NORTHBROOK PUBLIC LIBRARY BOARD MEETING
July 18, 2024 | 7:00 p.m.
Northbrook Public Library | Interactive Classroom

https://youtube.com/live/3-sLxaCPIO8?feature=share

Regular Monthly Meeting Agenda

1   Call Regular Meeting to Order – Ms. Stacy Oliver

2   Board of Trustees Roll Call – Ms. Jennifer McGee

3   Consent Agenda – Ms. Stacy Oliver
    3.1 Approval of the Agenda
    3.2 Approve Regular Session Minutes – June 20, 2024
    3.3 Approve Cash Balances & Income Statement June 2024
    3.4 Approve Bills and Charges from June 2024 in the amount of $929,714.92
    3.5 Cook County United Against Hate Resolution

4   Public Comments

5   Staff Reports – Ms. Kate Hall

    5.1 New York Times Subscription Demo- Phil Collins

6   Board Member Reports

7   Unfinished Business
    7.1 Strategic Plan Implementation Update
    7.2 Master Plan Update

8   New Business
    8.1 Review Draft Executive Director Succession Plan

9   Closed Session

10 Agenda Building

11 Adjourn

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

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

NORTHBROOK PUBLIC LIBRARY
CASH BALANCES
6/30/2024

	Beginning Balance	Cash Receipts	Expenditures	Ending Balance
Operating				
General	8,502,146.53	79,910.13	740,329.32	7,841,727.34
Restricted	215,801.01	2,626.52	18,728.50	199,699.03
IMRF	936,740.37	2,939.11	30,383.07	909,296.41
Fica	150,194.80	2,057.38	28,960.07	123,292.11
Total Operating	$ 9,804,882.71	$ 87,533.14	$ 818,400.96	$ 9,074,014.89
Capital Improvement	$ 6,868,959.11	$ 103,662.14	$ 111,313.96	$ 6,861,307.29
Debt Service	$ 2,813.40			$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	107,182.26	(7,191.02)	2,813.40
PayPal	1,737.37	-	-
FBofHP	242,432.07	-	-
Fifth Third - Checking/Money Market	8,717,131.33	6,867,936.73	-
US Bancorp	4,946.48	561.58	-
INB	110.38		
Petty Cash	475.00	-	-
Total	$ 9,074,014.89	$6,861,307.29	$ 2,813.40

NB&T = Northbrook Bank & Trust
FBofHP - First Bank of Highland Park
USB = US Bancorp

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$53,614.82	$62,065.85	$4,010,888.40	$4,376,957.17	$8,446,880.00	51.82%
Replacement Tax	$0.00	$0.00	$0.00	$0.00	$150,000.00	0.00%
Impact Fees	$1,356.00	$0.00	$1,356.00	$0.00	$0.00	0.00%
Fines, Fees & Rentals	$6,855.38	$6,408.77	$12,557.23	$12,997.95	$35,000.00	37.14%
Interest Income	$5,200.07	$4,524.96	$11,030.53	$9,823.47	$20,000.00	49.12%
Other Income	$1,941.22	$96.00	$2,426.17	$2,126.26	$100,000.00	2.13%
Total Undesignated Revenue	$68,967.49	$73,095.58	$4,038,258.33	$4,401,904.85	$8,751,880.00	50.30%
Designated Revenue						
Gifts & Other Designated Income	$8,618.92	$1,056.97	$348,780.26	$481,513.27	$600,000.00	80.25%
Designated Interest Income	$769.26	$1,069.55	$1,066.17	$1,481.88	$0.00	0.00%
Total Designated Revenue	$9,388.18	$2,126.52	$349,846.43	$482,995.15	$600,000.00	80.50%
Total Revenues	**$78,355.67**	**$75,222.10**	**$4,388,104.76**	**$4,884,900.00**	**$9,351,880.00**	**52.23%**
Expenses						
Undesignated Expenses						
Materials & Services	$74,526.10	$87,609.23	$213,274.26	$222,417.99	$1,001,500.00	22.21%
Books	$66,111.68	$79,905.38	$197,862.44	$210,366.49		
Audio Visual	$4,471.70	$2,616.60	$9,047.67	$4,076.37		
Videos/DVDs	$3,942.72	$5,087.25	$6,364.15	$7,975.13		
Programs	$11,159.21	($3,176.04)	$26,307.87	$18,699.31	$112,000.00	16.70%
OCLC	$15.00	$0.00	$3,363.18	$3,711.74	$29,000.00	12.80%
CCS Shared Costs	$0.00	$0.00	$13,017.15	$12,450.74	$76,000.00	16.38%
Total Materials & Services	$85,700.31	$84,433.19	$255,962.46	$257,279.78	$1,218,500.00	21.11%
Human Resources						
General Salaries and Wages	$320,317.23	$373,363.07	$641,666.70	$741,661.11	$4,597,000.00	16.13%
Maintenance Salaries & Wages	$14,939.37	$16,981.34	$29,483.15	$33,845.10	$203,000.00	16.67%
Group Insurance	$54,364.67	$63,333.15	$111,019.87	$126,326.61	$790,000.00	15.99%
Unemployment/Worker's Comp	$2,452.95	$4,776.23	$18,471.57	$20,672.60	$24,000.00	86.14%
Staff Development	$4,697.53	$485.34	$9,345.99	$28,907.49	$63,000.00	45.88%
Total Human Resources	$396,771.75	$458,939.13	$809,987.28	$951,412.91	$5,677,000.00	16.76%

Northbrook Public Library
Income Statement
June 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
Operating Costs						
Photocopy	$2,866.57	$2,293.65	$7,823.99	$5,172.82	$19,000.00	27.23%
Office & Library Supplies	$5,271.57	$4,027.94	$6,846.21	$14,718.12	$70,000.00	21.03%
Software	$19,580.93	$9,020.23	$49,705.86	$45,909.88	$106,000.00	43.31%
Postage	$47.77	$15,254.39	$15,060.92	$15,408.26	$20,000.00	77.04%
General Insurance	$0.00	$0.00	$60,787.62	$67,524.20	$84,000.00	80.39%
Telephone/Internet	$37.30	$18.70	$17,528.59	$18,326.12	$39,000.00	46.99%
Professional Services	$24,159.02	$26,783.05	$69,925.64	$75,023.67	$434,000.00	17.29%
Furniture, Equipment	$34,026.54	$2,450.70	$47,260.54	$3,489.60	$70,000.00	4.99%
Equipment Rental & Maintenance	$308.58	$1,170.00	$26,988.79	$29,748.68	$46,000.00	64.67%
Community Relations	$461.78	$568.04	$469.77	$9,897.04	$55,000.00	17.99%
Total Operating Costs	$86,760.06	$61,586.70	$302,397.93	$285,218.39	$943,000.00	30.25%
Maintenance						
Vehicle Expense	$0.00	$0.00	$0.00	$0.00	$3,000.00	0.00%
Janitorial Supplies	$4,741.97	$2,614.15	$10,580.96	$6,002.18	$45,000.00	13.34%
Utilities	$2,968.44	$2,617.16	$3,667.16	$3,248.61	$54,000.00	6.02%
Building Repairs	$0.00	$1,405.00	$1,050.00	$2,810.00	$35,000.00	8.03%
Contracted Services	$13,498.32	$23,027.24	$28,332.22	$43,308.72	$0.00	0.00%
Total Maintenance	$21,208.73	$29,663.55	$43,630.34	$55,369.51	$137,000.00	40.42%
Other Expenses						
Recruiting	$0.00	$100.00	$0.00	$100.00	$1,000.00	10.00%
Contingency & Misc Exp	$711.54	$1,247.35	$1,428.78	$2,039.46	$100,000.00	2.04%
Board Development	$49.99	$336.57	$0.00	$336.57	$1,000.00	33.66%
Total Other Expenses	$761.53	$1,683.92	$1,428.78	$2,476.03	$102,000.00	2.43%
Total Undesignated Expenses	$591,202.38	$636,306.49	$1,413,406.79	$1,551,756.62	$8,077,500.00	19.21%
Designated Expenses						
Miscellaneous Designated Expenses	$25,643.94	$6,327.77	$313,449.78	$515,994.66	$600,000.00	86.00%
Designated Materials Expense	$214.70	$0.00	$214.70	$0.00	$0.00	0.00%
Designated Capital Expense	$1,129.96	$0.00	$1,129.96	$0.00	$0.00	0.00%
Designated Program Expense	$625.00	$12,400.73	$29,406.60	$38,021.23	$0.00	0.00%
Total Designated Expenses	$27,613.60	$18,728.50	$344,201.04	$554,015.89	$600,000.00	92.34%
Transfers & Other Financing Uses						
Transfer to CIF	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Transfer to Debt Service	$0.00	$0.00	$0.00	$0.00	$25,000.00	0.00%
Total Transfers & Other Financing Uses	$0.00	$0.00	$0.00	$0.00	$450,000.00	0.00%
Total Expenses	$618,815.98	$655,034.99	$1,757,607.83	$2,105,772.51	$9,127,500.00	23.07%
NET SURPLUS/(DEFICIT)	($540,460.31)	($579,812.89)	$2,630,496.93	$2,779,127.49	$224,380.00	

Northbrook Public Library
Income Statement
June 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	$2,805.50	$2,939.11	$209,877.81	$188,162.87	$400,000.00	47.04%
Property Tax Levy FICA	$1,907.74	$2,057.38	$142,716.91	$136,114.31	$280,000.00	48.61%
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%
Total Undesignated Revenue	$4,713.24	$4,996.49	$352,594.72	$324,277.18	$682,500.00	47.51%
Total Revenues	**$4,713.24**	**$4,996.49**	**$352,594.72**	**$324,277.18**	**$682,500.00**	**47.51%**
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	$24,984.47	$30,383.07	$50,648.52	$60,700.20	$380,000.00	15.97%
Employer FICA	$24,727.83	$28,960.07	$49,459.11	$57,543.20	$325,000.00	17.71%
Total Human Resources	$49,712.30	$59,343.14	$100,107.63	$118,243.40	$705,000.00	16.77%
Total Undesignated Expenses	$49,712.30	$59,343.14	$100,107.63	$118,243.40	$705,000.00	16.77%
Total Expenses	**$49,712.30**	**$59,343.14**	**$100,107.63**	**$118,243.40**	**$705,000.00**	**16.77%**
NET SURPLUS/(DEFICIT)	**($44,999.06)**	**($54,346.65)**	**$252,487.09**	**$206,033.78**	**($22,500.00)**	

