

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

April 16, 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 – March 19, 2026
 - 3.3 Approve Executive Session Minutes – March 19, 2026
 - 3.4 Approve Cash Balances & Income Statement March 2026
 - 3.5 Approve Bills and Charges from March 2026 in the amount of \$855,620.93
 - 3.6 Approve FY27 Board Meeting Dates
 - 3.7 Approve Transfer of Funds to Debt Service and CIF
- 4 Public Comments
- 5 Staff Reports
 - 5.1 Current Perspectives on Library Internet Practices
- 6 Board Member Reports
 - 6.1 Nominating Committee Update
 - 6.2 Skokie Library Tour Comments
- 7 Unfinished Business
 - 7.1 Website Project Update
 - 7.2 Master Plan Project Update
- 8 New Business
 - 8.1 Quarterly Strategic Plan Report Check In
- 9 Closed Session
- 10 Agenda Building
- 11 Adjourn

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

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

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
3/31/2026**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating					
	General	6,371,541.08	2,085,950.22	799,504.19	7,657,987.11
	Restricted	339,791.40	6,314.71	3,020.99	343,085.12
	IMRF	844,287.24	81,817.60	30,644.85	895,459.99
	FICA	(13,058.00)	69,975.58	28,142.15	28,775.43
	Total Operating	\$ 7,542,561.72	\$2,244,058.11	\$ 861,312.18	\$ 8,925,307.65
Capital Improvement		\$ 7,344,716.38	\$ 2,793.41	\$ (5,691.25)	\$ 7,353,201.04
Debt Service		\$ 553.68			\$ 553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	94,137.59	17,746.67	553.68
PayPal	6,893.82	-	-
First Bank of Chicago	260,874.96	-	-
Fifth Third - Checking/Money Market	8,545,806.53	7,334,847.46	-
US Bancorp	17,016.10	606.91	-
INB	103.65		
Petty Cash	475.00	-	-
Total	\$ 8,925,307.65	\$7,353,201.04	\$ 553.68

NB&T = Northbrook Bank & Trust

Northbrook Public Library
Income Statement
March 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$16,092.39)	\$0.00	\$8,169,176.23	\$8,530,380.03	\$8,869,000.00	96.18%
Replacement Tax	\$0.00	\$0.00	\$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	\$3,942.93	\$4,063.39	\$44,708.05	\$44,482.37	\$40,000.00	111.21%
Interest Income	\$4,499.93	\$2,344.62	\$66,519.02	\$28,171.07	\$30,000.00	93.90%
Other Income	\$400.25	\$2,627.57	\$10,794.46	\$6,967.80	\$100,000.00	6.97%
Total Undesignated Revenue	(\$7,249.28)	\$9,035.58	\$8,471,732.53	\$8,789,410.49	\$9,189,000.00	95.65%
Designated Revenue						
Gifts & Other Designated Income	\$8,193.91	\$5,546.80	\$867,475.09	\$835,446.42	\$100,000.00	835.45%
Designated Interest Income	\$771.75	\$767.91	\$9,870.88	\$8,697.54	\$5,000.00	173.95%
Total Designated Revenue	\$8,965.66	\$6,314.71	\$877,345.97	\$844,143.96	\$105,000.00	803.95%
Total Revenues	\$1,716.38	\$15,350.29	\$9,349,078.50	\$9,633,554.45	\$9,294,000.00	103.65%
Expenses						
Undesignated Expenses						
Materials & Services	\$68,308.09	\$79,782.91	\$815,772.70	\$817,217.67	\$1,050,000.00	77.83%
Books	\$61,539.04	\$68,067.95	\$730,794.17	\$734,879.64		
Audio Visual	\$3,372.28	\$6,069.92	\$37,254.70	\$38,524.52		
Videos/DVDs	\$3,396.77	\$5,645.04	\$47,723.83	\$43,813.51		
Programs	\$8,930.86	\$6,453.17	\$82,279.67	\$103,420.19	\$124,000.00	83.40%
OCLC	\$0.00	\$958.41	\$23,054.99	\$23,295.24	\$29,000.00	80.33%
CCS Shared Costs	\$0.00	\$0.00	\$65,199.14	\$65,257.86	\$76,000.00	85.87%
Total Materials & Services	\$77,238.95	\$87,194.49	\$986,306.50	\$1,009,190.96	\$1,279,000.00	78.90%
Human Resources						
General Salaries and Wages	\$349,474.46	\$377,312.57	\$3,959,839.71	\$4,116,640.62	\$4,740,000.00	86.85%
Maintenance Salaries & Wages	\$9,902.19	\$6,549.09	\$150,915.63	\$90,588.13	\$103,000.00	87.95%
Group Insurance	\$60,512.71	\$75,588.13	\$677,500.32	\$777,217.22	\$880,000.00	88.32%
Unemployment/Worker's Comp	\$3,960.98	\$0.00	\$23,320.23	\$15,209.51	\$18,000.00	84.50%
Staff Development	\$2,311.00	\$3,859.59	\$75,122.22	\$68,546.11	\$74,000.00	92.63%
Total Human Resources	\$426,161.34	\$463,309.38	\$4,886,698.11	\$5,068,201.59	\$5,815,000.00	87.16%

Northbrook Public Library
Income Statement
March 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
Operating Costs						
Photocopy	\$1,805.99	\$2,093.85	\$18,776.28	\$15,243.02	\$18,000.00	84.68%
Office & Library Supplies	\$1,948.90	\$1,747.54	\$51,735.23	\$47,314.71	\$70,000.00	67.59%
Software	\$14,107.09	\$3,736.06	\$108,904.87	\$93,809.13	\$110,000.00	85.28%
Postage	\$16.19	\$8.16	\$16,410.37	\$15,727.42	\$20,000.00	78.64%
General Insurance	\$1,799.21	\$0.00	\$84,796.15	\$89,688.56	\$88,000.00	101.92%
Telephone/Internet	\$13.79	\$84.63	\$30,077.86	\$30,193.82	\$40,000.00	75.48%
Professional Services	\$32,957.10	\$81,381.59	\$427,975.60	\$589,254.40	\$630,000.00	93.53%
Furniture, Equipment	\$13,043.32	\$0.00	\$56,969.30	\$7,388.11	\$75,000.00	9.85%
Equipment Rental & Maintenance	\$1,076.25	\$0.00	\$40,011.87	\$41,021.34	\$53,000.00	77.40%
Community Relations	\$2,948.44	\$2,072.16	\$45,388.22	\$60,715.81	\$55,000.00	110.39%
Total Operating Costs	\$69,716.28	\$91,123.99	\$881,045.75	\$990,356.32	\$1,159,000.00	85.45%
Maintenance						
Vehicle Expense	\$0.00	\$958.11	\$1,912.82	\$2,719.37	\$3,000.00	90.65%
Janitorial Supplies	\$6,202.51	\$3,142.08	\$31,729.87	\$43,149.77	\$45,000.00	95.89%
Utilities	\$10,500.24	\$7,855.72	\$45,428.78	\$57,655.40	\$60,000.00	96.09%
Building Repairs	\$5,138.12	\$0.00	\$19,341.87	\$28,926.00	\$35,000.00	82.65%
Contracted Services	\$8,710.46	\$33,577.62	\$199,854.13	\$218,868.46	\$245,000.00	89.33%
Total Maintenance	\$30,551.33	\$45,533.53	\$298,267.47	\$351,319.00	\$388,000.00	90.55%
Other Expenses						
Recruiting	\$0.00	\$150.00	\$250.00	\$975.50	\$1,000.00	97.55%
Contingency & Misc Exp	\$2,060.79	\$1,334.36	\$10,219.72	\$14,175.20	\$100,000.00	14.18%
Board Development	\$0.00	\$0.00	\$446.57	\$1,502.93	\$1,000.00	150.29%
Total Other Expenses	\$2,060.79	\$1,484.36	\$10,916.29	\$16,653.63	\$102,000.00	16.33%
Total Undesignated Expenses	\$605,728.69	\$688,645.75	\$7,063,234.12	\$7,435,721.50	\$8,743,000.00	85.05%
Designated Expenses						
Miscellaneous Designated Expenses	\$17,139.01	\$1,365.39	\$680,663.93	\$709,101.78	\$100,000.00	709.10%
Designated Materials Expense	\$200.00	\$0.00	\$1,385.93	\$702.58	\$0.00	0.00%
Designated Capital Expense	\$0.00	\$0.00	\$0.00	\$55,452.45	\$0.00	0.00%
Designated Program Expense	\$2,085.50	\$1,607.75	\$62,500.52	\$63,882.00	\$0.00	0.00%
Total Designated Expenses	\$19,424.51	\$2,973.14	\$744,550.38	\$829,138.81	\$100,000.00	829.14%
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	\$625,153.20	\$691,618.89	\$7,807,784.50	\$8,264,860.31	\$9,293,000.00	88.94%
NET SURPLUS/(DEFICIT)	(\$623,436.82)	(\$676,268.60)	\$1,541,294.00	\$1,368,694.14	\$1,000.00	

