

NORTHBROOK PUBLIC LIBRARY BOARD MEETING

March 21, 2024 | 7:30 p.m.
Northbrook Public Library | Civic Room

<https://youtube.com/live/OzscF3AAVMk?feature=share>

Regular Monthly Meeting Agenda

- 1 Call Regular Meeting to Order – Mr. Jay Glaubinger
- 2 Board of Trustees Roll Call – Ms. Jennifer McGee
- 3 Consent Agenda – Mr. Jay Glaubinger
 - 3.1 Approval of the Agenda
 - 3.2 Approve Regular Session Minutes – February 15, 2024
 - 3.3 Approve Cash Balances & Income Statement February 2024
 - 3.4 Approve Bills and Charges from February 2024 in the amount of \$926,808.79
 - 3.5 Approve Annual Non-Resident Fee Method
 - 3.6 Approve General Policies Updates: 04.402 Room Rental, 03.304 Public Code of Behavior, and 03.303 Fines & Fees
- 4 Public Comments
- 5 Staff Reports – Ms. Kate Hall
 - 5.1 Non-Resident Fee Calculations- Kim Hegelund, Circulation Manager
- 6 Board Member Reports
- 7 Unfinished Business
 - 7.1 Review Draft Strategic Plan
 - 7.2 Approve Annual FY25 Budget
 - 7.3 Executive Director Evaluation (closed session)
- 8 New Business
 - 8.1 Appoint Board Officer Nominating Committee
 - 8.2 Civic Foundation Request for Monument
- 9 Closed Session

pursuant to 5 ILCS 120/2(c)1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- 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
2/29/2024**

		Beginning Balance	Cash Receipts	Expenditures	Ending Balance
<u>Operating</u>					
	General	8,683,637.61	1,394,090.47	724,423.07	9,353,305.01
	Restricted	293,179.66	11,563.73	17,791.20	286,952.19
	IMRF	816,925.04	60,706.27	28,584.35	849,046.96
	Fica	102,086.68	41,280.26	27,152.17	116,214.77
	Total Operating	\$ 9,895,828.99	\$1,507,640.73	\$ 797,950.79	\$10,605,518.93
<u>Capital Improvement</u>		\$ 4,598,133.05	\$ 9,849.60	\$ 128,858.00	\$ 4,479,124.65
<u>Debt Service</u>		\$ 2,813.40			\$ 2,813.40

Cash Detail	Operating	Capital Improvement	Debt Service
NB&T - Checking	(123,308.39)	(19,644.56)	2,813.40
PayPal	1,533.00	-	-
FBofHP	238,283.80	-	-
Fifth Third - Checking/Money Market	10,486,250.86	4,498,217.56	-
US Bancorp	2,170.63	551.65	-
INB	114.03		
Petty Cash	475.00	-	-
Total	<u>\$ 10,605,518.93</u>	<u>\$4,479,124.65</u>	<u>\$ 2,813.40</u>

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

Northbrook Public Library
Income Statement
2/29/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
01 - General Operating Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$51,393.81	\$100,467.23	\$7,497,417.69	\$7,986,219.67	\$7,959,560.00	100.33%
Replacement Tax	\$0.00	\$117,208.19	\$176,503.01	\$404,262.43	\$150,000.00	269.51%
Impact Fees	\$0.00	\$0.00	\$5,525.32	\$4,294.00	\$0.00	0.00%
Fines, Fees & Rentals	\$1,419.56	\$1,669.18	\$32,178.00	\$35,666.77	\$35,000.00	101.91%
Interest Income	\$4,009.93	\$4,643.80	\$22,153.77	\$49,689.13	\$20,000.00	248.45%
Other Income	\$1,570.97	\$0.00	\$27,441.71	\$18,952.44	\$100,000.00	18.95%
Total Undesignated Revenue	\$58,394.27	\$223,988.40	\$7,761,219.50	\$8,499,084.44	\$8,264,560.00	102.84%
Designated Revenue						
Gifts & Other Designated Income	\$12,576.45	\$10,512.49	\$343,559.37	\$572,555.08	\$400,000.00	143.14%
Designated Interest Income	\$759.36	\$1,051.24	\$2,007.16	\$8,007.09	\$0.00	0.00%
Total Designated Revenue	\$13,335.81	\$11,563.73	\$345,566.53	\$580,562.17	\$400,000.00	145.14%
Total Revenues	\$71,730.08	\$235,552.13	\$8,106,786.03	\$9,079,646.61	\$8,664,560.00	104.79%
Expenses						
Undesignated Expenses						
Materials & Services	\$66,272.78	\$71,064.38	\$737,582.31	\$704,183.65	\$944,000.00	74.60%
Books	\$55,689.78	\$61,178.82	\$647,203.22	\$625,042.32		
Audio Visual	\$4,133.87	\$5,882.63	\$41,736.38	\$37,611.06		
Videos/DVDs	\$6,449.13	\$4,002.93	\$48,642.71	\$41,530.27		
Programs	\$4,792.24	\$6,244.22	\$54,760.35	\$75,834.97	\$103,150.00	73.52%
OCLC	\$729.90	\$644.26	\$23,450.86	\$23,500.61	\$29,000.00	81.04%
CCS Shared Costs	\$190.46	\$0.00	\$71,901.69	\$69,246.10	\$76,000.00	91.11%
Total Materials & Services	\$71,985.38	\$77,952.86	\$887,695.21	\$872,765.33	\$1,152,150.00	75.75%
Human Resources						
General Salaries and Wages	\$338,809.66	\$351,088.12	\$3,227,142.38	\$3,452,209.76	\$4,311,000.00	80.08%
Maintenance Salaries & Wages	\$14,693.69	\$15,588.70	\$141,165.17	\$155,868.79	\$189,000.00	82.47%
Group Insurance	\$56,527.44	\$62,492.94	\$561,004.96	\$606,089.96	\$750,000.00	80.81%
Unemployment/Worker's Comp	\$2,288.38	\$2,420.63	\$21,627.95	\$21,664.43	\$23,000.00	94.19%
Staff Development	\$2,259.18	\$4,949.93	\$42,055.33	\$56,824.94	\$61,000.00	93.16%
Total Human Resources	\$414,578.35	\$436,540.32	\$3,992,995.79	\$4,292,657.88	\$5,334,000.00	80.48%

Northbrook Public Library
Income Statement
2/29/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
Operating Costs						
Photocopy	\$919.43	\$1,698.52	\$23,441.91	\$20,140.81	\$24,000.00	83.92%
Office & Library Supplies	\$12,021.61	\$4,954.65	\$47,970.32	\$35,824.86	\$70,000.00	51.18%
Software	\$1,134.71	\$10,869.14	\$70,175.38	\$87,957.70	\$108,000.00	81.44%
Postage	\$566.50	(\$194.84)	\$17,577.18	\$17,574.79	\$20,000.00	87.87%
General Insurance	\$2,904.63	\$8,448.55	\$65,049.19	\$75,229.17	\$79,000.00	95.23%
Telephone/Internet	(\$734.69)	\$27.48	\$29,891.34	\$29,638.72	\$39,000.00	76.00%
Professional Services	\$19,551.17	\$28,327.58	\$273,175.39	\$353,374.52	\$402,000.00	87.90%
Furniture, Equipment	\$33.99	\$2,505.92	\$42,456.48	\$66,575.02	\$96,000.00	69.35%
Equipment Rental & Maintenance	\$1.01	\$2,915.54	\$38,235.80	\$43,275.75	\$43,000.00	100.64%
Community Relations	\$6,245.44	\$10,590.88	\$35,386.02	\$35,212.04	\$55,000.00	64.02%
Total Operating Costs	\$42,643.80	\$70,143.42	\$643,359.01	\$764,803.38	\$936,000.00	81.71%
Maintenance						
Vehicle Expense	\$0.00	\$587.18	\$737.69	\$1,763.54	\$3,000.00	58.78%
Janitorial Supplies	\$4,752.43	\$6,352.33	\$32,952.15	\$36,217.89	\$45,000.00	80.48%
Utilities	\$5,114.14	\$8,475.57	\$37,498.48	\$43,382.98	\$54,000.00	80.34%
Building Repairs	\$4,086.76	\$16,572.50	\$37,706.63	\$18,067.50	\$35,000.00	51.62%
Contracted Services	\$11,013.47	\$22,042.88	\$121,332.47	\$130,744.38	\$153,000.00	85.45%
Total Maintenance	\$24,966.80	\$54,030.46	\$230,227.42	\$230,176.29	\$290,000.00	79.37%
Other Expenses						
Recruiting	\$0.00	\$200.00	\$420.00	\$160.00	\$1,000.00	16.00%
Contingency & Misc Exp	\$859.23	\$676.71	\$7,552.95	\$6,844.07	\$100,000.00	6.84%
Board Development	\$0.00	\$48.87	\$196.11	\$1,044.29	\$500.00	208.86%
Total Other Expenses	\$859.23	\$925.58	\$8,169.06	\$8,048.36	\$101,500.00	7.93%
Total Undesignated Expenses	\$555,033.56	\$639,592.64	\$5,762,446.49	\$6,168,451.24	\$7,813,650.00	78.94%
Designated Expenses						
Miscellaneous Designated Expenses	\$21,918.76	\$12,774.71	\$222,191.04	\$438,021.12	\$400,000.00	109.51%
Designated Materials Expense	\$37.18	\$516.86	\$1,533.40	\$868.47	\$0.00	0.00%
Designated Capital Expense	\$363.76	\$1,499.98	\$363.76	\$131,406.53	\$0.00	0.00%
Designated Program Expense	\$2,008.58	\$2,999.65	\$57,450.16	\$57,772.49	\$0.00	0.00%
Total Designated Expenses	\$24,328.28	\$17,791.20	\$281,538.36	\$628,068.61	\$400,000.00	157.02%
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	\$579,361.84	\$657,383.84	\$6,043,984.85	\$6,796,519.85	\$8,663,650.00	78.45%
NET SURPLUS/(DEFICIT)	(\$507,631.76)	(\$421,831.71)	\$2,062,801.18	\$2,283,126.76	\$910.00	