Northbrook Public Library
Income Statement
June 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
03 – Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	$2,507.79	$3,662.14	$5,154.13	$7,452.31	$20,000.00	37.26%
Total Undesignated Revenue	$2,507.79	$3,662.14	$5,154.13	$7,452.31	$20,000.00	37.26%
Transfers & Other Financing Sources						
Transfer from General fund	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Transfers & Other Financing Sourc	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Revenues	$2,507.79	$3,662.14	$5,154.13	$7,452.31	$445,000.00	1.67%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	$0.00	$113,914.86	($1,980.00)	$158,127.36	$885,000.00	17.87%
Professional Fees	$0.00	$0.00	$0.00	$0.00	$100,000.00	0.00%
Furniture & Equipment	$0.00	$1,230.96	$0.00	$1,230.96	$0.00	0.00%
Total Capital & Bond Expenses	$0.00	$115,145.82	($1,980.00)	$159,358.32	$985,000.00	16.18%
Total Undesignated Expenses	$0.00	$115,145.82	($1,980.00)	$159,358.32	$985,000.00	16.18%
Total Expenses	$0.00	$115,145.82	($1,980.00)	$159,358.32	$985,000.00	16.18%
NET SURPLUS/(DEFICIT)	$2,507.79	($111,483.68)	$7,134.13	($151,906.01)	($540,000.00)	

Northbrook Public Library
Income Statement
June 2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	16.67%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	$5,022.84	$5,572.19	$375,755.35	$379,950.09	$758,350.00	50.10%
Total Undesignated Revenue	$5,022.84	$5,572.19	$375,755.35	$379,950.09	$758,350.00	50.10%
Total Revenues	$5,022.84	$5,572.19	$375,755.35	$379,950.09	$758,350.00	50.10%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	$0.00	$0.00	$175,450.00	$166,675.00	$333,350.00	50.00%
Principal Payments	$0.00	$0.00	$0.00	$0.00	$425,000.00	0.00%
Total Capital & Bond Expenses	$0.00	$0.00	$175,450.00	$166,675.00	$758,350.00	21.98%
Total Undesignated Expenses	$0.00	$0.00	$175,450.00	$166,675.00	$758,350.00	21.98%
Total Expenses	$0.00	$0.00	$175,450.00	$166,675.00	$758,350.00	21.98%
NET SURPLUS/(DEFICIT)	$5,022.84	$5,572.19	$200,305.35	$213,275.09	$0.00	

JUNE 2024 FINANCIAL SUMMARY

May is the start the new fiscal year – I want to highlight that the budget is allocated evenly throughout the year while actual expenditures are recorded on a cash basis as paid.

Total General Fund revenues collected to date is $4,884,900
- Property Taxes – 51.82% of property taxes have been collected
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
    - 10% is fines and lost item / replacement collections
    - 69% is non-resident fees
    - 21% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget

Total General Fund expenditures are $997,079, budget differences include:
- Unemployment / Workers Compensation is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Staff Development is greater than budget due to
    - Staff Day expenses being booked in May - not evenly throughout the year
    - Registration and Travel costs related to Annual ALA Conference for 5 staff members being booked in May – not evenly throughout the year
    - Tuition Reimbursement for 2 staff members being booked in May – not evenly throughout the year
- Software is greater than budget due to annual renewals being recorded/paid at the time of payment and not allocated evenly throughout the year
- Postage is greater than budget due to annual deposit being recorded/paid at time of payment and not allocated evenly throughout the year
- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 10 months of expense
- Telephone is greater than budget due to booking 6 months of Ring Central expense and annual cost for Comcast (mobility phone lines and backup internet)
- Equipment Rental & Maintenance is greater than budget due to annual expense for RFID and AMH being recorded/paid when paid not allocated evenly throughout the year

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of June 24

Operating Funds

Library Claims List	$	194,253.77
Librarian's Claims List	$	12,562.67
Payroll	$	376,224.82
Fica/IMRF	$	59,343.14
ACH to IPBC	$	76,016.56
Transfer to Capitol Service	$	100,000.00
Total Operating Funds	$	818,400.96

Capital Improvement Fund

Claims List	$	111,313.96
	$	111,313.96

Debt Service Fund

Grand Total Library	$	929,714.92

Transaction Number	Transaction Date	Vendor	Amount	Description
26419	6/19/2024	First Bankcard	$ 10,689.67	Monthly Payment - Supplies
26421	6/19/2024	WET Solutions, Inc.	$ 3,900.00	Annual Payment - Contracted Services
26422	6/19/2024	WM Corporate Services Inc.	$ 631.45	Monthly Payment - Utilities
26423	6/21/2024	Stand Up Flooring LLC	$ 1,405.00	Annual Payment - Building Repair
26424	6/30/2024	Added Incentives, Inc.	$ 1,428.18	Monthly Payment - Programming
26425	6/30/2024	Amazon Capital Services	$ 4,627.19	Monthly Payment - Supplies
26426	6/30/2024	Baker & Taylor	$ 23,128.17	Monthly Payment - Materials
26427	6/30/2024	Best Quality Cleaning	$ 11,616.86	Monthly Payment - Contracted Services
26428	6/30/2024	Bibliotheca, LLC.	$ 2,228.28	Annual Payment - Supplies
26429	6/30/2024	Bright Plum Inc.	$ 12,750.00	Annual Payment - Contracted Services
26430	6/30/2024	Chicago Backflow, Inc.	$ 1,350.00	Annual Payment - Contracted Services
26431	6/30/2024	Dornfeld Piano Tuning	$ 1,170.00	Quarterly Payment - Equipment Repair and Maintenance
26432	6/30/2024	EBSCO Information Services	$ 937.51	Monthly Payment - Materials
26433	6/30/2024	Fast Forward Libraries LLC	$ 9,850.00	Progress Payment - Professional Services
26434	6/30/2024	Fifth Star Collective, LLC	$ 2,100.00	ILP expense
26435	6/30/2024	Flying Fox Conservation Fund	$ 700.00	Monthly Payment - Programming
26436	6/30/2024	Gale/Cengage Learning Inc.	$ 722.17	Monthly Payment - Materials
26437	6/30/2024	Grainger	$ 766.44	Monthly Payment - Janitorial Supplies
26438	6/30/2024	Impact Networking LLC	$ 2,293.65	Quarterly Payment - Photocopy

Transaction Number	Transaction Date	Vendor	Amount	Description
26439	6/30/2024	Info USA Marketing	$ 7,500.00	Annual Payment - Materials
26440	6/30/2024	Jascula Terman & Associates, Inc.	$ 2,795.63	Annual Payment - Professional Services
26441	6/30/2024	Limricc - UCGA	$ 686.23	Quarterly Payment - Unemployment / Workers Compensation
26442	6/30/2024	Midwest Tape LLC	$ 6,356.07	Monthly Payment - Materials
26443	6/30/2024	New York Times	$ 3,016.00	Monthly Payment - Materials
26444	6/30/2024	Noland Sales Corporation	$ 2,450.70	Annual Payment - Furniture & Equipment
26445	6/30/2024	North American Corp of Illinois	$ 1,040.26	Monthly Payment - Janitorial Supplies
26446	6/30/2024	Overdrive	$ 24,315.36	Monthly Payment - Materials
26447	6/30/2024	Reaching Across Illinois Library System	$ 20,839.19	Annual Invoice - Software & Materials - database
26448	6/30/2024	Reserve Account	$ 15,000.00	Annual Payment - Postage
26449	6/30/2024	Scholastic Library Publishing	$ 3,709.00	Annaul payment - Materials - Database
26450	6/30/2024	Siemens Industry Inc.	$ 2,343.23	Quarterly payment - Contracted Services
26451	6/30/2024	Sterling Services, Inc.	$ 2,736.90	Tri Annual Payment - Contracted Services
26452	6/30/2024	Symmetry Energy Solutions, LLC	$ 1,973.71	Monthly Payment - Utilities
26453	6/30/2024	Travelers CL Remittance Center	$ 4,090.00	Annual Payment - Unemployment / Workers Compenation
26454	6/30/2024	Tsai Fong Books, Inc.	$ 771.40	Monthly Payment - Materials
26455	6/30/2024	Wex Health Inc.	$ 1,627.06	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit
26456	6/30/2024	Yami Vending Inc.	$ 708.46	Monthly Payment - Contingency

$ 194,253.77

Transaction Number	Transaction Date	Vendor	Amount
53532	1/31/2024	VOID - Matthew Cooper	$ (250.00)
53658	3/27/2024	VOID - Ausberto Acevedo	$ (500.00)
53721	3/27/2024	VOID - Stories Matter Foundatino	$ (300.00)
53895	6/18/2024	Ausberto Acevedo	$ 500.00
53896	6/18/2024	Alert Protective Services	$ 156.03
53897	6/18/2024	American Library Association, Membership	$ 262.00
53898	6/18/2024	Jessica Chambers	$ 207.88
53899	6/18/2024	Chicago Tribune	$ 400.00
53900	6/18/2024	Cintas	$ 497.95
53901	6/18/2024	Matthew Cooper	$ 28.99
53902	6/18/2024	Discount School Supply	$ 81.97
53903	6/18/2024	Fairview Heights Public Library	$ 184.32
53904	6/18/2024	Glenbrook North High School	$ 52.00
53905	6/18/2024	Glenview Public Library	$ 100.00
53906	6/18/2024	Benjamin Goluboff	$ 250.00
53907	6/18/2024	Illinois State Police	$ 100.00
53908	6/18/2024	Image Specialties of Glenview, Inc.	$ 51.00
53909	6/18/2024	Library Journals LLC	$ 239.00
53910	6/18/2024	Patrick McCallister	$ 175.00
53911	6/18/2024	Petty Cash Custodian	$ 6.75
53912	6/18/2024	Laurie Prioletti	$ 40.72
53913	6/18/2024	Mary Elizabeth Reilly	$ 30.30
53914	6/18/2024	Matthew Schneider	$ 19.99
53915	6/18/2024	Stories Matter Foundation	$ 300.00
53916	6/18/2024	Sunset Food Mart, Inc.	$ 94.21
53917	6/18/2024	Swank Motion Pictures Inc.	$ 396.00
53918	6/18/2024	Town Square Publications	$ 550.00
53919	6/18/2024	UPS	$ 45.09
53920	6/30/2024	A-Z Mindfulness	$ 150.00
53921	6/30/2024	Max Allard	$ 500.00
53922	6/30/2024	Mark Anderson	$ 562.50
53923	6/30/2024	Aquatic Works LTD	$ 185.00
53924	6/30/2024	Baker & Taylor Entertainment	$ 220.80
53925	6/30/2024	Zbigniew Banas	$ 250.00
53926	6/30/2024	Nancy Buehler	$ 250.00
53927	6/30/2024	CDW Government, Inc.	$ 113.17
53928	6/30/2024	Demco	$ 384.98
53929	6/30/2024	Neda Deylami	$ 150.00

