

## NORTHBROOK PUBLIC LIBRARY BOARD MEETING

July 16, 2026 | 7:00 p.m.  
Northbrook Public Library | Civic Room  
Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order
- 2 Board of Trustees Roll Call
- 3 Consent Agenda
  - 3.1 Approval of the Agenda
  - 3.2 Approve Regular Session Minutes – June 18, 2026
  - 3.3 Approve Cash Balances & Income Statement June 2026
  - 3.4 Approve Bills and Charges from June 2026 in the amount of \$774,582.91
  - 3.5 Approve Executive Director Job Description Update
- 4 Public Comments
- 5 Staff Reports
  - 5.1 Volunteer Program Relaunch Presentation
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 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 84

**NORTHBROOK PUBLIC LIBRARY  
CASH BALANCES  
6/30/2026**

|                            |                        | <b>Beginning<br/>Balance</b> | <b>Cash Receipts</b> | <b>Expenditures</b>  | <b>Ending<br/>Balance</b> |
|----------------------------|------------------------|------------------------------|----------------------|----------------------|---------------------------|
| <b>Operating</b>           |                        |                              |                      |                      |                           |
|                            | General                | 8,950,211.78                 | 349,718.92           | 692,371.13           | 8,607,559.57              |
|                            | Restricted             | 344,321.09                   | 3,663.96             | 20,843.80            | 327,141.25                |
|                            | IMRF                   | 942,815.55                   | 12,444.13            | 36,978.34            | 918,281.34                |
|                            | FICA                   | 69,627.10                    | 11,134.23            | 27,289.64            | 53,471.69                 |
|                            | <b>Total Operating</b> | <b>\$10,306,975.52</b>       | <b>\$ 376,961.24</b> | <b>\$ 777,482.91</b> | <b>\$ 9,906,453.85</b>    |
| <b>Capital Improvement</b> |                        | <b>\$ 7,160,574.90</b>       | <b>\$ 2,635.98</b>   | <b>\$ (2,900.00)</b> | <b>\$ 7,166,110.88</b>    |
| <b>Debt Service</b>        |                        | <b>\$ 578.68</b>             |                      |                      | <b>\$ 578.68</b>          |

| <b>Cash Detail</b>                  | <b>Operating</b>       | <b>Capital<br/>Improvement</b> | <b>Debt Service</b> |
|-------------------------------------|------------------------|--------------------------------|---------------------|
| NB&T - Checking                     | 199,952.52             | 19,575.68                      | 578.68              |
| PayPal                              | 7,401.02               | -                              | -                   |
| First Bank of Chicago               | 263,413.69             | -                              | -                   |
| Fifth Third - Checking/Money Market | 9,415,672.68           | 7,145,922.70                   | -                   |
| US Bancorp                          | 19,438.94              | 612.50                         | -                   |
| INB                                 | 100.00                 |                                |                     |
| Petty Cash                          | 475.00                 | -                              | -                   |
| <b>Total</b>                        | <b>\$ 9,906,453.85</b> | <b>\$7,166,110.88</b>          | <b>\$ 578.68</b>    |

NB&T = Northbrook Bank & Trust

Northbrook Public Library  
Income Statement  
June 2026

|                                       | PY Month            | CY Month            | PY YTD                | CY YTD                | CY Budget             | 16.67%        |
|---------------------------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>01 - General Operating Fund</b>    |                     |                     |                       |                       |                       |               |
| <b>Revenues</b>                       |                     |                     |                       |                       |                       |               |
| <b>Undesignated Revenue</b>           |                     |                     |                       |                       |                       |               |
| Property Tax Levy                     | \$0.00              | \$305,624.67        | \$4,526,390.56        | \$4,617,997.08        | \$9,332,700.00        | 49.48%        |
| Replacement Tax                       | \$0.00              | \$0.00              | \$0.00                | \$0.00                | \$150,000.00          | 0.00%         |
| Impact Fees                           | \$0.00              | \$10,291.45         | \$1,439.94            | \$10,291.45           | \$0.00                | 0.00%         |
| Fines, Fees & Rentals                 | \$5,471.74          | \$5,702.56          | \$11,862.73           | \$13,013.25           | \$40,000.00           | 32.53%        |
| Interest Income                       | \$3,628.39          | \$3,117.06          | \$8,066.68            | \$6,748.78            | \$30,000.00           | 22.50%        |
| Other Income                          | \$381.87            | \$774.42            | \$1,348.39            | \$928.62              | \$100,000.00          | 0.93%         |
| <b>Total Undesignated Revenue</b>     | <b>\$9,482.00</b>   | <b>\$325,510.16</b> | <b>\$4,549,108.30</b> | <b>\$4,648,979.18</b> | <b>\$9,652,700.00</b> | <b>48.16%</b> |
| <b>Designated Revenue</b>             |                     |                     |                       |                       |                       |               |
| Gifts & Other Designated Incc         | \$924.63            | \$2,805.78          | \$720,731.59          | \$4,772.33            | \$100,000.00          | 4.77%         |
| Designated Interest Income            | \$862.84            | \$858.18            | \$1,195.82            | \$1,189.40            | \$5,000.00            | 23.79%        |
| <b>Total Designated Revenue</b>       | <b>\$1,787.47</b>   | <b>\$3,663.96</b>   | <b>\$721,927.41</b>   | <b>\$5,961.73</b>     | <b>\$105,000.00</b>   | <b>5.68%</b>  |
| <b>Total Revenues</b>                 | <b>\$11,269.47</b>  | <b>\$329,174.12</b> | <b>\$5,271,035.71</b> | <b>\$4,654,940.91</b> | <b>\$9,757,700.00</b> | <b>47.71%</b> |
| <b>Expenses</b>                       |                     |                     |                       |                       |                       |               |
| <b>Undesignated Expenses</b>          |                     |                     |                       |                       |                       |               |
| <b>Materials &amp; Services</b>       | <b>\$72,821.66</b>  | <b>\$91,726.85</b>  | <b>\$247,237.50</b>   | <b>\$220,557.18</b>   | <b>\$1,050,000.00</b> | <b>21.01%</b> |
| Books                                 | \$64,447.68         | \$85,498.85         | \$234,266.60          | \$209,003.09          |                       |               |
| Audio Visual                          | \$4,463.69          | \$3,243.47          | \$6,347.08            | \$5,295.37            |                       |               |
| Videos/DVDs                           | \$3,910.29          | \$2,984.53          | \$6,623.82            | \$6,258.72            |                       |               |
| Programs                              | \$13,200.53         | \$8,050.62          | \$43,955.32           | \$23,266.15           | \$127,000.00          | 18.32%        |
| OCLC                                  | \$15.26             | \$0.00              | \$3,468.17            | \$3,231.82            | \$29,000.00           | 11.14%        |
| CCS Shared Costs                      | \$0.00              | \$0.00              | \$11,675.19           | \$11,907.26           | \$76,000.00           | 15.67%        |
| <b>Total Materials &amp; Services</b> | <b>\$86,037.45</b>  | <b>\$99,777.47</b>  | <b>\$306,336.18</b>   | <b>\$258,962.41</b>   | <b>\$1,282,000.00</b> | <b>20.20%</b> |
| <b>Human Resources</b>                |                     |                     |                       |                       |                       |               |
| General Salaries and Wage             | \$339,501.50        | \$365,449.37        | \$545,855.44          | \$587,635.73          | \$4,904,325.00        | 11.98%        |
| Maintenance Salaries & Wa             | \$9,609.22          | \$6,820.80          | \$17,137.88           | \$11,564.52           | \$88,675.00           | 13.04%        |
| Group Insurance                       | \$60,870.47         | \$72,099.86         | \$122,806.00          | \$147,609.74          | \$1,095,000.00        | 13.48%        |
| Unemployment/Worker's C               | \$0.00              | (\$337.00)          | \$12,166.88           | \$10,892.50           | \$18,750.00           | 58.09%        |
| Staff Development                     | \$4,143.14          | \$8,308.23          | \$15,088.44           | \$22,046.91           | \$85,000.00           | 25.94%        |
| <b>Total Human Resources</b>          | <b>\$414,124.33</b> | <b>\$452,341.26</b> | <b>\$713,054.64</b>   | <b>\$779,749.40</b>   | <b>\$6,191,750.00</b> | <b>12.59%</b> |

