

## NORTHBROOK PUBLIC LIBRARY BOARD MEETING

August 20, 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 – July 16, 2026
  - 3.3 Approve Cash Balances & Income Statement July 2026
  - 3.4 Approve Bills and Charges from July 2026 in the amount of \$951,170.60
  - 3.5 File detailed statement of all receipts and expenditures for previous 6 months
- 4 Public Comments
- 5 Staff Reports
  - 5.1 AI Programming at the Library Presentation
- 6 Board Member Reports
- 7 Unfinished Business
  - 7.1 Master Plan Project Update
  - 7.2 Product Architecture & Design Presentation
- 8 New Business
  - 8.1 Executive Director Quarterly Goal 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  
7/31/2026**

|                                   |                 | <b>Beginning<br/>Balance</b> | <b>Cash Receipts</b> | <b>Expenditures</b>  | <b>Ending<br/>Balance</b> |
|-----------------------------------|-----------------|------------------------------|----------------------|----------------------|---------------------------|
| <b><u>Operating</u></b>           |                 |                              |                      |                      |                           |
|                                   | General         | 8,608,748.56                 | 77,760.51            | 864,211.30           | 7,822,297.77              |
|                                   | Restricted      | 325,952.26                   | 1,880.01             | 2,314.18             | 325,518.09                |
|                                   | IMRF            | 918,281.34                   | 2,439.09             | 43,393.30            | 877,327.13                |
|                                   | FICA            | 53,471.69                    | 2,182.34             | 41,251.82            | 14,402.21                 |
|                                   | Total Operating | <u>\$ 9,906,453.85</u>       | <u>\$ 84,261.95</u>  | <u>\$ 951,170.60</u> | <u>\$ 9,039,545.20</u>    |
| <b><u>Capital Improvement</u></b> |                 | <u>\$ 7,166,110.88</u>       | <u>\$ 2,720.06</u>   |                      | <u>\$ 7,168,830.94</u>    |
| <b><u>Debt Service</u></b>        |                 | <u>\$ 578.68</u>             |                      |                      | <u>\$ 578.68</u>          |

| <b>Cash Detail</b> |                                     | <b>Operating</b>       | <b>Capital<br/>Improvement</b> | <b>Debt Service</b> |
|--------------------|-------------------------------------|------------------------|--------------------------------|---------------------|
|                    | NB&T - Checking                     | 109,966.36             | 19,575.68                      | 578.68              |
|                    | PayPal                              | 7,550.70               | -                              | -                   |
|                    | First Bank of Chicago               | 264,246.90             | -                              | -                   |
|                    | Fifth Third - Checking/Money Market | 8,637,610.27           | 7,148,640.86                   | -                   |
|                    | US Bancorp                          | 19,592.01              | 614.40                         | -                   |
|                    | INB                                 | 103.96                 |                                |                     |
|                    | Petty Cash                          | 475.00                 | -                              | -                   |
|                    | Total                               | <u>\$ 9,039,545.20</u> | <u>\$7,168,830.94</u>          | <u>\$ 578.68</u>    |

NB&T = Northbrook Bank & Trust

Northbrook Public Library  
Income Statement  
July 2026

|                                       | PY Month            | CY Month            | PY YTD                | CY YTD                | CY Budget             | 25.0%         |
|---------------------------------------|---------------------|---------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>01 - General Operating Fund</b>    |                     |                     |                       |                       |                       |               |
| <b>Revenues</b>                       |                     |                     |                       |                       |                       |               |
| <b>Undesignated Revenue</b>           |                     |                     |                       |                       |                       |               |
| Property Tax Levy                     | \$0.00              | \$59,903.37         | \$4,526,390.56        | \$4,677,900.45        | \$9,332,700.00        | 50.12%        |
| Replacement Tax                       | \$0.00              | \$0.00              | \$0.00                | \$0.00                | \$150,000.00          | 0.00%         |
| Impact Fees                           | \$1,679.93          | \$0.00              | \$3,119.87            | \$10,291.45           | \$0.00                | 0.00%         |
| Fines, Fees & Rentals                 | \$4,498.27          | \$6,064.98          | \$16,361.00           | \$19,078.23           | \$40,000.00           | 47.70%        |
| Interest Income                       | \$3,596.87          | \$3,242.09          | \$11,663.55           | \$9,990.87            | \$30,000.00           | 33.30%        |
| Other Income                          | \$289.90            | \$497.55            | \$1,638.29            | \$1,426.17            | \$100,000.00          | 1.43%         |
| <b>Total Undesignated Revenue</b>     | <b>\$10,064.97</b>  | <b>\$69,707.99</b>  | <b>\$4,559,173.27</b> | <b>\$4,718,687.17</b> | <b>\$9,652,700.00</b> | <b>48.88%</b> |
| <b>Designated Revenue</b>             |                     |                     |                       |                       |                       |               |
| Gifts & Other Designated Income       | \$10,425.78         | \$1,046.79          | \$731,157.37          | \$5,819.12            | \$100,000.00          | 5.82%         |
| Designated Interest Income            | \$837.87            | \$833.21            | \$2,033.69            | \$2,022.61            | \$5,000.00            | 40.45%        |
| <b>Total Designated Revenue</b>       | <b>\$11,263.65</b>  | <b>\$1,880.00</b>   | <b>\$733,191.06</b>   | <b>\$7,841.73</b>     | <b>\$105,000.00</b>   | <b>7.47%</b>  |
| <b>Total Revenues</b>                 | <b>\$21,328.62</b>  | <b>\$71,587.99</b>  | <b>\$5,292,364.33</b> | <b>\$4,726,528.90</b> | <b>\$9,757,700.00</b> | <b>48.44%</b> |
| <b>Expenses</b>                       |                     |                     |                       |                       |                       |               |
| <b>Undesignated Expenses</b>          |                     |                     |                       |                       |                       |               |
| <b>Materials &amp; Services</b>       | <b>\$60,810.63</b>  | <b>\$93,467.14</b>  | <b>\$308,048.13</b>   | <b>\$314,024.32</b>   | <b>\$1,050,000.00</b> | <b>29.91%</b> |
| Books                                 | \$55,831.97         | \$84,894.17         | \$290,098.57          | \$293,897.26          |                       |               |
| Audio Visual                          | \$2,660.33          | \$3,632.68          | \$9,007.41            | \$8,928.05            |                       |               |
| Videos/DVDs                           | \$2,318.33          | \$4,940.29          | \$8,942.15            | \$11,199.01           |                       |               |
| Programs                              | \$4,192.89          | \$10,939.90         | \$48,148.21           | \$34,206.05           | \$127,000.00          | 26.93%        |
| OCLC                                  | \$677.20            | \$6,063.80          | \$4,145.37            | \$9,295.62            | \$29,000.00           | 32.05%        |
| CCS Shared Costs                      | \$0.00              | \$18,363.70         | \$11,675.19           | \$30,270.96           | \$76,000.00           | 39.83%        |
| <b>Total Materials &amp; Services</b> | <b>\$65,680.72</b>  | <b>\$128,834.54</b> | <b>\$372,016.90</b>   | <b>\$387,796.95</b>   | <b>\$1,282,000.00</b> | <b>30.25%</b> |
| <b>Human Resources</b>                |                     |                     |                       |                       |                       |               |
| General Salaries and Wages            | \$524,277.22        | \$543,673.47        | \$1,070,132.66        | \$1,131,309.20        | \$4,904,325.00        | 23.07%        |
| Maintenance Salaries & Wages          | \$12,107.10         | \$10,807.90         | \$29,244.98           | \$22,372.42           | \$88,675.00           | 25.23%        |
| Group Insurance                       | \$63,328.21         | \$81,211.85         | \$186,134.21          | \$228,821.59          | \$1,095,000.00        | 20.90%        |
| Unemployment/Worker's Comp            | \$614.99            | \$2,523.82          | \$12,781.87           | \$13,416.32           | \$18,750.00           | 71.55%        |
| Staff Development                     | \$6,808.13          | \$14,085.30         | \$21,896.57           | \$36,132.21           | \$85,000.00           | 42.51%        |
| <b>Total Human Resources</b>          | <b>\$607,135.65</b> | <b>\$652,302.34</b> | <b>\$1,320,190.29</b> | <b>\$1,432,051.74</b> | <b>\$6,191,750.00</b> | <b>23.13%</b> |

**Northbrook Public Library**  
**Income Statement**  
**July 2026**

|                                                   | PY Month              | CY Month              | PY YTD                | CY YTD                | CY Budget             | 25.0%         |
|---------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| <b>Operating Costs</b>                            |                       |                       |                       |                       |                       |               |
| Photocopy                                         | \$0.00                | \$721.66              | \$4,537.07            | \$5,737.65            | \$18,000.00           | 31.88%        |
| Office & Library Supplies                         | \$2,929.51            | \$5,283.16            | \$11,195.55           | \$11,178.86           | \$60,000.00           | 18.63%        |
| Software                                          | \$2,080.98            | (\$2,699.73)          | \$36,262.04           | \$49,966.51           | \$119,000.00          | 41.99%        |
| Postage                                           | \$123.80              | \$9.50                | \$15,084.03           | \$15,234.33           | \$20,000.00           | 76.17%        |
| General Insurance                                 | \$0.00                | \$0.00                | \$70,476.06           | \$75,516.50           | \$97,000.00           | 77.85%        |
| Telephone/Internet                                | \$18.79               | \$853.34              | \$17,948.84           | \$19,381.80           | \$41,000.00           | 47.27%        |
| Professional Services                             | \$28,410.21           | \$54,605.51           | \$122,964.08          | \$186,846.33          | \$685,000.00          | 27.28%        |
| Furniture, Equipment                              | \$15,624.93           | \$2,789.00            | \$19,008.93           | \$38,234.27           | \$75,000.00           | 50.98%        |
| Equipment Rental & Maintenance                    | \$2,340.00            | \$1,145.00            | \$34,440.92           | \$39,183.00           | \$56,500.00           | 69.35%        |
| Community Relations                               | \$976.12              | \$915.64              | \$11,133.82           | \$12,231.25           | \$65,500.00           | 18.67%        |
| <b>Total Operating Costs</b>                      | <b>\$52,504.34</b>    | <b>\$63,623.08</b>    | <b>\$343,051.34</b>   | <b>\$453,510.50</b>   | <b>\$1,237,000.00</b> | <b>36.66%</b> |
| <b>Maintenance</b>                                |                       |                       |                       |                       |                       |               |
| Vehicle Expense                                   | \$0.00                | \$84.17               | \$1,516.46            | \$84.17               | \$3,000.00            | 2.81%         |
| Janitorial Supplies                               | \$5,069.50            | \$5,612.84            | \$10,207.94           | \$10,423.70           | \$45,000.00           | 23.16%        |
| Utilities                                         | \$3,212.92            | \$3,172.35            | \$7,621.10            | \$7,205.60            | \$56,000.00           | 12.87%        |
| Building Repairs                                  | \$8,566.00            | \$0.00                | \$8,566.00            | \$4,856.60            | \$35,000.00           | 13.88%        |
| Contracted Services                               | \$8,699.29            | \$19,437.21           | \$75,681.40           | \$84,110.51           | \$255,000.00          | 32.98%        |
| <b>Total Maintenance</b>                          | <b>\$25,547.71</b>    | <b>\$28,306.57</b>    | <b>\$103,592.90</b>   | <b>\$106,680.58</b>   | <b>\$394,000.00</b>   | <b>27.08%</b> |
| <b>Other Expenses</b>                             |                       |                       |                       |                       |                       |               |
| Recruiting                                        | \$175.50              | \$60.00               | \$825.50              | \$419.00              | \$1,000.00            | 41.90%        |
| Contingency & Misc Exp                            | \$942.46              | \$1,616.42            | \$3,562.20            | \$4,238.40            | \$100,000.00          | 4.24%         |
| Board Development                                 | \$327.99              | \$196.00              | \$804.37              | \$925.84              | \$1,000.00            | 92.58%        |
| <b>Total Other Expenses</b>                       | <b>\$1,445.95</b>     | <b>\$1,872.42</b>     | <b>\$5,192.07</b>     | <b>\$5,583.24</b>     | <b>\$102,000.00</b>   | <b>5.47%</b>  |
| <b>Total Undesignated Expenses</b>                | <b>\$752,314.37</b>   | <b>\$874,938.95</b>   | <b>\$2,144,043.50</b> | <b>\$2,385,623.01</b> | <b>\$9,206,750.00</b> | <b>25.91%</b> |
| <b>Designated Expenses</b>                        |                       |                       |                       |                       |                       |               |
| Miscellaneous Designated Expenses                 | \$1,873.85            | \$959.68              | \$699,099.95          | \$4,760.00            | \$100,000.00          | 4.76%         |
| Designated Capital Expense                        | \$0.00                | \$0.00                | \$739.99              | \$17,388.40           | \$0.00                | 0.00%         |
| Designated Program Expense                        | \$1,358.50            | \$1,354.50            | \$28,021.50           | \$6,137.00            | \$0.00                | 0.00%         |
| <b>Total Designated Expenses</b>                  | <b>\$3,232.35</b>     | <b>\$2,314.18</b>     | <b>\$727,861.44</b>   | <b>\$28,285.40</b>    | <b>\$100,000.00</b>   | <b>28.29%</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 Uses</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>\$755,546.72</b>   | <b>\$877,253.13</b>   | <b>\$2,871,904.94</b> | <b>\$2,413,908.41</b> | <b>\$9,756,750.00</b> | <b>24.74%</b> |
| <b>NET SURPLUS/(DEFICIT)</b>                      | <b>(\$734,218.10)</b> | <b>(\$805,665.14)</b> | <b>\$2,420,459.39</b> | <b>\$2,312,620.49</b> | <b>\$950.00</b>       |               |