Transaction Number	Transaction Date	Vendor	Amount
53930	6/30/2024	Folding Partition Services, Inc.	$ 376.00
53931	6/30/2024	Jo I Gayle	$ 125.00
53932	6/30/2024	Glenview Chess Club LLC	$ 200.00
53933	6/30/2024	Happiness Forward LLC	$ 100.00
53934	6/30/2024	Harold Lloyd Entertainment Inc.	$ 175.00
53935	6/30/2024	Sarang Heo	$ 150.00
53936	6/30/2024	Marina Hoover	$ 200.00
53937	6/30/2024	HR Source	$ 440.00
53938	6/30/2024	Kuang-Heo Huang	$ 200.00
53939	6/30/2024	Alisa Kusnitzow	$ 150.00
53940	6/30/2024	Latitude Signage & Design	$ 256.00
53941	6/30/2024	Lechner Services	$ 175.20
53942	6/30/2024	Library Ideas LLC	$ 85.11
53943	6/30/2024	Jeanette K. Licata	$ 75.00
53944	6/30/2024	Nancy McCully	$ 210.00
53945	6/30/2024	Kathryn Norregaard	$ 350.00
53946	6/30/2024	Kathryn Norregaard	$ 350.00
53947	6/30/2024	Northbrook Hardware	$ 371.75
53948	6/30/2024	Pioneer Press	$ 39.49
53949	6/30/2024	Quill LLC	$ 91.78
53950	6/30/2024	Olga Rudiak	$ 400.00
53951	6/30/2024	Runco Office Supply	$ 223.63
53952	6/30/2024	Mardi Scott	$ 75.00
53953	6/30/2024	Sheet Music Plus	$ 79.98
53954	6/30/2024	Swank Motion Pictures Inc.	$ 125.00
53955	6/30/2024	U. S. Toy Co./Constructive Playthings	$ 324.21
53956	6/30/2024	Universal Film Exchanges LLC	$ 250.00
53957	6/30/2024	VSP of Illinois, NFP	$ 428.87
53958	6/30/2024	Robert Waterbury	$ 50.00

$ 12,562.67

Transaction Number	Transaction Date	Vendor	Amount	Description
1913	6/19/2024	Krueger International, Inc.	$ 1,230.96	Study Room panel repair
1914	6/19/2024	Thermosystems Building System	$ 100,818.00	Chiller Project progress payament
1915	6/30/2024	Bibliotheca, LLC.	$ 950.00	1st Floor AMH reconfiguraton project
1916	6/30/2024	ESM Civil Solutions, LLC	$ 4,500.00	Parking Lot Project - Sealing / Restriping
1917	6/30/2024	Noland Sales Corporation	$ 325.00	1st Floor AMH reconfiguraton project
1918	6/30/2024	Tee Jay Service Company, Inc.	$ 3,490.00	Sliding door repair

$ 111,313.96
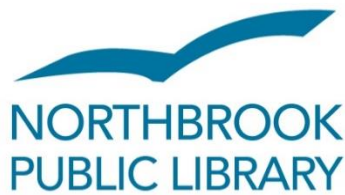
Memorandum

DATE: July 8, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: United Against Hate Resolution

Cook County launched an initiative in 2022 called United Against Hate that is seeking to empower everyone, everywhere to learn to actively stand against hate. You can learn more here: https://www.cookcountyunitedagainsthate.com/. We are partnering with CATCH (Community Action Together for Children's Health), the Village of Northbrook Community Commission, and Cook County this fall to offer a screeding of Upstanders as part of the United Against Hate initiative.

Cook County is asking organizations to partner and pass a resolution saying we support their efforts and stand with them in their goals to empower people to actively stand against hate. As a library whose focus is on being a welcoming place for everyone in the community and whose focus is also on education and learning, this is something we already stand behind. I have included a draft resolution in the packet for the board's review.

Here is a list of other organizations that are partners on this initiative:

Age Options	Cook County State's Attorney
ADL - No place for hate	First Presbyterian of Arlington Heights
American Jewish Committee Chicago	Glenview Community Church
Beth Am	Hadley School for the Blind
Brave Space Alliance	Harper College
CATCH	Holy Family Catholic Church Inverness
The Chicago Lighthouse	IL Holocaust Museum & Education Center
Children of Abraham Coalition	IL Commission on Discrimination & Hate
Chinese American Service League	Crimes
Cook County Assessor's Office	Illuminate Therapy & Wellness
Cook County Human Rights and Ethics	JCC Chicago
Cook County Sheriff's office	Josselyn

Journeys the Road Home
Cook County Justice Advisory Council
Kenilworth Union Church
Music Institute of Chicago
MWRD Commissioner Davis
Northfield Food Pantry
New Trier Multifaith Alliance
Northwest Suburban Interfaith Council
Partners for our Community
St John United Church of Christ of
Arlington Heights
Simon Wiesenthal Center
South Asian American Policy & Research
Institute
Southminster Presbyterian
Third Coast Music
United Palatine Coalition
Vision Morton Grove
Wheeling Area Chamber of Commerce
Village of Arlington Heights

Village of Buffalo Grove
Village of Glencoe
Village of Glenview
Glenview Park District
Glenview Public Library
Village of Mount Prospect
Village of Northbrook
Village of Northfield
Village of Palatine
Palatine Public Library District
City of Prospect Heights
Prospect Heights Park District
Prospect Heights Public Library
City of Rolling Meadows
Schaumburg Township
Village of Wheeling
Village of Wilmette
Village of Winnetka
New Trier Township
Northfield Township

A RESOLUTION PLEDGING TO JOIN COOK COUNTY TO UNITE AGAINST HATE

WHEREAS: the Northbrook Public Library stands with Cook County in the pursuit of creating a more equitable, welcoming, and connected community for all; and

WHEREAS: the Northbrook Public Library is dedicated to fostering a more informed, engaged, and empowered community that actively embraces inclusion and disavows hate and bigotry in all forms; and

WHEREAS: hate crime statistics have trended upward in the country and our local community in recent years. Cook County United Against Hate serves as an inspiring symbol of the commitment to end discrimination and disrupt injustice where it exists; and

WHEREAS: the Cook County United Against Hate campaign represents a dedication to end intolerance by providing visual, verbal, and educational pathways to stand against bigotry in all forms; and

WHEREAS: the Northbrook Public Library champions the Cook County United Against Hate message and encourages its community to learn from those with different lived experiences, to question hateful acts whenever seen or heard, and to support efforts toward social justice; and

BE IT RESOLVED that the Northbrook Public Library Board of Trustees and Staff formally adopt the Cook County United Against Hate pledge and commit to fighting

injustice, intolerance, and hate, and welcoming all people regardless of their race, religion, ethnicity, age, gender identity, sexual orientation, disabilities, class, or other backgrounds.

AYES:
NAYS:
ABSTENTIONS:

_____   _____
President   Secretary

Director's Report
July 2024
Agenda Items

Due to the Friends Booksale, the Meeting will be in the Interactive Classroom this month. We will be back to Civic in August.

3   Consent Agenda

3.5   Cook County United Against Hate Resolution
I am asking the board to adopt this resolution and have included the resolution and a memo with more information in the packet.

5 Staff Reports

5.1   New York Times Subscription Demo- Phil Collins
Adult Services Supervisor Phil Collins will be joining the meeting to do a demonstration of the new NYT subscription we have just purchased.

6 Unfinished Business

7.1   Strategic Plan Implementation Update
I have included an activity plan for the board's review as well as a list of current activities we are already doing that support our strategic directions and goals.

7.2   Master Plan Update
Anna and I are working with Product Architecture and Design on updating the master plan and have included some preliminary information in the packet to go over with the board.

8   New Business

8.1   Review Draft Executive Director Succession Plan
I have included a draft of a succession plan in the event of my temporary or permanent departure for the board's review and discussion.

10   Agenda Building

Next month, we will have the following items on the agenda: File detailed statement of all receipts and expenditures for previous 6 months, start discussion on the levy, ED Goal Check In, Civic Hybrid Room Bid presentation, EDI Pulse Survey Q2 Presentation

Board News & Reminders

We promoted the Donate While You Dine Culver's event, which generated a donation of $220.01 for the Library Foundation, which meant around $1,000 in sales for Culver's.

I am excited to share that as of July 1, I was appointed to serve as a member of the Illinois Public Library Public Policy Committee which provides the association's focus on legislative matters; recommends studies on projects designed to advance the development of all types of libraries; advocates legislative action which advances library service for all residents of Illinois. I have my first meeting on July 17 and am looking forward to learning and seeing what I can do to help advance library issues with our state and federal legislatures.

Updates

Programming

Summer Reading

Our first month of summer reading is off to a great start with an increase of 10% in registrants over last year. During the first week, we held the Summer Reading Scavenger Hunt, which had 260 forms patrons participate.

	Adult	Youth	Teen	Baby	Total
Registrations	834	1575	475	101	2985
Books read	2493	n/a	n/a	n/a	2493
Minutes logged	n/a	n/a	160,078	n/a	160,078
Days logged	n/a	12,654	n/a	n/a	12,654
Activities logged	443	1141	377	482	2443
Challenges completed	272	292	102	12	678
Rewards redeemed	168	1480	525	15	2188

Here are some of the Popular books logged for summer reading:

Adult Programming

- Patrons enjoyed two Adult Pride Month programs in June:
    - Margo showed the film Swan Song with a discussion and Q&A led by Loyola film professor Zbigniew Banas post screening. We received overwhelmingly positive verbal feedback from attendees for the film and discussion.
    - On June 19, we hosted "Understanding Gender and Pronouns", presented by Heather McCammond Watts. Patrons of all ages were very engaged and asked good questions.

- Adult Services Librarian Caitlyn Hannon hosted an Indian Classical Dance program on June 1st which was very well attended with many new patrons coming into the library.

- Illinois Libraries Present hosted Temple Grandin. Dr. Temple Grandin is one of the world's most accomplished adults with autism. Dr. Grandin has been at the forefront of research for neurodiversity for decades. 45 were in attendance from Northbrook Public Library.