Northbrook Public Library  
Income Statement  
June 2026

|                                              | PY Month              | CY Month              | PY YTD                | CY YTD                | CY Budget             | 16.67%        |
|----------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>Operating Costs</b>                       |                       |                       |                       |                       |                       |               |
| Photocopy                                    | \$1,996.44            | \$5,015.99            | \$4,537.07            | \$5,015.99            | \$18,000.00           | 27.87%        |
| Office & Library Supplies                    | \$5,118.80            | \$3,013.21            | \$8,266.04            | \$5,895.70            | \$60,000.00           | 9.83%         |
| Software                                     | \$11,472.06           | (\$2,276.01)          | \$34,181.06           | \$52,666.24           | \$119,000.00          | 44.26%        |
| Postage                                      | \$15,000.00           | \$224.83              | \$14,960.23           | \$15,224.83           | \$20,000.00           | 76.12%        |
| General Insurance                            | \$0.00                | \$0.00                | \$70,476.06           | \$75,516.50           | \$97,000.00           | 77.85%        |
| Telephone/Internet                           | \$18.79               | \$37.20               | \$17,930.05           | \$18,528.46           | \$41,000.00           | 45.19%        |
| Professional Services                        | \$62,209.98           | \$86,577.53           | \$94,553.87           | \$132,240.82          | \$685,000.00          | 19.31%        |
| Furniture, Equipment                         | \$3,384.00            | \$14.95               | \$3,384.00            | \$35,445.27           | \$75,000.00           | 47.26%        |
| Equipment Rental & Maint                     | \$3,558.56            | \$2,265.28            | \$32,100.92           | \$38,038.00           | \$56,500.00           | 67.32%        |
| Community Relations                          | \$9,889.89            | \$1,499.92            | \$10,157.70           | \$11,315.61           | \$65,500.00           | 17.28%        |
| <b>Total Operating Costs</b>                 | <b>\$112,648.52</b>   | <b>\$96,372.90</b>    | <b>\$290,547.00</b>   | <b>\$389,887.42</b>   | <b>\$1,237,000.00</b> | <b>31.52%</b> |
| <b>Maintenance</b>                           |                       |                       |                       |                       |                       |               |
| Vehicle Expense                              | \$76.42               | \$0.00                | \$1,516.46            | \$0.00                | \$3,000.00            | 0.00%         |
| Janitorial Supplies                          | \$2,837.65            | \$2,255.54            | \$5,138.44            | \$4,810.86            | \$45,000.00           | 10.69%        |
| Utilities                                    | \$4,401.43            | \$4,831.25            | \$4,408.18            | \$4,033.25            | \$56,000.00           | 7.20%         |
| Building Repairs                             | \$0.00                | \$3,356.60            | \$0.00                | \$4,856.60            | \$35,000.00           | 13.88%        |
| Contracted Services                          | \$15,962.95           | \$38,735.65           | \$66,982.11           | \$64,673.30           | \$255,000.00          | 25.36%        |
| <b>Total Maintenance</b>                     | <b>\$23,278.45</b>    | <b>\$49,179.04</b>    | <b>\$78,045.19</b>    | <b>\$78,374.01</b>    | <b>\$394,000.00</b>   | <b>19.89%</b> |
| <b>Other Expenses</b>                        |                       |                       |                       |                       |                       |               |
| Recruiting                                   | \$500.00              | \$359.00              | \$650.00              | \$359.00              | \$1,000.00            | 35.90%        |
| Contingency & Misc Exp                       | \$1,530.04            | \$1,273.44            | \$2,619.74            | \$2,621.98            | \$100,000.00          | 2.62%         |
| Board Development                            | \$441.38              | \$0.00                | \$476.38              | \$729.84              | \$1,000.00            | 72.98%        |
| <b>Total Other Expenses</b>                  | <b>\$2,471.42</b>     | <b>\$1,632.44</b>     | <b>\$3,746.12</b>     | <b>\$3,710.82</b>     | <b>\$102,000.00</b>   | <b>3.64%</b>  |
| <b>Total Undesignated Expenses</b>           | <b>\$638,560.17</b>   | <b>\$699,303.11</b>   | <b>\$1,391,729.13</b> | <b>\$1,510,684.06</b> | <b>\$9,206,750.00</b> | <b>16.41%</b> |
| <b>Designated Expenses</b>                   |                       |                       |                       |                       |                       |               |
| Miscellaneous Designated Exp                 | \$24,194.81           | \$1,315.90            | \$697,226.10          | \$3,800.32            | \$100,000.00          | 3.80%         |
| Designated Capital Expense                   | \$739.99              | \$17,388.40           | \$739.99              | \$17,388.40           | \$0.00                | 0.00%         |
| Designated Program Expense                   | \$1,380.50            | \$2,139.50            | \$26,663.00           | \$4,782.50            | \$0.00                | 0.00%         |
| <b>Total Designated Expenses</b>             | <b>\$26,315.30</b>    | <b>\$20,843.80</b>    | <b>\$724,629.09</b>   | <b>\$25,971.22</b>    | <b>\$100,000.00</b>   | <b>25.97%</b> |
| <b>Transfers &amp; Other Financing Uses</b>  |                       |                       |                       |                       |                       |               |
| 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%         |
| <b>Total Transfers &amp; Other Financing</b> | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$450,000.00</b>   | <b>0.00%</b>  |
| <b>Total Expenses</b>                        | <b>\$664,875.47</b>   | <b>\$720,146.91</b>   | <b>\$2,116,358.22</b> | <b>\$1,536,655.28</b> | <b>\$9,756,750.00</b> | <b>15.75%</b> |
| <b>NET SURPLUS/(DEFICIT)</b>                 | <b>(\$653,606.00)</b> | <b>(\$390,972.79)</b> | <b>\$3,154,677.49</b> | <b>\$3,118,285.63</b> | <b>\$950.00</b>       |               |

Northbrook Public Library  
Income Statement  
June 2026

|                                    | PY Month             | CY Month             | PY YTD              | CY YTD              | CY Budget           | 16.67%        |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------|
| <b>02 - IMRF/FICA Fund</b>         |                      |                      |                     |                     |                     |               |
| <b>Revenues</b>                    |                      |                      |                     |                     |                     |               |
| <b>Undesignated Revenue</b>        |                      |                      |                     |                     |                     |               |
| Property Tax Levy-IMRF             | \$0.00               | \$12,444.13          | \$193,937.13        | \$188,031.21        | \$380,000.00        | 49.48%        |
| Property Tax Levy FICA             | \$0.00               | \$11,134.23          | \$165,867.28        | \$168,238.46        | \$340,000.00        | 49.48%        |
| Interest Income IMRF               | \$0.00               | \$0.00               | \$0.00              | \$0.00              | \$2,000.00          | 0.00%         |
| Interest Income FICA               | \$0.00               | \$0.00               | \$0.00              | \$0.00              | \$500.00            | 0.00%         |
| <b>Total Undesignated Revenue</b>  | <b>\$0.00</b>        | <b>\$23,578.36</b>   | <b>\$359,804.41</b> | <b>\$356,269.67</b> | <b>\$722,500.00</b> | <b>49.31%</b> |
| <b>Total Revenues</b>              | <b>\$0.00</b>        | <b>\$23,578.36</b>   | <b>\$359,804.41</b> | <b>\$356,269.67</b> | <b>\$722,500.00</b> | <b>49.31%</b> |
| <b>Expenses</b>                    |                      |                      |                     |                     |                     |               |
| <b>Undesignated Expenses</b>       |                      |                      |                     |                     |                     |               |
| <b>Human Resources</b>             |                      |                      |                     |                     |                     |               |
| Employer IMRF                      | \$27,414.31          | \$36,978.34          | \$54,370.95         | \$67,790.63         | \$380,000.00        | 17.84%        |
| Employer FICA                      | \$25,792.42          | \$27,289.64          | \$51,374.89         | \$55,862.84         | \$350,000.00        | 15.96%        |
| <b>Total Human Resources</b>       | <b>\$53,206.73</b>   | <b>\$64,267.98</b>   | <b>\$105,745.84</b> | <b>\$123,653.47</b> | <b>\$730,000.00</b> | <b>16.94%</b> |
| <b>Total Undesignated Expenses</b> | <b>\$53,206.73</b>   | <b>\$64,267.98</b>   | <b>\$105,745.84</b> | <b>\$123,653.47</b> | <b>\$730,000.00</b> | <b>16.94%</b> |
| <b>Total Expenses</b>              | <b>\$53,206.73</b>   | <b>\$64,267.98</b>   | <b>\$105,745.84</b> | <b>\$123,653.47</b> | <b>\$730,000.00</b> | <b>16.94%</b> |
| <b>NET SURPLUS/(DEFICIT)</b>       | <b>(\$53,206.73)</b> | <b>(\$40,689.62)</b> | <b>\$254,058.57</b> | <b>\$232,616.20</b> | <b>(\$7,500.00)</b> |               |

Northbrook Public Library  
Income Statement  
June 2026

|                                                | PY Month             | CY Month            | PY YTD              | CY YTD               | CY Budget             | 16.67%        |
|------------------------------------------------|----------------------|---------------------|---------------------|----------------------|-----------------------|---------------|
| <b>03 - Capital Improvements Fund</b>          |                      |                     |                     |                      |                       |               |
| <b>Revenues</b>                                |                      |                     |                     |                      |                       |               |
| <b>Undesignated Revenue</b>                    |                      |                     |                     |                      |                       |               |
| Interest Income                                | \$3,411.38           | \$2,635.98          | \$6,946.62          | \$5,387.06           | \$20,000.00           | 26.94%        |
| <b>Total Undesignated Revenue</b>              | <b>\$3,411.38</b>    | <b>\$2,635.98</b>   | <b>\$6,946.62</b>   | <b>\$5,387.06</b>    | <b>\$20,000.00</b>    | <b>26.94%</b> |
| <b>Transfers &amp; Other Financing Sources</b> |                      |                     |                     |                      |                       |               |
| Transfer from General fund                     | \$0.00               | \$0.00              | \$0.00              | \$0.00               | \$425,000.00          | 0.00%         |
| <b>Total Transfers &amp; Other Financing</b>   | <b>\$0.00</b>        | <b>\$0.00</b>       | <b>\$0.00</b>       | <b>\$0.00</b>        | <b>\$425,000.00</b>   | <b>0.00%</b>  |
| <b>Total Revenues</b>                          | <b>\$3,411.38</b>    | <b>\$2,635.98</b>   | <b>\$6,946.62</b>   | <b>\$5,387.06</b>    | <b>\$445,000.00</b>   | <b>1.21%</b>  |
| <b>Expenses</b>                                |                      |                     |                     |                      |                       |               |
| <b>Undesignated Expenses</b>                   |                      |                     |                     |                      |                       |               |
| <b>Capital Projects &amp; Bond Expenses</b>    |                      |                     |                     |                      |                       |               |
| Renovation/Repair                              | \$15,154.50          | (\$8,260.00)        | \$12,322.50         | \$88,062.00          | \$810,987.00          | 10.86%        |
| Professional Fees                              | \$121.25             | \$0.00              | \$121.25            | \$1,013.99           | \$125,000.00          | 0.81%         |
| Furniture & Equipment                          | \$0.00               | \$0.00              | \$0.00              | \$0.00               | \$75,000.00           | 0.00%         |
| <b>Total Capital &amp; Bond Expense</b>        | <b>\$15,275.75</b>   | <b>(\$8,260.00)</b> | <b>\$12,443.75</b>  | <b>\$89,075.99</b>   | <b>\$1,010,987.00</b> | <b>8.81%</b>  |
| <b>Total Undesignated Expenses</b>             | <b>\$15,275.75</b>   | <b>(\$8,260.00)</b> | <b>\$12,443.75</b>  | <b>\$89,075.99</b>   | <b>\$1,010,987.00</b> | <b>8.81%</b>  |
| <b>Total Expenses</b>                          | <b>\$15,275.75</b>   | <b>(\$8,260.00)</b> | <b>\$12,443.75</b>  | <b>\$89,075.99</b>   | <b>\$1,010,987.00</b> | <b>8.81%</b>  |
| <b>NET SURPLUS/(DEFICIT)</b>                   | <b>(\$11,864.37)</b> | <b>\$10,895.98</b>  | <b>(\$5,497.13)</b> | <b>(\$83,688.93)</b> | <b>(\$565,987.00)</b> |               |

