>	👁 WATCH — libraries explicitly named
HB 5558 / SB 3111	County Law Library Hours — amends hours of operation requirements for county law libraries	<i>Referred to Rules / Senate Local Government</i>	👁 MONITOR

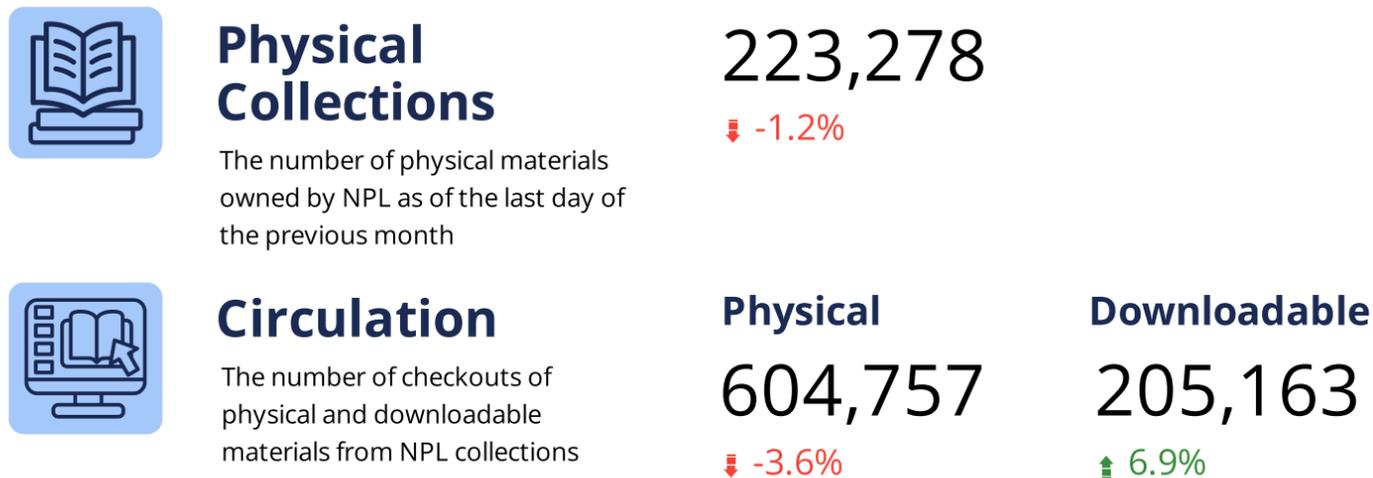
Fiscal Year-to-Date Statistics Dashboard

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.