- Northbrook Public Library partnered with the Italian Film Festival to screen Grazie Regazzi on June 5. The film drew many new patrons and a total audience of 78. This film was in Italian and about a washed up film actor who accepts a job as a teacher at a penitentiary institute. He convinces the stern prison director to cross the prison walls and stage the famous comedy by Samuel Beckett *Waiting for Godot* on a real theater stage.

- The library also partnered with YIVO Chicago this month to bring in the Chicago Klezmer Ensemble Concert on June 9th. The Yiddish concert brought in 181 attendees. The performer mentioned that the Northbrook Public Library patrons are very lucky to have an auditorium with such great staff.

Youth Programming

This year we have 88 teens participating in our Summer Volunteer Program. Teens have the opportunity to volunteer in the following groups:

- Art Group
- Chess Group
- Craft Group
- Garden Group
- Read to a Teen Group
- Stuffed Animal Sleepover Group
- Video Group
- YA Book Group
- Summer Reading Desk
- Program Assistants
- Department Assistants

- The Friends of the Library sponsored the Dan Gogh's Magical Adventures family program on Saturday, June 15. We had 129 patrons attend the program.

- Katie Norregaard (Miss Katie) performed two musical programs in our Story Corner in June. She delighted 180 patrons with songs, movement and bubbles! She will be back in July for two more programs.

Collections

At the last board meeting, the board asked about downloadable magazines and the costs associated with them. We have two platforms that people can check out magazines from: Flipster and Overdrive (Libby).

Flipster

Flipster charges per magazine and we have a cap on how many people can check out an issue at a time. We have a small collection of magazines in Flipster and they are all magazines that are unavailable through the larger Libby magazine collection. The costs are higher than the print subscription, just like with eBooks.

Forbes	People	Time Magazine
Print - $29.95	Print - $118.26	Print - $76.13
Flipster - $179.94	Flipster - $696.42	Flipster - $456.78

Overdrive (Libby)

Our library paid $1,212.12 for access to the Overdrive magazine collection. That fee is our part of the $80,000 fee for the entire consortium of 100+ libraries and is calculated as a percentage of population.

We have access to 4,063 issues of about 300 magazines. That includes big name publications like the New Yorker that we have access to about 3 years of their weekly issues as well as one-off titles like one titled Caitlin Clark - The Future of Basketball.

Two staff members from Skokie Public Library came to visit on June 19 to look at and discuss our Library of Things collection. Sara Scodius and Joe Cirignani took them on a tour of the library and explained our process for handling the Library of Things collection, answering any questions they had. They were also shown related collections of interest including the tabletop games and the STEAM kits.

Partnerships

With fall fast approaching Circulation Coordinator Andi Goese has been working on stuffing envelopes in preparation for our Student Registration Library Card mailing. The process typically begins in August and goes through October. Last year we received 1,936 applications through the schools.

The library hosted library student interns from Daegu University in Korea on June 21. Thanks to Adult Services Supervisor, Phil Collins for coordinating this. The students got to visit each department and learn about how they operate. This is our 4th time hosting students from Dageu and we appreciate the opportunity to connect with students who are working to become librarians in other countries!

We're partnering with the Village to promote the switch to a new residential waste collection company. The Village's current contract with its waste hauler is ending, and they have asked us to partner with them to help educate residents about the upcoming switch to Lakeshore Recycling Systems (LRS Waste Management). Starting September 1, LRS will provide refuse, recycling, landscape waste and organics collection for all single-family and many multi-family properties in the Village of Northbrook. These changes will not affect library waste collection, only Northbrook residential waste collection.

In the upcoming months, the Village and representatives from LRS will have a table in our lobby across from the Welcome desk at the east entrance to inform patrons about the upcoming switch to LRS and answer their questions. The new LRS waste collection bins will also be displayed in the lobby near the table.

Operations

Auditorium Rentals

Auditorium rentals went live on July 1. We are doing a soft launch of this service in order to work through any unforeseen issues. We plan to promote it in the December/January/February newsletter cycle. This month we finalized the rental contract with attorney, updated the website, signed agreements with sound and light outsource vendors. Thanks to our Events Production Manager Arielle Raybuck, Marketing and Communications Manager Linda Vering, and Anna Amen for all their work during this final

ramp up to go live. **Since the events production manager is going on maternity leave, she held Auditorium Maintenance Training with another staff member who will take over Auditorium upkeep while she is gone.**

Facilities

Kelly Durov worked with Anna Amen to write a Request for Proposal for Audio Visual upgrades for the Civic Room. The bid document was released to the public on July 2. We had a walkthrough scheduled for July 10, and we will open the bids on July 17.

This project received a grant from the Civic Foundation in 2023. Initially, we had quotes for under $25,000, but due to rising equipment costs, the estimated cost of the project now exceeds $25,000. According to Illinois statute, libraries must publicly bid projects that exceed $25,000, necessitating this bid process. We are hopeful that we will receive viable bids and will be able to present options to the Board in August 2024.

Marketing

1st Outdoor Storytime of the Summer
6/24 at 4:05pm
Reach: 2,942 (25 reactions)

June marks the 25th Pride Month
6/3 at 5:28pm
Reach: 1,180 (65 interactions)

HR

Staff Arrivals

- o Dylan McDowell, full-time Maker Specialist (MS), effective June 16 (replacement).
- o Eli Shuman, (seasonal) part-time Summer Reading Aide (YS), effective June 17.

Staff Departures

- o Amanda Margis, full-time **Assistant Manager** (YS) resigned effective May 15 to prioritize her health and wellbeing.

Staff Training & Development

The EDI Committee is focusing on offering staff cultural awareness learning opportunities. This is what they put together for 6/19:

Juneteenth is celebrated annually on June 19th. It was recently declared a Federal Holiday in 2021 and just this year Cook County declared the whole month of June a celebration of Juneteenth, so you may get more patron questions about the holiday or just be curious to learn more yourself if you aren't already familiar with it. Here are two short articles to learn more:

This is a brief primer on the history of Juneteenth:
https://www.history.com/news/what-is-juneteenth
And some information on how it is celebrated today:
https://www.pbs.org/newshour/nation/a-beginners-guide-to-celebrating-juneteenth

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
June, 2024

PROJECTS
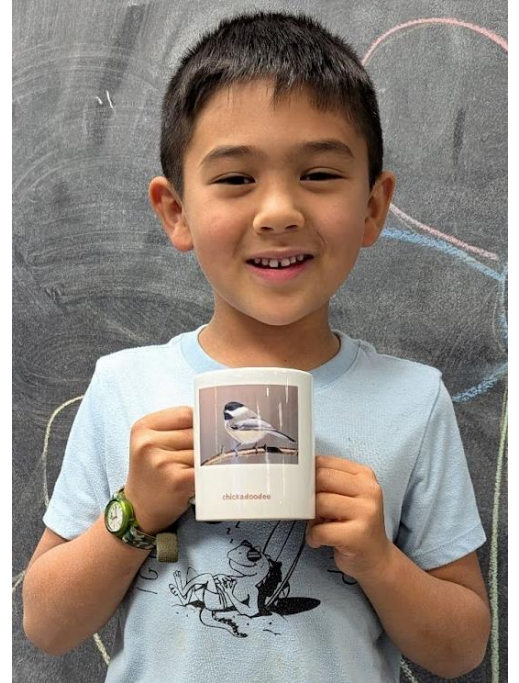
Monthly Report 1

PATRON STORIES

From Assistant Manager Michelle Mistalski: A family of patrons came in looking to engrave on a pocket compass. They inquired about the possibility of doing this project ahead of time and purchased Cermark tape in order to engrave it onto the metal material. The patrons were really happy with how it turned out and thanked the staff for their guidance through the design process.

A patron came in looking to etch a cutting board using a design they had made on Cricut. Since the Cricut and the laser cutter use different software, we screenshot the design from Cricut and put it into Adobe Illustrator. The patron was able to resize the design to the dimensions they had wanted and was ecstatic about how it turned out.

3D PRINTING

We printed 99 objects for users in June.

VISITORS

1018 people visited the Collaboratory in June.

Comment	Response	Staff Member
The Collaboratory is so excellent! This is my third time here and I felt so listened to and helped. What a fantastic experience - all the workers are incredibly knowledgeable.	Thank you so much for taking the time to share your Collaboratory experience with us. I know that staff will especially appreciate your kind comments. We look forward to seeing you again in the Collaboratory soon!	Cathleen Doyle
It would be very nice if you guys can design a sound proofing door around the kids entrance sections. It is insanely very loud, and very hard to focus in the library. It's not fair at all. It would also help from kids escaping and running around the library, for safety reasons too! I have a hard time finding quiet study places, I can even hear the kids and all the moms yelling in the quiet room. I try to use the study tables across from the computer section, however, majority of them don't have power access. The staff on the second and third floor are very chatty, wherever I sit in the library, I can hear folks talk. I have ADHD, I get very paranoid with loud voices. Please make completely quiet zone areas in the library.	Thank you for sharing your concerns and suggestions with us. We understand how important it is to have a quiet and comfortable space to study and focus, especially for folks with specific needs like ADHD. Currently, we do not have any major construction projects planned for the second floor, but we have noted your suggestions for a soundproof door at the Youth Services entrance and for more areas to charge devices on the second floor. We will keep these suggestions in mind for future renovations. In the meantime, I encourage you to ask our staff to help you find a quieter place to study. They are always ready to assist and can guide you to less noisy areas within the library. Staff at the Reference desk on the second floor can also provide you with earplugs if those would be helpful. We apologize for the noise caused by staff conversations. We will remind our team of the importance of maintaining a quiet environment. Staff do need to converse with other library users and each other, but we strive to maintain an unobtrusive volume. If you find yourself disrupted by noise again, please do not hesitate to inform the staff, and they will do their best to accommodate you. Thank you for your patience and understanding as we strive to continuously improve in providing a space that is welcoming to all patrons.	Kelly Durov
[In person comment at Fiction & Media Desk] Thank you so much for the display [pointing to Pride Month Display}. I really appreciate the display and that you have all of these materials.	I thanked the patron for their feedback and said that I was glad they liked it!	Susan Wolf
I am a northbrook resident and my family loves the northbrook library! My kids have been participating in the summer reading program and today brought their charts back to the library to get prizes and tickets. We are Jewish and only eat kosher and all the prizes were for not kosher establishments. I just wanted to let you know if some options that would be more inclusive to the kosher northbrook population, like Graeters ice cream, Baskin robins, slurpees at 7-11. (There are other kosher establishments not specifically within Northrook too). I just wanted to bring this to someone's attention in case it would be possible to be more inclusive in the future. Thank you for your consideration.	Thank you for your kind words and we are pleased to know that your children are participating in summer reading this year. We appreciate your suggestion and we will add your recommendations for kosher establishments to our list of vendors to contact for food prizes in the future. It is our goal to be as inclusive as possible so we value your input. We also offer alternative prizes for youth patrons that have food allergies or restrictions that prevent them from using the food coupons. If your children were not given that option, please let us know so they will have the opportunity to select from our "treasure" bin of alternative prizes. Thanks again for your feedback.	Sara Chase
I love the Collaboratory. Daniel was extremely helpful to me which allowed me to create a fathers day shirt for my husband. We used the sublimation machine. I also like the fact that you show other peoples' designs and creativity on the tv. Thank you for having the Collaboratory at the NB library.	NA	Cathleen Doyle