Northbrook Public Library  
Income Statement  
June 2026

|                                             | PY Month      | CY Month           | PY YTD              | CY YTD              | CY Budget           | 16.67%        |
|---------------------------------------------|---------------|--------------------|---------------------|---------------------|---------------------|---------------|
| <b>05 - Debt Service Fund</b>               |               |                    |                     |                     |                     |               |
| <b>Revenues</b>                             |               |                    |                     |                     |                     |               |
| <b>Undesignated Revenue</b>                 |               |                    |                     |                     |                     |               |
| Property Tax Levy                           | \$0.00        | \$25,246.85        | \$392,977.87        | \$381,480.68        | \$770,950.00        | 49.48%        |
| Total Undesignated Revenue                  | \$0.00        | \$25,246.85        | \$392,977.87        | \$381,480.68        | \$770,950.00        | 49.48%        |
| <b>Total Revenues</b>                       | <b>\$0.00</b> | <b>\$25,246.85</b> | <b>\$392,977.87</b> | <b>\$381,480.68</b> | <b>\$770,950.00</b> | <b>49.48%</b> |
| <b>Expenses</b>                             |               |                    |                     |                     |                     |               |
| <b>Undesignated Expenses</b>                |               |                    |                     |                     |                     |               |
| <b>Capital Projects &amp; Bond Expenses</b> |               |                    |                     |                     |                     |               |
| Interest Payments                           | \$0.00        | \$0.00             | \$162,500.00        | \$152,975.00        | \$305,950.00        | 50.00%        |
| Principal Payments                          | \$0.00        | \$0.00             | \$0.00              | \$0.00              | \$465,000.00        | 0.00%         |
| Total Capital & Bond Expense                | \$0.00        | \$0.00             | \$162,500.00        | \$152,975.00        | \$770,950.00        | 19.84%        |
| Total Undesignated Expenses                 | \$0.00        | \$0.00             | \$162,500.00        | \$152,975.00        | \$770,950.00        | 19.84%        |
| <b>Total Expenses</b>                       | <b>\$0.00</b> | <b>\$0.00</b>      | <b>\$162,500.00</b> | <b>\$152,975.00</b> | <b>\$770,950.00</b> | <b>19.84%</b> |
| <b>NET SURPLUS/(DEFICIT)</b>                | <b>\$0.00</b> | <b>\$25,246.85</b> | <b>\$230,477.87</b> | <b>\$228,505.68</b> | <b>\$0.00</b>       |               |

## JUNE 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 \$4,654,941.

- **Property Taxes:** 49.48% of property taxes have been collected
- **Fines, Fees, and Rentals:** Actual receipts were higher than projected during the budget process.
- **Interest Income:** Actual receipts have exceeded the conservative budget estimate.

Total General Fund expenditures to date are \$1,536,655.

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:

- **Unemployment/Workers Compensation:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Staff Development:** Higher than budget due to expenses being recorded when paid – ALA Conference Registration, Tuition Reimbursements
- **Photocopy:** Higher than budget as the amount recorded represents approximately 7 months of expense.
- **Software:** Higher than budget due to annual renewals being recorded in May.
- **Postage:** Higher than budget due to expense being recorded when paid- annual postage deposit
- **General Insurance:** Higher than budget as the amount recorded represents approximately 10 months of expense.
- **Telephone:** Higher than budget due to six months of RingCentral costs and the annual Comcast charges (for mobility lines and backup internet) being recorded in May.
- **Furniture, Equipment:** Higher than budget due to expense being recorded when incurred.
- **Equipment Rental & Maintenance:** Higher than budget due to full-year RFID and AMH maintenance fees being recorded in May.
- **Recruiting:** Higher than budget due to expense being recorded when incurred to post for a position.
- **Board Development:** Higher than budget due to membership dues and conference registration being recorded with incurred.

**Northbrook Public Library**  
**Bills, Charges and Transfers for Board of Trustee Approval**  
**Month of June 2026**

**Operating Funds**

|                              |           |                   |
|------------------------------|-----------|-------------------|
| Library Claims List          | \$        | 254,254.45        |
| Librarian's Claims List      | \$        | 12,709.99         |
| Payroll                      | \$        | 354,982.24        |
| Fica/IMRF                    | \$        | 64,267.98         |
| ACH to IPBC                  | \$        | 90,199.69         |
| ACH to ADP                   | \$        | 1,068.56          |
| <b>Total Operating Funds</b> | <b>\$</b> | <b>777,482.91</b> |

**Capital Improvement Fund**

|             |           |                   |
|-------------|-----------|-------------------|
| Claims List | \$        | (2,900.00)        |
|             | <b>\$</b> | <b>(2,900.00)</b> |

**Debt Service Fund**

|                            |           |                   |
|----------------------------|-----------|-------------------|
| <b>Grand Total Library</b> | <b>\$</b> | <b>774,582.91</b> |
|----------------------------|-----------|-------------------|

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

| Transaction Number | Transaction Date | Vendor                                 | Amount      | Description                                 |
|--------------------|------------------|----------------------------------------|-------------|---------------------------------------------|
| 27320              | 05/29/2026       | VOID - Sterling Services, Inc.         | (\$740.00)  | Contracted Services                         |
| 27325              | 06/16/2026       | First Bankcard                         | \$4,671.69  | Supplies                                    |
| 27326              | 06/16/2026       | Sterling Services, Inc.                | \$3,336.90  | Contracted Services                         |
| 27327              | 06/16/2026       | Symmetry Energy Solutions, LLC         | \$3,130.45  | Utilities                                   |
| 27328              | 06/16/2026       | Village of Northbrook Water Dept.      | \$1,252.40  | Utilities                                   |
| 27329              | 06/16/2026       | Yami Vending Inc.                      | \$1,246.00  | Contingency                                 |
| 27330              | 06/17/2026       | UW-Madison                             | \$600.00    | Staff Development                           |
| 27331              | 06/17/2026       | Litchfield Cavo LLP                    | \$5,000.00  | Professional Services                       |
| 27332              | 06/24/2026       | ABM Industry Groups LLC                | \$19,462.98 | Professional Services - Facility Management |
| 27333              | 06/24/2026       | Mark Anderson                          | \$750.00    | Programming                                 |
| 27334              | 06/24/2026       | Atomatic Mechanical Services, Inc.     | \$27,718.00 | Contracted Services                         |
| 27335              | 06/24/2026       | Best Quality Cleaning                  | \$7,770.68  | Contracted Services                         |
| 27336              | 06/24/2026       | Blue Iron Investigations and Security  | \$7,231.25  | Professional Services - Security            |
| 27337              | 06/24/2026       | Booklist Reader                        | \$1,050.00  | Community Relations                         |
| 27338              | 06/24/2026       | Children's Plus Inc                    | \$1,391.01  | Materials                                   |
| 27339              | 06/24/2026       | Cintas                                 | \$620.10    | Janitorial Supplies & Contracted Services   |
| 27340              | 06/24/2026       | Colley Elevator Co.                    | \$786.25    | Contracted Services                         |
| 27341              | 06/24/2026       | Cooperative Computer Service           | \$4,262.00  | Materials                                   |
| 27342              | 06/24/2026       | Dow Jones & Company Inc.               | \$2,025.00  | Materials                                   |
| 27343              | 06/24/2026       | Fifth Star Collective, PLLC            | \$4,987.50  | Professional Services                       |
| 27344              | 06/24/2026       | Graphic 14                             | \$1,000.44  | Supplies                                    |
| 27345              | 06/24/2026       | Megan Hollister                        | \$1,635.00  | Staff Development - Tuition Reimbursement   |
| 27346              | 06/24/2026       | HR Source                              | \$4,309.00  | Professional Services                       |
| 27347              | 06/24/2026       | Illinois Heartland Library System-OCLC | \$1,358.51  | Software                                    |
| 27348              | 06/24/2026       | Impact Networking LLC                  | \$1,828.06  | Photocopy                                   |
| 27349              | 06/24/2026       | Info USA Marketing                     | \$7,500.00  | Materials                                   |
| 27350              | 06/24/2026       | Ingram Library Services                | \$18,748.87 | Materials                                   |

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

| Transaction Number | Transaction Date | Vendor                                  | Amount              | Description                                                    |
|--------------------|------------------|-----------------------------------------|---------------------|----------------------------------------------------------------|
| 27351              | 06/24/2026       | Joffe Emergency Services                | \$2,470.00          | Contracted Services                                            |
| 27352              | 06/24/2026       | Thomas Lowery                           | \$600.00            | Programming                                                    |
| 27353              | 06/24/2026       | Midwest Tape LLC                        | \$6,146.09          | Materials                                                      |
| 27354              | 06/24/2026       | Morningstar, Inc.                       | \$8,657.00          | Materials                                                      |
| 27355              | 06/24/2026       | North American Corp of Illinois         | \$1,540.07          | Janitorial Supplies                                            |
| 27356              | 06/24/2026       | Old Town School of Folk Music           | \$600.00            | Programming                                                    |
| 27357              | 06/24/2026       | Olsson Roofing Company, Inc.            | \$1,125.00          | Contracted Services                                            |
| 27358              | 06/24/2026       | Outsource Solutions Group, Inc.         | \$32,840.36         | Professional Services & Software                               |
| 27359              | 06/24/2026       | Overdrive                               | \$21,048.84         | Materials                                                      |
| 27360              | 06/24/2026       | Pace Systems INC                        | \$2,015.28          | Equipment Repair & Maintenance                                 |
| 27361              | 06/24/2026       | Petersen Bros. Plastics, Inc.           | \$634.00            | Supplies                                                       |
| 27362              | 06/24/2026       | Proquest                                | \$1,105.47          | Materials                                                      |
| 27363              | 06/24/2026       | Reaching Across Illinois Library System | \$19,977.14         | Materials & Software                                           |
| 27364              | 06/24/2026       | Record Information Services, Inc.       | \$1,330.00          | Materials                                                      |
| 27365              | 06/24/2026       | Scholastic Inc                          | \$3,239.95          | Materials                                                      |
| 27366              | 06/24/2026       | Scholastic Inc. Education               | \$3,859.00          | Materials                                                      |
| 27367              | 06/24/2026       | Showcases                               | \$1,376.32          | Supplies                                                       |
| 27368              | 06/24/2026       | Siemens Industry Inc.                   | \$3,835.50          | Contracted Services                                            |
| 27369              | 06/24/2026       | Dave Specter                            | \$700.00            | Programing                                                     |
| 27370              | 06/24/2026       | Kathryn Suarez                          | \$1,720.00          | Staff Development - Tuition Reimbursement                      |
| 27371              | 06/24/2026       | Swank Motion Pictures Inc.              | \$917.00            | Programming                                                    |
| 27372              | 06/24/2026       | WET Solutions, Inc.                     | \$3,900.00          | Contracted Services                                            |
| 27373              | 06/24/2026       | Wex Health Inc.                         | \$1,685.34          | Flexible Spending, Dedendant Care and Commuter Benefit Deposit |
|                    |                  |                                         | <u>\$254,254.45</u> |                                                                |