Northbrook Public Library
Income Statement
March 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$762.05)	\$0.00	\$386,849.41	\$365,491.54	\$380,000.00	96.18%
Property Tax Levy FICA	(\$533.44)	\$0.00	\$270,794.59	\$312,591.30	\$325,000.00	96.18%
Interest Income IMRF	\$0.00	\$0.00	\$706.23	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$0.00	\$0.00	\$494.36	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	(\$1,295.49)	\$0.00	\$658,844.59	\$678,082.84	\$707,500.00	95.84%
Total Revenues	(\$1,295.49)	\$0.00	\$658,844.59	\$678,082.84	\$707,500.00	95.84%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$28,485.53	\$30,644.85	\$316,570.70	\$342,434.84	\$365,000.00	93.82%
Employer FICA	\$26,586.87	\$28,142.15	\$304,660.30	\$320,252.56	\$340,000.00	94.19%
Total Human Resources	\$55,072.40	\$58,787.00	\$621,231.00	\$662,687.40	\$705,000.00	94.00%
Total Undesignated Expenses	\$55,072.40	\$58,787.00	\$621,231.00	\$662,687.40	\$705,000.00	94.00%
Total Expenses	\$55,072.40	\$58,787.00	\$621,231.00	\$662,687.40	\$705,000.00	94.00%
NET SURPLUS/(DEFICIT)	(\$56,367.89)	(\$58,787.00)	\$37,613.59	\$15,395.44	\$2,500.00	

Northbrook Public Library
Income Statement
March 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,167.92	\$2,793.41	\$37,911.25	\$34,149.72	\$20,000.00	170.75%
Other Income	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$3,167.92	\$2,793.41	\$62,911.25	\$34,149.72	\$20,000.00	170.75%
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	\$3,167.92	\$2,793.41	\$62,911.25	\$34,149.72	\$445,000.00	7.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$258.12	\$0.00	\$359,192.15	\$276,525.60	\$715,000.00	38.67%
Professional Fees	\$0.00	\$558.75	\$2,700.00	\$10,472.50	\$50,000.00	20.95%
Furniture & Equipment	\$0.00	\$0.00	\$1,230.96	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$258.12	\$558.75	\$363,123.11	\$286,998.10	\$765,000.00	37.52%
Total Undesignated Expenses	\$258.12	\$558.75	\$363,123.11	\$286,998.10	\$765,000.00	37.52%
Total Expenses	\$258.12	\$558.75	\$363,123.11	\$286,998.10	\$765,000.00	37.52%
NET SURPLUS/(DEFICIT)	\$2,909.80	\$2,234.66	(\$300,211.86)	(\$252,848.38)	(\$320,000.00)	

Northbrook Public Library
Income Statement
March 2026

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	91.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$1,444.75)	\$0.00	\$733,418.12	\$740,601.27	\$770,000.00	96.18%
Interest Income	\$0.00	\$0.00	\$1,338.91	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	(\$1,444.75)	\$0.00	\$734,757.03	\$740,601.27	\$770,000.00	96.18%
Total Revenues	(\$1,444.75)	\$0.00	\$734,757.03	\$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)	(\$1,444.75)	\$0.00	(\$23,652.69)	(\$29,398.73)	\$0.00	

MARCH 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 **\$9,633,555.**

- **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 **\$8,264,860.**

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
- **OCLC** is less than budget due to libraries joining the consortium and costs being lower than budget
- **Office & Library Supplies:** Lower than budget due to lower spending than anticipated.
- **Postage:** Lower than budget due to a reduced volume of returns and discards being shipped
- **General Insurance:** Higher than budget due to invoice being paid annually – the policies renewed and the amount booked represents 12 months of expense with premium increases also higher than anticipated
- **Furniture, Equipment:** Lower than budget due to technology related expenditures being reclassified and paid by the funds received through the Per Capita Grant
- **Equipment Rental & Maintenance:** Lower than budget due to a lower amount of repairs needed for equipment than anticipated
- **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.
- **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 March 2026

Operating Funds	
Library Claims List	\$ 335,237.45
Librarian's Claims List	\$ 12,045.75
Payroll	\$ 360,141.96
Fica/IMRF	\$ 58,787.00
ACH to IPBC	\$ 94,059.71
ACH to ADP	\$ 1,040.31
Total Operating Funds	<u>\$ 861,312.18</u>
Capital Improvement Fund	
Claims List	\$ (5,691.25)
	<u>\$ (5,691.25)</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 855,620.93</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27051	10/31/2025	VOID - Amazon Capital Services	\$ (15,958.04)	Supplies
27202	03/19/2026	Amazon Capital Services	\$15,958.04	Supplies
27203	03/19/2026	Comcast	\$4,347.66	Contracted Services
27204	03/19/2026	First Bankcard	\$9,343.58	Supplies
27205	03/19/2026	North Town Auto Service	\$958.11	Vehicle Expense
27206	03/19/2026	Siemens Industry Inc.	\$6,235.50	Contracted Services
27207	03/19/2026	Snow Systems, Inc.	\$11,960.00	Contracted Services
27208	03/19/2026	Sterling Services, Inc.	\$2,736.90	Contracted Services
27209	03/19/2026	Zheng Consulting	\$41,860.00	Professional Services
27210	03/31/2026	ABM Industry Groups LLC	\$15,690.63	Professional Services
27211	03/31/2026	Added Incentives, Inc.	\$833.00	Community Relations
27212	03/31/2026	Amazon Capital Services	\$12,056.75	Supplies
27213	03/31/2026	Ancel Glink P.C.	\$1,485.00	Professional Services
27214	03/31/2026	Mark Anderson	\$750.00	Programming
27215	03/31/2026	Atomatic Mechanical Services, Inc.	\$10,850.00	Contracted Services
27216	03/31/2026	Blackbaud Inc.	\$7,708.49	Software
27217	03/31/2026	Children's Plus Inc	\$1,651.08	Materials
27218	03/31/2026	Cintas	\$606.67	Janitorial Supplies
27219	03/31/2026	Gale/Cengage Learning Inc.	\$726.16	Materials
27220	03/31/2026	Impact Networking LLC	\$2,093.85	Photocopy
27221	03/31/2026	Ingram Library Services	\$20,411.72	Materials