Comment	Response	Staff Member
Daniel helped me with 2 projects tonight and was extremely informative, patient, and helpful. He is doing a great job in the Collaboratory! I am inspired to come back and make more projects.	NA	Cathleen Doyle
The Collaboratory is the best resource, I love using this amazing space for free. The staff could not be more helpful, kind, resourceful and their expertise is amazing! We are lucky as a community to have this space. Thank you to the staff.	Thank you so much for your kind words! We're thrilled to hear that you've had such a positive experience at The Collaboratory. Our staff works hard to create a welcoming and resourceful environment, so it means a lot to us to know that you find their expertise helpful. We're truly grateful to have the opportunity to serve our community in this way. Thank you again for your support!	Cathleen Doyle
Eric & Patrick were the most helpful!!!! They helped up with our first 3D prints and were so kind. Thank you!	Thank you so much for your wonderful feedback! We're delighted to hear that Eric and Patrick were able to assist you with your first 3D prints and that their kindness made a positive impact. Providing helpful and supportive service is a top priority for us, and we're thrilled that your experience reflects this. We appreciate your support and look forward to seeing you again at the Collaboratory.	Cathleen Doyle

Strategic Directions & Goals

Connect with Our Community

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

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

Build an Inclusive Culture

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

Goal 2.2 Foster a culture of shared growth and learning.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

Create Spaces to Belong

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

Goal 3.2 Cultivate an inclusive and welcoming library environment.

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

Strategic Plan 2025-2027 Activity Plan

Connect with Our Community
Goal 1.1 Position ourselves as the community's center for information needs.

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Make data-driven decisions to optimize and expand collections based on community needs.	Adult & Youth Services Managers	Increased circulation; Holds ratios are in line with policy and users report satisfaction with wait times and availability of materials
Year 1	Develop and implement programs to educate the community on AI	AS/MS/YS Managers	4 AI programs held annually; 80% of participants report increased understanding of AI.
Year 1	Offer the auditorium as a rental space for residents to foster community engagement and resource utilization.	Events Production Manager	Documented procedures in place. 90% of renters report satisfaction with the facility at the end of year 1.
Year 2	Revise the Collection Development Policy to reflect current community needs and trends.	AS/YS Managers	Policy updated and approved by the board; Selectors report understanding and alignment with the new policy.
Year 2	Lead initiatives to promote civil civic engagement and strengthen community connections through library programs and partnerships.	Adult Services Manager	Offer at least 2 programs annually where we partner with other groups; 75% of participants report feeling more connected to the community.
Year 2	Update the website to better meet staff and community information needs, with a focus on increasing accessibility.	Marketing Manager	Website is WCAG compliant and 85% of surveyed users report improved accessibility and usability.
Year 3	Conduct a public computer usage study to determine the optimal number of computers needed to meet community demand.	Adult Services Manager	Study completed and recommendations implemented; Computer usage analysis shows sufficient access to meet demand

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

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Develop a comprehensive programming plan that caters to diverse interests and age groups, ensuring a balance of educational, recreational, and cultural content.	Programming Managers	Plan for each programming department and library wide is completed; Staff report on different categories annually including reflections on what was learned
Year 2	Establish a framework to evaluate whether programs offer new perspectives and ways of looking at the world	Programming Committee & AS/MS/YS Managers	Creation of implementation framework
Year 2	Offer access to new equipment, software, programs, and techniques to make a variety of items	Maker Services Manager	Staff share patron stories that illustrate impact with new equipment, etc; Patron requests are assessed and implemented where feasible to acquire new equipment, software, programs, etc.
Year 3	Implement framework to evaluate whether programs offer new perspectives and ways of looking at the world	Programming Committee & AS/MS/YS Managers	80% positive feedback from program attendees
Year 3	Conduct regular assessments of program formats and preferences, including online versus in-person attendance, and adapt based on community feedback.	Programming Committee & AS/MS/YS Managers	Semiannual analysis completed and recommendations implemented based on community feedback

Year 3	Design and implement intergenerational programs that foster engagement across different age groups.	Programming Committee & AS/MS/YS Managers	Offered at least 4 successful intergenerational events per year with 85% positive feedback on participant surveys.

Build an Inclusive Culture
Goal 2.1 Align staff roles and responsibilities and improve decision making processes across the organization.

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Integrate equity, diversity, and inclusion (EDI) principles into decision-making processes.	HR Director	8% increase in Pulse survey responses from base survey on staff reporting integration of EDI principles into decision making processes
Year 1	Identify activities that can be sunset with an eye towards meeting strategic goals and increasing staff capacity	Management Team	Staff reports increased capacity in pulse survey and each department has reviewed one activity to sunset or streamline
Year 2	Formalize and Communicate Decision-Making Roles and Responsibilities across the organization	HR Director	A decision tree or similar with clearly outlined decision making roles and responsibilities is created; 90% of staff report understanding roles and responsibilities across the organization;
Year 2	Assess the feasibility and benefits of outsourcing security operations.	Assistant Director	Analysis completed; decision on next steps made based on short and long term needs and finances of the library.
Year 3	Establish a structured feedback system for continuous improvement in decision-making.	HR Director	Regular feedback mechanisms established; 90% of staff engage with the system annually. Staff pulse surveys report 90% agreement on good feedback structures in place across the organization
Year 3	Develop and implement succession plans for key positions.	HR Director	Succession plans in place for all key positions; reduced downtime in leadership transitions.

Goal 2.2 Foster a culture of shared growth and learning.

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Continue to Implement regular training sessions for staff development.	Assistant Director	90% staff participation in training sessions; 80% of participants report improved skills and knowledge.
Year 1	Staff learn about AI tools and look into integrating AI tools into library operations	Assistant Director	Each staff members attends one program to learn more about AI
Year 1	Collaborate with an external vendor to reestablish methodology and reporting for monthly statistics.	Executive Director	New reporting system implemented; Increased efficiency in reporting and decrease staff time for compiling monthly stats
Year 2	Create a supportive environment that encourages staff to experiment with new ideas and programs.	Executive Director	Staff report experiments at all staff meetings; Staff report on learning from failures in 1:1 with managers; 75% of staff feel supported in their innovative efforts.
Year 2	Organize and engage in regular staff dialogues with peer institutions to share best practices and foster community	HR Director	Have an annual peer institution partnering opportunity; staff report understanding the value of meeting with other libraries and learning from what they do
Year 2	Review and enhance current manager/leadership accountability practices to ensure autonomy and encourage experimentation.	Executive Director	90% of managers report having the autonomy to make decisions; regular sharing of experimental learnings with the management team and biannual review of what we learned from failures

Year 3	Develop standard feedback processes and integrate feedback training into existing staff and manager training programs.	HR Director	Feedback processes established; 75% of staff and managers report understanding and use of effective feedback techniques.

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Reassess and redistribute EDI-related workstreams to ensure balanced workload and effective implementation.	HR Director	EDI workstreams reassigned and balanced; 8% increase in pulse survey responses on staff capacity over base survey.
Year 1	Review and set expectations for effective and inclusive meeting norms.	Executive Director	Meeting guidelines established and implemented
Year 1	Perform a comprehensive pay equity audit to ensure fair compensation across all roles.	HR Director	Pay equity audit completed; Identified disparities addressed.
Year 2	Provide staff training on EDI principles and best practices.	HR Director	100% of staff complete at least one EDI training; 85% of participants report increased understanding and application of EDI principles.
Year 2	Assess staffing needs across all departments to ensure equitable distribution of resources.	Executive Director	Staffing assessment completed; Plan established to address any identified issues.
Year 3	Improve internal and external communications to reflect EDI principles.	Mangement Team	Communication guidelines updated; 75% of staff and community feedback indicate improved clarity and inclusivity.
Year 3	Task individual departments with creating their own EDI workstreams relevant to their daily operations.	Managers	Each department develops and implements an EDI workstream; 85% of departments report successful integration of EDI practices.
Year 3	Conduct a diversity audit of the collection to ensure it reflects the community and the wider world.	AS/YS Managers	Diversity audit completed; 20% increase in diverse collection items; 90% of community feedback indicates satisfaction with collection diversity.

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

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Review and update the Master Facilities Plan to reflect current and future needs.	Finance & Operations Director	Updated Master Facilities Plan approved
Year 1	Create a Civic Room Hybrid Meeting room to support flexible, hybrid meetings and events.	Assistant Director	Civic Room Hybrid Meeting room established
Year 2	Develop programs focused on bringing people together, reducing social isolation, and creating community bonds.	Programming Committee & AS/MS/YS Managers	80% of participants report feeling more connected in identified programs

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 2	Explore and implement new internet service provider to support community needs and select the best provider for our library.	Assistant Director	New internet service provider is implemented. Internet bandwidth is monitored and we have 99% uptime for public internet. Patrons do not reprot issues with bandwidth or capabilities of public wifi
Year 2	Execute the updated Master Facilities Plan to improve library infrastructure and services.	Finance & Operations Director	80% of planned updates completed on schedule and within budget; 85% of staff and community report satisfaction with improvements.
Year 3	Create a long-term vision and plan for evolving the auditorium into a more flexible, multi-use space.	Events Production Manager	Long term vision is created
Year 3	Develop and implement a sustainable landscaping plan to enhance the library's outdoor spaces.	Finance & Operations Director	Landscaping plan implemented; 70% of community feedback indicates satisfaction with outdoor spaces.

Goal 3.2 Cultivate an inclusive and welcoming library environment.