Northbrook Public Library
Income Statement
2/29/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
02 - IMRF/FICA Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy-IMRF	\$2,858.57	\$5,257.15	\$417,013.80	\$417,895.02	\$425,000.00	98.33%
Property Tax Levy FICA	\$1,943.83	\$3,574.86	\$283,569.39	\$284,168.61	\$289,000.00	98.33%
Interest Income IMRF	\$33.89	\$0.00	\$37.92	\$91.27	\$500.00	18.25%
Interest Income FICA	\$23.05	\$0.00	\$25.78	\$62.06	\$500.00	12.41%
Total Undesignated Revenue	\$4,859.34	\$8,832.01	\$700,646.89	\$702,216.96	\$715,000.00	98.21%
Total Revenues	\$4,859.34	\$8,832.01	\$700,646.89	\$702,216.96	\$715,000.00	98.21%
Expenses						
Undesignated Expenses						
Human Resources						
Employer IMRF	\$25,145.31	\$28,584.35	\$287,795.34	\$274,531.28	\$400,000.00	68.63%
Employer FICA	\$24,387.34	\$27,152.17	\$251,693.09	\$266,738.34	\$280,000.00	95.26%
Total Human Resources	\$49,532.65	\$55,736.52	\$539,488.43	\$541,269.62	\$680,000.00	79.60%
Total Undesignated Expenses	\$49,532.65	\$55,736.52	\$539,488.43	\$541,269.62	\$680,000.00	79.60%
Total Expenses	\$49,532.65	\$55,736.52	\$539,488.43	\$541,269.62	\$680,000.00	79.60%
NET SURPLUS/(DEFICIT)	(\$44,673.31)	(\$46,904.51)	\$161,158.46	\$160,947.34	\$35,000.00	

Northbrook Public Library
Income Statement
2/29/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
03 - Capital Improvements Fund						
Revenues						
Undesignated Revenue						
Interest Income	\$3,156.32	\$2,349.60	\$16,872.50	\$25,500.13	\$24,000.00	106.25%
Total Undesignated Revenue	\$3,156.32	\$2,349.60	\$16,872.50	\$25,500.13	\$24,000.00	106.25%
 Transfers & Other Financing Sources						
Transfer from General fund	\$0.00	\$0.00	\$0.00	\$0.00	\$425,000.00	0.00%
Insurance Proceeds	\$19,648.00	\$7,500.00	\$22,428.00	\$7,500.00	\$0.00	0.00%
Total Transfers & Other Financing Sources	\$19,648.00	\$7,500.00	\$22,428.00	\$7,500.00	\$425,000.00	0.00%
 Total Revenues	\$22,804.32	\$9,849.60	\$39,300.50	\$33,000.13	\$449,000.00	7.35%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Renovation/Repair	\$0.00	\$134,631.00	\$82,249.90	\$337,315.64	\$720,000.00	46.85%
Professional Fees	\$0.00	\$1,860.00	\$16,077.50	\$6,747.50	\$180,000.00	3.75%
Furniture & Equipment	\$0.00	(\$7,633.00)	\$0.00	(\$7,633.00)	\$0.00	0.00%
Total Capital & Bond Expenses	\$0.00	\$128,858.00	\$98,327.40	\$336,430.14	\$900,000.00	37.38%
Total Undesignated Expenses	\$0.00	\$128,858.00	\$98,327.40	\$336,430.14	\$900,000.00	37.38%
 Total Expenses	\$0.00	\$128,858.00	\$98,327.40	\$336,430.14	\$900,000.00	37.38%
 NET SURPLUS/(DEFICIT)	\$22,804.32	(\$119,008.40)	(\$59,026.90)	(\$303,430.01)	(\$451,000.00)	

Northbrook Public Library
Income Statement
2/29/2024

	PY Month	CY Month	PY YTD	CY YTD	CY Budget	83.33%
05 - Debt Service Fund						
Revenues						
Undesignated Revenue						
Property Tax Levy	\$5,095.33	\$9,412.15	\$743,314.87	\$748,179.57	\$760,900.00	98.33%
Interest Income	\$609.39	\$0.00	\$616.55	\$163.40	\$0.00	0.00%
Total Undesignated Revenue	\$5,704.72	\$9,412.15	\$743,931.42	\$748,342.97	\$760,900.00	98.35%
Total Revenues	\$5,704.72	\$9,412.15	\$743,931.42	\$748,342.97	\$760,900.00	98.35%
Expenses						
Undesignated Expenses						
Capital Projects & Bond Expenses						
Interest Payments	\$0.00	\$0.00	\$367,550.00	\$350,900.00	\$350,900.00	100.00%
Principal Payments	\$0.00	\$0.00	\$390,000.00	\$410,000.00	\$410,000.00	100.00%
Total Capital & Bond Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Total Undesignated Expenses	\$0.00	\$0.00	\$757,550.00	\$760,900.00	\$760,900.00	100.00%
Transfers & Other Financing Uses						
Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Transfers & Other Financing Uses	\$0.00	\$0.00	\$0.00	\$574.93	\$0.00	0.00%
Total Expenses	\$0.00	\$0.00	\$757,550.00	\$761,474.93	\$760,900.00	100.08%
NET SURPLUS/(DEFICIT)	\$5,704.72	\$9,412.15	(\$13,618.58)	(\$13,131.96)	\$0.00	

FEBRUARY 2024 FINANCIAL SUMMARY

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 \$9,079,646.61, budget difference include:

- Property Taxes – 100% of property taxes have been collected
- Replacement Taxes – budget number is a conservative estimate – At this time allocations are higher due to legislative changes. This revenue is collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.
- Impact Fees – these are collected when occupancy is granted to the builder – to be conservative we do not budget for this since we are unaware of builder timelines.
- Fines, Fees & Rentals budget is a conservative estimate – we have collected more than budget – the breakdown is as follows
 - 20% is fines and lost item / replacement collections
 - 55% is non-resident fees
 - 25% is copy machine collections
- Interest Income is a conservative estimate – we have collected more than budget
- Designated Revenue is higher than budget due to
 - ILP revenue higher than budgeted
 - Interest income higher than budgeted

Total General Fund expenditures are \$6,796,519.85, budget differences include:

- CCS Shared Costs is higher than budget due to 11 months of expense being booked
- Unemployment/Workers Compensation is higher than budget due to 12 months of workers compensation insurance being booked
- Staff Development is higher than budget due to tuition reimbursement actual expenses being greater than budget
- Supplies is less than budget due to expenses being recorded when incurred not evenly throughout the year

- General Insurance is greater than budget due to invoice being paid annually - the amount booked represents 12 months of expense
- Furniture & Equipment is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Equipment Rental & Maintenance is higher than budget due to cleaning of upholstered furniture for patrons and staff and auditorium chairs which was not budgeted for in FY24
- Community Relations is less than budget due to expenses being recorded when incurred not evenly throughout the year
- Vehicle Expense is less than budget due to less usage and fewer repairs
- Building Repairs is less than budget due to costs being recorded when incurred not evenly throughout the year
- Recruiting is less than budget due to using no cost options to publish employment opportunities and reclass of background checks for volunteers booked throughout the year
- Board Development is greater than budget due to staff appreciation event booked in October 2023
- Designated Expenses is greater than budget due to ILP expenses higher than budgeted

Northbrook Public Library
Bills, Charges and Transfers for Board of Trustee Approval
Month of February 2024

Operating Funds

Library Claims List	\$	299,767.26
Librarian's Claims List	\$	16,349.38
Payroll	\$	353,396.74
Fica/IMRF	\$	55,736.52
ACH to IPBC	\$	72,700.89
Total Operating Funds	\$	797,950.79

Capital Improvement Fund

Claims List	\$	128,858.00
	\$	128,858.00

Debt Service Fund

Grand Total Library	\$	926,808.79
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Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust General Checking

Transaction Number	Transaction Date	Vendor	Amount	Description
26253	1/31/2024	Value Line Publishing LLC	(\$1,050.00)	Monthly Payment - Materials
26257	2/15/2024	Cook & Kocher Insurance Group	\$7,108.00	Annual Payment - General Insurance - Cyber
26258	2/15/2024	First Bankcard	\$7,586.13	Monthly Payment - Supplies
26259	2/29/2024	3E Electric, Inc.	\$3,175.00	Annual Payment - Buidling Repairs
26260	2/29/2024	Accurate Office Supply Co.	\$975.00	Monthly Payment - Supplies
26261	2/29/2024	Amazon Capital Services	\$3,900.67	Monthly Payment - Supplies
26262	2/29/2024	American Library Association	\$1,900.00	Annual Payment - Staff Development - Annual Conference
26263	2/29/2024	Ancel Glink P.C.	\$932.64	Monthly Payment - Professional Fees
26264	2/29/2024	Mark Anderson	\$750.00	Monthly Payment - Programming (4 programming dates)
26265	2/29/2024	Authors Unbound Agency	\$6,750.00	ILP
26266	2/29/2024	Baker & Taylor	\$31,738.85	Monthly Payment - Materials
26267	2/29/2024	Best Buy Business Advantage Account	\$796.48	Annual Payment - Furniture & Equipment
26268	2/29/2024	Best Quality Cleaning	\$11,278.50	Monthly Payment - Contracted Services (2 months)
26269	2/29/2024	Book Page	\$1,116.00	Annual Payment - Community Relations
26270	2/29/2024	Demco	\$875.92	Monthly Payment - Supplies
26271	2/29/2024	First Bankcard	\$10,915.36	Monthly Payment - Supplies
26272	2/29/2024	Gale/Cengage Learning Inc.	\$1,434.70	Monthly Payment - Materials
26273	2/29/2024	Hang & Shine	\$2,750.00	Annual Payment - Equipment Repair & Maintenance
26274	2/29/2024	Impact Networking LLC	\$1,698.52	Quarterly Payment - Photocopy
26275	2/29/2024	ITsavvy LLC	\$7,752.00	Annual Payment - Furniture & Equipment
26276	2/29/2024	Linda Z's Sewing Center	\$1,499.98	Annual Payment - Equipment Repair & Maintenance
26277	2/29/2024	LR Consulting LLC	\$6,250.00	Annual Payment - Professional Services
26278	2/29/2024	LYNX Project	\$625.00	Monthly Payment - Programming
26279	2/29/2024	Mergent, Inc.	\$1,007.00	Monthly Payment - Materials
26280	2/29/2024	Microsystems, Inc.	\$739.09	Annual Payment - Materials
26281	2/29/2024	Midwest Tape LLC	\$7,448.70	Monthly Payment - Materials
26282	2/29/2024	Neuco Inc.	\$1,946.87	Monthly Payment - Janitorial Supplies