Northbrook Public Library  
Income Statement  
July 2026

|                                    | PY Month             | CY Month             | PY YTD              | CY YTD              | CY Budget           | 25.0%         |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|---------------|
| <b>02 - IMRF/FICA Fund</b>         |                      |                      |                     |                     |                     |               |
| <b>Revenues</b>                    |                      |                      |                     |                     |                     |               |
| <b>Undesignated Revenue</b>        |                      |                      |                     |                     |                     |               |
| Property Tax Levy-IMRF             | \$0.00               | \$2,439.09           | \$193,937.13        | \$190,470.30        | \$380,000.00        | 50.12%        |
| Property Tax Levy FICA             | \$0.00               | \$2,182.34           | \$165,867.28        | \$170,420.80        | \$340,000.00        | 50.12%        |
| 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>\$4,621.43</b>    | <b>\$359,804.41</b> | <b>\$360,891.10</b> | <b>\$722,500.00</b> | <b>49.95%</b> |
| <b>Total Revenues</b>              | <b>\$0.00</b>        | <b>\$4,621.43</b>    | <b>\$359,804.41</b> | <b>\$360,891.10</b> | <b>\$722,500.00</b> | <b>49.95%</b> |
| <b>Expenses</b>                    |                      |                      |                     |                     |                     |               |
| <b>Undesignated Expenses</b>       |                      |                      |                     |                     |                     |               |
| <b>Human Resources</b>             |                      |                      |                     |                     |                     |               |
| Employer IMRF                      | \$42,196.57          | \$43,393.30          | \$96,567.52         | \$111,183.93        | \$380,000.00        | 29.26%        |
| Employer FICA                      | \$39,565.31          | \$41,251.82          | \$90,940.20         | \$97,114.66         | \$350,000.00        | 27.75%        |
| <b>Total Human Resources</b>       | <b>\$81,761.88</b>   | <b>\$84,645.12</b>   | <b>\$187,507.72</b> | <b>\$208,298.59</b> | <b>\$730,000.00</b> | <b>28.53%</b> |
| <b>Total Undesignated Expenses</b> | <b>\$81,761.88</b>   | <b>\$84,645.12</b>   | <b>\$187,507.72</b> | <b>\$208,298.59</b> | <b>\$730,000.00</b> | <b>28.53%</b> |
| <b>Total Expenses</b>              | <b>\$81,761.88</b>   | <b>\$84,645.12</b>   | <b>\$187,507.72</b> | <b>\$208,298.59</b> | <b>\$730,000.00</b> | <b>28.53%</b> |
| <b>NET SURPLUS/(DEFICIT)</b>       | <b>(\$81,761.88)</b> | <b>(\$80,023.69)</b> | <b>\$172,296.69</b> | <b>\$152,592.51</b> | <b>(\$7,500.00)</b> |               |

Northbrook Public Library  
Income Statement  
July 2026

|                                                      | PY Month          | CY Month          | PY YTD              | CY YTD               | CY Budget             | 25.0%        |
|------------------------------------------------------|-------------------|-------------------|---------------------|----------------------|-----------------------|--------------|
| <b>03 - Capital Improvements Fund</b>                |                   |                   |                     |                      |                       |              |
| <b>Revenues</b>                                      |                   |                   |                     |                      |                       |              |
| <b>Undesignated Revenue</b>                          |                   |                   |                     |                      |                       |              |
| Interest Income                                      | \$3,516.29        | \$2,720.06        | \$10,462.91         | \$8,107.12           | \$20,000.00           | 40.54%       |
| <b>Total Undesignated Revenue</b>                    | \$3,516.29        | \$2,720.06        | \$10,462.91         | \$8,107.12           | \$20,000.00           | 40.54%       |
| <br><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 Sources</b> | \$0.00            | \$0.00            | \$0.00              | \$0.00               | \$425,000.00          | 0.00%        |
| <br><b>Total Revenues</b>                            | <b>\$3,516.29</b> | <b>\$2,720.06</b> | <b>\$10,462.91</b>  | <b>\$8,107.12</b>    | <b>\$445,000.00</b>   | <b>1.82%</b> |
| <b>Expenses</b>                                      |                   |                   |                     |                      |                       |              |
| <b>Undesignated Expenses</b>                         |                   |                   |                     |                      |                       |              |
| <b>Capital Projects &amp; Bond Expenses</b>          |                   |                   |                     |                      |                       |              |
| Renovation/Repair                                    | \$2,600.00        | \$0.00            | \$14,922.50         | \$88,062.00          | \$810,987.00          | 10.86%       |
| Professional Fees                                    | \$470.00          | \$0.00            | \$591.25            | \$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 Expenses</b>             | \$3,070.00        | \$0.00            | \$15,513.75         | \$89,075.99          | \$1,010,987.00        | 8.81%        |
| <br><b>Total Undesignated Expenses</b>               | \$3,070.00        | \$0.00            | \$15,513.75         | \$89,075.99          | \$1,010,987.00        | 8.81%        |
| <br><b>Total Expenses</b>                            | <b>\$3,070.00</b> | <b>\$0.00</b>     | <b>\$15,513.75</b>  | <b>\$89,075.99</b>   | <b>\$1,010,987.00</b> | <b>8.81%</b> |
| <br><b>NET SURPLUS/(DEFICIT)</b>                     | <b>\$446.29</b>   | <b>\$2,720.06</b> | <b>(\$5,050.84)</b> | <b>(\$80,968.87)</b> | <b>(\$565,987.00)</b> |              |

Northbrook Public Library  
Income Statement  
July 2026

|                                             | PY Month      | CY Month          | PY YTD              | CY YTD              | CY Budget           | 25.0%         |
|---------------------------------------------|---------------|-------------------|---------------------|---------------------|---------------------|---------------|
| <b>05 - Debt Service Fund</b>               |               |                   |                     |                     |                     |               |
| <b>Revenues</b>                             |               |                   |                     |                     |                     |               |
| <b>Undesignated Revenue</b>                 |               |                   |                     |                     |                     |               |
| Property Tax Levy                           | \$0.00        | \$4,948.46        | \$392,977.87        | \$386,429.14        | \$770,950.00        | 50.12%        |
| Total Undesignated Revenue                  | \$0.00        | \$4,948.46        | \$392,977.87        | \$386,429.14        | \$770,950.00        | 50.12%        |
| <b>Total Revenues</b>                       | <b>\$0.00</b> | <b>\$4,948.46</b> | <b>\$392,977.87</b> | <b>\$386,429.14</b> | <b>\$770,950.00</b> | <b>50.12%</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 Expenses               | \$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>\$4,948.46</b> | <b>\$230,477.87</b> | <b>\$233,454.14</b> | <b>\$0.00</b>       |               |

## JULY 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 \$4,718,687.

- **Property Taxes:** 50.12% 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 \$2,413,908.

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:

- **CCS Shared Costs:** Higher than budget as the amount recorded represents 5 months of expense
- **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, ILA Conference Registration Tuition Reimbursements.
- **Office Supplies:** Lower than budget due to lower spending than anticipated.
- **Software:** Higher than budget due to annual renewals being recorded when paid.
- **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 when paid.
- **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.
- **Community Relations:** Lower than budget due to lower spending than anticipated.
- **Vehicle Expense:** Lower than budget due to lower spending than anticipated.
- **Utilities:** Lower than budget due to gas costs being higher in winter months compared to summer months.
- **Building Repairs:** Lower than budget due to lower spending than anticipated.
- **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 July 2026**

**Operating Funds**

|                              |           |                   |
|------------------------------|-----------|-------------------|
| Library Claims List          | \$        | 242,539.83        |
| Librarian's Claims List      | \$        | 12,404.27         |
| Payroll                      | \$        | 510,717.91        |
| Fica/IMRF                    | \$        | 84,645.12         |
| ACH to IPBC                  | \$        | 100,325.89        |
| ACH to ADP                   | \$        | 537.58            |
| <b>Total Operating Funds</b> | <b>\$</b> | <b>951,170.60</b> |

**Capital Improvement Fund**

|             |    |   |
|-------------|----|---|
| Claims List |    |   |
|             | \$ | - |

**Debt Service Fund**

|                            |           |                   |
|----------------------------|-----------|-------------------|
| <b>Grand Total Library</b> | <b>\$</b> | <b>951,170.60</b> |
|----------------------------|-----------|-------------------|

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

| Transaction Number | Transaction Date | Vendor                                | Amount      | Description                                 |
|--------------------|------------------|---------------------------------------|-------------|---------------------------------------------|
| 27374              | 07/14/2026       | Amazon Capital Services               | \$5,724.65  | Supplies                                    |
| 27375              | 07/14/2026       | AT&T                                  | \$839.35    | Telephone                                   |
| 27376              | 07/14/2026       | First Bankcard                        | \$4,666.08  | Supplies                                    |
| 27377              | 07/14/2026       | Limricc - UCGA                        | \$686.82    | Unemployment                                |
| 27378              | 07/14/2026       | Symmetry Energy Solutions, LLC        | \$2,723.95  | Utilities                                   |
| 27379              | 07/14/2026       | Travelers CL Remittance Center        | \$1,837.00  | Workers Comp Insurance                      |
| 27380              | 07/01/2026       | Urban Libraries Council               | \$6,000.00  | Staff Development                           |
| 27381              | 07/15/2026       | Grill House                           | \$1,699.50  | Staff Development - WellBeing Committee     |
| 27382              | 07/31/2026       | ABM Industry Groups LLC               | \$15,558.81 | Professional Services - Facility Management |
| 27383              | 07/31/2026       | Amazon Capital Services               | \$2,354.56  | Supplies                                    |
| 27384              | 07/31/2026       | Atomatic Mechanical Services, Inc.    | \$5,514.00  | Contracted Services                         |
| 27385              | 07/31/2026       | Bayscan Technologies                  | \$781.60    | Materials                                   |
| 27386              | 07/31/2026       | Best Quality Cleaning                 | \$8,026.68  | Contracted Services                         |
| 27387              | 07/31/2026       | Blue Iron Investigations and Security | \$7,052.50  | Professional Services - Security            |
| 27388              | 07/31/2026       | Cintas                                | \$673.82    | Janitorial Supplies & Contracted Services   |
| 27389              | 07/31/2026       | Colley Elevator Co.                   | \$806.25    | Contracted Services                         |
| 27390              | 07/31/2026       | Continental Resources, Inc            | \$2,622.00  | Fixed Assets                                |
| 27391              | 07/31/2026       | Cooperative Computer Service          | \$24,391.98 | CCS & OCLC                                  |
| 27392              | 07/31/2026       | Demco                                 | \$2,248.84  | Supplies                                    |
| 27393              | 07/31/2026       | Fifth Star Collective, PLLC           | \$2,175.00  | Professional Services                       |
| 27394              | 07/31/2026       | Gale/Cengage Learning Inc.            | \$858.40    | Materials                                   |
| 27395              | 07/31/2026       | Geiger                                | \$1,703.75  | Programming - Summer Reading Giveaway       |
| 27396              | 07/31/2026       | Lucy Gray                             | \$930.49    | Staff Development                           |

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

| Transaction Number | Transaction Date | Vendor                                     | Amount      | Description                                                    |
|--------------------|------------------|--------------------------------------------|-------------|----------------------------------------------------------------|
| 27397              | 07/31/2026       | HR Source                                  | \$7,097.50  | Professional Services                                          |
| 27398              | 07/31/2026       | Illinois Library Association               | \$1,765.00  | Staff Development                                              |
| 27399              | 07/31/2026       | Ingram Library Services                    | \$22,673.05 | Materials                                                      |
| 27400              | 07/31/2026       | Klezmer Music Foundation                   | \$1,000.00  | Programming                                                    |
| 27401              | 07/31/2026       | Lionheart Critical Power Specialists, Inc. | \$2,415.61  | Contracted Services                                            |
| 27402              | 07/31/2026       | Mexican Folk Dance Co.                     | \$900.00    | Programming                                                    |
| 27403              | 07/31/2026       | Midwest Tape LLC                           | \$6,716.79  | Materials                                                      |
| 27404              | 07/31/2026       | Rebecca Moore                              | \$716.55    | Staff Development - Tuition Reimbursement                      |
| 27405              | 07/31/2026       | North American Corp of Illinois            | \$3,411.86  | Janitorial Supplies                                            |
| 27406              | 07/31/2026       | Outsource Solutions Group, Inc.            | \$23,591.20 | Professional Services & Software                               |
| 27407              | 07/31/2026       | Overdrive                                  | \$23,871.10 | Materials                                                      |
| 27408              | 07/31/2026       | Pace Systems INC                           | \$1,100.00  | Equipment Repair & Maintenance                                 |
| 27409              | 07/31/2026       | Proquest                                   | \$26,810.67 | Materials                                                      |
| 27410              | 07/31/2026       | Reaching Across Illinois Library System    | \$5,600.00  | Materials                                                      |
| 27411              | 07/31/2026       | Sony Pictures Classics Lockbox             | \$600.00    | Programming                                                    |
| 27412              | 07/31/2026       | Sterling Services, Inc.                    | \$2,336.90  | Contracted Services                                            |
| 27413              | 07/31/2026       | WEPA Libros LLC                            | \$2,983.81  | Materials                                                      |
| 27414              | 07/31/2026       | Wex Health Inc.                            | \$8,399.76  | Flexible Spending, Dedendant Care and Commuter Benefit Deposit |
| 27415              | 07/31/2026       | Yami Vending Inc.                          | \$674.00    | Contingency - Coffee & Pop                                     |

\$242,539.83

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

| Transaction Number | Transaction Date | Vendor                                            | Amount     |
|--------------------|------------------|---------------------------------------------------|------------|
| 55237              | 2/23/2026        | VOID - Jennifer Wright                            | (\$2.69)   |
| 55395              | 5/29/2026        | VOID - Illinois Office of the State Fire Marshall | (\$400.00) |
| 55398              | 5/29/2026        | VOID - Kindermusik International                  | (\$142.85) |
| 55493              | 7/23/2026        | Sweet Ride                                        | \$540.00   |
| 55494              | 7/29/2026        | A-Z Mindfulness                                   | \$150.00   |
| 55495              | 7/29/2026        | AICPA                                             | \$360.00   |
| 55496              | 7/29/2026        | Air Filter Engineers                              | \$455.31   |
| 55497              | 7/29/2026        | American Library Association, Membership          | \$302.00   |
| 55498              | 7/29/2026        | Ancel Glink P.C.                                  | \$367.50   |
| 55499              | 7/29/2026        | Aquatic Works LTD                                 | \$185.00   |
| 55500              | 7/29/2026        | ASCAP                                             | \$466.13   |
| 55501              | 7/29/2026        | B&H Photo-Video                                   | \$28.38    |
| 55502              | 7/29/2026        | Zbigniew Banas                                    | \$275.00   |
| 55503              | 7/29/2026        | Daniel Benson                                     | \$18.99    |
| 55504              | 7/29/2026        | Cindy Blue                                        | \$396.31   |
| 55505              | 7/29/2026        | Bryan Brugger                                     | \$82.49    |
| 55506              | 7/29/2026        | Cargo Film & Releasing LLC                        | \$350.00   |
| 55507              | 7/29/2026        | Children's Plus Inc                               | \$288.22   |
| 55508              | 7/29/2026        | D&Z House of Books                                | \$92.27    |
| 55509              | 7/29/2026        | Denise Laurin Visual Art                          | \$250.00   |
| 55510              | 7/29/2026        | Kelly Durov                                       | \$74.06    |
| 55511              | 7/29/2026        | Adrienne Edwards                                  | \$146.88   |
| 55512              | 7/29/2026        | Federal Express                                   | \$9.75     |
| 55513              | 7/29/2026        | Glenview Chess Club LLC                           | \$200.00   |
| 55514              | 7/29/2026        | Glenview Chess Club LLC                           | \$300.00   |
| 55515              | 7/29/2026        | Roxanne Goldberg                                  | \$9.99     |
| 55516              | 7/29/2026        | Benjamin Goluboff                                 | \$250.00   |
| 55517              | 7/29/2026        | Kathryn Hall                                      | \$26.00    |
| 55518              | 7/29/2026        | Happiness Forward LLC                             | \$150.00   |
| 55519              | 7/29/2026        | The Home Depot Credit Services                    | \$305.93   |
| 55520              | 7/29/2026        | Harvey Huie                                       | \$39.24    |
| 55521              | 7/29/2026        | Illinois Heartland Library System-OCLC            | \$35.52    |
| 55522              | 7/29/2026        | Illinois Library Association                      | \$280.00   |
| 55523              | 7/29/2026        | Illinois State Police                             | \$150.00   |
| 55524              | 7/29/2026        | Image Specialties of Glenview, Inc.               | \$16.00    |
| 55525              | 7/29/2026        | Impact Networking LLC                             | \$379.51   |
| 55526              | 7/29/2026        | Sarah Kaminski                                    | \$134.38   |
| 55527              | 7/29/2026        | Anastasia Karahalios                              | \$24.69    |



