

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

May 21, 2026 | 7:00 p.m.
Northbrook Public Library | Civic Room
Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order
- 2 Board of Trustees Roll Call
- 3 Approval of the Agenda
- 4 Board Member Installation & Office Election
 - 4.1 Presentation of Slate of Officers – Nominating Committee
 - 4.2 Election of Board Officers
 - 4.3 Appointment of Open Meetings Act Officer
- 5 Consent Agenda
 - 5.1 Approve Regular Session Minutes – April 16, 2026
 - 5.2 Approve Special Session Minutes – April 15, 2026
 - 5.3 Approve Special Session Minutes – May 3, 2026
 - 5.4 Approve Cash Balances & Income Statement April 2026
 - 5.5 Approve Bills and Charges from April 2026 in the amount of \$884,780.53
 - 5.6 Approve Annual Tax Levy Letter to Village
 - 5.7 Update FOIA Policy
- 6 Public Comments
- 7 Staff Reports
 - 7.1 Summer Reading Presentation
- 8 Board Member Reports
- 9 Unfinished Business
 - 9.1 Master Plan Project Update and Feedback Presentation
- 10 New Business
 - 10.1 Security Staffing Analysis Presentation and Recommendation
 - 10.2 Executive Director Annual Review (closed session)
- 11 Closed Session

Pursuant to 5 ILCS 120/2(c)1: 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.
- 12 Agenda Building
- 13 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 84

**NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
4/30/2026**

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	7,657,987.11	2,876,013.65	737,358.95	9,796,641.81
Restricted	343,085.12	7,248.28	3,679.31	346,654.09
IMRF	895,459.99	111,978.16	28,898.79	978,539.36
FICA	28,775.43	95,770.80	26,358.48	98,187.75
Total Operating	<u>\$ 8,925,307.65</u>	<u>\$3,091,010.89</u>	<u>\$ 796,295.53</u>	<u>\$11,220,023.01</u>
Capital Improvement	\$ 7,353,201.04	\$ 2,693.77	\$ 88,485.00	\$ 7,267,409.81
Debt Service	\$ 553.68			\$ 553.68

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	166,768.57	4,261.67	553.68
PayPal	7,378.88	-	-
First Bank of Chicago	261,727.64	-	-
Fifth Third - Checking/Money Market	10,764,626.89	7,262,539.39	-
US Bancorp	18,947.96	608.75	-
INB	98.07		
Petty Cash	475.00	-	-
Total	<u>\$ 11,220,023.01</u>	<u>\$7,267,409.81</u>	<u>\$ 553.68</u>

NB&T = Northbrook Bank & Trust

Northbrook Public Library
Income Statement
April 2026 - pre audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$23,761.35)	\$0.00	\$8,145,414.88	\$8,530,380.03	\$8,869,000.00	96.18%
Replacement Tax	\$23,309.65	\$26,032.18	\$203,844.42	\$195,264.32	\$150,000.00	130.18%
Impact Fees	\$0.00	\$0.00	\$0.00	\$10,177.08	\$0.00	0.00%
Fines, Fees & Rentals	\$4,347.72	\$4,311.99	\$49,055.77	\$48,794.36	\$40,000.00	121.99%
Interest Income	(\$2,124.09)	\$3,025.00	\$64,394.93	\$31,196.07	\$30,000.00	103.99%
Other Income	\$412.15	\$748.28	\$11,206.61	\$7,716.08	\$100,000.00	7.72%
Total Undesignated Revenue	\$2,184.08	\$34,117.45	\$8,473,916.61	\$8,823,527.94	\$9,189,000.00	96.02%
Designated Revenue						
Gifts & Other Designated Income	(\$716,738.63)	\$6,640.50	\$150,736.46	\$842,086.92	\$100,000.00	842.09%
Designated Interest Income	\$1,356.35	\$852.68	\$11,227.23	\$9,550.22	\$5,000.00	191.00%
Total Designated Revenue	(\$715,382.28)	\$7,493.18	\$161,963.69	\$851,637.14	\$105,000.00	811.08%
Total Revenues	(\$713,198.20)	\$41,610.63	\$8,635,880.30	\$9,675,165.08	\$9,294,000.00	104.10%
Expenses						
Undesignated Expenses						
Materials & Services						
Books	\$110,916.20	\$123,885.73	\$841,710.37	\$858,765.37	\$1,050,000.00	90.83%
Audio Visual	\$6,513.43	\$6,050.72	\$43,768.13	\$44,575.24		
Videos/DVDs	\$3,455.43	\$6,593.55	\$51,179.26	\$50,407.06		
Programs	\$5,604.48	\$8,343.72	\$87,884.15	\$111,613.91	\$124,000.00	90.01%
OCLC	\$2,683.56	\$1,932.64	\$25,738.55	\$25,227.88	\$29,000.00	86.99%
CCS Shared Costs	\$5,837.59	\$5,953.63	\$71,036.73	\$71,211.49	\$76,000.00	93.70%
Total Materials & Services	\$135,010.69	\$152,759.99	\$1,121,317.19	\$1,161,800.95	\$1,279,000.00	90.84%
Human Resources						
General Salaries and Wages	\$422,385.21	\$353,479.46	\$4,382,224.92	\$4,470,120.08	\$4,740,000.00	94.31%
Maintenance Salaries & Wages	\$16,708.57	\$7,174.65	\$167,624.20	\$97,762.78	\$103,000.00	94.92%
Group Insurance	\$61,257.61	\$75,439.66	\$738,757.93	\$852,656.88	\$880,000.00	96.89%
Unemployment/Worker's Comp	\$1,272.00	\$2,973.40	\$24,592.23	\$18,182.91	\$18,000.00	101.02%
Staff Development	\$2,045.65	\$8,201.08	\$77,167.87	\$76,747.19	\$74,000.00	103.71%
Total Human Resources	\$503,669.04	\$447,268.25	\$5,390,367.15	\$5,515,469.84	\$5,815,000.00	94.85%

Northbrook Public Library
Income Statement
April 2026 - pre audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
Operating Costs						
Photocopy	\$276.37	\$0.00	\$19,052.65	\$15,243.02	\$18,000.00	84.68%
Office & Library Supplies	\$6,278.45	\$1,156.58	\$58,013.68	\$48,471.29	\$70,000.00	69.24%
Software	\$3,454.02	\$5,461.00	\$112,358.89	\$99,270.13	\$110,000.00	90.25%
Postage	\$39.77	\$27.15	\$16,450.14	\$15,754.57	\$20,000.00	78.77%
General Insurance	\$0.00	\$0.00	\$84,796.15	\$89,688.56	\$88,000.00	101.92%
Telephone/Internet	\$6,021.05	\$19.01	\$36,098.91	\$30,212.83	\$40,000.00	75.53%
Professional Services	\$15,390.48	\$34,689.89	\$443,366.08	\$623,944.29	\$630,000.00	99.04%
Furniture, Equipment	(\$27,370.55)	\$8,296.99	\$29,598.75	\$15,685.10	\$75,000.00	20.91%
Equipment Rental & Maintenance	\$390.00	\$0.00	\$40,401.87	\$41,021.34	\$53,000.00	77.40%
Community Relations	\$285.00	\$255.00	\$45,673.22	\$60,970.81	\$55,000.00	110.86%
Total Operating Costs	\$4,764.59	\$49,905.62	\$885,810.34	\$1,040,261.94	\$1,159,000.00	89.76%
Maintenance						
Vehicle Expense	\$0.00	\$0.00	\$1,912.82	\$2,719.37	\$3,000.00	90.65%
Janitorial Supplies	\$1,436.59	\$7,396.33	\$33,166.46	\$50,546.10	\$45,000.00	112.32%
Utilities	\$4,513.82	\$6,113.97	\$49,942.60	\$63,769.37	\$60,000.00	106.28%
Building Repairs	\$1,228.00	\$0.00	\$20,569.87	\$28,926.00	\$35,000.00	82.65%
Contracted Services	\$11,580.36	\$20,919.57	\$211,434.49	\$239,788.03	\$245,000.00	97.87%
Total Maintenance	\$18,758.77	\$34,429.87	\$317,026.24	\$385,748.87	\$388,000.00	99.42%
Other Expenses						
Recruiting	(\$30.00)	\$0.00	\$220.00	\$975.50	\$1,000.00	97.55%
Contingency & Misc Exp	\$1,078.16	\$1,509.59	\$11,297.88	\$15,684.79	\$100,000.00	15.68%
Board Development	\$92.76	\$531.75	\$539.33	\$2,034.68	\$1,000.00	203.47%
Total Other Expenses	\$1,140.92	\$2,041.34	\$12,057.21	\$18,694.97	\$102,000.00	18.33%
Total Undesignated Expenses	\$663,344.01	\$686,405.07	\$7,726,578.13	\$8,121,976.57	\$8,743,000.00	92.90%
Designated Expenses						
Miscellaneous Designated Expenses	(\$646,054.78)	\$1,774.93	\$34,609.15	\$710,876.71	\$100,000.00	710.88%
Designated Materials Expense	\$0.00	\$21.38	\$1,385.93	\$723.96	\$0.00	0.00%
Designated Capital Expense	\$52,304.67	\$0.00	\$52,304.67	\$55,452.45	\$0.00	0.00%
Designated Program Expense	(\$21,604.00)	\$1,833.00	\$40,896.52	\$65,665.00	\$0.00	0.00%
Total Designated Expenses	(\$615,354.11)	\$3,629.31	\$129,196.27	\$832,718.12	\$100,000.00	832.72%
Transfers & Other Financing Uses						
Transfer to CIF	\$750,000.00	\$0.00	\$750,000.00	\$0.00	\$425,000.00	0.00%
Transfer to Debt Service	\$25,785.95	\$0.00	\$25,785.95	\$0.00	\$25,000.00	0.00%
Total Transfers & Other Financing Uses	\$775,785.95	\$0.00	\$775,785.95	\$0.00	\$450,000.00	0.00%
Total Expenses	\$823,775.85	\$690,034.38	\$8,631,560.35	\$8,954,694.69	\$9,293,000.00	96.36%
NET SURPLUS/(DEFICIT)	(\$1,536,974.05)	(\$648,423.75)	\$4,319.95	\$720,470.39	\$1,000.00	