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Continue to organize programs that celebrate cultural diversity and foster an inclusive community.	Programming Committee & AS/MS/YS Managers	85% of participants in cultural programs report feeling more included.
Year 1	Enhance the volunteer program to ensure accessibility and inclusivity for all, including court-ordered volunteers.	Volunteer Coordinator	Every department has long and short term volunteers. Increase volunteer placement by 10% across the library
Year 2	Prioritize customer service excellence in order to foster a welcoming atmosphere	Management Team	95% of visitors rate customer service as excellent
Year 2	Develop and implement a plan to welcome new library card holders and inform them about the different ways the library can meet their needs	Marketing Manager	100% of new card holders receive welcome information; 70% of new card holders engage with library services within the first month.
Year 3	Assess feasibility of offering maker programs in other languages spoken in our community	Maker Services Manager	Feasibility analysis completed; recommendations implemented
Year 3	Develop and implement a marketing plan to increase awareness of library programs and services for multilingual households.	Marketing Manager	20% increase in program participation from multilingual households; 80% of multilingual users report awareness of services.
Year 3	Expand the World Language collection to better reflect the community's linguistic diversity.	AS/YS Managers	Work with partners to identify languages served and develop a plan to meet needs of these audiences. Increased usage of the world language collections

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

Timeline	Activity	A(ccountable)	Outcome Reflections
Year 1	Launch the "Find More Illinois" initiative to provide access to more materials statewide.	Circulation Manager	Initiative launched; staff report understanding and familiarity with new process; Staff work with CCS on assessing patron satisfaction
Year 2	Implement ways to make the library more accessible to people with disabilities.	TBD	Analysis of accessibility needs conducted and patrons with disabilities and their families surveyed to identify ways to make the library more accessible. Patrons with disabilities and their families report greater accessibility.
Year 2	Upgrade security cameras, alarm, door locks, and paging system	Assistant Director	Security upgrades completed; Police assessment reports reduction in safety concerns for library
Year 2	Increase availability of hours and programs in Collaboratory	Maker Services Manager	Patron needs assessment is completed and plan to increase hours is created.
Year 3	Offer programs at various times to accommodate different schedules and increase accessibility.	Programming Committee	75% of participants report satisfaction with program timing.
Year 3	Improve wayfinding/merchandising on 3rd floor to help patrons find materials more efficiently	TBD	Install face out picture book shelving in YS; increase display shelves on 2nd and 3rd floors; reduction in questions from patrons on where to find items; Redesign Stack Maps signage for uniformity and improved usability for patrons

Current & Potential Future Activities

Connect with Our Community

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

Current Activity	Possible Future Activities
Content on website news, email, and newsletter, and social media	Have regularly scheduled technology programs for seniors (4x/newsletter)
Outreach (in library - lobby & display cases) and outreach at local events	
Patnerships with other local agencies and organizations	
Employ skilled staff to instruct and guide patrons in designing and making	
Outreach. Going into our community schools to promote programming and events	
School Visits - Booktalks, Storytimes, Databases/Digital Literacy	
Collaboration with schools - Providing information to school librarians about resources for their students. Library card eligibility.	
Boundless collection	
1st Floor Popular, 2nd floor Juv trending	
Youth Award collection - increasing the number we buy of each title to better support schools	
Drop in 1:1 help: Tech Tuesdays, Geneaology, Job Search help	
Informational programming such as technology, financial literacy, ESL, info literacy	
Provide dedicated information on local and national elections including timely programming on information literacy	
Assist any departmnets with implementation of any needs	
Offer career programs for job seekers	

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

Activity	Possible Future Activities
Partnership programs provide an opportunity for cultural experiences and learning	
Continue to cultivate strong partnerships with local organizations	
Displays, feature articles	
Library of Things	
Bilingual Storytimes - Hebrew, Korean, Spanish	
Diverse programming	
Coordinating art displays and 2nd floor exhibits	
Offer adult programming on a variety of topics, and interests (travel, history, films, music, OBON, etc.)	
Family-focused (multi-generational) music programming	
Diverse book displays	

Build an Inclusive Culture

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

Activity	Possible Future Activities
Take feedback and new information learned into account and do better next time	

Goal 2.2 Foster a culture of shared growth and learning.

Activity	Possible Future Activities
Attend training and conferences	
Staff Development Day and Security Training Days	
Ensure Operations Manual is up to date	

We are always learning and sharing new things about products, services and building upgrades	
EDI Committee - Cultural Celebrations	

Goal 2.3 Embed Equity, Diversity, and Inclusion in Operations

Activity	Possible Future Activities
Work with Biz and Lily Zheng (needs different words)	
Practice inclusive cataloging to ensure bias is removed from our catalog. Use of Homosaurus headings when appropriate	
EDI Calendar	
Monthly Disability Awareness Training	
EDI Marker in newsletter and in Communico	

Create Spaces to Belong

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

Activity	Possible Future Activities
updating shelving and furniture - better access, healthier collections, safer	Additional displays on 2nd and 3rd floors, library-wide staff picks
Story Corner and its usage	
Give good feedback especially during early planning to include why something might not be a good idea due to existing or future building system, Hvac or other needs. Also offer alternative solutions to any obstacles by utilizing our specialized building knowledge.	

Goal 3.2 Cultivate an inclusive and welcoming library environment.

Activity	Possible Future Activities
Incorporate accessible design into digital and print media and promotions	Expand volunteer services with a focus on court ordered volunteer opportunities
Translate Welcome brochure into Korean	Consider offering some maker programs in other languages spoken in our community
PIC orientation and quarterly meetings cover these topics frequently	
YS School and Supported Services	
Accessible and Supported Programming	
monthly 3rd floor displays featuring different cultures (Pride month, Hispanic Heritage month, etc)	
Expansion of large print to include Lucky Day	
Diverse cultural programming, pride month	
Keep eveything clean and maintained as good as possible	

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

Activity	Possible Future Activities
Holiday Picture Book Collection	Increase availability and selection of popular collections based on patron demand and current trends.
All Genders Restroom	Face out picture book shelving
Home delivery service and books on wheels service	Redesign Stack Maps signage for uniformity and improved usabllity for patrons
Outreach programming, tech support and library card sign up at assisted living facilities	Update the new library card welcome brochure
Continue books on wheels and adapt and expand into any new oppotunities Adult Services presents.	Work with CCS and Syndetics to increase the numbers pictures of covers of items in the OPAC
Added LOTE4Kids book streaming service (Languages Other Than English)	Implement social story and other steps to make the Collaboratory more welcoming to persons on the autism spectrum
Adding better wayfinding signage on YS bathroom, YSAR, and self check	New graphic wrap on the bookdrops: separate out media
	determine if resources exist to offer library checkouts at Techny Prairie
	Determine if a bookdrop is needed elsewhere in the community (Sportman's Country Club)

NORTHBROOK PUBLIC LIBRARY
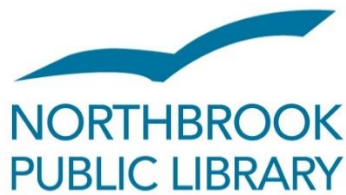
Memorandum

DATE: June 26, 2024

TO: Board of Trustees

FROM: Kate Hall, Executive Director, and Anna Amen, Finance and Operations Director

RE: Master Plan revisions

At the April 18, 2024 board meeting, the board reviewed the master plan and asked us to review the existing facility master plan within the next few months to better meet current and future needs and present priorities for projects, and recommendations for next steps.

In looking at the plan and thinking about needs based on how usage has changed in the past few years, we wanted to explore several possibilities and talk about whether they are feasible with the budget we have. We met with Product Architecture and Design to talk about next steps and have asked them to consider several possibilities and tell us whether they fit within the existing monies allocated for the project or not. We are awaiting a response from PA&D on this and hope to have something to share at the board meeting.

Thinking about when to do projects, we feel that we should break the projects up into three separate projects and should start with the project that will update Youth Services. I have included a copy of the Master Plan for reference.

	Budget
Project 2 & 3 (outer ring 2nd floor)	$2,988,648
Project 4 (inner core 2nd floor)	$2,989,473
Project 5 (3rd floor)	$1,408,636

Here is an estimated timeline for next steps:

August-October	Review & Update Master Plan working with PA&D and staff
November	Present board with options for updated Master Plan
January	Board decides on next project and we begin design phase

Masterplan Overview

4.2024

✓ **2018/2019**
Technical Services & Facilities
(Project 1A) $406,518

✓ **2019/2020**
Study rooms in Reference
(Part of Project 3) $440,000

✓ **2020/2021**
RFID system & Automated material
handler – $344,260
Marketplace (Part of Project 3) and
Circ Lobby (Project 1B) $918,258