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27222	03/31/2026	Kanopy Inc.	\$18,500.00	Materials
27223	03/31/2026	Library Ideas LLC	\$2,622.20	Materials
27224	03/31/2026	Midwest Tape LLC	\$82,229.79	Materials
27225	03/31/2026	Michelle Mistalski	\$817.50	Staff Development
27226	03/31/2026	Rebecca Moore	\$716.55	Staff Development
27227	03/31/2026	Neuco Inc.	\$731.08	Janitorial Supplies
27228	03/31/2026	New York Times	\$1,274.05	Materials
27229	03/31/2026	North American Corp of Illinois	\$1,415.32	Janitorial Supplies
27230	03/31/2026	Outsource Solutions Group, Inc.	\$22,403.21	Professional Services
27231	03/31/2026	Overdrive	\$26,865.73	Materials
27232	03/31/2026	Reaching Across Illinois Library System	\$2,320.00	Materials
27233	03/31/2026	Swank Motion Pictures Inc.	\$1,188.00	Programming
27234	03/31/2026	Symmetry Energy Solutions, LLC	\$6,821.86	Utilities
27235	03/31/2026	Tee Jay Service Company, Inc.	\$900.00	Contracted Services
27236	03/31/2026	Tumbleweed Press Inc.	\$3,600.00	Materials
27237	03/31/2026	Value Line Publishing LLC	\$2,200.00	Materials
27238	03/31/2026	Wex Health Inc.	\$7,581.20	Flexible Spending, Dedendant Care and Commuter Benefit Deposit
27239	03/31/2026	WM Corporate Services Inc.	\$745.86	Utilities

\$335,237.45

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

Transaction Number	Transaction Date	Vendor	Amount
55020	11/28/2025	Kathryn Hall	\$132.17
55204	02/27/2026	VOID - Kathryn Hall	(\$436.89)
55240	03/18/2026	Kathryn Hall	\$304.72
55241	03/31/2026	A-Z Mindfulness	\$150.00
55242	03/31/2026	AARP	\$20.00
55243	03/31/2026	American Library Association, Membership	\$422.00
55244	03/31/2026	APALA	\$250.00
55245	03/31/2026	Aquatic Works LTD	\$370.00
55246	03/31/2026	Susan Barzacchini	\$300.00
55247	03/31/2026	Benjamin Botnick	\$17.99
55248	03/31/2026	Stephanie Bremner	\$70.73
55249	03/31/2026	CFRA	\$150.00
55250	03/31/2026	Charlene Chausis	\$250.00
55251	03/31/2026	Colley Elevator Co.	\$490.00
55252	03/31/2026	David Telisman Communications, LLC	\$300.00
55253	03/31/2026	Christine DeAlba	\$300.00
55254	03/31/2026	Demco	\$357.91
55255	03/31/2026	Jill Franklin	\$38.15
55256	03/31/2026	Glenview Chess Club LLC	\$200.00
55257	03/31/2026	Glenview Chess Club LLC	\$200.00
55258	03/31/2026	Benjamin Goluboff	\$250.00
55259	03/31/2026	Angela Gonzalez	\$300.00
55260	03/31/2026	Anita Graef	\$500.00
55261	03/31/2026	Happiness Forward LLC	\$150.00
55262	03/31/2026	Kim Hegelund	\$24.08
55263	03/31/2026	Sarang Heo	\$150.00
55264	03/31/2026	The Home Depot Credit Services	\$166.93
55265	03/31/2026	Illinois Heartland Library System-OCLC	\$18.26
55266	03/31/2026	Illinois State Police	\$150.00
55267	03/31/2026	Image Specialties of Glenview, Inc.	\$16.00
55268	03/31/2026	Johnson Plastics Plus	\$55.05
55269	03/31/2026	Andrew Kaufman	\$23.99
55270	03/31/2026	Lake County Audubon Society	\$200.00
55271	03/31/2026	Lechner Services	\$116.80
55272	03/31/2026	Manufacturers News Inc.	\$419.90
55273	03/31/2026	Urye Min	\$46.98

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

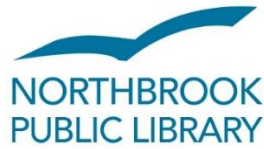
Transaction Number	Transaction Date	Vendor	Amount
55274	03/31/2026	Kathleen Jo Zeigler Mitchem	\$300.00
55275	03/31/2026	Northbrook Hardware	\$68.61
55276	03/31/2026	Northbrook Star	\$39.49
55277	03/31/2026	NSYMCA Art Academy	\$280.00
55278	03/31/2026	Overture Promotions Inc. DBA ECO Promotional Product	\$301.80
55279	03/31/2026	Panera, LLC	\$136.76
55280	03/31/2026	Petersen Bros. Plastics, Inc.	\$514.00
55281	03/31/2026	Petty Cash Custodian	\$75.00
55282	03/31/2026	Polonia Bookstore, Inc.	\$219.02
55283	03/31/2026	Laurie Prioletti	\$56.85
55284	03/31/2026	Promos 911, Inc.	\$292.36
55285	03/31/2026	Quill LLC	\$156.21
55286	03/31/2026	Colleen Reese	\$97.04
55287	03/31/2026	Olga Rudiak	\$400.00
55288	03/31/2026	Scholastic Inc	\$591.00
55289	03/31/2026	Miles Schwartz	\$24.81
55290	03/31/2026	Stories Matter Foundation	\$300.00
55291	03/31/2026	Meagan Sullivan	\$15.99
55292	03/31/2026	Sunset Food Mart, Inc.	\$36.55
55293	03/31/2026	Teacher Dan	\$275.00
55294	03/31/2026	Thistle & Heather Highland Dancers	\$450.00
55295	03/31/2026	Jessica Thomson	\$54.24
55296	03/31/2026	Tsai Fong Books, Inc.	\$322.84
55297	03/31/2026	Robert Waterbury	\$50.00
55298	03/31/2026	Yami Vending Inc.	\$513.41

\$12,045.75

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1958	02/27/2026	VOID - Atomatic Mechanical Services, Inc	(\$9,992.00)	HVAC Repairs
1959	03/19/2026	Atomatic Mechanical Services, Inc.	\$3,742.00	HVAC Repairs
1960	03/31/2026	Ancel Glink P.C.	\$558.75	Professional Services - Surveillance Project

(\$5,691.25)



1201 Cedar Lane Northbrook, Illinois 60062
847-272-6224
www.northbrook.info

April, 2026

Meeting Notice

Public notice is hereby given that the Board of Trustees of the Northbrook Public Library will conduct their regular monthly meetings at the following times during the 2026-2027 fiscal year (May, 2026 - April, 2027). As identified below, the location of the meetings (unless announced otherwise) will be at 1201 Cedar Lane, Northbrook, IL 60062.