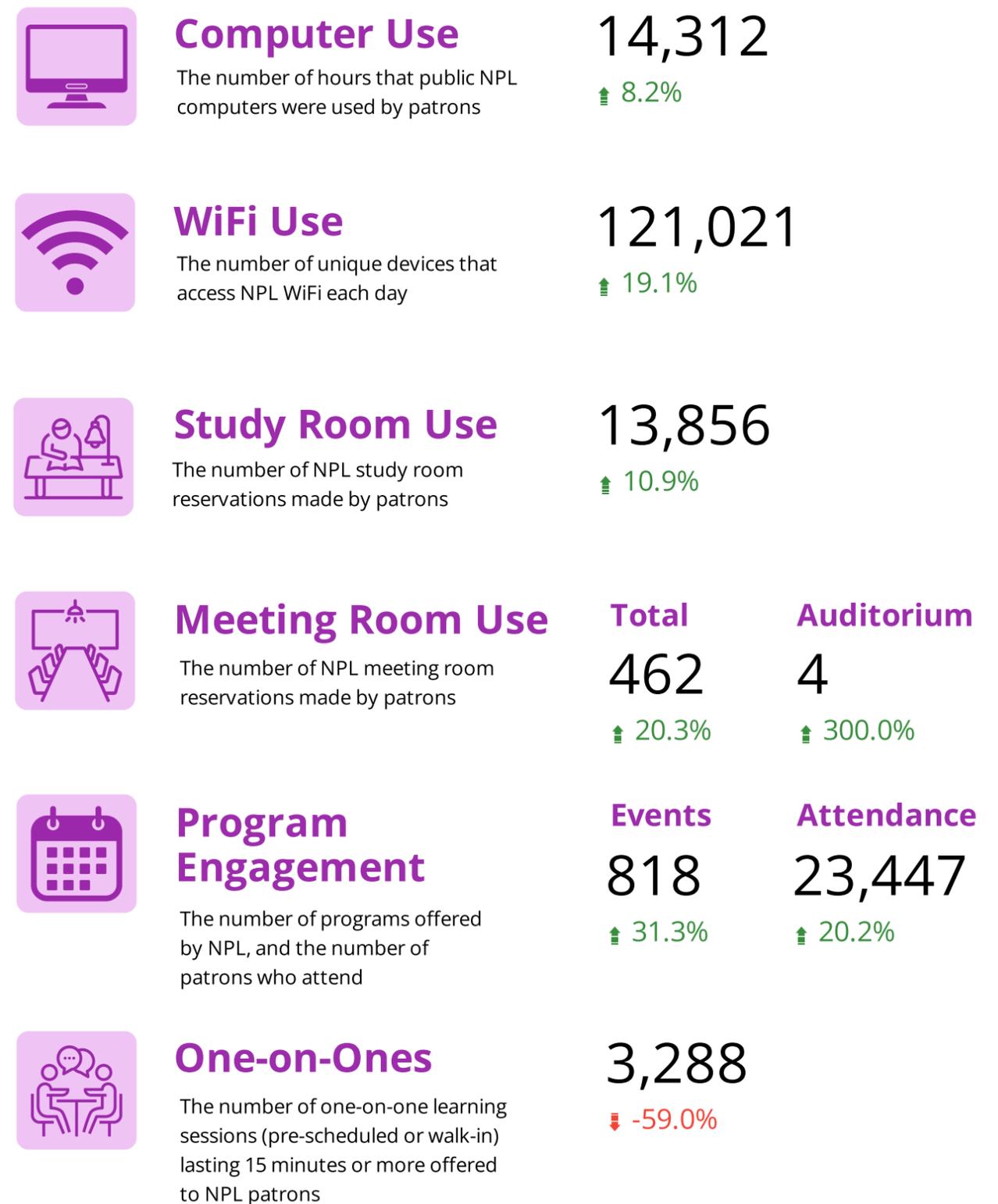
Connecting with Our Community



Sharing Books & Materials



Using Spaces & Services



Monthly Statistics Dashboard (Page 1 of 3)

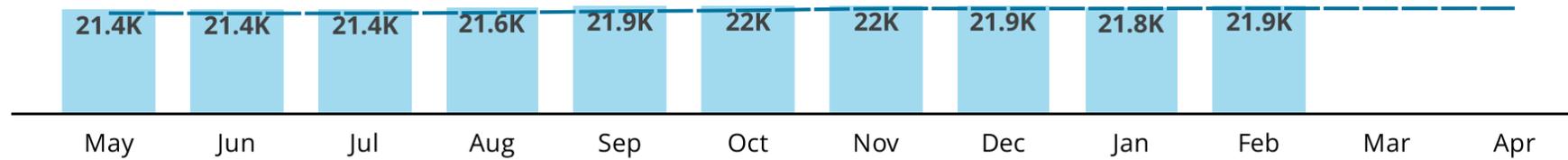
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A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