✗ **2021/2022**
Fiction & Media staff space
(assumed 50% of Project 5) $704,318

✗ **2022/2023**
Middle & high school space
(assumed 50% of Project 2) $922,706

✗ **2023/2024**
Youth Services (remainder of
Project 2) $938,986

✗ **2024/2025**
F&M Patron Space (remainder of
Project 5) $704,318

✗ **2025/2026**
Reference rehabilitation
(remainder of Project 3)
$1,126,956

✗ **2026/2027**
Project 4 Interior 2nd Floor
$2,989,473

Completed

PROJECT 1A
CONSTRUCTION $349,083
FURNISHINGS $57,435

PROJECT 1B- done
CONSTRUCTION $760,865
FURNISHINGS AND
EQUIPMNET $501,653

NORTHBROOK PUBLIC LIBRARY
product architecture + design

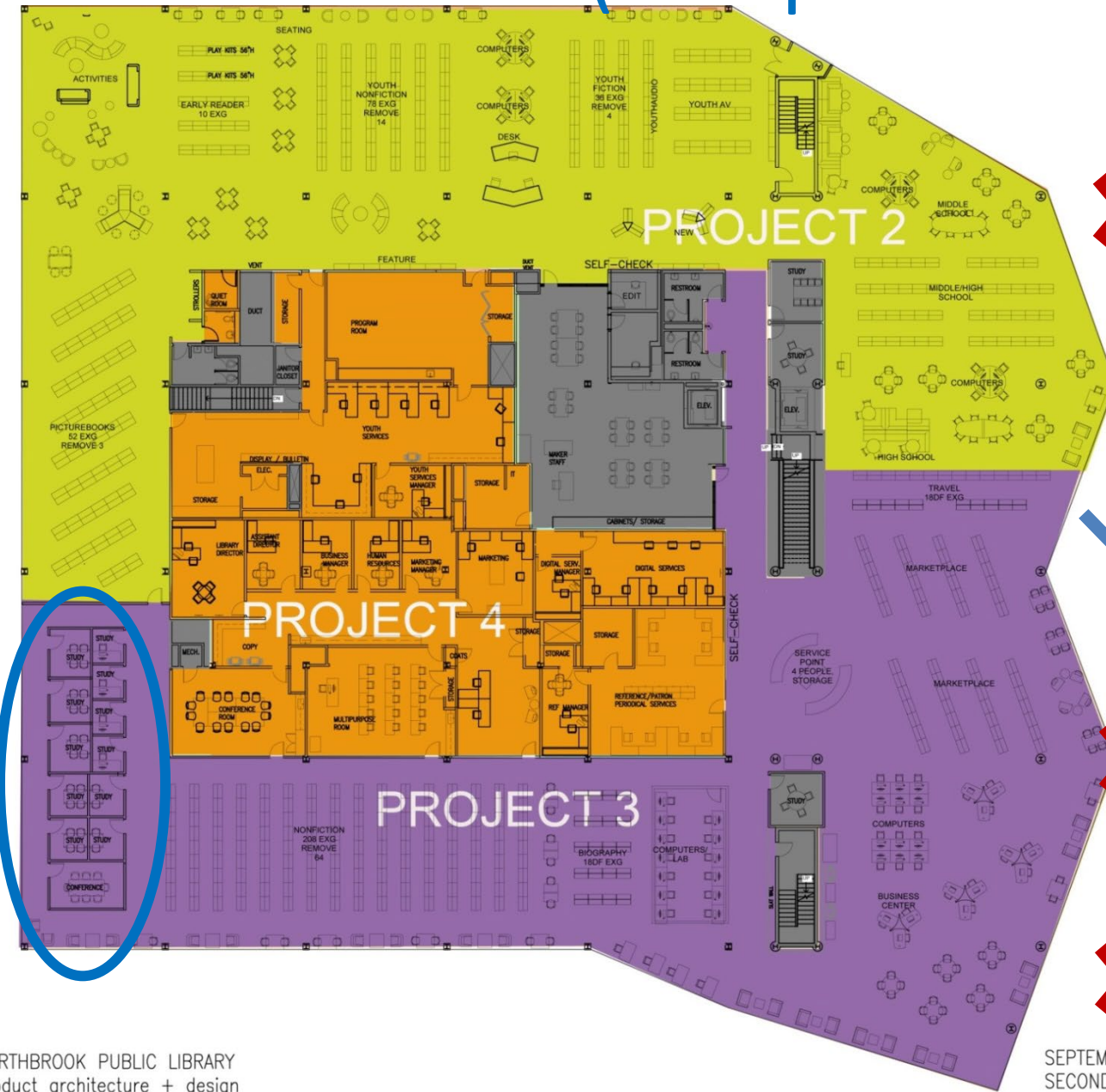**PROJECT 1A**
CONSTRUCTION $349,083
FURNISHINGS $57,435

PROJECT 1B
CONSTRUCTION $760,865
FURNISHINGS &
EQUIPMENT $501,653

Not Started (except for Study Rooms)

PROJECT 2
CONSTRUCTION $1,210,100
FURNISHINGS $651,592

Break into Middle & High School Space (FY23) and YS Space (FY24)

PROJECT 3
Study Rooms (FY21)- Completed
CONSTRUCTION $410,371
FURNITURE $29,629

Reference Rehabilitation (FY25)
CONSTRUCTION $867,756
FURNITURE $259,200

PROJECT 4
CONSTRUCTION $2,660,631
FURNISHINGS $328,842

Final Project (FY27)

RTHBROOK PUBLIC LIBRARY
duct architecture + design

SEPTEMBER 28,2017
SECOND FLOOR

PROJECT 2
CONSTRUCTION $1,210,100
FURNISHINGS $651,592

Break into Middle & High School Space (FY23) and YS Space (FY24)

PROJECT 3
Study Rooms – completed FY21
CONSTRUCTION $410,371
FURNITURE $29,629

Reference Rehabilitation (FY25)
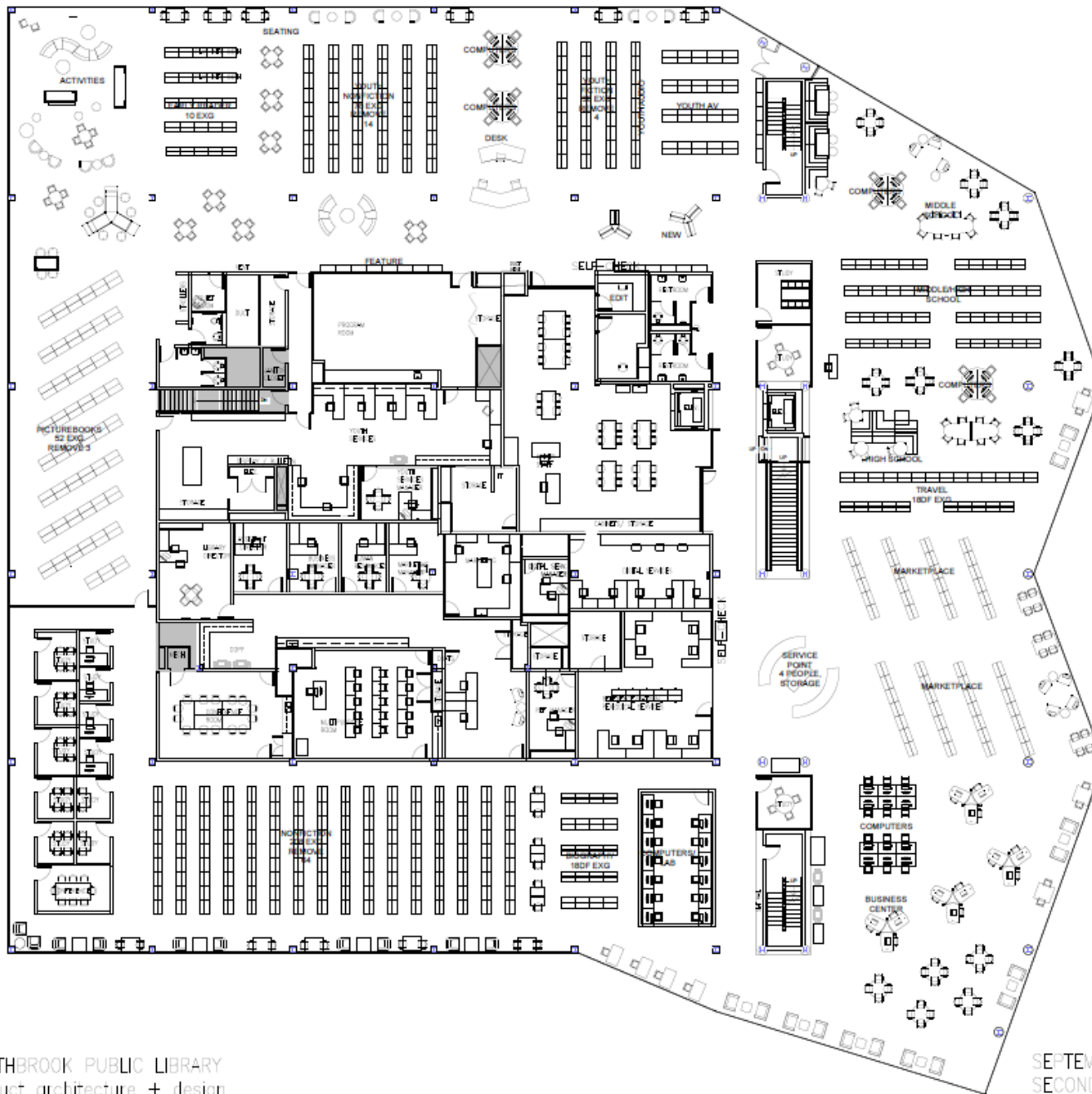CONSTRUCTION $867,756
FURNITURE $259,200

PROJECT 4
CONSTRUCTION $2,660,631
FURNISHINGS $328,842

Final Project (FY27)

Not Started
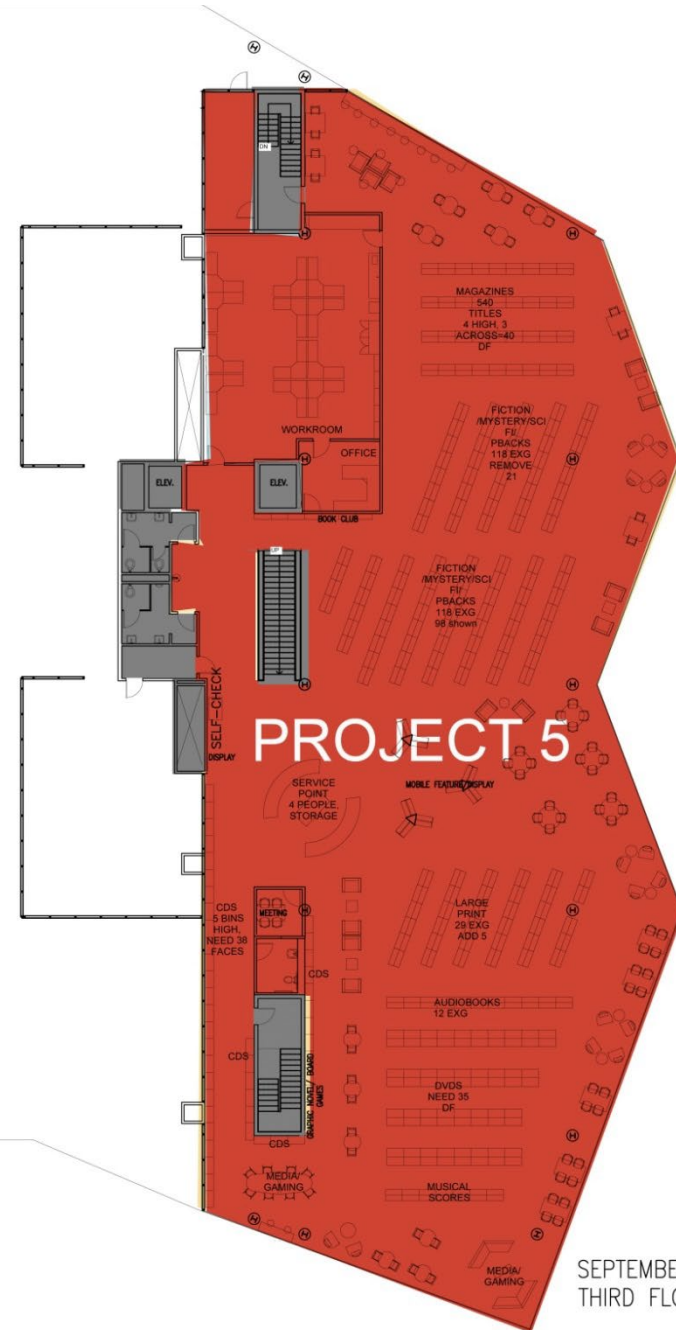
PROJECT 5
CONSTRUCTION $901,527
FURNISHINGS $507,109

Staff Space (FY22)- did not happen

Patron Space (FY 25)

PROJECT 5

MAGAZINES
540
TITLES
4 HIGH, 3
ACROSS-40
DF

FICTION
/MYSTERY/SCI
FI/
PBACKS
118 EXG
REMOVE
21

FICTION
/MYSTERY/SCI
FI/
PBACKS
118 EXG
98 shown

WORKROOM

OFFICE

ELEV.