Thursday	May 21, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	June 18, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	July 16, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	August 20, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	September 17, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	October 15, 2026	7:00 p.m.	1201 Cedar Lane
Thursday	November 19, 2026	7:00 p.m.	1201 Cedar Lane

NO DECEMBER MEETING

Thursday	January 21, 2027	7:00 p.m.	1201 Cedar Lane
Thursday	February 18, 2027	7:00 p.m.	1201 Cedar Lane
Thursday	March 18, 2027	7:00 p.m.	1201 Cedar Lane
Thursday	April 15, 2027	7:00 p.m.	1201 Cedar Lane

Kate Hall
Executive Director

The Northbrook Library intends to comply with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities. If you or someone you know with a disability will require an accommodation for library services, or have any questions about the library's compliance, call 847-272-6224. Hearing impaired individuals may call the TDD number, 847-272-6229, for more information.



Memorandum

DATE: 4.10.26
TO: Trustees
FROM: Anna Amen
RE: FY2026 Capital Improvements & Debt Service Transfers

The Funds policy in the General Policy states: It is the goal of the library to maintain no less than four (4) and not more than twelve (12) months of operating expenses in the General Fund. General Fund balances over the minimum four (4) months at the end of the fiscal year may be transferred to the Capital Improvement Fund through Board of Trustees approval.

We are currently at 7 months in our fund balance. In the budget approved by the board, we had budgeted to transfer \$425,000 into the Capital Improvement Fund at the end of the year. Each year, the transfer is greater than budget due to the unexpended funds in the operating fund.

I would like to ask the Board for approval to transfer the budgeted amount and the surplus from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy.

MOTION: Approve the transfer of budgeted and surplus funds from the Operating Fund to the Capital Improvement Fund while keeping the fund balance in accordance with the policy during the fiscal year close process.

We also complete an annual transfer to the Debt Service Fund to cover the loss shown in Debt Service due to uncollected property taxes. The transfer of funds will take place in once the audit is completed for FY2026. This is budgeted to be \$25,000.

MOTION: Approve the transfer of the Debt Service fund net loss from the Operating Fund to Debt Service to cover the uncollected property taxes.

Director's Report

April 2026

Agenda Items

3 Consent Agenda

3.6 Approve FY27 Board Meeting Dates

There is a list of dates for the May 2026-April 2027 board meetings in the packet.

3.7 Approve Transfer of Funds to Debt Service and CIF

Anna has included a memo in the packet for the board to approve as we do annually for the Capital Improvement Fund.

5 Staff Reports

5.1 Current Perspectives on Library Internet Practice

I have included some information to read and a memo for the board to guide discussion. This is based on the conversation we had a few months ago.

7 Unfinished Business

7.1 Website Project Update

Linda will be joining us to provide an update on the website project

7.2 Master Plan Project Update

I have included an update on the project and the board will be meeting on May 3 to review the Space Plan audit and brainstorm for the Master Plan with the architects.

8 New Business

8.1 Quarterly Strategic Plan Report Check In

A quarterly strategic plan report is included in the packet for the board.

10 Agenda Building

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

- Master Plan Project Update
- Executive Director Annual Goals

Updates

Staff Development Day

Our annual Staff Development Day is on Friday May 8 and board members are invited to the Anniversary celebration and lunch. The anniversary celebration will take place at 11:45 followed by lunch. Please let Jennifer know if you are able to attend.

Legislative

I have included a separate memo with legislative updates in the packet after my report.

Patron Feedback

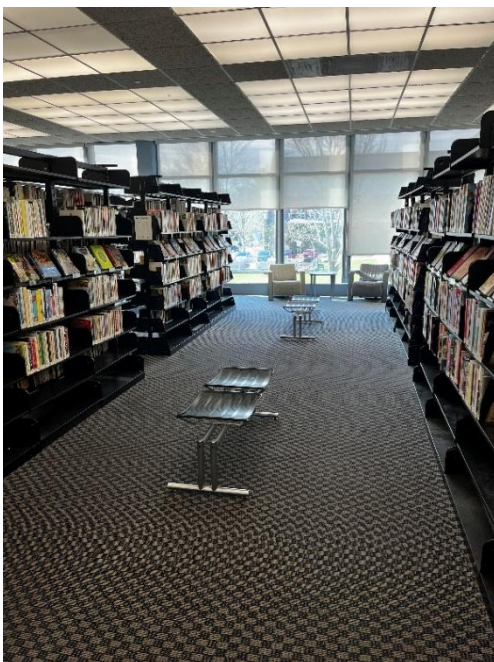
We are now including the patron feedback in the link below. This will take you to the data dashboard and the most recent month's patron feedback is at the top of the page.

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

Connect with Our Community

Collections

- Technical Services Cataloging Librarian Sara Scodius added several new items to the Library of Things Collection: Nintendo Switch Pro controller, Nintendo Switch Joy-Con controllers, Xbox wireless controller, DualSense wireless controller, Xbox adaptive controller, and a digital chess clock.



- In order to create a better browsing experience for the very popular cookbook collection, Adult Services collaborated with Circulation and Facilities to shift the collection, remove shelving, add furniture and create outfacing shelves.
- Technical Services Interim Assistant Manager Brian Nelson and Technical Services Assistant Chelka Posladek ordered 1,211 award-winning books for the 2026 youth collection.
- We are adding Comics Plus to our online offerings starting in April 2026.

Outreach & Partnerships

- JCC has partnered with the library to bring in an exhibition entitled Chutzpah Girls. The exhibition is meant to inspire meaningful conversations with its stunning original artwork accompanied by stories of Jewish heroines from around the world, past and present. This is part of the JCC's Growing Hope initiative and can be found in the Reference Area display through April 27th.
- Adult Services Librarian Bill Pekara is in his 3rd year collaborating with the Northbrook Historical Society on the Northbrook Voices oral history project. In March he interviewed Judith Joseph, whose art exhibit was displayed on all three floors of the library in February.
- Adult Services Librarian Jill Franklin hosted a program featuring dramatic book reviewer Jenny Riddle, who portrayed Barbara Walters in a lively in-character presentation. Attendees requested she return for additional programs.
- General Manager for the Northbrook Symphony Orchestra Robbie Ellis began his pre-concert lecture series at the library. The first topic, Comfortably Classic, covered works by Weber, Mozart, and Mendelssohn.
- Debbie Siegel and Mary Lynn Saks from Adult Services visited North Shore Place Assisted Living to present a Sing-Along program featuring St. Patrick's Day songs and other favorites.
- Linnea Lundberg, Joe Nava, Adult Services Librarians and Anastasia Karahalios from Circulation attended a Tech Outreach program at Covenant Living on March 23. They signed up 10 new library card holders, facilitated home delivery sign-ups, and helped blind patrons set up Libby.
- On March 8, Youth Services hosted the NSYMCA's Art Show Reception, drawing around 50 young artists and their families as part of the library's long-standing partnership with the NSYMCA.
- The JCC brought in the Chutzpah Girls exhibition to the Reference Area display through April 27, featuring original artwork and stories of Jewish heroines as part of the JCC's Growing Hope initiative.
- Illinois Libraries Present featured Pulitzer Prize and National Book Award winner Percival Everett on March 19, with 21 people in attendance.
- The Village Community Commission has confirmed a date for the Braver Angels "Depolarizing Ourselves" event: October 11 at 2pm.