Northbrook Public Library
Income Statement
April 2026 - pre audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	(\$1,125.21)	\$0.00	\$385,724.20	\$365,491.54	\$380,000.00	96.18%
Property Tax Levy FICA	(\$787.65)	\$0.00	\$270,006.94	\$312,591.30	\$325,000.00	96.18%
Interest Income IMRF	\$6,094.99	\$0.00	\$6,801.22	\$0.00	\$2,000.00	0.00%
Interest Income FICA	\$780.43	\$0.00	\$1,274.79	\$0.00	\$500.00	0.00%
Total Undesignated Revenue	\$4,962.56	\$0.00	\$663,807.15	\$678,082.84	\$707,500.00	95.84%
Total Revenues	\$4,962.56	\$0.00	\$663,807.15	\$678,082.84	\$707,500.00	95.84%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$27,174.50	\$28,898.79	\$343,745.20	\$371,333.63	\$365,000.00	101.74%
Employer FICA	\$25,659.43	\$26,358.48	\$330,319.73	\$346,611.04	\$340,000.00	101.94%
Total Human Resources	\$52,833.93	\$55,257.27	\$674,064.93	\$717,944.67	\$705,000.00	101.84%
Total Undesignated Expenses	\$52,833.93	\$55,257.27	\$674,064.93	\$717,944.67	\$705,000.00	101.84%
Total Expenses	\$52,833.93	\$55,257.27	\$674,064.93	\$717,944.67	\$705,000.00	101.84%
NET SURPLUS/(DEFICIT)	(\$47,871.37)	(\$55,257.27)	(\$10,257.78)	(\$39,861.83)	\$2,500.00	

Northbrook Public Library
Income Statement
April 2026 - pre audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,118.13	\$2,693.77	\$41,029.38	\$36,843.49	\$20,000.00	184.22%
Other Income	\$50,000.00	\$0.00	\$75,000.00	\$0.00	\$0.00	0.00%
Total Undesignated Revenue	\$53,118.13	\$2,693.77	\$116,029.38	\$36,843.49	\$20,000.00	184.22%
Transfers & Other Financing Sources						
Transfer from General fund	\$750,000.00	\$0.00	\$750,000.00	\$0.00	\$425,000.00	0.00%
Total Transfers & Other Financing Sources	\$750,000.00	\$0.00	\$750,000.00	\$0.00	\$425,000.00	0.00%
Total Revenues	\$803,118.13	\$2,693.77	\$866,029.38	\$36,843.49	\$445,000.00	8.28%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$25,002.28	\$88,160.00	\$384,194.43	\$364,685.60	\$715,000.00	51.01%
Professional Fees	\$0.00	\$421.70	\$2,700.00	\$10,894.20	\$50,000.00	21.79%
Furniture & Equipment	\$0.00	\$0.00	\$1,230.96	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$25,002.28	\$88,581.70	\$388,125.39	\$375,579.80	\$765,000.00	49.10%
Total Undesignated Expenses	\$25,002.28	\$88,581.70	\$388,125.39	\$375,579.80	\$765,000.00	49.10%
Total Expenses	\$25,002.28	\$88,581.70	\$388,125.39	\$375,579.80	\$765,000.00	49.10%
NET SURPLUS/(DEFICIT)	\$778,115.85	(\$85,887.93)	\$477,903.99	(\$338,736.31)	(\$320,000.00)	

Northbrook Public Library
Income Statement
April 2026 - pre audit

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	100%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	(\$2,133.26)	\$0.00	\$731,284.86	\$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	(\$2,133.26)	\$0.00	\$732,623.77	\$740,601.27	\$770,000.00	96.18%
Transfers & Other Financing Sources						
Bonds Issued - 2024 GOB	\$3,845,000.00	\$0.00	\$3,845,000.00	\$0.00	\$0.00	0.00%
Premium on Bonds Issued - 2024 GOB	\$438,129.90	\$0.00	\$438,129.90	\$0.00	\$0.00	0.00%
Transfer from General Fund	\$25,785.95	\$0.00	\$25,785.95	\$0.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$4,308,915.85	\$0.00	\$4,308,915.85	\$0.00	\$0.00	0.00%
Total Revenues	\$4,306,782.59	\$0.00	\$5,041,539.62	\$740,601.27	\$770,000.00	96.18%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Bond Issuance Costs - 2024 GOB	\$94,606.87	\$0.00	\$94,606.87	\$0.00	\$0.00	0.00%
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%
Payment to Bond Escrow Agent	\$4,188,523.03	\$0.00	\$4,188,523.03	\$0.00	\$0.00	0.00%
Total Capital & Bond Expenses	\$4,283,129.90	\$0.00	\$5,041,064.62	\$770,000.00	\$770,000.00	100.00%
Total Undesignated Expenses	\$4,283,129.90	\$0.00	\$5,041,064.62	\$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	\$4,283,129.90	\$0.00	\$5,041,539.62	\$770,000.00	\$770,000.00	100.00%
NET SURPLUS/(DEFICIT)	\$23,652.69	\$0.00	\$0.00	(\$29,398.73)	\$0.00	

APRIL 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 \$9,675,165.

- **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 \$8,954,695.

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:

- **OCLC** is less than budget due to libraries joining the consortium and costs being lower than budget
- **Photocopy:** Lower than budget due to lower spending than anticipated.
- **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.
- **Telephone / Internet:** Lower than budget due to the annual internet expense not yet being booked as of 4/30/26 – will be accrued when the invoice is received.
- **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.
- **Janitorial Supplies:** Higher than budget due to increased in-house repair and maintenance work performed.
- **Building Repairs:** Lower than budget due to repair work being performed in house.
- **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 April 2026

Operating Funds	
Library Claims List	\$ 287,667.35
Librarian's Claims List	\$ 12,494.82
Payroll	\$ 343,448.40
Fica/IMRF	\$ 55,257.27
ACH to IPBC	\$ 93,620.10
ACH to ADP	\$ 1,029.59
Transfer to Foundation	\$ 2,778.00
Total Operating Funds	<u>\$ 796,295.53</u>
Capital Improvement Fund	
Claims List	\$ 88,485.00
	<u>\$ 88,485.00</u>
Debt Service Fund	
Grand Total Library	<u><u>\$ 884,780.53</u></u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27240	4/16/2026	Blue Iron Investigations and Security	\$ 7,328.75	Professional Services - Security
27241	04/16/2026	Fifth Star Collective, PLLC	\$5,362.50	Professional Services - Data Analysis
27242	04/16/2026	First Bankcard	\$7,315.72	Supplies
27243	04/16/2026	Alissa Janchenko	\$1,000.00	Programming
27244	04/16/2026	VOID - Limricc - UCGA	\$0.00	Workers Comp / Unemployment
27245	04/16/2026	Mark Drug Medical Supply	\$1,229.00	Furniture / Equipment
27246	04/16/2026	WM Corporate Services Inc.	\$766.46	Utilities
27247	04/30/2026	Limricc - UCGA	\$2,973.40	Workers Comp / Unemployment
27248	04/30/2026	ABM Industry Groups LLC	\$16,200.30	Professional Services - Facility Management
27249	04/30/2026	Abron Industrial Services, LLC	\$2,923.48	Janitorial Supplies
27250	04/30/2026	Added Incentives, Inc.	\$2,026.00	Programming
27251	04/30/2026	Amazon Capital Services	\$3,260.73	Supplies
27252	04/30/2026	Anna Amen	\$711.19	Supplies, Board Development
27253	04/30/2026	American Library Association	\$4,728.00	Staff Development
27254	04/30/2026	Best Quality Cleaning	\$7,898.68	Contracted Services
27255	04/30/2026	Cintas	\$714.11	Janitorial Supplies
27256	04/30/2026	Continental Resources, Inc	\$2,096.00	Furniture / Equipment
27257	04/30/2026	Cooperative Computer Service	\$23,658.85	CCS & OCLC
27258	04/30/2026	EBSCO Information Services	\$2,914.13	Materials
27259	04/30/2026	Fifth Star Collective, PLLC	\$4,462.50	Professional Services - Data Analysis
27260	04/30/2026	Fredriksen Fire Equipment Co.	\$953.50	Janitorial Supplies

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

Transaction Number	Transaction Date	Vendor	Amount	Description
27261	04/30/2026	Gale/Cengage Learning Inc.	\$1,302.16	Materials
27262	04/30/2026	Geiger	\$1,063.75	Programming
27263	04/30/2026	Grand Stage	\$4,948.00	Furniture / Equipment
27264	04/30/2026	Ingram Library Services	\$45,604.66	Materials
27265	04/30/2026	J.D. Power and Associates	\$1,953.00	Materials
27266	04/30/2026	Korean Books & More	\$773.96	Materials
27267	04/30/2026	Lakeshore Learning Materials	\$851.58	Materials & Programming
27268	04/30/2026	MatterHackers, Inc.	\$1,073.85	Supplies
27269	04/30/2026	Microsystems, Inc.	\$799.77	Materials
27270	04/30/2026	Midwest Tape LLC	\$10,623.41	Materials
27271	04/30/2026	Naxos of America Inc.	\$1,175.00	Materials
27272	04/30/2026	North American Corp of Illinois	\$2,217.03	Janitorial Supplies
27273	04/30/2026	Outsource Solutions Group, Inc.	\$23,506.43	Professional Services & Software
27274	04/30/2026	Overdrive	\$69,790.98	Materials
27275	04/30/2026	Service Building Maintenance, Inc.	\$11,315.00	Contracted Services
27276	04/30/2026	Swank Motion Pictures Inc.	\$792.00	Programming
27277	04/30/2026	Symmetry Energy Solutions, LLC	\$5,347.51	Utilities
27278	04/30/2026	Terryberry	\$940.87	Staff Development
27279	04/30/2026	The Creative Company	\$778.50	Materials & Programming
27280	04/30/2026	Wex Health Inc.	\$1,706.59	Flexible Spending, Dedendant Care and Commuter Benefit Deposit
27281	04/30/2026	Xerox IT Solutions LLC	\$2,580.00	Software