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

| Transaction Number | Transaction Date | Vendor                           | Amount             |
|--------------------|------------------|----------------------------------|--------------------|
| 55528              | 7/29/2026        | Kindermusik International        | \$302.75           |
| 55529              | 7/29/2026        | Kino Lorber                      | \$300.00           |
| 55530              | 7/29/2026        | Alisa Kusnitzow                  | \$150.00           |
| 55531              | 7/29/2026        | Lechner Services                 | \$175.20           |
| 55532              | 7/29/2026        | Lynchpin Event Management LLC    | \$357.50           |
| 55533              | 7/29/2026        | MatterHackers, Inc.              | \$35.00            |
| 55534              | 7/29/2026        | Stephanie Mayer                  | \$39.00            |
| 55535              | 7/29/2026        | Julianne Medel                   | \$62.58            |
| 55536              | 7/29/2026        | Mergent, Inc.                    | \$409.00           |
| 55537              | 7/29/2026        | Urye Min                         | \$62.22            |
| 55538              | 7/29/2026        | Michelle Mistalski               | \$73.93            |
| 55539              | 7/29/2026        | Brian Nelson                     | \$41.51            |
| 55540              | 7/29/2026        | Northbrook Hardware              | \$74.05            |
| 55541              | 7/29/2026        | Ocooch Hardwoods                 | \$292.32           |
| 55542              | 7/29/2026        | Stacy Oliver                     | \$81.00            |
| 55543              | 7/29/2026        | Panera, LLC                      | \$164.12           |
| 55544              | 7/29/2026        | Laurie Paolinetti                | \$62.99            |
| 55545              | 7/29/2026        | Peckens TV. Video. Computer      | \$45.00            |
| 55546              | 7/29/2026        | Petty Cash Custodian             | \$133.05           |
| 55547              | 7/29/2026        | RobotShop Inc.                   | \$15.50            |
| 55548              | 7/29/2026        | Jordana Rosen                    | \$16.00            |
| 55549              | 7/29/2026        | Olga Rudiak                      | \$300.00           |
| 55550              | 7/29/2026        | Miles Schwartz                   | \$75.63            |
| 55551              | 7/29/2026        | Sara Scodius                     | \$58.98            |
| 55552              | 7/29/2026        | Sheet Music Plus                 | \$190.61           |
| 55553              | 7/29/2026        | Sphero, Inc.                     | \$196.02           |
| 55554              | 7/29/2026        | Stories Matter Foundation        | \$300.00           |
| 55555              | 7/29/2026        | Sunset Food Mart, Inc.           | \$66.24            |
| 55556              | 7/29/2026        | Swank Motion Pictures Inc.       | \$396.00           |
| 55557              | 7/29/2026        | Today's Business Solutions, Inc. | \$342.15           |
| 55558              | 7/29/2026        | Viva Pictures Distribution, LLC  | \$100.00           |
| 55559              | 7/29/2026        | Robert Waterbury                 | \$50.00            |
| 55560              | 7/29/2026        | WEX Bank                         | \$84.17            |
| 55561              | 7/29/2026        | WM Corporate Services Inc.       | \$448.40           |
| 55562              | 7/29/2026        | Susan Wolf                       | \$306.65           |
| 55563              | 7/29/2026        | Jennifer Wright                  | \$2.69             |
|                    |                  |                                  | <u>\$12,404.27</u> |

NORTHBROOK PUBLIC LIBRARY  
1201 Cedar Lane  
Northbrook, IL 60062

CERTIFICATION

I, Nimesh Patel, Treasurer of the Board of Trustees of the Northbrook Public Library, do hereby certify that the attached Financial Reports and Bills & Charges for the months of January, 2026 through June 2026 are true and correct copies of the preceding six months.

In witness thereof, I have hereunto set my hand and have caused the seal of the Library to be affixed.

\_\_\_\_\_  
Treasurer

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

## Accounts Payable \$1,000 and above for the Period January 2026 through June 2026

3E Electric, Inc. - \$10,965.00; A-Z Mindfulness - \$1,050.00; ABM Industry Groups LLC - \$105,780.91; Abron Industrial Services, LLC - \$2,923.48; Added Incentives, Inc. - \$2,859.00; Amazon Capital Services - \$37,135.79; American Library Association - \$4,728.00; American Library Association, Membership - \$1,676.00; Ancel Glink P.C. - \$11,537.50; Mark Anderson - \$1,500.00; Aquatic Works LTD - \$1,110.00; Atomatic Mechanical Services, Inc. - \$52,935.00; B&H Photo-Video - \$9,938.88; Zbigniew Banas - \$2,450.00; Best Quality Cleaning - \$46,174.54; BiblioCommons - \$32,851.37; Blackbaud Inc. - \$7,708.49; Blue Iron Investigations and Security - \$22,295.00; Book Page - \$1,188.00; Booklist Reader - \$1,050.00; CDW Government, Inc. - \$4,196.40; Chicago Backflow, Inc. - \$1,350.00; Children's Plus Inc - \$6,868.61; Cintas - \$4,425.37; Colley Elevator Co. - \$2,026.25; Comcast - \$4,347.66; Continental Resources, Inc - \$50,895.25; Cook & Kocher Insurance Group - \$4,146.00; Cooperative Computer Service - \$51,795.37; Demco - \$2,932.38; Dornfeld Piano Tuning - \$3,690.00; Dow Jones & Company Inc. - \$2,025.00; EBSCO Information Services - \$2,992.34; Adrienne Edwards - \$5,000.00; F.E. Moran, Inc. - Fire Protection - North - \$1,750.00; Fifth Star Collective, PLLC - \$18,112.50; First Bankcard - \$52,645.43; Forza Cucina Kitchen & Catering - \$1,061.40; Gale/Cengage Learning Inc. - \$5,007.22; Geiger - \$2,411.25; Glenbrook HSD 225 - Business Services - \$5,514.12; Glenview Chess Club LLC - \$3,500.00; Benjamin Goluboff - \$1,500.00; Angela Gonzalez - \$1,200.00; Grand Stage - \$4,948.00; Graphic 14 - \$2,125.54; Jayne Herring - \$3,350.00; Megan Hollister - \$1,635.00; HR Source - \$6,644.00; Illinois Heartland Library System-OCLC - \$1,392.03; Impact Networking LLC - \$4,299.32; Info USA Marketing - \$7,500.00; Ingram Library Services - \$143,632.7; J.D. Power and Associates - \$1,953.00; Alissa Janchenko - \$1,000.00; Joffe Emergency Services - \$2,470.00; Kanopy Inc. - \$18,500.00; Kloepper Construction Inc - \$6,020.00; Korean Books & More - \$1,069.94; Lakeshore Rush NFP - \$1,000.00; Library Ideas LLC - \$3,324.62; Limricc - UCGA - \$3,174.26; Linda Z's Sewing Center - \$5,802.99; Litchfield Cavo LLP - \$5,000.00; Lynchpin Event Management LLC - \$3,883.75; Mark Drug Medical Supply - \$1,243.95; MatterHackers, Inc. - \$1,073.85; Mergent, Inc. - \$1,103.00; Midwest Tape LLC - \$118,898.01; Michelle Mistalski - \$4,059.00; Kathleen Jo Zeigler Mitchem - \$1,450.00; Morningstar, Inc. - \$8,657.00; Naxos of America Inc. - \$1,175.00; Neuco Inc. - \$2,570.09; New York Times - \$4,550.05; Kathryn Norregaard - \$1,260.00; North American Corp of Illinois - \$9,204.58; Northbrook Hardware - \$1,457.45; Old Town School of Folk Music - \$3,105.00; Olsson Roofing Company, Inc. - \$1,125.00; Outsource Solutions Group, Inc. - \$158,124.38; Overdrive - \$161,886.34; Pace Systems INC - \$2,812.78; Petersen Bros. Plastics, Inc. - \$1,148.00; Proquest - \$1,105.47; Quill LLC - \$1,196.03; Reaching Across Illinois Library System - \$22,843.14; Record Information Services, Inc. - \$1,330.00; Reserve Account - \$15,000.00; Olga Rudiak - \$2,700.00; Scholastic Inc - \$5,474.70; Scholastic Inc. Education - \$3,859.00; Service Building Maintenance, Inc. - \$11,315.00; Showcases - \$1,570.72; Siemens Industry Inc. - \$10,071.00; Snow Systems, Inc. - \$11,960.00; Sterling Services, Inc. - \$8,810.70; Stories Matter Foundation - \$2,100.00; Kathryn Suarez - \$1,720.00; Swank Motion Pictures Inc. - \$3,689.00; Symmetry Energy Solutions, LLC - \$34,913.97; T-Mobile - \$6,737.59;

Teacher Dan - \$1,925.00; Tee Jay Service Company, Inc. - \$2,400.00; The Hanover Insurance Company - \$73,202.00; Thermosystems Building System Solutions - \$18,170.67; ThirdWay, Inc. - \$13,013.99; Total Automation Concepts, Inc. - \$400,855.00; Travel Sewing Repair - \$1,405.00; Travelers CL Remittance Center - \$23,702.00; Tumbleweed Press Inc. - \$3,600.00; Value Line Publishing LLC - \$2,200.00; Village of Northbrook Water Dept. - \$2,252.30; Vis-O-Graphic, Inc. - \$19,343.25; WEPA Libros LLC - \$2,597.19; WET Solutions, Inc. - \$4,413.58; Wex Health Inc. - \$16,511.40; WM Corporate Services Inc. - \$3,693.28; Xerox IT Solutions LLC - \$2,580.00; Yami Vending Inc. - \$3,184.36; Yellowstone Landscape - \$1,164.00; Zheng Consulting - \$41,860.00;

## Payroll for the Period January 2026 through June 2026

Abbas - \$720.36; Altieri - \$23,567.62; Amen - \$59,759.29; Amundsen - \$3,541.77; Ashmann - \$31,911.24; Baran - \$9,552.29; Bass - \$8,707.99; Beach - \$8,141.21; Becker - \$12,775.77; Berkover - \$12,749.87; Boesel - \$1,838.45; Bogen - \$998.80; Bremner - \$29,522.56; Brugger - \$34,222.64; Chase - \$29,476.20; Choi - \$28,159.92; Cirignani - \$32,132.47; Clark - \$9,266.79; Collins, Sean - \$8,646.31; Collins, Phillip - \$37,439.01; Cornog III - \$7,810.80; Crabb - \$8,434.86; Davilo - \$31,846.72; Doyle - \$49,565.58; Duncan-McGee - \$22,136.39; Durov - \$54,099.81; Duthie - \$25,902.20; Dzianott - \$6,555.36; Edwards - \$8,819.03; Faedtke - \$11,720.59; Flowers - \$30,093.33; Fragozo - \$235.94; Franklin - \$36,485.42; Garcia - \$12,802.45; Garzón - \$2,600.50; Gerstein - \$591.84; Godnik - \$1,007.98; Goese - \$23,057.86; Gonzalez Esparza - \$26,280.87; Gossage - \$40,126.99; Gray - \$12,968.52; Gutmann - \$14,452.50; Hall, Shannon - \$1,011.99; Hall, Kate - \$82,975.53; Hannon, Caitlyn - \$32,254.82; Hannon, Michael - \$2,763.96; Hegelund - \$43,782.05; Hill - \$34,633.22; Hollister - \$28,407.46; Horan - \$2,968.63; Hormozi - \$8,622.09; Huie - \$30,353.96; Ibardaloza - \$645.60; Jaffery - \$1,660.90; Kalmens - \$33,194.04; Kaminski - \$33,905.55; Karahalios - \$21,809.52; Keahey - \$1,136.61; Kearns - \$11,302.26; Keaton - \$28,073.4; Kim - \$706.13; Kosuge - \$44,393.14; Krukowski - \$1,448.61; Kuehn - \$798.29; Lasky - \$28,316.19; Lee, Seyoung - \$13,131.44; Lee, Sunkyung - \$356.31; Liu - \$27,613.29; Lopez - \$29,554.83; Lundberg - \$28,428.04; Mangas - \$4,518.26; Marek - \$8,239.73; Martinez - \$1,328.89; Mayer - \$15,758.78; McDermott - \$20,283.01; McDowell - \$27,613.24; McGill - \$11,621.07; Medel - \$27,558.76; Miller - \$4,610.34; Min - \$11,846.47; Mistalski - \$33,941.92; Mohrdieck - \$11,127.20; Moore - \$47,481.34; Mujovic - \$10,074.46; Murphy - \$3,070.93; Nava - \$29,519.32; Nelson - \$30,520.74; Nguyen - \$22,040.42; Norton - \$39,683.92; Oh - \$3,091.58; Pekara - \$35,998.02; Posladek - \$9,250.48; Prioletti - \$53,560.66; Raybuck - \$41,221.30; Readdy - \$323.46; Reese - \$21,863.28; Reid - \$15,908.24; Reme - \$1,920.89; Rodriguez - \$5,869.04; Rykov - \$6,578.51; Saks - \$8,732.12; Schafer - \$8,142.84; Schmidt - \$16,477.70; Schroeder - \$10,128.97; Schwartz - \$18,221.63; Scodius - \$31,476.02; Shapiro - \$16,040.40; Siegel, Lori - \$25,029.12; Siegel, Debra - \$33,905.53; Simmons - \$306.45; Simpson - \$12,790.05; Suarez - \$8,175.29; Thomson - \$37,859.62; Vering - \$45,285.33; Voronova - \$9,443.37; Waclawik - \$28,893.23; Wolf - \$47,901.30; Wright - \$3.24; Yen - \$8,927.97; Zwick - \$7,913.46;

# Director's Report

August 2026

## Agenda Items

### 3 Consent Agenda

3.5 File detailed statement of all receipts and expenditures for previous 6 months

This is a compiled list we are required to approve and post that lists every payable we had in the preceding fiscal year.

### 5 Staff Reports

5.1 AI Programming at the Library Presentation - Linnéa Lundberg

Adult Supervisor Linnéa Lundberg will be coming to talk about the work we have been doing around AI programming for the public.