Upcoming Partnerships

- GBN Entrepreneur Pitch Night: April 23
- Restoring Local Natural Areas (League of Women Voters): April 22, 7pm, Civic Room/Hybrid

Programs

Adult Services Programs

- Illinois Libraries Present featured Percival Everett on March 19. Everett earned both the Pulitzer Prize for fiction and the National Book Award for his novel James, and his 2001 novel Erasure inspired the film American Fiction. There were 21 people in attendance.
- Cultural programming continues to span a variety of partners and audiences. The Programming Committee discussed the One Book selection process and whether the committee is responsible for developing the selection framework; it was determined that the One Book Selection Committee will work with the EDI Committee on this.
- The Programming Committee is also revisiting registration dates and newsletter deadlines to address inequities between online and phone-in registrants. No final decisions have been made.

Youth Services Programs

- A preschool storytime session was added on Wednesdays at 4pm, proposed by Youth Services Library Assistants Liz Becker and Dalia Shapiro in response to a decline in the 2pm session. The three March programs averaged 21 patrons each.
- 99 patrons attended the Tuesday All Ages Storytime on March 24, featuring stories and songs about bunnies.
- Youth Services hosted a range of programs in March, including Hands on History: Fierce Females (March 16), Mythological Science: Mermaids and Sirens (March 19), Miss Jamie's Farm Family Concert (March 21), Pokémon Club (March 23), All Ages Storytime (March 24), and Spring Break Drop-In Games (March 23–27).



- In preparation for Summer Reading, Youth Services formed eight specialized planning workgroups covering decorations, incentives & prizes, inventories, programs, passive activities, Beanstack building, school visits, and reading logs.



Collaboratory Projects

Maker Highlights

- In mid-March, Miss Angela taught a kids' sewing class in which all participants made their own pillowcase.
- Michelle Mistalski assisted a first-time patron with sublimating a t-shirt design using Canva and the portable heat press.
- Dylan McDowell
 - helped two younger patrons explore laser cutting and then walked them through designing and embroidering their own hoodie.
 - helped two younger patrons came in looking for some projects to work on. After working on some laser cutting projects, they looked around the space and had some questions about the embroidery machines. After showing them how the machine works, they asked if they could embroider onto one of their hoodies. We talked through how the process works, and I walked them through designing and setting up their embroidery project.
 - led a class on metal embossing.
- Eric Flowers
 - and a Northbrook high school student co-hosted a lobby craft table where visitors could make bird feeder rolls from recycled materials.
 - assisted a mother and son in using the sticker printer to create personalized birthday goodie bags.



- Joe Cirignani
 - worked with a patron group to etch water bottles using the laser cutter; patrons were delighted to discover Canva is now used for design.
 - led a program on making acrylic inserts for LED light bases.

- Megan Hollister
 - helped a patron and her mother create a cake topper and earrings from acrylic for a grandfather's 80th birthday.
 - taught a class on linocut techniques for creating custom stamps.



Social Media

Facebook: Chutzpah Girls Display
 3/10/26
 Reach: 18,107
 Views: 27,033
 Shares: 13
 Likes and reactions: 300
 Comments: 16



Northbrook Public Library
 Published by Linda Vering
 March 5 at 5:00 PM

Can you believe the movie Ferris Bueller's Day Off came out almost 40 years ago (6/11/86)? Stop by our lobby this month to explore the filming of this classic with a di... See more



Facebook: Northbrook History Display
 3/5/26
 Reach: 10,131
 Views: 14,756
 Shares: 6
 Likes and reactions: 89
 Comments: 7

Facebook: Help the Library (HB 5236)

3/5/26

Reach: 6,961

Views: 10,856

Shares: 26

Likes and reactions: 52

Comments: 9

Instagram: Patron Postcard

2/26/26

Views: 994

Shares: 5

Likes & Reactions: 44

northbrookpl



northbrookpl We recently received a postcard addressed to Kate from a patron thanking her for making t... more

Northbrook Public Library
Published by **Linda Vering** ·
March 19 at 3:50 PM ·

If you love the library and love eBooks and Audiobooks, we need your help! Please fill out a witness slip to support the Digital Library Protection Act (HB5236) here: [ht... See more](#)

Book Title	Print Price	eBook Price	Audiobook Price
STEPHEN KING	\$12.99	\$12.99	\$19.99
NEVER FINCH	\$12.99	\$12.99	\$19.99
GREAT BIG BEAUTIFUL LIFE	\$12.99	\$12.99	\$19.99
ONCE UPON A TIME	\$12.99	\$12.99	\$19.99

TikTok: New Sticker Printer

3/18/26

Views: 279

Likes & Reactions: 93



Build an Inclusive Culture

CE & Training

- Youth Services School and Supported Services Librarian Julianne Medel and Youth Services Manager Summer Kosuge planned and facilitated a 2.5-hour library-wide Disability Awareness and Sensitivity Training on March 6 for 79 staff members. A post-training survey was developed to assess impact.
- Kelly Durov attended the Ready, Set, Advocate: eBook Legislation discussion on March 11.
- Circulation Manager Kim Hegelund attended CCS's OrangeBoy Training and the quarterly Circulation/ILL Advisory Group, and is co-organizing a LACONI program in April on library career development.
- Circulation Supervisor Colleen Reese attended HRSource's Evolving Managers Bootcamp.
- Technical Services Manager Jessica Thomson attended the HRSource Evolving Manager Boot Camp, March 11–13.
- Kate Hall and Kelly Durov attended OrangeBoy Savannah Training at CCS on March 3 as part of a new data tool offering from CCS for area libraries.
- Kelly Durov attended the March 6 accessibility training presented by Total Link 2 Community.
- Adult Services Librarian Bryan Brugger attended the L2 Learning Digital Navigator event on March 18, a session with Cook County libraries sharing patron tech pain points to guide the RAILS–Cook County Digital Equity collaboration.
- Youth Services Librarian Miles Schwartz attended the RAILS LGBTQ+ Inclusive Schools & Libraries Webinar on March 19.
- Several Youth Services staff and other staff members attended the CCS BiblioCore: Overview, Search, and Borrowing Webinar.

Personnel

Throughout March, Human Resources Director Becky Moore continued staff education regarding the Board-approved benefits changes for full-time employees. Open Enrollment is scheduled for May 2026, and all plan changes will take effect in July 2026.

In March 2026, Human Resources Director Becky Moore oversaw the conclusion of the 2025 Annual Review process for Northbrook Public Library staff. Managers and their direct reports met to finalize and sign the annual performance review forms.

Looking ahead at the 2026 Annual Evaluation process, the Library is transitioning to a restructured annual performance evaluation process for the 2026 calendar year. The shift to a formal evaluation framework ensures that compensation at the Northbrook Public Library remains competitive, equitable, and tied to measurable performance. In February and March,

Human Resources Director Becky Moore received feedback from department managers on the revised 2026 evaluation forms. Becky will be sharing with staff in the coming month.

Hires

None

Change in Position and/or Status

- Carolan Schroeder changed from part-time to regular part-time status, effective March 8.