Connecting with Our Community



Cardholders

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



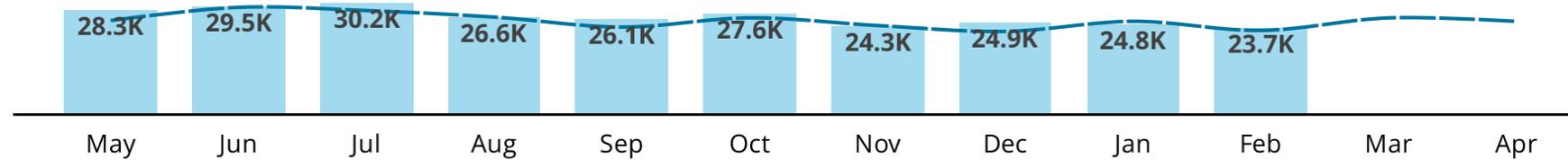
FYTD Totals

21,880
↑ 2.4%



Building Visits

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



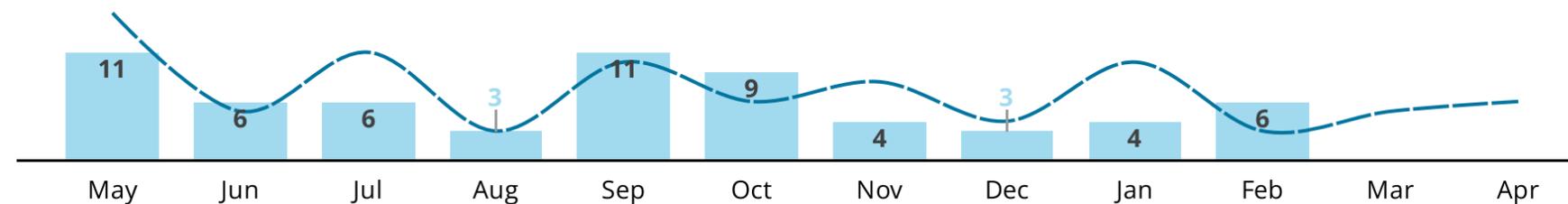
265,951
↑ 5.1%



Community Outreach

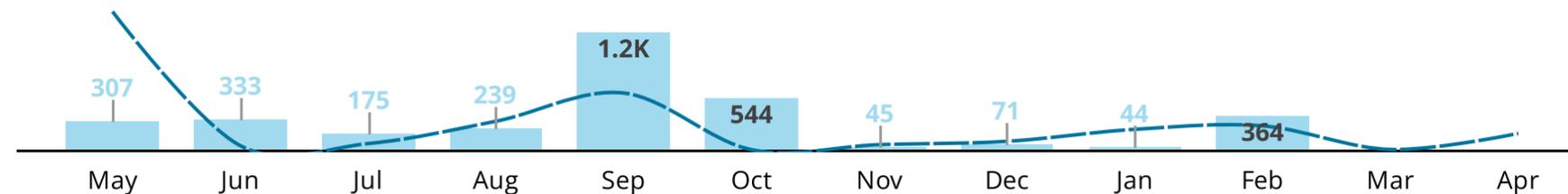
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

Events



63
↓ -16.0%

People Reached

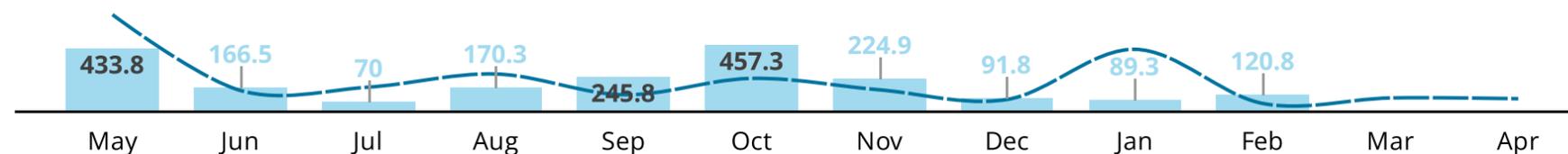


3,341
↑ 8.5%



Staff Continuing Education

The number of continuing education hours completed by NPL staff



2,070
↓ -9.5%

Monthly Statistics Dashboard (Page 2 of 3)