### 7 Unfinished Business

7.1 Master Plan Project Update

I will give a brief update on the Master Plan project before we do the formal presentation. The monthly memo update is included in the packet.

7.2 Product Architecture & Design Presentation – Tiffany Nash & Dan Porte, Product Architecture & Design and Joe DiCicco, Pepper Construction

Tiffany and Dan will be joining to go over draft concepts with the board and solicit feedback. No decisions will be made at this meeting. Joe DiCicco from Pepper Construction has prepared preliminary cost estimates based on the schemes and will be on hand to answer questions from the board.

### 8 New Business

8.1 Executive Director Quarterly Goal Check In

I have prepared a memo with updates for my quarterly goal check-in.

## 11 Agenda Building

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

- Consent Agenda
  - Approve Closing Schedule
  - File account of all monies received and expended during preceding fiscal year per 65 ILCS 6/3.1-35-65
  - HR policy updates
- Master Plan Project Update & Design Decision
- Northbrook Public Library AI Guidelines
- Selden Fox Audit Presentation

## Updates

### Legislative Updates

We are reaching out to senators around HB 5236 on eBook costs. We are still hopeful that we will be able to move the bill through in the veto session this fall. No action by the board is needed as our two senators are already aware and in favor of the bill. Senator Fine has signed on as a co-sponsor.

### Patron Feedback

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

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

## Connect with Our Community

### Collections

- Cataloging Librarian Sara Scodius added 15 new tabletop games to the collection and began cataloging youth Tonieboxes and Tonie character sets.
- Cataloging Librarian Sarah Kaminski cataloged numerous Braille titles for the Youth collection which we are starting based on patron requests.

## Outreach & Partnerships

- The library partnered with the Northbrook Veterans Center (VFW Post 10236 and American Legion Post 791) to host and promote a cleaning-supply donation drive for veterans leaving homelessness; Facilities staff also contributed to the drive's success.
- Our lobby display case featured the Northbrook Civic Foundation, spotlighting their Northbrook Days community fundraiser.
- Northbrook-native independent filmmaker Jimmy Alcorn — a GBN graduate and former judge of the library's Youth Film Festival — used the library to shoot scenes for a movie in July.
- The library hosted a local film crew (Village Green) for scenes shot by the windows, in the stacks, and a graduation scene in the Auditorium.
- The Marketing team coordinated the library's participation in Northbrook's 4th of July Parade, with staff, Board members, and Teen Volunteers representing the library. Unfortunately, rain prevented the parade from happening.



4th of July Parade (we were there!)



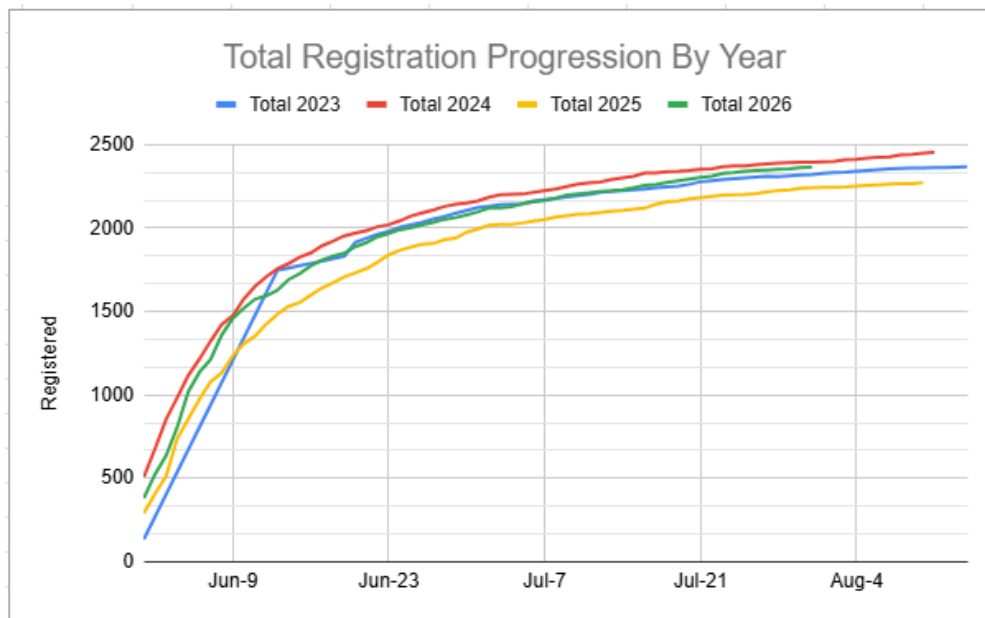
## Programs

### Summer Reading Challenge



Summer Reading Totals, June 1–July 31:

- Youth & Teen Reading Program: 2,192 registered (1,783 Youth / 409 Teen); 996 completed (834 Youth / 162 Teen); 316 bonus prizes earned.
- Baby Reading Program: 172 registered; 68 completed.
- Adult Reading Program: 826 registered; 465 completed; readers logged 1,697 books in July alone.



*Baby, Youth, and Teen Registration*

### Adult Services Programs

- Adult Services Librarian Jill Franklin's program "Wild Northbrook: True Tales From an Animal Control Officer," featuring Officer Gina Manski, drew 74 attendees.
- The piping plover exhibit, coordinated by Jill Franklin with Lake County Audubon, has been popular with visitors on the 2nd floor and remains on display through August 12.



- Adult Services Librarian Lori Siegel presented "Sears in Chicago" to residents at Axelson Assisted Living, prompting attendees to share their own shopping memories.

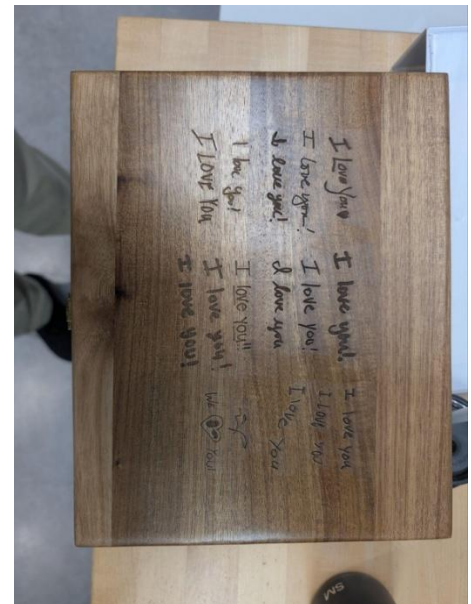
## Youth Services Programs

- 108 Teen Summer Volunteers contributed 531 hours of service in July. The Northbrook Community Garden coordinator thanked our volunteers for keeping the pathways and perimeter weed-free.
- Outreach storytimes reached 103 children at Bright Horizons Preschool (7/1), 15 children at Marissa Bennett Consulting (7/9), and 26 students from the Park District's Greenbriar Early Childhood Camp (7/27).
- Garden Volunteers harvested rhubarb, lettuce, tomatoes, squash, beans, and parsley for the Northfield Food Pantry each week in July.
- YS staff and 4 teen volunteers filmed the Stuffed Animal Sleepover on 7/27 (18 stuffed animals participated); the video premieres August 7.
- Magician Terrence Hunter returned for ABCs of Magic (7/23); both the original session and an added second session reached capacity within hours of registration opening.
- Drop-In Mahjong remains popular with children and teens, with several adults asking about an adult session; families and patrons have shared enthusiastic feedback about the program.
- Other July programs included Art Pops: Picasso Portraits (7/13) and Games Outside the Box: Circuit Lab (7/28), both well attended.



## Collaboratory Projects

- Maker Services 3D printed 134 items in July — the most in a single month to date.
- Maker Specialist Daniel Choi helped a first-time patron embroider her name onto a tote bag.
- Maker Specialist Dylan McDowell helped a patron design a decorative serving board with hand-written “I love you’s” from grandchildren, and separately embroidered a logo onto a hat.
- Maker Specialist Eric Flowers helped a group of friends personalize hats for a golfing outing.
- Maker Specialist Joe Cirignani helped a returning patron laser-etch an unusually sized cutting board.
- Maker Specialist Megan Hollister helped a patron replicate a two-color collegiate-style embroidered tank top design sourced from Etsy; the patron returned the next day for a second matching tank top.





## Top Social Media Posts

Gina Manski, Northbrook's Animal Control Officer, will share heartwarming and dramatic rescue stories from her years of saving animals on Monday 7/13 at 7pm. She'll dis... [See more](#)



Facebook: Gina Manski Library Program  
Views: 16.6K / Interactions: 226

We were excited about seeing you at the parade, but due to the forecasted storm, it was canceled for everyone's safety. Thank you to the Northbrook Park District and al... [See more](#)

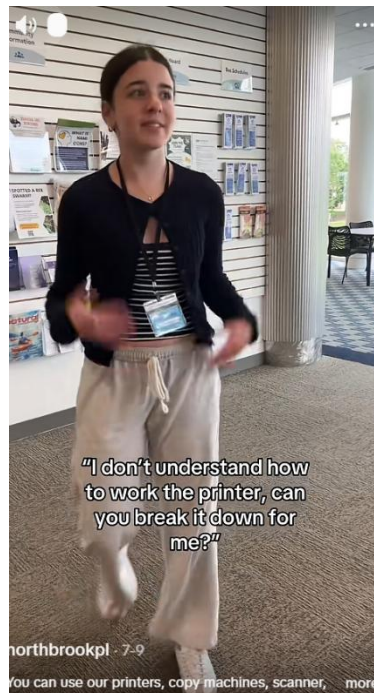


Facebook: Parade Photos  
Views: 10.5K / Interactions: 56



northbrookpl We recently had the pleasure of welcoming a group of visiting library students from Daegu ... [more](#)

Instagram: Korean Library Students' Visit  
Views: 6K / Interactions: 83



TikTok: Printers Help  
Views: 1.4K / Interactions: 66

# Build an Inclusive Culture

## CE & Training

- Adult Services Librarian Bryan Brugger attended the Midwest Business Librarian Summit at Purdue University, with sessions focused on AI use in academic and public libraries.
- Maker Services staff attended a PLA webinar on an outcomes framework for adult makers, ISTE virtual sessions, ILA/ALA continuing education, and a LibraryMakers.org session on inclusive and accessible makerspaces.
- Cataloging Librarian Sara Scodius attended RAILS training on cataloging streaming video, Blu-rays, and DVDs under RDA/MARC21.
- School and Supported Services Librarian Julianne Medel attended the Section 508 Best Practices webinar on U.S. digital accessibility (7/14).
- Kelly Durov attended the ILA Orientation for the Intellectual Freedom committee and the RAILS Assistant Directors Networking Meeting.
- HR Director Becky Moore held 2026 Annual Evaluation Training (7/7) for all managers, assistant managers, and supervisors to align rating criteria consistently across departments.
- The Staff Development Day Committee reconvened to debrief 2026 staff-survey feedback; highlights were shared at the July all-staff meeting, where additional staff were invited to join the committee ahead of 2027 planning. The committee reconvenes in September/October.

## Personnel

### Hires

- Ulises Pico, part-time Maker Services Specialist (Maker Services).

### Change in Position and/or Status

- Kristen Boesel, part-time Circulation Clerk, increased from 14 to 16 hours per week.
- Brian Nelson promoted to full-time Technical Services Assistant Manager, after previously serving in the role on an interim basis.

### Departures

- None.

## Other

- The Well-Being Committee held the annual staff BBQ on July 24 with more than 50 attendees, catered by Grill House with dessert from Sweet Ride's truck, and moved forward with plans for a year-round staff t-shirt.
- HR Director Becky Moore joined the IPBC Pharmacy Benefit Manager (PBM) task force, which is evaluating bids to decide whether IPBC should remain with Express Scripts (ESI) or switch providers for the upcoming plan year.
- Leadership held an offsite meeting on July 1 to finalize revised job descriptions as part of the ongoing role-realignment process, align on shared annual-evaluation expectations for staff who supervise others, clarify managerial spending authority, and review the strategic plan and triage framework.
- The EDI Committee is transitioning from a continuing-education focus to an advisory role for Leadership. Kate has engaged Biz Lindsay-Ryan to facilitate a series of discussions between the committee and Leadership beginning in September. Princess Gonzalez Esparza will take over as co-chair from Tracy Gossage effective September; Caitlyn Hannon stepped off the committee in August.

## Create Spaces to Belong

### Safety

- The hiring process continues for the newly created Security Supervisor position.
- Our new Joffe Emergency Services membership was put to use this month during an unprecedented air-quality event (see Facilities, below).
- Planning is underway for the August 7 Safety & Security training, which will include fire drills and cover the new Emergency Operations Plan (EOP) and Incident Command System (ICS); this will be Joffe's final activity under the 2025–2026 consulting agreement.
- Assistant Director Kelly Durov developed staff talking points on surveillance cameras and on escalation procedures, with input from the Safety and Security Committee.

### Operations

- Leadership held an offsite meeting on July 1 to finalize revised job descriptions as part of the ongoing role-realignment process, align on shared annual-evaluation expectations for staff who supervise others, clarify managerial spending authority, and review the strategic plan and triage framework.
- The EDI Committee is transitioning from a continuing-education focus to an advisory role for Leadership. Kate has engaged Biz Lindsay-Ryan to facilitate a series of discussions between the committee and Leadership beginning in September. Princess Gonzalez

Esparza will take over as co-chair from Tracy Gossage effective September; Caitlyn Hannon stepped off the committee in August.

## Facilities

- Leadership reviewed the ThirdWay space-audit recommendations and began discussing pilot projects, including display experiments and possible changes to the Welcome Desk and self-checkout placement.
- The library experienced an unprecedented air-quality event on July 16 due to wildfire smoke; Leadership and Facilities Manager Jason Halack adjusted mechanical systems and consulted Joffe Emergency Services. Going forward, the library will use MERV-13 filters during summer months, and poor-air-quality guidance has been added to our [hazardous-weather procedures](#).
- Wet Solutions completed condenser and chilled-water loop testing and changed the chilled-water loop's side-stream filter; Sterling Services completed annual and quarterly carpet cleaning.
- Colley Elevator repaired the patron elevator's (car 2) outer door and completed monthly elevator preventive maintenance.

## Volunteer

- A new Courier volunteer position was onboarded 7/21 and began service 7/23, delivering unclaimed lost-and-found items to Goodwill, recycling single-use plastics, and returning school-owned books to district offices; the role is supervised by Circulation Coordinator Andi Goese and touches Circulation, Adult Services, and Technical Services.
- Community Photography and Maker Services volunteer positions have been posted and are awaiting the right applicants; a Job Seekers volunteer position is in development, pending information from Glenview Public Library.
- The Volunteer Committee is developing a Court-ordered Community Service program (target launch September 2026, for Northbrook residents age 14+) after receiving three requests in the past month, all involving teens; next steps include insurance review with Anna Amen and legal review with Becky Moore.
- An inaugural Teen Volunteer and Community Leadership Fair is planned for Saturday, September 19, 2–4pm, for grades 7–12, featuring elevator pitches from community organizations followed by walk-through tables.