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

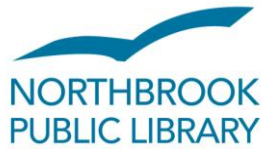
| Transaction Number | Transaction Date | Vendor                                   | Amount     |
|--------------------|------------------|------------------------------------------|------------|
| 55428              | 6/24/2026        | VOID - Yami                              | (\$604.00) |
| 55430              | 06/24/2026       | A-Z Mindfulness                          | \$150.00   |
| 55431              | 06/24/2026       | Anna Amen                                | \$190.00   |
| 55432              | 06/24/2026       | American Library Association, Membership | \$355.00   |
| 55433              | 06/24/2026       | Ancel Glink P.C.                         | \$490.00   |
| 55434              | 06/24/2026       | Aquatic Works LTD                        | \$370.00   |
| 55435              | 06/24/2026       | B&H Photo-Video                          | \$66.96    |
| 55436              | 06/24/2026       | Zbigniew Banas                           | \$275.00   |
| 55437              | 06/24/2026       | CDW Government, Inc.                     | \$200.40   |
| 55438              | 06/24/2026       | Consumers' Checkbook                     | \$480.00   |
| 55439              | 06/24/2026       | D&Z House of Books                       | \$78.83    |
| 55440              | 06/24/2026       | Demco                                    | \$154.48   |
| 55441              | 06/24/2026       | Discount School Supply                   | \$85.68    |
| 55442              | 06/24/2026       | Fast Signs                               | \$400.68   |
| 55443              | 06/24/2026       | Freeman Pictures, Inc.                   | \$150.00   |
| 55444              | 06/24/2026       | Gale/Cengage Learning Inc.               | \$588.00   |
| 55445              | 06/24/2026       | Glenview Chess Club LLC                  | \$200.00   |
| 55446              | 06/24/2026       | Glenview Chess Club LLC                  | \$300.00   |
| 55447              | 06/24/2026       | Tracy Gossage                            | \$35.98    |
| 55448              | 06/24/2026       | Grainger                                 | \$283.55   |
| 55449              | 06/24/2026       | Kathryn Hall                             | \$29.49    |
| 55450              | 06/24/2026       | LeAnn M Hibler                           | \$367.00   |
| 55451              | 06/24/2026       | The Home Depot Credit Services           | \$45.42    |
| 55452              | 06/24/2026       | VOID                                     |            |
| 55453              | 06/24/2026       | Illinois CPA Society                     | \$380.00   |
| 55454              | 06/24/2026       | Illinois Library Association             | \$75.00    |
| 55455              | 06/24/2026       | Kiplinger's Investing for Income         | \$109.00   |
| 55456              | 06/24/2026       | Alisa Kusnitzow                          | \$150.00   |
| 55457              | 06/24/2026       | Alisa Kusnitzow,                         | \$150.00   |
| 55458              | 06/24/2026       | Lechner Services                         | \$116.80   |
| 55459              | 06/24/2026       | Jeanette K. Licata                       | \$75.00    |
| 55460              | 06/24/2026       | Literacy Minnesota                       | \$550.00   |
| 55461              | 06/24/2026       | Amanda Lopez                             | \$67.78    |
| 55462              | 06/24/2026       | Mark Drug Medical Supply                 | \$14.95    |
| 55463              | 06/24/2026       | Douglas McGillivray                      | \$200.00   |

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

| Transaction Number | Transaction Date | Vendor                                    | Amount             |
|--------------------|------------------|-------------------------------------------|--------------------|
| 55464              | 06/24/2026       | Kathryn Norregaard                        | \$420.00           |
| 55465              | 06/24/2026       | Kathryn Norregaard                        | \$420.00           |
| 55466              | 06/24/2026       | Northbrook Chamber of Commerce & Industry | \$295.00           |
| 55467              | 06/24/2026       | Northbrook Hardware                       | \$91.92            |
| 55468              | 06/24/2026       | Northbrook Park District                  | \$25.00            |
| 55469              | 06/24/2026       | Old Town School of Folk Music             | \$435.00           |
| 55470              | 06/24/2026       | Laurie Paolinetti                         | \$300.00           |
| 55471              | 06/24/2026       | Petty Cash Custodian                      | \$53.95            |
| 55472              | 06/24/2026       | Playaway Products                         | \$34.93            |
| 55473              | 06/24/2026       | Quill LLC                                 | \$268.93           |
| 55474              | 06/24/2026       | Reds Garden Center                        | \$130.00           |
| 55475              | 06/24/2026       | Colleen Reese                             | \$38.62            |
| 55476              | 06/24/2026       | Xiaolu Ren                                | \$13.99            |
| 55477              | 06/24/2026       | Ring Central Inc                          | \$23.21            |
| 55478              | 06/24/2026       | Olga Rudiak                               | \$500.00           |
| 55479              | 06/24/2026       | Mardi Scott                               | \$75.00            |
| 55480              | 06/24/2026       | Sheet Music Plus                          | \$77.96            |
| 55481              | 06/24/2026       | Sphero, Inc.                              | \$38.60            |
| 55482              | 06/24/2026       | Stories Matter Foundation                 | \$300.00           |
| 55483              | 06/24/2026       | Sunset Food Mart, Inc.                    | \$39.23            |
| 55484              | 06/24/2026       | Teacher Dan                               | \$275.00           |
| 55485              | 06/24/2026       | Travel Sewing Repair                      | \$250.00           |
| 55486              | 06/24/2026       | Warehouse Direct Inc.                     | \$433.00           |
| 55487              | 06/24/2026       | Robert Waterbury                          | \$50.00            |
| 55488              | 06/24/2026       | Wisconsin Glacier Springs Company         | \$37.25            |
| 55489              | 06/24/2026       | WM Corporate Services Inc.                | \$448.40           |
| 55490              | 06/24/2026       | Yami Vending Inc.                         | \$104.00           |
| 55491              | 06/24/2026       | Terrence Hunter                           | \$475.00           |
| 55492              | 06/24/2026       | Terrence Hunter                           | \$475.00           |
|                    |                  |                                           | <u>\$12,709.99</u> |

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

| Transaction Number | Transaction Date | Vendor                                  | Amount              | Description                 |
|--------------------|------------------|-----------------------------------------|---------------------|-----------------------------|
| 1964               | 05/29/2026       | VOID - Atomatic Mechanical Services Inc | (\$10,625.00)       | HVAC Repairs                |
| 1967               | 06/16/2026       | Atomatic Mechanical Services, Inc.      | \$4,375.00          | HVAC Repairs                |
| 1968               | 06/24/2026       | Total Automation Concepts, Inc.         | \$3,350.00          | Surveillance Camera Project |
|                    |                  |                                         | <u>(\$2,900.00)</u> |                             |



## JOB DESCRIPTION

Position Title: Executive Director  
Classification: ED  
Supervisor: Board of Trustees  
FLSA Status: Exempt

### REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

### POSITION SUMMARY

Under the direction of the Board of Trustees, this position facilitates superior library service to patrons by managing the day-to-day operations of the library including oversight of finances, building, personnel, and materials.

### REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. MLIS) or experience:
  - Communication Skills include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
  - Computer Skills include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.

- Critical Thinking & Problem Solving includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
  - Time Management includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
  - Research Skills include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
2. Organization of Information includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
  3. Instruction and Facilitation includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
  4. Core Library Tenets include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.
  5. Thorough knowledge of federal, state and local governmental and employment laws.
  6. Thorough knowledge of managing budget lines, personnel, facilities, and library wide projects.
  7. Thorough knowledge of practices of public administration, library legislation, management techniques, and project planning.
  8. Working knowledge of current trends and best practices that influence and enhance public library service.
  9. Eight years of progressively responsible managerial experience, ideally in a public library setting.

## ESSENTIAL FUNCTIONS

1. Provide strategic oversight of library operations in alignment with Board-approved policies and strategic plans, ensuring the effective delivery of services, programs, collections, and facilities management through delegated leadership.
2. Provides support and information to the Board of Trustees to formulate policies, establish strategic goals, monitor library expenditures, and make informed decisions.
3. Oversees the development, implementation, management, and evaluation of activities related to the library's finances including budgeting, accounting, and

financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.

4. Direct recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff. Directly supervise, coach, and evaluate the performance of the director level staff, Marketing & Communication manager, and Executive Assistant.
5. Advocates for the mission, vision, and values adopted by the Board of Trustees by serving as the official representative of the library in the community, with elected officials, and throughout the library field.
6. Oversees long and short-range planning and goal setting processes for the entire library.
7. Oversees the strategic development, implementation, and evaluation of data collection and reporting practices related to the library's collections, services, programs, facilities, and operations, ensuring that departmental records, statistics, and reports support informed decision-making and organizational goals.
8. Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
9. Participates in appropriate local, state and national organizations.
10. Participates in relevant training, continuing education and/or staff development.
11. Performs other duties as assigned.

## WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with frequent visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

## PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.



## JOB DESCRIPTION

Position Title: Executive Director  
Classification: ED  
Supervisor: Board of Trustees  
FLSA Status: Exempt

### REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library's Service Standards and Equity, Diversity, and Inclusion values.

### POSITION SUMMARY

Under the direction of the Board of Trustees, this position facilitates superior library service to patrons by managing the day-to-day operations of the library including oversight of finances, building, personnel, and materials.

### REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. MLIS) or experience:
  - Communication Skills include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
  - Computer Skills include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.

- Critical Thinking & Problem Solving includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
  - Time Management includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
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  3. Instruction and Facilitation includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
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  6. Thorough knowledge of managing budget lines, personnel, facilities, and library wide projects.
  7. Thorough knowledge of practices of public administration, library legislation, management techniques, and project planning.
  8. Working knowledge of current trends and best practices that influence and enhance public library service.
  9. Eight years of progressively responsible managerial experience, ideally in a public library setting.

## ESSENTIAL FUNCTIONS

1. ~~Coordinate and oversee day-to-day~~ Provide strategic oversight of library operations ~~based on alignment with~~ Board-approved policies and strategic plans, ~~including ensuring the effective delivery of library services, overseeing of programs, collections, programs, and services, and facility and facilities management through delegated leadership.~~
2. Provides support and information to the Board of Trustees to formulate policies, establish strategic goals, monitor library expenditures, and make informed decisions.