\$ 287,667.35

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

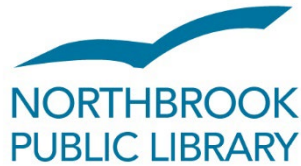
Transaction Number	Transaction Date	Vendor	Amount
55299	04/07/2026	VOID - Glenviw Chess Club	
55300	04/07/2026	Glenview Chess Club	\$200.00
55301	04/10/2026	Jayne Herring	\$450.00
55302	04/10/2026	Jayne Herring	\$450.00
55303	04/10/2026	Jayne Herring	\$450.00
55304	04/29/2026	Costco	\$300.00
55305	04/30/2026	American Library Association, Membership	\$308.00
55306	04/30/2026	Ancel Glink P.C.	\$306.25
55307	04/30/2026	Aquatic Works LTD	\$185.00
55308	04/30/2026	Becker's	\$18.89
55309	04/30/2026	Stephanie Bremner	\$360.10
55310	04/30/2026	Cavendish Square	\$186.03
55311	04/30/2026	Chicago Distribution Center	\$62.99
55312	04/30/2026	Children's Plus Inc	\$308.82
55313	04/30/2026	Philip Collins	\$463.07
55314	04/30/2026	Criterion Pictures USA	\$570.00
55315	04/30/2026	Neil Davilo	\$35.31
55316	04/30/2026	Deaf Services Unlimited	\$400.00
55317	04/30/2026	Demco	\$420.95
55318	04/30/2026	Kelly Durov	\$242.03
55319	04/30/2026	Folding Partition Services, Inc.	\$580.00
55320	04/30/2026	Jill Franklin	\$497.31
55321	04/30/2026	Grainger	\$127.00
55322	04/30/2026	Kathryn Hall	\$408.98
55323	04/30/2026	Adam Harris	\$500.00
55324	04/30/2026	The Home Depot Credit Services	\$232.53
55325	04/30/2026	Illinois Library Association	\$250.00
55326	04/30/2026	Information Today, Inc.	\$502.53
55327	04/30/2026	Andrea Jamison	\$500.00
55328	04/30/2026	Lechner Services	\$116.80
55329	04/30/2026	Northbrook Hardware	\$104.35
55330	04/30/2026	Northbrook Star	\$71.99
55331	04/30/2026	Di Yoon O'Halloran	\$7.99
55332	04/30/2026	Ocooch Hardwoods	\$95.99
55333	04/30/2026	Petty Cash Custodian	\$81.50
55334	04/30/2026	Polonia Bookstore, Inc.	\$203.70

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

Transaction Number	Transaction Date	Vendor	Amount
55335	04/30/2026	Qleanse LLC	\$178.00
55336	04/30/2026	Quill LLC	\$243.47
55337	04/30/2026	RobotShop Inc.	\$13.61
55338	04/30/2026	Seedlings Braille Books for Children	\$80.00
55339	04/30/2026	Sentrum Marketing, LLC	\$415.90
55340	04/30/2026	Sheet Music Plus	\$65.00
55341	04/30/2026	Sunset Food Mart, Inc.	\$21.36
55342	04/30/2026	The Office of the State Fire Marshall	\$400.00
55343	04/30/2026	Thomas Interiors	\$259.00
55344	04/30/2026	Donna Torf	\$34.99
55345	04/30/2026	Vis-O-Graphic, Inc.	\$108.24
55346	04/30/2026	Wham Bam Systems	\$109.00
55347	04/30/2026	Yami Vending Inc.	\$568.14
			<u>\$12,494.82</u>

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1961	4/16/2026	Total Automation Concepts, Inc.	\$88,160.00	Surveillance Camera Project
1962	04/30/2026	Ancel Glink P.C.	\$325.00	HVAC Repairs
			<u>\$88,485.00</u>	



May 21, 2026

Steve Drazner
Village of Northbrook
1225 Cedar Lane
Northbrook, IL 60062

Dear Steve,

Each year in May the Library is required to state the amount of money necessary for the next annual tax levy, which you traditionally adopt in November or December.

As you know from prior years, we submit a preliminary levy amount and refine it later.

The FY2028 levy for the Library is expected to at least equal the 2026 aggregate budget (excluding debt service). The specific amount will be refined in a timely manner for adoption of the annual tax levy ordinance later this calendar year.

As always, thank you for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "K. Hall".

Kate Hall
Executive Director

cc: Anna Amen, Finance & Operations Director

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT

- I. A brief description of our public body is as follows:
- A. Our purpose is to provide materials and services for the recreational, social, informational, and educational needs of the community.
 - B. An organizational chart is attached.
 - C. The total amount of our operating budget for FY2027 is: \$9,756,750
Funding sources are property and personal property replacement taxes, state and federal grants, fines, charges, and donations. Tax levies are:
 - 1. General Operating Expenditures
 - 2. IMRF (provides for employee's retirement and related expenses)
 - 3. Social Security (provides for employee's FICA costs and related expenses)
 - 4. Debt Service (for bond and interest payments)
 - D. The office is located at this address: 1201 Cedar Lane, Northbrook, IL 60062
 - E. We have approximately the following number of persons employed:
 - 1. Full-time 54
 - 2. Part-time 56
 - F. The following organization exercises control over our policies and procedures: *The Northbrook Public Library Board of Library Trustees*, which meets monthly on the 3rd Thursday of each month, 7:00 p.m., at the library.

Its members are: Stacy Oliver, President; Janet Spector Bishop, Vice President; Barbara Unikel, Secretary; Nimesh Patel, Treasurer; Adam Bazer, Bryce Budin, Maura Crisham
 - G. We are required to report and be answerable for our operations to: *Illinois State Library*, Springfield, Illinois. Its members are: State Librarian, Alexi Giannoulis (Secretary of State); Director of State Library, and various other staff.

- II. You may request the information and the records available to the public in the following manner:
- A. Submit your request in writing to the FOIA officer
 - B. Your request should be directed to the following individual: Anna Amen, FOIA officer.
 - C. You must indicate whether you have a "commercial purpose"¹ in your request.²

¹ "Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

² In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 working days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying from payment; or provide the documents requested.

NORTHBROOK PUBLIC LIBRARY THE ILLINOIS FREEDOM OF INFORMATION ACT - PAGE 2

- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
 - E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
 - There is a \$1.00 charge for each certification of records.
 - There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
 - There is a \$.15 per page charge for copied records in excess of 50 pages;
 - The actual copying cost of color copies and other sized copies will be charged.
 - F. If the records are kept in electronic format, you may request a specific format and *if feasible*, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
 - G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
 - H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
 - I. The place and times where the records will be available are as follows:
 - 9:00 a.m. to 5:00 p.m. Monday through Friday
 - Northbrook Public Library, Administration
- III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:
- A. Monthly Financial Statements
 - B. Annual Receipts and Disbursements Reports
 - C. Operating Budgets
 - D. Annual Audits
 - E. Minutes of the Board of Library Trustees
 - F. Library Policies, including Materials Selection
 - G. Adopted Resolutions of the Board
 - H. Annual Reports to the Illinois State Library

Director's Report

May 2026

Agenda Items

4 Board Member Installation & Office Election

4.1 Presentation of Slate of Officers – Nominating Committee

The Nominating committee will present their recommended slate of officers for FY25. Any board member is also able to self-nominate from the floor.

4.2 Election of Board Officers

4.3 Appointment of Open Meetings Act Officer

The Board President will do the annual appointment of the Executive Director as OMA Officer

5 Consent Agenda

5.2 Approve Annual Tax Levy Letter to Village

Each year we provide the village with an approximate amount for the levy that the board will pass in the fall. We always go with the 2025 aggregate budget which gives us a ceiling that we will not exceed. There is a letter in the packet that will be sent to the village after the board's review.

5.3 Update FOIA Policy

We update at the beginning of each fiscal year.

7 Staff Reports

7.1 Summer Reading Presentation

Youth Services Manager Summer Kosuge will be joining to share information about this year's Summer Reading program.

9 Unfinished Business

9.1 Master Plan Project Update

We will be going over the Space Audit and Board, Staff, and Community Feedback which is linked in the attached memo.

10 New Business

- 10.1 Security Staffing Analysis Presentation and Recommendation
Assistant Director Kelly Durov has prepared a memo and is asking for a board vote on next steps.
- 10.1 Executive Director Annual Goals Review (closed session)
My draft goals are included in the closed session packet as is a memo and information from HR Director Becky Moore on compensation and evaluation process and timeline.

12 Agenda Building

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

- Master Plan Project Update
- Review Illinois Public Library Annual Report

Board News

We will again be walking in the 4th of July Parade and would like to invite board members to participate. It will be at 4pm from Westmoor to Village Hall.

Updates

Legislative

HB5236

No further movement in the Senate. I did get to do an interview on Say More with Mary Dixon and Patrick Smith on WBEZ on May 15. The recording will be posted here: <https://www.wbez.org/say-more-with-mary-dixon-patrick-smith>

Other Legislative Priorities

I do not have any other updates to report at this time. The session ends on May 31 so I am hoping to have some news by the board meeting to share.