ELEV.

BOOK CLUB

SELF-CHECK

DISPLAY

SERVICE
POINT
4 PEOPLE,
STORAGE

MOBILE FEATURE DISPLAY

CDS
5 BINS
HIGH,
NEED 36
FACES

MEETING

CDS

CDS

LARGE
PRINT
29 EXG
ADD 5

AUDIOBOOKS
12 EXG

DVDS
NEED 35
DF

MUSICAL
SCORES

MEDIA/
GAMING

MEDIA/
GAMING

NORTHBROOK PUBLIC LIBRARY
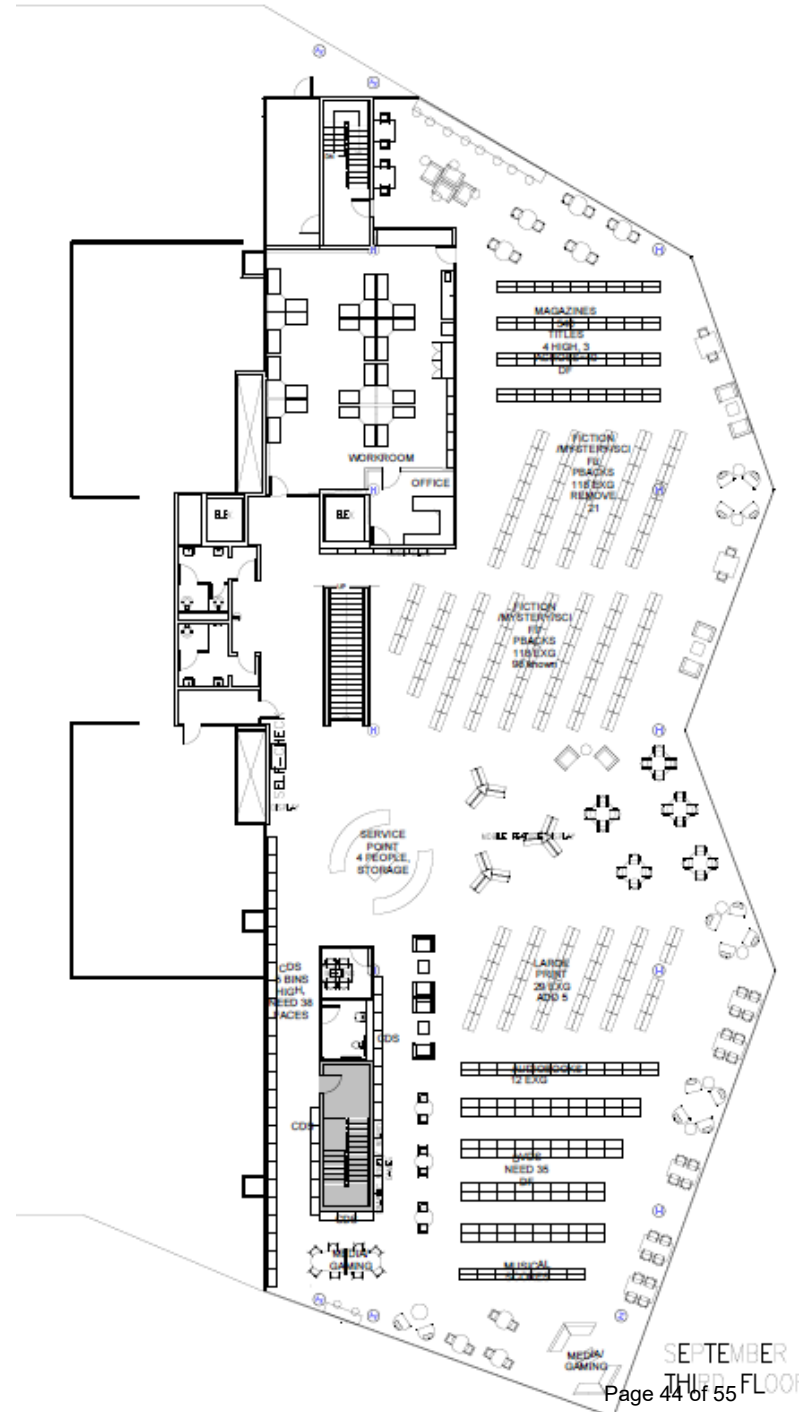product architecture + design

SEPTEMBER 28 2017
THIRD FLOOR

PROPOSED

PROJECT 5
CONSTRUCTION $901,527
FURNISHINGS $507,109

Break up into Staff Space (FY22)
and Patron Space (FY 25)

Executive Director Succession Plan

July 2024

Table of Contents

Introduction

This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Executive Director and to facilitate the transition to both interim and long-term leadership.

This succession plan must be approved by the Board of Library Trustees and signed by the Board President and the Executive Director upon its approval. This plan is meant to offer guidance. It is up to the Board of Trustees to determine what the best course of action is. This plan will be reviewed on an annual basis as part of the Executive Director's annual review.

The library's financial calendar of annual deadlines shall be included in this document along with other succession related information that would be necessary for the plan to be placed into immediate action.

Due to the sensitive nature of the information contained in this document, a physical copy will be printed and kept locked in the Administration office. A digital copy for editing shall be kept in the Administration drive on the library server and a copy shall also be placed on the Board Portal.

Temporary Unplanned Absence: Short-Term

A short-term, temporary leave of absence is defined as being three months or less in length in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

In the event of an unplanned absence of the Director, in the event of the unavailability of the Director, the Assistant Director will inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the preferred order for the Acting Executive Director position will be:

      1) Assistant Director

      2) Finance & Operations Director

      3) Adult Services Manager

If the Acting Executive Director is new to their position and fairly inexperienced with the library (less than one year), the Board may decide to appoint the Finance & Operations Director or, if they are not able to fulfill the duties, the Adult Services Manager to the acting executive position. The Board may also consider the option of splitting executive duties among the designated appointees and may consult with the Assistant Director and Finance & Operations Director to discuss options.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director may be offered one of the following, to be determined by the board at the time of succession:

- A temporary salary increase between the minimum and pay target of the Executive Director position salary grade;
- A flat amount paid as a bonus on each paycheck during the Acting Executive Director period;

Board Oversight

The Board President will be responsible for monitoring the work of the Acting Executive Director during the leave of absence period and will be sensitive to the additional work the Acting Executive Director is taking on in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters. This may include (but not be limited to):

Village Manager
Reaching Across Illinois Library System (RAILS)
Cooperative Computer Services (CCS)

Completion of Short-Term Succession Period

The decision about when the absent Executive Director returns to lead the library should be determined by the Executive Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working their way back up to a full-time commitment.

Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the management position left vacant by the Acting Executive Director or hire an Interim Executive Director. This is in recognition of the fact that, for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions, or, depending on the timing of the absence and projects underway, it may be necessary to have an interim Executive Director in the position.

Need Determination of an Interim Executive Director

The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Executive Director (or consultant to the Acting Executive Director) are as follows:

- Time of year
- Required fiscal responsibilities
- Special projects currently in progress or upcoming

Skills and experience an Interim Executive Director needs:

- Significant experience as the director of a similar type of library
- Ideally, prior experience as an Interim Executive Director
- Flexible schedule to allow for on-site presence of a Director and to attend board meetings

If the Board determines that an Interim Executive Director (or consultant to the Acting Executive Director) is needed, a representative from the Board or the Acting Executive Director should contact RAILS and ask for resources related to hiring an Interim Executive Director.

Completion of Long-Term Succession Period

The decision about when the absent Executive Director returns to lead the library would be determined by the Executive Director and the Board. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board, with the intention of working the way up to a full-time commitment.

The Board should pay close attention to the Employee Handbook leave policies when making determinations about the allowable absence of the Executive Director. Questions related to leaves of absence may be directed to the HR Director who will also consult with the library's attorney.

Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

Approved with a voice vote as follows on Thursday, July 18, 2024.
Yes:
No:
Abstain

Board President: _____   Date: _____

Board Secretary:_____   Date: _____

Executive Director:_____   Date: _____

Appendix A: Key Information and Contact Inventory

Having access to the organization's key information is imperative for any succession plan. Below is the location and or information necessary to ensure the organization can continue to operate in the absence of the Executive Director.

Board By-Laws
L:\Administration\Board of Trustees
Also located on the Board Portal

Minutes
L:\Administration\Board of Trustees\Board Packets- located in each folder for the month approved.

Approved Actions
L:\Administration\Board of Trustees\Board Motions & Public Comments

Board Packets
L:\Administration\Board of Trustees\Board Packets

Board Executive Session Minutes

Physical
Digital

Strategic Plan

L:\Administration\Strategic Plan 2024

Financial Information

- Employer Identification Number:
- State Identification Number:
- DUNS #
- NAIC #

Current & previous audited financial statements

Financial statements:

Tax Exemption Certificate:

Passwords

All passwords are stored and managed in LastPass.

Auditor

- Name: Selden Fox
- Contact: Ed Tracy
- Phone Number/Email:

Bank

- Name:
- Accounts:
- Customer # -

Attorney

- Name: Ancle Glink
- Contact: Britt Islay
- Phone Number/Email:

Fiscal Authority

Those authorized to make transfers and wire transfers and who are the authorized check signers:

Position	Wire Transfers	Sign Checks up to $600	Sign Checks $600+ (requires 2 signatures)
President		If Needed	X
Vice President		If Needed	X
Treasurer		If Needed	X
Secretary		If Needed	X
Executive Director	X	X	If Needed
Finance & Operations Director	X		

Human Resources Information

Employee records/personnel information/ I-9's:
Locked in cabinets in Administration Office
Also partially available on BambooHR

Payroll

- Company Name: Village of Northbrook
- Payroll Rep
- Phone Number/Email:

Insurance Agent

- Company Name: Cook & Kocher
- Representative's Name: Jack Cook
- Policy #:
- Phone Number/Email:
- List of Insurance Policies

Annual Timeline and Deadlines

L:\Administration\Board of Trustees\Board Packets/Board Meeting Timeline