3. Oversees the development, implementation, management, and evaluation of activities related to the library's finances including budgeting, accounting, and financial reporting procedures and practices to ensure adequate internal control of library assets and compliance with applicable laws.
4. Direct recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff. Directly supervise, coach, and evaluate the performance of the ~~assistant director, managers level staff. Marketing & Communication manager,~~ and ~~other administrative staff~~Executive Assistant.
5. Advocates for the mission, vision, and values adopted by the Board of Trustees by serving as the official representative of the library in the community, with elected officials, and throughout the library field.
6. Oversees long and short-range planning and goal setting processes for the entire library.
- ~~7. Oversees the strategic development, implementation, and evaluation of data collection and reporting practices related to the library's collections, services, programs, facilities, and operations, ensuring that departmental records, statistics, and reports support informed decision-making and organizational goals.~~
- ~~7-8.~~ Serves as Person in Charge by interpreting and implementing library policy and working closely with the security monitor to resolve issues.
- ~~8-9.~~ Participates in appropriate local, state and national organizations.
- ~~9-10.~~ Participates in relevant training, continuing education and/or staff development.
- ~~10-11.~~ Performs other duties as assigned.

## WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with frequent visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

## PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.

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| Created: 03.2019 | Updated: ~~4~~01.2020, ~~5~~05.2021, ~~6~~06.2023, ~~8~~08.2023, 01.2026

# Director's Report

July 2026

## Agenda Items

### 5 Staff Reports

#### 5.1 Volunteer Program Relaunch

Volunteer Coordinator Janelle Duthie will be joining us to talk about the relaunch of the volunteer program.

### 7 Unfinished Business

#### 7.1 Master Plan Project Update

An update on the master plan is included in the packet. No action is needed at this meeting.

### 8 New Business

#### 8.1 Quarterly Strategic Plan Report Check In

The quarterly report for the board's review is in the packet.

### 11 Agenda Building

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

- Master Plan Project Update
- AI Guidelines discussion
- AI Efforts at the library presentation

# Board News

## Updates

### ILA Update

I want to flag a professional advocacy matter for the Board's awareness. I have been active on the Illinois Library Association's Public Policy Committee (PPC) and the eBook working group. Effective June 30, I received notification that I was removed from PPC and the eBook Working Group. I spent time toward the end of the month trying to understand the decision, including meeting with ILA President Carolyn Ciesla. I have been put back on the eBook Study Group but will not be rejoining PPC. I am happy to share more info with the board directly.

### Legislative Update

I continued active advocacy this month on the Digital Library Protection Act (HB 5236), which addresses eBook licensing terms for libraries. The bill passed the House and moved to the Senate during the spring session. While the eBook bill advanced, the proposed increase in Per Capita Grant funding did not pass this session.

On June 25, I joined Assistant Director Kelly Durov at a Local Representatives Meet & Greet at Writers Theatre, and met separately with Senator Julie Morrison, Representative Tracy Katz Muhl, and Representative Bob Morgan to discuss moving HB 5236 forward during the veto session.

## Patron Feedback

We are now including the patron feedback in the link below. 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

- Patrons can now enjoy Barron's and the Wall Street Journal online at the library or from home with their Northbrook library card, similar to our New York Times and Chicago Tribune offerings. Patrons need one free account to access both Barron's and the Wall Street Journal, as they are owned by the same company.

- Youth Services is experimenting with a Marketplace approach, moving around 45 titles from the Juvenile Early Graphic Novels (JEGN) collection to the YS Trending shelves on June 19. JEGN, a collection of 692 items, sees an average of 6 checkouts a day; in the remaining 11 days of June, it averaged 22 checkouts a day.



## Outreach & Partnerships

- We worked with Rotary to install a Peace Pole on June 18, followed by a ribbon-cutting ceremony that evening with Trustee representation in attendance.

### *Flamingo Friday*

- Marketing & Communications Manager Linda Vering and Marketing Assistant Cat Garcia represented the library at the Village's Flamingo Friday Kick-Off event on Friday, June 5, presented by the Village's Community Commission.
- Multiple staff, board, and Friends of the Library attended the Northbrook Park District's Community Center Dedication Ceremony.
- The library partnered with JCC Chicago to present a puppet show, *A Seed Called Hope*, on June 13. The show follows a small seed trying to find its place in the forest, learning that everyone has something special within them and that hopefulness helps build community. The event brought in 29 attendees.
- As a Senior Outreach activity, Debbie Siegel and Mary Lynn Saks from Adult Services presented a well-received Sing-Along at Covenant Village's Axelson Assisted Living. The twenty songs included *If I Had a Hammer*, *500 Miles*, Stevie Wonder's *You Are the Sunshine of My Life*, The Beatles' *All My Lovin'*, *Both Sides Now*, *Up on the Roof*, and *Strangers in the Night*. On-screen lyrics and high-quality accompaniment tracks engaged smiling faces and joyous voices.



- The library partnered with YIVO Chicago to bring the Maxwell Street Klezmer band on June 28 for an afternoon of Yiddish language, history, and culture. We had 231 in attendance — when some guests left, we were able to let others in for a very full auditorium.



- Assistant Director Kelly Durov and I attended a Local Representatives Meet & Greet on June 25 at Writers Theatre, hearing brief remarks from State Representatives Tracy Katz-Muhl, Julie Morrison, and Bob Morgan and sharing the priorities of our library and patrons.

#### Upcoming Partnerships

- Yiddish Folklore and Photographs from Interwar Poland — August 2, Partner: YIVO Chicago
- Maxwell Street Klezmer Quintet featuring Lisa Fishman — August 24, no partner (added to even out attendance for YIVO's concert)
- Depolarizing Ourselves — October 11 at 1:30pm, Partner: The Village Commission, Contact: Jennifer Saperstein

## Programs

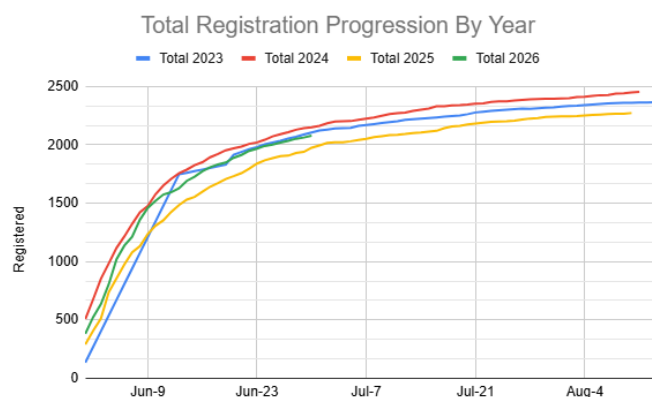
### Summer Reading Challenge



- Summer Reading started Monday, June 1 and runs through Sunday, August 9.
- Patrons were enthusiastic about the Seed Giveaway, with seed packets donated by the Northbrook Garden Club — all supplies were quickly claimed during Kick-Off Week.

June 1–30 Summer Reading Totals (Reading Committee):

- Youth & Teen Reading Program — Registration: 1,935 (Youth: 1,597 / Teen: 338); Completion: 330 (Youth: 309 / Teen: 21)
- Baby Reading Program — Registration: 144; Completion: 22
- Adult Reading Program — Registration: 733; Completion: 240



- The Adult Summer Reading Challenge's finisher prize is a small ceramic planter and a Friends Bookshop coupon; readers have logged 1,924 books, with popular titles including Theo of Golden and Project Hail Mary.
- Baby Program registration and progression to the halfway prize is seeing a steep increase compared to previous years. Youth Services is not noticing major changes in attendance for baby programs like Wiggleworms or Babytime, but will continue to track the trend.

- Youth registration is moderately outperforming other years, while Teen registration is falling behind. Youth Services has two hypotheses: first, in previous years Youth was defined by grade, but since combining the programs, registration is now tracked by age, introducing variance; second, some Youth patrons previously changed their reported age or grade to qualify for Teen program prizes. Combining the programs so all participants are eligible for all prizes may be producing more accurate registration numbers.

## Adult Services Programs

- Northbrook Public Library was one of 42 area libraries that participated in the virtual "Inside the Obama Presidential Center" program on June 11, organized by the Algonquin Area Public Library. Our library accounted for the most registrations and attendees across all participating libraries with 59 attendees.



- In recognition of America's 250th anniversary, Adult Services Librarian Jill Franklin hosted The Women of Independence, a program highlighting well-known and lesser-known women who participated in the Revolutionary War and the fight for independence. Through engaging storytelling from "Uncle Sam," the program shed light on the variety of ways women contributed, including some who disguised themselves as men and fought on the battlefield.

- Adult Services Librarian Margo Hill presented two special film screenings in June: the environmental documentary Seed: The Untold Story, and Summerland in celebration of Pride Month.

## Youth Services Programs

- Youth Services facilitated 30 teen volunteer group meetings in June and trained 34 Summer Reading Desk Volunteers. The 108 Teen Summer Volunteers contributed 564 hours of service to the library in June.
- 29 students from the Northbrook Park District's Greenbriar Early Childhood Camp visited on 6/29; a planned 15-minute independent walkthrough expanded into a 1-hour visit, which YS Assistant Manager Sara Chase helped facilitate.

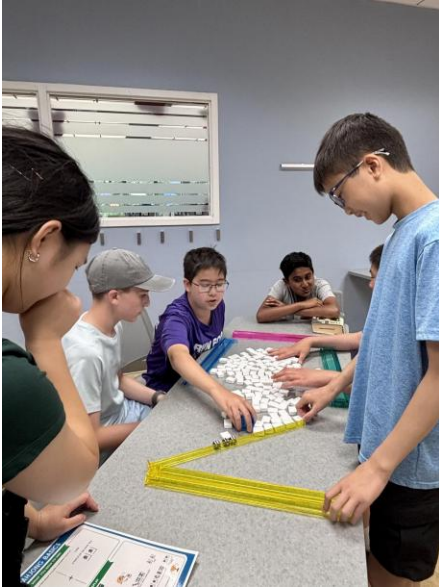
- Julianne Medel provided sensory storytime outreach for 31 individuals at Marissa Bennett Consulting.
- Volunteer Coordinator Janelle Duthie and Julianne Medel planned and facilitated a tour for six District 225 students in a work-study class.
- The Thursday Story Corner music programs with Miss Katie Sings and the Old Town School of Folk Music continue to see great engagement; the three programs in June had a combined attendance of 297.
- YS Elementary Librarian Jason Waclawik and YS Library Assistant Urye Min held the first Stories in the Park this summer at the Village Green. The event recorded its largest attendance yet, with 90 patrons.



- 64 patrons participated in the Annual Egg Drop Challenge on June 9, coordinated by YS Library Assistant Dalia Shapiro with help from Jason Waclawik, Neil Davilo, Colleen Reese, Andi Goese, Lev Kalmens, Ben McDermott, and 6 teen volunteers.
- *Games Outside the Box: Symmetrical Painting (6.16) — Julianne Medel*



- *Drop-in Mahjong and Chess (Fridays)* — Jason Waclawik, Kim Yen, and Taylor Keahey



- *Art Pops: Matisse (6.15)* — Jason Waclawik



- *Teddy Bear Playdate (6.26)* — Sara Chase



# Collaboratory Projects

- Maker Specialist Daniel Choi helped a patron make a custom photo frame with lettering, using Canva to set up each layer.