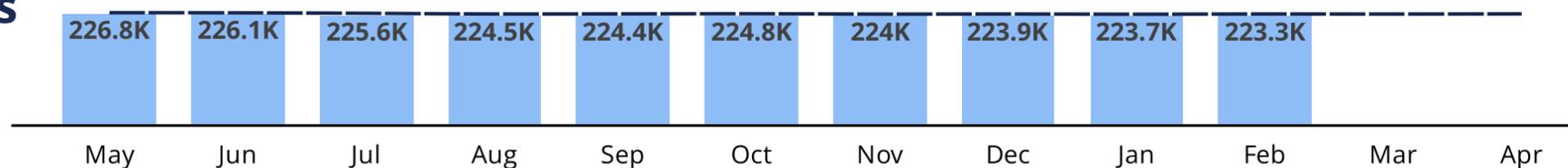
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed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

Sharing Books & Materials



Physical Collections

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



FYTD Totals

223,278

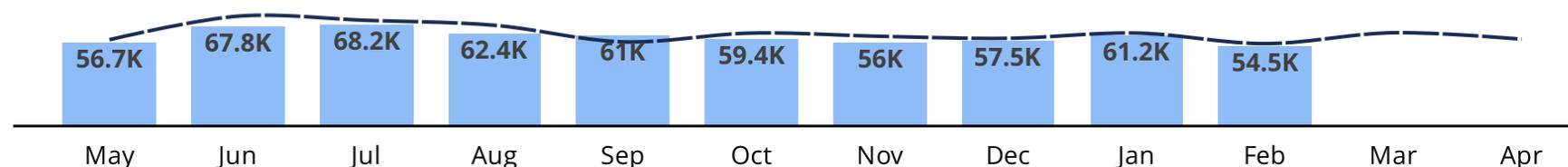
↓ -1.2%



Circulation

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

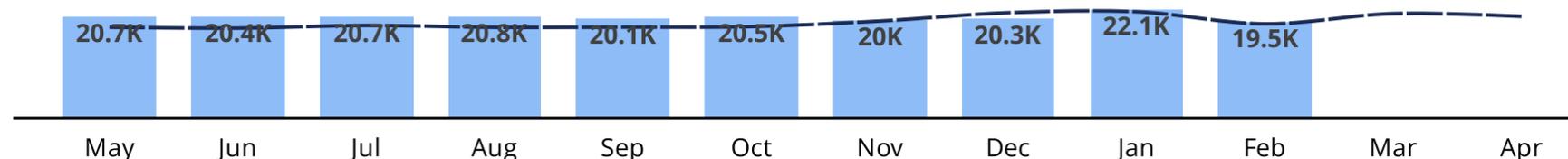
Physical



604,757

↓ -3.6%

Downloadable



205,163

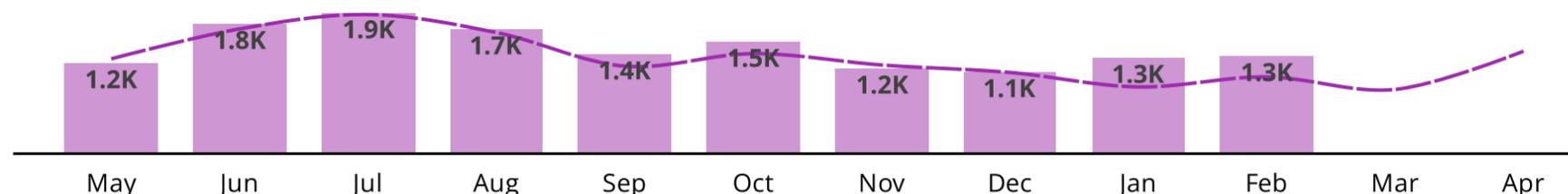
↑ 6.9%

Using Spaces & Services



Computer Use

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



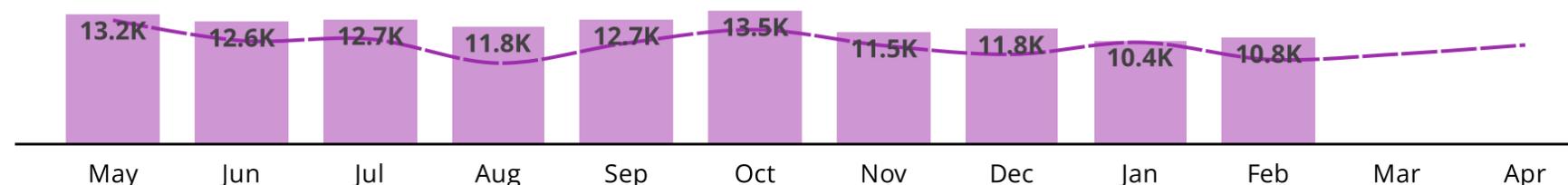
14,312

↑ 8.2%



WiFi Use

The number of unique devices that access NPL WiFi each day



121,021

↑ 19.1%

Monthly Statistics Dashboard (Page 3 of 3)