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

Transaction Number	Transaction Date	Vendor	Amount	Description
26283	2/29/2024	North American Corp of Illinois	\$1,524.39	Monthly Payment - Janitorial Supplies
26284	2/29/2024	Northbrook Hardware	\$738.98	Monthly Payment - Janitorial Supplies
26285	2/29/2024	Oak Brook Mechanical Services, Inc.	\$12,748.00	Annual Payment - Buidling Repairs
26286	2/29/2024	Olsson Roofing Company, Inc.	\$649.50	Annual Payment - Buidling Repairs
26287	2/29/2024	Outsource Solutions Group, Inc.	\$20,967.00	Monthly Payment - Professional Services & Software
26288	2/29/2024	Overdrive	\$20,244.35	Monthly Payment - Materials
26289	2/29/2024	RELX Inc. DBA LexisNexis	\$4,704.00	Annual Payment - Materials
26290	2/29/2024	Sarah Romero-Reyes	\$600.00	Monthly Payment - Professional Services
26291	2/29/2024	Siemens Industry Inc.	\$2,343.23	Quarterly Payment - Contracted Services
26292	2/29/2024	Snow Systems, Inc.	\$3,840.00	Monthly Payment - Contracted Services (2 months)
26293	2/29/2024	Sterling Services, Inc.	\$2,736.90	Tri Annual Payment -Contracted Services
26294	2/29/2024	Swank Motion Pictures Inc.	\$1,584.00	Monthly Payment - Programming
26295	2/29/2024	Symmetry Energy Solutions, LLC	\$5,951.12	Monthly Payment - Utilities
26296	2/29/2024	The Hanover Insurance Company	\$46,193.00	Annual Payment - General Insurance - Liability & Auto
26297	2/29/2024	TigerLily Music Inc.	\$650.00	Monthly Payment - Programming
26298	2/29/2024	Travelers CL Remittance Center	\$ 31,283.00	Annual Payment - General Insurance - Directors & Officers and Workers Compensation
26299	2/29/2024	Value Line Publishing LLC	\$ 2,100.00	Annual Payment -Materials
26300	2/29/2024	Village of Northbrook Water Dept.	\$ 1,026.60	Quarterly Payment -Utilities
26301	2/29/2024	Vis-O-Graphic, Inc.	\$ 8,941.21	Quarterly Payment - Community Relations
26302	2/29/2024	Warehouse Direct Inc.	\$ 1,249.00	Annual Payment - Furniture & Equipment
26303	2/29/2024	Wex Health Inc.	\$ 3,451.12	Monthly Payment - Flexible Spending, Dedendant Care and Commuter Benefit (2 months)
26304	2/29/2024	VOID - Kate Will		
26305	2/29/2024	VOID - Kate Will		
26306	2/29/2024	WM Corporate Services Inc.	\$ 631.45	Monthly Payment - Contracted Services
26307	2/29/2024	Kate Will	\$ 3,710.00	ILP

\$299,767.26

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

Transaction Number	Transaction Date	Vendor	Amount
53590	1/31/2024	VOID - Teacher Dan	\$ (150.00)
53591	2/14/2024	Anna Amen	\$49.98
53592	2/14/2024	Stephanie Bremner	\$134.87
53593	2/14/2024	Cathleen Doyle	\$102.77
53594	2/14/2024	Jo I Gayle	\$187.50
53595	2/14/2024	Kim Hegelund	\$426.12
53596	2/14/2024	Image Specialties of Glenview, Inc.	\$32.25
53597	2/14/2024	iREAD	\$15.00
53598	2/14/2024	Summer Kosuge	\$205.11
53599	2/14/2024	Amanda Margis	\$44.79
53600	2/14/2024	Patrick McCallister	\$175.00
53601	2/14/2024	North Town Auto Service	\$587.18
53602	2/14/2024	Petty Cash Custodian	\$23.67
53603	2/14/2024	Pitney Bowes Inc.	\$165.54
53604	2/14/2024	Qleanse LLC	\$263.25
53605	2/14/2024	Joe Skittino	\$34.86
53606	2/14/2024	WM Corporate Services Inc.	\$554.40
53607	2/14/2024	Yellowstone Landscape	\$555.00
53608	2/29/2024	A-Z Mindfulness	\$150.00
53609	2/29/2024	AARP	\$16.00
53610	2/29/2024	Alert Protective Services	\$156.03
53611	2/29/2024	American Library Association, Membership	\$162.00
53612	2/29/2024	Aquatic Works LTD	\$370.00
53613	2/29/2024	Baker & Taylor Entertainment	\$542.64
53614	2/29/2024	Zbigniew Banas	\$350.00
53615	2/29/2024	Nancy Buehler	\$250.00
53616	2/29/2024	CCH Incorporated	\$297.41
53617	2/29/2024	Children's Plus Inc	\$422.43
53618	2/29/2024	Cintas	\$512.80
53619	2/29/2024	Dynamic Systems	\$405.14
53621	2/29/2024	Glenview Chess Club LLC	\$200.00
53622	2/29/2024	Benjamin Goluboff	\$250.00
53623	2/29/2024	Grainger	\$480.18
53624	2/29/2024	Happiness Forward LLC	\$100.00
53625	2/29/2024	Heritage Dectective, LLC	\$200.00
53626	2/29/2024	Jayne Herring	\$450.00

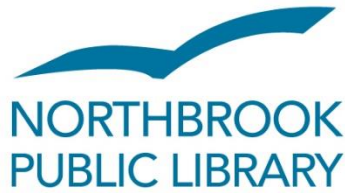
Northbrook Public Library
Bank Register Report
Northbrook Bank & Trust Librarian Checking

Transaction Number	Transaction Date	Vendor	Amount
53627	2/29/2024	Jayne Herring	\$450.00
53628	2/29/2024	The Home Depot Credit Services	\$549.88
53629	2/29/2024	HR Source	\$329.00
53630	2/29/2024	IdentiSys Inc.	\$277.92
53631	2/29/2024	Illinois Heartland Library System-OCLC	\$101.56
53632	2/29/2024	Illinois Library Association	\$250.00
53633	2/29/2024	Illinois Office of the State Fire Marshall	\$400.00
53634	2/29/2024	Kelly Kayed	\$200.00
53635	2/29/2024	Lakeshore Learning Materials	\$46.98
53636	2/29/2024	Lechner Services	\$116.80
53637	2/29/2024	Manufacturers News Inc.	\$332.90
53638	2/29/2024	Kathleen Jo Zeigler Mitchem	\$250.00
53639	2/29/2024	Kathleen Jo Zeigler Mitchem	\$250.00
53640	2/29/2024	Monoprice, Inc.	\$536.19
53641	2/29/2024	Petersen Bros. Plastics, Inc.	\$492.00
53642	2/29/2024	Pitney Bowes Inc.	\$236.51
53643	2/29/2024	Playaway Products	\$355.96
53644	2/29/2024	Eric Pomerleau	\$10.00
53645	2/29/2024	Quill LLC	\$254.79
53646	2/29/2024	Olga Rudiak	\$500.00
53647	2/29/2024	Runco Office Supply	\$153.06
53648	2/29/2024	Sheet Music Plus	\$90.96
53649	2/29/2024	Sherwin-Williams Company	\$47.59
53650	2/29/2024	Stories Matter Foundation	\$300.00
53651	2/29/2024	Miglena Todorova	\$12.99
53652	2/29/2024	UPS	\$45.86
53653	2/29/2024	VSP of Illinois, NFP	\$408.61
53654	2/29/2024	Robert Waterbury	\$50.00
53655	2/29/2024	Yami Vending Inc.	\$577.90

\$ 16,349.38

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

Transaction Number	Transaction Date	Vendor	Amount	Description
1904	2/15/2024	Thermosystems Building System Solutions	\$100,818.00	Chiller Project
1905	2/29/2024	Ancel Glink P.C.	\$1,860.00	Chiller Project
1906	2/29/2024	Arlington Glass & Mirror	\$20,680.00	Window Replacement
1907	2/29/2024	F.E. Moran Mechanical Services	\$5,000.00	Steam Boiler Project
1908	2/29/2024	MultiStack LLC	\$500.00	Chiller Project
			<u>\$128,858.00</u>	



Memorandum

DATE: March 7, 2023

TO: Board of Trustees

FROM: Kate Hall, Executive Director

RE: Non-Resident Fee Method

Each year, the board must vote to determine how to charge non-residents for a library card. Non-residents are defined as "a person who resides outside the taxing area of a public library" ([23 Ill. Adm. Code 3030.10](#)). Non-residents have the option to annually purchase a card to obtain public library service.

Administrative rules ([23 Ill. Adm. Code 3050](#)) determine where non-residents must go to purchase their non-resident card. These same rules also delineate formula options that library boards should use in calculating the library's non-resident fee. Once non-resident cards are purchased, the card is recognized as a valid public library card and can be used at other public libraries.

The rules also allow for a Board of Trustees to approve offering non-resident cards to non-residents free of charge. On August 18, 2022, the Board passed a resolution waiving fees for non-resident library cards for children under the age of 18 living within the boundaries of a Northbrook School District. The card is limited to use by the student.

I am asking the board to approve the following for non-resident payments for library cards:

Non-Resident Payment Method:

1. Non-Resident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the non-resident property owner's principal residence

assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.

2. Non-Resident Renter: The library shall charge a minimum of 15% of the monthly rent as the annual non-resident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.
3. Non-Resident New Development: Nonresidents of newly developed property who do not yet have a tax bill shall be charged the equivalent of the developer impact fee specific to the Northbrook Public Library until such time as they receive a tax bill for their property.