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: portable CD players and a 360-degree camera kit. (1.1)



- Youth Services launched **Comics Plus**, a new digital resource providing simultaneous checkouts without borrowing limits for comics, graphic novels, manga, and manhwa.
- A **mobility scooter** has arrived and is being readied for patron use. Facilities staff helped unload and store the scooter, and staff are finalizing instructions and signage. It is expected to be available to patrons by the end of May.
- The **Digital Archive project** is underway. Staff are researching area digital archives and will reach out to the top three to speak directly with staff about their setup experience. Tours of some archives are also planned. The digitization projects coursework has informed a more detailed project plan currently in development.
- The **Collection Development Policy Update Workgroup** held its second meeting in April and reviewed 20+ collection development policies from other libraries. The next step is gathering initial staff feedback through a series of three drop-in meetings open to all staff, with two workgroup members facilitating each session.

Outreach & Partnerships

- Adult Services Assistant Manager **Lev Kalmens** hosted the library's second *Meet the Author Fair* on April 11. A total of 23 authors participated with over 50 patrons in attendance. Food was provided by Lazy Dog Northbrook. Feedback from participating authors was enthusiastic, with several noting their appreciation for the library's support of local writers.
- In partnership with the Northbrook Arts Commission, the library hosted the **Northbrook Originals art reception** on April 30. Over 70 pieces of work were submitted, with the Commission awarding ribbons to 6 artists. Seventy-six patrons attended the reception.
- Adult Services Librarian **Debbie Siegel** and Circulation Assistant Manager **Neil Davilo** attended a Wellness Expo at The Lodge of Northbrook, where they promoted the library

and registered new cardholders. One resident was visibly moved upon receiving her



new library card.

- Adult Services Librarian **Jill Franklin** hosted *The Return of the Piping Plovers to Waukegan*, a program about the endangered Great Lakes shorebird and the multi-agency community effort to protect them. The 59 attendees engaged deeply with a locally-produced film and the story of collaboration between city, state, and federal agencies alongside local nonprofits. A companion photo, art, and information exhibit will be on view this summer on the second floor.



- The library partnered with the **Italian Film Festival** for two April screenings. *Gioia Mia* (April 8) drew 86 attendees, and *La Salita* (April 29) drew 54.
- The library partnered with the **League of Women Voters** on Earth Day, April 22, for a hybrid event, *Restoring Nature, Restoring Ourselves*, focused on local forest preservation and how community members can contribute.
- The library hosted a **Blood Drive** on April 29 with partner Versiti. Seventeen people participated, potentially helping up to 51 patients.
- Events Production Manager **Arielle Raybuck** programmed a screening of *Hamilton* on April 4 to 172 attendees.
- The **GBN Entrepreneur Pitch Night** took place April 23. Students presented products in a Shark Tank–style competition; the team from Always Oak won Chamber of Commerce membership for a year.
- Illinois Libraries Present featured **Cristina Henríquez** on April 16, discussing her newest book, *The Great Divide*, about the people who lived and labored during the construction of the Panama Canal. Northbrook had 9 attendees.
- The **JCC's Chutzpah Girls** exhibition loaded out on April 27 to positive feedback. JCC discussed returning with a different selection of women next year.

Programs

Summer Reading Challenge

- The **Reading Committee** has finalized finishing prizes. The ceramic planter for adult finishers will arrive in May. The Youth and Teen Bonus Prize — a planter with compressed soil and zinnia seeds — has arrived.
- Graphic Designer **Princess Gonzalez Esparza** finalized and packaged the Youth and Adult Summer Reading logs for the printer and created Summer Reading yard signs, fence banner, and in-building posters. She also produced the 2026 Summer Reading promotional video, which will be shared with schools and used on social media.
- Kick-Off Week planning is underway for June 1–7. A gallon-sized mason jar beverage dispenser will serve as the Estimation Jar, filled with floral note pads, pens, bamboo plant markers, and colorful candies.
- The committee has changed the Seed Swap to a **Seed Giveaway**. The Northbrook Garden Club will donate leftover seeds from their plant sale, and Yellowstone, the library's plant service, will also be donating seeds.

Adult Services Programs

- **Tracy Gossage** worked with Circulation and Communico to implement Communico blocking room requests from patrons with fines over \$10, directly mirroring the library's policy requiring a card in good standing for room requests.
- In May, the **OBON Selection Committee** (Caitlyn Hannon, Liz Becker, and Lev Kalmens) will meet with Tracy Gossage and Sara Scodius from the EDI Committee to discuss selection criteria for future One Book One Northbrook titles.
- **Adult Services Librarian Debbie Siegel** leads our home delivery and adult accessibility services and regularly receives patron notes reflecting the impact of this work. A selection from April:
 - *"You are my life-line to Talking books... My Debbie said you were so nice to my Dad."* — A patron Debbie registered for the Talking Book Library, who later visited in person to donate books and introduce his daughter.
 - *"I just looked at all the books you sent and they all look so good. Thanks so much. I am having a problem deciding which one to start first."* — A home delivery patron after receiving her weekly selection.

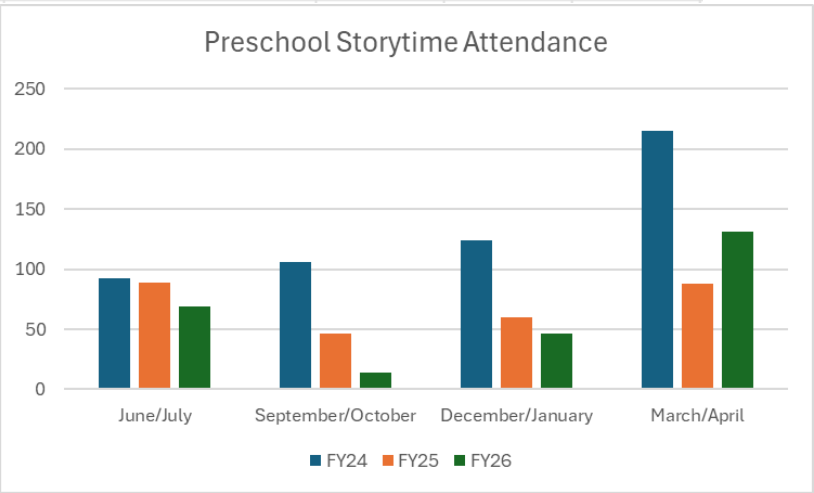
"My dear Debbie, this is Jackie. Thanking you for the beautiful gift filled with information. Thank you, thank you, thank you." — A home delivery patron after receiving books on kidney disease.

Youth Services Programs

- **YS Assistant Manager Sara Chase** facilitated the Illinois Storm Chasers' *Storm Science* program on April 18. Adults and children engaged with weather experiments, storm-chasing stories, and a large outdoor vapor cloud demonstration. The program concluded with an opportunity for attendees to examine the Storm Science vehicle.
- Youth Services celebrated **National Poetry Month** with several spring poetry installations created by Amanda Lopez, Jason Waclawik, Kim Yen, Megan Mohrdieck, and Urye Min.

- YS Library Assistant **Megan Mohrdieck** launched a new creative writing program for grades 3–5 called *Creative Sparks*.
- School and Supported Services Librarian **Julianne Medel** presented a sensory-friendly storytime to sixteen 4th and 5th grade students in the Foundations program, and coordinated the spring **Accessibility Hour** on Sunday, April 26.
- YS Library Assistants **Liz Becker** and **Dalia Shapiro** ran the spring Preschool Storytime session at its new 4–4:30pm time. After several declining sessions, attendance numbers rebounded at the new time.

Quarter	FY24	FY25	FY26
June/July	92	89	69
September/October	106	46	14
December/January	124	60	46
March/April	215	88	131



- YS Librarian **Amanda Lopez** and YS Library Assistant **Liz Becker** installed the Spring StoryWalk story at Greenbriar Elementary.
- Youth Services celebrated National Poetry Month with several spring poetry installations created by Amanda Lopez, Jason Waclawik, Kim Yen, Megan Mohrdieck,



and Urye Min.

Collaboratory Projects

- **Daniel Choi** led a *Wire Bonsai Wisteria Tree* program, where patrons used colored aluminum craft wire to create their own bonsai trees. He also assisted a patron with a custom Mother's Day gift.

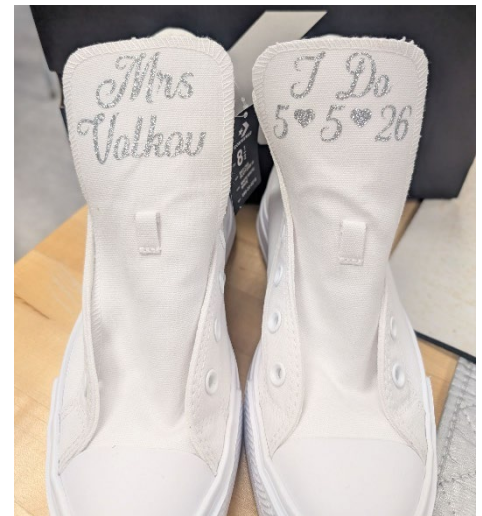
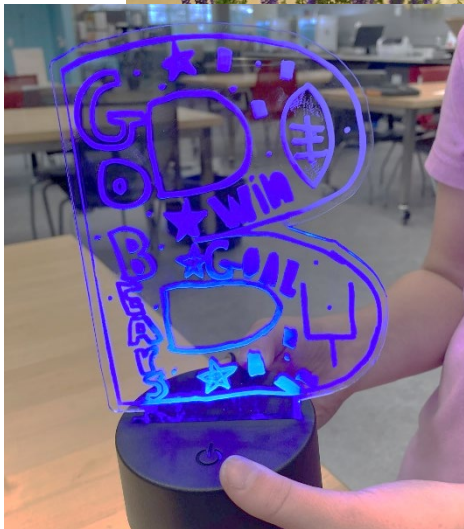


- **Dylan McDowell** worked with a patron who wanted to customize the bride's shoes for a bridal shower using vinyl on the Cricut, walking her through design, weeding, and application from start to finish. Dylan also hosted a program on making an embroidered fish brooch.

- **Joe Cirignani** assisted a patron and her young daughter in personalizing a tote bag for her teacher using the Cricut, guiding them through the software, machine operation, and hand heat press.