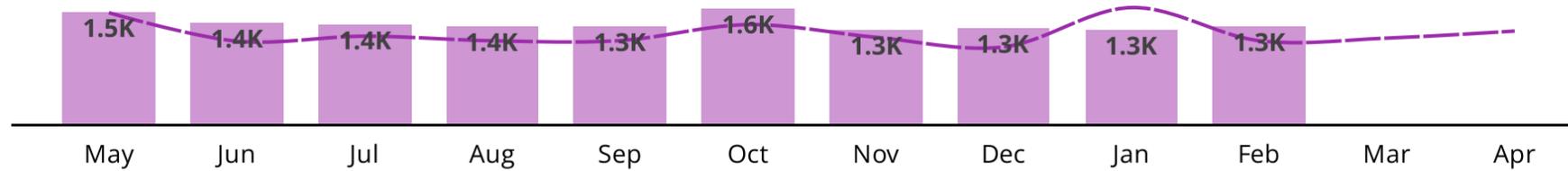
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light purple columns and the previous fiscal year's data as a dark purple dashed line, for comparison purposes.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

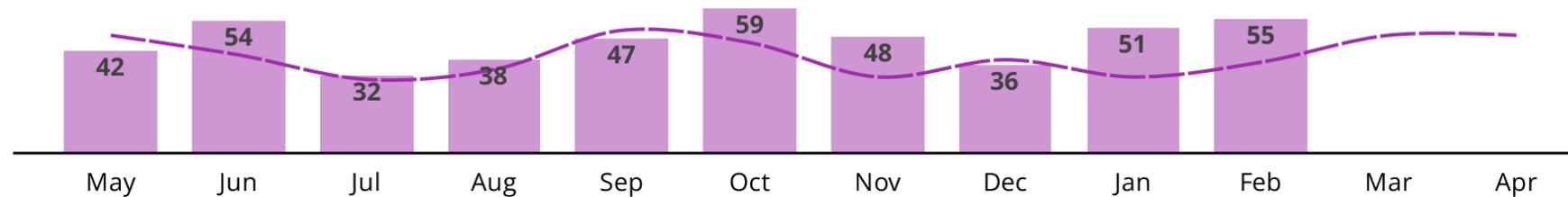
13,856

↑ 10.9%



Meeting Room Use

The number of NPL meeting room reservations made by patrons



462

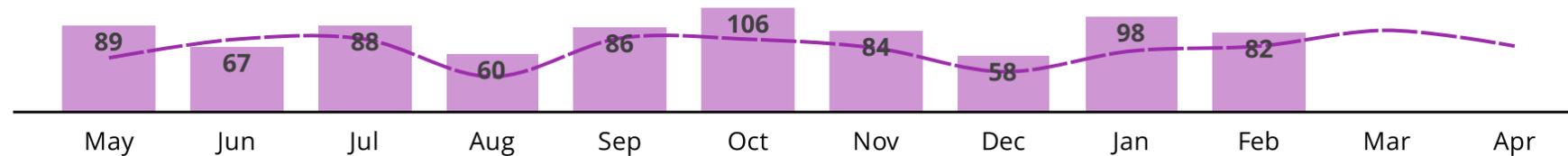
↑ 20.3%



Program Engagement

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

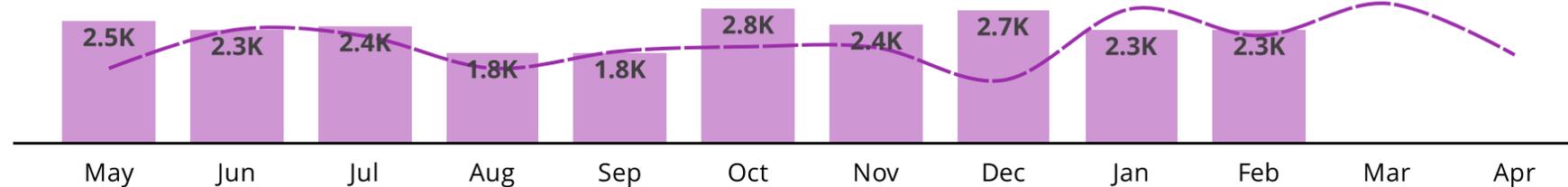
Events



818

↑ 31.3%

Attendance



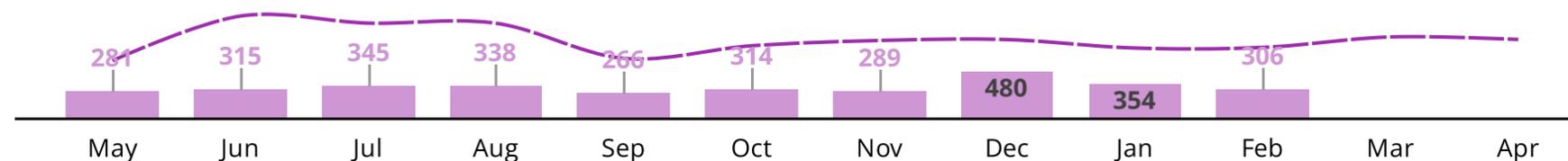
23,447

↑ 20.2%



One-on-Ones

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



3,288

↓ -59.0%

Master Plan Update

Date: March 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 schematic design work anticipated to begin in September 2026.

Key Progress Since Last Meeting

- Rolled out timeline and overall plan to staff
- Department feedback is being gathered by managers
- Coordinated with 3rd Way Space on March 24-25 Space Audit
- 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)

- March 2026
 - Conduct Space Audit
 - Department by Department Staff Feedback
- April 2026
 - Finish Department by Department Staff Feedback
 - Staff town halls
 - April 14 or 29- Board Skokie Library visit
- May 2026
 - May 3- Board Feedback Session to brainstorm needs and gather input
 - Staff & board feedback compiling
 - Presentation of feedback and space audit results to staff and board
- June 2026
 - Work with architects on updating master plan for August presentation

Board Action or Input Needed

At This Meeting

- No action needed

Coming Soon

- Review of staff feedback and Space Audit in May
- Review of draft designs in August



Memorandum

DATE: 3.19.26
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: FY27 Budget Draft II

Attached is the FY27 Budget Draft II for your review. This draft reflects updates made to the FY27 Budget Draft I that was presented to the Board on February 19, 2026. Projection reports used to develop the budget are on the Board Portal.

Based on additional information received and review, adjustments have been made to the following budget lines:

- Salaries & Wages – updated staffing assumptions
- Insurance – updated renewal projections
- Supplies – updated to align with updated operational needs
- Software – updated subscription quotes
- Telephone & Internet – updated internet pricing
- Contracted Services – updated contractor quotes
- Furniture/Equipment – updated to reflect items purchased in the current fiscal year
- Transfer to Capital Improvement - adjusted to maintain overall budget balance

These adjustments represent reallocations within the proposed budget and did not change the FY27 budget total. These revisions provide the most current information available for Board approval. All other assumptions and planning considerations remain unchanged from the February 19, 2026 memo, which is provided below.