## Finance

- FY26 audit fieldwork is complete; Selden Fox is finalizing the draft report and will present at the September Board meeting.

- Property tax disbursements began arriving in July; Finance is reviewing 2024 disbursement data recently added to the Cook County portal.

## Technology

- The Website Work Group continued to work on the website with the expected launch date of October 14 still in place.
- BiblioCore's public preview of the new catalog begins Monday, August 3, with full switchover on Tuesday, September 1. The workgroup demoed BiblioCore at the July 23 all-staff meeting and rolled out patron talking points, an instructional handout, and a feedback form; four catalog computers are already running BiblioCore to test in-house configuration ahead of launch.

Kate Hall, Executive Director



# Fiscal Year-to-Date Statistics Dashboard

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



## Connecting with Our Community



### Cardholders

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

21,593

↑ 0.8%



### Building Visits

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

85,379

↓ -3.0%



### Community Outreach

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

#### Events

23

0.0%

#### People Reached

1,439

↑ 76.6%



### Staff Continuing Education

The number of continuing education hours completed by NPL staff

1,128

↑ 68.3%

## Sharing Books & Materials



### Physical Collections

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

222,178

↓ -1.5%



### Circulation

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

#### Physical

176,786

↓ -4.0%

#### Downloadable

65,233

↑ 5.5%

## Using Spaces & Services



### Computer Use

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

4,733

↓ -2.8%



### WiFi Use

The number of unique devices that access NPL WiFi each day

38,208

↓ -0.7%



### Study Room Use

The number of NPL study room reservations made by patrons

4,038

↓ -6.5%



### Meeting Room Use

The number of NPL meeting room reservations made by patrons

#### Total

127

↓ -0.8%

#### Auditorium

3

↑ N/A



### Program Engagement

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

#### Events

217

↓ -11.1%

#### Attendance

6,515

↓ -9.8%



### 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

1,234

↑ 31.1%

# Monthly Statistics Dashboard (Page 1 of 3)



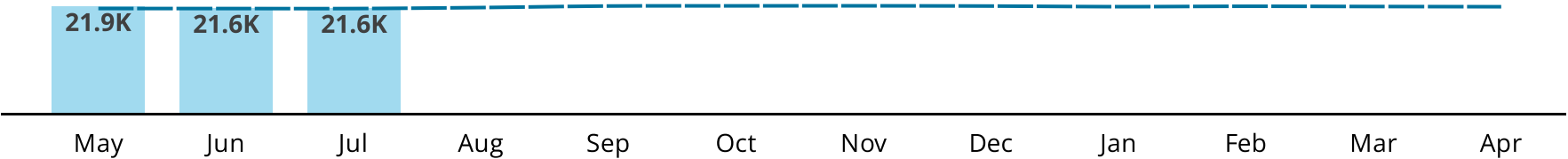
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light blue columns and the previous fiscal year's data as a dark blue dashed line, for comparison purposes. A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

## Connecting with Our Community



### Cardholders

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



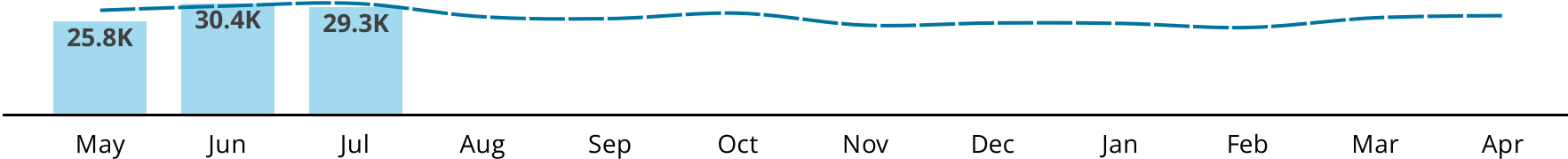
### FYTD Totals

21,593  
↑ 0.8%



### Building Visits

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



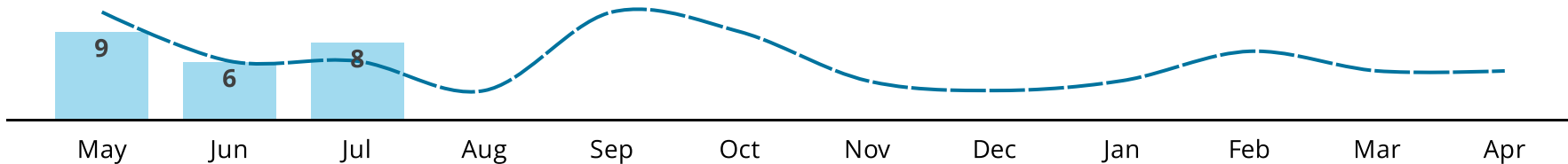
85,379  
↓ -3.0%



### Community Outreach

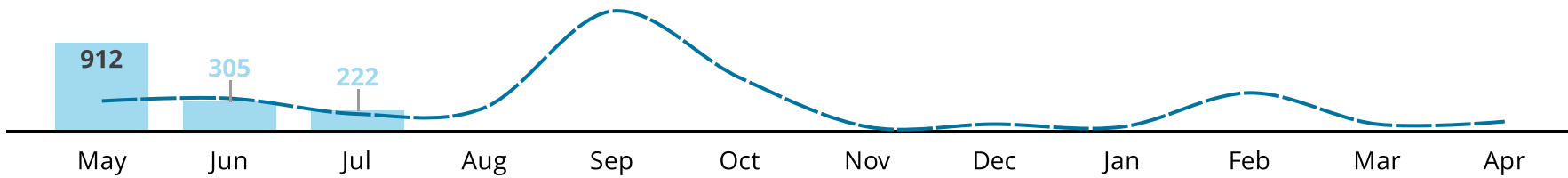
The number of outreach events/activities conducted by NPL staff, and the number of community members reached

#### Events



23  
0.0%

#### People Reached

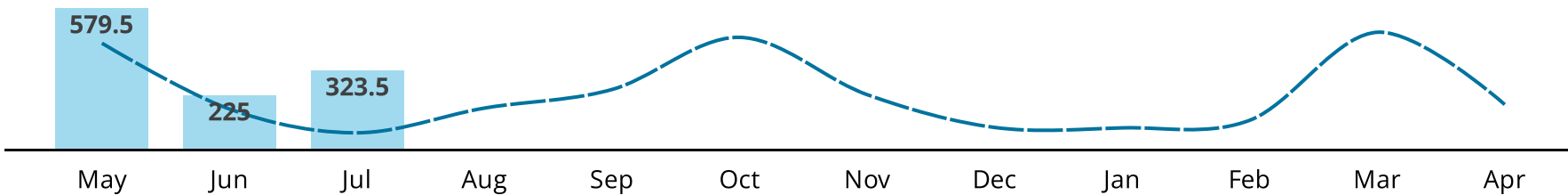


1,439  
↑ 76.6%



### Staff Continuing Education

The number of continuing education hours completed by NPL staff



1,128  
↑ 68.3%

# Monthly Statistics Dashboard (Page 2 of 3)



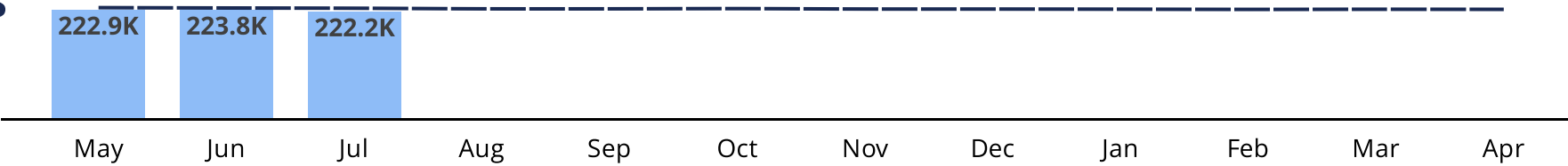
This dashboard displays monthly statistics for key data categories tracked by the Northbrook Public Library (NPL). For each statistic, a combo chart displays the current fiscal year's data as light green or light purple columns and the previous fiscal year's data as a dark green or dark purple dashed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

## Sharing Books & Materials



### Physical Collections

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



### FYTD Totals

222,178

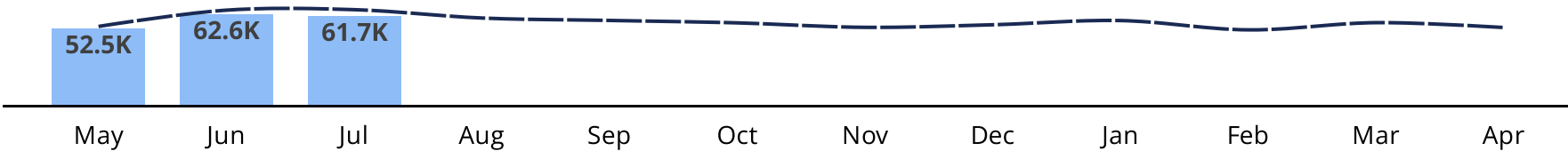
↓ -1.5%



### Circulation

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

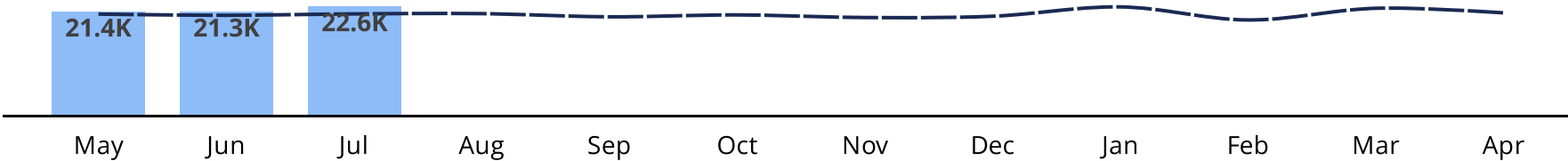
#### Physical



176,786

↓ -4.0%

#### Downloadable



65,233

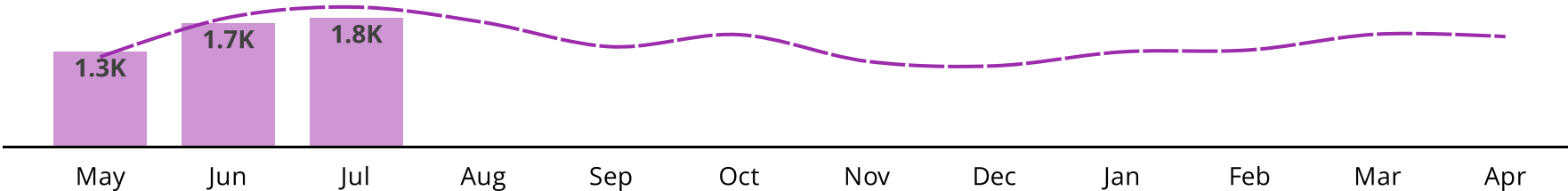
↑ 5.5%

## Using Spaces & Services



### Computer Use

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



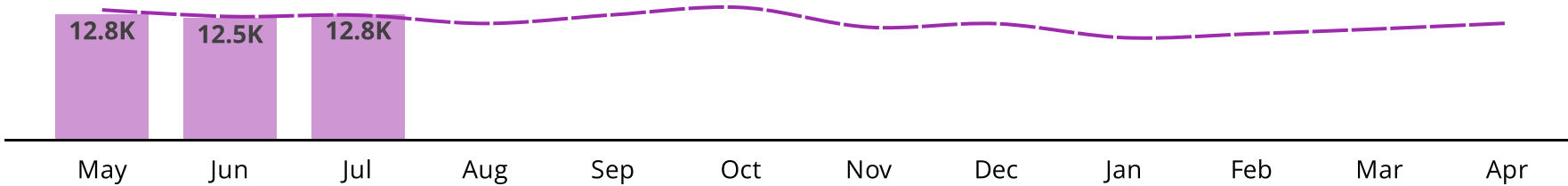
4,733

↓ -2.8%



### WiFi Use

The number of unique devices that access NPL WiFi each day



38,208

↓ -0.7%

# Monthly Statistics Dashboard (Page 3 of 3)



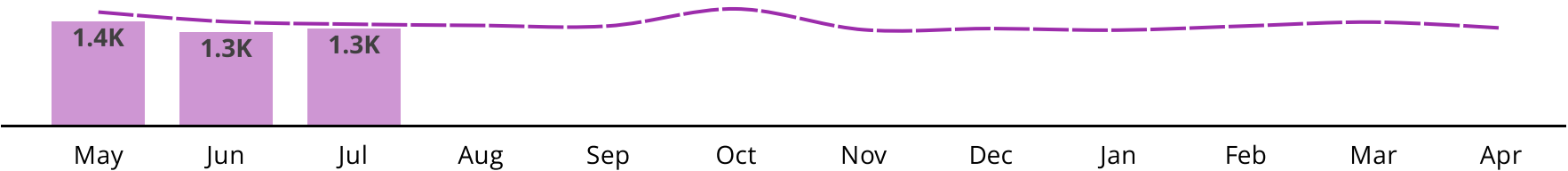
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## Using Spaces & Services