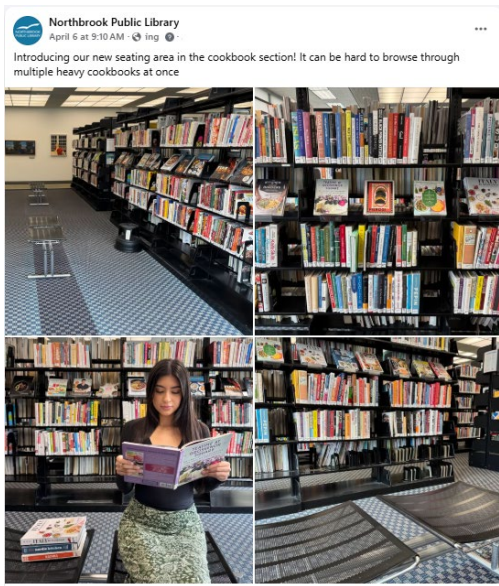
- **Eric Flowers**, along with other Collaboratory staff, helped a patron working on wire-inlaid wood projects, guiding him through settings and experimentation to refine his technique. Eric also created an applique patch for an indie band using the Brother embroidery machine's onboard software.

- **Megan Hollister** helped a young patron and her mother create a B-shaped acrylic light-up sign using the laser etcher — a Bears-themed gift for dad. Megan also led a program on creating a needle-felted wall hanging.

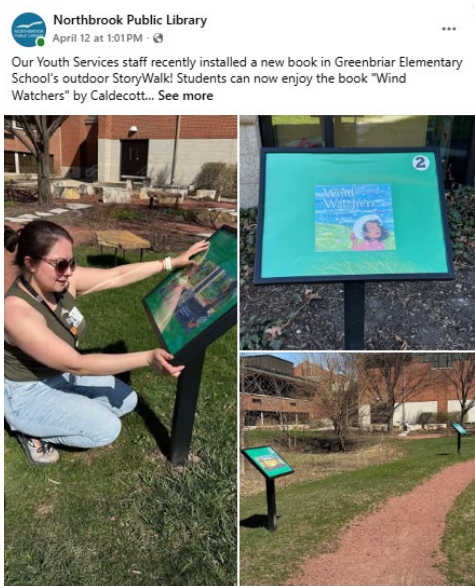


- **Assistant Manager Michelle Mistalski** helped a patron embroider on a waterproof bag, and after determining the material was not compatible with the embroidery machines, pivoted to using the Cricut Maker 4 to achieve the patron's design. Michelle also assisted at a kids' sewing program where attendees created zippered pouches.

Social Media



Facebook: New seating area, 4/6/26
 Reach: 1,880 / Likes and reactions: 63



Facebook: New StoryWalk Book, 4/12/26
 Reach: 2,500 / Likes and reactions: 34

Northbrook Public Library
 Published by Instagram · April 11 at 10:41 AM ·

Come meet talented authors and enjoy some light refreshments at our Meet the Author Fair on Saturday, 4/11 until 1 PM.



Instagram Video 4/11/26
 Reach: 431 / Likes and reactions: 28



northbrookpl Get ready for Part 2 🍌 Before they were your beloved library staff ... they were library ki... more

Instagram: Library Staff Kids, 4/4/26
 Reach: 415 / Likes and reactions: 28

Build an Inclusive Culture

CE & Training

- **We had 5 staff including myself who** attended the Public Library Association Conference in Minneapolis and learned from other libraries and colleagues about trends, innovations, and heard some amazing key note speakers. One data point that stuck with Stephanie Brember who went: 67% of Gen Z have visited their library in the last 12 months. Teens are using libraries and want to utilize library spaces and staff recommendations — making them feel welcome is essential.
- **Technical Services Manager Jessica Thomson and Adult Services Supervisor Linnea Lundberg** attended the Innovative Users Group Conference, which focuses on library technology including our ILS, Polaris.
- **Library Assistant Kim Yen** completed the University of Wisconsin-Madison course *Creating Community through Intergenerational Programming*, gaining insight into program design grounded in equity and access, intellectual freedom, public good, and sustainability.
- **Cataloging Librarian Connie Liu** attended the webinar *2026 Critical Cataloging and Librarianship Today* on April 14.
- **Brian Nelson** attended the Electronic Content Consortium executive committee meeting (April 8) and the Technical Services Networking Group at the Schaumburg Library (April 10).

Staff Development Day

The Staff Development Day Committee, chaired by **Becky Moore**, is in final preparation for **Staff Development Day on Friday, May 8, 2026**. Confirmed topics include improv and customer service, AI, EDI, and collection development. Afternoon breakout sessions include a nature walk, a sound bath, and creative journaling. RSVP forms launched April 13 with a May 1 deadline. Kate will provide an introduction to the AI presentation by Lucy Gray. The keynote and two EDI breakout sessions round out the morning program.

Personnel

Hires

- **Kristen Boesel**, part-time Circulation Clerk (CIRC), joined effective April 29. Replacement.

Change in Position and/or Status

- **Ron Mangas**, changed position from Security Monitor (FAC) to Facilities Assistant (FAC), effective April 5. Status remained part-time substitute.

Departures

- HR Manager **Laurie Prioletti** announced her retirement after over 19 years of service. In May, staff will hold celebrations to recognize Laurie's considerable contributions and institutional knowledge. Becky Moore has created a dashboard to support knowledge transfer and a smooth offboarding process.

Create Spaces to Belong

EDI

- The **EDI Committee** is planning an EDI & Library Collections breakout for Staff Development Day to continue discussions of how EDI and Intellectual Freedom interact in material selection.
- Throughout April, HR Director **Becky Moore** continued the strategic rollout of the 2025 Zheng Consulting EDI Follow-Up Survey results. Departmental feedback has been consolidated and reviewed at the leadership level to identify key recommendations and high-priority action items. These will be presented to the Management Team for further alignment before being shared with broader staff. This consultative work continues through May and June.

Facilities

Facilities staff completed the transition to cooling season, including cleaning the cooling tower, repairing the drain plug plate, installing a new 1-1/2 inch ball valve, filling and venting coils, and starting the chiller. Staff continued training on HVAC systems, monthly fire pump testing, and lockout/tagout procedures. The new Angus PM program is up and running, and April's preventive maintenance was completed on schedule.

Technology

OSG is continuing to work on IT projects, with the Board Portal to be updated when documents are finalized. The ISP provider will transition to AT&T starting June 1, 2026; a smooth transition is expected.

Website

The Website Workgroup, chaired by **Linda Vering**, continued active preparation in April.

- Linda met individually with workgroup members to discuss home page and menu structure.
- Linda completed self-directed pre-training courses on website structure and has been meeting weekly with Kati Polodna on implementation site building in preparation for the May 12–14 WebSite Builder training, which Linda, Linnéa, and Cat will attend. Sessions will be recorded for later viewing.

- Linda met with BrightPlum, who is working on an approach to make content easier to migrate to the new site.
- Linda presented on the website development process at the April board meeting.
- The next Website Workgroup meetings are scheduled for May 7 and May 21.

Volunteers

The Volunteer Committee, chaired by **Janelle Duthie**, is actively building out the library's new volunteer program.

- The volunteer application went live April 2; 16 applications were received in April.
- 13 of the April applicants met with Volunteer Coordinator Janelle Duthie for interviews.
- New volunteers have been placed in Home Delivery, Little Free Library, Korean Language Storytime (a new position), Microphone Runner, Northbrook Repairs, Technology Programs, and Transcriptions.
- Group volunteers from Northbrook Garden Club met with Anna and Jason in April and will plant in May.
- Volunteer supervisors distributed handwritten thank-you notes and \$25 Sunset Food gift cards to 18 volunteers who served between May 2025 and April 2026.

Kate Hall, Executive Director



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- Linda met individually with workgroup members to discuss home page and menu structure.
- Linda completed self-directed pre-training courses on website structure and has been meeting weekly with Kati Polodna on implementation site building in preparation for the May 12–14 WebSite Builder training, which Linda, Linnéa, and Cat will attend. Sessions will be recorded for later viewing.
- Linda met with BrightPlum, who is working on an approach to make content easier to migrate to the new site.
- Linda presented on the website development process at the April board meeting.
- The next Website Workgroup meetings are scheduled for May 7 and May 21.