402: Room Rentals

Created:	March 2020	Updated:	February 2022, February 2024
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The Northbrook Public Library offers rental space in order to support our mission to provide an environment where community members can come together.

AVAILABILITY AND USE

Room availability is as follows:

- Auditorium (Seats 225)
- Civic Room (Seats 40)
- Collaboratory (not available to outside organizations)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)
- Youth Services Activity Room (not available to outside organizations)

Priority for any space is given first to library and library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

The library makes select spaces available as “limited forums” for meetings and programs to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);
4. Businesses within the district boundaries.

5. Northbrook Public Library card holders for programs, meetings, activities, or events in line with the mission of the library.

Permission to use the space does not imply endorsement of an outside organization by the library.

RESTRICTIONS

The library's spaces may not be used for:

1. The sale or promotion of commercial products or services including informational or educational offerings held for the ultimate purpose of soliciting sales.
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

GENERAL RULES AND REGULATIONS

1. Use of the Northbrook Public Library rental spaces shall be in accordance with Article VI of the ALA Library Bill of Rights.
(<https://www.northbrook.info/about/policies/ala-library-bill-rights>)
2. The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.

5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services unless approved in advance by the Executive Director or their designated representative and it is determined that this activity aligns with the mission of the library to provide information and resources to the community.
6. Donations may be taken if approved in advance by the Executive Director or as otherwise allowed by law.
7. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
8. Food and drink except covered water bottles are not allowed in the Auditorium.
9. All those present must abide by the library's Public Code of Behavior policy (<https://www.northbrook.info/about/policies/public-code-behavior>).
10. Renters may conduct ticket sales provided that the booking group is solely responsible for sales and money handling. The library will not provide support for ticket sales in the form of staff time, library technology and resources, or library facilities.
11. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.
12. Posted occupancy limits must be observed and enforced by the signee.

RESERVATION PROCESS

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook Public Library card in good standing. Reservations for the Auditorium must be completed by a Northbrook resident 21 years or older with a valid Northbrook Public Library card in good standing. The library has full discretion to approve room usage.

FEES & FINES

Fees and fines for room usage are detailed in the 303 Fines & Fees policy and are based on a cost recovery model. The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

EQUAL OPPORTUNITY

Rental spaces are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library provides access to all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

LIABILITY

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the meeting room. Auditorium rentals require additional insurance by the renter.

In addition, each group or organization using the library rental spaces shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning, repairs, or replacements made necessary by a group.

WITHDRAWAL OF PRIVILEGES

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.

402: ~~Meeting Rooms~~Room Rentals

Created:	March 2020	Updated:	February 2022, <u>February 2024</u>
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The Northbrook Public Library offers ~~meeting room rental~~ space in order to support our mission to provide an environment where community members can come together.

AVAILABILITY AND USE

Room availability is as follows:

- Auditorium (~~not available to outside organizations~~Seats 225)
- Civic Room (Seats 40)
- Collaboratory (not available to outside organizations)
- Pollak Room A&B (Seats 100)
- Pollak Room A (Seats 50)
- Pollak Room B (Seats 50)
- Interactive Classroom (Seats 32)
- Youth Services Activity Room (not available to outside organizations)

~~The meeting rooms are available for reservation 15 minutes after the library opens.~~

~~All groups must be out 15 minutes prior to the library's closing time.~~

Priority for any ~~meeting rooms~~space is given first to library and library sponsored or co-sponsored functions, including functions of the Northbrook Public Library Foundation.

The library makes ~~its meetings~~select spaces~~rooms~~ available as "designated and limited forums" for meetings and programs to:

1. Friends of the Northbrook Public Library programs, meetings or activities;
2. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);

~~4. Businesses within the district boundaries in need of space to conduct a meeting.~~

~~4.5. Northbrook Public Library card holders for programs, meetings, activities, or events in line with the mission of the library.~~

~~The library's meeting rooms/spaces may not be used for:~~

- ~~1. The sale or promotion of commercial products or services including informational or educational offerings held for the ultimate purpose of soliciting sales.~~
- ~~2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;~~
- ~~3. Groups who have no members residing within the Northbrook Public Library boundaries;~~
- ~~4. Religious worship services or proselytizing; or~~

~~Any illegal activities. Permission to use the meeting rooms space does not imply endorsement of an outside organization by the library, and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the Northbrook Public Library. All meetings must be open to the public.~~

RESTRICTIONS

The library's spaces may not be used for:

1. The sale or promotion of commercial products or services including informational or educational offerings held for the ultimate purpose of soliciting sales.
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Northbrook Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

GENERAL RULES AND REGULATIONS

1. Use of the Northbrook Public Library ~~meeting rooms~~rental spaces shall be in accordance with Article VI of the ALA Library Bill of Rights.
(<https://www.northbrook.info/about/policies/ala-library-bill-rights>)
2. The Northbrook Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services unless approved in advance by the Executive Director or their designated representative and it is determined that this activity aligns with the mission of the library to provide information and resources to the community.
- ~~5-6.~~ Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Executive Director or ~~except~~ as otherwise allowed by law.
- ~~6-7.~~ Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
- ~~7-8.~~ Smoking and the use of e-cigarettes, food and alcoholic beverages are not permitted. Covered beverages are permitted in the Pollak and Civic rooms only. Food and drink except cCovered water bottles are not allowed in the Auditorium.

~~8.9. Excessive noise or disruption to the functions of the library are not permitted. All~~
those present must abide by the library's Public Code of Behavior policy
(<https://www.northbrook.info/about/policies/public-code-behavior>).

~~9. The use of hazardous materials or incendiary devices (including candles) is prohibited.~~

~~10. Renters may conduct ticket sales provided that the booking group is solely responsible for sales and money handling. The library will not provide support for ticket sales in the form of staff time, library technology and resources, or library facilities.~~

~~10.11.~~ Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Executive Director.

~~11.12.~~ Posted occupancy limits must be observed and enforced by the signee.

RESERVATION PROCESS

Reservations for the Interactive Classroom, Pollak Room or Civic Room must be completed by a Northbrook resident 18 years or older with a valid Northbrook Public Library card in good standing. ~~Reservations for the Auditorium must be completed by a Northbrook resident 21 years or older with a valid Northbrook Public Library card in good standing.~~

~~The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation.~~

The library has full discretion to approve room usage.

~~Northbrook residents may not reserve the meeting rooms for more than 18 meetings in one 365 day period. The use of the meeting rooms by Northbrook groups shall be subject to the following restrictions:~~

~~1. Reservations must be made online at www.northbrook.info at least one day prior to the event.~~

Commented [KH1]: Removed from policy and added to procedure

2. Meeting rooms may be booked up to two months in advance.
3. The person reserving the room must choose from standard set up options. Special set ups are not available.
4. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
7. Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. Any group that fails to show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non compliance.

Commented [KH2]: Removed from policy and added to procedure

FEES & FINES

Fees and fines for room usage are detailed in the attached schedule303 Fines & Fees policy and are based on a cost recovery model. The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

Fees and fines will be added to the patron's library card and may be paid at the Circulation Desk or online through My Account.

- Room Reservation: There is no fee to reserve a meeting room.

- ~~Piano Rental: \$50.00~~
- ~~Extended Use of Meeting Room: is \$25 per each partial or additional 15 minutes when the library is open. If a room is not vacated at the agreed upon time, the signee shall pay~~
- ~~\$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after library Closes is a \$100 fine if occupants are still in the room after the library closed unless waived by library Administration. The library will waive the fee for first instance of non compliance.~~
- ~~Food in Rooms: Covered drinks are allowed, but the library reserves the right to charge a fine of up to \$200 and revoke future meeting room privileges if food is present during an event.~~
- ~~Cancellation or No Show Fine: \$100.00 as outlined above.~~

~~The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.~~

Commented [KH3]: Removed and put in Policy 303 Fines & Fees

EQUAL OPPORTUNITY

~~Meeting rooms~~Rental spaces are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Northbrook Public Library provides access to ~~available to reasonably accommodate~~ all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

LIABILITY

The organization or individual agrees to indemnify and hold harmless the Northbrook Public Library from any loss, cost, expense or damage occasioned by the use of the meeting room. Auditorium rentals require additional insurance by the renter.

In addition, each group or organization using the library ~~meeting rooms~~rental spaces shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning. ~~or~~

repairs, or replacements made necessary by a group. ~~The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.~~

WITHDRAWAL OF PRIVILEGES

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.

304: Public Code of Behavior

Created:	March 2020	Updated:	February 2024
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The Northbrook Public Library welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

LIBRARY RESPONSIBILITY

With public service as the highest priority, the Board of Trustees has established the rules and regulations governing use of the library, such that all persons may enjoy its benefits. All library patrons can expect to:

1. Receive courteous service,
2. Be treated fairly and equitably by all library staff,
3. Contact staff for reference, readers advisory, and information services,
4. Have questions, comments and concerns addressed in a timely manner,
5. Suggest new materials, programs and services,
6. Have staff make the library operate in the best interest of the taxpayers, and
7. Have a safe, clean, and comfortable building.

PATRON RESPONSIBILITY

Individuals visiting or using the library's facilities or services must comply with the following Public Code of Behavior. The Northbrook Public Library will uphold all federal, state and local laws, rules, regulations and ordinances in regard to public behavior.

Patrons shall be engaged in activities associated with the use of a public library while in the building.

Patrons may not interfere with the use of the library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

1. Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on:
race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics;
that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight.
2. Patrons may not sexually harass other patrons or staff. Harassment includes:
 - a. making inappropriate personal comments or sexual advances;
 - b. using obscene or lewd language or gestures;
 - c. staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them,
 - d. and exposing others to sexual internet content (more information on internet usage can be found in the Internet Policy).
3. Solicitation is not allowed inside the library except as otherwise stipulated in the Room Rentals policy. This includes circulating petitions selling, or begging, among patrons, volunteers or staff members. Any solicitation conducted outside on Library grounds must not impede entry or exit from the library building or disrupt Library operations. All solicitation must comply with the Village of Northbrook Municipal Code.
4. Patrons may enjoy covered beverages and consume snack food throughout the library, unless otherwise indicated. Meals, messy, or smelly foods are permitted only in the Café area on the 1st floor.
5. Bringing pets or animals, other than service animals necessary for disabilities, into the library is not allowed, except as authorized by the Executive Director for special programming purposes.
6. Shirts and shoes are required for health reasons and must be worn at all times.