### Study Room Use

The number of NPL study room reservations made by patrons



### FYTD Totals

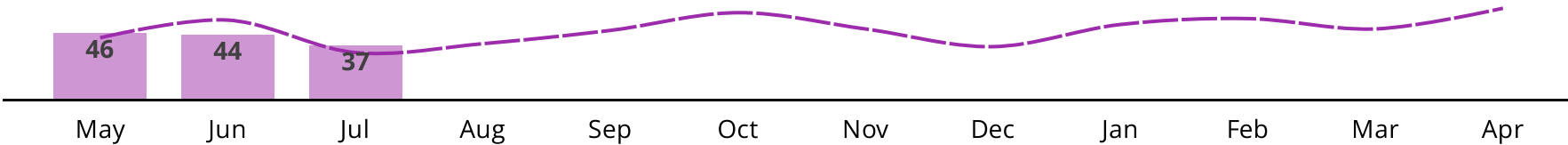
4,038

↓ -6.5%



### Meeting Room Use

The number of NPL meeting room reservations made by patrons



127

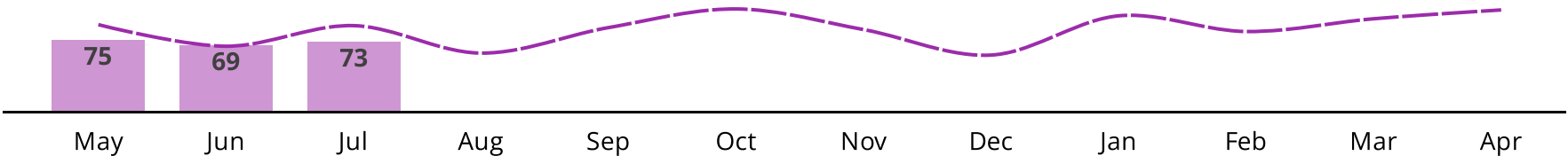
↓ -0.8%



### Program Engagement

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

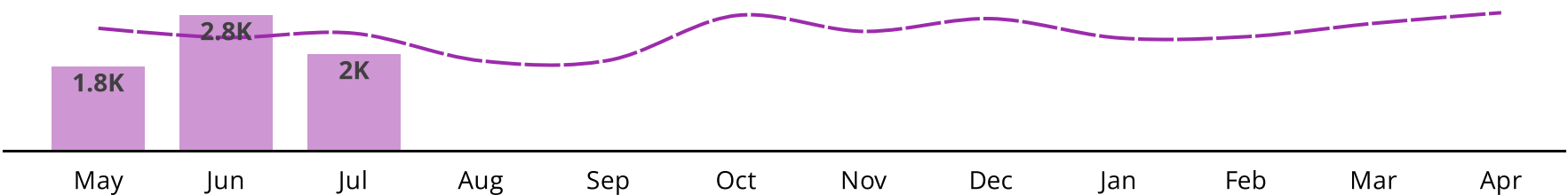
#### Events



217

↓ -11.1%

#### Attendance



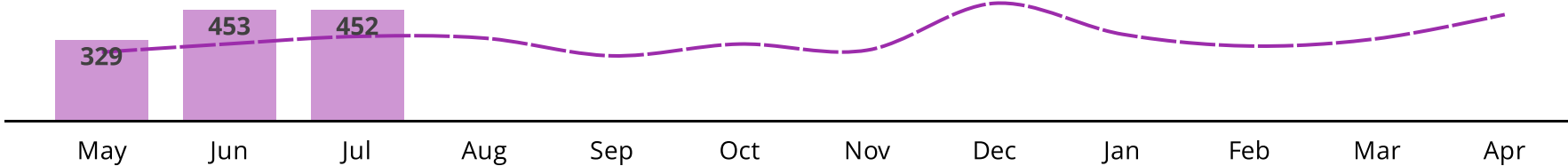
6,515

↓ -9.8%



### 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



1,234

↑ 31.1%

# Master Plan Update

Date: July 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 reached out to Village to continue discussions on bond issuance and discussed timelines. The Village indicated that there would not be any problems issuing bonds at times that work best for the project and will keep in touch with Anna on timing. Bonds will be issued through the Village and we will be given a debt service repayment schedule that will be used to pay off the debt.
- Tiffany Nash and Dan Pohrte met with each department to show preliminary design ideas and solicit feedback from staff. Kate and Anna gathered additional written feedback after the meetings which was also shared with Tiffany and Dan.
- Kate, Kelly, & Anna continued working on investigating costs and timelines if we decide we want to move offsite and do construction all in one stage. We have also enlisted Joe DiCicco from Pepper Construction to investigate costs.
- Kate & Kelly are working with Department managers to update collection sizes in advance of moving into the design phase.

# 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)

- 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 reviews prelim plan on multi-phased construction or moving offsite.
  - 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

- The architects will be coming and showing the board the three design plans included in the packet and will solicit feedback from the board

### Coming Soon

- Approval of draft designs in September and move to next phase of the project

August 10, 2026

## Updated Conceptual Project Estimate Summary

Below is an executive summary of the updated conceptual project estimates provided for schemes A, B, and C as drawn on 7.13.2026.

|                                 | Base Total Est. |
|---------------------------------|-----------------|
| Scheme A <small>7.13.26</small> | \$33,733,910    |
| Scheme B <small>7.13.26</small> | \$35,799,797    |
| Scheme C <small>7.13.26</small> | \$33,639,068    |

### Project Costs Breakout

Scheme A : <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:3e69a16d-5dcc-4c41-b0a8-f960b8cf7126>

Scheme B : <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:cf22810b-06a6-49df-acf2-72b8159c4f60>

Scheme C: <https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:55007894-23df-48b9-8986-5522214fec9b>

Break-out Value, \$4,172,870 - Capital Improvement Projects - Included in the project estimates above are costs associated with capital improvement projects which the Library indicated are included in their upcoming 5-year plan. These projects include replacement of two rooftop mechanical units, two boiler replacements, building automation system upgrades, LED lighting replacement, and repairs to the third-floor exterior glass façade.

Break-out Value, \$1,932,876 - First Floor Improvements - Included in the project estimates above are costs associated with improvements to the existing first floor, these include replacing the existing Auditorium lift with a LULA elevator, LED lighting and building automation system replacements, reconfiguration of the east vestibule, and interior finish refreshments to the corridor and lobby.

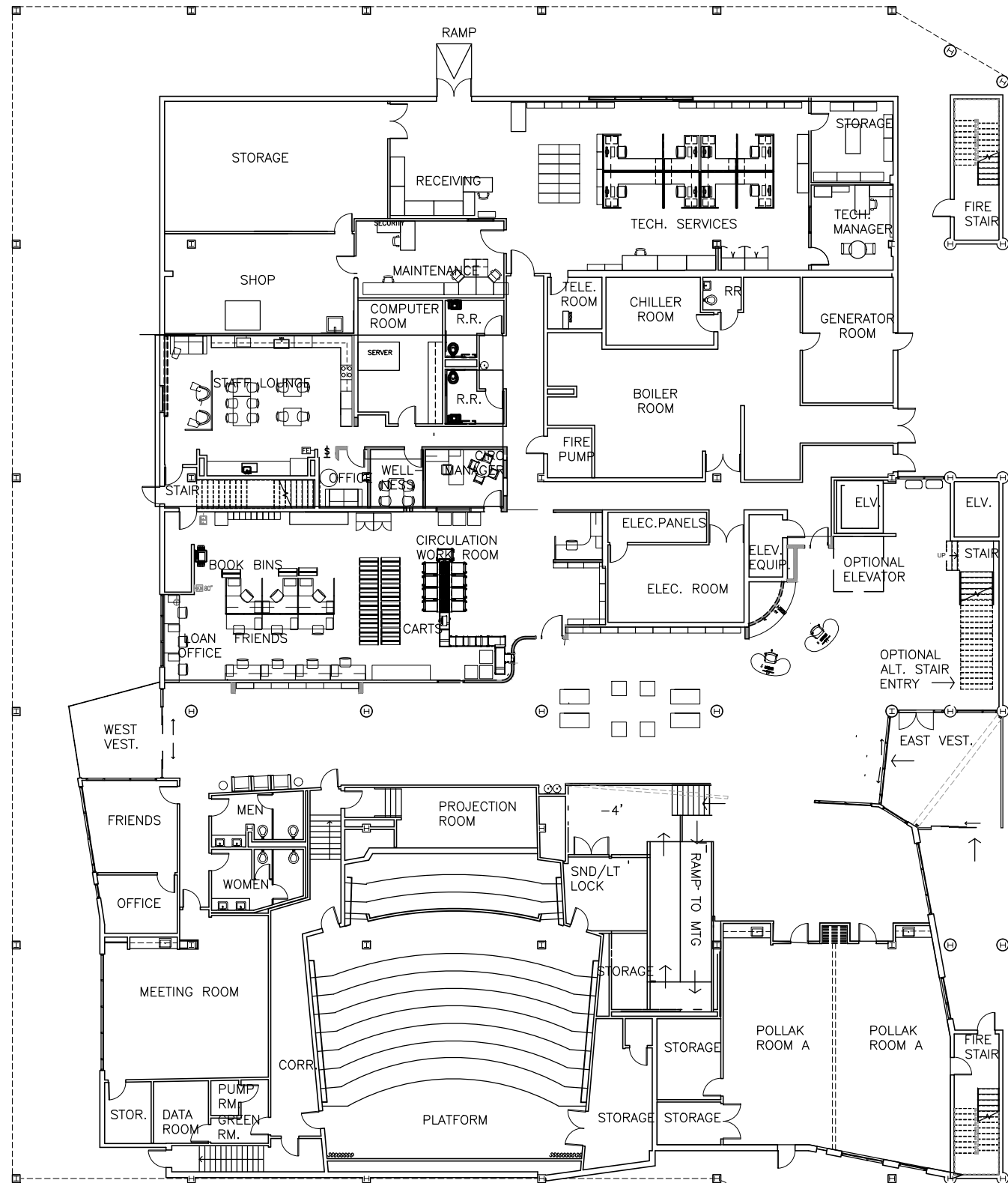
Please note that the Base Total Estimate includes a single phase of construction over 11 months, in this, the library would relocate into a temporary facility. Should a phased approach be desired, it is estimated that construction will take 15 months to complete with additional project costs of around \$200,000.