Volunteers

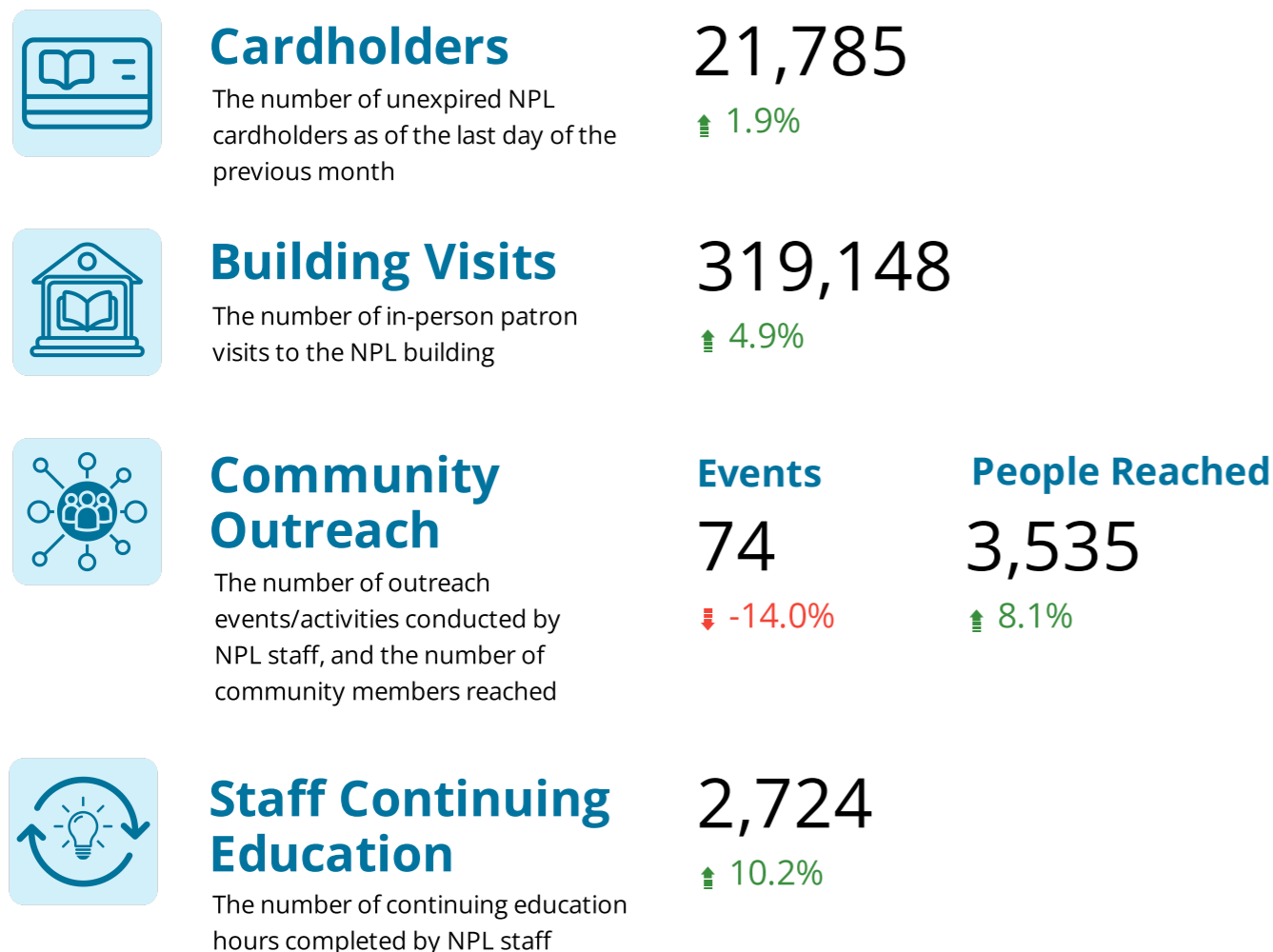
The Volunteer Committee, chaired by **Janelle Duthie**, is actively building out the library's new volunteer program.

- The volunteer application went live April 2; 16 applications were received in April.
- 13 of the April applicants met with Volunteer Coordinator Janelle Duthie for interviews.
- New volunteers have been placed in Home Delivery, Little Free Library, Korean Language Storytime (a new position), Microphone Runner, Northbrook Repairs, Technology Programs, and Transcriptions.
- Group volunteers from Northbrook Garden Club met with Anna and Jason in April and will plant in May.
- Volunteer supervisors distributed handwritten thank-you notes and \$25 Sunset Food gift cards to 18 volunteers who served between May 2025 and April 2026.

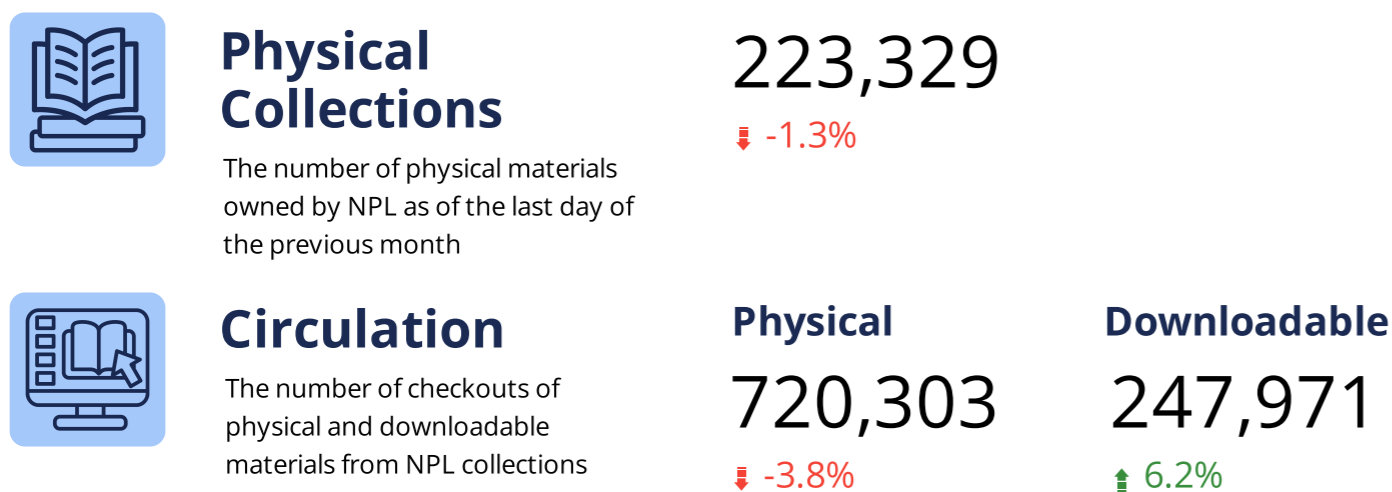
Fiscal Year-to-Date Statistics Dashboard

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.

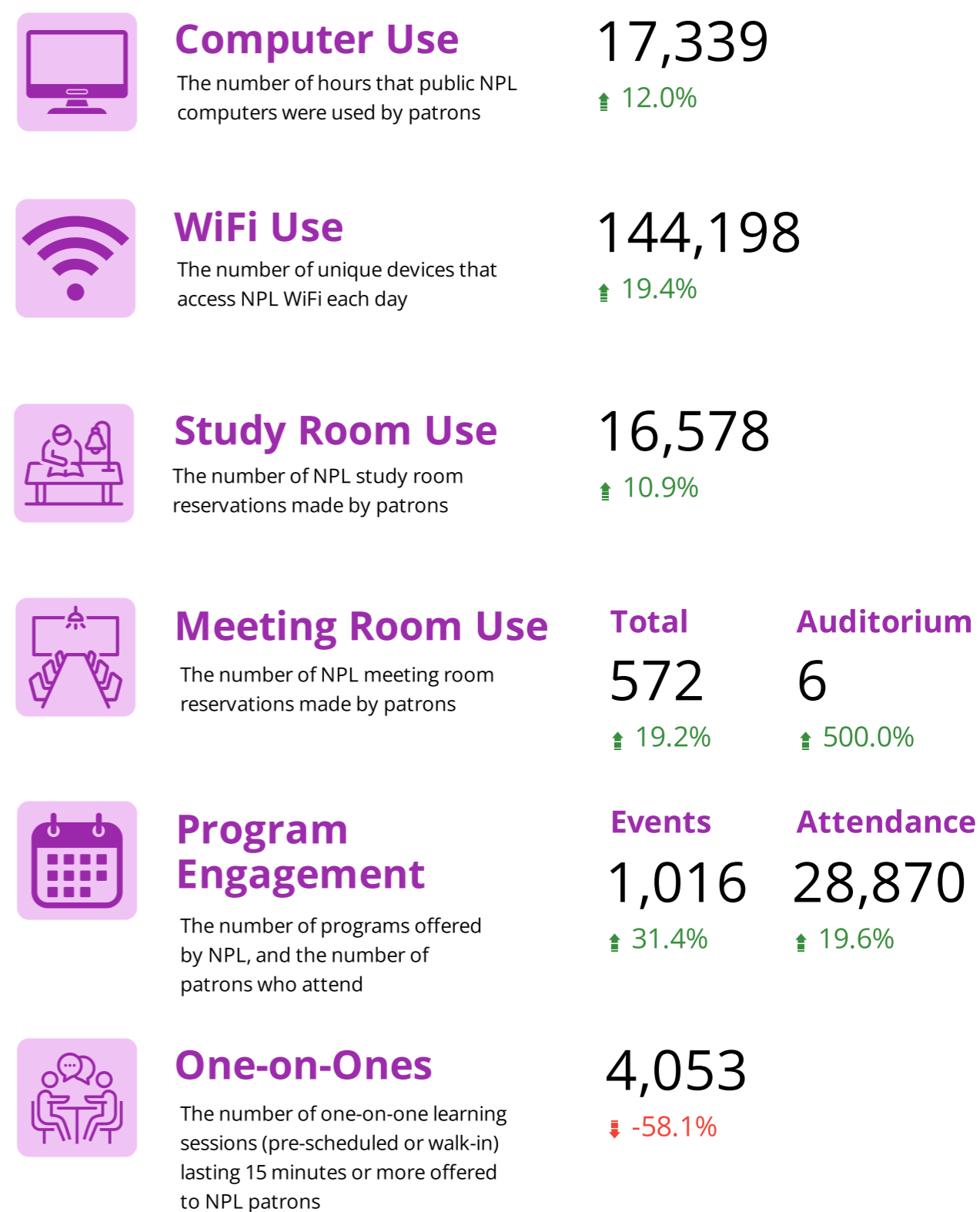
Connecting with Our Community



Sharing Books & Materials



Using Spaces & Services



Monthly Statistics Dashboard (Page 1 of 3)

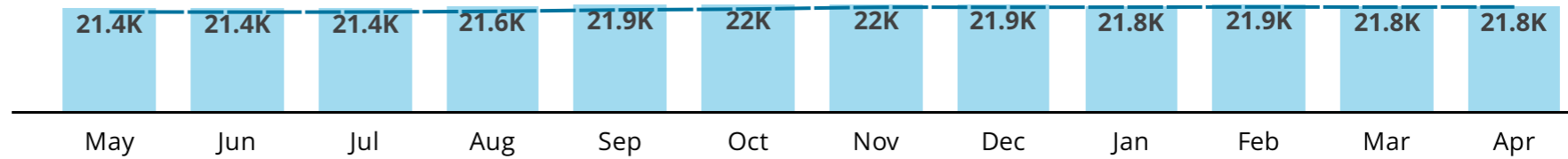
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A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