- Maker Specialist Dylan McDowell worked with a patron to engrave glasses for a friend's birthday, referencing a nickname for the birthday person. Setting up the glasses was a little difficult given their size and shape, but the whole set was engraved successfully and the patron was very pleased.



- Eric Flowers, Maker Specialist, assisted a patron who has become a frequent visitor on a series of glass-etched gifts for a friend with a boat. The detailed fish-scale etching stood out from the solid filled text or shapes many patrons choose, showing the detail possible with high-contrast drawings.



- Maker Specialist Joe Cirignani helped a patron sublimite designs onto the front and back of cotton shirts. She quickly worked through all of her shirts and was quite pleased with the results.



- Megan Hollister, Maker Specialist, worked with a patron to use the new sewing machine to replicate the sewn-on appliqué look of popular college sweatshirts. They used the laser to cut each piece of fabric and worked on the sewing machine to match the right stitch, landing on a wide zig-zag stitch that gave enough flexibility to follow the small bends of the lettering.



- Assistant Manager Michelle Mistalski helped a patron align their design onto a lightweight canvas tote bag to match a previous embroidery project.
- Patron comment shared by Michelle Mistalski: "A patron who has frequented the Collaboratory wanted to share their admiration and appreciation for the staff at the makerspace for all of their patience in helping them create puzzle boxes. Their project, which is created with the intention of giving away to others, has been constantly evolving as staff help the patron brainstorm ways they can improve their puzzle box design. The patron wanted to share that they feel completely welcomed in the space and for them, it's their 'happy' place."

# Social Media

Thank you to the members of the [Northbrook Garden Club](#) for beautifying the library's outdoor spaces. The flowers you planted have added a gorgeous pop of color and char... [See more](#)



Facebook: Northbrook Garden Club — 6/4/26

Views: 2.6K / Interactions: 64

Last Thursday evening, members of the Library staff, Board, and the [Rotary Club of Northbrook](#) celebrated the installation of a Peace Pole near the Northbrook Public Library sign. Gifted by the Rotary Club of Northbrook, the Peace Pole displays the phrase "May Peace Prevail on Earth" in English, Greek, Hebrew, Korean, Mandarin, Polish, Russian, and Spanish.

During the short ceremony, Library Executive Director Kate Hall, Library Board President Stacy Oliver, and Rotarian Donna Lee Guiley each spoke about the significance of the message.

With the Peace Pole, Northbrook Public Library has joined a global movement of more than 250,000 installations worldwide serving as monuments to peace.

[#NorthbrookIL](#), [#NorthbrookPL](#) [See less](#)



Facebook: Peace Pole Ceremony — 6/25/26

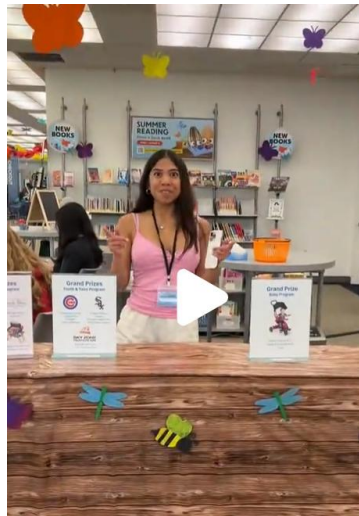
Views: 9.7K / Interactions: 142

Northbrook Public Library staff are celebrating the World Cup season by wearing their jerseys!



Facebook: World Cup — 6/30/26

Views: 2.5K / Interactions: 60



TikTok: Summer Reading Challenge — 5/29/26

Views: 1.3K / Interactions: 55

# Build an Inclusive Culture

## CE & Training

- 14 Staff from Adult Services, the Administration, Circulation, Technical Services, and Youth Services attended the ALA conference in Chicago in June, covering topics from vendor relationships (Ingram, Amazon, LibraryOne, Bibliotheca, following Baker & Taylor's closure) to accessibility, bilingual programming, and de-escalation; I attended the eBook meeting and presented on Saturday on the Invisible Labor of Library Work.
- Adult Services Library Assistant Lucy Gray presented at the ISTE conference in Orlando.
- Safety & Security: Kelly Durov led reviews of three asynchronous learning modules from Joffe Emergency Services — Emergency Operations Plan, Incident Command System (ICS), and De-escalation training — with the Safety and Security Committee and department managers to determine how to incorporate them into future all-staff and departmental onboarding training.

## Personnel

### Hires

No new hires

### Departures

- Sean Collins — Youth Services Assistant
- Lo Horan — Maker Services Specialist
- Connie Liu — Technical Services Cataloging Librarian
- Julia Bogen — Circulation Clerk

# Create Spaces to Belong

## Safety

- The June 11 Person in Charge (PIC) Quarterly Meeting focused on reviewing safety procedures and customer service around riding items in the library, providing feedback on a new ICS asynchronous learning module from Joffe Emergency Services, and practicing enforcing meeting room policies and procedures.
- We will be doing safety training and drills on the Friday, August 7 late open safety training.

## Operations

- Starting Tuesday, June 16, patrons are able to check out and use an electric mobility scooter inside the library.
- Circulation staff worked with OSG and Bibliotheca throughout June to troubleshoot continued issues with the AMH. The department also had one of its highest return counts in shelving, with 38,889 items shelved (up 12% from last month), and Shelves shelved 362 total carts (a 19% increase from last month), averaging 12 carts/day.

## Facilities

- Facilities continued new procedures for staff to begin each shift with building rounds, standardizing daily routines and enhancing awareness of site conditions and equipment, and continued training on HVAC system operations and maintenance, Angus equipment PM's, and lockout/tagout procedures for mechanical equipment.

## Volunteer

- In June, two Adult Services Technology Programs volunteers launched supporting three programs, the Youth Services Korean Storytime volunteer began, and Home Delivery gained one additional volunteer.
- Courier and Community Photography roles were posted; a court-ordered community service program (targeting September) and volunteer programs for Maker Services, Administration, Youth Services Toy support, and Job Search are in development.
- The committee hosted a District 225 Special Education career tour (June 17) and a District 30 Service-Learning project benefiting Home Delivery patrons (June 24).

## Finance

- The library received some property tax disbursements in June.
- Preparation continued on audit documents for Selden Fox ahead of the FY26 audit, which will take place the week of 7/6/26.
- The ISP transition to AT&T is progressing toward a June 1, 2026 start, with an expected smooth transition to the new provider.
- Master Plan: the team held its initial meeting with Product Architects and Pepper Construction on June 4 for the pre-design phase of the project, and summarized project feedback from staff and the board.
- The library communicated to Youth Services that shelving for the Face-Out Shelving Project will not be purchased prior to construction.

## Technology

- The Adult Services Tech team launched two new services in June: a new volunteer program employing tech-savvy community members to assist with technology classes, and the option for patrons to book virtual 1:1 technology help in addition to in-person help.

Kate Hall, Executive Director

# Fiscal Year-to-Date Statistics Dashboard



This dashboard displays fiscal year-to-date (FYTD) statistics for key data categories tracked by the Northbrook Public Library (NPL). Alongside the definition of each statistic, an FYTD total is provided, with an indicator denoting the percentage change comparing the current FYTD total to the same time period the previous fiscal year.

## Connecting with Our Community



**Cardholders**

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

21,604  
↑ 0.9%



**Building Visits**

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

56,121  
↓ -3.0%



**Community Outreach**

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

Events  
15  
↓ -11.8%

People Reached  
1,217  
↑ 90.2%



**Staff Continuing Education**

The number of continuing education hours completed by NPL staff

748  
↑ 24.7%

## Sharing Books & Materials



**Physical Collections**

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

223,809  
↓ -1.0%



**Circulation**

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

Physical  
114,901  
↓ -3.3%

Downloadable  
42,665  
↑ 3.7%

## Using Spaces & Services



**Computer Use**

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

2,977  
↑ 0.0%



**WiFi Use**

The number of unique devices that access NPL WiFi each day

25,379  
↓ -1.5%



**Study Room Use**

The number of NPL study room reservations made by patrons

2,704  
↓ -8.2%

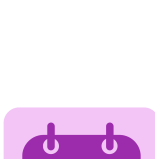


**Meeting Room Use**

The number of NPL meeting room reservations made by patrons

Total  
90  
↓ -6.3%

Auditorium  
3  
↑ N/A

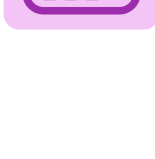


**Program Engagement**

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

Events  
144  
↓ -7.7%

Attendance  
4,523  
↓ -6.1%



**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

782  
↑ 31.2%

# Monthly Statistics Dashboard (Page 1 of 3)



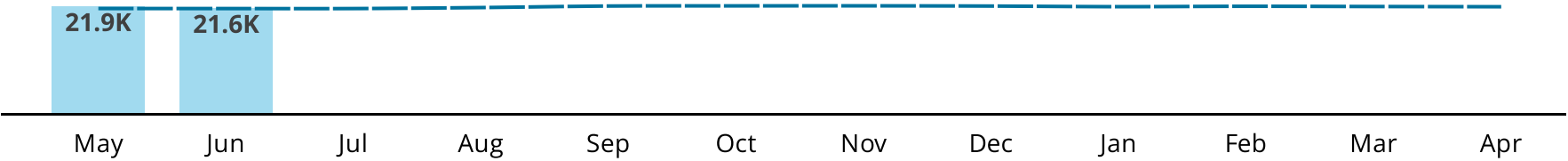
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## Connecting with Our Community