Departures

None

Create Spaces to Belong

Safety

- The Staff Safety and Security Committee held its second quarterly meeting in March, focused on new emergency procedures from the EOP developed with Joffe Emergency Services and the new access control and intrusion alert technology.
- The following safety training was offered in March: PIC Onboarding (March 2), active threat and lockout walk-through during the March 6 staff training, and a PIC Quarterly Meeting on March 12 with Elizabeth Rupert from Joffe Emergency Services.
- The committee is updating active threat procedures to clarify shelter-in-place descriptions, and managers clarified how access control and lockdown procedures work at a March Managers meeting based on committee feedback.

Facilities & Technology

- The security camera project kicked off March 2. The installation is approximately halfway complete and is anticipated to finish at the end of April. Cameras have already been used twice to investigate incidents. Weekly check-ins are ongoing with Total Automation Concepts.
- The Internet Service Provider will switch to AT&T starting June 1, 2026 which will give us a one month overlap with the Intergovernmental fiber line to ensure there are no issues.
- Department managers have been hosting listening and feedback sessions with departments to solicit feedback for the Master Plan.

Finance

- Cook County mailed second installment property tax bills (Tax Year 2024) on November 14, 2025, with a due date of December 15, 2025. The library collected \$3,536,159.75 in February 2026. As of February 2026, 96% of property taxes have been collected.
- After approval by the board, Anna Amen is working on getting information about the FY27 budget requests and final budget numbers out to managers.

Kate Hall, Executive Director

Illinois Library Association — Legislative Update | April 2026

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 have updated where the bills are at in the legislative process. You can also read more by going to ILGA.gov and typing in the branch and bill number (eg. HB 4261)

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
★ HB 4261	Library System, School & Public Library Per Capita Grants — increases state grants for library systems, public and school libraries	<i>Crossed over to Senate; added Co-Sponsor Rep. La Shawn K. Ford (Apr 8)</i>
★ HB 3411	OER Academic Libraries — \$3M recurring grant for Illinois academic libraries for Open Educational Resources	<i>Referred to Rules Committee</i>
★ HB 5236	Digital Library Protection Act — prohibits publisher contracts restricting library operations, lending, or patron confidentiality	<i>Passed Committee; added 35 Co-sponsors! Likely going to floor for vote next week</i>
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>
HB 4888	Local Records Disposal — modernizes process for disposing of public records (many libraries have requested this)	<i>Referred to Rules Committee</i>
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>
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>
HB 4444	FOIA Fee Recovery — allows charging actual cost per hour after 2 free hours for record searches	<i>House Executive Committee</i>
SB 1719	Local Records — Electronic Storage — allows electronic storage to satisfy Local Records Act requirements	<i>Senate Government Operations</i>

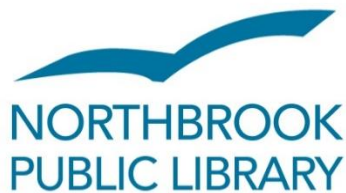
SB 3612 / HB 4561	Low-Income Broadband — requires affordable broadband rates for low-income residents; supports digital equity and library mission	<i>Senate Energy & Utilities / House Rules</i>
HR 613	Read With Your Child Week — designates May 3–9 as 'Read With Your Child Week' in Illinois	<i>On Calendar Order of Resolutions (Feb 18)</i>
SB 3358	Technology-Based Learning Resources Guidance — requires ISBE to develop statewide guidance for school districts on use of technology-based learning resources; guidance due July 1, 2027	<i>Senate AI and Social Media Committee; deadline Mar 27</i>
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>
HB 5478	School District Bridge Loan — establishes interest-free state loans for Cook County school districts facing cash flow shortages caused by delayed property tax bill issuance by the Cook County Treasurer	<i>House Revenue & Finance Committee; hearing Mar 19</i>

✗ OPPOSE — ILA Recommends Advocacy Against Passage

Bill	Title / Summary	Status
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>
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>
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>
SB 3858	School Library Catalog — requires searchable online catalog; allows parents to block specific materials for their child — censorship risk	<i>Senate Assignments</i>
SB 1665	FOIA Draft Exemption — exempts preliminary studies/drafts from disclosure; reduces transparency around library-related planning	<i>Senate Government Operations</i>
HB 4241	School Book Rating & Transparency Act — requires publishers to assign content ratings to books supplied to school libraries and book fairs; ratings must be displayed in catalogs or signage; censorship/labeling concern	<i>Referred to Rules Committee</i>
SB 2967	Menstrual Health Leave — allows employees to use up to 40 hours of existing paid leave annually for menstrual health conditions. Libraries ~80% female; significant workforce impact	<i>Committee deadline April 24, 2026</i>

👁 WATCH / MONITOR — Notable Bills Requiring Attention

Bill	Title / Summary	Status
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>
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>
SB 3552	Citizens Empowerment Act — petition process to dissolve units of local government; potential existential risk for library districts	<i>Senate Consolidation Committee</i>
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>
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>
SB 2771	Suicide Prevention / 988 Posting — requires 988 Lifeline contact info in libraries and other public settings. Libraries explicitly named.	<i>Senate Behavioral & Mental Health Committee</i>
SB 2795	Local Government Inspector General Act — creates independent entity to investigate incompetence, neglect, malfeasance, and corruption in local government. Potential oversight implications for library districts	<i>Committee deadline April 24, 2026</i>



Memorandum

DATE: April 10, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Current Perspectives on Library Internet Practices

At the February 2026 board meeting, the board discussed eRate funding. During that discussion board members asked to have a deeper discussion around the landscape around filtering in libraries. I have attached the ALA filtering interpretation to give us a jumping off point for a discussion.

Libraries occupy a specific and unusual role in civic life. We are one of the few remaining public spaces where you can walk in and access information, we might personally find objectionable, politically divisive, or age-inappropriate. We provide access, and we trust the people who walk through our doors to make their own decisions about what they need.

Internet access is an extension of that same principle. The internet is the largest repository of information ever assembled. When we start deciding which parts of it our patrons may reach, we are doing something categorically different from what libraries exist to do.

There is objectionable content on the internet, and it's reasonable to wonder whether a public institution should facilitate access to it. But the moment you decide to filter, even only on certain computers, you face a question that has no clean answer: who decides what's harmful, and by what standard?

This question is perhaps most complex when it comes to Youth Services, where the instinct to protect children is understandable. Our position is that content decisions, whether physical books or going online, belong with parents and that our role is to support families in making those decisions, not to make them on their behalf.

These are hard questions to grapple with and standing up for intellectual freedom is never easy. I look forward to having a deeper discussion with the board on this topic.



Internet Filtering: An Interpretation of the Library Bill of Rights

Quick Links

[Take Action for Libraries](#)

Menu

Many schools and libraries use online content filters for different reasons. The most common reason is to comply with the Children’s Internet Protection Act (CIPA), which allows them to receive federal funding or discounts through:

- the Library Services and Technology Act (LSTA);
- Title III of the Elementary and Secondary Education Act; or
- the Universal Service discount program (E-rate).

Some libraries and schools also follow state filtering rules to qualify for state funding. Many believe that having filtered access is better than having no access at all. The American Library Association (ALA) does not recommend the use of internet filters. When they are used, libraries should adopt practices and policies to reduce their negative impacts.

CIPA requires public libraries and schools that receive E-rate discounts to use content filters. These filters must block two categories of images that are not protected by the First Amendment: obscene images and child sexual abuse material. The Supreme Court has ruled that these types of content do not have constitutional protection.

CIPA also requires libraries and schools to block a third category—images that courts deem “harmful for minors.” These images are legal for adults but not for minors. CIPA does not require blocking any other constitutionally protected speech or images.