7. Patrons whose overpowering perfume or cologne or inadequate bodily hygiene interferes with other patrons' use of the library shall be asked to leave the building and return when the problem has been corrected.
8. Use of skateboards, roller blades or roller-skates is not allowed in the library or on library property.
9. The use of incendiary devices, such as candles, matches or lighters are prohibited on library grounds. Smoking, including vaping and e-cigarettes, is not permitted within the library or within 25 feet of any public entrance.
10. Any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties is prohibited.
11. While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the library requires such care and is without it, the library may contact social services or the police.

The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the Executive Director may temporarily suspend patron privileges for up to 24 hours, including restricting access to the library property, services or programs for patrons who violate the public code of behavior. Unlawful activities will be reported immediately to the police.

304: Public Code of Behavior

Created:	March 2020	Updated:	
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The Northbrook Public Library welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

LIBRARY RESPONSIBILITY

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1. Receive courteous service,
2. Be treated fairly and equitably by all library staff,
3. Contact staff for reference, readers advisory, and information services,
4. Have questions, comments and concerns addressed in a timely manner,
5. Suggest new materials, programs and services,
6. Have staff make the library operate in the best interest of the taxpayers, and
7. Have a safe, clean, and comfortable building.

PATRON RESPONSIBILITY

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Patrons may not interfere with the use of the library by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to:

1. Use of loud, abusive, threatening or insulting language; or behavior including language or behavior that offends, threatens, or insults groups or individuals, based on:

race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics;

that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight.

2. Patrons may not sexually harass other patrons or staff. Harassment includes:
 - a. making inappropriate personal comments or sexual advances;
 - b. using obscene or lewd language or gestures;
 - c. staring at, or following, a patron, volunteer, or staff in a manner that reasonably can be expected to disturb them,
 - d. and exposing others to sexual internet content (more information on internet usage can be found in the Internet Policy).
3. Solicitation is not allowed inside the Library except as otherwise stipulated in the Room Rentals policy. This includes circulating petitions selling, or begging, among patrons, volunteers or staff members. Any solicitation conducted outside on Library grounds must not impede entry or exit from the Library building or disrupt Library operations. All solicitation must comply with the Village of Northbrook Municipal Code.
4. Patrons may enjoy covered beverages and consume snack food throughout the library, unless otherwise indicated. Meals, messy, or smelly foods are permitted only in the Café area on the 1st floor.
5. Bringing pets or animals, other than service animals necessary for disabilities, into the library is not allowed, except as authorized by the Executive Director for special programming purposes.
6. Shirts and shoes are required for health reasons and must be worn at all times.

7. Patrons whose overpowering perfume or cologne or inadequate bodily hygiene interferes with other patrons' use of the library shall be asked to leave the building and return when the problem has been corrected.
8. Use of skateboards, roller blades or roller-skates is not allowed in the library or on library property.
9. The use of incendiary devices, such as candles, matches or lighters are prohibited on library grounds. Smoking, including vaping and e-cigarettes, is not permitted within the library or within 25 feet of any public entrance.
10. Any other behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties is prohibited.
11. While the library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. In the event that a patron in the library requires such care and is without it, the library may contact social services or the police.

The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the Executive Director may temporarily suspend patron privileges for up to 24 hours, including restricting access to the library property, services or programs for patrons who violate the public code of behavior. Unlawful activities will be reported immediately to the police.

303: Fines & Fees

Created:	March 2020	Updated:	August 2022, February 2024
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CIRCULATION

Non-Resident Card	Based on tax bill
Lost Materials *	Cost of the item

PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

COLLABORATORY

Materials Fees	Charged on a cost recovery price. **
----------------	--------------------------------------

MEETING ROOMS

Piano Rental Fee	\$50.00
Extended Use of Meeting Room	\$25.00 for each additional 15 minutes
Room occupancy after Library Closes	\$100.00 (after first occurrence)
Cancellation or No Show Fine	\$100.00 if canceled less than 24 hours in advance

AUDITORIUM RENTALS

Auditorium Rental Fee	Charged on a cost recovery price**
Auditorium Equipment Rentals	Charged on a cost recovery price**
Use Beyond Reservation Time Fine	\$25.00 for each additional 15 minutes

Occupancy after Library Closure Fine	\$100.00
Food in Space Fine	Up to \$200
Cancellation Refund	
Within 24 hours of booking	Full Refund
24 Hours after booking	Full Refund less \$50 non-refundable deposit
7 days prior to booking	50% Refund
Less than 48 hours prior to rental	No Refund
Auditorium Maximum Occupancy Violation Fine	\$500.00

* The library will refund the full amount if a patron returns it to the library within 30 days of payment.

**For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>

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*- *For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>

Director's Report

March 2024

Agenda Items

3 Consent Agenda

- 3.5 Approve Annual Non-Resident Fee Method
This is required annually and sets what the method for calculating costs for people that do not live within the boundaries of Northbrook. There are no changes from last year.
- 3.6 Approve General Policies Updates: 04.402 Room Rental, 03.304 Public Code of Behavior, and 03.303 Fines & Fees

These are the policies to update to start Auditorium Rentals. Each policy has a clean and marked up version with changes.

7 Unfinished Business

- 7.1 Review Draft Strategic Plan
A draft of the strategic plan is included in the packet and Amanda Standerfer from Fast Forward Libraries along with members of the strategic planning
- 7.2 Approve Annual FY25 Budget
Anna Amen has included the budget documents for the board's review and approval.
- 7.3 Executive Director Evaluation (closed session)
The blank eval form and my self eval were shared with the board. This month the board will go into exec session to put together the eval before meeting with me in April.

8 New Business

- 8.1 Appoint Board Officer Nominating Committee
Each March, per the by-laws, the board president forms a three-person nominating committee to form a slate of officers for the May board meeting.
- 8.2 Civic Foundation Request for Monument
The Civic Foundation has a letter asking for consideration on donating a memorial commemorating the 100th Anniversary of Northbrook Days to be housed in or on the grounds of the library.

10 Agenda Building

Upcoming Agenda Items for April Board meeting

- FY24 Board Meeting Schedule
- Transfer of Funds to Debt Service & CIF
- Executive Director Review
- Start review of Master Plan

Board News & Reminders

Board Updates

We have restarted interviews for Northbrook Voices, the oral history project in partnership with the Northbrook Historical Society. We invite all our board members to tell their story and talk about what brought them to Northbrook! Please contact Lev Kalmens at lkalmens@northbrook.info to schedule an interview.

Mark Your Calendars

Solar Eclipse on April 8 at 2:07pm- We are hosting a live viewing of the eclipse at the library and board members are invited to attend with staff and the community.

Glenview Library Tour Tuesday, May 7th at 5:30pm- We are set to visit the Glenview library for a tour of their facility with Lindsey Dorfman, Executive Director. We have moved the time up to accommodate some schedule conflicts. Please let me know if this is a problem.

Flamingo Friday on May 10 from 5-7pm- Each year the library participates in the Village's outreach event. If any board members are interested in attending and helping pass out goodies to the community, please let me know.

Updates

Programming

Summer Reading

Even though our wonderful Winter Reading program just wrapped up, the Reading Committee is already hard at work planning Summer Reading 2024: Read. Renew. Repeat. We are excited for this theme as it gives us the opportunity to showcase the sustainability efforts we've made in partnership with the Village. Outside of ecological and conservation-based programming, we're planning to highlight with our graphics and displays all the ways reading and learning can help the community reach its sustainability goals and beyond.

Adult Programming

- Illinois Libraries Present hosted Julia Quinn, author of Bridgerton in February. No spoilers on season 3 of the show were exposed!
- In response to a patron suggestion, we hosted: Exhibition on Screen: Vermeer the Greatest Exhibition, which delved behind the scenes of the Rijksmuseum in Amsterdam and its 2023 exhibition of Vermeer paintings, the largest in history. This afternoon program had 104 patrons in attendance and we received very positive feedback including, "Outstanding program!! Please offer more like this. Such a pleasure and so educational"

Youth Programming

- Urye Min, Jane Huh, and Summer Kosuge from Youth Services with the help of Michelle Mistalski from Maker Services, Vu Nguyen from Facilities, and Harvey Huie planned and prepared for the Lunar New Year Storyfest held on Friday, February 9. The event had 12 stations that featured traditional New Years activities from Korea, China, and Vietnam and 92 people attended the event.



- Youth Services Assistant Jane Huh debuted a new quarterly NPL News Club for aspiring young journalists in grades 3-6. In addition to learning about fact checking and credible sources, the attendees were given an opportunity to virtually interview Alice Yin, a City Hall reporter for the Chicago Tribune. Participants were eager for the next program.

Collections

- A portable voice amplifier and laser cat toy were added to the Library of Things collection.
- With Technical Services, Amanda Margis from Youth Services has created a new Early Graphic Novel collection. The 360 items are being reclassified and will be added to the Readers shelves making these items more accessible for this audience.

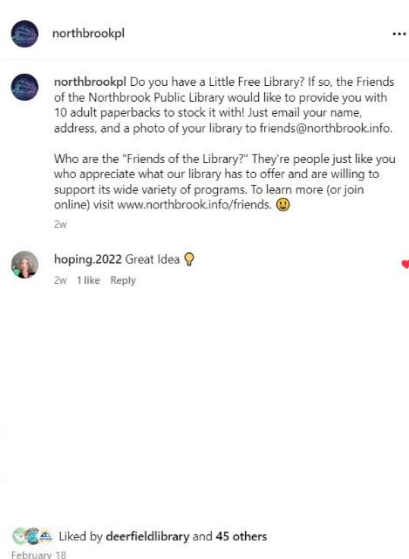
Marketing

Our big Spring issue is here

Posted: February 15

Facebook Reach: 2,298

Facebook Engagements: 65



Do you have a Little Free Library? (Friends promo)
 Posted February 18
 Instagram Reach: 422
 Instagram Likes: 46
 Instagram Shares: 1

EDI

Managers have been working with staff to identify departmental capacity levels. We worked with Lily Zheng to design an anonymous capacity assessment to help with this work. Staff are also participating in committee reviews to identify how they are impacting staff capacity, if committees need to be restructured or sun-setted, and if individual members need to come off of committees due their individual capacity.