### Cardholders

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



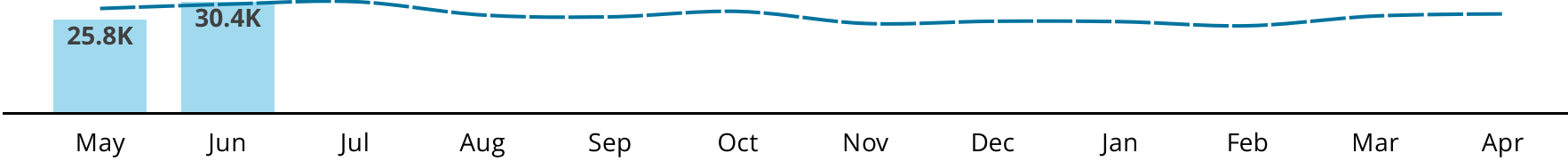
### FYTD Totals

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↑ 0.9%



### Building Visits

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



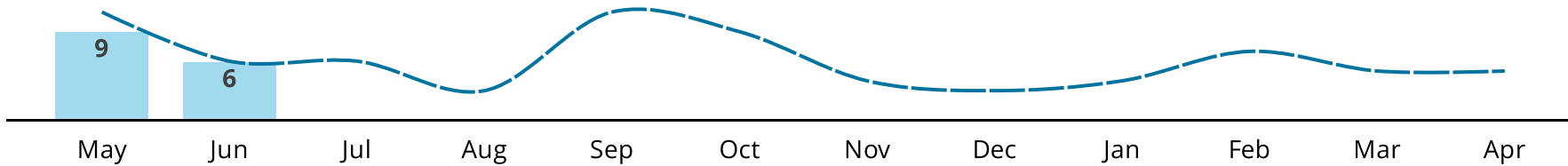
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↓ -3.0%



### Community Outreach

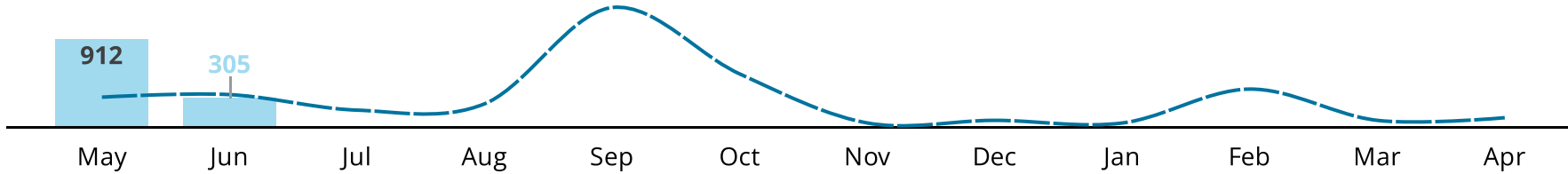
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

#### Events



15  
↓ -11.8%

#### People Reached

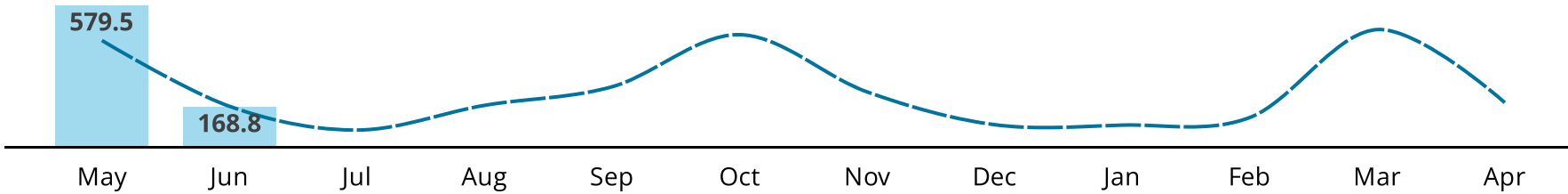


1,217  
↑ 90.2%



### Staff Continuing Education

The number of continuing education hours completed by NPL staff



748  
↑ 24.7%

# Monthly Statistics Dashboard (Page 2 of 3)



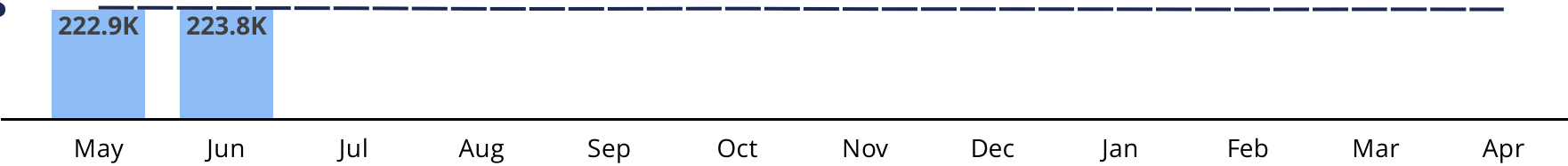
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## Sharing Books & Materials



### Physical Collections

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



### FYTD Totals

223,809

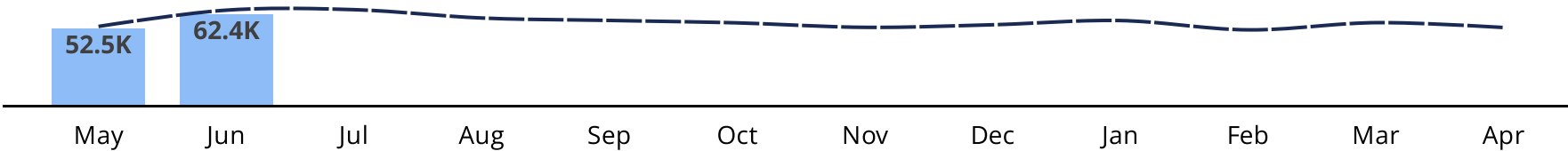
↓ -1.0%



### Circulation

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

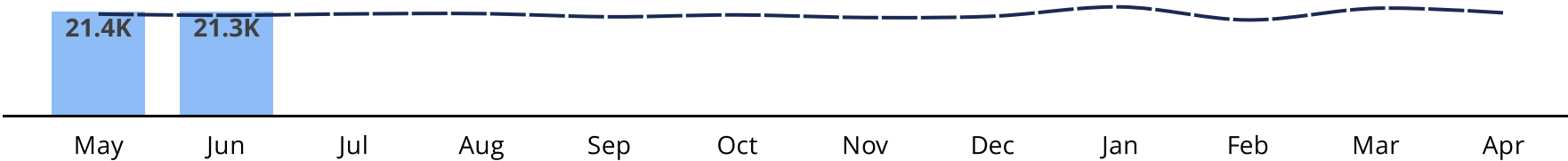
#### Physical



114,901

↓ -3.3%

#### Downloadable



42,665

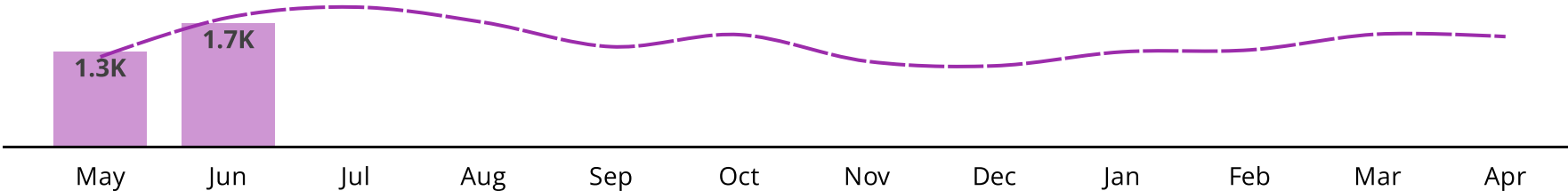
↑ 3.7%

## Using Spaces & Services



### Computer Use

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



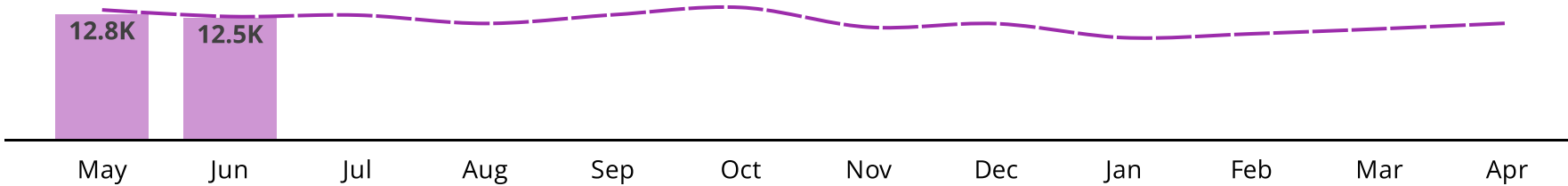
2,977

↑ 0.0%



### WiFi Use

The number of unique devices that access NPL WiFi each day



25,379

↓ -1.5%

# Monthly Statistics Dashboard (Page 3 of 3)

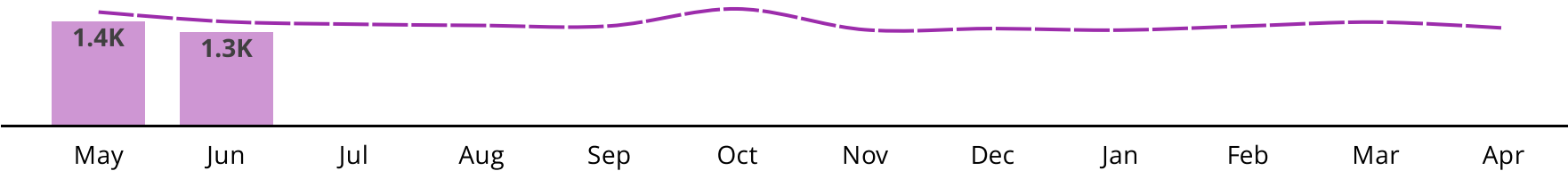
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## Using Spaces & Services