Research shows that filters often block too much or too little content. They frequently prevent access to a wide range of legally protected speech for multiple reasons. Filtering technology often struggles to interpret and categorize complex

human communication, whether in text or images, or video. Filters can be ineffective in handling new types of content because they lag behind the always changing and growing internet.^[i] Also, filter settings may be set by administrators in ways that go beyond the legal requirements and restrict access to legally protected speech.^[ii]

Using filters shifts the control of important library and school resources to outside companies. These third parties can influence basic library functions without accountability.^[iii] Also, library workers and educators often find that filters are unreliable and tech-savvy users can easily bypass them. Some filters allow local library workers to modify settings. Other filters require approval from higher-level administrators.

Most content filters are designed for larger markets beyond libraries and schools. They often block broad categories of legally protected speech, such as:

- objectionable language;
- violence;
- unpopular or controversial opinions; and
- entire online services like email and social media.

Many filters operate on an “opt-out” model, meaning they are turned on by default. These filters often default to the strictest settings, which can only be changed by an administrator.

The Supreme Court upheld CIPA requirements in public libraries based on the idea that adults could request filters be turned off.^[iv] However, in practice, this often doesn’t happen. Some libraries are unwilling or unable to unblock content when requested. This is especially true if system administration is outside of the library’s control or when staff are unsure of what content is protected for adults. This can lead to long delays in unblocking mistakenly filtered content.

This same issue happens in schools. Delays in unblocking content function as a form of censorship. This is because most users don’t have the time to wait hours or days for access. This problem is made worse by the filtering industry’s secrecy about how content is categorized and blocked, often protected as trade secrets.

Filters also raise privacy concerns. Users must identify themselves and their interests when asking for specific websites to be unblocked. This can discourage both adults and minors from accessing information on personal or controversial topics. No one should have to give up their privacy to access information that should be freely available.

In schools, the CIPA rules are often misinterpreted. This leads to:

- overly strict filtering that blocks legally protected content;
- preventing educators from using the internet for teaching; and
- stopping students from accessing content for assignments and personal interests.

Students may also be blocked from using interactive websites and social media for learning. This limits opportunities to create and share original content like documents, videos, and music.

These issues arise when library workers and educators are not involved in setting filtering policies and procedures. Minors, educators, and library workers should not be blocked from legally protected content just because some may find it objectionable. Anyone should be able to request that non-CIPA-required content be unblocked.

CIPA-mandated content filtering has several major impacts on schools and libraries:

1. It widens the digital divide between those who can afford personal internet access and those who must rely on filtered, publicly-funded access.
2. Minority viewpoints, religions, or controversial topics are often labeled as objectionable or offensive and blocked.
3. Filters can reinforce bias and discrimination by restricting access to certain content.

When filters block too much content, people without other internet access are left with only what the unreliable filters allow.

The negative effects of internet content filters are well documented. Because of this, the ALA cannot recommend using filters.^[v] However, the ALA recognizes that many libraries and schools rely on federal or state funding for internet access and may be required to use them.

Libraries and schools that use filters should have policies to reduce their negative impact. They should make it easy for users to request blocked content to be unblocked. These requests should be carried out with minimal delay and with respect for user privacy.

For further guidance, see “Guidelines to Minimize the Negative Effects of Internet Content Filters on Intellectual Freedom.”^[vi]

Notes

[i] Dhanaraj Thakur and Emma Llansó, “Do You See What I See? Capabilities and Limits of Automated Multimedia Content Analysis,” Center for Democracy & Technology, May 2021.

[ii] Elizabeth Laird, Madeleine Dwyer, and Hugh Grant-Chapman, “Off Task: EdTech Threats to Student Privacy and Equity in the Age of AI,” Center for Democracy and Technology, September 2023, <https://cdt.org/wp-content/uploads/2023/09/091923-CDT-Off-Task-web.pdf>.

[iii] Kristen Batch, “Fencing Out Knowledge: Impacts of the Children’s Internet Protection Act 10 Years Later,” OITP and OIE Policy Brief No. 5, American Library Association, June 2014, https://www.ala.org/sites/default/files/advocacy/content/intfreedom/censorshipfirstamendmentissues/FINALCIPA_Report.pdf.

[iv] United States v. Am. Library Association, Inc., 539 U.S 194 (2003).

[v] “Resolution on the Use of Filtering Software in Libraries,” adopted 1997 by the ALA Council; and “Resolution on Opposition to Federally Mandated Internet Filtering,” adopted 2001 by the ALA Council.

[vi] “Guidelines to Minimize the Negative Effects of Internet Content Filters on Intellectual Freedom,” https://www.ala.org/advocacy/intfreedom/filtering/filtering_guidelines.

Adopted June 30, 2015, by the ALA Council; amended June 29, 2025.



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Master Plan Update

Date: April 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

- Department feedback gathered by managers
- Kate & Anna received department feedback from managers
- 3rd Way Space came out and did the Space Audit

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)

- April 2026
 - Finish Department by Department Staff Feedback
 - Staff town halls
 - Start compiling staff feedback
 - April 15 5pm- Board Skokie Library visit
- May 2026
 - May 3 9am-1pm- Board Feedback Session to brainstorm needs and gather input
 - 9am-10am Building Tour
 - 10-11am David Vinjamuri 3rd Way Space presentation
 - 11am-1pm Master Plan Brainstorming with Product Architecture & Design
 - 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
- July 2026
 - Gather feedback on initial draft plan ideas from staff
 - Continue to work with architects on updating master plan for August presentation to board
 - Start preliminary budget development

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

Strategic Plan Report

April 2026

This quarterly update reflects the continued momentum of the library's Strategic Plan during the first quarter of Year 2, covering January through March 2026. As we shifted to new activities after wrapping up Year 1 work, staff across all departments brought energy, creativity, and commitment to advancing the plan's priorities during this period, with those efforts summarized in the highlights that follow.

As this report illustrates, the Strategic Plan continues to function as a living document—guiding our work while allowing flexibility to respond to emerging needs, opportunities, and insights. This adaptive approach enables us to make steady, intentional progress while remaining attentive to the evolving needs of our community, our staff, and the organization as a whole.

Current Updates

Connect with Our Community

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



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

- Ongoing work using tools like Collection HQ and Simply Reports to optimize collections. Staff now also have the new data dashboard to aid in their collection development work.



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

- The Public Library Association (PLA) released a webinar on AI that many staff attended and found helpful. Staff continue to build their knowledge in preparation for expanded community programming.

Strategic Plan Activity: Revise the Collection Development Policy to reflect current community needs and trends.

- A staff committee has been formed and has started meeting to work on updating the Collection Development Policy which will eventually be brought before the board.

Strategic Plan Activity: Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.

- Adult Services hosted the 2026 Civic Awareness Series featuring Paul Lisnek in partnership with the Schaumburg Library and other area libraries. Twenty Northbrook patrons joined more than 400 total attendees to discuss Illinois politics and the upcoming Midterm Elections.
- The library hosted the State of the Village Address on January 20, with just over 100 people in attendance.
- Marketing Manager Linda Vering contacted Northbrook School Districts 27 and 28 to offer library space for sharing information about proposed school improvements ahead of the April 1 election.
- Marketing planned a promotion in conjunction with National Library Week (April 19–25), encouraging patrons to share how they find joy at the library, running March 1 through April 15.
- Linda Vering met with the new Northbrook Park District Communications and Engagement Manager, provided a library tour, and discussed resources to help promote park district facilities to the community.