HR Director interviews have been conducted, but unfortunately, no viable candidates have been identified. This process will continue into March.

Friends of the Library

The Friends had their Board meeting this month. They approved funding support of \$30,809.50 for the library's 2024-2025 fiscal year including Adult, Youth, and Maker programming, Youth Services Fish Tank Maintenance, Reading Program sponsorships as well as a coupon for the Friends Book Shop to be given as a Summer Reading prize.

The Friend's Board is now meeting quarterly rather than every other month. The Board discussed ideas to expand membership and engagement as membership is slightly down and the membership primary demographic is aging.

Partnerships

- Arielle Raybuck worked with KAN-WIN to finalize a partnership in May that will be inclusive to people speaking Mogolian, Korean, and Mandarin. The lecture they will provide in multiple languages, in 3 different rooms at the same time will be a Gender-Based Violence Workshop for Parents
- Lunar New Year Festival Show which was in partnership with the Northbrook Chinese Community Service Association on February 17th had 225 people in attendance, meeting capacity in our Auditorium. The show featured many local Northbrook Groups and Residents. Acts included Chinese instruments, a comedian, singers, dancers, kung fu, and tai chi.

Operations

Facilities

The four windows that cracked during the -20 degree weather have been replaced. This is something that Anna Amen has been talking to the architect about as we expect these significantly cold days to continue in coming years and with some of the windows being original to the building we want to take steps to ensure the buildings safety and durability.

After last month's board meeting, Anna Amen and I spoke with F.E. Moran on the Steam Boiler replacement project change order. The original change order of \$22k which they had lowered to \$8,750 they agreed to lower further to \$5k. We are now able to successfully call this project closed.

We are still awaiting the forensic audit on the Chiller from MultiStack which we expect to get by May.

We had significant weather fluctuations in February which kept Facilities staff on their toes to ensure the building's temperature remained constant and comfortable for staff and patrons.

Technology

- We are awaiting quotes from Best Buy for the Civic Room project to add full virtual broadcasting equipment.
- Preparations for quarterly library phishing prevention training are underway, with a mandatory annual session for all staff.
- On the evening of February 26th CCS updated our library catalog and back of house system, Polaris LEAP, to 7.5. Circulation and OSG prepared for this downtime at close of business on the 26th and opening on the 27th. There was no staff downtime and staff are assessing the new processes available to us.

HR

As we head into the end of the fiscal year, staff and managers have been working on annual reviews and managers are now meeting with staff to go over accomplishments and set goals for next year.

Staff Arrivals

- Jacob Readdy, part-time Facilities Worker, effective February 1 (replacement).

Staff Departures

- Keena Du, part-time Adult Services Clerk, effective February 6.
- Kelly Kayed, part-time Marketing Assistant, effective February 7.
- Jesse Koontz, part-time Circulation Clerk, effective Feb. 24.

All accepted full-time positions elsewhere.

Kate Hall, Executive Director

COLLABORATORY UPDATE

Prepared by: Cathleen Doyle
February, 2024

PROJECTS



PATRON STORIES



From Maker Specialist Eric Flowers: A patron came in looking for some way to design a drawer organizer but with no idea what tool to use. With the help of Eileen, Daniel, and probably others, I helped him learn a way to create something to his exact specifications using TinkerCAD and the laser. Here is the organizer in use at his home.

From Maker Specialist Daniel Choi: Patron came in to laser engrave on his mushroom kombucha jars at the same time his mother brought in wooden bamboo cooking utensils to engrave Welsh engraved loved spoons but using the laser instead of carving it out of the wood for her future daughter in law. Her son is going to use these utensils for an escape room puzzle that he made for her.



MATERIALS

February projects by material type charged:

3D Printing	90
Acrylic	37
Buttons	158
Cardstock	26
Cork Coasters	28
CDs/DVDs	32
Embroidery Thread	10
Glasses	25
Iron-on	9
Stabilizer Sheets	41
Vinyl & Transfer Paper	40
Wood	39

3D PRINTING

We printed 101 objects for users in February.

VISITORS

806 people visited the Collaboratory in February.

Comment	Response	Staff Member
I had another wonderful experience today in the Collaboratory! Joe helped me successfully transfer a DVD to iCloud. Fun and incredibly helpful. Thank you NPL 😊	No response needed	Cathleen Doyle

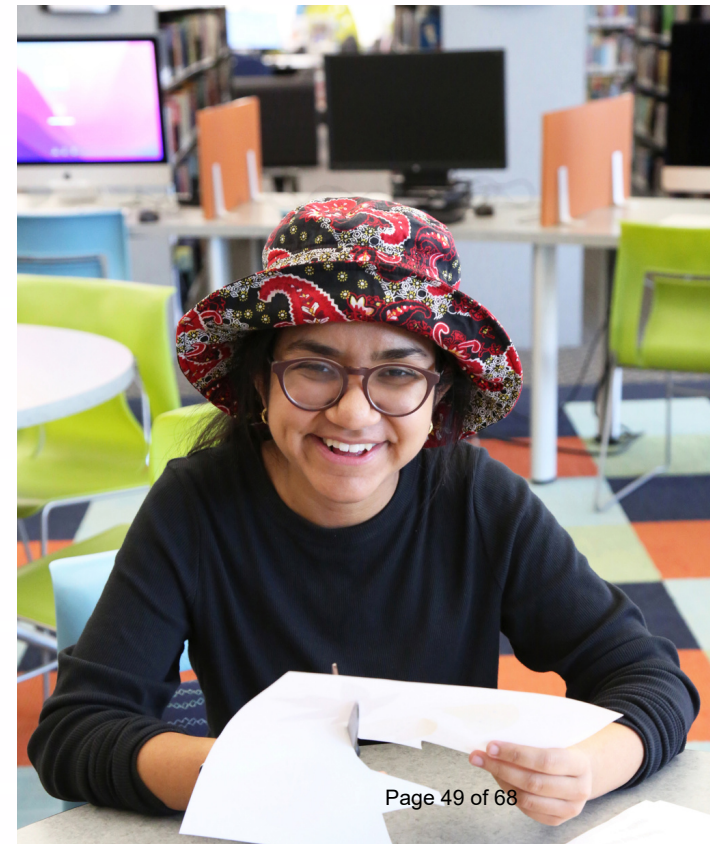


NORTHBROOK PUBLIC LIBRARY

STRATEGIC PLAN 2024-2026

Table of Contents

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Strategic Directions & Goals.....	8
Next Steps.....	12



Message from the Executive Director

Dear Northbrook Community,

We are thrilled to unveil our new strategic plan, which will help us better meet the needs of every member of our community. We are excited at the work ahead and know that based on listening to the voices of the community we will continue to shape the library in ways that strengthens the Northbrook community.

We envision a library that not only provides access to information and resources but also serves as a vibrant hub for learning, discovery, and connection. Our strategic plan lays out a roadmap for focusing our programs, services, and collections to better serve you. Whether you're looking to learn a new skill, explore different perspectives, or simply find a welcoming space to relax, we want the library to be your go-to destination.

We want you to feel a deep sense of belonging the moment you step through our doors or visit our website. You're not just welcomed here; you belong.

The Board and staff are thankful for the opportunity to serve this wonderful community. Here's to an exciting new chapter together!

Kate Hall
Executive Director



Introduction

Northbrook Public Library (NPL) is a vital resource for the community. Its dedicated staff, engaged patrons, and vibrant services create a welcoming and inclusive community space. To align its resources with the emerging priorities of the community, the library has undertaken a comprehensive strategic planning process incorporating feedback from community members and stakeholders, as well as library Trustees and staff.

Implementing a new strategic plan allows the library to focus on:

- expanding connections with the community through collections, programs, and services;
- embedding equity, diversity, and inclusion in all areas of operation; and
- reviewing and updating the library's space usage to meet and exceed the community's desires for access to resources and innovative services.

Introduction

NPL's strategic planning process began in summer 2023. Fast Forward Libraries LLC was engaged to facilitate the planning process in three phases: *Learn, Dream, Do*:

- Their *Learn* process was community-focused, with a community survey, stakeholder interviews, and community focus groups.
- During the *Dream* phase, the Board and Staff members added their lived experience to the community data to dream about the future and start to set priorities.
- In the *Do* phase, the plan was finalized, activating an implementation process that effectively guides the library for three plus years.

Process Timeline

AUGUST TO DECEMBER 2023

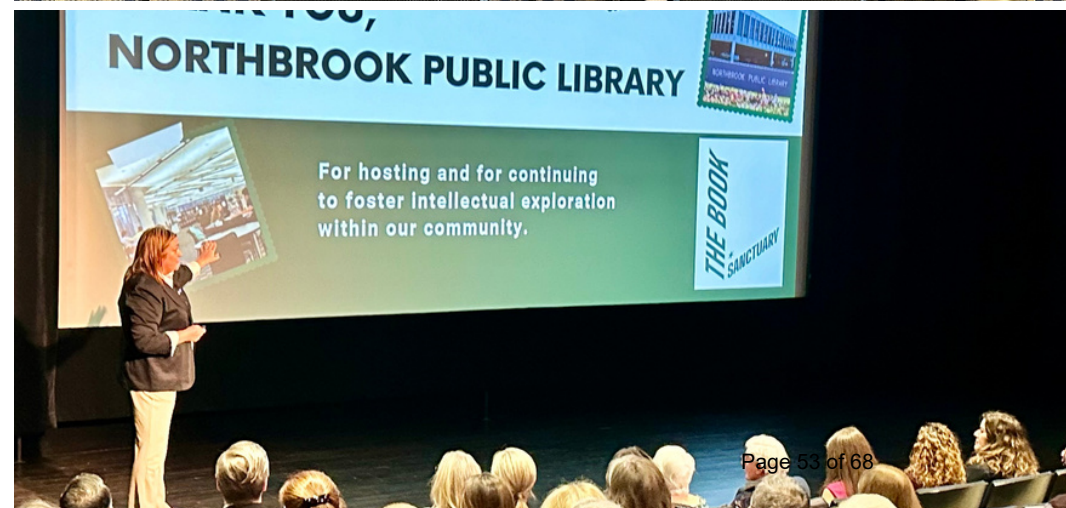
Planning Team Kick-off Session
Community Survey
Strategic Capacity Assessment
Focus Groups and Interviews

JANUARY 2024

Learning Report
Board and Staff Retreats

FEBRUARY TO APRIL 2024

Plan Development and Review
Present to Board
Transition to Implementation





Vision

1. A more connected, inclusive, and engaged community/Northbrook.
2. Engaging. Connecting. Including./Belonging. (Connect. Engage. Belong.)
3. Where community happens (current tagline)

Mission

1. We strengthen community and lifelong learning through innovative programming, resources, and services.
2. We foster community by inspiring learning and sharing of ideas in a welcoming and inclusive environment.
3. We foster community, inspire learning, and share ideas in a welcoming, inclusive environment.