### Study Room Use

The number of NPL study room reservations made by patrons



### FYTD Totals

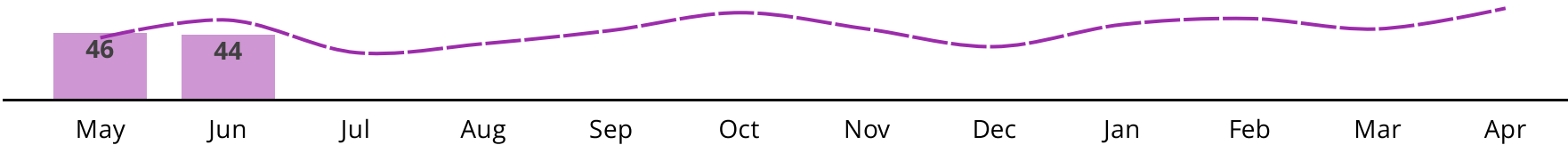
2,704

↓ -8.2%



### Meeting Room Use

The number of NPL meeting room reservations made by patrons



90

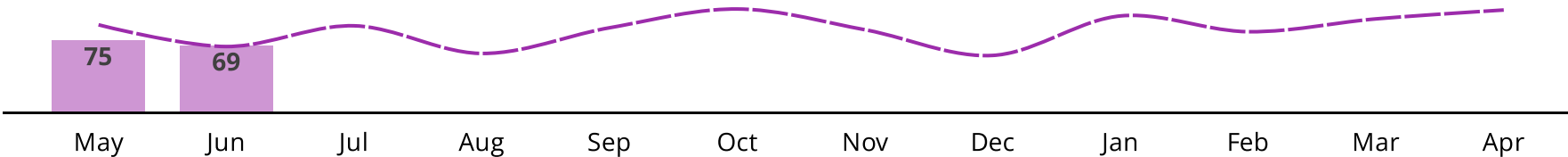
↓ -6.3%



### Program Engagement

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

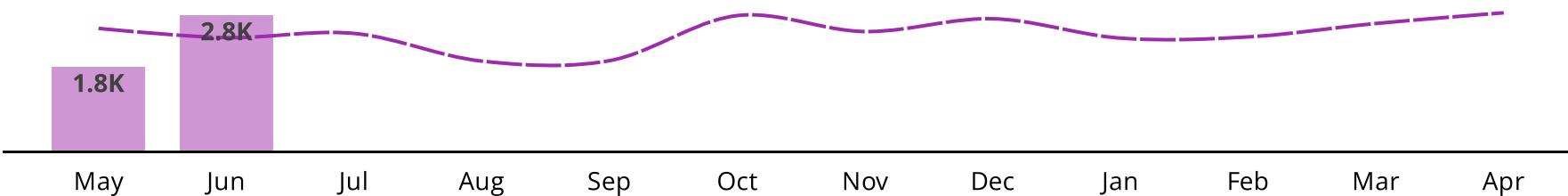
#### Events



144

↓ -7.7%

#### Attendance



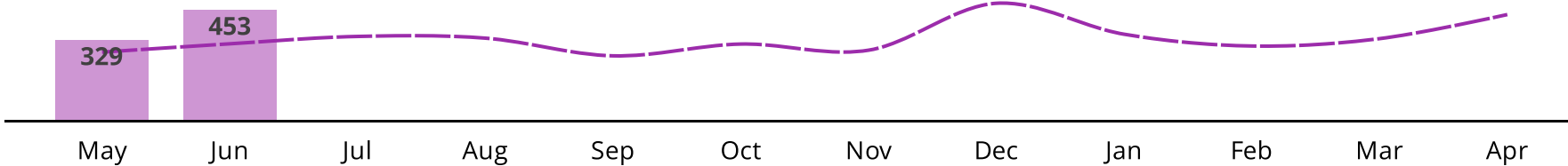
4,523

↓ -6.1%



### 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



782

↑ 31.2%

# Master Plan Update

Date: June 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

- Kate & Anna shared additional feedback with architects and reviewed additional drawings
- YA Librarian Stephanie Bremner led a focus group on the teen needs for the master plan. The feedback has been shared with the architects.
- Kate & Anna reached out to Village to continue discussions on bond issuance.
- Kate, Kelly, & Anna started working on investigating costs and timelines if we decide we want to move offsite and do construction all in one stage.
- Kate & Kelly worked on analyzing the collection survey and statistics to provide Tiffany and Dan with collection sizes.

## 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)

- July 2026
  - Gather feedback on initial draft plan ideas from staff at July 29 meeting with Product Architecture & Design
  - Continue to work with architects on updating master plan for August presentation to board
- August 2026
  - Continue to work with architects on updating master plan for August presentation to board
  - Present plan ideas to Board for review
- September 2026
  - Board approves final pre-design plan
  - We enter into design development phase where architects work with us to take the master plan concepts and create detailed drawings and specifications for the construction project.

## Board Action or Input Needed

### At This Meeting

- [We have shared two designs that we are no longer considering](#) and will be sharing with the board and explaining why we are not moving forward with these designs.

### Coming Soon

- Review of draft designs in August

# Strategic Plan Report

July 2026

This quarterly update reflects the continued momentum of the library's Strategic Plan during the first quarter of Year 2, covering April-June 2026. 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.



## 2025 Completed Goals



### 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.*

- The library completed its consulting engagement with Joffe Emergency Services, receiving new training on the Emergency Operations Plan, Incident Command System, and de-escalation, which will be incorporated into upcoming PIC training, all-staff onboarding, and departmental safety training; one additional onsite visit is scheduled for August 7.
- Based on the completed assessment of outsourcing security operations, the library moved forward with a Joffe Emergency Services membership, will work with Blue Iron Security for large events, and decided to create a Security Supervisor job description and hire a Security Supervisor and two Security Monitors.

## Create Spaces to Belong

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

*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 was successfully completed this quarter.

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

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

- The surveillance camera project was completed in April 2026; staff training and procedural documentation are ongoing.
- The library decided to pursue new paging system software this year while holding hardware changes until the Master Plan renovation; that project will kick off this fall and involve the Assistant Director and IT.
- With access control now in place, the library is beginning a multi-month review of physical key management, given the number of department managers and variety of procedures involved.

## 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.
- In June, selectors submitted feedback via a data-driven form reporting on collection use, the percentage of materials not being checked out, and turnover rate, and made recommendations on space and shelving needs.



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

- We continue to offer monthly programs on AI from exploring tools to protecting human creativity from AI.

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

- The staff committee has researched different libraries and gathered feedback from selectors and is working on starting to put together the policy.

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

- The library partnered with Rotary to install a Peace Pole.
- Kate Hall and Kelly Durov toured the Northbrook Park District's new Community Center; Volunteer Coordinator Janelle Duthie is coordinating with the Friends and library volunteers to regularly provide donated books for the space.
- Marketing promoted the library's sustainability services at the Village's Climate Action Resource Day Fair on May 9, and had 187 interactions (90 kids, 97 adults) at the Flamingo Friday Kickoff behind Village Hall on June 5.

*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 page design and is doing user testing in July on menu headings.

**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*

- The working group has been formed and started assessing different software for the archive.

*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 5<sup>th</sup> Star Collective. The programming committee will be undertaking this project throughout the training.
- The Programming Committee had a robust discussion on July 2 about the framework and will continue designing it over the coming months, with a goal of having it live by January 2027.

## Build an Inclusive Culture

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



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

- From April through June, HR Director Becky Moore advanced the roll-out of the 2025 Zheng Consulting EDI Follow-Up Survey results, consolidating department feedback and facilitating leadership and management reviews of high-priority action items. This culminated in June with a comprehensive strategic roadmap presented to all staff at the All-Staff Meeting, addressing themes identified in the

assessment, including information overload, a disconnect in decision-making, and “EDI fatigue.” The roadmap ties directly to Goals 2.1, 2.2, and 2.3, and includes a new roles-and-responsibilities framework, a return to merit-based performance evaluations, operational communication tool refreshers, shared library-wide EDI definitions, and a shift to a biennial employee engagement survey.

*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 Annual Staff Development Day was attended by over 100 staff and featured activities from a sound bath to an AI presentation to information about the upcoming strategic plan work.



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

- We purchased Hatz AI which is a closed system that can be used by staff to learn more about different LLMs and will be used to create agents to help with staff information management.
- Adult Services began using AI tools within Google Workspace, created a shared AS Tech drive, and started beta testing Hatz AI.

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

- Mallory Edgar has offered two trainings for staff; one on evaluation methods and practices and one on survey design. The next step is to do training on quantitative and qualitative data analysis this fall. Meanwhile, staff are using the existing projects and strategic plan activities to put Mallory’s training into practice.

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

- Departments piloted a range of new approaches this quarter, including a staff-assisted checkout process for the Video Game collection and updated checkout and hold limits in Circulation; new Readers Advisory training and volunteer roles in Adult Services; a shift of newsletter production responsibilities to Marketing staff; and multiple collection and program changes in Youth Services, including sunsetting the YS Trending collection and testing new programs such as Pokémon Club and Drop-In Mahjong.

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

- Staff connected with peer institutions throughout the quarter, including attendance at PLA, ALA, the Innovative Users Group Conference, and ISTE; a RAILS Assistant Directors networking meet-up; a tour of the Addison Public Library; visits to the Schaumburg Township District Library to learn about their Library of Things kiosk; and participation in the CCS ILL Technical Group and the FY26-27 Circ/ILL Advisory Group. Maker Services Manager Cathleen Doyle serves on the steering committee of a new RAILS Makerspace Networking Group Discord server.

*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.*

- This work is reflected in the EDI Follow-Up Assessment update under Goal 2.1; Assistant Director Kelly Durov is also working on identifying next steps and action items from the final Zheng report.

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

- Bite Sized Accessibility Training was provided at All Staff Meetings throughout the quarter.

*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.*

- The Management Team reviewed pre-design drawings and provided feedback to Kate Hall and Anna Amen, who are also working through next steps on ThirdWay Space's recommendations.

### 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.*

- The JCC's "Chutzpah Girls" exhibit concluded its run on April 27. Illinois Libraries Present featured Cristina Henríquez on April 16 (9 attendees). The library partnered with the Italian Film Festival for two screenings—Gioia Mia on April 8 (86 attendees) and La Salita on April 29 (54 attendees)—and with the League of Women Voters for an Earth Day program on April 22. YIVO Chicago's Maxwell Street Klezmer Quintet performed on June 28 to a full auditorium of 231.

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

- The Volunteer Committee moved to a bi-monthly meeting schedule by June. Recruitment and onboarding were strong, starting with 16 applications in April and resulting in placements across roles including Northbrook Repairs, Transcriptions, Microphone Runner, Little Free Library, and Korean Language Storytime; by June, Technology Programs volunteers had launched and were supporting three programs, Korean Storytime went live, and Home Delivery onboarded an additional volunteer. New postings went out in June for Courier and Community Photography roles, with Maker Services and Youth Services Toy volunteer positions in planning. The committee also expanded outreach with library tours and career panels for District 225 Special Education students, and a collaborative card-making project with District 30 Service Learning students that benefited Home Delivery patrons.
- Behind the scenes, the volunteer orientation checklist was streamlined in April and a volunteer supervisor support plan was finalized in May; the committee also evaluated hours-tracking workflows and determined the current system remains the most efficient option. Members of the Northbrook Garden Club completed a group planting project in May. The volunteer handbook moved through initial staff and legal counsel review, and the upcoming court-ordered community service program is in active development, with an application launch targeted for September.
- Kelly Durov met with Volunteer Coordinator Janelle Duthie to review Little Free Library volunteer processes; Janelle will now oversee this service and its volunteers.

### 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.*

- The library put its new electric mobility scooter into service. Circulation and Facilities staff prepared for the launch, gathering clerk feedback and establishing daily operation checks, and Marketing created an instruction card and promotional materials and updated the Accessibility brochure and web page.
- Assistant Director Kelly Durov, Kate Hall, Cathleen Doyle, and Julianne Medel met with staff from the High School District to discuss accessibility and support opportunities and brainstorm ways the two organizations can further support each other and the community members they both serve.

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

- No action yet on this activity