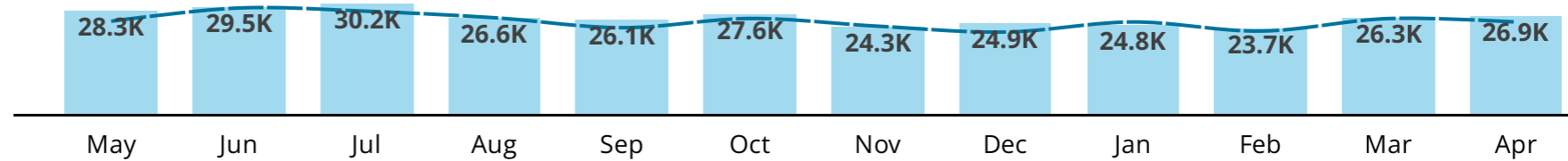
21,785

↑ 1.9%



Building Visits

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



319,148

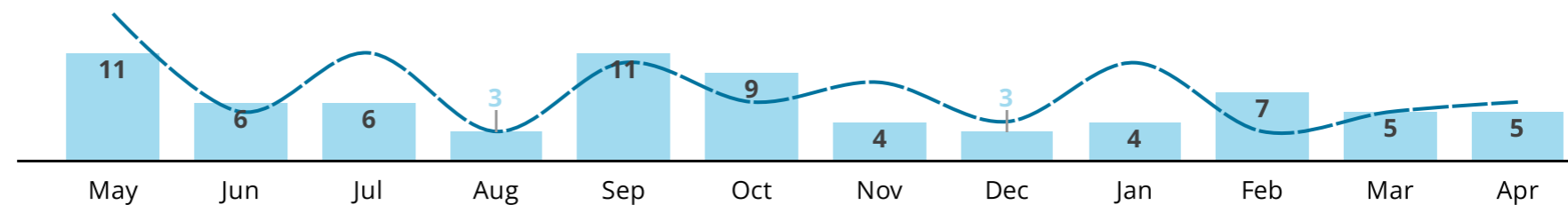
↑ 4.9%



Community Outreach

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

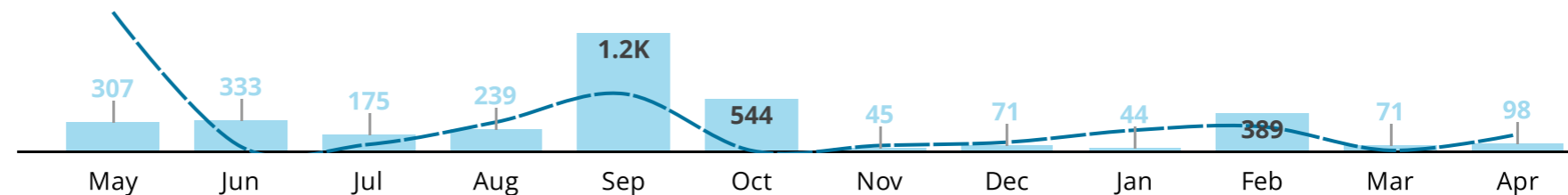
Events



74

↓ -14.0%

People Reached



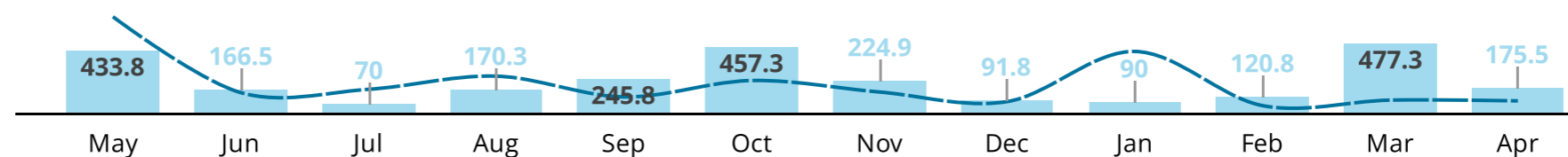
3,535

↑ 8.1%



Staff Continuing Education

The number of continuing education hours completed by NPL staff



2,724

↑ 10.2%

Monthly Statistics Dashboard (Page 2 of 3)

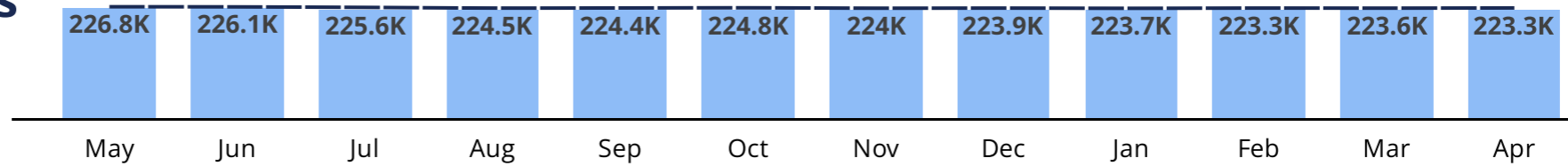
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed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

223,329

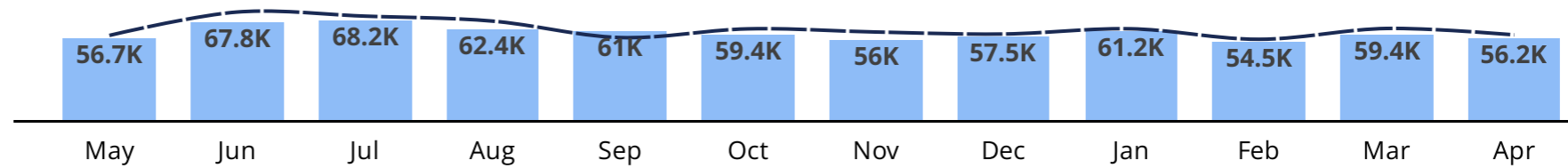
↓ -1.3%



Circulation

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

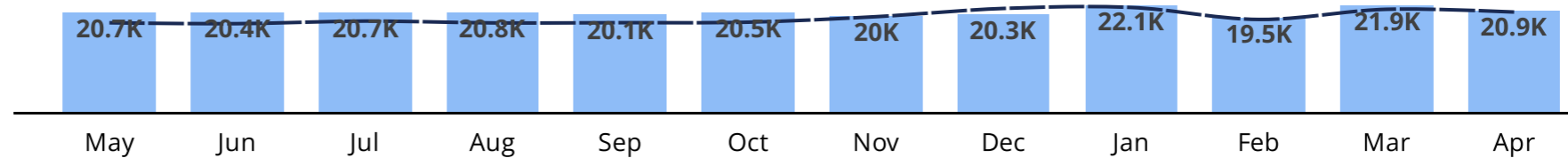
Physical



720,303

↓ -3.8%

Downloadable



247,971

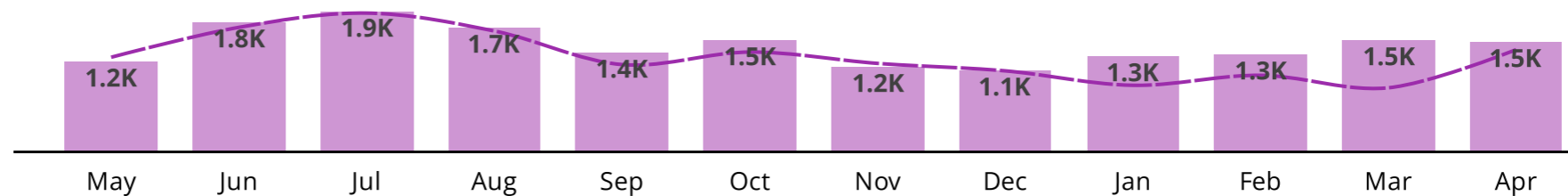
↑ 6.2%

Using Spaces & Services



Computer Use

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



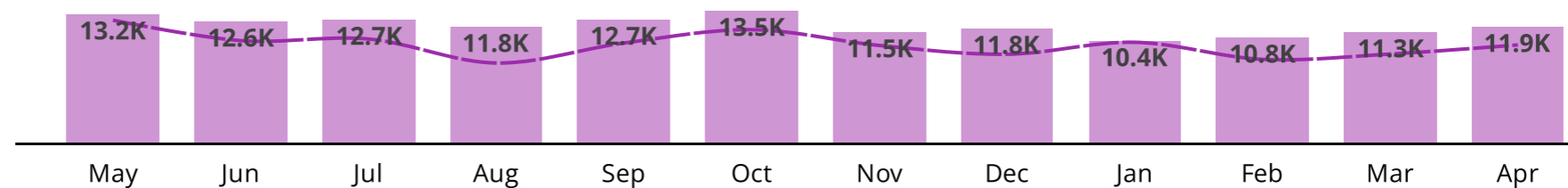
17,339

↑ 12.0%



WiFi Use

The number of unique devices that access NPL WiFi each day



144,198

↑ 19.4%

Monthly Statistics Dashboard (Page 3 of 3)

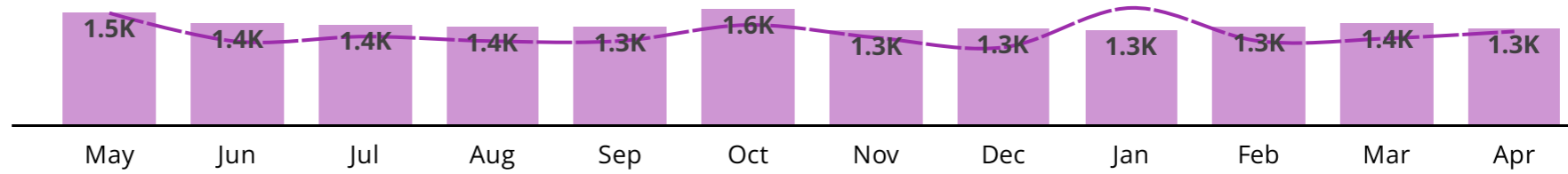
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light purple columns and the previous fiscal year's data as a dark purple dashed line, for comparison purposes.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