Strategic Directions

The following strategic directions were selected to help define the library's goals and activities in the coming years. These priorities build upon and support one another to achieve the library's vision and mission in service to the community:

1. Connect with Our Community
2. Embed Equity, Diversity, and Inclusion in Operations
3. Create Spaces to Belong



Connect with Our Community

We want our community to be informed about all the library offers and find value in the library's evolving services and resources. Through diverse collections and programs, we will provide strong core services and experiences that support lifelong learning, fun, and cultural understanding. Patrons will report ease of access to the wide variety of resources provided at NPL, and the community will gain knowledge about intellectual freedom.

Goals

- *Position ourselves as the community's center for information needs.*
- *Provide exposure to new experiences and ways of looking at the world.*

Our Impact

- Community members are aware of what the library offers.
- High satisfaction with our collections.
- Community members feel their voices are heard by the library.

Embed Equity, Diversity, and Inclusion in Operations

We want our operations to be responsive to the needs of the community and the staff. Our organization aspires to provide staffing and professional development that provides services that meet the community's needs. Patrons will easily find what they are looking for at the library and feel their needs are met with assistance from knowledgeable staff.

Goals

- *Align staff roles and responsibilities and improve decision making processes across the organization.*
- *Foster a culture of shared growth and learning.*
- *Improve access to facilities, programs, and materials to better serve all populations.*

Our Impact

- Staff have high morale and retention.
- Staff capacity increases.
- Patrons with varying needs feel welcomed and accepted at the library.

Create Spaces to Belong

We want a facility that is recognized as a community hub with the flexibility to host a variety of programs and services while meeting individual needs. Updated spaces will allow staff to expand services with an eye to environmental sustainability and inclusivity. Patrons will feel the library is a place to connect with others, as well as a place to discover new ways to learn and grow.

Goals

- *Reimagine our spaces to increase flexibility and opportunities to explore and connect.*
- *Cultivate an inclusive and welcoming library environment.*

Our Impact

- Patrons and staff feel a sense of belonging at the library.
- The library considers green practices and sustainability efforts when making decisions and during project planning.

Next Steps

IMPLEMENTATION AND EVALUATION

Now that this plan has been adopted by the Northbrook Public Library Board of Trustees, library staff members will develop annual activity plans to guide implementation. Implementation is a continual process. The timing of certain activities will be determined by priority and influenced by a variety of factors, such as funding and other resource allocation. Review and adjustment of the activity plan will occur regularly.

A complete evaluation framework will be developed once the activity plans are finalized. Evaluation of the plan will be ongoing once plan implementation is underway. The plan's status and implementation will be reported on a regular basis to Trustees and stakeholders.





Memorandum

DATE: 3.14.24
TO: Trustees
FROM: Anna Amen & Kate Hall
RE: 2025 Budget - Final

Attached is the budget for fiscal year 2025 for your review. No changes were made to the budget presented at the February Board Meeting. Supporting documentation can be found on the board portal.

During the Levy process the board voted to increase the operating, FICA, IMRF, and debt service levies 3.0% or \$9,885,230.

Budgeted revenues and expenditures were determined by assessing the following information:

- Prior year's revenue data
- Prior year's spending data
- Library wide initiatives
 - Funds have been allocated for Strategic Plan Initiatives – including but not limited to
 - Equity, Diversity & Inclusion (EDI)
 - Website redesign
 - Review of Masterplan
- Facility plan
 - Included in this year's facility plan (full plan available in the board portal), we are focusing on the following building projects:
 - Parking lot improvements
 - Sealing and striping of parking lots
 - Movement of handicap spots per patron requests
 - Security Cameras
 - Alarm System
 - Access Control System
 - Elevator Control Modernization Project
 - HVAC Automation System Upgrade Project
 - Chiller Repair
- Operations
 - Personnel
 - Funds have been included to continue implementation of benchmarking pay target adjustments.

- Materials
 - Funds have been allocated based upon staff input, which includes circulation statistics and patron requests.
 - Spending is 11.44% of the budget
 - Illinois State Library standard - materials is 8 to 12% of budget. The ISL standard will also allow consideration of consortium and resource sharing costs as part of the materials budget. Costs related to consortium and resource sharing are \$105,000 which brings our percentage up to 12.64%.
- Programming
 - Funds have been allocated based upon staff input.
 - Donations from the Friends of the Northbrook Public Library, Laird Foundation and the Northbrook Art Commission will be applied to the costs of this program.
- Staff Development
 - Funds being allocated to allow staff to attend in person training – the costs associated with in person training is greater than virtual training.
 - Funds have been allocated for staff appreciation and wellness due to information obtained from the Zheng Staff Capacity Assessment.
- Software
 - Funds have been allocated based upon a technology needs review with Outsource Solutions Group to continuing existing licenses and potential new software.
 - The increase is due to an increase in subscription license renewals rather than standalone license purchases.
- Community Relations
 - Funds have been allocated to provide for a quarterly newsletter, email marketing efforts and expenses related to outreach efforts.
- Insurance (Group and General)
 - Includes for a 4.2% increase for Medical, Dentals, Vision and Life
 - Actual amounts for General, Umbrella, Auto, Crime, Cyber, Director & Officer, Workers Compensation and a 5% increase for Flood
- Professional Fees
 - Funds have been allocated for attorney fees, auditor fees, HR consultants, website redesign and maintenance, IT consultant, EDI consultants and Crisis Management consultants.
 - Inflationary increase was also included
- Contracted Services
 - Funds have been allocated for Janitorial Services, carpet cleaning, bathroom cleaning, water treatment, snow removal, window cleaning, security and maintenance of building systems and equipment.
 - Inflationary increase was also included
- Fixed Assets
 - Funds have been allocated to meet aging building needs and based upon the technology replacement plan. We plan to use a combination of operating funds, per capita grant and restricted funds to purchase items.
- Designated Revenues and Expenses have increased to capture Illinois Library Presents activity.

After Library Board approval, the Library Budget will be sent to the Village to be included in the Village budget approval process.

Northbrook Public Library
General Fund
FY2025 Budget - FINAL

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget
REVENUES							
Undesignated Revenue							
	Property Tax Levy	7,280,953	7,237,444	7,518,447	8,122,000	7,800,369	8,446,880
	Uncollectible Levy				(162,440)		
	Property Tax Abatement						
	Replacement Tax	150,684	350,276	459,160	150,000	169,846	150,000
	Impact Fees		12,349	5,525		4,294	
	Fines & Fees	19,667	35,157	38,695	35,000	42,031	35,000
	Video/DVD rental						
	Interest Income	15,039	3,796	29,426	20,000	53,633	20,000
	Loss on Investment	1,944	222				
	Other Income	24,190	98,309	28,059	100,000	18,851	100,000
	Total Undesignated Revenue	7,492,477	7,737,553	8,079,312	8,264,560	8,089,024	8,751,880
Designated Revenue							
	Gifts & Other Designated Income	159,242	109,901	97,128	400,000	561,738	600,000
	Designated Interest Income		323	3,905			
	Total Designated Revenue	159,242	110,225	101,032	400,000	561,738	600,000
	Total Revenues	7,651,719	7,847,777	8,180,344	8,664,560	8,650,762	9,351,880
PERSONNEL							
	Salaries and Wages	3,617,765	3,544,727	3,920,270	4,311,000	4,235,473	4,597,000
	Maintenance Salaries/Wages	177,485	149,068	172,053	189,000	187,927	203,000
	Total Personnel	\$ 3,795,250	\$ 3,693,795	\$ 4,092,322	\$ 4,500,000	\$ 4,423,400	\$ 4,800,000
FRINGE BENEFITS							
	Group Insurance	648,701	654,759	673,498	750,000	721,653	790,000
	Unemployment/Worker's Comp	25,075	24,228	26,047	23,000	26,828	24,000
	Staff membership, Conferences, Mileage, Anniversary Gifts, Staff Day, Staff Appreciation Party, Staff Wellness, Recognition & Acknowledgement, Tuition Reimbursement	28,819	53,438	58,301	61,000	60,050	63,000
	Total Fringe Benefits	\$ 702,595	\$ 732,425	\$ 757,845	\$ 834,000	\$ 808,531	\$ 877,000
COMMODITIES							
	Materials	893,794	887,742	885,993	944,000	930,293	1,001,500

Northbrook Public Library
General Fund
FY2025 Budget - FINAL

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget
Programs	Fiction & Media, Reference, Young Adult, Youth Services, Maker Services, Library Wide	75,024	80,588	71,125	103,150	90,233	112,000
Office & Library Supplies	Supplies less than \$500	70,197	60,423	56,483	70,000	59,308	70,000
Software	Adobe, Antivirus, Bamboo, Basecamp, Blackbaud, Communico, Deep Freeze, Firewall, Getty, Gmail, LastPass, Microsoft, Remote Printing, Server Software, StackMap, Titlesource, Website Hosting, ZooBean	99,903	92,506	92,146	110,000	96,753	106,000
Postage		16,801	19,633	18,556	20,000	20,055	20,000
Community Relations	Promotional items, Float, Newsletters, Email marketing, Northbrook Chamber, Rotary, Social Media, Volunteer Program, Home Bound Deliveries	34,605	39,553	47,434	55,000	49,806	55,000
Janitorial Supplies	Supplies, Paper, Chemicals, Uniforms, Rugs, Paint, Filters, Landscaping	42,115	45,728	44,678	45,000	44,901	45,000
Total Commodities		\$ 1,232,439	\$ 1,226,173	\$ 1,216,415	\$ 1,347,150	\$ 1,291,348	\$ 1,409,500