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 on staff input, including circulation statistics and patron requests.
 - Spending is 11.50% 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 12.50%.
 - We also continue to monitor and ensure appropriate funding for eBooks

 - Programming
 - Funds have been allocated based on 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 on 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 on 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	4,513,348	4,904,325	
	Maintenance Salaries/Wages	172,053	190,605	167,624	103,000	98,757	88,675	
	Total Personnel	\$ 4,092,322	\$ 4,349,882	\$ 4,549,849	\$ 4,843,000	\$ 4,612,105	\$ 4,993,000	
FRINGE BENEFITS								
	Group Insurance	673,498	730,697	738,758	880,000	824,372	1,095,000	
	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	\$ 1,198,750	
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	60,000	
	Software	92,146	96,864	112,359	110,000	102,208	119,000	per detail spreadsheet
	Postage	18,556	17,658	16,450	20,000	16,056	20,000	

**Northbrook Public Library
General Fund
FY2027 Budget**

	Explanation	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Budget	FY26 Forecast	FY27 Budget	
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Deliveries	47,434	36,709	45,673	55,000	56,316	65,500	per detail spreadsheet
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	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	\$ 1,486,500	
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	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	24,857	20,889	19,053	18,000	16,185	18,000	per detail spreadsheet
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	71,158	76,765	84,796	88,000	88,958	97,000	see detail
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	36,442	36,185	36,099	40,000	37,728	41,000	per detail spreadsheet
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	309,174	382,263	443,366	630,000	580,663	685,000	per detail spreadsheet
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	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	Gas, Water, Garbage, Composting	50,656	55,942	49,943	60,000	58,324	56,000	per detail spreadsheet
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	41,207	23,683	20,570	35,000	36,171	35,000	
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	144,868	142,527	211,434	245,000	229,020	255,000	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	\$ 1,352,500	
CAPITAL OUTLAY								
Furniture and Equipment	Items greater than \$500	30,722	100,113	29,599	75,000	74,297	75,000	
Total Capital Outlay		\$ 30,722	\$ 100,113	\$ 29,599	\$ 75,000	\$ 74,297	\$ 75,000	
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	\$ 8,168,102	\$ 9,206,750	
DESIGNATED EXPENSES		\$ 108,970	\$ 181,129	\$ 129,196	\$ 100,000	\$ 99,115	\$ 100,000	

Northbrook Public Library
General Fund
FY2027 Budget

	Explanation	FY23 Actual	FY24 Actual	FY25 Actual	FY26 Budget	FY26 Forecast	FY27 Budget
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	\$ 500,000	\$ 425,000
	Total Transfers	\$ 1,132,554	\$ 1,015,080	\$ 775,786	\$ 450,000	\$ 515,400	\$ 450,000
	Total Expenses	\$ 8,180,343	\$ 8,585,279	\$ 8,631,560	\$ 9,293,000	\$ 8,782,617	\$ 9,756,750
	NET SURPLUS/(DEFICIT)	\$ 2	\$ 4,992	\$ 4,320	\$ 1,000	\$ 800	\$ 950

	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	\$ 8,168,102	\$ 9,206,750
	0.143	0.134	0.134	0.132	0.132	0.125

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

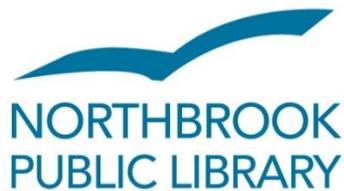
	Explanation	FY2023 Actual	FY2024 Actual	FY2025 Actual	FY 2026 Budget	FY2026 Forecast	FY 2027 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy-IMRF	\$418,181	\$419,185	\$385,724	\$380,000	\$372,400	\$380,000
	Property Tax Levy FICA & Medicare	\$284,363	\$285,046	\$270,007	\$325,000	\$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	\$500,000	\$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	\$500,000	\$425,000
Total Revenues		\$1,168,063	\$1,033,788	\$866,029	\$445,000	\$538,864	\$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)	(\$35,994)	(\$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: March 10, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: 2027 75th Library Anniversary

The Northbrook Public Library will reach its 75th anniversary in 2027, marking 75 years since the library opened its doors on June 28, 1952, in the old Village Hall (now Chamber of Commerce building). This milestone invites us to reflect on the library's long arc, from a room above a barber shop serving 500 residents in 1919, to the nationally recognized, 5-Star institution it is today.

Staff can execute successfully at any scale. What we need from the Board is a sense of the desired scale so we can build a plan that fits your vision. Below are three options, ranging from a meaningful internal acknowledgment to a full community celebration.