Respectfully,

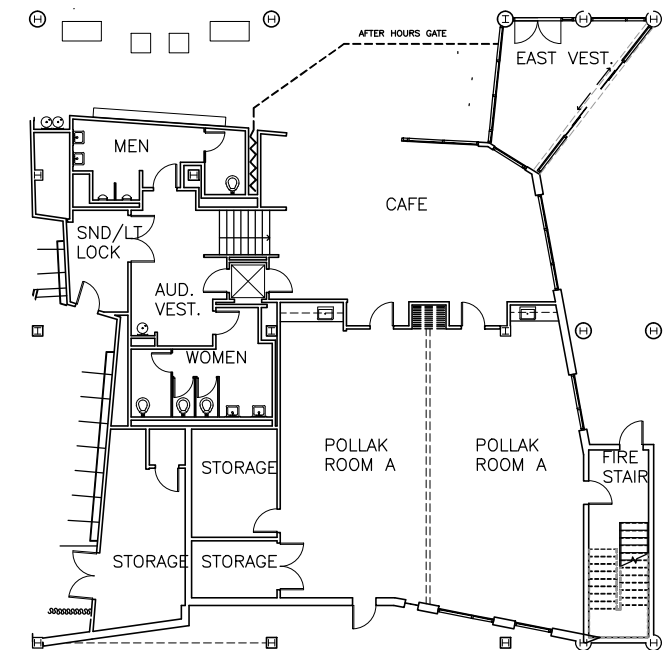


Joseph DiCicco  
Senior Project Manager  
Pepper Construction Company

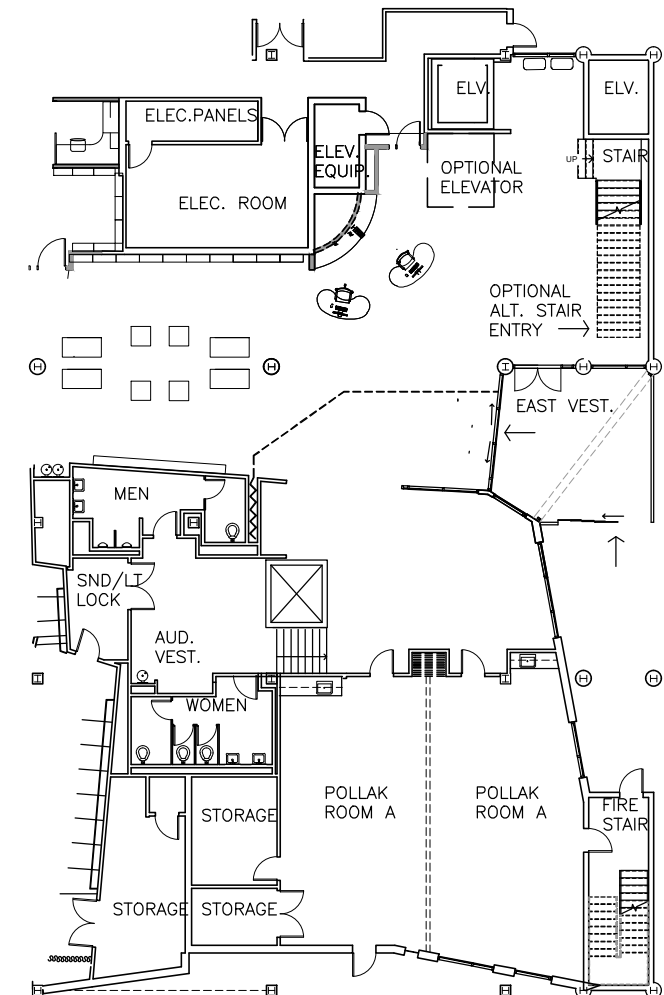




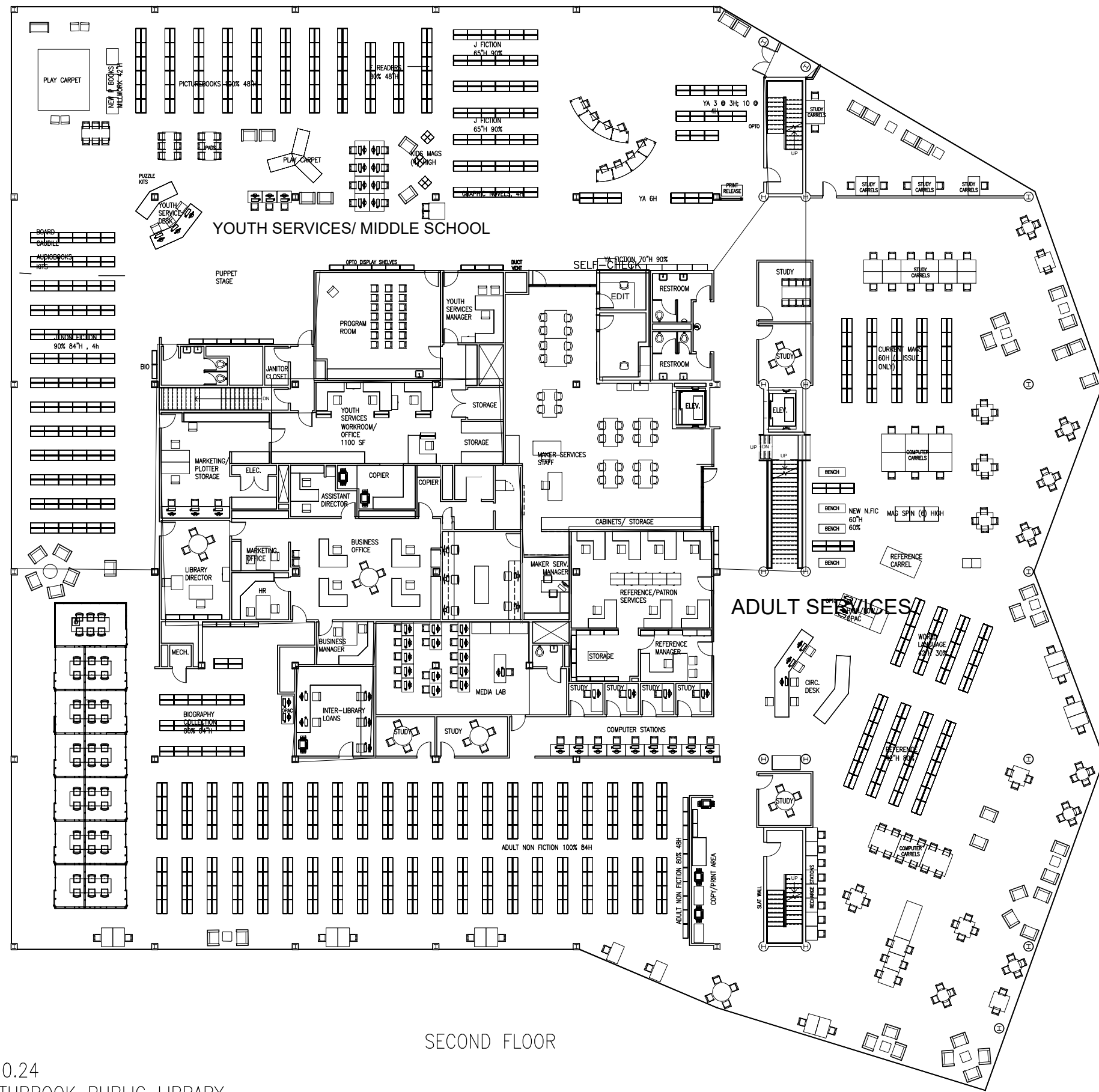
**RAMP OPTION**



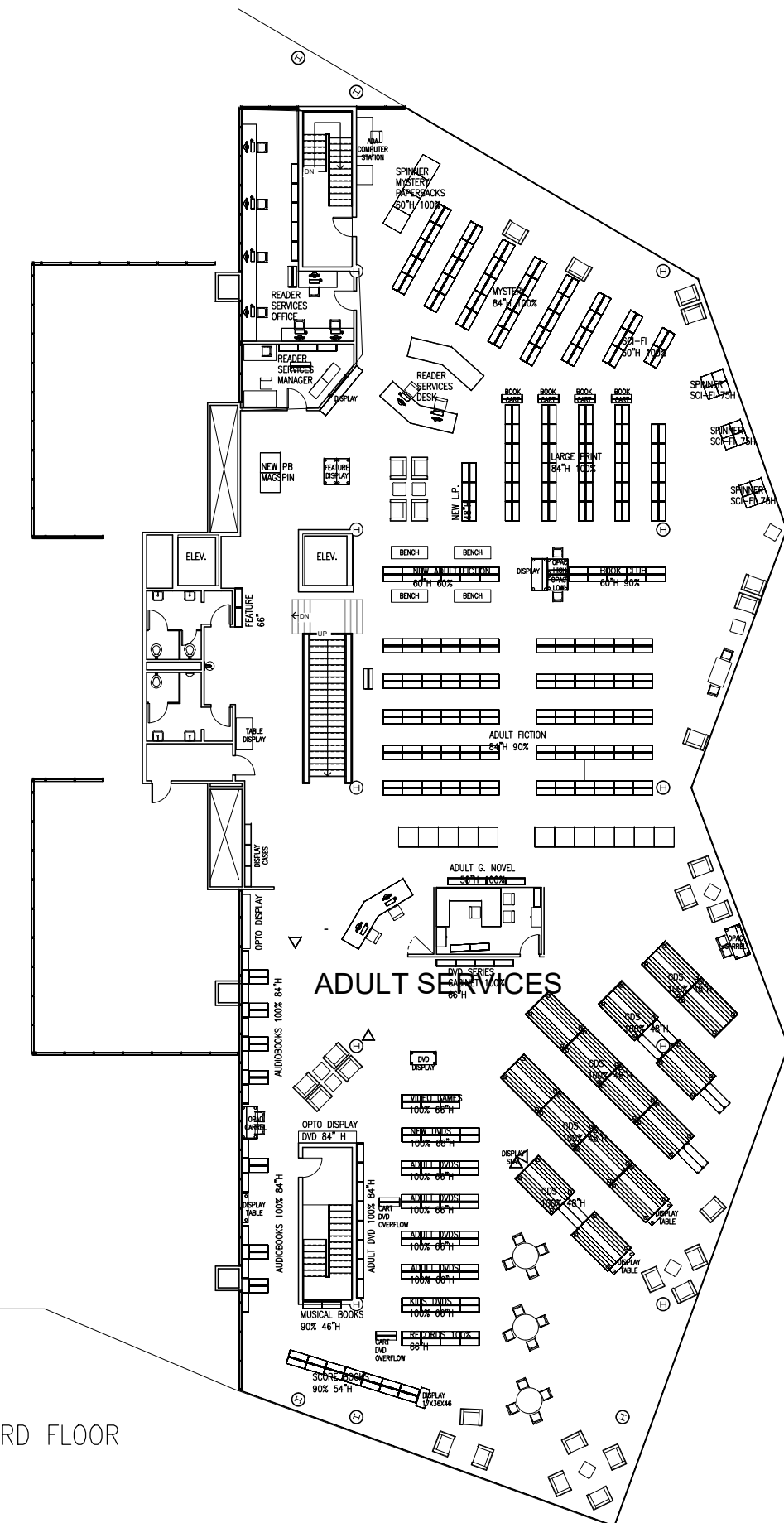
**EXISTING**



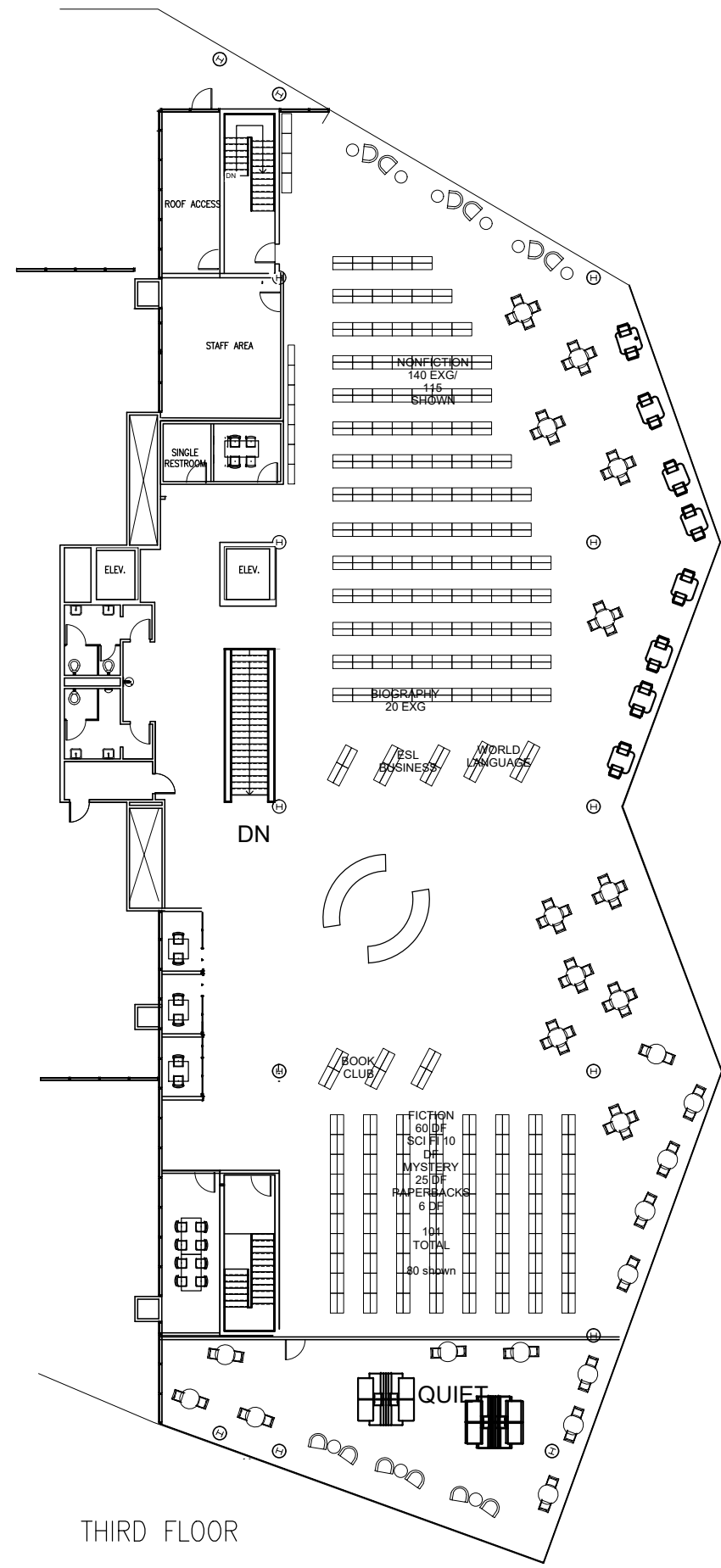
**ELEVATOR OPTION**



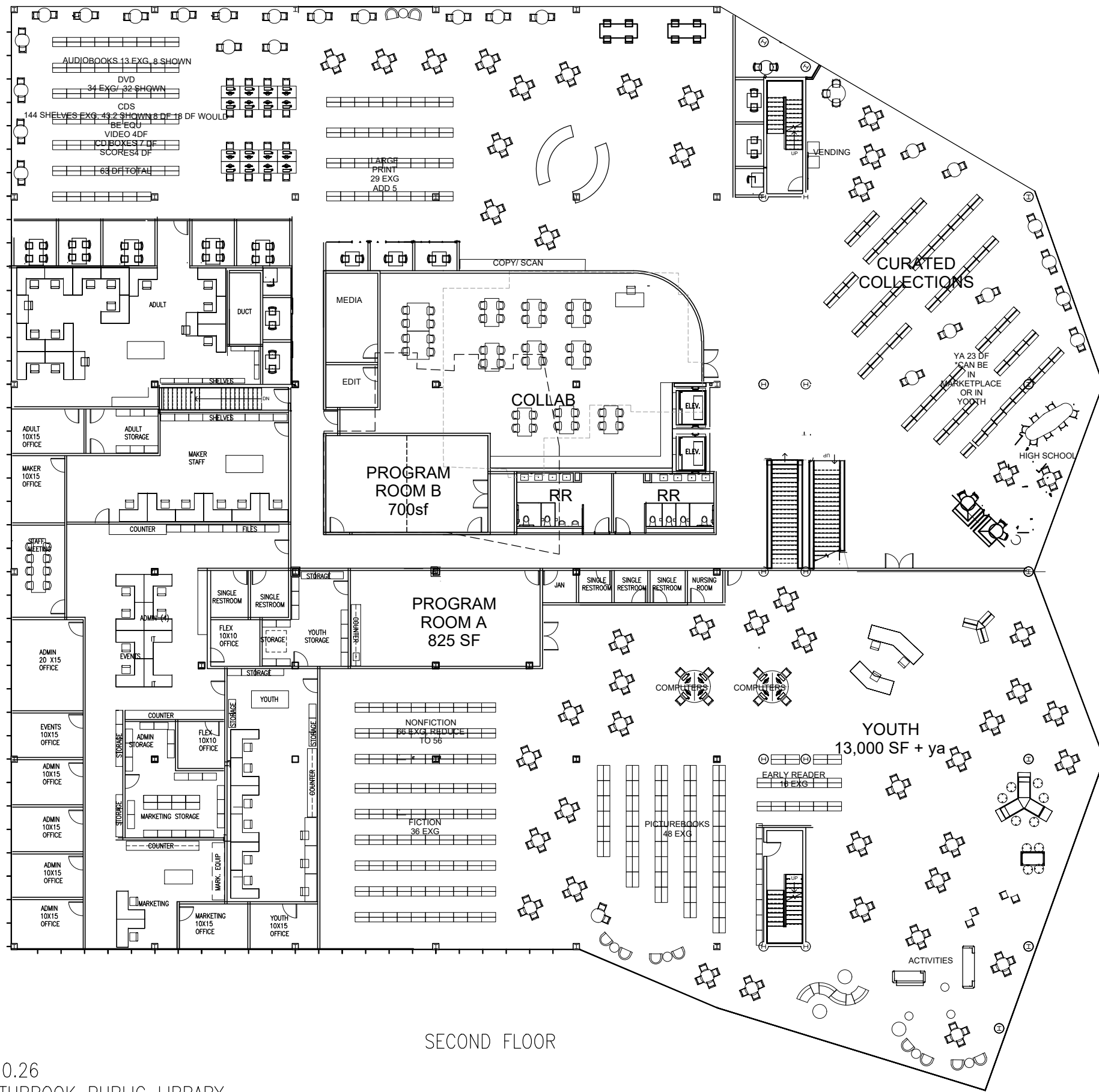
SECOND FLOOR



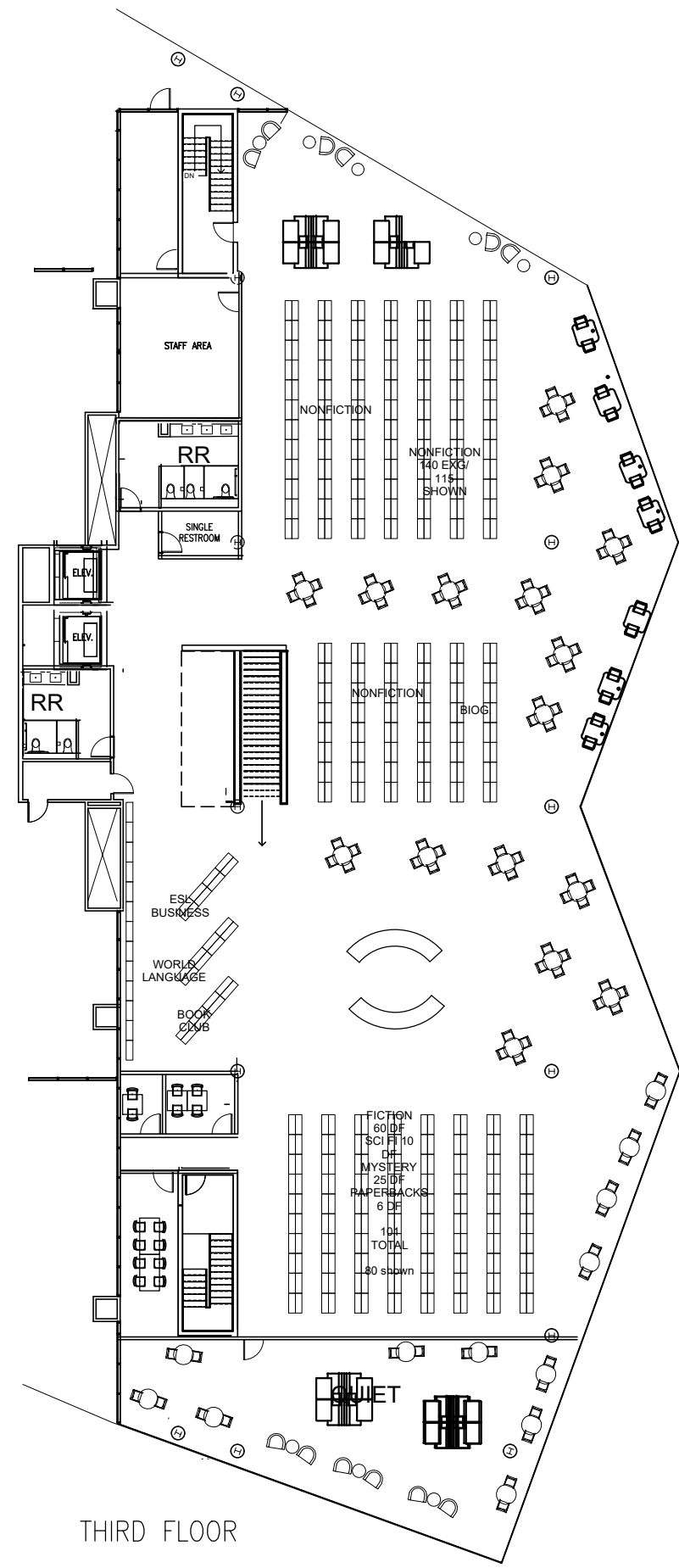
THIRD FLOOR



- PLAN NOTES:**
- Stair and elevators remain in current location
  - Curated Collection/ Vending as 2nd floor Lobby (center of building)
  - Adult collection: on east side of building; AV, large print, computers, quiet study on 2; nonfiction and fiction collections on 3
  - 18 study rooms located on 2nd and 3rd floors.
  - Youth Collection on northwest side of building
  - Enlarged public restrooms on 2 + single-user restroom on both floors
  - 3 single-user restrooms + nursing room in youth
  - Expanded youth, collaboratory, program rooms
  - Divisible program room B
  - Adult workroom: all staff on 2nd floor with additional workroom on 3rd floor, separated from other staff but near collection
  - Youth, Administration, Events, IT, flex spaces, staff meeting room, staff restrooms, Marketing, Maker staff areas in same general area in southwest corner of building