CONTRACTUAL SERVICES							
OCLC		23,735	25,204	26,683	29,000	28,017	29,000
CCS Shared Costs		79,293	79,011	78,410	76,000	75,855	76,000
Photocopy	Copy machine lease payment and click charges, My PC, Papercut, SimpleScan, Coin op lease payment, printer maintenance	23,328	25,544	24,857	24,000	25,106	19,000
General Insurance	General liability, Auto, Umbrella, D&O, Cyber, Flood	58,129	63,502	71,158	79,000	76,139	84,000
Telephone & Internet	VOIP, Emergency Phone Lines(elevator & area of rescue), Fiber optic cable, Internet	48,058	40,502	36,442	39,000	38,264	39,000
Professional Services	Attorney, Auditor, Human Resource Advisor, Independent Contractors	243,612	258,042	309,174	402,000	401,383	434,000
Equipment Rental/Maintenance	Piano, AMH, RFID, Postage machine, Auditorium equipment, Collaboratory equipment	4,436	26,637	46,468	46,000	45,539	46,000

Northbrook Public Library
General Fund
FY2025 Budget - FINAL

	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Forecast	FY25 Budget
Vehicle Expense		483	465	810	3,000	1,268	3,000
Utilities	Gas, Water, Garbage, Composting	47,123	48,549	50,656	54,000	52,176	54,000
Building Repairs	HVAC, Elevator, Plumbing, Electrical, Parking stops, Sprinklers, Parking lot repairs, Curtain Wall	18,710	39,082	41,207	35,000	30,905	35,000
Contracted Services	Alarm, Backflow Service, Elevator, Cleaning, Snow removal, Carpet cleaning, HVAC, Sprinkler, Indoor landscaping, Sliding door, Roof, Window washing, Fish tank maintenance	133,639	139,059	144,868	153,000	147,528	223,000
Recruiting		0	1,555	420	1,000	450	1,000
Total Contractual Services		\$ 680,546	\$ 747,153	\$ 831,154	\$ 941,000	\$ 922,630	\$ 1,043,000
CAPITAL OUTLAY							
Furniture and Equipment	Items greater than \$500	30,048	56,837	30,722	90,000	79,695	70,000
Total Capital Outlay		\$ 30,048	\$ 56,837	\$ 30,722	\$ 90,000	\$ 79,695	\$ 70,000
OTHER							
Contingency & Misc Exp		3,341	7,147	9,739	100,000	7,728	100,000
Board Development		216	502	620	500	1,357	1,000
Total Other		\$ 3,557	\$ 7,649	\$ 10,359	\$ 100,500	\$ 9,085	\$ 101,000
Total Expenses Before Gifts & Transfers		\$ 6,444,435	\$ 6,464,033	\$ 6,938,819	\$ 7,812,650	\$ 7,534,688	\$ 8,300,500
DESIGNATED EXPENSES		\$ 74,930	\$ 89,569	\$ 108,970	\$ 400,000	\$ 561,738	\$ 600,000
TRANSFERS							
Debt Service Transfer		\$ 16,150	\$ 20,546	\$ 12,554	\$ 25,000	\$ 25,000	\$ 25,000
Capital Improvements Transfer		\$ 1,115,000	\$ 1,270,000	\$ 1,120,000	\$ 425,000	\$ 425,000	\$ 425,000
Total Transfers		\$ 1,131,150	\$ 1,290,546	\$ 1,132,554	\$ 450,000	\$ 450,000	\$ 450,000
Total Expenses		\$ 7,650,515	\$ 7,844,147	\$ 8,180,343	\$ 8,662,650	\$ 8,546,426	\$ 9,350,500
NET SURPLUS/(DEFICIT)		\$ 1,204	\$ 3,630	\$ 2	\$ 1,910	\$ 104,336	\$ 1,380

Northbrook Public Library
IMRF/FICA Fund
FY2025 Budget

	Explanation	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY24 Budget	FY24 Forecast	FY 2025 Budget
Revenues							
Undesignated Revenue							
	Property Tax Levy-IMRF	\$479,577	\$389,152	\$418,181	\$425,000	\$416,500	\$400,000
	Property Tax Levy FICA & Medicare	\$282,853	\$281,163	\$284,363	\$289,000	\$283,220	\$280,000
	Interest Income IMRF	\$1,214	\$298	\$2,608	\$500	\$500	\$2,000
	Interest Income FICA & Medicare	\$341	\$81	\$461	\$500	\$500	\$500
	Total Undesignated Revenue	\$763,986	\$670,694	\$705,612	\$715,000	\$700,720	\$682,500
Total Revenues		\$763,986	\$670,694	\$705,612	\$715,000	\$700,720	\$682,500
Expenses							
Undesignated Expenses							
Human Resources							
	Employer IMRF IMRF Rate - FY21 - 11.39%; FY22 - 9.54%; FY23 - 8.39%; FY24 - 8.68%	\$397,230	\$360,907	\$339,493	\$400,000	\$353,073	\$380,000
	Employer FICA & Medicare FICA Rate - 6.2% & Medicare Rate - 1.45%	\$280,030	\$271,950	\$301,541	\$280,000	\$313,603	\$325,000
	Total Human Resources	\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
	Total Undesignated Expenses	\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
Total Expenses		\$677,260	\$632,857	\$641,034	\$680,000	\$666,675	\$705,000
NET SURPLUS/(DEFICIT)		\$86,725	\$37,836	\$64,578	\$35,000	\$34,045	(\$22,500)

**Northbrook Public Library
Capital Improvements Fund
FY2025 Budget**

	Explanation	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY2024 Budget	FY 2024 Forecast	FY 2025 Budget
Capital Improvements Fund							
Revenues							
Undesignated Revenue							
Interest Income		\$11,009	\$3,384	\$22,170	\$24,000	\$22,613	\$20,000
Other Income		\$7,189	\$7,200	\$0			
Total Undesignated Revenue		\$18,198	\$10,584	\$22,170	\$24,000	\$22,613	\$20,000
Transfers & Other Financing Sources							
Transfer from General fund		\$1,115,000	\$1,270,000	\$1,120,000	\$425,000	\$425,000	\$425,000
Bond Proceeds							
Bond Premium							
Insurance Proceeds				\$25,893			
Other							
Total Transfers & Other Financing Sources		\$1,115,000	\$1,270,000	\$1,145,893	\$425,000	\$425,000	\$425,000
Total Revenues		\$1,133,198	\$1,280,584	\$1,168,063	\$449,000	\$447,613	\$445,000
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Renovation/Repair		\$1,482,325	\$179,481	\$259,387	\$720,000	\$345,870	\$885,000
Professional Fees		\$100,020	\$36,755	\$16,193	\$180,000	\$13,968	\$100,000
Furniture & Equipment		\$284,080	\$261,635				
Miscellaneous			(\$70,686)				
Total Capital & Bond Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
Total Undesignated Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
Total Expenses		\$1,866,425	\$407,185	\$275,579	\$900,000	\$359,837	\$985,000
NET SURPLUS/(DEFICIT)		(\$733,227)	\$873,399	\$892,483	(\$451,000)	\$87,776	(\$540,000)

Northbrook Public Library
Debt Service Fund
FY2025 Budget

	Explanation	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY 2024 Forecast	FY2025 Budget
Revenues							
Undesignated Revenue							
Property Tax Levy		\$743,814	\$737,686	\$745,395	\$760,900	\$745,682	\$758,350
Interest Income		\$15	\$4	\$172		\$163	
Loss on Investment		\$113					
Total Undesignated Revenue		\$743,942	\$737,690	\$745,567	\$760,900	\$745,845	\$758,350
Transfers & Other Financing Sources							
Transfer from General fund		\$16,150	\$20,546	\$12,554		\$15,630	\$600
Total Transfers & Other Financing Sources		\$16,150	\$20,546	\$12,554		\$15,630	\$600
Total Revenues		\$760,092	\$758,236	\$758,122	\$760,900	\$761,475	\$758,950
Expenses							
Undesignated Expenses							
Capital Projects & Bond Expenses							
Interest Payments		\$405,034	\$382,172	\$367,550	\$350,900	\$350,900	\$333,350
Principal Payments		\$354,945	\$376,077	\$390,000	\$410,000	\$410,000	\$425,000
Total Capital & Bond Expenses		\$759,979	\$758,249	\$757,550	\$760,900	\$760,900	\$758,350
Total Undesignated Expenses		\$759,979	\$758,249	\$757,550	\$760,900	\$760,900	\$758,350
Transfers & Other Financing Uses							
Other Financing Uses				\$572		\$575	\$600
Total Transfers & Other Financing Uses							
Total Expenses		\$759,979	\$758,249	\$758,122	\$760,900	\$761,475	\$758,950
NET SURPLUS/(DEFICIT)		\$113	(\$13)	\$0	\$0	\$0	\$0



March 11, 2024

To Whom It May Concern:

The Northbrook Civic Foundation is celebrating 100 years of Northbrook Days this year! We are very excited to reach this milestone. The library and Civic have been great partners over the years. It has been a privilege to see the library evolve and with Civic's assistance, watch different areas of the library transform.

We are looking for ways to commemorate or memorialize the 100th year of the festival. We had an idea that would take assistance from the library. If we were able to secure some sort of artistic monument or even a large plaque, would the library be interested in housing this item? This could be something outside or inside the library. We have not solidified anything final but wanted to have this discussion first.

We would be happy to discuss further with the board if that's something that would help in your discussions.

Thank you for your consideration!

Northbrook Civic Foundation

2002 Walters Avenue • Northbrook, IL 60062
Mailing Address:
PO Box 232 • Northbrook, IL 60065-0232
northbrookcivic.com

Northbrook Civic Foundation is a
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