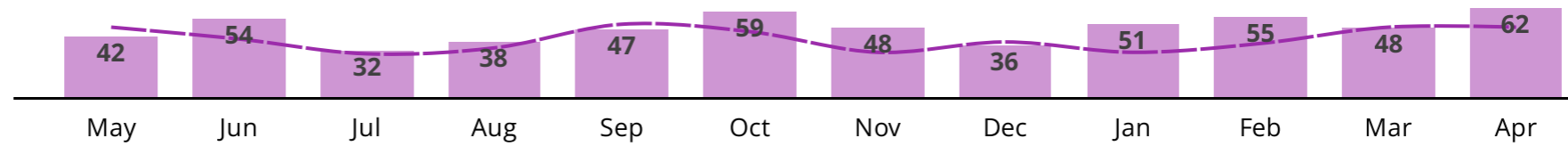
16,578

↑ 10.9%



Meeting Room Use

The number of NPL meeting room reservations made by patrons



572

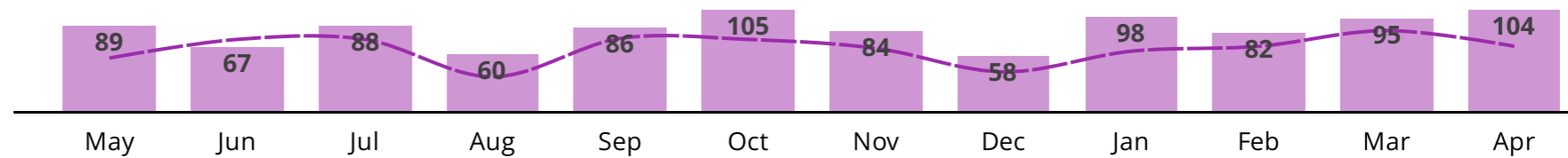
↑ 19.2%



Program Engagement

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

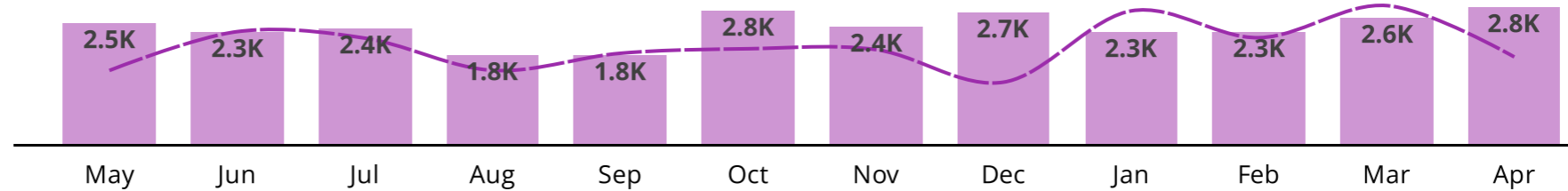
Events



1,016

↑ 31.4%

Attendance



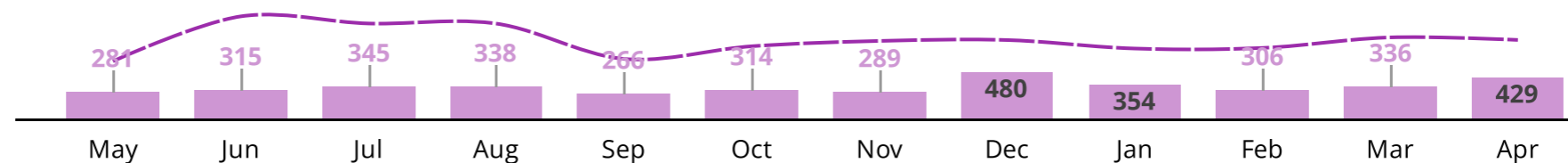
28,870

↑ 19.6%



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



4,053

↓ -58.1%

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

- Board met and brainstormed building issues and opportunities
- David Vinjamuri from 3rd Way Space gave a presentation on his Space Audit.
- Kate & Anna compiled the feedback from the [2023 Community Survey, 7 Department feedback reports, Board feedback](#).
- Kate & Anna had the initial meeting with the Architects and Pepper construction and walked through timeline and started looking at feedback.

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)

- May 2026
 - 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
- August 2026
 - Get rough cost estimates from Pepper Construction
 - Present plan ideas to Board for review

Board Action or Input Needed

At This Meeting

We will be discussing the Space Audit and I will share more about the staff and community feedback analysis.

- Review [Space Audit](#)
- Review [Community, Staff, Board Feedback Summary](#)

Coming Soon

- Review of draft designs in August



Memorandum

Date: 5.21.26

To: Trustees

From: Kelly Durov

RE: Security Staffing Analysis Conclusion and Interim Service Contract

Executive Summary

As part of our Strategic Plan, year 2 activities, library staff engaged in a comprehensive four-month exploratory process to assess the feasibility of outsourcing security. Upon completion of that process, I recommend transitioning to an **Optimized In-House Security Model**. This model balances fiscal responsibility with a "Library-Centric" service philosophy. This new structure introduces a Full-Time Security Supervisor to provide the leadership, continuity, and training oversight currently missing from our operations.

More in depth information about this process can be found here:

[Board Summary Outsourcing Security Exploratory Process](#)

To ensure immediate safety while we recruit for these permanent roles, we request Board approval for a **six-month interim service agreement with Blue Iron Security**.

Conclusion: Move to Optimized In-House Model

Our analysis concludes that the most effective path forward is an internal team supported by specialized external resources. This conclusion is based on:

- **Staff Feedback:** A survey of 44 staff members revealed that "Reliability" and "Relationship-Based" security are the top priorities. Staff expressed a strong preference for personnel trained in de-escalation over traditional law enforcement models.

- **Peer Benchmarking:** A survey of RAILS peer libraries confirmed that an in-house model is the regional standard. Zero regional peers utilize a purely outsourced model for daily operations.

Currently, the library’s in-house security staffing consists of two part-time Security Monitor positions who are scheduled an average of 26 hours per week, covering evenings and weekends. The new model would increase these part-time positions from 26 hours per week to 30 hours per week. It would also add a full-time Security Supervisor position which will increase strategic alignment, training, and incident follow-up. While the supervisor and monitors will not cover all 69 operational hours, the addition of a Full-Time Supervisor ensures that security protocols, staff training, and incident follow-up are handled with a level of continuity that the library has not previously had.

To shore up our security resources, we also recommend engaging in an annual contract with Joffe Emergency Services which includes access to their emergency hotline as well as training materials.

Finally, as part of this conclusion, we also recommend continuing a long term relationship with Blue Iron Security to provide security coverage for large events including all auditorium rentals, large library events, and outside room bookings that require additional security.

Both of our current part-time Security Monitor positions are vacant and we have entered into a short-term agreement with Blue Iron Security to fill our coverage gaps. We recommend that we continue this engagement for 6 months in order to hire and on-board a new Security Supervisor and have them hire two part-time Security Monitors.

Cost & Coverage Comparison

Relying primarily on in-house security with supplemental support from Joffe Emergency Services and Blue Iron Security provides a strategic increase in staff capacity and total service hours compared to our previous model, at a significantly lower cost than a fully managed external firm.

Service Provider	Annual Est.	Notes
Recommended: Optimized In-House Model	\$122,245.00	
In-House Staffing	\$116,655.00	1 FT Security Supervisor + 2 PT Security Monitors (30 hours per week)
Blue Iron Security (Supplemental)	\$3,120.00	Hourly support (\$65/hour) for large events/rentals
Joffe Emergency Services Membership	\$2,470.00	Expert advisory and access to training resources; no on-site staff.

Other Options Evaluated	Annual Est.	Notes
Current In-House Model	\$36,122.60	2 PT Monitors (26 hrs/week); currently vacant
Joffe Emergency Services Fractional Director	\$28,000.00	Remote oversight, incident follow-up, procedural support; no on-site staff
Outsourced Security Monitors - Blue Iron	\$88,000.00	outsourced security monitor staff to match current model, average 26 hours per week
Northbrook Police Department (IGA)	\$150,000.00	Sworn officer via Intergovernmental Agreement.
Joffe Emergency Services Managed Team	\$225,000.00	Full outsourced staffing & management.
ABM Managed Team	\$225,000.00	Fully outsourced staffing & management. Pending quote; expected to align with Joffe.

Interim Security Requirements & Blue Iron Contract

The library is currently facing a critical staffing gap; our two existing part-time security monitor positions are vacant. During the exploratory process, **Blue Iron Security** (unarmed personnel staffed by active/retired law enforcement) was brought on to fill these gaps and ensure library safety.

Because the recruitment of a Full-Time Security Supervisor and new Part-Time Monitors is an extensive process, a stable interim solution is required. **We request Board authorization to enter into a six-month service agreement with Blue Iron Security.** This contract will:

- Maintain immediate safety and visible presence during the hiring phase.
- Bridge the gap until the new Full-Time Supervisor is onboarded to take over daily operations.
- Provide a transition period to ensure the "Person-In-Charge" (PIC) burden on staff is mitigated during recruitment.

Requested Action

Approve a Six-Month Service Agreement with Blue Iron Security for interim security staffing to address current vacancies on nights and weekends for 26 hours/week at the rate of \$65/hour.

Next Steps: Operational Implementation

If the transition to the optimized in-house model is approved, we will draft a Security Supervisor job description and begin recruitment. Simultaneously, we will enter into the short-term staffing agreement with Blue Iron Security to maintain safety during the hiring phase.

We will bring a formalized Blue Iron agreement for large events and the Joffe membership to the Board for final approval in the coming months.