Questions for Board Discussion

To guide this conversation, it would be helpful to have the Board's input on the following:

- What level of community visibility feels right for this milestone? Is this primarily an internal celebration, or do we want the broader Northbrook community to know and feel this milestone?
- Is the Board willing to engage the Foundation and Friends in a fundraising component? A legacy project would be most viable with that alignment.
- Are there Board members with interest in leading or co-chairing a 75th anniversary committee?
- What is our appetite for outside support — a consultant, a designer, a part-time coordinator?

The options below are not mutually exclusive — elements can be combined. They are framed as starting points for Board discussion.

OPTION 1 — Acknowledge: Newsletter + One Event	
Scope	A single, well-crafted recognition of the anniversary through the library's existing channels.
Timing	Summer 2027 newsletter feature; one commemorative program in June 2027 near the June 28 anniversary date.
Audience	Current library users and newsletter subscribers.
Activities	Anniversary feature article in the newsletter with historical photos and milestones; one public program tied to local history or the library's founding story; acknowledgment in the annual report and on social media; open the time capsule
Staff Impact	Minimal — manageable within current workloads with modest lead time.
Budget Est.	Low. Primarily staff time; minimal outside costs unless a speaker or printing upgrade is desired.
Tradeoff	This is a dignified acknowledgment, not a celebration. The community will likely not register the anniversary beyond what we tell them directly.

OPTION 2 — Celebrate: A Year of Programming	
Scope	A theme-forward anniversary year that weaves the 75th throughout 2027's programming, communications, and partnerships.
Timing	Launch in January 2027; signature event in June near the June 28 anniversary date; close in December 2027.
Audience	Broad community — current and lapsed cardholders, village government, schools, civic partners, Friends, Foundation.
Activities	Branded anniversary year identity (logo, tagline); curated historical exhibit (physical and/or digital); anniversary programming series tied to the library's history and future; open the time capsule at a public event; community photo and memory-sharing campaign; partnership with Northbrook Voices oral history project; special anniversary issue of the newsletter; recognition event for long-tenured staff and

	volunteers; Foundation or Friends fundraising tie-in; media outreach to local press.
Staff Impact	Moderate to significant — would create a small planning committee made up of staff from across the library. Would need to review strategic plan activities and adjust based on scope.
Budget Est.	Moderate. Depending on scope: exhibit design, event production, marketing materials, possible speaker fees.
Tradeoff	Requires real planning and resource commitment starting in 2026. Delivers meaningful community visibility and relationship-building.

OPTION 3 — Invest: Signature Campaign + Legacy Project

Scope	A high-visibility community celebration anchored by a legacy project that outlasts the anniversary year.
Timing	Planning begins in Summer 2026; community launch event in spring 2027; signature gala or public celebration in June 2027; legacy project completed or dedicated by end of 2027.
Audience	Full community — residents, village leadership, state and regional library partners, donors, media.
Activities	All of Option 2, plus: a major fundraising campaign through the Library Foundation tied to a named legacy project (e.g., endowed collection, capital improvement, permanent historical installation); a gala or signature community event; official proclamation from the Village Board; possible commission of a commemorative publication updating the library’s narrative history; video documentary or oral history expansion; significant press and social media campaign.
Staff Impact	Significant — requires dedicated project leadership, likely external support, and Board engagement throughout. This would require a shift in some strategic plan projects and focus
Budget Est.	Substantial, though a successful Foundation campaign can make this largely self-funding. Requires early Foundation and Friends alignment.
Tradeoff	High investment, high reward. Leaves a lasting legacy. Requires Board commitment and fundraising appetite to execute well.

Next Steps

Based on Board direction, staff will develop a detailed project plan, timeline, and preliminary budget for the selected approach. We would need to begin active planning no later than fall 2026 to execute any option well — and immediately if Option 3 is the direction, given the scope of work.

I am happy to bring additional detail, examples from peer libraries, or a draft project framework to any future meeting. The anniversary is yours to shape — I look forward to the conversation.