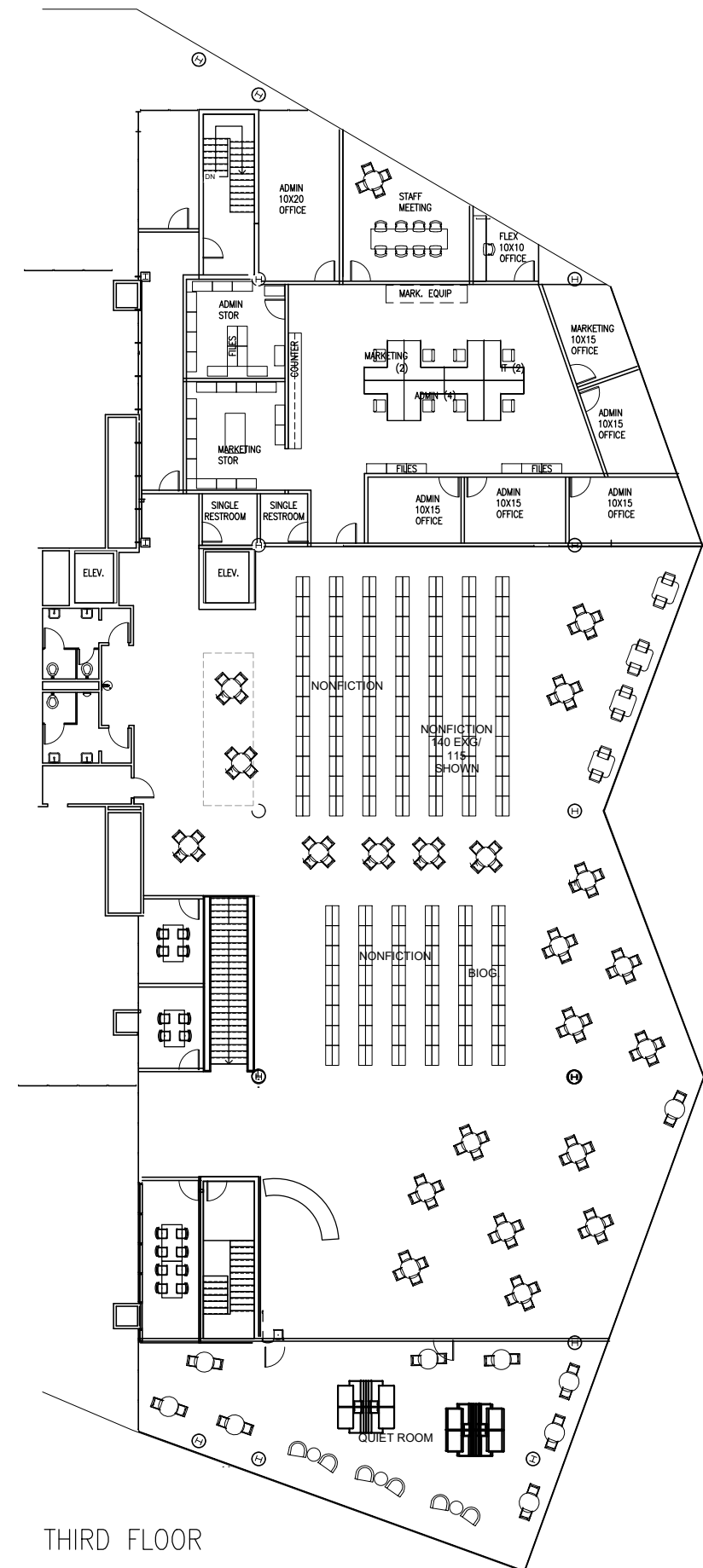
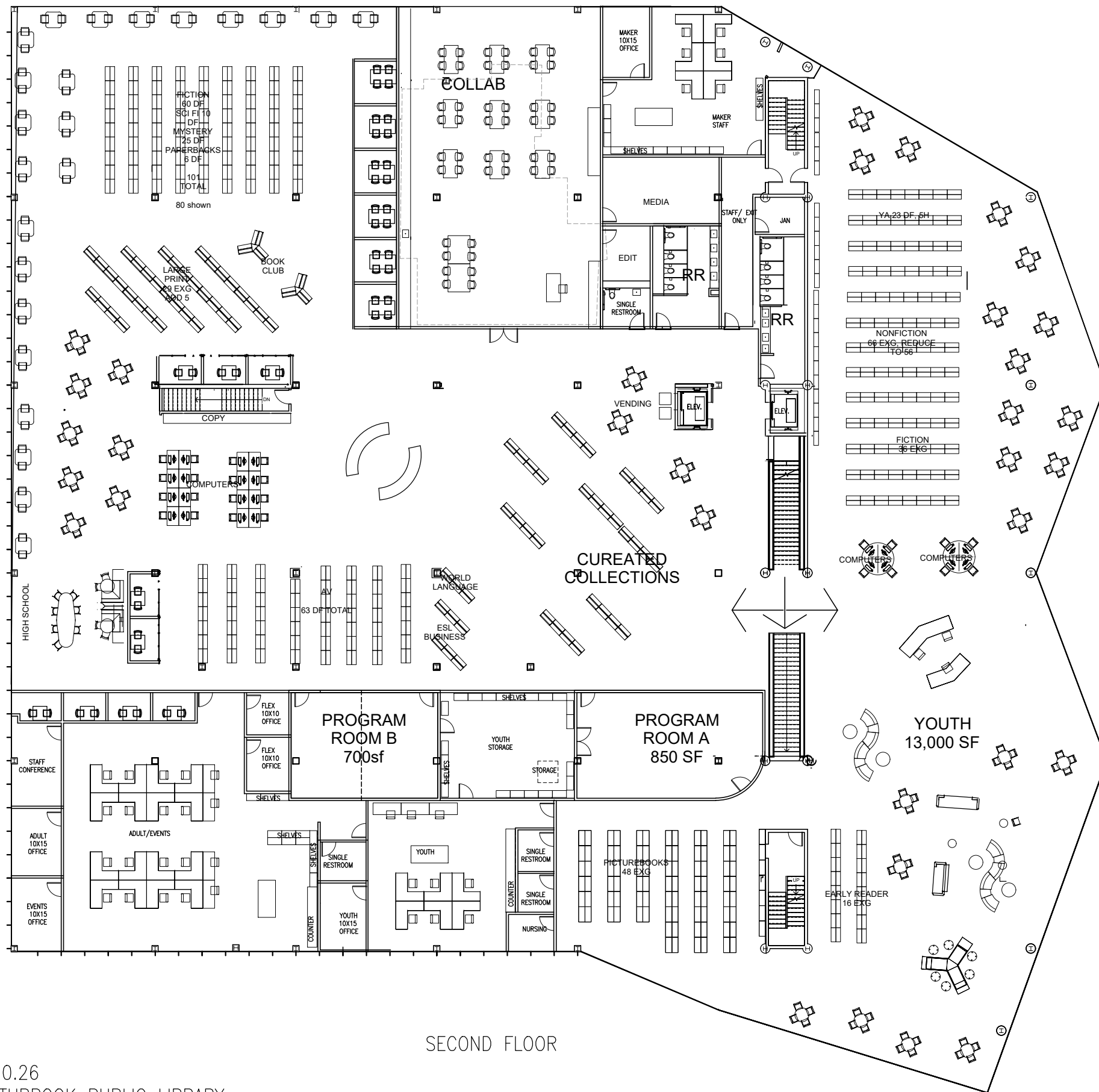
SECOND FLOOR



THIRD FLOOR

- PLAN NOTES:**
- Stair to 2nd floor is flipped so that entry on 1st floor is closer to the doors. Stair to 3rd floor is directly adjacent to stair to second floor. 1 elevator moves. Both are accessible to the public on all floors.
  - Curated Collection/ Vending as 2nd floor Lobby (northwest corner of building with windows)
  - Adult collection: on northwest side of building; AV, large print, computers on 2; nonfiction and fiction collections and quiet study on 3
  - 18 study rooms located on 2nd and 3rd floors.
  - Youth Collection on southeast side of building.
  - Enlarged public restrooms on 2 + single-user restroom on both floors
  - 3 single-user restrooms + nursing room in youth
  - Expanded youth, collaboratory, program rooms
  - Divisible program room B
  - Adult workroom: all staff on 2nd floor with additional workroom on 3rd floor, near all other staff
  - Youth, Adult, Administration, Events, IT, flex spaces, staff meeting room, staff restrooms, Marketing, Maker staff areas in same general area in southwest corner of building





PLAN NOTES:

- Stair to second floor and elevators remain as is, stair to 3rd floor moved to location directly in front of entry to 2nd floor stair. Both are accessible to the public on all floors.

- Curated Collection/ Vending as 2nd floor Lobby (center of building)

- Adult collection: on northwest side of building; fiction, AV, large print, computers on 2; nonfiction collection and quiet study on 3

- 18 study rooms located on 2nd and 3rd floors.

- Youth Collection on east and southeast side of building.

- Enlarged public restrooms on 2 + single-user restroom on both floors

- 2 single-user restrooms + nursing room in youth

- Expanded youth, collaboratory, program rooms

- Divisible program room B

- Adult workroom: all staff on 2nd floor . Youth and Events staff near adult with shared flex space and staff restrooms access.

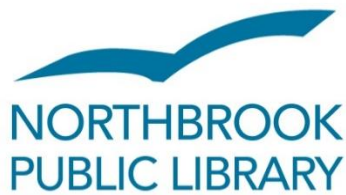
Maker staff near  
Collaboratory on north side  
of building.

- Administrative and Marketing staff on 3rd floor with shared flex space and staff restroom

08.10.26  
NORTHBROOK PUBLIC LIBRARY  
product architecture + design

## SCHEME C

Estimate: \$33,639,068



## Memorandum

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DATE: August 13, 2026

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: FY27 Goals Quarterly Update

I have provided a recap of my goals and summary of what the status is on each for the quarterly checking. I'll be happy to answer any questions from the board on any of these topics.

| Goals                                               | Q1<br>May-Jul | Q2<br>Aug-Oct | Q3<br>Nov-Jan | Q4<br>Feb-Apr |
|-----------------------------------------------------|---------------|---------------|---------------|---------------|
| New Staff Evaluation Process Design and Launch      |               |               |               |               |
| Master Facilities Plan — Next Phase                 |               |               |               |               |
| Strategic Plan Execution and Leadership Development |               |               |               |               |
| External Presence and Community Engagement          |               |               |               |               |

1. New Staff Evaluation Process Design and Launch: By August 2026, partner with the HR Director to finalize and launch the updated performance evaluation process for the CY2026 review cycle. This includes development and deployment of new evaluation forms with criteria that reflect the library's EDI commitments. The new

process will be communicated to all staff in writing and at an all-staff meeting by Q3 2026, providing sufficient lead time for staff and managers to understand and prepare before the process begins.

- a. We have rolled out the new evaluation forms to staff and managers and done training with the managers, assistant managers, and supervisors. We will be using these forms in early January to do merit based increases for the next FY.

2. Master Facilities Plan: By September 2026, complete the Pre-Design phase of the Master Facilities Plan in collaboration with the Finance & Operations Director. This phase will be considered complete upon achieving the following milestones:

- a. Engaging staff and community stakeholders to gather input
- b. Performing site analysis to understand existing conditions and constraints
- c. Establishing the project budget, timeline, and any special operational requirements
- d. Gaining board approval for a pre-design concept so we can move into the design phase

Completion of the Pre-Design phase positions the library to enter the Design phase in September 2026, at which point work will begin on developing detailed plans which will be completed by September 2027 and then go to bid.

- e. We are on schedule and will be hopefully entering the design phase of the Master Plan project at the end of September. We have gathered and analyzed staff, board, and community feedback in the pre design phase and have a long list of considerations for the design phase that is informed by that feedback. Staff have provided additional feedback directly to architects both verbally and in writing. We are in the process of evaluating the options for doing a phased construction and staying in the building or doing all construction at once and moving offsite. Once a design plan has been chosen, we will be able to further develop the budget and update the timeline.

3. Strategic Plan Execution and Leadership Development: In support of Strategic Plan Goal 3.1 — Reimagine our spaces to increase flexibility and opportunities to explore and connect — and Goal 2.2 Foster a culture of shared growth and learning, I will focus on the following in 2026:
  - a. Collaborate with an external vendor to offer staff training on evaluation planning, survey design, data analysis, and data visualization.
    - i. Mallory Edgar has offered both Evaluation Techniques and Survey Design trainings for staff. We are using the training on projects in the departments and on strategic plan projects. Mallory will be doing additional training on Quantitative and Qualitative Data Analysis in the fall.
  - b. Review and enhance current manager and leadership accountability practices to ensure autonomy and encourage experimentation.
    - i. Becky has been working on the Roles and Responsibilities framework and we have worked together to refine and make ready to roll out to managers and then staff.
4. External Presence and Community Engagement: Immigrants represent approximately 20% of the Northbrook community and are a growing demographic the library could engage with more in outreach. By April 2027, participate in at least three intentional community engagement opportunities focused on strengthening relationships with immigrant communities. Success will be measured by participation in the identified engagements.
  - a. I have not made any progress on this goal yet.