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

- Website work group is working with BiblioCommons on learning how the back end works and starting to design home page.

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

Strategic Plan Activity: Assess digitization archive options to create a local digital archive

- No action yet on this activity

Strategic Plan Activity: Develop a comprehensive department programming plan that is informed by the library wide programming plan and that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.

- Using the Library Wide Programming Plan as a guide, a template was created for Managers to start creating department programming plans which will be used in the fall during budget preparation.

Strategic Plan Activity: Establish a framework to evaluate whether programs offer new perspectives and ways of looking at the world.

- This project will be worked on as part of the training offered by Mallory Edgar from 5th Star Collective. The programming committee will be undertaking this project throughout the training.

Strategic Plan Activity: Offer access to new equipment, software, programs, and techniques to make a variety of items.


- No action yet on this activity

Build an Inclusive Culture

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

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

- Due to vacancies in the part-time security monitor position, Blue Iron Security was hired to cover evening and weekend security shifts for a 12-week engagement. The Assistant Director designed and launched a structured process to assess the feasibility and benefits of fully outsourcing security operations over the course of this engagement.

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

- In January, HR Director Becky Moore facilitated the final logistics for Lily Zheng's presentation of the 2025 EDI Follow-Up Assessment findings to both the Board of Trustees and all staff.
- January–February: Library Leadership and Managers analyzed findings and specific recommendations. Leadership continued strategic dialogue with the Board of Trustees and provided an update at the February all-staff meeting.
- February–March: Managers met with their teams to share survey findings, facilitate department-level discussions, and gather staff input. That feedback was compiled by HR Director Becky Moore into a summary of observations and recommended next steps.

Strategic Plan Activity: Formalize and communicate decision-making roles and responsibilities across the organization.

- No action yet on this activity

Goal 2.2 Foster a culture of shared growth and learning.

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

- The January 23 staff safety and security training with Joffe Emergency Services, focused on updated active threat and lockdown procedures, was rescheduled after an emergency weather closing. It was pivoted to a recorded training from Joffe, supplemented by a staff survey and department walk-throughs on March 6.

- Staff Development Day Committee reconvened and is actively planning a high-impact annual day of learning for May 2026, including securing an EDI (allyship) speaker and a Sound Bath activity for staff.



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

- The Public Library Association (PLA) released a widely attended webinar on AI that staff found helpful as the library continues to explore responsible integration of AI tools into operations.

Strategic Plan Activity: Collaborate with an external vendor to offer training on evaluation planning, survey design, data analysis, and data visualization

- Mallory has been working on developing training which will start in April with a session on evaluation methods.

Strategic Plan Activity: Create a supportive environment that encourages staff to experiment with new ideas and programs.

- Youth Services staff experimented with programs, reading programs, and collection configurations based on patron and staff feedback—adjusting times, dates, facilitators, and collection locations to optimize engagement and better serve patrons.

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

- Assistant Circulation Manager Neil Davilo attended the quarterly Circulation Roundtable Meeting at the Messenger Public Library of North Aurora, engaging in discussions on patron experience, material odor management, teacher card programs, and ideas for welcoming new cardholders.
- Multiple Technical Services staff attended professional development sessions and consortia meetings to share best practices across the CCS network and with regional vendors.

Strategic Plan Activity: Review and enhance current manager/leadership accountability practices to ensure autonomy and encourage experimentation.

- Leadership and Managers collaborated on the FY27 budget process and reviewed FY27 budget requests. The FY27 Budget was presented to the Management Team and Board in February and March and finalized at the March board meeting.
- A Finals event debrief was held in February to review what worked and identify adjustments for next year.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

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

- Managers reviewed the data provided in the final Zheng report and worked with Leadership to identify next steps. A structured, phased rollout continues with an April–May all-staff convening planned to present a formalized implementation plan.
- Library Leadership and the Board participated in a benefits review based on staff feedback seeking more diverse plan options and addressing rising health insurance costs.
- The annual performance review process is being updated to address concerns raised in the Zheng report, including low morale related to the absence of merit increases. The library is transitioning toward a Merit + COLA compensation model.
- The Well-Being Committee hosted a Sandwich Week quarterly event, which was well received by staff. Finance & Operations staff participated as a committee member.

Strategic Plan Activity: Provide staff training on EDI principles and best practices.

- Youth Services planned and facilitated the March 6 All Staff Training on Disability Awareness and Sensitivity.
- Bite Sized Accessibility Training was provided at All Staff Meetings throughout the quarter.

- Marketing Manager Linda Vering attended RAILS training on Document Accessibility Essentials on February 4, covering WCAG 2.1AA accessibility guidelines for libraries.

Strategic Plan Activity: Update Employee Handbook

- No action yet on this activity

Create Spaces to Belong

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


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

- Pre-design and planning work for the Master Plan continues. Finance & Operations and the Executive Director are collaborating on the process, which includes a meeting with ThirdWay Space. Marketing staff met to share ideas for the library's master plan in preparation for that meeting.

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

- The ISP switch process continues with Anna and OSG overseeing implementation to support community needs and select the best provider.

Goal 3.2 Cultivate an inclusive and welcoming library environment.

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

- Events Production partnered with the Chicago Armenian Film Festival to screen two films: The Reverse Side of the Medal (26 attendees) and Amerikatsi (61 attendees), welcoming members of the Armenian-speaking community.

- The library celebrated Lunar New Year with a Chinese American Lunar New Year Festival on February 21, in partnership with the Chinese American community of Northbrook and Glenview. Registration was 100% full with approximately 120 attendees.
- The JCC partnered with the library to display the exhibition “Chutzpah Girls” in the Reference Area, featuring original artwork and stories of Jewish heroines as part of the JCC’s Growing Hope initiative.
- Youth Services created displays for Korean American Day, Martin Luther King Jr. Day, Lunar New Year, Black History Month, and Women’s History Month.
- Youth Services continued monthly volunteer opportunities for Transitional Students (18+) and teens in grades 9–12, and facilitated the March 8 NSYMCA Children’s Art Show Reception.

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

- HR Director Becky Moore provided strategic guidance and hands-on support to Volunteer Coordinator Janelle Duthie throughout the quarter in preparation for an April relaunch of the adult volunteer program. Key work included reviewing and refining volunteer applications, position descriptions, and the updated volunteer handbook to ensure they are clear, inclusive, and reflective of the library’s values.

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

Strategic Plan Activity: Assess ways to make the library more accessible to people with disabilities.

- Youth Services facilitated the YSS LACONI Program: Inclusive Minds – A Neurodiversity Workshop for Library Professionals on February 27.
- Youth Services Manager Summer Kosuge facilitated the March 6 All Staff Training on Disability Awareness and Sensitivity, and Bite Sized Accessibility Training continued at all-staff meetings.

Strategic Plan Activity: Assess increasing availability of hours in the Collaboratory.

- No action yet on this activity

Strategic Plan Activity: Upgrade security cameras, alarm, door locks, and the paging system.

- Installation of a new intrusion alert and access control system was completed in January 2026.
- The security camera RFP was released on January 30 after collaboration between Facilities, IT (OSG), and Joffe. Total Automation Concepts was hired and work on updated video surveillance cameras began on March 2, with an estimated completion date of April 2026.